

**UNION / EMPLOYEE CONSULTATION COMMITTEE**

**AGENDA**

**Thursday 14<sup>th</sup> March 2013 at 1100 hours in Chamber Suites 1 & 2, The Arc,  
Clowne**

| <b>Item No.</b>   |  | <b>Page<br/>No.(s)</b> |
|---|--|------------------------|
| <b>PART 1 – OPEN ITEMS</b>  |  |                        |
| 1.  | To receive apologies for absence, if any.  |                        |
| 2.  | To note any urgent items of business which the Chairman has consented to being considered under the provisions of Section 100(B) 4 (b) of the Local Government Act 1972.   |                        |
| 3.  | Members should declare the existence and nature of any personal or prejudicial interest in respect of:-<br><br>a) any business on the agenda<br>b) any urgent additional items to be considered<br>c) any matters arising out of those items<br><br>and, if appropriate, withdraw from the meeting at the relevant time. |                        |
| 4.  | To approve the Minutes of a meeting held on 30 <sup>th</sup> January 2013.   | 3 to 7                 |
| 5.  | Sickness Absence/Occupational Health Statistics October to December 2012.  | 8 to 11                |
| 6.  | Equalities Monitoring April to June 2012.  | 12 to 19               |
| 7.  | Equalities Monitoring July to September 2012.  | 20 to 27               |
| 8.  | Equalities Monitoring October to December 2012.  | 28 to 34               |
| <b>PART 2 – EXEMPT ITEMS</b><br><i>The Local Government (Access to Information) Act 1985, Local Government Act 1972, Part 1, Schedule 12a</i> |  |                        |
| 9.  | Paragraph 4<br>Enhancements in lieu of Annual Leave.   | To Follow              |

27<sup>th</sup> February 2013

The Arc  
High Street  
Clowne  
Derbyshire  
S43 4JY

Dear Sir or Madam

You are hereby summoned to attend a meeting of the Union/Employee Consultation Committee of Bolsover District Council to be held in Chamber Suites 1 & 2, The Arc, Clowne, on Thursday 14<sup>th</sup> March 2013 at 1100 hours.

For the convenience of both sides rooms are available for a pre-meeting prior to the Union/Employee Consultation Committee.

Council Side - Meeting Room 2 @ 1000 hours  
Unions - Meeting Room 4 @ 1000 hours

Register of Members' Interest - Members are reminded that a Member must within 28 days of becoming aware of any changes to their Disclosable Pecuniary Interests provide written notification to the Authority's Monitoring Officer.

You will find the contents of the agenda itemised on page 2.

Yours faithfully



Chief Executive Officer

To: Chairman & Members of the Union Employee Consultation Committee

### **ACCESS FOR ALL**

If you need help understanding this document or require a larger print on translation, please contact us on the following telephone number:-

 **01246 242528**      **Democratic Services**  
**Minicom: 01246 242450**      **Fax: 01246 242423**



Tel 01246 242424    Fax 01246 242423    Minicom 01246 242450  
Email [enquiries@bolsover.gov.uk](mailto:enquiries@bolsover.gov.uk)    Web [www.bolsover.gov.uk](http://www.bolsover.gov.uk)  
Chief Executive Officer: Wes Lumley, B.Sc. F.C.C.A.

CUSTOMER  
SERVICE  
EXCELLENCE



The Government Standard

## **UNION/EMPLOYEE CONSULTATION COMMITTEE**

Minutes of a reconvened meeting of the Union/Employee Consultation Committee of the Bolsover District Council held in the Council Chamber, Sherwood Lodge, Bolsover, on Wednesday 30<sup>th</sup> January 2013 at 1100 hours.

### **PRESENT:-**

Council Representatives:-

Councillor E. Watts - Chair

Councillors R.J Bowler, K. Bowman, Mrs P.M Bowmer, J.A Clifton, H.J Gilmour, B.R Murray-Carr, A.M Syrett, A.F Tomlinson and G.O Webster.

Unison Representatives:-

R. Frisby, C. Hirst and J. Woods.

Unite Representatives:-

S. Sambrook, T. Walker, M. Hill and B. Elliott.

Also in attendance at the meeting was M. Young (Unison Regional Coordinating Officer East Midlands) and C. Dodsworth (Electrician) for Minute No. 820 only).

Officers:-

A. Grundy (Assistant Director of Human Resources and Payroll), P. Wilmot (Human Resources Manager) and A. Bluff (Democratic Services Officer).

### **813. APOLOGIES**

Apologies for absence were received on behalf of Councillor D. McGregor, W. Lumley (Chief Executive Officer) and R. Farnsworth (Unison).

### **814. URGENT ITEMS OF BUSINESS**

There were no urgent items of business to consider.

### **815. DECLARATIONS OF INTEREST**

There were no declarations of interest received.

## UNION/EMPLOYEE CONSULTATION COMMITTEE

### 816. MINUTES – 7<sup>TH</sup> JUNE 2013

#### Minute 73 – UECC Terms of Reference

The Assistant Director of Human Resources and Payroll reported that it had been considered and agreed at an informal meeting of UECC on 24<sup>th</sup> January 2013, to propose at the next formal meeting of UECC that the ACAS definition of consultation, from the ACAS booklet 'Employee communications and consultation' (August 2009), be adopted in the Council's Constitution.

The definition is:

***Consultation is the process by which management and employees or their representatives jointly examine and discuss issues of mutual concern. It involves seeking acceptable solutions to problems through a genuine exchange of views and information. Consultation does not remove the right of managers to manage – they must still make the final decision – but it does impose an obligation that the views of employees will be sought and considered before decisions are taken.***

The ACAS definition would replace the existing definition of 'consultation' at part 3 (iv) in the Terms of Reference for UECC.

Moved by Councillor B.R. Murray-Carr, seconded by Councillor A.M. Syrett  
**RECOMMENDED** that (1) the ACAS definition replace the existing definition of 'consultation' at part 3 (iv) in the Terms of Reference for UECC.

(Solicitor to the Council / Head of Democratic Services)

#### Minute 74 regarding Minute 956 of the UECC meeting held on 7<sup>th</sup> March 2013 – Union Web Page on Council's Intranet site.

A Unison representative advised the meeting that no progress had been made in relation to the Unions having their own web page on the Council's intranet site. This was because meetings had not yet taken place between the Unions and the Solicitor to the Council.

#### Minute 74 regarding Minute 964 of the UECC meeting held on 7<sup>th</sup> March 2013 – Equalities Monitoring Report.

The Unison representative also advised the meeting that discussions had not yet taken place with the management side in relation to the Equalities Monitoring report being presented annually at future meetings.

The Assistant Director of Human Resources and Payroll further reported that at the informal meeting of UECC held on 24<sup>th</sup> January 2013, Members had indicated that membership of the Committee would be discussed prior to Annual Council in May 2013 on the basis of a proposal of six representatives from the Employer's side and

## UNION/EMPLOYEE CONSULTATION COMMITTEE

six representatives from the Employees' side, on the understanding that on the Employer's side provision was to continue for an Equalities member place.

In relation to the frequency of reporting on Equalities Monitoring Data, the Equalities Monitoring Officer had advised that quarterly monitoring continue. The next meeting of UECC in March would provide a report on the previous three quarters Equalities Monitoring Data.

Moved by Councillor E. Watts, seconded by Councillor A. F. Tomlinson  
**RESOLVED** that the minutes of a Union / Employee Consultation Committee held on 7<sup>th</sup> June 2012 be approved as a correct record.

(Solicitor to the Council / Assistant Director of Human Resources and Payroll / Unions / Head of Democratic Services)

### **817. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS JULY TO SEPTEMBER 2012**

The Assistant Director of Human Resources and Payroll presented a report in relation to sickness absence / occupational health statistics for the period July to September 2012.

The target for sickness absence for July to September 2012 was 2 days per FTE and the outturn was 2.51 days in comparison to 2.39 days for the same period in 2011. A breakdown of these figures by department and by long term / short term sickness absence was attached to the report for information.

It was noted that the corporate target of 8 days would not be met this year and an outturn of 9.09 days was projected.

The Assistant Director of Human Resources and Payroll had looked at the cases for long term sickness and there were a number of employees with serious illness or requiring operations. Human Resources were working with these employees through the procedures to help them and also making full use of the occupational health provider. A breakdown of the reasons for all long term sickness absence was detailed in the report.

Moved by Councillor A.F. Tomlinson, seconded by Councillor E. Watts.  
**RESOLVED** that the sickness absence / occupational health statistics report for the period July to September 2012 be received.

### **818. MOBILE PHONE POLICY**

The Assistant Director of Human Resources and Payroll presented a report in relation to revisions to the Mobile Phone Policy.

## UNION/EMPLOYEE CONSULTATION COMMITTEE

ICT were now proposing a revised policy as the current mobile phone policy was no longer fit for purpose due to changes in technologies deployed and deployment of mobile working solutions. The revised policy addressed these issues and provided further guidance and clarity on best practice usage.

A Unison representative queried personal use of telephones being restricted and raised that some officers pay a quarterly sum plus cost of any calls made for personal use. The Assistant Director of Human Resources and Payroll replied that this was covered in paragraph 4.4 of the policy.

The Unison representative further queried use of cameras phones being limited to business purposes only and sought assurance that an employee would not be penalised if they used a camera phone for personal use. The Assistant Director of Human Resources and Payroll replied that the Authority wouldn't seek to penalise the employee but other policies would come into play if any images contravened the policies.

