

WORKFORCE PROFILE AND INCLUSION APPROACH

1. INTRODUCTION

- 1.1 This is a covering report to provide observations on NFDC's Workforce Profile and highlight our approach to inclusion and diversity.

2. BACKGROUND

- 2.1 Inclusivity at NFDC is important. The information in the workforce profile can be used to highlight the Council's workforce is representative of the New Forest area and contribute positively to our Equal Opportunities culture.
- 2.2 The data in the profile is a snapshot from 7th July from iTrent. Appendix 1 contains the full Workforce Profile.
- 2.3 Data is compared in the report to local community statistics from the New Forest Area Covid-19 Data Pack, July 2020.

3. WORKFORCE PROFILE OBSERVATIONS

- 3.1 NFDC's ethnicity profile is representative of the local area.
- 3.2 The gender profile is wholly even, 51.33% of employees are female. This representation is maintained throughout all age ranges within a range of 10%. This is representative of the local area, 52% of the local population are female.
- 3.3 Age representation is distributed across all age ranges.

4. INCLUSION AND DIVERSITY APPROACH

- 4.1 The Equal Opportunities policy is available to all, discrimination is removed against any employee or application in their access to employment, training, working conditions, promotion or dismissal. This is advocated by management across the organisation and the HR Team cover this in their HR Brief Bite training sessions to all managers across the organisation.
- 4.2 Dedicated Inclusion and Diversity pages on the Councils intranet and external web pages that are up to date with simple, clear information.
- 4.3 The HR Team deliver regular Embracing Equality and Diversity Training to all employees. It's designed to be an accessible overview covering what Equality and Diversity means, Banter, Unconscious Bias and Inclusion at NFDC. We've run over 20 sessions in the last 9 months, with 2 future dates scheduled in the coming months. These are to all employees: operational, office based and now through skype video training.
- 4.4 All employees complete an 'Essential Equalities' e-learning module on a 3-yearly basis. This was updated in January 2020.
- 4.5 The Council is a committed Disability Confident Employer. This means that:

- Our recruitment process is inclusive and accessible. The HR Team deliver regular training to line managers covering the importance of upholding our fair processes throughout the recruitment process, and the benefits of diversity within a team. HR support and guidance is available throughout the recruitment process for managers to ensure fair, inclusive decisions are made.
 - We communicate and promote our vacancies in methods accessible for all members of the community. We use a variety of methods including the Councils recruitment portal, various social media platforms, local newspapers/publications and professional publications. This encourages diverse recruitment.
 - Offer interviews to any disabled candidate who meet the essential criteria for the role, anticipate and make reasonable adjustments for employee and candidates (as needed) and support existing employees who acquire a disability or long-term health condition.
- 4.6 Encourage the completion of Equality Impact Assessments for new projects, policy changes and any decision that may impact employees and customers. This has been improved by simplifying the guidance and form managers complete with support from the HR Team.

5. CONCLUSIONS

- 5.1 This details our current workforce profile. A culture of inclusion and equal opportunities at NFDC will continue to be advocated.

6. RECOMMENDATIONS

- 6.1 Workforce Profile document to be published on the Councils external web pages, annually reviewed and updated.

7. EMT COMMENTS

- 7.1 EMT continue to advocate the commitment to inclusion, diversity and equal opportunities across the Council.

8. UNION COMMENTS

- 8.1 None

9. EMPLOYEE FORUM COMMENTS

- 9.1 None

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NEW FOREST DISTRICT COUNCIL WORKFORCE PROFILE

JULY 2020

1.0 Introduction

1.1 The Public Sector Equality Duty (section 149 of Equality Act 2010) supports good decision making by ensuring public bodies consider how different people will be affected by their activities, helping them to deliver policies and services which are efficient and effective, accessible to all and which meet different people's needs.

1.2 The Equality Duty is supported by specific duties which require public bodies to publish relevant, proportionate information demonstrating compliance with the Equality Duty.

1.3 This report provides general statistical information for New Forest District Councils (NFDC) workforce relating to ethnicity, sex, disability and age.

1.4 Data Recording, Quality and Reporting

The data summarised in this report is obtained from the Councils HR Management Information System (iTrent). The details summarised are treated as confidential personal data and processed within the requirements of GDPR Regulations.

