

# Youth and Community Workers' Workforce Survey 2016

October 2016



DRAFT

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# Summary

## Background

The LGA conducted a survey of all councils with responsibility for education in England and Wales on behalf of the Joint Negotiating Committee (JNC) for Youth and Community Workers in February 2016. The survey gathered accurate and up to date information about the composition of the workforce and provided a means for costing claims and offers.

The survey collected information on an individual basis for all staff within the scope of the JNC, including those being paid on other pay schemes. This is the first time that this type of survey has been used for this particular workforce, and was adopted as it is simpler and more compatible with council's systems and therefore produces more accurate paybill and workforce data.

## Key findings

- Overall, in England and Wales there are 10,624 people employed by councils as youth and community workers, this equated to 4,436 full-time equivalents (FTEs). The workforce was made up of 9,256 staff paid on JNC for Youth and Community Workers' pay rates, 1,040 paid on NJC for Local Government Services pay rates and 328 being paid on locally agreed rates.
- The overall number of youth and community workers has decreased by 36 per cent since the survey was last conducted in 2013. The total number of full-time staff has gone down by 56 per cent and the total number of part-time staff has decreased by 28 per cent.
- Of those on the JNC for Youth and Community Workers' pay rates 7,083 were on the youth and community support worker range, equating to 2,173 FTEs, and 2,181 were on the professional range, equating to 1,620 FTEs.
- The average basic full-time annual salary for staff on the youth and community support worker range was £21,206 and their average gross annual pay was £24,732. For part-time staff the average basic salary received by was £5,071 and their average gross pay was £5,710, equating to an FTE annual basic salary of £19,312 and annual gross pay of £22,356.
- On the professional range full-time staff were paid an average basic annual salary of £30,018 and their average gross annual pay was £31,739. The average basic annual salary for part-timers was £15,390 equating to an FTE of £28,751 and the average gross pay was £16,715 equating to FTE gross pay of £31,964.

## Methodology

### Survey Response

The survey was sent out as part of Joint Education Services Circular No.201 which was emailed to Chief Executives, Chief Education Officers/Directors of Children's Services in all councils with responsibility for education in England and Wales.

The circular was sent on 8 February 2016 with a deadline for return of completed forms of 29 February 2016, this was subsequently extended to 24 March 2016 to improve the response rate. Completed forms were received from 80 councils giving a response rate of 46 per cent. This was lower than the response rate of the previous survey, conducted in 2013, which attracted 90 returns giving a response rate of 52 per cent.

The highest response rate by council type was from counties with returns received from just over half (52 per cent) and the lowest was from London Boroughs with just over a third (36 per cent) responding. Table 1 shows the overall response rate and the rate for each of the survey forms by council type.

Type	Completed forms	Response rate (per cent)
Shire County	14	52
London Borough	12	36
Metropolitan District	17	47
English Unitary	27	48
Welsh Unitary	10	45
All	80	46

Base = 174 councils

Of the councils who responded to the survey, six reported that they did not employ any youth and community workers.

Where the response base is less than 50, figures can be skewed due to the small sample size and care should be taken when interpreting percentages, as small differences can seem magnified. Throughout the report percentages in figures and tables may add to more than 100 per cent due to rounding.

### Survey Method

The survey form itself was in Excel format and consisted of some initial questions which covered whether the council employed any youth and community workers and if they did, which pay scheme was used for this workforce, and a main survey form which gathered information on each member of staff who had worked in the survey pay period.

Respondents completed the survey by entering pay and other data, including gender,

age and ethnicity, relating to each individual into a spreadsheet. This data related to the pay period which included 15 November 2015.

As the survey form was a macro enabled Excel form it is not possible to reproduce the whole survey form in this report, however, a copy of the notes of guidance and the initial questions are shown in Annex A.

## Grossing

The estimates presented here have been grossed using the received responses to represent a 100 per cent response rate. This was done using the method outlined below.

Data from the Quarterly Public Sector Employment Survey (QPSES) which related to the period closest to the survey period was grouped in north and south regions by full and part-time working. This was done for both respondents and for all councils.

The QPSES totals for all councils with responsibility for education were divided by the QPSES totals for respondent councils in order to produce grossing factors for each category and region. The data from respondents was then multiplied by the grossing factors to produce estimates to represent all councils with responsibility for education.

The numbers used in the grossing process came from Quarter 4, 2015 of the ONS Quarterly Public Sector Employment Survey.

## Survey Findings

### Number of Youth and Community Workers

The overall number of people employed by councils as youth and community workers was 10,624 which equated to 4,436 full-time equivalents (FTEs). The workforce was made up of 9,256 paid on JNC for Youth and Community Workers' pay rates, 1,040 paid on NJC for Local Government Services pay rates and 328 being paid on locally agreed rates. The survey did not find any youth and community workers being paid on School Teachers Pay and Conditions Document pay rates or any other nationally agreed pay schemes, so these categories have been excluded. The staff on JNC for Youth and Community Workers' pay rates consisted of 1,699 full-time workers, 7,078 part-timers and 479 casual staff (i.e. those who were neither full nor part time) which equated to a total of 3,793 FTEs. Those on NJC for Local Government Services pay rates were made up of 255 full-timers, 778 part-time staff and seven casual workers, equating to 506 FTEs, while on locally agreed rates there were 65 full-time workers, 259 part-timers and four casual staff which equated to 137 FTEs. A full breakdown of the numbers on each pay scheme by gender and working status is shown in .

**Table 2: Number of youth and community workers within each pay scheme by working status and gender**

Pay Scheme	Gender	Full-time	Part-time	Casual	Total	FTE
JNC for Youth and Community Workers	Male	669	2,552	154	3,375	1,322
	Female	1,030	4,526	325	5,881	2,471
	Total	1,699	7,078	479	9,256	3,793
NJC for Local Government Services (Green Book)	Male	85	230	3	318	143
	Female	170	548	4	722	363
	Total	255	778	7	1,040	506
Locally agreed rates	Male	23	74	0	97	32
	Female	42	185	4	231	105
	Total	65	259	4	328	137
Total	Male	777	2,856	157	3,790	1,497
	Female	1,242	5,259	333	6,834	2,939
	Total	2,019	8,115	490	10,624	4,436

Base = 80, including nil returns

The survey found a total of 7,083 employees on the youth and community support worker range, consisting of 2,686 men and 4,397 women, which equated to 2,173 full-time equivalents (FTEs). On the professional range there were 2,181 employees, made up of 692 men and 1,489 women, equating to 1,620 FTEs. Among those on the youth and community worker range 543 worked on a full-time basis, 192 of whom were male and 351 were female. There were 6,270 part-timers, made up of 2,374 men and 3,896 women along with 265 casual workers consisting of 116 men and 149 women. On the professional range there were 1,156 full-time staff made up of 477 men and 679 women, 808 part-timers consisting of 178 men and 630 women and 214 casual staff, of whom 38 were male and 176 were female. A breakdown of the number of staff on each pay point by gender and working status shown in Table 3.

