

Knowing our Workforce

1. Introduction

- 1.1 The following publication shows some of the information which the Council continues to gather and analyse on a regular basis to ensure that the Council knows and understands the profile of its workforce and any changes occurring as a result of staff turn-over, recruitment activity and organisational change. It is also used as a reference point for the development of the Workforce Plan and is taken into account when implementing and making decisions on new or revised staffing policies and procedures for the Council.

2. The Workforce Profile

- 2.1 The purpose of the Workforce Profile is to develop a better understanding of the workforce and the potential impact of any current and future trends on the staffing needed to resource Council services.
- 2.2 Set out below are the results of our latest staff survey on equalities which was conducted during December 2011. Data on staff equalities is collected at the recruitment stage, however this information may be subject to change therefore staff are surveyed on a regular basis. From a workforce of 303 staff, 267 surveys were returned, representing a response of 88%. A number of people who were on maternity leave, long term illness or annual leave were not issued forms. The results are compared with information in the Community Profiles (2009) to give an indication of how representative the workforce is of the local community. There is also a comparison with the Workforce Profile from December 2009 to indicate the extent of any changes resulting from staff turn-over, recruitment activity and organisational change over the period to date.
- 2.3 In addition to the survey data, there is also a gender pay analysis included in the Appendix.
- 2.4 The Workforce Profile will be reviewed again after March 2012 following the update of the Community Profiles for Hertsmere to reflect the release of new information in the Census 2011.

3. Summary Information from the Equalities Survey 2011

3.1 Race / Ethnicity (of the staff who responded)

| | | |
|-------|-----------------------------------|-----|
| 74.5% | White British | 199 |
| 4.1% | White Irish | 11 |
| 0.4% | White Gypsy/Traveller | 1 |
| 1.5% | White Eastern European | 4 |
| 1.9% | White other | 5 |
| 1.5% | Mixed – White and Black Caribbean | 4 |
| 0.4% | Mixed – White and Black African | 1 |

| | | |
|------|---|----|
| 0.0% | Mixed – White and Asian | 0 |
| 0.0% | Mixed – African | 0 |
| 0.0% | Mixed – Black other | 0 |
| 2.6% | Asian or Asian British – Indian | 7 |
| 0.4% | Asian or Asian British Pakistani | 1 |
| 0.0% | Asian or Asian British Bangladeshi | 0 |
| 0.7% | Black or Black British – Caribbean | 2 |
| 2.2% | Black or Black British – African | 6 |
| 0.4% | Black other | 1 |
| 0.7% | Chinese or other ethnic group – Chinese | 2 |
| 2.6% | any other | 7 |
| 6.0% | Prefer not to say | 16 |

3.2 Comparison with Workforce Profile (2009) and Community Profiles (2009)

| Race/ethnicity | Workforce Profile 2011 | Workforce Profile 2009 | Community Profile 2009 |
|---|------------------------|------------------------|------------------------|
| White British | 74.5% | 78% | 77.8% |
| White Irish | 4.1% | 0.6% | 1.9% |
| White Gypsy /Traveller | 0.4% | - | - |
| White Eastern European | 1.5% | - | - |
| White other | 1.9% (3.8%) | 1.2% | 5.6% |
| Mixed – White and Black Caribbean | 1.5% | 0.3% | - |
| Mixed - White and Black African | 0.4% | 0.3% | - |
| Mixed - White and Asian | 0% | 0% | - |
| Mixed - African | 0% | - | - |
| Mixed – Black other | 0% | 1.2% | - |
| <i>(Mixed Race)</i> | <i>(1.9% all)</i> | <i>(1.7% all)</i> | 2.5% |
| Asian or Asian British - Indian | 2.6% | 1.7% | - |
| Asian or Asian British - Pakistani | 0.4% | 0.3% | - |
| Asian or Asian British - Bangladeshi | 0% | 0% | - |
| <i>(Asian)</i> | <i>(3% all)</i> | <i>(2% all)</i> | 6.9% |
| Black or Black British - Caribbean | 0.7% | 1.1% | - |
| Black or Black British - African | 2.2% | 3.7% | - |
| Black Other | 0.4% | 1.2% | - |
| <i>(Afro-Caribbean)</i> | <i>(2.9% all)</i> | <i>(6% all)</i> | 3.4% |
| Chinese or other ethnic group – Chinese | 0.7% | 0.6% | 1.9% |
| Other | 2.6% | 1.1% | - |
| Prefer not to say | 6.0% | 7% | - |

