



# Wokingham Borough Council Equality Monitoring Workforce Report 2017-18

## Purpose

The Equality Act 2010 introduced a new General Equality Duty which requires organisations to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

In addition to this there is a Specific Equality Duty which requires organisations to:

- Publish information which demonstrates compliance with the Equality Duty
- Set and publish equality objective

This annual report demonstrates the Council's compliance with the Public Sector Equality Duty in relation to its workforce. It captures data about Wokingham Borough Council employees (excluding Schools) and relates this to the protected characteristics and other relevant indicators along with actions taken to address any gaps.

Version	Date	Description
1	12/10/16	1 <sup>st</sup> report
2		2 <sup>nd</sup> report
<b>Document Approvals</b>		
<b>Author:</b> Employment Equality Steering Group		
<b>Approval:</b> CLT		

## Contents

Introduction .....	3
Borough Demographic .....	3
Council Information .....	3
Gender .....	4
Gender Profile of Wokingham Borough.....	4
Gender Profile of the Council.....	4
Gender Profile of Starters .....	5
Gender Profile of Leavers .....	5
Salaries Across Gender Profile (as percentage of entire workforce) .....	5
Salaries Across Gender Profile (as percentage of gender within each salary band) .....	6
Age .....	6
Age Profile of Wokingham Borough .....	6
Age Profile of the Council .....	7
Age Profile of Starters .....	7
Age Profile of Leavers .....	7
Salaries Across Age Ranges (as percentage of entire workforce) .....	8
Disability .....	8
Disability Profile of Wokingham Borough .....	9
Disability Profile of the Council .....	9
Disability Profile of Starters .....	9
Disability Profile of Leavers.....	10
Salaries Across Disability Profile .....	10
Ethnicity .....	10
Ethnicity Profile of Wokingham Borough.....	11
Ethnicity Profile of the Council .....	11
Ethnicity Profile of Starters .....	11
Salaries Across Ethnicity Profile .....	12
Religion and Sexual Orientation .....	12
Grievance, Capability and Disciplinary Action .....	12
How we meet the duty .....	13

## Introduction

Under the Equality Act 2010 Wokingham Borough Council (WBC) has a legal duty to advance equality of opportunity for people with protected characteristics, eliminate unlawful discrimination and promote good relations between people. We also have a responsibility to promote equality and recognise diversity; understanding our own workforce and how it relates to the community we serve.

To assist us in undertaking these duties, we review relevant information and data to recognise areas of strength and identify areas for improvement. We then work with relevant groups to develop necessary actions and monitor performance.

It is important that the Council's workforce reflects the composition of the local population to ensure it is representative of the community we serve, thereby helping to ensure that appropriate services are provided to all citizens.

This annual report provides information on employees obtained from our monitoring processes and procedures, which allows us to meet the reporting requirements outlined in the Equality Act 2010. Using this data we can understand the composition of our people, help identify areas for action, and publish the information required to show compliance with the duty.

## Borough Demographic

The Borough has a population of around 160,000 with a demographic composition that has changed markedly over the course of the past 15 years. For example, the 2001 census showed that 6.1% of the population were classified as Black or Minority Ethnic (BME), while in 2011 this had risen to 11.75%.

## Council Information

Wokingham is a small unitary authority that employs just over 1000 staff, with 54 Councillors, 8 of whom sit on the Executive. We are one of 6 Unitary Authorities in Berkshire and work in a complex multi-agency context, in close partnership with the other unitary authorities.

Budgetary pressures on local authorities are severe. Added to which Wokingham Borough Council is the worst funded unitary authority in England. We rely on council tax as our main income source and, therefore, the accountability relationship with our residents is very strong and real. There have also been changes to national legislation that directly impact the way we deliver our services. Therefore it is very important that we, as an organisation, are prepared for these challenges to ensure the ongoing success of our Borough. We decided the best way to do this was to ensure we had a clear vision with meaningful and realistic priorities, focusing on the needs of our residents. Over the last 6 years we have delivered £36.5million pounds of savings and are forecast to save £20million over the next 4 years. We are about to embark on a major change programme which will deliver £4million savings per annum which will have a direct impact on our workforce and the way in which we work.

When we monitor the composition of the workforce we consider a variety of factors (e.g. starters, leavers and salary) across several protected characteristics (i.e. age, gender, disability, ethnicity, religion and sexual orientation). The data used in this report was drawn on 22<sup>nd</sup> August 2017

The majority of the information collected is through self-declaration and is reliant on the provision of this data from the workforce.

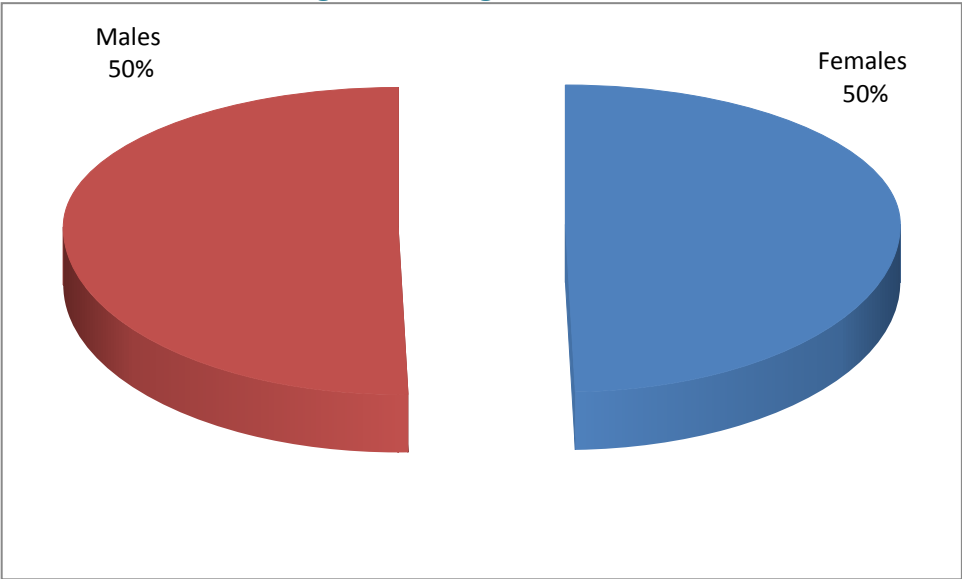
As this is the second report there is limited trend data available. However, this will be reported in further years in order to determine whether recommended interventions have made an impact.

Gender

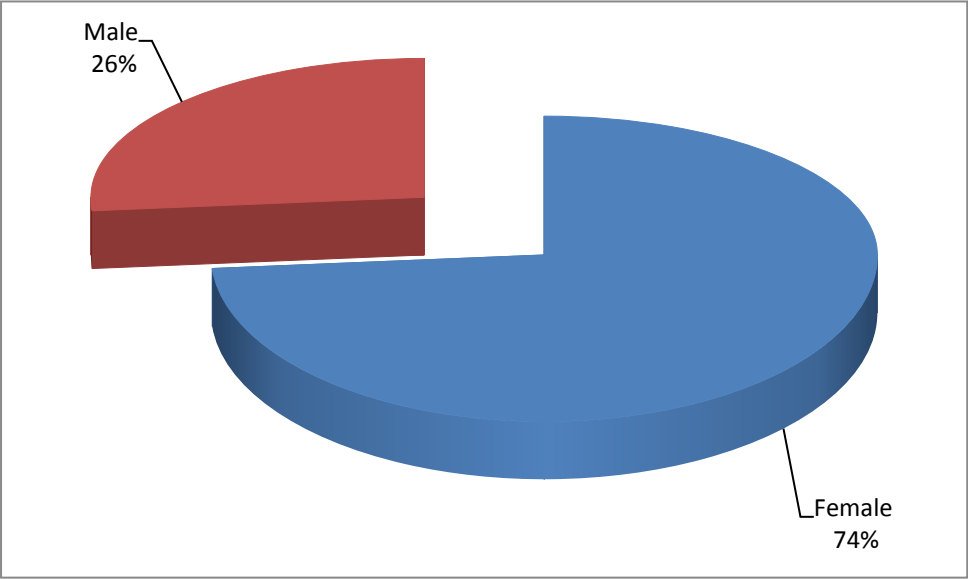
While the Borough has an equal split of men and women, the Council has a gender profile where over 74% of the workforce is women and 26% men, and appears to have remained stable over the last 2 years’.

