



COUNCIL FUNCTIONS COMMITTEE

Thursday, 13th September, 2012

7.30 pm

Town Hall, Watford

Publication date: 5 September 2012

CONTACT

If you require further information or you would like a copy of this agenda in another format, e.g. large print, please contact Jodie Kloss in Legal and Property Services on 01923 278376 or by email to legalanddemocratic@watford.gov.uk .

Welcome to this meeting. We hope you find these notes useful.

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COMMITTEE MEMBERSHIP

Councillor M Watkin (Chair)

Councillor K McLeod (Vice-Chair)

Councillors S Counter, C Leslie, A Lovejoy, N Shah and M Turmaine

AGENDA

PART A - OPEN TO THE PUBLIC

1. **APOLOGIES FOR ABSENCE/ COMMITTEE MEMBERSHIP**

2. **DISCLOSURE OF INTERESTS (IF ANY)**

3. **MINUTES**

To approve for signature the minutes of the meeting held on 01 March 2012.

4. **ANNUAL STATEMENT OF WORKFORCE MONITORING AND RECRUITMENT
ACTIVITY: FINANCIAL YEAR 2011/12 (Pages 1 - 18)**

This report asks the Committee to note the annual statement of workforce monitoring and recruitment activity.

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Agenda Item 4

Report to: Council Functions Committee
Date of Meeting: 13 September 2012
Report of: Head of Human Resources
Title: ANNUAL STATEMENT OF WORKFORCE
MONITORING AND RECRUITMENT ACTIVITY:
FINANCIAL YEAR 2011/12

1. SUMMARY

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.

The statement attached at appendix 1 details the profile of Watford BC's workforce from 1 April 2011 to 31 March 2012. 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:

- Age
- Disability
- Gender
- Gender reassignment
- Pregnancy and maternity
- Race
- Religion or belief
- Sexual orientation
- Marriage and civil partnerships.

2. RECOMMENDATION

That the report is noted.

Contact Officer:

For further information on this report please contact: Terry Baldwin, Head of Human Resources, telephone extension: 8133 email: terry.baldwin@watford.gov.uk

Report approved by:

Bernard Clarke Head of Strategic Finance

3.0 DETAILED PROPOSAL

3.1 Introduction

The report relates to the period 1 April 2011 to 31 March 2012 and the statistics are taken from the existing personnel and training records. The Council has implemented a new integrated human resources and payroll information system (Northgate) to enable more comprehensive reporting and analysis to be undertaken. Annual reviews of the data provided and the identification of any gaps will continue to ensure robust data is reported.

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.

4.0 IMPLICATIONS

4.1 Financial

The Head of Strategic Finance comments that there are no financial implications arising directly out of this report.

4.2 Legal Issues (Monitoring Officer)

The Head of Legal & Democratic Services comments that the Council is under a statutory duty to promote equality

4.3 Staffing

The report will update the Council's statistics for the year 2011/2012.

4.4 Accommodation

There are no implications.

4.5 Equalities

The report documents the Council's performance against Performance Indicators for Equalities and will be considered at a future meeting of the Corporate Equalities Working group and the One Watford Equalities Panel.

4.6 Community Safety

There are no implications in this report.

4.7 Sustainability

There are no implications in this report.

4.8 Potential Risks

Failure to monitor and report against statutory equalities requirements will bring reputational risk to the Council.

Appendices

Annual Statement of Workforce Monitoring

Background papers: None

File reference: None

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ANNUAL STATEMENT OF WORKFORCE MONITORING AND RECRUITMENT ACTIVITY: FINANCIAL YEAR 2011/12

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 equality objective 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 2011 to 31 March 2012. 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.

LEGISLATIVE FRAMEWORK UPDATE - EQUALITY ACT 2010

The statutory duties are now governed by the Equality Act 2010, which came into force in October 2010. The Act replaces previous equalities legislation. Under the Act, public sector organisations with over 150 employees are required to report at least annually on how policies and practices are affecting staff with different 'protected characteristics'.

