

# Bournemouth Borough Council

## Workforce Diversity Analysis

April 2017 – March 2018

Produced by  
Insight, Policy and Performance Team



Building a Better Bournemouth

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# 1. Introduction

The Public Sector Equality Duty has two specific duties, with which public authorities must comply to help them demonstrate performance of the general duty. Each body must prepare and publish one or more objectives that it thinks it needs to achieve to further any of the aims of the general equality duty. The specific duties for public authorities in England are to publish information to demonstrate compliance with the general equality duty, at least annually. This must include information relating to people who share a protected characteristic<sup>1</sup> who are employees within that authority.

This report is based on employment data of Bournemouth Borough Council's workforce for the period 1 April 2017 – 31 March 2018 and where possible, comparisons are made with previous years.

The report covers several employment areas broken down by protected characteristics as defined by the Equality Act 2010. Data has been provided by the Human Resources Team from source data which shows numbers and percentages of the data on which this report is based. Explanatory notes are provided to explain any anomalies between the various data sets.

Our equality monitoring data, which relates to employees, or potential employees, is submitted on a voluntary basis and options for 'prefer not to say' are available. Whilst the Council has a duty to ask for this information and proactively encourages people to provide it we also inform people that it is provided on a voluntary basis and as such they are not obliged to tell us. References to the information being 'unknown' denotes individuals who have not provided any information or whose information has not been recorded.

To enable comparisons to be made with the wider working age population, "unknown" and "prefer not to say" have been removed from the percentage calculations - in other words the percentages reported are of those people that we have information about.

Where possible, comparisons have been made to Bournemouth's working age population as reported in the [2011 Census of Population](#).

All data has been extracted from Employee First (the Council's integrated HR and payroll system) which provides a centralised view of the workforce and employment data. Employees with Employee First Self Service have the capability to update/amend their own data in respect of declared disability, ethnicity, religious belief and sexual orientation.

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<sup>1</sup> Protected characteristics are the nine groups protected under the [Equality Act 2010](#). They are:

- [age](#)
- [disability](#)
- [gender reassignment](#)
- [marriage and civil partnership](#)
- [pregnancy and maternity](#)
- [race](#)
- [religion or belief](#)
- [sex](#)
- [sexual orientation](#)

## 2. Headlines

### Employment rates, starters and leavers

- The total headcount of employees as a snapshot in March of each year has decreased by 4.3% between 2017 and 2018.
- There is a difference in the snapshot headcount as in 2017/18 due in part to the transfer of staff from Poole to Bournemouth (and vice-versa) with the introduction of Shared Services.
- Full time employees now account for 57% of the workforce which is consistent with 2016/17.

### Gender

- There has been an increase in the number of females in senior grades. At grades 10-12 this is now made up of 62% female staff. This cannot, however, be compared to previous years as our workforce is now made up of different grades since staff transferred across from Poole.
- There is a higher proportion of females in the workforce (64%) compared to the local population of 49.7% females. There is also a lower proportion of males joining the organisation which has decreased from 33% to 30% this year.

### Sexual Orientation

- There is a large proportion unknown in respect of sexual orientation of the workforce (7% preferring not to say and missing data for 35%). This was a similar picture for the last 3 years.
- There are no employees who declared themselves as Transgender, although in the 2015 employee engagement survey, 14 employees stated they were Transgender.

### Age

- Only 4% of our employees are aged 16 to 24 years which is a decrease from 2016/17 when there were 5%. 17% of employees in Tourism were in this age category.

### Ethnicity

- The ethnicity of 23% of council employees is unknown which is a similar amount to last year.
- 7.2% of new starters were non-white British which is less than last year (10%). Minority ethnic employees leaving the Council was also higher than the current profile of the workforce (3.8%).

### Religion and Belief

- There was also a large proportion unknown in relation to religion and belief with 8% preferring not to say and missing data for 34% of employees. Again, this was similar to the situation for the last 3 years.
- For the data we hold, 45% stated they were Christian and over a third had no religion.

### Disability

- The disability status of 23% of employees is unknown. Of those we do know about 7% have a disability. This is similar to previous years and in line with what you would expect from the working age population of 8% who stated they had a disability in the 2011 Census.

### Training

- The proportion of staff applying for training has increased from 45% in 2016/17 to 53% in 2017/18 (with 50% actually attending). 85% of staff in Adult Social Care had attended training which was the highest proportion across all services. Across the whole Council the gender of those attending training reflected closely the make-up of the workforce where 35% of attendees were male and 58% female.

### Recruitment

- The number of applications received for employment has decreased from 2185 in 2016/17 to 1869 in 2017/18.
- In the case of 7% of new starters the age of the applicant is unknown. This has improved from last year where it was 21% were unknown. Also 9% of applications were from BME applicants and 6% were from people with a disability.

