

Crawley Borough Council Workforce Monitoring Report - 2019/20



Foreword

This report and accompanying tables provide data on diversity declaration rates and the workforce profile of Crawley Borough Council in the 2019/20 financial year.

The report focuses on those protected characteristics for which data is collected and available at a level sufficient to enable statistically reliable reporting.

This document outlines the key data that the Council is able to provide about its workforce. We have included detailed statistics around age, disability, gender, race, religion /belief and sexual orientation.

All figures have been rounded to the nearest whole figure for reporting purposes.

The data within this report is based on our workforce of 615 employees as at the 31st March 2020. We intend to perform an employee details update during the 2020-21 financial year which may see some changes to historical data in relation to religion, sexual orientation etc. The majority of this data is disclosed at recruitment stage, so it may be that after sometime working in their roles employees feel more comfortable sharing this information.

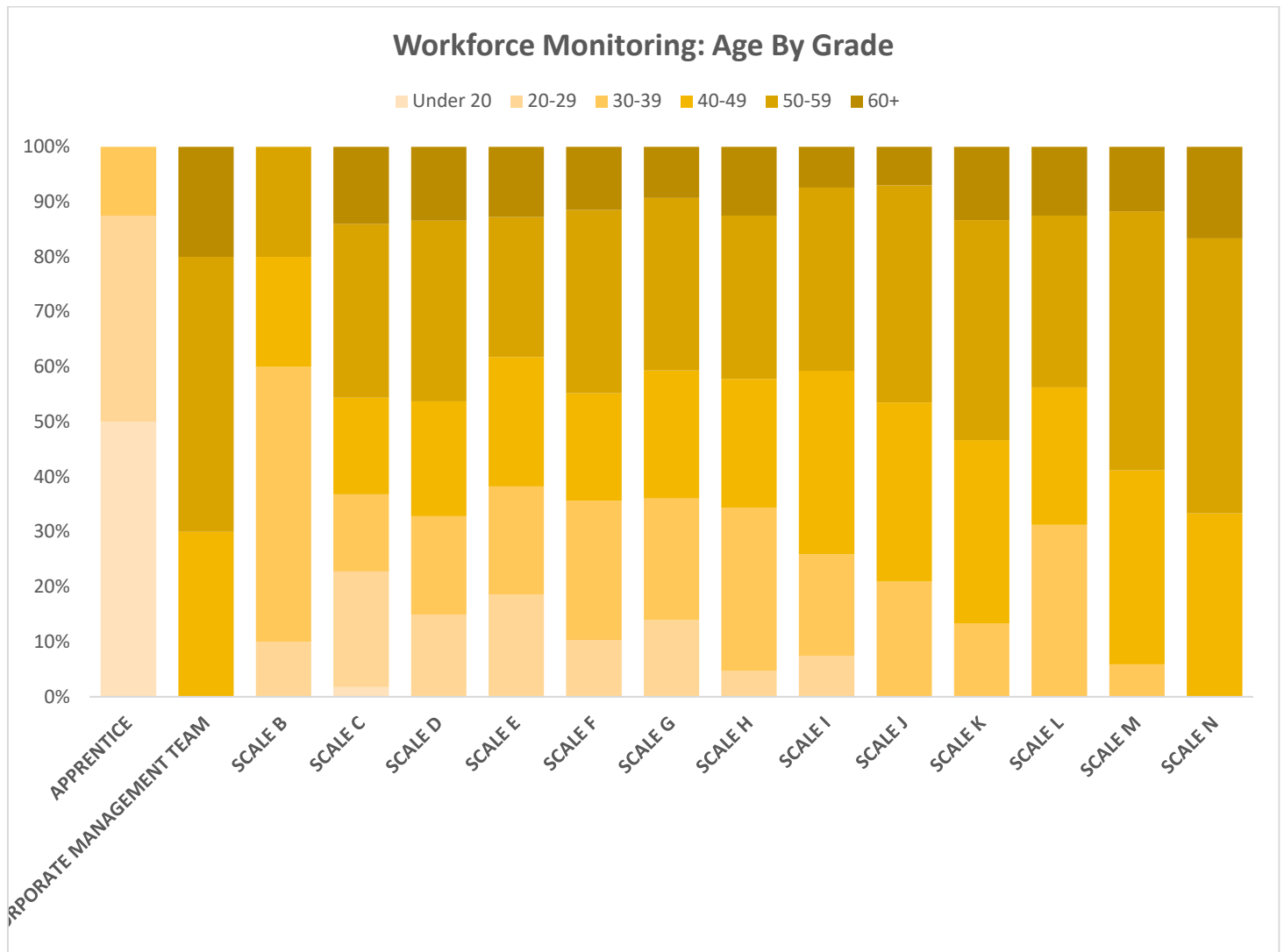
Contents

The workforce monitoring information outlined on subsequent pages covers the following areas:

1. Age
2. Disability
3. Gender
4. Race
5. Religious Beliefs
6. Sexual Identity
7. Working Patterns
8. Recruitment
9. Leavers
10. Gender Pay Gap

Age

The following graph outlines the Council's employees by their age and salary grade:



The majority of employees fall into the 50-59 age bracket, accounting for 32% of our workforce. The percentage of Under 20's employed by the council is just 1% and 11% of our workforce is aged 60+.

The council employs 8 apprentices across the organisation, within a range of divisions including Communications, Housing and Neighbourhood Services. We continue to offer high quality apprenticeships such as Town Planning or Specialist Fitters and by doing so we are able to support and develop individuals in their new careers.

We are always actively looking to increase the number of apprenticeships we offer to stay in line with government targets which supports our aim of attracting a younger workforce.

Disability

As a Disability Confident Employer we are committed to the employment, retention and career development of all employees with a declared disability.

The total percentage of employees who have declared a disability, as defined by the Equality Act 2010, is 5.4% which remains the same as last financial year but has increased from 5.2% in 2017/18.

