Workforce Profile Statistics

1 APRIL 2018 TO 31 MARCH 2019

Contents

Introduction

North Norfolk District Council (NNDC) has a statutory obligation to monitor, and make available to the public, certain information regarding the make-up of the workforce and to analyse any potential impact of employment policies and practices on employees. This information is contained in this report alongside some other general workforce profile information.

The information which is required on a statutory basis under the general and public sector equality duties arises from the 'Equality Act 2010', specifically Section 149 of the Equality Act 2010 (the Public Sector Equality Duty) and the Equality Act 2010 (Specific Duties) Regulations 2011. NNDC however, has been publishing information on workforce profile since 2008. Previous publications are available at www.north-norfolk.gov.uk

Protected Characteristics

The protected characteristics defined by the Equality Act and included in this report are:

- Gender (including gender reassignment)
- Ethnicity
- Religion/belief
- Age
- Sexual orientation
- Disability

NB: Where the initials PNTS are used, this indicates the employee chose the option 'prefer not to say'.

What is covered in this report?

The statistics in this report cover the following areas:

1. Workforce profile by protected characteristic
2. Top earners by gender, ethnicity and disability
3. Starters and Leavers (including reasons for leaving and labour turnover)
4. Maternity leave, return to work rates and flexible working requests
5. Paternity leave
6. Caring responsibilities
7. Discipline and Grievance

Why do we collect this information?

As well as helping the organisation in meeting its statutory duties, the information is useful management information to assist with workforce planning and policy, procedure and decision making. This type of information can also be used for the purpose of carrying out 'Equality Impact Assessments' for policies, procedures and functions across the Council. These assessments are made available on the Council's website - www.north-norfolk.gov.uk once they are complete.

Equality for the workforce at NNDC

All new and revised employment policies contain the following statement:

"North Norfolk District Council wishes to promote equality and has a number of obligations under equality legislation. All employees are expected to adhere to this procedure in line with these obligations. Reasonable adjustments or supportive measures should be considered to ensure equality of access and opportunity regardless of age, gender, gender reassignment, pregnancy, maternity, race, ethnicity, sexual orientation, marriage, civil partnership, disability, religion or belief."

NNDC has achieved 'Disability Confident' accreditation and collects equalities monitoring information during the recruitment process which is analysed as part of this report. This information is separated from the application process and is not shared with recruiting managers. More information about the Disability Confident scheme can be found at www.gov.uk

If you would like to view data on the composition of the population of the North Norfolk district for comparison, please visit the Office for National Statistics website.

Engagement with employees at NNDC

Engagement with employees at NNDC will include matters relating to equality, although not exclusively. There are a number of methods used to engage with employees. These include:

- Staff Focus Group
- Consultation with Trade Union
- Joint Staff Consultative Committee
- Staff Briefings
- Staff comments scheme
- Health and Wellbeing Group
- Staff Surveys

- Weekly staff bulletin

A note on gender identity

Whilst no statistics on gender identity are provided in this report, the organisation has given this protected characteristic consideration and has undertaken work in this area in recent years. This included consultation exercises with a number of local trans groups and resulted in a document being produced to provide managers with a guidance framework in the instance that an employee wishes to identify as trans.

Facts and Figures

1. **Workforce profile by protected characteristics**

    Chart 1 shows the gender split of the workforce and that there are more women than men at North Norfolk District Council. After consultation with local transgender groups and on advice from 'Press for Change', only two gender groups (male and female) are included in our monitoring.
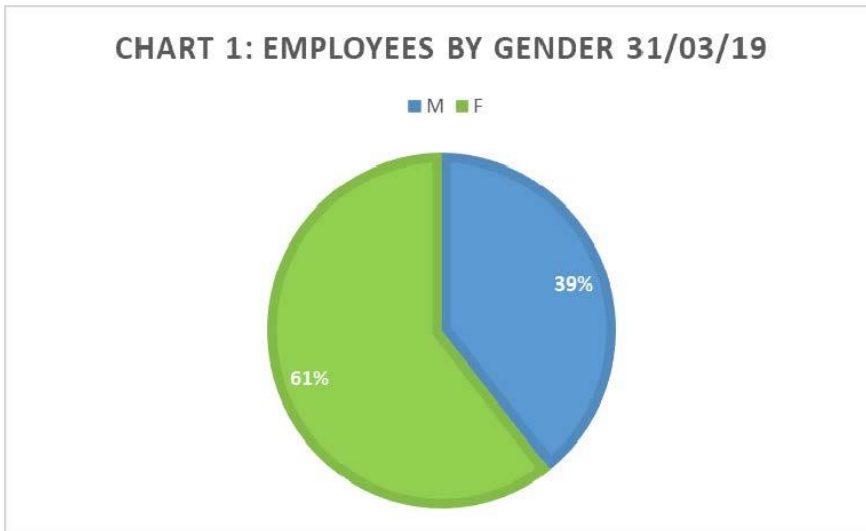

    Chart 2 shows that as well as more females in the workforce overall, there are more women working part time than men. Overall the split between full and part time employees is 73% full time and 27% part time.
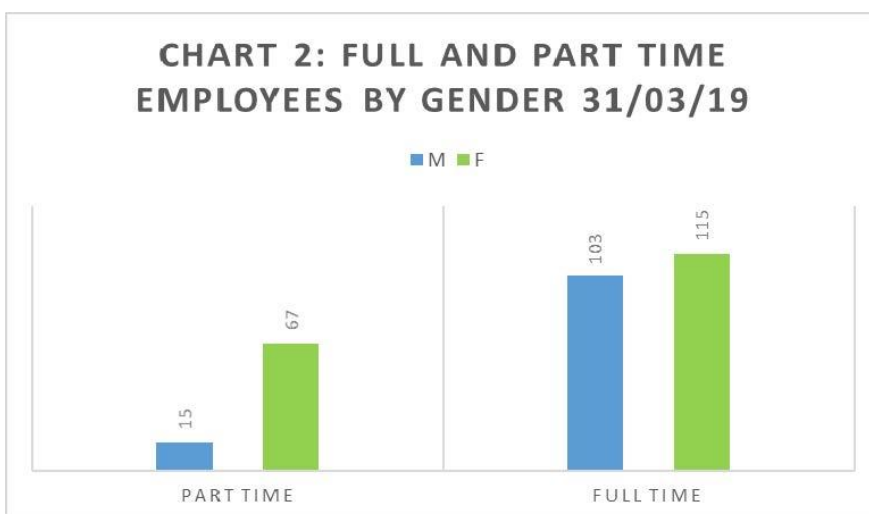
Chart 3 shows the age distribution of the workforce. Nearly 67% of the workforce are aged 40 years or over, with the average age of an employee at 44 (correct to nearest year).

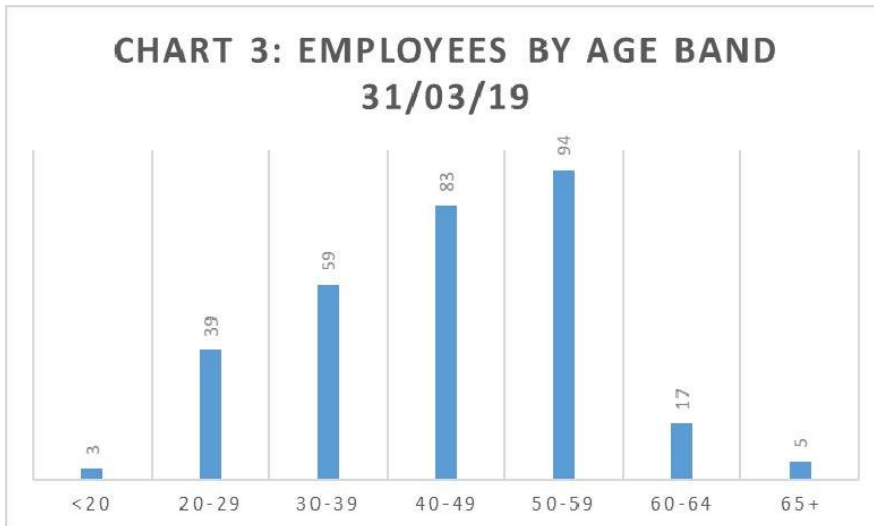CHART 3: EMPLOYEES BY AGE BAND
31/03/19

Chart 4 shows the disability status of the workforce. 15 employees have declared themselves as being disabled. The remainder have either not declared a disability or have decided not to disclose their disability status.

