

WORKFORCE PROFILE INFORMATION 30TH JUNE 2013

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Department of Human Resources

City of Bradford MDC

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BACKGROUND AND CONTEXT

The Council is required by law to publish information relating to certain categories (known as Protected Characteristics) under the Equalities Act 2010.

To increase the intelligibility of the data presented the Council has adopted a variety of methods eg tables, graphs, text narrative as appropriate to the information.

Information has been collected for a number of years on Race, Disability, Gender and Age, as was previously required under fore-runner equalities legislation.

In December 2013, the Council amended its systems to enable information on Sexual Orientation and Religion & Belief to be recorded for its workforce and is currently considering how best to collect meaningful data against these protected characteristics.

Absence of data should not be taken to imply any lack of interest by the Council in the welfare of these groups, it has never previously been required to collect data about them. It does not collect information on occupational segregation and has factored it into its review of ongoing monitoring of its workforce / activity.

It is anticipated that in the future the Council will be able to publish data against these groups. However, currently there is only limited information available relating to Pregnancy and Maternity.

BACKGROUND AND CONTEXT (Continued)

The Council is aware of its ongoing duty to collect information of employees and service users with protected characteristics which it did not previously monitor. Once the data has been collected and analysed it will be published, as required.

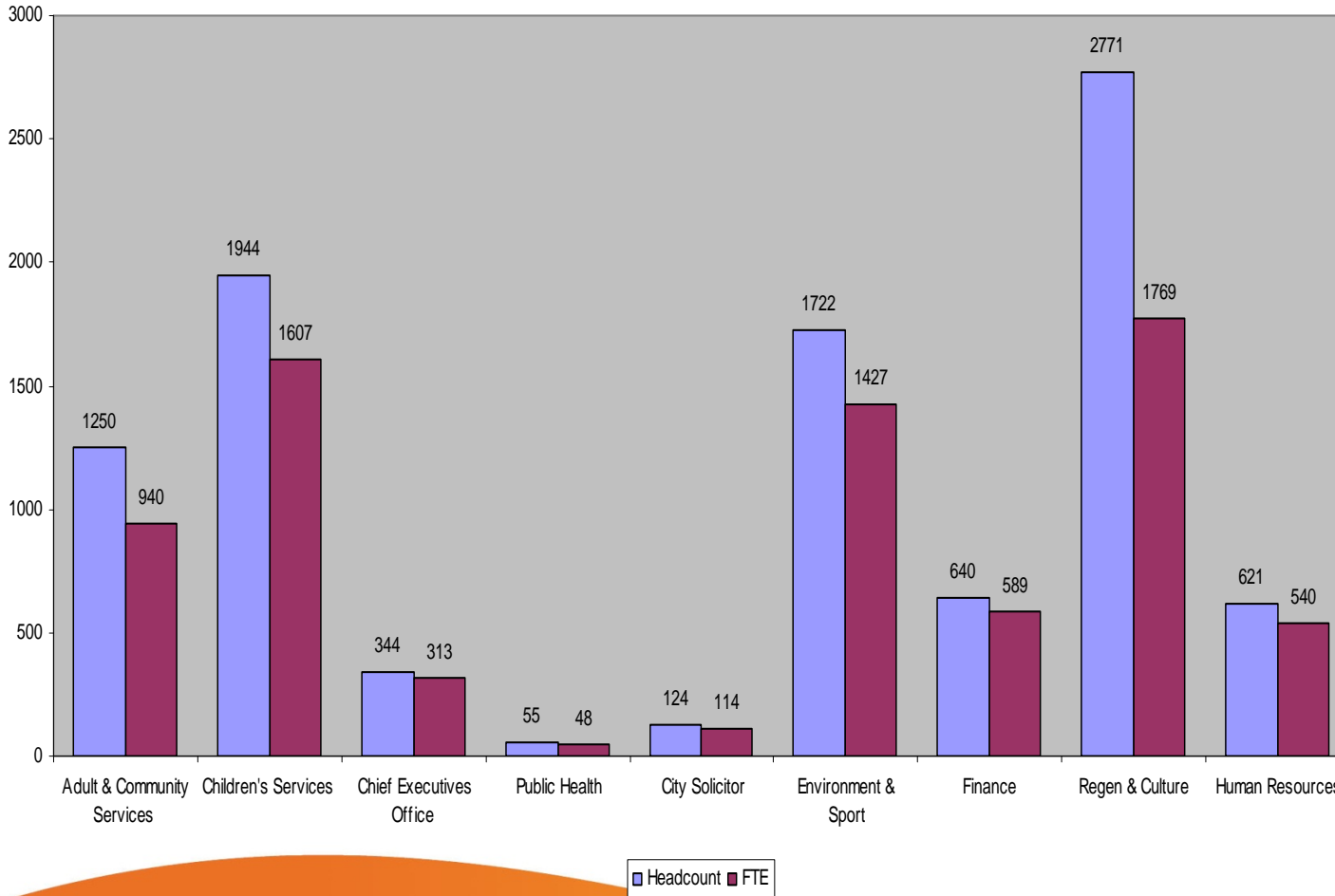
The Council is monitoring the implications of workforce reductions following cuts in central government funding, particularly in terms of its employees with protected characteristics.

The Council is working towards fully implementing an equality proof pay structure for its entire NJC staff and is engaging with trade unions on this issue. Currently it has been implemented for staff up to former Scale 6.

The Council routinely carries out Equality Impact Assessments on its policies, processes and procedures through a rolling programme.

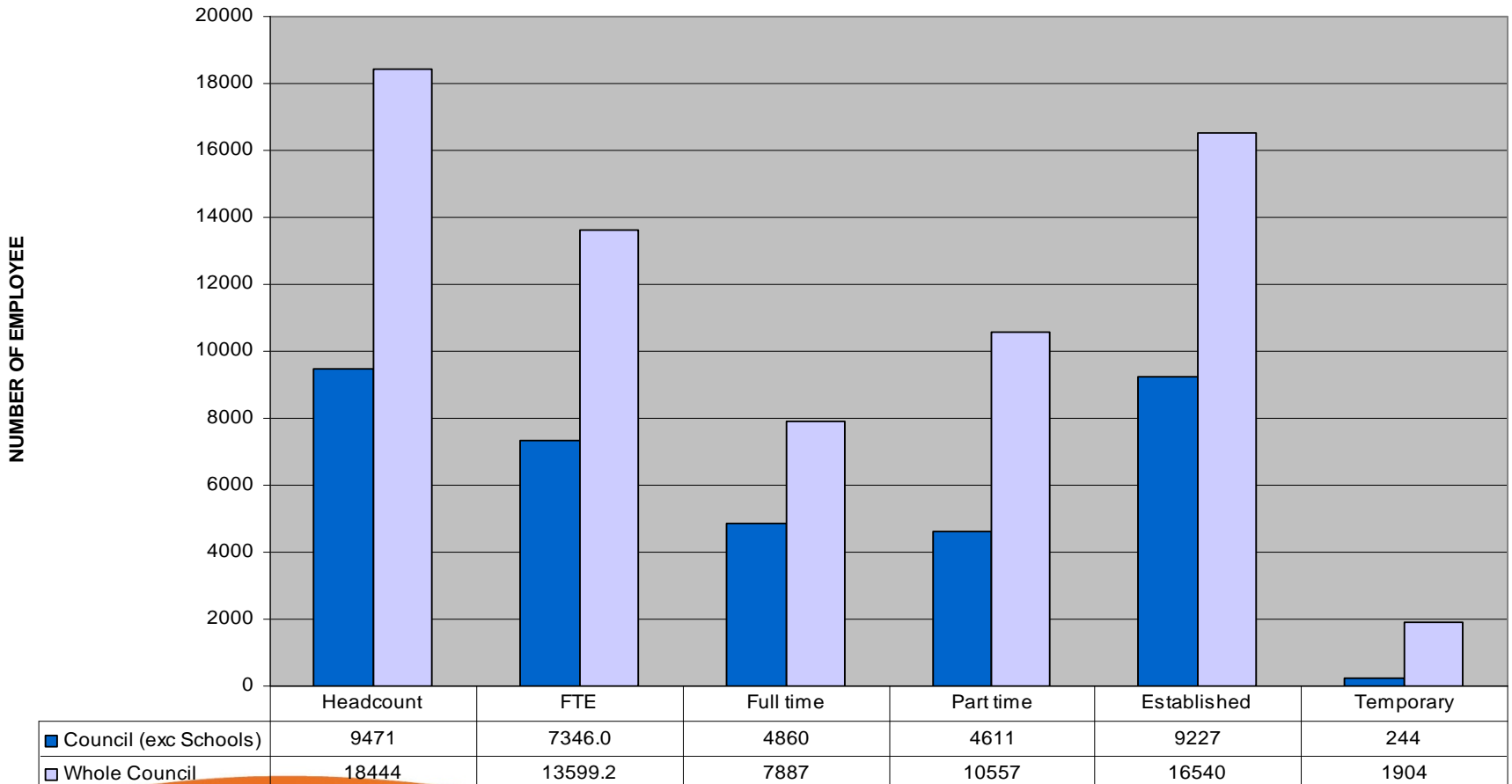
For information on the Bradford District please go to the West Yorkshire Observatory, or by the following link www.westyorkshireobservatory.org/bradford

