

# Workforce Report 31 March 2016

## 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 2016 Hyndburn Borough Council employed 302 employees (FTE 277.01), of which 236 were full time and 66 part time. Of the 302 employees, 127 (42%) were female and 175 (58%) male.
- We have an ageing workforce: 74% of the workforce is over 40 years old, and 44% over 50.
- 7.95% of employees are recorded as having a disability – an increase from last year (6.8%).
- 3% 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 31.61% being female. 6.83% with a disability and no BME.
- The gender pay gap has increased slightly by 0.45% and now stands at 4.86%.
- The staff turnover for 2015/16 is 8.28 % compared to 13.2% for the previous year.

## 3. Recruitment

18 vacancies were advertised during this period and 169 people applied. 22 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	131(77)	50 (75)	13 (59)
Female	37(22)	16 (25)	9 (41)
No information given	1(1)		
<b>Total</b>	<b>169</b>	<b>66</b>	<b>22</b>

### 3.2 Ethnicity

Ethnicity	Applied (%)	Shortlisted (%)	Appointed (%)
White- British	149 (88)	57 (88)	21 (95)
White- Irish	1 (0.60)		
White- Other	1(0.60)	1(1.5)	1 (5)
Black or Black British – Caribbean			
Black or Black British – African	1(0.60)	1(1.5)	
Black or Black British – Other			
Asian or Asian British – Indian	3 (1.80)	2 (3)	

Asian or Asian British - Pakistani	5 (3)	1 (1.5)	
Asian or Asian British – Kashmiri			
Asian or Asian British - Bangladeshi			
Mixed Race - White/ Black Caribbean	2 (1.20)		
Mixed Race - White/ Black African			
Mixed Race - White/ Indian	1(0.60)	1 (1.5)	
Mixed Race - White/ Pakistani			
Chinese	1 (0.60)		
Other			
Prefer not to answer	2 (1.20)	1(1.5)	
No information given	3 (1.80)	1 (1.5)	
<b>Total</b>	<b>169</b>	<b>66</b>	<b>22</b>

### 3.3 Disability

Disability Status	Applied (%)	Short listed (%)	Appointed (%)
Not disabled	134 (80)	47(71)	16 (73)
Disabled	29 (16.5)	15 (23)	5 (23)
Prefer not to answer	6 (3.5)	4 (6)	1(4)
No information given			
<b>Total</b>	<b>169</b>	<b>66</b>	<b>22</b>

### 3.4 Age

Age	Applied (%)	Short Listed (%)	Appointed (%)
16-19	2 (1.25)		
20-29	36 (21)	10 (15)	3 (14)
30-39	45 (27)	15 (23)	7 (32)
40-49	52 (31)	22 (33)	5 (23)
50-59	28 (16)	15 (23)	6 (27)
60+	2 (1.25)	1(1.5)	1(4)
Prefer not to answer	2(1.25)	1 (1.5)	
No information given	2(1.25)	2 (3)	
<b>Total</b>	<b>169</b>	<b>66</b>	<b>22</b>

### 3.5 Sexual Orientation

Sexual Orientation	Applied (%)	Short Listed (%)	Appointed (%)
Heterosexual	147 (87)	57 (86.5)	21 (95)
Bisexual			
Gay Male	3 (2)	2 (3)	
Lesbian	2 (1)	1 (1.5)	
Prefer not to answer	7 (4)	2 (3)	
No information given	10 (6)	4 (6)	1 (5)
<b>Total</b>	<b>169</b>	<b>66</b>	<b>22</b>

### 3.6 Religion or Belief

Religion	Applied (%)	Short Listed (%)	Appointed (%)
Christian	98 (58)	38(58)	13 (59)
Buddhist			
Hindu			
Rastafarian			
Muslim	8 (5)	2 (3)	
No Religious Affiliation	48 (28)	20 (30)	7(32)
Sikh			
Other	2 (1)		
Jewish			
Prefer not to answer	6 (4)	3 (4.5)	1(4.5)
No information given	7 (4)	3 (4.5)	1(4.5)
<b>Total</b>	<b>169</b>	<b>66</b>	<b>22</b>

## 4. Our Workforce

At 31 March 2016, the Council employed 302 people (FTE 277.01)

The headcount of 302 is made up of 236 full time and 66 part time employees. 295 are on permanent employment contracts and 7 are on a temporary contract.

### 4.1 Employee Profile

#### (i) Gender

We employed 127 females (42%) and 175 males (58%).

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(%)
Total Workforce	302	175 (58%)	127 (42%)	14(4.97%)	52(17.54 %)	49 (59%)	34 (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, see S4.2 below), 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 2016 is 3%. 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

Workforce records as at 31<sup>st</sup> March 2016 show the following information on sexual orientation.