The salary profile appears to show a fairly consistent level of men achieving each salary range, while there is a skew for women to occupy lower salary ranges. This must consider the distribution of women in specific lower paying roles. The percentage of females earning £50,000 or more is increased by 8% to 50%, against a national average of 32% (Source: CMI: Women in Leadership White Paper). While we are moving in the right direction, it cannot be ignored when almost three quarters of the total workforce are women.

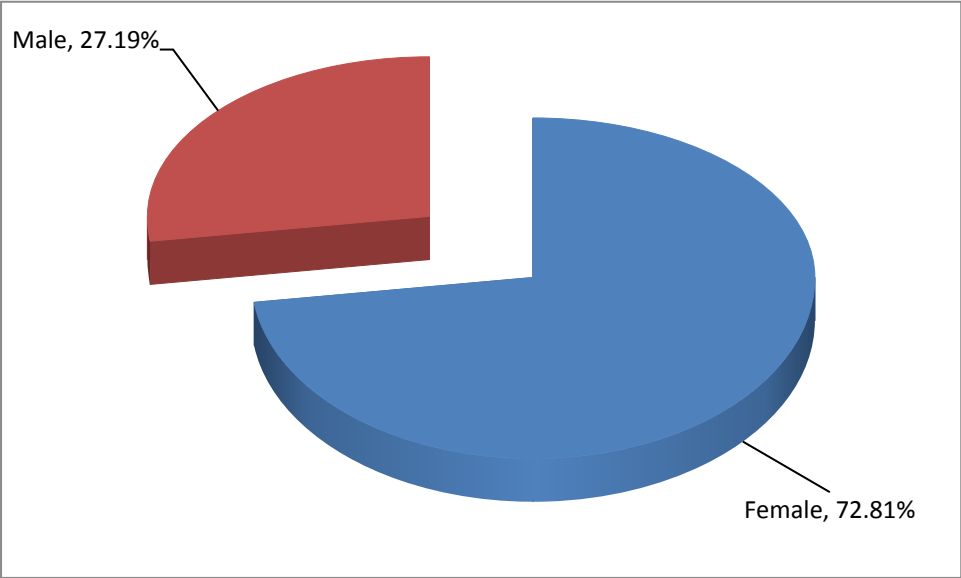
Gender Profile of Wokingham Borough



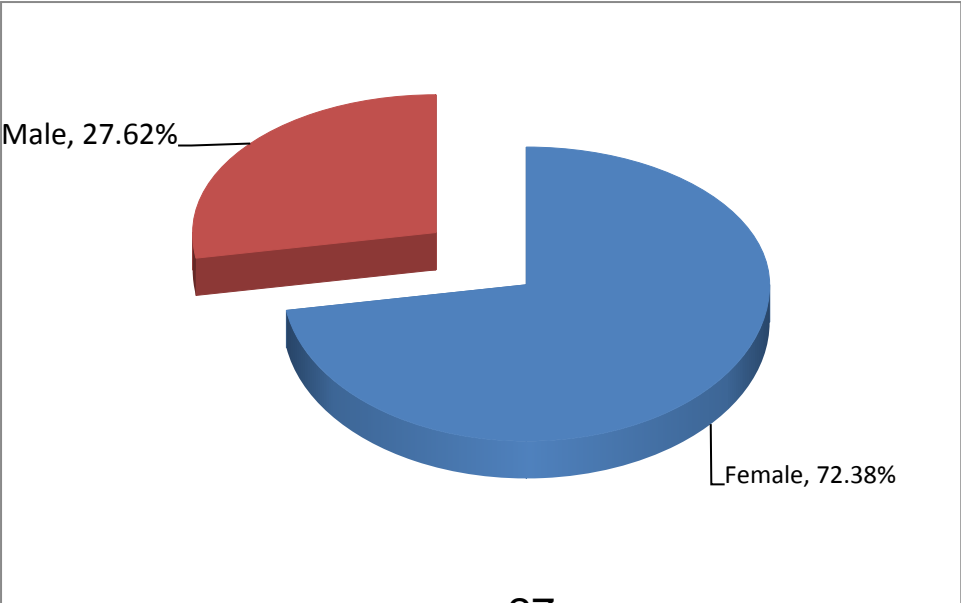
Gender Profile of the Council



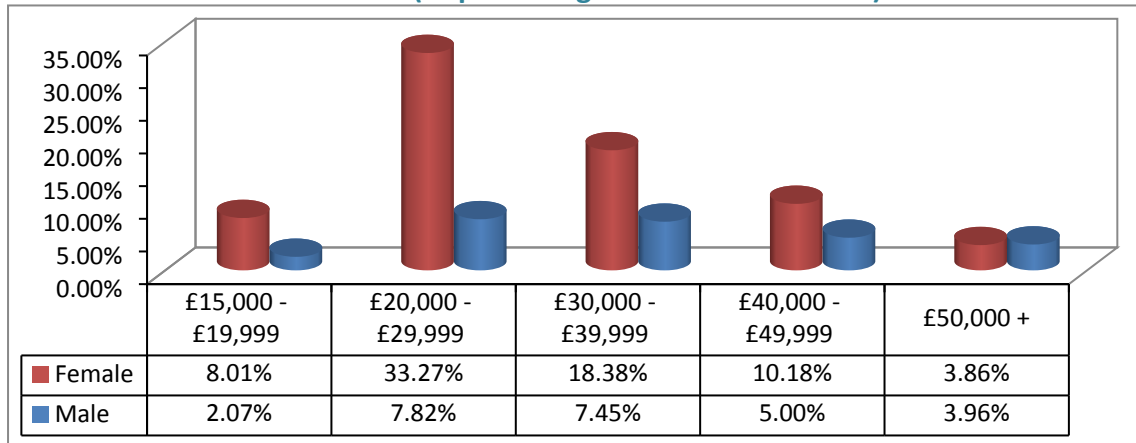
Gender Profile of Starters



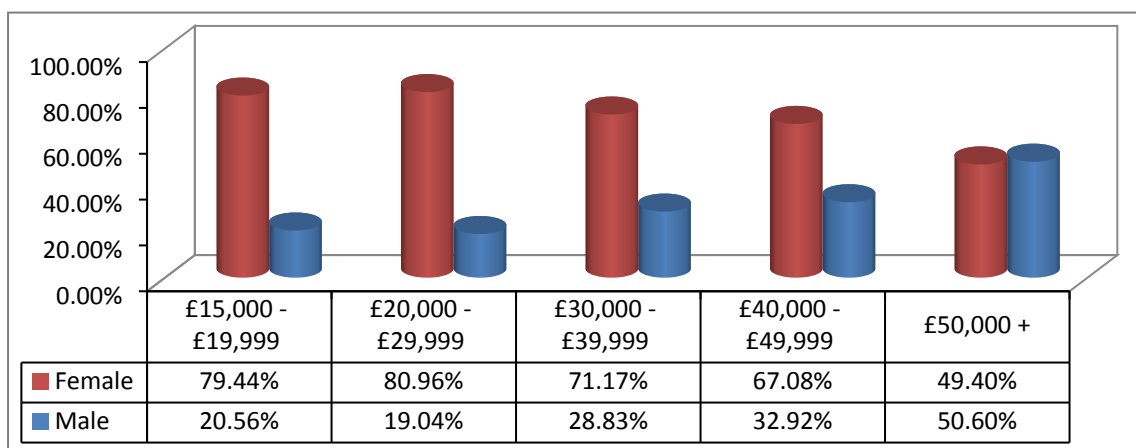
Gender Profile of Leavers



