

Workforce Profile Statistics – 01/04/2009 - 31/03/2010

North Norfolk District Council has a statutory obligation to monitor, and make available to the public, certain information regarding employment and recruitment by ethnicity. This information is contained in this report alongside some general workforce profile information.

The information which is required on a statutory basis under the 'Race Equality Employment Duty' regarding ethnicity is listed below:

- a) People in post by ethnicity
- b) People applying for jobs with us by ethnicity
- c) People short-listed by ethnicity
- d) People obtaining jobs with us by ethnicity
- e) People being promoted by ethnicity
- f) Applications for training by ethnicity
- g) People receiving training by ethnicity
- h) People receiving appraisals by ethnicity
- i) People involved in grievances by ethnicity
- j) People who have had disciplinary action taken against them by ethnicity
- k) Leavers from the service of the Council by ethnicity

This information can be found below in Section 1.

The workforce profile is being monitored and analysed against a number of criteria for the purpose of carrying out 'Equality Impact Assessments' for policies, procedures and functions across the Council. These assessments will be made available on the Council's website (www.northnorfolk.org) once they are complete. This report contains a snapshot of the key data on the workforce profile at North Norfolk District Council in Section 2. In addition to this, specific data on disability and gender at North Norfolk District Council can be found in Sections 3 and 4.

Section 1: Statutory Data

The following data is correct for the year 01 April 2009 – 31 March 2010, unless otherwise stated. (Where static workforce profile figures are used as comparisons, these are taken at 31 March 2010)

a) People in post by ethnicity (as at 31/03/10)

As Chart 1 below shows, the overwhelming majority of employees at North Norfolk District Council are of White British origin.

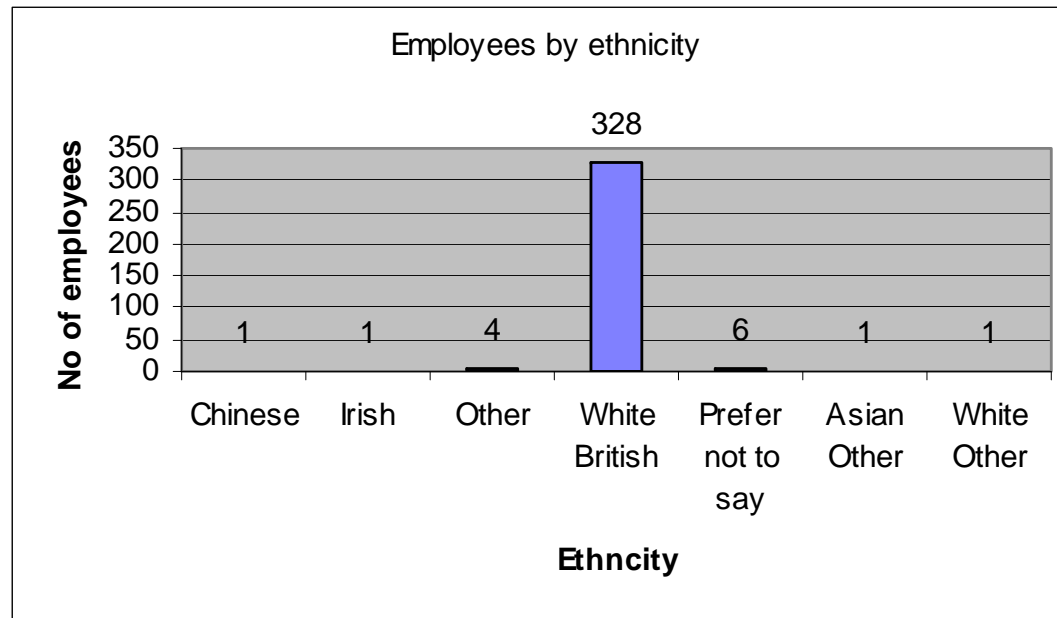


Chart 1: Employees by ethnicity (31/03/2010)

- b) People applying for jobs with us by ethnicity
- c) People short-listed by ethnicity
- d) People obtaining jobs with us by ethnicity

