

Swale Borough Council

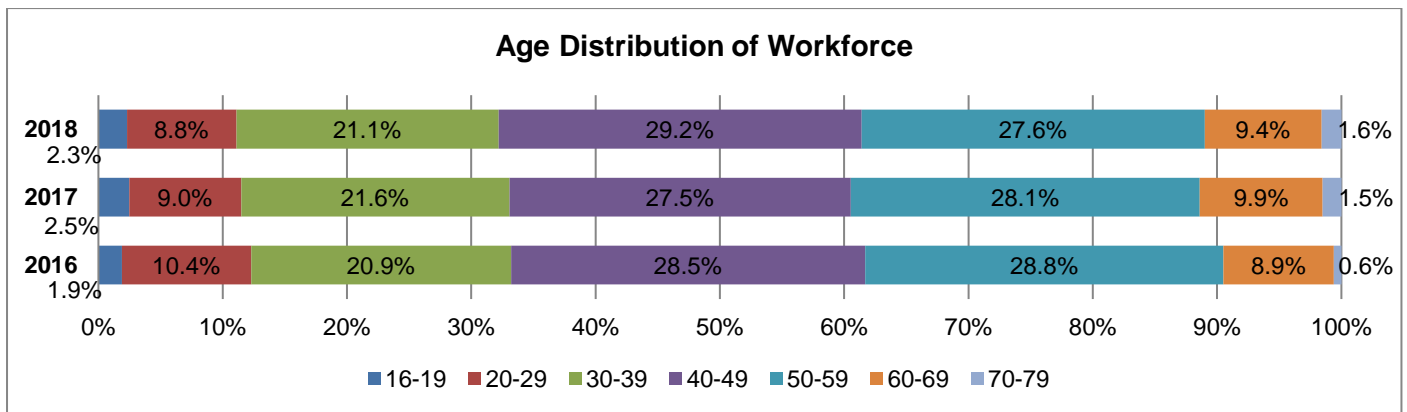
Workforce Equalities Data 2018

1. Introduction

This report sets out the key information relating to the work force at Swale Borough Council as at 1st April 2018. 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

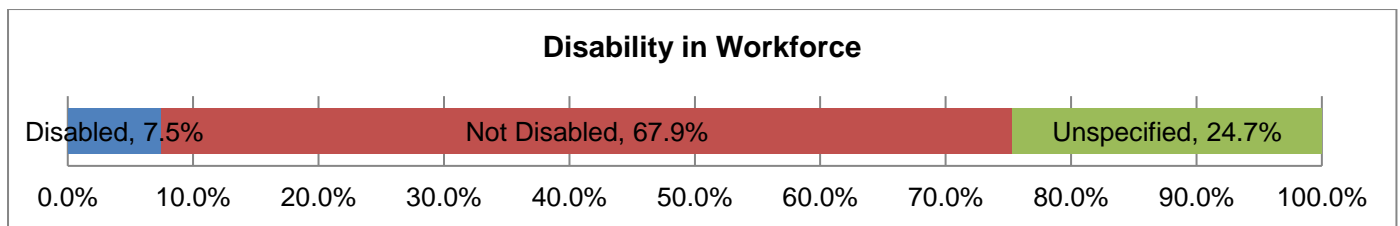


The distribution of age across the authority has fluctuated only slightly in the past three years. Overall, the size of the workforce reduced by 2.5% between 2016 and 2018.

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.

Age Band	Swale Borough Council Workforce			Swale Working Age Population
	2016	2017	2018	2017 Mid-Year Population Estimate
15-19	1.9%	2.5%	2.3%	5.8%
20-29	10.4%	9.0%	8.8%	11.6%
30-39	20.9%	21.6%	21.1%	12.2%
40-49	28.5%	27.5%	29.2%	12.9%
50-59	28.8%	28.1%	27.6%	14.0%
60-69	8.9%	9.9%	9.4%	11.4%
70-79	0.6%	1.5%	1.6%	8.8%

