

Knowing our people

1 January 2012 – 31 December 2012

1. Introduction

We monitor and publish the characteristics of our workforce in an annual **Knowing our People** report. This meets the requirement, introduced by the 2010 Equality Act, for public bodies to publish annual equalities information about their employees and the wider community.

This is our latest Knowing our People report, covering the period from 1 January 2012 to 31 December 2012. It begins with some context about our organisation and the services we provide. The report includes data on the gender, age, disability and ethnicity of our workforce. It provides an analysis of the ethnicity of employees who have left the council during the last year and examines the characteristics of employees who have been involved in grievances or disciplinary action. The report concludes with an analysis of applicants who have progressed through our recruitment and selection processes.

We compile and publish information about the Wychavon district and its residents in our [Knowing Wychavon Communities](#) report. The document contains information about the district's population (age, gender, ethnicity and religion), levels of deprivation, income, poverty, household groups and types.

2. About us

Wychavon is located in the West Midlands region. The district covers 664km² of the south and eastern part of the county of Worcestershire and is the largest of the six Worcestershire districts. With a population of 116,900, the district is made up of the three towns of Droitwich Spa, Evesham and Pershore, and nearly 100 villages.

Our headquarters is at the Civic Centre in Pershore, where most of our staff are based. Our Community Contact Centres in Evesham, at the Civic Centre and at Droitwich Library provide residents with access to district and a number of other public services.

We provide a wide range of services to residents, businesses and visitors. These include waste and recycling, housing, planning, environmental health, licensing, benefits, parks, leisure facilities, street cleaning, events and activities for all ages.

While we provide some services directly or through contractors, we're delivering a growing proportion of our business through shared service or partnership arrangements with other councils. We host the South Worcestershire Revenues and Benefits Shared Service and a joint Human Resources and Payroll service with Malvern Hills District Council. This report includes the staff employed in these two shared services, but it excludes staff in shared services hosted by other councils, for example Buidling Control, ICT, Internal Audit and Regulatory Services.

3. Workforce profile

We employ 334 staff. 219 of our staff are full time and 115 are part time.

