

Public Document Pack



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

Dear Councillor

The next meeting of the **PERSONNEL** Committee will be held at **6.30 pm** on **WEDNESDAY, 30 AUGUST 2023** in the **Council Chamber**.

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 - 8)
3. **DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS**

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

4. **PUBLIC PARTICIPATION**

ITEMS FOR DECISION

None.

ITEMS FOR INFORMATION

5. **WORKFORCE PROFILE 2023** (Pages 9 - 20)

Report of the Director of Resources enclosed.

6. **MINUTES OF WORKING GROUPS**

There are no items under this heading.

7. **REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

There are no items under this heading.

8. **EXCLUSION OF PRESS AND PUBLIC**

ITEMS FOR DECISION

9. **PAYMENT OF HONORARIA** (Pages 21 - 22)

Report of the Chief Executive enclosed.

10. **APPROVAL OF POST GRADUATE COURSE** (Pages 23 - 26)

Report of the Chief Executive enclosed.

ITEMS FOR INFORMATION

11. **GENERAL STAFFING UPDATE** (Pages 27 - 32)

Report of the Director of Resources & Deputy Chief Executive enclosed.

Electronic agendas sent to members of Personnel – Councillor Susan Bibby, Councillor Donna O'Rourke, Councillor Rosemary (Rosie) Elms (Chair), Councillor Simon Hore, Councillor Steve Farmer, Councillor Ryan Corney, Councillor Lee Jameson, Councillor Karl Barnsley and Councillor David Birtwhistle.

Contact: Democratic Services on 01200 414408 or committee.services@ribblevalley.gov.uk

Minutes of Personnel

Meeting Date: Wednesday, 7 June 2023, starting at 6.30 pm
Present: Councillor R Elms (Chair)

Councillors:

K K Barnsley	S Farmer
S Bibby	S Hore
D Birtwhistle	L Jameson
R Corney	D O'Rourke

In attendance: Chief Executive, Head of Human Resources and Director of Resources & Deputy Chief Executive, and Healthy and Safety Officer.

Also in attendance: Councillor Stewart Fletcher

42 APOLOGIES FOR ABSENCE

There were no apologies for absence.

43 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 22 March 2023 were approved as a correct record and signed by the Chairman.

44 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS

There were no declarations of disclosable pecuniary, other registrable or non-registrable interests.

45 PUBLIC PARTICIPATION

There was no public participation.

46 BRIEFING ON THE WORK OF THE PERSONNEL COMMITTEE

The Chief Executive shared key information with Members relating to the remit of the Committee and stressed the importance of non-disclosure and confidentiality where required. The Head of Human Resources also outlined some of the responsibilities of the Committee and current HR projects.

47 APPOINTMENT TO WORKING GROUPS

The Chief Executive submitted a report asking committee to consider the reappointment of the HR working group under the remit of this committee and decide upon the membership.

RESOLVED THAT COMMITTEE:

Approve the following working group and the membership for the 2023/24 municipal year.

HR Working Group - Councillors R Elms, S Farmer, D O'Rourke, K Barnsley, and D Birtwhistle.

48

BUSINESS AND PERSONAL INTEREST POLICY AND CODE OF CONDUCT

The Director of Resources & Deputy Chief Executive submitted and report for Committee to approve a new Business Interest and Personal Interest Policy and an update to the Code of Conduct.

The report explained that the Council's Code of Conduct requested that Private Work (Business Interest) should not be undertaken if it could conflict or have a detrimental effect on the Council's business, whereas Personal interests (non-financial) were to be declared in writing to the Chief Executive.

The report recommended a consistent approach for the approval of financial and non-financial interests, to include processes for new employees, existing members of staff, and staff moving from one role to another.

The new policy and required amendments to the Code of Conduct were included in the report.

It was explained at the meeting that going forward the Register of Interests would provide improved overview of declared interests, and that staff are encouraged to declare any interests as they arise or circumstances change, but going forward staff would be requested to review this annually.

RESOLVED THAT COMMITTEE:

1. Agree that all Business Interest requests are submitted to CMT for approval.
2. Agree that new employees and also internal employees when their job changes are advised about requesting approval for business and personal interests prior to them taking up their new employment.
3. Approve the Council Business and Personal Interest Policy as noted in the report.
4. Approve the Update to the Code of Conduct in respect of the Council Business and Personal Interest policy as noted in the report.

