

**Annual Equality
Workforce Profile
2019-20**

Responsible Section/Team	People & Policy	Version/Status	V1
Responsible Author	People & Policy Manager	Date Agreed / Agreed At	
Date last Amended	20/07/2020	Due for review	20/07/2021

1. Introduction

The purpose of this report is to provide an annual summary of the profile of the workforce for Rossendale Borough Council (The Council) by its protected characteristics as defined under the Equality Act 2010.

2.The Equality Act 2010

The Equality Act 2010 states that everyone has the right to be treated fairly and equally.

The Act places a general equality duty on all public sector organisations to have due regard to the need to: Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act

The equality duty is supported by two main specific duties which require public bodies to:

- Set and publish equality objectives at least every four years
- Publish equality information at least annually.

2.1 Protected Characteristics (or protected groups)

The Council aims to ensure that no one receives less favourable treatment for reasons relating to all recognised protected characteristics covered by the Act.

The protected characteristics covered by the Act are as follows:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex (gender)
- Sexual Orientation

2.2 Equality Impact Assessment

The completion of equality impact assessments is no longer a legal requirement, however it is used by the Council as a useful tool to identify the impact of policies and decisions made in relation to staff and communities. Completed equality impact assessments are published on the Council's website.

2.3 Equality Objectives

The Council recognises its statutory equality duties under legislation in terms of and service provision and is committed to meet them through its objectives set out in the Council's Equality Policy (2018):

- Equality in the delivery of Services - equality of opportunity in the provision of services and aims to create the best possible quality of life for people who live or work in Rossendale.
- Equality in employment – ensuring equality of opportunity to all in employment; do not unfairly discriminate against job applicants or employees for any reason, recruiting managers to complete the Council's recruitment and selection training.
- Employee monitoring – monitoring policies and services meets the needs of our employees and community, employees on the basis of protected characteristics in training and development, disciplinary procedures and grievance, leavers, job applicants and employee pay profiles.
- Procurement of contractors – contractors, suppliers and funded service providers promote equality and diversity.

3. Annual Equality Workforce Profile 2019-2020

All public sector employers, including local authorities, have a statutory duty under the Act to publish the equality profile data it holds for its directly employed workforce on a regular annual basis to demonstrate compliance with the general equality duty.

This data underpins the Council's commitment to ensuring that its employment practices and are free from discrimination and fulfil the core statutory duty placed on all public sector employers.

The workforce equality profile is based on headcount of the workforce as at 31st March 2020.

The information monitors the profile of the Council workforce by the protected characteristics and where possible will be compared with the 2011 Census relating to Rossendale District that is ethnicity and religion.

Whilst it is a legal requirement to publish relevant information about the workforce, the information is also used to inform the ongoing development and delivery of the Council's Organisational Strategy, such as, career development and succession planning.

This annual report provides information about the composition of the workforce, the people we have recruited, the use of discipline, grievance and other procedures and information about employees who leave the authority.

4. Population

Based on 2011 Census the population of Rossendale is 68,000 individuals.

The Census 2011 figures' confirms that Rossendale has a low percentage of people (40.3%) who live and work within the authority.

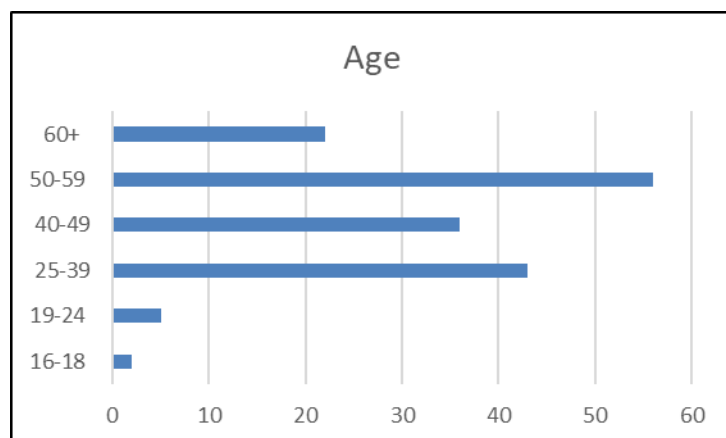
Analysis of our Workforce Profile data showed that 55% of staff live in the borough, 34% in BB4 postcode and 21% in OL13 postcode areas.

