

## Employment Monitoring Information – 2018/19

### 1. The Number Of Employees In Post (Permanent, Fixed Term and Temporary Employees)

#### a. By Ethnic Origin

	<b>% of Workforce*</b>					
	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>
White	96.17	96.40	96.78	96.01	96.32	95.61
Other Ethnic Group	1.01	1.00	0.80	1.20	1.55	1.88
Undefined#	2.82	2.60	2.41	2.79	2.13	2.51

# Undefined relates to those employees for whom data has not been collected

#### b. By Disability

	<b>% of Workforce*</b>					
	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>
Employees with a Disability	5.04	4.60	4.63	4.78	4.46	4.23

#### c. By Gender

	<b>% of Workforce*</b>					
	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>
Female	53.63	53.60	54.12	54.38	54.26	55.17
Male	46.37	46.40	45.88	45.62	45.74	44.83

#### d. By Age

	<b>% of Workforce*</b>					
	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>
25 and under	4.64					
26-44	34.88					
45 +	60.48					

\* NB. Figures based on permanent, fixed term and temporary employees at 1<sup>st</sup> April each year

### 2. The Number Of Applicants For Employment

Note: For these indicators, to enable a meaningful comparison between the information for 2014/15 and the information produced in previous years data is shown both for applications for directly employed Council posts only and for posts including those within Alive Management Limited and the Joint employee establishment (shown in the shaded boxes) (NB. These employees have now transferred to Alive West Norfolk). Information for 2015/16 is for applicants for directly employed Council roles only.

## 2.1 Applicants for Employment

### a. By Ethnic Origin

Year		2018/19	2017/2018	2016/2017	2015/16	2014/15	2013/14
Number of Applicants	White	2389 (97.67%)	2027 (96.85%)	1301 (97.75%)	1694 (95.81%)	2469 (96.82%)	3063 (96.84%)
	Other ethnic groups	57 (2.33%)	66 (3.15%)	30 (2.25%)	74 (4.19%)	81 (3.18%)	100 (3.16%)

NB. 2014/15 figures in white box relate to Council direct posts, figures in shaded box include Leisure Employees

### b. By Disability

Year		2018/19	2017/2018	2016/17	2015/16	2014/15	2013/14
No of applicants with a disability		123 (5.03%)	131 (6.26%)	94 (7.06%)	99 (5.60%)	146 (5.73%)	202 (6.39%)

NB. 2014/15 figures in white box relate to Council direct posts, figures in shaded box include Leisure Employees

### c. By Gender

Year		2018/19	2017/2018	2016/17	2015/16	2014/15	2013/14
Number of Applicants	Female	1183 (48.36%)	998 (47.68%)	598 (44.93%)	783 (44.29%)	1429 (56.04%)	1542 (48.75%)
	Male	1263 (51.64%)	1095 (52.32%)	733 (55.07%)	985 (55.71%)	1121 (43.96%)	1621 (51.25%)

NB. 2014/15 figures in white box relate to Council direct posts, figures in shaded box include Leisure Employees

### d. By Age

Year		2018/19	2017/2018	2016/17	2015/16	2014/15	2013/14
Number of Applicants	25 and under	643 (26.29%)					
	26-44	985 (40.27%)					
	45 +	785 (32.09%)					

## 2.2. Applicants Shortlisted For Employment

### a. By Ethnic Origin

Year		2018/19	2017/2018	2016/17	2015/16	2014/15	2013/14
Number of Applicants shortlisted	White	1029 (43.07%)	762 (37.59%)	432 (33.20%)	357 (21.07%)	311 (12.6%) 372 (11%)	939 (30.66%)
	Other ethnic groups	30 (52.63%)	14 (21.21%)	7 (23.33%)	6 (8.11%)	7 (8.64%) 10 (8%)	28 (28%)

NB. 2014/15 figures in white box relate to Council direct posts, figures in shaded box include Leisure Employees

### b. By Disability

Year		2018/19	2017/2018	2016/17	2015/16	2014/15	2013/14
No of applicants with a disability shortlisted		51 41.46%	51 (38.93%)	28 (43.75%)	19 (19.19%)	16 (10.96%) 17 (9.24%)	63 (31.19%)

NB. 2014/15 figures in white box relate to Council direct posts, figures in shaded box include Leisure Employees

### c. By Gender

Year		2018/2019	2017/2018	2016/17	2015/16	2014/15	2013/14
Number of Applicants shortlisted	Female	361 (30.52%)	316 (31.66%)	169 (28.26%)	148 (18.90%)	158 (11.06%) 192 (13.44%)	409 (26.52%)
	Male	698 (55.26%)	460 (42.01%)	270 (36.83%)	215 (21.83%)	161 (14.36%) 190 (16.95%)	558 (34.42%)

