

COMMITTEE: RACE ADVISORY FORUM
DATE: 5TH DECEMBER 2005
SUBJECT: WORKFORCE SURVEY 2004/5
REPORT BY: HEAD OF HUMAN RESOURCES
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IMPLICATIONS:

LEGAL		COMMUNITY SAFETY
EQUALITIES	✓	ENVIRONMENT
FINANCIAL		CONSULTATIONS
STAFFING		OTHER

WARDS AFFECTED: NONE DIRECTLY

PURPOSE

1. To appraise Committee of the workforce data for 2004/5 and to compare the results with previous years' data where appropriate. The information provided will be used to assist in the monitoring of HR strategies, review the Council's equal opportunities strategy and employment targets and provide the framework for the development of any action plan for addressing under-representation

RECOMMENDATION(S)

2. Race Advisory Forum is recommended to note the report.

BACKGROUND

3. The workforce survey is carried out on an annual basis for three reasons. Firstly the Data Protection Act 1998 requires that the data we hold is accurate and up to date and secondly the Audit Commission performance indicators require that we report the percentage of employees who are from the black and minority ethnic communities; the percentage of employees who have a disability as defined by the Disability Discrimination Act 1995; and the percentages of disabled people and women in the top five percent of earners. Finally, the Race Relations (Amendment) and Disability Discrimination Acts require that authorities monitor their workforce. After 2002, the survey timing was brought into line with the Best Value performance indicator (BVPI) reporting cycle.
4. The personal data verification (pdv) survey (work force survey) provides information on the numbers and make-up of the council's current employees by marital status, gender, ethnic origin, disability, age and pay. The monitoring of sexual orientation and religion/faith/belief has also been included in this years personal data verification exercise. Figures presented in this report do not include employees in schools. Teaching employees within the central Lifelong Learning Department and Schools & Welfare Catering are included. Neither have the young persons who are currently undertaking a traineeship within the Apprenticeship Scheme been included, although the scheme make up is reported at paragraphs 27 and 28. Trainees who are provided by the training provider PATH (Positive Action Training Highway) are also excluded from this exercise.
5. The Committee will be aware that Luton Borough Council has agreed to use the ethnic origin classifications recommended by the DETR (Personnel Committee 27th March 2000). These classifications are reflected in the report.
6. As a means of checking personal data held as at 30 March 2005 a total of 4153 forms were sent out to employees excluding casual employees asking them to verify the data held.
7. Data has been verified for 88% of the workforce with some further data added from application forms of employees starting after the Analysis of data throughout this report is based on data held relating to 4,319 employees in post as at 31st. March 2005.
8. The data provided includes the categories "Undeclared" (where those employees who have returned their form and confirmed their personal details are correct but have specifically chosen not to provide details of their ethnic origin and disability) and the "Unknown" category (where those

employees who have not yet returned their personal data verification form and therefore their ethnic origin and disability are as yet not known.)

9. The questionnaire included a section regarding disability. The Disability Discrimination Act 1995 (DDA) defines a person with a disability as anyone with “a physical or mental impairment which has a substantial and long-term adverse effect upon his / her ability to carry out normal day to day activities”. The questionnaire also included some examples of conditions that are covered by the Act.
10. Where employees indicated that they had or have a disability they were asked to state the nature of their disability according to the categories listed below:
 - Sensory e.g. hearing difficulties, visual impairment, speech
 - Physical, ability to lift, carry or otherwise move everyday objects e.g. severe disfigurement, cerebral palsy, motor neurone disease, arthritis, multiple sclerosis, muscular dystrophy, mobility, manual dexterity, physical co-ordination
 - Mental e.g. manic depression, schizophrenia
 - Learning, memory or ability to concentrate or understand e.g. autism, downs syndrome, dyslexia, perception of the risk of danger
11. A follow-up questionnaire is also sent to those employees stating that they have a disability by the Occupational Health Team to ensure that the Council is doing all it should under the DDA.
12. Overall the results of this years personal data verification survey when compared with previous data should demonstrate:
 - whether there has been an improvement in the council’s performance in relation to its stated employment equality targets
 - what further actions and processes may need to be taken corporately and departmentally.

