

Workforce Report

31 March 2020

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 2020 Hyndburn Borough Council employed 272 employees (FTE 244.26), of which 195 (72%) were full time and 77 (28%) part time. Of the 272 employees, 128 (47%) were female and 144 (53%) male.
- We have an ageing workforce: 79.4% of the workforce is over 40 years old, and of those, 54% are 50 or over– slightly higher than last year.
- 20 (7.35%) of employees are recorded as having a disability – a decrease from last year (8%).
- 13 (4.8%) of employees are from Black, Asian and Minority Ethnic (BAME) groups – this is a decrease of 0.5% from last year.
- The equality target groups remain under-represented in the top 5% of earners at the council, with 37.8 % being female – down from 38.46% last year. No employee at this level is BAME or has a disability.
- Staff turnover for 2019/20 is 12.5% compared to 10% for the previous year.

3. Recruitment

19 vacancies were advertised externally during this period and 313 people applied. 17 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	% of total	Shortlisted	% of total	Appointed	% of total
Male	220	70.3	55	62.5	13	76.5
Female	92	29.4	33	37.5	4	23.5
No information given	1	0.3	0	0.0	0	0
Total	313		88		17	

3.2 Ethnicity

Ethnicity	Applied	% of total	Shortlisted	% of total	Appointed	% of total
White- British	263	84.0	80	90.9	16	94.1
White- Irish	0	0.0	0	0.0	0	0.0
White- Other	3	1.0	1	1.1	0	0.0
Black or Black British – Caribbean	0	0.0	0	0.0	0	0.0
Black or Black British – African	6	1.9	1	1.1	0	0.0
Black or Black British – Other	0	0.0	0	0.0	0	0.0
Asian or Asian British – Indian	11	3.5	2	2.3	0	0.0
Asian or Asian British - Pakistani	20	6.4	1	1.1	1	5.9
Asian or Asian British – Kashmiri	1	0.3	0	0.0	0	0.0
Asian or Asian British - Bangladeshi	3	1.0	1	1.1	0	0.0
Mixed Race - White/ Black Caribbean	1	0.3	0	0.0	0	0.0
Mixed Race - White/ Black African	0	0.0	0	0.0	0	0.0
Mixed Race - White/ Indian	0	0.0	0	0.0	0	0.0
Mixed Race - White/ Pakistani	0	0.0	0	0.0	0	0.0
Chinese	3	1.0	1	1.1	0	0.0
Other	1	0.3	1	1.1	0	0.0
Prefer not to answer	1	0.3	0	0.0	0	0.0
No information given	0	0.0	0	0.0	0	0.0
Total	313		88		17	

3.3 Disability

Disability Status	Applied	% of total	Short listed	% of total	Appointed	% of total
Not disabled	300	95.8	84	95.5	17	100.0
Disabled	7	2.2	3	3.4	0	0.0
Prefer not to answer	6	1.9	1	1.1	0	0.0
No information given	0	0.0	0	0.0	0	0.0
Total	313		88		17	

3.4 Age

Age	Applied	% of total	Short Listed	% of total	Appointed	% of total
16-19	19	6.1	5	5.7	2	11.8
20-29	124	39.6	22	25.0	3	17.6
30-39	72	23.0	23	26.1	5	29.4
40-49	50	16.0	18	20.5	1	5.9
50-59	39	12.5	19	21.6	6	35.3
60+	6	1.9	1	1.1	0	0.0
Prefer not to answer	3	1.0	0	0.0	0	0.0
No information given	0	0.0	0	0.0	0	0.0
Total	313		88		17	

3.5 Sexual Orientation

Sexual Orientation	Applied	% of total	Short Listed	% of total	Appointed	% of total
Heterosexual	298	95.2	85	96.6	17	100.0
Bisexual	2	0.6	1	1.1	0	0.0
Homosexual	1	0.3	0	0.0	0	0.0
Prefer not to answer	12	3.8	2	2.3	0	0.0
No information given	0	0.0	0	0.0	0	0.0
Total	313		88		17	

3.6 Religion or Belief

Religion	Applied	% of total	Shortlisted	% of total	Appointed	% of total
Christian	173	55.3	55	62.5	11	64.7
Buddhist	1	0.3	1	1.1	1	5.9
Hindu	0	0.0	0	0.0	0	0.0
Rastafarian	0	0.0	0	0.0	0	0.0
Muslim	32	10.2	5	5.7	1	5.9
No Religious Affiliation	0	0.0	0	0.0	0	0.0
Sikh	1	0.3	0	0.0	0	0.0
Other	62	19.8	17	19.3	1	5.9
Jewish	0	0.0	0	0.0	0	0.0
Prefer not to answer	44	14.1	10	11.4	3	17.6
No information given	0	0.0	0	0.0	0	0.0
Total	313		88		17	

4. Our Workforce

At 31 March 2020, the Council employed 272 people (FTE 244.26)

The headcount of 272 is made up of 195 full time and 77 part time employees. 269 are on permanent employment contracts and 3 are on a temporary contract.

