

# Workforce Report

## 31 March 2013

### 1. Introduction

This 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 2013 Hyndburn Borough Council employed 331 employees (FTE 303.55), of which 254 were full time and 77 part time. Of the 331 employees, 144 (43.5%) were female and 187 (56.5%) male.
- We have an ageing workforce: 70% of the workforce is over 40 years old, and 36.5% over 50.
- 8.5% of employees are recorded as having a disability - a slight increase from last year (8.3%).
- 3.93% of employees are from Black and Minority Ethnic (BME) groups.
- The equality target groups were under-represented in the top 5% of earners at the council, with only 31.25% being female (same as last year) and none with a disability or BME.
- The staff turnover for 2012/13 is 6.65% compared to 13.85% for the previous year.

### 3. Recruitment

8 vacancies were advertised during this period and 165 people applied. As some adverts were for more than one post of the same type, 12 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	128 (77%)	34 (68%)	9 (75%)
Female	36 (21%)	15 (30%)	3 (25%)
Prefer not to answer	1 (2%)	1 (2%)	0
Total	165	50	12

A large majority of applicants were male. This is because a number of jobs attracted predominantly or exclusively male candidates: Estates Surveyor, ICT Officer, Licensing Enforcement Officer and Street Cleansing Operative. The last job in particular had a comparatively large number of applicants.

#### 3.2 Ethnicity

Ethnicity	Applied (%)	Shortlisted (%)	Appointed (%)
White- British	139 (85%)	36 (72%)	9 (76%)
White- Irish	4 (2.5%)	3 (6%)	
White- Other	1 (0.5%)		
Black or Black British – Caribbean		2(4%)	
Black or Black British – African			
Black or Black British – Other			

Asian or Asian British – Indian	5 (3.5%)	2 (4%)	1 (8%)
Asian or Asian British - Pakistani	5 (3.5%)	2 (4%)	
Asian or Asian British – Kashmiri	2 (1%)		
Asian or Asian British - Bangladeshi			
Mixed Race - White/ Black Caribbean	1 (0.5%)	1 (2%)	
Mixed Race - White/ Black African			
Mixed Race - White/ Indian	1 (0.5%)	1 (2%)	1
Mixed Race - White/ Pakistani			
Chinese	1 (0.5%)	1 (2%)	
Other	1 (0.5%)		
Prefer not to answer	3 (2%)	2 (4%)	1 (8%)
<b>Total</b>	<b>163</b>	<b>50</b>	<b>12</b>

The authority continues to advertise vacancies with organisations that work actively with BME communities.

### 3.3 Disability

Disability Status	Applied (%)	Short listed (%)	Appointed (%)
Not disabled	151 (91%)	41 (89%)	12 (100%)
Disabled	11 (7%)	4 (9%)	
Prefer not to answer	3 (2%)	1 (2%)	
<b>Total</b>	<b>165</b>	<b>46</b>	<b>12</b>

The Council uses the JobcentrePlus “two ticks” symbol for recruitment, to show that we have measures in place to support the recruitment and employment of people with disabilities.

### 3.4 Age

Age	Applied (%)	Short Listed (%)	Appointed (%)
16-19	5 (3%)	2 (4%)	1 (8%)
20-29	44 (27%)	9 (19%)	1 (8%)
30-39	38 (23%)	18 (37.5%)	7 (59%)
40-49	43 (26%)	12 (25%)	2 (17%)
50-59	28 (17%)	5 (10.5%)	0
60+	3 (2%)	1 (2%)	1 (10%)
Prefer not to answer	2 (1%)	1 (2%)	0
<b>Total</b>	<b>163</b>	<b>48</b>	<b>12</b>

### 3.5 Sexual Orientation

Sexual Orientation	Applied (%)	Short Listed (%)	Appointed (%)
Heterosexual	145 (92%)	44 (94%)	11 (100%)
Bisexual			
Gay Male	2 (1.50%)	1 (2%)	
Lesbian	1 (0.5%)		
Prefer not to answer	10 (6%)	2 (4%)	