13. Corporate targets were/are as follows (source BVPP 2005/6):-

	2004/5	2005/6	2006/7	2007/8
BV 11a Top 5% earner that are women	50%	42%	46%	50%
BV 11b Top 5% earners from black & minority ethnic background	10%	10%	11%	12%
BV 16 Percentage of workforce declaring they meet the DDA definition	8%	7%	8%	9%
BV17 Percentage of employees from black & minority ethnic communities	20%	22%	24%	26%

REPORT

Data held

14. The extent to which data is held varies according to the demographic category. All age and gender data is held, for example (although it cannot be guaranteed that all transgender persons have declared themselves), as is disability on the basis that a non return indicated no disability (as the definition is explicit in terms of stating that employees must consider themselves disabled). Table 1 shows the extent to which data for other categories is held, although it should be noted that Religion and Sexuality both contain the category "prefer not to say". This is an improvement on last year where, in these categories, generally 82% of data was captured.

Table 1

Department	Ethnicity	Religion	Sexuality
Chief Executives	100%	93%	90%
Corporate & Customer Services	95%	90%	78%
Environment & Regeneration	94%	92%	83%
Housing & Social Services	94%	90%	82%
Lifelong Learning	87%	84%	76%
Grand Total	92%	88%	80%

Ethnicity

15. Table 2 shows steady progress in both increasing black & minority ethnic (BME) representation and reducing the not know/undeclared categories, with the 2004/5 target very nearly met. In 2003, the Audit Commission

revised the definition of how to calculate this figure , allowing data where ethnicity is unknown to be totally discounted from the calculation. That raised the BME figure for 2003/4 to **19.4%** and for 2004/5 to **21.7%**. BV17a (which includes schools based employees) is 17.52% and BV17b, the percentage of economically active BME people in the authority area, is 26.54%.

Table 2

Year	White	Black & Minority Ethnic	NK/U
2004/5	71.71%	19.82%	8.47%
2003/4	70.30%	17.10%	12.60%
2002	75.17%	15.86%	8.95%
2001	73.50%	15.35%	11.15%
2000	72.40%	14.30%	13.30%

16. Table 3 shows the data for each department, based on only those employees who have stated their ethnicity.

Table 3

Department	No. employees stating	bme	white
Chief Executives	67	13.4%	86.6%
Corporate & Customer Services	468	19.2%	80.8%
Environment & Regeneration	666	19.2%	80.8%
Housing & Social Services	1459	26.8%	73.2%
Lifelong Learning	1293	20.0%	80.0%
Total	3953		
Unknown/undeclared	366		

17. Table 4 shows earning against ethnicity. As can be seen there is still an imbalance between the proportion of white employees in higher paid jobs compared with BME employees. The figures for Chinese and Mixed should be treated with caution as there are insufficient numbers of employees to be statistically sound. There is also a greater proportion of Black employees than Asian in the lowest pay band, and a lower proportion in the second band. The difference tends to be much smaller in the two highest bands. BV 11b, The percentage of top 5% of earners that are from black and minority ethnic communities reflects this at 9.18%

Table 4

Pay Band	Asian or Asian British	Black or Black British	Chinese or Other ethnic group	Mixed	Not Known	Undeclared	White	Grand Total
Over £35,654	5.4%	4.2%	3.7%	6.3%	2.1%	7.3%	10.5%	8.7%
£25,408 to £30,654	7.4%	7.4%	3.7%	8.3%	5.2%	9.8%	9.4%	8.7%
£17,923 to £25,407	26.0%	17.2%	25.9%	18.8%	13.8%	12.2%	21.1%	20.5%
Up to £17,922	61.1%	71.2%	66.7%	66.7%	78.8%	70.7%	59.0%	62.1%

Gender & Marital Status

18. Table 5 shows that the Council has returned more or less to the 1999 to 2002 position whereby a third of the workforce is male and two thirds female. Only once the highest levels of pay are reached do men outnumber women, which is reflected in the BVPI, where BV11a, The percentage of top 5% of earners that are women is 40.64%. Marital status is also shown and reveals no obvious issues.

