



Annual Report 2013/14

Appendix 4 – Workforce Profile Statistics

Workforce Profile Statistics – 01/04/2013 - 31/03/2014

Introduction

North Norfolk District Council (NNDC) has a statutory obligation to monitor, and make available to the public, certain information regarding the make-up of the workforce and to analyse any potential impact of employment policies and practices on employees. This information is contained in this report alongside some other general workforce profile information.

The information which is required on a statutory basis under the general and public sector equality duties arises from the 'Equality Act 2010', specifically Section 149 of the Equality Act 2010 (the Public Sector Equality Duty) and the Equality Act 2010 (Specific Duties) Regulations 2011. NNDC however, has been publishing information on workforce profile since 2008. Previous publications are available at www.northnorfolk.org.

Protected Characteristics

The protected characteristics defined by the Equality Act and included in this report are:

- Gender (including gender reassignment)
- Ethnicity
- Religion/belief
- Age
- Sexual orientation
- Disability

NB: Where the initials PNTS are used, this indicates the employee chose the option 'prefer not to say'

What is covered in this report?

The statistics in this report cover the following areas:

1. Workforce profile by protected characteristic
2. Top earners by gender, ethnicity and disability
3. Starters and Leavers (including reasons for leaving and labour turnover)
4. Recruitment – including successful/unsuccessful candidates and internal promotions
5. Maternity leave, return to work rates and flexible working requests
6. Paternity leave
7. Caring responsibilities
8. Sickness Absence Review meetings
9. Training and Appraisals
10. Discipline and Grievance
11. Protected characteristic by full/part time status
12. Protected characteristic by grade

Why do we collect this information?

As well as helping the organisation in meeting its statutory duties, the information is useful management information to assist with workforce planning and policy, procedure and decision making. This type of information can also be used for the purpose of carrying out 'Equality Impact Assessments' for policies, procedures and functions across the Council. These assessments are made available on the Council's website (www.northnorfolk.org) once they are complete.

Equality for the workforce at NNDC

All new and revised employment policies contain the following statement: -

"North Norfolk District Council wishes to promote equality and has a number of obligations under equality legislation. All employees are expected to adhere to this procedure in line with these obligations. Reasonable adjustments or supportive measures should be considered to ensure equality of access and opportunity regardless of age, gender, gender reassignment, pregnancy, maternity, race, ethnicity, sexual orientation, marriage, civil partnership, disability, religion or belief."

Appendix 4: Workforce Profile Statistics

NNDC has achieved 'Positive About Disability' accreditation and collects equalities monitoring information during the recruitment process which is analysed as part of this report. This information is separated from the application process and is not shared with recruiting managers. More information about the 'Positive About Disability' scheme can be found at www.gov.uk.

If you would like to view data on the composition of the population of the North Norfolk district for comparison, please visit the Office for National Statistics website – www.ons.gov.uk

Engagement with staff at NNDC

Engagement with staff at NNDC will include matters relating to equality, although not exclusively. There are a number of methods used to engage with employees. These include: -

- Staff Focus Groups
- JSCC meetings
- Staff comments scheme
- Consultation with Trade Union
- Staff Briefings and Briefing newsletters
- Staff Surveys

A note on gender reassignment

Whilst no statistics on gender reassignment are provided in this report, the organisation has given this protected characteristic consideration and has undertaken work in this area in recent years. This included consultation exercises with a number of local transgender groups and resulted in a document being produced to provide managers with a guidance framework in the instance that a transgender employee should wish to undergo gender reassignment.

1. Workforce profile by protected characteristic

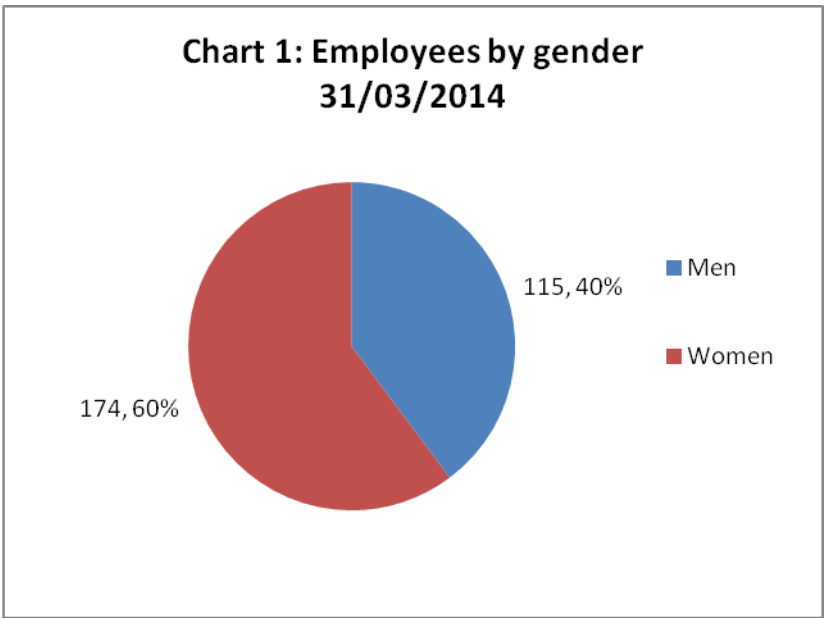


Chart 1 shows the gender split of the workforce and that there are more women than men at North Norfolk District Council. After consultation with local transgender groups and on advice from 'Press for Change', only two gender groups (male and female) are included in our monitoring.

Chart 2 shows that as well as more females in the workforce overall, there are more women working part time than men.

Overall the split between full and part time employees is 65.4% full time and 34.6% part time.