### Salaries Across Gender Profile (as percentage of entire workforce)



### Salaries Across Gender Profile (as percentage of gender within each salary band)



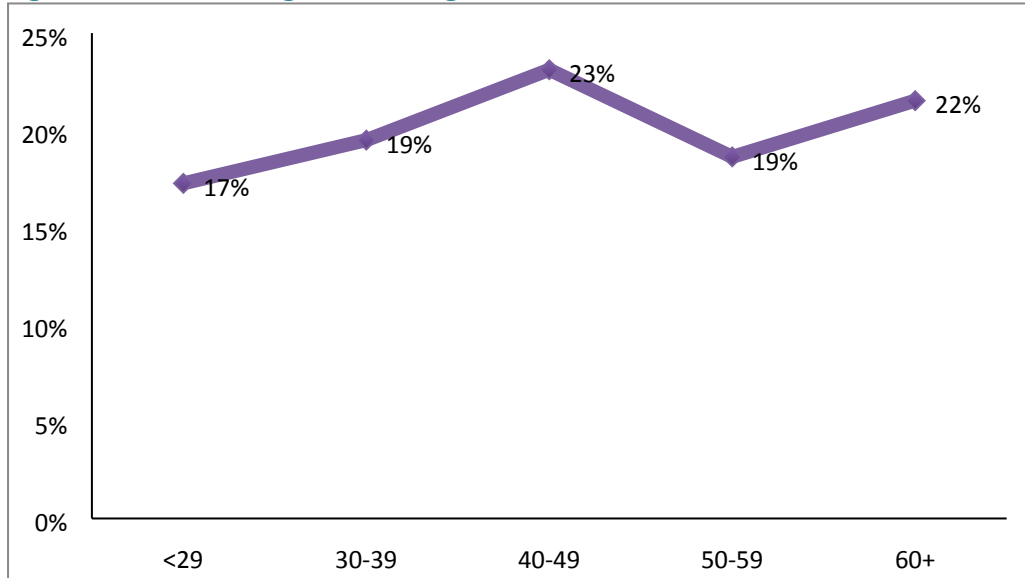
## Age

While the age profile is not representative of the Borough its workforce serves, the Council's age profile is not unlike that of other local authorities nationally with a higher proportion (42%) of workers being above 50 years of age, and only 12% under 30 years of age.

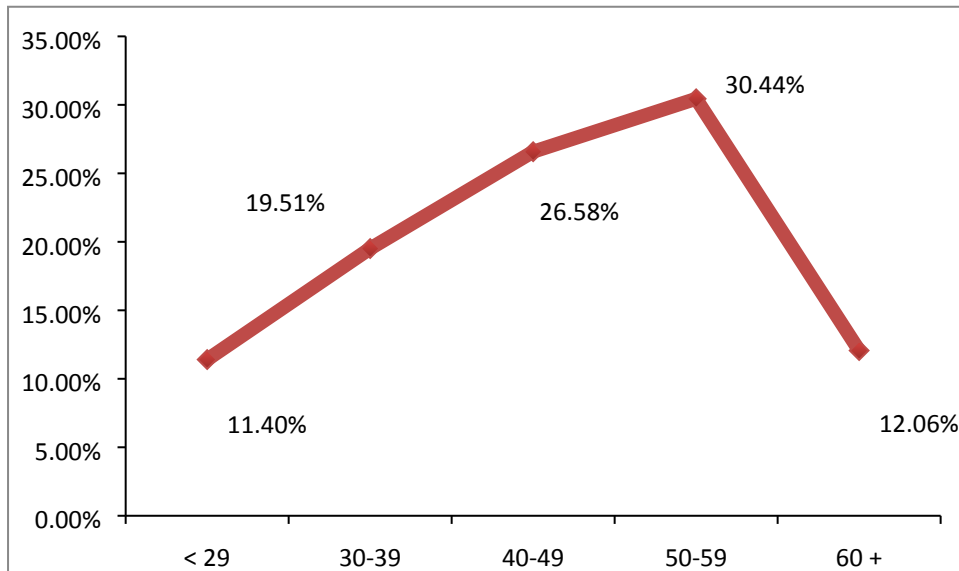
However, 71% of our new starters are under 50, while there is a higher proportion of the older workforce leaving.

When considering salaries across age ranges, there is slight skew towards lower salaries for those below 30 years of age, but this skew moving slightly for each of the following ranges, translating in to older members of the workforce generally commanding higher salaries.