## Recruitment Agency Employees

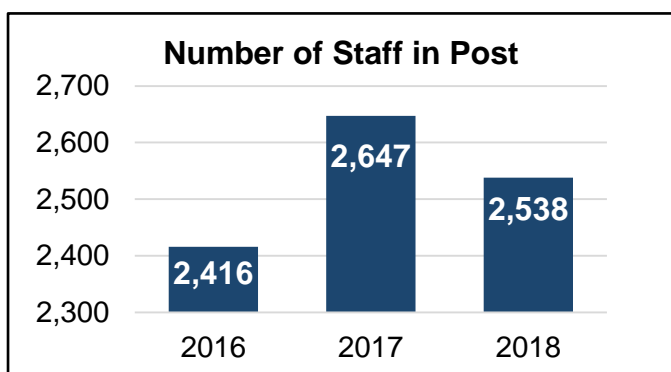
- Comensura is the Council's central provider for the recruitment of temporary staff. Due to a new system being implemented data is only available until November 2017 when they recorded 559 active assignments up until that date.
- There were only 0.6% of casual employees who declared they had a disability compared with 7% of council employees.
- The gender split also differed from the profile of council employees. Casual workers were made up of 57.2% males and 42.8% females which is significantly different to the council split of 36% male and 64% female.
- Temporary staff are, however, more likely to be from BME backgrounds where they account for 13.7% compared to 3.8% of council employees.

## Employment Issues

- The number of disciplinary cases has increased to 58 cases and is significantly higher than 2012/13 when there were 32. The highest number was in Environment and over half were against males.
- The number of grievance cases was 17 and capability cases remained the same at 13. No cases of bullying were recorded in 2017/18. This has been explained by HR as cases could be recorded as a grievance if the case was brought by the employee – equally if the Manager has brought a misconduct case to our attention – for reasons of bullying behaviour for example – then it may have been labelled under misconduct.

## 3. Employment rates, leavers and starters

The total number of staff in post (excluding schools) as at the 31<sup>st</sup> March 2018 has decreased by 4.3% from 2,647 in 2017 to 2,538 in 2018.

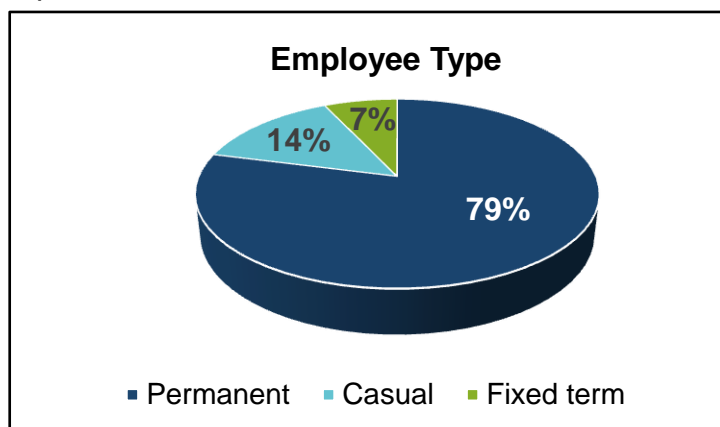


The total number of employees leaving the council between 1 April 2017 and 31 March 2018 was 655 which was an increase when compared to the 435 employees who left the organisation in the previous year.

The total number of new starters has also decreased. There were 386 new starters in 2016/17 compared with 343 in 2017/18. It should be noted that the change in the snapshot

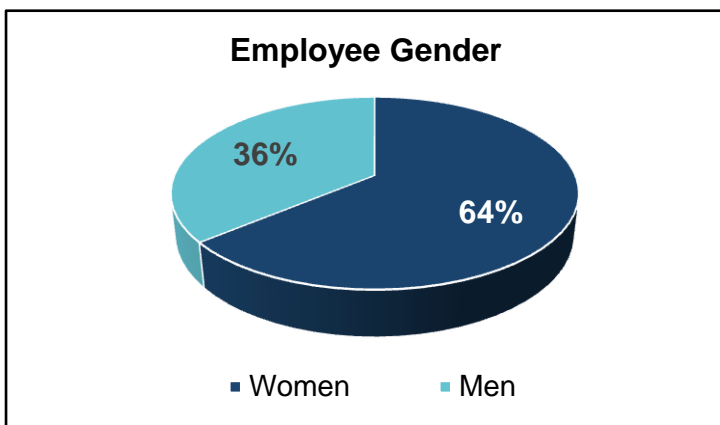
headcount is not equal to the net of applications appointed and leavers. 2017/18 saw the transfer of staff from Poole to Bournemouth and vice versa with the introduction of shared services. Staff were offered voluntary redundancy as part of this process.

