

## Workforce Profile – 2016/17 and 2017/18

|                                    | 2016/17        | %        | 2017/18        | %        |
|------------------------------------|----------------|----------|----------------|----------|
| <b>Total employees</b>             | 403            |          | 404            |          |
| <b>FTE</b>                         | 367            |          | 366            |          |
| <b>Full time</b>                   | 307            | 76.2     | 302            | 74.8     |
| <b>Part time</b>                   | 96             | 23.8     | 102            | 25.2     |
| <b>Female</b>                      | 199            | 49.4     | 209            | 51.7     |
| <b>Male</b>                        | 204            | 50.6     | 195            | 48.3     |
| <b>Male FT</b>                     | 187            | 60.9     | 175            | 57.9     |
| <b>Female FT</b>                   | 121            | 39.4     | 127            | 42.1     |
| <b>Male PT</b>                     | 18             | 18.8     | 20             | 19.6     |
| <b>Female PT</b>                   | 78             | 81.3     | 82             | 80.4     |
| <b>Male PT FTE</b>                 | 10             | NA       | 12             | NA       |
| <b>Female PT FTE</b>               | 49             | NA       | 52             | NA       |
| <b>Disability</b>                  | 10             | 2.5      | 25             | 6.2      |
| <b>Ethnic Minority</b>             | 18             | 4.5      | 25             | 6.2      |
| <b>LGBT</b>                        | 10             | 2.5      | 10             | 2.5      |
| <b>Age</b>                         | <b>2016/17</b> | <b>%</b> | <b>2017/18</b> | <b>%</b> |
| <b>16-19</b>                       | 3              | 0.7      | 1              | 0.2      |
| <b>20-24</b>                       | 16             | 4.0      | 14             | 3.5      |
| <b>25-29</b>                       | 40             | 9.9      | 26             | 6.4      |
| <b>30-44</b>                       | 112            | 27.8     | 121            | 30.0     |
| <b>45-59</b>                       | 180            | 44.7     | 191            | 47.3     |
| <b>60-64</b>                       | 37             | 9.2      | 36             | 8.9      |
| <b>65-74</b>                       | 15             | 3.7      | 14             | 3.5      |
| <b>75+</b>                         | 0              | 0.0      | 1              | 0.2      |
| <b>Religion or belief</b>          | <b>2016/17</b> | <b>%</b> | <b>2017/18</b> | <b>%</b> |
| <b>Buddhist</b>                    | 1              | 0.2      | 2              | 0.5      |
| <b>Christian all denominations</b> | 199            | 49.4     | 195            | 48.3     |
| <b>Hindu</b>                       | 6              | 1.5      | 7              | 1.7      |
| <b>Muslim</b>                      | 4              | 1.0      | 5              | 1.2      |
| <b>No religion or belief</b>       | 97             | 24.1     | 105            | 26.0     |
| <b>Other</b>                       | 14             | 3.5      | 27             | 6.7      |
| <b>Prefer not to say</b>           | 81             | 20.1     | 60             | 14.9     |
| <b>Sikh</b>                        | 1              | 0.2      | 3              | 0.7      |

### Workforce Profile - Occupational Segregation

A table showing the councils workforce by the Office for National Statistics (ONS) standard occupational classification 2010 \* including gender, disability and ethnic minority on the 31 March 2018

| Group   | No of staff | Disability % | Ethnic Minority % | Male %      | Female %    | FT %        | PT %        |
|---|-------------|--------------|-------------------|-------------|-------------|-------------|-------------|
| <b>Totals</b>   | <b>404</b>  | <b>6.2</b>   | <b>6.2</b>        | <b>48.3</b> | <b>51.7</b> | <b>74.8</b> | <b>25.2</b> |
| SOC2010-Group 1-<br>Managers, Directors<br>and Senior Officials         | 25          | 4.0          | 8.0               | 60.0        | 40.0        | 92.0        | 8.0         |
| SOC2010-Group 2-<br>Professional<br>Occupations                         | 65          | 7.7          | 9.2               | 55.4        | 44.6        | 76.9        | 23.1        |
| SOC2010-Group 3-<br>Assoc Professional<br>and Technical<br>Occupations  | 98          | 7.1          | 6.1               | 31.6        | 68.4        | 78.6        | 21.4        |
| SOC2010-Group 4-<br>Administrative and<br>Secretarial<br>Occupations    | 74          | 6.8          | 4.1               | 13.5        | 86.5        | 59.5        | 40.5        |
| SOC2010-Group 5-<br>Skilled Trade<br>Occupations                        | 30          | 0.0          | 3.3               | 100.0       | 0.0         | 96.7        | 3.3         |
| SOC2010-Group 6-<br>Caring, Leisure and<br>Other Service<br>Occupations | 14          | 7.1          | 0.0               | 28.6        | 71.4        | 57.1        | 42.9        |
| SOC2010-Group 7-<br>Sales and Customer<br>Service Occupations           | 28          | 3.6          | 14.3              | 21.4        | 78.6        | 32.1        | 67.9        |
| SOC2010-Group 8-<br>Process, Plant and<br>Machine Operatives            | 26          | 11.5         | 7.7               | 96.2        | 3.8         | 92.3        | 7.7         |
| SOC2010-Group 9-<br>Elementary<br>Occupations                           | 44          | 4.5          | 2.3               | 86.4        | 13.6        | 86.4        | 13.6        |