NB. 2014/15 figures in white box relate to Council direct posts, figures in shaded box include Leisure Employees

### d. By Age

Year		2018/19	2017/2018	2016/17	2015/16	2014/15	2013/14
Number of Applicants	25 and under	225 (34.99%)					
	26-44	450 (45.69%)					
	45 +	370 (47.14%)					

## 2.3 Shortlisted Applicants Appointed

### a. By Ethnic Origin

Year		2018/2019	2017/2018	2016/17	2015/16	2014/15	2013/14
Number of shortlisted Applicants appointed	White	227 (22.06%)	102 (13.39%)	83 (19.21%)	99 (27.73%)	93 (29.9%) 133 (35.75%)	157 (16.72%)
	Other ethnic groups	1 (3.33%)	2 (14.29%)	0 (0%)	2 (33.33%)	3 (42.86%) 3 (30%)	1 (3.57%)

NB. 2014/15 figures in white box relate to Council direct posts, figures in shaded box include Leisure Employees

### b. By Disability

Year	2018/2019	2017/2018	2016/17	2015/16	2014/15	2013/14
No of shortlisted applicants with a disability appointed	7 (13.73%)	5 (9.80%)	2 (7.14%)	4 (21.05%)	3 (18.75%) 4 (23.53%)	2 (3.17%)

NB. 2014/15 figures in white box relate to Council direct posts, figures in shaded box include Leisure Employees

### c. By Gender

Year		2018/2019	2017/2018	2016/17	2015/16	2014/15	2013/14
Number of shortlisted Applicants appointed	Female	57 (15.79%)	44 (13.92%)	31 (18.34%)	36 (24.32%)	29 (18.35%) 56 (29.17%)	66 (16.14)
	Male	171 (24.49%)	60 (13.04%)	52 (19.26%)	65 (30.23%)	67 (41.61%) 80 (42.11%)	92 (16.49%)

NB. 2014/15 figures in white box relate to Council direct posts, figures in shaded box include Leisure Employees

### d. By Age

Year		2018/19	2017/2018	2016/17	2015/16	2014/15	2013/14
Number of Applicants	25 and under	30 (13.33%)					
	26-44	84 (18.66%)					
	45 +	111 (30%)					

## The Number Of Applicants For Promotion

### a. By Ethnic Origin

<b>2018/19</b>	<b>Ethnic Group</b>	<b>Applied For Promotion</b>	<b>Shortlisted For Promotion</b>	<b>Achieved Promotion</b>
	White	59	52 (88%)	28 (54%)
	Other Ethnic Group	0	0	0
	Undefined	0	0	0
<b>2017/18</b>	<b>Ethnic Group</b>	<b>Applied For Promotion</b>	<b>Shortlisted For Promotion</b>	<b>Achieved Promotion</b>
	White	85	68 (80%)	30 (44%)
	Other Ethnic Group	2	2 (100%)	1 (50%)
	Undefined	0	0	0
<b>2016/17</b>	<b>Ethnic Group</b>	<b>Applied For Promotion</b>	<b>Shortlisted For Promotion</b>	<b>Achieved Promotion</b>
	White	63	46 (73%)	21 (46%)
	Other Ethnic Group	0	0	0
	Undefined	0	0	0
<b>2015/16</b>	<b>Ethnic Group</b>	<b>Applied For Promotion</b>	<b>Shortlisted For Promotion</b>	<b>Achieved Promotion</b>
	White	67	52 (77.61%)	23 (44.23%)
	Other Ethnic Group	0	0 (0%)	0 (0%)
	Undefined	0	0	0
<b>2014/15</b>	<b>Ethnic Group</b>	<b>Applied For Promotion</b>	<b>Shortlisted For Promotion</b>	<b>Achieved Promotion</b>
	White	82	78 (95%)	44 (56%)
	Other Ethnic Group	1	1 (100%)	1 (100%)
	Undefined	0	0	0
<b>2013/14</b>	<b>Ethnic Group</b>	<b>Applied For Promotion</b>	<b>Shortlisted For Promotion</b>	<b>Achieved Promotion</b>
	White	111	83 (75.68%)	35 (42.17%)
	Other Ethnic Group	1	1 (100%)	0
	Undefined	0	0	0

b. By Disability

Year	Applied For Promotion	Shortlisted For Promotion	Achieved Promotion
2018/19	1	1	1
2017/18	3	2	1
2016/17	4	3	0
2015/16	0	0	0
2014/15	3	2	0
2013/14	3	2	0

