Knowsley Metropolitan Borough Council

Workforce Monitoring Report

2019

# 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; however we do not currently monitor gender identity or sexual orientation.

Stonewall a national LGBT charity, recommend monitoring the workforce by sexual orientation and suggest that LGB staff are consulted before implementation. Consultation with Knowsley LGBT Forum was hoped to take place in 2018 however it has now been re-scheduled into the Equality and Diversity work plan for 2019, it is hoped that this consultation will also look at whether or not the council should monitor gender identity.

A workforce wide staff survey was carried out in July 2018, this was the first staff engagement survey for a number of years. Based on the recommendations The Knowsley Better Together Board decided that the questionnaire would not contain any equality monitoring categories which could be used to identify specific staff. Some staff who may self-identify through affiliation to their “Protected Characteristic” had raised concerns that they could be identified if they completed any monitoring information. In doing so, this may prevent staff from completing the survey. As the aim of the survey is to get as high a return rate as possible the monitoring information was removed. It is anticipated, the return rate will be high and staff will gain confidence in the process, thus enabling us to add some or all of the equality monitoring categories to future surveys.

## 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 2019:

* 86.5% of the workforce has declared their ethnicity;
* 75% of the workforce has declared their disability status;
* 77% of the workforce has declared their religion or belief;
* 36% 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 2019 profile below provides a snapshot of the workforce; the data is current as of 31st March 2019. Knowsley Council’s workforce headcount was 2,607 staff (3,447 including casual staff):

* 1,553 members of staff are full time;
* 1,054 members of staff are part time;
* 834 members of staff are casual;
* 72.8% of the Council’s employees are female;
* Out of the 2,607 members of staff 980 (51.7%) are female and part-time;
* 5.1% of the workforce identify themselves as having a disability;
* 1.82% of Council employees are BME compared to 2.57% of Knowsley’s working age residential population[[2]](#footnote-2);
* 67% of the workforce have stated that they are Christian;
* 22% of the workforce have stated that they have no religion or belief; and
* 32.5% is aged 45-54.

## 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 £12.89. The council doesn’t pay bonuses, so there is no bonus gap for any of the protected characteristic groups.

## Sex (Gender)

The hourly rate across the council for women is £12.31 and for men it is £13.56 meaning there is a pay gap of 9.22%. This is a decrease of 0.39% (from 9.61%) on the pay gap reported in the Council’s 2018 report and a reduction of 2.4% since 2017. This is also significantly lower (i.e. better) than the national median gender pay gap of 18.4%[[3]](#footnote-3) and the public administration and defence sector[[4]](#footnote-4) pay gap of 15.4%.

Out of the 1,522 staff who work full-time for Knowsley Council, 898 are female and 624 male. The average median hourly rate for all full-time staff is £15.21. The average median hourly rate for male full-time staff is £14.22 and for female staff it is £15.69, meaning that there is a full-time median gender pay gap of -9.39%, which is interpreted as no pay gap at all.

Out of the 1,023 staff who work part time for Knowsley Council, the vast majority are female (952) with only 71 men working less than full-time hours. The average median hourly rate for all part-time staff is £9.59. The median average hourly rate for male part-time staff is £9.57 and female staff is £9.58 meaning that there is a part-time gender pay gap of -0.1%. 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 £15.16, the mean average hourly pay for staff without a disability is £14.95 making a pay gap of -1.4%. The median hourly rate for staff with a disability is £13.56; the median average pay for staff who haven’t declared a disability is £13.31. This equates to a median pay gap of -1.9%.

**Ethnicity**

The average mean hourly pay for BME staff £17.52, for non-BME staff it is £15.20 making a pay gap of -15.2%. The median hourly rate for BME staff is £15.93, for non BME staff £13.56. These equates to a pay gap of -17.5%, this is interpreted as no pay gap at all.

