

Mid Sussex District Council Workforce Monitoring Statistics 2016/17

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 2017.

Sections	Description
Section 1 Staff characteristics	Table 1- Classification of Black and Minority Ethnic (BME) staff numbers in each band
	Table 2- Disability of staff- numbers in each band 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 or belief
Section 2 Employee relations	Table 8- staff involved in Disciplinary, Capability, Grievances and Bullying/harassment cases by ethnicity, disability and sex:
	Staff who changed grades by ethnicity, disability and sex.
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, disability and sex. 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

The table below shows 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	7	0	0	0	0	0	7
MS3	15	0	0	0	0	3	18
MS4	56	2	7	0	0	8	73
MS5	43	0	2	0	1	3	49
MS6	27	0	0	0	0	4	31
MSO	35	0	1	0	0	1	37
MPO1	18	1	0	0	1	0	20
MPO2	31	0	0	0	0	1	32
MPO3	14	0	0	1	0	1	16
MPO8	1	0	0	0	0	0	1
Chief Officer	7	0	0	0	0	0	7
Horsham Grades (shared service)							
BAND 3	1	0	0	0	0	0	1
BAND 4	4	0	0	0	0	4	8
BAND 5	0	0	0	0	0	1	1
BAND 6	1	0	0	0	0	0	1
BAND 7	2	0	0	0	0	1	3
Adur Grades (shared service)							
SC4	1	0	0	0	0	0	1
SC5	2	0	0	0	0	2	4
Total	265	3	10	1	2	29	310
% (of those stating ethnicity)	94.3%	1.1%	3.6%	0.4%	0.7%	-	

Of those who stated their ethnicity, 5.7% of our staff do not come under category A of White British, Irish or other white background. The 2011 census data for the Mid Sussex working age population who are not category A is 5.2%. The breakdowns for the ethnicity of 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	0
MS3	1
MS4	5
MS5	0
MS6	1
MSO	1
MPO1	2
MPO2	4
MPO3	1
BAND 3	0
BAND 4	0
BAND 5	0
BAND 6	0
BAND 7	0
SC3	0
SC4	0
SC5	0
Chief Officer	0

Total disability **15**
Total no of staff **310**
Total as % **4.83%**

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)	0
Sensory (visual/hearing impairment)	1
Other	0
Not stated	12
Total	15

The Council is a 'Disability Confident Committed' employer, 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	2	1	1	0	1	2
MS3	0	2	2	7	5	2
MS4	0	15	11	14	20	13
MS5	2	5	17	8	12	5
MS6	0	1	11	14	4	1
MSO	0	0	12	15	9	1
MPO1	0	0	5	6	9	0
MPO2	0	0	8	11	10	3
MPO3	0	0	2	5	8	1
MPO8	0	0	0	0	1	0
Chief Officer	0	0	0	2	4	1
Horsham Grades (shared service)						
BAND 3	0	0	0	0	1	0
BAND 4	0	0	1	3	3	1
BAND 5	0	0	0	0	0	0
BAND 6	0	0	0	0	1	0
BAND 7	0	0	0	0	3	0
Adur Grades (shared service)						
SC4	0	0	0	0	1	0
SC5	0	0	1	1	1	1

Total **4 (1.3%)** **24 (7.7%)** **72 (23.2%)** **86 (27.7%)** **93 (30%)** **31 (10%)**

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. In September 2016 the Council took on two apprentices, who have since been taken on as permanent employees. It is planned to take on a number of further apprentices over the next three years. 67.7% of staff are over 40 compared to 56.7% in the Mid Sussex working age population. The abolition of the default retirement age 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: Split by sex across Grades

Grade	Male		Female		All
	Number	%	Number	%	Total
Mid Sussex Grades					
MS1/2	3	42.86	4	57.14	7
MS3	5	27.78	13	72.22	18
MS4	25	34.25	48	65.75	73
MS5	18	36.73	31	63.27	49
MS6	10	32.26	21	67.74	31
MSO	17	45.95	20	54.05	37
MPO1	7	35.00	13	65.00	20
MPO2	21	65.62	11	34.38	32
MPO3	9	56.25	7	43.75	16
MPO8	0	0.00%	1	100.00	1
Chief Officer	4	57.14	3	42.86	7
Horsham Grades (shared service)					
BAND 3	0	0.00	1	100.00	1
BAND 4	2	25.00	6	75.00	8
BAND 5	0	0.00	1	100.00	1
BAND 6	0	0.00	1	100.00	1
BAND 7	1	33.34	2	66.66	3
Adur Grades (shared service)					
SC4	0	0.00	1	100.00	1
SC5	0	0.00	4	100.00	4
Total	122	39.4%	188	60.6%	310

Figures from the 2011 Census for the Mid Sussex working age population show that the split of the working age population is 49.6% male and 50.4% female. The split for the Council's workforce is 39.4% male and 60.6% female. 42.86% of Chief Officers are female. Overall 220 (71%) of staff are full-time and 90 (29%) part-time. 87% of part-time staff are female and they make up 50% of the full-time staff.

