



**WATFORD
BOROUGH
COUNCIL**

COUNCIL FUNCTIONS COMMITTEE

3 September 2018

6.30 pm

Town Hall, Watford

Contact

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For information about attending meetings please visit the [council's website](#).

Publication date: 23 August 2018

Committee Membership

Councillor D Walford (Chair)

Councillor M Watkin (Vice-Chair)

Councillors A Dychton, J Johnson, M Mills, N Shah and N Steele

Agenda

Part A - Open to the Public

1. **Apologies for absence**

2. **Disclosure of interests (if any)**

3. **Minutes**

The [minutes](#) of the meeting held on 26 February 2018 to be submitted and signed.

4. **Annual statement of workforce monitoring (Pages 3 - 18)**

Report of the Head of Human Resources detailing the profile of Watford Borough Council workforce from 1 April 2017 to 31 March 2018.

PART A

Report to: Functions Committee
Date of meeting: 3 September 2018
Report of: Head of Human Resources
Title: Workforce Monitoring Report

1.0 **Summary**

1.1 Watford Borough Council is committed to equality and diversity across the full spectrum of its services and in its role as an employer. This commitment is articulated in its equality objectives and associated action plan, which identifies key actions the council will take to ensure equalities for its workforce and that it reflects the community it serves. Our commitment goes beyond our statutory obligations and reinforces our corporate priority to ensure equality and diversity is at the heart of everything we do.

1.2 The statutory duties are governed by the Equality Act 2010. Under the Act, public sector organisations with over 150 employees are required to report at least annually on how their policies and practices affect staff with the following different 'Protected Characteristics':-

- Age
- Disability
- Gender
- Gender reassignment
- Pregnancy and maternity
- Race
- Sexual orientation
- Marriage and Civil Partnership
- Religious or Belief

1.3 The attached statement details the profile of Watford Borough Council's workforce from 1 April 2017 to 31 March 2018.

2.0 Risks

Nature of Risk	Consequence	Suggested Control Measures	Response <i>(Treat, tolerate, terminate, transfer)</i>	Risk Rating (the combination of severity and likelihood)
Non-Compliance with requirements of the Equalities Act	Reputation/ fine	Agree and publish to time	Treat	2

Recommendations

3.0 That Council Functions Committee approves the Workforce Monitoring Report.

Contact Officer:

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

Report approved by: Terry Baldwin, Head of HR

4.0 Implications

4.1 Financial

4.1.1 The Shared Director of Finance comments that there are no financial implications contained in this report.

4.2 Legal Issues (Monitoring Officer)

4.2.1 The Head of Democracy and Governance comments that it is a legal requirement for the council to produce and publish a workforce monitoring statement

4.3 Equalities/Human Rights

4.3.1 Having had regard to the council's obligations under s149, it is considered that as this is not a new policy and the data does not indicate any equalities issues that no updated EIA is required.

Appendices

- Workforce Monitoring Statement 2018

Background Papers

- No papers were used in the preparation of this report

File Reference

None



WORKFORCE MONITORING REPORT

AUGUST 2018



1 Introduction

1.1 Watford Borough Council is committed to equality and diversity across the full spectrum of its services and in its role as an employer. This commitment is articulated in its equality objectives and associated action plan, which identifies key actions the Council will take to ensure equalities for its workforce and that it reflects the community it serves. Our commitment goes beyond our statutory obligations and reinforces our corporate priority to ensure equality and diversity is at the heart of everything we do.

1.2 This statement details the profile of Watford Borough Council's workforce from 1 April 2017 to 31 March 2018.

2.0 Legislative framework

2.1 The statutory duties are governed by the Equality Act 2010. Under the Act, public sector organisations with over 150 employees are required to report at least annually on how their policies and practices affect staff with different 'Protected Characteristics'.

2.2 Watford Borough Council collects data from its workforce on the following protected characteristics:

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

3.0 Monitoring data

3.1 The statistics are taken from the Human Resources and Payroll information system, Resource link. Resource link provides us with comprehensive reporting allowing a full analysis of our workforce data to be undertaken.

3.2 We are dependent on individuals disclosing their personal information to us, so that meaningful reporting can be undertaken. Where employees have chosen not to disclose this information, there are gaps in our data.

We continue to make efforts to address this by on-going requests to our employees to update their records.

4.0 Corporate monitoring

4.1 The Council is committed to ensuring it achieves equalities objectives. Equality issues are overseen by the Corporate Equalities Working Group, 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

5.0 Legal General Duties – Corporate targets

5.1 Under the Equality Act there is also a general equality duty, meaning 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

5.2 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.

5.3 This 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.

6.0 Watford Population Statistics

6.1 The Council receives local population details and projected local population growth through government released population data and Census information.

