

# Knowsley Metropolitan Borough Council Workforce Monitoring Report 2018

## 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 for 2017. Following the first report it was decided that we would complete the 2018 Gender Pay Gap report in autumn 2018 so that its findings could be used to support the council’s pay policy statement. Both reports are available along with previous workforce monitoring reports on [our website](#).

### **Equality Act 2010**

Under the Equality Act 2010 specific duty - “Equality information and the equality duty: A guide for public authorities”<sup>1</sup>, 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;

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<sup>1</sup> Revised (second) edition, 19 December 2011

- 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](#))
- 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 30<sup>th</sup> March 2018:

- 82% of the workforce has declared their ethnicity;
- 72% of the workforce has declared their disability status; and
- 74% of the workforce has declared their religion or belief;
- 40% 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 only counted if it 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.
- The new training module of the HR and Payroll system was implemented in 2016/17 and has been undergoing development since then. Currently, the module is undergoing further development which, once complete, will enable reporting on access to training by the protected characteristic groups. It is anticipated that this information will be available for the March 2020 dataset and as such will be published by March 2021.
- Throughout the report the numbers of “unknowns” are subtracted from the total before the percentages can be calculated.

## Workforce Profile

### Headline figures

The 2018 profile below provides a snapshot of the workforce; the data is current as of 31<sup>st</sup> March 2018. Knowsley Council currently employs 2,868 staff, not including teachers:

- 1,503 members of staff are full time;
- 932 members of staff are part time;
- 422 members of staff are casual;
- 11 members of staff are sessional;
- 72% of the Council's employees are female;
- Out of the 2868 members of staff 1202 (42%) are female and part-time;
- 5% of the workforce identify themselves as having a disability;
- 2% of Council employees are BME compared to 2.57% of Knowsley's working age residential population<sup>2</sup>;
- 67% of the workforce have stated that they are Christian;
- 23% of the workforce have stated that they have no religion or belief; and
- 32.5% is aged 45-54.

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<sup>2</sup> 2011 Census

## 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 £12.59. 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 £12.07 and for men it is £13.35 meaning there is a pay gap of 9.61%. This is a decrease of 2.01% (from 11.62%) on the pay gap reported in the Council's 2017 report and is significantly lower (i.e. better) than the national median, gender pay gap of 18.4%<sup>3</sup>. When comparing full-time staff by gender the median pay gap is -9.5%, which means there is no pay gap; and when comparing part-time staff by gender the median pay gap is <-1%.

The average mean hourly rate across the council is £14.30; the rate for women is £13.58 and the rate for men is £16.21, meaning there is a pay gap of 16.21%. When comparing full-time staff by gender the mean pay gap is 1.8% and when comparing part-time staff by gender the mean pay gap is 2.9%. The council's complete [Gender Pay Gap Report 2018](#) is also available.

