



Ashfield District Council

Workforce Report

January 2015

Human Resources

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Executive Summary

The first Annual Workforce Plan was published in 2011. Each year we analyse the trends within the data and consider those areas where further intervention is required to develop a workforce that reflects the diversity of the local workforce profile.

Priority areas that have emerged through these reports are as follows:

- Low representation of black and minority ethnic (BME) employees within the organisation
- Potential under reporting of disability
- An ageing workforce

To address these areas we will review the impact of our policies that underpin our work in relation to recruitment and retention and learning and development to ensure that they are fair, accessible and promote opportunity to develop a diverse workforce.

There have been a number of significant interventions over the last 12 month period which, include:

- Developing best practice to achieve the Workplace Health Accreditation
- Signing up to the Mental Health Charter to raise awareness of Mental ill health across the organisation

In December 2013 Human Resources became a shared service between Mansfield and Ashfield Councils. As a result of this development Ashfield payroll system, which holds the data for this report is currently in the process of being transferred. Unfortunately owing to the timing of the transfer this has led to some disparity in the information available for this reporting period.

Part 1 - Introduction

Welcome to Ashfield District Council's Annual Workforce Information Report for the period up to 31st January 2015.

We are keen to make sure that our workforce truly represents the people that we serve so that we can be as responsive as possible. To do this we regularly monitor our workforce data to help us identify where we need to focus efforts in attracting people to work for us.

This report provides a profile of the organisation and the makeup of the workforce to identify any potential challenges in recruiting and retaining qualified employees. It represents the continuation of the People Strategy to ensure that the Organisation has the right people with the right skills in place at the right time to deliver efficient and effective services across the District.

We will continue to work on these areas to develop a workforce that represents the Local Labour market profile and that is truly representative of the local community that it serves.

It is essential for the organisation to have accurate information on its existing workforce as this is used to develop other policies and functions including:

- Supporting the development of the Corporate Workforce Strategy
- Informing effective business planning
- Providing data required to enable workforce planning across the Authority
- Providing the necessary information for effective Equality Impact Assessments to be carried out
- Monitor and provide information on the Authority's position in meeting the statutory obligations detailed below
- Continue to adopt employment practices that as far as possible ensure that the workforce is representative of the whole community of Ashfield District Council
- Identify areas for continuous improvement

This data also underpins the Authority's commitment to ensure that its employment practices and services are free from discrimination and prejudice while fulfilling the statutory duty placed on all public sector employees, including local authorities, to:

- Monitor the profile of the workforce
- Analyse how this is reflected in the recruitment and development of employees
- Publish the relevant data on a regular basis
- Take any necessary action to address any negative trends or issues

Under the Equality Act 2010, all public sector employers have a statutory duty to publish on a regular basis relevant data and this must be made available to members of the public as well as employees.

Data Collections and Definitions

Topic	Definitions	Notes
Time Frame	As at 31 st December 2014	Workforce Profile Other data sets
Who is included	Permanent and temporary employees	Based on headcount
Who is not included	Casual and agency staff	

Diversity measures used in the analysis	Gender Ethnic Group Age Disabled Status Maternity/Pregnancy Religion Sexual Orientation	Data utilised from application forms and employee personal details annual check in 2013
Community	Aged over 16 in Ashfield area	2011 census

PART 2 – WORKFORCE PROFILE

Overall Workforce Profile

As at 31st December 2014 there were 471 people employed by Ashfield District Council.

Ashfield District Council Total	Number of Employees
2009	631
2010	635
2011	604
2012	519
2013	461
2014	471

The trend over the past few years has been for the number of employees to decrease. Since the last Profile in January 2014 the number of employees has remained quite static, with a marginal increase overall.

The above data in relation to the number of employees is broken down and compared to that of the community in the following 'protected characteristics' under the Equality Act 2010 which are:

- Gender
- Ethnicity
- Age
- Disability
- Sexual Orientation/Transgender
- Religion/Belief
- Pregnancy and Maternity

The analysis of Applicants to the Authority will be extended to report against all the protected characteristics in the 2016 Workforce report moving forward.

