



Coventry City Council

### **Cabinet Member (Strategic Finance and Resources)**

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**Time and Date**

2.00 pm on Wednesday, 24th October, 2012

**Place**

Diamond Room 1 - Council House

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1. **Apologies**
2. **Declarations of Interest**
3. **Minutes of Previous Meeting** (Pages 3 - 8)
  - a) To agree the minutes from the Cabinet Member meeting held on 12th September, 2012
  - b) To note the minutes from the joint meeting of Cabinet Members (Community Safety and Equalities) and (Strategic Finance and Resources) held on 27<sup>th</sup> September, 2012
  - c) Any Matters Arising
4. **Final Hospitality Statement for the Mayoralty of Councillor Keiran Mulhall for 2011-2012** (Pages 9 - 14)
5. **Coventry City Council's 2012/13 Report on Workforce Profile Information 2011/2012** (Pages 15 - 38)
6. **Outstanding Issues**

Nil

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Bev Messinger, Director of Customer and Workforce Services, Council House Coventry

Tuesday, 16 October 2012

Note: The person to contact about the agenda and documents for this meeting is Su Symonds Tel: 024 7883 3069

Membership: Councillor G Duggins (Cabinet Member)

By invitation Councillor J Blundell (Shadow Cabinet Member)

Please note: a hearing loop is available in the committee rooms

If you require a British Sign Language interpreter for this meeting  
OR if you would like this information in another format or  
language please contact us.

**Su Symonds, Governance Services Officer**

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## CABINET MEMBER (STRATEGIC FINANCE AND RESOURCES)

12<sup>th</sup> September, 2012

Cabinet Member

Present: - Councillor Duggins

Shadow Cabinet Member

Present: - Councillor Blundell

Employees Present: -

J. Crawley (Customer & Workforce Services Directorate)  
S. Mangan (Finance & Legal Services Directorate)  
M. Rossi (Customer & Workforce Services Directorate)  
J. Venn (Customer & Workforce Services Directorate)

### **Public Business**

#### 19. **Apologies**

There were no apologies.

#### 20. **Declarations of Interest**

There were no declarations of interest.

#### 21. **Minutes**

The minutes of the meeting held on 1<sup>st</sup> August, 2012 were signed as a true record.

#### 22. **Matters Arising**

There were no matters arising from the Minutes.

#### 23. **3 Month (April – June 2012) Cumulative Sickness Absence 2012/13**

The Cabinet Member considered a report of the Director of Customer and Workforce Services in relation to the 3 month cumulative sickness absence (April – June 2012).

The Cabinet Member noted a slight increase in FTE (full time equivalent) average days lost from quarter one in 2012/13 compared to 2011/12, with a rise from 1.96 to 2.19 respectively. The target for 2012/13 was 8.50 days per FTE (agreed by the Business Management Group) and the projected days lost was 9.28, although the Cabinet Member noted that it was too early in the year to predict figures for the remainder of the year.

**RESOLVED that, after due consideration of the report and the matters raised at the meeting, the Cabinet Member agreed to receive the report providing sickness absence data for the 3 month period of April – June 2012 and endorsed the actions taken to monitor and manage sickness.**

24. **Agency Workers and Interim Managers – Performance Management Report Q1 (1 April – 3 June 2012)**

The Cabinet Member considered a report of the Director of Customer and Workforce Services relating to a performance management report on the use of agency workers and interim managers.

The Cabinet Member noted an additional spend of £82,000 under City Services and Development that was procured outside of the Reed contract via a highway service memorandum of understanding with Warwickshire County Council. The Cabinet Member instructed officers to send a formal notification from the Director of Customer and Workforce Services to the Director of City Services and Development regarding compliance with the agency worker procurement process. This communication would be supported by the Cabinet Member and Shadow Cabinet Member.

**RESOLVED that, after due consideration of the report and the matters raised at the meeting, the Cabinet Member endorsed the action taken in relation to agency workers and interim managers:**

- 1. Require monitoring processes to continue for both Agency workers and Interim Managers**
- 2. Ensure compliance with the corporate policy on the recruitment of Temporary Agency Workers through the Master Vendor, Reed Recruitment and Interim managers through the Preferred Suppliers List**
- 3. Continue to work towards reducing expenditure on the use of agency workers.**
- 4. That future orders were not to be accepted if no reason was given for the need for the agency worker**
- 5. The Cabinet Member instructed that a formal communication be sent from the Director of Customer and Workforce Services to the Director of City Services and Development regarding compliance with the agency worker procurement process.**

25. **Fraud and Corruption Strategy**

The Cabinet Member considered a report from the Director of Finance and Legal Services, appended to which was the Fraud and Corruption Strategy, which was last updated in 2009 and which explained the Council's underlying approach to fraud and corruption, documenting the roles and responsibilities of members and officers, as well as explaining key aspects of the Council's process for responding to this risk.

This report was also considered by the Audit Committee at their meeting on 22nd August 2012. Arising from this meeting, the Audit Committee recommended that the Cabinet Member: -

- (i) Approves the Fraud and Corruption Strategy as appended to the report submitted.
- (ii) Considers requiring the Council's Induction process for new staff to include links / references to the Council's policies on fraud, such as the Employee Guide to Fraud.
- (iii) In terms of the PPR process, to give consideration to whether additional staff will be required in light of the changes to benefit fraud that will come into operation in April 2013.

The Cabinet Member discussed the Single Fraud Investigation Service and the possibility of retaining existing staff within the new Fraud Team, rather than recruiting for more staff.

**RESOLVED that, after due consideration of the report and the matters raised at the meeting, the Cabinet Member: –**

**1. Considered and approved the comments of the Audit Committee.**

**2. Approved the Fraud and Corruption Strategy (attached as Appendix One to the report).**

**26. Outstanding Issues**

There were no outstanding issues.

(meeting closed: 2.35pm)

**JOINT MEETING OF CABINET MEMBERS (COMMUNITY SAFETY AND EQUALITIES) AND (STRATEGIC FINANCE AND RESOURCES)**

27<sup>th</sup> September, 2012

Cabinet Members

Present: Councillor Duggins, Cabinet Member (Strategic Finance and Resources)  
Councillor Townshend, Cabinet Member (Community Safety and Equalities)

Employees Present: C. Forde (Finance and Legal Services Directorate)  
S. Horsley (Finance and Legal Services Directorate)  
U. Patel (Customer and Workforce Services Directorate)  
D. Waldron (Work Experience, Customer and Workforce Services Directorate)

**Public Business**

1. **Appointment of Chair**

**RESOLVED that Councillor Townshend be appointed Chair of the meeting.**

2. **Declarations of Interest**

There were no declarations of interest.

3. **Coroner's Office**

The Cabinet Member considered a report of the Director of Finance and Legal Services which sought approval to additional support within the Coroner's Services for a Coroner's Investigator should it be required, for a period of up to six months.

The Coroner is an independent judicial office holder but is appointed and paid for by local authorities. Coventry City Council shares a Coroner with Warwickshire County Council but under separate districts. The costs for the services of the Coroner were shared equally between the two authorities, but excluded the expenditure and costs relating to deaths within each jurisdiction, such as histology, toxicology and transportation.

The personnel resource provided to Coventry Coroner's Office should consist of three full time equivalent officers to support the coroner and were directly employed and funded by West Midlands Police. Over a period of time the coroner's office have had officers on maternity and long term sick leave. In these circumstances the West Midlands Police had seconded support from other areas of the Police Force to back fill the role of investigating officer in particular but there had been gaps in this provision.

West Midlands Police had provided and funded support for all Coroner Officers over many years. However, as part of a current review of the services provided by them, they were in discussions with each local authority within the West Midlands to determine whether the authorities could assist in providing resource and take on the

responsibility for some or all of the Coroners Officers on a permanent basis going forward.

Further to discussions at the recent Annual General Meeting with the Coroner, respective Cabinet Members and officers from Coventry and Warwickshire, it was highlighted by the Coroner that insufficient and sporadic support was being provided to him from West Midlands Police for the Coventry Office. It was as a result of this discussion that the Cabinet Member for Community Safety and Equalities sought agreement to make urgent temporary funds available from the Director of Finance and Legal Services in order to resource an investigative officer. Should this proposal be approved, it was highly probable that an external appointment to the Council would need to be identified due to the nature of the work involved.

The report outlined two options; the first being not to authorise additional funding and leave West Midlands Police responsible for staffing levels even though the support had been sporadic and without continuity. The second being to make additional funding available (should this be required) to support the Coroners Service within Coventry in the form of an investigative officer should the support continue to be insufficient.

The report recommended that funding be agreed in line with the second option as this would ensure the Coroner's Office was able to function at an acceptable level and deaths within the City could be investigated and administered in a timely manner.

**RESOLVED, that after due consideration of the report and the matters raised at the meeting, the Cabinet Members (Community Safety and Equalities) and (Strategic Finance and Resources) approved the expenditure up to a maximum of £37,000 for a maximum period of six months from commencement of any support for a Coroner's Investigator or otherwise.**

#### **4. Any Other Items of Public Business**

There were no other items of public business.

(Note: The meeting concluded at 2.15pm)

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24<sup>th</sup> October 2012

**Name of Cabinet Member:**

Cabinet Member (Strategic Finance and Resources)

**Director Approving Submission of the report:**

Director of Customer and Workforce Services

**Ward(s) affected:**

All

**Title:**

Final Hospitality Statement for the Mayoralty of Councillor Keiran Mulhall for 2011-2012

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**Is this a key decision?**

No

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**Executive Summary:**

This is the final Hospitality report for the Mayoral Year of Councillor Keiran Mulhall. It updates the Cabinet Member on how the budget was spent during the third and final quarter of the Mayoral Year 2011-2012.

**Recommendations:**

The Cabinet Member is recommended to approve the contents of the report which describes how the hospitality budget has been spent on an event-by-event basis.

**List of Appendices included:**

Appendix 1 sets out actual expenditure for the third quarter from 19<sup>th</sup> November 2011 to 18<sup>th</sup> February 2012.

Appendix 2 sets out actual expenditure for the fourth/final quarter from 19<sup>th</sup> February to 16<sup>th</sup> May 2012.

**Other useful background papers:**

None.

**Has it or will it be considered by Scrutiny?**

No

**Has it, or will it be considered by any other Council Committee, Advisory Panel or other body?**

No

**Will this report go to Council?**

No

**Report title:****Final Hospitality Statement for the Mayoralty of Councillor Keiran Mulhall for 2011-20121****1. Context (or background)**

1.1 The start-year budget for the Mayoral Year is £65,596

**2. Options considered and recommended proposal**

2.1 The Cabinet Member is recommended to approve the contents of the report which describes how the hospitality budget has been spent on an event-by-event basis.

2.2 The Cabinet Member to note the return of the underspending for the Mayoralty of £12,278 to Corporate Reserves.

**3. Results of consultation undertaken**

3.1 The Lord Mayor's hospitality budget is monitored on an event-by-event basis by the Lord Mayor's Supervisor and is reported on each quarter.

3.2 The Lord Mayor's Charity Appeal is also monitored on a quarterly basis. The beneficiaries for the charity appeal are Coventry Ophthalmology Service, UHCW Charity, Army Benevolent Fund – The Soldiers' Charity and Coventry Children with Special Educational Needs.

3.3 The total funds raised were £10,924.

**4. Timetable for implementing this decision**

4.1 There are no further events planned as the Mayoral Year has now come to an end.

**5. Comments from Director of Finance and Legal Services****5.1 Financial implications**

The hospitality report is presented to the Cabinet Member on a quarterly basis and at year end has stayed within the approved budget.

