



**Hinckley & Bosworth  
Borough Council**

Forward timetable of consultation and decision making

Ethical Governance & Personnel Committee 28 February 2024

Wards affected: All wards

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**Workforce Employment Monitoring 2022/23**

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Report of Director (Corporate Services)

**1. Purpose of report**

1.1 This report presents workforce data for the period April 2022 to March 2023 (including comparison data for the financial year 2021/22). The data covers an equality analysis of Headcount, FTE, Recruitment and Selection, Leavers, and Employment Relation matters. The report also sets out the mandatory gender pay gap on 31 March 2023.

**2. Recommendation**

2.1 Members of the committee:

- Note the data as set out in the report.
- Note the positive reduction in the gender pay gap which is 3.1% on 31 March 2023 (previously reported as 3.3% on 31 March 2022).

**3. Background to the report**

3.1 Under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 (SI 2017/353) there are three specific duties:

- to publish equality information,
- to publish equality objectives and
- to publish gender pay gap information

3.2 The public sector equality duty relates to the following nine protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnerships
- Pregnancy and maternity
- Race
- Religion and belief
- Sex and
- Sexual orientation

3.3 In order to meet the specific duty, the council is also required to publish sufficient information on protected characteristics, grievance, disciplinary and recruitment to demonstrate that it is compliant with the general equality duty.

This report forms part of that evidence and will be published on the council's website.

3.4 The workforce monitoring report **Appendix 1** covers the period from April 2021 to March 2023 including an equality analysis of Headcount, FTE, Segregation by Grade, Gender Pay Gap information, Recruitment and Selection, Leavers and Employment Relations data. This information will be used to determine if any practices, procedures, policies, or work cultures unfairly discriminate against staff based upon the protected characteristics and to act where inequalities exist.

3.5 Workforce Profile 2022/23

Key headline data for 2022/23 is outlined below. For more detailed comparative data please refer to **Appendix 1**.

- Headcount is 430 and this has remained static over the last few years with a slight increase following the ICT service transfer in January 2022
- The workforce is split 52% Male and 48% Female
- 74% are full time of which 63% are male
- 26% are part time of which 84% are female
- The median age of the workforce is 52 years
- 12% of the workforce are Grade 2, 83% are male
- 63% of the workforce are Grade 3 to 6, 56% are female
- 23% of the workforce are Grade 7 and above, 44% are female
- 4% of the workforce is aged under 25. 19% of the workforce is over 60
- Disabled employees represent 5.6% of the workforce

- Ethnic Minority employees represent 5.1% of the workforce. The 2021 Census reports 5.7% in the HBBC area.
- Religion or belief: 45% employees are of Christian denomination, 34% advise no religion or belief, 0.5% Muslim, 0.9% Hindu and 14% have not disclosed their religion or belief.
- Lesbian, gay, bisexual and trans (LGBTQ) staff is 3.5%
- Return rate from maternity leave for 2021/22 and 2022/23 is 100%.
- Turnover was 11% across the council in 2022/23, with a total of 48 leavers (of which 67% is due to resignation). This is balanced across both directorates.

### 3.6 Occupational Segregation

The detailed analysis set out within Appendix 1 does identify that predominantly male employees sit within lower paid roles at Grade 2. This is due to manual work based at the depot and this type of work is lower paid. The council does however operate a job evaluation scheme that fairly evaluates job roles which covers all diverse job roles, from professional roles to manual work, including assessing factors such as skills, responsibility and physical requirements.

At the higher end of the grade structure, male and females are evenly balanced across senior grades, particularly at SLT and Head of Service Level. However, males dominate Grade 11; this is because of low turnover in that particular grade range.

### 3.7 Disciplinary and Grievance 2022/23

There was with no identifiable pattern in any service area or nature of the disciplinary or grievance.

### 3.8 Return rate from maternity leave 2022/23

There were 3 employees on maternity leave last year. During that period 100% of staff returned to employment after their maternity leave.

### 3.9 Training and Development on Equalities

Employees have completed the online equality and diversity in the workplace e-learning module, this is repeated ever three years. The council has also delivered drama-based programmes to manual workers which is repeated every year. Staff have also attended online mandatory training to support the roll out of the refreshed Officer Code of Conduct.

### 3.10 Mandatory Gender Pay Gap Reporting

The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 expanded the specific duties within the Equality Act 2010 to introduce the gender pay gap reporting duty for public authorities. This is a requirement for employers with more than 250 employees at a snapshot date of 31 March each year. Employers should publish specific figures about their gender pay gap on their own website and on the government's online reporting service, in particular:

- The mean and median gender pay gap
- The mean and median bonus
- The proportion of males and females receiving a bonus payment;
- The proportion of males and females in each quartile pay band; and

On 31 March 2023 the council's gender pay gap was 3.1% (3.3% on 31 March 2022).

The average mean hourly rate for female employees on 31 March 2023 is £15.45 which is lower compared to male employees which is £15.95. This is a difference of 50 pence per hour. The calculation is set out below:

$$0.50/£15.95 \times 100 = \text{a gap of } 3.1\%$$

Full details are contained within the gender pay gap report **Appendix 2** which should be published no later than 31 March 2024. The pay gap reported is extremely positive given that it is significantly lower than other public sector employers with a mean pay gap of 14.9% and the private sector which is 17.8% (Office for National Statistics (ONS) 2021).

### 3.11 Positive measures

The council is a 'Disability Confident Leader' and is one of only two local authorities in the Leicestershire area to be awarded this status. The council was awarded this status in October 2020 and has just recently renewed its application to maintain this status (required every three years) which, at the time of writing, is still going through the validation process.

Leader status means that the council:

- ✓ is taking all the core actions to be a Disability Confident Leader
- ✓ has provided evidence demonstrating that we are a Disability Confident Leader which has been independently validated
- ✓ ensure that disabled people and those with long term health conditions have the opportunity to fulfil their potential and realise their aspirations

## 4. Exemptions in accordance with the Access to Information procedure rules

### 4.1 Report is to be taken in open session.

**5. Financial implications [DW]**

5.1 None.

**6. Legal implications [MR]**

6.1 Set out within the body of the report.

**7. Corporate Plan implications**

7.1 Aligns to the value 'Fair' within the corporate Plan which is to - value diversity, promote equality of opportunity and fair treatment for all and ensure that our services are accessible to everyone. We will be proactive in engaging our rural and more remote communities as well as those who live in our main towns.

**8. Consultation**

8.1 The report has been presented to the council's Corporate Equality Steering Group (CESG).

**9. Risk implications**

9.1 It is the council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.

9.2 It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.

9.3 The following significant risks associated with this report / decisions were identified from this assessment:

Management of significant (Net Red) risks		
Risk description	Mitigating actions	Owner
None.		

**10. Knowing your community – equality and rural implications**

10.1 Set out within the report, particularly paragraph 3.12.

**11. Climate implications**

11.1 None.

## 12. Corporate implications

12.1 By submitting this report, the report author has taken the following into account:

- Community safety implications
- Environmental implications
- ICT implications
- Asset management implications
- Procurement implications
- Human resources implications
- Planning implications
- Data protection implications
- Voluntary sector

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Background papers: None.

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