

Knowing our Workforce

1. Introduction

- 1.1 The following publication shows some of the information which the Council continues to gather and analyse on a regular basis to ensure that the Council knows and understands the profile of its workforce and any changes occurring as a result of staff turn-over, recruitment activity and organisational change. It is also used as a reference point for the development of the Workforce Plan and is taken into account when implementing and making decisions on new or revised staffing policies and procedures for the Council.

2. The Workforce Profile

- 2.1 The purpose of the Workforce Profile is to develop a better understanding of the workforce and the potential impact of any current and future trends on the staffing needed to resource Council services.

3.1 Summary Information

ORGANISATIONAL PROFILE WEF 31/12/2017	Statistics
Total Headcount	306
FTE	280.86
Total Full time (31 hours or +)	237
Total Part time (30 hours or -)	69
Total Male	156
Total Female	150
Average Age of a member of staff	47
Average length of service of a member of staff	9 years
Average FTE Salary of a member of staff	£29,833.03

TURNOVER RATE

Number of voluntary leavers in 2017	26
Turnover rate 2017	8.6%

AGE PROFILE

Age range	Number of employees
15 years or under	0
16-24 years	13
25-34 years	41
35-44 years	73
45-54 years	80
55-64 years	88
65+ years	11

GENDER PROFILE

Gender	Number of employees
Male	156
Female	150

DISABILITY PROFILE

Disability status	Number of employees
Disabled	6
Not Disabled	247
Unknown	53

SERVICE PROFILE

Length of service range	Number of employees
0-2 years	82
3-5 years	49
6-9 years	44
10 years +	131

EQUALITIES PROFILE

Ethnic Group	Number of employees
White British	209
White Irish	3
White Other	23
White Gypsy/Traveller	0
Mixed White and Black Caribbean	1
Mixed White and Black African	2
Mixed White and Asian	1
Mixed African	0
Mixed Any Other mixed background	3
Asian or Asian British - Indian	8
Asian or Asian British - Bangladeshi	0
Asian or Asian British - Pakistani	0
Asian or Asian British - Other	4
Black or Black British - Caribbean	5
Black or Black British - African	20
Any other Black background	4
Chinese or other ethnic group	4
Unknown	19

GRADE PROFILE

Grade	Number of Employees
Directors	2
Service Heads	7
Grade 3	0
Grade 4	8
Grade 5	8
Grade 6	18
Grade 7	37
Grade 8	37
Grade 9	44
Grade 10	87
Grade 11	12
Grade 12	44
Apprenticeship grade	2

LENGTH OF SERVICE PROFILE OF VOLUNTARY LEAVERS IN LAST 12 MONTHS

Length of service range	Number of employees
0-2 years	9
3-5 years	5
6-9 years	5
10 years +	7

AGE PROFILE OF VOLUNTARY LEAVERS IN LAST 12 MONTHS

Age range	Number of employees
15 years or under	0
16-24 years	0
25-34 years	8
35-44 years	4
45-54 years	5
55-64 years	6
65+ years	3

Religion or belief (Based on the 238 respondents to the 2017 Equality Survey)

Christian	120
Buddhist	0
Hindu	1
Jewish	5
Muslim	6
Sikh	0
No religion or belief	71
Prefer not to say	23
Other	12

Sexuality (Based on the 238 respondents to the 2017 Equality Survey)

Heterosexual	209
Bisexual	2
Gay man	2
Lesbian	1
Prefer not to say	24

Marriage and Civil Partnership (Based on the 238 respondents to the 2017 Equality Survey)

Single	58
Married	120
Widowed	0
Separated / divorced	22
Prefer not to say	15
Civil partnership	3
Co-habiting	20

NOTE

The figures for the organisational profile, turnover rates, age profile, disability profile, service profile, equalities profile and grade profile were all sourced from personnel records as at 31 December 2017. The rest of the figures were from the all staff equality survey which was undertaken in December 2017.

Hertsmere Borough Council Gender Pay Gap Report 2017

In 2017, the Government introduced legislation that made it statutory for organisations with 250 or more employees to report annually on their gender pay gap. Government departments are covered by the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 which came into force on 31 March 2017. These regulations underpin the Public Sector Equality Duty and require the relevant organisations to publish their gender pay gap data by 30 March 2018 and then annually thereafter, including mean and median gender pay gaps; the mean and median gender bonus gaps; the proportion of men and women who received bonuses; and the proportions of male and female employees in each pay quartile.

The gender pay gap shows the difference in the average hourly pay between all men and women in a workforce. If a workforce has a particularly high gender pay gap, this can indicate there may be a number of issues to deal with. The gender pay gap is different to equal pay. Equal pay deals with the pay differences between men and women who carry out the same jobs, similar jobs or work of equal value. It is unlawful to pay people unequally because they are a man or a woman.

Hertsmere Borough Council's gender pay gap report as at the snapshot date of 31 March 2017 is below:

Mean and Mean Gender Pay Gap of Hourly Pay Rate

Mean for male =	16.33801816	Mean for Female =	16.02984652	Mean Gender Pay Gap =	1.89%
Median for Male =	13.38562	Median for Female =	14.34698	Median Gender Pay Gap =	6.70%

Bonuses Paid

For Gender Pay reporting purposes, the classification of 'bonus' includes incentives and long service awards paid in vouchers. These are the only 'bonuses' which are applicable to Hertsmere Borough Council and relate to the period 1 April 2016 to 31 March 2017.

Mean for male =	77	Mean for Female =	72.04301075	Mean Gender Pay Gap =	6.44%
Median for Male =	50	Median for Female =	50	Median Gender Pay Gap =	0.00%
Total Males, with or without a bonus =			146	Total Females, with or without a bonus =	
<u>Proportion receiving a Bonus</u>					
Proportion of Males with a Bonus =			68.49%	Proportion of Females with a Bonus =	

Proportion of Male and Female employees in each pay quartile

Quartile	Total Staff	Male	Female	Male	Female
Lower	71	52	19	73.24%	26.76%
Lower Middle	70	25	45	35.71%	64.29%
Upper Middle	70	29	41	41.43%	58.57%
Upper	71	35	36	49.30%	50.70%

Gender Pay Gap Analysis

The UK gender pay gap reported by the Office for National Statistics in 2017 is 9.1% in favour of men. Hertsmere's mean gender pay gap is 1.89% in favour of men and median pay gap is 6.70% in favour of women.

The mean hourly rate for men in Hertsmere is £16.34 compared to £16.03 for women.

The median hourly rate for men in Hertsmere is £13.39 compared to £14.35 for women.

The mean (or average) is higher than the median (or middle number) as a result of a positive skew. There is a larger proportion of staff employed in the lower grades, and in these lower grades there are a higher proportion of men employed, particularly in Waste Services.

The bonuses paid at Hertsmere relate to long service awards and incentive awards for attendance. The mean gender bonus pay gap is 6.44% in favour of men. The gap is due to the fact that there was one long service award for 30 years paid to a male employee, which has skewed the result. The median calculation is more representative in this case, resulting in a 0% gap.

Results show that Hertsmere's gender pay gap is not a concern. Annual equal pay audits, a structured job evaluation scheme and family friendly policies are key to these results. Whilst no specific action is identified as being required, gender pay and equal pay will continue to be monitored closely to ensure that Hertsmere maintains this position.

We confirm that the data provided is accurate and has been prepared in accordance with The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.