

# **Equalities in Employment Annual Monitoring Report**

**2008 / 2009**

Version 4 Final

**Contact**

**Produced by: Mike George HR Analyst**

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## Foreword

As Peterborough City Council's lead Director for Equality and Diversity, I am pleased to present our annual equalities monitoring report which sets out the trends in employment over the past 12 months across important areas of equality and diversity.



We are committed to valuing the diversity and talents of all our employees, our customers and partners. The communities we serve are diverse and it is important that our workforce reflects the diversity of the city of Peterborough. We remain firmly committed to eliminating unlawful discrimination, promoting equal opportunities and promoting good relations between people of all backgrounds.

The Council has, over the past 12 months, responded to the challenges of the economic climate and financial constraints in which services are delivered. These challenges have prompted changes in our workforce, through for example a voluntary redundancy programme. The data and trends you will read in this report reflect the changes that have taken place and we continue to actively monitor the impact that changes have on all of our employees, particularly those from minority groups.

We have made the decision to move away from a structure that focuses a small group of people on equality and diversity issues, in order that our work on equalities becomes part of everyone's role at the Council. I chair a new Equality and Diversity Group of senior managers from each department. Over the coming months we will be focusing on the trends presented in this report to understand what we do well and where we need to improve, as well as working towards the new equalities framework for Local Government and understanding the changes that the Equalities Bill will bring.

**Denise Radley**  
**Director of Adult Social Services**

## 1. PURPOSE AND SCOPE OF REPORT

This report provides the breakdown of staff in Peterborough City Council in terms of ethnicity, gender, age and disability and identifies trends. Peterborough City Council has published annual monitoring reports since 2004.

This report addresses the following areas [as detailed in the Race Relation (Amendment) Act 2000]

- Staff in post
- Applicants for employment, training and promotion
- Staff receiving training
- Staff who benefit or suffer detriment as a result of Performance Assessments
- Staff involved in grievance procedures
- Staff subject to disciplinary procedures
- Staff ceasing employment

The statistics are as at 31st March 2009, or cover activity over the 2008 / 09 financial year.

## 2. STAFF NUMBERS

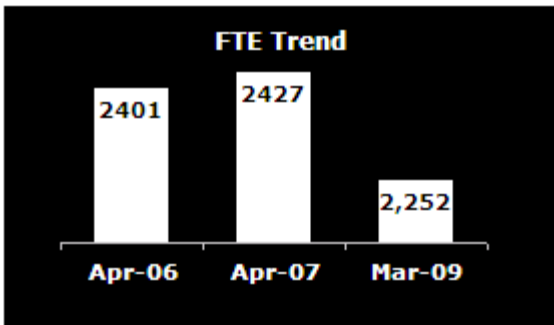
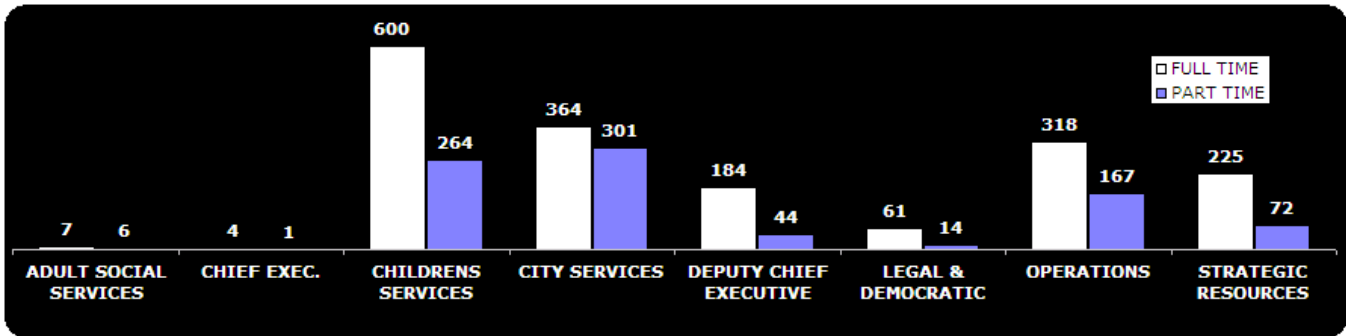
Peterborough City Council employed 3,174 people as at 31st March 2009 and a breakdown by department is shown in Table 1. This represents a 7.2% decrease in 'full time equivalent' staff in comparison with the last year's figure. This is partly due to the transfer under TUPE of services outside of the Council and partly due to efficiency savings being generated within the Council.

Table N1: Overall staff Numbers by Department

Service	FTE 31/03	HEAD COUNT	Breakdown of Headcount				
			CASUAL	FULL TIME	PART TIME	PERM	TEMP
ADULT SOCIAL SERVICES	11.1	13		7	6	13	
CHIEF EXEC.	4.7	5		4	1	5	
CHILDRENS SERVICES	771.0	940	76	600	264	786	78
CITY SERVICES	501.8	724	59	364	301	649	16
DEPUTY CHIEF EXECUTIVE	212.7	230	2	184	44	191	37
LEGAL & DEMOCRATIC	68.3	284	209	61	14	74	1
OPERATIONS	412.9	681	196	318	167	461	24
STRATEGIC RESOURCES	269.8	297		225	72	284	13
Total	2,252.3	3174	542	1763	869	2463	169

**N.B Adult Social Services is part of NHS Peterborough and is not covered by this report. A small number of staff are seconded from the City Council to the Mental Health Trust and it is these staff shown above and covered by this report.**

**Fig N2 Full Time \ Part Time analysis**

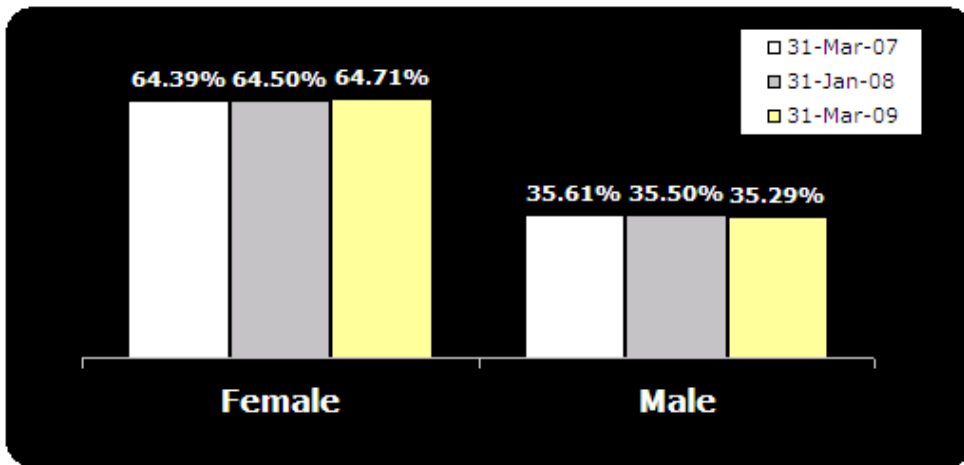


The Council's Full Time \ Part Time split shows a diversity of employment opportunities. The work life balance policy supports opportunities for those looking for flexible hours/working opportunities within business needs.

**Fig N3. FTE Trend**

### 3. GENDER ANALYSIS

**Fig G1: Gender Breakdown**



Over the last year the trend of small increases in the percentage of Women in the workforce overall has continued. [Fig G1]

Female staff make up a high percentage of part time staff but are also occupying more than half of full time roles. [Fig G2]

There are more females than males in every grade band except the Senior Manager Level [Fig G3], where the figure can be somewhat volatile as this is a smaller group of staff and a small change could have a significant impact. For the 'Women in Leadership' performance indicator [VFM S110] 51.61% of the top 5% of earners are female. Previous BVPI statistics have shown Peterborough has been above median performance at ensuring there is no 'glass ceiling' for female employees.

In recruitment, overall success rates are broadly equal in proportion to applications, but men are under represented in applications. [Fig G4]

In 08/09 a greater proportion of men were leavers from the authority in ratio to their representation

in the workforce. [Fig G5]

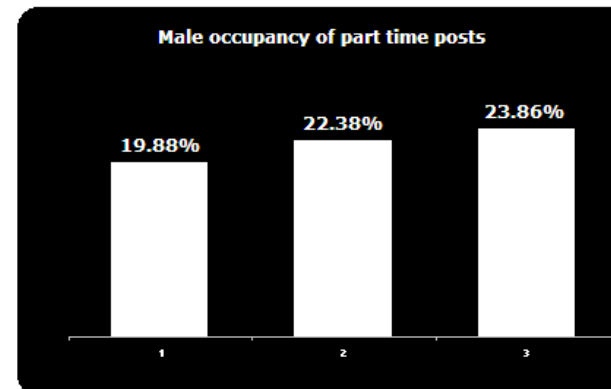
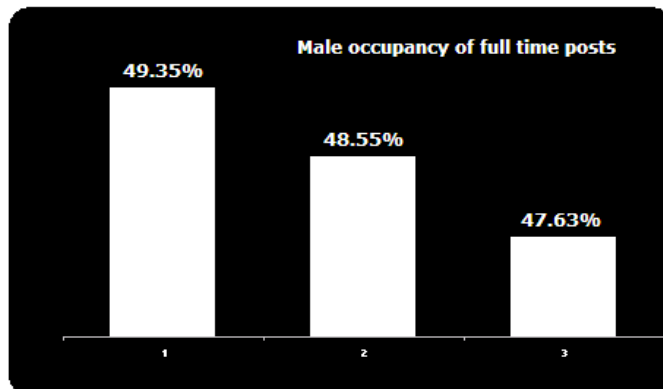
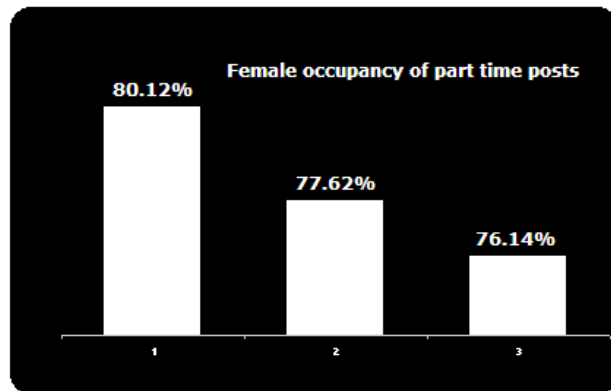
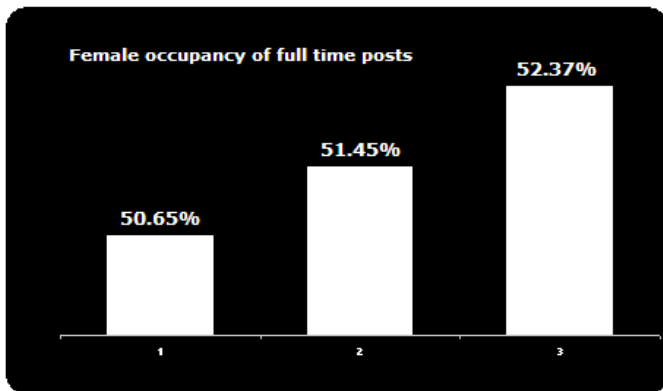
Training records available show a reasonably even access to training by Gender [Fig G6]