**5.2 Legal implications**

There are no legal implications arising from this report.

**6. Other implications**

None

**6.1 How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / LAA (or Coventry SCS)?**

The Lord Mayor's Hospitality Budget is spent to reflect the Lord Mayor's Mission Statement as outlined in the Council's Constitution which aligns itself to the Council's core aims and objectives.

**6.2 How is risk being managed?**

No significant risks are associated with the budget management. Health and Safety issues are considered for all events.

### 6.3 What is the impact on the organisation?

No impact, the events are managed by the Lord Mayor's office.

### 6.4 Equalities / EIA

An Equality Impact Assessment for the Lord Mayor's Office was last undertaken in March 2009 to ensure the Mayoralty promotes equality across the city and the recommendations in this report do not constitute a change in service or policy.

### 6.5 Implications for (or impact on) the environment

None.

### 6.6 Implications for partner organisations?

None.

#### Report author(s):

#### Name and job title:

Jane Barlow, Lord Mayor's Supervisor

#### Directorate:

Customer and Workforce Services

#### Tel and email contact:

024 7683 3047 [jane.barlow@coventry.gov.uk](mailto:jane.barlow@coventry.gov.uk)

Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
<b>Contributors:</b>				
Jennifer Godfrey	Accounting Technician	Finance & Legal	05.10.12	10.10.12
<b>Names of approvers: (officers and members)</b>				
Bev Messinger	Director	CWS	05.10.12	07.10.12
Helen Abraham	Asst Director (Democratic)	CWS	05.10.12	10.10.12
Carolyn Prince	Lead Accountant, Central Services Finance	Finance & Legal	05.10.12	10.10.12
Clarissa Evans	Commercial Team Manager	Finance & Legal	05.10.12	05.10.12
Campbell, Claire	HR Manager	CWS	05.10.12	05.10.12
Su Symonds	Governance Services Officer	CWS	05.10.12	08.10.12

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ACTUAL Costs of Functions of 3<sup>rd</sup> Quarter: 19<sup>th</sup> November 2011 — 18<sup>th</sup> February 2012

<u>Date</u>	<u>Function</u>	<u>Number of Guests</u>	<u>Actual Cost</u>
22.11.11	Long Service Awards for Unite Union	30	£ 450.74
03.12.11	Tickets for Chairman of Warwick District Council Christmas Concert	2	£ 20.00
06.12.11	Refreshments for Good Citizen Recipient prior to Full Council	6	£ 18.30
07.12.11	Lord Mayor's Childrens Christmas Party organised by Rotary Breakfast	-	£ 400.00
07.12.11	Lord Mayor's Festive Dinner	86	£ 3,043.15
12.12.11	Donation to Coundon Care Centre Charity	-	£ 76.75
15.12.11	Refreshments following Army Enlistment Ceremony	45	£ 193.75
16.12.11	Refreshments at Freeman's Guild Christmas Dinner	2	£ 36.16
19.12.11	Lord Mayor's Christmas Meal	7	£ 211.47
22.12.11	Lord Mayor's Festive Drinks	-	£ 125.00
05.01.12	Civic Night at the Belgrade Theatre Panto	150	£ 646.70
17.01.12	Refreshments for Good Citizen Recipient prior to Full Council	6	£ 15.25
19.01.12	Launch of Eye Camp Appeal	100	£ 1,314.78
27.01.12	Lunch prior to Holocaust Memorial Day	40	£ 479.85
04.02.12	Tickets for the Royal Army Medical Corp Dinner	2	£ 44.00
05.02.12	Refreshments following Queen's Diamond Jubilee Service	3	£ 13.33
10.02.12	Tickets for Whitnash Civic Dinner	2	£ 52.00
14.02.12	Refreshments at City of Coventry Freeman's Guild Ladies Night	2	£ 43.35
15.02.12.	Tickets for Southam Civic Ladies Day and Afternoon Tea	1	£ 10.00
	<b>Refreshments, wines and spirits for Quarter 3</b>		<b>£ 701.08</b>
	<b>SUB-TOTAL</b>		<b>£ 7, 895.66</b>
	<b>Actual Costs Previously Reported at Quarter 2</b>		<b>£ 21, 499.09</b>
	<b>TOTAL at QUARTER 3</b>		<b>£ 29, 394.75</b>

ACTUAL Costs of Function of 4<sup>th</sup> Quarter: 19th February – 18<sup>th</sup> May 2012

<u>Date</u>	<u>Function</u>	<u>Number of Guests</u>	<u>Actual Cost</u>
	Donation to International Children's Games	-	£ 2,000.00
19.02.12.	Tickets for Mayor of Royal Leamington Spa Cabaret Night	2	£ 24.00
22.02.12	Civic Visit to India	4	£ 6,509.50
09.03.12	Civic Visit to Dol-y-Moch	4	£ 22.72
12.03.12	Foster Carers Presentation Event	70	£ 62.50
16.03.12	Visit of Pupils from Bablake School	55	£ 67.50
20.03.12	Refreshments for Good Citizen Recipient prior to Full Council	6	£ 15.25
28.03.12	Reception and Donation for Africa Inspires Project	50	£ 970.00
13.04.12	Army Benevolent Fund Dinner	90	£ 2,519.51
16.04.12	Lady Mayoress' Civic Lunch	12	£ 107.40
23.04.12	Refreshments at Olympic Qualifying Match	2	£ 9.50
25.04.12	NSPCC Presentation Lunch	40	£ 312.80
03.05.12	Refreshments at Ricoh Arena, Election Count Night	2	£ 13.67
04.05.12	Sponsorship of display at Coventry Cathedral's Golden Jubilee Flower Festival	-	£ 100.00
06.05.12	Lunch following Freeman's Sunday Service	50	£ 674.16
08.05.12	Lord Mayor's Cadet Presentation Evening	15	£ 140.40
09.05.12	Civic Heads Dinner	50	£ 2,669.96
10.05.12.	End of Mayoral Year Celebration inc Charity Cheque Presentation - Jaguar Club Costs	140	£ 2,105.08
	Donation to the Lord Mayor's Charity Appeal	-	£ 3,000.00
	Donation to RNIB Pears Centre	-	£ 2,000.00
	<b>Refreshments, wines and spirits for Quarter 4</b>		<b>£ 599.47</b>
	<b>SUB-TOTAL</b>		<b>£ 23, 923.42</b>
	<b>Actual Costs Previously Reported at Quarter 3</b>		<b>£ 29,394.75</b>
	<b>TOTAL at QUARTER 4</b>		<b>£ 53,318.17</b>



**Public report**  
Cabinet Member

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24 October 2012

**Name of Cabinet Member:**

Cabinet Member (Strategic Finance and Resources) – Councillor Duggins

**Director Approving Submission of the report:**

Director of Customer and Workforce Services

**Ward(s) affected:**

**Title:**

Coventry City Council's 2012/13 Report on Workforce Profile Information 2011-2012

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**Is this a key decision?**

No

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**Executive Summary:**

The purpose of this report is to provide information on the Council's workforce profile for 2011/12. This information will be used to inform equality action planning. The report enables us to fulfil our responsibilities under the Equality Act 2010 as set out within the Council's Equality Strategy

**Recommendations:**

The Cabinet Member for Strategic Finance and Resources is asked to:

- Note the workforce profile information for 2011/12 included within **Appendix 1**
- Approve the Action Plan set out in **Appendix 2**

**List of Appendices included:**

Appendix 1 – Workforce Profile Statistical Information 2011/12

Appendix 2 – Workforce Profile Report Action Plan 2012/13

**Other useful background papers:**

None

**Has it been or will it be considered by Scrutiny?**

No

**Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?**

No

**Will this report go to Council?**

No.

**Report title:**

Coventry City Council's Annual Workforce Profile Information 2011-2012

**1. Context (or background)**

- 1.1 The purpose of this report is to provide information on the Council's workforce profile for 2011/12. The report enables us to fulfil our responsibility under the Equality Act 2010 as set out within the Council's Equality Strategy.

**2. Options considered and recommended proposal****2.1 Summary of Workforce Profile 2011/12**

Headline workforce profile data for the year 1<sup>st</sup> April 2011 to 31<sup>st</sup> March 2012, taken from a snapshot of data on 31<sup>st</sup> March 2012. The detail is included at Appendix 1.

NOTE: This information will not take account of any employees leaving under the ER/VR whose employment ended after 31 March 2012.

The reductions seen below relating to schools are inflated due to 5 secondary schools converting to Academy status in the 2011/12 year and hence their employees will no longer be included in the analysis contained within the report.

**TOTAL COUNCIL**

	Employee Headcount	Contract Count	FTE
31 <sup>st</sup> March 2011	15405	17219	11166
31 <sup>st</sup> March 2012	13907	15405	10090
DIFFERENCE	-1498	-1814	-1076

**CORE COUNCIL**

	Employee Headcount	Contract Count	FTE
31 <sup>st</sup> March 2011	7414	7935	5554
31 <sup>st</sup> March 2012	6857	7336	5096
DIFFERENCE	-557	-599	-458

**SCHOOLS**

	Employee Headcount	Contract Count	FTE
31 <sup>st</sup> March 2011	8223	9284	5612
31 <sup>st</sup> March 2012	7255	8069	4994
DIFFERENCE	-968	-1215	-618

**TEACHERS WITHIN SCHOOLS**

	Employee Headcount	Contract Count	FTE
31 <sup>st</sup> March 2011	3417	3569	2800
31 <sup>st</sup> March 2012	2848	2949	2381
DIFFERENCE	-569	-620	-419

**NON-TEACHERS WITHIN SCHOOLS**

	Employee Headcount	Contract Count	FTE
31 <sup>st</sup> March 2011	5010	5715	2812
31 <sup>st</sup> March 2012	4514	5120	2613
DIFFERENCE	-496	-595	-199

NB: Reductions in schools staffing levels include 5 secondary schools moving to 'Academy' status.



## Summary Equality Data

- More than half of the Council's workforce is employed on a part-time basis (59.8%)
- The leaver rate for all employees is 20.7% and has increased from that reported last year (12.9% (adjusted)<sup>\*</sup>) this includes employees leaving within the ER/VR programme.
- 77.9% of the workforce is female
- At senior management level (above Grade 10) over half the workforce is female (67.8).
- Black and Minority Ethnic (BME) representation in the workforce is 12.7%, this is an increase on last year's figure of 12.5%. The Core Council/Schools breakdown is shown in **appendix 1**, paragraph 1.6 (page 21).
- The number of employees who have declared a disability has decreased to 3.99% from 4.16% (This is an area that is potentially under-reported, with over 23% of the workforce where their disability status is unknown. This under-reporting could hinder the Council's ability to meaningfully address issues for disabled staff and will be addressed through the next employee data gathering exercise). The Core Council/Schools breakdown is shown in **appendix 1**, paragraph 1.6 (page 21).
- The largest age group (41%) in the Council's workforce is 45-59 years and the representation of young people (16-24) in the Council remains low at 5.7%.

## **2.8 Conclusion**

The information in the report and the statistical information at **Appendix 1** will be used to support our workforce planning objectives over the coming year.

An Action Plan has been developed for 2012/13 with the purpose of improving the diversity of the workforce. Headline actions are detailed in **Appendix 2**.