6.2 This report identifies the Council's current employee profile and how that profile matches local population statistics taken from Census data. The report also indicates the targets the Council sets through a series of Human Resource Performance Indicators.

7.0 Workforce Analysis

7.1 Analysis by Ethnicity

Ethnic composition of Council employees at 31 March 2018 compared to 31 March 2017 and compared to the current local population is shown below.

Table 1: - Ethnicity

Ethnic Origin Description	No of Employees 2017/18	% of Employees 2017/18	% of Employees 2016/17	% of local population (From Census 2011)
White: British	92	42.59%	49.77%	61.90%
White: Irish	4	1.85%	3.26%	2.30%
White: Other	11	5.09%	5.12%	7.70%
Mixed ethnic group	2	0.93%	0.93%	3.40%
Asian British: Indian	12	5.56%	6.05%	5.50%
Asian British: Pakistani	1	0.46%	0.47%	6.70%
Asian British: Bangladeshi	2	0.93%	0.93%	0.40%
Asian British: Other	3	1.39%	1.40%	4.40%
Black British: African	4	1.85%	2.33%	3.50%
Black British: Caribbean	3	1.39%	1.86%	1.70%
Black British: Other black	2	0.93%	0.93%	0.60%
Prefer not to say / not stated	80	37.03%	26.51%	
Other Ethnic Group	0		0.47%	
Total	216	100.00%	100.00%	

7.2 Black or Minority Ethnic Group (BME)

Table 2: Black or Minority Ethnic Group (BME)

BME / Non BME	Total no of Employees	% of Employees
BME	29	13.43%
Non BME	107	49.54%
Not Stated	80	37.03%
Total	216	100.00%

7.3 The total number of employees from a Black or Minority Ethnic (BME) background for 2017-18 is 13.43%. The Council's target has been increased to 27.1% from 13%. The figure this year is below the council's target. 37.03% of employees have not provided this information.

7.4 The community population for those from a Black or Minority Ethnic background is 38.12% (2011 Census).

- 7.5** The target percentage for top 10% of earners being from the BME group was 13%, with an exceeded target of 18.18% (4 of the 22 most senior posts in the Council are occupied by employees from a BME group).
- 7.6** The Council's grading structure identifies how jobs are classified in the organisation. BME employees are represented within the grading structure in Table 3 below:

Table 3: Pay Band / BME

Pay Band	Broad Description	No of BME Employees	% of BME employees	% of all employees
Band 5 and below	Most front line jobs	8	27.59%	3.70%
Band 6 to 8	Senior officers, team leaders, supervisors/technical specialists	17	58.62%	7.87%
Band 9 to 11	Professional grades/managers/Section Heads	3	10.34%	1.38%
Head of Service and Leadership Team*		1	3.45%	0.46%
Total		29	100.00%	13.43%

(*Leadership team is made up of 7 senior staff from Watford Borough Council and 3 from Three Rivers District Council Shared Services)

- 7.7** The majority of the BME ethnic population are employed in front line and Senior Officer / Supervisory roles in the Council.
- 7.8** Small fluctuations will have a disproportionate effect on percentages due to small numbers of staff.
- 8.0** **Analysis by Gender**

Table 4: Gender

Gender	Total no of employees	% of employees
Female	128	59.26%
Male	88	40.74%
Total	216	100.00%

- 8.1** The Council's gender profile at 31 March 2018 shows that 59.26% of the workforce is female. This is above the local population demographics which show that 50.41% of the working population (2016 mid-year population estimates) are female.

- 8.2** The target for the top 10% of high earners is 50% for females. The actual total was 27.27% (6 of the 22 most senior posts being occupied by females). While below target, turnover within this group has been low.
- 8.3** The council uses the National Joint Council (NJC) Job Evaluation Scheme to ensure equality of pay between genders. This protects the Council's continued robustness on all aspects of "equal pay for work of equal value" principles.
- 8.4** The analysis of female post-holders within the Council's grading structure demonstrates the Council's commitment to career opportunities for women as show in Table 5.

Table 5: Pay Band / Gender

Pay Band	Total No of Female Employees	% of Total Female Employees
Band 5 and below	44	33.33%
Band 6 to 8	68	51.52%
Band 9 to 11	15	11.36%
Head of Service and Leadership Team*	5	3.79%
Total	132	100.00%

(*Leadership team is made up of 7 senior staff from Watford Borough Council and 3 from Three Rivers District Council Shared Services)

9.0 Analysis by Disability

- 9.1** A disability is defined as a physical or mental impairment that has a substantial and long-term adverse effect on ability to perform normal day-to-day activities. 'Substantial' means more minor or trivial and the effect of the impairment will have lasted or is likely to last for at least twelve months.
- 9.2** The council fully supports the Disability Confident Employer scheme. This means that all applicants who declare a disability and demonstrate in their application form that they meet the criteria detailed in the person specification are guaranteed an interview.
- 9.3** The Council makes reasonable adjustments to accommodate the needs of employees who have a disability, in accordance with the 'Disability in Employment' policy.
- 9.4** The target percentage of all employees declaring that they had a disability was 5%, with an actual figure of 0.93% (2 out of 216). 70.37% of employees have not provided this information.

