

CAMBRIDGE CITY COUNCIL

Item 9

To: Joint Staff Employer Forum
Date: 10th January 2006
Report by: Head of Human Resources

Workforce Profile - as at 1st December 2005

GENDER

The Council's workforce is almost evenly split between male (54%) and female (46%). This pattern changes across each department and is affected by job types and whether these are traditionally male or female jobs or careers, e.g. City Services have a much higher number of men (395) than women (65). Positive action to attract people from under represented groups has had some effect and further work is planned in 2006.

	Headcount			Whole Time Equivalent (WTE)		
	Female	Male	Totals	Female	Male	Total
Central Services	58	57	115	51	56	107
Chief Executives	23	5	28	22	5	26
City Services	65	395	460	58	385	443
Community Services	227	94	321	183	85	268
Environment and Planning	115	79	194	101	76	177
Finance	74	40	114	64	40	103
CCC TOTALS	562	670	1232	478	646	1124
% Totals	46%	54%	100%	43%	57%	100%

TURNOVER

The rate of voluntary leavers from the Council remains steady at 11%, although this may change by year-end (it usually ranges between 9% & 13%). This is an increase on 2004/5 at 9.3%. Public sector rates generally fall between 9.4% & 14%. The highest turnover falls in the 2-5 years service group. Exit questionnaires (those that are returned) cite pay and promotion prospects as the top reasons for leaving the Council. Workforce planning, succession planning and learning and development will help to address voluntary turnover in future years, although with the anticipated structural changes arising from customer access voluntary turnover may increase as a result of uncertainty for some staff groups. It may also create opportunities that aid retention.

Turnover by Department (12 Months to 01/12/2005)	Less than 6 months	6 - 12 Months	1 - 2 Years	2 - 5 Years	5 -10 Years	10 Years plus	Total	% Total Turnover	*% BVPI Total
Central Services	4	1	1	4	3	0	13	11%	10%
Chief Executives	0	0	0	1	0	0	1	4%	4%
City Services	10	6	7	18	15	11	67	15%	6%
Community Services	5	3	8	14	8	8	46	14%	12%
Environment and Planning	8	3	13	16	3	4	47	24%	21%
Finance	1	1	4	3	1	6	16	14%	11%
TOTAL	28	14	33	55	30	29	189	15%	11%
% Leavers by length of Service	15%	7%	17%	29%	16%	15%	100%		
Total workforce with this length of service	352	48	103	266	207	256	1232		
% Total workforce with this length of service	29%	4%	8%	22%	17%	21%	100%		

* BVPI - Voluntary leavers (excludes redundancies, dismissals, TUPE transfers or any retirements)

DIVERSITY PROFILE

New categories are now included for sexual orientation and religious beliefs following declaration from the workforce during the recent data checking exercise in late 2005. The disabled % has also slightly increased. Although 70% of the workforce responded, the % for sexual orientation (i.e. non heterosexual) is probably an under representation as the national percentage is around 5% of the population and probably higher than this in Cambridge. Further work with the LGTB staff support group should help to increase the % of staff that feel able to positively declare in future years. Positive action initiatives to attract and retain a more diverse workforce are planned or are being implemented.

Summary of Diversity Profile	% Workforce that are female	% Other Sexual Orientation	% Workforce that are disabled	% Workforce from BME Communities	% Workforce with Religious Beliefs
CCC TOTAL	45.66%	3.17%	2.11%	4.95%	38.31%

BME staff have increased slightly but are mostly concentrated in the two largest service departments and at lower pay grades (see later table).

BME groups by Dept	
Department	Number of Employee
Central Services	5
Chief Executives	1
City Services	21
Community Services	27
Environment and Planning	5
Finance	4
Total	63

AGE PROFILE

The Council's workforce is fairly evenly spread across all age groups, apart from the Under 20s, of some concern is the number of people who are 50 and over (up to 64 years). The Council's emerging workforce plan and changes to employment policies for age discrimination will take account of the Council's age profile. There is also a need to attract, train and retain younger employees. The ageing workforce is also having an impact on levels of sickness absence in some areas, e.g. City Services where many jobs involve heavy manual tasks.

Workforce Age Profile	Under 20yrs	20-29yrs	30-39yrs	40-49yrs	50-59yrs	60-64yrs	Over 65yrs
Central Services	2	21	29	32	28	3	0
Chief Executives	1	2	8	10	6	1	0
City Services	5	64	99	144	112	33	3
Community Services	1	74	87	80	67	12	0
Environment and Planning	2	43	52	50	45	2	0
Finance	0	25	29	35	23	2	0
TOTAL	11	229	304	351	281	53	3

DIVERSITY PROFILE BY PAY BAND

Women are reasonably well represented across Pay Bands 1-6 but they are under represented from Band 7 onwards.

Men are slightly under presented in Bands 4-6.

BME staff are under represented in Band7 and above.

Disabled staff are under presented at Band 8 and above.

The three staff over age 65 are all in Pay Band 3.

Various initiatives, workforce planning and increasing awareness amongst managers will be seeking to address these issues over time.

City Pay Band Diversity Profile	BAND 1	BAND 2	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	JNC	#Other	Totals
Gender - Female	1.06%	5.68%	10.23%	9.58%	6.57%	4.63%	1.95%	1.14%	0.41%	0.49%	4.30%	46.02%
Gender - Male	1.22%	6.57%	13.07%	8.44%	4.87%	4.30%	2.27%	1.38%	0.73%	0.57%	10.55%	53.98%
Ethnicity - Non BME Community	2.11%	10.80%	22.00%	17.05%	10.88%	8.12%	4.22%	2.52%	1.14%	1.95%	14.12%	94.89%
Ethnicity - BME Community	0.16%	1.46%	0.81%	0.97%	0.57%	0.81%	0.00%	0.00%	0.00%	0.00%	0.32%	5.11%
Disability - Yes	0.08%	0.24%	0.81%	0.32%	0.08%	0.24%	0.08%	0.00%	0.00%	0.08%	0.16%	2.11%
Disability - No	2.19%	12.01%	22.48%	17.69%	11.36%	8.69%	4.14%	2.52%	1.14%	0.97%	14.69%	97.89%
Age - Under 20yrs	0.08%	0.41%	0.24%	0.16%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.89%
Age - 20-29yrs	0.16%	2.27%	5.44%	4.79%	2.27%	1.14%	0.00%	0.00%	0.00%	0.00%	2.52%	18.59%
Age - 30-39yrs	0.65%	2.84%	4.55%	4.14%	3.73%	2.60%	1.22%	0.49%	0.24%	0.08%	4.14%	24.68%
Age - 50-59yrs	0.57%	3.25%	5.19%	3.73%	2.11%	1.62%	1.06%	1.06%	0.49%	1.14%	2.60%	22.81%
Age - 60-64yrs	0.16%	0.41%	1.14%	0.73%	0.24%	0.41%	0.24%	0.24%	0.00%	0.08%	0.65%	4.30%
Age - Over 65yrs	0.00%	0.00%	0.16%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.08%	0.24%

'Other' includes staff on evaluated pay band grades but who also have additional pay elements for market pay, career grades, city services conditions, Further work during 2006 on how this data is held on the HR/Payroll system will deliver more representative reporting in future.