



Workforce Insight Profile 2021

Corporate Services

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 next slide).

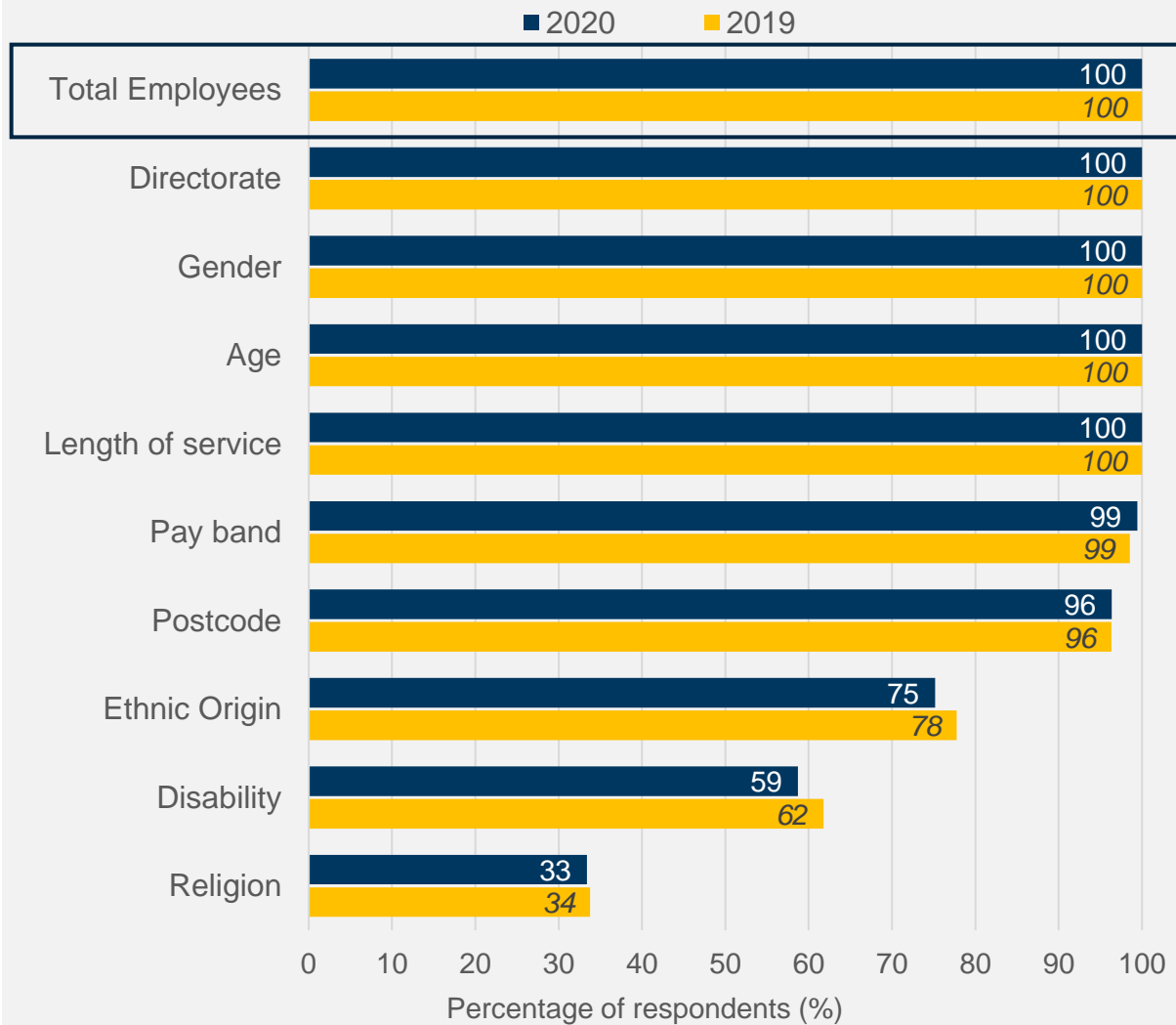
Data Source

This report is based on employee data held on EBS Oracle as at 1st December (2020) (unless otherwise stated). The data does not include agency staff.

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

Response Rates

Response rates (Dec); Base: 2020 (3,796) | 2019 (3,769)



Portsmouth City Council has information on directorate, gender, age and length of service on every employee.

The proportion of staff on which PCC holds ethnic origin and disability information on decreased by three percentage points from 2019 to 2020.

Key Findings

- 3,796 people are employed by Portsmouth City Council, with 'Housing, Neighbourhood and Building Services' (the largest directorate) accounting for 25% of staff
- 93% of staff live within the PO postal district with 54% living on Portsea Island
- 66% of the workforce are female, 34% are male (consistent year-on-year)
- PCC has an older profile of staff with 56% aged 45+ years; Adult Services is the 'youngest' directorate with 28% aged under 30 years
- The proportion of staff from BAME groups increased by 1% from 2019 to account for 6% of staff in 2020
- Just 3% of employees working at PCC have a disability (consistent year-on-year)
- 46% of staff are Christian, 44% have no religious beliefs
- Average length of service is 10 years (consistent year-on-year); just over a fifth of the workforce have worked at PCC for less than two years (21%)
- 92% staff retention rate (the proportion of staff employed for the whole year) in 2020 which is up 2% from the previous year
- 11% employee turnover rate which is based on the proportion of staff who left over 2020
- There was a huge spike in starters in April which was due to the transfer of a care home back to PCC
- PCC lost 8 working days on average per employee to sickness, this is down from 11 days in 2019 ; Adults Services and Portsmouth International Port consistently have the highest absence levels

Workforce Summary

Number of...



Filled
positions



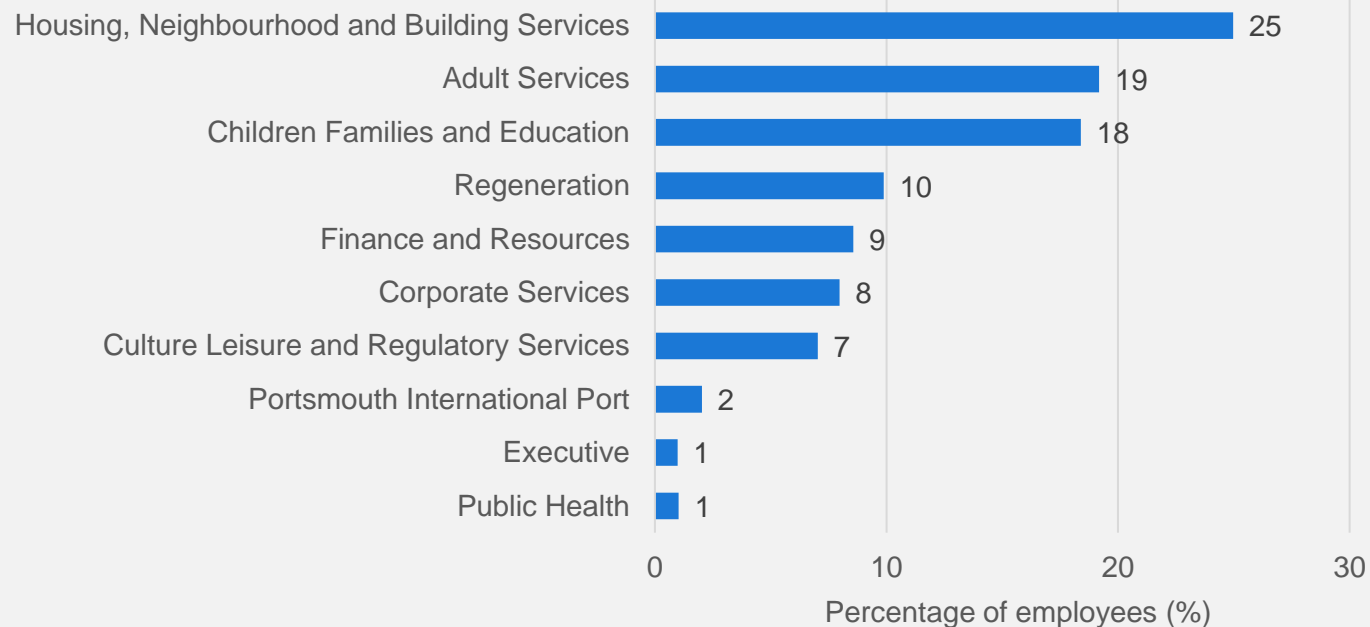
Employees



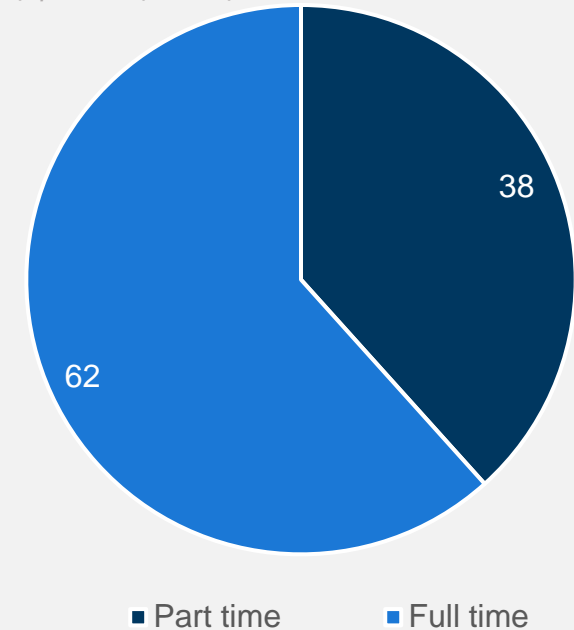
Full-time
equivalent



Employees *by directorate* (Dec 2020) | Base (3,796)



Employees *by employment category*
(Dec 2020) | Base (3,795)