Gender Profile of the Ashfield Community as at Census 2011 and Ashfield District Council workforce

	2011		2012		2013		2014	
	Male	Female	Male	Female	Male	Female	Male	Female
Ashfield Community (2011 census)	51.14%	48.86%	50.91%	49.09%	51.9%	48.1%	51.9%	48.1%
Local Labour Market – Nottinghamshire	50.6%	49.4%	50.4%	49.6%	54.4%	45.6%	54.4%	45.6%
Ashfield District Council	56.46% (341)	43.54% (263)	53.76% (279)	46.24% (240)	54.66% (252)	45.34% (209)	52.86% (249)	47.14% (222)

The percentage of male employees has decreased by 1.8% from 2013 to 2014.

The percentage of female employees has increased by 1.8% from 2013 to 2014.

The Census and Local Labour Market Profile (LLM) both show a slight differential in the gender split with a higher population of males. Our workforce has a very similar split. A substantial proportion of work carried out the by the Authority is historically male orientated and the Authority has been looking to change the culture of what is deemed for male/female positions both internally and externally to attract a greater gender split to all positions within the Authority.

Gender Reassignment

A report by the Gender Identity Research and Education Society 2009 gave an indication of geographic distribution on transgender people. This came from a sample size of 1,196 people and the data enabled an estimation of the implied prevalence of people who have presented with Gender Dysphoria in each area. It appeared high in Nottinghamshire, for which the prevalence per 100,000 aged 16 and over appeared to be 43 compared to the national average of 20

Ethnicity Profile of the Community and Ashfield District Council Workforce

	2011	2012	2013	2014
	BME%	BME%	BME%	BME%
Ashfield Community (2011 Census)	1.9%	3.09%	3.09%	3.09%
Local Labour Market – Nottinghamshire 2011	10.50%	7.4%	7.4%	7.4%
Ashfield District Council	1.49% (9)	1.93% (10)	2.17% (10)	1.7% (8)

The Local Labour Market figure is distorted in relation to comparability as it includes the city of Nottingham as well as the rest of Nottinghamshire.

The latest figure for the Ashfield community and the Local Labour Market – Nottinghamshire are those shown for 2011.

The percentage of BME employees has decreased by 0.47% from 2013 to 2014. Exit interviews are offered to all employees who have chosen to leave the Authority.

Since 2009 the Authority has monitored the ethnic profile of the organisation through performance indicators and has explored new initiatives in relation to recruitment to address the imbalance. Assistance is offered to all applicants in relation to the completing of application forms. The recruitment process is continually reviewed and updated/amended where required, interviews can be re-arranged to suitable days and times and Skype has also been utilised. Managers have also undertaken interview training to ensure that there is a fair and consistent approach to the interview process and actively promoting opportunities to a wider community.

Age Profile of the Ashfield District and Ashfield District Council Workforce

Age Range	Ashfield District (LLM 2012)	ADC Up to 31st Dec 2013		ADC Up to 31st Dec 2014	
		No. Employees	% Workforce	No. Employees	% Workforce
16-24	16.83%	6	1.3%	7	1.48%
25-29	9.29%	23	4.99%	21	4.46%
30-44	31.85%	156	33.84%	156	33.13%
45-59	32.12%	241	52.28%	254	53.93%
60-64	9.91%	29	6.29%	26	5.52%
65+		6	1.3%	7	1.48%
Total	100%	461	100%	471	100%

The Authority recognises that the demographic profile of the organisation is ageing with the 45-59 age group making up over 53% of the workforce. Whereas by comparison the 16-24 age group make up only 1.48% of the workforce.

The Authority continues to develop its commitment towards working with young people to help them raise their aspirations, gain valuable experience and improve their chances of finding permanent work.

The Authority is keen to promote apprenticeships, as they are seen as an essential way of supporting young people, helping them to build their employability skills, qualification levels and providing them with local work opportunities. Apprentices are employed by Vision Apprentices (a company set up by Vision West Nottinghamshire College). There have been 12 Apprentices recruited during 2014 and 11 work experience placements. These positions will be with various departments within the Council.

