

# Staff and Pensions Committee

Thursday 13 February 2014

## Agenda

The Staff and Pensions Committee will meet in Committee Room 2, Shire Hall, Warwick, on Thursday 13 February 2014 at 3 pm or on the rising of Cabinet if this is later.

### 1. General

(1) **Apologies for absence.**

(2) **Members' Disclosures of Pecuniary and Non-Pecuniary Interests.**

Members are required to register their disclosable pecuniary interests within 28 days of their election of appointment to the Council. A member attending a meeting where a matter arises in which s/he has a disclosable pecuniary interest must (unless s/he has a dispensation):

- Declare the interest if s/he has not already registered it
- Not participate in any discussion or vote
- Must leave the meeting room until the matter has been dealt with (Standing Order 42).
- Give written notice of any unregistered interest to the Monitoring Officer within 28 days of the meeting

Non-pecuniary interests must still be declared in accordance with the new Code of Conduct. These should be declared at the commencement of the meeting.

(3) **Minutes of the meeting held on 14 November 2013**

Enclosed.

(4) **Public Speaking**

To note any requests to speak in accordance with the Council's Public Speaking Scheme.

2. Pension Fund Investment Sub-Committee Minutes and Membership Update
3. Equality & Diversity Workforce Report 2013
4. Any Other Business Considered Urgent by the Chair
5. Reports Containing Confidential or Exempt Information

To consider passing the following resolution:

‘That members of the public be excluded from the meeting for the items mentioned below on the grounds that their presence would involve the disclosure of exempt information as defined in paragraphs 1 & 3 of Schedule 12A of Part 1 of the Local Government Act 1972’.

#### **EXEMPT ITEMS FOR DISCUSSION IN PRIVATE (PURPLE PAPERS).**

6. The Deputy Chief Fire Officer

**JIM GRAHAM**  
Chief Executive

#### **Membership**

Councillors: Izzi Seccombe (Chair), John Appleton, Jeff Clarke, Sara Doughty, Bill Gifford, Brian Moss (Vice Chair)

**General Enquiries: Please contact Paul Williams on 01926 418196. E-mail: [paulwilliamscl@warwickshire.gov.uk](mailto:paulwilliamscl@warwickshire.gov.uk) Enquiries about specific reports: Please contact the officers named in the reports.**

## **Minutes of a meeting of the Staff and Pensions Committee held on 14 November 2013**

### **Present:**

#### **Members of the Committee**

Councillors: Izzi Seccombe (Chair)  
John Appleton  
Jeff Clarke  
Sara Doughty  
Bill Gifford  
Brian Moss

Officers: David Carter, Strategic Director, Resources  
Angela Chisholm, HR Consultant  
Alison Lehky, Business Partnership Manager  
Ruth Wilkinson, County Health, Safety and Wellbeing Manager  
Paul Williams, Democratic Services Team Leader

### **1. General**

#### **(1) Apologies for Absence**

None.

#### **(2) Members Declarations of Personal and Prejudicial Interests**

Councillor John Appleton declared an interest as a member of the pension fund.

#### **(3) Minutes of the meeting held on 18 July 2013**

The minutes of the meeting of the 18<sup>th</sup> July 2013 were discussed and agreed. Regarding item 4 (Recognition and Procedural Agreement between Warwickshire County Council and Recognised Trade Unions) Councillor John Appleton asked whether the fact that the document in question is not legally enforceable was made clear in the document itself. Officers were of the view that it was but agreed to confirm this with the committee.

#### **Resolved**

That the minutes of the meeting held on 18 July 2013 be agreed as a correct record.

## **2. Corporate Health, Safety and Wellbeing Annual Report 2012-13**

Ruth Wilkinson (County Health, Safety and Wellbeing Manager) highlighted key issues from the published report. These included,

- the drive to reduce the bureaucracy around health and safety,
- the introduction by the Health and Safety Executive of a cost recovery scheme,
- a decrease in the number of reported accidents,
- the introduction of a new streamlined workplace inspection programme,
- changes to the auditing regime,
- the top two reasons for absence continue to be musculo-skeletal ailments and stress,
- health and safety training is being developed for employees with a view to developing greater resilience. In addition a more structured approach to health and safety is being delivered with action plans that will help to ensure that staff are aware of their responsibilities.

Ruth Wilkinson concluded by making a commitment to provide reports to the committee early in the reporting year as well as ensuring that senior managers receive quarterly reports for their areas. These initiatives were welcomed by the committee.

In response to a question from Councillor John Appleton the committee was informed that as most injury accidents were experienced by non-employees the incidents have to be reported directly to the Health and Safety Executive. If the Health and Safety Executive seeks to recover costs from the local authority these will have to be borne by individual cost centres. There is no central budget for this.

The committee was reminded that as the report is based on historical data it still retained data pertaining to care homes. These have now passed from the control of the County Council and consequently it is expected that accidents in some areas will be seen to decrease in future reports.

Councillor Izzi Seccombe questioned why the Fire and Rescue Service had seen a significant increase in reported incidents. In response the meeting was informed that this was due to changes to the criteria used with “near-misses” being included in the statistics. Whilst some members questioned the need to record these the meeting acknowledged that they may serve as a preventative tool. However, the Fire and rescue Service needs to use reporting criteria the same as other areas of the County Council. Only in this way can accurate comparisons be made.

Regarding the existence of asbestos in school buildings the committee was informed that when schools become academies the responsibility for following asbestos-related regulations goes with them to the new management.

## **Resolved**

That the Staff and Pensions Committee:

- 1) notes the Corporate Health, Safety and Wellbeing Annual Report 2012-13 and endorses the proposed actions, Key Performance Indicators (KPIs) and priorities recommended within it for 2013-14.
- 2) Requests work be undertaken to ensure that reporting processes and the way they are used be consistent across the authority.

### **3. Employee Sickness Management Report**

Angela Chisholm (HR Consultant) stated that the County Council's sickness rates have in the year to March 2013 increased slightly. However this reflects the national trend. The high level of sickness in the People Group was noted but it was suggested that with the removal of care homes from the equation the figures for 2013/14 should be better. Long term sickness (20+ days) accounts for most absence and HR is working with managers to identify ways reducing sickness levels.

Councillor Jeff Clarke stressed the need for managers to be trained in managing sickness and that they should appreciate their important role in reducing sickness levels. He added that the uncertainties of people's futures will have increased stress levels.

Councillor Bill Gifford suggested that sickness statistics should be provided at a lower level ie not just at Group level. This will allow members to see where in various groups sickness levels are particularly high. In reply to a question from Councillor Sara Doughty the committee was informed that "other reasons" for sickness is being phased out. Inoculations are not provided for free but staff are encouraged to have them. The Director of Public Health has a role to play in this.

There was some uncertainty over whether the statistics for Fire and Rescue cover support staff only or included firefighters. Angela Chisholm agreed to check on this.

In response to a question from Councillor Izzi Seccombe members were informed that regular absentees are tackled and that there are robust mechanisms to manage this. "Presenteeism" has reduced.

Councillor John Appleton observed that Stratford-on-Avon District Council operates a staff survey and follows up suggestions for improvements. This is a useful way of reducing stress. The meeting was informed that Warwickshire County Council has seen a slight reduction in stress related sickness.

It was agreed that detailed sickness information (ie down to business unit level) will be reported to the Portfolio Holder.

## **Resolved**

That the committee:

- 1) notes with concern the increased levels of sickness absence across Warwickshire County Council and
- 2) supports a proactive approach to managing absence which includes effective training of managers

## **4. Staff Travel Rate**

Councillor Jeff Clarke introduced this item. It was agreed that any increase in car mileage rates would have a serious negative impact on the County Council's budget. Councillor Bill Gifford expressed the view that it is possible to run a car for much less than 40 pence per mile.

## **Resolved**

That the Staff and Pensions Committee agree that the unified travel rate introduced on 1<sup>st</sup> November 2013 should continue to be 40p per mile.

## **5. Any Other Business Considered Urgent by the Chair**

Following a suggestion from Councillor John Appleton it was agreed that each meeting of the Staff and Pensions Committee should receive an update on the County Council Pension Fund. As well as covering the "health" of the fund the report should include the level of take up amongst employees.

The meeting rose at 15.55.

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Chair

## Staff and Pensions Committee

13 February 2014

### Pension Fund Investment Sub-Committee Minutes and Membership Update

#### Recommendation

That the committee note and comment on the report

#### 1.0 Introduction

- 1.1 Following the meeting of 14 November 2013 it was decided that the Committee review the prior meeting of the Pension Fund Investment Sub Committee to view the investment performance of the fund. It was also decided that officers should prepare an update on scheme membership which would help gauge the success of auto enrolment for the County Council since the staging date in May 2013.

#### 2.0 Investment Performance

- 2.1 The report on investment performance as presented at the meeting of the Pension Fund Investment Sub-Committee on 11 November 2013 is shown in **Appendix A**.
- 2.2 The minutes from the meeting are shown in **Appendix B**.

#### 3.0 Membership statistics

- 3.1 Members of the Staff and Pensions Committee requested an update of membership numbers for current members of the Local Government Pension Scheme (LGPS) (administered by Warwickshire County Council). Warwickshire County Council as an employer, auto enrolled eligible employees to the LGPS at its Staging Date of 1 May 2013. Employees who were brought into the LGPS on this date then had three months to decide whether to remain a member of the LGPS or to opt out.
- 3.2 Figures supplied by the HR Service Centre, confirmed that of the 1108 employees auto enrolled by the County Council, 729 employees remained members of the LGPS.
- 3.3 Committee Members have requested more regular updates of membership numbers for the Fund as a whole.

