

	AGENDA ITEM NO.
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Report Cover Sheet

Name of Meeting:	Employment Committee
Date of Meeting:	18th September 2007
Report Title:	Employment Data Monitoring
Summary of report:	This report summarises the key findings from an analysis of the WDC workforce as at 1st April 2007.
For Further Information Please Contact (report author):	Liz Reed, HR Manager (Acting)
Business Unit	Corporate Personnel Services
Would the recommended decision be contrary to the Policy Framework:	No
Would the recommended decision be contrary to the Budgetary framework:	No
Wards of the District directly affected by this decision:	None
Key Decision?	No
Included within the Forward Plan?	No
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006	No
Background Papers:	None

Consultation Undertaken

Below is a table of the Council's regular consultees. However not all have to be consulted on every matter and if there was no obligation to consult with a specific consultee they will be marked as n/a.

Consultees	Yes/ No	Who
Other Committees	n/a	
Ward Councillors	n/a	
Portfolio Holders	n/a	
Other Councillors	n/a	
Warwick District Council recognised Trades Unions	n/a	
Other Warwick District Council Service Areas	n/a	

Project partners	n/a	
Parish/Town Council	n/a	
Highways Authority	n/a	
Residents	n/a	
Citizens Panel	n/a	
Other consultees	n/a	
Officer Approval		
With regard to officer approval all reports must be approved by the report authors relevant director, Finance Services and Legal Services.		
Officer Approval	Date	Name
Relevant Director(s)	July 2007	Karen Pearce
Chief Executive		
CMT	8th August 07	
Section 151 Officer		
Legal		
Finance		
Final Decision?		Yes
Suggested next steps (if not final decision please set out below)		

1. **RECOMMENDATIONS**

- 1.1 Members are asked to note the contents of this report and approve the proposed action.
- 1.2 The Chair of Employment Committee and the HR Manager (Acting) review the content and frequency of the annual HR Management Information reporting requirements.

2. **BACKGROUND**

- 2.1 Appendix A shows an analysis of the total people on the establishment by grade band, gender, ethnic groups, disability and working pattern, together with 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.
- 2.2 Appendix B provides a separate breakdown of male only and female only staff.
- 2.3 Appendix C shows the breakdown of people employed in each Service Area and Appendix D shows the changes in number of established, filled and vacant posts for each Service Area over the previous year.
- 2.4 Appendix E gives a visual summary of the total workforce by grade band, gender, ethnic group, disability and working pattern.
- 2.5 Appendices F and G show the best value performance indicators trend over time compared with the top quartile.

3. **MAIN POINTS FROM THE DATA**

- 3.1 As at 1st April 2007 there were 548 people on the WDC establishment. This is an increase of 0.6% on April 2006.
- 3.2 78 % of all females and 48.8% of all males employed are within grade band J-F and equivalent (64.6% of all staff), and 1% (3) of all females and 5.2% (13) of all males are in senior management grades (2.9% of all staff).
- 3.3 7.4% of all females and 4% of all males (5.8% of all staff) belong to ethnic minority groups. This compares to a local population of 7.3%. 75% of all the Council's ethnic minority staff are graded J-F and equivalent, 21.9% (7) are in grades E1-D, 3.1% (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 27.4% (11.1% of all males and 41.2% of all females).
- 3.5 19 people on the establishment have declared themselves as having a disability. This represents 3.5% of the total employees. 73.6% 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%.

3.6 There were no significant changes to the overall number of established posts, filled posts or vacant posts since 2006. The only Service Area which showed a significant change in the number of established posts over the year was Regenesis where the 9 remaining posts were deleted following the end of the Regenesis project.

4. **ACTION**

4.1 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.

4.2 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.

4.3 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.