



Knowsley Council



2016 Workforce Monitoring Report

Executive Summary

Introduction and Purpose

The Workforce Profile helps the Council meet the Equality Act 2010, General Equality Duty to:

- Eliminate unlawful discrimination, harassment and victimisation;
- Advance equality of opportunity; and
- Foster good relations.

The Workforce Profile is a valuable resource to help monitor the workforce and provide year on year benchmarking information to assist workforce planning. The Workforce Profile also supports the Council's Equality and Diversity Policy Statement and provides intelligence and evidence for the Workforce Development Strategy.

Background

As part of the council's obligations under the Equality Act 2010 we are required to publish information on our workforce and how we engage with the community broken down by the protected characteristics which are: age, disability, gender identity, pregnancy and maternity, race, religion and belief, sex (gender) and sexual orientation. Marriage and civil partnership is also a protected characteristic but reporting is not required.

Knowsley Council has been monitoring the workforce by age, sex and disability since 2000; however we do not currently monitor gender identity or sexual orientation. Press for Change, a Trans awareness organisation, do not currently recommend asking staff their gender identity but instead to try and gather information regarding problems people may encounter through other means. It is therefore necessary for KMBC to show itself as a Trans-friendly employer in other ways.

Stonewall a national LGBT charity, recommend monitoring the workforce by sexual orientation but suggest that LGB staff are consulted before this is done. After extensive consultation with Knowsley LGBT Forum it was decided that sexual orientation would not be added to the current equality and diversity monitoring form. The council has upgraded HR systems in 2013 and the new system has a secure field that could be

used to monitor sexual orientation. The council will be consulting with the KLGBT Forum and other staff during 2015 to decide if we should begin to ask staff to declare their sexual orientation.

At the moment there are no plans to carry out a workforce wide staff satisfaction survey, so we are unable to report on staff satisfaction levels across the protected characteristics.

Equal Pay Reporting

The Equal Pay reporting sections of the Equality Act 2010 come into place on 1st April 2017. The regulations require Knowsley Council to report on various aspects of equal pay by 31st March 2018. For the purposes of this report we have used the new ways of calculating the pay gap in both mean and median averages. We have already taken steps to ensure that next year's report will encompass all of the new requirements.

Equality Act 2010

Under the Equality Act 2010 specific duty - "Equality information and the equality duty: A guide for public authorities"¹, as Knowsley MBC employ more than 150 people, we are required to report:

- The number of part-time and full-time staff;
- Recruitment, promotion and performance reviews;
- Access to Training;
- Redundancy and leavers;
- Grievances and dismissals, including reported incidences of harassment;
- The rates of return to work of women on maternity leave;
- Public office holders such as the members of your Board or committees;
- Gender pay gap information, part time and full time;
- Black and minority ethnic (BME) pay gap;

¹ Revised (second) edition, 19 December 2011

- Disability pay gap;
- Success rates of job applicants; breakdown of applicants; shortlisted and successful; Applications for promotion and success rates;
- Leavers report;
- Length of service; and
- An indication of any issues for transsexual staff, based on your engagement with transsexual staff or voluntary groups.

Data limitations

The data cover all employees except schools unless stated. It is current as of 31st December 2016:

- 86% of the workforce has declared their ethnicity;
- 77% of the workforce has declared their disability status; and
- 78% of the workforce has declared their religion or belief.
- More than half of the unknowns are casual staff who are often only working for a few hours or for a few weeks (e.g. election canvassers) at a time. For the purposes of headcount, the casual staff are included. However, for the purposes of calculating the pay gaps only staff with a permanent contract are counted.
- We cannot provide a breakdown of applications for flexible working and success rates as these are agreed between employees and their line managers, nothing is held centrally.
- In winter 2016 the training module of the HR and Payroll system was launched. This means that there isn't enough data to report on for the year 2016; however the 2017 report will include a breakdown of who has attended training by the protected characteristic groups.
- Throughout the report the numbers of "unknowns" are subtracted from the total before the percentages can be calculated.

Workforce Profile

Headline figures

The 2016 profile below provides a snapshot of the workforce data over a 12 month period. The data is current as of 31st December 2016. Knowsley Council currently employs 2978 staff, not including teachers, compared to 3389 in 2014, 3463 in 2013, 3549 in 2012 and 3689 in 2011, a decline of 11% since 2011. The Council's headcount has decreased by 411 staff in the years 2015-16.

- 1581 members of staff are full time;
- 962 members of staff are part time;
- 378 members of staff are casual;
- 57 members of staff are sessional;
- 72% of the Council's employees are female;
- Out of the 2978 members of staff 892 (30%) are female and part-time;
- 5% of the workforce identify themselves as having a disability;
- 1.8% of Council employees are BME compared to 2.57% of Knowsley's working age residential population²;
- 67% of the workforce have stated that they are Christian;
- 22% of the workforce have stated that they have no religion or belief; and
- 35% is aged 45-54.