5. Our Workforce

At 31st March 2020 the establishment was made up of 176 posts and the Council employed 164 people (154 full time equivalents). The headcount of 164 is made up of 147 full time and 17 part time employees. 152 employees are employed on permanent contracts and 12 employees are employed on temporary contracts.

6. Age

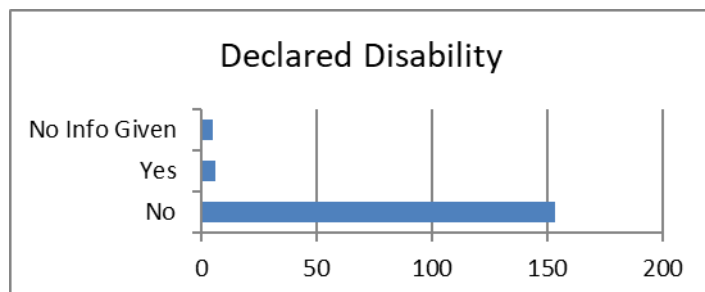
	No.	%
16-18 years	2	1%
19-24 years	5	3%
25-39 years	43	26%
40-49 years	36	22%
50-59 years	56	34%
60+ years	22	13%
	164	



As at 31st March 2020 the Council employed 48% of staff aged 50+, this rises to 70% for all staff aged 40+. The figures compare to 39.5% of staff aged 50+ and 67% aged 40+ for 2018-19. Data from the LGA Local Government Workforce Survey 2017-18 confirms that the profile for the Council generally reflects the profile for local government where there is a tendency to have a significant proportion of staff 50+ with long service.

7. Disability

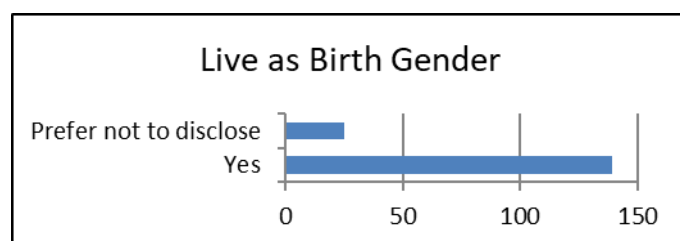
	No.	%
No	153	93%
Yes	6	4%
No Info Given	5	3%
	164	



The data shows that 6 employees have declared a disability compared to zero in the 2018-19 report where nobody declared a disability. However, a request for an update of personal details has been completed during 2019-20 and the results have shown the increase of staff declaring a disability (3 of the employees were employed when the 2018-19 report was produced).

8. Gender Reassignment (Employees living as birth gender)

	No.	%
Yes	139	85%
Prefer not to disclose	25	15%
	164	



9. Marriage and Civil Partnership

The Council does not record data on marriage and civil partnership relating to the workforce. No issues have been identified.

