

Swale Borough Council

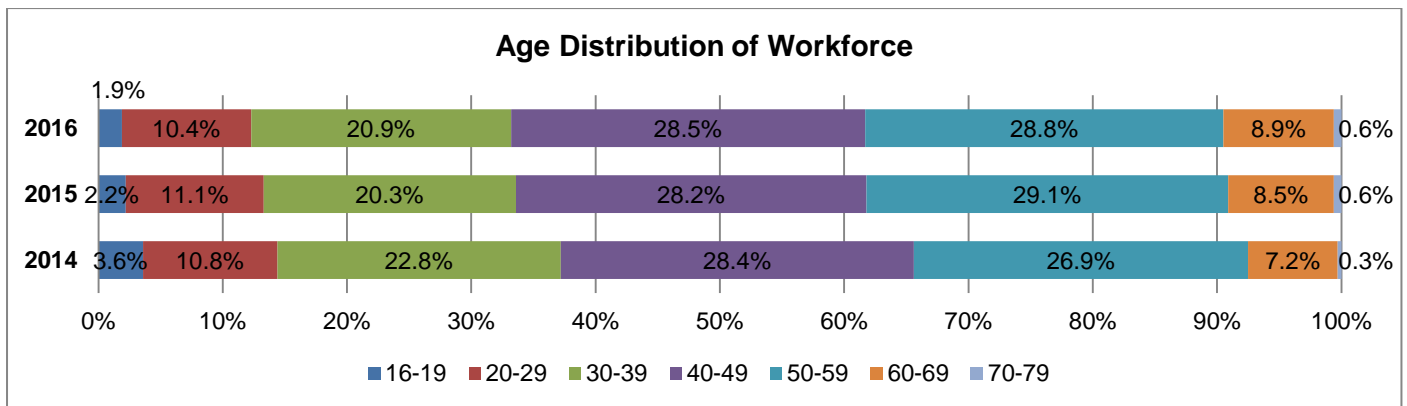
Workforce Equalities Data 2016

1. Introduction

This report sets out the key information relating to the work force at Swale Borough Council as at 1st April 2016. Where the data suggests that further investigation is required this is noted. Where it is possible to compare the data in a meaningful way to other statistics this has been undertaken to identify whether or not we are representative of the local area. This information is monitored actively by the Senior Management Team.

2. Workforce analysis

Age



The distribution of age across the authority has fluctuated slightly in the past three years. The size of the workforce has remained static during 2015 and 2016, but did shrink between 2014 and 2015 by 5.4%.

The biggest change has been in the 16-19 age group, where the numbers have halved since 2014. However, 42% of those who fell in this age category in 2014 are still employed by the council, and 80% of those are now in their 20s instead. The same numbers of 16 to 19 year olds are recruited each year as part of the council's apprenticeship programme, but more recently the apprentices have moved on to employment elsewhere, rather than remaining with the council.

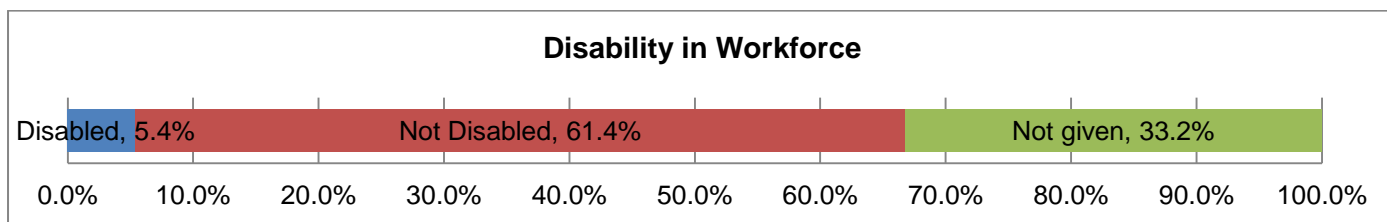
The other significant change was in the 30-39 age group, where the numbers have reduced by 13.2% since 2014. One of the reasons for this was because this group saw a higher than average number of staff whose employment was transferred to services shared with neighbouring authorities.

In the 50-59 age group the actual numbers have remained the same, but as they haven't reduced in proportion with the overall size of the workforce, they therefore make up a higher percentage of the total.

