

# Wiltshire Council

## Equality and Diversity Employment Monitoring

As a public authority covered by the specific duties, we are required to publish information to demonstrate our compliance with the general equality duty across its functions by 31<sup>st</sup> January 2012.

As an authority with more than 150 employees we must also publish information on the effect that our policies and practices have had on people who share a protected characteristic, to demonstrate the extent to which they furthered the aims of the general equality duty for our employees and applicants. Wiltshire Council has embedded the Equality Impact Assessment process for all policies and procedures which are published under the link below:

<http://www.wiltshire.gov.uk/council/equalityanddiversity/equalityimpactassessments.htm>

As a large public body we are also expected to publish information in the following areas:-

- The race, disability, gender and age breakdown and distribution of the workforce.
- Anonymous indication of the representation of sexual orientation and religion and belief within the workforce. *Please see appendix at the end of the report.*
- An indication of any issues for transsexual staff, based on engagement with transsexual staff or voluntary groups

And to provide workforce information by protected characteristic on:-

Applicants for employment

Success rate of job applicants

Applicants for promotion and success rates

Applications and success rates for flexible working success rates

Return to work rates after maternity leave

Staff who cease employment with the council

Staff who are the subject of grievance and disciplinary procedures

Applicants for training

Staff who receive request and subsequently receive training

Staff who benefit or suffer detriment as a result of its performance assessment procedures

Staff by salary bandings

Pay gap information

The following workforce monitoring information is for the year 2010/11 and covers ethnicity, disability, gender and age.

We are currently taking steps to both fill information gaps on the wider protected characteristic groups and the policies and practices currently not effectively monitored.

## Workforce

**Staff in post** – A straight forward headcount of staff with information taken from the SAP payroll system as at 31<sup>st</sup> March 2011, these figures show totals both including and excluding schools. There were 15,670 staff employed as at 31<sup>st</sup> March 2011. Ethnicity was known for 79.5% of staff, disability status for 64.6%, and for gender and age 100%.

	Headcount	Fte staff	Part-time	%	Full-time	%
Non Schools	5401	4283	2332	43.2%	3069	56.8%
Schools	9724	5600	6977	71.8%	2747	28.3%
Total	15,125	9,883	9,309	61.6%	5,816	38.5%

Ethnicity	BME	%	White British	%	White other	%	Total known	%	Total unknown	%	Total
Non Schools	82	1.5%	4,027	74.6%	187	3.5%	4,296	79.5%	1,105	20.5%	5,401
Schools	84	0.86%	6,264	64.4%	145	1.5%	6,493	66.8%	3,231	33.2%	9,724
Total	166	1.1%	10,291	68.0%	332	2.2%	10,789	71.3%	4,336	28.7%	15,125

Disability	Disabled	%	Not disabled	%	Total known	%	Total unknown	%	Total
Non Schools	133	2.5%	3,356	62.1%	3,489	64.6%	1,912	35.4%	5,401
Schools	10	0.1%	5,348	55%	5358	55.1%	4,366	44.9%	9,724
Total	143	0.95%	8,704	57.5%	8,847	58.5%	6,278	41.5%	15,125

Gender	Female	%	Male	%	Total
Non Schools	3,835	70.82%	1,576	29.18%	5,401
Schools	8,550	87.9%	1,286	12.82%	9,724
Total	12,375	81.82%	2,750	18.18%	15,125

Age	under 25	%	25-34	%	35-44	%	45-54	%	55-64	%	65+	%	Total
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Non Schools	344	6.4%	969	17.9%	1,257	23.3%	1,593	29.5%	1,118	20.7%	120	2.2%	5,401
Schools	276	2.8%	1,437	14.8%	3,186	32.8%	3,182	32.7%	1,489	15.3%	154	1.6%	9,724
Total	620	4.1%	2,406	15.9%	4,443	29.4%	4,775	31.6%	2,607	17.2%	274	1.8%	15,125

