



# Workforce Insight Profile 2022

Corporate Services

## Purpose

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.

## 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 (either because the question was not asked at enrolment or due to employees opting out of providing specific pieces of personal data), therefore the base sizes vary from question to question (a summary of response rates by question is shown on the next slide).



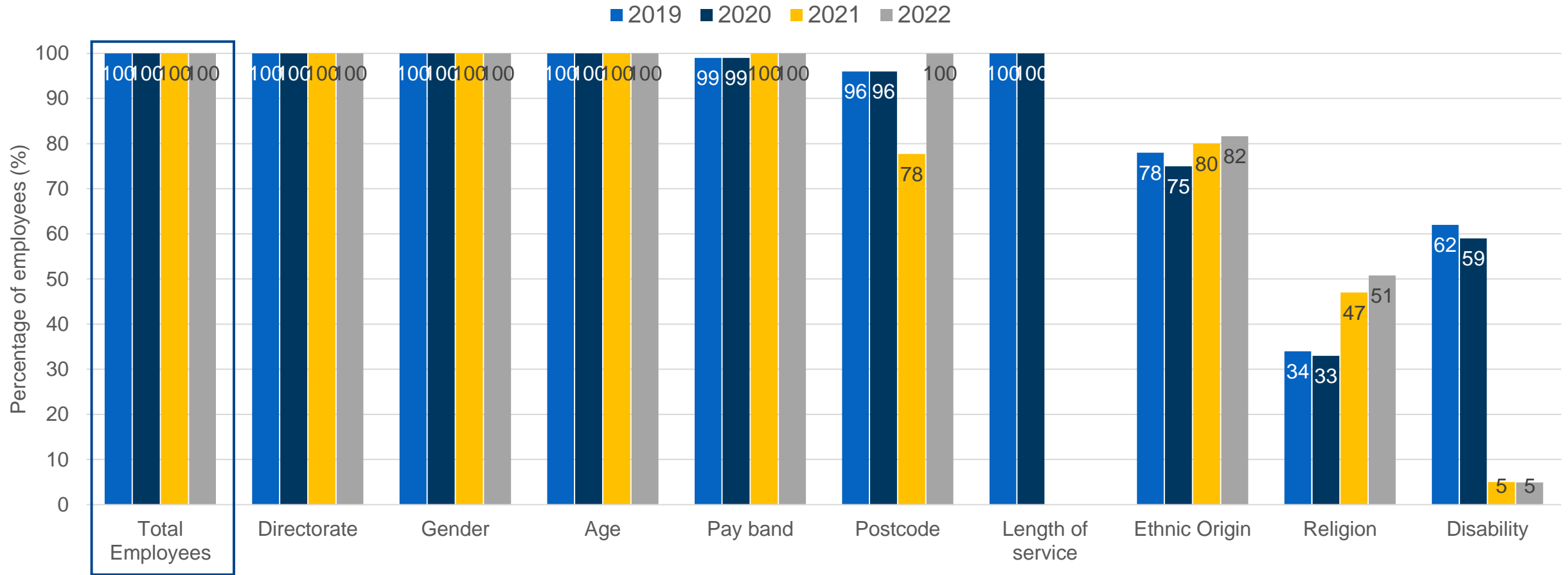
## Data Sources

All data preceding 1<sup>st</sup> July 2021 is based on employee data held on EBS Oracle whilst all subsequent data is from employee data held on Fusion.

All information in this report is based on employee data from 1<sup>st</sup> December for the appropriate year unless otherwise stated. The data does not include agency staff.

# Response Rates

**Response rates** | Base: (Dec) 2019 (3,638) | 2020 (3,796) | 2021 (3,884) | 2022 (3,797)



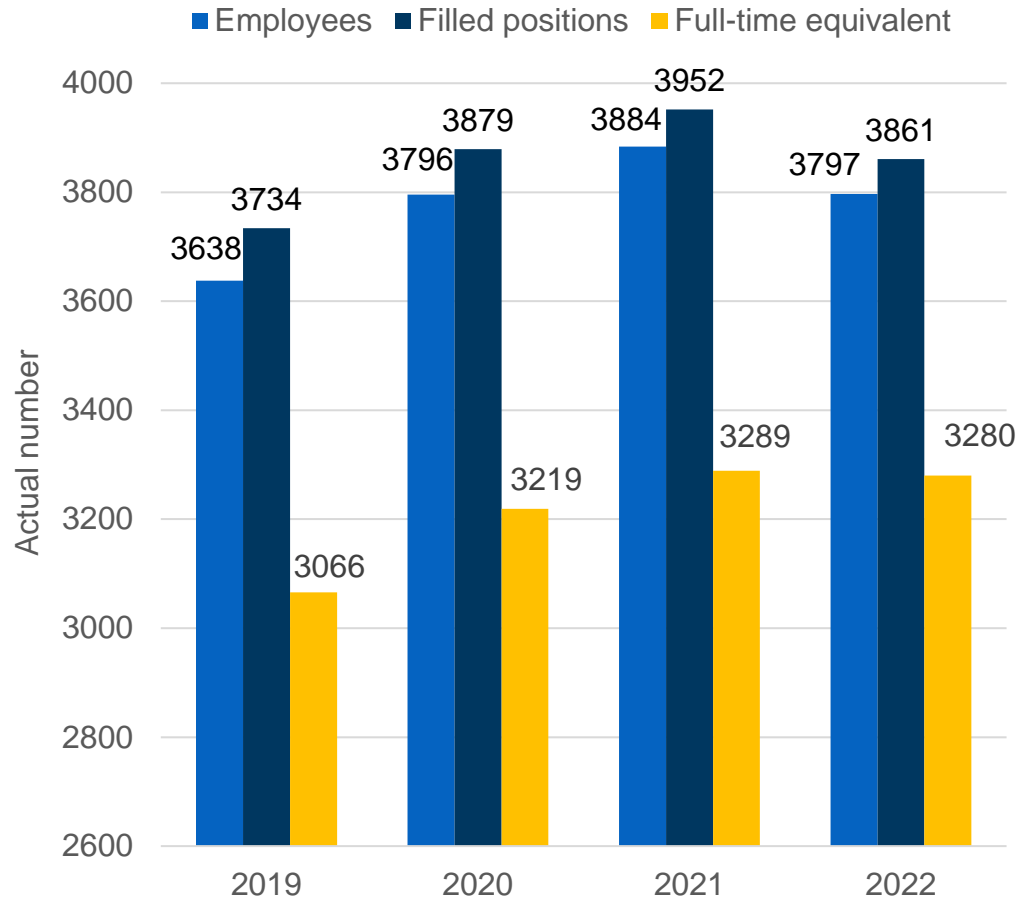
- Portsmouth City Council consistently holds information on directorate, gender, age, and pay band
- The proportion of staff on which PCC holds ethnic origin and religion information on increased in 2021 and again in 2022
- The switch to data being held on Fusion in 2021 has resulted in a loss of employee disability information (this data is now self-service) and length of service (the glitch is still under review)

# Key Findings

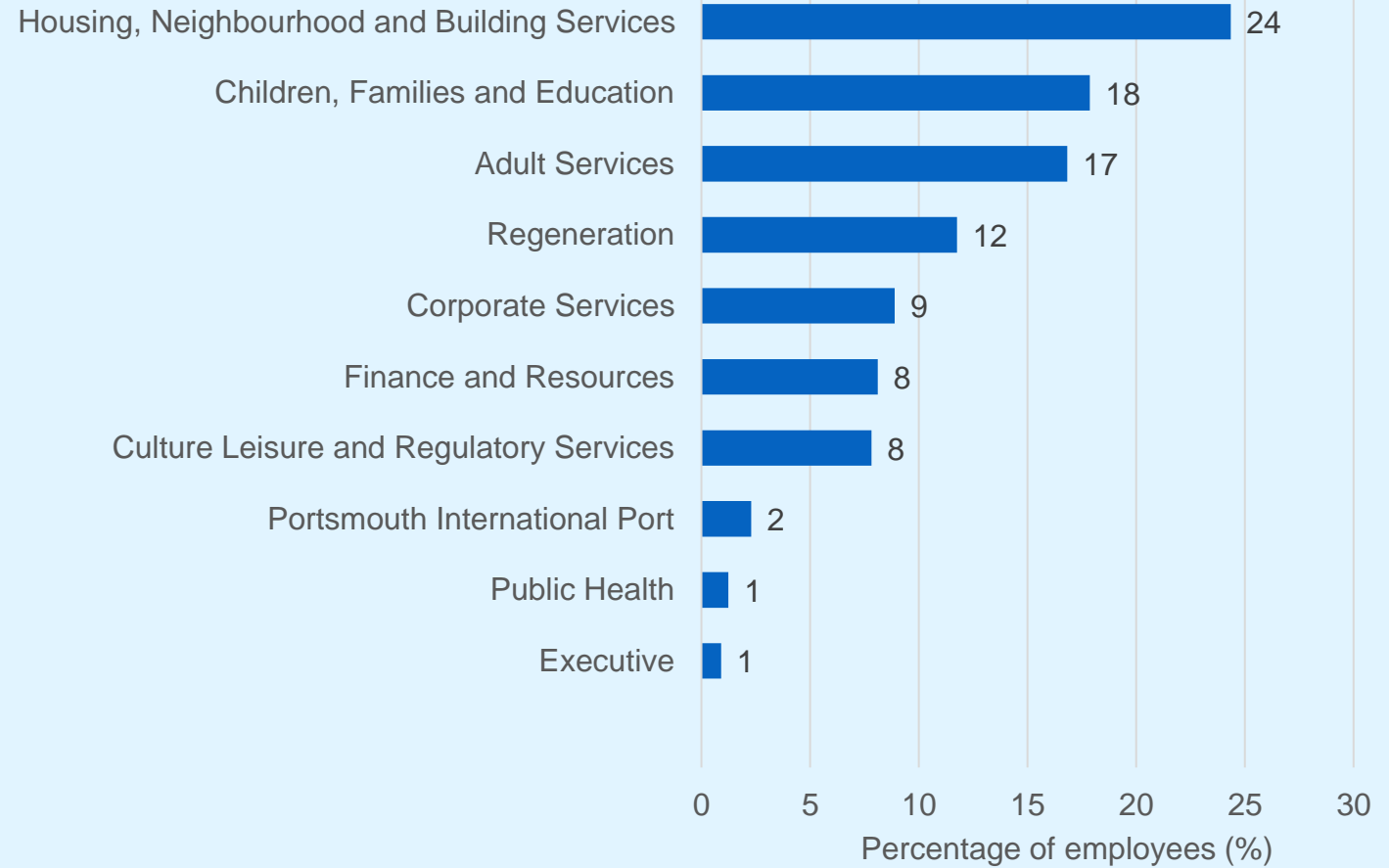
- In 2022 the number of employees, filled positions and full-time equivalent roles have decreased for the first time in recent years
- The profile of staff has remained consistent in recent years in terms of age, gender and ethnic origin
- The vast majority of staff live in close proximity to Portsmouth; 97% within PO or SO postal districts
- Almost two thirds of staff are female (65%) - they dominate part-time roles and are more prevalent in all directorates except Portsmouth International Port where 87% of staff are male
- The council employs a good spread of people from across all age groups, the youngest and oldest employees are most likely to be working in lower pay bands
- 6% of staff are from ethnic minority groups – this is consistent regardless of gender
- There has been a gradual increase in the proportion of staff with no religion and decrease in the proportion of staff who are Christian. In 2022 Christianity is still the most prevalent religion (43%), whilst 48% have no religion
- Just over a third of staff work part-time (35%), this has declined gradually year-on-year from 40% in 2019
- The gender gap is closing, males earn on average 3.9% more than females annually in 2022, compared to 5.7% more in 2021
- The council's employee turnover increased 6 percentage points to 17% in 2022 – career development in another job remains the main reason staff leave PCC

