Knowsley Metropolitan Borough Council

Workforce Monitoring Report

2020

**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, race, religion and belief and disability since 2000. Reporting on sexual orientation begins in 2021 and it is hoped there will be enough data to report on for the 2022 report. Currently gender identity isn’t monitored.

Two staff surveys were conducted during 2020 both focused on how staff who were working from home were adapting to the new way of working. There were no marked differences to any of the questions by protected characteristic group.

**Gender Pay Gap Reporting**

The council’s first Gender Pay Gap report was published in March 2018, reporting on data from the pay period March 2017. Following the first report it was decided that we would complete the future Gender Pay Gap reports in the autumn so that its findings could be used to inform the council’s pay policy statement. All past Gender Pay Gap reports are available along with previous workforce monitoring reports on [our website.](http://www.knowsley.gov.uk/your-council/policies,-plans-and-strategies/people/equality-diversity)

**Equality Act 2010**

Under the Equality Act 2010 specific duty - “Equality information and the equality duty: A guide for public authorities”[[1]](#footnote-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; [(Gender Pay Gap Report)](http://www.knowsley.gov.uk/your-council/policies,-plans-and-strategies/people/equality-diversity)
* Black and minority ethnic (BME) pay gap;
* 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 30th March 2020:

* 80% of the workforce has declared their ethnicity;
* 69% of the workforce has declared their disability status;
* 71% of the workforce has declared their religion or belief;
* 25% 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 if they worked in the relevant pay period as per Gender Pay Gap Guidelines.
* 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.
* Throughout the report the numbers of “unknowns” are subtracted from the total before the percentages can be calculated.

**Workforce Profile**

**Headline figures**

The 2020 profile below provides a snapshot of the workforce; the data is current as of 31st March 2020. Knowsley Council’s workforce headcount was 2,446 staff (2,897 including casual staff).

* 1,475 members of staff are full time;
* 927 members of staff are part time;
* 405 members of staff are casual;
* 72% of the Council’s employees are female;
* Out of the 2,446 members of staff 860 (50%) are female and part-time;
* 5.1% of the workforce identify themselves as having a disability;
* 1.6% of Council employees are BME compared to 2.57% of Knowsley’s working age residential population[[2]](#footnote-2);
* 68% of the workforce have stated that they are Christian;
* 22% of the workforce have stated that they have no religion or belief;
* 31% is aged 55-64; and
* The median age of council staff is 51.

**Pay Gap**



**Definition of Gender Pay Gap:** 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.

The average median hourly rate across the council is £13.48. The council doesn’t pay bonuses, so there is no bonus gap for any of the protected characteristic groups.

**Sex (Gender)**

The median hourly rate across the council for women is £12.70 and for men it is £14.02 meaning there is a pay gap of 9.43%. This is an increase of 0.21% (from 9.22%) on the pay gap reported in the Council’s 2019 report. This is also significantly lower (i.e. better) than the national median gender pay gap of 15.5%[[3]](#footnote-3) and the Local Government pay gap of 12.2%.

Out of the 1,492 staff who work full-time for Knowsley Council, 880 are female and 612 male. The average median hourly rate for all full-time staff is £15.79. The average median hourly rate for male full-time staff is £14.47 and for female staff it is £16.65, meaning that there is a full-time median gender pay gap of -15.1%, which is interpreted as no pay gap at all.

Out of the 1,019 staff who work part time for Knowsley Council, the vast majority are female (947) with only 72 men working less than full-time hours. The average median hourly rate for all part-time staff is £10.12. The median average hourly rate for male part-time staff is £10.21 and female staff is £10.11 meaning that there is a part-time gender pay gap of 0.98.%. The council’s complete [Gender Pay Gap Report](https://www.knowsley.gov.uk/your-council/policies,-plans-and-strategies/people/equality-diversity)  is also available.

