

# Workforce Report

## 31 March 2015

### 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.

The Local Government Transparency Code 2015 has prompted us to add some further information to this report. It now includes a link to information on senior salaries as well as details of trade union representation.

Our [organisational structure charts](#) are published on the Council's website and will shortly be updated.

### 2. Summary

- At 31 March 2015 Hyndburn Borough Council employed 310 employees (FTE 283), a reduction of 3.3 FTE based on the same time in 2014.
- Of the 310, 238 (76.8%) were full time and 72 (23.2%) part time.
- Of the 310, 133 (43%) were female and 177 (57%) male.
- We have an ageing workforce. 72% of the workforce is over 40 years old, and 41% over 50. Both These figures represent a slight increase compared to last year. In On 31 March 2014 8.7% were aged under 30 but by this March, the figure dropped to 8%.
- 6.8% of employees are recorded as having a disability - a slight decrease from last year (8%).
- 3.23% of employees are from Black and Minority Ethnic (BME) groups. This is up from 2.88% last year.
- The equality target groups were under-represented in the top 5% of earners at the council, with only 33.33% being female. 6.66% with a disability and no BME.
- The gender pay gap has reduced by 9.84% and now stands at 4.41%. This is because of a higher turnover amongst male staff.
- The staff turnover for 2014/15 is 13.2 % compared to 11% for the previous year.

### 3. Recruitment

25 vacancies were advertised during this period and 152 people applied. 25 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	112 (74)	58 (80)	21 (84)
Female	35 (23)	14(20)	4 (16)
No information given	5 (3)	0	0

Total	152	72	25
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### 3.2 Ethnicity

Ethnicity	Applied (%)	Shortlisted (%)	Appointed (%)
White- British	134 (88)	65 (90)	24 (96)
White- Irish	1 (0.65)		
White- Other	2(1.3)		
Black or Black British – Caribbean	1 (0.65)		
Black or Black British – African	2(1.3)		
Black or Black British – Other			
Asian or Asian British – Indian	1 (0.65)		
Asian or Asian British - Pakistani	4 (2.5)	3 (4.16)	
Asian or Asian British – Kashmiri			
Asian or Asian British - Bangladeshi	1 (0.65)		
Mixed Race - White/ Black Caribbean			
Mixed Race - White/ Black African	1(0.65)	1(1.39)	1 (4)
Mixed Race - White/ Indian	1 (0.65)		
Mixed Race - White/ Pakistani			
Chinese			
Other	2 (1.31)		
Prefer not to answer	1 (0.65)	1 (1.39)	
No information given	1(0.65)	2(2.75)	
Total	152	72	25

### 3.3 Disability

Disability Status	Applied (%)	Short listed (%)	Appointed (%)
Not disabled	140 (92)	66 (91.5)	24 (96)
Disabled	4 (2.5)	1 (1.5)	
Prefer not to answer	3 (2)	2 (3)	
No information given	5 (3.5)	3(4)	1(4)
Total	152	72	25

### 3.4 Age

Age	Applied (%)	Short Listed (%)	Appointed (%)
16-19	6(4)	4 (5)	2 (8)
20-29	25 (16)	9 (12)	6 (24)
30-39	35 (23)	15 (21)	4 (16)
40-49	44 (29)	22 (31)	7 (28)

50-59	34 (22)	17 (24)	6 (24)
60+	4 (3)	1 (1.5)	1 (3.5)
Prefer not to answer	1 (1)	1(1.5)	
No information given	3(2)	3(4)	
Total	152	72	25

### 3.5 Sexual Orientation

Sexual Orientation	Applied (%)	Short Listed (%)	Appointed (%)
Heterosexual	137 (90)	67 (93)	24(96)
Bisexual			
Gay Male	1 (0.50)	1 (1)	
Lesbian	1 (0.50)		
Prefer not to answer	8 (5.5)	2 (3)	1(4)
No information given	5 (3.50)	3(4)	

### 3.6 Religion or Belief

Religion	Applied (%)	Short Listed (%)	Appointed (%)
Christian	90 (59)	41 (57)	16 (64)
Buddhist			
Hindu			
Rastafarian			
Muslim	9 (6)	3 (4)	
No Religious Affiliation	43 (28)	23 (32)	8 (32)
Sikh			
Other	1 (0.50)	1 (1.5)	
Jewish			
Prefer not to answer	4 (3)	1 (1.50)	
No information given	5(3.5)	3(4)	1(4)

## 4. Our Workforce

At 31 March 2015, the Council employed 310 people (FTE 283)

The headcount of 310 is made up of 237 full time and 73 part time employees. 305 are on permanent employment contracts and 5 are on a temporary contract.