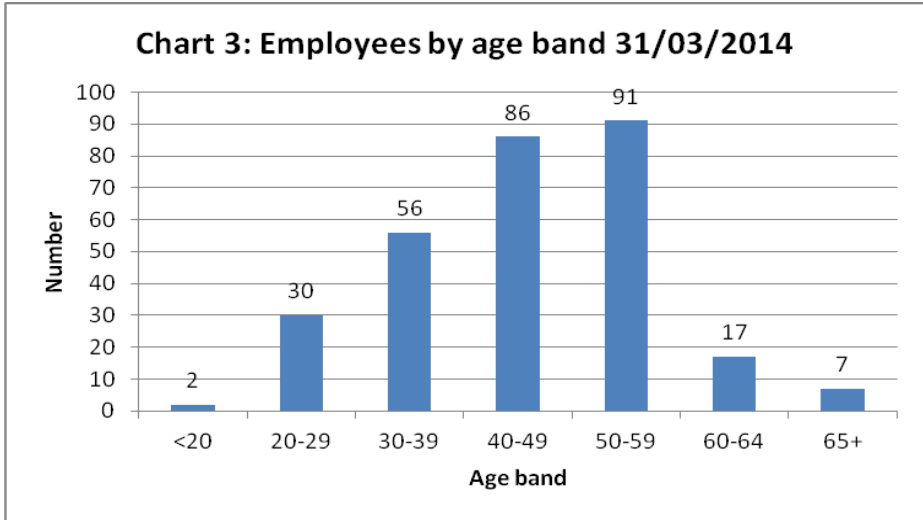
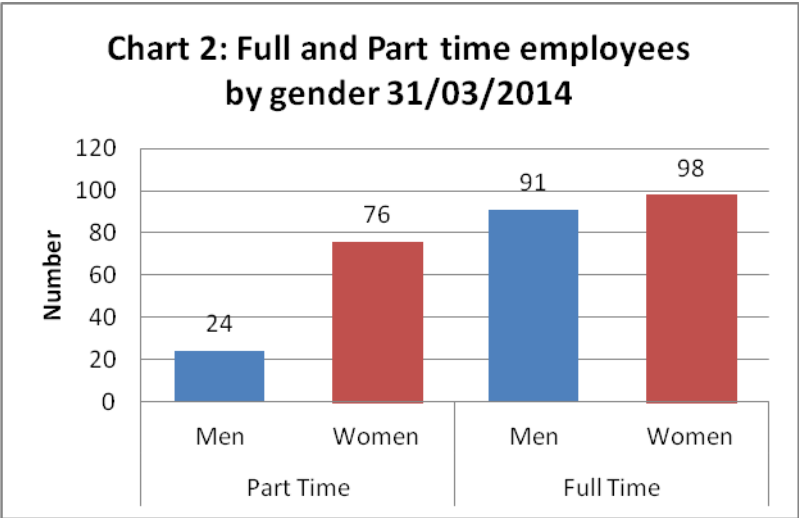


Chart 3 shows the age distribution of the workforce. This shows that the bulk of the workforce is aged 40-59.

69.5% of the workforce are aged 40 years or over, with the average age of an employee at 45 (correct to nearest year).

**Chart 4: Employees by disability status
31/03/2014**

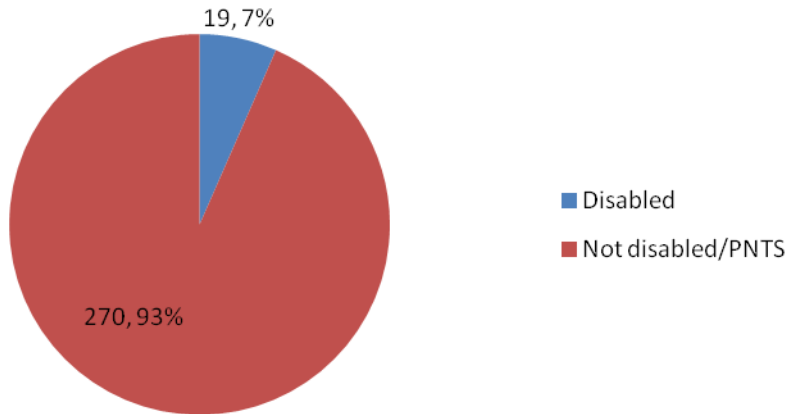


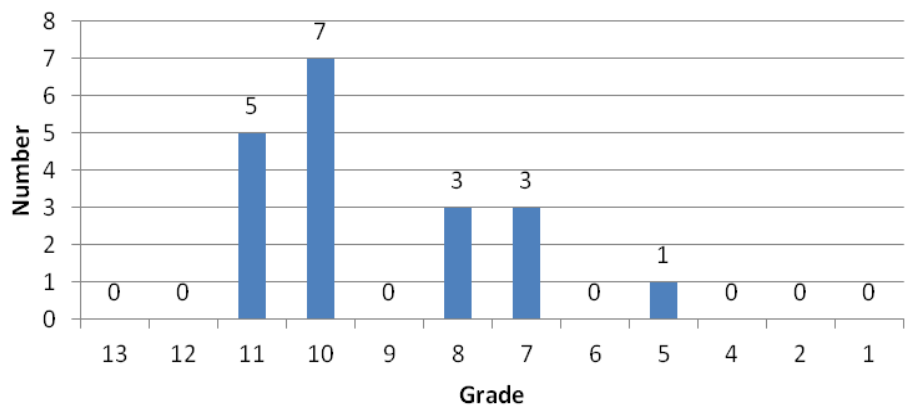
Chart 4 shows the disability status of the workforce. 19 employees have declared themselves as being disabled.

The remainder have either not declared a disability or have decided not to disclose their disability status.

Chart 5 shows the distribution of the staff declaring themselves disabled across the pay grades of the organisation.

This shows that the majority of our disabled employees (12) are working at Grades 10 & 11. This accounts for 63% of all disabled employees.

