
9 September 2013

Name of Cabinet Member:

Cabinet Member (Strategic Finance and Resources) – Councillor Gannon

Director Approving Submission of the report:

Executive Director, Resources

Ward(s) affected: None

Title:

Coventry City Councils Workforce Profile Report for 2012-2013

Is this a key decision?

No

Executive Summary:

The purpose of this report is to provide information on the Council's workforce profile for 2012/13. 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 2012/13 included within **Appendix 1**
- Note the headline workforce analysis in maintained schools at **Appendix 2**

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 Councils Workforce Profile Report for 2012-2013

1. Context (or background)

- 1.1 The purpose of this report is to provide information on the Council's workforce profile for 2012/13. 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 2012/13**

The workforce profile data for the period 1 April 2012 to 31 May 2013 is contained within this report. The workforce profile data for **core Council** employees is contained within Appendix 1.

A summary analysis of the workforce profile in the Council's **maintained schools** is contained within Appendix 2.

N.B. The Council only 'controls' recruitment for core council employees. As such it is more difficult for the Council to influence the make-up of the workforce in its maintained schools.

In terms of data capture, the data capture mechanism for locally maintained schools is the Schools Information Management System (SIMS) whereas for core Council staff it is ResourceLink. This means the Council relies on its maintained schools to provide it with their equality information. However, a data collection exercise is currently underway for all core council employees and those in maintained schools. It is intended, therefore, that there will be a workforce profile update provided in November 2013 to the Cabinet Member (Strategic Finance & Resources) which will contain the updated data.

Casual employees are excluded from this report for this year going forward on the basis that they are not actual 'employees' in legal terms and hence should not be reported upon in this report.

CORE COUNCIL ONLY

	Employee Headcount	Contract Count	FTE
31 st March 2012	6364	6646	5096
31 st May 2013	6259	6514	5026
DIFFERENCE	-105	-132	-70

Summary Core Council Equality Data

- Just under half of the Council's workforce is employed on a part-time basis (49.2%)
- The leaver rate for all employees is 13.37% this includes employees leaving within the ER/VR programme.
- 71.1% of the workforce is female

- At senior management level (above Grade 10) over half the workforce is female (55.9%).
- Black and Minority Ethnic (BME) representation in the workforce is 16%.
- The number of employees who have declared a disability is 5.9%.
- The largest age group (47.6%) in the Council's workforce is aged between 45-59 years and the representation of young people (16-24) in the Council remains low at 4.2%.

2.2 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 as per the Equality Strategy 2011-2014 and the Equalities in Employment Report, 4 July 2013.

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

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 a workforce profile on the gender pay gap, the percentage of the workforce from an

ethnic minority and the 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

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Members: Cllr Gannon	Cabinet Member	Strategic Finance and Resources	6.8.2013	6.8.2013
Chris West	Executive Director	Resources	28.8.2013	28.8.2013

This report is published on the council's website:
www.coventry.gov.uk/meetings

Appendices

APPENDIX 1

Core Council Workforce Profile Statistical Information 2012/13

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.

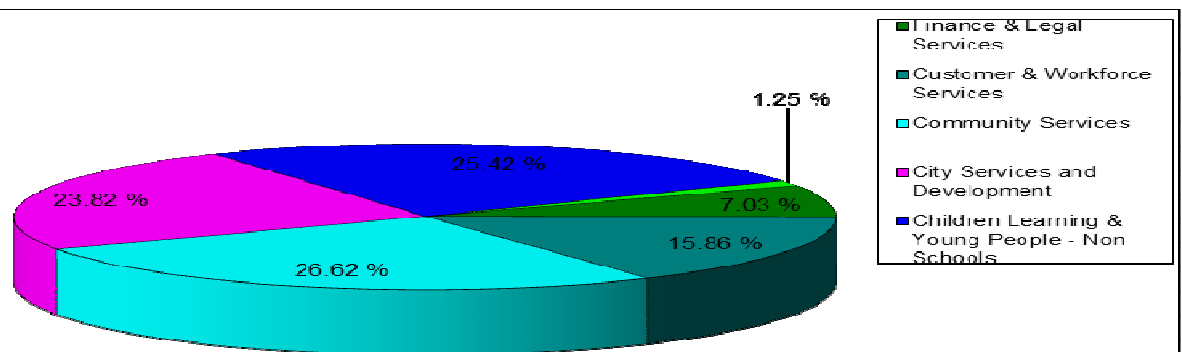
1.1 Overall workforce

CORE COUNCIL ONLY

	Employee Headcount	Contract Count	FTE
31 st March 2012	6364	6646	5096
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DIFFERENCE	-105	-132	-70