Workforce Monitoring: Declared Disability by Grade

■ Count of Disability ■ Count of Surname

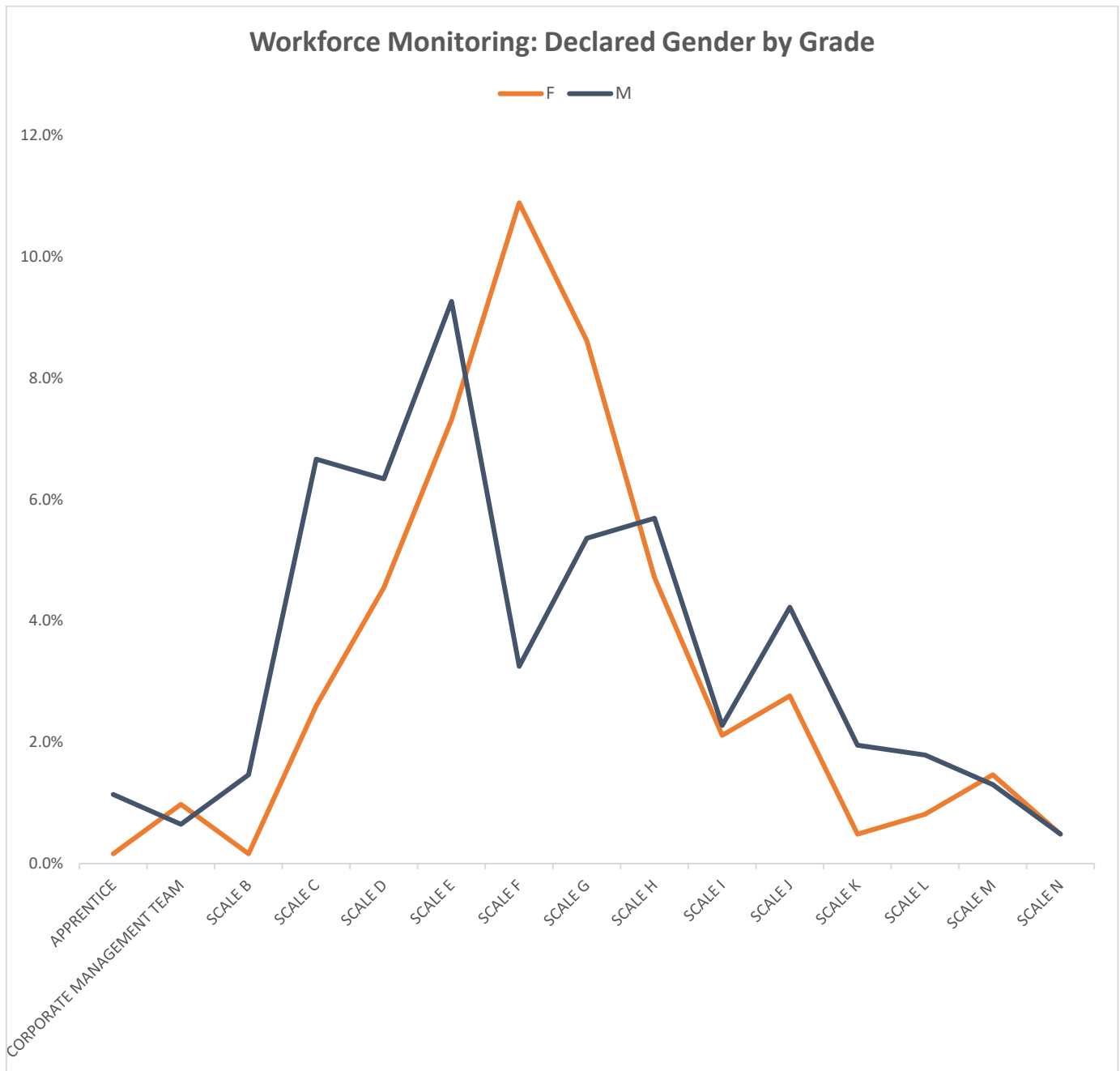


	APPRENTICE	CORPORATE MANAGEMENT TEAM	SCALE B	SCALE C	SCALE D	SCALE E	SCALE F	SCALE G	SCALE H	SCALE I	SCALE J	SCALE K	SCALE L	SCALE M	SCALE N
■ Count of Disability	6%	0%	6%	3%	24%	9%	9%	9%	12%	9%	9%	0%	3%	0%	0%
■ Count of Surname	8	10	10	57	67	102	87	86	64	27	43	15	16	17	6

Gender

The gender split remains relatively balanced, with our workforce made up of 48% females and 52% males which are consistent with the figures for 2018/19.

The following graphs outlines the gender split by grade for all employees:

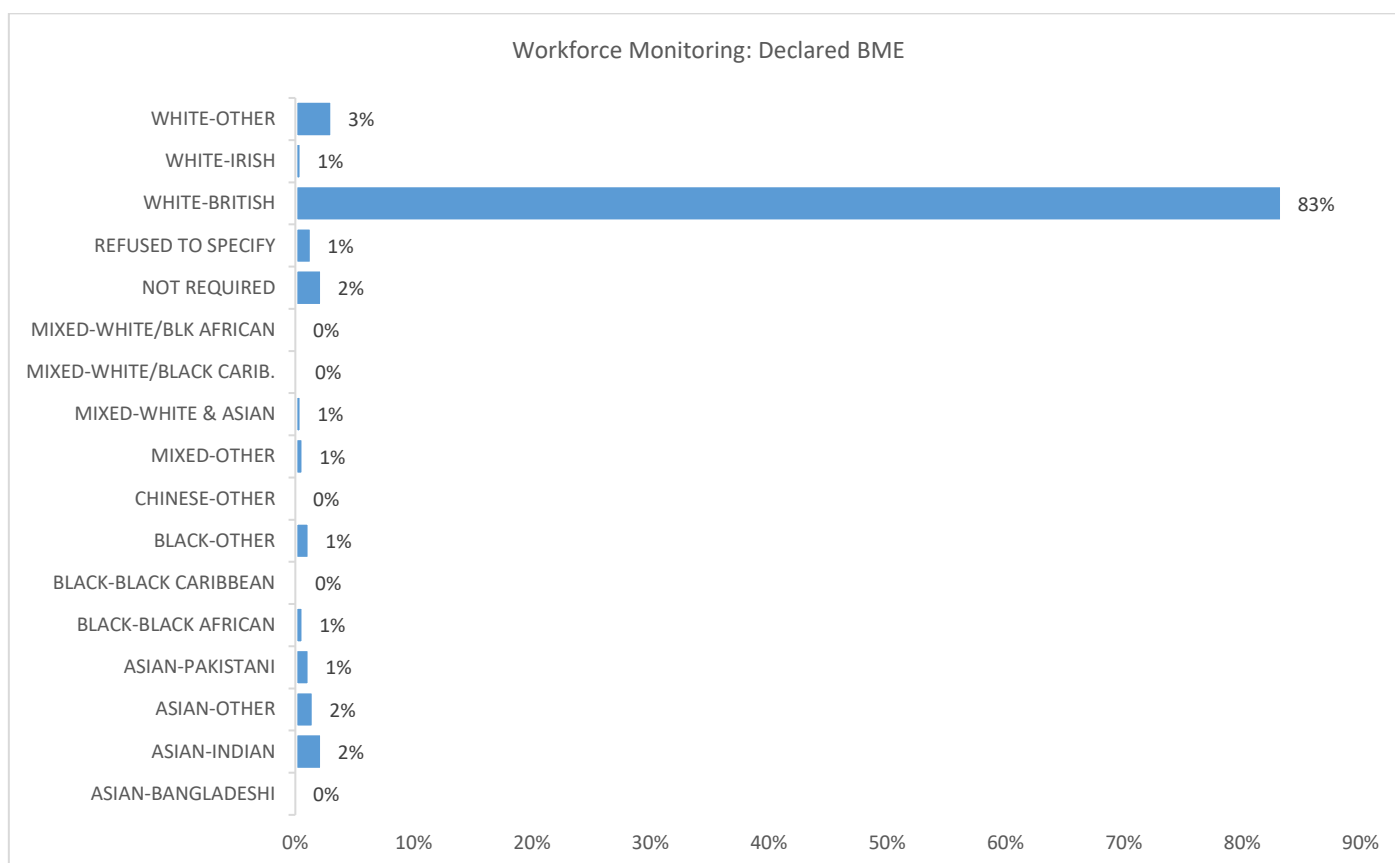


Race

The council employs a diverse workforce, with employees from various ethnic backgrounds, the categories of which are outlined in detail below:

	Category
A	White - British, Irish and other white background
B	Mixed - White and Black Caribbean, White and Black African, White and Asian and other mixed background
C	Asian - Indian, Pakistani, Bangladeshi and other Asian background
D	Black - Black Caribbean, Black African and other Black background
E	Chinese or other ethnic group
X	Not known or stated

The graph below outlines the councils BME split by percentage:



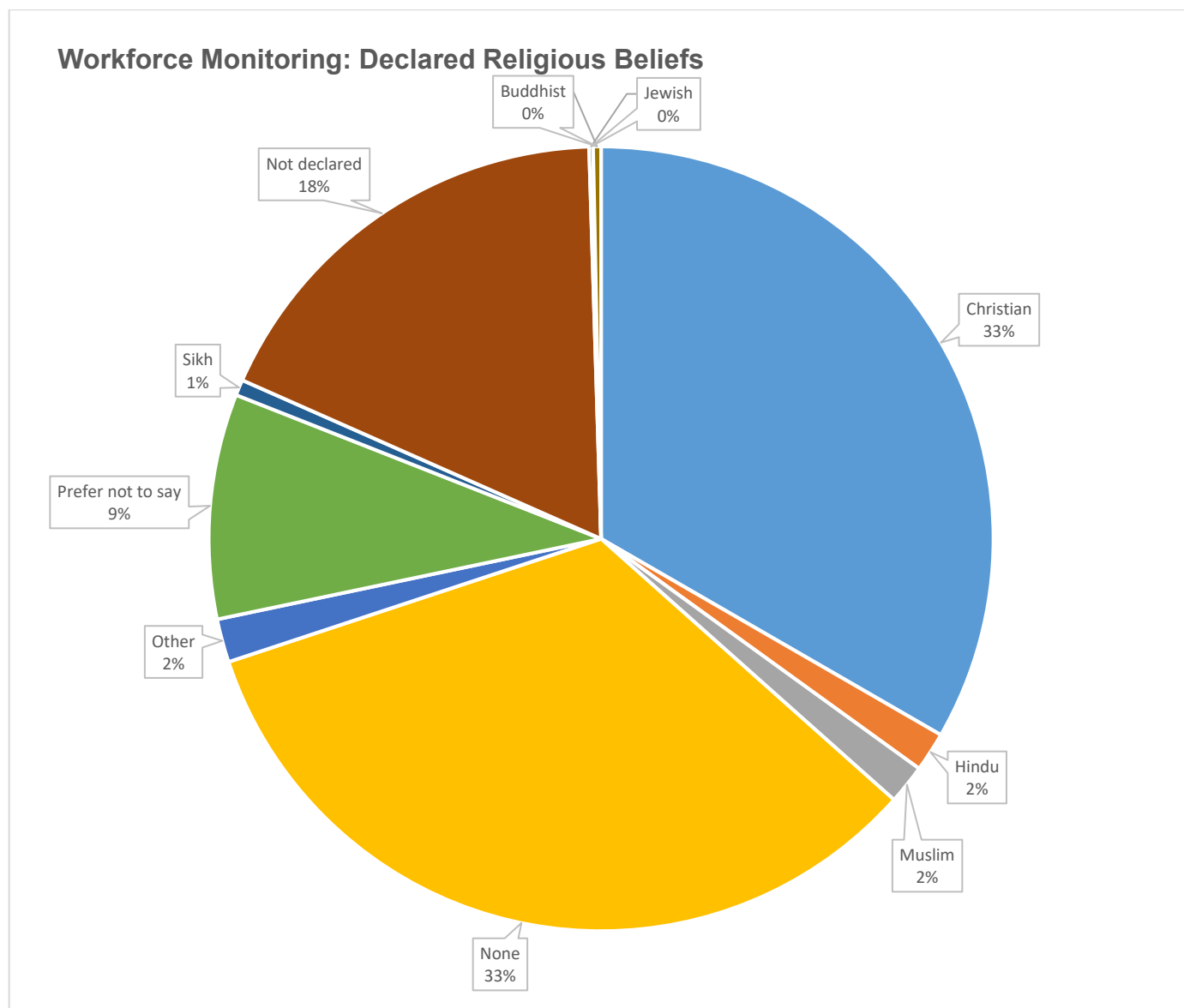
The majority of the workforce fall into category A with 83% of our workforce declaring they are White-British,

1% of employees 'Refused to Specify' their race and 2% stated that this was 'Not required'.

12.9% of the Council's workforce is made up of a mixture of ethnic races which is an increase of 0.9% since last year.

