

WORKFORCE PROFILE INFORMATION 30 JUNE 2017

Human Resources
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Hall Ings
BRADFORD, BD1 1HX



Department of Corporate Services



City of
BRADFORD
METROPOLITAN DISTRICT COUNCIL

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. 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 8.7% of Council employees have provided data on Religion & Belief and only 7.0% have provided data on Sexual Orientation therefore comparisons using this information would prove unreliable.

Information relating to the Council's Gender Pay Gap is currently being compiled and will be published on the Council's website by the end of March 2018 to comply with our legislative obligations.

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.

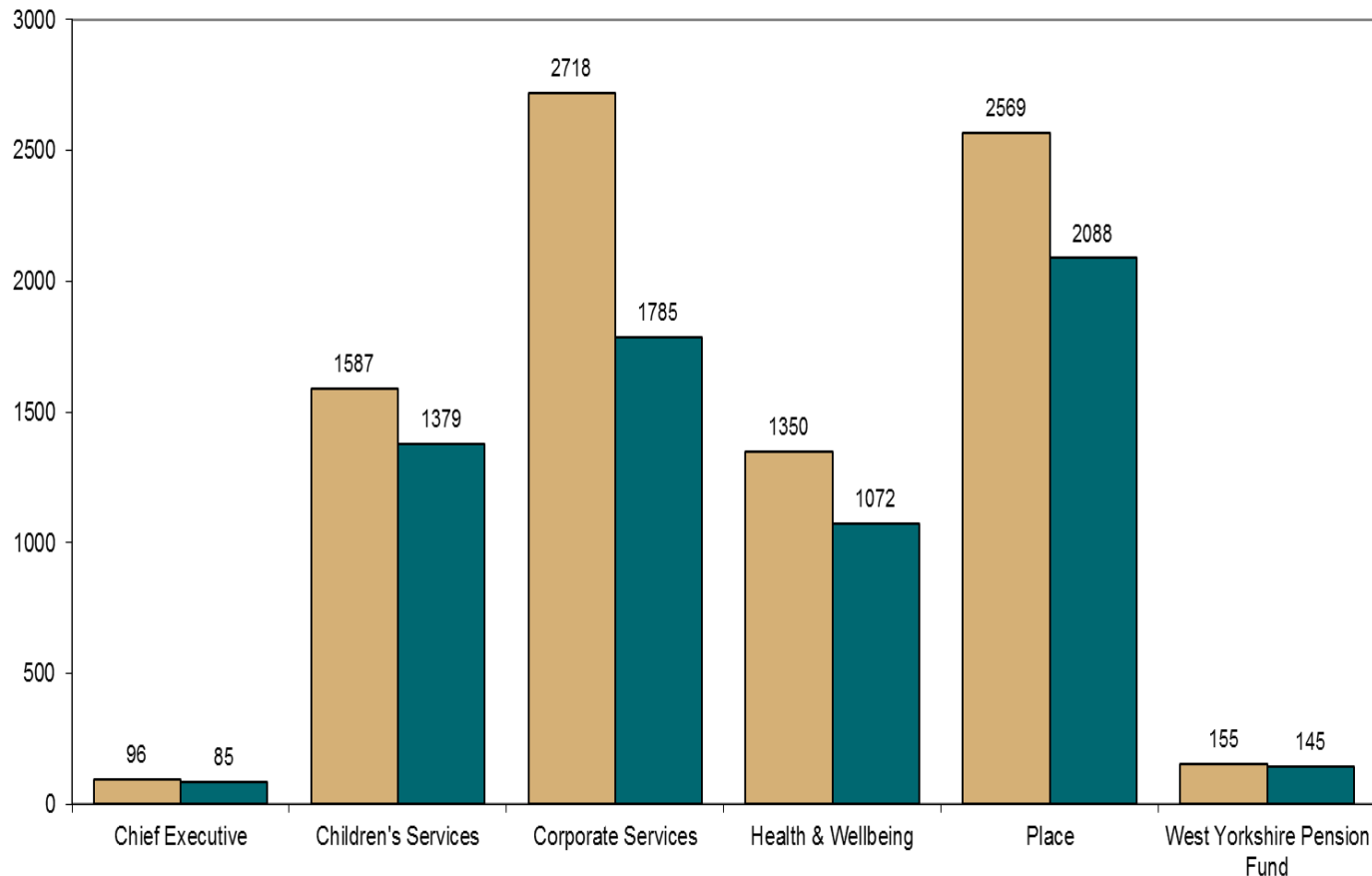
The Council has implemented an equality proof pay structure for its entire NJC staff up to former Scale 6.

The Council has committed to paying above the current statutory minimum wage from October 2015. This resulted 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) - 30 June 2017



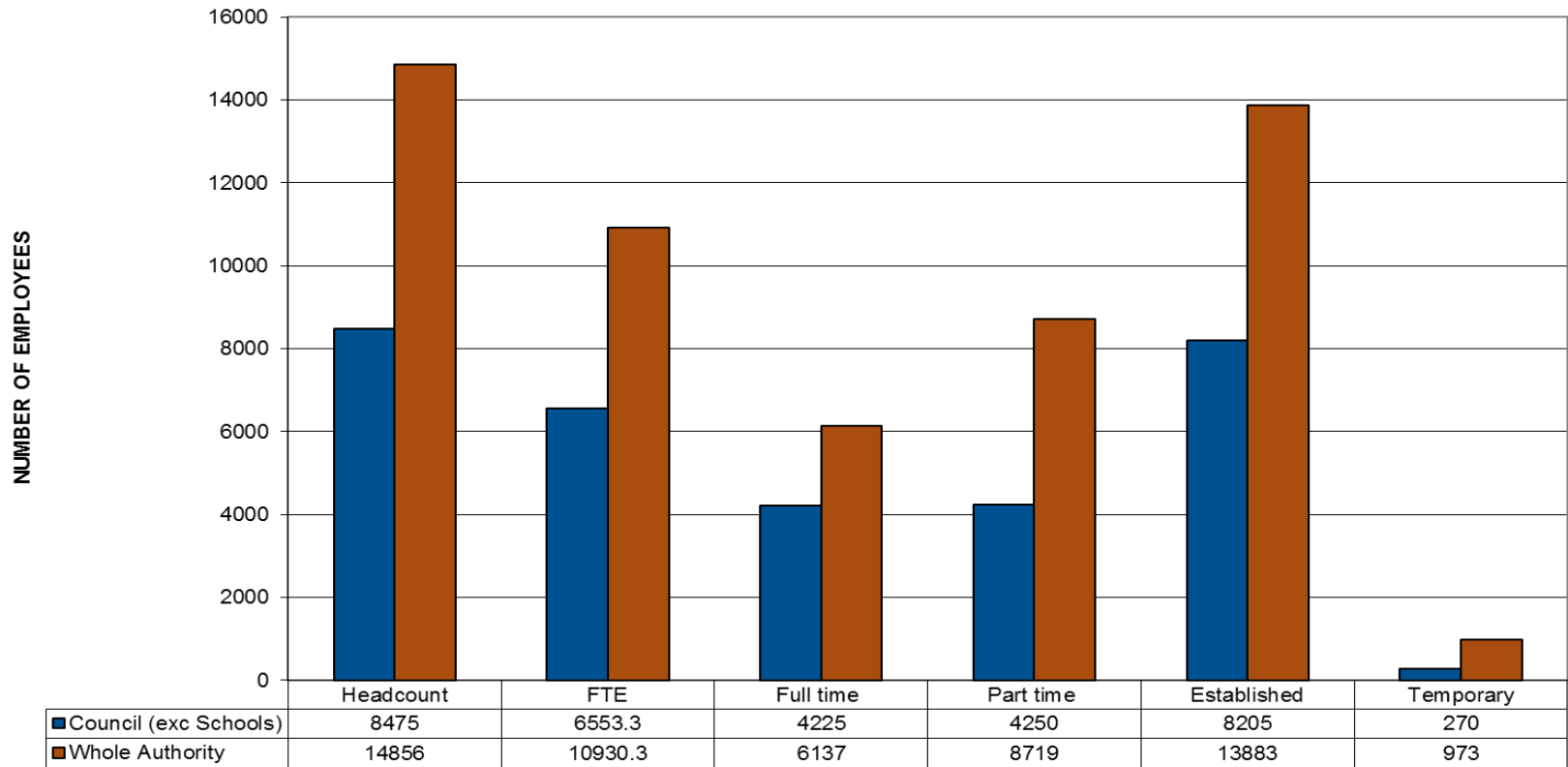
The chart shows the distribution of staff throughout the organisation (but excluding school based staff) as a headcount and full time equivalent (FTE) figure. Those Departments with the largest difference between headcount and FTE figures are those with a large number of part time staff. The overall total headcount is 8475 and the FTE is 6553