When compared with the local population, the community figures show higher numbers of people aged 15-19 and over 60. However, this is to be expected as people in these age groups are more likely to be in education or retired, rather than part of the working population. The more typical working ages would also account for the workforce figures being higher in the age 30 to 59 age bands than is seen in the local population.

	Swale Borough Council Workforce			Swale Working Age Population
Age Band	2014	2015	2016	2015 Mid-Year Population Estimate
15-19	3.6%	2.2%	1.9%	6.2%
20-29	10.8%	11.1%	10.4%	11.5%
30-39	22.8%	20.3%	20.9%	11.7%
40-49	28.4%	28.2%	28.5%	13.7%
50-59	26.9%	29.1%	28.8%	13.7%
60-69	7.2%	8.5%	8.9%	11.9%
70-79	0.3%	0.6%	0.6%	8.1%

Disability

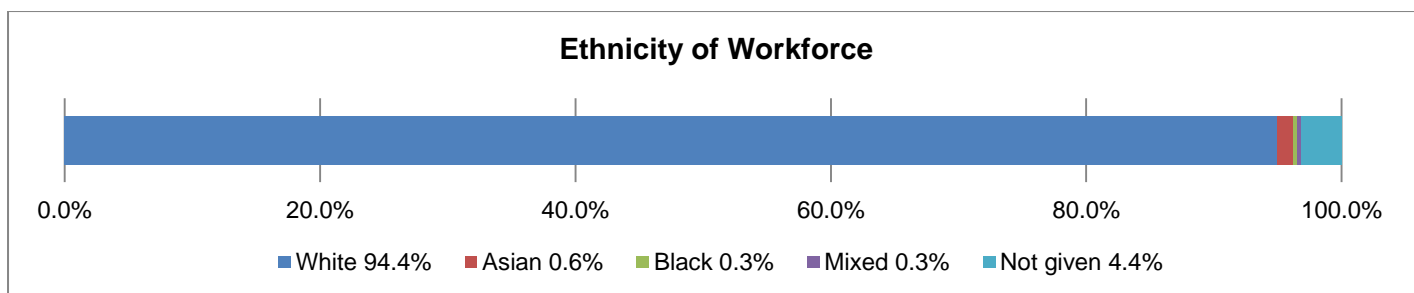


There is no single measure of disability. The above data represents individuals who consider themselves to have a health problem or disability that limits their day-to-day activities.

According to figures from the 2011 Census, 18.6% of the Swale Borough population considered that they had a health problem or disability of this type, and 81.4% considered that they were not disabled, which suggests that the council does not match the local population.

Non-declaration by applicants and employees of a disability is common, even though they are encouraged to declare. Nationally, it has been observed that there remains a fear among many that declaration will result in discrimination in employment. Since the introduction of the iTrent Self Service HR System, employees have been encouraged to update their details when a lifestyle change occurs and it is accepted that disability is an area that can change during service. Since 2014, reporting has improved to increase the figures from 12 employees to 17 who identified they had a disability, a 1.9% increase overall; action will therefore continue to be taken to encourage reporting.

Ethnicity



Local Authorities have a duty under the Equality Act 2010 to make appropriate arrangements to ensure their various functions are carried out with due regard to the need to eliminate unlawful racial discrimination and to promote equality of opportunity and good relations between people of different racial groups.

The data shows that 1.9% of employees come from a BME (Black or Minority Ethnic) group. Data from the 2011 census shows that 3.4% of Swale's population is not of White ethnic origin.

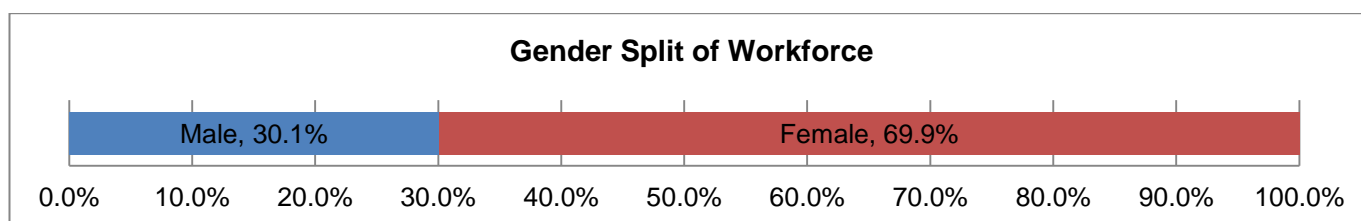
Ethnic origin	No. of workers	%
Asian: Bangladeshi	1	0.3%
Asian: Indian	1	0.3%
Asian: Other	2	0.6%
Black: Caribbean	1	0.3%
Mixed: Other	1	0.3%

