

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 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 2016/17 year has remained broadly the same as the past three years. Given that the figures for 2016 and 2015 exclude leisure staff (as per the above note) it is interesting to note that the new working arrangements have had a limited impact on the overall profile of the Council's workforce.

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 2016/17	Council Workforce 2015/16	2011 Census
White	96.78%	96.01%	97.2%
Other Ethnic Group	0.80%	1.20%	2.8%
Undefined	2.41%	2.79%	0%

	Council Workforce 2016/17	Council Workforce 2015/16	2011 Census
Female	54.12%	54.38%	51%
Male	45.88%	45.62%	49%

The percentage decrease for 'other ethnic group' in the workforce is a result of just one employee's fixed term contract coming to an end and one employee resigning within that year.

ii. Recruitment Activity

The figures for 2016/17 show a slight decrease in the number of applicants for job vacancies compared to 2015/16 with the number of advertisement staying broadly the same. This does continue to reflect the wider employment market, and the Council continues to have a good successful rate in achieving recruitment to the advertised posts.

iii. Applications for Promotion

During 2016/17 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. 2016/17 remained broadly the same in the number of employees applying for a promotion, and in the applicants' success rate.

iv. Training and Development Activities

The monitoring information shows that during 2016/17 the number of employees receiving training has slightly decreased, but nonetheless a very high proportion of employees have still received training during the year. Previous years have achieved very high percentages of employees receiving training due to the roll out of various training programmes and e-learning packages which had a relevance to a broad range of employees.

v. The Number of Employees Refused Training

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

vi. The Impact of Performance Assessments

The Council's performance management scheme assesses employees against definitions of 'exceeded', 'met' or 'partially met'. The results from the 2016/17 appraisal year are reported in the appendix 1. This information is shown as the number of staff achieving each grade.

vii. Grievance Procedures

The 2016/17 year shows that there has been no formal grievance brought forward by employees following the previous year's being low.

viii. Disciplinary Procedures

The number of disciplinary cases progressed during the 2016/17 year has returned to the usual level following a significant decreased in the year 2015/16.

ix. Employees Leaving the Council's Employment

The number of employees leaving the Council's in 2016/17 remains very similar to that of 2015/16 which remains a slight increase in comparison to the previous two years. This again is a reflection of the external employment market.

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. Data was analysed in 2014/15 and therefore a comparison can be made against the 2015/16 results. The figures for 2016/17 remain similar when compared to the last two years, with the biggest fluctuation in the 'other ethnic group', however this been closely analysed and there were no areas of concern report.