

**Runnymede Borough Council**

# **Workforce Profile Report**

Financial Year 2024/25

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## Scope & Overview

The Equality Act 2010 requires relevant public bodies to publish information to show how they comply with the Public Sector Equality Duty. To enable us to understand and plan our equality objectives, it is necessary to produce this information.

This report focusses on protected characteristics data as at a snapshot date, which helps us to understand the composition of our workforce which can lead to recommendations for improvement and links in closely to the Councils workforce strategies. This report also includes average length of service, sickness data, turnover and reasons for leaving.

The figures in this report are taken from Runnymede Borough Council's HR information system and does not include casual or agency staff.

As at 31<sup>st</sup> March 2025, there were 454 employees working at Runnymede Borough Council. This equates to 409 FTE workers. The following data relates to this set of employees.

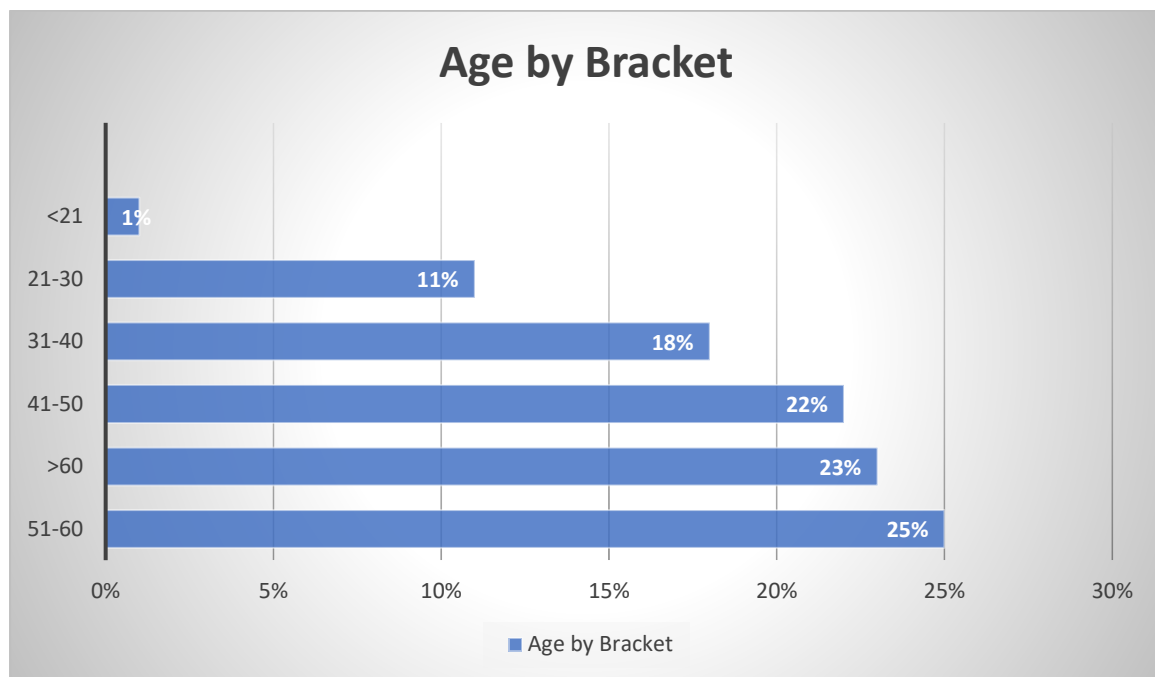
## Age

As at 31<sup>st</sup> March 2025, the average (mean) age of employees was 48 years 9 months.

The table below shows the average age of the workforce for this financial year and the average of the previous reported years. As you can see figure this has remained relatively stable over the past five years.

Financial Year	Average (mean) Age of Workforce
2024/25	48 years 9 months
Average across 2021-23	48 years 7 months

The distribution of ages by age bracket is shown in the figure below.



As you can see the majority of the workforce, 25% are aged 51-60 and closely behind are those aged 60 or over and those aged between 41-50 at 23% and 22% of the workforce respectively. The least populous brackets are those aged 21 and under and those aged 21-30 at 1% and 11% respectively.

This data shows that we have an ageing workforce and the introduction of policies such as the Menopause Policy has helped to ensure that there is support and guidance in place for those who need it.

To help attract employees who wish to progress their careers within local government retaining key skills, knowledge and experience with an aging workforce has been a key priority. Initiatives such as supporting existing staff to take up apprenticeship programmes in their areas of specialism helps to invest in our workforce, ensure they know they are valued and retain them within the local government family.

Enhancements to the Council's annual leave offer by increasing the paid time off per annum, the provision of agile working policies and promoting part-time working also supports employees to manage their 'work life balance' and assist with retention.

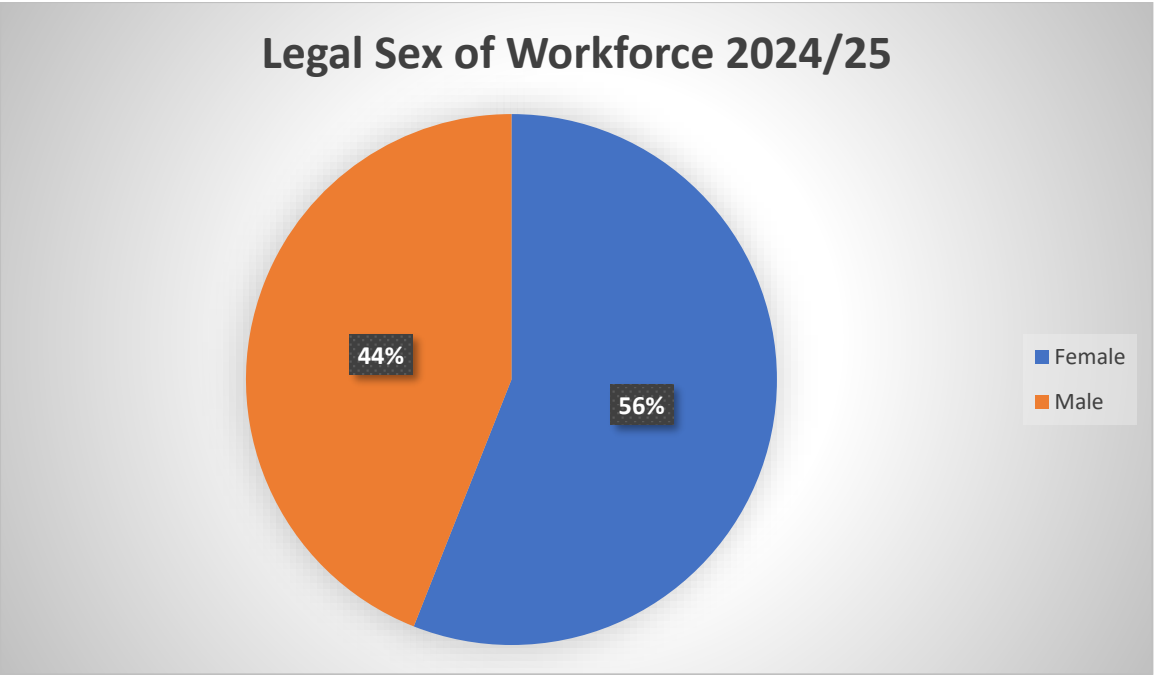
The development of positions with career grades also supports the Council to recruit new entrants, train and develop them into more senior roles such as those seen in Planning, the new, Assets and Regeneration and other areas of the Council with nationally recognised hard to recruit to specialisms. This is particularly important when you also compare the average length of service for 20-34 years olds is 4 years.

