Gloucestershire County Council

Workforce Equality and Diversity Report (2014/15)

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Gloucestershire County Council Workforce Diversity Report

Equality and Diversity Employment Information

Introduction

The way in which Gloucestershire County Council delivers its services continues to change which has led to the council becoming a very different and smaller organisation. As a result we continue to adopt a different approach to the way our employees deliver and commission services and to the way we work. Our vision and values can be found here .

This report sets out the workforce data arrangements we have in place in order to monitor progress towards our objectives.

The council has been monitoring equality information across a number of areas in employment since 2000. In addition since the introduction of the Equality Act 2010 and the subsequent Public Sector Equality Duty we have actively been analysing and reporting on data across a broad range of protected characteristics.

The nine characteristics are race, disability, gender (including transgender), gender-reassignment, pregnancy and maternity, sexual orientation, marriage and civil partnership, age and religion and belief. Monitoring equality and diversity in the workforce enables us to examine how our employment policies and processes are working and to identify areas where these may appear to be impacting disproportionately on certain groups of staff. This helps us to show 'due regard' and can lead to the development of better and more informed, inclusive decision making, including decisions on recruitment and promotion.

How we collate equality information and intend to address data gaps

The majority of the information included in this report has been taken from the council's HR and Payroll System. In 2013 we collected information from employees, through an Equalities Questionnaire, to help address areas where we had identified gaps in equality data. In 2014 we have built on this through recruitment practices to ensure the data held on new entrants to the organisation is complete.

We continue to collect data through various sources, including our HR & Payroll System 'self service' and through recruitment practices, amongst other means. We are currently developing an equalities "e-form" which we plan to launch in 2015. This will allow individuals to go into our management data system and amend certain details themselves, to add to the data we currently hold.

Executive Summary

The following information gives an overview of the current staffing situation, and a summary of the progress Gloucestershire County Council has made against its Equality Objectives over the past twelve months.

Workforce Headcount

On the 1 October 2014, 3,616 individuals were employed by Gloucestershire County Council. In addition to those included in our headcount figures published on the transparency pages of our website, this number also includes employees from the Gloucestershire Fire and Rescue Service, and those engaged on a casual basis where a mutuality of obligation exists.

Our 'Meeting the Challenge Strategy' (2011-2015) outlined the financial savings required by the authority, and has resulted in considerable down-sizing and organisational change. We took positive steps to minimise reductions through redundancies, including:

- Reducing senior management
- Managing vacancies, only filling vacant posts that are essential and via the redeployment pool whenever possible
- Offering flexible working arrangements

Managers continue to utilise the managing change toolkit, to assist them with changes to the service for example restructuring, TUPE and so on. This helps to ensure that the process of change management is carried out fairly and on an equitable and transparent basis following principles of due regard. This toolkit has been reviewed and updated to ensure it remains relevant to managers.

Consideration of the Equality Duty and Decision Making

Our Due Regard Process ensures that we consider the three aims of the public sector equality duty when we plan and deliver our work and when making decisions.

The general duty requires the council to have due regard to the need to:

- Eliminate discrimination, harassment and victimisation;
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it;
- Foster good relations between people who share a protected characteristic and people who do not share it.

Our process ensures that decision makers consider these aims as part of their day to day working practices.

Throughout 2014, we continued to implement changes across our employment functions and the Equality Impact Assessments and Due Regard statements are on

our web pages www.gloucestershire.gov.uk/equalities. You can view the historic Equality Impact Assessments and the more current Due Regard statements here.

Opportunities to work flexibly

The council will continue to support the retention of staff. To achieve this, the organisation offer and actively promotes to all employees a range of flexible working practices and family friendly policies. Other measures as appropriate to the particular circumstances are also considered and the council always gives due regard to the diversity profile of the workforce when making changes to services and developing workforce strategies. To help achieve this, Due Regard awareness sessions have been delivered to project managers during 2014.

The council offers employees a wide range of flexible working opportunities. These include:

- Flexible Working Hours Scheme
- Right to Request Flexible working
- Job Sharing
- Compressed Hours
- Term Time Working
- Office, Mobile and Remote Working
- Voluntary Reduction to Working Hours
- Voluntary Purchase of Additional Leave

The Voluntary Purchase of Additional Leave and Voluntary Reduction to Working Hours programmes were launched in 2013 and were received very positively. The schemes have been extended until March 2016. Take up of the Purchase of Additional Leave has increased from 2013/14. These schemes have contributed to cost savings under the “Meeting the Challenge” programme. We will continue to monitor this, and a review of the two schemes will take place in 2016 to explore whether they will be further continued.

Employee Engagement

Gloucestershire County Council continues to experience ongoing considerable change and we are keen to feed employee views into our decision making processes. This is in addition to a number of additional methods to engage with our employees, including:

- Staff networks
- Formal negotiations with Trade Unions
- Updates, electronically, through a dedicated e-notice board and staff intranet
- Regular bulletins such as “Staff Stuff”, the internal staff ‘e-zine’
- Where employees do not have access to e-communications, alternative methods are utilised

- Team meetings and briefings
- Staff Survey

We have employee networks for black and minority ethnic employees, employees with caring responsibilities, employees with disabilities, lesbian, gay, bisexual and transgender employees. Since the publication of the last report, all of the network chairs meet, on a quarterly basis at least, to discuss and review any emerging themes, to ensure a collective approach is taken to minimise any common concerns.

The networks have worked closely with the council to raise awareness and to offer employees the opportunity to raise issues of concern. We are in regular contact with the networks and strive to support activities/initiatives that they propose to offer to members and we encourage the network to raise with us issues of concern so that we can actively work together to agree solutions or approaches.

A Dignity at Work network is one of the initial points of contact (alongside line management, Human Resources Advisers or trade union representatives), for any employee who believes they are experiencing unacceptable behaviour. Dignity at Work Officers are able to listen and offer impartial support to anyone who feels they are experiencing bullying and harassment in the workplace. A Dignity at Work Officer can also support staff that have had an allegation of harassment or bullying made against them.

The council provides an Employee Assistance Programme which is available to staff. This offers information and advice including confidential counselling for both staff and managers, available 24 hours every day online and by telephone and covers a wide range of issues such as bereavement, childcare, financial advice and family breakdown.

Staff Health and Well Being Champions help deliver the objectives of the Staff Health and Wellbeing initiative by carrying out simple activities at a grassroots level which promote behavioural change among staff to engage, encourage, support and inspire and celebrate with colleagues ways to improve health and wellbeing.

In addition to our normal occupational health practices we offer professional face to face counselling to staff if the circumstances deem it necessary. We also offer on site counselling support to staff that have experienced a traumatic incident in the work place.

The council recognises that mental health is an important factor in the wellbeing of its staff and in managing absence. Mental health can be a difficult subject to openly discuss and inequalities in provision can exist where the subject is not actively managed or talked about. The council continues to sign up to the Mindful Employer

Charter and has made mental health first aid training available to targeted staff teams and groups of employees.

Human Resources Policy Review Programme

Following the implementation of the Equality Act 2010 the council's Human Resources Team revised a number of corporate policies and procedures, and produced specific guidance notes for managers. These assist managers to understand how to implement the legislation and to ensure that they act fairly and in accordance with corporate policy. We have a rolling programme of policy review that ensures that all policies are reviewed at least every two years unless statute requires an earlier revision or review. These are all reviewed in light of equalities considerations and due regard.

Benchmarking and sharing good practice

We continue to lead the Countywide Equalities Network, working in partnership with other public and private sector organisations. This group meets to address issues relating to each protected characteristic. The terms of reference for this network are:

- To act as a forum to share good practice with partner organisations in promoting equality and diversity in the workplace
- Disseminating good practice and information about policies and procedures relating to equality and diversity
- Encouraging collaborative working across members in relation to equality and diversity
- Facilitate good communication on equality and diversity issues across the county and surrounding areas
- Working in complimentary manner with other forums and where appropriate develop synergies to help widen influence and consolidate equality outcomes.

Some of the most notable achievements by the network in 2014 have been

- To successfully look at introducing a number of private, charitable and voluntary sector employers into membership of the group, further promoting best practice in Equalities employment issues to a wider proportion of the Gloucestershire workforce.`
- Increasing the frequency of the meetings from quarterly to bi-monthly, to enhance the 'problem solving' nature of the forum, and a structured programme for the following eighteen months has been developed covering all of the protected characteristics.

It is intended to further encourage more private, voluntary and private sector organisations to become members of the forum over the next year, and to continue to monitor the effectiveness of the group in promoting best practice in equalities across the county.

Key Workforce Data and Findings 2014/15

The workforce data and findings have been separated into all of the protected characteristics. There are additional sections of information regarding pay and remuneration, formal procedures, leaver's information, recruitment and selection and training and development.

Race

The categories used by Gloucestershire County Council to reflect Race are in line with those used by the Office of National Statistics (ONS). However, for publishing purposes we have grouped some categories together so as not to inadvertently identify anyone.

- The majority of employees, 93.64%, have declared their race. This is a slight fall from the previous year, when it stood at 94.18%. However, this is due to the fall in headcount from 2013/14 rather than to staff being unwilling to share their data.
- The estimated BME population from Gloucestershire is 4.6%. The proportion of employees from a black or minority ethnic background is 4.51%, an increase from 4.49% the previous year.
- There continues to be a larger proportion of BME employees amongst younger workers, particularly in the 16-25 age range. The ethnic profile of all employees aged 45 or younger shows nearly 6% from a BME background, considerably above the profile of the county.

What does this tell us?

The higher proportion of younger workers from a BME background indicates that the organisation is viewed as an attractive place to work by individuals from a minority background. The figures also counter the stereotype of Public Sector employers appealing only to those from a white, middle class background.

The workforce of Gloucestershire County Council is increasingly reflecting the community it represents. The next challenge the organisation will need to review will be to ensure that the diversity of those accessing our services, particularly social care services, is reflected in the diversity of the employees in these services. Where there is a disparity in these numbers, initiatives can be put in place to attract, retain and develop employees from different backgrounds to allow us to continuously improve the quality of the services we offer to the population of Gloucestershire.

Overall the reported levels for BME groups do not show any significant changes compared to the previous year which would indicate the overall reduction in staff numbers have not had a disproportionate impact on this group of employees. We continue to support the internal Black Workers Network and membership to the Network for Black Professionals which is an external body providing professional support and advice to black and minority ethnic workers seeking to progress through the organisation.

Disability

- The number of employees declaring a disability stood at 4.56%, a very small decrease from 4.68% the previous year.
- The highest proportion of disabled employees was amongst those aged 16-25, where more than 6% have declared a disability;
- Proportionally, more than double the number of male employees (7.72%) have declared a disability than female workers (3.38%)
- 4.87% of all leavers were disabled

What does this tells us?

We will be sharing these figures with our Disability network to discuss and analyse the workforce statistics.

The 2011 Census revealed that 7% of all people in Gloucestershire aged between 16 and 64 have a disability. Therefore, we can see that the numbers of staff who have declared a disability within our workforce is slightly lower. It is difficult to know whether this is due to declaration rates and this is something we would include in our discussions with the Disability network.

The council is committed to supporting and developing all staff and appointing the 'best' person for the job. We are keen to enable employees who become disabled to remain in work by providing reasonable adjustments to their working environment or how they carry out their duties. Also, the council continues to be a 'Two Ticks' employer, where if a disabled applicant meets the minimum selection criteria for a job, they will be invited to interview. We also offer supported employment for employees with a disability through Gloucestershire Industrial Services (GIS) and continue our membership to Mindful Employer.

Our Disability Network continues to support employees and work proactively with us to ensure we are meeting our obligations under the Equality Act 2010 and subsequent Public Sector Equality Duty.

Gender

The British labour market continues to be characterised by a high level of occupational segregation, women make up 83% of people employed in personal services and over 40% of female jobs compared with 15% of male jobs are in the public sector.[1]

- 73% of the council's workforce is female, a figure consistent for the past 3 years;
- This is a sharp contrast to the national workforce profile, where only 47% of all people in employment are female;
- 46% of the female workforce works part time, compared to 14% of their male counterparts;
- The majority (57%) of those in senior management positions are female;

[1] Data taken from 'How Fair is Britain', Equality and Human Rights Commission, October 2010

What does this tells us?

There is a very high proportion of female employees in the organisation; much higher than the workforce profile of the UK as a whole, where fewer women than men are employed. This is reflective of both the nature of the work undertaken by the organisation, much of which has traditionally appealed to females rather than males, and the flexible working opportunities offered by the council. These help us to attract and retain female employees who may otherwise have chosen to leave employment altogether, particularly when childcare is considered. These figures also suggest that other benefits offered by the organisation, in particular the Childcare Vouchers scheme, helps us to appeal as an employer to both female and male workers of with parental responsibilities.

Nearly sixty percent of senior managers are female, reflective of the fact that a significant proportion of our employees are female. Our female senior managers are employed in roles across the organisation.

Transgender

We continue to have employees who have declared themselves transgender. As with last year, this figure is low and disclosing the data in this report could lead to the illegal identification of individuals. The organisation continues to positively address transgender issues in the workplace through our LGBT network, and local and regional transgender networks. Gloucestershire County Council is committed to providing a productive, comfortable, supportive and, most importantly, safe environment for transgender employees, before, during and after transition.

Sexual Orientation

- 48% of the workforce have provided us with sexual orientation monitoring information, a rise from 45% last year;
- There has been a rise in the proportion of disclosed Gay Men, Gay Women and Heterosexual employees since last year. There has been a tiny fall (0.01%) in the proportion of bisexual employees;
- The proportion of employees who ‘prefer not to state’ their sexual orientation has also risen in the past year, up to 3.6% from 3.19% last year.

What does this tells us?

The continued rise in disclosure rates shows that, overall, confidence in the organisation amongst employees, particularly those from an LGBT orientation, is improving. The work the business has undertaken with the LGBT networks and external organisations has been key to this.

We will seek to continuously improve on this confidence amongst employees to provide sensitive monitoring information such as sexual orientation over the next year and beyond, further engaging our LGBT network and maintaining our membership of Stonewall.

Age

Gloucestershire County Council, like many Local Authorities across the UK, has an older workforce. This is reflective of the population as a whole which is recognised as having an older age profile.

- The highest proportion of our workforce (36%) are aged between 46 and 55;
- Less than 20% of the workforce are under 36, and only 42% are below 46 years old;
- There has been a slight increase in the proportion of employees aged 25 or under (4.12%) compared to last year (3.4%);
- There has also been a very slight rise in the number of employees over 56 (21.52%, compared to 21.32%)

What does this tells us?

There are benefits to both retaining the knowledge and expertise that older, long serving employees offer to the organisation, and attracting younger workers with fresh perspectives. The figures for this year indicate that the council is proving successful in both of these aims, with increases in the proportion of employees in the youngest and oldest age ranges.

