

Workforce Equality Score Card

Annex 1

Further to the 2014-15 Monitor 2 report presented to Corporate and Scrutiny Management Committee on 12th January 2015, this annex provides a further update on the workforce equality scorecard up until July 2015.

PERFORMANCE DEVELOPMENT REVIEWS: Number of Staff who have completed as at 30th April 2015

Directorate	Complete				In progress				Not started				Total PDR's			
	Oct 2014	Dec 2014	Jan 2015	April 2015	Oct 2014	Dec 2014	Jan 2015	April 2015	Oct 2014	Dec 2014	Jan 2015	April 2015	Oct 2014	Dec 2014	Jan 2015	April 2015
CSES	222	251	265	276	85	86	74	57	167	140	136	130	474	477	475	463
CES	155	220	229	228	54	47	42	41	133	61	54	49	342	328	325	318
CANS	152	306	322	320	136	121	112	117	406	262	261	243	694	689	695	680
CBSS	350	418	415	412	95	65	66	60	106	46	44	54	551	529	525	526
H&W	239	383	385	368	22	27	23	30	338	178	178	184	599	588	586	582
OCEX	24	36	37	39	13	15	14	9	5	7	6	5	42	58	57	53
Total	1142	1614	1653	1643	405	361	331	314	1155	694	679	665	2702	2669	2663	2622
% of PDR's complete	42.3%	60.5%	62.1%	62.7%	15%	13.5%	12.4%	12.0%	42.7%	26%	25.5%	25.4%	100	100	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. The general downward trend displayed within the total numbers per Directorate reflects the contracting workforce of CYC as a whole (with the exception of CBSS where this has increased by 1).

PERSONAL SENSITIVE INFORMATION: Percentage of staff who have not declared

Characteristic	Gap as of January 2014	July 2014	September 2014*	December 2014	July 2015
Disability	20%	14.5%	17.8%	15.6%	18.2%
Ethnicity	21%	17.2%	20%	17.7%	20.1%
Religion and Belief	67%	64.08	67%	64.1%	66.0%
Sexual Orientation	57%	52.9%	57.9%	53.2%	56.2%
Marital Status and civil partnerships	17.4%	6.4%	8.6%	7.6%	9.0%

The number of staff not disclosing sensitive information has varied between January 2014 and July 2015. It is unclear why the percentages of staff not disclosing dropped in July 2014 and then rose again in September, but this is likely to be as a result of fluctuations in staffing over this period. 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. The development and launch of the recruitment module on iTrent will enable the sensitive data captured at the recruitment stage to be transferred into the HR database which should lead to a greater disclosure rate. The project completion date for the recruitment module on iTrent is the end of September 2015.

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	January 2013	January 2014	September 2014	December 2014	July 2015	Trend
People in post: City of York Council	6,968	6,587	6,200	6,160	5964	Decreasing
% of full time CYC employees	46.9%	44.6%	44.9%	44.5%	45.7%	Fluctuating
% of part time CYC employees	53.1%	55.4%	55.2%	55.5%	54.3%	Fluctuating
Indicator	January 2013	2013/14	September 2014	December 2014	March 2015	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%	Increasing
% 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%	Decreasing
Indicator	January 2013	January 2014	September 2014	December 2014	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%	Fluctuating

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Indicator	January 2013	January 2014	September 2014	December 2014	June 2015	Trend
% of York's BaME population Economically active		9.0% (Census 2011)	(Census 2011)	(Census 2011)	(Census 2011)	
% Of BaME CYC employees	3.5%	3.8%	3.7%*	3.7%*	3.0%	Decreasing
Indicator	January 2013	January 2014	September 2014	December 2014		Trend
% of York's LGBT population of working age	Not Known	Not Known	Not Known	Not Known		
% of CYC staff LGBT	1.50%	1.7%	1.7%*	1.9%*	0.74%	Decreasing
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	January 2013	January 2014	September 2014	December 2014	March 2015	Trend
% CYC 16-24 employed	4.5%	4.3%	4.9%	4.9%	4.7%	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 54.9% (as at March 2015).

