

WORKFORCE PROFILE INFORMATION 30TH JUNE 2015

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Department of Human Resources

City of Bradford MDC

www.bradford.gov.uk

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 e.g. 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. Currently only 8.3% of Council employees have provided data on Religion & Belief and only 6.6% have provided data on Sexual Orientation therefore comparisons using this information would prove unreliable.

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 on going monitoring of its workforce / activity.

The Council record Pregnancy and Maternity on its HR/Payroll system. There are no current issues highlighted in this respect.

BACKGROUND AND CONTEXT (Continued)

The Council is aware of its on going duty to collect information of employees and service users with protected characteristics.

The Council continues to monitor the implications of on going workforce reductions following cuts in central government funding, particularly in terms of its employees with protected characteristics.

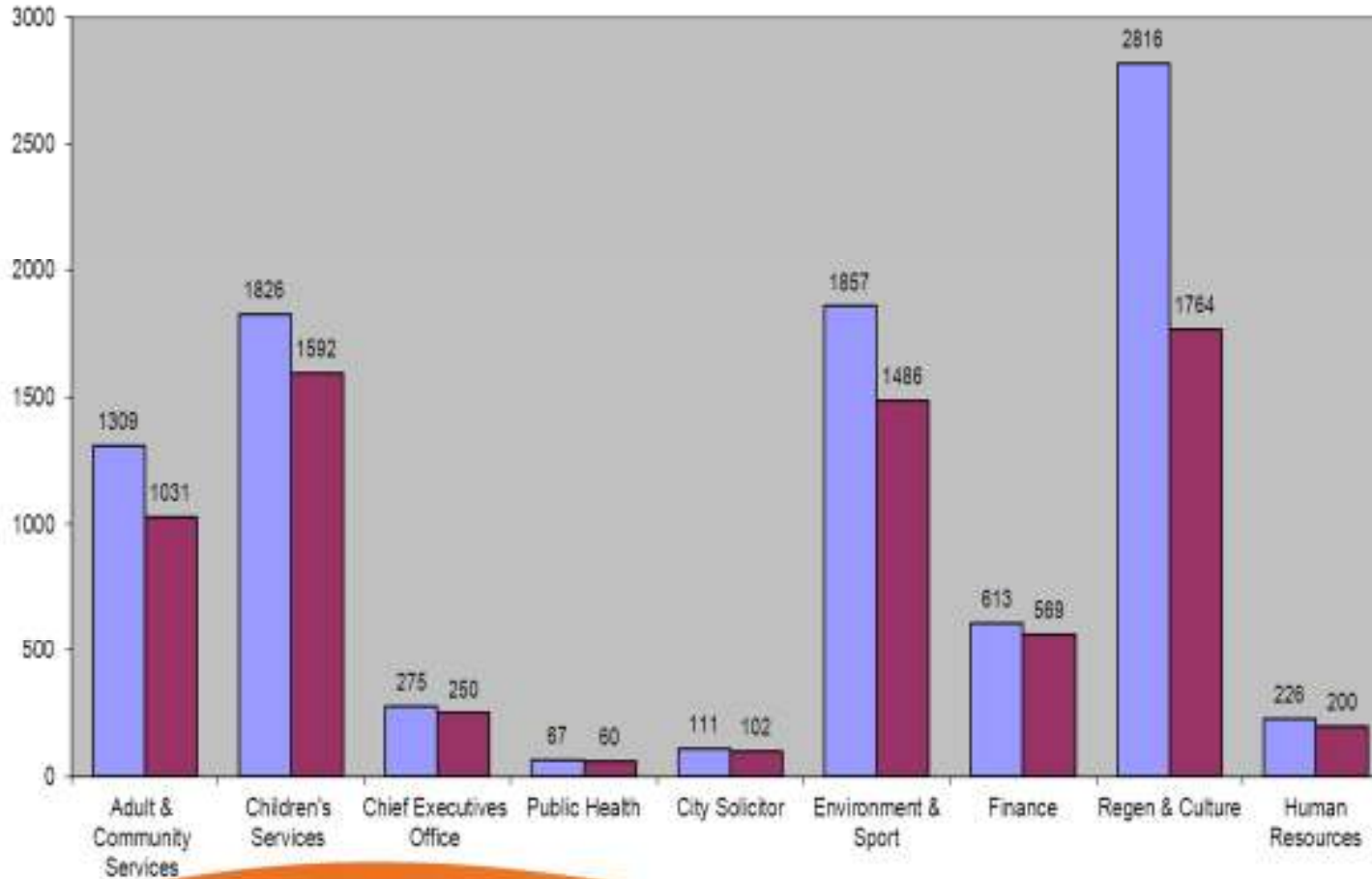
The Council has implemented an equality proof pay structure for its entire NJC staff up to former Scale 6.

The Council has committed to paying the current level of living wage from October 2015. This will result in an increase in pay for over 2,000 of the Council's lowest paid employees.

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

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 2015



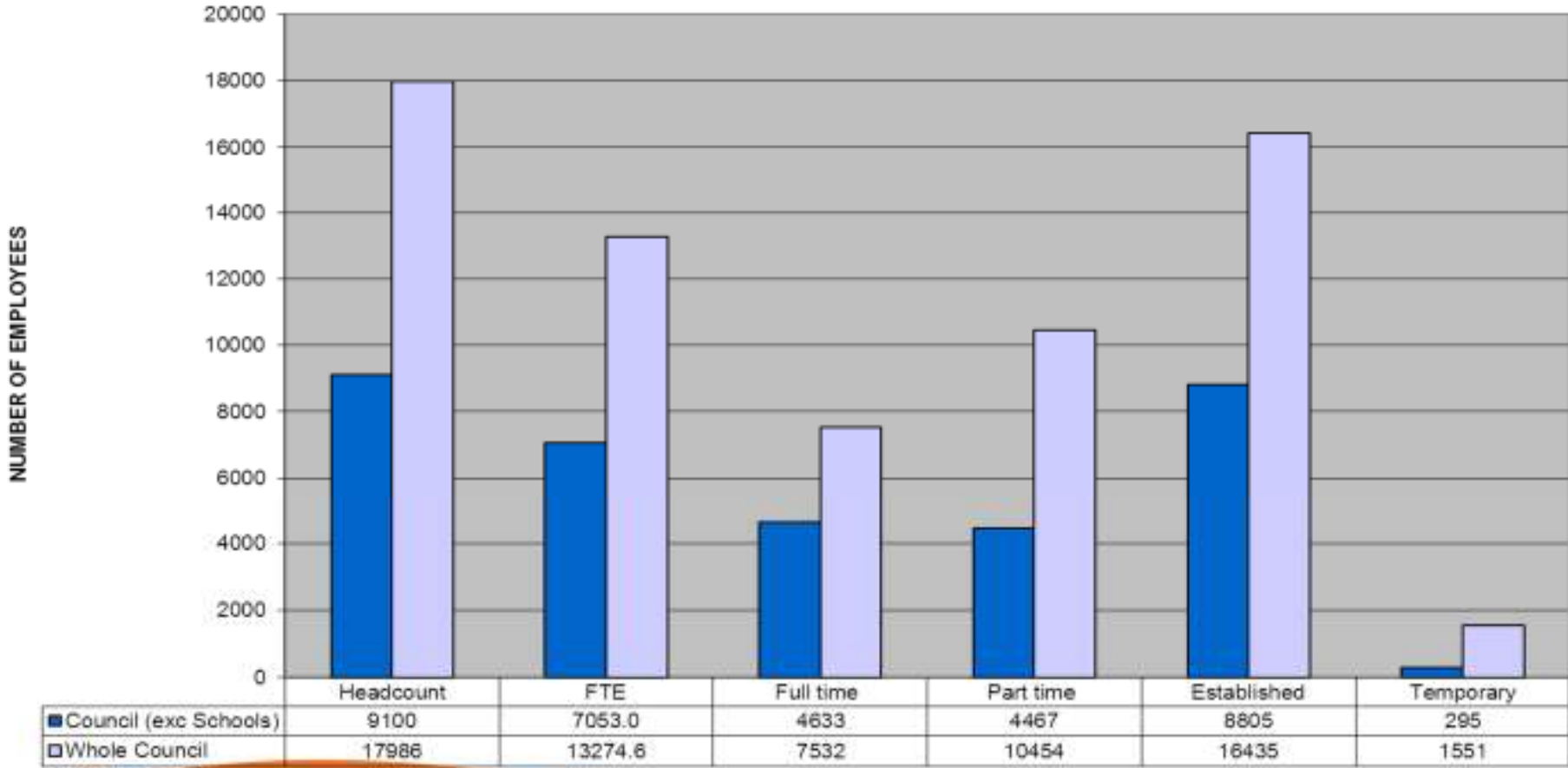
The chart shows the distribution of staff throughout the organisation (but excluding school based staff) as a headcount and full time equivalent (FTE) figure. Those Departments with the largest difference between headcount and FTE figures are those with a large number of part time staff. The overall total headcount is 9100 and the FTE is 7053

