

Workforce Report 31st March 2011

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 31st March 2011 Hyndburn Borough Council employed 379 employees (FTE 347.25), of which 295 were full time and 84 part time. Of the 379 employees, 45.1% were female and 54.88 % male.
- The figure above represents a reduction of 35 employees from 12 months earlier. 40 (58%) of our leavers in 2010/11 were through the ending of temporary contracts or early retirement / voluntary redundancy, as a response to reductions in funding.
- We have an ageing workforce where almost one third (31.6%) is over the age of 50 and 65.43 % over the age of 40.
- The BVPI figure for employees with a disability was quite low (5.26%) compared to the local government average of 14.6%, albeit an increase from last year (4.35%). The BVPI figure for BME employees was 3.95%, slightly up from 3.61% last year.
- The equality target groups were under-represented in the top 5% of earners at the council, with only 27.8% being female (up from 17.36% last year) and none with a disability or BME.
- The staff turnover up to 31st March 2011 is 17.3% compared to 12.43% for the same period last year.

3. Recruitment

16 temporary or permanent posts were advertised during this period and 249 people applied. 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	151 (60.6)	29 (50)	6 (54.5)
Female	95 (38)	29 (50)	5 (45.5)
Prefer not to answer	3 (1.4)		
Total	249	58	11

There appears at first to be a discrepancy between outcomes based on gender. However, the numbers of actual appointments are too small to infer any adverse impact.

3.2 Ethnicity

Ethnicity	Applied (%)	Shortlisted (%)	Appointed (%)
White- British	221 (89.10)	49 (83)	10 (90.90)
White- Irish	2 (0.80)	1 (1.7)	1 (9.1)
White- Other	2 (0.80)	2 (3.4)	
Black or Black British – Caribbean			
Black or Black British – African	3(1.21)		

Black or Black British – Other	1 (0.40)		
Asian or Asian British – Indian	3 (1.21)		
Asian or Asian British - Pakistani	6 (2.42)	2(3.4)	
Asian or Asian British – Kashmiri	2 (0.80)		
Asian or Asian British - Bangladeshi	1 (0.41)	1 (1.7)	
Mixed Race - White/ Black Caribbean	1(0.41)	1(1.7)	
Mixed Race - White/ Black African			
Mixed Race - White/ Indian	1 (0.41)	1 (1.7))	
Mixed Race - White/ Pakistani	1 (0.41)	1 (1.7)	
Chinese	1 (0.41)		
Other	3 (1.21)	1 (1.7)	
Prefer not to answer			
Total	248	59	11

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	126 (69.5)	16 (42.1)	5 (45.5)
Disabled	115 (27.69)	42 (57.9)	6 (54.5)
Prefer not to answer	6 (2.9)		
Total	247	58	11

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	16 (6.47)	1 (1.72)	
20-29	65 (26.58)	17 (29.3)	3 (27)
30-39	57(23)	14 (24.11)	4 (36)
40-49	60 (24.19)	11 (18.97)	1 (9)
50-59	40 (16.13)	13 (22.4)	2 (19)
60+	8 (3.23)	2 (3.5)	1 (9)
Prefer not to answer	1 (.40)		
Total	248	58	11

3.5 Sexual Orientation

Sexual Orientation	Applied (%)	Short Listed (%)	Appointed (%)
Hetrosexual	233 (95.10)	55 (96.5)	11 (100)
Bisexual	1 (0.41)	1 (1.75)	
Gay Male	1 (0.41)		
Lesbian			

Prefer not to answer	10 (4.08)	1 (1.75))	
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3.6 Religion or Belief

Religion	Applied (%)	Short Listed (%)	Appointed (%)
Christian	146 (58)	38 (65)	8(73)
Buddhist			
Hindu			
Rastafarian			
Muslim	12 (5)	3 (5)	
No Religious Affiliation	68 (27.25)	11 (20)	3 (27)
Sikh			
Other	12(5)	3 (5)	
Jewish	1(0.5)		
Prefer not to answer	10 (4)	3 (5)	

4. Our Workforce

At 31st March 2011, the Council employed 379 people (FTE 347.25)

The headcount of 379 is made up of 295 full time and 84 part time employees. 363 are on permanent employment contracts and 16 are on temporary contracts. This includes 6 apprentices and 2 Future Jobs 6 month placements.