**Table 3: Number of staff by pay range by pay point and working status and gender**

Youth and Community Support Worker Range													
Pay Point	Full-time			Part-time			Casual			All			Total FTE
	M	F	All	M	F	All	M	F	All	M	F	All	
1	5	7	12	213	414	627	0	4	4	218	425	643	114
2	3	8	11	103	198	301	5	11	16	111	217	328	60
3	0	12	12	222	382	604	5	5	10	228	400	628	108
4	4	9	13	197	315	512	5	5	10	207	330	537	102
5	15	33	48	212	238	450	16	8	24	243	279	522	146
6	11	14	25	246	307	553	5	0	5	263	320	583	153
7	4	11	15	97	132	229	0	0	0	101	143	244	68
8	15	8	23	128	165	293	3	3	6	146	176	322	90
9	14	28	42	105	135	240	11	14	25	129	177	306	111
10	12	18	30	131	219	350	16	3	19	160	239	399	144
11	28	32	60	153	224	377	25	14	39	207	270	477	202
12	21	61	82	150	380	530	0	8	8	170	449	619	293
13	18	27	45	65	124	189	8	11	19	91	163	254	119
14	18	34	52	161	354	515	3	19	22	182	407	589	213
15	5	15	20	46	112	158	11	44	55	63	171	234	103
16	8	12	20	62	124	186	0	0	0	70	136	206	65
17	11	22	33	83	73	156	3	0	3	97	95	192	82
All	192	351	543	2,374	3,896	6,270	116	149	265	2,686	4,397	7,083	2,173
Professional Range													
Pay Point	Full-time			Part-time			Casual			All			Total FTE
	M	F	All	M	F	All	M	F	All	M	F	All	
13	7	15	22	4	29	33	0	0	0	11	44	55	41
14	10	18	28	18	19	37	16	130	146	44	167	211	71
15	19	23	42	18	37	55	0	11	11	37	71	108	61
16	16	42	58	3	35	38	0	8	8	19	86	105	82
17	33	52	85	14	47	61	0	0	0	46	99	145	116
18	62	71	133	23	107	130	0	0	0	84	178	262	206
19	38	42	80	13	62	75	22	27	49	74	132	206	125
20	52	64	116	14	56	70	0	0	0	66	121	187	158
21	25	40	65	24	52	76	0	0	0	49	92	141	101
22	45	111	156	11	59	70	0	0	0	56	170	226	197
23	29	45	74	12	32	44	0	0	0	41	77	118	99
24	25	20	45	0	16	16	0	0	0	25	37	62	52
25	23	40	63	11	32	43	0	0	0	34	72	106	85
26	23	37	60	3	11	14	0	0	0	26	48	74	69
27	12	7	19	10	8	18	0	0	0	22	15	37	29
28	19	15	34	0	5	5	0	0	0	19	20	39	36
29	16	14	30	0	8	8	0	0	0	16	22	38	34
30	15	10	25	0	8	8	0	0	0	15	18	33	30
31	3	5	8	0	3	3	0	0	0	3	8	11	11
32	5	8	13	0	4	4	0	0	0	5	12	17	17
All	477	679	1,156	178	630	808	38	176	214	692	1,489	2,181	1,620

Base = 80, including nil returns. Note: M = Male, F = Female



## Average basic and gross pay

Please note that throughout this report the averages refer to the mean. Gross pay is basic pay plus London and other area or fringe allowances where payable, as well as any overtime, shift premium, bonus or incentive pay and any other pay relating to the survey pay period.

According to the survey findings the average basic full-time annual salary for staff on the youth and community support worker range was £21,206 and their average gross annual pay was £24,732. Full-time men received an average basic salary of £21,229 and average gross annual pay of £25,106 while for full-time women on this range the average basic annual salary was £21,193 and their average gross annual pay was £24,531.

The average basic salary received by part-time staff was £5,071 while their average gross pay was £5,710, when converted to a full-time equivalent (FTE) salary this equates to an annual basic salary of £19,312 and annual gross pay of £22,356. For part-time males the average basic annual salary was £4,582 equating to a basic FTE salary of £19,209 and for females it was £5,369 equating to an FTE basic salary of £19,375. The average gross pay for men was £5,137 which equates to FTE gross pay of £22,043 and for females it was £6,059 equating to FTE gross pay of £22,547.

For those working on a casual basis the average basic annual salary was £5,350 and the average gross annual pay was £5,401 equating to an average FTE basic salary of £21,009 and average FTE gross pay of £21,240. Men in this category earned an average of £5,443 in basic annual salary which equates to an annual FTE average of £20,190 and £5,552 in average gross annual pay equating to FTE gross pay of £20,618. Females working on a casual basis were paid an average basic salary of £5,277 equating to FTE basic pay of £21,650 and average gross pay of £5,283 which equates to FTE gross pay of £21,727. These findings are shown in below.

**Table 4: Average annual basic and gross actual and FTE by gender and working status - Youth and Community Support Worker Range**

		Basic Pay	Gross Pay	FTE Basic Pay	FTE Gross Pay	Sample size
Full-time	Male	21,229	25,106	21,229	25,106	192
	Female	21,193	24,531	21,193	24,531	351
	All	21,206	24,732	21,206	24,732	543
Part-time	Male	4,582	5,137	19,209	22,043	2,374
	Female	5,369	6,059	19,375	22,547	3,896
	All	5,071	5,710	19,312	22,356	6,270
Casual	Male	5,443	5,552	20,190	20,618	116
	Female	5,277	5,283	21,650	21,727	149
	All	5,350	5,401	21,009	21,240	265

Base = 63

Full-time staff on the professional range were paid an average basic annual salary of £30,018 and their average gross annual pay was £31,739. Among males the average basic annual salary was £30,243 and the average gross annual pay was £32,123, for females the averages were £29,859 for basic salary and £31,469 for gross pay.

