

CITY OF  
WOLVERHAMPTON  
COUNCIL

**Equality in Employment Monitoring Report**  
**2016 - 2017**



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## **City of Wolverhampton Council**

### **Equality in Employment Monitoring Report 2016- 2017**

#### **1. Introduction**

The Equality Act 2010 replaced previous anti-discrimination laws with a single Act. It simplified the law, removing inconsistencies and making it easier for people to understand and comply with. It also strengthened the law in important ways to help tackle discrimination and inequality.

The public sector Equality Duty came into force on 5 April 2011. The Equality Duty is supported by specific duties which require public bodies to publish relevant, proportionate information demonstrating their compliance with the Equality Duty and to set themselves specific, measurable equality objectives.

Under the Equality Act 2010, people with protected characteristics are protected from discrimination. There are nine protected characteristics;

- Age
- Disability
- Gender reassignment
- Marriage and civil partnerships (but only in respect of eliminating unlawful discrimination)
- Pregnancy and maternity
- Race – this includes ethnic or national origins, colour or nationality
- Religion or belief – this includes lack of belief
- Sex
- Sexual orientation

#### **2. Scope of the Equality Monitoring Report (Employment)**

The 2016 - 2017 Equality Monitoring Report provides an analysis of workforce data for the period 1 April 2016 to 31 March 2017 for all staff (excluding schools staff). The statutory requirements of the Equality Act 2010 have been considered in producing this report and in compliance with the requirements of the Act this report will be made accessible to the public via the council's website.

Section 3 of the report gives an overview of the workforce.

Section 4 provides information on pay and grading with characteristic breakdown

Section 5 promotion opportunities

Section 6 gives details of training

Section 7 gives an analysis grievance and disciplinaries

Section 8 contains data about employees leaving the Council

### 3. Overview of the Workforce

During the monitoring period of 1 April 2016 to 31 March 2017 on average the Council employed 4,368 staff (excluding schools staff). As of 31 March 2017 there were 4305 employees, this is a decrease in staff reported numbers (4546) in 2015/2016.

The proportion of women in the workforce has remained similar this period at 71.66% compared to 2015/2016 (71.45%) reporting period. The gender split trend over the last three years has remained consistent at approximately 72% female and 28% male making up the workforce.

National census data shows that the working age population has been consistent with mid term estimates for 2014 (159,356) and 2015 (159,746). Wolverhampton census data for mid term estimates (2015) shows a relatively even split in terms of gender for the working age population 50.07% male and 49.92% female.

Women make up the higher percentage of the workforce in the lower graded posts of grade 1 to 4 with 89.85% of women paid a grade 2 salary. Women still remain the higher percentage of part time workers in the workforce at 87.68%. Women also make the higher percentage of zero hour workers at 245 (57.78%) whilst male workers equate to 179 (42.22%).

The Black Asian Minority Ethnic (BAME) composition of the working age population in Wolverhampton is 36% (2011 census). The proportion of BAME staff in the overall workforce has increased slightly from 2015/2016 to 24.18% (or 1056 BAME staff). There has been a steady increase of the proportion of BAME employees in the workforce over the last three years from 22.99% in 2013/14 and 23.89% in 2015/16.

There have been a number of drives in 2015, 2016 and currently in 2017 to capture equality data, gaps in ethnicity data have reduced from 7.91% 'not known' in 2014/15 to 4.24% in 2015/16. However there has been a slight increase in the 'not known' for 2016/2017 at 5.86%. As of May 2017, the current drive has shown an increase in 'not known' data to 7.27%. This will be continually monitored in anticipation of improvements in equality data.

The proportion of disabled staff in the workforce has declined slightly this reporting period to 1.83% from 1.91% in 2015/2016. However there has been a stark increase in percentage of 'not known' data this period at 10.59% from 4.49% in 2015/2016 (6% increase). Census data (2011) shows that 8% of the active Wolverhampton working population are deemed disabled. Gaps in equality data will continue to be monitored (see appendix for action plan).

The data relating to age remains comparable again in this year's monitoring report to 2015/2016. As with previous years, most employees (60.71%) are in the 40 – 59 age group with 58.10% of the workforce aged 40 years or below. This falls in line with the Census data (2011) which shows that most of the working population age is between 30 to 44 (20.6%) followed by 35 to 59 age group (18.3%).

The increase trend we saw on the proportion of employees over the age of 70 in 2015/2016 has remained consistent at 1.4 %.

#### **4. Pay and Grading with characteristic breakdown**

The current workforce breakdown highlights that there are 733 (25.97%) male employees in grades 1 to 5; with 444 (33.71%) male employees in grade 6 to 9 and 34 (48.57%) male employees in grade 10 and above. The highest proportion of males (75.81%) sit within 'Technical' job families.

In comparison, there are 2089 (74.03%) female employees in grade 1 to 5; with 873 (66.29%) female employees in grade 6 to 9 and 36 (51.43%) female employees in grade 10 and above. The highest proportion of women (91.10%) sit within 'Clerical and Administration' job families.

Looking into the breakdown of the higher grades of 12 to 16; there were 6 females compared to 11 males within those grades.

Overall there are 424 employees on zero hour contracts; 57.78% (245) of these are female whilst 42.22% (179) are male.

Within grades 1 to 5 there are a total of 1954 (69.34%) white employees; with 739 (26.22%) BAME employees and 125 (4.44%) 'not known' employees. In grades 6 to 9 there are a total of 969 (73.04%) employees; with 323 (24.60%) BAME employees and 31 (2.36%) 'not known'. In grades 10 and above there are 57 (83.82%) white employees, 6 (8.82%) BAME employees and 5 (7.35%) 'not known' employees.

Of those 17 employees in grade 12 to 16, 13 categorise themselves as 'white' whilst there are 4 'unknown'.

In respect of recruitment there was an increase in applications as a whole this year with a total of 9798 applicants, compared to 6438 applications in 2015/2016. There has been an increase in positions advertised this year (515) compared to last year (471). There was a total of 6048 female applicants in this reporting period compared to 3821 in 2015/2016 representing an increase of 36.82%.

During this monitoring period it is to be noted that applications increased within all ethnic categories. This reporting period there was 37.15 % of BAME applicants compared to 35.03% in 2015/2016. There were 62.28 % of white applicants compared to 54.40% in 2015/2016.

Looking further into applicant breakdown based on religion or belief for 2016/2017; 321 applicants categorised themselves as Hindu; 34 (3.53%) of these were shortlisted with 1 (0.60%) appointed. In comparison to 2015/2016, whereby 253 Hindu applicants applied of which 39 (3.57%) were shortlisted with 1 applicant being successful.

Furthermore, 496 (5.06%) were Muslim applicants however, 25 (2.60%) were shortlisted and 3 (1.80%) were appointed. In comparison for the period of 2015/2016 there were 263 (4.09%) of applicants which 45 (4.12 %) were shortlisted and 1 was appointed.

There were 948 (9.68%) Sikh applicants this period of which 80 (8.31%) were shortlisted and 15 (8.98%) were appointed. An increase from 2015/2016 whereby there were 617 (9.58%) applicants; 110 (10.08%) were shortlisted and 8 (8.08%) were appointed. The highest number of applicants this period were Christians at 3970 (40.52%) of which 403 (41.85%) were shortlisted and 63 (37.72%) were appointed.

Overall, the number of BAME applicants have increased, in February 2017 all recruiting managers were required to undertake Unconscious Bias training and the next equality monitoring report may show more BAME applicants being appointed.

## **5. Promotion**

There were 270 applicants for promotions in 2016/2017. Of these applicants 69 were male (3 appointed, 15.79%), this is a considerable difference from 2015/2016 when there were 306 male applicants (12 appointed, 41.38%).

There was also a high reduction in disabled candidates applying this period compared to last monitoring period. There were 9 applicants this period compared to 53 applicants in 2015/2016. There was 1 shortlisted in 2016/2017 compared to 19 in 2015/2016. There were none internal disabled employees appointed this year which is a reduction from 2015/2016 when there were 2 appointed.

Although there were fewer applicants this monitoring period overall, the highest appointed age group was the 'under 25' at 31.58%.

40% of applicants were BAME with 36.84% being appointed. In comparison, there were 59.26% White applicants with 63.16% being appointed, indicating that there is a correlation between ethnic background and being internally promoted.

There were 113 (41.85%) Christian applicants of which 23 (39.66%) were shortlisted and 12 (63.16) were appointed. There were 97 applicants who selected 'none' for religious beliefs of which 20 (34.48%) were shortlisted and 4 (21.05) were appointed. However, the data for 2016/2017 identifies that no internal applicants from Hindu or Muslim backgrounds were appointed. In detail; 8 (2.96 %) Hindu applicants applied and 5 (8.62%) were shortlisted, with none successful. Furthermore, there were 7 (2.59%) Muslim applicants of which none were shortlisted or appointed. There were 3 appointments from Sikh applicants compared to 2 applicants in 2015/2016. It is anticipated that improvements will be made in the future (see appendix for action plan).

## **6. Training**

In respect of training, 3485 employees (79.78%) completed some form of training in 2016/2017. There are no apparent equality concerns as the training data correlates with the diversity breakdown of the overall workforce. However further improvements are required in the data that is collated and its breakdown.

## **7. Grievance and disciplinaries**

The number of grievances raised as a whole have followed previous year's trends and decreased. In this monitoring period, the total number of grievances raised by staff was 10 compared to 31 in 2015/2016 and 37 in 2014/2015. This is a decrease of 67.7% from the previous monitoring report. Of the grievances raised, 80% were raised by female employees and 20% male which is comparable with the gender split in the workforce. In terms of disability, 1 grievance was raised by a disabled member of staff compared to 2 in 2015/2016. However, of the 10 grievances raised in 2016/2017, 5 were from employees who categorised themselves as Black which is the same number of grievances that were received from employees who categorised themselves as Black in 2015/2016.

The number of disciplinary cases in 2016/2017 has seen a downward trend compared to 2015/2016. There were 48 disciplinaries in 2016/2017 compared to 55 in 2015/2016. There was a decrease in BAME employees being disciplined in 2016/2017 (18) compared to the last monitoring period 2015/2016 (24), however the number of white employees being disciplined this period and 2015/2016 have remained at the same amount (29 employees).

## **8. Employees leaving the Council**

Overall staff turnover (excluding schools) including both voluntary and involuntary has decreased from 735 leavers in 2015/2016 to 551 leavers in 2016/2017.

