

PART A

Report to: Council Functions Committee

Date of meeting: 9 November 2021

Report of: Executive Head of Human Resources and Organisational Development

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 council has undertaken a range of measures to try and improve the quality of the information recorded and these measures include:
- The implementation of our new HR and payroll system, iTrent has allowed us to request staff to check their personal details held on the system and update any gaps.
 - Regular communications to staff during the implementation of iTrent and afterwards to include personal information.
 - Discussions at management team meetings on the requirement for the council to provide this information and asking managers to remind staff to update their information.
- 1.3 However employees have the right not to state or disclose information if they choose and therefore there are still significant gaps in information held which makes data analysis more difficult. Further steps to encourage staff to update and submit their information have been discussed and agreed by senior officers. These measures include:
- Greater communication on why the information is collected and what we use it for.
 - Greater involvement in line managers speaking at team meetings about the need for information and asking staff to update their details.
 - Greater guidance on the use of iTrent, with videos showing how straight forward it is to update personal details.
 - To fully explore if it is possible to take information from the web recruit system provided during the recruitment process and transfer that directly on to iTrent for the appointed candidate.
- 1.4 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

1.5 The attached statement details the profile of Watford Borough Council's workforce from 1 April 2020 to 31 March 2021.

2.0 Risks

2.1

Nature of Risk	Consequence	Suggested Control Measures	Response (Treat, tolerate, terminate, transfer)	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

3.0 Recommendations

3.1 That Council Functions Committee approves the Workforce Monitoring Report.

Contact Officer:

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

Report approved by: Donna Nolan, Managing Director, Watford Borough Council.

4.0 Implications

4.1 Financial

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

4.2 Legal Issues (Monitoring Officer)

4.2.1 The Group Head of Democracy and Governance comments that it is a legal requirement to publish our workforce monitoring report annually.

4.3 Equalities/Human Rights

4.3.1 This report complies with our duty under the Equalities Act 2010.

Appendices

- Workforce Monitoring Statement 2021.

Background Papers

No papers were used in the preparation of this report.

File Reference

None.