

Knowsley Metropolitan Borough Council Workforce Monitoring Report 2017

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. The council will be consulting with the KLGBT Forum and other staff during 2018 to decide if we should begin to ask staff to declare their sexual orientation.

At the moment there are no immediate plans to carry out a workforce wide staff satisfaction survey, so we are unable to report on staff satisfaction levels across the protected characteristics, however the Council will consider such measures, as necessary.

Gender Pay Gap Reporting

The Gender Pay Gap reporting sections of the Equality Act 2010 come into place on 1st April 2017. The regulations require Knowsley Council to report on various aspects of by 30th March 2018, in order to bring all of our workforce monitoring in line we are using the 30th March as our snapshot date. Our Gender Pay Gap report is 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”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;

¹ Revised (second) edition, 19 December 2011

- 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 2017:

- 86% of the workforce has declared their ethnicity;
- 76% of the workforce has declared their disability status; and
- 78% of the workforce has declared their religion or belief.
- 1/3 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.
- 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 winter 2016, meaning there is incomplete data in respect of the 2016/17 report to give a breakdown of who has attended training by the protected characteristic groups, however this anomaly will be rectified in the 2018 report.
- Throughout the report the numbers of “unknowns” are subtracted from the total before the percentages can be calculated.

Workforce Profile

Headline figures

The 2017 profile below provides a snapshot of the workforce; the data is current as of 30th March 2017. Knowsley Council currently employs 2,934 staff, not including teachers.

- 1,547 members of staff are full time;
- 965 members of staff are part time;
- 364 members of staff are casual;
- 58 members of staff are sessional;
- 72% of the Council's employees are female;
- Out of the 2934 members of staff 891 (30.4%) are female and part-time;
- 5% of the workforce identify themselves as having a disability;
- 1.9% of Council employees are BME compared to 2.57% of Knowsley's working age residential population²;
- 67% of the workforce have stated that they are Christian;
- 22% of the workforce have stated that they have no religion or belief; and
- 34% is aged 45-54.

² 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 hourly rate across the council is £12.75; for women the rate is £11.95 and for men it is £13.51 meaning there is a pay gap of 11.54%, This is an increase on the pay gap reported in our 2016 report, this is due to the way the 2017 guidelines changed criteria for the data set that is used to calculate the figures. It is significantly lower than that national gender pay gap (median) of 18.4%³.

When comparing full-time staff by gender the median pay gap is -3%, which means there is no pay gap; and when comparing part-time staff by gender the median pay gap is -3.1%.

The average mean hourly rate across the council is £14.20; the rate for women is £13.47 and the rate for men is £16.05, meaning there is a pay gap of 16.07%³. When comparing full-time staff by gender the mean pay gap is 1.6% and when comparing part-time staff by gender the mean pay gap is 1.9%.

