



# **Workforce Metrics Report 2018/19**





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# 1. Introduction

The 2018/19 annual Workforce Metrics Report is based on data on 31 March 2019 and includes information and analysis about the people who we employ. Workforce data is collected and stored using the Council's HR systems.

The purpose of this report is to provide a comprehensive profile of our workforce at 31 March 2019, including those who left during the 2018/19 financial year.

Our workforce is increasingly diverse and complex, reflecting the range and type of services which we deliver. Our workforce has undergone significant transformation following the Council-wide review and restructure – completed in April 2017 – which bucked the national trend and introduced new teams and new jobs – showing we are investing in our district, whilst many others have been forced to make cuts to staff numbers. However, as a council, we still need to make further savings and increase our income; at a time when community demand for services is increasing. The revised structure continues to ensure that we are best placed to achieve this by having the right people in the right places to make this possible.

Meaningful workforce data helps us to plan and develop our workforce to be capable of delivering future services in a more efficient and effective way. Supporting effective business planning, the data ensures that we have a workforce capable of delivering the services we need.

We promote equality of equal opportunity across the Equality Act 2010 protected characteristics; disability, gender, race, religion or belief, age, sexual orientation, marital or civil partnership status, pregnancy and maternity and gender reassignment. This report also provides data to help understand the effectiveness of our policies in promoting equality and by analysing the data we can better understand how effective our policies have been in enabling us to plan future actions.

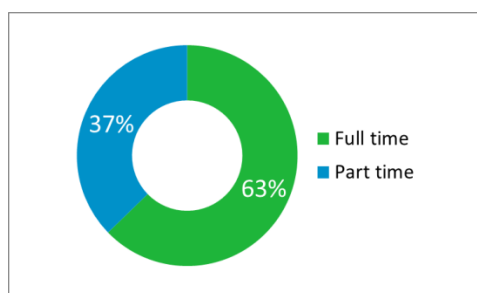
## 2. Council figures - as at 31 March 2019

This section will detail some of the headline statistics about our workforce - we will then cover in more detail some of the individual characteristics. For more complete comparisons on how our employees compare with the district across the Equality Act 2010 protected characteristics our “Picture of Diversity” can be viewed (to be updated once approved) [here](#).

### Employee Headcount



### Working Patterns



### Male/Female



We employ over twice as many women as men.

### Turnover



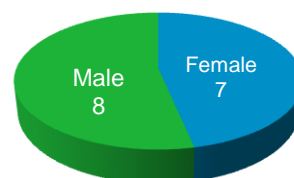
We have a turnover rate of **6.8%**.

### Starters and Leavers

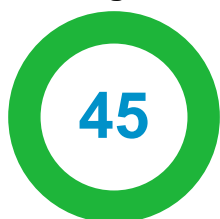


During 2018/19 we had **33 starters** and **18 leavers**.

### Top 5% of Earners

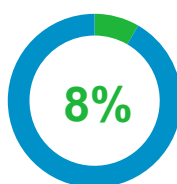


### Age



Our average employee age is **44.6** years old.