Disciplinary and Grievance rates as well as other case types are shown in Fig G7. As last year noticeably more males than females have been involved in disciplinary procedures, and more grievances have been brought by females. Given the relatively small number of cases these figures can be volatile. There were more cases this year - partly due to more robust reporting. The grievance rate fell during the year while there was an increase in disciplinary cases as management action has become more pro-active. The figures attempt to reflect the ongoing situation, they do not include special appeals etc. related to the job evaluation implementation, which will be evaluated separately.

### Full Time \ Part Time Staffing

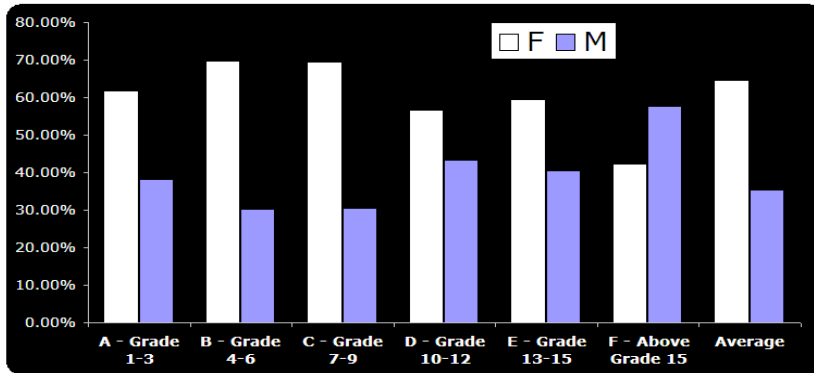
Fig G2 - % of full time and part time staff that were male and female over the last three years.

	Mar-07		Mar-08		Mar-09	
Hours	Female	Male	Female	Male	Female	Male
Full Time	50.65%	49.35%	51.45%	48.55%	52.37%	47.63%
Part Time	80.12%	19.88%	77.62%	22.38%	76.14%	23.86%



## Gender by Grade

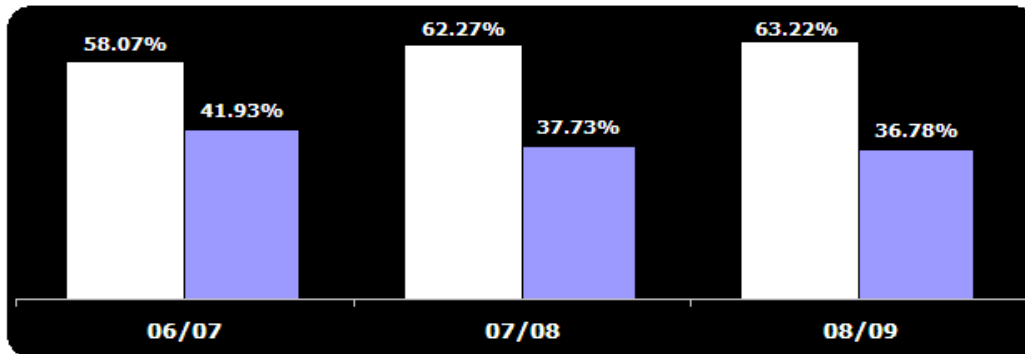
Fig G3 Gender Profile by Grade



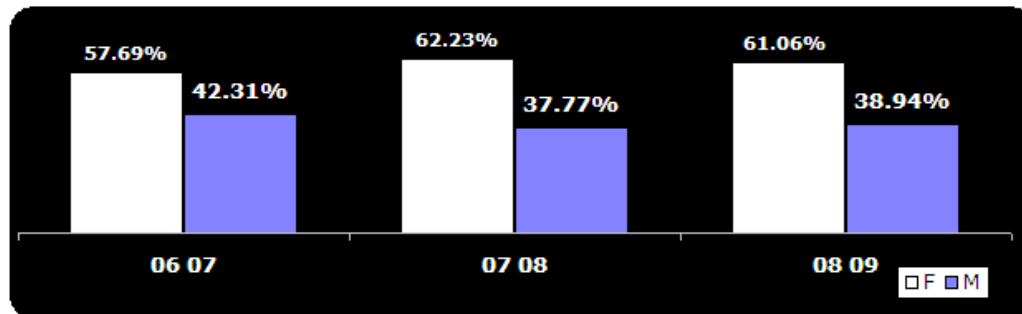
Grade band group	F	M
A - Grade 1-3	61.85%	38.15%
B - Grade 4-6	69.66%	30.34%
C - Grade 7-9	69.43%	30.57%
D - Grade 10-12	56.70%	43.30%
E - Grade 13-15	59.39%	40.61%
F - Above Grade 15	42.31%	57.69%
Average	64.71%	35.29%

## Recruitment

Fig G4 Percentage of applicants by Gender from central recruitment [excludes schools]

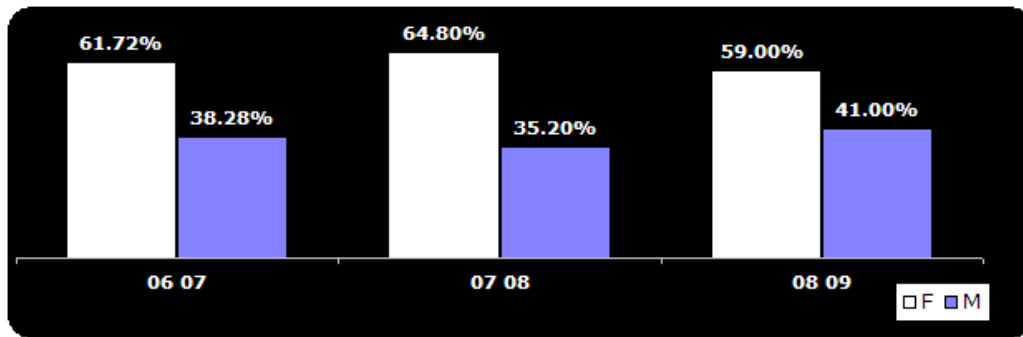


Percentage of new starters by Gender all payrolls



## Leavers

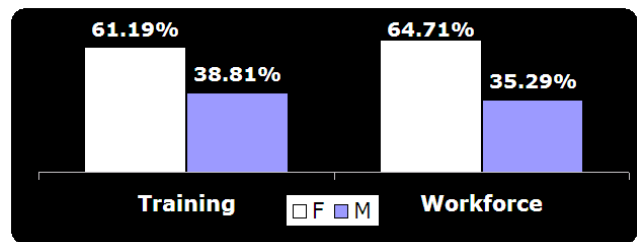
Fig G5 Percentage of Leavers by Gender



## Training

Fig G6 Breakdown of staff attending logged internal courses by gender.

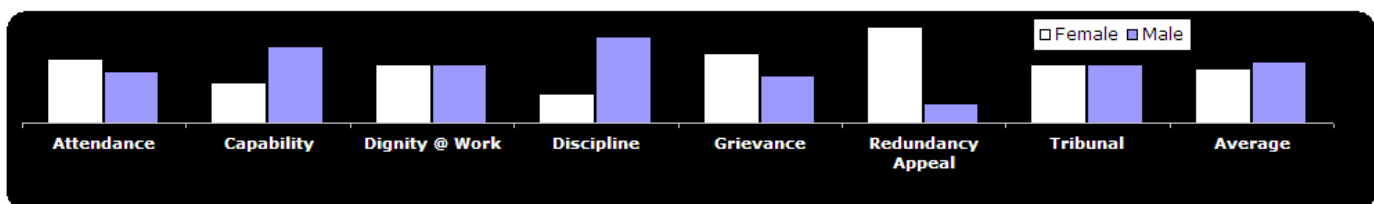
Gender	CHILDREN & SOCIAL CARE	CORPORATE	AVERAGE
F	84.69%	54.59%	61.19%
M	15.31%	45.41%	38.81%



## Employee Relations

Fig G7 - Cases by type and Gender

Type	Female		Male	
	No of cases	% of cases	No of cases	% of cases
Attendance	113.00	55.67%	90.00	44.33%
Capability	10.00	34.48%	19.00	65.52%
Dignity @ Work	2.00	50.00%	2.00	50.00%
Discipline	25.00	25.25%	74.00	74.75%
Grievance	22.00	59.46%	15.00	40.54%
Redundancy Appeal	5.00	83.33%	1.00	16.67%
Tribunal	2.00	50.00%	2.00	50.00%
Total \ Average	179.00	46.86%	203.00	53.14%
% of workforce	64.71		35.29	



## 4. Ethnicity Analysis

Fig E1: Percentage of Black, Asian and Minority Ethnic (BAME) Employees over 3 years

At	BAME	White	data coverage
31/03/2007	8.16%	91.84%	83.58%
31/03/2008	7.93%	92.07%	79.89%
31/03/2009	7.80%	92.20%	77.90%
Average	7.97%	92.03%	



BAME statistics in this report follows the normal census/local government performance indicator categories which considers non 'white' minorities and mixed origin staff. Therefore it does not include, for example, those of Irish, Eastern European or Traveller origin as minorities. This does not imply monitoring of such groups is unimportant but allows benchmarking on a like basis with other authorities.

