

WORKFORCE PROFILE INFORMATION 30 JUNE 2021

Human Resources
First Floor, Britannia House
Hall Ings
BRADFORD, BD1 1HX



Department of Corporate Resources



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) of employees under the Equalities Act 2010. Promoting Equality is one of the Council's core principles and is central to all we do.

Information has been collected for a number of years on Race, Disability, Gender and Age. From 2013 we have also collected information on Sexual Orientation and Religion & Belief and currently 25.45% of Council employees have provided data on Religion & Belief and 23.46% have provided data on Sexual Orientation. There was a significant increase in these percentages last year following an active campaign to gather this data, however these percentages have reduced slightly this year.

To comply with our legislative obligations information relating to the Council's Gender Pay Gap has also now been compiled and published on the Council's website and can be found here: [Gender Pay Gap](#). An additional slide showing an overview of this information has also been included in this presentation.

BACKGROUND AND CONTEXT (Continued)

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

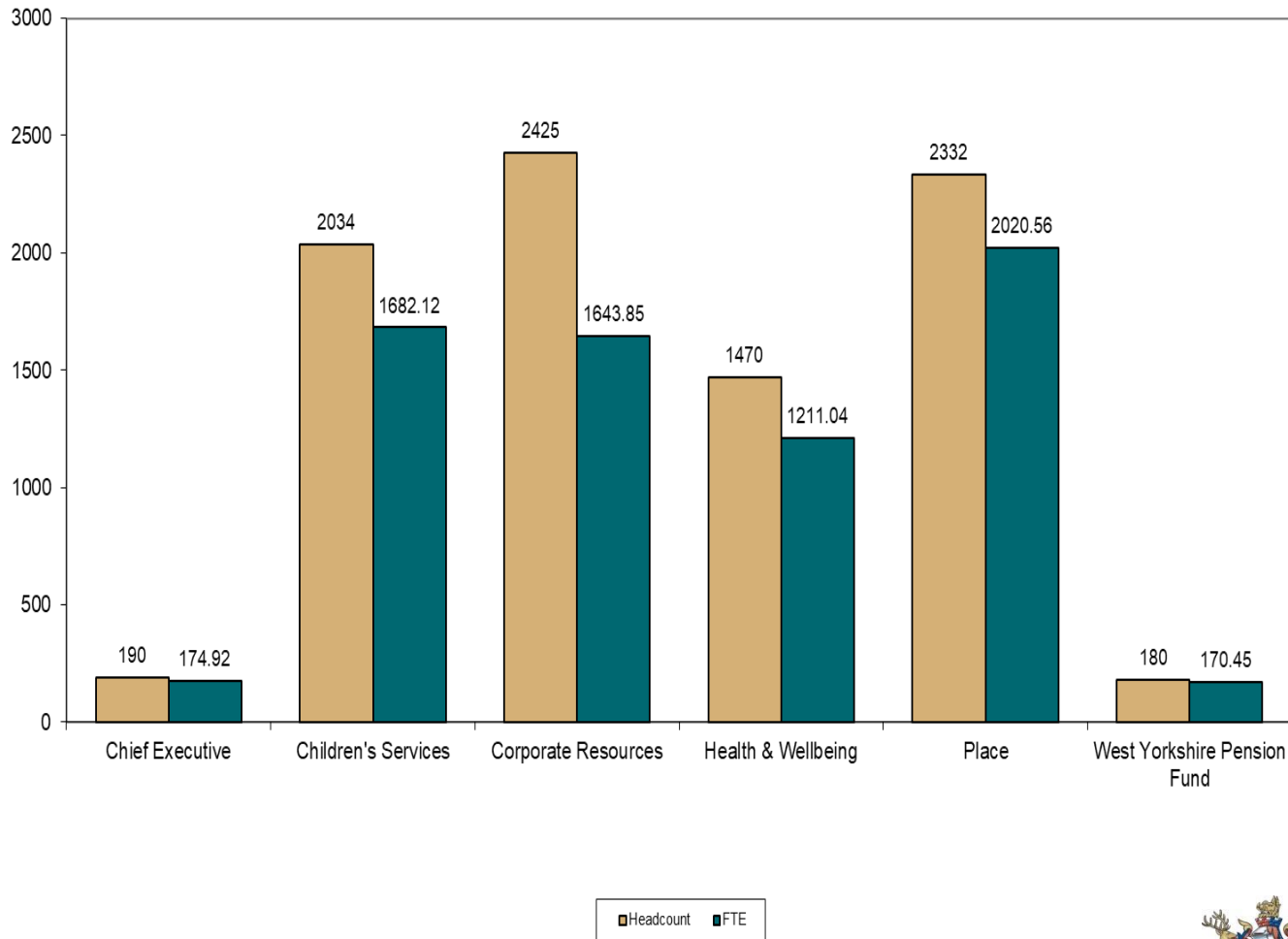
The Council is aware of its ongoing duty to collect information on employees and service users with protected characteristics.

For the last 2 years (2020 and 2021) the Council has committed to paying the voluntary Living Wage Foundation 'real' living wage which resulted in a pay increase for over 1,400 of the Council's lowest paid staff

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

For information on the Bradford District please go to the Northern Data Hub, by clicking on the following link: [Data Hub](#)