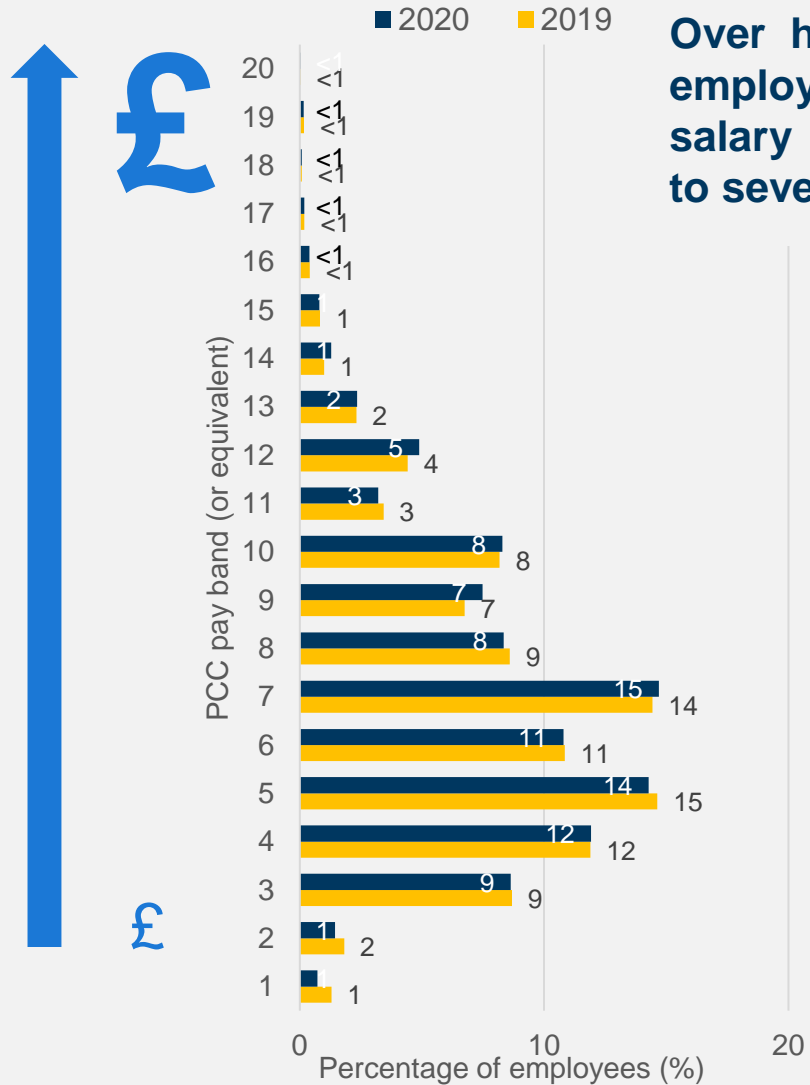


Portsmouth City Council (PCC) has 3,796 employees, a quarter of these work within the 'Housing, Neighbourhood and Building Services' directorate. The majority of staff work full time (62%).

Pay bands

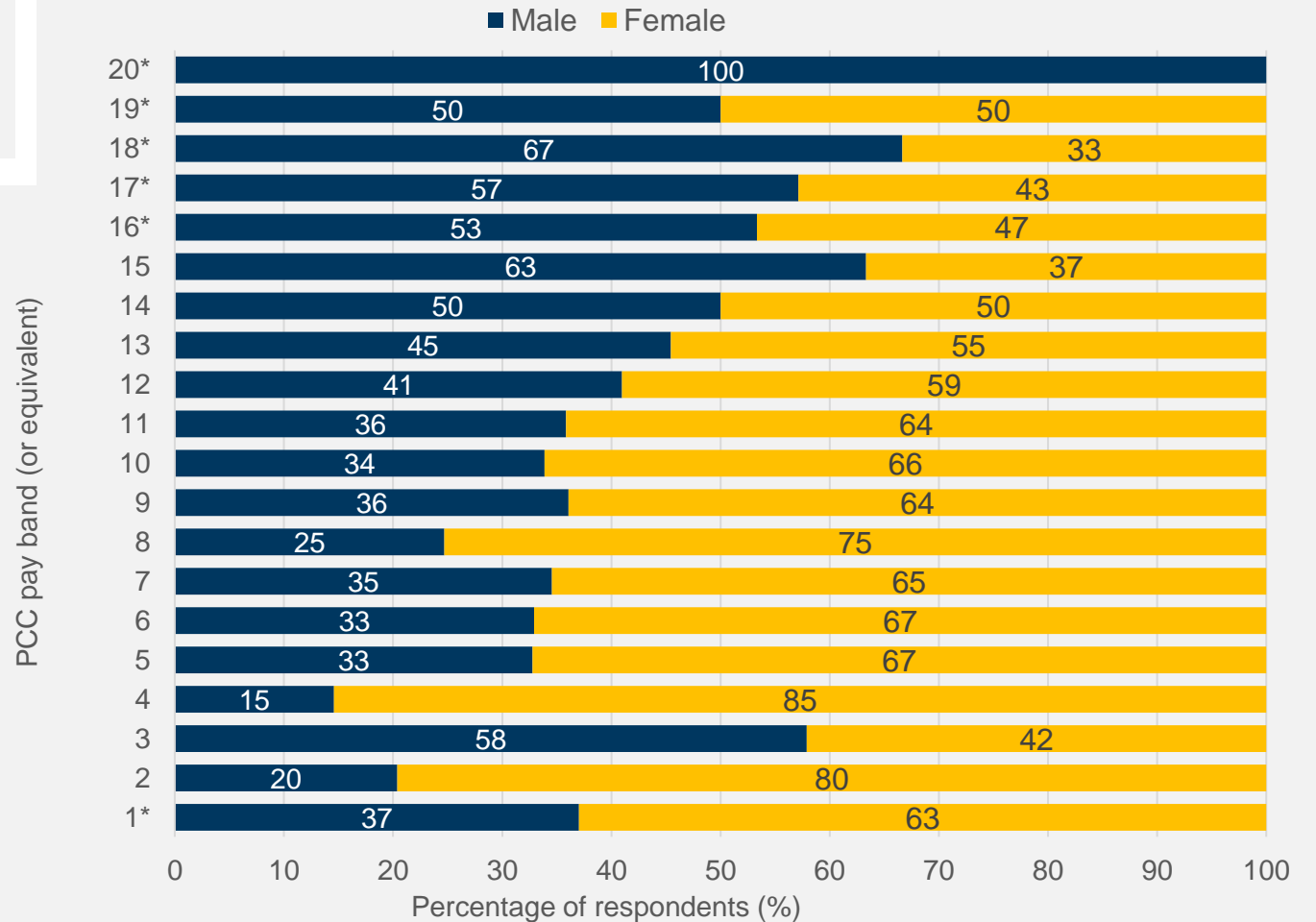
Employee **pay band** (Dec) | Base: 2019 (3,617) | 2020 (3,741)

Over half of PCC employees are on salary bands four to seven (52%).



Employee pay band **by gender** (Dec 2020)

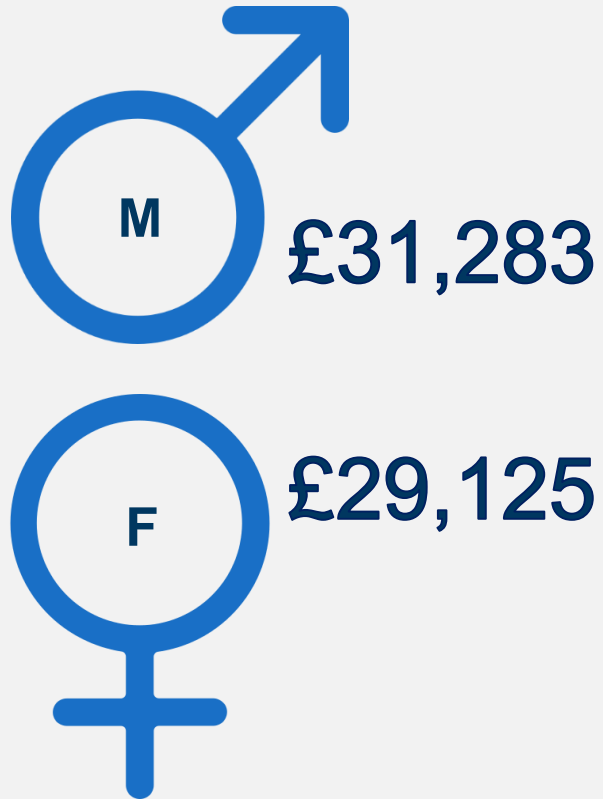
Base: 1 (27*) | 2 (54) | 3 (323) | 4 (446) | 5 (534) | 6 (404) | 7 (550) | 8 (312) | 9 (280) | 10 (310) | 11 (120) | 12 (183) | 13 (88) | 14 (48) | 15 (30) | 16 (15*) | 17 (7*) | 18 (3*) | 19 (6*) | 20 (1*) | *caution small base



Pay bands (continued)

Average salary (Dec 2020)