The main reasons for leaving are: resignation (43.74%); end of fixed term (20.51%); voluntary redundancy (12.16%); dismissals for medical, conduct and failed probation (4.36%) as well as retirement (4.36%).

There were a total 556 new starters during the period, comprising of 390 females (70.14%); 208 (37.41%) white employees.

Of the 556 new starters, there were 113 BAME employees however 235 employees whose ethnicity is 'not known' (at the point of obtaining this data, as mentioned previously this may change based on the recent drive for data). This is an increase from last year by 133 (56.6%) 'not known'. Furthermore, there were 442 (79.5%) new starters whose disability is 'unknown'. Further analysis will be required to review the peak in 'not knows' data.

This year there were 113 redundancies which comprised of 67 (59.3%) that were voluntary redundancies and 46 (40.7%) compulsory redundancies. This is 67.3% reduction in redundancies as a whole since 2015/2016.

In 2016/2017 there were 73 females and 40 males who left by means of redundancy. 76 (67.26%) of these leavers were white and 33 (39.20%) were BAME, 4 (3.54%) were 'not known'. 6 (5.31%) of these leavers were deemed as disabled.

Turnover and redundancy data collected shows no immediate equality concerns as the disability, BAME and gender percentages are reflective of the overall workforce.

The dismissals data collected includes dismissals for conduct and medical capability, the number of dismissals have followed the downward trend that was seen in 2015/2016. There were 24 dismissals this year, of these 12 (50%) were for medical capability (7 white employees and 4 from BAME employees and 1 not known employee), 11 (46%) for conduct (7 BAME employees, 3 white employees and 1 not known) and 1 (4%) for failed probation (1 not known employee). There was an increase of 27.27% of disabled employees being dismissed for conduct in 2016/2017 compared to none in 2015/2016.

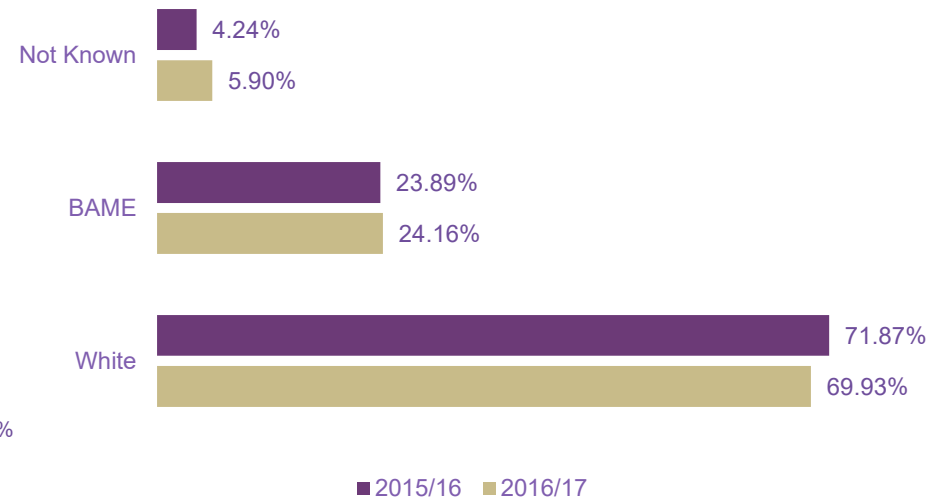
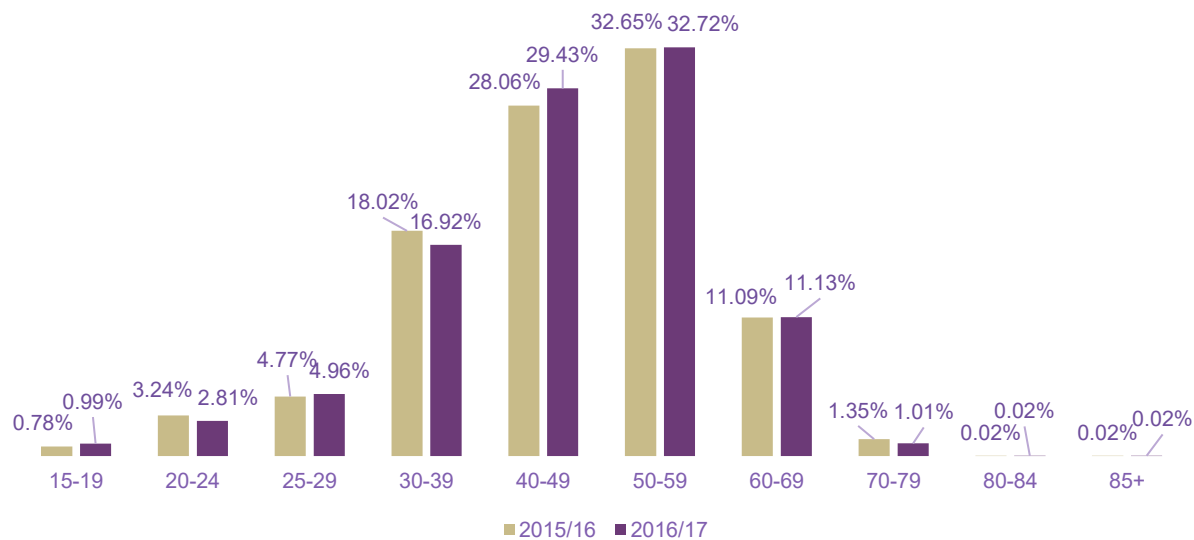
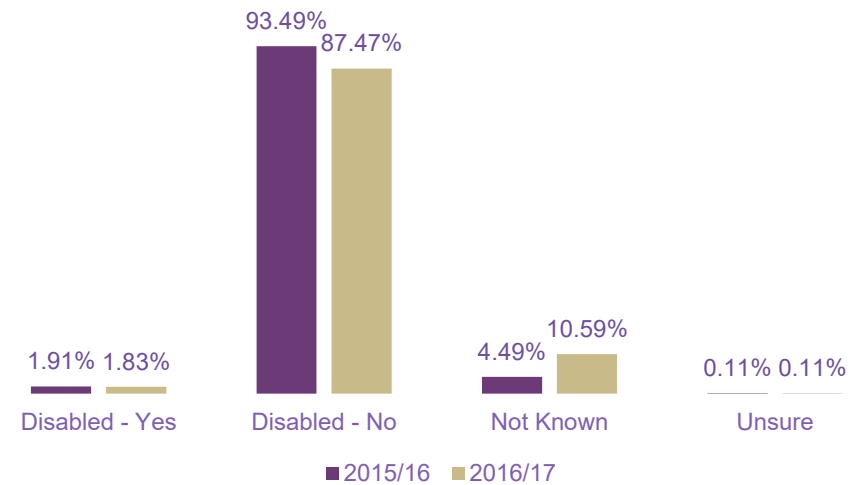
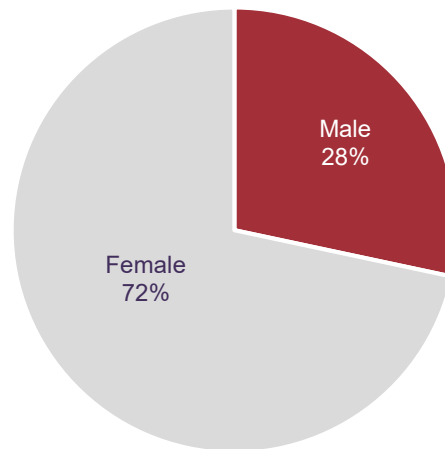
The number of white employees dismissed overall in 2016/2017 equates to 41.67% (10) followed by black employees at 29.17% (7). In 2015/2016 there were 23 (69.70%) white employees dismissed followed by 3 (9.09%) Asian/ Asian British employees dismissed.