A short discussion took place.

It was noted that some employees carried camera phones in relation to their work, i.e., Leisure staff for events and CAN Rangers and Environmental Health officers for use of evidence gathering.

The Chair stated that the paragraph in the policy relating to use of camera phones used the word 'should' (be limited to business purposes only) and he felt that this was appropriate.

Moved by Councillor E. Watts, seconded by Councillor B.R. Murray-Carr  
**RECOMMENDED** that the Council be recommended to adopt the revised Mobile Phone Policy.

(Assistant Director of Human Resources and Payroll / Head of Democratic Services)

### 819. THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Moved by Councillor E. Watts, seconded by Councillor A. F. Tomlinson  
**RESOLVED** that under Section 100(A)(4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in the stated Paragraph of Part 1 of Schedule 12A of the Act and it is not in the public interest for that to be revealed.

The Unions sought Committee's approval that C. Dodsworth (Electrician) be invited to attend the exempt part of the meeting for the following item of business.

C. Dodsworth entered the meeting.

## UNION/EMPLOYEE CONSULTATION COMMITTEE

### 820. GRIEVANCE – MATTER OF PRINCIPLE EXEMPT PARAGRAPH 4

The Assistant Director of Human Resources and Payroll presented a report which gave details of a grievance raised by the electricians employed by the Council.

The Director of Neighbourhoods had received the grievance in March 2012 and had subsequently advised that the electricians' grievance raised a matter of principle.

Paragraph 8 of the Council's Guidance to Senior Managers on Handling Grievances states "*Where it is agreed between the parties that the grievance is a matter of principle, then the grievance will be submitted to the next scheduled Union Employee Consultation Committee.*"

The trade unions had requested that the matter be referred to this Committee for consideration.

A lengthy discussion took place.

The report stated that the fundamental issue was clarification in the grading review procedure of what constituted 'line management'.

A further discussion took place.

It was agreed that the appropriate wording to accommodate both the employees side and the employers side be considered outside of the meeting.

Moved by Councillor E. Watts, seconded by C. Hirst

**RESOLVED** that (1) the report be received,

(2) the appropriate wording to accommodate both the employees side and the employers side be considered outside of the meeting.

(Assistant Director of Human Resources and Payroll / Unions)

The meeting concluded at 1140 hours.

|                           |  |                  |      |
|---------------------------|--|------------------|------|
| Committee:                | Union/Employee Consultation Committee                                    | Agenda Item No.: | 5.   |
| Date:                     | 14 <sup>th</sup> March 2013  | Category         |      |
| Subject:                  | Sickness Absence/Occupational Health Statistics October to December 2012 | Status           | Open |
| Report by:                | Assistant Director Human Resources                                       |                  |      |
| Other Officers involved:  | Human Resources Officer<br>Senior Human Resources Officer                |                  |      |
| Director                  | Chief Executive Officer  |                  |      |
| Relevant Portfolio Holder | Councillor E. Watts, Leader of the Council                               |                  |      |

#### **RELEVANT CORPORATE AIMS**

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation by providing monitoring information which can be used to shape future policy decisions

#### **TARGETS**

The subject matter of this report does not contribute to any specific targets in the Corporate Plan.

#### **VALUE FOR MONEY**

As this report relates to retrospective monitoring data value for money criteria is not applicable

### **THE REPORT**

Sickness Absence/Occupational Health Referral Statistics October to December 2012 and 2011.

The sickness absence outturn for the third quarter of 2012 (October to December) is shown below, with comparisons for the same period during 2011:

| <b>October to December 2011</b> | <b>October to December 2012</b> |
|---------------------------------|---------------------------------|
| 2.42 days per FTE               | 2.38 days per FTE               |

The target for October to December 2012 was 2 days per FTE. The year to date out-turn is 6.82 days per FTE against a target of 6 days per FTE. A breakdown of these figures by Department, and by long term/short term sickness absence, is attached for information.

Whilst the overall sickness figure is lower than last year it is still higher than the target. The



total number of days lost for the third quarter of 2012 compared to the 3rd quarter of 2011 has reduced by 157 days. The following sections have shown increases in long term sickness absence:-

- Democratic Services
- Legal and Land Charges

Whilst the following sections have shown increases in short term sickness absence, the total number of days lost due to short term absence has reduced in this quarter by 174.5 days overall:-

- Democratic Services
- Housing
- Regeneration

Please see below in 1.2 the reasons for continuing absence in these areas. A breakdown of the total sickness figures into long term/short term sickness absence is shown below for information:-

|                          | Long Term         | Short Term        |
|--------------------------|-------------------|-------------------|
| October to December 2011 | 1.36 days per FTE | 1.06 days per FTE |
| October to December 2012 | 1.56 days per FTE | 0.80 days per FTE |

The outcome of occupational health referrals for the third quarter of 2012 with comparisons for 2011 are shown below:

|                           | October to December 2011 | October to December 2012 |
|---------------------------|--------------------------|--------------------------|
| Rehabilitated             | 14                       | 4                        |
| Continuing                | 1                        | 2                        |
| Ill Health Retirement     | -                        | 0*                       |
| Termination of Employment | 1                        | -                        |
| <b>TOTAL</b>              | <b>16</b>                | <b>6</b>                 |

Continuing

1 employee home related stress

1 employee ankle injury sustained at work – hoping to return on 4<sup>th</sup> February 2013.

\*Please note there was one additional ill health retirement on 31<sup>st</sup> July 2012 which should have been reported in the July to September 2012 quarter.

A breakdown of the reasons for all long term sickness absence is as follows:

| <b>Reasons for Long Term Sickness Absence October to December 2012</b> |   |   |
|--|---|---|
| <b>Reason for Absence</b>  | <b>No. of Employees Citing this Reason October to December 2011</b> | <b>No. of Employees Citing this Reason October to December 2012</b> |
| Muscular Skeletal  | 7   | 1   |
| Stomach/Digestion  | 2   | 1   |
| Stress/Depression  | 6   | 4   |
| Other  | 1   |   |
| <b>TOTAL</b>   | <b>16</b>   | <b>6</b>  |

The following routine health surveillance clinics have been held during October to December 2012:

- 16<sup>th</sup> October
- 24<sup>th</sup> October
- 28<sup>th</sup> November
- 13<sup>th</sup> December

and covered topics such as Hand Arm Vibration, audiometry and blood tests and Hepatitis B immunisation to 'at risk' groups in the current Hepatitis B programme.

There has been six employees undergoing counselling during this period.

### **ISSUES FOR CONSIDERATION**

The report is for monitoring purposes only and there are no specific issues for consideration.

### **IMPLICATIONS**

Financial : None

Legal : None

Human Resources : Compliance with employment legislation relating to managing sickness absence.

### **RECOMMENDATION that**

**The report be received.**

ATTACHMENT: Y (1)

FILE REFERENCE: N/A

SOURCE DOCUMENT: N/A

## BVPI12 - OCTOBER TO DECEMBER 2012 LONG TERM/SHORT TERM SPLIT

| DEPARTMENT   | AVERAGE FTE 9 MONTHS | DAYS LOST      | FTE DAYS    | LONG TERM ABSENCE NO OF DAYS | SHORT TERM ABSENCE NO OF DAYS | LT ABSENCE PER FTE | ST ABSENCE PER FTE |
|--|----------------------|----------------|-------------|------------------------------|-------------------------------|--------------------|--------------------|
| <b>CHIEF EXECS DIRECTORATE</b>   |                      |                |             |                              |                               |                    |                    |
| CHIEF EXECUTIVES AND PARTNERSHIP STRATEGY/PERFORMANCE  | 6.50                 | 7              | 1.077       | 0                            | 7                             | 0.000              | 1.077              |
| HUMAN RESOURCES AND PAYROLL APPRENTICES  | 9.75                 | 10             | 1.026       | 0                            | 10                            | 0.000              | 1.026              |
| DEMOCRATIC   | 38.50                | 46             | 1.195       | 0                            | 46                            | 0.000              | 1.195              |
| LEGAL AND LAND CHARGES   | 9.80                 | 52             | 5.306       | 42                           | 10                            | 4.286              | 1.020              |
| <b>RESOURCES DIRECTORATE</b>   |                      |                |             |                              |                               |                    |                    |
| FINANCE  | 8.69                 | 27             | 3.107       | 26                           | 1                             | 2.992              | 0.115              |
| PROCUREMENT  | 9.52                 | 2.5            | 0.263       | 0                            | 2.5                           | 0.000              | 0.263              |
| CUSTOMER SERVICE   | 2.81                 | 0              | 0.000       | 0                            | 0                             | 0.000              | 0.000              |
| REVENUES   | 24.14                | 153            | 6.338       | 116                          | 37                            | 4.805              | 1.533              |
| <b>HEALTH AND WELL BEING</b>   |                      |                |             |                              |                               |                    |                    |
| LEISURE  | 38.37                | 40.5           | 1.056       | 18                           | 22.5                          | 0.469              | 0.586              |
| <b>NEIGHBOURHOODS</b>  |                      |                |             |                              |                               |                    |                    |
| COMMUNITY SAFETY   | 43.51                | 16             | 0.368       | 0                            | 16                            | 0.000              | 0.368              |
| STREET SERVICES  | 10.50                | 0              | 0.000       | 0                            | 0                             | 0.000              | 0.000              |
| HOUSING (REPAIRS AND MANAGEMENT)   | 83.23                | 305            | 3.665       | 296                          | 9                             | 3.556              | 0.108              |
| <b>DEVELOPMENT</b>   |                      |                |             |                              |                               |                    |                    |
| PLANNING/HOUSING STRATEGY  | 112.80               | 366            | 3.245       | 214.5                        | 151.5                         | 1.902              | 1.343              |
| REGENERATION   | 18.60                | 7              | 0.376       | 0                            | 7                             | 0.000              | 0.376              |
| <b>GRAND TOTAL</b>   | <b>454.08</b>        | <b>1078.50</b> | <b>2.38</b> | <b>712.5</b>                 | <b>366.00</b>                 | <b>1.569</b>       | <b>0.806</b>       |
| Street Services include Depot Resources, Street Scene and Waste Services   |                      |                |             |                              |                               |                    |                    |
| Housing includes Repairs and Maintenance and Supporting People Service   |                      |                |             |                              |                               |                    |                    |
| Legal includes Land Charges  |                      |                |             |                              |                               |                    |                    |
| Planning includes Housing Strategy   |                      |                |             |                              |                               |                    |                    |
| Directors included as 50% in Leisure, Finance, Development Admin, CEPT, Street Services  |                      |                |             |                              |                               |                    |                    |
| Assistant Directors included as 50% in Customer Service, Strategy/Performance, HR and Payroll, Legal, Finance, Leisure, Planning, Regeneration |                      |                |             |                              |                               |                    |                    |