WORKFORCE PROFILE – HEADCOUNT AND FULL TIME EQUIVALENT (FTE) as of 30th June 2013



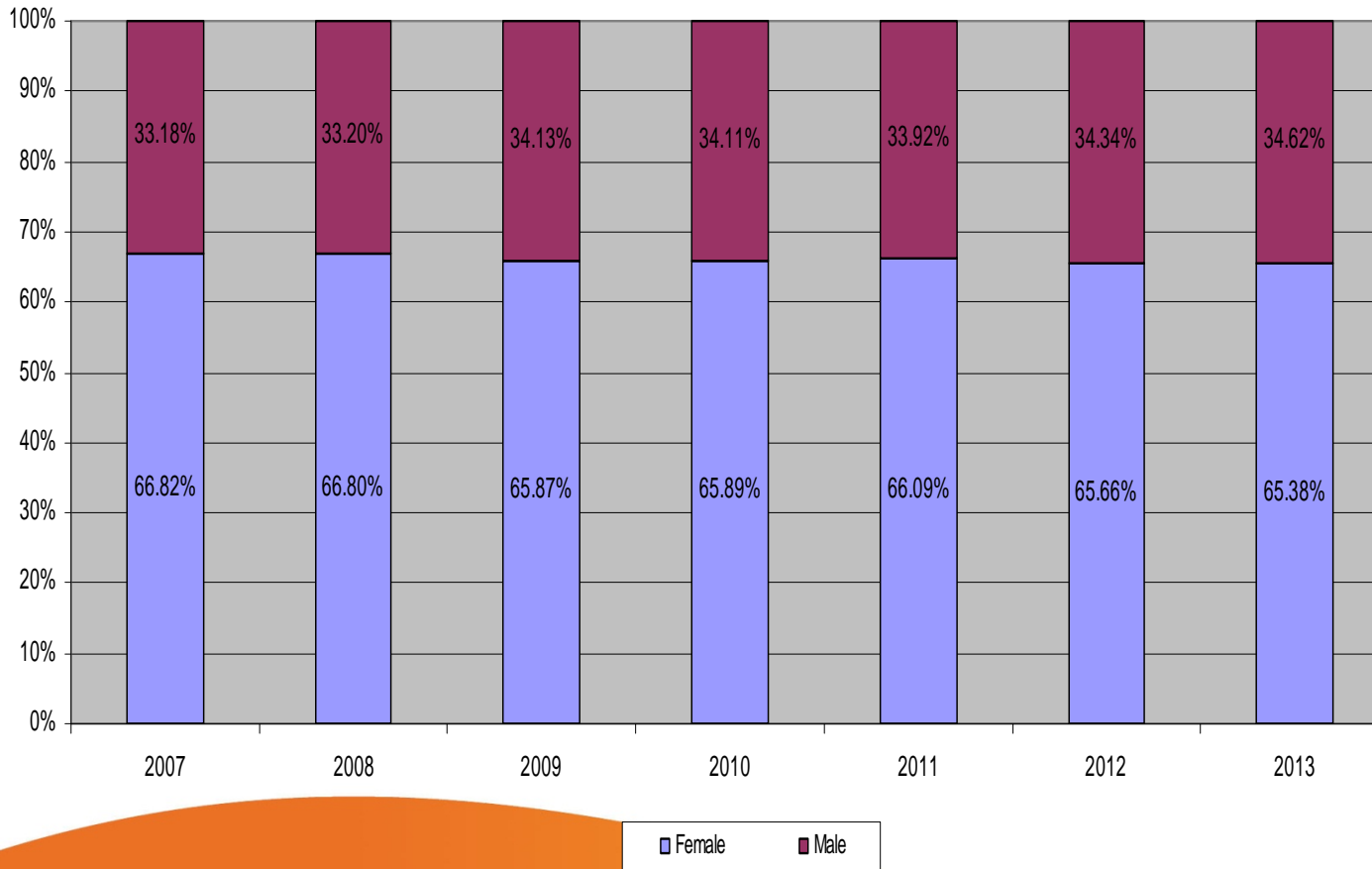
The chart shows the distribution of staff throughout the organisation (but excluding school based staff) as a headcount and full time equivalent (FTE) figure. Those Departments with the largest difference between headcount and FTE figures are those with a large number of part time staff

WORKFORCE PROFILE – WORKING PATTERNS AND EMPLOYMENT STATUS as of 30th June 2013



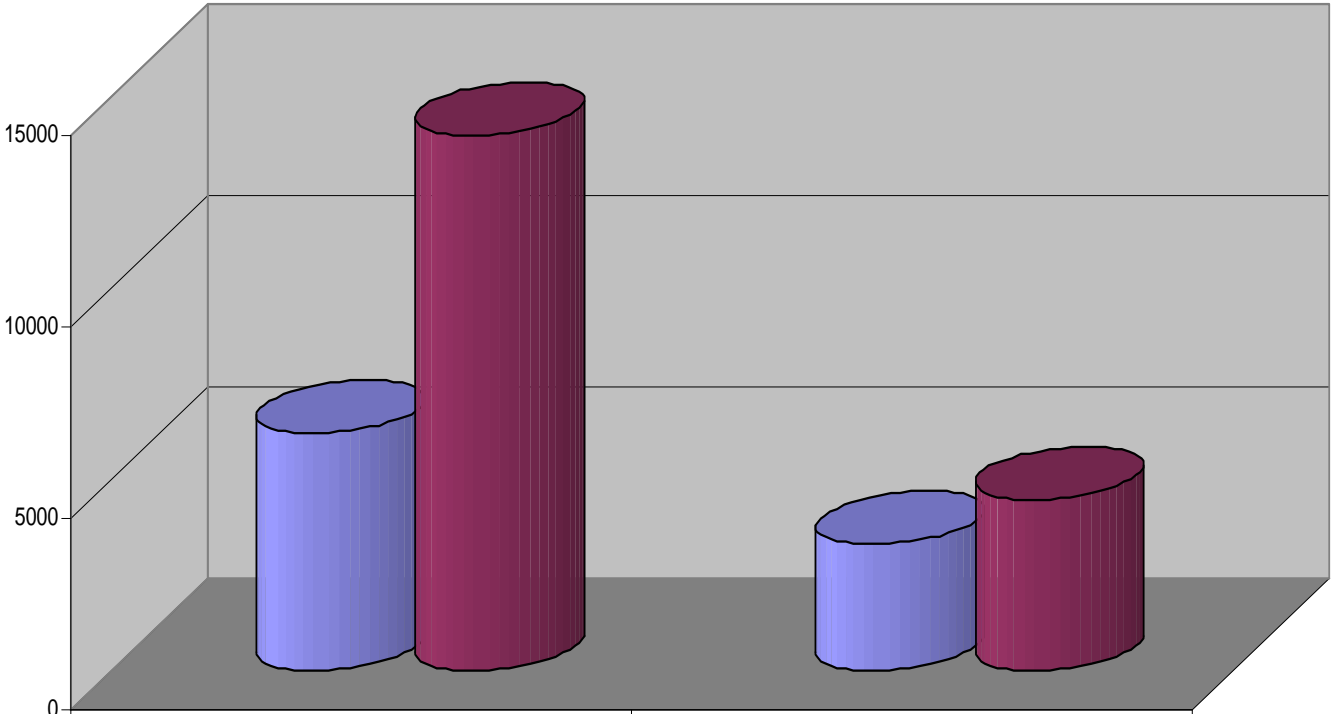
WORKFORCE PROFILE – GENDER – as of 30th June 2013

