

Runnymede Borough Council Workforce Monitoring 2015

1. Introduction

The Equality Act 2010 requires public authorities to publish information that demonstrates compliance with their equality duty. Public authorities with 150 staff or more are required to publish information demonstrating compliance with the general equality duty in relation to their employees. Information on the equality profile of staff is intended to help public sector employers to understand key equality issues in the workforce and, if appropriate, to put in place plans to address them.

2. Protected characteristics

The protected characteristics are:

- Gender
- Age
- Disability
- Race – including ethnic or national origins, colour or nationality
- Religion or belief – including lack of belief
- Sexual orientation
- Pregnancy and maternity
- Gender reassignment
- Marriage and civil partnership

3. Collection of data

The Equality and Human Rights Commission (the Commission) has published an Employment Statutory Code of Practice with recommendations on the areas that employers consider monitoring at recruitment and during employment. It is for the employer, depending on its size and resources, to decide whether to consider monitoring additional areas.

The Code of Practice recognises that personal disclosure of information on protected characteristics can be a particularly sensitive issue. In this connection employers can request disclosure of information where it is for the purpose of monitoring the diversity of applicants and members of staff at recruitment and during employment, but such information must not be used to make employment decisions.

At Runnymede workforce monitoring data is collected as part of the recruitment process, with information treated as confidential and detached from the application form prior to shortlisting, and on appointment. Monitoring information is currently collected for gender, age, disability and gender. Some

individuals decline to provide any data. Information relating to religion/belief, sexual orientation and gender reassignment is taken from self-declarations from the Staff Survey in 2012.

4. Equality Impact Assessments

Equality Impact Assessments (EIAs) are prepared where the Council considers a change to policy that may affect people who share different protected characteristics and the EIAs are published as appendices to the Council or Committee report. This includes decisions relating to changes to employment and pay policy.

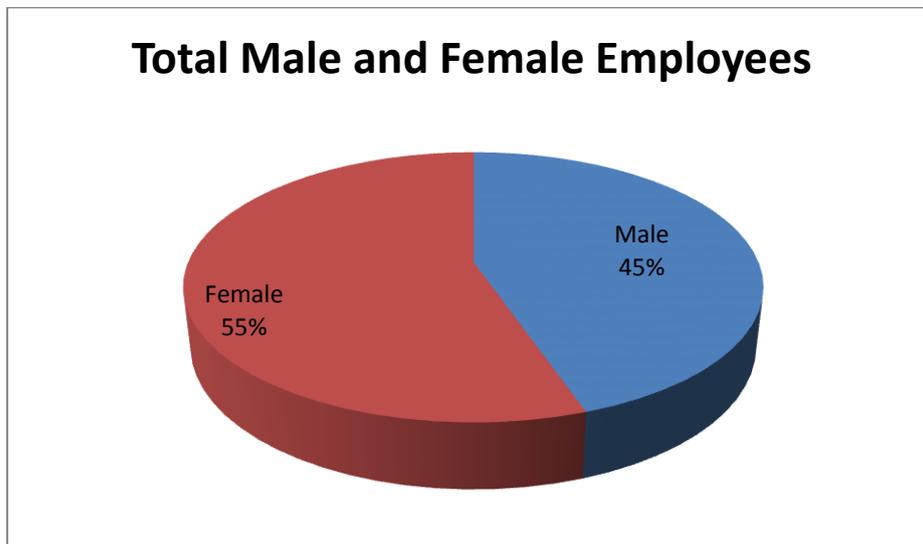
Information from workforce monitoring is used to inform any EIAs prepared in relation to employment proposals.