The average basic annual salary for part-time staff was £15,390 which equates to an FTE average basic salary of £28,751 and average gross pay of £16,715 equating to FTE gross pay of £31,964. For part-time males the average basic annual salary was £12,504 which equates to an FTE annual basic salary of £28,383 and their average gross annual pay was £14,265 equating to FTE gross pay of £32,334. The average basic salary for part-time females was £16,194 equating to an FTE basic salary of £28,853 and their average gross annual pay was £17,397 which equates to average FTE gross pay of £31,862.

For casual workers both the average basic salary and gross pay were £3,718 which equated to FTE basic salary and gross pay of £25,167. The average basic annual salary and gross pay for men working casual hours were £3,249 equating to FTE pay of £26,314 and for women the average basic and gross pay was £3,819 equating to FTE averages of £24,918. These figures are shown in **Error! Reference source not found.**

**Table 5: Average annual basic and gross actual and FTE by gender and working status - Professional Range**

		Basic Pay	Gross Pay	FTE Basic Pay	FTE Gross Pay	Sample size
Full-time	Male	30,243	32,123	30,243	32,123	477
	Female	29,859	31,469	29,859	31,469	679
	All	30,018	31,739	30,018	31,739	1,156
Part-time	Male	12,504	14,265	28,383	32,334	178
	Female	16,194	17,397	28,853	31,862	630
	All	15,390	16,715	28,751	31,964	808
Casual	Male	3,249	3,249	26,314	26,314	38
	Female	3,819	3,819	24,918	24,918	176
	All	3,718	3,718	25,167	25,167	214

Base = 65

The average basic annual salary for full-time youth and community workers paid on NJC for Local Government Services pay rates was £25,480 and their average gross annual pay was £27,636. Full-time men received an average basic annual salary of £25,799 and average gross annual pay of £27,840. For full-time women the average basic annual salary was £25,319 and the average gross annual pay was £27,533.

For part-time staff on this pay scheme the average basic annual salary was £6,285 equating to a basic FTE annual salary of £18,580 and the average gross annual pay was £6,596 equating to gross FTE pay of £19,948. Part-time men earned an average of £4,603 in basic annual salary which equates to an FTE basic salary of £18,084 and £4,789 in gross annual pay which equates to FTE gross pay of £18,440. Female part-time workers were paid an average basic salary of £6,997 equating to FTE basic salary of £18,790 and average gross pay of £7,361 which equates to an FTE gross

pay of £20,587.

Due to the very small size of the sample of those working on a casual basis within this category it has not been possible to produce statistically robust estimates of the average pay. A full breakdown of these findings is shown in

**Table 6: Average annual basic and gross actual and FTE by gender and working status - NJC for Local Government Services pay rates**

		Basic Pay	Gross Pay	FTE Basic Pay	FTE Gross Pay	Sample size
Full-time	Male	25,799	27,840	25,799	27,840	85
	Female	25,319	27,533	25,319	27,533	170
	All	25,480	27,636	25,480	27,636	255
Part-time	Male	4,603	4,789	18,084	18,440	230
	Female	6,997	7,361	18,790	20,587	548
	All	6,285	6,596	18,580	19,948	778

Base = 13

Full-time youth and community workers paid on locally agreed rates had an average basic annual salary of £26,743 and their average gross annual pay was £27,117. Among males the average basic annual salary was £27,509 and the average gross annual pay was £28,566. While for females the average was £26,322 for both basic salary and gross pay.

For part-time workers the average basic salary was £6,112 which equates to an FTE basic salary of £20,024 and the average gross pay was £6,150 equating to annual gross FTE pay of £20,309. The average basic annual salary for part-time males was £2,248 equating to an FTE basic salary of £18,037 and for females it was £7,662 which equates to annual basic FTE pay of £20,822. Their average gross annual pay was £2,304 for men equating to an FTE of £18,612 and £7,693 which equates to an FTE of £20,990 for women.

Due to the very small size of the sample of those working on a casual basis within this category it has not been possible to produce statistically robust estimates of the average pay. A full breakdown of these findings is shown in

**Table 7: Average annual basic and gross actual and FTE by gender and working status – Local**

		Basic Pay	Gross Pay	FTE Basic Pay	FTE Gross Pay	Sample size
Full-time	Male	27,509	28,566	27,509	28,566	23
	Female	26,322	26,322	26,322	26,322	42
	All	26,743	27,117	26,743	27,117	65
Part-time	Male	2,248	2,304	18,037	18,612	74
	Female	7,662	7,693	20,822	20,990	185
	All	6,112	6,150	20,024	20,309	259

Base = 4 Note: Only 11 part-time staff were in receipt of additional payments

## Membership of pension schemes

Just over two-thirds (68 per cent) of staff on the youth and community support worker range were members of a pension scheme, of these 38 per cent belonged to the Local Government Pension Scheme (LGPS), 29 per cent belonged to the Teachers' Pension Scheme (TPS) and one per cent belonged to other pension schemes.

These figures were very similar for both men and women overall but membership of pension schemes was higher among full-time staff at 72 per cent and more of these staff were members of the LGPS at 58 per cent. A full breakdown of these findings is shown in

		LGPS	TPS	Other	Total
Full-time	Male	51	17	0	68
	Female	62	12	0	74
	All	58	14	0	72
Part-time	Male	36	29	*	66
	Female	37	30	1	68
	All	36	30	1	67
Casual	Male	21	35	0	56
	Female	25	50	0	74
	All	23	43	0	66
Total	Male	36	29	*	65
	Female	38	29	1	69
	All	38	29	1	68

Base = 63. Asterisks (\*) denote where the number is less than 0.5

Among staff on the professional range 71 per cent belonged to a pension scheme, of these 42 per cent were members of the Local Government Pension Scheme (LGPS), 29 per cent were members of the Teachers' Pension Scheme (TPS) and less than half of a per cent were members of other schemes.