COUNCIL GENDER SPLIT (excluding school-based staff)



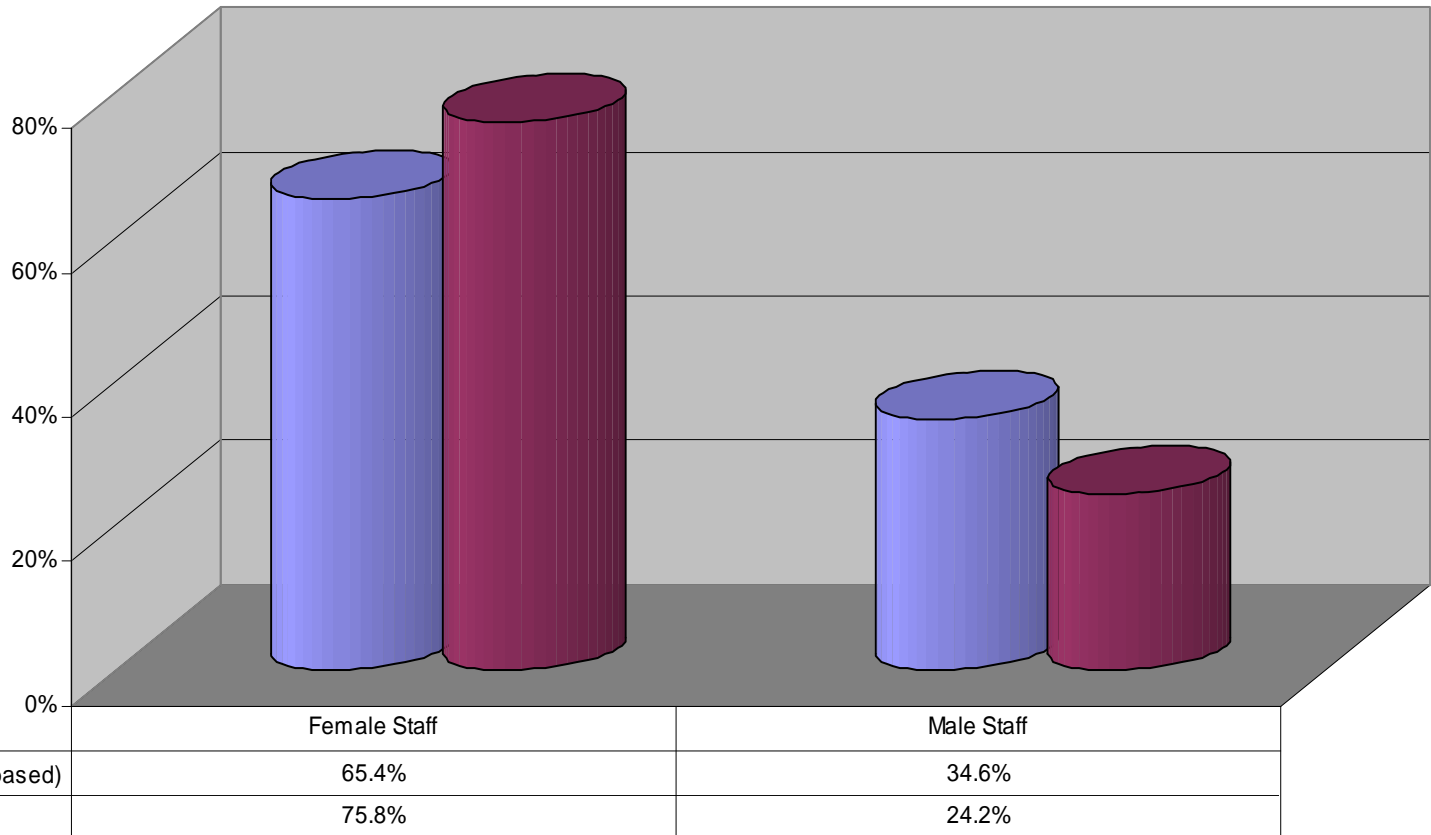
The reduction in the workforce has produced no significant changes to the gender breakdown of the workforce since last year. 43% of the top 5% of earners are female which is a 1% increase on last year. A large proportion of female staff tend to be part time workers in the more lower paid jobs. The profile shows that women make up a large part of the workforce. Within Council Departments – approximately 65% to 35% (female to male) and this has remained fairly stable over the last 7 years. The workforce reductions have not had a disproportionate affect on either gender.

WORKFORCE PROFILE – GENDER – HEADCOUNT as of 30th June 2013

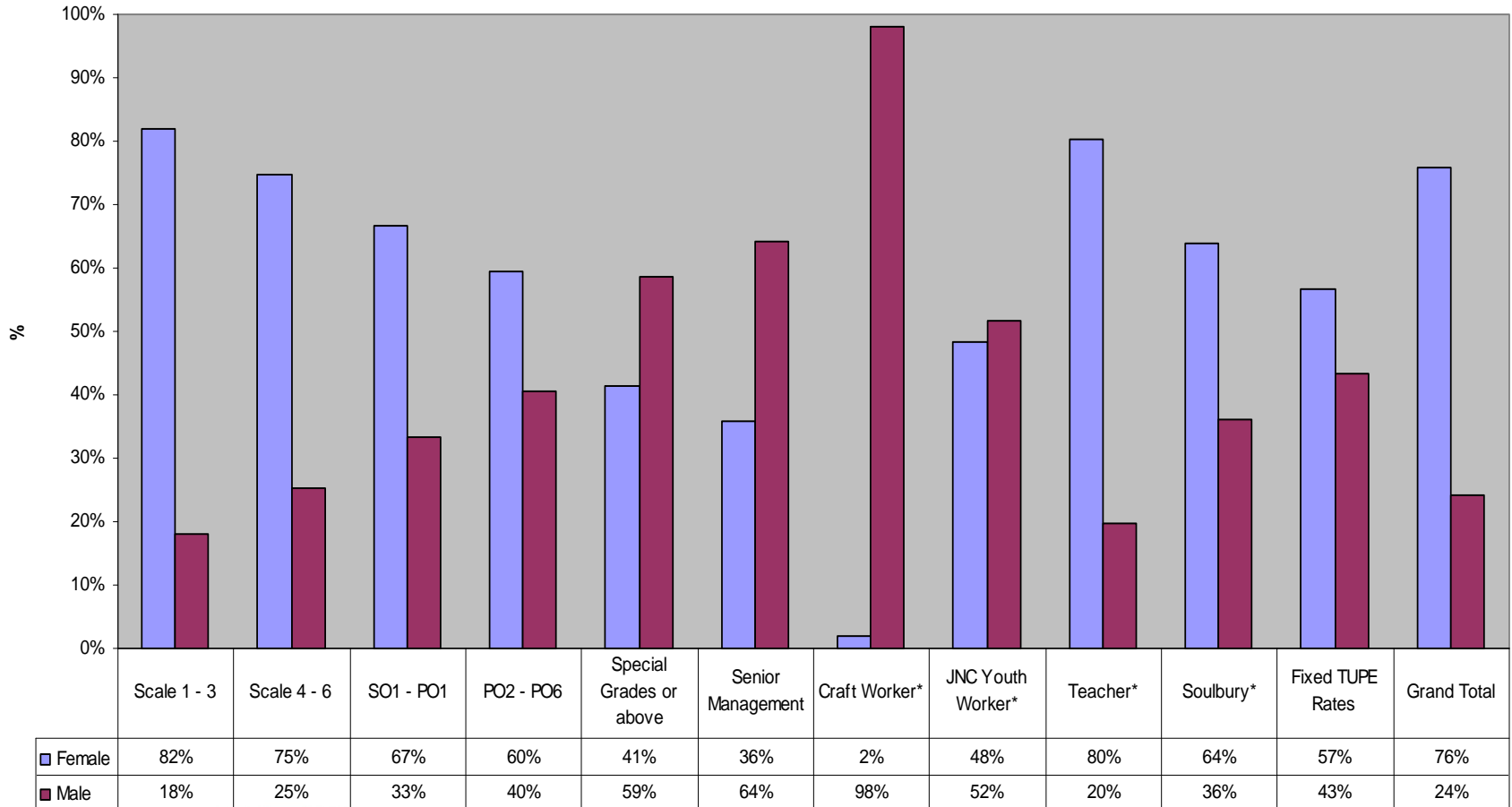


	Female Staff	Male Staff
■ Council (exc School based)	6192	3279
■ Whole Authority	13989	4455