Disability

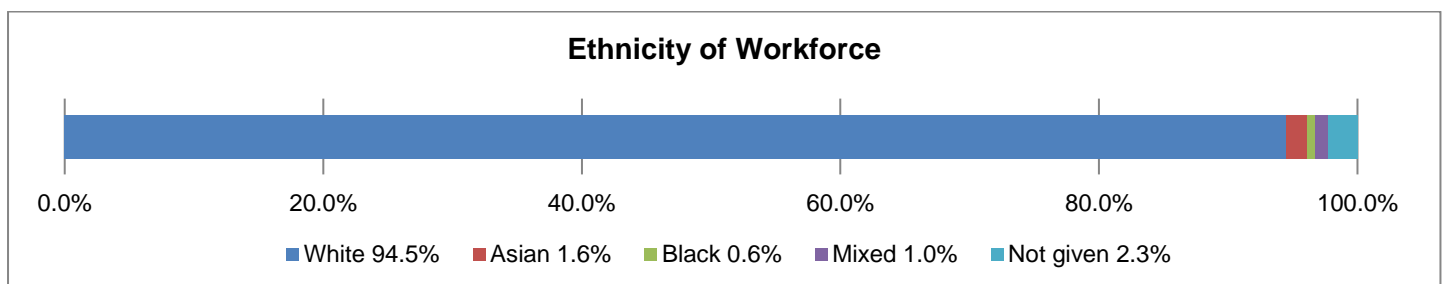


There is no single measure of disability. The above data represents individuals who consider themselves to have a health problem or disability that limits their day-to-day activities.

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 2016, reporting has improved to increase the figures from 5.4% of employees to 7.5% who identified they had a disability; a 2.1% 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 3.2% of employees come from a BAME (Black, Asian or Minority Ethnic) group. Data from the 2011 census shows that 3.5% of Swale's population is not of White ethnic origin.

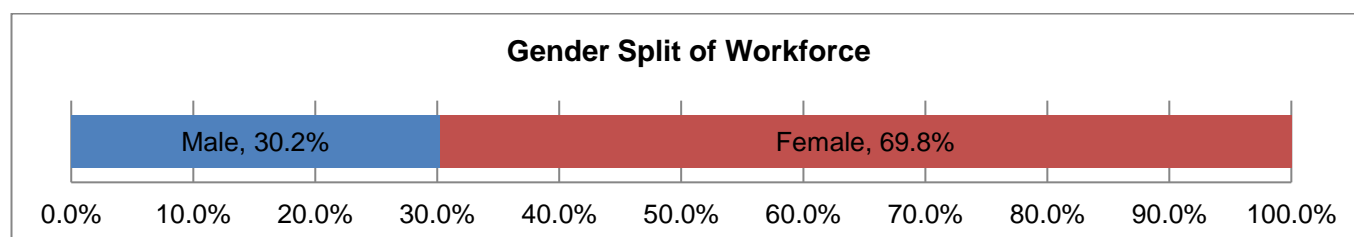
The 2011 Census included 18 separate ethnic categories which have been aggregated into 5 broad ethnic groups. The detailed breakdown is given in the following table:

		Swale Borough Council Workforce	Swale Borough
White:	English/Welsh/Scottish/Northern Irish/British	92.5%	92.9%
	Irish	0.3%	0.6%
	Gypsy or Irish Traveller	0.0%	0.5%
	Other White	1.6%	2.6%
Mixed/multiple ethnic groups:	White and Black Caribbean	0.0%	0.4%
	White and Black African	0.0%	0.2%
	White and Asian	0.3%	0.3%
	Other Mixed	0.6%	0.3%
Asian/Asian British:	Indian	0.3%	0.4%
	Pakistani	0.0%	0.1%
	Bangladeshi	0.6%	0.2%
	Chinese	0.3%	0.2%
	Other Asian	0.3%	0.3%
Black/Black British:	African	0.0%	0.7%
	Caribbean	0.3%	0.2%
	Other Black	0.3%	0.1%
Other ethnic group:	Arab	0.0%	0.0%
	Any other ethnic group	0.0%	0.1%
Total Black, Asian, Minority Ethnic (BAME) population		3.2%	3.5%

2.3% of the workforce did not give their ethnicity, which has improved since April 2016 when 3.2% of the workforce had not reported their ethnic origin.