Watford BC collects data on the protected characteristics which are:

- Age
- Disability
- Gender
- Gender reassignment
- Pregnancy and maternity
- Race
- Religion or belief
- Sexual orientation
- Marriage and civil partnerships.

MONITORING DATA 2011/12

The statistics are taken from the existing Human Resources records via our integrated human resources and payroll information system (Northgate). This enables more comprehensive reporting and analysis to be undertaken. However, it does rely on individuals wishing to disclose personal information so that reporting can be undertaken. Any data gaps identified in this process are where employees have chosen not to disclose personal information and this requires further monitoring to ensure records are as up to date as accurate as possible.

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, led by the Executive Director – Services, and through the monitoring of 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.

1. Legal General Duties – Corporate targets

As well as consolidating all previous equalities legislation, the Equality Act introduced a new general equality duty, which came into force on 5 April 2011. This means the Council must have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation
- advance equality of opportunity between different groups
- foster good relations between different groups

Due regard involves

- removing or minimising disadvantages suffered by people due to their protected characteristics
- taking steps to meet the needs of people from protected groups where there are different needs of other people

This new general equality duty replaces all previous duties specified under previous equality legislation and applies to the Council as an employer as well as a provider and enabler of services.

2. Watford Population Statistics

Watford BC is aware of the local population details and projected local population growth through government released population data and census information.

We are expecting Census 2011 figures to be released from summer 2012 at which point we will have more up to date and accurate population statistics. This report identifies our current staff profile and how that profile matches local population statistics. The report also indicates the targets Watford BC sets through a series of Human Resource Performance Indicators

3. Workforce Analysis

3.1 Analysis by Ethnicity

Ethnic distribution of the workforce as at 31st March, 2012 compared to 31 March 2011 was:

Ethnic Origin Description	No. of post holders 2010/11	% 2010/11	No. of postholders 2011/12	% 2011/12	Local Population %
Blank/Do Not Wish to Disclose	34	7.56	38	9	
African	8	1.78	7	1.66	1.91
Caribbean	9	2.00	8	1.9	1.55
Black British	1	0.22	1	0.24	0.36
White British	302	67.11	280	66.35	71.84
White Irish	9	2.00	9	2.13	2.03
Chinese	0	0	0	0	2.98
Bangladeshi	2	0.44	2	0.47	0.95
Indian	26	5.78	22	5.21	4.77
Pakistani	7	1.56	6	1.42	4.65
Asian other	9	1.76	8	1.9	1.07
Mixed Ethnic Group	6	1.33	4	0.95	2.87
White other	38	8.44	37	8.77	4.88
Grand Total	450	100.00	422	100.00	100

The total number of employees from a BME background for 2010/11 was 13.72% against a community population of 13.56%. For 2011/12 this changed to 16.11% (68 people out of a total of 422). A result of this level would have placed Watford as top quartile performance nationally when best value performance indicators were collected.

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/Head of Paid Service

BME employees are represented in this grading structure as follows:

Band	Total number of BME employees	% of total employees
5 and below	25	12.95
6 to 8	44	21.46
9 to 11	4	9.76
Heads of Service	1	12.5
Directors/Head of Paid Service	1	33.33
Total	75	46.68

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/Head of Paid Service 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 actual employees, as opposed to full time equivalents illustrates that 46.68% (197 out of 422) of the Council's workforce were female and 53.32% (225 out of 422) male at 31st March 2012. This reflects well with the local population statistics which show 50.12% are male and 49.88% female.

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.

The Council uses the National Joint Council (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 a new pay and grading structure was introduced in 2009 to minimise risks and ensure we retain a sound position on this issue. A 'health check' of the job evaluation process, which follows best practice guidance of ensuring the process remains sound after 2/3 years of operation, will be conducted during June/July 2012.

There are 422 roles within Watford BC and an analysis of women's position in the grading structure illustrates the success of women at Watford BC:

Band	Total number of female employees	% of total employees
5 and below	75	43.60
6 to 8	99	51.22
9 to 11	17	41.46
Heads of Service	4	62.50
Directors/Head of Paid	2	66.66

Service		
Total	197	46.68

This analysis represents a good spread of female employees across all bands within the Council and should be noted that it is extremely uncommon in local authorities to have women occupying over 57% 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.