As with those on the youth and community support worker range, these proportions were similar for both males and females and membership rates were higher for full-time staff. However, in this group a lower proportion of part-timers belonged to a scheme at just 63 per cent and this was even lower among part-time men at 47 per cent as shown in

		LGPS	TPS	Other	Total
Full-time	Male	54	25	*	79
	Female	53	24	1	77
	All	53	24	1	78
Part-time	Male	20	27	0	47
	Female	41	26	0	67

	All	36	27	0	63
Casual	Male	0	79	0	79
	Female	0	63	0	63
	All	0	66	0	66
Total	Male	42	29	*	71
	Female	41	30	*	71
	All	42	29	*	71

Base = 65. Asterisks (\*) denote where the number is less than 0.5

Membership rates were higher for youth and community workers being paid on other pay schemes with 89 per cent of staff on NJC for Local Government Services pay rates and 80 per cent of those on locally agreed rates belonging to a pension scheme. Among those on NJC rates 88 per cent of men and 90 per cent of women belonged to a scheme, these proportions were similar for part-time staff but there was a higher proportion of full-time women in membership at 95 per cent. Among those on locally agreed rates three quarters (75 per cent) of men and 82 per cent of women belonged to a scheme, again these proportions were similar for part-timers but the proportion of full-time men in membership was higher at 88 per cent and for women it was lower at 77 per cent. A full breakdown of these figures is shown in

**Table 10: Distribution of staff on other pay schemes by pension scheme by working status and gender (Per cent)**

<b>NJC for Local Government Services pay rates</b>									
	Full-time			Part-time			Total		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
LGPS	86	89	88	77	80	79	79	81	81
TPS	2	4	3	10	9	9	8	8	8
Other	0	2	2	1	0	1	1	1	1
Total	88	95	93	88	89	89	88	90	89
<b>Locally agreed pay rates</b>									
	Full-time			Part-time			Total		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
LGPS	82	71	75	72	84	81	74	80	79
TPS	6	6	6	0	0	0	1	1	1
Other	0	0	0	0	0	0	0	0	0
Total	88	77	81	72	84	81	75	82	80

Base = 16 councils

## Changes since 2013

Due to the length of time between the two surveys and the changes that have taken place within councils during that time the changes between the survey findings for the two years should be treated with caution.

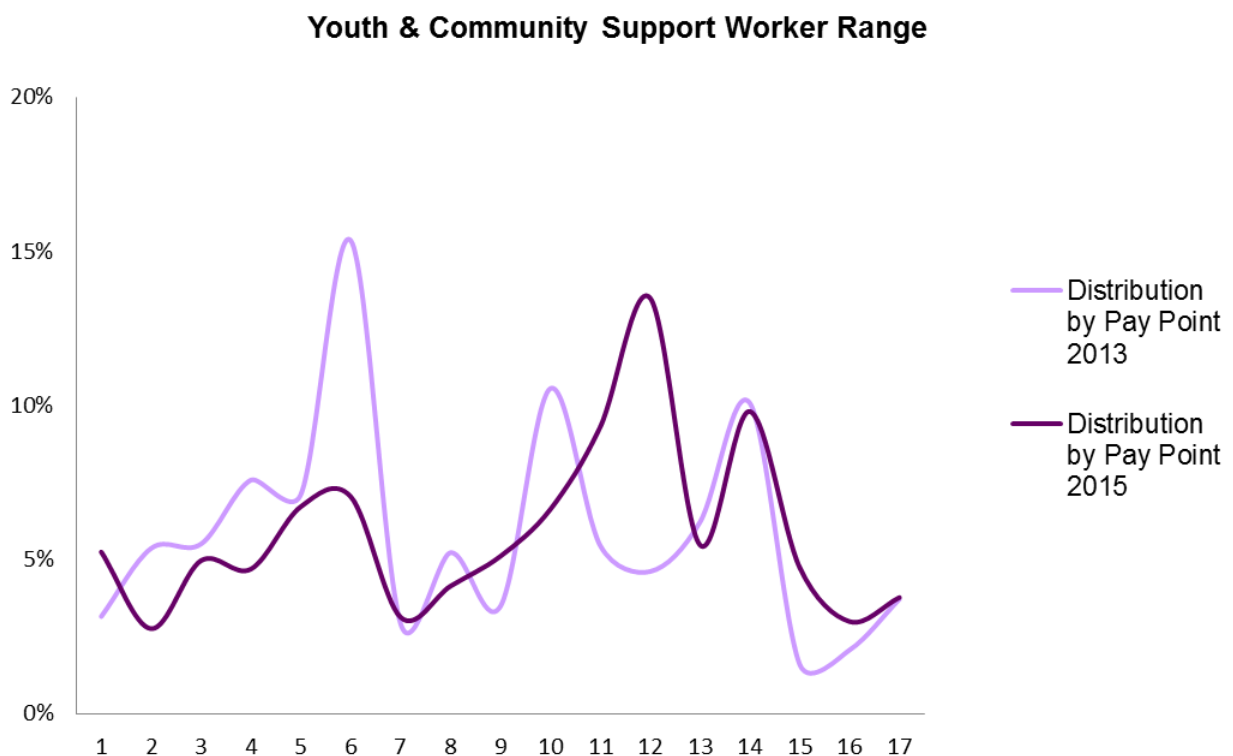
The survey found that between the survey operative dates in 2013 and 2015 the total number of full-time staff had gone down by 56 per cent and the total number of part-time staff had decreased by 28 per cent.

Among full-time staff on the youth and community support worker range there was an increase 23 per cent, however, in terms of numbers this represented just 102 staff. There was also an increase in the number of part-time staff on the professional range which went up by 167, equating to a 20 per cent increase. There were decreases among all other groups and the numbers involved were larger, with part-timers on the youth and community support worker range decreasing by a third (29 per cent) and full-timers on the professional range going down by more than half (56 per cent).