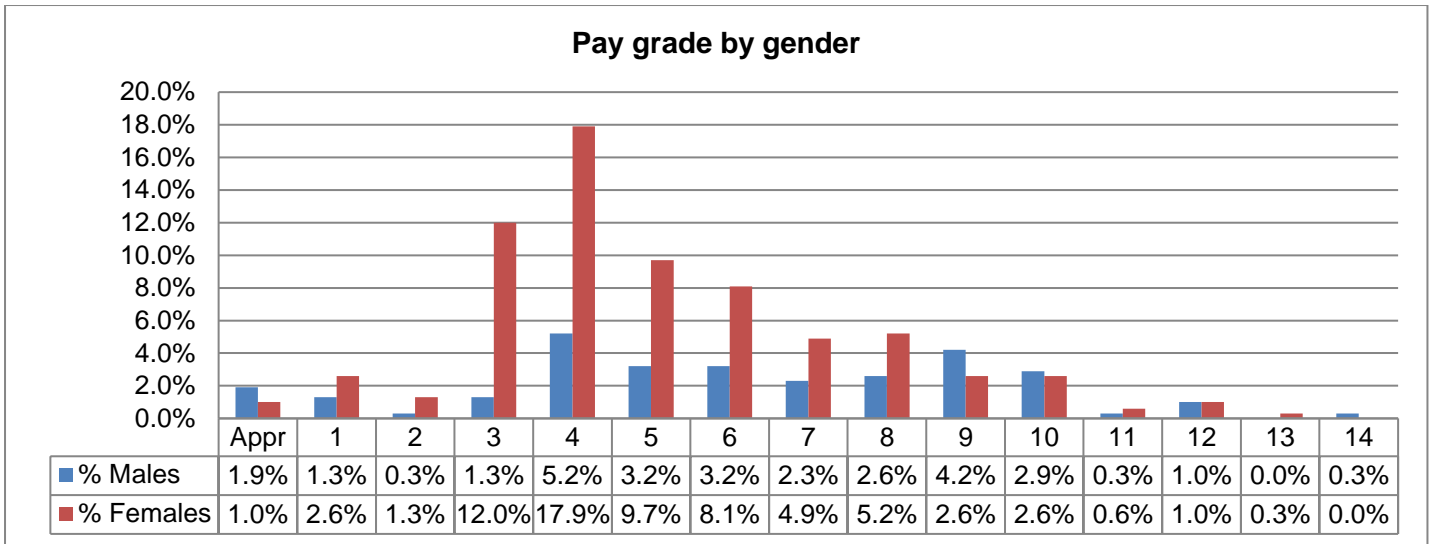
Gender

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.

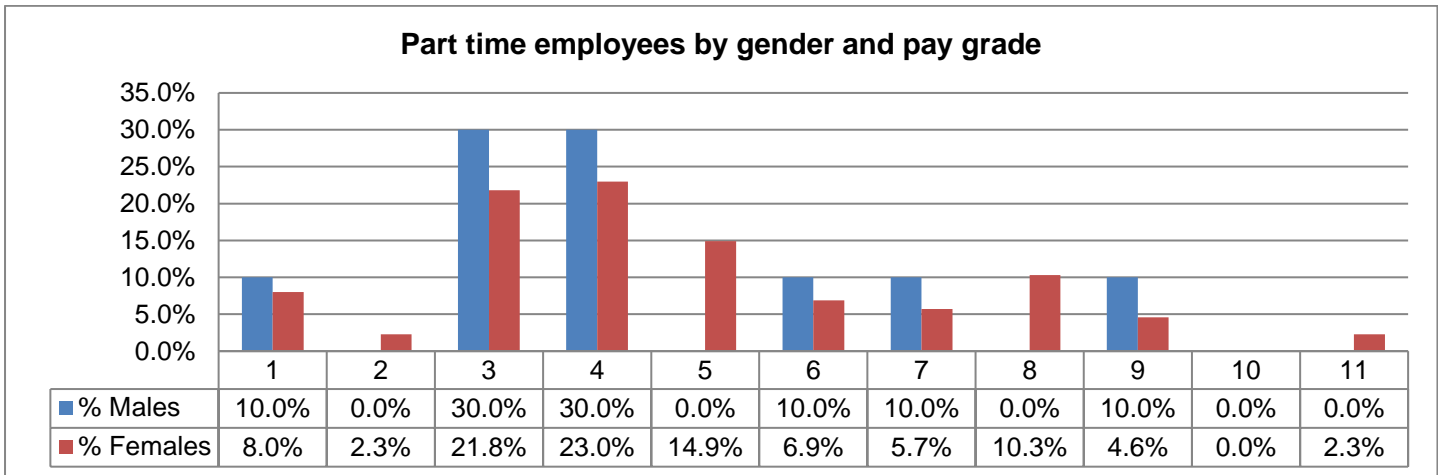
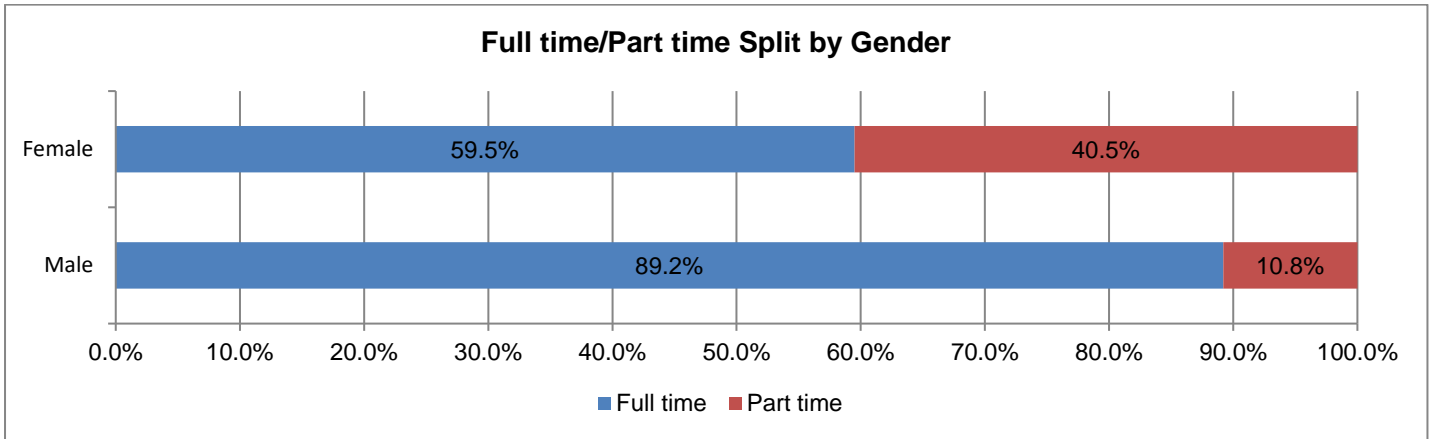