## **3. Results of consultation undertaken**

No consultation undertaken

## **4. Timetable for implementing this decision**

No implementation required

## **5. Comments from Director of Finance and Legal Services**

5.1 Financial implications  
No financial implications.

5.2 Legal implications  
The report fulfils the Council's responsibilities under the Equality Act 2010.

## **6. Other implications**

*Any other specific implications*

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<sup>\*</sup> Adjusted to provide direct comparison with leaver figures for 2011/12 which do not include the leaver code 'Admin Convenience' – this code is not a true leaver and it has been identified as not required for the purposes of this analysis

**6.1 How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / Local Area Agreement (or Coventry Sustainable Community Strategy)?**

The Council relies on its workforce in the delivery of its objectives. The information contained in this report assists in effective workforce planning.

**6.2 How is risk being managed?**

No significant risks identified.

**6.3 What is the impact on the organisation?**

The data contained in this report supports the Council in its workforce planning activities.

**6.4 Equalities / EIA**

The specific duty in the Equality Act requires public bodies like the Council to produce workforce profile on the gender pay gap and the percentage of the workforce from an ethnic minority and percentage of the workforce who are disabled employees. The workforce profile provides statistical data that can be used for carrying out an analysis of the impact on equalities of workforce related services and policies.

**6.5 Implications for (or impact on) the environment**

*None*

**6.6 Implications for partner organisations?**

*None*

**Report author(s): Sue Iannantuoni**

**Name and job title: Head of HR**

**Directorate: Customer and Workforce Services**

**Tel and email contact: 02476 833020 [sue.iannantuoni@coventry.gov.uk](mailto:sue.iannantuoni@coventry.gov.uk)**

Enquiries should be directed to the above person.

<b>Contributor/approver name</b>	<b>Title</b>	<b>Directorate or organisation</b>	<b>Date doc sent out</b>	<b>Date response received or approved</b>
<b>Contributors:</b>				
Kray Dhillon	Senior HR Adviser	CWS		
Jon Venn	Senior HR Manager	CWS		
Sandeep Dhadday	Management Information Officer	CWS		
Tom Evans	Corporate Research Officer	CE		
<b>Names of approvers for submission: (officers and members)</b>				
Finance: Paul Jennings	Finance Manager	Finance & legal	12/07/2012	13/07/2012
Legal: Clarissa Evans	Commercial Team Manager	Finance & legal	12/07/2012	13/07/2012
Director: Bev Messinger				
Members: Cllr Duggins				

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Workforce Profile Statistical Information 2011/12

1 Workforce Profile data analysis

This section provides an analysis of the Council's workforce.

The following definitions are used:

- **Whole Workforce** – all employees. Whole workforce figures are used, unless otherwise stated.
- **Black and Minority Ethnic (BME)** – visible minority (non-white) definition used
- Teaching staff are included in analysis unless otherwise stated.

1.1 Overall workforce

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**TEACHERS WITHIN SCHOOLS**

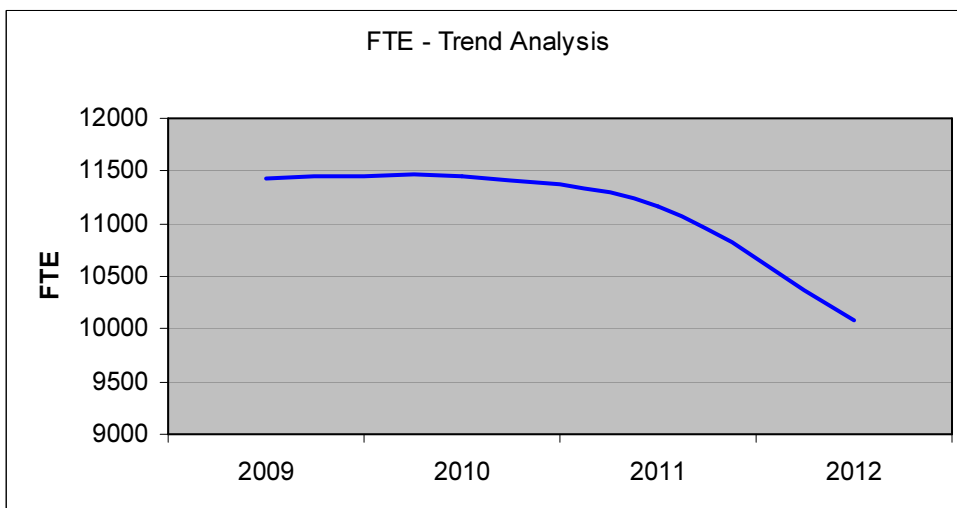
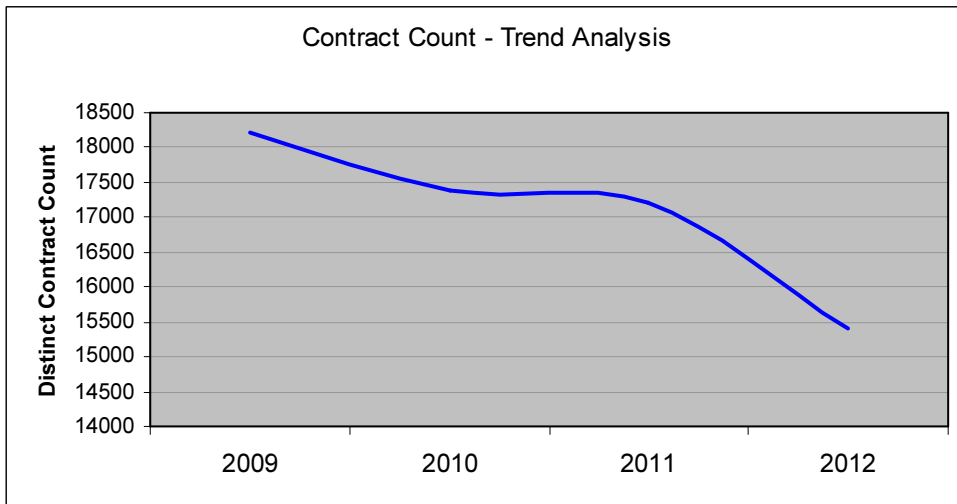
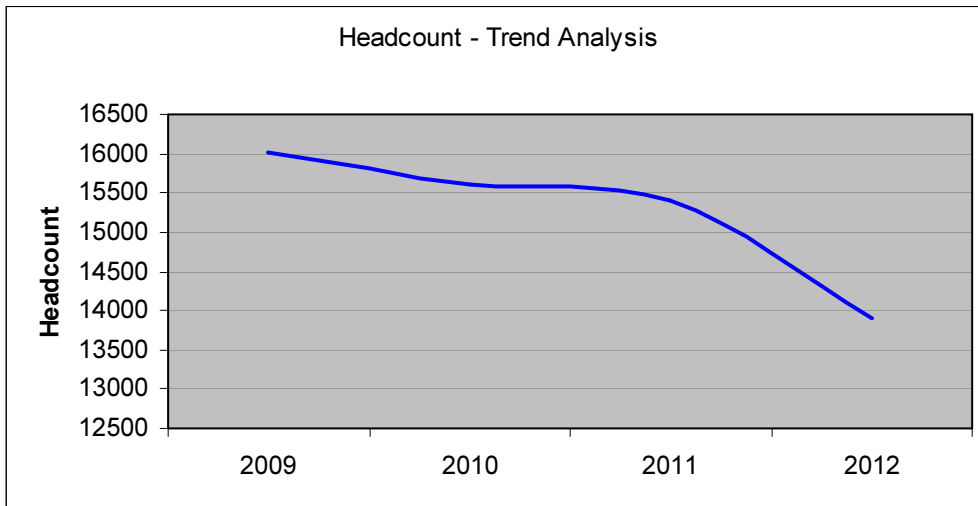
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	Employee Headcount	Contract Count	FTE
31 <sup>st</sup> March 2011	5010	5715	2812
31 <sup>st</sup> March 2012	4514	5120	2613
DIFFERENCE	-496	-595	-199

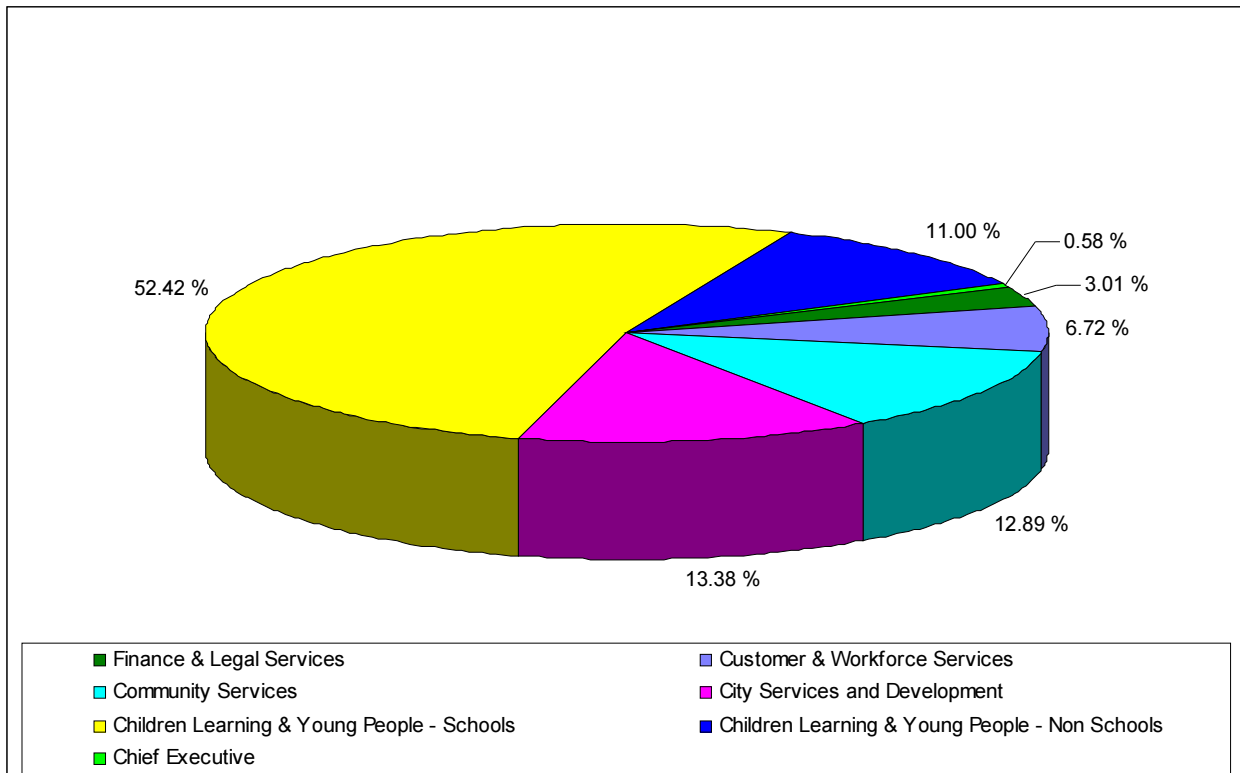
NB: Reductions in schools staffing levels include 5 secondary schools moving to 'Academy' status.

The above information is provided for the last two years as a comparison, but below comparative data for the whole Council can be viewed for the last 4 years:



## Directorate analysis

The following diagram shows the proportion of the Council's workforce in each Directorate. Due to organisational restructuring in the previous year, direct comparisons on changes in directorate workforce are not possible.



## Status

40% of the Council's workforce is employed on a full-time basis and 60% are part-time. Currently, 23%\* of the city's working age population, in employment, work on a part-time basis, showing that the Council employs a comparatively high number of part-time workers.