Heterosexual	59.27%
Bisexual	0%
Gay Male	0.66%
Lesbian	0.3 %
Prefer not to answer	14.24%
No Response	25.5%

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	0.33
20-29	4.97
30-39	20.20
40-49	29.47
50-59	37.09
60+	7.94

It can be seen from the above table that most of the workforce 74.5% is over 40 with 45% 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 2016 provided the results as shown in the table below.

	Hyndburn residents (2011 census data where available)	Council Workforce
	%	%
Christian	66.4	56.95
Buddhist	0.2	
Hindu	0.1	
Jewish		
Muslim	10.3	1.3
Sikh		
Any other religion	6.3	3
No religion	16.7	13.25
Religion not stated		25.50

## (vi) Disability

7.95% of employees declare themselves as having a disability compared with 6.8% for 31 March 2015.

## 4.2 Pay

The percentage of women in the top 5% of earners is 31.61%  
6.83% of employees in the top 5% of earners have a disability.  
We have no BME employees 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%

### Equality Workforce profile by pay bands as at 31<sup>st</sup> March 2016.

Salary Band	Total	BME	Disability	Female	Average Age
Chief Officer/Director	11	0	1	3	50.73
Scp 47-50	4	0	0	2	51.25
Scp 32-45	68	0	6	29	49.25
Scp 18-31	187	10	13	76	44.31
Scp 1-17	32	0	4	17	51.05

### Gender Pay Gap

The gender pay gap at Hyndburn Borough Council is 4.86% for all employees. The gap has increased slightly by 0.45%. This is much lower than the pay gap reported nationally<sup>1</sup> which is 19.7% (and significantly higher than that at the highest levels).

The mean hourly rate of women (£12.72) is less than the mean hourly rate of men (£13.37)

## 4.3 Disciplinary and Grievance Cases

These are recorded by gender, ethnicity and disability.

### (i) Gender

	Disciplinary	Harassment	Grievance	*Sickness	Performance	Qualification
Male	7	0	0	54	0	0
Female	1	0	0	18	0	0

### (ii) Ethnicity

	Disciplinary	Harassment	Grievance	* Sickness	Performance	Qualification
White	8	0	0	65	0	0
BME	0	0	0	5	0	0
Refused	0	0	0	2	0	0

<sup>1</sup> <http://www.equalpayportal.co.uk/statistics/>

### (iii) Disability

	Disciplinary	Harassment	Grievance	*Sickness	Performance	Qualification
Disabled	1	0	0	6	0	0
Not Disabled	7	0	0	66	0	0

\*Formal Attendance Review Meetings outcomes - 72 Formal Attendance Review Meetings were held with 45 employees who triggered under the Attendance Management Procedure. 7 Final Improvement notices were issued, 18 First Improvement notices and 38 meetings concluded with no action. In addition 7 welfare meetings were held and 1 Capability Hearings with 1 dismissal.

## 5. Leaving the Council

### 5.1 Turnover

Turnover for 2015/2016 was 8.28% with 25 leavers overall.

The following table breaks this down by service.

Department	No. of Leavers	Reasons for Leaving	% Turnover within Council
Accountancy			
Audit & Investigations			
Democratic Services			
Customer Services & Benefits	4	2x MA, 1 VR, 1x FI	16
Chief Executives Office			
Environmental Health	1	1xVR	4
Finance – Corporate Property			
Finance - IT			
Human Resources	2	1xER/VR, 1XFI	8
Legal Services /Licensing	1	1xVR	4
Parks & Cemeteries	4	2xVR,1xERVR, 1xFI	16
Member & Civic			
Planning	3	2xVR, 1xFI	12
Policy, Performance & Partnership			
Regeneration & Housing	4	1xERVR, 2xVR, 1x DI	16
Waste Services	6	2xDI, 1xVR, 1xRI, 1xER, 1xIH	24

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		2	8
Gender – female		10	40
Age	16-19	0	0
	20-29	5	20
	30-39	3	12
	40-49	4	16
	50-59	9	36
	60+	4	16

## 5.2 Reasons for leaving

The percentage of employees retiring early in 2015/16 was 1.32%. There was 1 (0.33%) ill health retirement in 2015/16.

Reason	Leavers	% of Leavers
Dismissal (DI)	3	12
Death in Service (DS)	0	0
Early Retirement / Voluntary Redundancy (ERVR)	4	16
Retirement 65+ (RI)	1	4
Efficiency of Service/Redundancy (ES/RE)	0	0
End of Temporary Contract (FI)	5	20
Mutual Agreement (MA)	2	8
Ill Health Retirement(IH)	1	4
TUPE Transfer (TT)	0	0
Voluntary Resignation (VR)	9	36
Redundancy (C – Compulsory) (V – Voluntary)	0	0

## 6. Trade Unions

6.1 The Council works with the Unison, GMB and Unite unions. There are no employees who work over 50% of their paid employment on union duties and activities.