Directorate analysis

The following diagram shows the proportion of the core 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

50.8% of the core Council's workforce is employed on a full-time basis and 49.2% are part-time. Currently, 23.2% 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 13.27%. This includes employees leaving within the ER/VR programme.

1.2 Gender

Gender in the workforce

71.1% of the Council's core workforce is female. This figure is reflective of local Government employment. The Council employs a much higher proportion of females compared to the proportion of females employed in the City as a whole, 70.9% of Council employees compared to 44.5% of total employed people in the city are female. Only 29.1% of the Council workforce is male compared to 55.5% of all employed people in the city.

% of employed, working age males/females in Council and City Workforce

	Council Workforce	Coventry Workforce
Male	28.9%	55.5%
Female	71.1%	44.5%

Sources: ONS Annual Population Survey (Jan 2012-Dec 2012) and Workforce Profile (May 2013)

Gender and employment status

Female employees are more likely to be working on a part-time basis in the Council, with 59.8% of the core Council's female workforce working part-time.

Out of all of the city's working age population, there is a large gap between the proportion of males and females that work on a part-time basis, 41.5% of employed, working age females work part-time compared to only 8.6% of employed, working age males. This would suggest the Council is a flexible employer.

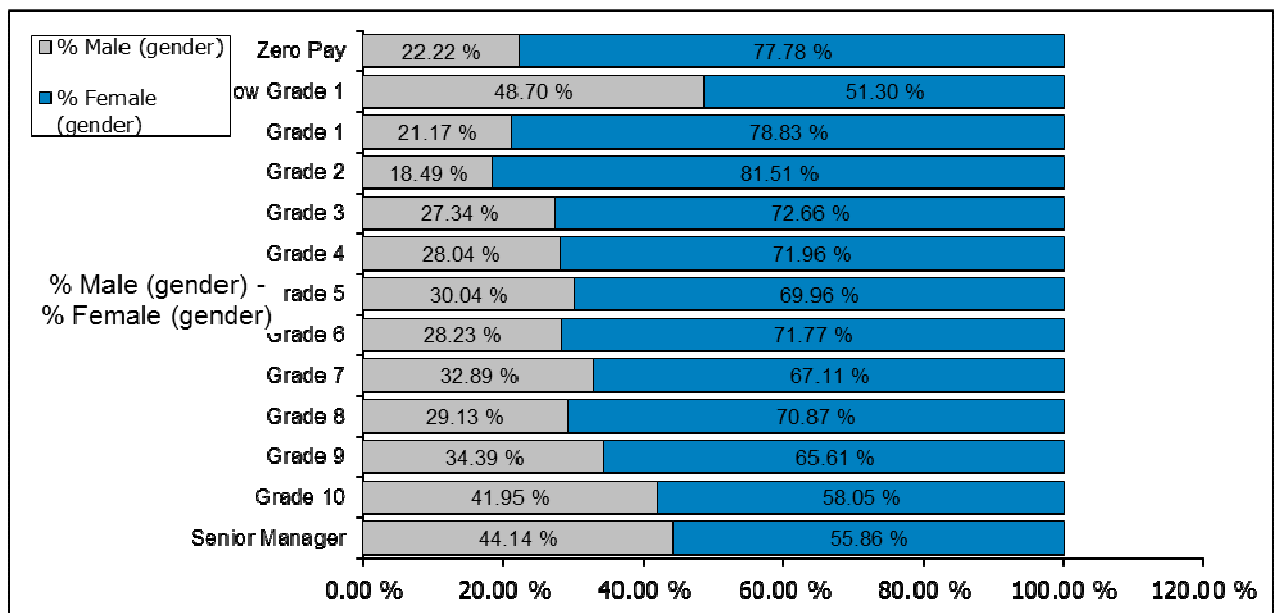
% of employed, working age males/females working full-time and part-time in Coventry

