



Basingstoke
and Deane

Basingstoke and Deane Borough Council

Equality, Diversity, and Inclusion

Workforce Profile Information

January 2022

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1 Overview

Basingstoke and Deane Borough Council strives to be an inclusive and fair employer. The analysis of our workforce profile in relation to Equality, Diversity, and Inclusion (EDI) is central to making sure that this happens. This report provides an overview of the range of people in the council and serves as an evidence base to inform the council's equalities objectives, which form part of the Public Sector Equality Duty (Equality Act 2010). Some of the information contained in this document is also reported to the council's HR Committee twice a year.

The council actively encourages individuals from all protected characteristics' groups¹ to be part of its team and highly values people's individual skills and talents. The information included in this report is also used to understand whether the council's workforce reflects the demographic of the wider community and, if not, how inroads can be made to achieve this over time. Understanding the profile of employees also means that appropriate support and solutions can be delivered.

This report is updated on an annual basis in January and the information provided is based on the last complete financial year (2020/21) as a whole or a fixed 'snapshot' date within it, unless otherwise indicated. The figures presented in this document will be reviewed once the 2021 Census results are published.

2 Workforce profile information

An analysis of data is carried out on a six-monthly basis and reported to the council's HR committee. The most recent report analysing data for 2020/21 is September 2021.

3 Section 1: Vacancies, applicants, leavers and maternity leave

3.1 Vacancies and applicants

The average number of vacancies advertised per month and number of applicants in 2020/21 decreased compared to previous years, and this is most likely due to uncertainty in the labour market during the earlier parts of the Covid-19 pandemic. The data for 2017/18 and 2018/19 only covers part of the financial year(s), therefore indicating that, if these figures were to be extrapolated (particularly in relation to the number of applicants), it is likely that they would be higher than reported.

Vacancies and applicants	2015/16	2016/17	2017/18*	2018/19**	2019/20	2020/21
Average number of vacancies advertised per month	9	4	9	8	12	5
Number of applicants	694	326	601	408	775	297

¹ Equality Act 2010 – The 'protected characteristics' include: race, age, disability, religion and belief, sexual orientation, sex, gender reassignment, pregnancy and maternity and marriage and civil partnership.

* These figures only represent nine months - April to December 2018.

** These figures only represent seven months - June to December 2019.

The table below shows an increase in ethnic diversity amongst applicants from 2019/20 to 2020/21, which may be due to the younger age structure of applicants (as younger cohorts tend to have more diverse ethnicities). To understand this fluctuation, all data relating to ethnicity will be analysed in more detail this year as part of the council's work to meet the [Race at Work Charter](#) commitments.

The increase in younger applicants is also reflected in the staff that have recently joined the council (see 3.2 below). With regards to older employees, there is less movement in the figures as they tend to be more settled in their careers.

There are a similar percentage of applications from male and female applicants and a larger percentage of applications state that they have a disability than the existing workforce. This could be due to new applicants choosing to note when they would like to be considered through the 'Disability Confident Employer'² scheme.

Ethnic origin	2018/19**	2019/20	2020/21
White: English/Welsh/Scottish/Northern Irish/British	73.3%	75.6%	68.4%
White Other	5.4%	5.7%	5.4%
Mixed/multiple	1.5%	1.5%	1.4%
Asian/Asian British	7.6%	7.3%	12.5%
Black/African/Caribbean/Black British	4.4%	3.6%	6.4%
Other ethnic group	7.8%	6.3%	6.1%
No value (Prefer not to say)	-	-	-

Age range	2018/19**	2019/20	2020/21
16 to 29	34.6%	35.0%	44.1%
30 to 44	35.8%	33.8%	29.6%
45 to 59	22.5%	25.5%	22.6%
60 to 64	2.9%	2.5%	1.0%
65 to 74	1.7%	0.9%	0.3%
75 and over	0.0%	0.0%	0.0%
No value (Prefer not to say)	2.5%	2.3%	2.4%

Gender	2018/19**	2019/20	2020/21
Female	48.8%	51.0%	43.4%
Male	46.3%	44.4%	52.1%
No value (Prefer not to say)	4.9%	4.6%	4.4%

² As a Disability Confident employer, we have made specific commitments regarding the employment of disabled people. As part of this, a disabled person is guaranteed an interview if they meet the essential criteria for the job vacancy. See <http://tinyurl.com/cf9ypl6> for more information

Do you consider yourself to be disabled?	2018/19**	2019/20	2020/21
Yes	7.6%	8.3%	5.7%
No	92.4%	91.7%	94.3%
No value (Prefer not to say)	-	-	-

* These figures only represent nine months - April to December 2018.

** These figures only represent seven months - June to December 2019.

3.2 Starters

Some demographic characteristics of starters vary from the existing workforce. 2020/21 figures show that:

- 0% of the starters reported themselves as being disabled, compared to 3.0% amongst the workforce as a whole. This figure has slightly reduced from 2019/20, when 3.3% of the workforce reported themselves as being disabled.
- 8.8% of the starters were from non-White British ethnicities, which is higher than the percentage of non-White British ethnicities in the general workforce (7.2%).
- 32.4% of new starters are aged 16-25 and the same percentage of starters are aged 45 and over (33.8% compared to 55% in the workforce).
- A larger percentage of starters are female (61.8%) compared to those in the workforce (50.3%), which supports an identified trend in recent years that has balanced the numbers of males/females in the workforce.

