

**READING BOROUGH COUNCIL
REPORT BY DIRECTOR OF RESOURCES**

TO:	PERSONNEL COMMITTEE		
DATE:	4 OCTOBER 2012	AGENDA ITEM:	5
TITLE:	EQUALITY AUDIT 2011/12		
LEAD COUNCILLOR:	CLLR LOVELOCK	PORTFOLIO:	PERSONNEL COMMITTEE CHAIR
SERVICE:	HR	WARDS:	BOROUGH WIDE
LEAD OFFICER:	JIM HOGGART	TEL:	Ext: 72215 / 9390215
JOB TITLE:	DIRECTORATE HR SERVICES MANAGER	E-MAIL	james.hoggart@reading.gov.uk

1. PURPOSE AND SUMMARY OF REPORT

- 1.1. To present a statistical summary of equal opportunities monitoring under the Council's Equality Monitoring Framework for the financial year 2011 / 12.

2. RECOMMENDED ACTION

- 2.1. That you note the report.

3. POLICY CONTEXT

- 3.1. The report is a component of the Council's Equal Opportunity and Fair Treatment Policy. This report is presented annually to provide background data that will assist and inform the work of the Committee. This data is intended to provide an equalities context and focus for ongoing discussions with internal and external stakeholders.
- 3.2. The report takes the form set out in the Equality Monitoring Framework endorsed by the LJF, Personnel Committee and the (then) Black Communities Forum in September 2004.
- 3.3. The framework contains key employment profiles which the Council has to measure by law and also includes other profile data based on previous national performance indicator (PIs) outturns where relevant.
- 3.4. In addition, each directorate is expected to set its own targets based on its clients, customers or users of its services and the data from this report is provided to assist the process of target setting.
- 3.5. The agreed framework reporting heads are:
 - All Council Staff by directorate, gender, ethnic origin and disability
 - All Council Staff by gender, ethnic origin and disability across salary bands
 - Proportion of female, BME and disabled job applicants.

- Female, BME and disabled applicants as a proportion of their relative cohorts, who progress to through shortlisting to appointment compared with male, white and non-disabled applicants
- Proportion of female, BME and disabled employees accessing Council training by directorate, training type, compared to male, white and non-disabled employees
- Proportion of female, BME and disabled employees involved in Council procedures, compared to male, white and non-disabled employees
- Staff turnover data analysed by gender and ethnicity.

In the financial year 2012 / 13 the profile data will include profile information based on 'protected characteristics' as defined by the 2010 Equality Act following a re-validation exercise across the Council in autumn 2012.

SUMMARY OF STATISTICS

- 3.6. We use old National Best Value Performance Indicator (NBVPI) return methodology to compile the statistics, unless stated otherwise. This includes all full time and part time permanent staff and school based staff (unless otherwise stated). Casual staff or those on fixed term contracts of less than 12 months duration are excluded.
- 3.7. Tables 1, 2, 3 and 4 are snapshots of the workforce at the 31 March 2012. The following is a summary of what each table shows (*please note that the distributions are shown on the old directorate boundaries and these changed on 1st April 2012 - H&CC and DECS HQ roughly equate to the new DESSH directorate*).
- 3.8. The non-declaration (ND) data in tables reflects those employees who have made a positive decision not to declare their ethnicity or a disability or where information is not available. Since the validation exercise in 2006/7, further efforts have been made to obtain declarations from staff who have previously declined to take part and this will continue.

Comparisons of Gender, Ethnicity and Disability Within Directorates

- 3.9. Tables 1, 2 and 3 show employees at 31 March 2012 by directorate, gender, ethnic origin and disability compared with those at 31 March 2011.
- 3.10. The numbers of black and minority ethnic (BME) employees and disabled employees are shown as a proportion of employees who have made a positive declaration.
- 3.11. The proportion of women employed by the Council has remained static at 77.1%. The lowest percentage is employed in Environment, Culture and Sport (ENCAS) at 51.5%, where there are a larger number of traditionally male occupations. The largest percentage is in Education & Children's Services (DECS), where the proportion remains around 90%. Corporate Resources and Chief Executive's (RES/CEX) and Housing & Community Care (HCC) are at 67%.
- 3.12. The proportion of BME staff employed by the Council has increased from 11.8% to 13.4% - albeit in real terms there is a decrease from 533 in 2011 to 523. The reduction in overall staffing, however, does not appear to have disproportionately

affected BME staff groups. The highest proportion of BME staff are in H&CC (as last year) followed by RES/CEX. All directorates have shown an increase in the proportion of BME staff. These outturns compare with a 12.9% BEM population within the borough boundaries according to 2001 census data. This comparison figure will be replaced with data from the 2011 census once the data set is released.