	Applications		Shortlisted		Application Withdrawn		Successful	
	Number	%	Number	%	Number	%	Number	%
Total of original applicants	370	100	117	32	13	4	22	6
White British	329	88.92	107	91.45	12	92.31	19	86.36
White Other	2	0.54	0	0.00	0	0.00	0	0.00
Black African	0	0.00	0	0.00	0	0.00	0	0.00
Chinese	3	0.81	3	2.56	1	7.69	2	9.09
Irish	2	0.54	2	1.71	0	0.00	1	4.55
Mixed other	2	0.54	1	0.00	0	0.00	0	0.00
Mixed White Asian	1	0.27	0	0.00	0	0.00	0	0.00
Mixed White Black Carribbean	0	0.00	0	0.00	0	0.00	0	0.00
Pakistani	0	0.00	0	0.00	0	0.00	0	0.00
Other	1	0.27	0	0.00	0	0.00	0	0.00
Not stated	30	8.11	4	3.42	0	0.00	0	0.00

Table 1: Recruitment information for the period 01/04/09-31/03/10

e) People being promoted by ethnicity

In the period 01/04/09-31/03/10 there was only one internal promotion, therefore no analysis of the data has been carried out.

f) Applications for training by ethnicity

g) People receiving training by ethnicity

At North Norfolk District Council, applications for training are made via the appraisal process. These training needs are then collated and form the basis for the 'Corporate Training Plan'. Table 2 below shows the number of requests made and the number of training opportunities offered as a result of these requests. As the figures show, 100% of those who requested training were offered this training.

		2009									
		Workforce Totals - as at 31/03/10		Training Requested - 2009		Training Offered - 2009		Training offered, but declined - 2009		Training Offered and Received - 2009	
		Number	%	Number	%	Number	%	Number	%	Number	%
Total		342	100	19	5.56	19	100	2	10.53	17	89.47
Ethnicity	White British	328	95.91	18	5.49	18	100	2	10.53	17	89.47
	White Other	1	0.29	0	0	0	0	0	0	0	0
	Chinese	1	0.29	0	0	0	0	0	0	0	0
	Irish	1	0.29	1	100	1	100	0	0	1	100
	Asian Other	1	0.29	0	0	0	0	0	0	0	0
	Other	4	1.17	0	0	0	0	0	0	0	0
	Not known	6	1.75	0	0	0	0	0	0	0	0

Table 2: Applications for training and training received via the Corporate Training Plan for period 01/04/09 – 31/03/10

In addition to this, employees may undertake a professional or technical qualification. These are usually covered by a training indemnity and the data for these courses by ethnicity is shown below in Table 3.

		2009/10			
		Workforce Totals		Training Indemnities	
		Number	%	Number	%
Total		342	100	15	100
Ethnicity	White British	328	95.91	14	93.33
	White Other	1	0.29	0	0
	Chinese	1	0.29	0	0
	Irish	1	0.29	0	0
	Asian Other	1	0.29	0	0
	Other	4	1.17	0	0
	Not known	6	1.75	1	6.67

Table 3: Professional/technical training courses covered by an indemnity by ethnic group

There are additional training activities which occur at a departmental level, which are not part of the Corporate Training Plan or not covered by a training indemnity. Central records are not currently kept on this so it is not possible to report on this data.

h) People receiving appraisals by ethnicity

During the 2009 appraisal cycle, 32 employees did not receive an appraisal. This translates to approximately 10% of the workforce. 30 of these employees were of White British origin and the ethnic origin of the remaining two employees is not known. This was an unusually high number of appraisals to not be completed (compared to 16 in the previous year). 12 were not completed due to the employee being away on long term sick or maternity leave, but the reason the remaining appraisals were not completed is not known.

i) People involved in grievances by ethnicity

There were no grievance cases during the period 01/04/09 - 31/03/10.