For the last three years the trend shows a decrease in the BAME representation for the directorates of the authority. Previously the BVPI measures had been showing small increases as the ethnic diversity of schools staff had been growing.

In a time of low recruitment which we have now entered, the ability to influence diversity in recruitment is more limited. Ensuring equality in processes such as redundancy become paramount, and encouraging retention. Where BAME employees tend to be younger staff voluntary turnover tends to be higher.

If you look at the figures excluding Casuals and Reliefs [i.e. anyone with no set working hours] ethnic representation has risen from 6.90% to 7.04% over the last year. This suggests the main reason for the decrease is fluctuations in the casual workforce over the last year, rather than any issues, for example in the formal recruitment process. Performance indicators focus on employees who are permanent or temporary for more than one year.

Fig E2 shows a more detailed breakdown showing the categories recorded on the HR system. These are based principally on census groups but have been supplemented to be able to identify certain other groups that staff identify with. There could be merit in further expanding options in order to be able to identify, for example eastern European groups.

It would appear the representation of most minority groups has reduced slightly. However it should be noted that there has been a fall in the percentage of staff for whom data has been collected and therefore it is possible progress with new recruits has been masked. HR transactions need to ensure robust collection arrangements for new starters is in place. It is possible a survey could be conducted of those staff who do not seem to have provided data [though there is always their right not to disclose, the number of people positively opting not to disclose seems to have fallen].

There remains a higher concentration of BAME staff at Grades 1 to 3 and generally lower representation at higher paid levels. There is evidence the gaps are narrowing however. For example 48.2% of staff from an Asian background fell into Grade 1-3 band at 31/3/07 and this is now down to 42.42%. [E3]

The success rate for candidates is charted below [Fig E4] in relation to applications received, and starting employment with the Council. The figures show that applications from ethnic minorities have declined as a proportion of all applications and that the success rate is still lower for ethnic minority applicants. BAME employees were a higher proportion of new starters than in the previous year but still lower than in 06/07. The issues seem to be less with attracting applications but with ensuring a level playing field for applicants. Managers are required to recruit the 'best candidate' in any recruitment exercise and the council recruitment process is based on scored evaluation of candidates against pre-defined criteria to encourage fairness and objectivity. Comparison of applicants and starters is only an approximate analysis and no data is currently available to assess individual reasons for non appointment. More exact comparison would require additional data to be collected from managers and recorded on the recruitment system.

The leavers table [Fig E5] shows that minority staff have been increasing as a percentage of all leavers, but still at a lower rate than would be representative.

The training graph [Fig E6] shows the percentage of training courses completed by ethnic minority staff. The level is similar to previous years and shows staff of ethnic minority origin are less likely to be participants in internal training courses. However, this is likely to be indicative of a general issue of BAME representation in management, since the leadership programme has been the major focus of learning and development activity included in the figures. As explained in the statistical section, only a relatively small percentage of training activity can be captured. All staff receive review and development meetings with their manager during which training requirements and plans are agreed.

E7 shows that staff from an ethnic minority were less likely than average to be involved as the subject of an employee relations matter overall. However they were more likely to have raised a grievance or been subject of a disciplinary process. Caution should be taken in interpreting such figures as they are based on a small number of cases and will be somewhat volatile. In 08/09 one case was recorded as a racial incident.

Fig E2 Breakdown of Minorities with three year trends

Ethnic Group	Number of appointments			Percentage of workforce		
	31-Mar-07	31-Mar-08	31-Mar-09	31/03/2007	31/03/2008	31/03/2009
Asian/Asian British - Indian	74	81	73	2.04%	2.17%	2.00%
Asian/Asian British - Kashmiri	13	9	10	0.36%	0.24%	0.27%
Asian/Asian British - Other	15	14	13	0.41%	0.38%	0.36%
Asian/Asian British - Pakistani	37	40	36	1.02%	1.07%	0.99%
Black/Black British - African	32	28	24	0.88%	0.75%	0.66%
Black/Black British - Caribbean	16	17	19	0.44%	0.46%	0.52%
Black/Black British - Other	7	7	5	0.19%	0.19%	0.14%
Data not received	113	267	354	3.12%	7.16%	9.71%
Elected not to state	398	357	306	10.99%	9.58%	8.39%
Mixed Origin - Other	13	10	11	0.36%	0.27%	0.30%
Mixed Origin - White and Asian	8	3	4	0.22%	0.08%	0.11%
Mixed Origin - White and Black African	7	5	3	0.19%	0.13%	0.08%
Mixed Origin - White and Black Caribbean	16	15	13	0.44%	0.40%	0.36%
Other Minority - Chinese	6	9	11	0.17%	0.24%	0.30%
Other Minority - Other	10	8	11	0.28%	0.21%	0.30%
White - British, English, Scottish, Welsh	2648	2643	2541	73.09%	70.91%	69.67%
White - Irish	29	29	26	0.80%	0.78%	0.71%
White - Italian	25	32	26	0.69%	0.86%	0.71%
White - Other	143	135	140	3.95%	3.62%	3.84%
White - Portuguese	12	17	20	0.33%	0.46%	0.55%
White - Traveller	1	1	1	0.03%	0.03%	0.03%
<b>Grand Total</b>	<b>3623</b>	<b>3727</b>	<b>3647</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>

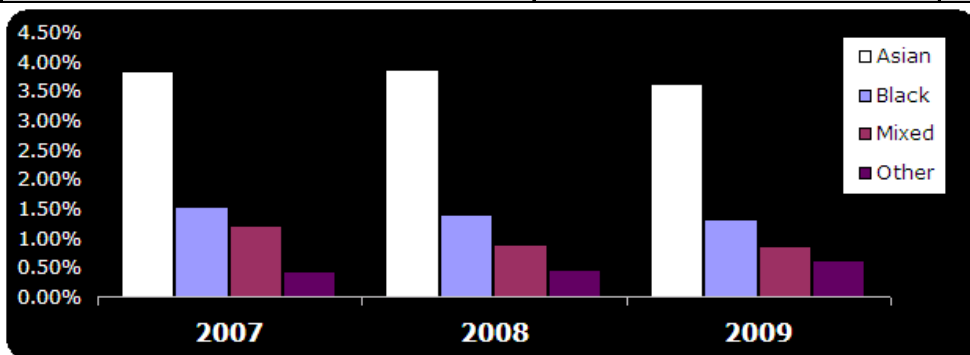


Fig E3 Breakdown of Minorities by Grade at 31/03/09

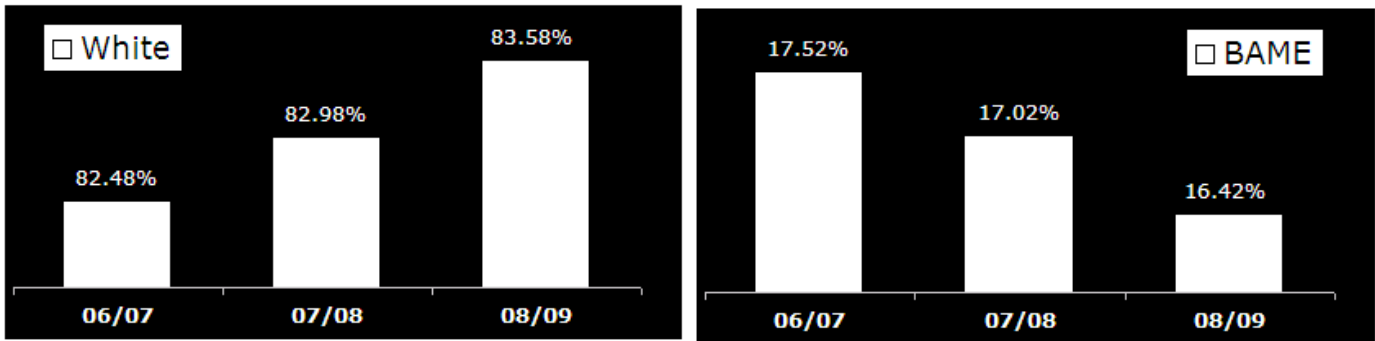
Grade band group	Asian	Black	Mixed	Other	White
A - Grade 1-3	42.42%	33.33%	19.35%	63.64%	24.07%
B - Grade 4-6	27.27%	22.92%	41.94%	9.09%	30.97%
C - Grade 7-9	16.67%	27.08%	25.81%	18.18%	24.11%
D - Grade 10-12	9.85%	12.50%	6.45%	9.09%	12.85%
E - Grade 13-15	3.03%	4.17%	3.23%	0.00%	6.35%
F - Above Grade 15	0.76%	0.00%	3.23%	0.00%	1.63%
<b>Grand Total</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>

E3 shows the % of staff for each origin falling in each band. So for example, 6.35% of staff identifying as white are on a pay scale equating to grade 13-15 where as only 3.03% of Asian Staff fell into the same band.

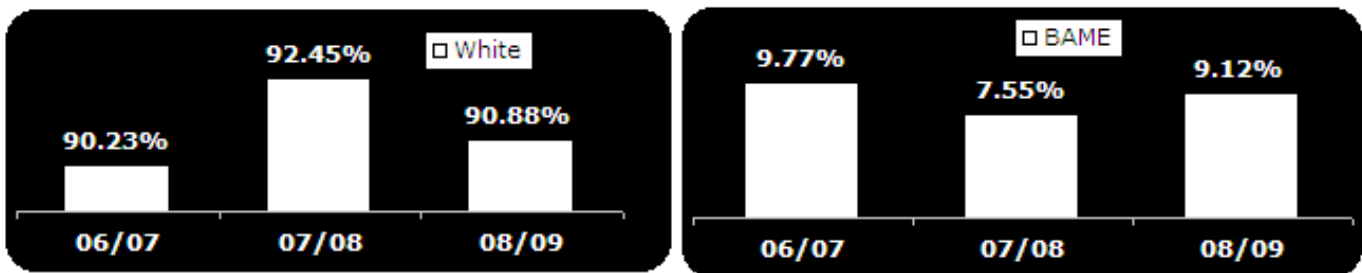
## Recruitment & Selection

Fig E4 - 3 Year Trend - percentage of applications and new starters from Ethnic Minorities.