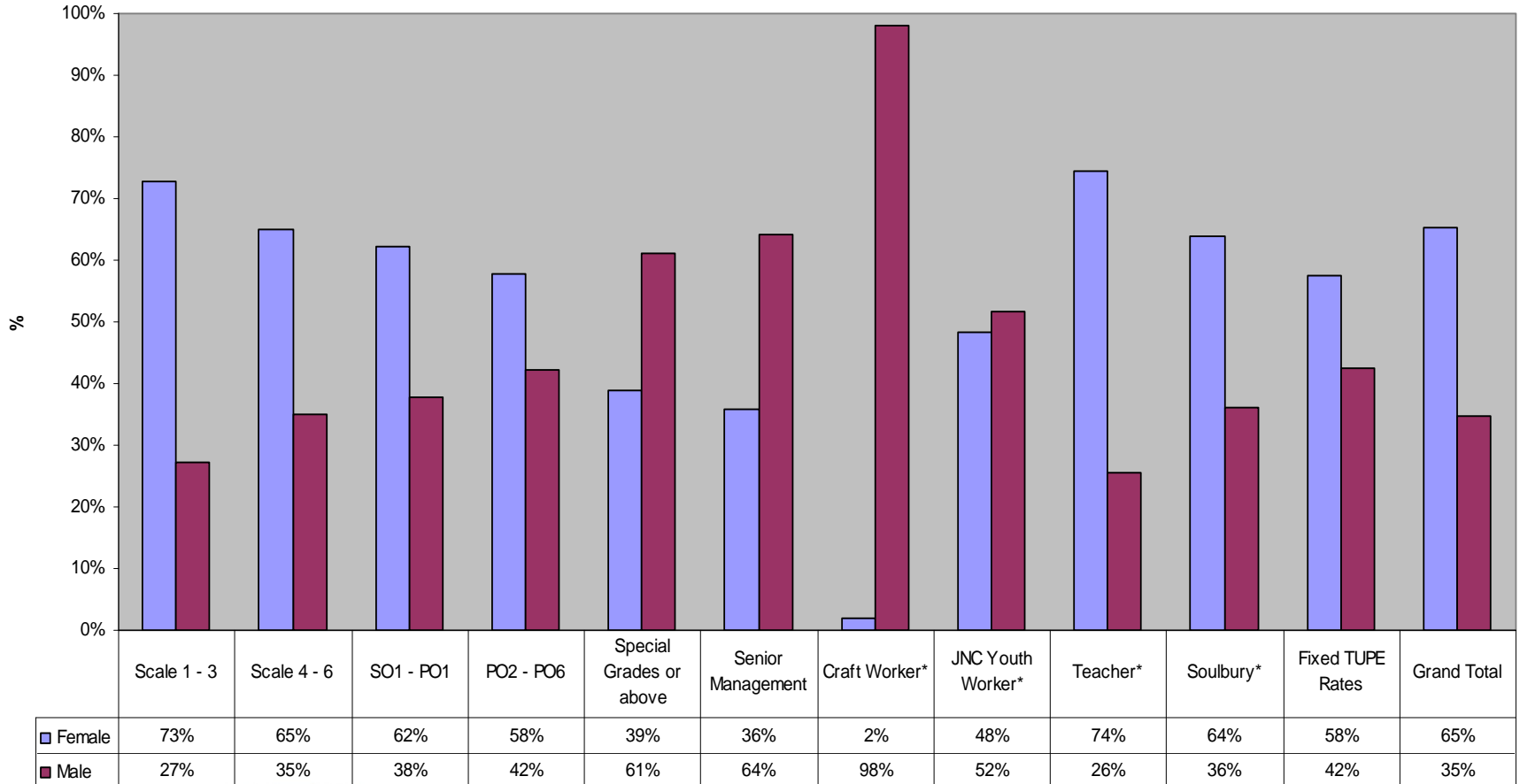
WORKFORCE PROFILE – GENDER – AS A PERCENTAGE as of 30th June 2013



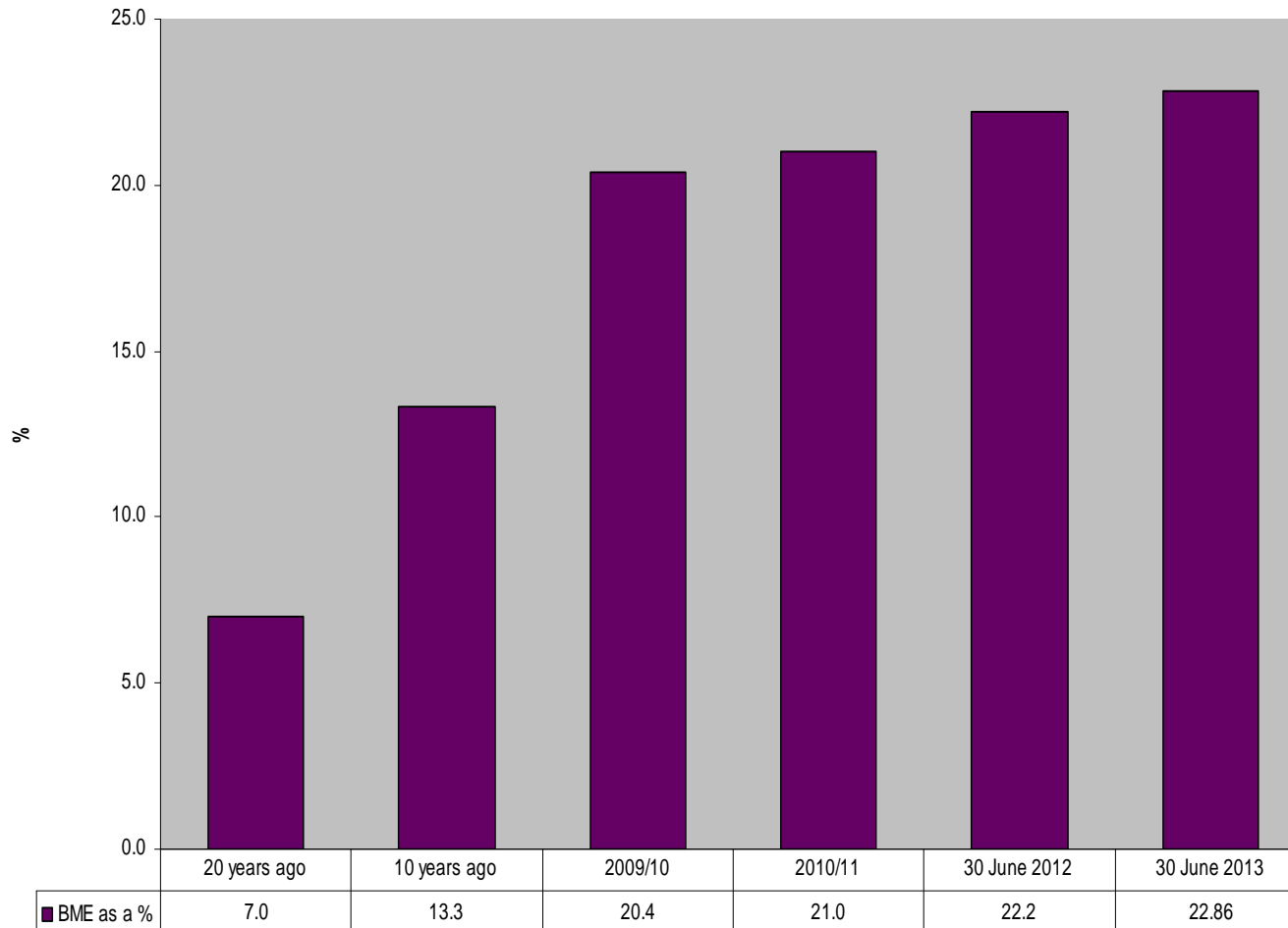
WORKFORCE PROFILE 30 JUNE 2013 – GENDER BY GRADES INCLUDING SCHOOLS (apart from * which shows categories)



