Knowsley Metropolitan Borough Council

Workforce Monitoring Report

2022

**Executive Summary**

**Introduction**

The Workforce Profile and Gender Pay Gap Report 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 report 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, Diversity and Inclusion Policy Statement and provides intelligence and evidence for the Workforce Development Strategy and the Workforce Sufficiency Strategy.

This is Knowsley Council’s Gender (Sex) Pay information report for the snapshot date of 31st March 2022. 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.

**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. We began collecting information on sexual orientation began in 2021, but as yet do not have enough to report on. Currently gender identity isn’t monitored.

This is Knowsley Council’s Workforce Monitoring and Gender Pay Gap report for the year up to of 31st March 2022. 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 produce a workforce monitoring report. 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 pay gap;
* Disability pay gap;
* Success rates of job applicants; breakdown of applicants; shortlisted and successful; applications for promotion and success rates;
* Leavers;
* Length of service; and
* An indication of any issues for staff with different gender identities, based on our engagement with staff and/or voluntary groups.

### **Pay Calculations**

These calculations include two types of averages: -

* A mean average involves adding up all the numbers and dividing the result by how many numbers were in the list;
* A median average involves listing all 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.

### **What is the Gender Pay Gap?**

[The Equality and Human Rights Commission](https://www.equalityhumanrights.com/en/advice-and-guidance/what-difference-between-gender-pay-gap-and-equal-pay) defines the difference between equal pay and the gender pay gap as follows: -

1. **Equal pay** means that men and women in the same employment performing equal work must receive equal pay, as set out in the Equality Act 2010;
2. The **gender pay gap** is a measure of the difference between men’s and women’s average earnings across an organisation or the labour market. It is expressed as a percentage of men’s earnings. 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.

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 14.9% (October 2022). 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 9.44% and a mean gender pay gap of 11.78% for the year 2021.

According to the Office for National Statistics “The median is the preferred measure of average earnings as it is less affected by a relatively small number of very high earners and the skewed distribution of earnings. It therefore gives a better indication of “typical” pay than the mean.”

**Data limitations**

The data contained in this report is a snapshot of the relevant pay period; that is the pay period that includes 31st March 2022. As detailed in [the guidance](https://www.gov.uk/guidance/gender-pay-gap-reporting-data-you-must-gather#relevant-employees-full-pay-relevant-employees-and-their-gender) the data used to make the calculations includes both headcount and salary; not all staff included in the head-count data will have counted as full-pay relevant employees for the pay gap data. The data cover all employees except schools unless stated:

* 80% of the workforce has declared their ethnicity;
* 67% of the workforce has declared their disability status;
* 67% of the workforce has declared their religion or belief;
* 15% 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 2022 profile below provides a snapshot of the workforce; the data is current as of 31st March 2022. Knowsley Council’s workforce headcount was 2,743, (2957 including casual staff).

* 1,677 members of staff are full time;
* 1,058 members of staff are part time;
* 214 members of staff are casual;
* 8 of the workforce are sessional;
* 74% of the Council’s employees are female;
* Out of the 2,957 members of staff 979 (33%) are female and part-time;
* 4.8% of the workforce identify themselves as having a disability;
* 1.6% of Council employees are Black, Asian, Minority Ethnic compared to 4.71% of Knowsley residents[[2]](#footnote-3);
* 68% of the workforce have stated that they are Christian;
* 23% 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.

**Sex (Gender)**

On the snapshot date of 31st March 2022 there were 2,957 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) most of the workforce is female (73.7%).

|  |  |
| --- | --- |
|  | No. |
| Female | 2179 |
| Male | 778 |
| Total | **2957** |

**Sex (Gender and contract)**

As of 31st March 2022 Knowsley Council’s workforce headcount was 2,743 staff (2,957 including casual staff). The majority of the Council’s workforce at this date was female (74%); and the number of females who work part time is almost equal to the number that work full time (47% and 45%). 93% 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.

Out of 123 senior manager posts 5 (4.1%) are less than 36 hours, currently all but one of these are occupied by women. Using the ONS definition of full time (30 hours per week) this changes to 2 posts (1.63%). The council recently ran an Aspiring Leader programme open to all staff between grades M to Q, this amounted to 234 staff. Out of this cohort 34 (14.5%) posts are less than 36 hours, 31 (91.2%) are currently occupied by women.

**Number of council staff by gender and contract status:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sex | Casual | Full Time | Part Time | Sessional | Total |
| Female | 175 | 1019 | 979 | 6 | 2179 |
| Male | 39 | 658 | 79 | 2 | 778 |
| Total | **214** | **1677** | **1058** | **8** | **2957** |

**Pay Gap**



**Definition of Gender Pay Gap:** Nationally 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 £13.81. 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)**

Out of these, 2,721 counted as full-pay relevant employees; 2,179 were female and 778 were male.

