

Mid Sussex District Council Workforce Monitoring Statistics 2017/18

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 2018.

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 by 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
Section 2 Employee relations activity	Table 6- breakdown of staff involved in Disciplinary, Capability, Grievances and Bullying/Harassment cases. Staff who changed grades by ethnicity, disability and sex.
Section 3 Recruitment	Table 7- ethnicity of applicants, shortlisted and appointments. Table 8- disabled applicants, shortlisted and appointments Table 9- sex of applicants, shortlisted and appointments Table 10- age breakdown of new staff
Section 4 Leavers	Analysis of voluntary leavers by ethnicity, disability and sex. Table 11- age breakdown of leavers. Information on maternity and paternity leave.

SECTION ONE – STAFF CHARACTERISTICS

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. At 31 March 2018, the Council had a shared CenSus Revenues and Benefits service with Horsham and Adur, and staff from these authorities remained 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	3	0	0	0	0	2	5
MS3	6	0	0	0	0	9	15
MS4	12	1	5	0	0	45	63
MS5	18	0	2	0	0	25	45
MS6	10	0	0	0	0	18	28
MSO	11	0	1	0	0	25	37
MPO1	5	1	0	0	0	18	24
MPO2	8	0	0	0	0	25	33
MPO3	7	0	0	1	0	10	18
MPO6	1	0	0	0	0	1	2
MPO8	2	0	0	0	0	0	2
Chief Officer	5	0	0	0	0	0	5
Horsham Grades							
G2/3	0	0	0	0	0	3	3
G6	0	0	0	0	0	3	3
G9	0	0	0	0	0	3	3
G10	0	0	0	0	0	2	2
Horsham Grades (shared service)							
BAND 3	0	0	0	0	0	1	1
BAND 4	0	0	0	0	0	4	4
BAND 6	0	0	0	0	0	1	1
BAND 7	0	0	0	0	0	2	2
Adur Grades (shared service)							
SC5	1	0	0	0	0	2	3
TOTAL	89	2	8	1	0	199	299

Of those who stated their ethnicity, 11% 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	Number
MS3	1
MS4	4
MSO	2
MPO1	3
MPO2	4
MPO3	1
G10	1

Total disability **16**
Total no of staff **299**
Total as % **5.35%**

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	1
Mental Health	1
Physical (including co-ordination/mobility)	4
Sensory (visual/hearing impairment)	1
Other	1
Not stated	8
Total	16

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	0	0	1	1	1	2
MS3	0	5	0	3	5	2
MS4	2	8	9	10	21	13
MS5	0	5	18	7	12	3
MS6	0	3	6	14	4	1
MSO	0	3	11	12	10	1
MPO1	0	0	6	6	11	1
MPO2	0	0	8	10	13	2
MPO3	0	0	2	7	8	1
MPO6	0	0	0	1	1	0
MPO8	0	0	0	1	1	0
Chief Officer	0	0	0	0	5	0
Horsham Grades						
G2/3	0	0	1	0	0	2
G6	0	0	0	2	1	0
G9	0	0	0	1	2	0
G10	0	0	0	1	1	0
Horsham Grades (shared service)						
BAND 3	0	0	0	0	1	0
BAND 4	0	0	1	1	1	1
BAND 5	0	0	0	0	0	0
BAND 6	0	0	0	0	1	0
BAND 7	0	0	0	0	2	0
Adur Grades (shared service)						
SC4	0	0	0	0	0	0
SC5	0	0	1	1	0	1
Total	2 (0.7%)	24 (8%)	64 (21.4%)	78 (26.1%)	101 (33.8%)	30 (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. 69.9% 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 6 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	2	40.00	3	60.00	5
MS3	7	46.66	8	53.34	15
MS4	22	34.92	41	65.08	63
MS5	19	42.22	26	57.78	45
MS6	10	35.71	18	64.29	28
MSO	14	37.84	23	62.16	37
MPO1	12	50.00	12	50.00	24
MPO2	18	54.54	15	45.46	33
MPO3	10	55.55	8	44.45	18
MPO6	1	50.00	1	50.00	2
MPO8	1	50.00	1	50.00	2
Chief Officer	3	60.00	2	40.00	5
Horsham Grades					
G2/3	0	0.00	3	100.00	3
G6	2	66.66	1	33.34	3
G9	0	0.00	3	100.00	3
G10	1	50.00	1	50.00	2
Horsham Grades (shared service)					
BAND 3	0	0.00	1	100.00	1
BAND 4	1	25.00	3	75.00	4
BAND 6	0	0.00	1	100.00	1
BAND 7	0	0.00	2	100.00	2
Adur Grades (shared service)					
SC5	0	0.00	3	100.00	3
Total	123		176		299

