

Subject:	Annual Equality Report – Workforce Profile 2021/22	Status:	For Publication
Report to:	Overview and Scrutiny Committee	Date:	21 st September 2022
Report of:	Head of People and Policy	Portfolio Holder:	Environment and Corporate Services
Key Decision:	<input type="checkbox"/> Forward Plan <input type="checkbox"/>	General Exception	<input type="checkbox"/> Special Urgency <input type="checkbox"/>
Equality Impact Assessment:	Required: No	Attached:	No
Biodiversity Impact Assessment:	Required: No	Attached:	No
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1. RECOMMENDATION(S)

- 1.1 That Overview and Scrutiny considers the content of the Council’s Annual Equality Workforce Report for 2021/22 attached at Appendix 1, and agree any specific actions or issues that need to be taken forward arising from the content of the report.
- 1.2 That Overview and Scrutiny continues to monitor the Council’s progress on equality and sufficient publication of equality information in line with current legislative and best practice requirements to ensure that the Council is operating fairly and equitably.
- 1.3 That Overview and Scrutiny recommends the council to actively seek to boost the workforce profile in relation to disability.

2. EXECUTIVE SUMMARY

- The Annual Equality Workforce Report covers April 2021 to March 2022.
- The report provides an annual summary of the profile of the workforce by its protected characteristics as defined under the Equality Act 2010.

— Age	no significant changes from 2020-21
— Disability	no significant change from 2020-21
— Gender Reassignment	no significant change from 2020-21
— Marriage and Civil Partnership	information not recorded
— Pregnancy and Maternity	no significant change from 2020-21
— Race	slight decrease in BAME from 3.87% (7 staff) 2020-21 to 2.79% (5 staff) 2021-22
— Religion or Belief	no significant change from 2020-21
— Sex (gender)	no significant change from 2020-21
— Sexual Orientation	no significant change from 2020-21
- The report shows a decrease in full time equivalent posts in the establishment from 186 to 176, and an increase in part-time employees from 18 to 29 and vacant posts from 5 to 13 compared to 2020-21 reporting.
- The reports shows an increase from 27% (46 applicants) to 46% (98 applicants) in the 40-49 age range of job applications.

- The report shows a significant increase in leavers compared to 9.86% (17 leavers) in 2020-21 to 28.65% (46 leavers) in 2021-22, mainly due to Kickstart and Covid-19 related temporary fixed term contracts coming to an end.
- No complaints relating to discrimination have been received 2021-22.

3. BACKGROUND

- 3.1 Rossendale Borough Council is committed to ensuring that it is operating fairly and equitably in both its employment practices and service delivery, in line with, current legislation and codes of practice.
- 3.2 The Public Sector Equality Duty requires the Council is to publish equality information on at least an annual basis.
- 3.3 The Council's Equality Policy was reviewed in 2021 and outlines how equality, diversity and inclusion for all staff and communities in Rossendale will be supported.

4. DETAILS

- 4.1 The Annual Equality Report – Workforce Profile 2021/22 set out in Appendix 1 presents the Council's key workforce equality data.

Elected Member monitoring information is not included in this report, however it is available from Member Services on request.

- 4.2 Due to the Council's size, much of the data we actively collect in relation to our workforce relates to small numbers of people. The data we collect is monitored, wherever possible, against the community profile, this is based on the 2011 Census and is likely to change following the 2021 Census. However, the Council is committed to work towards achieving a workforce that reflects the community profile and develop an organisation that champions a diverse workforce.

Although Equality Impact Assessments are not a legal requirement, the Council has embedded an Equality Impact Assessment process to assess the impact of our policies, practices and decision making on equality. Using good quality information and analysis can help identify practical steps to mitigate or eliminate any negative impacts or discrimination within the Council's policy development and decision making processes.

The Council has undertaken a number of public consultation exercises on community base projects including the Local Plan, Haslingden Town Centre (National Lottery Bid) and the Council's Visitor Economy Strategy.

Equality Impact Assessments are published with the relevant Council or Committee reports.

From 2017, any organisation that employs 250 or more staff must publish and report specific figures about their gender pay gap. The Council do not meet the requirements to report the gender pay gap to HMRC. However, the Council can report it does not have a gender pay gap.

- 4.3 The Council's Equality Policy has been reviewed this year as part of the policy periodic review process and it is proposed the Council's equality objectives are:
- To enhance understanding of and promote equality and diversity at all levels within the Council.

- To have a diverse workforce that aims to be representative of the borough and to ensure that all staff are treated fairly.
- To assess, consult and evaluate the equality impact of our policies and decisions and to change where reasonably possible what we do to mitigate or eliminate any inequality.
- To ensure that our staff and Councillors engage and communicate with members of the community in an accessible and inclusive way.