Religious Beliefs

The pie chart below outlines the current religious beliefs of the Council's workforce:



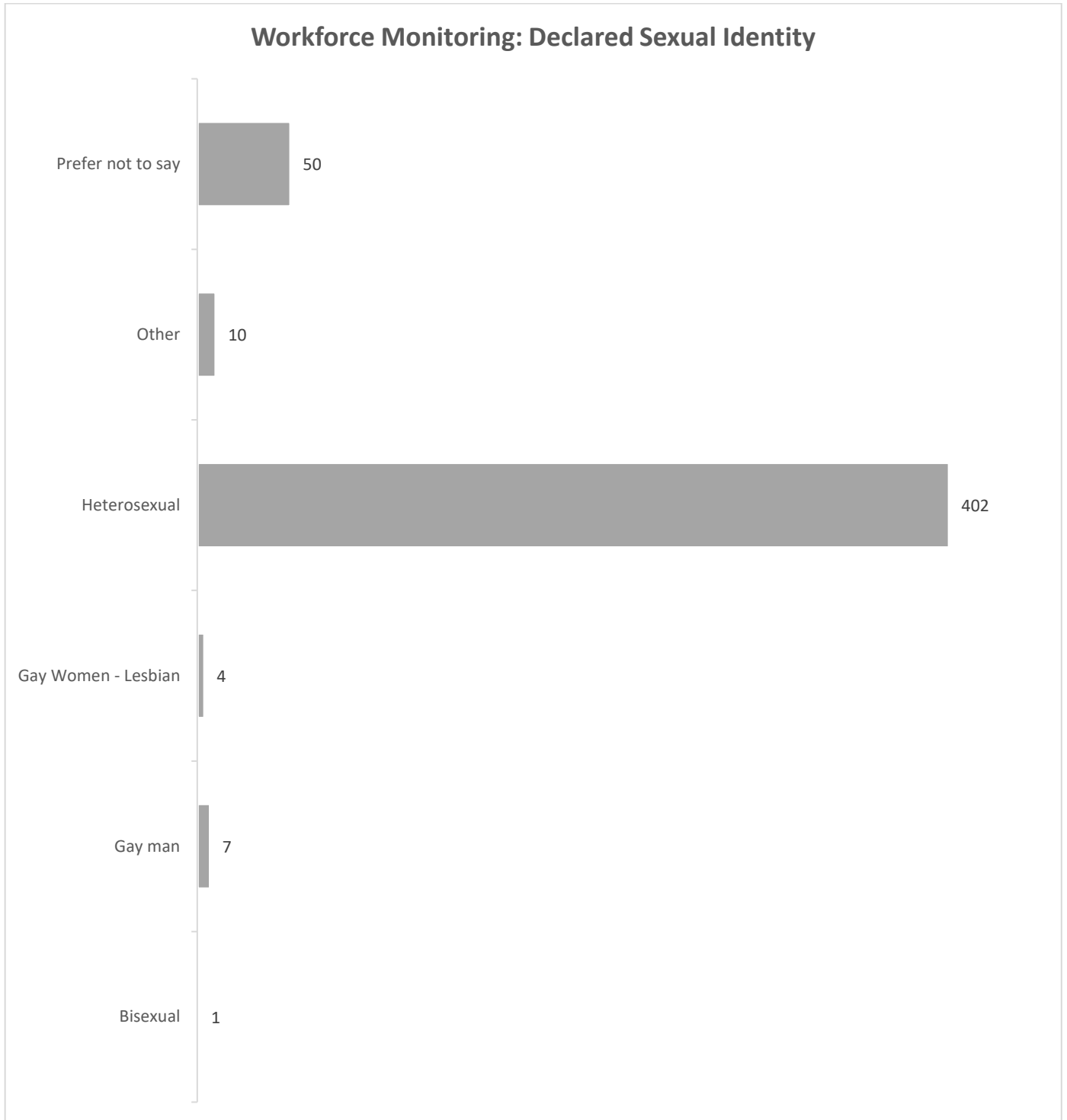
* For those figures that are displayed as a 0 within the pie chart, this is due to our figures being rounded to the nearest whole number for reporting purposes. Therefore the exact figure will be less than 0.5.

Our employees have a range of different religious beliefs, these include Sikh, Hindu, Muslim, Jewish, Buddhist and Christian.

33% of our employees have declared that they have no religion, which is equal to the 33% of our employees who have declared they are of Christian belief. 18% of our workforce have not declared and 9% would prefer not to say.