NFDC encourages all employees to provide diversity information. It is however the decision of the individual employee as to whether they provide this sensitive personal information. Employees can now update their diversity information on iTrent.

1.5 The data is accurate as of July 2020

1.6 All employees were asked in June 2020 to update their personal information if it was outdated and reminded how to do this.

1.7 The report covers NFDC staff on all contracts (permanent and fixed term), including casual employees.

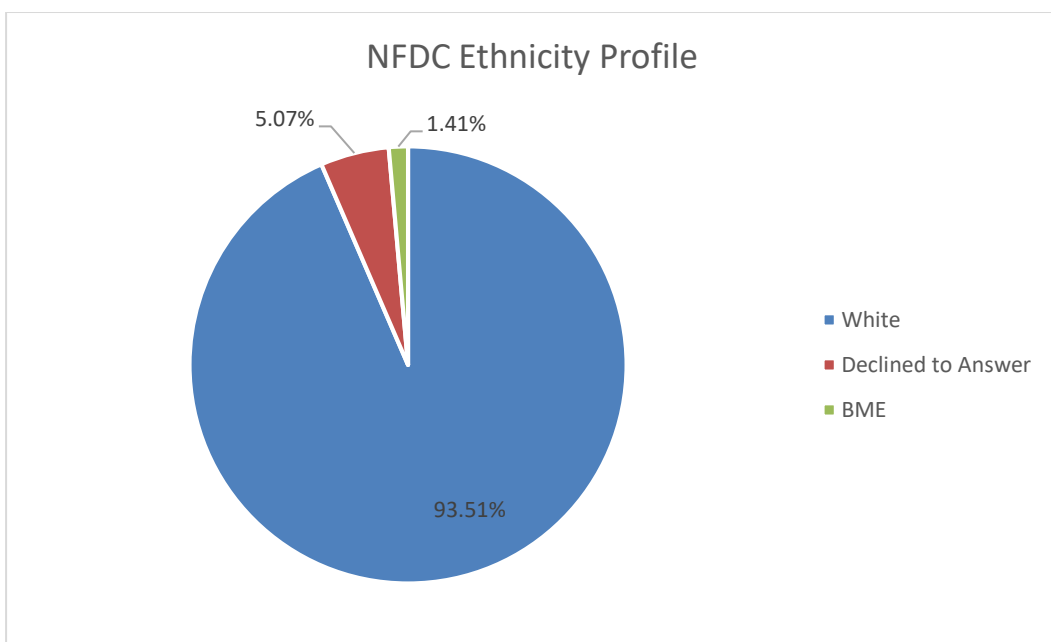
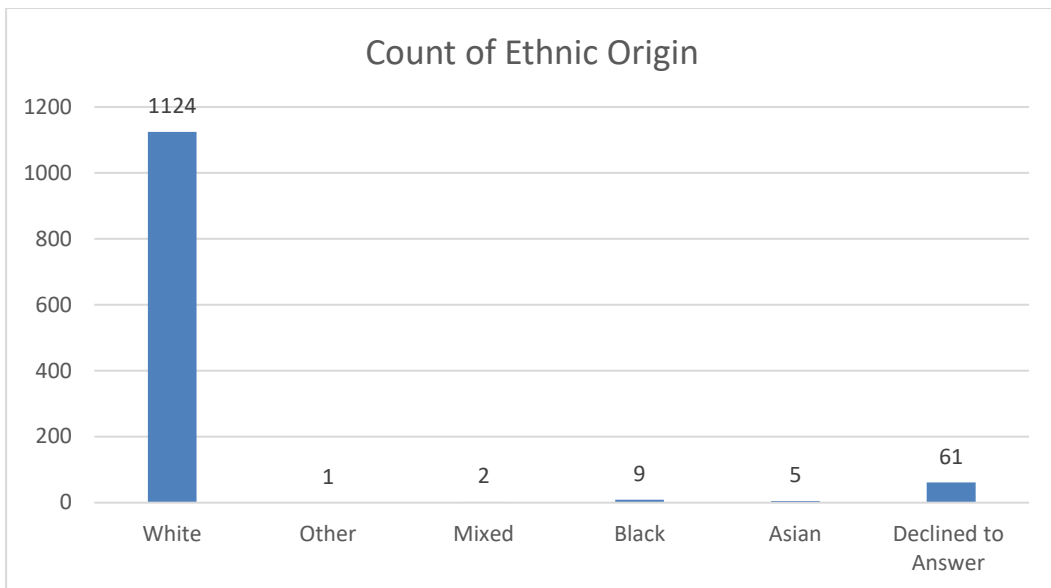
2.0 Workforce Profile

2.0.1 NFDC's headcount as of 7 July 2020 is 1202 employees. This is a mix of predominately contracted hours and includes some casual and variable staff.

