

## Workforce Equality Score Card

## Annex 1

Further to the 2014-15 Monitor 1 report presented to Corporate and Scrutiny Management Committee on 14<sup>TH</sup> Sept 2015, this annex provides a further update on the workforce equality scorecard up to December 2015.

### **PERFORMANCE DEVELOPMENT REVIEWS: Number of Staff who have completed as at October 2015**

| Directorate                | Complete     |              | In progress |               | Not started   |               | Total PDR's |              |
|----------------------------|--------------|--------------|-------------|---------------|---------------|---------------|-------------|--------------|
|                            | Oct 2014     | Oct 2015     | Oct 2014    | Oct 2015      | Oct 2014      | Oct 2015      | Oct 2014    | Oct 2015     |
| CSES                       | 222          | 109          | 85          | 152           | 167           | 128           | 474         | 389          |
| CES                        | 155          | 40           | 54          | 55            | 133           | 227           | 342         | 322          |
| CBSS                       | 350          | 219          | 95          | 173           | 106           | 228           | 551         | 620          |
| CANS                       | 152          | 192          | 136         | 117           | 406           | 310           | 694         | 619          |
| H&W                        | 239          |              | 22          |               | 338           |               | 599         |              |
| Adult Services             |              | 355          |             | 73            |               | 131           |             | 559          |
| OCE                        | 24           | 45           | 13          | 8             | 5             | 6             | 42          | 59           |
| <b>Total</b>               | <b>1142</b>  | <b>960</b>   | <b>405</b>  | <b>578</b>    | <b>1155</b>   | <b>1030</b>   | <b>2702</b> | <b>2568</b>  |
|                            |              |              |             |               |               |               |             |              |
| <b>% of PDR's complete</b> | <b>42.3%</b> | <b>37.4%</b> | <b>15%</b>  | <b>22.5 %</b> | <b>42.7 %</b> | <b>40.1 %</b> | <b>100</b>  | <b>100 %</b> |

#### **Key**

CSES: Children's Services Education & Skills

CES: City & Environmental Services

CANS: Communities & Neighbourhoods

CBSS: Customer & Business Support Services

H&W: Health and Wellbeing

OCEX: Office of the Chief Executive

N.B. Figures are based on the total workforce population eligible for PDRs, including those without access to the iTrent self-service HR system. Colleagues based in schools, new starters, employees on long-term absence and those whose contracts are on an ad hoc or limited basis are not included in the overall figures.

**PERSONAL SENSITIVE INFORMATION: Percentage of staff who have not declared**

| Characteristic                        | Gaps in Data |           |            |          |           |           |          |
|---------------------------------------|--------------|-----------|------------|----------|-----------|-----------|----------|
|                                       | Jan 2014     | July 2014 | Sept 2014* | Dec 2014 | July 2015 | Sept 2015 | Dec 2015 |
| Disability                            | 20%          | 14.5%     | 17.8%      | 15.6%    | 18.2%     | 16.5%     | 17%      |
| Ethnicity                             | 21%          | 17.2%     | 20%        | 17.7%    | 20.1%     | 17.7%     | 18.1%    |
| Religion and Belief                   | 67%          | 64.08     | 67%        | 64.1%    | 66.0%     | 64.5%     | 64.7%    |
| Sexual Orientation                    | 57%          | 52.9%     | 57.9%      | 53.2%    | 56.2%     | 54.6%     | 55%      |
| Marital Status and civil partnerships | 17.4%        | 6.4%      | 8.6%       | 7.6%     | 9.0%      | 8.2%      | 8.7%     |

The table above shows a small percentage drop in the number of staff not disclosing sensitive information since January 2014. The fluctuation in the percentages of non-declared information, over the reporting period, is likely to be the result of changes in staffing. A number of campaigns continue to run throughout the year, encouraging staff to disclose their sensitive data which include: articles in Buzz and on the intranet, messaging on payslips and poster campaigns. Now that the

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## Annex 1

recruitment module on iTrent has been launch sensitive data will now be captured at recruitment stage and transferred into the HR database on appointment which should lead to a greater disclosure rate.

**WORKFORCE STATISTICS** (Please note that the council's workforce data is influenced by completion of sensitive information and starters and leavers to the organisation).

