

Appendix 1

Workforce Profile Data

	2016/17	%	2015/16	%	2014/15	%
Total employees	403		409		410	
Full time	307	76.2	334	81.7	339	82.7
Part time	96	23.8	75	18.3	71	17.3
Female	199	49.4	202	49.4	213	52.0
Male	204	50.6	207	50.6	197	48.0
FTE	367		378		375	
Male FT	187	46.4	194		187	
Female FT	121	30.0	140		152	
Male PT	18	4.5	13		10	
FTE	10		8		6	
Female PT	78	19.4	62		61	
FTE	49		37		34	
Ethnic Minority	18	4.5	18	4.4	14	3.4
Disability	10	2.5	11	2.7	15	3.7
Age						
16-19	3	1	2	0.5	1	0.2
20-24	16	4	23	5.6	21	5.1
25-29	40	10	39	9.5	37	9.0
30-44	112	28	112	27.4	121	29.5
45-59	180	45	184	45.0	177	43.2
60-64	37	9	36	8.8	33	8.0
65-74	15	4	13	3.2	19	4.6
75+	0	0	0	0.0	1	0.2
Gay	4	1	3	0.7	3	0.7
Lesbian	3	1	1	0.2	1	0.2
Bi-Sexual	3	1				
Heterosexual	282	70				
Not specified	111	27				
Religion or belief	2016/17	%	2015/16	%	2014/15	%
Buddhist	1	0.2	1	0.2	0	0.0
Christian (all denominations)	199	49.3	198	48.4	202	49.3
Hindu	6	1.5	6	1.5	6	1.5
Jewish	0	0.0	0	0.0	0	0.0
Muslim	4	1.0	5	1.2	5	1.2
None	97	24.0	90	22.0	88	21.5
Not disclosed	81	20.0	92	22.5	94	22.9
Other Religion or Belief	14	3.5	15	3.7	15	3.7
Sikh	1	0.2	2	0.5	0	0.0

Workforce Profile - Occupational Segregation

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 the council, job roles within the council have been grouped using the standard occupational classification 2010 (SOC2010) Major Groups used by the Office for National Statistics.

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.

	2016/17	Male	%	Female	%	FT	PT
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SOC2010-Group 1-Managers, Directors and Senior Officials	26	17	65.4	9	34.6	25	1
SOC2010-Group 2-Professional Occupations	65	40	61.5	25	38.5	52	13
SOC2010-Group 3-Assoc Professional and Technical Occupations	94	32	34.0	63	67.0	73	21
SOC2010-Group 4-Administrative and Secretarial Occupations	72	12	16.7	60	83.3	45	27
SOC2010-Group 5-Skilled Trade Occupations	31	31	100.0	0	0.0	30	1
SOC2010-Group 6-Caring, Leisure and Other Service Occupations	16	4	25.0	12	75.0	10	6
SOC2010-Group 7-Sales and Customer Service Occupations	25	3	12.0	22	88.0	7	18
SOC2010-Group 8-Process, Plant and Machine Operatives	24	23	95.8	1	4.2	23	1
SOC2010-Group 9-Elementary Occupations	50	41	82.0	7	14.0	42	8
Total	403	203		199		307	96

A table showing gender, ethnic group, disabled employees by grade:

Grade	Male	Female	White	Other Ethnic Group	Disabled
Apprentice	2	1	3	0	0
Grade 1	2	4	6	0	1
Grade 2	44	12	54	2	4
Grade 3	20	21	40	1	0
Grade 4	41	79	119	2	1
Grade 5	14	13	25	2	0
Grade 6	27	34	56	5	1
Grade 7	16	10	24	2	0
Grade 8	18	14	31	2	3
Grade 9	7	3	9	1	0
Grade 10	6	3	8	1	0

Grade 11	2	1	3	0	0
Head of Service	3	2	5	0	0
Director	1	2	3	0	0
Chief Executive	1	0	1	0	0
Total	204	199	387	18	10