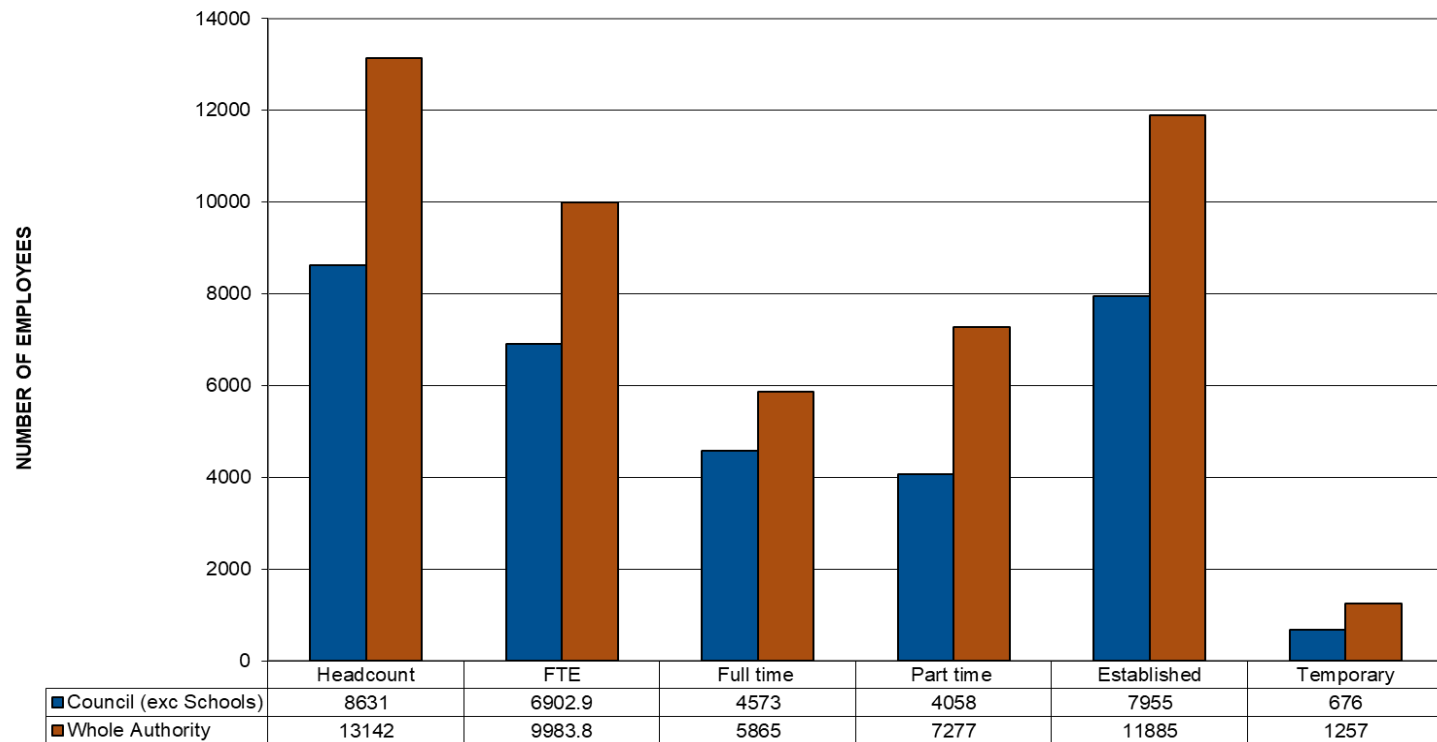
WORKFORCE PROFILE – HEADCOUNT AND FULL TIME EQUIVALENT (FTE) - 30 June 2021



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 8631 and the FTE is 6903

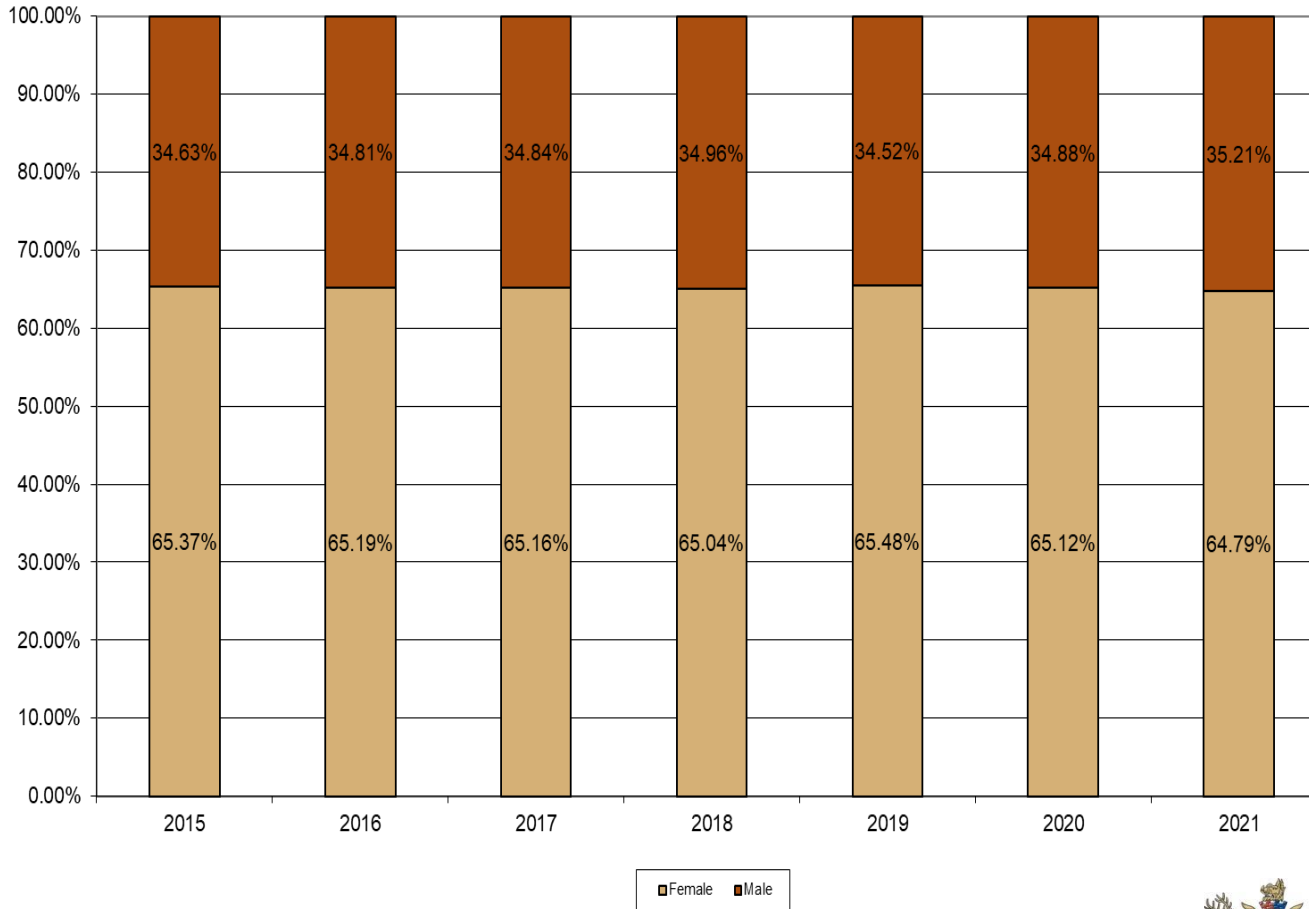


WORKFORCE PROFILE – WORKING PATTERNS AND EMPLOYMENT STATUS - 30 June 2021



WORKFORCE PROFILE

GENDER (excluding Schools) – 30 June 2021

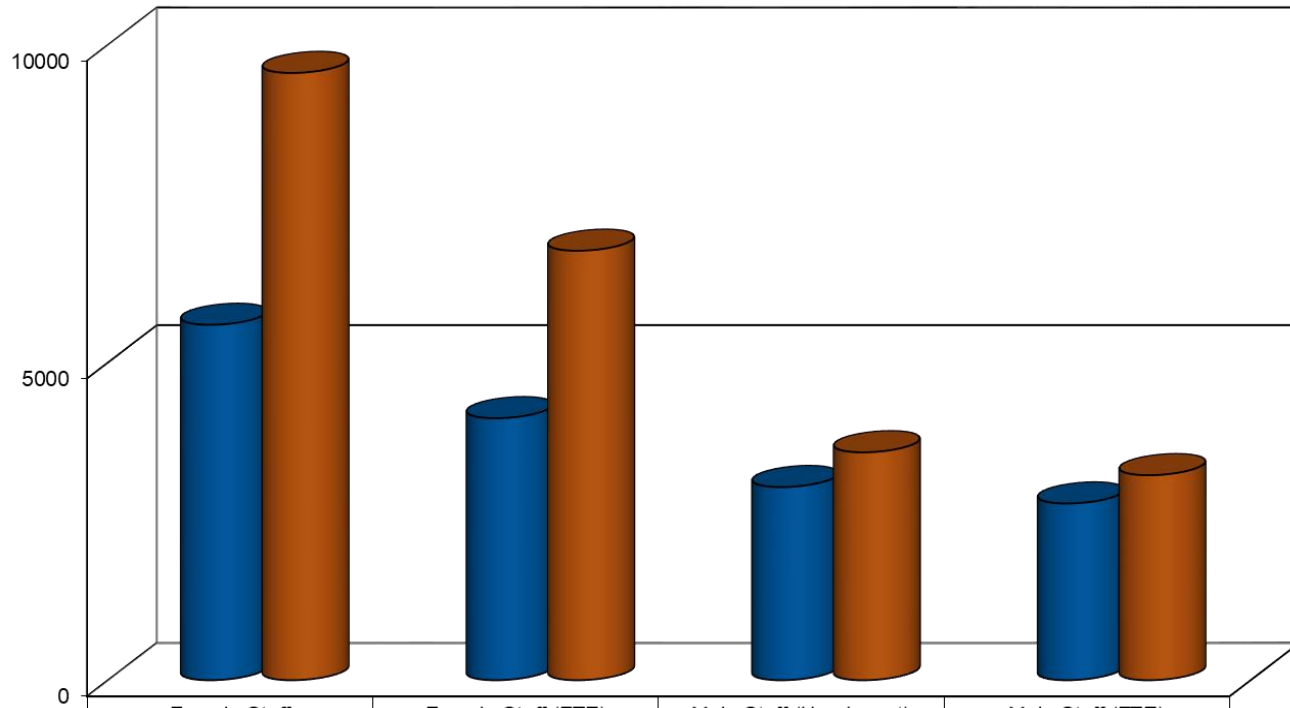


The profile shows that women make up a large part of the workforce – approximately 64.79% to 35.21% (female to male) and this has remained fairly stable over the last 7 years. Previous workforce reductions did not have any significant impact on the gender split.

48.24% of the top 5% of earners are now female, an increase on last years figure of 48%.