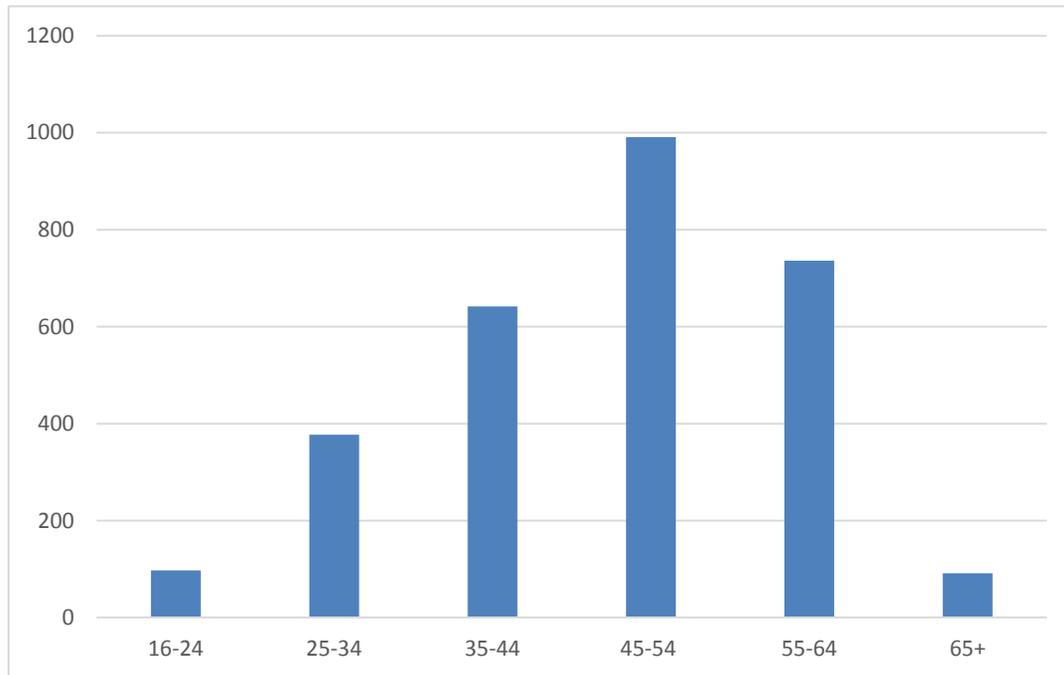
The median pay is no pay gap for BME staff or staff who consider themselves to be disabled based on either the median or mean.

The council doesn't pay bonuses, so there is no bonus gap.

³ Reported by the ONS as of October 2017

Age

34% of the council's workforce is in the age bracket 45-54; this has been the largest proportion for the last 5 year's reports.

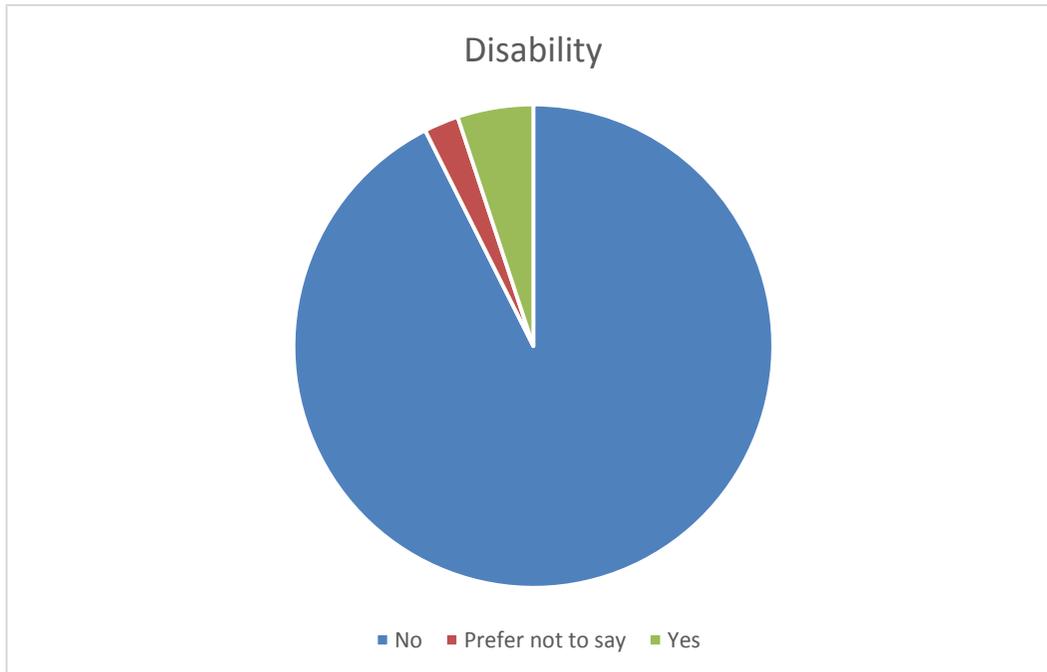


Age	No.	%
16-24	97	3.31
25-34	377	12.85
35-44	642	21.88
45-54	991	33.78
55-64	736	25.09
65+	91	3.10
Grand Total	2934	100

