

WORKFORCE PROFILE INFORMATION

DEPARTMENT OF BUSINESS SUPPORT
HUMAN RESOURCES - WORKFORCE STRATEGY TEAM
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HALL INGS
BRADFORD, BD1 1HX



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 the requirement under the Race Relations Amendment Act.

Information relating to Sexual Orientation, Pregnancy and Maternity and Religion and Belief has only been a requirement since Equalities Act came into force. The Council is still considering how best to collect meaningful data on its workforce profile and that of its service users 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.

BACKGROUND AND CONTEXT (continued)

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 (which is the number of maternity cases and the number of paternity leave spells for the period 1st October 2010 to 30th September 2011).

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.

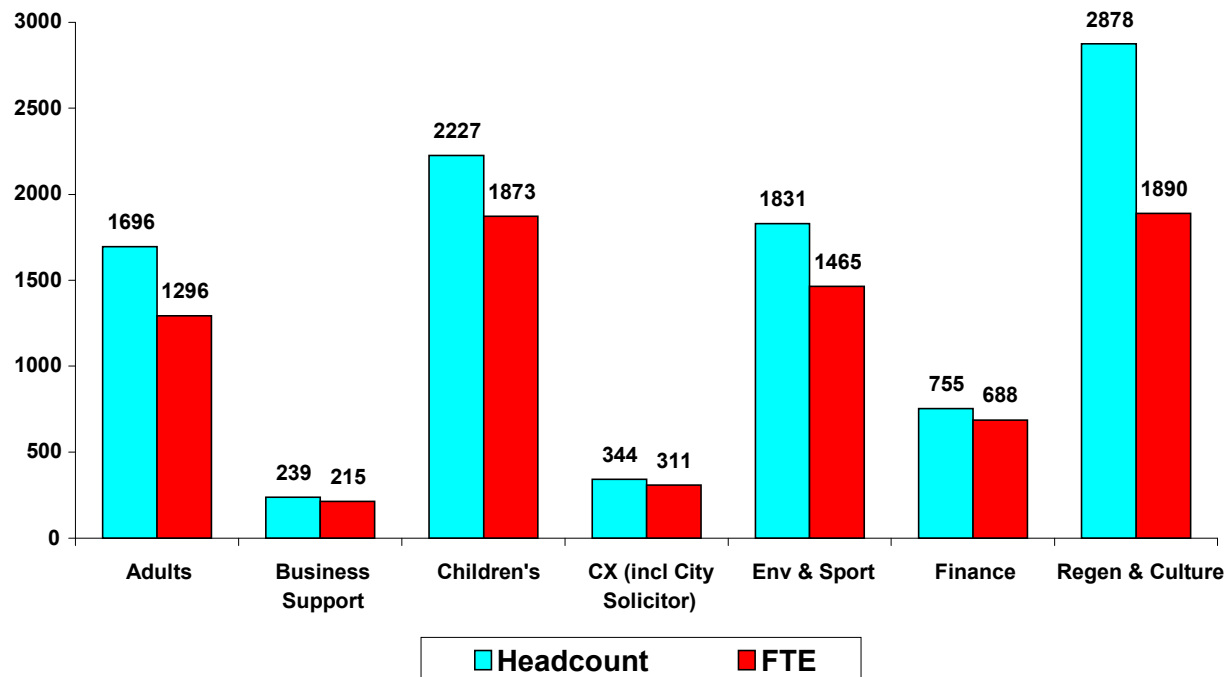
The Council is working towards fully implementing equal pay for all its employees and is engaging with trade unions on this issue.

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

Re-integration of schools management has recently occurred and therefore figures for schools-based employees are currently being finalised. These will be added shortly where they are not currently included.

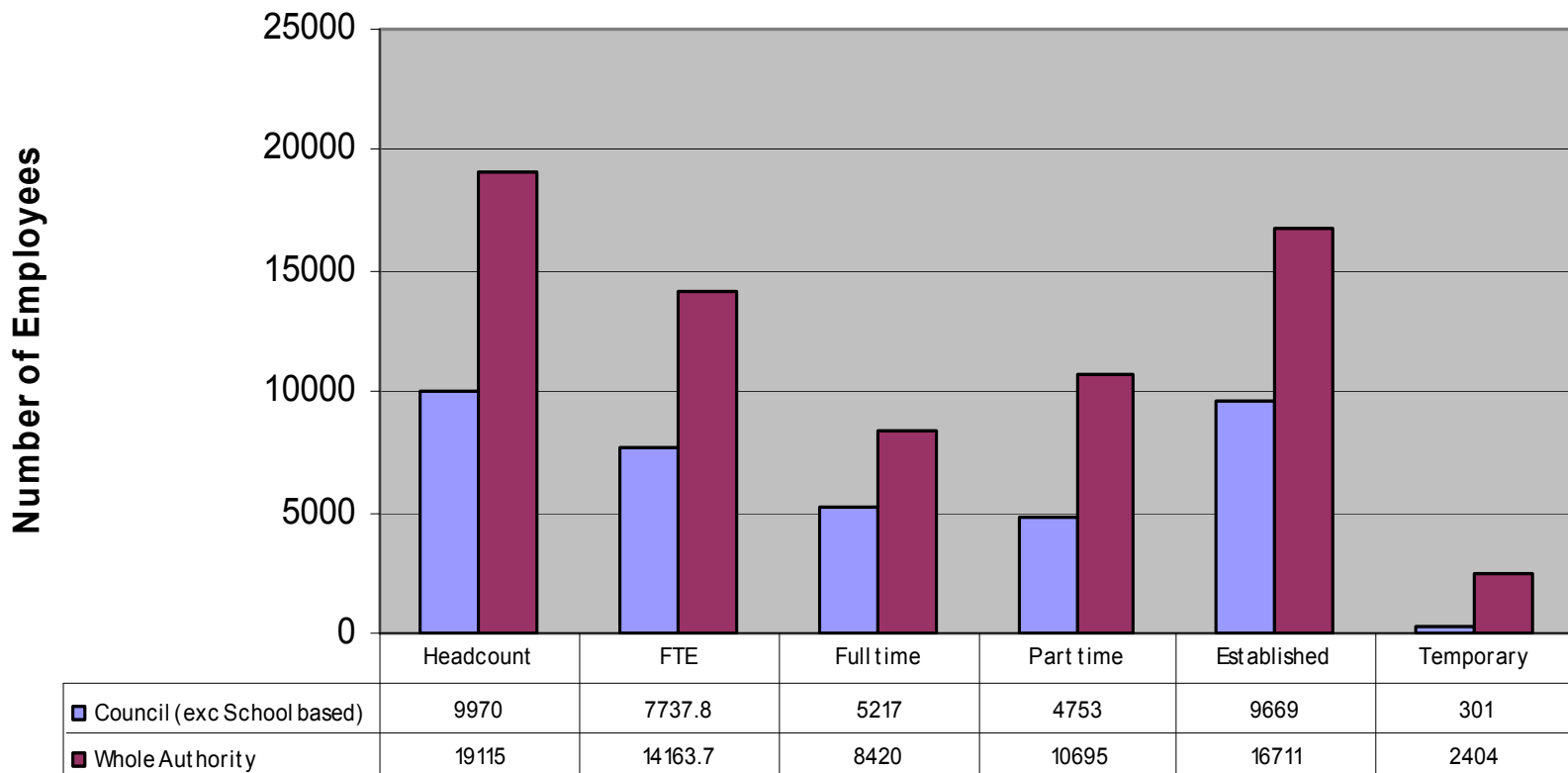
WORKFORCE PROFILE – HEADCOUNT AND FULL TIME EQUIVALENT (FTE)