WORKFORCE PROFILE – GENDER – HEADCOUNT & FULLTIME EQUIVALENT (FTE) - 30 June 2021

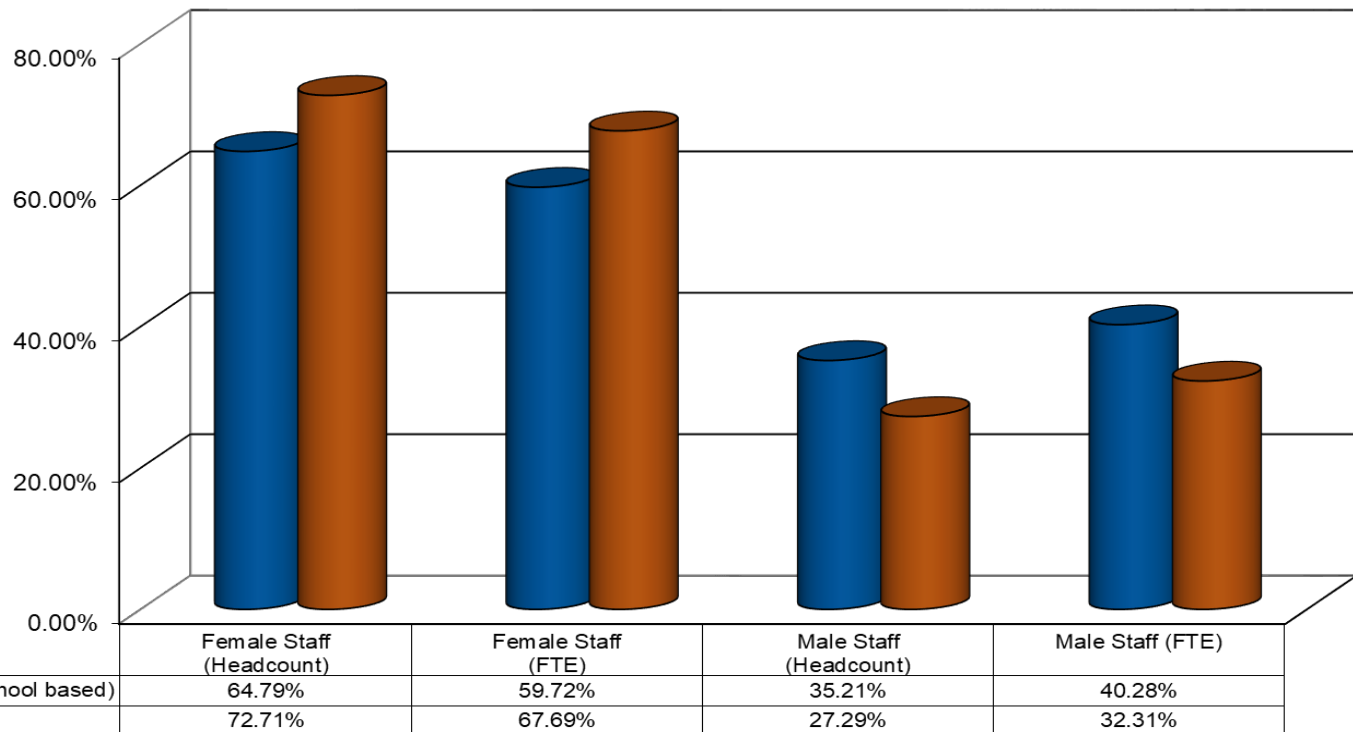


■ Council (exc School based)
■ Whole Authority

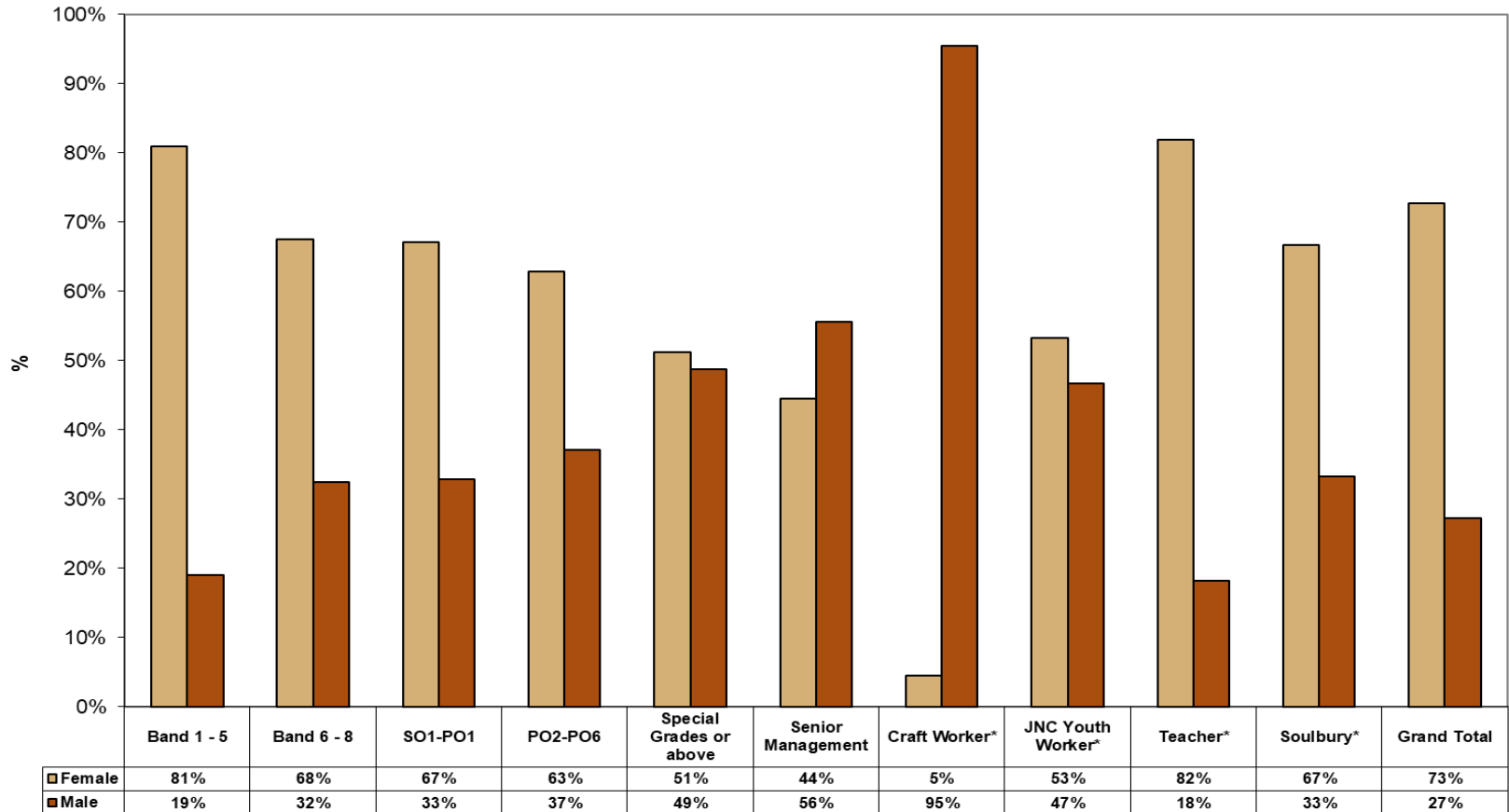
	Female Staff (Headcount)	Female Staff (FTE)	Male Staff (Headcount)	Male Staff (FTE)
■ Council (exc School based)	5592	4122	3039	2781
■ Whole Authority	9556	6758	3586	3226



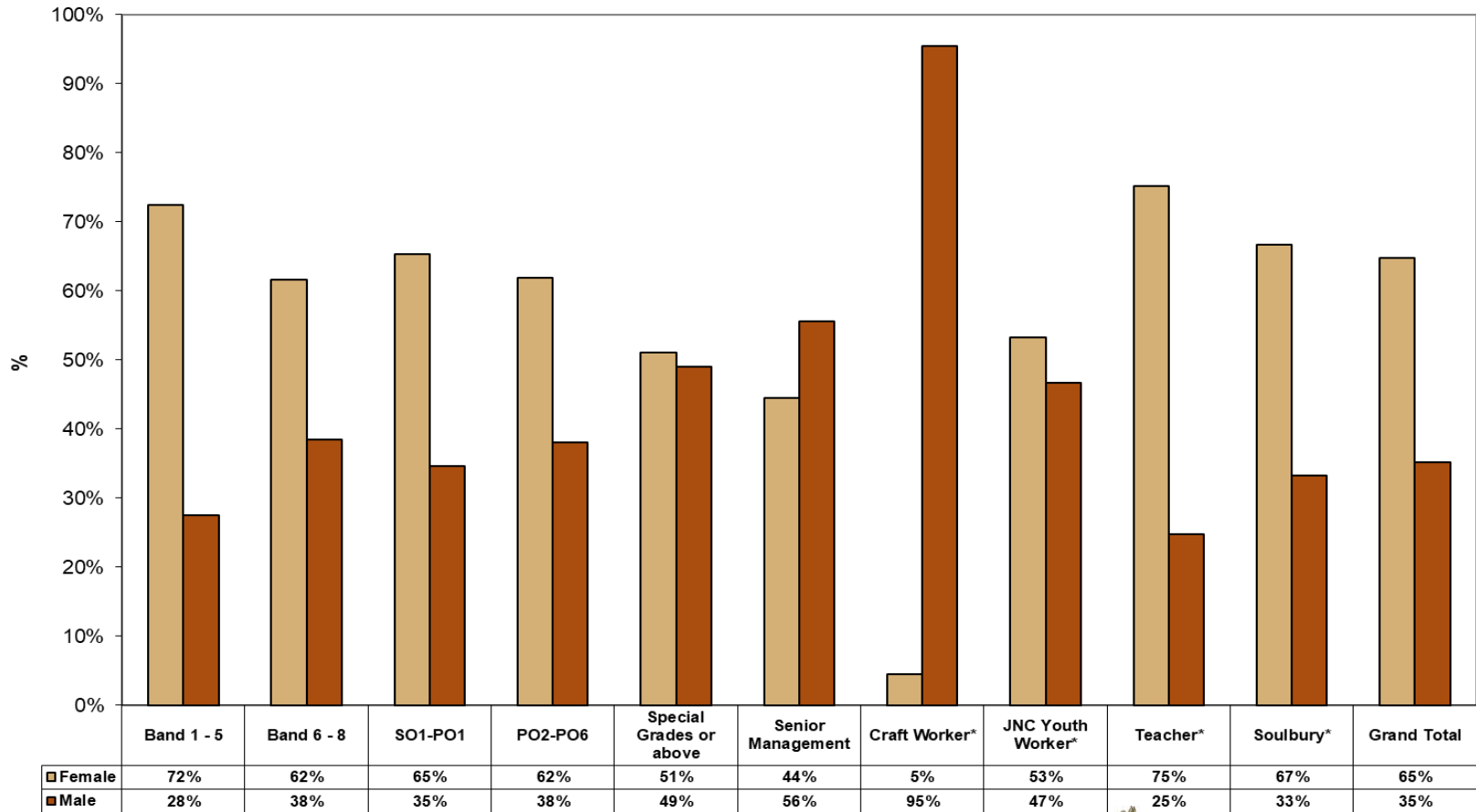
WORKFORCE PROFILE – GENDER – AS A PERCENTAGE OF HEADCOUNT & FULLTIME EQUIVALENT (FTE) - 30 June 2021



