

Workforce Equality Information

April 2018 – March 2019



Introduction

Stockton-on-Tees Borough Council is a Unitary Council providing a wide range of services including but not limited to refuse collection, catering, cleaning, highway maintenance, parks, museums, libraries, gardening, community transport, anti-social behaviour, community protection, adult and children social care, education and support services. The Council's leisure services and housing management functions are provided by external partners.

We pride ourselves on being open, honest and fair. On leading by example. On having big plans and the determination to see them through. On delivering genuine value for money. On setting the highest standards of public service. On communicating clearly and regularly with the community we serve. On being challenging, innovative and well organised.

This report provides a summary and analysis of Stockton-on-Tees Borough Council's workforce, excluding Local Authority Maintained Schools. The workforce profile is shown as at 31st March 2019, while the data is for the period 1st April 2018 to 31st March 2019.

Stockton-on-Tees Borough Council's aim is to have a workforce that reflects the diversity of our residents, customers and stakeholders and we recognise that promoting equality, benefits public services for all.

The Council has a legal duty under the Equality Act 2010 to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and promote good relations between people. As part of this Act, the public sector equality duty requires the Council to show how it is meeting its responsibilities as an employer, including a requirement to publish information regarding our workforce. This report forms part of the Council's response to that duty, providing a summary and analysis of Stockton-on-Tees Borough Council's workforce (excluding Local Authority maintained Schools) against protected characteristics.

This workforce information is part of a range of management information about Stockton-on-Tees Borough Council's workforce which is considered by the Corporate Management Team as well as other relevant stakeholders (e.g. Trade Unions, Councillors, and Human Resources).

Our Workforce Profile compared to the Community we serve

The population of Stockton is **191,610**

3,211 Council Employees

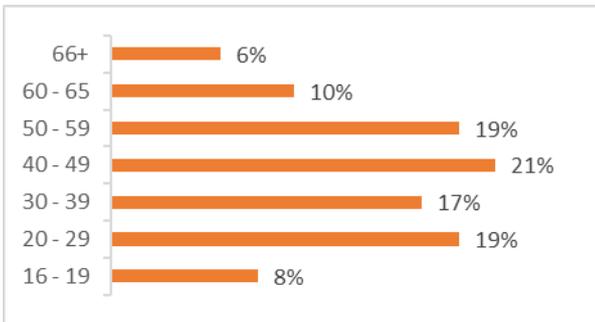
Gender breakdown of Stockton Residents?



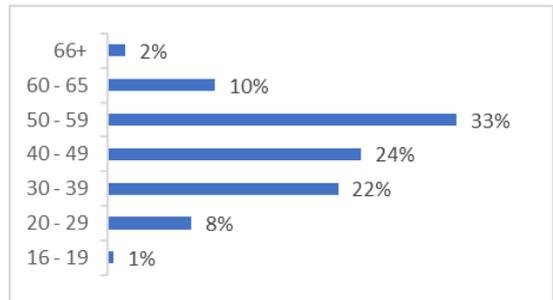
Gender breakdown of Council Employees?