c. By Gender

Year	Gender	Applied For Promotion	Shortlisted For Promotion	Achieved Promotion
2018/19	Female	30	27 (90%)	13 (48.15%)
	Male	29	25 (86.21%)	15 (60%)
2017/18	Female	48	39 (81.25%)	15 (38.46%)
	Male	39	31 (79.49%)	16 (51.61%)
2016/17	Female	20	17 (85%)	8 (47%)
	Male	43	29 (67%)	13 (45%)
2015/16	Female	32	25 (78.13%)	8 (32%)
	Male	35	27 (77.14%)	15 (55.55%)
2014/15	Female	44	42 (95.45%)	22 (55.38%)
	Male	39	37 (94.87%)	23 (62.16%)
2013/14	Female	51	44 (86.27%)	20 (45.45%)
	Male	61	40 (65.57%)	15 (37.50%)

d. By Age

2018/19	Ethnic Group	Applied For Promotion	Shortlisted For Promotion	Achieved Promotion
	25 and under	12	9 (75%)	4 (44.44%)
	26-44	30	19 (63.33%)	14 (73.68%)
	45 +	17	14 (82.35%)	9 (64.29%)

#### **4. The Number Of Applicants For Training**

##### **a. By Ethnic Origin**

	<b>% of Staff per Group Receiving Training</b>					
	<b>2018/19</b>	<b>2017/18</b>	<b>2016/17</b>	<b>2015/16</b>	<b>2014/15</b>	<b>2013/14</b>
White	92.54 %	93.15%	84.82%	92.53%	93.76%	96.56%
Other Ethnic Group	100%	100%	100%	85.71%	100%	100%
Undefined*	100%	100%	100%	100%	100%	93.75%

##### **b. By Disability**

	<b>% of Staff per Group Receiving Training</b>					
	<b>2018/19</b>	<b>2017/18</b>	<b>2016/17</b>	<b>2015/16</b>	<b>2014/15</b>	<b>2013/14</b>
Employees with a disability receiving training	88%	82.61%	86.95%	79.17%	82%	81%

##### **c. By Gender**

	<b>% of Staff per Group Receiving Training</b>					
	<b>2018/19</b>	<b>2017/18</b>	<b>2016/17</b>	<b>2015/16</b>	<b>2014/15</b>	<b>2013/14</b>
Female	89.47%	97.76%	86.25%	93.41%	91%	96%
Male	96.18%	89.22%	84.65%	92.58%	98%	99.3%

#### **5. The Number Of Employees Receiving Training**

During the 2013/14 year there was one request for training that was refused. In all other years there have been no instances where requests for developmental training have been refused.

#### **6. The Number Of Employees Who Benefit Or Suffer Detriment As A Result Of Performance Assessment Procedures**

Note: The overall reduction in numbers reported from 2014/15 onwards relates to the change in the number of staff directly employed by the Council.

##### **a. By Ethnic Origin**

<b>2018/19</b>	<b>Performance Rating</b>			
<b>Ethnic Group</b>	<b>Exceeded</b>	<b>Achieved with Merit</b>	<b>Achieved</b>	<b>Partially Met</b>
White	19	90	346	3
Other Ethnic Group	0	1	4	0
Undefined	0	0	0	1

<b>2017/18</b>	<b>Performance Rating</b>			
<b>Ethnic Group</b>	<b>Exceeded</b>	<b>Achieved with Merit</b>	<b>Achieved</b>	<b>Partially Met</b>
White	14	56	359	4
Other Ethnic Group	0	0	4	0
Undefined	0	4	7	0

<b>2015/16</b>	<b>Performance Rating</b>		
<b>Ethnic Group</b>	<b>Exceeded</b>	<b>Met</b>	<b>Partially Met</b>
White	47	387	7
Other Ethnic Group	0	4	0
Undefined	1	10	0

<b>2015/16</b>	<b>Performance Rating</b>		
<b>Ethnic Group</b>	<b>Exceeded</b>	<b>Met</b>	<b>Partially Met</b>
White	50	400	10
Other Ethnic Group	0	6	0
Undefined	1	13	0

<b>2014/15</b>	<b>Performance Rating</b>		
<b>Ethnic Group</b>	<b>Exceeded</b>	<b>Met</b>	<b>Partially Met</b>
White	47	394	12
Other Ethnic Group	0	5	0
Undefined	2	8	0

<b>2013/14</b>	<b>Performance Rating</b>		
<b>Ethnic Group</b>	<b>Exceeded</b>	<b>Met</b>	<b>Partially Met</b>
White	52	497	13
Other Ethnic Group	0	12	0
Undefined	0	16	0

**b. By Disability**

<b>Employees with a disability</b>	<b>Performance Rating</b>			
	<b>Exceeded</b>	<b>Achieved with merit</b>	<b>Achieved/Met</b>	<b>Partially Met</b>
2018/19	2	4	15	1
2017/18	1	1	19	1
2016/17	1	n/a	20	1
2015/16	0	n/a	20	4
2014/15	1	n/a	19	1
2013/14	1	n/a	26	1