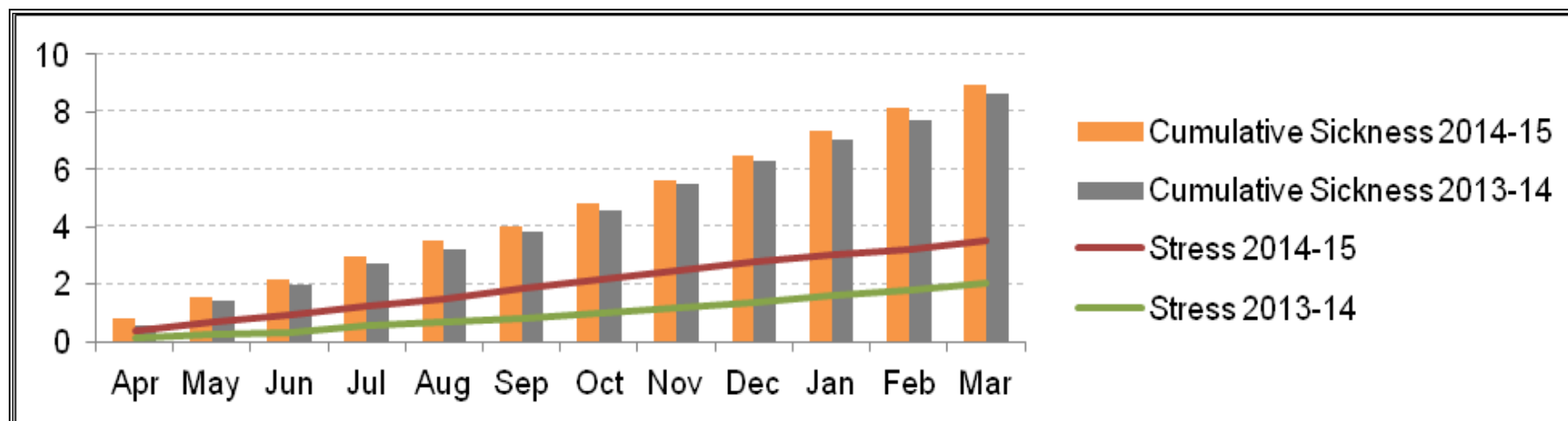
SICKNESS ABSENCE TREND INFORMATION**Average Days Lost per FTE – Cumulative**

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	0.9	1.2	1.8	2.3	2.9	3.6	4.2	5.1	6.0	6.8	7.5
City & Environmental Services	0.7	1.4	2.2	3.7	5.1	6.4	7.1	7.7	8.6	9.6	10.5	11.3
Communities & Neighbourhoods	1.1	2.2	3.1	4.1	4.9	5.5	6.7	7.9	9.0	9.8	10.7	11.6
Customer & Business Support Services	1.1	2.0	2.8	3.8	4.6	5.1	6.0	6.8	7.9	8.5	9.3	10.1
Health & Wellbeing	1.4	2.7	3.7	4.7	5.5	6.2	7.2	8.3	9.5	11.1	12.6	14.2
Office of the Chief Executive	0.7	1.3	1.8	2.0	2.0	2.1	3.0	3.7	4.5	4.8	5.6	6.4
Directorates Total	1.0	1.9	2.7	3.7	4.5	5.2	6.2	7.3	8.5	9.5	10.4	11.4
Schools (Inc casuals)	0.5	1.1	1.5	2.0	2.2	2.5	3.6	4.6	5.8	6.6	7.2	7.8
Total City of York Council	0.8	1.6	2.2	3.0	3.5	4.0	4.9	5.6	6.5	7.4	8.2	9.0

