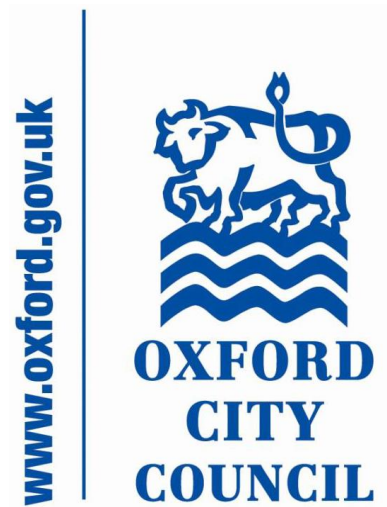


Appendix 1



Workforce Equalities Report 2018 to 2020

Published XXXXXXXXXXXXXXXX

WORKFORCE EQUALITIES REPORT: 2018 TO 2020

INTRODUCTION

1. Oxford is an ethnically and culturally diverse city and has experienced population growth in recent years, with economically active Black, Asian and Minority Ethnic (BAME) communities across Oxford accounting for some 19% of the population (based on 2011 census data). This diversity of population requires the Council to provide strategic leadership, promoting community cohesion and equality across its services as well as aim for its workforce to reflect the diversity of the communities it serves. In relation to employment, key initiatives promoted by the Council include: -
 - Increasing the diversity of the workforce by promoting the career opportunities available in local government, and attracting and appointing more BAME candidates to better reflect the make-up of Oxford communities
 - Supporting the creation of new jobs through leading on ethical procurement, working with the Local Enterprise Partnership, investing in major infrastructure projects to regenerate Barton, Blackbird Leys, Rose Hill and the City Centre, and supporting employment and skills plans linked to these developments
 - Maintaining our accredited Oxford Living Wage (OLW) policy for directly employed staff, contractors and agency staff, as well as influencing other employers to be part of a Living Wage City

PURPOSE OF THIS REPORT

2. This report focuses on the City Council as an employer committed to increasing the diversity of its workforce and providing an inclusive work environment with equality of opportunity for all employees. It covers all aspects of recruitment, retention, performance management and staff development reflecting high standards of professional practice, and our position as Investors in People Gold Champion, in addition to embedding the Public Sector Equality Duty and Equality Act 2010 best practice.
3. It provides an update on human resources and equalities related activities of the City Council, a 'snap shot' of what we look like as a council, data trend analysis for a three year period (1 April 2017 to 31 March 2020) for the key protected characteristics and highlights what we have done in terms of recruitment and retention to increase the diversity of our workforce. The report also provides comparative population data and breakdown of the City Council's staffing for key equalities reporting areas.

METHODOLOGY

4. An examination of the 2011 Census Data, the Office for National Statistics Labour Force Survey 2016 and the Annual Population Survey 2016 provides a greater understanding of the demography of Oxford's population.

- The Council is collecting and analysing data over a rolling three year period to enable greater insight into trends and to confirm the relevance of the current action plan and identify any new approaches. The 2018/20 WER includes data tables on protected characteristics, as defined in the Equality Act 2010, as well as information on recruitment activity, starters and leavers and disciplinary activity.

LATEST WORKFORCE ANALYSIS & FINDINGS

- The number of people employed by the Council has risen from 702 on 31st March 2019 to 720 on 31st March 2020.

Gender

- The Council maintains a good position in relation to the percentage of women employed in the workforce at 59%, which compares favourably with national demographic data of 47%. Whilst the proportion of women in the workforce has remained relatively static, the representation of women decreases at the higher pay grades: -

Grade	All Staff	Female	Male
Business Admin Apprentice	3	2	1
Grade 03	27	15	12
Grade 04	54	32	22
Grade 05	149	107	42
Grade 06	121	82	39
Grade 07	163	92	71
Grade 08	83	38	45
Grade 09	50	29	21
Grade 10	24	11	13
Grade 11	21	8	13
Business Lead	9	4	5
Service Manager+	3	1	2
Service Head	9	3	6
Director	3	0	3
Chief Exec	1	0	1
Totals:	720	424	296

- As can be seen from the above there are a greater number of women employed in lower graded roles than men, although there is still good representation of women in roles up to Grade 9. It is in grades 11+ that there is disproportionate representation of men in relation to the demographic of the workforce. Increasing the representation of women in higher management and senior leadership roles continues to form part of the Council's Equalities Action Plan.

Ethnicity

9. The table below details the BAME population by service area as at 31st March 2020: -

Service Area/Team	Staff from a BAME Group	
	Number	% Employees
Assistant Chief Executive	3	16.7%
Business Improvement	23	15.0%
Community Services	14	15.4%
Financial Services	14	11.3%
Law & Governance	3	13.0%
Regeneration & Economy	1	3.4%
Regulatory Services and Community Safety	10	14.1%
Senior Management	1	20.0%
Housing Services	17	13.3%
Planning Services	5	15.2%
Environmental Sustainability	1	2.9%
Welfare Reform Team	1	16.7%
Transformation	0	0.0%
	93	

10. The representation of BAME staff across the Council's pay structure as at 31st March 2020 can be summarised as follows: -

Grade	Employee Number	BAME	
		Number	% Employees
Apprentice	3	0	0.00%
Grade 03	27	6	11.11%
Grade 04	54	8	0.00%
Grade 05	149	30	33.33%
Grade 06	121	17	22.22%
Grade 07	163	17	14.81%
Grade 08	83	9	20.13%
Grade 09	50	4	14.05%
Grade 10	24	0	10.43%
Grade 11	21	0	10.84%
Business Lead	9	1	8.00%
Service Manager+	3	0	0.00%
Service Head	9	0	0.00%
Director	3	1	0.00%
Chief Executive	1	0	0.00%
Totals:	720	93	12.92%

11. In relation to BAME representation it can be shown that the actions being delivered through the Equalities action Plan are having a positive impact. The workforce percentage of BAME staff was 11.95% as of 31st March 2018, which increased to 12.9% as of 31st March 2020. Based on the 2011 Census the economically active BAME population of Oxford is 18.7% and, as part of the equalities action plan, it was agreed to strive to achieve BAME representation of 13.65%.

