

<b>Report to:</b>	<b>Cabinet Member</b>	<b>Date of Issue:</b>	
		<b>Date of Decision:</b>	
<b>Subject:</b>	<b>ANNUAL HR MONITORING REPORT</b>		
<b>Report of:</b>	<b>Chief Personnel Officer</b>	<b>Wards Affected:</b>	None
<b>Cabinet Portfolio:</b>	<b>Regulatory, Compliance and Corporate Service</b>		
<b>Is this a Key Decision:</b>	No	<b>Included in Forward Plan:</b>	No
<b>Exempt / Confidential Report:</b>	No		

**Summary:**

To provide the Cabinet Member with information about Sefton's workforce to comply with the specific duties of the Equality Act 2010. The Act requires listed bodies to publish sufficient information to demonstrate that they have complied with the general equality duty across their functions. The information will also assist in identifying areas for improvement.

**Recommendation(s):**

It is recommended that:

- (i) the report is noted.
- (ii) approval is given to publish the information.

**Reasons for the Recommendation(s):**

- (i) To comply with the legal requirements of the specific duties of the Equality Act 2010.
- (ii) To improve the Council's performance management and workforce planning processes.

**Alternative Options Considered and Rejected:** (including any Risk Implications)

It is a legal requirement to publish this information. Publication is required annually.

**What will it cost and how will it be financed?**

**(A) Revenue Costs**

None

**(B) Capital Costs**

None

**Implications of the Proposals:**

<p><b>Resource Implications (Financial, IT, Staffing and Assets):</b></p> <p>Insufficient information is available in some areas as the necessary systems are not in place to capture this data. This data includes applications for promotion and success rates, applications for flexible working and success rates, length of service/time on pay grade and information about occupational segregation</p>									
<p><b>Legal Implications:</b></p> <p>The workforce data must be published in order to meet the requirements of the Equality Act 2010</p>									
<p><b>Equality Implications:</b></p> <p>There are no equality implications.</p>									
<p><b>Climate Emergency Implications:</b></p> <p>The recommendations within this report will</p> <table border="1"> <tr> <td>Have a positive impact</td> <td>N</td> </tr> <tr> <td>Have a neutral impact</td> <td>Y</td> </tr> <tr> <td>Have a negative impact</td> <td>N</td> </tr> <tr> <td>The Author has undertaken the Climate Emergency training for report authors</td> <td>Y</td> </tr> </table> <p>This committee report is for information to members. It does not contain any Climate Change Implications – positive or negative.</p>		Have a positive impact	N	Have a neutral impact	Y	Have a negative impact	N	The Author has undertaken the Climate Emergency training for report authors	Y
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**Contribution to the Council's Core Purpose:**

Protect the most vulnerable:  Ensure that protected groups are provided with equality of opportunities within the workplace.
Facilitate confident and resilient communities: N/A
Commission, broker and provide core services:  Provide transparency of information to the community
Place – leadership and influencer:  N/A
Drivers of change and reform: Comply with the specific duties of the Equality Act 2010
Facilitate sustainable economic prosperity:  N/A
Greater income for social investment:  N/A
Cleaner Greener: N/A

## What consultations have taken place on the proposals and when?

### (A) Internal Consultations

The Executive Director Corporate Resources and Customer Services (FD ) and Chief Legal & Democratic Officer (LD ) have been consulted and comments have been incorporated into the report.

### (B) External Consultations

Not applicable

### Implementation Date for the Decision

Following the expiry of the “call-in” period for the Cabinet Member decision.

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### Appendices:

The following appendix is attached to this report:

Appendix 1: HR Monitoring Report appendices

### Background Papers:

All reports relied upon to produce each of the annexes are available for inspection.

