



WARDS AFFECTED: ALL WARDS

1. PURPOSE OF REPORT

- 1.1 To provide members of the committee with employment and equality statistics for the years 2012/13, 2013-14 and 2014/15.

2. RECOMMENDATION

- 2.1 That the scrutiny commission note the content of the report.

3. BACKGROUND TO THE REPORT

- 3.1 Under the Equality Act 2010 the Council, as a local authority, is legally required to uphold the general equality duty and have due regard to:

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality of opportunity between different groups
- Foster good relations between different groups

The broad purpose of the general duty is to ensure consideration is given to integrate equality and diversity into the day-to-day business including employment and practice. This is achieved by promoting equality of opportunity, positive employment relations and by eliminating harassment and unlawful discrimination in regard to the following protected characteristics: age; disability; gender reassignment; race; religion and belief; sex; sexual orientation; marriage and civil partnership and pregnancy and maternity.

The workforce monitoring report covers the period from April 2012 to March 2015 including an equality analysis of staff in post, occupational segregation, gender pay gap information; recruitment and selection, leavers and employment relations.

This information will be used to determine if any practices, procedures, policies or work cultures unfairly discriminate against staff based upon the protected characteristics and to take action where inequalities exist.

For monitoring purposes equality data is extracted at recruitment stage and monitored on an annual basis alongside data from reports generated in the HR/Payroll system. Staff are also encouraged to update any changes via the HR self service system.

Outlined below is the workforce profile data for consideration.

The report is set out in the following sections:

- Section 1 – Workforce Profile
- Section 2 – Occupational Segregation Profile
- Section 3 – Gender Pay Gap
- Section 4 – Recruitment Monitoring
- Section 5 – Leavers, Dignity at work and learning and development

SECTION 1 – WORKFORCE PROFILE

The Council aims to have a workforce which reflects the community the Council serves. The benefits of having a diverse workforce that is broadly representative of the local population is that the Council is seen as an employer of choice, and an employer who provides fair employment opportunities for all individuals.

Staff in Post

2012/13	2013/14	2014/15
422	412	410
<i>The above figures show a 2.85% decrease in the number of staff in post between 2012/13 and 2014/15.</i>		

Gender

2012/13		2013/14		2014/15	
Male (%)	Female (%)	Male (%)	Female (%)	Male (%)	Female (%)
49	51	49	51	48	52
Census Data (2011)					
Hinckley and Bosworth		East Midlands		England	
Male (%)	Female (%)	Male (%)	Female (%)	Male (%)	Female (%)
49	51	49	51	49	51
The above figures outline no variance in the data and that the gender profile at Hinckley and Bosworth is representative of the population locally, regionally and nationally.					

Age Structure – Working Age Population (2011 Census Data)

2012/13		2013/14		2014/15	
Age Group	(%)	Age Group	(%)	Age Group	(%)
16-19	0.47	16-19	0.00	16-19	0.24
20-24	2.37	20-24	4.50	20-24	5.12
25-29	7.82	25-29	7.11	25-29	9.02
30-44	34.83	30-44	33.41	30-44	29.51
45-59	40.52	45-59	40.52	45-59	43.17
60-64	7.58	60-64	6.64	60-64	8.05
65-74	5.45	65-74	4.98	65-74	4.63
75+	0.95	75+	0.47	75+	0.24

Census Data (2011)

Hinckley and Bosworth

Age Group	(%)
16-19	5.43
20-24	6.22
25-29	6.67
30-44	24.08
45-59	26.10
60-64	9.15
65-74	12.23
75+	10.13

East Midlands

Age Group	(%)
16-19	6.49
20-24	8.33
25-29	7.54
30-44	24.24
45-59	24.60
60-64	7.89
65-74	11.22
75+	9.70

England

Age Group	(%)
16-19	6.26
20-24	8.36
25-29	8.49
30-44	25.46
45-59	23.91
60-64	7.38
65-74	10.59
75+	9.56

The 2011 census data for age structure of the population shows there is higher representation in the age groups 30-44 employed at the Council by approximately 10% in 2012/13 compared with the working age population; however this has reduced to 5.4% in 2014/15.

This is a positive statistic as it shows we are attracting an increasing number of staff in lower age groups.

In the age group 45-59 the Council's age structure is 17% higher than the local population supporting the view of over-representation compared to the working age population in this age range.

The data for the working age population also shows that the Council workforce profile in the 25-29 age group is broadly representative at 1% above the local population for Hinckley and Bosworth.

Overall this data highlights that in comparison with the age structure of the general population the Council has a higher number in the higher age groups of 30 and above.

This is consistent with local authorities nationally who generally have an ageing workforce.

However there has been an increasing number of applicants from lower age groups and a focus on apprenticeships has helped support this.