Disability

12. The number of staff who have declared themselves as having a disability has risen to 10.83% as at 31st March 2020, which is both the highest level over the reporting period as well as greater than the proportion of economically active individuals, as reported in the 2011 Census (8.9%).

Age

13. The proportion of staff under 30 years of age has decreased across the 3 year reporting period from 18.4% to 15.7%. The proportion between staff aged over 50 has increased marginally during this period.

Sexual Orientation

14. The number of staff who have declared themselves as lesbian, gay or bisexual has steadily increased over the reporting period, and is at a three year high of 3.7% as at 31st March 2020.

Religious Belief & Non Belief

15. The proportion of members of staff who consider themselves to be atheist or have no religion has increased since March 2018. The numbers of staff who consider themselves to be Christian has remained consistent. The number of staff not providing information has increased to 28% in March 2020.

Reporting Levels

16. The proportion of staff choosing not to provide information on their protected characteristics remains an issue for the council, as this creates a barrier in terms of understanding the actual composition of its workforce. The current levels of 'non-disclosure', compared with the previous year, are detailed below: -

Characteristic	Proportion of Staff not Declaring Information	
	As at 31st Mar 2020	As at 31st Mar 2019
Ethnicity	7.78%	6.70%
Disability	7.22%	8.83%
Sexual Orientation	25.56%	26.92%
Religious Belief	28.19%	27.49%

17. The HR team will continue to explore opportunities to increase the levels of self-reporting.

Staff Living within Oxford

18. The proportion of staff living within the OX1 to OX4 postcode area has marginally decreased over the reporting period. The proportion of staff living outside the city centre is partly a reflection of the fact that Oxford remains the most expensive place to live in the UK outside London, as well as the City Council's continued ability to attract talent from across the country due to its ambitious agenda and reputation, flexible working arrangements and employee benefits.

Recruitment Activity

19. In the recruitment activity data table (number 12) the data for 2019/20 refers solely to City Council vacancies, whereas the data for 2017/18 and 2018/19 include recruitment for Oxford Direct Services vacancies as well. In the last reporting period the number of applicants from BAME backgrounds is higher when compared with BAME representation in the workforce. The number of applicants declaring a disability remains fairly consistent as does the female/male ratio.

20. The Council has previously reviewed a sample of recruitment campaigns to ensure from application through to shortlisting and appointment, the process has been undertaken fairly and equitably. Further steps will be undertaken/embedded in the coming year. These will be two-fold a) as part of the training budget allocated to service heads and managers we will make it an imperative that officers focus on developing the skills of under-represented staff at senior management grades, so that these cohorts are competitive in internal recruitment, and b) on external recruitment drives, we will be promoting opportunities using local community pathways that are rooted in diversity, coupled with only inserting job qualifications when they are absolutely essential to the requirements of the job. We will work to make all interview and stakeholder panels diverse, and apply positive action in the decision making process utilising the framework of the law, as per the Equality Act. This should ensure that panels look like the people that we want to recruit and should also support the applicant to perform at their best.

21. The other benefits of this approach is that it will mitigate against unconscious bias, and improve organisational culture. The Council will not be compromising on meritocracy or quality.

22. The Council continues to use a variety of approaches to promote job opportunities within the local community, including: holding recruitment roadshows in local community venues; attendance at local job fairs and careers events in local schools; advertising suitable roles in community centre notice boards; community newspapers/magazines; local libraries and the Oxford Mail; and encouraging applications for apprenticeship opportunities from the OX1 to OX4 postcode area. Staff turnover is normally approximately 10 -12% per annum, which is broadly comparable with other public sector organisations. Data will continue to be reviewed across the entire recruitment cycle to identify if there are any specific points areas within that cycle which need attention, and forms part of the equality action plan.

