

Title of Report:	Annual Employment Report 2012/13
Report to be considered by:	Management Board
Date of Meeting:	20th June 2013
Forward Plan Ref:	N/a

Purpose of Report: To report on the Council workforce trends for the year ending 31st March 2013.

Recommended Action: To note the report.

Reason for decision to be taken: To update members and officers on the West Berkshire Council Workforce and its trends.

Other options considered: none

Key background documentation: Resourcelink (HR and Payroll system)

The proposals will also help achieve the following Council Strategy principle:
 CSP6 - Living within our means
 The proposals contained in this report will help to achieve the above Council Strategy principle by:
 Providing information on which decisions about the workforce (including equality objectives) can be based.

Portfolio Member Details

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Date Portfolio Member agreed report:	

Contact Officer Details

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Implications

Policy: none

Financial: none

Personnel: none

Legal/Procurement: none

Property: none

Risk Management: none

Corporate Board's

Recommendation: To be completed after the Corporate Board meeting.

Is this item relevant to equality?	Please tick relevant boxes		Yes	No
Does the policy affect service users, employees or the wider community and:				
• Is it likely to affect people with particular protected characteristics differently?			<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Is it a major policy, significantly affecting how functions are delivered?			<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Will the policy have a significant impact on how other organisations operate in terms of equality?			<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Does the policy relate to functions that engagement has identified as being important to people with particular protected characteristics?			<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Does the policy relate to an area with known inequalities?			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Outcome (Where one or more 'Yes' boxes are ticked, the item is relevant to equality)				
Relevant to equality - Complete an EIA available at www.westberks.gov.uk/eia				<input type="checkbox"/>
Not relevant to equality				<input type="checkbox"/>

Executive Summary

1. Introduction

- 1.1 The Annual Employment Report provides a summary of changes in the workforce employed by West Berkshire Council on 31 March 2013 compared to 31 March 2012. The employee figures in this report are based on employed headcount. They exclude staff employed in schools. Details of the Council's staffing establishment, including vacancies and full time equivalent employment can be found in the 2012/13 Quarter 4 Establishment Report.
- 1.2 At the end of March 2013 there were 26 fewer employees working for the Council than at the end of March 2012. This is a reduction of 1.56% in the employee headcount over the year.
- 1.3 Sickness absence was above the level for last year; rising from an average of 8.46 days per employee in 2011/12 to 9.37 days per employee for 2012/13.
- 1.4 The Annual Employment Report includes employment equality data. All local authorities are required to publish data on the workforce under the Specific Public Sector Equality Duty.

2. Proposals

- 2.1 The report does not include any proposals and is for information only.

3. Equalities Impact Assessment Outcomes

- 3.1 There is no decision to be made and therefore no Equality Impact Assessment has been undertaken.

4. Conclusion

- 4.1 The analysis of workforce data reveals no unexpected trends. Further analysis will be undertaken where the data indicate potential issues relating to equality.

Executive Report

1. Introduction

- 1.1 The employee figures in this report are based on employed headcount (i.e. the number of individuals employed). They exclude staff employed in schools. Details of the Council's staffing establishment, including vacancies and full time equivalent employment can be found in the Establishment Report.
- 1.2 The report is set out under headings as follows;
- (1) Headline figures
 - (2) Turnover
 - (3) Absence
 - (4) Employee relations
 - (5) Training and development
 - (6) Equality

2. Headlines

Staff employed by West Berkshire Council	31/3/11	31/3/12	31/3/13
Headcount	1745	1671	1645
Full time employees as percentage of workforce	57.59	59.19	58.72
Part time employees as percentage of workforce	42.41	40.81	41.28
Employees living in the West Berkshire district (%)	74.73	73.01	72.77
Employees living in RG14 postcode area (%)	26.82	26.81	25.29

- 2.1 There has been a reduction in the number employees of 5.73%, since March 2011. The number of employees has reduced by 1.56% since March 2012.
- 2.2 The relative percentage of part time employees has remained fairly constant at around 41%. The high level of part time employees reflects a workforce that is over three-quarters female (see section 7 for equality information), and is typical of a unitary local authority.