5. Workforce monitoring

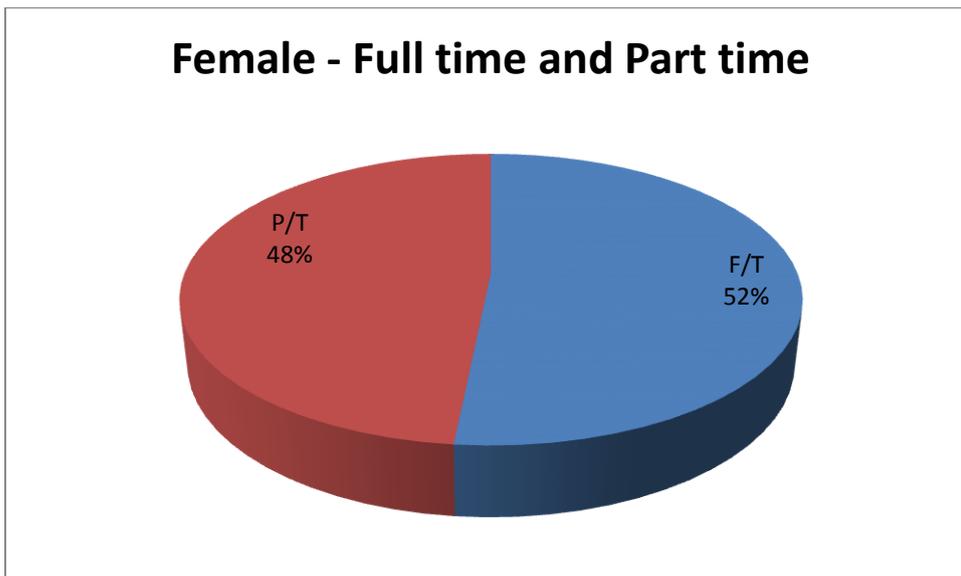
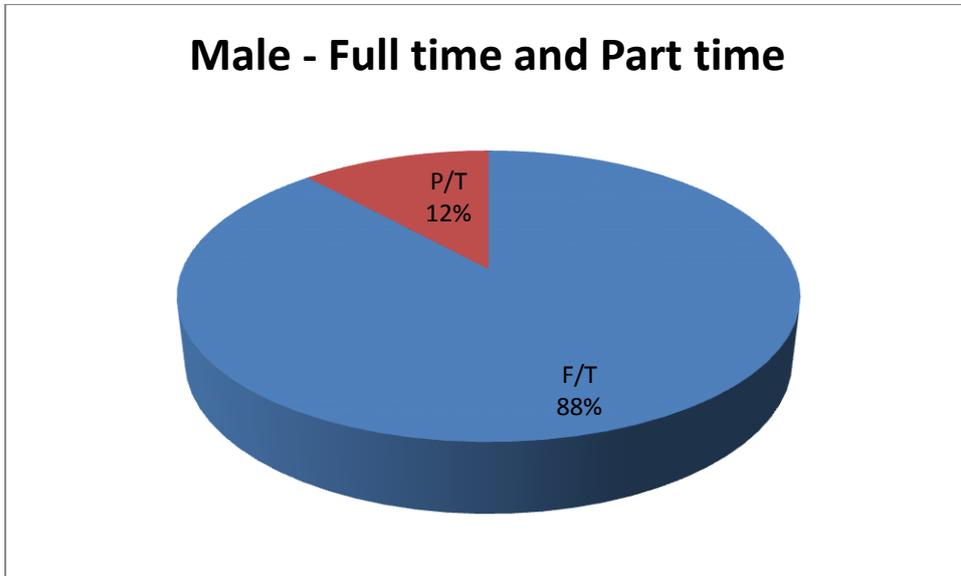
The information below is at 1 January 2015. Where an annual figure is given it relates to 2014 up to 31 December 2014.

5.1 Gender

As at 1 January 2015 Runnymede employed 400 staff. 44.75% (179) were male and 55.25% (221) were female.



Of the 179 male staff, 158 (88.27%) were full time and 21 (11.73%) part time. Of the 221 female staff, 114 (51.58%) were full time and 107 (48.42%) part time.



5.2 Staff by grade

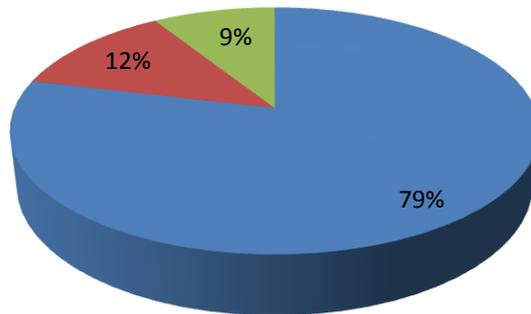
The pay rates for staff appointed to a particular post are the same whether they are male or female.

