

# Public Document Pack



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

Dear Councillor

The next meeting of the **PERSONNEL** will be held at **6.30 pm** on **WEDNESDAY, 1 SEPTEMBER 2021** in the **Council Chamber, 13 Church Street, Clitheroe, BB7 2RA.**

I do hope you can be there.

Yours sincerely

*M. H. Scott*

CHIEF EXECUTIVE

## AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **TO APPROVE THE MINUTES OF THE PREVIOUS MEETING** (Pages 3 - 6)
3. **DECLARATIONS OF PECUNIARY AND NON PECUNIARY INTERESTS**

Members are reminded of their responsibility to declare any pecuniary or non-pecuniary interest in respect of matters contained in the agenda.

4. **PUBLIC PARTICIPATION (IF ANY)**

### **ITEMS FOR DECISION**

None.

### **ITEMS FOR INFORMATION**

5. **WORKFORCE PROFILE - UPDATE** (Pages 7 - 18)
6. **YEAR END 2020/2021 - PERFORMANCE REPORT** (Pages 19 - 22)
7. **REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**
8. **EXCLUSION OF PRESS AND PUBLIC**

### **ITEMS FOR DECISION**

9. **GENERAL STAFFING - UPDATE** (Pages 23 - 26)

**ITEMS FOR INFORMATION**

10. **STAFF ESTABLISHMENT - UPDATE** (Pages 27 - 38)  
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11. **NATIONAL PAY NEGOTIATIONS - UPDATE** (Pages 39 - 48)  
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Electronic agendas sent to members of Personnel – Councillor Susan Bibby (Chair), Councillor Stephen Atkinson, Councillor Richard Bennett, Councillor Mark Hindle, Councillor Donna O'Rourke, Councillor David Peat (Vice-Chair), Councillor Sarah Rainford, Councillor Jennifer (Jenni) Schumann and Councillor Robert Thompson.

Contact: Democratic Services on 01200 414408 or [committee.services@ribblevalley.gov.uk](mailto:committee.services@ribblevalley.gov.uk)

## Minutes of Personnel

Meeting Date: Wednesday, 9 June 2021, starting at 6.30 pm  
Present: Councillor S Bibby (Chair)

Councillors:

S Atkinson	D Peat
M Hindle	R Thompson
D O'Rourke	

In attendance: Chief Executive and Head of Human Resources

### 40 APOLOGIES FOR ABSENCE

Apologies from the meeting were received from Councillors S Rainford, R Bennett and J Schumann.

### 41 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 17 March 2021 were approved as a correct record and signed by the Chairman.

### 42 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

There were no declarations of pecuniary and non-pecuniary interest.

### 43 PUBLIC PARTICIPATION

There was no public participation.

### 44 HR PRIORITIES

The Director of Resources submitted a report asking Members to agree and support the Council's corporate Human Resource (HR) priorities for the next 12 months.

The three priorities were listed as:

- Recruitment and Retention,
- Health and Wellbeing; and
- Training and Development.

Members were reminded that the ongoing impact of COVID-19 and the Council's return to normal service delivery is likely to have an impact across all the three priorities.

In addition to the above, members were also recommended to establish a Working Group to work alongside the Chief Executive and the Head of HR to review the Council's pay structure, address recruitment and retention difficulties and any possible link to the Council's salary levels.

The Working Group would make recommendations and report back to this Committee

RESOLVED THAT COMMITTEE:

1. Received the report.
2. Agreed and confirmed their support that the 3 HR priorities for the Council for the next 12 months would be:
  - Recruitment and Retention,
  - Health and Wellbeing; and
  - Training and Development.

3. Established a Working Group to work alongside the Chief Executive and the Head of HR, to review the Council's pay structure and make recommendations to this Committee. The Working Group would address recruitment and retention difficulties and any link to the Council's salary levels.
4. Agreed that the members of the Working Group would be Councillors: S Bibby, D Peat, S Atkinson, M Hindle, D O'Rourke and R Thompson.

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#### ANNUAL HEALTH AND SAFETY UPDATE

The Director of Resources presented a report that reviewed the Council's management of Health, Safety and Welfare over the period April 2020 to March 2021.

