

## Mid Sussex District Council Workforce Monitoring Statistics 2020/21

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 2021.

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 Armed forces connection - 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
<b>Mid Sussex Grades</b>							
MS3	4	0	0	1	0	4	9
MS4	24	1	2	1	0	39	67
MS5	16	0	1	0	0	23	40
MS6	20	0	1	1	0	24	46
MSO	21	1	1	1	0	21	45
MPO1	11	0	0	0	0	17	28
MPO2	20	0	0	0	1	18	39
MPO3	9	0	1	0	0	12	22
MPO6	3	0	0	0	0	1	4
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
<b>Total</b>	<b>137</b>	<b>2</b>	<b>6</b>	<b>4</b>	<b>1</b>	<b>163</b>	<b>308</b>

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 9.0%. 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**

<b>Grade</b>	<b>Number</b>
MS4	5
MS5	3
MS6	3
MSO	5
MPO1	1
MPO2	6
MPO3	4

**Total disability**            **27**  
**Total no of staff**         **308**  
**Total as %**                 **8.76%**

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**

<b>Type of disability</b>	<b>Number</b>
Cognitive/learning difficulties	2
Mental Health	2
Physical (including co-ordination/mobility)	6
Sensory (visual/hearing impairment)	3
Other	4
Not stated	10
<b>Total</b>	<b>27</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>						
MS3	0	0	3	1	2	3
MS4	2	12	10	12	20	11
MS5	0	4	7	13	11	5
MS6	0	8	9	12	16	1
MSO	0	2	12	12	15	4
MPO1	0	0	9	4	12	3
MPO2	0	0	7	12	18	2
MPO3	0	0	5	7	8	2
MPO6	0	0	0	1	2	1
MPO8	0	0	0	1	1	0
Chief Officer	0	0	0	0	4	1
Apprentice	0	1	0	0	0	0

**Total**                      **2 (1%)**                      **27 (8.8%)**                      **62 (20.1%)**                      **75 (24.4%)**                      **109 (35.4%)**                      **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. 70.5% 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 10 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
<b>Mid Sussex Grades</b>					
MS3	2	1.6	7	3.82	9
MS4	23	18.4	44	24.04	67
MS5	11	8.8	29	15.85	40
MS6	16	12.8	30	16.39	46
MSO	19	15.2	26	14.21	45
MPO1	11	8.8	17	9.29	28
MPO2	24	19.2	15	8.20	39
MPO3	11	8.8	11	6.01	22
MPO6	4	3.2	0	0	4
MPO8	1	0.8	1	0.55	2
Chief Officer	3	2.4	2	1.09	5
Apprentice	0	0	1	0.55	0
<b>Total</b>	<b>125</b>	<b>40.6%</b>	<b>183</b>	<b>59.4%</b>	<b>308</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 40.6% male and 59.4% female. 40% of Chief Officers are female. Overall 229 (74.4%) of staff are full-time and 79 (25.6%) part-time. 86% of part-time staff are female and they make up 50% of the full-time staff.

The Council's gender pay gap in 2020/21 was 11.9% calculated by comparing the mean average male and female employee pay. This compares to 10.9% in 2019/20. The Council's median average gender pay gap for 2020/21 was 10.8%, compared to 10.0% in the previous year. This compares to the ONS 2021 national median average pay gap of 15.4% for all employees and 16.6% for Local Government administrative staff. The Council's Quartile gender pay distributions are shown below:

Upper Quartile-	Men 58.44%	Women 41.56%
Upper Middle Quartile	Men 40.26%	Women 59.74%
Lower Middle Quartile	Men 31.17%	Women 68.83%
Lower Quartile	Men 32.46%	Women 67.54%

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 2021

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

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

### Change of Grade

Between April 2020 and March 2021, 11 staff were affected by a change of grade. Analysis is as follows:

8 Male, 3 Female  
 0 staff from BME background  
 2 employees 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	491	79.97	100	79.97	25
B	19	3.09	6	4.76	0
C	46	7.49	8	6.34	1
D	24	3.91	3	2.38	1
E	8	1.3	3	2.38	0
X	17	4.24	4	4.17	0

**Total            605            100%            124            100%            27**

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

Disability	Applicant		Shortlisted		New Appointees
	No.	%	No.	%	No.
Disabled	25	4.07	9	7.14	3

**Total number of applicants: 605**

**Number of applicants not declaring their disability status: 8 (1.3%)**

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	290	47.23	68	53.97	12
Male	306	49.84	54	42.97	14
Prefer not to say	9	2.93	4	3.06	1

**Total            605            100%            126            100%            27**

**Applicants with an Armed Forces connection = 15 applied   2 shortlisted   1 recruited**

The Council has the Bronze Employer Recognition Scheme, which shows support for the Armed Forces community through its employment policies. Initiatives associated with this have included the adoption of a guaranteed interview scheme for suitably qualified applicants with an armed forces connection and proper recognition in the Council's employment policies of provision for members of the Reserve Forces.

**Table 10 Age breakdown of new staff**

<21	21-25	26-35	36-45	46-55	56-59	>60
0	2	12	8	13	0	0

**SECTION 4 - LEAVERS**

Total number of voluntary leavers for 2020/21: 25

Analysis of Leavers:

Ethnicity:                   9 White  
                                  1 Mixed  
                                  15 Prefer not to say

Disability:                 2

Sex:                         11 Female, 14 Male

**Table 11 Age breakdown of leavers:**

<21	21-29	30-39	40-49	50-59	>60
0	7	5	3	5	5

**Maternity Leave**

2 members of staff commenced maternity leave during 2020/21.

2 members of staff ended maternity leave in 2020/21. One returned to work in their part-time post and one full-time staff member returned part-time.

**Paternity Leave**

4 members of staff took paternity leave in this period.