

Workforce Report 31 March 2019

1. Introduction

This annual report gives information about the people we have recruited, the composition of the workforce, the use of discipline, grievance and other procedures, and information about employees who leave the authority.

2. Summary

- At 31 March 2019 Hyndburn Borough Council employed 270 employees (FTE 244.64), of which were 198 (73%) full time and 72 (27%) part time. Of the 270 employees, 130 (48%) were female and 140 (52%) male.
- We have an ageing workforce: 78% of the workforce is over 40 years old, and 49% over 50 – slightly higher than last year.
- 7.7% of employees are recorded as having a disability – a decrease from last year (9.56%).
- 4.81% of employees are from Black and Minority Ethnic (BAME) groups – this is an increase of over 1% from last year.
- The equality target groups remain under-represented in the top 5% of earners at the council, with 38.46% being female – up from 35.7% last year. No employee at this level is BAME or has a disability.
- Staff turnover for 2018/19 is 10% compared to 12.08% for the previous year. The LGA reports the median rate for local government as 13.4%.

3. Recruitment

30 vacancies were advertised during this period and 159 people applied. 26 people have been appointed. The success rates at each stage of the selection process are shown below, by equality group.

3.1 Gender

Gender	Applied (%)	Short listed (%)	Appointed (%)
Male	80 (50)	33 (49)	14 (54)
Female	76 (48)	34 (51)	12 (46)
No information given	3 (2)	0	0
Total	159	67	26

3.2 Ethnicity

Ethnicity	Applied (%)	Shortlisted (%)	Appointed (%)
White- British	123 (77)	54 (81)	24 (92)
White- Irish	0	0	0
White- Other	3(2)	0	0
Black or Black British – Caribbean	2(1)	2(3)	0
Black or Black British – African	1(0.81)	0	0
Black or Black British – Other	0	0	0
Asian or Asian British – Indian	9(5.5)	4(6)	2(8)
Asian or Asian British - Pakistani	16(10)	7(10)	0
Asian or Asian British – Kashmiri	1(0.81)	0	0
Asian or Asian British - Bangladeshi	0	0	0
Mixed Race - White/ Black Caribbean	0	0	0
Mixed Race - White/ Black African	0	0	0
Mixed Race - White/ Indian	0	0	0
Mixed Race - White/ Pakistani	1(0.81)	0	0
Chinese	1(0.81)	0	0
Other	0	0	0
Prefer not to answer	2(1.26)		
No information given			
Total	159	67	26

3.3 Disability

Disability Status	Applied (%)	Short listed (%)	Appointed (%)
Not disabled	102(64)	48(71.5)	16(62)
Disabled	38(24)	14(21)	6(23)
Prefer not to answer	4(2.5)	2(3)	1(4)
No information given	15(9.5)	3(4.5)	3(11)
Total	159	67	26

3.4 Age

Age	Applied (%)	Short Listed (%)	Appointed (%)
16-19	4 (2)	1(2)	0
20-29	39(24)	9(13)	1(4)
30-39	37(23)	14(21)	8(30)
40-49	40(25)	19(28)	5(19)
50-59	25(18)	16(23)	7(27)
60+	6(4)	6(9)	1(4)

Prefer not to answer	4(2)	1(2)	0
No information given	4(2)	1(2)	4(16)
Total	159	67	26

3.5 Sexual Orientation

Sexual Orientation	Applied (%)	Short Listed (%)	Appointed (%)
Heterosexual	146(92)	65(97)	25(96)
Bisexual	2(1)	1(1.5)	0
Homosexual	1(0.5)	1(1.5)	0
Prefer not to answer	6(4)	0	0
No information given	1(0.5)	0	1(4)
Total	159	67	26

3.6 Religion or Belief

Religion	Applied (%)	Short Listed (%)	Appointed (%)
Christian	79(50)	34(50)	13(50)
Buddhist	1(0.63)	0	0
Hindu	1(0.63)	1(2)	0
Rastafarian	0	0	0
Muslim	21(13.20)	9(13.5)	1(4)
No Religious Affiliation	6(4)	6(9)	5(19)
Sikh	1(0.63)	0	0
Other	21(13)	7(10.5)	2(8)
Jewish	0	0	0
Prefer not to answer	21(13)	10(15)	3(12)
No information given	8(5)	0	2(7)
Total	159	67	26

4. Our Workforce

At 31 March 2019, the Council employed 270 people (FTE 244.64)

The headcount of 270 is made up of 198 full time and 72 part time employees. 265 are on permanent employment contracts and 5 are on a temporary contract.