The report noted that all Heads of Service had successfully completed the Institution of Occupational Safety and Health's 'Managing Safely' training course and that this had provided an understanding of safety and health responsibilities in the Council.

Members were reminded that the Council's Health and Safety Policy had been reviewed and updated in line with changes to legislation and guidance and that the Council's Health and Safety Advisor had continued to provide information, advice, training and guidance to all sections of the Council.

The report noted that during the 2020-2021 period there had been 32 accidents, 22 of which involved staff, 9 at the pool and 1 to a member of the public. The most serious being a broken arm and a dislocated shoulder.

Members were informed that with regard to mental health and wellbeing support, the Council signposted staff to support agencies and resources who are skilled at dealing with such matters. It was noted that the DWP's 'Able Futures' scheme was a particularly useful resource.

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#### OVERVIEW OF JOB EVALUATION PROCESS

The Director of Resources submitted a report that provided members with an overview of the Council's Job Evaluation Scheme.

Members were reminded that a Council wide job evaluation exercise had been carried out in November 2005, which had been followed by an appeals process which was completed in March 2008.

The report identified the factors that are used in the evaluation scheme, namely:

- Supervision and management of people
- Creativity and Innovation
- Contacts and relationships
- Decision making (discretion and consequences)
- Resources
- Work Environment (which includes work demands, physical demands, working conditions and work context)
- Knowledge and skills

The report also set out the Council's current job evaluation points scale and illustrated how this matched up to the pay scale.

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#### REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

48 REPRESENTATIVES ON OUTSIDE BODIES 2021/22

The Chief Executive submitted a report for information on the outside bodies that come under the remit of this committee and the membership on those bodies.

49 EXCLUSION OF PRESS AND PUBLIC

That by virtue of the next items of business being exempt information under Category 1 of Schedule 12A of the Local Government Act the press and public be now excluded from the meeting.

50 GENERAL STAFFING UPDATE

The Director of Resources submitted a report updating members on general staffing matters.

The report noted that:

- All new vacancies go through consultation with UNISON and are approved by CMT.
- Five new staff were appointed between 1 March 2021 and 24 May 2021.
- There were currently 28 vacancies across all Council departments, of which 9 posts had been advertised and interviews had been scheduled for before the end of June three posts have been placed on hold and three posts were going through job evaluation prior to advertising Other vacancies were under review by Heads of Service.

The report also updated members on; new starters, internal movements, retirements, staff on fixed term contracts, staff training and employees on work experience.

RESOLVED THAT COMMITTEE:

1. Noted and approved the decisions taken by CMT and the Chairman as outlined in the report.
2. That where appropriate the Council write letters of thanks to the staff who have left the Council.

51 CHANGE TO ESTABLISHMENT - CHIEF EXECUTIVE'S DEPARTMENT

The Chief Executive submitted a report seeking approval for proposed changes to the Council's establishment in respect of planning and licensing enforcement.

Members were reminded that the Council has 1.5 FTE Enforcement Officers who deal with both planning and licensing enforcement. This is made up of one full-time FTE and one part-time FTE. The part-time officer left the Council at the end of May this year.

The report highlighted the increasing and unprecedented volume of planning and licensing enforcement work the Council is engaged in and as a consequence has struggled and will continue to struggle to maintain effective enforcement based on the current capacity of 1.5 FTE.

The report noted that:

- The Ribble Valley currently has 316 licensed premises and that the routine inspection of these premises has not been carried out for some time.
- In addition, 157 planning complaints were received in the first quarter of 2021.
- It is the Council's duty as a planning authority to provide adequate resources to ensure that planning enforcement is carried out effectively.

- The financial cost of increasing the hours of an Enforcement Officer from part-time to full-time will be £16,350 per annum (including on costs).

RESOLVED THAT COMMITTEE:

Approved a change to the Establishment to increase the post of Part Time Enforcement Officer (C94) to a full-time post with the title Enforcement Officer.

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ANNUAL ABSENCE MANAGEMENT UPDATE

The Director of Resources submitted the Annual Absence Management Review for 2020/2021.