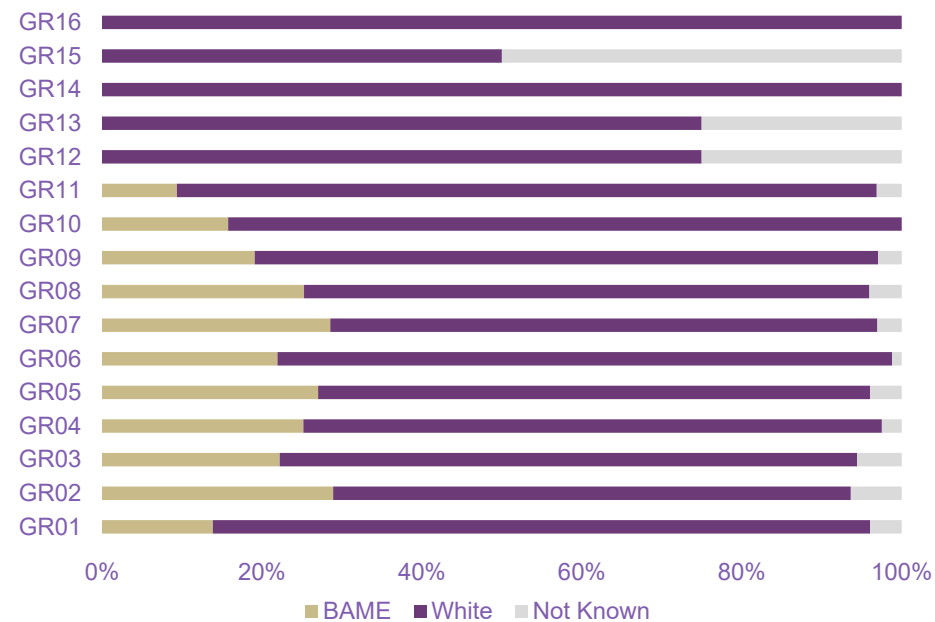
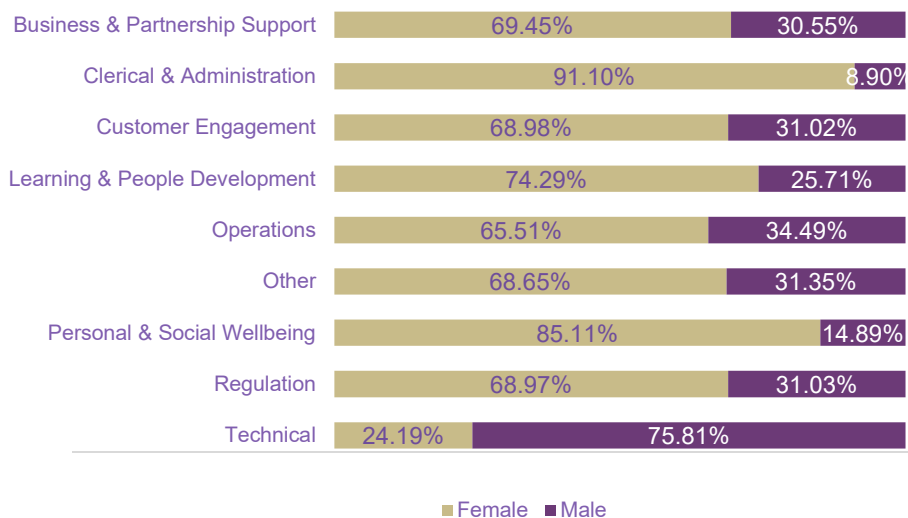
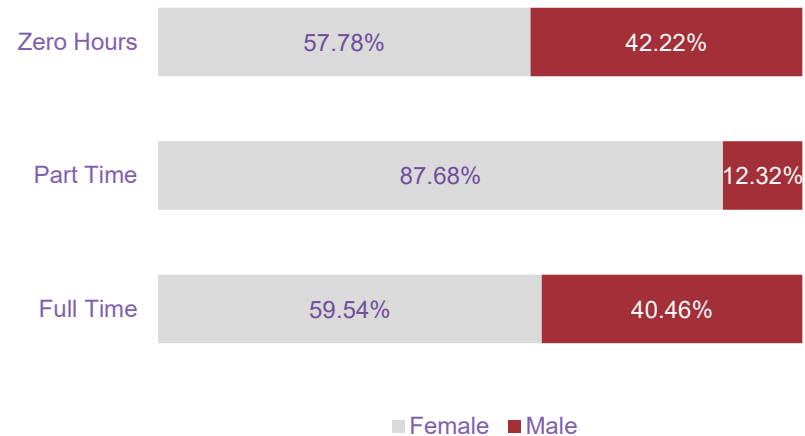
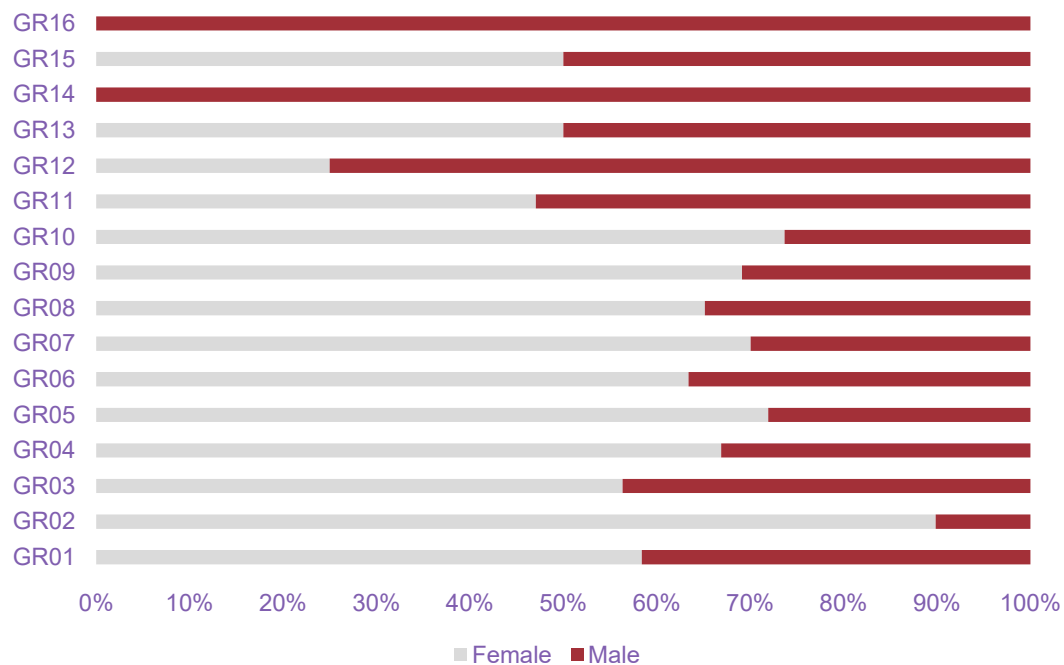
Overall, 7 BAME employees in 2016/2017 were dismissed for conduct compared to 3 BAME in 2015/2016. To breakdown the BAME further there were 6 (54.55%) black employees being dismissed for conduct in 2016/2017 compared to 1 (12.50%) in 2015/2016. Further analysis will be undertaken to investigate the reasons for this increase (see appendix for action plan).

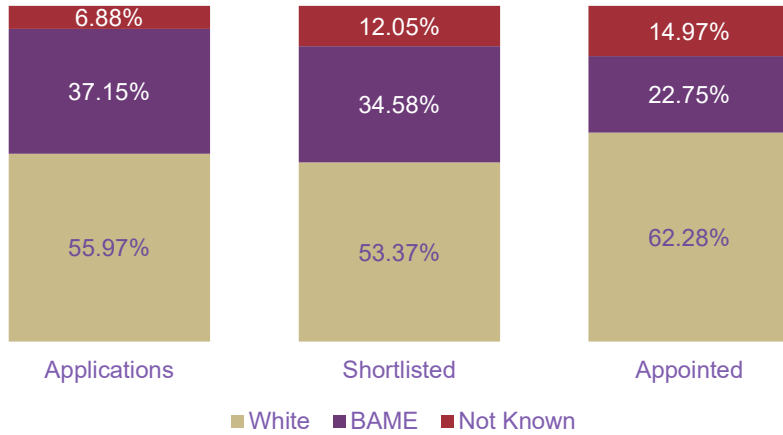


## Additional Information

Overall staff headcount has decreased from 4,546 in March 2016 to 4,305 in March 2017. The average headcount for 2016 - 2017 is 4,368.





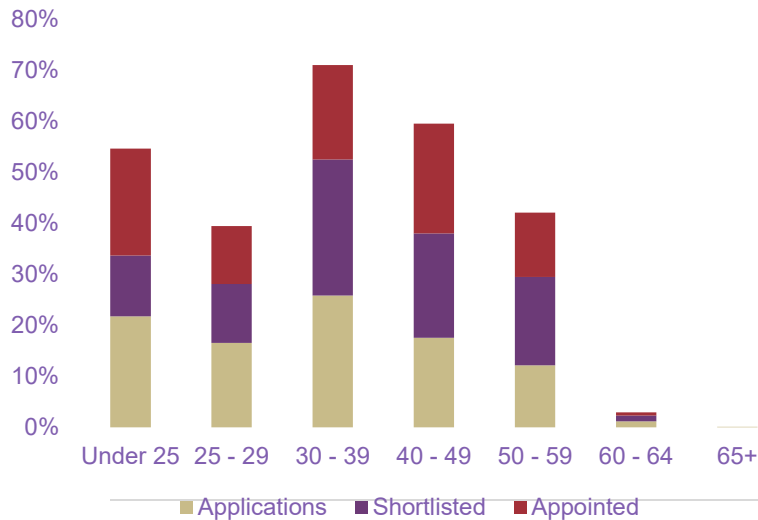
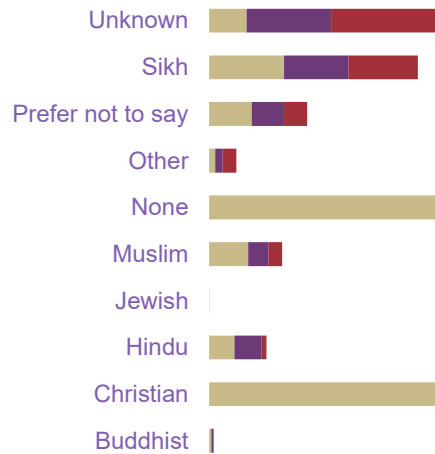


### Additional Information

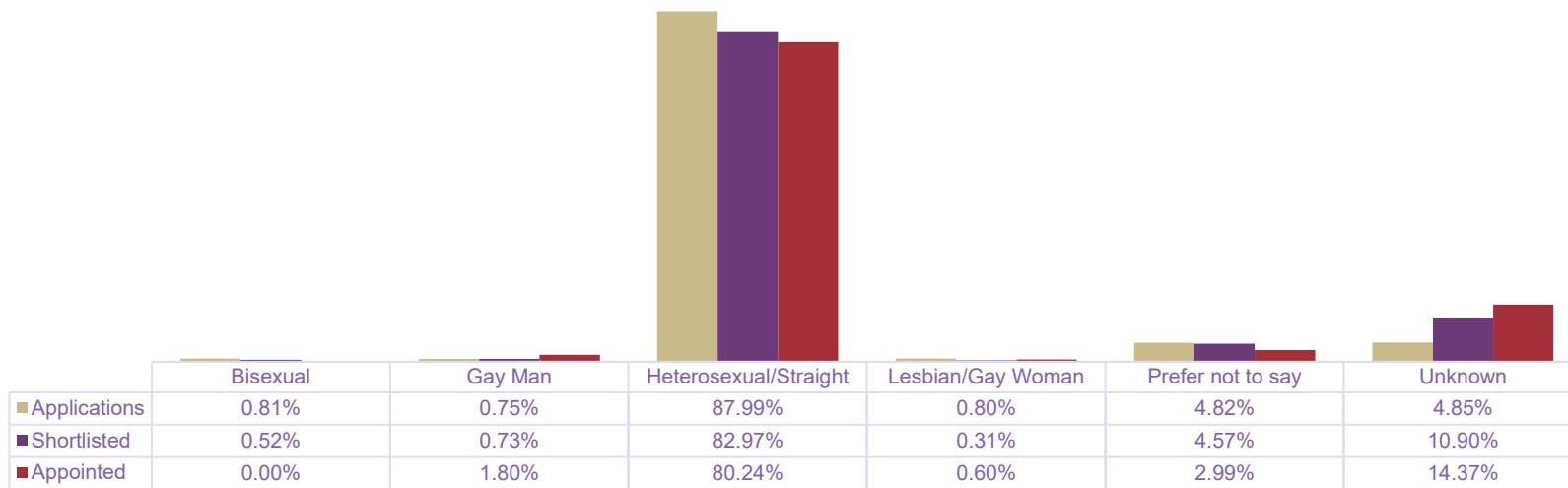
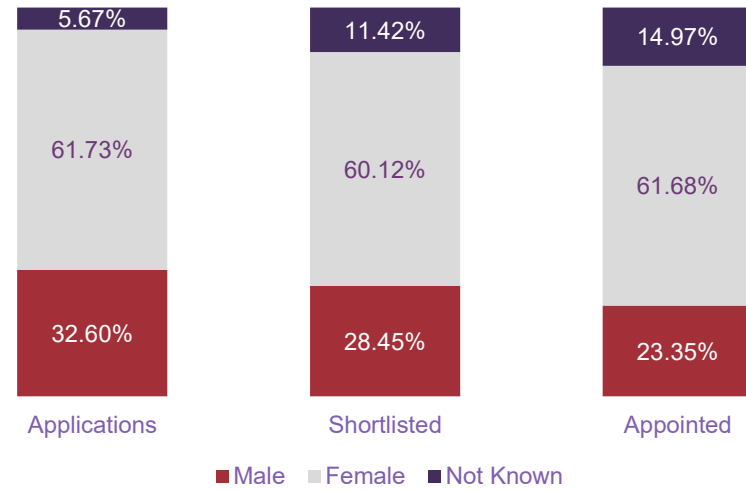
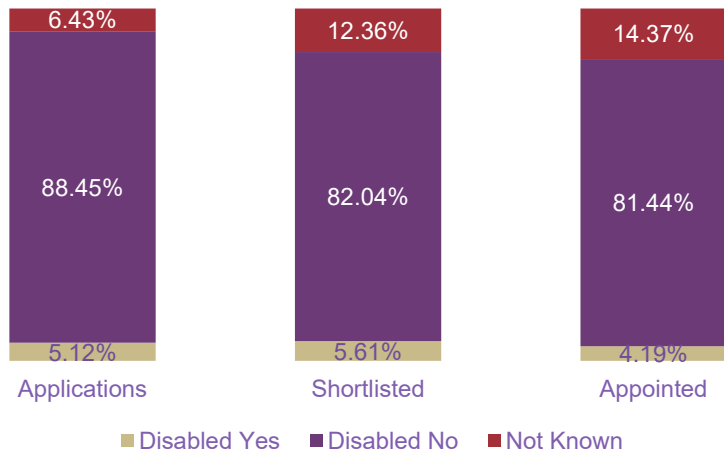
During the period of 1 April 2016 to 31 March 2017 there were 9,798 applicants for 515 posts.