These trends are being looked into in more detail by Human Resources to consider any relevant actions.

3.3 Leavers

Labour turnover for 2020/21 shows a decrease compared to the previous year, with 7.9% of the workforce leaving during the year, and only 4.1% leaving due to resignation. This supports the trend of less opportunities and movement in the labour market due to the Covid-19 pandemic and, although it is expected that this figure will increase again as the national economy recovers, it is difficult to draw any long-term conclusions at this time.

Rate	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Labour turnover rate (all reasons)	13.0%	14.9%	16.7%	15.0%	12.6%	7.9%
Labour turnover rate (voluntary resignation)	7.5%	8.5%	10.7%	10.0%	7.8%	4.1%

Further information on the reasons for staff leaving employment at the council are illustrated below. Resignation is the main reason, followed by retirement (standard and early).

Reason for leaving	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Resignation	47	52	61	57	43	22
Temporary Contract Expired	10	12	5	6	6	7
Retirement - Age	6	5	7	2	7	8
Redundancy	1	1	6	4	0	0
Retirement - Early	6	6	4	5	9	2
Death in Service	0	2	2	1	0	1
Dismissal - Disciplinary	5	4	2	6	0	1
Dismissal - Ill Health	2	4	1	1	1	1
Dismissal - Incapability	1	0	0	2	3	0
Retirement - Ill Health	2	0	2	1	1	1
TUPE transfer	0	0	0	0	0	0
Total	86	86	90	85	70	43

Some demographic characteristics of leavers vary from the existing workforce:

- 2.3% of leavers during 2020/21 reported themselves as being disabled, compared to 3.3% amongst the workforce as a whole.
- More leavers (11.6%) were from non-White British ethnicities than the proportion in the existing workforce (7.2%)
- A larger percentage of leavers are aged 55 and over (48.8%), compared to 25.0% amongst the workforce. However, individuals in this age bracket are more likely to leave due to retirement (or early retirement), which has been particularly true during the pandemic.
- A larger proportion (61.2%) of leavers were male, compared to 49.7% of the workforce.

These trends are being looked into in more detail by Human Resources to consider any relevant actions.

3.4 Maternity leave

The vast majority of staff members that go on maternity leave return to work at the council, with 100% of those that went on maternity leave during 2020/21 returning.

4 Section 2: Demographic characteristics of the workforce

4.1 Disability

To ensure that our employment opportunities are accessible to disabled people, we fully commit to being a 'Disability Confident Employer'. We actively promote employment opportunities to disabled applicants, providing information in Plain English and offering accessible formats where necessary to facilitate the recruitment process. As part of our standard practice for staff, we offer specialist support such as Occupational Health and counselling.

3.0% of the council's workforce consider themselves to have a disability, which is slightly lower than previous years. Staff at the council can choose whether or not to classify/define themselves as disabled so such small annual fluctuations are not considered to be significant in isolation, however, the council continues to work with Basingstoke and District Disability Forum and Access 4 All Working Group to improve our understanding of the needs disabled people in the borough and increase the representation of disabled staff in our workforce.

Disability	2016/17	2017/18	2018/19	2019/20	2020/21
No	96.2%	96.8%	96.6%	96.7%	97.0%
Yes	3.8%	3.2%	3.4%	3.3%	3.0%