|                           |  |                  |      |
|---------------------------|--|------------------|------|
| Committee:                | Union/Employee Consultation Committee                    | Agenda Item No.: | 6.   |
| Date:                     | 14 <sup>th</sup> March 2013                              | Category         |      |
| Subject:                  | Equalities Monitoring Report – April to June 2012        | Status           | Open |
| Report by:                | Senior Human Resources Officer                           |                  |      |
| Other Officers involved:  | Equalities Monitoring Officer<br>Human Resources Officer |                  |      |
| Director                  | Chief Executive Officer                                  |                  |      |
| Relevant Portfolio Holder | Councillor E Watts                                       |                  |      |

#### **RELEVANT CORPORATE AIMS**

SOCIAL INCLUSION – Promoting fairness, equality and lifelong learning

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation.

Ensuring that the Council has a framework in place for monitoring recruitment and selection, workforce breakdown, training, disciplinaries, grievances, labour turnover, efficiency and ill-health retirements by ethnic origin, gender, disability, age, sexual orientation and religion and pay and grading information in relation to market supplements, and appointments within the grade

#### **TARGETS**

Monitoring data will contribute towards Level 3 of the Local Government Equalities Standard

#### **VALUE FOR MONEY**

The monitoring of statistics/trends enables efficient and effective corrective action to be taken where necessary.

#### **THE REPORT**

To submit for Members attention monitoring data on the Council's performance on equalities issues in relation to its employment practices. This report does not cover corporate policy/service delivery monitoring.

It is recognised good practice to have a workforce that is broadly representative of the local community. With regard to the local community, the 2001 census provides the following information: -

1. The local population is 73,200, of which 43,172 are economically active.
2. The local economically active black and ethnic population is 0.85% of the economically active population that equates to 368 people.
3. 22% of people of working age had a limiting long-term illness comparable to the definition of disability in the Disability Discrimination Act.
4. An analysis of Bolsover District's population and workforce in respect of religion/beliefs is as follows:-

|                    | Other | Christian | Hindu | Sikh  | Buddhist | Muslim | Jewish | Prefer Not to Say | No Religion |
|--------------------|-------|-----------|-------|-------|----------|--------|--------|-------------------|-------------|
| <b>Population#</b> |       | 78.10%*   | 0.08% | 0.12% | 0.07%    | 0.09%  | 0.02%  | 8.80%             | 12.61%      |
| <b>Workforce##</b> | 1.57% | 46.47%    | 0     | 0     | 0.31%    | 0      | 0      | 34.07%            | 17.58%      |

#based on 2001 Census

\*which is 6.2% higher than the national figure of 71.8%.

## based on employee personal data audit conducted in June 2010.

**Performance Indicators**

The following table identifies all performance indicators relevant to Equalities:-

| INDICATOR   | MEDIAN DERBYSHIRE AUTHORITIES 2009/10 | AUTHORITY TARGET 2011/12 | OUT-TURN APRIL TO JUNE 2012 |
|---|---------------------------------------|--------------------------|-----------------------------|
| <b>HR11A</b> - Percentage of top 5% of earners that are women                   | 26.14%                                | 45%                      | 45.16%                      |
| <b>HR11B</b> - Percentage of top 5% of earners from black or ethnic communities | 0%                                    | 0%                       | 0%                          |
| <b>HR11C</b> - Percentage of top 5% of earners who are disabled                 | 4.50%                                 | 7%                       | 6.45%                       |

|  |       |       |       |
|--|-------|-------|-------|
| <b>HR16A</b> - Percentage of disabled employees (permanent employees)    | 5.25% | 5.70% | 6.95% |
| <b>HR17A</b> - Percentage of employees from minority ethnic communities' | 1.55% | 0.9%  | 0.8%  |

### **Information and Analysis** **Recruitment/Selection**

#### **Apprentices**

For the period 1<sup>st</sup> April to 30<sup>th</sup> June 2012 there were no Apprenticeship vacancies advertised. For the period 1<sup>st</sup> April to 30<sup>th</sup> June 2011 there was 1 Apprenticeship vacancy advertised, 1 application received. There was 1 candidate shortlisted. There was 1 successful candidate.

#### **Applicants Breakdown**

| Year | White | Ethnic | Male | Female | Disabled | 16-24 | 25-39 | 40-49 | 50+ |
|------|-------|--------|------|--------|----------|-------|-------|-------|-----|
| 2012 | 0     | 0      | 0    | 0      | 0        | 0     | 0     | 0     | 0   |
| 2011 | 100%  | 0%     | 100% | 0%     | 0%       | 0%    | 0%    | 100%  | 0%  |

| Year | Heterosexual | Gay | Lesbian | Bisexual | Prefer Not to Say |
|------|--------------|-----|---------|----------|-------------------|
| 2012 | 0            | 0   | 0       | 0        | 0                 |
| 2011 | 100%         | 0%  | 0%      | 0%       | 0%                |

| Year | Christian | Buddhist | Hindu | Jewish | Muslim | Sikh | Any other | None/Prefer Not to Say |
|------|-----------|----------|-------|--------|--------|------|-----------|------------------------|
| 2012 | 0         | 0        | 0     | 0      | 0      | 0    | 0         | 0                      |
| 2011 | 100%      | 0%       | 0%    | 0%     | 0%     | 0%   | 0%        | 0%                     |

#### **Shortlisted Candidates Breakdown**

| Year    | White | Ethnic | Male | Female | Disabled | 16-24 | 25-39 | 40-49 | 50+ |
|---------|-------|--------|------|--------|----------|-------|-------|-------|-----|
| 2012    | 0     | 0      | 0    | 0      | 0        | 0     | 0     | 0     | 0   |
| 2011/12 | 100%  | 0%     | 100% | 0%     | 0%       | 0%    | 0%    | 100%  | 0%  |

| Year | Heterosexual | Gay | Lesbian | Bisexual | Prefer Not to Say |
|------|--------------|-----|---------|----------|-------------------|
| 2012 | 0            | 0   | 0       | 0        | 0                 |
| 2011 | 100%         | 0%  | 0%      | 0%       | 0%                |

| Year | Christian | Buddhist | Hindu | Jewish | Muslim | Sikh | Any other | None/Prefer Not to Say |
|------|-----------|----------|-------|--------|--------|------|-----------|------------------------|
| 2012 | 0         | 0        | 0     | 0      | 0      | 0    | 0         | 0                      |
| 2011 | 100%      | 0%       | 0%    | 0%     | 0%     | 0%   | 0%        | 0%                     |

### **Successful Candidates**

| Year | White | Ethnic | Male | Female | Disabled | 16-24 | 25-39 | 40-49 | 50+ |
|------|-------|--------|------|--------|----------|-------|-------|-------|-----|
| 2012 | 0     | 0      | 0    | 0      | 0        | 0     | 0     | 0     | 0   |
| 2011 | 100%  | 0%     | 100% | 0%     | 0%       | 0%    | 0%    | 100%  | 0%  |

| Year | Heterosexual | Gay | Lesbian | Bisexual | Prefer Not to Say |
|------|--------------|-----|---------|----------|-------------------|
| 2012 | 0            | 0   | 0       | 0        | 0                 |
| 2011 | 100%         | 0%  | 0%      | 0%       | 0%                |

| Year | Christian | Buddhist | Hindu | Jewish | Muslim | Sikh | Any other | None/Prefer Not to Say |
|------|-----------|----------|-------|--------|--------|------|-----------|------------------------|
| 2012 | 0         | 0        | 0     | 0      | 0      | 0    | 0         | 0                      |
| 2011 | 100%      | 0%       | 0%    | 0%     | 0%     | 0%   | 0%        | 0%                     |

### **Permanent Employees**

For the period 1<sup>st</sup> April to 30<sup>th</sup> June 2012 there were 6 vacancies advertised, 73 applications received, 18 candidates shortlisted and 4 successful candidates. (Please note two of the vacancies received no applications) For the period 1<sup>st</sup> April to 30<sup>th</sup> June 2011 there were 5 vacancies advertised, 122 applications received, 46 candidates shortlisted and 7 successful candidates. On two occasions there was more than one successful candidate per vacancy.

