

## Mid Sussex District Council Workforce Monitoring Statistics 2013/14

This document provides staff data that the Council is obliged to publish under equality based legislation. Included are statutorily required statistics around ethnicity, disability, sex and age. The table below sets out the information contained in the document. Data is based on staff employed on 31 March 2014.

Sections	Description
Section 1 Staff characteristics	Table 1- Classification of BME staff numbers in each band
	Table 2- Classification disability of staff- numbers Table 3- Numbers by type of disability
	Table 4- Age- representation by age across bandings
	Table 5- Sex- representation of male and female staff across bandings and gender pay gap
	Table 6- Sexual orientation
	Table 7- Religion and belief
Section 2 Employee relations	Table 8- staff involved in Disciplinary, Capability, Grievances and Bullying/harassment cases by ethnicity, disability and gender:
	Staff who changed grades by ethnicity, disability and age.
Section 3 Recruitment	Table 9- ethnicity of applicants, shortlisted and appointments. Table 10- disabled applicants, shortlisted and appointments Table 11- sex of applicants, shortlisted and appointments Table 12- age breakdown of new staff
Section 4 Leavers	Analysis of voluntary leavers by ethnicity and disability. Table 13- age breakdown of leavers. Information on maternity and paternity leave.

## SECTION ONE

### Table 1 : Classification of BME (Black and Minority Ethnic) Staff

#### A note about salary grades

Tables 1 – 4 show the numbers of different categories of staff in each salary grade. The Council has a shared CenSus Revenues and Benefits service with Horsham and Adur, and staff from these authorities remain on their original grading structure.

A - White	British, Irish, any other White Background
B – Mixed	White and Black Caribbean, White and Black African, White and Asian, Any other mixed background
C - Asian or Asian British	Indian, Pakistani, Bangladeshi, any other Asian background
D - Black or Black British	Caribbean, African, Any other black background
E - Chinese or other Ethnic Group	Chinese, or any other ethnic group
X - not known or stated	Not known or stated

Numbers of staff in each ethnic category:

Grade	A	B	C	D	E	X	Total for each band
Mid Sussex Grades							
MS1/2	12	0	1	0	0	0	13
MS3	39	0	1	1	0	1	42
MS4	38	0	4	0	1	4	47
MS5	44	0	0	0	0	4	46
MS6	33	0	0	0	0	0	33
MSO	33	0	0	0	0	1	34
MPO1	20	1	0	0	1	1	23
MPO2	30	0	0	0	0	0	30
MPO3	19	0	0	0	0	0	19
Chief Officer	9	0	0	0	0	0	9
Horsham Grades (shared service)							
BAND 3	7	0	0	0	0	2	9
BAND 4	4	0	0	0	0	3	7
BAND 5	1	0	0	0	0	2	3
BAND 6	1	0	0	0	0	0	1
BAND 7	3	0	0	0	0	1	4
Adur Grades (shared service)							
SC3	1	0	0	0	0	0	1
SC4	3	1	0	0	0	1	5
SC5	5	0	0	0	0	1	6
<b>Total</b>	<b>302</b>	<b>2</b>	<b>6</b>	<b>1</b>	<b>2</b>	<b>19</b>	<b>332</b>
<b>% of those stating ethnicity</b>	<b>96.5%</b>	<b>0.6%</b>	<b>1.9%</b>	<b>0.3%</b>	<b>0.6%</b>	<b>-</b>	

Of those who stated their ethnicity, 3.5% of our staff do not come under category A of White British, Irish or other white background. The latest 2011 census data for the Mid Sussex working age population who are not category A is 5.2%. The breakdowns for the Mid Sussex working age population from the 2011 census data are: A 94.8%, B 1.1%, C 3.1%, D 0.7% and E 0.3%.

**Table 2: Disability of Staff**

Grade	Disabled
MS1/2	1
MS3	1
MS4	5
MS5	0
MS6	1
MSO	2
MPO1	2
MPO2	0
MPO3	3
BAND 3	1
BAND 4	0
BAND 5	0
BAND 6	0
BAND 7	0
SC3	1
SC4	0
SC5	0
Chief Officer	0

<b>Totals</b>	<b>17</b>
<b>No. of staff</b>	<b>332</b>
<b>Total as %</b>	<b>5.12%</b>

The definition of disability is derived from the Equality Act. This defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

**Table 3 breakdown of numbers by types of disability**

Type of disability	Number
Cognitive/learning difficulties	0
Mental Health	2
Physical (including co-ordination/mobility)	2
Sensory (visual/hearing impairment)	1
Other	1
Not stated	11
<b>Total</b>	<b>17</b>

The Council has the two ticks positive about disabled people award, recognising our commitment to the employment, retention, training and career development of disabled employees.