Departmental Headcount & FTE as of 30 September 2011
(excluding Schools)



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



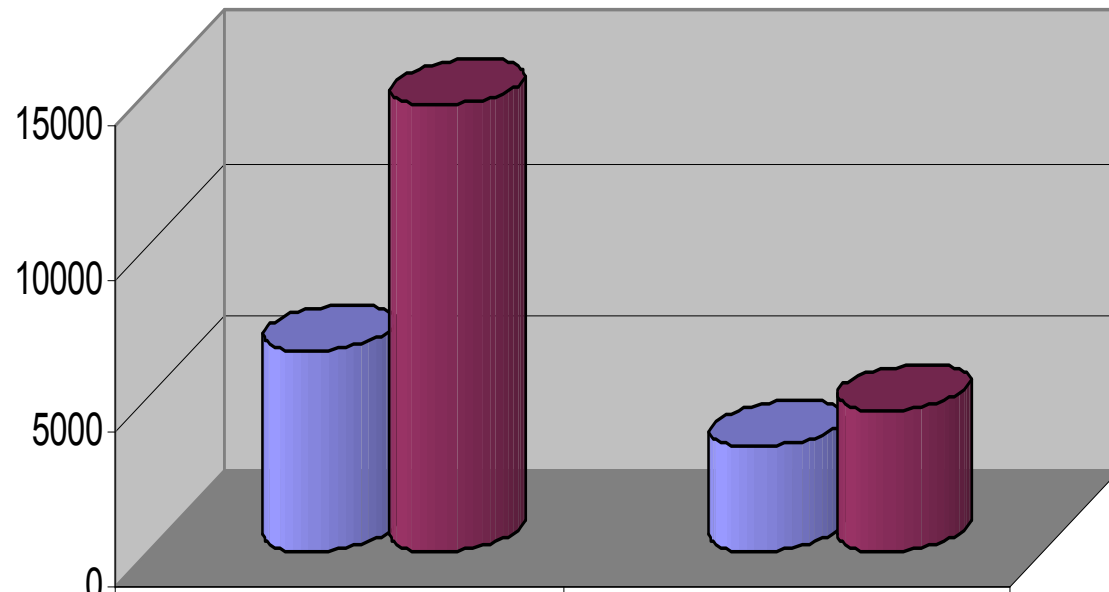
WORKFORCE PROFILE - GENDER

Council Gender Split (excluding school-based staff)



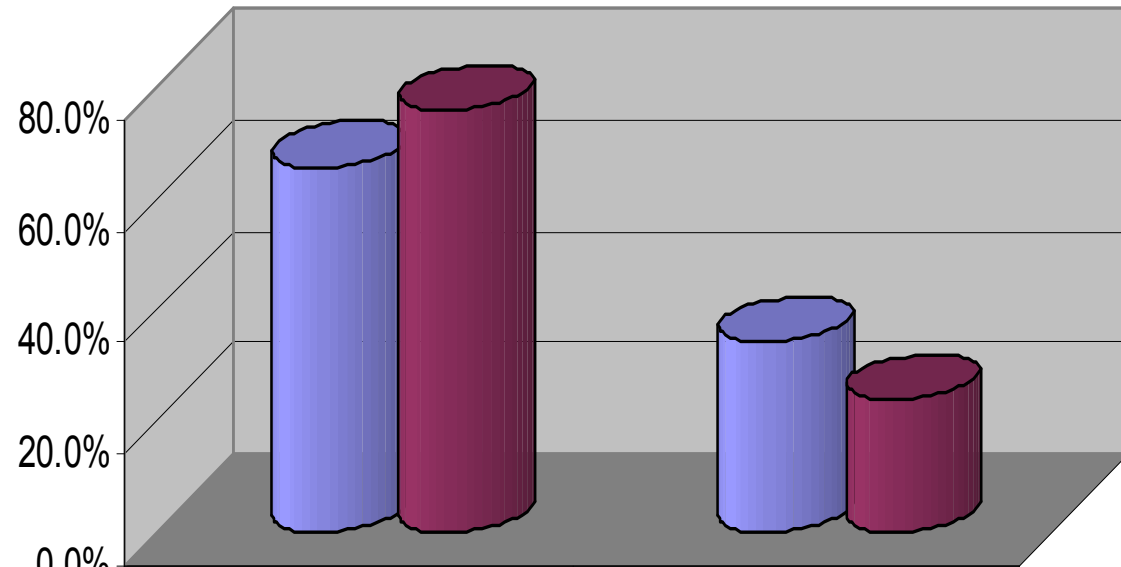
The recent reduction in the workforce has produced no significant changes to the gender breakdown of the workforce since last year. 39% of the top 5% of earners are female which is the same as last year. A large proportion of female staff tend to be part time workers in the more lower paid jobs. The profile shows that women make up a large part of the workforce within Council Departments – approximately 66% to 34% (female to male) and this has remained fairly stable over the last 6 years. The workforce reductions have not had a disproportionate affect on either gender.

