



NORTH  
NORFOLK  
DISTRICT  
COUNCIL

# Workforce Profile Statistics

1 APRIL 2020 TO 31 MARCH 2021

## Contents

Introduction.....	2
Protected Characteristics.....	2
What is covered in this report?.....	2
Why do we collect this information? .....	3
Equality for the workforce at NNDC .....	3
Engagement with employees at NNDC.....	3
A note on gender identity .....	3
Facts and Figures .....	4
1. Workforce profile by protected characteristic .....	4
2. Top earners by gender, ethnicity and disability .....	9
3. Starters and leavers (including reasons for leaving and labour turnover) .....	9
4. Maternity Leave, return to work rates and flexible working requests .....	11
5. Paternity Leave.....	11
6. Caring Responsibilities .....	12
7. Discipline, Grievance, Bullying and Harassment.....	12

## 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](http://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](http://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](http://www.gov.uk) scheme can be found at [www.gov.uk](http://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](http://www.gov.uk) 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
- Regular staff bulletin
- Intranet staff updates
- Employee Benefits Portal
- Employee Assistance Programme

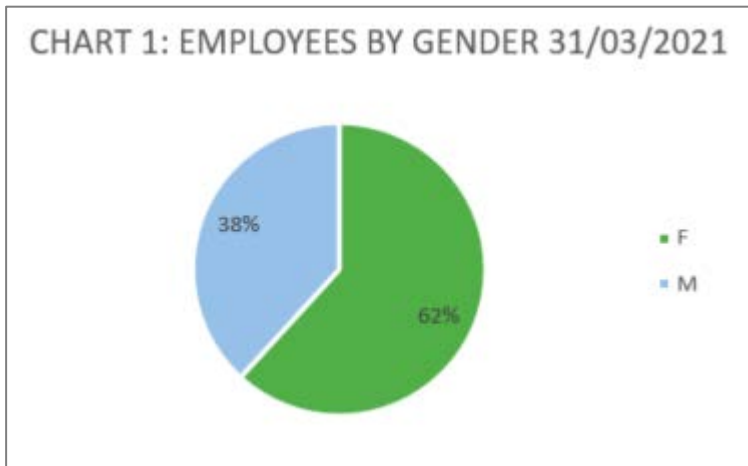
## **A note on gender identity**

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 characteristic

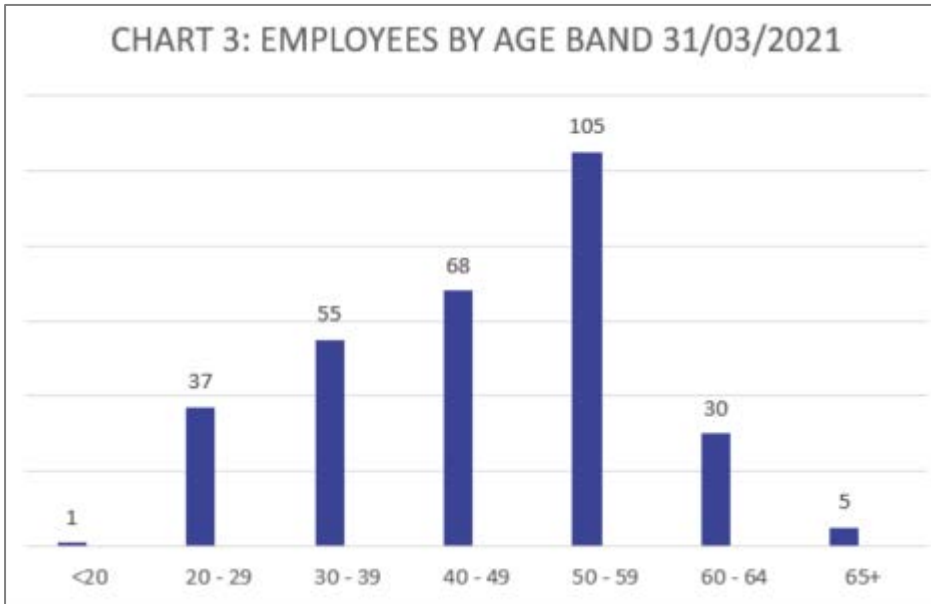
**Chart 1** shows the gender split of the workforce and that there are more women than men at North Norfolk District Council. After consultation with local transgender groups and on advice from 'Press for Change', only two gender groups (male and female) are included in our monitoring.