Recruitment data is detailed later in this report and it can be seen that 16 to 24 year olds make up 15.99% of all applications to the Authority. Applicants from this age band are now being attracted to the Authority which is positive however, this is not necessarily being translated into long term employment.

Ashfield and Mansfield District Councils are now working together to offer apprenticeship and work opportunities across both authorities in the future to improve job prospects for this group. The Learning and development team are working with apprentices to try to develop them to be job ready at the end of their apprenticeships with us.

Disability

Disability profile of the Community and Ashfield District Council Workforce

	2012		2013		2014	
	Disabled	Not Disabled	Disabled	Not Disabled	Disabled	Not Disabled
Ashfield Community (2011 census)	22.48%	77.52%	22.48%	77.52%	22.48%	77.52%
Local Labour Market – Nottinghamshire	4.80%	95.20%	4.80%	95.20%	4.8%	95.20%
Ashfield District Council	7.13% (37)	85.55% (444)	7.59% (35)	88.29% (407)	6.80% (32)	93.20% (439)

The above data represents individuals who consider themselves to be disabled under the definition of the Disability Discrimination Act (DDA) 2005

and subsequently the Equality Act 2010, which is the test applied in law to disability discrimination.

The Ashfield Community figures will include all disabled residents. There would be a high percentage of these residents that would be unable to work due to their disability.

The figure for the Local Labour Market is taken from the Annual Population Survey from NOMIS for Sept 2012 and included only those residents who are DDA only disabled and not the work-limiting disabled. This is the latest information available from NOMIS for this dataset as the Annual Population Survey has adapted new standardised questions for individuals with regard to health and this has led to a discontinuity in the series of information.

A number of positive initiatives have been put in place to support disabled employees for example:

- The Authority was successful in gaining reassessment of the 'Two ticks positive about disabled people' in 2013
- Disability related sickness absence is considered within the Attendance Management Policy
- There are ongoing, reasonable adjustments in place to support employees including; adjustments to working hours, adjusted shift patterns, adaptations to workstations, equipment and car parking arrangements
- A number of employees from across the organisation have completed a Mental Health Awareness course
- Work with 'Access to Work' a joint scheme that provides physical, financial and sometimes emotional support for employees.
- Disability awareness training for managers
- PAM assist is an employee assistance programme that offers confidential support for employees dealing with illness

The Authority has signed up to the Mindful Employer Charter run by Workways, a service of Devon Partnership NHS trust. Mindful Employer provides businesses and organisations with easier access to information and support in relation to staff who, experience stress, anxiety, depression and other mental health conditions.

The Charter is for employers who are positive about supporting both employees and job applicants who are experiencing mental ill health. It promotes a positive attitude to supporting individuals in the workplace and also in the recruitment process by ensuring that staff involved in the recruitment process, are trained and able to offer a positive and enabling attitude to interviewees.

Facts and figures

47% of disabled people currently work compared to 77% of non-disabled people.

Labour Force Survey 2010

Disabled people are far less likely to be in employment. The UK employment rate of working age disabled people is 47.8% compared to 75.9% of non-disabled people representing a gap of 28.1% representing over 2 million people

Annual Population Survey 2012

One in four adults with a work-limiting disability are not working but want to. This compares with one in fifteen of those with no work-limiting disability.

At all levels of qualification, the proportion of people with a work-limiting disability who lack but want paid work is much greater for those without a work-limiting disability.

Disabled people are more likely to be long term unemployed and economically inactive. Over half of disabled people claiming incapacity benefits have been out of work for more than 5 years.

DWP benefits figures November 2010

Religion/belief

The Authority conducts annual personal details check of all employees. Unfortunately, this information is not currently available for 2014 owing to internal issues with the migration of two HR systems into one. This information will be available in future reports.