The median hourly rate across the council for women the rate is £13.28 and for men it is £14.66, meaning there is a median pay gap of 9.41%. This is a decrease of 0.03% (from 9.44%) on the pay gap reported in the Council’s 2021 report. This is also significantly lower (i.e., better) than the national median gender pay gap of 14.9%[[3]](#footnote-4) and the Local Government pay gap of 12.2%.

Out of the 1,610 staff who work full-time for Knowsley Council, 964 are female and 646 males. The average median hourly rate for all full-time staff is £16.51. The average median hourly rate for male full-time staff is £15.15 and for female staff it is £16.70, meaning that there is a full-time median gender pay gap of -10.27%, which is interpreted as no pay gap at all.

Out of the 1,045 staff who work part time for Knowsley Council, the vast majority are female (964) with 81 men working less than full-time hours. The average median hourly rate for all part-time staff is £10.67. The median average hourly rate for male part-time staff is £10.62 and female staff is £10.68 meaning that there is a part-time gender pay gap of -0.6%. 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 £16.72, the mean average hourly pay for staff without a disability is £15.82 making a pay gap of -5.7%. The median hourly rate for staff with a disability is £14.66; the median average pay for staff who haven’t declared a disability is £14.66. This equates to a median pay gap of 0%.

**Ethnicity**

The average mean hourly pay for Black, Asian, Minority Ethnic staff £17.51, for staff who identify as White British it is £16.26 making a mean pay gap of -7.7%. The median hourly rate for Black, Asian, Minority Ethnic staff is £16.61, for staff who identify as White British it is £14.66. These equates to a median pay gap of -13%, this is interpreted as no pay gap at all.

## 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 | 571 | 83.85 |
| Male | 110 | 16.15 |
| Grand Total | **681** | 100 |

|  |  |  |
| --- | --- | --- |
|  | Number | % |
| Female | 469 | 68.97 |
| Male | 211 | 31.03 |
| Grand Total | **680** | 100 |

**Upper Middle Quartile Upper Quartile**

|  |  |  |
| --- | --- | --- |
|  | Number | % |
| Female | 495 | 72.79 |
| Male | 185 | 27.21 |
| Grand Total | **680** | 100.00 |

|  |  |  |
| --- | --- | --- |
|  | Number | % |
| Female | 445 | 65.44 |
| Male | 235 | 34.56 |
| Grand Total | **680** | 100.00 |

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. 28.8% of the Council’s female employees are in the lower quartile pay band; whereas 31.7% of the Council’s male employees are in the upper quartile pay band.

**Age**

32% 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 2021 in dark purple and the more recent figures from 2022 in pale purple.

**Number of staff by age bands.**

|  |  |  |
| --- | --- | --- |
| Age | 2021 | 2022 |
| 16-24 | 110 | 82 |
| 25-34 | 312 | 389 |
| 35--44 | 512 | 613 |
| 45-54 | 723 | 805 |
| 55-64 | 824 | 904 |
| 65+ | 119 | 164 |
| Total | **2,600** | **2,957** |

**Disability**

67% of the workforce has declared their disability status meaning that 33% are unknown. Out of the staff who have declared, 4.8% of our workforce consider themselves to be disabled, this is a reduction from 4.9% reported in 2021.

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[[4]](#footnote-5).

**Number of council staff by disability status:**

|  |  |
| --- | --- |
| Disability | No. |
| None | 1,882 |
| Unknown | 981 |
| Yes | 94 |
| Known | 1,976 |
| Grand Total | **2,957** |

**Ethnicity**

In terms of race, 80.3% of the workforce has declared their ethnicity. 1.6% of staff, employed by the council, are from a Black, Asian, Minority Ethnic background, this is less than 1.8% reported in 2021 and a return to the 1.6% reported in 2020, this may be due to the end of a number of fixed term contracts. This figure is less than the population of Knowsley which is 4.71%[[5]](#footnote-6). In order to be reflective of the local population the council would need to employ another 74 people from a Black, Asian, Minority Ethnic background.

**Number of council staff by ethnicity:**

|  |  |  |
| --- | --- | --- |
|  | No. | % |
| Black, Asian, Minority Ethnic | 37 | 1.6 |
| White | 2,317 | 98.4 |
| Total | 2,354 | 100 |

**Religion, Belief and Non-Belief**

In terms of Religion, Belief, and non-belief 67% have completed their religion and 33% of staff are classed as unknown. 67.7% of staff stated that they are Christian; 1.2% state that they belong to another religion or belief that isn’t Christianity and 23% stated that they have no religion. According to the 2021 Census 66.6% of Knowsley residents identify as Christian, with 27.2% stating they have no religion and 1.4% identifying as a religion other than Christianity, meaning the workforce is broadly reflective of the local population.