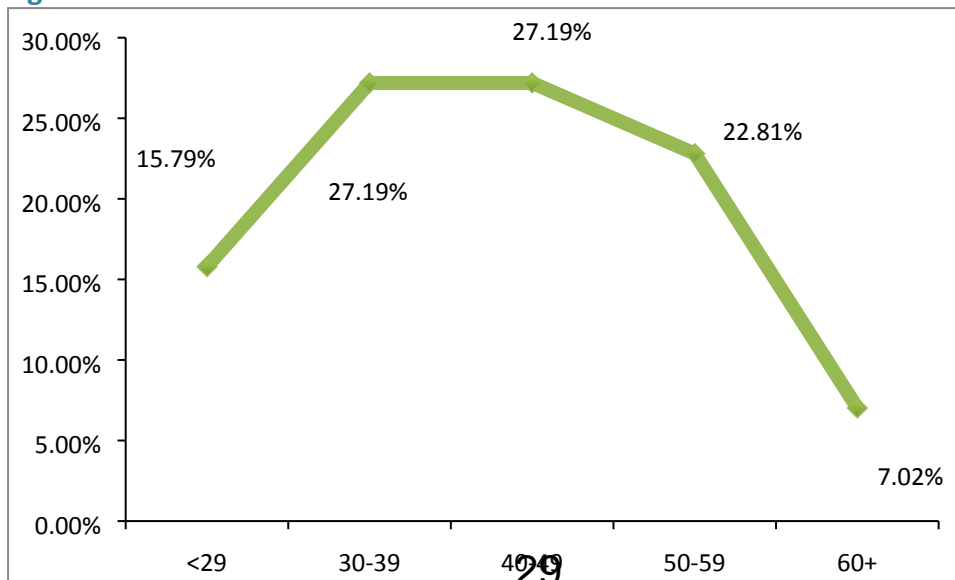
### Age Profile of Wokingham Borough



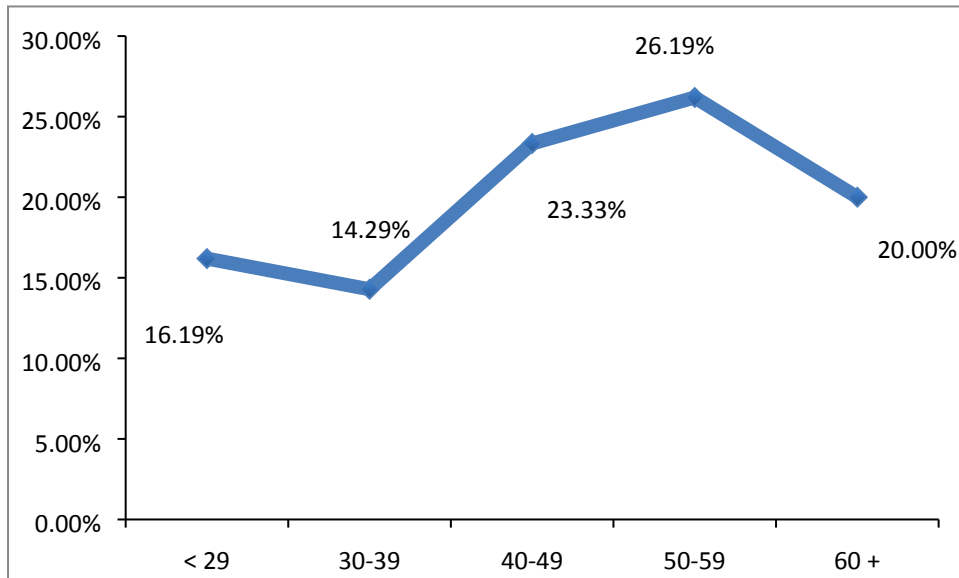
### Age Profile of the Council



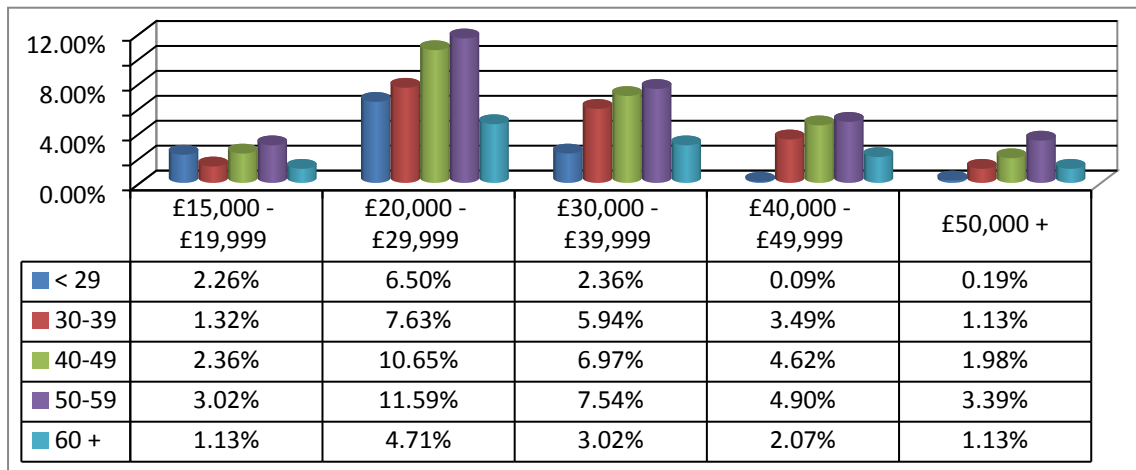
### Age Profile of Starters



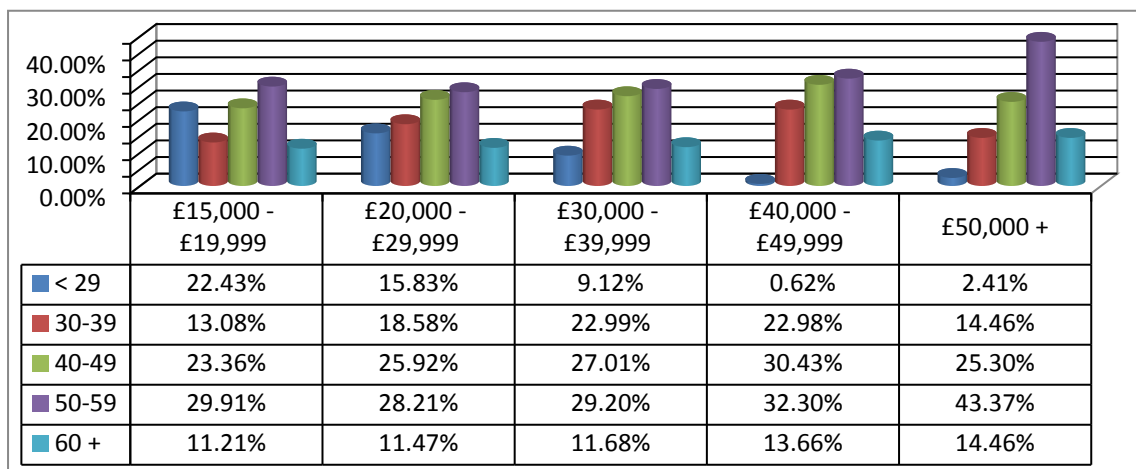
## Age Profile of Leavers



## Salaries Across Age Ranges (as percentage of entire workforce)



## Salaries Across Age Ranges (as percentage of age within each salary band)



## Disability

From the information provided, it appears only 4.43% of the workforce have a disability, but this could be higher as 33% of the workforce have not declared their status. This data is reasonably consistent with other local government organisations where 30% of respondents report that

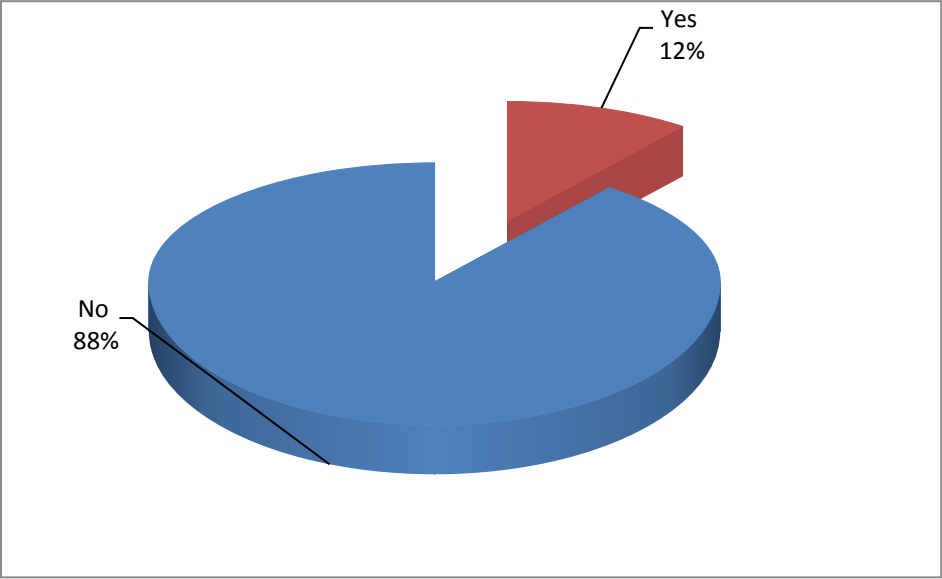


they have 5% or more workers with a disability but 31.4% don't know (source XPerTHR "Disability 2014: What Percentage of your organisation's workforce has a disability"). Even without complete data our overall workforce is more than reflective of the community we serve where 2.84% have a declared long term health problem or disability (source Office of National Statistics 2011 census).