Workforce Profile – Recruitment Monitoring

Application Forms 2016/17

Applications	Number	%
Vacancies	55	
Total applications	663	
Online	614	97.0
Written	19	3.0
Male	349	52.6
Female	314	47.4
Ethnic Minority	110	17.4
Disability	35	5.5
<u>Age</u>		
16-19	11	1.7
20-24	92	14.5
25-29	106	16.7
30-44	250	39.5
45-59	188	29.7
60-64	13	2.1
65-74	2	0.3
75+	1	0.2
Gay	5	0.8
Lesbian	3	0.5
<u>Religion or belief</u>		
Buddhist	2	0.3
Christian (all denominations)	282	44.5
Hindu	20	3.2
Jewish	3	0.5
Muslim	38	6.0
None	224	35.4
Not disclosed	55	8.7
Other Religion or Belief	29	4.6
Sikh	10	1.6

Applications short listed 2016/17

Shortlisted	Number	%
Vacancies	55	
Shortlisted	242	
Online	n/a	
Written	n/a	
Male	131	54.1
Female	111	45.9
Ethnic Minority	28	11.6
Disability	14	5.8
Age		
16-19	4	1.7
20-24	25	10.3
25-29	40	16.5
30-44	96	39.7
45-59	69	28.5
60-64	7	2.9
65-74	0	0.0
75+	1	0.4
Gay	2	0.8
Lesbian	2	0.8
Religion or belief		
Buddhist	0	0.0
Christian (all denominations)	104	43.0
Hindu	8	3.3
Jewish	1	0.4
Muslim	7	2.9
None	86	35.5
Not disclosed	26	10.7
Other Religion or Belief	7	2.9
Sikh	3	1.2

Applicants appointed 2016/17

Appointed	Number	%
Vacancies	55	
Appointed	53	
Online	n/a	
Written	n/a	
Male	30	56.6
Female	23	43.4
Ethnic Minority	2	3.8
Disability	1	1.9
Age		
16-19	2	3.8

20-24	8	15.1
25-29	8	15.1
30-44	19	35.8
45-59	14	26.4
60-64	1	1.9
65-74	0	0.0
75+	0	0.0
Gay	0	0.0
Lesbian	1	1.9
Religion or belief		
Buddhist	0	0.0
Christian (all denominations)	22	41.5
Hindu	1	1.9
Jewish	0	0.0
Muslim	0	0.0
None	24	45.3
Not disclosed	3	5.7
Other Religion or Belief	3	5.7
Sikh	0	0.0

Workforce Profile – Disciplinary and Grievance records

Disciplinary records

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

Grievance Records

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

Workforce Profile – Leavers

Leavers	2016/17
Total	53
Male (%)	58
Female (%)	42
Ethnic Minority (%)	11
Disabled (%)	0
Resignation (%)	67
Retirement (%)	2
ill health retirement (%)	2
Voluntary redundancy (%)	2
End of temporary contract (%)	14
Dismissal (%)	6
Death in Service (%)	2
Compromise (%)	2
Probation (%)	2

Workforce Profile – Return from maternity leave

Year	2014/15	2015/16	2016/17
Return rate	4 out of 6	3 out of 4	1 out of 1
Currently on maternity leave	n/a	n/a	5

Workforce Profile – Flexible working

Flexible Working positions	62	%
Male	15	24%
Female	47	76%
Full time	42	35% male
Part time	20	100% female
Apprentice	0	0.0
Grade 1	0	0.0
Grade 2	1	1.6
Grade 3	1	1.6
Grade 4	20	32.3
Grade 5	3	4.8
Grade 6	11	17.7
Grade 7	11	17.7
Grade 8	11	17.7
Grade 9	2	3.2
Grade 10	2	3.2
Grade 11	0	0.0
Head of Service	0	0.0
Director	0	0.0
Chief Executive	0	0.0
Corporate Services	32	51.6
Environment and Planning	21	33.9
Community Services	9	14.5