

**ANNUAL STATEMENT OF WORKFORCE MONITORING AND
RECRUITMENT ACTIVITY: FINANCIAL YEAR 2009/10**

INTRODUCTION

Watford Borough Council is committed to the delivery of Equality and Diversity across the full spectrum of its services and in its role as an employer. This commitment is articulated in its Single Equality Scheme 2010 and associated action plan, which identifies key actions the Council will take to deliver a workforce that both reflects the community it serves and to ensure equality of opportunity for its workforce. We believe our commitment goes beyond our statutory obligations and reinforces our corporate priority to ensure Equality and Diversity are at the heart of everything we do.

This statement details the profile of Watford BC's workforce from 1 April 2009 to 31 March 2010. Throughout this period the Council has monitored its workforce in line with its statutory responsibilities as well as to deliver its aim of promoting equality within the organisation. The monitoring includes:

- Ethnicity – in line with the Race Relations (Amendment) Act 2000
- Disability
- Gender

MONITORING DATA

The statistics are taken from the existing personnel and training records. The Council is in the process of implementing a new integrated Human Resources and payroll information system (Northgate) to enable more comprehensive reporting and analysis to be undertaken in the future. Any data gaps identified in this process will be addressed by the new system over the year.

CORPORATE MONITORING

The Council is committed to ensuring it achieves its equalities objectives. Equality issues are overseen in the Council by the Corporate Equalities Working Group and through the monitoring of statutory performance indicators on Equalities. Information on the Council's performance on Equalities can be found on the Council's website at www.watford.gov.uk.

The Council's Leadership Team now takes regular reports on progress against Equalities targets and this will include up to date monitoring information.

1. Legal General Duties – Corporate targets

The Equality Act 2010 consolidates all previous Equalities legislation, as detailed below, but the initial provisions within the Act will not come into effect until October 2010. Until this time, previous Equalities legislation is still applicable.

Race:

The Race Relations (Amendment) Act 2000 introduced three strands to the General Duty effective from 2002:

- To eliminate unlawful discrimination
- To promote equality of opportunity
- To promote good race relations between persons of different racial groups

The Act places a statutory duty on local authorities to promote race equality and aims to improve equal opportunities in employment. It also places a statutory duty to monitor, by ethnic group, a number of key areas of employment data

Gender:

The Equality Act of 2006 amends the Sex Discrimination Act 1975 and came into effect in April 2007. This places a new General duty on us to:

- Eliminate unlawful discrimination and harassment
- Promote equality of opportunity between men and women

Disability:

We are required to:

- Eliminate unlawful discrimination
- Promote equal opportunities
- Eliminate disability related harassment
- Promote positive attitudes towards disabled persons
- Encourage participation by disabled persons in public life

The Council is required to conduct workforce monitoring across a range of measures to ensure there is no over representation or adverse impact on particular groups of employees.

Corporate Targets for Workforce Representation

The deletion of best value performance indicators in 2008 has meant that local authorities are no longer statutorily required to collect and report against an agreed set of performance measures.

However, Watford BC chose to retain the indicators relating to Equalities and Diversity monitoring as part of its commitment to equality within the workforce.

These are outlined below with their 'local performance indicator' reference. It should be noted that in many cases the appointment or loss of just one member of staff can impact significantly on results because of the relatively small number of staff involved.

- **HR3:** Percentage of top 5% of earners who are women

The target for 2009/10 was 50%

Results for 2009/10 is 43.47% (10 out of a total of 23)

- **HR4:** Percentage of the top 5% earners from Black, Asian and other minority ethnic communities (BME):-

The target for 2009/10 was 18%

Result for 2009/10 is 13.04% (3 out of a total of 23)

- **HR5:** Percentage of top paid 5% staff who have a disability.

The target for 2009/10 was 2%

Result for 2009/10 is 0% (0 out of a total of 23)

- **HR6:** Percentage of employees in the authority declaring that they meet the DDA definition.

The target for 2009/10 was 2%

Result for 2009/10 is 1.74%

- **HR7:** Council employees from the BME community.

The target for 2009/10 was 13.6%

Result for 2009/10 is 13.72% (63 out of 459)

This indicator is calculated by taking the current number of BME employees as a percentage of the economically active minority ethnic population – 13.56%. The latter figure is taken from the last census as it is the most accurate figure available, albeit relatively out of date now. This is in line with the definition applied to the indicator when it was a best value performance indicator.