- 3.4 Treasury and Pensions has requested from employers details of their Staging Dates and received replies confirming that a further seven employers auto enrolled their employees. Replies were received from; Warwickshire College, The Griffin Multiple Academy Trust, North Warwickshire and Hinckley College, Rugby BC, Warwick Schools Federation, Stratford on Avon DC and North Warwickshire BC. There may be further employers who have passed their Staging Date and not replied.
- 3.5 **Appendix C** shows a month by month analysis (from August 2013) of active membership numbers for the Fund as a whole.

	<b>Name</b>	<b>Contact Information</b>
Report Author	Mathew Dawson, Treasury and Pension Fund Manager	2227
Head of Service	John Betts, Head of Finance	2441
Strategic Director	David Carter, Strategic Director	2564



**Pension Fund Investment Sub Committee  
11 November 2013**

**Investment Performance**

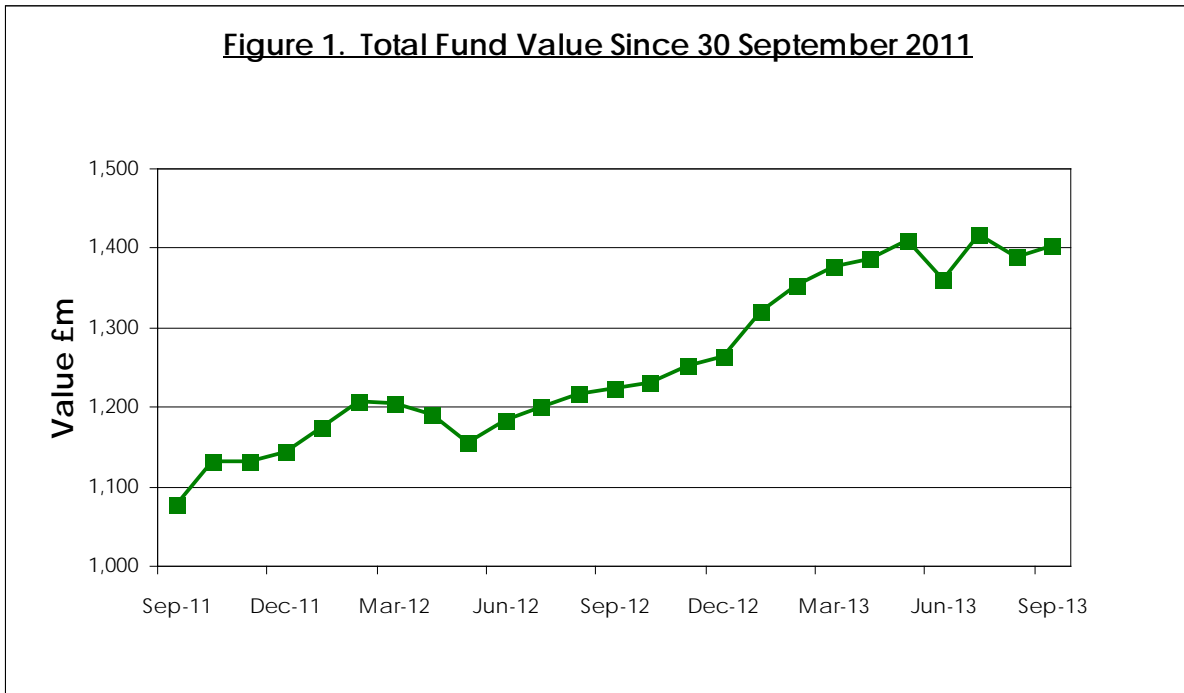
**Report of the Head of Finance**

**Recommendation**

- (1) That the Committee note the fund value and investment performance for the second quarter in 2013/14 to 30 September 2013.

**1. Fund Value at 30 September 2013**

- 1.1 The fund value was £1,403.6m at 30 September 2013 an increase of 2.9% on the previous quarter.



## 2. Fund Asset Allocation

2.1 The performance of the Fund against its asset class benchmarks for the quarter ending 30 September 2013 is shown in Table 1.

**Table 1: Fund Asset Allocation**

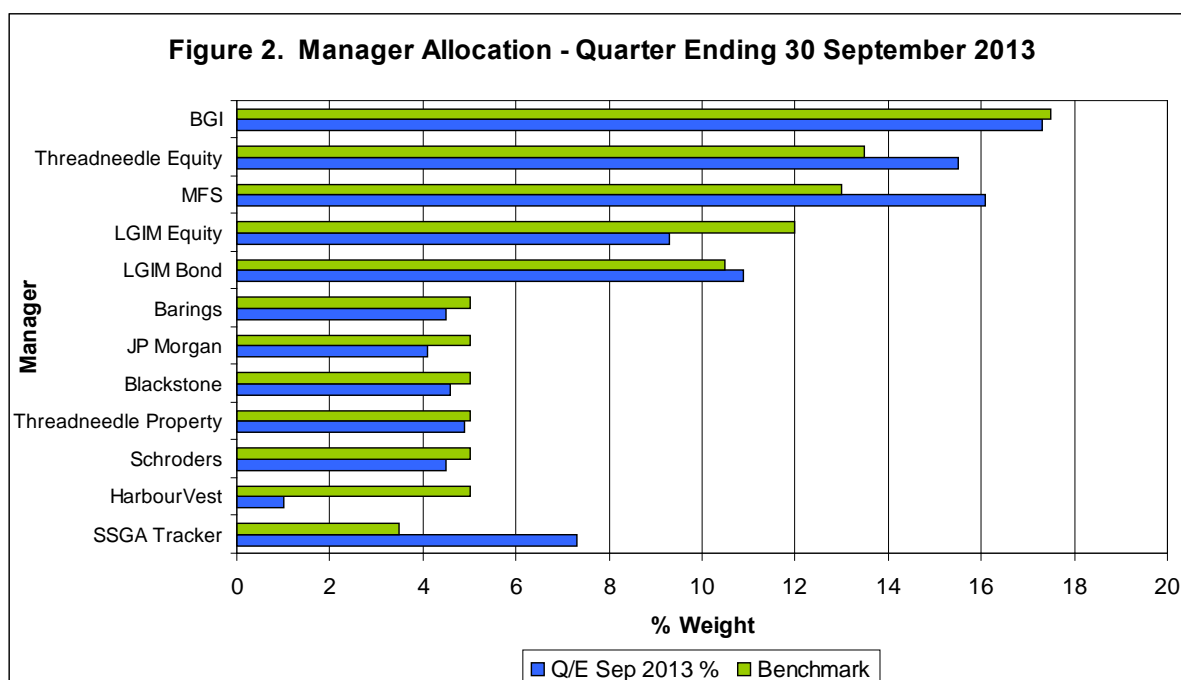
Asset Class	Q/E Sep 2013 %	Fund policy %	Over/under weight %
<b>Equity</b>	<b>59.10</b>	<b>52.50</b>	<b>6.60</b>
UK	28.10	22.50	5.60
Overseas	31.00	30.00	1.00
<b>Fixed Income</b>	<b>16.90</b>	<b>17.50</b>	<b>-0.60</b>
UK corporate bonds	9.90	10.00	-0.10
UK government bonds	2.30	2.50	-0.20
UK index linked bonds	4.70	5.00	-0.30
<b>Hedge Funds</b>	<b>4.50</b>	<b>5.00</b>	<b>-0.50</b>
<b>Private Equity</b>	<b>0.90</b>	<b>5.00</b>	<b>-4.10</b>
<b>Property</b>	<b>9.40</b>	<b>10.00</b>	<b>-0.60</b>
<b>Multi Asset Absolute Return</b>	<b>4.50</b>	<b>5.00</b>	<b>-0.50</b>
<b>Absolute Return Bonds</b>	<b>4.10</b>	<b>5.00</b>	<b>-0.90</b>
<b>Cash</b>	<b>0.60</b>	<b>0.00</b>	<b>0.60</b>
<b>Total</b>	<b>100.00</b>	<b>100.00</b>	<b>0.00</b>

2.2 The fund managers' asset allocation against the benchmark for the quarter ending 30 September 2013 is shown in Table 2.

**Table 2: Fund Asset Allocation by Manager**

Manager	Benchmark	Q/E Sep 2013 %	Variance
SSGA Tracker	3.5	7.3	3.8
HarbourVest	5.0	1.0	-4.0
Schroders	5.0	4.5	-0.5
Threadneedle Property	5.0	4.9	-0.1
Blackstone	5.0	4.6	-0.4
JP Morgan	5.0	4.1	-0.9
Barings	5.0	4.5	-0.5
LGIM Bond	10.5	10.9	0.4
LGIM Equity	12.0	9.3	-2.7
MFS	13.0	16.1	3.1
Threadneedle Equity	13.5	15.5	2.0
BGI	17.5	17.3	-0.2
<b>Total</b>	<b>100.0</b>	<b>100.0</b>	<b>0.0</b>