■ Headcount ■ FTE



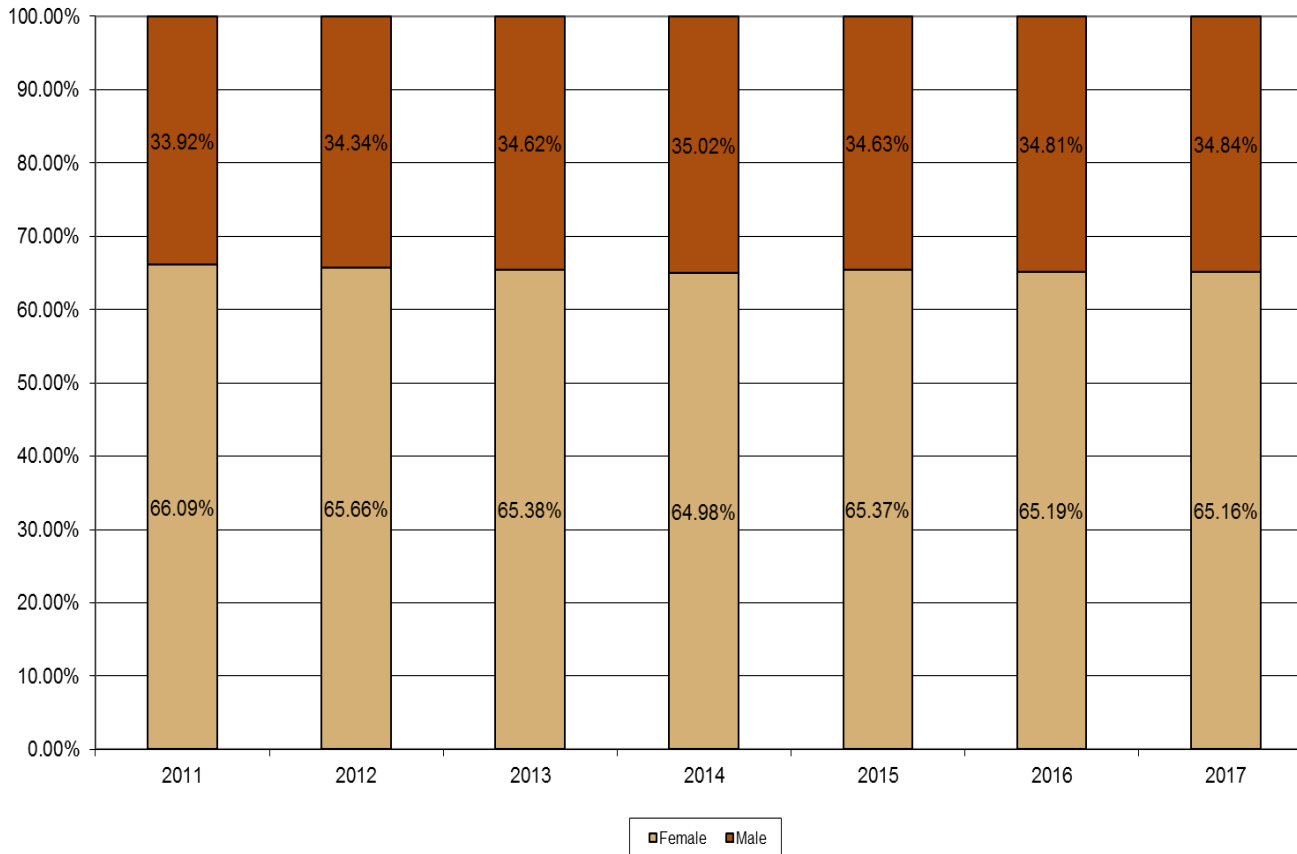
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WORKFORCE PROFILE – WORKING PATTERNS AND EMPLOYMENT STATUS - 30 June 2017



WORKFORCE PROFILE

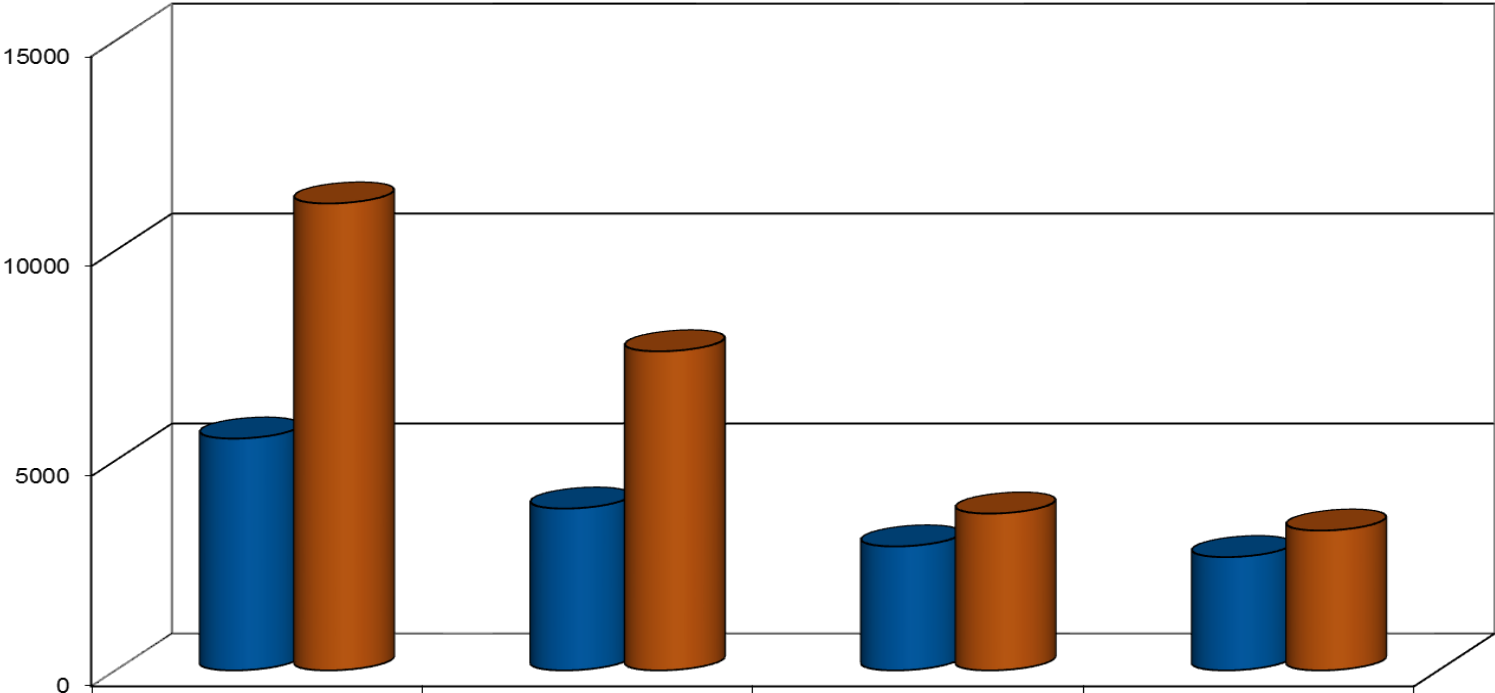
GENDER (excluding Schools – 30 June 2017)



The reduction in the workforce has produced no significant changes to the gender breakdown of the workforce since last year. 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 on-going workforce reductions have not had a disproportionate affect on either gender. 46% of the top 5% of earners are now female, a slight increase on last year.



