Knowsley Metropolitan Borough Council

Workforce Monitoring Report

2021

**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 and the Workforce Sufficiency 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 began in 2021. Currently gender identity isn’t monitored.

A staff survey was conducted during July 2021 which focused on the implementation of hybrid working. There were no marked differences to any of the questions by protected characteristic group.

### **Introduction and purpose**

This is Knowsley Council’s Gender (Sex) Pay information report for the snapshot date of 31st March 2021. In April 2017 [section 78 of the Equality Act 2010](http://www.legislation.gov.uk/ukpga/2010/15/section/78) was enacted. This requires any organisation that has 250 or more employees to publish and report specific information on the make-up and pay of their workforce. The Gender Pay Gap Report is a valuable resource to help monitor the workforce and provide year on year benchmarking information to assist workforce planning. The Gender Pay Gap Report also supports the [Council’s Equality and Diversity Policy Statement](https://www.knowsley.gov.uk/your-council/policies,-plans-and-strategies/people/equality-diversity) and provides intelligence and evidence for the Council’s Workforce Development Strategy.

### **Background**

As a public sector organisation, Knowsley Council has been publishing [Workforce Monitoring](http://www.knowsley.gov.uk/your-council/policies,-plans-and-strategies/people/equality-diversity) reports since 2010. These reports cover: -

* The number of part-time and full-time staff;
* Recruitment, promotion and performance review information;
* Access to training;
* Redundancy and leavers information;
* Grievances and dismissals, including reported incidents of harassment;
* The rates of return to work of women following maternity leave;
* Public office holders such as members of boards or committees;
* Gender pay gap information, for part-time and full-time employees;
* Black, Asian and minority ethnic (BAME) pay gap;
* Disability pay gap;
* Success rates of job applicants; breakdown of applicants; shortlisted and successful; applications for promotion and success rates;
* Leavers details;
* Length of service; and
* An indication of any issues for trans-sexual staff, based on our engagement with trans-sexual staff or voluntary groups.

**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-2), 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, Asian, Minority Ethnic 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 31st March 2021:

* 81% of the workforce has declared their ethnicity;
* 69% of the workforce has declared their disability status;
* 66% 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.

### **Pay Calculations**

These calculations include two types of averages: -

* A mean average involves adding up all of the numbers and dividing the result by how many numbers were in the list;
* A median average involves listing all of the numbers in numerical order. If there is an odd number of results, the median average is the middle number. If there is an even number of results, the median will be the mean of the two central numbers.

**Workforce Profile**

**Headline figures**

The 2021 profile below provides a snapshot of the workforce; the data is current as of 31st March 2021. Knowsley Council’s workforce headcount was 2,600 (3,010 including casual staff).

* 1,519 members of staff are full time;
* 1,081 members of staff are part time;
* 410 members of staff are casual;
* 72% of the Council’s employees are female;
* Out of the 2,600 members of staff 894 (34%) are female and part-time;
* 4.8% of the workforce identify themselves as having a disability;
* 1.85% of Council employees are Black, Asian, Minority Ethnic compared to 2.57% of Knowsley’s working age residential population[[2]](#footnote-3);
* 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 50.

**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 £14.40. The council doesn’t pay bonuses, so there is no bonus gap for any of the protected characteristic groups.

According to the [Office for National Statistics](https://www.ons.gov.uk/employmentandlabourmarket/peopleinwork/earningsandworkinghours/bulletins/genderpaygapintheuk/2021) in the national median gender pay gap is 15.4% (October 2021). At the moment there is no published mean. The average median pay gap across Local Government is 12.2%. Knowsley Council reported a median gender pay gap of 9.43% and a mean gender pay gap of 13.98% for the year 2020.

**Sex (Gender)**

The median hourly rate across the council for women the rate is £13.05 and for men it is £14.41, meaning there is a median pay gap of 9.44%. This is an increase of 0.01% (from 9.43%) on the pay gap reported in the Council’s 2020 report. This is also significantly lower (i.e. better) than the national median gender pay gap of 15.4%[[3]](#footnote-4) and the Local Government pay gap of 12.2%.