CHART 4: EMPLOYEES BY DISABILITY STATUS
31/03/19
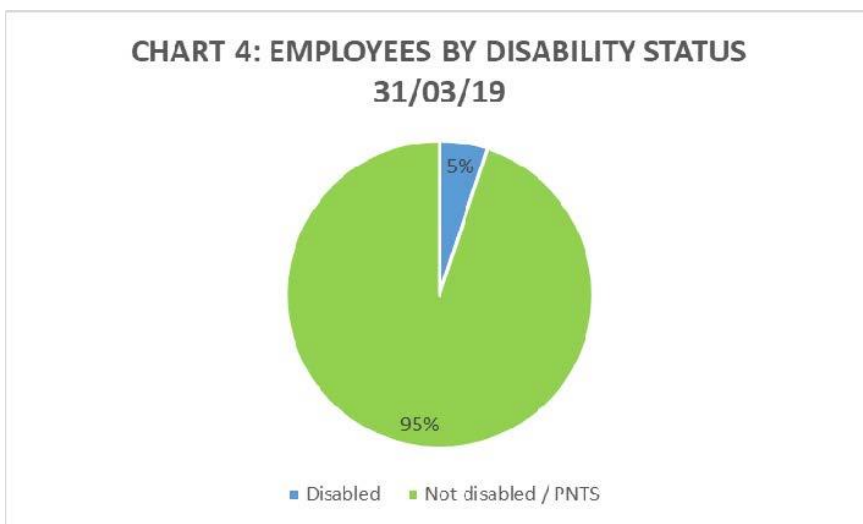
■ Disabled ■ Not disabled / PNTS

Chart 5 shows the distribution of staff declaring themselves disabled across the pay grades of the organisation. This shows that there are a total of 15 disabled employees, spread across the grades of the organisation but with the majority at grades 7 and below.

CHART 5: DISABLED STAFF BY GRADE 31/03/19

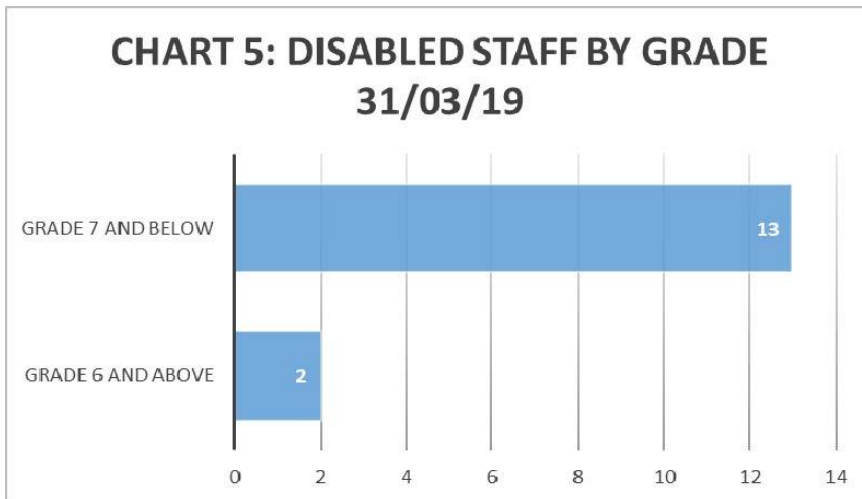| Grade	Count
GRADE 7 AND BELOW	13
GRADE 6 AND ABOVE	2

Chart 6 shows the various impairment types of disabled employees at North Norfolk District Council. The groupings are fairly wide as not to compromise any confidentiality. Only impairment types under which an employee has declared a disability are listed here.

The most common impairment type in the workforce is 'unseen disabilities' which covers disabilities such as diabetes and heart conditions.

CHART 6: DISABILITY BY IMPAIRMENT TYPE 31/03/19

- Learning difficulty — 7%
- Mental health — 13%
- Mobility/limb/joint — 7%
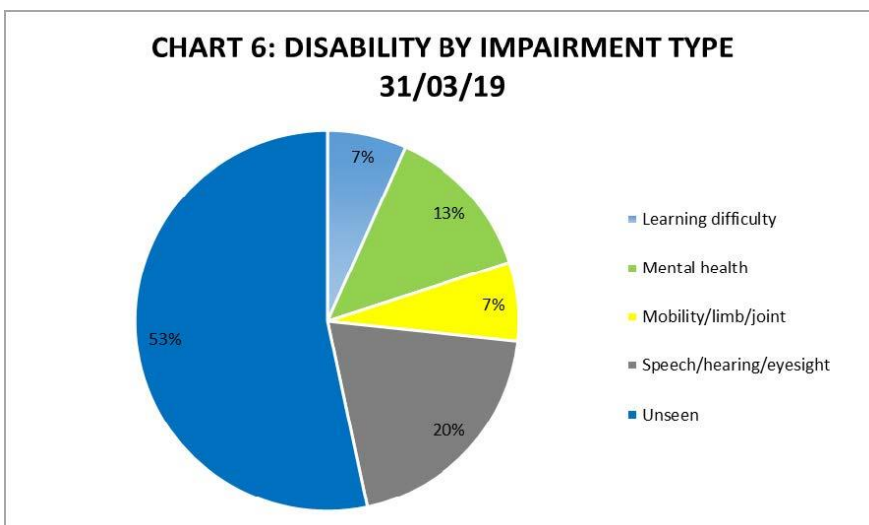- Speech/hearing/eyesight — 20%
- Unseen — 53%

Chart 7 shows the sexual orientation of the workforce. Whilst information is collected separately regarding bisexual, gay male, and gay female/lesbian employees, this data has been grouped together to protect privacy. Monitoring categories used are those recommended by Stonewall. PNTS stands for 'prefer not to say'.

CHART 7: EMPLOYEES BY SEXUAL ORIENTATION 31/03/19

- Bisexual/Gay Male/Gay Female/Lesbian — 3%
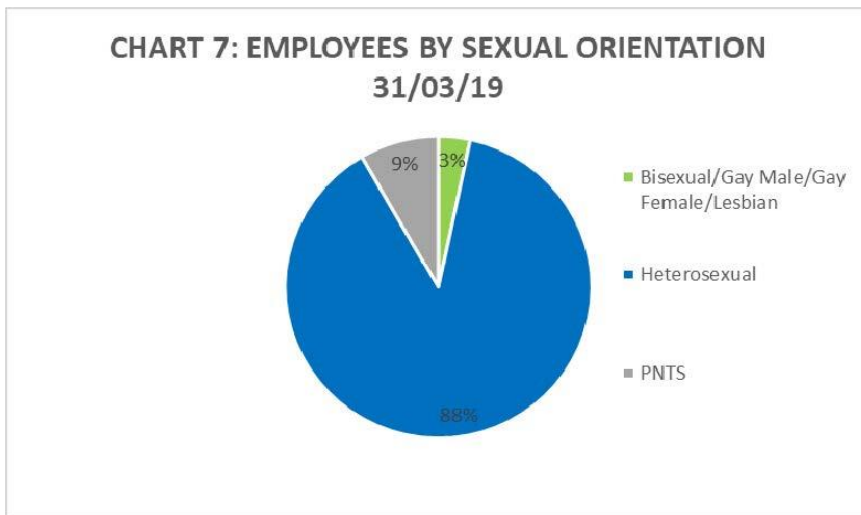- Heterosexual — 88%
- PNTS — 9%

Chart 8 shows the religion/belief of the workforce. This chart shows the majority of employees have declared themselves to be Christians; however a number of other religions or other beliefs are also present in the workforce. Whilst information is collected separately, this data has been grouped together under 'other' to protect privacy.

CHART 8: EMPLOYEES BY RELIGION/BELIEF 31/03/19

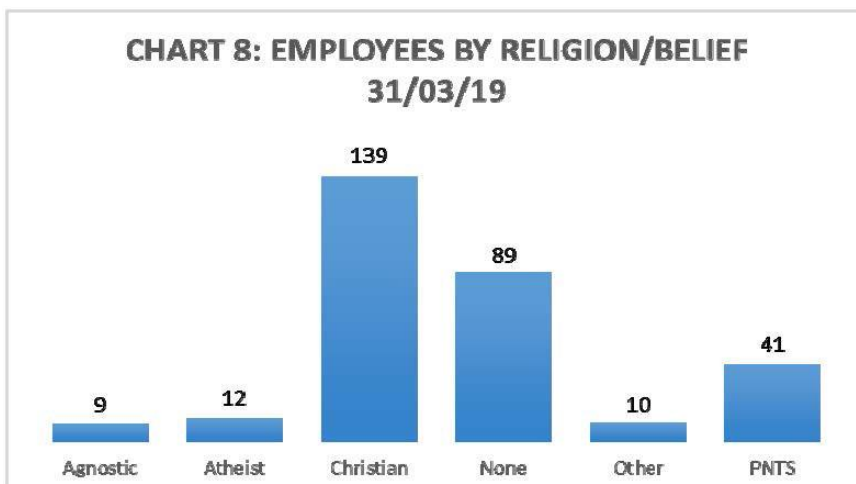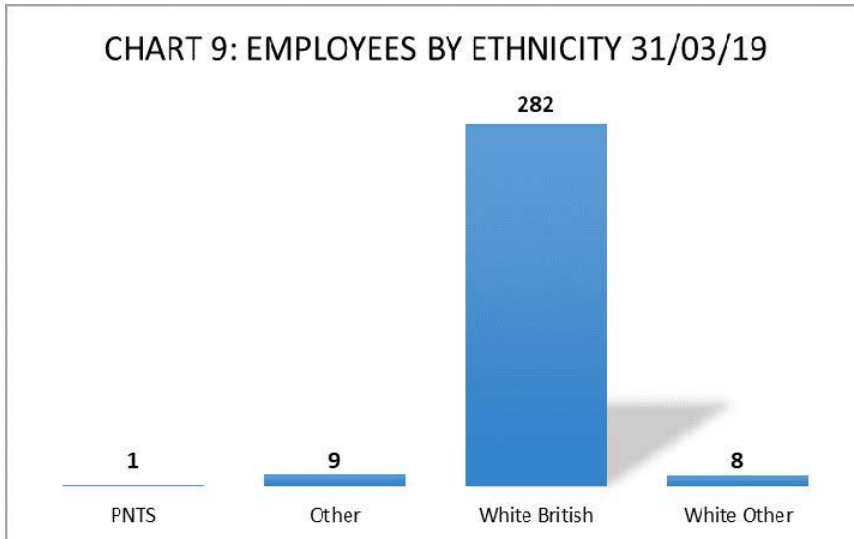| Religion/Belief	Count
Agnostic	9
Atheist	12
Christian	139
None	89
Other	10
PNTS	41