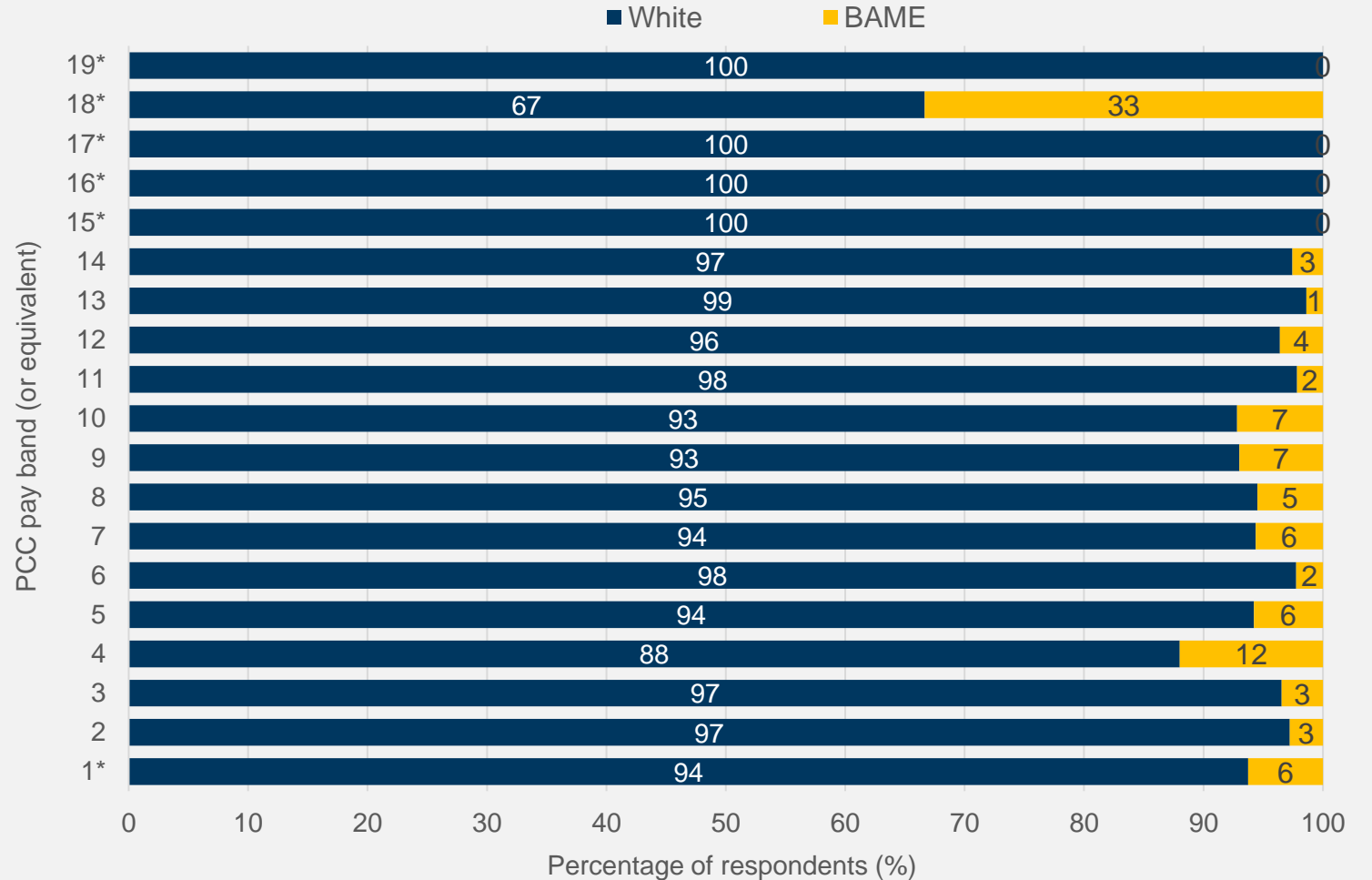
Base: Male (1,273) | Female (2,468)



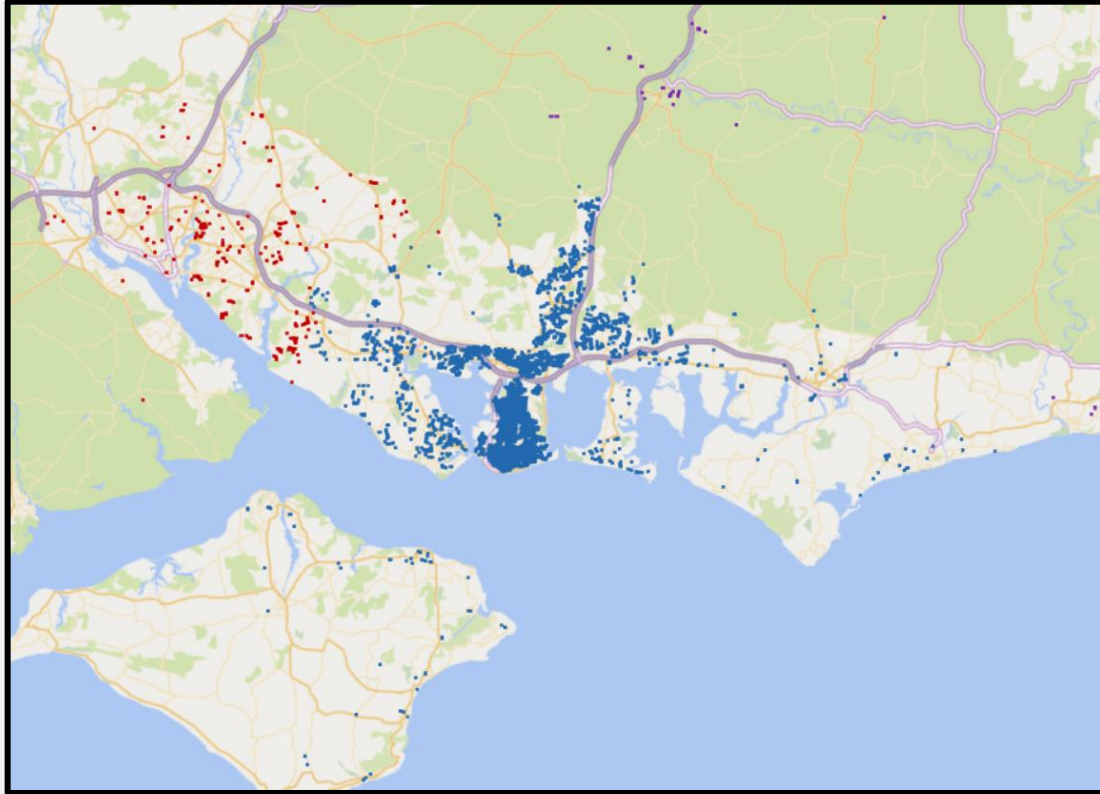
Over half of PCC employees are on salary bands four to seven (52%).

Employee pay band *by ethnic group* (Dec 2020)

Base: 1 (16*) | 2 (36) | 3 (174) | 4 (317) | 5 (381) | 6 (314) | 7 (427) | 8 (237) | 9 (229) | 10 (237) | 11 (92) | 12 (139) | 13 (73) | 14 (39) | 15 (25*) | 16 (14*) | 17 (6*) | 18 (3*) | 19 (4*) | *caution small base



Postcode distribution



St Austell | Plymouth | Bristol | Lewes
Birmingham | Peterborough | Swindon
Carlisle | Wallasey | Gillingham | Crewe



Employees home postcodes come from **all over the UK** although it is unlikely that staff are travelling large distances on a daily basis. The government guidance is still to work from home wherever possible.

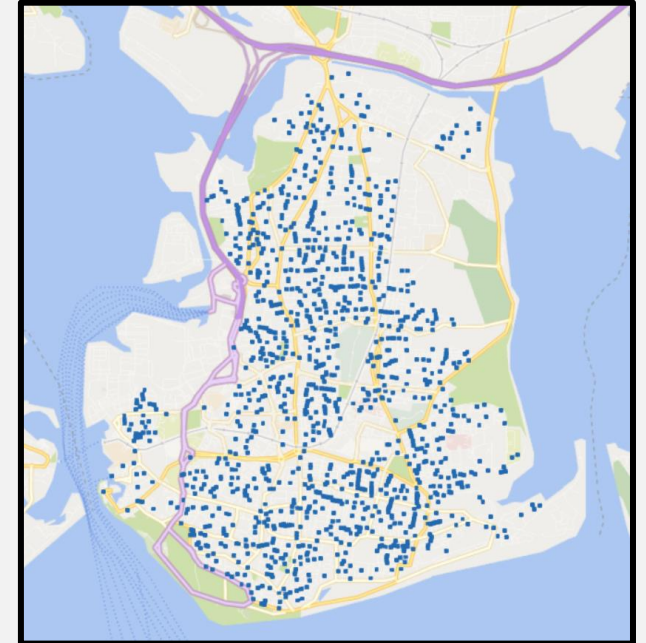
Employee postcodes

(Dec 2020) | Base: (3,658)

93% from the PO postal district

5% from the SO postal district

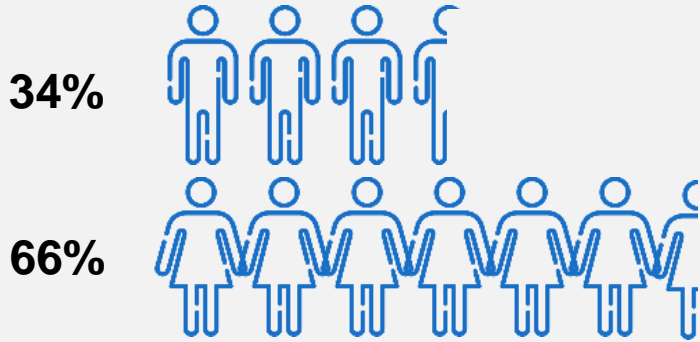
2% are from elsewhere in the UK



54% of Portsmouth City Council (PCC) employees live on Portsea Island (postcode districts PO1-PO5)