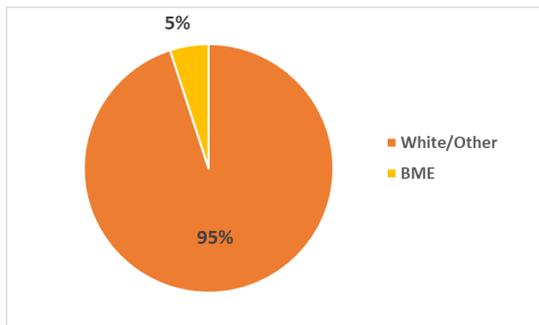
Age Profile of Stockton Residents



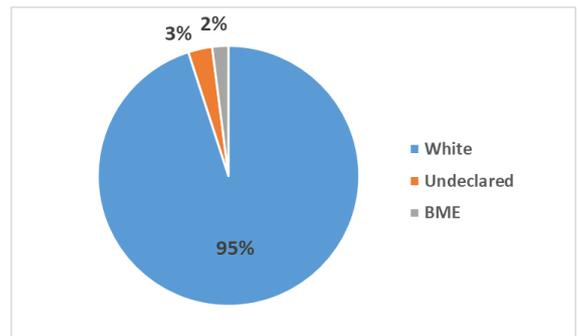
Age Profile of Council Employees

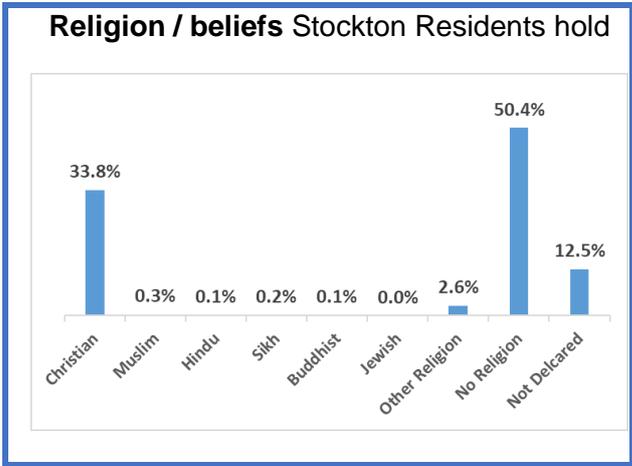
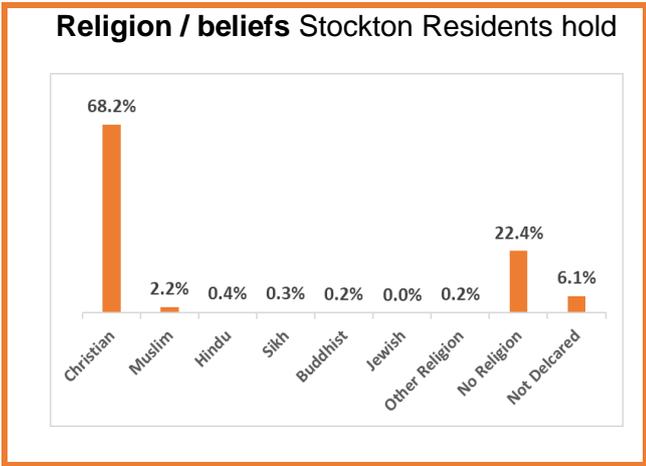
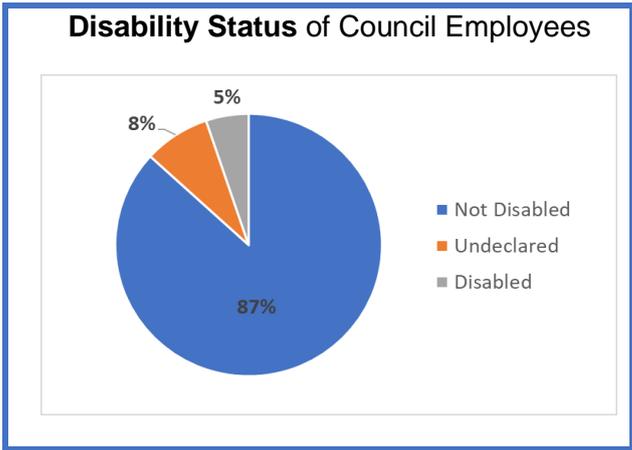
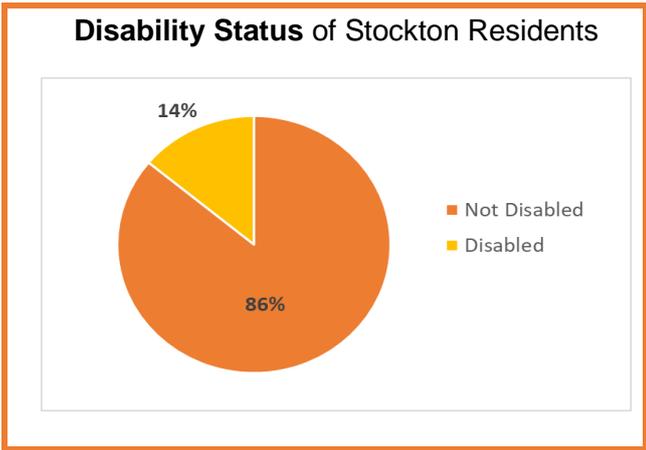