Chart 9 shows the ethnicity of the workforce at North Norfolk District Council. This shows that the overwhelming majority (94%) of employees consider themselves to be of 'White British' origin. PNTS stands for 'prefer not to say'.

CHART 9: EMPLOYEES BY ETHNICITY 31/03/19

2. Top earners by gender, ethnicity and disability

Chart 10 shows the gender split amongst the top 5% of earners. None of the top 5% of earners are considered to be of an ethnic minority. One of the top earners has declared a disability and two reported PNTS. PNTS stands for 'prefer not to say'.

NNDC reports separately on gender pay gap. This gender pay gap report is available on our website.

CHART 10: GENDER SPLIT OF THE TOP 5% OF EARNERS 2018/19
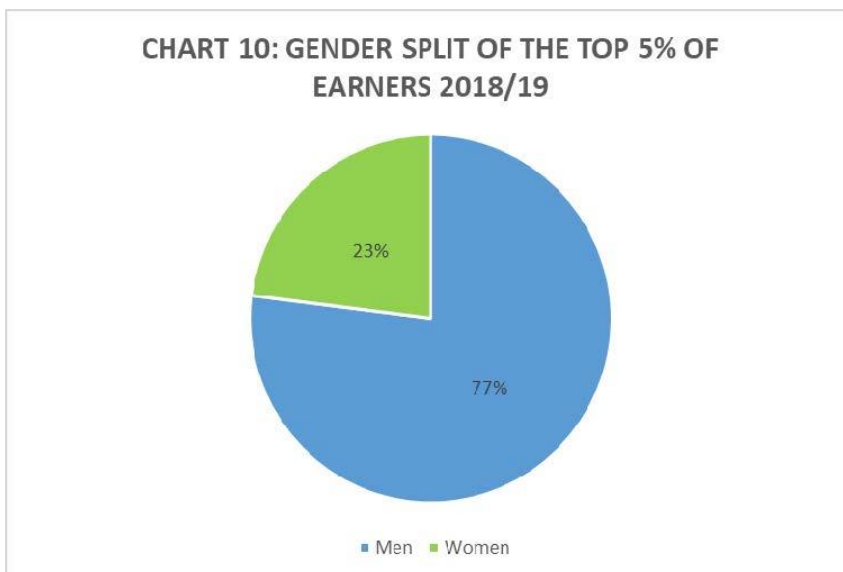
3. Starters and leavers (including reasons for leaving and labour turnover)

Reasons for leaving

A total of 53 employees left employment with the Council between 01/04/2018 to 31/03/2019. 96% of these were of White British/White other origin. The reasons for leaving are shown below in **Table 1**.

Reason for leaving	No
Dismissal - Redundancy	0
Dismissal - Conduct	1
Dismissal - End of contract	12
Dismissal – Performance	0
Resignation – Personal reasons	15
Resignation - Transfer to other Public Sector	1
Resignation - Transfer to other Local Authority	6
Resignation - Transfer to Private Sector	5
Resignation - Transfer to Voluntary Sector	0
Natural Retirement	4
Retirement – Ill Health	0
Retirement – Voluntary	2
TUPE Transfer	7
TOTAL	53

Internal Secondments and Transfers

'Secondments' and 'Transfers' are not included in the data for leavers because the figures attributed to these categories concern people leaving one post within the Council to take up another within the authority, rather than leaving employment with the Council.

There were a total of 25 secondments and transfers in this reporting year. Of these transfers 22 were considered to be a 'promotion' by virtue of an increase in grade. Of these promotions, 55% were male and 45% female.

Labour Turnover

The labour turnover for the period 01/04/2018 to 31/03/2019 was 17.67%. Of the 53 leavers within that period, 23 were male and 30 were female. When the turnover is

broken down by gender, the turnover of females is higher at 56.6% compared to turnover of male employees which was 43.4%.

These figures do not include 'internal turnover' i.e. those employees transferring within the authority and on an internal secondment. If you were to include this internal turnover of employees, then the overall turnover figure would be 26%.

Redundancies, redeployments and retirements

For the period 01/04/2018 to 31/03/2019 there were zero redundancies or redeployments. There were 6 retirements in the period, made up of 4 'natural' retirements and 2 'voluntary' retirements.

4. Maternity Leave, return to work rates and flexible working requests

Tax year	Total on maternity leave	Left	Returned	TBC	White British	Disabled	Average age of woman*	Hours adjusted immediately	Hours adjusted later	Still in service
2005	12	2	10	0	12	0		4	5	7
2006	5	1	4	0	5	0		2	1	2
2007	5	0	4	0	5	0		3	2	5
2008	3	0	3	0	3	0	35	0	3	3
2009	4	0	4	0	4	0	37	2	2	4
2010	6	1	1	4	6	1	32	2	2	5
2011	4	0	4	0	4	0	30	2	4	4
2012	9	1	8	0	9	0	33	0	1	7
2013	3	0	3	0	3	0	28	1	1	3
2014	4	1	3	0	3	0	36	2	0	2
2015	5	1	4	0	5	0	30	2	1	4
2016	8	1	6	1	8	0	34	0	0	7
2017	6	1	1	5	6	0	33	1	0	6
2018**	1	0	0	1	1	0	40	0	0	1
Totals	75	9	55	11	74	1	33	21	22	60

* Correct to nearest year

** Not able to confirm all data for this year yet as not all employees have confirmed their intentions.

Table 3: Maternity Leave 2005 to 2018

As Table 3 above shows, between 01/04/2018 to 31/03/2019, one employee went on maternity leave and is still currently in service. The table does show however, that overall, of the 75 employees who have been on maternity leave in the last 13 years, 60 are still in service. This equates to a retention rate of approximately 75%.

This could be attributable to the flexible working opportunities that are available to employees at NNDC. These include flexitime and flex leave, job sharing and other alternative working patterns such as part time working and annualised hours. Requests

for alternative working patterns can be made via a flexible working request process or agreed informally.

Between 01/04/2018 to 31/03/2019, 11 formal flexible working requests were made, of which 11 were granted. Informally however, a number of requests to change hours to suit the needs of individual employees were granted. Whilst records of flexible working requests have only been kept since 2011, table 3 above shows that employees have been adjusting their working patterns after maternity leave for a number of years now. In addition to childcare related requests, previous requests have covered a range of reasons, including other caring responsibilities, flexible retirements, training/study and 'other' reasons. These requests were made by both male and female employees, across a wide age range.

During the period 01/04/2018 to 31/03/2019 there were no employees on adoption leave.

5. Paternity Leave

Since 2005, 37 employees have taken up paternity leave. However, with only five employees taking paternity leave in the period 01/04/2018 to 31/03/2019, it is not felt that an analysis would add value.

Since 2015 (for babies born after 6 April 2015), shared parental leave has also been available (replacing additional statutory paternity leave) which allows fathers/partners of mothers/adopters to share maternity/adoption leave. As yet, no employees have taken up this type of leave.

6. Caring Responsibilities

Chart 11 shows that 33% of employees have some kind of caring responsibility.

Women are more likely to have caring responsibilities than men – 74% of those with caring responsibilities were female. Of those with caring responsibilities 39% work part time.