| Indicator                                    | Jan 2013 | Jan 2014         | Sept 2014        | Dec 2014 | July 2015  | Sept 15 | Dec 15 | Trend       |
|--|----------|------------------|------------------|----------|------------|---------|--------|-------------|
| People in post: City of York Council         | 6,968    | 6,587            | 6,200            | 6,160    | 5964       | 5927    | 5912   | Decreasing  |
| % of full time CYC employees                 | 46.9%    | 44.6%            | 44.9%            | 44.5%    | 45.7%      | 39.7    | 39.7%  | Fluctuating |
| % of part time CYC employees                 | 53.1%    | 55.4%            | 55.2%            | 55.5%    | 54.3%      | 60.3%   | 60.3%  | Fluctuating |
| Indicator                                    | Jan 2013 | 2013 /14         | Sept 2014        | Dec 2014 | March 2015 | Sept 15 | Dec 15 | Trend       |
| % of York's Female population of working age |          | 71.7% (Mar-2014) | 71.7% (Mar-2014) |          |            |         |        |             |
| % of females employed with CYC               | 72.7%    | 72.6% (Jan 14)   | 73.2%            | 73.3%    | 73.6%      | 74.6%   | 74.6%  | Static      |
| % of York's Male population of working age   |          | 75.6% (Mar-2014) | 75.6% (Mar-2014) |          |            |         |        |             |
| % of Males employed with CYC                 | 27.3%    | 27.4% (Jan 14)   | 26.9%            | 26.7%    | 26.4%      | 25.4%   | 25.4%  | Static      |

| Indicator  | Jan 2013  | Jan 2014              | Sept 2014             | Dec2014               | March 2015            |               |               | Trend      |
|--|-----------|-----------------------|-----------------------|-----------------------|-----------------------|---------------|---------------|------------|
| % of York's population with long term health problem or disability - Economically Active |           | 6.4%<br>(Census 2011) | 6.4%<br>(Census 2011) | 6.4%<br>(Census 2011) | 6.4%<br>(Census 2011) |               |               |            |
| % of CYC staff disabled  | 2.3%      | 2.7%                  | 2.3%                  | 2.3%                  | 2.4%                  | 2.5%          | 2.6%          | Increasing |
| Indicator  | Jan 2013  | Jan 2014              | Sept 2014             | Dec 2014              | July 2015             | Sept 2015     | Dec 2015      | Trend      |
| % of York's BaME population Economically active  |           | 9.0%<br>(Census 2011) | (Census 2011)         | (Census 2011)         | (Census 2011)         | (Census 2011) | (Census 2011) |            |
| % Of BaME CYC employees  | 3.5%      | 3.8%                  | 3.7%*                 | 3.7%*                 | 3.0%                  | 2.8%          | 2.8%          | Static     |
| Indicator  | Jan 2013  | Jan 2014              | Sept 2014             | Dec 2014              | July 2015             | Sept 2015     | Dec 2015      | Trend      |
| % of York's LGBT population of working age   | Not Known | Not Known             | Not Known             | Not Known             | Not Known             | Not Known     | Not Known     |            |
| % of CYC staff LGBT  | 1.50%     | 1.7%                  | 1.7%*                 | 1.9%*                 | 0.74%                 | 0.79%         | 0.79          | Static     |

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|   |                 |                         |                         |                         |                         |                  |                 |              |
|---|-----------------|-------------------------|-------------------------|-------------------------|-------------------------|------------------|-----------------|--------------|
| <b>Young People</b>                                     |                 |                         |                         |                         |                         |                  |                 |              |
| <b>% of 16-24 York's Population Economically Active</b> |                 | 15.50%<br>(Census 2011) | 15.50%<br>(Census 2011) | 15.50%<br>(Census 2011) | 15.50%<br>(Census 2011) |                  |                 |              |
| <b>Indicator</b>  | <b>Jan 2013</b> | <b>Jan 2014</b>         | <b>Sept 2014</b>        | <b>Dec 2014</b>         | <b>March 2015</b>       | <b>Sept 2015</b> | <b>Dec 2015</b> | <b>Trend</b> |
| % CYC 16-24 employed                                    | 4.5%            | 4.3%                    | 4.9%                    | 4.9%                    | 4.7%                    | 3.9%             | 4.0%            | Fluctuating  |

\*percentage of where this is known

Further detailed analysis is available in the annual workforce monitoring report.

[http://www.york.gov.uk/downloads/200484/equality\\_and\\_diversity](http://www.york.gov.uk/downloads/200484/equality_and_diversity)

**FLEXIBLE WORKING**

The authority doesn't capture data on flexible working requests as these are managed locally. However the authority provides a number of opportunities for employees to work more flexibly, subject to the needs of the service. Employees can request to self roster or request to work compressed hours, flexi time, job share, part time, and or term time.

The number of part time staff currently employed within City of York Council is 60.3% (as at Dec 2015).