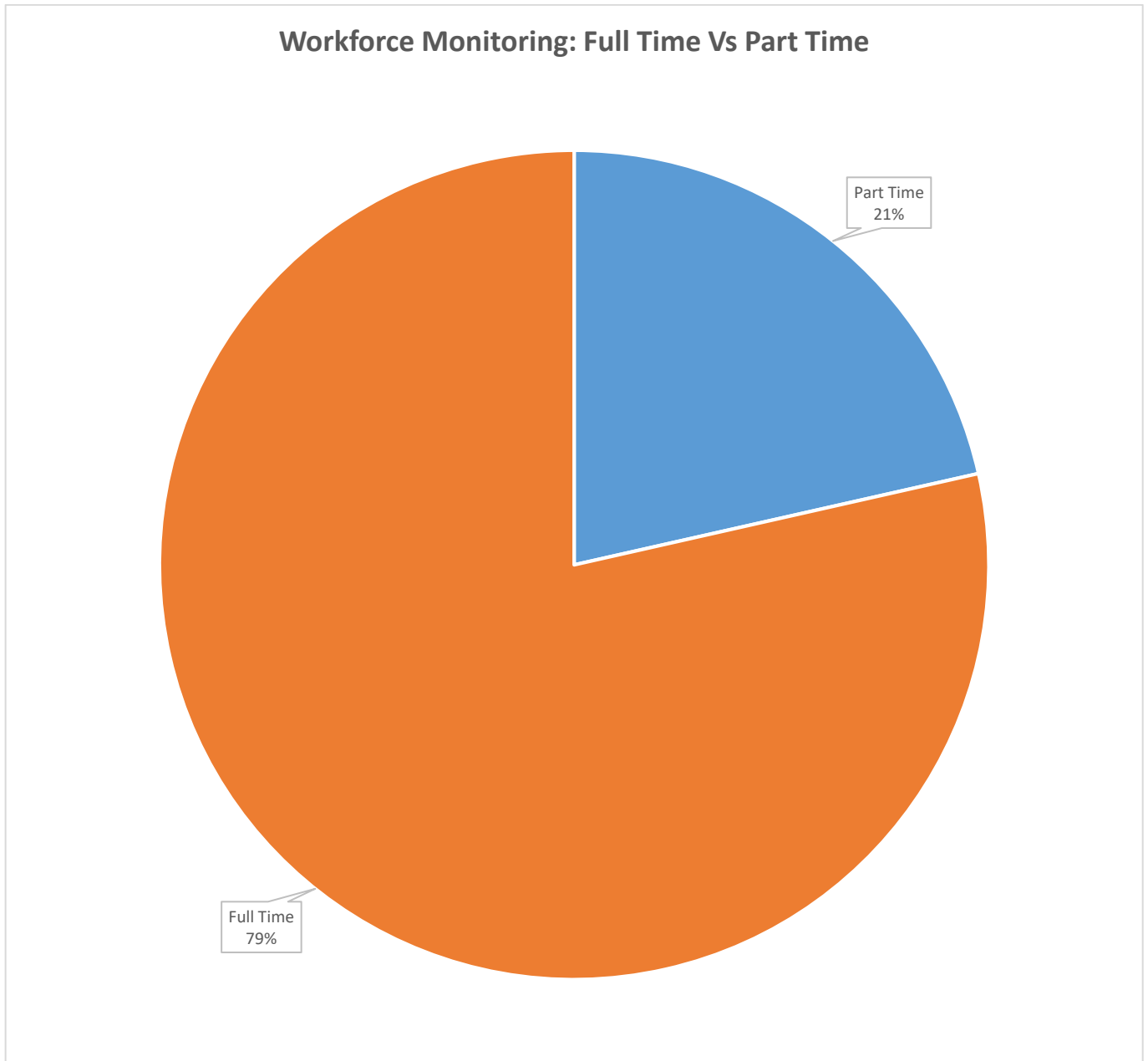
Sexual Identity

Out of 615 employees, 474 employees have declared their sexual identity. The graph below outlines this collated information:



Working Patterns

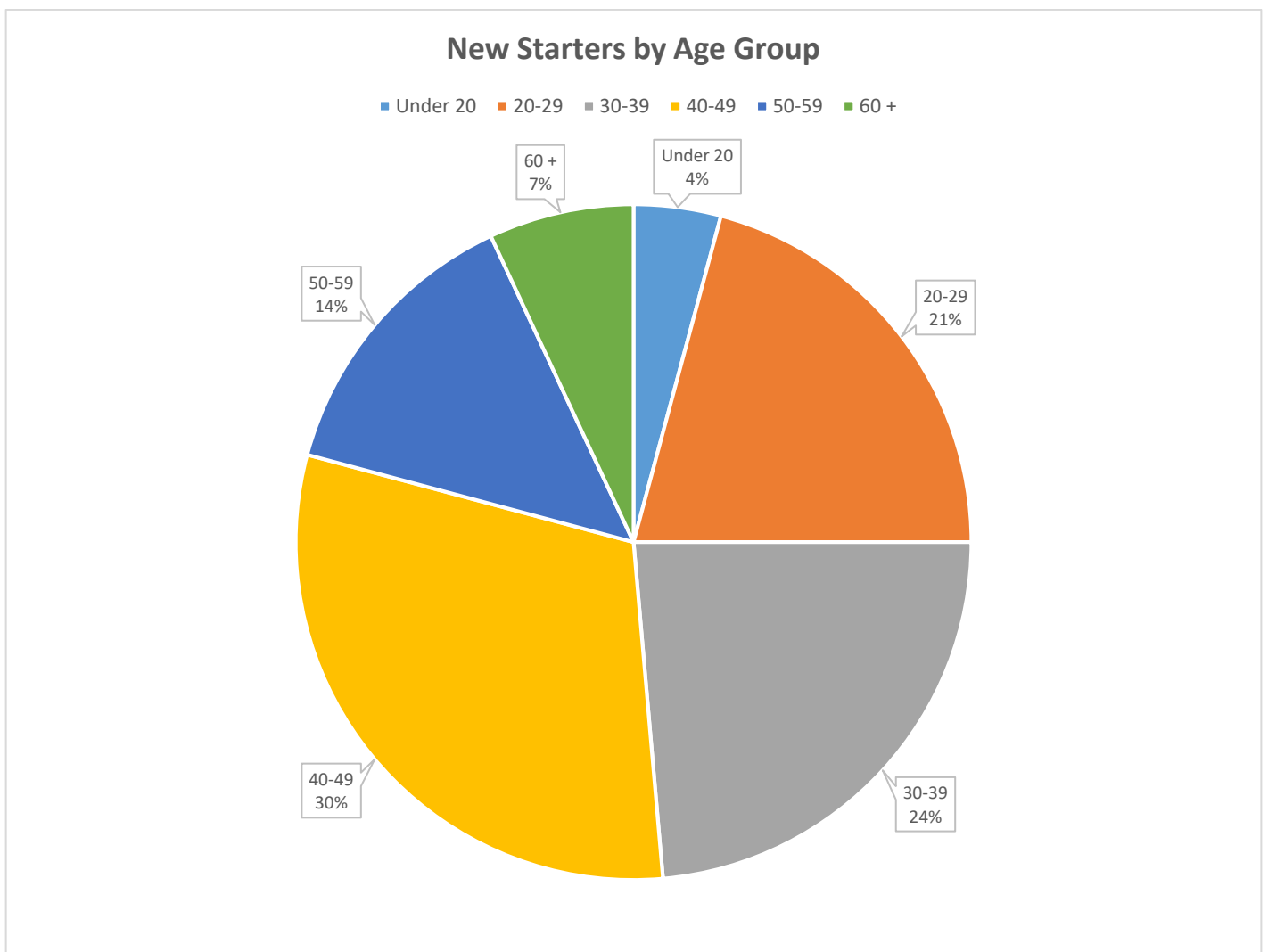
Currently 21% of our employees work part time, which is 2% less than in 2018-19 and 79% work full time, which is subsequently 2% more than in 2018/19:



We are aware that there are a number of employees working 9 day fortnights, condensed hours and various rota patterns, these are not recorded centrally as working patterns are managed locally within the department.

The following data shows the age groups of the 72 appointments which were made during the 2019-20 financial year:

Age	Number of Starters
Under 20	3
20-29	15
30-39	17
40-49	22
50-59	10
60 +	5
Grand Total	72



In 2018-19 the largest proportion of new starters (30%) were in the 30-39 age range, this year the largest proportion of new starters recruited (31%) was in the 40-49 age range.

In 2019-20 3% of the 72 individuals appointed were under the age of 20 and 6% were over the age of 60.

