

Runnymede Borough Council

Workforce Monitoring

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.

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.

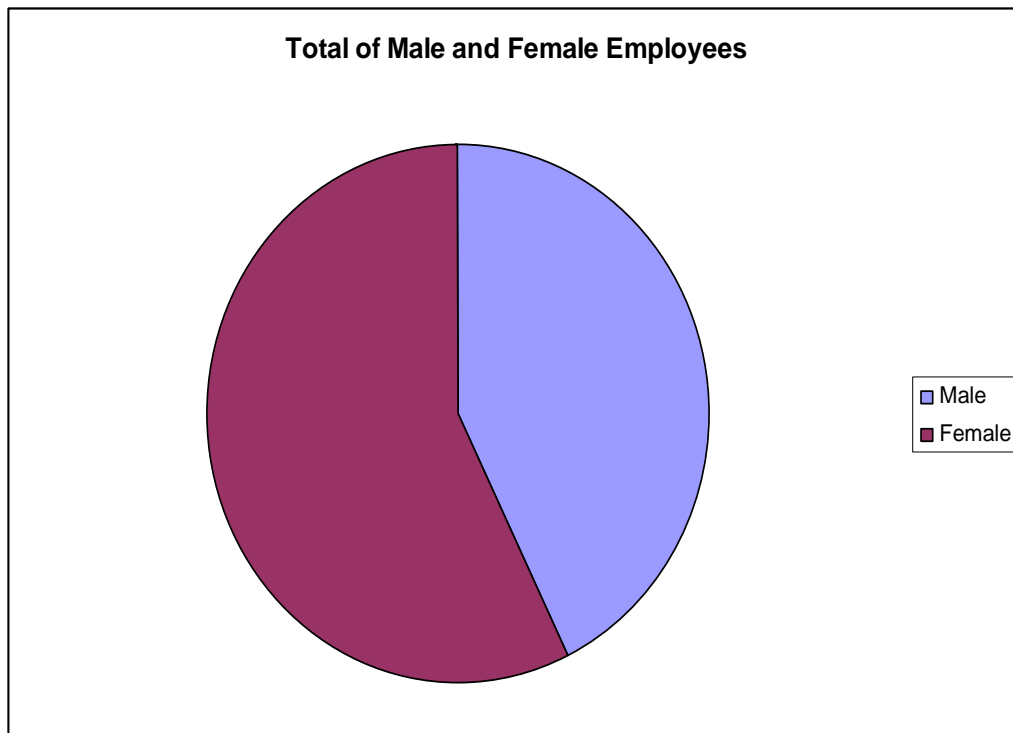
Information from workforce monitoring is used to inform any EIAs prepared in relation to employment proposals.