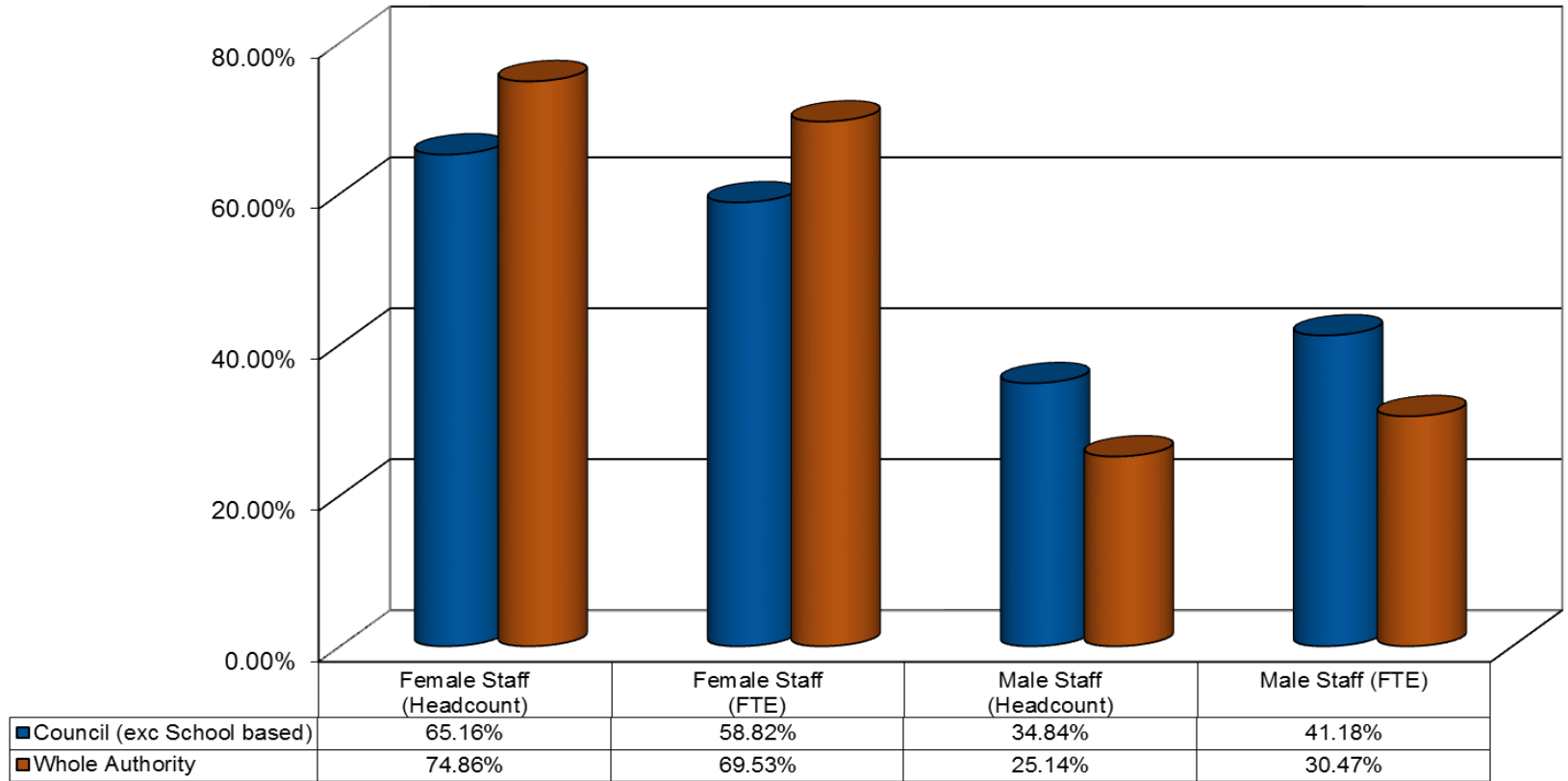
WORKFORCE PROFILE – GENDER – HEADCOUNT & FULLTIME EQUIVALENT (FTE) - 30 June 2017



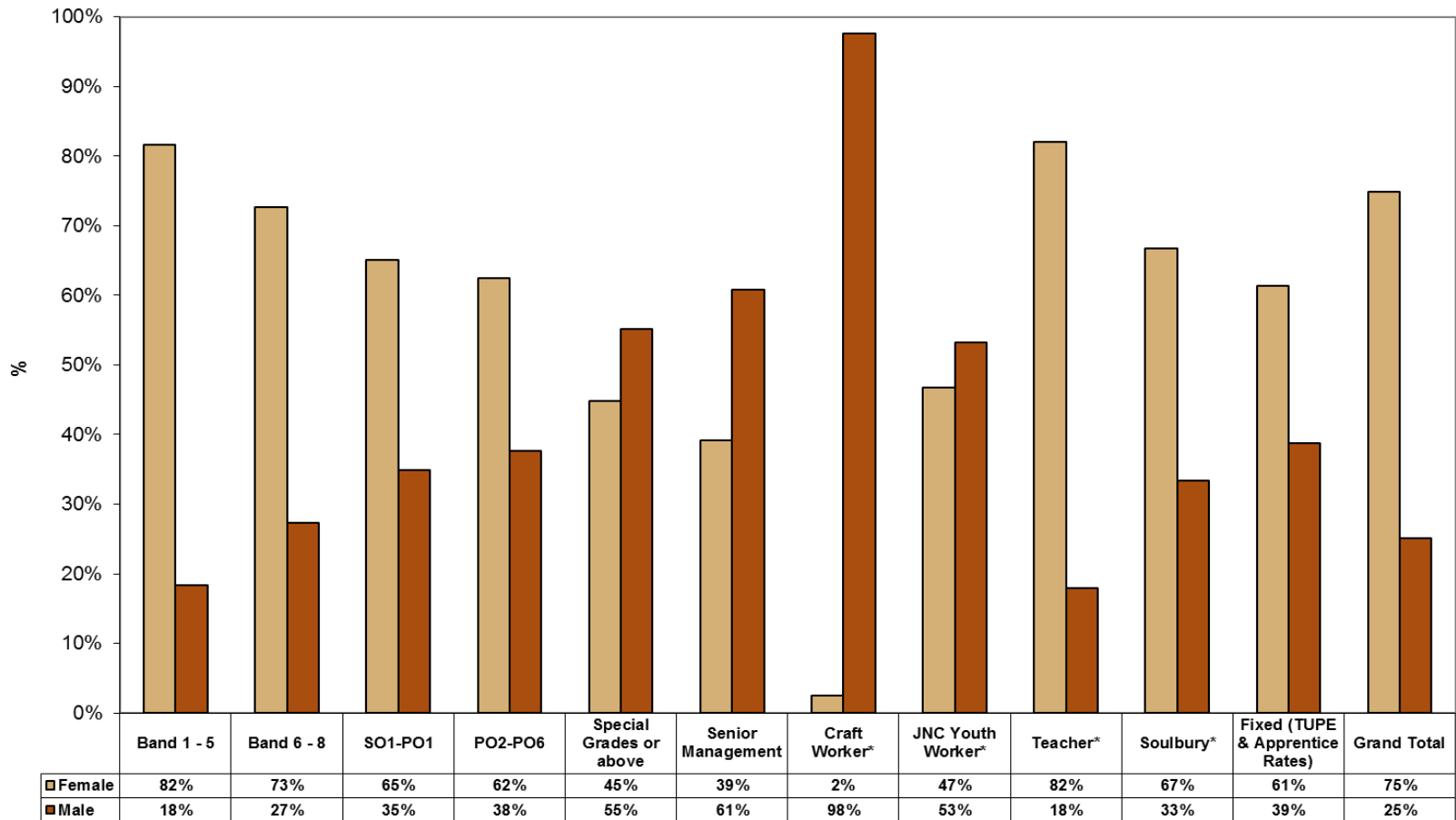
	Female Staff (Headcount)	Female Staff (FTE)	Male Staff (Headcount)	Male Staff (FTE)
■ Council (exc School based)	5522	3854	2953	2699
■ Whole Authority	11121	7600	3735	3331