Members were reminded that the report is brought to the Committee on an annual basis and provides information and analysis on sickness during the year.

The report noted that the Council's Performance Plan has a target of 10 days absence per employee per year and that the Bradford Formula is used as a tool to identify staff whose level of absence is a cause for concern.

The report provided a range of statistics and showed that:

- The impact of the COVID-19 pandemic had increased the average number of days lost per employee from 11.15 days in 2019/20 to 21.28 days in 2020/21.
- Non COVID-19 related absences amounted to 11.66 days lost per employee which represented a small increase from 11.15 days in 2019/20.
- Excluding COVID-19 related absences, long term absences accounted for 43% of the total days lost.
- Absence management remains a priority for the Council.

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UPDATE ON NATIONAL PAY NEGOTIATIONS

The Director of Resources submitted a report updating members on the latest position in respect of the National Trade Union Pay Claim for 2021/2022.

Members were reminded that the last round of national pay negotiations was concluded in August 2020 and resulted in a 2.75% pay rise.

The report noted that:

- The National Employers had met on 31 March 2021 to analyse feedback from consultations and agree a formal response to the unions.
- The Council had received notification from the Employers on 14 May 2021 stating that they had responded to the unions' claim – details of the response were set out in Appendix 1 of the Report.
- The Council had set a budget for next year that allowed for a 2% pay increase and that each 1% increase in pay would cost the Council approximately £70,000 per annum.
- The Director would report any further developments at the next meeting.

The meeting closed at 7.15 pm

If you have any queries on these minutes please contact the committee clerk, Mike Hill [mike.hill@ribblevalley.gov.uk](mailto:mike.hill@ribblevalley.gov.uk).

## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PERSONNEL COMMITTEE

INFORMATION

meeting date: 1<sup>ST</sup> SEPTEMBER 2021  
title: WORKFORCE PROFILE 2021  
submitted by: JANE PEARSON - DIRECTOR OF RESOURCES  
principal author: MICHELLE HAWORTH – PRINCIPAL POLICY AND PERFORMANCE OFFICER

### 1 PURPOSE

- 1.1 To update Members on workforce data to be published in compliance with the Equality Act 2010.
- 1.2 Relevance to the Council's ambitions and priorities:
  - Community Objectives – As staff are the Council's biggest resource the
  - Corporate Priorities – achievement of all the Council's ambitions is dependent
  - Other Considerations - on a diverse, dedicated and committed workforce that can ably support the needs of all our residents

### 2 BACKGROUND

- 2.1 The Equality Act 2010 provides a cross-cutting legislative framework to protect the rights of individuals and advance equality of opportunity for all; to update, simplify and strengthen the previous legislation; and to deliver a simple, modern and accessible framework of discrimination law which protects individuals from unfair treatment and promotes a fair and more equal society
- 2.2 The Equality Act contains a range of rights, powers and obligations to help the drive towards equality.
- 2.3 It is unlawful to discriminate against an individual because of *any* of the protected characteristics in the Equality Act 2010. The nine protected characteristics under the Equality Act are:
  - Age
  - Disability
  - Gender Reassignment
  - Pregnancy & Maternity
  - Marriage and Civil Partnership
  - Race (including ethnicity and national origin)
  - Religion or Belief
  - Sex
  - Sexual Orientation

- 2.4 The Act also widens the scope of protection for individuals with these protected characteristics.

### 3 INFORMATION

- 3.1 The Act sets out the general duties and specific duties in relation to equalities. In summary, those subject to the equality duty must, in the exercise of their functions, have due regard to the need to:
  - Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
  - Advance equality of opportunity between people who share a protected characteristic and those who do not.