5. Workforce monitoring

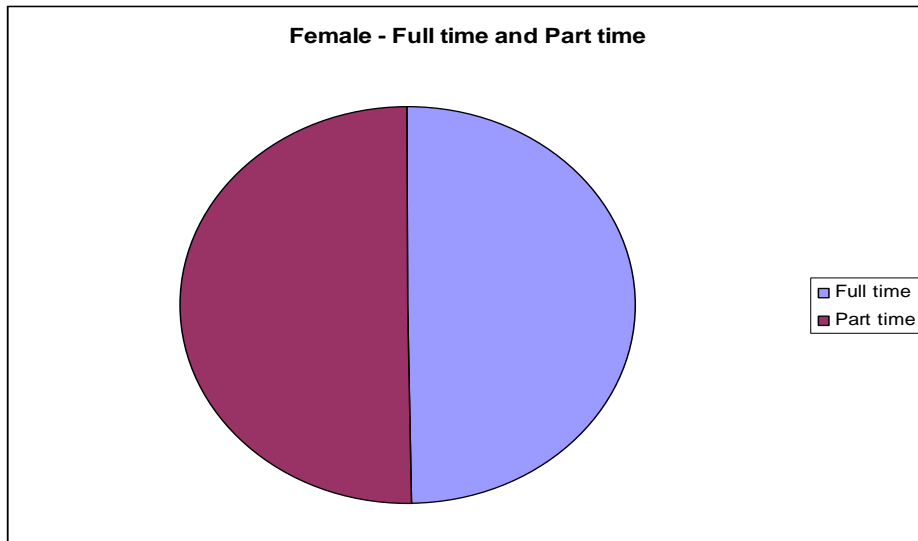
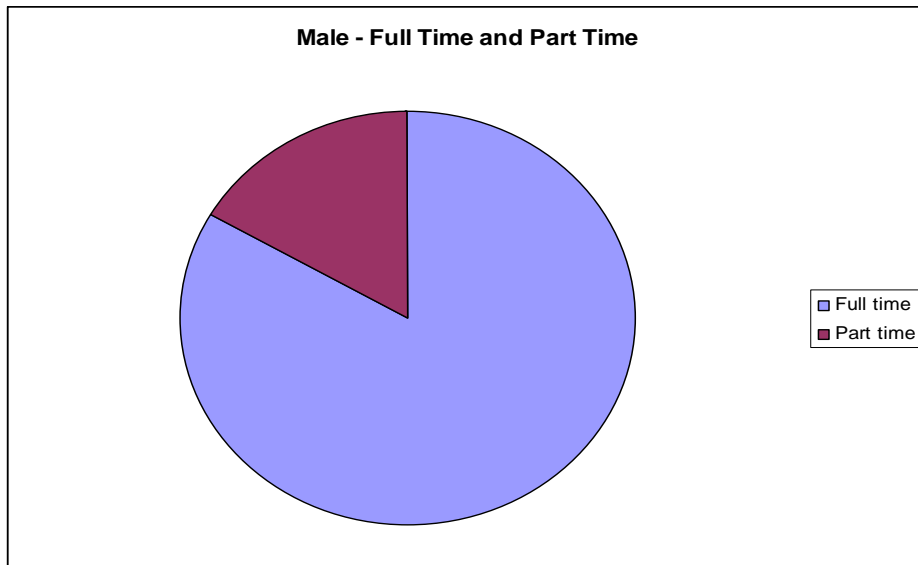
The information below is at 1 January 2012. Where an annual figure is given it relates to 2011 up to 31 December 2011.

5.1 Gender

As at 1 January 2012 Runnymede employed 432 staff. 42.1% (182) were male and 57.9% (250) were female.



Of the 182 male staff, 155 (85.2%) were full time and 27 (14.8%) part time.
Of the 250 female staff, 124 (49.6%) were full time and 126 (50.4%) part time.

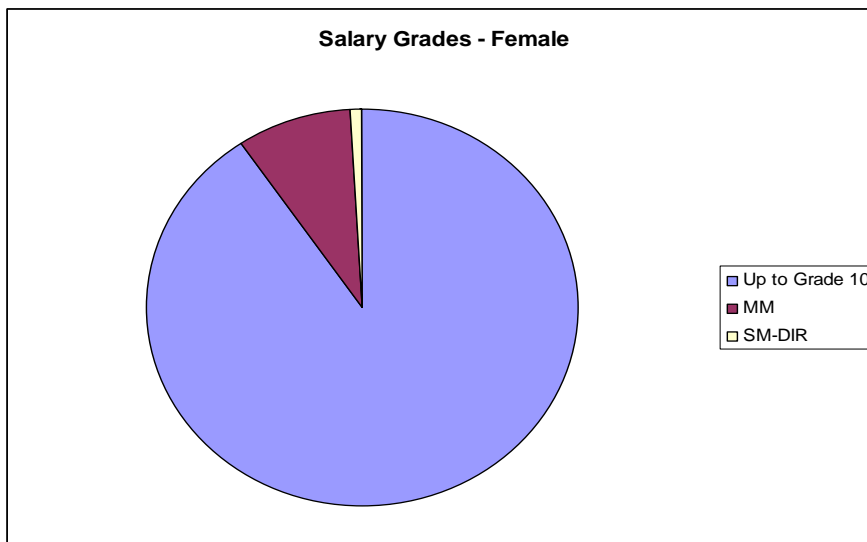
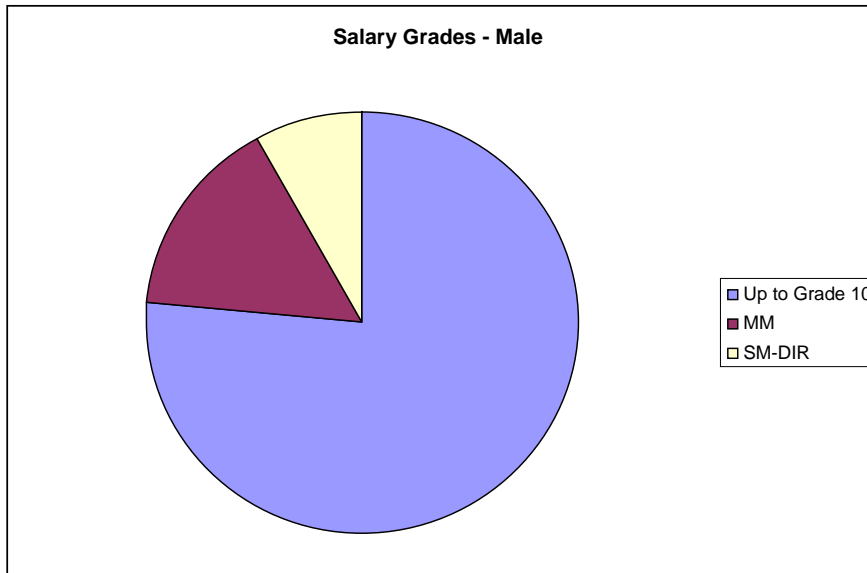