2. Watford Population Statistics

2.1 Overview

Total population	2001	2008 ¹
	79,726	81,000

The government released projected population growth figures in 2006 showing projected population growth to 2031². These projected Watford would reach a population of 81,000 by 2011. The current mid year estimates show our population has already grown beyond the expected rate. The projection for 2020 is 84,900 and for 2031 89,300 but it is likely that this will be exceeded, based on current figures and rate of growth.

2.2 Ethnicity

Current government estimates on the ethnic make-up of Watford support the findings of the 2001 census data. The majority of the population in Watford are white British. However, we have a long history of welcoming new communities – most recently those from Central and Eastern Europe - and our significant black and ethnic minority community makes a real and welcome contribution to the quality of life and overall diversity of the town. Watford has a significantly more diverse community than the rest of Hertfordshire and the Eastern region overall.

As yet, data collection has not captured the increase in the number of residents from Eastern Europe although we know from national insurance registrations in the borough that there has been an increase in registrations from people of Polish nationality over the last 5 years. In terms of National Insurance data, we know that up to June 2009, there were 800 new registrations from non-UK nationals. These were predominantly Pakistani, Indian, Polish and Portuguese.

In addition, County data shows there are 121 Polish speaking and 115 Portuguese speaking pupils in Watford. In the May 2008 school census 65% of Watford school aged children were White, which is around 18% lower than the population as a whole and indicates the Borough's growing diversity.

Overall, Watford's population currently stands at 75% White British, with 25% of the population classified as an other ethnic group. Of these the largest are White Other, Pakistani (we know from research that Watford has one of the highest percentages of Pakistani communities in England at around 4.65% - 20th for any local authority and 4th for a district), and Indian. Looking forward, when we compare the changes in the ethnic background from 2001, the current government estimates indicate an increasing number of residents who classify themselves as Mixed Race or dual heritage.

¹ 2008 mid – year estimate

² 2006-based Subnational Population Projections

APPENDIX

Ethnic Background Population estimates by ethnic group - mid 2007	Number	Percentage
White	65,900	
White British	60,000	75.28%
White Irish	2,000	2.50%
White Other	3,900	4.89%
Mixed	2,100	
Mixed: White and Black Caribbean	600	0.75%
Mixed: White and Black African	300	0.38%
Mixed: White and Asian	700	0.88%
Mixed: Other Mixed	500	0.63%
Asian or Asian British	7,500	
Asian or Asian British: Indian	2,500	3.14%
Asian or Asian British: Pakistani	3,700	4.64%
Asian or Asian British: Bangladeshi	300	0.38%
Asian or Asian British: Other Asian	1,000	1.25%
Black or Black British	3,000	
Black or Black British: Caribbean	1,300	1.63%
Black or Black British: African	1,500	1.88%
Black or Black British: Other Black	200	0.25%
Chinese or Other Ethnic Group	1,500	
Chinese or Other Ethnic Group: Chinese	700	0.87%
Chinese or Other Ethnic Group: Chinese: Other Ethnic Group	800	1.00%

2.3 Gender

The 2008 mid-year statistics show the following breakdown of Watford's population by gender. There are no statistics currently available about the transgender population.

Our male / female split is similar to the national picture.

Population Breakdown	Number	Percentage
Gender		
Female	40,600	50.12%
Male	40,400	49.87%

2.4 Disability

At the last census 14.2% of Watford's population classified themselves as having a disability or limiting long-term illness (described as any long-term illness, health problem or disability that limits daily activities or work). In the 2008 Place Survey, nearly four out of five or 79.1% of residents described their health as good or very good, which means that around 20% described their health as fair, bad or very bad. In the 2001 census, 73% of Watford residents described their health as good whilst 27% described it as fair or not good – 6.85% chose not good.

Disability	Number	Percentage
Disability or life-long limiting illness	11,332	14.2%
Incapacity benefit	2,285	2.82%
Disability living allowance claimants	2,875	3.55%
Attendance allowance	1,985	2.45%

2.5 Age

According to the 2008 mid-year statistics, 12.94% of our population is over the age of 65, which is lower than the proportion of over 65s in England as a whole (16.10%). Currently, our population is relatively young and is heavily skewed towards the 0-14 and 25-44 age groups. 0-14 year olds account for 18.7% of the population, compared with 16.7% of Hertfordshire's population and 17.7% of England's population. An even larger disparity is the proportion of 25-44 year olds in Watford compared with Hertfordshire and England, accounting for 33.2%, 23.7% and 28.6% respectively.

