

Poole Borough Council
Workforce Diversity Analysis
April 2017 – March 2018



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1. Introduction

The Public Sector Equality Duty has two specific duties, with which public authorities must comply to help them demonstrate performance of the general duty. Each body must prepare and publish one or more objectives that it thinks it needs to achieve to further any of the aims of the general equality duty. The specific duties for public authorities in England are to publish information to demonstrate compliance with the general equality duty, at least annually. This must include information relating to people who share a protected characteristic¹ who are employees within that authority.

This report is based on employment data of Poole Borough Council's workforce and covers the period 1 April 2017 to 31 March 2018. Comparisons are made with previous years where applicable.

The report covers several employment areas broken down by protected characteristic as defined by the Equality Act 2010. Data on which this report is based has been provided by the Human Resources Team.

Our equality monitoring data, relates to employees, or potential employees, and is submitted on a voluntary basis, an option for 'prefer not to say' is available. Whilst the Council has a duty to ask for this information and proactively encourages people to provide it we also recognise that it is provided on a voluntary basis and as such people are not obliged to provide the information requested. References to the information being 'unknown' denotes individuals who have chosen not to provide information or whose information has not been recorded for any other reason.

To enable comparisons to be made with the wider working age population, "unknown" and "prefer not to say" have been removed from the percentage calculations - in other words the percentages within this report relate only to those people that we have information about.

Where possible, comparisons have been made to Poole's working age population as reported in the [2011 Census of Population](#).

All data has been extracted from Employee First (the Council's integrated HR and payroll system) which provides a centralised view of the workforce and employment data. Employees are able to update their own information in respect of disability, ethnicity, religion or belief and sexual orientation.

The Borough of Poole's Workforce Strategy 2016-19 sets out how the Council aims to support the workforce over this 3 year period and includes workforce development related aims and objectives. Where relevant, the strategy is referenced in this report.

¹ Protected characteristics are the nine groups protected under the [Equality Act 2010](#). They are:

- [age](#)
- [marriage and civil partnership](#)
- [religion or belief](#)
- [disability](#)
- [pregnancy and maternity](#)
- [sex](#)
- [gender reassignment](#)
- [race](#)
- [sexual orientation](#)

2. Headlines

Employment rates, leavers and starters

- The total number of staff has decreased by 0.15% from 2,101 in 2017 to 2,098 in 2018. These figures do not include casual staff of which there were 17.
- 451 employees left the organisation compared with 256 in the previous year.
- 489 joined the organisation compared to 298 who joined in 2016/17.
- 38% of new starters in 2017/18 were men which is an 6% increase from 32% in 2016/17.
- 62.5% of the Council's employees are full time.

Gender

- The men/women is ratio is approximately 2 to 1 being 36% are men and 64% are women.
- Women account for 85% of the part time work force and 50% of the full time workforce.
- Women's mean hourly rate is 2.9% lower than men.
- Women's median hourly rate is 2.2% higher than men.
- 65.9% of employees in the top quartile are women (highest paid).
- 61.8% of employees in the lower quartile are women (lowers paid).

Age

- The age range of employees is consistent however the 16-24 age bracket are underrepresented making up 5% of the workforce.
- 24% of the workforce are over 55 and could retire within the next 10 years.

Ethnicity, Sexual Orientation, Religion and Belief and Disability

- 93.5% of the workforce (who declared their ethnicity) are White British which is slightly above the 91% within the local population (2011 census)
- The highest proportion of non-white staff are in the Strategy Directorate (8.3%)
- The ethnic, sexual orientation, disability and religion or belief profiles of the workforce broadly reflects that of the population.
- However, a high percentage of the data relating to the status of the Council's workforce is unknown or missing as follows:
 - 25% for Ethnicity
 - 59% for Sexual Orientation
 - 58% for Religion or Belief
 - 35% for Disability
- The proportion of new starters with a disability has increased from 1.3% in 2016/17 to 2.2% in 2017/18.

Training

- Monitoring data related to applications for training is not collected.

