



WORKFORCE REPORT

31st March 2017

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

- As 31st March 2017, Pendle Borough Council employed 256 employees (FTE 234.14), of which 201 were full-time (78.5%) and 55 part-time (21.5%). Of the 256 employees, 96 (37%) were female and 160 (63%) male.
- The age profile was 56% over the age of 45, with 26% in the 35-44 age range. The <25 group were only 4% and the 25-34 group were 14%.
- 7.4% of employees are recorded as having a disability – an increase from last year (3.14%).
- 4.7% of employees are from Black and Minority Ethnic (BME) groups, an increase from last year (3.16%)
- The equality target groups were under-represented in the top 5% of earners at the Council, with 16% being female, and 8% with a disability and none from a BME background.
- The staff turnover for 2016/17 was 10.9% compared to 11.9% for the previous year.

3) Recruitment

There were 18 advertisements for 18 positions during this period. 169 people applied and 20 people have been appointed. The success rates at each stage of the selection process are shown below, by equality group.

a) Gender

Gender	Applied		Shortlisted		Appointed	
Male	133	78.7%	51	79.7%	16	80.0%
Female	33	19.5%	13	20.3%	64	20.0%
Prefer not to answer	3	1.8%	0	0%	00	0.00%
Total	169	100.0%	64	100.0%	20	100.0%

A large majority of applicants were male. This is because a number of jobs attracted predominantly or exclusively male candidates: Waste Operatives; Gardeners; Labourers.

b) Ethnicity

Ethnicity	Applied		Shortlisted		Appointed	
White – British	144	85.2%	55	85.9%	17	85.0%
White – Irish	1	0.6%	1	1.6%	1	5.00%
White – Other	3	1.8%	0	0.0%	0	0.0%
Mixed Race – White / Black Caribbean	0	0.0%	0	0.0%	0	0.0%
Mixed Race – White / Black African	1	0.6%	1	1.6%	1	5.0%
Mixed Race – White / Asian	2	1.2%	1	1.6%	0	0.0%
Mixed Race – White / Pakistani / Other	0	0.0%	0	0.0%	0	0.0%
Asian or Asian British – Indian	1	0.6%	1	1.6%	0	0.0%
Asian or Asian British – Pakistani	16	9.5%	5	7.8%	1	5.0%
Asian or Asian British – Bangladeshi	1	0.6%	0	0.0%	0	0.0%
Asian or Asian British – Kashmiri	0	0.0%	0	0.0%	0	0.0%
Asian or Asian British – Other	0	0.0%	0	0.0%	0	0.0%
Black or Black British - Caribbean	0	0.0%	0	0.0%	0	0.0%
Black or Black British - African	0	0.0%	0	0.0%	0	0.0%
Black or Black British – Other	0	0.0%	0	0.0%	0	0.0%
Chinese	0	0.0%	0	0.0%	0	0.0%
Other	0	0.0%	0	0.0%	0	0.0%
Prefer not to answer	0	0.0%	0	0.0%	0	0.0%
Total	169	100.0%	64	100.0%	20	100.0%

c) Disability

Disability Status	Applied		Shortlisted		Appointed	
Not Disabled	160	94.7%	62	96.9%	18	90.0%
Disabled	9	5.3%	2	3.1%	2	10.0%
Prefer not to answer	0	0.0%	0	0.0%	0	0.00%
Total	169	100.0%	64	100.0%	20	100.00%

The Council uses the JobCentrePlus “Disability Confident” committed symbol for recruitment, to show that we have measures in place to support the recruitment and employment of people with disabilities, and we are a Mindful Employer.

d) Age

Age	Applied		Shortlisted		Appointed	
<25	31	18.3%	11	17.2%	3	15.0%
25 - 34	47	27.8%	22	34.4%	9	45.0%
35 - 44	38	22.5%	16	25.0%	2	10.0%
45 - 54	30	17.8%	8	12.5%	3	15.0%
55 - 64	22	13.0%	7	10.9%	3	15.0%
65+	0	0.0%	0	0.0%	0	0.0%
Prefer not to answer	1	0.6%	0	0.0%	0	0.0%
Total	169	100.0%	64	100.0%	20	100.0%

e) Sexual Orientation

Sexual Orientation	Applied		Shortlisted		Appointed	
Heterosexual	148	87.6%	56	87.5%	18	90.0%
Bisexual	6	3.6%	3	4.7%	1	5.0%
Gay Male	2	1.2%	1	1.6%	1	5.0%
Lesbian	1	0.6%	0	0.0%		0.0%
Prefer not to answer	12	7.1%	4	6.3%		0.0%
Total	169	100.0%	64	100.0%	20	100.0%

f) Religion or Belief

Religion	Applied		Shortlisted		Appointed	
Christian	66	39.1%	26	40.6%	10	50.0%
Buddhist	0	0.0%	0	0.0%	0	0.0%
Hindu	2	1.2%	1	1.6%	0	0.0%
Rastafarian	0	0.0%	0	0.0%	0	0.0%
Muslim	18	10.7%	5	7.8%	1	5.0%
No Religious Affiliation	73	43.2%	30	46.9%	8	40.0%
Sikh	0	0.0%	0	0.0%	0	0.00%
Jewish	1	0.6%	0	0.0%	0	0.00%
Other	2	1.2%	0	0.0%	0	0.00%
Prefer not to answer	7	4.1%	2	3.1%	1	5.0%
Total	169	100.0%	64	100.0%	20	100.0%

4) Our Workforce

At 31 March 2017, the Council employed 256 people (FTE 234.14).

The headcount of 256 is made up of 201 full time (78.5%) and 55 part time (21.5%) employees.

a) Employee Profile

i) Gender

We employ 96 females (37.5%) and 160 males (62.5%).