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 41.1% male and 58.9% female. 40% of Chief Officers are female. Overall 214 (72%) of staff are full-time and 85 (28%) part-time. 87% of part-time staff are female and they make up 48% of the full-time staff.

The Council's gender pay gap in 2017/18 was 6.3% calculated by comparing the mean average male and female employee pay. This compares to 9.2% in 2016/17. The Council's median average gender pay gap for 2017/18 was 11.2%, compared to 9.9% in the previous year. This compares to the ONS national median average pay gap of 17.9% for all employees including part-timers and 8.6% for full-time employees. Quartile gender pay distributions are shown below:

Upper Quartile-	Men 49.3%	Women 50.7%
Upper Middle Quartile	Men 40.5%	Women 59.5%
Lower Middle Quartile	Men 37.3%	Women 62.7%
Lower Quartile	Men 37.3%	Women 62.7%

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.

SECTION TWO- EMPLOYEE RELATIONS ACTIVITY

Table 6 Breakdown of staff involved in Disciplinary, Grievance, Capability, Bullying/Harassment cases

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	2	0	3	0
B	0	0	0	0
C	0	0	0	0
D	0	0	0	0
E	0	0	0	0
X	3	2	1	0
Disability	0	0	0	0
Male	4	1	1	0
Female	1	1	3	0

Between April 2017 and March 2018, 7 staff were affected by change of grade with their characteristics as follows:

5 Male, 2 Female
 0 staff from BME background
 1 employee declared a disability

SECTION THREE - RECRUITMENT

Table 7 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 Appointees
	No.	%	No.	%	No.
A	265	82.56	104	86.67	38
B	8	2.49	2	1.67	0
C	16	4.98	5	4.17	1
D	14	4.36	2	1.66	0
E	4	1.25	1	0.83	0
X	14	4.36	6	5.00	2

Total 321 100% 120 100% 41

Table 8 Disabled Applicants, Shortlisted and Appointments:

Disability	Applicant		Shortlisted		New Appointees
	No.	%	No.	%	No.
Disabled	19	5.92	7	2.18	3

Total number of applicants: 321

Number of applicants not declaring their disability status: 4 (1.25%)

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 9 Sex of Applicants, Shortlisted and Appointments:

	Applicant		Shortlisted		New Appointees
	No.	%	No.	%	No.
Female	142	44.24	64	53.34	18
Male	172	53.58	52	43.34	22
Prefer not to say	7	2.18	4	3.32	1

Total 321 100% 120 100% 41

Table 10 Age breakdown of new staff

<21	21-25	26-35	36-45	46-55	56-59	>60
0	6	6	12	14	3	0

SECTION 4 - LEAVERS

Total number of voluntary leavers for 2017/18: 55

Analysis of Leavers:

Ethnicity: 22 in Category A – White
 1 in Category B - Mixed
 2 in Category C – Asian or Asian British
 2 in Category E – Chinese and other Ethnic Group
 28 in Category X – Prefer not to say

Disability: 2

Sex: 34 Female, 21 Male

Table 11 Age breakdown of leavers:

<21	21-29	30-39	40-49	50-59	>60
1	5	13	18	11	7

Maternity Leave

3 members of staff commenced maternity leave during 2017/18.

Of the 3 women ending maternity leave in 2017/18, 2 returned. Both were part-time and returned part-time.

Paternity Leave

3 members of staff took paternity leave in this period.