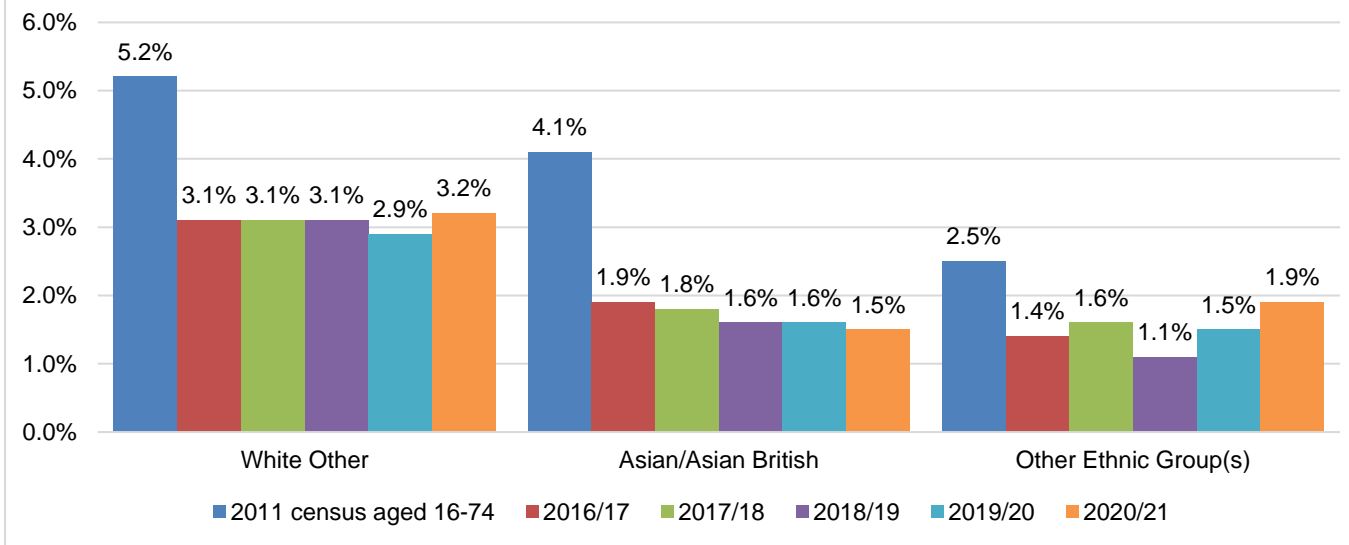
4.2 Ethnicity

87.4% of the council's workforce describe their ethnicity as White English/Welsh/Scottish/Northern Irish/British. This percentage has remained stable since last year. The percentage of the workforce in non-White English/Welsh/Scottish/Northern Irish/British ethnicities has remained stable at 7.2%% in 2020/21.

Compared to the 2011 Census figures for the working aged population of 16 to 74 years, the council's workforce contains a lower proportion of non-White British ethnic groups (11% Census 2011 versus 7% workforce). To help address this, we are working closely with local groups that are led by ethnic minorities to ensure that our employment opportunities are disseminated through a variety of channels to ensure that they reach as many different groups as possible. As noted, the council's work to meet the Race at Work Charter (ref p.4) will help focus actions to address the identified underrepresentation of BAME groups.

Ethnicity	2016/17	2017/18	2018/19	2019/20	2020/21
White: English/Welsh/Scottish/Northern Irish/British	87.0%	87.9%	88.4%	87.5%	87.4%
White Other	3.1%	3.1%	3.1%	2.9%	3.2%
Asian/Asian British	1.9%	1.8%	1.6%	1.6%	1.5%
Black/African/Caribbean/Black British	-	-	0.4%	1.1%	0.6%
Other ethnic group(s)	1.4%	1.6%	1.1%	1.5%	1.9%
Prefer not to say	6.6%	5.6%	4.9%	5.4%	5.6%

Workforce by ethnicity compared to 2011 census



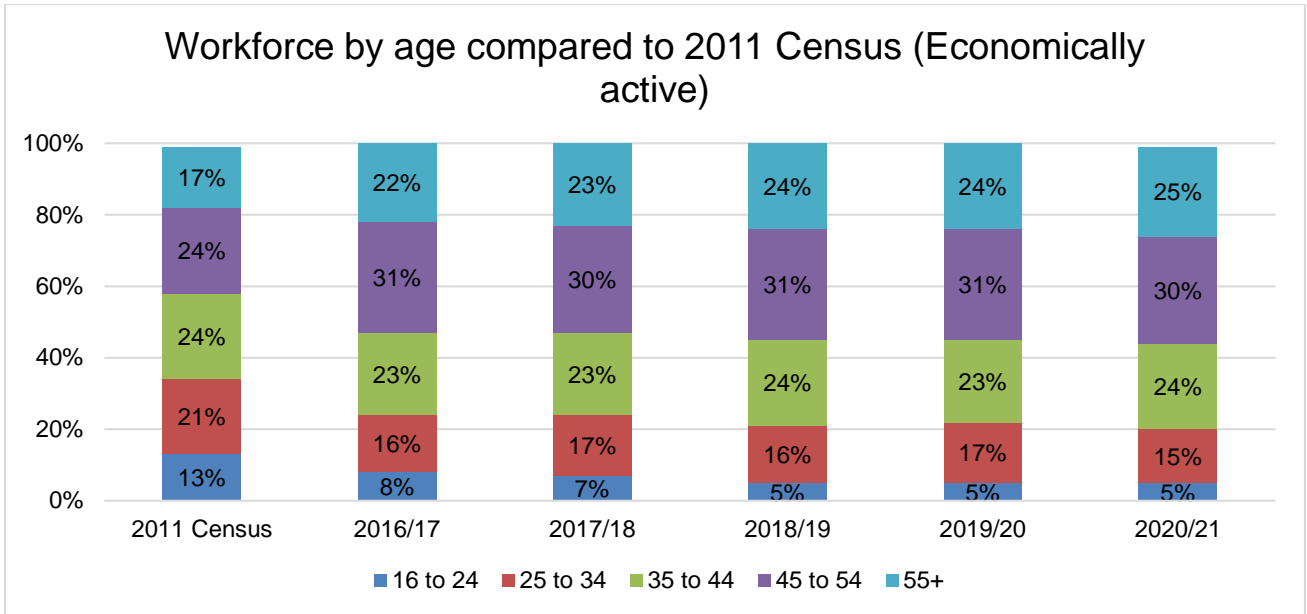
4.3 Age profile

A lower percentage of the workforce is aged 16 to 24 than all economically active 16 to 24 year-olds in the borough (2011 Census: 12.2% compared to 5.2%). However, the 2011 Census percentage includes students that are economically active, and their available working hours may not be suited to the availability of positions at the council.

The council is pro-actively working with local schools and colleges to promote employment opportunities. This aims to encourage young people to take up work at the council.

The percentage of the council workforce aged 55 and over is eight percentage points higher than the general economically active population in the borough (2011 Census). As more of the workforce moves into the 55 and over age range there is an increased importance to ensure that in addition to retention initiatives to retain older workers, a robust succession planning mechanism is embedded to deliver business continuity, top talent, and leaders and managers of the future.