■ Headcount ■ FTE

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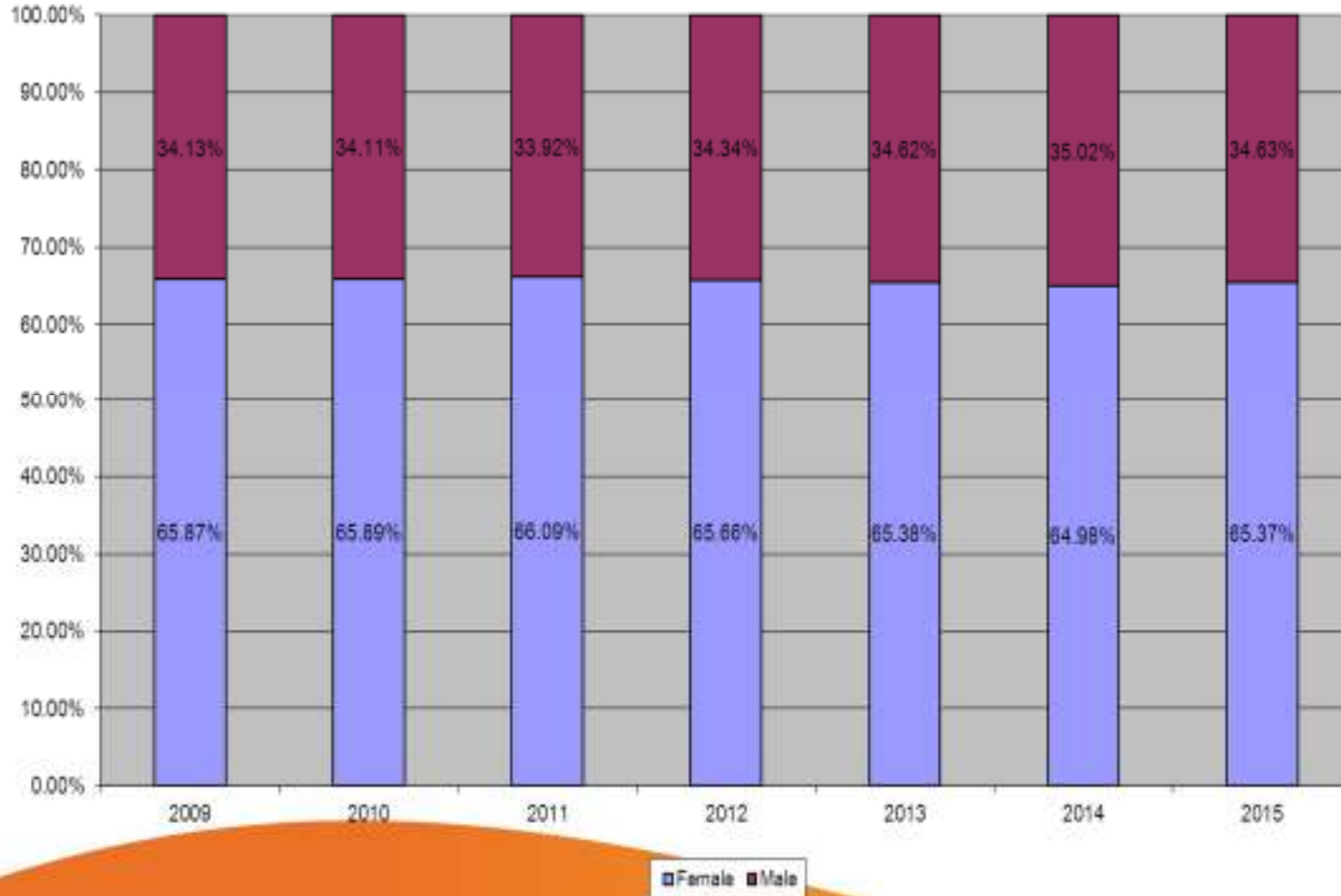
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WORKFORCE PROFILE – WORKING PATTERNS AND EMPLOYMENT STATUS as of 30th June 2015



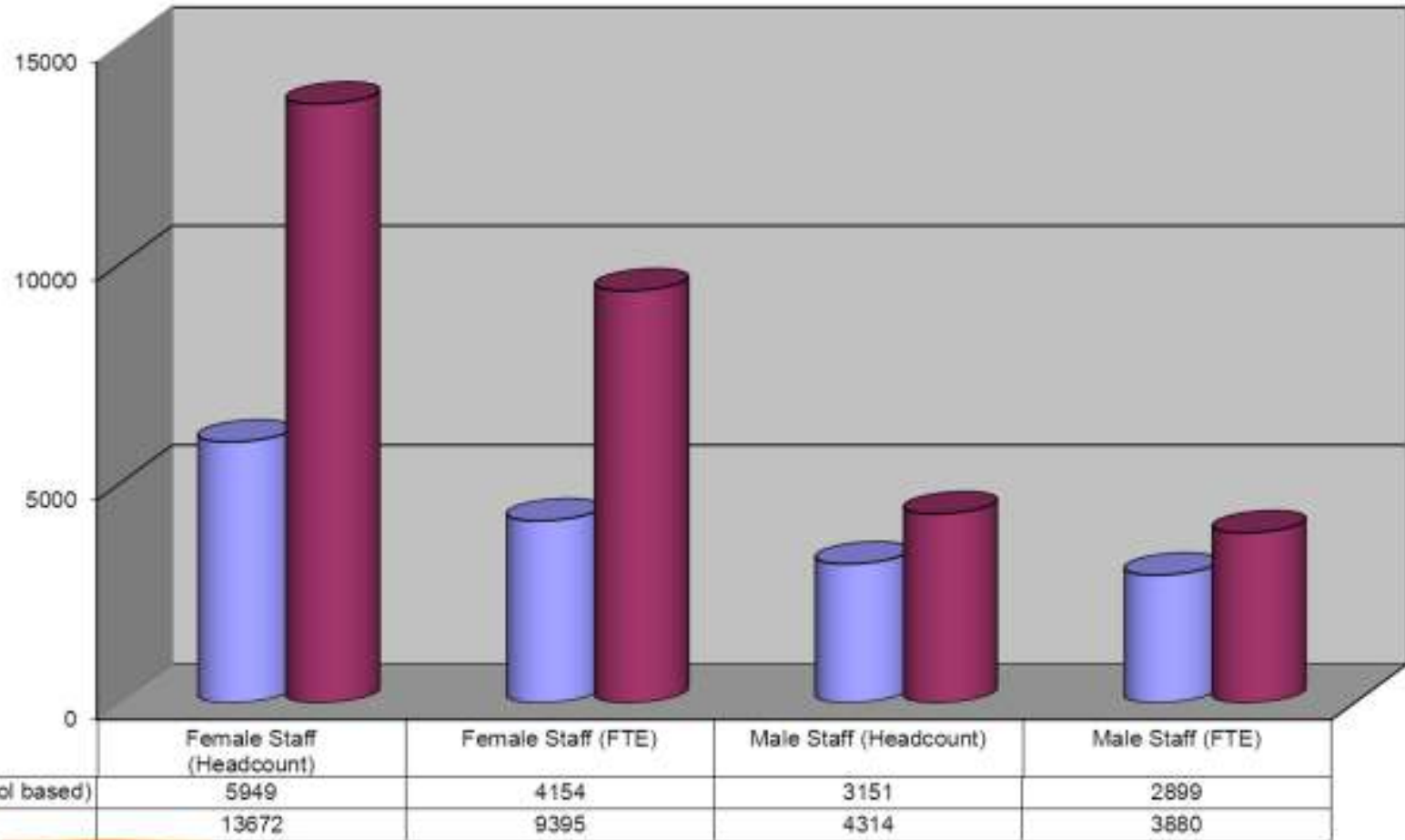
WORKFORCE PROFILE – GENDER – as of 30th June 2015