- Foster good relations between people who share a protected characteristic and those who do not.
- 3.2 In summary, a public authority covered by the specific duties (listed body) is required to publish information to demonstrate its compliance with the general equality duty across its functions on an annual basis. This information must include, information on the effect that its policies and practices have had on people who share a relevant protected characteristic, to demonstrate the extent to which it furthered the aims of the general equality duty for its employees and for others with an interest in the way it performs its functions. All information must be published in a way that is accessible to the public.
- 3.3 The specific duties require listed bodies to publish information to demonstrate that they have complied with the general equality duty across their functions. All such bodies must publish information to demonstrate how they are meeting the general duty for service users. Listed bodies with 150 staff or more also need to publish that information in relation to their employees.
- 3.4 The Commission would normally expect to see the following for bodies with 150 staff or more:
- the race, disability, gender, age breakdown and distribution of our workforce;
  - indication of likely representation on sexual orientation and religion or belief, provided that no individuals can be identified as a result;
  - an indication of any issues for transsexual staff, based on engagement with transsexual staff or voluntary groups;
  - gender pay gap information.
- 3.5 The latest Workforce Profile Report as at 31<sup>st</sup> March 2021 is attached at Appendix 1 and has been published on our website in accordance with requirements of the specific duty.
- 3.6 The workforce data includes some comparisons with Local Government averages and Census information where relevant. The data provides a comprehensive overview of our current workforce and is useful for workforce planning as well as meeting the requirements of the Equality Act 2010.
- 3.7 Members may wish to consider any positive action that could be taken to increase representation from under-represented groups or to identify any challenges posed by our current workforce demographic.

#### 4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications
- Resources – None
  - Technical, Environmental and Legal – the Council has a legal duty to ensure that staff are not discriminated against in the workplace and failure to comply with the legislation could result in action being taken against the Council.
  - Political - None
  - Reputation – None
  - Equality & Diversity – as above.

#### 5 RECOMMENDED THAT COMMITTEE

- 5.1 Note the report.

MICHELLE HAWORTH  
PRINCIPAL POLICY AND  
PERFORMANCE OFFICER

JANE PEARSON  
DIRECTOR OF RESOURCES

For further information please ask for Michelle Smith, extension 4402

# WORKFORCE PROFILE REPORT

## 31 March 2021

### 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 2021 Ribble Valley Borough Council employed 236 people (196 full-time equivalents (FTE)), of which 160 were full-time and 76 part-time. Of the 236 employees, 47% were female and 53% male.
- We have an ageing workforce where 57.2% is aged 50 or over and nearly three quarters (73.7%) are aged 40 or over. The average age is 48.3.
- 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 3% - 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 2020/2021 was 14.32% compared to 23.44% the previous year.

### 3. Recruitment

68 adverts were placed for 91 posts - 13 temporary, 55 permanent, 0 apprenticeships and 23 casual posts during this period and 1195 people applied.

#### 3.1 Gender

Gender	Applied	Short Listed	Appointed
Male	41	11	9
Female	24	11	8
Not collected at point of application or short-listing (online application) or monitoring form not returned	1130	192	56
<b>Total</b>	<b>1195</b>	<b>214</b>	<b>73</b>

### 3.2 Ethnicity

Ethnicity	Applied	Short Listed	Appointed
White or White British	1078	199	67
Black or Black British	3	1	0
Asian or Asian British	27	5	1
Mixed Race	12	0	0
Other	48	2	1
Prefer not to answer/Not collected/Not returned	27	7	4
<b>Total</b>	<b>1195</b>	<b>214</b>	<b>73</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	1137	199	68
Disabled	36	8	1
Prefer not to answer/Not returned	22	7	4
<b>Total</b>	<b>1195</b>	<b>214</b>	<b>73</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 2021, the establishment was made up of 234 posts and the Council employed 236 people (196 FTE). The headcount of 236 is made up of 160 full time and 76 part time employees. 224 are on permanent employment contracts and 12 are on a temporary contract. Analysis of the workforce has indicated that 66.2% live within the borough (compared to 67.1% in 2020).

## 4.1 Employee Profile

### (i) Gender

We employed 47% females (47.1% in 2020) and 53% males (52.9% in 2020). 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 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
236	125	111	18	58	9	5
	53%	47%	7.6%	24.6%	3.8%	2.1%

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

### (ii) Ethnicity

The percentage of BME employees overall was 3%, which is the same as the previous year.

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.

