

# Equality and Diversity
















## Annual Workforce Report January 2021



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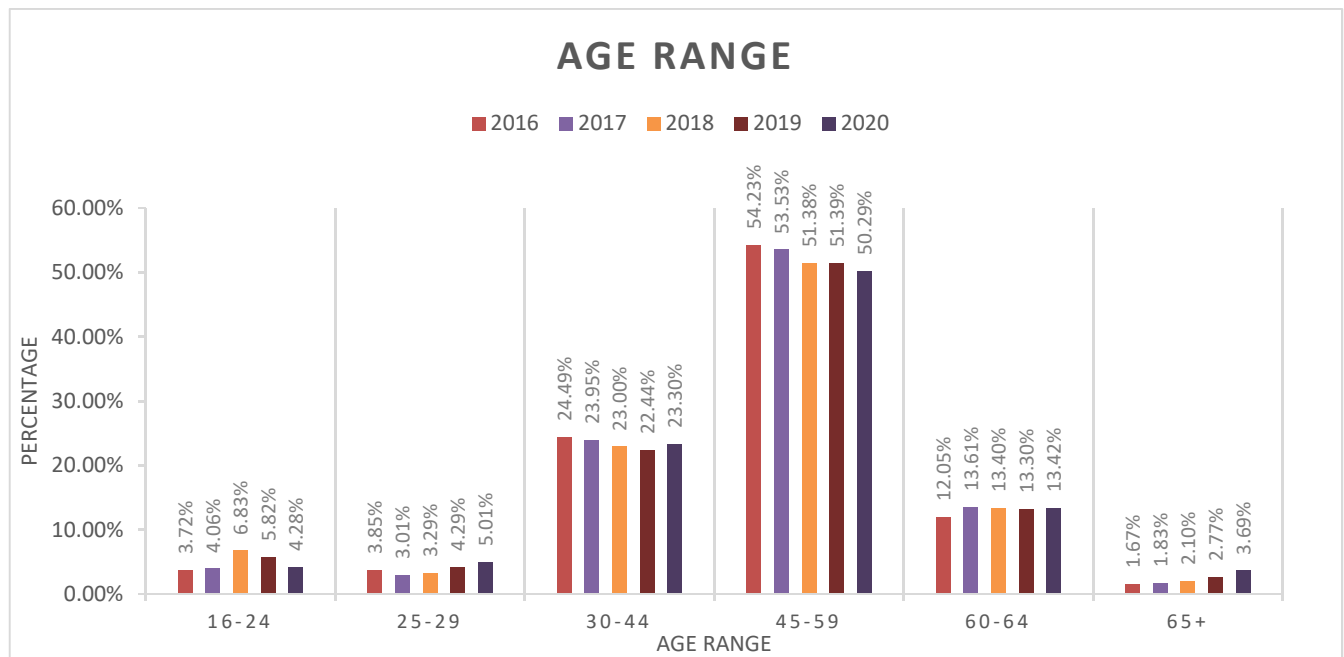
## Equality Workforce Report January 2020