**Disability**

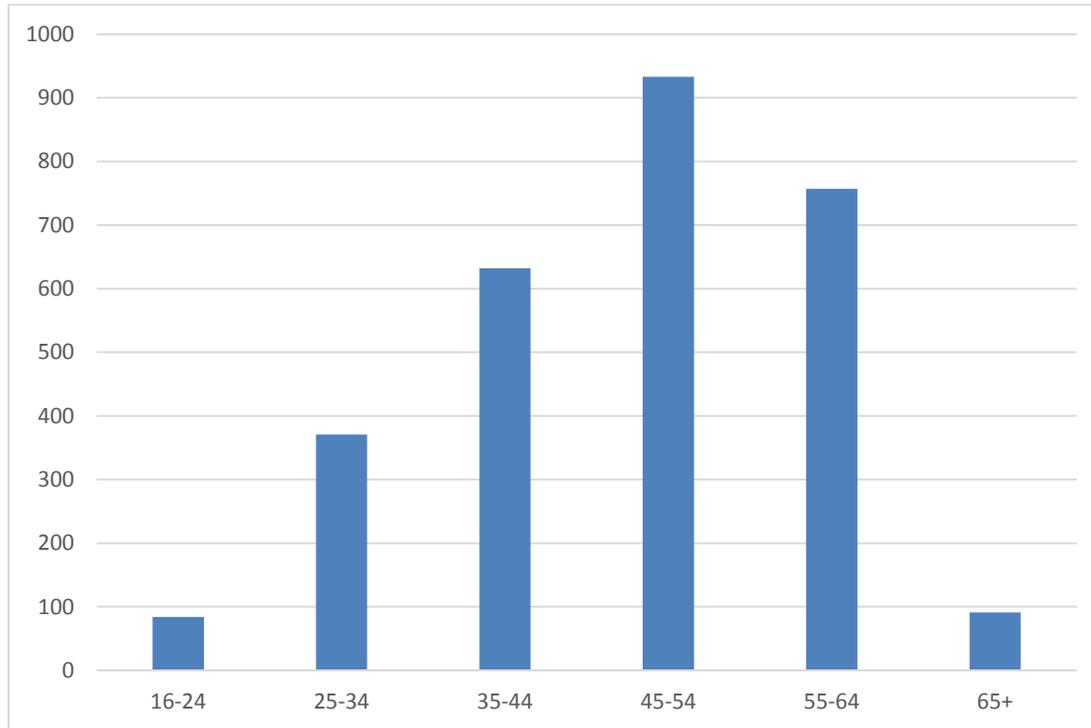
For disability the mean average hourly pay for staff with a disability is £14.53, the mean average hourly pay for staff without a disability is £14.16 making a pay gap of -2.61%. The median hourly rate for staff with a disability is £13.29; the median hourly for staff who haven't declared a disability is £12.87. This equates to a median pay gap of -3.26%.

**Ethnicity**

The average mean hourly pay for BME staff £16.31, for non-BME staff it is £14.78 making a pay gap of -10.37%. The median hourly rate for BME staff is £15.62, for non BME staff £13.30. This equates to a pay gap of -17.46%.

## Age

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

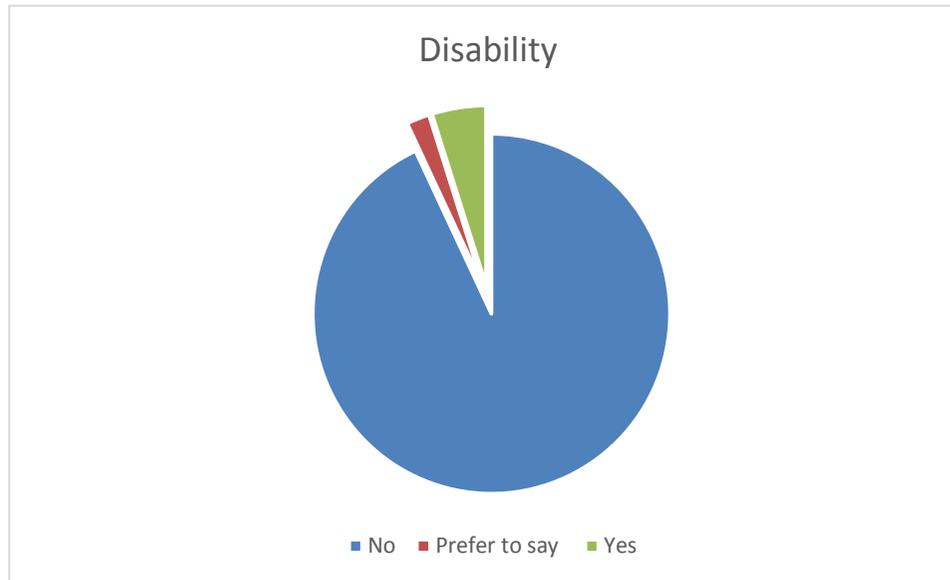


Age	No.	%
16-24	84	2.93
25-34	371	12.94
35-44	632	22.04
45-54	933	32.53
55-64	757	26.39
65+	91	3.17
Grand Total	2868	100

## Disability

72% of the workforce has declared their disability status meaning that 28% are unknown; if casual and sessional staff are not included the unknowns reduce to 22%. Out of the staff who have declared, 4.9% 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:



	No.	%
No	1916	93.0
Prefer to say	43	2.1
Yes	101	4.9
<b>Grand Total</b>	<b>2060</b>	<b>100.0</b>

## Gender (sex)

As of 31<sup>st</sup> March 2018 Knowsley Council's workforce headcount was 2,868 staff. The majority of the Council's workforce at this date was female (72%); and the majority of female employees work part-time 42%. 92% 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:



Position Status	Female	Male	No.
Casual	335	87	422
Full Time	876	627	1503
Part Time	860	72	932
Sessional	7	4	11
<b>Grand Total</b>	<b>2078</b>	<b>790</b>	<b>2868</b>

## Sex (Gender) – Quartile Distribution

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

### Lower Quartile

	Number	%
Female	567	86.7
Male	87	13.3
<b>Grand Total</b>	<b>654</b>	<b>100.0</b>

### Lower Middle Quartile

	Number	%
Female	460	70.4
Male	194	29.6
<b>Grand Total</b>	<b>654</b>	<b>100</b>

### Upper Middle Quartile

	Number	%
Female	463	70.8
Male	191	29.2
<b>Grand Total</b>	<b>654</b>	<b>100</b>

### Upper Quartile

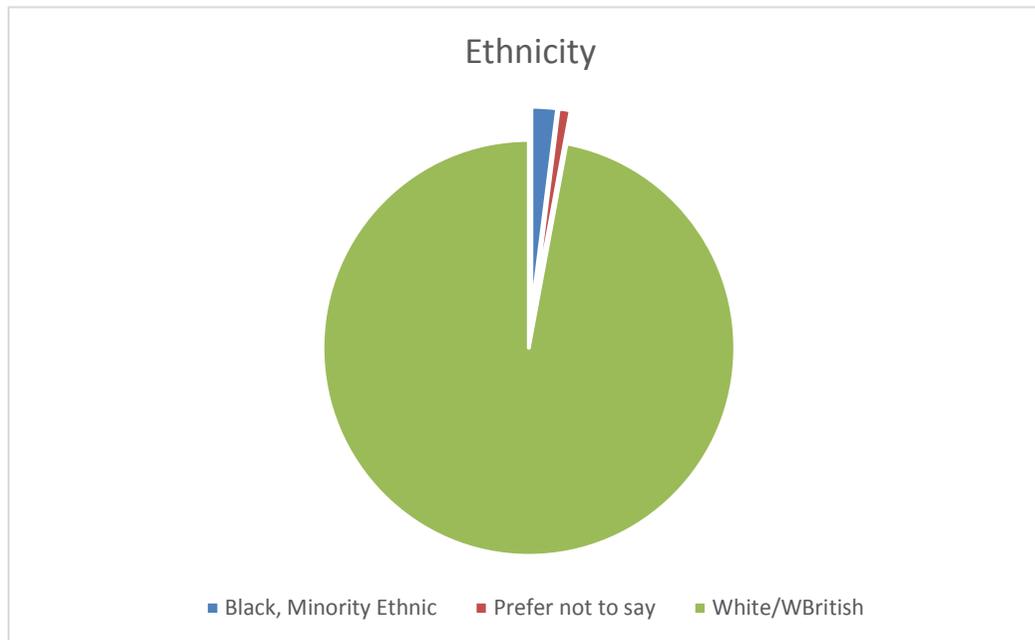
	Number	%
Female	407	62.2
Male	247	37.7
<b>Grand Total</b>	<b>654</b>	<b>100</b>

The data shows there are substantially more female employees in the lower quartiles than male employees. 21% of the Council's female employees are in the upper quartile pay band; whereas 34.4% of the Council's male employees are in the upper quartile pay band.

## Ethnicity

In terms of race, 82% of the workforce has completed an ethnic monitoring questionnaire. 2% of staff, employed by the council, are from a Black and Minority Ethnic (BME) background. This is an increase of 0.4% on 2014 but is less than the 2.57% of Knowsley residents that are of working age<sup>4</sup>. In order to be reflective of the local population the council would need to employ another 15 people from a BME background.