More than three quarters of employees (1,455) in post in March 2018 were permanent which is consistent with 2017. The remainder were casual or fixed term (14% and 7% respectively). Full-time employees account for 57% of the workforce. These proportions are the same as the previous year.



## 4. Gender

The split of male and female employees has remained consistent with the previous year, with 64% being female and 36% being male.

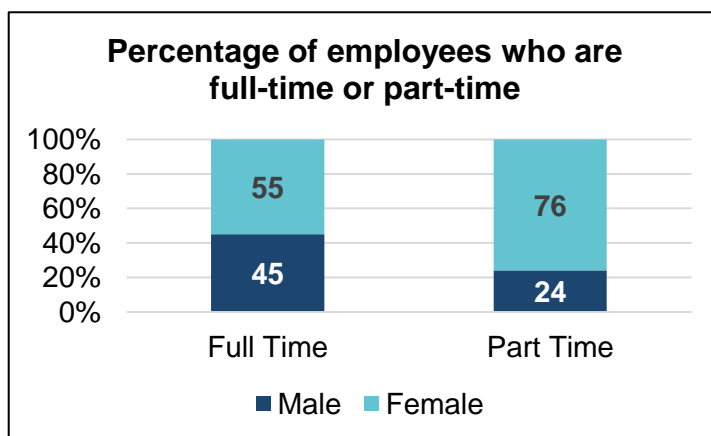


There is a higher proportion of females in the workforce compared to the local population which is made up of 50.3% males and 49.7% females. Within the Service Units, the largest proportion of males (61%) continues to be in Environment. The largest proportion of females are in Children's Social Care (86%), Corporate Services (86%) and Adult Social Care (84%).

Although females make up most of the workforce they are more likely to be part-time. Females account for 76% of the part-time workforce and 55% of the full-time workforce.

At several grades above Grade 10 there is an over-representation of males (36% males) ranging from 61.5% at Grade 14 to 36.8% males at Grade 15.

The ratio of males to females joining the council was reflective of the gender balance already in post, with 36% (of those for whom we have data) being male and 64% being female. In 2017/18, 30% of new starters were males so the proportion of males joining the organisation has decreased from 33% the previous year.



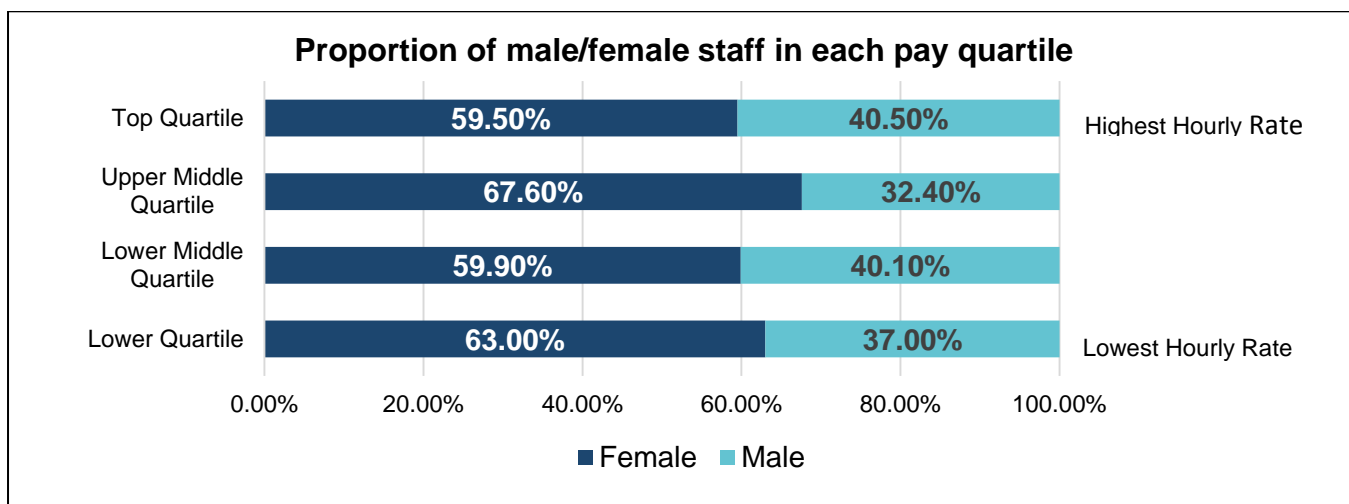
While most people leaving the council were female, the proportion who left that were male (41%) is higher than the proportion of males in the total workforce. This is a slightly lower number to the percentage of male leavers in 2016/17. No employees declared themselves as Transgender although conversely, in the 2015 employee engagement survey, 14 employees stated they were Transgender. (34 in 2013 survey).