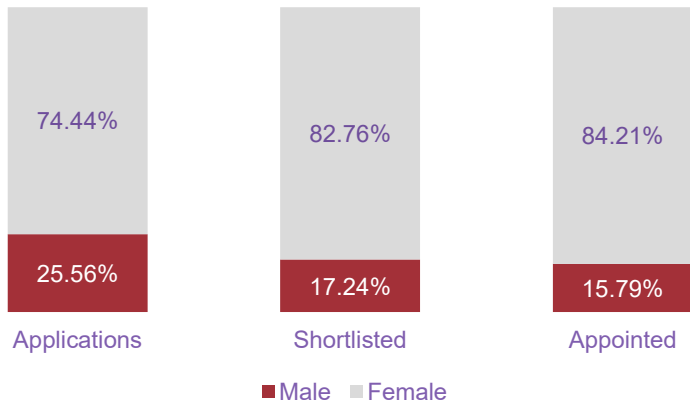
The number of BAME applicants for jobs has increased in the past year although there is still a difference in the number of BAME applicants (37.15%) compared to the percentage who are appointed (22.75%).

White applicants were more successful at being appointed overall.



	Buddhist	Christian	Hindu	Jewish	Muslim	None	Other	Prefer not to say	Sikh	Unknown
Applications	0.28%	40.52%	3.28%	0.02%	5.06%	30.02%	0.79%	5.52%	9.68%	4.85%
Shortlisted	0.31%	41.85%	3.53%	0.00%	2.60%	27.41%	0.93%	4.15%	8.31%	10.90%
Appointed	0.00%	37.72%	0.60%	0.00%	1.80%	31.74%	1.80%	2.99%	8.98%	14.37%

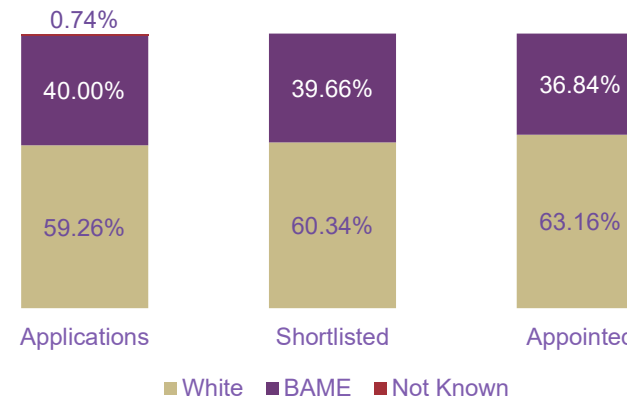
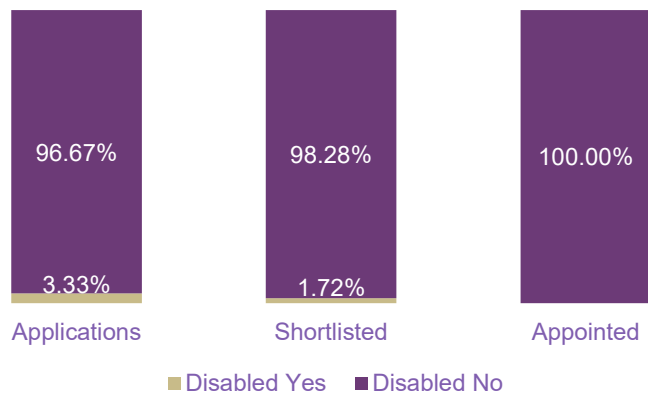


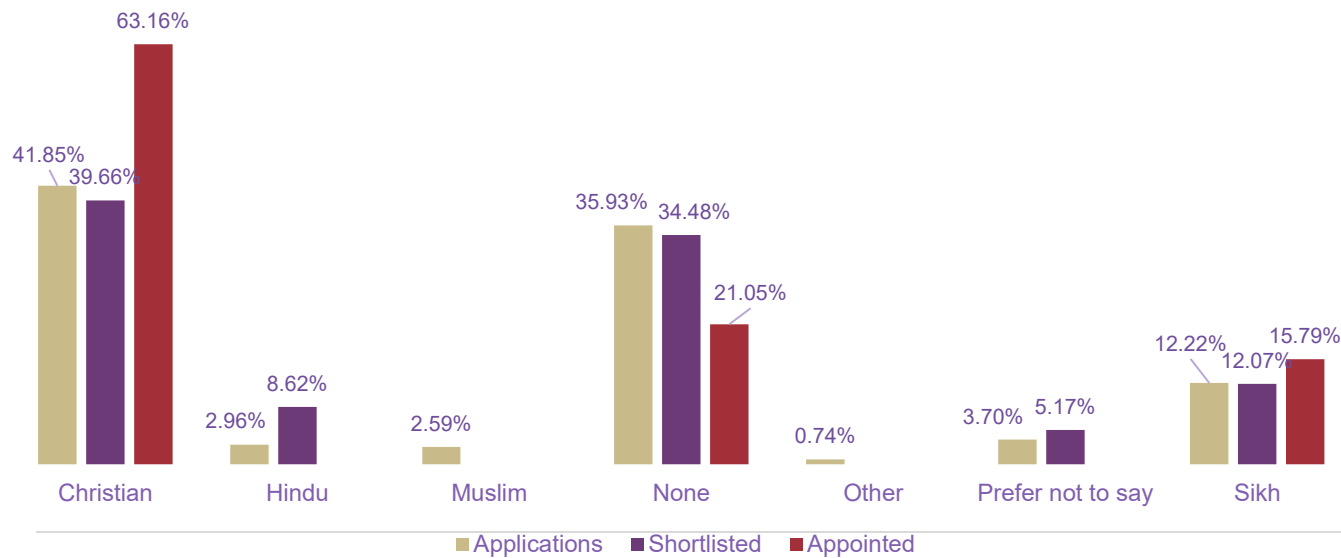
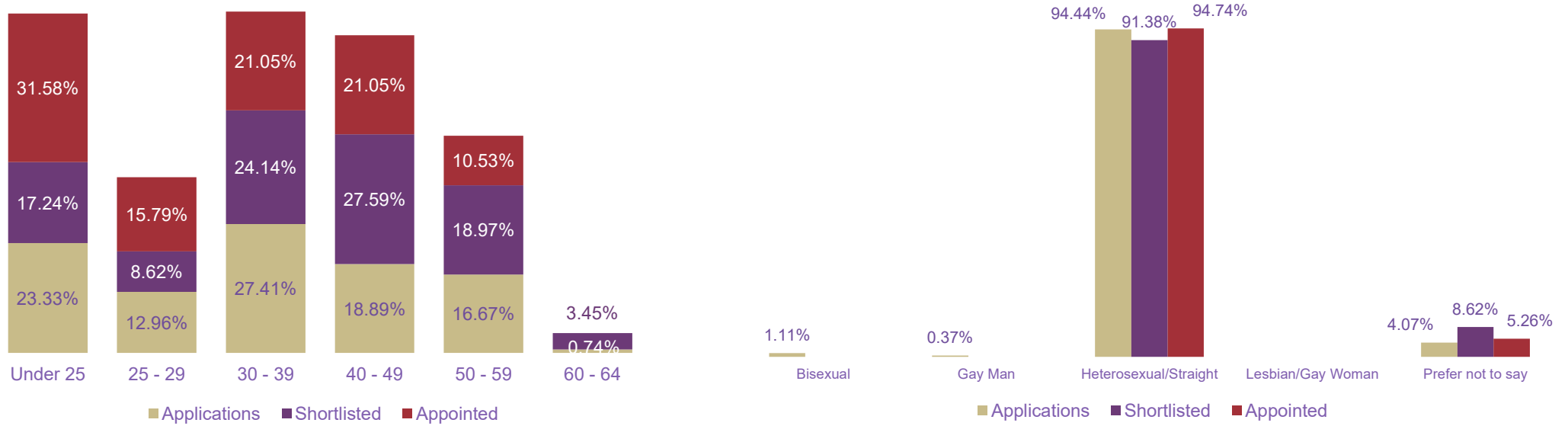


