

Malvern Hills District Council



Workforce Profile 2009



Contents

Introduction	3
The Council.....	3
Age.....	4
Disability.....	5
Gender	6
Ethnicity	7
What this information tells us.....	8
Managing an aging workforce.....	8
Making the workforce representative.....	8
Developing the Workforce	8
Action Plan.....	10

Introduction

The following information provides details of the workforce profile within Malvern Hills District Council. Making this information available allows the Council to comply with the statutory requirements of the Race Relations Amendment Act 2000, the Disability Discrimination Act 2005 and the Equality Act 2006, which places positive gender equality duty on all major public service providers.

The Councils workforce profile helps to monitor our progress on having a workforce that is representative of the districts' working age population. The statistical analysis also provides the council with information on the areas where under-representation is apparent and helps us identify positive solutions.

The Council

At the end of September 2009 Malvern Hills District Council workforce was made up of 208 employees.

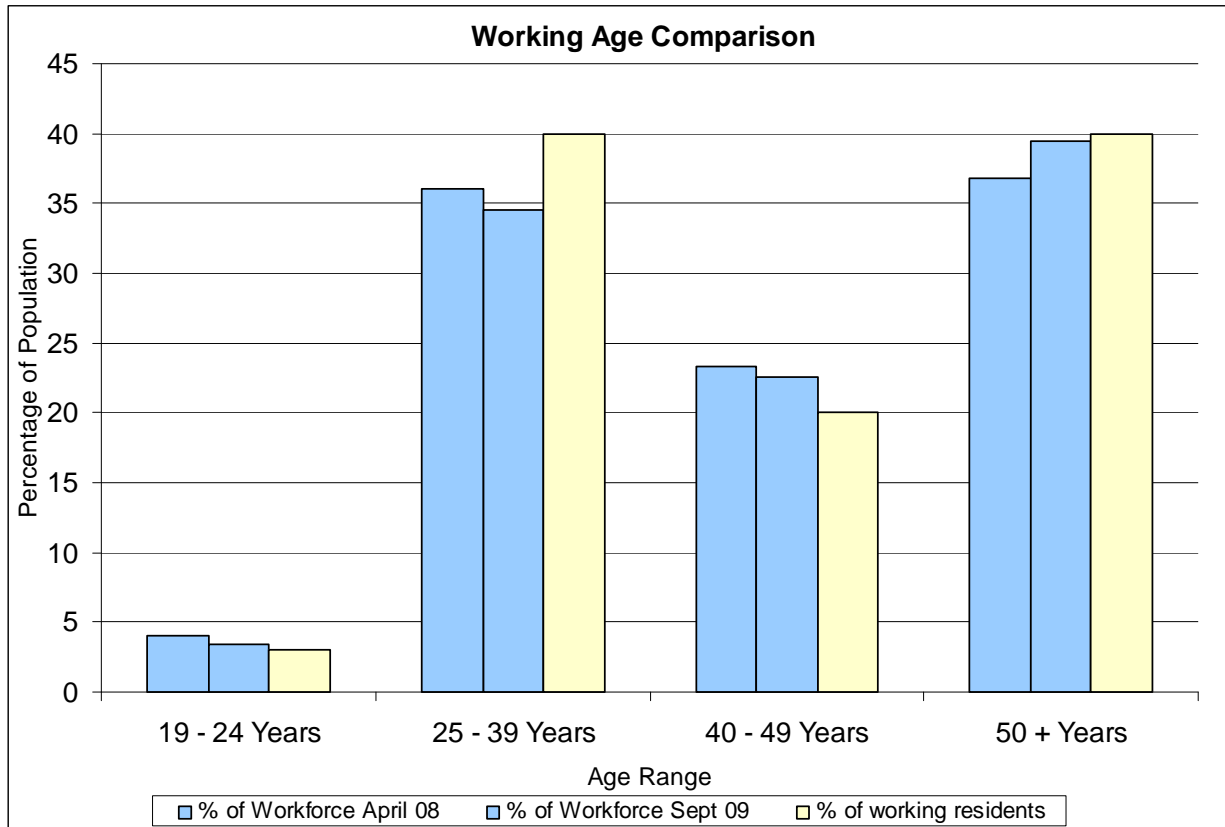
On the whole the Councils workforce is largely representative of the district. However, due to the relatively small workforce the Council has; a reduction in staffing of one person makes a significant difference on the percentage figures that are detailed within this workforce profile.