## 5. Gender Pay Gap

The gender pay gap is the difference in the average hourly wage of all men and women across a workforce. If women are employed in the less well paid jobs within an organisation than men, the gender pay gap is usually bigger. The gender pay gap is not same as unequal pay which is paying men and women differently for performing the same (or similar) work. Unequal pay has been unlawful since 1970.

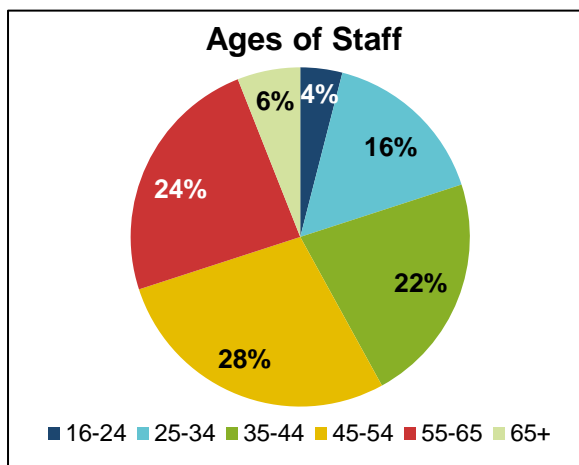
Large employers are now legally required to publish gender pay gap data and if a public sector employer has 250 or more staff on 31 March, then they must publish their data by 30 March of the following year. Bournemouth's latest published Gender Pay Gap data as at 31 March 2017 and can be found on the [Council website](#).

This chart shows the gender split when the hourly rate of pay is ordered from highest to lowest and group into four equal quartiles.



## 6. Age

The proportion of employees in post aged 16 to 24 is 4%, down slightly from 5% in March 2017. The highest proportion of employees aged 16 to 24 was once again in Tourism where 17% of employees were in this age bracket.

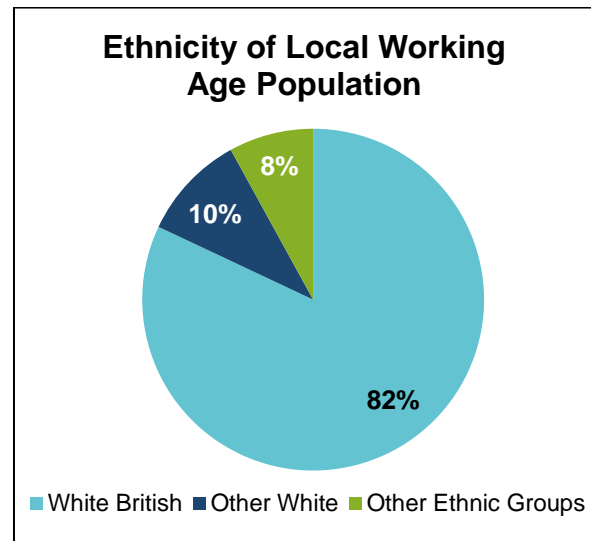
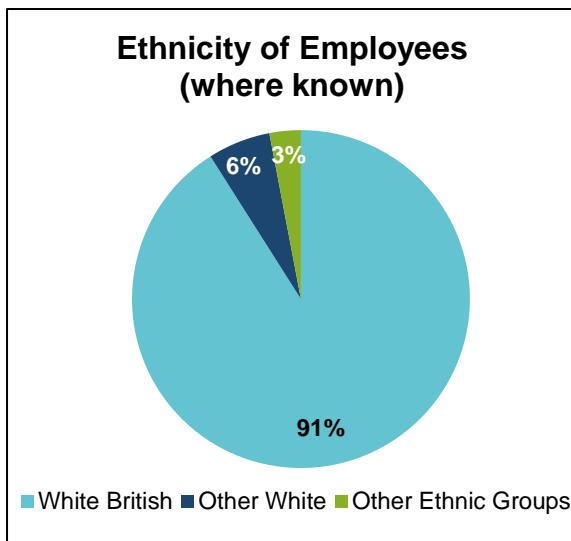


The proportion of leavers are over-represented in the 16 to 24 age categories (6% of leavers) compared to 4% of the workforce. Young people are more likely to take on seasonal jobs (such as on the seafront) and this may be a partial reason behind the difference.

The proportion of the workforce aged 65 and over was 6% which is consistency with 2016 and 2017. The highest proportion of employees aged 65 and over are to be found in the Environment Service Unit (10%).

## 7. Ethnicity

23% of employees' ethnicity is unknown with a further 1% declaring that they would prefer not to say what their ethnicity is. This is a similar figure to 2016/17. Of the remaining 76% of employees who have declared their ethnicity it is again a very similar picture to last year where 91% were White British, 6% were from "Other White" groups and 3% from other Ethnic Groups.