- 3.13. Table 3 below shows the profile of employees who have declared a disability. The overall percentage has remained consistent at 1.9%.
- 3.14. The proportion of staff with a disability in the Council (excluding Schools) is around 1.7% to 3.9% except for DECS where the level is 1.0% - the latter is mainly due to the low level of staff with a disability within schools. If school based staff are taken out of the calculation, the proportion of staff in the Council with a disability would be 2.6%. The proportion of BME staff would be 13.7%.

Comparisons of Gender, Ethnicity and Disability Across Salary Bands

- 3.15. Table 4 shows employees at 31 March 2012 by salary band and then by gender, ethnic origin and disability. Salary bands are based on the new RG pay scales introduced in May 2011. The totals for staff are different from those in tables 1, 2 and 3, which show all employees as this data is drawn from the old NBVPI 11 earnings profile which excludes school based staff in its methodology.
- 3.16. The numbers of black and minority ethnic employees and disabled employees are shown as a proportion of employees who have made a positive declaration
- 3.17. Female employees continue to form the greater percentage across all salary bands. Each band has over 55% women, with the proportion reaching around 70% in band 2, 3 and 9.
- 3.18. This analysis shows that the level of BME staff in the higher earnings bands have remained static since 2011 with 3.6% in the highest earnings band) which is lower than the proportion of BME staff in the Council as a whole.
- 3.19 The overall number of employees who have declared a disability across salary bands ranges between 1.7 and 3.5%. The proportion of people with a disability is relatively even across most of the bands in most cases.

Progress of Applicants Through Recruitment

- 3.20 For this report we have attempted to provide more information about the attrition rate of applicants through the recruitment process in order to better understand the dynamics of the process as it rolls forward. The figures in brackets are 2010/11 figures,
- 3.21 In 2011/12 the Council received 4,885 (3,343) applications for 273 (206) appointments. Of these, 2858 (1948) were from women (58.5%), 1424 (1019) from BME applicants - 29.1% (30.5%) and 244 (118) from people with a declared disability - 4.9% (3.9%). These headline figures are consistent with a lower level of recruitment overall across the Council, but the proportions of groups facing disadvantage applying for employment have remained constant or increased.
- 3.22 3.23 Of the successful applicants, 71.4% (67%) were women, 21.6% (22.3%) were BME and 4.0% (3.4%) were applicants with a disability.

Access to Corporate Training

- 3.23. Tables 5(a) and 5 (b) show access to Corporate Training by Directorate and by type of training for employees from the different groups during 2011/12.
- 3.24. There is an overall reduction of attendees from all Directorates and on all types of event. There is a significant decrease in attendance on Equalities training, Management Development and Personal Development courses. This is in part due to the fact that in 2010/11, and 2009/10 there were two significant training programmes which introduced the Equality Act of 2010 (Equalities training) and to introduce the new Appraisal Scheme to appraisers (Management Development) and appraisees (Personal Development).

Individual Employees by Group and Directorate

- 3.25. Table 5(a) shows the percentage of employees who accessed Corporate Training by Directorate during the year April to March 2111/12. The ethnicity and disability data shows only people who have made a positive declaration under ethnicity and disability.
- 3.26. Generally, the data reflects the proportions of these groups of employees in the workforce. Overall a much larger percentage (72%) of women than men undertook training during last year, a slight decrease of 1% on the previous year.
- 3.27. BME employee access to training remained the same as the previous year (13%).
- 3.28. Employees, who had declared themselves as having a disability, formed 3% of the total employees on corporate training, which remains the same as the previous year

Access to Type of Training by Group

- 3.29. Table 5(b) represents a different perspective as it shows the type of training accessed by the different groups. Again the ethnicity and disability data shows people who have made a positive declaration under ethnicity and disability.
- 3.30. Female participants made up the largest percentage on all types of corporate training; these figures reflect the larger percentage of women in the workforce.
- 3.31. Attendance by BME participants remained at 13% across all types of corporate training, the same as the previous year. There was an increase of 13% of BME participants on Equality and Diversity events, an increase of 4% of BME attendance on Management Development events and a decrease of 3% of BME participants on Personal Development events.
- 3.32. Disabled participants made up 3% across all types of corporate training, the same previous year. There was a decrease of 2% of participants who declared disabilities attending the Corporate Induction and a slight increase of 1% of attendance on H&S events.