Disability

A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

2012/13		2013/14		2014/15	
Yes (%)	No (%)	Yes (%)	No (%)	Yes (%)	No (%)
4.75	95.25	3.64	96.36	3.66	96.34
Census Data (2011) - Day to Day Activities Limited a Lot					
Hinckley and Bosworth		East Midlands		England	
7.5%		8.7%		8.3%	
<p>There has been reduction in the overall percentage of disabled employees of approximately 1% alongside an overall reduction in the number of staff in post during the same period.</p> <p>Additionally this may be lower on the basis of when candidates declare a disability on an application it is in the view of the individual who decides if they are disabled.</p> <p>For example an individual may have a long term health condition such as diabetes which would be classified as a disability under the Equality Act 2010 but do not feel themselves as being disabled.</p> <p>This may mean a higher percentage of staff with a long term health problem or disability that is not reflected in the data.</p> <p><i>Hinckley and Bosworth Borough Council workforce does not reflect that of the local population in terms of people with a long term health problem or disability that limits day to day activities a lot but has maintained itself at around 4% disabled employees year on year.</i></p>					

Race

2012/13		2013/14		2014/15	
BME (%)	White (%)	BME (%)	White (%)	BME (%)	White (%)
3.31	96.69	3.15	96.85	3.41	96.59
Census Data (2011)					
Hinckley and Bosworth		East Midlands		England	
BME (%)	White (%)	BME (%)	White (%)	BME (%)	White (%)
3.6	96.4	10.6	89.3	14.3	85.5
<p>Hinckley and Bosworth has a lower representation of ethnic minorities at 3.41% than the East Midlands region which is 10.6%.</p> <p><i>As an authority we broadly reflect the local population with our ethnic minority workforce currently 0.2% below the local population of Hinckley and Bosworth in the census data.</i></p>					

SECTION 2 - OCCUPATIONAL SEGREGATION PROFILE

In general women and men tend to be clustered into different occupations and sectors.

There are many factors which underlie this segregation including stereotyping about men and women's capabilities and skills; the culture associated with different types of work; and access to training courses and apprenticeships.

Although job segregation restricts choices for men and women, the jobs which are most likely to be done by women are also those that are associated with low pay and limited possibilities for progression. These are sometimes referred to the '5 Cs' – cleaning, catering, cashiering, clerical work and caring.

To assess if this is the case at Hinckley and Bosworth job roles at the Council have been grouped using the standard occupational classification 2010(SOC2010) Major Groups used by the Office for National Statistics (ONS).

A summary of these groups is outlined below:

Major group	General nature of qualifications, training and experience for occupations in the major group
Managers, directors and senior officials	A significant amount of knowledge and experience of the production processes and service requirements associated with the efficient functioning of organisations and businesses.
Professional occupations	A degree or equivalent qualification, with some occupations requiring postgraduate qualifications and/or a formal period of experience-related training.
Associate professional and technical occupations	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.
Administrative and secretarial occupations	A good standard of general education. Certain occupations will require further additional vocational training to a well-defined standard (e.g. office skills).
Skilled trades occupations	A substantial period of training, often provided by means of a work-based training programme.
Caring, leisure and other service occupations	A good standard of general education. Certain occupations will require further additional vocational training, often provided by means of a work-based training programme.
Sales and customer service occupations	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.
Process, plant and machine operatives	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.
Elementary occupations	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.

Percentage of male and female workforce by occupational group

	2012/13		2013/14		2014/15	
Major Occupational Groups - HBBC	Male (%)	Female (%)	Male (%)	Female (%)	Male (%)	Female (%)
Managers, Directors and Senior Officials - Major Group 1	7.7	5.1	7.5	5.7	7.6	5.6
Professional Occupations- Major Group 2	23.2	11.2	23.4	9.0	19.8	9.9
Associate Professional and Technical Occupations- Major Group 3	10.1	33.5	10.4	32.7	11.2	35.7
Administrative and Secretarial Occupations- Major Group 4	4.8	30.2	5.0	32.7	5.6	31.0
Skilled Trade Occupations- Major Group 5	15.5	0.0	15.4	0.0	16.8	0.0
Caring, Leisure and Other Service Occupations- Major Group 6	3.9	5.1	3.0	4.7	2.5	3.8
Sales and Customer Service Occupations- Major Group 7	1.9	10.7	2.5	11.4	2.5	11.3
Process, Plant and Machine Operatives- Major Group 8	10.6	0.0	11.4	0.0	11.7	0.0
Elementary Occupations - Major Group 9	22.2	4.2	21.4	3.8	22.3	2.8

Census Data (2011) Occupational Groups	Hinckley and Bosworth		East Midlands		England	
	Male (%)	Female (%)	Male (%)	Female (%)	Male (%)	Female (%)
Managers, Directors and Senior Officials - Major Group 1	14.9	8.5	13.1	7.7	13.3	8.1
Professional Occupations- Major Group 2	14.4	16.6	14	16.6	16.5	18.6
Associate Professional and Technical Occupations- Major Group 3	13.3	10.9	12.4	10.1	14	11.5
Administrative and Secretarial Occupations- Major Group 4	4.3	21	4.2	18.5	4.8	19
Skilled Trade Occupations- Major Group 5	21.3	3	20.3	2.9	19.1	2.6
Caring, Leisure and Other Service Occupations- Major Group 6	2.3	16.3	3.1	16.8	3.2	16.2
Sales and Customer Service Occupations- Major Group 7	4	10.8	5.2	11.9	5.7	11.5
Process, Plant and Machine Operatives- Major Group 8	13.7	2.3	14.8	3.1	11.9	1.8

Elementary Occupations - Major Group 9	11.8	10.5		12.9	12.5		11.5	10.7
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Managers, Directors and Senior Officials - Major Group 1

Overall the Council has a lower representation in this group than reflected in the census data; this is at a 3 year average of 7.6% compared to 14.9% locally for males and a 3 year average of 5.5% for females compared to 8.5% locally.

This highlights a flatter structure at the Council and may be influenced by the size of the organisation in comparison with the other employers.

Roles in this group include the strategic leadership board, chief officers and service managers.

Professional Occupations- Major Group 2

The Council has a higher representation of professional posts for males at a 3 year average of 22% in comparison with 14.4% for the local population.