2.2 Fund asset allocation against each manager is shown in Figure 2.



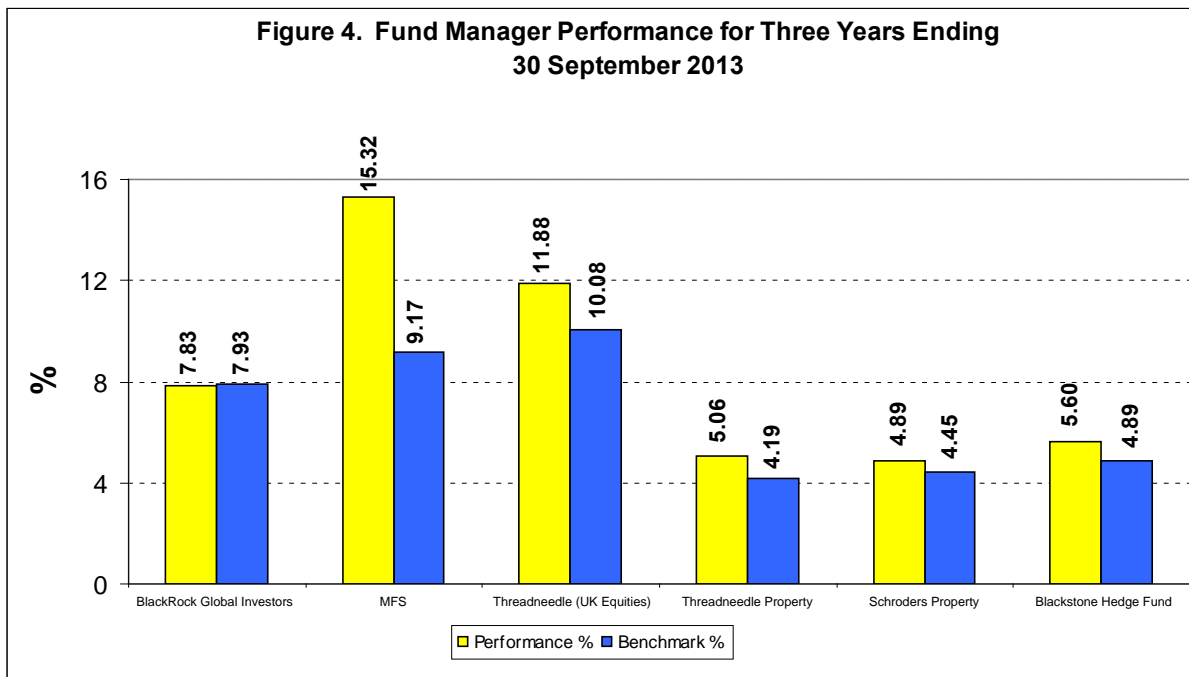
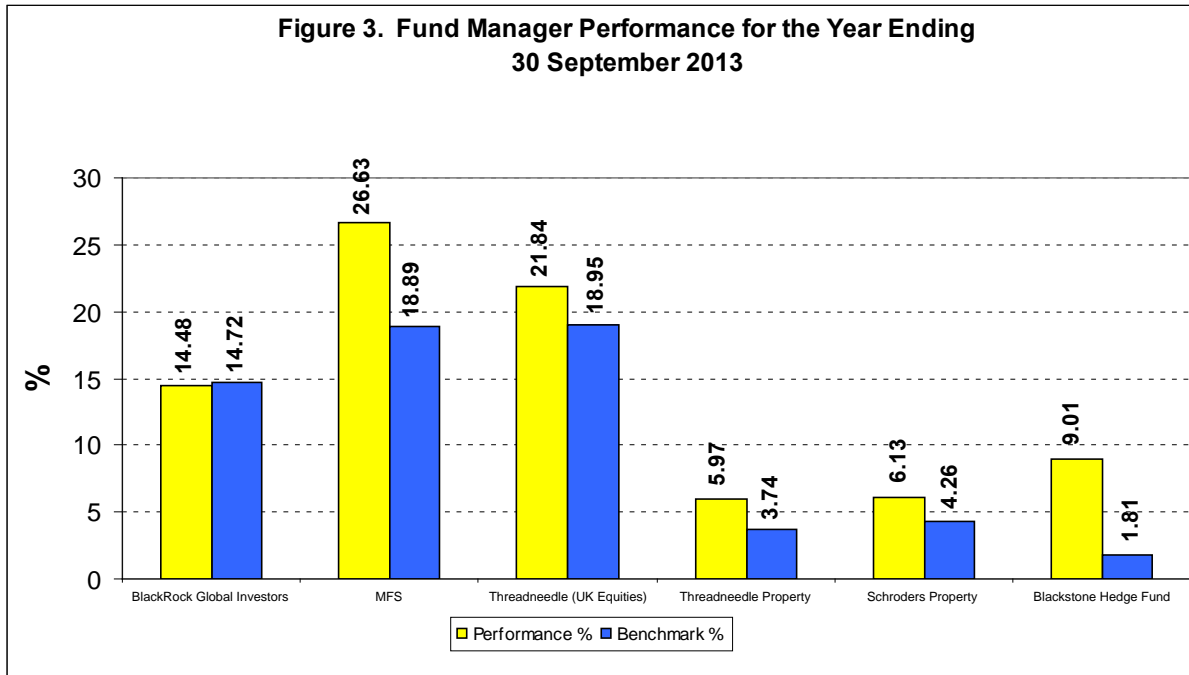
### 3. Fund Performance

3.1 Overall the fund out-performed its overall benchmark by 0.14%. The performances of managers against their benchmarks for the quarter ending 30 September 2013 were:

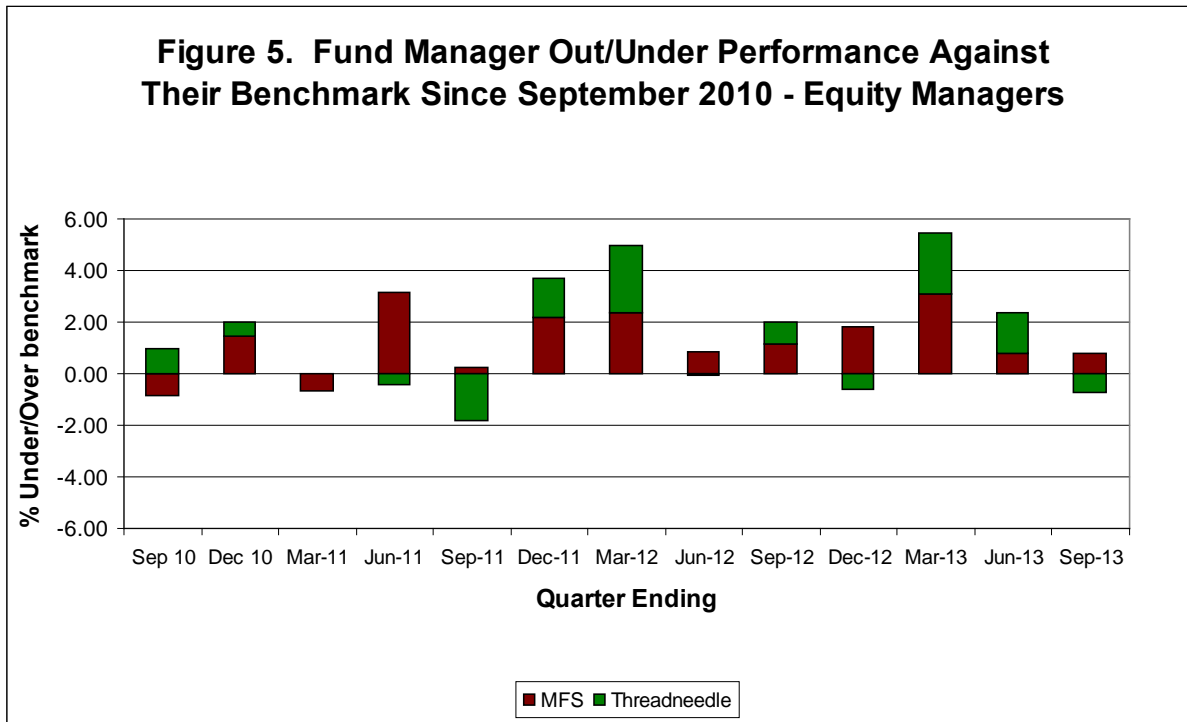
**Table 3: Performance by Fund Manager**

Manager	Benchmark Measure	Q/E Sep 2013 %	Benchmark %	Variance %
BlackRock Global Investors	<i>BlackRock Benchmark</i>	3.11	3.03	<b>0.08</b>
MFS	<i>Global Equity Benchmark</i>	1.84	1.06	<b>0.78</b>
State Street Tracker	<i>FTSE All-Share</i>	5.59	5.58	<b>0.01</b>
Threadneedle	<i>FTSE All-Share</i>	4.86	5.59	<b>-0.73</b>
Legal and General (Global Equities)	<i>LGIM Benchmark</i>	3.75	3.22	<b>0.53</b>
Legal and General (Fixed Interest)	<i>LGIM Benchmark</i>	1.64	1.80	<b>-0.16</b>
Threadneedle Property	<i>Customised Benchmark</i>	2.20	1.81	<b>0.39</b>
Schrodgers Property	<i>Customised Benchmark</i>	2.75	2.45	<b>0.30</b>
Blackstone Hedge	<i>Customised Benchmark</i>	1.94	0.09	<b>1.85</b>
Barings Multi Asset	<i>Customised Benchmark</i>	1.38	0.12	<b>1.26</b>
JP Morgan Strategic Bond	<i>Customised Benchmark</i>	1.46	0.12	<b>1.34</b>
<b>Total</b>	<b>WCC Total Fund Benchmark</b>	<b>2.90</b>	<b>2.76</b>	<b>0.14</b>

3.2 Annualised return for the fund managers to 30 September 2013 is summarised in Figure 3. The three year annualised return is summarised in Figure 4.



3.3 Equity Manager performances against their benchmarks are summarised in Figures 5.



	<b>Name</b>	<b>Contact Information</b>
Report Author	Mathew Dawson, Acting Group Manager Treasury and Pensions	2861
Head of Service	John Betts Head of Finance	2441
Strategic Director	David Carter, Strategic Director	2564

**Minutes of the Pension Fund Investment Sub-Committee meeting held on  
11 November 2013**

**Present:**

**Members**

Councillors John Appleton, Bill Gifford, John Horner, and Brian Moss

**Officers**

Sally Baxter, Democratic Services Officer

John Betts, Head of Service, Finance

Neil Buxton, Pensions Services Manager

Mathew Dawson, Treasury and Pension Fund Manager

John Galbraith, Senior Solicitor, Employment Team

Andrew Lovegrove, Head of Corporate Financial Services

Vicki Forrester, Principal Accountant

**Invitees**

Peter Jones, Independent Investment Advisor

Paul Potter, Investment Advisor, Hymans Robertson

Richard Warden, Actuary, Hymans Robertson

**1. General**

**(1) Apologies**

Apologies were received from Councillors Sara Doughty and Peter Morson.