WORKFORCE PROFILE – GENDER - HEADCOUNT



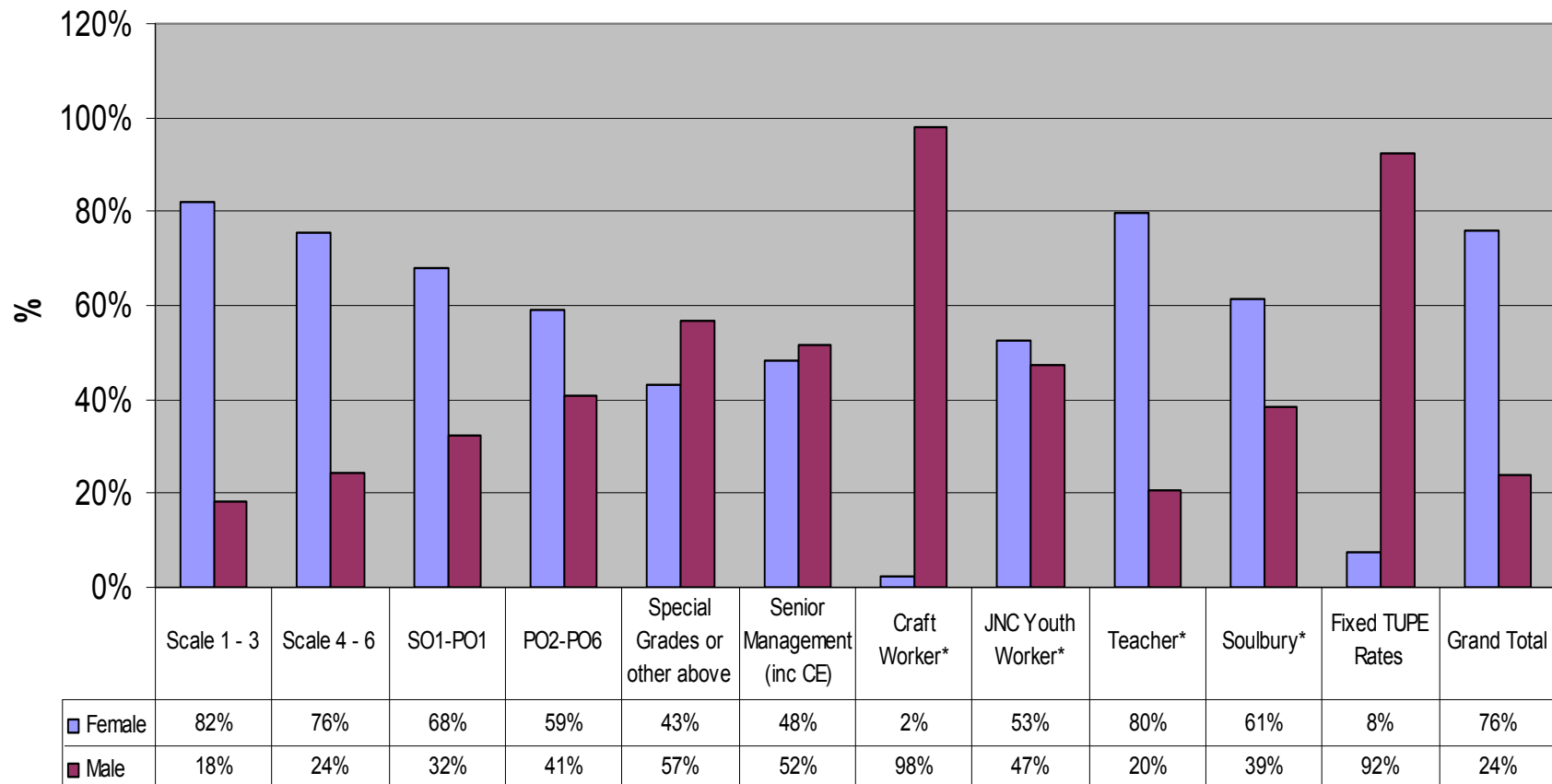
	Female Staff	Male Staff
■ Council (excluding School based)	6557	3413
■ Whole Authority	14528	4587

WORKFORCE PROFILE – GENDER – AS A PERCENTAGE

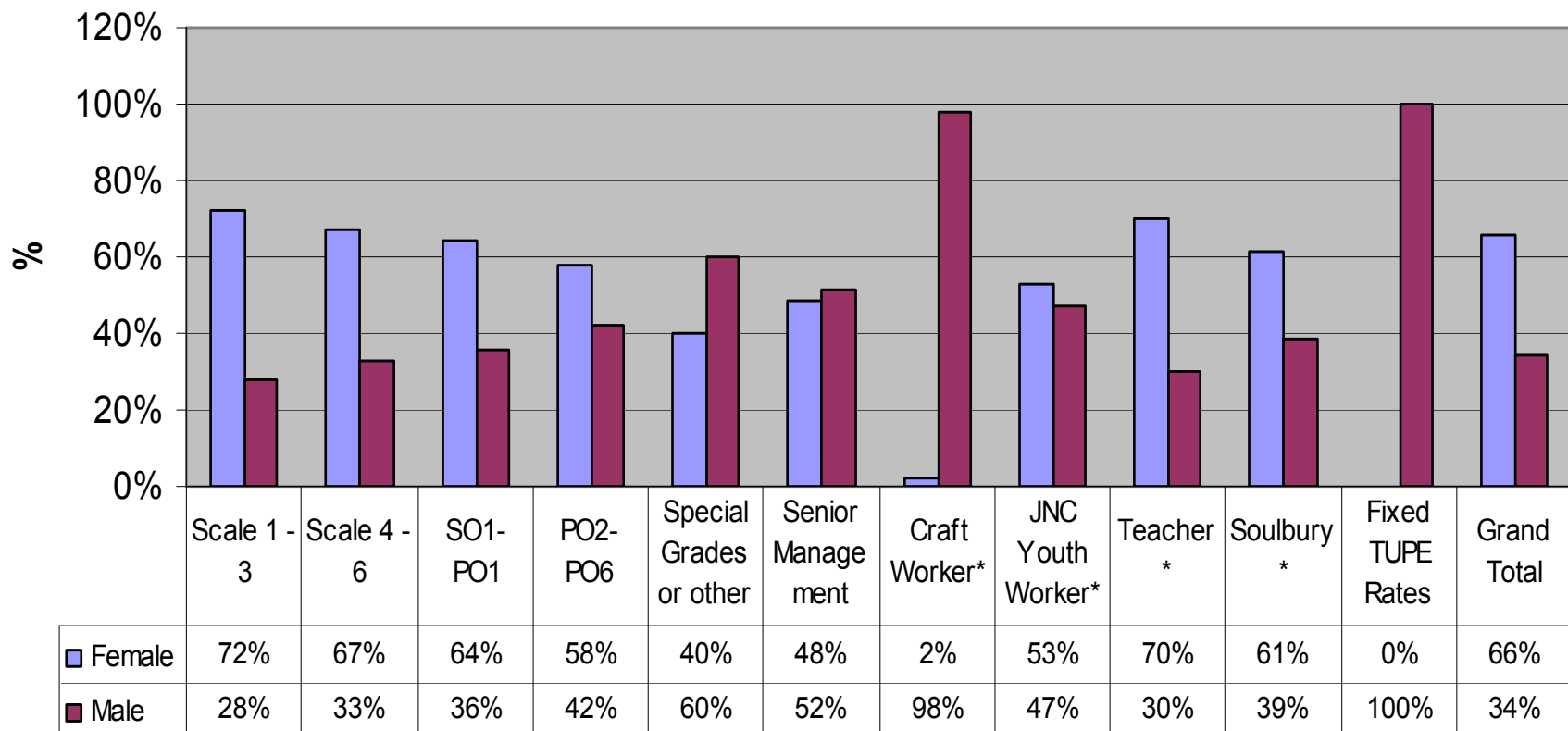


	Female	Male
■ Council (excluding School based)	65.8%	34.2%
■ Whole Authority	76.0%	24.0%

