

# **BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK**

## **Annual Employment Monitoring 2019/20**

### **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 relate only to those employees directly employed by the Council (i.e. the information excludes the employees of Alive West Norfolk since the leisure service was TUPE'd out in September 2014).

When reviewing the 2017/18 Monitoring Report, members of the Corporate Performance Panel requested that additional monitoring in relation to age be included in future reports. Therefore throughout the information provided in Appendix 1 age was added where the data had been collected and monitored for the first time in 2018/19. Unfortunately we were unable to provide the age monitoring information for training or sickness. For 2019/20 we have been able to add this information for training and sickness and for future years it will therefore be possible to compare age related information for all categories.

## Summary of Monitoring Results

### i. The Council's Workforce Profile

The Council's workforce profile for the 2019/20 year has remained broadly the same as the past five 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<br>2019/20 | Council Workforce<br>2018/19 | 2011 Census |
|-----------------------|------------------------------|------------------------------|-------------|
| White                 | 95.48%                       | 96.17%                       | 97.2%       |
| Other Ethnic<br>Group | 1.38%                        | 1.01%                        | 2.8%        |
| Undefined             | 3.14%                        | 2.82%                        | 0%          |

|        | Council Workforce<br>2019/20 | Council Workforce<br>2018/19 | 2011 Census |
|--------|------------------------------|------------------------------|-------------|
| Female | 53.64%                       | 53.63%                       | 51%         |
| Male   | 46.36%                       | 46.37%                       | 49%         |

### ii. Recruitment Activity

The figures shown in section 2 of Appendix 1 highlight that the number of job applications received within the last year has only slightly increased. Overall the number of applications received has remained broadly the same for the as three years.

It is interesting to monitor the number of application received per vacancy in each of these years as shown below.

| Year    | Number of adverts placed | Average number of applications per vacancy |
|---------|--------------------------|--|
| 2016/17 | 127                      | 10.48                                      |
| 2017/18 | 207                      | 10.11                                      |
| 2018/19 | 147                      | 16.64                                      |
| 2019/20 | 139                      | 17.87                                      |

However, it should be noted that these figures are an average – there are some specialist vacancies where we receive (as expected) very low number of applicants.

iii. Applications for Promotion

During 2019/20 the Council figures show a broadly similar level of internal recruitment as in previous years. The Council continues 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, all employees can of course apply for those positions advertised on a wider basis.

iv. Training and Development Activities

The monitoring information shows that during 2019/20 the number of employees receiving training remained high. 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.

v. The Number of Employees Refused Training

During 2019/20 there were no employees who were refused training, the same response as returned in 2018/19, 2017/18, 2015/16 and 2016/17.

vi. The Impact of Performance Assessments

Following the trial of the revisions to the Council’s performance management scheme during 2017/18, the scheme has been updated from 2018/19. Previously the scheme assessed employees against definitions of ‘exceeded’, ‘met’ or ‘partially met’. For the 2017/18 appraisal year onwards the assessment definitions have been revised to ‘exceeded’, ‘achieved with merit’ ‘achieved’ or ‘partially met’. The aim of the revisions were 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 2019/20, 2018/19 and 2017/18 appraisal year are reported in appendix 1. This information is shown as the number of staff achieving each grade.

vii. Grievance Procedures

During 2019/20, 2018/19 and 2016/17 there were no grievances, and in all other previous years the number of cases was very low.

viii. Disciplinary Procedures

The number of disciplinary cases progressed during the 2019/20 has increased in comparison to the previous years.

ix. Employees Leaving the Council's Employment

The total number of employees leaving the Council's employment in 2019/20 is slightly lower than in previous years turnover, but remains consistent with other years in terms of the even spread between male and female, and the level of leavers from other ethnic group or with a disability.

x. Sickness Absence

The figures for 2019/20 are back to broadly the same as previous years with 2018/19 showing a slight fall in the number of sickness absence, when compared to the other years, with no areas of concern to report.