	Council Workforce		Coventry Workforce	
	Full-time	Part-time	Full-time	Part-time
Male	76.8%	23.2%	90.9%	8.6%
Female	40.2%	59.8%	58.5%	41.5%
Total	50.8%	49.2%	76.5%	23.2%

Source: ONS Annual Population Survey (Jan 2012-Dec 2012) and Workforce Profile 2013

Gender and pay

The diagram below* provides an analysis of the Council's core workforce by gender against each of the Council's pay bandings. Proportionately, women remain more prevalent in the lower pay bands, significantly at Grades 1 and 2, and less prevalent at the higher pay bands (Grade 9 and above) but all pay bands have over 50% female representation.



Gender and leavers

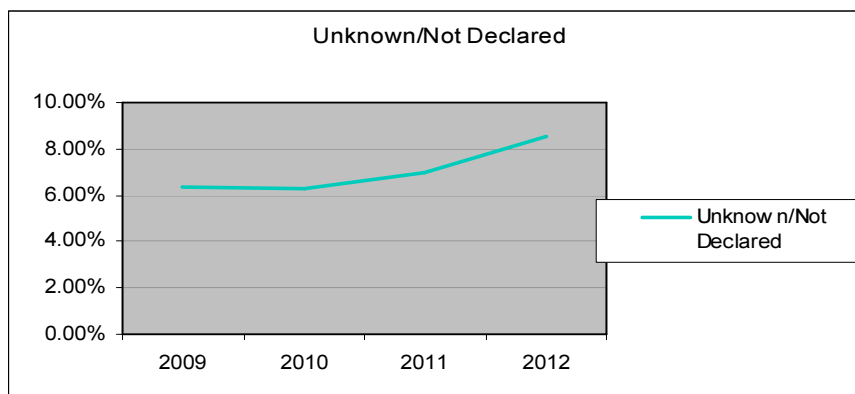
34.1% of core Council leavers were male, and 65.9% were female, which broadly reflects the gender division in the workforce.

1.3 Ethnicity

Ethnicity in the workforce

Using the government's 'best value' definition (visible minority groups), 16% (1,045 contracts) of the Council's core workforce come from a black or minority ethnic background. When using a broader definition, which includes white Irish and white other groups, this percentage rises to 20.1%.

The Council has identified an increasing number of employees for whom we have no record of ethnicity, or who have chosen not to declare it (see graph overleaf). The Council is seeking to address this by undertaking a data gathering exercise for its core staff.