# Workforce Summary

## Number of... (December)



## Employees by directorate | Base: Dec 2022 (3,797)

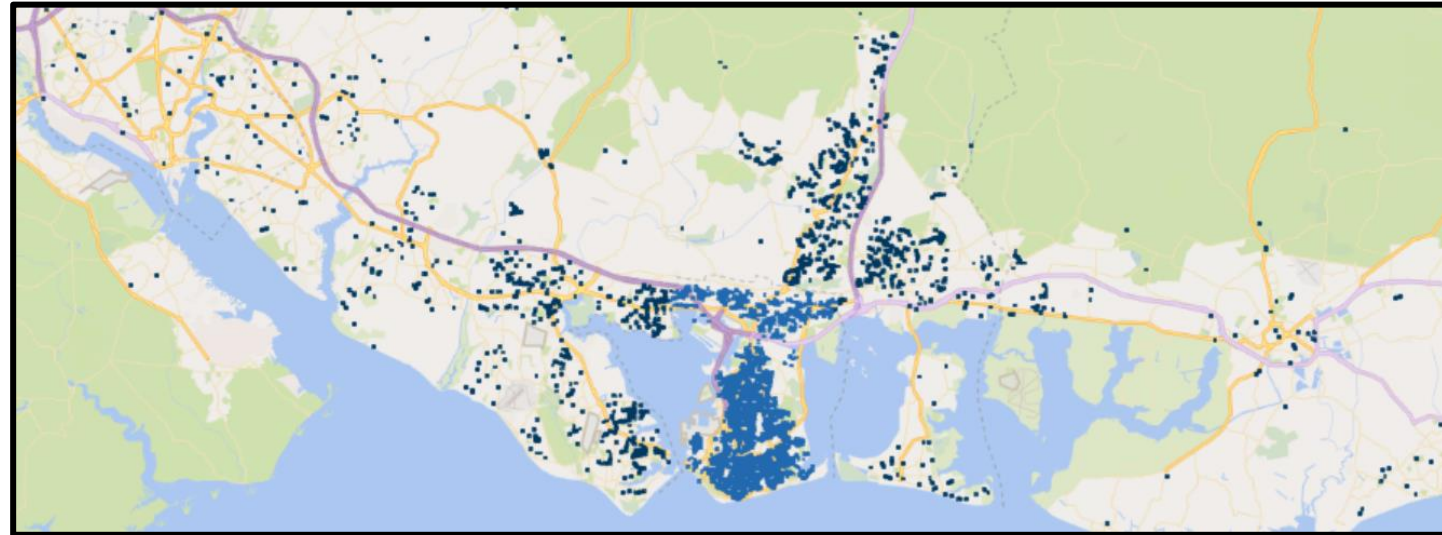
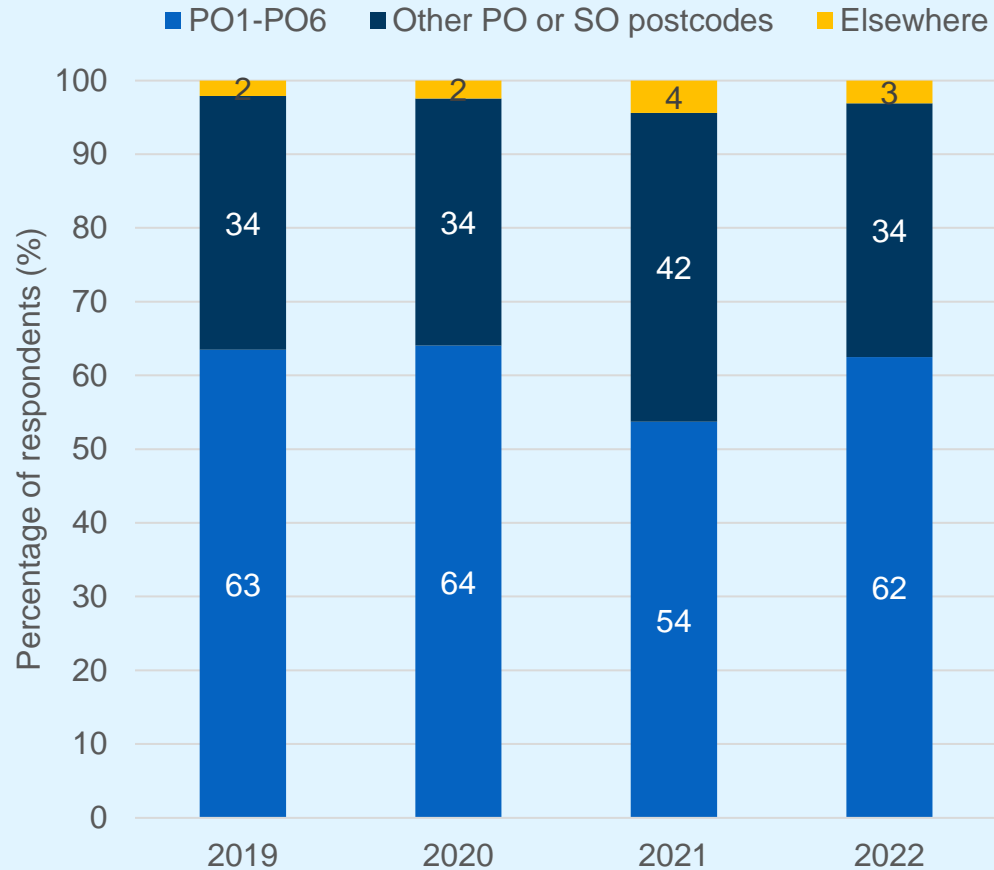


- The number of employees, filled positions and full-time equivalent roles have decreased in 2022, bucking the trend over recent years
- The Housing, Neighbourhood and Building Services directorate is consistently the largest, employing just under a quarter of staff
- Children, Families and Education and Adult Services are also large directorates, each accounting for just under a fifth of employees

# Postcode distribution

## Employees by postcode

Base: (Dec) 2019 (3,503) | 2020 (3,658) | 2021 (3,018) | 2022 (3,796)



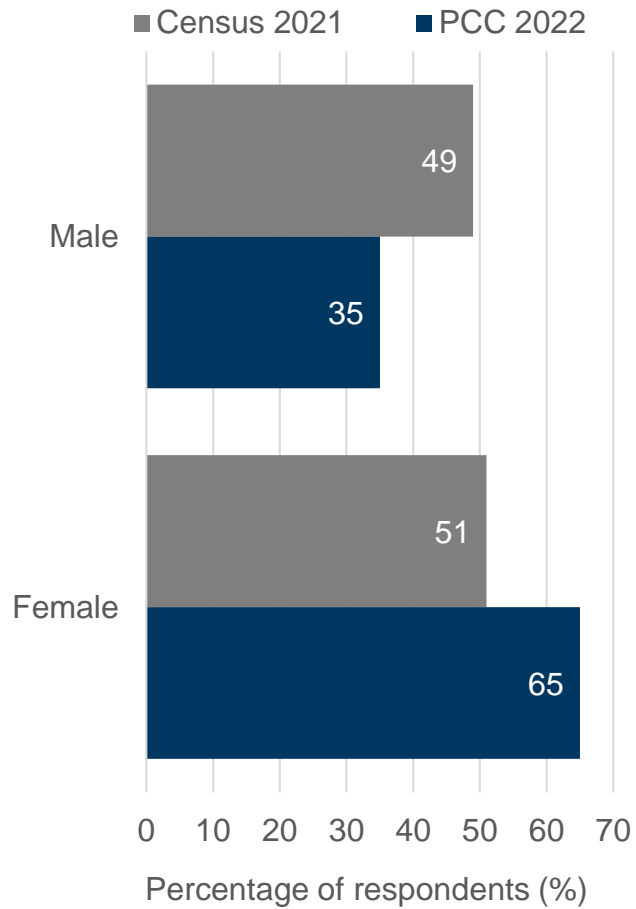
**97%** of Portsmouth City Council (PCC) employees live within PO or SO postal districts in 2022

**3%** of employees come from outside PO and SO postal districts in 2022. Staff come from all over the UK including: **Sunderland, Manchester, Leicester, Birmingham, Wales, Bath, Blandford Forum, Exmouth and London**

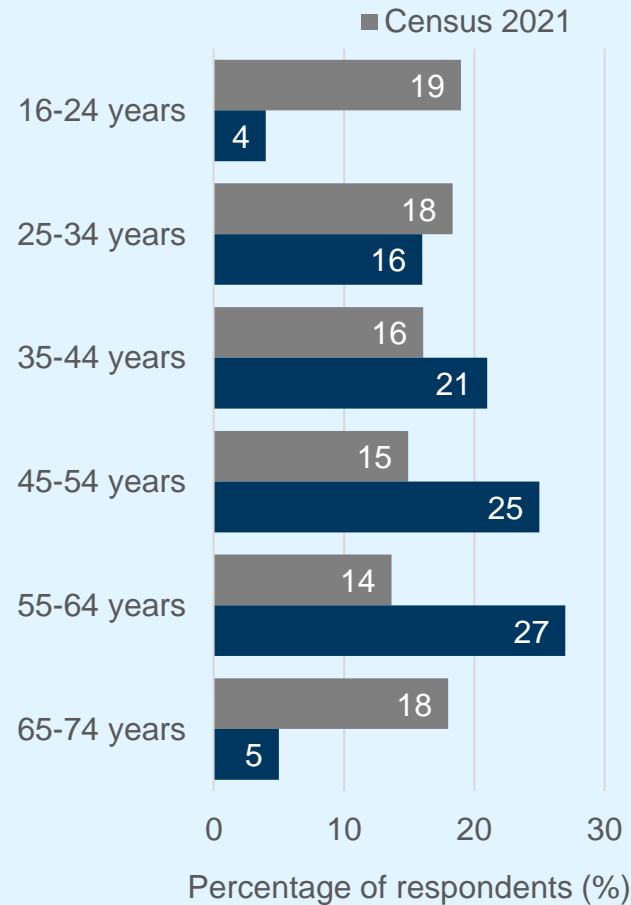
- 62% of employees live within the city boundary in 2022 – back to 2020 levels. Missing data skewed the 2021 results for postcode distribution
- Compared to 2020 there has been a 1% increase in the proportion of staff living outside of PO or SO postcodes; the shift to hybrid working has made it easier for staff to live further afield

# Census comparison

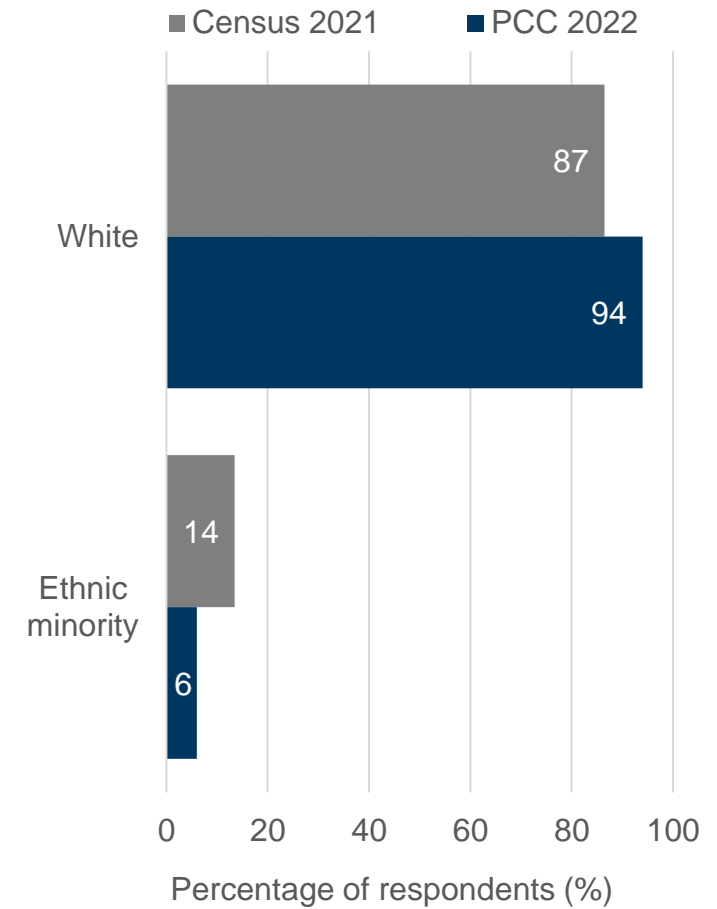
**Gender/ sex** | Base: (Dec 2022) PCC 3,797 | Census 2021: 170,821



**Age** | Base: (Dec 2022) PCC 3,797 | Census 2021: 170,818



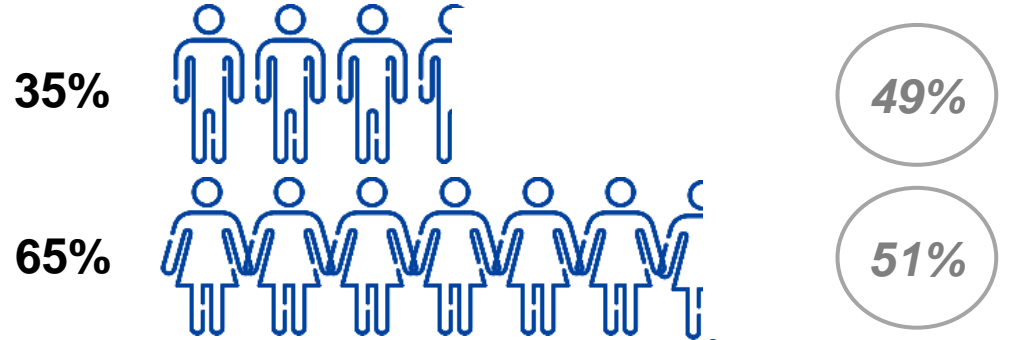
**Ethnic group** | Base: (Dec 2022) PCC 3,116 | Census 2021: 170,821