Ethnic origin	No. of workers	%
White: Irish	1	0.3%
White: Other	4	1.3%
White: UK	295	93.4%
Not given	10	3.2%

3.2% of the workforce did not give their ethnicity, which has improved since April 2014 when 4.4% of the workforce had not reported their ethnic origin.

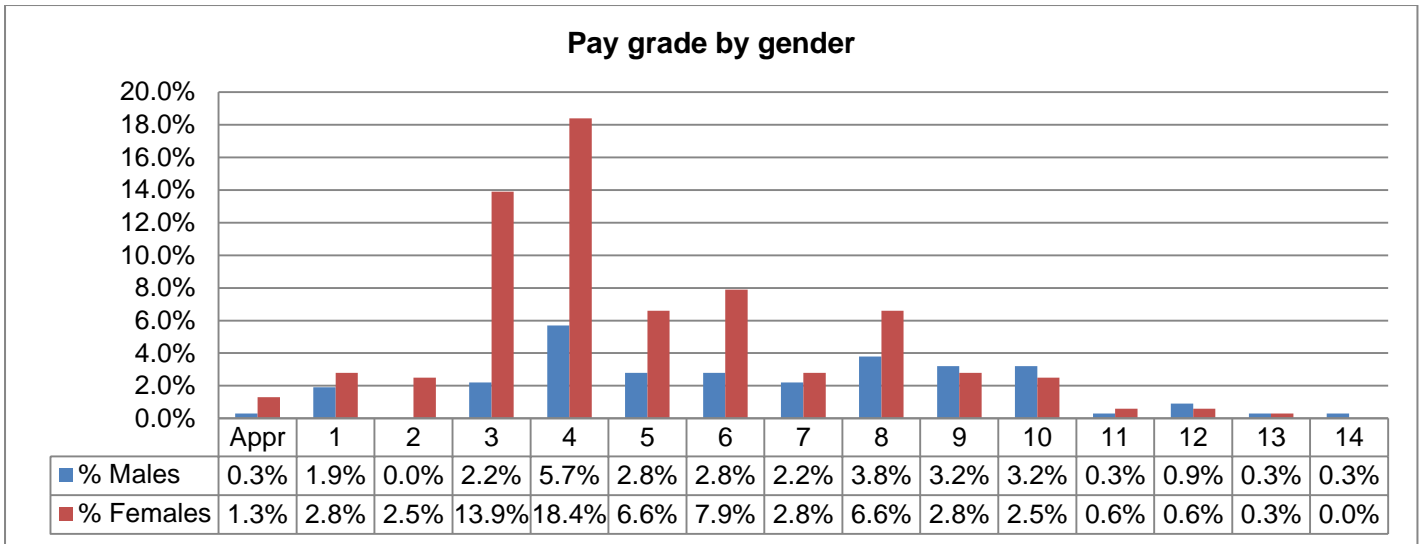
Gender

The Council has a requirement to report on gender under the Equality Act 2010 which created a public sector duty to have due regard to eliminating unlawful discrimination and to promote equality of opportunity between men and women.