Involvement in Council Procedures

- 3.33 Table 7 shows a breakdown of those involved in the Council's formal procedures: capability ill health, capability performance, discipline and grievance. The levels of formal casework reduced in 2011/12 (from 126 in 2010/11), but whilst the absolute numbers are small, they do not indicate that procedures were applied and / or accessed disproportionately by any particular group profiled in the report. The number of formal 'harassment'

cases reduced to zero in this period.

Turnover and Attrition

- 3.34 Table 8 shows a profile of 'leavers' from the Council divvied between 'voluntary' and 'involuntary' forms of exit.
- 3.35 Total turnover for the Council (excluding schools) was 8.3% in 2011/12 (8.2% 2010/11). The table shows that for most forms of exit, women, BME staff and staff with a disability did not leave the Council in higher than expected proportions - that is to say, the level of exit indicates that these staff are generally being retained.

4. CONTRIBUTION TO STRATEGIC AIMS

- 4.1 Monitoring our workforce is linked specifically to the promotion of equality and ensuring that we move to a position where our workforce represents the community it serves.

5. LEGAL IMPLICATIONS

- 5.1 Equalities legislation requires us to monitor staff profiles and employment policies and procedures.

6. FINANCIAL IMPLICATIONS

None

7. BACKGROUND PAPERS

None

Employee Profiles by Directorate at 31.03.11 compared to 31.03.10

Table 1 Employee Gender Profile

DIRECTORATE	31.03.11			31.03.12		
	All staff	Women	% Women	All staff	Women	% Women
CRES/CEX	447	295	65.9%	408	275	67.4%
DECS	2580	2354	91.2%	2452	2217	90.4%
ENCAS	965	514	53.2%	843	434	51.5%
H&CC	782	541	69.1%	739	501	67.8%
TOTALS	4774	3704	77.5%	4442	3427	77.1%

Table 2 Employee Ethnicity

Directorate	31.03.11				31.03.12			
	All staff	No	% BME ²	ND	All staff	No	% BME ²	ND
RES/CEX	447	55	12.5%	8	408	56	15.9%	56
DECS	2580	261	11.1%	243	2452	260	12.0%	276
ENCAS	965	107	11.2%	12	843	102	13.9%	110
H&CC	782	110	14.5%	24	739	105	16.3%	95
TOTALS¹	4774	533	11.8%	287	4442	523	13.4%	537

Table 3 - Employee Disability

Directorate	31.03.11				31.03.12			
	All staff	Dis	% Dis ²	ND	All staff	Dis	% Dis ²	ND
RES/CEX	447	15	3.5%	20	408	15	3.9%	21
DECS	2580	18	0.9%	492	2452	20	1.0%	486
ENCAS	965	17	1.9%	91	843	13	1.7%	94
H&CC	782	29	4.0%	66	739	24	3.6%	65
TOTALS¹	4774	79	1.9%	669	4442	72	1.9%	666

1. Includes all permanent employees, teachers & school based employees; does not include those on temporary contracts for less than a year
2. As a proportion of employees who have made a positive declaration

Table 4 - Council Employees in Salary Bands as at 31.3.12

Grade Bandings	Population	Women		BME			Disability		
		No	%	No	ND	%	No	ND	%
RG1	18	12	66.60%	3	1	17.6%	0	0	0.00%
RG2	355	252	71.00%	67	10	19.4%	6	8	1.7%
RG3	489	375	76.70%	66	28	14.3%	14	45	3.2%
RG4	657	422	64.20%	88	12	13.6%	16	49	2.6%
RG5	350	241	68.80%	49	16	14.7%	11	26	3.4%
RG6	274	161	58.80%	34	16	13.2%	7	25	2.8%
RG7	240	166	69.10%	24	12	10.5%	2	14	0.9%
RG8	123	74	60.10%	9	5	7.6%	4	9	3.5%
RG9	52	40	76.90%	5	2	10.0%	1	2	2.0%
RG10	34	21	61.80%	1	1	3.0%	2	1	6.1%
Above £52,393	59	32	54.20%	2	4	3.6%	1	4	1.8%
	2651	1796	67.7%	348	107	13.7%	64	183	2.6%