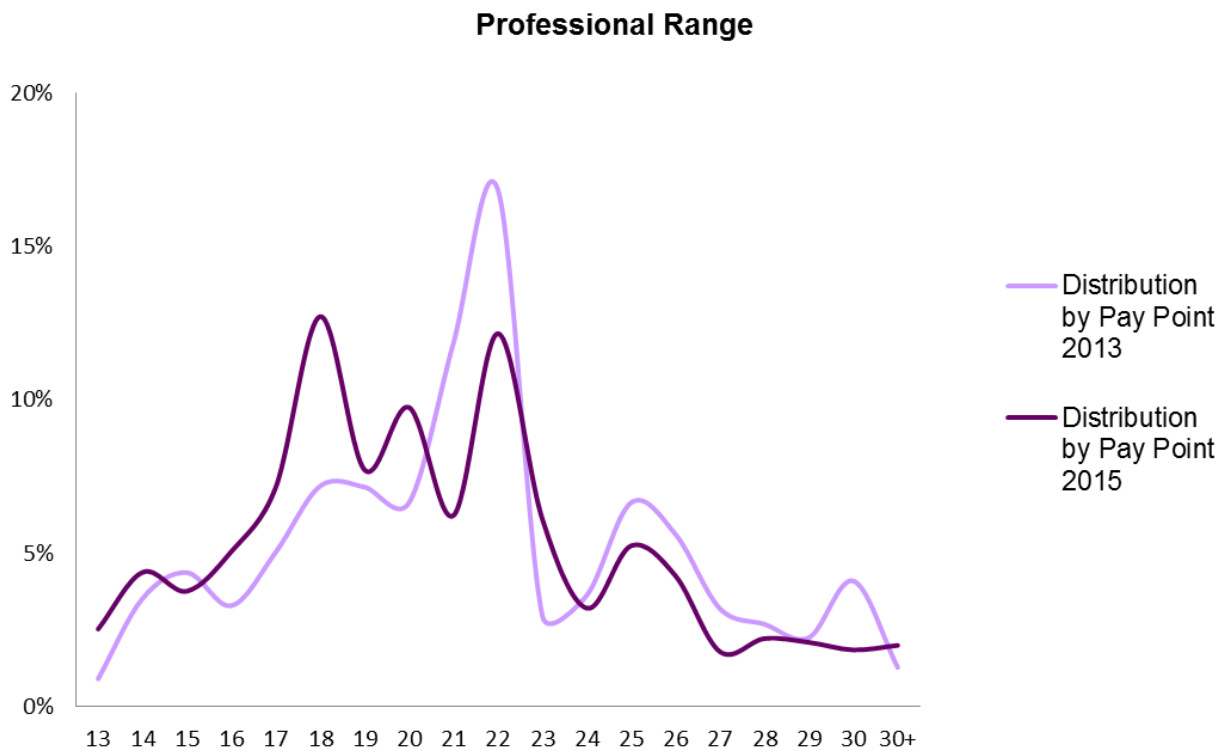
**Within the two ranges there were also changes in the distribution of staff by pay point this is illustrated in**

Figure 1 which shows the distribution of staff on the youth and community support range by pay point in 2013 and 2015, and Figure 2 which shows the distribution of staff on the professional range by pay point in 2013 and 2015.

**Figure 1: Distribution of staff on the youth and community support worker range by pay point**



**Figure 2: Distribution of staff on the professional range by pay point**



For youth and community workers on other pay schemes the large decreases of 79 per cent among full-timers and 46 per cent for part-timers could be partially due to the exclusion of staff who may have been erroneously included in previous surveys because previously it was not possible to identify which staff were included in this category but the new style survey allows those who should not have been included to be identified and excluded, such as caretakers or receptionists at venues used for youth work. A full breakdown of these findings is shown in

**Table 11: Employee numbers in 2013 and 2015 and percentage change**

	Total Full-time			Total Part-time		
	2013	2015	Change	2013	2015	Change
Youth and Community Support Worker Range	445	547	23	9,168	6,531	-29
Professional Range	2,640	1,164	-56	1,014	847	20
Other pay schemes	1,576	325	-79	1,919	1,043	-46
All	4,661	2,036	-56	11,934	8,588	-28

Base = 80 councils, 90 councils in 2013

The average basic pay of full-time staff on the youth and community support worker range increased by three per cent since 2013 from £20,617 to £21,205 and part-time staff on this range had an increase of nine per cent with their full-time equivalent (FTE) salary going up from £17,734 to £19,312. For those on the professional range the average full-time basic salary went up from £27,848 in 2013 to £30,018 in 2015, an increase of eight per cent and the average part-time FTE went up by 12 per cent from £25,613 to £28,751. Due to differences in the data collected in the two surveys it is not possible to do any other comparisons. These figures are shown in

**Table 12: Average basic pay in 2013 and 2015 and percentage change**

	Youth and Community Support Worker Range			Professional Range		
	2013	2015	Change	2013	2015	Change
Full-time	20,617	21,205	3	27,848	30,018	8
Part-time FTE	17,734	19,312	9	25,613	28,751	12

Base = 80 councils, 90 councils in 2013

## Workforce Characteristics

Overall just under two-thirds (64 per cent) of youth and community workers counted in the survey were women. This proportion was slightly lower for full-time workers at 62 per cent, around the same for part-timers at 65 per cent, and slightly higher for those working on a casual basis at 68 per cent.

For staff on the youth and community support worker range there was a slightly lower proportion of women overall at 62 per cent but a higher proportion among full-timers at 65 per cent and a lower one among casuals at 56 per cent, while the proportion of women working part-time was 62 per cent. On the professional range 68 per cent of the staff were women but they only made up 59 per cent of full-timers, whereas over three quarters (78 per cent) of part-timers and 82 per cent of casuals on this range were women.

Among staff on NJC for Local Government Services (Green Book) pay rates 69 per cent overall were women and by working status two-thirds (67 per cent) of full-timers, 70 per cent of part-timers and 57 per cent of casual staff were female, however, the figures for casual staff are based on a very small sample and should be treated with caution. Women made up 70 per cent of staff on locally agreed pay rates, there was a slightly lower proportion among full-timers at 65 per cent, 71 per cent of part-timers were females as were all casual workers but as this is based on a very small sample the figures should be treated with caution. These findings are illustrated in

**Table 13: Distribution of staff on each pay range/scheme by gender**

Pay Range/scheme		Male		Female	
		Number	Per cent	Number	Per cent
Youth and Community Support Worker Range	Full-time	192	35	351	65
	Part-time	2,374	38	3,896	62
	Casual	116	44	149	56
	Total	2,682	38	4,396	62
Professional Range	Full-time	477	41	679	59
	Part-time	178	22	630	78
	Casual	38	18	176	82
	Total	693	32	1,485	68
NJC for Local Government Services (Green Book)	Full-time	85	33	170	67
	Part-time	230	30	548	70
	Casual	3	43	4	57
	Total	318	31	722	69



Locally agreed rates	Full-time	23	35	42	65
	Part-time	74	29	185	71
	Casual	0	0	4	100
	Total	97	30	231	70
All youth and community workers	Full-time	777	38	1,242	62
	Part-time	2,856	35	5,259	65
	Casual	157	32	333	68
	Total	3,790	36	6,834	64

Base = 74

Overall 82 per cent of staff on the youth and community support worker range were from white ethnic backgrounds. This figure was slightly higher among women with 87 per cent of all female staff coming from a white ethnic background and lower among men, where three quarters (74 per cent) of staff were white. These proportions were roughly the same for full and part-time staff except that there was a higher proportion of full-time men from white ethnic backgrounds at 81 per cent. The proportion of staff of white ethnic backgrounds was highest amongst casual staff with 93 per cent, this was even higher among women at 98 per cent and 85 per cent of men were white.