4.4 The Council is committed to continue to work with our partners, residents, customers and communities to promote equality, diversity and inclusion, and to tackle discrimination and harassment regarding our employees, residents and service users in all operations of the organisation and services it provides. Examples include:

Haslingden Town Centre (national Lottery Bid) – The Council undertook extensive public consultation between 3rd August 2020 and 25th September 2020 with the residents of Haslingden to capture the views of the community. The consultation included public consultation events in the town centres, a brochure sent to 8,000 homes in Haslingden and surrounding areas, flyers, letters to businesses and public bodies, updates to the Haslingden 2040 website and social media. Surveys were also available in various civic buildings including Haslingden Community Link, St James Church, Baitul Mukarram Mosque and Islamic Centre, to ensure that the consultation was as inclusive as possible.

The Community Hub – The Council continues to support the Community Hub that provides help and support to the older and vulnerable residents of Rossendale, this was established during the covid-19 pandemic.

Rossendale Works and Youth Works – the Council has continued to support all residents in Rossendale who are seeking employment, providing assistance with removing and overcoming barriers to employment. Rossendale Works is open to people aged 18+ and the Rossendale Youth Works is open to people aged 18-25 years.

5. RISK

5.1 All the issues raised and the recommendation(s) in this report involve risk considerations as set out below:

Non-compliance with the Equality Act 2010 and associated Equality Duties. This includes potential legal challenge and possible associated financial and reputational costs if equality duties are not complied with.

Possible investigation by the Equality and Human Rights Commission if equality information published is not considered sufficient.

6. FINANCE

6.1 As noted in the report, the progress made in this area assists the Council in mitigating the risk of legal challenge and therefore the associated financial risks.

7. LEGAL

7.1 No additional comments to be made in relation to this report.

8. POLICY AND EQUALITIES IMPLICATIONS

8.1 The Equality Act 2010 requires the Council to have due regard in the exercising of its functions in relation to the three aims of the Equality Duty, for the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct that is prohibited by or under the Act.
- Advanced equality of opportunity between people who share a relevant protected characteristic and people who do not share it.
- Foster good relations between people who share a relevant protected characteristic and those who do not share it.

8.2 The amount of regard that is “due” is set out in the Act and will depend on the circumstances of the case. Under the general equality duty there is a requirement to engage with people with protected characteristics and to have an adequate evidence base for Council decision-making. The duty to inform, consult or involve requires that the Council must involve communities and those directly affected at the most appropriate and proportionate level in ‘routine functions, in addition to one-off decisions.’ The Council is required to consult representatives of a wide range of local people; this should include local voluntary and community organisations and small businesses in such consultation.

8.3 Consultation has been undertaken with the Council’s Corporate Management Team, Portfolio Holder and Member Equalities Champion in relation to Annual Equality Report – Workforce Profile 2021/22.

9.0 REASON FOR DECISION

9.1 The Council continues to ensure it is working to achieve positive outcomes for its communities and has maintained strong and clear leadership on the importance of equality as a core part of Council business, reflected in its the decision making processes, progress and activity across the Council.

Background Papers	
Document	Place of Inspection
Annual Equality Report – Workforce Profile 2021/22	Attached as Appendix 1

**Annual Equality
Workforce Profile
2021-22**

Responsible Section/Team	People & Policy	Version/Status	V1
Responsible Author	Head of People& Policy	Date Agreed / Agreed At	
Date last Amended	15/07/2022	Due for review	15/07/2023

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.

2.3 Equality Objectives

The Council recognises its statutory equality duties under legislation in terms of employment and service provision and is committed to meet them through its objectives set out in the Council's Equality Policy 2021:

- To enhance understanding of and promote equality and diversity at all levels within the Council.
- To have a diverse workforce that aims to be representative of the borough and to ensure that all staff are treated fairly.
- To assess, consult and evaluate the equality impact of our policies and decisions and to change where reasonably possible what we do to mitigate or eliminate any inequality.
- To ensure that our staff and councillors engage and communicate with members of the community in an accessible and inclusive way.
- To continue working with our partners, where appropriate, to reduce inequality in all of our communities.

3. Annual Equality Workforce Profile 2021-2022

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 at least annually to demonstrate compliance with the Public Sector 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 2022. Elected Member monitoring information is not included in this report, if required the information is available from Member Services.

The information monitors the profile of the Council workforce by the protected characteristics and where possible are compared to the 2021 Census. At the time of publication only the first results from the 2021 Census had been published, therefore some comparisons are still with the 2011 Census. The next series of results are due by the end of October 2022 which will change the comparisons for the next profile report.

The Council is committed to work towards achieving a workforce that reflects the community profile and develop an organisation that champions a diverse workforce.

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 the first published results from the 2021 Census the population of Rossendale has increased by 4.1%, increasing from approximately 68,000 in 2011 to 70,800 in 2021.