CHART 11: EMPLOYEES BY CARING RESPONSIBILITIES 31/03/19

7%
7%
26%
60%

■ Children under 16   ■ None   ■ PTNS   ■ Other
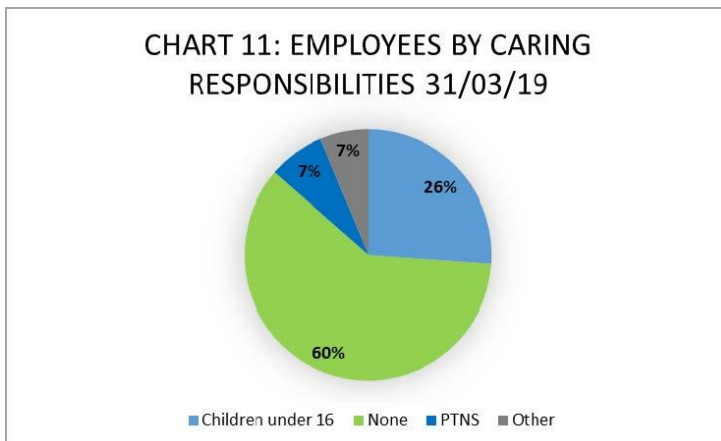
7. Discipline, Grievance, Bullying and Harassment

For the period 01/04/2018 to 31/03/2019 there was 1 formal issue or complaint. Therefore, to protect anonymity, no analysis has been carried out.

Recruitment Statistics

2018 TO 2019

Contents

What is covered in this report?

The statistics in this report cover the following areas*:

1. Recruitment Statistics by;
    a. Gender
    b. Ethnicity
    c. Religion/belief
    d. Sexual orientation
    e. Disability
    f. Age

*Including applications (Received, Shortlisted and Successful)

2. Recruitment time to hire data by Service Area
3. Recruitment source data by Service Area

Why do we collect this information?

As well as helping the organisation track success in recruiting into posts, the information is useful to evaluate the recruitment process and assist with future planning such as departmental popularity and interest from the local market.

1. Recruitment Statistics

a. Recruitment statistics by Gender

Chart 1 shows the gender split of the applicants and shows that there are more men applying for roles than women at North Norfolk District Council.
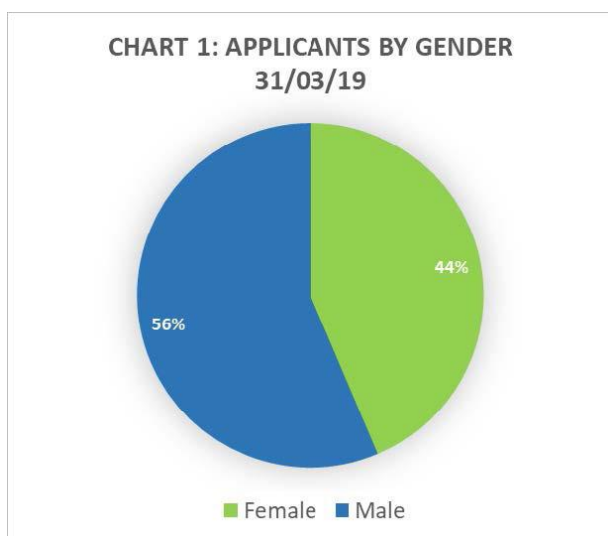

CHART 1: APPLICANTS BY GENDER
31/03/19

44%
56%

Female   Male

Chart 2 shows a 46/54 split in regards to male and female applicants who have been shortlisted.

CHART 2: SHORTLISTED APPLICANTS BY GENDER 31/03/19
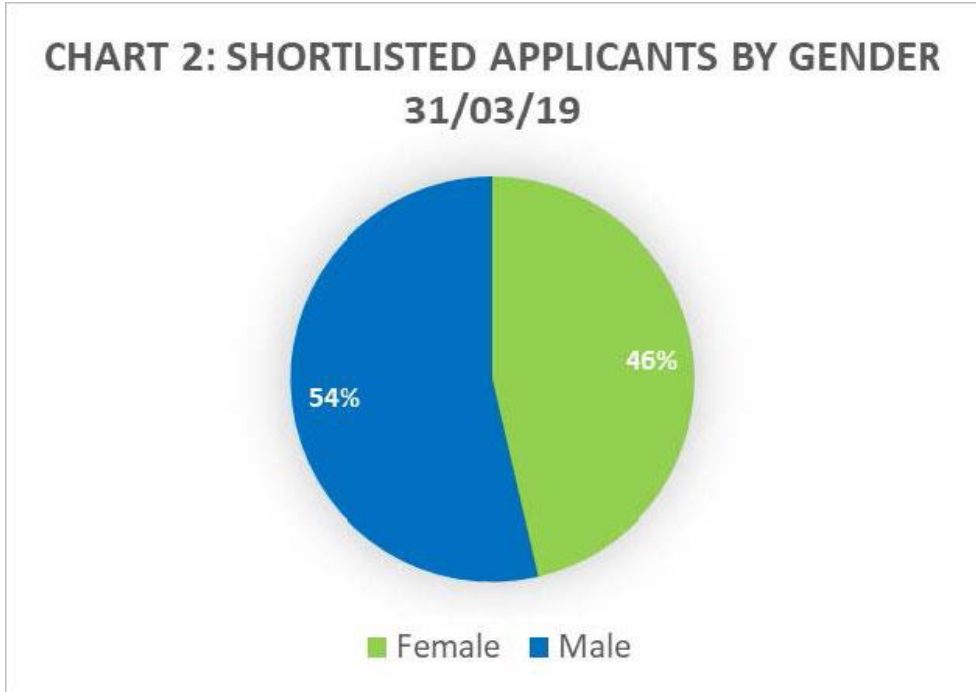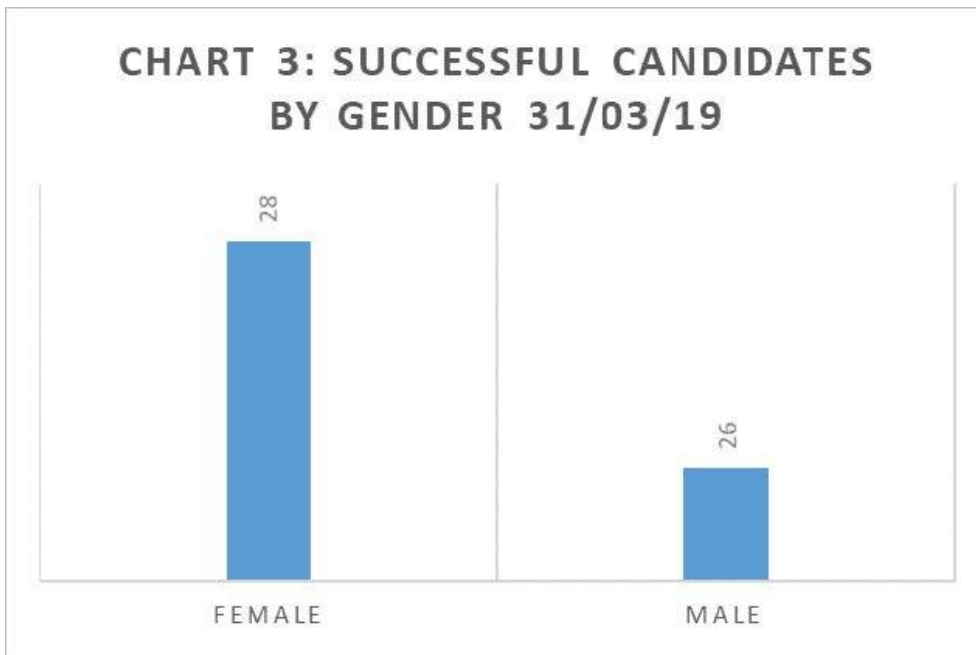

- 54%
- 46%
- Female
- Male

Chart 3 shows that there are more females being offered positions overall. The split between male and female successful candidates is 48% male and 52% female.

