



Hyndburn Borough Council Workforce Report 31 March 2012

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 2012 Hyndburn Borough Council employed 325 employees (FTE 299.44), of which 255 were full time and 70 part time. Of the 325 employees, 44% were female and 56% male.
- Almost one third (29.5%) of the workforce is over the age of 50 and two thirds are over 40.
- The number of employees with a declared disability was quite low (8.3%) compared to the local government average of 14.6%, albeit an increase from last year (5.26%). The number of BME employees was 3.07%, down from 3.95% last year.
- The equality target groups were under-represented in the top 5% of earners at the council, although 31.25% were female, an increase from 27.8% last year. None had a declared disability or were from a BME background.
- The staff turnover up to 31st March 2012 is 13.85% compared to 17.3% for the same period last year.

3. Recruitment

8 temporary or permanent posts were advertised during this period and 8 people applied. The success rates at each stage of the selection process are shown below, by equality group. In addition 4 people were redeployed into vacant posts: these posts are not included in the analysis below.

3.1 Gender

Gender	Applied (%)	Short listed (%)	Appointed (%)
Male	27 (37.5)	8 (27.6)	3 (37.5)
Female	43 (59.77)	19 (65.5)	4 (50)
Prefer not to answer	2 (2.73)	2 (6.9)	1 (12.5) (was female)
Total	72	29	8

3.2 Ethnicity

Ethnicity	Applied (%)	Shortlisted (%)	Appointed (%)
White- British	60 (83.4)	26 (89.65)	7 (87.5)
White- Irish			
White- Other			
Black or Black British – Caribbean			
Black or Black British – African			
Black or Black British – Other			
Asian or Asian British – Indian	3 (4.2)	1 (3.45)	
Asian or Asian British - Pakistani	6 (8.3)		
Asian or Asian British – Kashmiri	1 (1.4)		
Asian or Asian British - Bangladeshi			
Mixed Race - White/ Black Caribbean			
Mixed Race - White/ Black African			
Mixed Race - White/ Indian			
Mixed Race - White/ Pakistani			
Chinese			
Other			
Prefer not to answer	2 (2.8)	2 (6.9)	1 (12.5)
Total	72	29	8

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	67 (93.05)	25 (86.2)	7 (87.5)
Disabled	3 (4.17)	2 (6.9)	
Prefer not to answer	2 (2.78)	2 (6.9)	1 (12.5)
Total	72	29	8

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	3 (4.16)	1 (3.44)	
20-29	22 (30.56)	7 (24.14)	4 (50)
30-39	14 (19.44)	4 (13.8)	
40-49	12 (16.68)	6 (20.69)	1 (12.5)
50-59	18 (25)	9 (31.03)	2 (25)
60+			
Prefer not to answer	3 (4.16)	2 (6.9)	1 (12.5)
Total	72	29	8

3.5 Sexual Orientation

Sexual Orientation	Applied (%)	Short Listed (%)	Appointed (%)
Heterosexual	65 (90.2)	26 (89.7)	7 (87.5)
Bisexual	1 (1.4)		
Gay Male			
Lesbian			
Prefer not to answer	6 (8.4)	3 (10.3)	1 (12.5)

3.6 Religion or Belief

Religion	Applied (%)	Short Listed (%)	Appointed (%)
Christian	37 (51.39)	16 (55.17)	5 (62.5)
Buddhist			
Hindu	1 (1.38)		
Rastafarian			
Muslim	10 (13.89)	1 (3.45)	
No Religious Affiliation	19 (26.39)	8 (27.58)	2 (25)
Sikh			
Other			
Jewish			
Prefer not to answer	5 (6.95)	4 (13.8)	1 (12.5)

4. Our Workforce

At 31 March 2012, the Council employed 325 people (FTE 299.44). 12 months ago, the figure was 379; two years ago it was 414. This represents a reduction of over a fifth in the last two years.

The headcount of 325 is made up of 255 full time and 70 part time employees. 324 are on permanent employment contracts and 1 is on a temporary contract.

4.1 Employee Profile

(i) Gender

We employed 144 females (44%) and 181 males (56 %).

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	325	56%	44%	21.43%	78.57%	13%	11%

(ii) Ethnicity

The actual percentage of BME employees overall on 31 March was 3.07%. This is lower than the BME population within the district of 8.6%.

People from minority ethnic communities are not represented in senior management.

(iii) Sexual orientation

A staff audit on sexual orientation in January 2012 provided the following results.

Heterosexual	73 %
Bisexual	0 %
Gay Male	0.3%
Lesbian	0.3%
Prefer not to answer	17.2%
No Response	9.2 %

The response rate to the staff audit was 90.8%.

