



*Knowsley Council*



# 2014 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 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), sexual orientation. Marriage and civil partnership is also a protected characteristic but reporting is not required.

Knowsley Council has been monitoring our 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. The council will be consulting with the KLGBT Forum and other staff during 2015 to decide if we should begin to ask staff to declare their 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"<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;
- 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;

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

- 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 December 2014:

- 88% of the workforce has declared their ethnicity;
- 83% of the workforce has declared their disability status; and
- 80% of the workforce has declared their religion or belief.
- The majority of the unknown are casual staff who are often only working for a few hours 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.
- In 2013 Knowsley Council changed the HR and Payroll system; the project to launch the learning and development module is currently in the implementation stage. Due to this, we are unable to provide information on how many staff access training across the protected characteristic groups during 2014. However, the system should be fully integrated for 2015 reporting.
- Throughout the report the number of “unknowns” are subtracted from the total before the percentages can be calculated.

## Workforce Profile

### Headline figures

The 2014 profile below provides a snapshot of the workforce data over a 12 month period. The data is current as of 31st December 2014. Knowsley Council currently employs 3389 staff, not including teachers, compared to 3463 in 2013, 3549 in 2012 and 3689 in 2011, a decline of 2.14% since 2013 and 8.1% since 2011. The Council's headcount has decreased by 74 staff in the year 2014.

- 1703 members of staff are full time;
- 1215 members of staff are part time;
- 471 members of staff are casual;
- 70% of the Council's employees are female;
- Out of the 3389 members of staff 1039 (33%) are female and part-time;
- 5.03% of the workforce identify themselves as having a disability;
- 1.64% of Council employees are BME compared to 2.57% of Knowsley's working age residential population<sup>2</sup>;
- 65.63% of the workforce have stated that they are Christian;
- 22.96% of the workforce have stated that they have no religion or belief; and
- 34.64% is aged 45-54.

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<sup>2</sup> Based on data taken from the 2011 Census



**Definition:** 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.

## Pay Gap

The average (median) salary of non-BME staff is £16,998, the average salary for BME staff is £23,188;

The average (median) salary for non-disabled staff is £16,999 and the average salary for disabled staff is £21,734;

- The average (median) salary for men is £21,734 and for women is £14,880;
- The average (median) full time salary for men is £23,945; the average (median) part time salary for men is £9093;
- The average (median) full time salary for women is £26,539; the average (median) salary for part-time women is £7007.78.

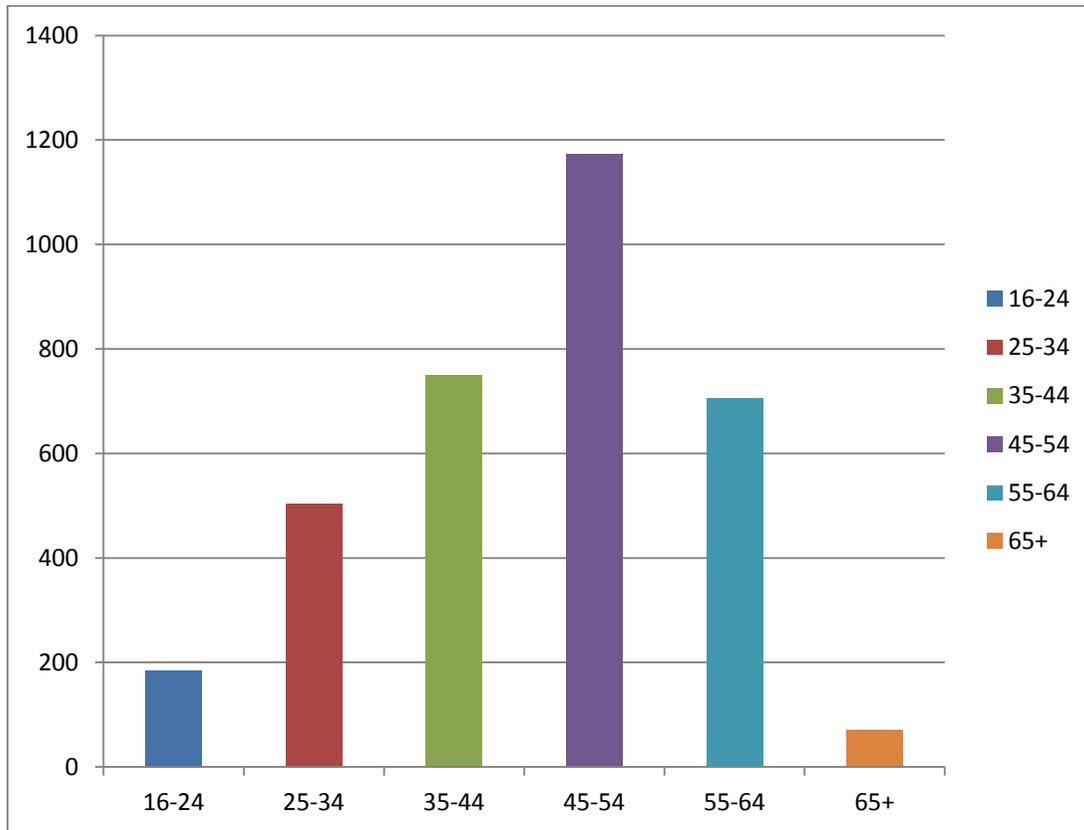
There is no BME pay gap and there is no pay gap between disabled and non-disabled staff. There is no gender full-time pay gap (the pay of full-time males and full-time females) however there is a part-time gender pay gap (the pay of part-time males and the part-time females) of 23%. The median hourly pay of men £11.58 and the median hourly pay for women is £10.29, meaning that there is a gender pay gap of 11%. This is largely due to the historical occupational segregation that means that female staff take on part-time low paid work. The national gender pay gap is 19.1%<sup>3</sup>.

