Workforce Insight Profile

Corporate Services

Introduction

The purpose of this report is to provide an annual summary of the profile of the workforce for Portsmouth City Council. It supports the Council's commitment to equality and diversity and fulfils the statutory requirement to publish workforce equality data under the Equality Act 2010.

As part of the Portsmouth City Council workforce strategy, directorate action plans are going to be developed across the organisation.
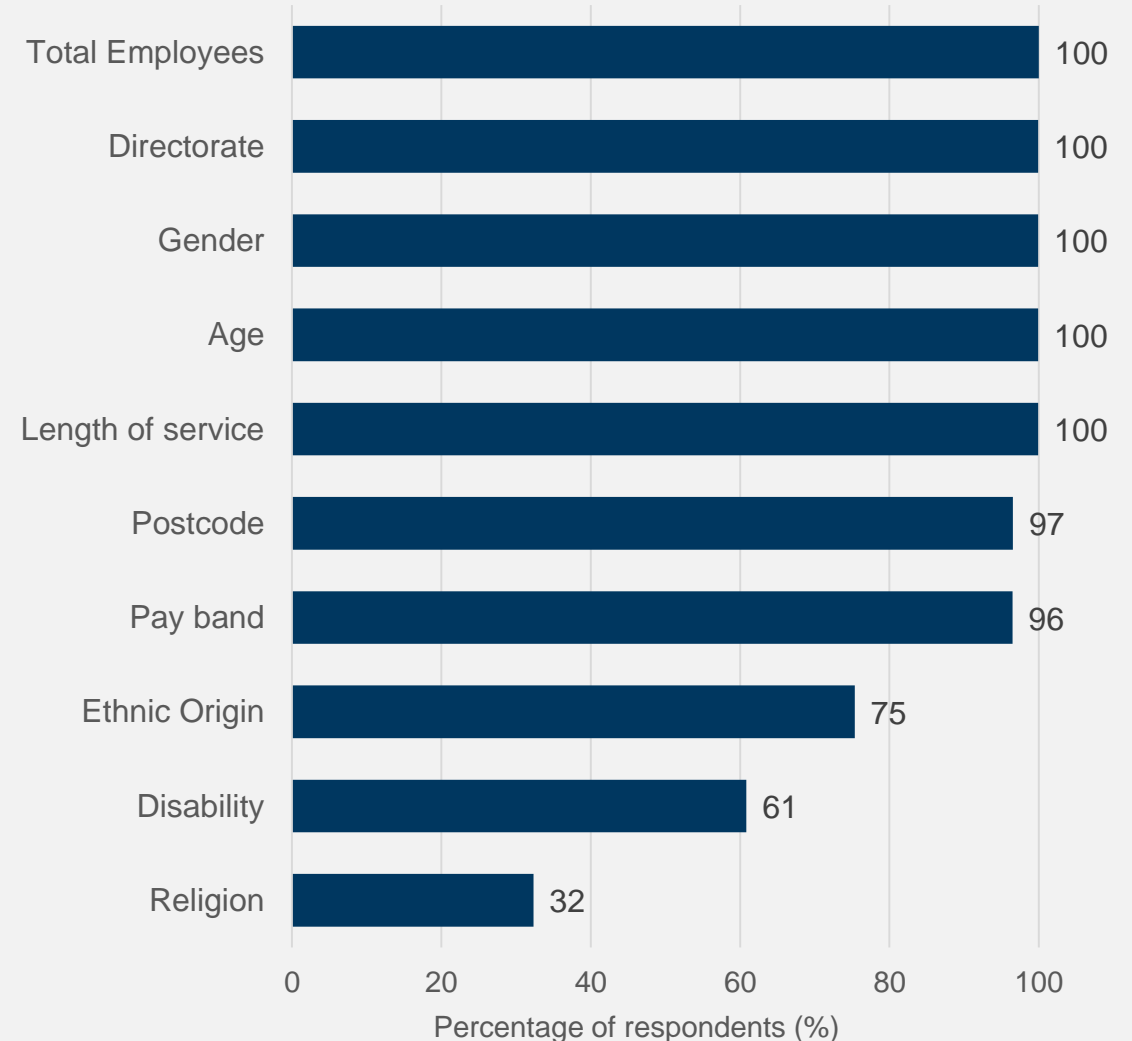
Base sizes
Unless otherwise stated, the reported base always refers to the number of employees. Portsmouth City Council does not hold complete data on every employee (this may be because the question was not asked at enrolment or employees chose not to provide an answer for specific questions), therefore the base sizes vary from question to question (a summary of response rates by question is shown in the chart on the right).

Data Source
This report is based on employee data held on EBS Oracle as at 1st December 2019 (unless otherwise stated). Starters and leavers data refers to the period January 2019 – September 2019.

Attributers: Icons made by Freepik from www.flaticon.com

Response rates *(Dec 2019); base 3,796*

Category	%
Total Employees	100
Directorate	100
Gender	100
Age	100
Length of service	100
Postcode	97
Pay band	96
Ethnic Origin	75
Disability	61
Religion	32

Percentage of respondents (%)

Key Findings

3796 people employed by Portsmouth City Council

93% of staff live in the PO postal district

65% of the workforce are female, **35%** are male

Older profile of staff; **57%** are aged 45+ years

Majority of staff working at PCC are white **95%**

Just **3%** of employees working at PCC have a disability

47% of staff are Christian, **43%** have no religious beliefs

Average length of service is **10 years**

89% staff retention rate

PCC loses **11 working days** on average per employee to sickness (7 from

Workforce Summary

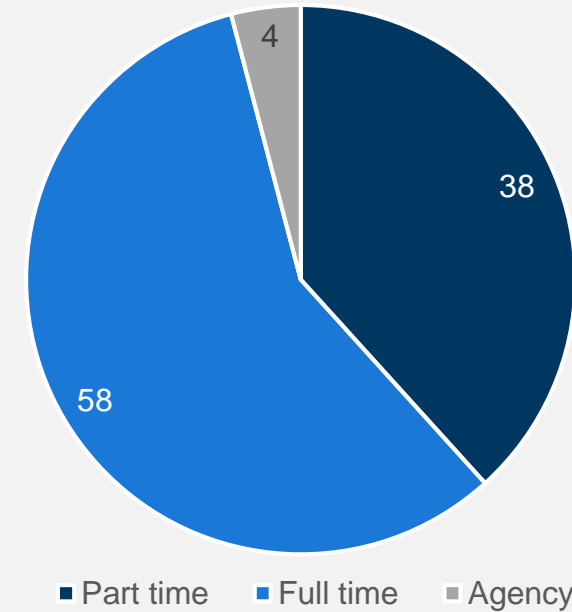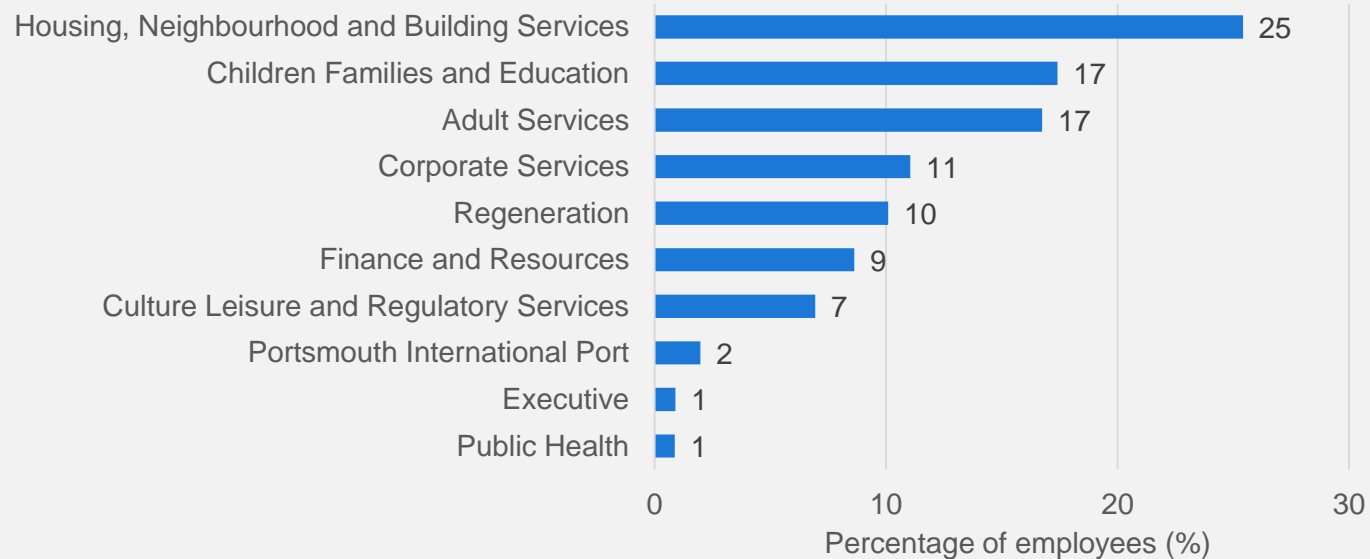## Number of…