4.1 Employee Profile

(i) Gender

We employed 128 females (47%) and 144 males (53%).

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	272	144 (53%)	128 (47%)	11 (4%)	61 (22.5%)	41 (50%)	41 (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 BAME employees overall on 31st March 2020 is 4.8%. 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 2020 show the following information on sexual orientation.

Heterosexual	48%
Bisexual	0%
Gay Male	0.5%
Lesbian	0.5 %
Prefer not to answer	8%
No Response	43%

(iv) Age

The age profile for employees is shown below.

Age	Number of staff	% of total
16-19	2	0.7
20-29	18	6.6
30-39	36	13.2
40-49	69	25.4
50-59	112	41.2
60+	35	12.9

79.4% of the workforce is over 40 with 54% 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 2020 provided the results as shown in the table below.

	Hyndburn residents (2011 census data where available)	Council Workforce
	%	%
Christian	66.4	36
Buddhist	0.2	0
Hindu	0.1	0
Jewish		0
Muslim	10.3	2
Sikh		0

Any other religion	6.3	10
No religion	16.7	10
Religion not stated		42

(vi) Disability

7.35% of employees declare themselves as having a disability compared with 8% for 31 March 2019.

5. Pay

The percentage of women in the top 5% of earners is 37.8%. (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	54
Scp 41-44	4	0	0	3	51.5
Scp 26-39	61	2	6	31	51.91
Scp 7-25	163	8	11	66	46.75
Scp 1-6	31	1	3	24	49

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/>

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

6. Disciplinary and Grievance Cases

These are recorded by gender, ethnicity and disability.

(i) Gender

	Disciplinary	Harassment	Grievance	*Sickness	Performance	Qualification
Male	2	0	0	39	0	0
Female	2	1	0	31	0	0

(ii) Ethnicity

	Disciplinary	Harassment	Grievance	* Sickness	Performance	Qualification
White	2	1	0	68	0	0
BME	1	0	0	1	0	0
Refused	0	0	0	1	0	0

(iii) Disability

	Disciplinary	Harassment	Grievance	*Sickness	Performance	Qualification
Disabled	0	0	0	15	0	0
Not Disabled	4	1	0	55	0	0

*Formal Attendance Review Meetings outcomes - 49 Formal Attendance Review Meetings were held with 36 employees who triggered under the Attendance Management Procedure. 5 Final Improvement notices were issued, 17 First Improvement notices and 27 meetings concluded with no action. In addition 21 welfare meetings were held.

7. Leaving the Council

7.1 Turnover

Turnover for 2019/2020 was 12.5% with 34 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	4	3 x VR, 1 x ER	11.5%
Audit & Investigations	0		
Democratic Services	1	1 x VR	3%
Customer Services & Benefits	2	2 x VR	6%
Chief Executives Office	0		
Environmental Health	2	1 x VR, 1 x FI	6%
Finance - IT	0		
Human Resources	2	2 x VR	6%

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

Legal Services /Licensing	0		
Parks & Cemeteries	4	1 x VR, 1 x ER, 1 x RI 1 x DI	11.5%
Pest Control	1	1 x FI	3%
Member & Civic	0		
Planning	1	1xVR	3%
Policy, Performance & Partnership	1	1xVR	3%
Regeneration & Housing	6	1 x FI, 5 x VR	17%
Environmental Services	10	1 x ER, 5 x VR, 2 x RI, 2 x FI	30%

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		2	6
Disability		1	3
Gender – female		16	47
Age	16-19	0	0
	20-29	2	6
	30-39	6	18
	40-49	9	26
	50-59	9	26
	60+	8	24

7.2 Reasons for leaving

The percentage of employees retiring early and attracting a pensions strain as per the BVPI definition in 2019/20 was 0%.

Reason	Leavers	% of Leavers
Dismissal (DI)	1	3
Death in Service (DS)	0	0
Early Retirement / Voluntary Redundancy (ERVR)	0	0
Retirement 65+ (RI)	3	9
Voluntary Early Retirement 55+ (VE)	3	9
Efficiency of Service/Redundancy (ES/RE)	0	0
End of Temporary Contract (FI)	5	14
Mutual Agreement (MA)	0	0
Ill Health Retirement (IH)	0	0
TUPE Transfer (TT)	0	0

Voluntary Resignation (VR)	22	65
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.
- 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/>.

The data for 2019/20 will be reported by the extended deadline which is 30 September 2020.