

# Workforce Equality Information

April 2019 – March 2020



# Introduction

## **We are a Council that is ambitious, effective and proud to serve.**

We are an organisation where we all make a positive contribution at work for the whole council. Where we never lose sight of the fact we are here to serve the people of the borough.

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's social care, education and support services.

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.

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.

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 2020, while the data is for the period 1st April 2019 to 31st March 2020.

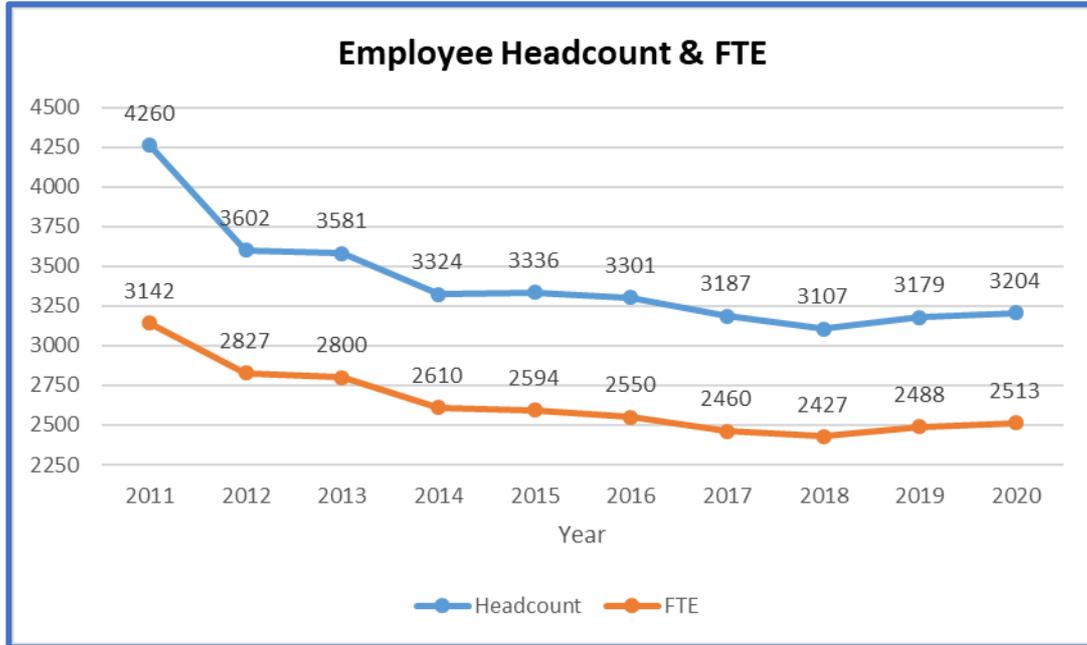
The Council has a legal duty under the Equality Act 2010 to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and promote good relations between people. As part of this Act, the public sector equality duty requires the Council to show how it is meeting its 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.



# Workforce Profile

Key facts and figures about the size, shape and characteristics of our Workforce as at 31<sup>st</sup> March 2020.

## Headcount & FTE



Over the last 10 years there has been a significant reduction in our overall employee numbers - Headcount and FTE. The number of employees (headcount) has reduced by 1,056 (24.8%) from 4,260 employees as at 31 March 2011 to 3,204 employees as at 31 March 2020. Total Full Time Equivalent (FTE) employees has reduced by 629 (20%) from 3,142 as at 31 March 2011 to 2,513 at 31 March 2020.

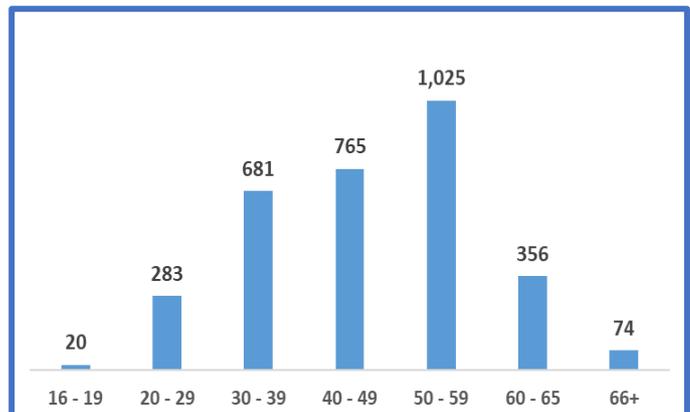
Over a similar period, the headcount of the Borough’s residents has increased by approximately 2.5%, from a population of 191,610 people in 2011 to 196,487 people recorded in 2019. The number of residents aged 16-64 (of working Age) as recorded in 2019 is 122,651, 62.4% of our population

The Council’s workforce equality profile, looking at Gender, Age, Ethnicity and Disability remains consistent when compared to previous years, as outlined below.