The abolition of the default retirement age has seen a trend for the proportion of older workers within the organisation to increase over the past three years, as was anticipated.

Gloucestershire County Council actively seeks apprentices and offer graduates placements on a development scheme. Both of these have proven successful, with very high numbers of applicants to the apprenticeship schemes. This has driven the organisation to expand the number of apprenticeships on offer over the past 12 months. The graduate programme has also been very well received, with those entering the scheme receiving a wide breadth of experience across the organisation, and securing important strategic roles within the council following completion of the programme.

Religion and Belief

This is the second year that we have been able to report on the religious beliefs of the workforce. 27.5% of employees declared their religious denomination, a reduction from 30% last year.

The council supports religious belief through policies and practice. We offer all employees the use of dedicated quiet rooms to pray and reflect. Religious holidays are recognised and actively promoted, through internal communications, and employees are allowed time off for specific holidays, through both traditional bank holidays for Christian festivals, and the provision of special leave for observers of other faiths.

Marriage and Civil Partnership

73% of our workforce have not stated their marital status. We will continue to encourage higher disclosure rates.

Maternity Leave and Return to Work

In the period 1st October 2013 – 30th September 2014, 68 employees returned from Maternity Leave. 5 employees chose not to return. Of those returning to work, a further six subsequently decided to leave the organisation.

What does this tells us?

Return rates remain high, and we feel this reflects the wide range of flexible working opportunities available and the support we offer to managers to successfully manage the return to work of an employee from maternity leave. We will continue to monitor the numbers and make-up of non returners and consider appropriate action to address what we may deem as an area of concern.

Pay and Remuneration

It is difficult to report on this across all protected groups, especially where numbers are low and individuals are identifiable, but also where return rates are relatively small. Four of the characteristics that we are able to report on, Gender, Race, Sexual Orientation and Disability, are highlighted below.

Gender-

Women are well represented across all grades which includes 60% at senior management level. We view this as a positive indication that women have the opportunity to progress to senior levels in the organisation.

Race-

Representation remains low at very senior management level but proportionate through the other grades, including across managerial roles. There has been an improvement from the previous year in the number of BME employees in senior roles, but we are still underrepresented at this level.

Sexual Orientation-

There is, in general, proportional representation across all grades of employees who have disclosed they are Gay, Lesbian or Bisexual. We will continue to work closely with our LGBT Networks and Stonewall to ensure our practices and policies are fully inclusive, regardless of sexual orientation.

Disability-

There is representation of disabled employees across the grading structure but the majority are within grade B. This is due to the supported employment scheme that we run within Gloucestershire Industrial Services which supports those with disabilities, predominantly learning disabilities, into paid employment.

Leavers

- 432 individuals left Gloucestershire County Council between 1 October 2013 and 30 September 2014

What does this tells us?

This is a reduction of one third from the previous year.

The total number of leavers in the period is greater than the overall reduction in headcount. A number of those roles vacated by individuals leaving the organisation were considered frontline, key roles within the organisation and, therefore, were recruited to, either on a short term or permanent basis, to ensure the continuing effective delivery of services to residents of Gloucestershire.

The highest proportion of leavers was in the 56+ age group, This is in line with expectations as employees may start to think about retirement, and remains the same as the findings from last year.

Voluntary leavers, through resignations and retirements, accounted for the majority of leavers in the period. This is a significant change from the previous year when TUPE transfers were the most common reason for leaving, and reflects the slowing down in the pace of organisational restructuring.

Formal Procedures

The term formal procedures refer to the council's procedures to manage sickness absence, performance levels (capability) and conduct. The highest number of formal procedures raised in the period was due to concerns over conduct.

The council takes a proactive approach to support unwell employees to return to work and to support managers to facilitate this. The council has a dedicated HR Advice Line and Occupational Health Unit as well as an Employee Assistance Programme and proactively engages with managers to support them through this process. Relevant policies and procedures are supplemented by Manager Guidance Notes which contain practical advice regarding common scenarios and ways to proactively manage the process.

What does this tells us?

- In the period 1st October 2013 to 30th September 2014, only one formal grievance was recorded.
- 61 employees were subject to formal action by the Council.
- In the period, 1 new case has been brought to employment tribunal and 7 were continuing from the previous year.

Of these employment tribunal cases;

- one was dismissed
- one was partially upheld
- five were settled before the hearing began

- one remains ongoing at the time of publication.

We will be reviewing these cases and their implications as part of the future action plan.

As part of our approach to proactively dealing with potential grievance cases we offer mediation provided by internally qualified colleagues in HR. This route is a voluntary, stand alone process and may not halt the process of other formal procedures but it is an opportunity to address issues informally between the parties concerned.

Recruitment and Selection

Gloucestershire County Council is continuing to go through large scale organisational redesign, although the pace of this has reduced over the past 12 months.

What does this tells us?

- In the period 1 October 2013 to 30 September 2014 the council appointed to 436 vacant posts made up of temporary positions and, where appropriate, permanent replacements i.e. front line key roles.
- The proportion of disabled applicants was 4.61% and the proportion appointed was 4.82%

This is relatively low compared to the estimated 7%[2] of the county working population, but an increase on the proportion from the previous year.

- 11% of applications and 6.5% appointments were from BME applicants when compared to the proportion of BME in the county of 4.6%.

Training and Development

Attendance on our formal training courses is generally proportionate to the make-up of the workforce across all protected characteristics.

[2] 2011 Census

Equalities Data

The following charts and tables provide a detailed breakdown of the council's workforce. In order to comply with data protection and where the figures in the data are low we have recognised that it may be possible to identify individuals. In these circumstances the data has been replaced with a *.

Where the data indicates an "unstated" response this means that an individual has not provided the council with a response.

We currently monitor all protected characteristics but so as not to unintentionally identify anyone we do not publicly report on all data but use it for monitoring and positive action initiatives.

We plan during the next year to interrogate numbers and themes related to promotion opportunities and flexible working applications such as requests to vary hours to better understand the demographic of those people applying.

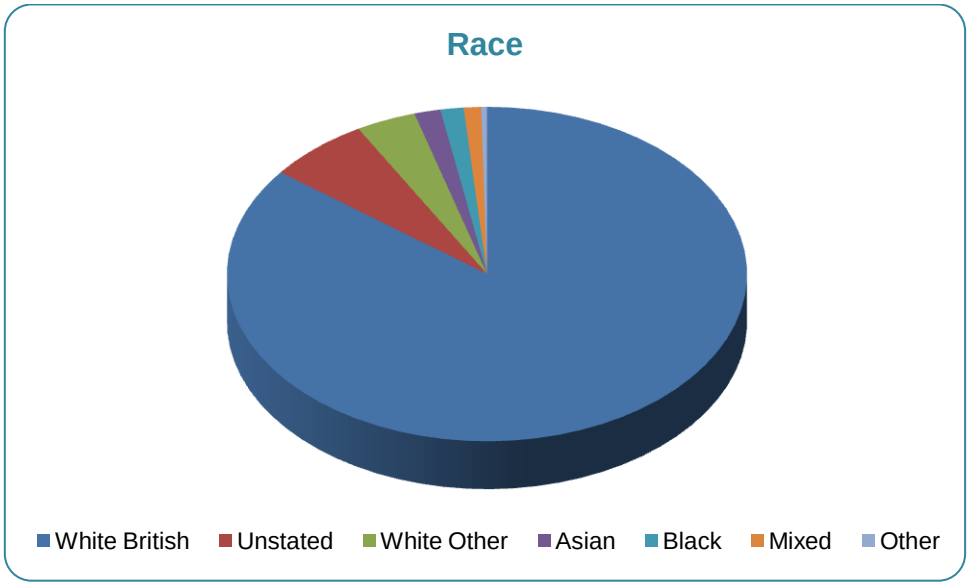
For the purposes of reporting we have chosen to present our data using percentages and not specific numbers as in some cases the sharing of specific numbers would mean that a small group of people could be easily identified. **It is important to point out that when using percentages, that relate to a small number of people, the percentage itself may appear large but the actual number of staff may be small.**

Race

4.51% of the workforce is from a BME background, an increase from the previous year. However, return rates have fallen slightly compared to the previous report, with a higher proportion of employees not stating their ethnicity than last year.

The categories reported on reflect the high level categories used by the Office for National Statistics (ONS). Information has been disclosed at this level, rather than at a more specific detail, to ensure that individuals cannot be identified where figures may be low.

There has been a reduction over the past 12 months in the proportion of employees from a black, mixed race or 'other' (category not specified by the ONS) background, but a rise in the proportion of Asian employees. The biggest proportional reduction since last year has been amongst White British employees.

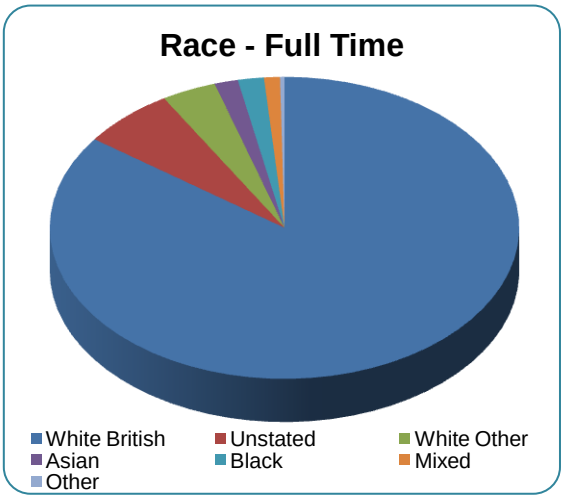


Race	Percentage of Workforce	Previous Year	2012/13
White British	85.40%	86.25%	85.10%
Unstated	6.36%	5.82%	6.86%
White Other	3.73%	3.43%	3.70%
Asian	1.63%	1.46%	1.36%
Black	1.44%	1.49%	1.41%
Mixed	1.08%	1.17%	1.21%
Other	0.36%	0.37%	0.35%
Total	**100.00%**	**100.00%**	**100.00%**

72% of all BME employees are female, matching the gender profile of the organisation as a whole. This level remains the same as last year.

Race by Gender			
Ethnicity	**Female**	**Male**	**Total**
White British	86.16%	83.35%	85.40%
Unstated	5.59%	8.43%	6.36%
White Other	3.80%	3.55%	3.73%
Asian	1.56%	1.83%	1.63%
Black	1.41%	1.52%	1.44%
Mixed	1.14%	0.91%	1.08%
Other	0.34%	0.41%	0.36%
Total	**100.00%**	**100.00%**	**100.00%**

33% of our BME workforce work part time, the same proportion as last year.

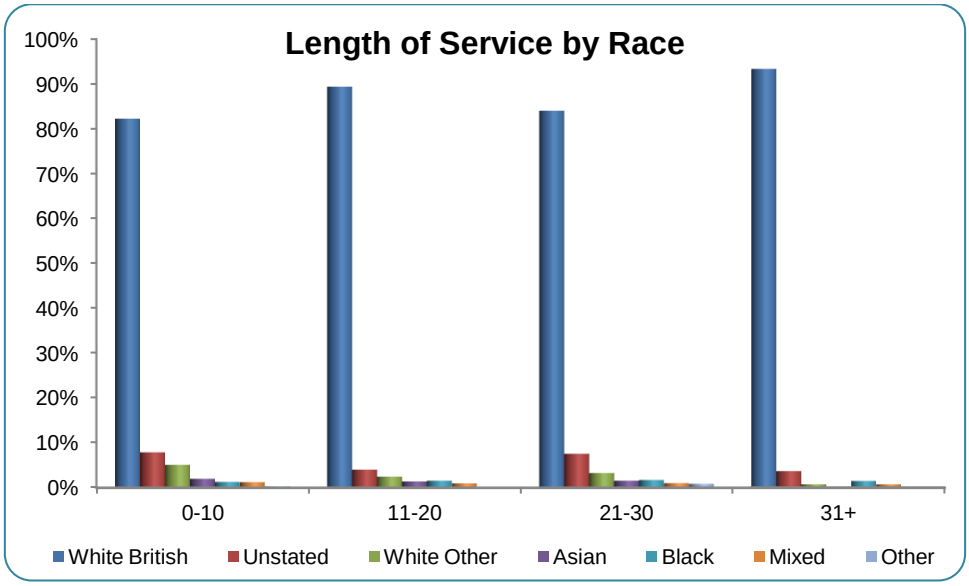


Race by Full/Part Time Status			
Ethnicity	**FT**	**PT**	**Total**
White British	84.98%	86.12%	85.40%
Unstated	6.44%	6.23%	6.36%
White Other	3.77%	3.68%	3.73%
Asian	1.62%	1.65%	1.63%
Black	1.80%	0.83%	1.44%
Mixed	1.10%	1.05%	1.08%
Other	0.31%	0.45%	0.36%
Total	**100.00%**	**100.00%**	**100.00%**

The table below shows that BME groups are represented across all age ranges. There is a larger proportion of BME employees amongst younger workers, particularly those aged 16-25. As highlighted earlier in the report, there has been a slight drop in this proportion. However, there has been an increase in the proportion of employees aged over 55 from a BME background.

Race by Age Range						
Ethnicity	**16-25**	**26-35**	**36-45**	**46-55**	**56+**	**Total**
White British	79.19%	83.36%	82.50%	85.43%	91.13%	85.40%
Unstated	8.05%	6.17%	8.05%	6.25%	4.50%	6.36%
White Other	5.37%	4.49%	3.73%	4.01%	2.44%	3.73%
Asian	4.03%	2.43%	2.45%	1.23%	0.39%	1.63%
Black	0.67%	0.93%	1.63%	2.00%	0.77%	1.44%
Mixed	2.01%	2.62%	1.17%	0.77%	0.26%	1.08%
Other	0.67%	0.00%	0.47%	0.31%	0.51%	0.36%
Total	**100.00%**	**100.00%**	**100.00%**	**100.00%**	**100.00%**	**100.00%**

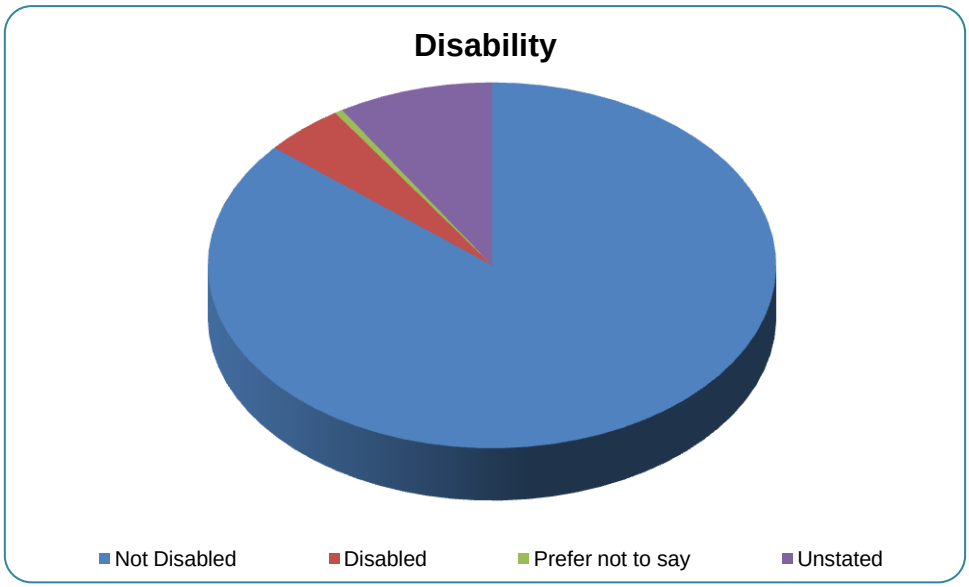
55% of all employees from a BME or non-British White background have less than ten years service. This shows there has been a significant increase in the appeal of working for Gloucestershire County Council to minority communities in that period, and that recruitment practices have helped the authority better reflect the community it serves.