Watford age profile		
Age	Number (in thousands)	Percentage
0	1.3	1.6%
0-4	4.4	5.43%
5-9	4.6	5.68%
10-14	4.9	6.05%
15-19	4.9	6.05%
20-24	4.9	6.05%
25-29	6.2	7.65%
30-34	6.9	8.52%
35-39	6.9	8.52%
40-44	6.9	8.52%
45-49	5.9	7.28%
50-54	4.6	5.68%
55-59	4.0	4.93%
60-64	3.8	4.69%
65-69	2.8	3.46%
70-74	2.5	3.08%
75-79	2.2	2.71%
80-84	1.6	1.97%
85-89	1.0	1.23%
90+	0.4	0.49%

At present, Watford has a higher than average working age population and lower than average numbers of people of retirement age and over. However, like many areas of the country, population projections for the next 10 and 20 years show that the over 65s population in the district will increase.

3. Recruitment, Selection and Equal Opportunities

Fair recruitment practices are essential in achieving equality of opportunity in employment. The council is committed to fair recruitment practices. To this end the following measures are in place:

- A positive statement about the Council's commitment to equal opportunities appears in all job adverts.
- Selection is made on merit on the basis of meeting the essential requirements of the job using interviews, relevant exercises and assessment centres.
- Applications are made using a standard application form unless an agency is used.
- Agencies are required to comply with the Council's Equalities and Diversity Policy.

- All vacancies are advertised in relevant publications to the role in the local press and on the Council's website.
- New employees are advised of their responsibilities under the Council's Code of Conduct, Discipline and Harassment Policy at induction.
- There is a corporate complaints procedure for applicants who consider that they have not been dealt with fairly.
- The Council has been re-accredited with the two ticks symbol on employing those with disabilities.

In addition:

- The Council will encourage women, members of BME groups and people with disabilities to apply for jobs in areas of employment where they are under-represented
- The Council is committed to setting and achieving equalities targets and reviewing them on an annual basis. The Council remains a large employer in the borough with 459 fte employees giving us influence over employment prospects in the community.
- The Council will continue to strive to improve equality of opportunity by setting a good example in the town.

3.1 Analysis by Ethnicity

Ethnic distribution of the workforce as at 31st March, 2009 was:

Ethnic Origin Description	No Post holders 2008/09	% 2008/09	No. of postholders 2009/10	% 2009/10
Blank/Do Not Wish to Disclose	24	5.17	51	11.12
African	7	1.51	8	1.74
Caribbean	11	2.37	9	1.96
Black other	0	0.00	0	0
White British	330	71.12	298	64.93
Irish	10	2.16	7	1.52
Chinese	1	0.21	0	0
Bangladeshi	2	0.43	2	0.43
Indian	26	5.60	27	5.89
Pakistani	6	1.29	8	1.74
Asian other	4	0.86	6	1.30
Mixed other	0	0.00	3	0.65
White other	43	9.26	40	8.72
Grand Total	464	100.00%	459	100.00

The total number of employees from a BME background for 2008/09 was 13.64% against a community population of 13.56%. For 2009/10 this changed to 13.73% (63 people out of a total of 459). A result of this level Watford would have been placed as top quartile performance nationally when best value performance indicators were collected...

During the financial year 2009/10 Watford completed its major restructure and also introduced four shared services with Three Rivers District Council. These services were ICT, Revenue and Benefits, Finance and Human Resources. As a result all vacant posts at the start of the year were frozen to allow for any potentially redundant employees to be offered alternative employment if possible. As new vacant posts became available consideration was given to whether any employees facing redundancy could be offered the role. Where it was considered they could not, then roles were advertised externally. The shared services project was completed during November and December 2009 and the Watford restructure was completed on 1 December 2009. During the period from 1st April, 2009 to 31st March 2010 a total of 40 vacancies were filled. The response rates generally to advertisements were very good and there were a total of 884 applications for the 40 vacant roles. Of these 151 (17.08%) were from BME population. The table below provides the spread of applications across all vacancies:

Ethnic Origin Description	Number of applications received	% of total applications
British	583	65.96
Indian	44	4.97
Pakistani	45	5.10
African	41	4.63
Irish	5	0.56
Caribbean	21	2.37
Not disclosed	36	4.07
Others	109	12.34
Total	884	100.00

The above table indicates a high level of applicants not disclosing or stating 'other' on the ethnic monitoring data on their application forms and steps will need to be undertaken to improve in this area.