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

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

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

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

## Appendix 1

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:

Age	The Council 236	Ribble Valley working population (2011 census) 36,000	Local Government Average <sup>6</sup>	England working population (2011 census) 34,979,900
Under 20	2 – 0.8%	10.00%	1.3%	9.55%
20-29	26 – 11.0%	14.17%	11.4%	20.71%
30-39	34 – 14.4%	16.11%	18.9%	20.18%
40-49	39 – 16.5%	25.56%	32.9%	22.20%
50-59	96 – 40.7%	22.22%	26.3%	18.29%
60+	39 – 16.5%	11.94%	9.2%	9.07%

It can be seen from the above table that nearly three quarters of the workforce (73.7%) is over age 40 with over 50% (57.2%) 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 57.2%. 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 48.3.

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 2011 Census.

Religion or belief	The Council (236)	Ribble Valley Religion (2011 census - 57,100)	England Religion (2011 census - 53,012,500)
Christian	3.81% (9)	78.1%	59.4%
Buddhist		0.2%	0.5%

<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.

<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

## Appendix 1

Religion or belief	The Council (236)	Ribble Valley Religion (2011 census - 57,100)	England Religion (2011 census - 53,012,500)
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	2.54% (6)	14.5%	24.7%
Religion not stated		6.0%	7.2%
Information not available	24.58% (58)		

### **(vi) Disability**

The PI detailing the percentage of employees who report themselves as having a disability was 10.46%. Last year this was 8.55%. 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.

### **(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 2020/2021 two members of staff took maternity leave. As at 31 March 2021 both have returned to work on a part time basis following a successful application for flexible working. One arrangement is permanent and the other is temporary.

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

No issues identified.

## **4.5 Applications for flexible working**

During 2020/2021 there were two applications for flexible working.

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

## Appendix 1

### 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 2021:

Salary Band	Number (Total 236)	BME	Disability	Female	Average Age	Full time
CEX/Director	4	0%	50%	50.0%	55.5	100%
PO16-PO26	10	0%	0%	30%	53.9	80%
PO1-PO15	23	0%	13.04%	30.4%	51.6	82.6%
SO1-SO2	12	0%	0%	58.3%	53	50%
Scale 4-Scale 6	71	1.41%	12.68%	43.7%	46.3	83.1%
Scale 1a-Scale 3	117	3.42%	5.98%	52.1%	47.2	54.7%

The overall average age of a Council employee is 48.3 (a slight increase from 47.8 in 2019/2020 and an incremental increase from 46 in 2010/2011).

### 4.7 Disciplinary and Grievance Cases

These are recorded by gender, ethnicity, disability and age. There were 5 incidents of disciplinary action taken and 4 grievances raised between 1<sup>st</sup> April 2020 and 31<sup>st</sup> March 2021.

Equality Group	Number	
BME	0	
Disability	0	
Gender - Female	1	
- Male	8	
Age	Under 20	0
	20-29	1
	30-39	3
	40-49	3
	50-59	1
	60+	1

## 5. Leaving the Council

### 5.1 Turnover

Turnover for 2020/21 was 14.32% (23.44% in 2019/2020), with 28 leavers overall. The following table breaks this down by service.

Service	Number of leavers (28)	Reasons for leaving	% of leavers	% turnover within the Council (236)
Environmental Health	4	VR (3) IH (1) FI (1)	14.29%	1.69%
Housing and Regeneration	1	VR (1)	3.57%	0.42%
Legal Services	1	VR (1)	3.57%	0.42%
Human Resources	0			0.42%
Financial Services	4	OR (1) VR (3)	14.29%	1.69%
Revenues and Benefits	3	VR (2) RI (1)	10.71%	1.27%
Culture, Recreation and Leisure (inc. Grounds Maintenance)	5	VR (2) OR (2) DI (1)	17.86%	2.12%
Planning	1	VR (1)	3.57%	0.42%
Engineering Services (inc. Direct Work Force)	9	VR (3) OR (2) DI (4)	32.14%	3.81%

