

# WORKFORCE PROFILE REPORT

31 March 2018

## 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 of Main Points

- At 31 March 2018 Ribble Valley Borough Council employed 235 people (195 full-time equivalents (FTE)), of which 157 were full-time and 78 part-time. Of the 235 employees, 48.94% were female and 51.06% male.
- We have an ageing workforce where 52.8% is aged 50 or over and over three quarters (76.37%) are aged 40 or over. The average age is 48.
- The percentage of council employees with a disability was low (11.16%) compared to the local government average of 15.7%. The percentage of BME employees was 2.5% - much less than the national average in local government workforce of 8.2%, but representative when compared with the demographics for the area.
- The equality target groups were under-represented in the top 5% of earners at the council, with 33.3% being female, no disabled and no BME.
- The staff turnover in 2017/2018 was 14.99% compared to 10.66% the previous year.

## 3. Recruitment

63 adverts were placed for 73 posts - 3 temporary, 56 permanent, 7 apprenticeships and 7 casual posts during this period and 421 people applied<sup>1</sup>.

### 3.1 Gender

Gender	Applied	Short Listed	Appointed
Male	35	14	6
Female	35	18	12
Not collected at point of application or short-listing (online application)	351	161	37
Monitoring form not returned	0	0	0
Total	421	193	55

<sup>1</sup> As at 1 May, when this report was prepared, a number of vacancies were still in progress and therefore some information cannot be reported on.

### 3.2 Ethnicity

Ethnicity	Applied	Short Listed	Appointed
White or White British	376	172	51
Black or Black British	0	0	0
Asian or Asian British	26	6	2
Mixed Race	5	1	0
Other	1	1	0
Prefer not to answer/Not collected/Not returned	13	13	2
<b>Total</b>	<b>421</b>	<b>193</b>	<b>55</b>

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	382	169	49
Disabled	28	14	3
Prefer not to answer/Not returned	11	10	3
<b>Total</b>	<b>421</b>	<b>193</b>	<b>55</b>

The Council has been assessed under the Disability Confident Scheme and has been confirmed as a Disability Confident Employer. This will be self-assessed in 12 months.

### 3.4 Other equality strands

The equality monitoring section on our application form has been amended to ask about other equality strands. From April 2011, we have been able to monitor the success rates against: age, sexual orientation, and religion and belief at each stage of the recruitment process.

## 4. Our Workforce

At March 2018, the Council employed 242 people (200 FTE). The headcount of 235 is made up of 156 full time and 79 part time employees. 228 are on permanent employment contracts and 7 are on a temporary contract. Analysis of the workforce has indicated that 63.4% live within the borough (compared to 62% in 2017).

### 4.1 Employee Profile

#### (i) Gender

We employed 48.94% females (47.68% in 2017) and 51.06% males (52.32% in 2017). The profile of the local government workforce is 76% female, 24% male<sup>2</sup>. For shire districts, the figures show 53% female, 47% male<sup>3</sup>.

<sup>2</sup> Local Government Association – Statistical Alert Quarter 4 2017

<sup>3</sup> Local Government Association – Local Government Demographics 2010

The table below shows the gender breakdown for part-time employees and those on Management Grades, which we have defined as salary scales PO1, spinal column point 33, and above.

Total staff	Male	Female	Male P/T	Female P/T	Male staff in management grades	Female staff in management grades
235	120	115	18	60	8	3
	51.06%	48.94%	7.7%	25.53%	3.40%	1.28%

The PI detailing the percentage of employees in the top 5% of earners who are female was 33.3%, up from 25% in 2014/15.

## **(ii) Ethnicity**

The percentage of BME employees overall was 2.5%, which is a slight increase on the previous year when it was 2.48%. The figure of 2.5% represents 5 members of staff.

Nationally, in 2010, 8.2%<sup>4</sup> of the local government workforce was from BME backgrounds with 3.2% from BME backgrounds in shire districts (4.1% in the North West).

The 2011 Census indicated that 2.2% of Ribble Valley's total population were from minority ethnic communities. Census data shows that the minority ethnic community make up 1.89% of the economically active borough population.

Unemployment rates tend to be higher for males from BME communities than for white males. People from minority ethnic communities are not represented in senior management.

## **(iii) Sexual orientation**

There is no hard data on the number of lesbians, gay men and bisexuals in the UK as no national census has ever asked people to define their sexuality.

However, the key findings of a Household Survey in 2013 indicated that 1.6% of UK adults identified their sexual identity as gay, lesbian or bisexual. London had the highest percentage of adults identifying themselves as gay, lesbian or bisexual at 3.2%. Twice as many males (1.6%) as females (0.8%) were likely to state their sexual identity as gay or lesbian<sup>5</sup>.