Table 5

pay band	F	M	Divorced	Married	Separated	Single	Widowed	Unknown
Over £35,654	46.0%	54.0%	9.3%	66.2%	1.6%	16.2%	1.6%	5.1%
£25,408 to £30,654	63.7%	36.3%	5.9%	61.6%	3.7%	20.8%	0.8%	7.2%
£17,923 to £25,407	67.6%	32.4%	9.0%	54.6%	3.2%	26.8%	1.8%	4.6%
Up to £17,922	72.4%	27.6%	7.2%	51.9%	2.4%	26.9%	1.8%	9.8%
Grand Total	68.4%	31.6%	7.6%	54.5%	2.6%	25.4%	1.7%	8.1%

Disability

19. The total number of employees stating that they have a disability (or more than one) working for the Council at 31st March 2005 numbers 257. This is compared to 239 in 2003/4; 231 in 2002; 226 in 2001; 224 in 2000; 96 in 1999 and 83 in 1998. This represents 6.3% of the Council's workforce,

compare with 5.8% in 2002, 5.3% in 2000, 2.6% in 1999 and 3.0% in 1998. This is just under 2% short of the 8% target set by the Council. BV16a (which includes schools based employees) is 3.12% and BV16b, the percentage of economically active disabled people in the authority area, is 13.22%

Age

20. Table 6 shows the age distribution of the workforce in 2005 and 1999 and demonstrates that the Council has increased the proportion of employees under 25 and reduced the number over 60. This demonstrates LBC ability to go against national trends and the success of various actions being taken to address the issue of an ageing workforce.

Table 6

Age band	No. of employees at 31/3/05	%	% at 31/12/1999
under 21	100	2.3%	1.2%
21-25	282	6.5%	3.4%
26-30	307	7.1%	7.7%
31-35	450	10.4%	13.2%
36-40	677	15.7%	15.3%
41-45	704	16.3%	15.3%
46-50	622	14.4%	13.4%
51-55	510	11.8%	14.1%
56-60	466	10.8%	9.3%
over 60	201	4.7%	6.2%
Grand Total	4319		

Religion/faith/belief

21. Table 7 shows which religion employees belong to, if any. The percentage where employees have not stated their religion/faith or belief has reduced substantially but there is further work still needed in this area.

Table 7

Religion	Employees at 31/3/05	%	Employees at 31/3/04	%
Buddhist	12	0.3%	9	0.2%
Christian	1791	41.5%	1237	29.7%
Hindu	69	1.6%	49	1.2%
Jewish	12	0.3%	11	0.3%
Muslim	173	4.0%	129	3.1%
None	456	10.6%	334	8.0%
Not Stated	1417	32.8%	2085	50.0%
Other	183	4.2%	117	2.8%
Pref Not Say	176	4.1%	177	4.2%
Sikh	30	0.7%	22	0.5%
Grand Total	— 4319		4170	

Sexuality

22. Table 8 shows employees sexuality. Whilst the pdv exercise has reduced the number of employees who have not stated their sexuality, the number remains high.

Table 8

Sexuality	Employees at 31/3/05	%	Employees at 31/3/04	%
Bisexual	10	0.2%	8	0.2%
Gay Man	18	0.4%	19	0.5%
Heterosexual	2384	55.2%	1640	39.3%
Lesbian	17	0.4%	13	0.3%
Not Stated	1795	41.6%	2490	59.7%
Pref Not Say	95	2.2%	0	0.0%
Grand Total	4319		4170	

Training

23. Table 9 shows the number of training events attended by ethnic categories and compares this with the ethnicity of the workforce. 66% of training events were attended by women (68% of workforce) and 34% of events by men (32% of workforce). Disabled people attended 6% of training events (6% of workforce).

Table 9

Ethnicity	Workforce	Training events
White	71.71%	72.2%
Black & Minority Ethnic	19.82%	21.3%
NK/U	8.47%	6.5%

Promotion

24. The Race Relation (Amendment) Act requires that councils monitor “promotions”. Many employees will obtain higher graded jobs in open competition against external candidates and will be monitored through the recruitment statistics. If the definition of “promotion” is taken as being where employees have gained higher grades other than through open competition, however, such as through the application of job evaluation recognising that a job has changed over the years some comparison is possible. Table 10 compares this approach with the ethnic make-up of the workforce.