**(2) Disclosures**

Councillor John Appleton declared a non-pecuniary interest as a member of the Local Government Pension Scheme.

**(3) Minutes of the previous meeting**

The minutes of the meeting held on 29 July 2013 were agreed as a true record.

**2. Investment Performance**

2.1 Mathew Dawson, Treasury and Pensions Group Manager, presented the report and informed members that the fund's value was £1,403.6M at 30 September 2013, an increase of 2.9% on the previous quarter.

2.2 The performance of the Fund Asset Allocation Private Equity was reported to be closer to 1% than the 5% benchmark. Work would be undertaken in partnership with Hymans Robertson in early 2014 to identify funds for investment.

2.3 In response to a question from Councillor John Appleton (Chairman), Mathew Dawson explained that due to the long term nature of investment, it was difficult to assess performance with regards to cash allocation.

2.4 Performance by Fund Manager was reported to be strong, with all Fund Manger's outperforming the cash base benchmark.

2.4 Peter Jones noted that performance across all managers was very encouraging with all different elements working well.

## **2.5 Resolved**

1. That the Pension Fund Investment Sub-Committee noted the fund value and investment performance for the second quarter in 2013/14 to 30 September 2013.

## **3. Warwickshire County Council Pension Fund Admissions and Termination Policy**

3.1 Neil Buxton, Pensions Manager, explained to the Committee the key points of the Warwickshire County Council Pension Fund Admissions and Termination Policy in particular, cessation payments that would be paid should a Fund employer decide to withdraw from the pension scheme.

3.2 The Committee was advised that a review of the policy should be undertaken to ensure that in the event of the closure of a fund employer, a robust method and calculation of any cessation payment, if appropriate, could be formulated.

3.3 It was acknowledged that in light of the announcement from the Secretary of State for Education regarding the willingness of the Government to act as Guarantor in the event an Academy should close, it was pertinent to look at the Policy and make provision for the event that this should fail. It was suggested that two pools of funds be established, one especially for Education to minimise the impact on other policy holders.

3.4 In response to questions from the Committee, Neil Buxton explained the possible effect it would have on the Council if an Academy should fail. He clarified that pooling funds was in accordance with Government guidance and the Pension Fund Investment Sub Committee would review the approach in future.

3.5 A detailed discussion ensued about the proposed draft policy for employers leaving the fund and the importance of due diligence. Richard Warden, Hymans Robertson, highlighted the importance of reviewing the policy now to incorporate new guidance.

### **3.6.1 Resolved**

1. That the Committee approve the amendments to the Admissions and Termination at Appendix b.

## **4. Auto Enrolment**

4.1 Neil Buxton, Pensions Manager, explained that in response to Government legislation, Warwickshire County Council's Local Government Pension Scheme (LGPS) would operate a Staging Date for employees that were eligible for membership of the LGPS but not members of the pension Scheme. Automatic enrolment would take place under the provisions of Automatic Enrolment.

4.2 The Staging Date was 1 May 2013 and enrolled employees had a time frame of three months to opt out of the pension scheme. It was believed that of the 1108 employees

auto enrolled by the County Council, 729 employees had opted to stay in the pension scheme. This was a reported increase of 600 contributing members from 31 July 2013 to 31 July 2012.

#### **4.3 Resolved**

1. The Pension Fund Investment Sub Committee noted the impact of membership numbers.

#### **5. Stratford Civic Centre**

5.1 Neil Buxton, Pensions Manager, asked the Committee to consider the application by Stratford Civic Centre for admitted body status with the Warwickshire Pension Fund. Four employees and members of the Local government Scheme were scheduled to transfer to a new employer, sponsored by the Town Trust, from 1 January 2014

5.2 Although the application did not satisfy the current policy of at least 10 members for admission to the Pension Fund, the sub Committee had in the past made exceptions so as to protect membership rights of current members. In light of this, the Actuary had been consulted and had calculated a contribution rate of 22.4% for the Civic Centre and a Bond surety of £62,000 in the event of a foreclosure. In addition, the Town Trust would be required to act as a guarantor in case there are any unfunded liabilities on foreclosure.

5.3 John Galbraith, Senior Solicitor, and Andrew Lovegrove, Head of Corporate Financial Services, clarified that it was Stratford Town Trust that would be required to act as guarantor and that they were in a healthy position with regards to assets.

#### **5.6 Resolved**

1. That the Pension Fund Investment Sub-Committee approve the application made by Stratford Civic Centre for admitted body status with the Warwickshire Pension Fund.

#### **6. Review of Pension Fund Risk Management**

6.1 Mathew Dawson, Treasury and Pensions Group Manager, presented the Register of Risks and control mechanisms in place for those identified. He discussed the risk management process which included the objectives of the Pension Fund as set in the business plan. The risks of achieving the objectives are then identified and the likelihood and impact if they were to occur are evaluated.

6.2 The Committee considered the key risks and controls contained in Appendix A, in particular, key risks and controls that were summarised as an investment risk. The following risks were identified:

- Fund assets failing to deliver returns over the long term in line with the expected returns underpinning the actuarial variation and funding strategy.
- Contribution requirements from employers.
- High levels of inflation in the future are not matched by asset returns.
- Fund faces short term liquidity problems and is unable to meet benefit outgoings.
- Pensioners living longer.
- Falling active payrolls leading to underpayment of deficit recovery amounts.



6.3 Councillor John Appleton (Chair) suggested that further in depth investigation needs to be undertaken including demographics of scheme members with regards to pensioners living longer to mitigate against the risk. In addition to this, the Committee requested graphical information to help explain the risk associated with falling active payrolls.

6.4 Paul Potter, Investment Advisor, Hymans Robertson, explained the nature and importance of identifying and evaluating investment risk.

**6.5 Resolved**

- 1) That the Pension Fund Investment Sub Committee approve the Register of Risks.
- 2) That the Pension Fund Investment Sub Committee approve the process by which the Register of Risks has been compiled.

**7. Exempt Items – Reports containing Confidential or Exempt Information**

7.1 The Pension Fund Investment Sub-Committee passed the following resolution: That members of the public be excluded from the meeting for the item mentioned below on the grounds that their presence would involve the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

**8. Exempt Minutes of the meeting of the Pension Fund Investment Board – 29 July 2013**

8.1 The Pension Fund Investment Sub-Committee agreed the exempt minutes of the meeting held on 29 July 2013 as a true and accurate record.

**9. Infrastructure Options**

9.1 Mathew Dawson, Treasury and Pensions Group Manager, presented the report and Paul Potter, Investment Adviser, Hymans Robertson, provided information during discussion, as per the exempt minutes.

**9.2 Resolved**

1. That the Pension Fund Investment Sub-Committee commission Hymans Robertson to undertake initial work around infrastructure fund of funds manager selection.
2. Request that fund managers attend the next meeting of the Sub-Committee to present further information.

**10. Actuarial Valuation 2013 – Verbal update**

10.1 Richard Warden, Fund Actuary, Hymans Robertson, presented and discussed the report as per the exempt minutes,

**10.2 Resolved**

1. That the Pension Fund Investment Sub-Committee note the Actuarial Valuation 2013 update

**11. Any other items**

Members were reminded that the Annual General Meeting would be held on 28 November 2013 at Shire Hall in Committee Room 2, from 9.15 a.m. Members were invited to attend the event and informed that it was aimed at employers thus was not a forum for decision making.

The Board rose at 11.40am

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Chair

## Appendix C

Total Warwickshire Scheme					
<b>STATUS</b>	<b>31/08/2013</b>	<b>30/09/2013</b>	<b>31/10/2013</b>	<b>30/11/2013</b>	<b>31/12/2013</b>
<b>Active Member</b>	<b>15791</b>	<b>16299</b>	<b>16295</b>	<b>16518</b>	<b>16396</b>
Undecided Leaver	619	624	698	723	733
Exit - no liability	9365	9381	9393	9399	9400
Deferred	13675	13785	13833	13841	13850
Pensioner	8450	9505	9520	9550	9565
Widow/Dependant	1417	1436	1425	1428	1431
Death	5572	5591	5614	5631	5649
Frozen Refund	2101	2100	2100	2100	2101
Opted out	1218	1337	1401	1440	1535
<b>Total</b>	<b>59208</b>	<b>60058</b>	<b>60279</b>	<b>60630</b>	<b>60660</b>

## Staff and Pensions Committee

13 February 2014

### Equality & Diversity Workforce Report 2013

#### Recommendation

That the Committee note the Equality & Diversity Workforce Report 2013 which has been collated from data available from the Human Resources Management System (HRMS).

#### 1.0 INTRODUCTION/ BACKGROUND

- 1.1 The purpose of this report is to provide information on the Council's equality and diversity workforce profile for 2013.
- 1.2 This report is required to meet the Public Sector Equality Duty 2011 which requires local authorities to compile information relating to employees who come within the definition of people who share 'protected characteristics'.

#### 2.0 Key points

- 2.1 The statistical data compiled from information held on HRMS for the report is attached as Appendix A.
- 2.2 The protected characteristics covered in this report are; Ethnicity, Gender, Disability, Age, Religion or Belief and Sexual Orientation. Under the Equality Act 2010, the following 'protected characteristics' are also covered: 'Pregnancy and Maternity', 'Marriage and Civil Partnership' and 'Gender Reassignment', however, they are not covered in this report. Discussions are currently being held on how best to collect and collate the data for the future.
- 2.3 The data contained in this report will be used as a tool to support the Workforce Planning process for the coming year, and will feed into Group Business Planning objectives.
- 2.4 The 2013 report does not cover schools staff, as schools have now started to use external payroll providers and so we no longer hold information on all schools, therefore did not wish to provide a partial picture.
- 2.5 With regard to some of the equality monitoring data such as; disability, religion or belief and sexual orientation, staff self-declare on HRMS and therefore it is dependent on disclosure by staff.