5.2 Staff by grade

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, and senior management. The senior management grouping includes the Chief Executive, Directors, Corporate Heads and service heads. There are a number of head of service posts at this level shared with Spelthorne Borough Council with the postholder employed by Spelthorne. If these posts were included in the senior management totals the proportion would be 79% male and 21% female compared to 93.75% male / 6.25% female employed by Runnymede. These proportions will change only if there is turnover within the group.

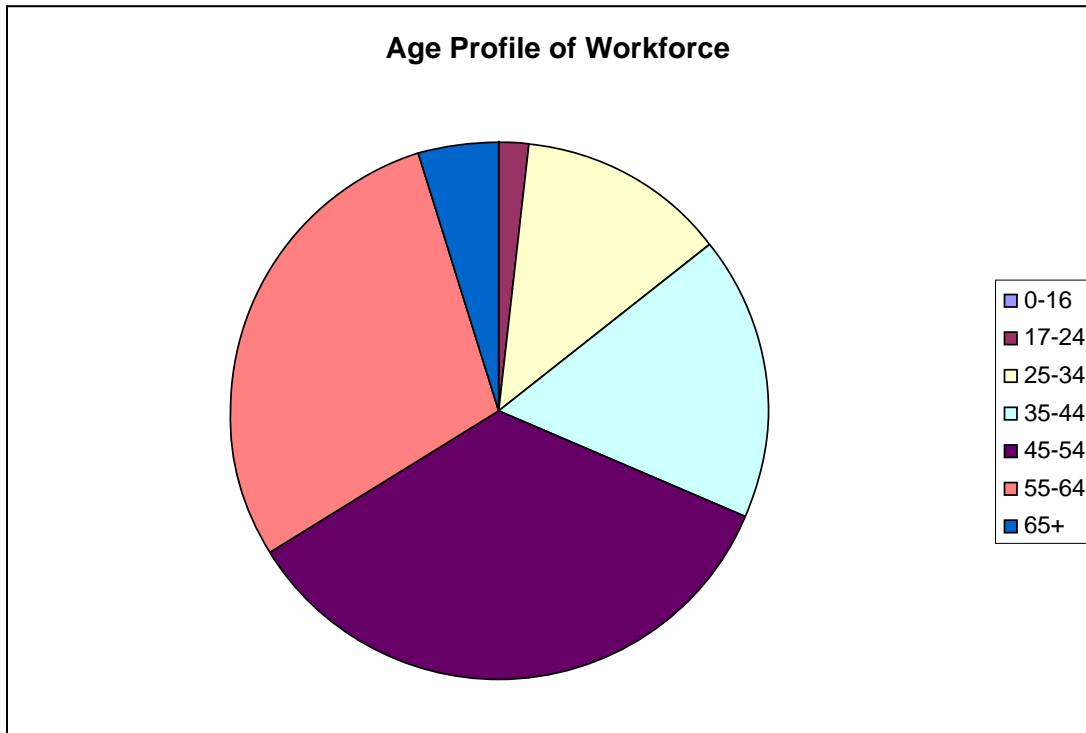
	Administrative and operational (up to grade 10)	Professional / Managerial (Middle Manager grades)	Senior management (Senior Manager and Director grades)
	369 (84.6% of total staff)	51 (11.7% of total staff)	16 (3.7% of total)
Male	142 (38.5% of this group)	29 (56.9%)	15 (93.75%)
Female	227 (61.5% of this group)	22 (43.1%)	1 (6.25%)



5.3 Age

Runnymede employs staff in all age groups. There is no compulsory retirement age for staff. The normal retirement age for the Local Government Pension Scheme is currently 65.