### Age Profile:

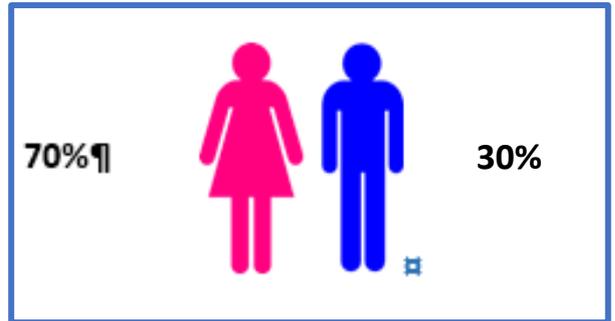
As at 31 March 2020, the data highlights that 57% of the workforce are aged between 40-59 years (1,849 employees). 45% of the corporate workforce are over the age of 50 (1,452 employees). 30% of our workforce are under the age of 40 (981 employees).

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 loss of skills.

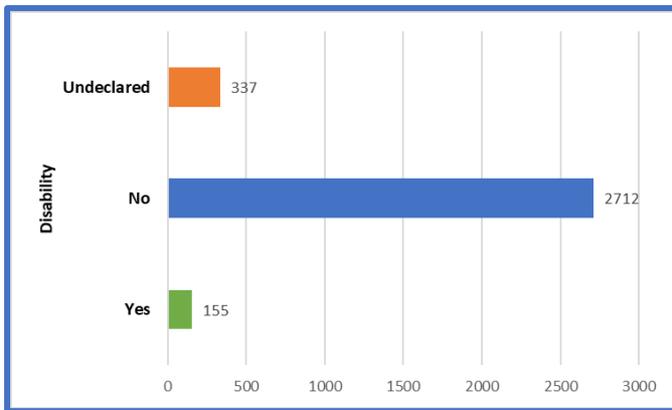


### Gender:

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 (70%). 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

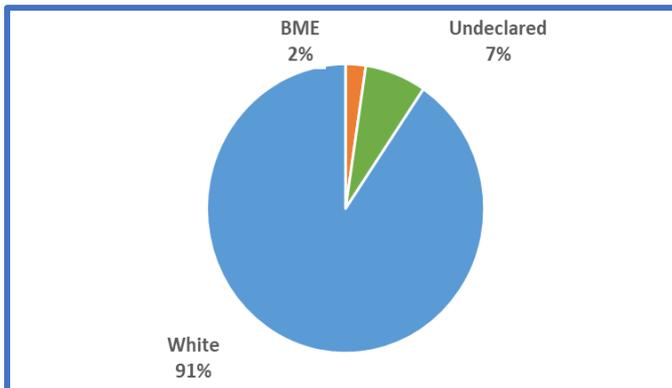


### Disability



The percentage of employees who have declared a disability has remained stable at 5% of the workforce, with 10.5% not having declared either way.

### Ethnicity



The number of BME employees as at 31 March 2020 was 75 (2.3%) and remains consistent compared previous years. 7% of our employees have not declared their ethnicity. Despite various approaches over recent years, the percentage of BME staff in the Council's workforce remains static and below our stated aim for the diversity of our workforce to be representative of the Borough's population (5.4% BME)

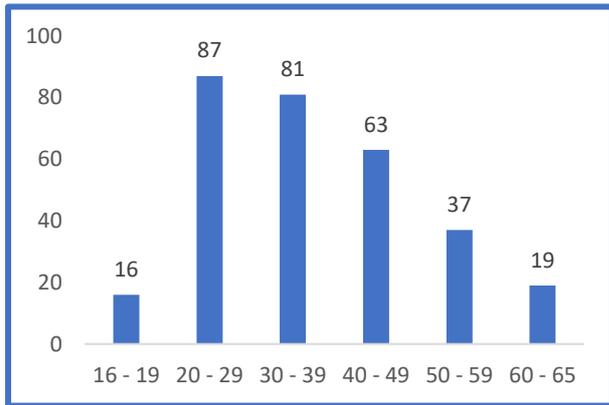
# Recruitment & Retention

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

Between 1st April 2019 – 31st March 2020, the Council appointed 303 new employees to either permanent or temporary contracts. The Equality profile of our new starters is highlighted below.

### Age Profile:



81% (247) of our new starters were age between 16-49.

During this period, we appointed 46 new apprentices (aged between 16-49), primarily through the Council's Annual Apprenticeship Programme which saw 40 new apprentices start in September 2019.