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	0.4%	5	10
20-29	11 %	19	16
30-39	22.5%	27	20
40-49	36.6 %	24	20
50-59	24.9 %	20	18
60+	4.6 %	5	16

It can be seen from the above table that most of the workforce (66%) is over 40 with 29.5% 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.

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

The response rate to the recent staff audit was 90.8%. This information is also 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	186	57.23
Buddhist	65	0.08	0	
Hindu	41	0.05	0	
Jewish	21	0.03	0	
Muslim	5859	7.19	6	1.85
Sikh	39	0.05	0	
Any other religion	109	0.13	11	3.38
No religion	7495	9.20	50	15.39
Religion not stated	5688	7.00	72	22.15

(vi) Disability

8.3 % of employees declare themselves as having a disability.

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.

4.2.1 Ethnicity of Management Grades – Key Statistics

White & White Other representation in management grades = 98.9%
BME representation in the management grades = 1.1%
BME Female representation in the management grades = 0%
BME Male representation in the management grades = 1.1%

4.2.2 Equality Workforce profile by pay bands as at 31 March 2012

Salary Band	BME	Disability	Female	Average Age
Chief Officer/Director	0	0	3	47
Scp 47-50	0	0	2	46
Scp 32-45	1	6	33	46
Scp 18-31	7	15	80	42
Scp 1-17	2	6	26	44

Apprentices				
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4.2.3 Gender Pay Gap

The gender pay gap at Hyndburn Borough Council is 17.4% for all employees. The mean hourly rate of women (£10.44) is less than the mean hourly rate of men (£12.64).

The Local Government Earnings Survey 2010/11 showed that the local government gender pay gap was 4.3% for full-time staff. Using only full-time staff, the equivalent figure for the Council was 5.5%. This compared with a public sector pay gap of over 20% and a private sector gender pay gap of just under 40%.

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	1	53	0	0
Female	0	0	2	24	0	0

(ii) Ethnicity

	Disciplinary	Harassment	Grievance	* Sickness	Performance	Qualification
White	6	0	3	76	0	0
BME	1	0	0	1	0	0
Refused	0	0	0	0	0	0

(iii) Disability

	Disciplinary	Harassment	Grievance	*Sickness	Performance	Qualification
Disabled	2	0	1	4	0	0
Not Disabled	0	0	2	73	0	0

*Formal Attendance Review Meetings outcomes - 77 Formal Attendance Review Meetings were held with employees who triggered under the Attendance Management Procedure. 4 Final Cautions were issued, 2 Extended First Cautions, 27 First Cautions and 44 meetings concluded 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 2010/2011 was 17.3% with 69 leavers overall.
- Turnover for 2011/12 is 13.85% with 48 leavers overall.

The following table breaks this down by service.

Department	No. of Leavers	Reasons for Leaving	% Turnover within Council
Accountancy	2	ER/VR, RI	4.16%
Area Councils & Democratic Services	2	RE x2	4.16%
Customer Services & Benefits	6	RI, VRx2, IH, RE, ERVR	12.48%
Cemeteries and Crematorium	1	TE	2.08%
Chief Executives Office	2	VR, ERVR	4.16%
Environmental Maintenance	7	VRx2, FI, DIx4	14.56%
Environmental Health	3	ERVRx2, RI	6.24%
Finance – Corporate Property	2	VR x 2	4.16%
Finance - IT	2	VR x 2	4.16%
Human Resources			
Legal Services/Debt Recovery	4	FI, RI, TE, ERVR	8.4%
Leisure, Parks & Spaces	5	ERVR, FI, TEx2, DI	10.4%
Member & Civic	1	VR	2.08%
Planning	4	ER, FI, TEx2	8.4%
Policy, Performance & Partnership	2	FI, VR	4.16%
Regeneration & Housing	5	ERVR, RE x2, RI, VR	10.4%

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		3	6.25
Disability		5	10.4
Gender – female		21	43.68
Age	16-19	3	6.25
	20-29	6	12.5
	30-39	10	20.8
	40-49	8	16.65
	50-59	9	18.8
	60+	12	25

5.2 Reasons for leaving

Reason	Leavers	% of Leavers
Dismissal (DI)	5	10.4
Death in Service (DS)		
Early Retirement / Voluntary Redundancy (ERVR)	9	18.82
Retirement 65+ (RI)	5	10.4
Efficiency of Service/Redundancy (ES/RE)	5	10.4

End of Fixed Term Contract (FI)	11	22.9
Mutual Agreement (MA)		
Ill Health Retirement(IH)	1	2.08
TUPE Transfer (TT)		
Voluntary Resignation (VR)	12	25

6. Redundancies / Early retirement

14 people were made redundant, of which 4 were compulsory redundancies. 5 were male, 9 female and 0 had a disability. In terms of age, 2 were in the 40-49 age group, 9 were in the 50-60 age group and 3 were over 60.