### 4.1 Employee Profile

#### (i) Gender

We employed 133 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 (earning over £27,323).

	Total Staff	Male %	Female %	P/T Male as % of workforce	P/T Female as % of workforce	Male staff in Management grades	Female staff in Management grades
Total Workforce	310	177 (57%)	133 (43%)	17(5.48%)	55(17.74%)	42 (59%)	29 (41%)

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.

The [LGE Earnings survey](#) for 2013/14 showed that Shire districts in England and Wales employed 47.3% male and 52.7% female staff. Hyndburn has more male staff than that average figure.

(ii) Ethnicity

The actual percentage of BME employees overall on 31<sup>st</sup> March 2015 is 3.23%. This is lower than the BME population within the district of 12.3% (2011 Census). However, it is higher than the average of 3.1% for shire districts, according to the [LGE Earnings survey](#) for 2013/14

People from minority ethnic communities are not represented at our senior management level. 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 2015 shows the following information on sexual orientation.

Heterosexual	62%
Bisexual	0%
Gay Male	0.6%
Lesbian	0.3 %
Prefer not to answer	15.5%
No Response	21.6%

It is only in recent years that we have 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	0.50
20-29	7.50
30-39	20.5
40-49	31
50-59	35
60+	6

It can be seen from the above table that most of the workforce (72%) is over 40 with 41% over 50. This is an increase from the previous year. We have also seen our proportion of staff aged under 30 reduce.

(v) Religion and belief

Staffing records as at 31<sup>st</sup> March 2015 provided the results as shown in the table below.

	Hyndburn residents (2011 census data where available)	Council Workforce
	%	%
Christian	66.4	48
Buddhist		
Hindu		
Jewish		
Muslim	10.3	1.5
Sikh		
Any other religion		3
No religion	17	13
Religion not stated		34.50

(vi) Disability

6.8% of employees declare themselves as having a disability compared with 8% for 31 March 2014.

## 4.2 Pay

The percentage of women in the top 5% of earners is 33.33%

6.66% of employees in the top 5% of earners have a disability.

We have no BME employees among our top earners.

Under the Transparency Code, we are required to publish senior salary information. We do this in our annual [Statement of Accounts](#), which is on the Council's website.

Our pay multiple is published in our annual [Pay Policy](#), which is also on our website.

#### 4.2.1 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 %

#### 4.2.2 Equality Workforce profile by pay bands as at 31<sup>st</sup> March 2015.

Salary Band	BME	Disability	Female	Average Age
Chief Officer/Director	0	1	3	49.72
Scp 47-50	0	0	2	50.25
Scp 32-45	0	5	25	47.7
Scp 18-31	10	13	87	40.75
Scp 1-17	0	4	16	51

#### 4.2.3 Gender Pay Gap

The gender pay gap at Hyndburn Borough Council is 4.41% for all employees. The gap has reduced by 9.84% owing to a higher turnover of male staff.

The mean hourly rate of women (£12.57) is less than the mean hourly rate of men (£13.15)

### 4.3 Disciplinary and Grievance Cases

These are recorded by gender, ethnicity and disability.

#### (i) Gender

	Disciplinary	Harassment	Grievance	*Sickness	Performance	Qualification
Male	3	0	5	56	0	0
Female	0	0	1	32	0	0

#### (ii) Ethnicity

	Disciplinary	Harassment	Grievance	* Sickness	Performance	Qualification
White	3	0	6	87	0	0
BME	0	0	0	1	0	0
Refused	0	0	0	0	0	0

#### (iii) Disability

	Disciplinary	Harassment	Grievance	*Sickness	Performance	Qualification
Disabled	0	0	1	10	0	0
Not Disabled	0	0	5	78	0	0

\*Formal Attendance Review Meetings outcomes - 69 Formal Attendance Review Meetings were held with 58 employees who triggered under the Attendance Management Procedure. 3 Final Improvement notices were issued, 2 Extended Final Improvement notices, 2 Extended First Improvement notices, 19 First Improvement notices and 43 meetings concluded with no action. In addition 16 welfare meetings were held and 3 Capability Hearings with 3 dismissals.