CHART 3: SUCCESSFUL CANDIDATES BY GENDER 31/03/19

- 28
- 26
- FEMALE
- MALE

b. Recruitment Statistics by Ethnicity

Chart 4 shows the ethnicity of the applicants at North Norfolk District Council. This shows that 43% of applicants consider themselves to be of 'White British' origin.
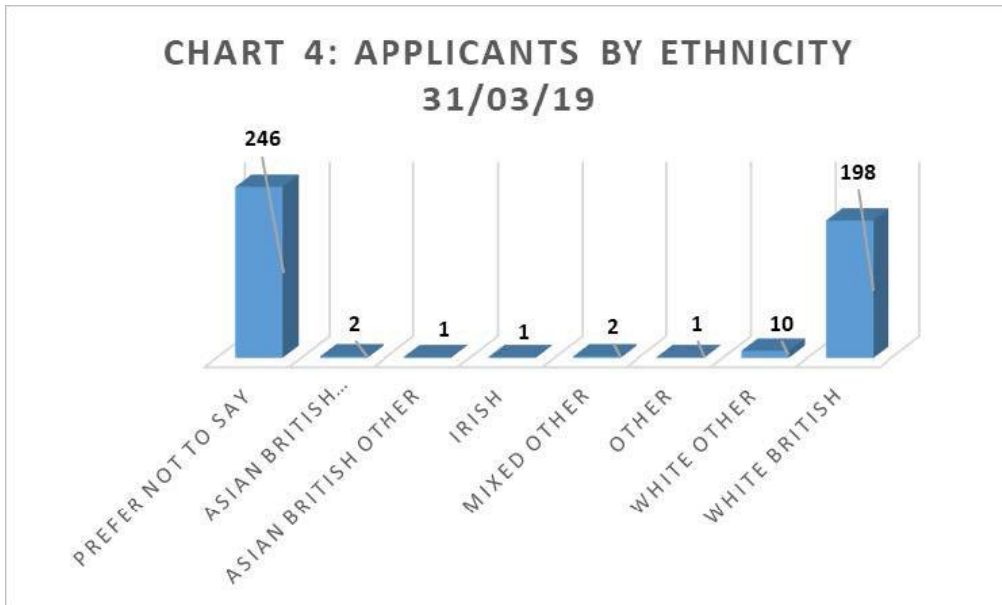

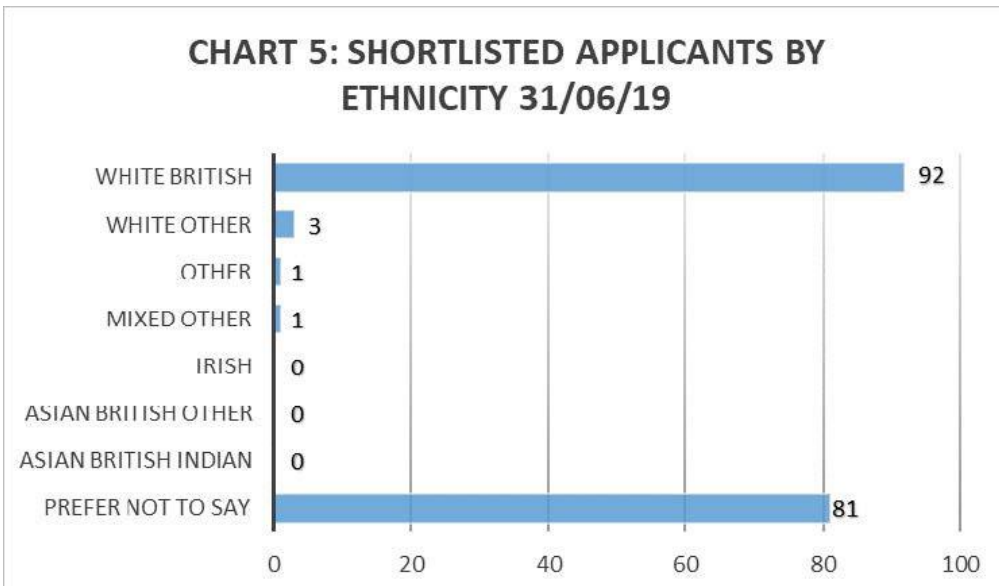Chart 5 shows the ethnicity of applicants at North Norfolk District Council who have been shortlisted.
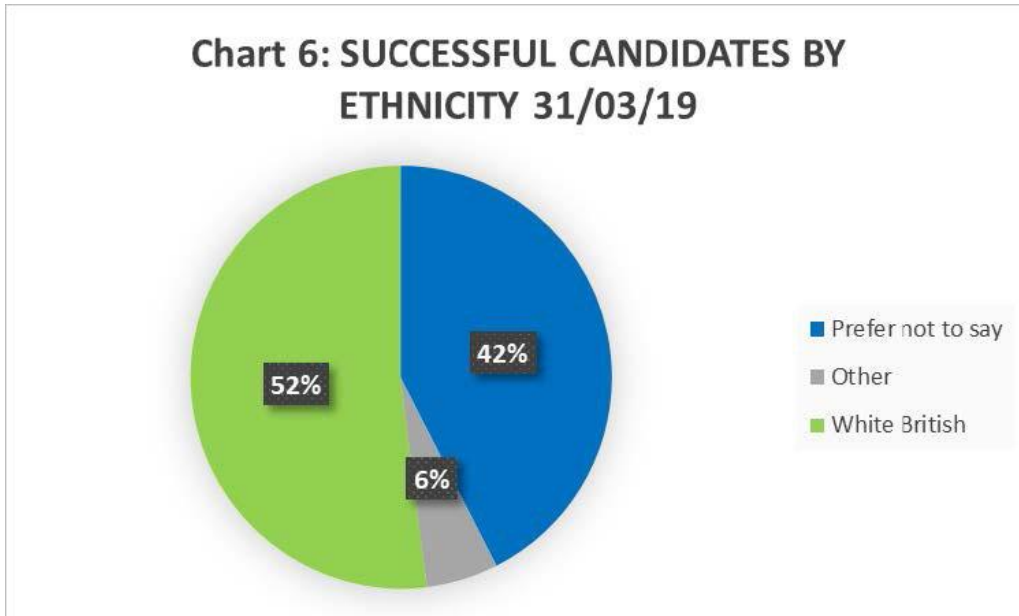
Chart 6 shows the ethnicity of applicants at North Norfolk District Council who were offered positions overall.

Chart 6: SUCCESSFUL CANDIDATES BY ETHNICITY 31/03/19

- Prefer not to say 42%
- Other 6%
- White British 52%

c. Recruitment Statistics by Religion/Belief

Chart 7 shows the religion/belief of the applicants at North Norfolk District Council.

CHART 7: APPLICANTS BY RELIGION/BELIEF 31/03/19

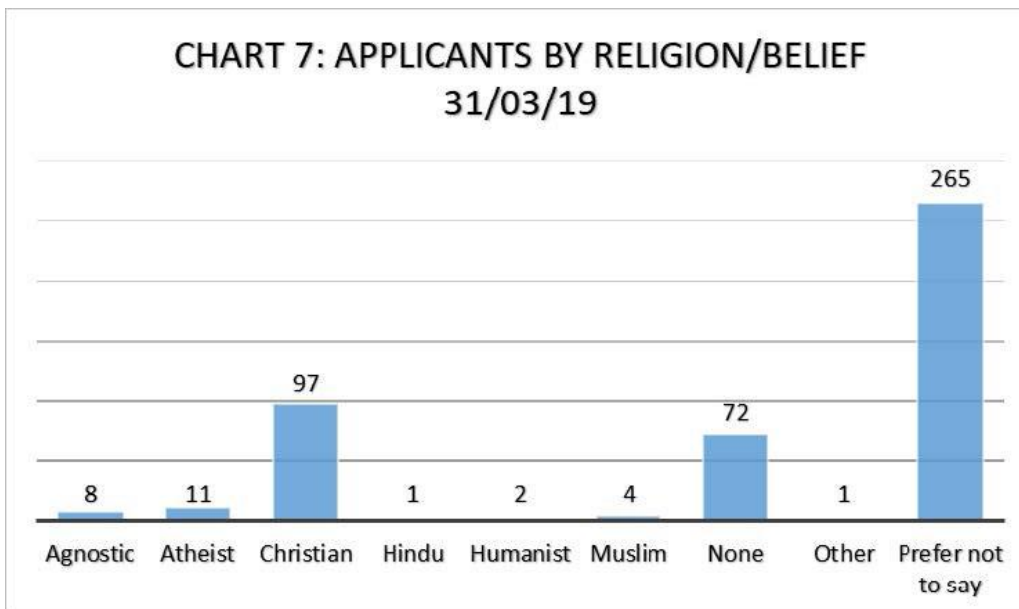| Religion/Belief	Count
Agnostic	8
Atheist	11
Christian	97
Hindu	1
Humanist	2
Muslim	4
None	72
Other	1
Prefer not to say	265

Chart 8 shows the religion/belief of the applicants who have been shortlisted.