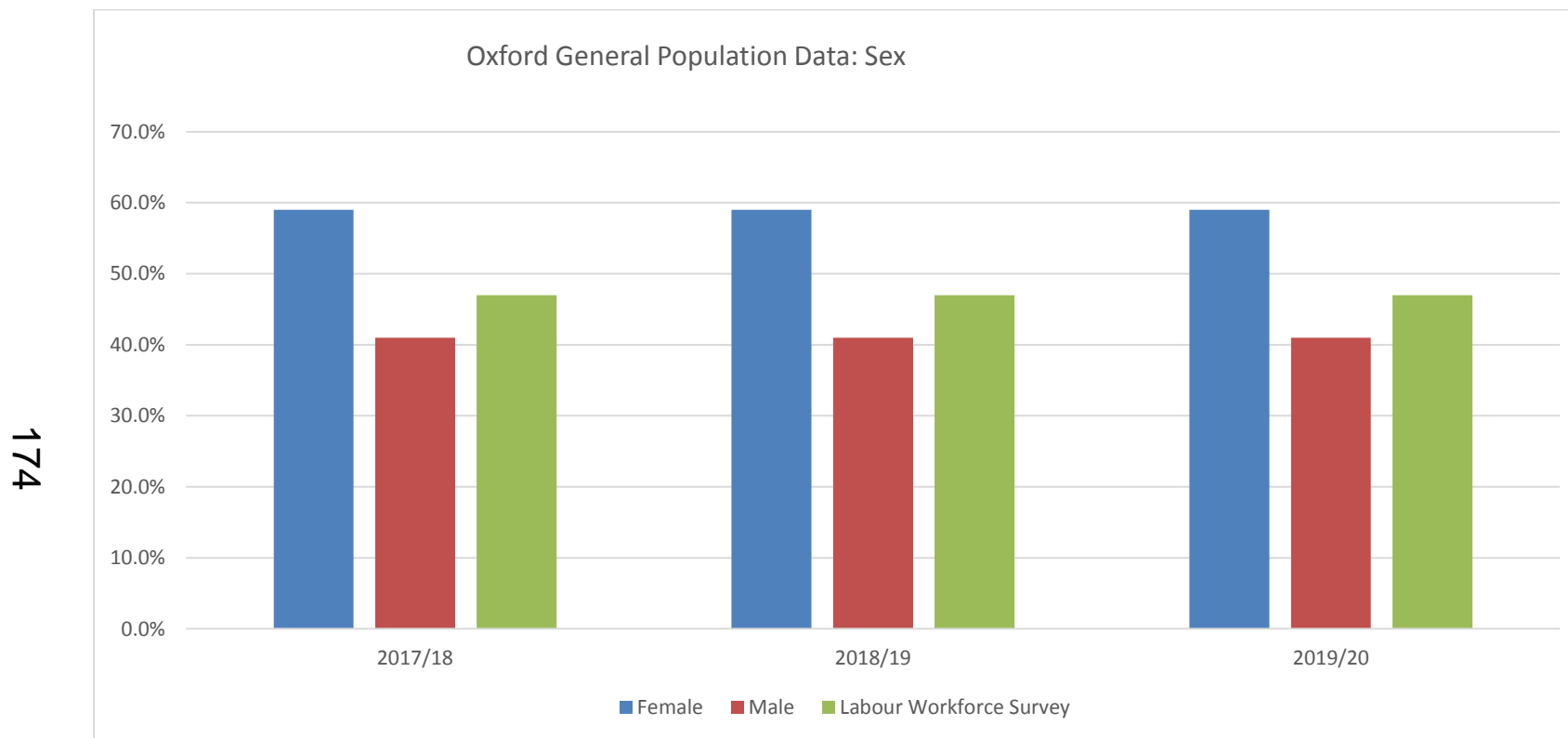
23. The data for new starters in 2019/20 indicates that the proportion of new starters broadly reflects the current workforce in terms of gender and staff with a disability. The proportion of applicants from a BAME group is higher than the current workforce, which is a positive development. The proportion of new starters that declined to provide information on their ethnic origin and disability status has increased to 24.24 % in 2019/20, and will remain a focus in the coming years to encourage new staff to provide this data as part of the recruitment and induction process.
24. The data for leavers in 2019/20 indicates that the proportion of leavers is broadly representative of the current workforce in terms of gender and disability. The number of leavers from a BAME background was, however, higher than the representation in the Council's workforce. This offsets the increase in new starters and therefore the overall representation in the workforce remains the same.
25. The overall number of leavers in 2019/20 has reduced with fewer people voluntarily resigning.
26. The City Council remains the **only** local authority within Oxfordshire that is a Living Wage Champion. The Council has also built the OLW into its Procurement process, so that all sub-contractors are encouraged to pay at least the OLW for agency staff engaged on council contracts. This policy ensures that Council staff and agency staff supplied through the agency worker contract with Reed are paid a decent wage as well as helping to offset the high cost of accommodation within the city, which is the most expensive area to live in the UK.

Other Workforce Data

27. The level of disciplinary casework has been relatively consistent in the last two reporting periods.
28. The data tables below provide information on the numbers of staff employed by the Council as at 31st March 2020 for each of the protected characteristics, supplemented where appropriate with general population data.

GENERAL POPULATION & WORKFORCE DIVERSITY PROFILE (AS AT 31 MARCH 2018, 2019 AND 2020)

DATA TABLE 1: OXFORD GENERAL POPULATION DATA: SEX



The Labour Force Survey data (January to March 2018) indicates that some 47% of the national workforce was female. Over the reporting period 2018/9 to 2019/20 the proportion of female staff in the workforce has stabilised at some 58%.