Chart 5: Disabled Staff by Grade 31/03/2014



**Chart 6: Disability by Impairment Type -
31/03/2014**

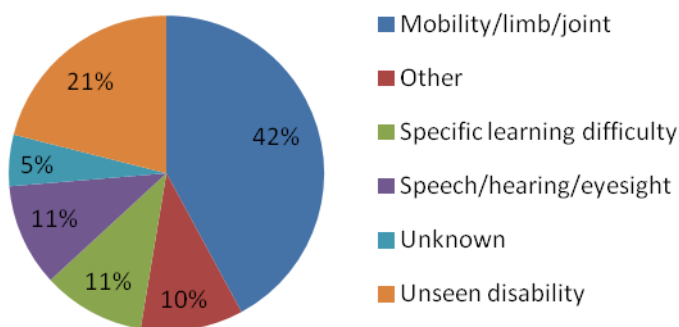


Chart 6 shows the various impairment types of disabled employees at North Norfolk District Council. The groupings are fairly wide as not to compromise any confidentiality. Only impairment types under which an employee has declared a disability are listed here.

The most common impairment types in the workforce are mobility/limb/joint issues, followed by 'unseen disabilities'

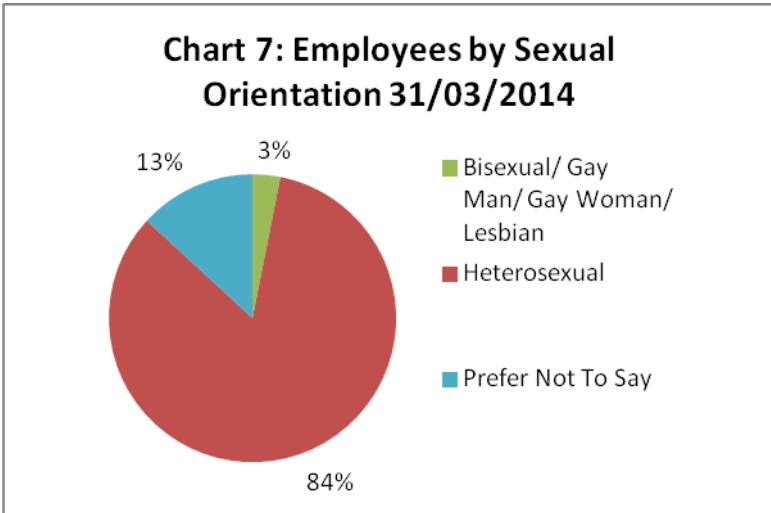


Chart 7 shows the sexual orientation of the workforce. Whilst information is collected separately regarding bisexual, gay male, and gay female/lesbian employees, this data has been grouped together to protect privacy.

Monitoring categories used are those recommended by Stonewall.

Chart 8 shows the religion/belief of the workforce.

This chart shows the majority of employees have declared themselves to be Christians; however a number of other religions or other beliefs are also present in the workforce.

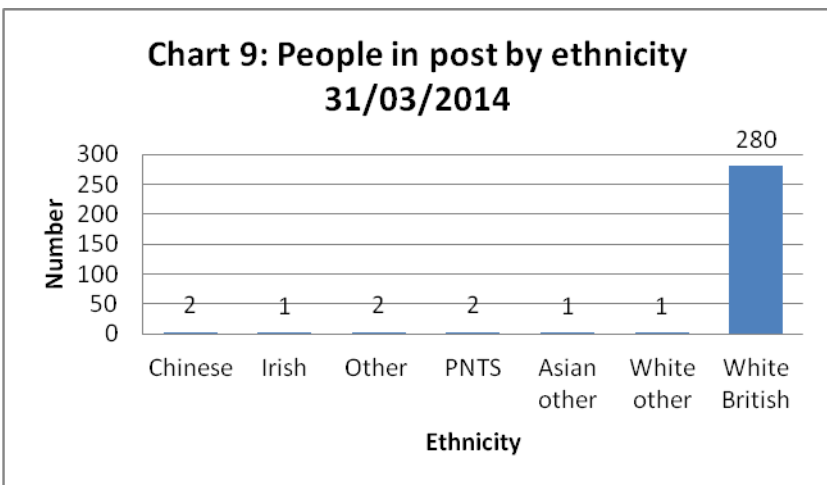
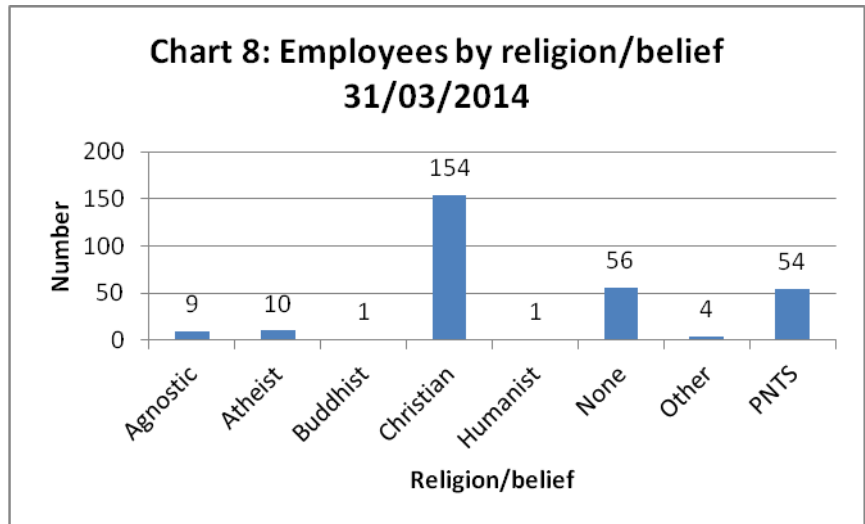


Chart 9 shows the ethnicity of the workforce at North Norfolk District Council.

This shows that the overwhelming majority (nearly 97%) of employees consider themselves to be of 'White British' origin.

PNTS stands for 'prefer not to say'.