Race by Length of Service					
Ethnicity	**0-10**	**11-20**	**21-30**	**31+**	**Total**
White British	82.29%	89.40%	84.05%	93.38%	85.40%
Unstated	7.90%	4.00%	7.55%	3.68%	6.36%
White Other	5.09%	2.45%	3.26%	0.74%	3.73%
Asian	1.97%	1.39%	1.54%	0.00%	1.63%
Black	1.26%	1.55%	1.72%	1.47%	1.44%
Mixed	1.20%	0.98%	1.03%	0.74%	1.08%
Other	0.30%	0.24%	0.86%	0.00%	0.36%
Total	**100.00%**	**100.00%**	**100.00%**	**100.00%**	**100.00%**

Disability

The proportion of employees with a declared disability has remained similar, albeit with a slight reduction, to last year's figures. Somewhat disappointingly, the disclosure rate has reduced, with 8.85% of all employees now not disclosing a status compared to 8.46% last year. However, much more encouragingly, the proportion of employees not prepared to give their status has reduced by a quarter, from 0.61% last year to 0.47% this year. This shows that confidence amongst employees, who previously held concerns about disclosing sensitive information around disability status, has significantly improved over the last 12 months.

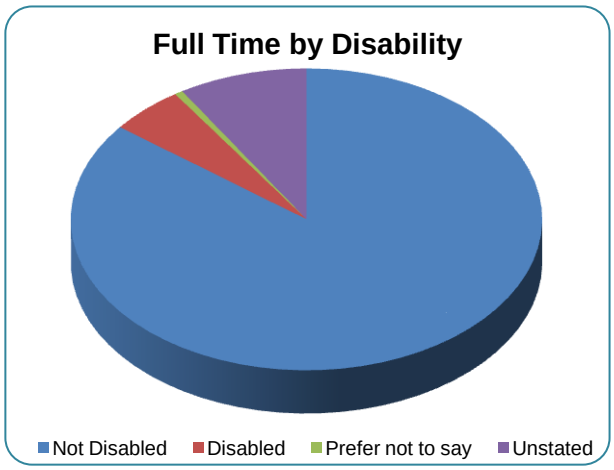


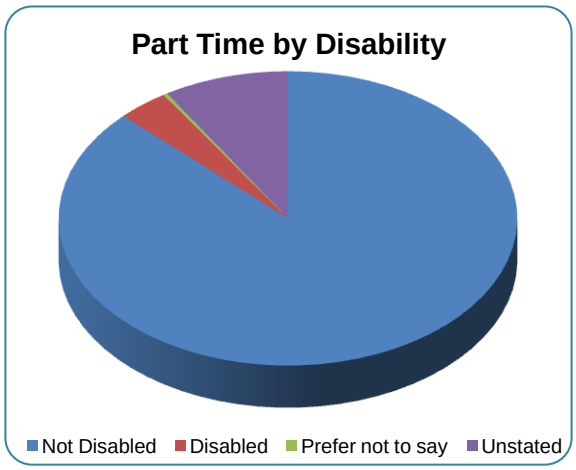
Disability	Percentage of Workforce	2013/14	2012/13
Not Disabled	86.12%	86.25%	87.05%
Disabled	4.56%	4.68%	2.97%
Prefer not to say	0.47%	0.61%	N/A
Unstated	8.85%	8.46%	9.98%
Total	**100%**	**100%**	**100%**

Nearly 8% of our male employees have declared a disability, considerably higher than the organisational proportion. In addition to this, nearly double the proportion of men are not prepared to disclose their disability status than women.

Disability by Gender			
Disability	**Female**	**Male**	**Total**
Not Disabled	87.34%	82.84%	86.12%
Disabled	3.38%	7.72%	4.56%
Prefer not to say	0.38%	0.71%	0.47%
Unstated	8.89%	8.73%	8.85%
Total	**100.00%**	**100.00%**	**100.00%**

70% of disabled employees are in a full time role, an increase from last year (69%).



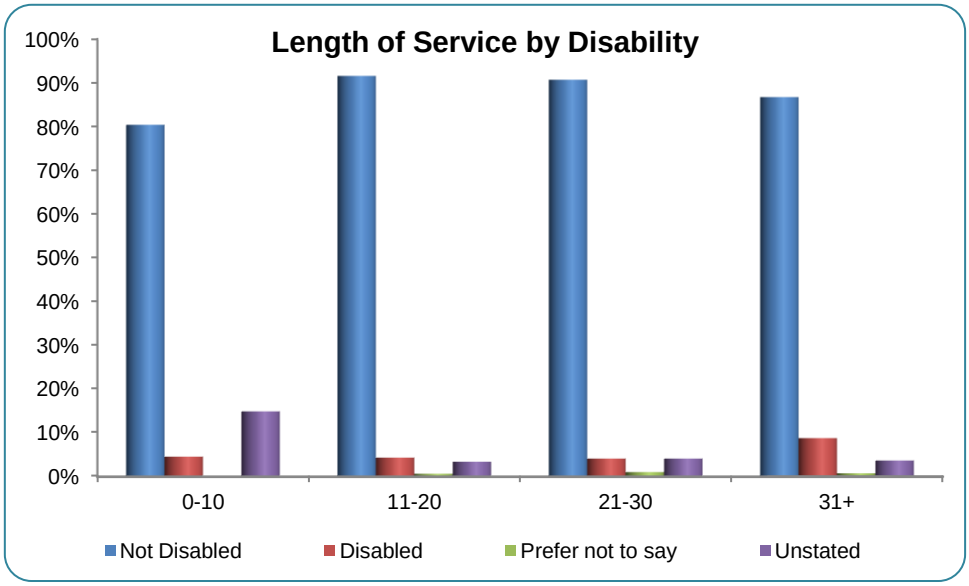


Disability by Full/Part Time Status			
Disability	**Full Time**	**Part Time**	**Total**
Not Disabled	85.46%	87.25%	86.12%
Disabled	5.12%	3.60%	4.56%
Prefer not to say	0.57%	0.30%	0.47%
Unstated	8.85%	8.85%	8.85%
Total	**100.00%**	**100.00%**	**100.00%**

Disabled employees are represented across all age ranges, with a higher proportion amongst younger workers. This may reflect greater confidence amongst younger employees to disclose a disability to their employer. It may also reflect that younger disabled people have access to greater opportunities than has been available previously, through apprenticeship schemes and through general improved awareness.

Disability by Age Range						
Disability	**16-25**	**26-35**	**36-45**	**46-55**	**56+**	**Total**
Not Disabled	82.55%	83.36%	85.88%	86.12%	88.95%	86.12%
Disabled	6.04%	5.98%	3.38%	4.93%	3.98%	4.56%
Prefer not to say	0.00%	0.37%	0.58%	0.69%	0.13%	0.47%
Unstated	11.41%	10.28%	10.15%	8.25%	6.94%	8.85%
Total	**100.00%**	**100.00%**	**100.00%**	**100.00%**	**100.00%**	**100.00%**

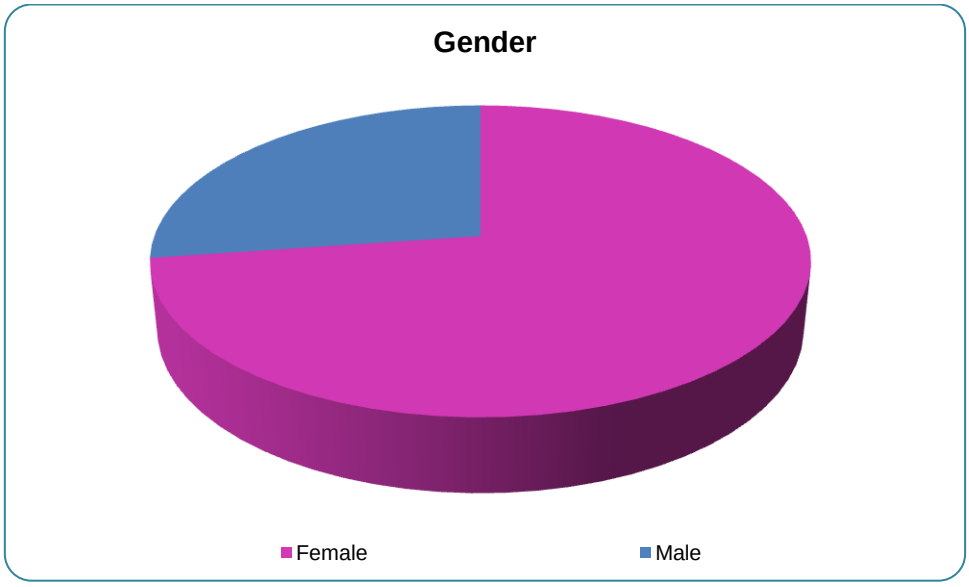
There is a higher proportion of employees with a greater length of service that have declared a disability. This indicates that the council's approach to managing disabled employees and our approach to reasonable adjustments is positive, and creates a positive working environment that encourages employees to remain with us during their career.



Disability by Length of Service					
Disability	**0-10**	**11-20**	**21-30**	**31+**	**Total**
Not Disabled	80.43%	91.60%	90.74%	86.76%	86.12%
Disabled	4.55%	4.32%	4.12%	8.82%	4.56%
Prefer not to say	0.12%	0.65%	1.03%	0.74%	0.47%
Unstated	14.90%	3.43%	4.12%	3.68%	8.85%
Total	**100.00%**	**100.00%**	**100.00%**	**100.00%**	**100.00%**

Gender

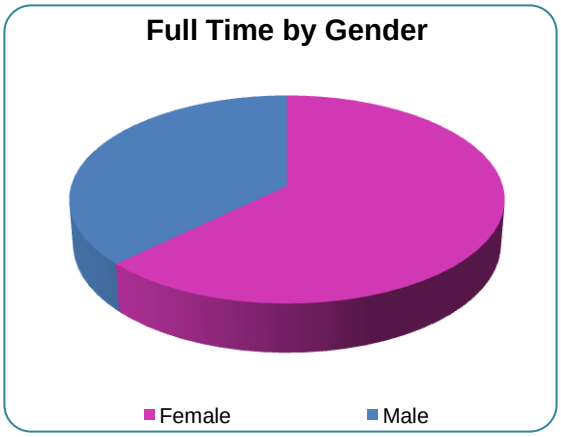
The majority of the workforce is female and this has remained very similar to last year. The council offers a wide range of flexible working practices and opportunities such as job sharing, flexible working and part time working. This allows employees to better balance both their work and home commitments and could explain why proportionally, there are more part time female employees who are more likely to utilise these flexible working opportunities.

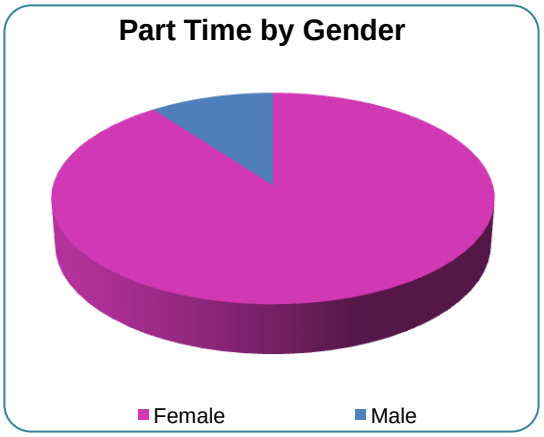


Gender	Percentage of Workforce	2013/14	2012/13
Female	72.76%	72.75	72.72
Male	27.24%	27.25	27.28
Total	**100.00%**	**100%**	**100%**

*We recognise that we have identifiable representation of transgender as a protected characteristic. As this is a low percentage we will not disclose these figures in this report so as to avoid potentially illegally identifying anyone.

The majority of employees working part time are female, consistent with last year's return.



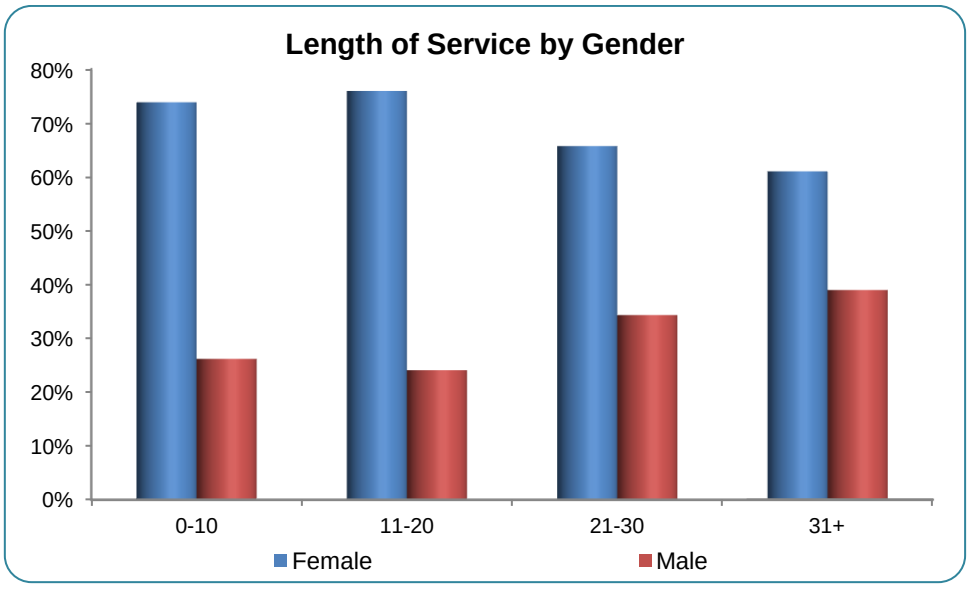


Gender by Full/Part Time Status			
Gender Key	Full Time	Part Time	Total
Female	62.81%	89.80%	72.76%
Male	37.19%	10.20%	27.24%
Total	100.00%	100.00%	100.00%

Generally, the proportion of female to male employees remains consistent across the age profile of the council.