j) People who have had disciplinary action taken against them by ethnicity

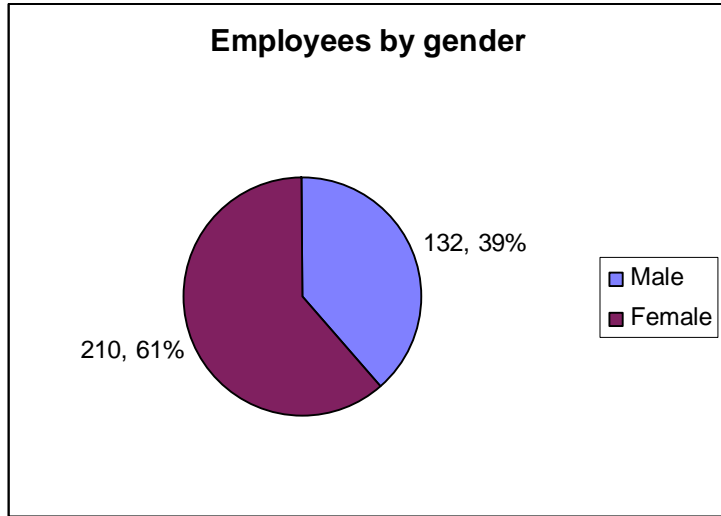
There were no formal disciplinary cases during the period 01/04/09 – 31/03/10. There were two informal cases but based on the small numbers it is not felt that analysis would be worthwhile.

k) Leavers from the service of the Council by ethnicity

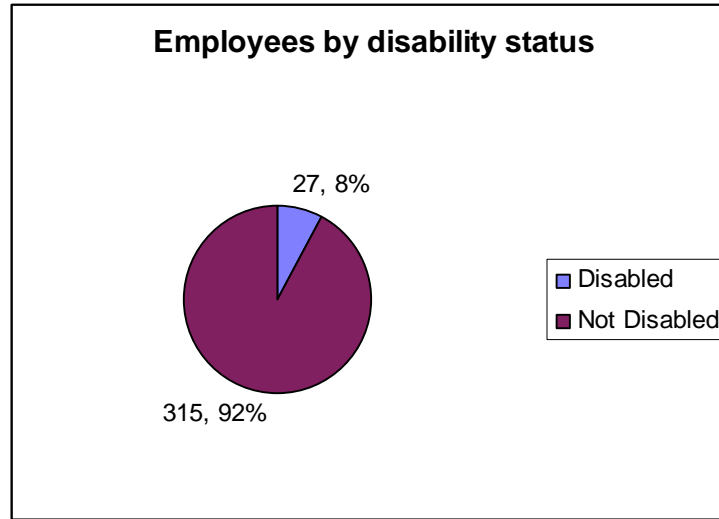
A total of 23 employees left employment with the Council between 01/04/09 - 31/03/10. 100% of these were of White British origin.