2.0.2 All information presented in this report is based on a data capture as of 7 July 2020 from the Councils HR Management System.

2.1 Ethnicity in the Council Workforce

2.1.1 Black and Minority Ethnic (BAME) Group Representation

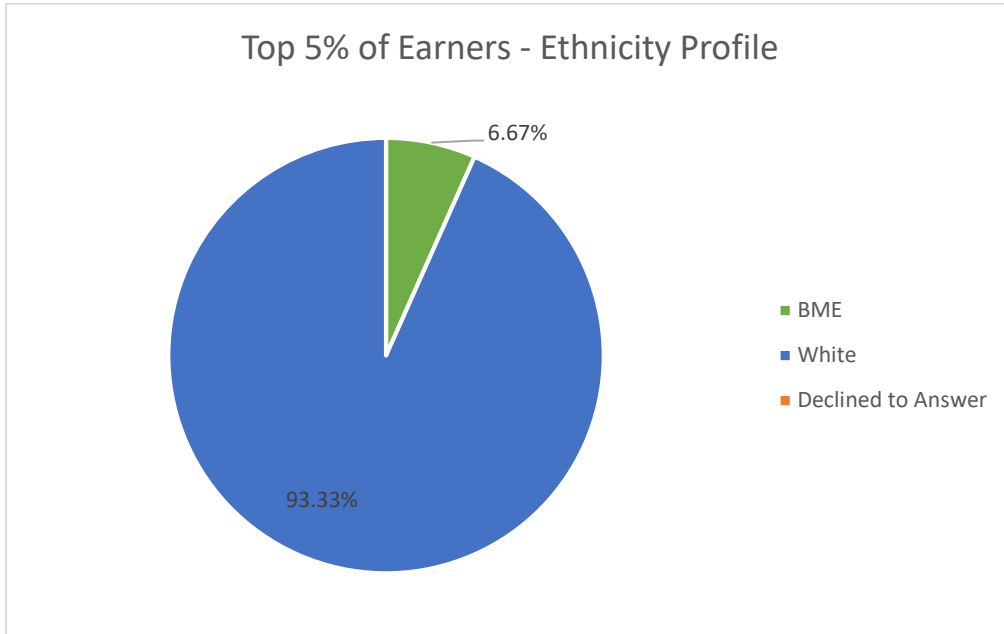


93.51% of employee's were White and 1.41% from BME groups. The *Count of Ethnic Origin* graph displays the BME group breakdown, a total of 17 employees. The remaining 5.07% declined to answer.

The 61 employees who have declined to answer may be historical, accounted for following a move to the Councils newly implemented HR Management system in April 2019. iTrent now encourages employees to update their own diversity information. If Ethnicity was missing from employee profiles in the previous system, and the employee has not actively updated their data since migration, they will be recorded as Declined to Answer.