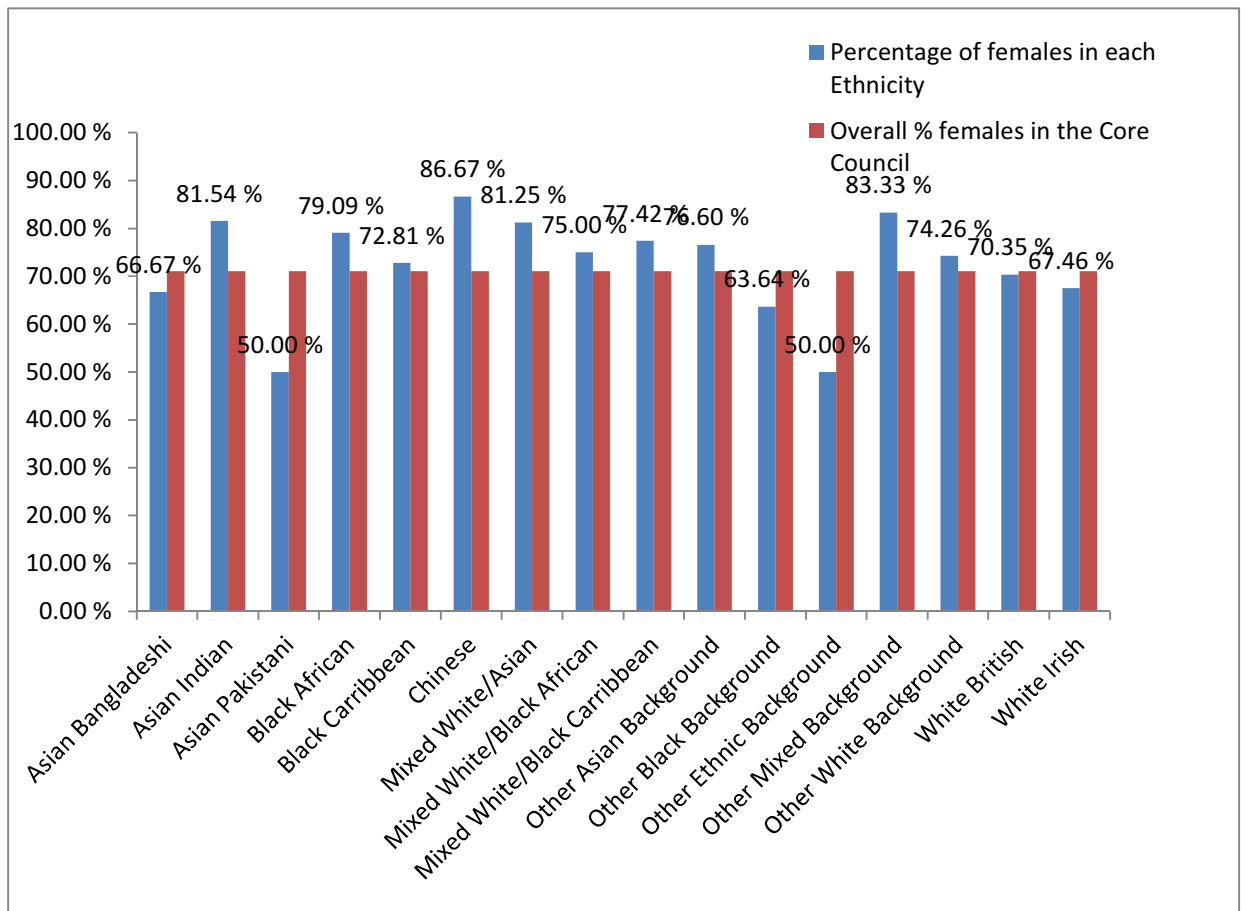
When looking at the proportions of working age employed people by their ethnicity, the Council core workforce rates are quite similar to the workforce rates in the City as a whole. The percentage of 'White' employees is comparable (77.3% employed by the Council, 77.6% in the City as a whole). However, 'Asian/Asian British' employees are slightly under-represented in the Council workforce as well as 'Other (inc. Chinese)' compared to the City as a whole (10.7% compared to 15.0% and 0.6% compared to 3.6% respectively). The percentage of Black/Black British employees within the Council (3.8%) shows a close correlation with the percentage of Black/Black British in employment in the City (3.1%)

% of employed, working age people by ethnicity in Council and City Workforce

	Council Workforce	Coventry Workforce
White	77.3%	77.6%
Asian/Asian British	10.7%	15.0%
Black/Black British	3.8%	3.1%
Mixed	1.0%	[unreliable estimate]
Other (inc. Chinese)	0.6%	3.6%

Sources: ONS Annual Population Survey (Jan 2012-Dec 2012) and Workforce Profile 2013

