

# Workforce Report

## 31 March 2017

### 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 2017 Hyndburn Borough Council employed 287 employees (FTE 257), of which 216 were full time and 71 part time. Of the 287 employees, 128 (45%) were female and 159 (55%) male.
- We have an ageing workforce: 75% of the workforce is over 40 years old, and 45% over 50 – slightly higher than last year.
- 8% of employees are recorded as having a disability – an increase from last year (7.95%).
- 3% of employees are from Black and Minority Ethnic (BAME) groups – no change from last year.
- The equality target groups were under-represented in the top 5% of earners at the council, with only 34.92% being female. No employee is BME or has a disability.
- The gender pay gap has increased by 1.3% and now stands at 6.2%. This is calculated differently in line with new Gender Pay Gap Reporting legislation, hence the increase.
- Staff turnover for 2016/17 is 9.76% compared to 8.28% for the previous year.

### 3. Recruitment

16 vacancies were advertised during this period and 331 people applied. 13 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	135(41)	40 (55)	6 (46)
Female	192(58)	34 (45)	7 (54)
No information given	4(1)		
<b>Total</b>	<b>331</b>	<b>74</b>	<b>13</b>

#### 3.2 Ethnicity

Ethnicity	Applied (%)	Shortlisted (%)	Appointed (%)
White- British	241 (71)	63 (85)	12 (92)
White- Irish	1 (0.30)		
White- Other	12(4)	1(1.5)	

Black or Black British – Caribbean	1(0.3)		
Black or Black British – African	1(0.30)	1(1.5)	
Black or Black British – Other			
Asian or Asian British – Indian	12 (4)	3 (4)	1(8)
Asian or Asian British - Pakistani	37 (11)	4(5)	
Asian or Asian British – Kashmiri	2 (0.6)		
Asian or Asian British - Bangladeshi	4 (1.20)		
Mixed Race - White/ Black Caribbean	2 (0.6)		
Mixed Race - White/ Black African			
Mixed Race - White/ Indian	2(0.60)	1 (1.5)	
Mixed Race - White/ Pakistani	3 (0.9)		
Chinese			
Other	3(0.3)	1(1.5)	
Prefer not to answer	10 (3)		
No information given			
<b>Total</b>	<b>331</b>	<b>74</b>	<b>13</b>

### 3.3 Disability

Disability Status	Applied (%)	Short listed (%)	Appointed (%)
Not disabled	249 (75)	47(63)	10 (77)
Disabled	75 (22.7)	25 (34)	3 (23)
Prefer not to answer	6 (2)	1 (1.5)	
No information given	1(0.3)	1(1.5)	
<b>Total</b>	<b>331</b>	<b>74</b>	<b>13</b>

### 3.4 Age

Age	Applied (%)	Short Listed (%)	Appointed (%)
16-19	3(0.9)		
20-29	122(37)	14(19)	2(15)
30-39	77(23)	15(20.5)	3(23)
40-49	68(20.5)	19(26)	3(23)
50-59	52(16)	24(32.5)	5(39)
60+	2(0.6)	1(1.5)	0
Prefer not to answer	7(2)	1(1.5)	
No information given			
<b>Total</b>	<b>331</b>	<b>74</b>	<b>13</b>

### 3.5 Sexual Orientation

Sexual Orientation	Applied (%)	Short Listed (%)	Appointed (%)
Heterosexual	303(91.5)	70(95)	13(100)
Bisexual			
Gay Male	10(3)	1(1)	
Lesbian	18(5.5)	3(4)	
Prefer not to answer			
No information given			
<b>Total</b>	<b>331</b>	<b>74</b>	<b>13</b>

### 3.6 Religion or Belief

Religion	Applied (%)	Short Listed (%)	Appointed (%)
Christian	142 (43)	31(42)	3(23)
Buddhist			
Hindu			
Rastafarian			
Muslim	56(17)	8(11)	1(8)
No Religious Affiliation	108(32.5)	31(42)	9(69)
Sikh			
Other	2(0.50)		
Jewish			
Prefer not to answer	23(7)	4(5)	
No information given			
<b>Total</b>	<b>331</b>	<b>74</b>	<b>13</b>

## 4. Our Workforce

At 31 March 2017, the Council employed 287 people (FTE 257)

The headcount of 287 is made up of 216 full time and 71 part time employees. 286 are on permanent employment contracts and 1 are on a temporary contract.

### 4.1 Employee Profile

#### (i) Gender

We employed 128 females (45%) and 159 males (55%).

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	287	159 (55%)	128 (45%)	12(4.18%)	59 (20.5%)	43 (57%)	32 (43%)
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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 2017 is 4%. 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 2017 show the following information on sexual orientation.

Heterosexual	58.5%
Bisexual	0%
Gay Male	0.7%
Lesbian	0.3 %
Prefer not to answer	13.5%
No Response	27%

**(iv) Age**

The age profile for employees is shown below.

Age	Council %
16-19	0
20-29	5
30-39	19
40-49	30
50-59	35
60+	11

It can be seen from the above table that most of the workforce 75% is over 40 with 45% over 50 and very low numbers in the lower age groups.

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 2017 provided the results as shown in the table below.

	Hyndburn residents (2011 census data where available)	Council Workforce
	%	%
Christian	66.4	56
Buddhist	0.2	
Hindu	0.1	
Jewish		
Muslim	10.3	2
Sikh		
Any other religion	6.3	
No religion	16.7	
Religion not stated		42

#### (vi) Disability

8% of employees declare themselves as having a disability compared with 7.95% for 31 March 2016.

## 5. Pay

The percentage of women in the top 5% of earners is 34.92%. (For shire districts nationally, the median was 35.5% for 2015/16<sup>1</sup>.)