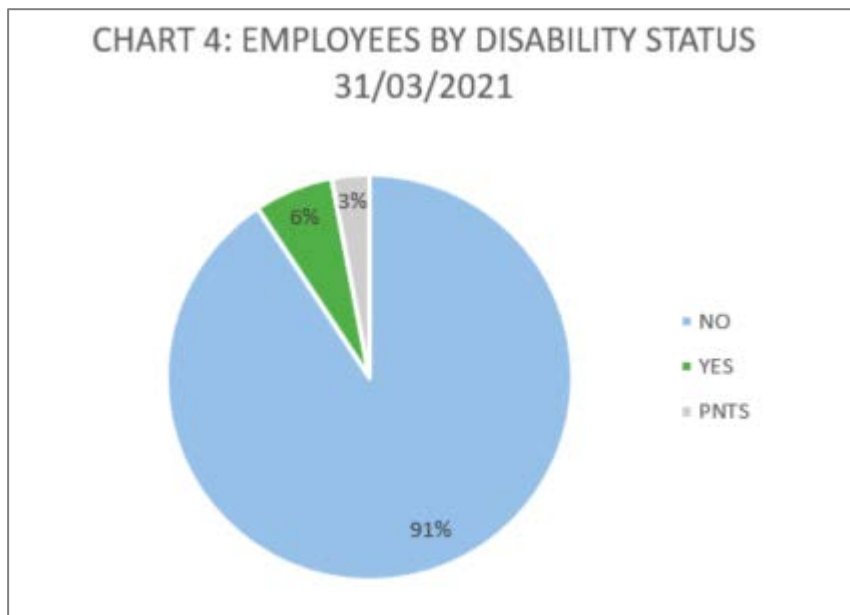
**Chart 2** shows that as well as more females in the workforce overall, there are more women working part time than men. Overall the split between full and part time employees is 76% full time and 24% part time.



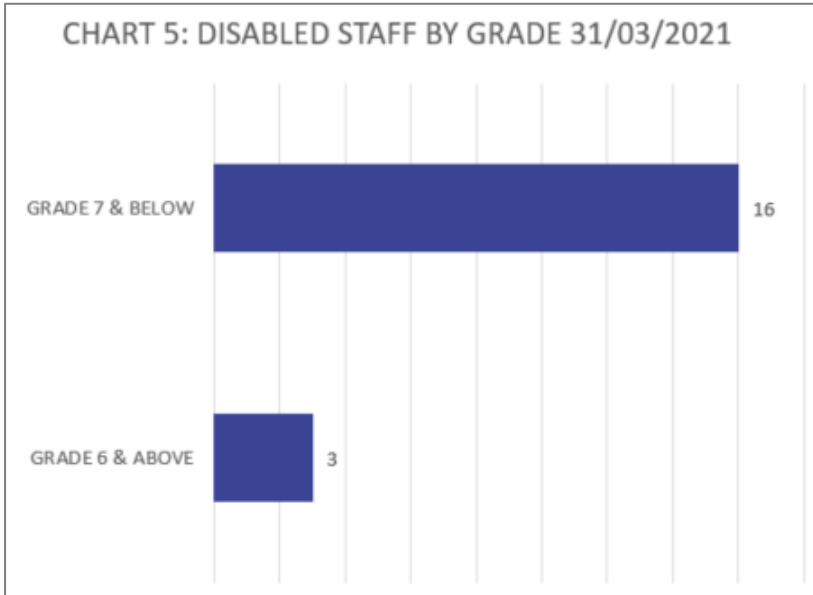
**Chart 3** shows the age distribution of the workforce. 69% of the workforce are aged 40 years or over, with the average age of an employee at 46 (correct to nearest year).