Recruitment and Selection

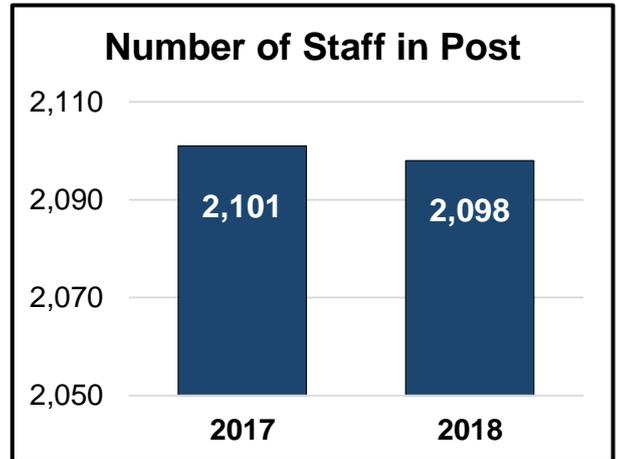
- Data collection at the application and appointment stage is limited as only 48% of their ethnicity and 45% of their sexual orientation is known.

3. Employment rates, leavers and starters

The total number of staff in post (excluding schools) as at 31st March 2018 has decreased by 0.15% from 2,101 in 2017 to 2,098, in 2018.

The total number of employees leaving the Council between 1st April 2017 and 31st March 2018 was 451 which is a significant increase when compared to the 256 employees who left the organisation during the same period in 2016/17.

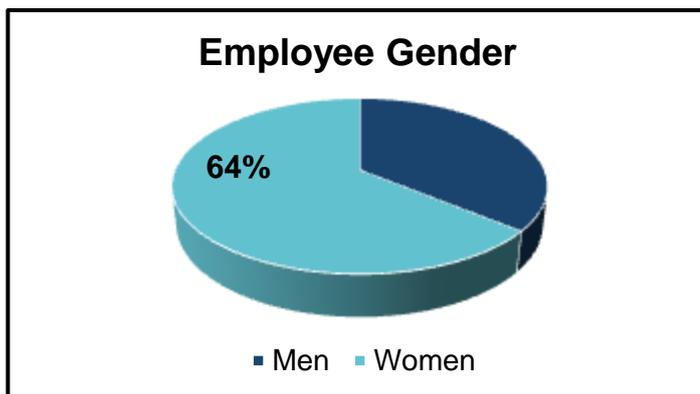
The total number of new starters has increased from 298 in 2016/17 to 489 in 2017/18. It should be noted that the change in the snapshot headcount is not equal to the net of applicants appointed and the number of leavers. However, in 2017/18 a number of staff were transferred from the Borough of Poole to Bournemouth Council and vice versa as a result of shared services. Some staff opted for voluntary redundancy during this process which may explain the difference between the number of starters and leavers.



95% of employees in post in March 2018 were permanent which is consistent with 2017. The remainder were casual or fixed term. Full-time employees account for most of the workforce with 62.5% of employees working full-time. These proportions are the same as the previous year.

No data is available around the number of applicants for posts.

3.1. Gender



The ratio of women to men is 2:1 which is consistent with 2016/17.

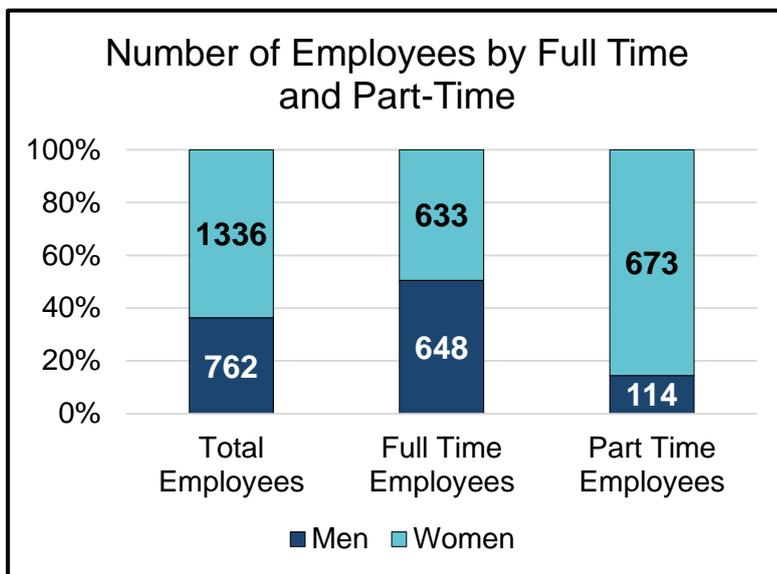
The Service Unit with the highest proportion of men is Environmental Services (84%), followed by Growth and Infrastructure (56%) and ICT and Customer Support (52%).