Gender by Age Range						
Gender Key	16-25	26-35	36-45	46-55	56+	Total
Female	71.14%	72.90%	70.13%	73.79%	74.16%	72.76%
Male	28.86%	27.10%	29.87%	26.21%	25.84%	27.24%
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

The proportion of female and male employees is less pronounced the longer service an individual has, indicating that proportionally, more males remain in continuous employment for longer than females. This is in line with expectations, as more females are likely to take a break in employment for childcare than males.



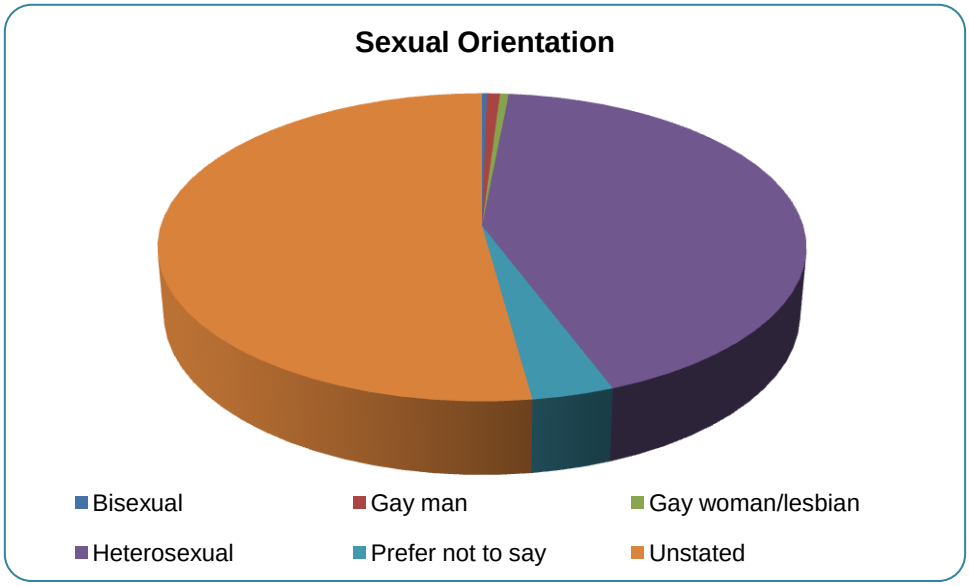
Gender by Length of Service					
Gender Key	0-10	11-20	21-30	31+	Total
Female	73.85%	75.94%	65.69%	61.03%	72.76%
Male	26.15%	24.06%	34.31%	38.97%	27.24%
Total	100.00%	100.00%	100.00%	100.00%	100.00%

Transgender

We have identifiable representation of transgender but as this is a low percentage we will not disclose this number in this report so as to avoid illegally identifying anyone.

Sexual Orientation

48% of the workforce have disclosed their sexual orientation, a rise from 45% last year. Sexual Orientation remains a sensitive personal issue, and work will continue with LGBT networks and Stonewall to ensure our organisational culture continues to promote confidence for people to disclose their sexuality.



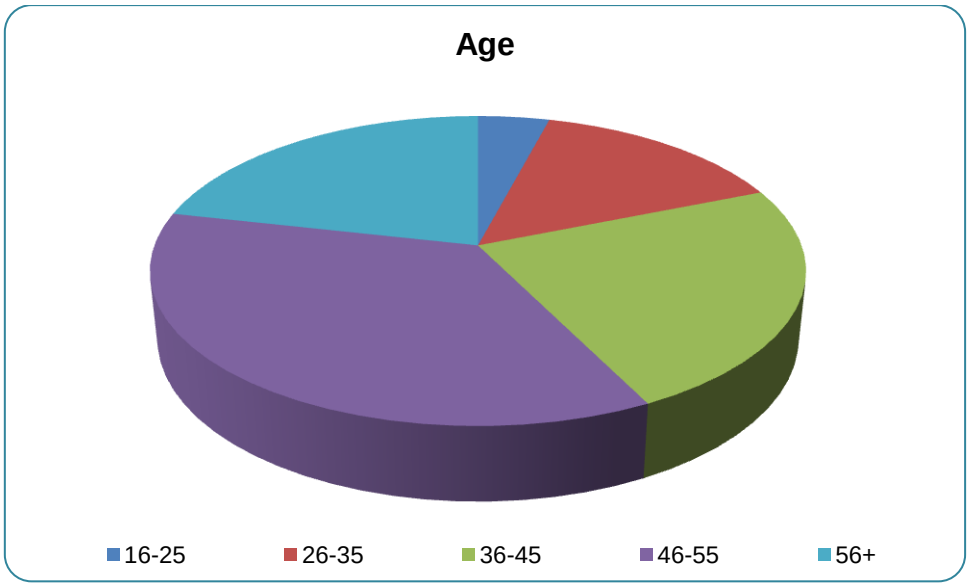
Sexual Orientation	Percentage of Workforce	2013/14	2012/13
Bisexual	0.28%	0.29%	0.20%
Gay man	0.75%	0.61%	0.40%
Gay woman/lesbian	0.50%	0.48%	0.33%
Heterosexual	42.73%	40.02%	14.34%
Prefer not to say	3.60%	3.19%	1.79%
Unstated	52.16%	55.41%	82.94%
Total	**100.00%**	**100.00%**	**100.00%**

The disclosure rate for younger employees, particularly those aged under 26, is significantly better than the organisational average, with less than 20% of employees aged 16-25 not stating their orientation. However, the proportion of workers who do not wish to state their orientation amongst this group is more than double the proportion of the workforce as a whole. This may be indicative of a number of concerns.

Sexual Orientation by Age Range						
Sexuality	**16-25**	**26-35**	**36-45**	**46-55**	**56+**	**Total**
Bisexual	0.00%	0.19%	0.47%	0.31%	0.13%	0.28%
Gay man	2.01%	1.87%	0.93%	0.23%	0.39%	0.75%
Gay woman/lesbian	0.67%	0.75%	0.70%	0.39%	0.26%	0.50%
Heterosexual	69.13%	54.58%	40.49%	39.71%	37.02%	42.73%
Unstated	19.46%	38.32%	53.33%	55.90%	60.41%	52.16%
Would rather not state	8.72%	4.30%	4.08%	3.47%	1.80%	3.60%
Total	**100.00%**	**100.00%**	**100.00%**	**100.00%**	**100.00%**	**100.00%**

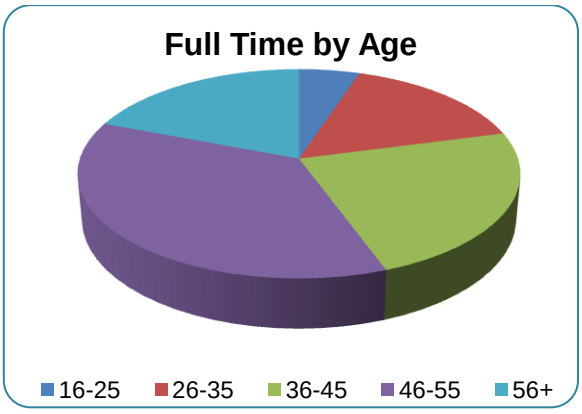
Age

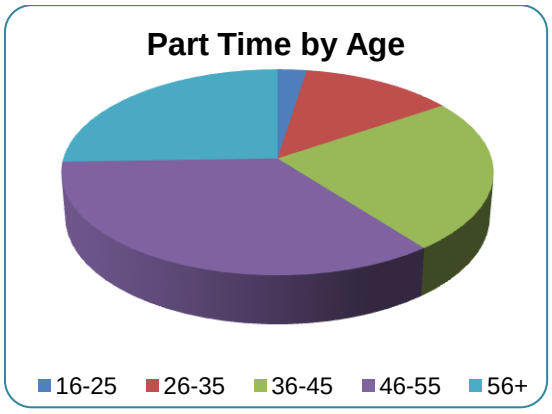
Gloucestershire County Council continues to have an older workforce, reflecting the demographic of the population, and the national workforce trend. There has been an increase in the proportion of younger workers employed within the organisation, but the organisational trend since 2012/13 has seen a yearly rise in the overall age profile of the workforce.



Age Range	Percentage of Workforce	2013/14	2012/13
16-25	4.12%	3.40%	3.60%
26-35	14.80%	15.50%	15.68%
36-45	23.70%	23.90%	25.46%
46-55	35.87%	35.87%	35.06%
56+	21.52%	21.32%	20.20%
Total	**100.00%**	**100.00%**	**100.00%**

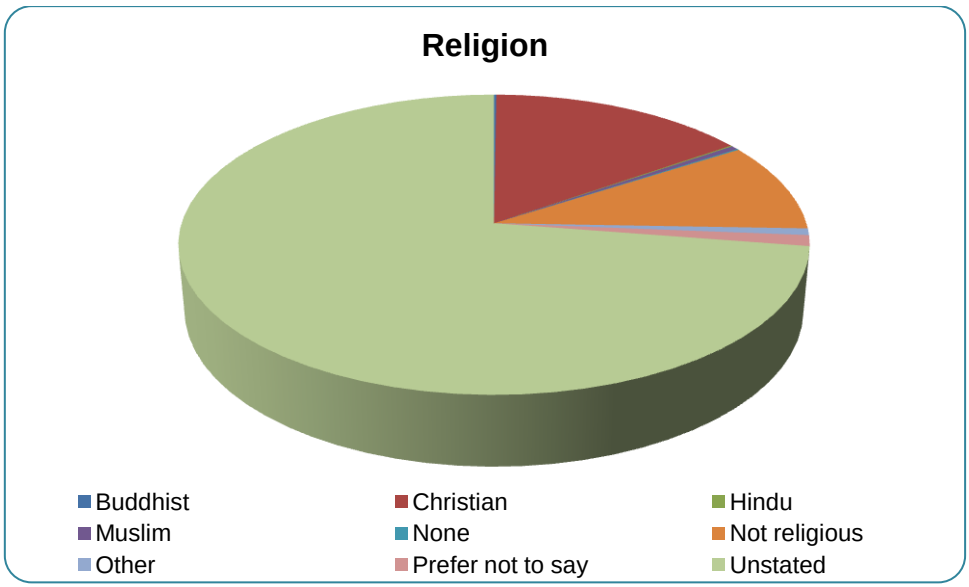
There is a slightly higher proportion of part time workers amongst older workers which may reflect a preference on their part to refrain from full time work at that time in their lives or perhaps to help them to manage caring/elder care responsibilities. It also highlights the take up of flexible working opportunities that we offer, and that these appeal to employees across the age spectrum.





Religion

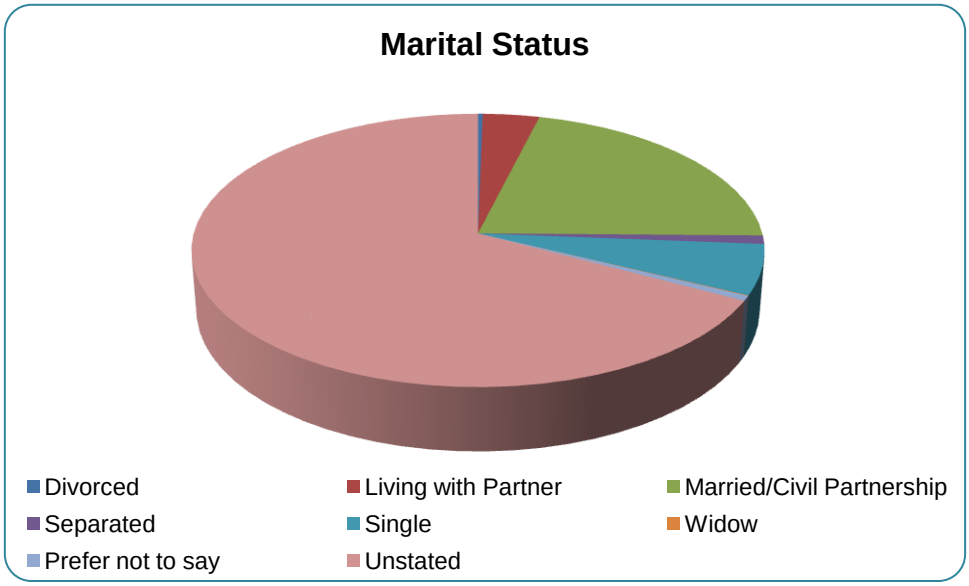
There has been a small reduction in the proportion of employees who have disclosed their religious beliefs compared to last year.



Religion	Percentage of Workforce	Previous Year
Buddhist	0.14%	0.19%
Christian	15.18%	16.46%
Hindu	0.11%	0.11%
Muslim	0.41%	0.40%
None	0.11%	0.16%
Not religious	9.60%	10.32%
Other	0.72%	0.74%
Prefer not to say	1.16%	1.33%
Unstated	72.57%	70.30%
Total	**100.00%**	**100.00%**

Marriage and Civil Partnership

Whilst we have a high non-disclosure rate, this is the first time the organisation has attempted to capture and report on marriage and civil partnership as a protected characteristic and we are encouraged that of those employees that chose to respond; only a very small number chose not to state their status.



Marital Status	Percentage of Workforce	Previous Year
Divorced	0.30%	0.32%
Living with Partner	3.60%	3.91%
Married/Civil Partnership	21.35%	22.73%
Separated	1.00%	1.14%
Single	5.95%	6.22%
Widow	0.06%	0.08%
Prefer not to say	0.58%	0.72%
Unstated	67.17%	64.88%
Total	**100.00%**	**100.00%**

Pay & Remuneration

Gender

The table below indicates that there remains a higher number of males employed in the very lowest grade, and within senior grades. Proportionally, more females are employed in the 'middle' of the grading system (Grades D – I), which is where the majority of front line roles in care are positioned. These roles offer greater opportunity for flexible and part time working.

For the second consecutive year, there are more females in senior roles than males, again around 60% of the senior workforce. This continues to more truly reflect the demographic of the workforce and we continue to seek to maintain this in the future.