- The profile of council staff does not match that of the local population (*ONS census 2021*), however 37% of staff come from outside of Portsmouth
- The council are under-representing males compared to the profile of Portsmouth’s residents (-14%)
- People aged 16-24 and over 65 are under-represented in council staff, although the over 65’s are less likely to be in employment
- The council’s workforce is under-representing ethnic minority groups by 8 percentage points

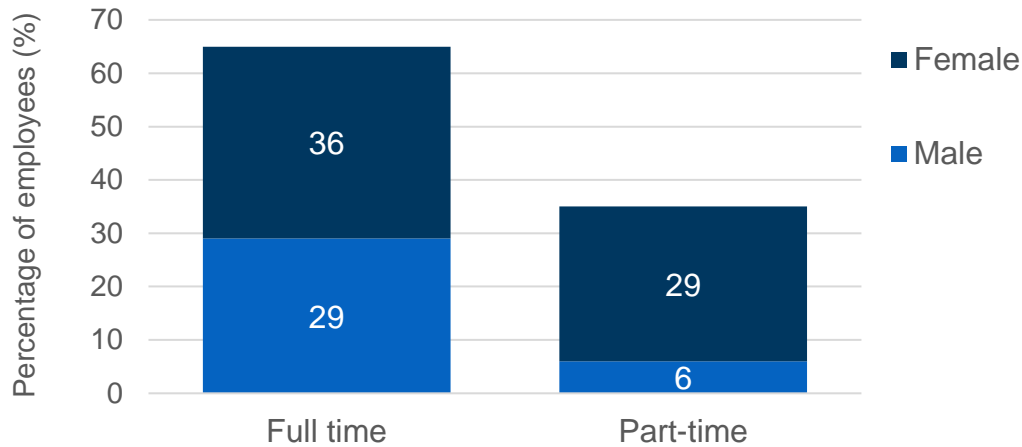
# Gender

Employees **by gender** | Base: Dec 2022 (3,797)

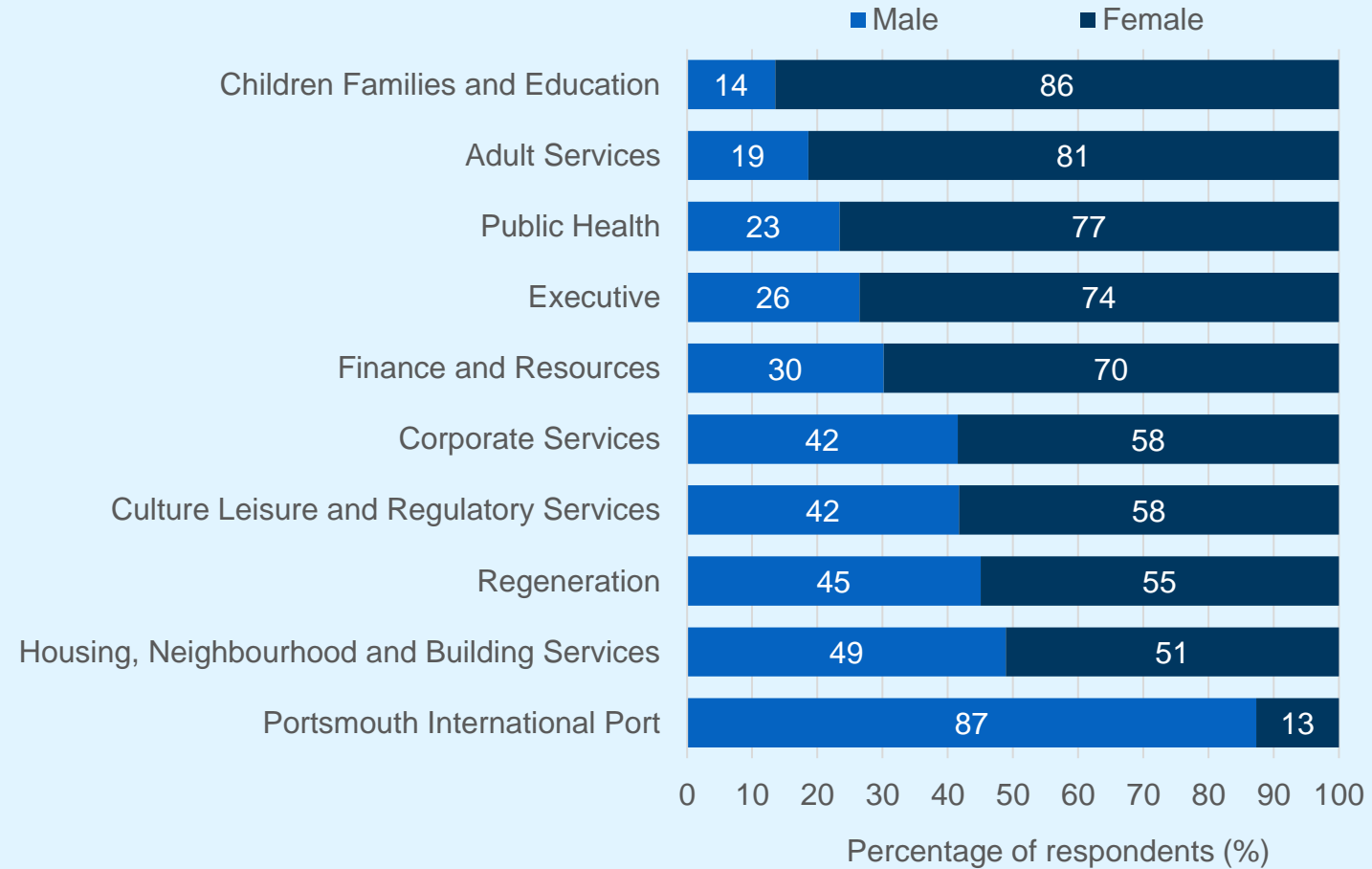


Employee gender **by employment category**

Base: (Dec 2022) Full-time: 2,458 | Part-time: 1,339



Employee gender **by directorate** | Base: (Dec 2022) | CFE: 678 | AS: 639 | PH: 47 | Exec: 34 | FR: 308 | CS: 337 | CLRS: 297 | Regen: 446 | HNBS: 924 | PIP: 87



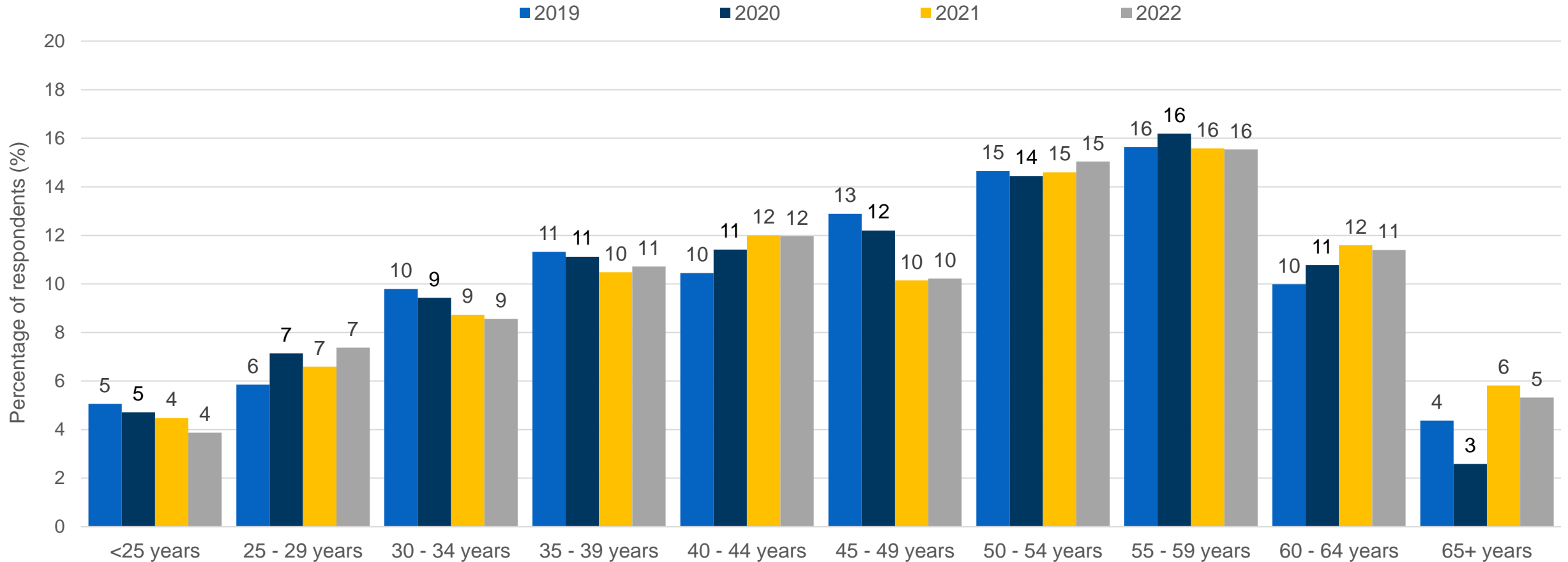
- Just over a third of employees are male and almost two-thirds are female – this is consistent with 2021
- The council are under-representing males when compared to the profile of residents (*ONS census 2021*)
- Just over a third of staff work part-time (35%), they are most likely to be female (only 6% are male)
- Portsmouth International Port is the only directorate where males form the majority of staff (87%)



# Age

- Official -

Employees **by age** | Base: Dec 2019 (3,638) | 2020 (3,713) | 2021 (3,884) | 2022 (3,797)



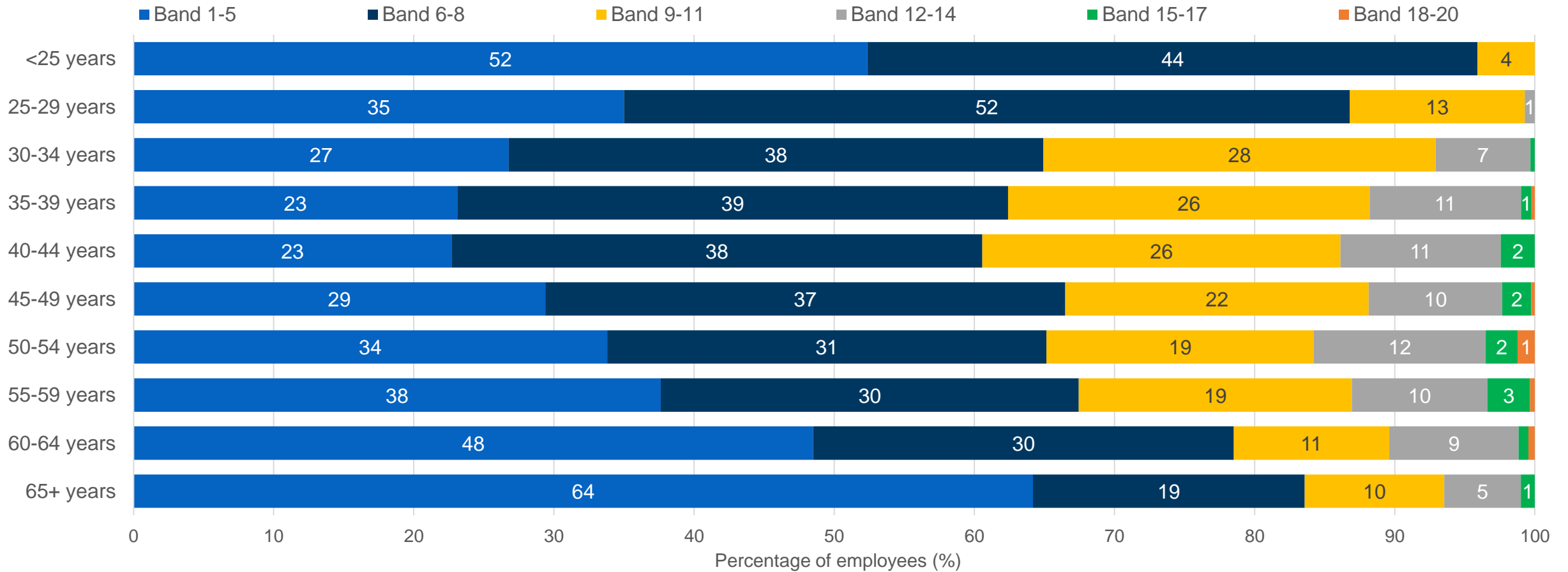
- Portsmouth City Council employs a good spread of people from across the age groups
- The age profile of staff has remained fairly consistent with only small fluctuations, the most notable being a shift in 2021 and 2022 from fewer staff being aged 45-49 and more being aged 65+ (around 2%)