4.1 Employee Profile

(i) Gender

We employed 171 females (45.1%) and 208 males (54.9%).

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 %	Male P/T %	Female P/T %	Male staff in Management grades %	Female staff in Management grades%
Total Workforce	379	54.9%	45.1%	3.95%	18.2%	15.03%	11.87%

For the next mid-year report, we will include figures showing the gender pay gap.

(ii) Ethnicity

The actual percentage of BME employees overall on 31st March was 3.95%. This is lower than the BME population within the district of 8.6%.

People from minority ethnic communities are not represented in senior management and an initial target of 3.76% has been set. This represents one person.

(iii) Sexual orientation

A staff audit on sexual orientation in 2008/09 provided the following results.

Heterosexual	52%
Bisexual	1%
Gay Male	1%

Lesbian	0%
Prefer not to answer	10%
No Response	37%

The response rate to the staff audit was 63%. In future years the audit will be repeated to encourage responses. This information is now being collected as part of the recruitment process.

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 as follows:

Age	The Council %	Workplace Population as in census 2001 %	Projected Age of Population in 2008 based on 2001 census %
16-19	1.58%	5	10
20-29	10.81%	19	16
30-39	22.16%	27	20
40-49	33.77%	24	20
50-59	24.80%	20	18
60+	6.86%	5	16

It can be seen from the above table that most of the workforce (65.43%) is over 40 with a third (31.6%) 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.

The 2001 Census indicates that the profile of those in work in the borough was generally younger than that of Hyndburn Borough Council. The majority were less than 40 (51%), whereas only a quarter were aged over 50.

(v) Religion and belief

Monitoring information has not been previously collected in Hyndburn in relation to this equality strand. A staff audit in 2008/09 provided the results as shown in the table with information for religion and belief within Hyndburn and nationally from the 2001 Census.

The response rate to the staff audit was 63%. In future years the audit will be repeated to encourage responses. This information is now being collected as part of the recruitment process.

Religion or Belief as Recorded in the 2001 Census compared to the Council

	Hyndburn residents	%	The Council	
				%
Christian	62179	76.30	152	38
Buddhist	65	0.08	0	0
Hindu	41	0.05	0	0
Jewish	21	0.03	0	0
Muslim	5859	7.19	7	2
Sikh	39	0.05	0	0
Any other	109	0.13	9	3

religion				
No religion	7495	9.20	50	13
Religion not stated	5688	7.00	176	44

(vi) Disability

5.26% of employees declare themselves as having a disability.

4.2 Pay

The percentage of women in the top 5% of earners is 27.8 %.

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 = 98%

BME representation in the management grades = 2 %

BME Female representation in the management grades = 0%

BME Male representation in the management grades = 2 %

Equality Workforce profile by pay bands as at 31 March 2010

Salary Band	BME	Disability	Female	Average Age
Chief Officer/Director	0.00%	0.00%	27.27%	48.55
Scp 47-50	0.00%	0.00%	33.33%	46.33
Scp 32-45	2.35%	5.88%	47.05%	46.41
Scp 18-31	3.28%	6.57%	43.66%	42.83
Scp 1-17	5.35%	3.57%	53.57%	45.19
Apprentices	16.6%	0%	50%	18.6
Future Jobs Fund	0%	0%	0%	20

4.3 Disciplinary and Grievance Cases

These are recorded by gender, ethnicity and disability.

(i) Gender

	Disciplinary	Harassment	Grievance	*Sickness	Performance	Qualification
Male	7 (87%)	3 (75%)	0	51 (59%)	0	0
Female	1 (13%)	1 (25%)	0	36 (41%)	0	0

(ii) Ethnicity

	Disciplinary	Harassment	Grievance	* Sickness	Performance	Qualification
White	6 (75%)	3 (75%)	0	87 (100%)	0	0
BME	2 (25%)	1 (25%)	0	0	0	0
Refused	0	0	0	0	0	0

(iii) Disability

	Disciplinary	Harassment	Grievance	*Sickness	Performance	Qualification
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Disabled	0	2 (50%)	0	11 (12%)	0	0
Not Disabled	8 (100%)	2 (50%)	0	76 (84%)	0	0

***Formal Attendance Review Meetings outcomes - 3 Final Cautions, 3 Extended First Cautions, 21 First Cautions and 60 meetings with no action. Last year's report only included cases where cautions had been issued so the overall numbers this year are much higher.**

5. Leaving the Council

5.1 Turnover

Turnover for 2009/2010 was 12.43%, with 52 leavers overall.