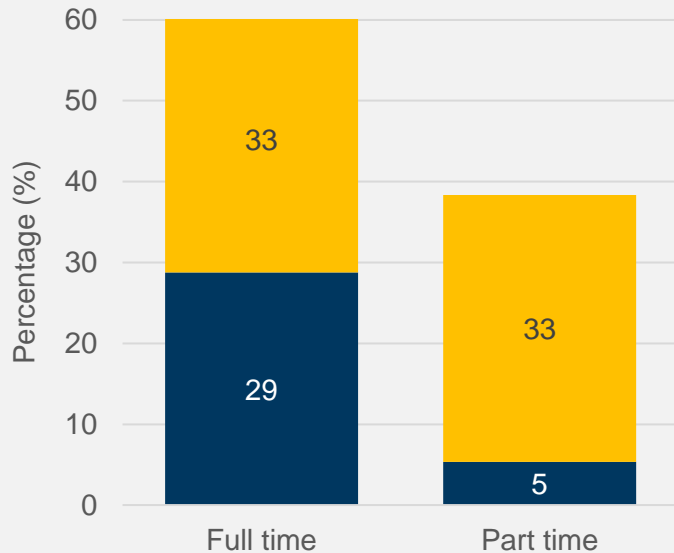
Gender

Employees **by gender** (Dec 2020) | Base: 3,795



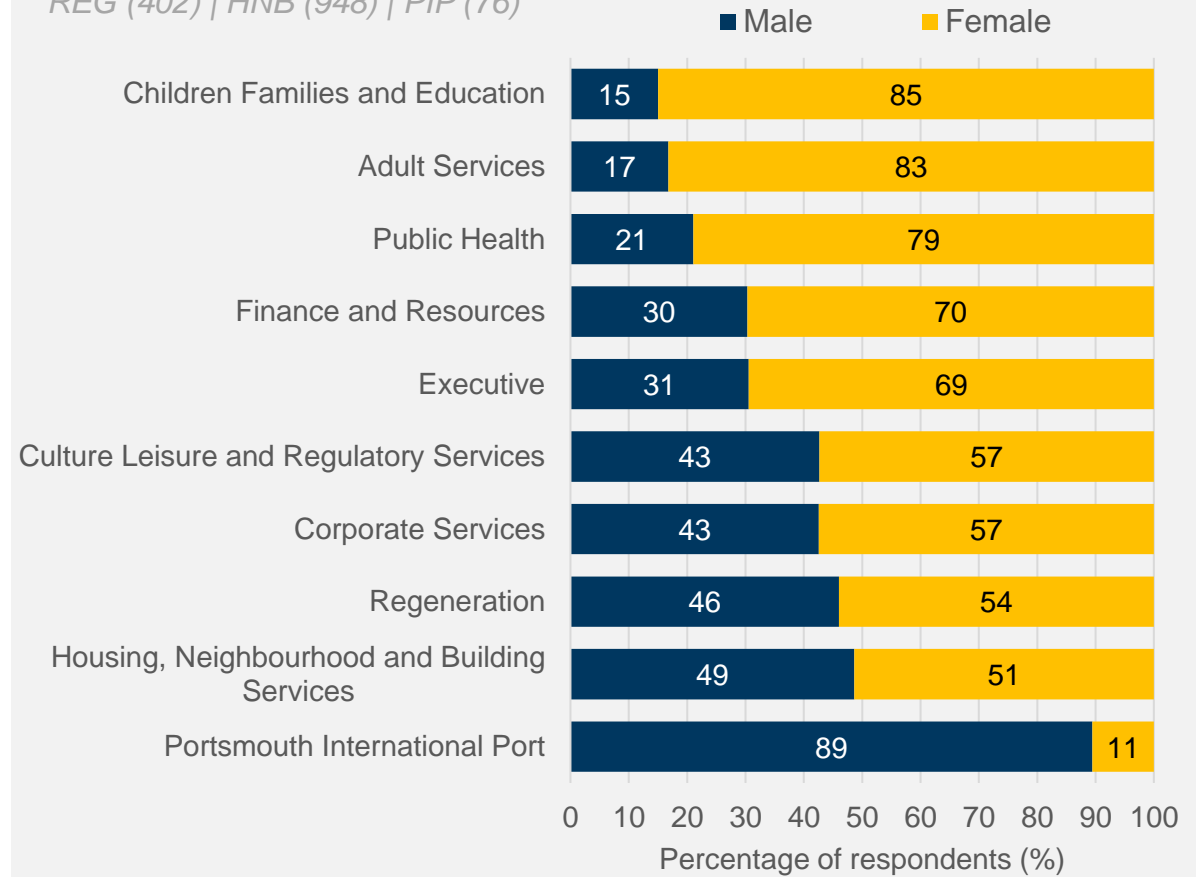
66% of the workforce are female, whilst 34% are male (this is consistent year-on-year).

Employee gender **by employment category** (Dec 2020) | Base: 3,795



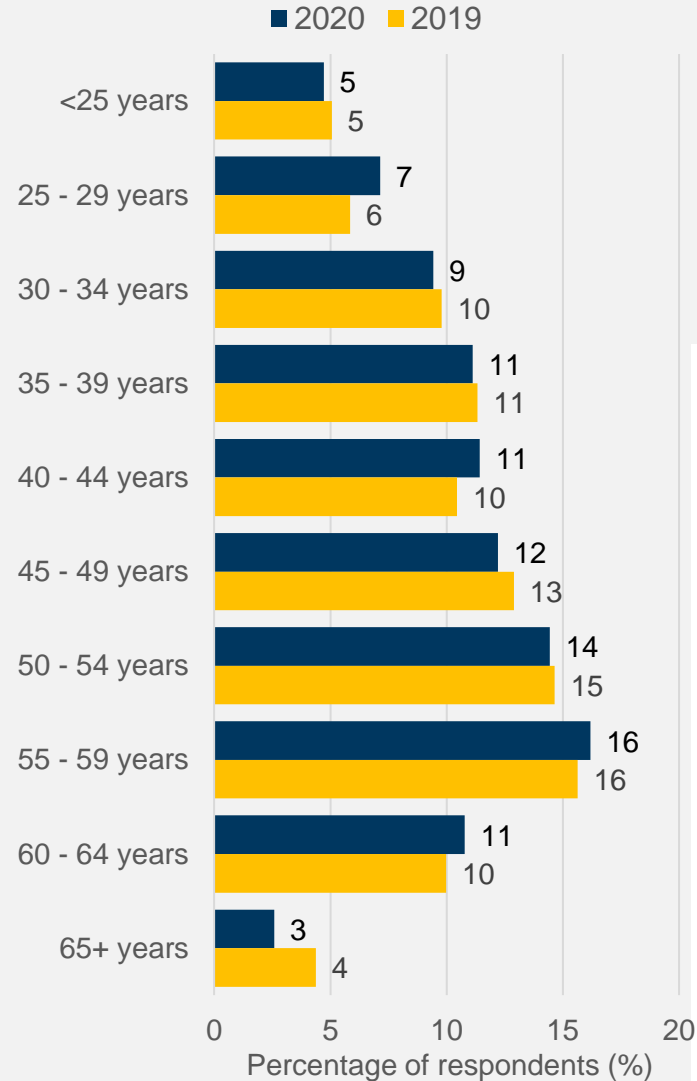
Full-time employees are fairly evenly split by gender however the majority of part time employees are female.

Employee gender **by directorate** (Dec 2020) | Base - Employee roles: CFE (685) | AS (720) | PH (38) | Exec (36) | FR (323) | CLR (272) | CS (296) | REG (402) | HNB (948) | PIP (76)



Females dominate in the majority of directorates except Portsmouth International Port where 89% of employees are male.

Employees **by age** (Dec) | Base 2019 (3,638) | 2020 (3,713)

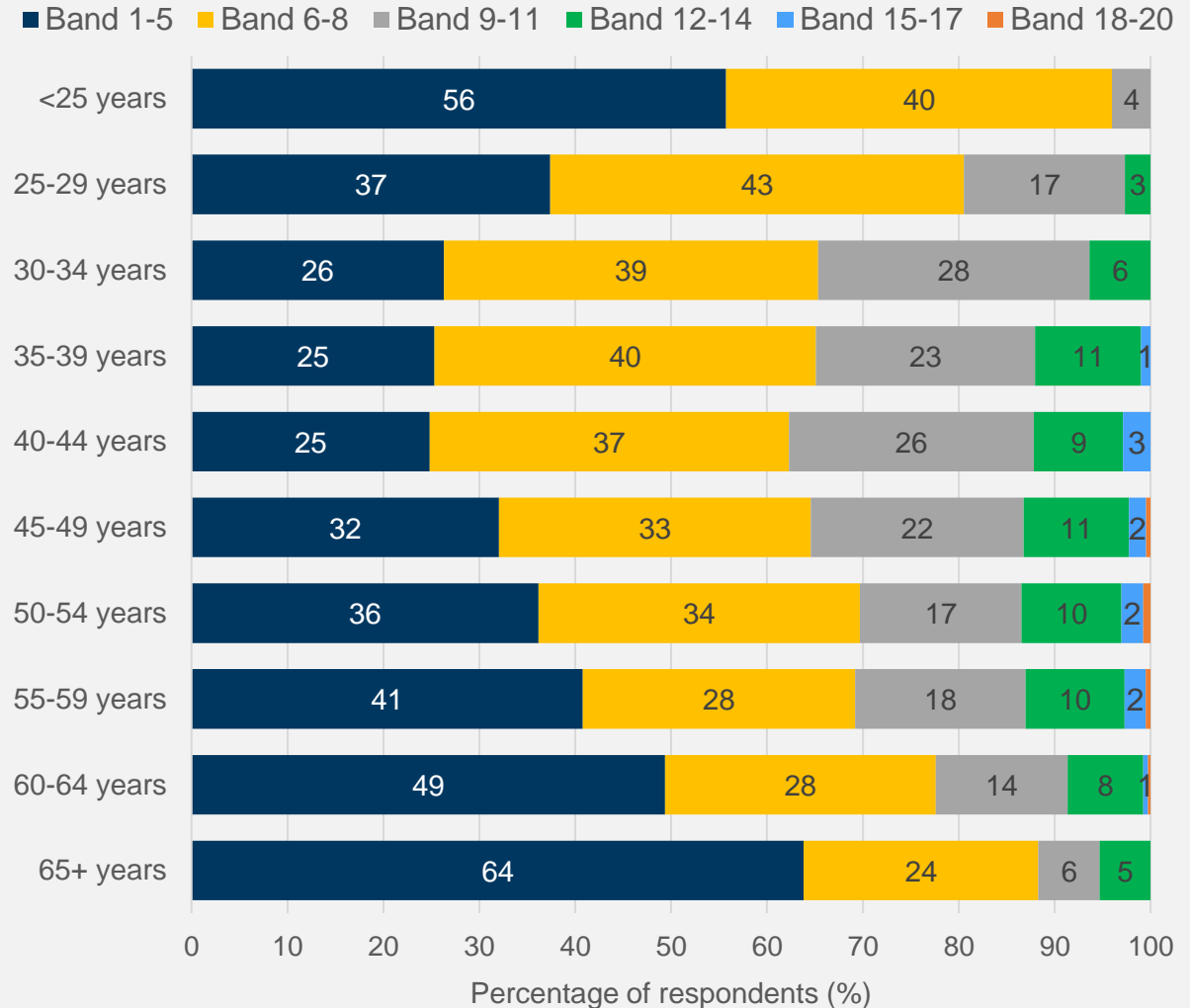


PCC employs a good spread of people from across the age groups. The profile of employees is slightly older with 56% aged 45+ years.