COUNCIL GENDER SPLIT (excluding school based staff)

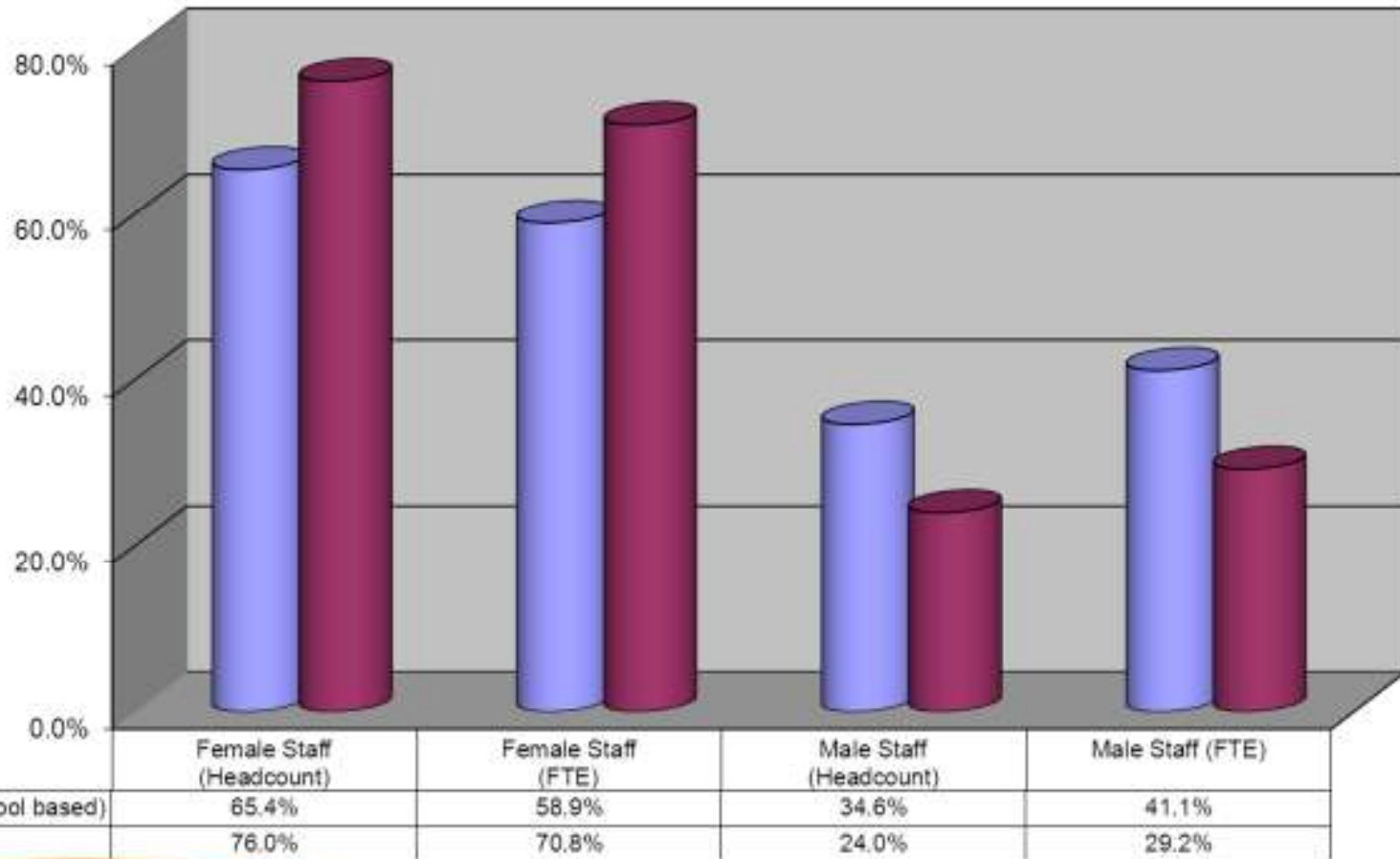


The reduction in the workforce has produced no significant changes to the gender breakdown of the workforce since last year. A large proportion of female staff tend to be part time workers in the more lower paid jobs. The profile shows that women make up a large part of the workforce – approximately 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, however it is interesting to note that 47% of the top 5% of earners are now female which is a 3% increase on last year.

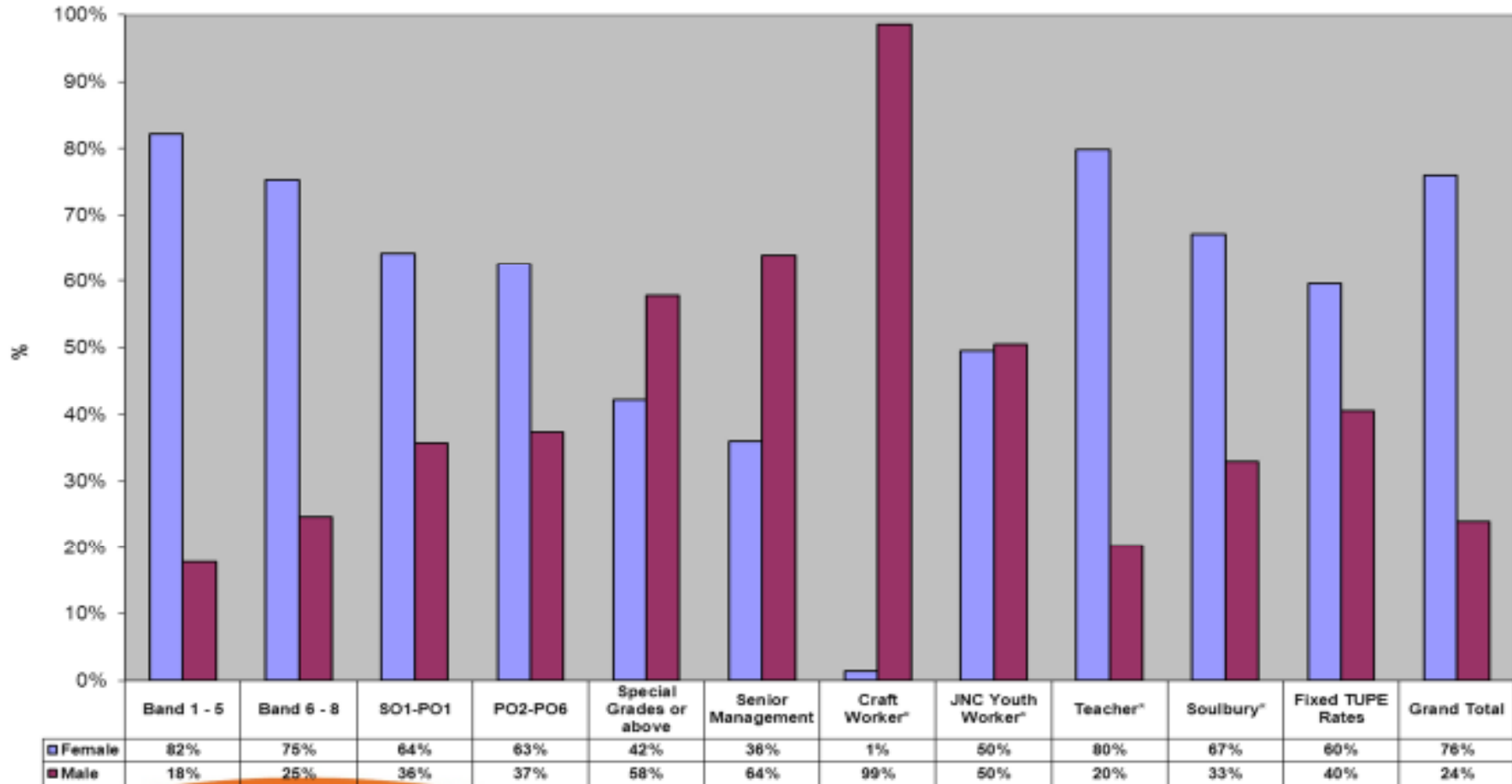
WORKFORCE PROFILE – GENDER – HEADCOUNT & FULLTIME EQUIVALENT (FTE) as of 30th June 2015