Disability

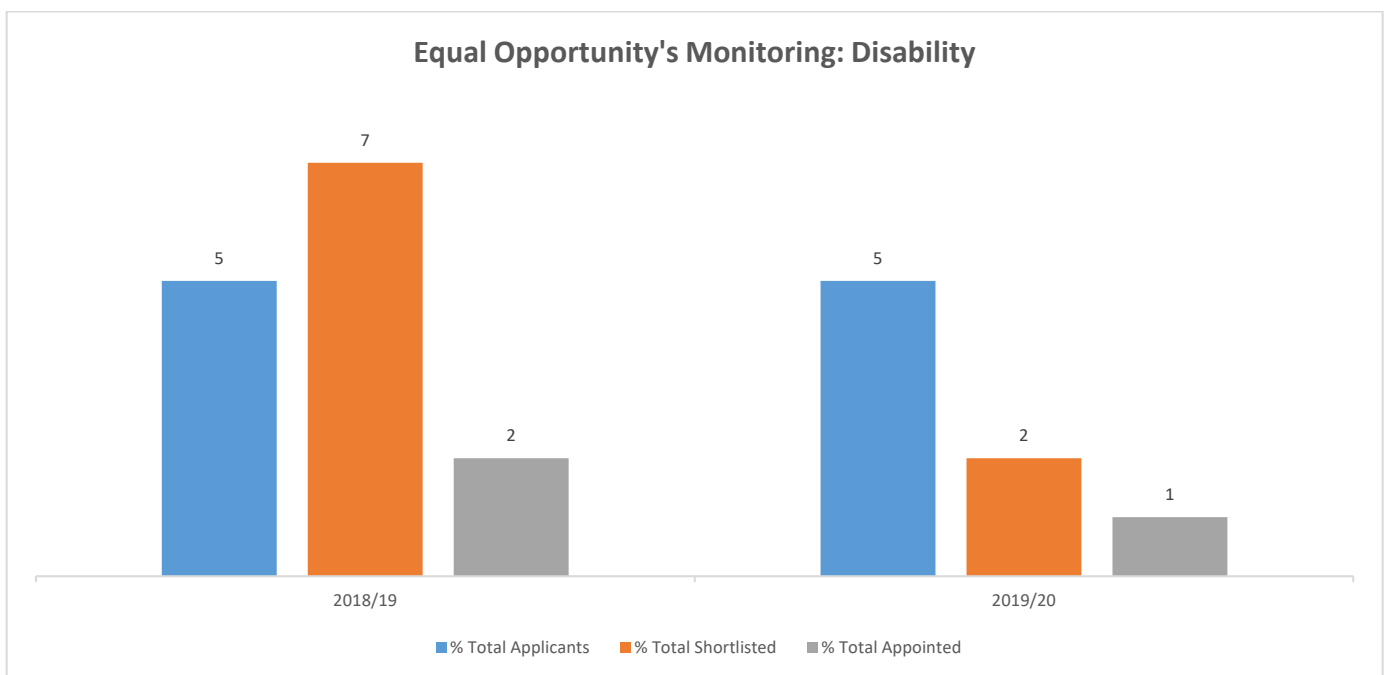
Disability Confident is a government scheme that supports employers to make the most of the talents disabled people can bring to the workplace, as a disability confident employer we have access to advice and guidance to help us think differently about disability, and improve how we attract, recruit and retain disabled workers.

Not only does the Disability Confident scheme help us think about how we might make our workplace more accessible, it also demonstrates to our workforce and the community that we are committed to equality in the workplace.

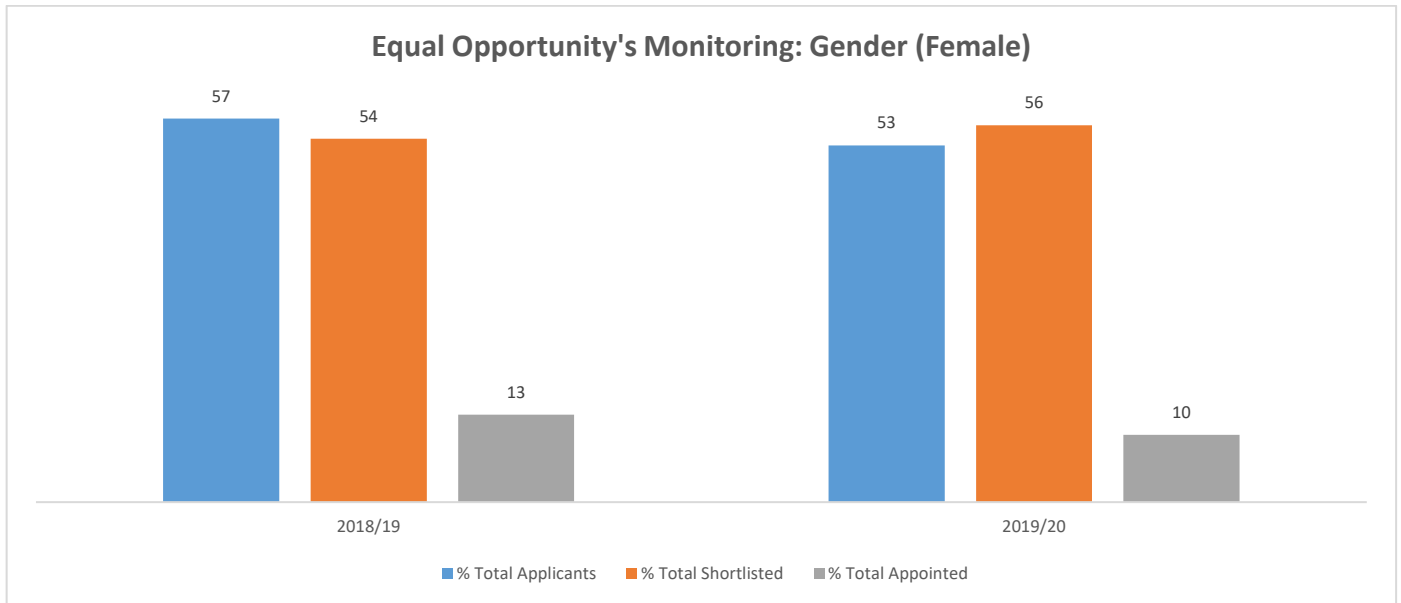


As part of the recruitment process, all applicants have the option to flag their disability on their application form and if their application meets the essential criteria of the role then they will be shortlisted and invited for interview. The disability flag, does not ask applicants to go into any detail or specify what their disability is and they are not obliged to declare their disability at any point during the recruitment process.

5% of the applications that we received this year had a declared disability, of those applicants 2% were shortlisted and 1% were appointed.