The majority of positions in bands 1-5 (at the lower end of the pay scale) are filled by employees aged under 30 or 55+.

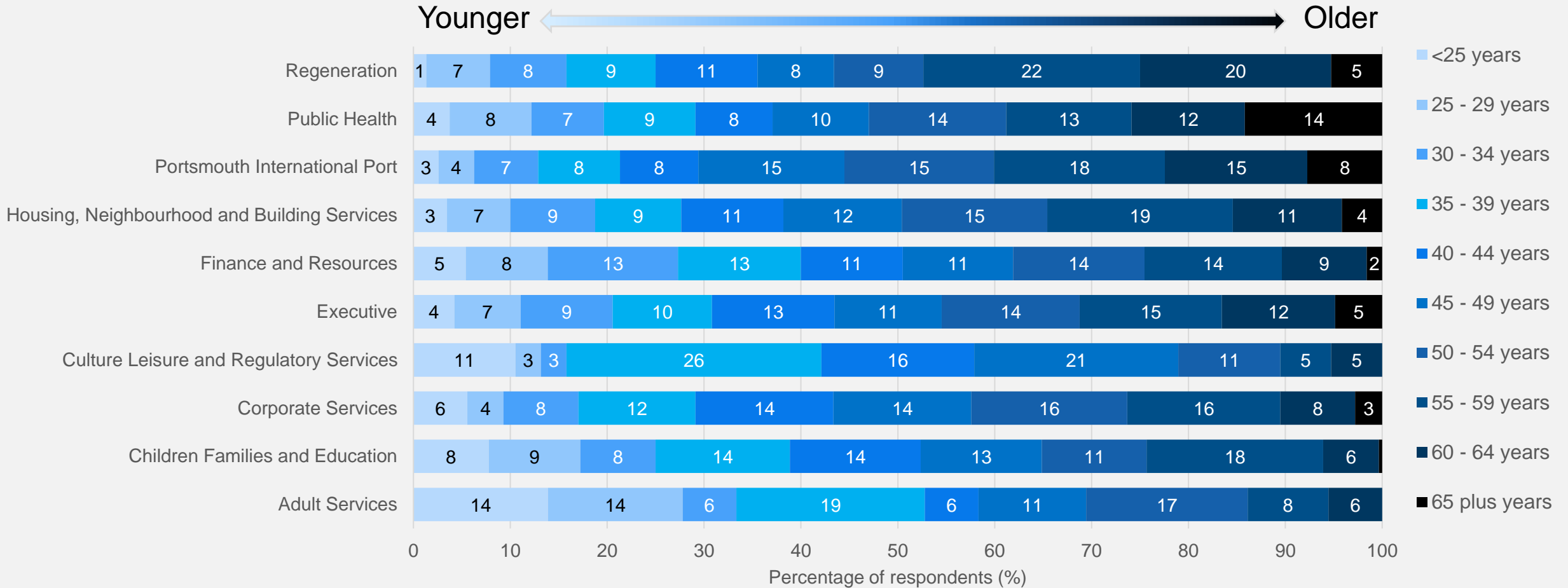
Senior positions (bands 12-20) tend to be filled by employees aged over 30.

Employee age **by pay band** (Dec 2020) | Base: >25 (174) | 25-29 (262) | 30-34 (346) | 35-39 (407) | 40-44 (419) | 45-49 (446) | 50-54 (528) | 55-59 (591) | 60-64 (393) | 65+ (94)



Age

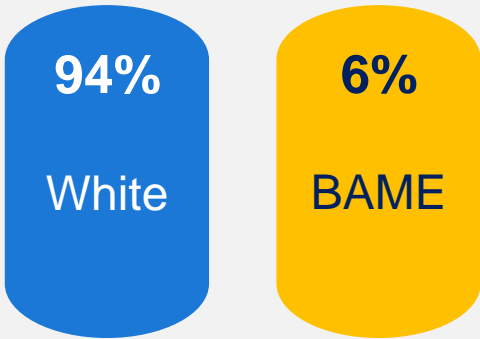
Employees age by **directorate** (Dec 2020) | Base: Exec (36) | CS (296) | FR (323) | PH (38) | HNB (948) | CFE (685) | AS (720) | CLR (272) | REGEN (402) | PIP (76)



Adult Services, Children, Families and Education and Corporate Service Finance and Resources have the youngest profile of employees (at least a quarter are aged under 35). Regeneration has the oldest distribution of staff; 47% are aged 55+.

Ethnic Origin

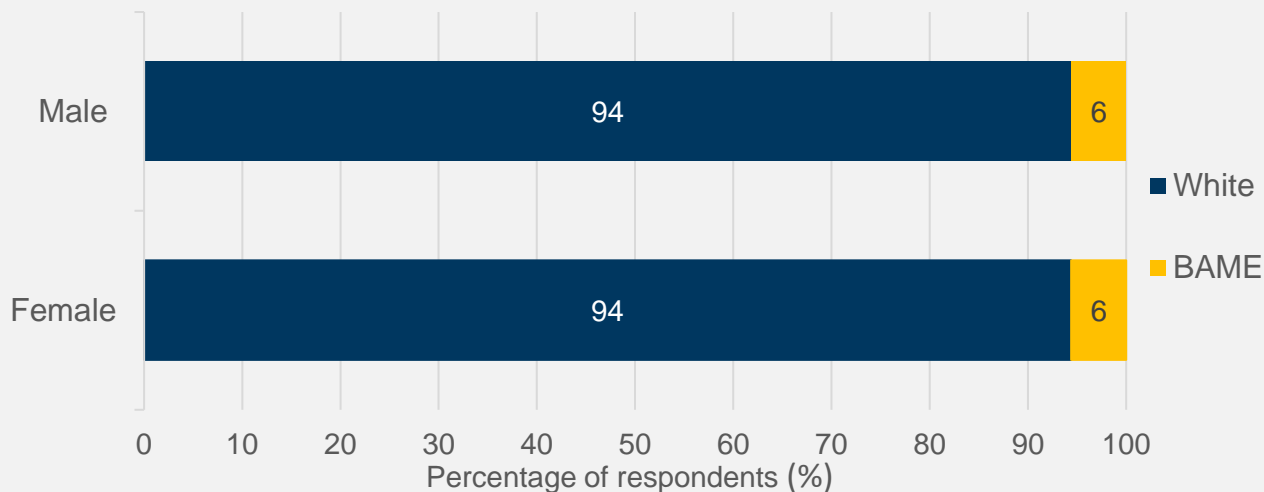
Employees by **ethnic origin**
(Dec 2020) | Base: 3,009



The majority of staff working at PCC are white (94%). In 2020 1% more staff were from BAME groups compared to 2019.

There is no difference in ethnic origin by gender.

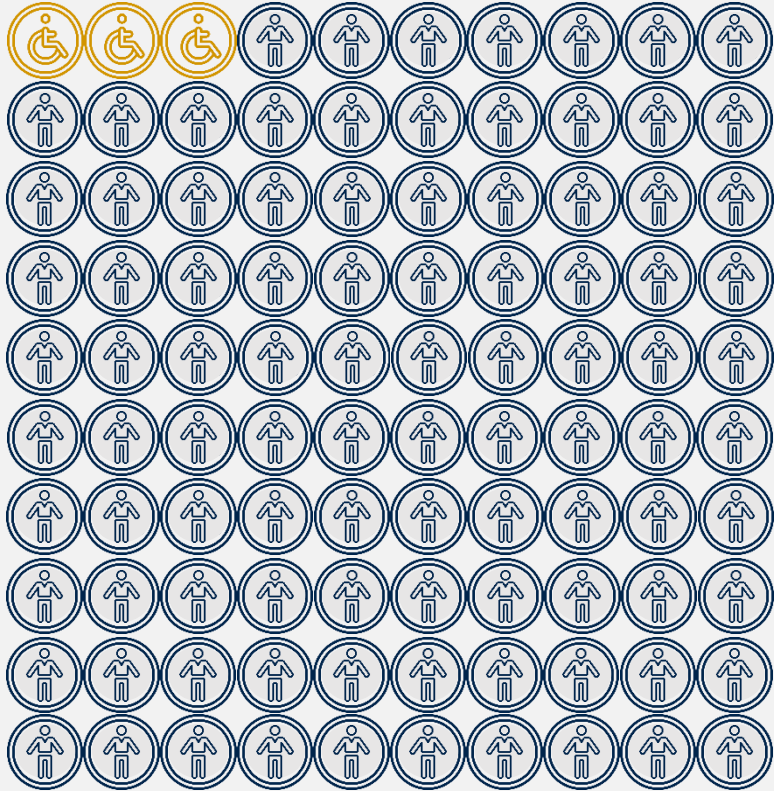
Employee **gender** by ethnic origin (Dec 2020) | Base: Male (953) | Female (1900)



The largest BAME group is 'Black or Black British/ African' who account for 1.4% of employees.