### Executive Summary

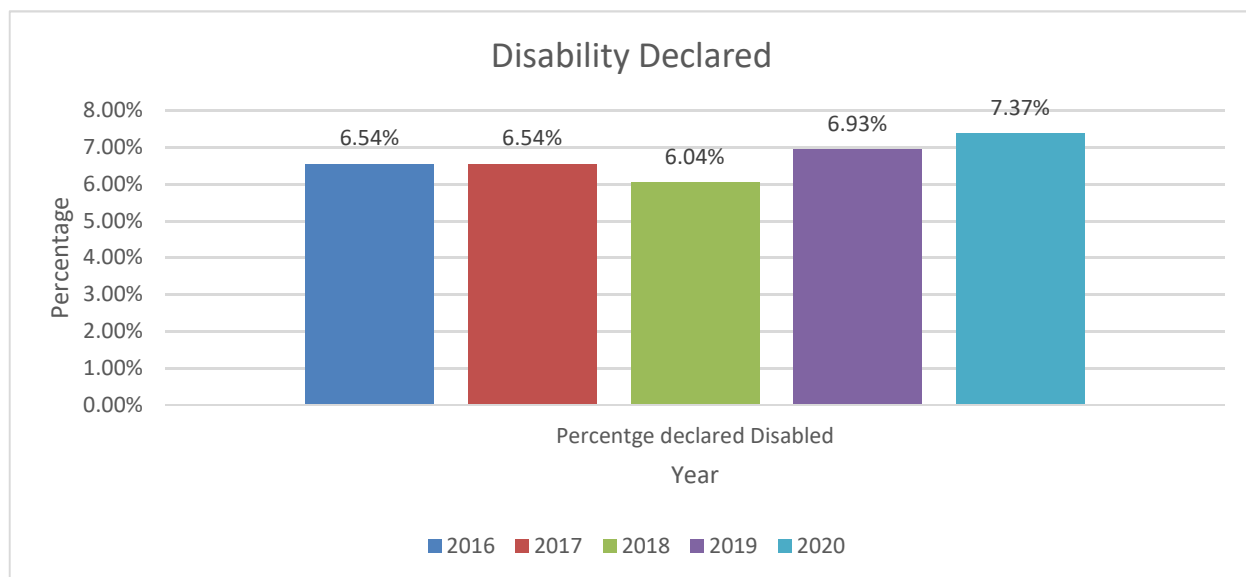
Workforce Diversity	Number	Trend
Full time equivalent (FTE)	586.36	
Number of employees (headcount)	678	
% Black and Minority Ethnic employees	2.51%	
% Employees declaring a disability	7.37%	
% Employees Lesbian, gay, bisexual or other	2.2%	
% Female employees	44.99%	
Number of apprentices	15	
% of employees under 25	4.28%	
% of employees between 25 and 29	5.01%	
% female senior managers (excluding Corporate Leadership Team)	52.94%	
% senior managers Black and Minority ethnic group	0%	
Number of Employees on maternity leave	10	
Number of employees taking Paternity leave	5	
Sickness absence rate (April 2018 – March 2019)	9.74days	
Turnover	8.93%	

## Workforce Diversity

### Age Range



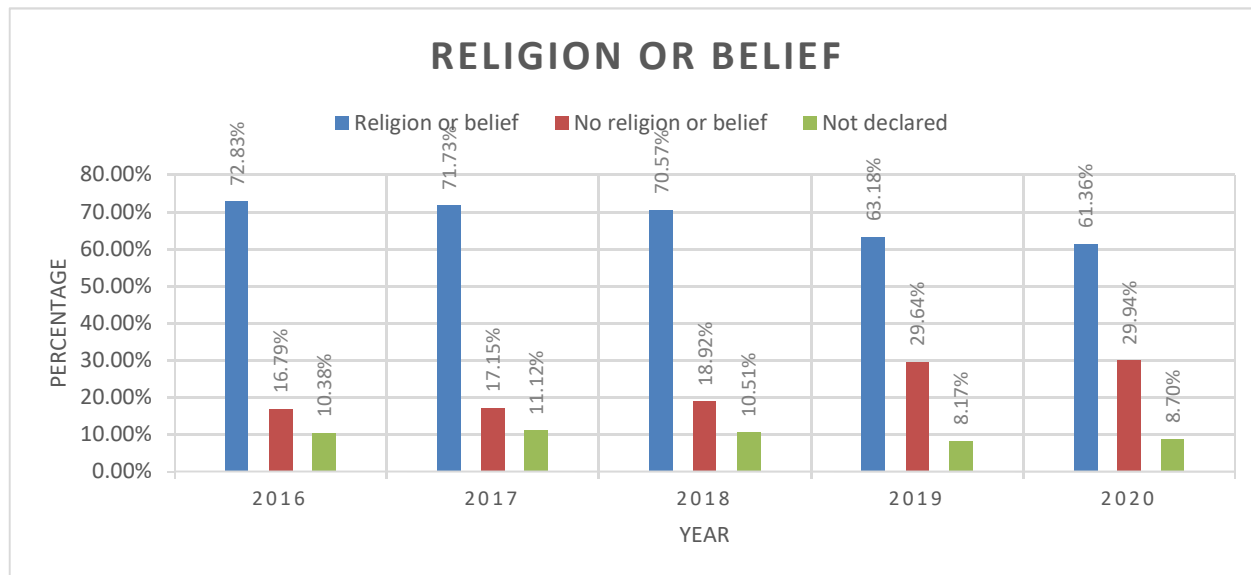
### Disability



### Sexual Orientation

- 91.15% stated they were heterosexual this figure is 0.4% lower than the previous year.
- 1.47% declared they were gay/lesbian this shows a slight increase year on year
- 0.29% stated they were bisexual this is very slightly higher than the previous year.
- 0.44% stated they were other not specified which is higher than the previous year.
- 6.64% preferred not to declare their sexual orientation