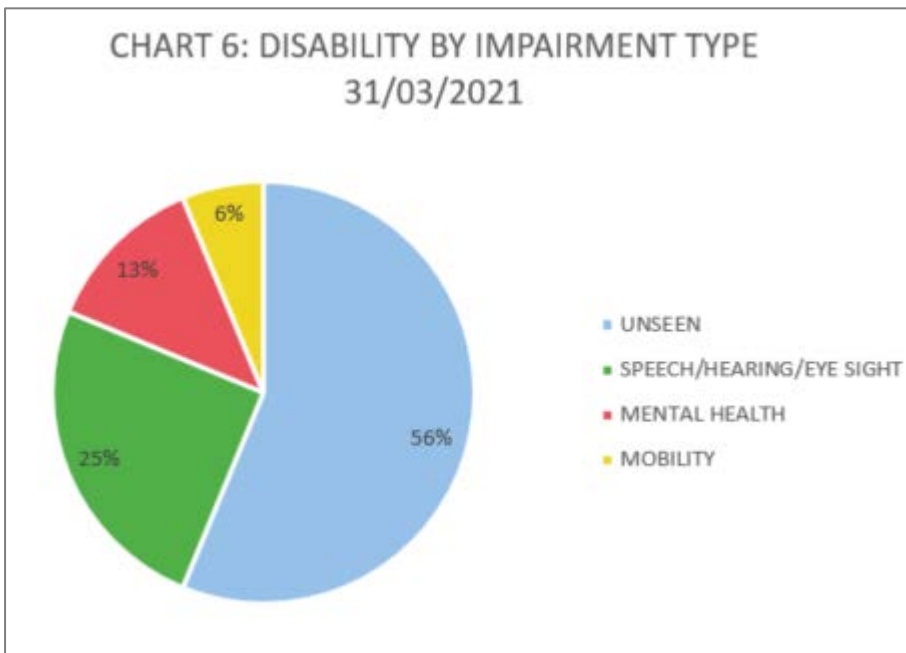
**Chart 4** shows the disability status of the workforce. 19 employees have declared themselves as being disabled. The remainder have either not declared a disability or have decided not to disclose their disability status.



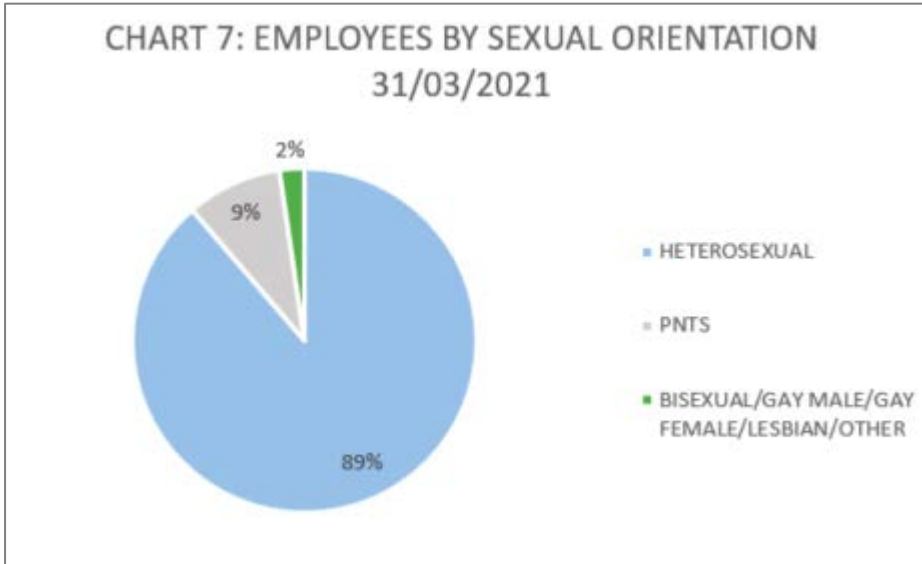
**Chart 5** shows the distribution of staff declaring themselves as disabled across the pay grades of the organisation. This shows that there are a total of 19 disabled employees, spread across the grades of the organisation but with the majority at grades 7 and below.