**Applications and success rates for flexible working** – Not yet adequately collected

**Return to work rates after maternity** – Not yet adequately collected

## Recruitment

**Applicants, short-listed candidates and starters for employment - A**  
count of applicants for employment

This information is captured through the e-recruitment system which has now been in place since October 2006. Approximately 99% of applicants chose to apply for jobs online, which has had the effect of capturing more detailed information. This information excludes schools information as they do not use the e-recruitment system and monitor their own recruitment statistics. During 2010/11, there were 6,659 applicants for jobs with the Council. Ethnicity was known for 94.6% of these applicants, disability for 99.7%, gender and age for 100%

### By ethnicity

	White British	%	BME	%	White other	%	unknown	%	Totals
applicants 2010/11	5,891	88.5%	365	5.5%	41	0.6 %	361	5.4%	6,096
shortlisted 2010/11	2,373	91.7%	86	3.3%	14	0.5%	115	4.4%	2,588
appointed 2010/11	723	93.5%	18	2.3%	4	0.5%	28	3.6%	773

**By disability**

	Not disabled	%	Disabled	%	Unknown	%	Totals
applicants 2010/11	6,372	95.7%	268	4%	19	0.3%	6,659
shortlisted 2010/11	2,471	95.5%	109	4.2%	8	0.3%	2,588
appointed 2010/11	747	96.6%	23	3%	1	0.1%	773

**By gender**

	Female	%	Male	%	Unknown	%	Totals
applicants 2010/11	4,463	67%	2,183	33%	0	0	6,659
shortlisted 2010/11	1845	71.3%	737	28.7%	0	0	2,588
appointed 2010/11	571	74.3%	199	25.7%	0	0	773

**By age**

	Under 25	%	25 - 45	%	Over 45	%	Unknown	%	Totals
applicants 2010/11	1,738	26.1%	3,039	45.7%	1,877	28.1%	0	0	6,659
shortlisted 2010/11	569	22%	1,213	46.9%	802	31%	0	0	2,588
appointed 2010/11	193	25%	357	46.2%	221	28.6%	0	0	773

**Applicants for promotion** – A count of internal promotions.

This information excludes schools information. During 2010/11, there were 394 internal promotions which have been identified below, the table also compares them with the % of the workforce.

### By ethnicity

	White British	%	% in w/force	BME	%	% in w/force	White other	%	% in w/force	Unknown	%	% in w/force
2010/11 promotions	257	65%	75%	5	1%	2%	8	2%	3%	124	31%	20%

### By disability

	Not disabled	%	% in w/force	Disabled	%	% in w/force	Unknown	%	% in w/force
2010/11 promotions	200	51%	62%	7	2%	2%	187	47%	35%

### By gender

	Female	%	% in w/force	Male	%	% in w/force
2010/11 promotions	272	69%	71%	122	31%	29%

### By age

	Under 25	%	25 - 34	%	35 - 44	%	45 - 54	%	55 - 64	%	65 +	%
2010/11 promotions	29	7%	107	27%	96	24%	107	27%	51	13%	4	1%
% in w/force		6%		18%		23%		29%		21%		2%

## Leavers

**Leavers** – A count of staff who have ceased employment with the Council.

There were 2,516 leavers in the year to 31 March 2011. Ethnicity was known for 72% of leavers and disability status for 58.8%. Of those for whom data was known:

- 1382 were White British (55%); 36 were BME staff (1.4%); 78 were White Irish/White other (3.1%)
- 1446 did not consider themselves to be disabled (57.5%); 33 were disabled (1.3%)
- 2,011 were female (80%); 505 were male (20%)

	Under 25	26 - 35	36 - 45	46 - 65	Over 65	Total
Leavers	209	418	659	1146	84	2,516
No. in age band	620	2,406	4,443	7,382	274	15,125
Turnover rate of age band	33.7%	17.4%	14.8%	15.5%	30.6%	16.6%

## Discipline and grievance procedures

**Staff in post** – A count of all staff (inc. schools) who have raised Grievance Procedures, Dignity at Work procedures or are the subject of Disciplinary Procedures.

During 2010/11, 44 employees raised a formal grievance. Of these:

- 32 were white British, 1 was BME, 1 was white/other and 10 were of unknown ethnicity
- 24 were not disabled, 4 had declared a disability and there were 16 not known
- 33 were female and 11 were male.