Ethnicity Breakdown of Stockton Residents



Ethnicity Breakdown of Council Employees



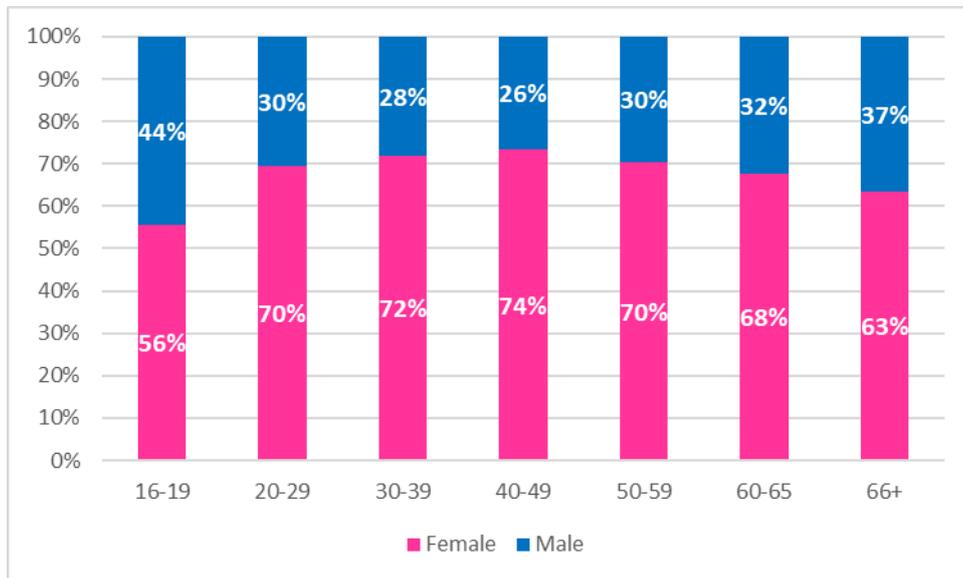


Workforce Profile Summary

- Over the last 8 years there has been a significant reduction in the total number of SBC Employees. The headcount has reduced by **1,049 (24.6%)** from 4,260 as at 31 March 2011 to 3,211 as at March 2019.
- The full-time equivalents has reduced by around 20% from 3,142 as at March 2011 to 2,516 as at 31 March 2019.
- The Gender, Age, Ethnicity, Religious and Disability profile remains consistent when compared to 2018
- **Age:** As at 31 March 2019, the data highlights that 57% of the workforce are aged between 40-59 years (1,849 employees). 45% of the corporate workforce are over the age of 50 (1,452 employees). 30% of our workforce are under the age of 40 (981 employees).

All age groups have generally remained proportionate with previous year's figures, however due to the aging profile of the workforce, workforce planning is underway to ensure we plan for succession and employee development opportunities to support any known risks.

- **Gender:** The Council has always had a predominately female workforce and the gender split has remained unchanged year on year with the number of females continuing to make up most of the SBC workforce (71%). This can in part be attributed to a greater number of female part-time workers across all areas of the Council and the flexible / family friendly working policies available. The gender split of our employees does change when looking at the age profile as can be seen in the graph below.