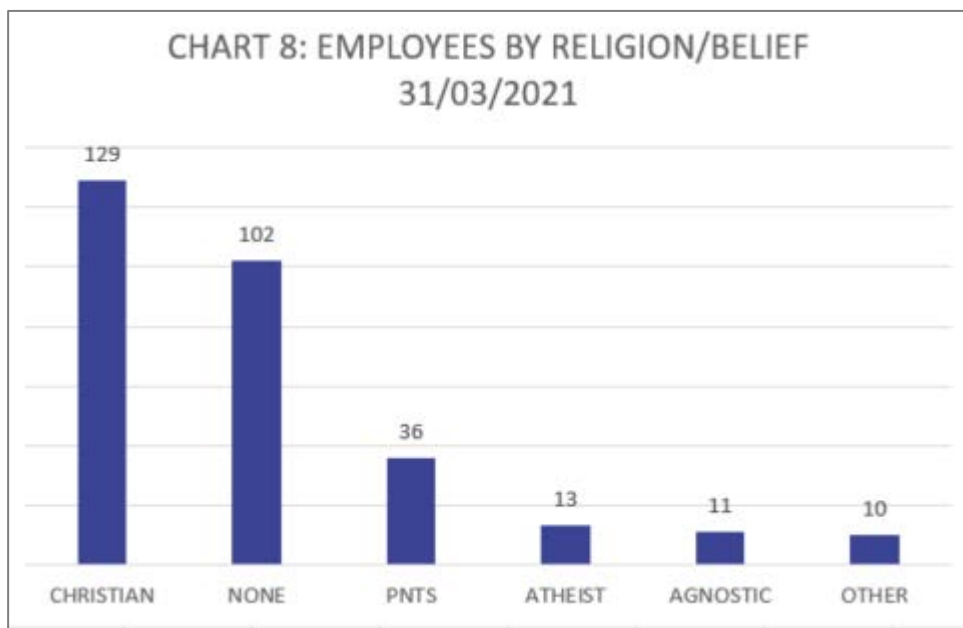
**Chart 6** shows the various impairment types of disabled employees at North Norfolk District Council. The groupings are fairly wide so as not to compromise any confidentiality. Only impairment types under which an employee has declared a disability are listed here. The most common impairment type in the workforce is 'unseen disabilities' which covers disabilities such as diabetes and heart conditions.



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



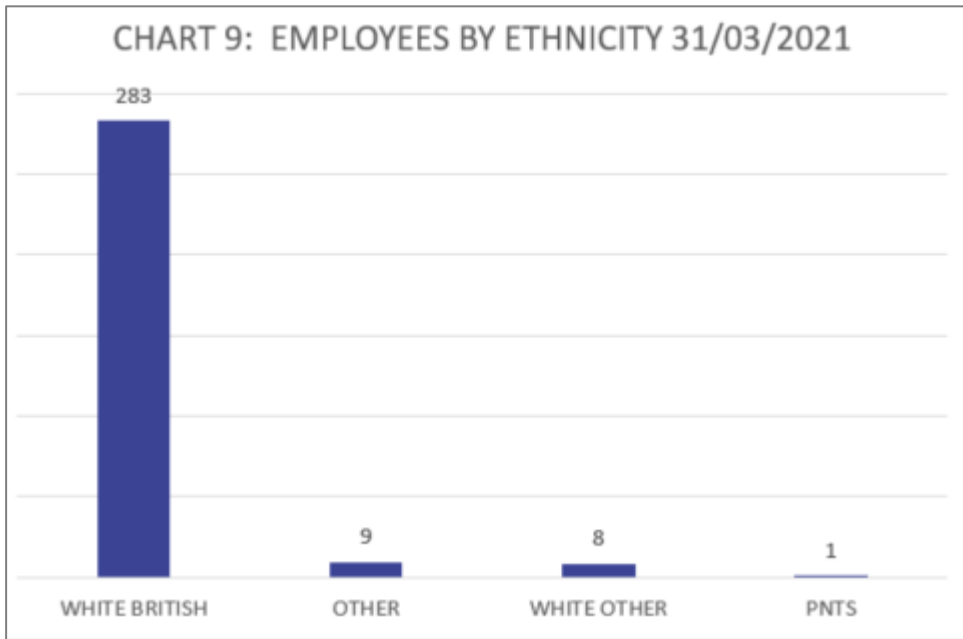
**Chart 8** shows the religion/belief of the workforce. This chart shows the majority of employees have declared themselves to be Christians; however a number of other religions or other beliefs are also present in the workforce. Whilst information is collected separately, this data has been grouped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