## Religion

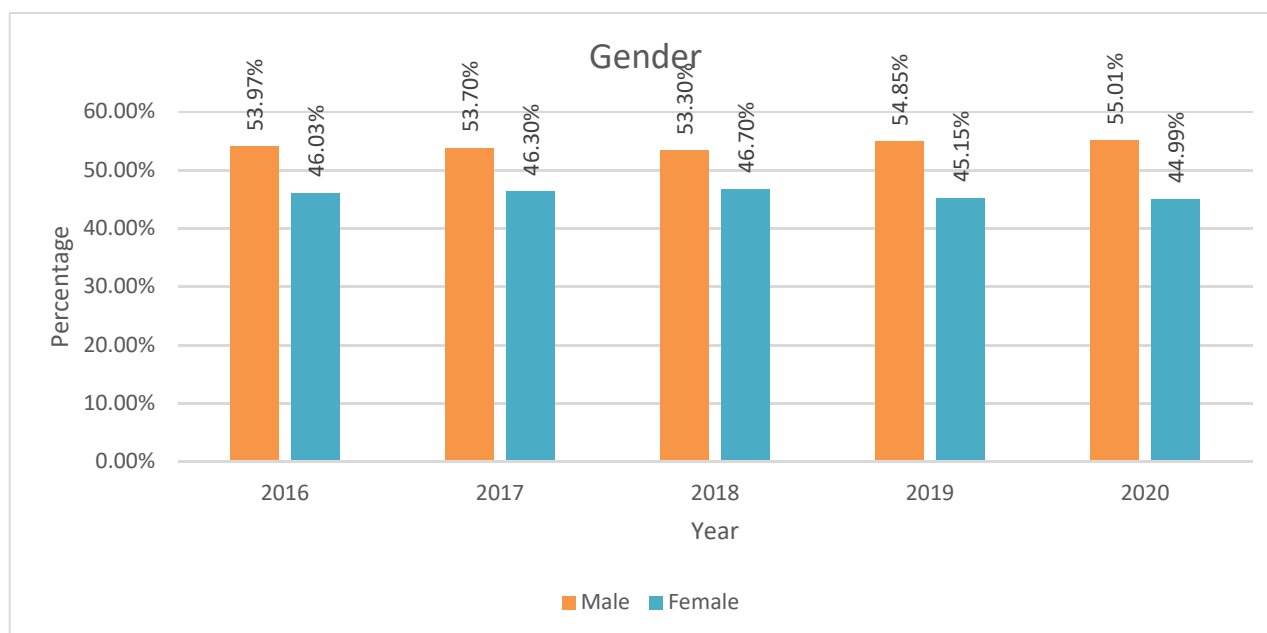


Whilst there is a variance in each category they are a similar profile to the previous year.

## Ethnicity

- 97.49% declared they were White British this is slightly lower than the previous year

## Gender



## **Recruitment and retention**

### **Trends for recruitment**

- Over 95% of applicants completed the monitoring form for the period.
- There were 54 appointments in 2020, compared to 76 in 2019 and 95 appointments in 2018.
- The total number of people currently employed is 678 which shows a downward trend from 722 in 2019, 761 in 2018, 764 in 2017 and 780 in 2016.
- These changes are reflective of the changing face of Local Government due to the financial constraints and pressures they are facing.