2. Top earners by gender, ethnicity and disability

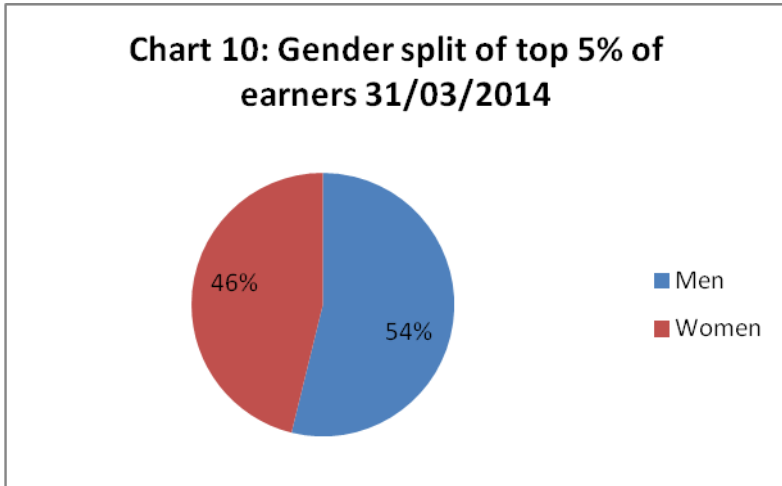


Chart 10 shows the gender split amongst the top 5% of earners.

None of the top 5% of earners are considered to be of an ethnic minority.

7.69% of the top earners have a disability.

3. Starters and leavers (including reasons for leaving and labour turnover)

Reasons for leaving

A total of 37 employees left employment with the Council between 01/04/13 - 31/03/14. 97% of these were of White British/White other origin. The remainder had elected not to share their ethnic origin with the Council. The reasons for leaving are shown below in Table 1.

Reason for leaving	No
Dismissal - Redundancy	7
Dismissal - End of contract	3
Dismissal - Conduct	1
Resignation - Personal Reasons	14
Resignation - Transfer to Other Public Sector	1
Resignation – Transfer to Other Local Authority	0
Resignation - Transfer to Private Sector	2
Retirement – Natural	3
Retirement - Employers consent	5
Retirement – Voluntary	0
Retirement - Redundancy	0
Retirement – Ill Health	0
Total	36

Table 1: Reasons for leaving

Internal Secondments and Transfers

‘Secondments’ and ‘Transfers’ are not included in the data for leavers because the figures attributed to these categories concern people leaving one post within the Council to take up another within the authority, rather than leaving employment with the Council.

Due to a continuation of the restructuring work reported in last year’s statistics, there is a fairly high number of secondments and transfers, 25 in total.

Labour Turnover

The labour turnover for the period 01/04/2013-31/03/2014 was 12.48%. Of the 36 leavers within that period, 8 were male and 28 were female. When the turnover is broken down by gender, the turnover of females is higher at 15.77% compared to turnover of male employees which was 7.21%.

Labour turnover as above, but excluding those who left the organisation voluntarily is 3.81%.

These figures do not include 'internal turnover' i.e. those employees transferring within the authority and on an internal secondment. If you were to include this internal turnover of staff, then the overall turnover figure would be 21.14%, again with a higher turnover of female employees at 24.23% compared to 16.22% for males.

Redundancies, redeployments and retirements

Since 2005, there have been 44 redundancies in total. These are made up of 34 ordinary redundancies and 10 retirement redundancies. For the period 01/04/2013-31/03/2014 there were no retirement redundancies.

However, 7 employees who were 'at risk' of redundancy were successfully redeployed to avoid further redundancies. There was no clear pattern in the age, ethnicity, disability status, sexual orientation, or religion of those redeployed compared to those who were not.

There were 8 retirements in the period, made up of 3 'natural' retirements and 5 early retirements (with employer's consent). All of these employees were aged 55 or over; which is not surprising given the reasons for leaving and the pension regulations.

4. Recruitment – including successful/unsuccessful candidates and internal promotions

As noted above, there were 25 internal transfers and secondments this year, that is, an employee moving from one post within the authority to another. Of these transfers, 11 (approximately 44%) were considered to be 'promotions' by virtue of an increase in grade. There was no notable pattern in terms of equality strands for those employees when compared to other transfers or the workforce overall.

An analysis of successful/unsuccessful candidates by equality strand can be found on the following page.

Appendix 4: Workforce Profile Statistics

	Applications Received		Shortlisted Applicants		Application Withdrawn		Successful Applicants	
	No	%	No	%	No	%	No	%
Total original applicants	365	100	107	29.32	17	4.66	24	6.57
M	195	53.42	52	48.60	6	35.29	12	50.00
F	170	46.57	55	51.40	11	64.71	12	50.00
White British	320	87.67	96	89.72	15	88.24	21	87.50
White Other	14	3.84	4	3.74	0	0.00	1	4.17
Black African	5	1.37	1	0.93	0	0.00	0	0.00
Chinese	1	0.27	0	0.00	0	0.00	0	0.00
Irish	2	0.55	0	0.00	0	0.00	0	0.00
Asian other	5	1.37	1	0.93	0	0.00	0	0.00
Other	4	1.10	1	0.93	0	0.00	0	0.00
PNTS/Not stated	14	3.84	4	3.74	2	11.76	2	8.33
<20	12	3.29	2	1.87	0	0.00	0	0.00
20-29	89	24.38	27	25.23	4	23.53	10	41.67
30-39	62	16.99	22	20.56	3	17.65	5	20.83
40-49	90	24.66	21	19.63	4	23.53	4	16.67
50-59	83	22.74	29	27.10	5	29.41	3	12.50
60-64	10	2.74	3	2.80	0	0.00	0	0.00
65+	1	0.27	0	0.00	0	0.00	0	0.00
Not stated	18	4.93	3	2.80	1	5.88	2	8.33
Disabled - Y	6	1.64	3	2.80	0	0.00	0	0.00
Disabled - N	337	92.33	100	93.46	15	88.24	21	87.50
Disabled - Prefer not to say/not known	22	6.03	4	3.74	2	11.76	3	12.50
Agnostic	20	5.48	3	2.8	0	0	1	4.17
Atheist	18	4.93	4	3.74	0	0	1	4.17
Buddhist	1	0.27	0	0	0	0	0	0.00
Christian	175	47.95	50	46.73	7	41.18	11	45.83
Humanist	1	0.27	1	0.93	0	0	0	0.00
Muslim	2	0.55	0	0	0	0	0	0.00
None	108	29.59	40	37.38	8	47.06	8	33.33
Other	4	1.1	1	0.93	0	0	0	0.00
PNTS	36	9.86	8	7.48	2	11.76	3	12.5
Bisexual/ Gay Man/ Gay Woman/ Lesbian/ Other	16	4.38	5	4.67	2	11.76	2	8.33
Heterosexual	314	86.03	88	82.24	11	64.71	18	75.00
PNTS	35	9.59	14	13.08	4	23.53	4	16.67