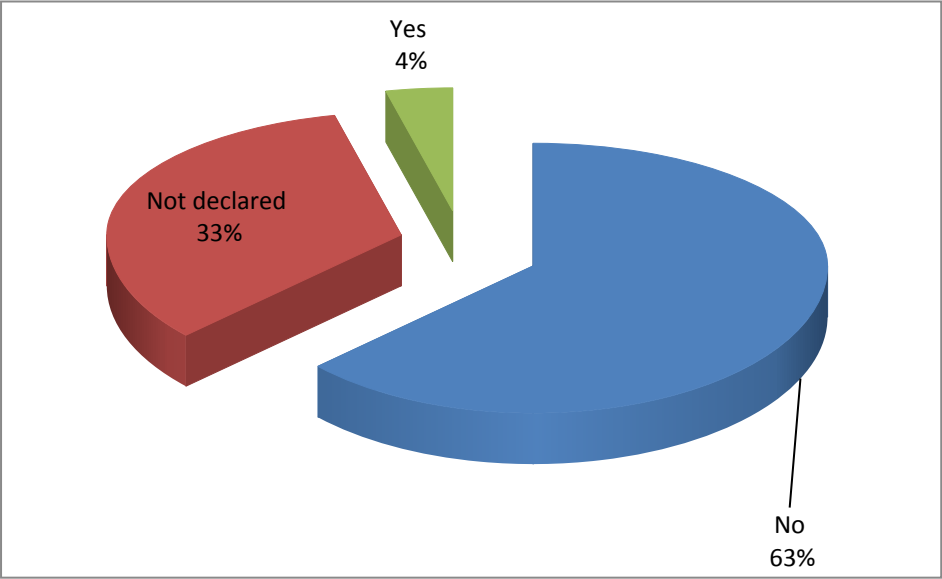
The percentage of leavers and starters who declared a disability are almost identical thereby suggesting a maintenance of the current composition, and an ability to attract those with disability to roles in the Council. The Council currently holds the 'double tick' disability status and has 'Disability Confident' status, the new Government Scheme.

The profile of those with a disability across pay ranges appears to indicate no issues in this area.

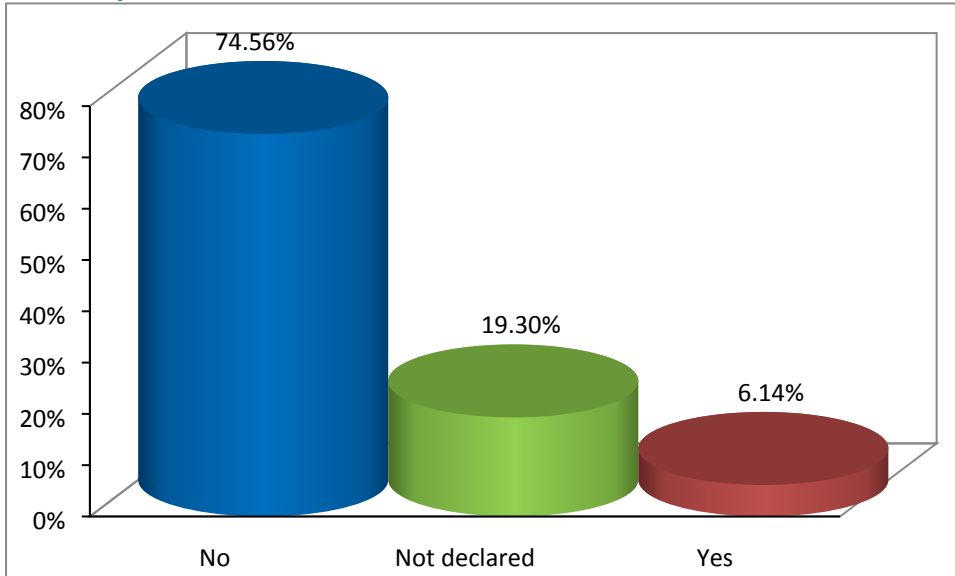
**Disability Profile of Wokingham Borough**