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

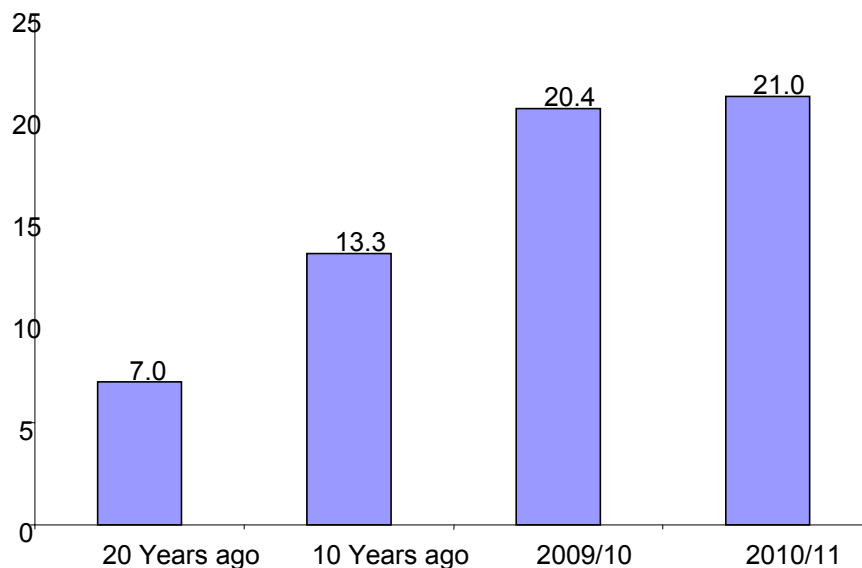


WORKFORCE PROFILE – GENDER BY GRADES (EXCLUDING SCHOOLS) (apart from * which shows categories)



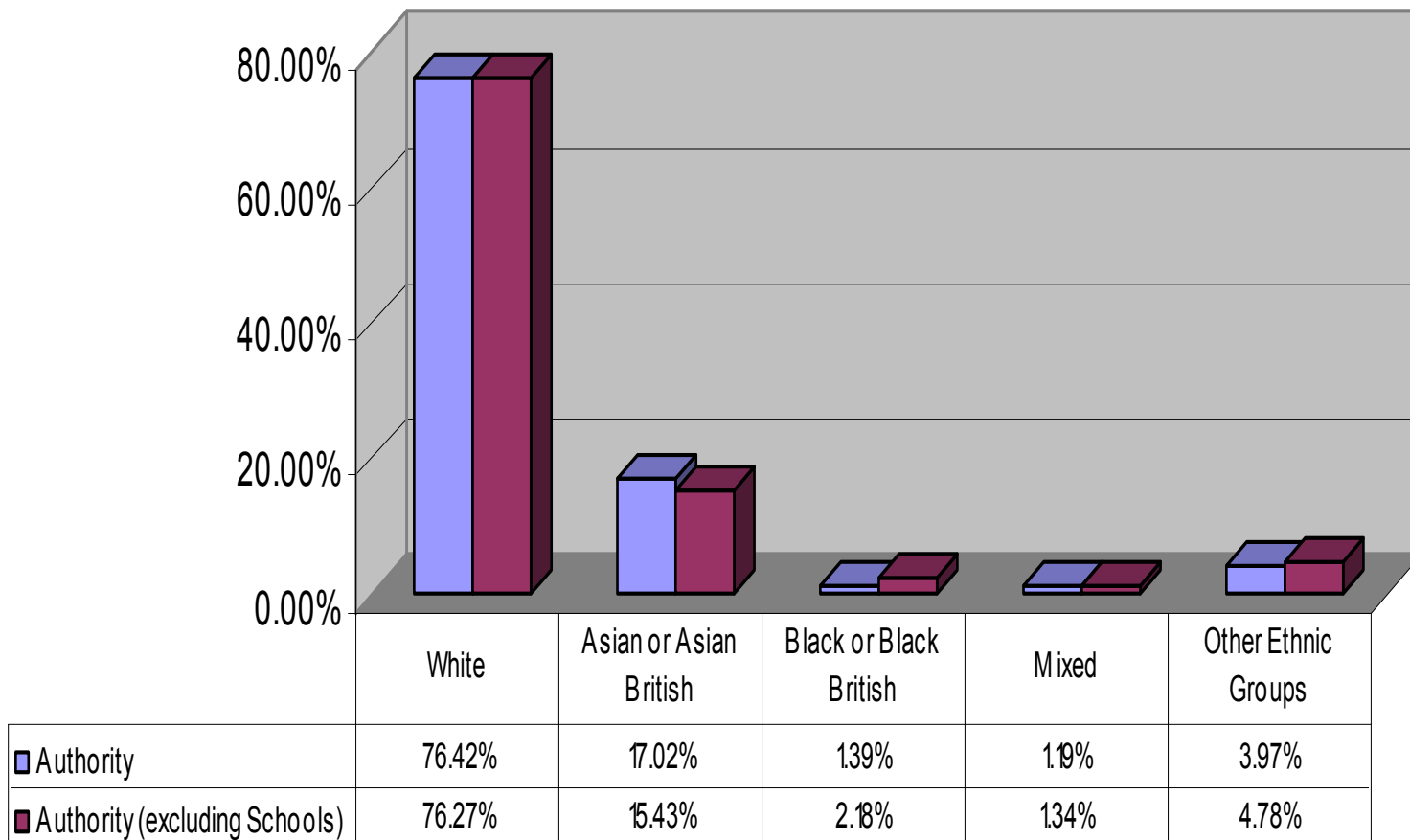
WORKFORCE PROFILE - ETHNICITY

Percentage of Employees Self Reporting BME Ethnicity



The recent 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. The working population ethnic minority figure from the last census figure was 20.14%. 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. The recent workforce reductions have resulted in a small percentage increase of this group even though we are going through workforce reductions.