### Disability



**8.4%** of employees have declared themselves as having a disability.

### Ethnicity

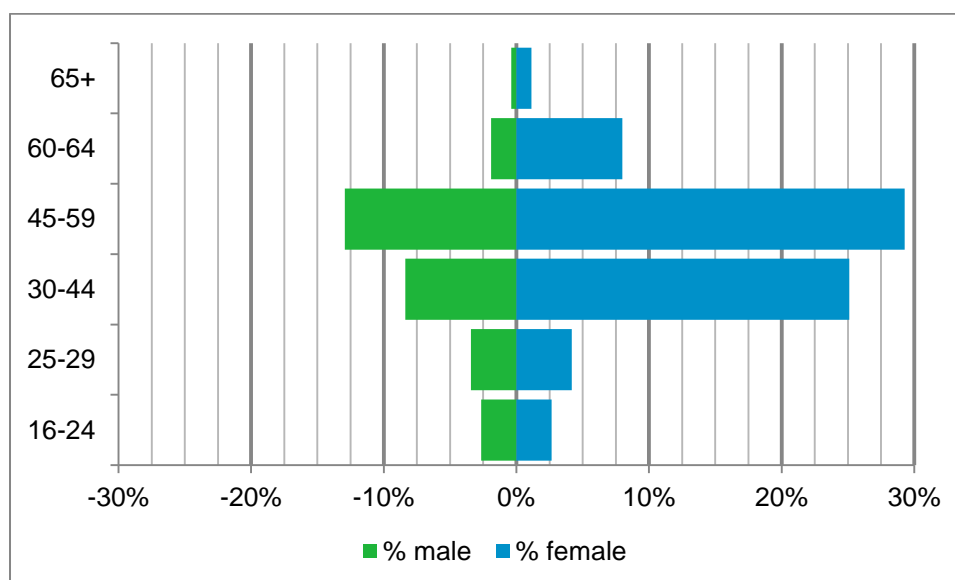


## Age

The below table shows employee ages, by years, split into bands. These bands are the same as used by several other authorities and are compatible with Office for National Statistics population data. We can therefore benchmark against similar authorities and against population data with the aim of ensuring that our workforce is representative of the resident population of the district.

Age bands								
	16-24	25-29	30-44	45-59	60-64	65+	Median Average Age	Mean Average Age
Count	14	20	88	111	26	4	46	44.64
(%)	5.3	7.6	33.5	42.2	9.9	1.5	n/a	n/a

**Staff Age Pyramid Chart**



- The mean average age of our employees has increased slightly from 43.75 years old in 2017/18 to 44.64 in 2018/19.
- The 45-59 age band has the most employees within it. This trend is shared by both male and female employees.
- The majority of employees (75.7%) are aged between 30 and 59, which indicates that the council's short to medium term business continuity will not be affected.

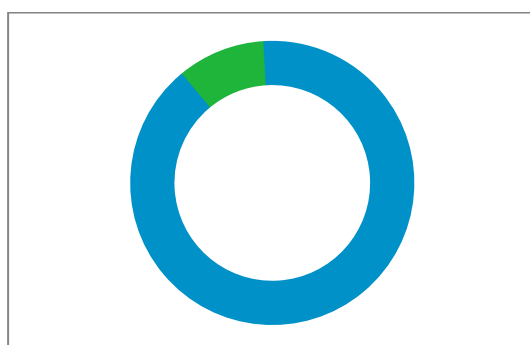
- However, with only 12.9% of employees aged under 30, the need to target young people in recruitment remains, to ensure business continuity over the long term as the current workforce ages.
- Our median age is 46, whilst the district's median age is 44.5. This again, demonstrates that we are representative of the resident population.
- Since last year, there has been a decrease in the 25-29 age group of 6 employees, representing 2.3% of total.

## Gender

The table below shows the count and percentages of our employees who are female or male.

Gender		
	Female	Male
Count	185	78
(%)	70.3	29.7

- Our gender pay gap is a 'mean' hourly rate of pay difference of 11.1% and a 'median' hourly rate of pay difference of 9.24%. The gender pay gap is reported in full on our website at: <http://www.selby.gov.uk/gender-pay-gap-reporting>
- As previously, a disproportionate amount of part-time workers are female (89.8%) compared with males (10.2%). This is typical both of local government more widely, and of our district.



**89.8%** of  
our part-time  
workers are  
female.

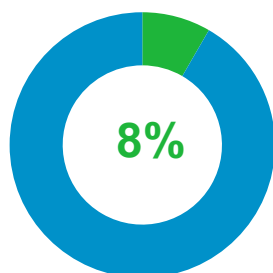
- We employ over twice as many females (185) as males (78). This may be due, in part, to our flexible working through 'family friendly' and 'work/life balance' policies. Historically, these policies have mostly affected female staff with families.
- Whilst our workforce has grown, the percentage of women in the workforce has not changed a statistically significant amount from 2017/18 (69.3%) to 2018/19 (70.3%). This position remains unrepresentative of the district, which is made up of 51% females and 49% males.

## Disability

The table below shows the count and percentage of employees who have declared themselves as having a disability.

Disability		
	Yes	No
Count	22	241
(%)	8.4	91.6

- We have 22 employees (8.4%) who have declared themselves as having a disability.