### **Applicants Breakdown**

| Year | White  | Ethnic | Male   | Female | Disabled | 16-24  | 25-39  | 40-49  | 50+    |
|------|--------|--------|--------|--------|----------|--------|--------|--------|--------|
| 2012 | 98.63% | 1.37%  | 36.99% | 63.01% | 0%       | 19.18% | 42.46% | 26.03% | 12.33% |
| 2011 | 93.44% | 6.56%  | 54.92% | 45.08% | 4.92%    | 40.98% | 30.33% | 18.03% | 10.66% |

| Year | Heterosexual | Gay   | Lesbian | Bisexual | Prefer Not to Say |
|------|--------------|-------|---------|----------|-------------------|
| 2012 | 87.67%       | 1.37% | 0%      | 0%       | 10.96%            |
| 2011 | 83.61%       | 0%    | 0.82%   | 0.82%    | 14.75%            |
|      |              |       |         |          |                   |

| Year | Christian | Buddhist | Hindu | Jewish | Muslim | Sikh | Any other | None/Prefer Not to Say |
|------|-----------|----------|-------|--------|--------|------|-----------|------------------------|
| 2012 | 57.53%    | 0%       | 0%    | 0%     | 0%     | 0%   | 0%        | 42.47%                 |
| 2011 | 39.34%    | 2.46%    | 0.82% | 0%     | 0%     | 0%   | 0%        | 57.38%                 |

### Shortlisted Candidates Breakdown

| Year | White  | Ethnic | Male   | Female | Disabled | 16-24  | 25-39  | 40-49  | 50+    |
|------|--------|--------|--------|--------|----------|--------|--------|--------|--------|
| 2012 | 94.44% | 5.56%  | 50%    | 50%    | 0%       | 5.56%  | 50%    | 33.33% | 11.11% |
| 2011 | 100%   | 0%     | 58.69% | 41.31% | 6.52%    | 47.83% | 28.26% | 10.87% | 13.04% |

| Year | Heterosexual | Gay | Lesbian | Bisexual | Prefer Not to Say |
|------|--------------|-----|---------|----------|-------------------|
| 2012 | 94.44%       | 0%  | 0%      | 0%       | 5.56%             |
| 2011 | 82.61%       | 0%  | 2.17%   | 2.17%    | 13.05%            |

| Year | Christian | Buddhist | Hindu | Jewish | Muslim | Sikh | Any other | None/Prefer Not to Say |
|------|-----------|----------|-------|--------|--------|------|-----------|------------------------|
| 2012 | 72.22%    | 0%       | 0%    | 0%     | 0%     | 0%   | 0%        | 27.78%                 |
| 2011 | 32.61%    | 0%       | 0%    | 0%     | 0%     | 0%   | 0%        | 67.39%                 |

### Successful Candidates

| Year | White | Ethnic | Male   | Female | Disabled | 16-24  | 25-39  | 40-49 | 50+    |
|------|-------|--------|--------|--------|----------|--------|--------|-------|--------|
| 2012 | 100%  | 0%     | 25%    | 75%    | 0%       | 0%     | 50%    | 25%   | 25%    |
| 2011 | 100%  | 0%     | 85.71% | 14.29% | 0%       | 57.14% | 28.57% | 0%    | 14.29% |

| Year | Heterosexual | Gay | Lesbian | Bisexual | Prefer Not to Say |
|------|--------------|-----|---------|----------|-------------------|
| 2012 | 100%         | 0%  | 0%      | 0%       | 0%                |
| 2011 | 100%         | 0%  | 0%      | 0%       | 0%                |

| Year | Christian | Buddhist | Hindu | Jewish | Muslim | Sikh | Any other | None/Prefer Not to Say |
|------|-----------|----------|-------|--------|--------|------|-----------|------------------------|
| 2012 | 75%       | 0%       | 0%    | 0%     | 0%     | 0%   | 0%        | 25%                    |
| 2011 | 42.86%    | 0%       | 0%    | 0%     | 0%     | 0%   | 0%        | 57.14%                 |



**Workforce Monitoring**

| Year | White  | Ethnic | Male   | Female | Disabled | 16-24  | 25-39  | 40-49  | 50+    |
|------|--------|--------|--------|--------|----------|--------|--------|--------|--------|
| 2012 | 99.26% | 0.74%  | 52.96% | 47.04% | 7.78%    | 12.22% | 22.96% | 30%    | 34.82% |
| 2011 | 99.19% | 0.81%  | 55.12% | 44.88% | 6.99%    | 14.31% | 23.25% | 28.13% | 34.31% |

| Year | Heterosexual | Gay   | Lesbian | Bisexual | Prefer Not to Say |
|------|--------------|-------|---------|----------|-------------------|
| 2012 | 68.33%       | 0%    | 0%      | 0.19%    | 31.48%            |
| 2011 | 66.02%       | 0.16% | 0%      | 0.49%    | 33.33%            |

| Year | Christian | Buddhist | Hindu | Jewish | Muslim | Sikh | Any other | None   | Prefer not to say |
|------|-----------|----------|-------|--------|--------|------|-----------|--------|-------------------|
| 2012 | 52.22%    | 0%       | 0%    | 0%     | 0%     | 0%   | 1.30%     | 18.52% | 27.96%            |
| 2011 | 46.03%    | 0.32%    | 0%    | 0%     | 0%     | 0%   | 1.46%     | 19.67% | 32.52%            |

Employee numbers are based on headcount @ 30<sup>th</sup> June 2012 with comparative figures @ 30<sup>th</sup> June 2011.

**Training/Development**

90 places have been ‘taken up’ with regard to off the job training. The breakdown of attendees is as follows:-

| Year | White  | Ethnic | Male   | Female | Disabled | 16-24  | 25-39  | 40-49  | 50+    |
|------|--------|--------|--------|--------|----------|--------|--------|--------|--------|
| 2012 | 100%   | 0%     | 36.67% | 63.33% | 14.44%   | 0%     | 21.11% | 33.33% | 45.56% |
| 2011 | 98.36% | 1.64%  | 72.13% | 27.87% | 3.28%    | 16.80% | 23.36% | 28.69% | 31.15% |

| Year | Heterosexual | Gay | Lesbian | Bisexual | Prefer Not to Say |
|------|--------------|-----|---------|----------|-------------------|
| 2012 | 75.55%       | 0%  | 0%      | 0%       | 24.45%            |
| 2011 | 58.61%       | 0%  | 0%      | 0.82%    | 40.57%            |

| Year | Christian | Buddhist | Hindu | Jewish | Muslim | Seikh | Any other | None   |
|------|-----------|----------|-------|--------|--------|-------|-----------|--------|
| 2012 | 54.45%    | 0%       | 0%    | 0%     | 0%     | 0%    | 1.11%     | 44.44% |
| 2011 | 40.98%    | 0.41%    | 0%    | 0%     | 0%     | 0%    | 1.23%     | 57.38% |

**Discipline**

There was one disciplinary action during this period, the breakdown is as follows:-

| Year | White | Ethnic | Male | Female | Disabled | 16-24 | 25-39 | 40-49 | 50+  |
|------|-------|--------|------|--------|----------|-------|-------|-------|------|
| 2012 | 100%  | 0%     | 0%   | 100%   | 0%       | 0%    | 0%    | 0%    | 100% |
| 2011 | 0%    | 0%     | 0%   | 0%     | 0%       | 0%    | 0%    | 0%    | 0%   |

**Grievances (including Harassment/Bullying)**

There were no grievances lodged during this period.

| Year | White | Ethnic | Male | Female | Disabled | 16-24 | 25-39 | 40-49 | 50+ |
|------|-------|--------|------|--------|----------|-------|-------|-------|-----|
| 2012 | 0%    | 0%     | 0%   | 0%     | 0%       | 0%    | 0%    | 0%    | 0%  |
| 2011 | 100%  | 0%     | 100% | 0%     | 100%     | 0%    | 0%    | 100%  | 0%  |

**Labour Turnover**

There have been 44 leavers during this period, the breakdown is as follows: -

| Year | White | Ethnic | Male   | Female | Disabled | 16-24 | 25-39  | 40-49  | 50+    |
|------|-------|--------|--------|--------|----------|-------|--------|--------|--------|
| 2012 | 100%  | 0%     | 59.09% | 40.91% | 6.82%    | 50%   | 15.91% | 13.64% | 20.45% |
| 2011 | 100%  | 0%     | 70%    | 30%    | 0%       | 30%   | 10%    | 0%     | 60%    |

**Voluntary Leavers**

There have been 2 voluntary leavers during this period, the breakdown is as follows:-

| Year | White | Ethnic | Male | Female | Disabled | 16-24 | 25-39 | 40-49 | 50+ |
|------|-------|--------|------|--------|----------|-------|-------|-------|-----|
| 2012 | 100%  | 0%     | 50%  | 50%    | 0%       | 50%   | 50%   | 0%    | 0%  |
| 2011 | 100%  | 0%     | 40%  | 60%    | 0%       | 20%   | 20%   | 0%    | 60% |

**Dismissals**

There were no dismissals during this period.