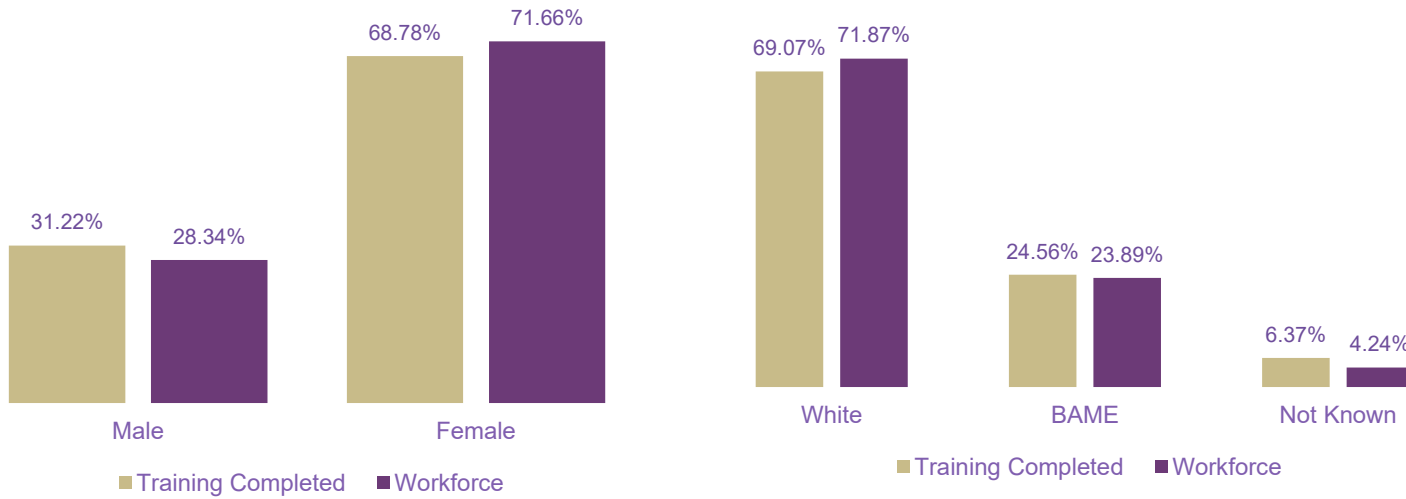
**Additional Information**

For the purposes of this report, Promotion has been defined as internal candidates who have applied for jobs who are not redeployees.

During the period of 1 April 2016 to 31 March 2017 there were 270 applicants for promotion.



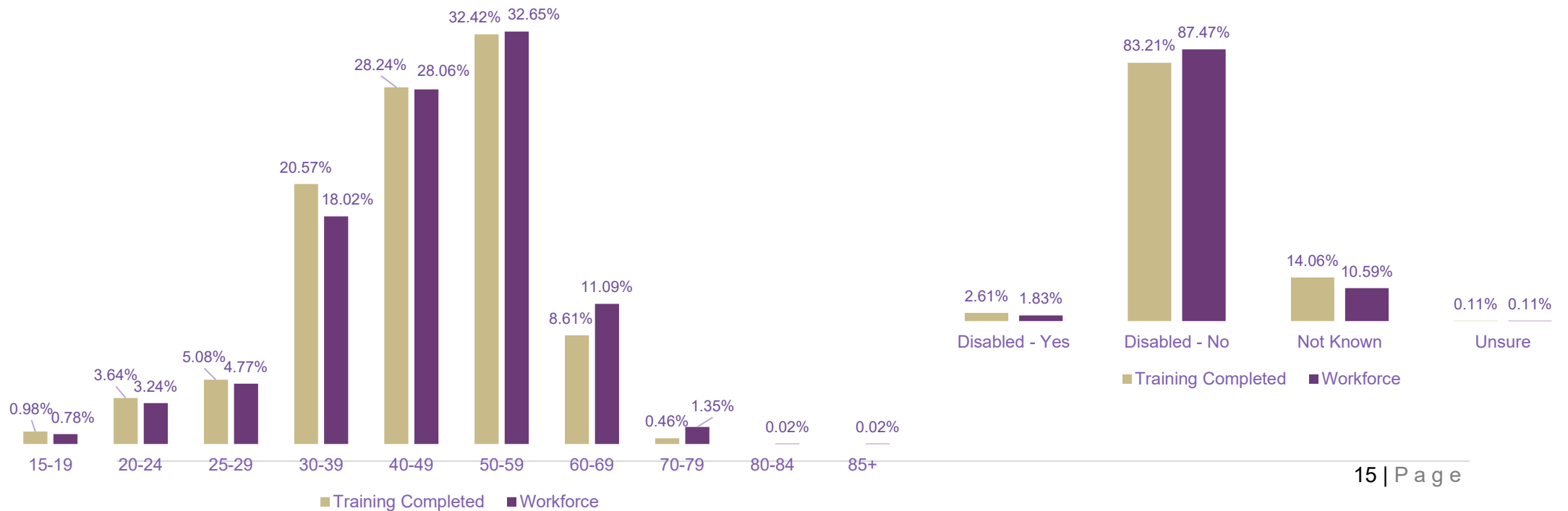


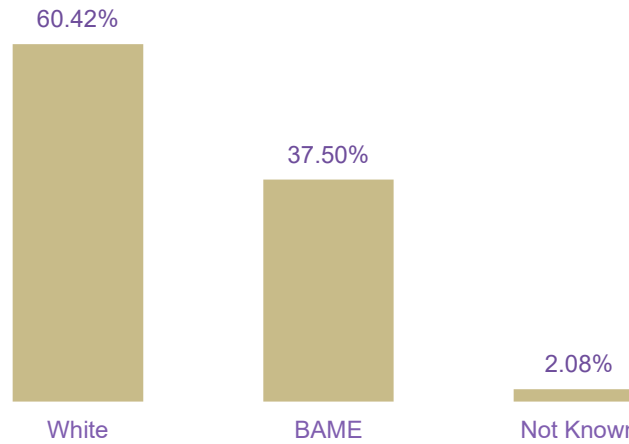
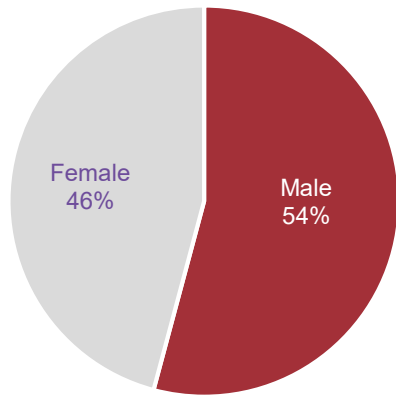


### Additional Information

The data for training only covers online training completed via the Council's Learning Hub and recorded on Agresso.

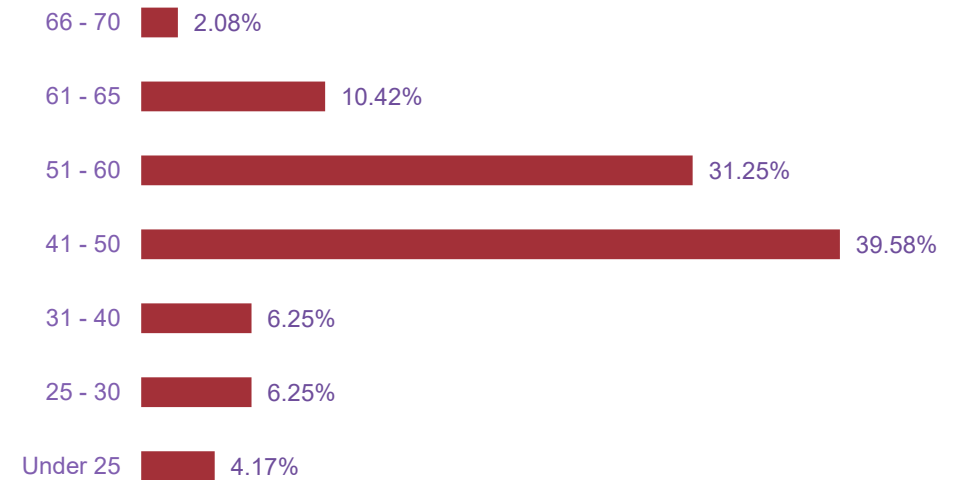
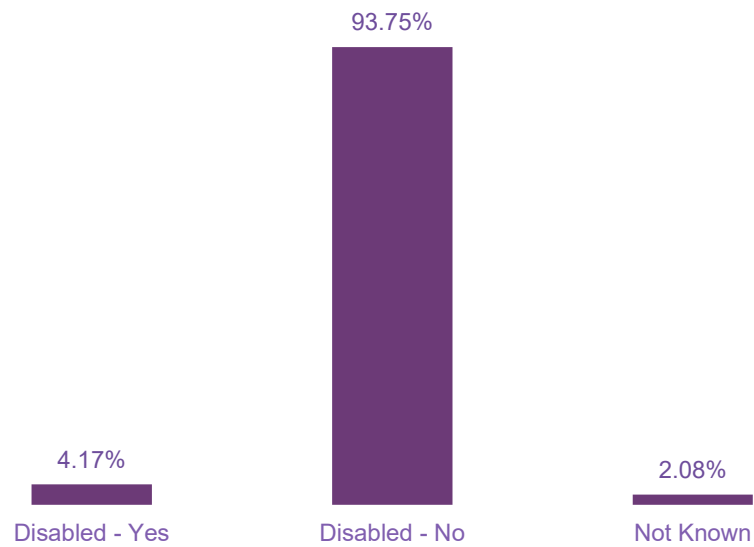
79.78% (3,485) of employees completed some form of training, including mandatory courses, during 2016/17. The charts show that the diversity breakdown of staff who completed the training is slightly higher than the diversity breakdown of the workforce.





**Additional Information**

The percentage of disciplinary cases involving BAME staff remains high at 37.50% as this group only makes up 24% of the workforce.