Of the 40 vacancies advertised, appointments were made to 32, with 8 being unable to be filled. Applicants from BME groups were successful in obtaining 18.75% of posts filled (6 out of 32). Ethnicity data was declared for all successful applicants, helping us compile accurate monitoring data.

The Council uses a grading structure which in its simplest terms grades jobs as follows:-

- Band 5 and below most front line jobs within the council
- Band 6 to 8 Senior Officer typically supervisors and technical specialists
- Band 9 to 11 Principal Officer, typically professionals and managers
- Heads of Service
- Executive Directors

BME employees are represented in this grading structure as follows:

- Band 5 and below 10.66% (24 out of 225)
- Band 6 to 8 18.37% (34 out of 185)
- Band 9 to 11 7.89% (3 out of 38)
- Head of Service 12.50% (1 out of 8)
- Executive Director 33.33% (1 out of 3)

In view of the fact that the ethnic minority population within the community population is 13.56%, BME staff are reasonably represented at Head of Service and Director level, although the largest group of BME employees rests in the middle band of 6 – 8, representing senior officers. However it should also be noted that small fluctuations have a disproportionate effect on the percentages.

3.2 Analysis by Gender

The council's gender profile based on Full Time Equivalent (FTE) illustrates that 46.62% of the Council's workforce were female and 53.38% male at 31st March 2010. However as in many organisations, some job types are dominated by men and some by women. The jobs dominated by predominantly male occupancy are Refuse Drivers and Collectors, Sweeper Drivers and Sweepers, Gardeners and Grounds persons, Multi-trade Operatives, and Security Officers. The jobs mainly dominated by women include: Benefits Assessors, Receptionists, Community Play workers, Administrative Assistants.

During the period ¹ April 2009 to 31 March 2010, of the total applications received for jobs 29.29% were from women (259 out of 884). Of the 32 jobs appointed to 56.25% of the new joiners were male (18 successful applicants for 32 roles) and 43.75% were female (14 successful applicants for 32 roles).

The Council uses the NJC Job Evaluation Scheme to ensure equality of pay between genders. An Equal Pay Audit was undertaken in 2007 to monitor the Council's robustness on equal pay for work of equal value and an action plan is in place to minimise risks and ensure we retain a sound position on this issue.

An analysis of women’s position in the grading structure illustrates the success of women at Watford Borough Council:

There are a total of 459 roles within Watford Borough Council and women are represented within the banding structure as follows:-

% posts at each level held by women		
Band	Total number of female employees	% of total employees
5 and below	94	41.77
6 to 8	97	52.43
9 to 11	16	42.10
Heads of Service	5	62.50
Executive	2	66.66
Total	214	46.62

This analysis represents a good spread of female employees across all bands within the council. It is difficult to relate these figures back to 2008/09 following the restructure within Watford BC and the introduction of new pay and grading bands. Future analysis will be possible using the bands identified here. It should be noted however, that it is extremely uncommon in local authorities to have women occupying over 60% of Heads of Service and all Director positions.

Women, therefore, fare better than men at Heads of Service level and above. However, women are disproportionately employed in more part-time or job-share roles due primarily to child-care responsibilities or sometimes life-style choice. There are 91 Female part-time employees as at 31st March 2010.

3.3 Analysis by Disability

The Council complies with the Employment Service "Two Ticks" standard which means that we guarantee an interview for all applicants with disabilities who meet the requirements of the role in their applications.

Of the 884 applicants for Council jobs in the financial year 2009/10, 13 declared a disability which met the Disability Discrimination Act definition. None of the new joiners appointed to the 32 jobs declared themselves as disabled but 100% of the new joiners did not declare their status on disability on their form. Clearly the fact that a number of prospective or new employees leave this section on monitoring blank makes it difficult to know the true status of prospective or some new employees on this issue. This may be due to privacy issues or perhaps a fear that being disabled might put them at a disadvantage. The Council has been advertising in one of the main magazines for Disabled people that it welcomes applications from disabled applicants but we clearly need to do more as part of the review of our recruitment policy to attract disabled applicants.