### Applicants



### New Starters

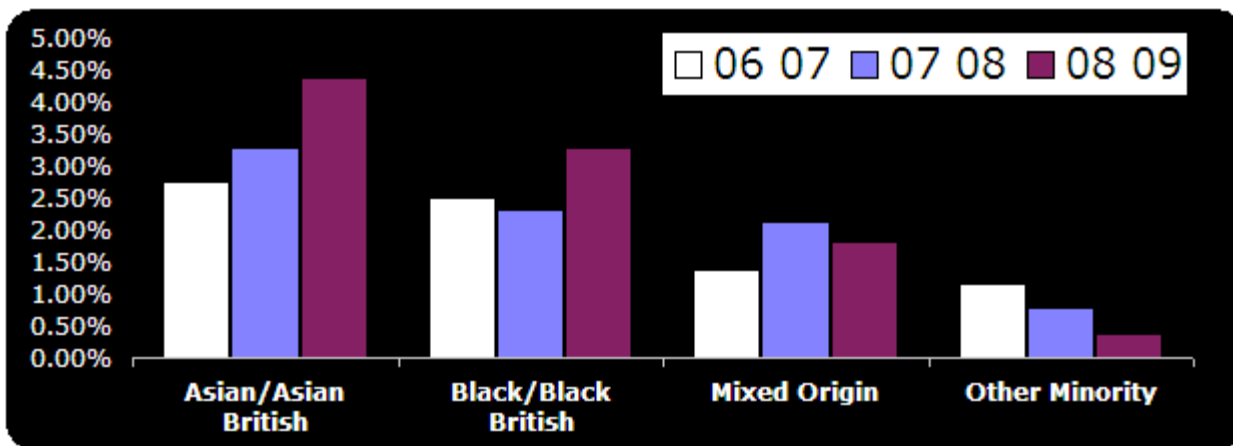


## Leavers

Fig E5 - Leavers three year trend - percentage by ethnic groups.

Ethnic Origin	Year Left		
	06 07	07 08	08 09
Asian/Asian British	2.74%	3.29%	4.38%
Black/Black British	2.51%	2.33%	3.28%
Mixed Origin	1.37%	2.13%	1.82%
Other Minority	1.14%	0.78%	0.36%
White	92.24%	91.47%	90.15%
Grand Total	100.00%	100.00%	100.00%

Fig E5 shows the percentage of leavers during the year from each Group. e.g. in the 08/09 financial year 3.28% of leavers with a recorded origin were from Black \ Black British origins.



## Training

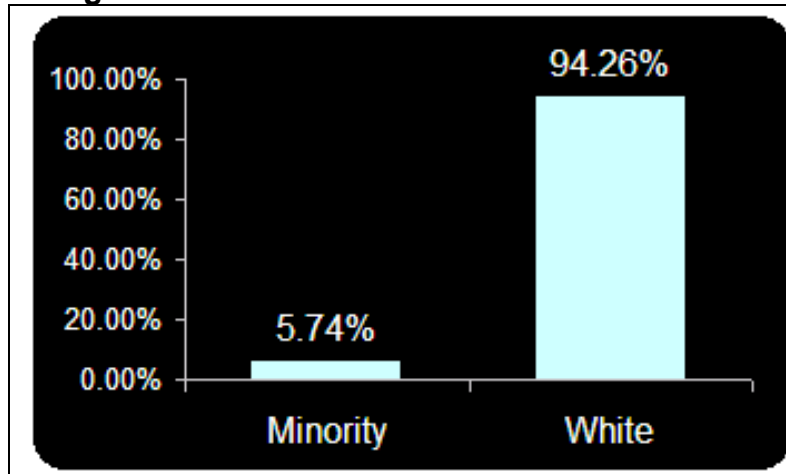


Table E6 shows the breakdown of staff attending logged internal courses by ethnicity.

## Employee Relations

E7 HR Case records 2008/09

Group	Attendance	Capability	Dignity @ Work	Discipline	Grievance	Redundancy Appeal	Tribunal	Total
Asian/Asian British - Indian	1.5%	3.7%						1.1%
Asian/Asian British - Other	0.5%							0.3%
Asian/Asian British - Pakistani	0.5%			4.3%				1.4%
Black/Black British - African		7.4%	33.3%	2.2%	8.6%			2.2%
Black/Black British - Other						16.7%		0.3%
Mixed Origin - White and Asian				1.1%				0.3%
Mixed Origin - White and Black African				2.2%				0.6%
Mixed Origin - White and Black Caribbean					2.9%			0.3%
Other Minority - Other	1.0%							0.6%
White - British English Scottish Welsh	91.3%	85.2%	66.7%	89.1%	85.7%	83.3%	75.0%	89.2%
White - Irish	1.0%						25.0%	0.8%
White - Other	4.1%	3.7%		1.1%	2.9%			3.0%
Grand Total	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

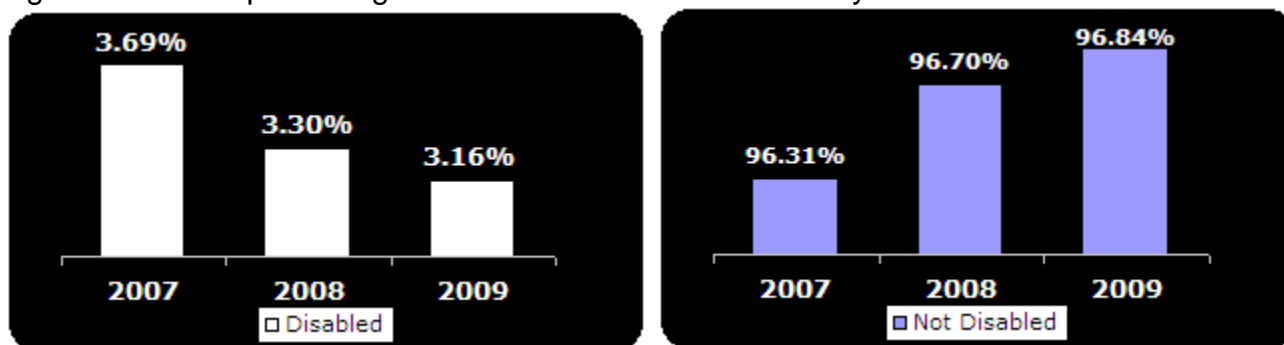
### Summary

Group	% of workforce	% of all cases	% of disciplinaries	% of grievances
White	92.20%	93.1%	90.2%	88.57%
BAME	7.80%	6.9%	9.8%	11.4%

## 5. DISABILITY ANALYSIS

The three year trend shows a decrease from 3.69% of staff to 3.16% for Council Directorates [Fig D1]. Percentages are shown by Directorate [D2]. Most directorates have had a small decline in numbers. Numbers in City Services have reduced, largely due to employment scheme placements reducing with companies in Peterborough as a result of economic conditions. More or less the same ratio exists in City Services as in the previous years as a result of reduced employee numbers [e.g. as a result of TUPE transfers.]

Fig D1: Trend in percentage of staff with a declared disability.



There is a higher percentage of disability among BAME staff, though the small numbers may not make this statistically significant [Fig D5]

Fig D4 gives the percentage of employees, with a declared disability within job grades ranges. While there is a concentration of employees with a disability in Grades 1-2, there is also a fair spread of employees across the grade ranges.

The percentage of staff who have declared whether they have a disability or not currently stands at around 75%. This needs to be reviewed to ensure robust procedures are in place for asking starters to declare and that this is recorded. Disabilities also develop and recede which is why

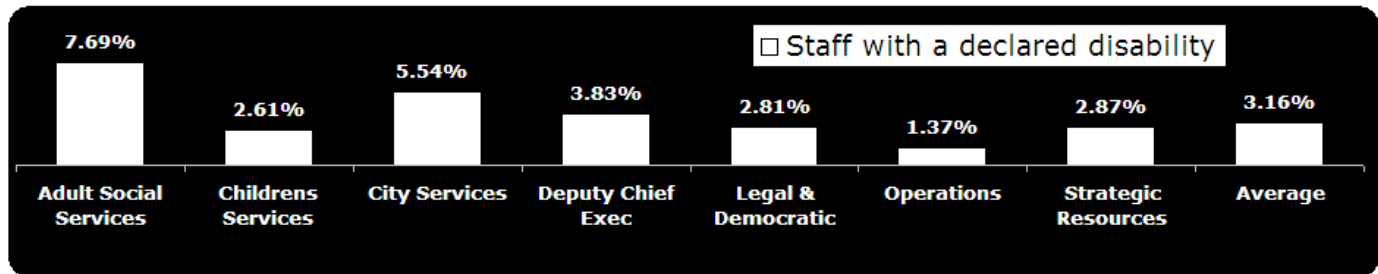
performance indicators require that every two years a resurvey is carried out. This will be done in 2009/10.

Fig D6 compares applicants with a disability with starters with a disability to look at application success rates. There were less applicants with a disability in 08/09. The percentage of starters with a disability rose over 07/08 but was still lower than in 06/07. Of those who applied the likelihood of appointment improved over the previous year. The change in mix will partly be due to current economic conditions and the reduction in vacancies, with a growing number of applicants per vacancy. Applicant rates were still about 06/07 levels. It was noticeable 47% of new starters do not have a recorded disability declaration. This will be picked up via our two yearly survey, but we will also work to ensure that a complete equality form is collected from every starter, even if their election is to exercise their right to not disclose. Leavers with a disability reduced over the previous year as a percentage of all leavers.

Participants in training with a disability rose to 2.91% against 2.81% previously [Fig D8]. This will not be fully representative as training data which can be captured focuses on Leadership programmes and Children's Social Care.