The largest proportion of women were found in Children, Young People and Learning (91%), followed by Children, Young People Social Care (84%) and Commissioning and Improvement – People Services (83%).

Although women make up 64% of the workforce they are more likely to be part-time. Women account for 85% of the part-time workforce and 50% of the full-time workforce.

The part time and full time analysis excludes staffed who are defined as casual (those with zero hours' contracts), there were 17 'casuals' as at 31 March 2018. This compares with 19 the previous year.

The ratio of men to women who joined the Council is like the current gender balance at 2:1. In 2017/18, 38% of new starters were men which is a 6% increase on the previous year.



A higher number of women than men left the Council (62% compared to 38%). However, whilst the ratio of men leaving is slightly higher the numbers are proportionate to when compared to gender profile of the workforce.

No employees declared themselves as Transgender.

GENDER PAY GAP

The gender pay gap is the difference in the average hourly wage of all men and women across a workforce. If women do more of the less well paid jobs within an organisation than men, the gender pay gap is usually bigger. The gender pay gap is not the same as unequal pay which is paying men and women differently for performing the same (or similar) work. Unequal pay has been unlawful since 1970.

19.1% of the workforce are on a grade J or above. When calculated by gender, 20.6% of men are on a grade J or above and 18.2% of women.

2% of the workforce are on a grade N or above. When this is calculated by gender, 4.6% of men are on a grade N or above compared to 2% of women.

Large employers are now legally required to publish gender pay gap data and if a public sector employer has 250 or more staff on 31 March, then they must publish their data by 30 March of the following year. Poole's publish Gender Pay Gap report for 2017/18 is as follows:

Women's mean hourly rate is **2.9% lower** than men's.
 Women's median hourly rate is **2.2% higher** than men's

Proportion of women in each pay quartile

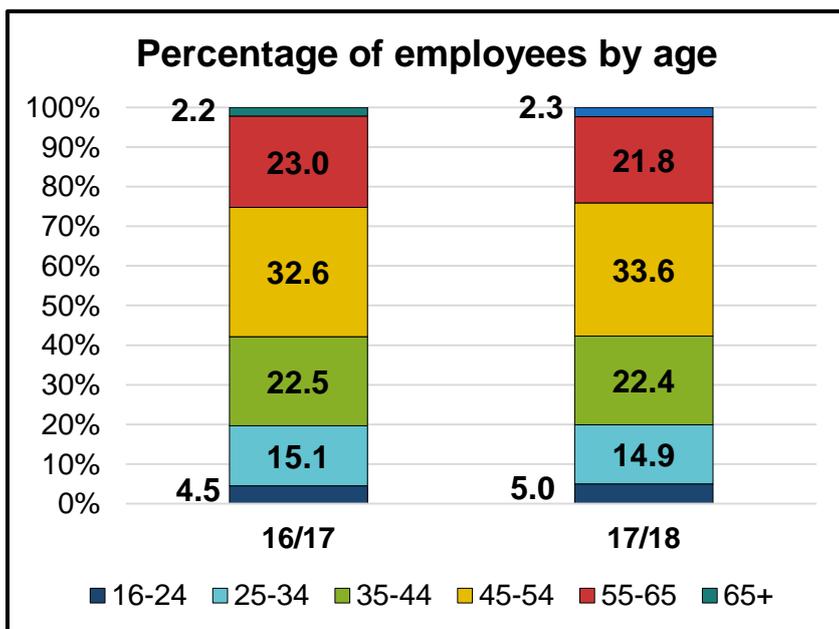
Pay Quartiles	Men	Women
Employees at Poole Council	36.0%	64.0%
Top Quartile (Highest paid)	34.1%	65.9%
Upper Middle Quartile	30.2%	69.8%
Lower Middle Quartile	30.1%	69.9%
Lower Quartile	38.2%	61.8%

The report is available on the [Council's website](#).