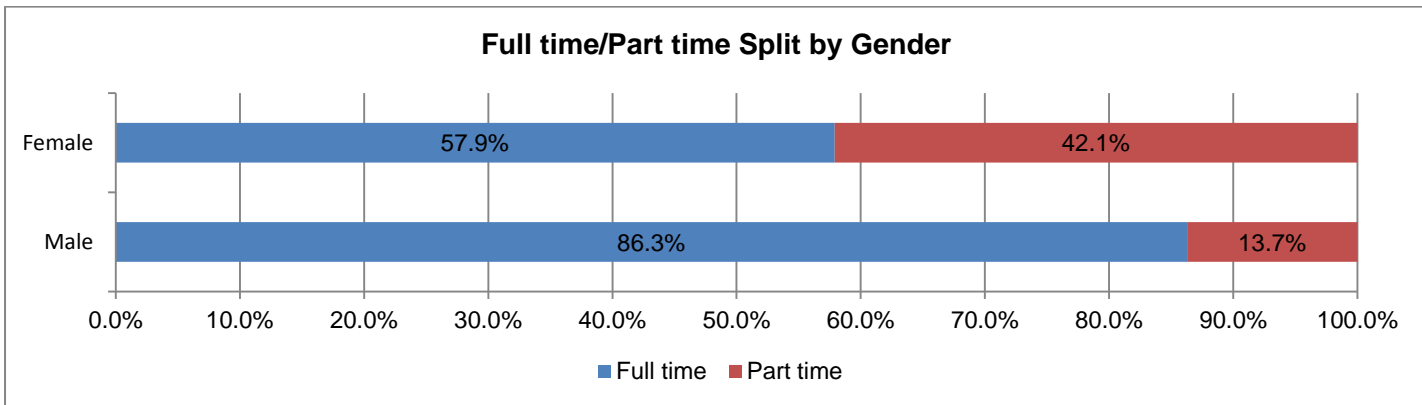


The information from the 2015 Mid-Year Population Estimates (Census based) produced by the Office for National Statistics shows that in the local area the gender split is 49.4% males and 50.6% females. The data above does not reflect the local picture, although historically the public sector has traditionally attracted more female employees.

Although there are considerably more women than men in the workforce, men are represented more evenly across the grades. As a percentage of their gender, women are generally employed in lower graded jobs, but are represented throughout and are in equal numbers to men in the highest grades.



Overall 33.5% of the workforce works part-time. When this is broken down into men and women, 42.1% of all women in the workforce work part-time compared to just 13.7% of men.



Sexual Orientation

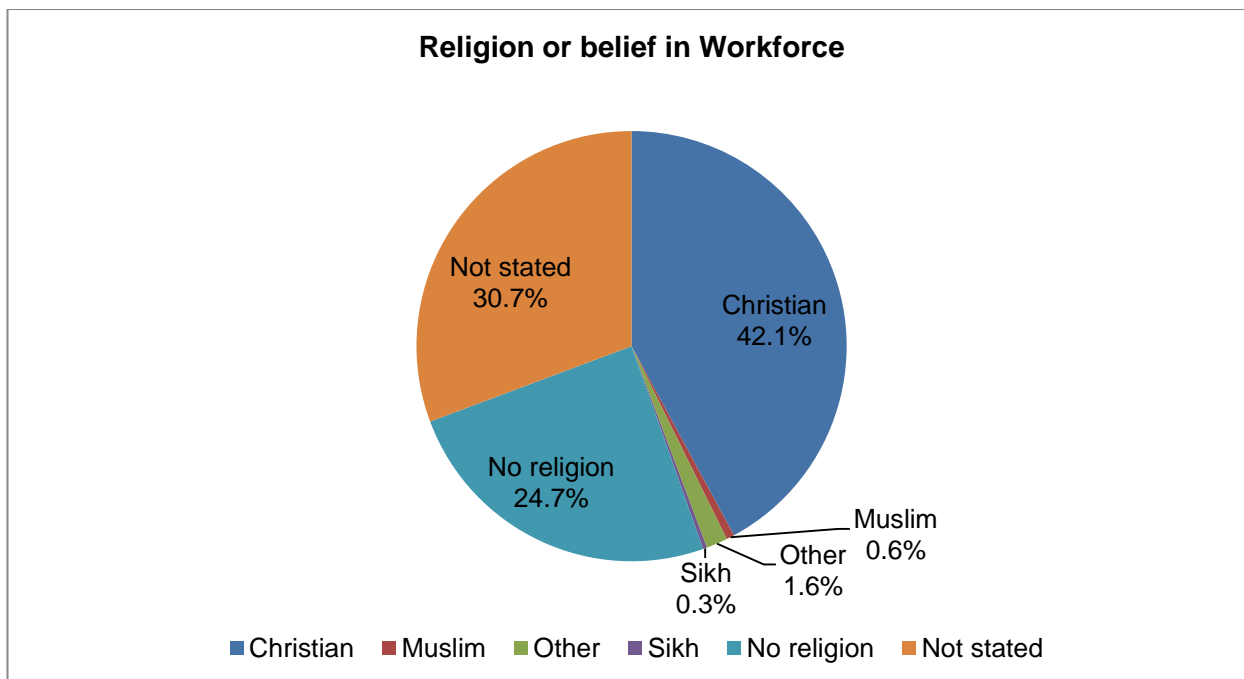
One third of employees (33.6%) did not give details of their sexual orientation. This is not surprising as it is more recently protected characteristic and employees may not yet wish to provide this information. However, employees will continue to be encouraged to up-date their information on this issue. Of those that did give details, 65.2% of the total workforce gave their sexual orientation as heterosexual/straight, 0.9% as gay or lesbian, and 0.3% as bisexual.