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

|  |  |  |
| --- | --- | --- |
|  | No. | % |
| No Religion | 449 | 22.53 |
| Christian | 1,349 | 67.69 |
| Non-Christian | 24 | 1.20 |
| Prefer not to say | 171 | 8.58 |
| Total | **1,993** |  |

**Leavers**

A total of 725 people left employment with the council between 1st April 2021 and 31st March 2022. Of the leavers 72% were female and 28% were male. 48% of leavers’ ethnicity was unknown, and 2.9% (n=11) were from a Black, Asian, Minority Ethnic background. 59% of leavers were unknown in relation to disability; out of those whose disability status was known, 2% were disabled, this equates to 17 people. 72% of leavers hadn’t disclosed their religion; 3% (n=6) of leavers stated that they belonged to a religion that wasn’t Christianity.

Staff turnover for 21/22 was 24.9%. Turnover of Black, Asian, and Minority Ethnic staff was 22.5%, turnover of disabled staff was 14.7% and for female staff was 24% all of these are lower than the general staff turnover.

|  |  |  |
| --- | --- | --- |
| Reason for Leaving | No | % |
| Death in service | 11 | 1.52 |
| Disciplinary | 3 | 0.41 |
| Early Retirement | 33 | 4.55 |
| End of Temp/Fixed Term Contract | 90 | 12.41 |
| Ill Health | 11 | 1.52 |
| Medical Incapability | 12 | 1.66 |
| Normal Retirement | 59 | 8.14 |
| Redundancy (compulsory) | 6 | 0.83 |
| Resignation | 479 | 66.07 |
| Settlement agreement | 21 | 2.90 |
| Grand Total | **725** | **100.00** |

**Recruitment and Selection**

Between 1st April 2021 and 31st March 2022 KMBC received 3237 applications for employment; this is a dramatic increase to the number reported in the 2020/21 report (1837), this is the first year that all of the data has been collated through [online applications](https://knowsleyjobs.jgp.co.uk/) and also the first year that we have been able to report on gender identity and sexual orientation. Overall, the likelihood of being shortlisted is 42% and the likelihood of being appointed after shortlisting is 31%. The overall likelihood of being appointed from application is 13%.

**Disability**

Out of all applications received 99.7% completed the disability section of the questionnaire. Applicants who identified as having a disability represented 6.15% of all applications, this is an increase of 1.15% from 2022. Out of those who were short-listed 5.3% declared a disability and 5.7% of those who were appointed, the latter is an increase of 4% on 2021 figures. The likelihood of being short-listed if you have a disability is 36% compared to 42% if a candidate isn’t disabled. The likelihood of being appointed following shortlisting is 33% compared to 31% if you don’t have a disability. The likelihood of being appointed from application is 12% if a person identifies as disabled and 13% if a person isn’t disabled. These figures are comparable.

**Ethnicity**

98% of applicants completed the ethnicity questionnaire. 8.4% of all applications received were from people from a Black, Asian, Minority Ethnic background, this is a 2% increase on 2021 figures and 3.7% over the Black, Asian, Minority Ethnic population in Knowsley which is 4.71%[[6]](#footnote-7). This illustrates that the council is attracting applications from people from a diverse range of backgrounds.

Out of the applications that were shortlisted 6.8% were from a Black, Asian, Minority Ethnic background; out of those that were appointed 3.36% were from a Black, Asian, Minority Ethnic background, both are an increase on the 2021 figures of 4.6% and 2.9% respectively. The likelihood of being shortlisted if you have a Black, Asian, Minority Ethnic background is 34% this is an increase of 10%, however the likelihood of then being appointed is 16% which is a 6% reduction from 2021. The success rate for people who were appointed from a White British background was 42.7% and 32.7%. The likelihood of being appointed from application is 5.3% for a candidate from a Black, Asian, Minority Ethnic background and 14% for a candidate who was White British.

**Gender Identity**

This is the first year that gender identity has been a question on the application form 97.4% of applicants completed the information. The numbers of people applying for jobs whose identity differs for the one which they were assigned at birth are too low to report, however there is no indication that they are at a disadvantage.

**Sex (Gender)**

In terms of sex 61% of applications received were from women, 65% of those shortlisted and 70% of those appointed. The success rates were as follows: likelihood of a female being short-listed 45%, likelihood of a male being shortlisted 37%; likelihood of being appointed from short-listing 34% for females and 27% for males. The likelihood of being appointed from application is 15% for a woman and 10% for a man. All of these figures are an increase for females from the 2021 report.