The workforce can be split by grade with broad groupings as administrative and operational, professional and managerial staff, and senior management. The senior management grouping includes the Chief Executive, other Leadership Team posts, business centre managers and those on SM grades. The proportions of staff at each level will change only if there is turnover within the group.

	Administrative and operational (up to Runnymede grade 10)	Professional / Managerial (Runnymede Middle Manager grades)	Senior management (Leadership Team Corporate Heads & SM grades)
Total	325 (81.25% of total staff)	52 (13.00% of total staff)	23 (5.75% of total)
Male	141 (43.38% of this group)	22 (42.31%)	16 (69.57%)
Female	184 (56.62% of this group)	30 (57.69%)	7 (30.43%)

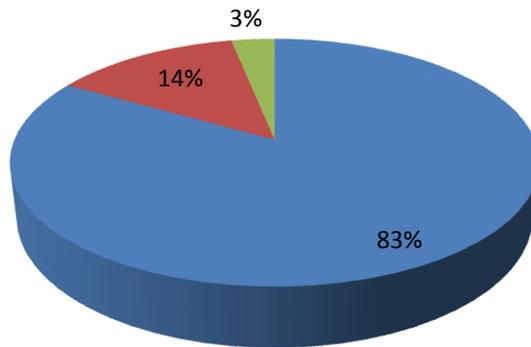
Salary Grades - Male

■ Up to Grade 10 ■ MM ■ SM/BCM and Leadership Team



Salary Grades - Female

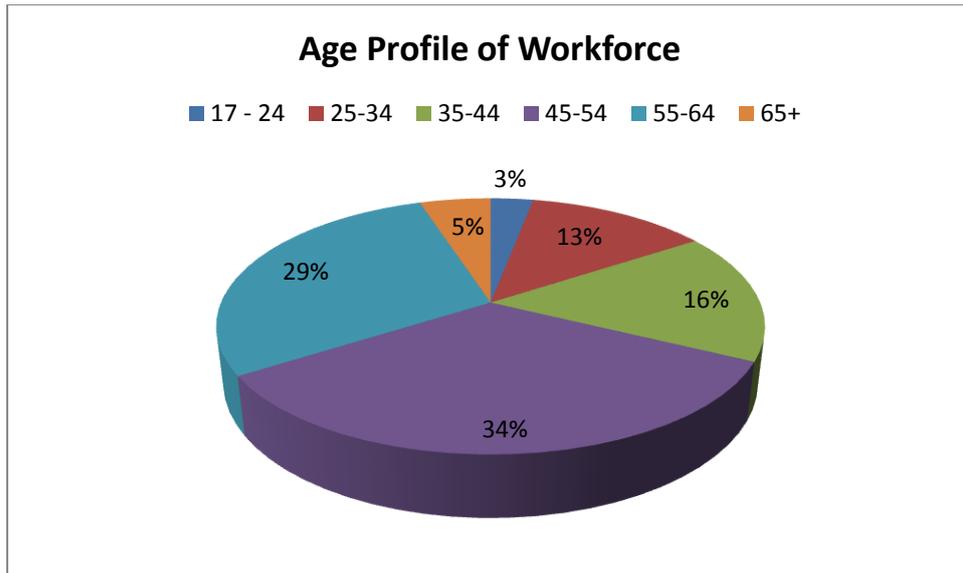
■ Up to Grade 10 ■ MM ■ SM/BCM and Leadership Team



5.3 Age

Runnymede employs staff in all age groups. There is no compulsory retirement age for staff. The normal pension age for the Local Government Pension Scheme is currently 65 (rising to age 66 in 2020).