The highest proportion of non-white British employees are in Tourism (7%).

7% of new starters were non-white British which is less than the previous year (10%). The minority ethnic profile of employees who left the organisation was 4% which is slightly higher than the current profile within the workforce.

## 8. Sexual Orientation

There is a large proportion of unknown in relation to sexual orientation for the current workforce with 7% of employees preferring not to state their sexual orientation and missing data for 35% of the workforce. Therefore, sexual orientation was not known for 42% of the workforce at 31 March 2018. This was a similar picture in 2015, 2016 and 2017.

In March 2018, 3% of employees that we have information for said that they were bisexual, gay or lesbian which is consistent with the previous year. The figure is 1% for new starters and 2% for leavers.

There is more known data around sexual orientation from the results of the 2015 employee engagement survey<sup>2</sup> as more employees choose to answer the question. Survey data shows that 4% of respondents stated they were bisexual, gay or lesbian and just over three quarters (78%) stated they were heterosexual. Overall 15% selected the 'prefer not to say' option and 3% are unknown.

<sup>2</sup> 2015 Employee engagement survey – this is the latest staff survey undertaken in the Council.



## 9. Religion and Belief

As with sexual orientation, there is a large proportion of unknown data in relation to the religion and belief of the current working with 8% of employees preferring not to state their religion and missing data for 34% of the workforce. Therefore, religion and belief is not known for two fifths (42%) of the workforce in March 2018. This was a similar picture in 2015, 2016 and 2017.

Of those we have data for almost half (45%) were Christian and over a third (38%) said they had no religion (including atheist and agnostic). 3.5% had other religious beliefs. This is broadly reflective of the working age population from the 2011 Census.

Among new appointees there are more people stating that they have no religion (43% compared to 38% in the workforce) and slightly fewer in each of the other groups. The same is true of leavers, with 36% stating that they have no religion.

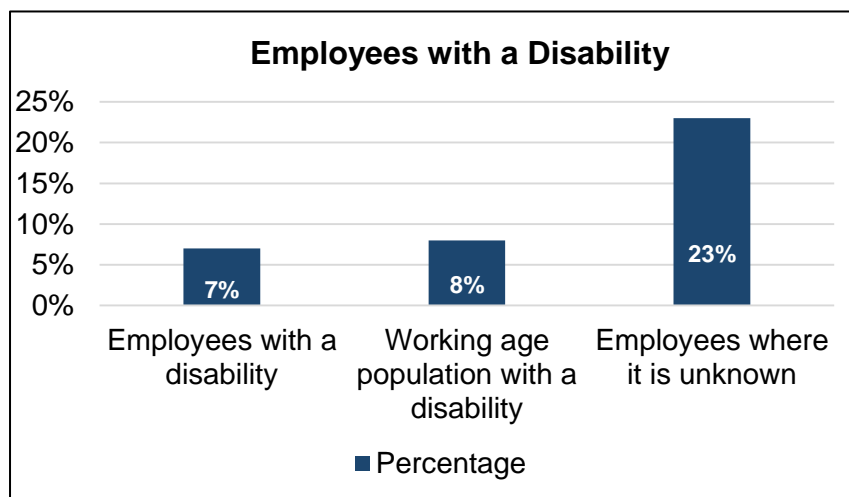
As with sexual orientation, there is more known data around religion from the results of the 2015 employee engagement survey as more employees chose to answer the question. Over one third (35%) stated they had no religion, whilst 54% of respondents were Christian and 3% had other beliefs. A further 15% selected the 'prefer not to say' option and 4% did not answer the question.

## 10. Disability

The disability status of 23% of employees is unknown. Of those we do know about 7% have a disability (as defined in the Equality Act 2010)<sup>3</sup>. This is similar to 2015, 2016 and 2017 and is in line with what we would expect from the working age population, 8% of whom said that their activities were limited by illness or disability in the 2011 census.