Table 2: Applicants by protected characteristic at each stage in the recruitment process
 (This information is collected separately and those recruiting do not have access to this information.)
 (Nb: % refers to the percentage of total applicants)

5. Maternity Leave, return to work rates and flexible working requests

Tax year	Total on Leave	Left	Returned	TBC	White British	Disabled	Average Age of woman*	Hours adjusted immediately	Hours adjusted later	Still in service
2005	12	2	10	0	12	0		4	5	7
2006	5	1	4	0	5	0		2	1	2
2007	5	0	5	0	5	0		3	2	5
2008	3	0	3	0	3	0	35	0	3	3
2009	4	0	4	0	4	0	37	2	2	4
2010	6	1	5	0	6	1	32	2	2	5
2011	4	0	4	0	4	0	30	1	2	4
2012	9	1	8	0	9	0	33	0	1	7
2013**	3	0	0	3	3	0	28	0	0	3
Totals	51	5	43	3	51	1	33	14	18	40

*correct to nearest year

** Not able to confirm all data for this year yet as not all employees have confirmed their intentions.

Table 3: Maternity Leave 2005-2013.

As table 3 above shows, between 01/04/2013-31/03/2014, three employees went on maternity leave, all of which are still currently in service. The table does show however, that overall, of the 51 employees who have been on maternity leave in the last 9 years, 40 are still in service. This equates to a retention rate of approximately 78%. In more recent years (the last 5 years) the retention rate has been over 88%.

This could be attributable to the flexible working opportunities that are available to employees at NNDC. These include flexitime and flex leave, job sharing and other alternative working patterns such as part time working and annualised hours. Requests for alternative working patterns are often made via a flexible working request process. Whilst the statutory process has only recently changed to remove restrictions to whom it applies, at NNDC all staff have been able to request a flexible working pattern without restriction for some time.

Between 01/04/2013-31/03/2014, 5 flexible working requests were made, all of which were granted. Three of these were made due to caring responsibilities for children. Whilst records of flexible working requests have only been kept since 2011, table 3 above shows that employees have been adjusting their working patterns after maternity leave for a number of years now. The remaining requests were made in relation to flexible retirements (1) and 'other' reasons (1). Requests were made by both male and female employees, across a wide age range.

During the period 01/04/2013-31/03/2014 there were no employees on adoption leave.

6. Paternity Leave

Since 2005, 18 employees have taken up paternity leave. However, with only three employees taking paternity leave in the period 01/04/2013-31/03/2014, it is not felt that an analysis would add value.

For babies born after 1 April 2011, additional statutory paternity leave is also available which allows fathers/partners of mothers/adopters to share maternity/adoption leave. As yet, no employees have taken up this type of leave.

7. Caring Responsibilities

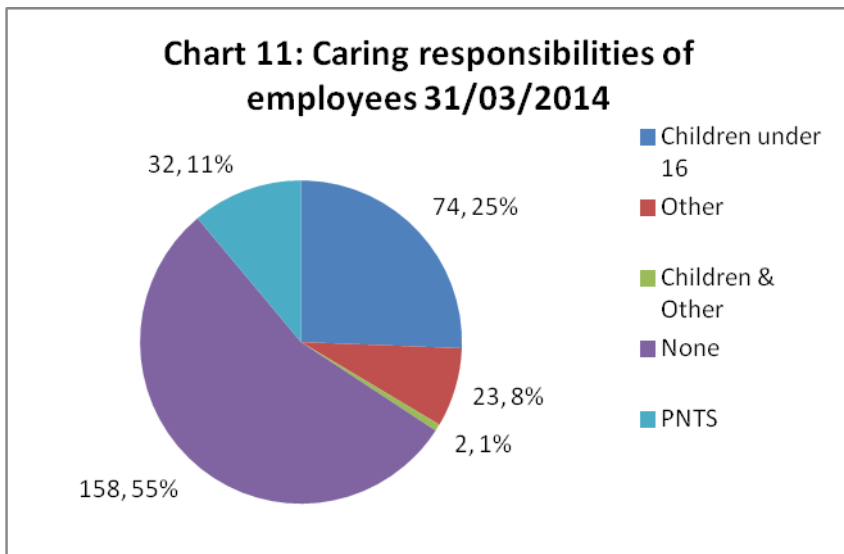


Chart 11 shows that 33.56% of staff have some kind of caring responsibility.

Women are more likely to have caring responsibilities than men – 70.10% of those with caring responsibilities were female.

Of those with caring responsibilities slightly more were working full time than working part time.

8. Sickness Absence Review meetings

North Norfolk District Council operates an 'Attendance Policy'. The purpose of the policy is to manage sickness and attendance. The policy contains trigger points at which a Sickness Absence Review (SAR) meeting will be arranged with an employee to explore the reasons for their absence and whether or not there are any adjustments or interventions which can be put in place to support that employee's attendance.

The triggers are:

- Three or more instances of sickness in any rolling 3 month period.
- Ten days or more sickness absence within any rolling 12 month period (single incidents or continuous).
- Any other recurring recognisable patterns, such as frequent absenteeism e.g. on a Friday or Monday.

Table 4 below shows the SAR meetings held between 01/04/2013-31/03/2014, analysed by protected characteristic. Workforce totals by protected characteristic are also provided for comparison.

Information on sickness absence type, reason and length of absence are provided quarterly at Joint Staff Consultative Committee (JSCC) meetings.