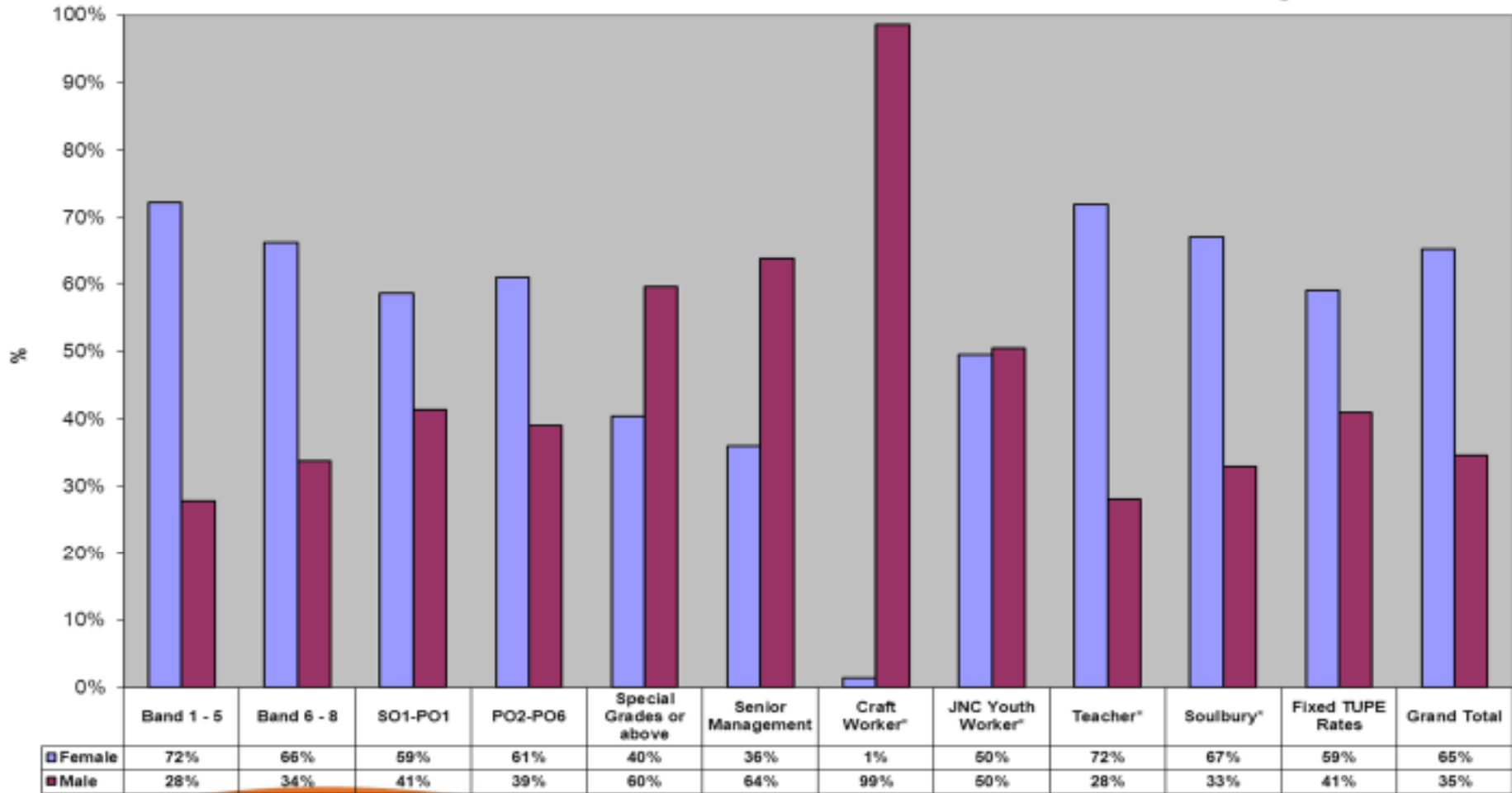
WORKFORCE PROFILE – GENDER – AS A PERCENTAGE OF HEADCOUNT & FULLTIME EQUIVALENT (FTE) as of 30th June 2015



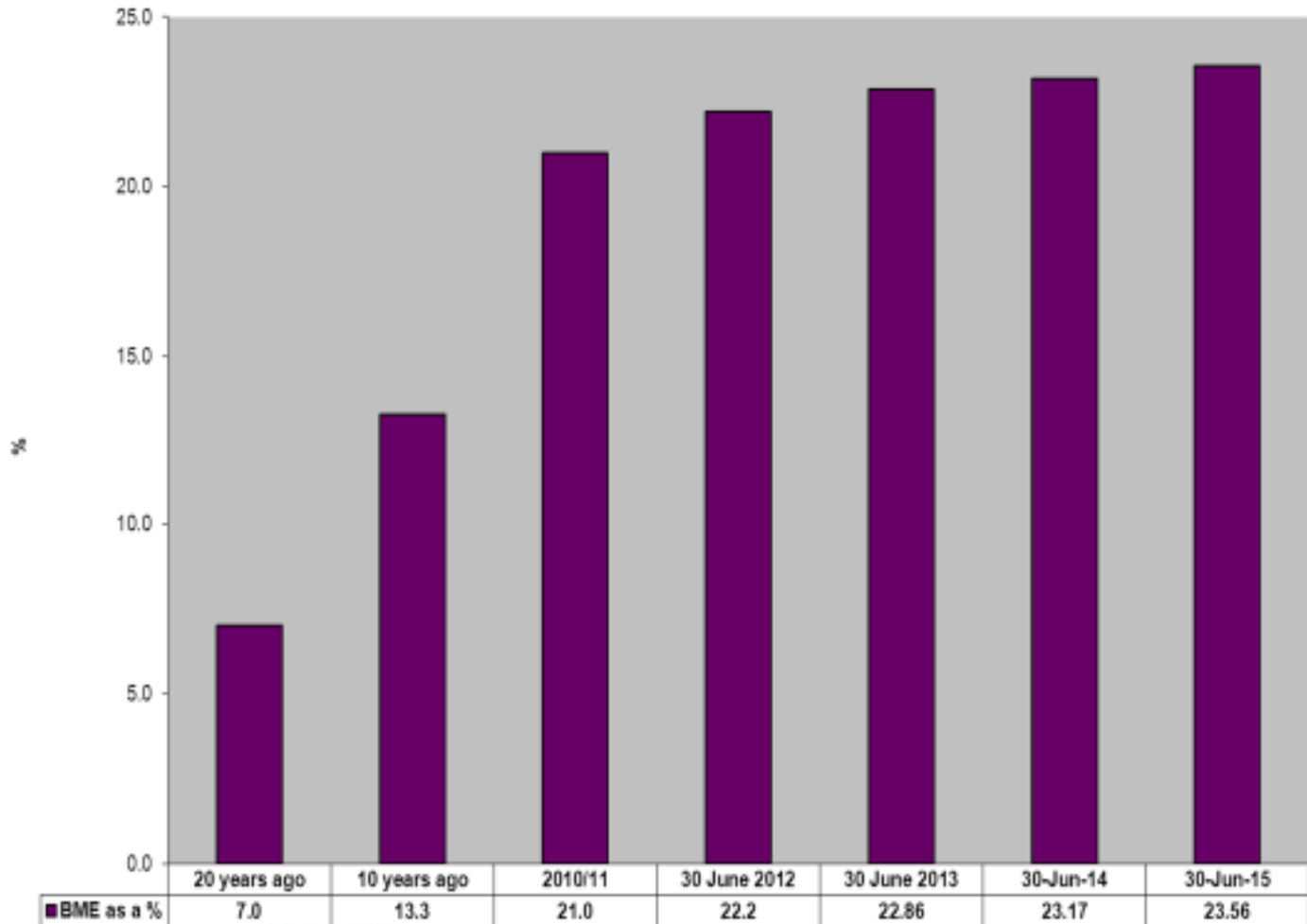
WORKFORCE PROFILE 30 JUNE 2015 – GENDER BY GRADES INCLUDING SCHOOLS (apart from * which shows categories)



WORKFORCE PROFILE 30 JUNE 2015 – GENDER BY GRADES EXCLUDING SCHOOLS (apart from * which shows categories)

