

<b>Title of Report:</b>	<b>Annual Employment Report 2011/2012</b>
<b>Report to be considered by:</b>	Executive
<b>Date of Meeting:</b>	14 <sup>th</sup> June 2012
<b>Forward Plan Ref:</b>	EX2472

**Purpose of Report:** To report on the Council workforce trends for the year ending 31st March 2012.

**Recommended Action:** To note the report.

**Reason for decision to be taken:** To update members and officers on the West Berkshire Council workforce and its trends.

**Other options considered:** None

**Key background documentation:** Resourcelink - HR/Payroll system

The proposals will also help achieve the following Council Strategy principle:

☒ **CSP6 - Living within our means**

The proposals contained in this report will help to achieve the above Council Strategy priorities and principles by:  
Providing information on which decisions about the workforce (including equality objectives) can be based.

Portfolio Member Details	
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<b>Date Portfolio Member agreed report:</b>	19 May 2012

Contact Officer Details	
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## Implications

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**Policy:** None

**Financial:** None

**Personnel:** None

**Legal/Procurement:** None

**Property:** None

**Risk Management:** None

**Equalities Impact Assessment:** This report is form information only. No decisions are required and therefore no EIA is required.

<b>Is this item subject to call-in?</b>	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
<p>If not subject to call-in please put a cross in the appropriate box:</p> <p>The item is due to be referred to Council for final approval <input type="checkbox"/></p> <p>Delays in implementation could have serious financial implications for the Council <input type="checkbox"/></p> <p>Delays in implementation could compromise the Council's position <input type="checkbox"/></p> <p>Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months <input type="checkbox"/></p> <p>Item is Urgent Key Decision <input type="checkbox"/></p> <p>Report is to note only <input checked="" type="checkbox"/></p>		

# Executive Summary

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## **1. Introduction**

- 1.1 The Annual Employment Report provides a summary of changes in the workforce employed by West Berkshire Council on 31 March 2012 compared to 31 March 2011.
- 1.2 This report is mainly numerical. In the Annual Employment Report each year, analysis is added where the figures are significantly different.
- 1.3 There are 124.36 fewer full time equivalents (FTE) working for the Council when compared to last year. This is a 7.63% reduction in the FTE.
- 1.4 Full details on the establishment, including full-time equivalent employees) can be found in Quarter 4 2011/2012 Establishment Report.
- 1.5 Sickness absence was slightly above the level for last year - 8.43 for 2010-11 rising to 8.46 days per employee for 2011-12.
- 1.6 This year's Annual Employment Report includes employment equality data. This is a requirement on all local authorities under the Equality Act and therefore in future years it will be possible to provide comparative data.

## **2. Proposals**

- 2.1 The report does not include any proposals and is for information only.

## **3. Equalities Impact Assessment Outcomes**

- 3.1 There is no decision to be made and therefore no Equality Impact Assessment has been undertaken.

## **4. Conclusion**

- 4.1 The analysis of workforce trends shows that West Berkshire Council is fairly typical of the local government averages across a number of benchmark indicators.

# Executive Report

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## 1. Introduction

1.1 The report is broken down into topics as follows:

- (1) Headline Figures;
- (2) Starters, Leavers, Turnover and Length of Service;
- (3) Absence;
- (4) Grievance and Disciplinary;
- (5) Training and Development;
- (6) Equalities, including workforce, training and recruitment

## 2. HEADLINE FIGURES

<b>Staff employed by West Berkshire Council (excluding School-based employees)</b>	<b>31/03/10</b>	<b>31/03/11</b>	<b>31/03/12</b>
Full-time employees as percentage of workforce	58.75%	57.59%	59.19%
Part-time employees	41.25%	42.41%	40.81%
Employees who live in the West Berkshire Area	75.53%	74.73%	73.01%
Employees who live in the RG14 postcode area (Newbury)	36.21%	26.82%	26.81%