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

Analysis of our Workforce Profile data showed that 57% of staff live in the borough, 35% in BB4 postcode and 22% in OL13 postcode areas.

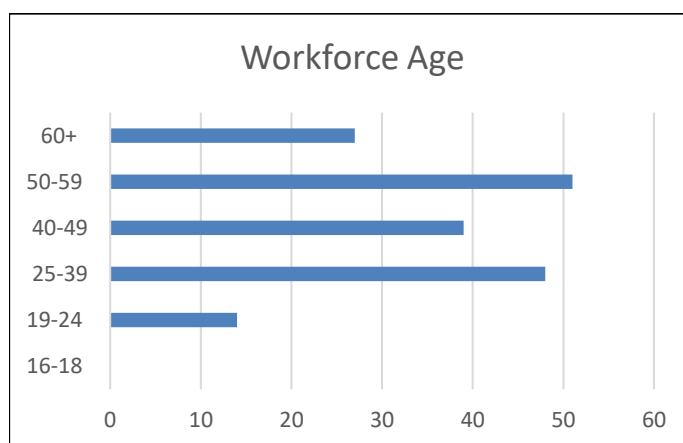
5. Workforce Profile

At 31st March 2022 the establishment was made up of 176 FTE posts, 13 of which were vacant. The Council employed 179 staff (163 full time equivalent). The headcount of 179 was made up of 148 full time, 29 part time employees and 2 casual employees. 156 employees are employed on permanent contracts, 21 employees are employed on temporary contracts and 2 employees are employed on a casual basis.

Employees are requested to complete a personal details and monitoring questionnaire on an annual basis. This has been suspended for the past 2 years due to the pandemic, however, from 2022 the questionnaire will be reinstated and updated annually.

5.1 Age

	No.	%
16-18	0	0%
19-24	14	8%
25-39	48	27%
40-49	39	22%
50-59	51	28%
60+	27	15%
	179	



As at 31st March 2022 the largest age group employed by the Council was staff aged 50 to 59 at 28%, the 2021 Census confirms that the largest age group within the borough is 50 to 59 years. The figure rises to 65% for all staff aged 40+. Compared to the figures for 2020-21 the percentage of staff employed 50+ has lowered from 48% to 44% and staff employed aged 40+ has lowered from 68% to 65%.

A total of 28.5% of the workforce are aged 55 or over. As more of the workforce moves into the 55 and over age range there is an increased importance on ensuring that in addition to retention initiatives to retain older workers, a robust succession planning mechanism is embedded to deliver business continuity and managers of the future.

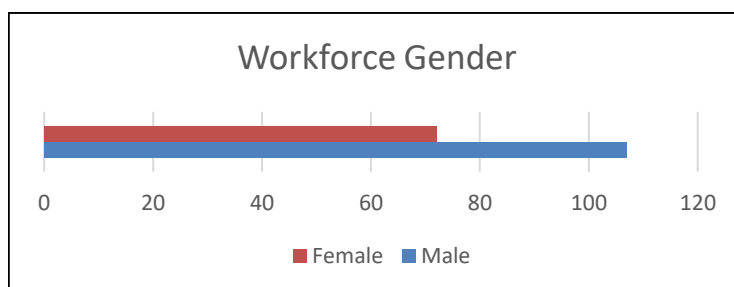
The percentage of staff aged 19 to 24 has risen from 3% to 8%. Although staff employed on the Kickstart scheme account for 3% of this figure an increase of 2% is still apparent.

5.2 Gender

During the period 2021-22 the Council employed 60% males and 40% females indicating no change from figures in the 2020-21 report.

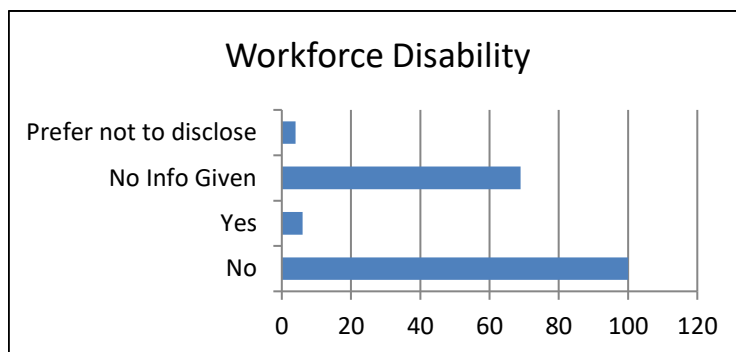
The next personal details and monitoring questionnaire will allow staff to self-identify their gender, that is, male, female or other.

