

## Workforce Report 31 March 2018

### 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 2018 Hyndburn Borough Council employed 272 employees (FTE 246.34), of which 205 (75.37%) were full time and 67 (24.63%) part time. Of the 272 employees, 123 (45.22%) were female and 149 (54.78%) male.
- We have an ageing workforce: 78.31% of the workforce is over 40 years old, and 51.47% over 50. This has increased slightly every year since 2013 when 70% were over 40.
- 9.56% of employees are recorded as having a disability – an increase from last year (8%).
- 4.04% of employees are from Black, Asian and Minority Ethnic (BAME) groups – this is up 1% from last year. The recruitment statistics show an improved success rate this year for BAME applicants.
- The equality target groups were under-represented in the top 5% of earners at the council, although 35.7% were female, which is an improvement on the previous year. No employee at this level is BAME or has a disability.
- Staff turnover for 2017/18 is 12.08% compared to 9.76% for the previous year.

### 3. Recruitment

24 vacancies were advertised during this period (compared to 16 in 2016/17) and 222 people applied. 20 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	89 (40.1)	27 (45.7)	9 (45)
Female	121 (54.5)	30 (50.8)	11 (55)
No information given	12 (5.4)	2 (3.4)	0
<b>Total</b>	<b>222</b>	<b>59</b>	<b>20</b>

### 3.2 Ethnicity

Ethnicity	Applied (%)	Shortlisted (%)	Appointed (%)
White- British	172(77.5)	49(83.5)	15 (80)
White- Irish	0 (0)	0	0
White- Other	7(3)	0	1(5)
Black or Black British – Caribbean	0(0)	0	0
Black or Black British – African	1(0.5)	0	0
Black or Black British – Other	0(0)	0	0
Asian or Asian British – Indian	7(3)	2(3.4)	1(5)
Asian or Asian British - Pakistani	23 (11)	5(8)	2(10)
Asian or Asian British – Kashmiri	1(0.5)	0	0
Asian or Asian British - Bangladeshi	3 (1.5)	2(3.4)	0
Mixed Race - White/ Black Caribbean	0 (0)	0	0
Mixed Race - White/ Black African	0	0	0
Mixed Race - White/ Indian	1(0.5)	0	0
Mixed Race - White/ Pakistani	3(1.5)	0	0
Chinese	1(0.5)	0	0
Other	1(0.5)	0	0
Prefer not to answer	2(1)	1(1.7)	0
No information given			
<b>Total</b>	<b>222</b>	<b>59</b>	<b>20</b>

15% of appointments this year were to applicants from BAME backgrounds. This is significantly higher than in previous years and helps to make the Council more representative of the community it serves. All appointments are made on merit. Work took place last year in response to the previous Workforce Report to consider any potential barrier to BAME recruitment. The application process has been improved through better technology and we have also changed the information for applicants. It is not possible to say whether this has influenced the outcome, but the outcome is pleasing nonetheless.

### 3.3 Disability

Disability Status	Applied (%)	Short listed (%)	Appointed (%)
Not disabled	196 (88.29)	51(86.44)	16(80)
Disabled	20 (9.01)	6 (10.17)	4(20)
Prefer not to answer	5(2.25)	2(3.39)	0
No information given	1(0.45)	0	0
<b>Total</b>	<b>222</b>	<b>59</b>	<b>20</b>

Again, all appointments are on merit. The Council is a Disability Positive employer and this includes offering a guarantee of an interview to candidates declaring a disability if they meet the essential criteria as well as other measures to support people with a disability to remain in employment.

### 3.4 Age

Age	Applied (%)	Short Listed (%)	Appointed (%)
16-19	4 (1.8)	0	0
20-29	63 (28.38)	13(22.03)	3(15)
30-39	50 (22.52)	12(20.34)	2(10)
40-49	48 (21.62)	13(22.03)	5(25)
50-59	46 (20.72)	18(30.51)	8(40)
60+	10(4.5)	2(3.39)	2(10)
Prefer not to answer	1(0.45)	1(1.69)	0)
No information given	0	0	0
<b>Total</b>	<b>222</b>	<b>59</b>	<b>20</b>

### 3.5 Sexual Orientation

Sexual Orientation	Applied (%)	Short Listed (%)	Appointed (%)
Heterosexual	211(95.05)	52 (88.14)	19 (95)
Bisexual	1(0.45)	1(1.69)	0
Homosexual	3(1.35)	1(1.69)	0
Prefer not to answer	7(3.15)	5(8.47)	1(5)
No information given	0	0	
<b>Total</b>	<b>222</b>	<b>59</b>	<b>20</b>