10. Pregnancy and maternity

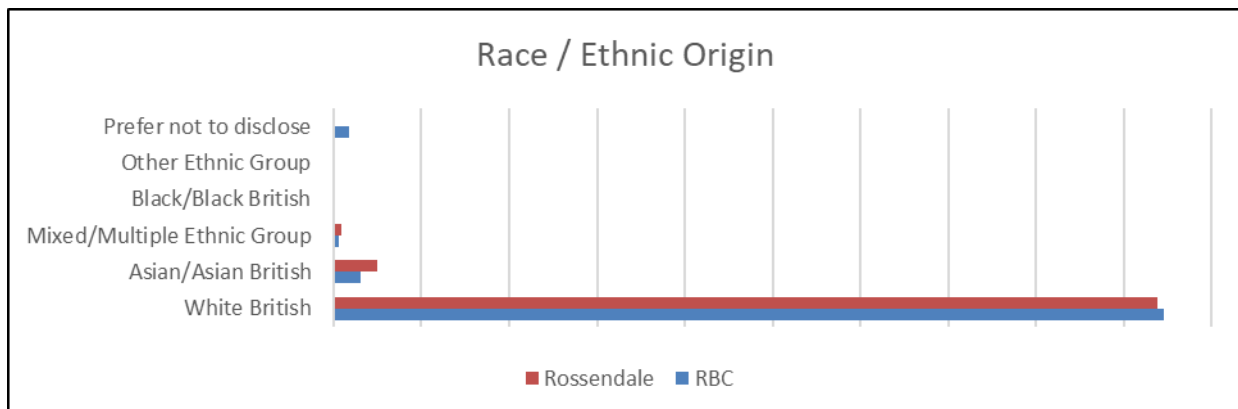
During the period 2019-20 two members of staff took maternity leave. As at 31st March 2020 one has returned and the other is still on unpaid additional maternity leave.

11. Race / Ethnic Origin

The percentage of Black, Asian and Minority Ethnic (BAME) employees overall was 3.66% which is a slight decrease on last year when it was 4%. The figure of 3.66% represents 6 members of staff.

The 2011 Census indicates that 6% of Rossendale's total population were from minority ethnic communities.

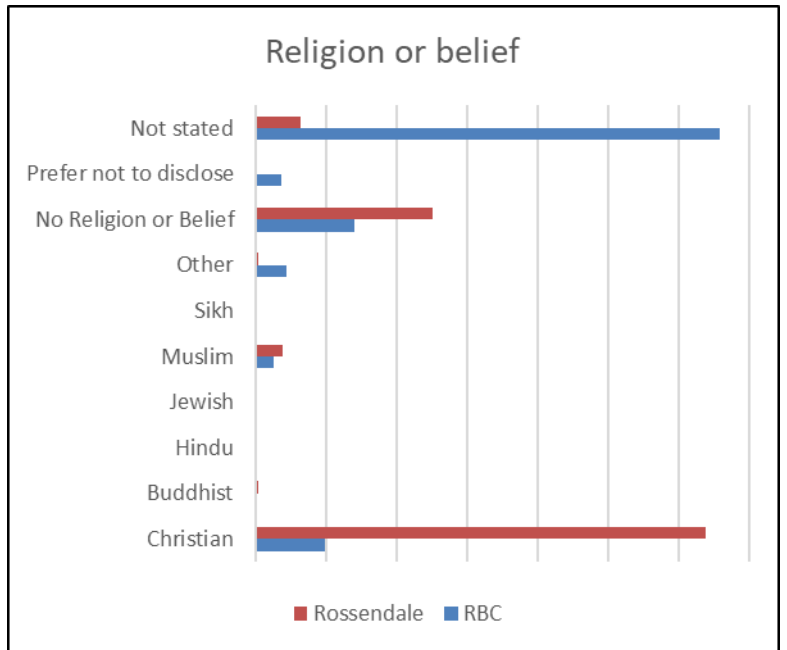
	RBC	Rossendale Community
White British	94.51%	93.82%
Asian/Asian British	3.05%	5.00%
Mixed/Multiple Ethnic Group	0.61%	0.89%
Black/Black British	0.00%	0.18%
Other Ethnic Group	0.00%	0.12%
Prefer not to disclose	1.83%	0.00%



12. Religion or belief

Workforce records as at 31st March 2020 provided the results as shown in the table below, this has been compared to the figures of the Rossendale community (Census 2011).