N.B. The race/ethnicity data gathered for the workforce profile in 2011 is more detailed than it was in 2009 and is broken down differently from the data available for Community Profiles. A dash (-) in the table denotes a category that was not used in the gathering of data in the particular survey. Italics are used to denote categories that are only used in the Community Profiles or where data from the workforce surveys has been aggregated to facilitate comparisons with the categories in the Community Profiles.

3.3 Age (of the staff who responded)

| | | |
|-------|-------------------|----|
| 0.0% | 15 or under | 0 |
| 2.6% | 16-24 | 7 |
| 23.6% | 25-34 | 63 |
| 19.5% | 35-44 | 52 |
| 27.3% | 45-54 | 73 |
| 19.9% | 55-64 | 53 |
| 1.1% | 65+ | 3 |
| 6.0% | Prefer not to say | 16 |

3.4 Comparison with the Workforce Profile (2009)

| Age | Workforce Profile 2011 | Workforce Profile 2009 |
|-------------------|------------------------|------------------------|
| 16-24 | 2.6% | 6.2% |
| 25-34 | 23.6% | 19.2% |
| 35-44 | 19.5% | 21.4% |
| 45-54 | 27.3% | 29.6% |
| 55-64 | 19.9% | 22.2% |
| 65+ | 1.1% | 1.4% |
| Prefer not to say | 6.0% | 0% |

3.5 Disability (of the staff who responded)

| | | |
|-------|-------------------|-----|
| 3.0% | disabled | 8 |
| 89.9% | not disabled | 240 |
| 7.1% | Prefer not to say | 19 |

Of those who declared themselves as disabled, the description of their disability is as follows

| | | |
|-------|-------------------------|---|
| 0.0% | Hearing impaired/deaf | 0 |
| 12.5% | Visually impaired/blind | 1 |
| 50% | Physically Impaired | 4 |
| 25% | Mental Health | 2 |
| 12.5% | Long standing illness | 1 |
| 0.0% | Other | 0 |
| 0.0% | Prefer not to say | 0 |

3.6 Comparison with the Workforce Profile (2009)

| Disability profile | Workforce Profile 2011 | Workforce Profile 2009 |
|----------------------------|------------------------|------------------------|
| Disabled | 3.0% | 2.8% |
| Not disabled | 89.9% | 75.5% |
| Prefer not to say /unknown | 7.1% | 21.7% |

3.7 Gender (of the staff who responded)

| | | |
|-------|-------------------|-----|
| 44.2% | male | 118 |
| 49.1% | female | 131 |
| 1.5% | transsexual | 4 |
| 0.0% | transgender | 0 |
| 5.2% | prefer not to say | 14 |

3.8 Comparison with the Workforce Profile (2009)

| Gender | Workforce Profile 2011 | Workforce Profile 2009 |
|-------------------|------------------------|------------------------|
| Male | 44.2% | 48.5% |
| Female | 49.1% | 51.5% |
| Transexual | 1.5% | - |
| Transgender | 0% | - |
| Prefer not to say | 5.2% | 0% |

3.9 Religion or belief Of the staff who responded)

| | | |
|-------|-----------------------|-----|
| 55.1% | Christian | 147 |
| 0.4% | Buddhist | 1 |
| 1.5% | Hindu | 4 |
| 0.4% | Jewish | 1 |
| 2.6% | Muslim | 7 |
| 0.7% | Sikh | 2 |
| 22.8% | no religion or belief | 61 |
| 10.9% | prefer not to say | 29 |
| 5.6% | other | 15 |