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<sup>3</sup> Reported by the ONS as of December 2014

## Age

35% of the council's workforce are in the age bracket 45-54; this has been the case for the last 4 year's reports.

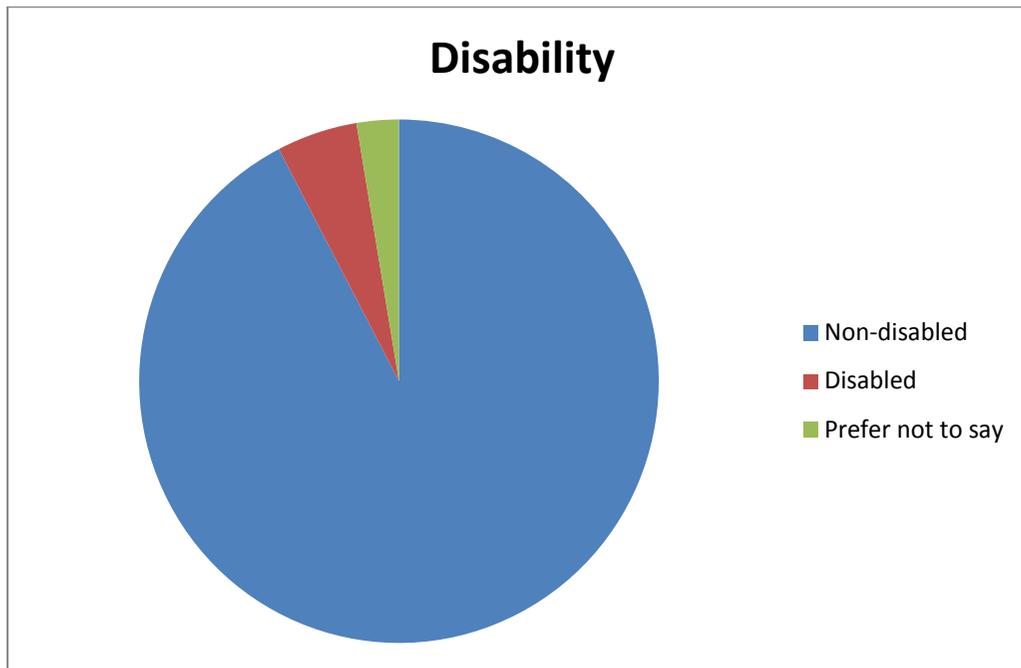


	No.	%
<b>16-24</b>	184	5.43
<b>25-34</b>	504	14.87
<b>35-44</b>	751	22.16
<b>45-54</b>	1174	34.64
<b>55-64</b>	705	20.80
<b>65+</b>	71	2.10
<b>Total</b>	<b>3389</b>	<b>100.00</b>

## Disability

83% of the workforce has declared their disability status meaning that 17% are unknown, however if casual staff are not included the unknowns reduce to 4.25%. Out of the staff who have declared, 5.03% 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:

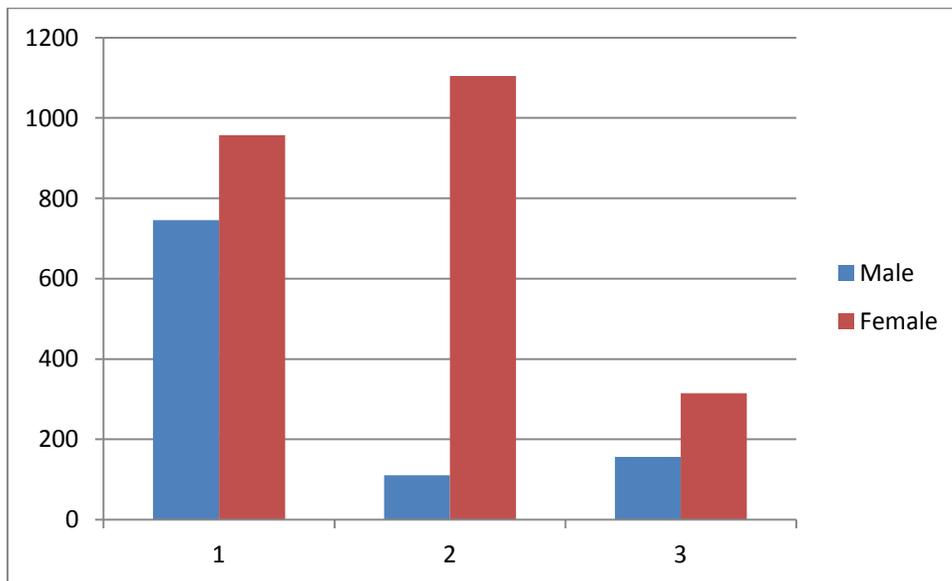


	No.	%
<b>Non-disabled</b>	2607	92.35
<b>Disabled</b>	142	5.03
<b>Prefer not to say</b>	74	2.62
<b>Unknown</b>	566	16.70
<b>Total</b>	<b>3389</b>	<b>100.00</b>

## Gender

The majority of the council workforce is female (70%); and the majority of them work part-time (44%). 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.

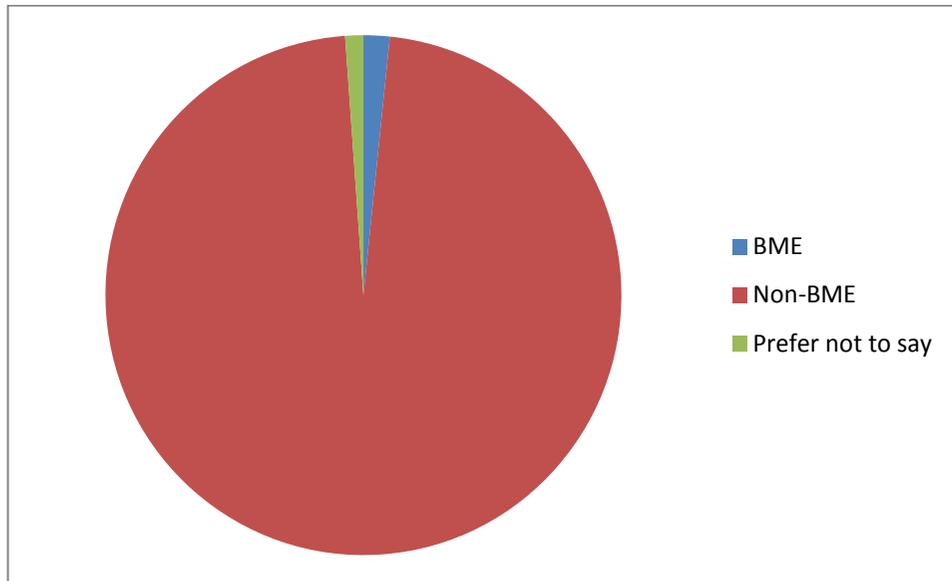
### Number of council staff by gender and contract status:



	No.	%
<b>Male</b>	1013	29.89
<b>Female</b>	2376	70.11
<b>Total</b>	<b>3389</b>	<b>100.00</b>

## Race

In terms of race, 88% of the workforce has completed an ethnic monitoring questionnaire. 1.64% 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<sup>4</sup>. In order to be reflective of the local population the council would need to employ another 28 people from a BME background.