BAME Breakdown (Dec 2020) Base: 2,853	%
Black or Black British / African	1.4
Asian or Asian British / Bangladeshi	0.7
Asian or Asian British / Any Other Asian Background	0.7
Asian or Asian British / Indian	0.6
Other Ethnic Group	0.4
Mixed / White & Asian	0.3
Black or Black British / Caribbean	0.3
Black or Black British / Any Other Black Background	0.2
Chinese	0.2
Mixed / White & Black Caribbean	0.2
Mixed / Any Other Mixed Background	0.2
Mixed / White & Black African	0.2
Asian or Asian British / Pakistani	0.1

Employees **by disability** (Dec 2020) Base: 2,229



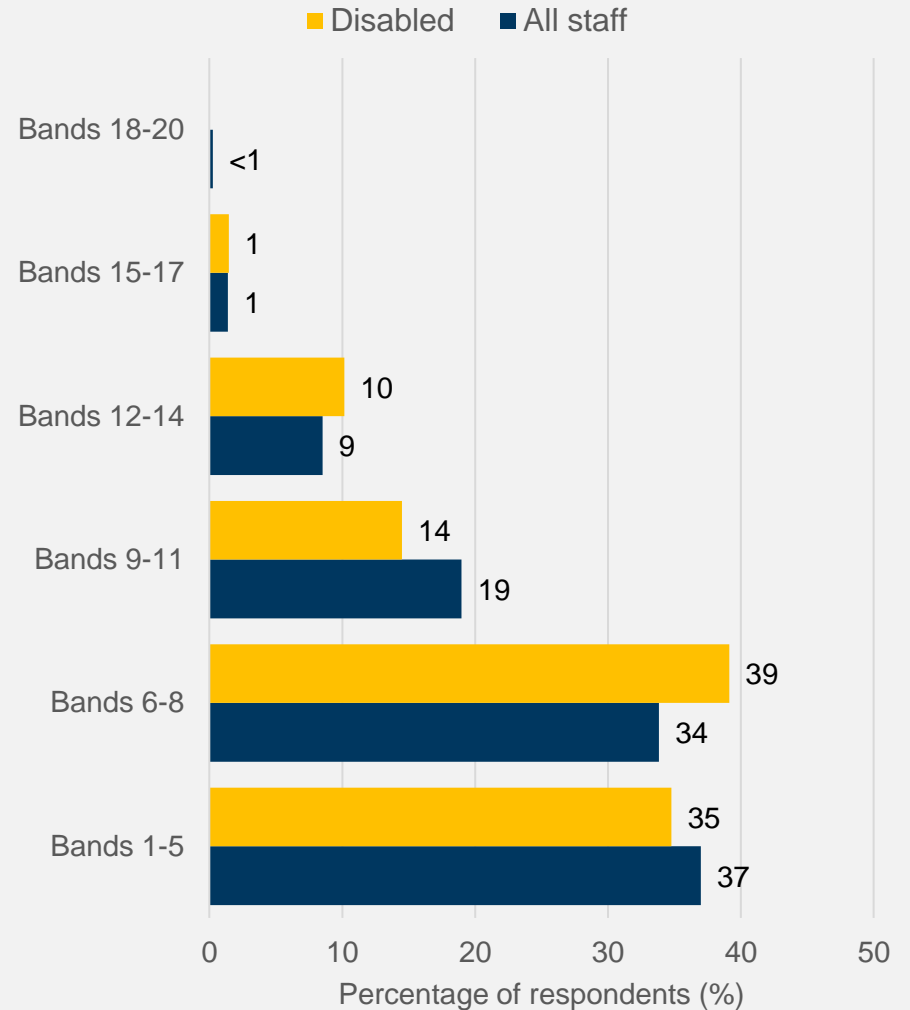
Just 3% of employees working at PCC have a disability; this is consistent year-on-year.

PCC employs staff with disabilities throughout the pay bands.

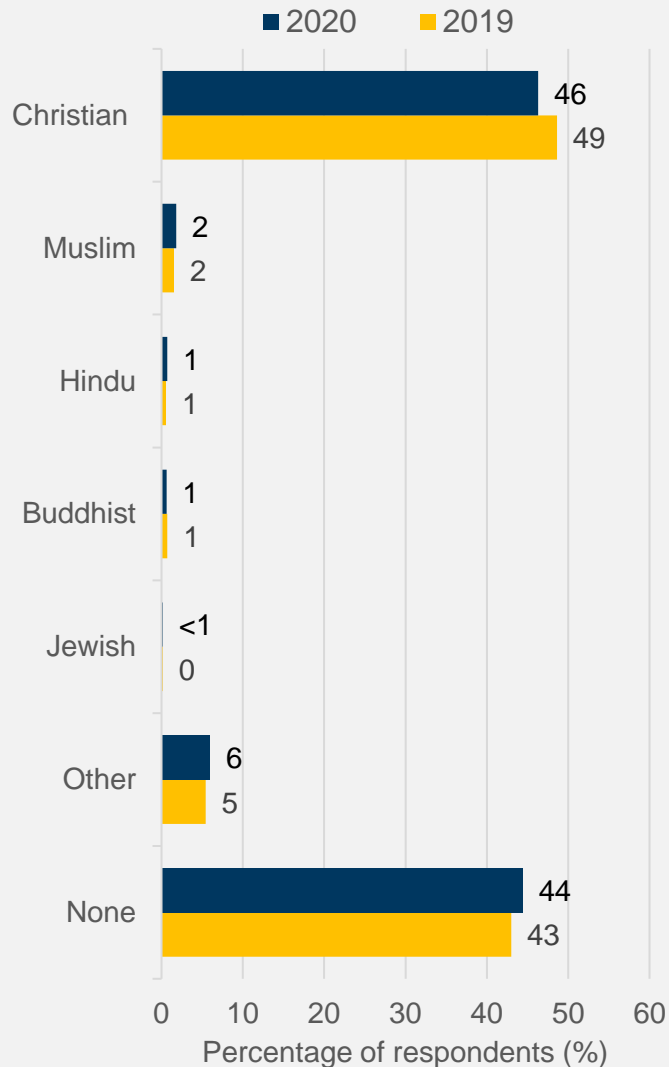
Employees with disabilities are over represented in some bands (6-8 and 12-14) and under represented in others (bands 1-5 and 9-11) however this is not unusual when looking at such a small proportion of the total population (3%).



Employee disability **by pay band** (Dec 2020)
Base: All staff (3,741) | Disabled staff (69)



Employees **by religion** (Dec) | Base: 2019 (1,229) | 2020 (1,268)

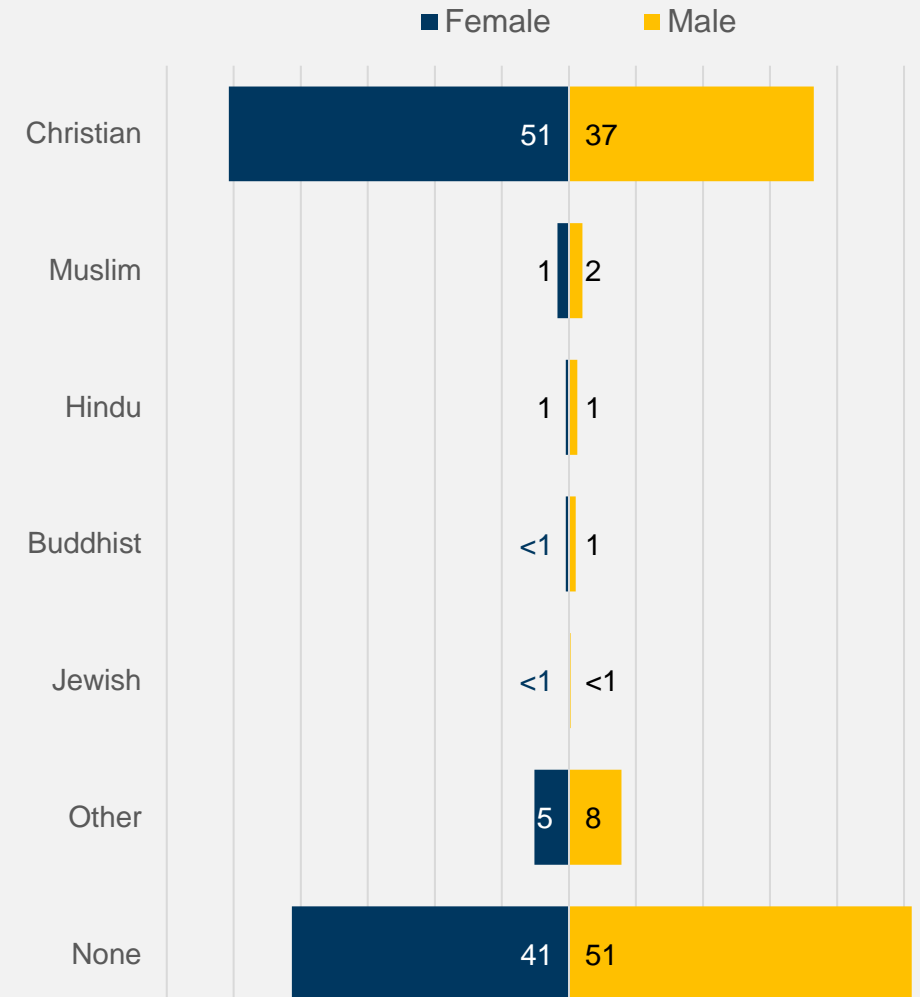


Christianity (all denominations) is consistently the most dominant religion amongst PCC employees (46% in 2020) and a large proportion of staff have no religion (44% in 2020).



A higher proportion of females working at PCC are Christian. Males are more likely to have no religion than females.

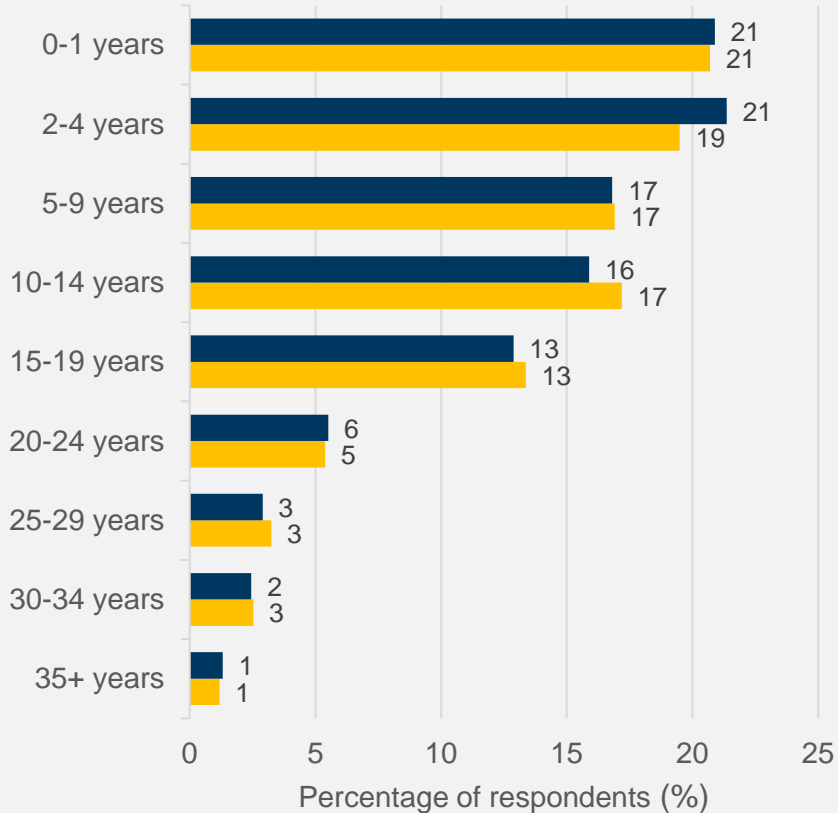
Employee by religion **by gender** (Dec 2020) | Base: Females (871) | Males (397)