49

ANNUAL HEALTH AND SAFETY UPDATE

The Chief Executive presented a report that reviewed the Council's management of Health, Safety and Welfare over the period April 2022 to March 2023.

The report noted the Council's significant hazards in relation to Health and Safety, and the measures in place to manage the associated risks.

The report noted that during the 2022-2023 period there had been 84 accidents recorded, 19 of which involved staff, 61 at the pool and 4 involving a member of the

public. In addition there had been 1 RIDDOR reportable accident involving a member of staff.

A rise in the number of accidents this year compared to 2021/22 was reported, however, this was following the period of the coronavirus pandemic and associated restrictions, where less staff had been in work and some services including the pool were suspended.

The Council's Healthy and Safety Advisor attended and explained the key points in the report. It was noted that waste management and refuse collection continues to be a high risk sector.

50 MINUTES OF WORKING GROUPS

There were no minutes from Working Groups.

51 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

52 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the next item of business being exempt information under Paragraphs 1 and 2 of Part 1 of Schedule 12A of the Local Government Act 1972 the press and public be now excluded from the meeting.

53 CHANGES TO ESTABLISHMENT - HOUSING ADMINISTRATION ASSISTANT

The Director of Resources & Deputy Chief Executive submitted a report reference from Health and Housing Committee seeking approval for proposed changes to the Council's establishment in respect of Housing Administration Assistant within the Economic Development and Planning Directorate.

The existing post was part-time and had been subject to several temporary changes to contract to extend the hours of the post in response to capacity issues related to the pandemic, and additional workloads around housing services. It was considered that there was a need to create the post as full time on the establishment, which had been approved at Health and Housing Committee 20 October 2022.

The report explained the financial implications and it was proposed that this would be funded from existing administration funding in respect of Domestic Abuse Support and Homelessness prevention.

RESOLVED THAT COMMITTEE:

Approve the change to the Establishment to alter the post of Part-Time Housing Administration Assistant to a full-time post as set out in the report.

54 ADDITIONAL RESOURCES TO FACILITATE IMPLEMENTATION OF THE DOMESTIC ABUSE ACT

The Director of Resources & Deputy Chief Executive submitted a report reference from Health and Housing Committee seeking approval for proposed changes to the Council's establishment to temporarily increase an existing member of staff's hours in order to implement changes under the Domestic Abuse Act.

The report included some of the Council's responsibilities as a Tier 2 authority in respect of the Domestic Abuse Act 2021, and the associated cost of staffing to support implementation the Act.

RESOLVED THAT COMMITTEE:

Approve that the Housing Strategy Officer's post is increased by 3.42 hours until 31st March 2024.

55 PAYMENT OF HONORARIA

The Director of Resources & Deputy Chief Executive submitted a report that Committee consider payment of an honoraria to staff who are covering duties of senior posts.

The factors and financial implications to be considered when assessing the application were set out in the report.

RESOLVED THAT COMMITTEE:

Agree to Honorarium payments to 2 members of staff as set out in the report.

56 ANNUAL ABSENCE MANAGEMENT UPDATE

The Director of Resources & Deputy Chief Executive submitted the Annual Absence Management Review for 2022/2023.

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.

It was noted that covid related absences continued to affect overall figures, however staff were able to work from home if fit and able, and if appropriate to do so.

The report provided a range of information:

- Comparison data showed that long term (20+ days) and medium term (6-19 days) sickness were at the lowest point over the last 5 years, although short term sickness (1-5 days) had risen more recently.
- Overall absences had reduced significantly over the past year with the average number of days lost per employee reducing from 9.98 days in 2021/22 to 7.62 days in 2022/23.
- The average cost of absence had decreased from £265k in 2021/22 to £222k in 2022/23.

The welcome introduction of the Employee Assistance Programme in August 2022 was noted, which would help employees to manage their health and wellbeing and be a valuable resource for managers.

57

GENERAL STAFFING UPDATE

The Director of Resources & Deputy Chief Executive submitted a report informing members of general staffing matters since the last committee meeting. The report included information on appointments and resignations, internal movements, establishment changes, training and retirements.

The report noted that 5 new staff had been appointed between 16 March 2023 and 15 May 2023 and that there had been 2 leavers in the same period. The report also noted that 3 members of staff had commenced Qualification training. Letters of thanks were to be sent to the staff who have left the Council, where appropriate.