During 2010/11, 9 employees have been involved with the dignity at work procedures. Of these:

- 7 were white British and 2 were of unknown ethnicity
- 5 were not disabled and 4 were unknown
- 7 were female and 2 were male

During 2010/11, 75 employees were subject to formal disciplinary action, of whom:

- 64 were white British and 11 were of unknown ethnicity
- 46 were not disabled, 1 person has declared a disability and 28 were unknown
- 32 were female and 43 were male.

## Performance appraisal

**Staff in post** – performance assessment procedures.

The Council has a single countywide appraisal system. The system of appraisal is not used to determine benefit or disadvantage but primarily for developmental purposes.

## Training

**Staff in post** – A count of staff who have received training

Support and supervision of staff and the appraisal arrangements tend to identify the majority development needs. Staff now request internal and some external training through the SAP system introduced in April 2009, and the majority of applications are approved. Training not formally recorded includes conferences and professional updates undertaken externally.

The system in place is not able to identify training requested. The information below represents number of **attendees not individuals who have attended training** - regardless of the number they have attended and compares with the % in workforce.

### By ethnicity

	White British	%	% in w/force	BME	%	% in w/force	White other	%	% in w/force	Unknown	%	% in w/force
Total	3382	79%	75%	177	4%	2%	20	0.5%	3%	709	17%	20%

### By disability

	Not disabled	%	% in w/force	Disabled	%	% in w/force	Unknown	%	% in w/force
Total	2919	68%	62%	113	3%	2%	1256	29%	35%

### By gender

	Female	%	% in w/force	Male	%	% in w/force	Unknown	%
Total	3226	75%	71%	1062	25%	29.3	0	0

### By age

	Under 25	%	25 - 34	%	35 - 44	%	45 - 54	%	55 - 64	%	65+	%
Total	288	7%	785	18%	1025	24%	1516	35%	642	15%	32	1%
% in w/force		6%		18%		23%		29%		21%		2%

## Remuneration

**By Remuneration** – %'s of staff by salary band

Remuneration	Staff numbers within band	Gender		Ethnicity		Disability
		% Female	% Male	% BME	% White Irish/ WO	% Disabled
<b>£0-13,000</b>	<b>620</b>	<b>82.26</b>	<b>17.74</b>	<b>2.10</b>	<b>3.06</b>	<b>0.48</b>
<b>£13-20,000</b>	<b>7464</b>	<b>87.65</b>	<b>12.35</b>	<b>1.21</b>	<b>1.98</b>	<b>0.83</b>
<b>£20-30,000</b>	<b>3369</b>	<b>78.42</b>	<b>21.58</b>	<b>1.10</b>	<b>2.58</b>	<b>1.40</b>
<b>£30-40,000</b>	<b>2907</b>	<b>76.54</b>	<b>23.46</b>	<b>0.76</b>	<b>2.06</b>	<b>0.72</b>
<b>£40,000+</b>	<b>765</b>	<b>59.61</b>	<b>40.39</b>	<b>0.52</b>	<b>2.35</b>	<b>1.31</b>

## Positive Actions

We have taken the following positive actions:

- Supporting Staff Disability Forum and BME Staff Forum
- Supporting and developing the staff Equality Networking Lunch held biannually
- Reasonable Adjustment's budget of £20,000 per annum for disabled staff and applicants
- Positive About Disabled People (Double Tick Symbol Award – re-awarded in September 2011)
- Disability Confident Campaign
- Membership of Employers Forum on Disability – accessible to both managers and staff
- Produced good clear policies and procedures:
  - Equality Diversity Policy and Procedure
  - Dignity at Work Policy and Procedure
  - Disability Support in the Workplace
  - Religion and Belief in the Workplace Policy and Procedure

We are currently taking steps to introduce the following positive action initiatives:

- Setting up a Carers Support Staff Forum
- Establishing a virtual network for LGBT staff

## Contact details

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## Equality and Diversity Employment Monitoring

**Under the Equality Act 2010, specific duties, we are expected to publish the following information:**

- Anonymous indication of the representation of sexual orientation and religion and belief within the workforce.
- An indication of any issues for transsexual staff, based on engagement with transsexual staff or voluntary groups