The information below details the representativeness of the workforce compared to the working the population of the district across age, disability, gender & ethnicity.

An analysis of the all employees across age, disability, gender & ethnicity shows that:

Age

Most Council staff are in the age category 50 + years old, with the least between the age of 19-24 years old.

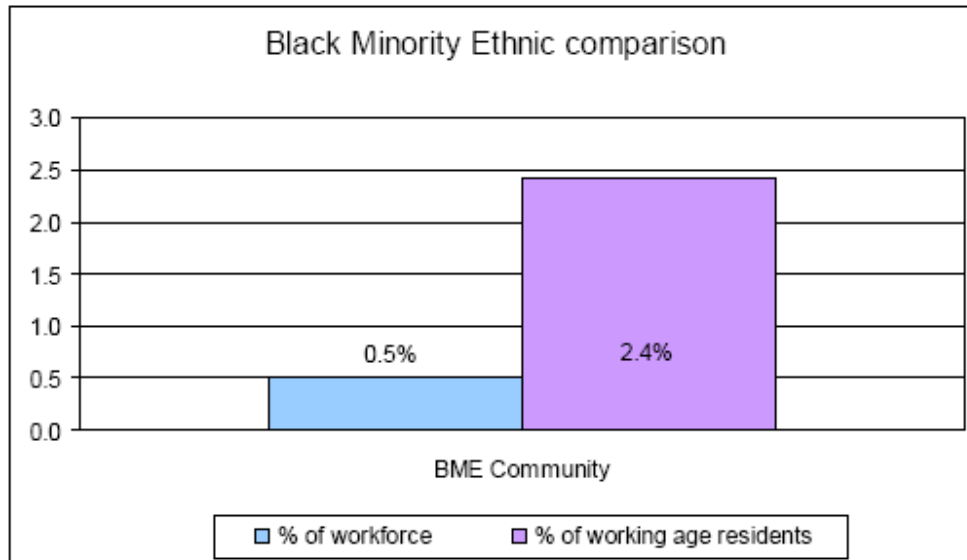


As the chart above shows the age profile of council staff is generally representative of the districts working age population. However, those aged 30-39, 50-59 and 60-64 are over-represented and those aged 20-29 and 40-49 are under-represented.