This chart shows the majority of applicants who have chosen to declare their religion/belief have declared themselves to be Christians.
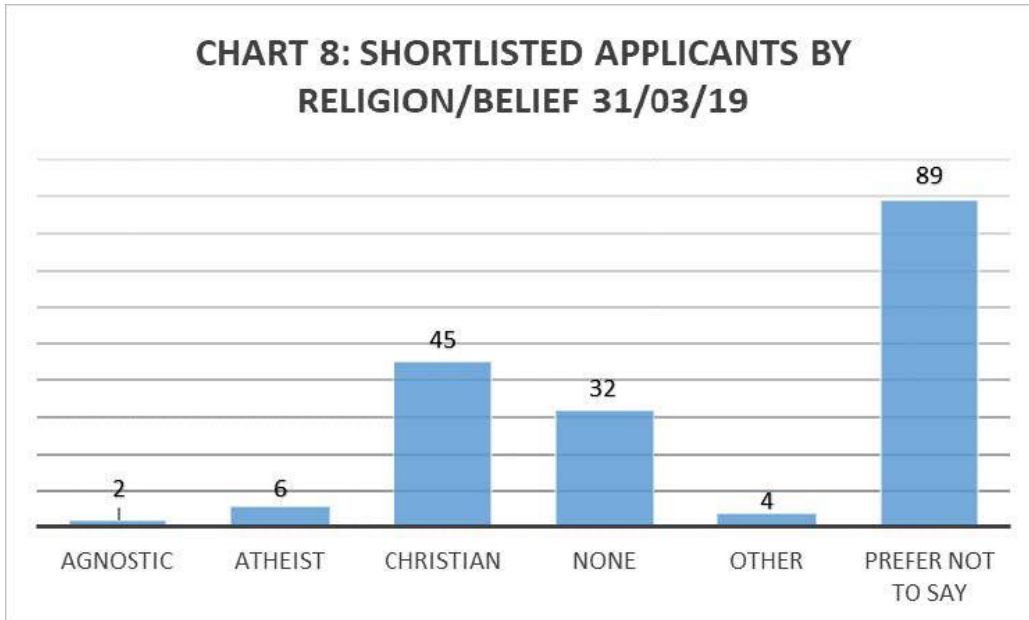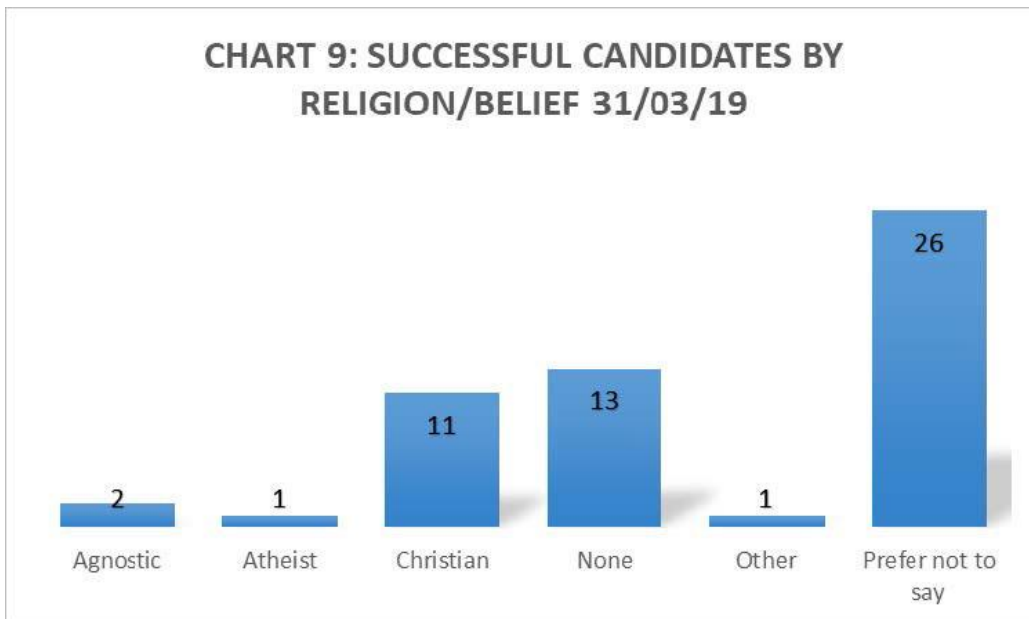

Chart 9 shows the religion/belief of successful applicants.

d. Recruitment statistics by Sexual Orientation

Chart 10 shows the shows the sexual orientation split of applicants and shows that only 2% of applicants declared themselves bisexual, gay male, or gay female/lesbian.
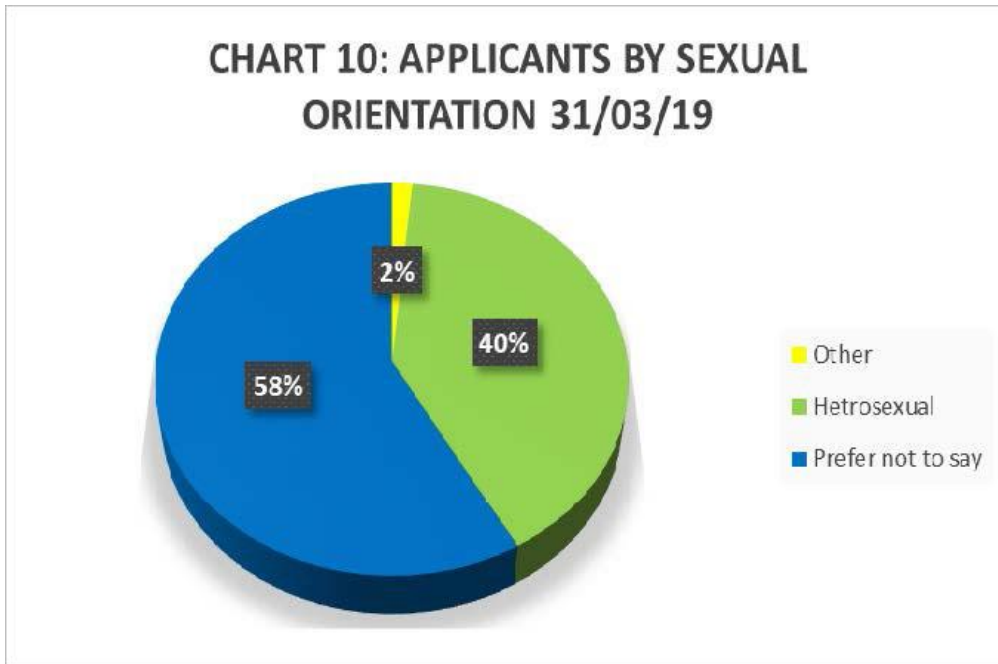

CHART 10: APPLICANTS BY SEXUAL ORIENTATION 31/03/19

- 2%
- 40%
- 58%

Legend:
- Other
- Hetrosexual
- Prefer not to say

Chart 11 shows the shows the sexual orientation split of shortlisted applicants and shows that 47% of applicants declared their sexual orientation as heterosexual.

CHART 11: SHORTLISTED APPLICANTS BY SEXUAL ORIENTATION 31/03/19

- 2%
- 51%
- 47%

Legend:
- Other
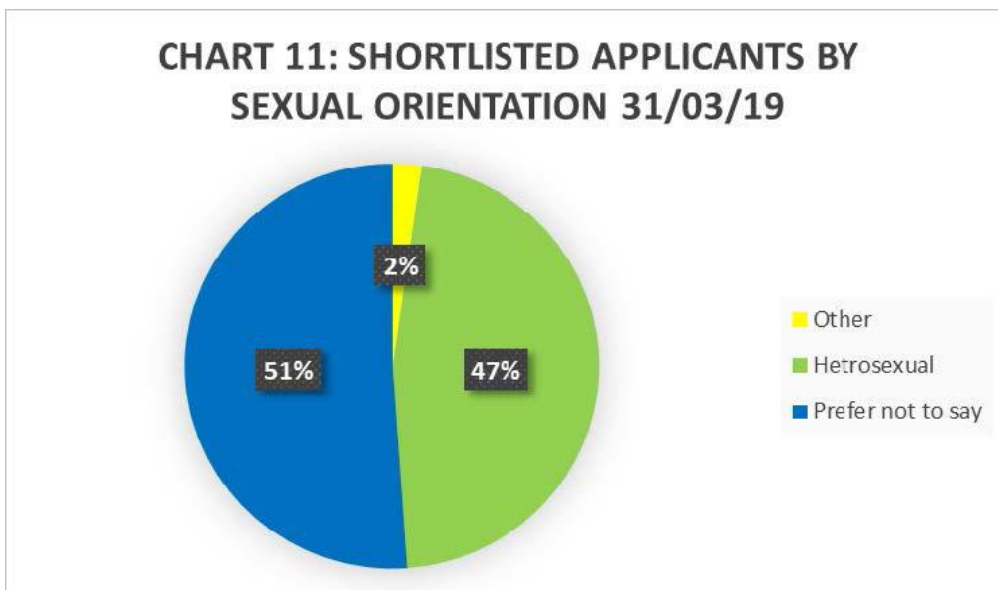- Hetrosexual
- Prefer not to say

Chart 12 shows the shows the sexual orientation split of successful applicants.

Whilst information is collected separately regarding bisexual, gay male, and gay female/lesbian applicants, this data has been grouped together to protect the privacy of employees.