3. Turnover

	2009/10	2010/11	2011/12	2012/13
Number of starters in year	191	127	122	144
Number of leavers in year	160	268	273	197
Turnover (%)	8.5	14.7	15.8	11.9
Voluntary turnover (%)	4.9	7.4	7.6	7.1
Average length of service of leavers	6y 0m	5y 5m	7y 9m	7y 2m
Average length of service of employees employed at year end	7y 4m	7y 6m	7y 8m	7y 11m
Stability index (% employees at year end with 12 or more months' service)	93.4	95.7	91.9	91.8

- 3.1 Turnover is number of leavers in the year divided by the average number of people employed over the year. Voluntary turnover includes only employees choosing to resign their posts.
- 3.2 The variations in turnover over the past four years are mainly accounted for by 'involuntary' turnover which includes redundancies. However, voluntary turnover has also increased. See the table at 7.18 below for more details of reasons for leaving.

4. Absence

Working days lost to sickness absence	2009/10	2010/11	2011/12	2012/13
Short term absence only (under 28 days) - average per person	4.91	3.98	4.02	4.20
All absences - average per person	8.76	8.43	8.46	9.37
Council target (maximum working days per employee)	8.9	8.9	8.4	8.2
Total working days lost	16,634	15,242	14,454	15,543

- 4.1 55% of all sickness absence in the Council was attributable to long term absence (i.e. lasting 28 days or more) in 2012/13. Of this figure, 33.4% was due to stress, depression or anxiety-related illness, and 22.6% was due to musculoskeletal problems.
- 4.2 Whilst the Council has set itself a target to reduce sickness absence to below the national average for local authorities (the Local Government Workforce Survey average for 2011/12 was 8.9 days per employee), there is an upward trend in absence apparent this year.
- 4.3 Various measures have been put in place for 2013/14 to try to address the upward trend in sickness absence, including a pilot absence reporting system in one service with high sickness levels.

Top three reasons for absence (%)	2009/10	2010/11	2011/12	2012/13
Stress, depression or anxiety-related	18.4	22.4	26.6	22.3
Other musculoskeletal problems (not back)	17.7	15.0	12.5	15.9
Infections (includes colds and flu)	17.7	13.5	12.0	11.6
Stomach, liver, kidney, digestion	Not reported	Not reported	Not reported	12.2

4.4 After an upward trend in the proportion of stress-related illness as a cause for absence over the past three years, a reverse is apparent this year, which is matched by an increase in the proportion of absence caused by physical illness.

5. Employment relations casework

Category	2009/10	2010/11	2011/12	2012/13
Disciplinary and capability cases	41	42	51	73
Formal warnings or dismissals (included in above cases)	24	10	14	12
Grievance cases	8	11	5	3
Occupational health referrals (in work)	268	212	348	336

5.1 Absence due to stress always triggers a referral to Occupational Health. Hence the increase in referrals in 2011/12 as the proportion of sickness due to stress increased. The increase in referrals also reflects an increased adherence to the management of sickness absence procedures, with managers actively seeking advice to support employees whose absence is a cause for concern.

6. Training

	2010/11	2011/12	2012/13
Number of employees who attended at least one classroom course	1464	1181	1184
Percentage of employees attending classroom courses	73.2	70.7	73.3
Number of classroom courses completed	5486	3762	4238
Number of employees who completed at least one e-learning course	287	548	750
Percentage of employees undertaking e-learning	14.4	32.8	46.5
Number of e-learning courses completed	623	1241	2160
Number of employees completing any course (e-learning or classroom)	1491	1322	1349
Percentage of employees completing any course (e-learning or classroom)	74.6	79.1	83.6
Total courses completed	6079	5003	6398

- 6.1 West Berkshire Council provides training to both its employees and to its partners, mainly in social care and housing organisations. The figures in the table above relate only to the Council's workforce.
- 6.2 Since the launch of the Council's e-learning option in 2009, there has been a significant shift from traditional classroom-based training to on-line learning, especially for mandatory refresher courses. One third of instances of training in 2012/13 were on-line – up from 10% in 2010/11.
- 6.3 The Council has increased the percentage of employees receiving training, and the total number of courses 'delivered', whilst reducing the training spend and time spent out of the workplace, by careful use of both pure on-line learning and also 'blended learning', which uses a combination of shorter classroom events with on-line preparation.