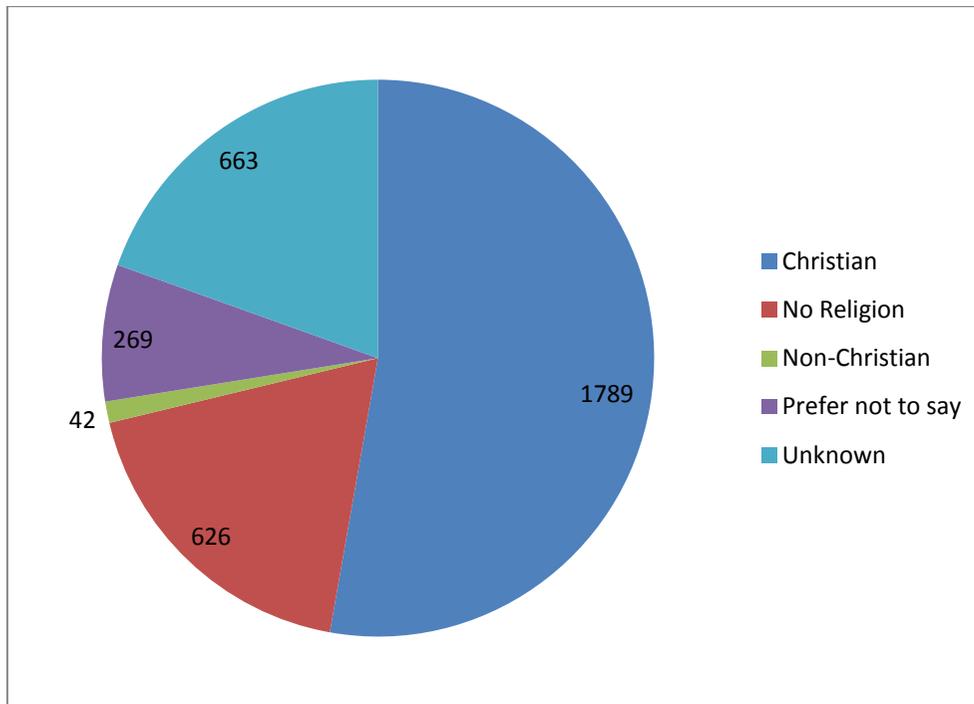
	No.	%
<b>BME</b>	49	1.64
<b>Non-BME</b>	2913	97.23
<b>Prefer not to say</b>	34	1.13
<b>Unknown</b>	393	11.60
<b>Total</b>	<b>3389</b>	<b>100.00</b>

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

## Religion, Belief and non-belief

In terms of Religion, Belief and non-belief 19.7% of staff are classed as unknown. 65.6% of staff stated that they are Christian; 1.5% 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:

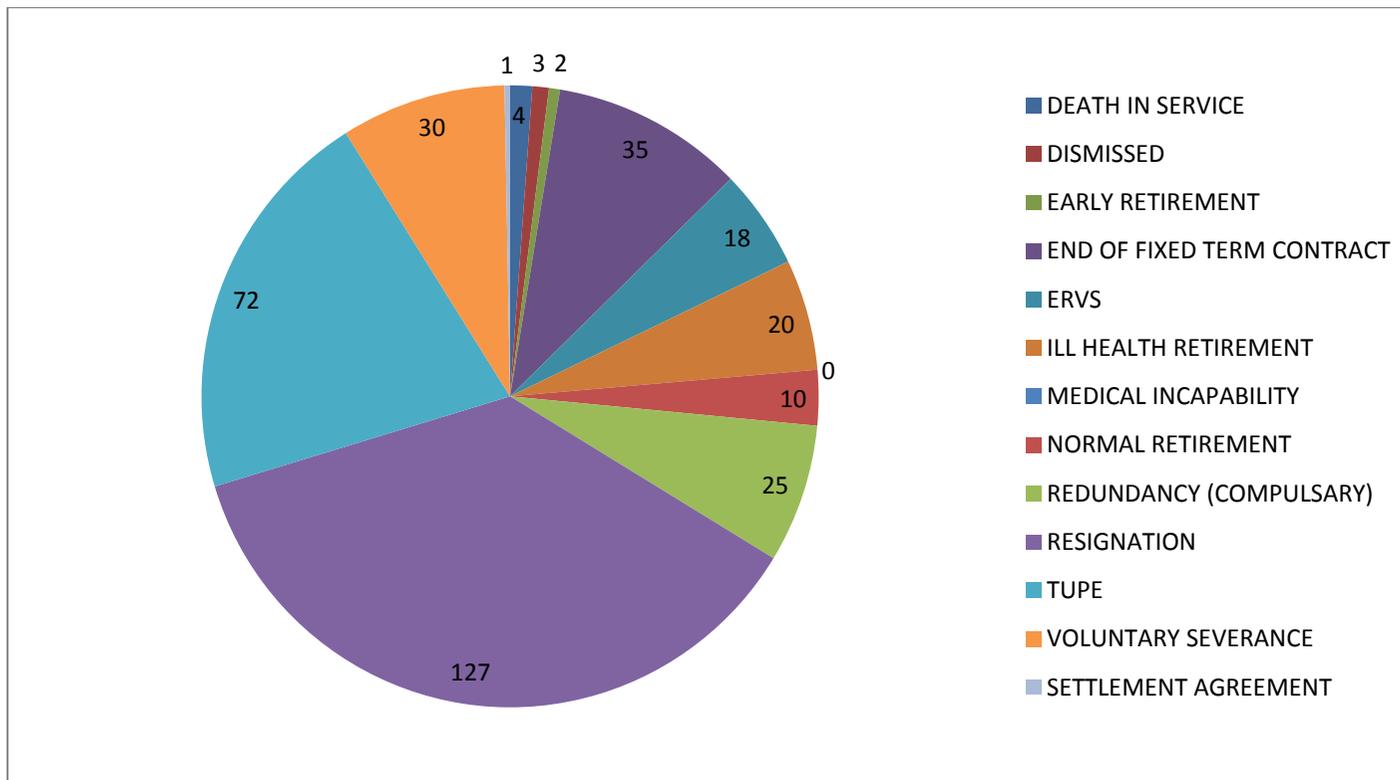


Christian	1789
No Religion	626
Non-Christian	42
Prefer not to say	269
Unknown	663
<b>Total</b>	<b>3389</b>

## Leavers

A total of 347 people left employment with the council during 2014; as the data is taken at the 31st December 2014 the headcount figures don't include the seasonal and casual staff that come and go during the year. Of the leavers 63% were female. 18.4% of leavers' ethnicity was unknown, and 2.1% were from a BME background.

24.8% of leavers were unknown in relation to disability; out of those whose disability status was known, 6.1% were disabled. 25 staff were made compulsorily redundant in 2014.



## Length of service

The majority of council staff (28.2%) has less than 5 years' service, with another 27.5% 5-10 years' service; and 27.7% have 11-20 years' service. The representation of women, BME staff and staff who consider themselves to be disabled is static across the varying lengths of service.

## Recruitment and Selection

During 2014 KMBC received 942 applications for employment; this is down from 303, during 2013. 95% of applicants completed the ethnicity questionnaire. 4.56% of applications were from people from a BME background, an increase of 1% on 2013, meaning that the council is attracting a diverse range of applications. The working age BME population in Knowsley is 2.57%<sup>5</sup>. Out of the applications that were shortlisted 2.3% were from a BME background, and of those that were appointed 1.3% were BME.

In terms of gender 65% of applications received were from women, 68.3% of those shortlisted and 75% those appointed.

Applicants who identified as having a disability represented 3.3% of all applications, 3.6% of those who were shortlisted and 2.5% of those who were appointed.

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.

## Maternity

During 2014 35 women returned from maternity leave, 1 chose not to. Without going in to each individual's personnel file it is not possible to find out if they were still in post after the 3 months that they need to return to avoid having to pay back occupational maternity pay.

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<sup>5</sup> 2011 Census

## 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, sexism or to disable-ism. There were 3 complaints registered under the Dignity at Work Policy all related to bullying or harassment.

During 2014, 10 grievances were lodged 7 out of 10 were logged by women, one person identified as disabled and none were from BME background.

During 2014, 38 employees were subject to disciplinary action. 17 were female, 1 was disabled and none were from a BME background. There were 3 cases brought under the Dignity at Work Policy, all of which were in relation to bullying and harassment. 3 cases were brought by females, 1 identified as disabled and none were from a BME background.

## Elected Officials

As of March 2014, Knowsley MBC has 63 elected officials; 21 councillors completed the equality and diversity monitoring form meaning that 42 are unknown.

Of these:

- 62% are male, 38% female;
- There are no councillors from BME background;
- 71% are Christian, 10% have no religion and 19% prefer not to say;
- 24% 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.