**8.4%** of employees have declared themselves as having a disability.

- As previously, the majority of our employees who have declared a disability have been working for us for over 5 years. This would indicate that, despite the relatively low numbers of employees who have declared a disability, we are an inclusive employer who continues to support our employees. Furthermore, the direction of travel is positive, as detailed below.
- This is an area where we are disproportionate from our residents – 16% of residents responded to the census 2011 stated that they had a long term health problem or disability.
- Nevertheless, the direction of travel is positive, with 9 more members of staff who have declared themselves as having a disability. This sees an increase to 8.4% from 4.9% of employees in 2017/18.

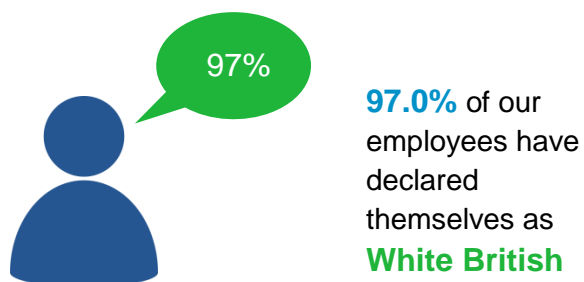


## Ethnicity

The table below shows the count and percentage of employees by ethnicity.

Ethnicity			
	White British	BAME	Not Stated
Count	255	6	2
(%)	97.0%	2.3%	0.7%

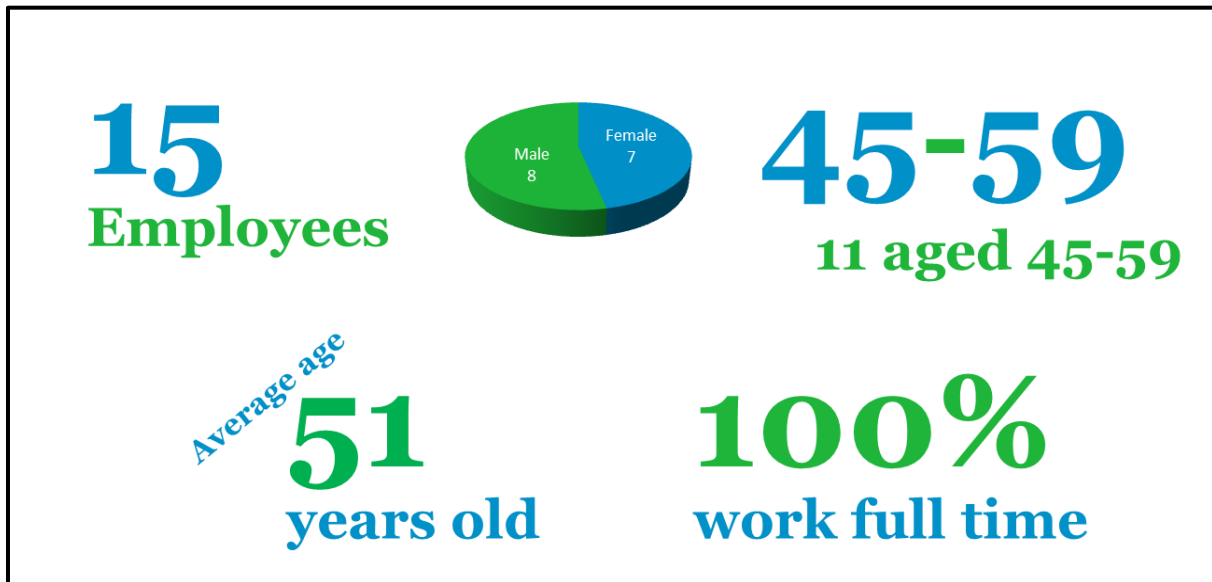
- From the data available we have slightly more employees who have declared themselves as White British (97.0%) than the 95.5% of residents who declared themselves White British in the 2011 census.



