

## Employment Committee

15 July 2020

### Workforce Summary – 2019/20 data, and Covid-19 Workforce Update

#### Annex 1 - Workforce Summary - 2019/20 data

RBBC's workforce is key to the success of our organisation and service delivery, and therefore consideration of our employee demographics is essential to future workforce planning and organisational strategy.

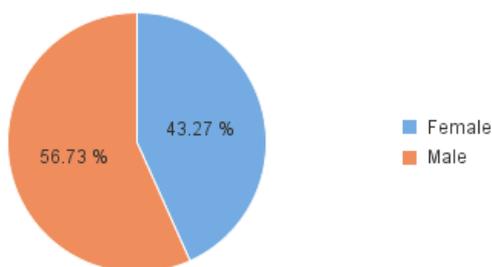
In addition to employee demographics, we also capture and analyse data to help us measure the success of our people management strategies, policies and procedures.

#### Employee demographics

The information below reflects the make up of our organisation workforce, under some of the protected characteristics as defined by the Equality Act 2010. This information is correct as at 01 July 2020.

##### Employee gender

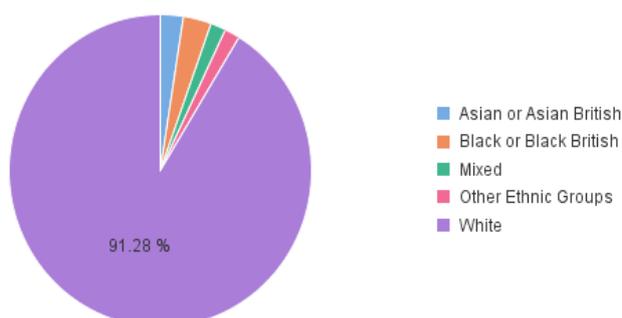
Gender Split\*



The gender distribution of our workforce is 57% male, 43% female. This is a slight change from 2019, where the split was 55% male, 45% female.

##### Employee ethnicity

Ethnicity of Employees (excludes unknowns and unstated)

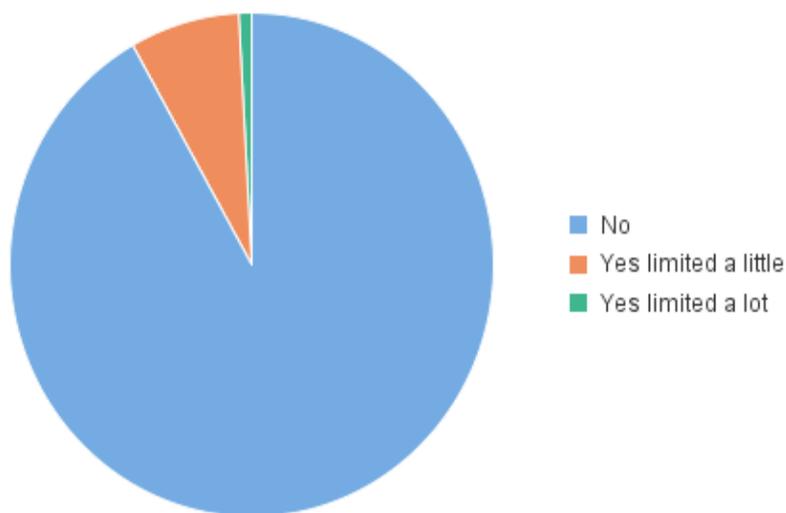


It is recognised that a significant proportion (20%) of our workforce have not provided us with information about their ethnicity. While they are under no obligation to do so, we are in the process of encouraging employees to provide this information to us, through a data cleansing exercise.

After 'White', the second largest ethnic group of borough residents is 'Asian' (5.1% of the population), which is also our workforce's second largest ethnic group at 2.5% of the workforce. This is a slight reduction from 2019, which was 3% 'Asian or Asian British'.