**Disability**

For disability the mean average hourly pay for staff with a disability is £15.67, the mean average hourly pay for staff without a disability is £15.31 making a pay gap of -12.35%. The median hourly rate for staff with a disability is £14.02; the median average pay for staff who haven’t declared a disability is £14.02. This equates to a median pay gap of 0%.

**Ethnicity**

The average mean hourly pay for BME staff £17.03, for non-BME staff it is £15.65 making a pay gap of -8.8%. The median hourly rate for BME staff is £16.40, for non BME staff £14.02. These equates to a pay gap of -17.0%, this is interpreted as no pay gap at all.

**Age**

31% of the council’s workforce is in the age bracket 55-64. This is a change from previous reports where the 45-55 bracket represented the highest proportion of staff, however the median age of council staff is 51.

|  |  |  |
| --- | --- | --- |
| **Age** | **No.** | **%** |
| **16-24** | **79** | 2.81 |
| **25-34** | **319** | 11.36 |
| **35-44** | **587** | 20.91 |
| **45-54** | **821** | 29.25 |
| **55-64** | **881** | 31.39 |
| **65+** | **120** | 4.28 |
| **Grand Total** | **2807** | 100.00 |

**Disability**

69% of the workforce has declared their disability status meaning that 31% are unknown. Out of the staff who have declared, 5.1% 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:**

|  |  |  |
| --- | --- | --- |
| **Disability** | **No.** | **%** |
| No | 1797 | 92.9 |
| Prefer Not to say | 40 | 2.1 |
| Yes | 98 | 5.1 |
| **Grand Total** | **1935** | **100** |

**Sex**

As of 31st March 2020 Knowsley Council’s workforce headcount was 2,402 staff (2,807 including casual staff). The majority of the Council’s workforce at this date was female (71.9%); and for the first time the number of females who work part time is almost equal to the number that work full time (50.1% and 49.9%). 92.8% of the part-time workforce is female, meaning 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 gender and contract status:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Female** | **Male** | **Grand Total** |
| Full time | 866 | 609 | 1475 |
| Part Time | 860 | 67 | 927 |
| **Grand Total** | **1726** | **676** | **2402** |

**Sex (Gender) – Quartile Distribution**

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

**Lower Quartile Lower Middle Quartile**

|  |  |  |
| --- | --- | --- |
|  | **Number** | **%** |
| Female | 558 | 87 |
| Male | 87 | 13 |
| **Grand Total** | **645** | **100** |

|  |  |  |
| --- | --- | --- |
|  | **Number** | **%** |
| Female | 448 | 69 |
| Male | 197 | 31 |
| **Grand Total** | **645** | **100** |

**Upper Middle Quartile Upper Quartile**

|  |  |  |
| --- | --- | --- |
|  | **Number** | **%** |
| Female | 464 | 72 |
| Male | 182 | 28 |
| **Grand Total** | **646** | **100** |

|  |  |  |
| --- | --- | --- |
|  | **Number** | **%** |
| Female | 419 | 65 |
| Male | 226 | 35 |
| **Grand Total** | **645** | **100** |

The data shows there are substantially more female employees in the lower quartiles than male employees. 22% of the Council’s female employees are in the upper quartile pay band; whereas 33% of the Council’s male employees are in the upper quartile pay band.

**Ethnicity**

In terms of race, 80% of the workforce has completed an ethnic monitoring questionnaire. 1.6% of staff, employed by the council, are from a Black and Minority Ethnic (BME) background. This is less than the 2.57% of Knowsley residents that are of working age[[4]](#footnote-4). In order to be reflective of the local population the council would need to employ another 22 people from a BME background.

**Number of council staff by ethnicity:**

|  |  |  |
| --- | --- | --- |
| **Ethnicity** | **No.** | **%** |
| BME | 36 | 1.6 |
| Prefer not to Say | 20 | 0.9 |
| White British | 2195 | 97.5 |
| **Grand Total** | **2251** | **100** |

**Religion, Belief and Non-Belief**

In terms of Religion, Belief and non-belief 29% of staff are classed as unknown. 67.9% of staff stated that they are Christian; 1.3% state that they belong to another religion or belief that isn’t Christianity and 21.5% stated that they have no religion.