DATA TABLE 2: CITY COUNCIL WORKFORCE PROFILE (SEX)

As at 31 March 2018

Gender	Percentage	Number
Female	58.70	398
Male	41.30	280
Total	100%	678

As at 31 March 2019

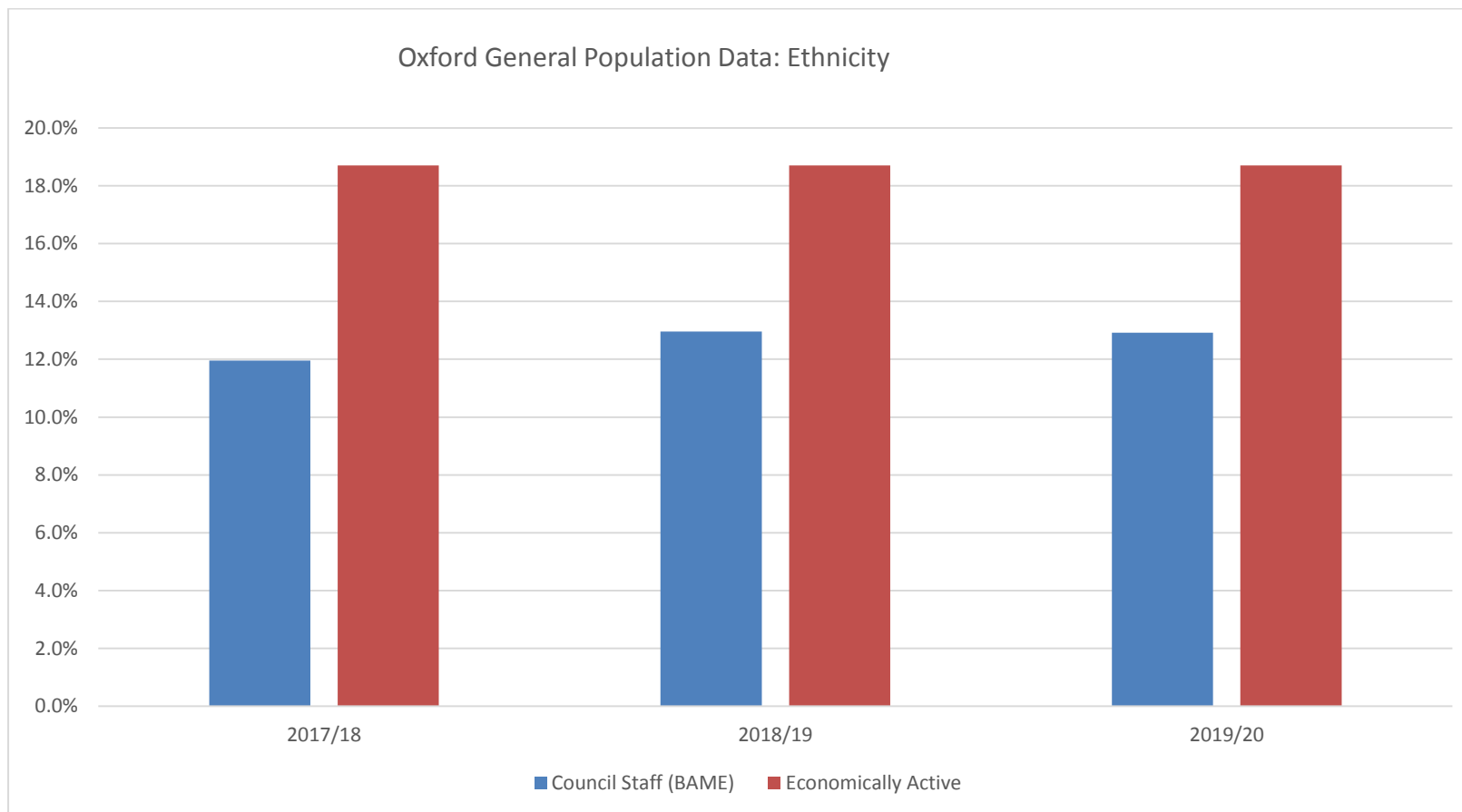
Gender	Percentage	Number
Female	58.97	414
Male	41.03	288
Total	100%	702

As at 31 March 2020

Gender	Percentage	Number
Female	58.89	424
Male	41.11	296
Total	100%	720

Commentary: The organisational headcount has increased steadily since 2017, with the proportion of female staff increasing slightly over the same period.

DATA TABLE 3: OXFORD GENERAL POPULATION DATA: ETHNICITY



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Across the city, 18.7% of the economically active population, i.e. excluding students, are from a BAME group (Census 2011). The proportion of City Council staff from a BAME group was 12.9% as at 31st March 2020.

DATA TABLE 4: CITY COUNCIL WORKFORCE PROFILE (ETHNICITY)

As at 31 March 2018

Ethnicity	Percentage	Number
White	81.27	551
BAME	11.95	81
Unspecified	6.78	46
Total	100%	678

