



**Annual Workforce Profile Report**  
**March 2021**

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## **Introduction**

The Equality Act 2010 and the Public Sector Equality Duty requires all public authorities to publish equality information on their workforce to demonstrate that they are compliant and transparent in their practices.

The Council is fully committed to eliminating inequality. We are keen to ensure that our workforce represents the people that we serve so that we can be as responsive as possible. To do this we regularly monitor our workforce data to help us identify where we need to focus efforts in attracting people to work for us.

This report provides a profile of the organisation and the makeup of the workforce to identify any potential challenges in recruiting and retaining qualified employees.

The information has been collated using the HRIS system and can be used to analyse trends and formulate the necessary actions in order to address any areas of concern and also review and continually monitor our performance on employee equality.

## **Workforce Profile**

### Summary

- The workforce for Burnley Borough Council as at 31<sup>st</sup> March 2021 was 218 permanent and temporary employees.
- Our gender breakdown is 53.7% Male and 46.3% Female. Local labour market profile information suggests that the population breakdown for people of working age is 50/50.
- 3.6% of our employees have declared that they have a disability. This compares with 8.9% of the Borough's working population declaring they have a long-term illness. A number of positive initiatives are in place to support disabled employees including ongoing reasonable adjustments to working hours and duties. The Council work closely with its occupational health provider to ensure that disabled employees are supported in work.
- 6.8% of the workforce identify themselves as being from a minority ethnic group. The latest census information records that 12.6% of the local population are from a minority ethnic group.
- 46.8% of our workforce are aged 50 or over whilst 7.1% are aged 24 and under. The Council recognise that the demographic profile of the organisation is ageing. The Council continues to develop its commitment towards working with young people to help them raise their aspirations, gain valuable experience and improve their chances of gaining employment by working with local schools to provide mentoring and work experience opportunities. The Council promotes apprenticeships as they

are seen as an essential way of supporting young people, helping them build their employability skills, qualification levels and providing them with local work opportunities.

- 36.4% of the top 5% of earners are women.
- 0.0% of the top 5% of earners declare themselves to have a disability.
- 9.1% of the top 5% of earners come from a minority ethnic group.

#### Workforce Profile as at 31<sup>st</sup> March 2021

	31.03.20	31.03.21
Total headcount	210	218
Male	56.2%	53.7%
Female	43.8%	46.3%
16-18	0.9%	1.4%
19-24	6.2%	5.7%
25-39	21.5%	20.3%
40-49	26.2%	25.8%
50-59	38.6%	37.6%
60+	6.6%	9.2%
Declared disability	3.3%	3.6%
White British	91.9%	93.2%
Other ethnic background	8.1%	6.8%
Religion or belief	No figures available	No figures available
Sexual Orientation	No figures available	No figures available

## Pay Band profile

	Grade														
	Apprentice	2	3	4	5	6	7	8	9	10	11	12	13	14	CO
	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%
Male	3.4	0.9	0.0	12.0	11.1	10.3	11.1	12.8	6.8	8.5	4.4	5.1	3.4	5.1	5.1
Female	3.0	0.0	0.0	8.8	9.9	8.8	9.9	19.8	5.0	9.9	9.9	2.0	5.0	5.0	3.0
16-18	100	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
19-24	30.8	7.7	0.0	38.4	7.7	7.7	0.0	7.7	0.0	0.0	0.0	0.0	0.0	0.0	0.0
25-39	0.0	0.0	0.0	6.8	13.6	9.1	16.0	25.0	4.5	13.6	2.3	0.0	4.5	2.3	2.3
40-49	0.0	0.0	0.0	3.6	8.9	17.8	14.3	14.3	7.1	5.4	10.7	1.8	1.8	5.4	8.9
50-59	0.0	0.0	0.0	11.0	9.7	4.9	7.3	13.4	6.1	11.0	8.5	8.5	7.3	8.5	3.8
60+	0.0	0.0	0.0	20.0	15.0	10.0	10.0	20.0	10.0	10.0	5.0	0.0	0.0	0.0	0.0
Declared disability	0.0	0.0	0.0	25.0	12.5	0.0	0.0	12.5	12.5	12.5	25.0	0.0	0.0	0.0	0.0
White British	3.4	0.5	0.0	11.3	10.3	10.3	11.3	12.3	6.4	9.9	6.9	4.0	4.0	5.4	4.0
Other ethnic background	0.0	0.0	0.0	0.0	13.2	0.0	0.0	66.7	0.0	0.0	6.7	0.0	6.7	0.0	6.7
Total	3.2	0.5	0.0	10.6	10.6	9.6	10.6	16.1	6.0	9.2	6.9	3.7	4.0	5.0	4.0