WORKFORCE PROFILE 30 JUNE 2013 – GENDER BY GRADES EXCLUDING SCHOOLS (apart from * which shows categories)

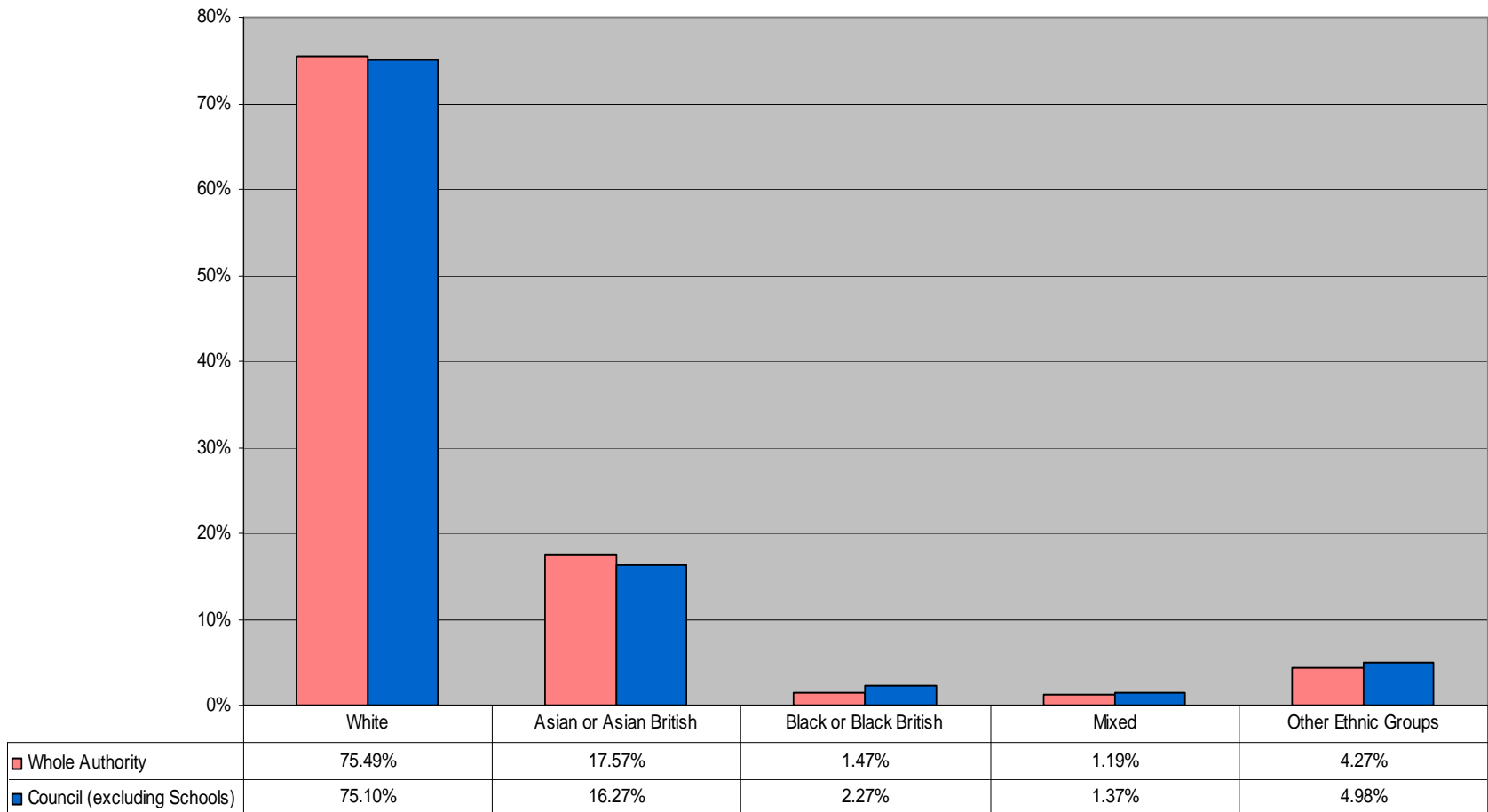


WORKFORCE PROFILE – ETHNICITY as of 30th June 2013



The reduction in the workforce has produced no significant changes to the ethnic breakdown since last year. Although the organisation is employing less staff overall, the percentage of BME staff remains proportional. It is interesting to note the progress made in building a more representative workforce over the last 20 years. The chart shows the percentage of BME staff in the Council's workforce excluding schools. There has been a significant increase of BME staff over the past 20 years.

WORKFORCE PROFILE – ETHNICITY as of 30th June 2013

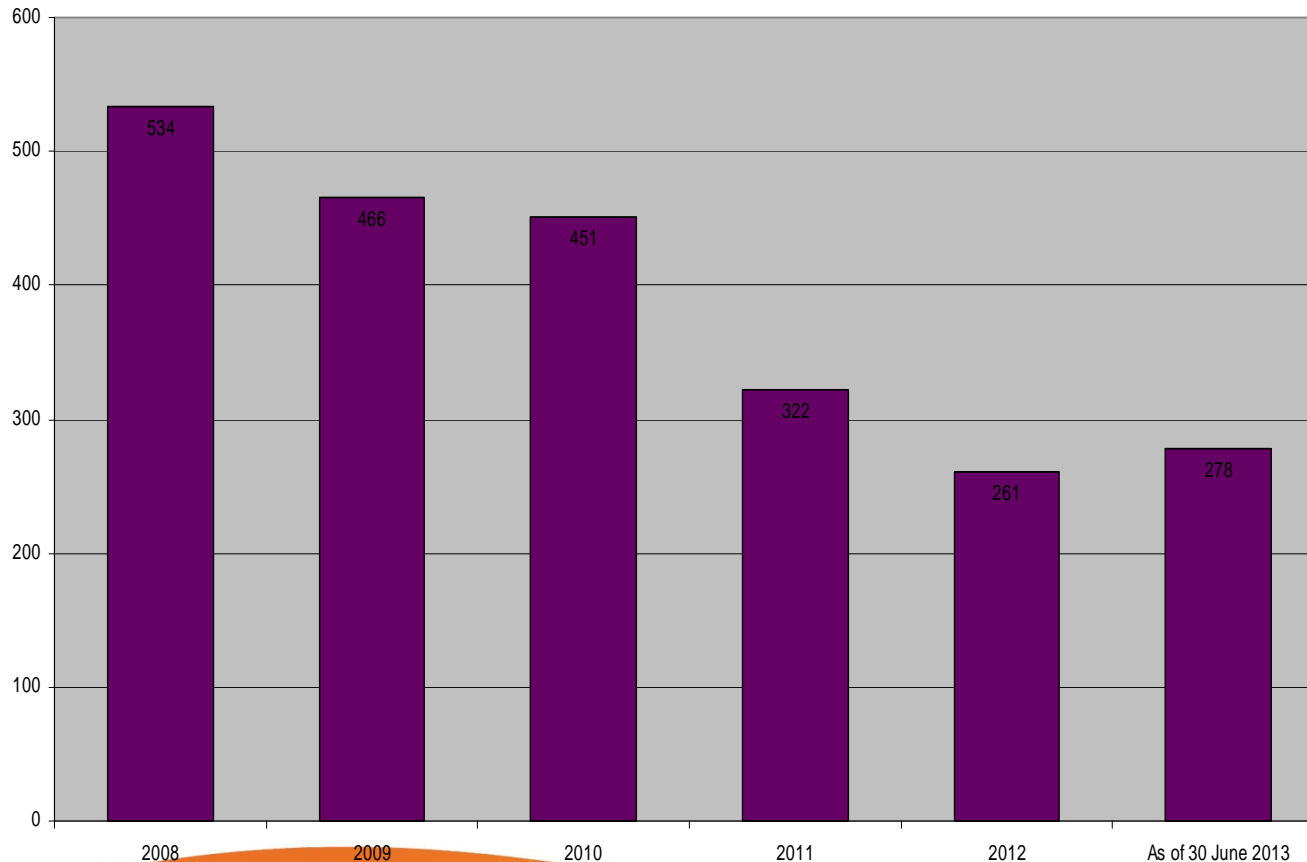


WORKFORCE PROFILE – GRADES BY ETHNICITY

as of 30 June 2013 (apart from * which only shows categories)