The ongoing commitment to work experience and the new external work experience application portal will also support raising the profile of Council's vast range of job opportunities there are within local government and to try to attract residents into local employment. These are all components that support the development of our talent pipelines.

Workforce panning is essential to ensure we can successfully succession plan to have the required skills and experience to deliver future services to residents.

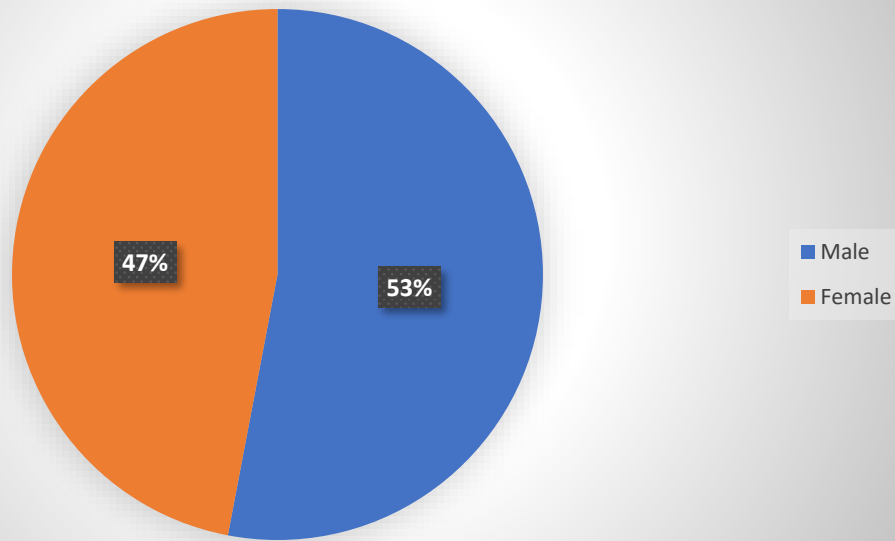
**Legal Sex**

As at 31<sup>st</sup> March 2025, 56% of employees were female and 44% of employees were male. Looking at the average for the previous financial years, the split has remained stable on average when compared to the previous financial years, equating to the same percentage split by gender by headcount as illustrated by the tables and figures below.

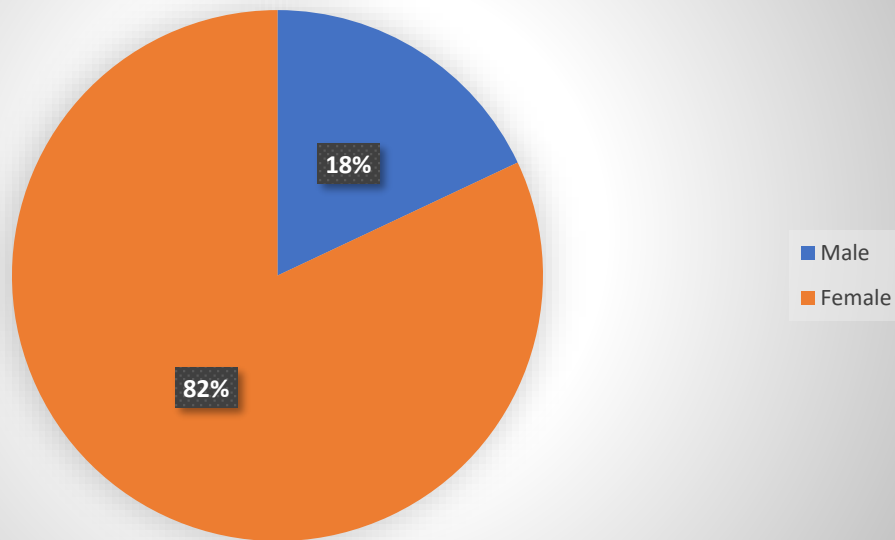


Financial Year	Male	Female	Total
2024/25	198	256	454
Average across 2021-2023	180	234	414

### Full-time by Legal Sex



### Part-time by Legal Sex



Financial Year	Full-time	Part-time	Total Headcount
2024/25	<b>334</b> (157 Female and 177 Male)	<b>120</b> (99 Female and 21 Male)	454
Average across 2021-2023	<b>260</b> (140 Female and 120 Male)	<b>154</b> (94 Female and 60 male)	414

By monitoring our workforce demographics, we can see that we have a slightly higher number of female employees within our workforce. So, the provision of the first Women's development Programme in Runnymede in June 2025 (as part of the Belong@runnymede Programme) was as a direct result of monitoring our statistics and offering development opportunities to meet the needs of our workforce. The two-day programme supported 10 women working across a range of services within the Council.

Developing specific health and wellbeing initiatives is also important when we consider the aging workforce and therefore the support our employees need must be appropriate for their role, age and sex.

The promotion of part-time working opportunities within the Council across all departments and roles has seen an increase in the number of part-time men we now have within the workforce ensuring equity of opportunity for all in balancing the needs of our services with the needs of our workforce.

## Average Length of Service

On average the average length of service has increased slightly from 7 years 7 months to 8 years.

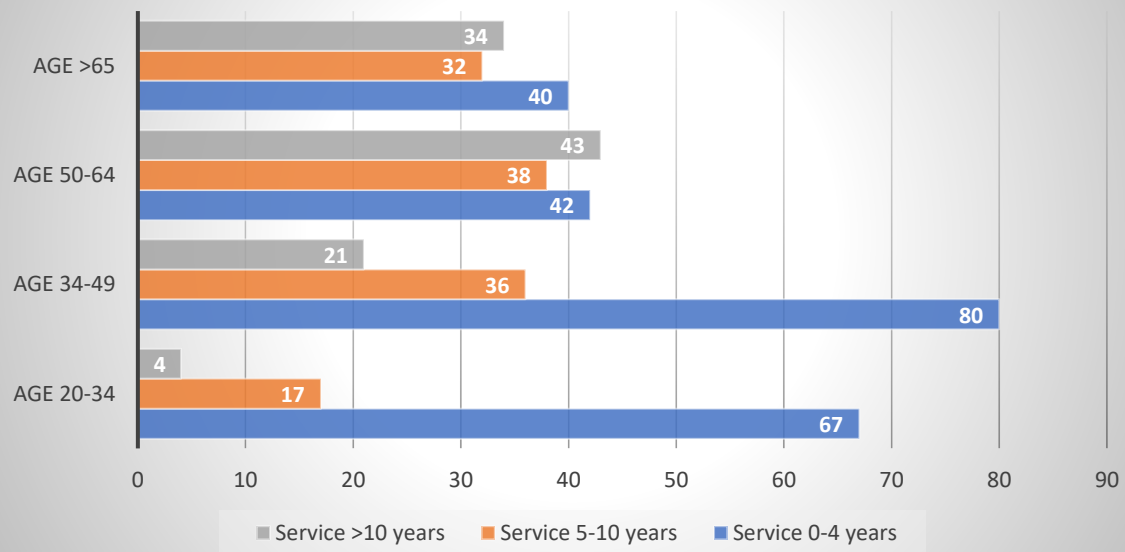
Financial Year	Average Length of Service Years
2024/25	8 years
Average across 2021-2023	7 years 7 months

The table and figure below shows length of service by age group.