A table showing gender, ethnic group, disabled and full and part time employees by grade

| Grade                 | Number of staff | Number of staff % | Disability % | Ethnic Minority % | Male %      | Female %    | FT %        | PT %        |
|-----------------------|-----------------|-------------------|--------------|-------------------|-------------|-------------|-------------|-------------|
| National Minimum Wage | 1               | 0.2               | 0.0          | 0.0               | 100.0       | 0.0         | 100.0       | 0.0         |
| Grade 1               | 4               | 1.0               | 0.0          | 0.0               | 25.0        | 75.0        | 0.0         | 100.0       |
| Grade 2               | 44              | 10.9              | 9.1          | 2.3               | 81.8        | 18.2        | 95.5        | 4.5         |
| Grade 3               | 51              | 12.6              | 7.8          | 5.9               | 41.2        | 58.8        | 64.7        | 35.3        |
| Grade 4               | 124             | 30.7              | 4.8          | 5.6               | 37.1        | 62.9        | 29.8        | 38.7        |
| Grade 5               | 32              | 7.9               | 0.0          | 6.3               | 37.5        | 62.5        | 87.5        | 12.5        |
| Grade 6               | 56              | 13.9              | 7.1          | 8.9               | 48.2        | 51.8        | 82.1        | 17.9        |
| Grade 7               | 28              | 6.9               | 3.6          | 7.1               | 50.0        | 50.0        | 82.1        | 17.9        |
| Grade 8               | 33              | 8.2               | 15.2         | 6.1               | 54.5        | 45.5        | 75.8        | 24.2        |
| Grade 9               | 11              | 2.7               | 9.1          | 18.2              | 63.6        | 36.4        | 81.8        | 18.2        |
| Grade 10              | 9               | 2.2               | 0.0          | 11.1              | 66.7        | 33.3        | 88.9        | 11.1        |
| Grade 11              | 3               | 0.7               | 0.0          | 0.0               | 66.7        | 33.3        | 100.0       | 0.0         |
| Head of Service       | 4               | 1.0               | 0.0          | 0.0               | 50.0        | 50.0        | 100.0       | 0.0         |
| Director              | 3               | 0.7               | 0.0          | 0.0               | 33.3        | 66.7        | 100.0       | 0.0         |
| Chief Executive       | 1               | 0.2               | 0.0          | 0.0               | 100.0       | 0.0         | 100.0       | 0.0         |
| <b>Total</b>          | <b>404</b>      | <b>100</b>        | <b>6.2</b>   | <b>6.2</b>        | <b>48.3</b> | <b>51.7</b> | <b>65.1</b> | <b>25.2</b> |

## Workforce Profile – Disciplinary and Grievance records

## Disciplinary records

| Disciplinary records  | 2014/15 (%) | 2015/16 (%) | 2016/17 (%) | 2017/18 (%) |
|-----------------------|-------------|-------------|-------------|-------------|
| Ethnic minority       | 11          | 0           | 0           | 0           |
| White                 | 89          | 100         | 100         | 100         |
| Disabled              | 0           | 0           | 0           | 3           |
| Mean age              | 50          | 49          | 39          | 50          |
| Disciplinary hearings | 9           | 13          | 11          | 9           |
| Male                  | 100         | 77          | 73          | 92          |
| Female                | 0           | 23          | 27          | 8           |
| Verbal Warning        | 4           | 4           | 2           | 1           |
| First Written         | 3           | 3           | 3           | 5           |
| Final Written         | 1           | 1           | 3           | 2           |
| Dismissal             | 1           | 5           | 3           | 1           |