## **1. Introduction/Background**

- 1.1 The information in this report covers the year 2020/21 (from 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021). Where appropriate the variations from the previous figures are shown.
- 1.2 Workforce monitoring reports are brought annually to the Cabinet Member for Regulatory, Compliance and Corporate Services. The publication of this report provides an overview of the workforce, which is used to assist in the development of policies and strategies.
- 1.3 In addition, the Council must comply with the specific duties of the Equality Act 2010 and publish sufficient information to demonstrate annually that it has complied with the general equality duty. The information will be available on the Councils' website for access by the public.
- 1.4 Detailed information is provided in the Annexes, which cover the areas specified below. It is important to note that all figures include casual members of staff however exclude school-based employees.
- 1.5 Consideration needs to be given to filling the gaps in the information required by the Equality Act which include:
  - Applications for promotion and success rates
  - Applications for flexible working and success rates
  - Length of service/time on pay grade
  - Information about occupational segregation
- 1.6 Equality monitoring is not available for training provisions for 2020/21. A new electronic system was introduced in 2018/19 and the required functionality to record information was not available. A system upgrade was due to take place in 2020 which would have included this feature however, this was delayed due to COVID-19. The training system has now been upgraded so figures will be provided as part of the next annual report.

### **Annex A**

- A(i) Number of employees as at August 2021
- A(ii) Comparison of employee numbers with previous years
- A(iii) Workforce ethnicity profile
- A (iv) Age profile of workforce
- A (v) Disability profile of the workforce
- A (vi) Workforce sexual orientation profile
- A (vii) Workforce religion profile

### **Annex B**

Number of employees returning to work after maternity leave.

### **Annex C**

- C(i) Leavers by reason
- C(ii) Leavers by protected group

C(iii) Turnover rates and comparative statistics.

### **Annex D**

Records of grievance, dignity at work and disciplinary by protected group.

### **Annex E**

Recruitment monitoring.

### **Annex F**

Summary of salary by protected group.

The appendices are not attached to this report due to the large number. Copies of the appendices can be obtained from the Modern.gov Library.

## **2. Key Points Arising From Statistics:**

### **2.1 Male/Female and Full-Time/Part-Time Figures (Annexes A(ii) and A(iii))**

2.1.1 Employee numbers for full time employees are evenly balanced, with 29% of the total workforce being male and 32% female.

2.1.2 However, part-time employee numbers are very different, with almost six times as many women as men working part time (33% female and 6% male). There has been a slight reduction in the number of male part time employees since last year (10 employees).

2.1.3 Annex A(iii) shows that the number of employees has increased by 2% since 2019/20 however employee numbers have remained relatively consistent since 2018.

### **2.2 Ethnicity - Annex A(iii)**

2.2.1 In respect of ethnicity, the monitoring shows that the overall percentage of employees declaring that they are from minority ethnic communities is 2.42% (2.40% in 2020/21).

2.2.2 Information from the 2011 census indicates that the percentage of ethnic minority residents aged 24-64 is 2.12%. This shows that the percentage of Sefton employees declaring that they are from ethnic communities compares favourably with the population figure. Updated census figures will be available before the next annual report so a more up to date comparison will be achievable.

### **2.3 Age Profile – Annex A (iv)**

2.3.1 Sefton has an ageing workforce, with 56.43% of employees over 50 (53.43% in 19/20) and 20.57% aged between 40-49 (23.07% in 19/20). In marked contrast,

only 9.24% of employees are less than 30 (9.28% in 19/20), of which only 0.66% are under 20.

- 2.3.2 The Apprenticeship Programme within Sefton Council supports young people into work, including those leaving care, and supports other applicants who may be job changers, to allow them to gain work based knowledge and a qualification. Part of the apprenticeship programme is looking at succession planning by supporting apprentices with redeployment job opportunities at the end of their apprenticeship.

## **2.4 Disability – Annex A (v)**

- 2.4.1 This annex shows the number of staff who have declared whether they are disabled or not. The percentage of employees declaring they are disabled (using the definition of disability stated in the Equality Act 2010) is 3.22% (3.28% in 19/20). 20.48% of employees have declared they are not disabled.

## **2.5 Sexual Orientation – Annex A (vi)**

- 2.5.1 These figures show a breakdown of the information held by the Council on its workforce for each sexual orientation category. The figures show that 41.88% of the workforce is heterosexual. Information is still unknown for 57.11% of the workforce.