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

|  |  |  |
| --- | --- | --- |
| **Religion, Belief and non-belief** | **No.** | **%** |
| Christian | 1354 | 67.9 |
| Non-Christian | 25 | 1.3 |
| No religion or belief | 428 | 21.5 |
| Prefer not to say | 186 | 9.3 |
| **Grand Total** | **1993** | **100** |

**Leavers**

A total of 228 people left employment with the council between 1st April 2019 and 31st March 2020. Of the leavers 67% were female and 33% were male. 17.5% of leavers’ ethnicity was unknown, and 4.3% (n=8) were from a BME background. 35% of leavers were unknown in relation to disability; out of those whose disability status was known, 6.8% were disabled, this equates to 3 people. 32% of leavers hadn’t disclosed their religion; 1.9% (n=3) of leavers stated that they belonged to a religion that wasn’t Christianity. 4 staff were made compulsorily redundant in 2020.

|  |  |  |
| --- | --- | --- |
| **Reason for Leaving** | **No.** | **%** |
| Resignation | 136 | 59.6 |
| End of Temp/Fixed Term Contract | 17 | 7.5 |
| Early retirement + voluntary severance | 16 | 7.0 |
| Early Retirement | 12 | 5.3 |
| Compromise agreement | 8 | 3.5 |
| Disciplinary | 8 | 3.5 |
| Normal Retirement | 8 | 3.5 |
| Medical Incapability | 7 | 3.1 |
| Redundancy (compulsory) | 4 | 1.8 |
| Voluntary Severance | 4 | 1.8 |
| Death in service | 3 | 1.3 |
| Ill Health | 3 | 1.3 |
| TUPE transfer | 2 | 0.9 |
| Grand Total | 228 | 100 |

**Recruitment and Selection**

During 2020 KMBC received 1818 applications for employment; this is an increase on 2019. Overall, the likelihood of being shortlisted is 34.3% and the likelihood of being appointed after shortlisting is 36%. The overall likelihood of being appointed from application is 12.3%.

**Ethnicity**

90% of applicants completed the ethnicity questionnaire. 4.4% of applications were from people from a BME background, this is a 2.2% reduction on 2019 and nearly 2% over the working age BME population in Knowsley which is 2.5%[[5]](#footnote-5). This illustrates that the council is attracting applications from people from a diverse range of backgrounds.

Out of the applications that were shortlisted 3.7% were from a BME background; this is a success rate of 30.6%, this is an increase of 2.3% on 2019’s success rate and an increase of 15% since 2016. The success rate for people from a White British background was 36%. Out of those that were appointed 2.8% were from a BME background; this is a success rate of 27.3%. This is 6% less than 2019. The success rate for people who were appointed from a non-BME background was 36.5%. The likelihood of being appointed from application is 8% for a candidate from a BME background and 11% for a candidate who was White British.

**Sex (Gender)**

In terms of sex 61% of applications received were from women, 64% of those shortlisted and 64% of those appointed. The success rates were as follows: likelihood of a female being short-listed 36%, likelihood of a male being shortlisted 32%; likelihood of being appointed from short-listing 36% for females and 35.7% for males. The likelihood of being appointed from application is 12.8% for a woman and 11.6% for a man.

**Disability**

Out of all applications received 92% completed the disability section of the questionnaire. Applicants who identified as having a disability represented 10.8% of all applications, 7.3% of those who were shortlisted and 8.1% of those who were appointed. The likelihood of being short-listed if you have a disability is 40.5% compared to 35.7% if a candidate isn’t disabled. The likelihood of being appointed from application is 9.4% if a person identifies as disabled and 13% if a person isn’t disabled.