7. Equality data

7.1 Equality information is based on that held on our HR system. As part of the appointment process applicants are asked to define themselves according to ethnic origin and whether or not they have a disability as defined under the Equality Act 2010. In some cases, individuals choose not to define themselves. Thus the data below is based only on those who have chosen to define themselves as black minority ethnic (BME) or as having a disability.

7.2 Key workforce indicators - headlines

Category (% of workforce)	2010/11	2011/12	2012/13	2011 census
Female	76.0	75.8	76.23	n/a
Male	24.0	24.2	23.77	n/a
Disability declared (definition in Equality Act 2010)*	3.21	3.23	3.40	3.2%
Black minority ethnic (BME)	2.90	3.23	3.47	5.00
Age under 25	3.8	3.6	3.40	n/a
Age 25-34	16.9	15.9	15.81	n/a
Age 35-44	24.7	24.5	24.26	n/a
Age 45-54	28.0	29.6	29.85	n/a
Age 55-64	24.0	24.6	24.13	n/a
Age 65+	2.6	1.8	2.55	n/a
Full time	57.6	59.2	58.72	n/a
Part time (under 37 hours a week and/or 52 weeks a year)	42.4	40.8	41.28	n/a

7.3 *The 2011 census disability data includes all residents of working age (16-65) in the district. In WBC, 3.2% believe that their day to day activities are limited 'a lot' and 5.7% believe they are limited 'a little'.

Grading

7.4 Grade definitions used in these tables;

- (a) Grade B-F = annual salary £12,787 - £22,221
- (b) Grade G-J = annual salary £20,858 - £36,313
- (c) Middle manager = grade K - M; annual salary £33,661 - £56,364 (including Soulbury grades for psychologists and school improvement advisers)
- (d) Senior manager = Head of Service, Executive Director, Chief Executive with annual salary £62,860 - £133,418
- (e) Apprentice = paid on National Minimum Wage

7.5 Numbers in the top grade group (Senior Managers) are very small (17 individuals), so a change in one individual has a significant percentage impact on the data.

7.6 Workforce by grade at 31st March 2013

Grade	% of all employees in this grade
Apprentice	0.7
A-F	43.4
G-J	38.9
Middle managers	15.8
Senior managers	1.2
	100.0

7.7 Grade and gender as at 31st March

Female employees as percentage of employees in this grade	2011	2012	2013
A-F	81.92	82.99	82.19
G-J	75.57	74.92	75.94
Middle managers	56.66	57.99	64.62
Senior managers	28.57	21.74	21.05

7.8 There is a contrast between the 21% of senior managers who are female and the percentage of the total workforce that is female (76%). The senior management group is small, and has relatively low turnover. However, the disparity may suggest an underlying issue with either recruitment or retention of female senior managers. Exploration of this issue is an item on the workforce plan for 2013/14.

7.9 Grade and BME status at 31st March 2013

Grade	% of those in this grade who are BME	% of BME employees who are in this grade
A-F	4.21	52.64
G-J	3.28	36.84
Middle managers	1.92	8.77
Senior managers	0.00	0.00
Apprentice	9.09	1.75
		100.00

7.10 Grade and disability at 31st March 2013

Grade	% of those in this grade who have a disability	% of those who have a disability who are in this grade
A-F	3.65	46.43
G-J	2.81	32.14
Middle managers	3.85	17.85
Senior managers	5.26	1.79
Apprentice	9.09	1.79
		100.00

7.11 Grade and age at 31st March 2013

% of those in this grade in each age group (rows total to 100)						
Grade	Under 25	25-34	35-44	45-54	55-64	65+
A-F	5.61	16.68	19.64	28.05	26.23	3.79
G-J	0.78	20.16	27.97	29.84	20.00	1.25
Middle managers	0.00	4.62	30.38	34.23	28.08	2.69
Senior managers	0.00	0.00	5.26	47.37	47.37	0.00
Apprentice	100.00	0.00	0.00	0.00	0.00	0.00