- 1 - Based on 2009/10 pay bands and earnings
- 2 - As a proportion of employees who have made a positive declaration
- 3 - Excludes schools)

Table 5 - Equality Access to Training

(a) Individual Employee Access to Corporate Training by Directorate April 2011 to March 2012

Directorate	Total ²	Gender		Ethnic Origin		Disability	
		Women	Men	BME ¹	White ¹	Yes ¹	No ¹
CEX	(256) 173	69%	31%	13%	87%	3%	97%
DECS	(1106) 944	86%	14%	15%	85%	2%	98%
ENCAS	(397) 306	49%	51%	5%	95%	3%	97%
HCC	(763) 495	65%	35%	15%	85%	4%	96%
RESOURCES	(269) 125	56%	44%	12%	88%	3%	91%
TOTALS	(2791) 2043	72%	28%	13%	87%	3%	97%

(b) Individual Access to Corporate Training by Type of course April 2011 to March 2012

Training Type	Total ²	Gender		Ethnic Origin		Disability	
		Women	Men	BME ¹	White ¹	Yes ¹	No ¹
Corporate Induction	(186) 136	61%	39%	22%	78%	2%	98%
Equal Opportunities/ Positive action	(145) 68	75%	25%	26%	74%	2%	98%
Health & Safety	(875) 834	74%	26%	11%	89%	3%	97%
Management Development	(589) 402	69%	31%	12%	88%	4%	96%
Personal Development	(973) 603	74%	26%	14%	86%	4%	94%
Total All Training	(2791) 2043	72%	28%	13%	87%	3%	97%

¹ shows those staff who have declared their ethnicity or a disability² The figure in brackets is the number trained in the previous financial year

Table 7 Completed HR Casework - Use of Formal Procedures - April 2011 to March 2012 - Analysis by Employee Profile

Case Type	All Cases	Gender		BME		Disability	
		Women	%	No	%	No	%
Capability IH	37	20	54.0%	3	8.1%	2	5.4%
Capability - Performance	7	1	14.2%	1	14.2%	0	0%
Disciplinary	30	11	36.6%	2	6.7%	0	0%
Grievance	16	7	43.7%	2	12.5%	1	6.2%
Bullying / Harassment	0	0	0%	0	0%	0	0%
TOTALS	90	39	43.3%	8	8.9%	3	3.3%

Table 8 - Turnover / Leavers 2011/12

REASON	ALL	FEMALE	BME	DISAB
INVOLUNTARY EXIT				
Death	4	3	0	1
		75.0%	0.0%	25.0%
Dismissal	4	2	1	0
		50.0%	25.0%	0.0%
Ill Health Dismissal	5	3	1	1
		60.0%	20.0%	20.0%
Ill Health Retirement	2	2	0	1
		100.0%	0.0%	50.0%
Redundancy	34	25	5	0
		73.5%	14.7%	0.0%
Redundancy / ER	24	18	3	0
		75.0%	12.5%	0.0%
End of Fixed term/ Temp Contract	7	5	2	0
		71.4%	28.6%	0.0%
Other (Not Known/TUPE)	25	17	2	0
		68.0%	8.0%	0.0%
TOTAL	105	75	14	3
		71.4%	13.3%	2.9%
VOLUNTARY EXIT				
Retirement	18	9	1	0
		50.0%	5.6%	0.0%
Mutual Agreement	8	7	2	0
		87.5%	25.0%	0.0%
Efficiency Termination /Retire	82	60	14	1
		73.2%	17.1%	1.2%
Resignation	158	112	19	4
		70.9%	12.0%	2.5%
TOTAL	266	188	36	5
		70.7%	13.5%	1.9%
TOTAL ALL	371	263	50	8
		70.9%	13.5%	2.2%