The Mid Sussex District Council gender pay gap for 2016/17 was 9.2%, calculated by comparing the mean average male and female pay, down from 11.92% in 2015/16. This compares to the national mean average reported by the Office for National Statistics (ONS) in October 2017 of 17.4% for all employees, including part-timers and 14.1% for full-time workers only. The Council's median average gender pay gap for 2016/17 was 9.9%. This compares to the ONS national median average pay gap of 18.4% for all employees including part-timers and 9.1% for full-time employees.

Under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017, public bodies are required to publish additional gender pay gap information. In addition to the mean and median average gender pay gaps, quartile gender pay distributions must be published, which are shown below:

Upper Quartile pay	Men 53.20%	Women 46.80%
Upper Middle Quartile pay	Men 36.70%	Women 63.30%
Lower Middle Quartile pay	Men 31.10%	Women 68.90%
Lower Quartile pay	Men 36.30%	Women 63.70%

Legislation also requires information to be published in respect of bonus pay gender gaps, which is not relevant to Mid Sussex District Council as the Council does not provide bonus pay as specified in the Act.

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	69	78.41%
Gay or lesbian	2	2.72%
Prefer not to say	17	19.32%
Total	88	100%

28% 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	1.12%
Christian	40	44.94%
Hindu	0	0%
Jewish	1	1.12%
Muslim	0	0%
Sikh	0	0%
No religion	23	25.85%
Other	1	1.12%
Prefer not to say	23	25.85%
Total	89	100%

29% 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
X – Not known or stated	Prefer not to say or not known or stated

	Disciplinary	Grievance	Capability	Bullying/Harassment
Ethnicity: A	1	1	1	0
B	0	0	0	0
C	0	0	0	0
D	1	0	0	0
E	0	0	0	0
X	1	1	0	0
Disability	0	0	0	0
Male	1	0	0	0
Female	2	2	1	0

Between April 2016 and March 2017, 20 staff were affected by change of grade with their characteristics as follows:

11 Male, 9 Female
 1 staff from BME background
 0 staff were classified as disabled

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		New Apointees
	No.	%	No.	%	No.
A	322	73.52	90	75.63	41
B	15	3.42	3	2.52	0
C	30	6.85	5	4.20	3
D	13	2.97	1	0.84	1
E	3	0.68	1	0.84	0
X	55	12.56	19	15.97	4
Total	438	100%	119	100%	49

Table 10 Disabled Applicants, Shortlisted and Appointments:

Disability	Applicant		Shortlisted		New Appointees
	No.	%	No.	%	No.
Disabled	12	2.74	4	0.91	1

Total number of applicants: 438

Number of applicants not declaring their disability status: 60 (13.70%)

The Council is a 'Disability Confident Committed' employer, 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		New Appointees
	No.	%	No.	%	No.
Female	189	43.15	55	46.22	22
Male	242	55.25	63	52.94	27
Prefer not to say	7	1.60	1	0.84	-
Total	438	100%	119	100%	49

Table 12 Age breakdown of new staff

<21	21-25	26-35	36-45	46-55	56-59	>60
1	7	15	9	14	3	0

SECTION 4

Leavers

Total number of voluntary leavers for 2016/17: 44

Analysis of Leavers:

Ethnicity: 38 in Category A – White
1 in Category C – Asian or Asian British
2 in Category D – Black or Black British
3 in Category X – Prefer not to say

Disability: 0

Sex: 24 Female, 20 Male

Table 13 Age breakdown of leavers:

<21	21-29	30-39	40-49	50-59	>60
1	9	6	10	13	5

Maternity Leave

3 members of staff commenced maternity leave during 2016/17

Of the 6 women ending maternity leave in 2016/17, 4 returned. Of these:

0 were full-time and returned full-time
1 was full-time and returned part-time
3 were part-time and returned part-time

Paternity Leave

2 members of staff took paternity leave in this period.