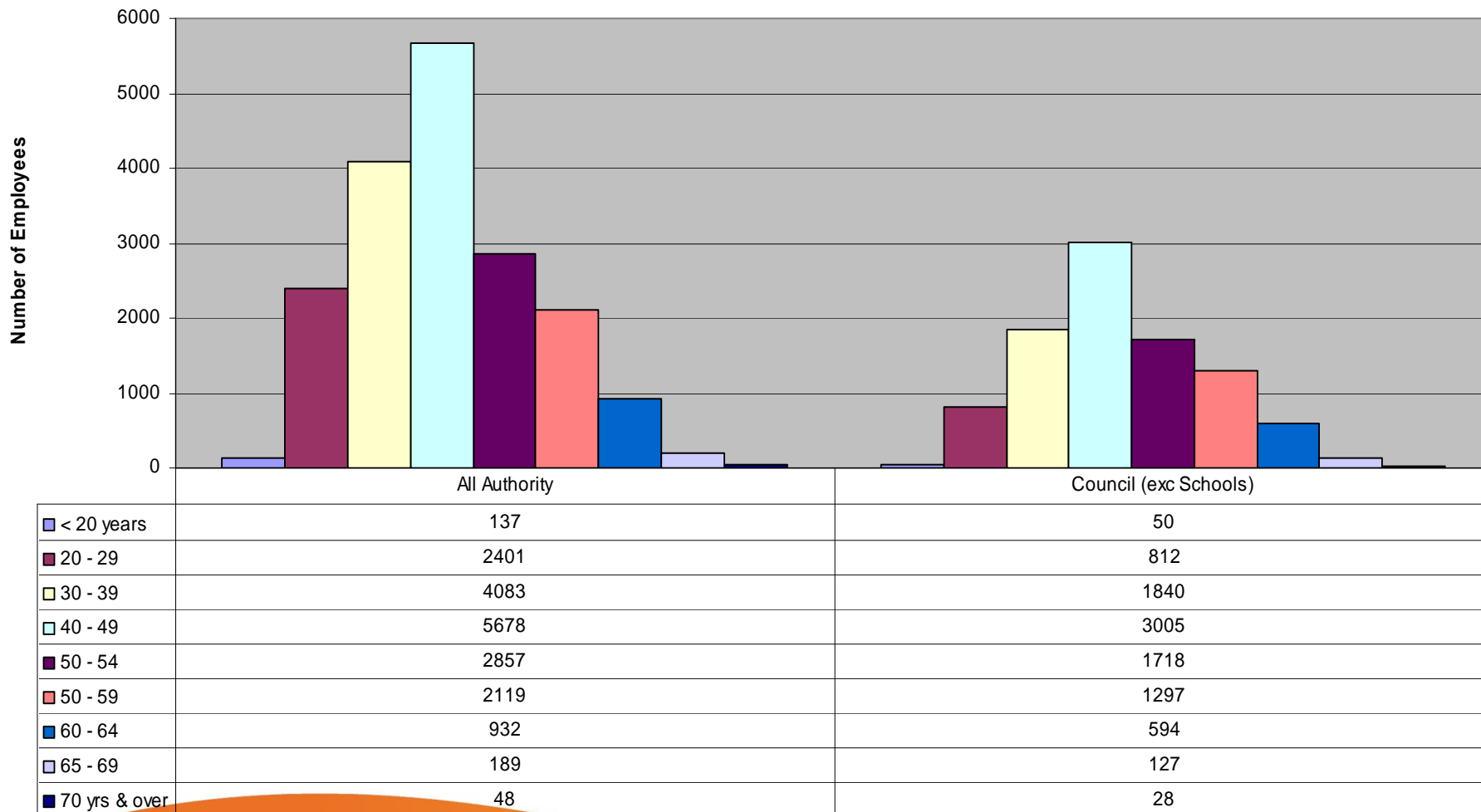
Ethnic Category	White	Asian or Asian British	Black or Black British	Mixed	Other Ethnic Groups	Authority Total
Scale 1 - 3	71%	23%	1%	1%	5%	45%
Scale 4 - 6	76%	16%	2%	1%	5%	21%
SO1 - PO1	77%	15%	3%	2%	3%	8%
PO2 - PO6	79%	13%	2%	1%	5%	7%
Special Grades or other above PO6	87%	7%	2%	2%	3%	1%
Senior Management	93%	0%	0%	0%	7%	0%
Craft Worker*	88%	2%	0%	2%	8%	1%
JNC Youth Worker*	42%	29%	9%	4%	16%	1%
Teacher*	86%	10%	1%	1%	2%	15%
Soulbury*	82%	13%	5%	0%	0%	0%
Fixed TUPE Rates	84%	13%	0%	0%	3%	0%
Grand Total	75%	18%	1%	1%	4%	100%

WORKFORCE PROFILE – AGE EMPLOYMENT OF YOUNGER PEOPLE – as of 30th June 2013

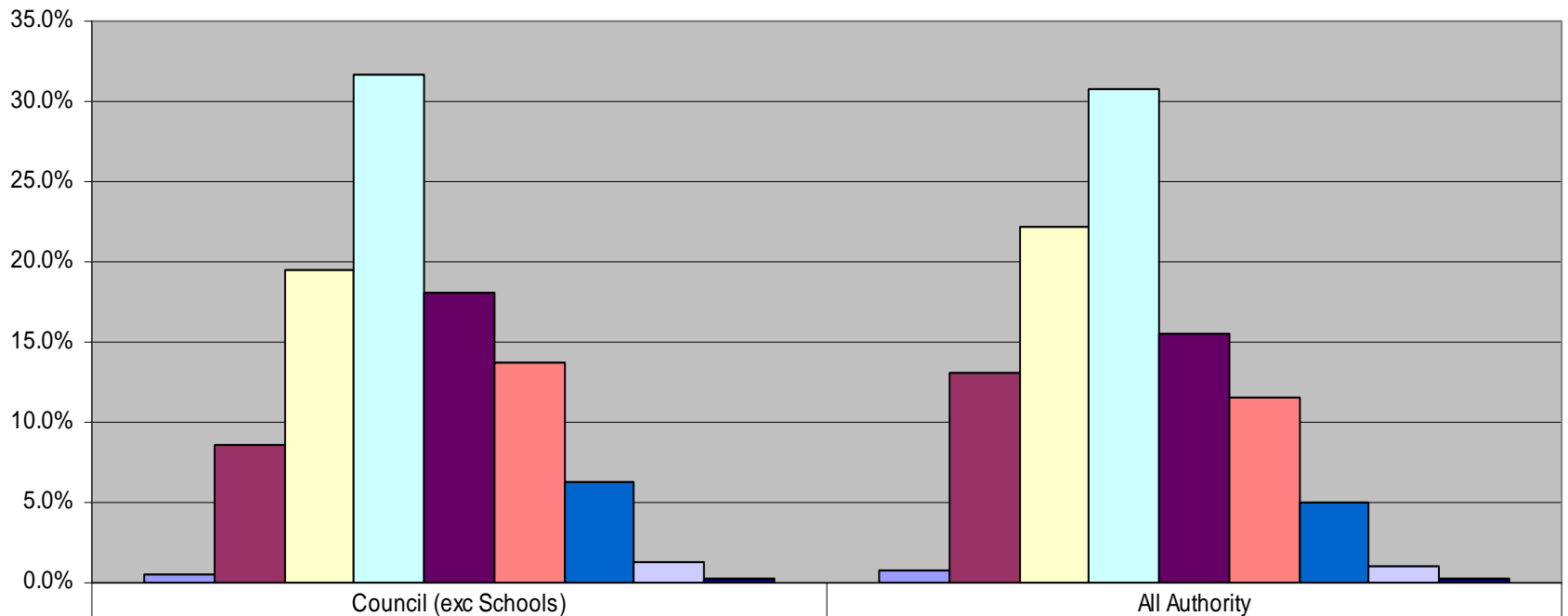


The number of staff under 25 years of age has reduced over the last six years and particularly between 2010 and 2012. This is a consequence of reduced recruitment overall and the original under 25's growing older. However since the Council introduced an Apprenticeship & Traineeship Scheme in order to help address this decline we can see from the Chart that numbers are starting to increase. The average age of the workforce (excluding Schools) has remained at 45 years old.