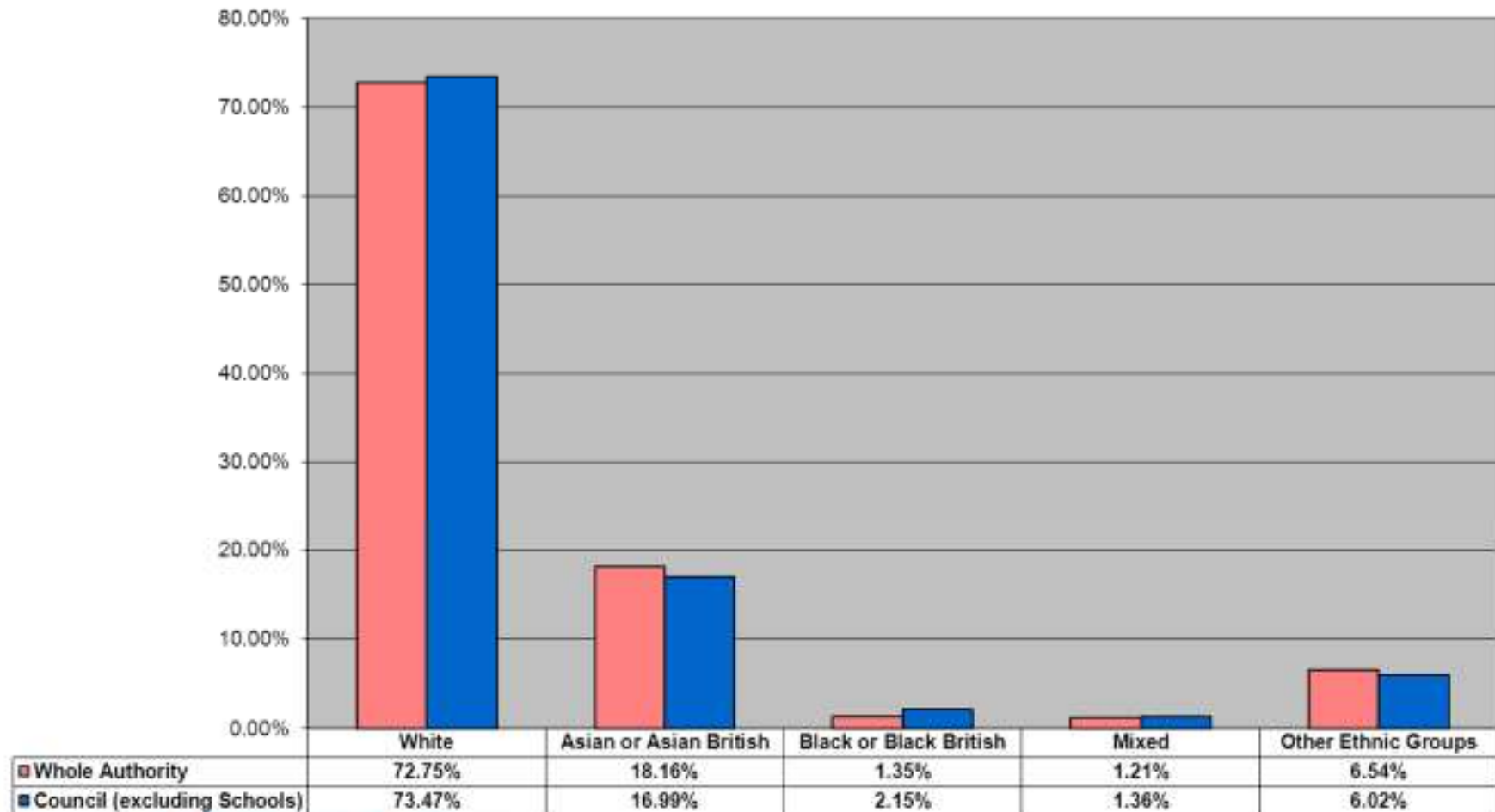


WORKFORCE PROFILE – ETHNICITY as of 30th June 2015



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. Progress has been 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 2015

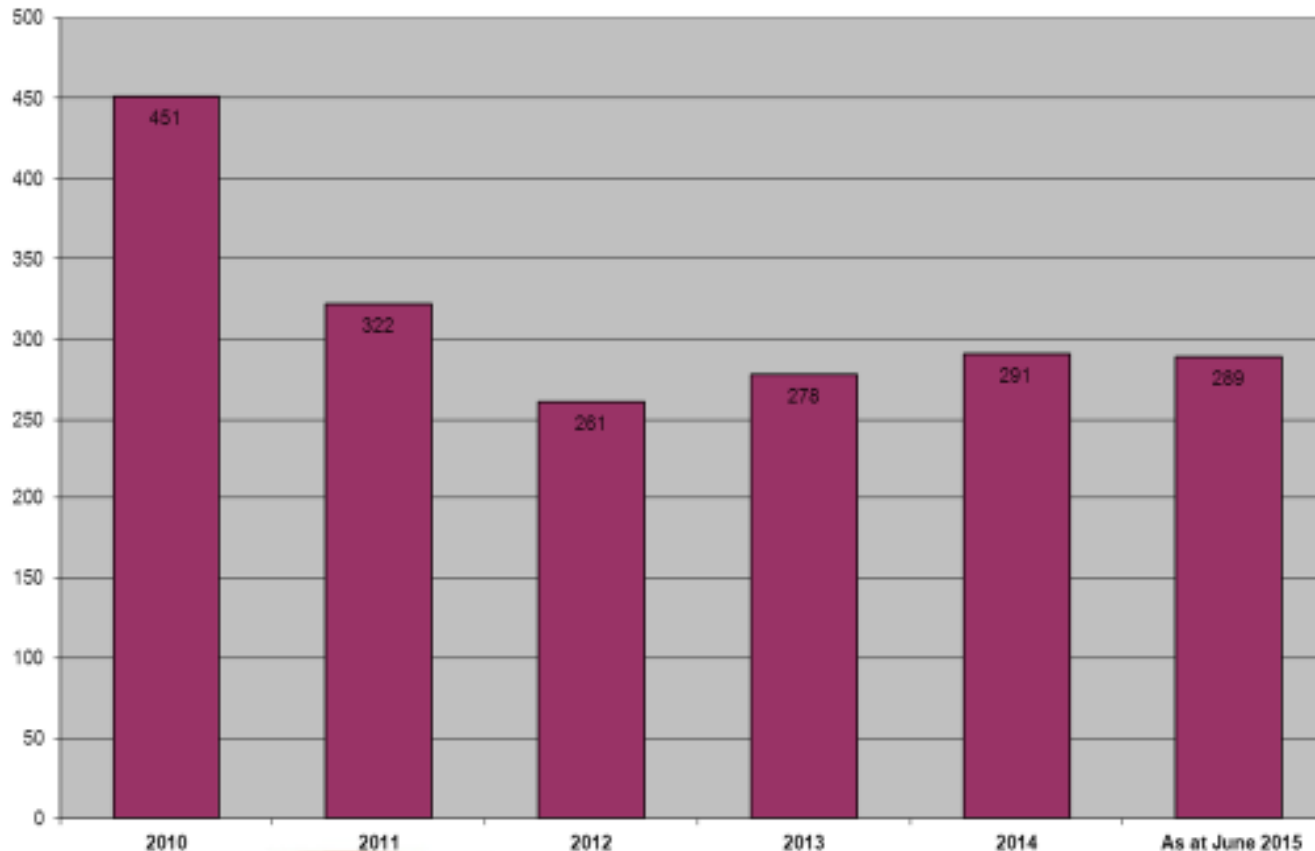


WORKFORCE PROFILE – GRADES BY ETHNICITY

as of 30 June 2015 (apart from * which only shows categories)