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

Equality Target Group	Number of leavers (28)	% of leavers	% turnover (236)	
BME	0			
Disability	3	10.71%	1.27%	
Gender - female	11	39.29%	4.66%	
- male	17	60.71%	7.20%	
Age	16-19	1	3.57%	0.42%
	20-29	2	7.14%	0.84%
	30-39	9	32.14%	3.81%
	40-49	3	10.71%	1.27%
	50-59	4	14.29%	1.69%
	60+	9	32.14%	3.81%

**ii) Reasons for leaving**

<b>Service</b>	<b>Number of leavers (28)</b>	<b>% of leavers</b>
Dismissal (DI)	5	17.86%
Death in Service (DS)		
Early Retirement (ER)		
Retirement 65+ (RI)	1	3.57%
Efficiency of service/Redundancy (ES/RE)		
End of Fixed Term Contract (FI)	1	3.57%
Mutual Agreement (MA)		
Ill Health Retirement (IH)		
TUPE Transfer (TT)		
Voluntary Resignation (VR)	16	57.14%
Optional Retirement (OR)	5	17.86%

**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. 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.

## Appendix 1

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 2020/21.

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## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PERSONNEL COMMITTEE

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meeting date: 1<sup>ST</sup> SEPTEMBER 2021  
title: 2020/2021 YEAR-END PERFORMANCE INFORMATION  
submitted by: DIRECTOR OF RESOURCES  
principal author: MICHELLE HAWORTH – PRINCIPAL POLICY AND PERFORMANCE OFFICER

### 1 PURPOSE

- 1.1 This is the year-end report of 2020/2021 that details performance against our local performance indicators.
- 1.2 Regular performance monitoring is essential to ensure that the Council is delivering effectively against its agreed priorities, both in terms of the national agenda and local needs.
- 1.3 Relevance to the Council's ambitions and priorities:
  - Community Objectives –
  - Corporate Priorities –
  - Other Considerations -Monitoring our performance ensures that we are both providing excellent services for our community as well as meeting corporate priorities.

### 2 BACKGROUND

- 2.1 Performance Indicators are an important driver of improvement and allow authorities, their auditors, inspectors, elected members and service users to judge how well services are performing.
- 2.2 A rationale has been sought for maintaining each indicator – with it either being used to monitor service performance or to monitor the delivery of a local priority.
- 2.3 The report attached at Appendix 1 comprises the following information:
  - The outturn figures for all local performance indicators relevant to this committee for 2020/2021. Notes are provided where necessary to explain significant variances either between the outturn and the target or between 2020/2021 data and 2019/2020 data. A significant variance is greater than 15% (or 10% for cost PIs).
  - Performance information is also provided for previous years for comparison purposes (where available) and the trend in performance is shown.
  - Targets for service performance for the year 2020/2021 are provided and a 'traffic light' system is used to show variances of actual performance against the target as follows: Red: service performance significantly below target (i.e. less than 75% of target performance), Amber: performance slightly below target (i.e. between 75% and 99% of target), Green: target met/exceeded.
  - Targets have also been provided for 2021/2022.
- 2.4 These tables are provided to allow members to ascertain how well services are being delivered against our local priorities and objectives, as listed in the Corporate Strategy.
- 2.5 Analysis shows that of the 9 indicators that can be compared to target:
  - 77.8% (7) of PIs met target (green)
  - 22.2% (2) of PIs close to target (amber)

- 0 PIs missed target (red)
- 2.6 Analysis shows that of the 10 indicators where it's appropriate to compare performance trend over the years:
- 30% (3) of PIs improved
  - 20% (2) of PIs stayed the same
  - 50% (5) of PIs worsened
- 2.7 Indicators can be categorised as 'data only' if they are not suitable for monitoring against targets – these are marked as so in the report.
- 3 GENERAL COMMENTS ON PERFORMANCE AND TARGETS
- 3.1 In respect of PIs for HR, Michelle Smith, Head of HR, has provided the following information regarding performance and targets:
- **PI HR14 (BV11a) – Top 5% Earners: Women** – there was one vacancy post at the end of 2019/20 and this has now been filled. Appointments are made on the basis of the best candidate for the post – we do not take a quota approach
  - **PI HR16 (BV11c) - Top 5% of Earners: with a disability** -. based on self-declaration. A survey of all staff is undertaken annually so the figure can fluctuate year on year.
  - **PI HR17 (BV12) - Working Days Lost Due to Sickness Absence** - the figure for 2020/21 was slightly above target, but also slightly reduced from the previous year.
  - **PI HR23 - Staff turnover** – This was down significantly for 2020/21 which was probably largely due to the impact of covid.
- 4 RISK ASSESSMENT
- 4.1 The approval of this report may have the following implications
- Resources - None
  - Technical, Environmental and Legal – None
  - Political - None
  - Reputation – It is important that correct information is available to facilitate decision-making.
  - Equality & Diversity - None
- 5 CONCLUSION
- 5.1 Consider the 2020/2021 performance information provided relating to this committee.

