

## Mid Sussex District Council Workforce Monitoring Statistics 2018/19

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<sup>st</sup> March 2019.

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 2019, the Council had a shared CenSus Revenues and Benefits service with Horsham and staff from Horsham 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
<b>Mid Sussex Grades</b>							
MS1/2	1	0	0	0	0	2	3
MS3	6	0	0	0	0	6	12
MS4	25	1	2	0	0	43	71
MS5	13	0	2	0	0	28	43
MS6	14	0	1	0	0	21	36
MSO	15	0	1	1	0	0	17
MPO1	7	1	0	0	0	19	27
MPO2	11	0	0	0	0	21	32
MPO3	7	0	0	0	0	9	16
MPO6	2	0	0	0	0	24	26
MPO8	2	0	0	0	0	0	2
Chief Officer	5	0	0	0	0	0	5
Apprentice	1	0	0	0	0	0	1
<b>Horsham Grades</b>							
G2/3						2	2
G6						3	3
G9						3	3
G10						2	2

<b>TOTAL</b>	<b>109</b>	<b>2</b>	<b>6</b>	<b>1</b>	<b>0</b>	<b>183</b>	<b>301</b>
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Of those who stated their ethnicity, 7.6% 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	8
MS5	1
MS6	1
MSO	2
MPO1	2
MPO2	5
MPO3	2
G10	1

<b>Total disability</b>	<b>23</b>
<b>Total no of staff</b>	<b>301</b>
<b>Total as %</b>	<b>7.64%</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	2
Mental Health	2
Physical (including co-ordination/mobility)	4
Sensory (visual/hearing impairment)	3
Other	2
Not stated	10
<b>Total</b>	<b>23</b>

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
<b>Mid Sussex Grades</b>						
MS1/2	0	0	0	1	2	0
MS3	0	2	1	1	3	5
MS4	3	11	10	11	23	13
MS5	1	5	12	9	11	5
MS6	0	6	5	13	11	1
MSO	0	5	12	11	11	2
MPO1	0	1	3	9	12	2
MPO2	0	0	9	8	13	2
MPO3	0	0	3	6	6	1
MPO6	0	0	1	0	1	0
MPO8	0	0	0	1	1	0
Chief Officer	0	0	0	0	5	0
Apprentice	0	1	0	0	0	0
<b>Horsham Grades</b>						
G2/3	0	0	1	0	0	1
G6	0	0	0	2	1	0
G9	0	0	0	1	1	1
G10	0	0	0	1	0	1
<b>Total</b>	<b>4 (1.3%)</b>	<b>31 (10.3%)</b>	<b>57 (18.9%)</b>	<b>74 (24.6%)</b>	<b>101 (33.6%)</b>	<b>34 (11.3%)</b>

**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. Since September 2016 the Council has taken on apprentices and has a good record in these going on to becoming permanent employees. 69.5% 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
<b>Mid Sussex Grades</b>					
MS1/2	2	1.65	1	0.56	3
MS3	4	3.30	8	4.44	12
MS4	26	21.49	45	25.00	71
MS5	17	14.05	26	14.45	43
MS6	10	8.27	26	14.45	36
MSO	17	14.05	24	13.33	41
MPO1	9	7.44	18	10.00	27
MPO2	19	15.70	13	7.22	32
MPO3	8	6.61	8	4.44	16
MPO6	2	1.65	0	0.00	2
MPO8	1	0.83	1	0.56	2
Chief Officer	3	2.48	2	1.11	5
Apprentice	0	0.00	1	0.56	1
<b>Horsham Grades</b>					
G2/8	0	0.00	2	1.11	2
G6	2	1.65	1	0.56	3
G9	0	0.00	3	1.65	3
G10	1	0.83	1	0.56	2
<b>Total</b>	<b>121</b>	<b>40.20%</b>	<b>180</b>	<b>59.80%</b>	<b>301</b>

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 40.19% male and 59.80% female. 40% of Chief Officers are female. Overall 219 (73%) of staff are full-time and 82 (27%) part-time. 87% of part-time staff are female and they make up 50% of the full-time staff.

The Council's gender pay gap in 2018/19 was 7.7% calculated by comparing the mean average male and female employee pay. This compares to 6.3% in 2017/18. The Council's median average gender pay gap for 2018/19 was 9.8%, compared to 11.2% in the previous year. This compares to the ONS 2019 national median average pay gap of 17.3% for all employees and 12.1% for Local Government administrative staff. The Council's Quartile gender pay distributions are shown below:

Upper Quartile-	Men 53.33%	Women 46.67%
Upper Middle Quartile	Men 37.34%	Women 62.66%
Lower Middle Quartile	Men 35.53%	Women 64.47%
Lower Quartile	Men 38.67%	Women 61.33%

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.

Link to ONS pay gap information for 2019

<https://www.ons.gov.uk/employmentandlabourmarket/peopleinwork/earningsandworkinghours/bulletins/genderpaygapintheuk/2019>

## 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	0	0	1	0
B	0	0	0	0
C	0	0	0	0
D	0	0	0	0
E	0	0	0	0
X	2	1	2	0
Disability	0	0	0	0
Male	1	0	2	0
Female	1	1	1	0

Between April 2018 and March 2019, 30 staff were affected by change of grade with their characteristics as follows:

11 Male, 19 Female

1 staff from BME background

0 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.	%	
A	302	81.62	147	84.97	49
B	13	3.51	6	3.47	0
C	16	4.33	5	2.90	0
D	22	5.95	10	5.78	1
E	9	2.43	3	1.73	0
X	8	2.16	2	1.15	1

**Total            370            100%            173            100%            51**

**Table 8 Disabled Applicants, Shortlisted and Appointments:**

Disability	Applicant		Shortlisted		New Appointees
	No.	%	No.	%	
Disabled	33	8.92	18	4.86	5

**Total number of applicants: 370**

**Number of applicants not declaring their disability status: 6 (1.62%)**

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.	%	
Female	161	43.51	80	46.24	35
Male	203	54.86	92	53.18	16
Prefer not to say	6	1.63	1	0.58	0

**Total            370            100%            173            100%            51**

## Table 10 Age breakdown of new staff

<21	21-25	26-35	36-45	46-55	56-59	>60
3	6	7	9	13	8	5

## SECTION 4 - LEAVERS

Total number of voluntary leavers for 2018/19: 19

Analysis of Leavers:

Ethnicity:                   10 White  
                                   1 Asian or Asian British  
                                   1 Black or Black British  
                                   7 Prefer not to say

Disability:                   0

Sex:                           11 Female, 8 Male

## Table 11 Age breakdown of leavers:

<21	21-29	30-39	40-49	50-59	>60
0	2	6	6	2	31

## Maternity Leave

1 member of staff commenced maternity leave during 2018/19.

Of the 3 women ending maternity leave in 2018/19, 3 returned.

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

## Paternity Leave

4 members of staff took paternity leave in this period.