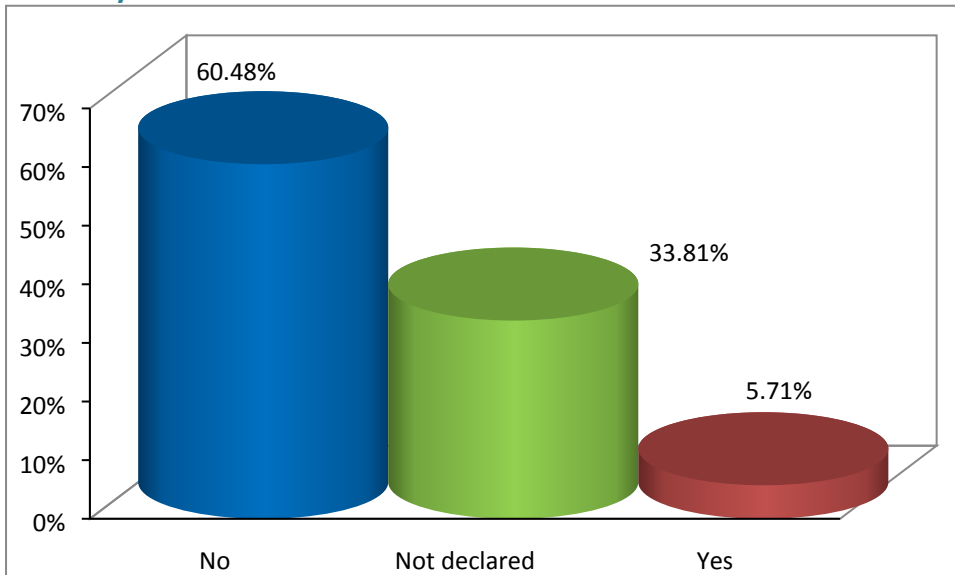
**Disability Profile of the Council**



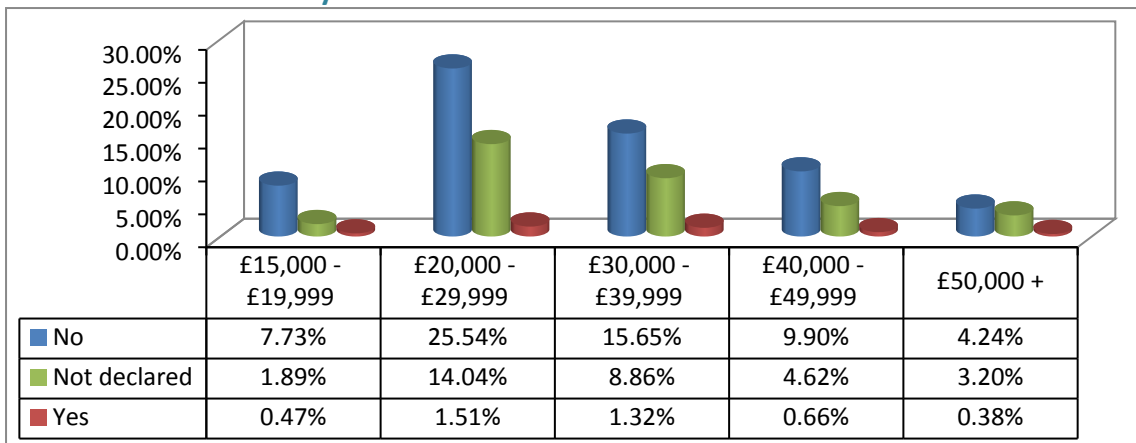
### Disability Profile of Starters



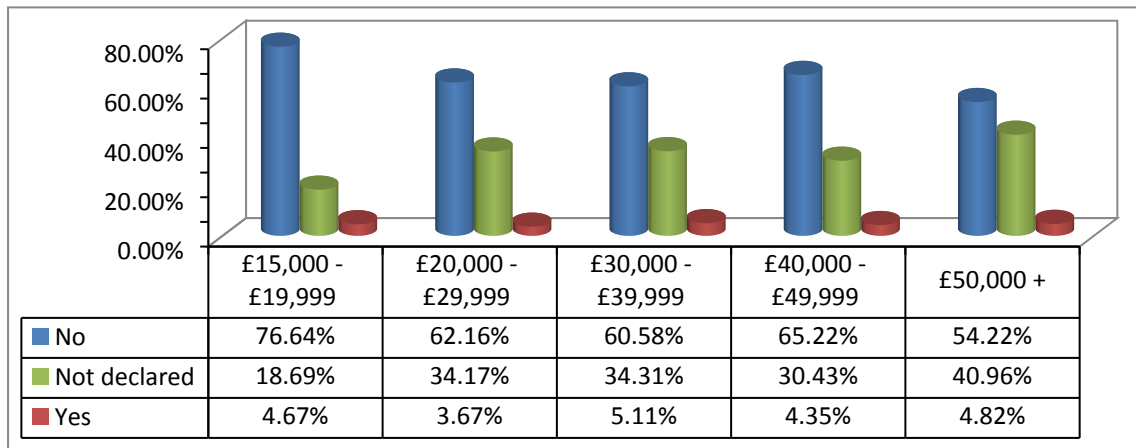
### Disability Profile of Leavers



### Salaries Across Disability Profile



Salaries Across Disability Profile (as percentage of people with disabilities within each salary band)

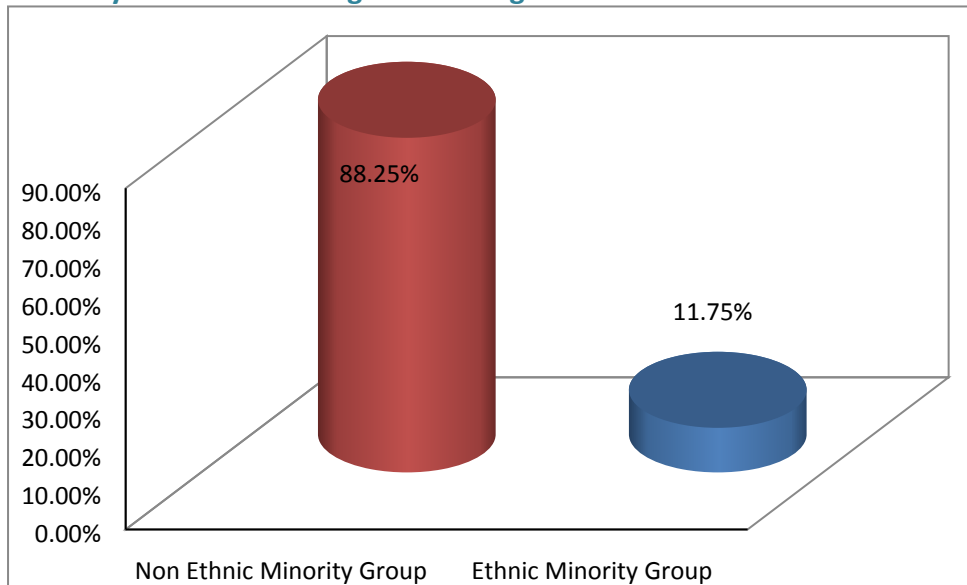


## Ethnicity

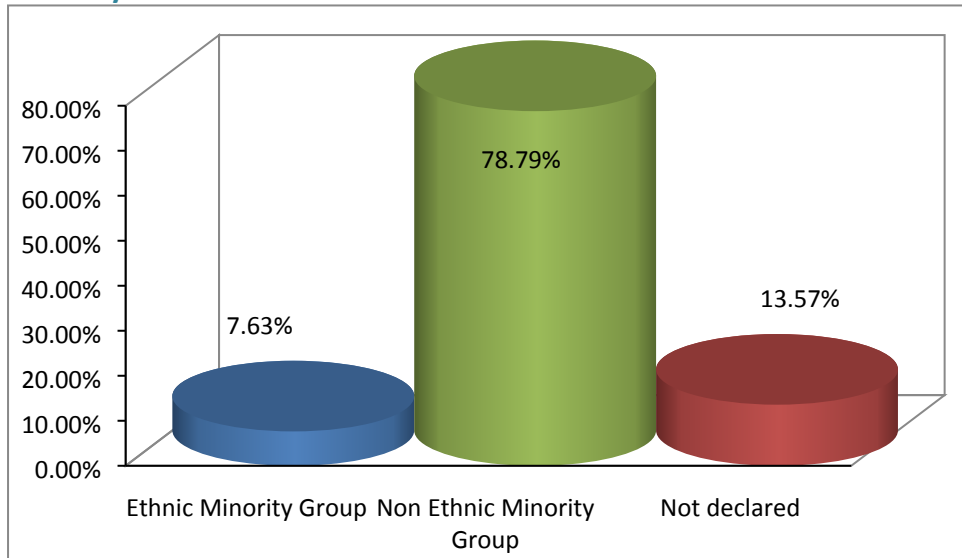
Ethnicity reporting is well established and it is clear that the workforce is actually more diverse than the population it serves, with 79% of the workforce being White British compared to 88% of the Borough. There appears to be a trend in increasing the level of diversity with almost a third of starters being from ethnic minority groups.

The salary profile for those from ethnic minority groups appears to be representative of the general distribution.

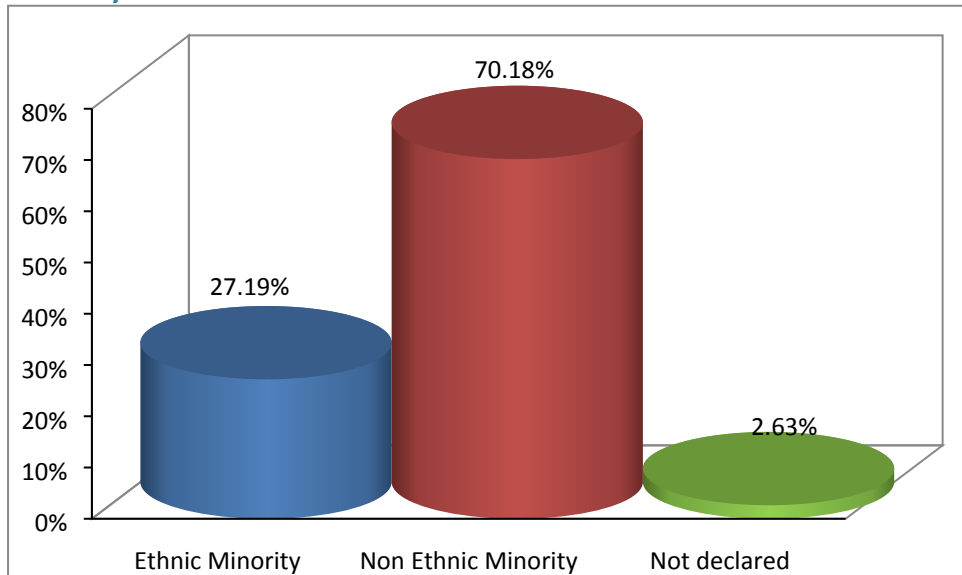
### Ethnicity Profile of Wokingham Borough