The Poole Workforce Strategy 2016-2019 states that 'there was no gender pay gap (and therefore little risk of credible equal pay claims) in Borough of Poole by 2015, by contrast with other UK employers, where the average pay gap between men and women remains at around 19%'.

3.2. Age

The proportion of employees in post aged 16 to 24 is 5%, up slightly from 4.5% in March 2017. The highest proportion of employees aged 16 to 24 were in Environmental Services where 25.7% of employees were in this age bracket. (The percentage relates to the proportion of staff within the age category).



The overall age composition of employees has not changed significantly compared to 2016/17.

The number of new starters in the 16 to 24 age range has decreased from last year. In 2016/17 21.5% of new starters with the Council were aged 16 to 24. In 2017/18 this dropped to 14.5%. This figure could be affected by the staff transferring from Bournemouth to Poole as part of the shared services initiative.

The proportion of the workforce aged 65 and over was 2.3% which is consistent with 2017 (2.2%). The

highest proportion of employees aged 65 and over are to be found in Culture and Community.

3.3. Ethnicity

The Poole Workforce Strategy 2016-19 states 'we need to have a workforce, that as fully as possible, understands the needs of our increasingly diverse local population. This aim would be made easier to achieve if our workforce similarly becomes more diverse'. The Council has sought to increase investment into staff training and awareness-raising about unconscious bias in the recruitment process, leading towards a workforce that over time genuinely becomes more representative of the local community.

Based on the 2011 census data, 91% of the local population identify as White British. 5% as White Other and 4% as BME.

25% of employees' ethnicity is unknown with a further 0.4% declaring that they would prefer not to say what their ethnicity is. 93.5% of the workforce, who have declared their ethnicity, are White British with 3.5% from 'Other White' ethnic groups and the remaining 3% percent from other ethnic groups.

The highest proportion of non-white British employees are in the Strategy Directorate (8.3%) The percentage relates to the proportion of staff with the service unit.

The percentage of new starters for which ethnicity data is unknown is 52.6%. 0.4% of new starters did not wish to state their ethnicity.

3.4. Sexual Orientation

There is a large proportion of unknown data in relation to sexual orientation for the current workforce. The sexual orientation of 59% of employees is unknown/missing and 3.4% prefer not to say. This was a similar picture in 2017.

In March 2018, 4.3% of employees that we have information for said that they were bisexual, gay or lesbian which is consistent with the previous year. The figure is 1.8% for new starters and 1.1% for leavers.

3.5. Religion and Belief

As with sexual orientation, there is a large proportion of unknown data in relation to the religion and belief of the current workforce. 58% of employee's religion or belief is unknown/missing to the Council and 3.91% prefer not to say.

Therefore, religion and belief is unknown for over half of the workforce in March 2018. This was the same in 2017.

Of those we have data for (46%) were Christian and over a third (41%) said they had no religion (including atheist and agnostic). 3.64% had other religious beliefs. This is broadly reflective of the working age population from the 2011 Census, although Christians make up 53% of the population.

Among new appointees the people stating that they have no religion was 19% which is a decrease from 2017 when 29% said they had no religion.

