


# Board Report

	<b>Agenda Item</b>
	<b>5 July 2019</b>  <b>Employment Monitoring Profiles</b>
	<b>Open Report</b>
<b>Status:</b>	For information
<b>Author and job title:</b>	Emma Rolinson, Human Resources Manager
<b>Contact No:</b>	07964121484
<b>Recommendations:</b>	<b>Wolverhampton Homes Board to note contents of report.</b>
<b>Key risks and contentious issues:</b>	<p>It is important for Board Members to be informed of Wolverhampton Homes Equality Profiles and progress towards meeting Equality Targets.</p> <p>Key risk is that Wolverhampton Homes' employment profiles are not representative of the communities it serves and may not provide services that meet community requirements.</p>

## Management Summary

### 1.0 Purpose

- 1.1 The purpose of the report is to inform Board Members of Wolverhampton Homes' Equality Profile data for the year end, 31 March 2019.

### 2.0 Background

- 2.1 There is a specific duty placed on Wolverhampton Homes as a public body to report on and monitor our employment practices and therefore collect and analyse data accordingly.

Areas currently monitored are:

- Staff in post
- Applicants for Employment
- Applicants for Training
- Staff who receive training
- Applicants for Promotion
- Staff who benefit or suffer detriment as a result of performance assessment procedures
- Staff who are involved in Disciplinary/Grievance procedures
- Staff who are the subject of Disciplinary/Grievance procedures
- Staff who cease employment with the Organisation.

- 2.2 For the monitoring data relating to these duties please see appendices 2 - 15.

Wolverhampton Homes are not able to produce data for Applicants for promotion or number of staff who benefit or suffer detriment as a result of our performance assessment procedures for the following reasons:

Applicants for Promotion - Wolverhampton Homes does not use a direct career path/promotion route. Career advancement is achieved through application for higher graded posts. What can be produced are the number of staff who have gained a promotion or secondment throughout the year.

Number of staff who benefit or suffer detriment as a result of our performance assessment procedures – Wolverhampton Homes does not have an appraisal process. Monitoring of performance is undertaken through regular 121 meetings and these discussions are not intended to be a forum for decisions on promotion/demotion or any pay issues.

- 2.3 Best Value Performance Indicators

**Appendix 1** shows the end of year position in relation to progress made towards meeting the Equality Targets. The Best Value Performance Indicators are reported to Wolverhampton Homes Board on a six-weekly cycle through the Performance Monitoring Report.

## 2.4 Actions taken to assist progress towards meeting targets

2.4.1 Wolverhampton Homes has been taking action for some time to encourage females into construction by supporting various employability programmes and management development programmes such as;

- Women into Construction in partnership with local college
- Shadowing/coaching/mentoring
- Employability programmes
- Working alongside our Strategic Construction Partners on projects

Wolverhampton Homes also attend career and jobs fair, promoting women in construction, have work experience placements, and the People Development Manager is an Enterprise Adviser to a local school.

2.4.2 Wolverhampton Homes are working with the City of Wolverhampton Council on the National Graduate Scheme and currently have a female graduate working with us from the programme.

2.4.3 Introduction of technical apprentices leading to our first female surveying apprentice.

2.4.4 Due to Wolverhampton Homes' relatively low attrition rate, all posts are advertised internally and externally at the same time including local community groups, to attract a wider and diverse cohort of candidates to apply for roles.

2.4.5 Wolverhampton Homes is currently trialling a different way of recruiting and selecting bespoke to each vacancy with the aim of removing any potential barriers and recruiting the right person first time. This includes a redesigned Expression of Interest form (to replace the traditional application form) and bespoke interview questions.

2.4.6 To support the Inclusive Futures agenda, Wolverhampton Homes is working with the University of Wolverhampton. Two students are using Wolverhampton Homes as subject matter for their dissertations and they have been asked to cover the following projects;

1. Examine the existing composition of the workforce at Wolverhampton homes and research into prioritising workforce diversity and inclusion at the top
2. Research into how recruitment/selection and retention methods could help in retaining people from ethnic minority groups and come up with a set of recommendations.

The recommendations from these pieces of work could influence further recruitment changes. The dissertations from these students were due to be handed in to the University in May and WH will have them in June.

2.4.7 New Apprenticeship Scheme - Board has recently approved the new apprentice scheme for Wolverhampton Homes where we will be encouraging females to apply. There will also be scope to have Technical apprentices in support of Wolverhampton Homes succession planning, where again we would wish to look towards encouraging female applicants.

## **3.0 Overview of Key Findings**

### **3.1 Overall Headcount**

- 3.1.1 During the monitoring period of 1 April 2018 to 31 March 2019 Wolverhampton Homes employed 735 employees by the end of 31 March 2019. This is an increase of 1.6% (12 employees) from the previous reporting period of 1 April 2017 to 31 March 2018 (723 employees).
- 3.1.2 The gender split in the workforce remains on a similar trend as the previous annual report. Male employees remain the higher percentage of our workforce at 62.72% (461) compared to last quarter 64.59% (467). Female employees make up 37.28% (274) of the headcount during the reporting period which is an increase of almost 2% (18) compared to last year and just over 2% (17) above Wolverhampton Homes current target of 35%.
- 3.1.3 % of the top 5% of earners who are female is at its highest level since 2015-16 at 35.9% (14) and 9% (3.5) below target due to female new starters to the organisation into senior roles.
- 3.1.4 Last year the workforce was made up of 78.7% white employees, this year this has decreased to 78.1%. Black, Asian and Minority Ethnic (BAME) employees represented 21.9% of the workforce this year, which is an increase from last year of 0.6% (7) however remains below target by 4.1% (30).
- 3.1.5 % of the top 5% of BAME earners has increased to 7.69% (3) this year from 0 last year due to a new starter and TUPE transfers to the organisation.
- 3.1.6 The highest working age group remains the same this year as per last year (45 to 54 years old) with a slight increase overall at 34.42% from 33.89%. Followed by 55 to 64 years old at 24.76%. This remains an area for concern particularly amongst our trade/technical roles. There has been a slight % increase in under 25's keeping the organisations performance to within 3% of the target due to more under 25's joining Wolverhampton Homes than leaving.
- 3.1.7 There has been a slight percentage reduction in the number of disabled employees compared to last year due to the increase in overall organisation numbers and leavers.
- 3.1.8 Further information detailed in this report includes: gender identity, marital status, religious belief and sexual orientation. In all of these areas the % of the workforce that has chosen to 'Not to Disclose' their information has decreased compared to last year.

### **3.2 Recruitment**

- 3.2.1 There was a substantial increase in the number of applicants for employment this year (1656) from last year (483) of which 103 were appointed.
- 3.2.2 There was a higher percentage representation of females of almost 50% at each stage of the recruitment and selection process compared to the overall workforce representation of 37.28%.
- 3.2.3 There were 46% applicants from BAME groups, compared to 50% last year. Of these applicants; 37% were appointed this year compared to 47% last year. However, due to the overall increase in applicants for employment this year this resulted in an increase to the overall representation of BAME employees across the workforce.
- 3.2.4 The highest age range of applicants were 35 - 49 (31%) and 43% of applicants appointed were 34 and under with 11% being under 25.

### **3.3 Promotions**

- 3.3.1 There were 44 promotions this year compared to 33 last year. 23 (52%) were female and 11 (25%) were BAME compared to 8 (24.24%) last year.

### **3.4 Starters**

- 3.4.1 There were 75 starters this year compared to 130 last year. 23 (30.67%) of the new starters were BAME which was a decrease from last year of 29 (22%) but higher percentage compared to the overall total of new starters.
- 3.4.2 3 new starters deemed themselves disabled.
- 3.4.3 Over 50% (38) of new starters were aged 34 and under, a third being aged under 25 resulting in the slight increase in under 25's employed across the organisation.

### **3.5 Leavers**

- 3.5.1 Overall this year there were 65 leavers compared to 71 leavers in the previous year. Of the 65 leavers: 26 (40%) of them were female compared to last year of 34 (48%). 14 (21.54%) of the leavers this year were BAME compared to 10 (14%) last year.
- 3.5.2 39 of the 65 were voluntary leavers of which 15.38% (6) left within the first year of their employment. 50% of these 6 leavers were BAME and 66.6% female. Reasons for leaving included employment with another public sector organisation and personal/domestic reasons.

