

		Employment Committee 16 <sup>th</sup> September 2008	<b>Agenda Item No.</b>
<b>Title</b>		Employment Data Monitoring	
<b>For further information about this report please contact</b>		Karen Warren, Acting HR Manager	
<b>Service Area</b>		Organisational Dev. & Performance Imp.	
<b>Wards of the District directly affected</b>		None	
<b>Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006</b>		No	
<b>Date and meeting when issue was last considered and relevant minute number</b>		Updated information presented in September each year	
<b>Background Papers</b>		None	

<b>Contrary to the policy framework:</b>	No
<b>Contrary to the budgetary framework:</b>	No
<b>Key Decision?</b>	No
<b>Included within the Forward Plan? (If yes include reference number)</b>	No

### Officer/Councillor Approval

With regard to officer approval all reports *must* be approved by the report authors relevant director, Finance, Legal Services and the relevant Portfolio Holder(s).

Officer Approval	Date	Name
Relevant Director		
Chief Executive	20 <sup>th</sup> August 08	Chris Elliott
CMT	20 <sup>th</sup> August 08	Chris Elliott, Mary Hawkins, Bill Hunt
Section 151 Officer	20 <sup>th</sup> August 08	Mary Hawkins
Legal	27 <sup>th</sup> August 08	Simon Best
Finance	27 <sup>th</sup> August 08	Gary Walker
Portfolio Holder(s)	15 <sup>th</sup> August 08	Dave Shilton, Les Caborn

### Consultation Undertaken

Please insert details of any consultation undertaken with regard to this report.

None

**Final Decision?** Yes

**Suggested next steps (if not final decision please set out below)**

## 1. **SUMMARY**

- 1.1 This report summarises the key findings from an analysis of the WDC workforce as at 1<sup>st</sup> April 2008.

## 2. **RECOMMENDATIONS**

- 2.1 Members are asked to note the contents of this report and approve the proposed actions.

## 3. **BACKGROUND**

- 3.1 Appendix A shows the breakdown of people employed in each Service Area as at 1<sup>st</sup> April 2008 and Appendix B gives a visual summary of the total workforce by grade band, gender, ethnic group, disability and working pattern.

## 4. **MAIN POINTS FROM THE DATA**

- 4.1 As at 1<sup>st</sup> April 2008 there were 602 people employed by Warwick District Council.
- 4.2 77.7 % of all females and 51.6% of all males employed are within grade band J-F and equivalent (65.6% of all staff), and 1.5% (5) of all females and 4.3% (12) of all males are in senior management grades (2.8% of all staff).
- 4.3 10.2% of all females and 4.7% of all males (7.6% of all staff) belong to ethnic minority groups. This compares to a local population of 7.3%. 76.1% of all the Council's ethnic minority staff are graded J-F and equivalent, 19.6% (9) are in grades E1-D, 4.3% (2) in grades C-A. No senior management posts are held by ethnic minority staff. The percentage of ethnic minority staff has risen from 5.8 in 2007 to 7.6 in 2008.
- 4.4 The total percentage of part time or job share workers is 29.1% (14% of all males and 42.1% of all females).
- 4.5 17 people on the establishment have declared themselves as having a disability. This is 2.8% of the total employees. 76.5% of these disabled employees are in grades J-F and equivalent and none are in senior officer posts. 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%.
- 4.6 The total numbers employed have increased by 9.8% since April 2007 and the number of established posts, which does not include temporary staff, increased by 6.8% over the year. This is mainly attributable to the expansion of the Car Parking team (26 new posts) which is a new responsibility for the Council funded by additional income, and increases in Neighbourhood Services including the waste management contract (10 new posts). In addition new posts have been added to the new Economic Development and Regeneration service area to run new facilities which are externally funded, and Engineering Services.

- 4.7 Due to the establishment re-organisation following Building on Excellence, it is not appropriate this year to show the changes in established posts broken down by service areas.

**5. ACTIONS 2007/08**

	Actions identified from 2007 monitoring	Progress to date
5.1	In line with the Local Government's Pay and Reward Agenda, Warwick District Council must write and implement a Workforce Plan to support the overall approach to workforce planning and organisational development. The employment data supplied and the trends identified from this report must be incorporated within the Plan and used to inform the priority activities for the Workforce Plan. The plan should also outline the approach the Council will take to ensuring its employee profile is more representative of the local community it serves.	Work has now commenced on developing the Workforce Plan in tandem with Stratford DC. It is anticipated the Plan will be reported to Employment Committee in December so that it can inform the development of service plans in the new year 2009.
5.2	There is an evident imbalance in the proportion of females, ethnic minority groups and people with disabilities in the more senior posts within Warwick District Council. Action must be taken by the Council in an effort to redress this problem and overcome the disproportionate employee balance. It is noted that this trend has continued for the past five years and therefore, cannot be attributed to a one-off trend in the past twelve months.	Although the imbalance in senior posts has been present for a number of years it is not one the Council has felt warranted considerable time and effort to address. Influencing composition of these posts is dependant on staff turnover, which is not high at senior management level.
5.3	The current Equality Impact Assessment work should identify policy and process that is inhibiting fairness and equity for both potential and existing employees and highlight areas for action that will be included within the plan.	The Equality Impact Assessment work has demonstrated that most policies and processes are fair and equitable. The recruitment process needs updating to reflect centralisation of the HR service but does not inherently lead to discrimination as all posts are appointed on merit.

**6. ACTION 2008/09**

- 6.1 This will form part of the Workforce Plan. Completion date December 2008.