WORKFORCE PROFILE – AGE – HEADCOUNT as of 30th June 2013

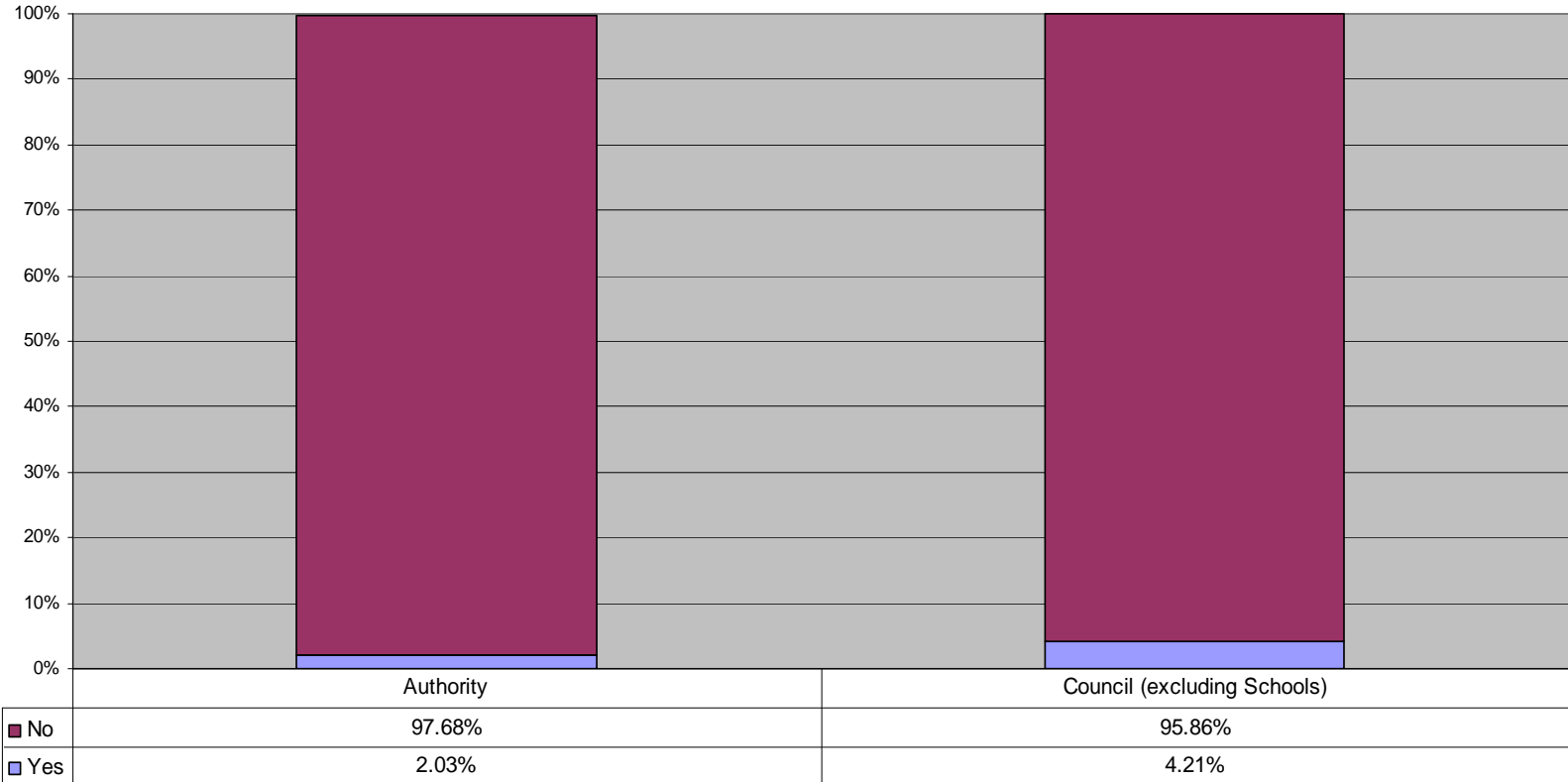


WORKFORCE PROFILE – AGE – AS A PERCENTAGE as of 30th June 2013

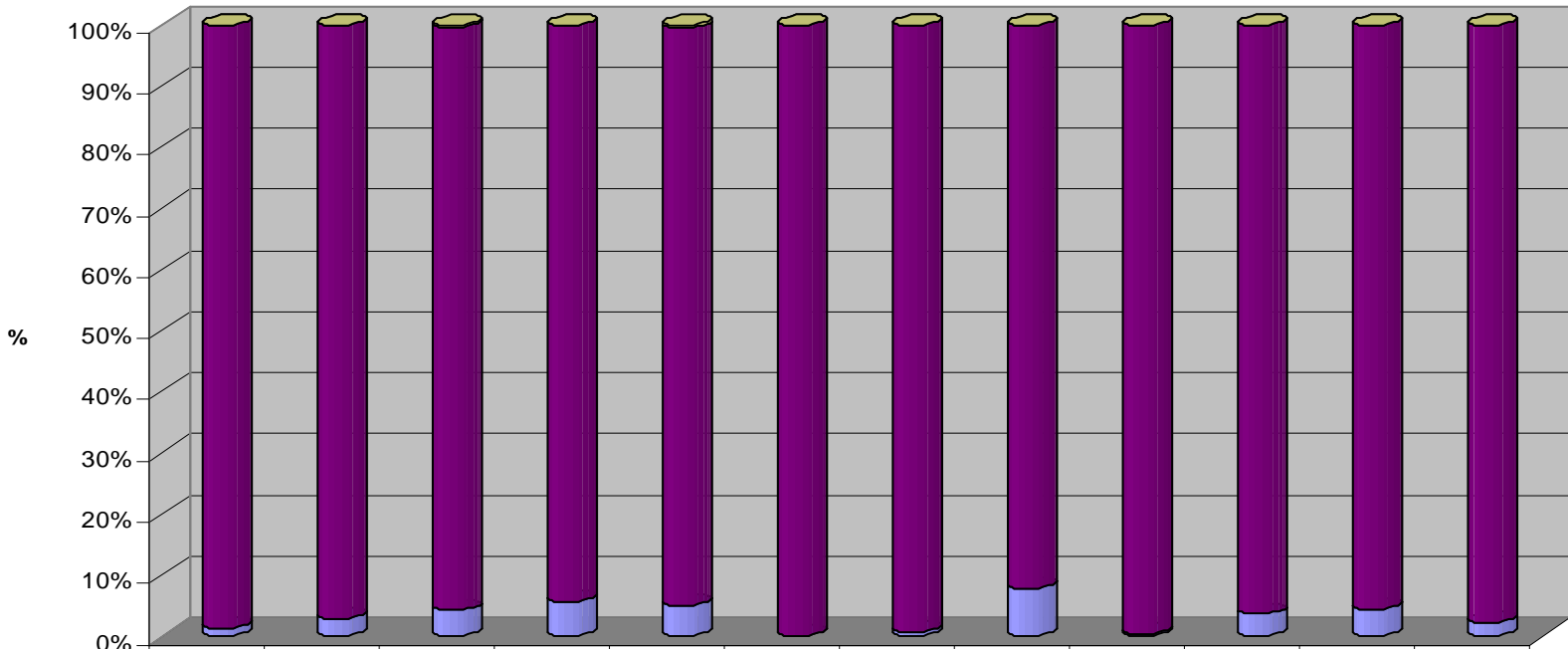


	Council (exc Schools)	All Authority
< 20 Yrs	0.5%	0.7%
20-29 Yrs	8.6%	13.0%
30-39 Yrs	19.4%	22.1%
40-49 Yrs	31.7%	30.8%
50 -54 Yrs	18.1%	15.5%
55 -59 Yrs	13.7%	11.5%
60-64 Yrs	6.3%	5.1%
65-69 Yrs	1.3%	1.0%
70 Yrs & over	0.3%	0.3%