Disability

76% of the workforce has declared their disability status meaning that 24% are unknown; if casual and sessional staff are not included the unknowns reduce to 18%. Out of the staff who have declared, 5.11% 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:

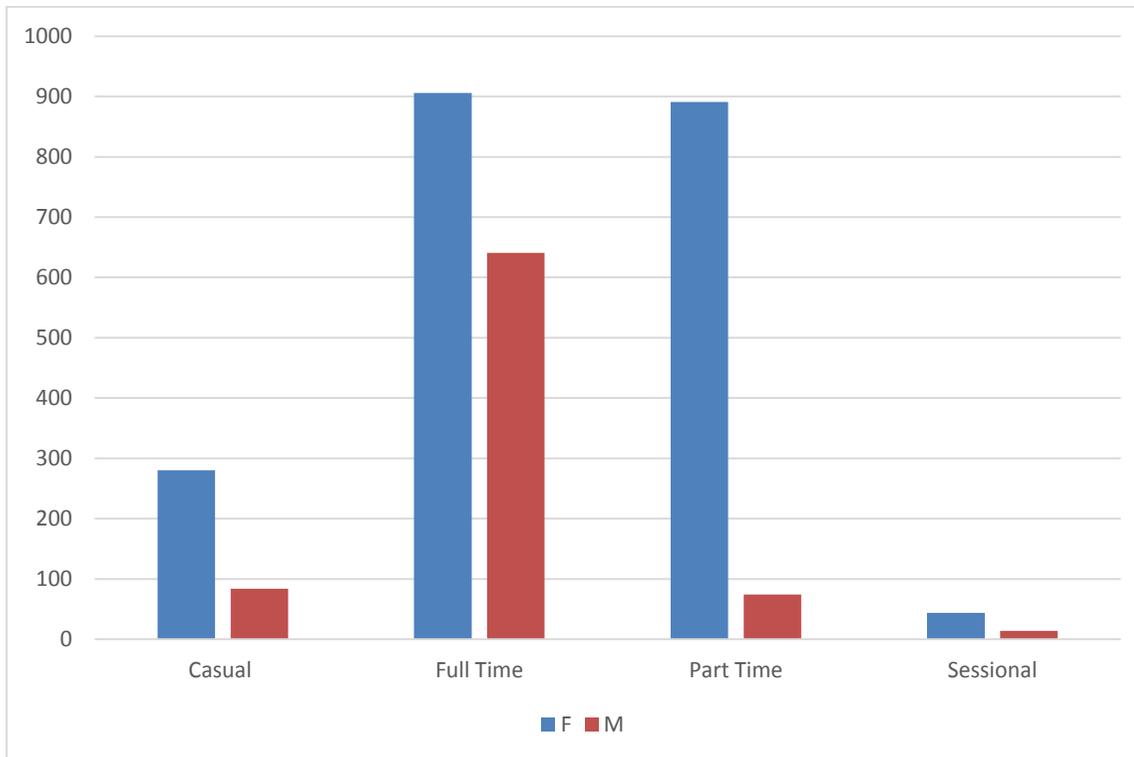


Disability	No.	%
No	2063	92.55
Prefer not to say	52	2.33
Yes	114	5.11
Grand Total	2229	100.00

Gender (sex)

The majority of the council workforce is female (72%); and the majority of them work part-time 42% with 15% on a casual contract. 92% 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:



Position Status	Female	Male	No.
Casual	280	84	364
Full Time	906	641	1547
Part Time	891	74	965
Sessional	44	14	58
Grand Total	2121	813	2934