### 3.6 Religion or Belief

Religion	Applied (%)	Short Listed (%)	Appointed (%)
Christian	94 (57%)	27 (56%)	7 (59%)
Buddhist	2 (1%)	1 (2%)	
Hindu	1 (0.5%)		
Rastafarian			
Muslim	11 (7%)	4 (9%)	
No Religious Affiliation	42 (25%)	14 (29%)	3 (33%)
Sikh			
Other	4 (2.5%)		
Jewish			
Prefer not to answer	10 (6%)	2 (4%)	

## 4. Our Workforce

At 31 March 2013, the Council employed 331 people (FTE 303.55)

The headcount of 331 is made up of 254 full time and 77 part time employees. 324 are on permanent employment contracts and 7 are on a temporary contract.

### 4.1 Employee Profile

#### (i) Gender

We employed 144 females (43.5%) and 187 males (56.5%).

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 %	% of P/T Male	% of P/T Female	Male staff in Management grades %	Female staff in Management grades%
Total Workforce	331	187 (56.5%)	144 (43.5%)	19 (25%)	58 (75%)	50 (59.5%)	34 (40.5%)

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), the gender split in what we class as management grades is reasonably close to mirroring the wider staff group.

#### (ii) Ethnicity

The actual percentage of BME employees overall on 31<sup>st</sup> March 2013 is 3.93%. 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

Staffing records as at 31<sup>st</sup> March 2013 shows the following information on sexual orientation.

Heterosexual	72 %
Bisexual	0 %
Gay Male	0.3%
Lesbian	0.3%

Prefer not to answer	16.0%
No Response	11.4 %

We have only recently started to ask people for monitoring information on sexual orientation. One would expect that people will become more comfortable answering this category as they become accustomed to its inclusion. The Government estimates that 5-7% of the population are LGBT, a figure accepted as reasonable by Stonewall.

**(iv) Age**

The age profile for employees is shown below. The census data we have is from 2001. This will be updated for future reports in line with the latest census data on the workplace population when available.

Age	Council %	Workplace Population as in census 2001 %
16-19	0.3	5
20-29	8.9	19
30-39	20.5	27
40-49	33.8	24
50-59	30.5	20
60+	6	5

It can be seen from the above table that most of the workforce (70%) is over 40 with 36.5% over 50.

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 31<sup>st</sup> March 2013 provided the results as shown in the table below.

	Hyndburn residents (2011 census data where available)	Council Workforce	
	%		%
Christian	66.4	184	55.6
Buddhist		0	
Hindu		0	
Jewish		0	
Muslim	10.3	6	1.8
Sikh		0	
Any other religion		10	3
No religion	17	50	15.1
Religion not stated		81	24.5

**(vi) Disability**

8.5 % of employees declare themselves as having a disability compared with 8.3% for 31 March 2012.

## (vii) Other

Gender reassignment, pregnancy and maternity, marriage and civil partnership are not currently reported on, but this is planned for the next report, where information can be presented without losing anonymity.

## 4.2 Pay

The percentage of women in the top 5% of earners is 31.25%.

We have no BME employees or employees with a disability among our top earners.

### Ethnicity of Management Grades – Key Statistics

White & White Other representation in management grades = 100 %

BME representation in the management grades = 0%

BME Female representation in the management grades = 0%

BME Male representation in the management grades = 0 %

### Equality Workforce profile by pay bands as at 31<sup>st</sup> march 2013.

Salary Band	BME	Disability	Female	Average Age
Chief Officer/Director	0	0	3	50
Scp 47-50	0	0	2	47
Scp 32-45	0	7	30	47
Scp 18-31	9	16	75	44
Scp 1-17	4	5	34	44

### Gender Pay Gap

The gender pay gap at Hyndburn Borough Council is still 17.4% for all employees.

The mean hourly rate of women (£10.39) is less than the mean hourly rate of men (£12.58)

## 4.3 Disciplinary and Grievance Cases

These are recorded by gender, ethnicity and disability.