## Applications for Employment 2020 - Recruitment 01/01/20 to 31/12/2020

Appointments made:		54		
Total number of applicants:		988		
Description	No. Applied	% Applied	No. Appointed	% Appointed
Male	618	62.55%	28	
Female	360	36.44%	15	
Prefer not to say	10	1.01%	1	
White - British English	877	88.77%	39	
- British Scottish	3	0.30%	0	
- British Welsh	2	0.20%	0	
- Irish	4	0.40%	1	
- Gypsy or Irish Traveller	1	0.10%	0	
- European	26	2.63%	0	
- Any Other	14	1.42%	1	
-White and Black Caribbean	12	1.21%	0	
- White & Black African	2	0.20%	1	
- White & Asian	1	0.10%	0	
- Any Other	1	0.10%	0	
Asian, Asian British, Asian English, Asian Scottish, or Asian Welsh:				
- Indian	3	0.30%	0	
- Pakistani	7	0.71%	0	
- Bangladeshi	0	0.00%	0	
- Any Other	2	0.20%	0	
Black, Black British, Black English, Black Scottish, or Black Welsh:				
- Caribbean	2	0.20%	1	
- African	0	0.00%	0	
- Any Other	2	0.20%	0	
Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or Other Ethnic Group:				
- Chinese	0	0.00%	0	
- Any Other Chinese	7	0.71%	0	
- Any Other Ethnic Group	8	0.81%	0	
Not Stated	14	1.42%	1	
Disabled	39	3.95%	2	
16-24	165	16.70%	6	
25-29	133	13.46%	5	
30-44	320	32.39%	18	
45-59	279	28.24%	12	
60-64	36	3.64%	1	
65+	0	0.00%	0	
Not stated	55	5.57%	2	

### Voluntary Leavers by protected characteristic

Number of employees voluntary leaving the authority		
Categories	No.	% of leavers
White	60	100.00%
Asian	0	0.00%
Black	0	0.00%
Mixed	0	0.00%
Chinese	0	0.00%
Not Stated	0	0.00%
Disabled	3	5.00%
Not disabled	57	95.00%
Male	33	55.00%
Female	27	45.00%
<b>Total</b>	60	100.00%

### All Reasons for leaving

Reasons	Number	% of leavers
Compulsory redundancy	8	8.99%
Disciplinary	3	3.37%
Ill health retirement	1	1.12%
Medical capacity	0	0.00%
Non confirmation of documents	0	0.00%
TUPE	10	11.24%
Resignation	40	44.94%
Resignation with pension	10	11.24%
Retirement	3	3.37%
Voluntary redundancy	14	15.73%

### Employee turnover

Employee turnover is based on voluntary leavers, for 2020 the turnover rate is 8.93% which is lower than the previous years' figure of 9.4%. The total number of leavers based on all reasons for leaving is 73, 60 of which were voluntary.



## **Pay**

### **Top 5% of Earners**

This excludes CEO, Directors and Heads of Service, there are 34 employees in this category.

Type	Data	No.of employees	% of Workforce
Gender	Male	16	47.06%
	Female	18	52.94%
Ethnicity	White	34	100.00%
	Asian	0	0.00%
	Black	0	0.00%
	Mixed	0	0.00%
	Chinese	0	0.00%
Disability		2	5.88%

## **Maternity and paternity**

In 2020 there were 10 employees taking maternity leave and 5 taking paternity leave.

## **Sickness absence**

The reported sickness absence rate for the period April 2019 to March 2020 was 9.74 days per FTE which is a significant increase from April 2018 to March 2019 which was 7.86 **days** per FTE.

The main reasons for sickness absence remain similar to previous years with Muscular skeletal, depression, mental health and operations being most reported.

## **Employee Relations Casework**

### **Grievances**

During 2020 there were a total of 5 grievances raised by employees all of which were male.

In terms of outcome alongside each grievance case we considered if there are any lessons to learn from each case and if there is a requirement to change working practices of policies.

Whilst we would monitor and address any concerns with grievances that were related to the protected characteristics, we will not report on these cases as the small number may identify individual employees.

### **Disciplinary casework**

There were 11 disciplinary cases for this period. 10 of these were involving male employees and 1 female employee. Again as with grievances we will not be reporting the characteristics of these.

## **Learning and Development**

The table below represents a sample of courses undertaken by employees within the Council, totalling 1481 attendees.

The courses included:

- (CMI) Level 3 Certificate
- Autism Awareness
- First Aid at Work
- Working with Asbestos
- Diploma in Housing
- Corporate Induction
- Dealing with Mental Health Issues
- Domestic Abuse
- Career Choices
- Fire Safety
- Guide to Reasonable Adjustments
- Personal Resilience
- Taking Care of Yourself
- The Disciplinary Process
- Agile Working
- Agile Working Managers
- Assert Yourself
- Climate Change
- Communicating Change
- Customer Service
- Dignity at Work
- Disciplinary and Grievances
- Domestic Abuse
- Driving Safely
- Drug and Alcohol Awareness
- Email Stress
- Emergency Planning
- Equality in the Workplace
- Fuel Poverty
- Health and Safety
- Giving and Receiving Feedback
- Interview Skills
- Disability Awareness
- Hate Awareness
- Payment Card Industry Data
- Manual Handling