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	0.6	0.8	1.0	1.2	1.4	1.5	1.6	1.7
City & Environmental Services	0.0	0.1	0.3	0.7	1.2	1.6	1.8	2.0	2.1	2.4	2.5	2.7
Communities & Neighbourhoods	0.4	0.6	0.9	1.0	1.1	1.2	1.4	1.6	1.9	2.1	2.2	2.3
Customer & Business Support Services	0.3	0.4	0.5	0.7	0.9	1.1	1.5	1.7	2.0	2.1	2.3	2.4
Health & Wellbeing	0.5	0.9	1.3	1.6	1.9	2.1	2.4	2.5	2.7	2.9	3.2	3.6
Office of the Chief Executive	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.2	0.2	0.2	0.2	0.2
Directorates Total	0.3	0.5	0.7	0.9	1.2	1.3	1.6	1.8	2.0	2.2	2.3	2.5
Schools (Inc casuals)	0.1	0.2	0.3	0.4	0.4	0.5	0.6	0.8	0.9	1.1	1.2	1.3
Total City of York Council	0.4	0.7	0.9	1.3	1.5	1.8	2.2	2.5	2.8	3.0	3.2	3.5



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	0.4	0.3	0.6	0.5	0.6	0.7	0.6	0.9	0.9	0.8	0.7	0.4	0.5	0.7	0.8
City & Environmental Services	0.7	0.7	0.7	1.6	1.4	1.2	1.2	1.2	1.1	1.0	0.9	0.8	0.7	1.4	1.2	0.9
Communities & Neighbourhoods	1.1	1.1	0.9	1.0	0.8	0.6	0.9	0.8	1.1	0.8	0.8	0.9	1.0	0.8	0.9	0.9
Customer & Business Support Services	1.1	0.9	0.8	1.0	0.8	0.5	0.9	0.7	0.8	0.7	0.7	0.8	0.9	0.8	0.8	0.7
Health & Wellbeing	1.4	1.3	1.0	1.0	0.8	0.7	1.1	1.0	1.2	1.6	1.5	1.6	1.2	0.8	1.1	1.6
Office of the Chief Executive	0.7	0.6	0.5	0.2	0.0	0.0	0.0	0.4	0.4	0.3	0.8	0.8	0.6	0.1	0.2	0.6
Directorates Total	1.0	0.9	0.8	1.0	0.8	0.7	0.9	0.8	1.0	1.0	1.0	1.0	0.9	0.8	0.9	1.0
Schools (Inc casuals)	0.5	0.5	0.4	0.5	0.2	0.3	0.7	0.7	0.6	0.8	0.6	0.6	0.5	0.3	0.7	0.7
Total City of York Council	0.8	0.8	0.6	0.8	0.5	0.5	0.8	0.8	0.8	0.9	0.8	0.8	0.7	0.6	0.8	0.8

Top 5 Reasons for Absence between April 2014 and March 2015

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	21.4%	14.0%	11.1%	4.8%	12.4%
City & Environmental Services	25.0%	20.6%	12.9%	10.9%	12.4%
Communities & Neighbourhoods	25.0%	9.5%	14.4%	10.3%	9.0%
Customer & Business Support Services	21.4%	30.4%	4.7%	12.7%	2.4%
Health & Wellbeing	24.9%	18.3%	12.9%	6.1%	5.3%
Office of the Chief Executive	6.1%	1.7%	35.6%	3.2%	38.0%
Schools (Inc casuals)	20.9%	14.1%	12.7%	14.4%	7.6%
Total City of York Council	22.6%	17.1%	11.9%	10.2%	8.1%

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

	Quarterly Average			
	Q1	Q2	Q3	Q4
Children's Services, Education & Skills	12	34	46	36
City & Environmental Services	8	22	15	7
Communities & Neighbourhoods	26	17	18	21
Customer & Business Support Services	14	20	17	12
Health & Wellbeing	43	36	43	49
Office of the Chief Executive	1	2	0	0
Non CYC (e.g. CYT)	2	5	8	3
Total City of York Council	106	136	147	128

	Q1		Q2		Q3		Q4	
	Total	Work Rel'd	Total	Work Rel'd	Total	Work Rel'd	Total	Work Rel'd
Mental Health	37	22	34	25	51	25	33	14
Musculoskeletal Disorders	18	7	34	6	45	8	49	4