Age	2016/17	2017/18	2018/19	2019/20	2020/21
16-24	7.5%	6.6%	5.2%	5.3%	5.2%
25-34	16.1%	16.6%	16.3%	16.7%	15.4%
35-44	22.9%	23.0%	23.5%	23.0%	24.1%
45-54	31.2%	30.4%	31.1%	31.2%	30.4%
55+	22.3%	23.4%	23.9%	23.8%	25.0%



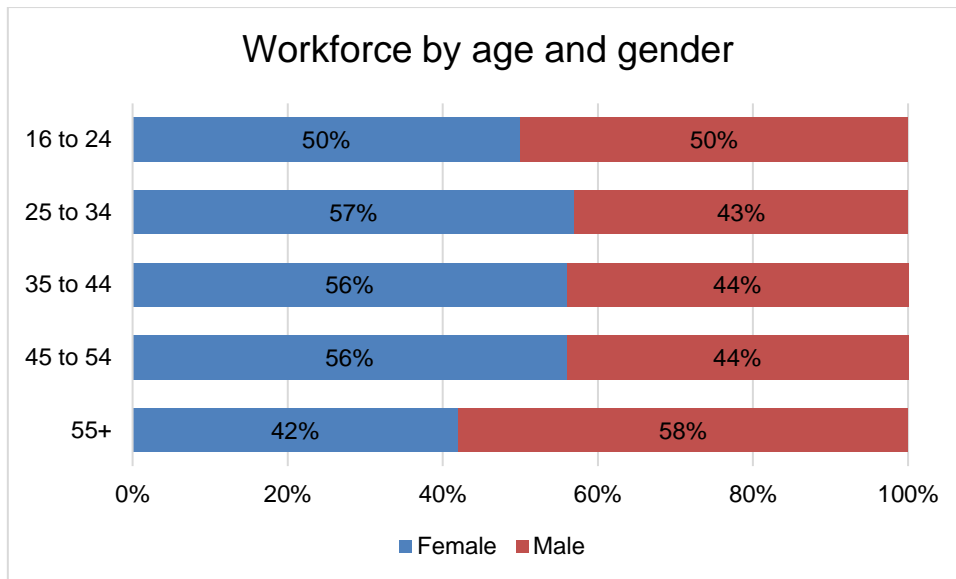
4.4 Gender

The gender split of the overall workforce is almost even, with 52.4% females and 47.6% males and this distribution has remained fairly even over the past few years, as shown in the table below.

The gender split by age is even between the ages of 16 to 24. In the 25 to 34, 35 to 44, and 45 to 54 age groups there is a larger percentage of female employees. In the oldest age group, there is a larger percentage of male employees. In the 55 and over age group, this may be because evidence shows that females tend to retire earlier than males, but no specific reason has been identified for these trends at this point in time.

Year	2016/17	2017/18	2018/19	2019/20	2020/21
Female	47.5%	47.3%	50.3%	50.8%	52.4%
Male	52.5%	52.7%	49.7%	49.2%	47.6%

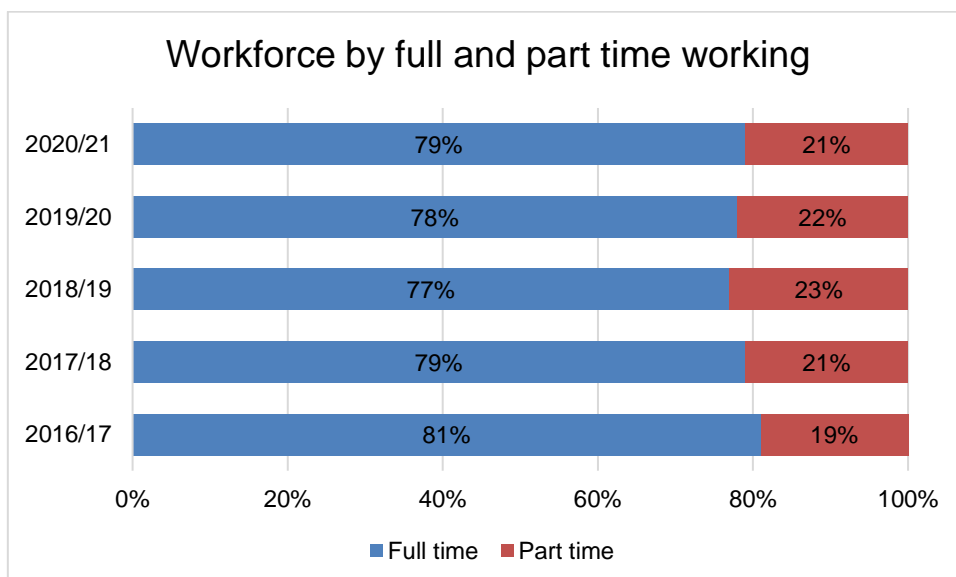
Age Group	Female	Male
16 to 24	50.0%	50.0%
25 to 34	56.6%	43.4%
35 to 44	56.2%	43.8%
45 to 54	56.1%	43.9%
55 and over	42.2%	57.8%



4.5 Full-time and part-time

The majority of employees within the council work full-time but over a fifth (21.5%) work part-time. Whilst 78.5% of staff are classified as full-time, they are afforded the benefit of a wide range of flexible working options, such as working compressed hours or hybrid working under the council's Smarter Ways of Working, which can benefit both the individual and the organisation.