## 5. Leaving the Council

### 5.1 Turnover

Turnover for 2014/2015 was 13.2% with 41 leavers overall.

The following table breaks this down by service.

Department	No. of Leavers	Reasons for Leaving	% Turnover within Council
Accountancy	1	VR	2.44%
Audit & Investigations	4	TT	9.76%
Democratic Services	1	VR	2.44%
Customer Services & Benefits	7	IH,FI, 3xVR, 2xERVR	17.07%
Chief Executives Office			
Environmental Health	3	3xVR	7.31%
Finance – Corporate Property			
Finance - IT			
Human Resources			
Legal Services /Licensing	1	VR	2.44%
Parks & Cemeteries	4	3xVR, 1xERVR	9.76%
Member & Civic	2	1xVR, 1xMA	4.88%
Planning	6	2xRE, 2xVR, 1xFI, 1xRI	14.63%
Policy, Performance & Partnership			
Regeneration & Housing	5	1xERVR, 4xVR	12.20%
Waste Services	7	3xDI, 1xVR, 2xRI, 1xER(V)	17.07%

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  
 TT – Tupe Transfer

Equality target group	Age Bands	No. of Leavers	% of Leavers
BME		0	
Disability		5	12.20%
Gender – female		17	41.50%
Age	16-19	1	2.43%
	20-29	7	17.07%
	30-39	8	19.50%
	40-49	7	17.07%
	50-59	13	31.74%
	60+	5	12.19%

## 5.2 Reasons for leaving

The percentage of employees retiring early in 2014/15 was 1.6%. There was 1 (0.3%) ill health retirement in 2014/15.

Reason	Leavers	% of Leavers
Dismissal (DI)	3	7.32%
Death in Service (DS)		
Early Retirement / Voluntary Redundancy (ERVR)	5 (inc 1V ER)	12.20%
Retirement 65+ (RI)	3	7.32%
Efficiency of Service/Redundancy (ES/RE)		
End of Temporary Contract (FI)	2	4.88%
Mutual Agreement (MA)	1	2.44%
Ill Health Retirement(IH)	1	2.44%
TUPE Transfer (TT)	4	9.74%
Voluntary Resignation (VR)	20	48.78%
Redundancy (C – Compulsory) (V – Voluntary)	1xC, 1xV	4.88%

## 6. Trade Union Facility Time

6.1 The Trade Unions recognised by the council are Unison, GMB and Unite. Only Unison has representatives amongst the Council's staff. There are 15 staff with officer or representation roles, and a further 4 stewards who provide information but do not represent staff. None of these spend the majority of their time on union duties or activities. This means that there is no information required under the Transparency Code which came into force on 1 April 2015.



## 7. Learning & Development

Training Sessions: 58

Training Places: 710

Indicator	Training Places Taken	
	#	%
<b>Disability</b>		
Disability	53	7%
No disability	643	91%
Prefer not to say	12	2%
Not recorded	2	0%

<b>Caring Responsibilities</b>		
Care for child & adult	18	3%
Help an adult	27	4%
Look after children	205	29%
None	225	32%
Prefer not to say	73	10%
Not recorded	162	23%

<b>Employment Status</b>		
Full time	572	81%
Part time	128	18%
Fixed term	10	1%

Indicator	Training Places Taken	
	#	%
<b>Gender</b>		
Female	314	44%
Male	396	56%

<b>Community Background</b>		
Christian	345	49%
Muslim	3	0%
No religious affiliation	94	13%
Other	20	3%
Prefer not to say	83	12%
Not recorded	165	23%

<b>Sexual Orientation</b>		
Heterosexual	439	62%
Gay Male	5	1%
Lesbian	0	0%
Prefer not to say	104	15%
Not recorded	162	23%