Length of Service by Age group	0-4 years	5-10 years	10+ years
20-34	67	17	4
35-49	80	36	21
50-64	42	38	43
>65	40	32	34
Total	229	123	102

As this shows the majority of our longer serving employees are aged between 50-64 and over 65 and the majority of our shorter service employees are aged between 20-34 and 35-49 years.

## Length of Service by Age Group





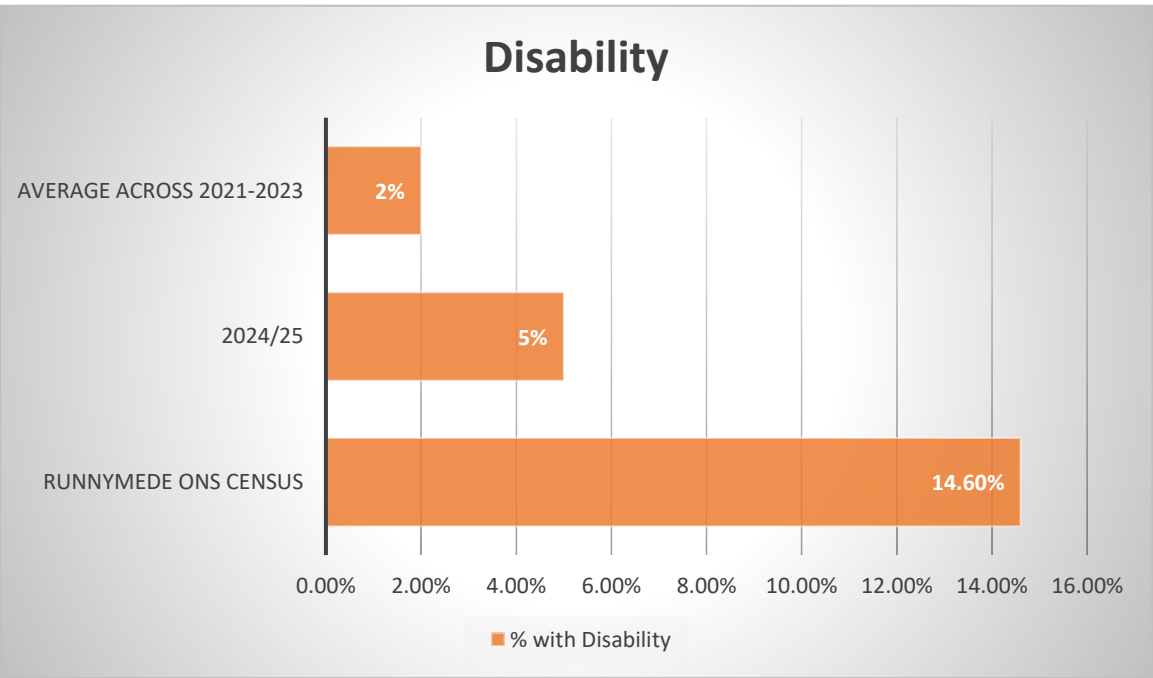
# Disability

As at 31<sup>st</sup> March 2025 5% of employees shared with us that they have a disability. The table and figure below compare this with the average of 2% over the previous financial years. The ONS reports that Runnymede Borough has 5.6% of residents that have a registered disability. However, they also report that circa 17% of the population say that they have a long-term health condition that has affected they day to day activities for more than a year. Therefore, ensuring we are a disability confident employer is important to ensure we can be an employer of choice for local people.

We have taken steps to encourage our employees to ‘share, not declare’ this type of data with us and we will continue to do this so that we can build a clearer picture year on year.

In addition, we have introduced the category ‘Long Term Health Condition’ to the equalities data on our employee self-service platform, so that they can share this information with us as applicable. We will report on these findings next year (2025/26).

Data source	Disability	No reported disability
2024/25	5%	95%
Average across 2021-2023	2%	98%
Runnymede ONS Census	14.6%	



## Gender Reassignment

Runnymede has been collecting this information from employees since April 2024 therefore only the current financial year is reported in the table below. Also included are the figures published by the ONS in the 2021 Runnymede Census.

Data source	Gender Reassignment & Transgender
2024/25	0%
Runnymede ONS Census	0.3%

## Sexual Orientation

Runnymede has been collecting this information from employees since April 2024 therefore only the current financial year is reported in the table below. Also included are the figures published by the ONS in the 2021 Runnymede Census.

Please note that quite a large percentage (67.4%) have not responded to this data set, we will continue to encourage employees to share their equalities information so that we have a better understanding of the composition of the workforce year on year.

Sexual Orientation	Runnymede Borough Council 2024/25	Runnymede ONS Census
Heterosexual	28.19%	88.5%
Bisexual	0.44%	1.7%
Gay or Lesbian	0.44%	1.4%
Prefer to self-describe or other orientations	0.44%	0.4%
Prefer not to disclose	3.1%	
No data/not answered	67.4%	8%

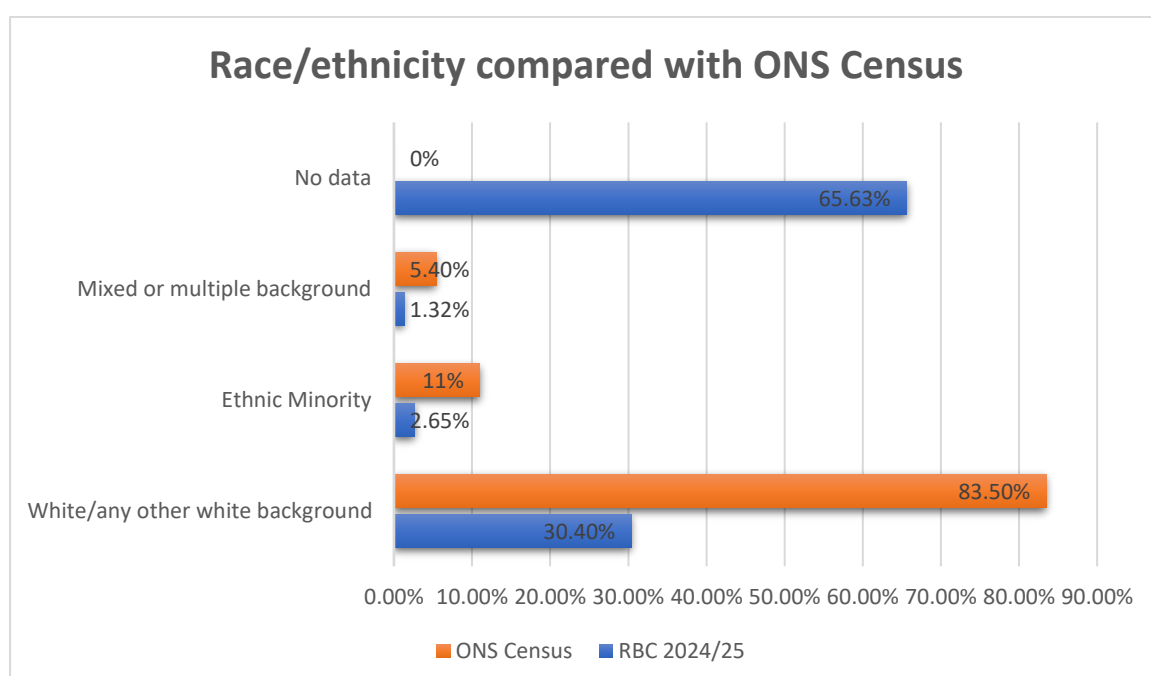
## Race/ethnicity

The ethnicity profile of the workforce as compared to the ONS 2021 Census data for Runnymede is displayed in the table and figure below.