Out of the 1,550 staff who work full-time for Knowsley Council, 924 are female and 626 males. The average median hourly rate for all full-time staff is £16.22. The average median hourly rate for male full-time staff is £15.27 and for female staff it is £16.88, meaning that there is a full-time median gender pay gap of -10.54%, which is interpreted as no pay gap at all.

Out of the 1,188 staff who work part time for Knowsley Council, the vast majority are female (1033) with 155 men working less than full-time hours. The average median hourly rate for all part-time staff is £10.29. The median average hourly rate for male part-time staff is £9.69 and female staff is £10.32 meaning that there is a part-time gender pay gap of -6.5%. 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 £16.36, the mean average hourly pay for staff without a disability is £15.62 making a pay gap of -4.52%. The median hourly rate for staff with a disability is £14.41; the median average pay for staff who haven’t declared a disability is £14.41. This equates to a median pay gap of 0%.

**Ethnicity**

The average mean hourly pay for Black, Asian, Minority Ethnic staff £15.26, for staff who identify as White British it is £15.92 making a mean pay gap of 4.33%. The median hourly rate for Black, Asian, Minority Ethnic staff is £14.41, for staff who identify as White British it is £14.41. These equates to a median pay gap of 0%, this is interpreted as no pay gap at all.

**Gender Pay Gap**

On the snapshot date of 31st March 2021 there were 3,010 people employed by the Council, this is based on headcount not full-time equivalent numbers (this figure includes all staff employed regardless of contract status). Out of these, 2,792 counted as full-pay relevant employees; 2,005 were female and 787 were male. For the rest of the report the data solely refers the full-pay relevant employees.

|  |  |
| --- | --- |
|  | No. |
| Female | 2005 |
| Male | 787 |
| **Total** | **2792** |

**Age**

31% of the council’s workforce is in the age bracket 55-64, the median age of council staff is 50. The graph below shows figures from 2020 in blue and the more recent figures from 2021 in red; the chart shows an increase in the two lower age brackets and a decrease in the next three groups.

|  |  |  |
| --- | --- | --- |
| **Age** | **No** | **%** |
| 16-24 | 110 | 4.23 |
| 25-34 | 312 | 12.00 |
| 35-44 | 512 | 19.69 |
| 45-54 | 723 | 27.81 |
| 55-64 | 824 | 31.69 |
| 65+ | 119 | 4.58 |
| **Grand Total** | **2600** | **100.00** |

**Disability**

69% of the workforce has declared their disability status meaning that 31% are unknown. Out of the staff who have declared, 4.98% of our workforce consider themselves to be disabled, this is a reduction from 5% reported in 2020.

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 | 1779 | 93.24 |
| Prefer not to say | 34 | 1.78 |
| Yes | 95 | 4.98 |
| **Grand Total** | **2600** | **100** |
| **Unknown** | **692** |  |

**Sex**

As of 31st March 2021 Knowsley Council’s workforce headcount was 2,600 staff (3,010 including casual staff). The majority of the Council’s workforce at this date was female (72%); and the number of females who work part time is almost equal to the number that work full time (51% and 49%). 86% 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:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Females** | **Male** | **Total** |
| **Part Time** | 930 | 151 | 1081 |
| **Full Time** | 894 | 625 | 1519 |
| **Total** | 1824 | 776 | 2600 |

**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 | 582 | 83.4 |
| Male | 116 | 16.6 |
| **Grand Total** | **698** | **100** |

|  |  |  |
| --- | --- | --- |
|  | **Number** | **%** |
| Female | 476 | 68.2 |
| Male | 222 | 31.8 |
| **Grand Total** | **698** | **100** |

**Upper Middle Quartile Upper Quartile**

|  |  |  |
| --- | --- | --- |
|  | **Number** | **%** |
| Female | 493 | 70.6 |
| Male | 205 | 29.4 |
| **Grand Total** | **698** | **100** |

|  |  |  |
| --- | --- | --- |
|  | **Number** | **%** |
| Female | 454 | 65.0 |
| Male | 244 | 35.0 |
| **Grand Total** | **698** | **100** |

The data shows there are substantially more female employees in the lower quartile than male employees. The Lower Middle and Upper Middle Quartiles are more representative. 22.6% of the Council’s female employees are in the upper quartile pay band; whereas 31% of the Council’s male employees are in the upper quartile pay band.

