

# WORKFORCE PROFILE REPORT

31 March 2020

## 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 2020 Ribble Valley Borough Council employed 238 people (201 full-time equivalents (FTE)), of which 156 were full-time and 82 part-time. Of the 238 employees, 47.1% were female and 52.9% male.
- We have an ageing workforce where 52.1% is aged 50 or over and nearly three quarters (71.4%) are aged 40 or over. The average age is 47.8.
- The percentage of council employees with a disability was low (8.55%) compared to the local government average of 15.7%. The percentage of BME employees was 3% - 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 30.7% being female, no disabled and no BME.
- The staff turnover in 2019/2020 was 23.44% compared to 15.82% the previous year.

## 3. Recruitment

74 adverts were placed for 76 posts - 3 temporary, 59 permanent, 4 apprenticeships and 10 casual posts during this period and 813 people applied.

### 3.1 Gender

Gender	Applied	Short Listed	Appointed
Male	36	16	11
Female	17	8	2
Not collected at point of application or short-listing (online application) or monitoring form not returned	760	182	46
<b>Total</b>	<b>813</b>	<b>206</b>	<b>59</b>

### 3.2 Ethnicity

Ethnicity	Applied	Short Listed	Appointed
White or White British	692	177	52
Black or Black British	14	4	0
Asian or Asian British	32	11	2
Mixed Race	1	0	0
Other	57	11	2
Prefer not to answer/Not collected/Not returned	17	3	3
<b>Total</b>	<b>813</b>	<b>206</b>	<b>59</b>

The authority continues to advertise vacancies with organisations that work actively with BAME communities.

### 3.3 Disability

Disability Status	Applied	Short listed	Appointed
Not disabled	740	190	52
Disabled	35	8	4
Prefer not to answer/Not returned	38	8	3
<b>Total</b>	<b>813</b>	<b>206</b>	<b>59</b>

The Council has been re-assessed under the Disability Confident Scheme and has been confirmed as a Disability Confident Employer. The current certificate expires on 20 July 2021 and will be resubmitted at that point.

### 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 2020, the establishment was made up of 236 posts and the Council employed 238 people (201 FTE). The headcount of 238 is made up of 156 full time and 82 part time employees. 232 are on permanent employment contracts and 6 are on a temporary contract. Analysis of the workforce has indicated that 67.1% live within the borough (compared to 68.6% in 2019).

### 4.1 Employee Profile

#### (i) Gender

We employed 47.1% females (48.9% in 2018) and 52.9% males (51.1% in 2018). The profile of the local government workforce is 76% female, 24% male<sup>1</sup>. For shire districts, the figures show 53% female, 47% male<sup>2</sup>.

<sup>1</sup> Local Government Association – Statistical Alert Quarter 4 2017

<sup>2</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
238	126	112	22	60	9	4
	52.9%	47.1%	9.2%	25.2%	3.78%	1.68%

The PI detailing the percentage of employees in the top 5% of earners who are female was 30.7%, down from 25% in 2014/15.

## **(ii) Ethnicity**

The percentage of BME employees overall was 3%, which is an increase on the previous year when it was 2.03%.

Nationally, in 2010, 8.2%<sup>3</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>4</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>5</sup>.

## **iv) Age**

The age profile for employees is as follows:

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

<sup>4</sup> ONS Integrated Household Survey, January to December 2013: Experimental Statistics

<sup>5</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 238	Ribble Valley working population (2011 census) 36,000	Local Government Average <sup>6</sup>	England working population (2011 census) 34,979,900
Under 20	3 - 1.3%	10.00%	1.3%	9.55%
20-29	22 - 9.2%	14.17%	11.4%	20.71%
30-39	43 - 18.1%	16.11%	18.9%	20.18%
40-49	46 - 19.3%	25.56%	32.9%	22.20%
50-59	82 - 34.5%	22.22%	26.3%	18.29%
60+	42 - 17.6%	11.94%	9.2%	9.07%

It can be seen from the above table that nearly three quarters of the workforce (71.4%) is over age 40 with over 50% (52.1%) 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 55.8%. 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>7</sup> The average age is 47.8.

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 is now 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 (238)	Ribble Valley Religion (2011 census - 57,100)	England Religion (2011 census - 53,012,500)
Christian	3.36% (8)	78.1%	59.4%
Buddhist		0.2%	0.5%
Hindu		0.2%	1.5%
Jewish		0.0%	0.5%
Muslim		0.7%	5.0%
Sikh		0.1%	0.8%
Any other religion		0.24%	0.4%
No religion	1.68% (4)	14.5%	24.7%
Religion not stated		6.0%	7.2%
Information not available	20.17% (48)		

<sup>6</sup> Local Government Association – Local Government Demographics 2010

<sup>7</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 8.55%. Last year this was 8.12%. Overall in local government, in 2010, 15.7% of the workforce was classed as disabled<sup>8</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 2019/2020 three members of staff took maternity leave. As at 31 March 2020 two have returned to work and one was on a fixed term contract which ended on 31<sup>st</sup> March 2020 and she did not return to work.

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

No issues identified.

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

During 2019/2020 there were no applications for flexible working.