### Number of council staff by ethnicity:



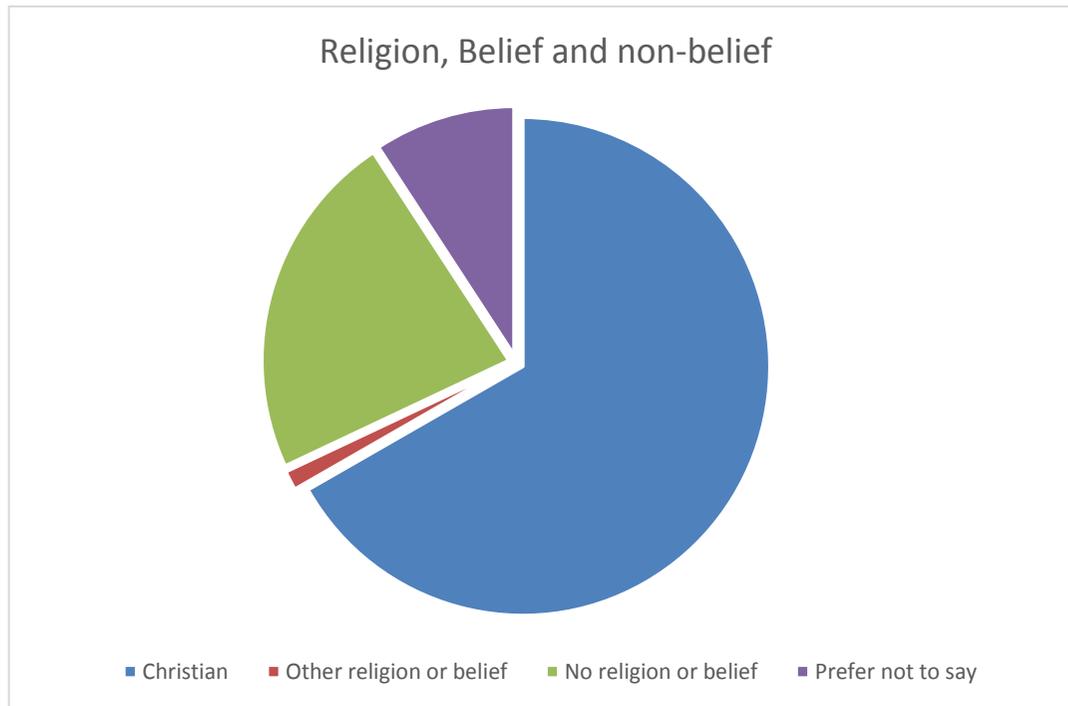
Ethnicity	No.	%
Black, Minority Ethnic	47	2.00
Prefer not to say	22	0.93
White/WBritish	2286	97.07
<b>Grand Total</b>	<b>2355</b>	<b>100</b>

<sup>4</sup> Based on data taken from the 2011 Census.

## Religion, Belief and Non-Belief

In terms of Religion, Belief and non-belief 26% of staff are classed as unknown. 67% of staff stated that they are Christian; 1.3 % state that they belong to another religion or belief that isn't Christianity and 23% stated that they have no religion.

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



Religion, Belief, non-belief	No.	%
Christian	1414	66.8
Other religion or belief	27	1.3
No religion or belief	481	22.7
Prefer not to say	196	9.3
<b>Grand Total</b>	<b>2118</b>	<b>100</b>

## Leavers

A total of 322 people left employment with the council between 1<sup>st</sup> April 2017 and 31<sup>st</sup> March 2018. Of the leavers 66% were female. 29.5% of leavers' ethnicity was unknown, and 3.5% were from a BME background. 47% of leavers were unknown in relation to disability; out of those whose disability status was known, 5.8% were disabled. 3 staff were made compulsorily redundant in 2018. 39.1% of leavers hadn't disclosed their religion; 1.9 of leavers stated that they belonged to a religion that wasn't Christianity.