### Gender:

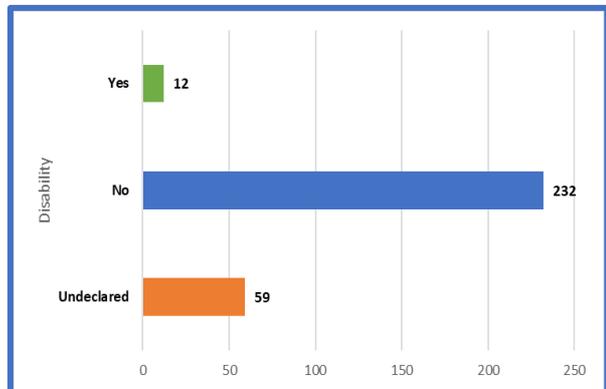


The gender profile of the new starters had a higher male percentage than our overall workforce profile, with 32%

### Disability

Only 12 of our new starters (4%) declared a disability, slightly lower than the current % of our workforce. 59 (19%) did not declare or did not wish to declare a disability.

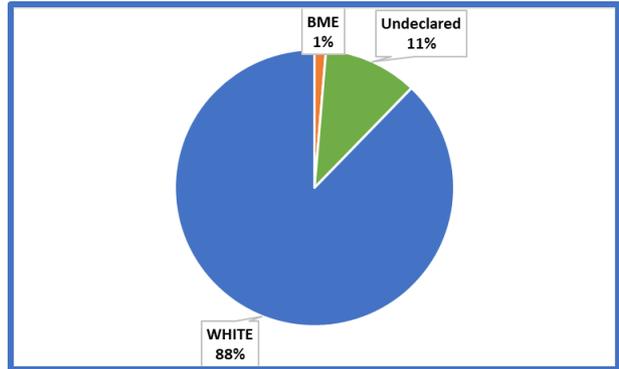
The Council achieved Disability Leader accreditation in 2019. The Disability Confident scheme aims to support employers make the most of the opportunities provided by employing disabled people



**Ethnicity:**

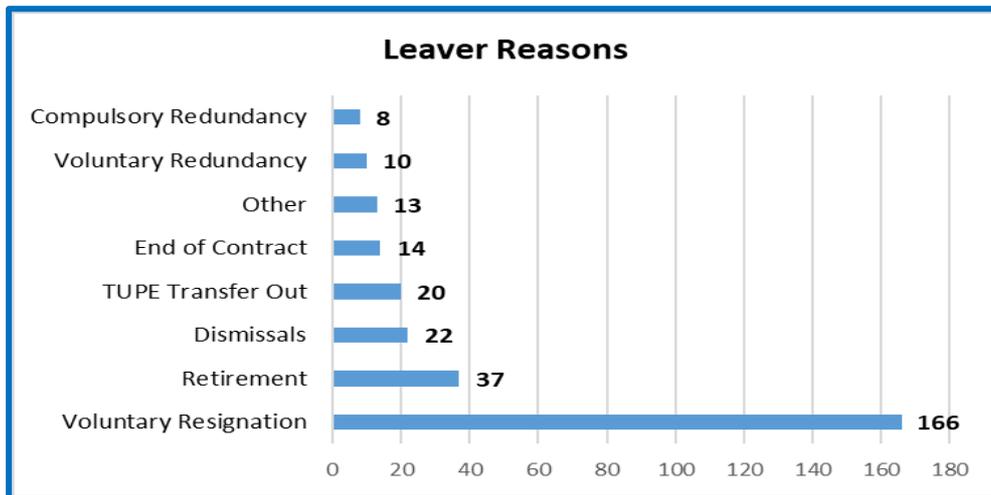
Only 1.3% of our new starters declared themselves from a BME origin, with 11% undeclared.

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. Opportunities within the Council were promoted with the BME community in 2019/20 and we continue to work with our BME Staff Forum regarding recruitment and retention of BME staff.



**LEAVERS – EQUALITY PROFILE**

Between 1st April 2019 – 31st March 2020, 290 Employees left the Council for a variety of reasons, primarily due to Voluntary Resignations.



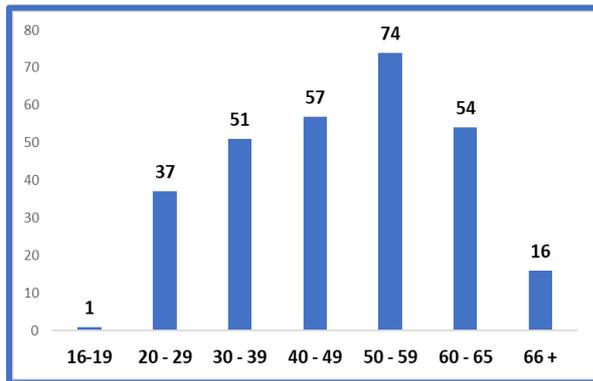
The Council’s overall Employee Turnover rate for 2019/20 is 9% which is slightly higher than 2018/19 (8.7%), but a reduction when compared to 2017/18 (12.1%) and below national levels. The Local Government Workforce Survey 2017/18 (produced in June 2019) reports that the median average turnover for Councils in 2017/18 was 13.4%

The Council’s employee turnover is calculated as follows:

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

The Equality Profile of our leavers is highlighted below.