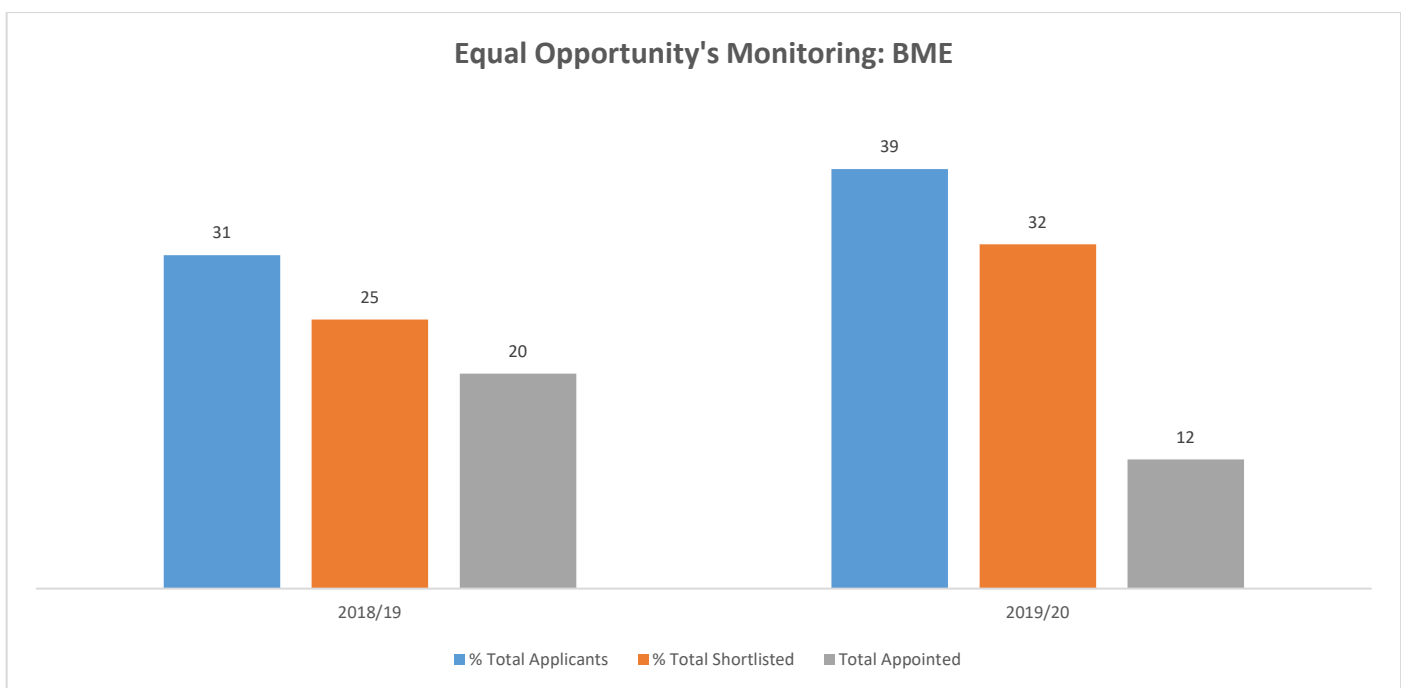


Females represented 53% of the total applicants in 2019/20. 56% of those females were shortlisted and invited for interview and 10% of those applicants were then successfully appointed.



Race – Black and Minority Ethnicity (BME)

39% of applications received were from those representing a BME group, 32% of these applicants were shortlisted and invited to interview and a total of 12% of that total BME applicants were then appointed.



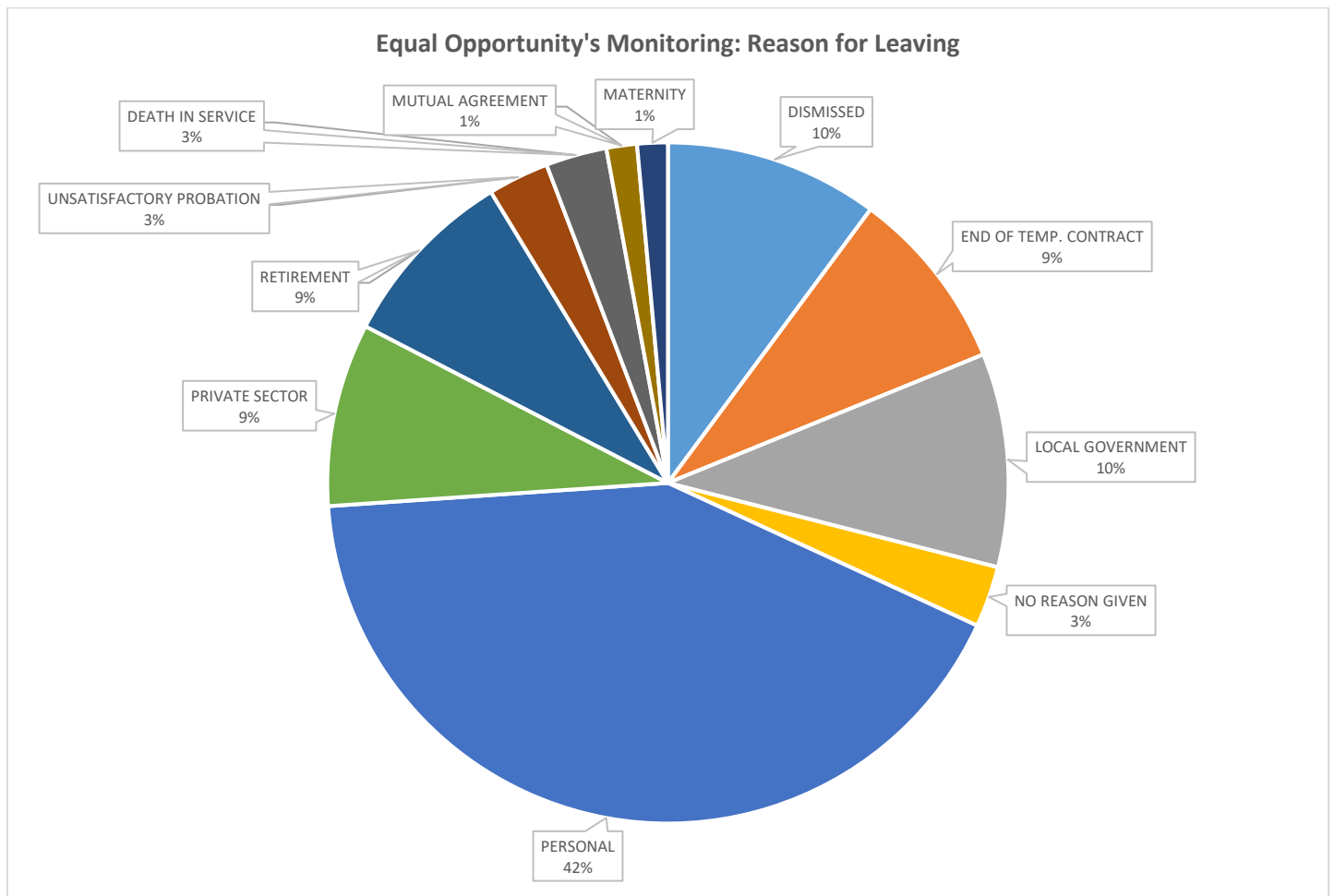
Veterans Interview Programme (VIP)

We support the Veterans Interview Programme by guaranteeing an interview to any applicant who has served in the Armed Forces in the last 3 years and who meets the essential requirements of the post.