		SAR Meetings: triggered 1 April 2013 - 31 March 2014							
		Workforce Totals		Total		Trigger met			
		No	%	No	%	3 occs	10 days	Pattern	3 occs & 10 days
Total		289	100	52	100	5	46	0	1
Disability Status	Disabled Y	19	6.57	8	15.39	2	6	0	0
	Disabled N	255	88.24	44	84.61	3	40	0	1
	Disabled PNTS	15	5.19	0	0.00	0	0	0	0
Ethnicity	White British	280	96.89	48	92.31	4	43	0	1
	White Other	1	0.35	3	5.77	1	2	0	0
	Chinese	2	0.69	0	0.00	0	0	0	0
	Irish	1	0.35	0	0.00	0	0	0	0
	Asian Other	1	0.35	0	0.00	0	0	0	0
	Other	2	0.69	1	1.92	0	1	0	0
	Not known/PNTS	2	0.69	0	0.00	0	0	0	0
Gender	M	115	39.79	13	25.00	3	10	0	1
	F	174	60.21	39	75.00	2	36	0	0
Age	<20	2	0.69	0	0.00	0	0	0	0
	20-29	30	10.38	6	11.54	2	4	0	0
	30-39	56	19.38	4	7.69	0	4	0	0
	40-49	86	29.76	14	26.92	2	12	0	0
	50-59	91	31.49	26	50.00	1	24	0	1
	60-64	17	5.88	1	1.92	0	1	0	0
	65+	7	2.42	1	1.92	0	1	0	0
Religion /Belief	Agnostic	9	3.11	3	5.77	2	1	0	0
	Atheist	10	3.46	2	3.85	1	1	0	0
	Buddhist	1	0.35	0	0.00	0	0	0	0
	Christian	154	53.29	22	42.31	1	20	0	1
	Humanist	1	0.35	0	0.00	0	0	0	0
	None	56	19.38	8	15.39	0	8	0	0
	Other	4	1.38	0	0.00	0	0	0	0
	Prefer Not To Say	54	18.69	17	32.69	1	16	0	0
Sexual Orientation	Bisexual/ Gay Man/ Gay Woman/ Lesbian	9	3.11	1	1.92	0	1	0	0
	Heterosexual	242	83.74	39	75.00	4	34	0	1
	Prefer Not To Say	38	13.15	12	23.08	1	11	0	0

Table 4: Sickness Absence Review Meetings (SARs) held by protected characteristic.

9. Training and Appraisals

Training requests

At North Norfolk District Council, applications for training are made via the appraisal process. These training needs are then collated and form the basis for the 'Corporate Training Plan'. Table 5 below shows the number of requests made that could be delivered organisation wide and the number of training opportunities offered as a result of these requests.

		Workforce Totals - as at 31/03/14		Training Requested - 2013		Training Offered - 2013		Training offered, but declined - 2013		Training Offered & Received - 2013	
		No	%	No	%	No	%	No	%	No	%
	Total	289	100	23	100	23	100	4	100	19	100
Disability Status	Disabled Y	19	6.57	4	17.39	4	17.39	1	25.00	3	15.79
	Disabled N	255	88.24	19	82.61	19	82.61	3	75.00	16	84.21
	Disabled PNTS	15	5.19	0	0.00	0	0.00	0	0.00	0	0.00
Ethnicity	White British	280	96.89	23	100	23	100	4	100	19	100
	White Other	1	0.35	0	0.00	0	0.00	0	0.00	0	0.00
	Chinese	2	0.69	0	0.00	0	0.00	0	0.00	0	0.00
	Irish	1	0.35	0	0.00	0	0.00	0	0.00	0	0.00
	Asian Other	1	0.35	0	0.00	0	0.00	0	0.00	0	0.00
	Other	2	0.69	0	0.00	0	0.00	0	0.00	0	0.00
	Not known/PNTS	2	0.69	0	0.00	0	0.00	0	0.00	0	0.00
Gender	M	115	39.79	11	47.83	11	47.83	2	50.00	9	47.37
	F	174	60.21	12	52.17	12	52.17	2	50.00	10	52.63
Age	<20	2	0.69	0	0.00	0	0.00	0	0.00	0	0.00
	20-29	30	10.38	5	21.74	5	21.74	0	0.00	5	26.32
	30-39	56	19.38	3	13.04	3	13.04	1	25.00	2	10.53
	40-49	86	29.76	5	21.74	5	21.74	1	25.00	4	21.05
	50-59	91	31.49	6	26.09	6	26.09	1	25.00	5	26.32
	60-64	17	5.88	2	8.70	2	8.70	0	0.00	2	10.53
	65+	7	2.42	2	8.70	2	8.70	1	25.00	1	5.26
Religion /Belief	Agnostic	9	3.11	0	0.00	0	0.00	0	0.00	0	0.00
	Atheist	10	3.46	5	21.74	5	21.74	1	25.00	4	21.05
	Buddhist	1	0.35	0	0.00	0	0.00	0	0.00	0	0.00
	Christian	154	53.29	9	39.13	9	39.13	2	50.00	7	36.84
	Humanist	1	0.35	0	0.00	0	0.00	0	0.00	0	0.00
	None	56	19.38	2	8.70	2	8.70	1	25.00	1	5.26
	Other	4	1.38	0	0.00	0	0.00	0	0.00	0	0.00
	Prefer Not To Say	54	18.69	7	30.43	7	30.43	0	0.00	7	36.84
Sexual Orientation	Bisexual/ Gay Man/ Gay Woman/ Lesbian	9	3.11	1	4.35	1	4.35	0	0.00	1	5.26
	Heterosexual	242	83.74	18	78.26	18	78.26	4	100.00	14	73.68
	Prefer Not To Say	38	13.15	4	17.39	4	17.39	0	0.00	4	21.05

Table 5: Applications for training and training received via the Corporate Training Plan for period 01/04/13 – 31/03/14 (*% of total requests made)

Appendix 4: Workforce Profile Statistics

This table shows the breakdown of requests and training received by protected characteristic. The figures show that for all of these corporate requests the training was offered. The number of corporate training requests was low this year, but there are additional training activities covered below. It is also important to note that decisions on corporate training provision are made based on a business case basis and by level of demand, so unfortunately it may not always possible to meet every request made.