| Year | White | Ethnic | Male | Female | Disabled | 16-24 | 25-39 | 40-49 | 50+ |
|------|-------|--------|------|--------|----------|-------|-------|-------|-----|
| 2012 | 0%    | 0%     | 0%   | 0%     | 0%       | 0%    | 0%    | 0%    | 0%  |
| 2011 | 100%  | 0%     | 100% | 0%     | 0%       | 100%  | 0%    | 0%    | 0%  |

**Redundancy/Efficiency of the Service**

There was one redundancy during this period, the breakdown is as follows:-

| Year | White | Ethnic | Male | Female | Disabled | 16-24 | 25-39 | 40-49 | 50+  |
|------|-------|--------|------|--------|----------|-------|-------|-------|------|
| 2012 | 100%  | 0%     | 0%   | 100%   | 0%       | 0%    | 0%    | 0%    | 100% |
| 2011 | 100%  | 0%     | 100% | 0%     | 0%       | 0%    | 0%    | 0%    | 100% |

**III-Health Retirements**

There were no ill health retirements during this period.

| Year | White | Ethnic | Male | Female | Disabled | 16-24 | 25-39 | 40-49 | 50+ |
|------|-------|--------|------|--------|----------|-------|-------|-------|-----|
| 2012 | 0%    | 0%     | 0%   | 0%     | 0%       | 0%    | 0%    | 0%    | 0%  |
| 2011 | 0%    | 0%     | 0%   | 0%     | 0%       | 0%    | 0%    | 0%    | 0%  |

**ISSUES FOR CONSIDERATION**

Analysis of the statistics/information presented/possible changes to policy to improve performance.

**IMPLICATIONS**

Financial - None  
Legal - None  
Environmental - None  
Human Resources - None

**RECOMMENDATION that**

**Recommendations are received as to improvements to current performance levels.**

SOURCE DOCUMENTS:

FILE REFERENCES:

|                           |  |                  |      |
|---------------------------|--|------------------|------|
| Committee:                | Union/Employee Consultation Committee                    | Agenda Item No.: | 7.   |
| Date:                     | 14 <sup>th</sup> March 2013                              | Category         |      |
| Subject:                  | Equalities Monitoring Report – July to September 2012    | Status           | Open |
| Report by:                | Senior Human Resources Officer                           |                  |      |
| Other Officers involved:  | Equalities Monitoring Officer<br>Human Resources Officer |                  |      |
| Director                  | Chief Executive Officer                                  |                  |      |
| Relevant Portfolio Holder | Councillor E Watts                                       |                  |      |

#### **RELEVANT CORPORATE AIMS**

SOCIAL INCLUSION – Promoting fairness, equality and lifelong learning

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation.

Ensuring that the Council has a framework in place for monitoring recruitment and selection, workforce breakdown, training, disciplinaries, grievances, labour turnover, efficiency and ill-health retirements by ethnic origin, gender, disability, age, sexual orientation and religion and pay and grading information in relation to market supplements, and appointments within the grade

#### **TARGETS**

Monitoring data will contribute towards Level 3 of the Local Government Equalities Standard

#### **VALUE FOR MONEY**

The monitoring of statistics/trends enables efficient and effective corrective action to be taken where necessary.

#### **THE REPORT**

To submit for Members attention monitoring data on the Council's performance on equalities issues in relation to its employment practices. This report does not cover corporate policy/service delivery monitoring.

It is recognised good practice to have a workforce that is broadly representative of the local community. With regard to the local community, the 2001 census provides the following information: -

1. The local population is 73,200, of which 43,172 are economically active.
2. The local economically active black and ethnic population is 0.85% of the economically active population that equates to 368 people.
3. 22% of people of working age had a limiting long-term illness comparable to the definition of disability in the Disability Discrimination Act.
4. An analysis of Bolsover District's population and workforce in respect of religion/beliefs is as follows:-

|                    | Other | Christian | Hindu | Sikh  | Buddhist | Muslim | Jewish | Prefer Not to Say | No Religion |
|--------------------|-------|-----------|-------|-------|----------|--------|--------|-------------------|-------------|
| <b>Population#</b> |       | 78.10%*   | 0.08% | 0.12% | 0.07%    | 0.09%  | 0.02%  | 8.80%             | 12.61%      |
| <b>Workforce##</b> | 1.57% | 46.47%    | 0     | 0     | 0.31%    | 0      | 0      | 34.07%            | 17.58%      |

#based on 2001 Census

\*which is 6.2% higher than the national figure of 71.8%.

## based on employee personal data audit conducted in June 2010.

**Performance Indicators**

The following table identifies all performance indicators relevant to Equalities:-

| INDICATOR   | MEDIAN DERBYSHIRE AUTHORITIES 2009/10 | AUTHORITY TARGET 2011/12 | OUT-TURN JULY TO SEPT 2012 |
|---|---------------------------------------|--------------------------|----------------------------|
| <b>HR11A</b> - Percentage of top 5% of earners that are women                   | 26.14%                                | 45%                      | 41.37%                     |
| <b>HR11B</b> - Percentage of top 5% of earners from black or ethnic communities | 0%                                    | 0%                       | 0                          |
| <b>HR11C</b> - Percentage of top 5% of earners who are disabled                 | 4.50%                                 | 7%                       | 6.89%                      |

|  |       |       |       |
|--|-------|-------|-------|
| <b>HR16A</b> - Percentage of disabled employees (permanent employees)    | 5.25% | 5.70% | 6.98% |
| <b>HR17A</b> - Percentage of employees from minority ethnic communities' | 1.55% | 0.9%  | 0.6%  |

### **Information and Analysis** **Recruitment/Selection**

#### **Apprentices**

For the period 1<sup>st</sup> July to 30<sup>th</sup> September 2012 there were no Apprenticeship vacancies advertised. For the period 1<sup>st</sup> July to 30<sup>th</sup> September 2011 there was 1 Apprenticeship vacancy advertised, 1 application received. There was 1 candidate shortlisted. There was 1 successful candidate.

#### **Applicants Breakdown**

| Year | White | Ethnic | Male | Female | Disabled | 16-24 | 25-39 | 40-49 | 50+ |
|------|-------|--------|------|--------|----------|-------|-------|-------|-----|
| 2012 | 0%    | 0%     | 0%   | 0%     | 0%       | 0%    | 0%    | 0%    | 0%  |
| 2011 | 100%  | 0%     | 100% | 0%     | 0%       | 0%    | 0%    | 100%  | 0%  |

| Year | Heterosexual | Gay | Lesbian | Bisexual | Prefer Not to Say |
|------|--------------|-----|---------|----------|-------------------|
| 2012 | 0%           | 0%  | 0%      | 0%       | 0%                |
| 2011 | 100%         | 0%  | 0%      | 0%       | 0%                |

| Year | Christian | Buddhist | Hindu | Jewish | Muslim | Sikh | Any other | None/Prefer Not to Say |
|------|-----------|----------|-------|--------|--------|------|-----------|------------------------|
| 2012 | 0%        | 0%       | 0%    | 0%     | 0%     | 0%   | 0%        | 0%                     |
| 2011 | 100%      | 0%       | 0%    | 0%     | 0%     | 0%   | 0%        | 0%                     |

#### **Shortlisted Candidates Breakdown**

| Year | White | Ethnic | Male | Female | Disabled | 16-24 | 25-39 | 40-49 | 50+ |
|------|-------|--------|------|--------|----------|-------|-------|-------|-----|
| 2012 | 0%    | 0%     | 0%   | 0%     | 0%       | 0%    | 0%    | 0%    | 0%  |
| 2011 | 100%  | 0%     | 100% | 0%     | 0%       | 0%    | 0%    | 100%  | 0%  |

| Year | Heterosexual | Gay | Lesbian | Bisexual | Prefer Not to Say |
|------|--------------|-----|---------|----------|-------------------|
| 2012 | 0%           | 0%  | 0%      | 0%       | 0%                |
| 2011 | 100%         | 0%  | 0%      | 0%       | 0%                |

| Year | Christian | Buddhist | Hindu | Jewish | Muslim | Sikh | Any other | None/Prefer Not to Say |
|------|-----------|----------|-------|--------|--------|------|-----------|------------------------|
| 2012 | 0%        | 0%       | 0%    | 0%     | 0%     | 0%   | 0%        | 0%                     |
| 2011 | 100%      | 0%       | 0%    | 0%     | 0%     | 0%   | 0%        | 0%                     |

### **Successful Candidates**

| Year | White | Ethnic | Male | Female | Disabled | 16-24 | 25-39 | 40-49 | 50+ |
|------|-------|--------|------|--------|----------|-------|-------|-------|-----|
| 2012 | 0%    | 0%     | 0%   | 0%     | 0%       | 0%    | 0%    | 0%    | 0%  |
| 2011 | 100%  | 0%     | 100% | 0%     | 0%       | 0%    | 0%    | 100%  | 0%  |

| Year | Heterosexual | Gay | Lesbian | Bisexual | Prefer Not to Say |
|------|--------------|-----|---------|----------|-------------------|
| 2012 | 0%           | 0%  | 0%      | 0%       | 0%                |
| 2011 | 100%         | 0%  | 0%      | 0%       | 0%                |

| Year | Christian | Buddhist | Hindu | Jewish | Muslim | Sikh | Any other | None/Prefer Not to Say |
|------|-----------|----------|-------|--------|--------|------|-----------|------------------------|
| 2012 | 0%        | 0%       | 0%    | 0%     | 0%     | 0%   | 0%        | 0%                     |
| 2011 | 100%      | 0%       | 0%    | 0%     | 0%     | 0%   | 0%        | 0%                     |

### **Permanent Employees**

For the period 1<sup>st</sup> July to 30<sup>th</sup> September 2012 there were 3 vacancies advertised, 49 applications received, 17 candidates shortlisted and 3 successful candidates. For the period 1<sup>st</sup> July to 30<sup>th</sup> September 2011 there were 9 vacancies advertised (one of which was unfilled), 83 applications received, 32 candidates shortlisted and 14 successful candidates. On four occasions there was more than one successful candidate per vacancy.