## **4.0 Financial and value for money implications**

- 4.1 There are no direct costs associated from this report.

## **5.0 Legal implications**

5.1 There are no direct legal implications arising from this report.

## **6.0 Human resources implications**

6.1 No direct implications from this report.

## **7.0 Health and safety implications**

7.1 No direct implications.

## **8.0 Equalities implications**

8.1 There are equality implications as the employee profiles do not represent the communities that we serve.

8.2 Work is being undertaken to address the issues of under representation especially in the areas of women in our trade workforce and BAME representation at senior officer level.

## **9.0 Impact on the environment and community**

9.1 This report has no direct impact on the environment and community as it is for information.

9.2 There could be an impact on the Community where successful recruitment from residents can help sustain tenancies and communities.

## **10.0 Long term consequences for the company**

10.1 We are committed to developing an organisational culture which values people from all sections of society and the contribution which each individual can make.

## **11.0 Impact on business relationships with suppliers, customers and others**

11.1 We are committed to making sure that our services and those of our partners and supply chain are taking into account differing needs of our communities.

## **12.0 Impact on Wolverhampton Homes' Management System**

12.1 If yes and approved by board members, update to go on the management system by:

Date: N/A

Officer responsible:

## 13.0 List of Appendices

### 13.1

<b>Appendix</b>	<b>Title</b>
<b>1</b>	Best Value Performance Indicators – Targets
<b>2</b>	Overall Headcount
<b>3</b>	% Employed by Gender
<b>4</b>	% Employed by Ethnicity
<b>5</b>	% Employed by Disability
<b>6</b>	% Employed by Age
<b>7</b>	Applicants for Employment
<b>8</b>	Applicants for External and Internal posts
<b>9</b>	Promotion and Secondment by BAME and Gender
<b>10</b>	Applicants for Training
<b>11</b>	Number of staff who are involved in Disciplinary or Grievance procedures
<b>12</b>	Starters
<b>13</b>	Leavers
<b>14</b>	Attrition Rate
<b>15</b>	Other Equality Profiles – Sexual orientation, Religious Belief, Marital Status, Gender Identity

**APPENDIX 1**

Reference	Indicator	16/17 Year End Performance	17/18 Year End Performance	Improvement Target	18/19 Year End Performance	Workforce Total @ 31.03.19 = 735
<b>BVPI 11a</b>	% of the top 5% of earners who are female	35%	28.13%	45%	35.9%	To meet the target = 17.5 Current = 14
<b>BVPI 11b</b>	% of the top earners who are from black, asian minority ethnic group	3.85%	0%	14%	7.69%	To meet the target = 5.5 Current BAME = 3
<b>BVPI 16</b>	% of the organisations workforce who are disabled	11%	9.27%	12%	8.57%	To meet the target = 88 Current = 63
<b>BVPI 17</b>	% of the organisations workforce who are from black asian ethnic minority group	21.00%	23%	26%	21.9%	To meet the target = 191 Current = 161
<b>LPI</b>	% of the workforce who are male/ female	M = 66% F = 34%	M = 64.59% F = 35.41%	M = 65% F = 35%	M = 62.72% F = 37.28%	To meet the target M = 478 F = 257 Current M = 461 F = 274
<b>LPI</b>	% of the workforce by age distribution	5.00%	5.39%	Under 25 = 8%	5.58%	To meet the target Under 25 = 59 Current = 41