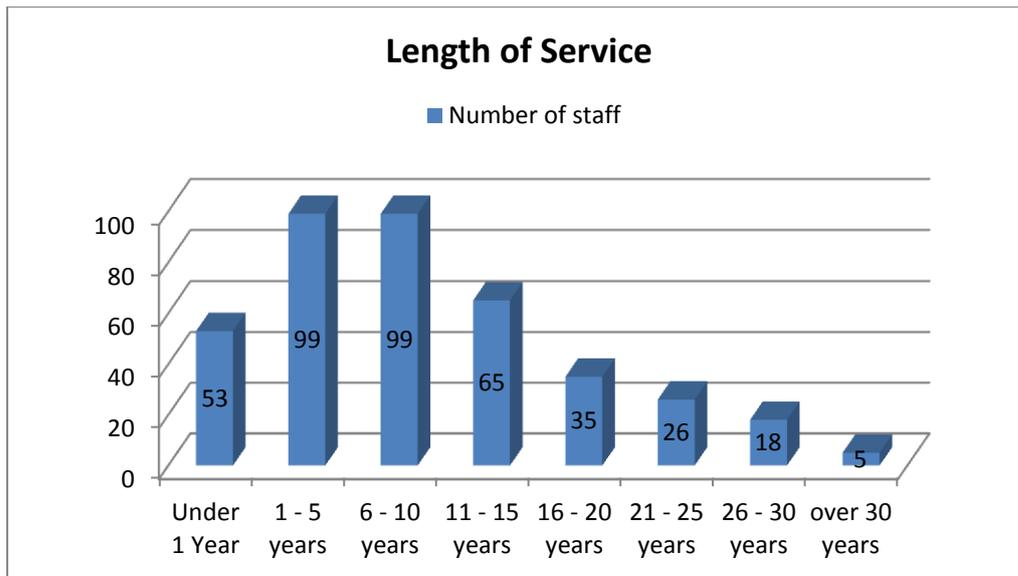
The average age of staff at Runnymede at 1 January 2014 is 49 (this is the same as the average age on 1 January 2013).



5.4 Length of service

Runnymede staff have worked for the Council for a range of periods, including some very long serving staff.

Years	Number of staff	Proportion of workforce
Under 1	53	13.25%
1 to 5 years	99	24.75%
6 to 10 years	99	24.75%
11 to 15 years	65	16.25%
16 to 20 years	35	8.75%
21 to 25 years	26	6.5%
26 to 30 years	18	4.5%
Over 30 years	5	1.25%



This profile has changed over the last year as some very long serving staff left in 2014 will a larger proportion of new staff.

5.5 Disability

There are currently 16 staff who self-declare that they are disabled (4% of the workforce). This low level of reported disability indicates that individuals may be reluctant to declare a disability for employment purposes, preferring to concentrate on their abilities and/or not considering their disability to be any impediment to their working lives.

Under the Equality Act people who have certain medical conditions, such as cancer, multiple sclerosis and other progressive conditions, can be automatically considered to be 'disabled'. We therefore know that some staff could describe themselves as 'disabled' but prefer not to do so.

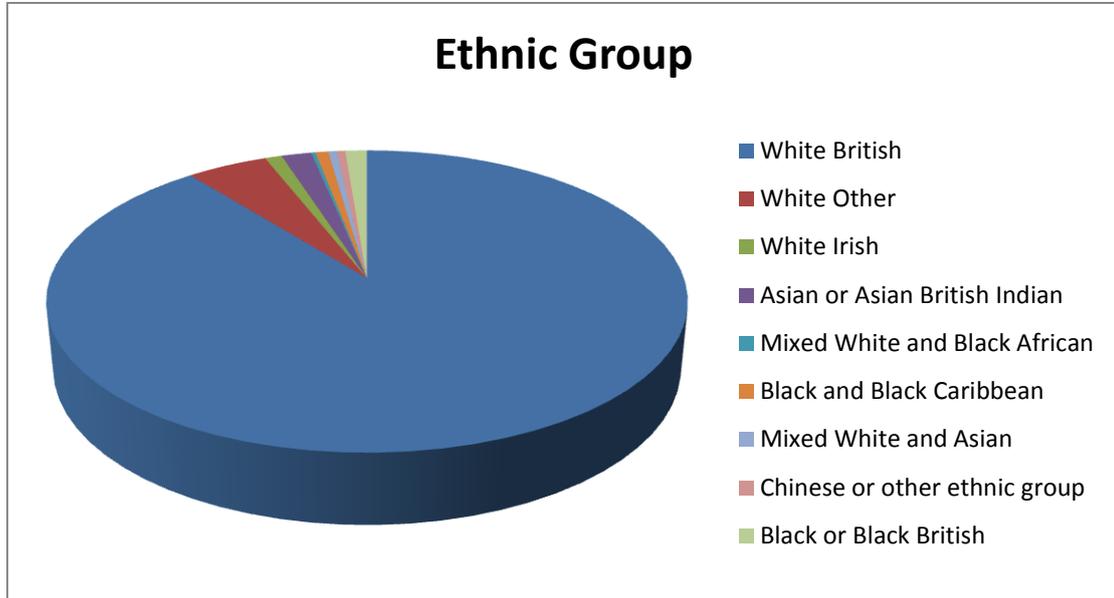
Staff who have particular needs at work arising from a disability or medical issue are encouraged to discuss the matter with their manager so that any reasonable adjustments can be put in place.