7.12 Grade and part time working at 31st March 2013

Grade	% of those in this grade who work part time	% of those who work part time who are in this grade
A-F	56.52	59.35
G-J	32.19	30.34
Middle managers	26.54	10.16
Senior managers	5.26	0.15
Apprentice	0.00	0.00
		100.00

Part time working

7.13 Part time working by gender, BME status and disability at 31st March 2013

Category	% of this group who work part time	% of part time employees who are in this group
Female	48.88	90.28
BME	36.84	3.09
Having a disability	44.64	3.68

7.14 Part time working by age at 31st March 2013

% of those working full or part time in each age group (rows total to 100)						
Category	Under 25	25-34	35-44	45-54	55-64	65+
Full time	4.55	18.94	21.23	31.16	23.08	1.04
Part time	1.77	11.34	28.57	27.98	25.63	4.71

Starters and leavers

7.15 Starters by gender, BME status and disability – 144 starters

% of all starters who were from this group	2010/11	2011/12	2012/13
Female	68.50	74.39	76.39
BME	4.70	10.66	6.94
Having a disability	0.00	4.10	3.41

7.16 Starters by age – 144 leavers

% of all starters during the year who were in this age range	2010/11	2011/12	2012/13
Under 25	26.0	19.67	20.14
25-34	22.8	17.21	31.25
35-44	27.6	23.77	20.83
45-54	16.5	26.23	20.14
55-64	6.3	12.30	6.94
65+	0.8	0.82	0.70

7.17 Despite a successful programme to recruit apprentices this year, the percentage of new starters in the youngest age category is still lower than it was in 2010/11. However, this should be compared to the overall percentage of employees under 25 (3.47% of the workforce).

7.18 Leavers by gender, BME status and disability – 197 leavers

% of all leavers during the year who were from this group	2010/11	2011/12	2012/13
Female	69.00	72.53	80.30
BME	4.00	3.66	4.04
Having a disability	3.00	3.66	1.01

7.19 Leavers by age – 197 leavers

% of all leavers during the year who were in this age range	2010/11	2011/12	2012/13
Under 25	10.00	4.76	7.58
25-34	16.00	18.32	20.20
35-44	19.00	18.32	16.16
45-54	20.00	15.02	24.75
55-64	28.00	31.87	25.25
65+	8.00	11.72	6.06

7.20 Reasons for leaving

% of leavers - reason	2010/11	2011/12	2012/13
Death in service	0.75	0.00	0.51
Dismissal (other than redundancy)	3.73	1.10	0.20
Early retirement	0.37	1.47	1.52
End of fixed term contract	8.58	4.76	2.02
Ill health retirement	0.00	0.37	0.00
Redundancy	26.12	31.87	16.16
Voluntary resignation	51.12	46.15	62.63
Retirement	8.96	11.72	12.12
TUPE transfer	0.37	0.00	0.00
Transfer to Schools (PRUs)	0.00	0.00	3.03
Other – not recorded	0.00	2.56	1.81

Disciplinary

7.21 Disciplinary cases by gender, BME status and disability;

	Formal warning or dismissals
Total	12
Female	33%
BME	8.33%
Having a disability	0.00%
Aged 55-64	50%

7.22 Less than one per cent of the workforce received a formal warning or was dismissed during 2012/13. The numbers are too small for meaningful statistical analysis.

Recruitment

7.23 The data in the following tables includes all vacancies approved for recruitment between 1st April 2012 and 31st March 2013. Where decisions have not yet been made on vacancies advertised towards the end of the period, these have been excluded from the dataset.

7.24 In the year 2012/13 there were 2084 applicants for posts in the Council, of whom 981 were interviewed and 178 were offered appointment.