WORKFORCE PROFILE – GENDER BY GRADES OR CATEGORY* (INCLUDING SCHOOLS) – 30 June 2021



WORKFORCE PROFILE – GENDER BY GRADES OR CATEGORY* (EXCLUDING SCHOOLS) – 30 June 2021



Bradford Council Gender Pay Gap - 2020

The gender pay gap is a measure of the difference between the average hourly earnings of men and women.

Mean pay is calculated by adding all average hourly pay values together, then dividing by the number of values

Median pay is the "middle" value or "mid point" value in the list of average hourly pay values

Men are paid a mean average of
£14.26 per hour

Mean Pay
Gap 6.1%
2019 figure 7.3%

UK average 13.1%
(Source: XpertHR – all employers 2018)

Women are paid a mean average of
£13.38 per hour

Men are paid a median average of
£12.34 per hour

Median Pay
Gap 7.1%
2019 Figure 10.7%

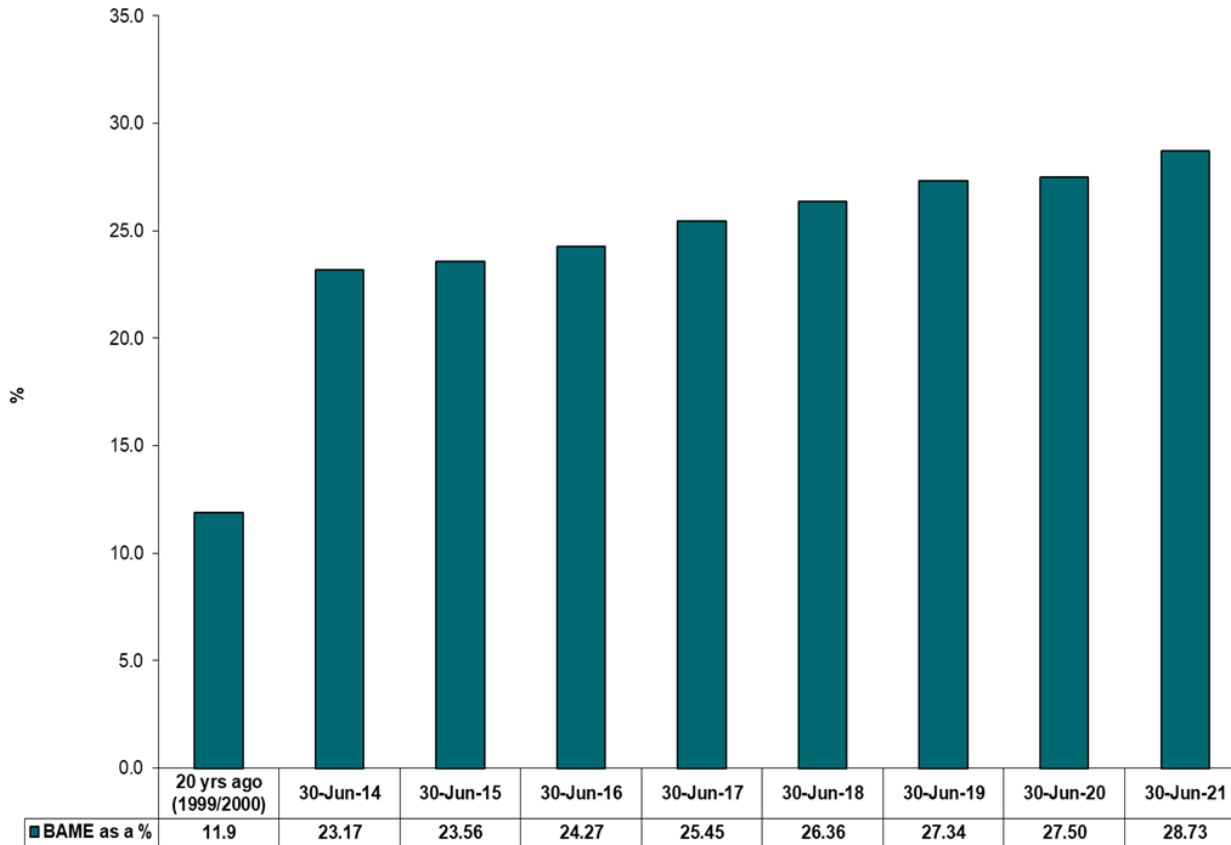
UK average 15.5%
(Source: ONS Annual Survey of Hours & Earnings 2020)

Women are paid a median average
of £11.46 per hour



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WORKFORCE PROFILE – ETHNICITY - 30 June 2021

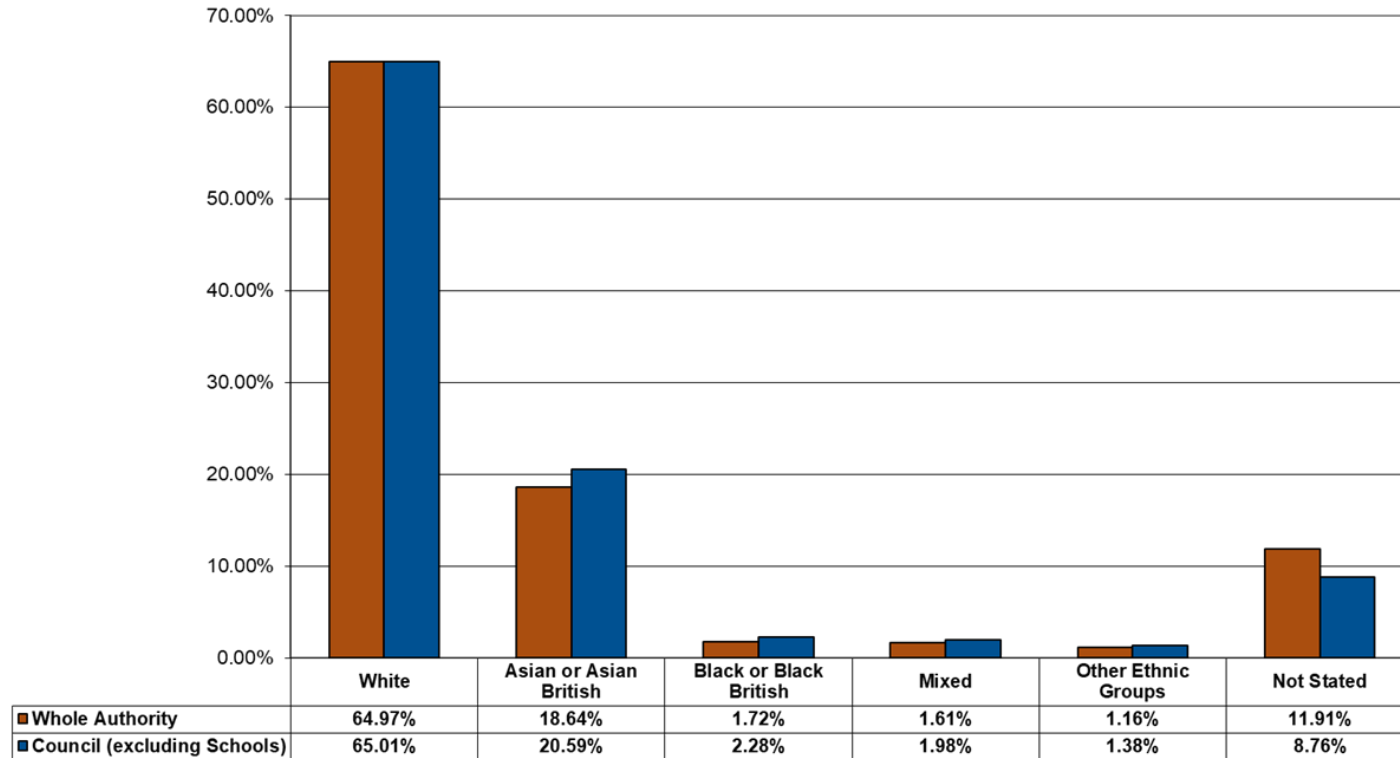


Increases in workforce numbers has seen a change to the ethnic breakdown since last year. The organisation is employing more staff overall and the percentage of BAME staff has increased. The chart shows the percentage of BAME staff in the Council's workforce excluding schools.