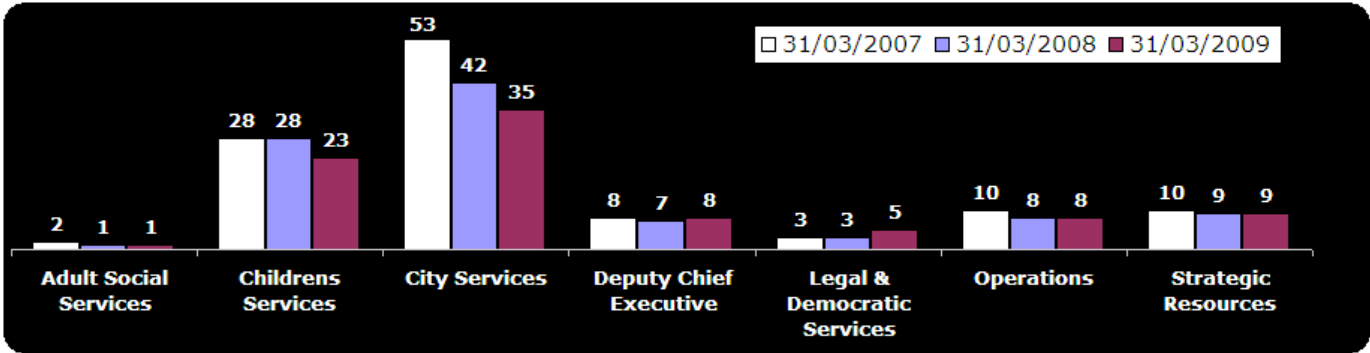
Fig D9 shows a falling and less than proportionate number of staff with a disability were involved in disciplinary or grievance cases in 08/09.

Fig D2 Percentage of Employees with a declared disability by Department 31/3/09



Disability Description	Adult Social Services	Childrens Services	City Services	Deputy Chief Exec	Legal & Democratic	Operations	Strategic Resources	Average
Staff with a declared disability	7.69%	2.61%	5.54%	3.83%	2.81%	1.37%	2.87%	3.16%
No of staff declared	1	23	35	8	5	8	9	89

Fig D3 Departmental three year trend in number of employees with a disability.



### Grades

Fig D4 - Employees, with a declared disability by grade at 31/03/09.

Disability Description	A - Grade 1-3	B - Grade 4-6	C - Grade 7-9	D - Grade 10-12	E - Grade 13-15	F - Above Grade 15
With a declared disability %	5.21%	2.43%	2.06%	3.98%	2.65%	2.13%
With a declared disability No	32	21	15	15	5	1

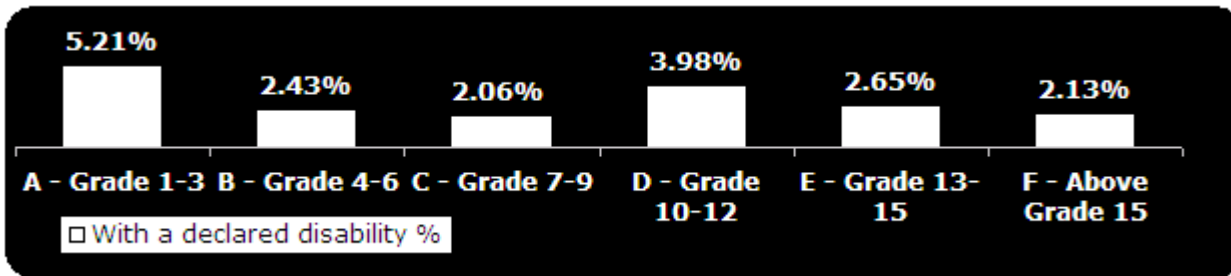
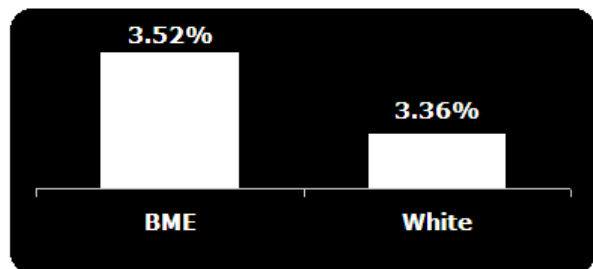


Fig D5 Number and Percentage of Employees with a declared Disability by Ethnicity 31/03/09

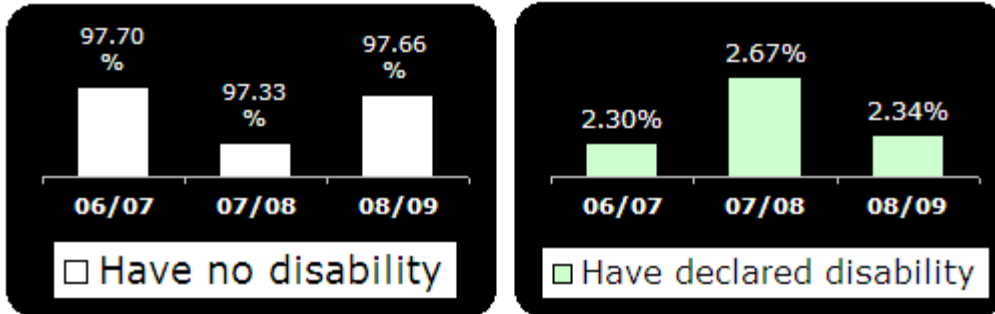
Ethnic Group	Number of staff with declared disability	Percentage of ethnic group
Asian	4	4.88%
Black		0.00%
Mixed		0.00%
Not stated	3	1.13%
Other	1	11.11%
White	81	3.36%
Grand Total	89	3.16%



## Recruitment & Selection

Fig D6 - Applicants and Starters with a disability three year analysis

### Applicants



### Starters

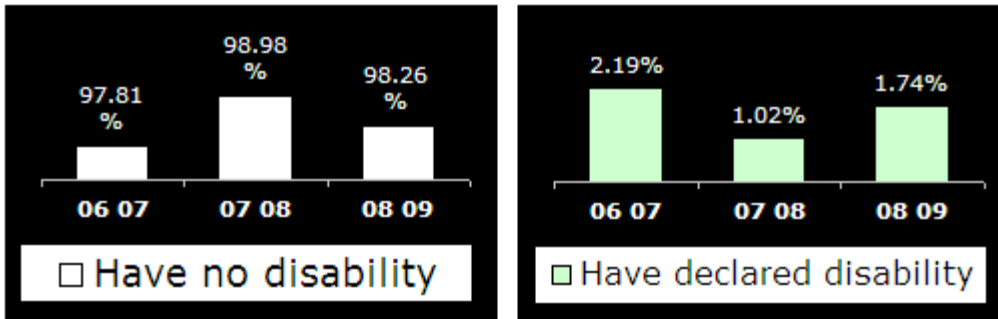
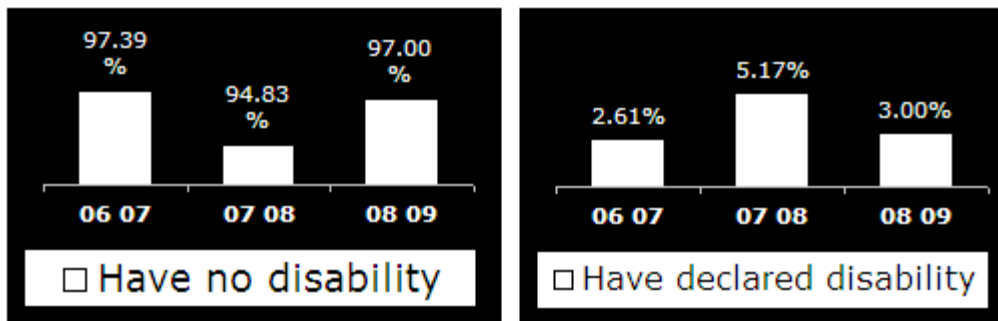
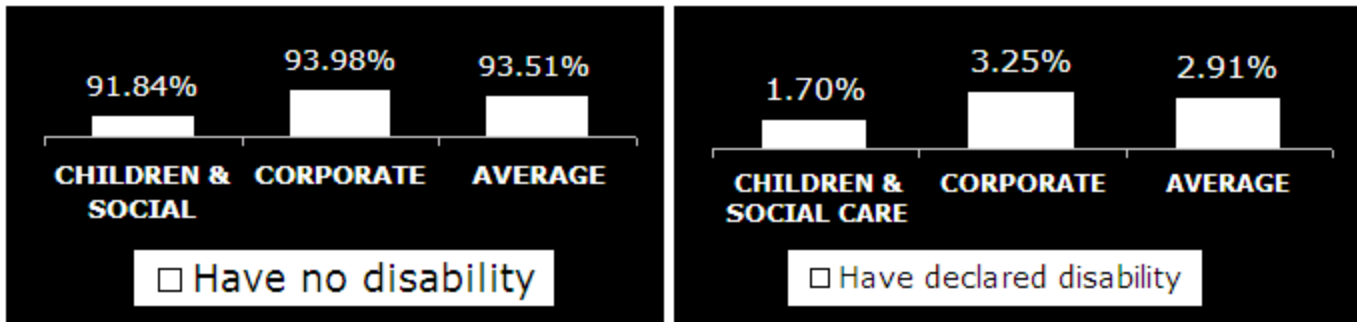


Fig D7 - Leavers with a disability three year analysis



## Training

Fig D8 - Training courses completed by disability



## HR Case Management

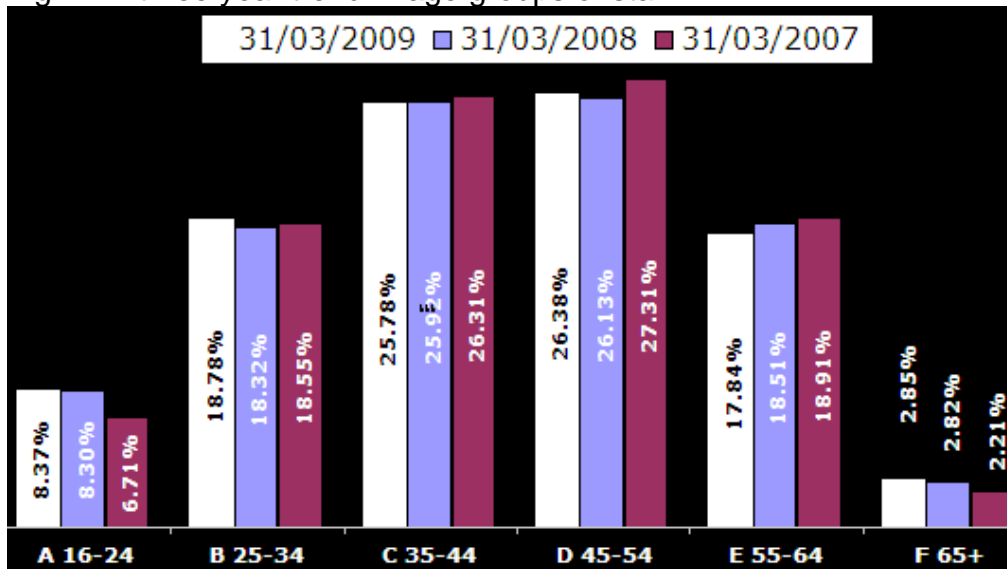
Fig D9 - Involvement of staff with a disability in disciplinary and grievance cases.