**Table 4: Representation of age groups across grades**

Grade	Age Group					
	<21	21-29	30-39	40-49	50-59	>60
Mid Sussex Grades						
MS1/2	1	4	1	1	4	2
MS3	2	10	4	11	10	5
MS4	0	5	7	13	17	5
MS5	0	4	17	10	11	4
MS6	0	1	13	14	4	1
MSO	0	1	7	13	11	2
MPO1	0	0	7	8	7	1
MPO2	0	0	9	8	10	3
MPO3	0	0	2	9	8	0
Chief Officer	0	0	0	4	3	2
Horsham Grades (shared service)						
BAND 3	0	0	1	4	3	1
BAND 4	0	0	2	3	2	0
BAND 5	0	0	1	2	0	0
BAND 6	0	0	0	0	1	0
BAND 7	0	0	0	4	0	0
Adur Grades (shared service)						
SC3	0	0	0	0	1	0
SC4	0	0	2	2	1	0
SC5	0	0	1	2	2	1

**Total            3 (0.9%)    35 (7.5%)    74 (22.3%)            108 (32.5%)    95 (28.6%)    27 (8.1%)**

**Mid Sussex working age population (from Census 2011 data)**

**8.5%            14.8%            20.0%            25.3%            20.8%            10.6%**

The age profile of our workforce shows a particular lack of under 21 year olds compared to the age profile of the Mid Sussex working age population. 69.3% of staff are over 40 compared to 56.7% in the Mid Sussex working age population. The abolition of the default retirement age in October 2011 has enabled staff to continue working beyond age 65 without restriction. There are 5 staff working at the Council beyond the age of 65.

**Table 5: Gender Split across Grades**

Grade	Male		Female		All
	Number	%	Number	%	Total
Mid Sussex Grades					
MS1/2	6	46.15	7	53.85	13
MS3	20	47.62	22	52.38	42
MS4	14	29.79	33	70.21	47
MS5	14	30.43	32	69.57	46
MS6	11	33.33	22	66.67	33
MSO	16	47.06	18	52.94	34
MPO1	9	39.13	14	60.87	23
MPO2	15	50.00	15	50.00	30
MPO3	11	57.89	8	42.11	19
Chief Officer	4	44.44	5	55.56	9
Horsham Grades (shared service)					
BAND 3	1	11.11	8	88.89	9
BAND 4	2	28.57	5	71.43	7
BAND 5	0	0.00	3	100.00	3
BAND 6	0	0.00	1	100.00	1
BAND 7	2	50.00	2	50.00	4
Adur Grades (shared service)					
SC3	0	0.00	1	100.00	1
SC4	0	0.00	5	100.00	5
SC5	0	0.00	6	100.00	6
<b>Total</b>	<b>125</b>	<b>37.7%</b>	<b>207</b>	<b>62.3%</b>	<b>332</b>

Figures from the 2011 Census for the Mid Sussex working age population show that the gender split of the working age population is 49.6% male and 50.4% female. The split for the Council's workforce is 37.7% male and 62.3% female. 55.6% of Chief Officers are female. Overall 240 staff are full-time and 92 part-time. 90% of part-time staff are female and they make up 52% of the full-time staff.

The Mid Sussex District Council gender pay gap for 2013/14 was 8.0%, calculated by comparing the average male and female pay, down from 8.8% in 2012/13. This compares to the national average reported by the Office for National Statistics in November 2014 of 19.1% for all employees, including part-timers and 9.4% for full-time workers.

## Sexuality and Religion or Belief

Guidance from the Equality and Human Rights Commission suggests that public bodies should monitor the sexuality and religion of their staff. A staff survey was conducted in November 2012, requesting this information from each member of staff. The tables shown below reflect the results of the survey, adjusted for staff turnover since this time:

**Table 6 Sexual Orientation:**

Sexual orientation	No	%
Heterosexual	102	79.1%
Gay or lesbian	3	2.3%
Prefer not to say	24	18.6%
<b>Total</b>	<b>129</b>	<b>100%</b>

39% of staff responded to this question.

Questions on sexuality were not included in the 2011 census and there is no other comparative data about the Mid Sussex population. Stonewall suggest that the national figure for lesbian, gay and bisexual people could be between 4 – 6%.