Section 2: Additional Workforce Data

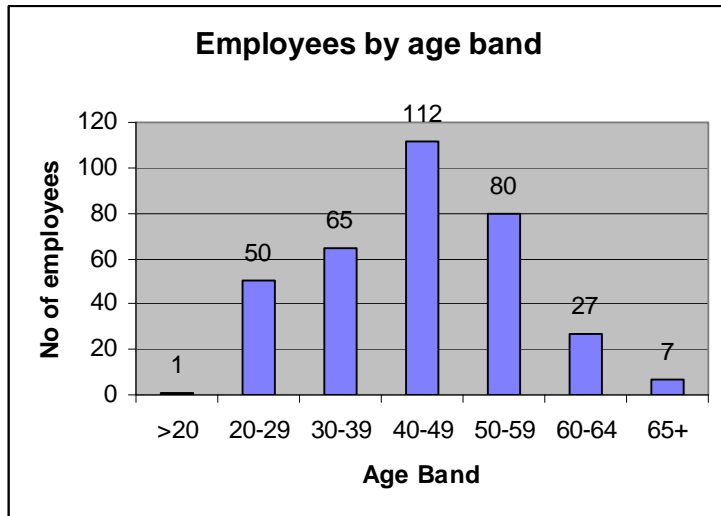
Gender



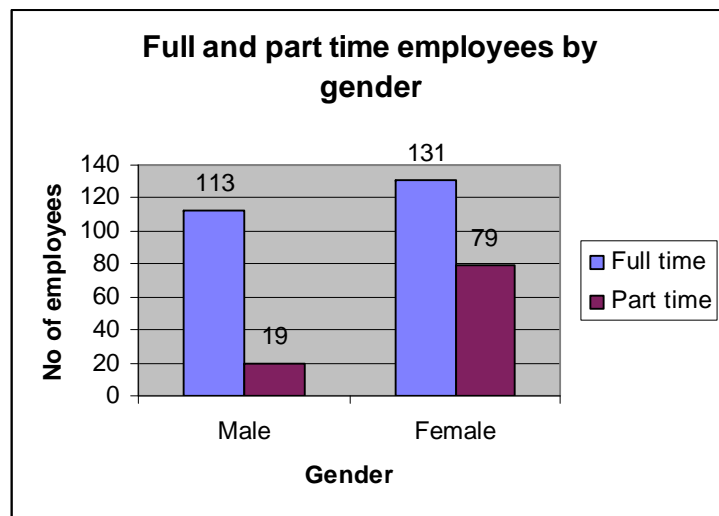
Disability



Age

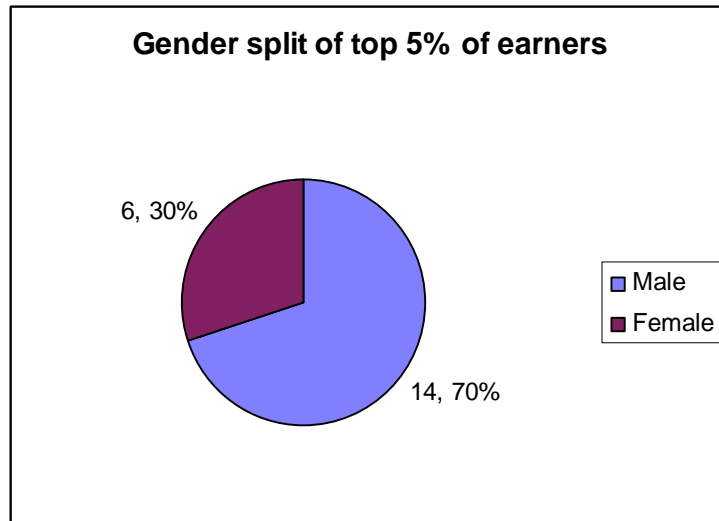


Full and part time employees



*Full time is 37 hours or 1.00 FTE (Full Time Equivalent), and Part time is counted as anything less than 37 hours or 1.00 FTE

Gender of top 5% of earners



Labour turnover by gender

The total labour turnover for the period 01/04/09-31/03/10 was 6.9%.

In total there were 23 leavers (this does not include seasonal or 'temp' workers).

Of these 23, 8 were male and 15 were female.

When the turnover is broken down by gender, the turnover of males is lower at 6.3% compared to turnover of female employees which was 7.3%.

Section 3: Data on Disability status of employees

i. Proportion of disabled people at various levels in the organisation

Grade	SCP Range	Total People	Disabled People	% of people in the grade who are disabled	% of total disabled people at that grade
New entrants	4-7	4	0	0	0
1	8-12	7	0	0	0
2	13-17	55	5	9.1	18.5
3	18-21	78	8	10.3	29.6
4	23-26	29	3	10.3	11.1
5	28-31	48	3	6.3	11.1
6	33-36	42	3	2.4	11.1
7	37-40	29	3	3.5	11.1
8	42-45	28	1	3.6	3.7
9	46-49	12	1	8.3	3.7
10+	50+	10	0	0	0

Table 4: Proportion of disabled people at various levels in the organisation

ii. Disabled people at different stages of the recruitment process

	Applications		Shortlisted		Application Withdrawn		Successful	
	Number	%	Number	%	Number	%	Number	%
Total of original applicants	370	100	117	32	13	4	22	6
Disabled - Y	19	5.14	5	4.27	1	7.69	0	0.00
Disabled - N	22	5.95	13	11.11	0	0.00	3	13.64
Disabled - Prefer not to say/not known	329	88.92	99	84.62	12	92.31	19	86.36