WORKFORCE PROFILE - ETHNICITY

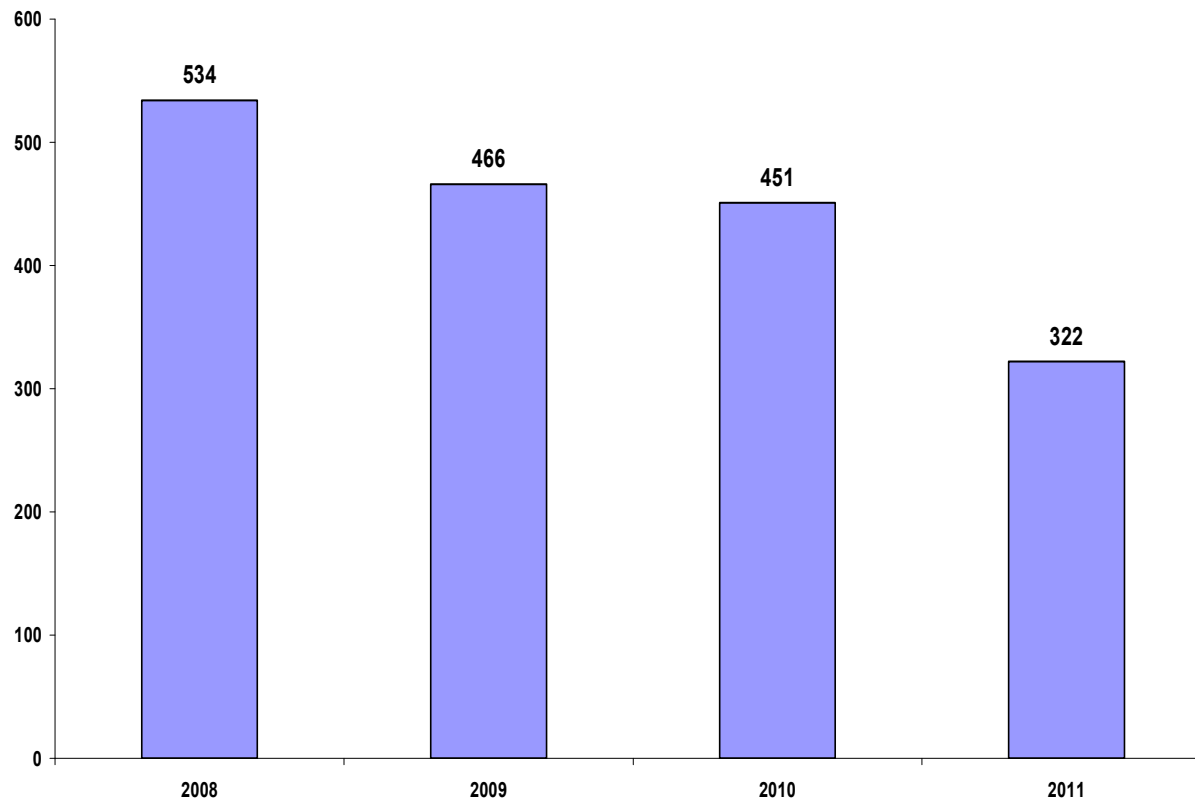


WORKFORCE PROFILE – GRADES BY ETHNICITY (apart from * which only shows categories)

Ethnic Category	White	Asian or Asian British	Black or Black British	Mixed	Other Ethnic Groups	Authority Total
Scale 1 - 3	71%	22%	1%	1%	5%	44%
Scale 4 - 6	79%	15%	1%	1%	4%	21%
SO1-PO1	77%	15%	3%	2%	3%	8%
PO2-PO6	80%	12%	2%	1%	4%	7%
Special Grades or other above PO6	88%	7%	0%	1%	3%	1%
Senior Management	87%	0%	0%	3%	10%	0%
Craft Worker*	86%	2%	0%	2%	11%	1%
JNC Youth Worker*	42%	28%	8%	5%	17%	1%
Teacher*	86%	11%	1%	1%	2%	16%
Soulbury*	82%	12%	5%	0%	1%	1%
Fixed TUPE Rates	85%	8%	0%	0%	8%	0%
Grand Total	76%	17%	1%	1%	4%	100%