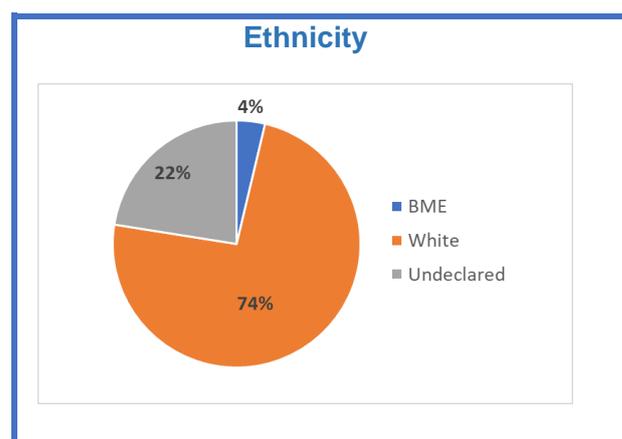
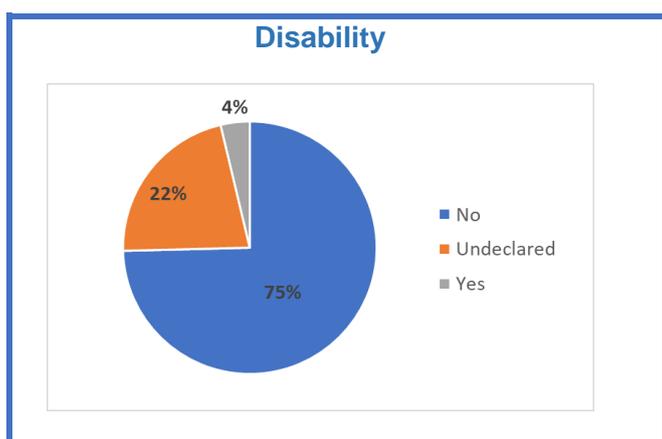
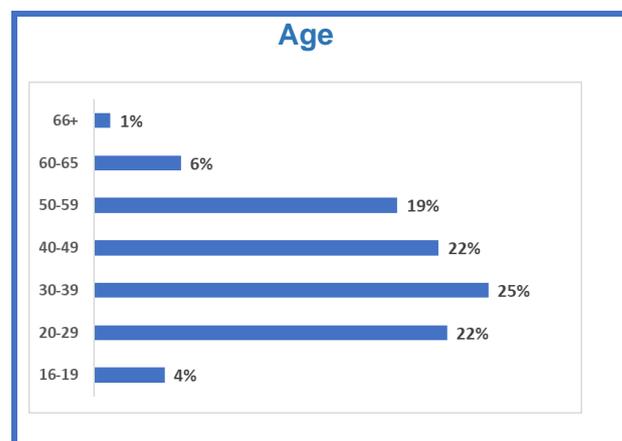
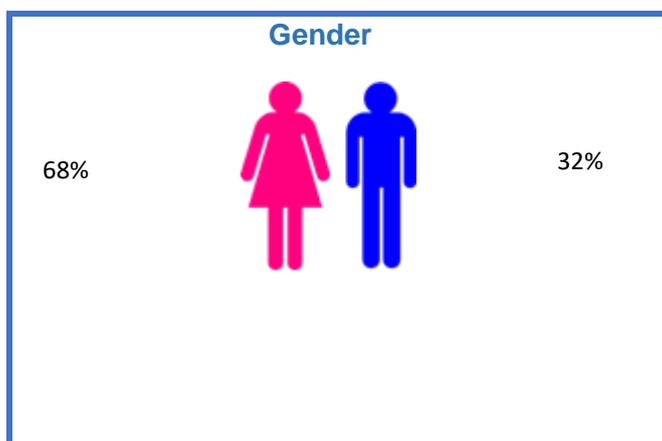


- **Ethnicity:** The number of BME employees as at 31 March 2018 was 71 (2%) and remains fairly consistent compared to 2018 (71 employees 2% of the workforce). 3% of our employees have not declared their ethnicity. Despite various approaches over recent years, the percentage of BME staff in the Council's workforce remain static and therefore below our stated aim for the diversity of our workforce to be representative of the Borough's working population.
- **Disability:** The percentage of employees who have declared a disability has remained stable at 5% of the workforce, with 8% not having declared either way.

Recruitment & Retention

The Council strives to attract, develop and support diverse, capable and resilient employees and we look to enhance the diversity of our workforce through the recruitment and retention of under-represented groups.