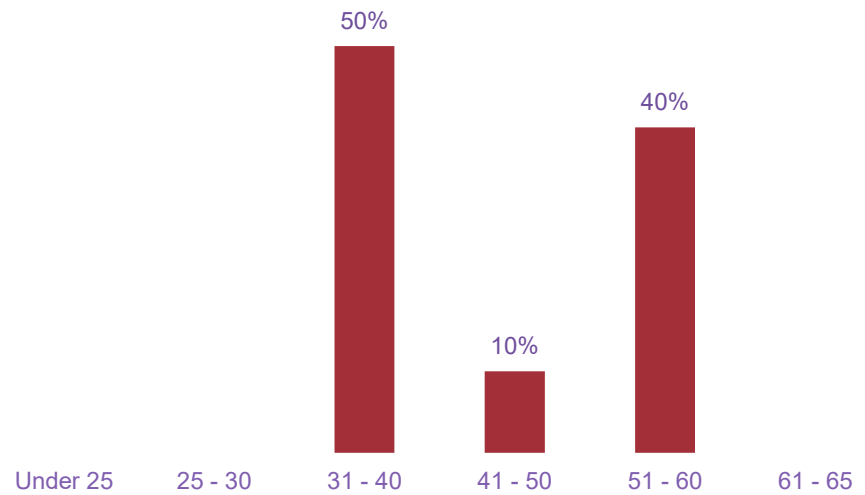
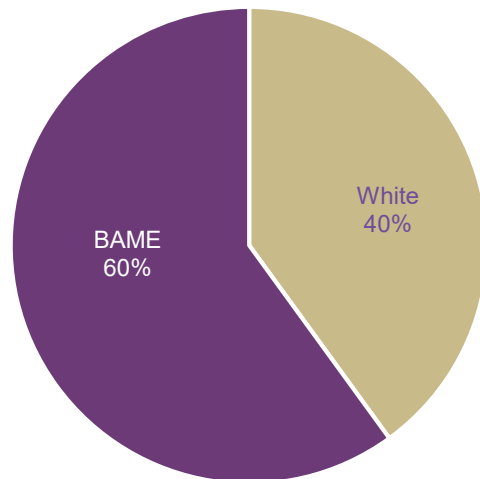
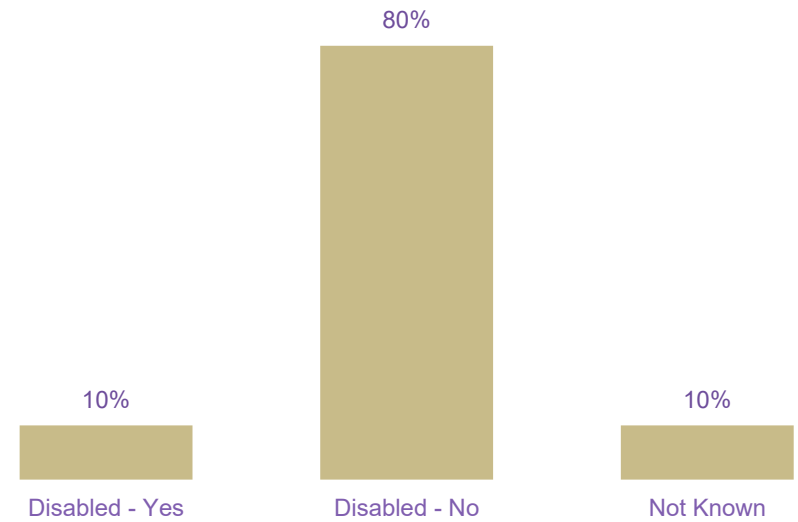
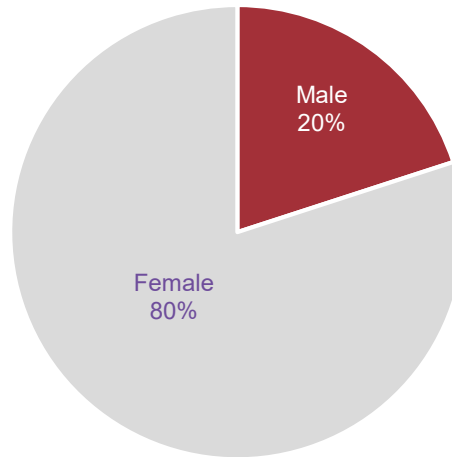


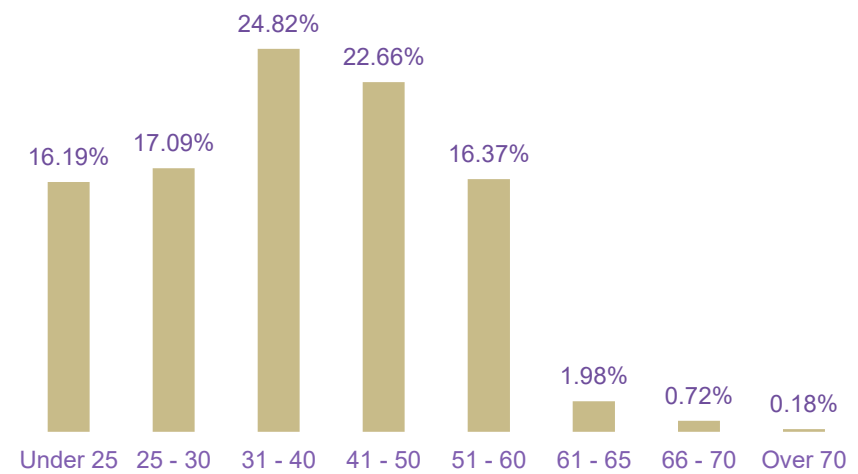
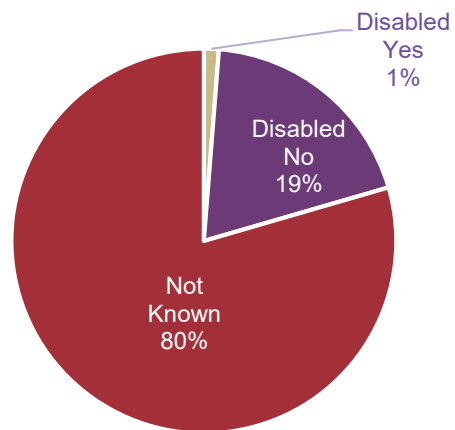
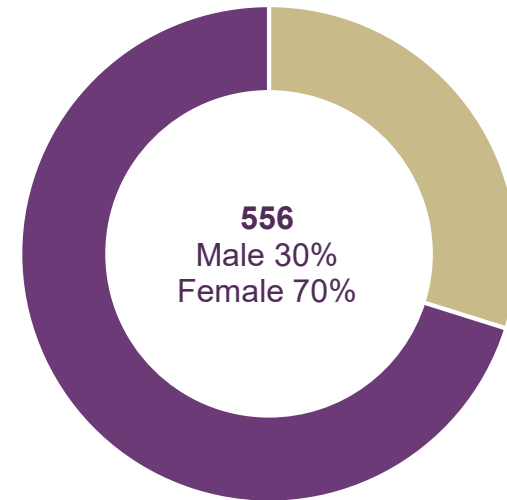
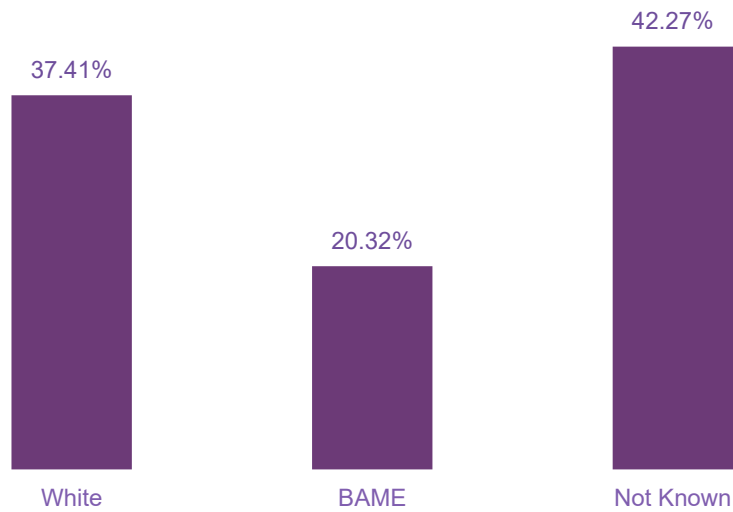


## Additional Information

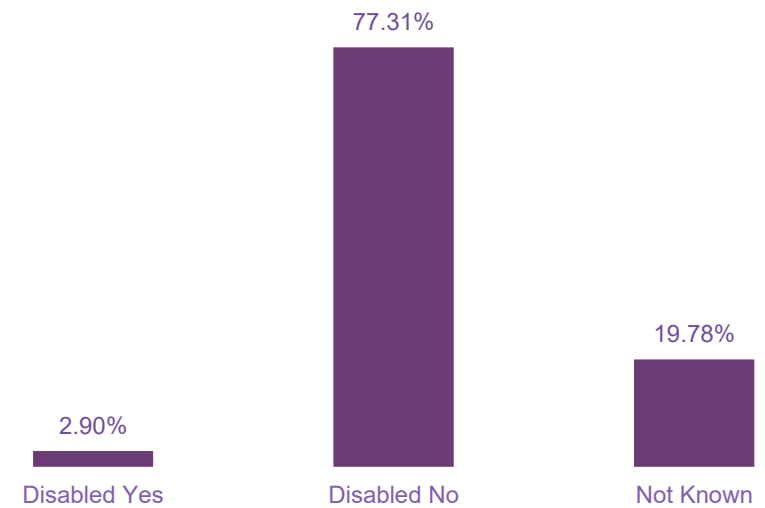
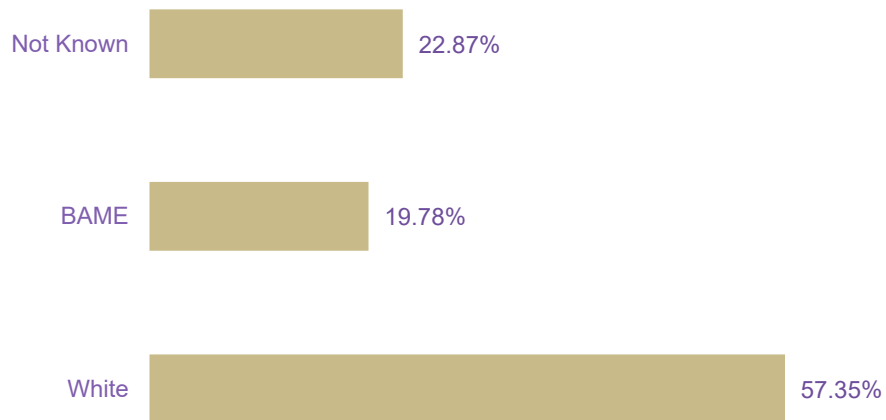
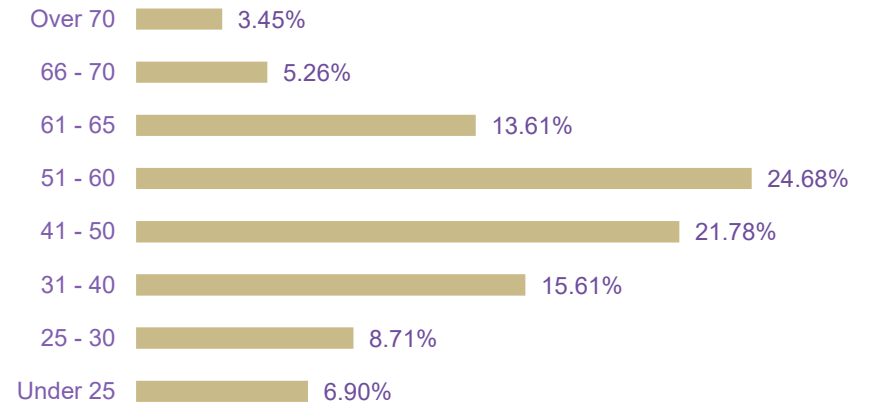
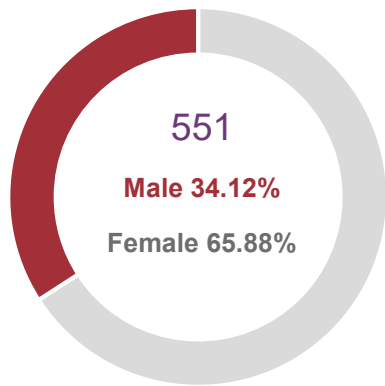
The percentage of grievance cases involving BAME staff has risen from 42% in 2015/16 to 60% in 2016/2017. This group only makes up 24% of the workforce.