## Leaver Rate

- The Council's leaver rate (the number of leavers as a % of average workforce over the period) is higher in 2011/12 than in the previous year, with the rate now standing at 20.7%, compared to 12.9% (adjusted)\* in 2010/11 (this includes employees leaving within the ER/VR programme).

## **1.2 Gender**

### Gender in the workforce

77.9% of the Council's workforce are female, which broadly equates to the previous year's figure (77.1%). This figure is reflective of local Government employment. The Council continues to employ a much higher proportion of women compared to the city-wide labour

\* ONS Oct 2010 – Sep 2011

\* Adjusted to provide direct comparison with leaver figures for 2011/12 which have been sourced differently this year

market, with the Annual Population Survey October '10 - September '11 (Office for National Statistics) Population in employment estimates showing that 45% of the city's residents in employment are female and, overall, the female population stands at 50.1%).

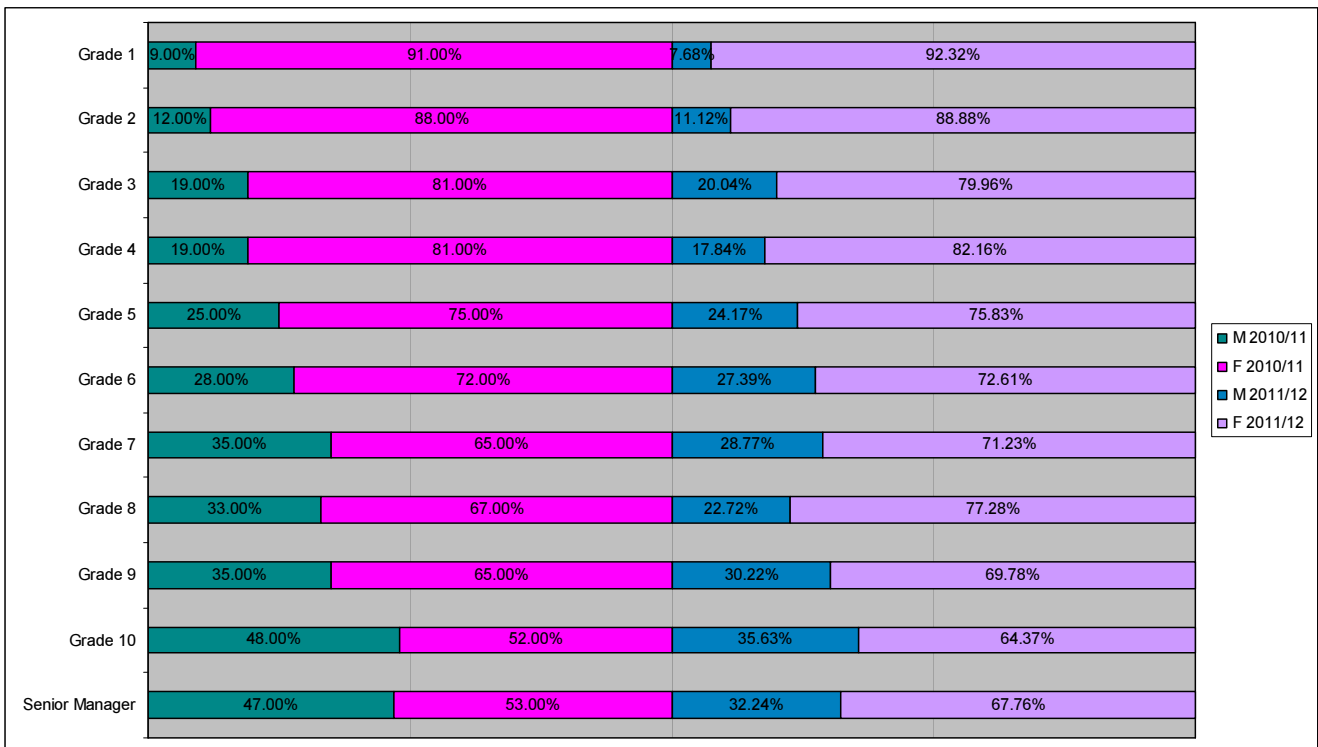
Gender and employment status

Female employees are more likely to be working on a part-time basis in the Council, with 66.3% of the Council's 11,997 female workforce working part-time. This figure is much higher than the city average, where 40% of females in employment in the city work on a part-time basis\*. 37.1% of the Council's male workforce work part-time, which is much higher than the city average, where 8% of males in employment in the city work part-time. These statistics would suggest that Coventry City Council is a flexible employer.

Gender and pay

The diagram below† provides an analysis of the Council's workforce by gender against each of the Council's pay bandings and demonstrates a higher representation of women across all management grades compared with last year. In particular, female representation at Grade 10 and above has increased significantly compared with 2010/11 (however, with only 675 employees at grade 10 and above, small variances are likely to result in large percentage differences).

Proportionately, women remain more prevalent in the lower pay bands, significantly at Grades 1 and 2.



Gender and leavers

\* ONS Oct 2010 – Sep 2011

† Whole workforce, based on Single Status pay band or equivalent

30.3% of leavers were male, and 69.7% were female, which broadly reflects the gender division in the workforce.

**Gender Summary:** This year has seen an increase in the number of women occupying senior level jobs, in fact there has been an increase in the percentage of the workforce that are female at all grades from Grade 7 upwards. Two thirds of the Council's senior managers are female. The Council continues to employ a majority female workforce which, whilst disproportionate to the percentage of the city's population in employment who are women, is in keeping with local government employment trends.

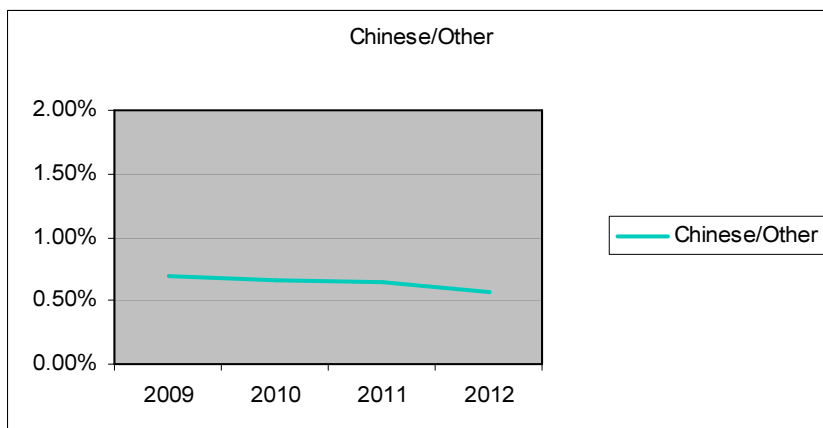
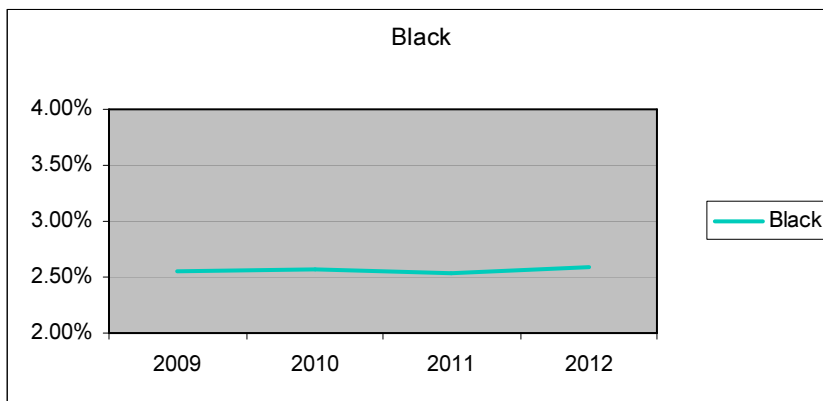
### 1.3 **Ethnicity**

#### Ethnicity in the workforce

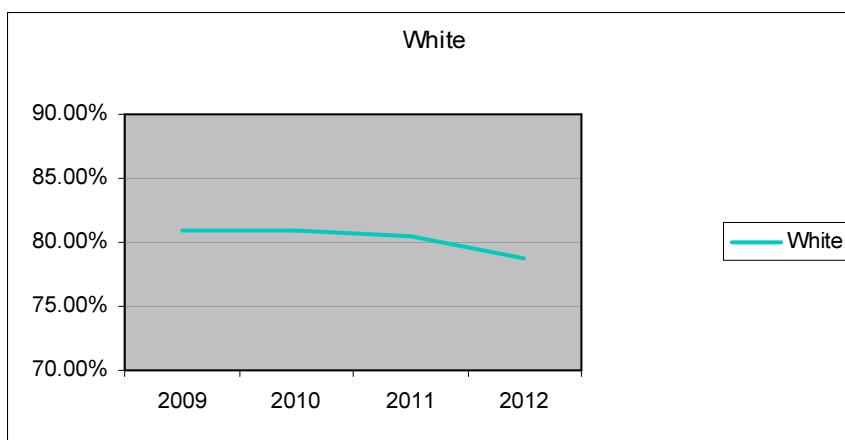
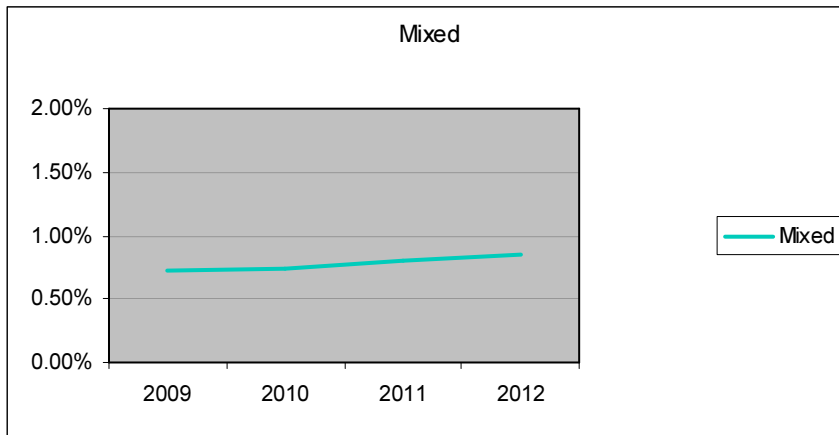
Using the government's 'best value' definition (visible minority groups), 12.7% (1,960 employees) of the Council's workforce comes from a black or minority ethnic background, a 0.2% increase from the previous year (12.5%). When using a broader definition, which includes white Irish and white other groups, this percentage rises to 16.8% (an increase of 0.1% from the previous year's figure of 16.7%).

As with the previous year, it is lower than the percentage of the estimated population in employment who come from a black or minority ethnic background, which, based on the 2009 mid year population estimates, stands at 18% of the estimated total population in employment.

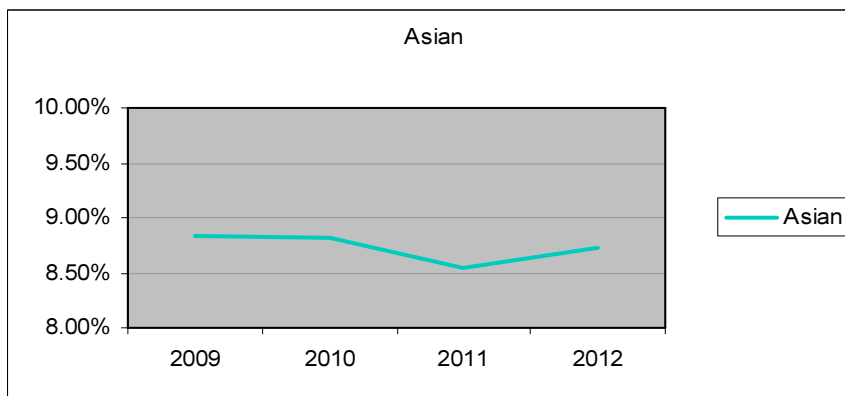
Looking at specific minority groups, the graphs below and over page indicate a fairly static workforce in terms of the percentages of Black/Black British, Chinese/Other, and Mixed Race, whereas the percentage of the workforce that are white seems to be on a downward trend.