Among staff for whom ethnicity information had been provided the largest minority ethnic group on the range were from Asian backgrounds, making up eight per cent of the workforce, while seven per cent were black, two per cent were from mixed ethnic backgrounds and one per cent came from other ethnic groups. Table 14 shows a full breakdown of the distribution of staff by ethnic background and illustrates the distribution by pay point.

**Table 14: Distribution of staff on the youth and community worker support range by ethnic background (percentages)**

		Percentage of data with known ethnicity					Not Known <sup>1</sup>
		White	Asian	Black	Mixed	Other	
Full-time	Male	81	7	11	1	0	6
	Female	86	5	7	1	*	7
	All	84	6	9	1	*	7
Part-time	Male	73	12	11	2	2	17
	Female	86	5	5	3	1	16
	All	81	8	7	2	1	16
Casual	Male	85	3	3	9	0	21
	Female	98	2	0	0	0	9
	All	93	2	1	4	0	14
All staff	Male	74	11	11	2	2	16
	Female	87	5	5	3	1	15
	All	82	8	7	2	1	15

Base = 63. Note 1: The percentage figures in the 'Not Known' column relate to all cases, the other percentage figures in the table relate only to cases where the ethnic group was known. Asterisks (\*) denote where the number is less than 0.5

On the professional range 83 per cent of all staff were of a white ethnic background, eight per cent were black, five per cent were Asian, three per cent were of a mixed ethnicity and one per cent were from other ethnic backgrounds.

Three quarters (76 per cent) of men were from a white ethnic background as were 86 per cent of women. This pattern was very similar for both full and part-time staff but there was a slightly higher proportion of staff from minority ethnic groups working full-time. All casual staff came from white ethnic backgrounds but this figure should be treated with caution due to the small sample size. A full breakdown of these figures is shown in Table 15.

<b>Table 15: Distribution of staff on the professional range by ethnic background (percentages)</b>							
		<b>Percentage of data with known ethnicity</b>					<b>Not Known<sup>1</sup></b>
		<b>White</b>	<b>Asian</b>	<b>Black</b>	<b>Mixed</b>	<b>Other</b>	
Full-time	Male	74	11	13	2	*	8
	Female	83	4	10	3	1	9
	All	79	7	11	3	1	9
Part-time	Male	75	7	12	3	3	8
	Female	88	3	4	3	1	11
	All	85	4	6	3	2	10
Casual	Male	100	0	0	0	0	36
	Female	100	0	0	0	0	55
	All	100	0	0	0	0	52
All staff	Male	76	9	12	2	1	10
	Female	86	3	7	3	1	15
	All	83	5	8	3	1	13

Base = 65. Note 1: The percentage figures in the 'Not Known' column relate to all cases, the other percentage figures in the table relate only to cases where the ethnic group was known. Asterisks (\*) denote where the number is less than 0.5

Tables 16 and 17 provide more information about the distribution of staff on pay points of the youth and community support worker range and the professional range by showing the percentage of staff on each pay point who are white or from a Black, Asian and ethnic minority group (BAME) for whom this information is known.

<b>Table 16: Distribution of staff on the youth and community worker support range by pay point and ethnic group (percentages)</b>						
<b>Pay Point</b>	<b>Male</b>		<b>Female</b>		<b>All</b>	
	<b>White</b>	<b>BAME</b>	<b>White</b>	<b>BAME</b>	<b>White</b>	<b>BAME</b>
1	3	1	6	1	8	1
2	1	1	3	*	4	1
3	3	*	5	1	8	1
4	2	1	4	1	6	1
5	2	1	3	1	5	2
6	2	1	4	1	7	2
7	1	1	2	*	3	1
8	2	*	2	*	4	1

9	1	*	2	*	3	1
10	2	1	3	*	5	1
11	2	1	3	1	5	1
12	1	1	6	1	7	2
13	1	*	2	*	3	*
14	2	*	5	*	8	1
15	1	*	2	1	2	1
16	1	*	2	*	2	*
17	1	*	1	*	2	1
All	28	10	54	8	82	18

Base = 63. Asterisks (\*) denote where the number is less than 0.5

**Table 17: Distribution of staff on the professional range by pay point and ethnic group (percentages)**

Pay Point	Male		Female		All	
	White	BAME	White	BAME	White	BAME
13	1	0	2	0	3	0
14	2	*	5	*	6	*
15	2	*	3	*	4	1
16	1	*	3	*	4	1
17	1	1	4	*	6	1
18	3	1	8	1	11	1
19	2	1	4	1	6	2
20	2	1	4	2	7	2
21	2	1	4	1	6	1
22	1	1	7	1	8	2
23	2	*	3	1	5	1
24	1	*	1	*	2	1
25	1	1	3	1	4	1
26	1	*	2	*	3	1
27	1	0	1	0	2	0
28	1	*	1	*	2	1
29	1	*	1	*	1	*
30	1	0	1	*	1	*
31	*	*	*	0	1	*
32	*	*	1	*	1	*
Total	25	8	58	9	83	17

Base = 65. Asterisks (\*) denote where the number is less than 0.5

It has not been possible to produce a full breakdown of the ethnic background of staff on other pay schemes due to the small sample size, however, it has been possible to provide a breakdown of the proportions who were white or black, Asian and minority ethnic (BAME).

Among those being paid on NJC for Local Government Services pay rates 95 per cent were from white ethnic backgrounds, the proportion of BAME staff was higher

for full timers at 13 per cent but lower for part-timers at two per cent. All of the casual workers within this category were white, however, this finding should be treated with caution due to the small sample size.