Ethnicity and gender



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

Ethnicity and employment status

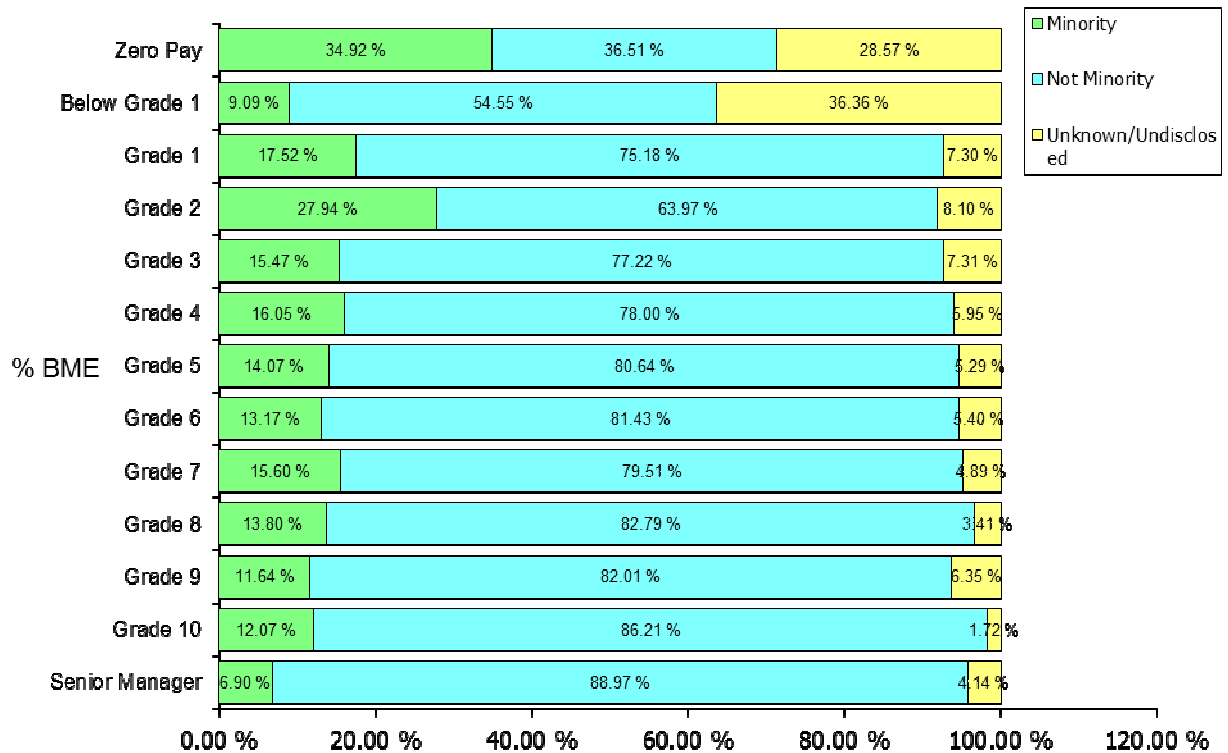
57% (596 contracts) of the minority ethnic core workforce are employed on a part-time basis.

Part-time and full-time working would seem to be less influenced by ethnicity than by gender.

Ethnicity and pay

The diagram overleaf shows an analysis of the core Council's ethnicity pay differential and that the representation of black and minority ethnic workforce in some pay bands is broadly equivalent to their representation in the workforce. However, at salaries equivalent to pay bands Grade 9 and above black and minority ethnic representation does reduce. There are 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

The leaver rate for minority ethnic staff is 11.8%. This figure is lower than the leaver rate for the whole workforce, 13.3%. The minority ethnic leaver rate compares favourably to the overall Council rate.

1.4 Disability

5.9% of the core workforce have declared a disability. 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 25.7% of the disabled workforce have required reasonable adjustments to be made to their post. However, this may also not be a complete picture as some reasonable adjustments are made informally at a local level and may not be recorded.

When comparing the percentage of the core Council's workforce that are disabled (5.9%) to the percentage of employed, working age people with a disability within Coventry (13.5%), we see that the proportion is more than double. It should be noted that the Council percentage may not be an accurate reflection due to refusals and unknown disability status.

% of employed, working age people by disability

	Council Workforce	Coventry Workforce
Disabled	5.9%	13.5%
Non-disabled	80.2%	86.1%

Sources: ONS Annual Population Survey (Jan 2012 – Dec 2012) and Workforce Profile 2013

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 will aim to address inequalities faced by different groups including disabled people.

Disability and gender

The majority (67.5%) of core Council disabled staff are female.

Disability and ethnicity

12.8% of the core Council's disabled workforce comes from an ethnic minority background. This is broadly reflective of the percentage of the wider workforce from an ethnic minority background.

