



Knowsley Council



2015 Workforce Monitoring Report

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 and disability since 2000; however we do not currently monitor gender identity or sexual orientation. Press for Change, a Trans awareness organisation, do not currently recommend asking staff their gender identity but instead to try and gather information regarding problems people may encounter through other means. It is therefore necessary for KMBC to show itself as a Trans-friendly employer in other ways.

Stonewall a national LGBT charity, recommend monitoring the workforce by sexual orientation but suggest that LGB staff are consulted before this is done. After extensive consultation with Knowsley LGBT Forum it was decided that sexual orientation would not be added to the current

equality and diversity monitoring form. The council has upgraded HR systems in 2013 and the new system has a secure field that could be used to monitor sexual orientation.

At the moment there are no plans to carry out a workforce wide staff satisfaction survey, so we are unable to report on staff satisfaction levels across the protected characteristics.

Equality Act 2010

Under the Equality Act 2010 specific duty - “Equality information and the equality duty: A guide for public authorities”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;
- 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

¹ Revised (second) edition, 19 December 2011

- 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 December 2015:

- 86.3% of the workforce has declared their ethnicity;
- 78% of the workforce has declared their disability status; and
- 78% of the workforce has declared their religion or belief.
- More than half 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.
- 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

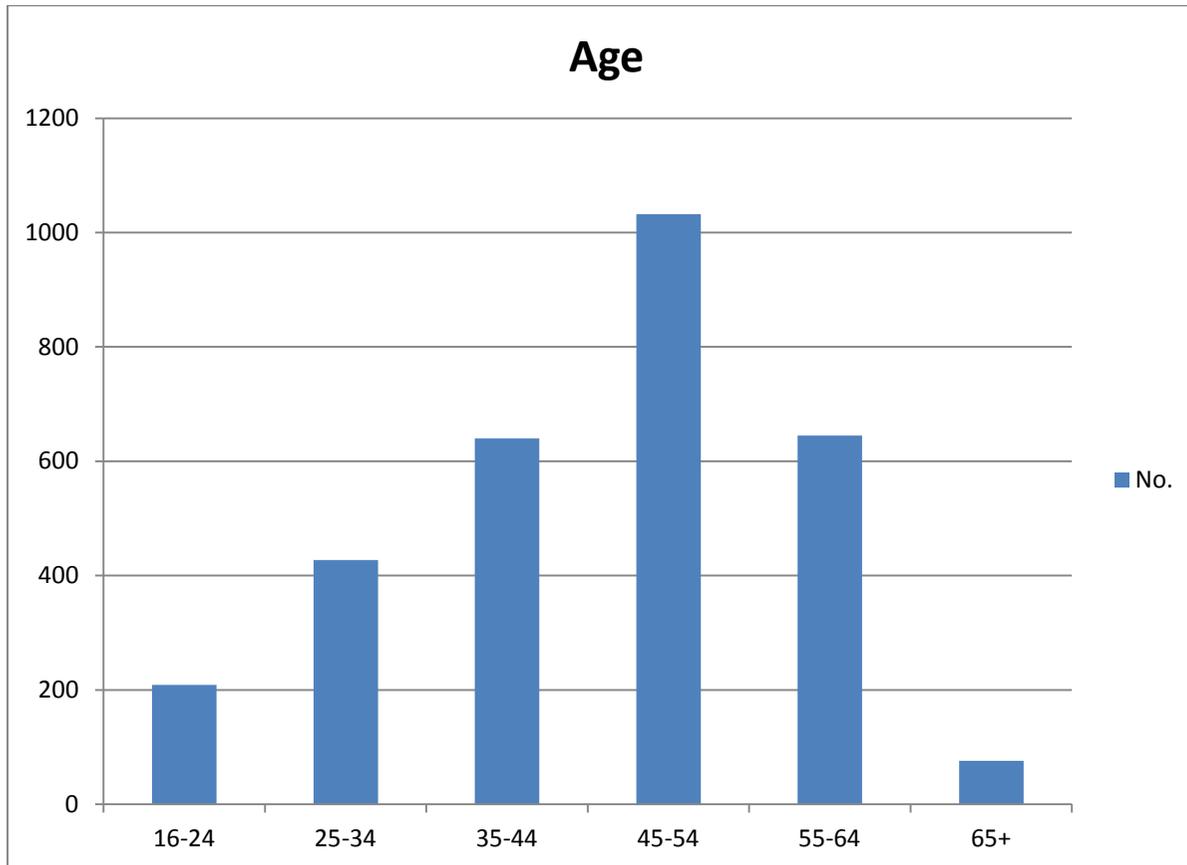
The 2015 profile below provides a snapshot of the workforce data over a 12 month period. The data is current as of 31st December 2015. Knowsley Council currently employs 3029 staff, not including teachers, compared to 3389 in 2014, 3463 in 2013, 3549 in 2012 and 3689 in 2011, a decline of 18% since 2011. The Council's headcount has decreased by 360 staff in the year 2015.