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.

Although the Equality Act 2010 replaces previous equalities legislation, the Disability Equality Duty in the Disability Discrimination Act (DDA) continues to apply.

In the Act, a person has a disability if:

- they have a physical or mental impairment
- the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities

For the purposes of the Act, these words have the following meanings:

- 'substantial' means more than minor or trivial
- 'long-term' means that the effect of the impairment has lasted or is likely to last for at least twelve months (there are special rules covering recurring or fluctuating conditions)
- 'normal day-to-day activities' include everyday things like eating, washing, walking and going shopping

People who have had a disability in the past that meets this definition are also protected by the Act.

Progressive conditions considered to be a disability

There are additional provisions relating to people with progressive conditions. People with HIV, cancer or multiple sclerosis are protected by the Act from the point of diagnosis. People with some visual impairments are automatically deemed to be disabled.

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

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 age profile for our workforce is indicated in the table below:

Age Band	No. of postholders 2011/12	% of workforce 2011/12	Local Population %
20 - 29	41	9.72	15.02
30- 39	85	20.14	16.86
40 - 49	127	30.09	15.35
50 – 59	133	31.52	10.81
60 - 65	32	7.58	4.53
65+	4	0.95	12.79
Grand Total	422	100.00	

The median age of Council employees in 2010/2011 was 44.81 years. 318 or 70.67% of staff were aged 40 or over and 174 or 38.67% were over 50. The figures for 2011/12 show the median age of Council employees was 45.43 years. 296 or 70.14% of staff were aged 40 or over and 169 or 40.05% were over 50. This is higher than demographic trends in the wider community and also illustrates the need for effective succession planning.

4. Training

The Council has a strong commitment to developing its staff within the resources available. The training budget for 2011/12 was £209,790 and 926 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.

Of the training delivered, 49% was to Female employees

The average age of attendees was 45.

23.9% were BME (please note 10% of staff who received training failed to state their ethnic origin).

0.23% disabled but 66.7% of staff who received training did not identify if disabled or not so this figure is really skewed.

Qualification support was provided to 31 staff. Of the 31 staff, 51% were women, 22.6% were BME and none identified themselves as disabled. However 77.4% of the staff who were supported on qualification courses did not declare their status on disability.

5. Policy Reviews

In 2011/12 we have undertaken a number of policy reviews and associated Equality Impact Assessments. The policies reviewed are:

- Grievance
- Recruitment
- Redundancy
- Flexible retirement
- Annual leave
- Dress Code
- Overtime
- Honoraria
- Special leave
- Flexible working
- Market factor Supplement
- Job Evaluation

6. Recruitment, Selection and Equalities

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 422 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.

Watford has been reviewing staffing requirements in line with Government changes to grants, and as a result a number of posts have been 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.

During the period from 1st April, 2011 to 31st March 2012 a total of 55 roles were advertised with 50 vacancies being filled. The response rates generally to advertisements were very good and there were a total of 1,003 applications for the vacant roles. Of these 276 (27.52%) 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
Any other Asian	23	2.29
Any other Black	10	1.00
Any other Ethnic	5	0.50
Any other Mixed	10	1.00
Any other White	60	5.98
Bangladeshi	5	0.50
Black African	59	5.88
Black Caribbean	20	1.99
Chinese	4	0.40
Indian	38	3.79
Irish	8	0.80
Not Stated	264	26.32
Pakistani	27	2.69
Prefer not to say	9	0.90
White & Black African	3	0.30
White & Black Caribbean	4	0.40
White British	311	31.01
White English	133	13.26
White Scottish	6	0.60
White Welsh	4	0.40
Total	1003	100.00

The above table indicates a low level of applicants not disclosing or stating 'other' on the ethnic monitoring data on their application forms (27.22%) and further steps can still be undertaken to improve in this area.

Of the 55 vacancies advertised, appointments were made to 50, with 5 being unable to be filled. Applicants from BME groups were successful in obtaining 22% of posts filled (11 out of 50). Ethnicity data was declared for 78% of successful applicants (39 out of 50).