**c. By Gender**

<b>Year</b>	<b>Gender</b>	<b>Performance Rating</b>			
		<b>Exceeded</b>	<b>Achieved with merit</b>	<b>Achieved/Met</b>	<b>Partially Met</b>
2018/19	Female	10	47	182	1
	Male	9	43	163	2
2017/18	Female	7	29	210	0
	Male	7	31	160	4
2016/17	Female	26	n/a	221	2
	Male	22	n/a	180	5
2015/16	Female	31	n/a	225	5
	Male	20	n/a	419	5



2014/15	Female	33	n/a	219	8
	Male	16	n/a	188	4
2013/14	Female	28	n/a	282	4
	Male	24	n/a	243	9

d. By Age

2018/19	Performance Rating			
	Exceeded	Achieved with Merit	Achieved	Partially Met
25 and under	0	3	12	1
26-44	11	35	110	1
45+	8	52	224	1

**7. The Number Of Staff Involved In Grievance Procedures**

a. By Ethnic Origin

Ethnic Group	Number of Grievances					
	2018/19	2017/18	2016/17	2015/16	2014/15	2013/14
White	0	1	0	1	1	1
Other Ethnic Group	0	0	0	0	0	0
Undefined	0	0	0	0	0	0

b. By Disability

	Number of Grievances					
	2018/19	2017/18	2016/17	2015/16	2014/15	2013/14
Cases involving employees with a disability	0	0	0	0	0	0

c. By Gender

	Number of Grievances					
	2018/19	2017/18	2016/17	2015/16	2014/15	2013/14
Females	0	1	0	1	0	1
Males	0	0	0	0	1	0

There were no grievances in 2018/19 to monitor for age.

**8. The Number Of Staff Involved In Disciplinary Procedures**

a. By Ethnic Origin

Ethnic Group	Number of Disciplinary Procedures					
	2018/19	2017/18	2016/17	2015/16	2014/15	2013/14
White	10	8	12	4	15	14
Other Ethnic Group	0	0	0	0	2	1
Undefined*	0	0	0	0	0	0

b. By Disability

	Number of Disciplinary Procedures					
	2018/19	2017/18	2016/17	2015/16	2014/15	2013/14
Cases of employees with a disability	0	1	0	0	0	0

c. By Gender

	Number of Disciplinary Procedures					
	2018/19	2017/18	2016/17	2015/16	2014/15	2013/14
Females	1	1	4	2	5	5
Males	9	7	8	2	12	10

d. By Age

	Number of Disciplinary Procedures					
	2018/19	2017/18	2016/17	2015/16	2014/15	2013/14
25 and under	1					
26-44	1					
45+	8					

**9. The Number Of Employees Who Cease To Be Employed By The Authority**

a. By Ethnic Origin

	Number of Leavers					
Ethnic Group	2018/19	2017/18	2016/17	2015/16	2014/15	2013/14
White	54	59	53	52	49	50
Other Ethnic Group	0	1	2	2	3	0
Undefined	2	0	3	3	2	1

b. By Disability

	Number of Leavers					
	2018/19	2017/18	2016/17	2015/16	2014/15	2013/14
Leavers with a disability	2	3	4	3	3	0

c. By Gender

	Number of Leavers					
	2018/19	2017/18	2016/17	2015/16	2014/15	2013/14
Female	26	29	31	27	27	22
Male	30	31	27	30	27	29

d. By Age

	Number of Leavers					
	2018/19	2017/18	2016/17	2015/16	2014/15	2013/14
25 and under	1					
26-44	22					
45+	33					

## **10. The Number Of Employees Absent Due to Sickness**

### **a. By Ethnic Origin**

	<b>% of Staff per Group Taking At Least One Period of Sickness Absence</b>					
	<b>2018/19</b>	<b>2017/18</b>	<b>2016/17</b>	<b>2015/16</b>	<b>2014/15</b>	<b>2013/14</b>
White	65.41%	69.50%	71.10%	71.58%	73.24%	
Other Ethnic Group	20%	40%	50%	87.5%	37.5%	
Undefined*	71.43%	61.54%	91.6%	64.29%	63.64%	

### **b. By Disability**

	<b>% of Staff per Group Taking At Least One Period of Sickness Absence</b>					
	<b>2018/19</b>	<b>2017/18</b>	<b>2016/17</b>	<b>2015/16</b>	<b>2014/15</b>	<b>2013/14</b>
Employees absent due to sickness with a disability	68%	86.96%	73.91%	75%	82.61%	

### **c. By Gender**

	<b>% of Staff per Group Taking At Least One Period of Sickness Absence</b>					
	<b>2018/19</b>	<b>2017/18</b>	<b>2016/17</b>	<b>2015/16</b>	<b>2014/15</b>	<b>2013/14</b>
Female	69.55%	73.51%	77.69%%	79.49%	76.79%	
Male	60%	63.79%	64.04%%	62.88%	67.37%	