Grade by Gender			
Grade	**Female**	**Male**	**Total**
B	1.06%	4.87%	2.10%
C	2.09%	2.03%	2.07%
D	9.92%	6.40%	8.96%
E	14.94%	6.29%	12.58%
F	10.26%	5.58%	8.99%
G	10.68%	7.61%	9.85%
H	12.81%	8.53%	11.64%
I	15.39%	11.98%	14.46%
J	6.46%	7.61%	6.78%
K	5.32%	5.38%	5.34%
L	1.60%	3.76%	2.18%
Senior	3.34%	6.70%	4.26%
Soulbury	1.37%	0.71%	1.19%
Teaching	2.32%	1.12%	1.99%
Fire	1.25%	18.98%	6.08%
Other	1.18%	2.44%	1.52%
Total	**100.00%**	**100.00%**	**100.00%**

Salary Range by Gender			
Salary Range	**Female**	**Male**	**Total**
£0 - £9,999	12.62%	5.99%	10.81%
£10,000 - £19,999	43.22%	27.72%	38.99%
£20,000 - £29,999	24.78%	28.83%	25.88%
£30,000 - £39,999	14.41%	24.26%	17.09%
£40,000 - £49,999	2.74%	9.14%	4.48%
£50,000+	2.24%	4.06%	2.74%
Total	**100.00%**	**100.00%**	**100.00%**

Race

The tables below show that there continues to be underrepresentation of BME employees at senior levels, although this has improved significantly from the previous year. We will continue to work with BME networks to further redress the balance, and ensure suitable initiatives are in place to ensure BME employees have the skills and confidence to undertake senior roles.

Grade by Race								
Grade	White British	White Other	Asian	Black	Mixed	Other	Unstated	Total
B	2.20%	1.48%	0.00%	1.92%	2.56%	0.00%	1.74%	2.10%
C	2.04%	2.96%	3.39%	1.92%	2.56%	0.00%	1.74%	2.07%
D	8.84%	10.37%	13.56%	1.92%	7.69%	7.69%	10.43%	8.96%
E	13.54%	7.41%	6.78%	9.62%	5.13%	7.69%	6.52%	12.58%
F	9.39%	5.19%	10.17%	7.69%	2.56%	23.08%	6.09%	8.99%
G	9.97%	12.59%	10.17%	5.77%	10.26%	15.38%	6.96%	9.85%
H	11.76%	11.11%	20.34%	15.38%	5.13%	7.69%	8.70%	11.64%
I	13.89%	18.52%	16.95%	26.92%	28.21%	23.08%	13.48%	14.46%
J	6.77%	5.19%	8.47%	5.77%	15.38%	0.00%	6.52%	6.78%
K	5.18%	8.15%	5.08%	7.69%	5.13%	0.00%	5.65%	5.34%
L	2.36%	2.22%	0.00%	1.92%	0.00%	0.00%	0.87%	2.18%
Senior	4.50%	5.93%	0.00%	1.92%	0.00%	0.00%	2.61%	4.26%
Soulbury	1.17%	3.70%	1.69%	0.00%	0.00%	0.00%	0.43%	1.19%
Teaching	1.65%	0.74%	0.00%	0.00%	2.56%	0.00%	8.26%	1.99%
Fire	5.47%	2.96%	1.69%	9.62%	10.26%	7.69%	15.65%	6.08%
Other	1.26%	1.48%	1.69%	1.92%	2.56%	7.69%	4.35%	1.52%
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

Salary Range	White British	White Other	Asian	Black	Mixed	Other	Unstated	Total
£0 - £9,999	10.75%	11.11%	3.39%	5.77%	10.26%	23.08%	13.91%	10.81%
£10,000 - £19,999	39.67%	36.30%	54.24%	30.77%	30.77%	38.46%	30.87%	38.99%
£20,000 - £29,999	25.42%	25.93%	27.12%	30.77%	43.59%	30.77%	27.39%	25.88%
£30,000 - £39,999	16.48%	18.52%	15.25%	26.92%	15.38%	7.69%	23.48%	17.09%
£40,000 - £49,999	4.86%	2.96%	0.00%	1.92%	0.00%	0.00%	3.04%	4.48%
£50,000+	2.82%	5.19%	0.00%	3.85%	0.00%	0.00%	1.30%	2.74%
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

Sexual Orientation

The data below shows that we have staff of varying sexual orientation across the grading structure. However, we recognise the high level of unknown responses. Given that this is a sensitive issue we acknowledge that many members of staff do not yet wish to disclose this information. We will continue to work with our Lesbian, Gay, Bisexual and Transgender network to encourage greater disclosure rates year on year and build further confidence across the organisation working alongside Stonewall and local networks.

Grade by Sexual Orientation							
Grade	Bisexual	Gay man	Gay woman/lesbian	Heterosexual	Unstated	Prefer not to State	Total
B	0.00%	0.00%	0.00%	0.97%	3.18%	0.77%	2.10%
C	0.00%	0.00%	0.00%	2.20%	1.91%	3.85%	2.07%
D	0.00%	11.11%	5.56%	9.77%	8.32%	9.23%	8.96%
E	0.00%	3.70%	0.00%	8.09%	16.60%	12.31%	12.58%
F	0.00%	3.70%	11.11%	9.00%	9.17%	7.69%	8.99%
G	20.00%	3.70%	22.22%	10.10%	9.60%	9.23%	9.85%
H	0.00%	14.81%	27.78%	12.82%	10.60%	10.77%	11.64%
I	20.00%	22.22%	11.11%	16.57%	12.20%	20.77%	14.46%
J	10.00%	11.11%	0.00%	8.48%	5.41%	6.15%	6.78%
K	10.00%	3.70%	16.67%	6.15%	4.72%	3.08%	5.34%
L	0.00%	0.00%	0.00%	3.17%	1.33%	3.85%	2.18%
Senior	0.00%	14.81%	5.56%	4.66%	4.03%	0.77%	4.26%
Soulbury	0.00%	0.00%	0.00%	1.42%	1.06%	0.77%	1.19%
Teaching	0.00%	0.00%	0.00%	1.29%	2.70%	0.77%	1.99%
Fire	30.00%	7.41%	0.00%	3.88%	7.64%	8.46%	6.08%
Other	10.00%	3.70%	0.00%	1.42%	1.54%	1.54%	1.52%
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

Salary by Sexual Orientation							
Salary Range	Bisexual	Gay man	Gay woman/lesbian	Heterosexual	Unstated	Would rather not state	Total
£0 - £9,999	0.00%	7.41%	0.00%	10.10%	11.77%	8.46%	10.81%
£10,000 - £19,999	30.00%	25.93%	33.33%	35.02%	42.42%	40.77%	38.99%
£20,000 - £29,999	30.00%	40.74%	44.44%	28.93%	22.85%	27.69%	25.88%
£30,000 - £39,999	40.00%	11.11%	16.67%	18.19%	16.12%	17.69%	17.09%
£40,000 - £49,999	0.00%	7.41%	5.56%	4.79%	4.14%	5.38%	4.48%
£50,000+	0.00%	7.41%	0.00%	2.98%	2.70%	0.00%	2.74%
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

Disability

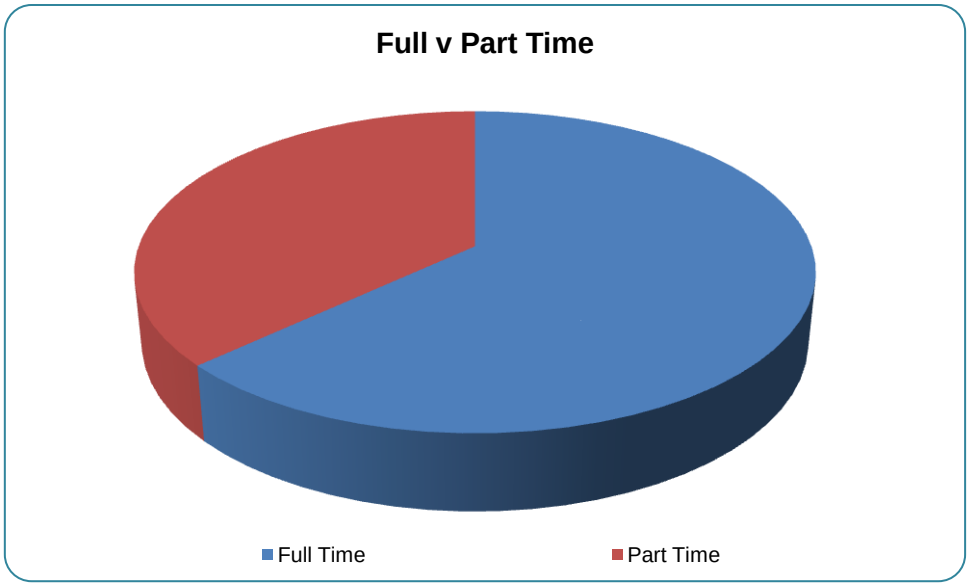
The tables below show we continue to have representation of disabled employees across the grading structure. As with last year, the majority of our disabled employees are within Grade B. Gloucestershire County Council operates a supported employment scheme within Gloucestershire Industrial Services, which supports individuals with disabilities, predominantly learning difficulties, into paid employment. The roles within this scheme are mainly Grade B, and sit within the £10,000 - £19,999 salary range.

Disability by Grade					
Grade	Not Disabled	Disabled	Prefer not to say	Unstated	Total
B	1.00%	24.24%	0.00%	1.56%	2.10%
C	1.86%	4.24%	5.88%	2.81%	2.07%
D	9.02%	7.88%	5.88%	9.06%	8.96%
E	13.20%	6.06%	11.76%	10.00%	12.58%
F	9.12%	9.09%	5.88%	7.81%	8.99%
G	10.02%	9.09%	5.88%	8.75%	9.85%
H	12.04%	9.70%	5.88%	9.06%	11.64%
I	14.19%	13.94%	5.88%	17.81%	14.46%
J	7.03%	3.64%	5.88%	5.94%	6.78%
K	5.52%	4.24%	5.88%	4.06%	5.34%
L	2.31%	0.61%	11.76%	1.25%	2.18%
Senior	4.53%	1.82%	5.88%	2.81%	4.26%
Soulbury	1.28%	0.00%	5.88%	0.63%	1.19%
Teaching	1.57%	0.00%	0.00%	7.19%	1.99%
Fire	6.29%	3.03%	17.65%	5.00%	6.08%
Other	1.00%	2.42%	0.00%	6.25%	1.52%
Total	100.00%	100.00%	100.00%	100.00%	100.00%

Salary Range by Grade					
Salary Range	Not Disabled	Disabled	Prefer not to say	Unstated	Total
£0 - £9,999	10.34%	9.09%	5.88%	16.56%	10.81%
£10,000 - £19,999	38.38%	56.97%	41.18%	35.63%	38.99%
£20,000 - £29,999	26.17%	21.82%	17.65%	25.63%	25.88%
£30,000 - £39,999	17.50%	9.70%	11.76%	17.19%	17.09%
£40,000 - £49,999	4.69%	2.42%	17.65%	2.81%	4.48%
£50,000+	2.92%	0.00%	5.88%	2.19%	2.74%
Total	100.00%	100.00%	100.00%	100.00%	100.00%

Full Time/Part Time

There has been a reduction in the proportion of employees working part time over the past twelve months. Gloucestershire County Council continue to offer flexible and part time working opportunities to all our employees.

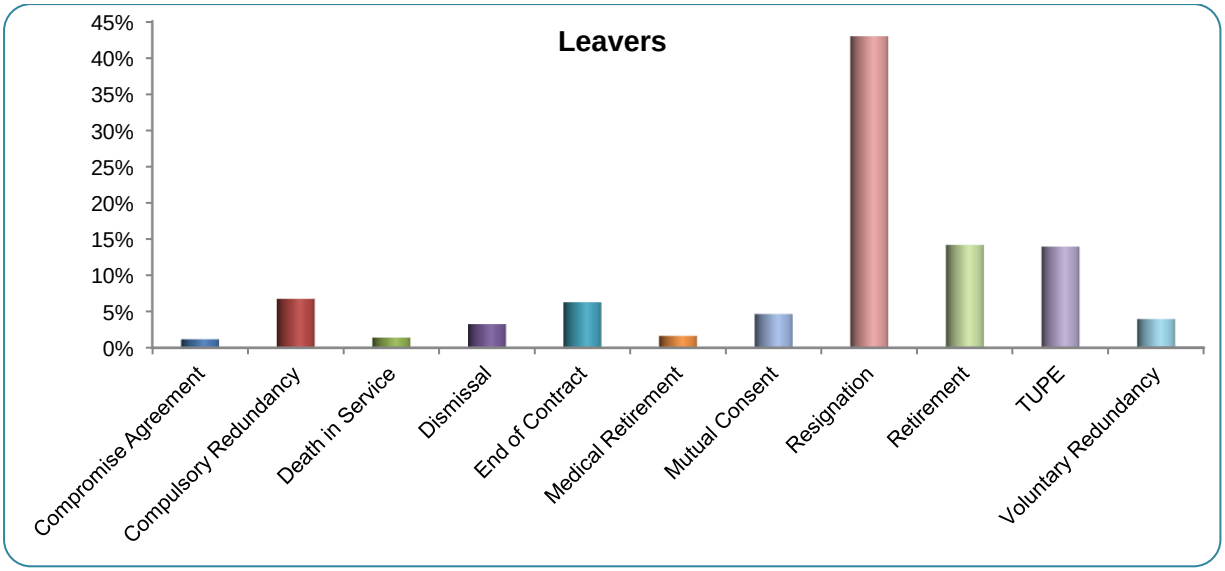


FT/PT	Full and Part Time Workers Percentage of Workforce	2013/14	2012/13
Full Time	63.14%	56.61%	55.94%
Part Time	36.86%	43.39%	44.06%
Total	**100.00%**	**100.00%**	**100.00%**

Leavers

Overall

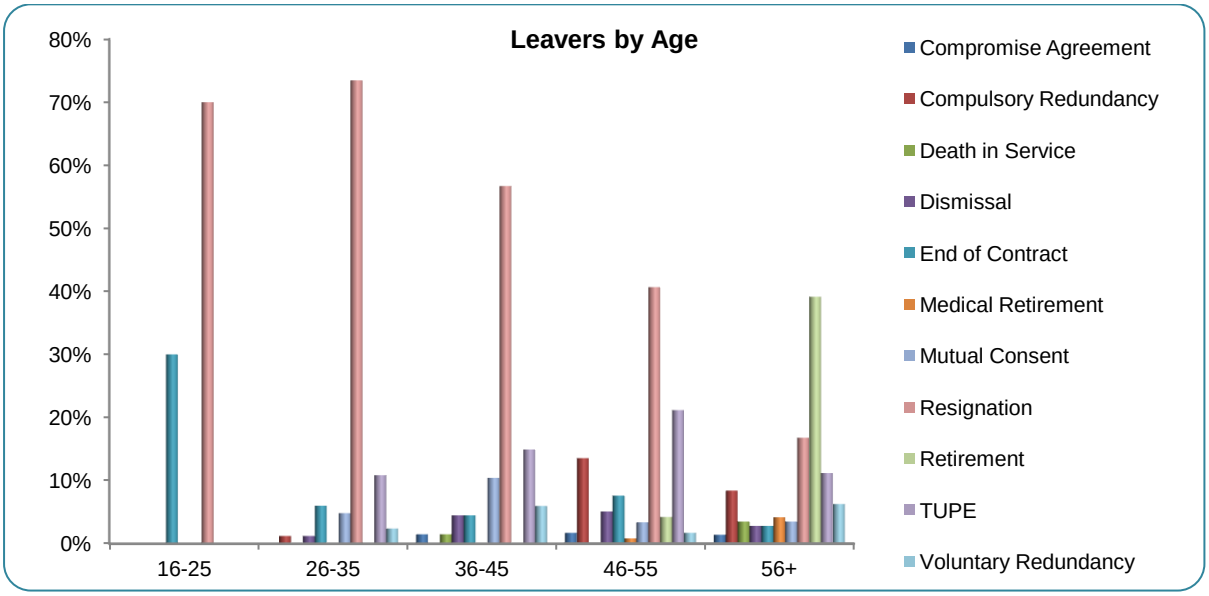
The majority of leavers, nearly 60%, left for voluntary reasons, either resigning or retiring. In line with expectations, as the Meeting the Challenge programme has completed, the numbers of Voluntary and Compulsory Redundancies, and TUPE transfers, have reduced significantly.