- 1502 members of staff are full time;
- 1008 members of staff are part time;
- 499 members of staff are casual;
- 20 members of staff are sessional;
- 70% of the Council's employees are female;
- Out of the 3029 members of staff 914 (30%) are female and part-time;
- 5% of the workforce identify themselves as having a disability;
- 1.5% of Council employees are BME compared to 2.57% of Knowsley's working age residential population²;
- 65% of the workforce have stated that they are Christian;
- 24% of the workforce have stated that they have no religion or belief; and
- 34% is aged 45-54.

² 2011 Census

Age

The largest group (34%) is in the age bracket 45-54; this has been the case for the last 3 year's reports.

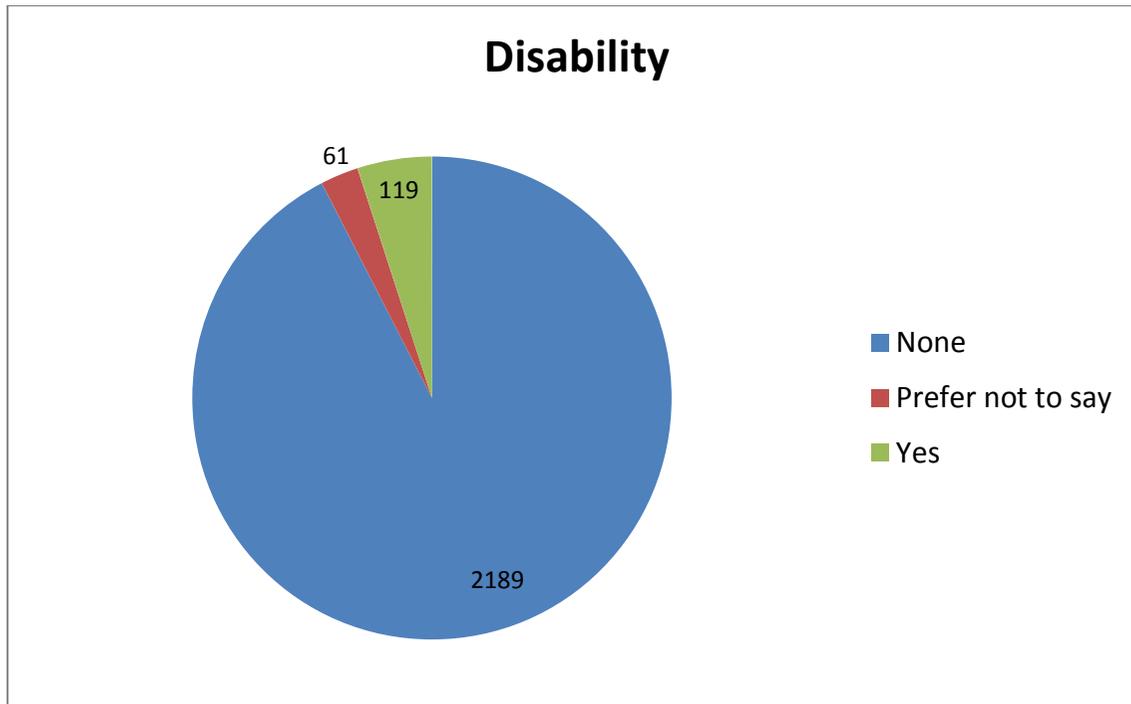


Age	No.	%
16-24	209	6.9
25-34	427	14.1
35-44	640	21.1
45-54	1032	34.1
55-64	645	21.3
65+	76	2.5
Grand Total	3029	100