As at 31 March 2019

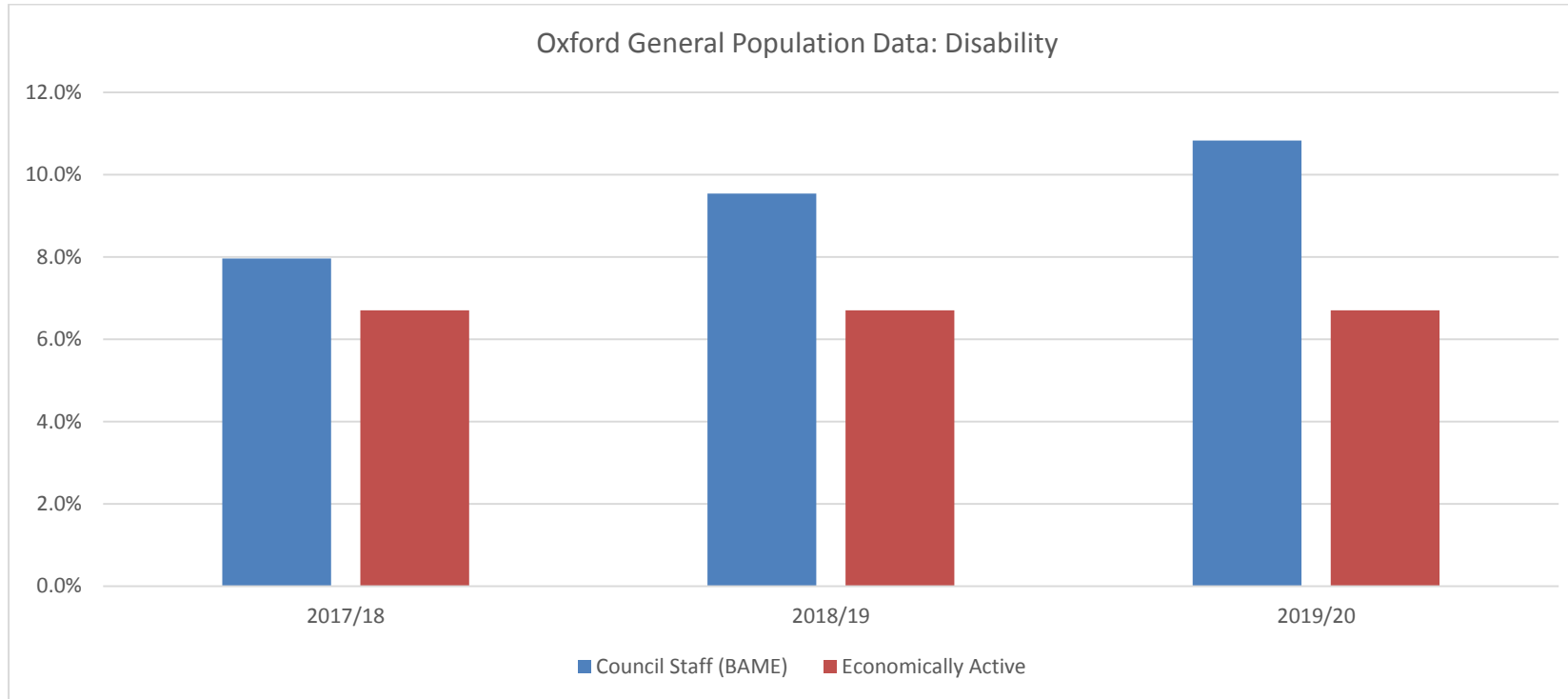
Ethnicity	Percentage	Number
White	80.34	564
BAME	12.96	91
Unspecified	6.70	47
Total	100%	702

As at 31 March 2020

Ethnicity	Percentage	Number
White	78.89	568
BAME	12.92	93
Unspecified	8.19	59
Total	100%	720

Commentary: The number of employees from a BAME group remains consistent. We need to ensure that more people feel able to declare their ethnic origin. This will enable us to compile a more comprehensive and accurate picture of our workforce profile.

DATA TABLE 5: OXFORD GENERAL POPULATION DATA: DISABILITY



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The proportion of economically active residents in Oxford who considered themselves to have a disability in the 2011 Census was 8.9%. The proportion of staff who consider themselves to have a disability has steadily increased over the reporting period from 7.96% to 10.83%.

DATA TABLE 6: WORKFORCE PROFILE (DISABILITY)

As at 31 March 2018

Disability	Percentage	Number
No	84.96	576
Not known	1.47	10
Yes	7.96	54
Not specified	5.6	38
Total	100%	678

As at 31 March 2019

Disability	Percentage	Number
No	81.62	573
Not known	1.99	14
Yes	9.54	67
Not specified	6.84	48
Total	100%	702

As at 31 March 2020

Disability	Percentage	Number
No	79.03	569
Not known	2.92	21
Yes	10.83	78
Not specified	7.22	52
Total	100%	720

Commentary: The number of staff at March 2020 that reported they have a disability was 10.83%, which is the highest level over the reporting period as well as above the 2011 Census proportion of the economically active individuals with a disability (8.9%).

DATA TABLE 7: CITY COUNCIL WORKFORCE PROFILE (AGE)

As at 31 March 2018

Age Bands	Percentage	Number
Under 21	1.18	8
21-30	17.26	117
31-40	23.16	157
41-50	25.07	170
51-60	27.58	187
61-65	4.72	32
Over 65	1.03	7
Total	100%	678