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

	No.	%
Female	566	85
Male	100	15
Grand Total	666	100

Lower Middle Quartile

	No.	%
Female	454	68.17
Male	212	31.83
Grand Total	636	100

Upper Middle Quartile

	No.	%
Female	487	73.12
Male	179	26.88
Grand Total	666	100

Upper Quartile

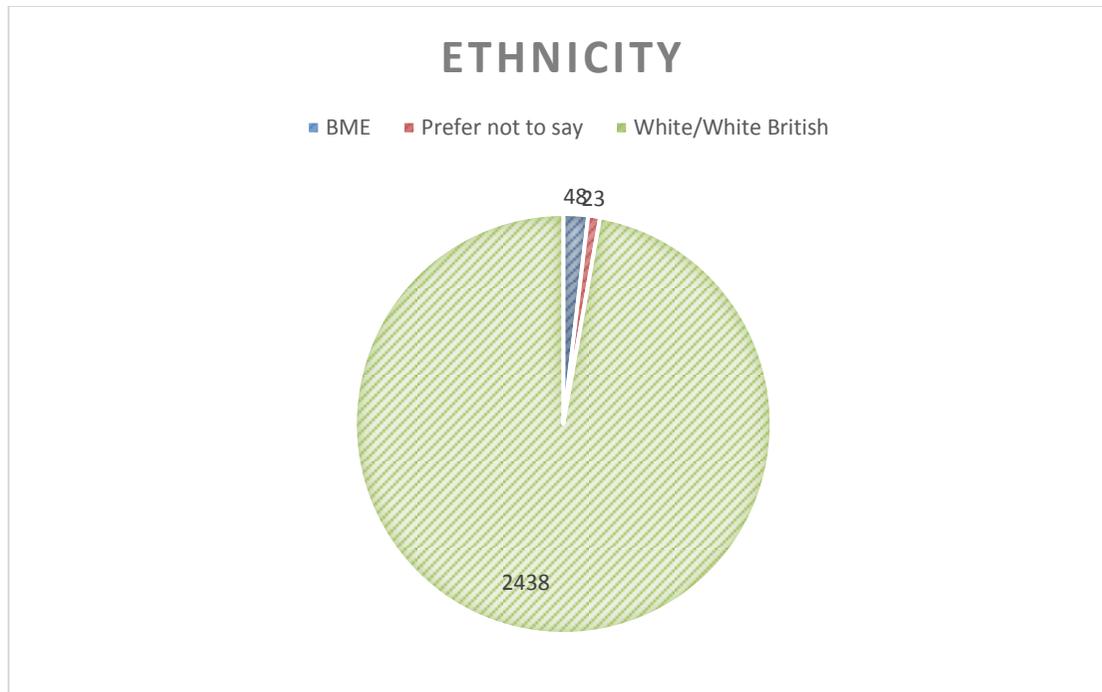
	No.	%
Female	402	60.36
Male	264	39.64
Grand Total	636	100

The data shows there are substantially more females in the lower quartiles than males. 21% of the council's female employees are in the upper quartile pay band; whereas 34% of the council's male employees are in the upper pay band.

Ethnicity

In terms of race, 86% of the workforce has completed an ethnic monitoring questionnaire. 1.9% of staff, employed by the council, are from a Black and Minority Ethnic (BME) background. This is an increase of 0.3% on 2014 but is less than the 2.57% of Knowsley residents that are of working age⁴. 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:



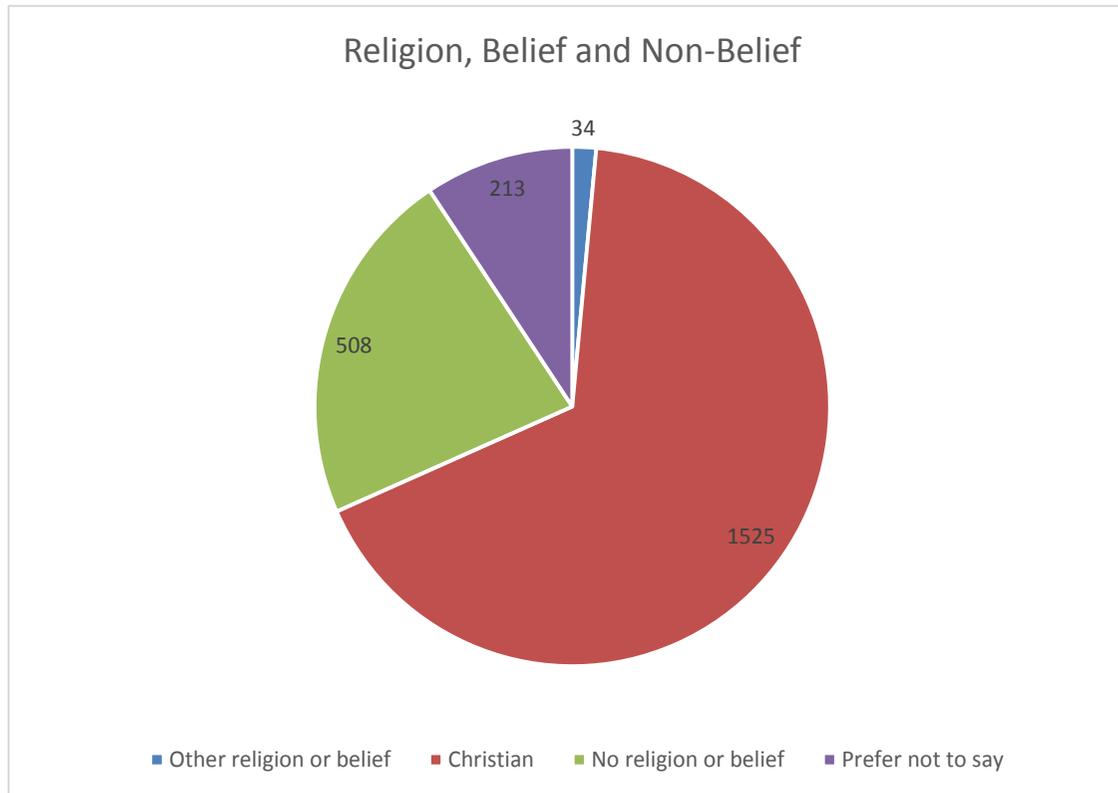
Ethnicity	No.	%
Black, Minority Ethnic	48	1.91
Prefer not to say	23	0.92
White/White British	2438	97.17
Grand Total	2509	100.00

⁴ 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. 67% of staff stated that they are Christian; 1.5% state that they belong to another religion or belief that isn't Christianity and 22% stated that they have no religion.