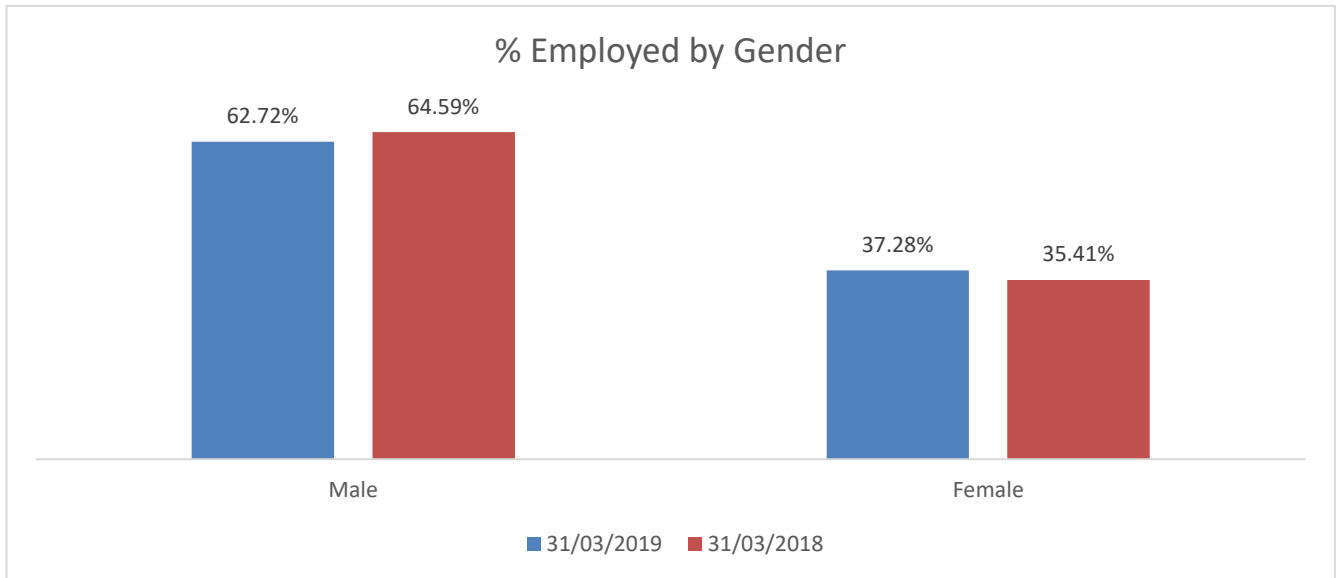
**APPENDIX 2**

**Overall Headcount**

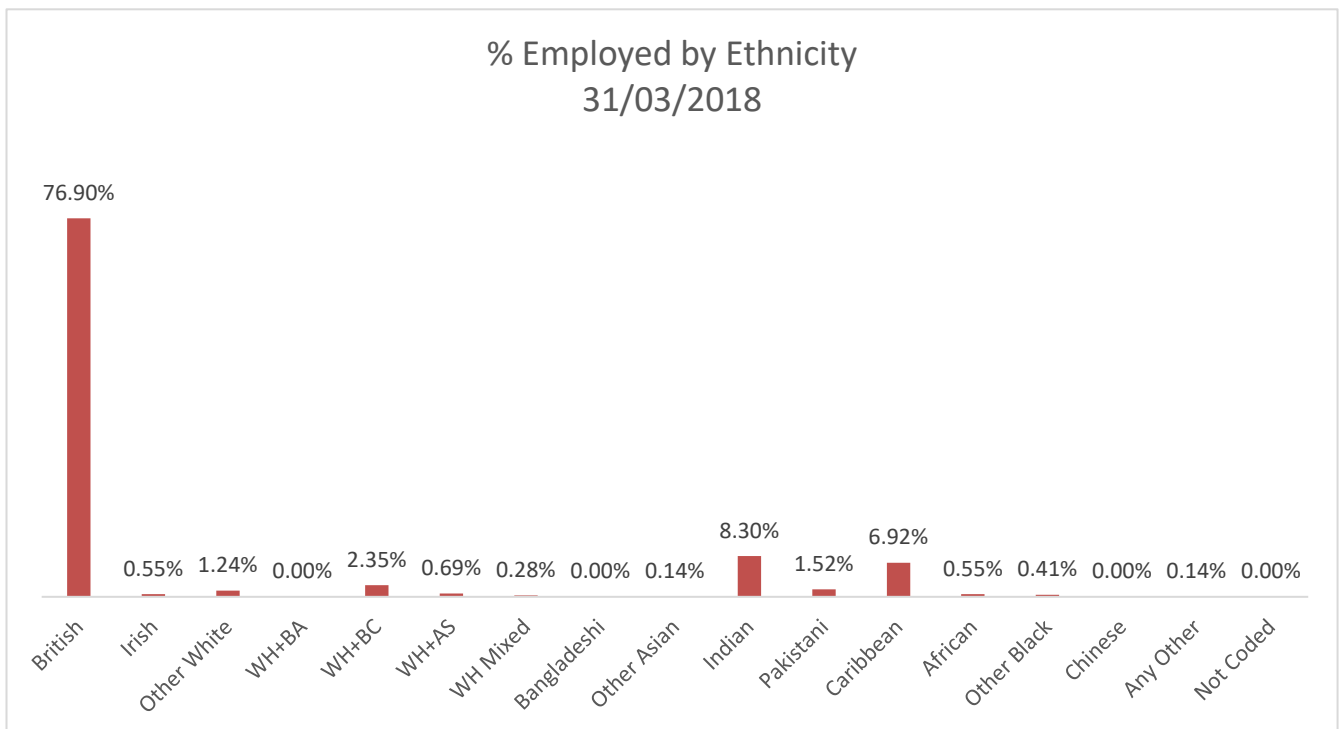
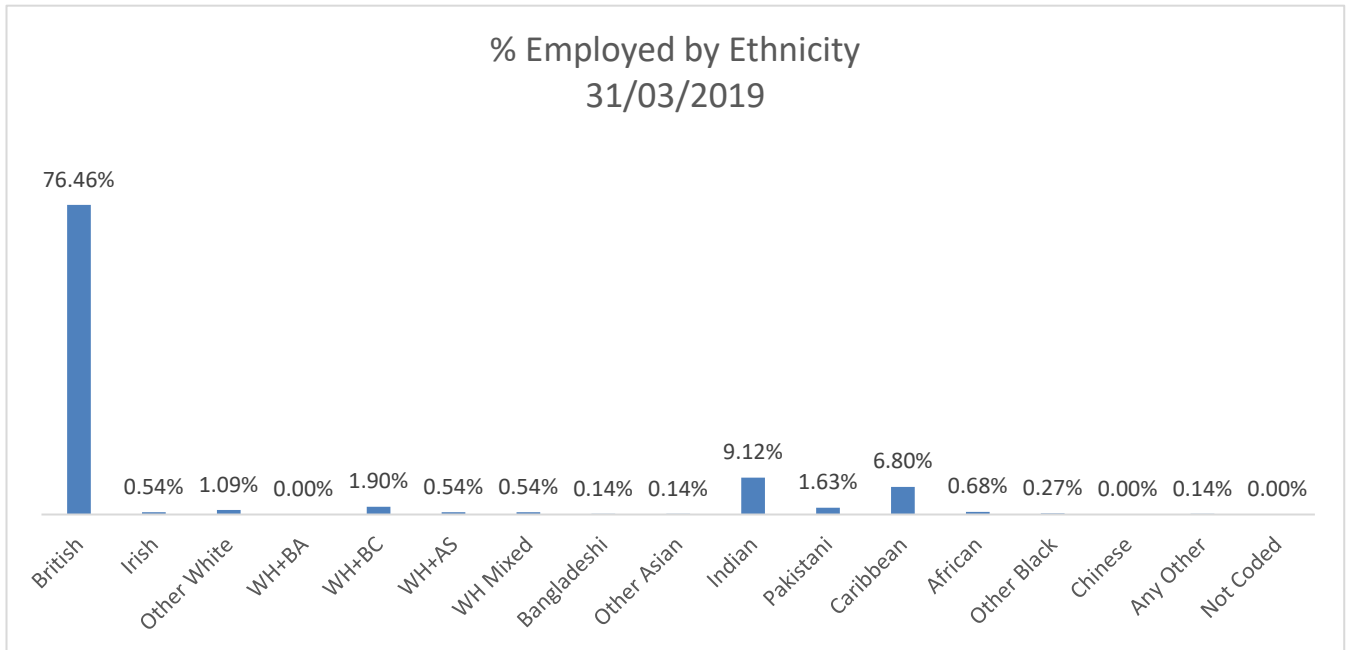
31/03/2019	31/03/2018
Number	Number
735	723