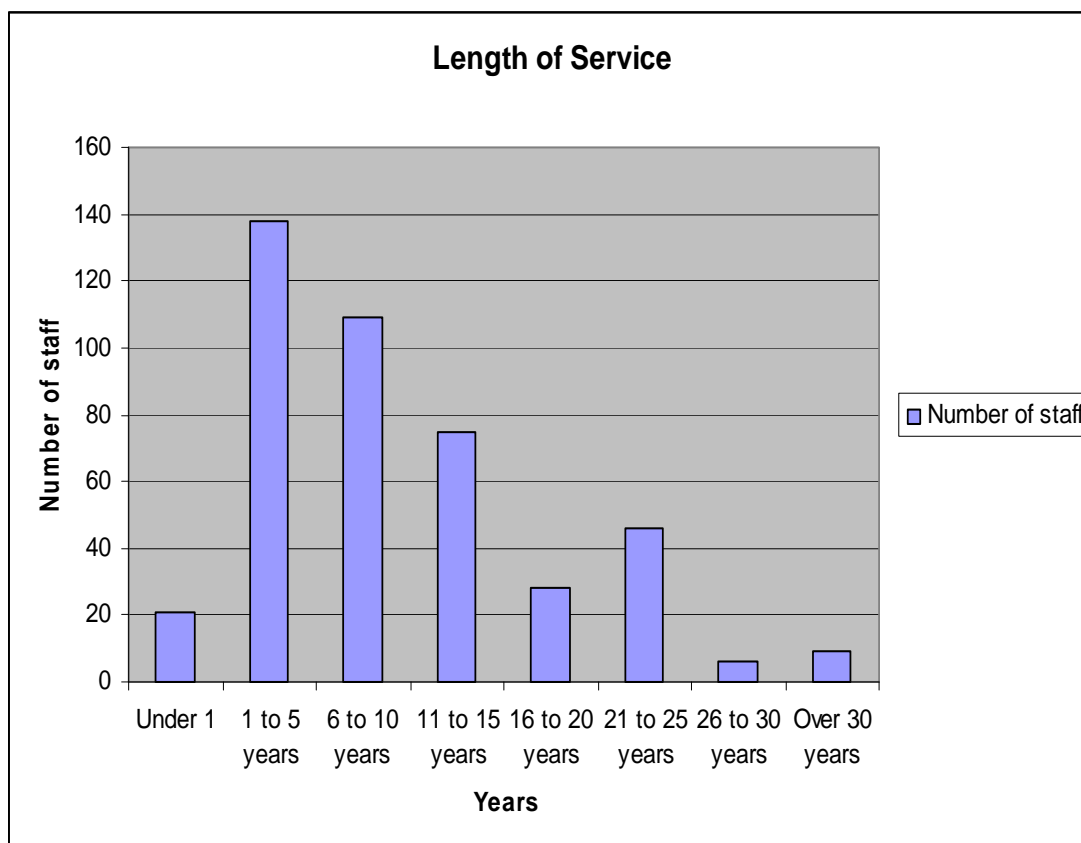
The average age of staff at Runnymede at 1 January 2012 is 49 (this is the same as the average age on 1 January 2011).



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	21	4.8%
1 to 5 years	138	32%
6 to 10 years	109	25.2%
11 to 15 years	75	17.4%
16 to 20 years	28	6.5%
21 to 25 years	46	10.6%
26 to 30 years	6	1.4%
Over 30 years	9	2.1%



5.5 Disability

There are currently 16 staff who self-declare that they are disabled (3.7% 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.