As at 31 March 2019

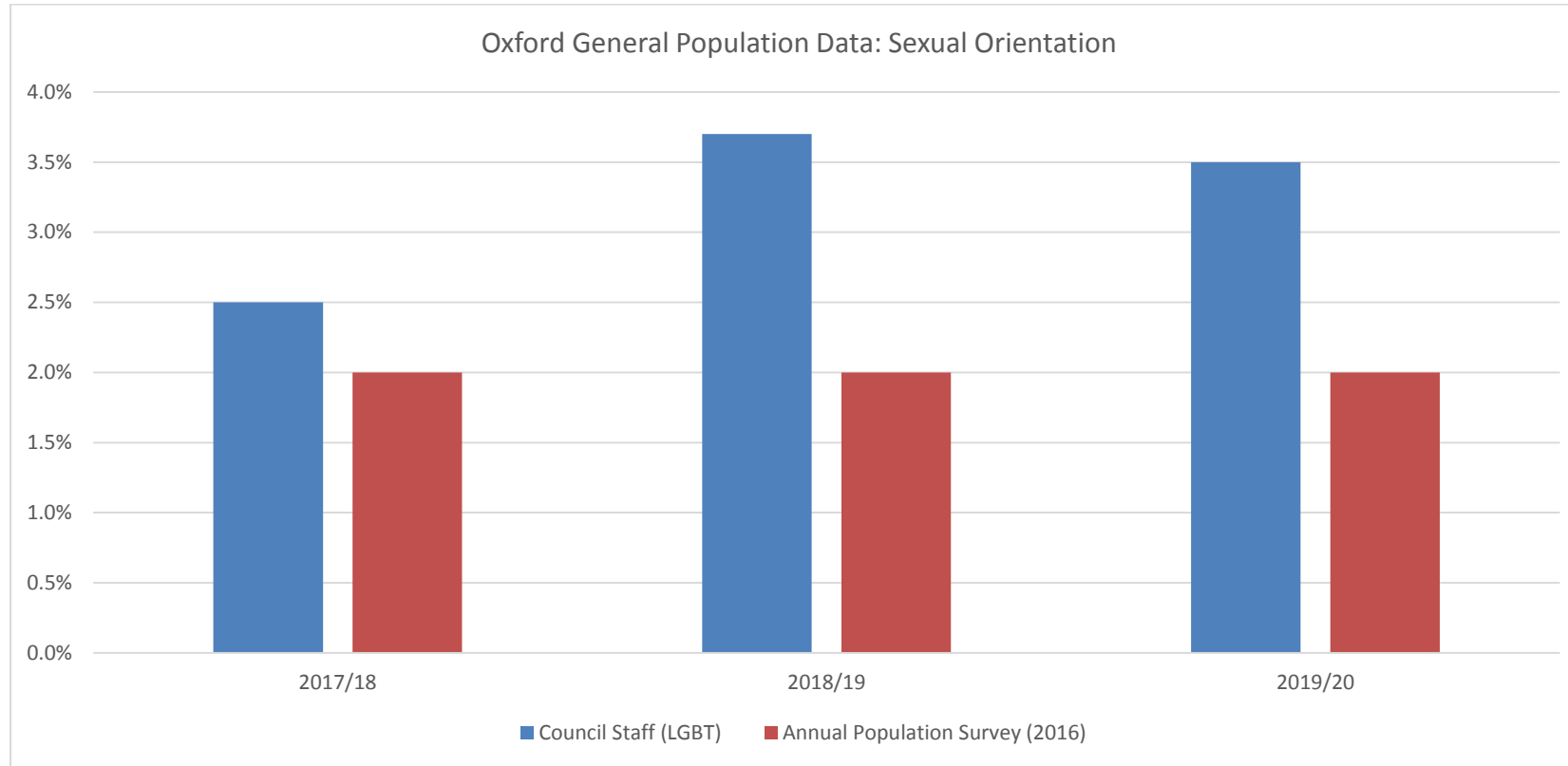
Age Bands	Percentage	Number
Under 21	1.14	8
21-30	16.38	115
31-40	23.36	164
41-50	24.22	170
51-60	27.64	194
61-65	6.27	44
Over 65	1.00	7
Total	100%	702

As at 31 March 2020

Age Bands	Percentage	Number
Under 21	0.69	5
21-30	15.00	108
31-40	25.42	183
41-50	23.61	170
51-60	25.28	182
61-65	8.75	63
Over 65	1.25	9
Total	100%	720

Commentary: The proportion of staff under 30 years of age has reduced from 18.4% to 15.7% over the reporting period. The proportion of staff aged over 50 has increased marginally during the reporting period.

DATA TABLE 8: OXFORD GENERAL POPULATION DATA: SEXUAL ORIENTATION



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The Annual Population Survey (2016) suggests that 2.0% of the population identifies as bisexual, lesbian or gay. However around 25% of the workforce over the reporting period 2018 to 2020 have declined to provide information on their sexuality, so it is difficult to provide an accurate workforce profile in this area.

DATA TABLE 9: CITY COUNCIL WORKFORCE PROFILE (SEXUAL ORIENTATION)

As at 31 March 2018

Sexual Orientation	Percentage	Number
Bisexual	0.44	3
Gay Man	1.03	7
Gay woman/lesbian	1.03	7
Heterosexual/straight	66.96	454
Prefer not to say	8.70	59
Not specified	21.83	148
Total	100%	678

As at 31 March 2019

Sexual Orientation	Percentage	Number
Bisexual	1.28	9
Gay Man	1.00	7
Gay woman/lesbian	1.42	10
Heterosexual/straight	69.37	487
Prefer not to say	7.83	55
Not specified	19.09	134
Total	100%	702

As at 31 March 2020

Sexual Orientation	Percentage	Number
Bisexual	1.11	8
Gay Man	1.11	8
Gay woman/lesbian	1.25	9
Heterosexual/straight	70.97	511
Prefer not to say	7.92	57
Not specified	17.64	127
Total	100%	720

Commentary: The number of staff who have declared themselves as Lesbian, Gay or Bisexual has increased marginally over the reporting period. There remains a significant proportion of staff who have either indicated '*prefer not to say*' (7.9%) or '*not specified*' (17.6%) as at March 2020.