N.B. this performance data has been calculated using new 2021 performance indicator definitions of all established and temporary staff (previously only temporary staff with 12 months service onwards were included as per the original performance indicator definitions)



WORKFORCE PROFILE – ETHNICITY – 30 June 2021



WORKFORCE PROFILE – GRADES OR CATEGORY* BY ETHNICITY (including Schools) - 30 June 2021

Ethnic Category	White	Asian or Asian British	Black or Black British	Mixed	Other Ethnic Groups	Not Stated	Authority Total
Band 1 - 5	61%	23%	1%	1%	2%	13%	39.4%
Band 6 - 8	65%	17%	2%	2%	1%	13%	25.4%
SO1 - PO1	68%	18%	3%	2%	1%	7%	10.5%
PO2 - PO6**	69%	19%	3%	3%	0%	6%	10.1%
Special Grades or other above PO6	75%	14%	1%	3%	2%	6%	1.5%
Senior Management	67%	4%	0%	4%	0%	26%	0.2%
Craft Worker*	88%	2%	0%	4%	5%	2%	1.0%
JNC Youth Worker*	39%	32%	7%	3%	1%	17%	1.1%
Teacher*	73%	8%	0%	1%	0%	17%	10.4%
Soulbury*	73%	8%	4%	2%	0%	14%	0.4%
Grand Total	65.0%	18.6%	1.7%	1.6%	1.2%	11.9%	100%

****includes staff on PO6**



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WORKFORCE PROFILE – GRADES OR CATEGORY* BY ETHNICITY (Excluding Schools) - 30 June 2021

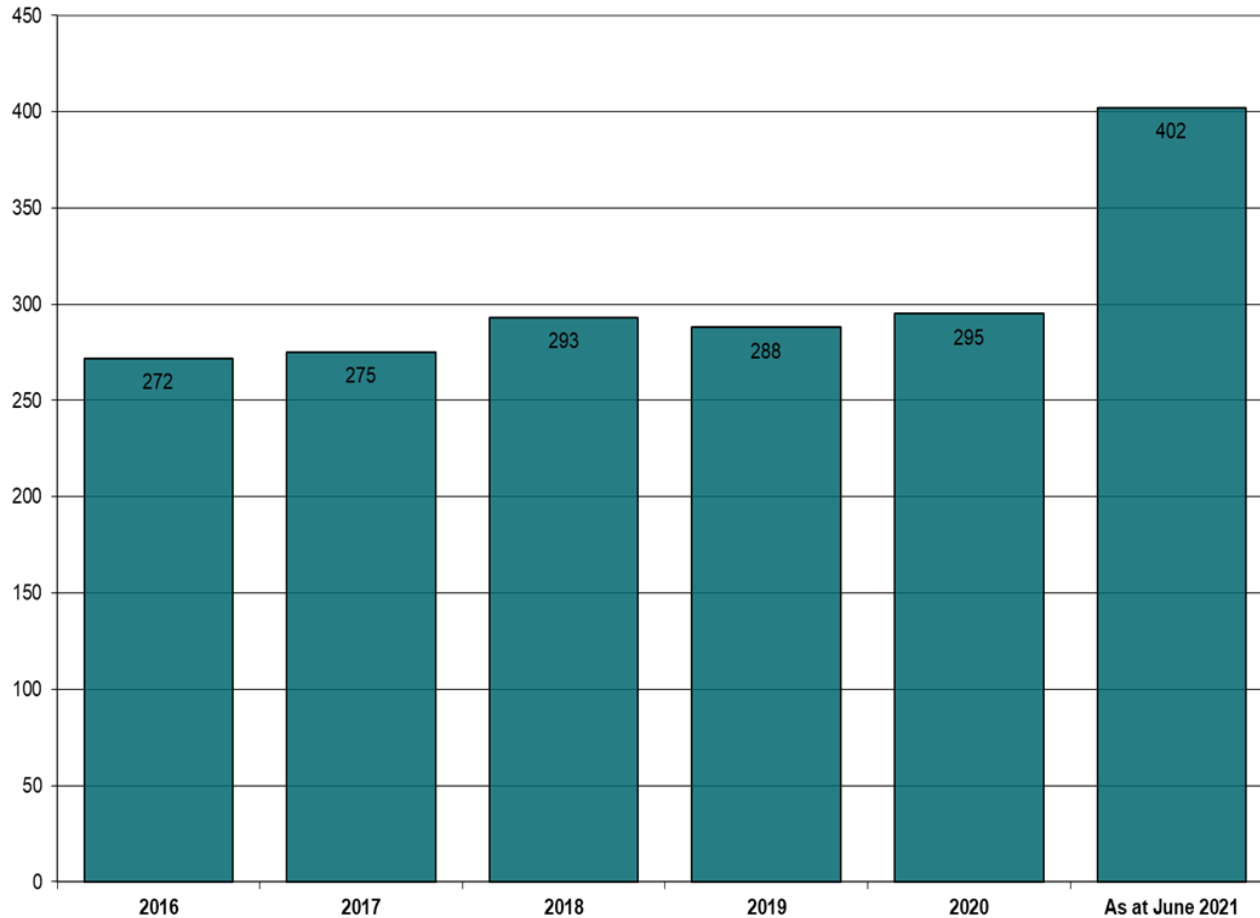
Ethnic Category	White	Asian or Asian British	Black or Black British	Mixed	Other Ethnic Groups	Not Stated	Council Total
Band 1 - 5	63%	25%	1%	1%	2%	7%	34.1%
Band 6 - 8	63%	18%	2%	2%	2%	13%	28.8%
SO1 - PO1	67%	20%	3%	3%	1%	6%	14.3%
PO2 - PO6**	69%	20%	3%	3%	0%	6%	14.7%
Special Grades or other above PO6	75%	14%	1%	3%	1%	6%	2.2%
Senior Management	67%	4%	0%	4%	0%	26%	0.3%
Craft Worker*	88%	2%	0%	4%	5%	2%	1.5%
JNC Youth Worker*	39%	32%	7%	3%	1%	17%	1.7%
Teacher*	65%	12%	0%	1%	0%	21%	1.6%
Soulbury*	73%	8%	4%	2%	0%	14%	0.6%
Grand Total	65.0%	20.6%	2.3%	2.0%	1.4%	8.8%	100%

****includes staff on PO6**



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WORKFORCE PROFILE – AGE EMPLOYMENT OF YOUNGER PEOPLE – 30 June 2021