**Chart 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'.

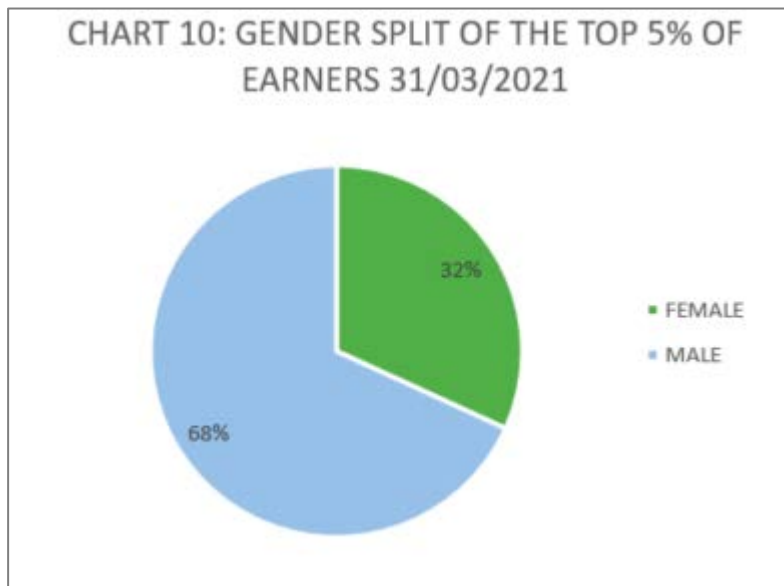
Whilst information is collected separately, some data has been grouped together under 'other' to protect privacy.



## 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. Two of the top earners have declared a disability and one 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.



## 3. Starters and leavers (including reasons for leaving and labour turnover)

### Reasons for leaving

A total of 26 employees left employment with the Council between 01/04/2020 to 31/03/2021. 88% of these were of White British/White other origin. The reasons for leaving are shown below in **Table 1**. The number of leavers reduced by 40% in comparison to 2019/20

<b>TABLE 1: REASON FOR LEAVING</b>	<b>Number</b>
RESIGNATION - PERSONAL REASONS	7
DISMISSAL - END OF CONTRACT	5
RESIGNATION - TRANSFER TO OTHER LOCAL AUTHORITY	4
TUPE TRANSFER	2
RETIREMENT - ILL HEALTH	2
RESIGNATION - TRANSFER TO OTHER PUBLIC SECTOR	2
RESIGNATION - TRANSFER TO PRIVATE SECTOR	2
NATURAL RETIREMENT	1
EARLY RETIREMENT	1
<b>Grand Total</b>	<b>26</b>

### **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 22 secondments and transfers in this reporting year. Of these transfers, 10 were considered to be a 'promotion' by virtue of an increase in grade. Of these promotions, 30% were female and 70% male.

### **Labour Turnover**

The labour turnover for the period 01/04/2020 to 31/03/2021 was 8.63%, this is much lower in comparison to the 14.52% turnover from 2019/20 (44 leavers).

Of the 26 leavers in 2020/21, 14 were male and 12 were female. When the turnover is compared by gender, the turnover of females is 46% compared to male employees which was 54%. This shows a slightly higher male turnover when compared to our overall gender figures of 62% female and 38% male.

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 15.9%.

