

Workforce Equality Score Card

Annex I

Further to the 2015-16 Monitor 2 report presented to Corporate & Scrutiny Management Policy & Scrutiny Committee on 11th January 2016, 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 December 2015

Directorate	Complete		In progress		Not started		Total PDR's	
	Dec 2014	Dec 2015	Dec 2014	Dec 2015	Dec 2014	Dec 2015	Dec 2014	Dec 2015
CSES	265	185	74	134	136	98	475	417
CES	229	90	42	52	54	154	325	296
CBSS	415	292	66	165	44	193	525	650
CANS	322	264	112	122	261	241	695	627
H&W	385		23		178		586	
Adult Services		454		52		82		588
OCE	37	48	14	7	6	5	57	60
Total	1653	1333	331	532	679	773	2663	2638
% of PDR's complete	62%	51%	12%	20%	26%	29%	100	100 %

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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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% (Census 2011)	6.4% (Census 2011)	6.4% (Census 2011)	6.4% (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% (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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Young People								
% of 16-24 York's Population Economically Active		15.50% (Census 2011)	15.50% (Census 2011)	15.50% (Census 2011)	15.50% (Census 2011)			
Indicator	Jan 2013	Jan 2014	Sept 2014	Dec 2014	March 2015	Sept 2015	Dec 2015	Trend
% 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

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	2.3	2.8	3.1	4.0	4.7	5.6			
City & Environmental Services	0.5	1.0	1.8	2.5	3.2	3.9	5.2	6.0	6.7			
Communities & Neighbourhoods	0.6	1.1	1.6	2.3	2.9	3.2	4.1	4.9	5.7			
Customer & Business Support Services	0.8	1.6	2.2	2.8	3.2	3.5	4.5	5.3	6.1			
Health & Wellbeing	1.3	2.5	3.5	5.0	6.4	7.6	9.0	10.4	11.7			
Office of the Chief Executive	0.8	1.7	2.5	2.9	3.3	3.8	4.6	5.2	5.9			
Directorates Total	0.8	1.5	2.2	3.0	3.7	4.2	5.3	6.2	7.1			
Schools	0.4	0.9	1.5	1.9	2.0	2.2	2.7	3.3	3.9			
Total City of York Council	0.6	1.2	1.9	2.5	2.9	3.3	4.1	4.9	5.7			

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	0.4	0.5	0.5	0.6	0.7	0.9	1.0			
City & Environmental Services	0.1	0.4	0.7	0.9	1.0	1.2	1.5	1.6	1.7			
Communities & Neighbourhoods	0.1	0.2	0.2	0.3	0.4	0.4	0.6	0.7	0.8			
Customer & Business Support Services	0.2	0.4	0.6	0.7	0.8	0.9	1.2	1.6	1.9			
Health & Wellbeing	0.3	0.6	0.9	1.2	1.5	1.9	2.3	2.7	3.1			
Office of the Chief Executive	0.8	1.6	2.3	2.7	3.0	3.5	3.9	4.0	4.2			
Directorates Total	0.2	0.4	0.6	0.7	0.9	1.0	1.3	1.6	1.8			
Schools	0.1	0.2	0.3	0.4	0.5	0.5	0.6	0.8	0.9			
Total City of York Council	0.2	0.3	0.5	0.6	0.7	0.8	1.0	1.2	1.4			

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	0.8	0.8	0.9				0.6	0.5	0.8	
City & Environmental Services	0.5	0.5	0.7	0.7	0.7	0.7	1.3	0.8	0.7				0.6	0.7	0.9	
Communities & Neighbourhoods	0.6	0.5	0.6	0.7	0.6	0.4	0.9	0.8	0.8				0.5	0.5	0.8	
Customer & Business Support Services	0.8	0.8	0.6	0.5	0.5	0.2	1.0	0.8	0.8				0.7	0.4	0.9	
Health & Wellbeing	1.3	1.2	1.1	1.4	1.4	1.2	1.5	1.4	1.3				1.2	1.3	1.4	
Office of the Chief Executive	0.8	0.9	0.8	0.4	0.4	0.4	0.8	0.7	0.7				0.8	0.4	0.7	
Directorates Total	0.8	0.7	0.7	0.8	0.7	0.5	1.1	0.9	0.9				0.7	0.7	1.0	
Schools	0.4	0.5	0.6	0.4	0.1	0.2	0.5	0.7	0.6				0.5	0.2	0.6	
Total City of York Council	0.6	0.6	0.7	0.6	0.4	0.4	0.8	0.8	0.7				0.6	0.5	0.8	

Employee Sickness Absence

Top 5 Reasons for Absence

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	18.6%	9.0%	6.7%	3.2%	17.4%
City & Environmental Services	19.1%	30.2%	8.7%	13.9%	9.5%
Communities & Neighbourhoods	13.9%	19.7%	9.3%	19.3%	4.5%
Customer & Business Support Services	37.5%	13.5%	10.1%	3.4%	9.3%
Health & Wellbeing	30.6%	11.4%	10.3%	7.7%	8.6%
Office of the Chief Executive	35.7%	0.0%	4.1%	0.0%	0.0%
Schools	20.7%	10.2%	15.8%	10.1%	8.7%
Total City of York Council	24.1%	13.6%	11.5%	9.5%	8.9%

Health Management Summary – Referrals to Occupational Health (HM On-Line)

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

	Q1		Q2		Q3		Q4	
	Total	Work Rel'd	Total	Work Rel'd	Total	Work Rel'd	Total	Work Rel'd
Mental Health	16	7	26	16				
Musculoskeletal Disorders	32	8	22	2				