

BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK

Annual Employment Monitoring

Background

The Council has undertaken monitoring of its recruitment and selection procedures since 1996 and of its workforce since 2000, with findings reported to Elected Members and Senior Managers over this period. Over time the reports have taken various formats, as systems for collecting information have been improved, and as guidance and legislation regarding the monitoring that should be undertaken has been revised.

The information is compiled into the annual 'Employment Monitoring' report, which has a particular emphasis on meeting the requirements of relevant equalities legislation which was consolidated in the Equalities Act 2010. Guidance supporting the Equalities Act has reinforced the importance of public authorities monitoring and reporting their staff profile, particularly in relation to recruitment, promotion, training, pay, grievances and disciplinary action.

In addition, the Equality Act 2010 (Specific Duties) Regulations which came into force in September 2011 require public bodies to publish information to demonstrate their compliance with the general equality duty. This includes a requirement to monitor and publish information about their employees. The specific duties are not prescriptive about the information that needs to be published, but this must include information relating to people who share a relevant protected characteristic. The contents of this employment monitoring report therefore demonstrate the Council's compliance with this requirement.

The details of the monitoring exercise also provide evidence of the Council's progress against the employment related objectives it has set, which include ensuring opportunities for promotion and training are available to all employees.

Details of the monitoring undertaken can be found summarised in Appendix 1, which is organised into sections as follows:

- i. The Council's workforce profile (section 1)
- ii. Recruitment activity (section 2)
- iii. Applications for promotion (section 3)
- iv. Training and development activities (section 4)
- v. The number of employees refused training (section 5)
- vi. The impact of performance assessments (section 6)
- vii. Grievance procedures (section 7)
- viii. Disciplinary procedures (section 8)
- ix. Employees leaving the Council's employment (section 9)
- x. Employees experiencing at least one period of sickness absence in the year (section 10)

Where possible, information for the most recent year, plus the five previous years, has been included.

NB. In considering the report it should be noted that the information contained within Appendix 1 for the 2017/18, 2016/17, 2015/16 and 2014/15 years relate only to those employees directly employed by the Council (i.e. the information excludes the employees of Alive Management Limited, those jointly employed by Alive Management Limited and Alive Leisure, and those employees who were transferred to the employment of Alive Leisure in September 2014). The information for all other years includes these staff. Where it is felt helpful, additional information has been included for the 14/15 year to enable appropriate comparisons.

Summary of Monitoring Results

i. The Council's Workforce Profile

The Council's workforce profile for the 2017/18 year has remained broadly the same as the past three years. When reviewing the Council's workforce profile a useful comparison is the relevant information on the population of West Norfolk, as compiled via the 2011 Census. This shows that the population within the Council is broadly comparable with the population of West Norfolk as a whole:

	Council Workforce 2017/18	Council Workforce 2016/17	2011 Census
White	96.40%	96.78%	97.2%
Other Ethnic Group	1.00%	0.80%	2.8%
Undefined	2.60%	2.41%	0%

	Council Workforce 2017/18	Council Workforce 2016/17	2011 Census
Female	53.60%	54.12%	51%
Male	46.40%	45.88%	49%

ii. Recruitment Activity

The figures for 2017/18 show an increase in the number of applicants for job vacancies compared to 2016/17, this is mainly due to an increase in the number of adverts being placed with 127 adverts in 2016/17 and 207 adverts in 2017/18. This includes a small number of harder to recruit positions and seasonal roles which it has been necessary to re-advertise.

iii. Applications for Promotion

During 2017/18 the Council continued to offer a range of vacancies to existing employees on an 'internal only' basis, taking this approach to recruitment in circumstances where it is felt employees with suitable skills are already employed within the organisation. In addition, employees can of course apply for those positions advertised on a wider basis. As 2017/18 saw an increase in vacancies

there was a proportionate increase in the number of employees applying for promotions and the applicants' success rate remained broadly the same as previous years.

iv. Training and Development Activities

The monitoring information shows that during 2017/18 the number of employees receiving training has increased, to a very high proportion of employees have received training during the year. This includes employees receiving training from rolling out of various training programmes and e-learning packages which had a relevance to a broad range of employees for example a legislation change of GDPR.

v. The Number of Employees Refused Training

During 2017/18 there were no employees who were refused training, the same response as returned in 2015/16 and 2016/17.

vi. The Impact of Performance Assessments

During 2017/18 the Council's performance management scheme has been revised on a trial basis. Previously the scheme assessed employees against definitions of 'exceeded', 'met' or 'partially met'. For the 2017/18 appraisal year the assessment definitions has been revised to 'exceeded', 'achieved with merit' 'achieved' or 'partially met'. The aim of this trial is to provide employees who more than met their targets, but not enough to gain an overall rating of exceeded, the ability to gain recognition for their performance during the year. The results from the 2017/18 appraisal year are reported in appendix 1. This information is shown as the number of staff achieving each grade.

vii. Grievance Procedures

The 2017/18 year shows that there has been one formal grievance brought forward by an employee. In 2016/17 there were no grievances, and in previous year's the number of cases was low.

viii. Disciplinary Procedures

The number of disciplinary cases progressed during the 2017/18 year has decreased in comparison to the 2016/17 year.

ix. Employees Leaving the Council's Employment

The number of employees leaving the Council's employment in 2017/18 is broadly consistent with turnover in previous years.

x. Sickness Absence

When reviewing the information in the 2014/15 monitoring report it was noted that sickness absence was not included as a part of the monitoring process. Therefore an assessment of sickness absence was added to the information in Appendix 1 for the first time in 2015/16. The figures for 2017/18 show a similar pattern when compared to the last three years, with no areas of concern to report.