Disability and status

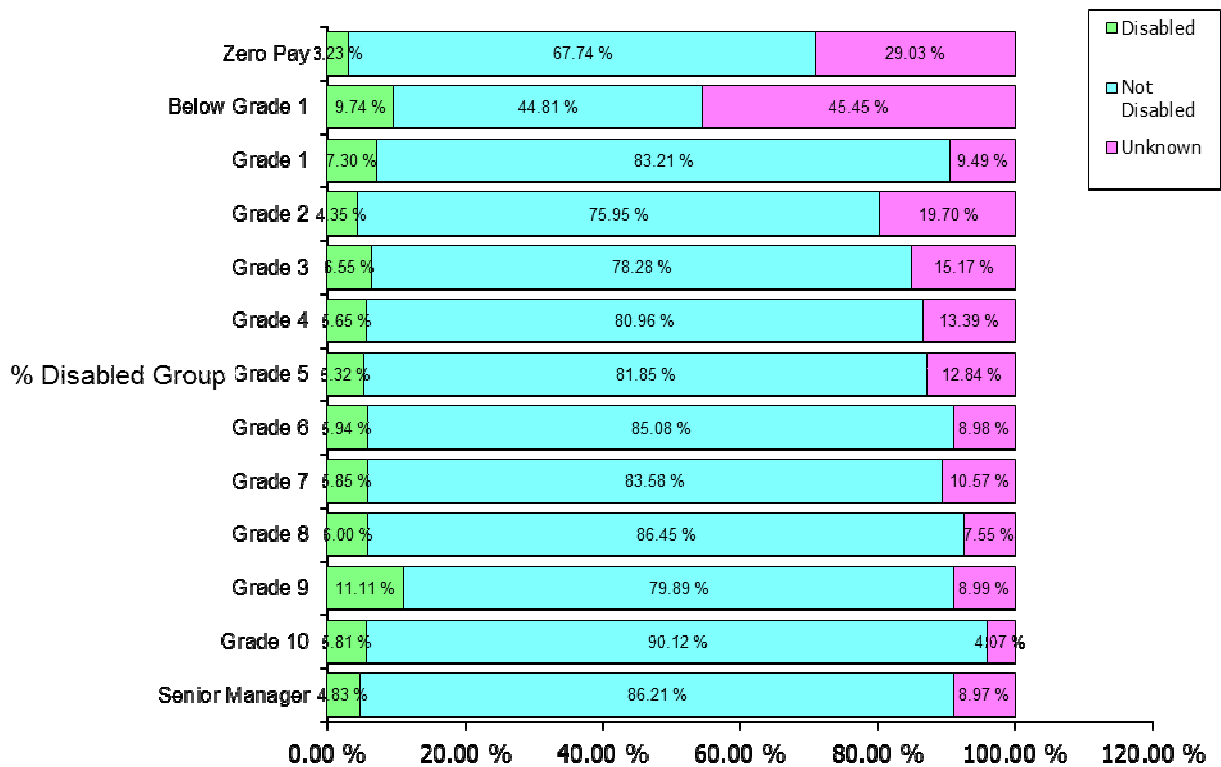
53.14% of the disabled workforce are employed on a full-time basis, which is slightly higher than the percentage of the overall workforce (50.8%). This is a positive reflection on the Council's policies developed in order to support disabled employees in the workplace e.g. the Disability Leave Policy that enables employees to remain in full-time employment whilst being supported to undergo treatment for their disability.

Disability and leavers

8.2% of all leavers were disabled and the leaver rate was 17.8% of all disabled employees. The leaver rate is higher than that for the organisation as a whole (13.3%).

