

# Workforce Report 31 March 2014

## 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 2014 Hyndburn Borough Council employed 312 employees (FTE 286.3), of which 242 were full time and 70 part time. Of the 312 employees, 135 (43%) were female and 177 (57%) male.
- We have an ageing workforce: 70.8% of the workforce is over 40 years old, and 37.5% over 50.
- 8% of employees are recorded as having a disability - a slight decrease from last year (8.5%).
- 2.88% 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 gender pay gap has reduced by 3.15% and now stands at 14.25%.
- The staff turnover for 2012/13 is 11% compared to 6.65% for the previous year.

## 3. Recruitment

24 vacancies were advertised during this period and 373 people applied. 28 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	190 (55)	73 (65)	15 (54)
Female	154 (44)	39(35)	13 (46)
Prefer not to answer	3 (1)	0	0
Total	347	112	28

### 3.2 Ethnicity

Ethnicity	Applied (%)	Shortlisted (%)	Appointed (%)
White- British	289 (80)	97 (83)	25 (89)
White- Irish	4 (1)	2 (2)	
White- Other	6 (1.5)	1 (1)	2 (7)
Black or Black British – Caribbean			
Black or Black British – African		1 (1)	
Black or Black British – Other	1 (0.25)		
Asian or Asian British – Indian	14 (4)	6 (5)	
Asian or Asian British - Pakistani	19 (5)	5 (4)	

Asian or Asian British – Kashmiri	1(0.25)		
Asian or Asian British - Bangladeshi	10 (2.75)	1 (1)	
Mixed Race - White/ Black Caribbean			
Mixed Race - White/ Black African		1(1)	1 (4)
Mixed Race - White/ Indian	1 (0.25)		
Mixed Race - White/ Pakistani			
Chinese	14(4)	1(1)	
Other	2 (0.50)	1 (1)	
Prefer not to answer	2 (0.50)		
<b>Total</b>	<b>363</b>	<b>116</b>	<b>28</b>

### 3.3 Disability

Disability Status	Applied (%)	Short listed (%)	Appointed (%)
Not disabled	328 (95)	106 (96)	26 (96)
Disabled	12 (3)	2 (2)	1 (4)
Prefer not to answer	6 (2)	2 (2)	
<b>Total</b>	<b>346</b>	<b>110</b>	<b>27</b>

### 3.4 Age

Age	Applied (%)	Short Listed (%)	Appointed (%)
16-19	11(3)	10 (9)	1 (3.5)
20-29	128 (38)	36 (33)	10 (36)
30-39	79 (23)	28 (26)	8 (29)
40-49	71 (20)	23 (21)	5 (18)
50-59	51 (14)	11 (10)	3 (10)
60+	3 (1)	1 (1)	1 (3.5)
Prefer not to answer	3 (1)		
<b>Total</b>	<b>346</b>	<b>109</b>	<b>28</b>

### 3.5 Sexual Orientation

Sexual Orientation	Applied (%)	Short Listed (%)	Appointed (%)
Heterosexual	336 (96.25)	104 (98)	27(100)
Bisexual			
Gay Male	2 (0.50)	1 (1)	
Lesbian	1 (0.25)		
Prefer not to answer	9 (3)	1 (1)	

### 3.6 Religion or Belief

Religion	Applied (%)	Short Listed (%)	Appointed (%)
Christian	210 (59)	64 (59)	18 (69)
Buddhist	1 (0.25)	1 (1)	
Hindu			
Rastafarian			
Muslim	44 (12)	11 (10)	
No Religious Affiliation	87 (25)	30 (27)	8 (31)
Sikh	1(0.25)		
Other	2 (0.50)	2 (2)	
Jewish			
Prefer not to answer	9 (3)	1 (1)	

## 4. Our Workforce

At 31 March 2014, the Council employed 312 people (FTE 286.3)

The headcount of 312 is made up of 242 full time and 70 part time employees. 309 are on permanent employment contracts and 3 are on a temporary contract.

### 4.1 Employee Profile

#### (i) Gender

We employed 135 females (43%) and 177 males (57%).

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	312	177 (56.64%)	135 (43%)	17(5.44%)	52 (16.64%)	44 (56.32%)	34 (43.52%)

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 2014 is 2.88%. 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 2014 shows the following information on sexual orientation.

Heterosexual	67.6%
Bisexual	0%
Gay Male	0.3%
Lesbian	0.3 %

Prefer not to answer	16.7%
No Response	15.1%

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.

Age	Council %
16-19	0.7
20-29	8
30-39	20.5
40-49	33.3
50-59	32
60+	5.5

It can be seen from the above table that most of the workforce (70.8%) is over 40 with 37.5% 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 2014 provided the results as shown in the table below.

	Hyndburn residents (2011 census data where available)	Council Workforce
	%	%
Christian	66.4	52.85
Buddhist		
Hindu		
Jewish		
Muslim	10.3	1.3
Sikh		
Any other religion		2.9
No religion	17	14.75
Religion not stated		28.2

**(vi) Disability**

8% of employees declare themselves as having a disability compared with 8.5% for 31 March 2013.