# Age

32.5% of the council’s workforce is in the age bracket 45-54; this has consistently been the largest proportion since reporting began.

|  |  |  |
| --- | --- | --- |
| **Age** | **No.** | **%** |
| 16-24 | 58 | 2.22 |
| 25-34 | 303 | 11.62 |
| 35-44 | 552 | 21.17 |
| 45-54 | 849 | 32.57 |
| 55-64 | 758 | 29.08 |
| 65+ | 87 | 3.34 |
| **Grand Total** | **2607** | **100** |

# Disability

75% of the workforce has declared their disability status meaning that 25% 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 | 1817 | 92.8 |
| Prefer Not to say | 42 | 2.1 |
| Yes | 100 | 5.1 |
| **Grand Total** | **2607** | **100.0** |

**Gender (sex)**

As of 31st March 2019 Knowsley Council’s workforce was 2,607 staff. The majority of the Council’s workforce at this date was female (72.8%); and the majority of female employees work part-time 52%. 93% of the part-time workforce at this date was 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:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Contract Status** | **Female** | **Male** | **No.** |
| Full Time | 921 | 636 | 1553 |
| Part Time | 980 | 74 | 1054 |
| **Grand Total** | **1897** | **710** | **2607** |

**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 | 560 | 87 |
| Male | 84 | 13 |
| **Grand Total** | **644** | **100.0** |

|  |  |  |
| --- | --- | --- |
|  | **Number** | **%** |
| Female | 445 | 69 |
| Male | 200 | 31 |
| **Grand Total** | **645** | **100** |

**Upper Middle Quartile Upper Quartile (K and above)**

|  |  |  |
| --- | --- | --- |
|  | **Number** | **%** |
| Female | 463 | 72 |
| Male | 181 | 28 |
| **Grand Total** | **644** | **100** |

|  |  |  |
| --- | --- | --- |
|  | **Number** | **%** |
| Female | 410 | 64 |
| Male | 234 | 36 |
| **Grand Total** | **644** | **100** |

The data shows there are substantially more female employees in the lower quartiles than male employees. 21.8% of the Council’s female employees are in the upper quartile pay band; whereas 33.4% of the Council’s male employees are in the upper quartile pay band.

**Ethnicity**

In terms of race, 86.5% of the workforce has completed an ethnic monitoring questionnaire. 1.82% 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[[5]](#footnote-5). In order to be reflective of the local population the council would need to employ another 17 people from a BME background.

**Number of council staff by ethnicity:**

|  |  |  |
| --- | --- | --- |
| **Ethnicity** | **Total** | **%** |
| BME | 41 | 1.82 |
| Prefer not to say | 21 | 0.93 |
| White British | 2192 | 97.25 |
| **Grand Total** | **2254** | **100** |

**Religion, Belief and Non-Belief**

In terms of Religion, Belief and non-belief 23% of staff are classed as unknown. 67% of staff stated that they are Christian; 1.39% 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 | 1355 | 67.11 |
| Non-Christian | 28 | 1.39 |
| No religion or belief | 445 | 22.04 |
| Prefer not to say | 191 | 9.46 |
| **Grand Total** | **2019** | **100** |

**Leavers**

A total of 443 people left employment with the council between 1st April 2018 and 31st March 2019. Of the leavers 63% were female and 37% were male. 47% of leavers’ ethnicity was unknown, and 4.2% were from a BME background. 63% of leavers were unknown in relation to disability; out of those whose disability status was known, 3.7% were disabled. 59% of leavers hadn’t disclosed their religion; 0.54 of leavers stated that they belonged to a religion that wasn’t Christianity. 3 staff were made compulsorily redundant in 2019.

|  |  |  |
| --- | --- | --- |
| **Reason for leaving** | **No.** | **%** |
| Settlement agreement | 3 | 0.68 |
| Death in service | 8 | 1.81 |
| Dismissal | 2 | 0.45 |
| Early Retirement | 8 | 1.81 |
| Early retirement + voluntary severance | 4 | 0.90 |
| End of Temp/Fixed Term Contract | 92 | 20.77 |
| Grievance | 1 | 0.23 |
| Ill Health Retirement | 3 | 0.68 |
| Medical Incapability Dismissal | 12 | 2.71 |
| Retirement (after state pension age) | 16 | 3.61 |
| Redundancy | 5 | 1.13 |
| Resignation | 287 | 64.79 |
| TUPE transfer | 1 | 0.23 |
| Voluntary Severance | 1 | 0.23 |
| **Grand Total** | **443** | **100** |

**Recruitment and Selection**

During 2019 KMBC received 1662 applications for employment; this is an increase on 2018. Overall the likelihood of being shortlisted is 31% and the likelihood of being appointed after shortlisting is 34%. The overall likelihood of being appointed from application is 10.6%.