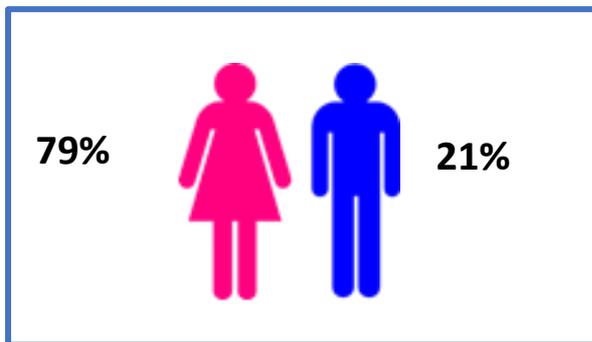
### Age Profile:



49% of leavers were over the age of 50 which is slightly higher proportion than that of our overall workforce. 37 Employees took Early Retirement (Age 55+).

42% of Voluntary Resignations were from employees under the age of 40, which increases to 67% under the age of 50.

### Gender:



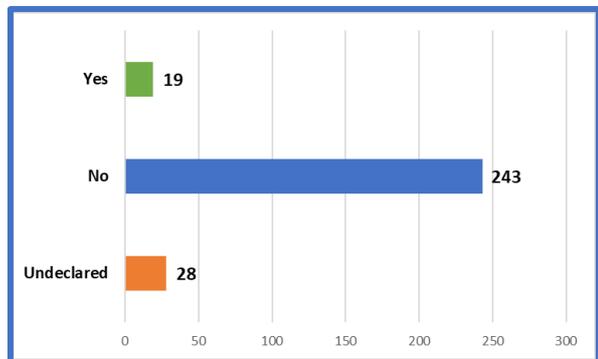
The Gender split of our leavers is disproportion to our Workforce Gender Split with 79% of leavers female, compared to 70% of our workforce.

20 employees (7% of leavers) TUPE transferred to external organisations, primarily from Catering Services which is predominately a female workforce. This is one of the main reasons for the Gender difference in leavers.

### Disability

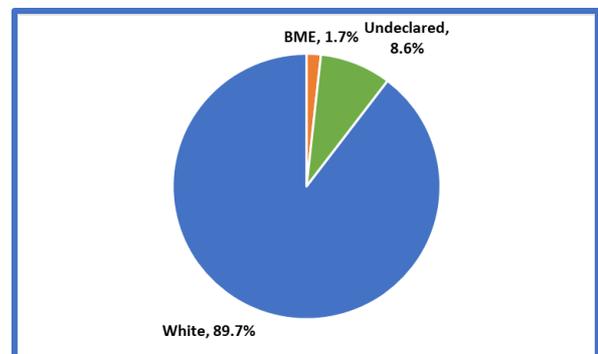
6% of our Leavers (19) had a declared disability which is slightly higher compared to our employees with a disability. The reasons for leaving vary but in the main are due to voluntary resignations (9).

Overall the Disability profile of the Council remains static at 5%.



### Ethnicity:

1.7% (5 employees) of our leavers were from a BME background, a slightly lower proportion than our overall workforce profile. All were due to voluntary resignations.



# Employee Engagement

## Shaping a Brighter Future (SBF)

The Council has a long history of investing in its employees and is 6 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



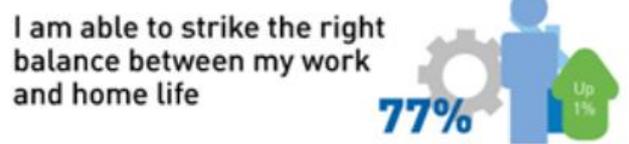
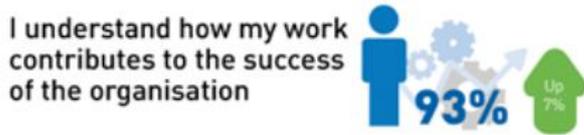
The Council continues to promote and support the use of our Equality Staff Forums which represent:

- Black and Minority Ethnic (BME)
- Disability
- Lesbian, Gay, Bisexual & 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 – 2020

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 7.4%. The Council's positive percentage pay gap 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 7.4% 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 undertake within the organisation and the salaries that these roles attract.

### Apprenticeship rates of pay:

Since 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 hourly pay are outlined below:

	25 and over	21 to 24	18 to 20	Under 18	Apprentice
April 2019 to March 2020	£8.21	£7.70	£6.15	£4.35	£3.90

# Action Plan 2020-21

**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.
- Continue to promote and recruit to Apprenticeship opportunities, 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 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.
- 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.