**APPENDIX 3**

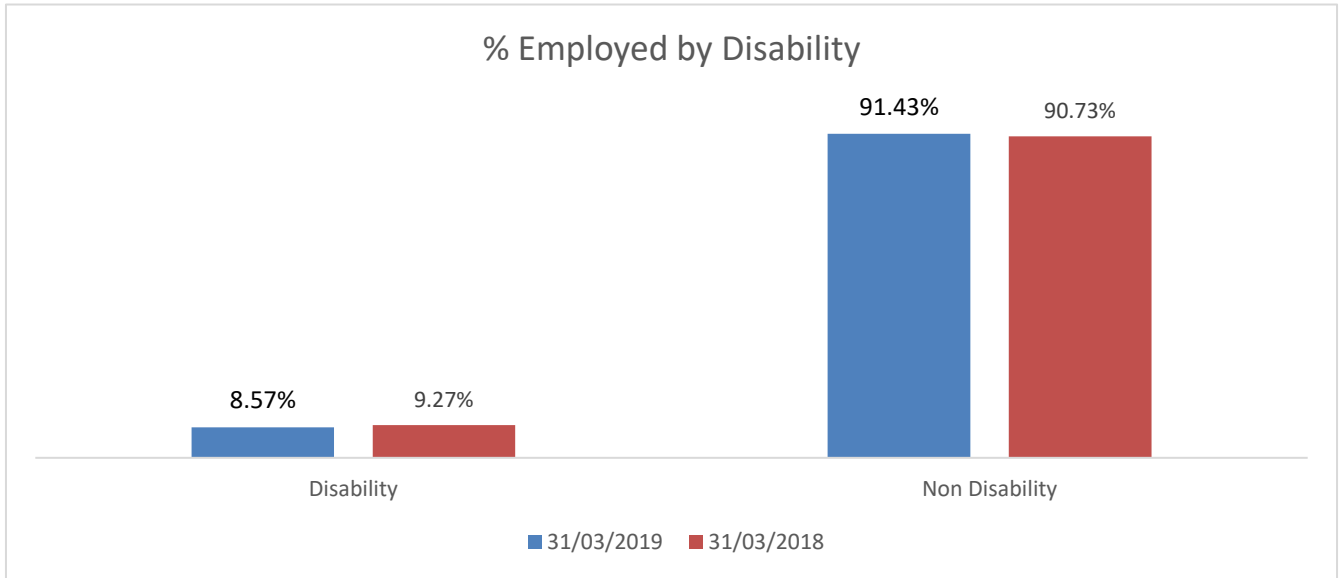
**Gender**



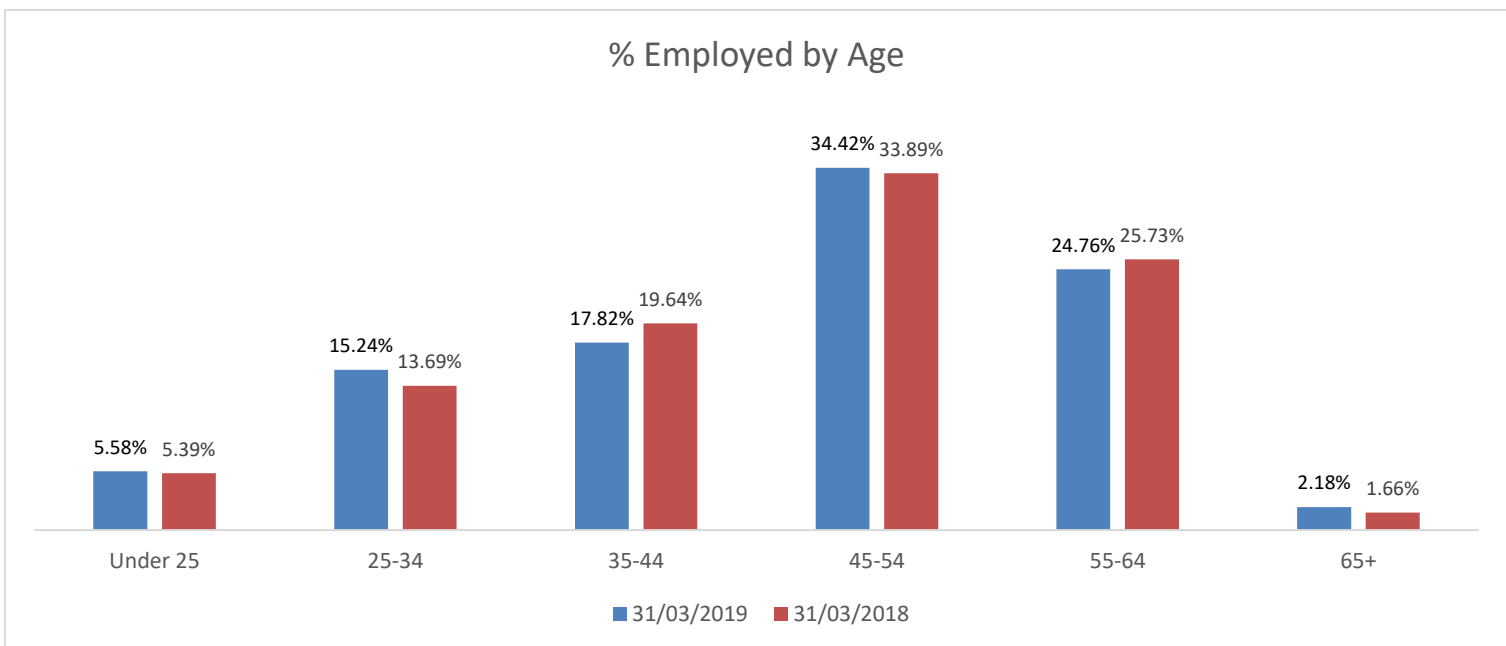
**Ethnicity**



**Disability**



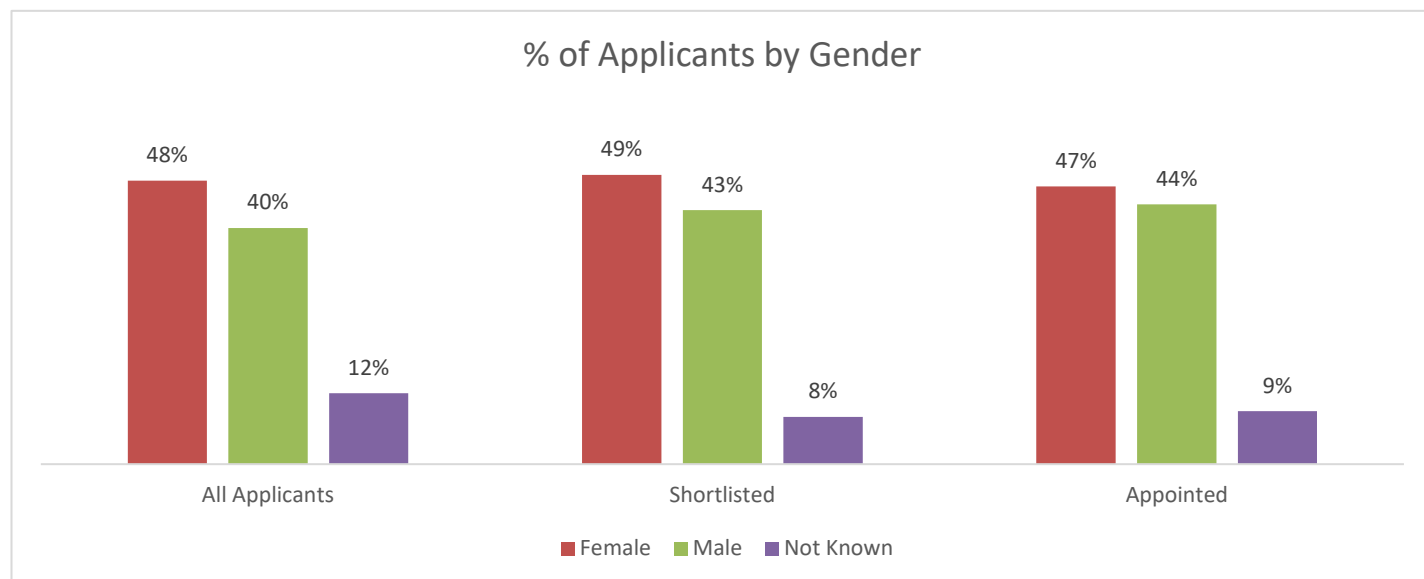
**Age**



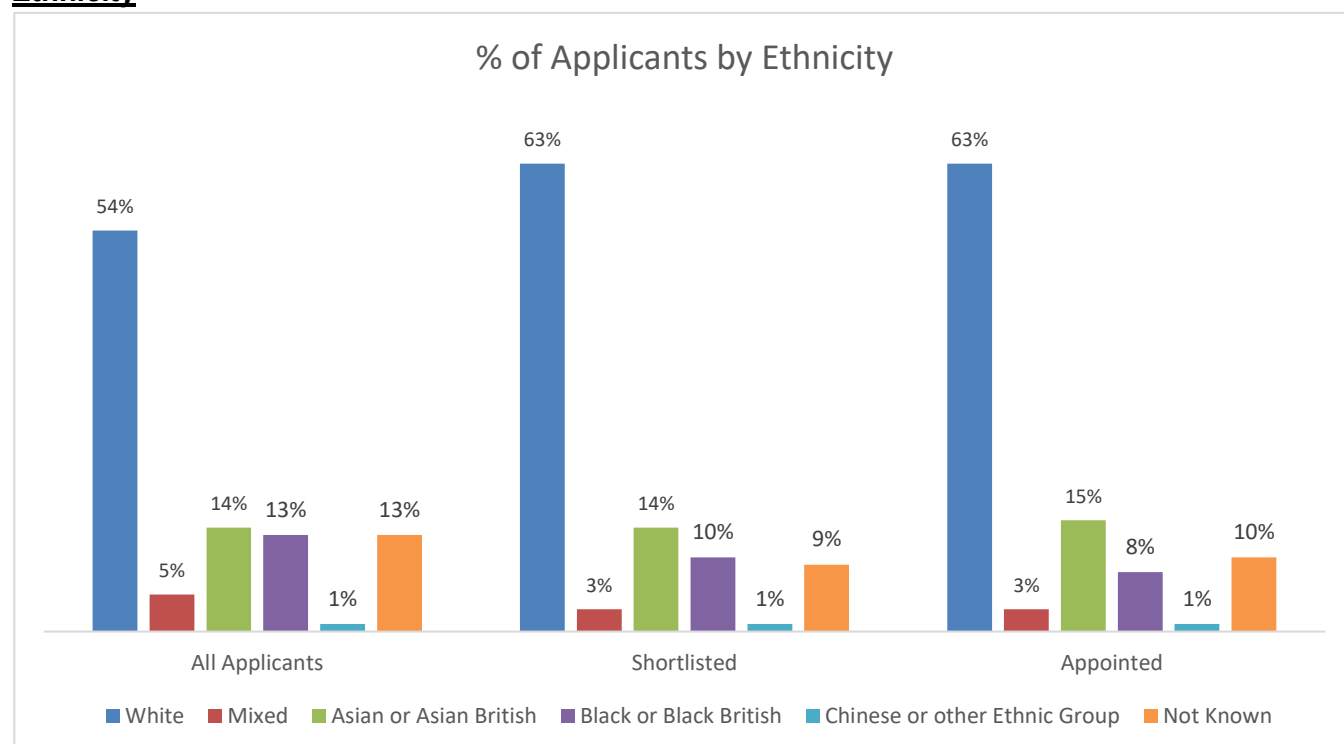
**Applicants for Employment 1 April 2018 – 31 March 2019**

During the monitoring period **105** posts were advertised. **88** of these posts were advertised externally. The number of appointed applicants will not be the same figure as new starters to the organisation as new starters include Trainees/Apprentices. The appointed number is purely on adverts placed during April to March and the responses from those adverts.