# Age

- Official -



Employee age **by pay band** | Base: (Dec 2022) | >25 (147) | 25-29 (280) | 30-34 (325) | 35-39 (407) | 40-44 (454) | 45-49 (388) | 50-54 (571) | 55-59 (590) | 60-64 (433) | 65+ (201)

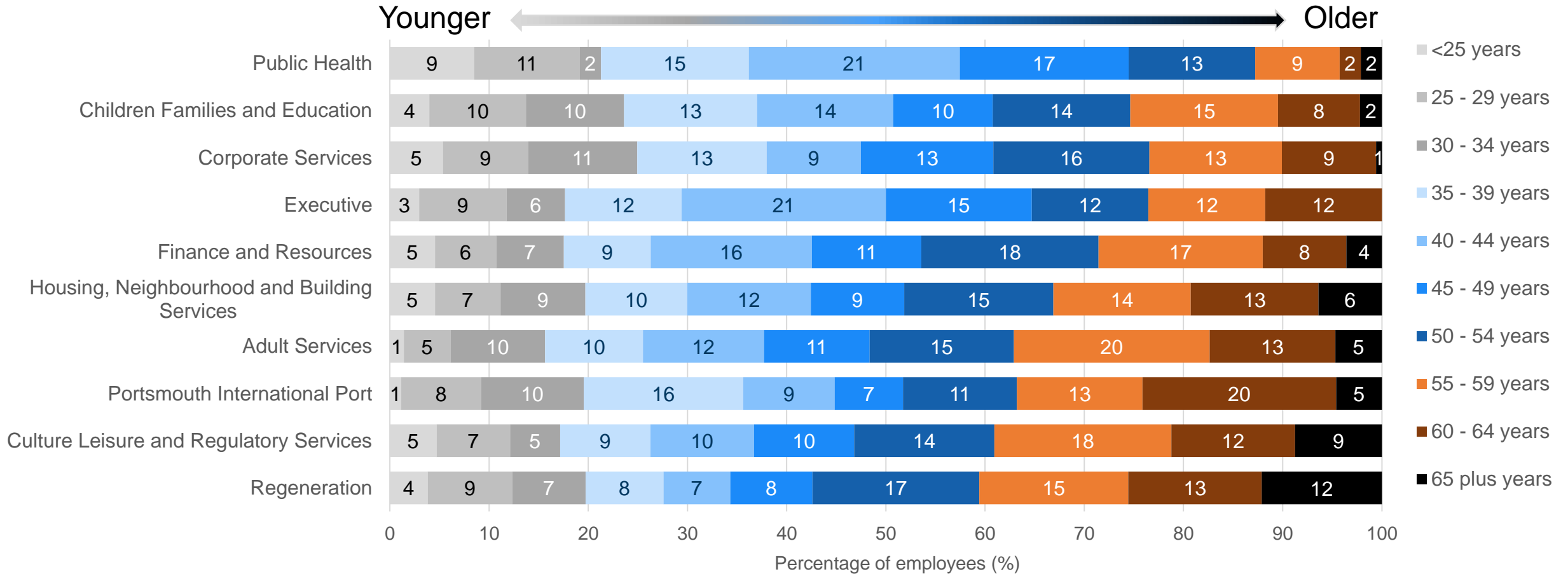


- Employees aged <25 and 65+ are most likely to be working in lower pay bands (1-5)
- Almost 40% of staff aged 35-44 work in bands 9 and above compared to less than 20% of those aged under 30 or 65+

# Age

- Official -

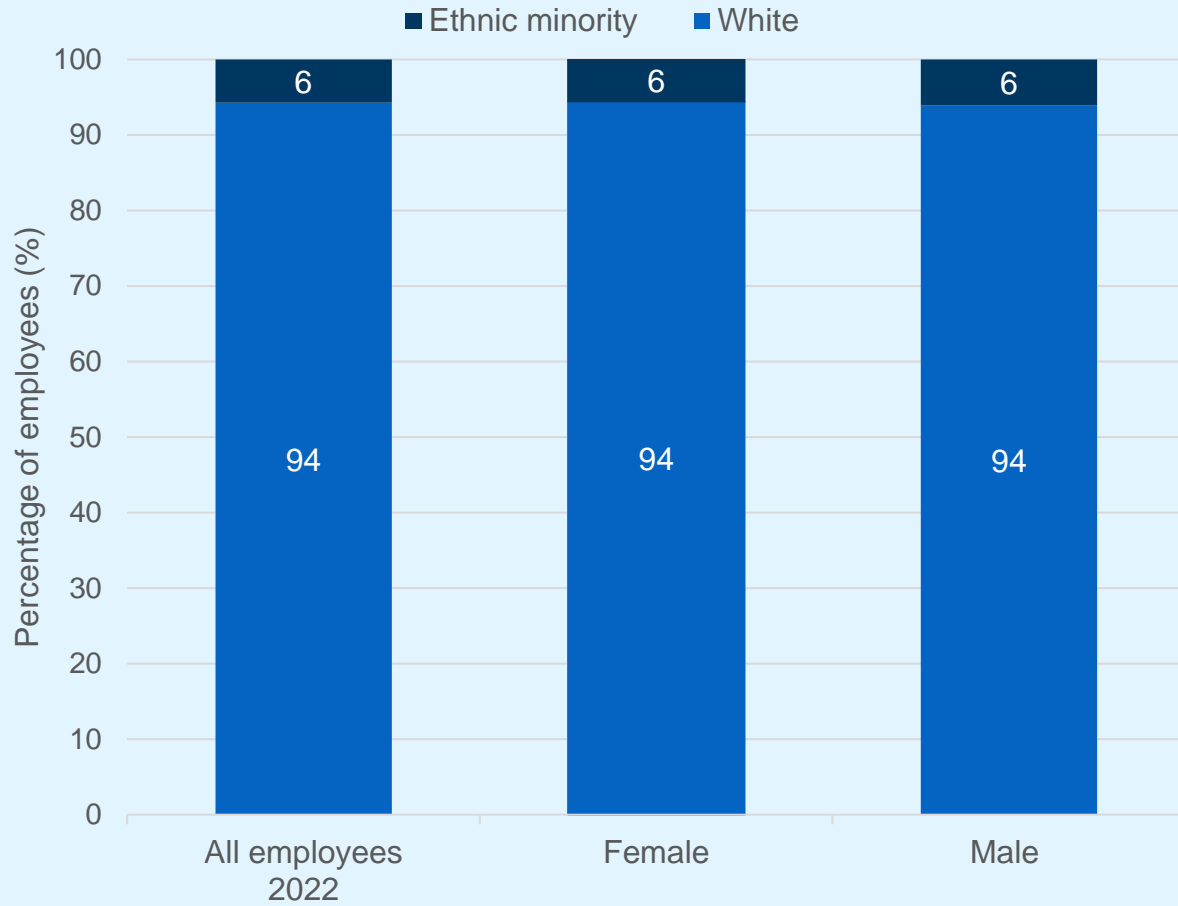
Employees age **by directorate** | Base: Dec 2022 | PH (47) | CFE (678) | CS (337) | Exec (34) | FR (308) | HNBS (924) | AS (639) | PIP (87) | CLRS (297) | Regen (446)



- Over a third of staff in Regeneration, Culture, Leisure and Regulatory Services, Portsmouth International Port and Adult Services are aged 55+
- Children, Families and Education and Corporate Services have the youngest profile of staff; around a quarter are aged under 35

# Ethnic Origin

Employees **by ethnic origin** | Base: Dec 2022 (3,116) | Female (2,068) | Male (1,048)



Breakdown of **ethnic minority** | Base: Dec 2022: 3,116

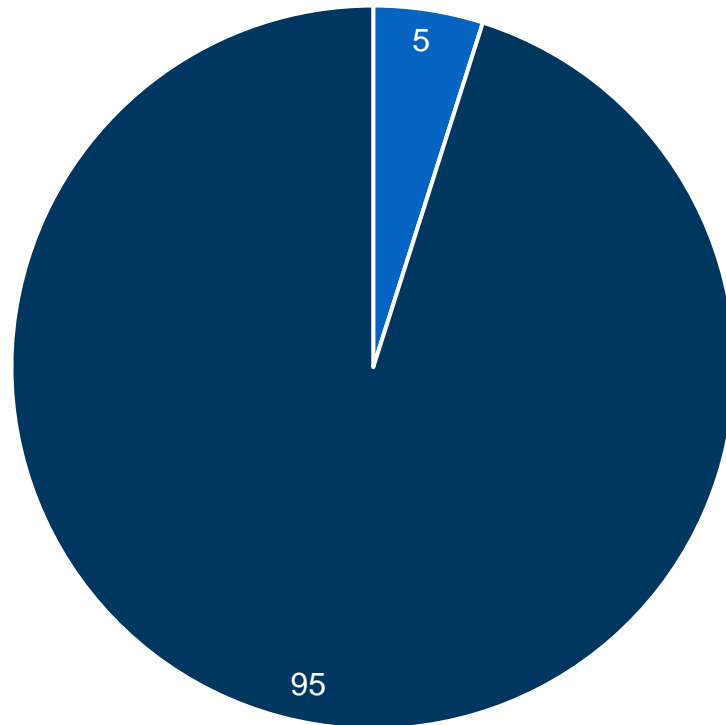
	%
<b>Black - African</b>	<b>1.6%</b>
<b>Bangladeshi</b>	<b>0.8%</b>
<b>Any Other Asian Background</b>	<b>0.7%</b>
<b>Indian</b>	<b>0.5%</b>
<b>Any Other Mixed Background</b>	<b>0.4%</b>
<b>White and Black African</b>	<b>0.3%</b>
<b>Any Other Ethnic Group</b>	<b>0.3%</b>
<b>Black Caribbean</b>	<b>0.3%</b>
<b>Chinese</b>	<b>0.2%</b>
<b>White and Asian</b>	<b>0.2%</b>
<b>Any Other Black Background</b>	<b>0.2%</b>
<b>White and Black Caribbean</b>	<b>0.1%</b>
<b>Pakistani</b>	<b>&lt;0.0%</b>

- The majority of staff at Portsmouth City Council, regardless of gender, are from white ethnic groups; 6% are from ethnic minority groups which has remained consistent since 2020
- Portsmouth City Council employs people from across a range of ethnic minority groups, 'Black - African' has the highest representation (1.6%)

# Disability disclosure

Employees **by disability disclosure** | Base: Dec 2022 (3,797)

■ Disability information disclosed ■ Not disclosed



During 2021 Portsmouth City Council switched from holding employee data on EBS Oracle to holding it on Fusion. This change resulted in a loss of disability data. The information is now self-serve on Fusion so relies on staff opting to complete it.

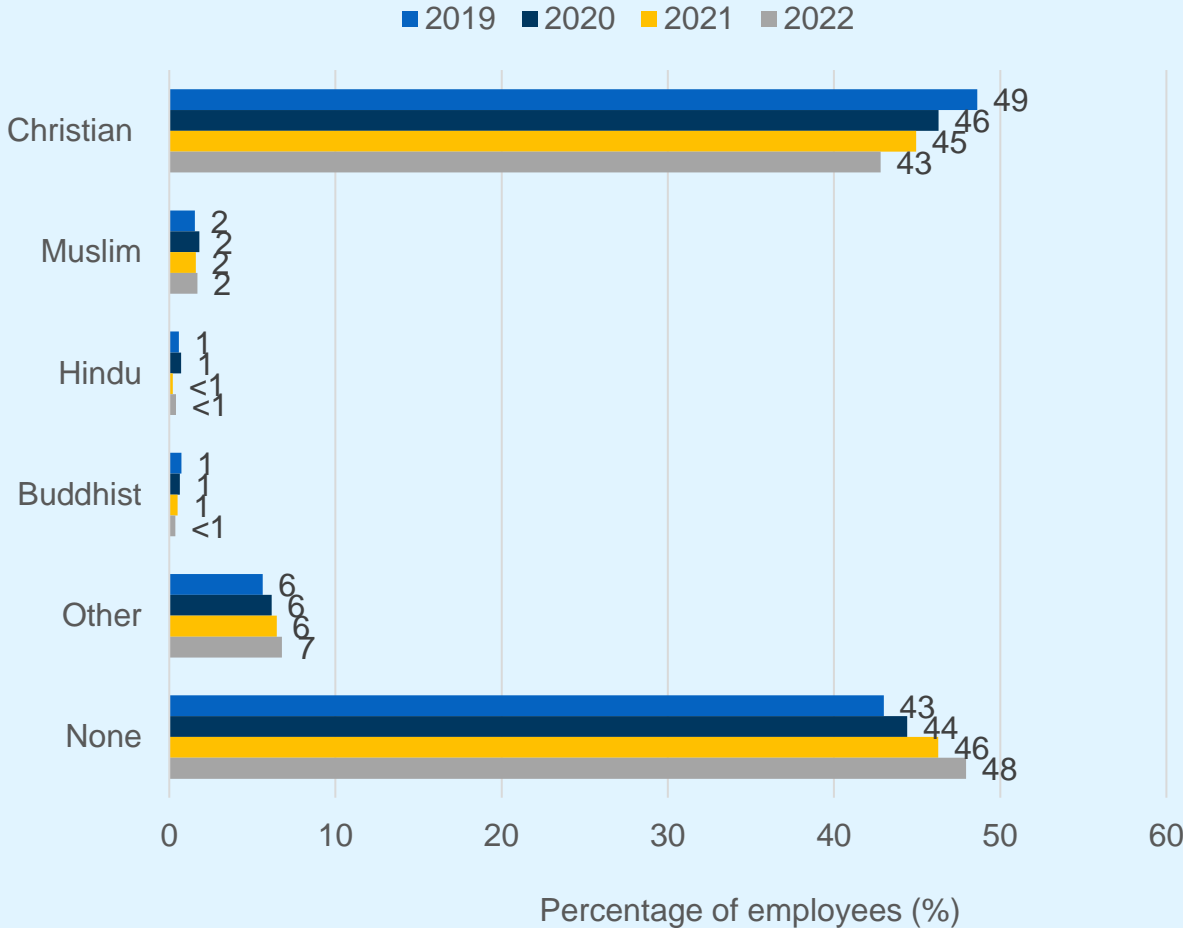
Disability information was only recorded for 5% of employees at the time of this data pull therefore this report will not include analysis of that data.