The meeting closed at 7.25 pm

If you have any queries on these minutes please contact the committee clerk, Rebecca Tait rebecca.tait@ribblevalley.gov.uk.

This page is intentionally left blank

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PERSONNEL COMMITTEE

meeting date: 30 AUGUST 2023
title: WORKFORCE PROFILE 2023
submitted by: JANE PEARSON – DEPUTY CHIEF EXECUTIVE & DIRECTOR OF
RESOURCES
principal author: JAQUI HOULKER – 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 achievement of all the Council's ambitions is dependent
- Corporate priorities - on a diverse, dedicated and committed workforce that can ably support the needs of all our residents
- Other considerations -

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 March 2023 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 and Diversity – In line with the Council's approach to equalities an Equality Impact Assessment (EIA) checklist will be completed to determine whether a full EIA is required. This will identify the potential impact of the organisation's policies, services and functions on its residents and staff, and will actively look for negative or adverse impacts of policies, services, and functions on any of the nine protected characteristics.

5 CONCLUSION

- 5.1 Consider the 2022/2023 workforce profile information provided to this committee. Taking into consideration any positive action that could be shown to increase representation from under-represented groups or to identify any challenges posed by the Council's current workforce demographic.

PRINCIPAL POLICY AND
PERFORMANCE OFFICER

DEPUTY CHIEF EXECUTIVE &
DIRECTOR OF RESOURCES

P21-23/JH/AC
8 August 2023

WORKFORCE PROFILE REPORT

31 March 2023

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 2023 Ribble Valley Borough Council employed 235 people (196.81 FTE), of which 158 were full-time and 77 part-time. Of the 235 employees, 48.5% were female and 51.5% male.
- We have an ageing workforce where 56.17% (132) is aged 50 or over, and (75.31%) (177) are aged 40 or over. The average age is 48.4 years of age.
- The percentage of council employees with a disability was 12.76% compared to the local government average of 15.7%. The percentage of BME employees was 5.53%, less than the national average in local government workforce of 8.2%, but representative when compared with the demographics for the area.
- In the top 5% of earners at the council, 50% are female and 8.33% are BME.
- The staff turnover in 2022/23 was 13.6% compared to 26.69% the previous year.

3. Recruitment

During 2022/23, 92 adverts were placed for 98 posts - 8 temporary, 72 permanent, 2 apprenticeships and 10 casual posts, in total 521 people applied.

3.1 Gender

Gender	Applied	Short Listed	Appointed
Male	22	12	See note below
Female	15	5	
Not collected at point of application or short-listing (online application) or monitoring form not returned	484	167	
Total	521	184	39

Of those appointed 13 were male and 26 were female.

3.2 Ethnicity

Ethnicity	Applied	Short Listed	Appointed
White or White British	432	152	33
Black or Black British	5	0	0
Asian or Asian British	26	9	1

Mixed Race	3	0	0
Other	46	19	5
Prefer not to answer/Not collected/Not returned	9	4	0
Total	521	184	39

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	460	166	38
Disabled	50	12	1
Prefer not to answer / Not returned	11	6	0
Total	521	184	39

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 2023, the establishment was made up of 240 posts and the Council employed 235 people (196.81 FTE). The headcount of 235 is made up of 158 full time and 77 part time employees. 227 are on permanent employment contracts, 6 are on a temporary contract, and we have 2 apprentices. Analysis of the workforce has indicated that 65.1% live within the borough compared to 65.9% in 2022.

4.1 Employee Profile

(i) Gender

We employed 48.5% females (46.8% in 2021/22) and 51.5% males (53.2% in 2021/22). The profile of the local government workforce is 74.4% (headcount 989,300) female, 25.6% (headcount 339,800) male. For shire districts, the figures show 53% female, 47% male¹.

The following table 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.

¹ [Local Government Employment Quarter 1, 2023](#)

Total staff	Male	Female	Male P/T	Female P/T	Male staff in management grades	Female staff in management grades
235	121	114	15	62	6	6
	51.5%	48.5%	6.3%	26.9%	2.5%	2.5%

The Performance Indicator (PI HR14 (BV11a)) detailing the percentage of employees in the top 5% of earners: Women in 2022/23 is 50% up from 30.76% in 2021/22.

(ii) Ethnicity

The percentage of BME employees in 2022/23 overall was 5.53% (performance indicator PI HR22 (BV17a)), which is up from 2.49% in 2021/22.