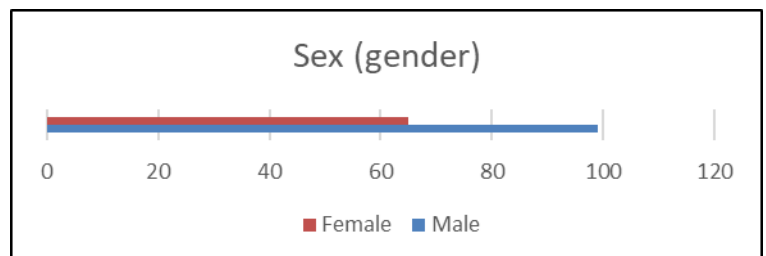
	RBC	Rossendale Community
Christian	9.76%	63.83%
Buddhist	0.00%	0.24%
Hindu	0.00%	0.14%
Jewish	0.00%	0.10%
Muslim	2.44%	3.84%
Sikh	0.00%	0.01%
Other	4.27%	0.34%
No Religion or Belief	14.02%	25.15%
Prefer not to disclose	3.66%	0.00%
Not stated	65.85%	6.35%



13. Sex (gender)

During the period 2019-20 the Council employed 60% males and 40% females indicating a slight shift compared to 62% males and 38% females 2018-19.

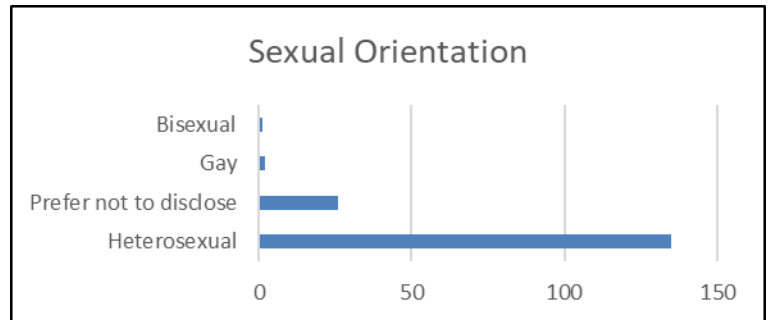
	No.	%
Male	99	60%
Female	65	40%
	164	100%



14. Sexual Orientation

Workforce records as at 31st March 2020 show the following information on sexual orientation.

	No.	%
Heterosexual	135	82%
Prefer not to disclose	26	16%
Gay	2	1%
Bisexual	1	1%
	164	100%



There is no hard data on the number of lesbians, gay men and bisexuals in the UK as no national census has ever asked people to define their sexuality.

However, the key findings of a Household Survey in 2013 indicated that 1.6% of UK adults identified as gay, lesbian or bisexual (RBC 1.8%).

15. Gender Pay Gap Reporting

From 2017, any organisation that has 250 or more employees must publish and report specific figures about their gender pay gap.

The gender pay gap is the difference between the average earnings of men and women, expressed relative to men's earnings.

The Council do not meet the requirements to report the gender pay gap to HMRC however for the purpose of this report we have calculated as below:

Mean male hourly rate of pay £13.47

Mean female hourly rate of pay £14.45

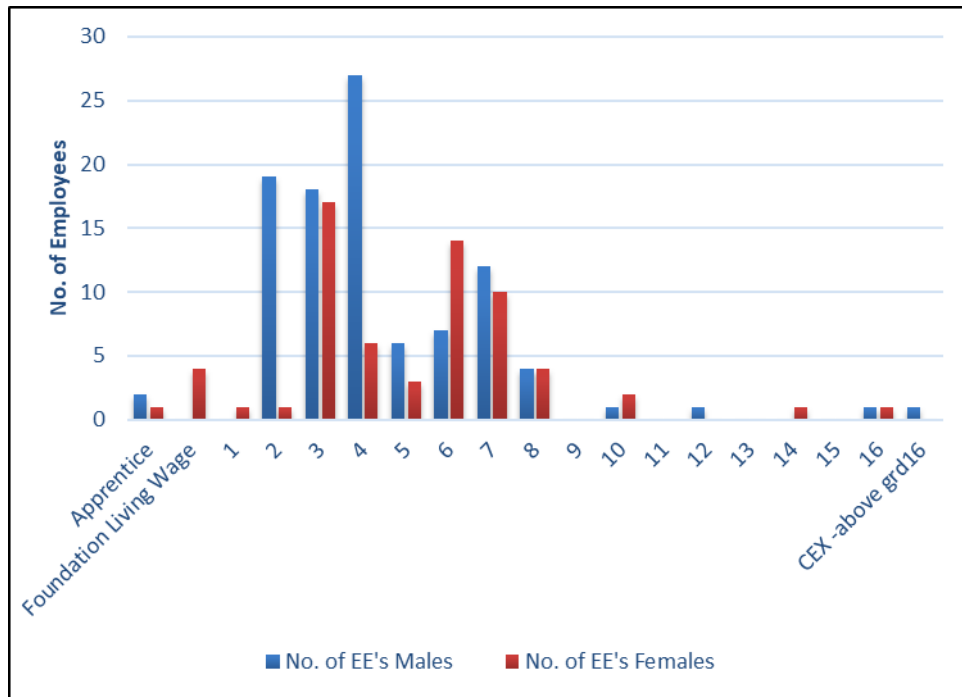
Overall mean hourly rate of pay £13.86

The Council's Corporate Management Team structure includes six officers and the female representation of these officers is 60%.

16. Pay

Comparison of the distribution of male and female employees at each salary grade shows that men are highly over represented at grades 2 and 4. The roles of staff paid at Grade 2 and 4 are predominantly male orientated roles, such as Waste Operative and LGV Driver. There is also a higher percentage of female staff at Grade 6, the roles within that grade are mainly office based administration. This information is summarised below.

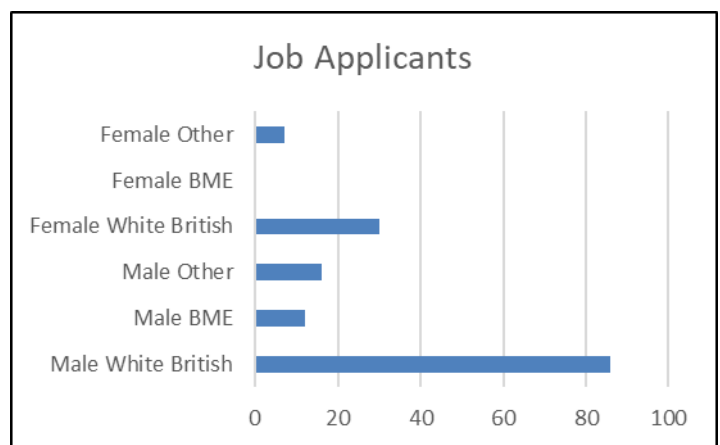
Distribution of male and female employees at each salary grade



17. Job Applicants Profile

Equality monitoring of applicants and employees is undertaken as part of the recruitment selection process. However, it is not compulsory for applicants to disclose this information.

	No.	%
Male White British	86	57%
Male	12	8%
Male Other	16	11%
Female White British	30	20%
Female	0	0%
Female Other	7	5%
	151	



Only 8% of applicants declared that they were from BAME communities. (There is possibly additional BAME applicants included in the Male/Female other category (Male Other - 11%/ Female Other - 5%).

There were 9 applicants that disclosed they were disabled (6%).

18. Disciplinary and Grievance Cases

These are recorded by gender, ethnicity and disability.

1. Gender

	Disciplinary	Harassment	Grievance	Performance
Male	1	0	0	1
Female	0	0	0	0
	1	0	0	1

2. Ethnicity

	Disciplinary	Harassment	Grievance	Performance
White	1	0	0	1
	0	0	0	0
	1	0	0	1

3. Disability

	Disciplinary	Harassment	Grievance	Performance
Disabled	0	0	0	0
Not Disabled	1	0	0	1
	1	0	0	1

19. Complaints about Discrimination

No complaints have been made against the Council or its staff on the grounds of discrimination or prohibitive conduct.