Leavers	
Leaving Reason	**Percentage of Workforce**
Compromise Agreement	1.16%
Compulsory Redundancy	6.73%
Death in Service	1.39%
Dismissal	3.25%
End of Contract	6.26%
Medical Retirement	1.62%
Mutual Consent	4.64%
Resignation	42.92%
Retirement	14.15%
TUPE	13.92%
Voluntary Redundancy	3.94%
Total	**100.00%**

Age

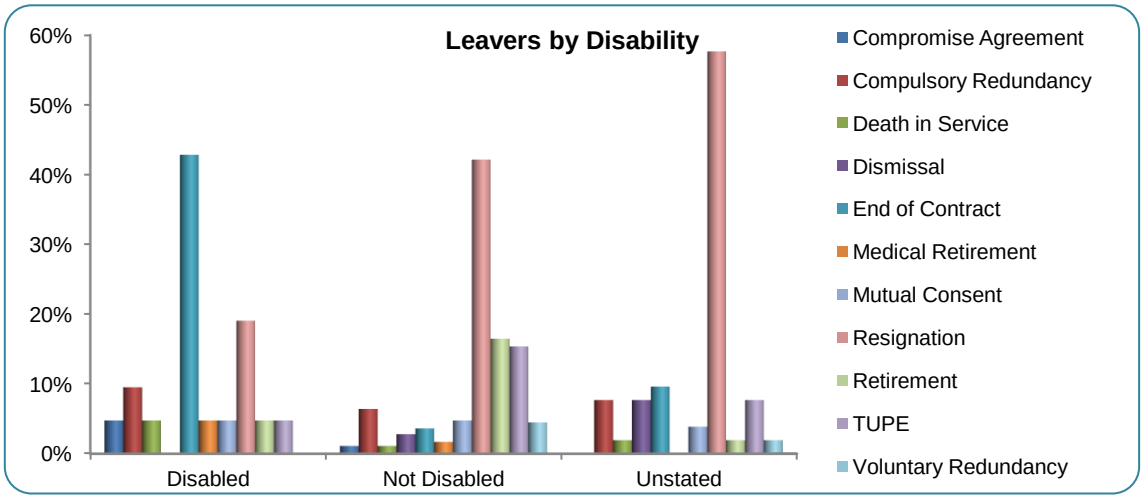
The table below shows the reasons for leaving across the age ranges. As with last year, the proportion of resignations, in general, fell as the age profile increased. This is likely to be due to individuals wishing to preserve their pension by remaining with the same employer as they get older, and may also be due to older workers being generally less likely to seek new employment. This may be supported by the much higher proportion of younger workers leaving due to their contracts expiring. This may indicate that younger workers are more likely to accept short term contracts instead of requiring longer term security, and may actually seek this type of arrangement rather than holding out for the traditional 'job for life' that was seen to exist in previous generations.



Leavers by Age						
Leaving Reason	**16-25**	**26-35**	**36-45**	**46-55**	**56+**	**Total**
Compromise Agreement	0.00%	0.00%	1.49%	1.69%	1.40%	1.16%
Compulsory Redundancy	0.00%	1.20%	0.00%	13.56%	8.39%	6.73%
Death in Service	0.00%	0.00%	1.49%	0.00%	3.50%	1.39%
Dismissal	0.00%	1.20%	4.48%	5.08%	2.80%	3.25%
End of Contract	30.00%	6.02%	4.48%	7.63%	2.80%	6.26%
Medical Retirement	0.00%	0.00%	0.00%	0.85%	4.20%	1.62%
Mutual Consent	0.00%	4.82%	10.45%	3.39%	3.50%	4.64%
Resignation	70.00%	73.49%	56.72%	40.68%	16.78%	42.92%
Retirement	0.00%	0.00%	0.00%	4.24%	39.16%	14.15%
TUPE	0.00%	10.84%	14.93%	21.19%	11.19%	13.92%
Voluntary Redundancy	0.00%	2.41%	5.97%	1.69%	6.29%	3.94%
Total	**100.00%**	**100.00%**	**100.00%**	**100.00%**	**100.00%**	**100.00%**

Disability

The chart and table below show the leaving for reason by disability. The numbers are generally proportionate with our overall workforce demographic, although a much higher proportion of disabled employees left due to the ending of a contract. This relates to Gloucestershire Industrial Services and supported employment, where short term contracts are often offered to disabled employees to help boost skills and confidence, which in turn helps them find longer term employment, either within or outside Gloucestershire County Council.

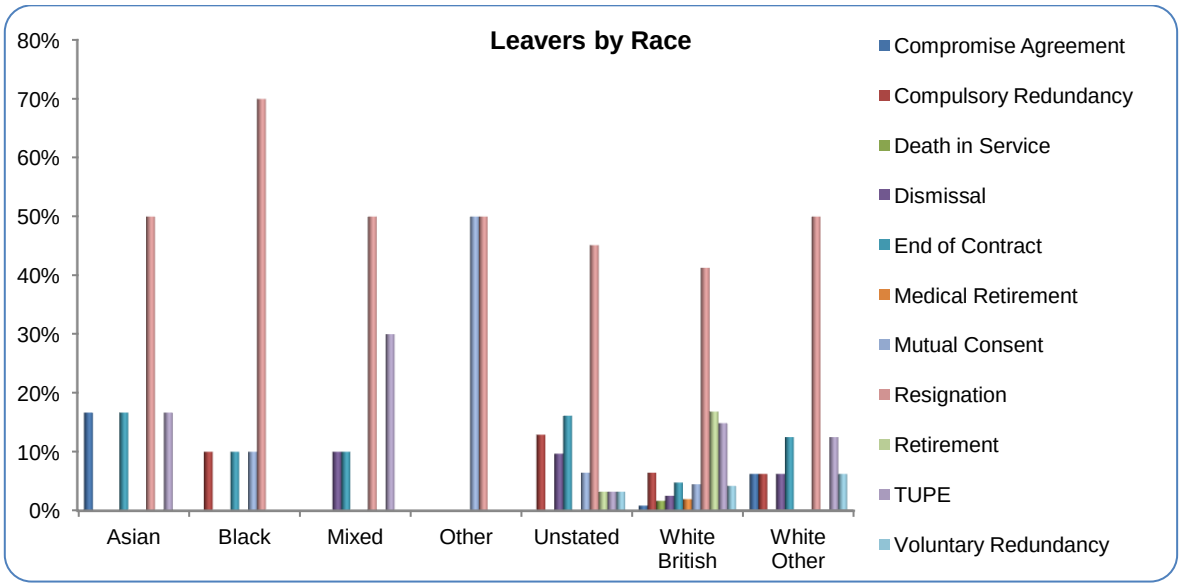


Leavers by Disability				
Leaving Reason	**Disabled**	**Not Disabled**	**Unstated**	**Total**
Compromise Agreement	4.76%	1.12%	0.00%	1.16%
Compulsory Redundancy	9.52%	6.42%	7.69%	6.73%
Death in Service	4.76%	1.12%	1.92%	1.39%
Dismissal	0.00%	2.79%	7.69%	3.25%
End of Contract	42.86%	3.63%	9.62%	6.26%
Medical Retirement	4.76%	1.68%	0.00%	1.62%
Mutual Consent	4.76%	4.75%	3.85%	4.64%
Resignation	19.05%	42.18%	57.69%	42.92%
Retirement	4.76%	16.48%	1.92%	14.15%
TUPE	4.76%	15.36%	7.69%	13.92%
Voluntary Redundancy	0.00%	4.47%	1.92%	3.94%
Total	**100.00%**	**100.00%**	**100.00%**	**100.00%**

Race

The chart and table below show the reasons for leaving by Race. 6.5% of all leavers were from a BME background, higher than the overall proportion of BME employees working in the organisation. The proportion of BME leavers who left for voluntary reasons was the same level as the organisational average at nearly 60%. The proportion of BME employees who left due to TUPE, or Voluntary or Compulsory redundancy, was lower than the organisational average for the year.

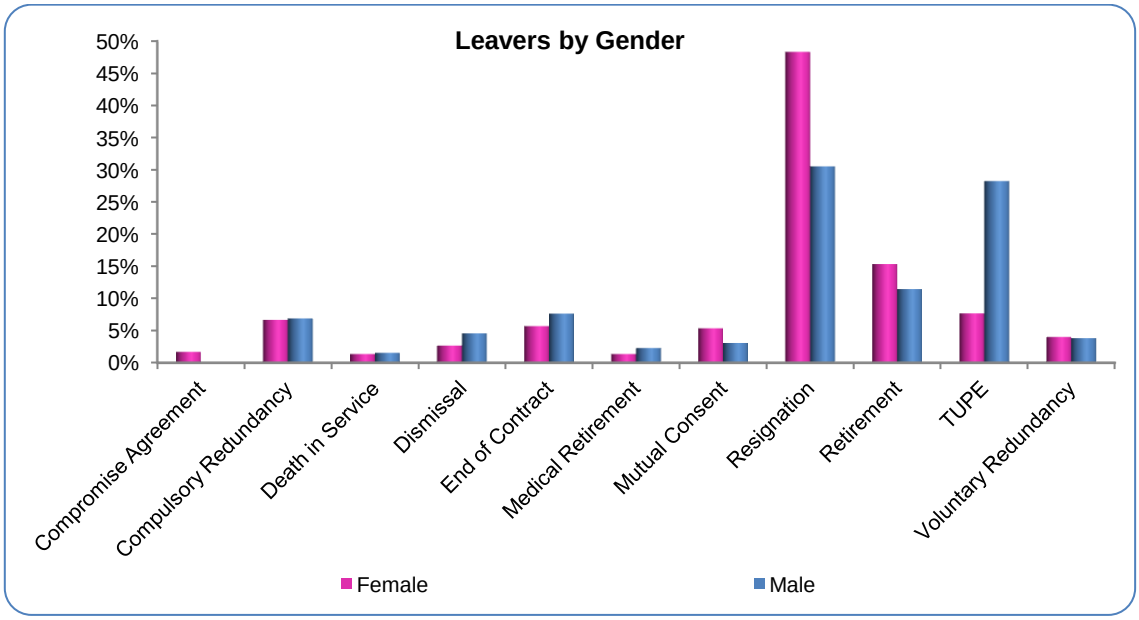
7% of dismissed employees were from a BME background. However, the number of dismissals was very low, which can have a magnifying effect on proportions.



Leavers by Race								
Leaving Reason	**Asian**	**Black**	**Mixed**	**Other**	**Unstated**	**White British**	**White Other**	**Total**
Compromise Agreement	16.67%	0.00%	0.00%	0.00%	0.00%	0.84%	6.25%	1.16%
Compulsory Redundancy	0.00%	10.00%	0.00%	0.00%	12.90%	6.46%	6.25%	6.73%
Death in Service	0.00%	0.00%	0.00%	0.00%	0.00%	1.69%	0.00%	1.39%
Dismissal	0.00%	0.00%	10.00%	0.00%	9.68%	2.53%	6.25%	3.25%
End of Contract	16.67%	10.00%	10.00%	0.00%	16.13%	4.78%	12.50%	6.26%
Medical Retirement	0.00%	0.00%	0.00%	0.00%	0.00%	1.97%	0.00%	1.62%
Mutual Consent	0.00%	10.00%	0.00%	50.00%	6.45%	4.49%	0.00%	4.64%
Resignation	50.00%	70.00%	50.00%	50.00%	45.16%	41.29%	50.00%	42.92%
Retirement	0.00%	0.00%	0.00%	0.00%	3.23%	16.85%	0.00%	14.15%
TUPE	16.67%	0.00%	30.00%	0.00%	3.23%	14.89%	12.50%	13.92%
Voluntary Redundancy	0.00%	0.00%	0.00%	0.00%	3.23%	4.21%	6.25%	3.94%
Total	**100.00%**	**100.00%**	**100.00%**	**100.00%**	**100.00%**	**100.00%**	**100.00%**	**100.00%**

Gender

70% of leavers over the past 12 months were female, generally in line with the demographic of the organisation and, therefore, expectations.