## 3. STARTERS, LEAVERS, TURNOVER AND LENGTH OF SERVICE

	<b>2009/2010</b>	<b>2010/2011</b>	<b>2011/2012</b>
Number of starters (1 <sup>st</sup> April-31 <sup>st</sup> March)	191	127	122
Number of leavers (1 <sup>st</sup> April-31 <sup>st</sup> March)	160	268	273
Turnover (year ending 31 <sup>st</sup> March)	8.5%	14.7%	15.82%
Voluntary turnover (year ending 31 <sup>st</sup> March)	4.9%	7.4%	7.56%
Average length of service (leavers 1 <sup>st</sup> April-31 <sup>st</sup> March)	6 years 0 months	5 years 5 months	7 years 9 months
Average length of service (employees as at 31 <sup>st</sup> March)	7 years 4 months	7 years 6 months	7 years 8 months
Stability index (% employees as at 31 <sup>st</sup> March with 12 months or more service)	93.4%	95.7%	91.86%

Voluntary turnover = resignations (not redundancy or other dismissals) as percentage of workforce

#### 4. ABSENCE

	2009/2010	2010/2011	2011/2012
Working days lost per person per year - <u>short term absence only</u> (under 28 consecutive calendar days)	4.91 days	3.98 days	4.02 days
Working days lost per person per year (all absence)	8.76 days	8.43 days	8.46 days
Council target (maximum working days lost per employee)	8.9 days	8.9 days	8.4 days
Total working days lost	16,634	15,242	14,454

- 4.1 Analysis: Stress as a reason for absence has risen again as below. HR and Health & Safety are working on a revision to the Stress Management Policy to address this issue.

Top three reasons for absence	2009/10	2010/11	2011/12
Stress, depression or anxiety related	18.4%	22.4%	26.6%
Other musculo-skeletal problems (not back)	17.7%	15.0%	12.5%
Infections to include colds and flu	17.7%	13.5%	12.0%

#### 5. GRIEVANCE, CAPABILITY AND DISCIPLINARY

- 5.1 Analysis: The increase in referrals to Occupational Health shown below is a combination of increased absence due to stress which (if work related) is always referred to Occupational Health, and managers complying with the trigger points of the Sickness Absence Policy.

	2009/2010	2010/2011	2011/2012
Disciplinary/capability	41 cases resulting in 24 formal warnings or dismissals	42 cases resulting in 10 formal warnings or dismissals	51 cases resulting in 14 formal warnings or dismissals
Grievance	8 cases	11 cases	5 cases
Occupational Health referrals as part of ill-health casework (not pre-employment)	268	212	348

## 6. TRAINING

- 6.1 Analysis: For reasons of efficiency and best practice, the Council is moving away from classroom based training towards e-learning. This explains the increase in the percentage of staff using e-learning as shown below.

	2010/2011	2011/2012
Number of WBC employees who attended at least one classroom course	1464	1181
% of staff attending classroom courses	73.2%	70.68%
Instances of classroom training attendance	5456	3762
Number of WBC employees who completed at least one e-learning course	287	548
% of staff using e-learning	14.4%	32.79%
Instances of e-learning courses completed	623	1241
Total number of WBC employees who completed any type of corporate course (classroom or e-learning)	1491	1322
% of staff completing any course type	74.6%	79.11%
Instances of training completed	6079	5003

## 7. EQUALITIES

### 7.1 KEY WORKFORCE INDICATORS OVERVIEW

(1) Gender

Gender	2010/11 %	2011/12 %
Female	76.0	75.82
Male	24.0	24.18

(2) Disability (employees who declare themselves to have a disability as defined under the Equalities Act 2010)

Disability	2010/11 %	2011/12 %
Disability	3.21	3.23

(3) BME status (employees who describe themselves as being of black minority ethnic origin)