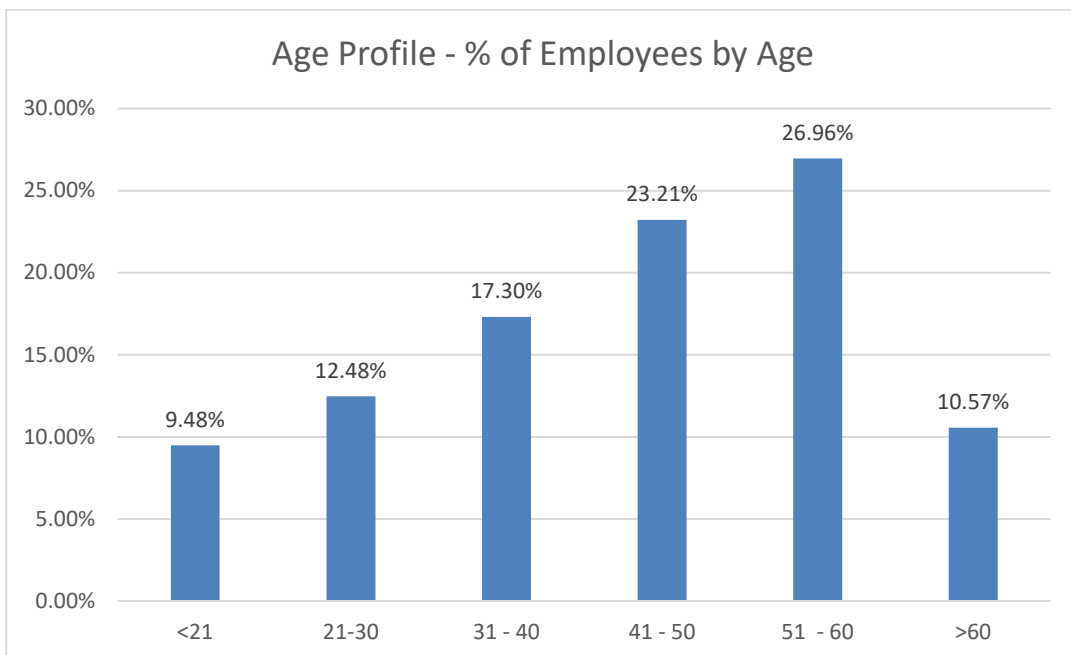
BME representation in the Councils workforce is representative of the New Forest community. Most recent community data (New Forest area Covid-19 Data pack, July 2020) shows 98% of the New Forest community are White.

2.1.2 Black and Minority Ethnic Group Representation, Top 5% of Earners



Within the top 5% of earners, 93.33% were White and 6.67% were from BME groups. No employees declined to answer. This is a higher representation than the New Forest community.

2.2 Age Profile

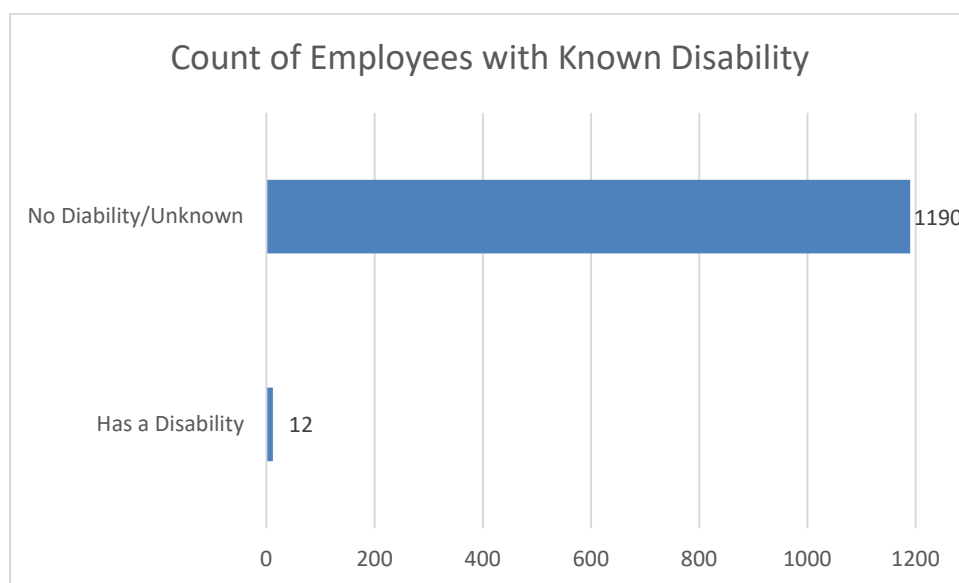


The NFDC age profile shows 26.96% of employees are aged between 51 – 60. 21.96% of employees are aged 30 and below. 40.51% of the workforce are aged between 31 – 50. 10.57% are aged over 60.

ONS mid-year population estimates from 2019 have been used to compare the Councils workforce to New Forest representation. For the purposes of fair comparison against Council workforce the data of ages 18 – 75 has been used.

In the New Forest area 16.63% of people are aged 18 – 30. 30.44% of the population are aged 31 – 50 and 21.62% aged 51 - 60. 31.31% are aged 60 – 75. All age groups are represented across the Council workforce.