NEW STARTERS - EQUALITY PROFILE



New Starter Summary

- Between 1st April 2018 – 31 March 2019, the Council appointed 383 new employees to either permanent or temporary contracts, which included 24 new apprenticeship positions.
- The gender profile of our new starters was 68% female and 32% male, a lower female percentage than our overall workforce profile.
- 51% of our new starters were aged between 16-39, 22% aged between 40-49 & 26% aged over 50.
- 4% of our new starters declared a disability, slightly lower than our workforce profile.

The Council has achieved Disability Leader in 2019. The Disability Confident scheme aims to support employers make the most of the opportunities provided by employing disabled people.

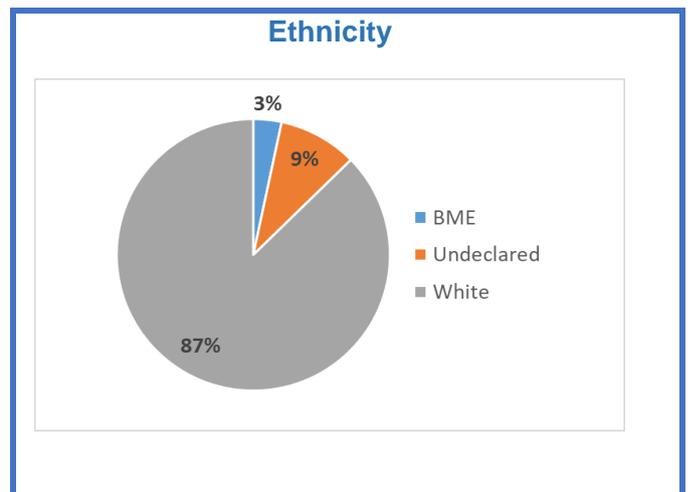
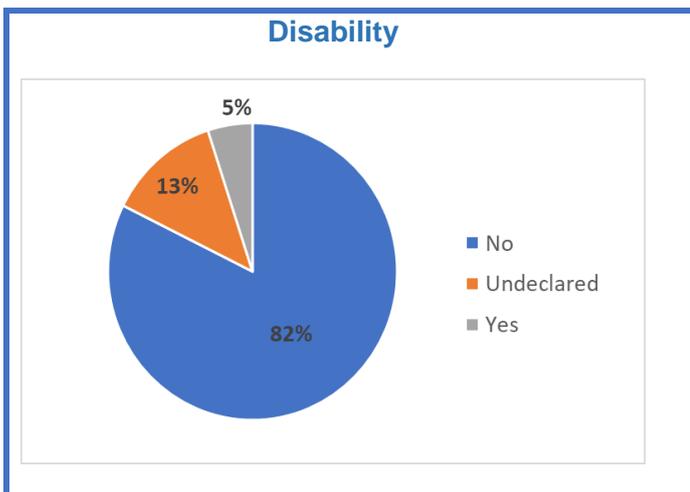
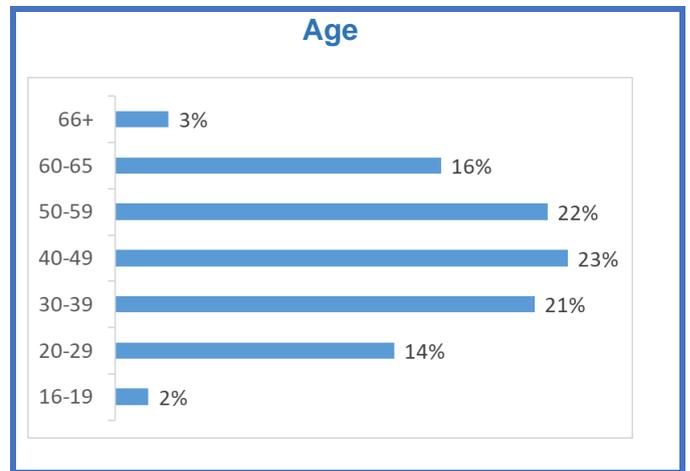
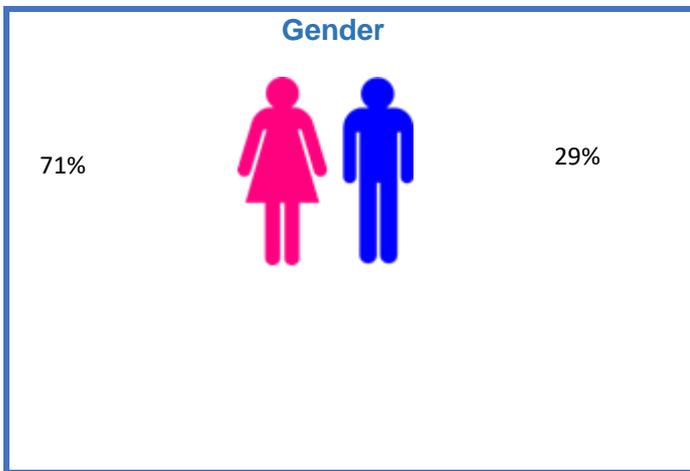