- 2.6 The total headcount as at 31<sup>st</sup> December 2013 is 5,430, which is 505 less than 31<sup>st</sup> December 2012 when the headcount was 5,935.
- 2.7 This decline in numbers fits in with the Transformation agenda which the Council has embarked on and the three year savings plan agreed as part of the 2012/13 Budget.
- 2.8 The proportion of full time staff compared to part time staff has changed from 2012 to 2013, at 55% and 45% respectively. There has been a 3% increase in full time staff and a subsequent 3% decrease in part time staff.
- 2.9 The ratio of male to female has changed from 2012 to 2013, at 31% and 69% respectively. There has been a 2% increase in the number of male employees and a subsequent 2% decrease in the number of female employees.
- 2.10 The ethnic minority representation in the workforce has seen a very slight decrease from 10.82% in 2012 to 10.48% in 2013. According to the 2011 Census figures the ethnic minority figure is 11.42%.
- 2.11 However, the figures for employees choosing not to self-declare their ethnicity on HRMS have increased from 6% in 2012 to 8% in 2013.
- 2.12 The number of employees who have declared a disability has seen a very slight decrease from 3.7% in 2012 to 3.6% in 2013. However, there has been an increase in the number of employees choosing not to declare, from 18% in 2012 to 20% in 2013.
- 2.13 Over the next few months we will be looking at ways on how to encourage staff to self-declare their equality information in relation to disability and ethnicity on HRMS.
- 2.14 The percentage of staff choosing to self-declare their equality information in relation to faith and sexual orientation has increased. In relation to faith from 20.3% in 2012 to 23.5% in 2013 and in relation to sexual orientation from 18.9% in 2012 to 21.8% in 2013.
- 2.15 The age range 40 – 59 makes up the largest group in the workforce at 61% and this figure has remained static for the last 3 years. However, there has been a slight increase in numbers for 65 and over age range.
- 2.16 The slight increase in the 65 and over age can be explained by the fact that the Default Retirement Age has been removed, so there is no compulsion on employees to retire at a particular age.
- 2.17 Turnover of staff has slightly decreased from 13.5% in 2012 to 11.9%, however, it is still higher than 2011 when it was 6.28%.

### 3.0 Conclusion

- 3.1 The information in the report and the statistical information attached at Appendix A will be used to support WCC's workforce planning objectives over the coming year.
- 3.2 The statistical data will assist WCC to have due regard by providing data to undertake Equality Impact Assessments on workforce related services.

### Background papers

None

	<b>Name</b>	<b>Contact Information</b>
Report Author	Minakshee Patel	<a href="mailto:minaksheepatel@warwickshire.gov.uk">minaksheepatel@warwickshire.gov.uk</a> Tel: 01926 412659
Head of Service	Sue Evans	01926 412314
Strategic Director	David Carter	01926 412564
Portfolio Holder	Cllr Jeff Clarke	

# Equality and Diversity Workforce Report

For Warwickshire County Council

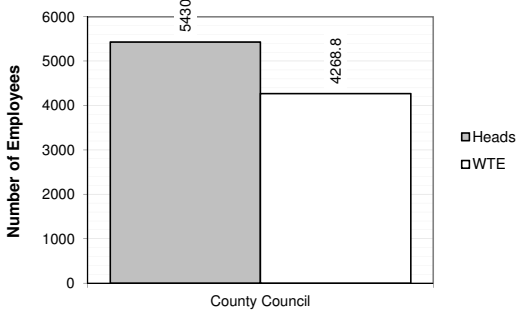
December 2013

## Section 1 - Workforce

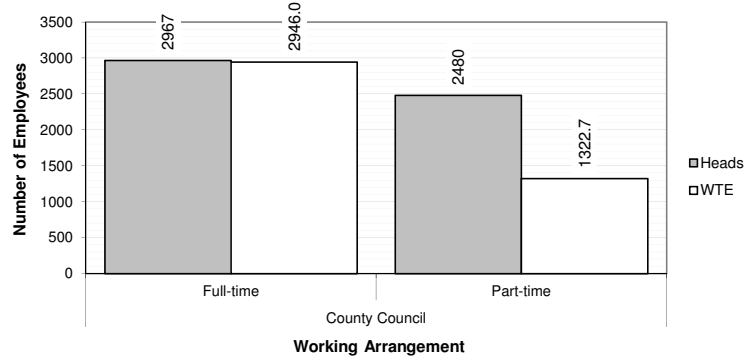
Data as at 31/12/2013

*This report does not include information on staff within schools and unless explicitly stated all data excludes casual and supply workers.*

