

Mid Sussex District Council Workforce Monitoring Statistics 2019/20

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 31st March 2020.

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

The table below shows the numbers of different categories of staff in each salary grade.

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	1	0	0	0	0	0	1
MS3	3	0	0	1	0	5	9
MS4	22	1	3	2	0	45	73
MS5	14	0	1	0	0	23	38
MS6	15	0	1	0	0	23	39
MSO	19	0	1	1	0	22	43
MPO1	11	1	0	0	0	19	31
MPO2	15	0	0	0	0	23	38
MPO3	10	0	1	0	0	15	26
MPO6	3	0	0	0	0	0	3
MPO8	2	0	0	0	0	0	2
Chief Officer	1	0	0	0	0	4	5
Apprentice	1	0	0	0	0	0	1
Total	117	2	7	4	0	179	309

4.2% of our staff do not come under category A of White British, Irish or other white background. Just counting those who stated their ethnicity, the proportion is 10%. 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	6
MS5	3
MS6	1
MSO	3
MPO1	2
MPO2	6
MPO3	3

Total disability **25**
Total no of staff **309**
Total as % **8.09%**

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	3
Mental Health	2
Physical (including co-ordination/mobility)	4
Sensory (visual/hearing impairment)	4
Other	3
Not stated	9
Total	25

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	0	1	0	0	0	0
MS3	0	0	2	1	3	3
MS4	2	13	11	11	24	12
MS5	0	5	6	13	9	5
MS6	0	8	9	9	12	1
MSO	0	3	11	14	9	6
MPO1	0	1	8	8	13	1
MPO2	0	0	7	8	19	4
MPO3	0	0	5	12	8	1
MPO6	0	0	1	0	2	0
MPO8	0	0	0	1	1	0
Chief Officer	0	0	0	0	5	0
Apprentice	1	0	0	0	0	0

Total **3 (1%)** **31 (10%)** **60 (19.4%)** **77 (24.9%)** **105 (34%)** **33 (10.7%)**

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. 69.6% 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

Gender split across grades:

Grade	Male		Female		All
	Number	%	Number	%	Total
Mid Sussex Grades					
MS1	1	0.77	0	0.00	1
MS3	3	2.33	6	3.33	9
MS4	26	20.15	47	26.11	73
MS5	10	7.75	28	15.56	38
MS6	15	11.63	24	13.33	39
MSO	19	14.73	24	13.33	43
MPO1	11	8.53	20	11.11	31
MPO2	22	17.05	16	8.89	38
MPO3	15	11.63	11	6.11	26
MPO6	3	2.33	0	0.00	3
MPO8	1	0.77	1	0.56	2
Chief Officer	3	2.33	2	1.11	5
Apprentice	0	0.00	1	0.56	1
Total	129	41.75%	180	58.25%	309

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 41.75% male and 58.25% female. 40% of Chief Officers are female. Overall 231 (74.8%) of staff are full-time and 78 (25.2%) 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 2019/20 was 10.9% calculated by comparing the mean average male and female employee pay. This compares to 7.7% in 2018/19. The Council's median average gender pay gap for 2019/20 was 10.0%, compared to 9.8% in the previous year. This compares to the ONS 2020 national median average pay gap of 15.5% for all employees and 12.2% for Local Government administrative staff. The Council's Quartile gender pay distributions are shown below:

Upper Quartile-	Men 58.4%	Women 41.6%
Upper Middle Quartile	Men 39.0%	Women 61.0%
Lower Middle Quartile	Men 33.8%	Women 66.2%
Lower Quartile	Men 35.9%	Women 64.1%

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 2020

[Gender pay gap in the UK - Office for National Statistics \(ons.gov.uk\)](https://www.ons.gov.uk/employment-and-labour/earnings-and-payments/indicators/gender-pay-gap)

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

Change of Grade

Between April 2019 and March 2020, 16 staff were affected by a change of grade. Analysis is as follows:

- 9 Male, 7 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.	%	
A	323	80.15	136	87.18	43
B	9	2.23	3	1.92	1
C	16	3.97	6	3.85	2
D	25	6.20	4	2.56	1
E	3	0.75	1	0.64	0
X	27	6.70	6	3.85	6

Total 403 100% 156 100% 53

Table 8 Disabled Applicants, Shortlisted and Appointments:

Disability	Applicant		Shortlisted		New Appointees
	No.	%	No.	%	
Disabled	22	5.46	11	7.05	1

Total number of applicants: 403

Number of applicants not declaring their disability status: 12 (2.97%)

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	229	56.82	99	63.46	30
Male	165	40.94	54	34.62	22
Prefer not to say	9	2.24	3	1.92	1

Total 403 100% 156 100% 53

Table 10 Age breakdown of new staff

<21	21-25	26-35	36-45	46-55	56-59	>60
1	6	14	9	19	5	2

SECTION 4 - LEAVERS

Total number of voluntary leavers for 2019/20: 31

Analysis of Leavers:

Ethnicity: 9 White
 2 Asian or Asian British
 0 Black or Black British
 20 Prefer not to say

Disability: 1

Sex: 22 Female, 9 Male

Table 11 Age breakdown of leavers:

<21	21-29	30-39	40-49	50-59	>60
0	4	5	8	9	5

Maternity Leave

2 members of staff commenced maternity leave during 2019/20.

1 member of staff ended maternity leave in 2019/20 and returned to work in their part-time post.

Paternity Leave

3 members of staff took paternity leave in this period.