Please note that we moved to a new HRIS in 2024, therefore the way this data has been collected has changed and please note that 65.63% have not shared this information as at 31<sup>st</sup> March 2025.

2.65% of the Council's workforce is of an ethnic minority background compared to 11% of the local community and 30.40% is of a white or other white background compared to 83.5% of the local community.

There is more work to do here to ensure that our existing workforce understands the positive reasons for sharing their ethnicity/race with the Council and how we can positively improve their working lives as a result. Building psychological safety and ensuring people of all race and ethnicities feel valued and belong in the Council is essential for us to better reflect out local population.



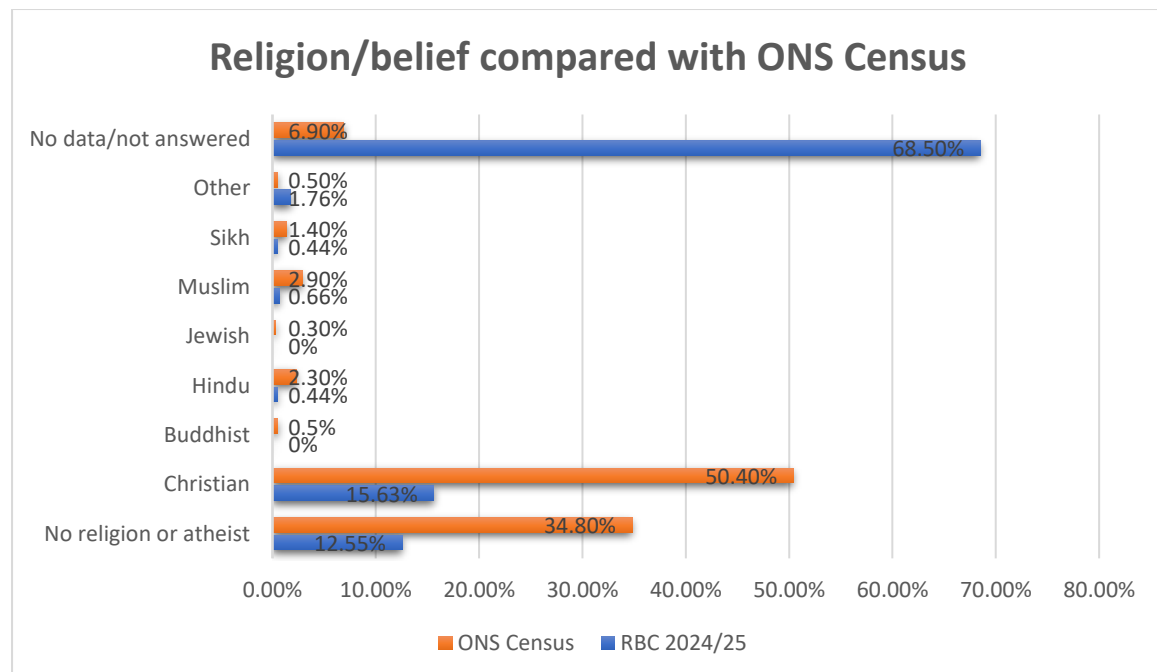
Race/ethnicity	RBC 2024/25	ONS Census
Black, Asian or other Ethnic minority background	2.65%	11%
White/any other white background	30.40%	83.5%
Mixed, multiple or other ethnic background	1.32%	5.4%
No data/not answered	65.63%	0%

## Religion or Belief

The Council has been collecting this information from employees since April 2024 therefore only the current financial year is reported in the table below. Also included are the figures published by the ONS in the 2021 Census data from Runnymede.

In both groupings the most populous are those of the Christian religion/belief.

Religion or Belief	RBC 2024/25	ONS Census
No religion or atheist	12.55%	34.8%
Christian	15.63%	50.4%
Buddhist	0%	0.5%
Hindu	0.44%	2.3%
Jewish	0%	0.3%
Muslim	0.66%	2.9%
Sikh	0.44%	1.4%
Other	1.76%	0.5%
No data / not answered	68.5%	6.9%



## Family Leave

Between 1<sup>st</sup> April 2024 and 31<sup>st</sup> March 2025 11 employees took various types of family leave and of these 82% returned / are planning to return to work.

The below table compares this financial year to the average figures of the previously reported financial years.