Filled positions
3890

Employees
3796

Full-time equivalent
3025

Employees **by employment category** *(Dec 2019); base 3,792*

- Part time: 38
- Full time: 58
- Agency: 4

Employees **by directorate** *(Dec 2019); base: 3,793*

Directorate	Percentage of employees (%)
Housing, Neighbourhood and Building Services	25
Children Families and Education	17
Adult Services	17
Corporate Services	11
Regeneration	10
Finance and Resources	9
Culture Leisure and Regulatory Services	7
Portsmouth International Port	2
Executive	1
Public Health	1

Percentage of employees (%)
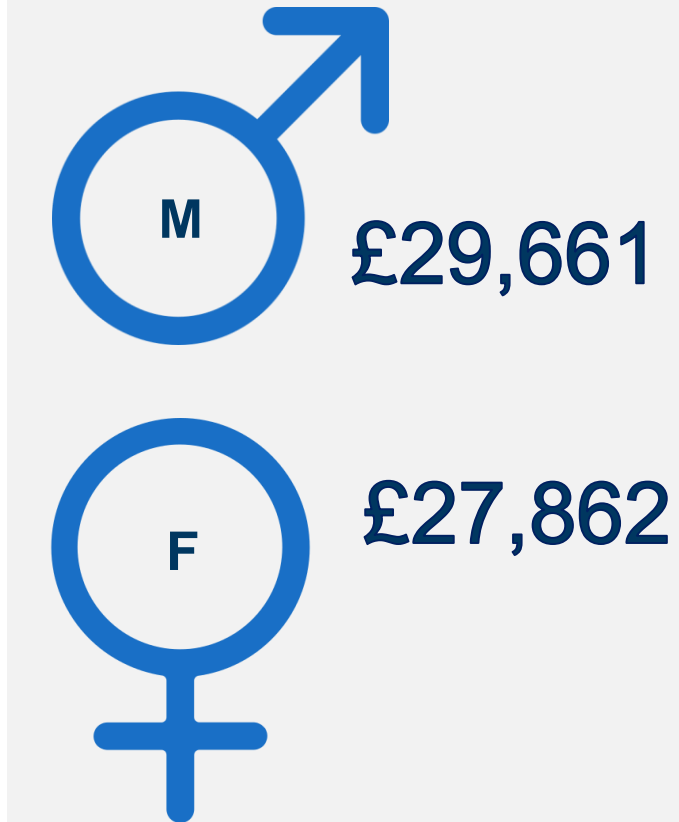
Portsmouth City Council (PCC) has 3,793 employees, a quarter of these employees work within the 'Housing, Neighbourhood and Building Services' directorate.

Pay bands

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Employee **pay band** (Dec 2019) | Base: 3,663

Percentage of employees (%)

PCC pay band (or equivalent)	%
20	<1
19	<1
18	<1
17	<1
16	<1
15	1
14	1
13	2
12	4
11	3
10	8
9	7
8	8
7	14
6	11
5	14
4	12
3	9
2	2
1	3
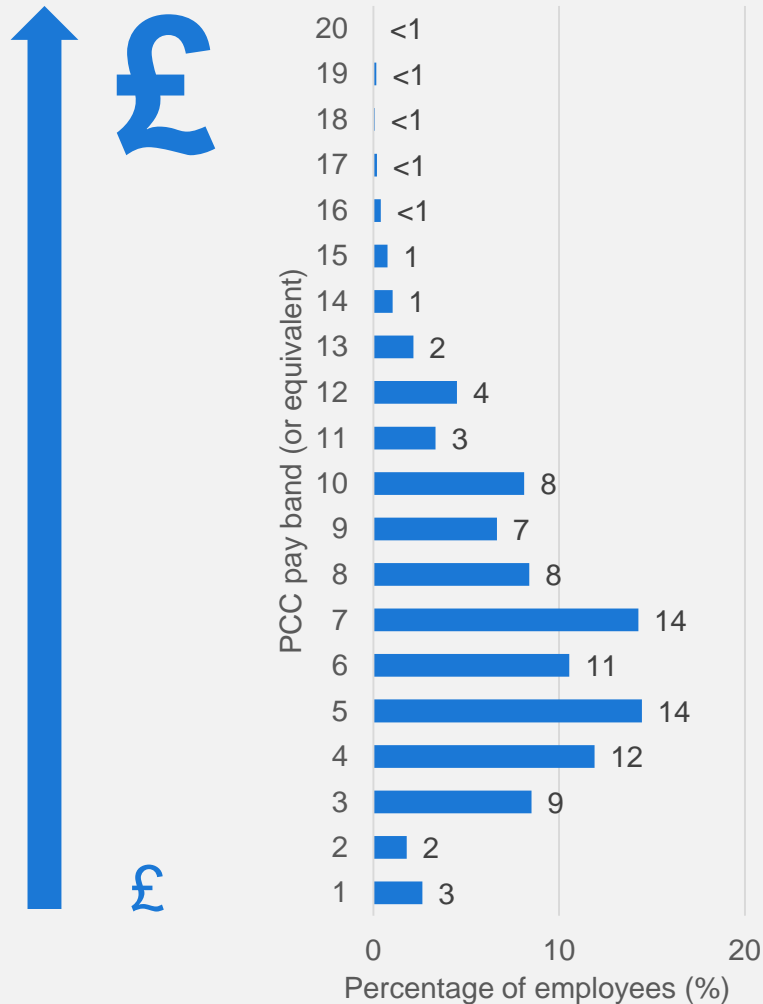
Average salary (Dec 2019)

M £29,661

F £27,862

Over half of PCC employees are on salary bands 4-7 (52%).

Employee pay band **by gender** (Dec 2019)
Base: 3,663

■ Male ■ Female

PCC pay band (or equivalent)	Male	Female
20	100	
19	67	33
18	67	33
17	43	57
16	53	47
15	61	39
14	55	45
13	47	53
12	41	59
11	34	66
10	35	65
9	34	66
8	23	77
7	35	65
6	34	66
5	33	67
4	14	86
3	59	41
2	23	77
1	49	51

Percentage of respondents (%)
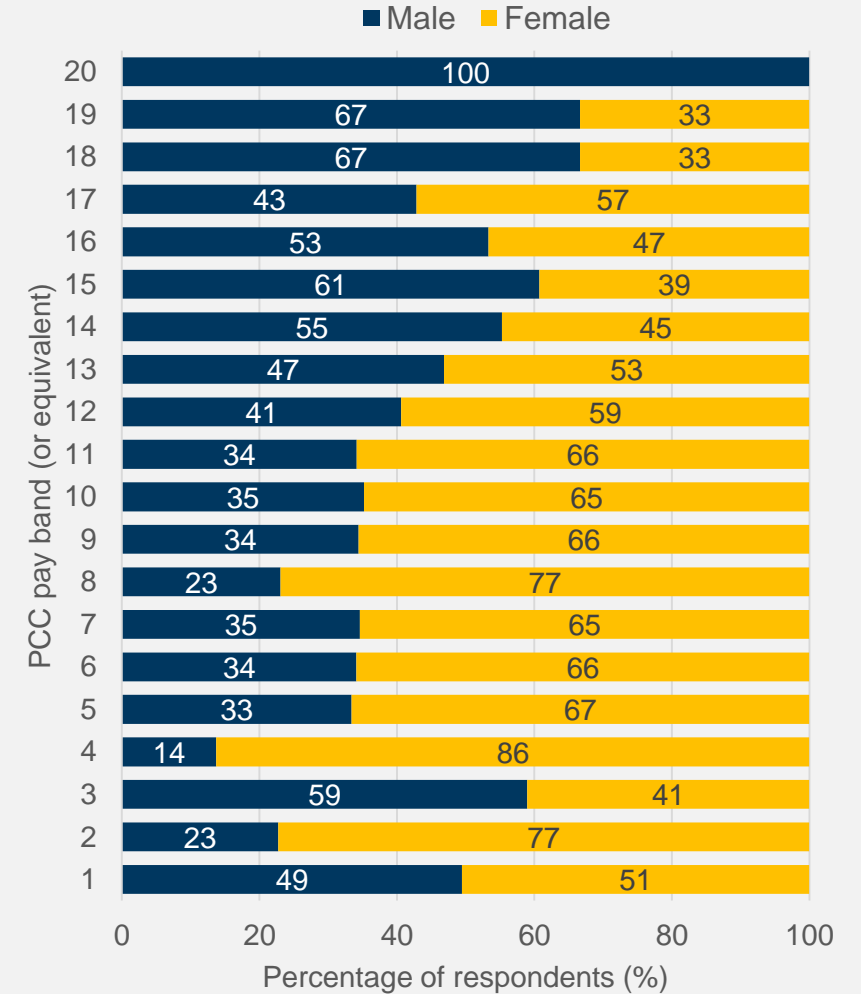
Postcode distribution

Employee postcodes

93% from the PO postal district

5% from the SO postal district

2% are from elsewhere in the UK
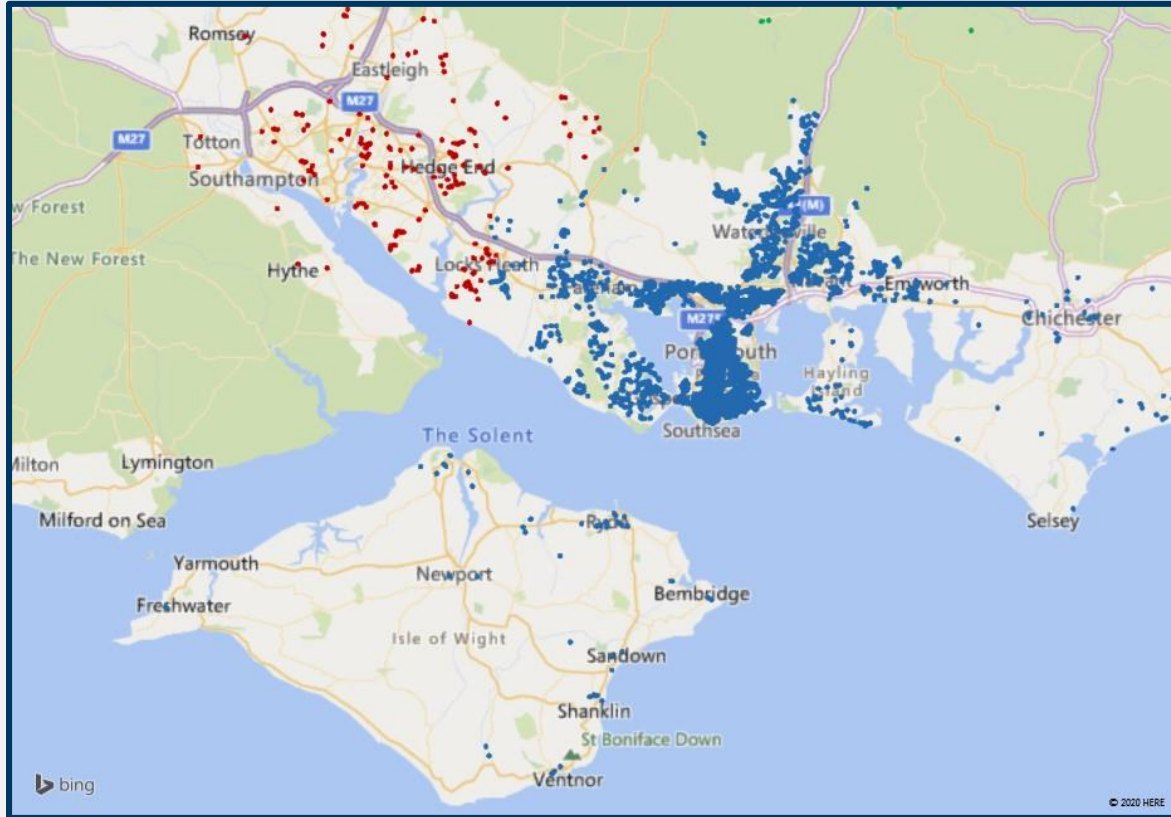
Bournemouth | Guildford | Barnstaple

Croydon | Bromley | Dartford | Norwich

Chester | Plymouth | Milton Keynes
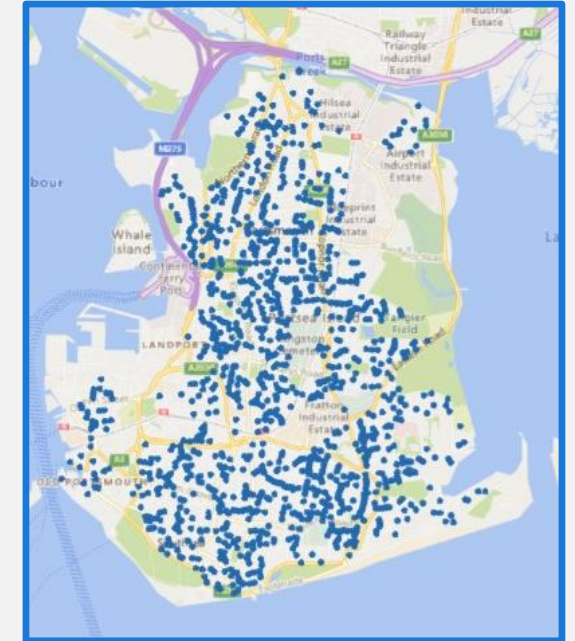
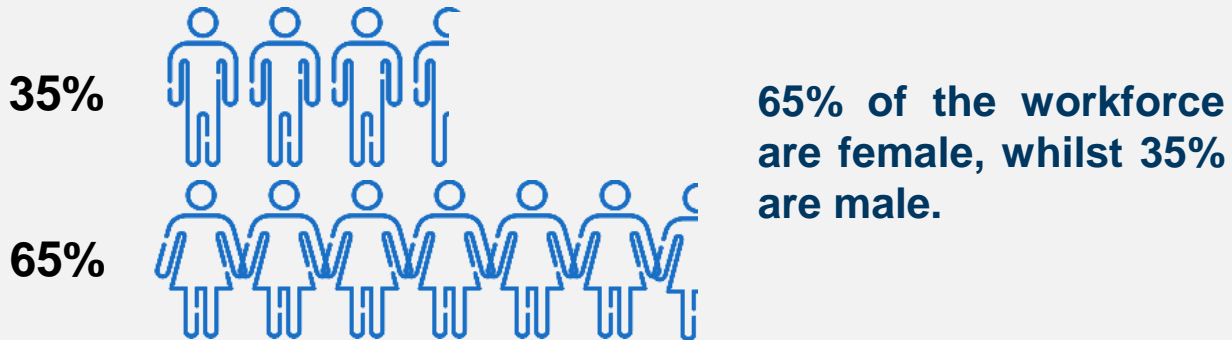Employees home postcodes come from all over the UK although it is unlikely that staff are travelling such large distances on a daily basis
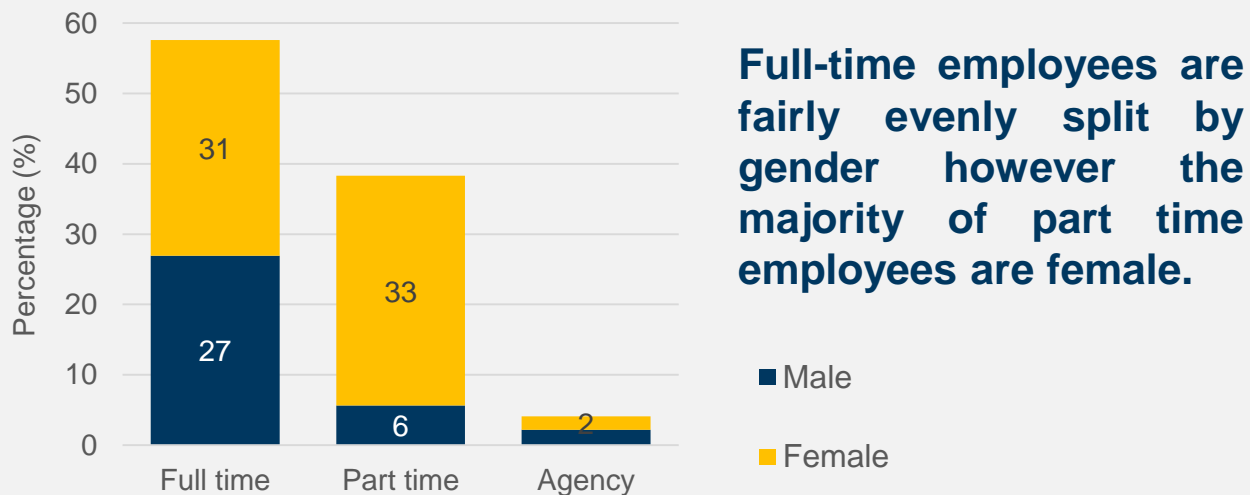

53% of Portsmouth City Council (PCC) employees live on Portsea Island (postcode districts PO1-PO5)

Gender

Employees *by gender* (Dec 2019) | Base: 3,793

35%

65%

65% of the workforce are female, whilst 35% are male.

Employee gender *by employment category* (Dec 2019) | Base: 3,793

Full-time employees are fairly evenly split by gender however the majority of part time employees are female.

Percentage (%)

	Full time	Part time	Agency
Female	31	33	2
Male	27	6	

- Male
- Female

Employee gender *by directorate* (Dec 2019)
Base: Employee roles (3,890)

■ Male   ■ Female

Directorate	Male	Female
Children Families and Education	14	86
Adult Services	17	83
Public Health	22	78
Executive	26	74
Finance and Resources	32	68
Culture Leisure and Regulatory Services	38	62
Corporate Services	46	54
Regeneration	47	53
Housing, Neighbourhood and Building Services	47	53
Portsmouth International Port	92	8

Percentage of respondents (%)

Females dominate in the majority of directorates except Portsmouth International Port where 92% of employees are male.

Age

*Employees **by age** (Dec 2019) | Base: 3,793*

Age	Percentage of respondents (%)
<24	5
25 - 29	6
30 - 34	10
35 - 39	11
40 - 44	10
45 - 49	12
50 - 54	15
55 - 59	15
60 - 64	10
65 plus	5
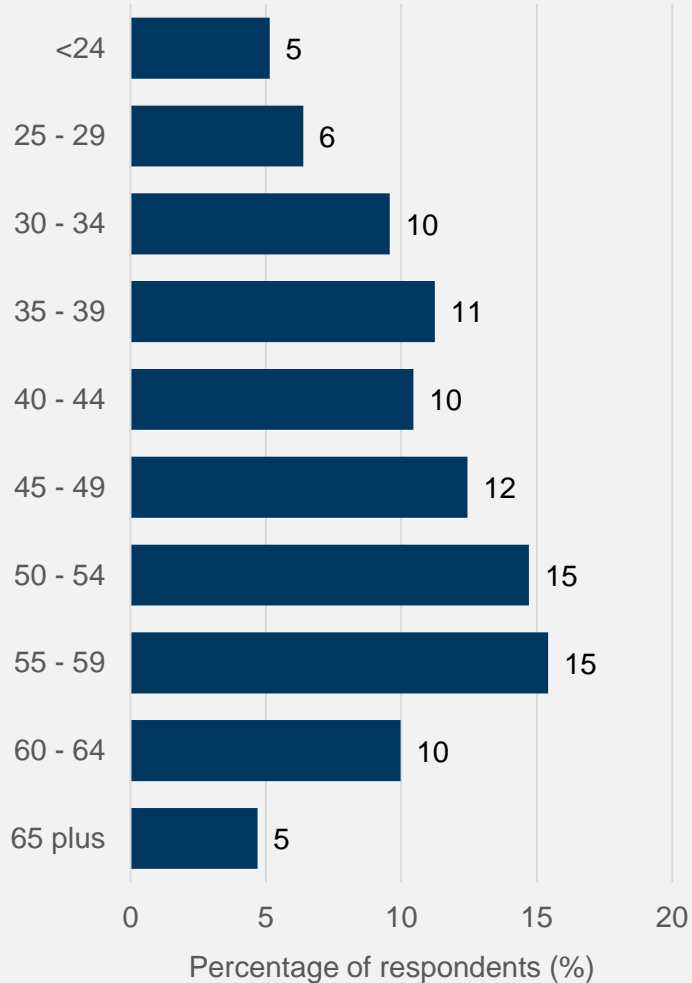
PCC employs a good spread of people from across the age groups. The profile of employees is slightly older with 57% aged 45+ years.
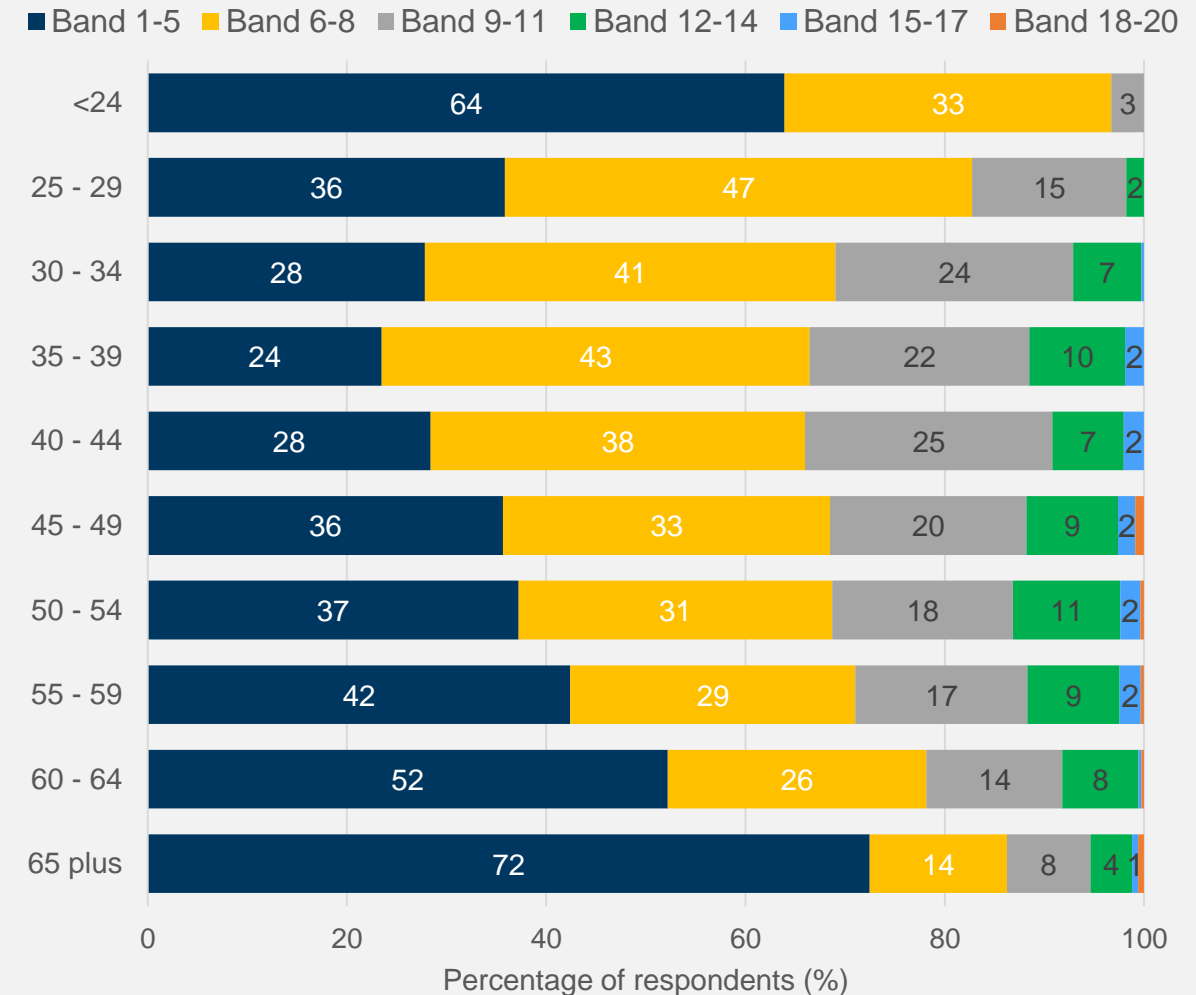
The majority of positions in bands 1-5 (at the lower end of the pay scale) are filled by employees aged under 25 or 60+.

More senior positions (bands 12-20) are filled by employees aged between 35-59.

*Employee age **by pay band** (Dec 2019) | Base: 3,672*

Age	Band 1-5	Band 6-8	Band 9-11	Band 12-14	Band 15-17	Band 18-20
<24	64	33	3			
25 - 29	36	47	15	2		
30 - 34	28	41	24	7		
35 - 39	24	43	22	10	2	
40 - 44	28	38	25	7	2	
45 - 49	36	33	20	9	2	
50 - 54	37	31	18	11	2	
55 - 59	42	29	17	9	2	
60 - 64	52	26	14	8		
65 plus	72	14	8	4	1	

Age

Employees age by **directorate** *(Dec 2019) | Base: 3,793*

Younger → Older

| Directorate	<24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65 plus
Executive	15	9	6	21	9	12	15		12	3
Corporate Services	10	9	10	11	11	11	14	15	7	2
Children Families and Education	4	7	15	13	11	12	15	14	8	1
Finance and Resources	6	6	8	16	11	15	14	15	6	3
Public Health	6	3	3	36		12	21	9	3	6
Housing, Neighbourhood and Building Services	5	6	9	12	11	12	14	14	10	5
Adult Services	3	6	8	8	11	13	17	19	12	4
Culture Leisure and Regulatory Services	4	3	8	7	9	14	17	17	11	9
Regeneration	4	7	6	9	7	10	13	15	14	14
Portsmouth International Port	3	3	11	7	8	12	8	28	17	4

Percentage of respondents (%)

Executive and Corporate Services have the youngest profile of employees (around 30% are under 35 years old). Portsmouth International Port has the oldest distribution with almost half of employee being aged 55+ (49%).

Ethnic Origin

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*Employees by **ethnic origin** (Dec 2019) Base: 2,861*

95%
White

5%
BAME

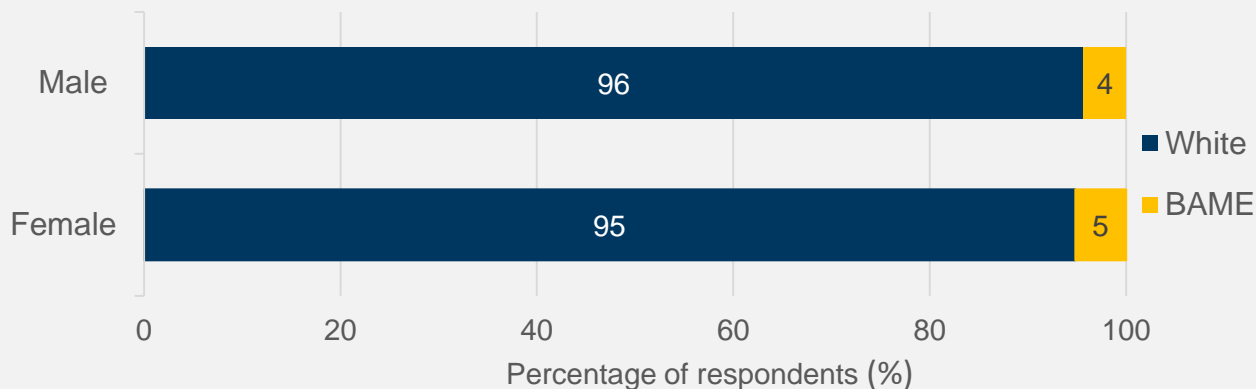**The majority of staff working at PCC are white (95%).**
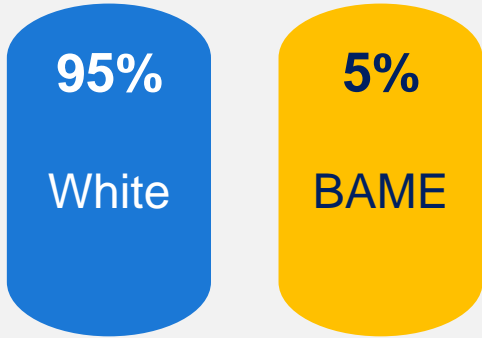
Differences between males and females are minor; 1 percentage point more females are from Black, Asian and minority ethnic (BAME) groups.

The largest BAME group is 'Black or Black British/ African' who account for 1% of employees.

*Employee **gender** by ethnic origin (Dec 2019) | Base: 2,861*

Gender	White	BAME
Male	96	4
Female	95	5

Percentage of respondents (%)

BAME Breakdown (Dec 2019) | Base: 2,861	%
Black or Black British / African	**1.0**
Asian or Asian British / Any Other Asian Background	**0.7**
Asian or Asian British / Bangladeshi	**0.6**
Asian or Asian British / Indian	**0.5**
Other Ethnic Group	**0.3**
Black or Black British / Caribbean	**0.3**
Mixed / White & Black African	**0.3**
Chinese	**0.2**
Mixed / Any Other Mixed Background	**0.2**
Black or Black British / Other Black Background	**0.2**
Mixed / White & Black Caribbean	**0.2**
Mixed / White & Asian	**0.2**
Asian or Asian British / Pakistani	**0.1**

Disability

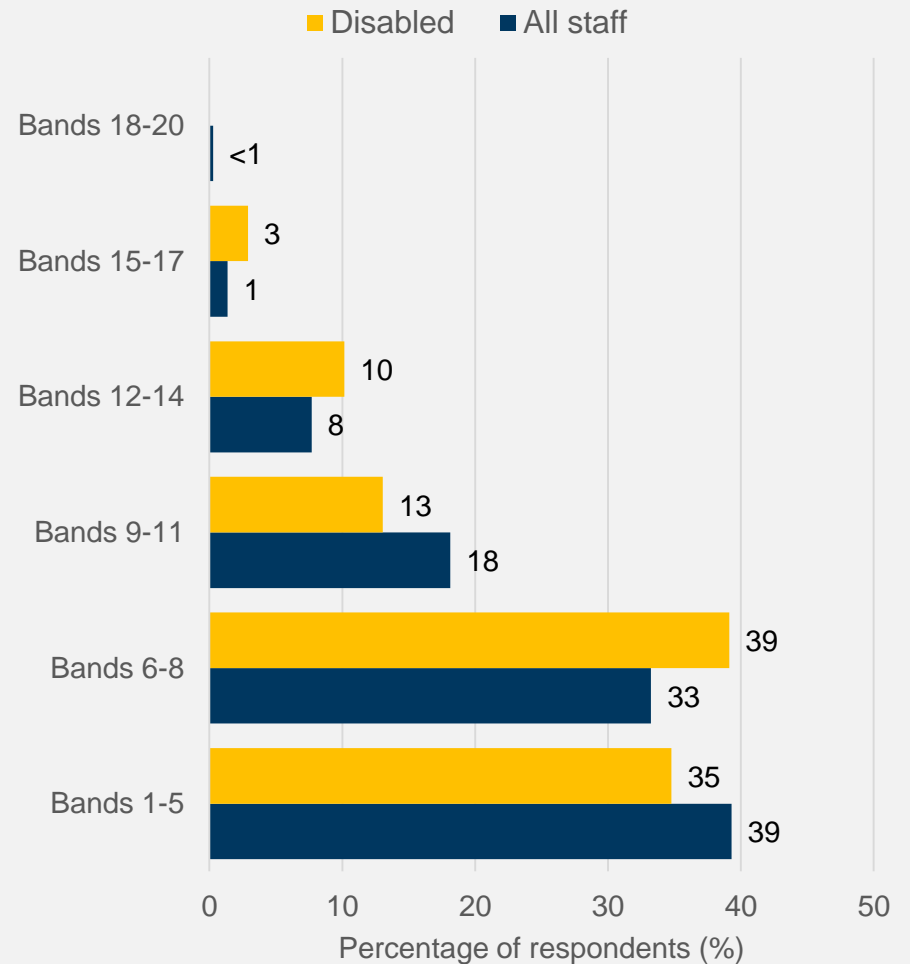*Employees* **by disability** *(Dec 2019) Base: 2,310*
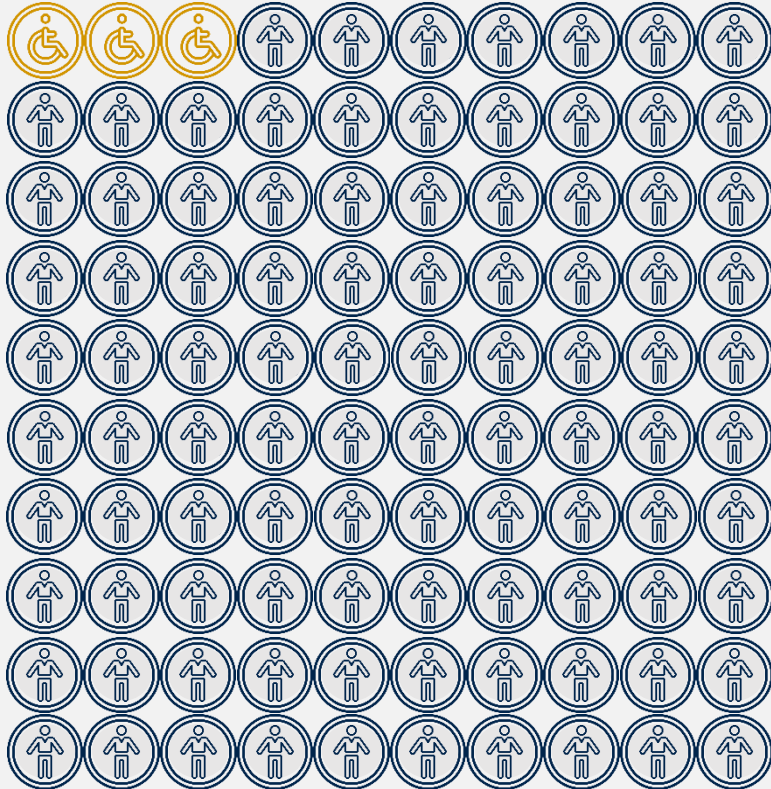
Just 3% of employees working at PCC have a disability.

PCC employs staff with disabilities throughout the pay bands.

Employees with disabilities are over represented in some bands (6-8 and 12-17) and under represented in others (bands 1-5 and 9-11) however this is not unusual when looking at such a small proportion of the total population (3%).

Employee disability **by pay band** *(Dec 2019)*
Base: All staff (3,667) | Disabled staff (69)

■ Disabled ■ All staff

Pay band	Disabled	All staff
Bands 18-20		<1
Bands 15-17	3	1
Bands 12-14	10	8
Bands 9-11	13	18
Bands 6-8	39	33
Bands 1-5	35	39

Percentage of respondents (%)

Religion & Belief

Employees *by religion* (Dec 2019) | Base: 1,228

Percentage of respondents (%)

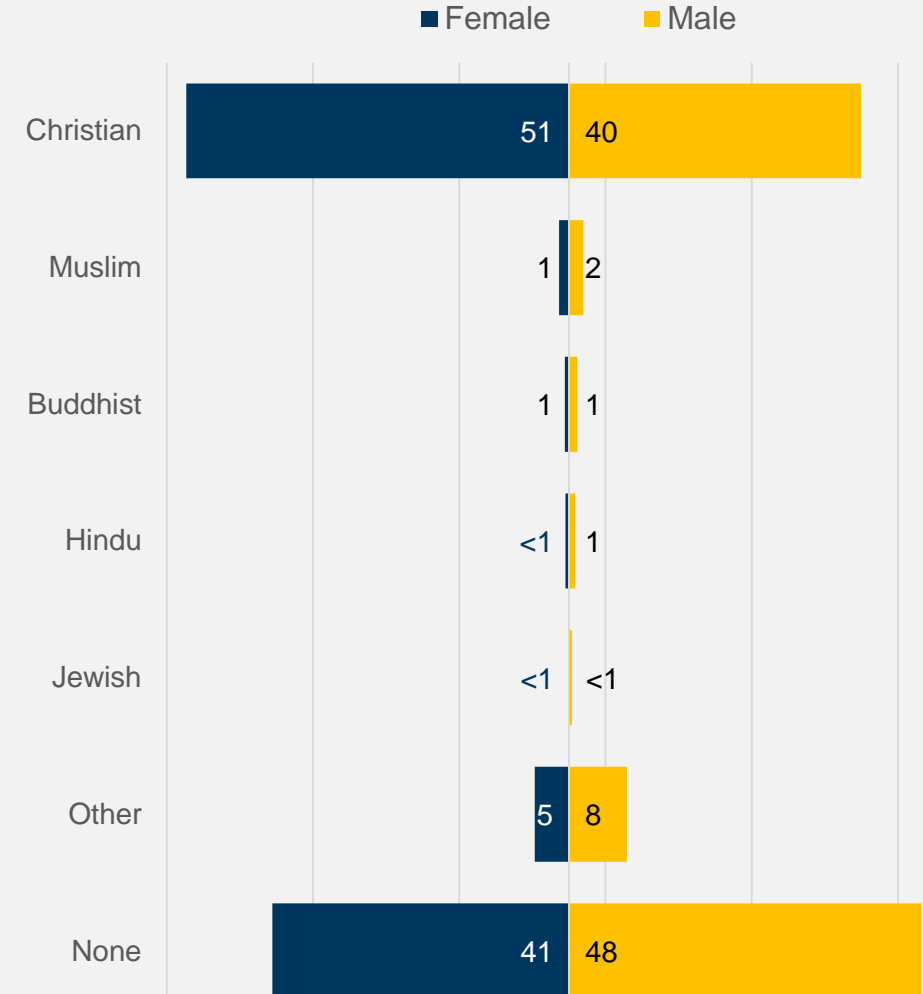| Religion	%
Christian	49
Muslim	2
Buddhist	1
Hindu	1
Jewish	<1
Other	5
None	43
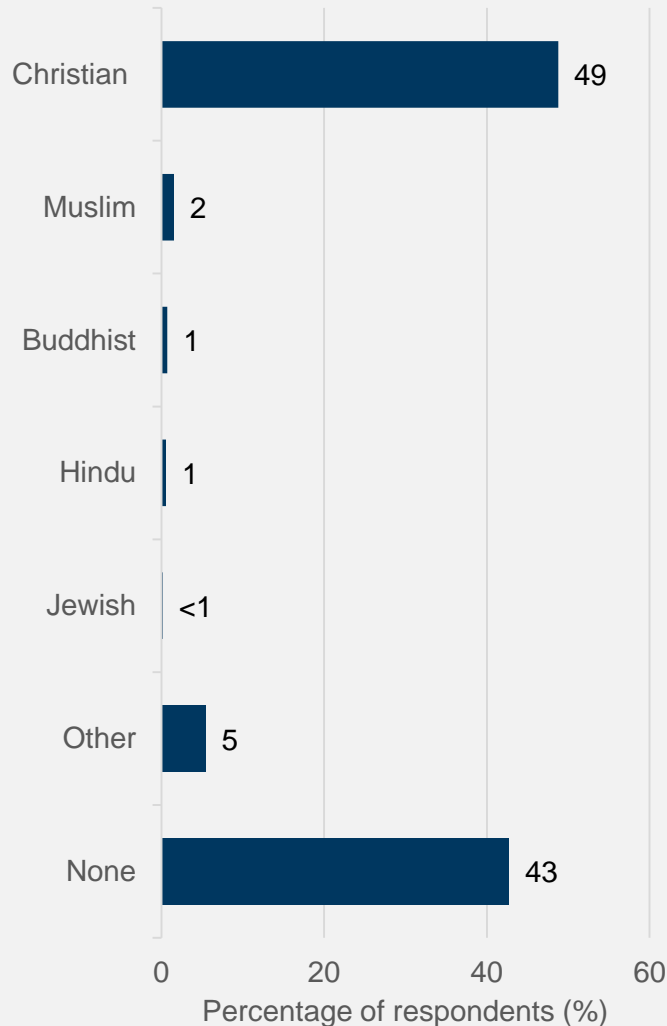
Christianity (all denominations) is the most dominant religion amongst PCC employees (47%), other religions account for a further 10% whilst 43% have no religious beliefs.

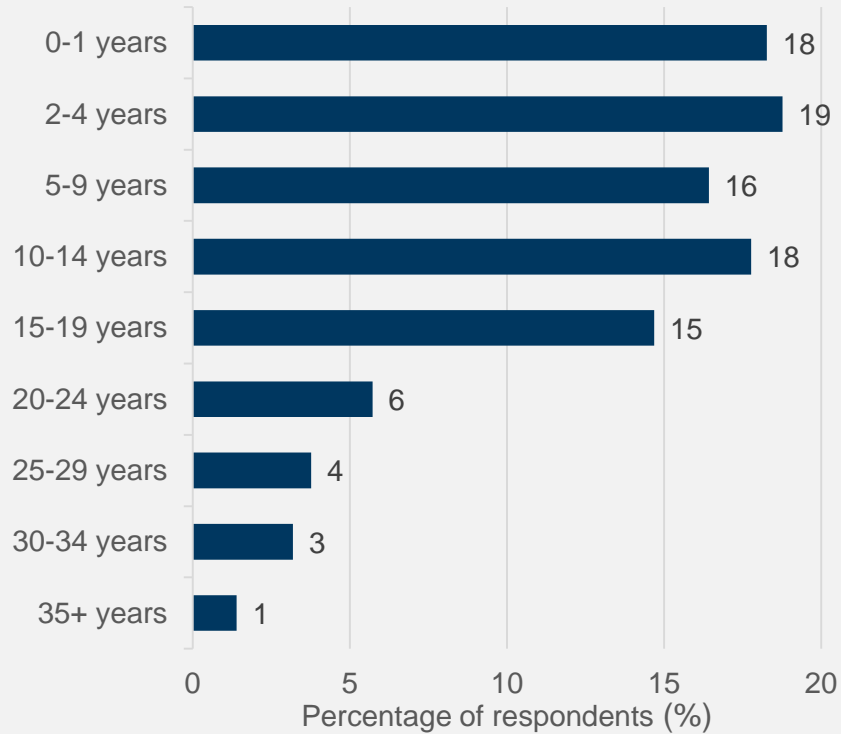**A higher proportion of males working at PCC are Christian. Females are more likely to have no religion than males.**

Employee by religion *by gender* (Dec 2019) | Base: 1,228
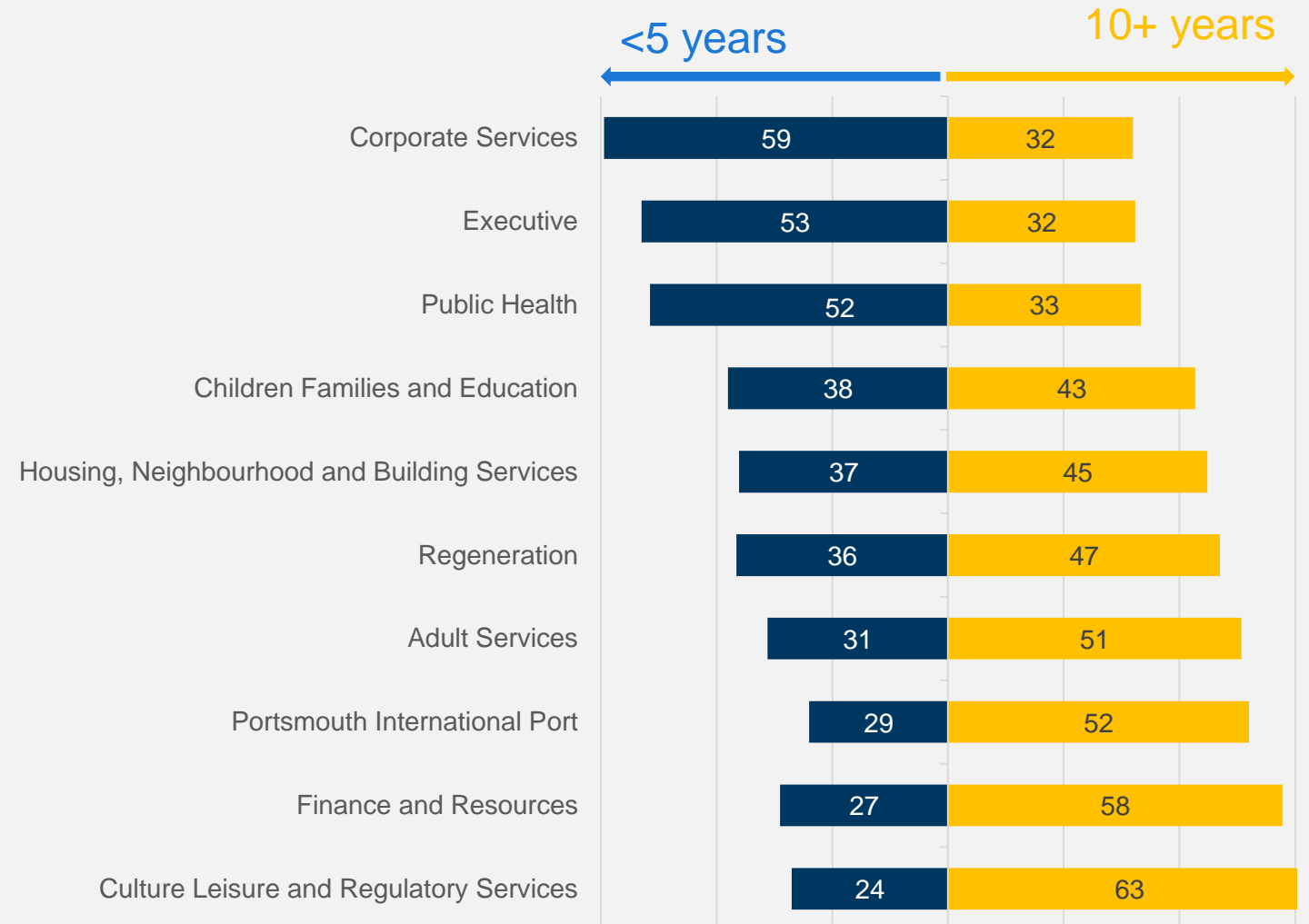
■ Female ■ Male

Religion	Female	Male
Christian	51	40
Muslim	1	2
Buddhist	1	1
Hindu	<1	1
Jewish	<1	<1
Other	5	8
None	41	48

Length of Service

Employees by *length of service* *(Dec 2019)*
Base: 3,793

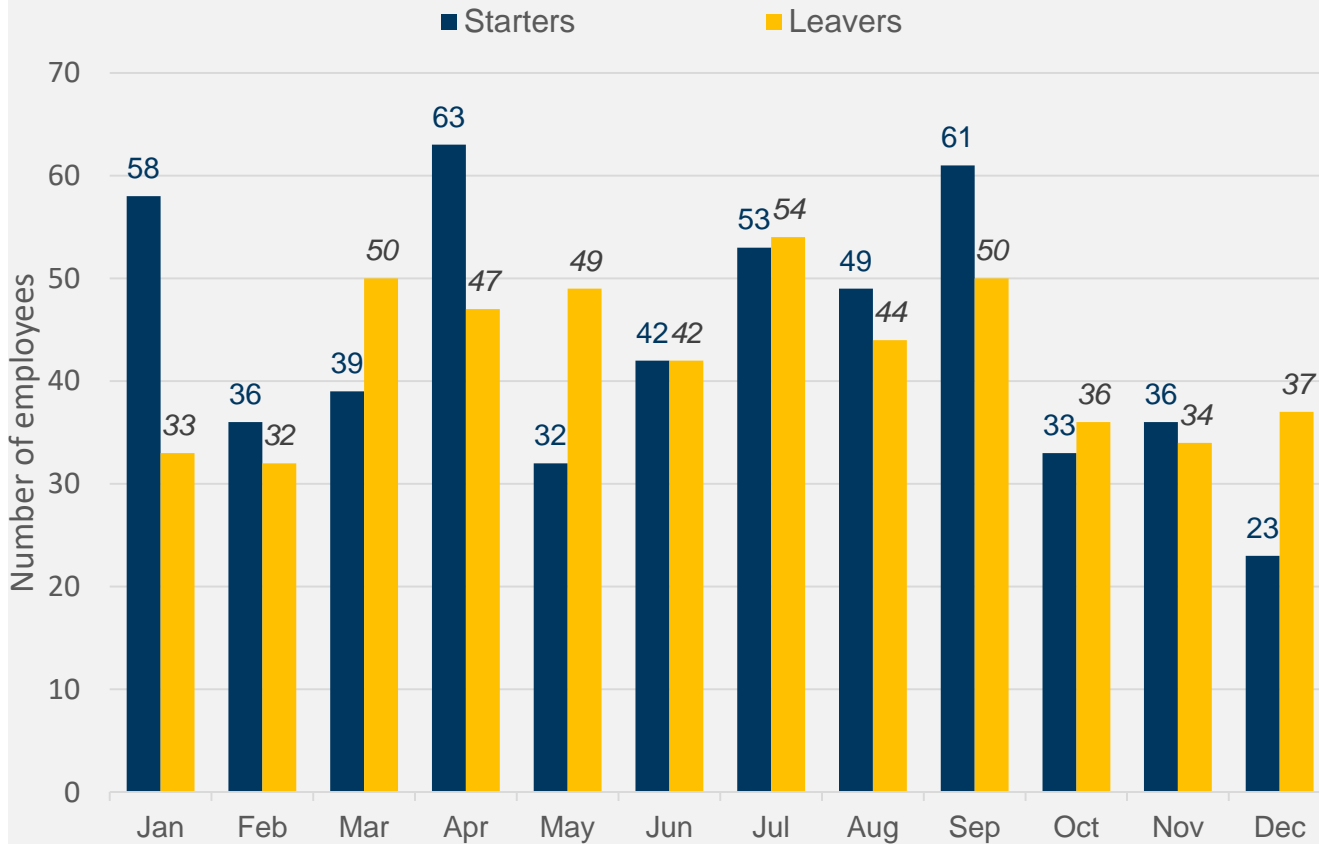| Length of service	Percentage
0-1 years	18
2-4 years	19
5-9 years	16
10-14 years	18
15-19 years	15
20-24 years	6
25-29 years	4
30-34 years	3
35+ years	1

Percentage of respondents (%)

Across all PCC employees, the average length of service is 10 years. The longest serving employees have worked for PCC for 45 years.

Length of service by directorate *(Dec 2019) | Base: 3,793*

<5 years   10+ years

Directorate	<5 years	10+ years
Corporate Services	59	32
Executive	53	32
Public Health	52	33
Children Families and Education	38	43
Housing, Neighbourhood and Building Services	37	45
Regeneration	36	47
Adult Services	31	51
Portsmouth International Port	29	52
Finance and Resources	27	58
Culture Leisure and Regulatory Services	24	63

Retention

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Number of starters and leavers **by month** *(2019)*

■ Starters   ■ Leavers

Month	Starters	Leavers
Jan	58	33
Feb	36	32
Mar	39	50
Apr	63	47
May	32	49
Jun	42	42
Jul	53	54
Aug	49	44
Sep	61	50
Oct	33	36
Nov	36	34
Dec	23	37

Number of employees

In total 525 people began working at PCC and 508 people left PCC during 2019. January, April and September are peak months for new starters.

2019 Starters leaving with a year (01 Jan - 01 Dec 2019)

60%
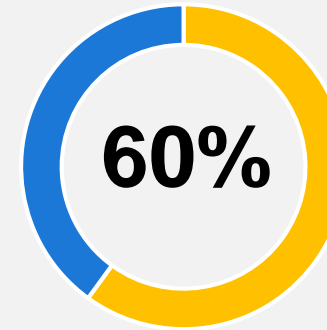
60% of staff starting at PCC in 2019 left within 12 months. Of these just over a third left within 6 months (36%).

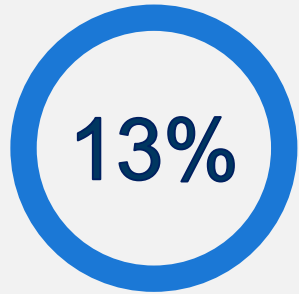**Staff leaving within 12 months are most likely to be:**

- **Aged 30-39 years (33%)**

- **From Culture, Leisure & Regulatory Services (30%)**

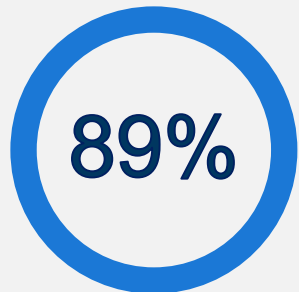- **Fixed term (41%) or permanent contract (44%)**

Employee Turnover

Turnover and Retention rates
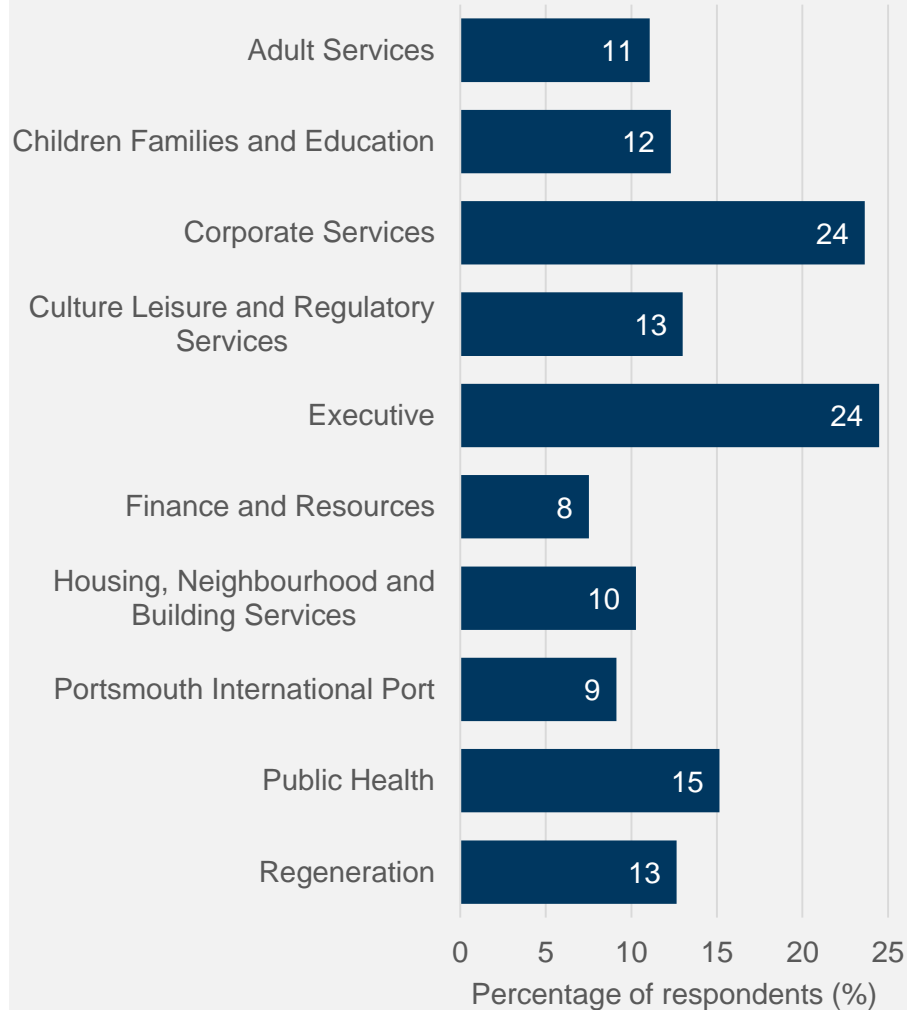(Jan 01 – Dec 01 2019)

Employee Turnover

13%

Employee Retention

89%

Employee **turnover** rate **by directorate**
(Jan 01 – Dec 01 2019)

Directorate	%
Adult Services	11
Children Families and Education	12
Corporate Services	24
Culture Leisure and Regulatory Services	13
Executive	24
Finance and Resources	8
Housing, Neighbourhood and Building Services	10
Portsmouth International Port	9
Public Health	15
Regeneration	13

Percentage of respondents (%)

Employee **retention** rate **by directorate**
(Jan 01 – Dec 01 2019)

Directorate	%
Adult Services	89
Children Families and Education	90
Corporate Services	74
Culture Leisure and Regulatory Services	97
Executive	100
Finance and Resources	99
Housing, Neighbourhood and Building Services	89
Portsmouth International Port	92
Public Health	88
Regeneration	91

Percentage of respondents (%)

Sickness Absence

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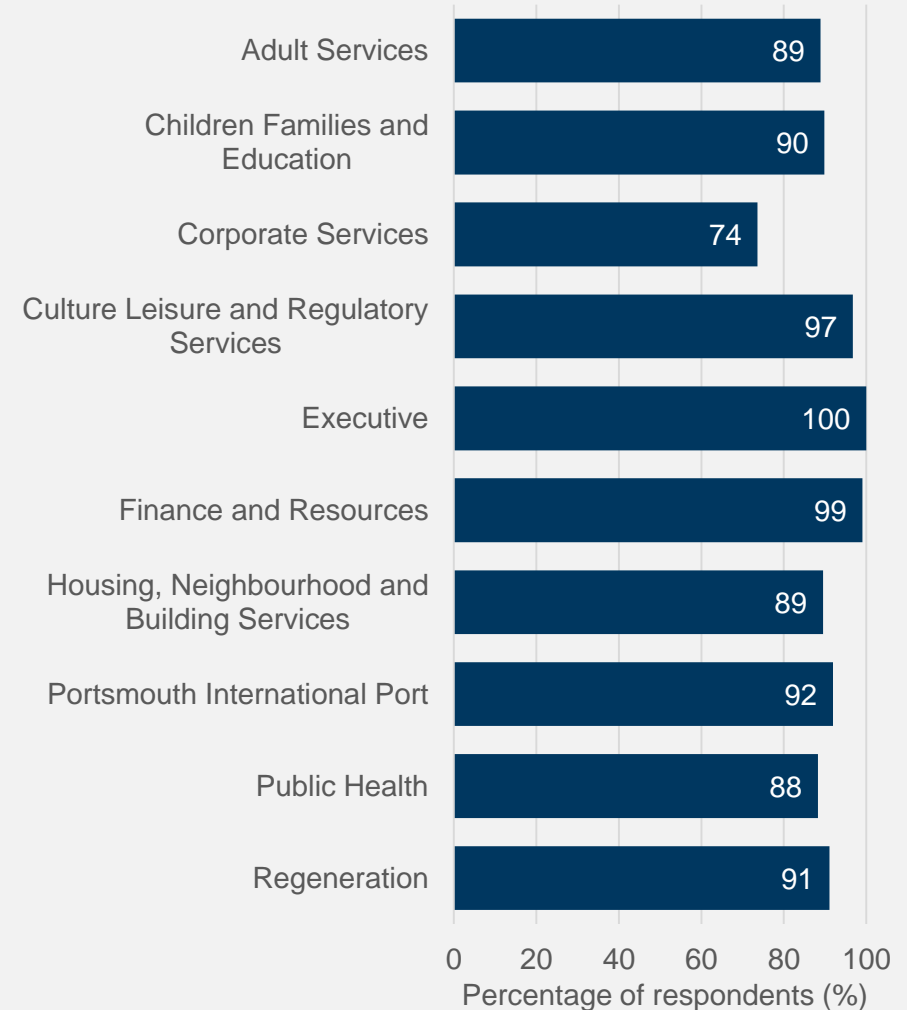
Average number of days lost per person per year (1st Jan – 31st Dec 2019) | Base 3639

Directorate	Long-term	Medium Term	Short-term	Total
All directorates	7	1	3	11
Adult Services	11	2	4	17
Portsmouth International Port	11		2	14
Housing, Neighbourhood and Building Services	6	2	3	11
Children Families and Education	7	1	3	11
Regeneration	5	1	2	8
Public Health	5	1	2	8
Finance and Resources	4	1	3	7
Culture Leisure and Regulatory Services	3	1	3	6
Corporate Services	3	1	2	6
Executive			2	2

Legend: ■ Long-term ■ Medium Term ■ Short-term

Number of days (x-axis: 0, 2, 4, 6, 8, 10, 12, 14, 16, 18)

Adult Services and Portsmouth International Port have the highest annual number of sick days on average per person; this is largely due to staff on long-term sick leave.

Top reasons for absence (1st Jan – 31st Dec 2019)

Psychological
(incl. stress, anxiety and depression)

Musculoskeletal

Virus
(incl. colds, coughs and influenza)

Gastrointestinal
(incl. stomach and bowel)

Cancer and tumours

Neurology/Nervous system
(incl. headache, migraine and epilepsy)