The table below shows the gender breakdown for part time employees and those on Management Grades, which we have defined as salary scales PO6/9 and above.

	Total Staff	Male	Female	P/T Male	P/T Female	Male staff in management grades	Female staff in management grades
Total Workforce	256	160 (62.5%)	96 (37.5%)	22 (8.6%)	33 (12.9%)	18 (7.0%)	8 (3.1%)

ii) Ethnicity

The actual percentage of BME employees overall on 31 March 2017 is 4.7%. This is lower than the BME population within the district of 20.1% (2011 Census).

People from minority ethnic communities are not represented in senior management. There have been no new recruits at this level over the last year.

iii) Age

The age profile for employees is shown below. The census data we have is from 2011.

Age	Council	Workplace Population as in census 2011
<25	3.9%	15.5%
25 - 34	14.0%	18.5%
35 - 44	25.8%	18.0%
45 - 54	30.9%	18.0%
55 - 64	22.3%	17.3%
65+	3.1%	12.7%

It can be seen from the above table that 56% of the workforce is 45 or over, with 25% being 55 or over.

The age profile for Pendle Council generally reflects the profile for local government where there is a tendency to have a significant proportion of staff aged over 55 with long service.

iv) Disability

7.4% of employees declare themselves as having a disability compared with 3.14% for March 2016.

v) Other

We have no meaningful data on gender reassignment, pregnancy and maternity, marriage and civil partnership to report on.

b) Pay

The percentage of women in the top 5% of earners is 16%.
We have no BME employees or employees with a disability among our top earners.

Ethnicity of Management Grades – Key Statistics

White & White Other representation in management grades = 100.0%

BME representation in the management grades = 0.0%

BME Female representation in the management grades = 0.0%

BME Male representation in the management grades = 0.0%

Equality Workforce profile by pay bands as at 31 March 2017

Salary Band	BME (both M&F)	Disability (both M&F)	Female	Average Age (mean) (both M&F)	Total number in group (both M&F)
Senior Management	0	0	0	55	2
PO14-38	0	2	2	55	10
PO3-13	1	3	23	49	41
Scale 4 – SO2	8	7	47	47	93
Scale 1 - 3	3	8	24	43	110

Gender Pay Gap

We have calculated the gender pay gap for Pendle Borough Council by expressing women's pay as a percentage of men's pay.

The table below shows the mean and median salary of women calculated as a percentage of men's median salary. The percentage of the gender pay gap is 105% for mean pay and 136% for median pay. .

	Women	Men	Index Men = 100%
Mean Salary	£24,791	£23,499	105%
Median Salary	£24,174	£17,772	136%

The reason for the difference between the mean and median is because the distribution of employees by gender is disproportionately greater in the lower quartile with over 77% of the employees in this quartile being male. When the comparison is done by each quartile the figures are within an acceptable range (the figures are shown as women's pay as a percentage of men's pay):

	Index Men = 100% Mean Pay	Index Men = 100% Median Pay	Actual Pay/hour Mean (Men)	Actual Pay/hour Mean (Women)	Actual Pay/hour Median (Men)	Actual Pay/hour Median (Women)
Upper Quartile	85.89%	94.08%	£20.54	£17.64	£17.90	£16.84
Upper Middle Quartile	100.24%	100%	£12.52	£12.55	£12.94	£12.94
Lower Middle Quartile	103.32%	101.74%	£9.34	£9.64	£9.21	£9.37
Lower Quartile	99.29%	100%	£8.41	£8.35	£8.55	£8.55

c) Disciplinary and Grievance Cases

Disciplinary and Grievance cases are recorded by gender, ethnicity and disability.

Disciplinary

	Total	Male	Female	Ethnic		Disabled	Age					
				White	BEM		<25	25-34	35-44	45-54	55-64	65+
2016 / 2017	10	8	2	10	0	0	1	2	4	2	1	0

i Grievances

	Total	Male	Female	Ethnic		Disabled	Age					
				White	BEM		<25	25-34	35-44	45-54	55-64	65+
2016 / 2017	0	0	0	0	0	0	0	0	0	0	0	0

5. Leaving the Council

a) Turnover

Turnover for 2016/17 was 10.9% with 30 leavers overall.

Reason for Leaving	Number of Leavers	% of Leavers
Resignation	14	46.7%
Retirement	4	13.3%
Ill Health Retirement	1	3.3%
Dismissal	1	3.3%
Redundancy	5	16.7%
End of Contract	5	16.7%
Deceased	0	0.0%
TUPE	0	0.0%
	30	

Equality Target Group	Number of Leavers	% of Leavers	
BME	7	23.3%	
Disability	0	0.00%	
Gender - Female	13	43.3%	
Age	<25	6	20.0%
	25-34	4	13.3%
	35-44	7	23.3%
	45-54	2	6.7%
	55-64	10	33.3%
	65+	1	3.4%

6) Learning and Development

a) Qualification Training

	Total	Male	Female	Ethnic		Disabled	Age					
				White	BEM		<25	25-34	35-44	45-54	55-64	65+
2016/ 2017	19	13 (68%)	6 (32%)	19 (100%)	0 (0%)	0 (0%)	0 (0%)	3 (16%)	11 (58%)	5 (26%)	0 (0%)	0 (0%)

b) Non-Qualification Training

Training Sessions: 52

Training Places: 263

	Total	Male	Female	Ethnic		Disabled	Age					
				White	BEM		<25	25-34	35-44	45-54	55-64	65+
2016/ 2017	139	85 (61%)	54 (39%)	133 (96%)	6 (4%)	12 (7%)	3 (2%)	21 (15%)	36 (26%)	45 (32%)	34 (25%)	0 (0%)