5.6 Ethnic origin

89.25% of staff describe themselves as from a White British background, with 10.75% from other backgrounds. This can be compared to the population of the Borough – the 2011 census showed that in Runnymede 89% of residents were from a white background and 11.1% from other backgrounds.

Ethnic origin	Staff numbers	Proportion of staff
White British	357	89.25%
White Other	19	4.75%
White Irish	4	1%
Asian or Asian British Indian	7	1.75%
Mixed white and black African	1	0.25%

Black or Black British Caribbean	3	0.75%
Asian or Asian British Pakistani	0	0.0%
Mixed white and Asian	2	0.50%
Chinese or other ethnic group	2	0.50%
Black or Black British African	5	1.25%



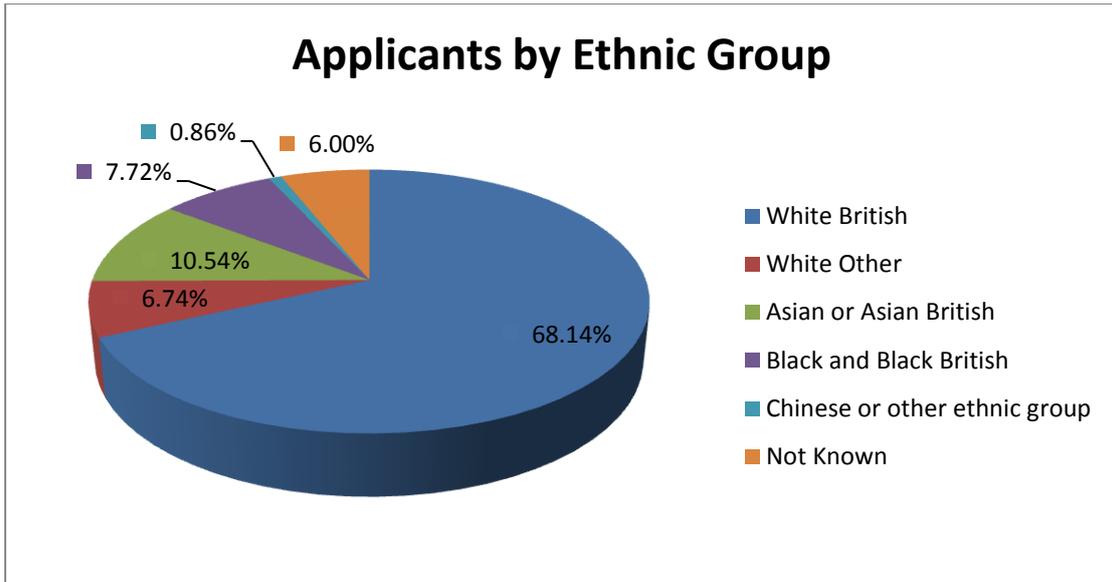
5.7 Pregnancy and maternity

There were 10 staff taking maternity leave in 2014, some of whom are still away from work.