Reason for leaving	No.	%
Compromise agreement	2	0.62
Death in service	6	1.86
Misconduct	8	2.48
Early Retirement	2	0.62
Early retirement + voluntary severance	16	4.97
End of Temp/Fixed Term Contract	13	4.04
Ill Health	25	7.76
Medical Incapability	29	9.01
Normal Retirement	8	2.48
Redundancy (compulsory)	3	0.93
Resignation	198	61.49
TUPE transfer	2	0.62
Voluntary Severance	10	3.11
<b>Grand Total</b>	<b>322</b>	<b>100.00</b>

## Recruitment and Selection

During 2018 KMBC received 1662 applications for employment; this is an increase on 2017. 89% of applicants completed the ethnicity questionnaire. Overall the likelihood of being shortlisted is 32% and the likelihood of being appointed is 39%.

### Ethnicity

4.2% of applications were from people from a BME background, a very slight increase on 2017 and 1.6% over the working age BME population in Knowsley which is 2.57%<sup>5</sup>. This illustrates that the council is attracting applications from people from a diverse range of backgrounds.

Out of the applications that were shortlisted 2.33% were from a BME background; this is a success rate of 17.7%, this is a 2.3% reduction from 2017's success rate, but still higher than 2016's success rate. The success rate for people from a White British background was 32.6%. Out of those that were appointed 3.7% were from a BME background; this is a success rate of 63.6%. The success rate for people who were appointed from a non-BME background was 40%. The likelihood of being appointed from application is 11.3% for a candidate from a BME background and 12.8% for a candidate who was White British.

### Sex (Gender)

In terms of sex 63% of applications received were from women, 59.5% of those shortlisted and 72% of those appointed. The success rates were as follows: likelihood of a female being short-listed 30.1%, likelihood of a male being shortlisted 34.2%; likelihood of being appointed from short-listing 43.1% for females and 33.3% for males. The likelihood of being appointed from application is 13% for a woman and 11.4% for a man.

### Disability

Out of all applications received 94.4% completed the disability section of the questionnaire. Applicants who identified as having a disability represented 4.3% of all applications, 5.97% of those who were shortlisted and 5.92% of those who were appointed. The likelihood of being short-listed if you have a disability is 43% compared to 32% if a candidate isn't disabled.

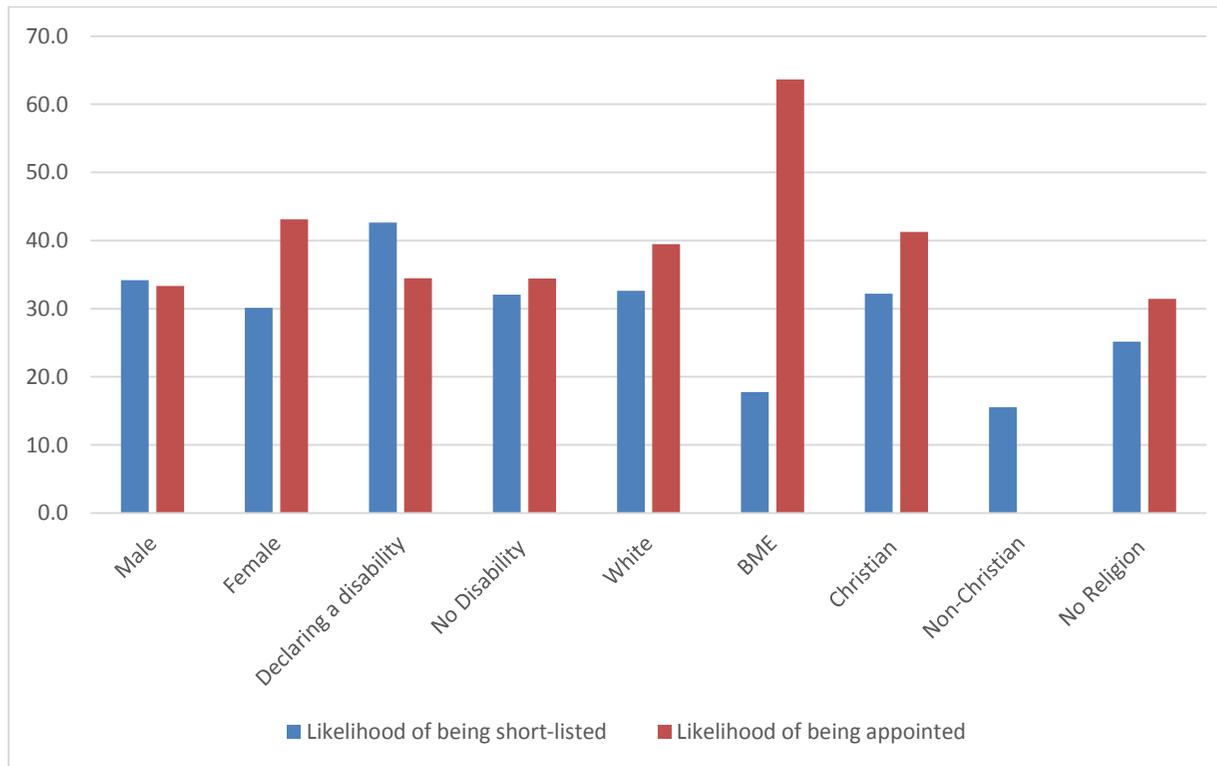
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<sup>5</sup> 2011 Census