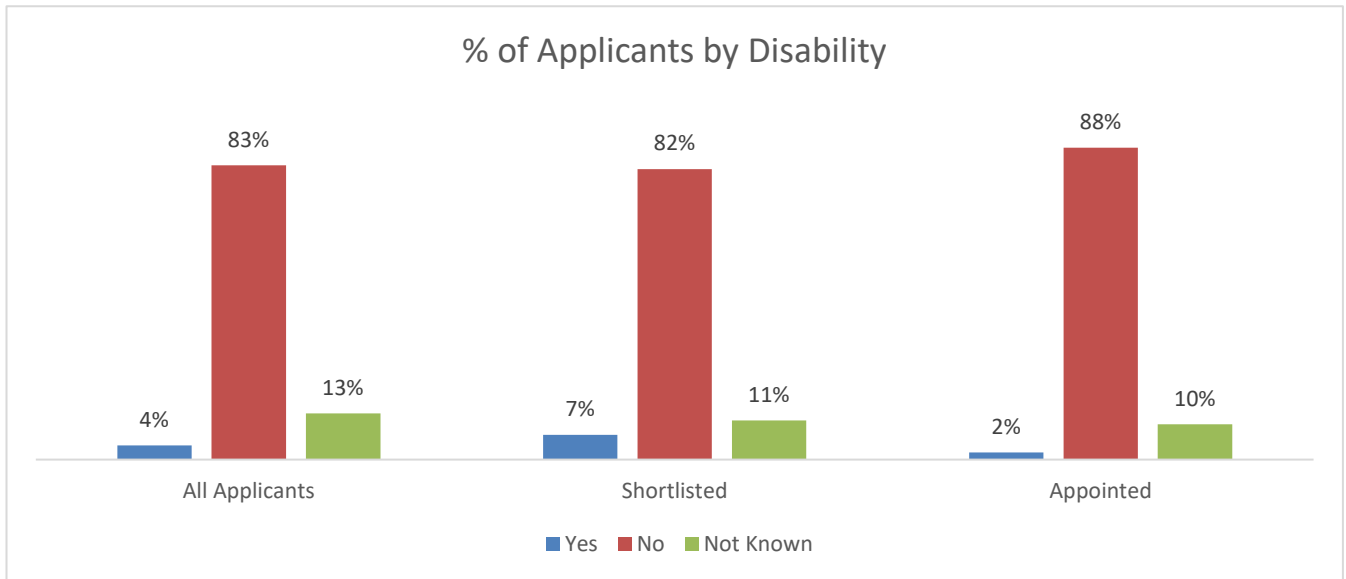
**Gender**



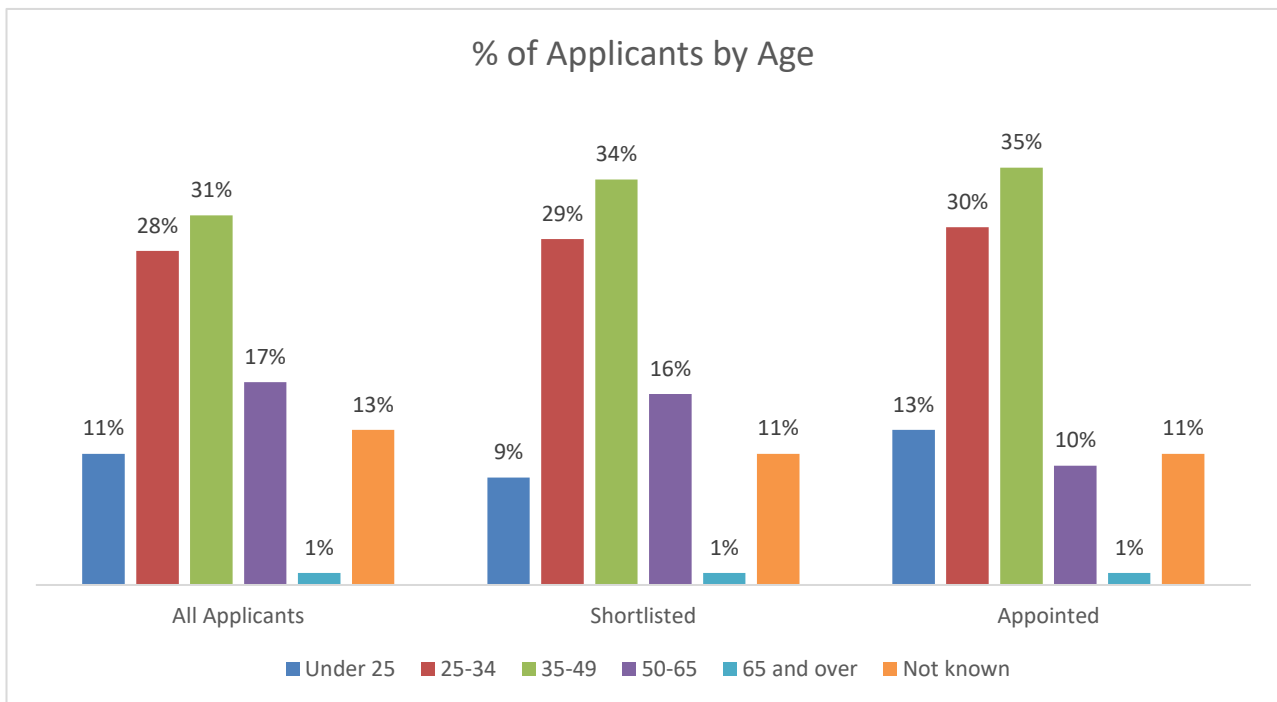
**Ethnicity**



## Disability



## Age





## Applicants for External Posts 1 April 2018 – 31 March 2019

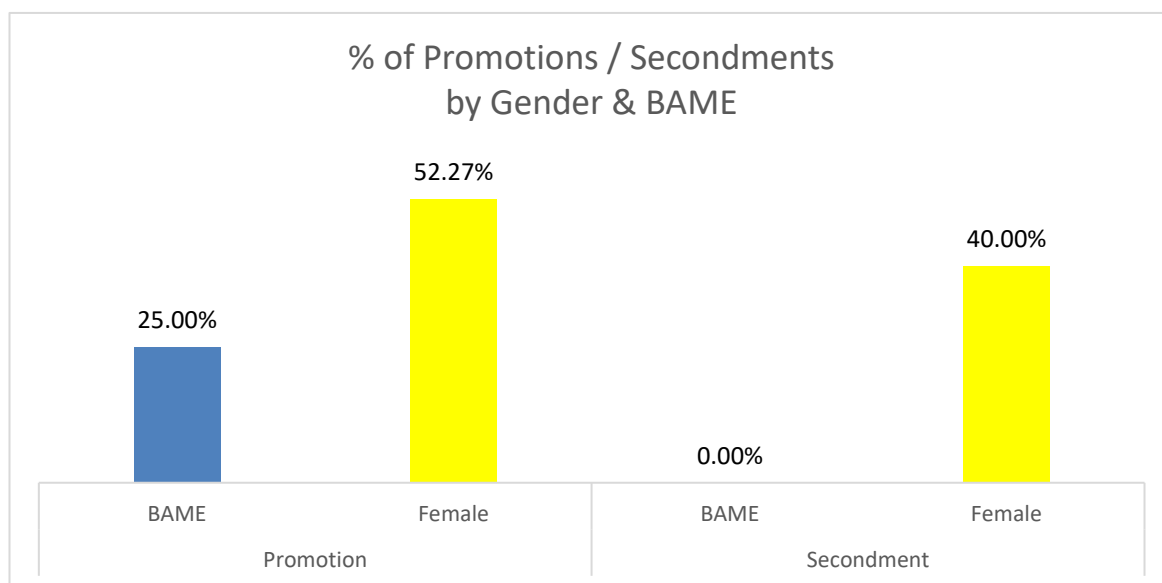
Number of jobs advertised in the period = 88

Job Roles	Grade Range	Applicants			Shortlisted			Appointed		
		White	BAME	Not Known	White	BAME	Not Known	White	BAME	Not Known
Managers and Supervisors – Property	SO - PO	54	17	7	22	1	0	9	0	0
Managers and Supervisors - Housing	SO - PO	12	5	3	1	1	1	0	1	0
Technical Roles - Property	Scale 4 - 6	4	3	1	2	1	0	2	0	0
Housing Management Roles	Scale 3 –PO	318	221	82	88	47	9	19	14	1
Craft	Craft Rate	57	13	13	15	5	2	3	3	1
Estates and Concierge	Scale 3 – SO	75	64	17	16	9	4	4	3	1
Clerical and Admin	Scale 2 – 5	104	56	15	22	9	0	4	1	0
Trainees/ Apprentices	National rate	0	0	0	0	0	0	0	0	0
Customer Service	Scale 3 – 6	101	60	33	13	13	5	2	1	2
Business Support	Scale 3 – PO	156	93	42	52	16	7	16	2	1

**Promotion and Secondments by Gender & Ethnicity**

**Promotions = 44**

**Secondments = 5**



**Applicants for Training**

The training figures refer to applications for Conferences, Further Education, professional qualifications, and NVQ's all of which are requested using the standard application form. All other training such as Health & Safety, Equality and Diversity, IT, Operational, etc is not included in the figures as they are not normally requested on an application form.