² 2011 Census



Definition: Men working full-time continue to have higher median hourly and weekly earnings than women. The median full-time gender pay gap is the difference in percentage terms between the median earnings of women and men working full-time.

Pay Gap

The average median hourly rate across the council is £12.74; for women the rate is £11.94 and for men it is £13.16 meaning there is a pay gap of 9.3%³, this has reduced from the 2014 report figure of 11%. The national gender pay gap (median) is 18.1%⁴. This is largely due to the historical occupational segregation that means that female staff take on part-time low paid work.

When comparing full-time staff by gender the pay gap is 1.5% and when comparing part-time staff by gender the gap is 0.3%.

The average mean hourly rate across the council is £14; the rate for women is £13.27 and the rate for men is £15.81, meaning there is a pay gap of 16%³.

There is no pay gap for BME staff or staff who consider themselves to be disabled based on either the median or mean.

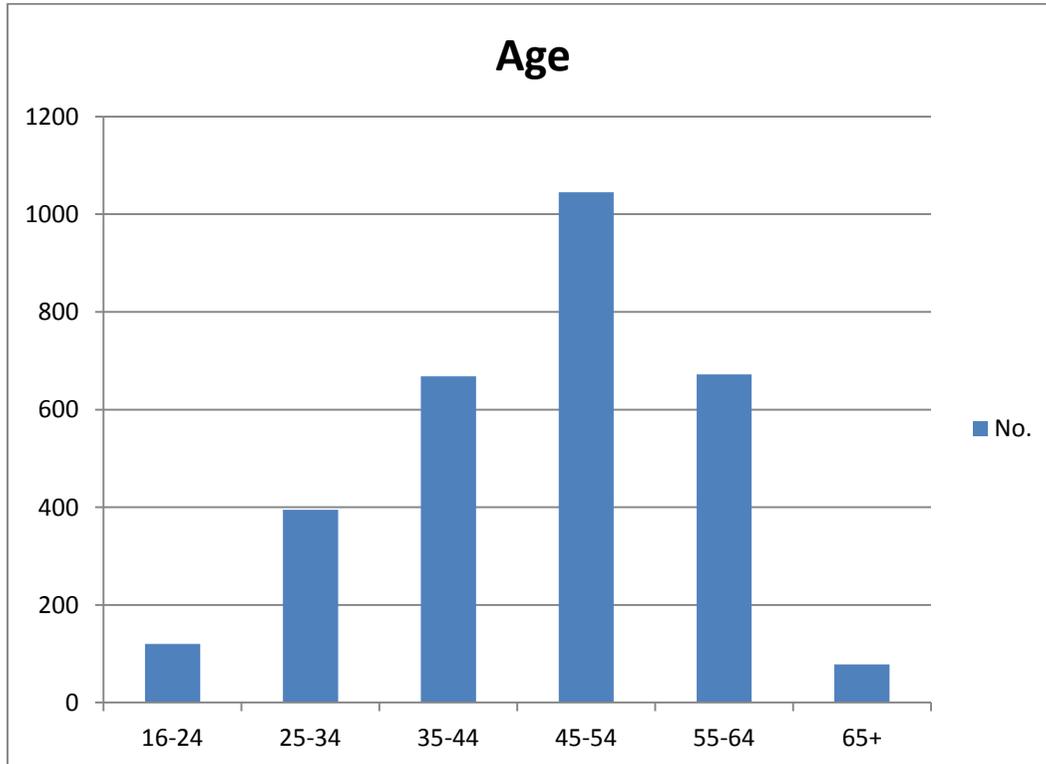
The council doesn't pay bonuses.

³ The pay gap information excludes casual and sessional staff.

⁴ Reported by the ONS as of October 2016

Age

35% of the council's workforce is in the age bracket 45-54; this has been the case for the last 5 year's reports.