**Table 7 Religion or Belief:**

Religion or belief	No	%
Buddhist	1	0.8%
Christian	61	46.5%
Hindu	0	0%
Jewish	1	0.8%
Muslim	2	1.5%
Sikh	0	0%
No religion	36	27.5%
Other	2	0.8%
Prefer not to say	29	22.1%
<b>Total</b>	<b>131</b>	<b>100%</b>

39% of staff responded to this question.

The breakdown of religion or belief of the working age population in Mid Sussex from the 2011 Census is as follows:

Buddhist	0.5%
Christian	58.8%
Hindu	0.7%
Jewish	0.2%
Muslim	0.9%
Sikh	0.08%
No Religion	30.2%
Other	0.9%
Not stated	7.8%

## SECTION TWO

### Table 8 Employee Relations Activity

A - White	British, Irish, any other White Background
B – Mixed	White and Black Caribbean, White and Black African, White and Asian, Any other mixed background
C - Asian or Asian British	Indian, Pakistani, Bangladeshi, any other Asian background
D - Black or Black British	Caribbean, African, Any other black background
E - Chinese or other Ethnic Group	Chinese, or any other ethnic group

	Disciplinary	Grievance	Capability	Bullying/Harassment
Ethnicity: A	1	1	0	0
B	0	0	0	0
C	0	0	0	0
D	0	0	0	0
E	0	0	0	0
Disability	1	0	0	0
Male	1	0	0	0
Female	0	1	0	0

Between April 2013 and March 2014, 12 staff were affected by change of grade. Analysis is as follows:

5 Male, 7 Female  
 0 staff from BME background  
 0 staff were classified as disabled

2 of these changes of grade are due to the start of a period of acting up and 1 due to the end of a period of acting up. 2 were male and 1 female.

## SECTION THREE

### Recruitment

**Table 9 Ethnicity of Applicants, Shortlisted and Appointments:**

A - White	British, Irish, any other White Background
B – Mixed	White and Black Caribbean, White and Black African, White and Asian, Any other mixed background
C - Asian or Asian British	Indian, Pakistani, Bangladeshi, any other Asian background
D - Black or Black British	Caribbean, African, Any other black background
E - Chinese or other Ethnic Group	Chinese, or any other ethnic group
X - not known or stated	Not known or stated

Ethnicity	Applicant		Shortlisted		Appointed
	No.	%	No.	%	No.
A	457	88.39%	146	90.69%	34
B	8	1.55%	1	0.62%	0
C	20	3.87%	6	3.73%	1
D	15	2.90%	4	2.48%	0
E	5	0.97%	1	0.62%	0
X	12	2.32%	3	1.86%	0
<b>Total</b>	<b>517</b>	<b>100%</b>	<b>161</b>	<b>100%</b>	<b>35</b>

**Table 10 Disabled Applicants, Shortlisted and Appointments:**

Disability	Applicant		Shortlisted		Appointed
	No.	%	No.	%	No.
Disabled	29	5.61%	6	1.16%	1

**Total number of applicants: 517**

**Number of applicants not declaring their disability status: 63 (12.18%)**

The Council has the 2 ticks – positive about disability award, which includes a commitment to interview all disabled applicants who meet the minimum criteria for a job vacancy and to consider them on their abilities.

**Table 11 Sex of Applicants, Shortlisted and Appointments:**

	Applicant		Shortlisted		Appointed
	No.	%	No.	%	No.
Female	291	56.29%	102	63.35%	27
Male	226	43.71%	59	36.65%	8
<b>Total</b>	<b>517</b>	<b>100%</b>	<b>161</b>	<b>100%</b>	<b>35</b>

**Table 12 Age breakdown of new staff**

<21	21-29	30-39	40-49	50-59	>60
3	7	5	9	11	0

## SECTION 4

### Leavers

Total number of voluntary leavers for 2013/14: 28

Analysis of Leavers:

Ethnicity: 24 in Category A – White  
2 in Category C – Asian or Asian British  
1 in Category B - Mixed  
1 in Category X – Not known or stated

Disability: None.

Gender Breakdown: 17 Female, 11 Male

### Table 13 Age breakdown of leavers:

<21	21-29	30-39	40-49	50-59	>60
0	5	8	6	5	4

### Maternity Leave

8 members of staff commenced maternity leave during 2013/14

Of the 10 women ending maternity leave in 2013/14, 9 returned. Of these:

2 were full-time and returned full-time  
5 were full-time and returned part-time  
2 were part-time and returned part-time

### Paternity Leave

6 members of staff took paternity leave in this period.