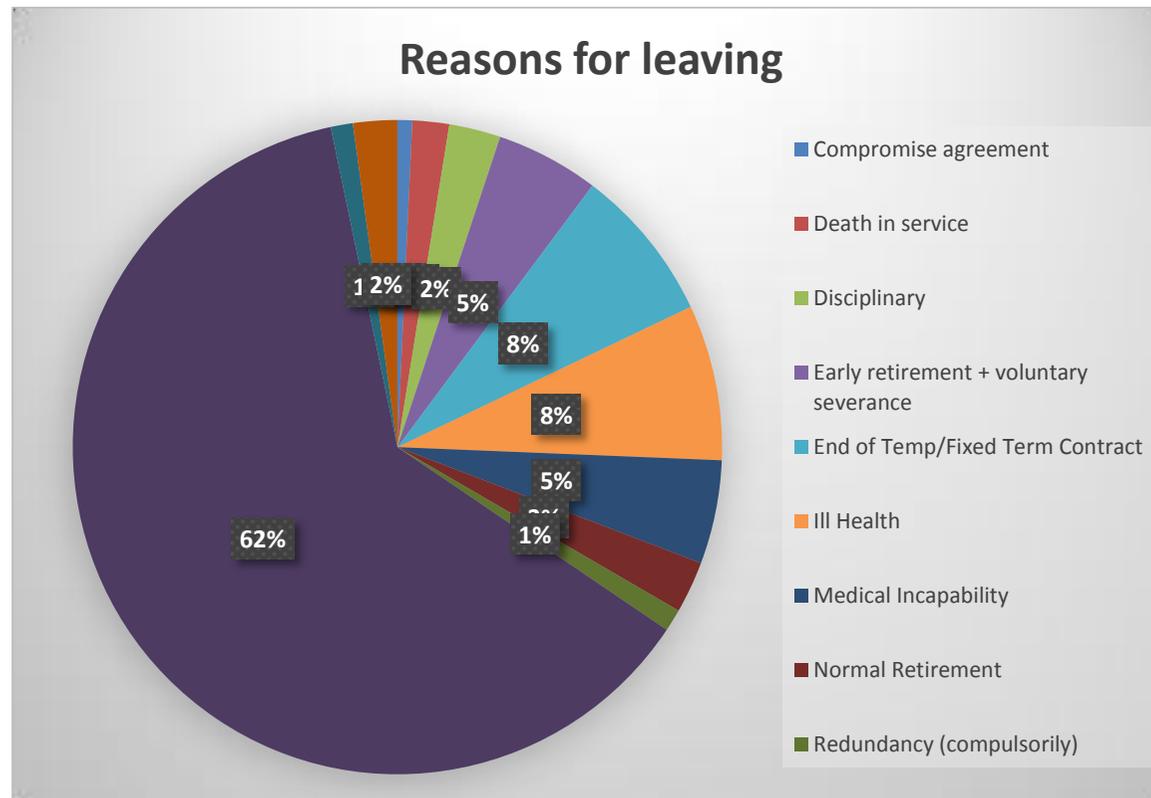
Number of council staff by religion, belief and non-belief:



Religion, Belief, non-belief	No.	%
Other religion or belief	34	1.51
Christian	1525	66.89
No religion or belief	508	22.28
Prefer not to say	213	9.34
Grand Total	2280	100

Leavers

A total of 273 people left employment with the council during 2017; as the data is taken at the 31st December 2016 the headcount figures don't include the seasonal and casual staff that come and go during the year. Of the leavers 62% were female. 27.5% of leavers' ethnicity was unknown, and 3.5% were from a BME background. 45% of leavers were unknown in relation to disability; out of those whose disability status was known, 8% were disabled. 3 staff were made compulsorily redundant in 2017. 36% of leavers hadn't disclosed their religion; 2.87 of leavers stated that they belonged to a religion that wasn't Christianity.



Reason for leaving	No.	%
Compromise agreement	2	0.73
Death in service	5	1.83
Disciplinary	7	2.56
Early retirement + voluntary severance	14	5.13
End of Temp/Fixed Term Contract	21	7.69
Ill Health	21	7.69
Medical Incapability	14	5.13
Normal Retirement	7	2.56
Redundancy (compulsorily)	3	1.10
Resignation	170	62.27
TUPE transfer	3	1.10
Voluntary Severance	6	2.20
Grand Total	273	100

Recruitment and Selection

During 2017 KMBC received 1226 applications for employment; this is down 379 from 2016. 90% of applicants completed the ethnicity questionnaire. Overall the likelihood of being shortlisted is 31% and the likelihood of being appointed is 39%.

Ethnicity

4.17% of applications were from people from a BME background, a decrease of 2% on 2014 but 1.6% over the working age BME population in Knowsley which is 2.57%⁵. This illustrates that the council is attracting applications from people from a diverse range of backgrounds.

Out of the applications that were shortlisted 2.6% were from a BME background; this is a success rate of 20%, this is a 5% increase on 2016's success rate. The success rate for people from a White British background was 32.4%. Out of those that were appointed 5.77% were from a BME background; this is a success rate of 67%. The success rate for people who were appointed from a non-BME background was 40%. The likelihood of being appointed from application is 9% for a candidate from a BME background and 13% for a candidate who was White British.