Religion	2012	
	Number of Employees	% of Employees responding
Atheist	1	0.65%
Buddhist	1	0.65%
Church of England	70	45.45%
Church of Wales	1	0.65%
Catholic	6	3.9%
Christian	39	12.42%
Jewish	1	0.65%
Methodist	1	0.65%
+Sikh	1	0.65%
United Reformed Church	1	0.65%
None	32	20.78%
Total responses	154	100%

2011 Census: Religion Local Authorities

Total Population	119,497
Christian	58.2%
Buddhist	0.2%
Hindu	0.2%
Jewish	0.0%
Muslim	0.3%
Sikh	0.1%
Other Religion	0.4%
Not known	6.8%
No religion	33.8%

Sexual Orientation

Sexual Orientation	2012	
	Number Employees	% Employees
Heterosexual	133	25.6%
Lesbian/Gay	2	0.4%
Not known	179	34.5%

These are the latest results in terms of religion and sexual orientation for the total workforce for the 2012 period based on a 61% response. Unfortunately, this information is not currently available for 2014 owing to internal issues with the migration of two HR systems into one. This information will be available in future reports.

According to the Household Survey 1.5% of adults in the UK identified themselves as Gay, Lesbian or Bisexual.

Monitoring this information will help to assess if the Authority is becoming more diverse and will determine if people feel assured that they can declare their sexual orientation to develop the Authority and the people working within it towards an all-inclusive organisation.

In 2012, 1.5% of adults in the UK identified themselves as Lesbian, Gay or bisexual.

Adults aged 16 to 24 were more likely to identify themselves as Gay, Lesbian or bisexual (2.6%) compared to adults aged 65 and over (0.4%)

Source: ONS Key Findings Integrated Household Survey Jan – Dec

Employees on Maternity Leave

For the 12 month period up to 1st January 2014 to 31st December 2014, 8 employees utilised the maternity policy, 2 employees returned from maternity leave during the period.

The current maternity policy for leave offers the statutory minimum plus 12 weeks at half pay for employees with more than 12 months service, if they return to work for a period of at least 3 months after maternity leave.

The Authority currently offers all employees access to the right to request flexible working going beyond the legislative requirements. Options available to employees to request include, term-time working, part time working and in addition to this employees may request to work job share under the Job Sharing Agreement.

The Authority offers employees the opportunity to join the Childcare Vouchers Scheme through a Salary Sacrifice Scheme to assist with childcare costs.

PART 3 – RECRUITMENT AND RETENTION

Top 5% Earners

	2012	2013	2014
Top 5% Earners that are female	50%	51.85%	45.45%
Top 5% Earners that are from an ethnic minority	11.5%	11.11%	4.54%
Top 5% Earners that have declared a disability	4%	7.4%	nil

There have been a number of restructures and changes that have had an significant impact on the headline make-up of the organisation. Further analysis shows the following:

- There has been a 12% reduction in earners that are female
- There has been a 60% reduction in earners that are from an ethnic minority
- There has been a 100% decrease in earners that have declared a disability

All restructure decision should have an associated Equality Impact Assessment undertaken which should draw out the affect the restructure will have on the make- up of the team. In isolation there may be little impact but across the organisation it is more significant. The numbers involved are one or two individuals in each category. For example one former, female employee was in the top 5% of earner but was disabled and from a BME group and resigned to join another local authority. The other employee reporting a disability transferred to a neighbouring Authority

The implementation of Job Evaluation has been completed for all employees up to the level of Chief Officer. This has ensured equitable pay and grading for all employees.

The Authority has a Disability Network Group, this is an employee support group to promote disability equality across the organisation. The numbers on this group however is low and the Authority is looking at ways to promote it wider to encourage more employees to engage with the groups

The Authority offers reasonable adjustments to employees with disabilities including assistance from Access to Work and our occupational health service.

The Authority introduced a revised Attendance Management Policy in July 2013, this policy included more guidance and support for disabled employees. Managers were trained in the application of the policy in early 2014. Employees also have access to request Disability Leave for any appointments or treatment related to their disability.