Further analysis of applicants is detailed below.

Characteristic	Number of Applicants
Gender	
Female	381
Male	495
Not stated/prefer not to say	127
Disability	
No	777
Not stated	190
Yes	36
Religion	
Any other	9
Buddhist	8
Christian	297
Hindu	26
Jewish	7
Muslim	54
None	294
Not Stated	279
Other	6
Prefer not to Say	15
Sikh	8
Sexual Orientation	
Bisexual	13
Gay man	11
Gay Woman/Lesbian	8
Heterosexual	671
Not stated	295
Other	2
Prefer not to say	3
Age	
16-24	110
25-34	241
35-44	168
45-54	167
55-64	40
65+	2
Not Stated	275

NB: From 2012 Watford BC are collating data on all the protected characteristics including marital status and pregnancy. These will be reported on in the next annual update

Of the 1003 applicants for Council jobs in the financial year 2011/12, 36 declared a disability. One of the new joiners appointed to the 50 jobs declared themselves as disabled and 49 posts were filled by those who did not declare a disability. This may be due to privacy issues or perhaps a fear that being disabled might put them at a disadvantage. We clearly need to do more to reassure staff that disclosing a disability will not have a detrimental impact on their employment with the Council.

A consistent theme when recording details in accordance with the Equalities Act is the high number of people who choose not to disclose any personal information. While steps are made to encourage people to complete monitoring data, it is still a voluntary requirement. The information provided by Stonewall has been used to help publicise why we require the data and to help reassure people it is not used for any other purpose. Further work to address this situation will need to be considered

7. 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. For 2011/12 the results were

- **HR2:** Percentage of top 10% of earners who are women
The target for 2011/12 was 50%
Results for 2011/12 is 42.86% (18 out of a total of 42)
- **HR3:** Percentage of the top 10% earners from Black, Asian and other minority ethnic communities (BME):-
The target for 2011/12 was 13.6%
Result for 2011/12 is 16.67% (7 out of a total of 42)
- **HR4:** Percentage of top paid 10% staff who have a disability.
The target for 2011/12 was 5%
Result for 2011/12 is 0% (0 out of a total of 42)
(While disappointing, this indicator is difficult to influence while there is very little employee turnover at this senior level).
- **HR5:** Percentage of employees in the authority declaring that they meet the DDA definition.
The target for 2011/12 was 5%

Result for 2011/12 is 2.38%

- **HR6:** Council employees from the BME community.

The target for 2011/12 was 13.6%

Result for 2011/12 is 16.11% (68 out of 422)

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.

8 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 45.43 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 need to attract more disabled staff will be reviewed in more detail and the reasons for non appointment to vacant roles considered. Ways to encourage staff to disclose any disability will be discussed with Unison and any resulting action plans put in place. This will include ways to give reassurance to staff that there will be no detrimental effect of disclosing such information. 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 will ensure we comply in full with the requirements of the Equality Act 2010 when the final version is published. This is likely to include extending equality monitoring to some of the additional protected characteristics where meaningful and when it will support improvement to impact the Council has as an employer.

We welcome all suggestions on improving our performance on equalities.

Appendix 1 Staff Survey 2011

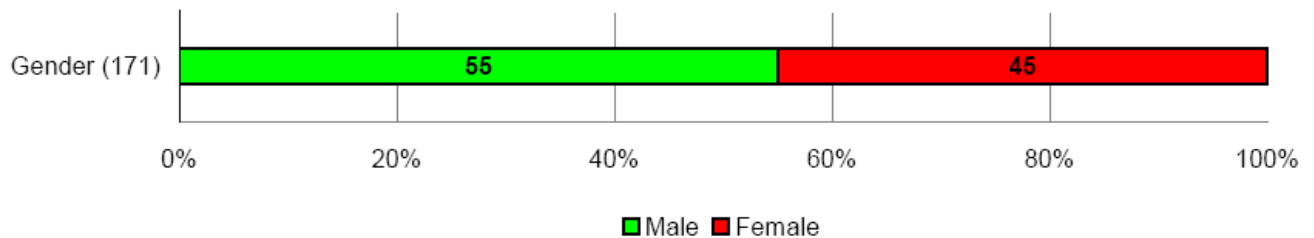
In autumn 2011, the Council conducted a staff survey. A range of demographics questions were asked at the end of the questionnaire. These were asked so they could be cross referenced against the survey questions to see if there were any emerging issues or trends in the survey relating to the nine protected characteristics.