**Personal Development**

**5.6% of the organisation requested and received personal development training**

**Gender**

<b>Male – organisation</b>	460
<b>Female – organisation</b>	274



Breakdown	Training Requested	Training received	% Training Requested	Org. %
Male	11	11	100	2%
Female	28	28	100	10%

## Disability

Organisation	Number
Disability	63
Non Disability	671

Breakdown	Training Requested	Training received	% Training Requested	Org. %
Disabled	3	3	100	4.8%
Non Disabled	36	36	100	5.36%

## Age

Breakdown	Organisation
Under 25	49
25 – 50	374
Over 50	311

Breakdown	Training Requested	Training received	% Training Requested	Org %
Under 25	2	2	100	4%
25 – 50	28	28	100	7.49%
Over 50	9	9	100	2.9%

## Ethnicity

Group	Codes	Training Requested	Training received	% Training Requested	Organisation %	No in WH
British	01	31	31		5.6%	556
Irish	02	1	1		0.25%	4
Asian Bangladeshi	03					1
Asian Other	05					1
WH+BC	07					15
WH+AS	08					4
Other White	09					8
WH+BA	11					0
WH Mixed	19					4
Indian	20	3	3		4.5%	67
Pakistani	21	2	2		0.17%	12

Caribbean	30	2	2		4%	50
African	31					5
Other Black	39					2
Chinese	40					0
Any Other	49					1
Not Coded	90					4
Total						

## APPENDIX 11

### Number of staff who are involved in Disciplinary or Grievance procedures

#### Raised a Grievance

	Ethnicity		Gender		Disabled
	BAME Group	White	Male	Female	
<b>Number</b>	1	2	2	1	0
<b>%</b>	33%	66%	66%	33%	

#### Grievance raised against them

	Ethnicity		Gender		Disabled
	BAME Group	White	Male	Female	
<b>Number</b>	0	3	2	1	0
<b>%</b>		100%	66%	33%	

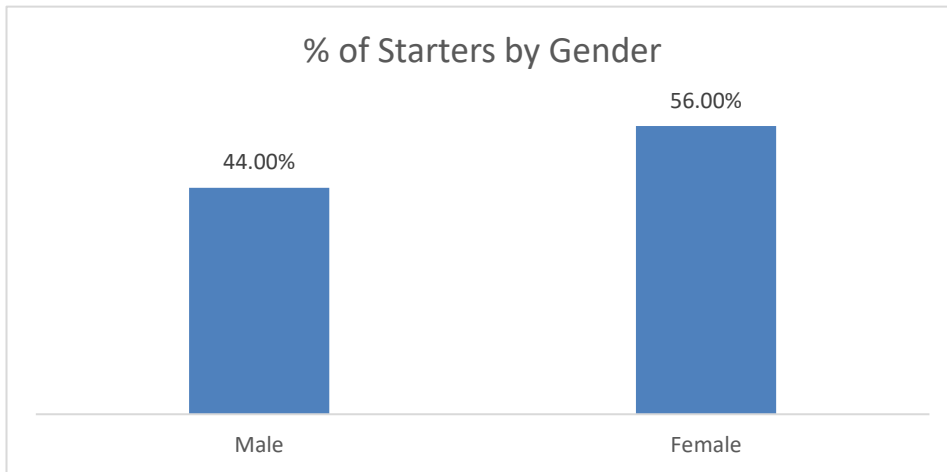
#### Subject of a Disciplinary

	Ethnicity		Gender		Disabled
	BAME Group	White	Male	Female	
<b>Number</b>	3	3	6	0	0
<b>%</b>	50%	50%	100%		

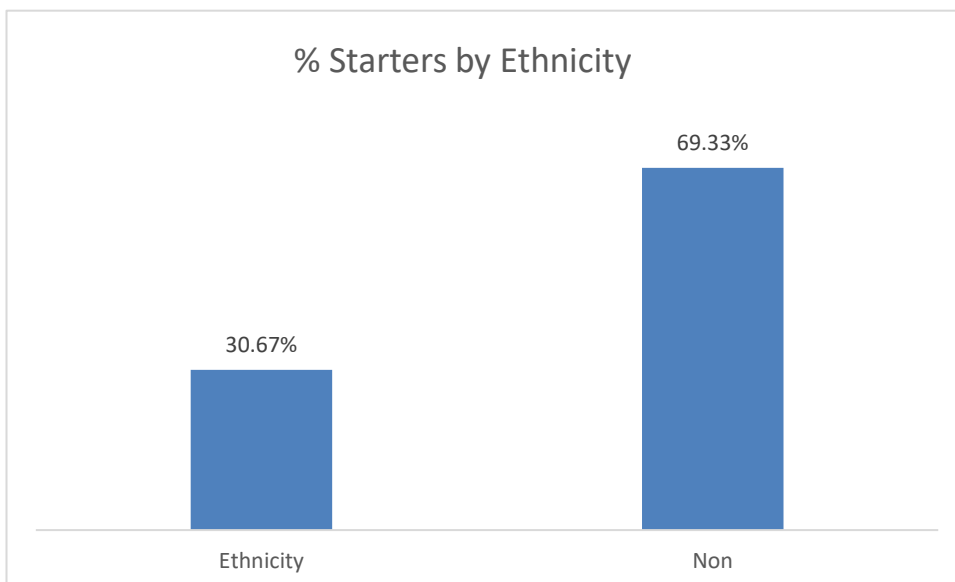
**New Starters 1 April 2018 – 31 March 2019**