Disability

78% of the workforce has declared their disability status meaning that 22% are unknown. Out of the staff who have declared, 5% 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:

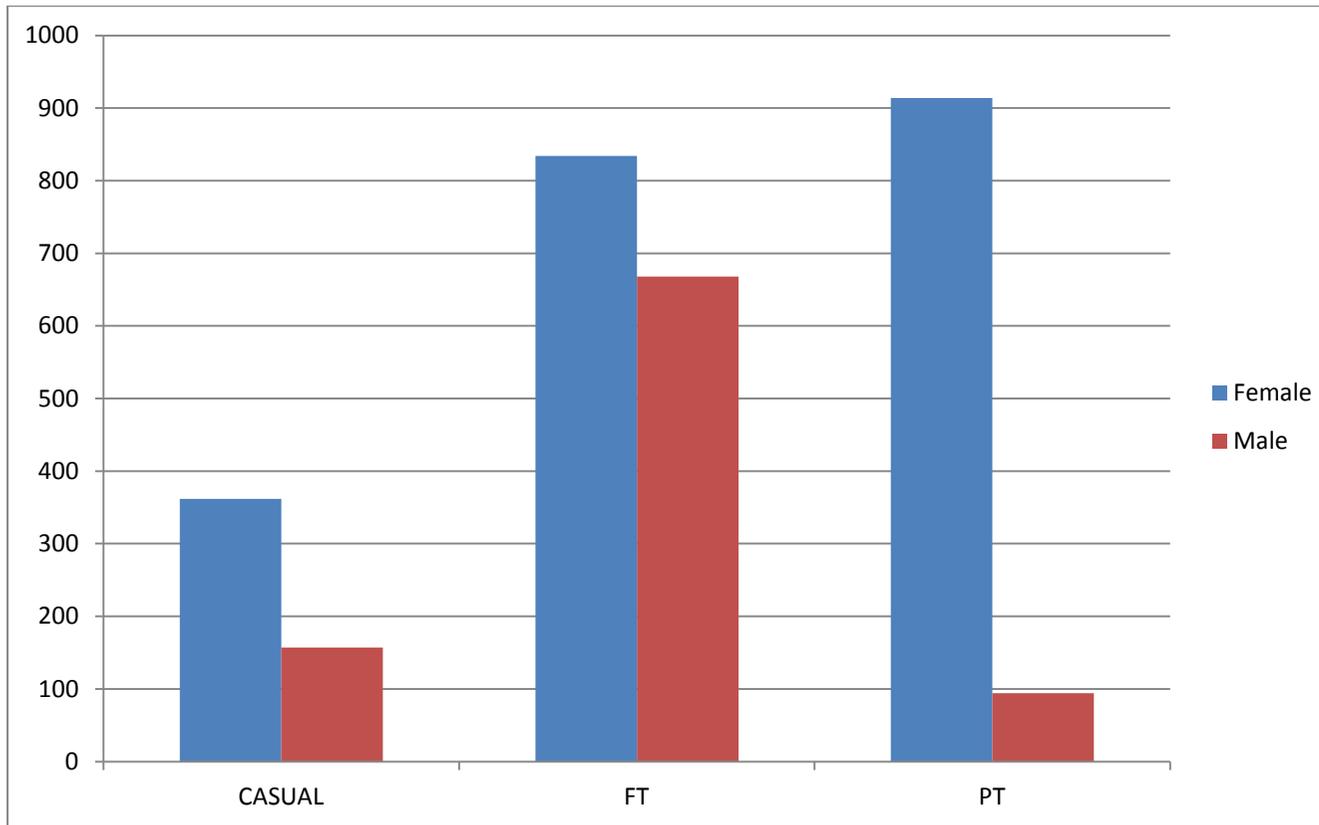


Disabled	No.	%
No	2189	92.4
Prefer not to say	61	2.6
Yes	119	5.0
Grand Total	2369	100

Sex (Gender)