Length of Service

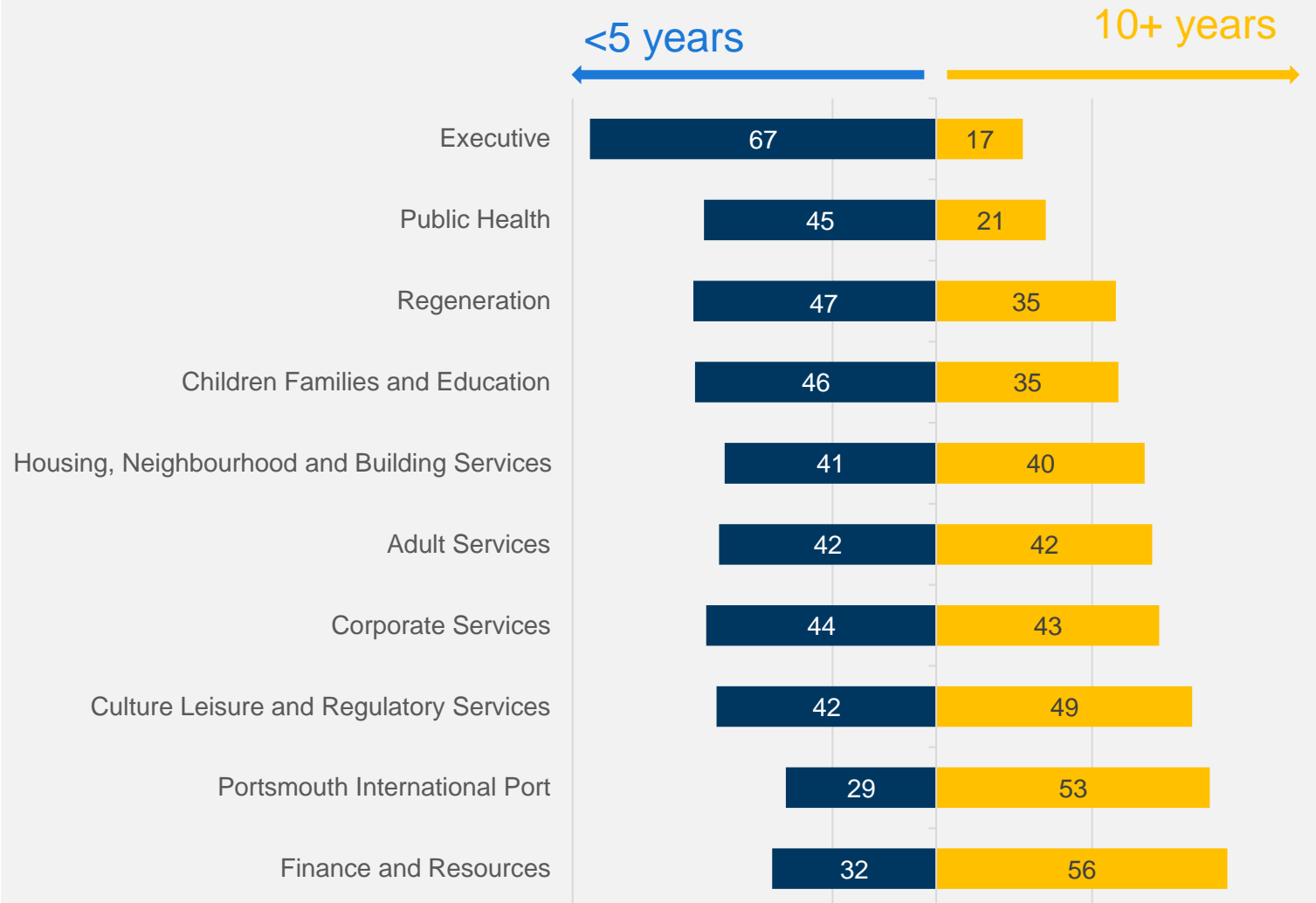
Employees by **length of service** (Dec) | Base: 2019 (3,637) | 2020 (3,796)

■ 2020 ■ 2019

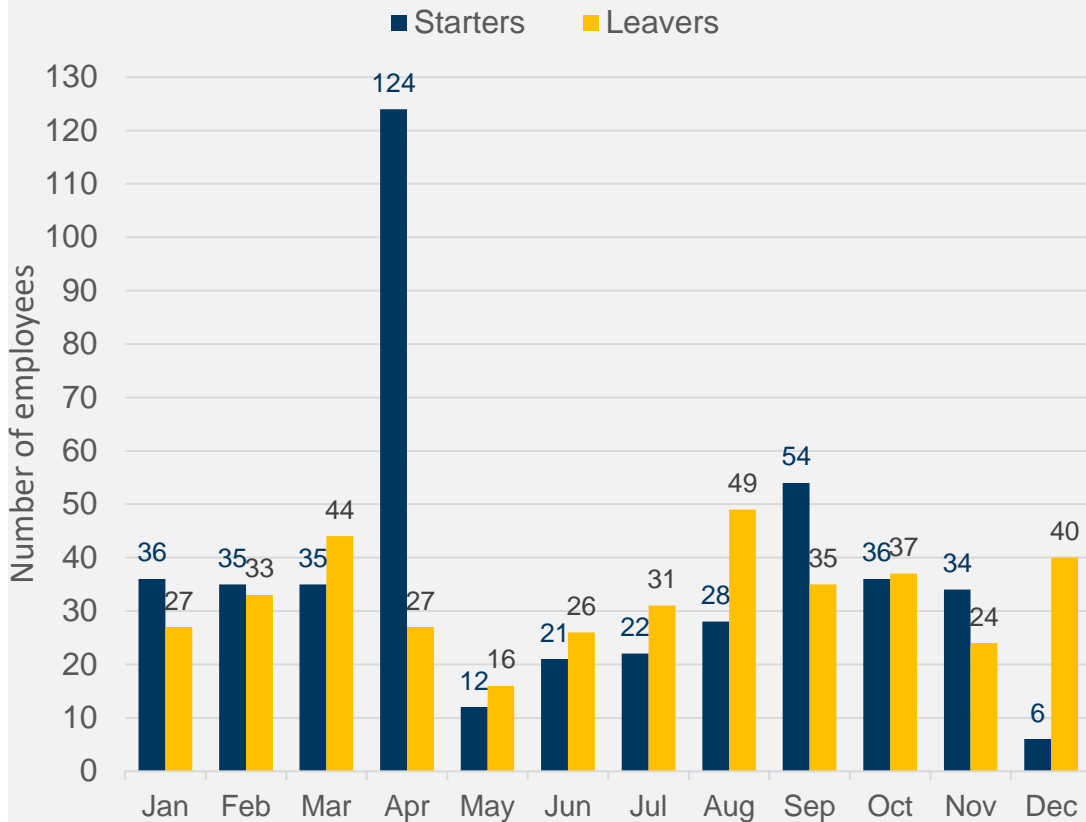


Across all PCC employees, the average length of service is 10 years. The longest serving employees have worked for PCC for 46 years in 2020.

Length of service **by directorate** (Dec 2020) | Base: Exec (36) | CS (296) | FR (323) | PH (38) | HNB (948) | CFE (685) | AS (720) | CLR (272) | REGEN (402) | PIP (76)

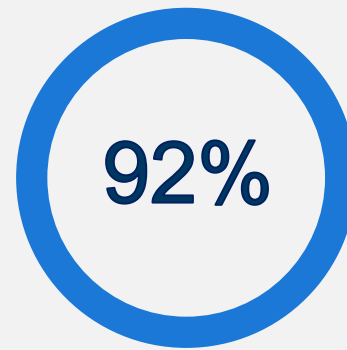


Number of starters and leavers *by month* (2020)

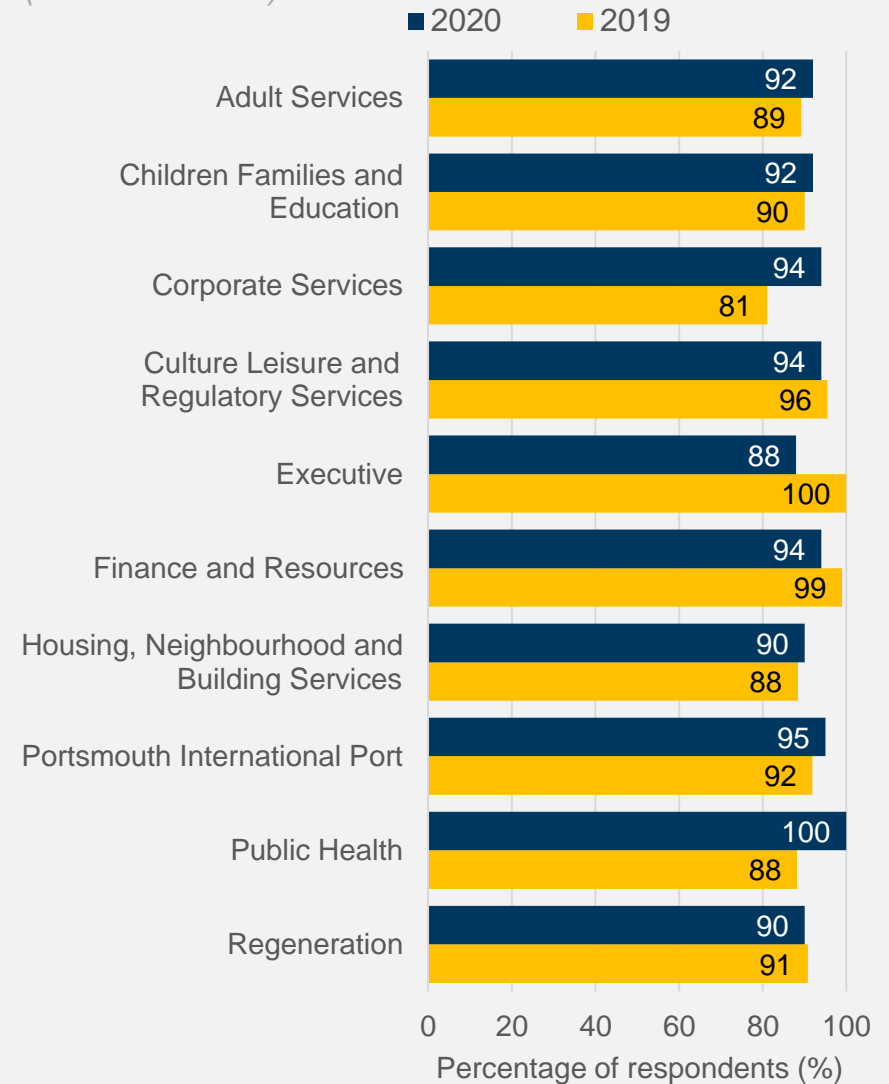


In total 443 people began working at PCC and 389 people left PCC during 2020. April was a huge peak month for new starters, this was due to the transfer of a care home back to PCC.