During 2009/10 the Council switched from it’s previous system, CHRIS, to a new system from Northgate Arinso, Resource Link. Unfortunately, at the time of the transfer of information the field where employees declare a disability

was incorrectly transferred and as a result, there is insufficient data to be able to make any meaningful determination of the number of employees who declare a disability. Clearly, this is not acceptable and steps will be taken later this year to address the issue. Our plan is to ask employees to update their personal details as part of our audit of the new system and link this to the introduction of the 6 strands of the Equalities Act. We will encourage staff to complete all areas and that will include details about any disability they may have, although it is not mandatory to disclose any information if employees choose not to do so.

The Council has a good record in adapting to the needs of employees with disabilities under the requirements of the DDA and is often able to make adjustments to try to enable employees to remain in work with the organisation where this is feasible.

The Council's recruitment policy and processes will be reviewed as part of a larger harmonisation project and as part of that review we will look at ways to try to encourage more disabled applicants to apply for jobs with the Council. Recruitment and selection training has been carried out for managers within Watford and will form part of an on going management skills programme to ensure managers are kept up to date with developments in Equalities. In addition, we will review the content of the course to ensure it reflects the latest developments in this area.

3.4 Analysis by Age

The government introduced age discrimination legislation in October 2006 which made it unlawful to discriminate on the grounds of age. Employees can now elect to work beyond the previous local government retirement age of 65 for both men and women. This development is welcomed, particularly in areas of skills shortage.

The median age of Council employees in 2009/2010 was 46.97 years. 320 or 69.71% of staff were aged 40 or over and 193 or 42.04% were over 50. This is higher than demographic trends in the wider community and also illustrates the need for effective succession planning. For employees aged 20 to 29.9 years Watford Borough Council employs 46 people or 10.02% compared with the Watford local population of 22.05%

In the period April 2006 to March 2009 there were a total of 50 redundancies. 13 were from the age group 50 – 55 representing 26% of the total and 10 from the age group 60 – 65 representing 20% of total. There were 3 redundancies in the 20 – 25 age group 6% of total.

3.5 Analysis by Religion or Belief and Sexual Orientation

We do not at present collect data in these areas. However, in accordance with the Single Equality Scheme, we will be looking to collect data in the future. As with other Equality data collection, there is no requirement for employees to disclose this information if they choose not to. It is our intention to report on these areas in the next annual report for 2010/2011.

4. Training

The Council has a strong commitment to developing its staff within the resources available. The training budget for 2009/10 was £180,000 and 1555.75 days of training were provided to staff (this equates to the number of people attending specific courses. For example 10 people attending a half day training course equates to 5 days of training being delivered for staff.) Qualification support was provided to 22 staff. Of these, 55% were women, 18% were BME and none identified themselves as disabled. However 95% of the staff who were supported on qualification courses did not declare their status on disability.

5. Policy Reviews

In 2009/10 we have undertaken a number of policy reviews and associated Equality Impact Assessments. These are:

Maternity

Mis-use of Substance and Alcohol

Recruitment

Grievance (this is currently being consulted upon and should be finalised within the next few weeks).

In addition, we have identified a programme of review for all policies over the next 3 years which forms part of our harmonisation project. We will then continue to review policies on a regular basis thereafter.

6. The Way Forward

Although the Council performs strongly as an employer in employing staff in terms of gender and from the BME population, the statistics reflect the need to attract more disabled staff and employees from the population base below the current median age of 46.97 years since our workforce profile suggests an imbalance in favour of older employees.

We clearly need to do more to encourage applicants and staff to complete their monitoring forms fully when applying for roles or when data cleansing forms are circulated. The Recruitment Policy and processes are currently

being updated and the need to attract more disabled staff will be incorporated in them. Similarly although we are top quartile nationally in our performance in reflecting our community closely in our workforce we need to continue to make efforts to ensure this remains the case and to improve upon our performance. In relation to women we need to raise the awareness of staff, managers and applicants that jobs which may be non-traditional to particular genders are also open equally to staff from both sexes to avoid any tendency to occupational segregation in some job roles.

We will continue to update and follow our Equalities Action Plans in all the areas of equalities and monitor their effectiveness. We welcome all suggestions on improving our performance on Equalities.