- Our workforce may be slightly less diverse than the resident population of the district. 2.3% of employees stated they are from a BAME group, whereas 4.3% of residents responded to the census stating they are from a BAME background.
- 0.8% of employees have chosen not to state their ethnicity.
- There is a small decrease in the BAME percentage of the workforce, from 3% in 2017/18 to 2.3% in 2018/19. Of 18 leavers, one had stated their ethnicity as BAME.

### 3. Top 5% of earners

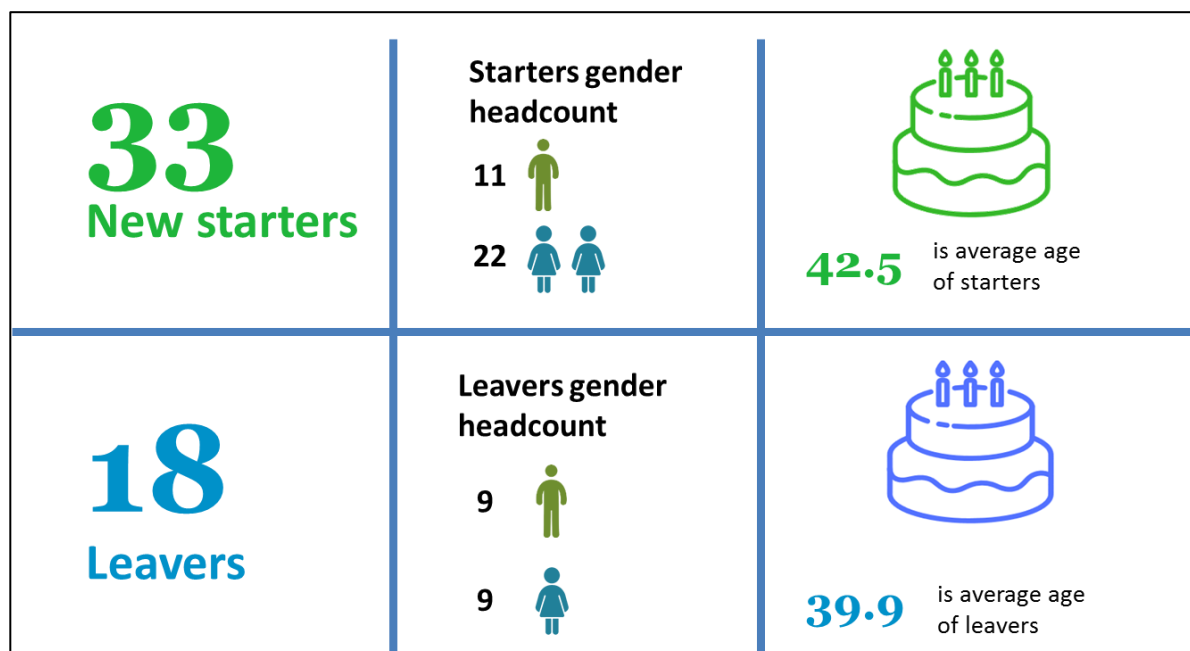
We have assessed the top 5% of our earners. This will enable us to see how representative they are of the rest of the workforce and the district. This data can also be used to compare to similar local authorities.



- All of our top earners have declared themselves to be White British – 97% of employees did the same.
- Our top earners are split 8 to 7 males and females – this is as close to 50/50 as possible given an odd number, but not representative of the workforce as a whole as we employ over twice as many females as males.
- One of our top earners declared themselves as having a disability – a similar proportion of this group to the 22 employees who declared themselves as having a disability.
- The mean average age is 51 years old – 6 years older than the employee average – but this is to be expected given the experience and seniority which comes with the roles.

## 4. Starters/Leavers

By looking at our new starters' and leavers' data we are able to assess whether the direction of travel for representative make-up of the authority is improving, getting worse or staying the same.