Disability and pay/grading

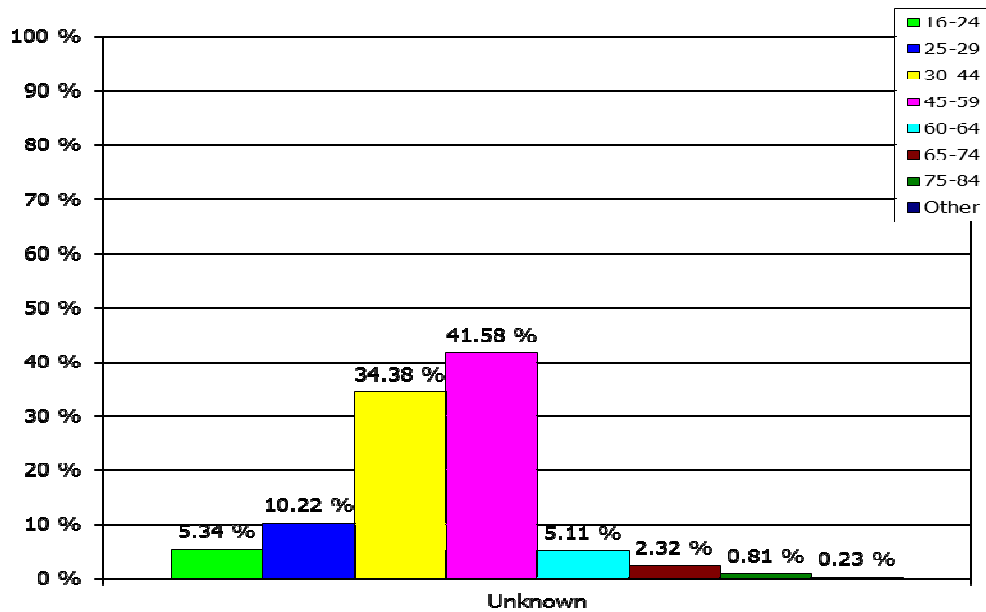
The following diagram shows an analysis of disability within the organisation by single status grade or equivalent and highlights a relatively even distribution of disabled staff across all pay scales.



'Unknown' Disability

The Council continues to have an issue with individuals recording their disability status (13.9% (905 contracts) of the Council's core workforce have 'Unknown' or 'refused' recorded against the disability record) on Resourcelink. A data gathering exercise is currently being undertaken in order to attempt to bridge the gap in this data, and to identify where the greatest under-recording occurs.

Overleaf is an analysis by age of those with 'unknown' for their disability status and we can see that 45-59 year olds are the age group with the largest unknown data for disability.



1.5 Age

The largest group in the Council's core workforce is aged 45-59 years and equates to 47.6% of the workforce. It would appear that the Council continues to have an older workforce.

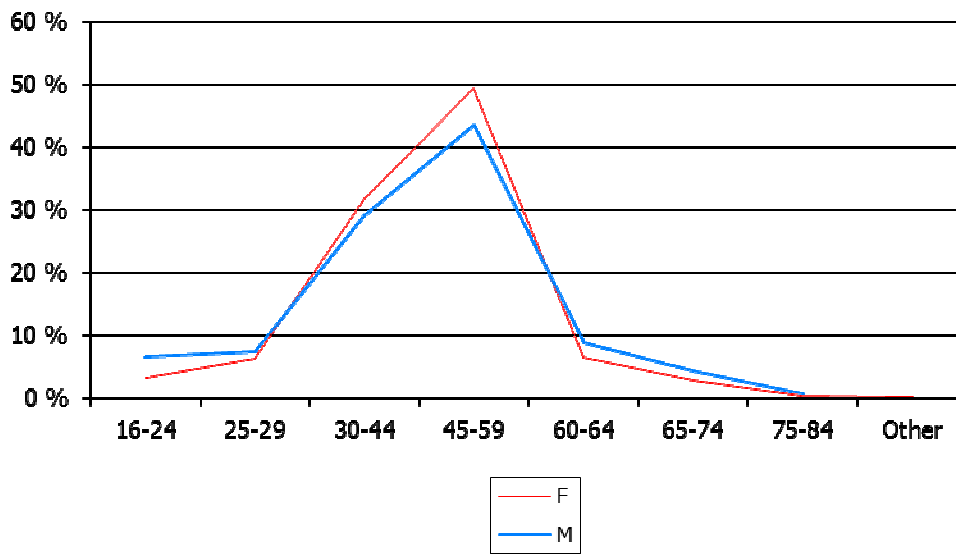
The Council's workforce is under-represented in young people, up to age 24 and age 25-34, compared to the Coventry workforce as a whole (4.2% compared to 10.6% and 15.2% compared to 23.6% respectively), although it is noted that the Coventry figures may be high because of the two universities located in the city. However, there is a larger proportion of people employed that are above the age of 65 working for the Council compared to Coventry as a whole, 3.6% compared to 2.1%.