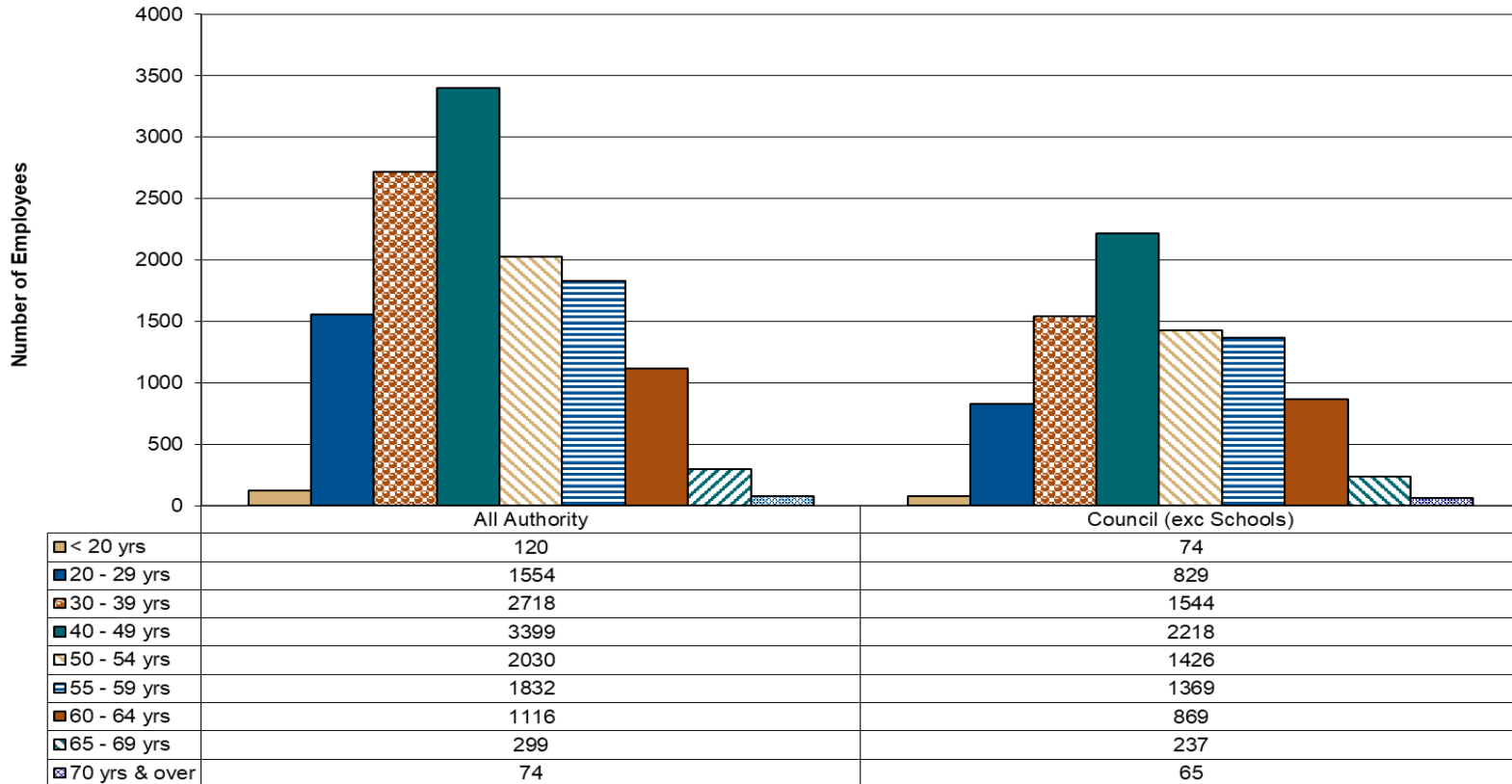


The number of younger people working for the Council has significantly increased. The Council introduced an Apprenticeship Scheme in recent years which has helped to achieve this and has also recently been helped by the new Government Kickstart Scheme. Although the scheme is temporary to support young peoples into permanent jobs, the Council has created 900 Kickstart placements. It is important to note however that 2021 has seen the recruitment of a number of temporary Covid Support Staff, many of which are from younger age groups. The average age of the workforce (excluding Schools) has slightly decreased to 46.5 years.