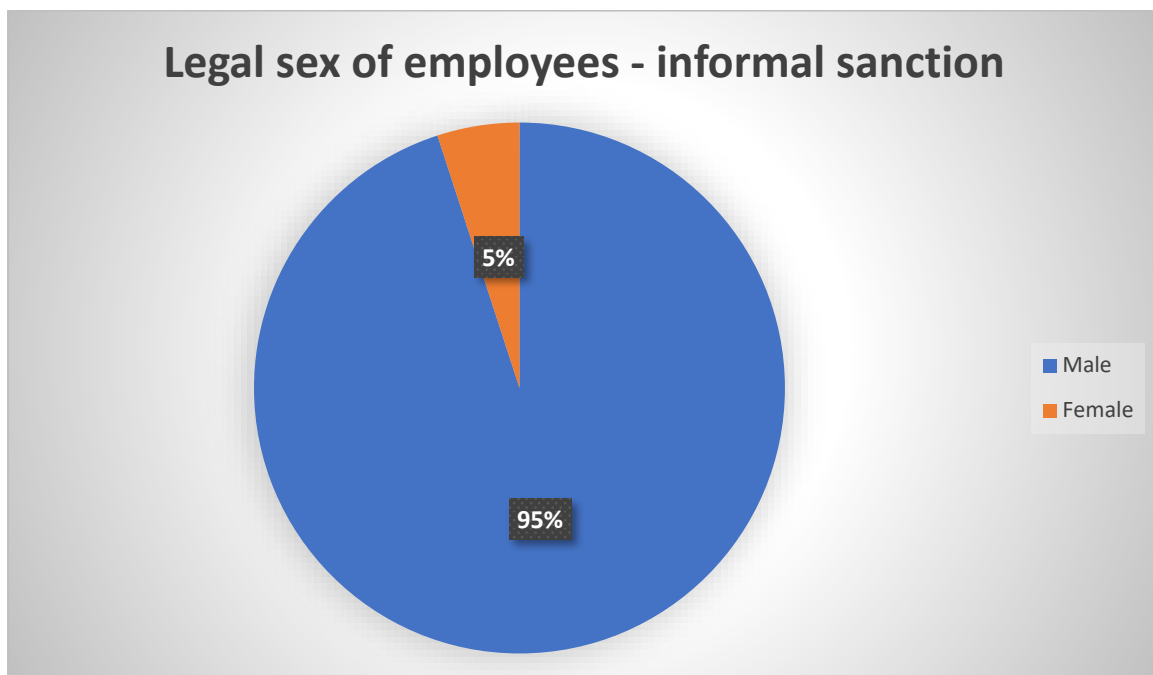
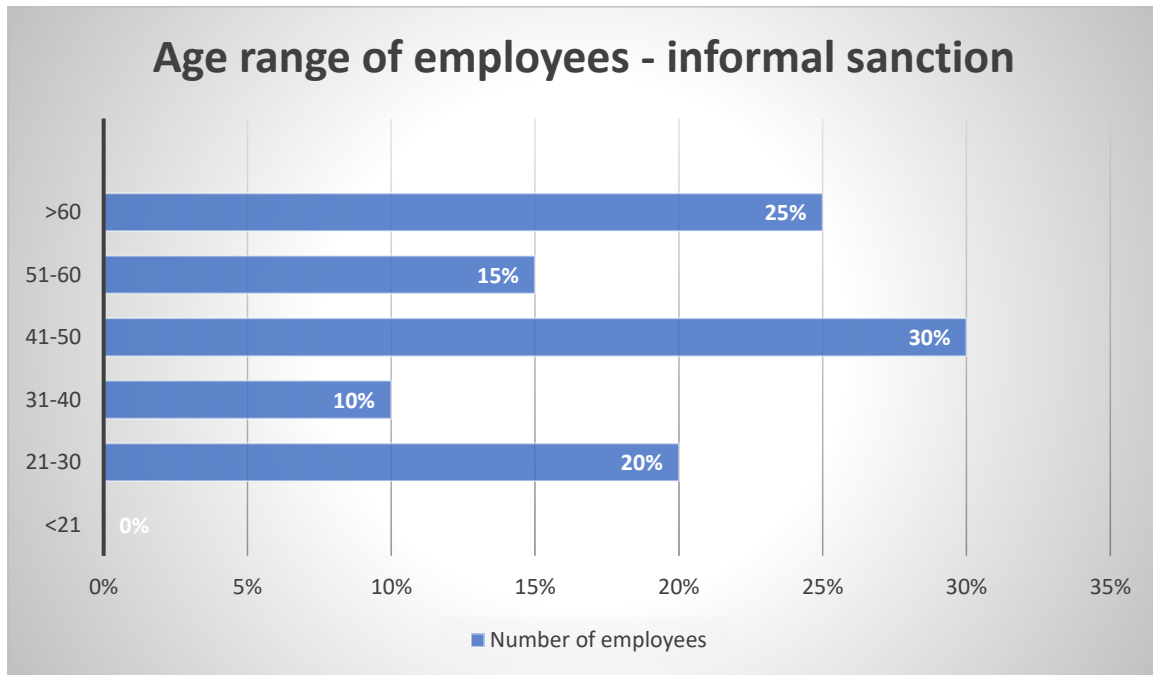
Financial Year	Number of employees Maternity Leave	Number employees Paternity Leave	Number of employees Shared Parental Leave	Number of employees adoption leave	Number Returned/ plan to return to work
2024/25	8	3	0	0	9
Average across 2021-2023	3	3.5	0.5	0	3

## Case Work

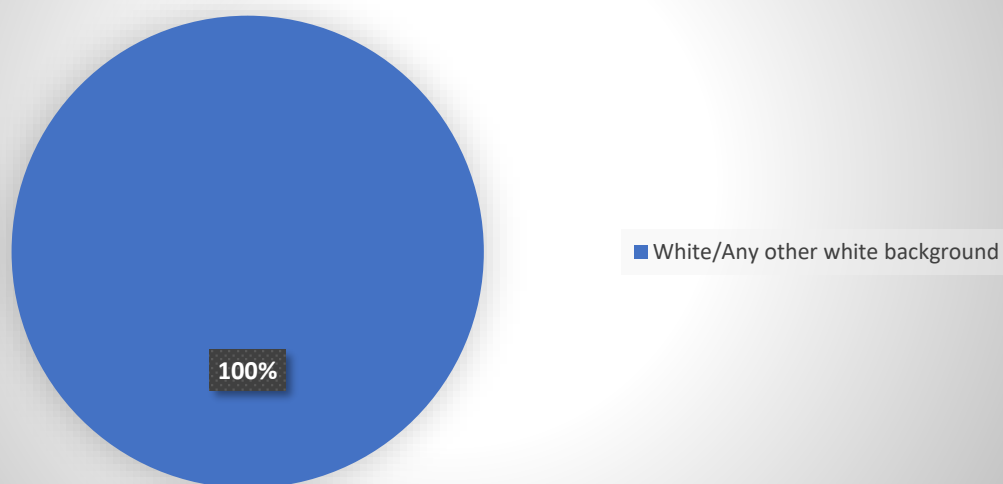
The following data analyses the employee relations casework within the Council to test the health of the workforce. This review will assess if there is parity in the way the processes are applied by reviewing the data against their protected characteristic. This will ensure we can review any trends or patterns and try to ensure that no single person or group of individuals are being treated less favourably.

Financial Year 2024/25	Total Number of cases	Number of cases open	Number of cases closed
Harassment Allegations	3		3
Capability	2	1	1
Potential misconduct Investigations	20		20
Disciplinary/misconduct	4		4
Grievance	3		3
Sickness/OH/Wellbeing	34	4	30
Terms & Conditions Query	11		11
Total	77	5	72

The graphs below show the age range, legal sex and ethnicity of the employees who received an informal sanction.



## Ethnic background of employees - informal sanction



The data shows that the employees who received an informal sanction are all from a White background and that the majority of them are male and aged between 41-50 years old.

## Retention and Turnover

### Vacancy Rate

The vacancy rate as of March 2025 was 12.5%.

### Turnover

According to the Local Government Association the national turnover rate for local government is 18.2% and 15.7% for natural turnover. Therefore, the rate of 13.32% is positive within our industry.

Financial Year	Turnover
2024/25	13.32%
Average across 2021-2023	19.69%

### Reasons for Leaving

Once an employee resigns each employee is asked to complete an exit interview via a questionnaire or in person meeting. This provides the council with insightful feedback as to how we can better improve our employment offer and support employees when they are working with us.

Reason for Leaving	Number of leavers 2024/2025	Percentage
Retirement	14	23%
Resignation	7	11%
Career Progression	15	25%
Better Pay / Benefits	7	12%
Career Change	3	5%
Health Reasons	3	5%
Job expectations not met	2	3%
Non return following Maternity leave	2	3%



Personal Reasons – not work related	5	8%
Unsatisfactory relationship with manager	2	3%
Unsatisfactory commute	1	2%
<b>Total</b>	<b>61</b>	<b>100%</b>

## Sickness Data

The Local Government Association publish their Workforce Survey for 2024 where it cites the median and mean average days lost to sickness is 10 days per annum per FTE for all overall absence. The average days lost of sickness as at 31<sup>st</sup> March 2025 for this council was 7 days lost to sickness absence per annum.