Female employees in this group are lower than represented locally at a 3 year average of 10% compared with 16.6% in Hinckley and Bosworth.

Roles in this this group include Planning Officers, Environmental Health Officers, Surveyors, ICT and Accountants. Some of these areas such as ICT and Surveyors attract more males than females in terms of career choices which may explain the variance to local census data.

Associate Professional and Technical Occupations- Major Group 3

Male employees are lower than that locally at a 3 year average of 10.5% compared to 13.3%. Female employees in this group at the Council have a 3 year average of 34% compared to 10.9% locally.

This is a very positive statistic and demonstrates the Council has a high number of roles occupied by females in this occupational group compared to the local population and in comparison with male employees.

Roles in this group include Benefits Officers, Neighbourhood Officers and Housing Officers, Revenues officers, Business development and HR.

Administrative and Secretarial Occupations- Major Group 4

A 3 year average of 31.3% of female employees are employed in this group; this is 10% higher than in Hinckley and Bosworth and 25% higher than the 3 year average for male employees in this group of 5%.

This seems to support the view of the 5 Cs with women most likely in clerical occupational choices being associated with low pay and limited possibilities for progression.

Roles included in this group are administration support and data collection/management roles for a variety of Council services.

Skilled Trade Occupations- Major Group 5

The Council currently only has male employees in this occupational group at an average of 15.9% compared to 21.3% locally.

Skilled trade occupations are represented in our Housing Repairs and Grounds Maintenance services and support some gender stereo types in terms of career choices for men and women.

Caring, Leisure and Other Service Occupations- Major Group 6

An average of 3.1% male and 4.5% female employees are represented in this group.

This is a good representative spread of male and female employees compared to the local census data; with Hinckley employing 0.8% higher than the local population for men in this group and 11.8% lower than the 16.3% of females employed in this group locally.

Roles in this group include housing warden and caretakers which may explain the lower representation than the local population but with an overall positive balance of male and female employees for Hinckley and Bosworth.

Sales and Customer Service Occupations- Major Group 7

There are 2% of male Council employees represented in this group compared to 5% locally.

The number of female employees has an average of 11.1% slightly higher than the 10.8% locally.

The roles in this group are front facing customer service roles including customer services, contact centre and the 24 hour control centre.

The Council is broadly representative of census in this occupational group.

Process, Plant and Machine Operatives- Major Group 8

11.3% the Council workforce is within this group; 2.5% lower than the local population. Locally females in this group are at 2.3% compared with 0% at the Council.

Roles at the Council in this group include drivers of large good vehicles and heavy equipment and are only represented during the reporting period by male employees.

Overall the Council is fairly similar to the local population in this occupational group.

Elementary Occupations - Major Group 9

The percentage of male employees in this group is 22% compared to 11.8% locally; this is 10% higher than reflected locally.

In contrast the average number of female employees in this group is 6.9% lower than the 10.5% employed locally in this group.

The largest proportion of roles in this group are for waste operatives and grounds maintenance operatives which are major services provided by the Council with a majority of male employees.

Occupational Profile Summary

What the above data shows generally is a higher level of males in Group 1, Managers, Directors and Senior Official and Group 2, Professional occupations.

In 2014/15 27.4% of the male workforce was in this group compared to 15.5% of the female workforce.

This is an area for improvement; however we have a good representation of females at associate and technical level at 35.7%. This is compared with 11.2% male.

In administrative and secretarial occupations 31% are female compared to 5.6% of the male workforce in this group; again this lends some support to gender stereotypes in terms of career choice.

There is also some support for other gender based career choices/stereotypes; for example 100% of employees in Skilled trade and Process, Plant and Heavy Machinery roles are male.

SECTION 3 – GENDER PAY GAP

Introduction of draft regulations in February 2016; in force from 1 October 2016 will require public and private sector employers with 250 or more employees to publish gender pay gap information.

The draft regulations when implemented will require the publication of pay gap information on the 30 April 2017 as a snapshot date for reporting each year; which we will then be required to publish in English on our website for a period of 3 years.

In preparation for this we have outlined the gender pay gap at the Council for the last 3 years both as a whole and within different occupational groups based on the 31 March each year. This will change to the 30 April 2017 when the regulations are implemented.

The draft regulations advise to publish both the median and the mean pay data and these have both been included in this report. The median highlights the 'typical pay difference' and is unaffected by a small number of very high earners whereas the mean will show the average gender pay gap and may be affected by differences in pay for small groups of high or low earners.

The gender pay gap figures below are based on full and part time employees combined full time equivalent salary.

The pay gap will not show differences in rates of pay for comparable jobs, as they are affected by factors such as the proportion of men and women in different occupations. However we have tried to show the gender pay gap by the occupational groups outlined earlier in the report to highlight any major variances in pay by occupational group.

Pay Gap – Public Sector and Private Sector			
	2012/13	2013/14	2014/15
ONS Approximate Public Sector Pay Gap	10%	10%	10%
ONS Approximate Private Sector Pay Gap	20%	20%	20%
<p>The Office for National Statistics (ONS) advise that the gender pay gap in the public sector has been relatively stable over the longer term, fluctuating around 10% since 2003 and that the private sector has an approximate pay gap of 20%.</p>			
Pay Gap HBBC			
	2012/13	2013/14	2014/15
Staff in Post	422	412	410
Average Hourly Rate – Male (Median)	£10.20	10.60	£10.52
Average Hourly Rate – Female(Median)	£10.20	£10.30	£10.83
Median Pay Gap	0%	2.8%	0%

Average Hourly Rate – Male (Mean)	£12.23	£12.52	£12.54
Average Hourly Rate – Female(Mean)	£11.59	£11.74	£12.21
Mean Pay Gap Mean	5.2%	6.2%	2.6%

The above shows a 0% pay gap on the whole workforce for 2014/15 using median salary and a 2.6% pay gap using mean salary.