- Writing for the Web
- Office Safety
- PREVENT
- Personal Safety
- Project Management
- Re-Introduction to Council Buildings
- Questioning Techniques
- Renovations Health and Safety
- Self-Development
- Stress Awareness
- Transgender Awareness
- Understanding Coronavirus
- Job Skills
- Data Protection
- Face Fit Testing
- Fire Warden Training
- HAVS
- Hand Arm Vibration
- Hoarding
- Letter Writing
- Personal Development Reviews
- Planning for Mid-Life
- Report Writing
- Sharps
- Unauthorised Encampments
- Working at Heights

## Training by Protected Characteristic

Training	1481	678
	% attended courses	Workforce Profile
Male	42.00%	55.01%
Female	58.00%	44.98%
Non BME	97.23%	97.49%
BME	2.09%	1.62%
Disabled	7.22%	7.37%
16-24	5.47%	4.28%
25-29	5.60%	5.01%
30-44	27.41%	22.30%
45-59	48.68%	50.29%
60-64	9.39%	13.42%
65+	3.44%	3.69%

Employees are able to book themselves onto training courses with the approval of their manager. They are also able to view upcoming courses using the e-learning system.

## Graduates and Apprentices

In 2020 the organisation supported 5 Graduates with internal placements in the Council.

The authority supported 15 apprentices in 2020 on either Intermediate, Advanced or Higher level Apprenticeships across the council covering a wide range of services.

## Consultation

There have been a limited number of service reviews/redesign during 2020 due to the pandemic, in all the reviews that have been undertaken, recognised Trade Unions have been informed and full employee consultation undertaken. Workshops continue to be undertaken in relation to the roll out of MyView to assist employees with the application in relation to payslips, claiming mileage and booking annual

leave. Due to the pandemic there has been a shift to a virtual environment to comply with government guidance.

The employee survey was undertaken in October 2019, however as the participation rate was low, employee forums have been held at all sites to engage further with employees.

## Gender Pay Gap reporting

Under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 the Council is required by law to publish an annual gender pay gap report. The information contained within this report is for the snapshot date of 31<sup>st</sup> March 2020.

## Summary of data

- The mean gender pay gap is -1.77%
- The median gender pay gap is 10.03%

Table 1. Comparison Female to Male in each salary range quartile

Quartile	Females	Males	Salary range
Lower	52.5%	47.5%	£17,364 - £19,945
Lower Middle	50.3%	49.7%	£19,945 - £21,166
Upper Middle	29.6%	70.4%	£21,166 - £26,903
Upper	48.6%	51.4%	£26,903 and above

Table 2. Breakdown splits of Female to Male across the Authority

Quartile	Females	Males	Salary range
Lower	29.01%	21.68%	£17,364 - £19,945
Lower Middle	27.78%	22.70%	£19,945 - £21,166
Upper Middle	16.36%	32.14%	£21,166 – £26,903
Upper	26.85%	23.47%	£26,903 and above
Total	100%	100%	

The mean is defined as the average of the figures and is calculated by adding up all the figures and dividing by the number there are. The median is defined as the salary that lies at the midpoint and is calculated by ordering all salaries from highest to lowest and the median is the central figure. The quartile information is calculated by listing all salaries from highest to lowest and then splitting that information into four equal quarters to determine the percentage of male / female employees in each quartile.

All the figures set out above have been calculated using the standard methodologies used in the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017. Although reporting of the salary ranges for the quartiles is not required, this has been provided for additional information.

More information on our Gender Pay Gap can be found in the Gender Pay Gap Information 2019 at [Equality and diversity – Mansfield District Council](#)

### **Actions for 2021**

Due to the COVID19 pandemic which impacted on all businesses, employees and the community, the work that was planned for 2020 was superseded by work undertaken to support employees and the Community in relation to the Pandemic.

- Continued implementation of our Recruitment and Selections Strategy and People First Action Plan supporting our work towards becoming a more attractive and diverse employer.
- Continue to test alternative methods of recruitment to be more inclusive and attract an increasing number of applicants and then hopefully appointing more young people e.g. use of CV's, how and where advertised
- Employee survey results analysed and actions developed that are integrated into the People Strategy action plan.

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