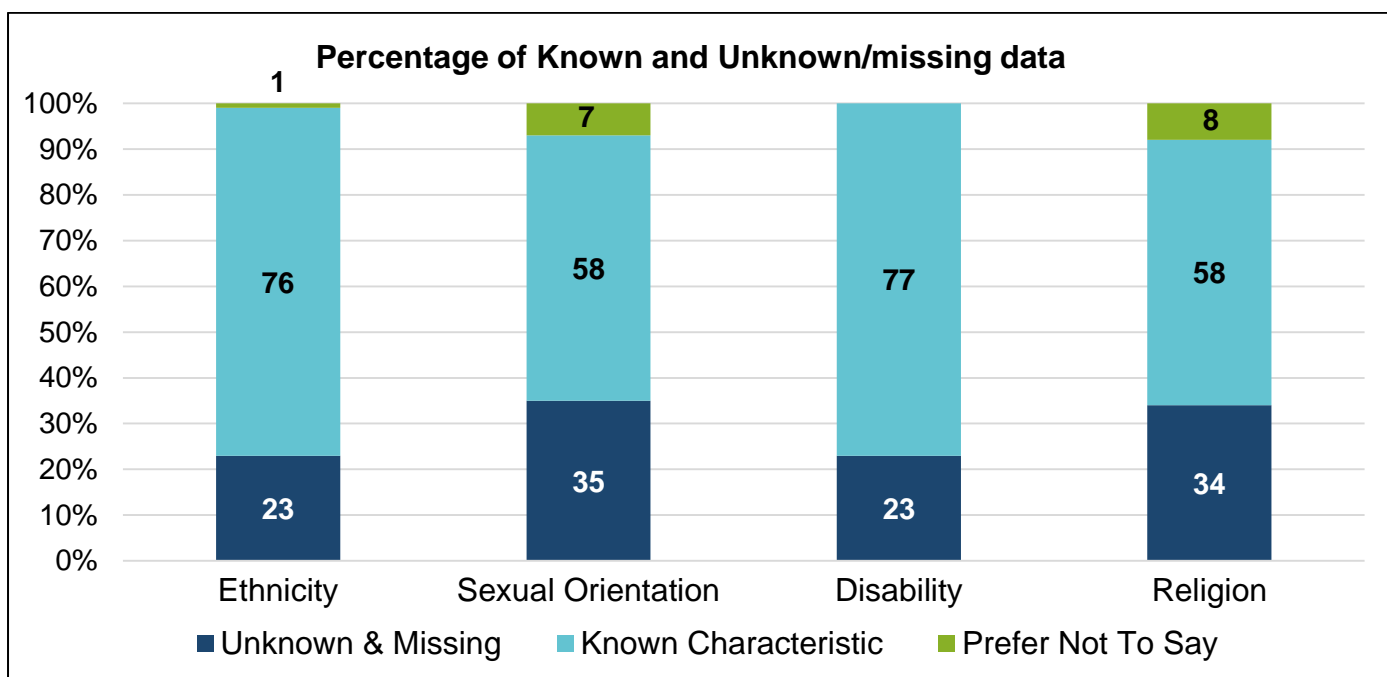
The proportion of new starters with a disability has remained the same at 2% in 2016/17 and

2017/18. The proportion of employees leaving the Council who have a disability in 2017/18 was 9%; up from 6% in 2016/17.



<sup>3</sup> You are disabled under the Equality Act 2010 if you have a physical or mental impairment that has a 'substantial' and 'long term' negative effect on your ability to do normal daily activities.

Note: The following graph shows the percentage of unknown/missing data around certain Protected Characteristics.



## 11. Training

Training data excludes training arranged directly through service units and only relates to corporate training arranged through learning and development and recorded on Employee First. The proportion of staff applying for training has increased from 45% in 2016/17 to 53% in 2017/18. The proportion of staff attending training courses has increased from 42% in 2016/17 to 50% in 2017/18.

The highest ratios of employees attending training as a percentage of the number of employees per service unit (as at 31 March 2018) were in Adult Social Care where 85% of employees (216/253) had attended training.

The composition of employees applying for and attending training did more closely reflect the composition of the current workforce with 35% males applying for and attending training and 58% female applying for and attending training). The Council has a 36% male workforce and 64% female workforce.

## 12. Recruitment and Selection

Data on recruitment and selection comes from the eRecruit system. However, as with all data, it is only as reliable as the data that is inputted. The number of applications received for employment has decreased from 2185 in 2016/17 to 1869 in 2017/18. This represents a 17% decrease in applications.

Applications were received for 316 different job roles in 2017/18 – this equates to an average of 6 applicants per post; compared to 6 applicants per post in 2015/16 and 2016/17.

Gender data is missing for 2% of applicants and for 7% of appointees. Of those we have data for, the proportion of applications received from males has decreased from 39% in 2016/17 to 36% in 2017/18 and is in line with the gender mix of staff in post (36% male). The gender mix of appointees (where data is known) is reflective of the mix of applicants with 63% of the appointees being female.

A total of 319 (17%) applications have been recorded from people aged 16 to 24. This is an increase on the previous year from 315. The age of applicants is unknown for 3% applications which may include some 16 to 24 year olds. This has also improved from 11% of unknowns in the previous year.

In the case of 7% of new starters the age was also unknown, however this has also improved from the previous year of 21%. Of those we know about, 18% were 16-24, less than one third of applications (28%) came from people aged 25 to 34 with 16% from 35-44 year olds and 18% from 45 to 54 year olds. New starters in the 16-24 year-old age group were still more likely to be appointed (18%) and this is significantly more than the proportion of staff in post in this age group (4%).