Total = 75

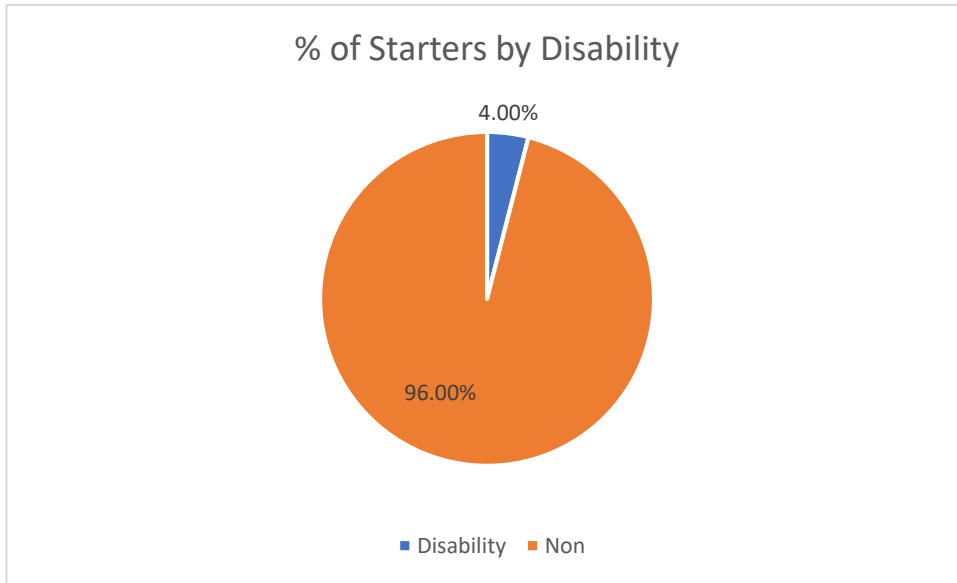
**Gender**



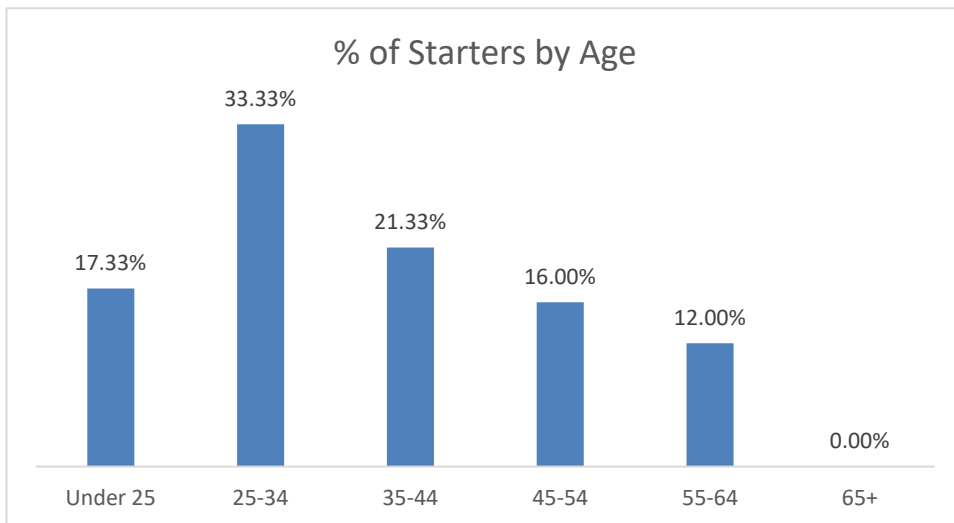
**Ethnicity**



**Disability**



**Age**

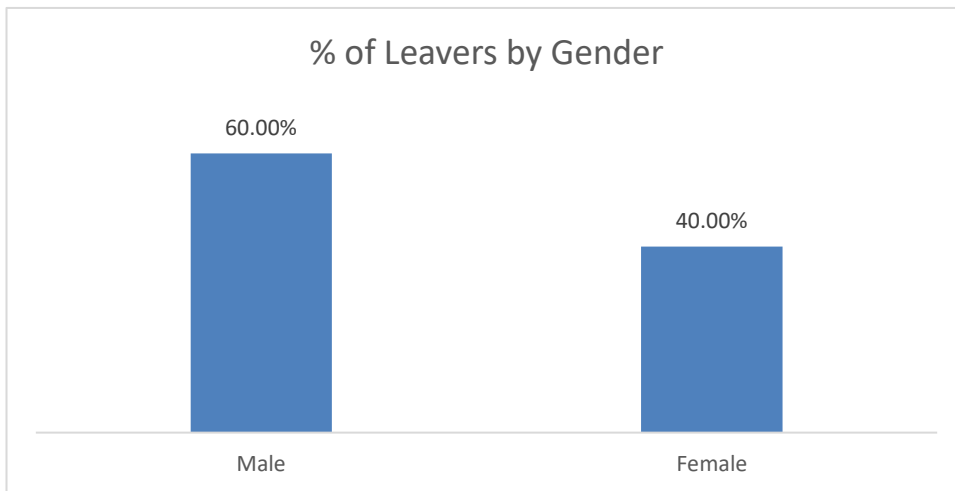


**APPENDIX 13**

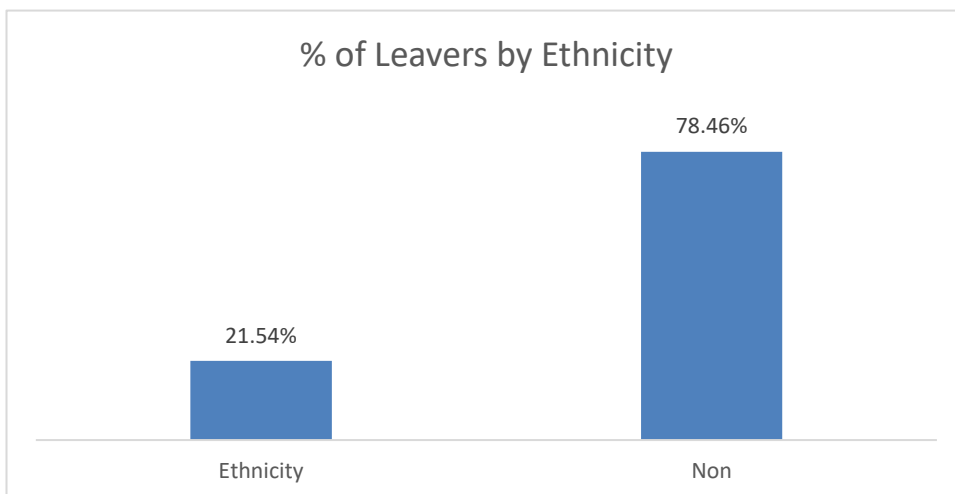
**Leavers 1 April 2018 – 31 March 2019**