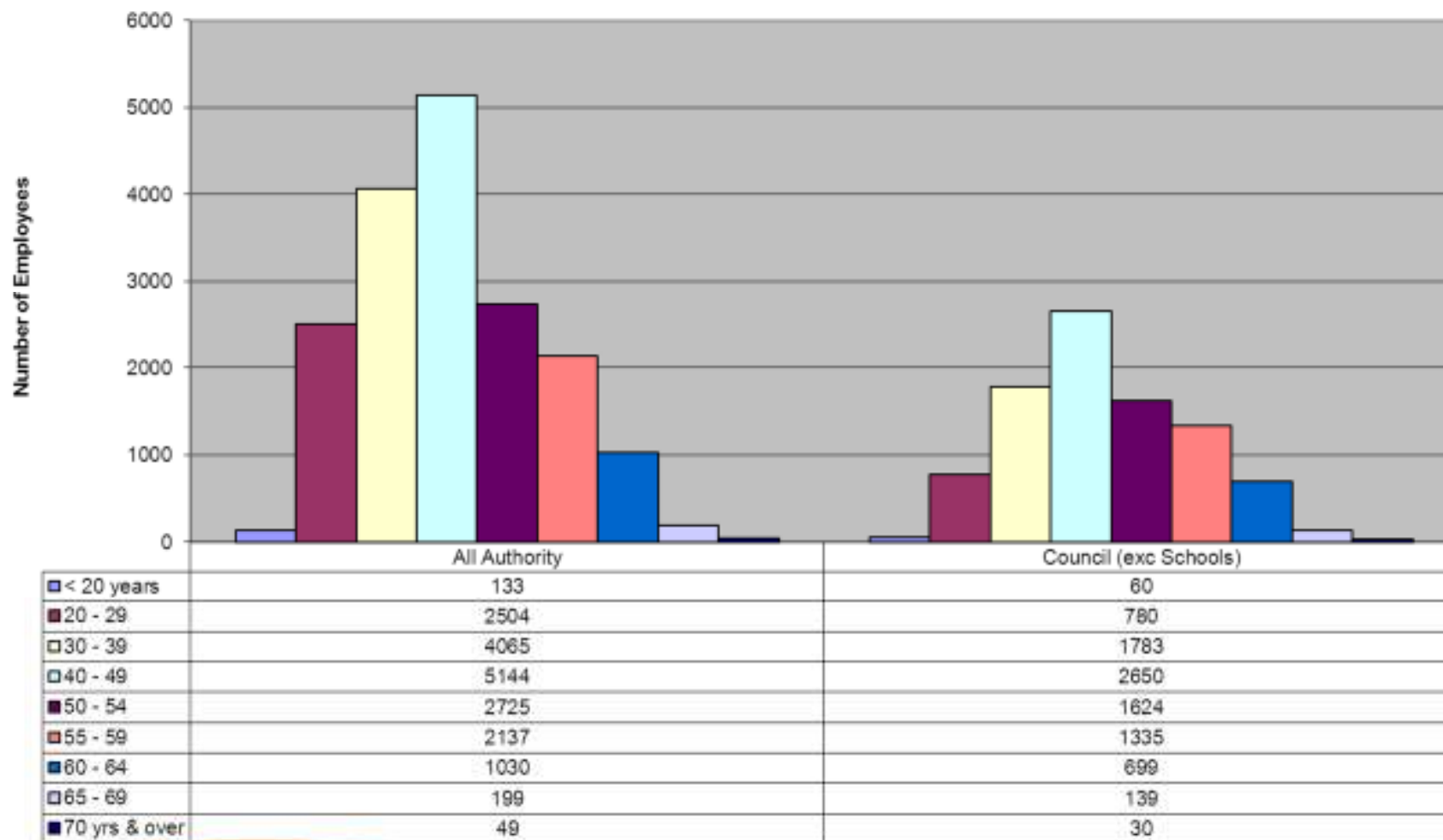
| Ethnic Category | White | Asian or Asian British | Black or Black British | Mixed | Other Ethnic Groups | Authority Total |
|-----------------------------------|-------|------------------------|------------------------|-------|---------------------|-----------------|
| Band 1 - 5 | 68% | 24% | 1% | 1% | 7% | 44.9% |
| Band 6 - 8 | 74% | 16% | 1% | 1% | 7% | 22.1% |
| SO1 - PO1 | 76% | 14% | 3% | 2% | 6% | 7.6% |
| PO2 - PO6 | 76% | 14% | 3% | 2% | 5% | 7.5% |
| Special Grades or other above PO6 | 84% | 7% | 3% | 2% | 4% | 0.9% |
| Senior Management | 92% | 0% | 0% | 0% | 8% | 0.1% |
| Craft Worker* | 90% | 2% | 0% | 1% | 7% | 0.8% |
| JNC Youth Worker* | 42% | 26% | 8% | 5% | 19% | 0.6% |
| Teacher* | 82% | 11% | 1% | 1% | 6% | 14.6% |
| Soulbury* | 76% | 14% | 1% | 1% | 7% | 0.4% |
| Fixed TUPE Rates | 77% | 19% | 0% | 2% | 1% | 0.5% |
| Grand Total | 73% | 18% | 1% | 1% | 7% | 100% |

WORKFORCE PROFILE – AGE EMPLOYMENT OF YOUNGER PEOPLE – as of 30th June 2015

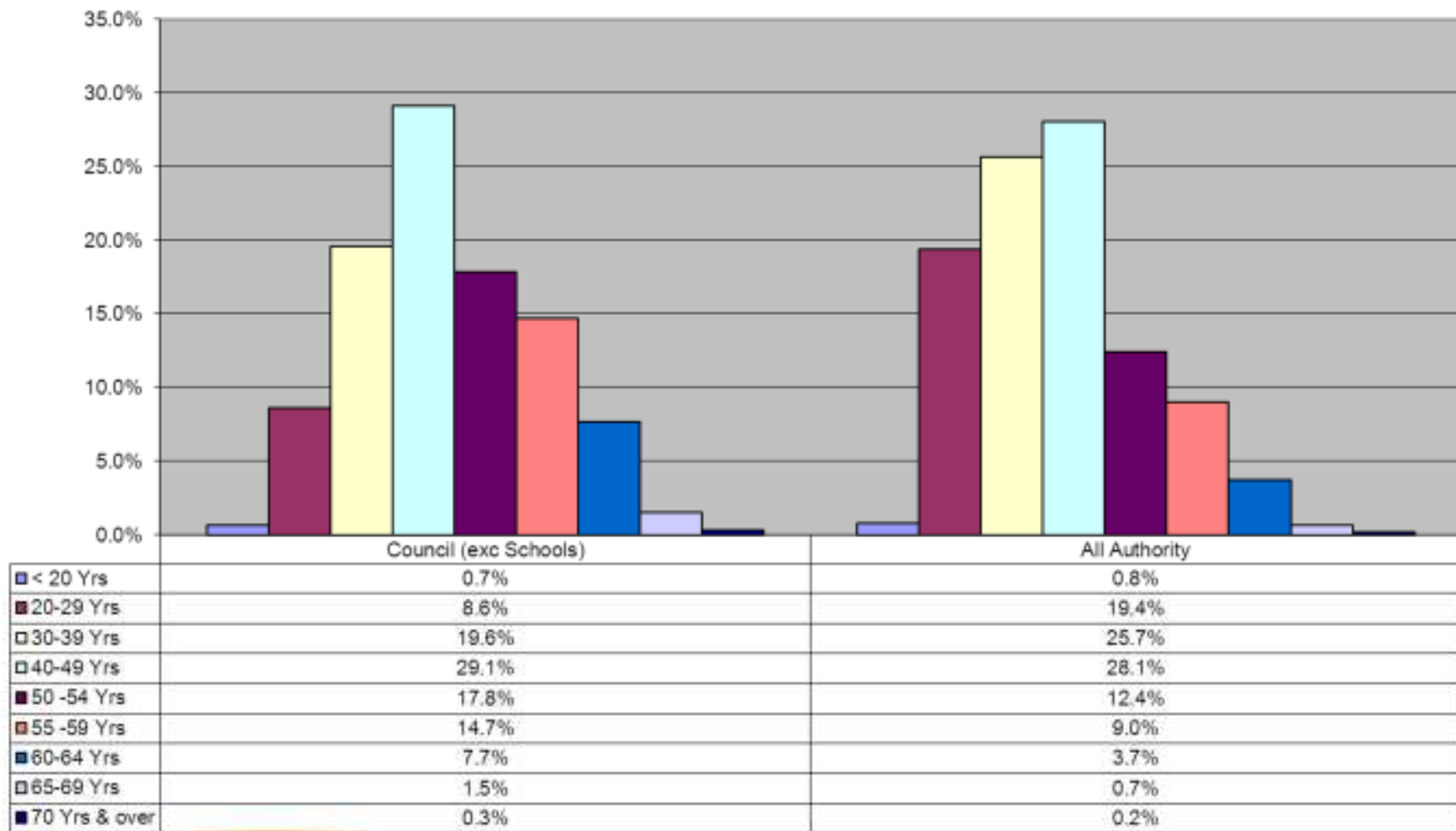


The number of staff under 25 years of age has reduced over the last six years and particularly between 2010 and 2012. This is a consequence of reduced recruitment overall and the original under 25's growing older. The Council introduced an Apprenticeship & Traineeship Scheme in order to help address this decline and numbers started to increase, it is anticipated that the number staff under 25 will increase further in the coming years as the Council recruits more apprentices. The average age of the workforce (excluding Schools) has remained at 46 years old.