The majority of the council workforce is female (70%); and the majority of them work part-time: 43% and 17% Casual. 91% of the part-time workforce is female, this highlights 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 sex and contract status:

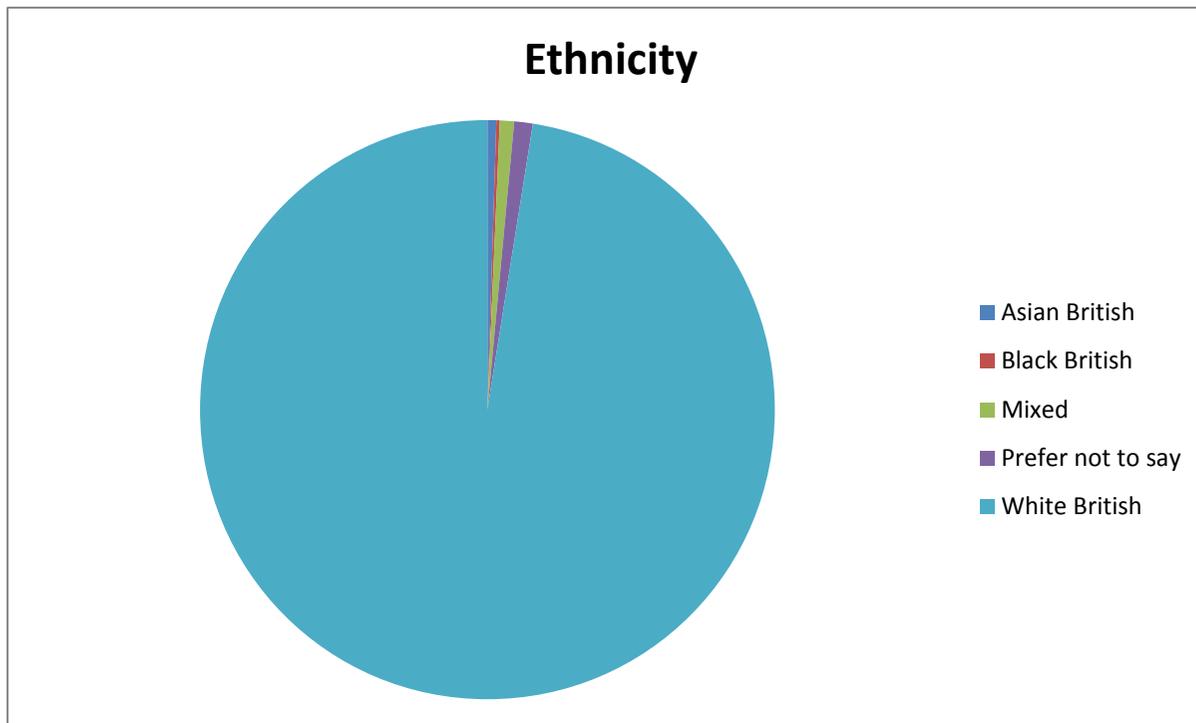


Working Pattern	Female	Male
Casual /Sessional	362	157
Full Time	834	668
Part Time	914	94
Grand Total	2110	919

Ethnicity

In terms of race, 86.3% of the workforce has completed an ethnic monitoring questionnaire. 1.5% of staff, employed by the council, are from a Black and Minority Ethnic (BME) background. This is a reduction of 1.4% on 2014 and is less than the 2.57% of Knowsley residents that are of working age³. In order to be reflective of the local population the council would need to employ another 29 people from a BME background.

Number of council staff by ethnicity:



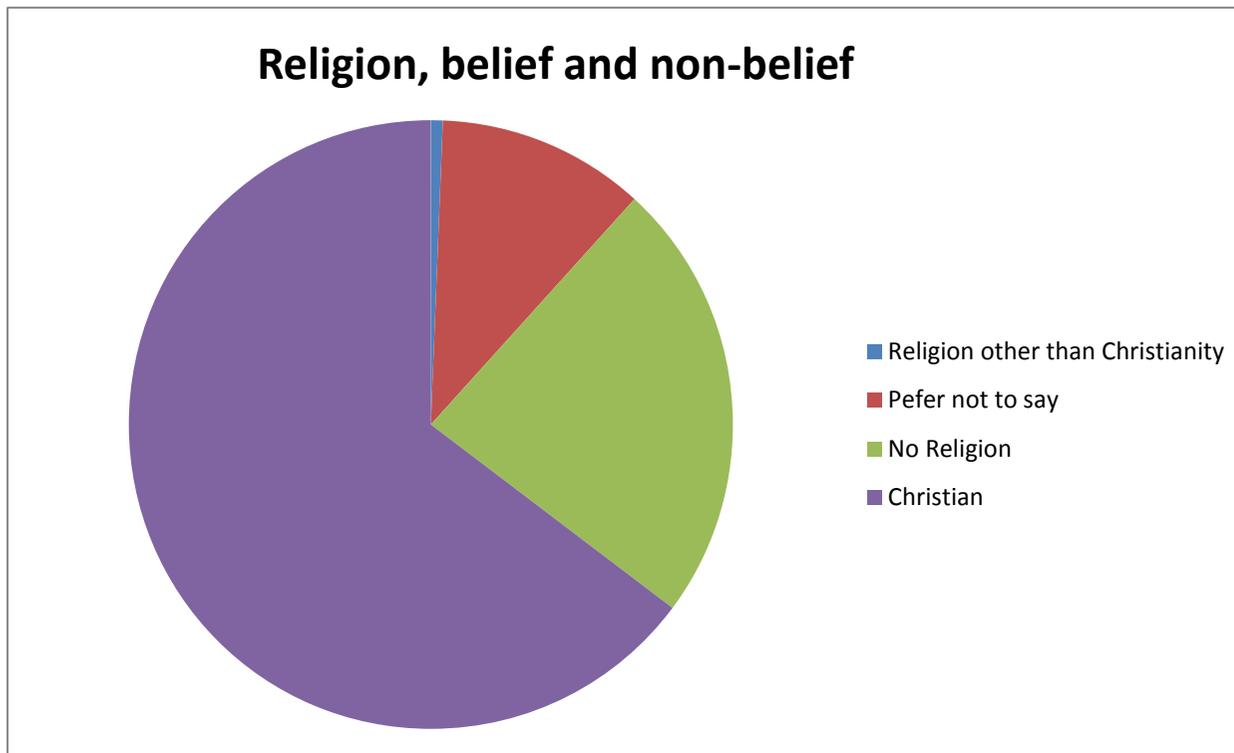
Ethnicity	No.
BME	39
Non-BME	2615
Prefer not to say	27
Total	2615

³ Based on data taken from the 2011 Census.

Religion, Belief and Non-Belief

In terms of Religion, Belief and non-belief 22% of staff are classed as unknown. 65% of staff stated that they are Christian; 0.63% state that they belong to another religion or belief that isn't Christianity and 24% stated that they have no religion.

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



Religion	No.
Religion other than Christianity	15
Prefer not to say	264
No Religion	559
Christian	1538

Recruitment and Selection

During 2015 KMBC received 1063 applications for employment; this is up 121 from 942, during 2014. 92% of applicants completed the ethnicity questionnaire. This is down slightly from 95% in 2014. Overall the likelihood of being shortlisted is 45% and the likelihood of being appointed 37%.

Ethnicity

4.6% of applications were from people from a BME background, a slight increase from 4.5% in 2014, meaning that the council is attracting a diverse range of applications. The working age BME population in Knowsley is 2.57%⁴.

Out of the applications that were shortlisted 4% were from a BME background; this is a success rate of 36%. The success rate for people from a White British background was 44%. Out of those that were appointed 1.2% were from a BME background; this is a success rate of 13%. The success rate for people who are from a non-BME background was 40%.