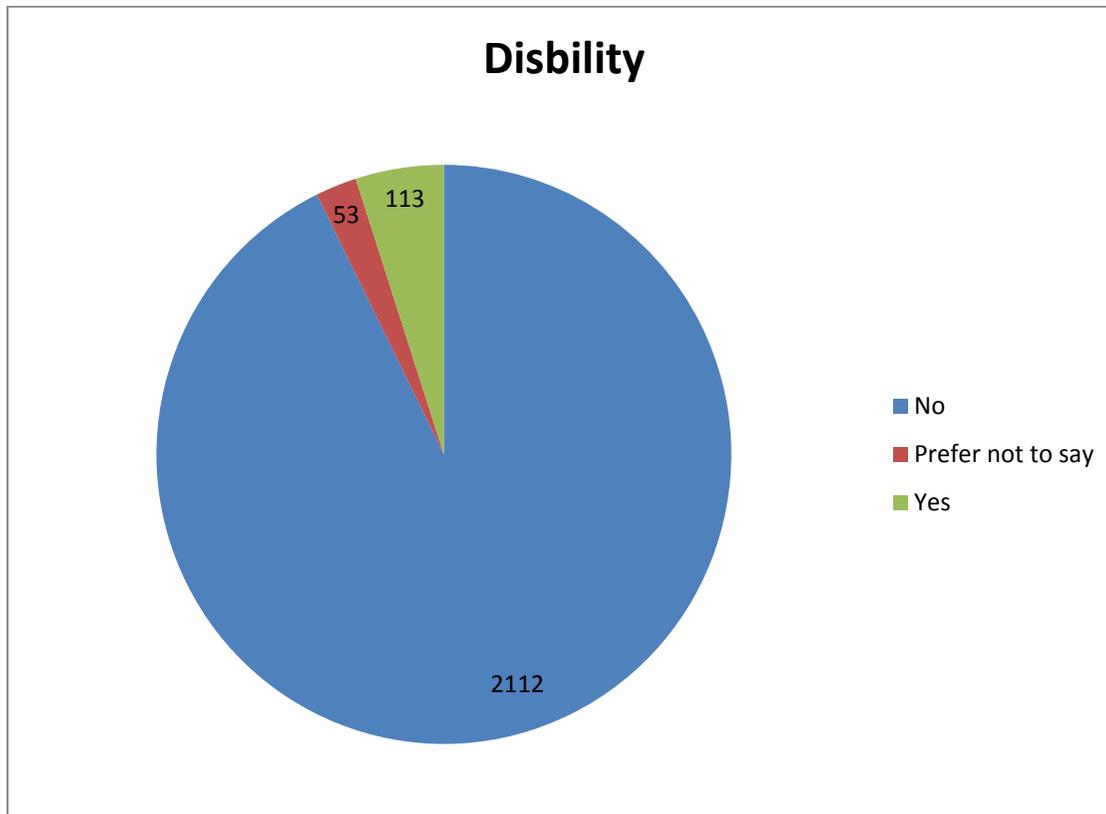


Age	No.	%
16-24	120	4.03
25-34	395	13.26
35-44	668	22.43
45-54	1045	35.09
55-64	672	22.57
65+	78	2.62
Grand Total	2978	100

Disability

77% of the workforce has declared their disability status meaning that 23% are unknown; if casual and sessional staff are not included the unknowns reduce to 18%. Out of the staff who have declared, 5% of our workforce consider themselves to be disabled. Disability status is not asked on the Census so it is not possible to compare the number of staff employed to the local population. The 2011 Census asked if the respondent's day-to-day activities were limited a lot, a little or not all, 14% stated that they were affected a lot.

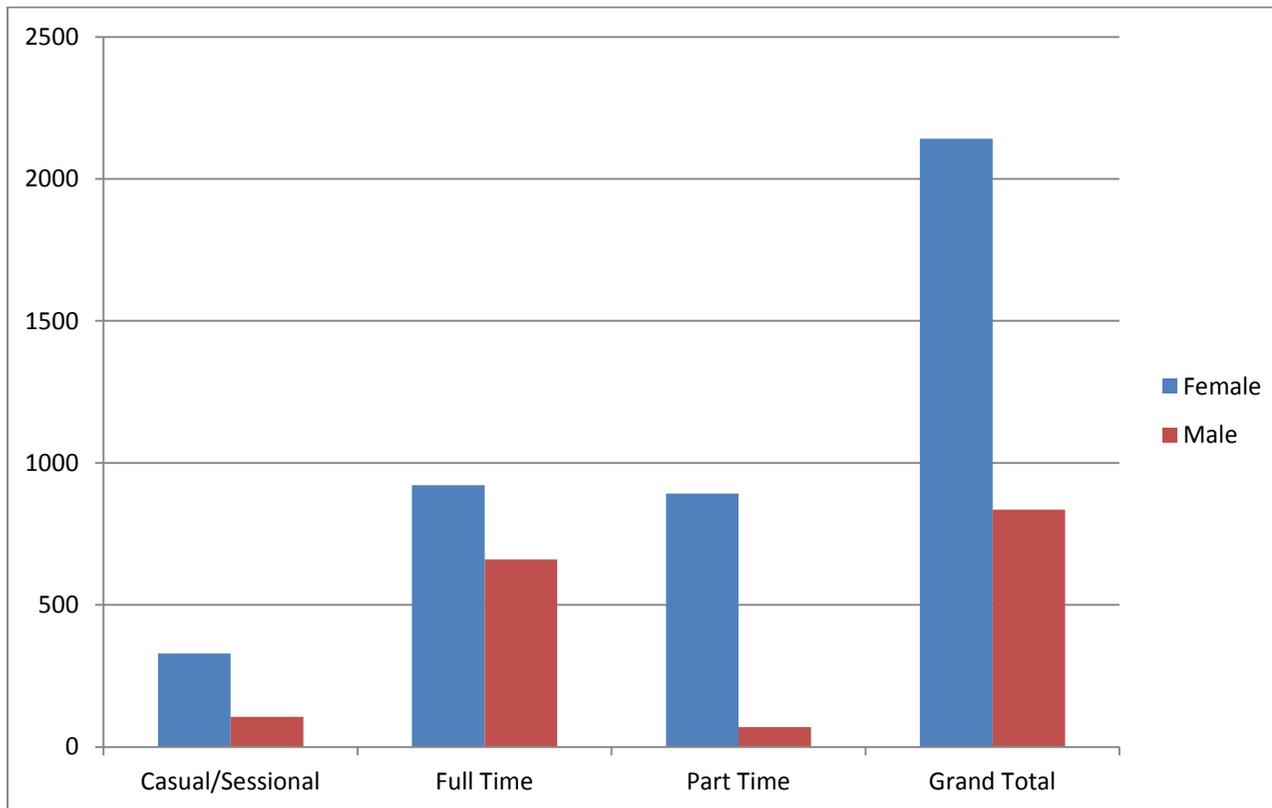
Number of council staff by disability status:



Disabled	No.	%
No	2112	92.7
Prefer not to say	53	2.3
Yes	113	5.0
Grand Total	2978	100

Sex (Gender)

The majority of the council workforce is female (72%); and the majority of them work part-time: 42% and 15% Casual. 93% of the part-time workforce is female, this highlights that any policy that affects more part time staff than full time staff will have a disproportionate impact on women. **Number of council staff by sex and contract status:**



Working Pattern	Female	Male
Casual /Sessional	329	106
Full Time	921	660
Part Time	892	70
Grand Total	2142	836

Sex (Gender) – Quartile Distribution

The Gender Pay Gap reporting legislation requires that the council publishes the number of men and women in each quartile of the pay structure.

Lower Quartile

	No.	%
Female	552	87
Male	84	13
Grand Total	636	100

Lower Middle Quartile

	No.	%
Female	410	64
Male	226	36
Grand Total	636	100

Upper Middle Quartile

	No.	%
Female	462	73
Male	173	27
Grand Total	635	100

Upper Quartile

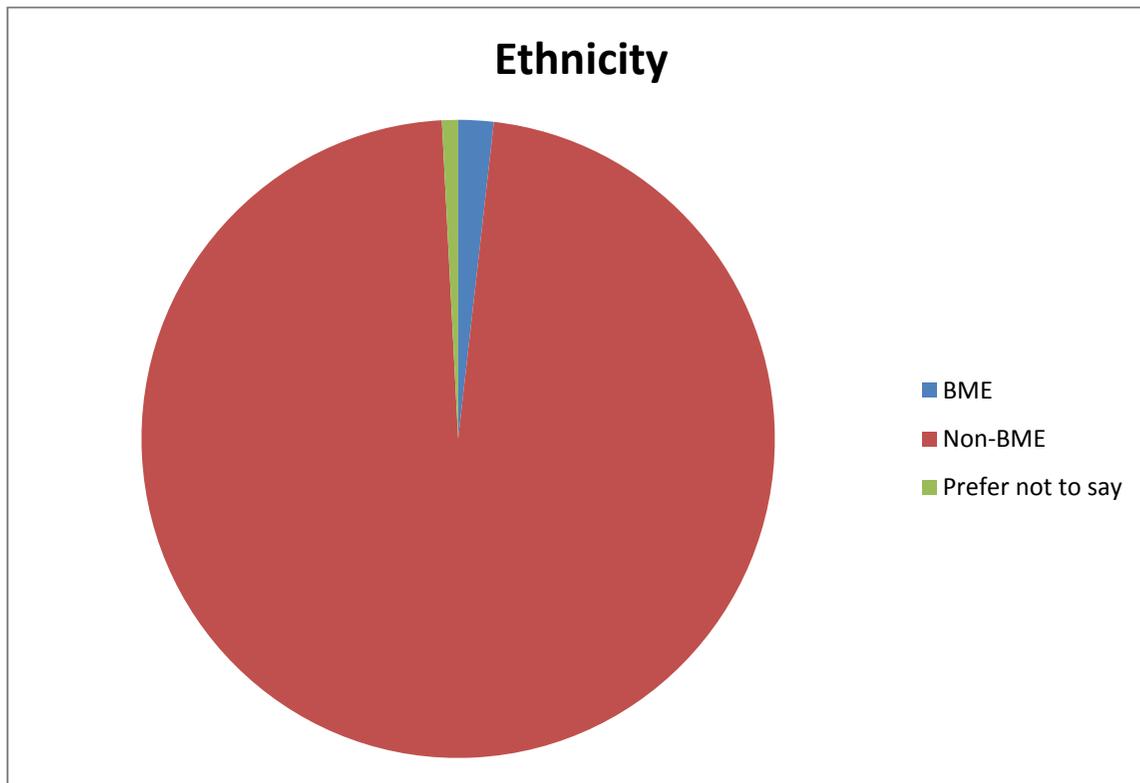
	No.	%
Female	389	61
Male	247	39
Grand Total	636	100