The graph below shows the distribution of full-pay relevant staff by sex across the quartiles. It clearly illustrates how women make up the majority of the workforce, yet the numbers of women in each of the quartiles reduces as pay increases, the opposite occurs with the men in the workforce.

**Ethnicity**

In terms of race, 80.6% of the workforce has declared their ethnicity. 1.85% of staff, employed by the council, are from a Black, Asian, Minority Ethnic background, this is an increase on the 1.6% reported in 2020. However, this is less than the 2.57% of Knowsley residents that are of working age[[4]](#footnote-5). In order to be reflective of the local population the council would need to employ another 18 people from a Black, Asian, Minority Ethnic background.

**Number of council staff by ethnicity:**

|  |  |  |
| --- | --- | --- |
| **Ethnicity** | **No.** | **%** |
| Black, Asian, Minority Ethnic | 42 | 1.88 |
| Non-Black, Asian, Minority Ethnic | 2175 | 97.27 |
| Prefer Not To Say | 19 | 0.85 |
| **Grand Total** | **2600** | **100** |
| **Known** | **2236** |  |
| **Unknown** | **364** |  |

**Religion, Belief and Non-Belief**

In terms of Religion, Belief and non-belief 66% have completed their religion and 34% of staff are classed as unknown. 67.9% of staff stated that they are Christian; 1.2% 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 | 1255 | 68.4 |
| No religion or belief | 400 | 21.8 |
| Prefer not to say | 161 | 8.8 |
| Non-Christian | 20 | 1.1 |
| **Grand Total** | **2600** | **100** |
| **Known** | **1836** |  |
| **Unknown** | **764** |  |

**Total Workforce Demographic**

Local Government is unique in that the services Knowsley Council provides cross a number of sectors, including but not limited to, transport, education, health and social care, business development, community development, communication, finance and more. This is important to note as each of these different sectors attracts a different workforce. There are many jobs that women are employed in across the country where women are overrepresented, this is known as occupational segregation. Some of these jobs are low paid and part-time.

The graph below shows the total number (headcount) of Council staff by sex and contract status (this doesn’t include casual staff, and so differs from the figures elsewhere in the report) this provides a view of the permanent council workforce:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Females** | **Male** | **Total** |
| Part Time | 930 | 151 | 1081 |
| Full Time | 894 | 625 | 1519 |
| **Total** | **1824** | **776** | **2600** |

**Leavers**

A total of 547 people left employment with the council between 1st April 2020 and 31st March 2021. Of the leavers 67% were female and 33% were male. 23.4% of leavers’ ethnicity was unknown, and 3.1% (n=13) were from a Black, Asian, Minority Ethnic background. 42.8% of leavers were unknown in relation to disability; out of those whose disability status was known, 5.4% were disabled, this equates to 17 people. 60% of leavers hadn’t disclosed their religion; 2.3% (n=5) of leavers stated that they belonged to a religion that wasn’t Christianity.

|  |  |  |
| --- | --- | --- |
| **Reason for Leaving** | **No** | **%** |
| Death in service | 9 | 1.65 |
| Disciplinary | 6 | 1.10 |
| Early Retirement | 21 | 3.84 |
| Early retirement + voluntary severance | 4 | 0.73 |
| End of Temp/Fixed Term Contract | 85 | 15.54 |
| Ill Health | 12 | 2.19 |
| Medical Incapability | 13 | 2.38 |
| Normal Retirement | 28 | 5.12 |
| Resignation | 363 | 66.36 |
| Settlement agreement | 4 | 0.73 |
| TUPE transfer | 2 | 0.37 |
| **Grand Total** | **547** | **100** |

**Recruitment and Selection**

During 2021 KMBC received 1837 applications for employment; this is similar to the number reported in 2021. Overall, the likelihood of being shortlisted is 29% and the likelihood of being appointed after shortlisting is 35%. The overall likelihood of being appointed from application is 10%.

**Ethnicity**

91% of applicants completed the ethnicity questionnaire. 6.4% of all applications received were from people from a Black, Asian, Minority Ethnic background, this is a 2% increase on 2020 and nearly 4% over the working age Black, Asian, Minority Ethnic population in Knowsley which is 2.5%[[5]](#footnote-6). This illustrates that the council is attracting applications from people from a diverse range of backgrounds.