This year only 2 applications were received from veterans, sadly none of which were invited for interview as their applications did not meet the essential requirements of the roles.

Leavers

A total of 69 employees left the council in 2018-19 which is 14 less than the 83 that left in 2018/19 and 27 less than the 96 employees that left in 2017-18, the reasons for which are outlined below:



9% of these leavers were due to their fixed term contracts coming to an end so were not voluntary leavers. The largest reason for people leaving with 42% overall is 'Personal' which broadly speaking identifies that people are leaving due to their own personal circumstances, we have looked into this further and a breakdown of more detailed reasons is outlined below.

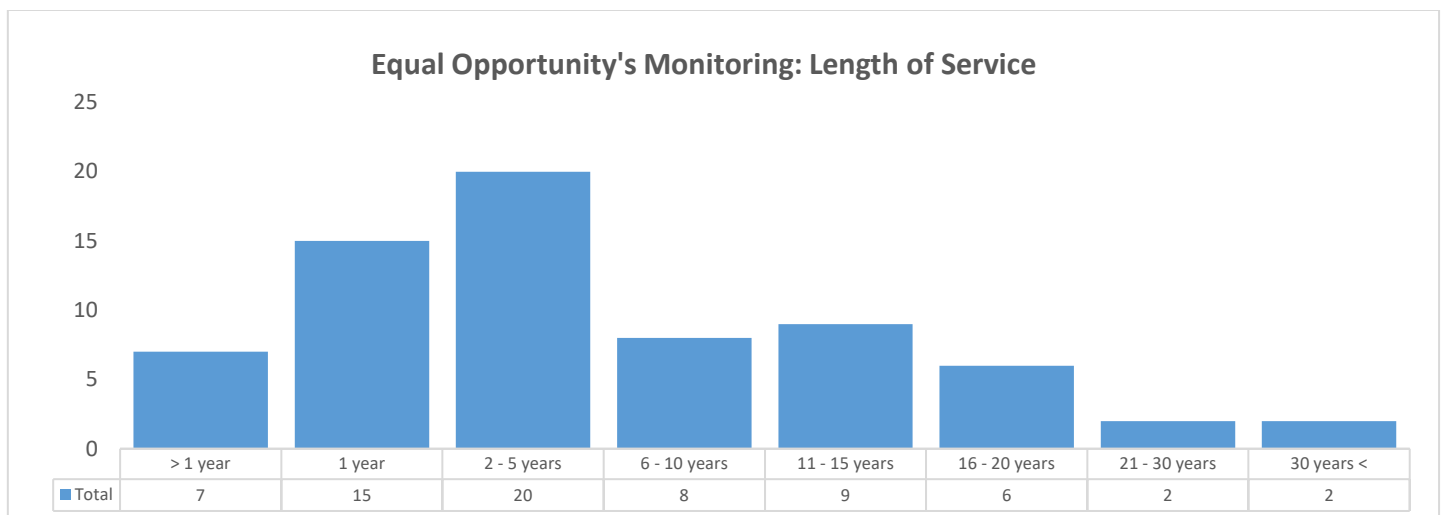
Reason for Leaving	Number of Leavers
DISMISSED	7
END OF TEMP. CONTRACT	6
LOCAL GOVERNMENT	7
NO REASON GIVEN	2
PERSONAL	29
PRIVATE SECTOR	6
RETIREMENT	6
UNSATISFACTORY PROBATION	2
DEATH IN SERVICE	2
MUTUAL AGREEMENT	1
MATERNITY	1
Grand Total	69

Personal Reasons

Of the 29 employees that left for 'PERSONAL' reasons, whilst not recorded centrally for reposting purposes, we have identified the following to be the more targeted areas within this category:

- Breakdown in working relationship
- Health/Breakdown in working relationship
- Career break
- Career change
- Family circumstances
- New job
- No reason given
- Relocation
- Relocation/Family circumstances
- Resignation during formal process
- Role unsuitable
- Role did not meet expectations
- Setting up own business
- Visa related

The chart below outlines each leaver's length of service in years at the time that they left:



This year 7 individuals left us before they had reached 1 years' service, this is 9 employees less than last financial year. 5 of these individuals left for personal reasons, 1 was the end of a fixed term contract and the other left for a role in the private sector.

A further 15 employees left after 1 years' service, which is the same figure as in 2018-19 the reasons for leaving also indicate here that the majority of these individuals left for personal reasons.

We are still seeing a large amount of leavers in the 2-5 years' service category with 20 leavers in 2019-20, this is an increase of 4 leavers from the 16 who left us in 2018-19. There could be a correlation here with the fact that a large proportion of our workforce is made up of millennials who typically leave a role and move onto the next within this timeframe.

We continue to monitor exit questionnaires and we also offer the option for an exit interview if the employee wishes to have one, this way we can continue to understand the reasons why our employees are leaving and manage these appropriately.

Gender Pay Gap

Under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 employers with 250 or more employees are now required to publish statutory gender pay gap calculations on an annual basis. We are required to publish the following gender pay data:

- Gender pay gap (mean and median averages)
- Gender bonus gap (mean and median averages)
- Proportion of men and women receiving bonuses
- Proportion of men and women in each quartile of the organisations pay structure

The data published this year was based upon the snapshot date of 31 March 2019:

Mean Gender Pay Gap		
Gender	Mean Hourly Pay	%
Male	£15.30	
Female	£15.50	
Total		-1.3%

Median Gender Pay Gap		
Gender	Median Hourly Pay	%
Male	£13.11	
Female	£13.59	
Total		-4%

Proportion of males and females in Each quartile

Lower Quartile		
Gender	Total employees	%
Males	90	67.2%
Females	44	32.8%

Total	134	
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Lower Middle Quartile		
Gender	Total employees	%
Males	59	44.0%
Females	75	56.0%
Total	134	

Upper Middle Quartile		
Gender	Total employees	%
Males	60	44.8%
Females	74	55.2%
Total	134	

Upper Quartile		
Gender	Total employees	%
Males	74	55.2%
Females	60	44.8%
Total	134	