After some debate it was eventually decided that the 2011 Census would not include information on sexual orientation, so there are no robust comparator figures available for the borough as a whole. However, according to figures published by the Office of National Statistics in their Integrated Household Survey 2015, 1.6% of adults in the UK identified themselves as gay, lesbian or bisexual.

Religion or belief

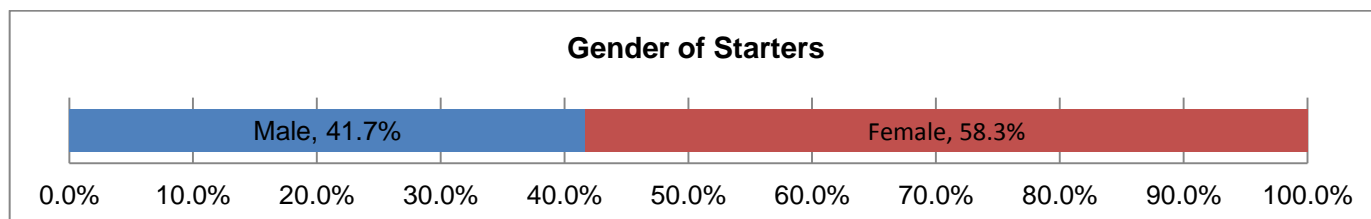
Just under one-third of employees (30.7%) have not given details of their religion.

Of those who did give details of their religion or belief, the latest data for comparison is the 2011 census data. This data shows non-Christian religions account for 1.6% of the population in the local area. Within the SBC workforce, 2.5% are of a non-Christian religion.



Starters

During 2015/16, a total of 36 people joined the authority; over half of the new starters were women. The ages of the new starters were evenly spread across the 16-49 years age groups.



Age Band	No. of Starters	% of Starters
16-19	6	16.7%
20-29	9	25.0%
30-39	10	27.8%
40-49	7	19.4%
50-59	3	8.3%
60-69	1	2.8%

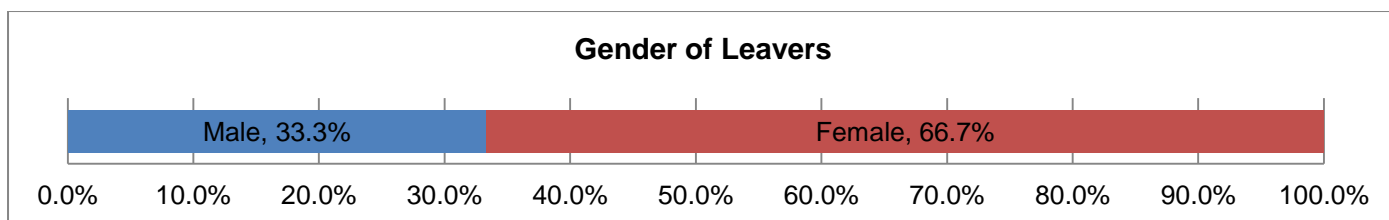
Ethnic Origin	% of Starters
Asian: Other	5.6%
Black: Caribbean	2.8%
Mixed: White and Black African	2.8%
White: Other	2.8%
White: UK	86.1%

Disability	% of Starters
Disabled	8.3%
Not disabled	86.1%
Not given	5.6%

Leavers

The percentage of staff turnover for 2015/16 was 11.21%. In the South East Employers HR Benchmarking Survey 2013, the average turnover rate at District and Borough level was 12.7%. The Council's turnover is therefore slightly below that of other local authorities.