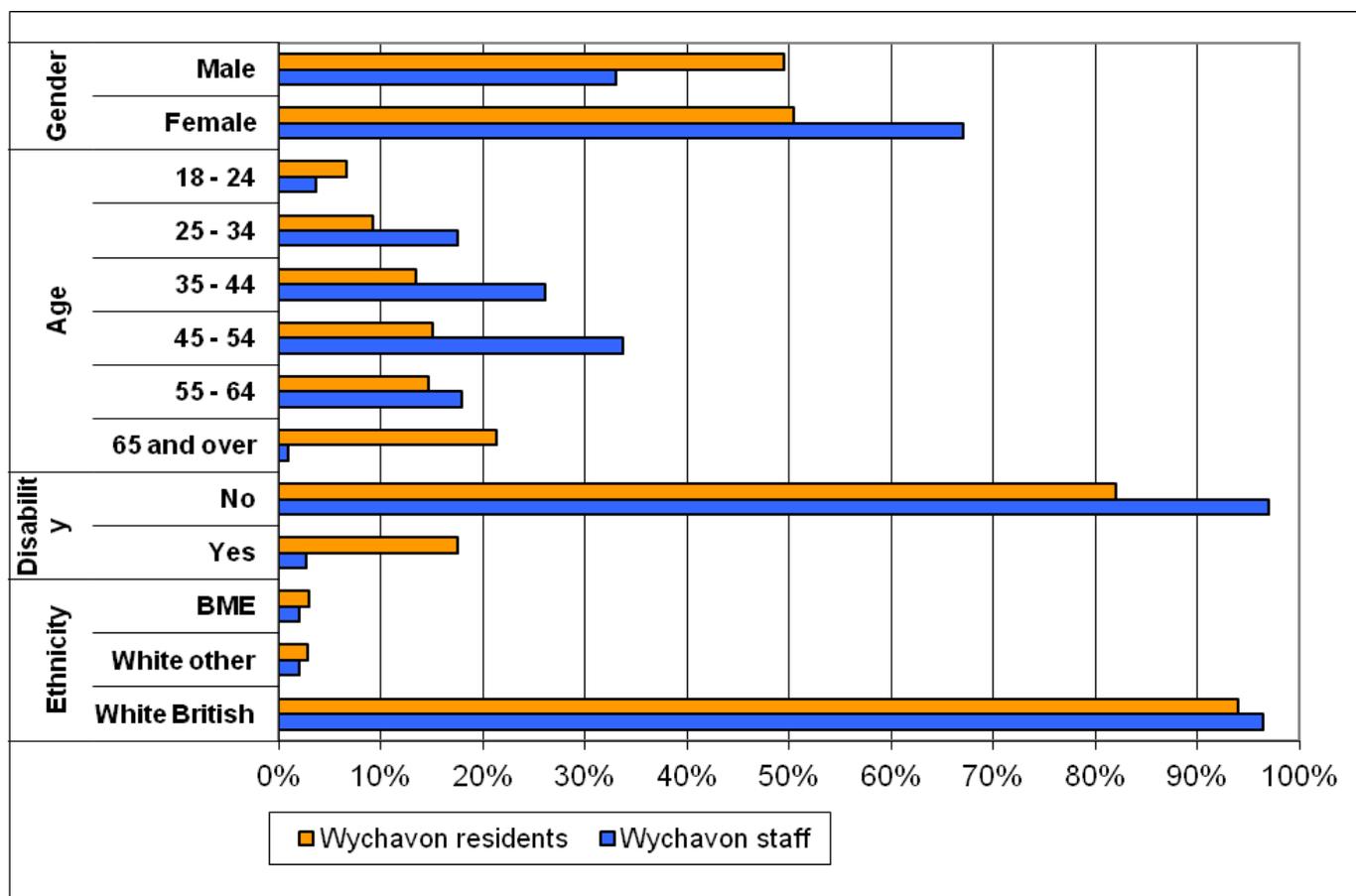
67% of our staff are women and 33% are men. Nine staff (2.69%) have declared a disability. As Table 1 shows, the majority of our workforce (96%) is of White British ethnicity.

Table 1: Ethnicity of Wychavon staff

Ethnic origin	Wychavon staff
White British	96%
Other White	2%
Black	0.3%
Chinese	0.3%
Asian	0.6%
Other ethnic group	0.3%

Chart 1 compares the profile of our workforce with the Wychavon population as a whole. This indicates that our workforce comprises a notably higher proportion of women than men compared to the population of the district as a whole.

Chart 1: Comparison of our workforce with the Wychavon population



Data sources: 2011 Census and Wychavon District Council payroll systems.

The chart shows that the age profile of our workforce broadly reflects the population of the district for those aged 18 to 24 and 55 to 64. Our workforce comprises a higher proportion of people aged between 25 and 54 than the Wychavon population, for the 45 to 54 age group the proportion of our employees is more than double that of the population as a whole. We have a significantly lower proportion of staff aged 65 and over compared with the Wychavon population, this isn't surprising as this 65 is the age around which many people retire.

The chart suggests that our workforce comprises a significantly lower proportion of people with a disability than the population as a whole. It is difficult to accurately assess how well our workforce reflects the local population in terms of disability because our own information relies on staff declaring that they have a disability and the figures are quite a lot lower than