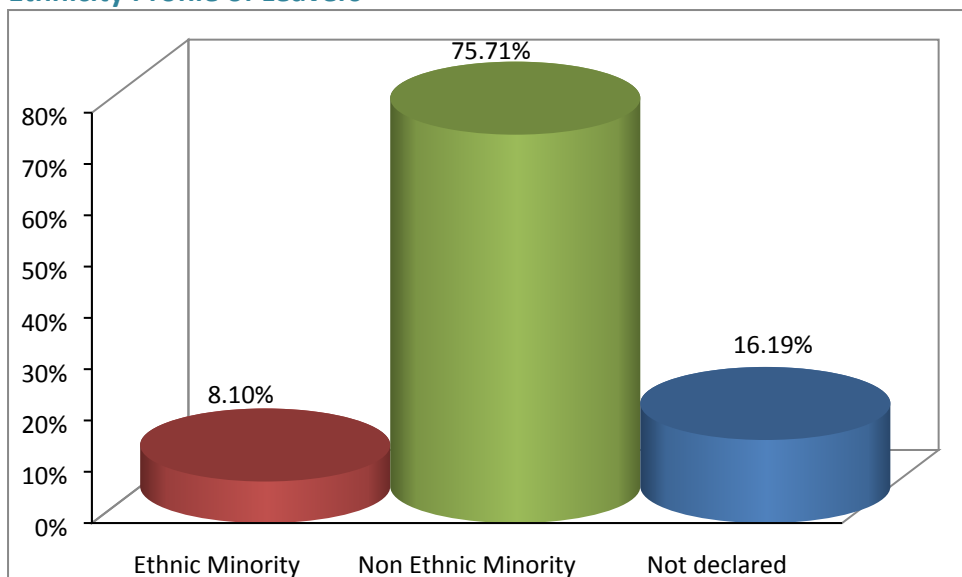
### Ethnicity Profile of the Council



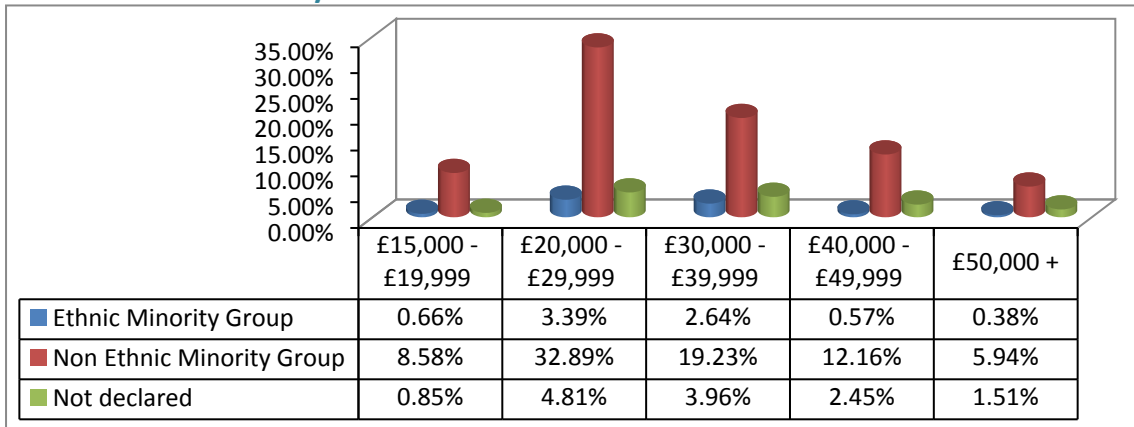
### Ethnicity Profile of Starters



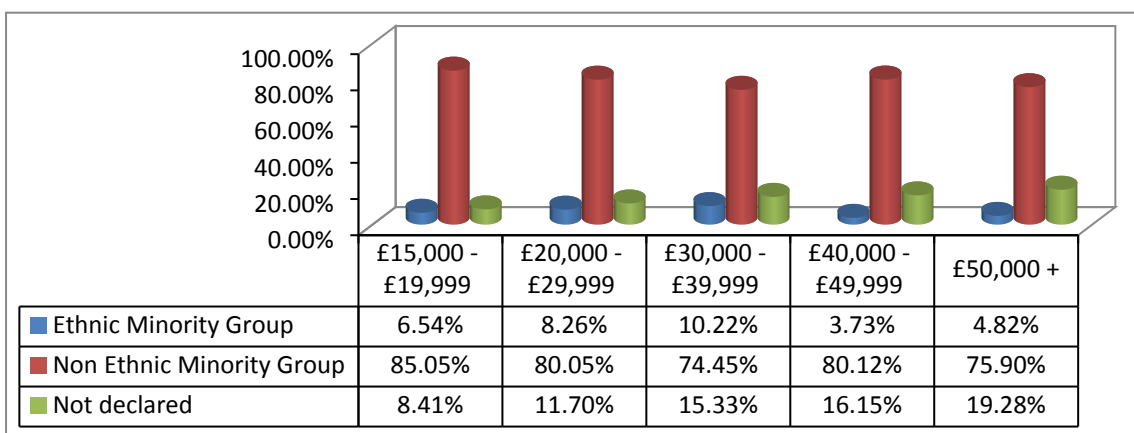
### Ethnicity Profile of Leavers



### Salaries Across Ethnicity Profile



### Salaries Across Ethnicity Profile (as percentage of ethnicity within each salary band)



### Religion and Sexual Orientation

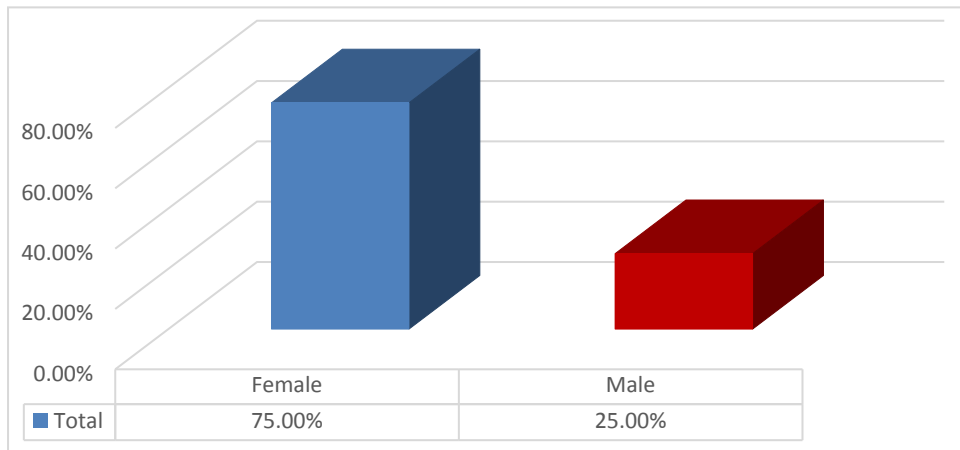
The Council provides an opportunity for its employees to provide information on their religion or belief and sexual orientation; however the confidence to do so does not appear to be sufficient as there is limited information available to provide any analysis, with 88% of the workforce not declaring.