Ethnic Origin	2010/11 %	2011/12 %
BME	2.9	3.23

(4) Age

<b>Age Range</b>	<b>2010/11 %</b>	<b>2011/12 %</b>
Under 25	3.8	3.59
25-34	16.9	15.86
35-44	24.7	24.54
45-54	28	29.56
55-64	24	24.60
65+	2.6	1.86

(5) Full and Part-time working (full-time = 37 hours a week for 52 weeks of the year)

<b>Full/Part-time</b>	<b>2010/11 %</b>	<b>2011/12 %</b>
Full Time	57.6	59.19
Part-time	42.4	40.81

## 7.2 GRADE GROUPINGS

(1) Definitions;

- (a) Grade B - F = £12,787 - £22,221
- (b) Grade G - J = £20,858 - £36,313)
- (c) Middle manager = grade K-M (£33,661 - £56,364)
- (d) Senior manager = Head of Service, Executive Director, Chief Executive (£62,860 - £133,418)

(2) Grade and gender

- (a) Analysis: The percentage of female senior managers has declined as a result of recent appointments and structural changes.

<b>Grade</b>	<b>Female %</b>		<b>Male %</b>	
	<b>2010-2011</b>	<b>2011-2012</b>	<b>2010-2011</b>	<b>2011-2012</b>
A-F	81.92	82.99	18.07	17.01
G-J	75.57	74.92	24.42	25.08
Middle Managers	56.66	57.99	43.33	42.01
Senior Managers	28.57	21.74	71.43	78.26

(3) Grade and BME status

<b>Grade</b>	<b>% of those in this grade group from BME</b>	<b>% of those from total BME in each grade grouping</b>
A-F	3.87	51.85
G-J	3.35	40.74
Middle Managers	1.50	7.41
Senior Managers	0.00	0.00
		100.00

(4) Grade and disability

<b>Grade</b>	<b>% of those in this grade group with a disability</b>	<b>% of those with a disability in each grade grouping</b>
A-F	3.46	43.17
G-J	2.90	39.39
Middle Managers	3.37	15.96
Senior Managers	4.00	1.48
		100.00

(5) Grade and age

<b>Grade</b>	<b>% of those in this grade group by age group</b>					
	<b>Under 25</b>	<b>25-34</b>	<b>35-44</b>	<b>45-54</b>	<b>55-64</b>	<b>65+</b>
A-F	7.19	14.94	21.02	28.22	26.28	2.35
G-J	1.22	21.04	26.52	29.73	19.97	1.52
Middle Managers	0.00	7.12	31.46	29.96	29.96	1.50
Senior Managers	0.00	0.00	0.00	60.00	40.00	0.00

(6) Grade and Part-time working

<b>Grade</b>	<b>% of those in this grade group with who are part-time</b>	<b>% of those who are part-time in each grade grouping</b>
A-F	57.40	60.85
G-J	30.18	29.03
Middle Managers	25.47	9.97
Senior Managers	4.00	0.15
		100.00



### 7.3 PART-TIME WORKING

(1) Part-time working and gender

<b>Gender</b>	<b>% of female/male who are part-time</b>	<b>% of those who are part-time by gender split</b>
Female	48.62	90.32
Male	16.34	9.68
		100.00

(2) Part-time working and BME status

<b>Full-time / part-time</b>	<b>% of BME staff who are either full-time/part-time</b>	<b>% of those who are full-time/part-time by BME</b>
Full-time	3.24	59.26
Part-time	3.33	40.74
		100.00

(3) Part-time working and disability

<b>Full-time / part-time</b>	<b>% of staff with a disability who are either full-time/part-time</b>	<b>% of those who are full-time/part-time with a disability</b>
Full-time	3.03	55.56
Part-time	3.52	44.44
		100.00

(4) Part-time working and age

	<b>% of full-time/part-time staff in this age group</b>					
<b>Full-time/part-time</b>	<b>Under 25</b>	<b>25-34</b>	<b>35-44</b>	<b>45-54</b>	<b>55-64</b>	<b>65+</b>
Full-time	4.55	18.40	22.04	30.74	23.56	0.71
Part-time	2.20	12.17	28.15	27.86	26.10	3.52