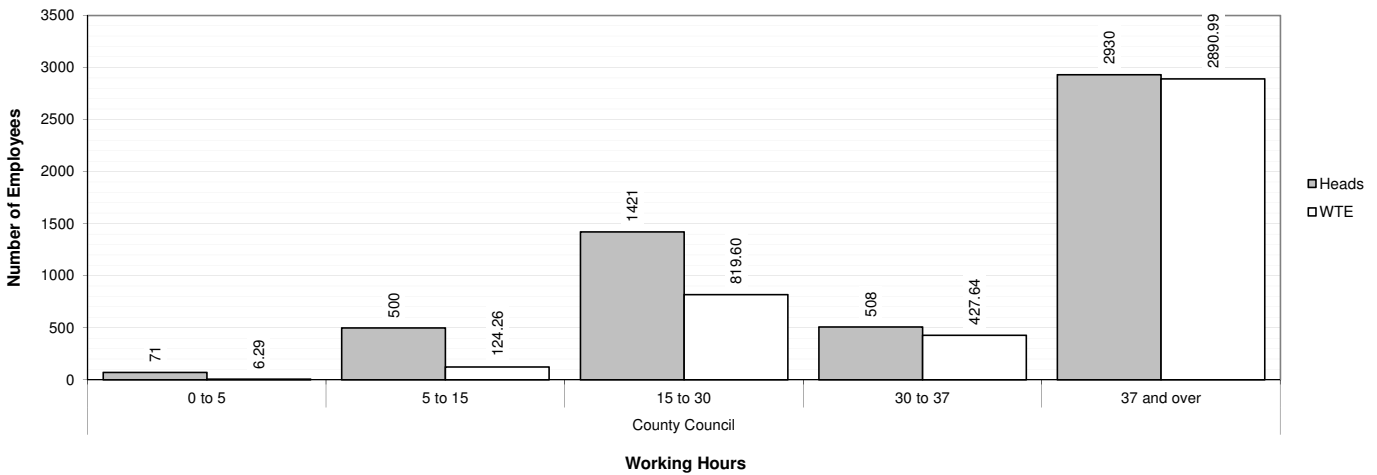
### Heads and Fulltime Equivalents



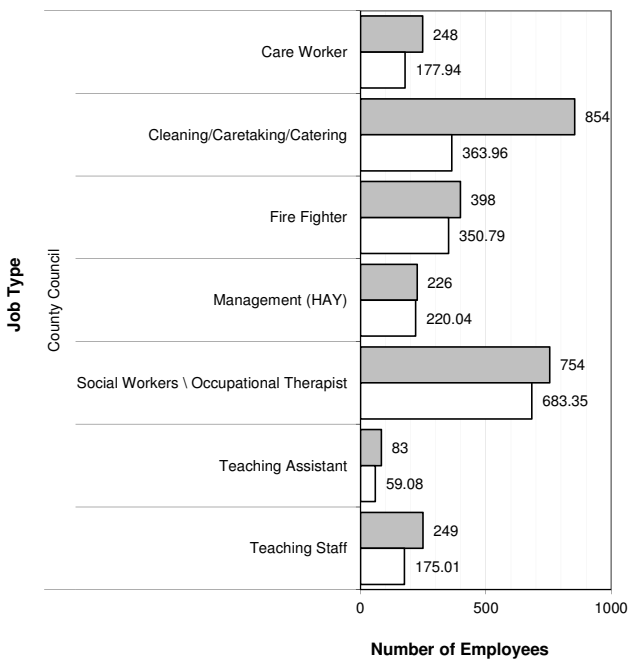
### Full-time Distribution



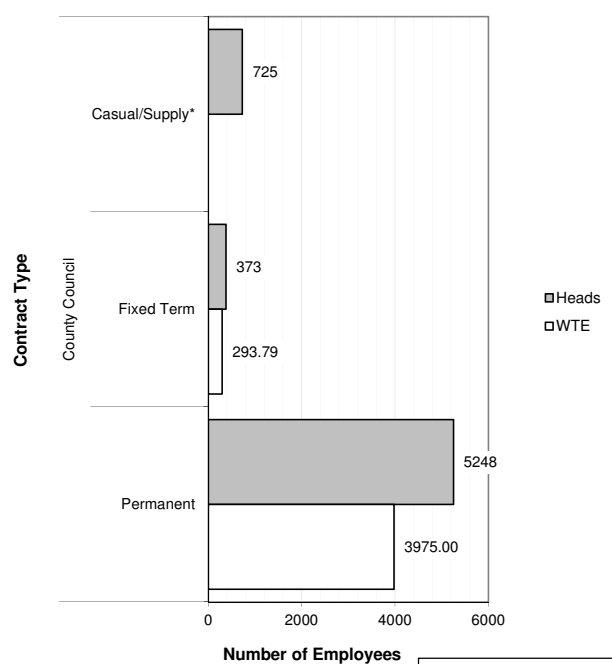
### Working Hours



### Job Types

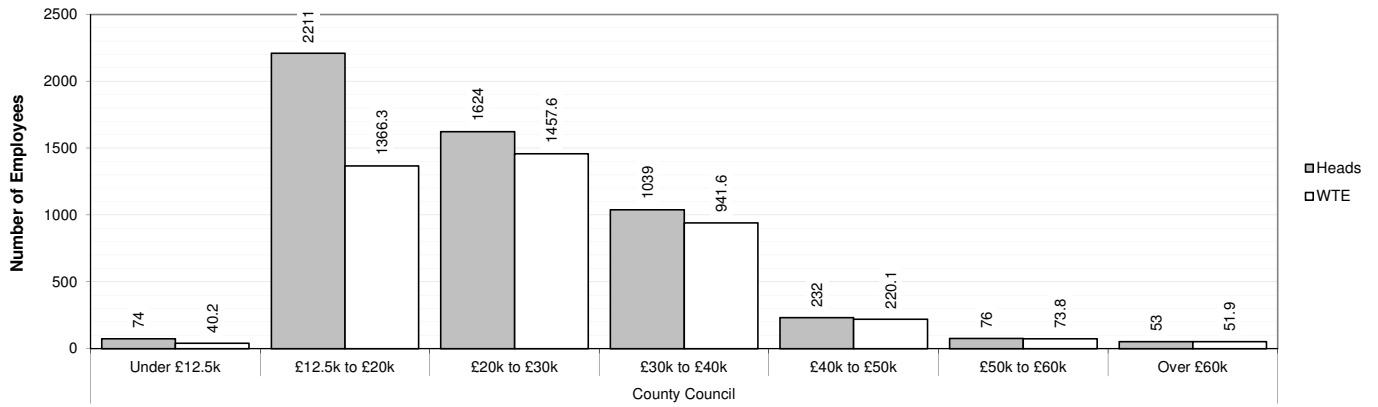


### Contract Types



\* Including casual

## Annual Salary



Gross Salary

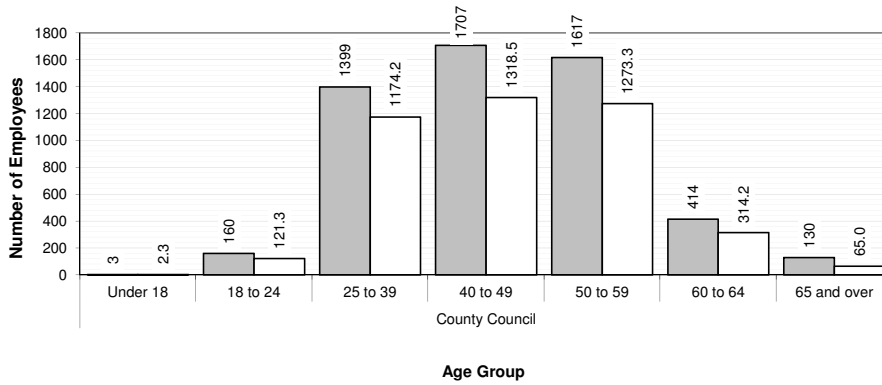
**Please note figures exclude Retained Fire personnel and 'Unit Based' employees.**