Table 10

Ethnicity	Workforce	Promotion
White	71.7%	78.6%
Black & Minority Ethnic	19.8%	14.9%
NK/U	8.5%	6.5%

Length of service

25. Table 11 shows how long employees have been employed in local government. A quarter of the workforce has been employed less than two years and half less than five years.

Table 11

Service bands	No. of employees	Percent of employees
Less than 2 years	1005	23%
2 to 5 years	1050	24%
5 to 10 years	655	15%
10 to 15 years	466	11%
Over 15 years	1143	26%

Turnover

26. Table 12 shows leavers by department. There were 664 leavers during the year, compared with 1013 in the calendar year 2003 but that year was higher than average owing to TUPE transfer of Building Cleaning employees. The large proportion of Not known/undeclared will reflect temporary/casual contracts where employees did not complete a pdv form. Table 6 shows that the highest reason for people leaving is to move into other employment, but does not show the root cause. A more detailed report was considered by this committee in June 2005.

Table 12

Department	BME	White	Not known/ undeclared	Total
Chief Executives	30.0%	70.0%	0.0%	10
Corporate & Customer Services	26.8%	64.3%	8.9%	56
Environment & Regeneration	19.1%	60.3%	20.6%	68
Housing & Social Services	21.3%	62.2%	16.5%	188
Lifelong Learning	9.4%	41.2%	49.4%	342
Grand Total	15.5%	51.5%	33.0%	664

Table 13

reason category	Total	BME	White	Not known/ undeclared
Alternative Employment	22.3%	27.0%	62.2%	10.8%
Unknown	20.3%	14.1%	40.7%	45.2%
Casual/temp ending	16.1%	9.3%	17.8%	72.9%
Domestic reasons	15.5%	11.7%	67.0%	21.4%
Retirement	9.3%	12.9%	82.3%	4.8%
Dissatisfaction	6.2%	7.3%	34.1%	58.5%
Ill Health	3.9%	11.5%	76.9%	11.5%
Dismissed	3.5%	17.4%	47.8%	34.8%
Study	1.7%	36.4%	27.3%	36.4%
TUPE	1.2%	0.0%	100.0%	0.0%
Grand Total	100.0%	15.5%	51.5%	33.0%

Apprentices

27. The target for BME apprentices had been set at 40%. Age 14-19 statistics indicate that 75% of eligible school leavers enter either FE or 6th form education at the age of 16. The highest proportion of those entering FE or 6th form are BME groups making the current target unrealistic. The figure proposed in our three year development plan for the LSC is 25% overall BME representation.
28. There are currently 32 apprentices. Seven (22%) are from a BME community. Five apprentices (16%) have a declared disability. 21 (66%) are male and 11(34%) female.

PROPOSAL/OPTION

29. The results from the 2004/5 personal data verification survey demonstrates the continuing efforts made over the last year by the Council through its recruitment and retention strategy and introduction of revised HR policies and procedures to achieve agreed targets. Positive action measures at recruitment continue to make an improvement in this years statistics.
30. Continuous improvement is a key principle for the Council that affects all equality targets. Departmental Equality Action Plans will need to ensure robust performance indicators are included and regularly reviewed in order to achieve the overall targets set by the Council.

31. Review of Workforce Targets – The workforce targets have been revised as a result of the 2001 Census data and the statistics in the report above.
32. Accuracy of Data – the annual pdv exercise will continue in order to seek to reduce the percentage of employees who have not provided us with their ethnic classification, sexuality and religion/faith or belief data.
33. Sexuality/ Religion: This is only the second year that monitoring religion/faith/belief and sexuality has taken place and it is considered that insufficient data is available to set targets.
34. Publicising results – The Council will publicise these results on its website.

EQUALITIES IMPLICATIONS

35. This report provides the basis statistical information on which the Council can review both its equality targets for employment together with determining any relevant action planning.

LEGAL IMPLICATIONS

36. There are no legal implications to this Report and this has been agreed with the relevant solicitor in Legal Services on 13 October 2005.

LIST OF BACKGROUND PAPERS **LOCAL GOVERNMENT ACT 1972, SECTION 100D**

37. There are no background papers relating to this report, other than documents that disclose exempt information within the meaning of Section 100A and Schedule 12A to the Local Government Act 1972.