4.1 Employee Profile

(i) Gender

We employed 130 females (48%) and 140 males (52%).

The table below shows the gender breakdown for part-time employees and those on Management Grades, which we have defined as salary spinal column point 26 and above.

	Total Staff	Male (%)	Female (%)	P/T Male (%)	P/T Female (%)	Male staff in Management grades (%)	Female staff in Management grades(%)
Total Workforce	270	140 (52%)	130 (48%)	8(3%)	58 (23.70%)	40 (50%)	40 (50%)

These figures show that, although women are under-represented in the top 5% of earners (an old BVPI measurement which we continue to report on, see S5.2 below), the gender split in what we class as management grades is exactly equal and reasonably close to mirroring the wider staff group.

(ii) Ethnicity

The actual percentage of BME employees overall on 31st March 2019 is 5.19%. This is lower than the BME population within the district of 12.3% (2011 Census).

People from minority ethnic communities are not represented in senior management. There have been no new recruits at this level over the last year.

(ii) Sexual orientation

Workforce records as at 31st March 2019 show the following information on sexual orientation.

Heterosexual	52%
Bisexual	0%
Gay Male	0.5%
Lesbian	0.5 %
Prefer not to answer	10%
No Response	37%

(iv) Age

The age profile for employees is shown below.

Age	Council %(Employees)
16-19	0
20-29	5 (14)
30-39	17 (45)
40-49	26 (71)
50-59	39 (104)
60+	13(36)

It can be seen from the above table that most of the workforce 78% is over 40 with 52% over 50 and very low numbers in the lower age groups.

The age profile for Hyndburn BC generally reflects the profile for local government where there is a tendency to have a significant proportion of staff aged over fifty with long service.

(v) Religion and belief

Staffing records as at 31st March 2019 provided the results as shown in the table below.

	Hyndburn residents (2011 census data where available)	Council Workforce
	%	%
Christian	66.4	47
Buddhist	0.2	
Hindu	0.1	
Jewish		
Muslim	10.3	1
Sikh		
Any other religion	6.3	3
No religion	16.7	
Religion not stated		49

(vi) Disability

8% of employees declare themselves as having a disability compared with 9.56% for 31 March 2018.

5. Pay

The percentage of women in the top 5% of earners is 38.46%. (For shire districts nationally, the median was 38.5% for 2017/18¹.)

No employees in the top 5% of earners have a disability. (Shire districts national median: 0%)

We have no BME employees among our top earners. (Shire districts national median: 0.3%)

5.1 Ethnicity of Management Grades – Key Statistics

White & White Other representation in management grades = 100 %

BME representation in the management grades = 0%

5.2 Equality Workforce profile by pay bands as at 31st March 2019.

Salary Band	Total	BME	Disability	Female	Average Age
Chief Officer/Director	10	0	0	3	53
Scp 41-44	4	0	0	3	50.5
Scp 26-39	66	3	6	34	49.74
Scp 7-25	162	11	12	68	46.70
Scp 1-6	28	0	3	22	53.32

¹ <https://www.local.gov.uk/sites/default/files/documents/publication%20-%20Local%20Government%20Workforce%20Survey%202017-18.pdf>

5.3 Gender Pay Gap

This is reported in the annual pay policy and up to date figures are published on the Council's website in line with the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

<https://www.hyndburnbc.gov.uk/download-package/gender-pay-gap-statement/>

6. Disciplinary and Grievance Cases

These are recorded by gender, ethnicity and disability.