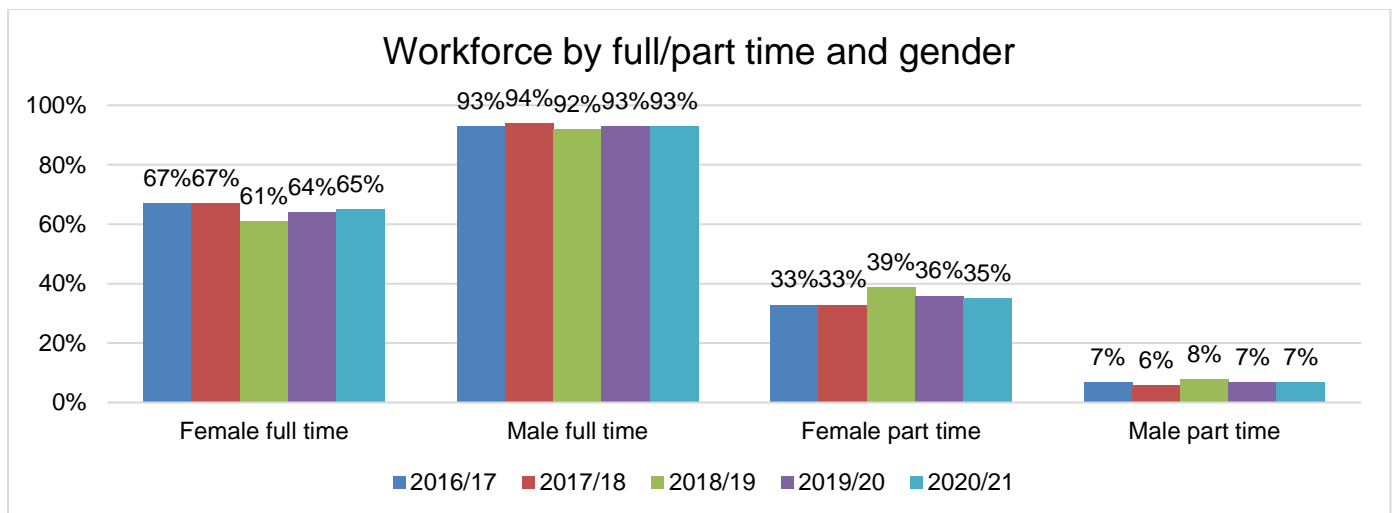
Contract type	2016/17	2017/18	2018/19	2019/20	2020/21
Full time	80.6%	79.0%	76.7%	77.9%	78.5%
Part time	19.4%	21.0%	23.3%	22.1%	21.5%



4.6 Full-time and part-time by gender

A much greater percentage of females work part-time than males (35.0% compared to 6.6%). The percentage of males and females working full or part-time has remained relatively stable over time.

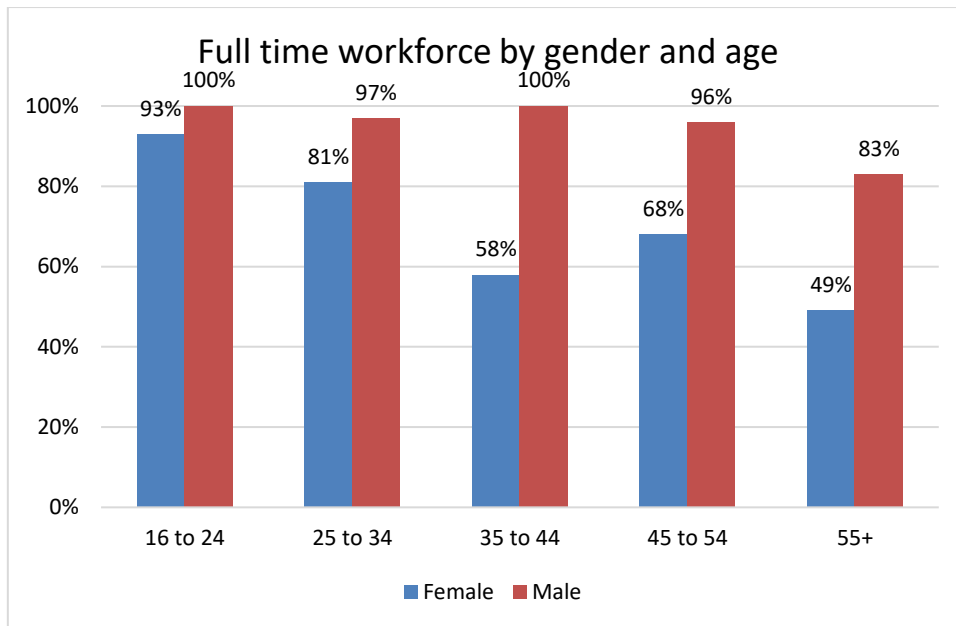
Gender	Contract type	2016/17	2017/18	2018/19	2019/20	2020/21
Female	Full time	66.7%	66.8%	61.2%	63.6%	65.0%
Male	Full time	93.4%	93.7%	92.4%	92.6%	93.4%
Female	Part time	33.3%	33.2%	38.8%	36.4%	35.0%
Male	Part time	6.6%	6.3%	7.6%	7.4%	6.6%



4.7 Full-time and part-time by gender and age

92.9% of females aged 16 to 24 work full-time. This then falls in higher age groups. Fewer than half of females aged 55 and over work full-time (49.1%), which is potentially due to flexible working and/or retirement and pension options.