The data shows there are substantially more females in the lower quartiles than males. 21% of the council's female employees are in the upper quartile pay band; whereas 34% of the council's male employees are in the upper pay band.

Ethnicity

In terms of race, 86% of the workforce has completed an ethnic monitoring questionnaire. 1.8% of staff, employed by the council, are from a Black and Minority Ethnic (BME) background. This is an increase of 0.2% on 2014 but is less than the 2.57% of Knowsley residents that are of working age⁵. In order to be reflective of the local population the council would need to employ another 20 people from a BME background.

Number of council staff by ethnicity:



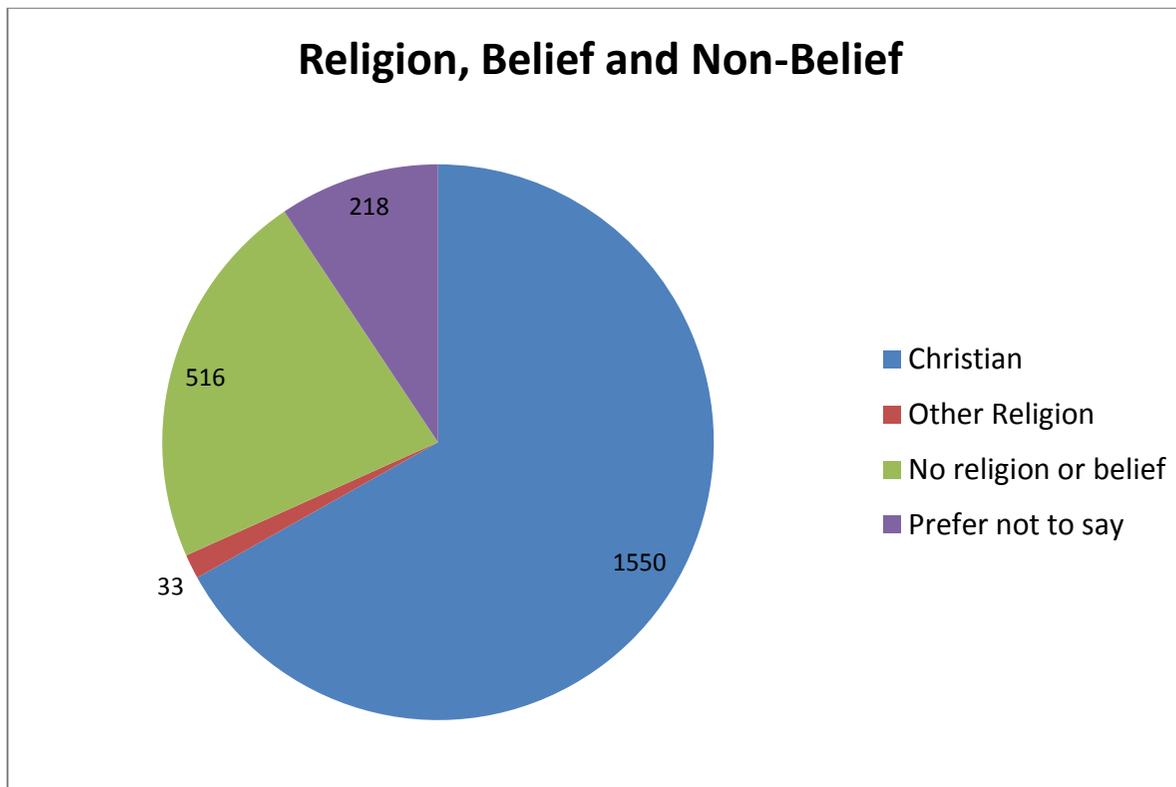
Ethnicity	No.
BME	46
Non-BME	2486
Prefer not to say	21
Total	2553

⁵ Based on data taken from the 2011 Census.

Religion, Belief and Non-Belief

In terms of Religion, Belief and non-belief 22% of staff are classed as unknown. 67% of staff stated that they are Christian; 1.5% state that they belong to another religion or belief that isn't Christianity and 22% stated that they have no religion.