Sex (Gender)

In terms of sex 63% of applications received were from women, 58.3% of those shortlisted and 66% of those appointed. The success rates were as follows: likelihood of a female being short-listed 28%, likelihood of a male being shortlisted 34.9%; likelihood of being appointed from short-listing 45% for females and 32% for males. The likelihood of being appointed from application is 13% for a woman and 11% for a man.

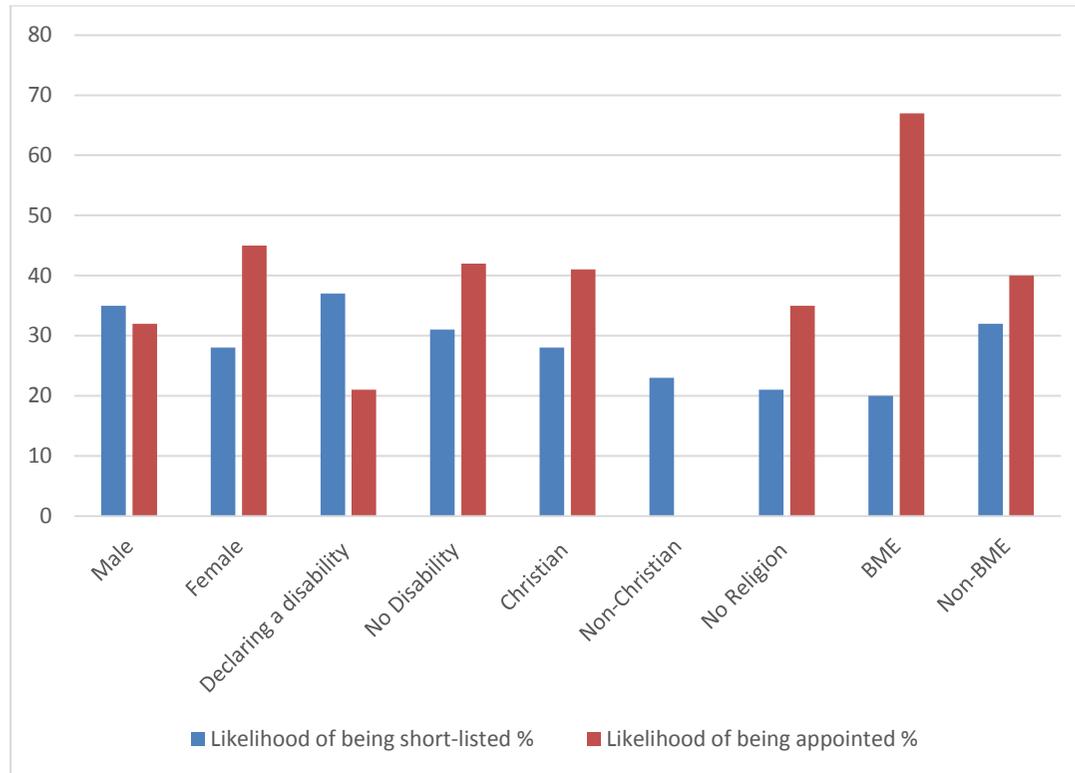
Disability

Out of all applications received 91% completed the disability section of the questionnaire. Applicants who identified as having a disability represented 4.6% of all applications, 5.3% of those who were shortlisted and 2.8% of those who were appointed. The likelihood of being short-listed if you have a disability is 37% compared to 31% if a candidate isn't disabled. The likelihood of being appointed following short-listing if a candidate is disabled is 21% and 42% if a candidate isn't disabled. The likelihood of being appointed from application is 8% if a person identifies as disabled and 13% if a person isn't disabled.