The results from the survey are outlined below and provide supportive data to that collected from staff through the equalities monitoring process

Gender

Environmental Services had significantly more male staff (78%) than the Council overall. Community Services had significantly more female staff (63%) as did Human Resources (63%).

Q. Are you ...

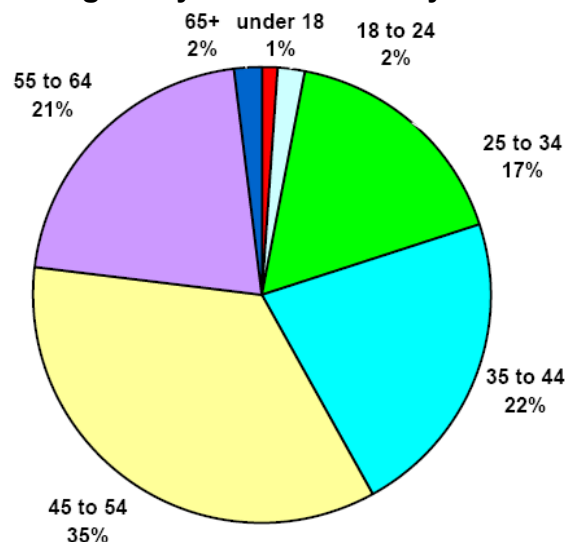


Base: All respondents (171)

Age

Watford BC age profile for staff is skewed towards 45+ with 58% of staff stating their age as over 45.

Q. What was your age on your last birthday?

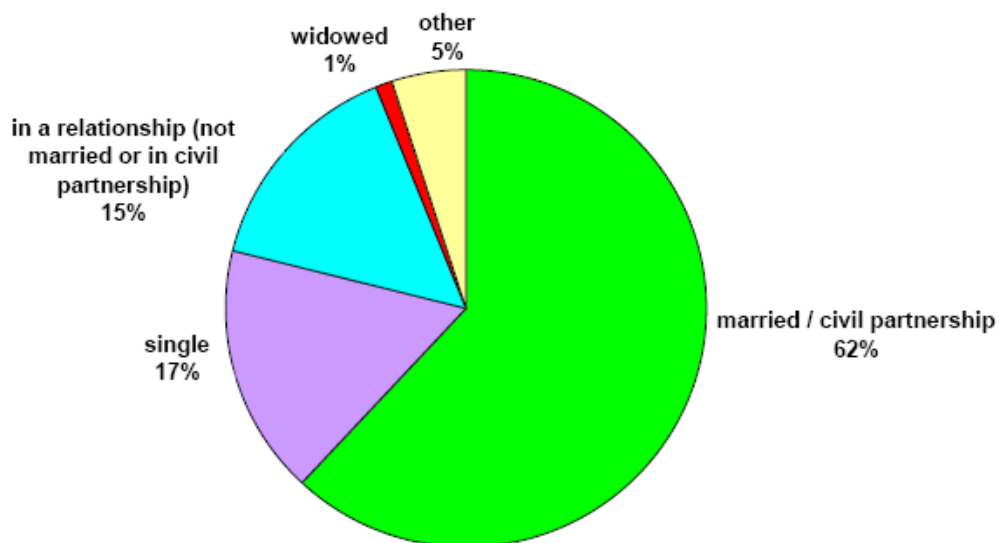


Base: All respondents (164)