2.3 Disability - Disability declared across Staff



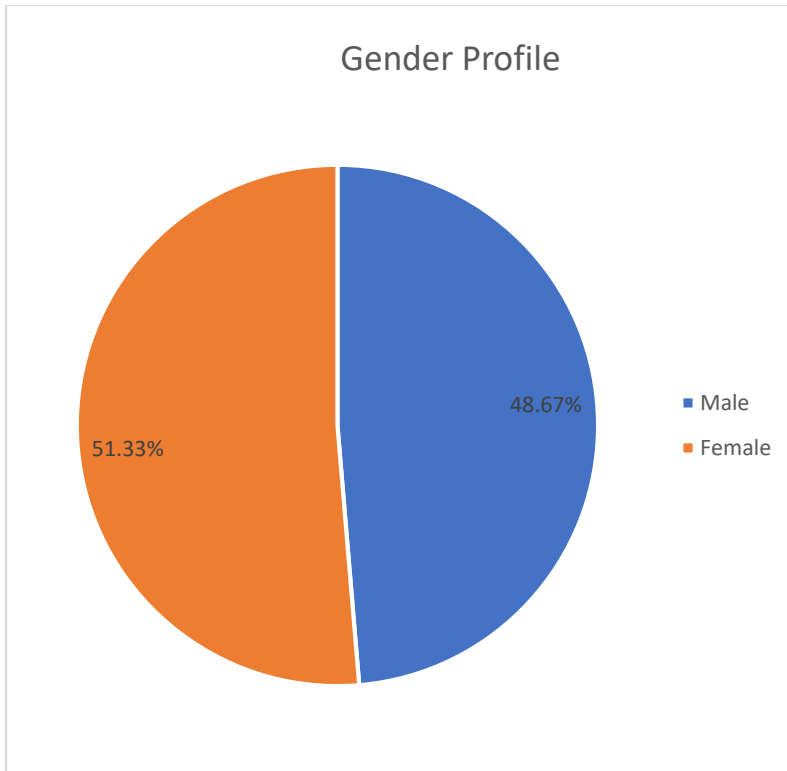
12 employees have self-declared to have a disability. This is 1.01% of the workforce. 41.67% of employees who have declared a disability to the Council are male.

This information was not automatically populated from the previous HR Management system to the newly implemented system in April 2019. This information relies on employees declaring it themselves on the system, talking to their line manager about their needs or informing the Council at commencement of their employment.

Employees were reminded in June 2020 to update their personal information if it was outdated.