Turnover for 2010/2011 is 17.3% with 69 leavers overall.

The following table breaks this down by service.

Department	No. of Leavers	Reasons for Leaving	% Turnover within Council
Accountancy	4	VR,VR,RI,RI	5.79
Area Councils & Democratic Services	3	RI, RI, FI	4.35
Customer Services & Benefits	6	VR, VR, FI x 3, ER	8.7
Cemeteries and Crems			
Environmental Maintenance	13	DS, DI, VR x 3, RI x 2, ER x 3, FI x 3	18.84
Environmental Health	7	VR, VR, RI, ER, ER, FI, RE	10.14
Finance – Corporate Property	3	FI x 3	4.35
Finance - IT	1	VR	1.45
Human Resources	2	FI, FI	2.9
Legal Services/Debt Recovery	2	DI, ER	2.9
Leisure, Parks & Spaces	4	FI, ER, ER, ER	5.79
Member & Civic	1	FI	1.45
Planning	9	FI x 3, VR, VR, RI, ER x 3,	13.05
Policy, Performance & Partnership	3	FI, FI, RE	4.35
Regeneration & Housing	11	RI x 2, ER x 6, VR x 3	15.95

KEY: VR – Voluntary Resignation

RI – Retirement (Age 65+)

FI – End of Temporary Contract

ER – Early Retirement

DS – Death in Service

DI - Dismissal

RE - Redundancy

Equality target group	Age Bands	No. of Leavers	% of Leavers
BME		5	7.24%
Disability		2	2.89%
Gender – female		32	46.37%
Age	16-19	1	1.45%
	20-29	19	27.55%
	30-39	6	8.7%
	40-49	4	5.8%
	50-59	17	24.65%
	60+	22	31.9%

5.2 Reasons for leaving

Reason	Leavers	% of Leavers
Dismissal (DI)	2	2.9
Death in Service (DS)	1	1.45%
Early Retirement (ER)	19	27.55
Retirement 65+ (RI)	10	14.5%
Efficiency of Service/Redundancy (ES/RE)	2	2.9
End of Fixed Term Contract (FI)	19	27.55%
Mutual Agreement (MA)		
Ill Health Retirement(IH)		
TUPE Transfer (TT)		
Voluntary Resignation (VR)	16	23.2%

6. Redundancies / Early retirement

25 people were made redundant, of which 1 was a compulsory redundancy.

14 were male, 11 female and 1 had a disability.

In terms of age, 1 was in the 30-39 group, 16 were 55-60 and 8 were over 60.

7. Employee engagement

The results of the 2010 employee survey are shown on the following pages.