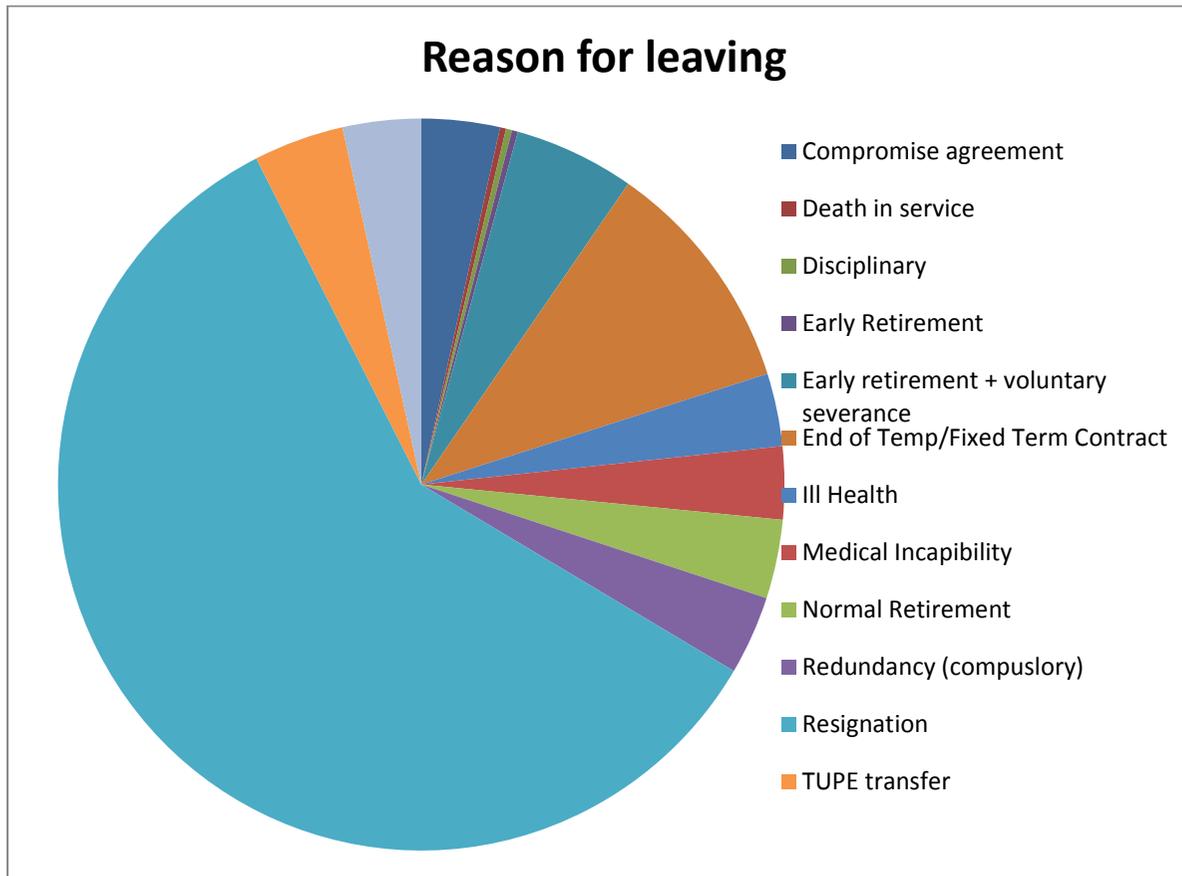
Number of council staff by religion, belief and non-belief:



Religion	No.	%
Christian	1550	66.90
Other Religion	33	1.42
No religion or belief	516	22.27
Prefer not to say	218	9.41
Total	2317	100.00

Leavers

A total of 373 people left employment with the council during 2016; as the data is taken at the 31st December 2016 the headcount figures don't include the seasonal and casual staff that come and go during the year. Of the leavers 72% were female. 27.3% of leavers' ethnicity was unknown, and 1.44% were from a BME background. 38% of leavers were unknown in relation to disability; out of those whose disability status was known, 6% were disabled. 13 staff were made compulsorily redundant in 2016.



Termination Reason	No.
Severance agreement	13
Death in service	1
Disciplinary	1
Early Retirement	1
Early retirement + voluntary severance	20
End of Temp/Fixed Term Contract	39
Ill Health	12
Medical Incapability	12
Normal Retirement	13
Redundancy (compulsory)	13
Resignation	220
TUPE transfer	15
Voluntary Severance	13
Grand Total	373

Recruitment and Selection

During 2016 KMBC received 1605 applications for employment; this is up 663 from 942, during 2014. 88% of applicants completed the ethnicity questionnaire. This is down from 95% in 2014. Overall the likelihood of being shortlisted is 34% and the likelihood of being appointed 43%.