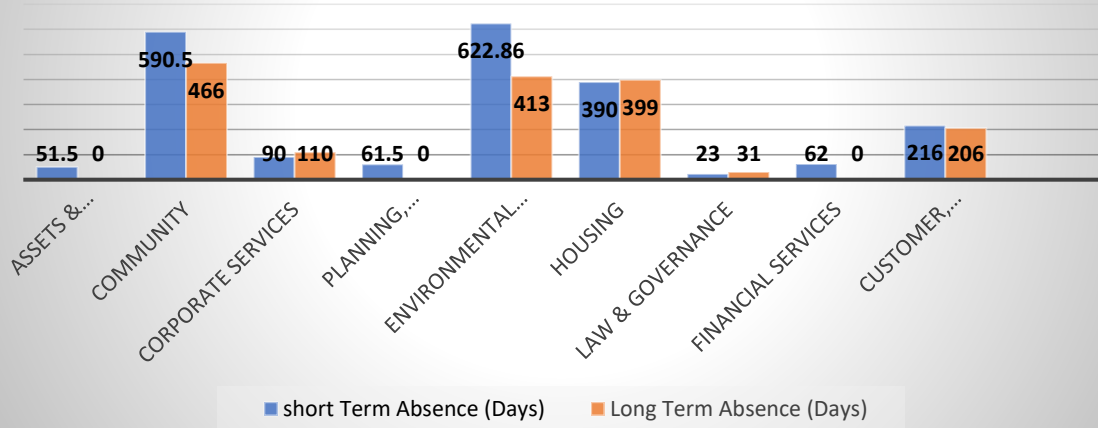
Sickness absence is actively managed within the Council. Employees are supported with Occupational Health assessments, reasonable adjustment passports for long term health conditions and disabilities and the workforce is provided with an annual employee wellbeing programme.

Health surveillance is undertaken in key areas of higher risk to ensure the roles our employees deploy to deliver services to residents do not actively damage their health and where at all possible supportive measure are put into place.

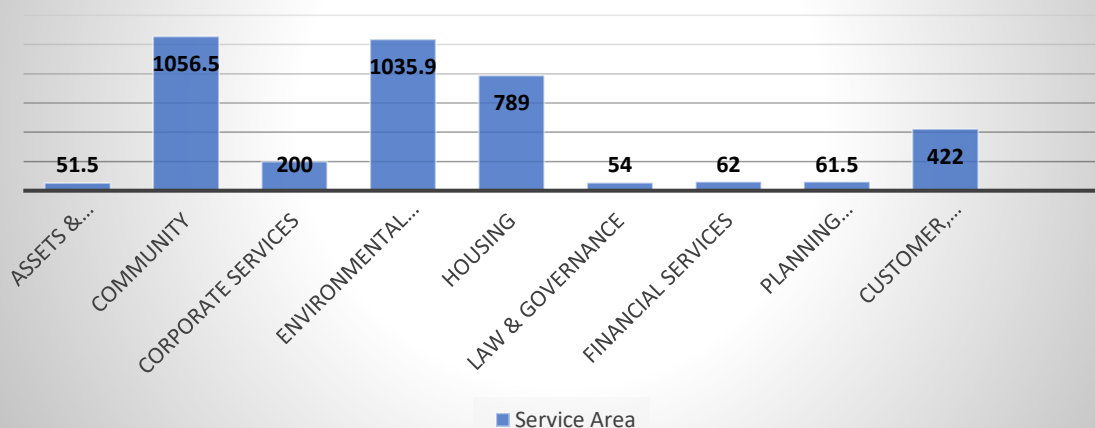
The provision of flu vouchers, manual handling training (basic and advanced) and a comprehensive programme to support positive mental health have been designed and rolled out to specifically support the three highest reasons for sickness absence in the workforce.

Sickness absence data is reviewed by the Senior Leadership Team and Health and Safety Committee quarterly to review trends and take appropriate action to support the health, safety and wellbeing of all our workforce.

## Absence By Service Area 2024/2025

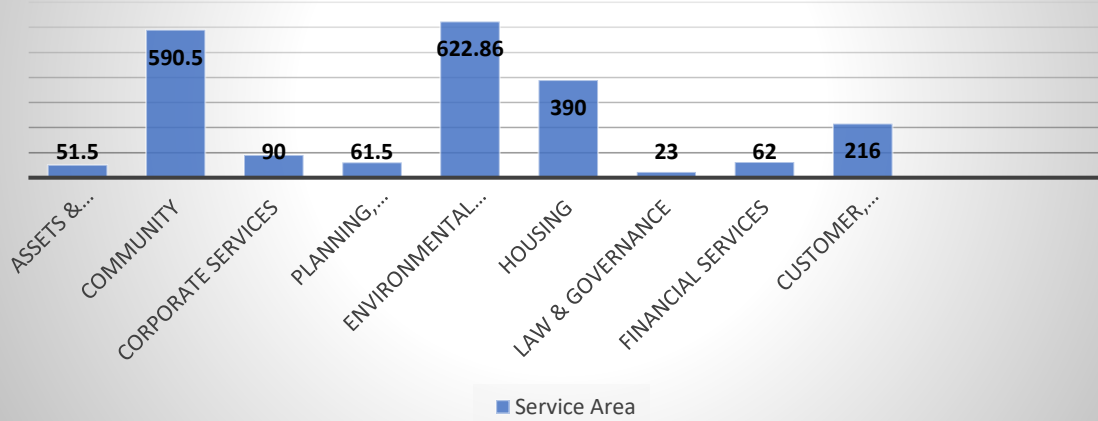


## Total Combined Days of Absence By Service Area 2024/2025



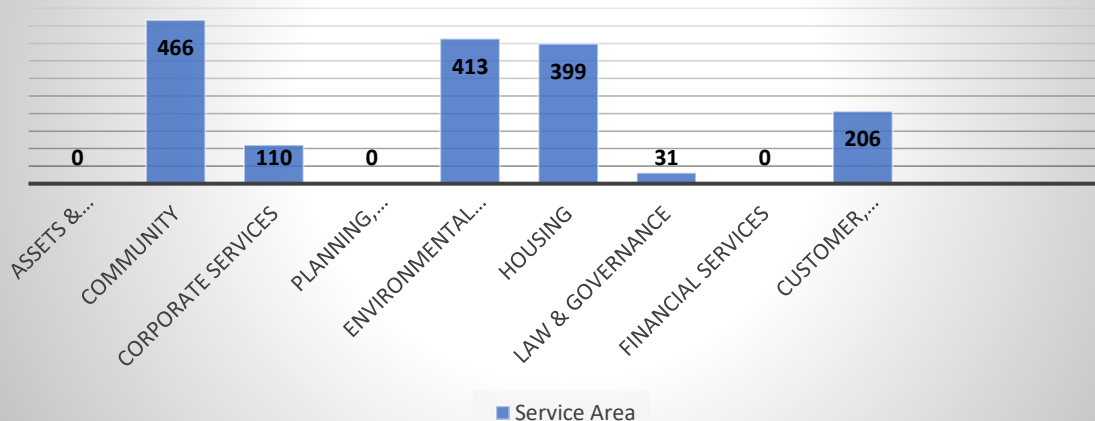
Service Area	Total No. of Days Absence (Long & Short)	% of Total RBC No. of Days Absence (Long & Short)
Assets & Regeneration	51.5	1.38%
Community	1056.5	28.31%
Corporate Services	200	5.36%
Environmental Services	1035.9	27.75%
Housing	789	21.14%
Law & Governance	54	1.45%
Financial Services	62	1.66%
Planning Economy & Built Env	61.5	1.65%
Customer, Collection & Digital Services	422	11.30%
<b>Grand Total</b>	<b>3732.4</b>	<b>100%</b>