Legal marital or civil partnership status

The significant majority of staff were married or in a civil partnership

Q. What is your legal marital or same-sex civil partnership status?

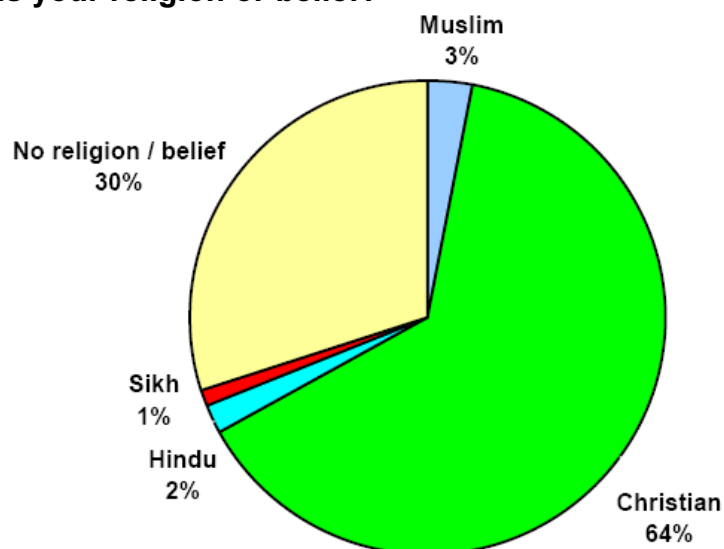


Base: All respondents (166)

Religion or belief

A significant percentage of staff classified themselves as Christian – nearly two thirds (66%). However nearly a third said they had no religion or belief (30%), which is significantly higher than the percentage in the population overall.

Q. What is your religion or belief?



Base: All respondents (148)

Sexual orientation

Nearly all staff classified themselves as heterosexual or straight (96%). 147 members of staff responded to this question.

Ethnicity

Over four out of five (85%) staff classified themselves as white – English / Welsh / Scottish / Northern Irish / British. The next highest categories were Asian or Asian British – Indian (3%) and White other (3%).

	Response options	Count	Percentage
1	White British	138	85%
2	White Irish	2	1%
3	White – Gypsy or Irish Traveller	2	1%
4	White – any other White background	6	3%
5	Mixed – White & Black Caribbean	1	0%
9	Asian or Asian British - Indian	5	3%
10	Asian or Asian British - Pakistani	2	1%
11	Asian or Asian British - Bangladeshi	1	1%
14	Black, African, Caribbean or Black British - African	3	2%
15	Black, African, Caribbean or Black British - Caribbean	2	1%
18	Other ethnic group	2	2%
	Total	164	100%

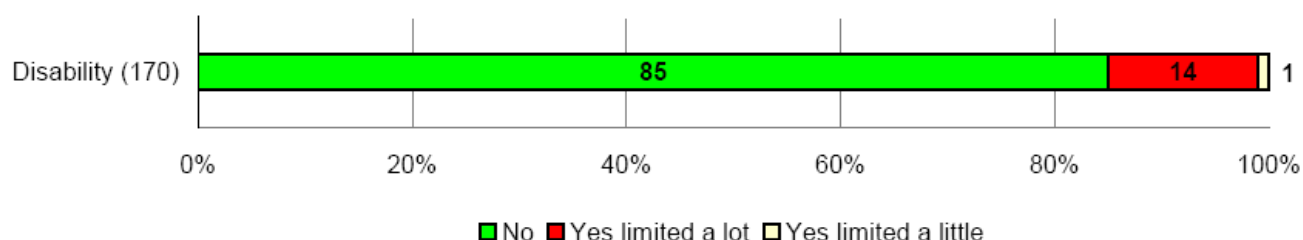
Gender identity

98% identified themselves as the same gender they were assigned at birth. 166 members of staff responded to this question.

Disability

Over one in ten (15%) of staff reported that they have a health problem or disability that has lasted or is expected to last more than 12 months. The results show that nearly all services have at least one member of staff with a disability. This is an area where people traditionally 'under report' so these figures do help support the understanding of the extent of disability across the workforce. In absolute terms the number reporting a disability was 24.

Are your day to day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?



Those members of staff who declared that they had a disability were then asked if they had requested any reasonable adjustments be made to meet their needs. Six out of ten (60%) said they had (14 members of staff). Of these three people reported that their request for adjustments had not been made effectively.