- Information on disability was only recorded for 5% of employees at the time of this data pull, which represents no improvement on the previous year's response rate

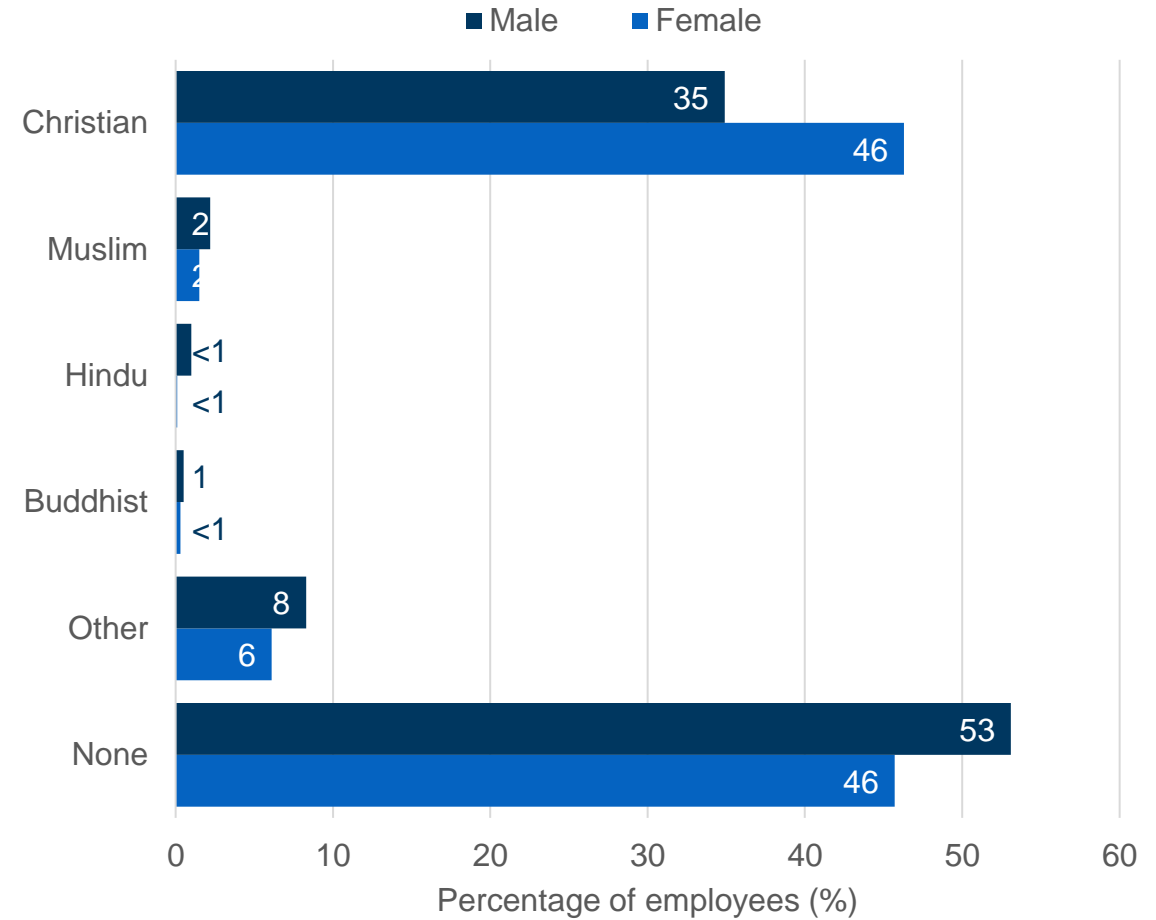
# Religion & Belief

## Employees **by religion**

Base: (Dec) 2019 (1,229) | 2020 (1,268) | 2021 (1,809) | 2022 (1,946)



## Employee religion **by gender** | Base: Dec 2022: Females (1,347) | Males (599)

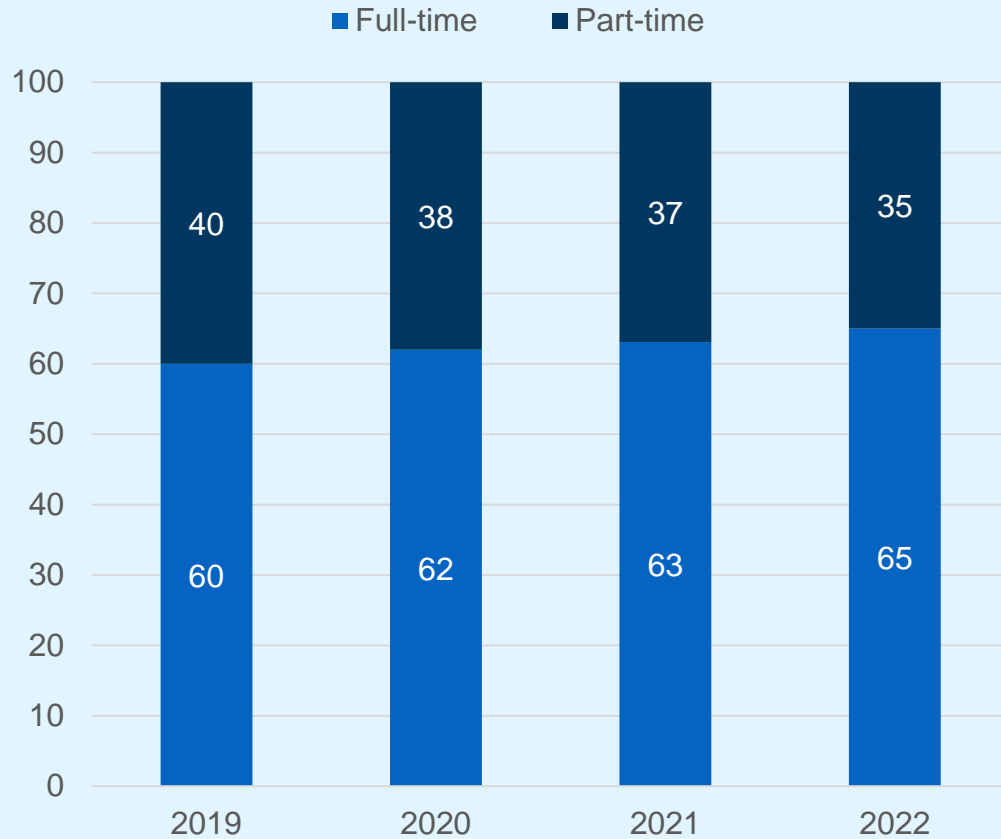


- Less than half of employees are Christian (all denominations); it is consistently the most prevalent religion (43%)
- The proportion of staff not following a religion has gradually increased since 2019 to 48% in 2022 whilst the proportion who are Christian has declined
- A much higher proportion of females are Christian (+11 percentage points) whilst males are more likely to say they don't have a religion

# Employment category

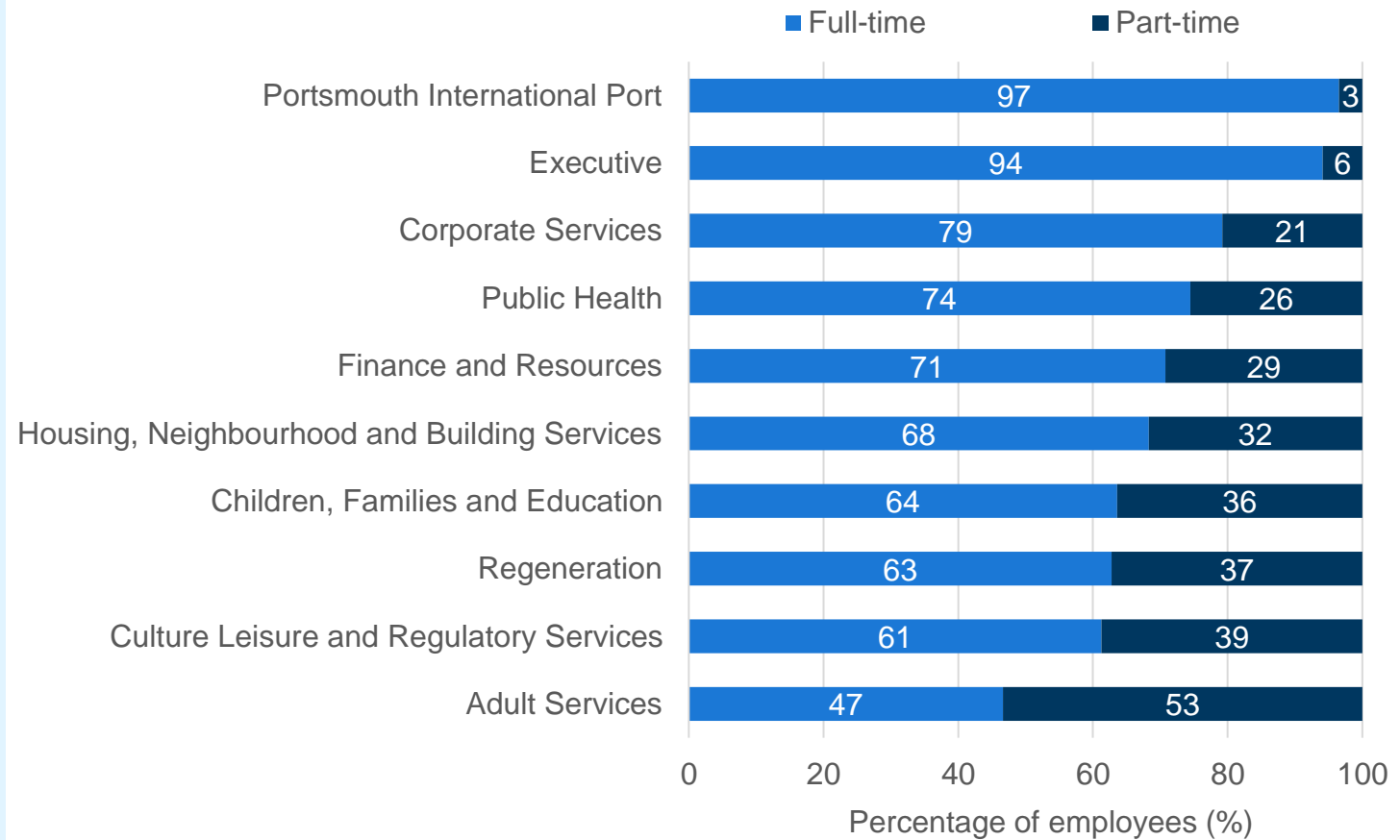
## Employees **by employment category**

Base: (Dec) 2019 (3,637) | 2020 (3,795) | 2021 (3,884) | 2022 (3,797)



## Employees **by directorate**

Base: (Dec 2022) | PIP: 87 | Exec: 34 | CS: 337 | PH: 47 | FR: 308 | HNB: 924 | CFE: 678 | Regen: 446 | CLR: 297 | AS: 639

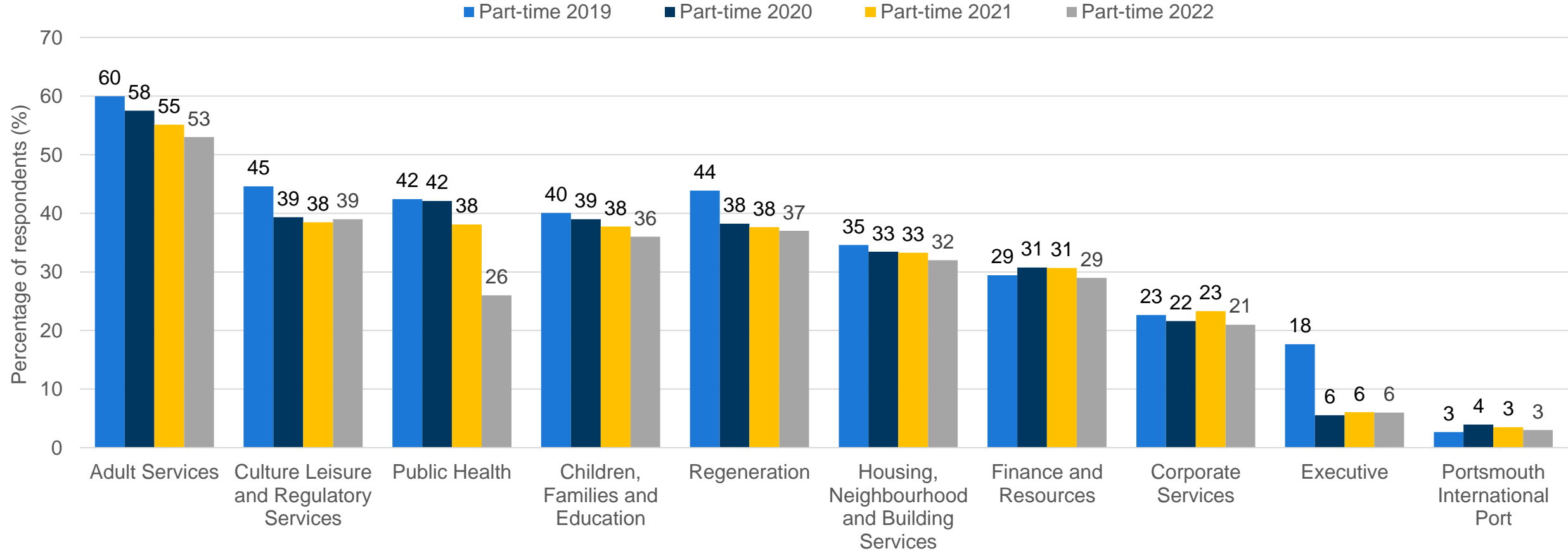


- The proportion of full-time employees has increased marginally year-on-year since 2019 to 65% in 2022
- Portsmouth International Port and Executive have the smallest proportion of part-time employees (less than 1 in 10)
- Adult Services is the only directorate that have a larger proportion of part-time employees compared to full-time employees (consistent with 2021)

# Employment category (continued)

## Employees **by employment category (part-time) and directorate**

Base: (Dec) 2019 (3,637) | 2020 (3,795) | 2021 (3,884) | 2022 (3,797)



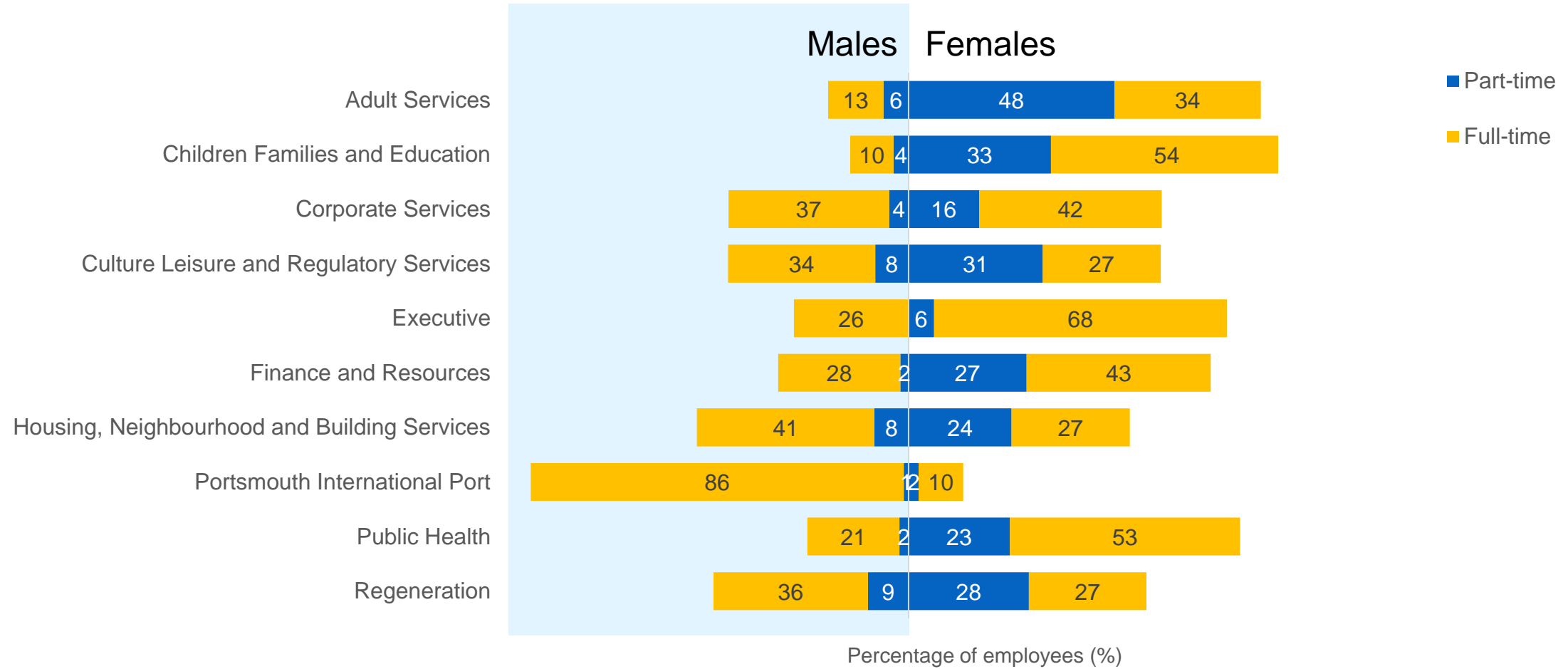
- The proportion of part time employees has decreased marginally year-on-year across the majority of directorates
- In 2022 there was a notable decline in part-time workers in Public Health however this directorate has fewer than 50 employees and so smaller fluctuations in staff numbers look like larger changes when displayed as a percentage



# Employment category (continued)

## Employees **by directorate and gender**

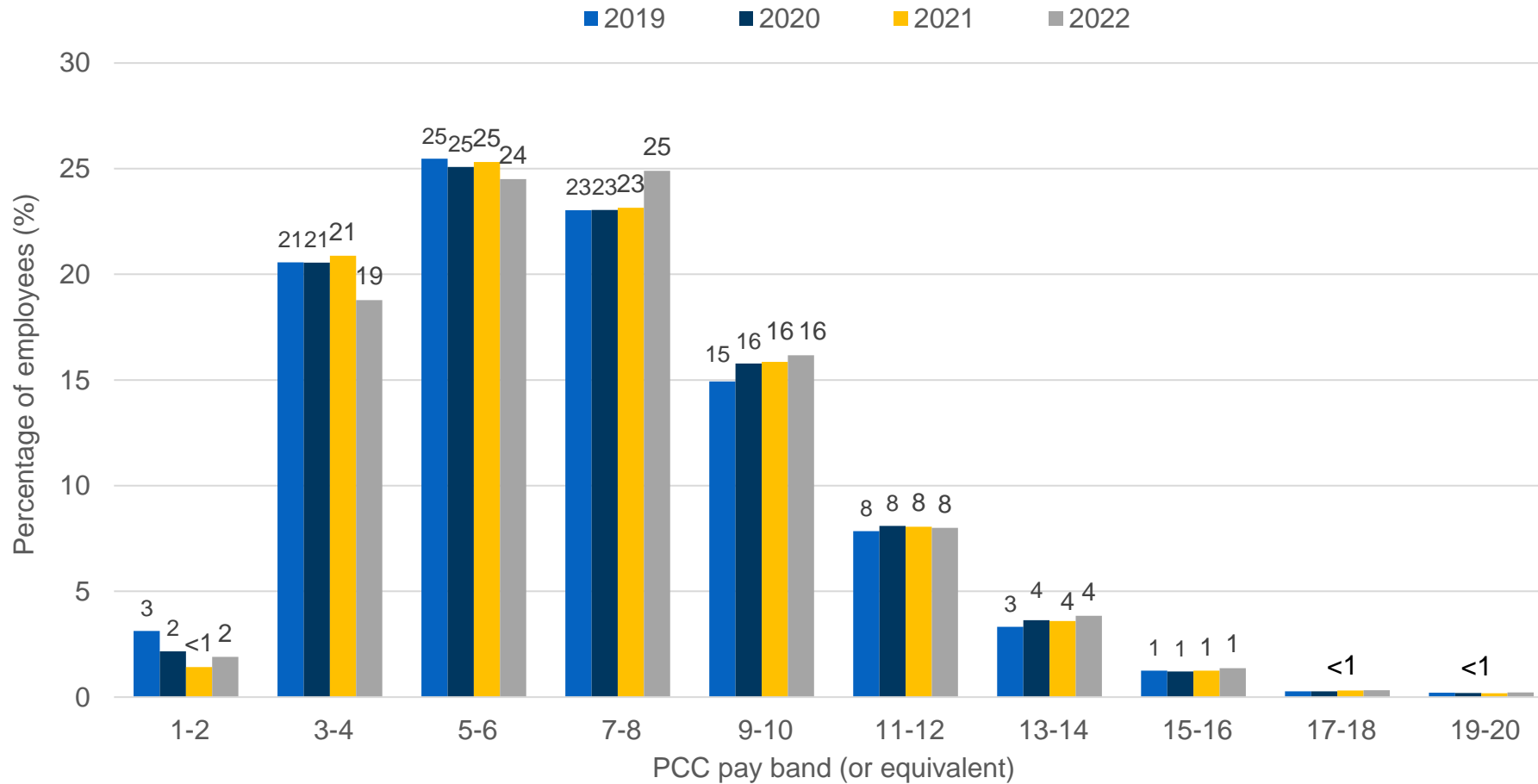
Base: (Dec 2022) | AS: 639 | CFE: 678 | CS: 337 | CLR: 297 | Exec: 34 | FR: 308 | HNB: 924 | PIP: 87 | PH: 47 | Regen: 446



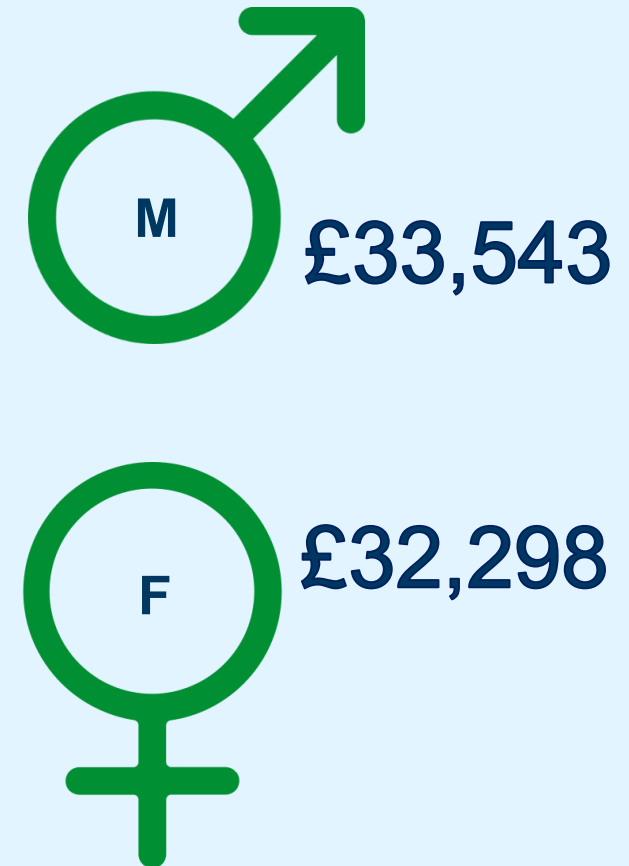
- A larger proportion of part-time employees are females across all directorates
- Almost half of staff in Adult Services are females working part-time; the highest proportion across all directorates
- The majority of staff in Portsmouth International Port are males working full-time (86%)

# Pay bands

Employee **pay band (or equivalent)** | Base: (Dec) 2019 (3,617) | 2020 (3,741) | 2021 (3,871) | 2022 (3,796)