	No.	%
Male	107	60%
Female	72	40%
	179	100%



5.3 Disability

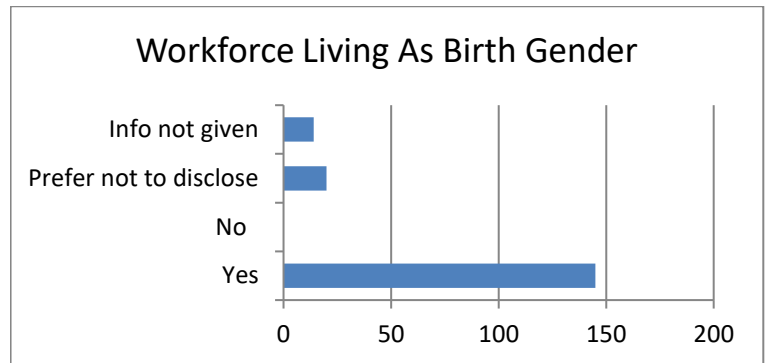
	No.	%
No	100	56%
Yes	6	3%
No Info Given	69	39%
Prefer not to disclose	4	2%
	179	100%



The data shows that 6 employees have declared a disability which has not changed since the 2020-21 report. In 2018 the Council gained the Disability Confident Employer (Level 2) accreditation by committing to inclusive and accessible recruitment, offering an interview to disabled people, providing reasonable adjustments and supporting existing employees with a disability. The Council was re-awarded the accreditation in February 2022.

5.4 Gender Reassignment (Employees living as birth gender)

	No.	%
Yes	145	81%
No	0	0%
Prefer not to disclose	20	11%
Info not given	14	8%
	179	100%



5.5 Marriage and Civil Partnership

The Council does not record data on marriage and civil partnership relating to the workforce.

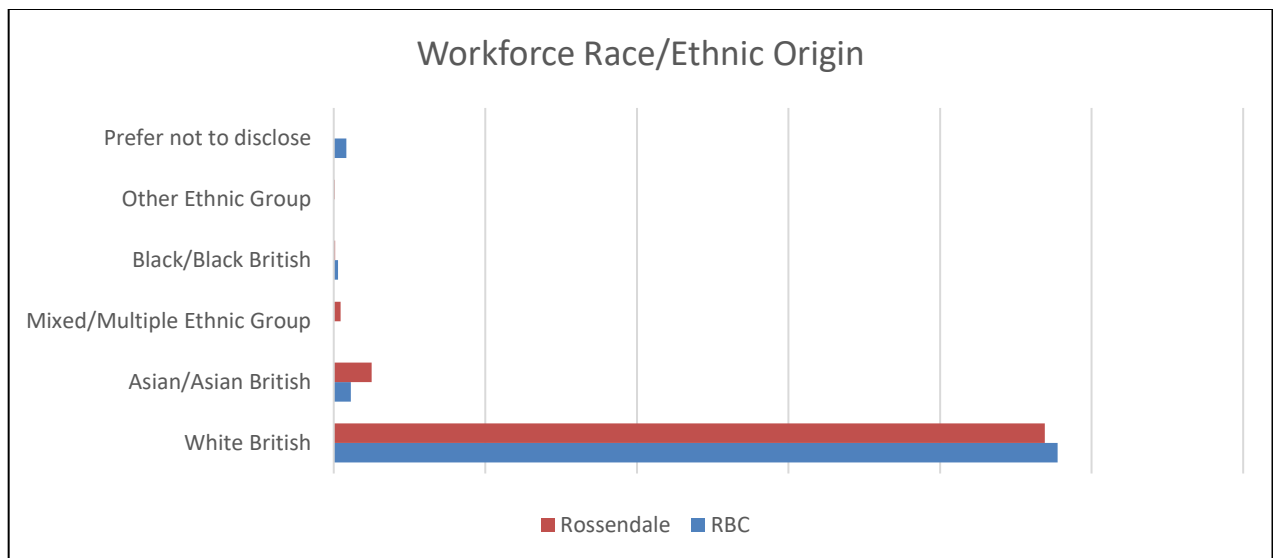
5.6 Pregnancy and Maternity

During the period 2021-22 four members of staff took maternity leave. As at 31st March 2022 three have returned back to work and one is still on maternity leave.

5.7 Race/Ethnic Origin

The percentage of Black, Asian and Minority Ethnic (BAME) employees overall at RBC was 2.79%, a decrease from 2020-21 when it was 3.87%. The figure of 2.79% represents 5 members of staff. The 2011 Census indicates that 6% of Rossendale's total population were from minority ethnic communities.