## Total Days of Short Term Absence By Service Area 2024/2025



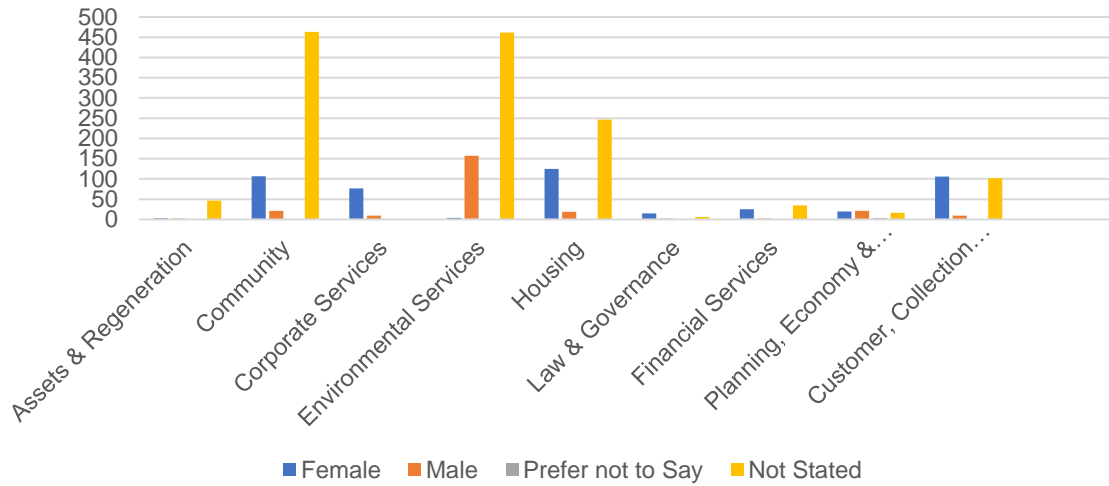
Service Area	Total No. of Days Absence (Short)	% of Total RBC No. of Days Absence (Short)
Assets & Regeneration	51.5	2.44%
Community	590.5	28.02%
Corporate Services	90	4.27%
Environmental Services	622.7	29.56%
Housing	390	18.51%
Law & Governance	23	1.09%
Financial Services	62	2.94%
Planning, Economy & Built Env	61.5	2.92%
Customer, Collection & Digital Services	216	10.25%
<b>Grand Total</b>	<b>2107.2</b>	<b>100%</b>

## Total Days of Long Term Absence By Service Area 2024/2025

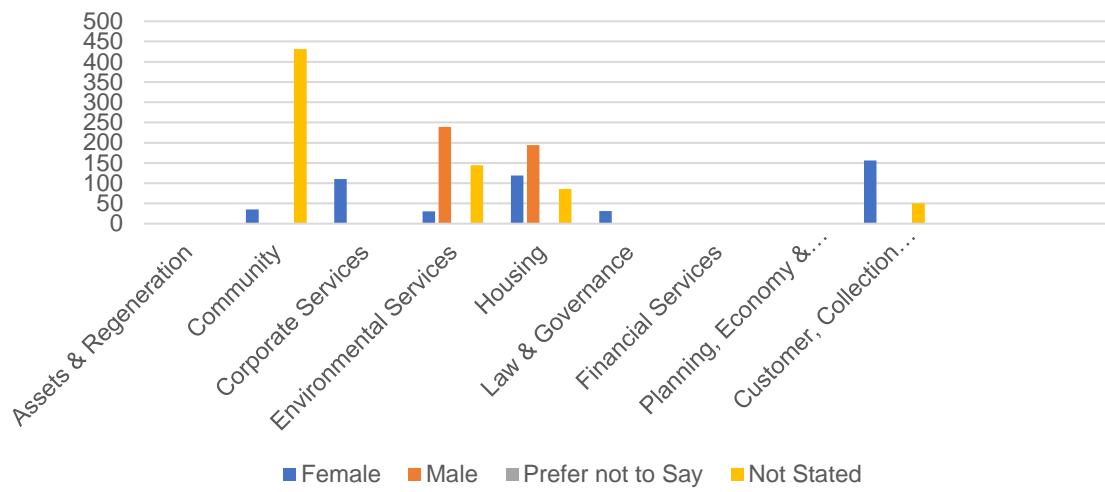


Service Area	Total No. of Days Absence (Long)	% of Total RBC No. of Days Absence (Long)
Assets & Regeneration	0	0%
Community	466	28.68%
Corporate Services	110	6.77%
Planning, Economy & Built Env	0	0%
Environmental Services	413	25.42%
Housing	399	24.55%
Legal	31	1.91%
Financial Services	0	0%
Customer, Collection & Digital Services	206	12.68%
<b>Grand Total</b>	<b>1625</b>	<b>100%</b>

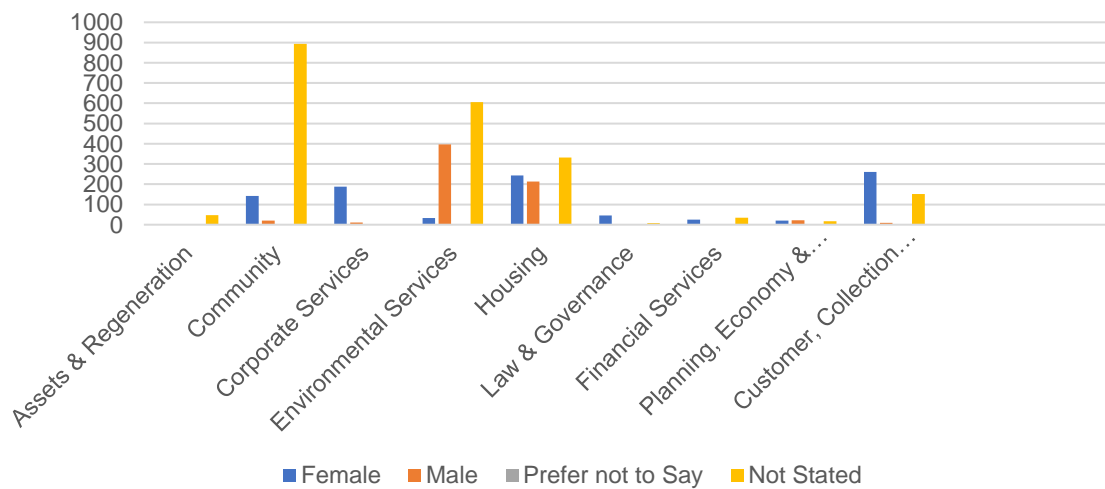
## Short Term (Days) Absence By Gender By Service Area 2024/2025