## Grievance Records

| Grievances           | 2014/15 (%) | 2015/16 (%) | 2016/17 (%) | 2017/18 (%) |
|----------------------|-------------|-------------|-------------|-------------|
| Ethnic minority      | 0           | 0           | 0           | 0           |
| White                | 1           | 92          | 75          | 100         |
| Disabled             | 0           | 0           | 0           | 1           |
| Mean age             | 43          | 47          | 43          | 50          |
| Male                 | 40          | 50          | 38          | 100         |
| Female               | 60          | 50          | 63          | 0           |
| Upheld               | 25          | 84          | 50          | 33.33       |
| In part              | 75          | 0           | 25          | 0           |
| Not upheld           | 0           | 0           | 25          | 66.66       |
| Terms and conditions | 2           | 2           | 1           | 0           |
| Breach of policy     | 2           | 0           | 3           | 0           |
| Bullying             | 1           | 9           | 3           | 2           |
| Discrimination       | 0           | 0           | 0           | 0           |
| Poor Supervision     | 0           | 1           | 0           | 0           |
| Health and Safety    | 0           | 0           | 1           | 1           |

## Workforce Profile – Leavers

| Leavers                                    | 2016/17        | 2017/18        |
|--|----------------|----------------|
| <b>Total</b>                               | 53             | 51             |
| <b>Male (%)</b>                            | 58             | 72.5           |
| <b>Female (%)</b>                          | 42             | 27.5           |
| <b>Disabled (%)</b>                        | 0              | 3.9            |
| <b>Ethnic Minority (%)</b>                 | 11             | 3.9            |
| <b>Reasons for leaving</b>                 | <b>2016/17</b> | <b>2017/18</b> |
| <b>Capability (%)</b>                      | 0              | 2.0            |
| <b>Death in Service (%)</b>                | 2              | 2.0            |
| <b>Dismissal (%)</b>                       | 6              | 2.0            |
| <b>End of temporary contract (%)</b>       | 14             | 7.8            |
| <b>Ill health retirement (%)</b>           | 2              | 0.0            |
| <b>Probation (%)</b>                       | 2              | 0.0            |
| <b>Resignation (%)</b>                     | 67             | 72.5           |
| <b>Retirement (%)</b>                      | 2              | 5.9            |
| <b>Settlement agreement (%)</b>            | 2              | 3.9            |
| <b>Some Other Substantial Reason(SOSR)</b> | 0              | 2.0            |
| <b>Voluntary redundancy (%)</b>            | 2              | 2.0            |

**Labour Turnover 2017/18**

| <b>Labour Turnover 2017/18</b> | <b>%</b> |
|--------------------------------|----------|
| All services                   | 12.6     |
| Community Services             | 14       |
| Corporate Services             | 8        |
| Environment and Planning       | 15       |
| Voluntary                      | 84       |
| Involuntary                    | 16       |
| Resignation                    | 72.5     |
| Male                           | 72.5     |
| Female                         | 27.5     |
| Disabled                       | 3.9      |
| Ethnic Minority                | 3.9      |

**Workforce Profile – Return from maternity leave**

| <b>Year</b>     | <b>2014/15</b> | <b>2015/16</b> | <b>2016/17</b> | <b>2017/18</b> |
|-----------------|----------------|----------------|----------------|----------------|
| <b>Return %</b> | 66%            | 75%            | 100%           | 100%           |
| <b>Number</b>   | 4 out of 6     | 3 out of 4     | 6 out of 6     | 3 out of 3     |

**Flexible working positions on the 31 March 2018**

| <b>31 March 2018</b>              | <b>Male</b> | <b>Female</b> | <b>Total</b> | <b>Percentage</b> |
|-----------------------------------|-------------|---------------|--------------|-------------------|
| <b>Flexible Working positions</b> | 14          | 39            | 53           | 100               |
| <b>Corporate Services</b>         | 5           | 22            | 27           | 50.9              |
| <b>Environment and Planning</b>   | 7           | 8             | 15           | 28.3              |
| <b>Community Services</b>         | 2           | 9             | 11           | 20.8              |
| <b>Full time</b>                  | 12          | 16            | 28           | 52.8              |
| <b>Part time</b>                  | 2           | 23            | 25           | 47.2              |
| <b>Apprentice</b>                 | 0           | 0             | 0            | 0                 |
| <b>Grade 1 -3</b>                 | 0           | 0             | 0            | 0                 |
| <b>Grade 4</b>                    | 1           | 19            | 20           | 37.7              |
| <b>Grade 5</b>                    | 2           | 2             | 4            | 7.5               |
| <b>Grade 6</b>                    | 1           | 6             | 7            | 13.2              |
| <b>Grade 7</b>                    | 3           | 6             | 9            | 17                |
| <b>Grade 8</b>                    | 4           | 2             | 6            | 11.3              |
| <b>Grade 9</b>                    | 2           | 3             | 5            | 9.4               |
| <b>Grade 10</b>                   | 1           | 1             | 2            | 3.8               |
| <b>Grade 11 and above</b>         | 0           | 0             | 0            | 0                 |