CHART 12: SUCCESSFUL CANDIDATES BY SEXUAL ORIENTATION 31/03/19

Other
Hetrosexual
Prefer not to say

2%
50%
48%
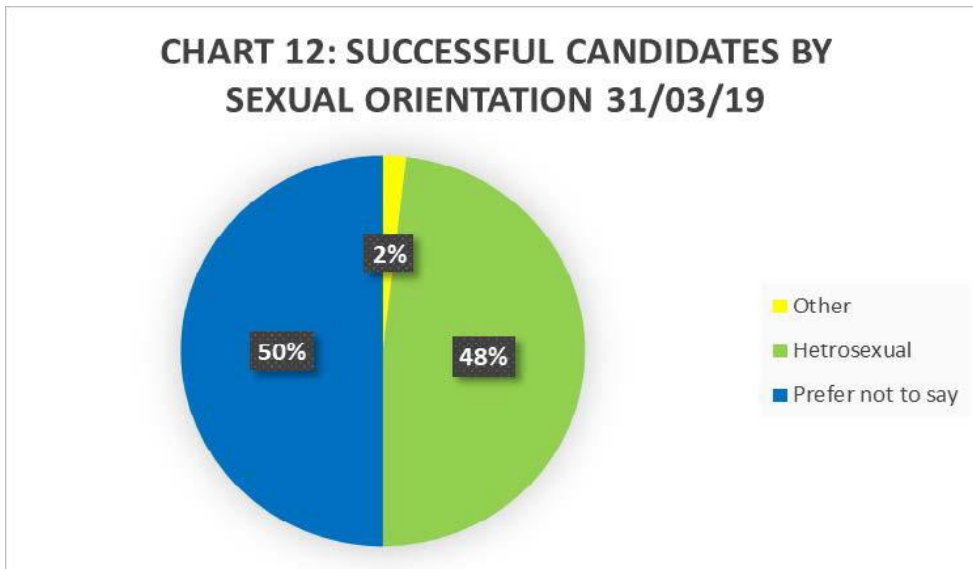
e. Recruitment statistics by Disability

Chart 13 shows the disability status of applicants. 7 applicants declared themselves as being disabled. The remainder have either not declared a disability or have decided not to disclose their disability status.
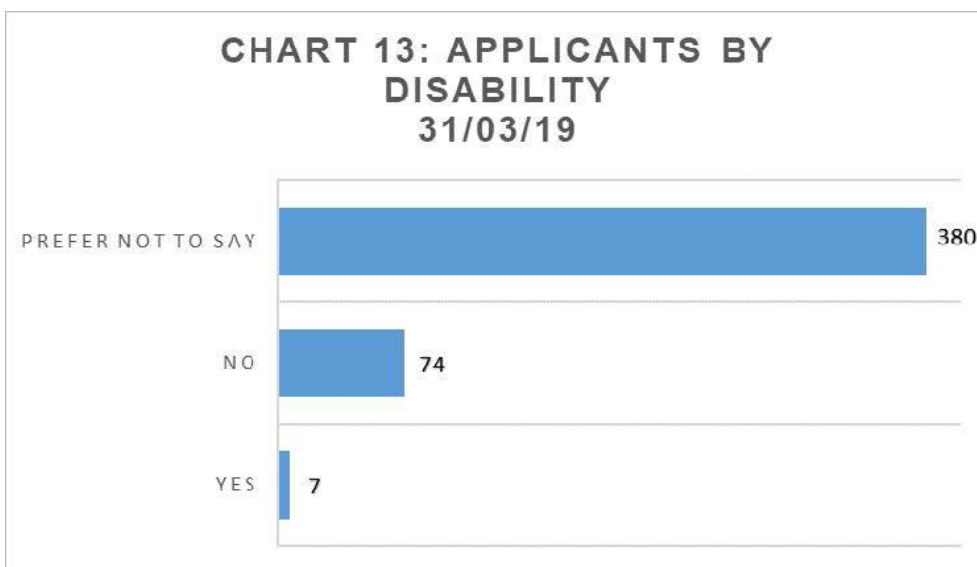

CHART 13: APPLICANTS BY DISABILITY 31/03/19

PREFER NOT TO SAY — 380
NO — 74
YES — 7

Chart **14** shows the disability status of shortlisted applicants.

4 applicants who declared themselves as being disabled were shortlisted.

The remainder have either not declared a disability or have decided not to disclose their disability status.
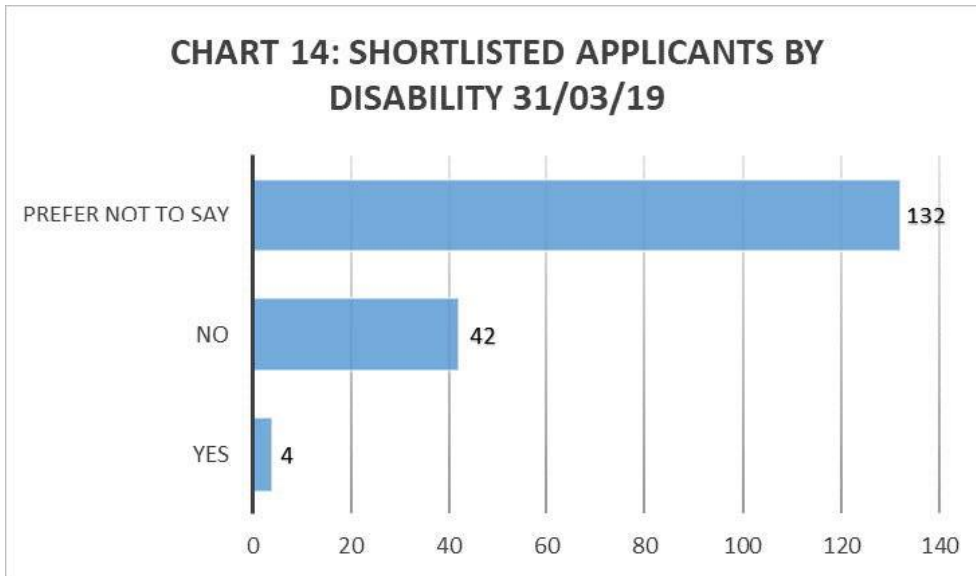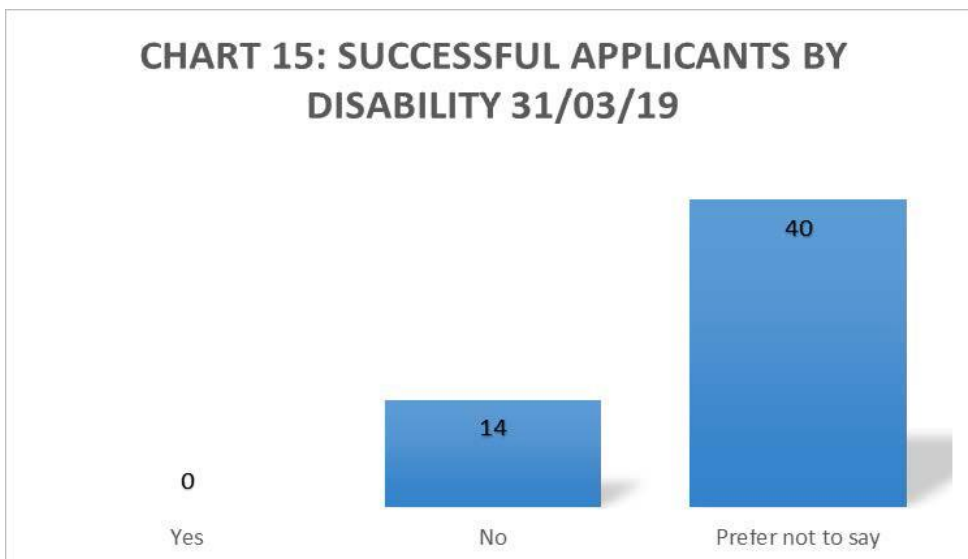

Chart **15** shows the disability status of successful applicants.

No successful applicants have declared themselves as being disabled, with all successful candidates having either not declared a disability or have decided not to disclose their disability status.

f. Recruitment statistics by Age

Chart 16 shows the age distribution of applicants. 24% of applicants are aged 40 years or over, with 55% not declaring their age.
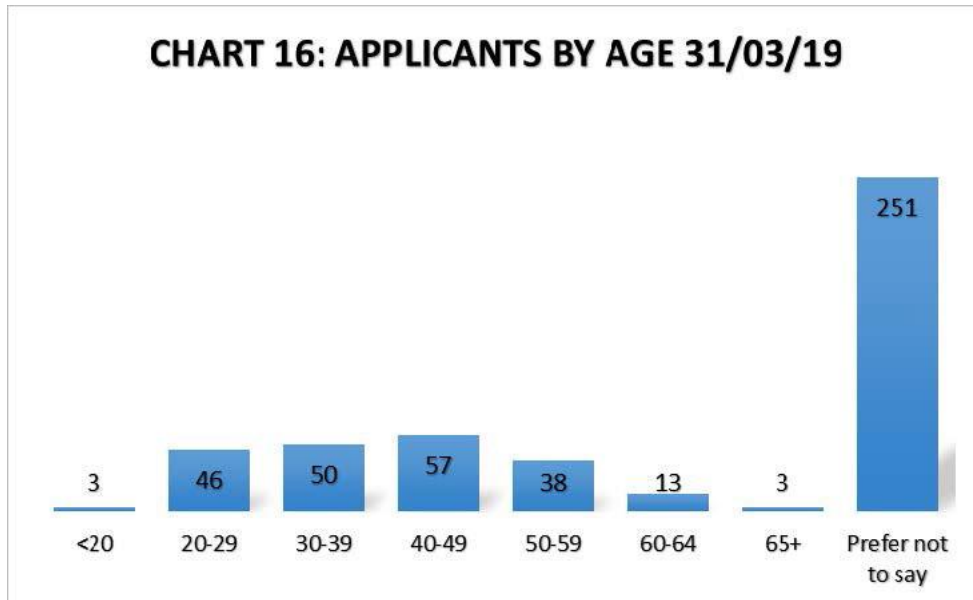