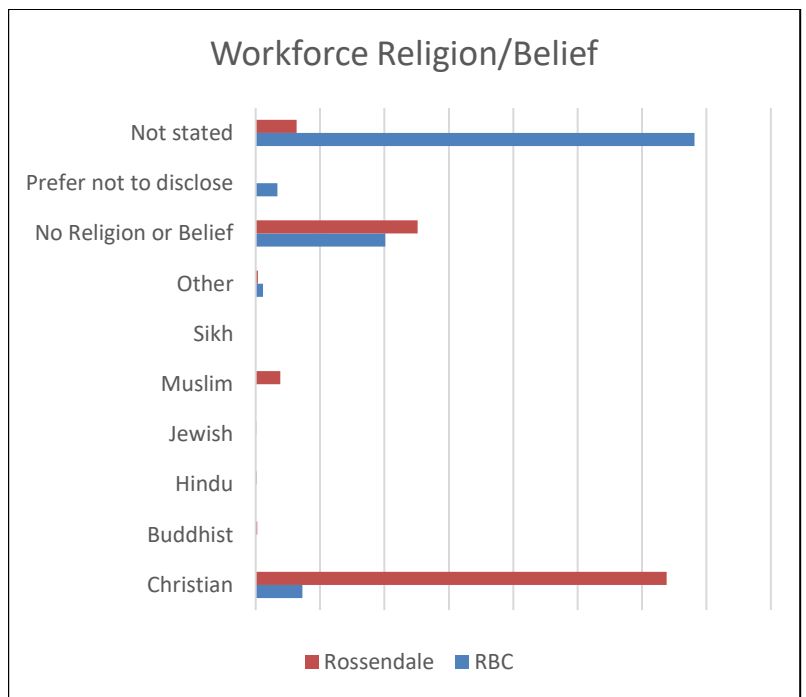
	RBC	Rossendale
White British	95.53%	93.82%
Asian/Asian British	2.23%	5.00%
Mixed/Multiple Ethnic Group	0.00%	0.89%
Black/Black British	0.56%	0.18%
Other Ethnic Group	0.00%	0.12%
Prefer not to disclose	1.68%	0.00%
Totals	100.00%	100.00%



5.8 Religion/Belief

Workforce records as at 31st March 2022 provided the results as shown in the table below, this has been compared to the figures of the Rossendale community (Census 2011).

	RBC	Rossendale
Christian	7.26%	63.83%
Buddhist	0.00%	0.24%
Hindu	0.00%	0.14%
Jewish	0.00%	0.10%
Muslim	0.00%	3.84%
Sikh	0.00%	0.01%
Other	1.12%	0.34%
No Religion or Belief	20.11%	25.15%
Prefer not to disclose	3.35%	0.00%
Not stated	68.16%	6.35%
	100.00%	100.00%

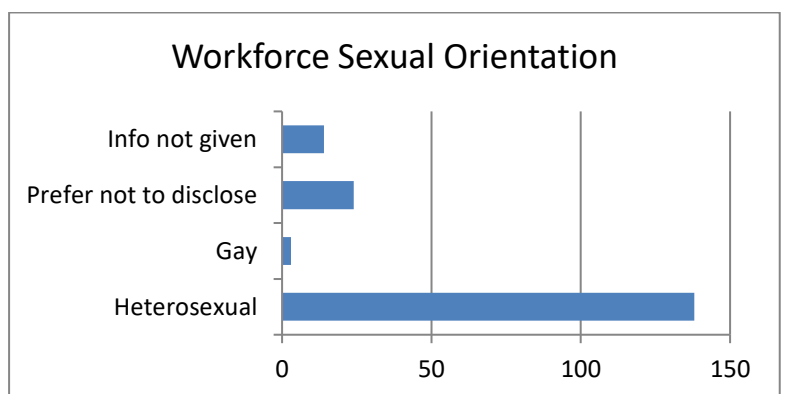


The Council is committed to the adoption of the International Holocaust Remembrance Alliance (IHRA) definition of anti-Semitism.

5.9 Sexual Orientation

Workforce records as at 31st March 2022 show the following information on sexual orientation.

	No.	%
Heterosexual	138	77%
Gay	3	2%
Prefer not to disclose	24	13%
Info not given	14	8%
	179	100%



The lesbian, gay, bisexual, transgender, queer (or sometimes questioning), and others community (LGBTQ+) were officially recognised in the 2021 Census for the first time in its 220 year history. Two new questions on sexuality and gender identity have been added to the survey. Results will be available at the end of October 2022.