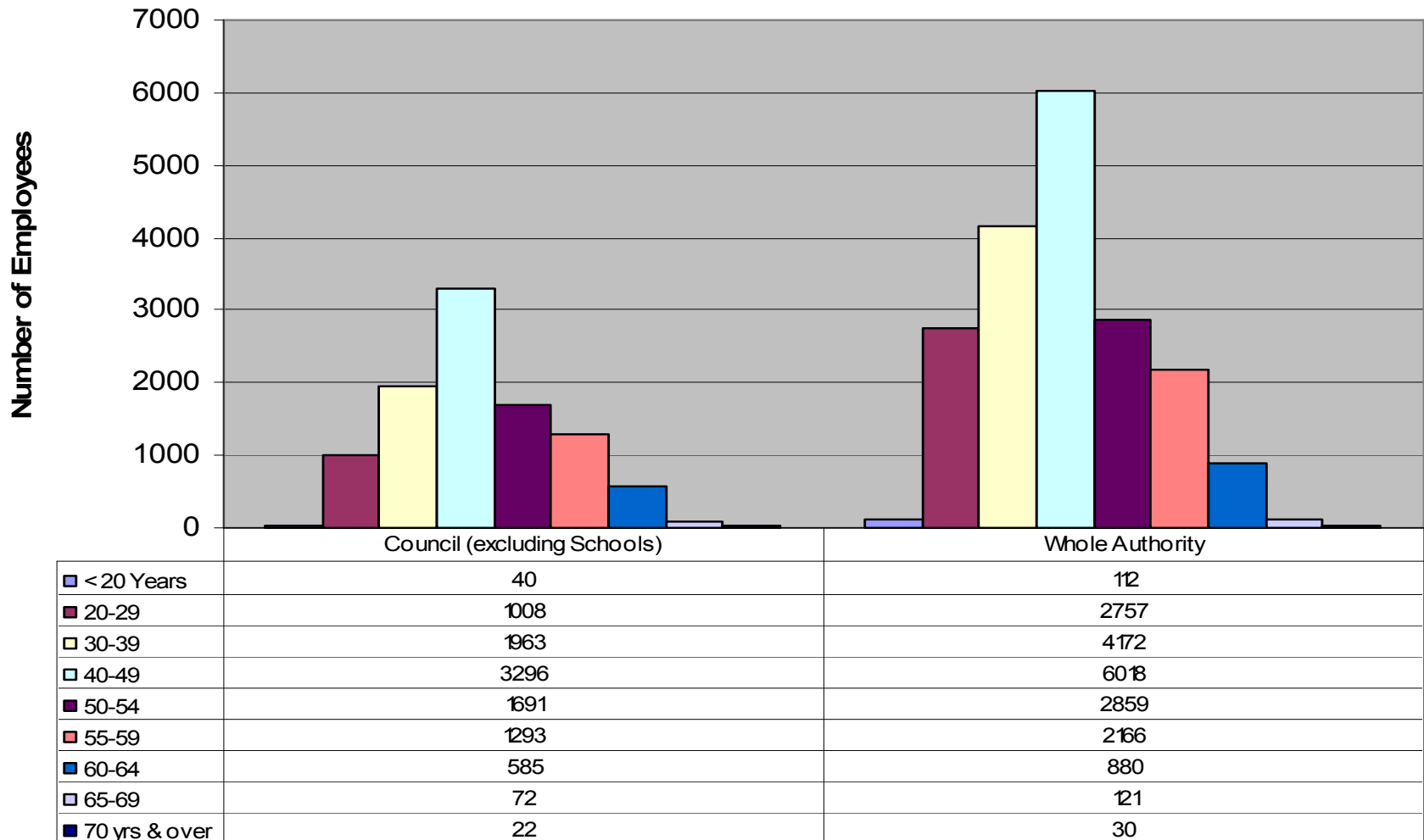
WORKFORCE PROFILE – AGE EMPLOYMENT OF YOUNGER PEOPLE

Headcount of Under 25s

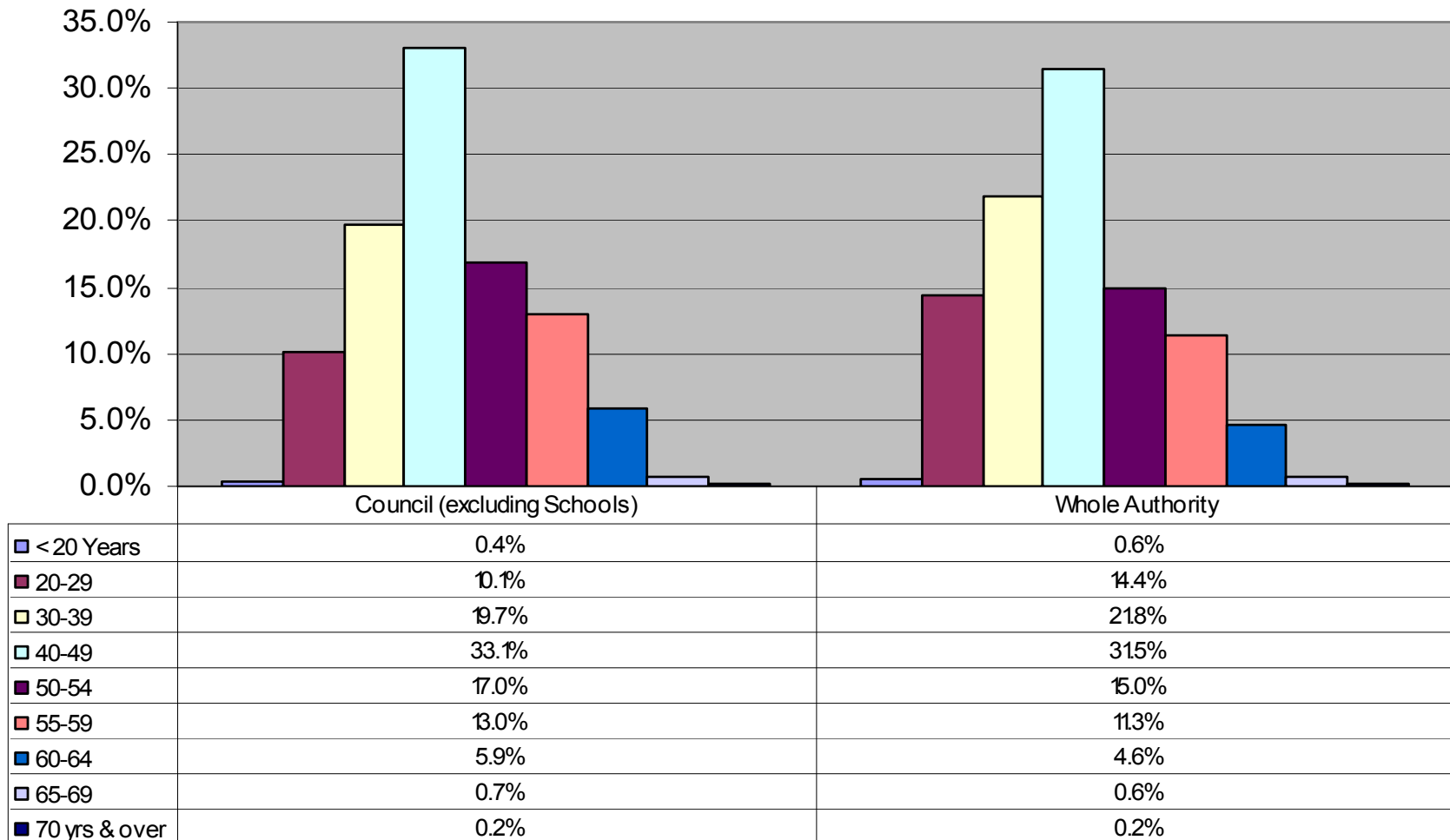


The number of staff under 24 years of age has reduced over the last four years and particularly between 2010 and 2011 as shown in the chart below. The chart shows the decline of the number of staff (excluding school based staff) under 25 employed by the Council over the last four calendar years (excluding school based staff). This is a consequence of reduced recruitment overall and the original under 24's growing older