Metric		New Starters		Leavers		Net change
		Count	%	Count	%	
No. of employees	Headcount	33	n/a	18	n/a	+15
	WTE	27.36	n/a	16	n/a	+11.36
Gender	Male	11	33.3	9	50	+2
	Female	22	66.7	9	50	+13
Working Pattern	Full time	21	63.6	14	77.8	+7
	Part time	12	36.4	4	22.2	+8
Age	Average Age (mean)	42.5	n/a	39.9	n/a	+2.6
Disability	Declared a disability	4	12.1	0	0	+4
	Not declared a disability	29	87.9	18	100	+11
Ethnicity	White British	31	93.9	17	94.4	+14
	BAME	2	6.1	1	5.6	+1

Metric		2017/18		2018/19		Direction of travel
		Count	%	Count	%	
Turnover	Resignation	16	6	17	6.4	↑
	Retirement	1	0.4	1	0.4	-
	Voluntary redundancy	0	0	0	0	-
	Total	17	6.4	18	6.8	↑



We have a turnover rate of **6.8**

- The average age of a new starter is 42.5 years old. This is younger than the current average employee age, ensuring that our average age is not getting too old to be representative.
- The male/female split of new starters is 66.7% female and 33.3% male. This means that recruitment of females continues to exceed recruitment of males. Whilst this is the case, it should be noted that vacancies have not been targeted to any gender in particular.
- Four new starters (12.1%) declared themselves as having a disability, supporting the positive direction of travel towards making us more representative of the District.
- We have recruited 2 (6.1%) new starters from a BAME background and the remaining 31 (93.9%) have all been White British, an increase on previous years. As the resident population are 95.5% White British, this figure is broadly representative.
- As conditions settle following the restructure, the amount of new starters as a percentage has fallen from 21.7% in 2017/18 to 12.5% this year.
- 17 leavers were due to resignation and one was due to retirement. The age profile of leavers broadly matches the age profile of employees overall.
- A higher proportion of males are leaving (50%) compared to the amount that are being recruited (33%). If this trend continues the male/female split will continue to widen.
- 1 leaver was from the top 5%, none declared themselves as having a disability, and 1 leaver was from a BAME background.
- Our overall turnover is 6.8%, slightly up from a rate of 6.4% in the previous year.

## 5. Review

This report will be reviewed annually; this will allow us to monitor trends over time which can influence ongoing business planning.

## 6. Definitions

Topic	Definitions
BAME	BAME (Black, Asian and Minority Ethnic) includes the following census categories: Asian or Asian British (Bangladeshi, Indian, Pakistani, any other Asian background), Black or Black British (African, Caribbean background, any other Mixed background), White (Irish, any other White background)
Disability	Those employees who have declared a disability where the definition is the Equality Act 2010 definition.
Direction of travel	This is the direction in which a metric is increasing, decreasing or remaining the same. This will be based on percentages where available and appropriate; in the absence of a percentage the count will be used
Headcount	Number of employees Where an employee holds 2 or more positions they have been counted for each position they hold.
Leavers	This includes voluntary leavers only e.g. those who have resigned or retired.
Net change	The difference between two counts
Timeframe	As at 31 March 2019
Turnover	The ratio of total employees that leave during that time period ( $\frac{\text{\# employees who left}}{\text{\# average total employees over period}} \times 100$ )
White British	Includes the White British census category only
Who's included?	Permanent employees Temporary employees
Who's not included?	Agency staff Elections (polling station and counting) staff
WTE	Whole Time Equivalent 1.0 WTE = 37 hours per week

## Appendix A – Data Tables

### All employees

Metric		17/18		18/19		Direction of travel
		Count	%	Count	%	
No. of employees	Headcount	267	n/a	263	n/a	↓
	WTE	222	n/a	223	n/a	↑
	Starters	58	21.7	31	11.8	↓
	Leavers	17	6.4	18	6.8	↑
Gender	Male	82	30.7	78	29.7	↓
	Female	185	69.3	185	70.3	↑
Working pattern	Full time	173	64.8	165	62.7	↓
	Part time	86	32.2	92	35.0	↑
	Casual	8	3	0	0	↓
Age	Average Age (mean)	43.75	n/a	44.6	n/a	↑
	Average Age (median)	45	n/a	46	n/a	↑
	16-24	15	5.6	14	5.3	↓
	25-29	26	9.7	20	7.6	↓
	30-44	91	34.1	88	33.5	↓
	45-59	106	39.7	111	42.2	↑
	60-64	24	9	26	9.9	↑
	65+	5	1.9	4	1.5	↓
Disability	Declared a disability	13	4.9	22	8.4	↑
	Not declared a disability	253	94.8	241	91.6	↓
	Disability status not known	1	0.4	0	0	↓
Ethnicity	White British	252	94.4	255	97.0	↑
	BAME	8	3	6	2.3	↓
	Not stated	2	0.7	2	0.8	↑
	Not known	5	1.9	0	n/a	↓