Nationally, in 2019/20 10.1%² of the local government workforce was from BME backgrounds (Asian employees 3.8%, Black employees 4.3%, mixed ethnicity employees 1.4% and other ethnicity employees 0.6%).

In 2021, 2.1% of Ribble Valley residents identified their ethnic group within the "Asian, Asian British or Asian Welsh" category, up from 1.3% in 2011. The 0.8 percentage-point change was the largest increase among high-level ethnic groups in this area.

Across the North West, the percentage of people from the "Asian, Asian British or Asian Welsh" ethnic group increased from 6.2% to 8.4%, while across England the percentage increased from 7.8% to 9.6%.

In 2021, 96.2% of people in Ribble Valley identified their ethnic group within the "White" category (compared with 97.9% in 2011), while 1.2% identified their ethnic group within the "Mixed or Multiple" category (compared with 0.6% the previous decade).

The percentage of people who identified their ethnic group within the "Other" category ("Arab" or "Any other ethnic group") increased from 0.1% in 2011 to 0.3% in 2021.

There are many factors that may be contributing to the changing ethnic composition of England and Wales, such as differing patterns of ageing, fertility, mortality, and migration. Changes may also be caused by differences in the way individuals chose to self-identify between censuses.

The Office for National Statistics recently published figures from an annual population survey in 2019 on unemployment in the UK. The survey concluded that in every region in the UK, unemployment rates were lower for white people (at 4%) than for all other ethnic groups combined. Moreover, black, Bangladeshi, and Pakistani people had the highest rate of unemployment (8%) out of all ethnic groups. Among ethnic minority women, unemployment was highest for Bangladeshi and Pakistani women (11%). Just 3% of white women were likely to be unemployed as compared with 7% of women from all BME groups combined.

(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%

² [Local Government Workforce Summary Data \(Nov 2021\) – Employee Ethnicity. LGA Earnings Survey 2019/20](#)

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 groups³.

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 confidentiality⁴.

iv) Age

The age profile for employees is as follows:

Age	The Council 235	Ribble Valley working population (2011 census) 36,000	Local Government Average⁵	England working population (2011 census) 34,979,900
Under 20	1.30% (3)	10.00%	1.30%	9.55%
20-29	10.64% (25)	14.17%	11.40%	20.71%
30-39	12.76% (30)	16.11%	18.90%	20.18%
40-49	19.14% (45)	25.56%	32.90%	22.20%
50-59	37.44% (88)	22.22%	26.30%	18.29%
60+	18.72% (44)	11.94%	9.20%	9.07%

It can be seen from the above table that over three quarters of the workforce 75.2% (no. 177) is over age 40 and 56.1% (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, 66.6% of Local Government employees are aged 40-64, the figure for Ribble Valley is 75.2% for those aged between 40-60+⁵.

The average age for employees at Ribble Valley BC is 48.4 years of age.

Between the last two censuses, the average (median) age of Ribble Valley increased by four years, from 44 to 48 years of age. This area had a higher average (median) age than the North West as a whole in 2021 (40 years) and a higher average (median) age than England (40 years).

³ [ONS Sexual orientation, UK: 2020](#)

⁴ 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.

⁵ [ONS Employment & Labour Market – Public & Private Sector Earnings 2019](#)

Please note Census 2021 took place during the coronavirus (COVID-19) pandemic, a period of rapid and unparalleled change; the national lockdown, associated guidance and furlough measures will have affected the labour market and the ability to measure it.

(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 2021 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 belie	The Council (39 new starters)	Ribble Valley Religion (Census 2021)	North West Religion (Census 2021)	England Religion (Census 2021)
Christian	8.93% (21)	66.4%	52.5%	46.3%
Buddhist		0.2%	0.3%	0.5%
Hindu		0.3%	0.7%	1.8%
Jewish		0.0%	0.4%	0.5%
Muslim		1.3%	7.6%	6.7%
Islam	1.27% (3)			
Sikh		0.0%	0.2%	0.9%
Any other religion		0.3%	0.4%	0.6%
No religion	4.68% (11)	26.2%	32.6%	36.7%
Religion not stated		5.3%	5.3%	6.0%
No Information				
Prefer not to say	0.42% (1)			
Atheist	1.27% (3)			

(vi) Disability

The PI detailing the percentage of employees who report themselves as having a disability (PI HR20 (BV16a) Percentage Employees with a Disability) was 12.76% in 2022/23, up from 10% in 2021/22. Overall, in local government, in 2010, 15.7% of the workforce was classed as disabled⁶.