## Employee Sickness Absence

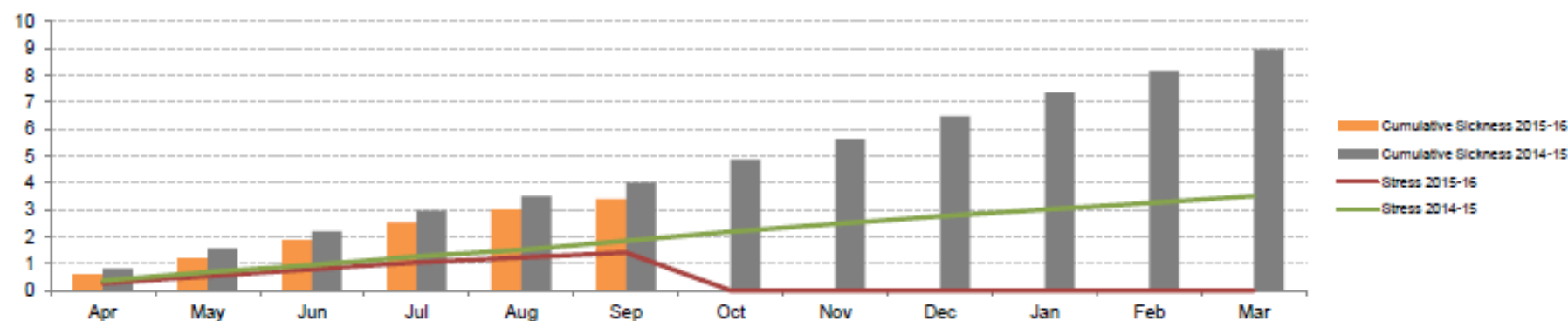
## Average Days Lost per FTE - Cumulative

Employee absence is recorded against all open roles on iTrent, meaning single episodes of absence can be counted more than once

|   | Monthly Cumulative |            |            |            |            |            |     |     |     |     |     |     |
|---|--------------------|------------|------------|------------|------------|------------|-----|-----|-----|-----|-----|-----|
|   | Apr                | May        | Jun        | Jul        | Aug        | Sep        | Oct | Nov | Dec | Jan | Feb | Mar |
| Children's Services, Education & Skills | 0.5                | 1.0        | 1.7        | 2.4        | 2.9        | 3.2        |     |     |     |     |     |     |
| City & Environmental Services           | 0.5                | 1.1        | 1.8        | 2.6        | 3.3        | 4.0        |     |     |     |     |     |     |
| Communities & Neighbourhoods            | 0.6                | 1.1        | 1.6        | 2.3        | 2.9        | 3.3        |     |     |     |     |     |     |
| Customer & Business Support Services    | 0.8                | 1.6        | 2.2        | 2.8        | 3.2        | 3.5        |     |     |     |     |     |     |
| Health & Wellbeing                      | 1.3                | 2.5        | 3.7        | 5.1        | 6.6        | 7.9        |     |     |     |     |     |     |
| Office of the Chief Executive           | 0.8                | 1.7        | 2.5        | 2.9        | 3.3        | 3.8        |     |     |     |     |     |     |
| <b>Directorates Total</b>               | <b>0.8</b>         | <b>1.5</b> | <b>2.2</b> | <b>3.0</b> | <b>3.8</b> | <b>4.3</b> |     |     |     |     |     |     |
| Schools (Inc casuals)                   | 0.4                | 0.9        | 1.4        | 1.9        | 2.0        | 2.2        |     |     |     |     |     |     |
| <b>Total City of York Council</b>       | <b>0.6</b>         | <b>1.2</b> | <b>1.9</b> | <b>2.5</b> | <b>3.0</b> | <b>3.4</b> |     |     |     |     |     |     |

## Average Days Lost per FTE due to Stress - Cumulative

|   | Monthly Cumulative |            |            |            |            |            |     |     |     |     |     |     |
|---|--------------------|------------|------------|------------|------------|------------|-----|-----|-----|-----|-----|-----|
|   | Apr                | May        | Jun        | Jul        | Aug        | Sep        | Oct | Nov | Dec | Jan | Feb | Mar |
| Children's Services, Education & Skills | 0.2                | 0.3        | 0.3        | 0.5        | 0.5        | 0.6        |     |     |     |     |     |     |
| City & Environmental Services           | 0.1                | 0.4        | 0.7        | 0.9        | 1.0        | 1.2        |     |     |     |     |     |     |
| Communities & Neighbourhoods            | 0.1                | 0.2        | 0.2        | 0.3        | 0.4        | 0.5        |     |     |     |     |     |     |
| Customer & Business Support Services    | 0.2                | 0.4        | 0.6        | 0.7        | 0.8        | 0.9        |     |     |     |     |     |     |
| Health & Wellbeing                      | 0.3                | 0.6        | 0.9        | 1.2        | 1.6        | 1.9        |     |     |     |     |     |     |
| Office of the Chief Executive           | 0.8                | 1.6        | 2.3        | 2.7        | 3.1        | 3.5        |     |     |     |     |     |     |
| <b>Directorates Total</b>               | <b>0.2</b>         | <b>0.4</b> | <b>0.6</b> | <b>0.8</b> | <b>1.0</b> | <b>1.2</b> |     |     |     |     |     |     |
| Schools (Inc casuals)                   | 0.1                | 0.2        | 0.3        | 0.4        | 0.5        | 0.5        |     |     |     |     |     |     |
| <b>Total City of York Council</b>       | <b>0.3</b>         | <b>0.5</b> | <b>0.8</b> | <b>1.0</b> | <b>1.2</b> | <b>1.4</b> |     |     |     |     |     |     |