Recruitment

The number of applications received by the Authority shown as a breakdown in relation to protected characteristics is as follows. The total number of applications received is 588 for 47 vacancies

Description	2013		2014	
	Actual	%	Actual	%
Gender				
Male	270	50.19%	261	44.39
Female	261	48.51%	324	55.1
Not known	7	1.3%	3	0.51
Ethnicity				
BaME	43	7.99%	31	5.27
Non BaME	475	88.29%	526	89.46
Not known	20	3.72%	31	5.27
Disability				
Disabled	24	4.46%	31	5.27
Not disabled	464	86.24%	545	92.69
Not known	50	9.30%	12	2.04
Age				
16-25	101	18.78%	94	15.99
26-35	72	13.38%	168	28.57
36-55	181	33.64%	258	43.88
56+	141	26.21%	51	8.67
Not known	29	5.39%	17	2.89

Future Workforce Profiles will report on a wider range of protected characteristics under the Equality Act 2010. The recording of Sexual

Orientation and Religion, will be extended to the applicants to the Authority moving forward.

Ashfield District Council is committed to ensuring equal opportunities to all applicants applying for vacancies. The Authority ensures alternative arrangements for interviews are offered where possible to ensure accessibility to all applicants, this includes re-arranging interviews to suitable days and times and also conducting interviews by Skype.

Turnover

Turnover is calculated using the following calculation:

Number of leavers

(Headcount at period start +headcount at period end)/2 %

Year	Turnover (%)
2011	9.86
2012	20.37* Without TUPE transfer – 10.09
2013	16.53%* Without TUPE transfer – 13.67
2014	6.68%

The number of leavers during this period was 31. The breakdown is as follows –

Female - 14

Male - 17

Declaring a disability – 3

Non BaME - 1

Age Breakdown

16 – 24 – nil

25 – 29 – 4

30 – 44 – 10

45 – 59 – 6

60 – 64 – 7

65+ - 4

Part 4 – Equal Pay

The Council agreed a Single Status Collective Agreement which was implemented on 1st October 2014. This provides revised terms and conditions of service and a new unified pay and grading structure.

Adoption and implementation of the Single Status Collective Agreement required a ballot of their members by the two unions concerned, UNISON and GMB, both ballots agreed to accept the revised Terms and Conditions and unified pay structure.

The effective date for the new grading structure was the 1st April 2013, with pay backdated where applicable which includes the revised Living Wage. The implementation date for other terms and conditions of service was the 1st October 2014.

The evaluation of posts has been undertaken using a national joint council local government scheme which has been devised to be free from gender bias and discrimination on the grounds of race, sexuality, religious belief, age and disability.

Changes to terms and conditions were subject to Equality Impact Assessments. Corporate arrangements are in place to ensure any future changes to pay, terms and conditions take account any potential equality impacts.

Part 5 – Employment Casework

Under the Equality Act 2010 all public authorities are required to monitor the impact of internal procedures by racial group, gender, disability and age.

Ashfield District Council currently monitors the following issues in line with the Equality Act –

- Disciplinary
- Grievance
- Bullying and Harassment
- Attendance Management
- Performance Capability
- Redundancy
- Re-deployment
- Home Working
- Flexible Working

The Disciplinary and Grievance Policies and Procedures have all been reviewed and revised in 2014. Training will be delivered to all managers and team leaders in early 2015.

The Authority offers support to employees in relation to mental health issues including telephone and face to face counselling, stress action plans, occupational health and stress training for all managers and team leaders.

The Authority introduced a new Attendance Management Policy in 2013, this policy includes more guidance and support for employees with disabilities. Employees also have access to request Disability Leave for any appointments or treatment related to their disability.

The Statutory requirement relates to the impact of the action therefore the data compiled in this report relates to completed cases where all internal and external processes have been exhausted.

The information is collated throughout the year in order to –

- Ascertain if there are differences in the way differing groups of employees are treated
- If any differences are identified investigate why this is the case, is there an underlying reason
- Ensure any potential discrimination, unfairness or disadvantage is dealt with accordingly

During the period there has been considerable analysis of reasons for sickness absence and the links to other HR related procedures such as grievances and disciplinaries.

There is a higher incidence of cases involving males rather than females and a larger proportion of these in frontline roles such as Waste and Environmental services.