DATA TABLE 10: CITY COUNCIL WORKFORCE PROFILE (RELIGION/BELIEF & NON BELIEF)

As at 31 March 2018

As at 31 March 2019

As at 31 March 2020

Religion	Percentage	Number	Religion	Percentage	Number	Religion	Percentage	Number
Atheist/Humanist/no beliefs	26.70	181	Atheist/Humanist/no beliefs	28.35	199	Atheist/Humanist/no beliefs	29.44	212
Buddhist	0.29	2	Buddhist	0.85	6	Buddhist	0.56	4
Christian	34.22	232	Christian	35.75	251	Christian	34.58	249
Hindu	1.18	8	Hindu	1.14	8	Hindu	1.25	9
Jewish	0.15	1	Jewish	0.14	1	Jewish	0.14	1
Muslim	2.06	14	Muslim	2.14	15	Muslim	2.08	15
Other	3.98	27	Other	3.70	26	Other	3.33	24
Prefer not to say	9.00	61	Prefer not to say	8.69	61	Prefer not to say	9.72	70
Sikh	0.44	3	Sikh	0.43	3	Sikh	0.42	3
Not specified	21.98	149	Not specified	18.80	132	Not specified	18.47	133
Total	100%	678	Total	100%	702	Total	100%	720

Commentary: The number of staff not providing information has increased over the reporting period to 28% in March 2020. The proportion of members of staff who consider themselves to be atheist or have no religion has increased since March 2018. The numbers of staff who consider themselves to be Christian has remained consistent.

A dedicated non-denominational ‘quiet room’ is available within St Aldate’s Chambers for use by all staff as a reflective meditative space. It is also recognised that some groups have specific needs and these are addressed through commitments within the Fair Employment Policy, flexible working arrangements as well as through diversity training and support from HR Business Partners to assist staff/managers planning leave.

DATA TABLE 11: CITY COUNCIL WORKFORCE PROFILE (NUMBER LIVING IN CENTRAL OXFORD & LIVING OUTSIDE CENTRAL OXFORD)

As at 31 March 2018

Central Oxford	Percentage	Count
Central	37.46	254
Not	62.54	424
Total	100%	678

As at 31 March 2019

Central Oxford	Percentage	Count
Central	36.89	259
Not	63.11	443
Total	100%	702

As at 31 March 2020

Central Oxford	Percentage	Count
Central	35.69	257
Not	64.31	463
Total	100%	720

Commentary: The proportion of staff living within the OX1 to OX4 postcode area has marginally decreased over the reporting period. The proportion of staff living outside the city centre is a reflection of the fact that Oxford remains the most expensive place to live in the UK outside London, as well as the City Council’s continued ability to attract talent from across the country due to its ambitious agenda and reputation, flexible working arrangements and employee benefits.

DATA TABLE 12: RECRUITMENT ACTIVITY BETWEEN 2018 AND 2020

Recruitment activity in 2017/18

Sex	Percentage	Number
Female	45.60	3812
Male	50.40	4213
Not specified	4.00	334
Total	100%	8359

Recruitment activity in 2018/19

Sex	Percentage	Number
Female	52.50	3472
Male	43.02	2845
Not specified	4.48	296
Total	100%	6613

Recruitment activity in 2019/20

Sex	Percentage	Number
Female	49.34	783
Male	45.37	720
Not specified	5.29	84
Total	100%	1587

Ethnicity	Percentage	Number
BAME	20.07	1678
White	79.93	6681
Total	100%	8359

Ethnicity	Percentage	Number
BAME	29.73	1942
White	70.63	4671
Total	100%	6613

Ethnicity	Percentage	Number
BAME	26.84	426
White	64.84	1029
Not Specified	8.32	132
Total	100%	1587

Disabled	Percentage	Number
No	84.69	7079
Yes	5.13	429
Not Specified	10.18	851
Total	100%	8359

Disabled	Percentage	Number
No	82.38	5448
Yes	5.08	336
Not Specified	12.54	829
Total	100%	6613

Disabled	Percentage	Number
No	82.23	1305
Yes	6.43	102
Not Specified	11.34	180
Total	100%	1587

Commentary: The data tables above for 2019/20 relate to recruitment for City Council vacancies only, whereas the data tables for both 2017/18 and 2018/19 include recruitment for **both** City Council and ODS vacancies. Although this makes meaningful trend analysis very difficult the *proportion* of applications received from female, BAME and disabled applicants remains broadly comparable with previous reporting periods. The Council regularly reviews where and how it advertises job opportunities and is exploring making greater use of social media to encourage applications from a younger age demographic, its 'employer brand' and how it can promote working for the city, as well as 'outreach' work with local communities and schools. These actions are part of a continuing programme of work towards being more reflective of the communities it serves.

