

Mid Sussex District Council Workforce Monitoring Statistics 2012/13

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 people employed on 31 March 2013.

Sections	Description
Section 1 Staff characteristics	Table 1- Classification of BME staff numbers in each band
	Table 2- Classification disability of staff- numbers and staff category
	Table 3- Age- representation by age across bandings
	Table 4- Sex- representation of male and female staff across bandings and gender pay gap
	Table 5- Sexual orientation
	Table 6- Religion and belief
Section 2 Employee relations	Table 7- 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 8- ethnicity of applicants, shortlisted and appointments.
	Table 9- disabled applicants, shortlisted and appointments
	Table 10- sex of applicants, shortlisted and appointments
Section 4 Leavers	Analysis of voluntary leavers by ethnicity, disability and age. 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	10	0	1	0	0	0	11
MS3	29	0	2	1	0	1	33
MS4	47	1	4	0	1	3	56
MS5	38	0	0	0	0	2	40
MS6	30	0	0	0	0	0	30
MSO	34	0	0	0	0	1	35
MPO1	20	1	0	0	1	1	23
MPO2	31	0	0	0	0	0	31
MPO3	20	0	0	0	0	0	20
Chief Officer	10	0	0	0	0	0	10
Horsham Grades (shared service)							
BAND 3	7	0	0	0	0	2	9
BAND 4	4	0	0	0	0	2	6
BAND 5	1	0	0	0	0	3	4
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	2	7
Total	294	3	7	1	2	19	326
% of those stating ethnicity	95.8%	1%	2.3%	0.3%	0.7%	-	100%

Of those who stated their ethnicity, 4.2% 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	1
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

Totals	16
No. of staff	326
Total as %	4.9%

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.

The breakdown of numbers by types of disability are as follows:

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	10
Total	16

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 3: Representation of age groups across grades

Grade	Age Group					
	<21	21-29	30-39	40-49	50-59	>60
Mid Sussex Grades						
MS1/2	2	2	1	1	3	2
MS3	1	9	4	10	4	5
MS4	0	7	14	13	18	4
MS5	0	5	11	11	11	2
MS6	0	3	11	13	2	1
MSO	0	2	8	14	9	2
MPO1	0	1	6	9	6	1
MPO2	0	0	12	10	7	2
MPO3	0	0	3	9	8	0
Chief Officer	0	0	0	6	2	2
Horsham Grades (shared service)						
BAND 3	0	0	1	4	3	1
BAND 4	0	0	2	2	2	0
BAND 5	0	0	1	3	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	1
SC4	0	0	2	3	0	0
SC5	0	0	1	3	3	0

Total **3 (0.9%)** **29 (8.9%)** **77 (23.6%)** **115 (35.3%)** **80 (24.5%)** **22 (6.7%)**

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. 66.5% of staff are over 40 compared to 56.7% in the Mid Sussex working age population.

Table 4: Gender Split across Grades

Grade	Male		Female		All
	Number	%	Number	%	Total
Mid Sussex Grades					
MS1/2	4	36.36	7	63.64	11
MS3	16	48.48	17	51.52	33
MS4	18	32.14	38	67.86	56
MS5	14	35.00	26	65.00	40
MS6	9	30.00	21	70.00	30
MSO	15	42.86	20	57.14	35
MPO1	9	39.13	14	60.87	23
MPO2	15	48.39	16	51.61	31
MPO3	11	55.00	9	45.00	20
Chief Officer	5	50.00	5	50.00	10
Horsham Grades (shared service)					
BAND 3	1	1.11	8	88.89	9
BAND 4	1	16.67	5	83.33	6
BAND 5	1	25.00	3	75.00	4
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	7	100.00	7
Total	115	37.1%	195	62.9%	310

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 37.1% male and 62.9% female. 50% of Chief Officers are female.

The gender pay gap for 2012/13 was 8.8%, calculated by comparing the average male and female pay. This compares to the national average reported by the Office for National Statistics for April 2013 of 10%. Whilst male and female staff doing the same jobs get paid the same, a gender pay gap suggests that a higher proportion of women work in lower paid jobs. We have previously undertaken an equal pay review and are implementing a new job evaluation scheme, which entails evaluating all of the Council's employment posts. One of the aims of the new scheme is to further ensure that we are tackling potential gender-related equal pay issues, by ensuring not just equal pay for the same job, but equal pay for work of equal value. The Council also has a Formal Pay Policy.

Overall 243 staff are full-time and 83 part-time. 90.4% of part-time staff are female and they make up 53.5% of the full-time staff.

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 and requested this information from each member of staff. The tables shown below reflect the results of the survey and staff turnover since this time:

Table 5 Sexual Orientation:

Sexual orientation	No	%
Heterosexual	107	80.5%
Gay or lesbian	3	2.3%
Prefer not to say	23	17.2%
Total	133	100%

40% 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 is between 4 – 6%.

Table 6 Religion or Belief:

Religion or belief	No	%
Buddhist	1	0.8%
Christian	64	47.7%
Hindu	0	0%
Jewish	1	0.8%
Muslim	2	1.5%
Sikh	0	0%
No religion	35	26.1%
Other	1	0.8%
Prefer not to say	30	22.3%
Total	134	100%

41% 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 7 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	0	1	0	0
B	0	0	0	0
C	0	0	0	0
D	0	0	1	0
E	0	0	0	0
Disability	0	0	0	0
Male	0	0	0	0
Female	0	1	1	0

Between April 2012 and March 2013, 19 staff were affected by change of grade. Analysis is as follows:

9 Male, 10 Female
 0 staff from BME background
 0 staff were classed as disabled

3 of these involved a reduction in grade, 2 due to the end of a period of acting up and 1 through a voluntary move to a lower graded post. All 3 were female.

SECTION THREE

Recruitment

Table 8 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	439	87.10	121	88.97	36
B	11	2.18	4	2.94	1
C	21	4.17	2	1.47	1
D	15	2.98	4	2.94	0
E	2	0.40	0	0	0
X	16	3.17	5	3.68	0

Total 504 100 136 100 38

Table 9 Disabled Applicants, Shortlisted and Appointments:

Disability Status	Applicant		Shortlisted		Appointed
	No.	%	No.	%	No.
Disabled	17	3.37	6	1.19	1

Total number of applicants: 504

Number of applicants not declaring their disability status: 30 (5.95%)

Table 10 Sex of Applicants, Shortlisted and Appointments:

	Applicant		Shortlisted		Appointed
	No.	%	No.	%	No.
Female	230	45.63	69	50.74	21
Male	274	54.37	67	49.26	17

Total 504 100 136 100 38

SECTION 4

Leavers

Total number of voluntary leavers for 2012/13: 23

Analysis of Leavers:

Ethnicity: 19 in Category A – White
 1 in Category C – Asian or Asian British
 3 in Category X – Not known or stated

Disability: 1 person classified as disabled

Gender Breakdown: 12 Female, 11 Male

Table showing the age breakdown of leavers:

<21	21-29	30-39	40-49	50-59	>60
0	6	4	6	4	3

Maternity and Paternity Leave

9 members of staff commenced maternity leave in the period. 3 members of staff returned to work after maternity leave during 2012/13. Of the 3 that returned:

2 were full time and returned part time
1 was part time and returned part time

3 members of staff took paternity leave in this period.