Among staff on locally agreed pay rates 93 per cent were white, however, this figure was slightly for both full and part-timers at 96 and 94 per cent respectively. All casual staff on these rates were from BAME backgrounds, but due to the small sample size this finding should be treated with caution. A full breakdown of these figures is shown in Table 18.

<b>Table 18: Distribution of staff on other pay schemes by ethnic background (percentages)</b>							
<b>NJC for Local Government Services pay rates</b>							
	Male		Female		All		Not Known <sup>1</sup>
	White	BAME	White	BAME	White	BAME	
Full-time	82	18	89	11	87	13	26
Part-time	94	6	99	1	98	2	30
Casual	100	0	100	0	100	0	40
All	91	9	96	4	95	5	29
<b>Locally agreed pay rates</b>							
	Male		Female		All		Not Known <sup>1</sup>
	White	BAME	White	BAME	White	BAME	
Full-time	88	12	100	0	96	4	6
Part-time	85	15	97	3	94	6	3
Casual	0	0	0	100	0	100	0
All	86	14	96	4	93	7	4

Base = 17. Note 1: The percentage figures in the 'Not Known' column relate to all cases, the other percentage figures in the table relate only to cases where the ethnic group was known.

The average age of staff on the youth and community support worker range was 41, this was the same for full and for part-timers as well as those working on a casual basis. Most staff were spread fairly evenly across the 20-29 (23 per cent), 30-39 (24 per cent), 40-49 (22 per cent) and 50-59 (22 per cent) age groups. This pattern was more or less the same for both full and part-time staff but among casuals there was a slightly higher proportion of staff in the 20-29 years age group at 27 per cent and in the 60-69 group at 11 per cent while there were lower proportions in the 30-39 group with 17 per cent and the 50-59 group with 19 per cent.

On the professional range the overall average age was 44, among full and part-time staff it was 43 and for casual staff it was 51, however, due to the small sample size this figure should be treated with caution. Most staff on this range were in the 30-39 (28 per cent), 40-49 (32 per cent) and 50-59 (24 per cent) age groups. This pattern was the same for full and part-timers but among casual staff there were fewer in the 30-39 age-group at 11 per cent and a quarter (24 per cent) were in the 60-69 age group which could explain the higher average age for these staff.

Among those paid on NJC for Local Government Services pay rates the average was 42, for full-timers it was 40 while for part-timers and casual staff it was 43. Staff were mostly in the 20-29 (17 per cent), 30-39 (26 per cent), 40-49 (22 per cent) and 50-59

(25 per cent) age groups and this pattern was the same for part-time staff. For those working full-time there were more in the 20-29 age group at 22 per cent and fewer in the 50-59 age group at 18 per cent. Among casual staff on this pay scheme two-fifths (40 per cent) were in the 30-39 age group, one fifth (20 per cent) were aged between 40 and 49, and another two-fifths (40 per cent) were in the 50-59 age group but these figures should be treated with caution due to the small sample size.

On average staff on locally agreed pay rates were 43 years of age, this was also the average age of part-timers within on this pay scheme while for full-timers it was 42, it has not been possible to produce a statistically robust average age for casuals due to the very small sample size. Staff within this group were mostly in the 30-39 (31 per cent), 40-49 (23 per cent) and 50-59 (27 per cent) age groups. A breakdown of these figures is shown in Table 19.

<b>Table 19: Distribution of staff on other pay schemes by age group (percentages)</b>								
<b>Youth and community support worker range</b>								
	<b>Under 20</b>	<b>20-29</b>	<b>30-39</b>	<b>40-49</b>	<b>50-59</b>	<b>60-69</b>	<b>70 and above</b>	<b>Average Age</b>
Full-time	*	21	28	23	24	4	0	41
Part-time	1	23	24	22	23	7	1	41
Casual	2	27	17	21	19	11	3	41
All	1	23	24	22	22	7	1	41
<b>Professional range</b>								
	<b>Under 20</b>	<b>20-29</b>	<b>30-39</b>	<b>40-49</b>	<b>50-59</b>	<b>60-69</b>	<b>70 and above</b>	<b>Average Age</b>
Full-time	0	8	28	34	26	4	*	43
Part-time	0	11	32	30	21	6	1	43
Casual	0	3	11	29	29	24	4	51
All	0	9	28	32	24	7	1	44
<b>NJC for Local Government Services pay rates</b>								
	<b>Under 20</b>	<b>20-29</b>	<b>30-39</b>	<b>40-49</b>	<b>50-59</b>	<b>60-69</b>	<b>70 and above</b>	<b>Average Age</b>
Full-time	1	22	27	27	18	5	0	40
Part-time	1	16	25	20	28	8	1	43
Casual	0	0	40	20	40	0	0	43
All	1	17	26	22	25	7	1	42
<b>Locally agreed pay rates</b>								
	<b>Under 20</b>	<b>20-29</b>	<b>30-39</b>	<b>40-49</b>	<b>50-59</b>	<b>60-69</b>	<b>70 and above</b>	<b>Average Age</b>
Full-time	0	6	42	25	25	2	0	42
Part-time	0	13	29	22	28	8	0	43
Casual	-	-	-	-	-	-	-	-
All	0	13	31	23	27	7	0	43

Base = 74. Asterisks (\*) denote where the number is less than 0.5

# Annex A

## Survey notes of guidance and initial questions

### JNC FOR YOUTH AND COMMUNITY WORKERS WORKFORCE SURVEY 2016

#### Guidance notes

##### **USING THE FORM**

Submissions must use the codings provided below, or those set out in the workforce data standards, for each data item and should ensure that the data is ordered correctly (relating to the column headings in the survey form). One row should relate to one post (although we understand they might in some cases relate to a person and not a post and will deal with these issues on an individual basis).

##### **TIMING**

The data should relate to the pay period including the **15 November 2015**.

##### **SCOPE**

The survey covers all full-time and part-time staff employed by your council who undertake youth and community work irrespective of terms and conditions of service.

##### **COMPLETION OF THE FORM**

On each line of the form the information relating to one post should be entered. Please only include posts whose incumbent received some payment in the pay period including 15 November 2015. If a particular piece of information is not available for any posts please leave the relevant field blank.

##### **JOB TITLE**

Please enter the post holder's official job title in this column. Job title is not subject to any coding or formatting restrictions.