20. Trade Unions

The Council works with Unison and GMB unions.

The Trade Union (Facility Time Publication Requirements) Regulations 2017 came into force on 1st April 2017, which put in place the provisions in the Trade Union Act 2016 requiring relevant public sector employers to publish specified information related to facility time provided to trade union officials.

This information is published on the Council's website:

https://www.rossendale.gov.uk/downloads/download/11286/trade_union_facility_time_publication_july_2019

21. Leaving the Council

CIPD advises the average national turnover percentage to be 15%. The Council's staff turnover for 2019-20 was 13.9% with 23 leavers overall. The following table breaks down the leavers by service.

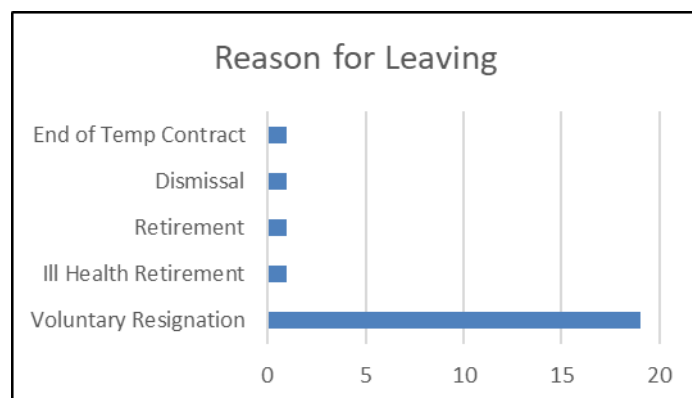
Service	No. of Leavers
Chief Executive	1
Communities	2
Economic Development	3
Environmental Health	1
Financial Services	2
Licensing	1
Operations	5
Parks	3
People & Policy	3
Planning	1
Property Services	1
	23



22. Reasons for Leaving

The percentage of employees that voluntarily left the Council in 2019-20 was 83%

Reason	No.
Voluntary Resignation	19
Ill Health Retirement	1
Retirement	1
Dismissal	1
End of Temp Contract	1
	23



23. Awareness Raising /Training and Development

The Council recognise that it is critical for our staff to have the skills and knowledge to help eliminate unlawful discrimination, promote equal opportunities and value diversity. Staff are required to undertake periodic equality and diversity training.

24. Engagement and Consultation

The Equality Duty requires the Council to have an adequate evidence base for its decision-making. Rossendale Borough Council engages and consults with local residents to help us understand more about how our policies affect (or will affect) the different groups who use our services. This information is used to inform and improve decision making throughout the Council. Examples of engagement and consultation during 2019-20 include Rossendale's Local Plan, Spinning Point and the Townscape Heritage Initiative (THI).

25. Hate crime / incidents and domestic abuse reporting

Hate crimes and incidents can have a serious impact on victims and their quality of life and can damage community cohesion. We are committed to working with individuals, communities, health and law enforcement services in order to tackle incidents and crimes motivated by prejudice and hate. We have invested in domestic abuse service provision via a pan Lancashire commissioned service, delivered locally, and will continue to look at ways it can best support domestic abuse support services, in future.

Service Delivery Monitoring - Customer satisfaction and equality monitoring is also undertaken within service areas. This varies across services as and where considered appropriate or necessary to do so.

26. Conclusion

The Council is committed to delivering services based on the principles of fairness and equality. These principles underpin our core priorities –

- A clean and green Rossendale
- A connected and successful Rossendale that welcomes sustainable growth
- A proud healthy and vibrant Rossendale

These priorities are for the benefit of all of those who live, work and visit Rossendale and we will be unable to achieve these priorities if the services we provide are unfair or unequal.

The Council's Corporate Equality Strategy is being reviewed for the period 2017 – 2021 and will explain how we will continue to promote equality in Rossendale and how fair and equitable services will be delivered by the Council.

The most current Workforce Profile Report is made available to Council employees through the Council's Intranet.