The PI detailing the percentage of employees in the top 5% of earners who report themselves as having a disability was 0%, up from 15.38% last year (2021/22).

(vii) Issues for Transsexual staff

No issues identified.

4.2 Occupational Segregation

No issues identified.

⁶ Local Government Association – Local Government Demographics 2010

4.3 Return to work rates after maternity leave

In 2022/23 two members of staff took maternity leave. As at 31 March 2023 one employee had just returned and the other employee was still on maternity leave.

4.4 Take up of training opportunities

No issues identified.

4.5 Applications for flexible working

During 2022/23 there were two applications for flexible working. Both were approved.

4.6 Pay

The percentage of women in the top 5% of earners is 50%, up from 38.4% in 2021/22. We have 8.33% BME employees among our top 5% earners, and 0% have a disability.

Equality workforce profile by pay bands as at 31 March 2023.

Salary Band	Number (235)	BME	Disability	Female	Average Age	Full time
CEX/Director	3	0%	0%	66.6%	69.7	100%
PO16-PO26	9	11.11%	22.22%	44.4%	50.8	100%
PO1-PO15	20	5%	15%	40%	54.3	85%
SO1-SO2	15	0%	13.33%	40%	48.8	66.6%
Scale 4-Scale 6	80	3.75%	16.25%	46.2%	46.6	77.5%
Scale 1a-Scale 3	106	4.71%	9.43%	53.7%	40.7	51.8%
Minimum Wage	2	100%	0%	0%	18.5	100%

The overall average age of a Council employee is 48.4 (a decrease from 50.4 in 2021/2022).

4.7 Disciplinary and Grievance Cases

These are recorded by gender, ethnicity, disability and age. There were 2 incidents of disciplinary action taken and no formal grievances raised between 1st April 2022 and 31st March 2023.

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

5. Leaving the Council

5.1 Turnover

Turnover for 2022/23 was 13.61% (26.69% in 2021/22), with 32 leavers overall.

The following table breaks this down by service.

Service	Number of leavers (32)	Reasons for leaving	% of leavers	% turnover within the Council (235)
Environmental Health	0	-	0%	0%
Housing and Regeneration	3	OR (1) VR (2)	9.38%	1.27%
Legal Services	2	VR (1) F1 (1)	6.25%	0.85%
Human Resources	2	OR (1) VR (1)	6.25%	0.85%
Financial Services	3	VR (3)	9.38%	1.27%
Revenues and Benefits	2	VR (1) FI (1)	6.25%	0.85%
Culture, Recreation and Leisure (inc. Grounds Maintenance)	5	VR (4) FI (1)	15.62%	2.12%
Planning	4	OR (1) VR (3)	12.50%	1.70%
Engineering Services (inc. Direct Work Force)	11	D (1) OR (3) DI (1) VR (6)	34.37%	4.68%

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

i) Turnover by BME, Disability, Age & Gender

Equality Target Group	Number of leavers (32)	% of leavers	% turnover (235)
BME	2	6.25%	0.85%
Disability	3	9.38%	1.27%
Gender - female	19	59.38%	8.08%
- male	13	40.62%	5.53%
Age 16-19	1	3.12%	0.42%
20-29	6	18.75%	2.55%
30-39	3	9.38%	1.27%
40-49	6	18.75%	2.55%
50-59	6	18.75%	2.55%
60+	10	31.25%	4.25%

ii) Reasons for leaving

Service	Number of leavers (32)	% of leavers
Dismissal (DI)	1	3.12%
Death in Service (DS)	1	3.12%
Early Retirement (ER)	0	-
Retirement 65+ (RI)	0	-
Efficiency of service/Redundancy (ES/RE)	0	-
End of Fixed Term Contract (FI)	3	9.38%
Mutual Agreement (MA)	0	-
Ill Health Retirement (IH)	0	-
TUPE Transfer (TT)	0	-
Voluntary Resignation (VR)	21	65.63%
Optional Retirement (OR)	6	18.75%

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 last staff 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 the 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

Flow of Information	% Agree 2012	% Agree 2015	% Agree 2017	% Agree 2019
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 2022/23.

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank