Runnymede Borough Council

Workforce Monitoring & Sickness Data

Financial Year 1 April 2022 – 31 March 2023

Produced by HR in April 2023

Contents

Headcount and Full-Time Equivalent (FTE)

Financial Year	Head Count	FTE
2019/2020	411	361.74
2020/2021	417	370.45
2021/2022	504	445.29
2022/2023	520	463.57

Workforce Profile

Gender Representation by Full Time Equivalent (FTE)

Financial Year 2019/2020	FTE	Percentage
Female	188.05	51.98%
Male	173.69	48.02%
Total	361.74	100%
Financial Year 2020/2021	**FTE**	**Percentage**
Female	192.52	51.97%
Male	177.93	48.03%
Total	370.45	100%
Financial Year 2021/2022	**FTE**	**Percentage**
Female	241.41	57.54%
Male	203.88	42.46%
Total	445.29	100%
Financial Year 2022/2023	**FTE**	**Percentage**
Female	238.11	51.36%
Male	225.46	48.64%
Total	463.57	100%
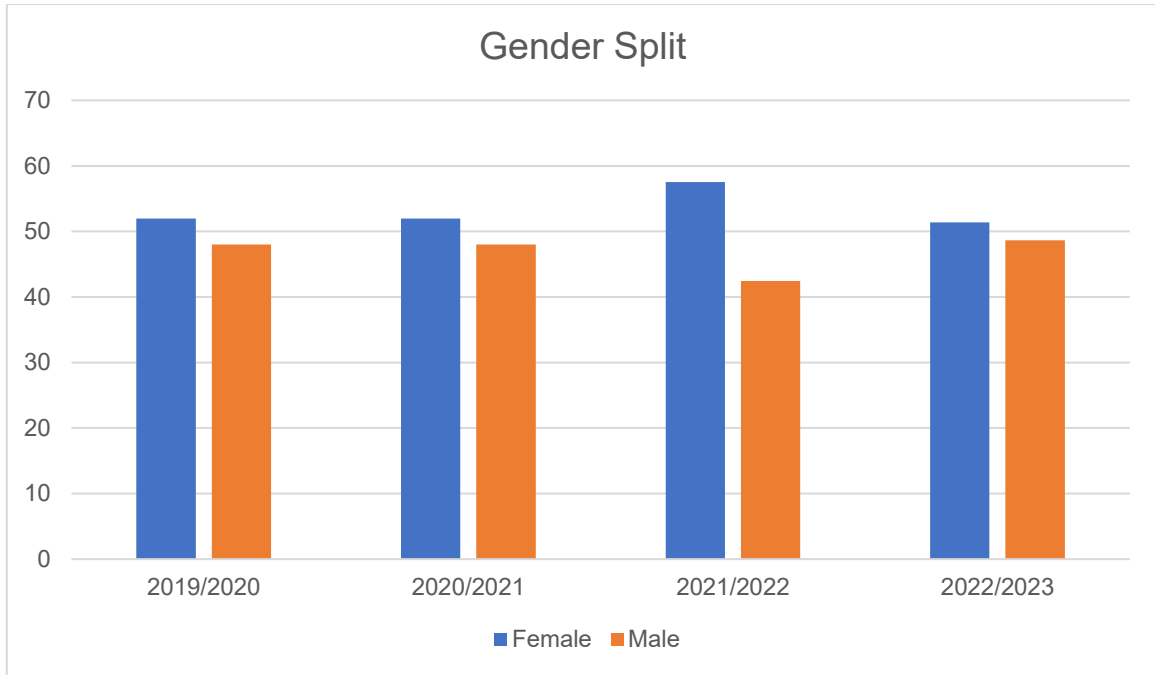
Gender Split

Workforce Split into Full-Time (FT) and Part-Time (PT)

Financial Year	FT	PT	Grand Total
2019/2020	**249**	**162**	**411**
2020/2021	**271**	**146**	**417**
2021/2022	**352**	**152**	**504**
2022/2023	**376**	**144**	**520**
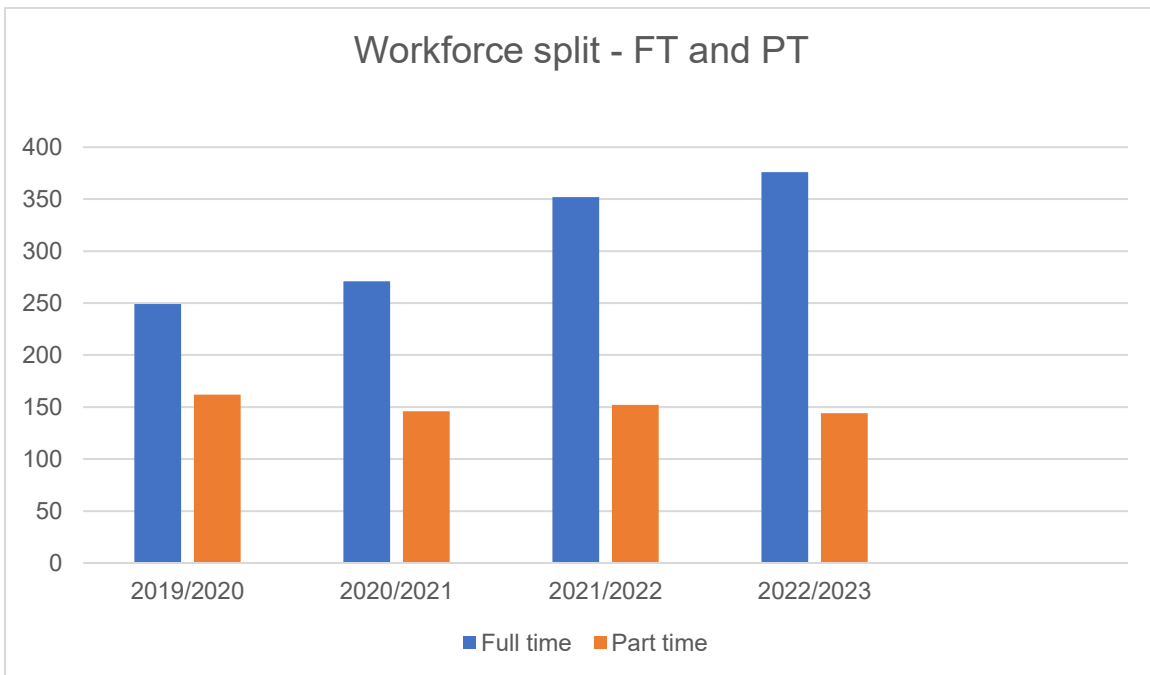
Workforce Split into Full-Time (FT) and Part-Time (PT) by Gender

Financial Year	Female	Male	Female %	Male %	FT Total	Female	Male	Female %	Male %	PT Total	Grand Total
2021/2022	165	187	46.87%	53.13%	352	125	27	82.24%	17.76%	152	504
2022/2023	164	212	43.62%	56.38%	376	122	22	84.72%	15.28%	144	520

Workforce Split into FT and PT by Gender
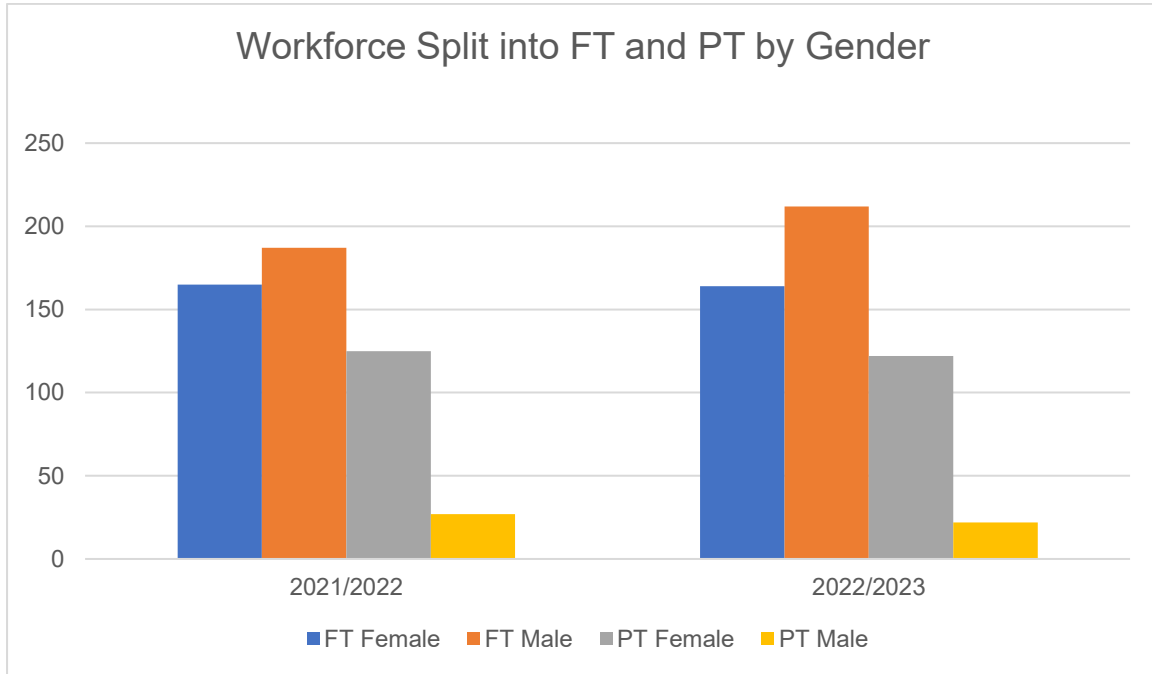
Gender split by grade

Grade 3 – 10					
Financial Year 2022/2023	Female	Male	Female %	Male %	Total
Grade 3	4	11	26.67%	73.33%	15
Grade 4	41	52	44.09%	55.91%	93
Grade 5	1	5	16.67%	83.33%	6
Grade 6	53	16	76.81%	23.19%	69
Grade 7	47	35	57.32%	42.68%	82
Grade 8	48	28	63.16%	36.84%	76
Grade 9	32	18	64%	36%	50
Grade 10	23	16	58.98%	41.02%	39
Total	**249**	**181**	**57.91%**	**42.09%**	**430**

Grade 3-10
Female and Male Split
2022/2023
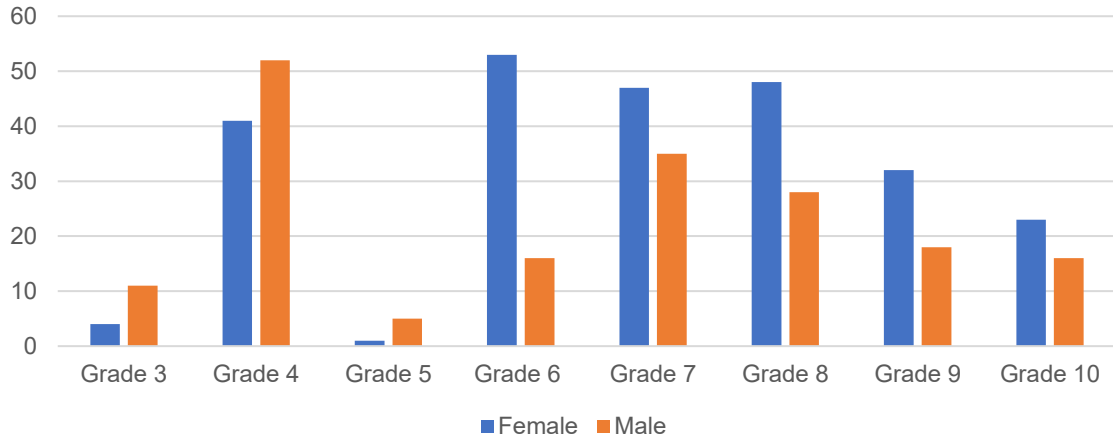
Grade MMA - MMB					
Financial Year 2022/2023	**Female**	**Male**	**Female %**	**Male %**	**Total**
MMA	16	11	59.26%	40.74%	27
MMB	10	23	30.30%	69.70%	33
Total	**26**	**34**	**43.34%**	**56.66%**	**60**

MMA - MMB
Female and Male Split
2022/2023
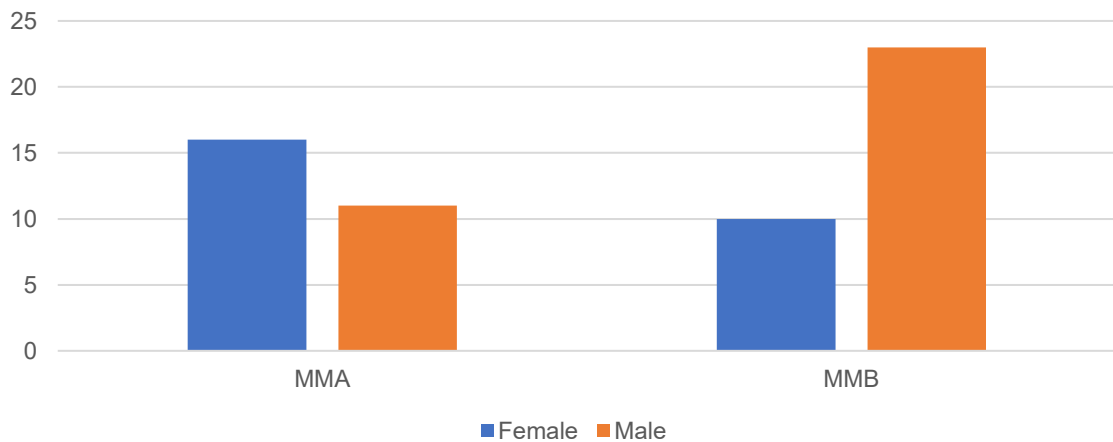
Grade SMA					
Financial Year 2022/2023	Female	Male	Female %	Male %	Total
SMA	4	5	44%	56%	9

SMA
Female and Male Split
2022/2023
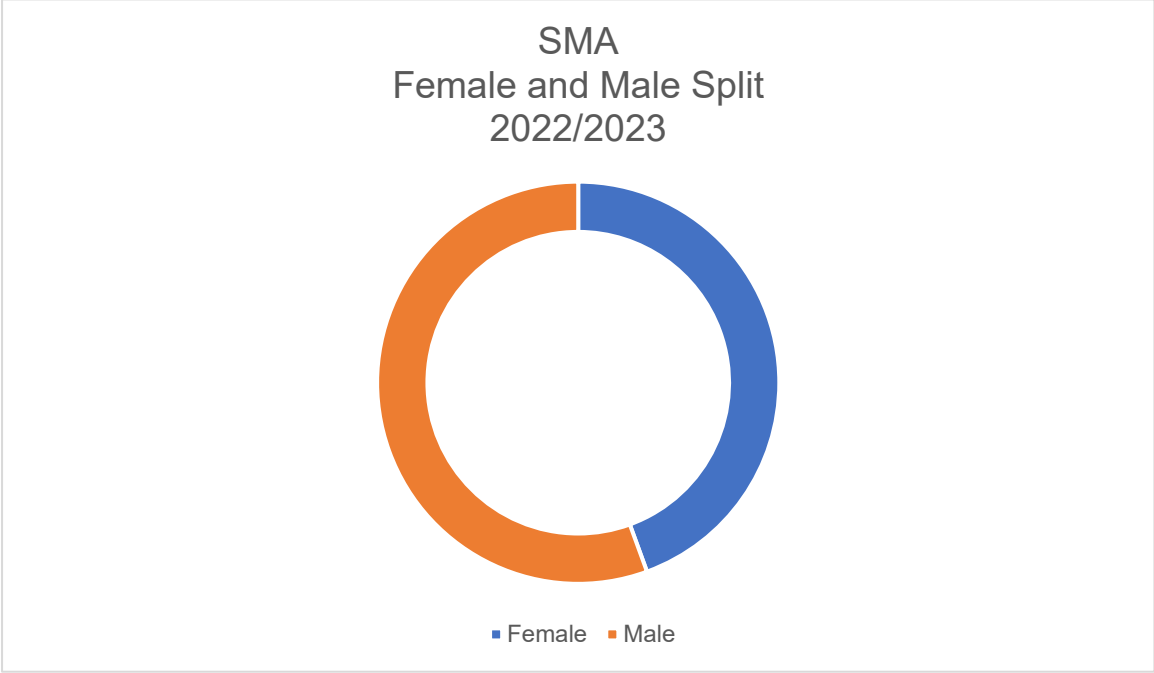
Female Male

Grade SMB +					
Financial Year 2022/2023	**Female**	**Male**	**Female %**	**Male %**	**Total**
SMB+	9	12	42.86%	57.14%	21

SMB+
Female and Male Split
2022/2023

■ Female ■ Male
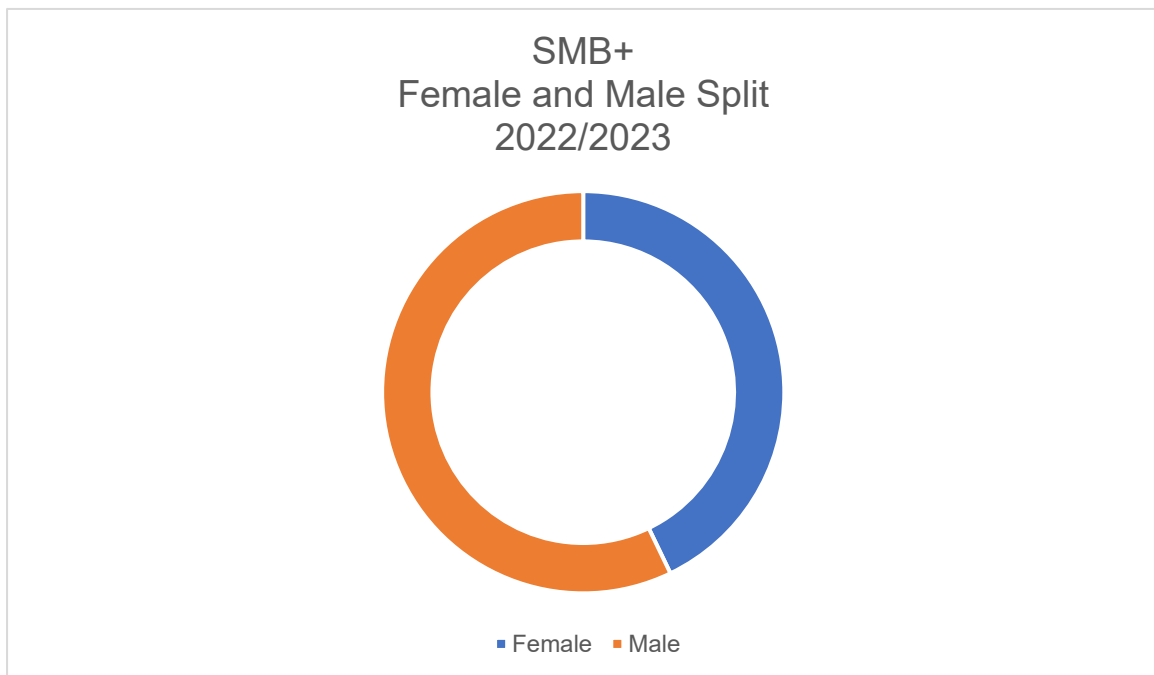
Average Length of Service

Financial Year	Average Length of Service Years
2021/2022	8.23
2022/2023	7.08

Age Profile

Average Age

Financial Year	Average Age of Workforce
2021/2022	49.09
2022/2023	48.24

Number of Employees by Age Group

Financial Year	<30	30-44	45-59	60-74	75>	Grand Total
2021/2022	50	117	212	121	4	504
2022/2023	58	131	214	112	5	520
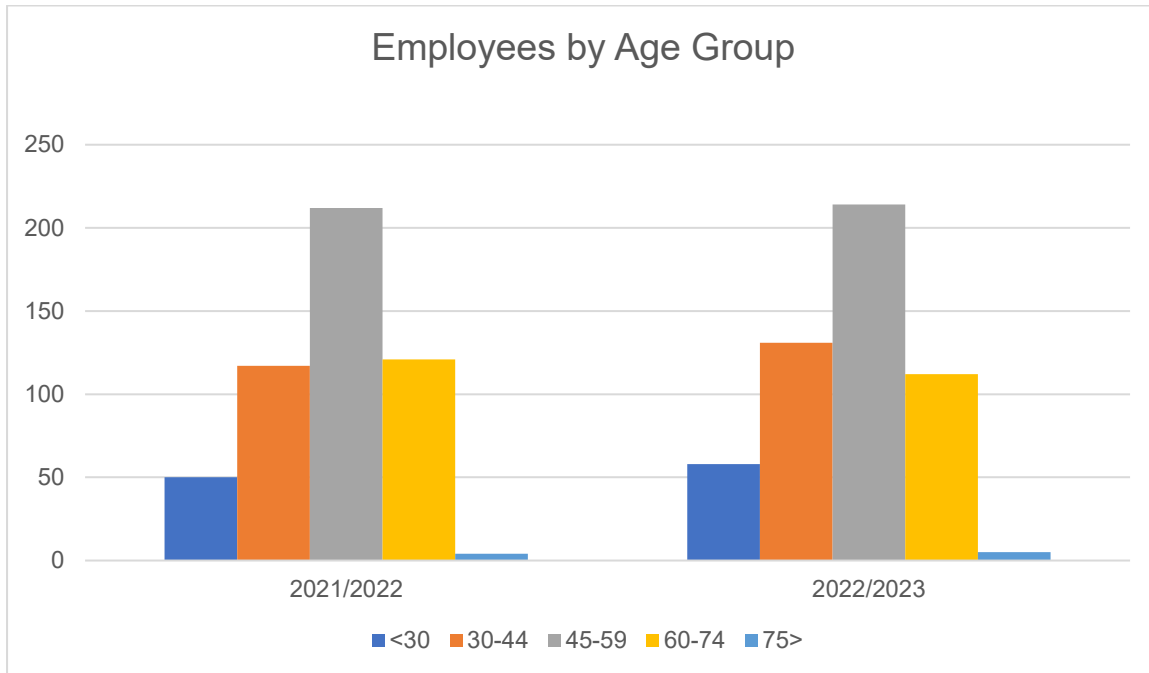
Ethnic Origin by Percentage of Head Count by Financial Year

Ethnic Origin	2019/2020	2020/2021	2021/2022	2022/2023
Ethnic Minority Background	6.81%	6.95%	8.53%	9.62%
Non-Ethnic Minority Background	93.19%	93.05%	91.47%	90.38%
Total	**411**	**417**	**504**	**520**

Disability

Percentage of workforce with a disability by Financial Year	No Disability	Disability
2019/2020	97.08%	2.92%
2020/2021	97.31%	2.69%
2021/2022	97.82%	2.18%
2022/2023	98.65%	1.35%

Family Leave

Financial Year	Number of Requests for Shared Parental Leave	Number of Requests for Maternity Leave	Number of Requests for Paternity Leave
2021/2022	0	3	4
2022/2023	1	3	3

Financial Year	Number *returned* following Maternity Leave
2021/2022	3
2022/2023	3

Retention and Turnover

Turnover

| Financial Year	Turnover	Comments
2019/2020	18.65%	Includes impact of organisational reviews
2020/2021	18.38%	Includes impact of organisational reviews
2021/2022	20.58%	Includes VR process 28.4% of 2021/2022 leavers were because of redundancy
2022/2023	18.80%	High turnover, the reason for leaving data below, shows the most common reasons for leaving

Reasons for Leaving

Reason for Leaving	2022/2023	Percentage
Redundancy	3	3.61%
Resignation	55	66.27%
Career Progression	5	6.03%
Family/Personal Reason	1	1.20%
Relocation	1	1.20%
Settlement	1	1.20%
Retirement	11	13.25%
End of temporary appointment	1	1.20%
Failed Probation	2	2.42%
Job Dissatisfaction	2	2.42%
Travel	1	1.20%
Total	**83**	**100%**

Sickness Data

Absence By Department 2022/2023

- short Term Absence (Days)
- Long Term Absence (Days)
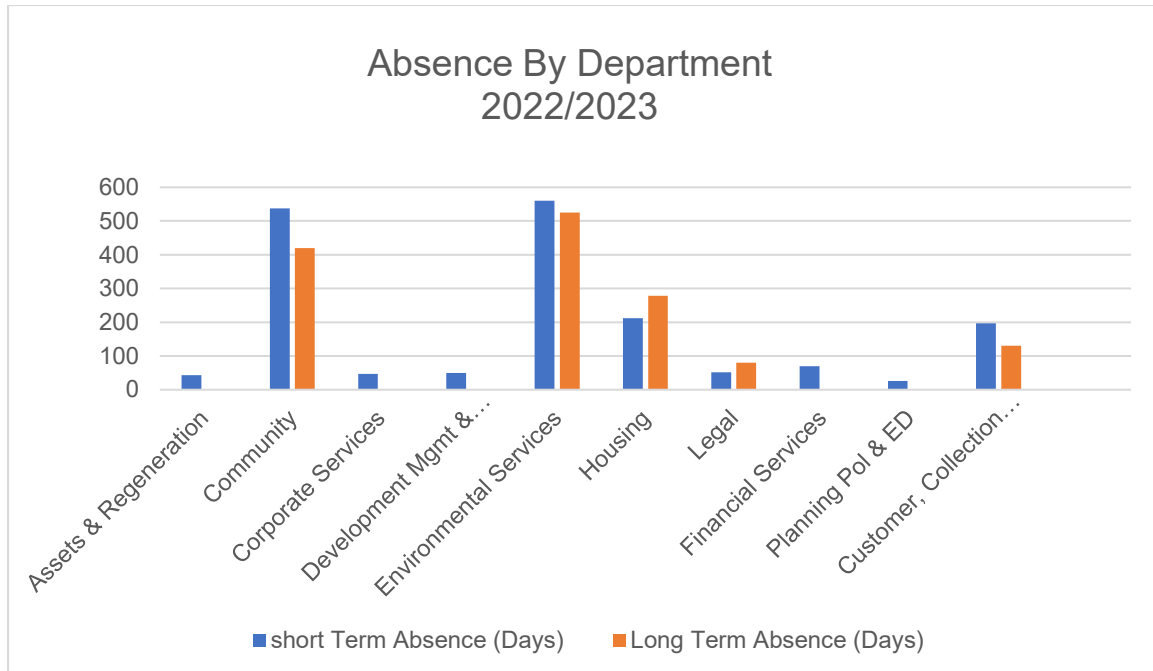
Total Combined Days of Absence By Department 2022/2023
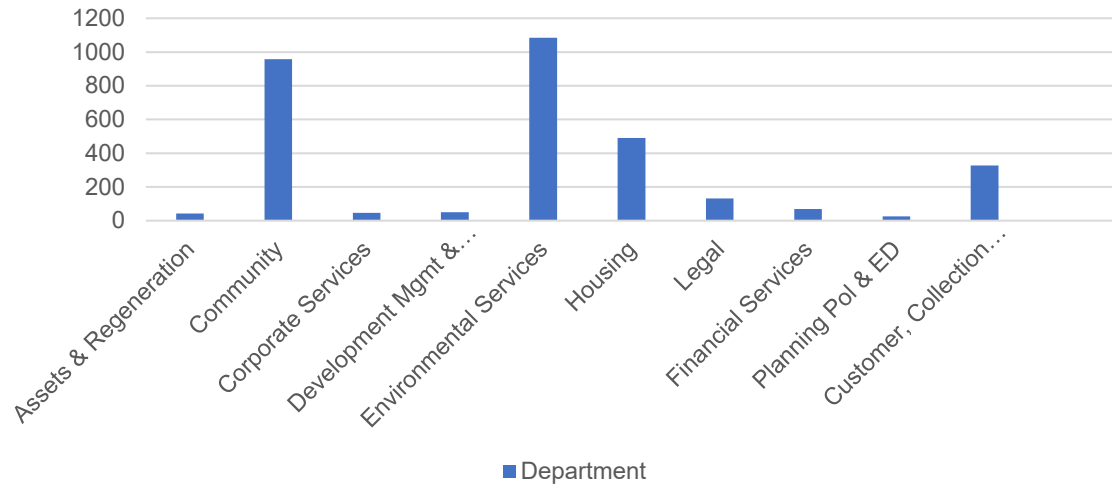
Department	Total No. of Days Absence (Long & Short)	% of Total RBC No. of Days Absence (Long & Short)
Assets & Regeneration	43	1.33%
Community	957.5	29.68%
Corporate Services	46.5	1.44%
Development Mgmt & Building Control	50	1.55%
Environmental Services	1085	33.63%
Housing	489.5	15.17%
Legal	132	4.09%
Financial Services	70	2.17%
Planning Policy & ED	26	0.81%
Customer, Collection & Digital Services	326.5	10.12%
Grand Total	**3226**	**100%**

Total Days of Short Term Absence By Department 2022/2023
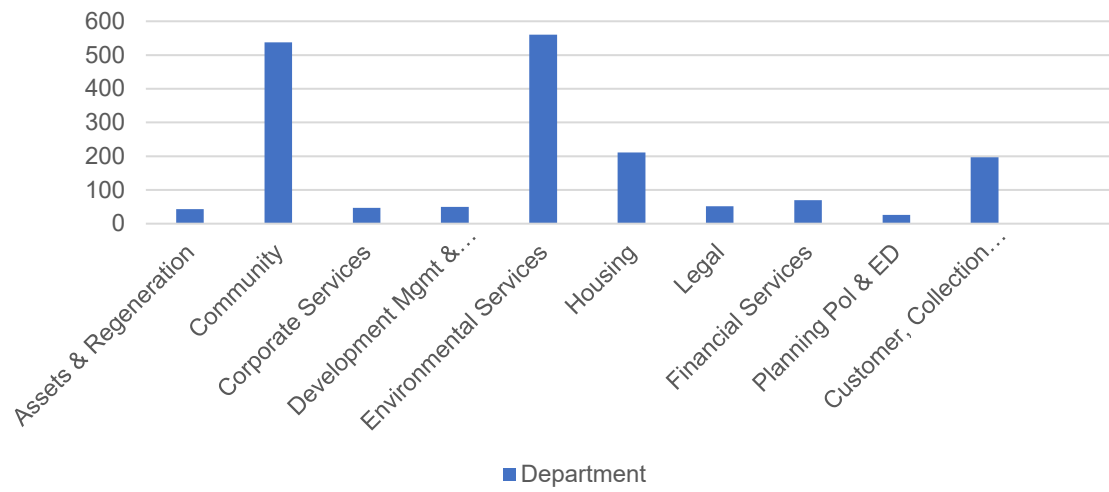
Department	Total No. of Days Absence (Short)	% of Total RBC No. of Days Absence (Short)
Assets & Regeneration	43	2.40%
Community	537.5	29.98%
Corporate Services	46.5	2.59%
Development Mgmt & Building Control	50	2.79%
Environmental Services	560	31.23%
Housing	211.5	11.80%
Legal	52	2.90%
Financial Services	70	3.90%
Planning Policy & ED	26	1.45%
Customer, Collection & Digital Services	196.5	10.96%
Grand Total	**1793**	**100%**

Total Days of Long Term Absence By Department 2022/2023
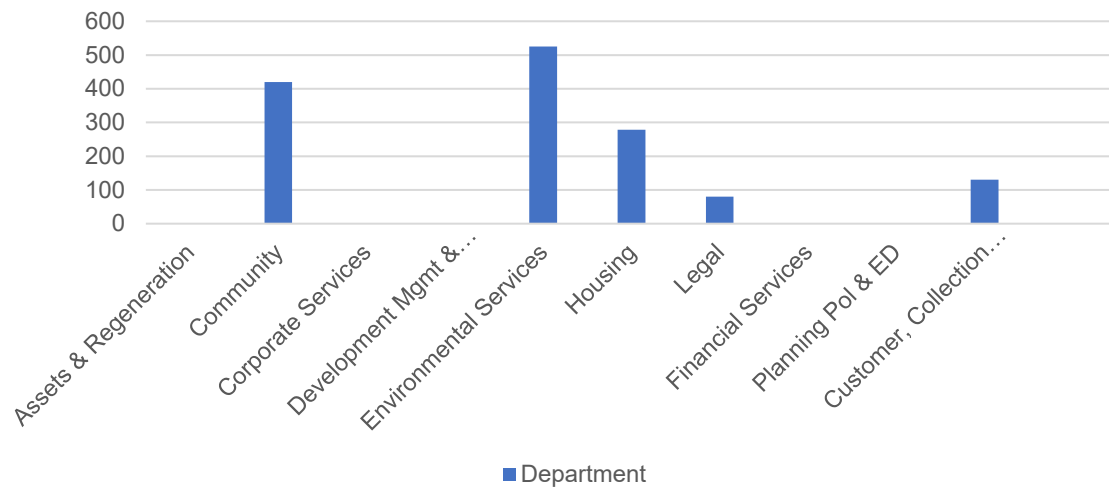
| Department	Total No. of Days Absence (Long)	% of Total RBC No. of Days Absence (Long)
Assets & Regeneration	0	0%
Community	420	29.31%
Corporate Services	0	0%
Development Mgmt & Building Control	0	0%
Environmental Services	525	36.64%
Housing	278	19.40%
Legal	80	5.58%
Financial Services	0	0%
Planning Policy & ED	0	0%
Customer, Collection & Digital Services	130	9.07%
Grand Total	**1433**	**100%**

Incidences Of Absence By Gender By Department 2022/2023
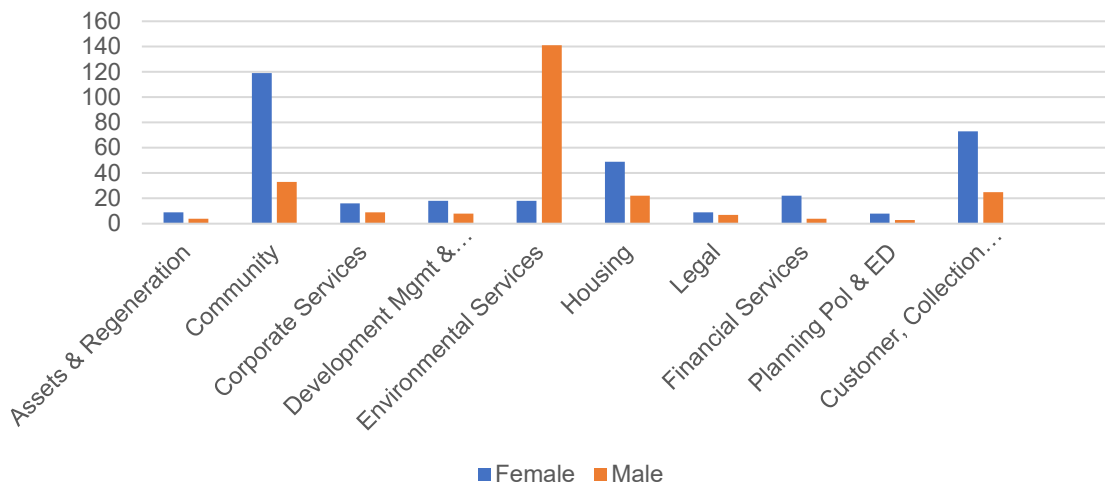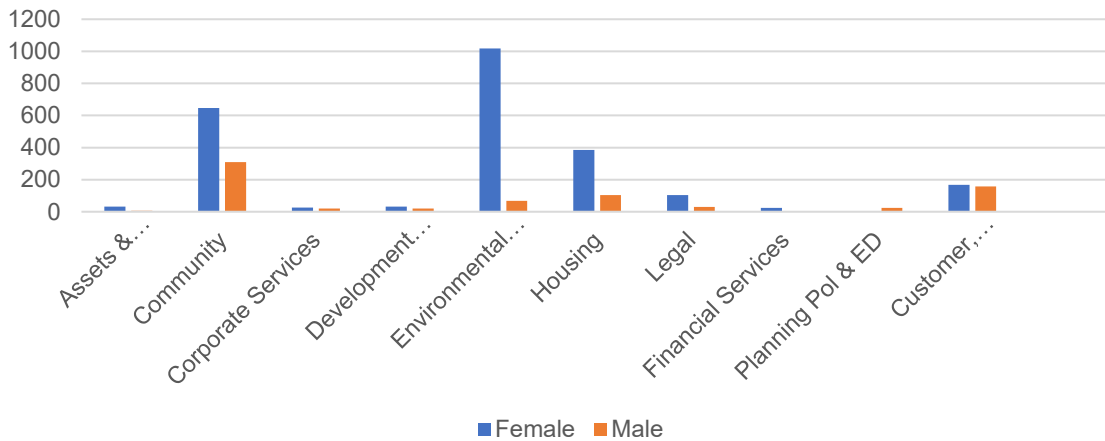

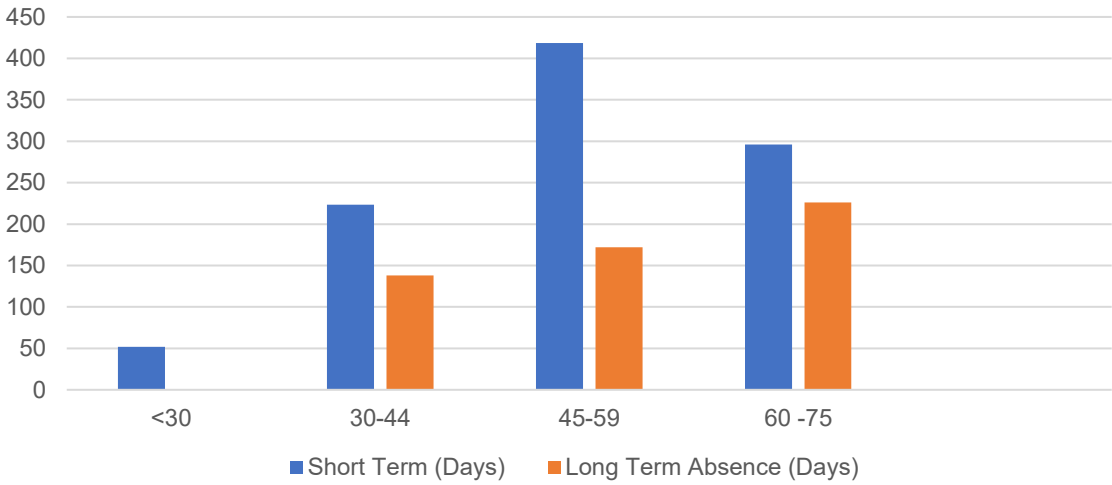Short Term (Days) Absence By Gender By Department 2022/2023
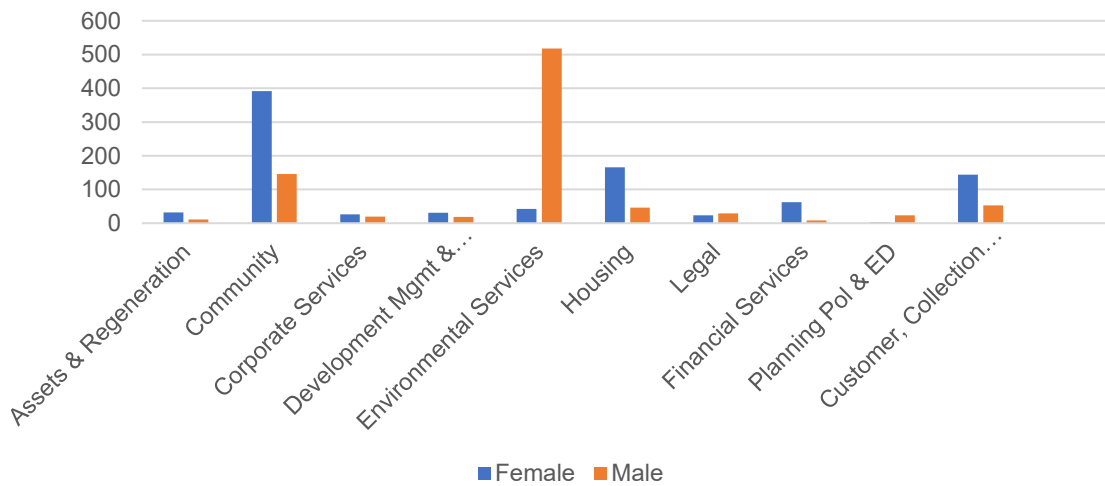
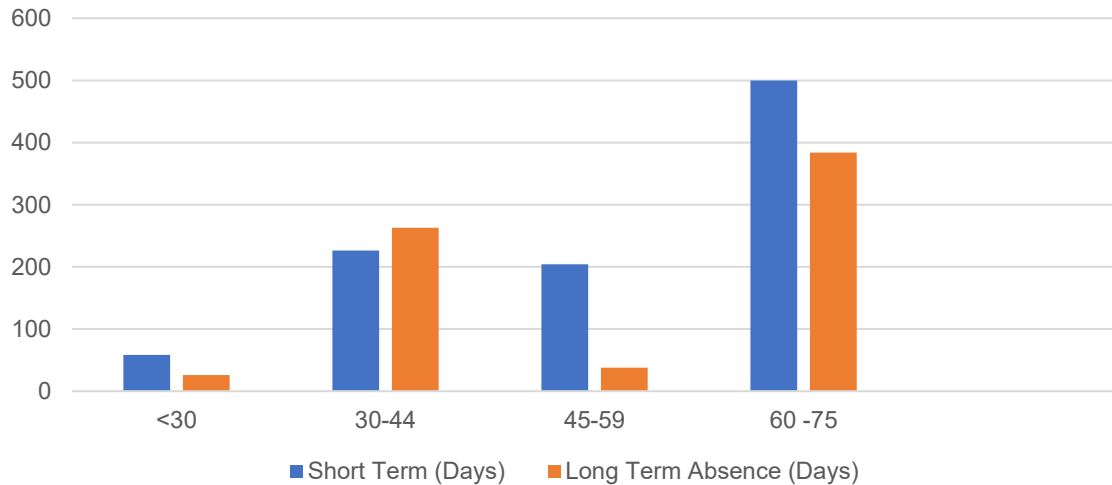Long Term (Days) Absence By Gender By Department
2022/2023
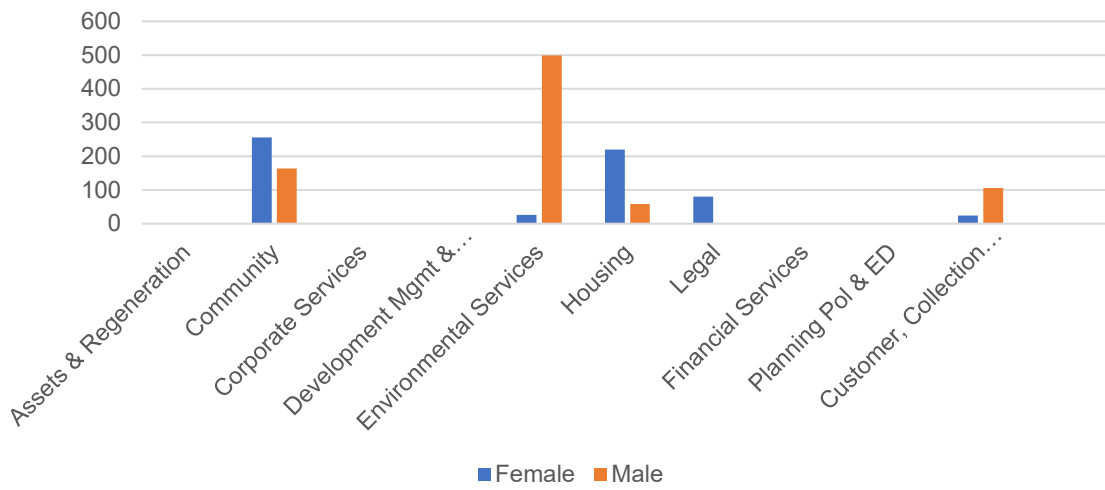
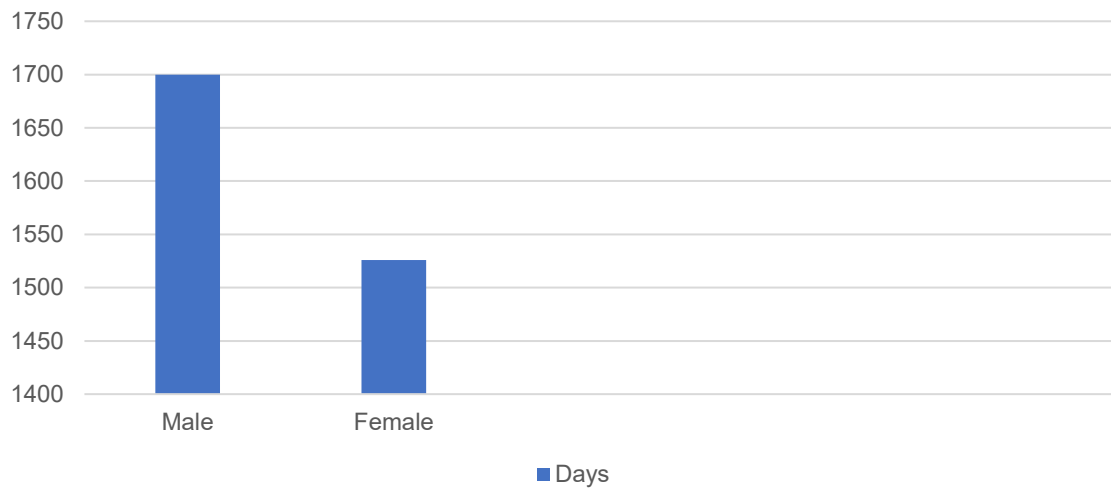Total Combined (Days) Absence By Gender By Department
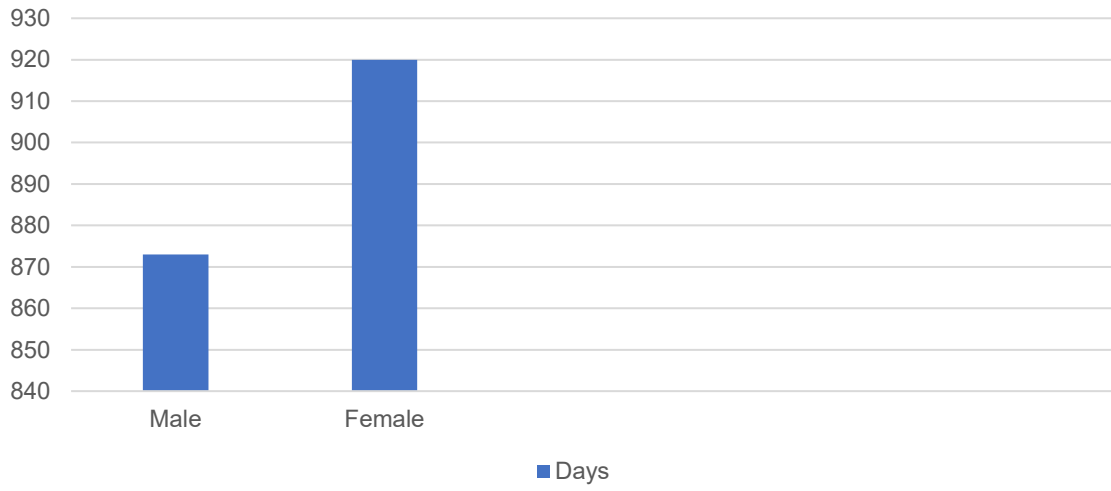2022/2023

Female Absence By Age Range 2022/2023

Male Absence By Age Range 2022/2023

Total Combined days of Absence By Gender 2022/2023

Short Term Days of Absence By Gender 2022/2023

Male: 873
Female: 920

■ Days

Long Term Days of Absence By Gender 2022/2023

Male: ~825
Female: ~605
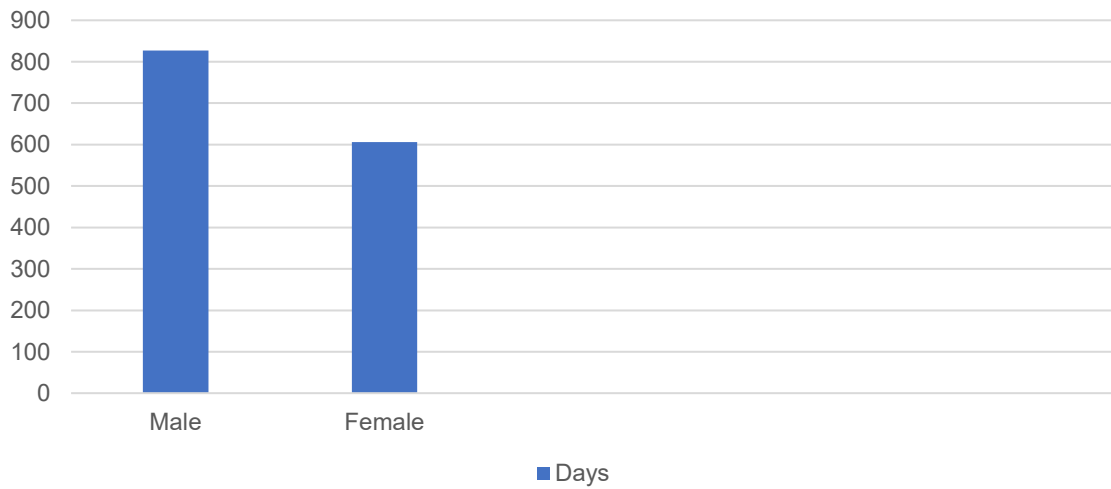
■ Days

Total Combined Incidences of Absence By Reason 2022/2023

Chart showing Incidences by reason (descending):
- Covid: ~68
- Gastrointestinal Causes: ~57
- Cold, Cough, Flu: ~47
- Headache/Migraine: ~34
- Injury, Fracture: ~25
- Anxiety, Stress,…: ~21
- Ear, Nose, Throat: ~16
- Viral Illness: ~16
- Back Problems: ~11
- Hospital…: ~11
- Dental: ~10

Legend: ■ Incidences

Total Combined Days of Absence By Reason 2022/2023

Chart showing Days by reason (descending):
- Injury, Fracture: ~455
- Covid: ~250
- Anxiety, Stress,…: ~245
- Hospital…: ~230
- Back Problems: ~125
- Chest & Respiratory: ~115
- Ear, Nose, Throat: ~110
- Cold, Cough, Flu: ~100
- Gastrointestinal Causes: ~95
- Viral Illness: ~65
- Headache/Migraine: ~45

Legend: ■ Days

Short Term Days of Absence by Reason 2022/2023

Covid, Injury Fracture, Anxiety Stress..., Cold Cough Flu, Gastrointestinal Causes, Chest & Respiratory, Back Problems, Ear Nose Throat, Viral Illness, Headache/Migraine, Hospital...

Days

Long Term Days of Absence by Reason 2022/2023

Injury Fracture, Benign & Malignant..., Hospital..., Anxiety Stress..., Infection, Heart Cardiac &..., Back Problems, Bereavement, Ear Nose Throat, Other...

Days

Findings & Action Points

Introduction – about this report

The Equality Act 2010 requires relevant public bodies to publish information to show how they comply with the Public Sector Equality Duty. To enable us to understand and plan our equality objectives, it is necessary to produce this information.

This report focuses on gender, (including by grade and working hours), age, ethnic origin, disability, and family leave. This report also includes average length of service, staff turnover and reasons for leaving.

The figures in this report are taken from Runnymede Borough Council's HR information system and does not include casual or agency staff.

Head count

The snapshot data from the 2022/2023 financial year and the 2021/2022 financial year, shows that the head count has increased from 504 to 520, an increase of 16 employees. Staff turnover has decreased from 20.58% to 18.80% since the last financial year.

Reason for Leaving	2022/2023	Percentage
Resignation	55	66.27%
Retirement	11	13.25%
Compulsory Redundancy	3	3.61%

The three redundancies were linked to organisational reviews, two were in Law and Governance and one was in Community Services.

Gender representation, full time, and part time

The snapshot data shows that between the 2019/2020 and 2021/2022 financial years the percentage of female employees increased from 51.98% to 57.54% and then reduced in the last financial year to 51.36%. The percentage of male employees has increased marginally from 48.02% in 2019/20 to 48.64%.

Most of the workforce (i.e. 72.31%) is made up of full-time staff. The gender split is shown in the table below along with the gender split for part-time staff.

Working Pattern	Gender	Percentage of workforce
Full-time	Male	40.77%
Full-time	Female	31.54%
Part-time	Male	4.23%
Part-time	Female	23.46%

Gender Split by Grade

The Council's pay scales are attached at Appendix 1.

The data shows that we have more men than women at grades 3, 4 and 5. More women are employed at grades 6 to 10.

Most of the roles occupied by male employees graded 3 – 4 are manual or driving roles based at the Chertsey Depot.

Grades MMA and MMB are professional and middle management grades. MMB is more senior than MMA.

The data shows that we have a female majority within grade MMA, (i.e.59.26%) and a male majority within MMB (i.e.69.7%).

Grades SMA and SMB are senior management grades. SMB is more highly paid than SMA. The gender split for grade SMA is 44% female and 56% male. 57.14% of staff employed at grade SMB and above are male compared to 42.86% female.

The data shows that there are currently more males employed on the lower grades, more females in the middle ranging grades and more males in the higher grades.

Members of the RBC Strategic Leadership Team are paid above SMB level, at Corporate Head levels1 & 2 pay grades. Last year this group had an equal 50/50% split of men and women. However, since then one Corporate Head left, and her role was amalgamated with that of an existing Corporate Head so there are now 4 female Corporate Heads and 5 male. The top leadership team, CLT, now has four members, three men and one woman. The table below shows the gender split within each pay quartile.

Pay Quarter	Women	Men
Upper hourly	45.71%	54.29%
Upper middle	63.81%	36.19%
Lower middle	72.38%	27.62%
Lower	49.06%	50.94%

Average Length of Service and Average Age

The average length of service continues to reduce. In the 2021/2022 snapshot data it is 8.23 years. This has now reduced to 7.08 years. The average age of the workforce has also reduced from 49.09 to 48.24 years.

Number of staff by age group

The workforce is becoming younger. The number of staff aged below 30 and between 30 and 44 has increased since last year and the number of employees aged between 60 and 74 has also decreased.The figures are as follows:-

Financial Year	< 30	30-44	45-59	60-74	75>	Total
2021/22	50	117	212	121	4	504
	9.93%	23.22%	42.06%	24%	0.79%	
2022/23	58	131	214	112	5	520
	11.15%	25.19%	41.15%	21.54%	0.96%	

However, the data continues to show that we have an older workforce with 22.5% of an age range where staff may choose to retire at relatively short notice. To address this RBC are participating in the Apprenticeship and Graduate trainee programmes, with the aim of attracting younger people to RBC and ultimately into careers within local government.

Ethnic origin by head count

The Council's ethnic diversity has steadily improved, the 2019/2020 financial year snapshot data showed that 6.81% of the workforce were from ethnic minority backgrounds compared to 9.62% recorded in the 2022/2023 financial year.

Percentage of workforce with a disability

The percentage of staff declaring a disability has decreased. In the 2019/2020 financial year 2.92% of staff declared a disability compared to 1.35% in 2022/2023. This percentage is partly due to the increase in headcount and the loss of small numbers of employees with a disability.

Family leave cases

During the 2022/2023 financial year we had one employee apply for Shared Parental Leave. We had 3 maternity cases and 3 employees taking Paternity leave.

Of the maternity cases, all three returned to work.

Staff turnover and reasons for leaving.

Staff turnover has decreased from 20.58% in the last financial year to 18.80%.

Resignation was given as the main reason for leaving on Leavers' forms (66.27%), followed by retirement (13.25%) and career progression (6.03%). Unfortunately, managers have not been adequately recording the reasons employees give them for leaving on the Leavers' forms. Consequently, HR have launched an on-line Leavers' questionnaire this year to try to clarify the main reasons for leaving.

Summary

Recruitment is a common problem for the public sector in the south-east. 95% of public sector employers have difficulty recruiting staff in the southeast according to an Xperthr survey. RBC is physically close to several London Boroughs which tend to pay better and competes with the other 10 Surrey districts for staff as well as the private sector, therefore we also need to continue to review our pay and conditions offer to be competitive.

In terms of attracting and retaining employees, RBC have developed a Talent Management Strategy which is a blended approach of inclusive and exclusive talent management. Exclusive Talent Management focusses on developing key or high potential individuals, whereas an inclusive approach focusses on developing the skills of the whole workforce. The strategy presents proposals for high potential individuals, but it also encompasses development for the wider workforce, focussing on career development and succession planning.

Recruitment and Selection training is part of the Management Development Programme developed by RBC, and is essential for preparing all managers in sourcing talented staff and in the practical application of the recruitment process. A new programme is being run in the autumn of 2023 for all managers.

There is an apprenticeship programme which recruits up to 9 apprentices per annum which will help to encourage young people to start a career at the Council or existing staff to build their skills. There is also a small graduate programme. HR liaises with local colleges and schools to encourage students to think of a career in local government.

The introduction of a structured two-year development programme for two graduates sits nicely alongside our Apprenticeship programme and provides another means to recruit and develop new talent. The development takes place through practical hands-on experience in different departments, attainment of a professional qualification in the graduate's chosen field and tailored learning and development interventions.
We are also considering a more focused mentoring program which will encourage staff to progress their knowledge and skills and encourage development into more senior positions.

The introduction of Agile Working can assist staff who struggle with commuting and may play a part in retaining employees who do not live locally. We improved our annual leave package in 2022 and continue to review other parts of our offer to help RBC become a more desirable employer of choice.

We are currently in the process of implementing a new HR and Payroll information system, which will enable HR to record more information about our workforce to include other protected characteristics, which we are currently not able to collate easily within our current HR information system, for example religion or belief and sexual orientation. This will further our ability to report on these characteristics.

Action points

1. More publicity to be done through the Staff Newsletter to encourage more staff to fill out leaving questionnaires and have exit interviews in order to obtain more information on the reasons for labour turnover.
2. Continue to review our recruitment and retention package.
3. Market RBC as an employer of choice
4. Progress the implementation of the Talent Management and OD Strategies and encourage attendance on the Management Development Programme.
5. Encourage participation in the Graduate programme.
6. Maximise the benefits of the new HR/Payroll IT system when implemented to collect and collate data on recruitment, retention, and equalities.

Runnymede Borough Council
The Civic Centre
Station Road
Addlestone
Surrey KT15 2AH

Tel 01932 838383

email: humanresources@runnymede.gov.uk

www.runnymede.gov.uk

 Search: Runnymede Borough Council