At least 95% of males work full-time up to the age of 54 and in the 55 and over age group, the majority also work full-time (83%). Again, it is likely that this is attributed to the council's flexible working and/or retirement options, as older workers tend to seek a better work life balance as they come to the end of their career.



4.8 Pay grade

This section features information broken down by salary grades. Please click [here](#) for further information on the council's salary scales.

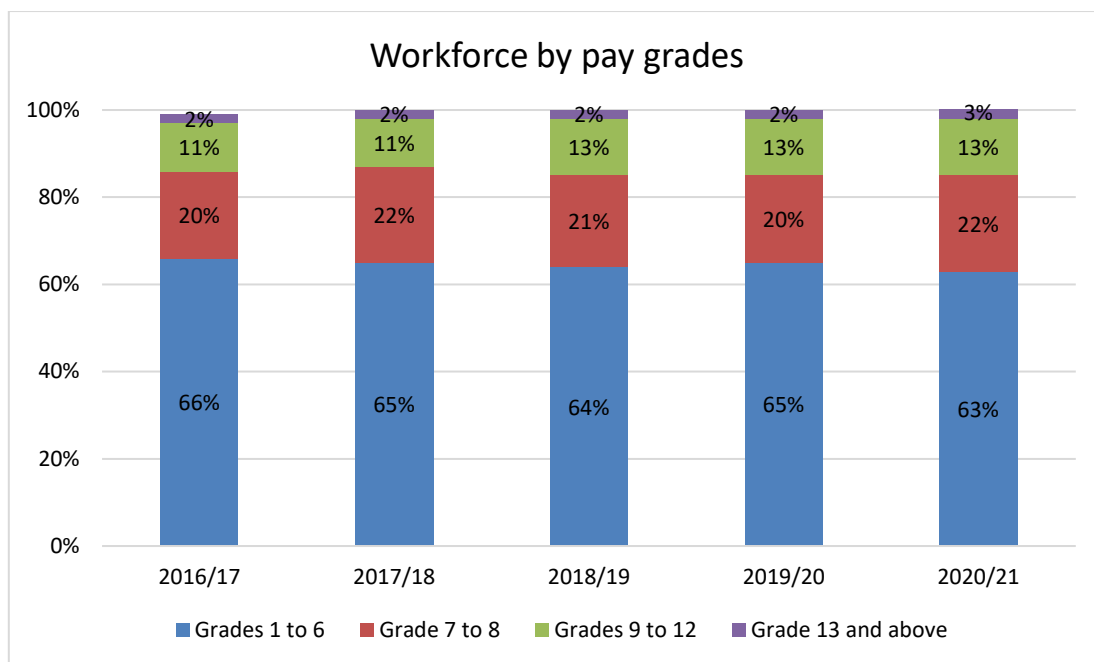
Grade explanation

- **Grades 1 to 6** cover a wide range of administrative, technical, clerical and manual roles. For the purpose of this report these grades also include apprentices, for whom there are separate pay arrangements.
- **Grades 7 to 8** cover a range of professional and first line manager / supervisory roles
- **Grade 9 to 12** cover a range of senior professional and middle manager roles
- **Grades 13 and above** cover senior management roles and the council's Senior Leadership Team

These four grade groupings are not the same as the pay quartiles used in the council's gender pay gap report.

The percentage of staff within each pay grade has remained relatively stable over time as shown below.

Grade	2016/2017	2017/18	2018/19	2019/20	2020/21
Grades 1 to 6	66.2%	65.1%	63.8%	65.2%	62.6%
Grades 7 to 8	20.3%	21.5%	21.2%	20.0%	21.9%
Grades 9 to 12	11.4%	11.0%	13.0%	13.1%	12.8%
Grade 13 and above	2.1%	2.4%	2.0%	1.8%	2.8%