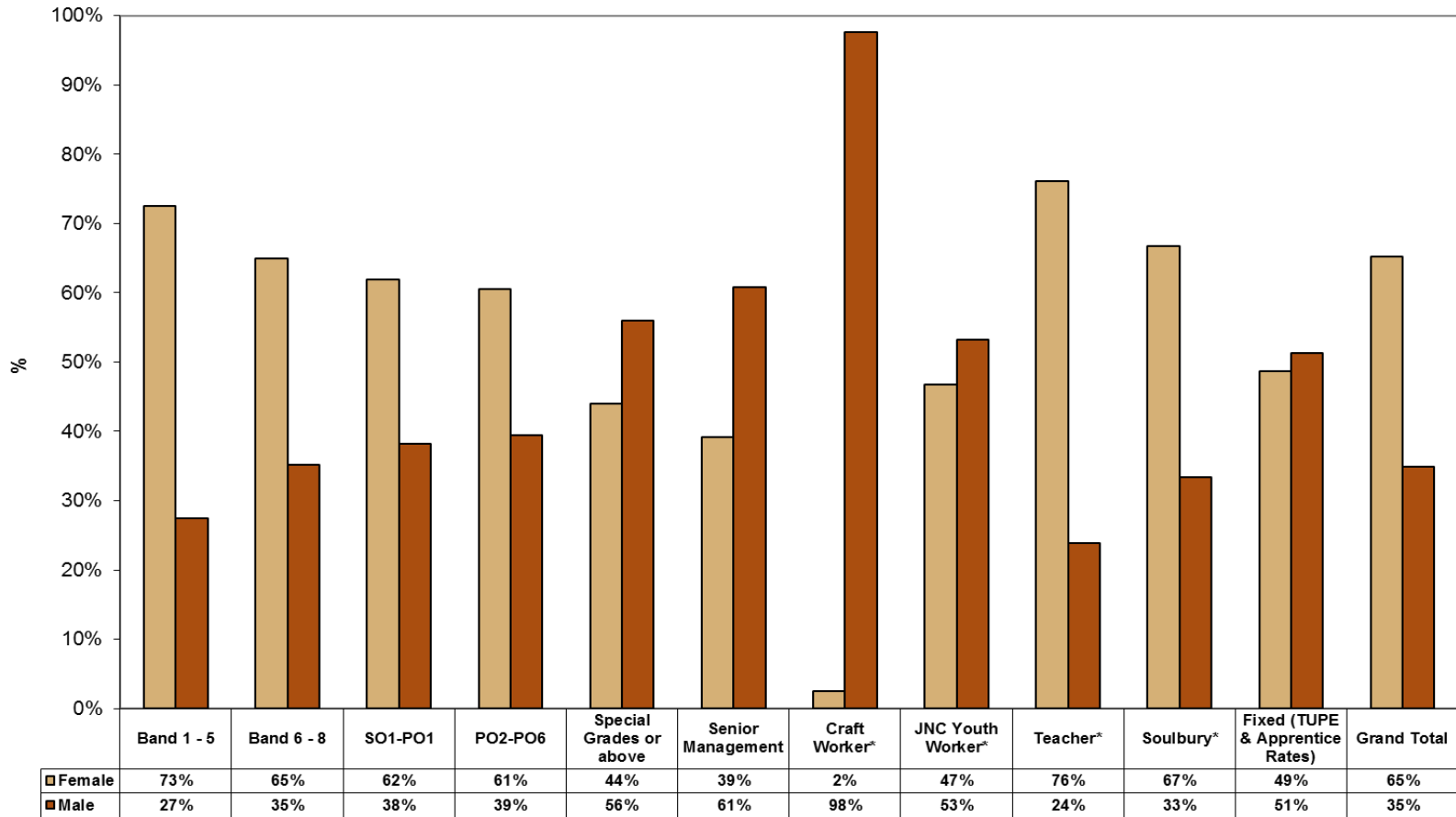
WORKFORCE PROFILE – GENDER – AS A PERCENTAGE OF HEADCOUNT & FULLTIME EQUIVALENT (FTE) - 30 June 2017



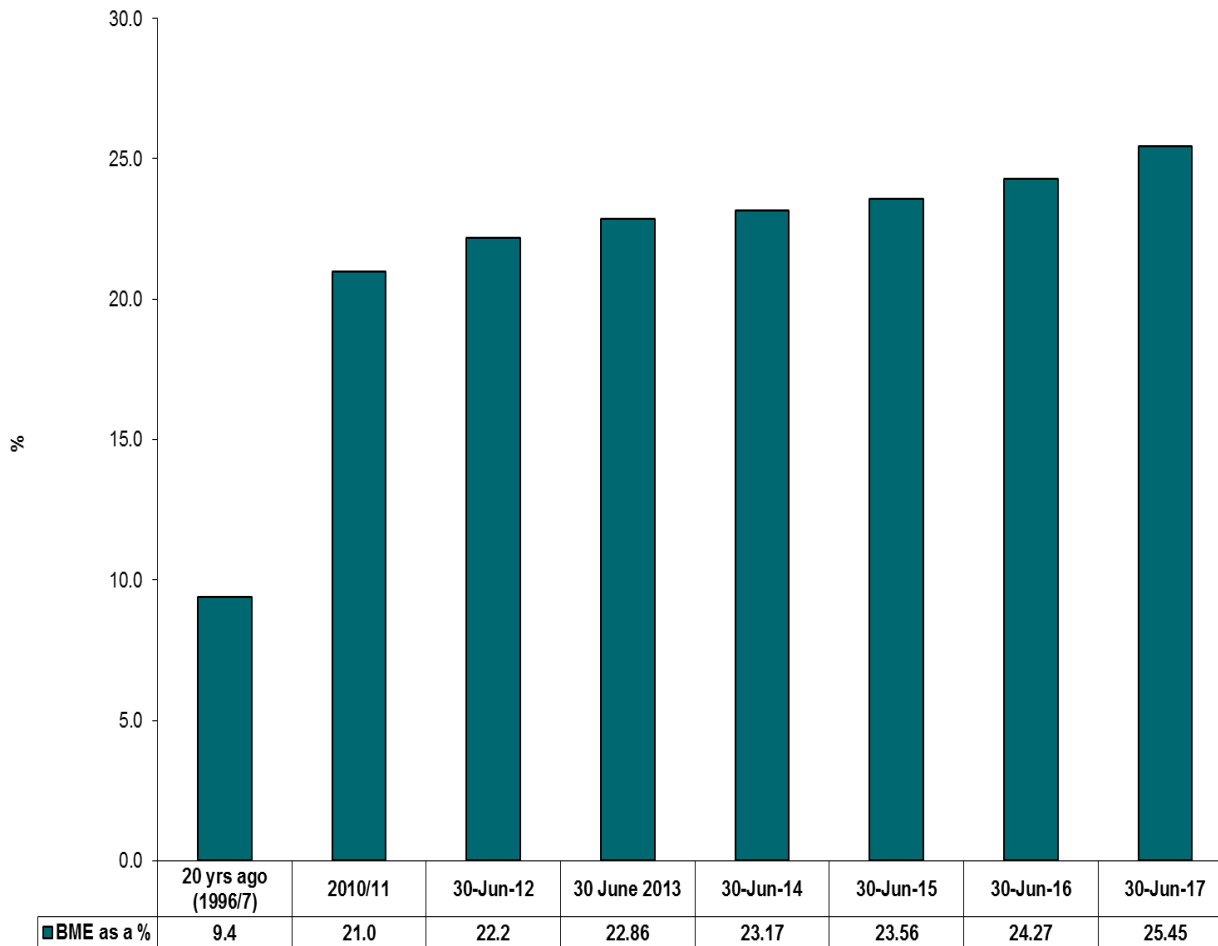
WORKFORCE PROFILE – GENDER BY GRADES OR CATEGORY* (INCLUDING SCHOOLS) – 30 June 2017