7.25 Recruitment - gender, BME status and disability at each recruitment stage

% of applicants, interviewees and appointees who were in this group	Applicants	Interviewees	Appointees
Female	70.15	70.74	79.78
Having a disability	4.13	4.98	1.24
BME	17.08	13.25	6.74
Percentage of total applicants reaching this stage, for reference	100.00	47.07	8.54

7.26 Recruitment - applicants who were interviewed and appointed by gender, BME and disability

% of applicants in each group who reached interview and appointment stages	Interviewed	Appointed
Female	47.47	9.71
Having a disability	48.84	2.33
BME	36.52	3.37
Totals for reference	47.07	8.54

7.27 This table shows that 47.47% of female applicants were shortlisted for interview, and 9.71% were appointed. 48.84% of disabled applicants were shortlisted but only 2.33% were appointed, showing a higher chance than average of being shortlisted and lower than average chance of appointment. By contrast BME applicants had a lower chance of both being shortlisted and appointed. The figures are too small for meaningful statistical analysis. However, this will be discussed at the Including Everyone Board.

7.28 Recruitment - applicants, interviewees and appointments by age

Numbers at each stage	Under 25	25-34	35-44	45-54	55-64	65+	n/k	Total
Applications	377	643	439	421	186	9	9	2084
Interviewed	140	293	224	218	94	6	6	981
Appointed	20	51	144	40	20	1	2	178

7.29 Older applicants (over 34) have a higher chance of being shortlisted for interview and being offered appointment, with only 37% of applicants under 25 making it through to the interview stage compared to 67% of applicants aged over 65.

Training

7.30 In the year 2012/13, a total of 1349 employees completed at least one training course. This may have been in a traditional classroom setting or on-line.

7.31 Training completion by gender, BME status and disability

Completed training this year	% of employees from this group
Female	83.97
Male	82.34
BME	92.86
Having a disability	80.00
All employees	83.58

7.32 Training take up varies with age; 91% of under 25s completed training this year, compared with just 46% of over 65s. Training take up in the 25 – 64 age groups was around 85% across the four groups.

8. Conclusion

8.1 The analysis of workforce data reveals no unexpected trends. Further analysis will be undertaken where the data indicate potential issues relating to equality.

Appendices

Appendix A – Equality in employment – contextual information

Consultees

Local Stakeholders: Not consulted

Officers Consulted: Not consulted

Trade Union: Not consulted

Appendix A - Equality in Employment - Contextual Information

The equality analysis in this report covers the following protected characteristics as defined under the Equality Act 2010;

Sex
Race
Age
Disability

Insufficient data is held with respect to sexual orientation, transgender status, and religion/belief to make any meaningful analysis. The Council is considering gathering more data about its employees with respect to these characteristics in a sensitive and confidential way. We do not collect or use information about marital/civil partnership status.

Contextual data about the Council's population, from which much of our workforce is drawn, can be found on our website in the [West Berkshire Council - 2011 West Berkshire District Profile](#)

What does the Council do to promote equality in employment?

The Council is committed to equality in employment, meaning that we ensure that all our employment policies and practices, including recruitment and selection, learning and development, promotion and pay, are non-discriminatory and we oppose any form of discrimination against job applicants or employees on the grounds of sex, disability, age, race, marital/civil partnership status, religion/belief, sexual orientation, transgender status, maternity/pregnancy, trade union activity or responsibility for dependents.

We recognise the unique contribution each employee can make and promote a climate of respect for all, requiring all our employees to treat each other with fairness, dignity and respect.

The Council has a range of employment policies which support those who are caring for children or other dependants, such as the right to request flexible working arrangements, flexitime and generous annual leave. The majority of employees are able to work from a variety of locations, including their homes, under our Mobile and Flexible Working policy. Further details about the Council's employment policies can be found on our website on the [Human Resources](#) pages.

We carry out an Employee Attitude Survey every two years, in which employees feed back their views anonymously through an on-line questionnaire. Our most recent survey in summer 2011 showed that;

71% of employees felt that they could achieve a good work-life balance
79% of employees felt that the Council respects individual differences
75% of employees felt that they were treated with fairness and respect in the Council

The survey also showed the following results when employees were asked if they had felt bullied, harassed or discriminated against in the last 12 months on the grounds of;

Gender – 2%
Ethnic origin – 1%
Disability or health – 2%

Sexual orientation – 1%

Age – 3%

Religion or belief – 1%

The Council has a Bullying and Harassment Policy which sets out its approach to the matter and how incidents will be dealt with if brought to the attention of managers.