¹ Resident population estimates, Male & Female, Mid 2008

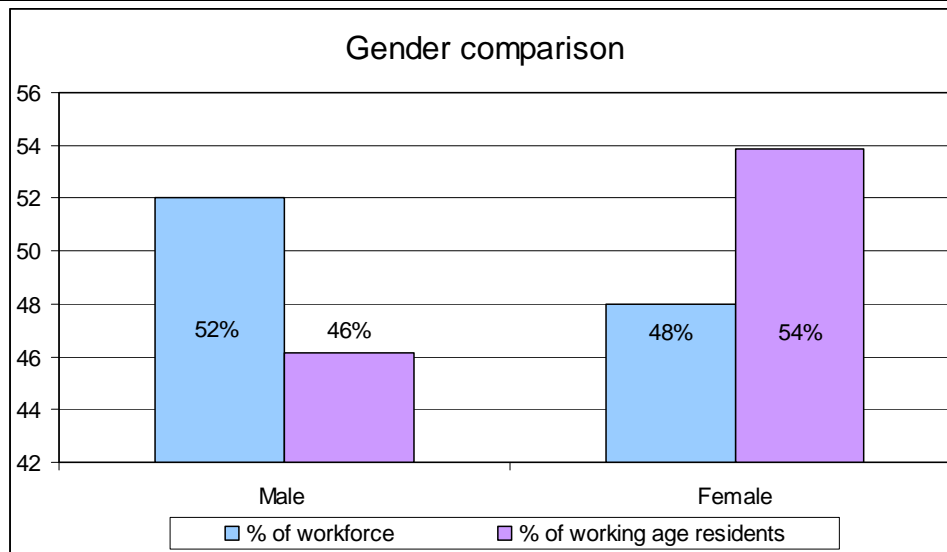
Disability

A small proportion of Council staff is registered disabled (2.45%). However, it is important to mention that this data only refers to those who have voluntarily declared themselves to be disabled, and not based on any medical assessment of council employees.



As the chart above shows the percentage of the workforce that is disabled is exactly the same as the percentage of working age residents who meet the Disability Discrimination Action (DDA) definition for a disabled person. The DDA defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

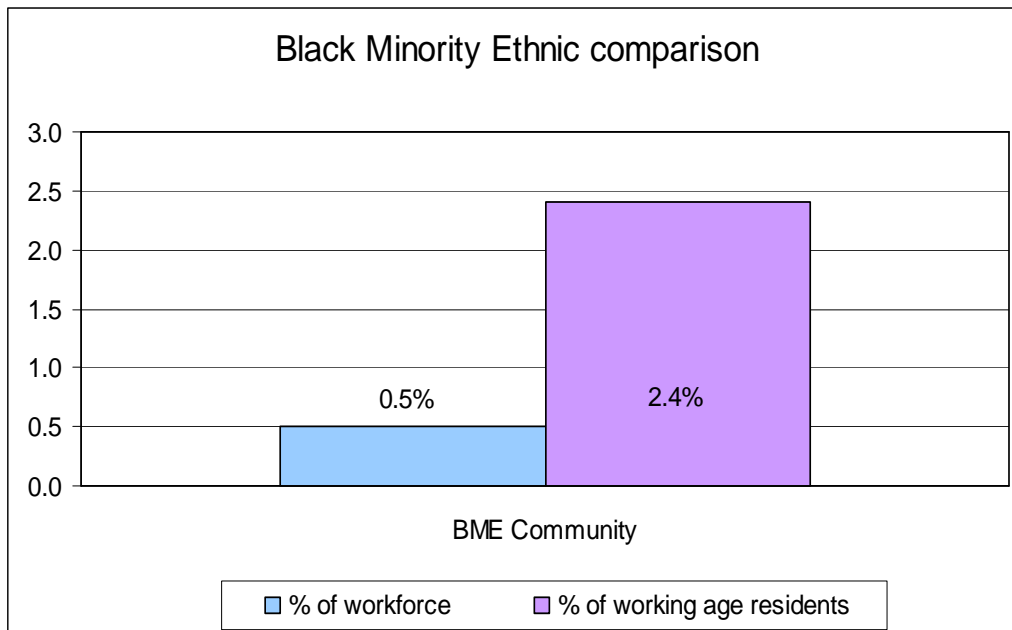
Gender



The employee profile of the Council is generally similar to the district profile, although women are slightly under-represented across the workforce.

Ethnicity

There is only one councillor from the BME community sitting on the Council.



The Councillor profile is representative of the district profile, with both at around 3%.

What this information tells us

Council staff also under-represent the working age population across certain age-groups and gender. Furthermore, the Councillor profile illustrates the low number of BME and women Councillors. On the whole, this information highlight a number of issues that are being addressed, these issues are:

Managing an aging workforce

A key finding from this data is that 39% of the Councils workforce is aged 50 and over, which represents the districts population, where 43%³ of residents are 50+. As a result, nearly 40% of the Councils workforce will be coming into retirement over the next fifteen years or sooner.