### **Redundancies, redeployments and retirements**

For the period 01/04/2020 to 31/03/2021 there were 0 redundancies or redeployments. There were 4 retirements in the period, made up of 1 'natural' retirement, 1 'early' retirement and 2 'ill health' retirements.

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

**Table 2: Maternity Leave 2005 to 2021**

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 after 2 years
2005	12	2	10	0	12	0		4	5	9
2006	5	1	4	0	5	0		2	1	4
2007	5	0	5	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	2	4	0	6	1	32	2	2	4
2011	4	0	4	0	4	0	30	2	4	3
2012	9	1	8	0	9	0	33	0	1	6
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	3
2016	8	1	7	0	8	0	34	0	0	7
2017	6	1	5	0	6	0	33	1	0	5
2018	1	0	1	0	1	0	40	1	0	1
2019	0	0	0	0	0	0		0	0	0
2020	1	0	0	1	1	0	36			
<b>Totals</b>	<b>76</b>	<b>10</b>	<b>65</b>	<b>1</b>	<b>75</b>	<b>1</b>	<b>34</b>	<b>22</b>	<b>22</b>	<b>59</b>

\* Correct to nearest year

As Table 2 above shows, between 01/04/2020 to 31/03/2021, we had 1 employee on maternity leave (return tbc). The table shows, that overall, of the 75 employees who have been on maternity leave in the last 15 years, 59 were still in service after 2 years. This equates to a retention rate of approximately 78%.

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 01/04/2020 to 31/03/2021, 8 formal flexible working requests were made, of which 6 have been granted and 2 are awaiting a decision. 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.

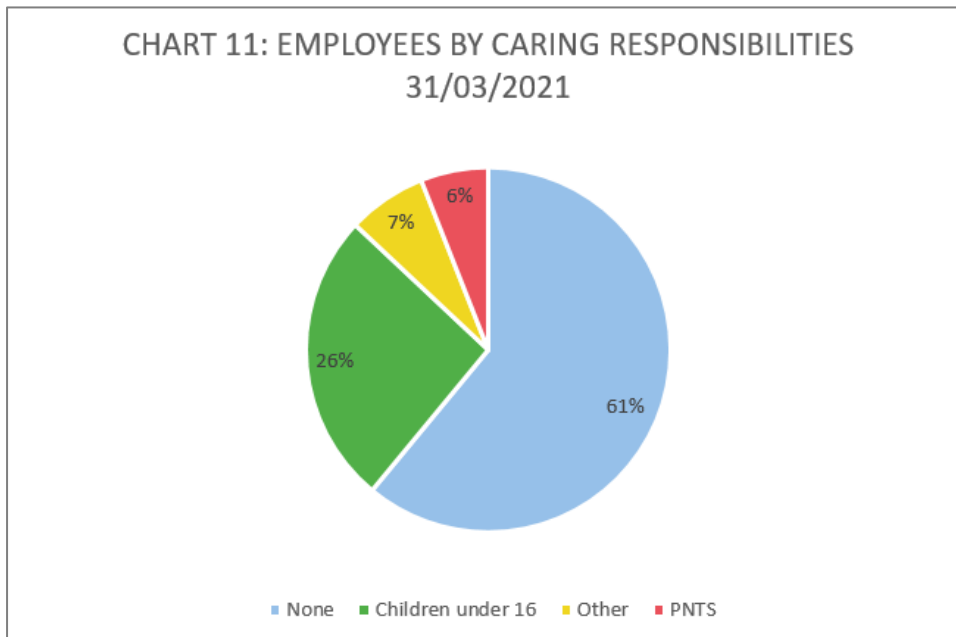
## 5. Paternity Leave

Since 2005, 41 employees have taken up paternity leave. However, with only 1 employee taking paternity leave in the period 01/04/2020 to 31/03/2021, 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 – 76% of those with caring responsibilities were female. Of those with caring responsibilities, 35% work part time.



## 7. Discipline, Grievance, Bullying and Harassment

For the period 01/04/2020 to 31/03/2021 there were 2 formal issues or complaints. Both of these were Grievance cases. Due to the low number of cases, no analysis has been carried out to protect anonymity.