Chart 17 shows the age distribution of shortlisted applicants. 56% of applicants that declared their age are aged 40 years or over.
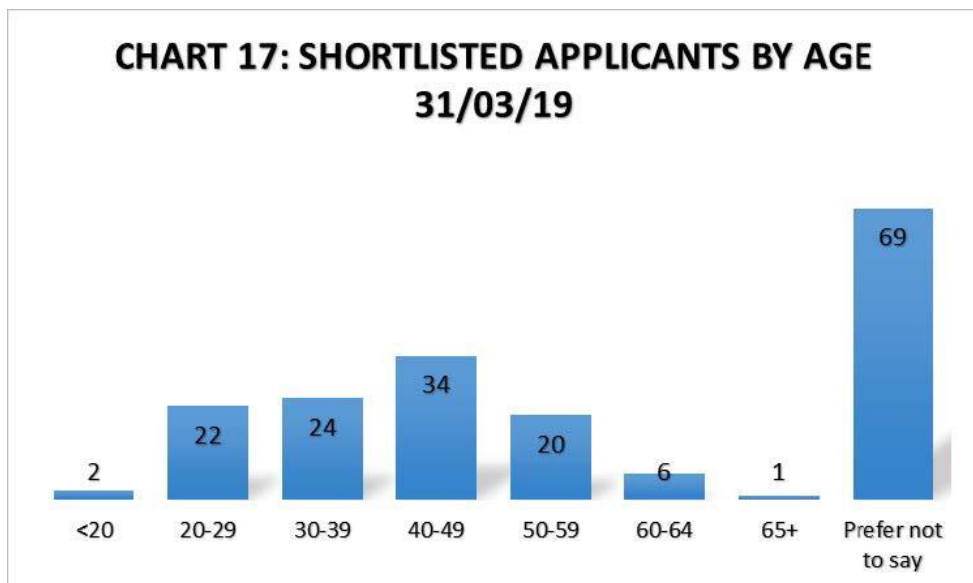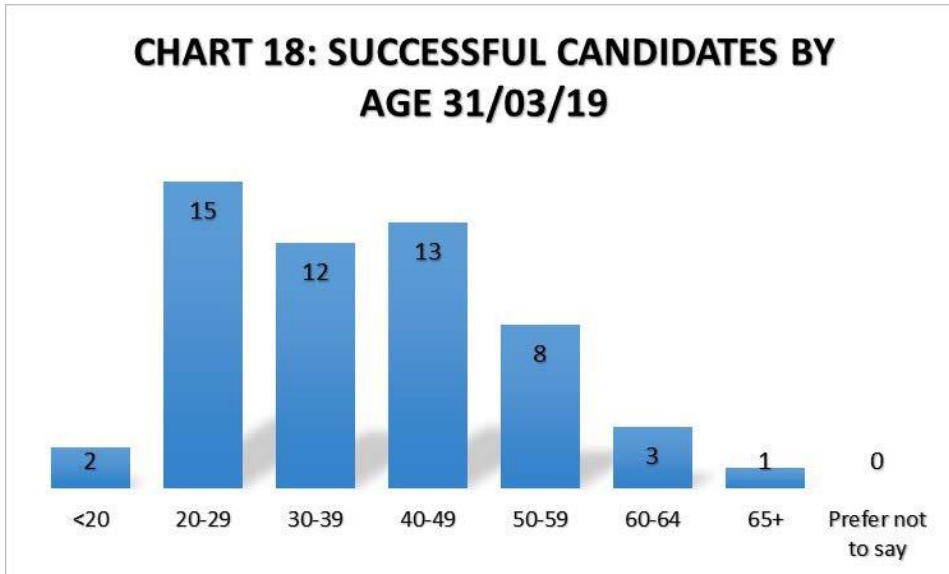
Chart 18 shows the age distribution of successful applicants and shows that there were slightly more 20-29 applicants being offered roles. However 20-29 years olds accounted for around 28% of both the shortlisted and successful applicants.

CHART 18: SUCCESSFUL CANDIDATES BY AGE 31/03/19

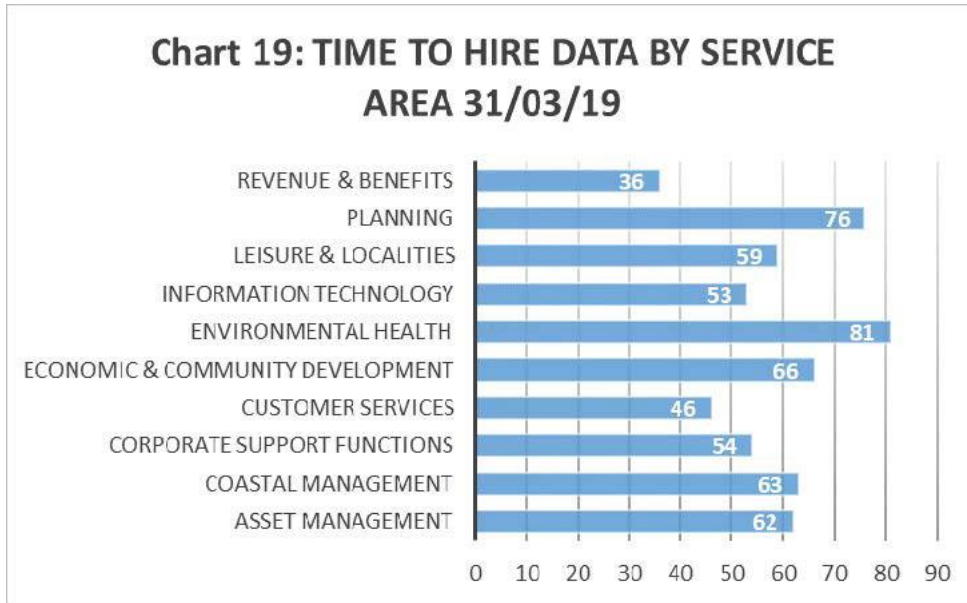| Age group	Count
<20	2
20-29	15
30-39	12
40-49	13
50-59	8
60-64	3
65+	1
Prefer not to say	0

2. Time to hire data

Time to hire data has been recorded for the last financial year 01/04/2018 to 31/03/2019. This data is a measurement of the time it has taken between an advert being opened and the successful candidate commencing in post. Please note, the time to hire data is inclusive of notice periods and does not include any time between a possible leaver and a position being advertised.

This information will allow NNDC to plan for future recruitment and to highlight areas where recruitment may take longer than expected.

Variances were found in the time to hire between Service Areas. While the overall average time to hire for NNDC was 60 days, some Service Areas had much higher numbers, for example, Environmental Health with 81 days. This may be due to the level of positions and time required for the notice period of the successful candidate. Please note, variations in notice periods of successful candidates will affect the overall time to hire data for each service area and cannot be relied on for evidence of difficulty to hire.

Chart 19 (page 12) shows the **average** time to hire data by Service Area. This is shown in total number of calendar days.

Chart 19: TIME TO HIRE DATA BY SERVICE AREA 31/03/19

Service Area	Days
REVENUE & BENEFITS	36
PLANNING	76
LEISURE & LOCALITIES	59
INFORMATION TECHNOLOGY	53
ENVIRONMENTAL HEALTH	81
ECONOMIC & COMMUNITY DEVELOPMENT	66
CUSTOMER SERVICES	46
CORPORATE SUPPORT FUNCTIONS	54
COASTAL MANAGEMENT	63
ASSET MANAGEMENT	62

3. Source data

Source data has been recorded for the last financial year 01/04/2018 to 31/03/2019. This data is collected via self-reporting of applicant who can select from a choice of sources, including an option for 'other'. Please note, source data is reliant on applicants completing the relevant fields in the application but can be used as a useful metric for advertisement effectiveness.

Chart 20 shows that almost 23% of applications are from internal employees. The majority of applicants find vacancies at North Norfolk District Council via a job search on the internet and Indeed (51%) with 12% of applicants sourcing adverts on the Council's website.

Chart 20: SOURCE DATA 31/03/19

Source	Count
Agency	1
Facebook	11
Indeed	115
Internal	104
Job Centre	9
Job search WWW	120
LinkedIn	6
Local Media	1
NNDC website	56
Other	1
Prefer not to say	15
Professional Publications	18
Word of Mouth	4