Disability	Capability	Dignity @ Work	Discipline	Grievance	Tribunal	All
Have no disability	93.10%	100.00%	98.99%	100.00%	100.00%	98.27%
Have declared disability	6.90%	0.00%	1.01%	0.00%	0.00%	1.73%
Grand Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

## 6. AGE ANALYSIS

Fig A1 shows the age profile and how it has changed over the last three years. Generally there has been a slow trend towards more staff being in the 35 to 64 ranges with declines in 16 to 24 year olds and over 65s. This is a challenge for workforce planning, and similar to the workforce pattern in similar authorities. Having opportunities for younger people is important in building a long term stability into the workforce. As an equality issue it is important there is no age bias occurring in recruitment and that employees reaching sixty five are aware off their right to request employment past the normal retirement date. We have a robust process through which all our employees can request to work beyond age 65.

Fig A1 - three year trend in age groups of staff.



The age profile of employees by Department as at 31/03/09 is as per Fig A2.

Fig A2

Directorate	A 16-24	B 25-34	C 35-44	D 45-54	E 55-64	F 65+	Total
Adult Social Services			15.4%	38.5%	46.2%		100%
Chief Executive			50.0%	50.0%			100%
Childrens Services	5.7%	22.3%	27.0%	27.9%	16.2%	0.9%	100%
City Services	3.9%	11.5%	25.6%	33.2%	23.5%	2.2%	100%
Deputy Chief Exec	4.7%	29.9%	29.4%	25.2%	10.7%		100%
Legal & Democratic	5.8%	13.1%	18.9%	23.7%	24.8%	13.6%	100%
Operations	20.5%	19.9%	23.7%	18.8%	13.9%	3.1%	100%
Strategic Resources	4.7%	24.8%	33.0%	24.2%	12.9%	0.3%	100%
Total	8.4%	18.8%	25.8%	26.4%	17.8%	2.9%	100%

The 20% of young people in operations is largely linked to young people in casual appointments in the areas of Sports, Libraries and Theatre. The 13% over 65 in Legal and Democratic is mainly due to the inclusion of casual Elections Staff in the payroll. The Returning Officer is the employer in this case and not the

Council, however they have been included to represent the range of employments the council administers.

FigA3 is an approximate comparison with applicants for jobs compared with actual starters on the payroll. The youngest group appears to be becoming less successful as do the 35-44 age group, but other groups are doing better. There is no standing data available investigating reasons for non appointment in different groups, or progress in through the stages of recruitment and clearly the mix of individuals, experience and qualification of advertised vacancies will vary over time. This data, and possibly more detailed study will need to be considered when looking at the equality impact of changes in recruitment practices.

Fig A4 shows leavers tend to be a smaller percentage of older age bands due to younger people generally changing jobs more frequently. Percentage of staff in older groups among leavers was noticeably higher this year and would to some extent reflect voluntary redundancy and TUPes during the year.

Fig A5 Breaks down Grievance and Disciplinary Cases etc. Broadly the occurrence of cases is reasonably in line with the age profile of the organisation though the 25-34 age range appear to have a proportionally high volume of cases in a number of areas, though the relatively small number of cases does make figures volatile.

Broadly there is a similar trend between participation and the age bands of the workforce. Given that the focus in recorded corporate courses has been on leadership development it is expected that there is a slight bias towards the 25-54 groups. [Fig A6]

## Recruitment and Selection

Fig A3 – Comparison of Applicants and Starters

Percentage of applicants \ starters by Age Group from central recruitment

### Applications

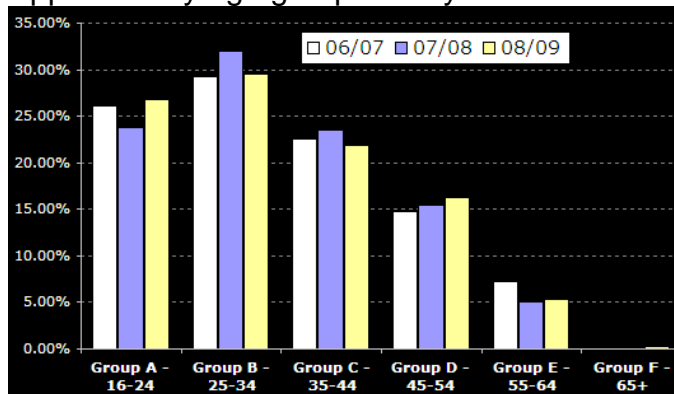
Financial Year	Group A - 16-24	Group B - 25-34	Group C - 35-44	Group D - 45-54	Group E - 55-64	Group F - 65+
06/07	26.08%	29.26%	22.52%	14.76%	7.25%	0.13%
07/08	23.83%	32.03%	23.54%	15.41%	5.06%	0.13%
08/09	26.85%	29.51%	21.88%	16.24%	5.29%	0.24%
Direction of travel	↑	↑	↓	↑	↓	↑

### Starters in year

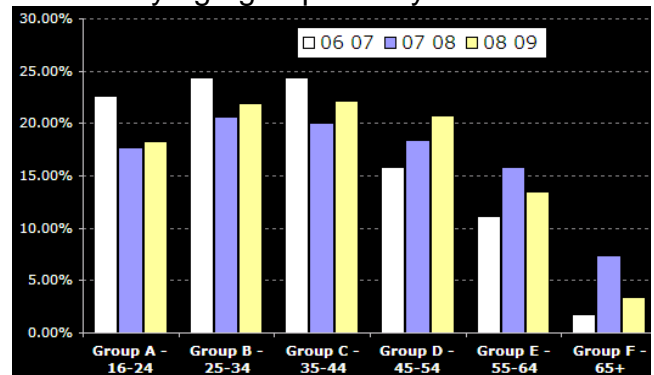
Start Year	Group A - 16-24	Group B - 25-34	Group C - 35-44	Group D - 45-54	Group E - 55-64	Group F - 65+
06 07	22.65%	24.36%	24.36%	15.81%	11.11%	1.71%
07 08	17.70%	20.57%	20.10%	18.42%	15.79%	7.42%
08 09	18.31%	21.93%	22.17%	20.72%	13.49%	3.37%
Total	19.03%	21.93%	21.84%	18.74%	13.87%	4.59%
Direction of travel	↓	↓	↓	↑	↑	↑

Comment	Group A - 16-24	Group B - 25-34	Group C - 35-44	Group D - 45-54	Group E - 55-64	Group F - 65+
	More Apps Less Starters	More Apps More Starters	Less Apps Less Starters	More Apps More Starters	Less Apps More Starters	More Apps More Starters

Applicants by age group three year trend



Starters by age group three year trend



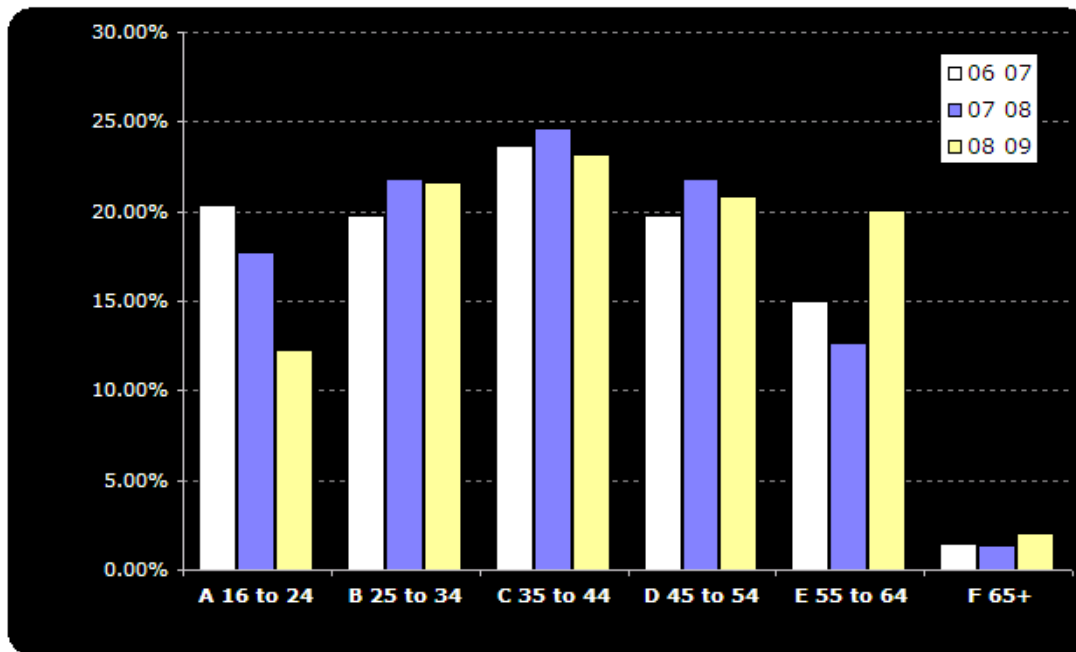
## Leavers

Fig A4 - Leavers from the organisation by age group compared with make up of work force.