5.10 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 £14.53

Mean female hourly rate of pay £15.07

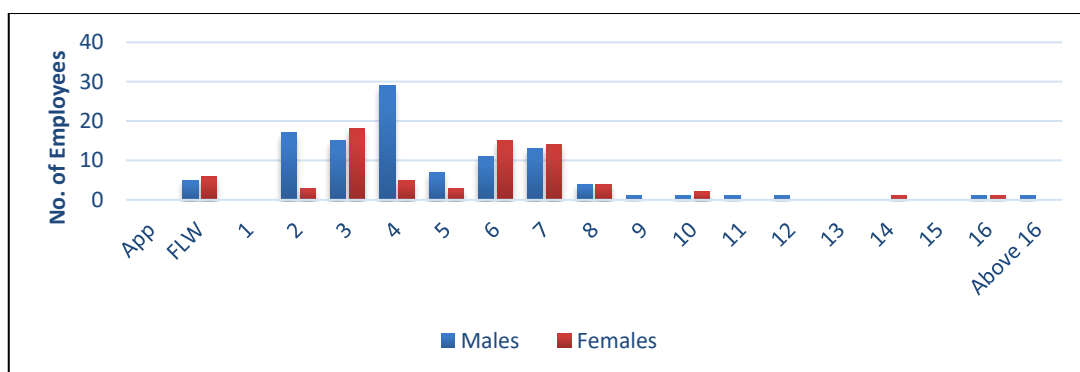
Overall mean hourly rate of pay £14.75

The Council has a gender pay gap of 2.17% favouring females.

5.11 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



6. Workforce Disciplinary and Grievance Cases

The following tables show equality monitoring of any employee disciplinary and grievance cases that have been managed under the formal process of the Disciplinary Policy, Grievance Policy and Dignity at Work Incorporating Bullying and Harassment Policy.

6.1 Age

	No.
16-18	0
19-24	0
25-39	0
40-49	1
50-59	0
60+	1
	2

6.2 Gender

	Disciplinary	Harassment	Grievance
Male	2	0	0
Female	0	0	0
	2	0	0

6.3 Disability

	Disciplinary	Harassment	Grievance
Disabled	0	0	0
Not Disabled	2	0	0
	2	0	0

6.4 Race/Ethnic Origin

	Disciplinary	Harassment	Grievance
White	2	0	0
BAME	0	0	0
	2	0	0

6.5 Religion/Belief

	No.
No belief	0
Prefer not to disclose	2
	2

6.6 Sexual Orientation

	No.
Heterosexual	0
Prefer not to disclose	2
	2

7. Leaving the Council

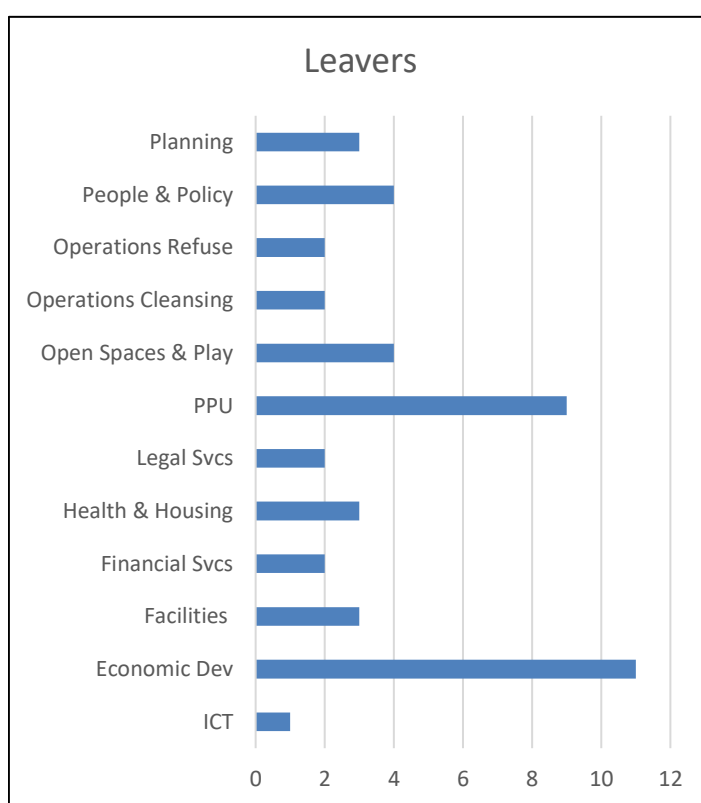
Chartered Institute of Personnel Development (CIPD) advises the average national turnover percentage to be 15%. The Council's staff turnover for 2021-22 was 25.56% with 46 leavers overall.

Of the 46 leavers 13 were due to end of fixed term contracts. Economic Development and PPU has a high level of leavers, 5 of which were staff employed through the Kickstart scheme and 7 were attributed to staff employed on fixed term contracts relating to COVID.

Council turnover not including the Kickstart scheme or COVID related contracts would be 17.8%, slightly above the national average.

The following table breaks down the leavers by service.