% of employed people by age

	Council Workforce	Coventry Workforce
Up to age 24	4.2%	10.6%
Age 25-34	15.2%	23.6%
Age 35-64	77.1%	63.6%
Age 65+	3.6%	2.1%

Sources: ONS Annual Population Survey (Jan 2012 – Dec 2012) and Workforce Profile 2013

Age and gender



The graph above demonstrates that a relatively high percentage of the male workforce are aged 60 and over (13.5%) compared with the female workforce that are aged 60 and over (9.5%). This may be reflective of 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 45-59 years, the same as for non-minority staff. Older workers tend to be from a white background, for example, 87% of employees aged 60 and over are white.

Age and disability

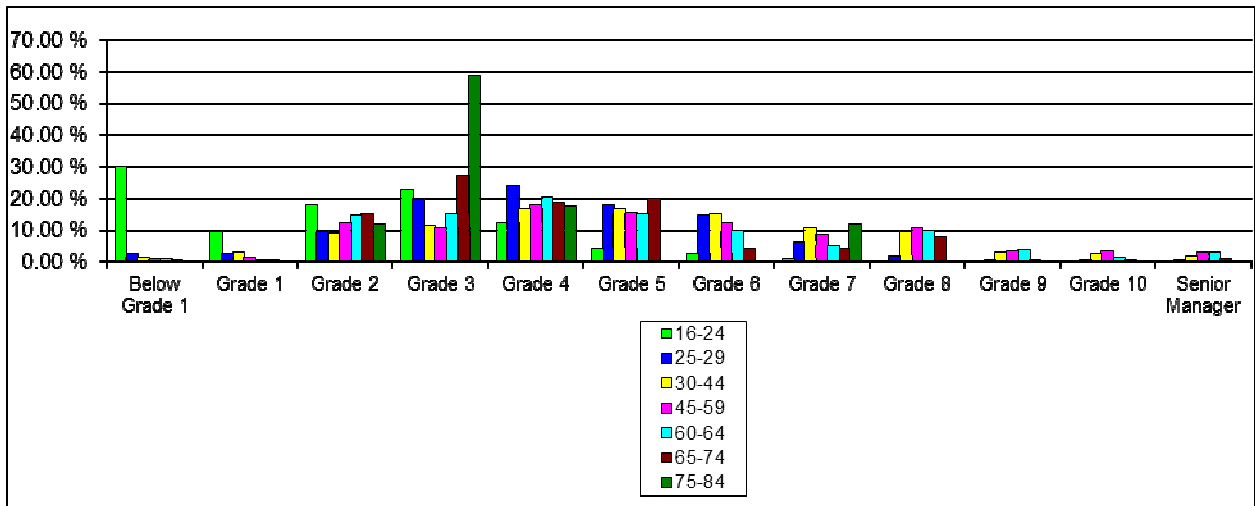
The majority of disabled people are aged 45-59 (52.9%). Only 10.5% of all disabled workers are aged 60 and above.

Age and leavers

56.8% of all leavers are aged 30-59, it is likely that the early retirement/voluntary redundancy programme would account for these figures. There are however proportionately higher numbers of young leavers compared to their number in the workforce (18.3% of leavers are aged 16-29 compared to 10.8% 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 the majority of 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.



APPENDIX 2

Headline Analysis of Equality Groupings within Coventry's Maintained Schools

Maintained Schools	Headcount	Distinct Contract Count	FTE
Schools	3,950.00	4,144.00	2,918.60
	3,950.00	4,144.00	2,918.60

- There are 1413 teacher contracts within school (out of 4144) and hence 34.1% of school based staff are teachers
- 65.1% of school based employees work on a part-time basis (22.7% of teachers in schools work part-time)
- 89.9% of school based employees are female (84.2% of teachers within schools are female)
- Two thirds of female employees in school work part-time, whereas only a third of male employees work part-time
- 11.6% of school based employees are from a black or minority ethnic background (7.5% of teachers are from a black or ethnic minority background). Almost 10% of school based employees have not declared their ethnicity (8.4% of teachers)
- 2.5% of school based employees are disabled (2.3% of teachers). Almost 27% of school based employees have not declared whether or not they have a disability
- 78.2% of school based employees are aged between 30 and 59, with 5.4% being aged 16-24.