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(Please note that "Information Only" reports do not require Integrated Impact Assessments, Legal or Finance Comments as no decision is being taken)

Title of meeting:	Employment Committee
Subject:	Workforce Profile
Date of meeting:	17 November 2022
Report by:	Director of Corporate Services
Wards affected:	All

1. Purpose

The purpose of this report to present to the committee the workforce profile for 2021 with a summary of key highlights.

The Committee are asked to note the contents of the report and attached workforce profile.

2. Background Information

As part of the council's commitment to equality, diversity and inclusion work has been undertaken to profile the workforce against the protected characteristics (where data is held) to enable a better understanding of the make up of the workforce.

The first workforce profile was completed for the year 2019. A further workforce profile was completed for 2020. The current report deals with the workforce profile for 2021 which is attached at Appendix 1. An accessible version of the data is available at: <https://yourcityyoursay.portsmouth.gov.uk/workforce-insight-profile-2021/> . Where trends are able to be shown these are reported on in the workforce profile report.

Both the Local Government Association and the Equality and Human Rights Commission recommend collecting and analysing equality information about employees in order to:

- Identify key issues;
- Assess performance;

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- Take action.

Having workforce data profiled against protected characteristics provides an evidence base to inform the setting of equality objectives, decision making relating to employment policies and practices and regular monitoring enables assessment of the impact of any decision taken or changes made.

Publication of the workforce profile provides transparency for service users, staff and other interested parties as well as demonstrating compliance with the general equality duty.

3. Workforce Profile Summary of Key Issues

Accessible versions of the all published workforce profiles can be found on the following links to the council website:

Key areas that emerge from the workforce profile 2021 are highlighted below, as follows:

1. The gender balance of the workforce has remained consistent year on year since the first workforce profile was published in 2019 - 65% of the workforce are female, 35% of the workforce are male.
2. In 2021 the age profile of the workforce has increased; 4% more people are aged 60+ compared to 2020.
3. The proportion of staff who live within the city boundary is reducing with 54% of the workforce living in PO postal districts PO1 - PO6 in 2021, compared with 64% in 2020 and 63% in 2019. (NB: it should be noted that previous workforce profile reports showed staff living in postal districts PO1 - PO5 which did not reflect the city boundary and is now corrected for 2021 onward).
4. The majority of staff 94% are from white ethnic groups; 6% of staff are from minority ethnic groups. This has remained consistent from previous years.
5. Males earn on average 5.7% more than females, which is a reduction from previous years where in 2020 males earned on average 7.4% more than females.
6. The proportion of people working full time has increased marginally to 63% from 60% in 2019.

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7. Employee turnover increased to 11% in 2021; an increase of 2% on the previous year.

8. 2021 saw an increase in the average annual sick leave rising to 12 days per person, with long term absence consistently accounting for the highest proportion of absence.

It should be noted that during the year 2021 Portsmouth City Council changed its system for recording workforce information from EBS Oracle to Fusion. The transfer of data to the new system has resulted in a loss of data on employee postcode and disability information. A communications campaign was undertaken post data transfer encouraging all staff to review and update their information, which should follow through in the 2022 workforce profile analysis next year. As a result of the limited data held on disability there has been no analysis undertaken on this protected characteristic.

4. Workforce Profile Summary of Key Actions and Next Steps

The Workforce Profile for 2021 will be published on the council's website. The data contained in the workforce profile will be used to inform work going forward in relation to Equality, Diversity and Inclusion, and the updated Equalities Strategy from 2023.

A Workforce Strategy is in development that seeks to address workforce challenges and issues that are highlighted in the profile such as the age and ethnicity profile of the workforce, employee turnover and absence rates.

It is recognised that there continue to be gaps in data and these will be addressed, for example LGBTQ+ and veterans. Disability data will also be a part of this.

The previous report to the committee in 2021 stated that a new recruitment system was being implemented during 2022 which would enable aggregated reporting on those applying for jobs with Portsmouth City Council. The project is currently underway and due to go live at the end of November. Reporting on recruitment information will therefore be available once the new system is implemented.

The workforce profile will continue to be updated annually and reported to the Employment Committee.

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Signed by (Director)

Appendices:

Appendix 1 - Workforce Profile 2021

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location
Equality Information and the Equality Duty: A Guide for Public Authorities (Equality and Human Rights Commission)	Equality Information and the Equality Duty: A Guide for Public Authorities Equality and Human Rights Commission (equalityhumanrights.com)
Equality Framework for Local Government (Local Government Association)	Equality Framework for Local Government (EFLG) 2020 Version