### Grievance, Capability and Disciplinary Action

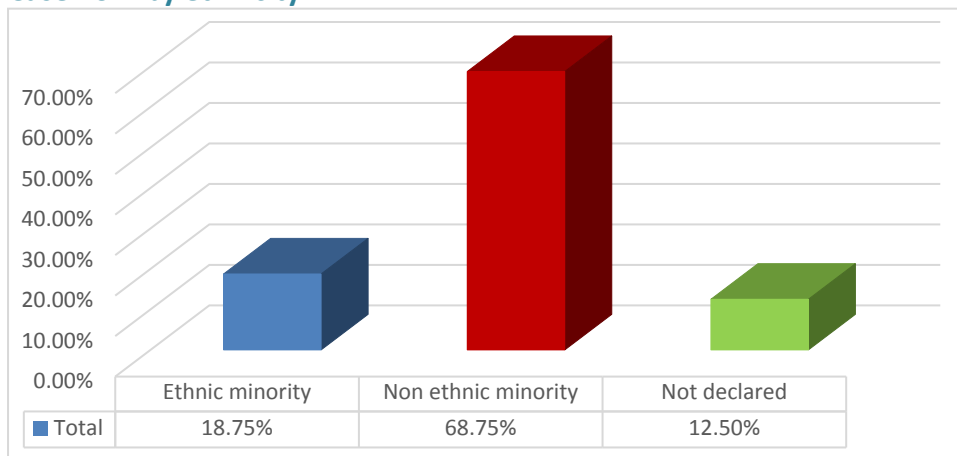
A total of 16 workers went through a formal casework process during the reporting period including capability, disciplinary, probation and grievance cases. A reduction from 23 of the previous year.

There appears to be a disproportionate number of workers with protected characteristics going through formal casework. Those from a BME group account for 18.75% of those going through casework compared to 7.63% of the entire workforce being from a BME background. However, there is a reduction in the gap from 19.02% to 11.12%. With regard to those with declared disabilities, the 3 cases (18.75% of the total casework in comparison to 4% of the workforce declaring a disability) were not in relation to conduct not capability. Further exploration of the data shows that the cases were split equally across all Directorates so this would suggest that the skew is as a result of low level of activity.

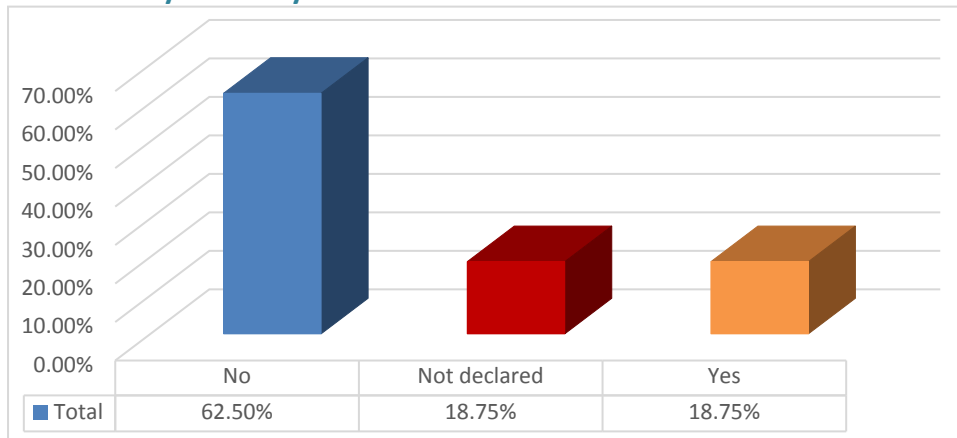
### Casework by gender



### Casework by ethnicity



### Casework by disability



## How we meet the Equality Duty

There are several practices already in place, and work already started that demonstrates our commitment to Equality. These are:

- Guaranteed Interview Scheme for any candidate who declares a disability and meets the essential criteria of the role
- All roles are advertised on our website and are accessible to all employees unless there is someone who meets the requirements of the role and is awaiting redeployment

- The creation of the Employment Equality Steering Group whose purpose is to ensure that no potential or existing member of staff is excluded from career or training opportunities due to their age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership.
- Equal Opportunity training is already in place
- Recruitment training includes learning in relation to equality and diversity and unconscious bias
- Full Equality Impact Assessments take place whenever there is a major change that affects employees
- Reasonable building and equipment adjustments to make offices accessible to all
- Enhanced maternity pay by offering 12 weeks' half pay on the condition that the employee returns to work for at least 3 months' upon completion of their maternity leave
- Meeting our statutory duties with regard to leave for family care
- Elevate Wokingham who seek Apprenticeships and Work Experience for 16-19 year olds not in education, employment or training. Wokingham Borough Council has taken on 6 Apprentices in the last financial year
- Our dormant staff café 'Shuters' has been opened up to provide work experience and for vulnerable and disadvantaged young people from Addington School to enable the young people to acquire catering skills

## Last Years' Activity

Subject	Action	Target	Outcome
Recruitment	Introduce monitoring of job applicants in order to identify if there are any equality issues in the recruitment process	Applicant Tracking System launched	Achieved and implemented 3 July 2017
	Increase take up of Apprenticeships in order to encourage younger people into the Council. No target set due to 21 <sup>st</sup> century restructure but commitment to move in positive direction	n/a	Apprenticeship Co-ordinator appointed w.e.f. 1/10/17 to support this
Training	Introduce a biennial Equal Opportunities refresh to ensure that employees are up to date and aware of their legal duties and requirements	All staff have refresher training	Still being developed
Career opportunities	Ensure EIA are completed at each stage of the 21 <sup>st</sup> century council restructure programme to review that there is equality in opportunities for the new roles	100% completion of EIA	Completed
	HR continue to closely monitor and review BME data in relation to Capability, Disciplinary and Grievance	n/a	Completed
Data Collection	Increase staff confidence in disclosing their personal information to increase the accuracy of workforce monitoring by ensuring confidentiality and 37 anonymity	75% of workforce disclosed (Currently 60% for Disability and less than 10% for Religious Beliefs	77% of workforce disclosed 67% for Disability and 12% for religious

	(particularly sexual orientation, religious beliefs & disability)	and Sexual Orientation)	beliefs & sexual orientation
	Consider the effective recording of, and response to the needs of any transgender staff	Decision made and implemented	Completed
Accreditations	Review the new 'Disability Confident' accreditation levels and work towards the most appropriate level	Revised accreditation obtained, if appropriate	Accreditation received at Bronze level
Governance	Embed equalities groups and reporting within the organisation, to deliver effective governance and accountability	n/a	Reporting is embedded, size of group has reduced due to staff turnover and further promotion required
	Consider developing internal support groups for different cohorts of employees with that protected characteristic to share experience and help inform further action required	n/a	No internal volunteers to date

## Next Years' Activity

The data and information we hold appears to demonstrate no significant issues face us at this point, but there remain areas where we can continue to improve. Therefore, the action plan for this year is as follows:

Subject	Action	Target	Outcome
Recruitment	Analyse the recruitment data that will now be available to identify trends and risks	Quarterly at each Workforce Equality Group meeting	
	Increase take up of Apprenticeships in order to encourage younger people into the Council.	26 by 31 March 2018	
Training	Introduce a biennial Equal Opportunities refresh to ensure that employees are up to date and aware of their legal duties and requirements	All staff have refresher training	
Career opportunities	Continue to ensure EIA are completed at each stage of the 21 <sup>st</sup> century council restructure programme to review that there is equality in opportunities for the new roles	100% completion of EIA	



	HR continue to closely monitor and review BME data in relation to Capability, Disciplinary and Grievance	n/a	
Data Collection	Increase staff confidence in disclosing their personal information to increase the accuracy of workforce monitoring by ensuring confidentiality and anonymity (particularly sexual orientation, religious beliefs & disability)	80% of workforce disclosed (currently 77% disclosed 67% for Disability and 12% for religious beliefs & sexual orientation)	
Accreditations	Review the new 'Disability Confident: Employer' accreditation and work towards the most appropriate level	Revised accreditation obtained, if appropriate	
Governance	Promote Employment Equality Group to get greater representation from protected minorities and across all Directorates		

This page is intentionally left blank