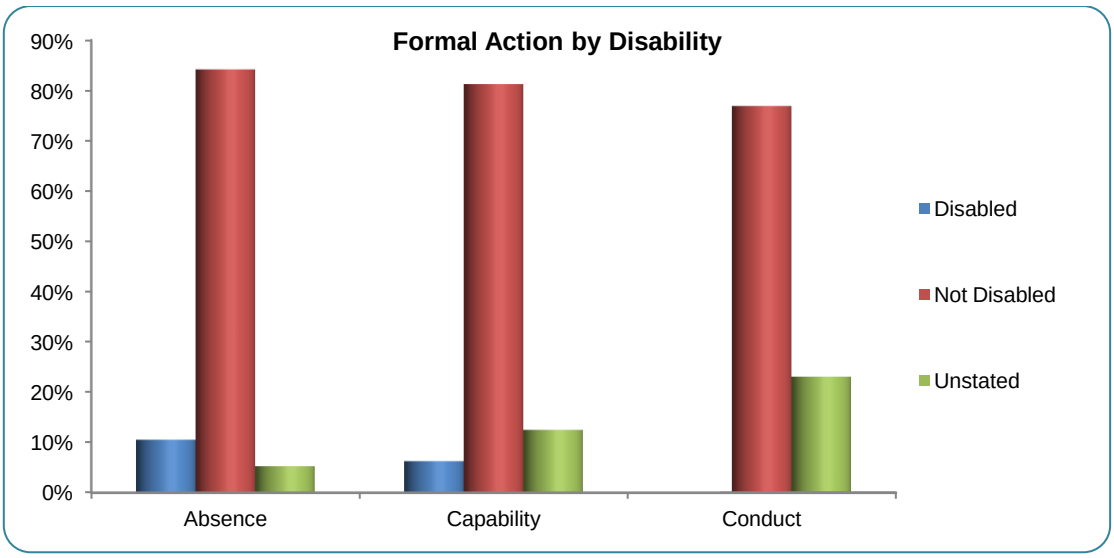
Leavers by Gender			
Leaving Reason	**Female**	**Male**	**Total**
Compromise Agreement	1.67%	0.00%	1.16%
Compulsory Redundancy	6.67%	6.87%	6.73%
Death in Service	1.33%	1.53%	1.39%
Dismissal	2.67%	4.58%	3.25%
End of Contract	5.67%	7.63%	6.26%
Medical Retirement	1.33%	2.29%	1.62%
Mutual Consent	5.33%	3.05%	4.64%
Resignation	48.33%	30.53%	42.92%
Retirement	15.33%	11.45%	14.15%
TUPE	7.67%	28.24%	13.92%
Voluntary Redundancy	4.00%	3.82%	3.94%
Total	**100.00%**	**100.00%**	**100.00%**

Formal Procedures

The following tables and charts show the protected characteristics against the formal procedures. Previously we have included Grievances in these figures. However, we have recorded very low numbers of formally raised grievances in the past 12 months, so including these figures in the overall return could lead to individuals being illegally identifiable.

Disability

The chart and table below that absence is the most common reason for formal procedures for employees with a disability. Some disabilities will cause increased levels of sickness absence, and potentially long term absences that require additional support to facilitate a return to work. Therefore, this higher proportion for absence is anticipated. Overall, the proportion of disabled employees undergoing formal procedures is broadly in line with the proportion of disabled employees in the organisation.

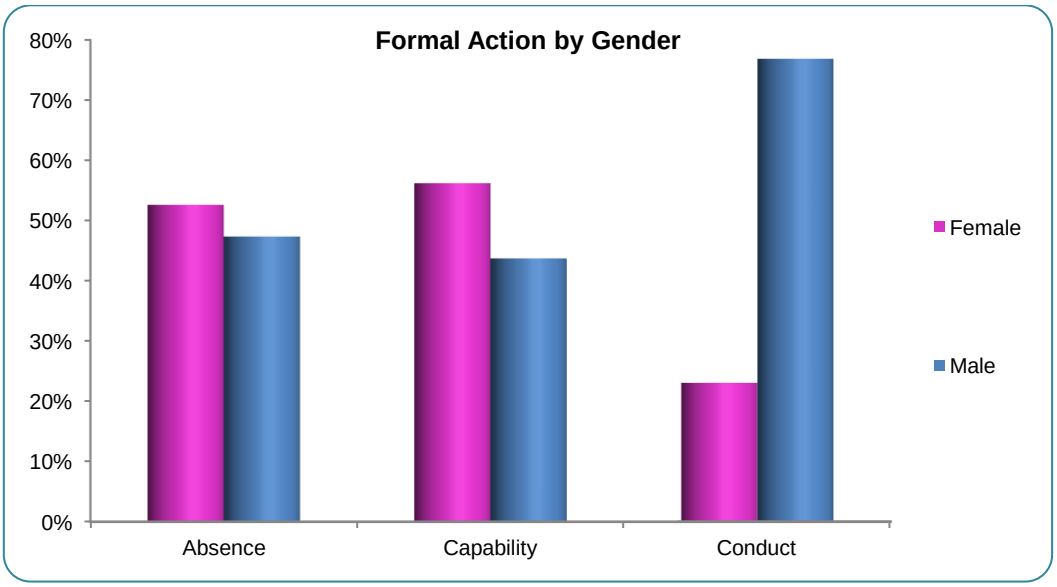


Formal Action by Disability				
Status	**Absence**	**Capability**	**Conduct**	**Total**
Disabled	10.53%	6.25%	0.00%	4.92%
Not Disabled	84.21%	81.25%	76.92%	80.33%
Unstated	5.26%	12.50%	23.08%	14.75%
Total	**100.00%**	**100.00%**	**100.00%**	**100.00%**

Gender

There were a disproportionate number of males involved in formal procedure matters over the past 12 months, with nearly 60% of all cases involving men. This is a reversal from last year, and against expectations given the much higher proportion of female employees in the organisation.

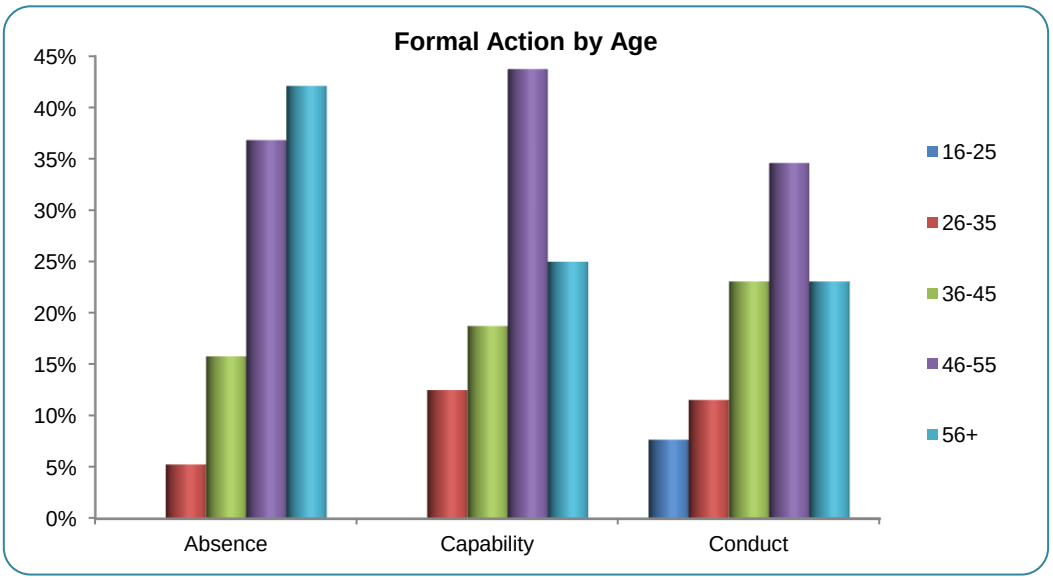
These figures have been significantly impacted by a much higher number of conduct cases involving men. Absence and Capability matters are more in line with the organisational average, although for both the proportion of males involved was higher than would normally be expected.



Formal Action by Gender				
Gender	**Absence**	**Capability**	**Conduct**	**Total**
Female	52.63%	56.25%	23.08%	40.98%
Male	47.37%	43.75%	76.92%	59.02%
Total	**100.00%**	**100.00%**	**100.00%**	**100.00%**

Age

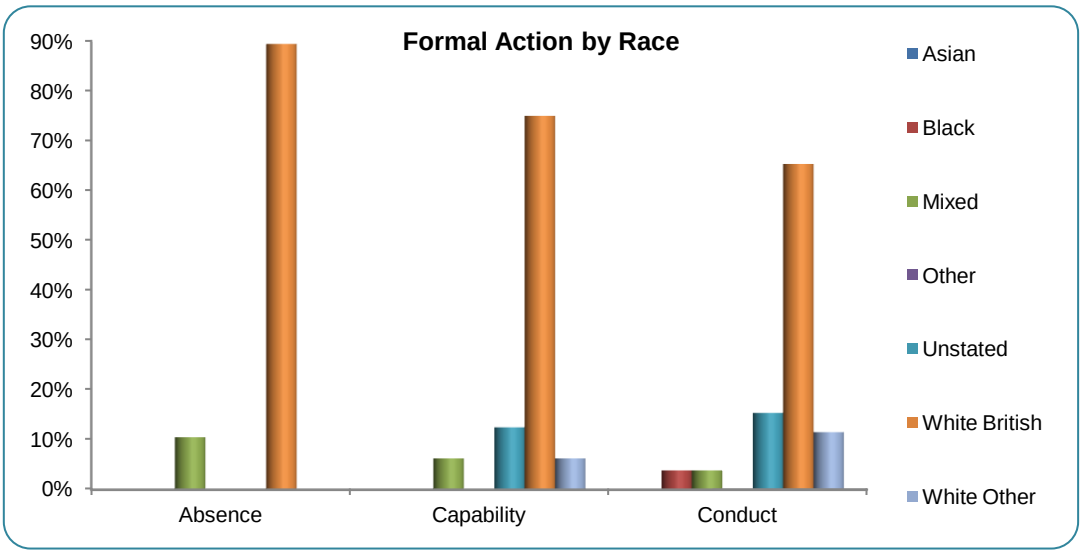
The chart and table below show that, in general, formal procedures reflect the overall age profile of the organisation. There were proportionally a much higher number of absence cases amongst employees over 56, which is in line with expectations that, generally, health problems increase with age.



Formal Action by Age				
Age Range	**Absence**	**Capability**	**Conduct**	**Total**
16-25	0.00%	0.00%	7.69%	3.28%
26-35	5.26%	12.50%	11.54%	9.84%
36-45	15.79%	18.75%	23.08%	19.67%
46-55	36.84%	43.75%	34.62%	37.70%
56+	42.11%	25.00%	23.08%	29.51%
Total	**100.00%**	**100.00%**	**100.00%**	**100.00%**

Race

The chart and table below show that the level of formal procedures for BME generally follows the distribution pattern of the overall workforce, although there is a slight disparity with number of cases involving BME employees compared to the organisational average, particularly concerning those from a mixed race background.



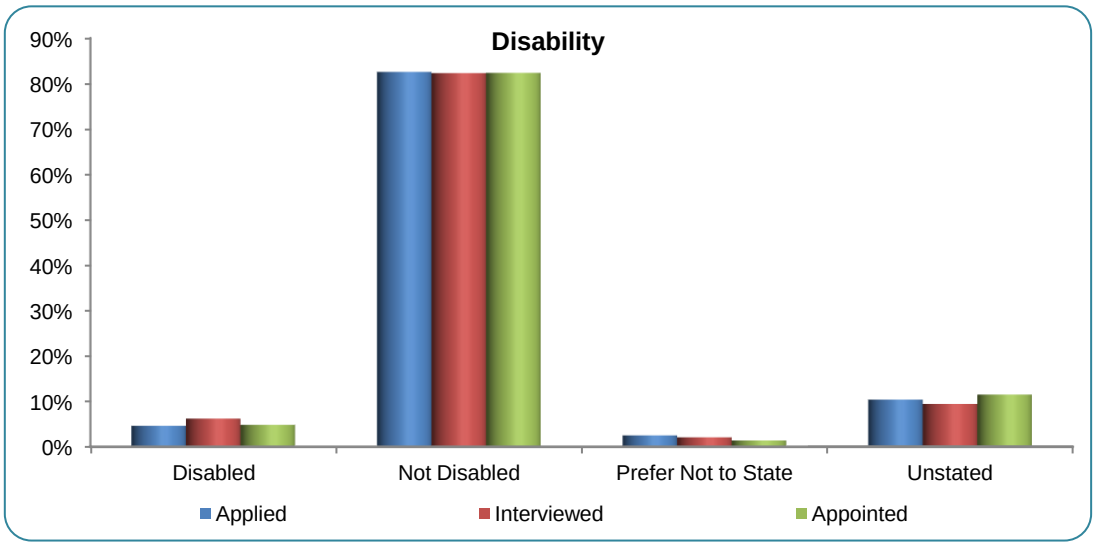
Formal Action by Race				
Race	**Absence**	**Capability**	**Conduct**	**Total**
Asian	0.00%	0.00%	0.00%	0.00%
Black	0.00%	0.00%	3.85%	1.64%
Mixed	10.53%	6.25%	3.85%	6.56%
Other	0.00%	0.00%	0.00%	0.00%
Unstated	0.00%	12.50%	15.38%	9.84%
White British	89.47%	75.00%	65.38%	75.41%
White Other	0.00%	6.25%	11.54%	6.56%
Total	**100.00%**	**100.00%**	**100.00%**	**100.00%**

Recruitment and Selection

The charts below show the percentage of applications by protected characteristic, along with the subsequent percentage by characteristic of those subsequently interviewed and appointed.

Disability

There was an increase in the proportion of applications from disabled candidates this year compared to last, up to 4.61% from 4.03%. More significantly, there was a rise in the proportion of disabled candidates appointed to roles. Last year the proportion was 3.77% of all appointments. The figure has risen to 4.82% this year.



	Applied	Interviewed	Appointed
Disabled	4.61%	6.19%	4.82%
Not Disabled	82.56%	82.32%	82.34%
Prefer Not to State	2.45%	2.06%	1.38%
Unstated	10.38%	9.42%	11.47%
Total	**100.00%**	**100.00%**	**100.00%**

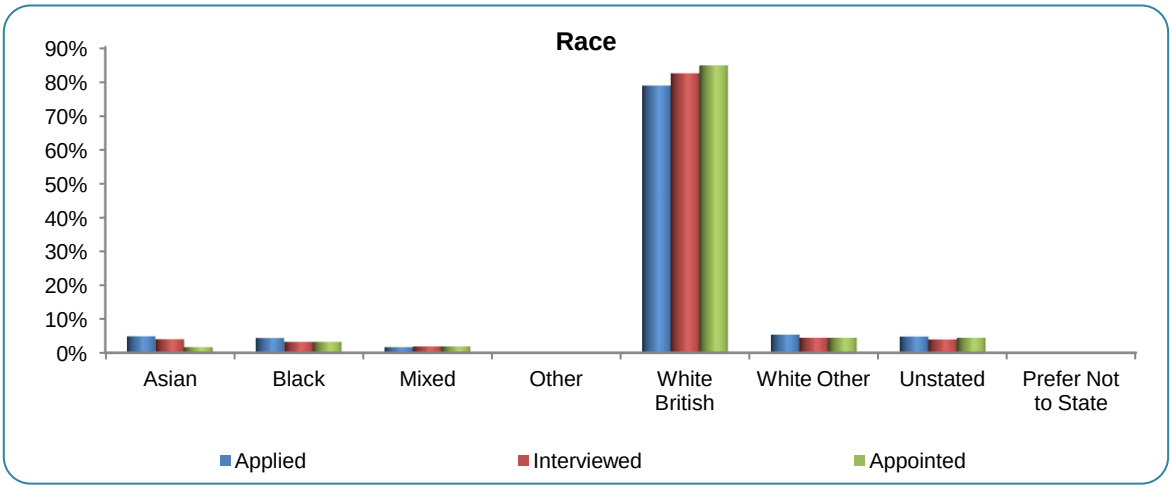
The table below shows the percentage of interviewees as a percentage of those applying, and those subsequently appointed as a percentage of those interviewed. This highlights how effective the guaranteed interview scheme is in securing an interview for disabled candidates who meet the minimum criteria, with more than 50% of applicants declaring a disability being invited to interview. This scheme will continue to be monitored to ensure it is relevant and fit for purpose.