### **Applicants Breakdown**

| Year | White  | Ethnic | Male   | Female | Disabled | 16-24  | 25-39  | 40-49  | 50+    |
|------|--------|--------|--------|--------|----------|--------|--------|--------|--------|
| 2012 | 97.96% | 2.04%  | 91.82% | 8.18%  | 0%       | 22.45% | 32.65% | 28.57% | 16.33% |
| 2011 | 98.80% | 1.20%  | 85.54% | 14.46% | 3.61%    | 34.94% | 21.69% | 28.91% | 14.46% |

| Year | Heterosexual | Gay | Lesbian | Bisexual | Prefer Not to Say |
|------|--------------|-----|---------|----------|-------------------|
| 2012 | 95.92%       | 0%  | 0%      | 0%       | 4.08%             |
| 2011 | 91.57%       | 0%  | 0%      | 0%       | 8.43%             |

| Year | Christian | Buddhist | Hindu | Jewish | Muslim | Sikh | Any other | None/Prefer Not to Say |
|------|-----------|----------|-------|--------|--------|------|-----------|------------------------|
| 2012 | 48.98%    | 0%       | 0%    | 0%     | 0%     | 0%   | 2.04%     | 48.98%                 |
| 2011 | 48.19%    | 1.21%    | 0%    | 0%     | 0%     | 0%   | 0%        | 50.60%                 |

### Shortlisted Candidates Breakdown

| Year | White | Ethnic | Male   | Female | Disabled | 16-24  | 25-39  | 40-49  | 50+    |
|------|-------|--------|--------|--------|----------|--------|--------|--------|--------|
| 2012 | 100%  | 0%     | 82.35% | 17.65% | 0%       | 11.76% | 35.29% | 47.06% | 5.89%  |
| 2011 | 100%  | 0%     | 90.63% | 9.37%  | 0%       | 34.38% | 15.63% | 37.50% | 12.49% |

| Year | Heterosexual | Gay | Lesbian | Bisexual | Prefer Not to Say |
|------|--------------|-----|---------|----------|-------------------|
| 2012 | 88.26%       | 0%  | 0%      | 0%       | 11.74%            |
| 2011 | 90.63%       | 0%  | 0%      | 0%       | 9.37%             |

| Year | Christian | Buddhist | Hindu | Jewish | Muslim | Sikh | Any other | None/Prefer Not to Say |
|------|-----------|----------|-------|--------|--------|------|-----------|------------------------|
| 2012 | 41.18%    | 0%       | 0%    | 0%     | 0%     | 0%   | 0%        | 58.82%                 |
| 2011 | 40.63%    | 3.13%    | 0%    | 0%     | 0%     | 0%   | 0%        | 56.24%                 |

### Successful Candidates

| Year | White | Ethnic | Male   | Female | Disabled | 16-24  | 25-39  | 40-49  | 50+    |
|------|-------|--------|--------|--------|----------|--------|--------|--------|--------|
| 2012 | 100%  | 0%     | 66.67% | 33.33% | 0%       | 33.34% | 33.33% | 33.33% | 0%     |
| 2011 | 100%  | 0%     | 92.86% | 7.14%  | 0%       | 35.71% | 7.14%  | 35.71% | 21.44% |

| Year | Heterosexual | Gay | Lesbian | Bisexual | Prefer Not to Say |
|------|--------------|-----|---------|----------|-------------------|
| 2012 | 100%         | 0%  | 0%      | 0%       | 0%                |
| 2011 | 85.71%       | 0%  | 0%      | 0%       | 14.29%            |
|      |              |     |         |          |                   |
|      |              |     |         |          |                   |

| Year | Christian | Buddhist | Hindu | Jewish | Muslim | Sikh | Any other | None/Prefer Not to Say |
|------|-----------|----------|-------|--------|--------|------|-----------|------------------------|
| 2012 | 66.67%    | 0%       | %     | 0%     | 0%     | 0%   | 0%        | 33.33%                 |
| 2011 | 42.86%    | 0%       | 0%    | 0%     | 0%     | 0%   | 0%        | 57.14%                 |



**Workforce Monitoring**

| Year | White  | Ethnic | Male   | Female | Disabled | 16-24  | 25-39  | 40-49  | 50+    |
|------|--------|--------|--------|--------|----------|--------|--------|--------|--------|
| 2012 | 99.26% | 0.74%  | 52.88% | 47.12% | 7.79%    | 12.06% | 21.71% | 30.61% | 35.62% |
| 2011 | 99.32% | 0.68%  | 53.66% | 46.34% | 6.98%    | 13.29% | 23.51% | 28.96% | 34.24% |

| Year | Heterosexual | Gay | Lesbian | Bisexual | Prefer Not to Say |
|------|--------------|-----|---------|----------|-------------------|
| 2012 | 68.46%       | 0%  | 0%      | 0.18%    | 31.36%            |
| 2011 | 66.95%       | 0   | 0       | 0.51%    | 32.54%            |

| Year | Christian | Buddhist | Hindu | Jewish | Muslim | Sikh | Any other | None   |
|------|-----------|----------|-------|--------|--------|------|-----------|--------|
| 2012 | 52.32%    | 0%       | 0%    | 0%     | 0%     | 0%   | 1.30%     | 46.38% |
| 2011 | 48.05%    | 0.17%    | 0     | 0      | 0      | 0    | 1.53%     | 50.25% |

Employee numbers are based on headcount @ 30<sup>th</sup> September 2012 with comparative figures @ 30<sup>th</sup> September 2011.

**Training/Development**

89 places have been ‘taken up’ with regard to off the job training. The breakdown of attendees is as follows:-

| Year | White  | Ethnic | Male   | Female | Disabled | 16-24 | 25-39  | 40-49  | 50+    |
|------|--------|--------|--------|--------|----------|-------|--------|--------|--------|
| 2012 | 100%   | 0%     | 24.72% | 75.28% | 6.74%    | 5.62% | 14.61% | 24.72% | 55.05% |
| 2011 | 99.54% | 0.46%  | 81.86% | 18.14% | 3.25%    | 6.51% | 21.86% | 31.63% | 40%    |

| Year | Heterosexual | Gay | Lesbian | Bisexual | Prefer Not to Say |
|------|--------------|-----|---------|----------|-------------------|
| 2012 | 75.28%       | 0%  | 0%      | 0%       | 24.72%            |
| 2011 | 51.63%       | 0   | 0       | 0.93%    | 47.44%            |

| Year | Christian | Buddhist | Hindu | Jewish | Muslim | Sikh | Any other | None   |
|------|-----------|----------|-------|--------|--------|------|-----------|--------|
| 2012 | 60.67%    | 0%       | 0%    | 0%     | 0%     | 0%   | 2.25%     | 37.08% |
| 2011 | 39.07%    | 0        | 0     | 0      | 0      | 0    | 0.93%     | 60%    |

**Discipline**

There were no disciplinary actions during this period.

| Year | White | Ethnic | Male | Female | Disabled | 16-24 | 25-39 | 40-49 | 50+ |
|------|-------|--------|------|--------|----------|-------|-------|-------|-----|
| 2012 | 0     | 0      | 0    | 0      | 0        | 0     | 0     | 0     | 0   |
| 2011 | 0     | 0      | 0    | 0      | 0        | 0     | 0     | 0     | 0   |

**Grievances (including Harassment/Bullying)**

There were no grievances lodged during this period.

| Year | White | Ethnic | Male | Female | Disabled | 16-24 | 25-39 | 40-49 | 50+ |
|------|-------|--------|------|--------|----------|-------|-------|-------|-----|
| 2012 | 0     | 0      | 0    | 0      | 0        | 0     | 0     | 0     | 0   |
| 2011 | 0     | 0      | 0    | 0      | 0        | 0     | 0     | 0     | 0   |

**Labour Turnover**

There have been 14 leavers during this period, the breakdown is as follows: -

| Year | White  | Ethnic | Male   | Female | Disabled | 16-24  | 25-39  | 40-49  | 50+    |
|------|--------|--------|--------|--------|----------|--------|--------|--------|--------|
| 2012 | 100%   | 0%     | 50%    | 50%    | 21.43%   | 21.43% | 21.43% | 28.57% | 28.57% |
| 2011 | 97.44% | 2.56%  | 82.05% | 17.95% | 5.13%    | 41.03% | 15.38% | 7.69%  | 35.90% |

**Voluntary Leavers**

There have been 7voluntary leavers during this period, the breakdown is as follows:-

| Year | White | Ethnic | Male   | Female | Disabled | 16-24  | 25-39  | 40-49  | 50+                 |
|------|-------|--------|--------|--------|----------|--------|--------|--------|---------------------|
| 2012 | 100%  | 0%     | 42.85% | 57.15% | 28.57%   | 42.85% | 14.29% | 28.57% | 14.29% <sup>1</sup> |
| 2011 | 100%  | 0      | 82.35% | 17.65% | 1.76%    | 41.18% | 23.53% | 11.76% | 23.53%              |