Year Left	A 16 to 24	B 25 to 34	C 35 to 44	D 45 to 54	E 55 to 64	F 65+	Number
06 07	20.33%	19.78%	23.63%	19.78%	15.02%	1.47%	546
07 08	17.76%	21.81%	24.61%	21.81%	12.62%	1.40%	642
08 09	12.23%	21.63%	23.20%	20.85%	20.06%	2.04%	638
Average	16.59%	21.14%	23.82%	20.87%	15.94%	1.64%	1826

% of workforce at 31/03/09	8.37%	18.78%	25.78%	26.38%	17.84%	2.85%
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Direction of travel

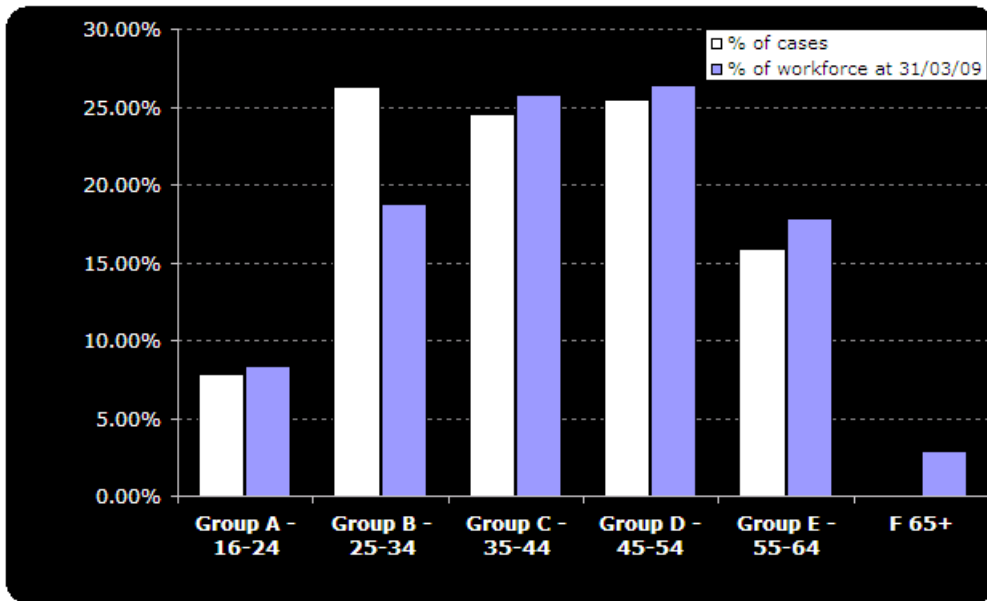


## Grievance, Disciplinary and other Cases

Fig A5 - number and percentages of cases started in the year broken down by age.

SubType	age group						Cases
	Group A - 16-24	Group B - 25-34	Group C - 35-44	Group D - 45-54	Group E - 55-64	F 65+	
Attendance	6.06%	25.25%	23.23%	26.26%	19.19%		198.00
Capability		25.93%	29.63%	33.33%	11.11%		27.00
Dignity @ Work		33.33%	33.33%		33.33%		3.00
Discipline	16.84%	29.47%	23.16%	17.89%	12.63%		95.00
Grievance		22.86%	31.43%	37.14%	8.57%		35.00
Average	7.82%	26.26%	24.58%	25.42%	15.92%		365.00

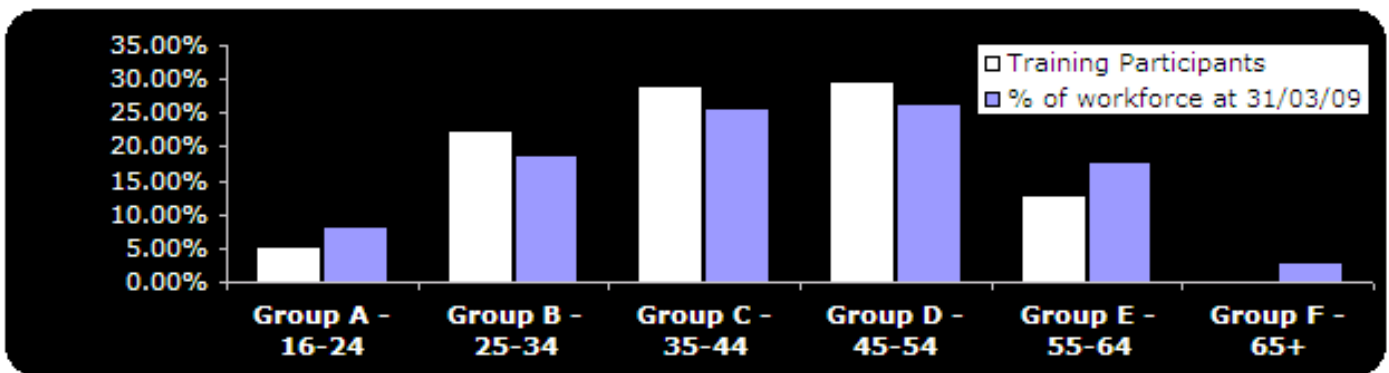
% of workforce at 31/03/09	8.37%	18.78%	25.78%	26.38%	17.84%	2.85%
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## Training

Fig A6 Age analysis of participants in recorded central training courses.

Age Group	Group A - 16-24	Group B - 25-34	Group C - 35-44	Group D - 45-54	Group E - 55-64	Group F - 65+	Number
Training Participants	5.26%	22.57%	29.21%	29.68%	12.98%	0.31%	647
% of workforce at 31/03/09	8.37%	18.78%	25.78%	26.38%	17.84%	2.85%	



## 7. SCHOOLS ANALYSIS

Traditionally schools in Peterborough have been included in equality reports, because the government has required inclusion of schools in performance measures for councils. As an Education Authority, Peterborough does have an interest in ensuring diversity matters are well managed in Schools. All schools have direct duties to monitor equality in relation to staff as well as pupils.

The analysis below covers Schools who contract to use Peterborough City Council as their payroll provider. These Schools have a much higher ratio of female to male staff than Council Directorates and a generally lower rate of disability and ethnicity among staff.

The government is implementing a quarterly 'School Workforce Census' which will create a central database of details on all schools employees therefore Children's Services will have available detailed information on all local authority schools from next year.

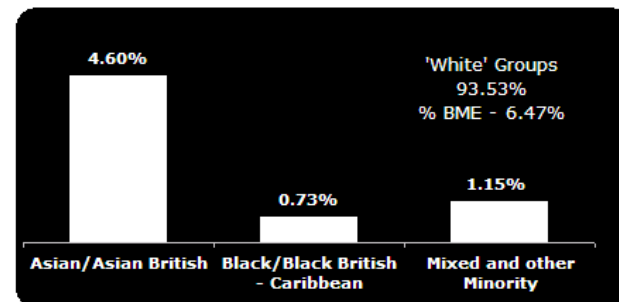
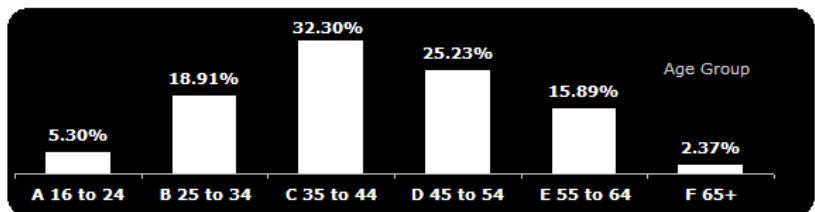
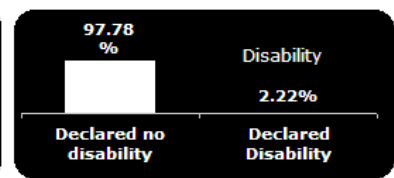
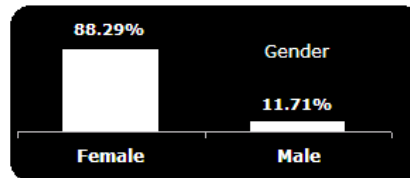
Fig S1 - Schools staff analysis as at 31/03/09 [PCC Payrolls only]

Gender	Number	%
Female	2691	88.29%
Male	357	11.71%
Grand Total	3048	100.00%

Disability	Total	%
Declared no disability	1807	97.78%
Declared Disability	41	2.22%
Grand Total	1848	100.00%

Age Band	Total	%
A 16 to 24	161	5.30%
B 25 to 34	575	18.91%
C 35 to 44	982	32.30%
D 45 to 54	767	25.23%
E 55 to 64	483	15.89%
F 65+	72	2.37%
Grand Total	3040	100.00%

Ethnic Origin	Total	%
Asian/Asian British - Bangladeshi	4	0.24%
Asian/Asian British - Indian	16	0.97%
Asian/Asian British - Kashmiri	2	0.12%
Asian/Asian British - Other	27	1.63%
Asian/Asian British - Pakistani	27	1.63%
Black/Black British - African	2	0.12%
Black/Black British - Caribbean	10	0.60%
Mixed Origin - Other	2	0.12%
Mixed Origin - White and Asian	7	0.42%
Mixed Origin - White and Black African	3	0.18%
Mixed Origin - White and Black Caribbean	4	0.24%
Other Minority - Other	3	0.18%
White - British, English, Scottish, Welsh	956	57.83%
White - Irish	13	0.79%
White - Italian	8	0.48%
White - Other	569	34.42%
Grand Total	1653	100.00%



## 8. COMPARATIVE DATA AND LOCAL AUTHORITY AREA INFORMATION

For comparison, basic information on the demographics of the Peterborough population are included here. This aids understanding the diversity data in this report in relation to our wider community.

The most recent comprehensive data available on the population is the 2001 Census. Between 2001 and 2007 Peterborough's population has increased by 7.2%, or 11,400, which will have changed to some extent the diversity of population, though specific data or estimates are not currently available. It is likely that this figure is an underestimate of actual population growth.