Characteristic	Percentage of Applications	Interviewed as a Percentage of Applied	Appointed as a Percentage of Interviewed
Disabled	4.61%	51.61%	21.88%
Not Disabled	82.56%	38.30%	28.13%
Prefer Not to State	2.45%	32.32%	18.75%
Unstated	10.38%	34.84%	34.25%
Total	**100.00%**	**38.40%**	**28.13%**

Race

11% of all applications were from candidates from a BME background, the same proportion as the previous year. However, only 6.5% of all appointees were from a BME background, a reduction in proportion from last year. This figure remains above the proportion of the organisational workforce that are from a BME background.

In general, the proportion of appointments reflects the diversity of those applying for roles. However, the proportion of Asian appointees against the numbers applying is markedly lower than those from other backgrounds. There were also no candidates appointed from an 'Other' ethnic background, although the numbers of applicants from this category was very small indeed.

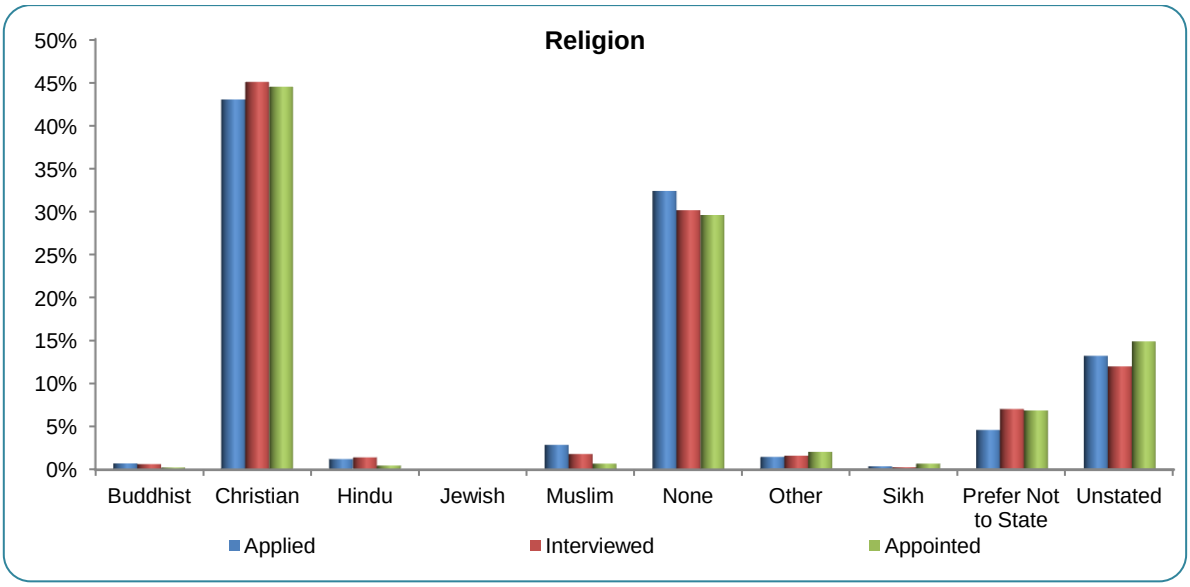


	Applied	Interviewed	Appointed
Asian	4.81%	3.94%	1.61%
Black	4.29%	3.16%	3.21%
Mixed	1.66%	1.81%	1.83%
Other	0.15%	0.19%	0.00%
White British	78.72%	82.32%	84.63%
White Other	5.30%	4.39%	4.36%
Unstated	4.73%	3.87%	4.36%
Prefer Not to State	0.35%	0.32%	0.00%
Total	**100.00%**	**100.00%**	**100.00%**

Characteristic	Percentage of Applications	Interviewed as a Percentage of Applied	Appointed as a Percentage of Interviewed
Asian	4.81%	31.44%	11.48%
Black	4.29%	28.32%	28.57%
Mixed	1.66%	41.79%	28.57%
Other	0.15%	50.00%	0.00%
White British	78.72%	40.16%	28.92%
White Other	5.30%	31.78%	27.94%
Unstated	4.73%	31.41%	31.67%
Prefer Not to State	0.35%	35.71%	0.00%
Total	**100.00%**	**38.40%**	28.13%

Religion

Nearly 87% of all applicants indicated a choice for religion, even if that was to state they don't hold any religious beliefs. This indicates that applicants to roles at the council are confident that their religious views will not be used in any way to discriminate against them throughout the application process.

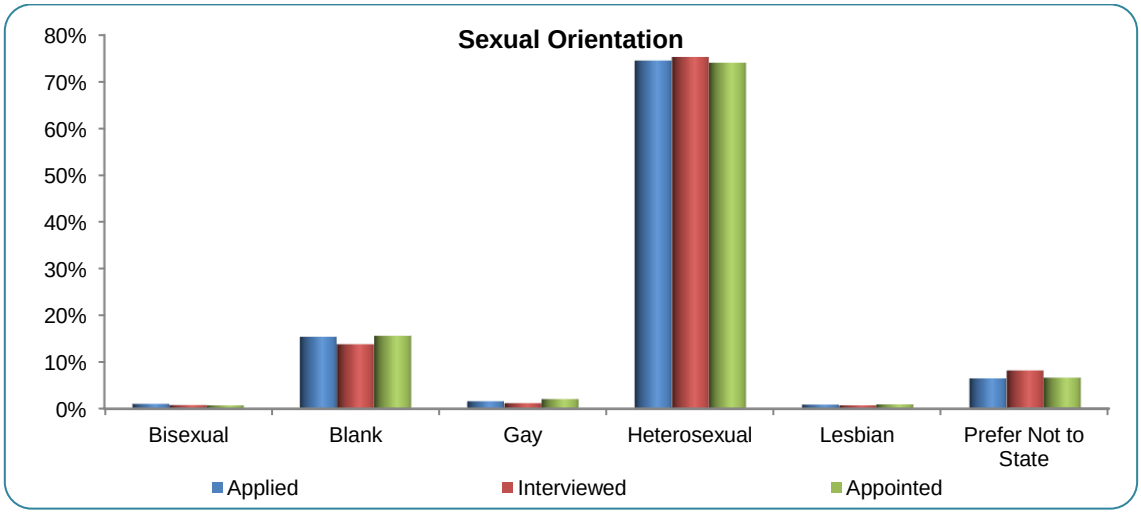


Religion	Applied	Interviewed	Appointed
Buddhist	0.72%	0.65%	0.23%
Christian	43.01%	45.03%	44.50%
Hindu	1.21%	1.42%	0.46%
Jewish	0.12%	0.06%	0.00%
Muslim	2.87%	1.81%	0.69%
None	32.38%	30.13%	29.59%
Other	1.46%	1.61%	2.06%
Sikh	0.37%	0.26%	0.69%
Prefer Not to State	4.61%	7.03%	6.88%
Unstated	13.23%	12.00%	14.91%
Total	**100.00%**	**100.00%**	**100.00%**

Religion	Percentage of Applications	Interviewed as a Percentage of Applied	Appointed as a Percentage of Interviewed
Buddhist	0.72%	34.48%	10.00%
Christian	43.01%	40.21%	27.79%
Hindu	1.21%	44.90%	9.09%
Jewish	0.12%	20.00%	0.00%
Muslim	2.87%	24.14%	10.71%
None	32.38%	35.73%	27.62%
Other	1.46%	42.37%	36.00%
Sikh	0.37%	26.67%	75.00%
Prefer Not to State	4.61%	58.60%	27.52%
Unstated	13.23%	34.83%	34.95%
Total	**100.00%**	**38.40%**	**28.13%**

Sexual Orientation

3.54% of all applications are from those who have declared they are a Gay Man, Gay Woman or Bisexual, a slight decrease from last year. Overall, just below 4% of all appointees are gay, lesbian or bisexual, again an decrease from previous year. The proportion of candidates who would either prefer not to state, or who did not indicate any sexuality, reduced from 25% the previous year to below 22% this year.

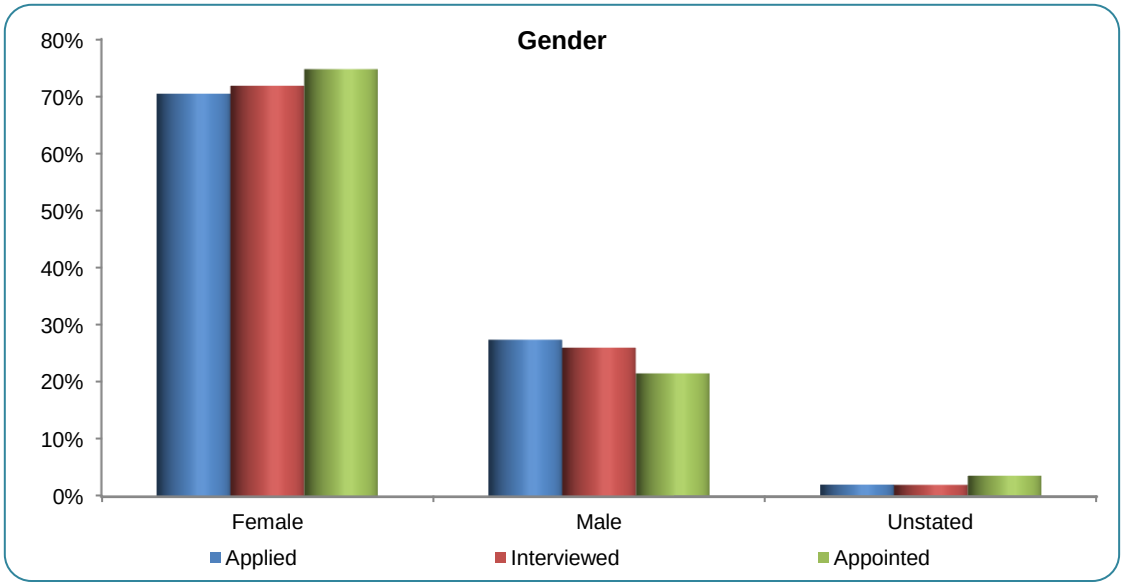


Sexual Orientation	Applied	Interviewed	Appointed
Bisexual	1.04%	0.77%	0.69%
Blank	15.41%	13.81%	15.60%
Gay	1.61%	1.16%	2.06%
Heterosexual	74.58%	75.35%	74.08%
Lesbian	0.89%	0.71%	0.92%
Prefer Not to State	6.47%	8.19%	6.65%
Total	**100.00%**	**100.00%**	**100.00%**

Sexual Orientation	Percentage of Applications	Interviewed as a Percentage of Applied	Appointed as a Percentage of Interviewed
Bisexual	1.04%	28.57%	25.00%
Blank	15.41%	34.41%	31.78%
Gay	1.61%	27.69%	50.00%
Heterosexual	74.58%	38.80%	27.65%
Lesbian	0.89%	30.56%	36.36%
Prefer Not to State	6.47%	48.66%	22.83%
Total	**100.00%**	**38.40%**	**28.13%**

Gender

In line with the overall demographic of the workforce, considerably higher numbers of applications are received from female candidates than males. This is likely to reflect the nature of the roles and working options available. There is a small but noticeable disparity between the number of male applicants and the number of appointees.



Gender	Applied	Interviewed	Appointed
Female	70.49%	71.87%	74.77%
Male	27.43%	26.06%	21.56%
Unstated	2.08%	2.06%	3.67%
Total	**100.00%**	**100.00%**	**100.00%**

Gender	Percentage of Applications	Interviewed as a Percentage of Applied	Appointed as a Percentage of Interviewed
Female	70.49%	39.16%	29.26%
Male	27.43%	36.50%	23.27%
Unstated	2.08%	38.10%	50.00%
Total	**100.00%**	**38.40%**	**28.13%**

Training & Development

The tables below show the percentage of employees who have attended at least one formal training session, by protected characteristic, compared with the proportion each protected group makes up of the workforce. The data does not include informal training and development. In total, 38% of the total workforce accessed at least one formal training intervention in the period as reported under SAP.

Gender

Proportionally, considerably more females than males attended training over the past 12 months. A high proportion of our training focuses on frontline, social care employees, and these workers are predominantly female.

Gender	Percentage of Workforce	Percentage Attending Training
Female	72.76%	81.86%
Male	27.24%	18.14%
Grand Total	**100%**	**100%**

Disability

The proportion of disabled employees undertaking a formal training course is lower than the total proportion of disabled employees in the workforce. We recognise that we need to better understand the demographic of those requesting to attend formal training and if there is a trend, based on a protected characteristic. Also, if there are issues such as training being inaccessible to any disabled employee and whether this is the reason for a lower attendance rate and which again would need to be addressed as part of our action plan.

Disability	Total	Percentage Attending Training
Not Disabled	86.12%	86.95%
Disabled	4.56%	3.54%
Prefer not to say	0.47%	0.37%
Unstated	8.85%	9.14%
Grand Total	**100%**	**100%**

Age

The proportion of employees accessing training across the council is broadly representative of the age profile of the organisation.

Age	Percentage of Workforce	Percentage Attending Training
16-25	4.12%	3.76%
26-35	14.80%	16.08%
36-45	23.70%	23.01%
46-55	35.87%	37.76%
56+	21.52%	19.40%
Grand Total	**100%**	**100%**

Race

The ethnic profile of those accessing training is reflective of the workforce overall.

Race	Percentage of Workforce	Percentage Attending Training
Asian	1.63%	1.47%
Black	1.44%	1.70%
Mixed	1.08%	1.40%
Other	0.36%	0.22%
Unstated	6.36%	4.65%
White British	85.40%	87.24%
White Other	3.73%	3.32%
Grand Total	**100%**	**100%**

Sexual Orientation

The sexual orientation of those attending formal training courses reflects the workforce as a whole. The figures show that employees who have declared they are Gay, Lesbian or Bisexual are accessing training.

Sexual Orientation	Percentage of Workforce	Percentage Attending Training
Bisexual	0.28%	0.22%
Gay man	0.75%	1.03%
Gay woman/lesbian	0.50%	0.59%
Heterosexual	42.73%	43.36%
Would rather not state	3.60%	3.02%
Unstated	52.16%	51.77%
Grand Total	**100%**	**100%**