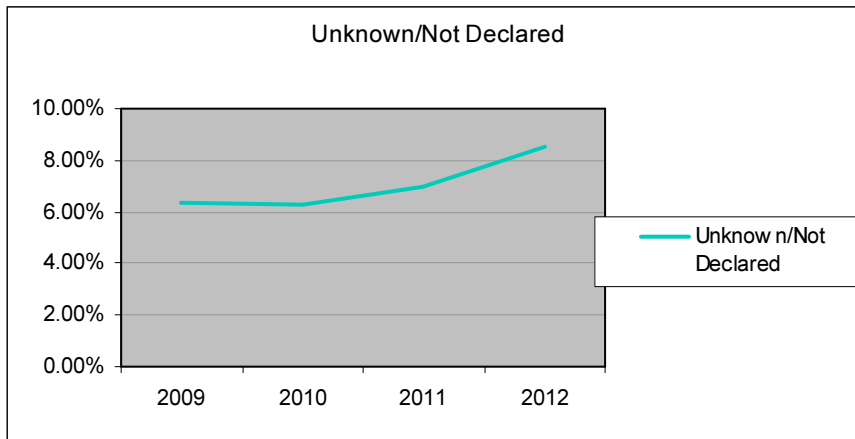




The Asian/Asian British workforce, having taken a dip between 2010/11 now seems to be rising again.



The Council has identified an increasing number of employees for whom we have no record of ethnicity, or they have chosen not to declare it (see graph over page). The Council is seeking to address this by undertaking a data gathering exercise for all staff. The element of choice around declaration of ethnicity is currently being looked into.

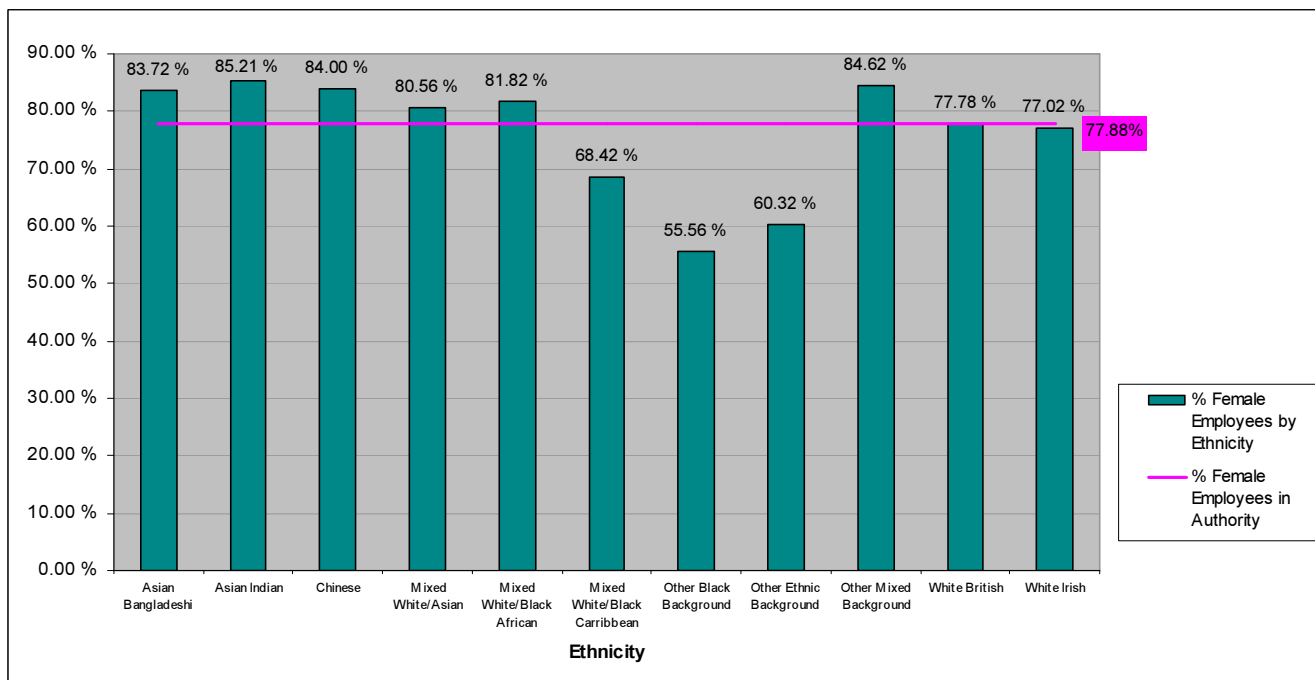


When comparing the workforce against the population of Coventry that are in employment, the Council has an under-representation of Asian/Asian British workers, with the 2009 mid year population estimates showing that 12% of Coventry's population that are in employment are Asian/Asian British, whereas 8.7% of the workforce are Asian/Asian British.

Whereas the statistics for the Council's Black/Black British workforce demonstrate a much closer correlation between the population that are in employment who are Black/Black British (3%) and the workforce (2.6%).

Analysis of other ethnic groups becomes difficult, as the figures are comparatively small. However, we can conclude that there is a marginal under-representation of workers from Chinese/other ethnic communities, with 3.0% of the population (this group is not measured 'standalone' within the population statistics) coming from these minority backgrounds, compared to 0.6% of the workforce.

### Ethnicity and gender



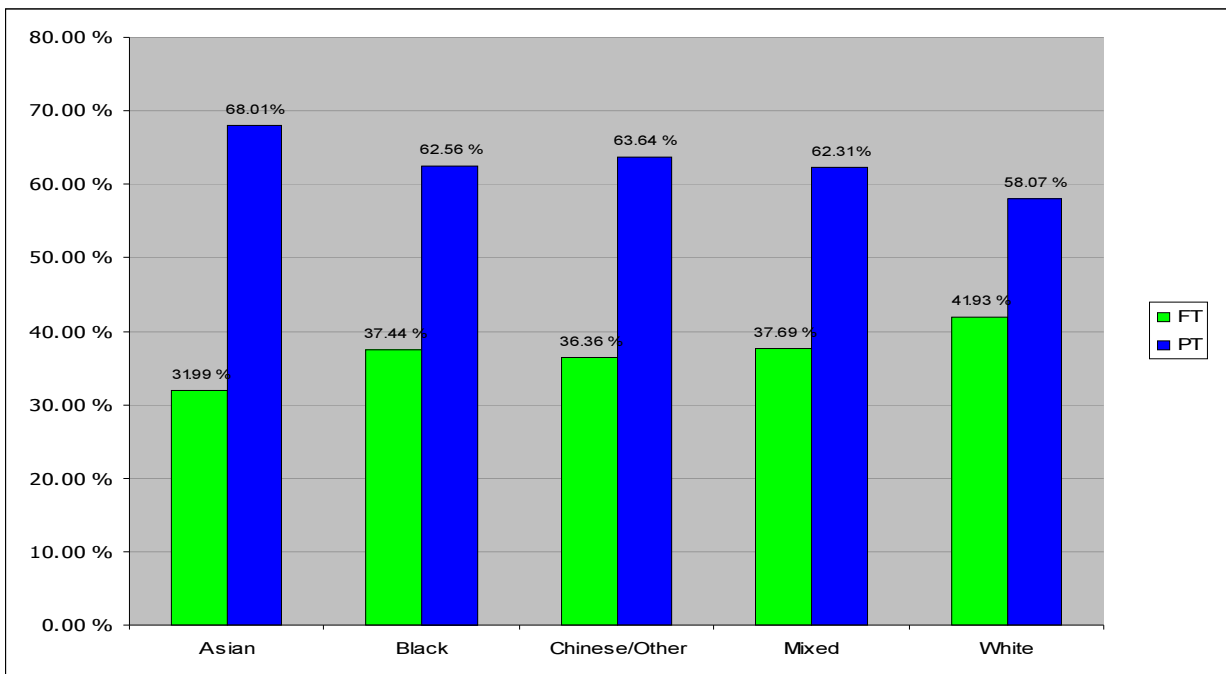
The gender of the Council's workforce, by ethnicity, is broadly reflective of wider organisational trends, with all ethnic groups having a majority female workforce. However,

'Other Black background' and 'Other Ethnic background' have lower percentages of females in that workforce than would be expected – to put this in context however, there are only 36 and 63 (respectively) distinct contracts within these ethnic groups.

Ethnicity and employment status

The majority (66.3%) of the minority ethnic workforce is employed on a part-time basis. This trend is most prevalent amongst the Asian workforce, where 68% are part-time.

The following diagram compares the part-time and full-time workforces by ethnic group and shows that Asian/Asian British staff are more likely to be working on a part-time basis in the Council than employees from other ethnic groups. This may be attributable to the fact that there are more female workers from this ethnic background than any other. However, part-time and full-time working would seem to be less influenced by ethnicity than by gender.