#### 7.4 STARTERS (employees joining the Council during the year)

(1) Starters and gender

<b>Gender</b>	<b>2010/11 %</b>	<b>2011/12 %</b>
Female	68.50	74.59
Male	31.50	25.41

(2) Starters and disability

<b>Disability</b>	<b>2010/11 %</b>	<b>2011/12 %</b>
Disability	0.00	4.10

(3) Starters and BME status

<b>Ethnic Origin</b>	<b>2010/11 %</b>	<b>2011/12 %</b>
BME	4.70	10.66 (subject to verification)

(4) Starters and age

- (a) Analysis: The percentage of starters under 25 declined as shown below. However, due to the successful recruitment of apprentices since April 2012 we expect this to be reversed next year.

<b>Age Range</b>	<b>2010/11 %</b>	<b>2011/12 %</b>
Under 25	26.0	19.67
25-34	22.8	17.21
35-44	27.6	23.77
45-54	16.5	26.23
55-64	6.3	12.30
65+	0.8	0.82

#### 7.5 LEAVERS (employees leaving the Council during the year)

(1) Leavers and gender

<b>Gender</b>	<b>2010/11 %</b>	<b>2011/12 %</b>
Female	69.00	72.53
Male	31.00	27.47

(2) Leavers and disability

<b>Disability</b>	<b>2010/11 %</b>	<b>2011/12 %</b>
Disability	3.00	3.66

(3) Leavers and BME status

<b>Ethnic Origin</b>	<b>2010/11 %</b>	<b>2011/12 %</b>
BME	4.00	3.66

(4) Leavers and age

<b>Age Range</b>	<b>2010/11 %</b>	<b>2011/12 %</b>
Under 25	10.00	4.76
25-34	16.00	18.32
35-44	19.00	18.32
45-54	20.00	15.02
55-64	28.00	31.87
65+	8.00	11.72

(5) Reasons for leaving

<b>Leaving Reason</b>	<b>2010/11 %</b>	<b>2011/12 %</b>
Death in Service	0.75	0.00
Dismissal	3.73	1.10
Early Retirement	0.37	1.47
End of Fixed Term Contract	8.58	4.76
Ill Health Retirement	0.00	0.37
Redundancy	26.12	31.87
Resignation	51.12	46.15
Retirement	8.96	11.72
Retirement – past 65	0.00	2.56
TUPE	0.37	0.00

## 7.6 DISCIPLINARY

- (1) 14 employees (less than one per cent of the workforce) received a formal warning or were dismissed during 2011/12. The numbers are too small to use for statistical analysis. For information, these cases were split as follows;

- (2) Disciplinary and gender

<b>Gender</b>	<b>%</b>
Female	78.57
Male	21.43

- (3) Disciplinary and BME status

<b>Ethnic origin</b>	<b>%</b>
BME	14.29

- (4) Disciplinary and age

<b>Age Range</b>	<b>%</b>
Under 25	0.00
25-34	0.00
35-44	21.43
45-54	28.57
55-64	28.57
65+	21.43

- (5) Disciplinary and disability

<b>Disability</b>	<b>%</b>
Y	0.00

## 7.7 RECRUITMENT

- (1) The data includes all those vacancies which were approved for appointment between 01/04/11 and 31/03/2012. Those which were set up towards the end of the period and decisions have not yet been made on the applicants have been excluded from the dataset. Also excluded are applicants for any vacancies which were withdrawn during this period.