### Workforce Profile – Recruitment Monitoring

#### Application Forms Received 2017/18

| <b>Applications<br/>2017/18</b>          | <b>Number</b> | <b>%</b> |
|--|---------------|----------|
| <b>Recruitment<br/>adverts</b>           | 65            | NA       |
| <b>Total applications</b>                | 589           | NA       |
| <b>Online</b>                            | 527           | 89.5     |
| <b>Written</b>                           | 62            | 10.5     |
| <b>Male</b>                              | 262           | 45.5     |
| <b>Female</b>                            | 327           | 55.5     |
| <b>Ethnic Minority</b>                   | 78            | 13.2     |
| <b>Disability</b>                        | 32            | 5.4      |
| <b>LGBT</b>                              | 23            | 3.9      |
| <b>Heterosexual</b>                      | 517           | 87.8     |
| <b>Other</b>                             | 12            | 2        |
| <b>Prefer not to say</b>                 | 37            | 6.3      |
| <b>Age</b>                               | <b>Number</b> | <b>%</b> |
| <b>16-19</b>                             | 12            | 2        |
| <b>20-24</b>                             | 90            | 15.3     |
| <b>25-29</b>                             | 73            | 12.4     |
| <b>30-44</b>                             | 228           | 38.7     |
| <b>45-59</b>                             | 162           | 27.5     |
| <b>60-64</b>                             | 21            | 3.6      |
| <b>65-74</b>                             | 3             | 0.5      |
| <b>75+</b>                               | 0             | 0        |
| <b>Religion or belief</b>                | <b>Number</b> | <b>%</b> |
| <b>Agnostic</b>                          | 27            | 4.6      |
| <b>Atheist</b>                           | 31            | 5.3      |
| <b>Buddhist</b>                          | 2             | 0.3      |
| <b>Christian (all<br/>denominations)</b> | 240           | 40.7     |
| <b>Hindu</b>                             | 20            | 3.4      |
| <b>Jewish</b>                            | 1             | 0.2      |
| <b>Muslim</b>                            | 20            | 3.4      |
| <b>No religion or<br/>belief</b>         | 202           | 34.3     |
| <b>Other</b>                             | 10            | 1.7      |
| <b>Prefer not to say</b>                 | 28            | 4.8      |
| <b>Sikh</b>                              | 8             | 1.4      |

## Applicants shortlisted 2017/18

| <b>Applicants shortlisted</b>        | <b>Number</b> | <b>%</b> |
|--------------------------------------|---------------|----------|
| <b>Recruitment adverts</b>           | 65            |          |
| <b>Shortlisted</b>                   | 269           |          |
| <b>Online</b>                        | 246           | 91.4     |
| <b>Written</b>                       | 23            | 8.6      |
| <b>Male</b>                          | 134           | 49.8     |
| <b>Female</b>                        | 135           | 50.2     |
| <b>Ethnic Minority</b>               | 29            | 10.8     |
| <b>Disability</b>                    | 16            | 5.9      |
| <b>LGBT</b>                          | 9             | 3.3      |
| <b>Heterosexual</b>                  | 236           | 87.7     |
| <b>Other</b>                         | 6             | 2.2      |
| <b>Prefer not to say</b>             | 18            | 6.7      |
| <b>Age</b>                           | <b>Number</b> | <b>%</b> |
| <b>16-19</b>                         | 6             | 2.2      |
| <b>20-24</b>                         | 35            | 13       |
| <b>25-29</b>                         | 26            | 9.7      |
| <b>30-44</b>                         | 112           | 41.6     |
| <b>45-59</b>                         | 74            | 27.5     |
| <b>60-64</b>                         | 14            | 5.2      |
| <b>65-74</b>                         | 2             | 0.7      |
| <b>75+</b>                           | 0             | 0        |
| <b>Religion or belief</b>            | <b>Number</b> | <b>%</b> |
| <b>Agnostic</b>                      | 15            | 5.6      |
| <b>Atheist</b>                       | 12            | 4.5      |
| <b>Buddhist</b>                      | 2             | 0.7      |
| <b>Christian (all denominations)</b> | 122           | 45.4     |
| <b>Hindu</b>                         | 9             | 3.3      |
| <b>Jewish</b>                        | 0             | 0        |
| <b>Muslim</b>                        | 6             | 2.2      |
| <b>No religion of belief</b>         | 84            | 31.2     |
| <b>Other Religion or Belief</b>      | 5             | 1.9      |
| <b>Prefer not to say</b>             | 11            | 4.1      |
| <b>Sikh</b>                          | 3             | 1.1      |