No employees in the top 5% of earners have a disability. (Shire districts national median: 0%)

We have no BME employees among our top earners. (Shire districts national median: 0.1%)

### 5.1 Ethnicity of Management Grades – Key Statistics

White & White Other representation in management grades = 100 %

BME representation in the management grades = 0%

### 5.2 Equality Workforce profile by pay bands as at 31<sup>st</sup> March 2017.

Salary Band	Total	BME	Disability	Female	Average Age
Chief Officer/Director	10	0	0	3	51.8
Scp 47-50	5	0	0	2	52.4
Scp 32-45	60	0	6	27	49.03
Scp 18-31	183	9	14	80	45.02
Scp 1-17	29	0	3	17	53.10

### 5.3 Gender Pay Gap

The mean hourly rate of women (£12.78) is less than the mean hourly rate of men (£13.63). The gender pay gap at Hyndburn Borough is 6.2% for all employees. The gap has increased since last year by 1.3%. This is owing to the new pay gap calculation rules which include salary sacrifice such as childcare vouchers of which are taken up by 70% female staff. This gap is

<sup>1</sup> <https://www.local.gov.uk/sites/default/files/documents/Workforce%20Survey%202015-16%20report%20final%20201704120.pdf>

much lower than the pay gap reported nationally<sup>2</sup> which is 18.1% (and significantly higher than that at the highest levels).

<b>Gender Pay gap</b>	<b>Mean</b>	<b>Median</b>
Hourly rate	6.2%	2.7%
Bonus	0	0

Proportion of Males and Females in each quartile pay band

<b>Quartile</b>	<b>Males</b>	<b>Female</b>	<b>Pay Gap</b>
1	49.3%	50.7%	3.4%
2	58.6%	41.4%	1.8%
3	60%	40%	-1.6%
4	56.3%	43.7%	10.5%

We are committed to the principle of equal pay for all our employees, and our job evaluation system means we can be confident as reasonably possible that men and women are paid equally for doing equivalent jobs.

## 6. Disciplinary and Grievance Cases

These are recorded by gender, ethnicity and disability.

### (i) Gender

	<b>Disciplinary</b>	<b>Harassment</b>	<b>Grievance</b>	<b>*Sickness</b>	<b>Performance</b>	<b>Qualification</b>
<b>Male</b>	6	0	0	36	0	0
<b>Female</b>	0	0	0	20	0	0

### (ii) Ethnicity

	<b>Disciplinary</b>	<b>Harassment</b>	<b>Grievance</b>	<b>* Sickness</b>	<b>Performance</b>	<b>Qualification</b>
<b>White</b>	6	0	0	53	0	0
<b>BME</b>	0	0	0	3	0	0
<b>Refused</b>	0	0	0	0	0	0

### (iii) Disability

	<b>Disciplinary</b>	<b>Harassment</b>	<b>Grievance</b>	<b>*Sickness</b>	<b>Performance</b>	<b>Qualification</b>
<b>Disabled</b>	0	0	0	4	0	0
<b>Not Disabled</b>	6	0	0	52	0	0

\*Formal Attendance Review Meetings outcomes - 52 Formal Attendance Review Meetings were held with 37 employees who triggered under the Attendance Management Procedure. 2 Final Improvement notices were issued, 16 First Improvement notices and 35 meetings concluded with no action. In addition 4 welfare meetings were held.

<sup>2</sup> <http://www.equalpayportal.co.uk/statistics/>

## 5. Leaving the Council

### 5.1 Turnover

Turnover for 2016/2017 was 9.76% with 28 leavers overall. Nationally, the LGA reports the figure as a median of 13.2%.

The following table breaks this down by service.

Department	No. of Leavers	Reasons for Leaving	% Turnover within Council
Accountancy	1	1xVR	4
Audit & Investigations			
Democratic Services			
Customer Services & Benefits	7	1xIH, 1xDS,5xVR	24
Chief Executives Office			
Environmental Health	3	2xER/VR	11
Finance – Corporate Property			
Finance - IT			
Human Resources			
Legal Services /Licensing	2	1xVR, 1xFI	7
Parks & Cemeteries	1	1xVR	4
Member & Civic	1	1xER/VR	4
Planning	4	4xVR	14
Policy, Performance & Partnership			
Regeneration & Housing	6	1xERVR, 3xVR, 1x RI, 1xTT	21
Waste Services	3	1xDI, 1xER/VR, 1xDS	11

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		1	4
Disability		2	8
Gender – female		8	29
Age	16-19	0	0
	20-29	0	0
	30-39	9	32
	40-49	2	8
	50-59	10	35
	60+	7	25

## 5.2 Reasons for leaving

The percentage of employees retiring early in 2016/17 was 1.74%. There were 2 (0.69%) ill health retirements in 2016/17.

Reason	Leavers	% of Leavers
Dismissal (DI)	1	4
Death in Service (DS)	2	8
Early Retirement / Voluntary Redundancy (ERVR)	5	18
Retirement 65+ (RI)	1	4
Efficiency of Service/Redundancy (ES/RE)		
End of Temporary Contract (FI)	1	4
Mutual Agreement (MA)		
Ill Health Retirement(IH)	2	8
TUPE Transfer (TT)	1	4
Voluntary Resignation (VR)	15	50
Redundancy (C – Compulsory) (V – Voluntary)		

## 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.
- 6.2 The Trade Union (Facility Time Publication Requirements) Regulations 2017 come into force on 1 April 2017, which put in place the provisions in the Trade Union Act 2016 requiring relevant public sector employers to publish specified information related to facility time provided to trade union officials. Under the Regulations, the relevant information will first have to be published by 31 July 2018, in respect of the period 1 April 2017 to 31 March 2018. The information will then have to be published annually thereafter using the same timetable.