Employee's with a disability  
(as per definition under the Equality Act 2010)

Disability Type - excluding null values and 'Prefer Not to Say'



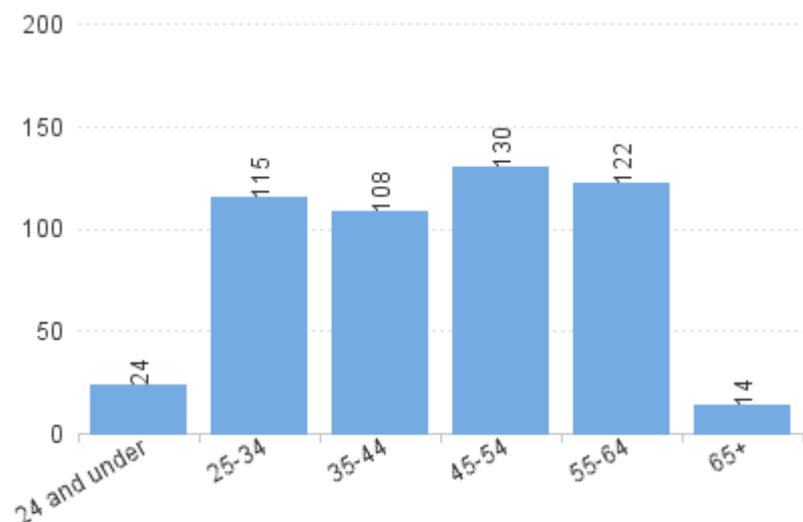
Where an employee deems they have a condition which affects their ability to perform 'normal day to day activities' for a period of 12 months or more, this is classed as a disability under the Equality Act. For the purposes of our workforce data, we ask employees to self declare this, and specify if they feel their disability limits them 'a little' or limits them 'a lot'.

7% of responders feel they have a disability which limits them a little, and less than 1 % feel they have a disability which limits them a lot. This is the same as reported in 2019.

Not all employees who select either of these two options choose to provide any further declarations about their disability. Where an employee or a manager feel that greater support can be provided to keep them in work, and /or working at the performance level required, we will discuss, assess and put in place reasonable adjustments (physical, policy or procedural) to aid this.

## Employee age

Age Band of Employees

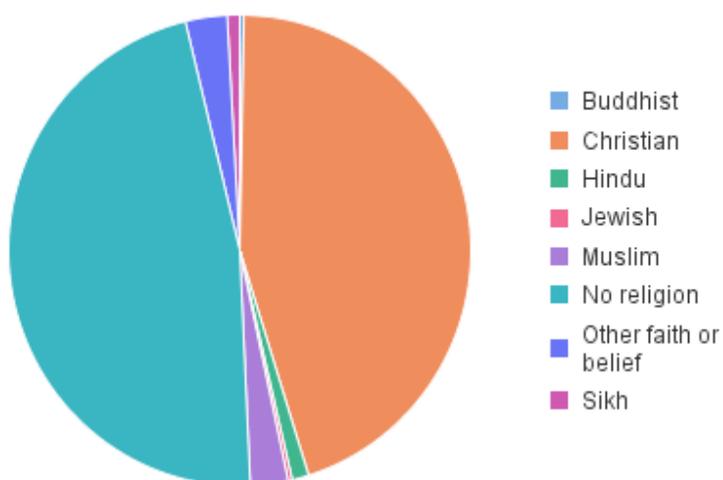


The age profile of the workforce is fairly evenly distributed across the middle most age brackets. As you would expect to see due to the UK's pensionable age being 66 years old, we have a few employees remaining in the workforce who are aged '65 years old and over'. 17% of the borough's residents are 65 years old and over.

This information is reviewed in more detail at a team level with managers on an annual basis, to aid succession and workforce planning.

## Employee religion or belief

Employee Religion - Excluding null values and prefer not to say



28% of our workforce have not provided us with their religion or belief. Of those who have provided this information, 45% identify as Christian, and 47% state they have no religious belief or faith. This is on par with 2019's data.

## Other protected characteristics

Data is collected from our workforce on a further 4 equalities protected characteristics; sexual orientation, gender reassignment, pregnancy and maternity, marriage and civil partnership. It is completely voluntary for employees to provide us with this information as is the case with all the information in the report so far, and therefore we do not have a significant amount of data in these categories.

As stated previously, we are in the process of encouraging employees to provide this information to us, through a data cleansing exercise.