Ethnicity data is unknown for 6% of applicants, with a further 1% stating that they prefer not to say. Of those we know about, one tenth of applications received in 2017/18 were from BME applicants (9%) which is just below the 2016/17 figure of 10%.

Ethnicity data is not held for over a fifth of new appointees (23%) with two applicants preferring not to say. 7% of new starters were from a BME background which is less than 2016/17 when it was 11%.

Data on sexual orientation is known for 31% of new starters (25% missing and 6% prefer not to say) and 42% of leavers (37% missing and 5% prefer not to say). Of those that we know about, in 2017/18, 1% of applications received were from people who described their sexual orientation as bisexual gay or lesbian and this group also accounted for 1% of new starts (and 3% of the current workforce). This is consistent with previous years.

For the fifth consecutive year 6% of applications were from people with a disability. In 2017/18 people with a disability represented 2% of new starts, which is the same as 2016/17. There is no missing data on disability for applicants.

## **13. Recruitment Agency Employees**

In 2017/18 data was collected from Comensura, the Council's central provider for the recruitment of temporary staff. Due to a new system being implemented data is only available until November 2017. The Council has been assured that the data is still captured and it is just the reports to extract the information that are still in development.

The data signifies the number of candidates put forward and interviewed for positions as well as the number of active assignments as at the end of November 2017. Data was collected with regards to agency employee's age, gender, disability and ethnicity. This is the second year this data has been available so only limited comparisons can be made against previous years.

There was a total of 559 active assignments up until November 2017. The breakdowns provided in this section will focus on the snapshot figure of total assignments as this is the same methodology used when analysing the Council's workforce.

The largest proportion of assignments as at the 31 March 2018 were for Economy and Environment Services (58.1%) and Adults and Children Services (23.6%). The most common job categories of the assignments were Catering and Hospitality (25.8%) and manual labour (24.3%).

The age profile of temporary employees is significantly younger than that of Council employees. Over four out of ten agency employees (41.3%) are aged 16 to 34 compared to 20.0% of Council employees aged 16 to 34.

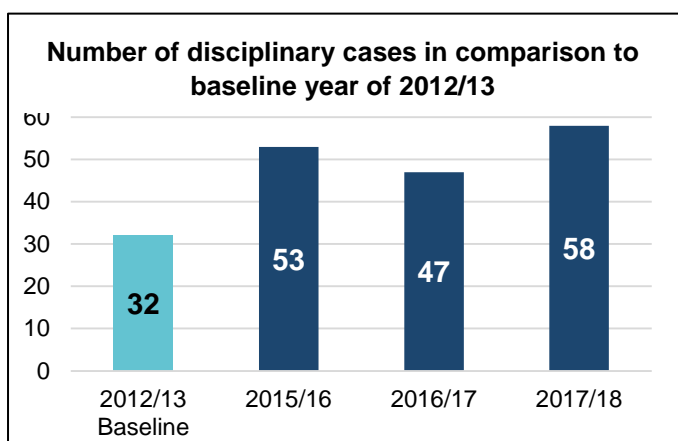
There were 0.6% of employees on active assignments with a disability as at the end of November 2017. This compares to 7% of council employees with a disability.

The gender profile of temporary employees is significantly different to the gender profile of Council employees. There was a split of 57.2% males and 42.8% females of temporary employees on active assignments as at the end of November 2017 compared to 64% of council employees being female.

Temporary employees are much more likely to be from BME backgrounds. They account for 13.7% where ethnicity is known compared to 3.8% of council employees. 7.3% of temporary staff prefer not to say what their ethnicity is.

## 14. Employment Issues

The number of disciplinary cases has increased from 53 in 2015/16, 47 in 2016/17 to 58 in 2017/18 and is still significantly higher than in 2012/13 when there were 32 disciplinary cases.



The highest number of disciplinary cases were in Environment (14) which is consistent with the previous year. The second highest number of cases were in Housing and Communities (10). Over half of disciplinary cases were against males (62% or 38 cases) which compares to 36% of males in the current workforce. The nature of the complaints are not known.

The age groups of employees in disciplinary cases broadly represented the age composition of the current workforce.

Employees with disability accounted for 7% of disciplinary cases in 2017/18 and represent 7% of the current workforce.

The number of grievance cases was 17 in 2017/18. All business areas had an equal spread of grievances.

The number of capability cases remained the same in 2017/18 at 13. This compares to two cases in 2015/16, six cases in 2014/15 and seven cases in 2013/14. Again, all business units had a similar spread.

There were no cases of bullying in 2017/18 recorded. The numbers of grievance, capability and bullying cases are too small to provide any meaningful analysis between characteristics of complainants.