The mean figure is significantly lower than the 10% in the public sector as a whole and is a really positive reflection of equal pay initiatives such as job evaluation; Implemented in 2006 being effective.

The small mean pay gap may be explained by SLB/Chief Officer salaries being included in the calculation.

Managers, Directors and Senior Officials - Major Group 1

	2012/13	2013/14	2014/15
Staff in Post	27	27	27
Average Hourly Rate – Male (Median)	£23.48	£23.71	£24.23
Average Hourly Rate – Female(Median/Mean)	£21.05	£21.26	£21.86
Median Pay Gap	10.3%	10.3%	9.8%
Average Hourly Rate – Male (Mean)	£25.81	£26.99	£28.03
Average Hourly Rate – Female(Mean)	£23.79	£24.35	£25.55
Mean Pay Gap	7.8%	9.8%	8.8%

The above shows there is average pay gap of 8.8% for Group 1 employees Managers, Directors and Senior Officials again this may be influenced by Chief Officer and above being included alongside Managers within this occupational group.

Professional Occupations- Major Group 2

	2012/13	2013/14	2014/15
Staff in Post	72	66	60
Average Hourly Rate – Male (Median)	£16.50	£16.66	£17.04
Average Hourly Rate – Female(Mean)	£16.03	£16.67	£17.60
Median Pay Gap	2.85%	0%	0%
Average Hourly Rate – Male (Median/Mean)	£16.36	£16.72	£17.12

Average Hourly Rate – Female(Median/Mean)	£16.52	£17.42	£17.60
Mean Pay Gap	0%	0%	0%

The above shows a 2.86% pay gap in professional occupations in 2012/13 but a 0% pay gap for the subsequent 2 year period.

This group comprises 9.9% of the female workforce compared to 19.8% of male employees in 2014/15 but despite the numerical advantage which would potentially increase the chances of a gender pay gap there is no pay gap in this group.

Associate Professional and Technical Occupations- Major Group 3

	2012/13	2013/14	2014/15
Staff in Post	93	90	98
Average Hourly Rate – Male (Median/Mean)	£11.93	£11.66	£11.92
Average Hourly Rate – Female(Median/Mean)	£11.18	£12.05	£11.54
Median Pay Gap	6.29%	0%	3.19%
Average Hourly Rate – Male (Mean)	£12.56	£12.53	£12.57
Average Hourly Rate – Female(Mean)	£11.91	£12.27	£12.38
Mean Pay Gap	5%	2%	1.5%

There is a higher proportion of the female workforce in this group at 35.7% compared to 11.2% male for 2014/15 but there is still a pay gap in this group.

The gender pay gap for associate professional and technical occupations has reduced from 5% in 2013/14 to 1.5% in 2014/15.

Administrative and Secretarial Occupations- Major Group 4

	2012/13	2013/14	2014/15
Staff in Post	75	79	77
Average Hourly Rate – Male (Median)	£8.75	£8.83	£8.07
Average Hourly Rate – Female(Median)	£8.95	£9.00	£9.21
Median Pay Gap	0%	0%	0%
Average Hourly Rate – Male (Mean)	£8.57	£8.89	£8.02

Average Hourly Rate – Female(Mean)	£9.09	£8.96	£9.25
Mean Pay Gap	0%	0%	0%

There is no pay gap for administrative and secretarial occupations

Skilled Trade Occupations- Major Group 5

	2012/13	2013/14	2014/15
Staff in Post	32	31	33
Average Hourly Rate – Male (Median)	£9.25	£9.34	£9.55
Average Hourly Rate – Male (Mean)	£9.62	£9.67	£9.90
Average Hourly Rate – Female(Median/Mean)	N/A	N/A	N/A
Median Pay Gap	N/A	N/A	N/A
Mean Pay Gap	N/A	N/A	N/A

There are no female employees in this occupational group for comparison.

Caring, Leisure and Other Service Occupations- Major Group 6

	2012/13	2013/14	2014/15
Staff in Post	19	16	13
Average Hourly Rate – Male (Median)	£8.92	£8.83	£9.03
Average Hourly Rate – Female(Median)	£9.94	£10.29	£10.53
Median Pay Gap	0%	0%	0%
Average Hourly Rate – Male (Mean)	£9.47	£7.32	£9.54
Average Hourly Rate – Female(Mean)	£10.09	£10.13	£10.65
Mean Pay Gap	0%	0%	0%

There is no pay gap for administrative and secretarial occupations

Sales and Customer Service Occupations- Major Group 7

	2012/13	2013/14	2014/15
Staff in Post	27	29	29
Average Hourly Rate – Male (Median)	£9.59	£9.08	£9.55
Average Hourly Rate – Female(Median)	£8.92	£8.83	£9.21

Median Pay Gap	7%	2.7%	3.5%
Average Hourly Rate – Male (Mean)	£9.78	£10.01	£10.51
Average Hourly Rate – Female(Mean)	£9.15	£9.55	£10.00
Mean Pay Gap	6.4%	4.6%	4.8%

There is an average pay gap of 5% in this occupational group. This group is comprised of 5.7% of the male workforce and 11.5% of the female workforce in 2014/15.