The Government estimates that between 5 – 7% of the population are lesbian, gay men or bisexual. This figure is corroborated by Stonewall, an organisation promoting equality and justice for lesbians, gay men and bisexuals.

We have no data on the sexual orientation of staff and the Council feels that providing an indication of likely representation on sexual orientation is sufficient in order to avoid individuals being identified as a result of an audit. This ensures that we are meeting the requirements of the Data Protection Act and protecting our employees' rights to confidentiality<sup>6</sup>.

## **iv) Age**

The age profile for employees is as follows:

<sup>4</sup> Local Government Association – Local Government Demographics 2010

<sup>5</sup> ONS Integrated Household Survey, January to December 2013: Experimental Statistics

<sup>6</sup> According to the Gender Recognition Act 2004, where someone holds a gender recognition certificate, it is a criminal offence to disclose the fact that they have changed their sex. A transsexual person may consent to us disclosing the information if they decide it is in their interests to do so. Such consent, however, must be explicit. It may not be assumed.

Age	The Council 235	Ribble Valley working population (2011 census) 36,000	Local Government Average <sup>7</sup>	England working population (2011 census) 34,979,900
Under 20	1.7%	10.00%	1.3%	9.55%
20-29	5.5%	14.17%	11.4%	20.71%
30-39	18.7%	16.11%	18.9%	20.18%
40-49	21.3%	25.56%	32.9%	22.20%
50-59	37.0%	22.22%	26.3%	18.29%
60+	15.8%	11.94%	9.2%	9.07%

It can be seen from the above table that over nearly three quarters of the workforce (74.1%) is over age 40 with over 50% (52.8%) over age 50. The age profile for Ribble Valley BC generally reflects the profile for local government where there is a tendency to have a significant proportion of older staff with long service. However, on average, 35.7% of Local Government employees are aged 50+, much lower than the Ribble Valley figure of 52.8%. The public and local government sectors have a larger proportion of older employees than the private sector, with 18% of employees aged 55 or over in both sectors compared with 14% in the private sector.<sup>8</sup> The average age is 48.

The 2011 Census indicates that the profile of those in work in the borough was generally younger than that of Ribble Valley Borough Council. Roughly 40% were less than age 40 (40.28%), whereas about a third (34.16%) were aged over 50.

#### **(v) Religion and belief**

Monitoring information has not been previously collected in Ribble Valley in relation to this equality strand so we have no data on the religion and belief of staff. The Council feels that providing an indication of likely representation on religion or belief is sufficient in order to avoid individuals being identified as a result of an audit.

This information has been collected since 2011 as part of the recruitment process, it can be compared with the results as shown in the table below which is information for religion and belief within Ribble Valley and nationally from the 2001 Census.

Religion or belief	The Council (235)	Ribble Valley Religion (2011 census - 57,100)	England Religion (2011 census - 53,012,500)
Christian	5.53% (13)	78.1%	59.4%
Buddhist		0.2%	0.5%
Hindu		0.2%	1.5%
Jewish		0.0%	0.5%
Muslim	0.85% (2)	0.7%	5.0%
Sikh		0.1%	0.8%
Any other religion		0.24%	0.4%
No religion	0.85% (2)	14.5%	24.7%
Religion not stated	16.17% (38)	6.0%	7.2%
Information not available	76.6% (180)		

<sup>7</sup> Local Government Association – Local Government Demographics 2010

<sup>8</sup> Local Government Pay and Workforce Facts and Figures 2010/11 – produced by LG Group

#### **(vi) Disability**

The PI detailing the percentage of employees who report themselves as having a disability was 11.5%. Last year this was 9.6%. Overall in local government, in 2010, 15.7% of the workforce was classed as disabled<sup>9</sup>.

The PI detailing the percentage of employees in the top 5% of earners who report themselves as having a disability was 0%, the same as last year.

#### **(vii) Issues for Transsexual staff**

No issues identified.

### **4.2 Occupational Segregation**

No issues identified.

### **4.3 Return to work rates after maternity leave**

In 2017/2018 2 members of staff took maternity leave. As at 31 March 2018 both were still on maternity leave.

### **4.4 Take up of training opportunities**

No issues identified.

### **4.5 Applications for flexible working**

During 2017/2018 there was one application for flexible working. It was approved on a twelve month temporary basis.

### **4.6 Pay**

The percentage of women in the top 5% of earners is 33.3%, up from 25% in 2014/15. We have no BME employees among our top 5% earners, and 0% have a disability.