Table 5: Disabled people at different stages of the recruitment process

iii. Promotions

In the period 01/04/09 – 31/03/10 there was only one internal promotion, therefore no analysis of the data has been carried out.

iv. Discipline

There were no formal disciplinary cases during the period 01/04/09 – 31/03/10. There were two informal cases but based on the small numbers it is not felt that analysis would be worthwhile.

v. Grievance

There were no grievance cases during the period 01/04/09 - 31/03/10.

vi. Appraisals

For the appraisal year 2009, there were 4 outstanding appraisals for disabled employees. Two of these were due to long term sickness and the reasons for non-completion of the remaining 2 are not known.

vii. Training

Two of the training indemnities in place for 2009/10 covered employees who had declared themselves as disabled.

		2009/10			
		Workforce Totals		Training Indemnities	
		Number	%	Number	%
	Total	342	100	15	100
Disability Status	Disabled Y	27	7.89	2	13.33
	Disabled N	315	92.11	13	86.67

Table 6: Training indemnities covering disabled employees

Information on corporate training (i.e. that which is determined through training needs identified at appraisal) is shown below, broken down by disability status.

		Workforce Totals - as at 31/03/10		Training Requested - 2009		Training Offered - 2009		Training offered, but declined - 2009		Training Offered and Received - 2009	
		Number	%	Number	%	Number	%	Number	%	Number	%
	Total	342	100	19	5.56	19	100	2	10.53	17	89.47
Disability Status	Disabled Y	27	7.89	0	0	0	0	0	0	0	0
	Disabled N	315	92.11	19	6.03	19	100	2	10.53	17	89.47

Table 7: Corporate training by disability status

As shown in Table 7 above, none of the employees who requested formal training through this process were disabled. In any case, it is important to note that decisions on corporate training provision are made based on a business case basis and by level of demand.

Section 4: Data on Gender

i. Recruitment

	Applications		Shortlisted		Application Withdrawn		Successful	
	Number	%	Number	%	Number	%	Number	%
Total of original applicants	370	100	117	32	13	4	22	6
M	217	58.65	56	47.86	3	23.08	11	50.00
F	153	41.35	61	52.14	10	76.92	11	50.00

Table 8: Gender split in the recruitment process

ii. Promotions

In the period 01/04/09 – 31/03/10 there was only one internal promotion, therefore no analysis of the data has been carried out.

iii. Discipline

There were no formal disciplinary cases during the period 01/04/09 – 31/03/10. There were two informal cases but based on the small numbers it is not felt that analysis would be worthwhile.

iv. Grievance

There were no grievance cases during the period 01/04/09 - 31/03/10.

v. Training

		2009/10			
		Workforce Totals		Training Indemnities	
		Number	%	Number	%
Gender	Total	342	100	15	100
	M	132	38.60	8	53.33
	F	210	61.40	7	46.67

Table 9: Gender split of training indemnities

This table shows that 15 employees had a training agreement that was covered by a training indemnity. There were slightly more male than female employees.

		2009									
		Workforce Totals - as at 31/03/10		Training Requested - 2009		Training Offered - 2009		Training offered, but declined - 2009		Training Offered and Received - 2009	
		Number	%	Number	%	Number	%	Number	%	Number	%
Gender	Total	342	100	19	5.56	19	100.00	2	10.53	17	89.47
	M	132	38.60	6	4.55	6	4.55	2	33.33	4	66.67
	F	210	61.40	13	6.19	13	6.19	0	0.00	13	100.00

Table 10: Corporate training by gender

This table shows the breakdown of requests and training received by gender. This 'Corporate Training' is requested at appraisal. 66.67% of males who requested training completed it, compared to 100% of females. However all those who requested training were offered the training. It is also important to note that decisions on corporate training provision are made based on a business case basis and by level of demand.

vi. Appraisals

	2009					
	Workforce totals		Appraisals received		Appraisals not received	
	Number	%	Number	%	Number	%
Total	342	100	310	90.64	32	9.36
M	132	38.60	113	85.61	19	14.39
F	210	61.40	195	92.86	15	7.14

Table 11: Appraisals received in 2009 cycle by gender