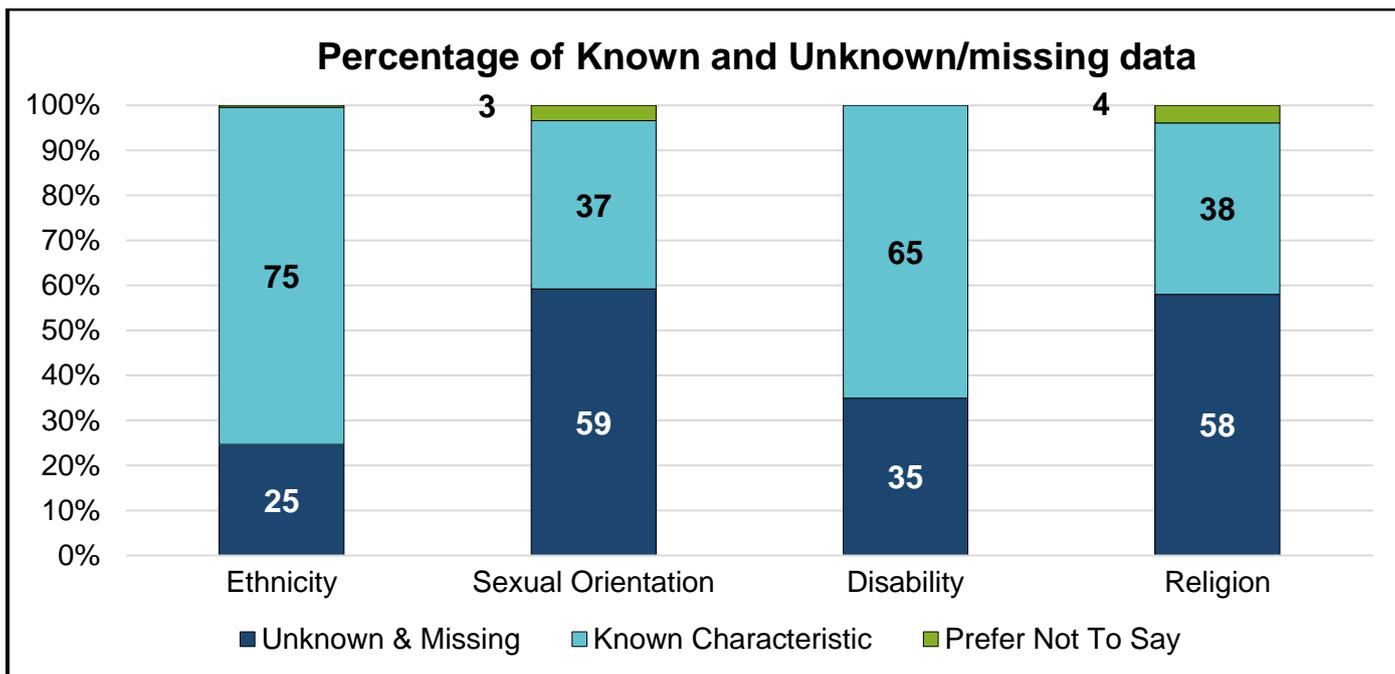
3.6. Disability

The disability status of 35% of employees is unknown. Of those we do know about, 4.3% have a disability (as defined in the Equality Act 2010)². This is consistent with 2017. However, 82% of the populations said that their activities were not limited by illness or disability in the 2011 census.

The proportion of new starters with a disability has increased from 1.3% in 2016/17 to 2.2% in 2017/18. The proportion of employees leaving the Council who have a disability in 2017/18 was 4% this is up from 3.5% in 2016/17.

² You are disabled under the Equality Act 2010 if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities

Note: The following graph shows the percentage of unknown/missing data around certain Protected Characteristics.



4. Training

The Poole Workforce Strategy 2016-2019 states ‘we aim to develop a “learning organisation” culture, empowering employees to take personal responsibility to deliver a high-quality efficient and effective services to the people of Poole’.

The system used for collecting the training information within the Council does not hold information relating to the 9 protected characteristics. Therefore, it is not possible to provide any data to inform this section of the report and to understand if any staff with the 9 protected characteristics are accessing training available.

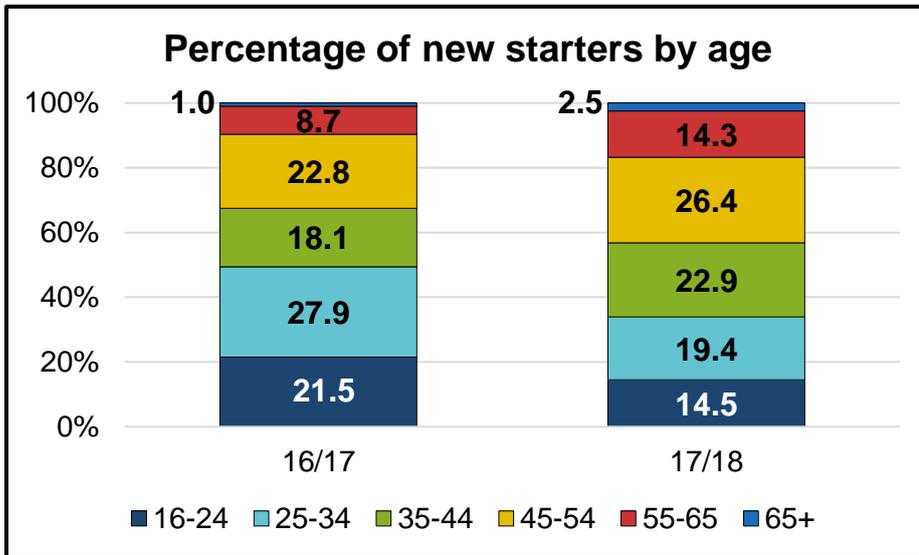
It is recommended that appropriate systems are put in place to facilitate the analysis of training data by the 9 protected characteristics in the new Bournemouth, Christchurch and Poole Authority that will come into operation on the 1 April 2019.