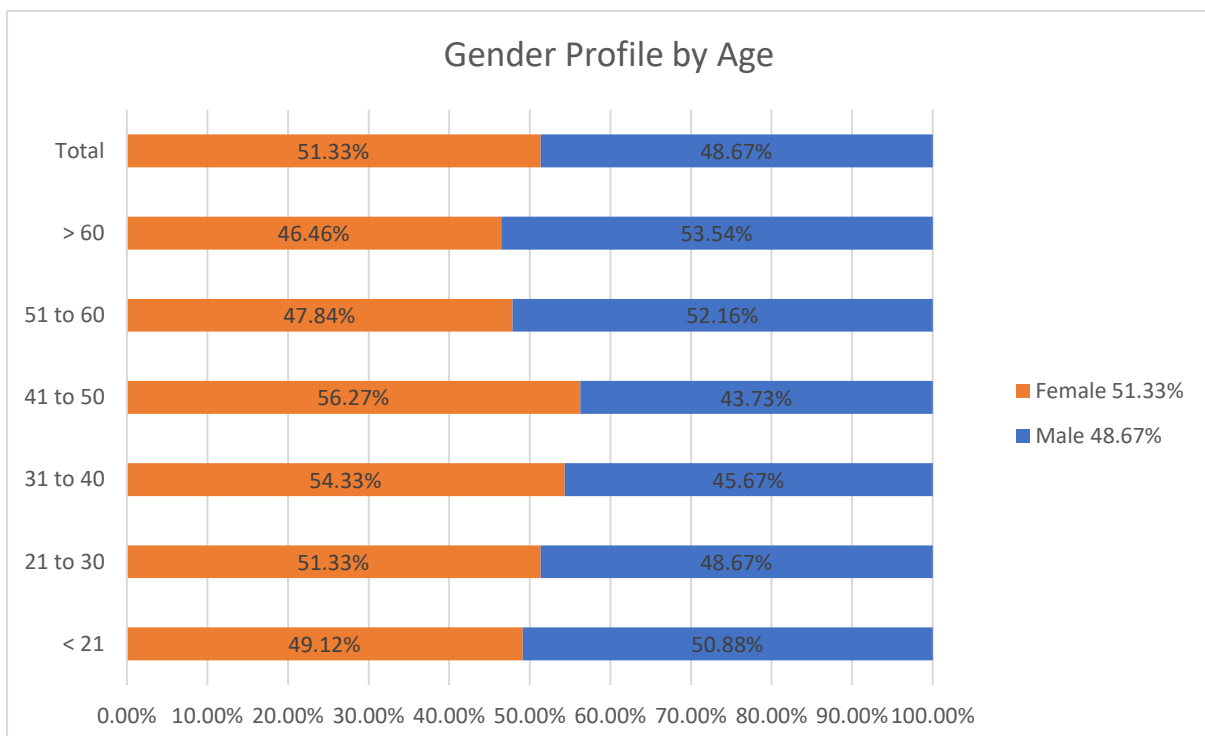
2.4 Gender Profile

2.4.1 Gender split in Workforce – Current Profile

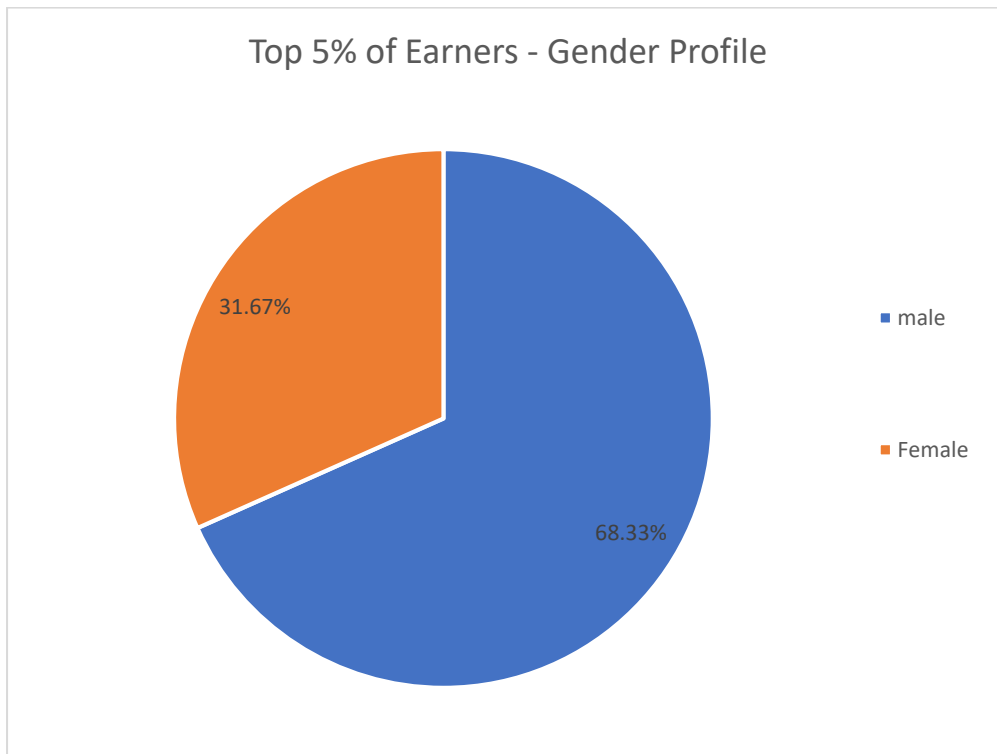


This is representative of current New Forest community gender statistics (New Forest Area Covid-19 Data Pack), that shows 52% of the population are female.

2.4.2 Gender split in workforce by age



2.4.3 Gender split in workforce – Top 5% of earners



3.0 Future Reporting

NFDC will continue to develop the reporting of Equality data. The summary of information contained in this report will be updated annually and be used to identify trends in future reports.

This data will continue to contribute to the HR Strategy, attracting a diverse workforce that represents the community we deliver services to.