

**TO: EMPLOYMENT COMMITTEE – 21ST SEPTEMBER 2004**

**SUBJECT: EMPLOYMENT DATA MONITORING**

**FROM: CORPORATE PERSONNEL SERVICES**

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**1. PURPOSE OF THE REPORT**

- 1.1 To present to Members the findings of an annual monitoring of the number and breakdown of people employed by Warwick District Council.

**2. BACKGROUND**

- 2.1 This report summarises the key findings from an analysis of the WDC workforce as at 1st April 2004.
- 2.2 Appendix A shows an analysis of the total people on the establishment by grade band, gender, ethnic groups, disability and working pattern, and also shows the percentage of people in each group living in the Warwick District area (information taken from the 2001 Census). Appendix A also shows a five year comparison of the numbers employed.
- 2.3 Appendix B shows a separate breakdown of male only and female only staff.
- 2.4 Appendix C shows the breakdown of people employed in each unit and Appendix D shows the changes in numbers of established, filled and vacant posts over a five year period.
- 2.5 Appendix E gives a visual summary of the total workforce by grade band, gender, ethnic group, disability and working pattern.
- 2.6 Appendices F and G show the trend over time compared with the top quartile.

**3. MAIN POINTS FROM THE DATA**

- 3.1 As at 1<sup>st</sup> April 2004 there were 568 people on the WDC establishment. This is a increase of 1.9% on April 2003.
- 3.2 82 % of all females and 49.4% of all males employed are within grade band I-F and equivalent (67.3% of all staff), and 1.6% (5) of all females and 3.1% (8) of all males are in senior management grades (2.3% of all staff).
- 3.3 8.7% of all females and 4.3% of all males (6.7% of all staff) belong to ethnic minority groups. This compares to a local population of 7.3%. 89.5% of all the Council's ethnic minority staff are graded I-F and equivalent, 7.9% (3) are in grades E1-D, 2.6% (1) in grades C-A. No senior management posts are held by ethnic minority staff.

- 3.4 The total percentage of part time or job share workers is 28.5% (11.7% of all males and 42.4% of all females).
- 3.5 15 people on the establishment have declared themselves as having a disability. This represents 2.6% of the total employees. The percentage of local population aged 18 – 64 who have a “limiting long-term illness, health problem or disability which limits daily activities or work” is 10.8%.
- 3.6 Due to the reorganisation it is not practical this year to show the changes in numbers employed in individual units over the previous year. However, the five year comparison of established, filled and vacant posts for the whole organisation show that the number of established posts has decreased by 4% since the previous year and by 0.5% over five years. The number of filled posts has increased over the previous year by nearly 2% and by the same amount over five years.

4. **ACTION**

- 4.1 The employment data will form part of the Workforce Plan and will be used to assess employment needs over the next three years.
- 4.2 The Best Value Performance Plan details the action to be taken in relation to the percentage of staff with disabilities. This includes continuing the guaranteed interview scheme, continuing to improve accessibility to buildings and maintaining the Two Ticks, Positive About Disability standard.
- 4.3 The Workforce Plan will address how improvements might be made in growing staff from ethnic minorities within the Council to try and increase the representation through the grades.

5. **RECOMMENDATION**

- 5.1 Members are asked to note the contents of this report.

**Karen Pearce**  
**Assistant Chief Executive (Personnel)**

**BACKGROUND PAPERS:** Nil

**Areas in District Affected:** None

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