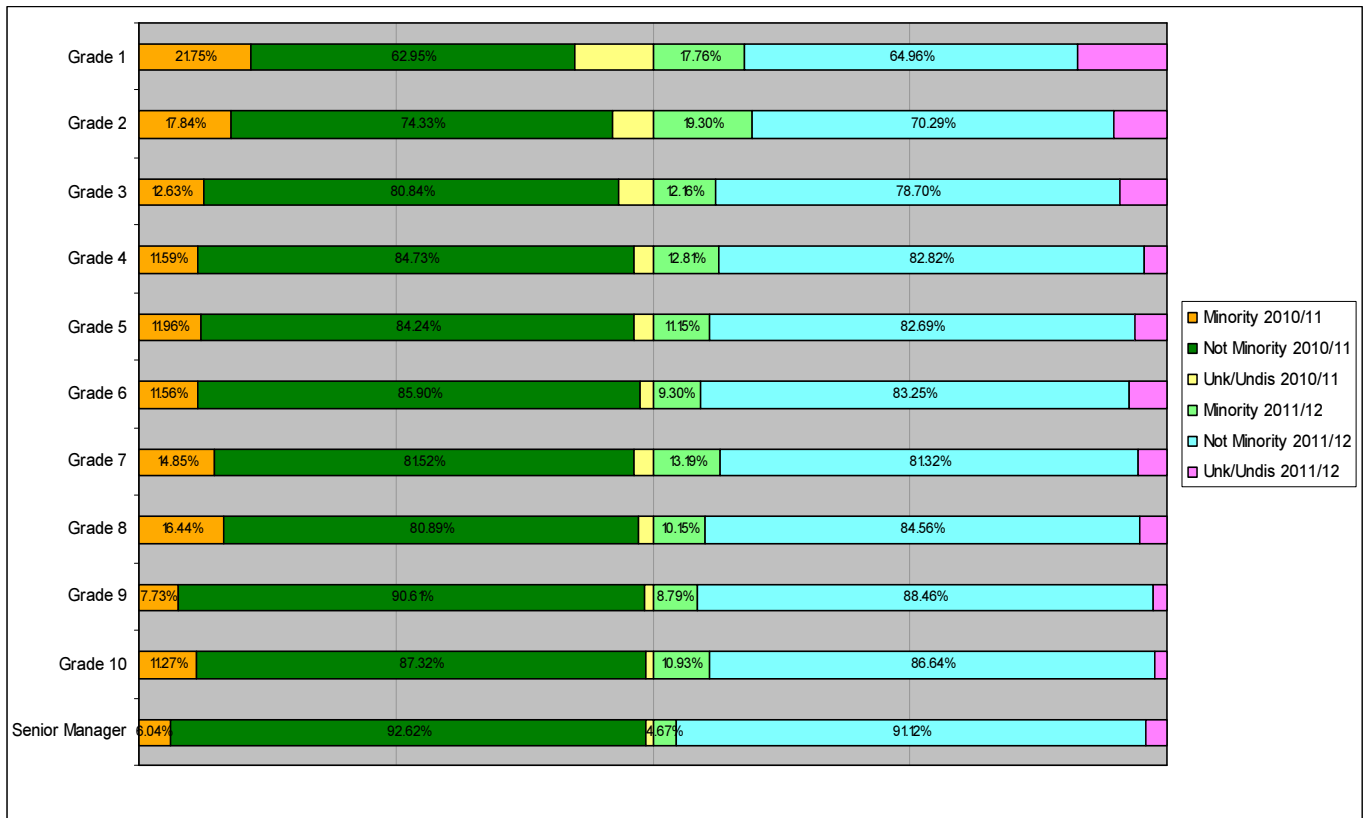


Ethnicity and pay

The diagram over page\* provides an analysis of the Council's ethnicity pay differential and shows that the representation of the black and minority ethnic workforce in some pay bands is broadly equivalent to their representation in the workforce. Although there is a higher representation of ethnic minority staff at Grade 9 this year compared to last, there are still fewer senior managers (Grade 10 and above) from a minority ethnic group than is representative.

The high percentage of minority ethnic employees at grades 1 and 2 suggests that more minority ethnic staff occupy lower paid jobs than is representative.

\* Whole workforce, based on Single Status pay band or equivalent



### Ethnicity and leavers

10.6% (down from 14.2% (adjusted)\* in 2010/11) of leavers come from a black or minority ethnic background and the leaver rate for minority ethnic staff is 17.5% (up from 14.4% (adjusted)\* in 2010/11). This figure is lower than the leaver rate for the whole workforce (20.7% up from 12.9% (adjusted)\* in 2010/11)). The minority ethnic leaver rate compares favourably to the overall Council rate.

**Ethnicity Summary:** The percentage of black or minority ethnic staff employed by the Council has shown a very slight increase this year but continues to be lower than the percentage of black or minority ethnic residents in employment within the city.

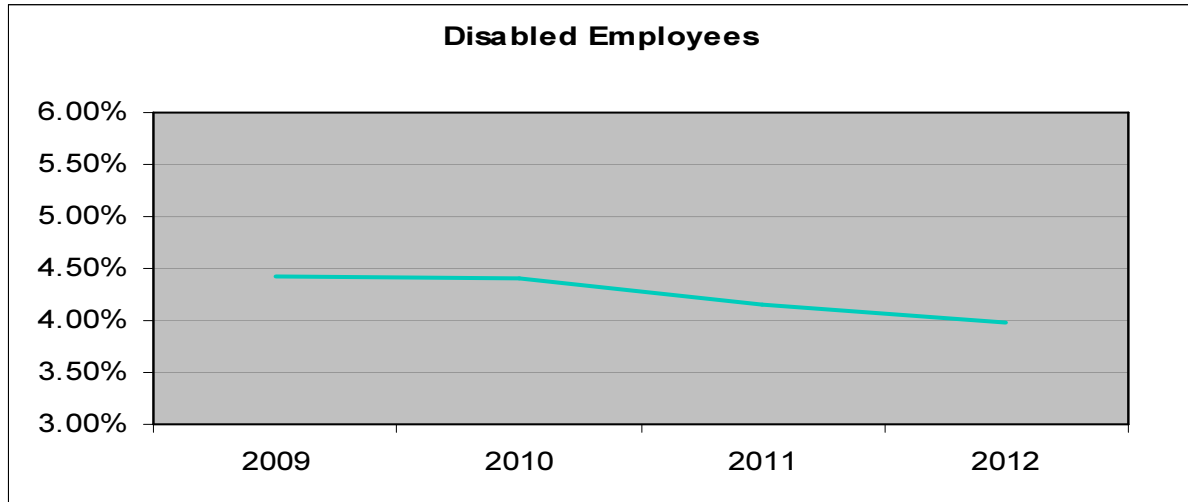
Black or minority ethnic staff are more likely to be younger than white employees, with the majority of minority ethnic staff aged 30 – 44.

There are more part-time staff from a black or minority ethnic background than is representative; and fewer minority ethnic staff occupy higher graded posts (specifically at grade 9 and Senior Manager) than is representative of their number in the workforce. There may be a link to this and the age profile of minority ethnic staff in the workforce, as younger workers tend to be on lower grades because of the skills and experience required to reach the higher graded posts.

\* Adjusted to provide direct comparison with leaver figures for 2011/12 which have been sourced differently this year

## 1.4 Disability

3.99% of the workforce have declared a disability, a slight decrease on the previous year (4.16%) but as we can see on the graph below, this percentage, although on a downward trend, has remained between approximately 4.5% and 4% for the past 4 years. This number reflects only those members of staff that have opted to declare their disability and does not, in all probability, reflect the true picture.



Records show that 31.9% of the disabled workforce have had reasonable adjustments made to their post, although this may not be a complete picture as some reasonable adjustments are made informally at a local level and may not be recorded. The Council has now implemented an electronic recording system for managers to record locally managed reasonable adjustments which will facilitate more accurate reporting in the future.

We can compare the percentage of our workforce that are disabled to the percentage of the working age population of the City as estimated by the Annual Population Survey 2010-11. This figure stands at 20.4% of the working age population and this indicates that Coventry is employing fewer disabled staff than may be proportionate. It is of interest to note that only 42% of Coventry's disabled population are in employment, whereas 64% of Coventry's total population are in employment. This would indicate a need from all employers to facilitate disabled residents into employment.

Increasing employment and improving access to employment are key priorities for the Council and are reflected in one of its Council Plan Objectives "help more local residents get jobs" which is fundamental to the Council's approach to poverty and reducing income inequality. As part of its work to promote equality of opportunity the Council will continue to analyse employment; unemployment and underemployment and aim to address inequalities faced by different groups including disabled people.

### Disability and gender

The majority (71.8%) of disabled staff are female, and this reflects the overall workforce.

### Disability and ethnicity

11.7% of the Council's disabled workforce comes from an ethnic minority background. This is broadly reflective of the percentage of the wider workforce figure coming from an ethnic minority background.

### Disability and status

43.5% of the disabled workforce work on a full-time basis, which is slightly higher than the percentage of the overall workforce (40.1%). This is a positive reflection on the Council's policies developed in order to support disabled employees in the workplace e.g. the Disability Leave Policy that enables employees to remain in full-time employment whilst being supported to undergo treatment for their disability.

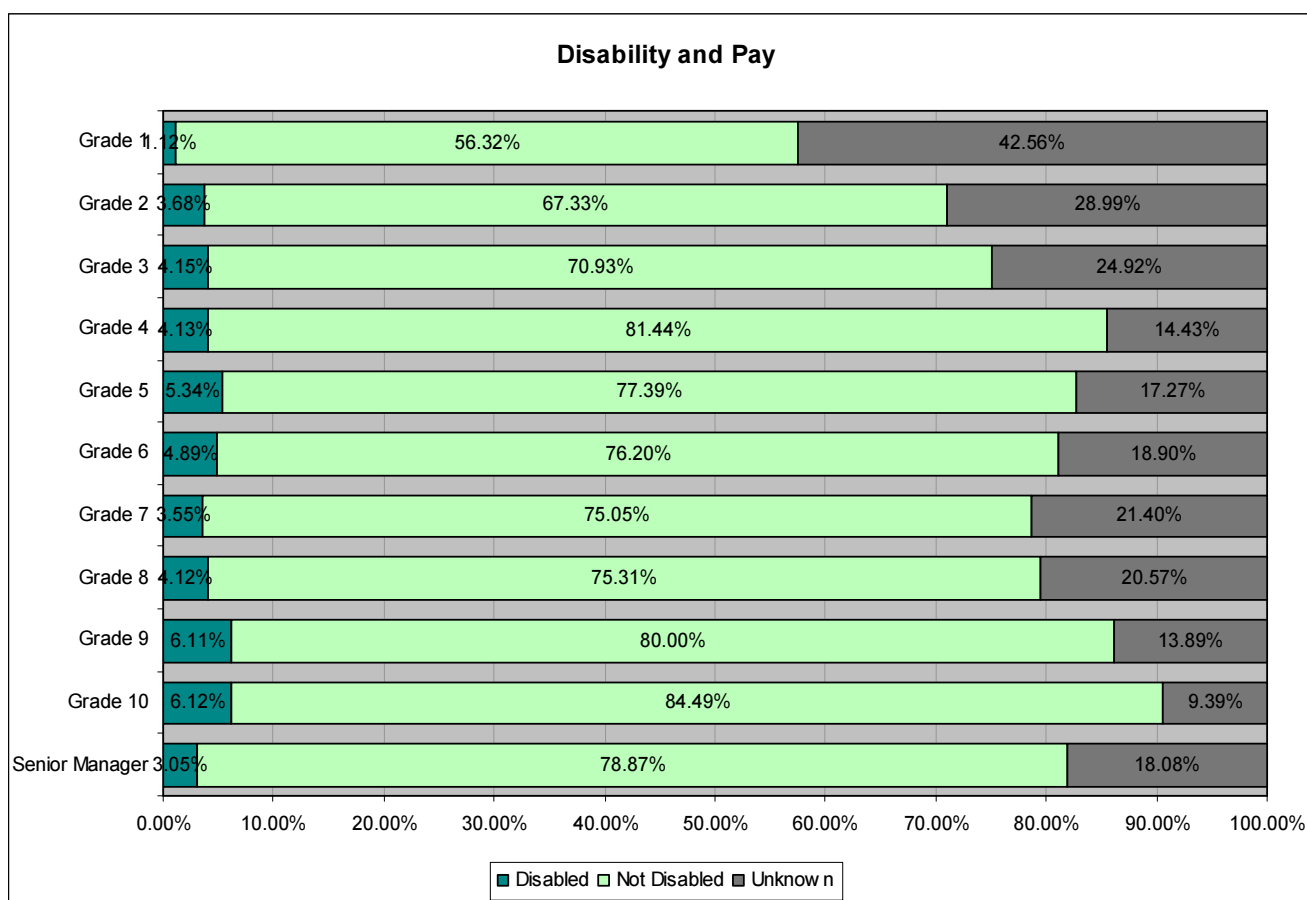
### Disability and leavers

4.3% of all leavers were disabled which is lower than the figure for last year (5.4% (adjusted)\*).

The leaver rate was 22% of all disabled employees which is higher than that for last year (16.3% (adjusted)\*), but similar to the leaver rate for the whole workforce.

### Disability and pay/grading

The diagram below shows an analysis of disability within the organisation by single status grade or equivalent and highlights a relatively even distribution of disabled staff across all pay scales. The lowest percentage of disabled staff falls within the grade 1 band, which is also the band with one of the highest levels of unknown data (over 42%).