- 4% of our new starters declared themselves from a BME origin which is double the proportion compared to our overall workforce.

The Council aims to have a workforce that reflects the diversity of its residents, customers and stakeholders. We acknowledge that our declared BME demographic is still below the demographic of the borough. SBC continues to promote vacancies within the BME community through Community Engagement and supports the retention of its BME workforce, particularly through the BME Staff Forum.

A People Select Committee scrutiny review was undertaken in 2018-19 of under-representation of BME Communities in our workforce. The Committee found that SBC has demonstrated a commitment to increasing the diversity of its workforce and making it more representative of the population it serves. An action plan has been developed with the aim of increasing diversity within our workforce and will be monitored throughout 2019/20.

LEAVERS – EQUALITY PROFILE



Leavers Summary

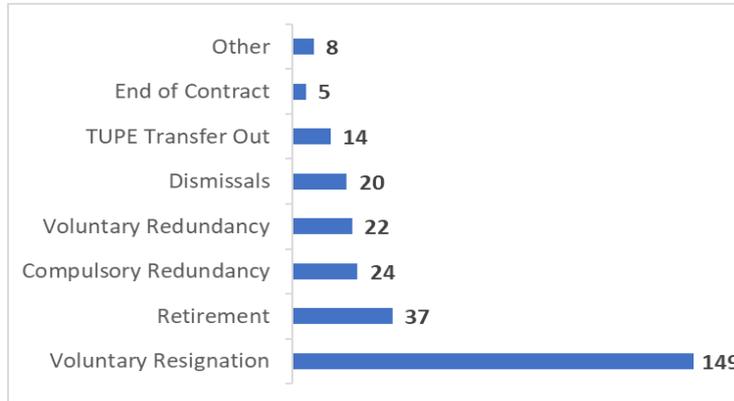
- The number of leavers in 2018/19 was 279, which is a significant decrease when compared to 376 in 2017/18 and 424 in 2016/17.
- The Council’s overall Employee Turnover rate for 2018/19 is 8.7%, a reduction when compared to 2017/18 of 12.1% and below national levels. The Local Government Workforce Survey

2017/18 (produced in June 2019) reports that the median average turnover for Councils in 2017/18 was 13.4%

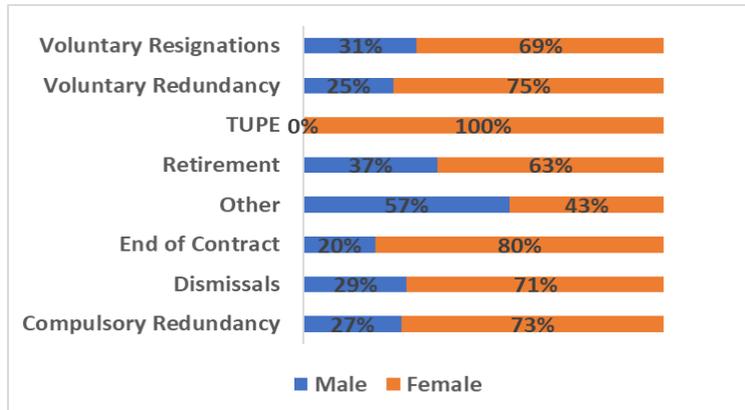
The Council's employee turnover is calculated as follows:

$$\frac{\text{No. of leavers in period}}{\text{Headcount of employees at the end of period}}$$