The pay gap in this area could be following a recent re-grading of the contact centre from grade 3 to grade 4 meaning employees will have started at the bottom of grade 4 whereby other employees at this grade will have had time to progress through this pay scale.

Process, Plant and Machine Operatives- Major Group 8

	2012/13	2013/14	2014/15
Staff in Post	22	23	23
Average Hourly Rate – Male (Median/Mean)	£8.92	£10.04	£9.90
Average Hourly Rate – Male (Median/Mean)	£9.47	£9.83	£10.01
Average Hourly Rate – Female(Median/Mean)	N/A	N/A	N/A
Median Pay Gap	N/A	N/A	N/A
Mean Pay Gap	N/A	N/A	N/A

There are no female employees in this occupational group for comparison.

Elementary Occupations - Major Group 9

	2012/13	2013/14	2014/15
Staff in Post	55	51	50
Average Hourly Rate – Male (Median)	£7.82	£8.10	£8.29
Average Hourly Rate – Female(Median)	£7.22	£7.21	£7.90
Median Pay Gap	7.6%	11%	4.7%
Average Hourly Rate – Male (Mean)	£7.67	£7.88	£8.18
Average Hourly Rate – Female(Mean)	£7.27	£7.34	£7.93
Mean Pay Gap	5.2%	6.8%	3%

The median pay gap in this group has reduced from 7.6% to 4.7% from 2012/13 to 2014/15 which is showing a positive progression in reducing the gender pay gap in this occupational group.

Employees in this group during the reporting period have benefited from the Council minimum spinal column point of £7.88 per hour which may explain the reducing pay gap in this area. The result of this seems to have brought employees on Grade 1 e.g. cleaners closer to employees in Grade 2 in this group e.g. grounds maintenance operatives.

Gender Pay Gap Summary

There is an overall pay gap using the mean figures of 2.6% in 2014/15 and 0% using median figures, this is significantly lower than the approximate figures of 20% private sector and 10% public sector.

Breaking this down by occupational group there is a noticeable pay gap of 8.8% in Group 1 roles for managers, directors and senior officials similar to the wider public sector but this may be influenced by the proportion of males in the workforce in this group and a gap in pay scales for managers on NJC scales and those on Chief Officer or higher who have been included within this group.

Other areas with a gender pay gap are customer service occupations and elementary occupations with both having a 3 year average pay gap of 5%. The pay gap in these areas have been addressed with a regrading of the contact centre from grade 3 to grade 4 and the implementation of the minimum spinal column point.

In occupational groups 2, 3 and 4 there is no gender pay gap; however this may be reflected by the proportion of female employees in these groups, particularly in Groups 3 and 4 which comprised a total of 66.7% of the female workforce in 2014/15.

SECTION 4 – RECRUITMENT MONITORING

Gender

Vacancies 2012-13		Vacancies 2013/14		Vacancies 2014/15	
64		62		103	
Applicants 2012/13		Applicants 2013/14		Applicants 2014/15	
763		625		838	
Male (%)	Female (%)	Male (%)	Female (%)	Male (%)	Female (%)
53.5	46.5	64.9	35.1	52.36	47.51
Applicants Interviewed 2012/13		Applicants Interviewed 2013/14		Applicants Interviewed 2014/15	
33%		38.5%		38.8%	
Male (%)	Female (%)	Male (%)	Female (%)	Male (%)	Female (%)
54.7	45.3	57.7	42.3	51.3	48.7
Census Data (2011)					
Hinckley and Bosworth		East Midlands		England	
Male (%)	Female (%)	Male (%)	Female (%)	Male (%)	Female (%)
49	51	49	51	49	51
Applicants Appointed 2012/13		Applicants Appointed 2013/14		Applicants Appointed 2014/15	
33%		38.5%		38.8%	
Male (%)	Female (%)	Male (%)	Female (%)	Male (%)	Female (%)
58	42	53	47	46.6	53.4
Census Data (2011)					
Hinckley and Bosworth		East Midlands		England	
Male (%)	Female (%)	Male (%)	Female (%)	Male (%)	Female (%)
49	51	49	51	49	51
<p>Applications for vacancies from women are lower than male's year on year; this figure does not reflect the local population split of 49% male and 51% female.</p> <p>Applicants interviewed shows an increased number of female applicants being interviewed in comparison with the percentage of female applications from 2013/14 onwards which shows there are more males being interviewed than females.</p> <p>There have been more male employees appointed in 2012/13 and 2013/14 but more females appointed in 2014/15.</p>					