DATA TABLE 13: STARTERS BETWEEN 2018 AND 2020

New starters during 2017/8

Sex	Percentage	Number
Female	33.56	97
Male	66.44	192
Total	100%	289

Ethnicity	Percentage	Number
BAME	7.96	23
White	51.90	150
Not Specified	40.14	116
Total	100%	289

Disabled	Percentage	Number
No	82.70	239
Yes	2.42	7
Not Specified	14.88	43
Total	100%	289

New starters during 2018/19

Sex	Percentage	Number
Female	55.74	68
Male	44.26	54
Total	100%	122

Ethnicity	Percentage	Number
BAME	18.03	22
White	67.22	82
Not Specified	14.75	18
Total	100%	122

Disabled	Percentage	Number
No	72.13	88
Yes	7.38	9
Not Specified	20.49	25
Total	100%	122

New starters during 2019/20

Sex	Percentage	Number
Female	52.53	52
Male	47.47	47
Total	100%	99

Ethnicity	Percentage	Number
BAME	17.17	17
White	62.63	62
Not Specified	20.20	20
Total	100%	99

Disabled	Percentage	Number
No	66.67	66
Yes	9.09	9
Not Specified	24.24	24
Total	100%	99

Commentary: The data tables above for 2018/19 and 2019/20 relate to City Council new starters, whereas the data table for 2017/18 includes ODS new starters. Comparing the last two data tables the number of new starters has reduced significantly. This is consistent with a reduction in the number of leavers for the same period (see next tables) and indicates a reduction in staff turnover during the 2019/20 reporting period. Whilst the number of new starters from a BAME background has reduced slightly it is still higher than the workforce representation in 2019/20. The proportion of new starters who have not provided information on their ethnic origin and disabled status has, however, increased in the last reporting period. This will continue to be a focus in the coming years to encourage staff to provide this information so that the Council gain a clearer understanding of the composition and needs of the workforce.

DATA TABLE 14: LEAVERS BETWEEN 2018 AND 2020

Leavers during 2017/18

Sex	Percentage	Number
Female	37.09	56
Male	62.91	95
Total	100%	151

Leavers during 2018/19

Sex	Percentage	Number
Female	54.40	68
Male	45.60	57
Total	100%	125

Leavers during 2019/20

Sex	Percentage	Number
Female	51.81	43
Male	48.19	40
Total	100%	83

Ethnicity	Percentage	Number
BAME	7.95	12
White	77.48	117
Not Specified	14.57	22
Total	100%	151

Ethnicity	Percentage	Number
BAME	13.60	17
White	78.40	98
Not Specified	8.00	10
Total	100%	125

Ethnicity	Percentage	Number
BAME	16.87	14
White	71.08	59
Not Specified	12.05	10
Total	100%	83

Disabled	Percentage	Number
No	90.07	136
Yes	7.94	12
Not Specified	1.99	3
Total	100%	151

Disabled	Percentage	Number
No	91.20	114
Yes	8.00	10
Not Specified	0.80	1
Total	100%	125

Disabled	Percentage	Number
No	85.54	9
Yes	10.84	71
Not Specified	3.61	3
Total	100%	83

Commentary: The data tables above for 2018/19 and 2019/20 relate to City Council employees only, whereas the data table for 2017/18 includes ODS leavers. Comparing the last two data tables the number of staff leaving the Council has reduced significantly in 2019/20.

DATA TABLE 15: ANALYSIS OF REASONS FOR LEAVING BETWEEN 2018 AND 2020

Leavers during 2017/18

Reason	Percentage	Number
Died in Service	0.66	1
Dismissal – Attendance	3.31	5
End of Fixed Term Contract	7.95	12
Failed Probation	1.98	3
Mutually Agreed Termination	2.65	4
Resignation – Career Development	4.64	7
Resignation – Improved Pay/Benefits	0.66	1
Resignation – Other	67.55	102
Resignation – Relocation	2.65	4
Resignation – Retirement	4.64	7
Retirement – Ill Health Tier 1	2.65	4
Retirement – Ill Health Tier 2	0.66	1
Total	100%	151

Leavers during 2018/19

Reason	Percentage	Number
End of Fixed Term Contract	12.8	16
Failed Probation	1.6	2
Mutually Agreed Termination	4	5
Redundancy (with Severance Payment)	0.8	1
Resignation - Career Development	0.8	1
Resignation - Other	73.6	92
Resignation - Relocation	2.4	3
Resignation - Retirement	2.4	3
Transfer	1.6	2
Total	100%	125

Leavers during 2019/20

Reason	Percentage	Number
Died in Service	1.20	1
Dismissal – Attendance	1.20	1
End of Fixed Term Contract	3.61	3
Failed Probation	1.20	1
Mutually Agreed Termination	3.61	3
Resignation – Other	80.72	67
Resignation – Relocation	2.41	2
Resignation – Retirement	6.02	5
Total	100%	83

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Commentary: The data tables for 2018/19 and 2019/20 provide details of the leaving reason for staff leaving the City Council, whereas the table for 2017/18 includes ODS leavers. The number of people resigning has reduced significantly in the last reporting period.

DATA TABLE 16: OTHER WORKFORCE DATA

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Disciplinary	Warnings given during 2017/18				Warnings given during 2018/19				Warnings given during 2019/20			
	1st Written	Final Written	Informal Warning	Total	1st Written	Final Written	Informal Warning	Total	1st Written	Final Written	Informal Warning	Total
Breach of Data Protection policy					2		1	3	1			1
Breach of IT policy							1	1				
Breach of H&S policy												
Damage to Council Property	12	1	4	17								
Damage to Council reputation	1	5		6					2	1		3
Discrimination, bullying harassment		1		1								
Drug or alcohol misuse		1		1								
Non-adherence to values and behaviours framework	4	1	6	11			1	1				
Non-adherence/breach to Organisational policy or work processes	12	5	21	38	2		1	3			3	3
	29	14	31	74	4		4	8	3	1	3	7
	39%	19%	42%		50%		50%		43%	14%	43%	

Commentary: The level of disciplinary casework has been relatively consistent in the last two reporting periods.

DATE

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