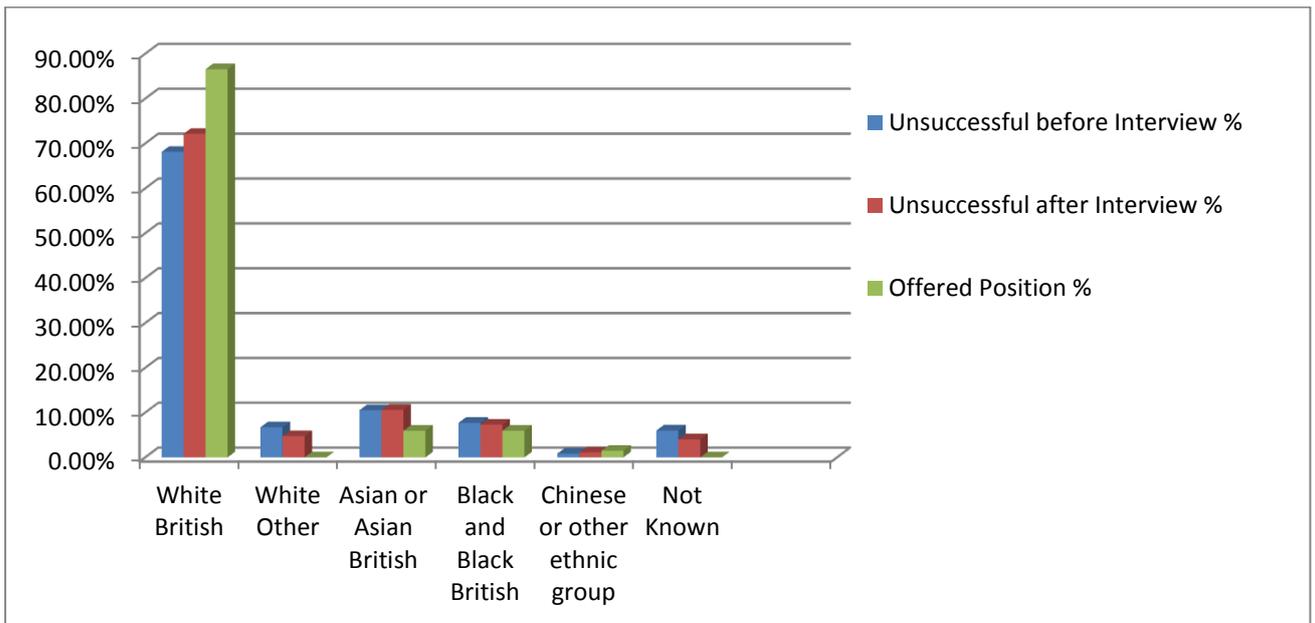
There were 6 women due to return to work in 2014 following their maternity leave. All returned to work following maternity, in the same role but on reduced hours.

5.8 Recruitment

Out of 816 applicants during 2014, 556 were White British (68.14%), 55 (6.74%) were White Other, 63 (7.72%) were Black or Black British, 86 (10.54%) were Asian or Asian British, 7 (0.86%) were Chinese or other and 49 (6%) did not disclose their ethnicity.