**Sexual Orientation**

This is the first year that sexual orientation has been a question on the application form 98.4% of applicants completed the information. Candidates who identified as Lesbian, Gay or Bisexual (LGB) made up 7% of applications, 6% of those shortlisted and 6% of those appointed. The likelihood of being shortlisted if you identify as LGB is 35% compared to 43% if you identify as straight/heterosexual. The likelihood of being appointed after shortlisting if you are LGB is 32% and from application to appointment is 11%, compared to 32% and 14% if you identify as straight.

**Religion, Belief and Non-Belief**

Of all applications received 98% completed the religion section of the questionnaire. Applicants who identified as having a religion that wasn’t Christianity made up 6.5% of applications received and 5% of those short listed an increase of 1.5% and 2% respectively on 2021 figures. They made up 4.1% of those who were appointed, a similar figure as reported last year. The likelihood of being shortlisted if a candidate identifies as non-Christian is 32% compared to 44% for a candidate that identifies as Christian. The likelihood of being appointed from shortlisting is 25% as a non-Christian and 32% as a Christian. The likelihood of being appointed from application is 8% if a person identifies as a religion other than Christian and 14% for candidates who identify as Christian. The likelihood of being successful if you have no religion is the same as the overall success rate.

The table below shows the chances of being shortlisted, and then appointed after shortlisting and from the point of application. Black, Asian, Minority Ethnic and religions that are non-Christian show the biggest gaps.

|  |  |  |  |
| --- | --- | --- | --- |
| **Protected Characteristic:** | **Chance of being shortlisted** | **Chance of being appointed following shortlisting** | **Chance of being appointed from application** |
| Overall | 42% | 31% | 13% |
| Disability | 36% | 33% | 12% |
| Black, Asian, Minority Ethnic | 34% | 16% | 5% |
| Female | 45% | 34% | 15% |
| Non-Christian | 32% | 25% | 8% |
| No Religion | 42% | 31% | 13% |
| LGB | 35% | 32% | 11% |

**Rates of Promotion**

Although, the application form does ask if a candidate is internal or external, it doesn’t indicate if the post is a promotion, change of career or redeployment. The provider is unable to provide us with this detail we are working on making sure that we can report on it again next year.

**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 is on course to finish in December 2022. The figures show that 1.9% of staff that accessed training identified as Black, Asian, Minority Ethnic; 3.9% identified as disabled; 74% were female and 2.6% identified as belonging to a religion other than Christianity. The number of staff attending training is steady across age.

**Maternity**

During 2021/22 167 women had a period of maternity leave and returned, 3 employees took shared parental leave. Without going into everyone’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. [Government research](https://gender-pay-gap.service.gov.uk/actions-to-close-the-gap/promising-actions) suggests that encouraging take up of shared parental leave can help to reduce the Gender Pay Gap.

**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%) have been employed for less than 5 years 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 | 1,019 | 34.5 |
| 5-9 | 345 | 11.7 |
| 10-14 | 363 | 12.3 |
| 15-19 | 510 | 17.2 |
| 20-24 | 321 | 10.9 |
| 25-29 | 127 | 4.3 |
| 30-34 | 159 | 5.4 |
| 35-39 | 72 | 2.4 |
| 40-44 | 35 | 1.2 |
| 45+ | 6 | 0.2 |
| Grand Total | **2,957** | **100.0** |

**Employee Relations**

From 1 April 2021 to 31st March 2022 there were no grievances that were raised as, ableist, homophobic or sexist, one grievance was raised that was cited use of racist language, this resulted in disciplinary action in the form of a dismissal. There were no actions that were subject to discipline relating to homophobia, sexism or to ableism.

From 1 April 2021 to 31st March 2022 – 15 grievances were lodged 10 were logged by women, 5 by men, one identified as disabled and 1 from a mixed ethnic background.

From 1 April 2021 to 31st March 2022 - 16 employees were subject to disciplinary action. 8 were female, none of the females identified as disabled and none identified as being from a Black, Asian, Minority Ethnic background. Of the 8 males, 0 males identified as disabled and none of the males identified as being from a Black, Asian, Minority Ethnic background. 5 of the cases resulted in dismissal, 1 female and 4 males.

**Elected Officials**

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

* 55% are male, 45% female.
* 5% are from a Black, Asian, Minority Ethnic background;
* 73% are Christian, 27% have no religion;
* 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 politics.

1. Revised (second) edition, 19 December 2011 [↑](#footnote-ref-2)
2. 2021 Census [↑](#footnote-ref-3)
3. Reported by the Office for National Statistics as of October 2022 [↑](#footnote-ref-4)
4. 2021 census detail not yet available for disability [↑](#footnote-ref-5)
5. Based on data taken from the 2021 Census. [↑](#footnote-ref-6)
6. 2021 census [↑](#footnote-ref-7)