**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	49
Scp 47-50	0	0	2	49
Scp 32-45	0	5	29	48
Scp 18-31	8	14	78	44
Scp 1-17	1	5	23	46

### Gender Pay Gap

The gender pay gap at Hyndburn Borough Council is 14.25% for all employees. The gap has reduced by 3.15% owing to turnover of male staff in the higher salary bands.

The mean hourly rate of women (£10.71) is less than the mean hourly rate of men (£12.49)

### 4.3 Disciplinary and Grievance Cases

These are recorded by gender, ethnicity and disability.

#### (i) Gender

	Disciplinary	Harassment	Grievance	*Sickness	Performance	Qualification
<b>Male</b>	9	0	1	64	0	1
<b>Female</b>	4	0	0	28	0	0

#### (ii) Ethnicity

	Disciplinary	Harassment	Grievance	* Sickness	Performance	Qualification
<b>White</b>	13	0	1	90	0	1
<b>BME</b>	0	0	0	2	0	0
<b>Refused</b>	0	0	0	0	0	0

(iii) **Disability**

	Disciplinary	Harassment	Grievance	*Sickness	Performance	Qualification
<b>Disabled</b>	0	0	0	13	0	0
<b>Not Disabled</b>	13	0	1	79	0	1

\*Formal Attendance Review Meetings outcomes - 80 Formal Attendance Review Meetings were held with 57 employees who triggered under the Attendance Management Procedure. 9 Final Cautions were issued, 1 Extended Final Caution, 4 Extended First Cautions, 18 First Cautions and 48 meetings concluded with no action. In addition 12 welfare meetings were held.

## 5. Leaving the Council

### 5.1 Turnover

Turnover for 2013/2014 was 11% with 34 leavers overall.

The following table breaks this down by service.

Department	No. of Leavers	Reasons for Leaving	% Turnover within Council
Accountancy	1	RE(V)	2.94%
Audit & Investigations	1	VR	2.94%
Democratic Services			
Customer Services & Benefits	5	MA, RE(V), 3xVR	14.7%
Chief Executives Office	1	ERVR	2.94%
Environmental Maintenance	9	2xERVR, 1xDI, 1xVR, 2xFI, RI, IH, RE	26.47%
Environmental Health	1	RI	2.94%
Finance – Corporate Property			
Finance - IT			
Human Resources	1	VR	2.94%
Legal Serv/Debt Rec/Licensing	2	2xVR	5.89%
Parks & Cemeteries	3	2xVR, RI	8.83%
Member & Civic			
Planning	7	3xVR, 3xFI, ERVR	20.59%
Policy, Performance & Partnership			
Regeneration & Housing	3	DS, 2xVR	8.82%

KEY: VR – Voluntary Resignation  
 RI – Retirement (Age 65+)  
 FI – End of Temporary Contract  
 ERVR – Early Retirement/Voluntary Redundancy  
 IH – Ill Health Retirement  
 DS – Death in Service  
 DI - Dismissal  
 RE - Redundancy  
 MA- Mutual Agreement

Equality target group	Age Bands	No. of Leavers	% of Leavers
BME		5	14.7%
Disability		0	
Gender – female		11	32.34%
Age	16-19	1	2.94%

	20-29	5	14.7%
	30-39	8	23.53%
	40-49	7	20.59%
	50-59	4	11.77%
	60+	9	26.47%

## 5.2 Reasons for leaving

The percentage of employees retiring early in 2013/14 was 1.4%. There was 1 (0.3%) ill health retirement in 2013/14.

Reason	Leavers	% of Leavers
Dismissal (DI)	1	2.94%
Death in Service (DS)	1	2.94%
Early Retirement / Voluntary Redundancy (ERVR)	4	11.77%
Retirement 65+ (RI)	3	8.83%
Efficiency of Service/Redundancy (ES/RE)		
End of Temporary Contract (FI)	5	14.7%
Mutual Agreement (MA)	1	2.94%
Ill Health Retirement(IH)	1	2.94%
TUPE Transfer (TT)		
Voluntary Resignation (VR)	14	41.17%
Redundancy (C – Complusory) (V – voluntary)	2xC, 2xV	11.77%

## 6. Learning & Development

Training Sessions: 57  
 Training Places: 639

Indicator	Training Places Taken	
	#	%
<b>Disability</b>		
Disability	46	7%
No disability	577	90%
Prefer not to say	12	2%
Not recorded	4	1%

<b>Caring Responsibilities</b>		
Care for child & adult	13	2%
Help an adult	26	4%
Look after children	214	34%
None	244	38%
Prefer not to say	53	8%
Not recorded	89	14%

<b>Employment Status</b>		
Full time	502	79%
Part time	128	20%
Fixed term	9	1%

Indicator	Training Places Taken	
	#	%
<b>Gender</b>		
Female	358	46%
Male	281	44%

<b>Community Background</b>		
Christian	328	51%
Muslim	7	1%
No religious affiliation	111	17%
Other	18	3%
Prefer not to say	75	12%
Not recorded	100	16%

<b>Sexual Orientation</b>		
Heterosexual	445	70%
Gay Male	2	0.4%
Lesbian	3	0.6%
Prefer not to say	99	15%
Not recorded	90	14%