**Dismissals**

There were no dismissals on grounds of capability during this period.

| Year | White | Ethnic | Male | Female | Disabled | 16-24 | 25-39 | 40-49 | 50+ |
|------|-------|--------|------|--------|----------|-------|-------|-------|-----|
| 2012 | 0     | 0      | 0    | 0      | 0        | 0     | 0     | 0     | 0   |
| 2011 | 100%  | 0      | 100% | 0      | 0        | 0     | 0     | 100%  | 0   |

**Redundancy/Efficiency of the Service**

There were 4 redundancies during this period, the breakdown is as follows:-

| Year | White | Ethnic | Male | Female | Disabled | 16-24 | 25-39 | 40-49 | 50+  |
|------|-------|--------|------|--------|----------|-------|-------|-------|------|
| 2012 | 100%  | 0%     | 25%  | 75%    | 25%      | 0%    | 25%   | 25%   | 50%  |
| 2011 | 100%  | 0      | 100% | 0      | 0        | 0     | 0     | 0     | 100% |

**III-Health Retirements**

There were two ill health retirements during this period, the breakdown is as follows:-

| <b>Year</b> | <b>White</b> | <b>Ethnic</b> | <b>Male</b> | <b>Female</b> | <b>Disabled</b> | <b>16-24</b> | <b>25-39</b> | <b>40-49</b> | <b>50+</b> |
|-------------|--------------|---------------|-------------|---------------|-----------------|--------------|--------------|--------------|------------|
| <b>2012</b> | 100%         | 0%            | 100%        | 0             | 0               | 0            | 0            | 50%          | 50%        |
| <b>2011</b> | 0            | 0             | 0           | 0             | 0               | 0            | 0            | 0            | 0          |

**ISSUES FOR CONSIDERATION**

Analysis of the statistics/information presented/possible changes to policy to improve performance.

**IMPLICATIONS**

- Financial - None
- Legal - None
- Environmental - None
- Human Resources - None

**RECOMMENDATION that**

**Recommendations are received as to improvements to current performance levels.**

SOURCE DOCUMENTS:

FILE REFERENCES:

|                           |  |                  |      |
|---------------------------|--|------------------|------|
| Committee:                | Union/Employee Consultation Committee                    | Agenda Item No.: | 8.   |
| Date:                     | 14 <sup>th</sup> March 2013                              | Category         |      |
| Subject:                  | Equalities Monitoring Report – October to December 2012  | Status           | Open |
| Report by:                | Senior Human Resources Officer                           |                  |      |
| Other Officers involved:  | Equalities Monitoring Officer<br>Human Resources Officer |                  |      |
| Director                  | Chief Executive Officer                                  |                  |      |
| Relevant Portfolio Holder | Councillor E Watts                                       |                  |      |

#### **RELEVANT CORPORATE AIMS**

SOCIAL INCLUSION – Promoting fairness, equality and lifelong learning

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation.

Ensuring that the Council has a framework in place for monitoring recruitment and selection, workforce breakdown, training, disciplinaries, grievances, labour turnover, efficiency and ill-health retirements by ethnic origin, gender, disability, age, sexual orientation and religion and pay and grading information in relation to market supplements, and appointments within the grade

#### **TARGETS**

Monitoring data will contribute towards Level 3 of the Local Government Equalities Standard

#### **VALUE FOR MONEY**

The monitoring of statistics/trends enables efficient and effective corrective action to be taken where necessary.

#### **THE REPORT**

To submit for Members attention monitoring data on the Council's performance on equalities issues in relation to its employment practices. This report does not cover corporate policy/service delivery monitoring.

It is recognised good practice to have a workforce that is broadly representative of the local community. With regard to the local community, the 2001 census provides the following information: -

1. The local population is 73,200, of which 43,172 are economically active.
2. The local economically active black and ethnic population is 0.85% of the economically active population that equates to 368 people.
3. 22% of people of working age had a limiting long-term illness comparable to the definition of disability in the Disability Discrimination Act.
4. An analysis of Bolsover District's population and workforce in respect of religion/beliefs is as follows:-

|                    | Other | Christian | Hindu | Sikh  | Buddhist | Muslim | Jewish | Prefer Not to Say | No Religion |
|--------------------|-------|-----------|-------|-------|----------|--------|--------|-------------------|-------------|
| <b>Population#</b> |       | 78.10%*   | 0.08% | 0.12% | 0.07%    | 0.09%  | 0.02%  | 8.80%             | 12.61%      |
| <b>Workforce##</b> | 1.57% | 46.47%    | 0     | 0     | 0.31%    | 0      | 0      | 34.07%            | 17.58%      |

#based on 2001 Census

\*which is 6.2% higher than the national figure of 71.8%.

## based on employee personal data audit conducted in June 2010.

**Performance Indicators**

The following table identifies all performance indicators relevant to Equalities:-

| INDICATOR   | MEDIAN DERBYSHIRE AUTHORITIES 2009/10 | AUTHORITY TARGET 2011/12 | OUT-TURN OCTOBER TO DECEMBER 2012 |
|---|---------------------------------------|--------------------------|-----------------------------------|
| <b>HR11A</b> - Percentage of top 5% of earners that are women                   | 26.14%                                | 45%                      | 41.37%                            |
| <b>HR11B</b> - Percentage of top 5% of earners from black or ethnic communities | 0%                                    | 0%                       | 0%                                |
| <b>HR11C</b> - Percentage of top 5% of earners who are disabled                 | 4.50%                                 | 7%                       | 6.89%                             |

|  |       |       |       |
|--|-------|-------|-------|
| <b>HR16A</b> - Percentage of disabled employees (permanent employees)    | 5.25% | 5.70% | 7.36% |
| <b>HR17A</b> - Percentage of employees from minority ethnic communities' | 1.55% | 0.9%  | 0.7%  |

### **Information and Analysis** **Recruitment/Selection**

#### **Apprentices**

For the periods 1<sup>st</sup> October to 31<sup>st</sup> December 2011 and 1<sup>st</sup> October to 31<sup>st</sup> December 2012 there were no Apprenticeship vacancies advertised.

#### **Permanent Employees**

For the period 1<sup>st</sup> October to 31<sup>st</sup> December 2012 there were 8 vacancies advertised (two of which were unfilled), 65 applications received, 25 shortlisted and 12 successful candidates. On two occasions there was more than one successful candidate per vacancy. For the period 1<sup>st</sup> October to 31<sup>st</sup> December 2011 there were 9 vacancies advertised (one of which was unfilled), 126 applications received, 38 candidates shortlisted and 10 successful candidates. On two occasions there was more than one successful candidate per vacancy.

#### **Applicants Breakdown**

| Year        | White  | Ethnic | Male   | Female | Disabled | 16-24  | 25-39  | 40-49  | 50+    |
|-------------|--------|--------|--------|--------|----------|--------|--------|--------|--------|
| <b>2012</b> | 98.46% | 1.54%  | 32.31% | 67.69% | 4.62%    | 20%    | 35.38% | 24.62% | 20%    |
| <b>2011</b> | 99.21% | 0.79%  | 88.89% | 11.11% | 0.79%    | 24.60% | 30.95% | 29.36% | 15.09% |

| Year        | Heterosexual | Gay | Lesbian | Bisexual | Prefer Not to Say |
|-------------|--------------|-----|---------|----------|-------------------|
| <b>2012</b> | 87.69%       | 0%  | 0%      | 0%       | 12.31%            |
| <b>2011</b> | 92.06%       | 0%  | 0%      | 0%       | 7.94%             |

| Year        | Christian | Buddhist | Hindu | Jewish | Muslim | Sikh  | Any other | None/Prefer Not to Say |
|-------------|-----------|----------|-------|--------|--------|-------|-----------|------------------------|
| <b>2012</b> | 56.92%    | 0%       | 0%    | 0%     | 0%     | 0%    | 4.62%     | 38.46%                 |
| <b>2011</b> | 61.90%    | 0%       | 0%    | 0%     | 0%     | 0.79% | 0%        | 37.31%                 |

### Shortlisted Candidates Breakdown

| Year | White | Ethnic | Male   | Female | Disabled | 16-24  | 25-39  | 40-49  | 50+    |
|------|-------|--------|--------|--------|----------|--------|--------|--------|--------|
| 2012 | 100%  | 0%     | 52%    | 48%    | 4%       | 16%    | 32%    | 40%    | 12%    |
| 2011 | 100%  | 0%     | 78.95% | 21.05% | 2.63%    | 36.84% | 10.53% | 28.95% | 23.68% |

| Year | Heterosexual | Gay | Lesbian | Bisexual | Prefer Not to Say |
|------|--------------|-----|---------|----------|-------------------|
| 2012 | 92%          | 0%  | 0%      | 0%       | 8%                |
| 2011 | 92.11%       | 0%  | 0%      | 0%       | 7.89%             |

| Year | Christian | Buddhist | Hindu | Jewish | Muslim | Sikh | Any other | None/Prefer Not to Say |
|------|-----------|----------|-------|--------|--------|------|-----------|------------------------|
| 2012 | 84%       | 0%       | 0%    | 0%     | 0%     | 0%   | 0%        | 16%                    |
| 2011 | 84.21%    | 0%       | 0%    | 0%     | 0%     | 0%   | 0%        | 15.79%                 |