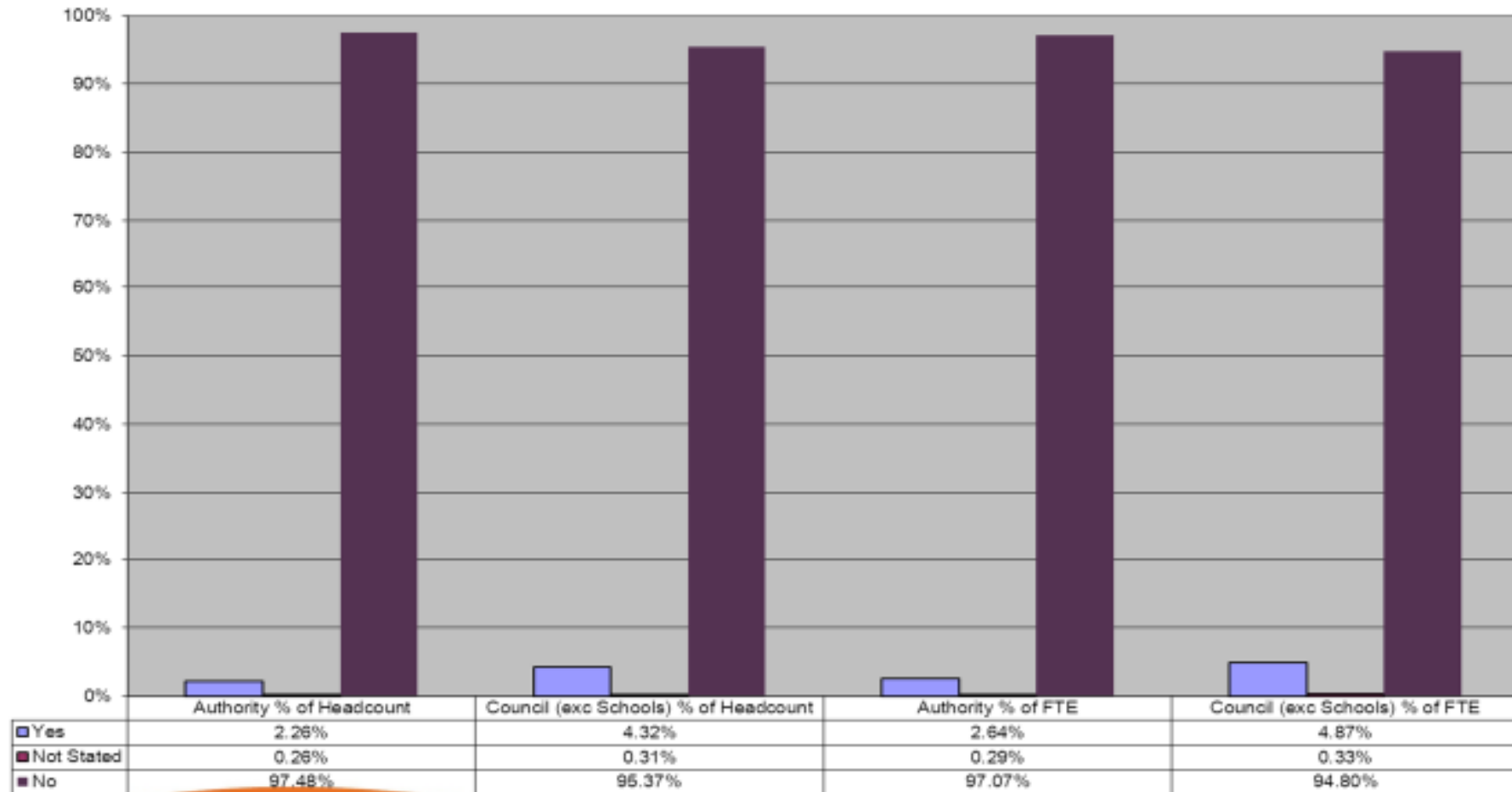
WORKFORCE PROFILE – AGE – HEADCOUNT as of 30th June 2015



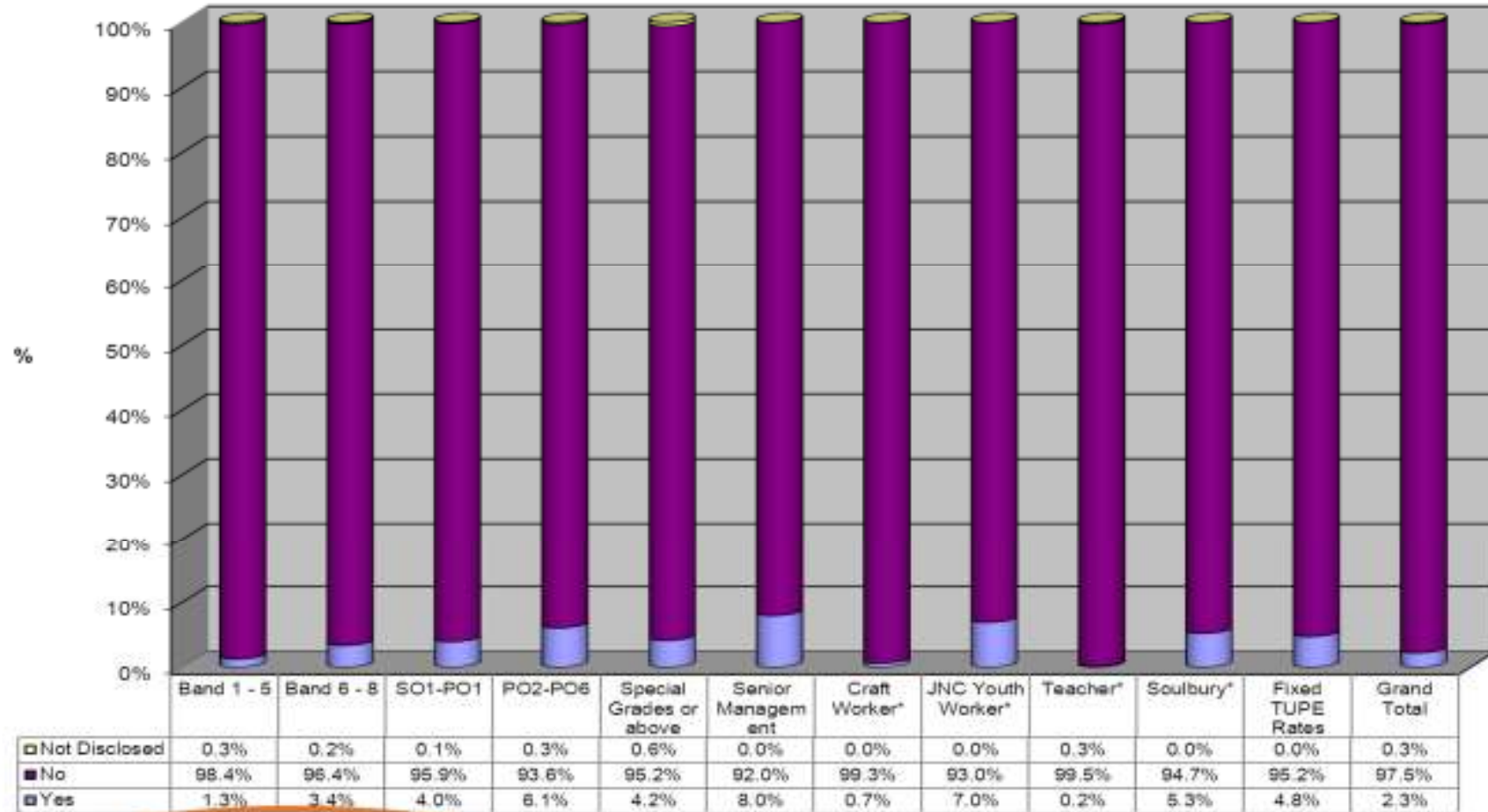
WORKFORCE PROFILE – AGE – AS A PERCENTAGE as of 30th June 2015