Average Days Lost per FTE - Monthly

|   | Monthly Snapshot |     |     |     |     |     |     |     |     |     |     |     | Quarterly Average |     |    |    |
|---|------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------------------|-----|----|----|
|   | Apr              | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Q1                | Q2  | Q3 | Q4 |
| Children's Services, Education & Skills | 0.5              | 0.5 | 0.7 | 0.7 | 0.5 | 0.3 |     |     |     |     |     |     | 0.6               | 0.5 |    |    |
| City & Environmental Services           | 0.5              | 0.5 | 0.8 | 0.8 | 0.7 | 0.7 |     |     |     |     |     |     | 0.6               | 0.7 |    |    |
| Communities & Neighbourhoods            | 0.6              | 0.5 | 0.6 | 0.7 | 0.6 | 0.4 |     |     |     |     |     |     | 0.5               | 0.6 |    |    |
| Customer & Business Support Services    | 0.8              | 0.8 | 0.6 | 0.5 | 0.5 | 0.2 |     |     |     |     |     |     | 0.7               | 0.4 |    |    |
| Health & Wellbeing                      | 1.3              | 1.2 | 1.1 | 1.5 | 1.5 | 1.2 |     |     |     |     |     |     | 1.2               | 1.4 |    |    |
| Office of the Chief Executive           | 0.8              | 0.9 | 0.8 | 0.4 | 0.4 | 0.4 |     |     |     |     |     |     | 0.8               | 0.4 |    |    |
| Directorates Total                      | 0.8              | 0.7 | 0.7 | 0.8 | 0.7 | 0.6 |     |     |     |     |     |     | 0.7               | 0.7 |    |    |
| Schools (Inc casuals)                   | 0.4              | 0.5 | 0.6 | 0.5 | 0.1 | 0.2 |     |     |     |     |     |     | 0.5               | 0.3 |    |    |
| Total City of York Council              | 0.6              | 0.6 | 0.7 | 0.7 | 0.5 | 0.4 |     |     |     |     |     |     | 0.6               | 0.5 |    |    |

Percent of total absence in each Directorate

|   | Percent of Total Absence          |                           |              |                                    |             |
|---|-----------------------------------|---------------------------|--------------|------------------------------------|-------------|
|   | Stress, depression, mental health | Musculo-skeletal problems | Infections   | Stomach, liver, kidney & digestion | Other       |
| Children's Services, Education & Skills | 18.3%                             | 16.0%                     | 8.7%         | 14.6%                              | 13.2%       |
| City & Environmental Services           | 21.2%                             | 8.2%                      | 14.4%        | 7.5%                               | 0.0%        |
| Communities & Neighbourhoods            | 17.7%                             | 12.6%                     | 9.5%         | 16.7%                              | 5.8%        |
| Customer & Business Support Services    | 19.0%                             | 13.7%                     | 10.5%        | 6.4%                               | 7.9%        |
| Health & Wellbeing                      | 16.8%                             | 8.8%                      | 16.4%        | 16.6%                              | 2.1%        |
| Office of the Chief Executive           | 9.1%                              | 18.2%                     | 50.0%        | 4.5%                               | 9.1%        |
| Schools (Inc casuals)                   | 27.7%                             | 12.5%                     | 10.4%        | 7.1%                               | 9.3%        |
| <b>Total City of York Council</b>       | <b>22.6%</b>                      | <b>12.1%</b>              | <b>11.7%</b> | <b>10.1%</b>                       | <b>7.4%</b> |

| Health Management Summit |                   | Referrals to Occupational Health (Vim Off-Elm) |  |
|--------------------------|-------------------|--|--|
|                          | Quarterly Average |  |  |

|   | Quarterly Average |           |          |          |
|---|-------------------|-----------|----------|----------|
|   | Q1                | Q2        | Q3       | Q4       |
| Children's Services, Education & Skills | 41                | 15        | 0        | 0        |
| City & Environmental Services           | 4                 | 11        | 0        | 0        |
| Communities & Neighbourhoods            | 16                | 13        | 0        | 0        |
| Customer & Business Support Services    | 13                | 10        | 0        | 0        |
| Health & Wellbeing                      | 26                | 27        | 0        | 0        |
| Office of the Chief Executive           | 0                 | 0         | 0        | 0        |
| Non CYC (e.g. CYT)                      | 7                 | 0         | 0        | 0        |
| <b>Total City of York Council</b>       | <b>107</b>        | <b>76</b> | <b>0</b> | <b>0</b> |