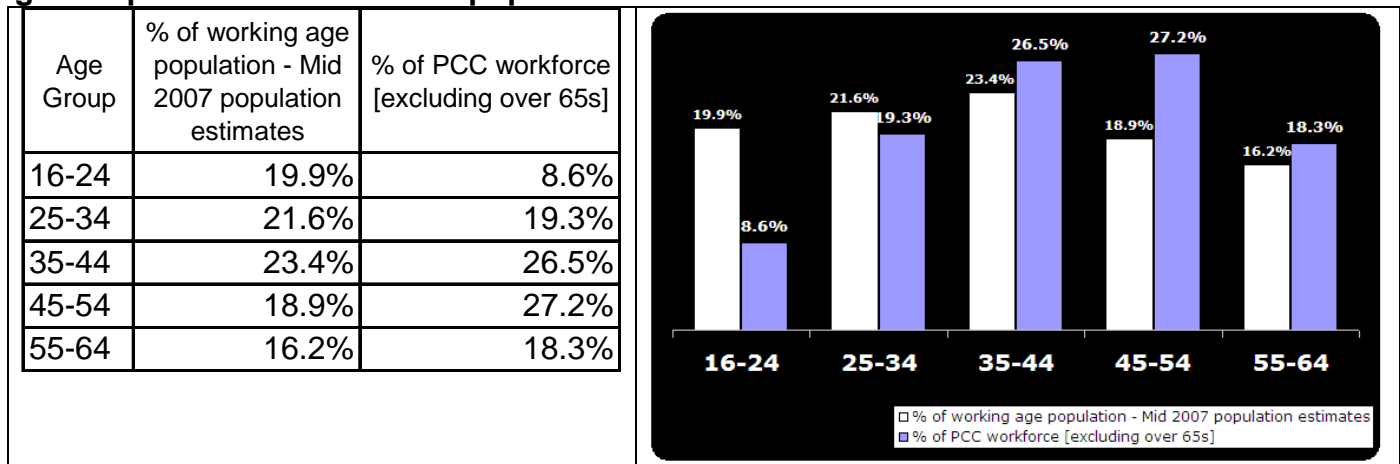
### Key statistics

Indicator	Peterborough City Council Staff 08/09 as per this report	2001 Census [reflecting data for the working age population]	Mid 2007 ONS Population Estimates
% with a disability	3.16%	14.02%**	N/A
% from minority ethnic communities.	7.80%	9.61%	N/A
% Female	64.71%	N/A	47.80%^^
% of women in Leadership	51.61%	N/A	47.80%^^

\*\* This is the % of persons in the local area stating a limiting long term illness, which is a wider measure than that used for HR Performance Indicators.

^^ ONS figures comparing Men 18-64 with Women 18-59.

### Age comparison with Mid 2007 population estimates



## 9. PERFORMANCE INDICATORS

Human Resources is working with a benchmarking scheme from the Audit Commission known as Best Value in Corporate Services. It is hoped from next year to present comparisons in measures relating to other similar Councils. Fig P1 shows the results for recent years for Best Value Performance Indicators which have now become obsolete. The end result will be a similar set of indicators being available but only against authorities who take part in the same scheme and not all authorities nationally.

These measures will vary to other figures in this report, because they have specific definitions which normally exclude casual and short term temporary staff. They also include data collected on schools.

Overall the trends show improvements or static results in most areas against falling performance among unitary authorities in general during 2007/08. The exception is the percentage of disabled employees, which decreased along with the overall trends among unitary authorities.

BVPI2 a\b gave a framework for self assessing progress towards robust policies and practices related to equality in employment and access to services. Level 3 indicated 'The Authority has completed the equality action planning process, set objectives and targets and established information and monitoring systems to assess progress.

Fig P1 - Analysis of BVPI results 2007/08

Peterborough Figures	2a Equality Standard for Local Gov.	2b Duty to Promote Race Equality	11a Top 5% earners: women	11b Top 5% earner: minority ethnic communities	11c Top 5% earners: with a disability	16a % of employees with a disability	17A % of employees BME
actual 04/05			51.02	2.29	0.00	1.53	6.2
actual 05/06	3	63	50.35	3.23	0.00	1.61	5.9
actual 06/07	3	63	47.59	3.03	0.81	2.62	6.6
actual 07/08	3	63	48.00	4.31	1.74	2.44	6.6
Polarity	H	H	H	H	H	H	H

### Unitaries 07/08

Average		83.7	46.7	3.2	3.1	2.6	5.2
Top Quartile		90.0	50.7	4.2	3.5	3.7	6.6
Median		84.0	48.2	2.6	2.5	2.6	3.0
Bottom Quartile		74.8	41.8	1.2	1.5	1.6	1.4
Unitary Average 06/07		78.0	43.80	2.97	2.56	2.31	4.7
Unitary Upper Quartile 06/07		89.0	49.13	3.85	3.28	3.05	5.6

### Performance Summary

Peterborough Against Unitaries	---	BOTTOM QUARTILE	ABOVE AVERAGE	TOP QUARTILE	BELOW MEDIAN	ABOVE AVERAGE	TOP QUARTILE
Direction of travel on previous Year	---	STATIC	UP	UP	UP	DOWN	STATIC
Unitaries direction	---	DOWN	DOWN	DOWN	DOWN	DOWN	DOWN

Note: Polarity = High - this means the highest results are judged best.

## **10. BACKGROUND INFORMATION ON STATISTICS AND DATA**

### **Staff covered**

Data in this report covers all Permanent, Temporary, and Casual staff on the council payroll working for the council, excluding staff employed directly by Schools. Casual staff are those 'on the books' and not those working on any specific date. Where Performance indicators are quoted these are generally defined by the Government or the Audit Commission. They tend to focus on permanent staff and temporary staff employed for one year or more. Therefore they can differ from other figures in this report. Except where noted figures are generally based on numbers of appointments. Where someone holds more than one post they are counted for each post they hold.

The report covers staff employed in the directorates of the Council. It does not cover Peterborough Schools or Peterborough College of Adult Education. Educational institutions have devolved management and hold or contract their own suppliers of HR \ Payroll Services and therefore data for detailed centralised monitoring is not available in the majority of cases. Education institutions must assess the impact of all their policies on staff. They must also monitor, by racial group, staff recruitment and career development. While Schools may adopt PCC policies they may also agree local policies and procedures.

### **Recruitment and Promotion**

Recruitment data is drawn from the computerised HR \ Payroll system. This covers the majority of recruitment activity. The Council recruits on the basis of merit and all vacancies, apart from special cases such as ring fencing of potentially redundant staff, are filled by an open application process to allow for fair and open competition. Therefore there is no separation in this report - initial employment and career progression are all part of the same process.

### **Training**

The courses which are recorded at present onto personal records on the corporate HR system, incorporate only some of the authority's development activities. It is difficult to monitor other training interventions. Recent changes to Training provision have included the closure of Peterborough Professional Development Centre, devolution of responsibility for organising & managing training to individual departments and transfer of some training such as ICT into a partnership with the Adult Education College. The quality and quantity of internal records has been variable; and some training activities are recorded only by external suppliers. Training has also become more dispersed from traditional training models, with e-training planned to take beginning to take the place of some traditional training methods.

Those courses that are currently recorded focus on strategic leadership development activities, corporate induction and also Children's Social Care courses.

The Council does not have processes in place in all departments, for recording applications for training as opposed to training actually conducted. The model used is for the manager and employee to agree an appropriate training plan together as part of the Appraisal for Performance and Development [APD] review. This ensures each individual's training needs are considered including their immediate ones for undertaking existing roles, and those related to their career

development aims, while at the same time focusing on their relevant business goals and priorities. The Council actively encourages all employees to develop their skills through training and development interventions to improve their performance and capability.

A manager self service facility has been identified as a key tool, so that an organised and more complete record of employee training can be held for various purposes including equality monitoring, succession planning and benchmarking activities to establish cost and time spent on training, but development of the systems and processes required has to be considered alongside other HR priorities and resources.

## **Grades**

In order to present concise information we have assimilated staff as if they were all on the single status terms and conditions by reference to their hourly rate of pay. We have a number of sets of pay and conditions, e.g. for Teachers, Youth and Community Staff etc as well as the main grade scale. The Council has been conducting a major Job Evaluation project which was implemented this year to ensure there is a firm basis for equal pay within the authority. Part of the project has been to reduce the sets of terms and conditions within the council.

## **Performance Appraisal**

The Appraisal for Performance and Development (APD) scheme in use by the Council is not linked to pay. Therefore there is no data to report under 'Staff who benefit or suffer detriment as a result of Performance Assessments'.

## **Statistics**

Figures exclude staff who have not provided monitoring data. This is an individual choice while every encouragement is given to supply data to allow accurate monitoring. Therefore the number of employees in any analysis will vary for different types of data.

Where data is summarised into 'Minorities' or BAME and 'White' this follows the scheme used for Local Authority Performance Indicators \ Census Categories. 'BAME' is an abbreviation meaning Black, Asian, other minority and mixed race origins. Within 'White' there are minorities such as 'Traveller', 'Irish' etc. which are not counted within the minority ethnic groups for these performance indicators or statistics.

## **Religion and Belief \ Sexual Orientation**

At present there are no statutory monitoring \ publishing requirements for these areas, but they are important strands of equality and included in the Council's equality duties. At present staff are not canvassed on these areas which some councils have started to collect. The council may need to consider monitoring in terms of plans to progress in the Local Government Equality Standard, as well as assessing any impact on equality monitoring resulting from the proposed Equality Bill. There is an overlap between race and religion as some BAME communities have used religion to express their identity.

## Key of Abbreviations used

BVPI	Best Value Performance Indicator, by which local authority performance was measured up to 2007/08.
BAME	Black, Asian and other Minority \ Mixed Ethnic Groups
DDA	The Disability Discrimination Act - defines how disability is recorded.
TUPE	'Transfer of undertaking' where staff move into or out of the council because the work transfers to a contractor, or returns to being managed directly by the Council

## 11. CONCLUSION

The data assists the Council to identify areas of good practise plus those that are in need of improvement. This is in order to have a workforce that reflects the community it serves and be seen as an “employer of choice.”

The Council's new Equality and Diversity group will be focusing on the next steps and actions to continue our progress on equality and diversity issues. In particular:

- Assessment against the new equalities framework for Local Government; self assessing our progress and taking action to improve
- Understanding the impact of the Equalities Bill
- Conducting a disability survey in 09/10
- Reviewing workforce trends and data to address areas of under-representation of particular groups and at specific grades;
- Ensure diversity matters are explored fully in future staff surveys
- Considering those areas with low rates of monitoring data collection and reviewing procedures in order to improve.
- Ensuring that we continue to undertake equality impact assessments where we are making changes to services to review the impact of changes on different groups
- Considering amendments to monitoring arrangements, for example how we monitor areas of sexual orientation, religion or belief