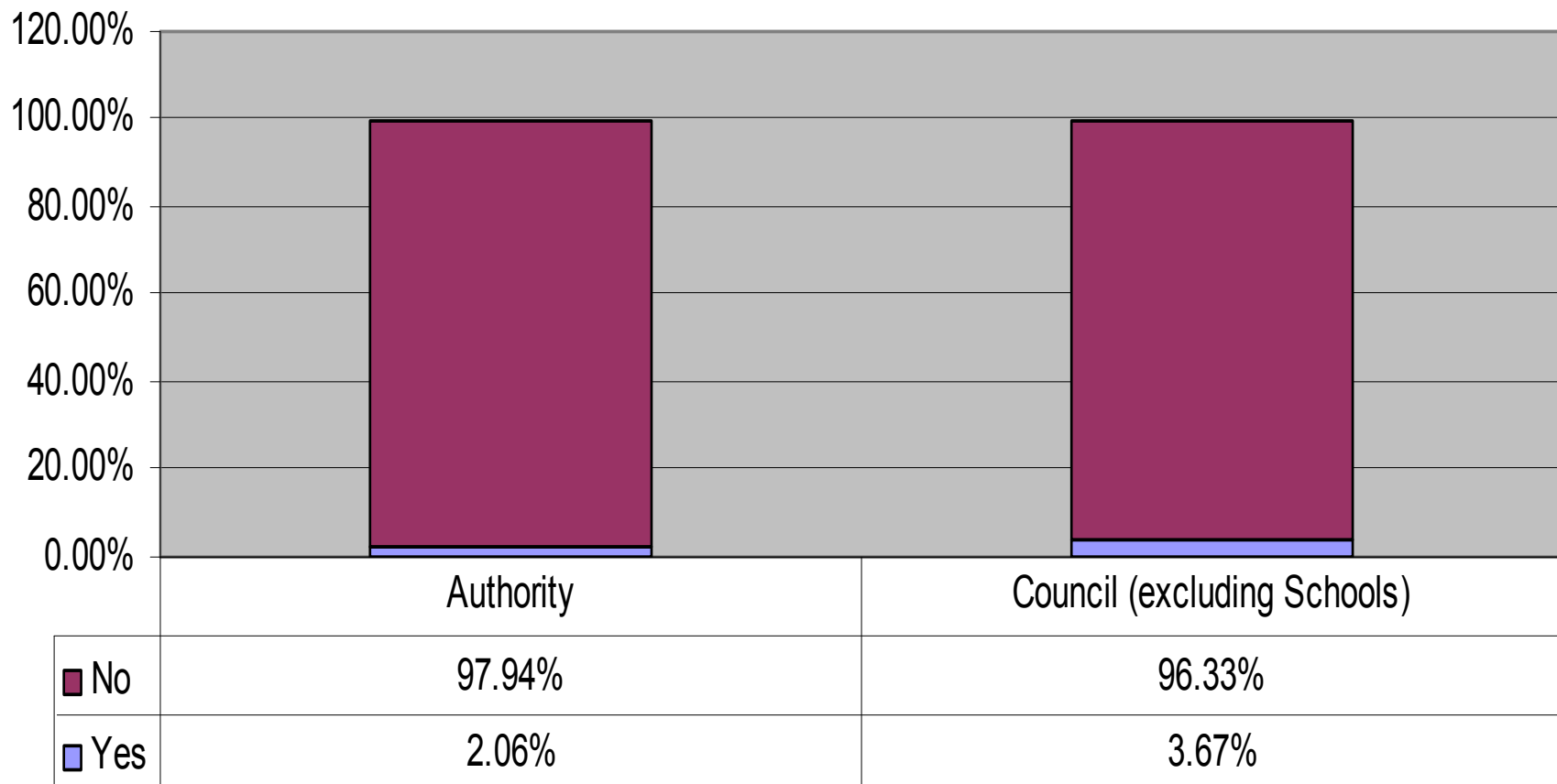
WORKFORCE PROFILE – AGE – HEADCOUNT



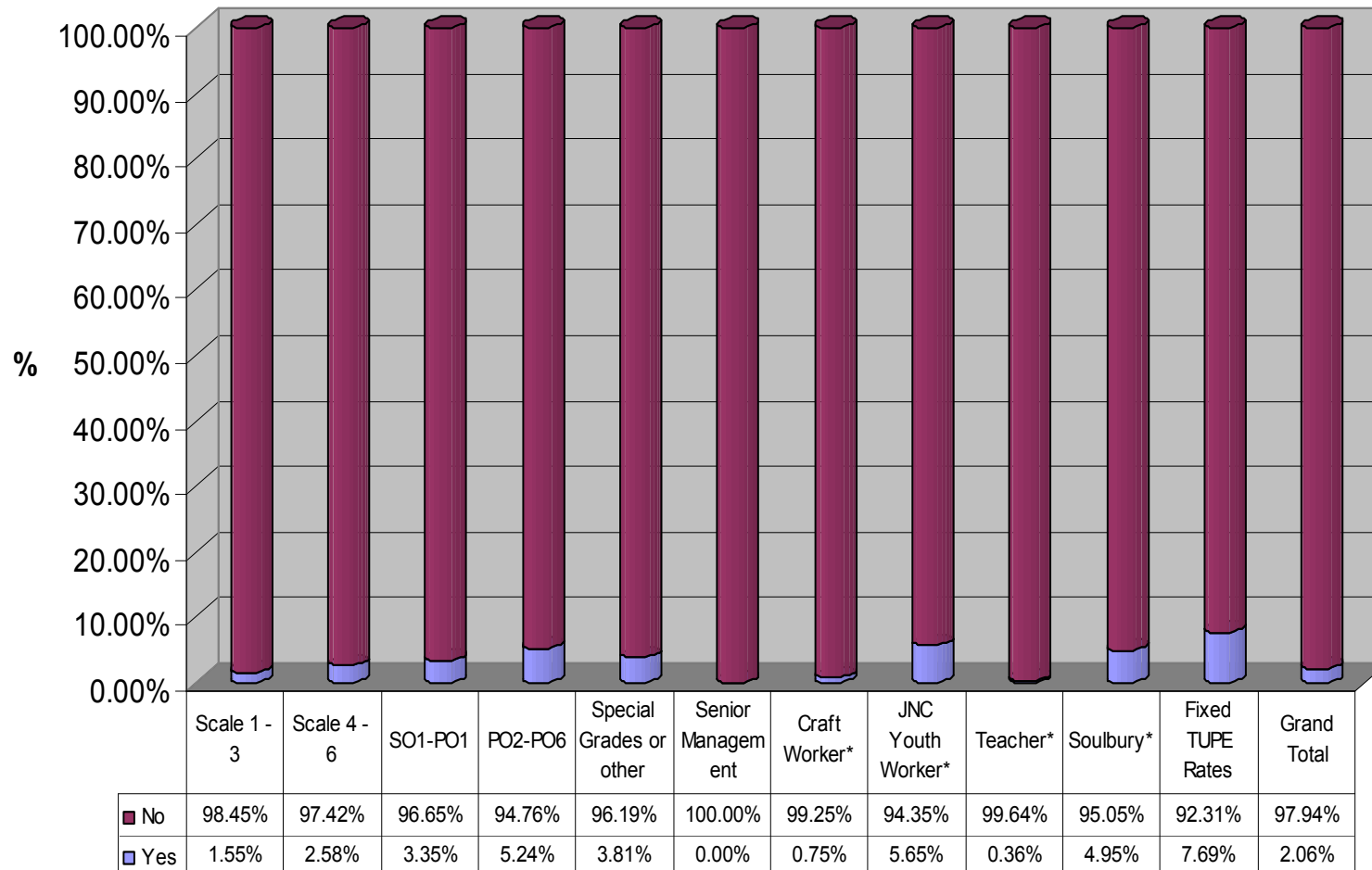
WORKFORCE PROFILE – AGE – AS A PERCENTAGE