(i) Gender

	Disciplinary	Harassment	Grievance	*Sickness	Performance	Qualification
Male	12	1	0	46	0	0
Female	0	0	1	32	0	0

(ii) Ethnicity

	Disciplinary	Harassment	Grievance	* Sickness	Performance	Qualification
White	12	1	1	76	0	0
BME	0	0	0	2	0	0
Refused	0	0	0	0	0	0

(iii) Disability

	Disciplinary	Harassment	Grievance	*Sickness	Performance	Qualification
Disabled	1	0	0	5	0	0
Not Disabled	11	1	1	73	0	0

*Formal Attendance Review Meetings outcomes - 52 Formal Attendance Review Meetings were held with 42 employees who triggered under the Attendance Management Procedure. 2 Final Improvement notices were issued, 18 First Improvement notices and 32 meetings concluded with no action. In addition 27 welfare meetings were held.

7. Leaving the Council

7.1 Turnover

Turnover for 2018/2019 was 10% with 27 leavers overall. (The median rate for local government in 2017/18 was 13.4%².) The following table breaks this down by service.

Department	No. of Leavers	Reasons for Leaving	% Turnover within Council
Accountancy	1	1xVR	3.5
Audit & Investigations			

² <https://www.local.gov.uk/sites/default/files/documents/publication%20-%20Local%20Government%20Workforce%20Survey%202017-18.pdf>

Democratic Services			
Customer Services & Benefits	3	2xVR, 1xDI	10
Chief Executives Office			
Environmental Health			
Finance - IT	2	1xVR, 1xRI	7
Human Resources			
Legal Services /Licensing	2	1xVR, 1xRI	7
Parks & Cemeteries			
Pest Control	1	1xVR	3.5
Member & Civic	1	1xER	3.5
Planning	1	1xVR	3.5
Policy, Performance & Partnership	1	1xVR	3.5
Regeneration & Housing	5	1xRI, 2xDI, 2xVR	18.5
Waste Services	10	1xER, 5xVR, 3xDI, 1xRI	34

KEY: VR – Voluntary Resignation
RI – Retirement (Age 65+)

DS – Death in Service
DI – Dismissal

FI – End of Temporary Contract
ERVR – Early Retirement/Voluntary Redundancy
IH – Ill Health Retirement
Vol Red – Voluntary Redundancy only

RE - Redundancy
MA- Mutual Agreement
TT – Tupe Transfer

Equality target group	Age Bands	No. of Leavers	% of Leavers
BAME		1	4
Disability		6	22
Gender – female		6	22
Age	16-19	0	0
	20-29	2	7
	30-39	7	26
	40-49	3	11
	50-59	10	37
	60+	5	19

7.2 Reasons for leaving

The percentage of employees retiring early in 2018/19 was 0.74 %.

Reason	Leavers	% of Leavers
Dismissal (DI)	6	22
Death in Service (DS)	0	0
Early Retirement / Voluntary Redundancy (ERVR)	2	7
Retirement 65+ (RI)	4	15
Efficiency of Service/Redundancy (ES/RE)	0	0
End of Temporary Contract (FI)	0	3

Mutual Agreement (MA)	0	0
Ill Health Retirement(IH)	0	0
TUPE Transfer (TT)	0	0
Voluntary Resignation (VR)	15	56
Redundancy (C – Compulsory) (V – Voluntary)	0	0

8. Trade Unions

- 8.1 The Council works with the Unison, GMB and Unite unions.
- 8.2 The Trade Union (Facility Time Publication Requirements) Regulations 2017 came into force on 1 April 2017, which put in place the provisions in the Trade Union Act 2016 requiring relevant public sector employers to publish specified information related to facility time provided to trade union officials. Under the Regulations, the relevant information must be published by 31 July 2018, in respect of the period 1 April 2017 to 31 March 2018.
- 8.3 This information is published on the Council's website:
<https://www.hyndburnbc.gov.uk/download-package/trade-union-facility-time-publication-requirements-regulations-2017/>.