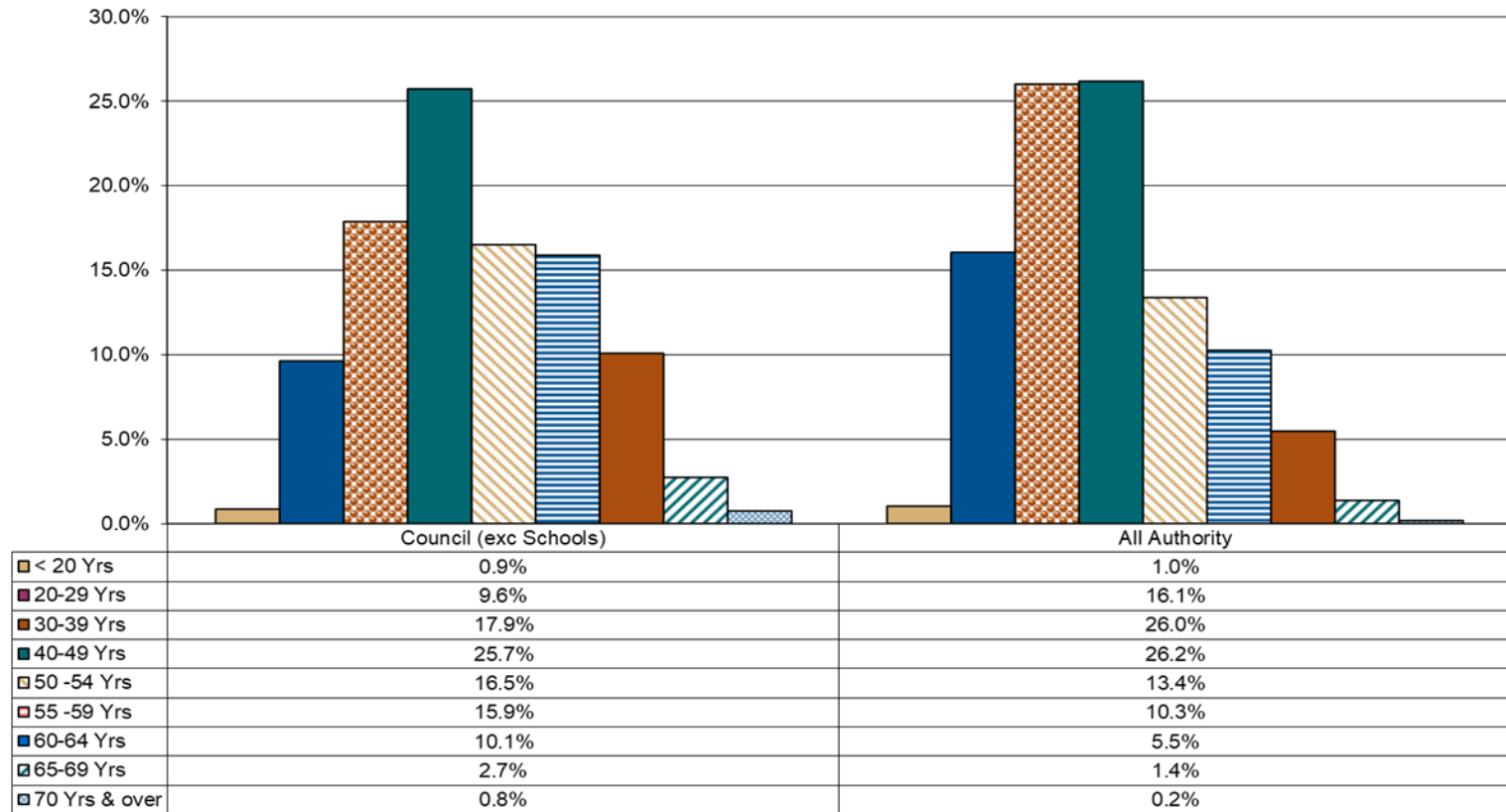
WORKFORCE PROFILE

AGE (HEADCOUNT) - 30 June 2021

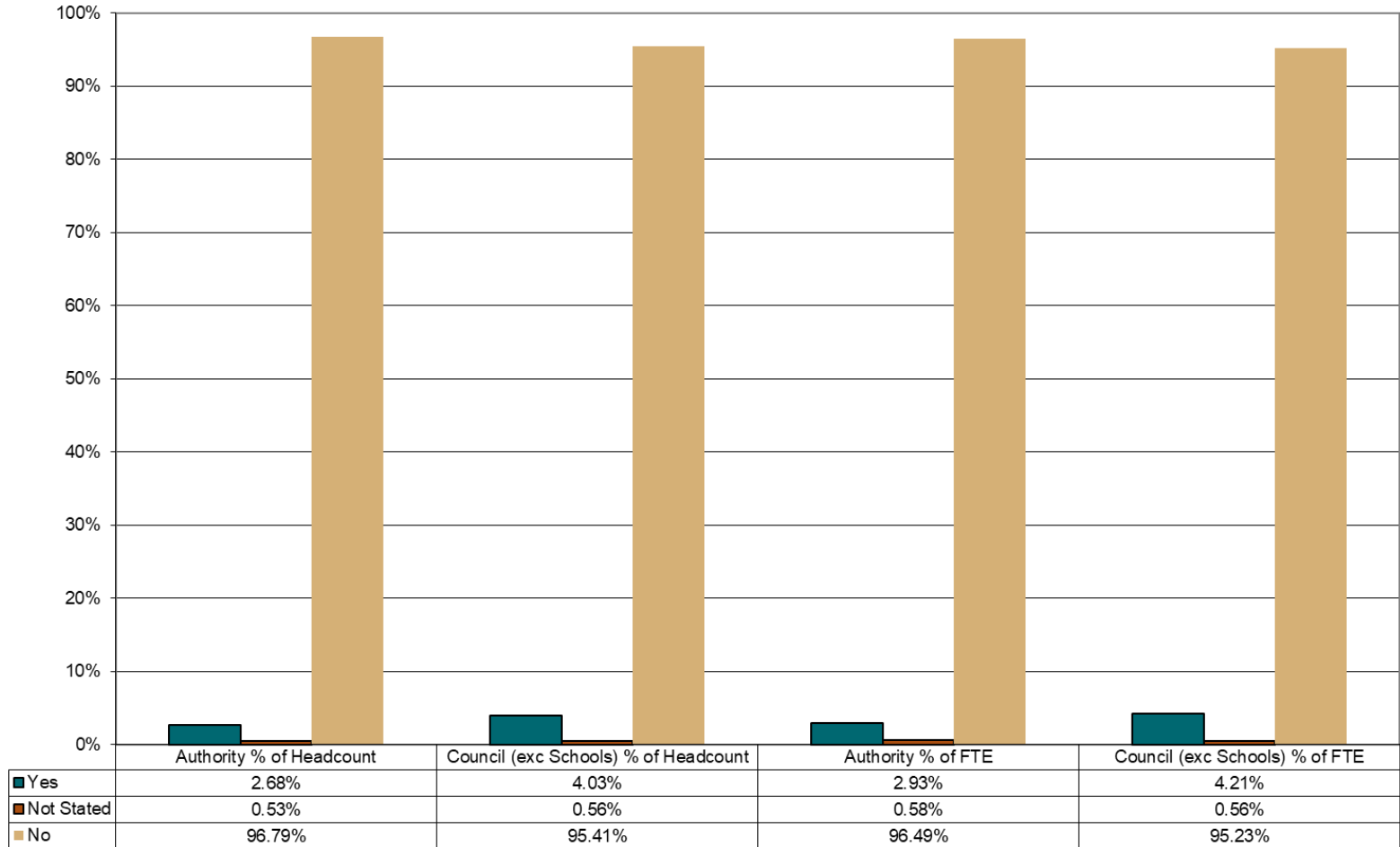


WORKFORCE PROFILE

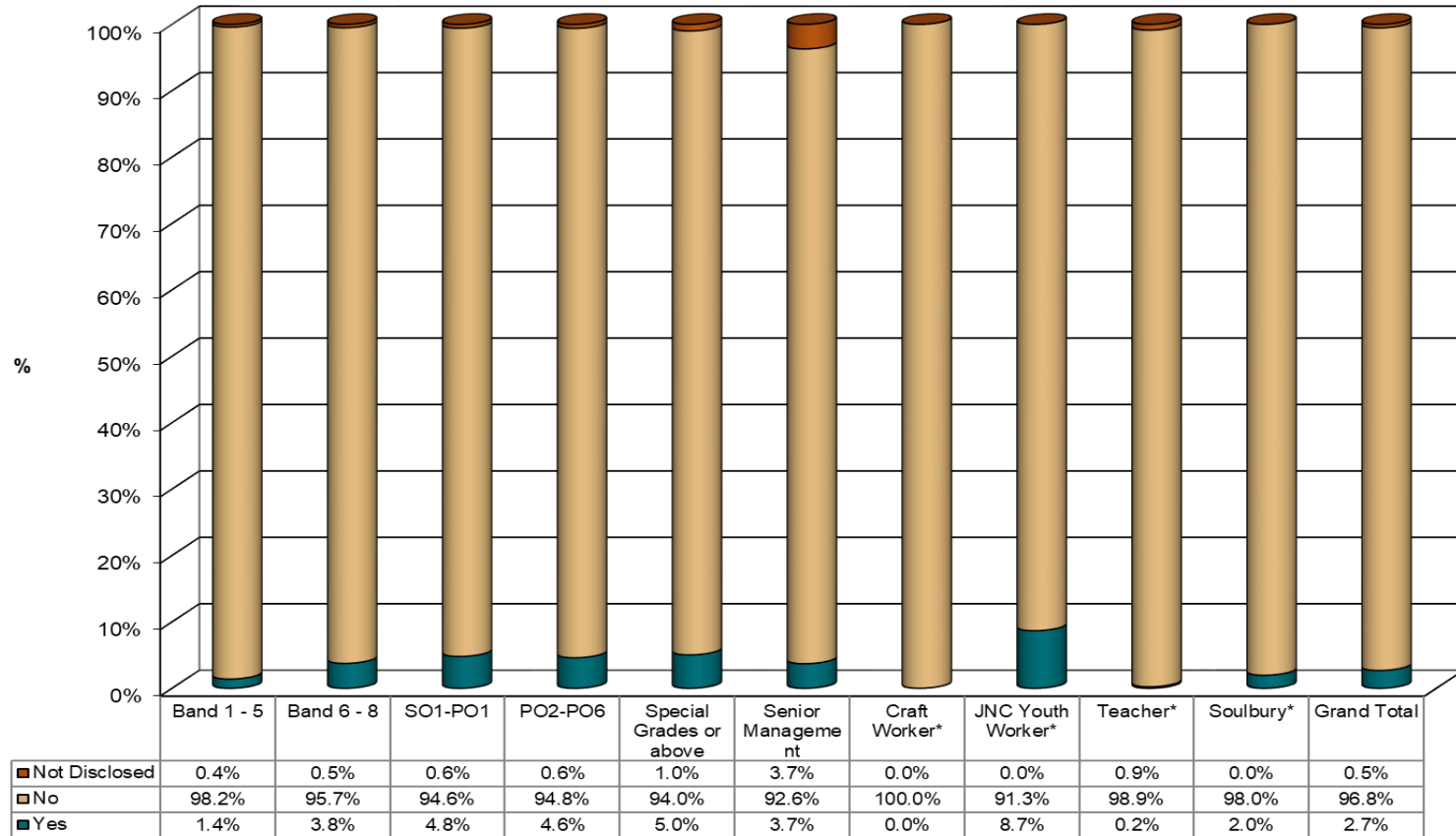
AGE (% of HEADCOUNT) - 30 June 2021



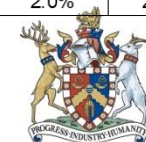
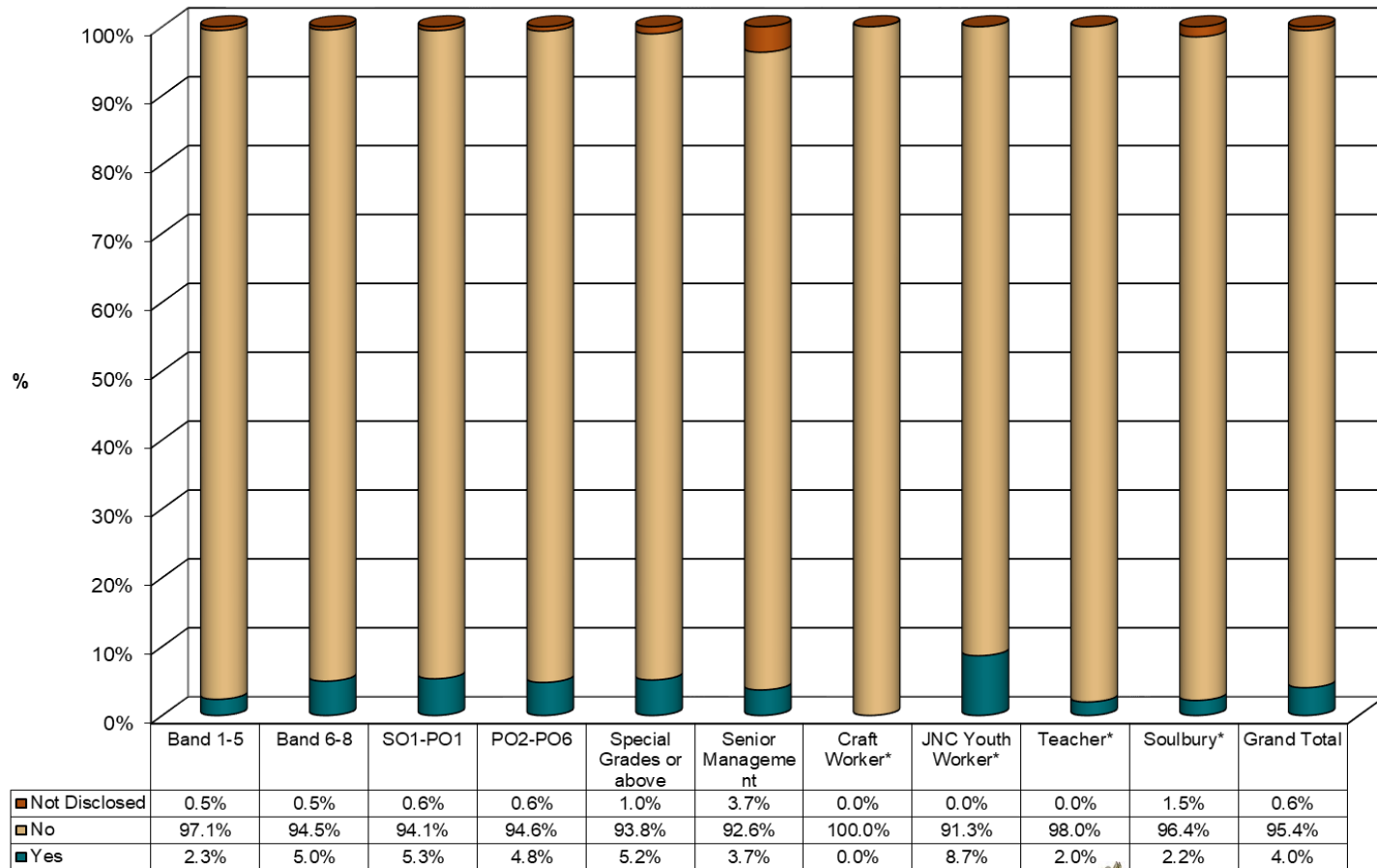
WORKFORCE PROFILE – DISABILITY - 30 June 2021