The HR Team holds regular case review meetings to ensure consistency across employment related casework.

Employee Support

The Authority offers a number of employee support initiatives -

- Flexible Working – The Authority currently offers all employees' access to the right to request flexible working. Options available to employees to request include, term-time working, part time working and in addition to this employees may request to work job share under the Job Sharing Agreement.
- Flexible retirement
- Counselling
- Leisure Centre concessions
- Health and Wellbeing initiatives
- Cycle to Work Scheme
- Childcare Voucher Scheme
- PAM Assist (Employee Assistance Programme)

Part 6 – Training

A revised programme of Member training is currently in development for the new term of office in 2015. This training will be mandatory for members to complete as part of their induction process.

There were no members who had completed the e-learning equality training through ELA in 2014

The Electronic Learning Ashfield (ELA) system includes self-development courses such as time management and job specific course such as IT software and data protection. The system enables delivery of the 'inclusive workplace' equality and diversity training to managers and dignity at work refresher training to front line employees. There is also a strong link to the Union Learning Partnership with 'Union Learning having its own materials on ELA

Plans to re-launch ELA as the Learning Together system progressed during 2014 in preparation for 2015. Learning Together is a one stop solution for learning and development needs. As well as electronic learning the system offers online course booking, electronic personal development reviews, a greater range of resources and the facility for managers and employees to monitor their own development and, for managers, the development of their teams.

Current learning and development requests are part of each employee's Personal Development Review (PDR). These requests are considered by managers and Service Directors to determine if the requests are appropriate and beneficial to the individual and service area and linked to corporate priorities. The successful applications are then managed by the Training Section and appropriate courses sourced and developed.

The Authority has adopted the Union Learning Partnership Agreement. The aim of this agreement is to promote, initiate, support and monitor Lifelong learning activities across the Council. The committee will enable learning opportunities to be accessible where possible to all employees to increase skills and maximise their potential

Key training identified within the corporate training plan in 2014 has included strategic development - Institute of Leadership and Management Level 3 and 5 courses, Shared Service Architects Training, Commercial Skills programme and Conflict Resolution. At an operational level, qualifications such as, Business Administration, diversity and dignity at work, professional development courses and coaching have taken place. Key e-learning courses have included the following:

Course	Equality and Diversity	Customer Services	Health and Safety
Total	94	48	111
% of workforce completed	20%	10.2%	23.6%

The Equality and Diversity training includes those employees completing the following courses:

- Dignity in the Workplace
- Inclusive workplace
- Equality and Diversity.

As well as these e-learning courses, ACAS delivered tailored equality training to meet the needs of specific areas. This included Diversity and Dignity in the workplace and unconscious Bias training for front line operatives. This was well attended and positively received by the team of 12 employees and feedback has identified improvements on both a personal and professional level within the team.

New starters to the Authority complete an e-learning 'Introduction to Equality' course, must be completed prior to their face to face meet and greet session.

The following table shows an example of the demographic breakdown of completed training courses

Course Title	Male	Female	Non BME	BME	Disabled	Total Attend
Conflict resolution skills	36 33.6%	71 66.4%	106 99.1%	1 0.9%	7 6.5%	107
Conflict negotiation skills	8 25%	24 75%	32 100%	0 0%	2 6.25%	32
Awareness of Child abuse and neglect	25 47.2%	28 52.8%	52 98%	2 3.8%	1 1.9%	53
Equality and Diversity courses	38 40.4%	56 59.6%	93 98.94%	1 1.06%	1 1.06%	94

The following table shows the number attending the courses from the total number of employees declaring their ethnicity and disability.

Course Title	BME	Total	Disabled	Total
Conflict resolution skills	1 12.5%	8	7 28%	25
Conflict negotiation skills	0 0.0%	8	2 8%	25
Awareness of Child abuse and neglect	2 25%	8	1 4%	25
Equality and Diversity course	1 12.5%	8	1 4%	25

Review and evaluation of training, learning and development continues to be conducted by the workplace Learning and Development Group including MDC, Union (local and regional) and Member representation.

This concludes the report for 2015