N.B. This information was not gathered in the Workforce Profile 2009

3.10 Sexuality (Of staff who responded)

| | | |
|-------|--------------|-----|
| 83.9% | Heterosexual | 147 |
| 1.1% | Bisexual | 3 |
| 1.1% | Gay Man | 3 |

| | | |
|-------|-------------------|----|
| 1.1% | Lesbian | 3 |
| 12.7% | Prefer not to say | 34 |

N.B. This information was not gathered in the Workforce Profile 2009

3.11 Marriage and Civil Partnership (of staff who responded)

| | | |
|-------|--------------------|-----|
| 27.7% | Single | 74 |
| 46.1% | Married | 123 |
| 1.1% | Widowed | 3 |
| 9.7% | Separated/divorced | 26 |
| 12.7% | Prefer not to say | 34 |
| 2.6% | Civil Partnership | 7 |

N.B. This information was not gathered in the Workforce Profile 2009

4. Gender Pay Analysis

- 4.1** Details of the gender pay analysis are set out in the spreadsheet in the Appendix. The average pay of men and the average pay of women has been calculated for employees in each of the pay grades in the Council's pay structure and the percentage difference between those averages and the average for all employees in the grade identified. In all calculations the average is calculated as the mean rather than the median.
- 4.2** Numbers of employees in the top three levels of the Council's pay structure are very small and only the percentage differentials have been disclosed rather than the numbers of men and women so as not to identify individuals. There is a gap of 5% or more between the pay of women in grades 4 and 5 and the average pay of all staff in those grades. In grade 4 this can be attributed to a recent appointment of a woman on a starting salary below the average and there will be opportunity for future pay progression for that individual which will help to close the gap. The causes of the gap in grade 5 is subject to further analysis.

APPENDIX A

| Grade | Total Headcount of staff in grade | Average basic FTE salary of staff in grade | Average basic FTE salary (Male in grade) | Average basic FTE salary (Female in grade) | Male % differential from average salary in grade | Female % differential from average salary in grade |
|--------------------------------|-----------------------------------|--|--|--|--|--|
| Chief Executive See Note 1 | 1 | N/A | N/A | N/A | N/A | N/A |
| Chief Officers See Note 2 | 2 | N/A | N/A | N/A | 0.00 | 0.00 |
| Heads of Service See Note 3 | 5 | N/A | N/A | N/A | 0.00 | 0.00 |
| Grade 4 | 5 | 50,085.36 | 51,356.70 | 45,000.00 | 2.51 | -10.70 |
| Grade 5 | 14 | 44,457.14 | 45,636.89 | 42,333.60 | 2.62 | -4.89 |
| Grade 6 | 23 | 38,994.97 | 39,492.85 | 38,347.73 | 1.27 | -1.67 |
| Grade 7 | 34 | 32,584.75 | 32,751.52 | 32,453.07 | 0.51 | -0.40 |
| Grade 8 | 48 | 28,561.00 | 29,545.65 | 28,068.68 | 3.39 | -1.74 |
| Grade 9 | 38 | 24,744.02 | 24,928.21 | 24,636.58 | 0.74 | -0.44 |
| Grade 10 | 78 | 22036.07 | 22023.85 | 22044.13 | -0.06 | 0.04 |
| Grade 11 | 27 | 19048.34 | 19460.64 | 18448.63 | 2.14 | -3.20 |
| Grade 12 | 30 | 17,005.10 | 17,007.24 | 16,942.91 | 0.01 | -0.37 |

Calculations

FTE Salary (basic salary/hours per week)*36
 Average Salary Sum of basic salary/number of staff in group

Note 1

Only 1 postholder so gap analysis is not applicable

Note 2

Only 2 post holders and no gap so actual salary data not stated

Note 3

Small number of postholders and no gap so salary data not stated