- (2) Recruitment headlines

	<b>Totals</b>	<b>%</b>
<b>All applicants</b>	1971	100
<b>Interviewed</b>	727	43.43
<b>Offered</b>	129	6.54

(3) Recruitment and gender

	<b>Female</b>	<b>Male</b>	<b>All Applicants</b>	<b>% of female applicants at this recruitment stage</b>
<b>ALL APPLICATIONS</b>	1434	537	1971	72.75
<b>INTERVIEWED</b>	545	182	727	74.97
<b>OFFERED</b>	95	34	129	73.64

<b>% of applicants invited for interview by gender</b>	44.63	40.22	43.43
<b>% of applicants offered job by gender</b>	6.62	6.33	6.54

(4) Recruitment and disability

	<b>Disability</b>	<b>No Disability</b>	<b>All Applicants</b>	<b>% of applicants with a disability at this recruitment stage</b>
<b>ALL APPLICATIONS</b>	82	1889	1971	4.16
<b>INTERVIEWED</b>	24	703	727	3.30
<b>OFFERED</b>	3	126	129	2.33

<b>% of applicants invited for interview by disability</b>	32.93	43.89	43.43
<b>% of applicants offered job by disability</b>	3.66	6.67	6.54

(5) Recruitment and age

	<b>Under 25</b>	<b>25-34</b>	<b>35-44</b>	<b>45-54</b>	<b>55-64</b>	<b>65+</b>	<b>Age Unknown</b>
<b>ALL APPLICATIONS</b>	306	636	465	368	169	12	15
<b>INTERVIEWED</b>	70	213	186	164	80	8	6
<b>OFFERED</b>	15	29	31	35	16	3	0.00

<b>% of applicants invited for interview by age range</b>	27.78	38.05	46.67	54.08	56.80	91.67
<b>% of applicants offered job by age range</b>	4.90	4.56	6.67	9.51	9.47	25.00

<b>% of age range applicants at this recruitment stage</b>	<b>Under 25</b>	<b>25-34</b>	<b>35-44</b>	<b>45-54</b>	<b>55-64</b>	<b>65+</b>	<b>Age Unknown</b>
<b>ALL APPLICATIONS</b>	15.53	32.27	23.59	18.67	8.57	0.61	0.76
<b>INTERVIEWED</b>	9.63	29.30	25.58	22.56	11.00	1.10	0.83
<b>OFFERED</b>	11.63	22.48	24.03	27.13	12.40	2.33	0.00

(6) Recruitment and BME status

	<b>BME</b>	<b>Non BME</b>	<b>All Applicants</b>	<b>% of BME applicants at this recruitment stage</b>
<b>ALL APPLICATIONS</b>	392	1579	1971	19.89
<b>INTERVIEWED</b>	103	624	727	14.17
<b>OFFERED</b>	13	116	129	10.08

<b>% of applicants invited for interview</b>	29.59	46.87	43.43
<b>% of applicants offered job</b>	3.32	7.35	6.54

## 7.8 TRAINING

- (1) The training data includes all classroom courses or e-learning completed between 01/04/11 and 31/03/12.
- (2) Training and gender

Training Completion by Gender	
<b>FEMALE</b>	1006
<b>MALE</b>	316
<b>Grand Total</b>	1322

% of female/male WBC employees who completed a course
79.40
78.22

% of female employees completing training	76.1
% of male employees completing training	23.9

- (3) Training and disability

Training Completion by Disability	
<b>Y</b>	44
<b>N</b>	1278
<b>Grand Total</b>	1322

% of staff with disabilities who have completed training
81.48

% of employees who have a disability completing courses	3.33
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(4) Training and age

Training Completion by Age Range	
Under 25	60
25-34	211
35-44	331
45-54	409
55-64	301
65+	10
Grand Total	1322

% of staff in this age range who have completed training
100.00
79.62
80.73
82.79
73.24
32.26

% of staff who have completed training by age range	
Under 25	4.54
25-34	15.96
35-44	25.04
45-54	30.94
55-64	22.77
65+	0.76

(5) Training and BME status

Training Completion by BME	Total
BME	46
Non BME	1276
Grand Total	1322

% of BME staff who have attended a course
85.19

% of staff who have completed training who are of BME	3.48
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## Appendices

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Appendix A - Equalities - contextual information

## Consultees

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**Local Stakeholders:** Not applicable

**Officers Consulted:** Not applicable

**Trade Union:** Not applicable



## Appendix A - Equality in Employment - Contextual Information

The equality analysis in this report covers the following protected characteristics as defined under the Equality Act 2010;

Sex  
Race  
Age  
Disability

Insufficient data is held with respect to sexual orientation, transgender status, and religion/belief to make any meaningful analysis. The Council is considering how to gather more data about its employees with respect to these characteristics in a sensitive and confidential way. We do not collect information about marital/civil partnership status.