The likelihood of being appointed following short-listing if a candidate is disabled is 34.48% and 39% if a candidate isn't disabled. The likelihood of being appointed from application is 11% if a person identifies as disabled and 12% if a person isn't disabled, this gap has been reduced by 4% from last year's report.

### Religion, Belief and Non-Belief

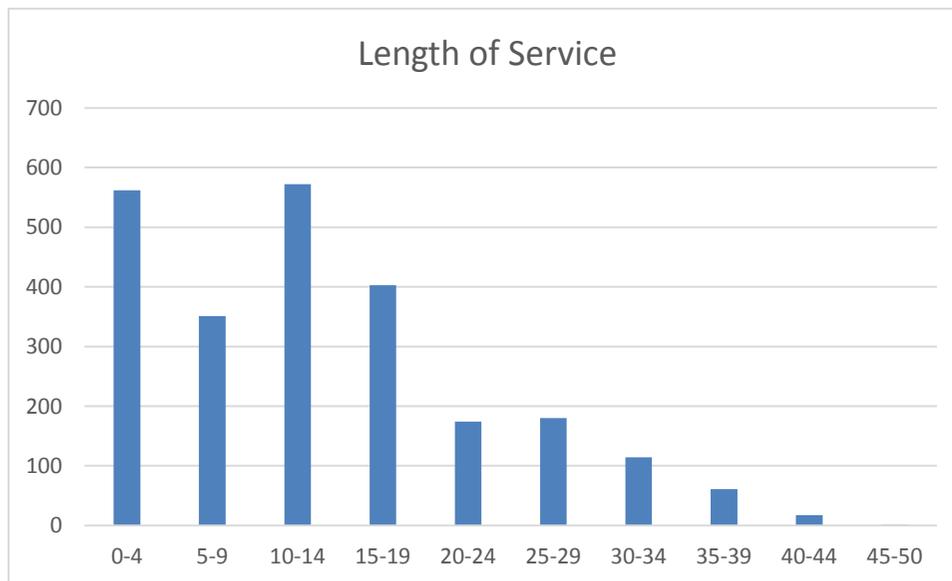
Of all applications received 85% completed the religion section of the questionnaire. Applicants who identified as having a religion that wasn't Christianity made up 4.1% of applications received; 2.17% of those short listed and 0 applicants who identified as being non-Christian were appointed. The likelihood of being shortlisted if a candidate identifies as non-Christian is 15.5% compared to 32.2% for a candidate that identifies 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 60% for short-listing and 45% at application compared with 28% and 38% respectively for external candidates, however these figures could reflect the council's policy to find suitable posts for those employees facing redundancy. There are also some posts which are only advertised internally due to their short or fixed term nature.

### Length of service

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 (24%) have been employed for between 10 and 15 years' service; with 23% 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.



## **Maternity**

During 2018 59 women had a period of maternity leave and returned, there was one application for shared parental leave from a male member of staff. 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 2018 Knowsley MBC has 45 elected officials. Of these:

- 55% are male, 45% female;
- There are no councillors from BME background;
- 59% are Christian, 29% have no religion; 3% are Jewish;
- 32% 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.