## 15. Summary

The total number of staff within the Council has decreased from last year. There is a large proportion of data missing relating to age, ethnicity, disability and sexual orientation.

The proportion of females is much higher in the council than males, however, they are much more likely to be part-time.

The proportion of staff aged between 16-24 is down again this year. This is reflected across the Council apart from in Tourism where 17% were in this age bracket.

Minority ethnic staff are under-represented in the Council when compared to the wider Bournemouth population. Lesbian, gay and bisexual staff are under-represented in the Council when compared to the wider Bournemouth population.

Although a large proportion of data is missing in respect of staff with a disability, the number of staff stating they have a disability is consistent with the number in the wider population.

The proportion of staff applying for training has increased considerably this year.

## 16. Recommendations and areas for consideration

Bournemouth Borough Council may wish to bring the following points to the attention of Bournemouth, Christchurch and Poole Council: -

The main area of concern is the limited data available on which to monitor employment matters across the 9 protected characteristics in relation to the Councils workforce. Improving the collection of this data and the ability to analyse it more meaningfully would assist the organisation ensuring that its workforce was reflective of the population that it serves.

Bournemouth, Christchurch and Poole Council may wish to consider ways of improving data collection and analysis, especially in areas where it is found that there is large amount of missing data.

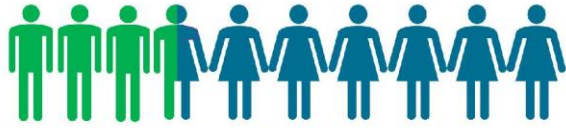
Managers could encourage staff to ensure their personal records are up to date, explaining the reason it is collected and its importance in shaping employment policy and practice.

Monitoring of grievances/disciplinary/bullying should be improved to ensure there can be early identification of any trends and that specific types of complaint can be easily identified and separated out.

Bournemouth Council should support Bournemouth, Christchurch and Poole to prepare the workforce annual monitoring report for 2018/19.

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Insight, Policy and Performance Team  
October 2018

# THIS IS WHO WE ARE 2018



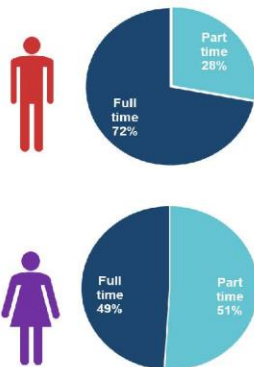
Council workforce: 36% Males 64% Females

Population: 50% Males 50% Females



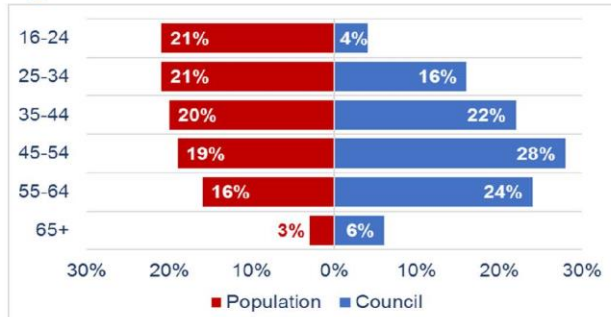
Population = 2017 mid year estimates

## Hours



Grades	Grades	Grades	Grades	Grades
1-3	4-6	7-9	10-12	13+
52% Male	34% Male	32% Male	38% Male	48% Male
48% Female	66% Female	68% Female	62% Female	52% Female

## Age



Council\* Population

White British	91%	82%
White other	6%	10%
Visible Minority Ethnic	3%	8%



% of those who declare

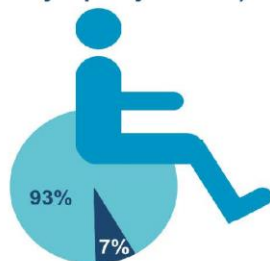
Heterosexual	97%
Gay / Lesbian / Bisexual	3%

Excludes 42% not known / prefer not to say  
Government estimates 5% - 7% of population is gay



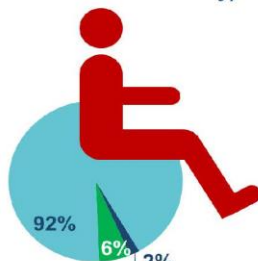
## Religion & belief

Council staff with disability\* (defined by Equality Act 2010)



■ Disability ■ No disability

Population (Activities limited by illness or disability)



■ A lot ■ A little ■ Not at all

Workforce (excluding unknown) Population (2011 Census)

Christian	45%	Christian	53%
Other	3%	Other	5%
None	38%	No religion	35%
Prefer not to say	14%	Not stated	7%

Population = Bournemouth Working Age Population from 2011 Census  
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