**Applicants Appointed 2017/18**

| <b>Applicants Appointed</b>          | <b>Number</b> | <b>%</b> |
|--------------------------------------|---------------|----------|
| <b>Vacancies</b>                     | n/a           |          |
| <b>Appointed</b>                     | 83            |          |
| <b>Online</b>                        | n/a           |          |
| <b>Written</b>                       | n/a           |          |
| <b>Male</b>                          | 49            | 59       |
| <b>Female</b>                        | 34            | 41       |
| <b>Ethnic Minority</b>               | 7             | 8.4      |
| <b>Disability</b>                    | 3             | 3.6      |
| <b>LGBT</b>                          | 4             | 4.8      |
| <b>Heterosexual</b>                  | 76            | 91.6     |
| <b>Other</b>                         | 0             | 0        |
| <b>Prefer not to say</b>             | 3             | 3.6      |
| <b>Age</b>                           | <b>Number</b> | <b>%</b> |
| <b>16-19</b>                         | 3             | 3.6      |
| <b>20-24</b>                         | 9             | 10.8     |
| <b>25-29</b>                         | 4             | 4.8      |
| <b>30-44</b>                         | 39            | 47       |
| <b>45-59</b>                         | 21            | 25.3     |
| <b>60-64</b>                         | 7             | 8.4      |
| <b>65-74</b>                         | 0             | 0        |
| <b>75+</b>                           | 0             | 0        |
| <b>Religion or belief</b>            | <b>Number</b> | <b>%</b> |
| <b>Agnostic</b>                      | 8             | 9.6      |
| <b>Atheist</b>                       | 3             | 3.6      |
| <b>Buddhist</b>                      | 0             | 0        |
| <b>Christian (all denominations)</b> | 39            | 47       |
| <b>Hindu</b>                         | 1             | 1.2      |
| <b>Jewish</b>                        | 0             | 0        |
| <b>Muslim</b>                        | 1             | 1.2      |
| <b>No religion or belief</b>         | 25            | 30.1     |
| <b>Prefer not to say</b>             | 4             | 4.8      |
| <b>Other</b>                         | 1             | 1.2      |
| <b>Sikh</b>                          | 1             | 1.2      |



\*A summary of the standard occupational classification 2010 (SOC2010) Major Groups used by the Office for National Statistics is outlined below:

| Major group   | General nature of qualifications, training and experience for occupations in the major group   |
|---|--|
| <b>Managers, directors and senior officials</b>         | A significant amount of knowledge and experience of the production processes and service requirements associated with the efficient functioning of organisations and businesses.   |
| <b>Professional occupations</b>                         | A degree or equivalent qualification, with some occupations requiring postgraduate qualifications and/or a formal period of experience-related training.   |
| <b>Associate professional and technical occupations</b> | An associated high-level vocational qualification, often involving a substantial period of full-time training or further study. Some additional task-related training is usually provided through a formal period of induction.  |
| <b>Administrative and secretarial occupations</b>       | A good standard of general education. Certain occupations will require further additional vocational training to a well-defined standard (e.g. office skills).   |
| <b>Skilled trades occupations</b>                       | A substantial period of training, often provided by means of a work based training programme.  |
| <b>Caring, leisure and other service occupations</b>    | A good standard of general education. Certain occupations will require further additional vocational training, often provided by means of a work-based training programme.   |
| <b>Sales and customer service occupations</b>           | A general education and a programme of work-based training related to Sales procedures. Some occupations require additional specific technical knowledge but are included in this major group because the primary task involves selling.   |
| <b>Process, plant and machine operatives</b>            | The knowledge and experience necessary to operate vehicles and other mobile and stationary machinery, to operate and monitor industrial plant and equipment, to assemble products from component parts according to strict rules and procedures and subject assembled parts to routine tests. Most occupations in this major group will specify a minimum standard of competence for associated tasks and will have a related period of formal training. |
| <b>Elementary occupations</b>                           | Occupations classified at this level will usually require a minimum general level of education (that is, that which is acquired by the end of the period of compulsory education). Some occupations at this level will also have short periods of work-related training in areas such as health and safety, food hygiene, and customer service requirements.   |