- 9.5 The statistics on Council employees declaring that they have a disability are shown in Table 6 below:

Table 6: Disability

Disability	Total no of employees	% of employees
No	62	28.70%
Yes	2	0.93%
Not Stated	152	70.37%
Total	216	100.00%

- 9.6 A high percentage of employees have not stated whether they have a disability or not, limiting a detailed analysis. This has been a historical issue at the Council and steps have been taken to reassure and encourage employees to provide this information via the My View system (Resource link), including revised guidance on why we need this information.
- 9.7 An Employee Disability Forum, facilitated by Human Resources, aim to meet twice a year. The aim is to improve disability awareness across the Council and to support us to review and improve on our employment practices.
- 9.8 In addition to the Employee Forum, managers are also provided with training on disability awareness, including Mental Health Lite (a 3.5 hour course to raise Mental Health Awareness and support employees). Our Health and Wellbeing Strategy also focuses on raising awareness of certain disabilities across the organisation by periodically organising campaigns on agreed topics.

10.0 Analysis by Age

- 10.1 The age profile for Council employees is indicated in Table 7 below:

Table 7: Age

Age Group	Number of employees	% of employees	% of local population (from mid-2016 population estimates)
29 and under	22	10.19%	38.95%
30 – 39	43	19.91%	17.56%
40 – 49	65	30.09%	14.57%
50 – 59	62	28.70%	11.67%
60 – 64	20	9.26%	4.24%
65 +	4	1.85%	13.02%
Total	216	100.00%	

The age statistics at March 2018 show a median age of Council employees is between 40 and 49 years. The total number of employees under 40 is 65, which is an increase from last year. Last year the number of employees under 40 was 60. This represents a 6.66% increase.

- 10.2** A range of initiatives have been put in place over the past 12 months to increase the number of young people coming to work in the council. Examples of these include apprenticeships and work experience.

11.0 Pregnancy and maternity

- 11.1** During 2017-18, three female employees took maternity leave.

11.2 Sexual Orientation

It is noted that the majority of employees (62.04 %) have not completed this section of the Equality Monitoring form. We therefore need to work with employees to increase the collation of this data, to help inform our practice. A recent revision of the Equality Monitoring form with additional explanatory text will hopefully go some way to address this.

We currently work with the Herts LGBT group, advertising events on the Intranet to raise awareness of the support network available for Lesbian, Gay, Bisexual and Transgender employees. More collaborative work is planned.

Table 8 – Sexual Orientation

Sexual Orientation	No of employees	% of employees
Bisexual	1	0.46%
Heterosexual	79	36.57%
Lesbian	1	0.46%
Not Stated	134	62.04%
Prefer not to say	1	0.46%
Gender Reassignment	0	0.00%
Total	215	100.00%

12.0 Marriage and Civil Partnership

No information available.

13.0 Analysis by Religion

No information available.

14.0 Training

- 14.1** The Council has a strong commitment to developing staff within the resources available and the training budget for 2017 – 2018 was £110,000. The Training team responsible for training delivery is shared with Three Rivers District Council.
- 14.2** 299 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 = 5 days of training delivered.
- 14.3** Of the training sessions delivered, 59.53% were attended by female employees.
- 14.4** The mean average age of attendees was 44.
- 14.5** 25.42% of attendees were BME; however 29.10% of staff who attended training did not state their ethnic origin.
- 14.6** 2.34% of attendees declared a disability, however 64.21% of staff did not state whether or not they had a disability.
- 14.7** Education qualification support was provided to 20 employees, 50% of whom were female. Four employees who received qualification support identified themselves as being from a BME group. One employee identified themselves as having a disability; however 50% of the staff did not declare their status on disability.

15.0 Recruitment

- 15.1** The Council operates fair recruitment practices, ensuring equality of opportunity in employment. The following measures are in place:
- All the Council's vacancies are advertised in relevant online publications and on the Council's website. A positive statement about the Council's commitment to equalities appears in all job adverts.
 - All the Council's jobs have an up to date job description that identifies the range of criteria necessary to undertake the role.
 - All jobs are evaluated by an analytical job evaluation scheme, which ensures they are graded relative to all other jobs within the Council.