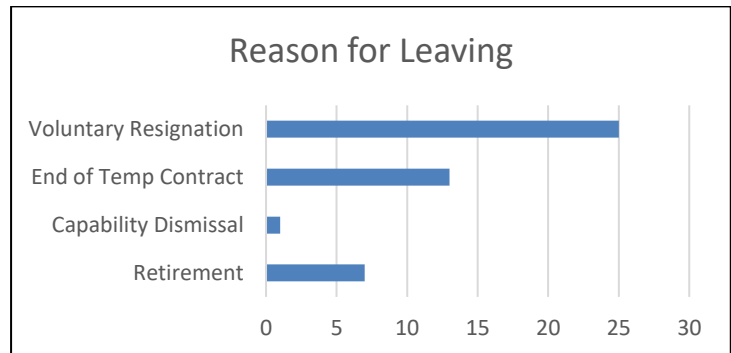
Service	No. of Leavers
ICT	1
Economic Dev	11
Facilities	3
Financial Svcs	2
Health & Housing	3
Legal Svcs	2
PPU	9
Open Spaces & Play	4
Operations Cleansing	2
Operations Refuse	2
People & Policy	4
Planning	3
	46



7.1 Reasons for Leaving

The percentage of leavers that voluntarily left or retired from the Council in 2021-22 was 69.57% (Retirement 7 staff, voluntary resignation 25 staff).

Reason For Leaving	No.
Retirement	7
Capability Dismissal	1
End of Temp Contract	13
Voluntary Resignation	25
	46

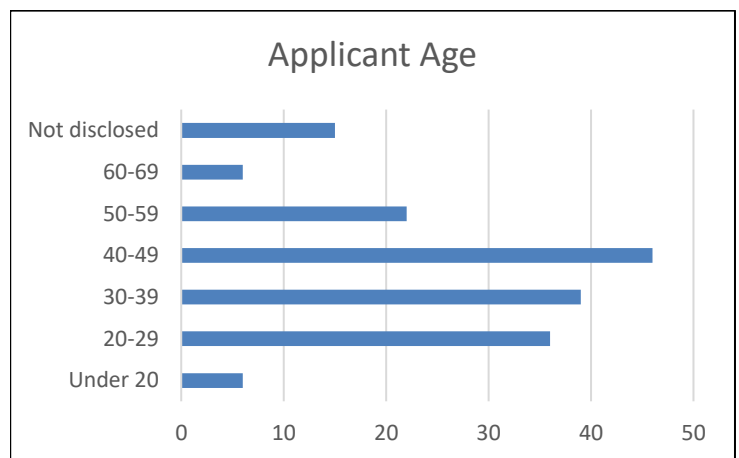


8. Job Applicants Profile

As part of the recruitment process equality monitoring of applicants is undertaken. It is not compulsory for applicants to disclose this information, however 86% of forms were returned.

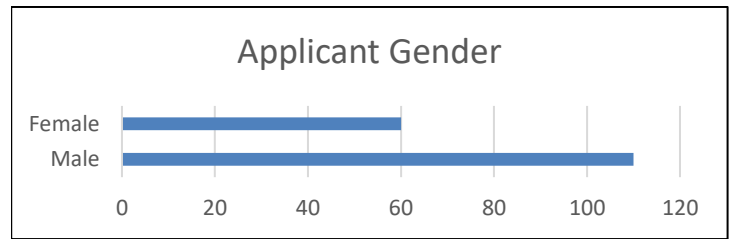
8.1 Age

	No.	%
Under 20	6	4%
20-29	36	21%
30-39	39	23%
40-49	46	27%
50-59	22	13%
60-69	6	4%
Not disclosed	15	9%
	170	100%