Contextual data about the Council's population, from which much of our workforce is drawn, can be found on our website in the [West Berkshire Council - 2011 West Berkshire District Profile](#)

### What does the Council do to promote equality in employment?

The Council is committed to equality in employment, meaning that we ensure that all our employment policies and practices, including recruitment and selection, learning and development, promotion and pay, are non-discriminatory and we oppose any form of discrimination against job applicants or employees on the grounds of sex, disability, age, race, marital/civil partnership status, religion/belief, sexual orientation, transgender status, maternity/pregnancy, trade union activity or responsibility for dependents.

We recognise the unique contribution each employee can make and promote a climate of respect for all, requiring all our employees to treat each other with fairness, dignity and respect.

The Council has a range of employment policies which support those who are caring for children or other dependants, such as the right to request flexible working arrangements, flexitime and generous annual leave. The majority of employees are able to work from a variety of locations, including their homes, under our Mobile and Flexible Working policy. Further details about the Council's employment policies can be found on our website on the [Human Resources](#) pages.

We carry out an Employee Attitude Survey every two years, in which employees feed back their views anonymously through an on-line questionnaire. Our most recent survey in summer 2011 showed that;

71% of employees felt that they could achieve a good work-life balance  
79% of employees felt that the Council respects individual differences  
75% of employees felt that they were treated with fairness and respect in the Council

The survey also showed the following results when employees were asked if they had felt bullied, harassed or discriminated against in the last 12 months on the grounds of;

Gender – 2%  
Ethnic origin – 1%  
Disability or health – 2%

Sexual orientation – 1%

Age – 3%

Religion or belief – 1%

The Council has a Bullying and Harassment Policy which sets out its approach to the matter and how incidents will be dealt with if brought to the attention of managers.

# APPENDIX A

## Equality Impact Assessment – Stage One

<b>Name of item being assessed:</b>	Annual Employment Report 2011/12
<b>Version and release date of item (if applicable):</b>	One
<b>Owner of item being assessed:</b>	Robert O'Reilly
<b>Name of assessor:</b>	Jane Milone
<b>Date of assessment:</b>	15/05/12

<b>1. What are the main aims of the item?</b>
To provide information on the Council's workforce

<b>2. Note which groups may be affected by the item, consider how they may be affected and what sources of information have been used to determine this.</b> (Please demonstrate consideration of all strands – age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation)		
<b>Group Affected</b>	<b>What might be the effect?</b>	<b>Information to support this.</b>
<b>Further comments relating to the item:</b>		
Information will be used by Including Everyone Group		

<b>3. Result</b> (please tick by clicking on relevant box)	
<input type="checkbox"/>	<b>High Relevance</b> - This needs to undergo a Stage 2 Equality Impact Assessment
<input type="checkbox"/>	<b>Medium Relevance</b> - This needs to undergo a Stage 2 Equality Impact Assessment
<input type="checkbox"/>	<b>Low Relevance</b> - This needs to undergo a Stage 2 Equality Impact Assessment
<input checked="" type="checkbox"/>	<b>No Relevance</b> - This <b>does not</b> need to undergo a Stage 2 Equality Impact Assessment

**For items requiring a Stage 2 equality impact assessment, begin the planning of this now, referring to the equality impact assessment guidance and Stage 2 template.**

<b>4. Identify next steps as appropriate:</b>	
Stage Two required	
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	
Stage Two not required:	

**Name:**

**Date:**