## Top 5% of earners

Metric		17/18		18/19	
		Count	%	Count	%
No. of employees	Headcount	16	6	15	5.8
	WTE	16	7.2	15	6.8
	Starters	5	1.9	1	0.4
	Leavers	1	0.4	1	0.4
Gender	Male	8	2.7	8	3.1
	Female	8	2.7	7	2.7
Working pattern	Full time	16	6	15	5.8
	Part time	0	0	0	0
	Casual	0	0	0	0
Age	Average Age (mean)	50.2	n/a	50.87	n/a
	Average Age (median)	49.5	n/a	52	n/a
	16-24	0	0	0	0
	25-29	0	0	0	0
	30-44	4	1.5	3	1.1
	45-59	11	4.1	11	4.3
	60-64	1	0.4	1	0.4
	65+	0	0	0	0
Disability	Declared a disability	0	0	1	0.4
	Not declared a disability	16	6	14	5.4
	Disability status not known	0	0	0	0
Ethnicity	White British	16	6	15	5.8
	BAME	0	0	0	0
	Not stated	0	0	0	0
	Not known	0	0	0	0

## Starters

Metric		17/18		18/19		Direction of travel
		Count	%	Count	%	
No. of employees	Headcount	58	n/a	33	n/a	↓
	WTE	51.2	n/a	27.36	n/a	↓
Gender	Male	19	32.8	11	33.3	↑
	Female	39	67.2	22	66.7	↓
Working pattern	Full time	44	75.9	21	63.6	↓
	Part time	13	22.4	12	36.4	↑
	Casual	1	1.7	0	0	↓
Age	Average Age (mean)	37.8	n/a	42.5	n/a	↑
	Average Age (median)	36	n/a	48	n/a	↑
	16-24	10	17.2	6	18.2	↑
	25-29	11	19.0	1	3.0	↓
	30-44	19	32.8	10	30.3	↓
	45-59	15	25.9	13	39.4	↑
	60-64	3	5.2	3	9.1	↑
	65+	0	0	0	0	-
Disability	Declared a disability	1	1.7	4	12.1	↑
	Not declared a disability	57	98.3	29	87.9	↓
	Disability status not known	0	0	0	0	-
Ethnicity	White British	56	96.6	31	93.9	↓
	BAME	2	3.4	2	6.1	↑
	Not stated	0	0	0	0	-
	Not known	0	0	0	0	-



## Leavers

Metric		17/18		18/19		Direction of travel
		Count	%	Count	%	
No. of employees	Headcount	17	n/a	18	n/a	↑
	WTE	15.3	n/a	16	n/a	↑
Gender	Male	7	41.2	9	50	↑
	Female	10	58.8	9	50	↓
Working pattern	Full time	14	82.4	14	77.8	↓
	Part time	3	17.6	4	22.2	↑
	Casual	0	0	0	0	-
Age	Average Age (mean)	38.11	n/a	39.9	n/a	↑
	Average Age (median)	33	n/a	41	n/a	↑
	16-24	0	0	2	11.1	↑
	25-29	3	17.6	3	16.7	↓
	30-44	10	58.8	5	27.8	↓
	45-59	3	17.6	6	33.3	↑
	60-64	0	0	0	0	-
	65+	1	5.9	2	11.1	↑
Disability	Declared a disability	1	5.9	0	0	↓
	Not declared a disability	16	94.1	18	100	↑
	Disability status not known	0	0	0	0	-
Ethnicity	White British	16	94.1	17	94.4	↑
	BAME	1	5.9	1	5.6	↓
	Not stated	0	0	0	0	-
	Not known	0	0	0	0	-
Turnover	Resignation	16	94.1	17	94.4	↑
	Retirement	1	5.9	1	5.6	↓
	Voluntary redundancy	0	0	0	0	-