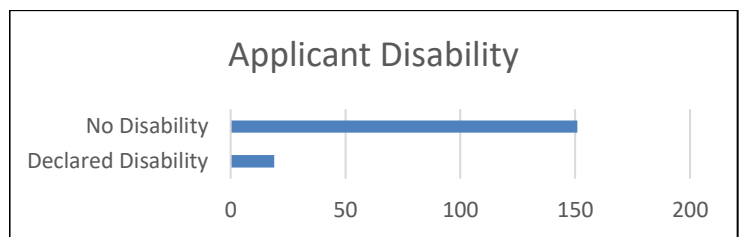
8.2 Gender

	No.	%
Male	110	65%
Female	60	35%
	170	100%



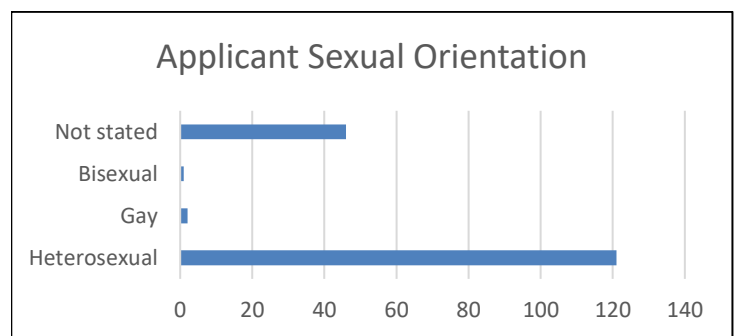
8.3 Disability

	No.	%
Declared Disability	19	11%
No Disability	151	89%
	170	100%



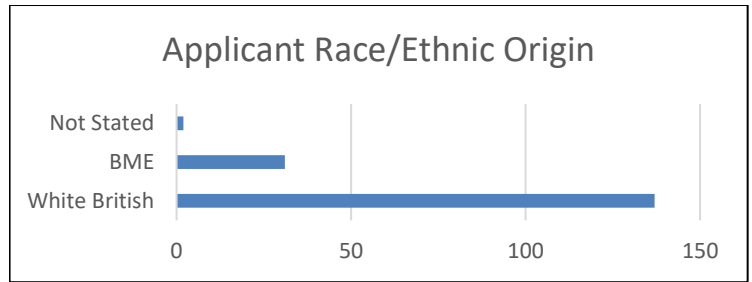
8.4 Sexual Orientation

	No.	%
Heterosexual	121	71%
Gay	2	1%
Bisexual	1	1%
Not stated	46	27%
	170	100%



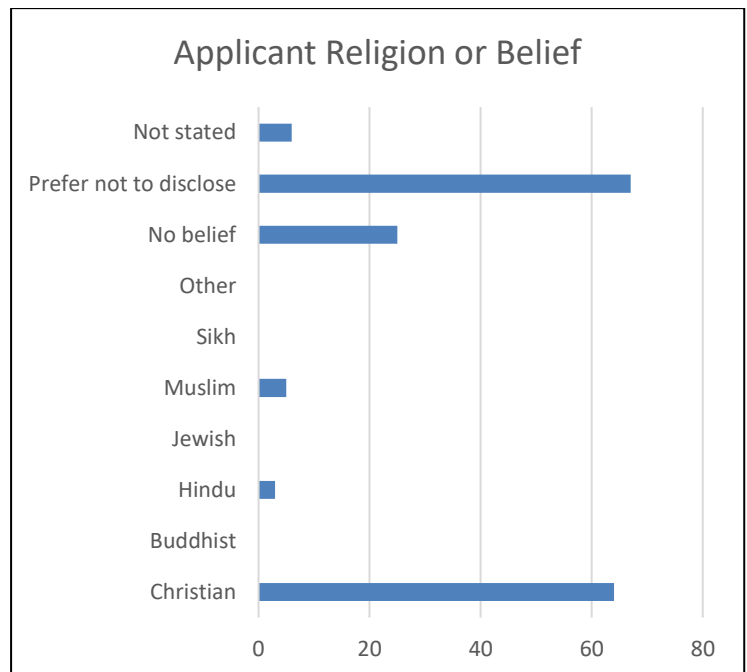
8.5 Race/Ethnic Origin

	No.	%
White British	137	81%
BME	31	18%
Not Stated	2	1%
	170	100%



8.6 Religion/Belief

	No.	%
Christian	64	38%
Buddhist	0	0%
Hindu	3	2%
Jewish	0	0%
Muslim	5	3%
Sikh	0	0%
Other	0	0%
No belief	25	15%
Prefer not to disclose	67	39%
Not stated	6	4%
	170	100%



9. Complaints about Discrimination

No complaints have been made against the Council or its staff on the grounds of prohibitive conduct (discrimination, harassment (including sexual harassment) and abuse of authority).

10. 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/file/16705/trade_union_facility_time_publication_july_2021

11. Awareness Raising /Training & 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, diversity and inclusion training. This training was completed by 92% of staff during January and February 2022.

12. Engagement and Consultation

The Equality Duty (section 149 of the Act) came into force on 5 April 2011 requiring 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 2021-22 include Rossendale's Local Plan, Haslingden Town Centre (National Lottery Bid), Bacup Town centre and the Council's Visitor Economy Strategy.

13. 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. The Council is committed to working with individuals, communities, health and law enforcement services in order to tackle incidents and crimes motivated by prejudice and hate. The Council is a member of Lancashire Hate Crime and Cohesion Partnership Group and also has a Hate Crime Action Plan.

The Council has invested Domestic Abuse funding from Lancashire County Council to develop an in-house domestic abuse housing service. This is delivered locally, and will continue to look at ways it can best support partner domestic abuse support services, in future. The Council is White Ribbon accredited.

14. Conclusion

The Council is committed to delivering services based on the principles of fairness and equality. These principles underpin our core priorities in The Corporate Plan 2021-2025:

- Thriving Local Economy
- High Quality Environment
- Healthy and Proud Communities

- Effective and Efficient Council

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

The Council's Equality Policy was reviewed in 2021 and outlines how we will continue to promote equality, diversity and inclusion for our staff and communities in Rossendale.

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