Also, corporate training (requested via the appraisal scheme) is not the only training available to employees at North Norfolk District Council. There are additional training activities which occur at a departmental level, which are not part of the Corporate Training Plan or not covered by a training indemnity (see below). Central records are not currently kept on departmental training and so it is not possible to report on this data.

In addition to this there were specific training sessions run this year on Data Protection and Risk Management.

Professional and technical qualifications are covered in the section below – ‘training indemnities’.

Training Indemnities

Employees may also undertake a professional or technical qualification. These are usually covered by a ‘training indemnity’ and the data for these courses by protected characteristic group is shown below in Table 6.

		2013/14			
		Workforce Totals		Training Indemnities	
		Number	%	Number	%
Total		289	100	4	100
Disability Status	Disabled Y	19	6.57	0	0
	Disabled N	255	88.24	4	100
	Disabled PNTS	15	5.19	0	0
Ethnicity	White British	280	96.89	4	100
	White Other	1	0.35	0	0
	Chinese	2	0.69	0	0
	Irish	1	0.35	0	0
	Asian Other	1	0.35	0	0
	Other	2	0.69	0	0
	Not known/PNTS	2	0.69	0	0
Gender	M	115	39.79	2	50
	F	174	60.21	2	50
Age	<20	2	0.69	0	0
	20-29	30	10.38	2	50
	30-39	56	19.38	0	0
	40-49	86	29.76	2	50
	50-59	91	31.49	0	0
	60-64	17	5.88	0	0
	65+	7	2.42	0	0
Religion /Belief	Agnostic	9	3.11	0	0
	Atheist	10	3.46	0	0
	Buddhist	1	0.35	0	0
	Christian	154	53.29	2	50
	Humanist	1	0.35	0	0
	None	56	19.38	2	50
	Other	4	1.38	0	0
	Prefer Not To Say	54	18.69	0	0
Sexual Orientation	Bisexual/ Gay Man/ Gay Woman/ Lesbian	9	3.11	0	0
	Heterosexual	242	83.74	4	100
	Prefer Not To Say	38	13.15	0	0

Table 6: Professional/technical training courses covered by a training indemnity; by protected characteristic.

Appraisals

During the 2013 appraisal cycle, 38 employees did not receive an appraisal. This translates to approximately 13.19% of the 2013 workforce. A small number of these (8) were not completed due to the employee being away on long term sick or maternity leave, but the majority of those not completed were due to ongoing major restructuring work or 'other' reasons. This number is significantly reduced from the unusually high number of appraisals not completed last year, but is still a figure that the organisation would like to reduce.

		Workforce totals at 01/04/2013		Appraisals not received	
		Number	%	Number	%**
Total		288	100	38	100
Disability Status	Disabled Y	21	7.29	3	7.89
	Disabled N	253	87.85	35	92.11
	Disabled PNTS	14	4.86	0	0.00
Ethnicity	White British	279	96.88	37	97.37
	White Other	1	0.35	0	0.00
	Chinese	2	0.69	1	2.63
	Irish	1	0.35	0	0.00
	Asian Other	1	0.35	0	0.00
	Other	2	0.69	0	0.00
	Not known/PNTS	2	0.69	0	0.00
Gender	M	107	37.15	13	34.21
	F	181	62.85	25	65.79
Age	<20	1	0.35	0	0.00
	20-29	30	10.42	3	7.89
	30-39	58	20.14	5	13.16
	40-49	88	30.56	18	47.37
	50-59	88	30.56	9	23.68
	60-64	17	5.90	3	7.89
	65+	6	2.08	0	0.00
Religion /Belief	Agnostic	8	2.78	2	5.26
	Atheist	9	3.13	0	0.00
	Buddhist	1	0.35	0	0.00
	Christian	153	53.13	19	50.00
	Humanist	1	0.35	0	0.00
	None	54	18.75	9	23.68
	Other	6	2.08	1	2.63
	Prefer Not To Say	56	19.44	7	18.42
Sexual Orientation	Bisexual/ Gay Man/ Gay Woman/ Lesbian	7	2.4	1	2.63
	Heterosexual	240	83.33	33	86.84
	Prefer Not To Say	41	14.24	4	10.53

Table 7: Appraisal completion by protected characteristic

**% of the whole group not receiving an appraisal

Please note: because of the timing of the appraisal cycle, these figures are given retrospectively and reflect the 2013 cycle. Appraisals are carried out in February/March each year; therefore the workforce profile for 01/04/2013 is given in this case, for a more accurate comparison.

10. Discipline and Grievance

For the period 01/04/2013-31/03/2014 there were 2 formal disciplinary cases only. Analysis of this data would not lead to any statistically significant results and could compromise confidentiality. Therefore, no analysis has been carried out.