Sex (Gender)

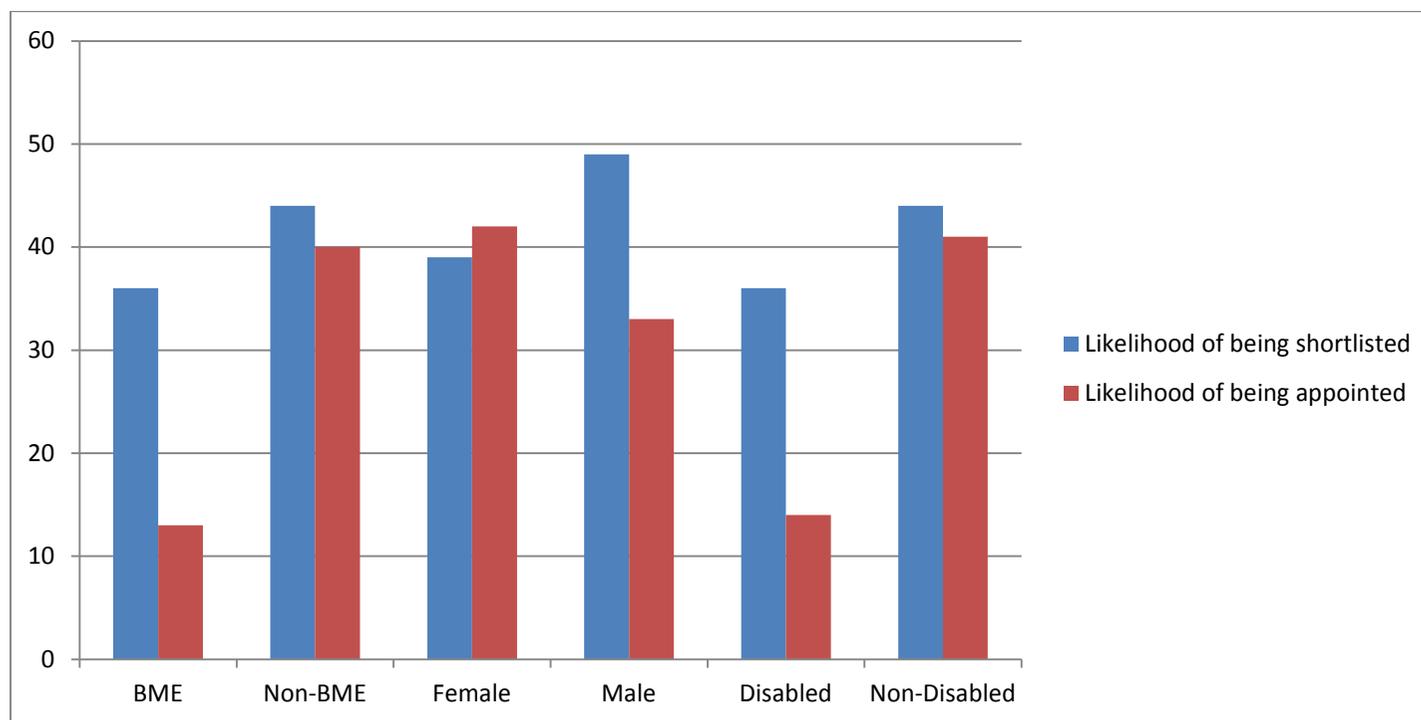
In terms of sex 62% of applications received were from women, 56% of those shortlisted and 63% those appointed. The success rates were as follows: likelihood of a female being short-listed 39%, likelihood of a male being shortlisted 49%; likelihood of being appointed from short-listing 42% for females and 33% for males.

Disability

Out of all applications received 91% completed the disability section of the questionnaire. Applicants who identified as having a disability represented 8.5% of all applications, 8.8% of those who were shortlisted and 3.2% of those who were appointed. The likelihood of being short-listed if you have a disability is 36% compared to an overall success rate of 45% and a 36% if a candidate isn't disabled. The likelihood of