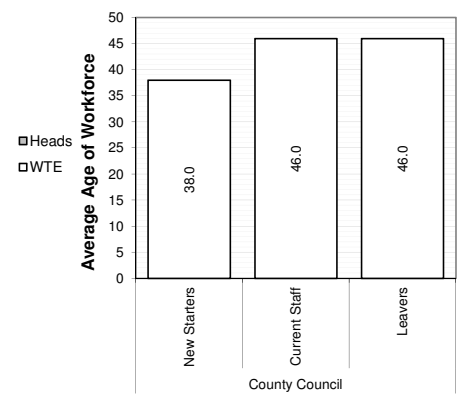
# Section 2 - Demographic

Data as at 31/12/2013

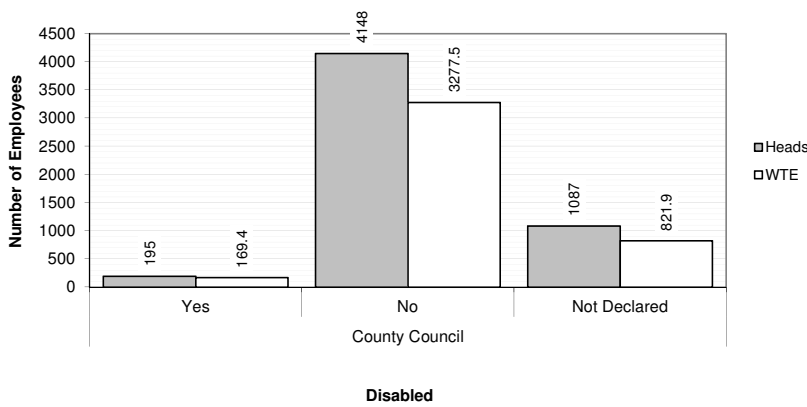
## Age Profile



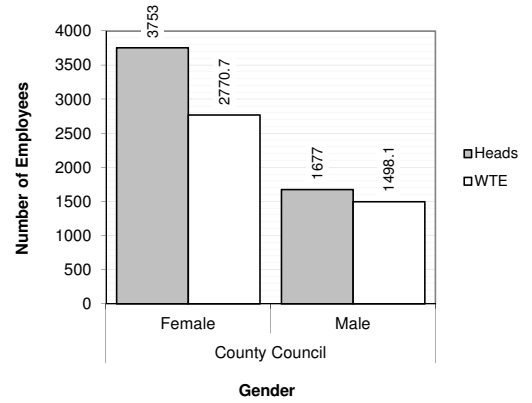
## Average Age



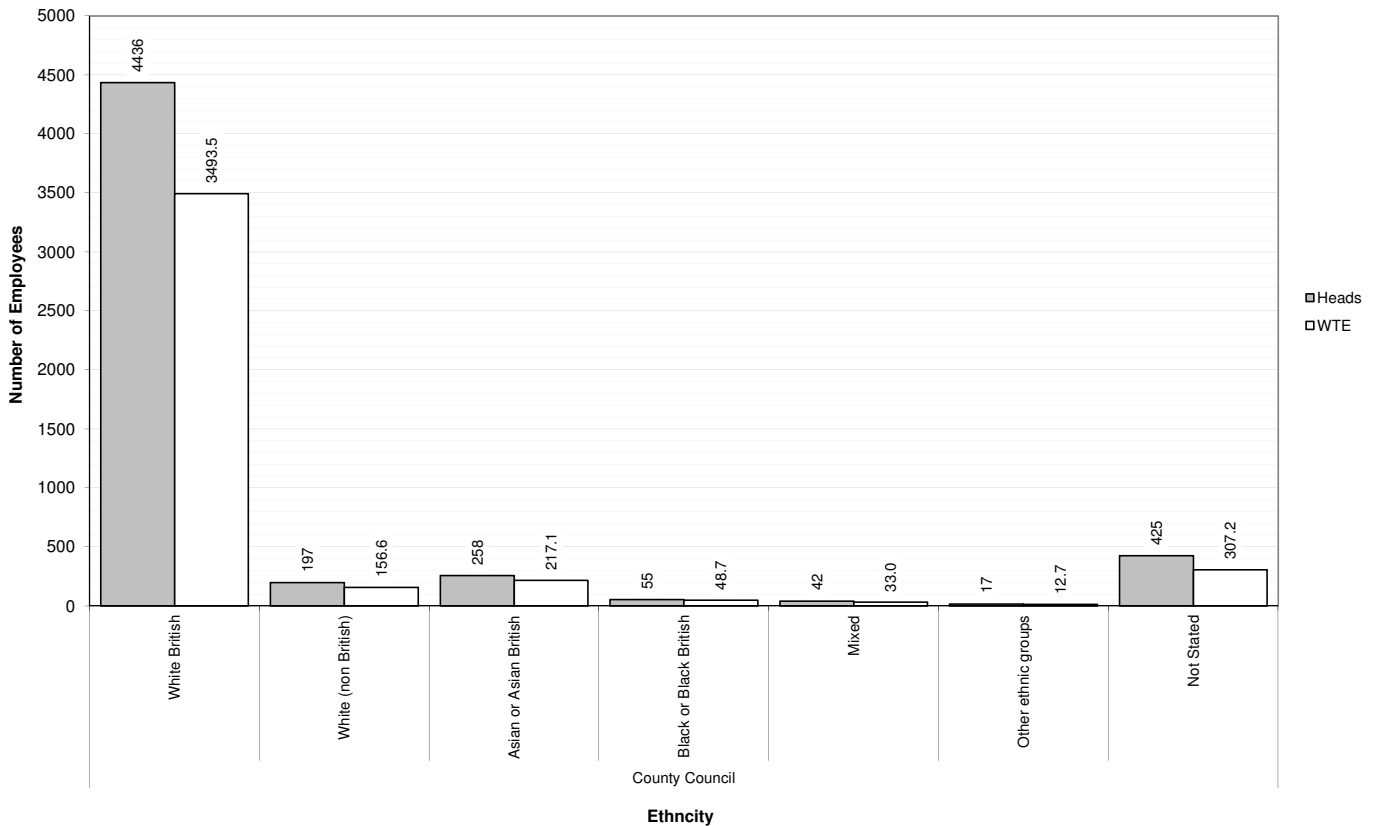
## Disability



## Gender



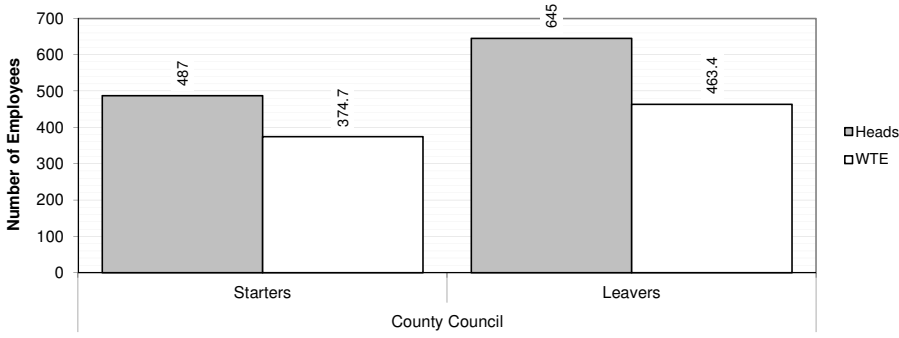
## Ethnicity



# Section 3 - Turnover

For the period 01/01/2013 to 31/12/2013

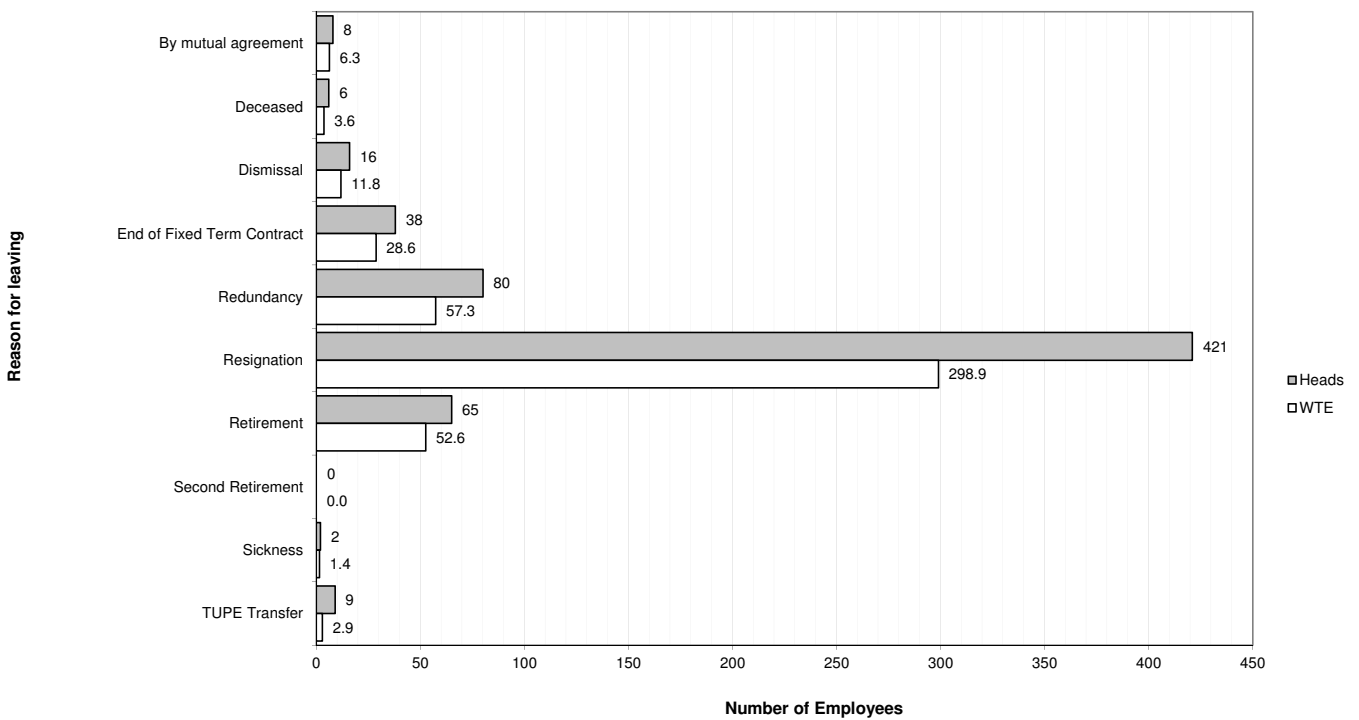
## Starters and Leavers



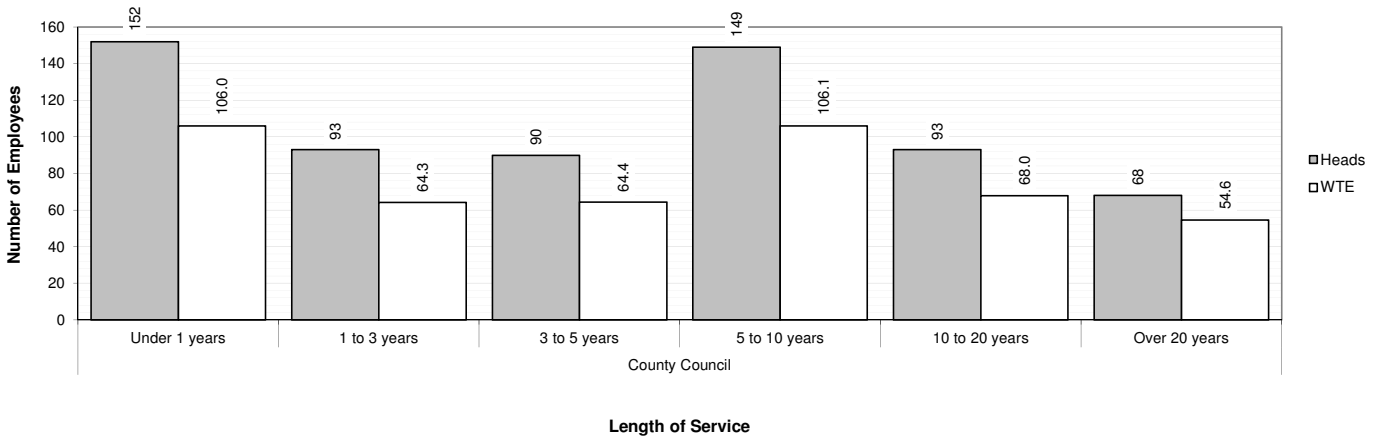
## Percentage Turnover

	Turnover
Heads	11.88%
WTE	10.86%

## Reasons for Leaving



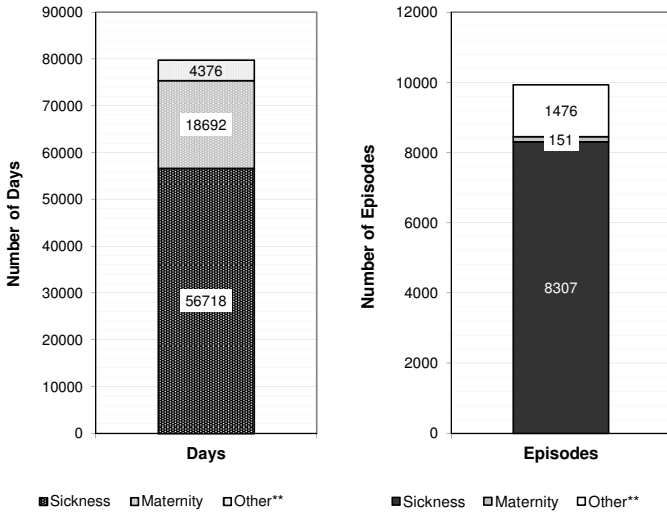
## Length of Service of Leavers



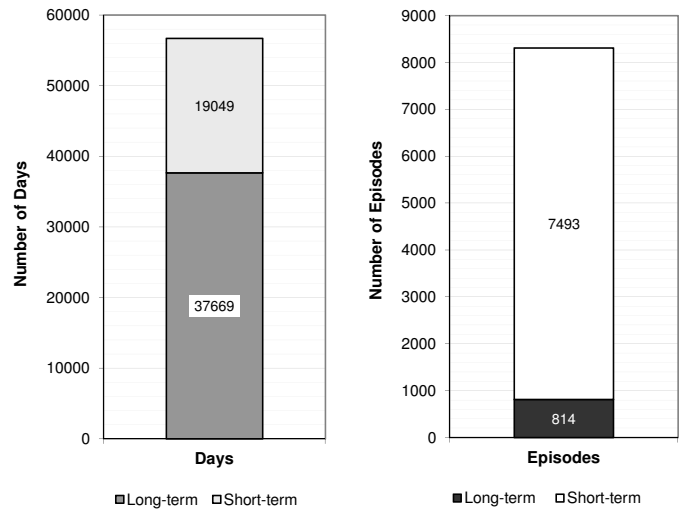
# Section 4 - Absence

For the period 31/12/2012 to 29/12/2013

## Proportion of Absence Days Attributable to Maternity or Sickness

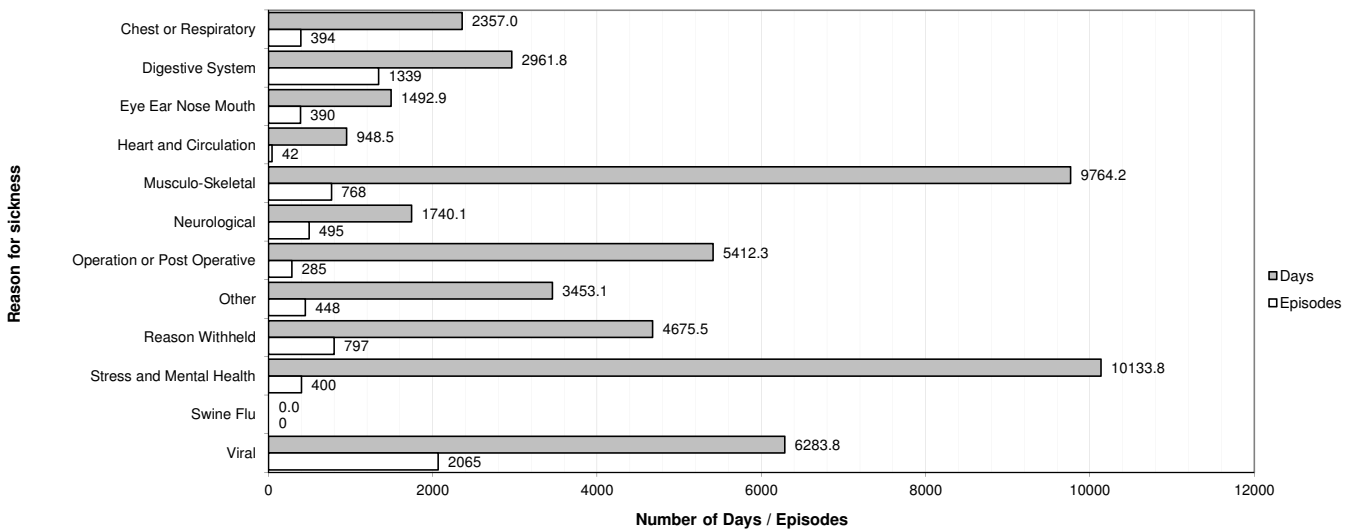