Of the 36 people who left the authority, 66.7% were female.



Ethnic Origin	% of Leavers
Mixed: White & Black African	2.8%
White: Irish	2.8%
White: UK	94.4%

Disability	% of Leavers
Disabled	0%
Not disabled	69.4%
Not given	30.6%

Age Band	No. of Leavers	% of Leavers
16-19	3	8.3%
20-29	8	22.2%
30-39	7	19.4%
40-49	4	11.1%
50-59	9	25.0%
60-69	4	11.1%
70-79	1	2.8%

Reason for leaving	% of Leavers
End of fixed term contract	5.6%
Redundancy	16.7%
Resignation	63.9%
Retirement	8.3%
TUPE transfer	5.6%

Disciplinary & Grievance Cases

There no cases where formal disciplinary action was taken during 2015/16.

There was one grievance raised during this period, which has been resolved:

Grievance reason	Sex	Age band	Ethnic Origin	Disability
Terms & conditions of employment	Female	30-39	Asian: Bangladeshi	No

Return to work rates

Number of employees whose maternity leave ended in period 2015/16: 8

Number of employees who returned to work after maternity leave: 7

Return to work rate 87.5%

3. Equal Pay Analysis

The Council conducts an equal pay analysis annually to check that there are no imbalances within pay grades.

Equal pay analysis focuses on the differences between males and females as this is where there is a legislative requirement for equality.

The equal pay analysis will generally focus on areas where there is a difference of more than 5% and in those cases will turn attention to the 'genuine material factor' reasons that might explain the difference.

The gender pay difference is set out below and there is one difference of more than 5%. The reason for this is due to incremental points on the scale and the appointment rules in place. Newly appointed employees are expected to be appointed at the lowest point of the grade and move up each year provided there is satisfactory performance. The woman on the pay grade in this case has been in post for a considerably shorter time than her male counterpart.

Grade	Number of Females in Grade	Number of Males in Grade	Grade Average FTE Salary	Female Average FTE Salary	Male Average FTE Salary	Percentage Difference
SBC 01	10	6	£14,884.00	£14,884.00	£14,884.00	0.00%
SBC 02	10	2	£16,413.58	£16,487.20	£16,045.50	-2.75%
SBC 03	45	7	£19,882.62	£19,859.58	£20,030.71	0.85%
SBC 04	62	18	£23,233.74	£23,196.19	£23,363.06	0.71%
SBC 05	20	10	£25,537.03	£25,533.05	£25,545.00	0.05%
SBC 06	25	9	£29,247.18	£29,275.08	£29,169.67	-0.36%
SBC 07	9	7	£32,327.75	£32,288.78	£32,377.86	0.28%
SBC 08	21	12	£37,779.21	£37,657.48	£37,992.25	0.88%
SBC 09	9	11	£44,263.95	£43,948.78	£44,521.82	1.29%
SBC 10	8	10	£53,193.00	£52,960.50	£53,379.00	0.78%
SBC 11	2	1	£65,684.00	£65,684.00	£65,684.00	0.00%
SBC 12	2	3	£78,356.00	£78,356.00	£78,356.00	0.00%
SBC 13	1	1	£92,791.00	£89,152.00	£96,430.00	7.55%
SBC 14	0	1	£149,700.00	£0.00	£149,700.00	
Ungraded	4	1	£6,367.00	£6,367.00	£6,367.00	0.00 %

Within the council there are internal opportunities for development that ensures that individuals in under-represented groups have access to training, coaching, qualifications and project experience that enable them to progress when opportunities arise. The percentage of women and BME employees that are in the top 5% of pay is monitored by the council annually and compared to national figures.

In April 2017 annual gender pay reporting will become mandatory for public sector employers with 250 or more employees, and the Council will comply with this requirement.

4. Recruitment Analysis

The recruitment activity at the Council has remained fairly static in the last two or three years following a period when turnover was been used to freeze posts and reduce costs. However, every effort is made to encourage applicants from under-represented groups when recruitment does take place.

In general, an analysis of the recruitment activity at the Council during 2015/16 shows that the percentages of applicants being shortlisted and offered positions are fairly consistent across all groups, although there are one or two areas that could warrant further investigation.