Age

Applicants 2012/13		Applicants 2013/14		Applicants 2014/15	
Age Group	(%)	Age Group	(%)	Age Group	(%)
16-19	0.95	16-19	4.78	16-19	3.11
20-24	16.98	20-24	16.64	20-24	23.01
25-29	22.28	25-29	14.17	25-29	16.17
30-44	35.60	30-44	37.07	30-44	31.72
45-59	22.28	45-59	24.38	45-59	24
60 -64	1.77	60 -64	2.97	60 -64	1.87
65-74	0.14	65-74	0	65-74	0.12
75+	0	75+	0	75+	0
Applicants Interviewed 2012/13		Applicants Interviewed 2013/14		Applicants Interviewed 2014/15	
Age Group	(%)	Age Group	(%)	Age Group	(%)
16-19	0	16-19	8.12	16-19	4.17
20-24	9.8	20-24	13.68	20-24	18.27
25-29	19.59	25-29	9.83	25-29	18.91
30-44	38.37	30-44	38.03	30-44	30.45
45-59	28.57	45-59	26.50	45-59	25.96
60 -64	4.08	60 -64	3.85	60 -64	1.92
65-74	0	65-74	0	65-74	0.32
75+	0	75+	0	75+	0
Applicants Appointed 2012/13		Applicants Appointed 2013/14		Applicants Appointed 2014/15	
Age Group	(%)	Age Group	(%)	Age Group	(%)
16-19	3	16-19	7	16-19	2.2
20-24	10	20-24	19.5	20-24	20
25-29	18	25-29	9	25-29	24.5
30-44	37	30-44	43	30-44	27.7
45-59	29	45-59	18	45-59	24.5
60 -64	3	60 -64	3.5	60 -64	0
65-74	0	65-74	0	65-74	1.1
75+	0	75+	0	75+	0
Census Data (2011)					
Hinckley and Bosworth		East Midlands		England	
Age Group	(%)	Age Group	(%)	Age Group	(%)
16-19	5.43	16-19	6.49	16-19	6.26
20-24	6.22	20-24	8.33	20-24	8.36
25-29	6.67	25-29	7.54	25-29	8.49
30-44	24.08	30-44	24.24	30-44	25.46
45-59	26.10	45-59	24.60	45-59	23.91
60 -64	9.15	60 -64	7.89	60 -64	7.38
65-74	12.23	65-74	11.22	65-74	10.59
75+	10.13	75+	9.70	75+	9.56

The age profile of the Council workforce indicates a higher representation in the over 30 age groups.

However positively we are attracting more applicants from age groups 20-29 than represented in the local population census data at approximately 10% for ages 20-24 and 15% for age groups 20 to 29.

Candidates appointed in the age group 20-24 has increased by 10% since 2012/13 and the number of applicants appointed in age group 25-29 has increased by an average of 5%.

We have also increased applications from the under 19 age group by 2% to an average of 3% since 2012/13.

There is also a higher representation in the age group 30 to 44 but a lower number of applications for the age group 40-59.

Religions and Belief

Applicants 2012/13		Applicants 2013/14		Applicants 2014/15	
	%		%		%
Buddhist	0.14	Buddhist	0.16	Buddhist	0.12
Christian (all denominations)	42.93	Christian (all denominations)	45.47	Christian (all denominations)	37.44
Hindu	4.48	Hindu	1.48	Hindu	2.99
Jewish	0.14	Jewish	0.16	Jewish	0
Muslim	4.08	Muslim	2.47	Muslim	3.98
None	26.49	None	29.82	None	34.45
Not disclosed	7.34	Not disclosed	7.41	Not disclosed	9.58
Other Religion or Belief	5.43	Other Religion or Belief	4.94	Other Religion or Belief	5.60
Roman Catholic	5.71	Roman Catholic	5.27	Roman Catholic	3.98
Sikh	3.26	Sikh	1.65	Sikh	1.87

Applicants Interviewed 2012/13		Applicants Interviewed 2013/14		Applicants Interviewed 2014/15	
	%		%		%
Buddhist	0	Buddhist	0.43	Buddhist	0
Christian (all denominations) ⁴	47.35	Christian (all denominations)	46.58	Christian (all denominations)	40.71
Hindu	4.08	Hindu	1.71	Hindu	1.92
Jewish	0	Jewish	0	Jewish	0
Muslim	3.27	Muslim	2.14	Muslim	3.21
None	21.22	None	29.49	None	31.09
Not disclosed	10.20	Not disclosed	8.97	Not disclosed	13.78
Other Religion or Belief	4.90	Other Religion or Belief	4.94	Other Religion or Belief	5.45
Roman Catholic	6.94	Roman Catholic	5.13	Roman Catholic	2.88
Sikh	2.04	Sikh	1.28	Sikh	0.96

Applicants Appointed 2012/13		Applicants Appointed 2013/14		Applicants Appointed 2014/15	
	%		%		%
Buddhist	0	Buddhist	0	Buddhist	0
Christian (all denominations) ⁴	59.7	Christian (all denominations)	34	Christian (all denominations)	46.7
Hindu	0	Hindu	0	Hindu	1.1
Jewish	0	Jewish	0	Jewish	0
Muslim	3.2	Muslim	0	Muslim	2.2
None	11.2	None	46.4	None	31.1
Not disclosed	9.7	Not disclosed	9	Not disclosed	13.4
Other Religion or Belief	6.5	Other Religion or Belief	0	Other Religion or Belief	4.4
Roman Catholic	9.7	Roman Catholic	7.1	Roman Catholic	1.1
Sikh	0	Sikh	3.5	Sikh	0

Census Data (2011)

Hinckley and Bosworth

	%
Buddhist	0.2
Christian (all denominations)	64.3
Hindu	0.8
Jewish	0
Muslim	0.5
None	26.9
Not disclosed	6.5
Other Religion or Belief	0.4
Sikh	0.4

East Midlands

	%
Buddhist	0.3
Christian (all denominations)	58.8
Hindu	2
Jewish	0.1
Muslim	3.1
None	27.5
Not disclosed	6.8
Other Religion or Belief	0.4
Sikh	1

England

	%
Buddhist	0.5
Christian (all denominations)	59.4
Hindu	1.5
Jewish	0.5
Muslim	5
None	24.7
Not disclosed	7.2
Other Religion or Belief	0.4
Sikh	0.8

The Religions and Belief profile of applicants is broadly representative of the local population with the largest number of applications being from Christian (all denominations).

A positive note is we are attracting candidates of all religion and beliefs above that of the local profile for example an average of 3.5% of applicants were Muslim compared with a 0.5% profile for Hinckley and Bosworth.