5. Recruitment and Selection

Data on recruitment and selection comes from the e-Recruit system. However, as with all data, it is only as reliable as the data that is inputted.

The age range of new starters has changed since 2016/17. In 2016/17 50% of new starters were in the age range 16-34. In 2017/18 24% of new starters were in this age range.

Figures may be affected by the number of staff being transferred from Bournemouth Borough Council as a result of the Shared Services Programme.



The data collection around the 9 protected characteristics of applicants and appointees of posts within the Council is limited. The ethnicity of 52% of appointees is unknown. The sexual orientation of 55% of new starters is unknown.

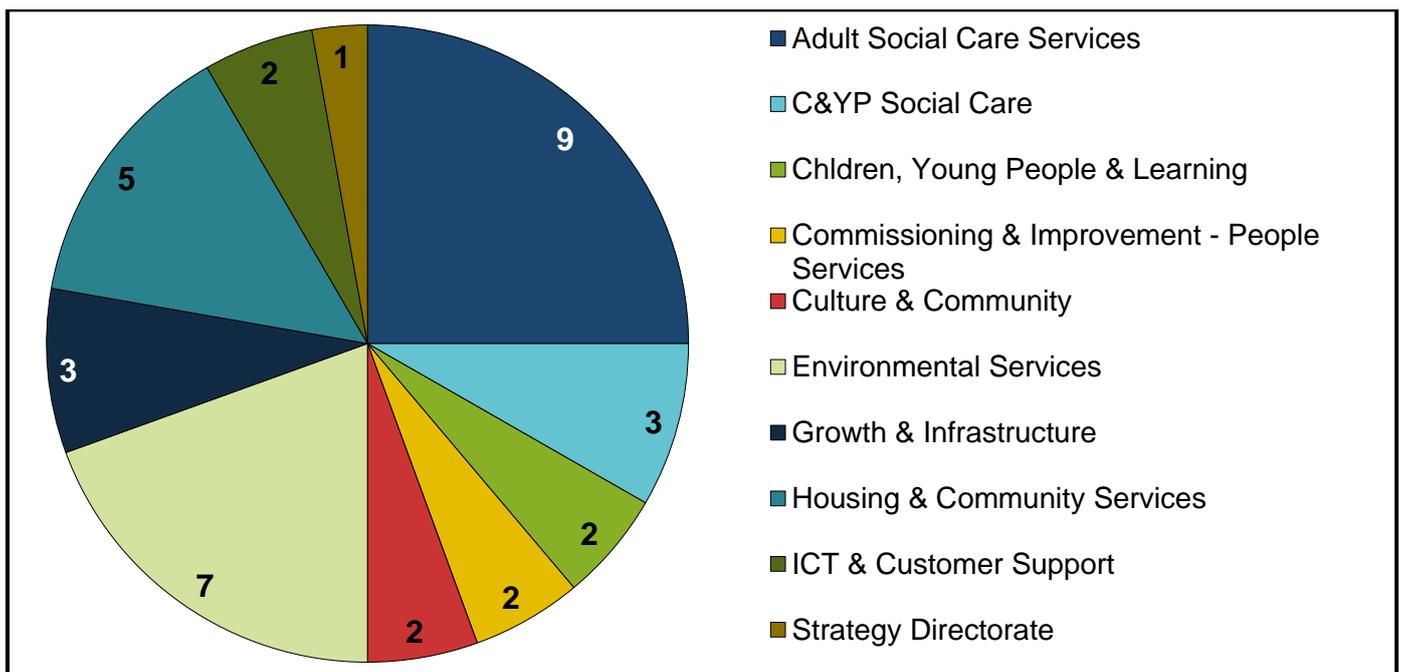
6. Recruitment Agency Employees

There were a total of 17 active assignments during 2017/18.