### **4.6 Pay**

The percentage of women in the top 5% of earners is 30.7%, 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 2020:

<b>Salary Band</b>	<b>Number (Total 238)</b>	<b>BME</b>	<b>Disability</b>	<b>Female</b>	<b>Average Age</b>	<b>Full time</b>
CEX/Director	4	0%	0%	50.0%	54.3	100%
PO16-PO26	9	0%	0%	22.2%	55.0	100%
PO1-PO15	23	0%	8.70%	30.4%	50.1	82.6%
SO1-SO2	15	0%	0%	60.0%	49.8	60.0%
Scale 4-Scale 6	76	1.31%	7.89%	44.7%	45.3	76.3%
Scale 1a-Scale 3	111	3.60%	8.11%	52.3%	48.0	51.4%

The overall average age of a Council employee is 47.8 (a slight decrease from 48.2 in 2018/2019).

<sup>8</sup> Local Government Association – Local Government Demographics 2010

## 4.7 Disciplinary and Grievance Cases

These are recorded by gender, ethnicity, disability and age. There were 4 incidents of disciplinary action taken and 7 grievances raised between 1<sup>st</sup> April 2019 and 31<sup>st</sup> March 2020.

Equality Group		Number
BME		3
Disability		1
Gender - Female		2
- Male		9
Age	Under 20	0
	20-29	4
	30-39	4
	40-49	2
	50-59	1
	60+	0

## 5. Leaving the Council

### 5.1 Turnover

Turnover for 2019/20 was 23.44% (15.82% in 2018/2019), with 48 leavers overall. The following table breaks this down by service.

Service	Number of leavers (48)	Reasons for leaving	% of leavers	% turnover within the Council (238)
Environmental Health	8	VR (4) IH (1) FI (1) OR (2)	16.67%	3.36%
Housing and Regeneration	4	OR (2) VR (1) DI (1)	8.33%	1.68%
Legal Services	2	OR (2)	4.17%	0.84%
Human Resources	1	DS (1)	2.08%	0.42%
Financial Services	3	FI (1) OR (1) VR (1)	6.25%	1.26%
Revenues and Benefits	1	VR (1)	2.08%	0.42%
Culture, Recreation and Leisure (inc. Grounds Maintenance)	14	VR (7) OR (3) FI (4)	29.17%	5.88%
Planning	3	VR (3)	6.25%	1.26%
Engineering Services (inc. Direct Work Force)	12	VR (8) OR (2) DI (2)	25%	5.04%

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

<b>Equality Target Group</b>	<b>Number of leavers (48)</b>	<b>% of leavers</b>	<b>% turnover (238)</b>
BME	3	6.25%	1.26%
Disability	4	8.33%	1.68%
Gender - female	22	45.83%	9.24%
- male	26	54.17%	10.92%
Age	16-19	2	4.17%
	20-29	10	20.83%
	30-39	8	16.67%
	40-49	4	8.33%
	50-59	8	16.67%
	60+	16	33.33%

### **ii) Reasons for leaving**

<b>Service</b>	<b>Number of leavers (48)</b>	<b>% of leavers</b>
Dismissal (DI)	3	6.25%
Death in Service (DS)	1	2.08%
Early Retirement (ER)		
Retirement 65+ (RI)		
Efficiency of service/Redundancy (ES/RE)		
End of Fixed Term Contract (FI)	6	12.5%
Mutual Agreement (MA)		
Ill Health Retirement (IH)	1	2.08%
TUPE Transfer (TT)		
Voluntary Resignation (VR)	25	52.08%
Optional Retirement (OR)	12	25.00%

## **6. Complaints about Discrimination**

No complaints have been made against the Council or its staff or 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. The last survey was carried out in 2019 (pre Covid-19) with revised questions from what had been previously asked. The table below highlights some of results concerning flow of information, staff engagement and the Council's core values.

Flow of Information	% Agree 2012	% Agree 2015	% Agree 2017	% Agree 2019
I am given sufficient information to do my job properly	49%	62%	54%	54%
I am told how the Council is performing	45%	Not asked	Not asked	Not asked
I am aware of my service's priorities and objectives	60%	69%	64%	Not asked
I know what the Council is trying to achieve (I know where we are heading as a Council and understand the plan	Not asked	Not asked	Not asked	33%
I know how I contribute to Corporate Objectives	Not asked	Not asked	Not asked	34%
I regularly attend staff departmental meetings	74%	Not asked	70%	63%
I find team meetings effective, information is shared, staff can ask questions, raise concerns and ideas	42%	Not asked	Not asked	Not asked
Working away from the main council offices leaves me feeling isolated and ill informed	41%	18%	13%	Not asked
I hear things first through 'rumours'	41%	34%	42%	Not asked
I regularly read the Backchat newsletter	79%	Not asked	78%	84%
Over the past three years I feel that communications (eg team meetings and staff meetings) have improved	38%	30%	23%	Not asked
I feel well informed about Council business	Not asked	Not asked	Not asked	31%
The Council always or regularly operates in line with its Core Values	Not asked	Not asked	Not asked	36%

## 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 is in place to monitor and review time spent on union duties.

Time spent on union duties is published annually in accordance with the Trade Union Act (Facility Time Publication Regulations.)

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

No Equality concerns have been raised by staff during 2019/20.