However there is a lower number appointed with 2.2% of candidates appointed being Muslim in 2014/15.

This demonstrates we are attracting candidates from the wider geographical area as well as locally; with the Muslim population in the East Midlands at 3.1%.

Disability

A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

Applicants 2012/13		Applicants 2013/14		Applicants 2014/15	
Yes (%)	No (%)	Yes (%)	No (%)	Yes (%)	No (%)
4.6	95.4	2.8	97.2	4	96
Applicants Interviewed 2012/13		Applicants Interviewed 2013/14		Applicants Interviewed 2014/15	
Yes (%)	No (%)	Yes (%)	No (%)	Yes (%)	No (%)
4.1	96.9	1.71	98.29	4.1	95.9
Applicants Appointed 2012/13		Applicants Appointed 2013/14		Applicants Appointed 2014/15	
Yes (%)	No (%)	Yes (%)	No (%)	Yes (%)	No (%)
1.6	98.4	0	100	5.6	94.4
Census Data (2011) - Day to Day Activities Limited a Lot					
Hinckley and Bosworth		East Midlands		England	
7.5%		8.7%		8.3%	
We are attracting an average of 3.8% disabled applicants and interviewed 4.1% in 2012/13 and 2014/15.					
This is higher than the workforce profile of 3.6% but lower than the local population demonstrated in the census data.					
Of the candidates appointed 5.6% were disabled in 2014/5 compared with 0% the in 2013/14 and only 1.6% in 2012/13.					

Race

Applicants 2012/13		Applicants 2013/14		Applicants 2014/15	
BME (%)	White (%)	BME (%)	White (%)	BME (%)	White (%)
20	80	11.5	88.5	15	85
Applicants Interviewed 2012/13		Applicants Interviewed 2013/14		Applicants Interviewed 2014/15	
BME (%)	White (%)	BME (%)	White (%)	BME (%)	White (%)
14.3	85.7	10.7	89.3	13.2	86.8
Applicants Appointed 2012/13		Applicants Appointed 2013/14		Applicants Appointed 2014/15	
BME (%)	White (%)	BME (%)	White (%)	BME (%)	White (%)
4.8	95.2	5.3	94.7	5.6	94.4
Census Data (2011)					
Hinckley and Bosworth		East Midlands		England	
BME (%)	White (%)	BME (%)	White (%)	BME (%)	White (%)
3.6	96.4	10.6	89.4	14.3	85.7
<p>The number of applicants and those interviewed from an ethnic minority is significantly higher than the local population and marginally higher than the population in the East Midlands.</p> <p>This demonstrated we are attracting ethnic minority candidates to job roles at the Council.</p> <p>Applicants appointed were 5.6% in 2014/15, 5.3% in 2013/14 and 4.8% in 2012/13. This is also higher than the percentage of BME in the local population and has increased over the last 3 years.</p>					

Sexual Orientation

Applicants 2012/13		Applicants 2013/14		Applicants 2014/15	
	%		%		%
Bisexual	0.54	Bisexual	0.99	Bisexual	0.75
Gay	0.95	Gay	0.99	Gay	1.49
Heterosexual /Straight	92.26	Heterosexual /Straight	92.09	Heterosexual /Straight	89.18
Lesbian	0.14	Lesbian	0	Lesbian	0.37
Other	0.41	Other	1.15	Other	0.50
Not disclosed	5.70	Not disclosed	4.78	Not disclosed	7.71

Applicants Interviewed 2012/13		Applicants Interviewed 2013/14		Applicants Interviewed 2014/15	
	%		%		%
Bisexual	0	Bisexual	0.85	Bisexual	0.64
Gay	1.22	Gay	1.28	Gay	2.24
Heterosexual /Straight	89.80	Heterosexual /Straight	91.45	Heterosexual /Straight	83.65
Lesbian	0.41	Lesbian	0	Lesbian	0.64
Other	0.41	Other	0	Other	0.32
Not disclosed	6.53	Not disclosed	4.27	Not disclosed	12.5
Applicants Appointed 2012/13		Applicants Appointed 2013/14		Applicants Appointed 2014/15	
	%		%		%
Bisexual	0	Bisexual	0	Bisexual	1.1
Gay	1.5	Gay	0	Gay	3.3
Heterosexual /Straight	90.5	Heterosexual /Straight	89.2	Heterosexual /Straight	84.5
Lesbian	0	Lesbian	0	Lesbian	0
Other	0	Other	0	Other	0
Not disclosed	6.53	Not disclosed	10.8	Not disclosed	11.1
Census Data (2011) – None available					
There is no census date for comparison in this area.					

SECTION 5 – LEAVERS, DISCIPLINE/DIGNITY AT WORK, MATERNITY, LEARNING AND DEVELOPMENT

Leavers

Gender

2012/13		2013/14		2014/15	
Male (%)	Female (%)	Male (%)	Female (%)	Male (%)	Female (%)
48	52	45.9	54.1	47.5	52.5

Age

2012/13		2013/14		2014/15	
Age Group	(%)	Age Group	(%)	Age Group	(%)
16-19	1.92	16-19	0.00	16-19	1.64
20-24	5.77	20-24	6.67	20-24	11.48
25-29	11.54	25-29	10.00	25-29	6.56
30-44	38.46	30-44	33.33	30-44	32.79
45-59	26.92	45-59	20.00	45-59	26.23
60 -64	5.77	60 -64	11.67	60 -64	9.84
65-74	7.69	65-74	15.00	65-74	8.20
75+	1.92	75+	3.33	75+	3.28

The breakdown of leavers shows are higher percentage of leavers in the age groups 44 and under compared with the percentage employed in that age group.