Ethnicity

6.14% of applications were from people from a BME background, an increase of 1.6% on 2014, meaning that the council is attracting a diverse range of applications. The working age BME population in Knowsley is 2.57%⁶.

Out of the applications that were shortlisted 2.6% were from a BME background; this is a success rate of 15%. The success rate for people from a White British background was 37%. Out of those that were appointed 3.14% were from a BME background; this is a success rate of 54%. The success rate for people who are from a non-BME background was 44%.

Sex (Gender)

In terms of sex 68% of applications received were from women, 65% of those shortlisted and 68% those appointed. The success rates were as follows: likelihood of a female being short-listed 32%, likelihood of a male being shortlisted 37%; likelihood of being appointed from short-listing 45% for females and 40% for males.

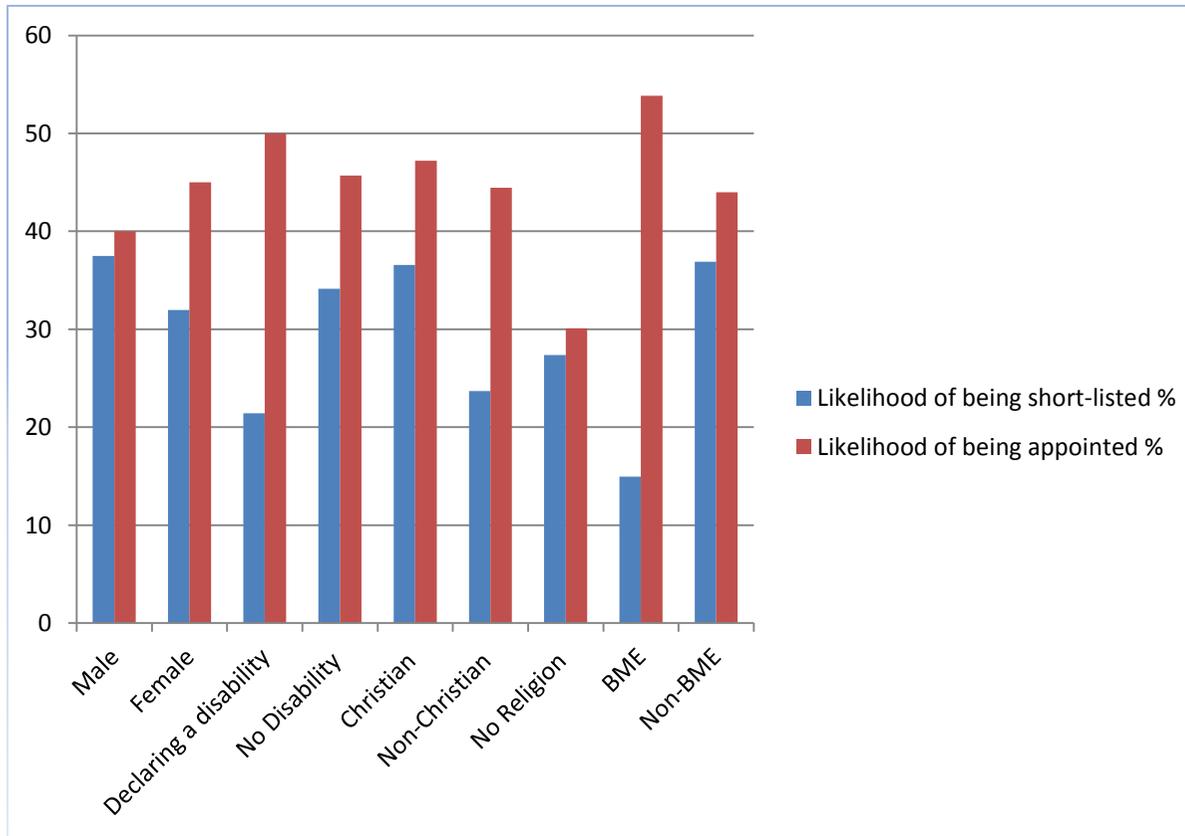
Disability

Out of all applications received 90% completed the disability section of the questionnaire. Applicants who identified as having a disability represented 5.8% of all applications, 3.6% of those who were shortlisted and 4% of those who were appointed. The likelihood of being short-listed if you have a disability is 21% compared to 34% if a candidate isn't disabled. The likelihood of being appointed following short-listing if a candidate is disabled is 50% and 46% if a candidate isn't disabled. The likelihood of being appointed from application is 11% if a person identify as disabled and 16% if a person isn't disabled.