Out of the applications that were shortlisted 4.64% were from a Black, Asian, Minority Ethnic background; this is a success rate of 21%. The success rate for people from a White British background was 30%. Out of those that were appointed 2.9% were from a Black, Asian, Minority Ethnic background; this is a success rate of 22%. The success rate for people who were appointed from a White British background was 35.3%. The likelihood of being appointed from application is 5% for a candidate from a Black, Asian, Minority Ethnic background and 10.7% for a candidate who was White British.

**Sex (Gender)**

In terms of sex 65% of applications received were from women, 63% of those shortlisted and 51% of those appointed. The success rates were as follows: likelihood of a female being short-listed 28%, likelihood of a male being shortlisted 31%; likelihood of being appointed from short-listing 29% for females and 47% for males. The likelihood of being appointed from application is 8% for a woman and 14.6% for a man.

**Disability**

Out of all applications received 92.8% completed the disability section of the questionnaire. Applicants who identified as having a disability represented 5% of all applications, this is a 5% reduction from 2021. 4% of those who were shortlisted and 1.7% of those who were appointed. The likelihood of being short-listed if you have a disability is 24% compared to 30% if a candidate isn’t disabled. The likelihood of being appointed from application is 15% if a person identifies as disabled and 35% if a person isn’t disabled. The likelihood of being appointed from application is 4% if a person identifies as disabled and 10.5% if a person isn’t disabled.

**Religion, Belief and Non-Belief.**

Of all applications received 82% completed the religion section of the questionnaire. Applicants who identified as having a religion that wasn’t Christianity made up 3.9% of applications received; 3.1% of those short listed and 4.52% of those who were appointed. The likelihood of being shortlisted if a candidate identifies as non-Christian is 24% compared to 31% for a candidate that identifies as Christian. The likelihood of being appointed from application is 12% if a person identifies as a religion other than Christian and 12% 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 60% for short-listing and 60% from application compared with 25% and 4% 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 restarted in September 2021 and will finish December 2022. The figures show that 3.3% of staff that accessed training identified as Black, Asian, Minority Ethnic; 5.9% identified as disabled; 65.8% were female and 3.5% identified as belonging to a religion other than Christianity. Attendance at training is steady across the age categories.

**Maternity**

During 2021 51 women had a period of maternity leave and returned, there were no applications for shared parental leave. Without going into 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.

**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 (34.6%) have been employed for less than 5 years, this is a big increase from 22% in 2020, probably due to the additional staff that were employed to sin the SMART Testing Centres. 15% have 10-14 years’ service and 17% for 15-19 years’ service. The representation of women and Black, Asian, Minority Ethnic staff is steady 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 | 1042 | 34.62 |
| 5-9 | 311 | 10.33 |
| 10-14 | 457 | 15.18 |
| 15-19 | 517 | 17.18 |
| 20-24 | 294 | 9.77 |
| 25-29 | 114 | 3.79 |
| 30-34 | 166 | 5.51 |
| 35-39 | 73 | 2.43 |
| 40-44 | 32 | 1.06 |
| 45+ | 4 | 0.13 |
| **Grand Total** | **3010** | **100** |

**Employee Relations**

From 1 April 2020 to 31st March 2021 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 2020 to 31st March 2021 - 9 grievances were lodged 5 were logged by women, 4 by men, one identified as disabled and 0 from a Black, Asian, Minority Ethnic background.

From 1 April 2020 to 31st March 2021 - 23 employees were subject to disciplinary action. 10 were female, none of the females identified as disabled and none identified as being from a Black, Asian, Minority Ethnic background. Of the 13 males, 0 males identified as disabled and none of the males identified as being from a Black, Asian, Minority Ethnic background. 1 of the cases resulted in dismissal.

**Elected Officials**

As of March 2022 Knowsley MBC has 44 elected officials. Of these:

* 57% are male, 43% female;
* 3.3% are from a Black, Asian, Minority Ethnic 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-2)
2. 2011 Census [↑](#footnote-ref-3)
3. Reported by the Office for National Statistics as of March 2021 [↑](#footnote-ref-4)
4. Based on data taken from the 2011 Census. [↑](#footnote-ref-5)
5. 2011 Census [↑](#footnote-ref-6)