In relation to gender it appears that the percentage of females being shortlisted and then offered a position is not representative of the number of applicants. As the percentage of females in the workforce is also much higher, this tendency needs to be monitored.

With regard to ethnicity, the number of those from a white ethnic group or who have not declared their ethnicity being offered a position is higher than expected in relation to the numbers applying and shortlisted. Again, this needs to be monitored.

Gender	Applicant Total	Percentage	Shortlisted Total	Percentage	Offered Total	Percentage
Female	190	51.35%	89	58.17%	31	59.62%
Male	170	45.95%	61	39.87%	21	40.38%
Unspecified	10	2.70%	3	1.96%	0	0%

Age Band	Applicant Total	Percentage	Shortlisted Total	Percentage	Offered Total	Percentage
16-19	24	6.49%	18	11.76%	8	14.55%
20-29	101	27.30%	34	22.22%	14	25.45%
30-39	88	23.78%	39	25.49%	10	18.18%
40-49	85	22.97%	34	22.22%	14	25.45%
50-59	49	13.24%	20	13.07%	3	5.45%
60-69	13	3.51%	5	3.27%	3	5.45%
Unspecified	10	2.70%	3	1.96%	0	0%

Ethnicity	Applicant Total	Percentage	Shortlisted Total	Percentage	Offered Total	Percentage
Asian or Asian British	8	2.16%	2	1.31%	0	0%
Black or Black British	7	1.89%	4	2.61%	1	1.92%
Mixed	5	1.35%	1	0.65%	1	1.92%
Other Ethnic Group	3	0.81%	1	0.65%	0	0%
White	335	90.54%	141	92.16%	49	94.23%
Unspecified	12	3.24%	4	2.61%	1	1.92%

Disability	Applicant Total	Percentage	Shortlisted Total	Percentage	Offered Total	Percentage
No	357	96.49%	148	96.73%	50	96.15%
Yes	13	3.51%	5	3.27%	2	3.85%

Sexual Orientation	Applicant Total	Percentage	Shortlisted Total	Percentage	Offered Total	Percentage
Bisexual	3	0.81%	1	0.65%	1	1.92%
Gay/Lesbian	6	1.62%	1	0.65%	0	0%
Heterosexual/Straight	329	88.92%	137	89.54%	47	90.38%
Unspecified	32	8.65%	14	9.15%	7	7.69%

Religion	Applicant Total	Percentage	Shortlisted Total	Percentage	Offered Total	Percentage
Buddhist	3	0.81%	0	0%	0	0%
Christian	155	41.89%	71	46.41%	30	57.69%
Muslim	5	1.35%	1	0.65%	0	0%
No religion	140	37.84%	56	36.60%	13	25.00%
Other	15	4.05%	6	3.92%	1	1.92%
Sikh	2	0.54%	1	0.65%	0	0%
Unspecified	50	13.51%	18	11.76%	8	15.38%

Marital Status	Applicant Total	Percentage	Shortlisted Total	Percentage	Offered Total	Percentage
Civil partnership	1	0.27%	0	0%	0	0%
Divorced	18	4.86%	4	2.61%	0	0%
Engaged	19	5.14%	6	3.92%	3	5.77%
Married	133	35.95%	60	39.22%	20	38.46%
Other	1	0.27%	0	0%	0	0%
Partner	44	11.89%	17	11.11%	5	9.62%
Separated	8	2.16%	1	0.65%	1	1.92%
Single	131	35.41%	60	39.22%	22	42.31%
Widowed	1	0.27%	0	0%	0	0%
Unspecified	14	3.78%	5	3.27%	1	1.92%

5. Conclusion and Action Plan

In general, the equality profile of the workforce in the council is not in balance with the local population in gender, ethnicity or disability. The gender profile is common in the local government workforce, although it is usual to see a higher percentage of workers with disabilities and a higher level of employees from other ethnic groups.

The actions suggested by the analysis are:

- Continue to encourage members of staff to update records to improve the quality of data monitoring;
- Refresh the training for managers on the approach to recruitment and selection so that any possible bias is eliminated;
- Monitor the equalities information of all selections on an on-going basis with particular attention to the gender split of applicants and appointed candidates.