### 3.6 Religion or Belief

Religion	Applied (%)	Short Listed (%)	Appointed (%)
Christian	111(50)	29 (49.15)	9(45)
Buddhist	0	0	0
Hindu	0	0	0
Rastafarian	0	0	0
Muslim	36(16.22)	8(13.56)	3 (15)
No Religious Affiliation	14(6.31)	3(5.08)	2(10)
Sikh	0	0	0
Other	36 (16.22)	11(18.64)	3(15)
Jewish	1(0.45)	0	0
Prefer not to answer	21(9.46)	7(11.86)	3 (15)
No information given	3(1.35)	1(1.69)	0
<b>Total</b>	<b>222</b>	<b>59</b>	<b>20</b>

## 4. Our Workforce

At 31 March 2018, the Council employed 272 people (FTE 246.34). This is a reduction from 2016/7 of 5.5% on headcount and 4.3% on FTE – then we had 287 staff (257 FTE).

The headcount of 272 is made up of 205 full time (75.37%) and 67 part time (24.63%) employees. The proportions of full and part time staff are very similar to last year. 271 are on permanent employment contracts and 1 is on a temporary contract.

### 4.1 Employee Profile

#### (i) Gender

We employed 123 females (45%) and 149 males (55%) – the same proportion as the previous year.

The table below shows the gender breakdown for part-time employees and those on Management Grades, which we have defined as salary scales 8 and above.

	Total Staff	Male (%)	Female (%)	P/T Male (%)	P/T Female (%)	Male staff in Management grades (%)	Female staff in Management grades (%)
<b>Total Workforce</b>	272	149 (55%)	123 (45%)	9 (3.3%)	58 (21.32%)	43 (55%)	35 (44%)

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 S4.2 below), the gender split in what we class as management grades is reasonably close to mirroring the wider staff group. The percentage of staff within management grades overall has increased this year, from 26.13% to 28.68%.

#### (ii) Ethnicity

The actual percentage of BAME employees overall on 31<sup>st</sup> March 2018 is 4.04%. This is lower than the BAME population within the district of 12.3% (2011 Census). However, it represents an increase on last year.

People from BAME groups 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 31<sup>st</sup> March 2018 show the following information on sexual orientation:

<b>Heterosexual</b>	55.15%
<b>Bisexual</b>	0%
<b>Gay male</b>	0.74%
<b>Lesbian / gay woman</b>	0.37%
<b>Prefer not to answer</b>	12.13%
<b>No response</b>	31.62%

#### (iv) Age

The age profile for employees is shown below:

Age	Council Employees (%)
16-19	0
20-29	18 (6.62)
30-39	41 (15.07)
40-49	73 (26.84)
50-59	108 (39.71)
60+	32 (11.76)

It can be seen from the above table that most of the workforce 78.31% is over 40 with 51.47% over 50.

#### (v) Religion and belief

Staffing records as at 31<sup>st</sup> March 2018 provided the results as shown in the table below – compared to the local population:

	Hyndburn residents (2011 census data where available)	Council Workforce
	%	%
Christian	66.4	51.84
Buddhist	0.2	0
Hindu	0.1	0
Jewish		0
Muslim	10.3	1.84
Sikh		0
Any other religion	6.3	2.94
No religion / not stated	16.7	43.75

#### (vi) Disability

9.56% of employees declare themselves as having a disability compared with 8% for 31 March 2017.

## 5. Pay

The percentage of women in the top 5% of earners is 35.7%. No employees in the top 5% of earners have a disability. We have no BAME employees among our top earners.

### 5.1 Equality Workforce profile by pay bands as at 31<sup>st</sup> March 2018.

Salary Band	Total	BAME	Disability	Female	Average Age
Chief Officer/Director	11	0	0	3	50.6
Scp 47-50	5	0	0	2	55.4
Scp 32-45	61	0	8	29	49.68
Scp 18-31	167	11	15	71	45.64
Scp 1-17	28	0	3	18	53.25

### 5.3 Gender Pay Gap

The mean hourly rate of women (£13.05) is less than the mean hourly rate of men (£14.08). The mean gender pay gap at Hyndburn Borough is 7% for all employees. The mean gap has increased since last year by 0.8%. This is owing to the new gender pay gap calculation rules which include salary sacrifice such as childcare vouchers of which are taken up by 70% female staff.