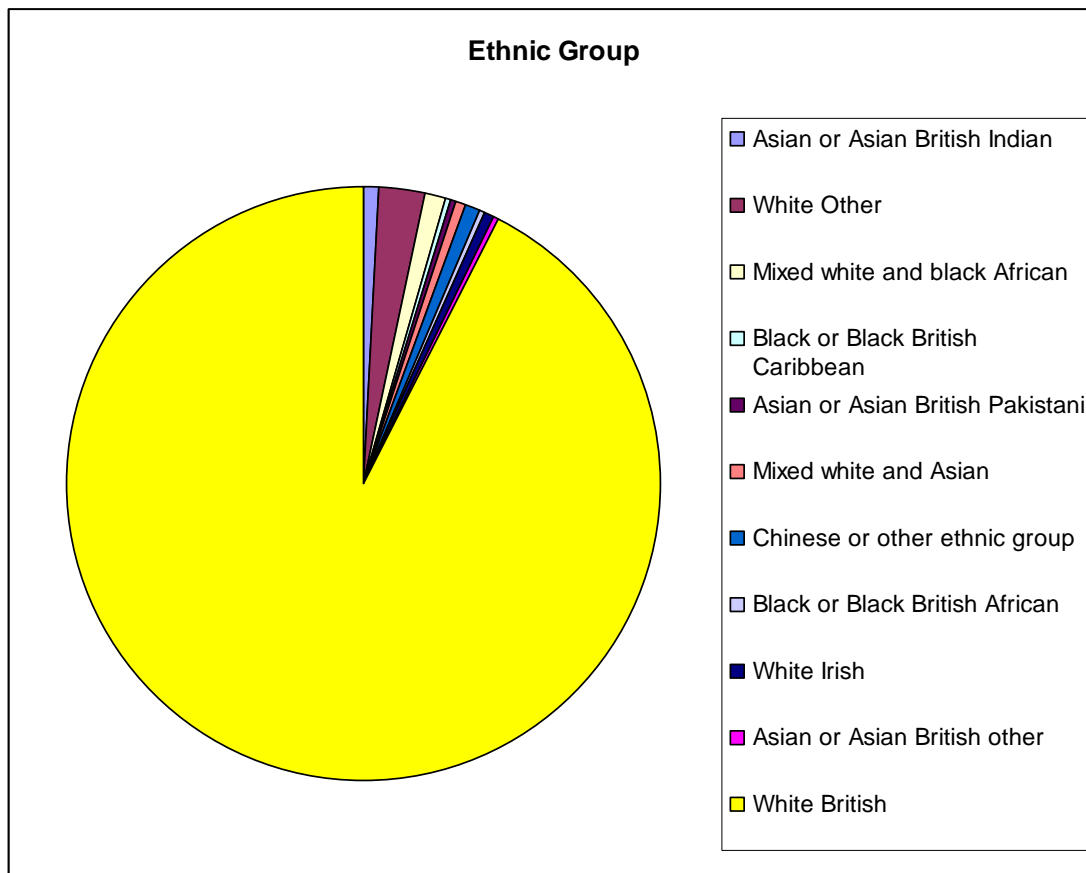
Staff who have particular needs at work arising from a disability or medical issue are encouraged to discuss the matter with their manager so that any reasonable adjustments can be put in place.

5.6 Ethnic origin

92.4% of staff describe themselves as from a White British background, with 7.6% from other backgrounds.

Ethnic origin	Staff numbers	Proportion of staff
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White British	399	92.4%
White Other	11	2.5%
White Irish	3	0.6%
Asian or Asian British Indian	4	0.8%
Mixed white and black African	4	0.8%
Black or Black British Caribbean	2	0.4%
Asian or Asian British Pakistani	1	0.2%
Mixed white and Asian	2	0.4%
Chinese or other ethnic group	4	0.8%
Black or Black British African	1	0.2%
Asian or Asian British other	1	0.2%



5.7 Pregnancy and maternity

There were 6 staff taking maternity leave in 2011, some of whom are still away from work.

There were no women due to return to work in 2011 following their maternity leave.

5.8 Recruitment

We have plans to revise the monitoring arrangements for all stages of the recruitment process during 2012 so that future reports will be able to show the

proportions of people from different protected groups at applications stage, at shortlisting stage and on appointment.

5.9 Dismissals and other reasons for termination

92 staff left Runnymede's employment in 2011 (88 from a white British background, 4 from other backgrounds).

Staff left for the following reasons:

Reason for leaving	Numbers of leavers
Dismissal (discipline / capability)	1
Dismissal (redundancy)	12
Ill-health retirement	1
Early retirement	5
TUPE Transfer	33
Death in service	2
Voluntary resignation	25
Voluntary retirement	13

5.9 Other protected characteristics

Runnymede do not currently monitor applicants or staff for their religion or belief or for their sexuality. In 2012 we intend to consider how we can report on the likely representation on these protected characteristics, to ensure that no individuals can be identified as a result.

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.

6. Updating and publishing workforce monitoring information

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