### Successful Candidates

| Year | White | Ethnic | Male   | Female | Disabled | 16-24  | 25-39  | 40-49  | 50+   |
|------|-------|--------|--------|--------|----------|--------|--------|--------|-------|
| 2012 | 100%  | 0%     | 58.33% | 41.67% | 8.33%    | 16.67% | 41.67% | 33.33% | 8.33% |
| 2011 | 100%  | 0%     | 50%    | 50%    | 0%       | 40%    | 20%    | 10%    | 30%   |

| Year | Heterosexual | Gay | Lesbian | Bisexual | Prefer Not to Say |
|------|--------------|-----|---------|----------|-------------------|
| 2012 | 91.67%       | 0%  | 0%      | 0%       | 8.33%             |
| 2011 | 100%         | 0%  | 0%      | 0%       | 0%                |

| Year | Christian | Buddhist | Hindu | Jewish | Muslim | Sikh | Any other | None/Prefer Not to Say |
|------|-----------|----------|-------|--------|--------|------|-----------|------------------------|
| 2012 | 66.67%    | 0%       | 0%    | 0%     | 0%     | 0%   | 0%        | 33.33%                 |
| 2011 | 80%       | 0%       | 0%    | 0%     | 0%     | 0%   | 0%        | 20%                    |

**Workforce Monitoring**

| Year | White  | Ethnic | Male   | Female | Disabled | 16-24  | 25-39  | 40-49  | 50+    |
|------|--------|--------|--------|--------|----------|--------|--------|--------|--------|
| 2012 | 99.24% | 0.76%  | 52.95% | 47.05% | 7.43%    | 11.05% | 22.10% | 30.09% | 36.76% |
| 2011 | 99.30% | 0.70%  | 53.40% | 46.60% | 7.33%    | 11.17% | 24.08% | 29.67% | 35.08% |

| Year | Heterosexual | Gay | Lesbian | Bisexual | Prefer Not to Say |
|------|--------------|-----|---------|----------|-------------------|
| 2012 | 68.38%       | 0%  | 0%      | 0.19%    | 31.43%            |
| 2011 | 66.15%       | 0   | 0       | 0.17%    | 33.68%            |

| Year | Christian | Buddhist | Hindu | Jewish | Muslim | Sikh | Any other | None   |
|------|-----------|----------|-------|--------|--------|------|-----------|--------|
| 2012 | 52.19%    | 0%       | 0%    | 0%     | 0%     | 0%   | 1.33%     | 46.48% |
| 2011 | 47.47%    | 0.17%    | 0     | 0      | 0      | 0    | 1.57%     | 50.79% |

Employee numbers are based on headcount @ 31<sup>st</sup> December 2012 with comparative figures @ 30<sup>th</sup> December 2011.

**Training/Development**

204 places have been ‘taken up’ with regard to off the job training. The breakdown of attendees is as follows:-

| Year | White  | Ethnic | Male   | Female | Disabled | 16-24  | 25-39  | 40-49  | 50+    |
|------|--------|--------|--------|--------|----------|--------|--------|--------|--------|
| 2012 | 99.02% | 0.98%  | 51.47% | 48.53% | 6.37%    | 38.72% | 16.18% | 17.65% | 27.45% |
| 2011 | 95.96% | 4.04%  | 53.54% | 46.46% | 13.13%   | 4.04%  | 30.30% | 35.36% | 30.30% |

| Year | Heterosexual | Gay | Lesbian | Bisexual | Prefer Not to Say |
|------|--------------|-----|---------|----------|-------------------|
| 2012 | 78.92%       | 0%  | 0%      | 0.49%    | 20.59%            |
| 2011 | 69.70%       | 0   | 0       | 0        | 30.30%            |

| Year | Christian | Buddhist | Hindu | Jewish | Muslim | Sikh | Any other | None   |
|------|-----------|----------|-------|--------|--------|------|-----------|--------|
| 2012 | 46.08%    | 0%       | 0%    | 0%     | 0%     | 0%   | 2.45%     | 51.47% |
| 2011 | 49.50%    | 0        | 0     | 0      | 0      | 0    | 0         | 50.50% |

**Discipline**

There were no disciplinary actions during this period.

| Year | White | Ethnic | Male | Female | Disabled | 16-24 | 25-39 | 40-49 | 50+ |
|------|-------|--------|------|--------|----------|-------|-------|-------|-----|
| 2012 | 0     | 0      | 0    | 0      | 0        | 0     | 0     | 0     | 0   |
| 2011 | 0     | 0      | 0    | 0      | 0        | 0     | 0     | 0     | 0   |



**Grievances (including Harassment/Bullying)**

There were no grievances lodged during this period.

| Year | White | Ethnic | Male | Female | Disabled | 16-24 | 25-39 | 40-49 | 50+ |
|------|-------|--------|------|--------|----------|-------|-------|-------|-----|
| 2012 | 0     | 0      | 0    | 0      | 0        | 0     | 0     | 0     | 0   |
| 2011 | 0     | 0      | 0    | 0      | 0        | 0     | 0     | 0     | 0   |

**Labour Turnover**

There have been 12 leavers during this period, the breakdown is as follows: -

| Year | White | Ethnic | Male   | Female | Disabled | 16-24 | 25-39  | 40-49  | 50+    |
|------|-------|--------|--------|--------|----------|-------|--------|--------|--------|
| 2012 | 100%  | 0%     | 50%    | 50%    | 8.33%    | 25%   | 16.67% | 16.67% | 41.66% |
| 2011 | 100%  | 0      | 69.23% | 30.77% | 0        | 50%   | 19.23% | 11.54% | 19.23% |

**Voluntary Leavers**

There have been 7 voluntary leavers during this period, the breakdown is as follows:-

| Year | White | Ethnic | Male   | Female | Disabled | 16-24  | 25-39  | 40-49  | 50+    |
|------|-------|--------|--------|--------|----------|--------|--------|--------|--------|
| 2012 | 100%  | 0%     | 42.86% | 57.14% | 0%       | 42.86% | 28.58% | 14.28% | 14.28% |
| 2011 | 100%  | 0      | 66.67% | 33.33% | 0        | 44.45% | 11.11% | 11.11% | 33.33% |

**Dismissals**

There were 2 dismissals on grounds of capability during this period, the breakdown is as follows:-

| Year | White | Ethnic | Male | Female | Disabled | 16-24 | 25-39 | 40-49 | 50+  |
|------|-------|--------|------|--------|----------|-------|-------|-------|------|
| 2012 | 100%  | 0%     | 100% | 0%     | 0%       | 0%    | 0%    | 0%    | 100% |
| 2011 | 100%  | 0      | 0    | 100%   | 0        | 100%  | 0     | 0     | 0    |

**Redundancies**

There was 1 redundancy during this period, the breakdown is as follows:-

| Year | White | Ethnic | Male | Female | Disabled | 16-24 | 25-39 | 40-49 | 50+  |
|------|-------|--------|------|--------|----------|-------|-------|-------|------|
| 2012 | 100%  | 0%     | 0%   | 100%   | 100%     | 0%    | 0%    | 0%    | 100% |
| 2011 | 100%  | 0      | 50%  | 50%    | 0        | 0     | 50%   | 50%   | 0    |

**III-Health Retirements**

There was 1 ill health retirement during this period.

| <b>Year</b> | <b>White</b> | <b>Ethnic</b> | <b>Male</b> | <b>Female</b> | <b>Disabled</b> | <b>16-24</b> | <b>25-39</b> | <b>40-49</b> | <b>50+</b> |
|-------------|--------------|---------------|-------------|---------------|-----------------|--------------|--------------|--------------|------------|
| <b>2012</b> | 100%         | 0%            | 0%          | 100%          | 0%              | 0%           | 0%           | 0%           | 100%       |
| <b>2011</b> | 0            | 0             | 0           | 0             | 0               | 0            | 0            | 0            | 0          |

**ISSUES FOR CONSIDERATION**

Analysis of the statistics/information presented/possible changes to policy to improve performance.

**IMPLICATIONS**

- Financial - None
- Legal - None
- Environmental - None
- Human Resources - None

**RECOMMENDATION**

**Recommendations are received as to improvements to current performance levels.**

SOURCE DOCUMENTS:  
FILE REFERENCES:

4<sup>th</sup> March 2013

The Arc  
High Street  
Clowne  
Derbyshire  
S43 4JY

Dear Sir or Madam

**UNION/EMPLOYEE CONSULTATION COMMITTEE – 14<sup>th</sup> MARCH 2013**

I refer to your recently circulated agenda for the above meeting and now enclose the following item:

**Part Two – Exempt Items**

*The Local Government (Access to Information) Act 1985, Local Government Act 1972, Part 1, Schedule 12a*

Agenda Item 9 – Enhancements in Lieu of Annual Leave  
Exempt Paragraph 4.  
Pages 35 to 37.

Yours faithfully,



Chief Executive Officer

To: Chairman & Members of the Union/Employee Consultation Committee



**Tel** 01246 242424 **Fax** 01246 242423 **Minicom** 01246 242450

**Email** [enquiries@bolsover.gov.uk](mailto:enquiries@bolsover.gov.uk) **Web** [www.bolsover.gov.uk](http://www.bolsover.gov.uk)

Chief Executive Officer: Wes Lumley, B.Sc. F.C.C.A.

CUSTOMER  
SERVICE  
EXCELLENCE



The Government Standard