

# WORKFORCE PROFILE REPORT

## 31 March 2022

### 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 2022 Ribble Valley Borough Council employed 220 people (186 full-time equivalents (FTE)), of which 153 were full-time and 67 part-time. Of the 220 employees, 46.8% were female and 53.2% male.
- We have an ageing workforce where 60% is aged 50 or over, and (77.7%) are aged 40 or over. The average age is 50.4.
- The percentage of council employees with a disability was low (10.46%) compared to the local government average of 15.7%. The percentage of BME employees was 2.49% - much less than the national average in local government workforce of 8.2%, but representative when compared with the demographics for the area.
- Some equality target groups were under-represented in the top 5% of earners at the council, with 38.4% being female and no BME.
- The staff turnover in 2021/2022 was 26.69% compared to 14.32% the previous year.

### 3. Recruitment

During 2021/22, 132 adverts were placed for 118 posts - 11 temporary, 88 permanent, 0 apprenticeships and 19 casual posts, in total 790 people applied.

#### 3.1 Gender

Gender	Applied	Short Listed	Appointed
Male	23	15	See note below
Female	23	17	
Not collected at point of application or short-listing (online application) or monitoring form not returned	744	242	
<b>Total</b>	<b>790</b>	<b>274</b>	<b>92</b>

Of those appointed 50 were male and 42 were female.

#### 3.2 Ethnicity

Ethnicity	Applied	Short Listed	Appointed
White or White British	644	239	82

Black or Black British	16	1	0
Asian or Asian British	34	11	1
Mixed Race	2	1	4
Other	72	15	4
Prefer not to answer/Not collected/Not returned	22	7	1
<b>Total</b>	<b>790</b>	<b>274</b>	<b>92</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	727	249	87
Disabled	54	20	4
Prefer not to answer/Not returned	9	5	1
<b>Total</b>	<b>790</b>	<b>274</b>	<b>92</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 8 July 2025 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 2022, the establishment was made up of 240 posts and the Council employed 220 people (186 FTE). The headcount of 220 is made up of 153 full time and 67 part time employees. 216 are on permanent employment contracts and 4 are on a temporary contract. Analysis of the workforce has indicated that 65.9% live within the borough (compared to 66.2% in 2021).

### 4.1 Employee Profile

#### (i) Gender

We employed 46.8% females (47% in 2020/21) and 53.2% males (53% in 2020/21). 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>.

The table below shows the gender breakdown for part-time employees and those on Management Grades, which we have defined as salary scales PO16, spinal column point 46, and above.

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

<sup>2</sup> Local Government Association – Local Government Demographics 2010

Total staff	Male	Female	Male P/T	Female P/T	Male staff in management grades	Female staff in management grades
220	117	103	16	51	9	4
	53.2%	46.8%	7.3%	23.2%	4.1%	1.8%

The Performance Indicator (PI) detailing the percentage of employees in the top 5% of earners in 2020/21 who are female, was 38.4% up from 30.7% in 2019/20.

## **(ii) Ethnicity**

The percentage of BME employees in 2021/22 overall was 2.49%, which is down from 3% in 2019/20.

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 Northwest).

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**

Data from the Annual Population Survey provides Experimental Statistics on sexual orientation in the UK in 2020.

The proportion of the UK population aged 16 years and over identifying as heterosexual or straight was 93.6% in 2020; there has been a decreasing trend since the series began in 2014. An estimated 3.1% of the UK population aged 16 years and over identified as lesbian, gay, or bisexual (LGB) in 2020, an increase from 2.7% in 2019 and almost double the percentage from 2014 (1.6%).

The proportion of men in the UK identifying as LGB increased from 1.9% to 3.4% between 2014 and 2020; the proportion of women identifying as LGB has risen from 1.4% to 2.8% over the same period.

People aged 16 to 24 years continue to be the most likely to identify as LGB in 2020 (8.0%) reflecting an increasing trend for this age group since 2014; this breaks down to 2.7% identifying as gay or lesbian, and 5.3% identifying as bisexual. In 2020, women (1.6%) were more likely than men (0.9%) to identify as bisexual but were less likely to identify as gay or lesbian (1.1% compared with 2.5%); these differences between men and women are more pronounced in the younger age groups<sup>4</sup>.

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 Sexual orientation, UK: 2020

<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 220	Ribble Valley working population (2011 census) 36,000	Local Government Average <sup>6</sup>	England working population (2011 census) 34,979,900
Under 20	0.9% (2)	10.00%	1.3%	9.55%
20-29	10% (22)	14.17%	11.4%	20.71%
30-39	11.4% (25)	16.11%	18.9%	20.18%
40-49	17.7% (39)	25.56%	32.9%	22.20%
50-59	39.5% (87)	22.22%	26.3%	18.29%
60+	20.5% (45)	11.94%	9.2%	9.07%

It can be seen from the above table that over three quarters of the workforce 77.7% (no. 171) is over age 40 and 60% (no. 132) is over age 50. The age profile for Ribble Valley BC roughly 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 60%. 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 for employees at Ribble Valley BC is 50.4 years of age.