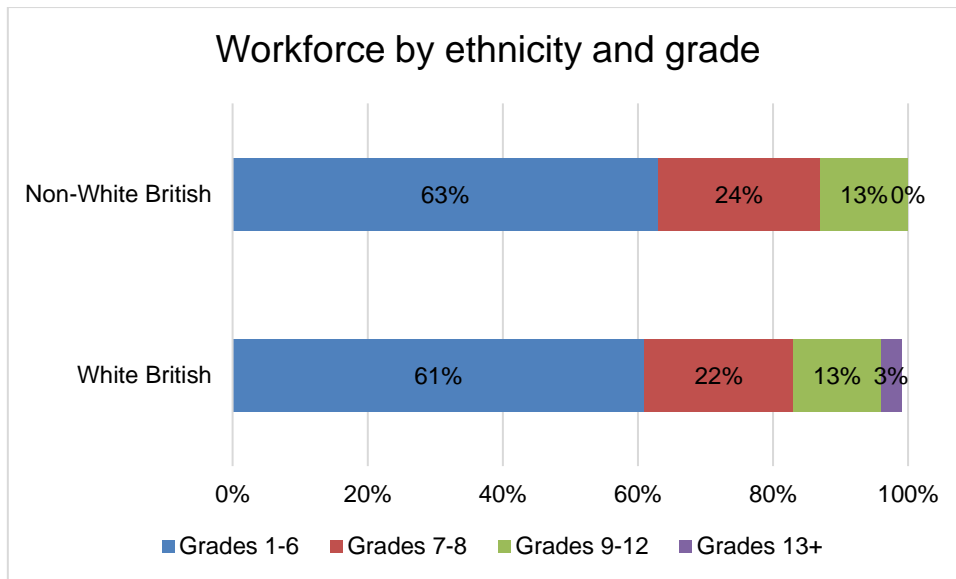
4.9 Grade by disability

Due to the small number of staff that identify themselves as disabled in each grade group, the data is potentially disclosive and so is not presented here. The council continues its commitment to being a Disability Confident Employer to encourage applications from disabled candidates and promote career development for existing disabled members of staff.

4.10 Grade by ethnicity

There is a slightly lower percentage of White British staff in grades 1 to 6 than the percentage of staff from non-White British ethnic groups. There are no staff from non-White British ethnic groups in grade 13 and above. The council continues to work with local ethnic minority-led groups to help promote career progression for staff from ethnic minorities.

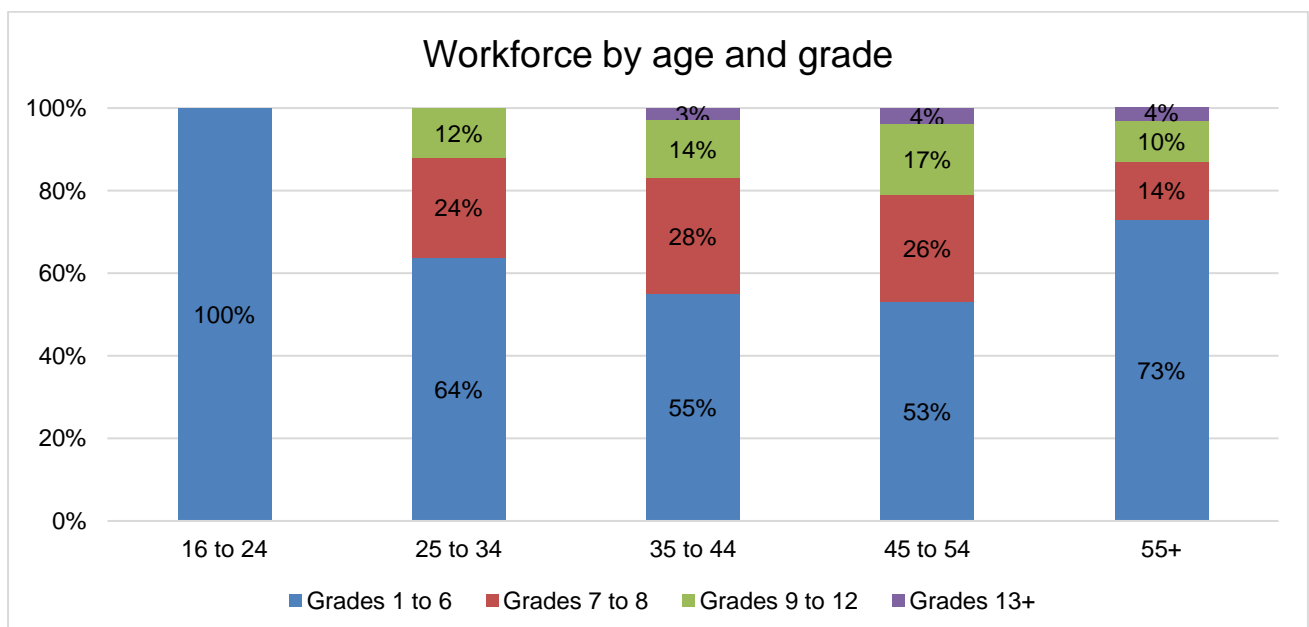
Ethnicity	Grade 1 to 6	Grade 7 to 8	Grade 9 to 12	Grade 13 and above
White British	61.4%	22.5%	13.1%	3.0%
Non-white British	63.2%	23.7%	13.1%	0.0%
Prefer not to say	80.0%	10.0%	6.7%	3.3%



4.11 Grade by age profile

The pay grades of staff aged under 35 are lower than the older age groups. However, this is expected as in most cases younger staff are naturally in the earlier stages of their careers. A larger percentage (21%) of those aged 45 to 54 are in the highest pay grades than any other age group.