**Religion, Belief and Non-Belief**

Of all applications received 81% completed the religion section of the questionnaire. Applicants who identified as having a religion that wasn’t Christianity made up 2.6% of applications received; 2% of those short listed and 0.5% of those who were appointed. The likelihood of being shortlisted if a candidate identifies as non-Christian is 28% compared to 37% for a candidate that identifies as Christian. The likelihood of being appointed from application is 2.6% if a person identifies as a religion other than Christian and 13.2% for candidates who identify as Christian.

**Rates of promotion**

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 47% for short-listing and 31% from application compared with 32% and 9.5% 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.

**Training**

The council runs a corporate training prospectus as well as a prospectus for Social Care and Neighbourhoods. Some job roles require mandatory training. Staff are not obligated to inform workforce development if they attend external training. In 2019 the council began an Aspiring Leaders internal training programme offered to all staff graded between M and Q as part of our succession planning and strategy to “grow our own”, this programme was delayed due to the pandemic, however it is due to start again in September 2021. The figures show that 2.5% of staff that accessed training identified as BME; 5.6% identified as disabled; 68.6% were female and 1.2% identified as belonging to a religion other than Christianity. Attendance at training is steady across the age categories.

**Length of service**

A member of staff’s length of service is based on their service with Knowsley, although staff may have longer continuous service from previous employment in other areas of the public sector. The majority of council staff (22.4%) have been employed for less than 5 years; with 18% having 10-14 years’ service and the same for 15-19 years’ service. The representation of women and BME staff is static across the varying lengths of service. The percentage of staff who consider themselves to be disabled increases with length of service in line with disabilities increasing with age.

|  |  |  |
| --- | --- | --- |
| **Length of Service** | **No.** | **%** |
| 0-4 | 849 | 30.2 |
| 5-9 | 266 | 9.5 |
| 10-14 | 528 | 18.8 |
| 15-19 | 530 | 18.9 |
| 20-24 | 257 | 9.2 |
| 25-29 | 122 | 4.3 |
| 30-34 | 155 | 5.5 |
| 35-39 | 69 | 2.5 |
| 40-44 | 27 | 1.0 |
| 45-50 | 4 | 0.1 |
| **Grand Total** | **2807** | **100.0** |

**Maternity**

During 2020 135 women had a period of maternity leave and returned, 2 people took shared parental 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.

**Employee Relations**

From 1 April 2010 to 31st March 2020 there were no grievances that were raised as racist, disablist, homophobic or sexist. There were no actions that were subject to discipline relating to racism, sexism or to disable-ism.

From 1 April 2019 to 31st March 2020 - 9 grievances were lodged 7 were logged by women, 2 by man, one identified as disabled and 1 from a BME background. No cases resulted in dismissal.

From 1 April 2019 to 31st March 2020 - 25 employees were subject to disciplinary action. 8 were female, one of the females identified as disabled, none identified as being from a BME background. Of the 17 males, 2 males identified as disabled and none of the males identified as being from a BME background. 2 cases resulted in dismissal.

**Elected Officials**

As of March 2021 Knowsley MBC has 44 elected officials. Of these:

* 57% are male, 43% female;
* There are no councillors from BME background;
* 68.4% are Christian, 26.3% have no religion; 5.3% are Jewish;
* 50% 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. The IPPR published a report in August 2017 entitled “Power to the People? Tackling the gender imbalance in combined authorities’ and local government"; the report highlights what needs to be done to ensure more women enter into politics.

1. Revised (second) edition, 19 December 2011 [↑](#footnote-ref-1)
2. 2011 Census [↑](#footnote-ref-2)
3. Reported by the Office for National Statistics as of March 2020 [↑](#footnote-ref-3)
4. Based on data taken from the 2011 Census. [↑](#footnote-ref-4)
5. 2011 Census [↑](#footnote-ref-5)