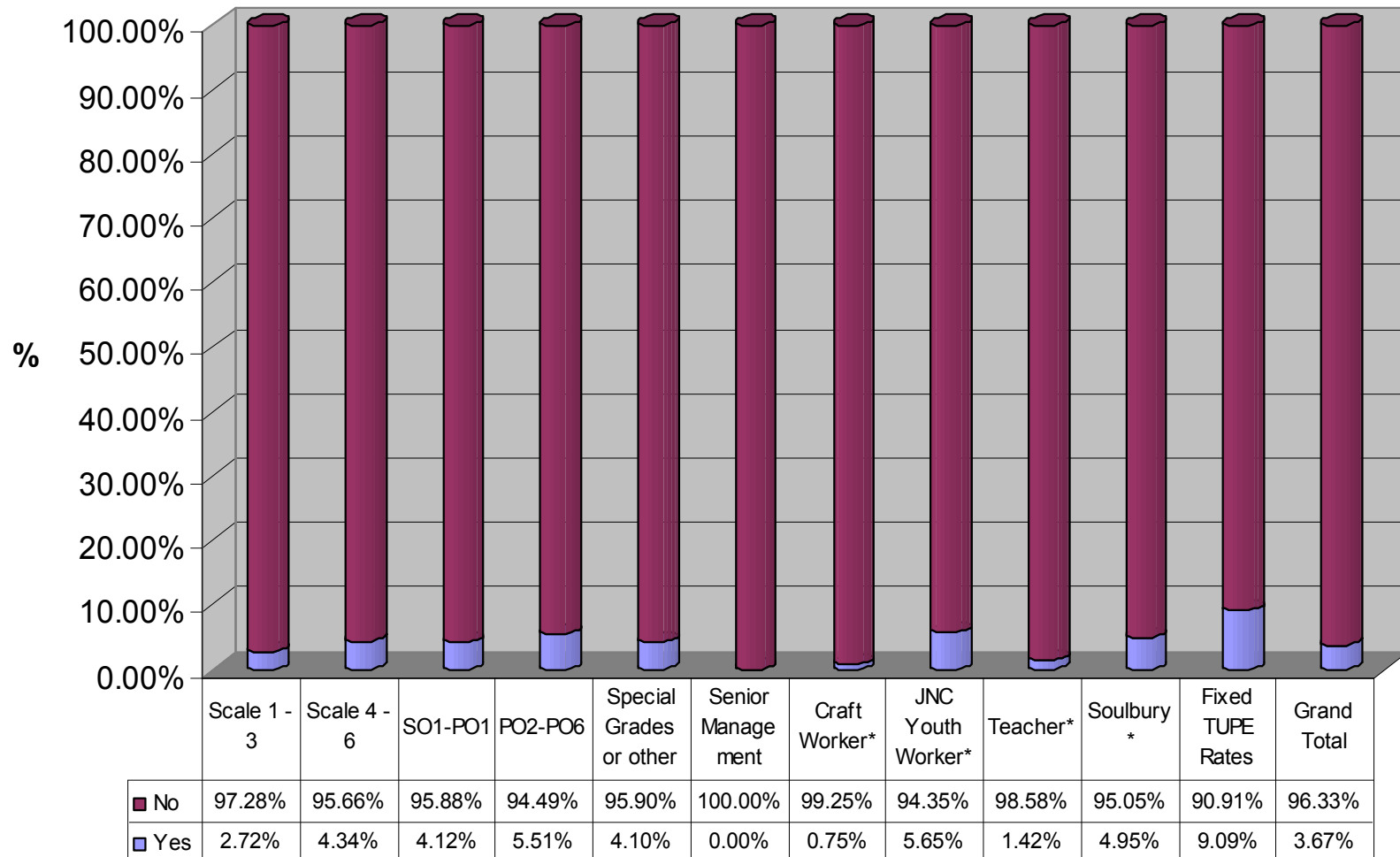
WORKFORCE PROFILE - DISABILITY



WORKFORCE PROFILE – GRADES BY DISABILITY (INCLUDING SCHOOLS) (apart from * which only shows categories)



WORKFORCE PROFILE – GRADES BY DISABILITY (EXCLUDING SCHOOLS) (apart from * which only shows categories)



WORKFORCE PROFILE – PERFORMANCE DATA

	<i>Top 5% Female (@30 June 2011)</i>	<i>Top 5% BME (@30 June 2011)</i>	% Disabled Employees	% BME Employees
Council (excluding School based)	39.4	11.6	3.6	22.3
Authority	N/A	N/A	2.1	21.5

DISCIPLINARY CASES (EXCLUDING SCHOOLS) (1st January 2010 to 31st December 2010)

Ethnic Category	Total
White	30
Asian or Asian British	15
Black or Black British	3
Mixed	3
Other Ethnic Groups	4
Grand Total	55

Disability	Total
Yes	0
No	55
Grand Total	55

Age Banding	Total
under 20	1
20 - 29	4
30 - 39	14
40 - 49	23
50 - 59	9
60 - 69	4
Grand Total	55

Gender Key	Total
Female	19
Male	36
Grand Total	55

GRIEVANCES / COMPLAINTS (EXCLUDING SCHOOLS) (1st January 2010 to 31st December 2010)

Ethnic Category	Total
White	16
Asian or Asian British	5
Black or Black British	2
Other Ethnic Groups	4
Grand Total	27

Disability	Total
Yes	2
No	25
Grand Total	27

Age Banding	Total
20 - 29	2
30 - 39	9
40 - 49	9
50 - 59	6
60 - 64	1
Grand Total	27

Gender Key	Total
Female	12
Male	15
Grand Total	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 Council has a Pride @ Work staff newsletter (in various formats taking into account employees various forms of disability), managers express and change update (aimed at 4th Tier Managers), the Chief Executive's newsletter (which includes key messages on specific change issues to assist Strategic Directors and Assistant Directors in briefing their managers and teams) 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 last employee survey took place in 2010 and when considering its completion the Council took into account employees disability (in terms of visual impairment, hearing impairments etc), working patterns (whether they were full / part time employees, the hours of work eg shift work patterns etc) in order to maximise the number of returns received. Consultation also took place prior to launch of the employee survey with the trade unions on the questions being asked.

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 drafted in collaboration with the Trade Unions, on whether or not the unions support the proposals on supporting information to inform the report.