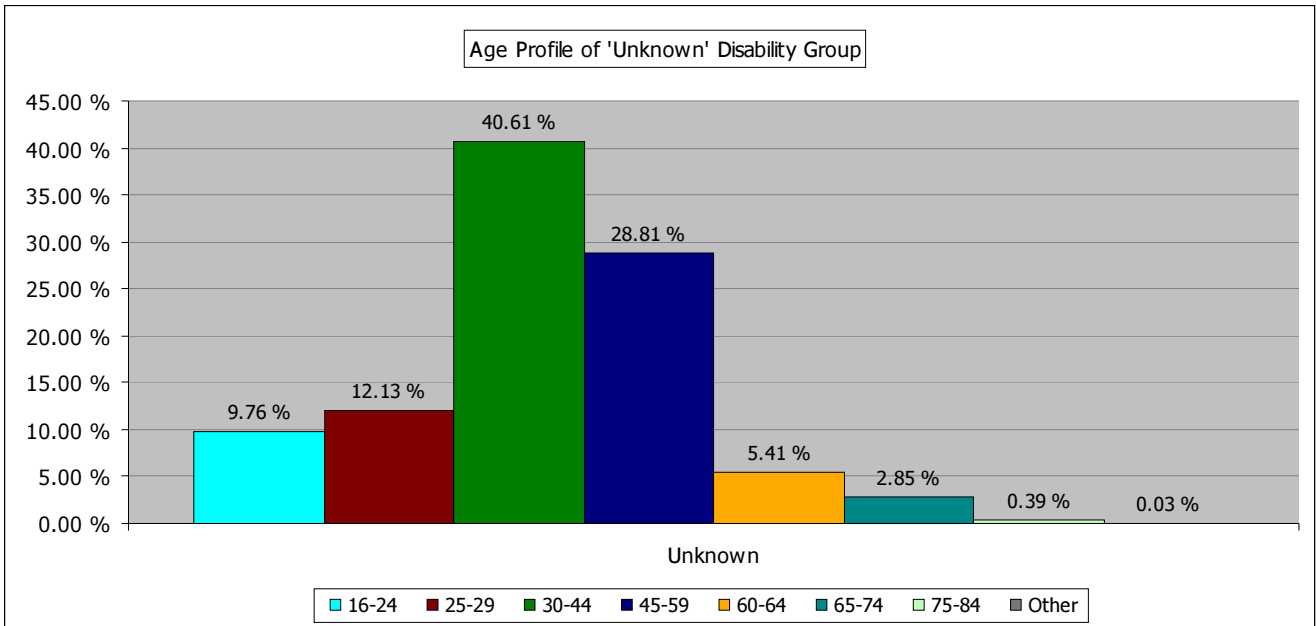


\* Adjusted to provide direct comparison with leaver figures for 2011/12 which have been sourced differently this year

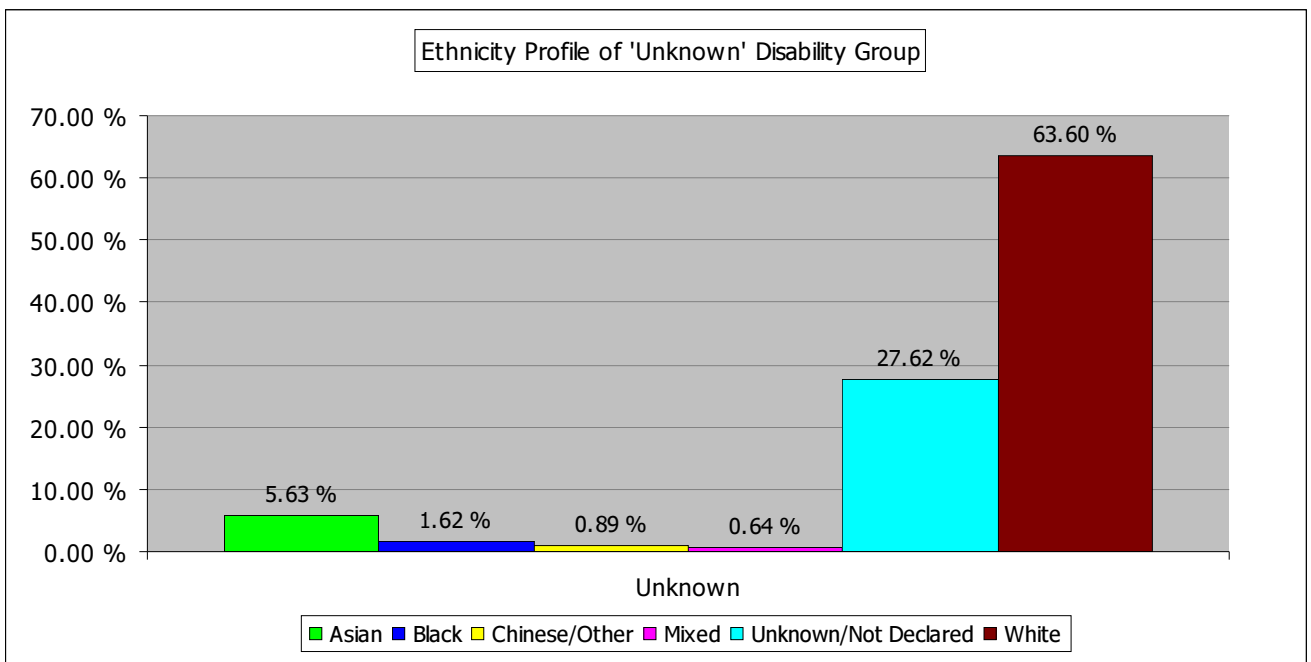
'Unknown' Disability

The Council continues to have an issue with individuals recording their disability status on Resourcelink. Although a data gathering exercise will be undertaken shortly in order to attempt to bridge the gap in this data, an exercise has been undertaken this year in order to try and identify where the greatest under-recording occurs.

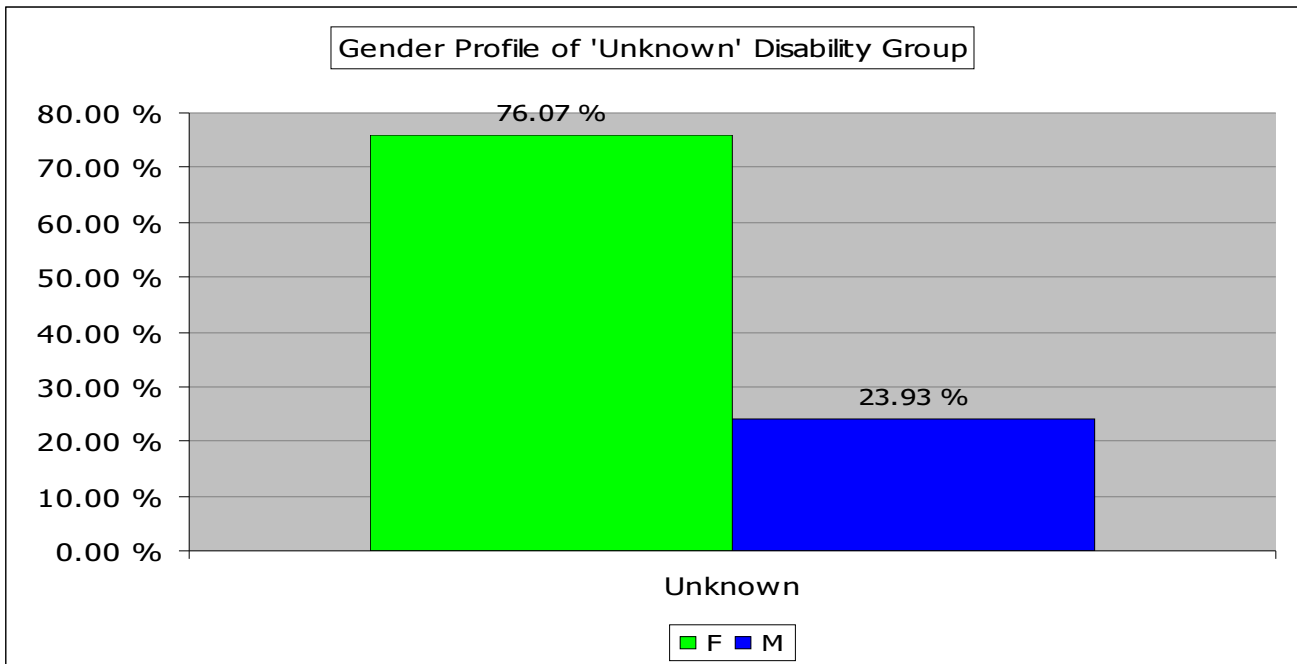
Below is an analysis by age of those with 'unknown' for their disability status and we can see that 30-44 year olds are the age group with the largest unknown data for disability.



When analysing the 'unknowns' for disability by ethnicity we can see that the white workforce account for over 60% of the unknown category for disability. It is interesting to note that almost 28% of the workforce for whom we don't have information on their disability status, we also do not have information on their ethnicity.



Below we can see that the gender profile for 'unknown' disability status matches the gender profile of the whole workforce.



**Disability summary:** The number of disabled people employed by the Council who have declared a disability has decreased this year compared to last, from 4.16% to 3.99%. Disabled people in the Council are more likely to be female, white British, aged 45 to 59 and employed on a part-time basis. There are very few young disabled people working in the Council (only 3.42% of the 16-24 Age Group are Disabled).

## 1.5 Age

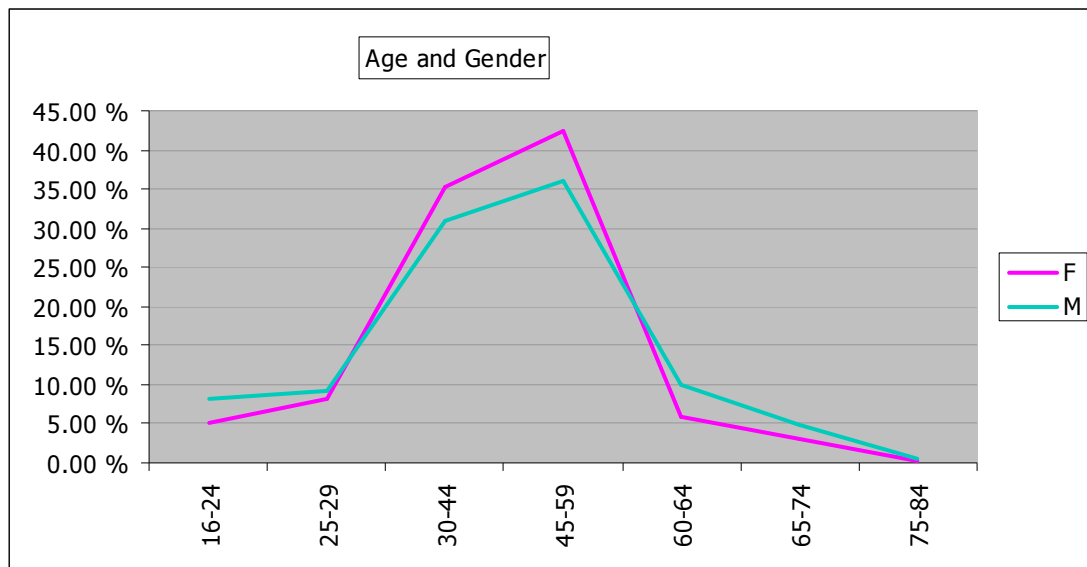
The largest group in the Council's workforce is aged 45-59 years and equates to 41% of the workforce. It would appear that the Council continues to have an older workforce, however, it is known that a number of older staff have stayed with the Council and opted to take flexible retirement, where they continue working (for less hours or in a lower graded post) and receive their pension.