Equality workforce profile by pay bands as at 31 March 2017:

<b>Salary Band</b>	<b>Number (Total 235)</b>	<b>BME</b>	<b>Disability</b>	<b>Female</b>	<b>Average Age</b>	<b>Full time</b>
CEX/Director	3	0%	0%	33.3%	57.6	100%
Scp 38-58 (PO6-PO26)	17	0%	5.88%	41.18%	47.7	88.24%
Scp 33-37 (PO1-PO5)	17	0%	5.88%	17.65%	49.8	82.35%
Scp 29-34 (SO1-SO2)	17	0%	5.88%	52.94%	46.8	58.82%
Scp 18-28 (Scale 4-scale 6)	77	1.3%	10.38%	49.35%	45.1	76.62%
Scp 1-17 (Scale 1a-Scale 3)	104	3.85%	10.58%	54.81%	50.0	53.85%

The overall average age of a Council employee is 48.06 (a slight increase from 48 in 2016/2017).

### **4.7 Disciplinary and Grievance Cases**

These are recorded by gender, ethnicity, disability and age. There were 6 incidents of disciplinary action taken and 1 grievance raised between 1<sup>st</sup> April 2017 and 31<sup>st</sup> March 2018.

<sup>9</sup> Local Government Association – Local Government Demographics 2010

Equality Group		Number
BME		0
Disability		1
Gender - Female		1
- Male		6
Age	Under 20	0
	20-29	1
	30-39	0
	40-49	3
	50-59	2
	60+	1

## 5. Leaving the Council

### 5.1 Turnover

Turnover for 2017/18 was 14.99% (10.66% in 2016/2017), with 35 leavers overall. The following table breaks this down by service.

Service	Number of leavers (35)	Reasons for leaving	% of leavers	% turnover within the Council (235 posts)
Environmental Health	4	VR (4)	11%	1.7%
Housing and Regeneration	5	VR (5)	14%	2.13%
Legal Services	0			
Human Resources	0			
Financial Services	2	OR (1) VR (1)	6%	0.85%
Revenues and Benefits	5	VR (5)	14%	2.13%
Culture, Recreation and Leisure (inc. Grounds Maintenance)	6	VR (5) DI (1)	17%	2.55%
Planning	2	VR (2)	6%	0.85%
Engineering Services (inc. Direct Work Force)	11	VR (7) DI (3) IH (1)	31%	4.68%

**i) Turnover by BME, Disability, Age & Gender**

Equality Target Group	Number of leavers (35)	% of leavers	% turnover (235 posts)
BME	1	2.86%	0.43%
Disability	4	11.43%	1.7%
Gender - female	17	48.57%	7.23%
- male	18	51.43%	7.66%
Age	16-19	1	2.86%
	20-29	8	22.86%
	30-39	4	11.43%
	40-49	4	11.43%
	50-59	13	37.14%
	60+	5	14.29%

**ii) Reasons for leaving**

Service	Number of leavers	% of leavers
Dismissal (DI)	4	11.43%
Death in Service (DS)		
Early Retirement (ER)		
Retirement 65+ (RI)		
Efficiency of service/Redundancy (ES/RE)		
End of Fixed Term Contract (FI)		
Mutual Agreement (MA)		
Ill Health Retirement (IH)	1	11.43%
TUPE Transfer (TT)		
Voluntary Resignation (VR)	29	82.86%
Optional Retirement (OR)	1	11.43%

**6. Complaints about Discrimination**

No complaints have been made against the Council or its staff on the grounds of discrimination or prohibitive conduct.

**7. Engagement with staff and trade unions**

**7.1 Engagement with Staff**

The Council conducts a biennial survey with its staff, with the last survey being carried out in 2017. The table below highlights some of the results concerning flow of information and staff engagement.

<b>Flow of Information</b>	<b>% Agree 2012</b>	<b>% Agree 2015</b>	<b>% Agree 2017</b>
I am given sufficient information to do my job properly	49%	62%	54%
I am told how the Council is performing	45%	Not asked	
I am aware of my service's priorities and objectives	60%	69%	64%
I regularly attend staff departmental meetings	74%	Not asked	70%
I find team meetings effective, information is shared, staff can ask questions, raise concerns and ideas	42%	Not asked	Not asked
Working away from the main council offices leaves me feeling isolated and ill informed	41%	18%	13%
I hear things first through 'rumours'	41%	34%	42%
I regularly read the Backchat newsletter	79%	Not asked	78%
Over the past three years I feel that communications (eg team meetings and staff meetings) have improved	38%	30%	23%

## **7.2 Engagement with Trade Unions**

Details of engagement with Trade Unions are reported to Personnel Committee twice yearly. The Head of HR meets with the Trade Union Branch representative every six weeks to discuss any matters arising. All requests for re-appointment are seen by the Trade Union representative before being presented to Corporate Management Team. A Facilities Agreement has been introduced to monitor and review time spent on union duties.

## **7.3 Equality concerns raised by staff and how they have been addressed**

No Equality concerns have been raised by staff during 2017/18.