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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:	30 November 2023
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 2022 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 and has been repeated annually since. The current report deals with the workforce profile for 2022 which is attached at Appendix 1. An accessible version of the data is available at: : [Workforce Insight Profile 2022 - Your City, Your Say survey research \(portsmouth.gov.uk\)](https://www.portsmouth.gov.uk/research-and-statistics/workforce-profile-2022)

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;
- 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.



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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 all published workforce profiles can be found on the following links to the council website: [Workforce Insight Profile Research - Your City, Your Say survey research \(portsmouth.gov.uk\)](https://www.portsmouth.gov.uk/research)

In summary the workforce profile has remained relatively consistent in terms of age, gender and ethnic origin. The profile of our workforce has also been compared to the recent census data and shows how we compare against city population demographics:

- We are under-represented with ethnic minority groups (-8%)
- We are under-represented with those in the youngest age group (16 - 24)
- We are over-represented in 45-64 age groups
- We are under-represented with males (-15%)

Key areas that emerge from the workforce profile 2022 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. The age profile has remained fairly constant following the slight increase in people aged 60+ identified in the 2021 analysis reflecting an aging workforce.
3. The proportion of staff who live within the city boundary is increasing and back to 2020 levels at 62% and rising to 97% of staff living within a PO or SO postal district.
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 but as outlined above is not representative of the city's demographic profile.
5. The gender pay gap is closing year on year from 5.7% in 2021 to 3.9% in 2022.
6. The proportion of people working full time has increased steadily to 65%, up from 60% in 2019.
7. 2022 saw a larger number of employees leaving resulting in a significant increase in turnover, up 6 percentage points to 17%.
8. There has been no improvement in the proportion of staff we hold disability information on following the change in system from EBS Oracle to Fusion during 2021.



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4. Workforce Profile Summary of Key Actions and Next Steps

The Workforce Profile for 2022 will be published on the council's website.

The significant increase in turnover is a particular challenge across all service areas, as is the extent to which our workforce reflects the communities we serve. The age profile of the workforce and gaps in data relating to disability and sexual orientation remain a concern.

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 which is currently out for consultation.

A more strategic approach is now in train focused on recruiting and retaining high calibre staff across the wide range of professions and roles the council employs. Particular attention is being paid to those areas where research shows the biggest impact on employee engagement and these include investment in our management population, professional development and apprenticeships; developing our approach to recognition and benefits (the employee value proposition); embedding our values and focus on wellbeing. Changes are also underway to improve processes and remove barriers for those seeking employment with the council.

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:



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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