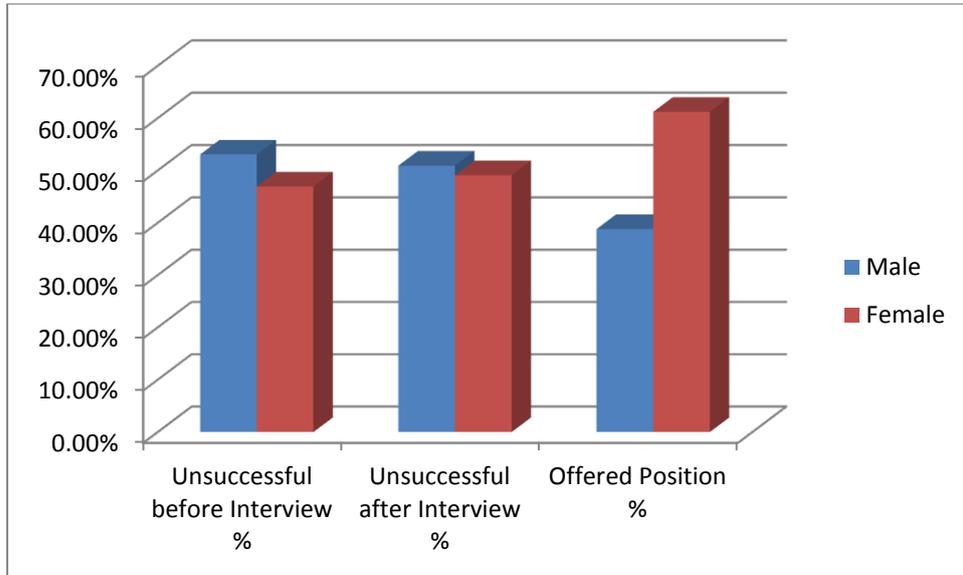


Applicants for vacancies, those shortlisted for interview and those offered positions at Runnymede Borough Council have been broken down by ethnic group in the following chart:



Of the 816 applicants, 38 declared themselves as disabled. Of those 38 (4.65% of all applicants), 29 were unsuccessful before interview, 8 were unsuccessful after interview and 1 got offered a position.

Of the 816 applicants, 383 (46.94%) were women and 433 (53.06%) were male. Based on gender, those who were unsuccessful before interview, those who were unsuccessful after interview and those who got offered positions at Runnymede are shown in the chart below.



This is a significant increase in recruitment activity compared to the previous year. The 816 applications were for 71 vacancies, compared to the previous year figure of 569 applicants for 46 vacancies.

5.9 Dismissals and other reasons for termination

80 staff left Runnymede's employment in 2014 (69 from a white British background, 11 from other backgrounds). This compares to 51 leavers in the previous year.

Staff left for the following reasons:

Reason for leaving	Numbers of leavers
Dismissal (discipline / capability)	2
Dismissal (redundancy)	30
Ill-health retirement	1
Early retirement	4
Retirement	12
TUPE Transfer	1
Death in service	1
Voluntary resignation	25
Settlement Agreement	1
End of Temporary Appointment	3

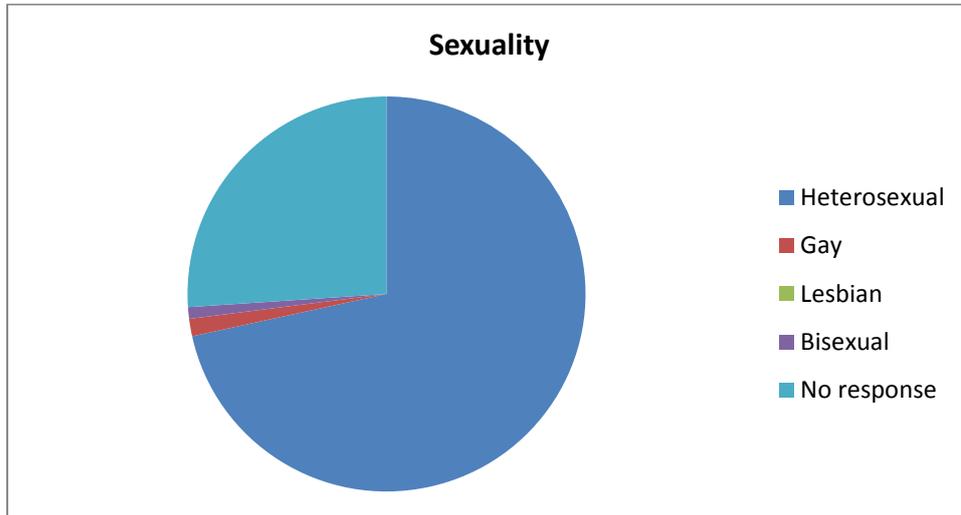
5.10 Other protected characteristics

Staff are encouraged to raise any issues or concerns with their manager, which will include any issues for transsexual staff. Unisex and disabled toilet facilities are available for all staff. Staff who wish to have time off work for religious observances can discuss their needs with their managers and may

be granted time off (using leave or adjustments to working time) providing it is possible without detriment to service-provision.