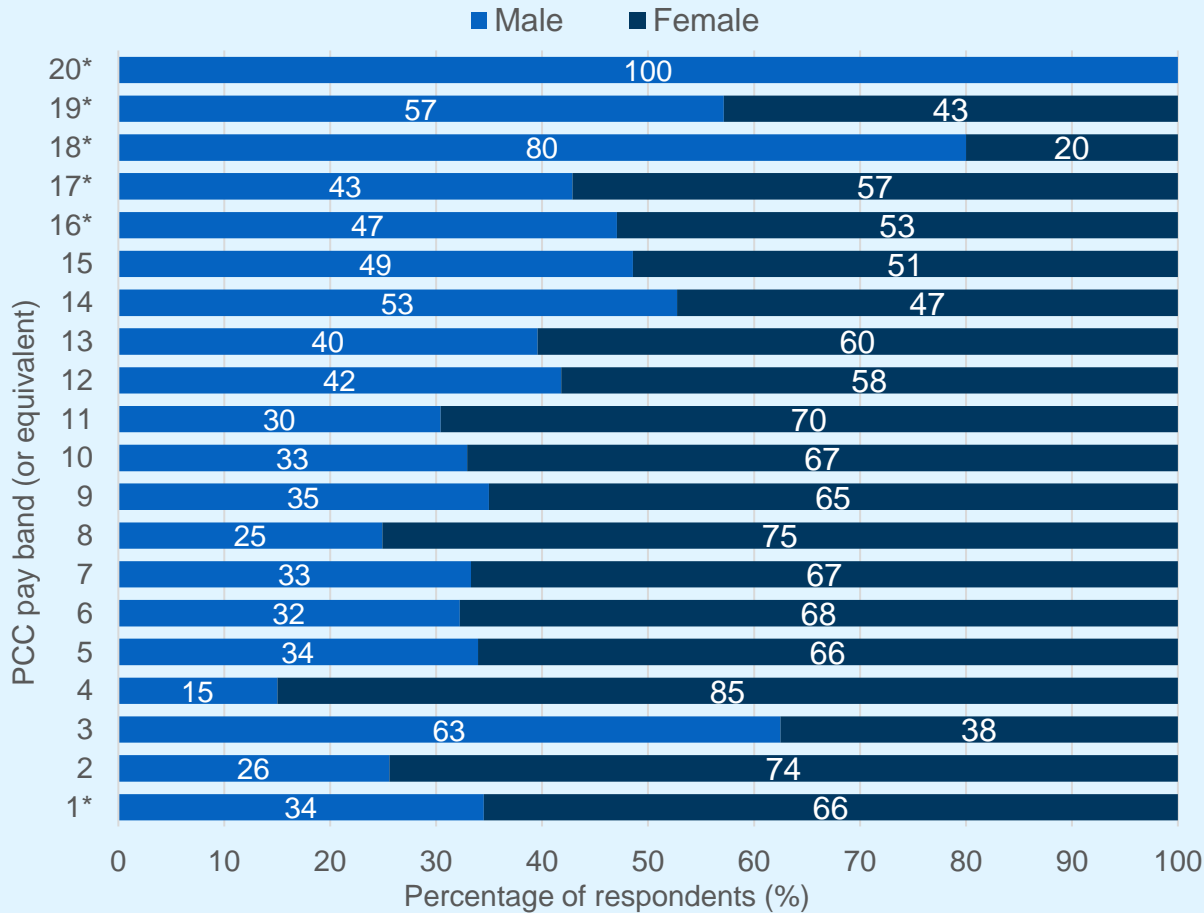
**Average salary** | Base: (Dec) 2021 Male (1,300) | Female (2,465)



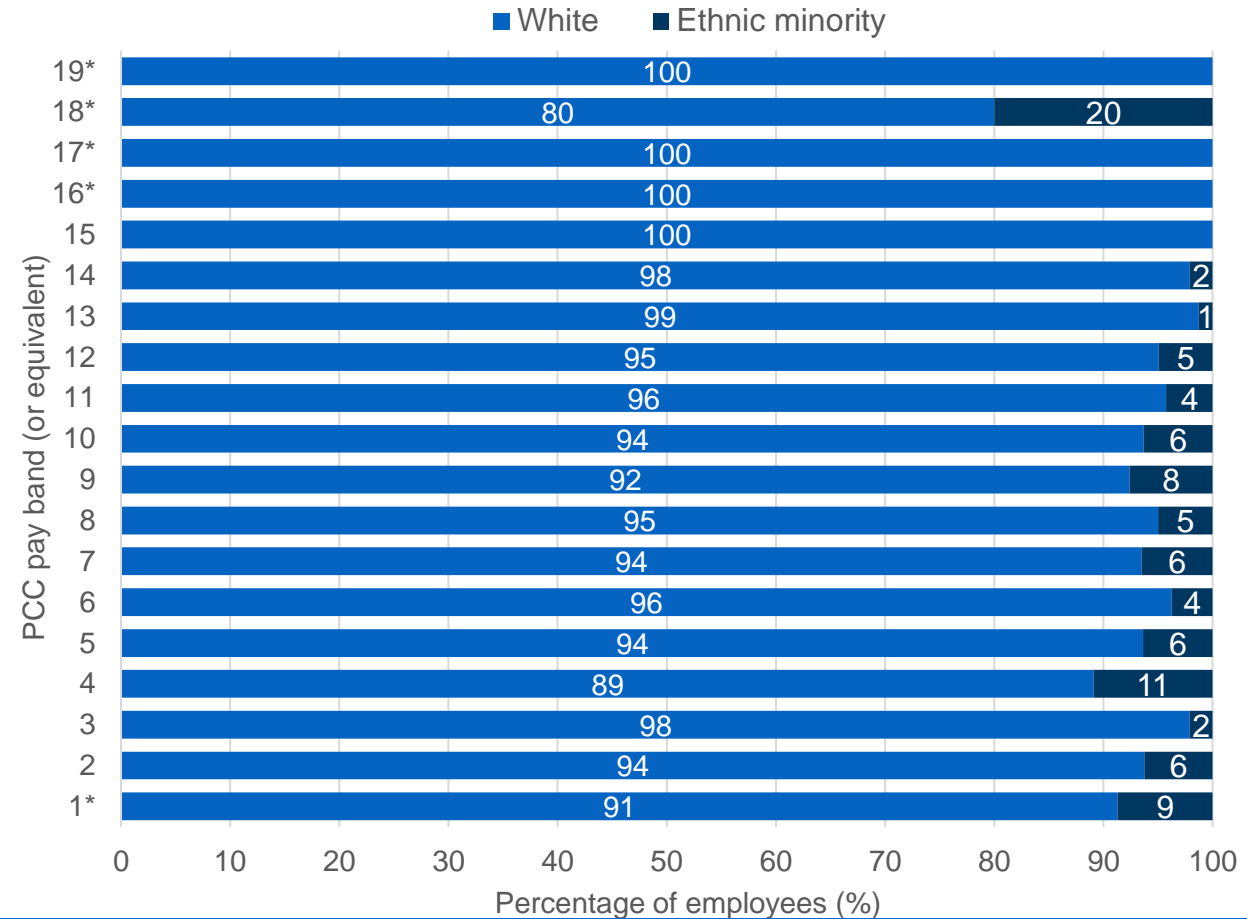
- Consistently over two thirds of staff are employed in bands three to eight
- The pay gap is closing, males earn on average 3.9% more than females annually in 2022, compared to 5.7% more in 2021

# Pay bands (continued)

Employee pay band **by gender** | Base: (Dec 2022) | 20 (1\*) | 19 (7\*) | 18 (5\*) | 17 (7\*) | 16 (17\*) | 15 (35) | 14 (55) | 13 (91) | 12 (189) | 11 (115) | 10 (328) | 9 (286) | 8 (353) | 7 (529) | 6 (388) | 5 (542) | 4 (353) | 3 (360) | 2 (43) | 1 (29\*)



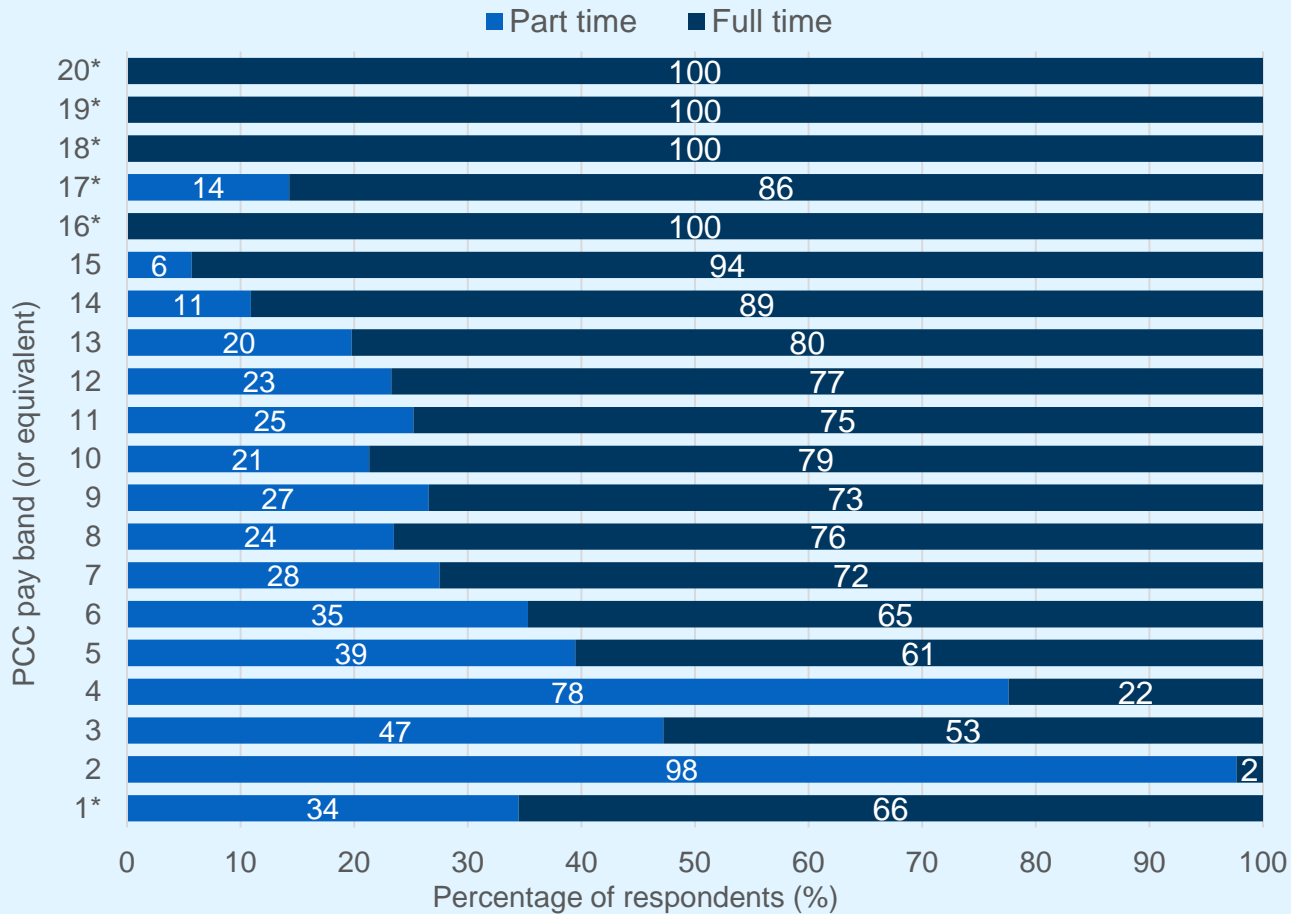
Employee pay band **by ethnic group** | Base: (Dec 2022) | 19 (5\*) | 18 (5\*) | 17 (6\*) | 16 (17\*) | 15 (32) | 14 (48) | 13 (79) | 12 (162) | 11 (94) | 10 (285) | 9 (250) | 8 (301) | 7 (508) | 6 (319) | 5 (425) | 4 (285) | 3 (240) | 2 (32) | 1 (23\*) | \*caution small base



- Whilst only a small proportion of staff are in the higher pay bands (bands 18-20), these are more likely to be males
- Females dominate the vast majority of bands 1-17 because they account for a higher proportion of staff overall
- Males account for over half of staff in band 3

# Pay bands (continued)

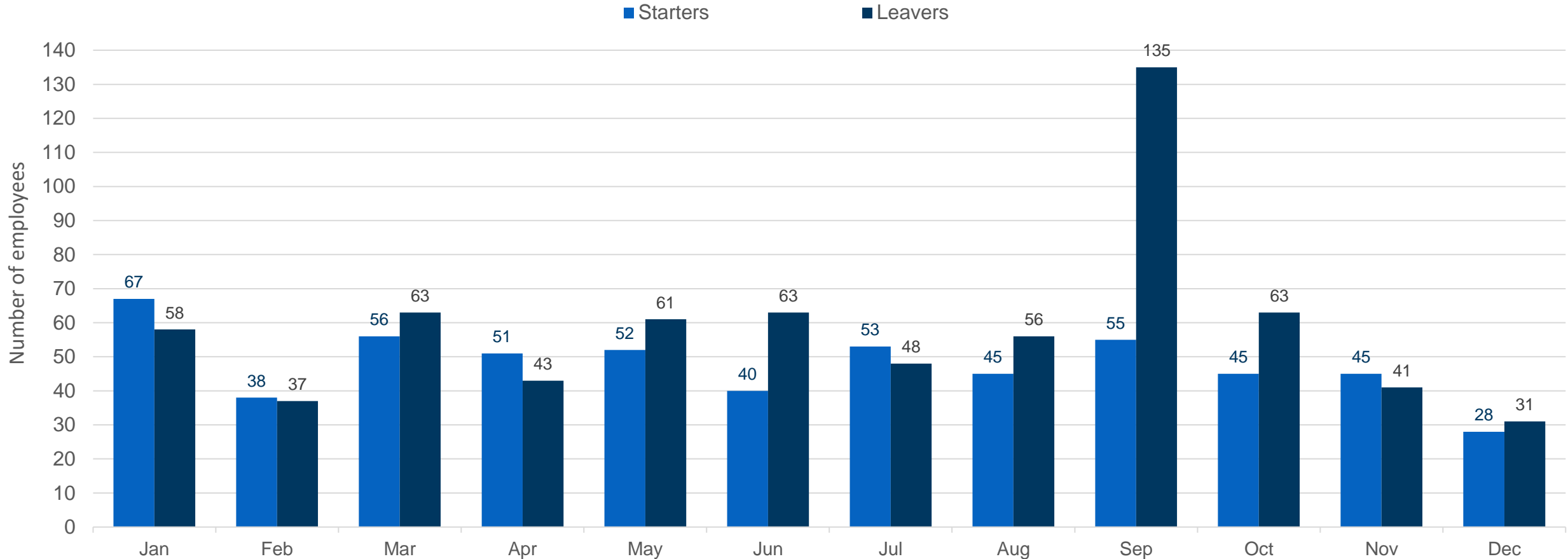
Employees **by employment category and pay band** | Base: (Dec 2022)  
 | 20 (1\*) | 19 (7\*) | 18 (5\*) | 17 (7\*) | 16 (17\*) | 15 (35) | 14 (55) | 13 (91) | 12 (189) | 11 (115) | 10 (328) | 9 (286) | 8 (353) | 7 (592) | 6 (388) | 5 (542) | 4 (353) | 3 (360) | 2 (43) | 1 (29\*)



- There is a correlation with pay band and employment category; employees in lower pay bands are more likely to be working part-time
- Less than a third of employees in bands 7-15 and band 17 work part-time
- No employees in band 16 or bands 18-20 work part-time

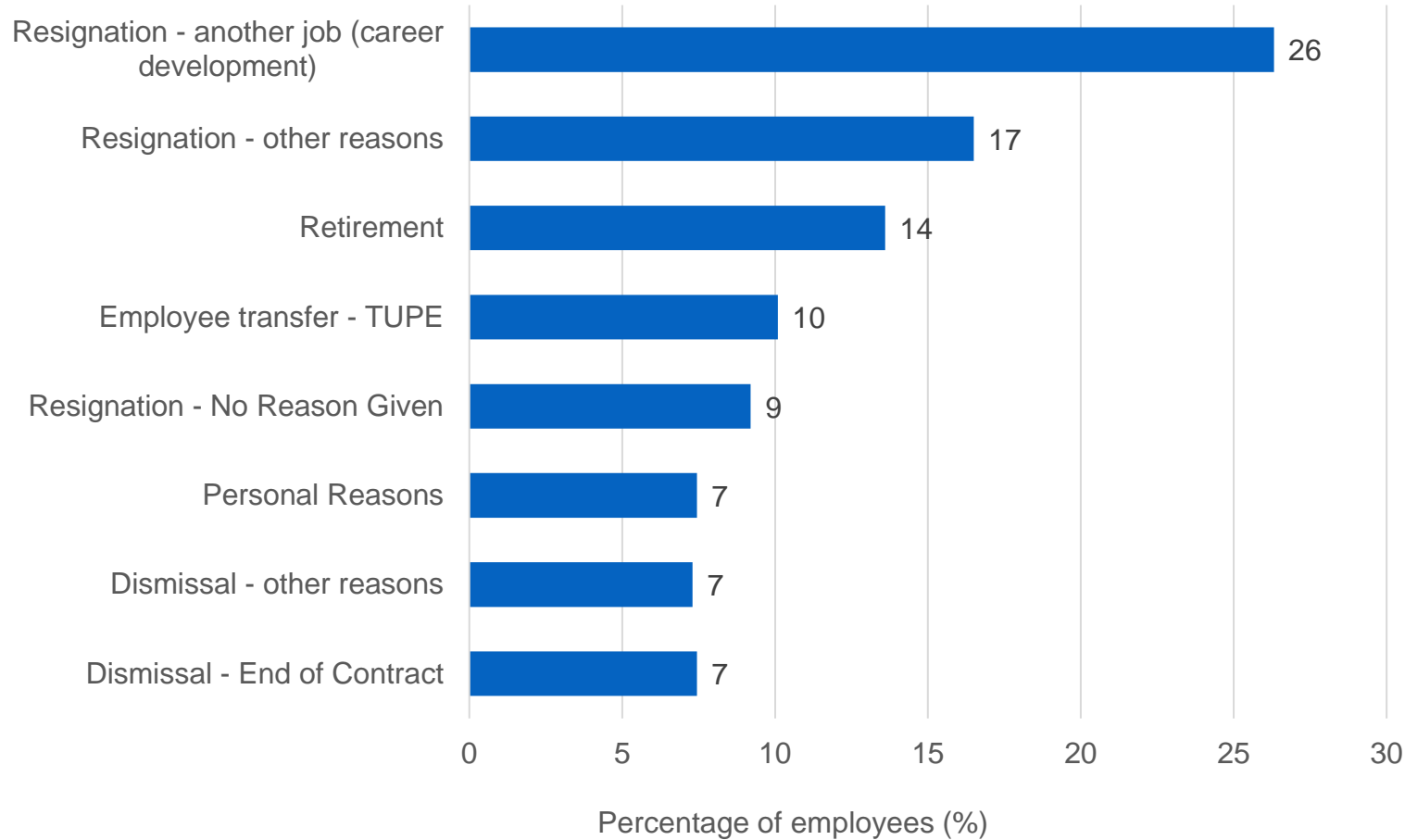
# Retention – starters and leavers

Number of starters and leavers **by month** | 2022



- In 2022 a total of 575 employees started working at Portsmouth City Council and 699 left the organisation
- Starters were spread fairly evenly across 2022 unlike 2021 where April and May were particularly busy months for new starters
- September saw a particularly high number of leavers, again not a pattern seen in 2021

## Top reasons for leaving (1<sup>st</sup> Jan – 31<sup>st</sup> Dec 2022) | Base: 684



- The top reasons for leaving are for career development and retiring, aside from resignations for other reasons

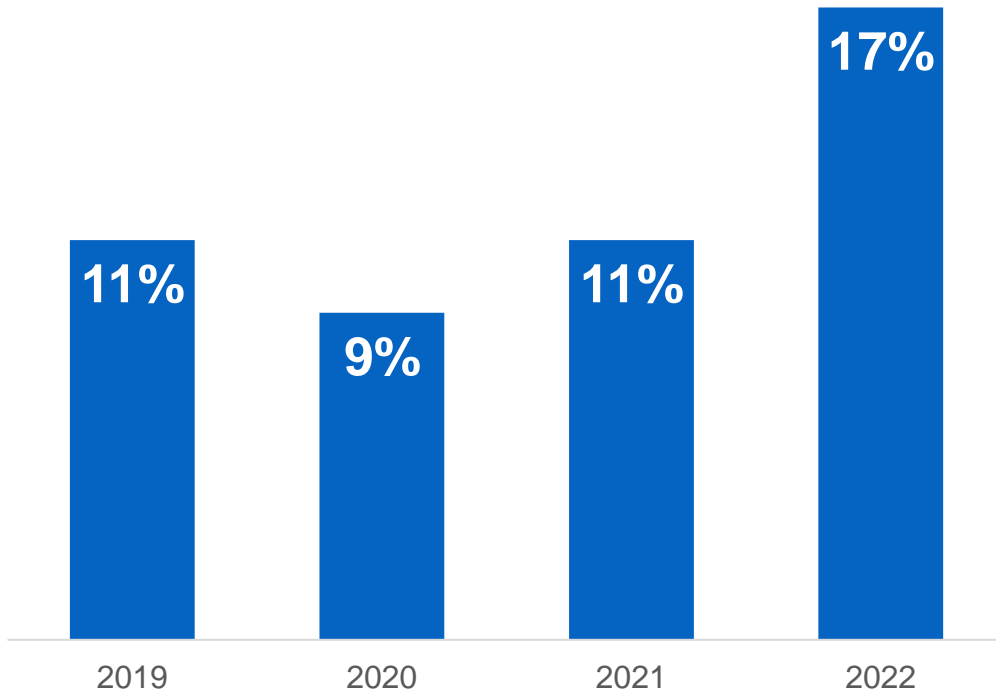
# Employee Turnover

- Official -



Employee turnover rate **by year**

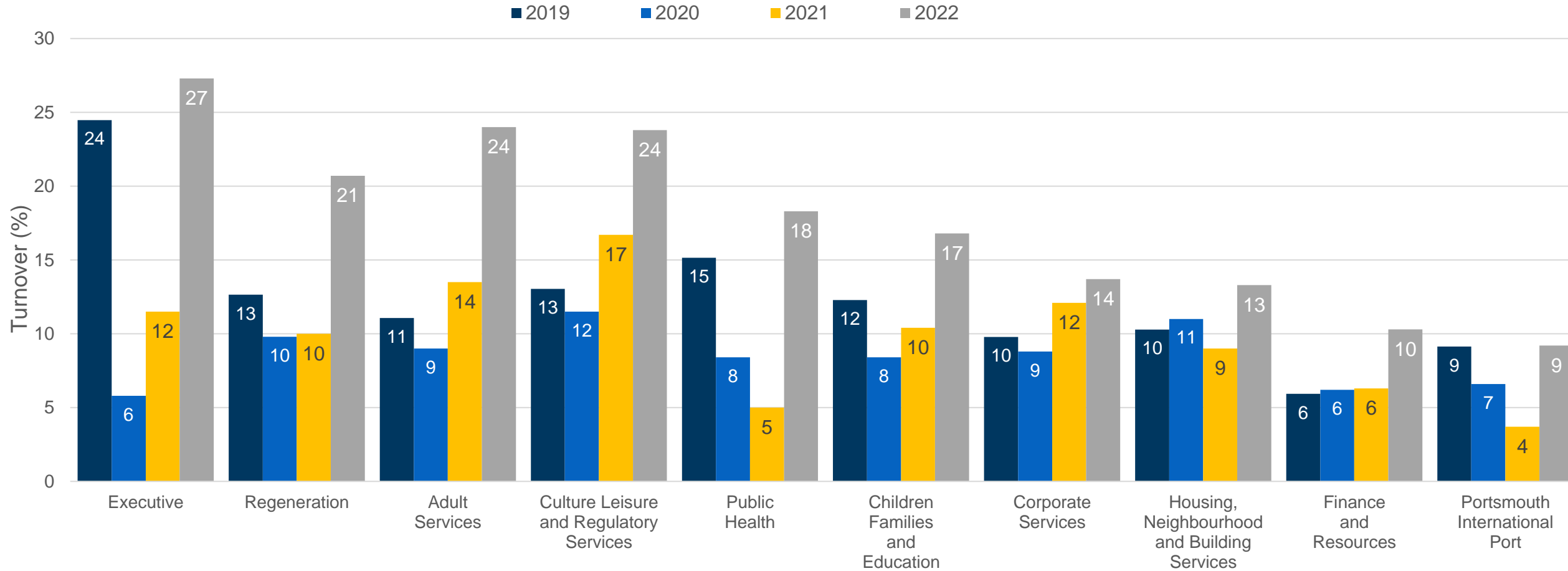
**Employee turnover is the proportion of staff who left over the year**



- Employee turnover increased by 6% in 2022, the highest level seen to-date (we began tracking the workforce profile in 2019)

# Employee Turnover

Employee turnover **by directorate** | Base: (Jan 01 – Dec 01)



- Turnover has increased across every directorate since 2021
- The overall increase in turnover is being driven by the largest directorates – Regeneration and Adult Services
- Some of the smaller directorates also saw large increases in turnover - Executive and Public Health