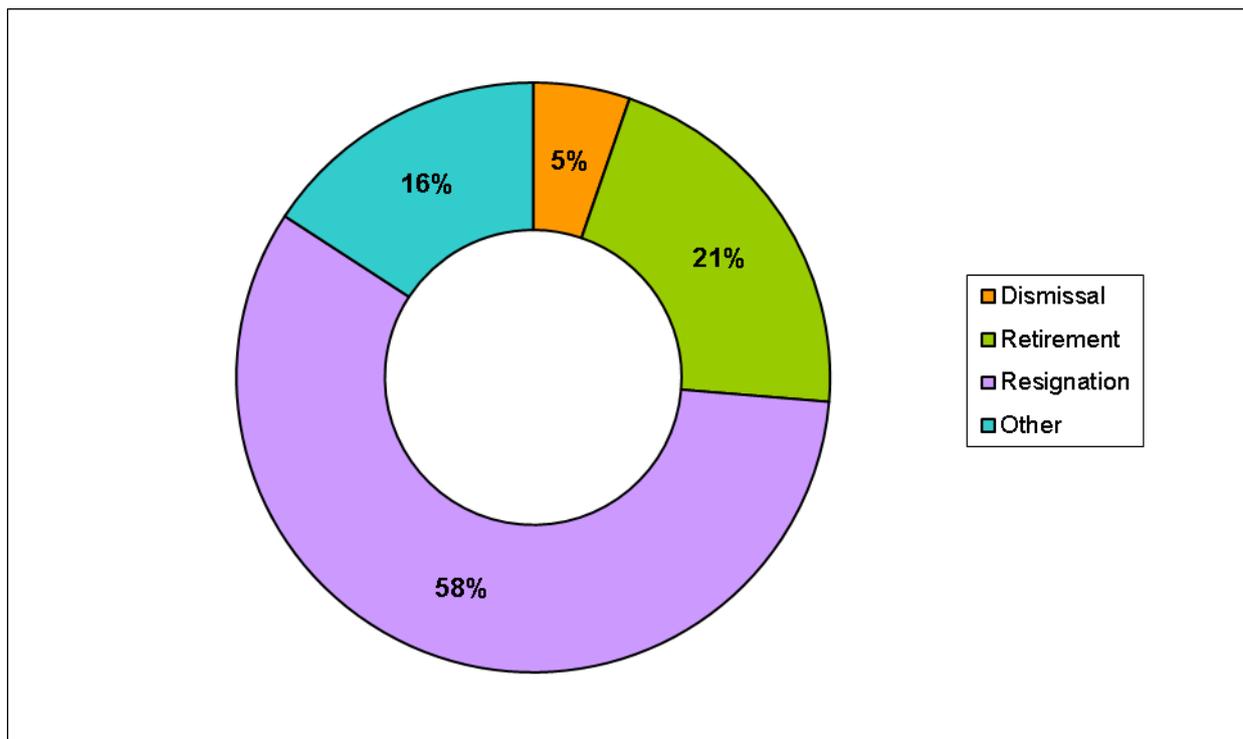
we'd expect. In addition, a reasonable proportion of the wider population who have a disability will be over 65.

The ethnic mix of our workforce mirrors that of the wider Wychavon population.

4. Profile of leavers

Between 1 January 2012 and 31 December 2012, a total of 19 employees left the council. This was significantly fewer than in 2011, when 34 left. Chart 2 shows their reasons for leaving. The majority (79%) left due to resignation or retirement.

Chart 2: Reasons for leaving the council



18 of the employees who left were of a White British ethnic origin; one of the employees who left was Black other. Reasons for dismissal include redundancy, capability and disciplinary issues. The other category includes the end of a temporary contract or transfer to another employer under TUPE arrangements.

5. Grievances and disciplinary action

During the year we took disciplinary action against three employees and dealt with three capability cases. All of the employees involved were White British; four were female, and two male; one employee was disabled. No employees brought grievances or harassment complaints.

6. Recruitment and selection

Between 1 January 2012 and 31 December 2012, 170 people applied for jobs with the council. 46% of applicants were women, 54% were men. Five applicants had a disability.

Chart 3 shows the ethnic origin of job applicants and those we interviewed. Out of the 170 applicants, 84.7% of applicants were White British, 6.5% were White other, 4.7% were Asian, 2.9% were Black other and 1.2% was Pakistani.

Out of the 170 applicants, we interviewed 50 people. 90% of interviews were White British and 6% were White other, 2% Black other and 2% Asian. We offered jobs to 15 people who all accepted. Of these 14 were White British and one was White other.

Chart 3: Ethnic origin of job applicants and interviewees