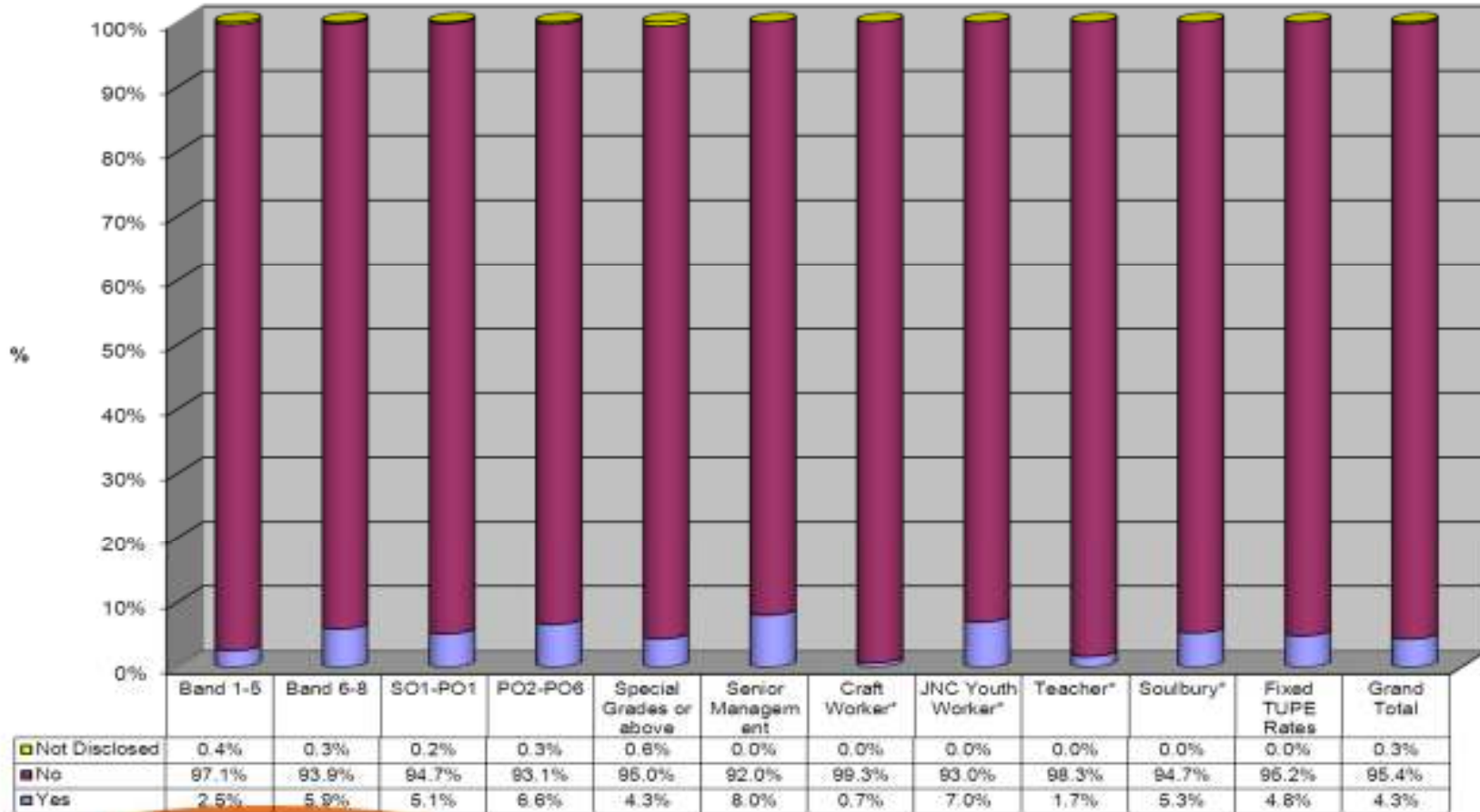
WORKFORCE PROFILE – DISABILITY – as of 30th June 2015



WORKFORCE PROFILE – GRADES BY DISABILITY (INCLUDING SCHOOLS) (apart from * which only shows categories) – as of 30th June 2015



WORKFORCE PROFILE – GRADES BY DISABILITY (EXCLUDING SCHOOLS) (apart from * which only shows categories) – as of 30th June 2015



WORKFORCE PROFILE – PERFORMANCE DATA

| | Top 5% Female @ 30 June 2014) | Top 5% Female @ 30 June 2015) | Top 5% BME @ 30 June 2014 | Top 5% BME @ 30 June 2015 | % Disabled Employees @ June 2014 | % Disabled Employees @ June 2015 | % BME Employees @ June 2014 | % BME Employees @ June 2015 |
|----------------------------------|-------------------------------|-------------------------------|---------------------------|---------------------------|----------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Council (excluding School based) | 44.28 | 47.20 | 12.42 | 14.84 | 4.37 | 4.33 | 23.17 | 23.56 |
| Authority | N/A | N/A | N/A | N/A | 2.44 | 2.33 | 22.58 | 23.04 |

LABOUR TURNOVER 2014/15

Council (excluding School based) – 12.73%

Authority – 15.62%

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DISCIPLINARY CASES (EXCLUDING SCHOOLS) – 2014 (with comparison to 1 Jan 2013 – 31 Dec 2013)

| Ethnic Category | 2013 | 2014 |
|------------------------|-------------|-------------|
| White | 49 | 46 |
| Asian or Asian British | 12 | 8 |
| Black or Black British | 4 | 2 |
| Mixed | 0 | 2 |
| Any Other Ethnic Group | 4 | 3 |
| Not Stated | 3 | 2 |
| Grand Total | 72 | 63 |

| Disability | 2013 | 2014 |
|--------------------|-------------|-------------|
| Yes | 3 | 6 |
| No | 69 | 57 |
| Grand Total | 72 | 63 |

| Age Banding | 2013 | 2014 |
|--------------------|-------------|-------------|
| under 20 | 0 | 0 |
| 20 - 29 | 12 | 1 |
| 30 - 39 | 11 | 8 |
| 40 - 49 | 22 | 22 |
| 50 - 59 | 19 | 25 |
| 60 - 69 | 8 | 7 |
| Grand Total | 72 | 63 |

| Gender Key | 2013 | 2014 |
|--------------------|-------------|-------------|
| Female | 33 | 32 |
| Male | 39 | 31 |
| Grand Total | 72 | 63 |

GRIEVANCES/COMPLAINTS (EXCLUDING SCHOOLS) – 2014 **(with comparison to 1 Jan 2013–31 Dec 2013)**

| Ethnic Category | 2013 | 2014 |
|------------------------|-------------|-------------|
| White | 13 | 19 |
| Asian or Asian British | 3 | 5 |
| Black or Black British | 2 | 2 |
| Any Other Ethnic Group | 1 | 1 |
| Mixed | 1 | 0 |
| Grand Total | 20 | 27 |

| Disability | 2013 | 2014 |
|--------------------|-------------|-------------|
| Yes | 3 | 3 |
| No | 17 | 24 |
| Grand Total | 20 | 27 |

| Age Category | 2013 | 2014 |
|---------------------|-------------|-------------|
| 20 - 29 | 0 | 0 |
| 30 - 39 | 4 | 3 |
| 40 - 49 | 7 | 7 |
| 50 - 59 | 6 | 14 |
| 60 - 64 | 1 | 3 |
| 65 & over | 2 | 0 |
| Grand Total | 20 | 27 |

| Gender Key | 2013 | 2014 |
|--------------------|-------------|-------------|
| Female | 9 | 13 |
| Male | 11 | 14 |
| Grand Total | 20 | 27 |

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 Chief Executive has also introduced a monthly Blog to update staff on her work and key issues and challenges for the organisation.

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).

The Council holds regular Corporate Equality Group 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.