## Pay Gap

The following figures are based on the average (mean) full time equivalent basic salaries

Average Salary for a Burnley Borough Council employee	£30,591
Average Salary for non-BME employees	£30,331
Average Salary for BME employees	£39,775
Average Salary for male employees	£30,624
Average Salary for female employees	£30,553
Average Salary for disabled employees	£28,866
Average Salary for non-disabled employees	£30,657
Average Salary for local labour market (Centre for Cities 2020)	£20,987

## Staff Turnover

Year	Turnover %
2020/21	5.0%
2019/20	5.7%
2018/19	11.9%
2017/18	10.5%
2016/17	10.5%

## Leavers profile

	2019/20		2020/21	
	No.	%	No.	%
Male	8	66.7	7	63.6
Female	4	33.3	4	36.4
16-18	0	0	0	0.0
19-24	1	8.4	1	9.1
25-39	0	0	2	18.2
40-49	4	33.3	3	27.3
50-59	4	33.3	4	36.3
60+	3	25.0	1	9.1
Declared disability	0	0.0	0	0.0
White British	12	100.0	9	81.8
Other ethnic background	0	0.0	2	18.2

### Reason for leaving

Reason	2019/20	2020/21
	%	%
Efficiency	0.0	9.1
End of temporary/fixed term contract	16.6	0.0
Ill-Health	8.3	0.0
Redundancy	16.6	0.0
Voluntary Resignation	41.9	63.6
Voluntary/Optional Retirement	16.6	27.3

### **Grievance**

There was 1 grievance submitted during this period

### **Disciplinary**

There were no disciplinaries during this period.

### **Maternity/Paternity**

During 2019/20 there were 8 employees who took maternity or paternity leave. The total for the previous year was 6.

### **Sickness absence**

Sickness absence for the period April 2020 to March 2021 was 6.01 days per FTE employee. The previous year (2019/20) was 5.10.

## Corporate Training & Development

The table below shows those employees who have completed non-essential corporate training that contributes to their career development. Courses included Management Development, Equality and Microsoft Teams Training. Due to the COVID-19 pandemic fewer courses were held in this year and those that were held were done remotely making use of technology.

	Number completed training	% completed training	Workforce profile
Male	22	48.9%	53.7%
Female	23	51.1%	46.3%
16-18	0	0.0%	1.4%
19-24	2	4.4%	5.7%
25-39	18	40.0%	20.3%
40-49	12	26.7%	25.8%
50-59	11	24.5%	37.6%
60+	2	4.4%	9.2%
Declared disability	1	2.2%	3.6%
White British	41	91.1%	93.2%
Other ethnic background	4	8.9%	6.8%



## Recruitment

The Council is committed to creating a diverse workforce that is fair and free from discrimination. Reasonable adjustments are made to support disabled people throughout the recruitment process and continue into their role if they are successful. The Council has been accredited as a Disability Confident Employer.

### Statistics

1 April 2020 – 31 March 2021

Number of Recruitment Campaigns: 19

Appointments made: 17

	Applied		Shortlisted		Appointed	
	No.	%	No.	%	No.	%
Male	291	71.7	51	17.5	9	3.1
Female	111	27.3	35	31.5	8	7.2
Not specified/Prefer not to say	4	1.0	1	25.0	0	0.0
16-18	27	6.7	8	29.6	2	7.4
19-24	71	17.5	11	15.5	2	2.8
25-39	165	40.6	28	17.0	4	2.4
40-49	67	16.5	21	31.3	7	10.4
50-59	64	15.8	17	26.6	1	1.5
60+	8	2.0	1	12.5	1	12.5
Not specified/Prefer not to say	4	0.9	1	25.0	0	0.0
Declared disability	22	5.4	4	18.2	1	4.5
White British	318	78.3	70	22.0	16	5.0
Other White background	18	4.4	2	11.1	0	0.0
Bangladeshi	5	1.2	2	40.0	0	0.0
Indian	8	2.0	1	12.5	1	12.5
Pakistani	22	5.4	5	22.7	0	0.0
Other Asian background	4	1.0	0	0.0	0	0.0
Black African	5	1.2	2	40.0	0	0.0
Black Caribbean	2	0.5	0	0.0	0	0.0
Mixed	6	1.5	0	0.0	0	0.0
Not specified/Prefer not to say	18	4.5	5		0	0.0
Hetrosexual	369	90.8	78	21.1	17	4.6
Gay Woman/Lesbian	6	1.5	1	16.7	0	0.0
Gay Man	2	0.5	0	0.0	0	0.0
Bisexual	6	1.5	2	33.3	0	0.0
Not specified/Prefer not to say	23	5.7	6	26.1	0	0.0