### (i) Gender

	Disciplinary	Harassment	Grievance	*Sickness	Performance	Qualification
Male	9	0	0	64	0	3
Female	4	0	0	40	1	0

### (ii) Ethnicity

	Disciplinary	Harassment	Grievance	* Sickness	Performance	Qualification
White	13	0	0	102	1	3
BME	0	0	0	2	0	0
Refused	0	0	0	0	0	0

(iii) **Disability**

	<b>Disciplinary</b>	<b>Harassment</b>	<b>Grievance</b>	<b>*Sickness</b>	<b>Performance</b>	<b>Qualification</b>
<b>Disabled</b>	13	0	0	10	0	0
<b>Not Disabled</b>	0	0	0	94	1	3

\*Formal Attendance Review Meetings outcomes - 89 Formal Attendance Review Meetings were held with 89 employees who triggered under the Attendance Management Procedure. 2 Final Cautions were issued, 4 Extended First Cautions, 28 First Cautions and 55 meetings concluded with no action. In addition 15 welfare meetings were held.

## 5. Leaving the Council

### 5.1 Turnover

Turnover for 2012/2013 was 6.65% with 22 leavers overall.

The following table breaks this down by service.

<b>Department</b>	<b>No. of Leavers</b>	<b>Reasons for Leaving</b>	<b>% Turnover within Council</b>
Accountancy	1	VR	4.5
Democratic Services	0		0
Customer Services & Benefits	3	RE x2 , ERx1	13.5
Chief Executives Office	0		
Environmental Maintenance	3	VRx1, ERx2	13.5
Environmental Health	1	ER	4.5
Finance – Corporate Property	1	VR	4.5
Finance - IT	0		
Human Resources	2	Fix1, ERx1	10
Legal Serv/Debt Rec/Licensing	1	RI	4.5
Leisure, Parks & Spaces	3	RI x1, Fi x2	13.5
Member & Civic	1	RE	4.5
Planning	3	VR x3	13.5
Policy, Performance & Partnership	0		
Regeneration & Housing	1	RE	25%

KEY: VR – Voluntary Resignation  
 RI – Retirement (Age 65+)  
 FI – End of Temporary Contract  
 ER – Early Retirement

DS – Death in Service  
 DI - Dismissal  
 RE - Redundancy

<b>Equality target group</b>	<b>Age Bands</b>	<b>No. of Leavers</b>	<b>% of Leavers</b>
BME		0	
Disability		5	22%
Gender – female		11	50%
Age	16-19		
	20-29		
	30-39	3	14%
	40-49	2	9%

	50-59	8	35%
	60+	9	41%

## 5.2 Reasons for leaving

The percentage of employees retiring early in 2012/13 was 1.68%. There were no ill health retirements in 2012/13.

Reason	Leavers	% of Leavers
Dismissal (DI)		
Death in Service (DS)		
Early Retirement / Voluntary Redundancy (ERVR)	5	23%
Retirement 65+ (RI)	2	9%
Efficiency of Service/Redundancy (ES/RE)		
End of Temporary Contract (FI)	3	13%
Mutual Agreement (MA)		
Ill Health Retirement(IH)		
TUPE Transfer (TT)		
Voluntary Resignation (VR)	7	32%
Redundancy (C – Complusory) (V – voluntary)	5(V)	23%

## 6. Learning & Development

Training Sessions: 37  
 Training Places: 447

Indicator	Training Places Taken	
	#	%
<b>Disability</b>		
Disability	30	7%
No disability	413	92%
Prefer not to say	2	0.5%
Not recorded	2	0.5%

<b>Caring Responsibilities</b>		
Care for child & adult	11	2%
Help an adult	21	5%
Look after children	156	35%
None	178	40%
Prefer not to say	45	10%
Not recorded	36	8%

<b>Employment Status</b>		
Full time	319	71%
Part time	126	28.5%
Fixed term	2	0.5%

Indicator	Training Places Taken	
	#	%
<b>Gender</b>		
Female	296	66%
Male	151	34%

<b>Community Background</b>		
Christian	256	57%
Muslim	14	3%
No religious affiliation	60	13%
Other	13	3%
Prefer not to say	61	13%
Not recorded	43	11%

<b>Sexual Orientation</b>		
Heterosexual	332	74.75%
Lesbian	1	0.25
Prefer not to say	77	17%
Nor recorded	37	8%