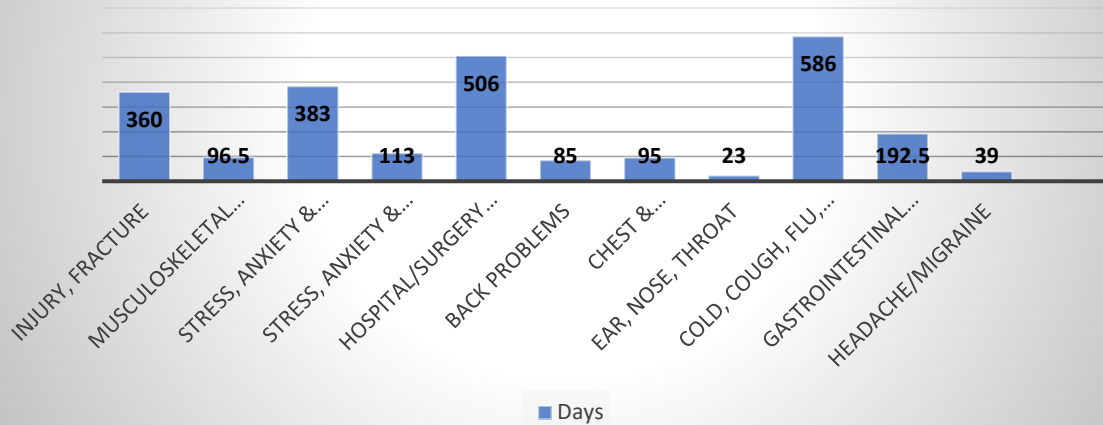
Long Term (Days) Absence By Gender By Service Area 2024/2025



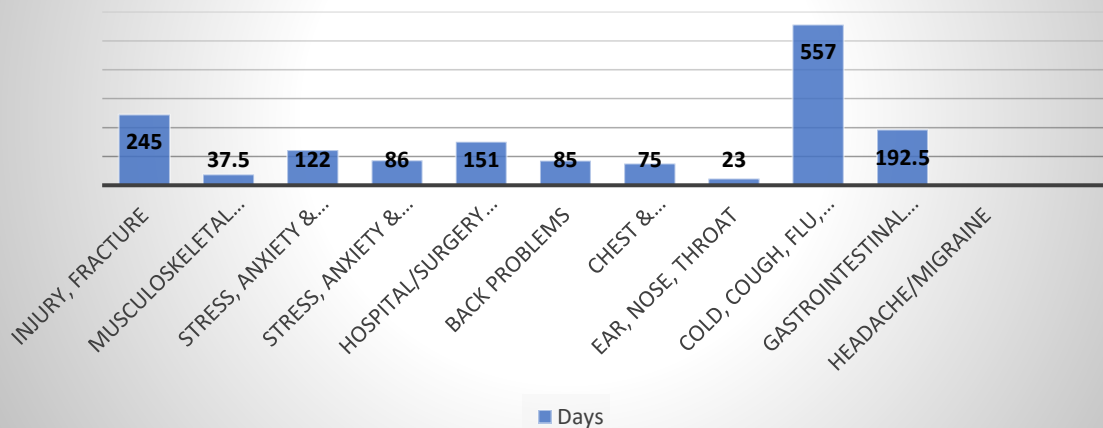
Total Combined (Days) Absence By Gender By Service Area 2024/2025



## Total Combined Days of Absence By Reason 2024/2025

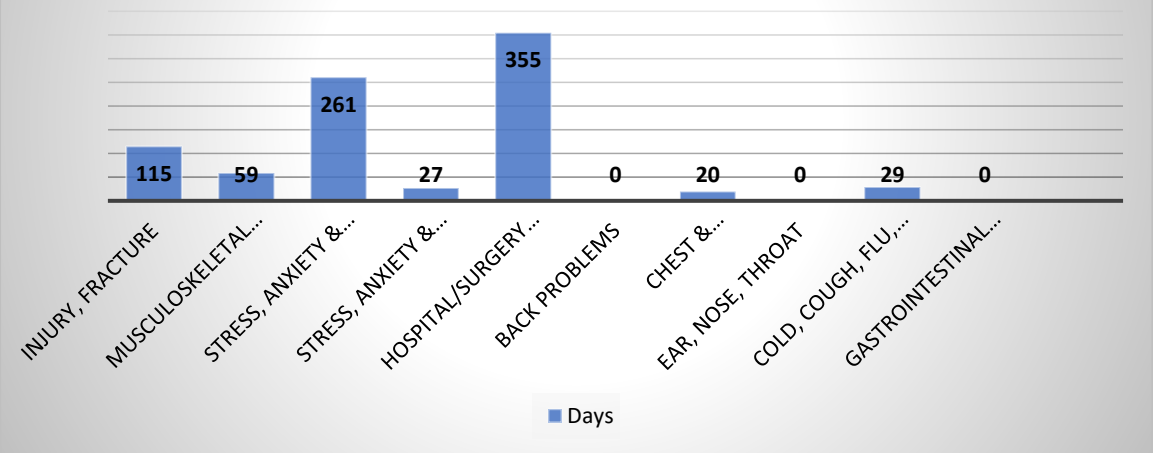


## Short Term Days of Absence by Reason 2024/2025





# Long Term Days of Absence by Reason 2024/2025



## Conclusion

Runnymede Borough Council continues to make steady progress in understanding and responding to workforce trends and equality data. The 2024/25 profile highlights several key developments:

**Workforce Composition:** The workforce remains stable in terms of age and gender, with an average age of 48 years 9 months and a consistent gender split (56% female, 44% male). However, the data confirms an ageing workforce, reinforcing the importance of succession planning and knowledge retention strategies.

**Retention & Turnover:** Turnover has decreased to 13.32%, down from an average of 19.69% in previous years. Retirement and career progression remain the top reasons for leaving, suggesting a need to continue investing in internal development pathways and retention incentives. The average length of service has increased to 8 years, indicating improved retention. Longer-serving employees are predominantly aged 50+, while newer staff tend to be younger, reflecting successful recruitment efforts.

**Systems & Strategy:** The implementation of the new HR/Payroll system has meant that we are able to report for the first time this year on some protected characteristics. This will support more informed decision-making.

**Equality Data Improvements:** There has been a notable increase in disability disclosure (from 2% to 5%), likely due to the “share not declare” campaign and the introduction of the “Long Term Health Condition” category. However, significant gaps remain in ethnicity (65.63% no data) and sexual orientation (67.4% no data), which limits the Council’s ability to fully assess representation.

**Sickness Absence:** Absence levels vary significantly across departments, however key initiatives are in place with senior management oversight to support employee's health, safety and wellbeing. Stress, anxiety, and cold/flu-related illnesses are the most common causes, highlighting the need for continued wellbeing support and targeted interventions.

**Case Work:** A total of 65 cases were recorded in the financial year period, with informal sanctions predominantly affecting white male employees aged 41–50.

**Positive Initiatives:** The launch of the Women’s Development Programme, enhancements to annual leave, and promotion of agile and part-time working demonstrate a commitment to inclusive workforce practices. The apprenticeship and graduate programmes continue to support talent pipelines and career development.

This report summarises the workforce demographics and how it compares to that of the local population and other industry benchmarks to help assess the profile and health of the workforce. The results inform our organisational development and workforce strategies to adhere to the Public Sector Equalities Duty and the Equalities Act 2010 whilst improving the lives of our residents, communities and the health, safety and wellbeing of our workforce.

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