**Total = 65**

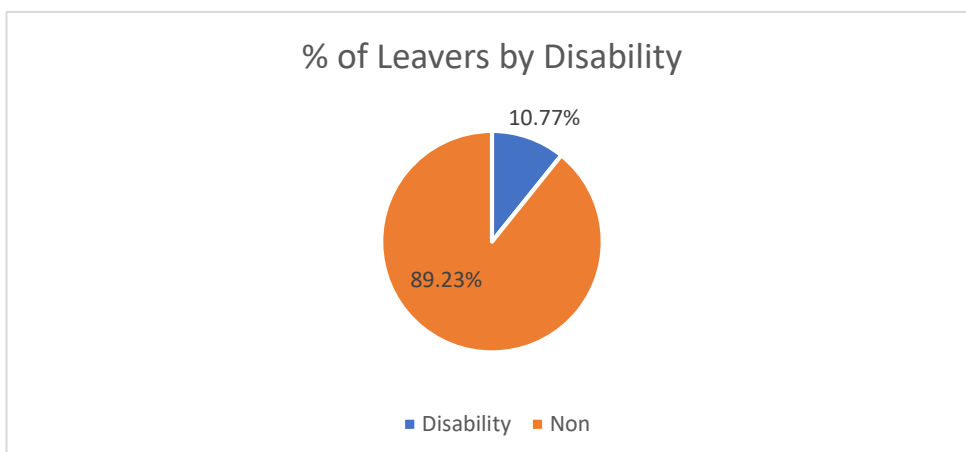
## Gender



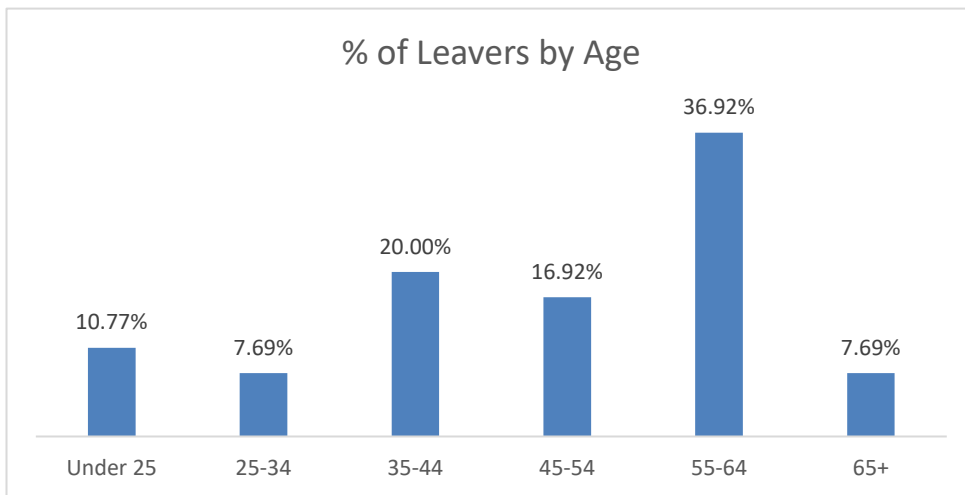
## Ethnicity



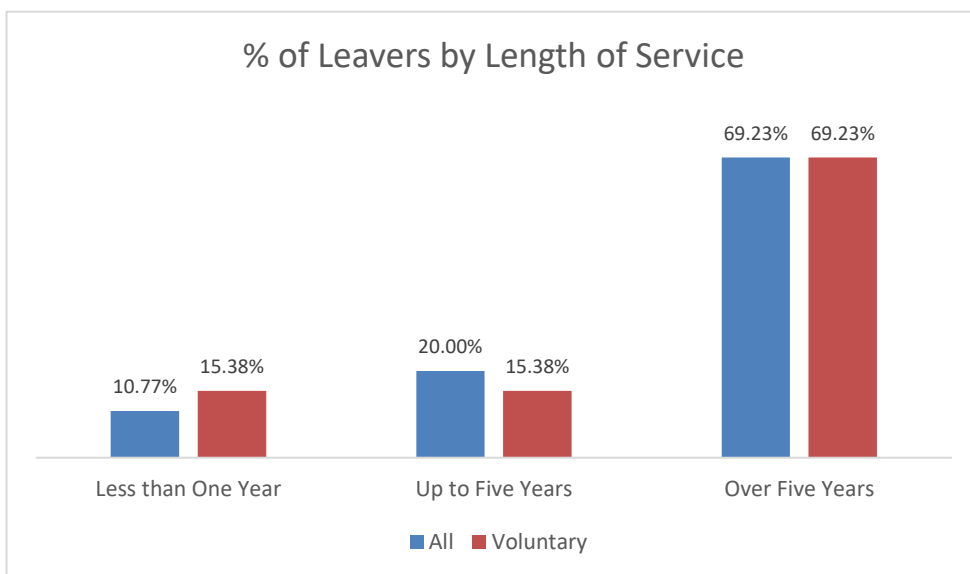
## Disability



## Age



## Length of Service



## APPENDIX 14

### Attrition Rate

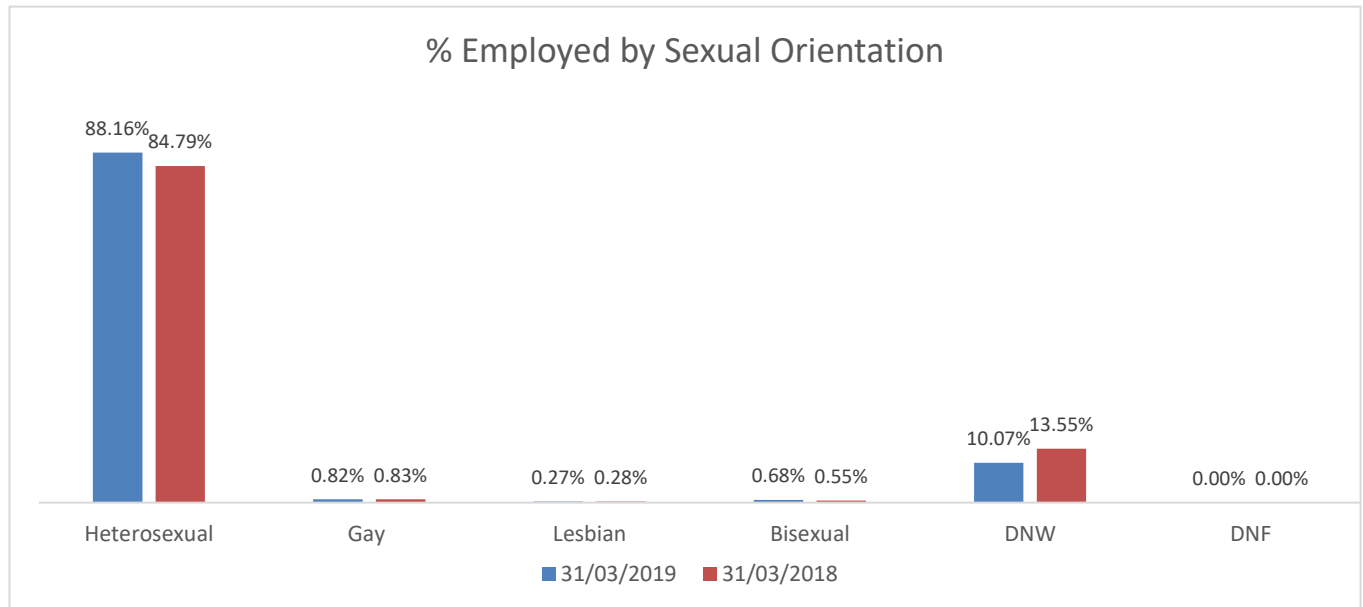
Overall rate 2018/19 = 9.4%

Voluntary rate 2018/19 = 4.9%

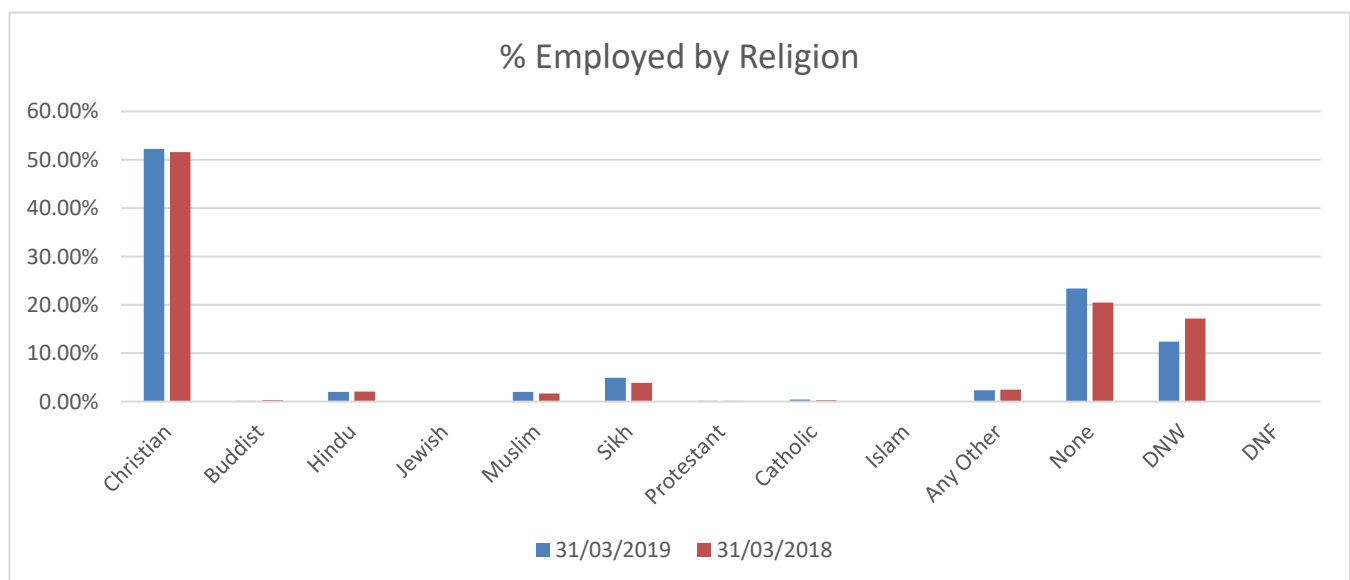
(using HouseMark methodology)

**Other Equality Profiles**

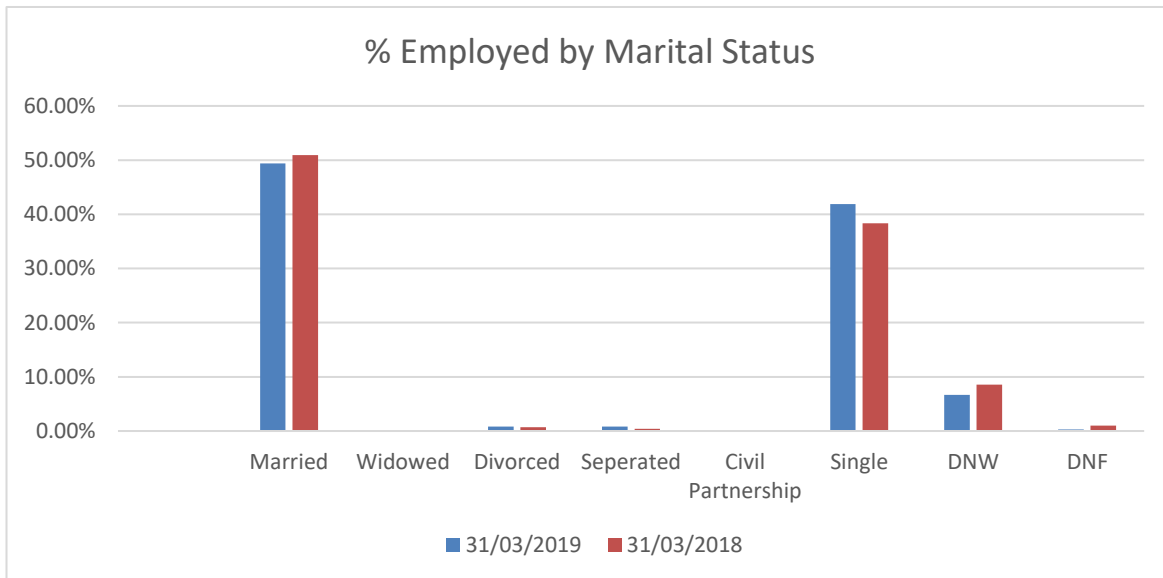
**Sexual Orientation**



**Religion**



## Marital Status



## Gender Identity