Employee retention rate is the proportion of staff employed for the whole of 2020

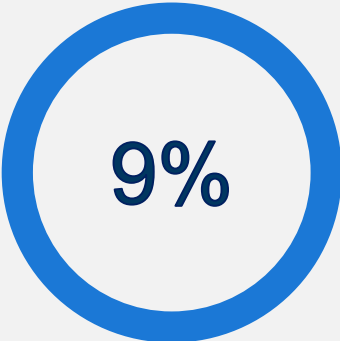


Employee *retention* rate *by directorate* (Jan 01 – Dec 01)

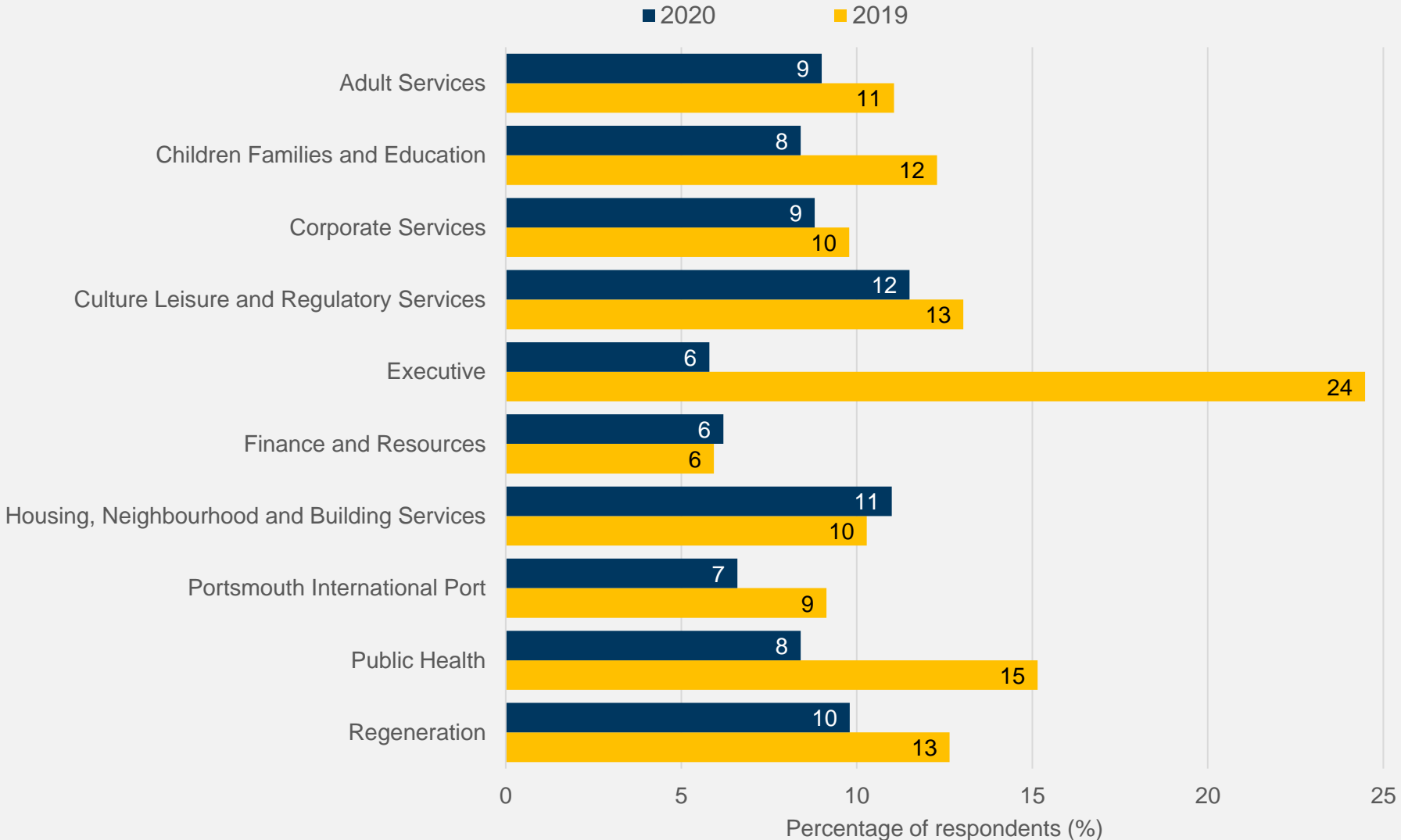


Employee Turnover

Employee turnover is the proportion of staff who left over 2020



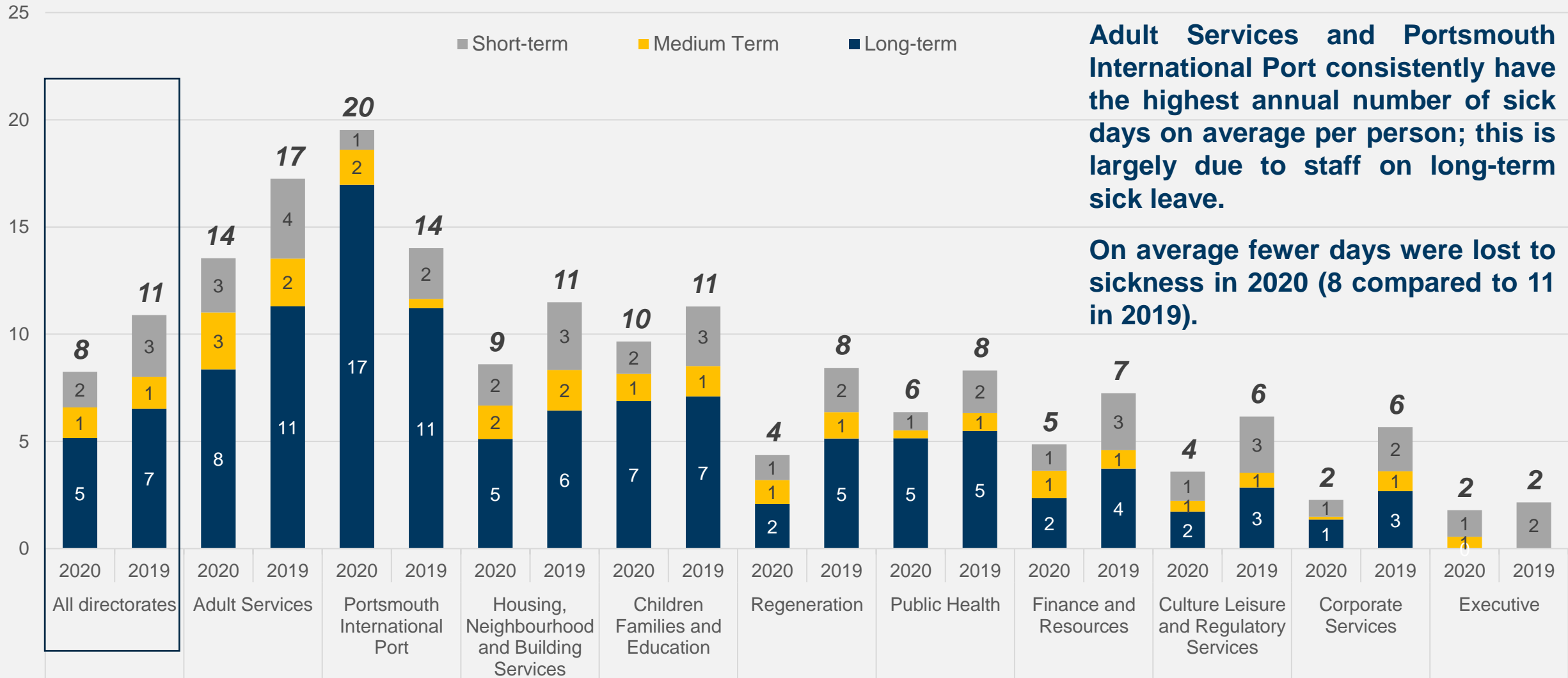
Employee *turnover* rate *by* *director*ate (Jan 01 – Dec 01)



Sickness Absence

Average number of days lost per person per year (2019 and 2020)

Base: (left to right): (3,763) | (3,639) | (710) | (637) | (76) | (75) | (945) | (960) | (684) | (664) | (391) | (383) | (35) | (33) | (319) | (328) | (268) | (259) | (297) | (267) | (38) | (33)



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

On average fewer days were lost to sickness in 2020 (8 compared to 11 in 2019).

Top reasons for absence (1st Jan – 31st Dec 2020)

Virus (incl. colds, coughs and influenza)

Gastrointestinal (incl. stomach and bowel)

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

Psychological (incl. stress, anxiety and depression)

Musculoskeletal

Ear/ nose/ throat (incl. dental)

Coronavirus

Viruses were the biggest cause of absence in 2020, unlike in 2019 where psychological reasons were most common.