However, the overall number of grievances fell to 10 in 2016/2017 from 31 in 2015/2016.



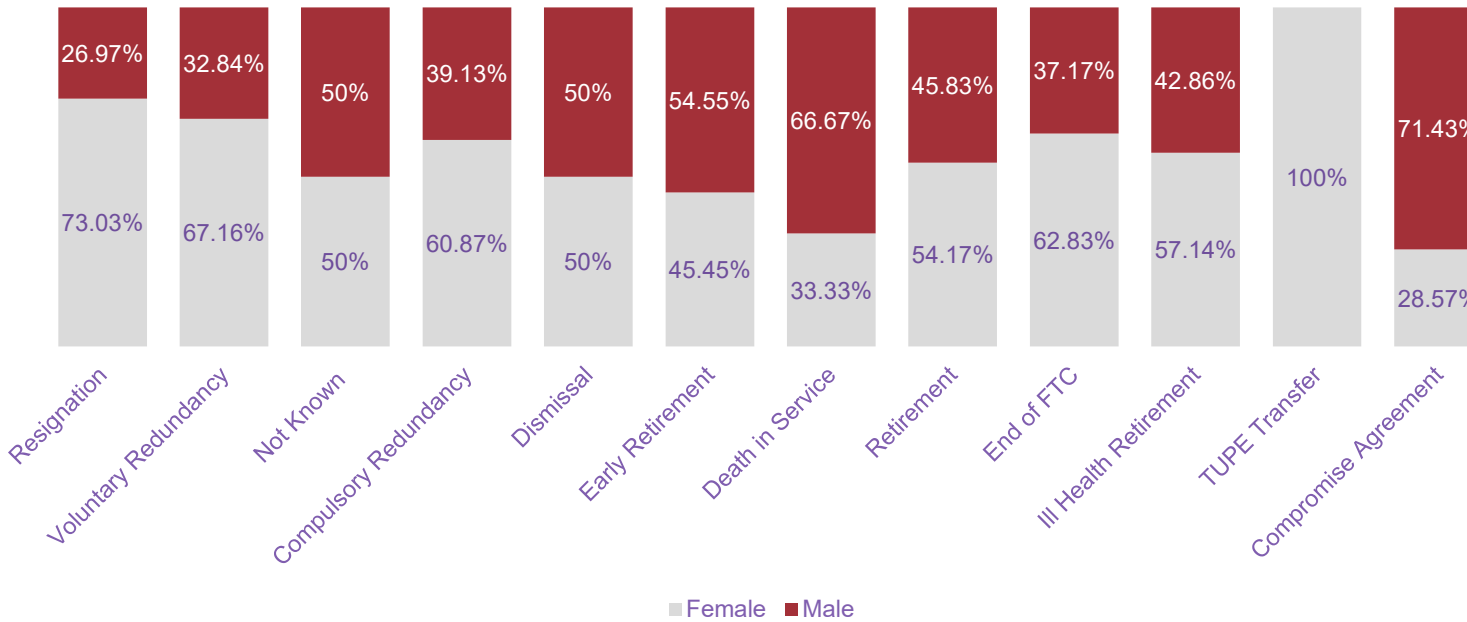


Employees Leaving Council



# Leavers

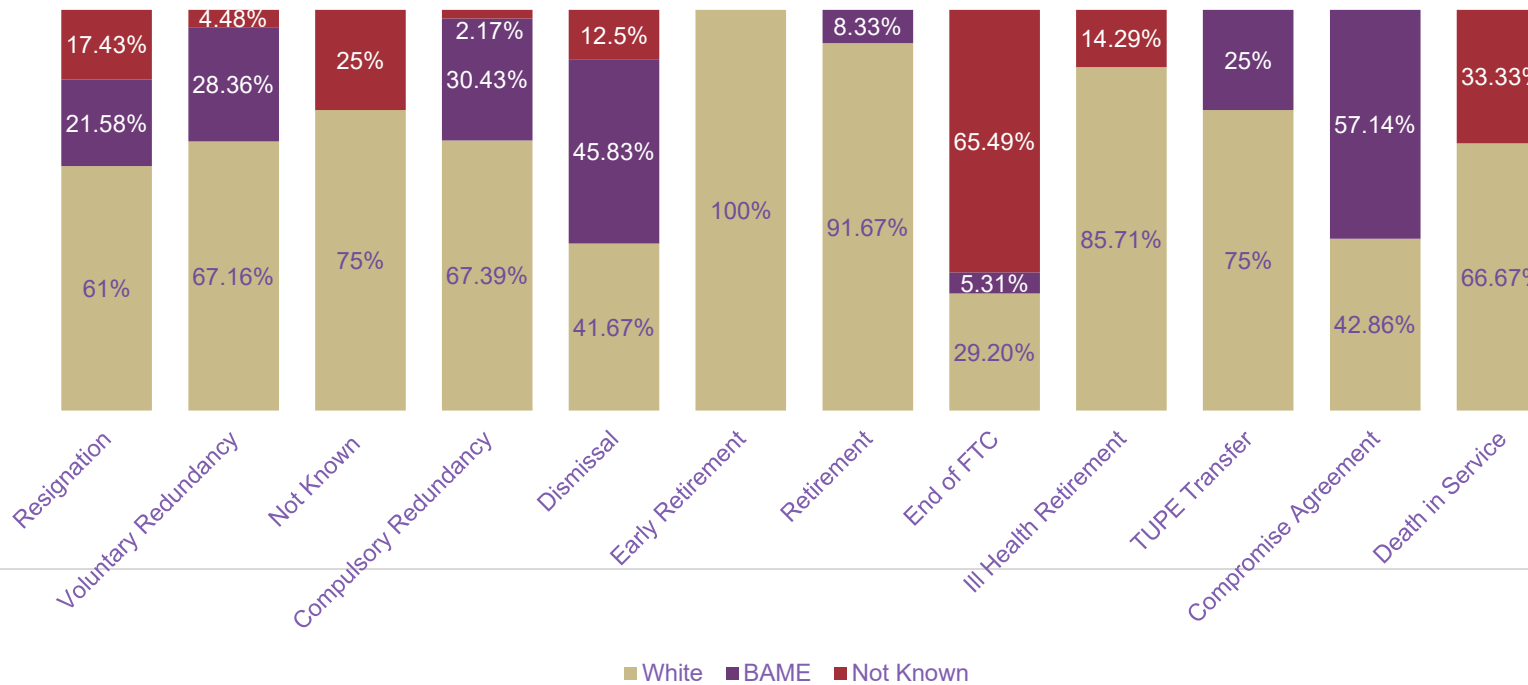
# 2016-2017



### Additional Information

There were 551 leavers in 2016/2017. The number leaving due to taking voluntary redundancy has gone down significantly from 240 in 2015/16 to 67 in 2016/17.

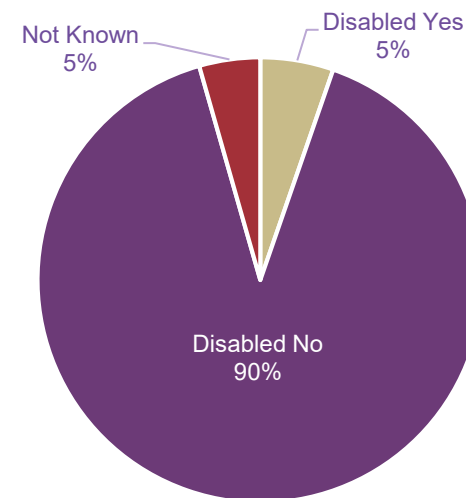
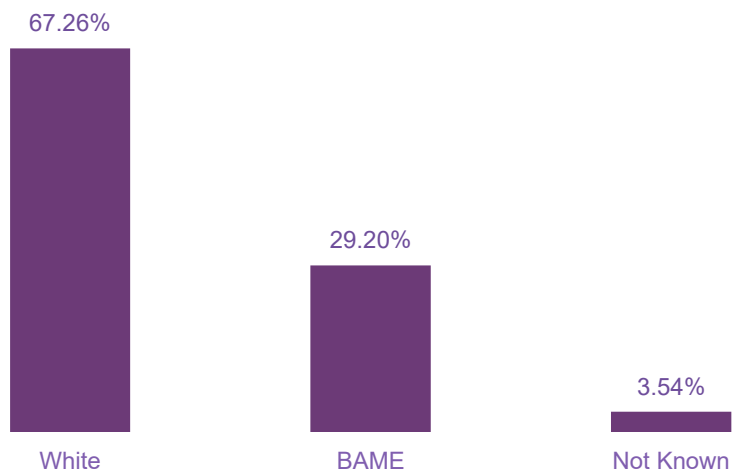
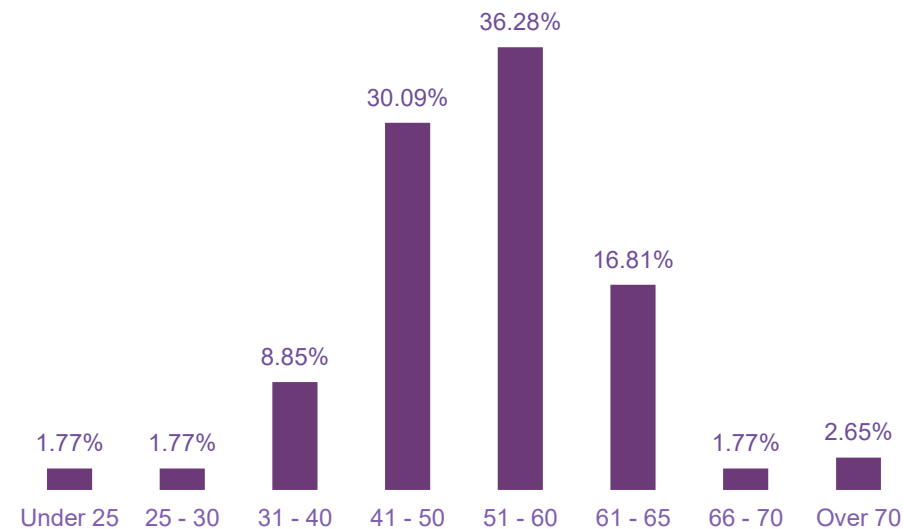
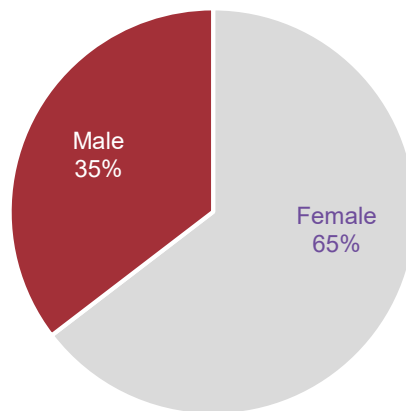
The percentage of BAME employees leaving has also decreased this year to 19.78% down from 22.68% in 2015/2016.