## Proportion of Long-term Sickness

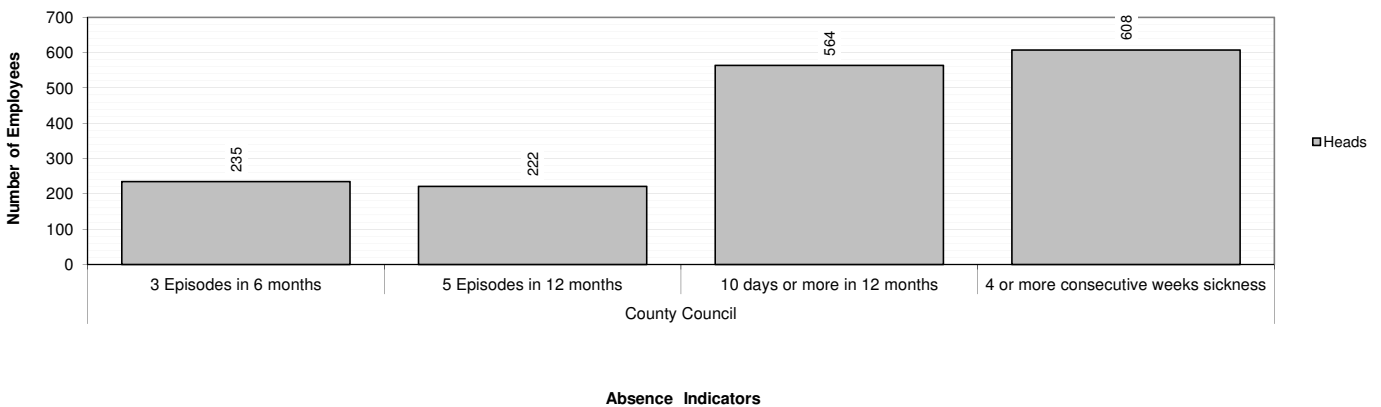


## Reasons for Sickness Absence

**\*\* Includes unpaid leave**



## Employees Hitting Absence Indicators



# Equality and Diversity Workforce Report

For Warwickshire County Council

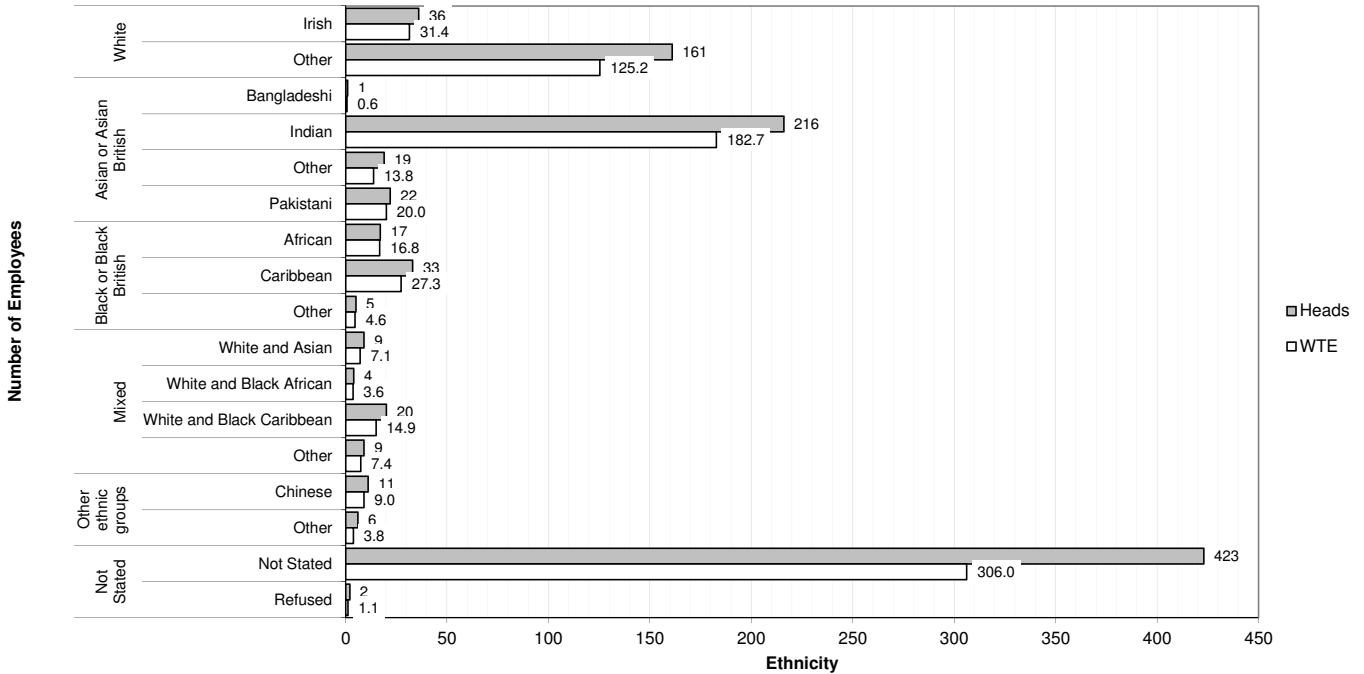
December 2013

## Section 5 - Extended Equality Section

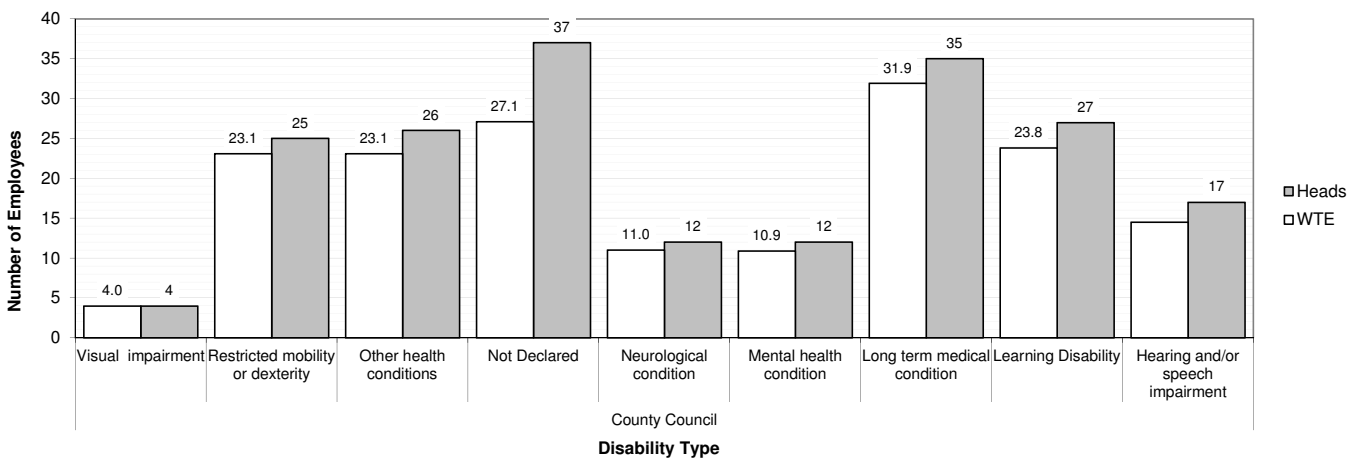
Data as at 31/12/2013

*This report does not include information on staff within schools and unless explicitly stated all data excludes casual and supply workers.*

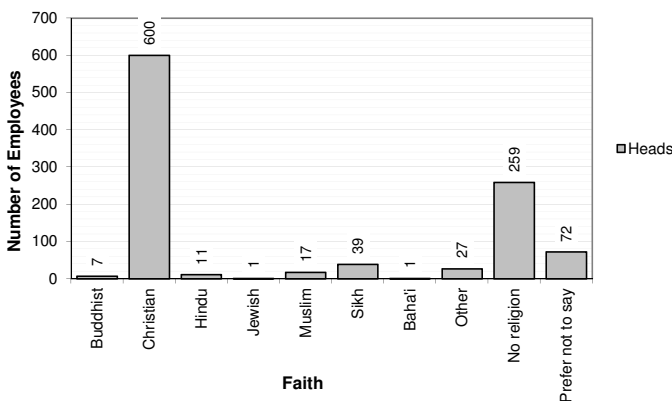
### Ethnicity Detail (Excluding White British)



### Disability Type

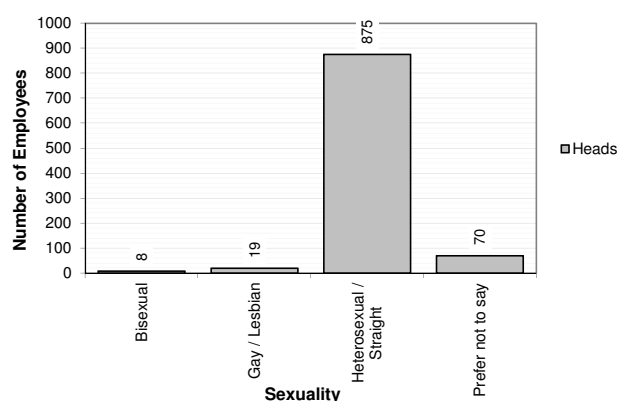


### Faith



Percentage of County Council staff declaring their faith - 23.5%

### Sexuality



Percentage of County Council staff declaring their sexuality - 21.8%