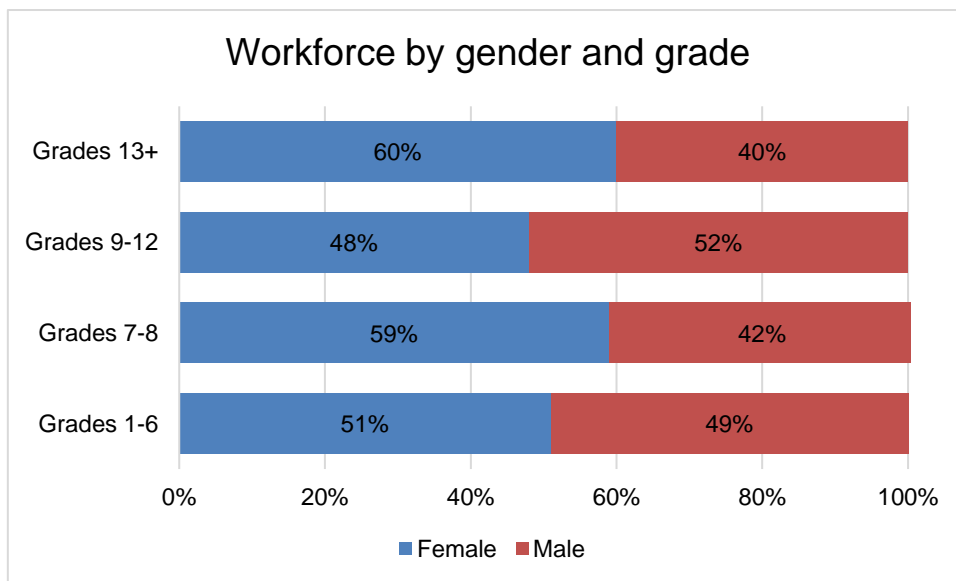
Age	Grades 1 to 6	Grades 7 to 8	Grades 9 to 12	Grades 13 and above
16 to 24	100.0%	0.0%	0.0%	0.0%
25 to 34	63.9%	24.1%	12.1%	0.0%
35 to 44	55.4%	27.7%	13.9%	3.1%
45 to 54	53.1%	26.2%	17.1%	3.7%
55 and over	72.6%	14.1%	9.6%	3.7%



4.12 Grade by gender

There is little variation in grade by gender for grades 1 to 6 and 9 to 12, with an even proportion of males and females within this range. More females are in grades 7 to 8, and grades 13 and above.

Gender	Grade 1 to 6	Grade 7 to 8	Grade 9 to 12	Grade 13 and above
Female	50.9%	58.5%	47.8%	60.0%
Male	49.1%	41.5%	52.2%	40.0%



5 Staff engagement and procedures

5.1 Quantitative and qualitative research with employees

Staff surveys are carried out periodically at the council and the results are considered by demographic group where possible, to see whether there were any issues for any particular protected characteristic group. The most recent staff survey that measured demographics was carried out in Summer 2020 and a further temperature check focusing on Health and Wellbeing took place in 2021.

5.2 Due regard to the aims of the Public Sector Equality Duty in decision-making

One way that the council works towards meeting the aims of the Public Sector Equality Duty is by undertaking Equality Impact Assessments (EIAs). These are carried out on all main employment-related policies and procedures (e.g. Disciplinary Policy, Sickness Policy etc.) and general employment issues are discussed with Unison. EIAs that have been carried out to date can be found [here](#).

5.3 Staff complaints

There were no staff complaints recorded as instances of discrimination during the period that this report covers.

5.4 Engagement with staff and trade unions

All-staff briefings are held regularly and include updates on key topics affecting the organisation or spotlight sessions on service areas. These give staff the opportunity to ask questions pertaining to the topics being presented or anything else, anonymously if they wish. The council continues to consult and negotiate with Unison on matters that directly affect local working at the council. Where relevant, staff equality, diversity and inclusion (ED&I) issues are also considered through the council's ED&I Strategy and Working Groups.

5.5 Policies and programmes to address equality concerns

The council has a range of policies and programmes to address equality concerns. Some examples of these include:

- Equality and Diversity in Employment Policy
- Whistle-Blowing Policy
- Grievance Procedure
- Bullying and Harassment Policy and Procedure

Most traditionally office-based staff now work in a hybrid way under the council's Smarter Ways of Working principles, with their time split between home and the office. The council also has a Flexible Working Policy that welcomes formal requests from employees who meet the necessary criteria. We recognise the importance of a work-life balance for all staff and will consider flexible working requests on an informal basis, accommodating these where they meet business needs.

5.6 Learning and development opportunities

Staff are our main asset and the council is committed to training and personal development. Every member of staff has a crucial role to play in enabling the council to make a difference: to make the borough an even better place to be and to help meet the challenges faced within local communities. To that effect, the council has a People Strategy in place with the aim “to have the right people, in the right job, with the right skills”.

To deliver on this, the council has a range of learning and development opportunities available including classroom courses, e-learning, a professional qualification support scheme, on-the-job training and mentoring. The council also has an integrated programme of leadership and management development, succession planning and talent management to support the staff development at all levels of the organisation.

Development opportunities can be identified in a variety of ways including by the individual through regular 1 to 1 meetings and the performance appraisal process. Training courses delivered on an ongoing basis include health and safety, first aid, stress resilience, equality, diversity and inclusion, recruitment, selection and interviewing, project management, Excel spread sheets, data protection, lone working and managing aggressive behaviour.

5.7 Gender pay gap information

The council has been required to publish and report specific figures about its gender pay gap since 2017. A copy of the latest report can be seen [here](#). Using the required snapshot date of 31 March 2020 for public sector organisations, the council was pleased to report a mean gender pay gap of -2.22% (in favour of women). This showed the council was performing positively against the national average of 14.6% (in favour of men, December 2020) at the time of publication.

The council will publish its 2021 gender pay gap report on its website, and on the government reporting website, by 30 March 2022.