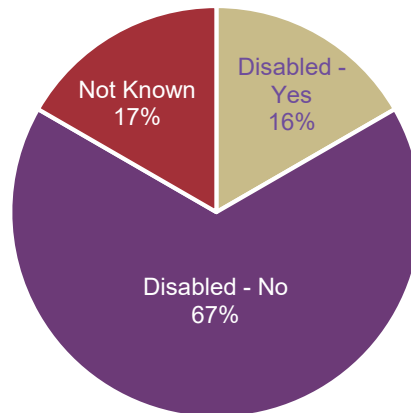
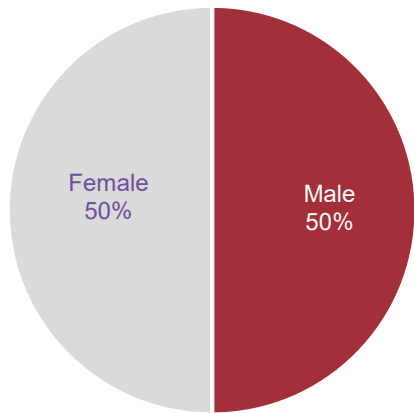


## Additional Information

There has been a sharp drop in redundancies from 346 in 2015/16 to 113 in 2016/17.

In this period there were 67 voluntary redundancies and 46 compulsory redundancies.

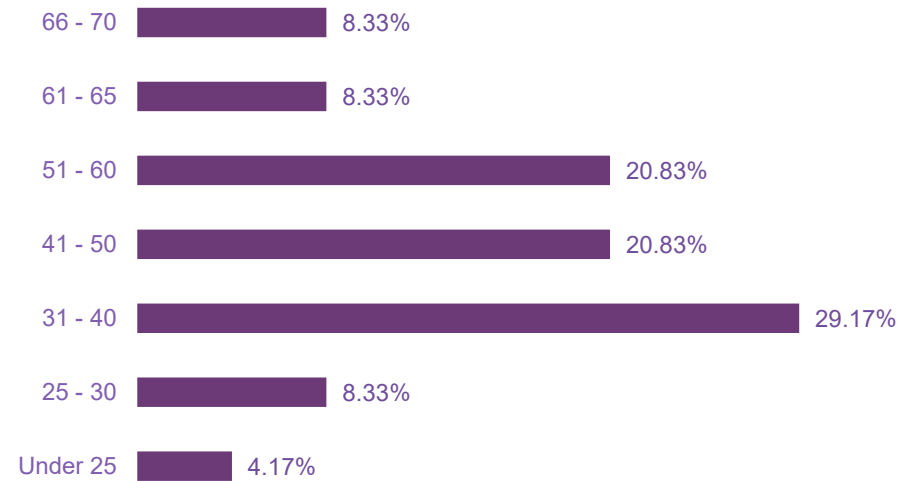
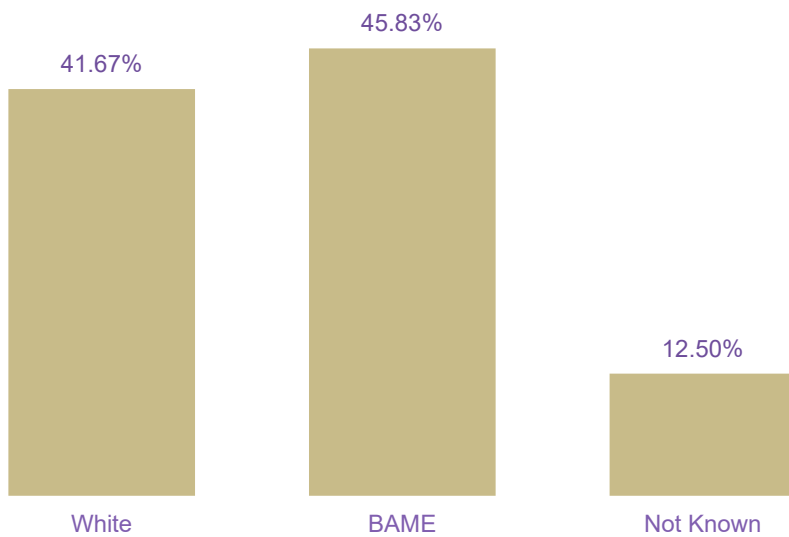




**Additional Information**

This data includes dismissals for conduct, medical capability and failed probation. There were 24 in total: 12 for medical capability, 11 for conduct and 1 for failed probation.

The percentage of BAME employees being dismissed has increased significantly by 24.62% since 2015/16.



## Appendix — Draft Equality in Employment Monitoring Report Action Plan 2017/2018

Objective	Action	Metric	Lead	Timescale	Outcomes	Progress
Conduct a data drive to ensure the Council has accurate and up to date information on protected characteristics and its workforce/applicants	Urge employees to complete their equality data tab in Agresso	Produce quarterly equality monitoring reports	Denise Pearce	Ongoing	Article in City People to encourage input of data	Article and video released 18/01/17 , 07/02/2017 & 01/06/2017
	Monitor and report gaps in equality information to the Strategic Equality Group		Arif Sain	Ongoing	Reporting to the Strategic Equality Group	
	Revise application form to advise applicants that equality data will be inputted into Agresso for new starters	Recruitment process	Baljit Basatia	Completed		Application form updated
	Undertake a paper exercise for employees who do not have easy access to Agresso		Baljit Basatia	Ongoing		Agresso updated in April 2017 with 655 returned equality surveys- this will be an

	<p>New Talentlink to be integrated with Agresso so that equality data can be pulled in Agresso for successful candidate</p> <p>Diversity tab to be moved in Agresso so that it's one of the first tabs</p> <p>Reminder when logging into computer on a scheduled basis asking if diversity data is correct and if not to update</p>		<p>Baljit Basatia</p> <p>Baljit Bastia</p> <p>Baljit Basatia</p>	<p>End of October 2017</p> <p>End of July 2017</p> <p>End of August 2017</p>		ongoing process
Continue to monitor equality data for applicants during the recruitment and promotion process to improve the representation of BAME and disabled employees in the workforce.	The Councils recruitment system, TalentLink has been reviewed and requires the capturing of data regarding interview panel member composition. This allows management information to be collated and analysed.	Monitoring reports to include equality data of interview panel members	Baljit Basatia	Ongoing		Revised TalentLink process live from 20.12.2016 and being used for all new recruitment campaigns completed by deadline of January 2017.



	<p>Seek input from equality forums on where we should be advertising vacancies so that we reach communities</p> <p>Obtain guidance from organisations supporting disabled and BAME citizens on how we should promote vacancies</p> <p>Secure Level 2 Disability Confident Council</p>	<p>Equality team to identify people whom we should consult</p>	<p>Equalities Team</p> <p>Equalities Team</p> <p>Baljit Basatia</p>	<p>End of July 2017</p> <p>End of July 2017</p> <p>September 2017</p>		
<p>Review recruitment policy so those involved in recruitment and selection are given tools to identify unconscious biases and change prejudices</p>	<p>Recruitment policy revised to stipulate that except in exceptional circumstances agreed with the Head of HR:</p> <ul style="list-style-type: none"> <li>Each interview panel should have at least three panel members and be gender</li> </ul>	<p>Promotion of policy TalentLink Data</p>	<p>Baljit Basatia</p>	<p>Ongoing</p>	<p>Revised policy shared with JCP 08.12.2016</p>	<p>Amended policy shared with Trade Unions December 2016. Action completed by January 2017</p>

	<p>diverse and preferably diverse for other protected characteristics</p> <ul style="list-style-type: none"> <li>• All interview panel members must have had unconscious bias training</li> <li>• All managers must have received recruitment and selection training</li> <li>• All recruitment and selection training must be refreshed every three years.</li> <li>• E-learning module to be reviewed and rolled out to managers</li> </ul>	Training data		<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	Arrange further sessions	Sessions arranged communication circulated to recruiting managers requesting them to book a place via the Learning Hub. Action completed with 518 attendees over 18 sessions
Identify why candidates who are non- Christians, are unsuccessful at interview	Drill down into data to identify the reasons why a disproportionate number of non- Christians are unsuccessful at interview	Recruitment data including promotion data	Baljit Basatia	End of July 2017		
Identify why a disproportionate number of BAME employees are raising grievances	Drill down into data to identify any underlying issues resulting in a disproportionate number of BAME employees	Grievance Data	Joanne Farley	August 2017		

	raising grievances so that appropriate actions can be taken					
Identify why a disproportionate number of BAME employees are subject to disciplinary investigations	Drill down into data to identify any underlying issues resulting in a disproportionate number of BAME employees being subject to disciplinary investigations so that appropriate actions can be taken	Disciplinary Data	Joanne Farley	August 2017		
Revise Leavers form to ensure it captures all reasons for leaving the Council	Revise leavers form and add category for 'Other dismissals'		Baljit Basatia	End of August 2017		
Review Training data and how it is captured and analysed so that non- mandatory training is accounted for separately to mandatory	Liaise with Workforce development to drill into training data and assessing non- mandatory and mandatory training in service areas	Training data and Business Support Unit	Baljit Bastia	End of September 2017		