Our research has produced the following findings:

### Religion and Belief

75% of people in the UK have a religion. The six main religions are:

- Christian - 71.8%
- Muslim - 2.8%
- Hindu - 1%
- Sikh - 0.6%
- Jewish - 0.5%
- Buddhist - 0.3%

The largest 'other religions' in England and Wales by the number of people are:

- Spiritualists - 32,000
- Pagans - 31,000
- Jain - 15,000
- Wicca - 7,000
- Rastafarian - 5,000
- Bahà'ì - 5,000
- Zoroastrian - 4,000
- 

86% of people in Northern Ireland identify themselves as following a religion, 77% in England and Wales and 67% in Scotland.

People from non-Christian religions are concentrated most heavily in London.

**Source: Office of National Statistics**

<b>Wiltshire Area</b>		<b>Wiltshire plus Swindon</b>		<b>England</b>	
<b>Total</b>	<b>%</b>		<b>%</b>		<b>%</b>
432,973		613,024		49,138,831	
<b>Christian</b>					
331,758	76.6	457,915	74.7	35,251,244	71.7
<b>No religion</b>					
65,104	15.0	99,541	16.2	7,171,332	14.6
<b>Religion not stated*</b>					
31,613	7.4	45,922	7.5	3,776,515	7.7
<b>Other religion</b>					
4,498	1.0	9,646	1.6	2,939,740	6.0

\*Religion was not a compulsory question in the 2001 census

**Source: 2001 Census**

**Likely representation of Religion and Belief with regards to employment with Wiltshire Council based on the %'s of the Wiltshire Area Statistics above is:**

<b>Total No of Employees as at 30<sup>th</sup> September 2011 -</b>	<b>5092</b>
<b>Christian</b>	<b>3870</b>
<b>No religion</b>	<b>764</b>
<b>Religion not stated</b>	<b>377</b>
<b>Other religion</b>	<b>50</b>

**Sexual Orientation**

An ONS Survey from April 2009 – March 2010 247,623 people surveyed of which 238,206 people provided valid responses.

They suggest a [population](#) of 726,000 gay, lesbian or bisexual people in the UK, with the following data:-

- Gay people are much more likely to be in managerial or professional occupations – 49% compared with 30% for straight workers - and better educated, with 38% holding a degree.
- Their age profile is also much younger than the rest of the population, with 66% under the age of 44 and 17% aged 16 to 24.
- Just over 45% of the gay community are cohabiting, although only 8% live in a household with at least one child present. A third of bisexual households include at least one child.
- London is home to the highest concentration of gay people at 2.2% of the population, while this proportion falls to 0.9% in Northern Ireland

The Survey results show:

	<b>Heterosexual /Straight</b>	<b>Gay/Lesbian /Bisexual</b>	<b>Gay/Lesbian</b>	<b>Bisexual</b>	<b>Other</b>	<b>Don't Know/ Refused to Answer</b>	<b>No Response</b>
<b>Totals</b>	46,922,000	726,000	481,000	245,000	242,000	1,412,000	244,000
<b>%</b>	94.8%	1.5%	1%	.5%	.5%	2.8%	.5%
<b>Males</b>	48.7%	54.6%	66.2%	31.8%	46.2%	47.8%	59.1%
<b>Females</b>	51.3%	45.4%	33.8%	68.2%	53.8%	52.2%	40.9%
<b>South West</b>	95.4%	1.8%			.4%	1.9%	.8%
<b>London</b>	92.3%	2.2%			.6%	4.2%	.6%
<b>North West</b>	95.5%	1.5%			.3%	2.2%	.4%
<b>East Midlands</b>	96%	1.1%			.4%	2.3%	.3%
<b>Scotland</b>	95.7%	1.3%			.3%	2%	.6%
<b>Wales</b>	95.6%	1.3%			.4%	1.9%	.8%
<b>Northern Ireland</b>	92.4%	.9%			.4%	5.3%	1%

**Likely representation of LGBT staff with regards to employment with Wiltshire Council based on the results of the ONS statistics for the South West is 92 staff.**