WORKFORCE PROFILE – DISABILITY – as of 30th June 2013

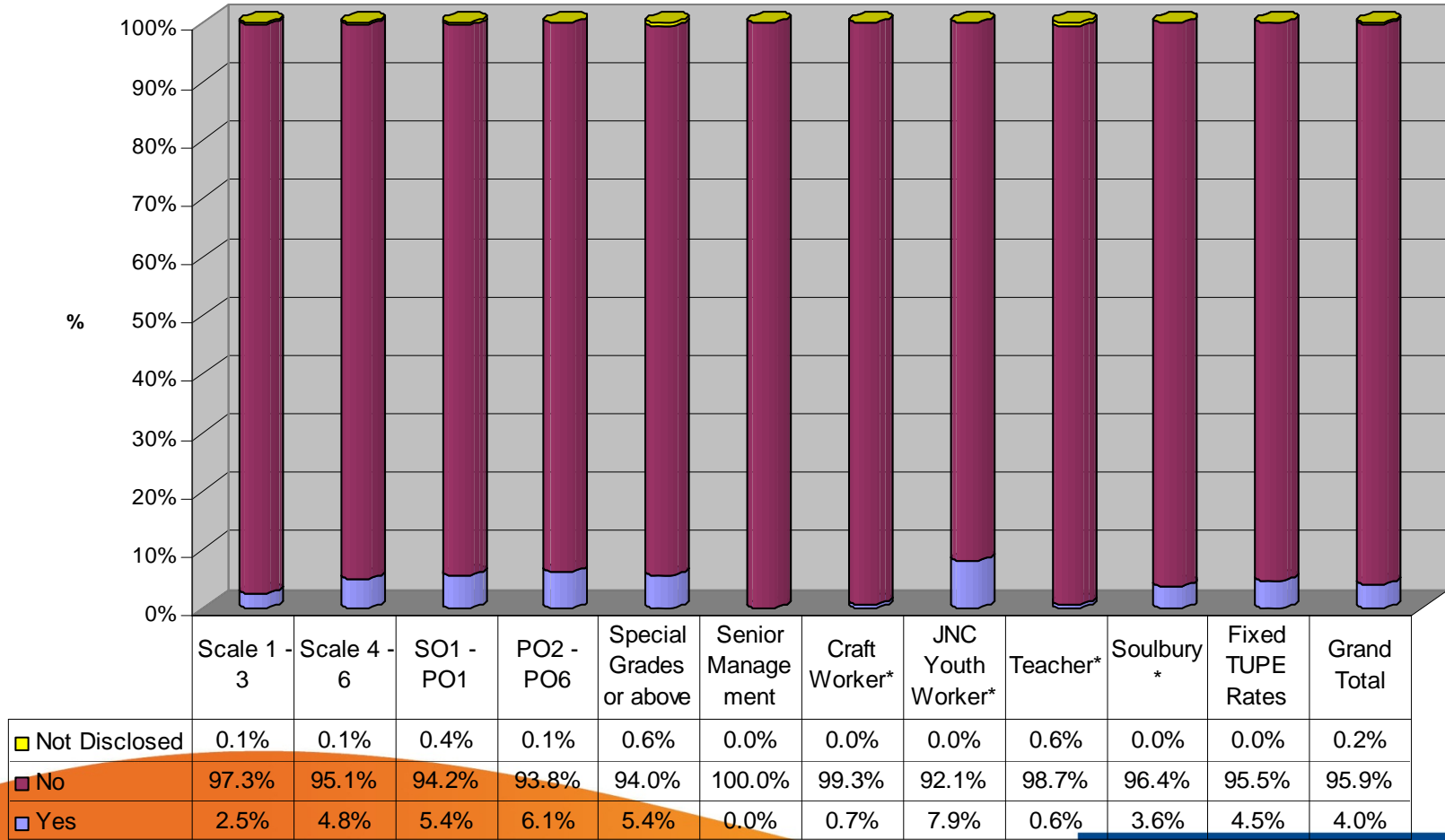


WORKFORCE PROFILE – GRADES BY DISABILITY (INCLUDING SCHOOLS) (apart from * which only shows categories) – as of 30th June 2013



	Scale 1 - 3	Scale 4 - 6	SO1 - PO1	PO2 - PO6	Special Grades or above	Senior Management	Craft Worker*	JNC Youth Worker*	Teacher*	Soulbury*	Fixed TUPE Rates	Grand Total
Not Disclosed	0.1%	0.1%	0.3%	0.1%	0.6%	0.0%	0.0%	0.0%	0.1%	0.0%	0.0%	0.2%
No	98.4%	97.1%	95.4%	94.2%	94.5%	100.0%	99.3%	92.1%	99.6%	96.4%	95.5%	97.7%
Yes	1.4%	2.8%	4.3%	5.7%	5.0%	0.0%	0.7%	7.9%	0.3%	3.6%	4.5%	2.2%

WORKFORCE PROFILE – GRADES BY DISABILITY (EXCLUDING SCHOOLS) (apart from * which only shows categories) – as of 30th June 2013



WORKFORCE PROFILE – PERFORMANCE DATA

	Top 5% Female @ 30 June 2012)	Top 5% Female @ 30 June 2013)	Top 5% BME @ 30 June 2012	Top 5% BME @ 30 June 2013	% Disabled Employees @ June 2012	% Disabled Employees @ June 2013	% BME Employees @ June 2012	% BME Employees @ June 2013
Council (excluding School based)	42.77	43.18	12.53	11.88	3.8	3.97	22.2	22.86
Authority	N/A	N/A	N/A	N/A	2.1	2.22	22.1	22.22

LABOUR TURNOVER 2012/13

Council (excluding School based) – 9.22%

Authority – 12.24%

DISCIPLINARY CASES (EXCLUDING SCHOOLS) – 2012 (with comparison to 1 Jan 2011 – 31 Dec 2012)

Ethnic Category	2011	2012
White	38	42
Asian or Asian British	10	9
Black or Black British	2	3
Mixed	1	3
Any Other Ethnic Group	1	2
Not Stated	1	0
Grand Total	53	59

Disability	2011	2012
Yes	3	2
No	50	57
Grand Total	53	59

Age Banding	2011	2012
under 20	1	0
20 - 29	6	9
30 - 39	11	11
40 - 49	18	25
50 - 59	16	11
60 - 69	1	3
Grand Total	53	59

Gender Key	2011	2012
Female	28	21
Male	25	38
Grand Total	53	59

GRIEVANCES/COMPLAINTS (EXCLUDING SCHOOLS) – 2012 **(with comparison to 1 Jan 2011–31 Dec 2012)**

Ethnic Category	2011	2012
White	17	11
Asian or Asian British	4	7
Black or Black British	0	2
Any Other Ethnic Group	1	0
Grand Total	22	20

Disability	2011	2012
Yes	1	4
No	21	16
Grand Total	22	20

Age Category	2011	2012
20 - 29	4	0
30 - 39	2	3
40 - 49	9	8
50 - 59	5	7
60 - 64	1	2
65 & over	1	0
Grand Total	22	20

Gender Key	2011	2012
Female	15	10
Male	7	10
Grand Total	22	20

ENGAGEMENT WITH EMPLOYEES

Communication channels used within the Council include regular messages from Corporate Management Team (the Chief Executive and all Strategic Directors) on the Council's internal website (known as BradNet Portal).

The Council also has Pride @ Work Express (a staff newsletter in various formats taking into account employees various forms of disability), Managers Express and change update (aimed at 4th Tier Managers), and the Chief Executive's briefings for all employees on key topics of change and which include an opportunity for employees to ask the Chief Executive questions.

The Council holds regular Corporate Equality and Diversity Team meetings with champions from each Department.

ENGAGEMENT WITH TRADE UNIONS

Effective change management is based on ongoing engagement between the Council and Trade Unions as well as specific consultation / negotiation on individual change issues. This engagement enables the Council to discuss with Trade Unions, at an early stage, significant developments which may impact on employees and enable the Council to understand and respond to Trade Union issues before formal implementation commences.

All reports to Executive on any change issue include a statement on the unions' views in relation to the proposals, in order to inform the report.