Consequently, the Council needs to use 'Succession Planning'⁴ to be aware of this potential depletion in the workforce and implement training/mentoring for the remaining employees, in order to retain the skills and experience of retiring employees.

Making the workforce representative

The data also illustrates that the Council's workforce is not representative of the districts population across some communities. 2.46% of the Council's workforce is registered disabled compared to 21% across the district. Furthermore, 0.5% of the Council's workforce is from the BME community compared to 3.1% across the district's population.

Having a workforce that is representative is important to improve the understanding of communities the Council serves and also increase resident's confidence in the services the Council provides. It also gives the Council a fresh approach to resolve problems. Having a representative workforce will also encourage a greater understanding of the needs and aspirations of minority communities amongst all staff. Consequently, some actions will be put into place to encourage a more representative workforce.

Developing the Workforce

A major step to achieving the Council's objectives in delivering equality and valuing diversity is ensuring that all staff have the knowledge and skills to be able to do so.

³ Census 2001 (UV04)

⁴ A process by which one or more successors are identified for key posts those people are then trained & developed for that post.


As a result, the Council will commit to ensuring that all staff are aware of what equality and diversity translate into within the workplace, what the Councils objectives are and what each member of staff needs to do to contribute to these objectives.

Action Plan

The issues that have been identified here are being addressed through our corporate objective to 'Diversify & up-skill the workforce'. An Action Plan to address this objective is detailed overleaf.

For further information about the work Malvern Hills District Council is doing to eradicate discrimination and harassment and promote equality of opportunity see our Single Equality Scheme 2009-12 (available from January 2010).

Diversifying & up-skilling the workforce

Outcome	Action	Delivered by	Responsibility	Progress (Yr 1 etc)
<p>Strategy developed to manage the benefits and challenges of an aging workforce.</p> <p><i>(As identified in page 8 of the People & Pay Strategy 2009-11)</i></p>	<p>The Council actively manages the challenges and benefits of an aging workforce.</p>	<p>March 2010</p>	<p>Human Resources Department</p>	
<p>Recruitment practices actively encourage applications from under-represented groups.</p> <p><i>(As identified in page 8 of the People & Pay Strategy 2009-11)</i></p>	<p>Ensure all job advertisements include the following wording:</p> <p><i>Malvern Hills District Council is an Equal Opportunities employer.</i></p>  <p>(As users of the 'two ticks' symbol, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.)</p>	<p>To be confirmed</p>	<p>Human Resources Department</p>	

	Conduct an Equality Impact Assessment of the recruitment & selection process to ensure that no applicant or employee is disadvantaged by conditions or requirements which cannot be shown to be justifiable.	January 2010	Human Resources Department	
	Monitor workforce make-up across age, disability, gender and ethnicity and make publically available. To assess the effectiveness of the actions to address this Objective.	January 2010	Human Resources Department	
	To complete the Business Process Reengineering (BPR) of recruitment and selection procedures to ensure that it actively encourages applications from under-represented groups particularly in more senior and hard to fill positions. <i>(taken from the Workforce Development Plan 2009/10)</i>	March 2010	Human Resources Department	
	To ensure that health and safety risk assessments are up-to-date across all service areas to enable modifications to equipment, accommodation or service delivery to be made. <i>(taken from the Workforce Development Plan 2009/10)</i>	March 2010	Human Resources Department	

Working environment and employment practices assist in retaining and realising the full potential of staff from under-represented groups.	Increase number of women, minority ethnic, and disabled candidates to management posts.	March 2010	Human Resources Department	
	Council flexible working policy is implemented.	March 2010	Human Resources Department	
Raise awareness of any inequality and take action to remove it.	To complete the Local Pay and Grading Review (LPGR) process and implement findings. <i>(taken from the Workforce Development Plan 2009/10)</i>	March 2010	Human Resources Department	
Training for all staff.	The Council to deliver training for all staff through the 'Changing Faces of Worcestershire' element of the Being Different Together partnership.	April 2010	Human Resources Department	