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**

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

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.

Religion or belief	The Council (220)	Ribble Valley Religion (2011 census - 57,100)	England Religion (2011 census - 53,012,500)
Christian	22.3% (49)	78.1%	59.4%
Buddhist		0.2%	0.5%
Hindu		0.2%	1.5%
Jewish		0.0%	0.5%
Muslim		0.7%	5.0%
Islam	1.8% (4)		
Sikh		0.1%	0.8%
Any other religion		0.24%	0.4%
No religion	12.7% (28)	14.5%	24.7%

<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

Religion or belief	The Council (220)	Ribble Valley Religion (2011 census - 57,100)	England Religion (2011 census - 53,012,500)
Religion not stated		6.0%	7.2%
No Information	1.8% (4)		
Prefer not to say	1.4% (3)		
Atheist	1.8% (4)		

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

The PI detailing the percentage of employees who report themselves as having a disability was 10.46% in 2020/21, up from 8.55% in 2019/20. 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 15.38%, up from 0% last year (2019/20).

#### **(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 2021/2022 one member of staff took maternity leave. As at 31 March 2022 the employee was still on maternity leave.

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

No issues identified.

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

During 2021/2022 there were two applications for flexible working. Both were approved. There was an additional request for flexible working on medical grounds to facilitate a phased return to work.

#### **4.6 Pay**

The percentage of women in the top 5% of earners is 38.4%, up from 25% in 2014/15. We have no BME employees among our top 5% earners, and 15.38% have a disability.

Equality workforce profile by pay bands as at 31 March 2022:

Salary Band	Number (Total 220)	BME	Disability	Female	Average Age	Full time
CEX/Director	4	0%	0%	50.0%	56.5	100%
PO16-PO26	9	0%	0%	22.2%	57	100%
PO1-PO15	21	4.76%	14.28%	38.0%	52	85.7%

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

SO1-SO2	11	0%	18.18%	45.4%	52.9	54.5%
Scale 4-Scale 6	75	2.66%	12%	45.3%	46.7	85.3%
Scale 1a-Scale 3	99	4.04%	8%	51.5%	48.8	51%
Minimum Wage	1	0%	0%	100%	23	0%

The overall average age of a Council employee is 50.4 (an increase from 48.3 in 2020/2021 and an increase from 46 in 2010/2011).

#### 4.7 Disciplinary and Grievance Cases

These are recorded by gender, ethnicity, disability and age. There were 4 incidents of disciplinary action taken and 2 grievances raised between 1<sup>st</sup> April 2021 and 31<sup>st</sup> March 2022.

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

### 5. Leaving the Council

#### 5.1 Turnover

Turnover for 2021/22 was 26.69% (14.32% in 2020/2021), with 59 leavers overall. The following table breaks this down by service.

Service	Number of leavers (59)	Reasons for leaving	% of leavers	% turnover within the Council (220)
Environmental Health	5	VR (3) OR (1) DI (1)	8.47%	2.26%
Housing and Regeneration	3	VR (1) OR (2)	5.08%	1.35%
Legal Services	5	VR (5)	8.47%	2.26%
Human Resources	1	VR (1)	1.69%	0.45%
Financial Services	7	VR (6) OR (1)	11.86%	3.16%
Revenues and Benefits	2	VR (1) OR (1)	3.38%	0.90%
Culture, Recreation and Leisure (inc. Grounds Maintenance)	14	VR (9) OR (1) DI (2) FI (2)	23.72%	6.33%

Planning	3	VR (3)	5.08%	1.35%
Engineering Services (inc. Direct Work Force)	19	VR (14) OR (3) DI (2)	32.20%	8.59%

Key: Voluntary Resignation (VR), Optional Retirement (OR), Dismissal (DI), End of Fixed Term Contract (FI)

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

Equality Target Group	Number of leavers (59)	% of leavers	% turnover (220)
BME	0		
Disability	2	3.38%	0.90%
Gender - female	25	42.37%	11.31%
- male	34	57.62%	15.38%
Age	16-19	1	1.69%
	20-29	12	20.33%
	30-39	11	18.64%
	40-49	12	20.33%
	50-59	14	23.72%
	60+	9	15.25%

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

Service	Number of leavers (59)	% of leavers
Dismissal (DI)	5	8.47%
Death in Service (DS)	0	-
Early Retirement (ER)	0	-
Retirement 65+ (RI)	0	-
Efficiency of service/Redundancy (ES/RE)	0	-
End of Fixed Term Contract (FI)	2	3.38%
Mutual Agreement (MA)	0	-
Ill Health Retirement (IH)	0	-
TUPE Transfer (TT)	0	-
Voluntary Resignation (VR)	43	72.8%
Optional Retirement (OR)	9	15.25%

## **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. Work will begin shortly on preparing the next staff survey.

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 (e.g., 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 2021/22.