34% of the Council's workforce are aged 30-44, (this is almost the same figure as the previous year (34.5%)). There is a slight increase in the number of older workers (aged 60+) this year (10.4% of the workforce are from this age group, compared to 11% in the previous year).

The percentage of the Council's young workforce has slightly decreased again this year, with 5.7% of the workforce aged 16-24, compared to 5.9% last year. This figure, however, is still significantly lower than the number in the city's population who are from this age bracket (15%), although it is noted that this figure may be high because of the two universities located in the city. This trend is also in keeping with wider local Government employment patterns. It is the Council's continuing policy to address this trend and to that end has introduced a number of strategies, including the Apprenticeship Strategy in order to bring more young people into local government employment.



### Age and gender



As with previous years the graph above demonstrates that a relatively high percentage of the male workforce are aged 60 and over (15.4%) compared with the female workforce where a lower percentage of the female workforce are aged 60 and over (9%). This may be reflective of current state pension ages.

The significant majority of males are aged between 30 and 59, in keeping with the overall workforce pattern.

### Age and ethnicity

The largest group (43.8%) of ethnic minority staff employed by the Council is aged 30-44 years. The majority (42.8%) of white staff are 45 - 59. Older workers tend to be from a white background, for example, over 87% of employees aged 60 and over are white.

### Age and disability

The majority of disabled people are aged 45-59 (51.1%). Only 13.8% of all disabled workers are aged 60 and above.

### Age and Status

All age groupings apart from 25-29 broadly follow a 60-40 part-time-full-time split. However, for the 25-29 age group the opposite is true, 60% work full-time and 40% part-time.

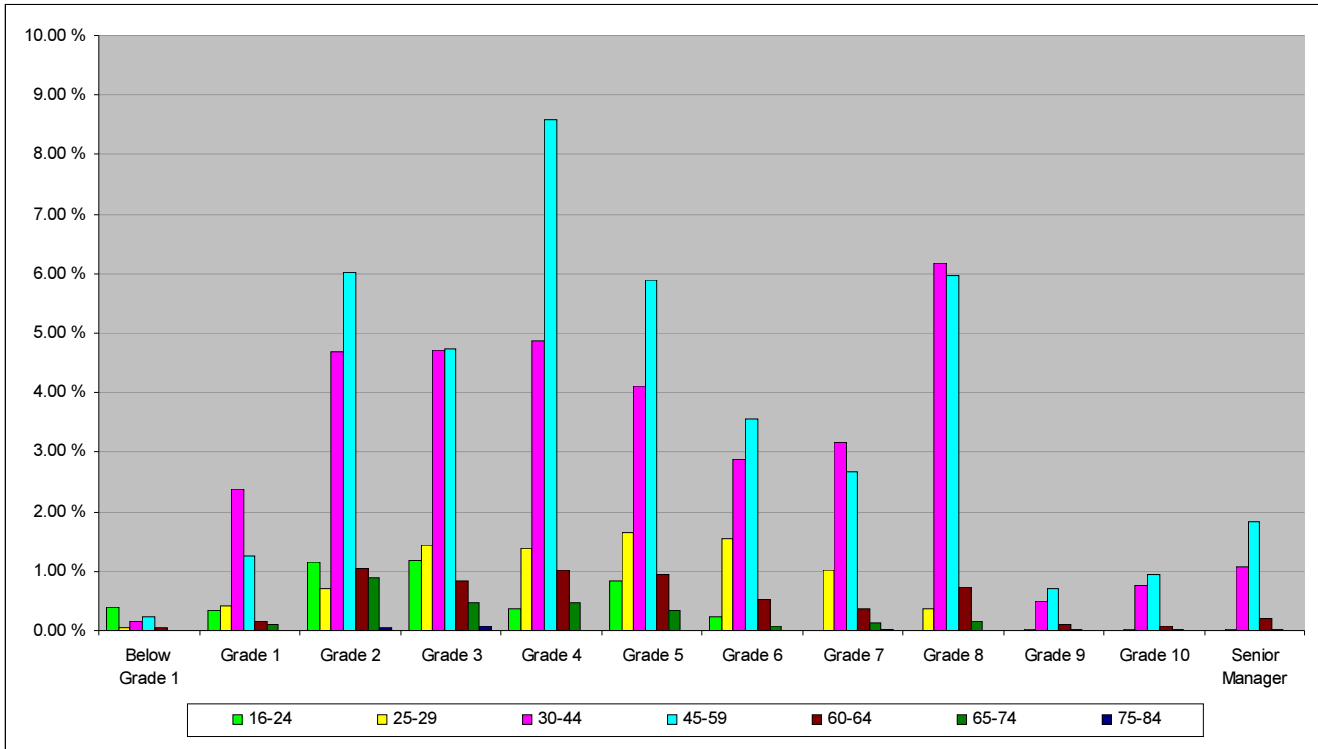
### Age and leavers

Almost two thirds of all leavers are aged 30-59, compared with just over half last year. It is likely that the early retirement/voluntary redundancy programme which saw large numbers of employees leaving the workforce in 2011/12 would account for this increase.

There are however, proportionately higher numbers of young leavers compared to their number in the workforce (21.8% of leavers are aged 16-29 compared to 14.1% of the workforce being of this age).

Age and pay

The following diagram shows an analysis of the age profile within single status and equivalent grade bands. This chart highlights that there are fewer younger workers in the higher pay scales and all those working at Grade 9 and above are aged 30 - 64; a reflection of the levels of knowledge and experience required for higher paid posts.



**Age summary:** The Council continues to employ an older workforce, which is inconsistent with the city's population. This is compounded by the leaver rate for younger workers, which could be attributable to the transient population of young residents in the City.

**1.6 Headline Analysis of Equality Groupings Split into School and Core Workforce**

**GENDER**

Core Council/Schools	Gender	Percentage
Core Council	F	70.82 %
	M	29.18 %

Schools	F	84.30 %
	M	15.70 %

The percentage of the schools workforce that is female is significantly higher than in the core council but is reflective of the workforce in schools generally. Given the Council is no longer the employer for a large number of the large secondary schools (that have become Academies) and the workforce of these schools is not included in the above figures for schools, these statistics will be gained from Primary Schools in the main. It is generally accepted that Primary Schools employ a predominantly female workforce.

### **ETHNICITY**

<b>Core Council/Schools</b>	<b>Minority Ethnic Group</b>	<b>Percentage</b>
Core Council	Minority	16.17 %
	Not Minority	77.06 %
	Unknown/Undisclosed	6.77 %
Schools	Minority	9.59 %
	Not Minority	80.31 %
	Unknown/Undisclosed	10.10 %

The black or minority ethnic workforce within the core council is significantly higher than that employed in schools. However, the percentage of the workforce that has not declared or disclosed their ethnicity is also higher in schools.

### **DISABILITY**

<b>Core Council/Schools</b>	<b>Disabled Group</b>	<b>Percentage</b>
Core Council	Disabled	5.59 %
	Not Disabled	79.06 %
	Refused	0.79 %
	Unknown	14.56 %

Schools	Disabled	2.53 %
	Not Disabled	65.61 %
	Refused	0.67 %
	Unknown	31.19 %

Almost a third of the schools' workforce have not declared their disability status, this is double that within the core council. The data gathering exercise will hope to decrease both of these percentages significantly.

### **AGE**

<b>Core Council/Schools</b>	<b>Age Band</b>	<b>Percentage</b>
Core Council	16-24	4.46 %
	25-29	6.98 %
	30-44	31.43 %
	45-59	45.49 %
	60-64	7.47 %
	65-74	3.79 %
	75-84	0.37 %
	Other	0.01 %
<b>Core Council</b>	<b>Percent:</b>	<b>100.00 %</b>

Schools	16-24	6.92 %
	25-29	9.65 %
	30-44	37.15 %
	45-59	36.92 %
	60-64	6.01 %
	65-74	3.21 %
	75-84	0.14 %
<b>Schools</b>	<b>Percent:</b>	<b>100.00 %</b>

Age profiles within schools and the core council are similar, but the Core Council employs a higher percentage of 45-59 year old than that employed by school.

## 1.7 Teachers

The Council employs 3,231 teachers, which is a decrease of 648 on the previous year (5 schools have left the LEA to become Academies and as such their teachers will not now be included in the total numbers of teachers employed by the Council).

78.06% of teachers are female and 21.94% are male.

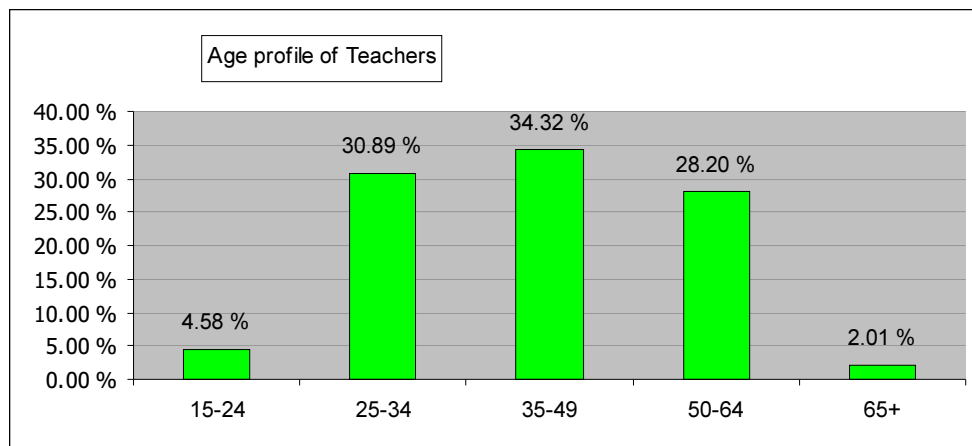
Of those teachers who work part-time (32.99% of all teachers), 82.55% are female.

6.90% of teachers are from an ethnic minority background, which breaks down as follows:

- 4.55% Asian/Asian British
- 1.05% black/black British
- 0.56% mixed
- 0.74% Chinese and other ethnicity

There has been a 0.26% decrease in the number of teaching staff who are disabled with this years figure standing at 2.01% in comparison to last year's figure of 2.27%.

The age breakdown of the teaching workforce is as follows:



Appendix 2 **Workforce Profile Report – Action Plan 2012/13**

<b>Headline Actions</b>	<b>Timescale</b>	<b>Lead Officers</b>
Launch draft Talent Management Strategy to include positive action initiative in respect of ethnicity and disability	By end January	Sue Iannantuoni Shokat Lal
Develop and launch Leadership framework to include positive action initiative in respect of ethnicity and disability	By end January	Shokat Lal
Continue the work of the Strategic Disability Forum Chaired by the Director for Community Services. To include basic sign language training for all members of the Forum	By end August 2013	Brian Walsh Bev Messinger Sue Iannantuoni
Continue to implement the Apprenticeship Strategy to increase representation of young people. Focus specifically on those not in education, employment or training (NEETS)/Looked After Children (LAC). To ensure 120 apprenticeships	By end 2013/14	Shokat Lal Veronica Nisbitt
Continue active involvement with Remploy to help disabled employees to remain in work and encourage disabled employees to join the council	Throughout 2012/13	Sue Iannantuoni Jane Crawley
Continue work with JCP to employ long term unemployed, including those with disabilities Undertake a data gathering exercise to improve workforce equality data	Throughout 2012/13  March 2103	Sue Iannantuoni Jane Crawley  Jon Venn Kray Dhillon

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