For example the number of leavers in the age group 20 to 24 was 3.4% higher in 2012/13, 2.17% in 2013/14 and 6.36% in 2014/15.

In contrast leavers in the 44 to 59 category; in which we employ an average of 32.5% of employees were an average of 7.5% lower at 25% of leavers each year.

There has been a general increase in the number of leavers aged 60 and above; for example leavers aged 60-64 increased from 5.77% in 2012/13 to an average of 10.7% in 2013/14 and 2014/15.

Overall there are no significant variances in leavers and they are proportionately representative of each age group employed.

Disability

A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

2012/13		2013/14		2014/15	
Yes (%)	No (%)	Yes (%)	No (%)	Yes (%)	No (%)
2	98	5	95	6.5	93.5

A total of 4.5% leavers were disabled from 2012-13 to 2014/15. This is consistent with our workforce profile which has seen the number of disabled employees reduce from 4.75% in 2012/13 to 3.66% in 2014/15.

Race

2012/13		2013/14		2014/15	
BME (%)	White (%)	BME (%)	White (%)	BME (%)	White (%)
3.8	96.2	5	95	6.5	93.5

An average 5.1% of leavers have been from an ethnic minority. This has increased by 3% from 2012/13.

Employees involved in Discipline, Grievance/Dignity at Work Procedures

Gender

2012/13		2013/14		2014/15	
Discipline					
Male (%)	Female (%)	Male (%)	Female (%)	Male (%)	Female (%)
82.4	17.6%	100	0	100	0

The Majority of disciplinary cases are for male employees with none involving females in 2013/14 or 2014/15.

2012/13		2013/14		2014/15	
Grievance/Dignity at work					
Male (%)	Female (%)	Male (%)	Female (%)	Male (%)	Female (%)
25	75	0	100	40	60

There is an average of 80% of grievances from female employees; however in the 3 years there have only been a total of 10 grievances with no identifiable pattern in any service area, occupation or nature of the grievance. The grievance issues range from terms and conditions disputes through to bullying and harassment.

Age

2012/13		2013/14		2014/15	
Discipline					
Age Group	(%)	Age Group	(%)	Age Group	(%)
16-19	0	16-19	0	16-19	0
20-24	0	20-24	0	20-24	5.56
25-29	0	25-29	9.10	25-29	5.56
30-44	52.95	30-44	27.27	30-44	16.66
45-59	41.17	45-59	36.36	45-59	66.66
60 -64	5.88	60 -64	27.27	60 -64	0
65-74	0	65-74	0	65-74	0
75+	0	75+	0	75+	5.56
2012/13		2013/14		2014/15	
Grievance/Dignity at work					
Age Group	(%)	Age Group	(%)	Age Group	(%)
16-19	0	16-19	0	16-19	
20-24	0	20-24	0	20-24	
25-29	0	25-29	0	25-29	
30-44	25	30-44	0	30-44	80
45-59	75	45-59	100	45-59	20
60 -64	0	60 -64	0	60 -64	
65-74	0	65-74	0	65-74	
75+	0	75+	0	75+	
Most grievances are from employees within the age group 45-59 in 2012/13 and 2013/14.					
In 2014/15 had a majority of grievances in the 30-44 age group.					

Disability

2012/13	2013/14	2014/15
Disciplinary %		
5.88	0	5.56
Grievance/Dignity at work %		
0	0	0
There were no grievances from staff with a disability.		

BME

2012/13	2013/14	2014/15
Disciplinary %		
0	0	5.56
Disciplinary cases involving ethnic minority employees were 5.56% in 2014/15		
2012/13	2013/14	2014/15
Grievance/Dignity at work %		
25%	100	20%
There are a higher percentage of grievances from ethnic minority employees in comparison with the percentage of ethnic minority staff employed but this may be skewed by the low number of grievances.		

Return to work rate following Maternity Leave

2012/13	2013/14	2014/15
Return Rate %		
92.4	85.7	33.3
Numbers of staff leaving after maternity leave		
1 out of 13	1 out of 7	4 out of 6
<i>The retention rate following maternity leave last year has reduced to from 92.4% in 2012/13 to 33.3% in 2014/15.</i>		
<i>In 2014/15 the reasons employees who didn't return following maternity leave included; non-agreement of a flexible working request for business reasons, re-location of employee to a new area, restructure and deletion of employees position and an employee resigning having secured alternative employment.</i>		

Learning and Development on Equality and Diversity

The Council provides a number of different courses and approaches to learning and development on equality and diversity; these include:

- New staff complete an e-learning equalities course
- Bespoke Equality training for managers and specialist staff groups
- Equality Impact Assessment (EIA) Training

4. FINANCIAL IMPLICATIONS [DW]

4.1 None arising directly from the report.

5. LEGAL IMPLICATIONS [JB]

5.1 None arising directly from the report.

6. CORPORATE PLAN IMPLICATIONS

6.1 This contributes to all of the corporate aims.

7. CONSULTATION

7.1 None.

8. RISK IMPLICATIONS

8.1 It is the Council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.

8.2 It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.

9. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

9.1 As set out within the report.

10. CORPORATE IMPLICATIONS

10.1 By submitting this report, the report author has taken the following into account:

- Community Safety implications
- Environmental implications
- ICT implications
- Asset Management implications
- Procurement implications
- Human Resources implications
- Planning implications
- Data Protection implications
- Voluntary Sector

Background papers: None

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Executive Member: Councillor A Wright