Reasons for Leaving:



- There has been a significant decrease in the number of voluntary resignations across the Council from 203 in 2017/18 to 149 in 2018/19. The number of employees leaving within the first year of employment has also dropped to 25 in 2018/19 compared with 52 in 2017/18 and 53 in 2016/17.
- The gender split our leavers is overall reflective of our workforce profile. When considering the reasons for leaving the Gender profile does vary as follows:



- 41% of leavers (122) were over the age of 50 with the main reasons for leaving due to Voluntary Resignations (38), Retirements (35) and Redundancy (26).
- 5% of our leavers (15) had a declared disability, which is consistent with our employees with a declared disability. The reasons for leaving vary but in the main are due to voluntary resignation (7), Retirement (3) and Redundancy/end of contract (3). Overall the Disability profile of the Council remains static at 5%.
- 3% of all leavers (10 employees) were from a BME background, a slightly higher proportion than our profile. The reasons for leaving predominately were due to voluntary resignation (7), End of contract (2) and Other (1). Overall our Workforce Profile remains static at 2%.

Employee Engagement

Shaping a Brighter Future (SBF)

The Council has a long history of investing in its employees and is 5 years into the Shaping a Brighter Future (SBF) programme. This programme was developed to build more capacity in the organisation by investing in our own people and growing our own talent to increase capability through personal and team development



As part of this work we have developed a strong workforce culture and redefined our desired workplace culture, values, and behaviours. Our Culture statement is now widely recognised and promoted within our organisation. We have also set out the behaviours to underpin it. This allows each and every one of us to be clear as to the expectations of us at work and the behaviours and attitude required to sustain our culture and ensure a diverse and inclusive workforce.

SBC Culture Statement

Stockton-On-Tees Borough Council is an organisation where all staff are trusted, supported and valued to make a positive contribution at work. Where we never lose sight of the fact that we are here to serve the people of the borough. This means we want this to be a place where:

- Everyone's views and opinions are encouraged, heard and properly considered.
- We share responsibility for our own learning and development and are encouraged and supported to do so by others.
- We work hard and feel comfortable to suggest new ideas, ways of working and to take managed risks.
- We feel a strong sense of belonging to the whole Council and our skills, knowledge and experience are used to benefit the organisation as a whole.

This is a place where...

- We are valued, trusted and supported.
- We are heard.
- We take responsibility for our own development.
- We work hard
- We are not afraid to try something new
- We belong

Staff Forums



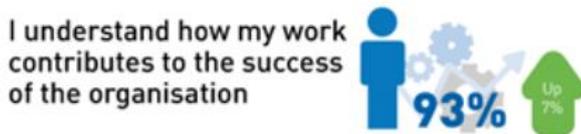
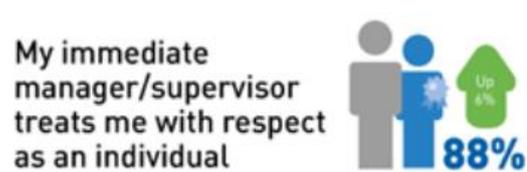
The Council continues to promote and support the use of our Equality Staff Forums which represent:

- Black and Minority Ethnic (BME)
- Disability
- Lesbian, Gay, Bisexua & Transgender
- Young People Staff Forum (16-29 year olds)

The forums are led by employees and provide an environment for discussing appropriate issues of mutual interest, allow consultation & scrutiny with the Council on a range of matters, and raise awareness and celebrate diversity.

Employee Survey 2018

An Employee Survey takes place every 2 years and it is an opportunity for employees to share their thoughts about working for the Council and their job role. The survey was last completed in October 2018 and achieved a 59% response rate. Below are some of the headline results!