- Selection is made on merit and is on the basis of meeting the essential requirements of the job. This is assessed by a panel who conduct shortlisting and the selection interviews, relevant exercises and assessment centres.
- To ensure that all applicants are short-listed against the same criteria, we ask all job applicants to complete the Council's job application form or if submitting CVs, to complete the CV application forms.
- If the Council engages temporary workers via a recruitment agency, the agency is required to comply with the Council's equalities requirements. The Council operates in accordance with the requirements of the Agency Workers Regulations and the majority of temporary assignments are made via our vendor neutral supplier, Comensura.
- All new employees undergo an induction programme where they are informed of their responsibilities under the Council's 'Code of Conduct' and Disciplinary Policy.
- If an external job applicant believed that their application had not been considered fairly, they may register their dissatisfaction using the Council's corporate complaints procedure.
- The Council is accredited with the 'disability confident' employer scheme for employment practices to support those with a disability in the work place.
- The Council encourages applications from applicants in the protected characteristic groups, where these groups are under-represented.
- The Council sets equalities targets and reviews them on an annual basis.

15.2 Job Applicants

15.3 During 2017-18, 31 roles were advertised. 204 applicants completed an Equality Monitoring form.

15.4 40.69% of applicants who submitted as Equality Monitoring Form were from the BME population.

Table 11: Ethnicity of job applicants

Ethnicity	No of Applicants	% of applications
Asian British – Bangladesh1	1	0.49%
Asian British – Indian	16	7.84%
Asian Other	33	16.18%
Asian British – Pakistani	7	3.43%
Black British – African	14	6.86%
Black British - Caribbean	1	0.49%
Black British – Other	6	2.94%
Mixed ethnic group	3	1.47%
Other Ethnic Group	1	0.49%
Prefer not to say	1	0.49%
White – British	105	51.47%
White - Irish	6	2.94%
White - Other	10	4.9%
Total	204	100.00%

BME / NON-BME	Number of applications	% of applications
BME	83	40.69%
Non-BME	121	59.31%
Total	204	100.00%

15.5 Tables 12 to 17 display the other protected characteristics statistics for the 204 applications received during the year.

Table 12: Gender of job applicants

Gender	No of Applicants	% of applicants
Female	116	56.86%
Male	88	43.14%
Total	204	100.00%

Table 13: Disability of job applicants

Disability	No of applicants	% of applicants
Yes	11	5.39%
No	191	93.63%
PNTS	2	0.98%
Total	204	100.00%

Table 14: Religion of job applicants

Religion	No of applicants	% of applicants
Buddhist	4	1.96%
Christian	67	32.84%
Hindu	17	8.33%
Jain	1	0.49%
Muslim	20	9.8%
Sikh	2	0.985
Other	3	1.47%
No religion	81	39.71%
PNTS	9	4.41%
Total	204	100.00%

Table 15: Age of job applicants

Age	No of applicants	% of applicants
16-24	24	11.76%
25-34	62	30.39%
35-44	49	24.02%
45-54	53	25.98%
55-64	13	6.37%
Not stated	3	1.47%
Total	204	100.00%

Table 16: Marital Status of job applicants

Marital Status	No of applicants	% of applicants
Civil Partnership	5	2.45%
Divorced	12	5.88%
Married	90	44.12%
Single	86	42.16%
Widowed	1	0.49%
PNTS	10	4.9%
Total	204	100.00%

Table 17: Sexual Orientation of job applicants

Sexual Orientation	No of applicants	% of applicants
Bisexual	5	2.45%
Gay Man	6	2.94%
Gay woman	3	1.47%
Heterosexual	179	87.75%
Not Stated	2	0.98%
PNTS	9	4.41%
Total	204	100.00%

16.0 The Way Forward

- 16.1** The Council is fully committed to equalities and performing strongly as an employer of choice in representing staff with all protected characteristics at all levels in the organisation.
- 16.2** In an effort to improve representation in our workforce for those who have a disability the Council will continue to participate in the Disability Confident scheme.
- 16.3** The Council facilitates an Employee Disability Forum. The Forum works with employees, to identify how we can further encourage disclosure of a disability, and to provide more support to employees with a disability. We will work to promote further participation by our employees in this Forum, and to publicise the work they do and the provisions available in the 'Employees with a Disability' Policy.
- 16.4** We have placed an advert promoting us as an employer of choice in a specialist disability related publication and we will continue to do similar promotional work going forward.
- 16.5** An Employee Development Strategy incorporating succession planning and talent management has been developed, in part to ensure we are forward planning to address the aging workforce profile we currently have, to avoid a potential exodus of key knowledge and skills which might impact on corporate and service delivery. We will continue to review our strategy and ensure corporate training needs are revised annually to reflect the organisation's needs.
- 16.6** The Council will seek to encourage younger people to join the organisation, by building on the existing apprenticeship schemes and work experience placements offered – including a scheme working closely with local schools. We will further explore the potential of providing a graduate scheme at the Council, subject to available funding.