WORKFORCE PROFILE – GRADES OR CATEGORY* BY DISABILITY (INCLUDING SCHOOLS) - 30 June 2021



WORKFORCE PROFILE – GRADES OR CATEGORY* BY DISABILITY (EXCLUDING SCHOOLS) - 30 June 2021



WORKFORCE PROFILE – PERFORMANCE DATA

	Top 5% Female @ 30th June 2020)	Top 5% Female @ 30th June 2021)	Top 5% BAME @ 30th June 2020	Top 5% BAME @ 30th June 2021	% Disabled Employees @ 30th June 2020	% Disabled Employees @ 30th June 2021	% BAME Employees @ 30th June 2020	% BAME Employees @ 30th June 2021
Council (excluding School based)	48.24	51.67	18.43	20.14	4.38	4.06	27.5	28.73
Authority	N/A	N/A	N/A	N/A	2.87	N/A	25.12	N/A

N.B this performance data has been calculated using new 2021 performance indicator definitions of all established and temporary staff (previously only temporary staff with 12 months service onwards were included as per the original performance indicator definitions)

LABOUR TURNOVER 2020/21

Council (excluding School based) – 9.06%

Authority – 12.40%



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DISCIPLINARY CASES (EXCLUDING SCHOOLS) – 2020 (with comparison to 1 Jan 2019 – 31 Dec 2019)

Ethnic Category	2019	2020
White	29	19
Asian or Asian British	7	7
Black or Black British	3	1
Mixed	1	1
Any Other Ethnic Group	0	1
Not Stated	4	4
Grand Total	44	33

Age Banding	2019	2020
under 20	0	1
20 - 29	8	4
30 – 39	13	8
40 – 49	13	7
50 – 59	6	11
60 - 69	3	2
Not Stated	1	0
Grand Total	44	33

Disability	2019	2020
Yes	2	0
No	40	33
Not Stated	2	0
Grand Total	44	33

Gender Key	2019	2020
Female	19	17
Male	24	16
Not recorded	1	0
Grand Total	44	33



GRIEVANCES/COMPLAINTS (EXCLUDING SCHOOLS) – 2020 (with comparison to 1 Jan 2019–31 Dec 2019)

Ethnic Category	2019	2020
White	24	17
Asian or Asian British	34*	11
Black or Black British	2	1
Any Other Ethnic Group	1	1
Mixed	2	0
Not Stated	2	6
Grand Total	65	36

**N.B. 25 cases raised by this group related to one collective grievance.*

Disability	2019	2020
Yes	6	31
No	59	4
Not recorded	0	1
Grand Total	65	36

Age Category	2019	2020
20 - 29	3	3
30 - 39	6	6
40 - 49	13	9
50 - 59	33	12
60 - 64	5	5
65 & over	5	0
Not recorded	0	1
Grand Total	65	36

Gender Key	2019	2020
Female	22	20
Male	43	15
Not recorded	0	1
Grand Total	65	36



ENGAGEMENT WITH EMPLOYEES

Bradford Council produces an annual Employee Engagement Plan that aims to support and develop our employees so that they have the skills, knowledge and confidence to deliver our services well. The Employee Engagement Plan also sets out a range of interventions that are designed to help keep our staff informed, involved, and up to date with what is happening across the Council.

Communication channels used within the Council include regular messages from Corporate Management Team (the Chief Executive, all Strategic Directors and Directors) on the Council's internal website (known as BradNet). The Chief Executive and Corporate Management Team also host regular staff briefings via webinar.

The Council produces two staff newsletters: 1) Pride @ Work Express, and 2) Managers Express. Staff newsletters can be made available in a range of formats to meet the needs of individual employees. The Chief Executive and the Leader of Council also produce a monthly bulletin "Backing Bradford District" which reports on priority issues facing the District. This is available to both employees and the public via [Stay Connected](#).

Employees are encouraged to join our Equalities Staff Networks to meet colleagues from across the Council to find support and get their voice heard. The R.E.S.P.E.C.T campaign encourage employees to work together for an inclusive workforce.

The Council has an established Cross-Departmental Equality Group made up of reps from across all departments. Reps act as a conduit between the group and their departmental management teams. The Cross Departmental Equality Group is tasked with helping to make equality and diversity improvements that will support the development of our workforce.

The Council actively seeks participation from a wider audience and regularly undertakes public consultations to ensure that the decisions we make are guided by a real appreciation of the views of the residents and people of the Bradford district. We consider each individual contribution to the consultation process.



EQUALITIES AND ENGAGEMENT

Equalities



Our Equalities Themes			
Leadership & organisational Commitment	Workforce	Community	Service Design
The overall approach the council takes to ensure that equalities is at the heart of decision making and promotes equal opportunities for everyone in the District to achieve their full potential.	Ensure that our employees feel equal and included and more comfortable. That employees are supported to reach their potential, are not subject to any unfair disadvantages regardless of their background and/or characteristics and are representative of the communities that they serve.	Action to support the creation of a place where everyone feels that they belong, are understood, feel safe and are able to fully participate in and contribute to the economic social and civic life of the District.	Ensure that all our services are designed in an accessible and an inclusive way including co-production with local people and organisations. This includes an approach to procurement and commissioning that values equality and diversity and everyone in the District has the information they need to access services.

Workforce Development Calendar 2021 – 2022



This calendar is designed to provide multiple opportunities for our workforce to connect and develop networks at all levels in the organisation, acquire and apply new skills and experiences that will enable them to aspire, thrive and flourish in their career at CBMDC. Investing in and developing our workforce is essential if we are to deliver our People Strategy and Council Plan outcomes, and live our Council Plan principles and Shared District Values.

This calendar underpins our People Strategy (2021 – 2026) outcomes and our Workforce Development plan (2021 – 2024) and is one part of an organisation wide Communications strategy to facilitate meaningful, high impact engagement with our employees.

Our People Strategy Outcomes

Outcome	What it looks like
Local Needs	A culture where we proactively demonstrate our values, where we support our employees to challenge any culture which we don't believe in or have reservations for working in.
Participation in our community	A workforce which is inclusive and representative of the communities we serve and where every individual has the opportunity to contribute.
Innovation and Creativity	A workforce where individuals seek out innovation and challenge aspects of existing and delivery methods, services, structures, systems and processes to seek to improve what we do.
Skills and expertise for our future	A workforce where we are continuously focused on delivering high quality, impactful training and services for all our employees, both internally, from who are accessible and in need.
Employment of Choice	Recognised as an employer of choice for Bradford District and one that is at the forefront of delivering innovative and high quality services to the community/business.
Good Pay Rates	A positive employee partner as part of the Bradford and a widely recognised, regularly, transparently, and accessible mechanism of the District.

Workforce Development Components



Underpinned by our Shared District Values

We Protect – We Share – We Care – We Respect

R.E.S.P.E.C.T. Campaign



RESPECT - working together for an inclusive workforce

RESPECT is an acronym to remind us about what matters and how to make a difference.

Here is what RESPECT stands for:

- **Rights** - everyone has a right to feel safe, included and free from discrimination.
- **Equality** - at the heart of what we do as a Council and the people we support.
- **Speak Up** - if you witness a colleague behaving inappropriately, say something!
- **Person-Centred** - treat others as you wish to be treated yourself.
- **Education** - learn more about different aspects of equality and inclusion.
- **Champion** - lead by example to promote equality in your behaviours and those of colleagues.
- **Think First** - how would your comments or actions make someone else feel?



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ENGAGEMENT WITH TRADE UNIONS

Effective change management is based on on-going engagement between the Council and Trade Unions as well as specific consultation or negotiation on organisational change matters affecting the workforce.

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, respond and work with Trade Unions before formal implementation commences.

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