⁵ 2011 Census

Religion, Belief and Non-Belief

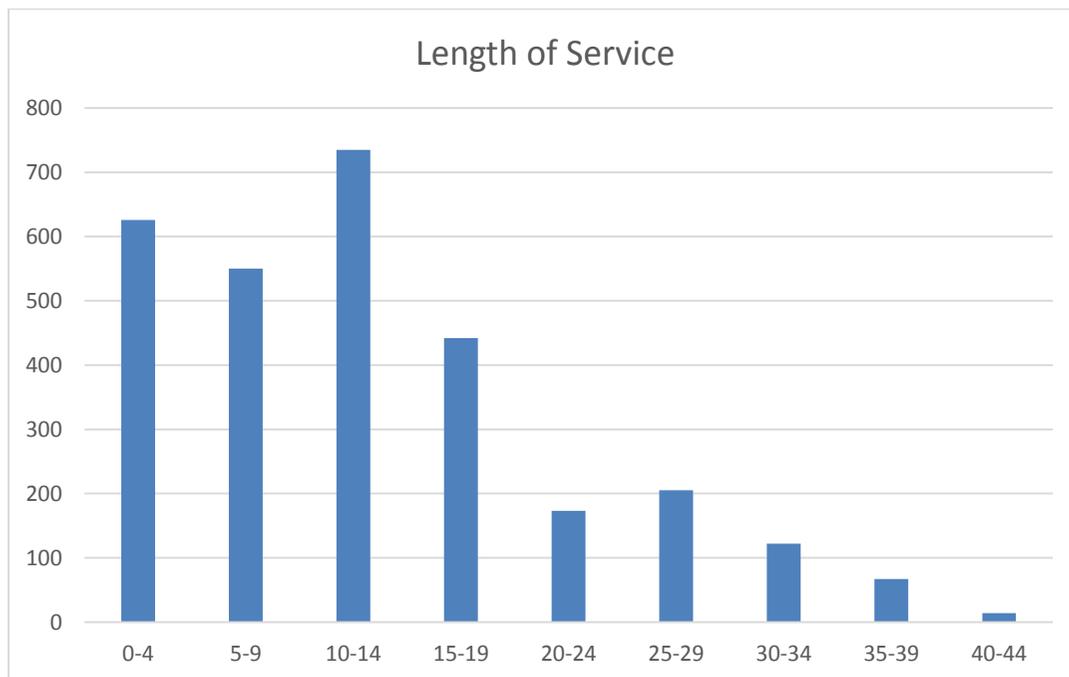
Of all applications received 88% completed the religion section of the questionnaire. Applicants who identified as having a religion that wasn't Christianity made up 3.2% of applications received; 2.61% of those short listed and 0 applicants who identified as being non-Christian were appointed. The likelihood of being shortlisted if a candidate identifies as non-Christian is 23% compared to 28% 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 54% for short-listing and 45% at application compared with 28% and 48% 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 (25%) have been employed for between 10 and 15 years' service; with 19% 5-9years' service; 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.



Maternity

During 2017 63 women has a period of maternity leave and returned, 8 men took paternity leave and 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

During 2017 there was one grievance raised in respect of a homophobic incident and one that was raised in respect of disability discrimination.

There were no grievances that were raised as racist or sexist. There were no actions that were subject to discipline relating to racism, sexism or to disable-ism. There were 6 complaints registered under the Dignity at Work Policy related to bullying or harassment but not to a particular protected characteristic.

During 2017, 41 grievances were lodged 31 were logged by women, one female identified as disabled and 3 were from BME background. Due to the council changing the criteria for staff getting essential car users' allowance there were more grievances lodged than in 2016.

During 2017, 32 employees were subject to disciplinary action. 18 were female, 1 female identified as disabled and none from a BME background. Of the 25 males, none identified as disabled and none from a BME background. 4 cases resulted in dismissal; 3 female and 1 male.

Elected Officials

As of December 2017 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.