⁶ 2011 Census

Religion, Belief and Non-Belief

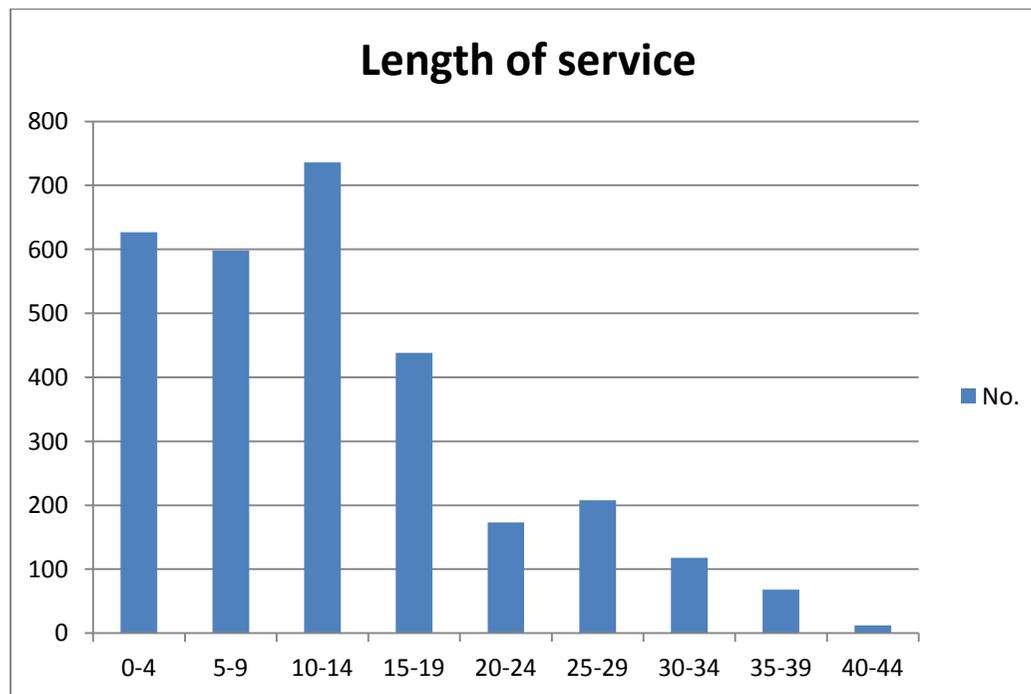
Of all applications received 78% completed the religion section of the questionnaire. Applicants who identified as having a religion that wasn't Christianity made up 3% of applications received; 2% of those short listed and 2% of all that were appointed. The likelihood of being shortlisted if a candidate identifies as non-Christian is 24% compared to 37% for a candidate that identifies as Christian. The likelihood of being appointed following short listing is 47% for a candidate that identifies as Christian and 44% for a candidate that identifies as non-Christian. The likelihood of being appointed from application is 17% for a candidate that identifies as Christian and 11% for a candidate that identifies as non-Christian.



Although, it is recorded whether or not an applicant is internal, their previous grade is not easily accessible without looking at each applicant's personnel file. Therefore, at the moment it is not possible to report on promotion rates. The success rates for internal applicants were 67% for short-listing and 46% at application compared with 28% and 42% respectively for external candidates, however these figures could reflect the council's policy to find suitable posts for those employees facing redundancy. There are also some posts which are only advertised internally due to their short or fixed term nature.

Length of service

The majority of council staff (25%) have been employed for 15 years' service; with another 20% 5-9years' service; and 21% have 0-4 years' service. The representation of women, BME staff and staff who consider themselves to be disabled is static across the varying lengths of service.



Maternity

During 2016 67 women returned from maternity leave, 3 men have taken shared parental leave and 6 men have taken paternity leave. Without going in to each individual's personnel file it is not possible to find out if those that took maternity/shared parental leave were still in post after the 3 months that they need to return to avoid having to pay back occupational maternity /shared parental leave pay.

Dignity at work

There were no grievances that were racist, sexist, homophobic or disable-ist. There were no actions that were subject to discipline relating to racism, sexism or to disable-ism. There were 4 complaints registered under the Dignity at Work Policy related to bullying or harassment but not to a particular protected characteristic.

During 2016, 15 grievances were lodged 14 were logged by women, two females identified as disabled and none were from BME background.

During 2016, 47 employees were subject to disciplinary action. 22 were female, 1 female identified as disabled and one from a BME background. Of the 25 males, 2 identified as disabled.

Elected Officials

In May 2016 Knowsley reduced the number of seats available on the council. As of December 2016 Knowsley MBC has 45 elected officials. Of these:

- 53% are male, 47% female;
- There are no councillors from BME background;
- 73% are Christian, 27% have no religion;
- 36% consider themselves to be disabled.

Electoral candidates are chosen within political parties and cannot be influenced by Knowsley Council. However, it is important that the elected officials and the residents know if the makeup of the elected officials is reflective of the Knowsley borough demographics.