11. Protected Characteristic by full/part time status

		FT		PT	
		No	%	No	%
Gender	Total	189	65.40	100	34.60
	M	91	48.15	24	24.00
	F	98	51.85	76	76.00
Ethnicity	Chinese	1	0.53	1	1.00
	Irish	1	0.53	0	0.00
	Other	2	1.06	0	0.00
	PNTS	1	0.53	1	1.00
	Asian other	1	0.53	0	0.00
	White other	0	0.00	1	1.00
	White British	183	96.83	97	97.00
Age	<20	1	0.53	1	1.00
	20-29	24	12.70	6	6.00
	30-39	36	19.05	20	20.00
	40-49	55	29.10	31	31.00
	50-59	59	31.22	32	32.00
	60-64	12	6.35	5	5.00
	65+	2	1.06	5	5.00
Disability Status	Yes	12	6.35	7	7.00
	No	166	87.83	89	89.00
	PNTS	11	5.82	4	4.00
Grade	Apprentice	3	1.59	0	0.00
	13	0	0.00	1	1.00
	12	1	0.53	7	7.00
	11	17	8.99	15	15.00
	10	43	22.75	38	38.00
	9	10	5.29	9	9.00
	8	35	19.05	12	12.00
	7	41	21.69	11	11.00
	6	23	11.64	2	2.00
	5	7	3.70	3	3.00
	1-4	9	4.76	2	2.00
Religion	Agnostic	6	3.17	3	3.00
	Atheist	7	3.70	3	3.00
	Buddhist	1	0.53	0	0.00
	Christian	97	51.33	57	57.00
	Humanist	1	0.53	0	0.00
	None	38	20.11	18	18.00
	Other	3	1.59	1	1.00
	PNTS	36	19.05	18	18.00
Sexual Orientation	Bisexual/ Gay Man/ Gay Woman/ Lesbian	4	2.12	5	5.00
	Heterosexual	158	83.59	84	84.00
	Prefer Not To Say	27	14.29	11	11.00

Table 8: Protected characteristic by full/part time status

12. Protected characteristic by grade

		Workforce Totals		Grade																	
				Appr,13&12*		11		10		9		8		7		6		5		1-4*	
		No	%	No	%	No	%	No	%	No	%	No	%	No	%	No	%	No	%	No	%
Ethnicity	Chinese	2	0.69	0	0.00	1	3.12	0	0.00	0	0.00	1	2.13	0	0.00	0	0.00	0	0.00	0	0.00
	Irish	1	0.35	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1	4.00	0	0.00	0	0.00
	Other	2	0.69	0	0.00	0	0.00	2	2.47	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
	PNTS	2	0.69	1	8.33	0	0.00	0	0.00	0	0.00	0	0.00	1	1.92	0	0.00	0	0.00	0	0.00
	Asian other	1	0.35	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1	1.92	0	0.00	0	0.00	0	0.00
	White other	1	0.35	0	0.00	0	0.00	0	0.00	0	0.00	1	2.13	0	0.00	0	0.00	0	0.00	0	0.00
	White British	280	96.89	11	91.67	31	96.88	79	97.53	19	100	45	95.74	50	96.15	24	96.00	10	100	11	100
Age	<20	2	0.69	1	8.33	1	3.12	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
	20-29	30	10.38	2	16.67	7	21.88	10	12.35	2	10.53	5	10.64	4	7.69	0	0.00	0	0.00	0	0.00
	30-39	56	19.38	2	16.67	3	9.38	13	16.05	6	31.58	15	31.91	13	25.00	4	16.00	0	0.00	0	0.00
	40-49	86	29.76	1	8.33	8	25.00	27	33.33	6	31.58	7	14.89	18	34.62	9	36.00	3	30.00	7	63.63
	50-59	91	31.49	4	33.33	9	28.12	25	30.86	5	26.32	16	34.04	14	26.92	9	36.00	5	50.00	4	36.36
	60-64	17	5.88	1	8.33	4	12.50	4	4.94	0	0.00	2	4.26	2	3.85	3	12.00	1	10.00	0	0.00
	65+	7	2.42	1	8.33	0	0.00	2	2.47	0	0.00	2	4.26	1	1.92	0	0.00	1	10.00	0	0.00
Gender	M	115	39.79	4	33.33	11	34.37	23	28.40	6	31.58	17	36.17	25	48.08	17	68.00	8	80.00	4	36.36
	F	174	60.21	8	66.67	21	65.63	58	71.60	13	68.42	30	63.83	27	51.92	8	32.00	2	20.00	7	63.63
Religion	Agnostic	9	3.11	1	8.33	2	6.25	0	0.00	1	5.26	0	0.00	2	3.85	0	0.00	1	10.00	2	18.18
	Atheist	10	3.46	1	8.33	0	0.00	5	6.17	0	0.00	3	6.38	1	1.92	0	0.00	0	0.00	0	0.00
	Buddhist	1	0.35	0	0.00	0	0.00	0	0.00	0	0.00	1	2.13	0	0.00	0	0.00	0	0.00	0	0.00
	Christian	154	53.29	5	41.67	21	65.63	46	56.79	13	68.42	22	46.81	27	51.92	13	52.00	2	20.00	5	45.45
	Humanist	1	0.35	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1	1.92	0	0.00	0	0.00	0	0.00
	None	56	19.38	3	25.00	6	18.75	12	14.81	4	21.05	12	25.53	6	11.54	7	28.00	3	30.00	3	27.27
	Other	4	1.38	1	8.33	0	0.00	0	0.00	0	0.00	1	2.13	2	3.85	0	0.00	0	0.00	0	0.00
	PNTS	54	18.69	1	8.33	3	9.38	18	22.22	1	5.26	8	17.02	13	25.00	5	20.00	4	40.00	1	9.09
Sexual Orientation	Bisexual/ Gay Man/ Gay Woman/ Lesbian	9	3.11	0	0.00	2	6.25	4	4.94	1	5.26	0	0.00	2	3.85	0	0.00	0	0.00	0	0.00
	Heterosexual	242	83.74	11	91.67	28	87.50	66	81.48	17	89.47	43	91.49	38	73.08	22	88.00	7	70.00	10	90.91
	Prefer Not To Say	38	13.15	1	8.33	2	6.25	11	13.58	1	5.26	4	8.51	12	23.08	3	12.00	3	30.00	1	9.09
Disability Status	Yes	19	6.57	0	0.00	5	15.63	7	8.64	0	0.00	3	6.38	3	8.77	0	0.00	1	10.00	0	0.00
	No	255	88.24	11	91.67	26	81.25	70	86.42	19	100	43	91.49	44	84.62	25	100	7	70.00	10	90.91
	PNTS	15	5.19	1	8.33	1	3.12	4	4.94	0	0.00	1	2.13	5	9.62	0	0.00	2	20.00	1	9.09

*amalgamated due to small numbers in each grade. 'Appr' refers to Apprentices.

Table 9: Protected characteristic by grade