## **2.6 Religion – Annex A (vii)**

- 2.6.1 The figures show a breakdown of the information held by the Council for each religion/belief category. The most prevalent religion within the Council is Christianity (33.06%) which is consistent with the general population of Sefton.

## **3. Maternity – Annex B**

During 2020/21, a total of 41 employees took maternity leave from the Council. Out of this number, 40 returned to work. This represents an 97% return rate.

## **4. Staff Turnover - Annex C(i) - C(iii)**

- 4.1 The overall turnover rate for 2020/21 is 8.22% which is lower than the previous year (9.18%). This year's turnover rate is the lowest in the recording period which started in 2003/04. This is likely to be because of the uncertainty caused by the pandemic.
- 4.2 Out of a total of 276 leavers during 2020/21, the main reasons for leaving were voluntary resignation (151) and retirement (38).
- 4.4 An analysis of reasons for leaving is provided at Annexes C(i) and C(ii).

## **5. Records of Grievance, Dignity at Work and Disciplinary – Annex D**

- 5.1 These statistics relate to all grievances, dignity at work and disciplinary cases dealt with over the last 12 months (2020/21). The information at Annex D

shows the cases that have progressed to a hearing rather than the number of investigations carried out. The statistics are broken down by protected group.

## **6. Recruitment Monitoring – Annex E**

- 6.1 The recruitment monitoring statistics for 2020/21 can be found at Annex E and provides a breakdown against each recruitment stage for all applicants by gender, ethnicity, disability, religion and sexual orientation.
- 6.2 3996 applications were received. Of those applications, 9.83% were from black, Asian and minority (BAME) community, and 4.95% were from applicants that had declared themselves disabled.
- 6.3 6.45% of BAME applicants were successful (1.5% in 2019/20) and 6.56% of disabled applicants were successful (1.42% in 2019/20) in comparison to the 8.3% success rate of candidates overall. The Council's Corporate Equalities Group are aware of these discrepancies and work is underway to look at attracting more candidates from a minority background.
- 6.4. The Council is a Disability Confident Employer. As part of this scheme, the Council's policy is that any disabled applicant meeting the minimum, i.e. essential, criteria for the job will be interviewed. Further action is required if we wish to increase the number of applications from disabled candidates.

## **7. Pay Gap for Employees with Protected Characteristics – Annex F**

- 7.1 The Council is required by law to carry out Gender Pay Reporting under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 and to publish the results on both the Council website and a Government website. The data captured is a snapshot based on information as at 31st March 2020. All employers are required to publish information on their gender pay gap by 4 April each year. Public sector organisations must publish by 30 March each year. Organisations can publish their data at any time before the deadline. This information is available on the Council's website within the 'Transparency' section.
- 7.2 Annex F provides a summary of the protected groups by salary for 2020/21.

## **8. CONCLUSIONS**

- 8.1 The key points from the monitoring report are summarised below:
- Turnover is at its lowest rate since recording began in 2003. This is likely to have been caused by uncertainty caused by the pandemic.
  - The age profile continues to show that Sefton has an ageing workforce with 56.43% over 50 compared with only 9.24% under 30 (of which only 0.58% are under 20). However, it is important to recognise that demographically life expectancy of the UK population has increased, and people wish to remain in employment longer.



- The number of disabled applicants and disabled successful applicants has remained very low for the last 4 years, as has the number of applications from the BAME community. The Corporate Equalities Group are looking into the issues faced by the BAME community, both in terms of recruitment and in employment, with a view to implementing initiatives to support a more diverse workforce. The Council is also part of the LCR Race Equality Hub which will target employment inequalities and remove barriers in the labour market.
- A new HR/Payroll system, iTrent, has recently been introduced. The system has the potential to provide information where there have previously been gaps e.g. promotion/success rates. Work is ongoing to utilise the systems capabilities.
- Further work is still required to encourage employees to update their equal opportunities data on the Council's HR system.
- The information will support and inform the Council's Equality and Diversity Policy.