In terms of how we compare nationally, the ONS use the median gender pay gap, which was 9.1% in 2017. Our median gender pay gap is only 0.4%. The median is generally seen as the preferred measure as it represents the difference between the midpoints in the ranges of hourly earnings of men and women. It takes all salaries in the sample, lines them up in order from lowest to highest, and picks the middle salary. It is not affected by outliers i.e. a few individuals at the top or bottom of the range.

Gender Pay gap	Mean	Median
Hourly rate	7.0%	0.4%
*Bonus	-4.8%	2.0%

\*Bonus figures include 3 females on Maternity Leave and 1 male on sick leave.

### Proportion of Males and Females in each Quartile Pay Band

Quartile	Males	Female	Pay Gap
Lower quartile	37.3%	62.7%	2.5%
Lower middle quartile	71.6%	28.3%	1.6%
Upper middle quartile	53.7%	46.3%	-2.5%
Upper quartile	57.6%	42.4%	10.5%

We are committed to the principle of equal pay for all our employees, and our job evaluation system means we can be confident as reasonably possible that men and women are paid equally for doing equivalent jobs.

Our Gender Pay Gap is published on our website in line with the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017.

## 6. Disciplinary and Grievance Cases

These are recorded by gender, ethnicity and disability.

### (i) Gender

	Disciplinary	Harassment	Grievance	*Sickness	Performance	Qualification
<b>Male</b>	13	0	0	58	0	0
<b>Female</b>	0	0	0	16	0	0

### (ii) Ethnicity

	Disciplinary	Harassment	Grievance	* Sickness	Performance	Qualification
<b>White</b>	12	0	0	73	0	0
<b>BAME</b>	1	0	0	1	0	0
<b>Refused</b>	0	0	0	0	0	0

### (iii) Disability

	Disciplinary	Harassment	Grievance	*Sickness	Performance	Qualification
<b>Disabled</b>	2	0	0	23	0	0
<b>Not Disabled</b>	11	0	0	51	0	0

\*Formal Attendance Review Meetings outcomes - 50 Formal Attendance Review Meetings were held with 32 employees who triggered under the Attendance Management Procedure. 9 Final Improvement notices were issued, 19 First Improvement notices and 22 meetings concluded with no action. In addition 23 welfare meetings were held.

## 5. Leaving the Council

### 5.1 Turnover

Turnover for 2017/2018 was 12.08% with 33 leavers overall. The average for Lancashire Councils who have provided data was 12.9%.

Equality target group	Age Bands	No. of Leavers	% of Leavers
<b>BAME</b>		1	3
<b>Disability</b>		2	6
<b>Gender – Female</b>		11	33
<b>Age</b>	<b>16-19</b>	0	0
	<b>20-29</b>	3	10
	<b>30-39</b>	10	30
	<b>40-49</b>	6	18
	<b>50-59</b>	9	27
	<b>60+</b>	5	15

The percentage of employees retiring early in 2017/18 was 0.36 %.

## 6. Trade Unions

- 6.1 The Council works with the Unison, GMB and Unite unions.
- 6.2 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.
- 6.3 The following table contains the information we are required to publish. This is now published on the Council's website.

<b>1. Relevant Union Officials</b>	
What was the total number of your employees who were relevant union officials during the relevant period?	
Number of employees who were relevant union officials during the relevant period:	13
Full-time equivalent employee number:	12.05
<b>2. Percentage of time spent on facility time</b>	
How many of your employees who were relevant union officials employed during the relevant period spent a) 0%, b) 1%-50%, c) 51%-99% or d) 100% of their working hours on facility time?	
0%	4
1-50%	9
51-99%	0
100%	0
<b>3. Percentage of pay bill spent on facility time</b>	
Provide the figures requested in the first column of the table below to determine the percentage of your total pay bill spent on paying employees who were relevant union officials for facility time during the relevant period.	
Provide the total cost of facility time:	£8716.17
Provide the total pay bill:	£9,664,433
Provide the percentage of the total pay bill spent on facility time, calculated as: $(\text{total cost of facility time} \div \text{total pay bill}) \times 100$	0.09%
<b>4. Paid trade union activities</b>	
As a percentage of total paid facility time hours, how many hours were spent by employees who were relevant union officials during the relevant period on paid trade union activities?	
Time spent on paid trade union activities as a percentage of total paid facility time hours calculated as: $(\text{total hours spent on paid trade union activities by relevant union officials during the relevant period} \div \text{total paid facility time hours}) \times 100$	46.17%