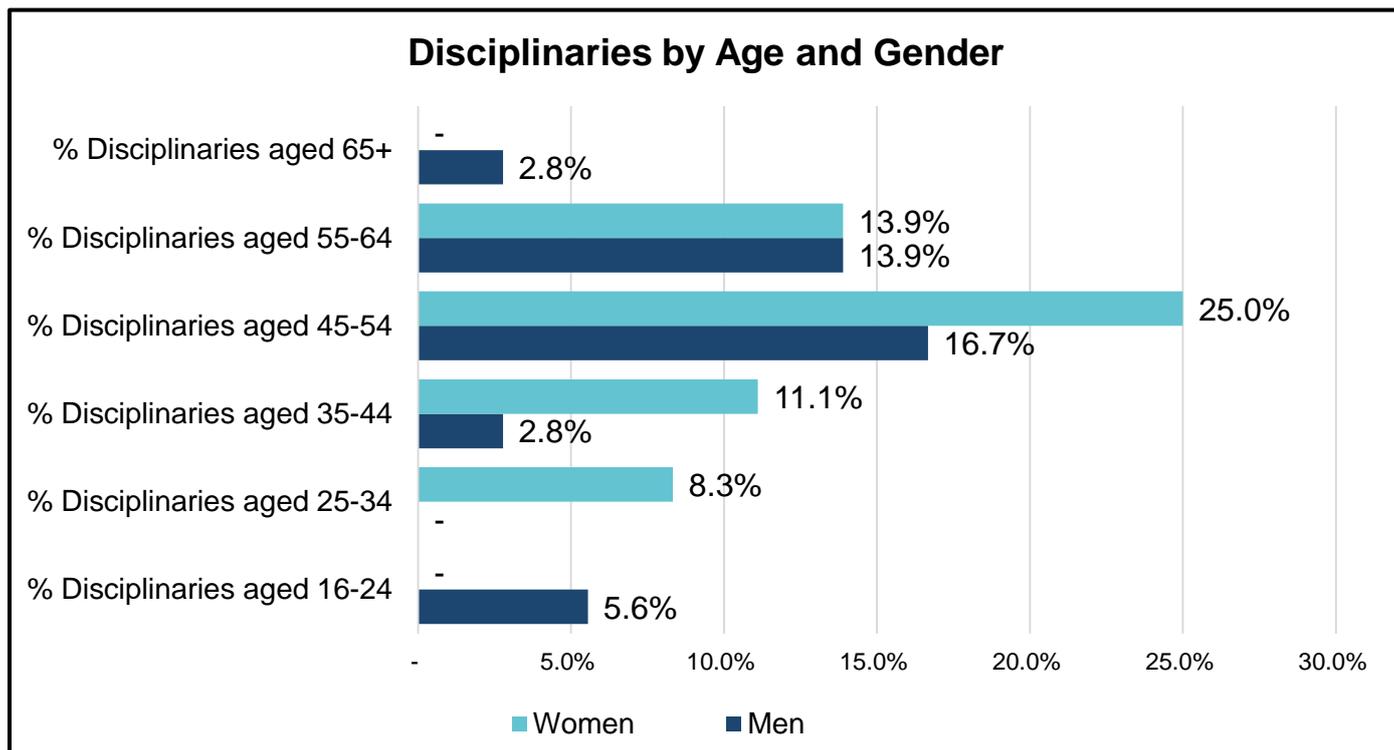
The largest proportion of assignments as at the 31st March 2018 were Children and Young People Social Care, Culture and Community and Adult Social Care. 83% were concerning the social and health care professions.

7. Employment Issues

There were 36 disciplinarys during 2017/18. These cases within each service were as follows:



25% (9 cases) of the disciplinaries were in Adult Social Care. This was followed by Environmental Services who had 19.4% (7) of the cases.