Sexuality

Out of 211 respondents to the latest Staff Survey there are 151 heterosexual members of staff, 3 gay, 0 lesbian and 2 bisexual. 55 of the respondents chose not to answer.



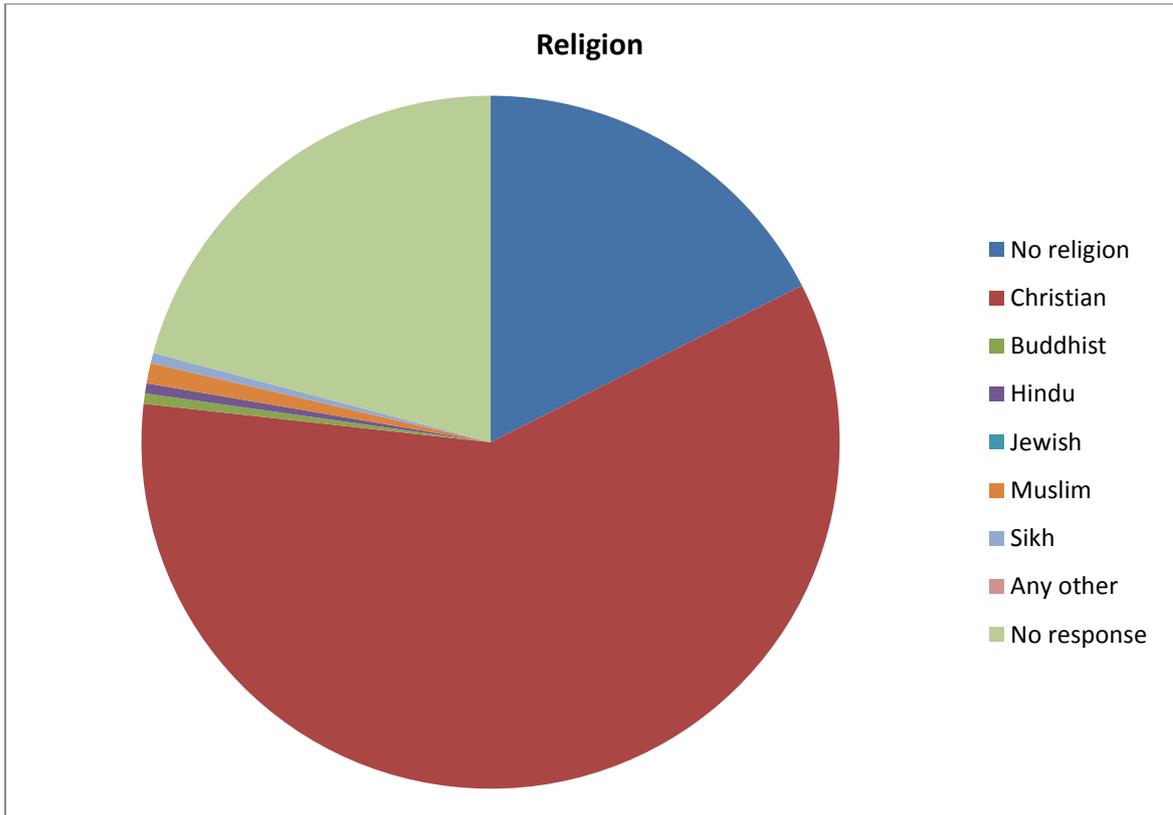
Transgender

Of the total 211 respondents, numbers undergoing, or having had gender reassignment treatment was 3, 1.42% of respondents.

Religion

There were 211 respondents in the staff survey on religion. The % below are based on the total respondents not the total members of staff.

No religion	37	17.5%
Christian	125	59.2%
Buddhist	1	0.5%
Hindu	1	0.5%
Jewish	0	0
Muslim	2	1.0%
Sikh	1	0.5%
Any other	0	0
No response	44	20.8%



6 Updating and publishing workforce monitoring information

Workforce monitoring data will be updated annually and published on the Runnymede Borough Council website.

February 2015