Consultation with Trade Unions & Councillors

The Council works in partnership with the Trade Unions and meets regularly with representatives to discuss issues affecting the Council and its workforce – including any matters in relation to Equality. The Trade Unions can also provide a range of support to their members on individual workplace or personal issues.



Pay

Equal Pay

Equal Pay legislation requires for men and women to receive equal pay for; the same or broadly similar work, work rated as equivalent under a job evaluation scheme, or work of equal value. In line with this we have established pay and grading structures, founded on evaluation of job roles using job evaluation, which ensures a fair and transparent approach to pay and the same grading of jobs which are rated as equivalent work, regardless of any protected characteristic.

Gender Pay Gap Report – March 2019

Stockton-On-Tees Borough Council as a Public Sector organisation with over 250 employees is required by Gender Pay Gap legislation introduced in April 2017, to publish statutory calculations every year showing how large the pay gap is between their male and female employees. Details of the full report are available on our Internet



Mean gender pay gap: The difference between the mean hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees is outlined above. The Council's positive percentage pay gap (mean and median) means that women employed by the Council, on average receive a lower hourly pay rate than men employed by the Council. Although we have a gap of 9.3% this has reduced from 11.7% as declared in March 2018.

We are confident that our gender pay gap does not stem from paying men and women differently for the same or equivalent work. Rather it is as a result of the type of roles in which men and women work within the organisation undertake and the salaries that these roles attract.

Apprenticeship rates of pay:

From 1st April 2016 the salaries attributable to apprentices within the Council are paid at the National Minimum Wage relating to age instead of the National Apprentice Wage. The different rates of pay are outlined below:

Year	25 and over	21 to 24	18 to 20	Under 18	Apprentice
April 2018 to March 2019	£7.83	£7.38	£5.90	£4.20	£3.70
April 2017 to March 2018	£7.50	£7.05	£5.60	£4.05	£3.50
October 2016 to March 2017	£7.20	£6.95	£5.55	£4.00	£3.40
April 2016 to September 2016	£7.20	£6.70	£5.30	£3.87	£3.30

Action Plan 2019-20

Stockton-on-Tees Borough Council's aim is to have a workforce that reflects the diversity of our residents, customers and stakeholders and we recognise that promoting equality, benefits public services for all. In order to achieve this aim, we have developed the following action points:

- Produce bi-annual workforce data for the Council and Directorates to identify trends and areas of concern to assist in workforce planning decisions. To be shared with Corporate Management Team, Councillors and Trade Unions.
- Implement the Action Plan from the People Select Scrutiny Review of under-representation of BME Communities within our workforce with the aim of increasing the diversity of our workforce.
- Maintain Disability Confident Leader status and act as a champion for Disability Confident within our local and business communities and support others with achievement of the award.
- Recruit to an annual Apprenticeship Programme in September 2019, ensuring opportunities are open to all and promoted within diverse communities across the borough.
- Develop a policy for the use and recruitment of Volunteers across Council services and actively promote volunteering opportunities through Catalyst <https://www.catalyststockton.org/>
- To remain an "Employer of Choice" ensuring a workforce culture and environment that support employee well-being and attracts and retains employees with the right values and behaviours to service the people of the borough.
- Actively promote recruitment opportunities to minority groups within our communities, promoting the Council as an Employer of Choice.
- Continue to support and promote the Council's "Shaping a Brighter Future" programme ensuring opportunities for all employees to get involved and be heard.
- Conduct an annual Equal Pay and Gender Pay Audit 2019-2020
- Continue to review our HR Policies to ensure they are fit for purpose and ensure all are equality impact assessed.
- Continue to provide Equality & Diversity training to our workforce. The Council's Equality & Diversity training programme for employees, managers and elected members was revised in 2019 and there is a requirement for all new starters to attend, and for existing staff to attend a course every 5 years.
- Continue to provide Autism training to customer facing employees (recommendation of Health Scrutiny Committee 2017).
- Support the Disability, BME, LGBT and Young People staff forums. Arrange a showcasing event for the Equality Staff forums to encourage engagement and new memberships through inductions, training & KYIT articles.