41.7% of the disciplinaries involved men. This is higher than the gender profile for the organisation. The highest percentage of disciplinaries for both men and women occurred in the 45-54 age range.

8. Summary

There has been little change to the profile of the Council's workforce since last year.

Data collection relating to age, ethnicity and sexual orientation of applicants is inconsistent and poor quality

The levels of staff who define themselves as disabled has remained static over the last three years.

Lesbian, gay and bisexual staff are under-represented in the Council when compared to the wider Poole population.

There is limited monitoring data available and a high proportion of staff opt for "prefer not to say" in response to equality monitoring data. This may suggest that staff are not confident in how the data will be utilised and further may believe it would be to their detriment to reveal personal information as requested. It is however important that the Borough of Poole can monitor its employees across all 9 protected characteristics to meet its responsibilities under anti discriminatory laws. Improving the collection of this data and our ability to analyse it will enable the organisation to move closer to its ambition to employ a workforce is reflective of the population it serves.

9. Recommendations and areas for consideration

Poole Borough Council may wish to bring the following points to the attention of Bournemouth, Christchurch and Poole Council: -

The main area of concern is the limited data available on which to monitor employment matters across the 9 protected characteristics in relation to the Councils workforce. Improving the collection of this data and the ability to analyse it more meaningfully would assist the organisation ensuring that its workforce was reflective of the population that it serves.

Bournemouth, Christchurch and Poole Council may wish to consider ways of improving data collection and analysis, especially in areas where it is found that there is large amount of missing data.

Managers could encourage staff to ensure their personal records are up to date, explaining the reason it is collected and its importance in shaping employment policy and practice.

Monitoring of grievances/disciplinaries/bullying should be improved to ensure there can be early identification of any trends and that specific types of complaint can be easily identified and separated out.

Poole Council should support Bournemouth, Christchurch and Poole to prepare the workforce annual monitoring report for 2018/19.

THIS IS WHO WE ARE 2018

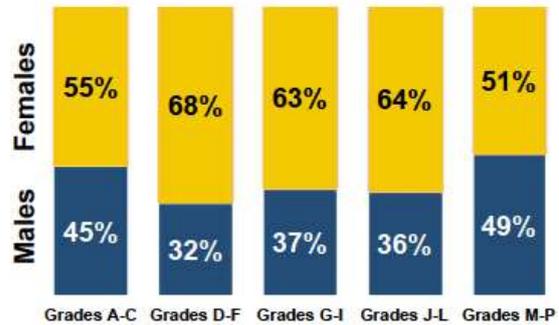


Council workforce: 36% Males 64% Females

Population: 50% Males 50% Females



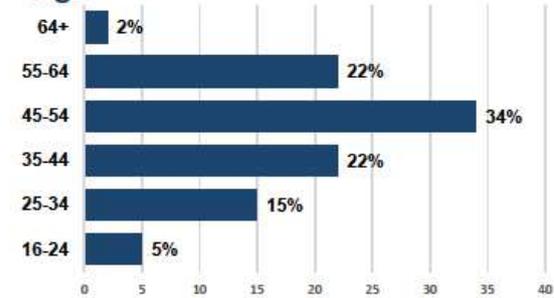
Population = 2017 mid year estimates



Working Hours



Age



Ethnicity

	<u>Council</u>	<u>Population</u>
White British	93.5%	91%
White Other	3.5%	5%
BME Groups	3%	4%

Excludes 25% not known/prefer not to say



Sexual Orientation

	<u>Council</u>
Hetrosexual	96%
LGBT	4%

Government estimates 6% of population is gay.
Excludes 63% not known/prefer not to say



Disability

	<u>Council</u>	<u>Population</u>
No Disability	96%	
Not limited in daily activities		82%

Excludes 35% not known/prefer not to say

Religion & belief

<u>Workforce</u> (excluding 62% unknown)		<u>Population</u> (2011 Census)	
Christian	46%	Christian	53%
Other	4%	Other	5%
None	41%	No religion	35%
Prefer not to say	9%	Not stated	7%



Population – All population data is taken from the 2011 Census for Poole
Produced by the Insight, Policy and Performance Team 2018

Produced by the
Insight, Policy and Performance Team

October 2018



Working together