**Michelle Haworth**  
 PRINCIPAL POLICY AND  
 PERFORMANCE OFFICER

**Jane Pearson**  
 DIRECTOR OF RESOURCES

BACKGROUND PAPERS:

REF: MH/Personnel committee/

For further information please ask for Michelle Haworth, extension 4421

## Appendix 1

PI Status		Long Term Trends	
	Alert		Improving
	Warning		No Change
	OK		Getting Worse
	Unknown		
	Data Only		

## Personnel Performance Information 2020/2021

Page 21 PI	Code	Short Name	2019/20		2020/21		2021/22	Current Performance	Trend year on year	Target setting rationale
			Value	Target	Value	Target				
	PI HR1	Number of staff at: craft grade	0		0					Target not required
	PI HR3	Number of staff at: Local Agreement grade	0		0					Target not required
	PI HR4	Number of staff at: Scale 1-3	107		107					Target not required
	PI HR5	Number of staff at: Scale 4-6	77		78					Target not required
	PI HR6	Number of staff at: Scale SO 1-2	16		14					Target not required
	PI HR7	Number of staff at: Scale PO 1-5	15		14					Target not required
	PI HR8	Number of staff at: Scale PO 6-10	8		8					Target not required
	PI HR9	Number of staff at: Scale PO 11-15	0		0					Target not required
	PI HR10a	Number of staff at: Scale PO 16-22	7		6					Target not required
	PI HR10b	Number of staff at: Scale PO 23-26	2		3					Target not required

PI Code	Short Name	2019/20		2020/21		2021/22	Current Performance	Trend year on year	Target setting rationale
		Value	Target	Value	Target	Target			
PI HR11	Number of staff at: Scale CEX/Director	4		4					Target not required
PI HR14 (BV11a)	Top 5% of Earners: Women	30.70%	35.70%	38.40%	35.70%	38.0%			No changes anticipated
PI HR15 (BV11b)	Top 5% of Earners: Ethnic Minorities	.00%	.00%	.00%	.00%	.00%			No change anticipated
PI HR16 (BV11c)	Top 5% of Earners: with a disability	.00%	7.14%	15.38%	.00%	15.00%			Target based on latest self-declaration in annual survey results
PI HR17 (BV12)	Working Days Lost Due to Sickness Absence	11.53	8.00	11.32	10.00	9.00			Target set on basis of recent history, ageing workforce and impact of long term absence
PI HR18 (BV14)	Percentage of Early Retirements	.00%	.50%	.00%	.50%	.50%			Likely to be less early retirements with removal of Default Retirement Age
PI HR19 (BV15)	Percentage of Ill-health Retirements	.40%	.45%	.00%	.45%	.45%			Based on recent trends and an ageing workforce.
PI HR20 (BV16a)	Percentage of Employees with a Disability	8.55%	9.05%	10.46%	10.00%	10.00%			Target based on latest self-declaration in annual survey results
PI HR21 (BV16b)	Percentage of Economically Active People who have a Disability	10.13%		10.13%					Target not required
PI HR22 (BV17a)	Ethnic Minority representation in the workforce - employees	3.00%	2.50%	2.49%	3.00%	3.00%			To improve performance, based on current recruitment trends/patterns (1 additional person each year = 0.5%)
PI HR23	Staff turnover	23.44%	12%	14.32%	15%	15%			15% - to reflect ageing workforce
PI HR24	Number of training days provided	248		1					Target not required.

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