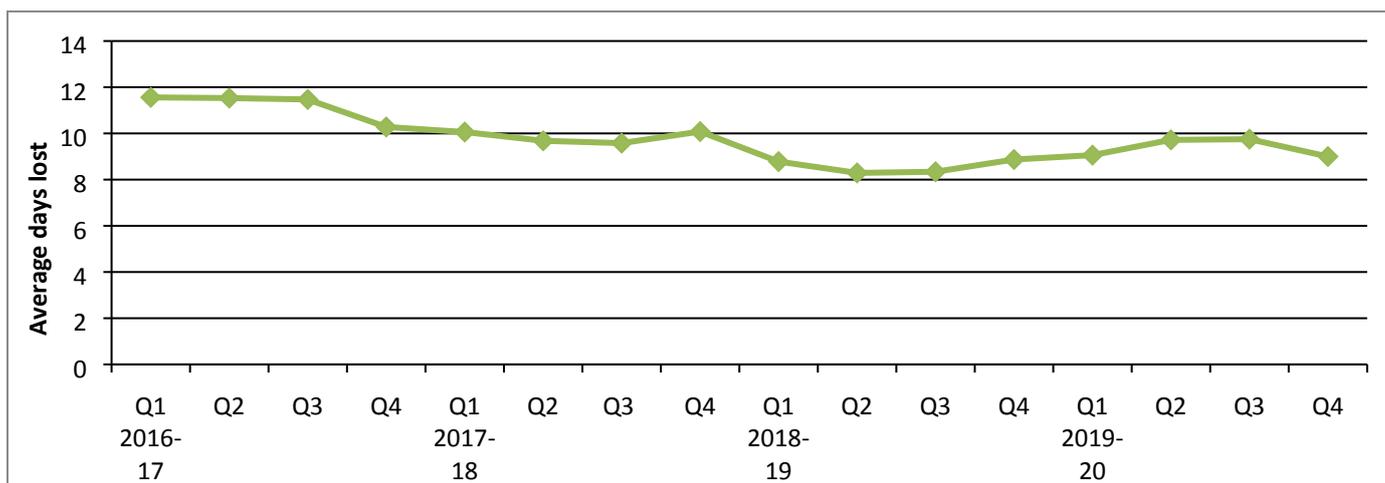
Employees are being encouraged to confidentially provide this to Human Resources, so that greater analysis of our workforce makeup can be performed in the future.

## **Organisation workforce measures**

On a quarterly basis, we collate data on a number of indicators to help us assess the organisation's health of workforce stability, performance and effectiveness of people management policy & procedures.

The information shown below is a cumulative total figure for the financial year of 1 April 2019 to 31 March 2020.

### Employee sickness absence



The current average of 9.4 days sickness absence per year per employee (inclusive of periods of long term sickness lasting 20 working days or more), is higher than other public sector organisations (8.0 days) according to the Chartered Institute of Personnel & Development's 'Health and Wellbeing at work report' March 2020. RBBC's average increased by 1 day compared to 2019's figures, likely due to long term sickness absence episodes.

### Employee turnover (attrition)

RBBC's voluntary (resignation) employee turnover rate has remained steady at around an average of 12% of the workforce for the past few years. In the last year 2019-20 year, our turnover rate was 10.2%, which is the lowest it has been for several years.

It is felt this is a comfortable and healthy turnover rate at a time when unemployment is low, and provides us the opportunity to regularly review our workforce, skills and experience requirements.

The 2019 XpertHR 'Labour Turnover Rates Survey' gives the 2018 average voluntary resignation turnover rate in for the Public Sector of 15.7%. The same for the Private Sector was shown to be 15.3%. The 2020 survey report (showing 2019 figures) is due to be released but may be delayed due to Covid-19.

### Recruitment advertising

In 2019-20 RBBC launched 73 job advertising campaigns to recruit to a combination of newly created and existing roles which had become vacant. The majority of these campaigns were successfully managed in-house, though external support was sought in the case of particularly niche, hard to fill, and executive level roles.

We are actively engaged with a specialist organisation OMNI to create refine our recruitment approach and techniques, as well as our on-boarding and induction practices as part of a wider 'Talent Attraction' programme of work, to improve candidate experience and seek more efficient and effective recruitment practices. We are also a key partner in the 'Live Local, Work Local' campaign to attract talent who live in our borough and surrounding areas, to work for us and other local companies, instead of community.

The collection, analysis and use of data to inform these changes is key and will include regular review of the success of recruitment campaigns and practices using metrics such as the time to hire, cost to hire, and success of new employee/ performance.

Pre Covid-19 there was an improved job market in the private sector (against whom we compete for many commercially skilled and experienced candidates), and we continued to be able to attract good quality candidates in the main. In the post Covid-19 employment market, we expect this to continue and improve even more for RBBC.