**Ethnicity**

90% of applicants completed the ethnicity questionnaire. 6.6% of applications were from people from a BME background, this is a 2% increase on 2018 and 4% over the working age BME population in Knowsley which is 2.5%[[6]](#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 5.8% were from a BME background; this is a success rate of 28.3%, this is an increase of over 10% on 2018’s success rate. The success rate for people from a White British background was 32%. Out of those that were appointed 5.7% were from a BME background; this is a success rate of 33.3%. The success rate for people who were appointed from a non-BME background was 34.4%. The likelihood of being appointed from application is 9.4% for a candidate from a BME background and 11% for a candidate who was White British.

**Sex (Gender)**

In terms of sex 60% of applications received were from women, 58% of those shortlisted and 60% of those appointed. The success rates were as follows: likelihood of a female being short-listed 30%, likelihood of a male being shortlisted 32%; likelihood of being appointed from short-listing 36% for females and 32% for males. The likelihood of being appointed from the point application is 10.7% for a woman and 10.4% for a man.

**Disability**

Out of all applications received 94% completed the disability section of the questionnaire. Applicants who identified as having a disability represented 5.84% of all applications, 5.62% of those who were shortlisted and 2.82% of those who were appointed. The likelihood of being short-listed if you have a disability is 32% compared to 31% if a candidate isn’t disabled. The likelihood of being appointed following short-listing if a candidate is disabled is 16.13% and 34% if a candidate isn’t disabled. The likelihood of being appointed from application is 5% if a person identifies as disabled and 10.6% if a person isn’t disabled.

**Religion, Belief and Non-Belief**

Of all applications received 75% completed the religion section of the questionnaire. Applicants who identified as having a religion that wasn’t Christianity made up 4% of applications received; 1.6% of those short listed and 1.35% of those who were appointed. The likelihood of being shortlisted if a candidate identifies as non-Christian is 13.2% compared to 33.5% for a candidate that identifies as Christian. The success rate for candidates that identify as a religion other than Christian after short-listing is 28.6% for candidates who identify as Christian it is 33%. The likelihood of being appointed from application is 3.8% if a person identifies as a religion other than Christian and 11% for candidates who identify as 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 51% for short-listing and 23.6% from application compared with 29% and 32.1% 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”. The figures show that 2% of staff that accessed training identified as BME; 5.6% identified as disabled; 67.7% were female and 2.3% 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 between 10 and 15 years’ service; with 21% having 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.

|  |  |  |
| --- | --- | --- |
| **Length of Service** | **No** | **%** |
| 0-4 | 550 | 21.1 |
| 5-9 | 297 | 11.4 |
| 10-14 | 584 | 22.4 |
| 15-19 | 507 | 19.4 |
| 20-24 | 256 | 9.8 |
| 25-29 | 188 | 7.2 |
| 30-34 | 126 | 4.8 |
| 35-39 | 70 | 2.7 |
| 40-44 | 26 | 1.0 |
| 45-50 | 3 | 0.1 |
| **Grand Total** | **2607** | **100** |

**Maternity**

During 2019 70 women had a period of maternity leave and returned, 30 people took parental leave, there were no applications for 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.

**Dignity at work**

From 1 April 2017 to 31st March 2018 there 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. There were 5 complaints registered under the Dignity at Work Policy related to bullying or harassment but not to a particular protected characteristic.

During 2018, 20 grievances were lodged 12 were logged by women, none identified as disabled and none were from BME background. 3 cases resulted in dismissal.

During 2018, 20 employees were subject to disciplinary action. 8 were female, none of the females identified as disabled or as being from a BME background. Of the 12 males, one male identified as disabled and none of the males identified as being from a BME background. 1 case resulted in dismissal.

**Elected Officials**

As of March 2019 Knowsley MBC has 45 elected officials. Of these:

* 58% are male, 42% female;
* There are no councillors from BME background;
* 68.4% are Christian, 26.3% have no religion; 5.3% are Jewish;
* 47% 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 ONS as of March 2018 [↑](#footnote-ref-3)
4. Letter from Government Equalities Office 18th July 2019 [↑](#footnote-ref-4)
5. Based on data taken from the 2011 Census. [↑](#footnote-ref-5)
6. 2011 Census [↑](#footnote-ref-6)