Hyndburn Staff Survey results 2010

	% Agree 2010	% Disagree 2010	% Agree 2007	Directional change
I am aware of what the Council is striving to achieve	88%	5%	84%	☐
I am aware of my services priorities and goals	92%	3%	86%	☐
I understand my role and responsibilities	95%	2%	91%	☐
The Council explains the reasons for undertaking organisational change	71%	9%	50%	☐
Senior Managers encourage staff to put forward their views	71%	12%	54%	☐
I am given sufficient information to do my job properly	78%	9%	72%	☐
My Section has Team Meetings on a regular basis	82%	10%	71%	☐
I am told how the Council is performing	85%	4%	77%	☐
I am kept informed about current issues which affect my job	73%	12%	67%	☐
I feel that communication in the Council is two way, involving me as well as informing me	60%	14%	49%	☐
Different services communicate with each other	46%	24%	37%	☐
The Council website (www.hyndburnbc.gov.uk)	71%	9%	51%	☐
The Staff Hyntranet	68%	10%	55%	☐
Dave Welsby's email bulletin	61%	10%	52%	☐
Hyndsight staff newsletter	68%	10%	58%	☐
News in the loos	66%	11%	n/a	n/a
Newsround	71%	11%	61%	☐
Staff notice boards	56%	15%	n/a	n/a
My Manager				
Keeps staff well informed	77%	8%	75%	?
Is accessible	84%	5%	84%	?
Is fair and equitable	79%	7%	76%	?
Listens to staff views and concerns	77%	8%	74%	?
Responds to ideas from you	74%	12%	72%	?
Supports training and development	77%	6%	73%	☐
Represents the team at a senior level	74%	6%	71%	?
Keeps you and your team focused on objectives and targets	75%	8%	74%	?
Provides useful feedback on your performance	73%	7%	66%	☐
Explains why changes are being made	73%	9%	65%	☐
Manages changes in the way we do things	70%	9%	61%	☐
Involves you in decision-making where changes affect you	69%	11%	61%	☐
Trusts you to do a good job	85%	5%	n/a	n/a
Cares about you	70%	11%	n/a	n/a
Says thank you for a job well done	78%	9%	n/a	n/a

Treats your team appropriately	77%	8%	n/a	n/a
My manager and I agree realistic objectives and targets	77%	8%	n/a	n/a
I am encouraged to take responsibility for the work that I do	90%	4%	n/a	n/a
I am able to balance work commitments with my home life	81%	6%	n/a	n/a
My job offers opportunities to develop my skills and abilities	69%	14%	n/a	n/a
I have the skills and knowledge I need to do the job	91%	2%	n/a	n/a
I have been given opportunities for career development	57%	21%	n/a	n/a
My workload is manageable	75%	10%	n/a	n/a
My learning and development needs are regularly reviewed	59%	13%	n/a	n/a
After training, my manager and I discuss whether my skills have improved	39%	21%	n/a	n/a
I know who to talk to for advice on improving my skills	66%	13%	n/a	n/a
I feel the Council emphasises the importance of the customer	91%	1%	64%	<input type="checkbox"/>
I receive feedback on levels of customer satisfaction	58%	15%	41%	<input type="checkbox"/>
I am able to change the service I deliver to meet customer needs	68%	8%	54%	<input type="checkbox"/>
Customers are satisfied with the services I deliver	81%	0%	65%	<input type="checkbox"/>
I am aware of our customer complaints policy	83%	5%	79%	<input type="checkbox"/>
I feel that all service users receive the same quality of service	69%	7%	58%	<input type="checkbox"/>
I feel confident when handling difficult customers	83%	2%	n/a	n/a
I am encouraged to find better ways of working	72%	5%	n/a	n/a
Overall I think morale is good in my service area	57%	23%	55%	?
Overall I think morale is good in my team	64%	19%	n/a	n/a
Overall I have sufficient resources to do my job	75%	13%	62%	<input type="checkbox"/>
Overall I am satisfied with the conditions of service under which I am employed	82%	5%	76%	<input type="checkbox"/>
I am encouraged to work in a safe way	89%	3%	84%	<input type="checkbox"/>
I am able to cope with the demands of my job	84%	3%	81%	?
I am able to have a say over the way I do my work	79%	8%	75%	<input type="checkbox"/>
I believe that I receive adequate support and information from my colleagues and managers	74%	7%	67%	<input type="checkbox"/>
I am satisfied with my physical working conditions	75%	9%	74%	?
Overall, I am satisfied with my current job	83%	6%	75%	<input type="checkbox"/>
Overall, I feel my job is secure	32%	34%	n/a	n/a
Overall, my colleagues treat me with respect and consideration	87%	4%	n/a	n/a
Overall, I think that employees treat each other with respect and consideration	81%	5%	n/a	n/a
I feel that the Council has a high level of ethical standards	82%	2%	n/a	n/a
I feel that the Council behaves ethically	83%	2%	n/a	n/a
I understand the standards expected of me as a council employee	95%	0%	n/a	n/a

I am proud to work for the Council	80%	4%	n/a	n/a
I would speak highly of Hyndburn Borough Council to people outside the organisation	79%	5%	53%	<input type="checkbox"/>

