

# 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>

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### 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).

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### 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

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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

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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.

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

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### 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%

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### **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.

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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.