WORKFORCE PROFILE – GENDER BY GRADES OR CATEGORY* (EXCLUDING SCHOOLS) – 30 June 2017



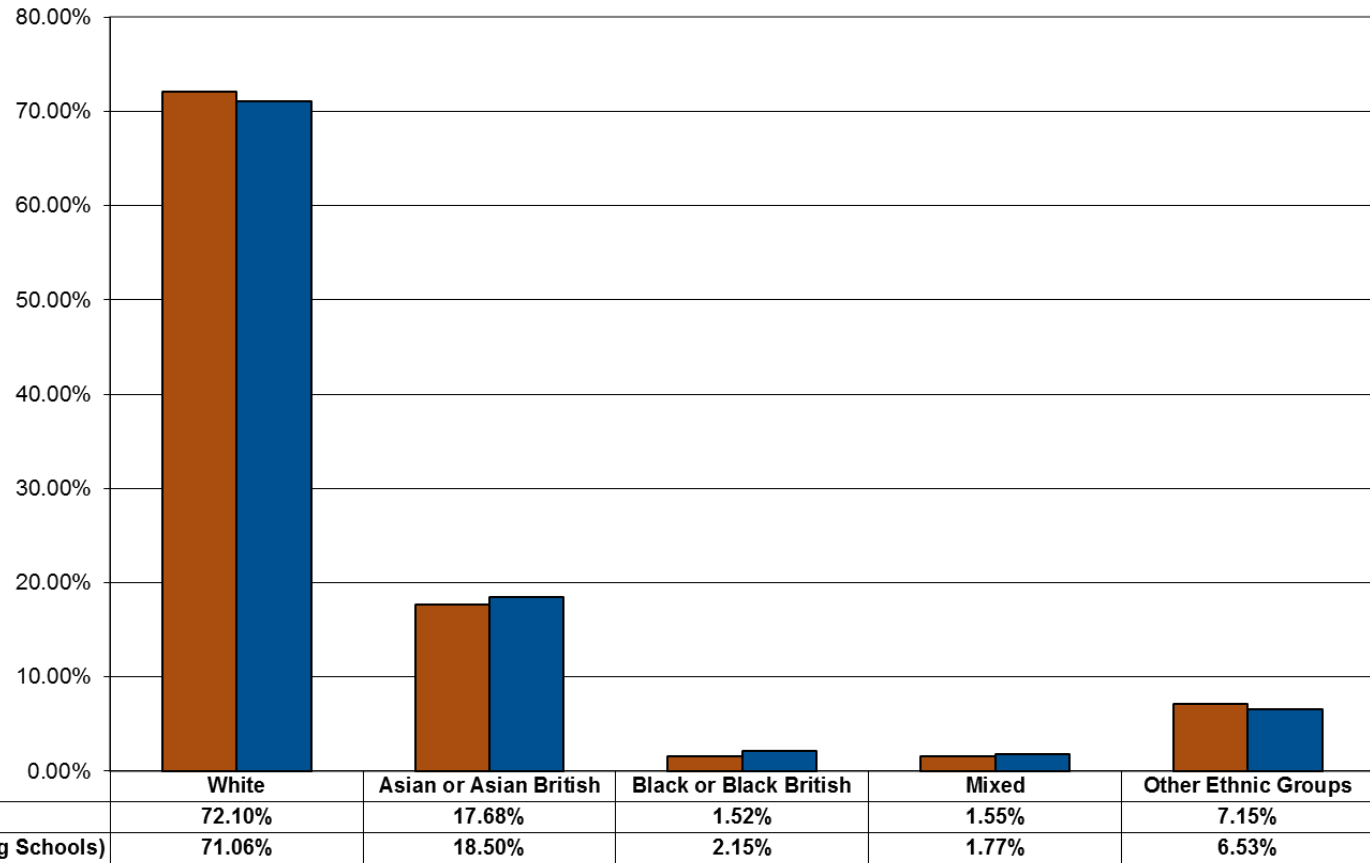
WORKFORCE PROFILE – ETHNICITY - 30 June 2017



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 and is slowly increasing. 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 – 30 June 2017



WORKFORCE PROFILE – GRADES OR CATEGORY* BY ETHNICITY (including Schools) - 30 June 2017

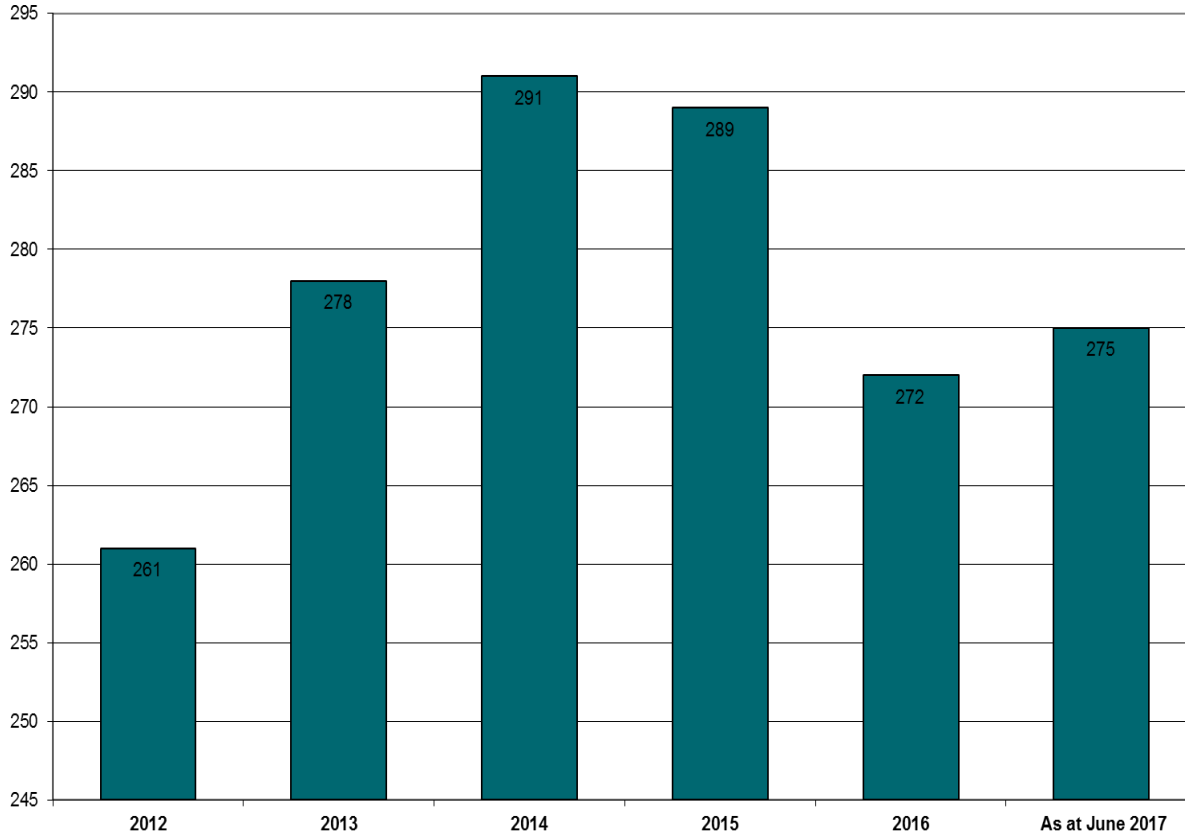
Ethnic Category	White	Asian or Asian British	Black or Black British	Mixed	Other Ethnic Groups	Authority Total
Band 1 - 5	68%	23%	1%	1%	7%	43.8%
Band 6 - 8	73%	16%	2%	2%	7%	22.9%
SO1 - PO1	72%	15%	3%	2%	9%	8.4%
PO2 - PO6**	75%	15%	3%	2%	5%	8.2%
Special Grades or other above PO6	80%	10%	2%	2%	6%	1.1%
Senior Management	83%	4%	0%	0%	13%	0.2%
Craft Worker*	86%	2%	1%	2%	9%	1.1%
JNC Youth Worker*	43%	31%	7%	2%	17%	0.7%
Teacher*	84%	7%	1%	1%	7%	12.4%
Soulbury*	67%	12%	0%	2%	20%	0.3%
Fixed (TUPE & Apprentice Rates)	57%	34%	1%	2%	6%	0.8%
Grand Total	72.1%	17.7%	1.5%	1.5%	7.1%	100%

****includes staff on PO6**



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WORKFORCE PROFILE – AGE EMPLOYMENT OF YOUNGER PEOPLE – 30 June 2017

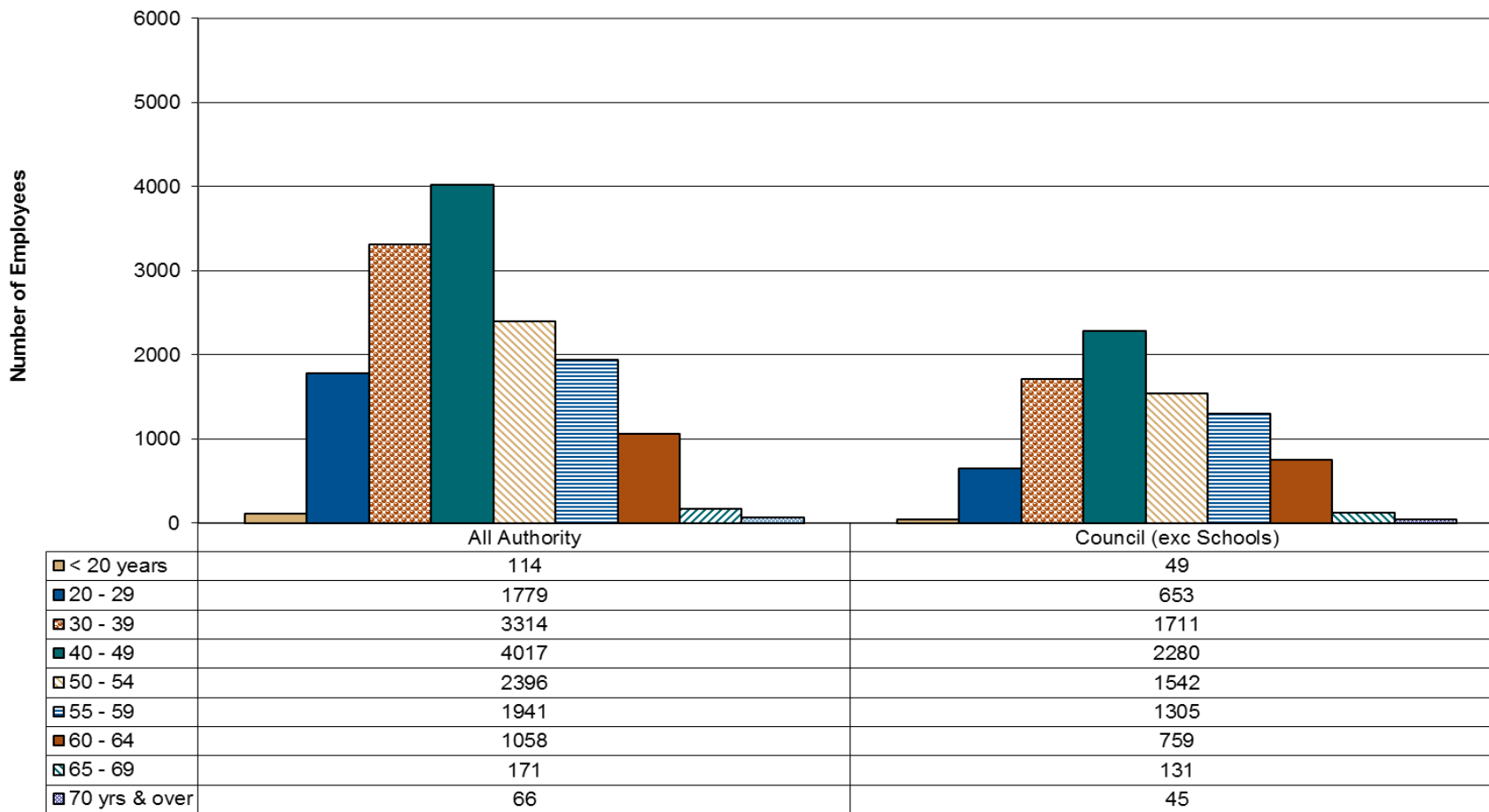


The number of staff under 25 years of age reduced significantly as a consequence of reduced recruitment overall and the original under 25's growing older. The Council introduced an Apprenticeship & Traineeship Scheme in order to help address this decline and numbers started to increase, it is anticipated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



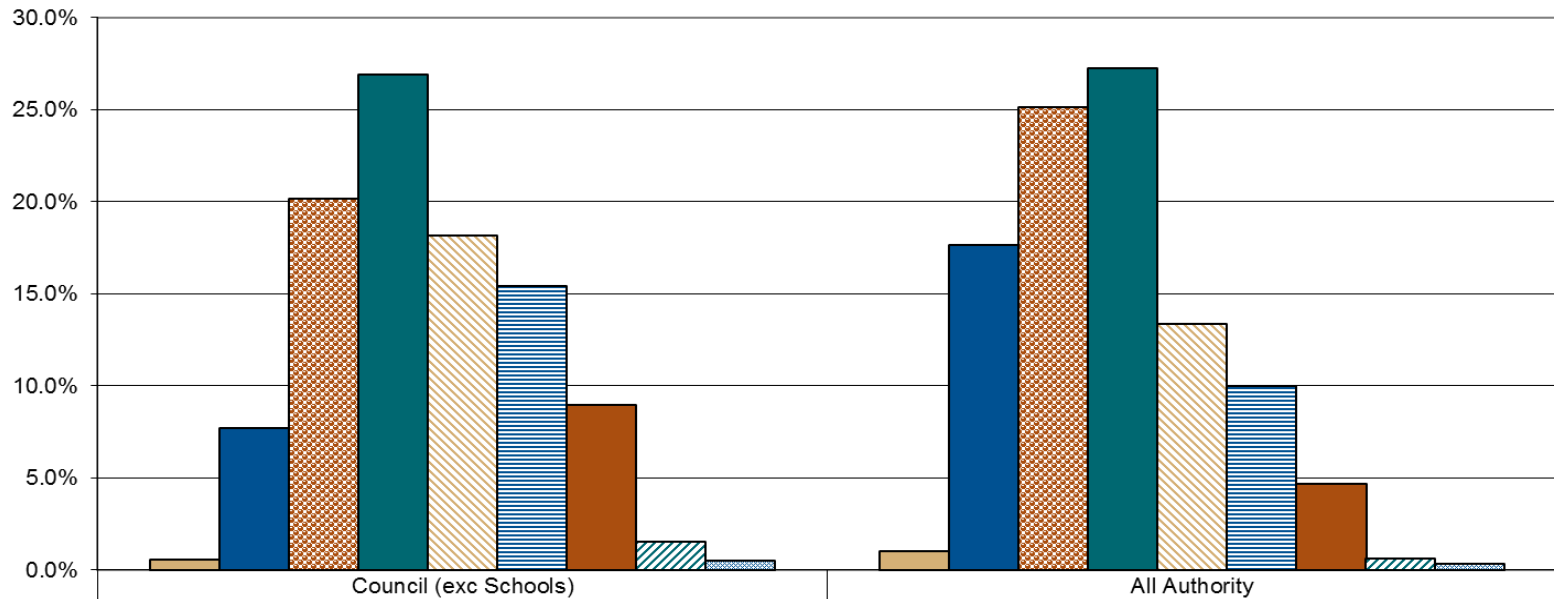
WORKFORCE PROFILE

AGE (HEADCOUNT) - 30 June 2017



WORKFORCE PROFILE

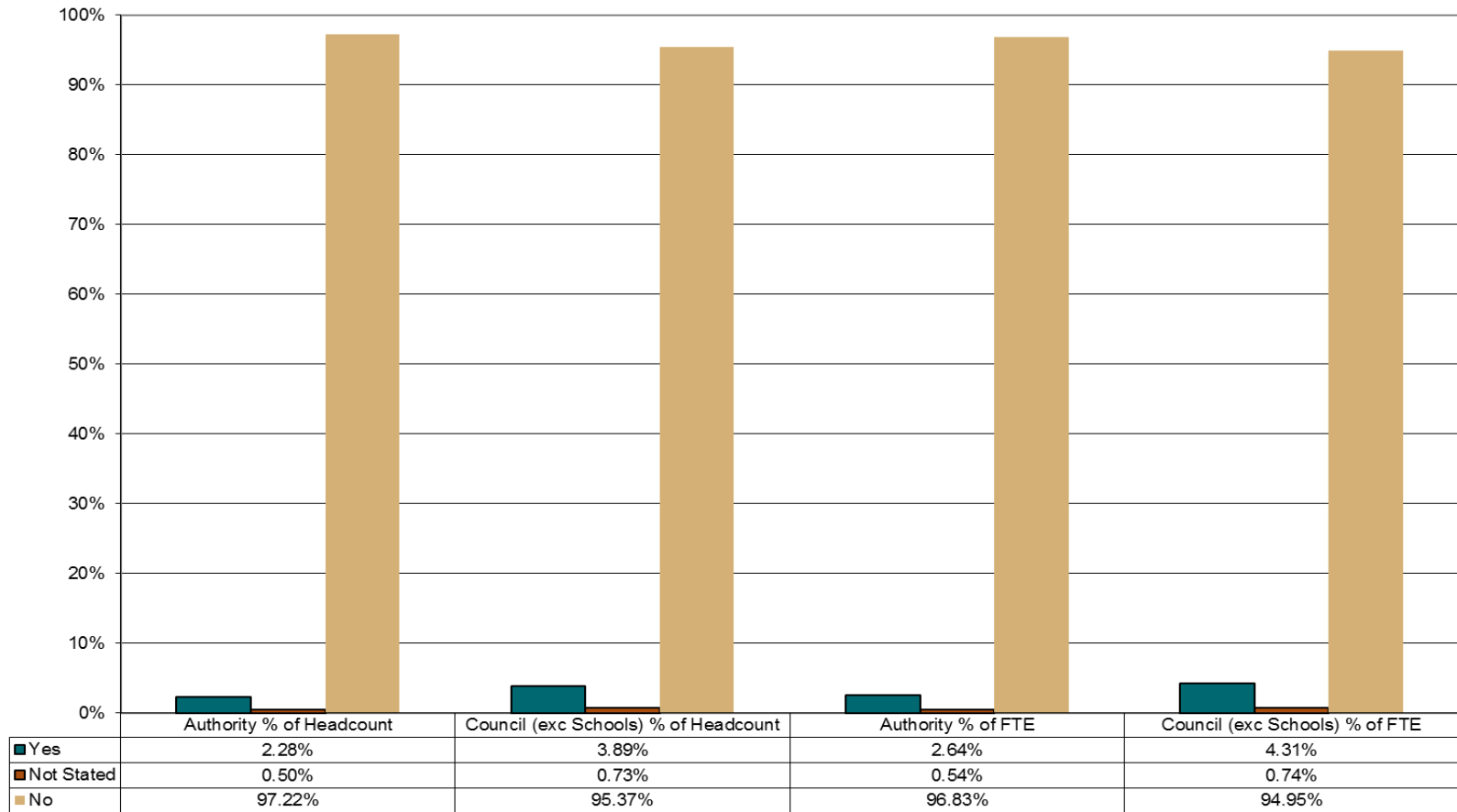
AGE (% of HEADCOUNT) - 30 June 2017



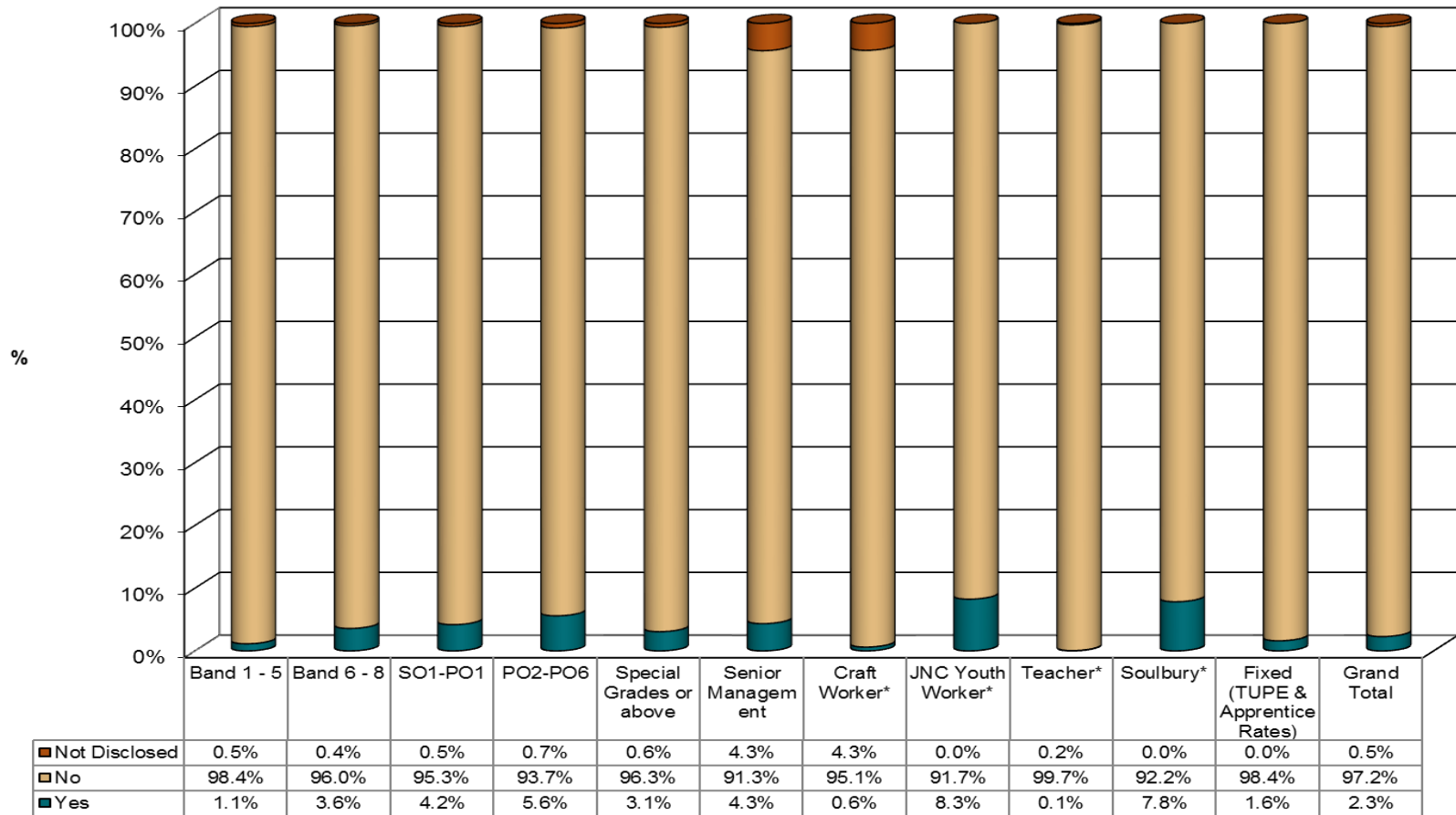
	Council (exc Schools)	All Authority
■ < 20 Yrs	0.6%	1.0%
■ 20-29 Yrs	7.7%	17.6%
■ 30-39 Yrs	20.2%	25.1%
■ 40-49 Yrs	26.9%	27.2%
■ 50 -54 Yrs	18.2%	13.4%
■ 55 -59 Yrs	15.4%	10.0%
■ 60-64 Yrs	9.0%	4.7%
■ 65-69 Yrs	1.5%	0.6%
■ 70 Yrs & over	0.5%	0.3%



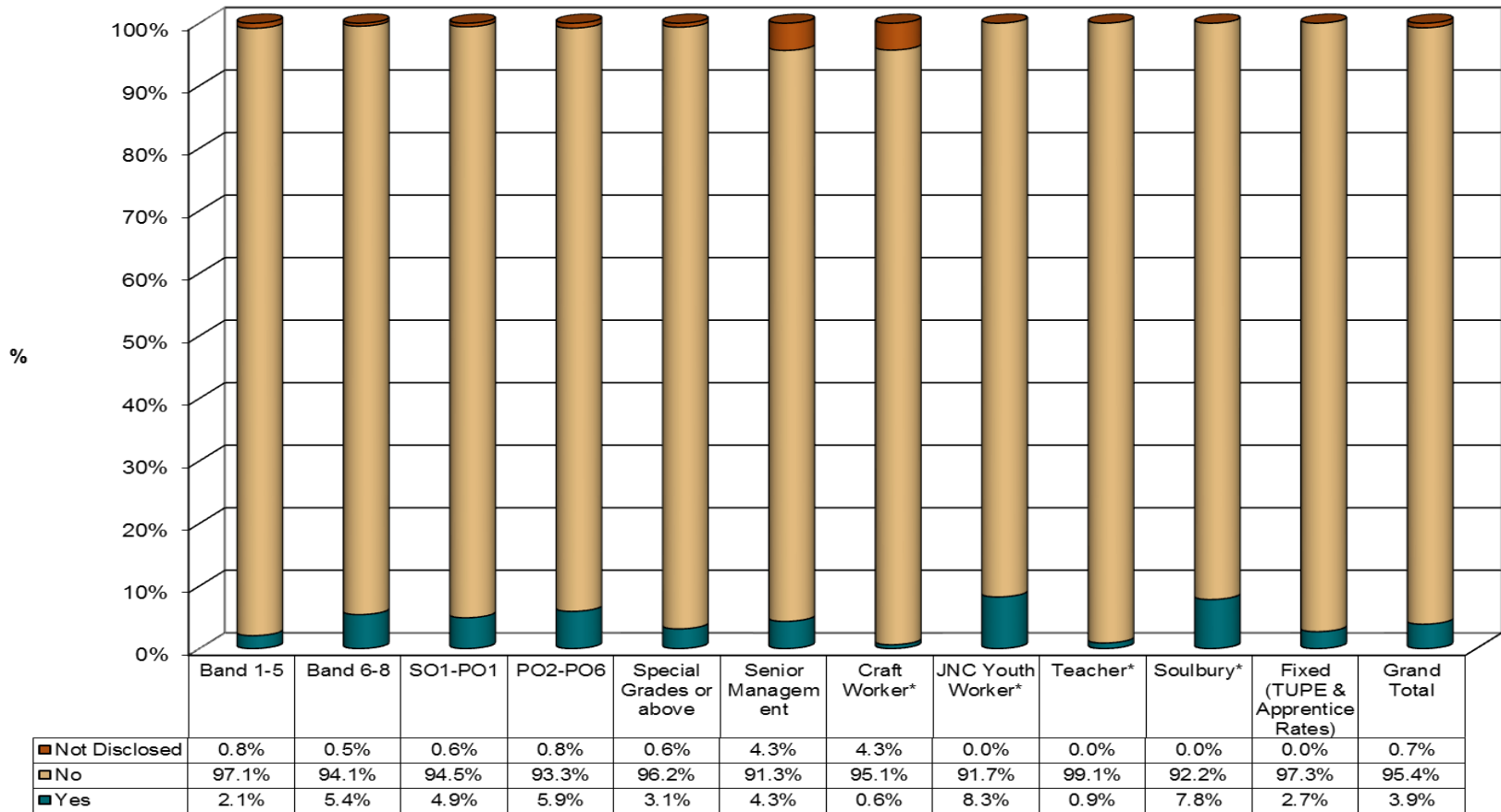
WORKFORCE PROFILE – DISABILITY - 30 June 2017



WORKFORCE PROFILE – GRADES OR CATEGORY* BY DISABILITY (INCLUDING SCHOOLS) - 30 June 2017



WORKFORCE PROFILE – GRADES OR CATEGORY* BY DISABILITY (EXCLUDING SCHOOLS) - 30 June 2017



WORKFORCE PROFILE – PERFORMANCE DATA

	Top 5% Female @ 30 June 2016)	Top 5% Female @ 30 June 2017)	Top 5% BME @ 30 June 2016	Top 5% BME @ 30 June 2017	% Disabled Employees @ June 2016	% Disabled Employees @ June 2017	% BME Employees @ June 2016	% BME Employees @ June 2017
Council (excluding School based)	44.92	45.90	14.45	16.67	4.01	3.91	24.27	25.45
Authority	N/A	N/A	N/A	N/A	2.17	2.33	23.57	23.31

LABOUR TURNOVER 2016/17

Council (excluding School based) – 11.98%

Authority – 16.91%



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DISCIPLINARY CASES (EXCLUDING SCHOOLS) – 2016 (with comparison to 1 Jan 2015 – 31 Dec 2015)

Ethnic Category	2015	2016
White	53	54
Asian or Asian British	9	10
Black or Black British	5	3
Mixed	2	2
Any Other Ethnic Group	2	2
Not Stated	1	0
Grand Total	72	71

Age Banding	2015	2016
under 20	1	1
20 - 29	8	9
30 – 39	12	14
40 – 49	20	21
50 – 59	22	19
60 - 69	9	7
Grand Total	72	71

Disability	2015	2016
Yes	6	2
No	66	69
Grand Total	72	71

Gender Key	2015	2016
Female	23	29
Male	49	42
Grand Total	72	71



GRIEVANCES/COMPLAINTS (EXCLUDING SCHOOLS) – 2016 (with comparison to 1 Jan 2015–31 Dec 2015)

Ethnic Category	2015	2016
White	19	15
Asian or Asian British	1	2
Black or Black British	1	3
Any Other Ethnic Group	1	2
Mixed	1	0
Not Stated	2	2
Grand Total	25	24

Disability	2015	2016
Yes	3	1
No	22	23
Grand Total	25	24

Age Category	2015	2016
20 - 29	1	0
30 - 39	3	6
40 - 49	6	7
50 - 59	12	4
60 - 64	3	7
65 & over	0	0
Grand Total	25	24

Gender Key	2015	2016
Female	12	12
Male	13	12
Grand Total	25	24



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 on-going 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.