⁴ 2011 Census

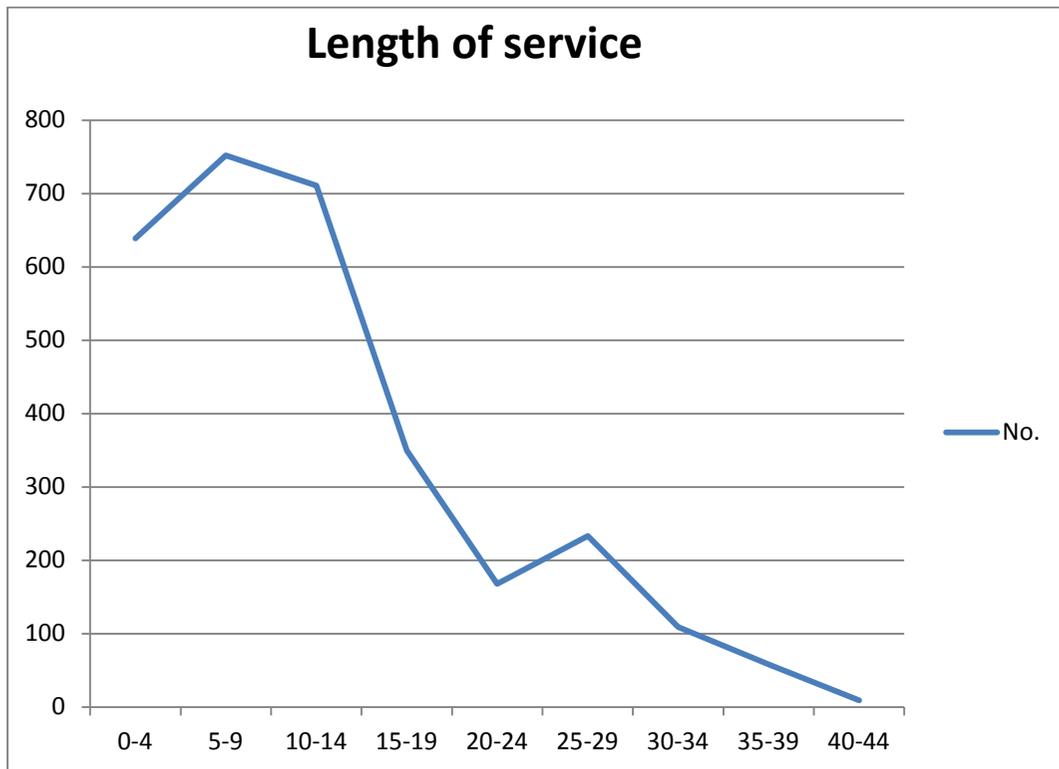
being appointed following short-listing if a candidate is disabled is 14% and 41% if a candidate isn't disabled. The likelihood of being appointed from application is 5% if a person identify as disabled and 15% if a person isn't disabled.



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 66% for short-listing and 49% at application compared with 38% and 37% 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

The majority of council staff (69%) has less than 15 years service. 25% have been employed for 5-9 years; with another 23% for 10-14 years' service; and 21% have 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	639	21
5-9	752	25
10-14	711	23
15-19	350	12
20-24	168	6
25-29	233	8
30-34	109	4
35-39	58	2
40-44	9	0.3
Grand Total	3029	100

Dignity at work

There were no grievances that were racist, sexist, homophobic or disable-ist. There were no actions that were subject to discipline relating to racism or to disable-ism and 1 related to an allegation of gender (sexual harassment). There were 5 complaints registered under the Dignity at Work Policy related to bullying or harassment but not to a particular protected characteristic.

During 2015, 9 grievances were lodged 6 were logged by women, 1 female identified as disabled and none were from BME background.

During 2015, 38 employees were subject to disciplinary action. 22 were female, 1 female identified as disabled, none were from a BME background. 18 cases involved Male employees, including 3 Disciplinary cases relating to an allegation of bullying and harassment and of those 3 cases.

The remaining 2 cases involving bullying and harassment did not relate to race, gender, disability or religion (including homophobic incidents), 2 males declared they had a disability and 1 male declared he was from a BME background. No dismissal took place.

There were 20 cases involving Female employees. Of those 20 cases, 5 related to bullying and harassment but not relating to race, gender, or religion (including homophobic incidents). However, included in the 20 cases was a Dignity at Work case which was related to disable-ism, following council procedures 2 females were dismissed. Out of the 20 cases 2 females declared that they had a disability, all identified as White British.

Elected Officials

As of March 2015, Knowsley MBC has 63 elected officials; 17 councillors completed the equality and diversity monitoring form meaning that 46 are unknown.

Of these:

- 74% are male, 24% female;
- There are no councillors from BME background;
- 65% are Christian, 18% have no religion, 6% prefer not to say and 12% unknown.
- 12% 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.