##### **YCW PAY RANGE**

Please enter Y if the post-holder is being paid on the youth and community range and P if the post-holder being paid on the professional range, if the postholder is not known being paid on JNC rates please leave this column blank. Submissions are not case-sensitive but the coding (Y or P) must be used.

##### **GENDER**

Please enter M if the current post-holder is male and F if the current post-holder is female, if the gender of the current postholder is not known please enter NK. Submissions are not case-sensitive but the coding (M, F or NK) must be used.

##### **ETHNIC ORIGIN**

The ethnic group codes to be used in this survey are a condensed version of the 2011 census classifications (the groups shown in bold below). Please refer to the list below to see which ethnic categories fall within each of the headings shown on the form.

##### **White**

English/Welsh/Scottish/Northern Irish/British

Irish

Gypsy or Irish Traveller

Any other White background

##### **Mixed / Multiple ethnic groups**

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed / Multiple ethnic background

**Asian or Asian British**

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background

**Black / African / Caribbean / Black British**

Black Caribbean

Black African

Any other Black / African / Caribbean background

**Other ethnic group**

Arab

Other ethnic group

If you are unable to show some or all of your employees by ethnic group then please record these employees as "Not Available". Please use the following codes for ethnic origin. Submissions are not case-sensitive but please ensure that they are spelt as below:

**WHITE**

**MIXED**

**ASIAN**

**BLACK**

**OTHER**

**NOT AVAILABLE**

**AGE**

Please provide the employee's age as at XXX. If you only have the employee's date of birth then please enter it in the format dd/mm/yyyy and use the recalculate age function in the toolbar. Age should be a whole number.

**CONSIDERED FULL-TIME OR PART-TIME**

Please enter F for employees considered to work full-time, P for employees considered to work part-time or N for employees who are considered to be neither full- nor part-time.

**F** - Full-time

**P** - Part-time

**N** - Neither full or part-time

**FULL-TIME EQUIVALENT - IN WEEK**

To calculate an employee's weekly FTE, authorities should divide the contracted weekly hours worked by the employee by the number of hours in the full-time standard working week for their job role. Full-time equivalent should be a number greater than (or equal to - in the case of casual staff only) 0 and less than or equal to 1.

For part-time employees please give FTE to two decimal places; FTE for full-time employees should be 1. For casual employees (e.g. those on zero hours, annualised or sessional contracts) please enter an FTE of 0 or leave FTE blank.

For full details of the calculations used and how FTE - in week is defined in the workforce data standards please click on the title above or go to the data standards sheet.

### **TYPE OF CONTRACT**

Please provide details of the type of contractual arrangement that applies to the post-holder. The following codes should be used:

**PERM** - Permanent

**TEMP** - Temporary or Fixed Term

**CASUAL** - Casual, Call-off, Bank/Pool, Sessional or Other

### **CONTRACTED WORKING HOURS**

The contracted basic hours relevant to the survey pay period.

Weekly hours worked should be multiplied by the number of weeks in the pay period. (A standardised calendar month consists of 4.34 weeks). The hours should be shown as decimals and not actual hours and actual minutes, e.g. 36 hours and 45 minutes should be shown as 36.75 and not as 36.45. Please exclude any overtime worked during the pay period.

### **PAY PERIOD**

Please indicate the pay period covering each employee. **This pay period should then be used in reference to all hours and pay data provided.** Thus for weekly paid employees all earnings and hours should relate to a week, for monthly paid all earnings and hours should relate to a month, etc. The pay periods are listed below; please use the codings provided below.

**ONE** - One weekly

**TWO** - Two weekly

**FOUR** - Four weekly

**MONTH** - Calendar monthly

### **BASIC PAY IN PAY PERIOD**

The basic salary for the employee's pay period (not the annual salary) should be entered here. Please see below for inclusions and exclusions.

Include: pay before deductions for PAYE, National Insurance, pension schemes and voluntary deductions. All basic pay relating to the pay period. London and other area or fringe allowances.

Exclude: all pay that relates to a different pay period, travel and subsistence expenses, and any overtime, shift premium and bonus or incentive pay.

### **GROSS PAY IN PAY PERIOD**

The total gross pay for the employee's pay period (not the annual salary) should be entered here. Please see below for inclusions and exclusions.

Include: pay before deductions for PAYE, National Insurance, pension schemes and voluntary deductions. All basic pay relating to the pay period. London and other area or fringe allowances. Any overtime, shift premium, bonus or incentive pay and any other pay relating to the pay period.

Exclude: any payments for travel or subsistence expenses and all pay that relates to a different pay period.

Abnormal payments such as advances or arrears of pay, additional pay for statutory holidays, holiday pay for holidays outside the pay period and reimbursement of travelling, subsistence or similar expenses incurred in carrying out employers' business should be excluded. Therefore, if an employee is in receipt of back-pay these payments should be excluded from the form.

### **PENSION**

If the employee member of a pension scheme administered by your council please indicate which scheme they belong to using the codes below:



- L** - Local Government Pension Scheme
- T** - Teachers Pension Scheme
- O** - Other pension scheme

Please leave this cell blank if the employee does not belong to an employer administrated scheme.

**DATA CLEANSING**

Once you have entered all of your data you should open the survey toolbar in the survey form and click the 'Clean data' button, this ensure that your data has the correct formatting and coding before you submit it.

Please note: the cleaning process will freeze your screen and may take a few minutes to complete if you have a lot of entries. Please ensure you are not running any other programs when undertaking cleaning and allow sufficient time for the computer to run it undisturbed as other programs will not function properly while it is in operation. If you are experiencing any difficulty with the form please contact Helen Wilkinson (helen.wilkinson@local.gov.uk; 020 7664 3181).

**Initial Questions**

**Employment of Youth and Community Workers**

Does your council directly employ youth and community workers?

Yes	
No	

If your council does not employ any youth and community workers please provide a brief description of who provides this service and how it is provided in the space below.

If your council does not directly employ any youth and community workers you do not need to complete any other part of this survey. Please just send your return with the above questions and your contact details completed to helen.wilkinson@local.gov.uk

**Pay Scheme**

Please indicate which of the following pay scheme(s) are used by your council for youth and community workers

JNC for Youth and Community Workers	
Local Government Services (Green Book)	
School Teachers Pay and Conditions Document	
Locally agreed Rates	
Other (please specify)	



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