The information from the 2017 Mid-Year Population Estimates (Census based) produced by the Office for National Statistics shows that in the local area the gender split is 49.5% males and 50.5% females. The data above does not reflect the local picture, although historically the public sector has traditionally 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 31.5% of the workforce works part-time. When this is broken down into men and women, 40.5% of all women in the workforce work part-time compared to just 10.8% of men.



Sexual Orientation

Almost one third of employees (28.5%) 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, 70.5% of the total workforce gave their sexual orientation as heterosexual/straight, and 1.0% as gay or lesbian.

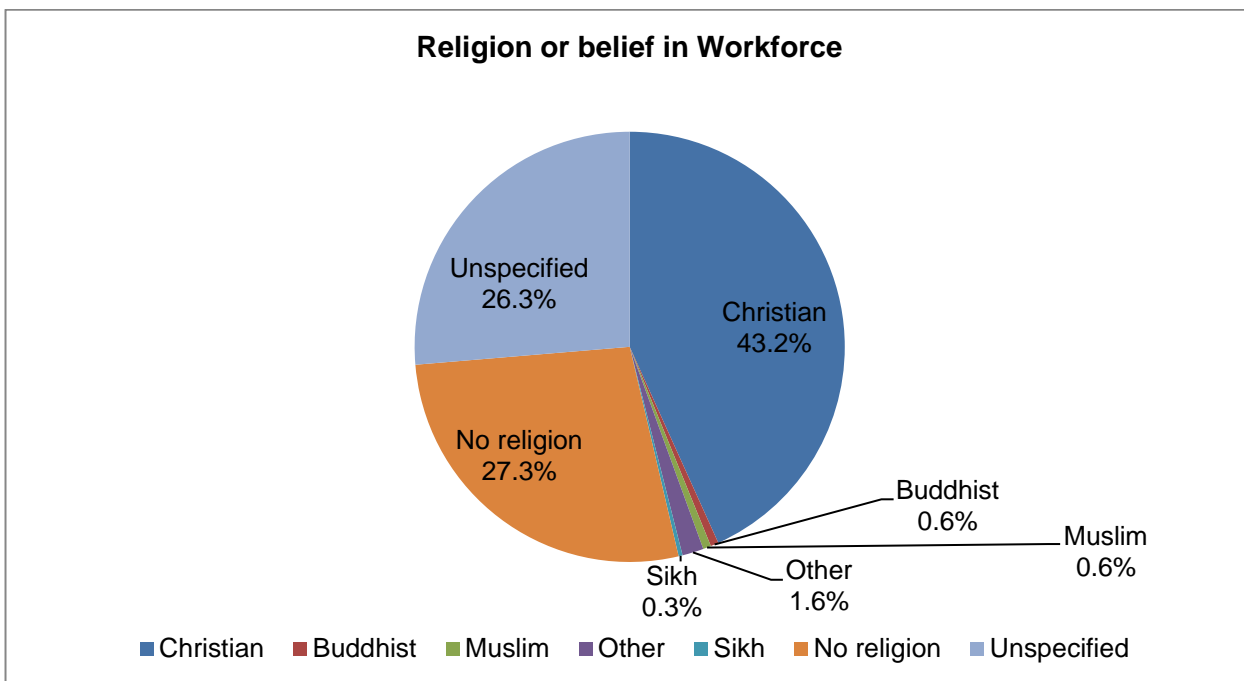
After some debate it was eventually decided that the 2011 Census would not include information on sexual orientation, so there are no robust comparator figures available for the borough as a

whole. However, according to figures published by the Office of National Statistics for 2017, 2% of adults in the UK identified themselves as gay, lesbian or bisexual.

Religion or belief

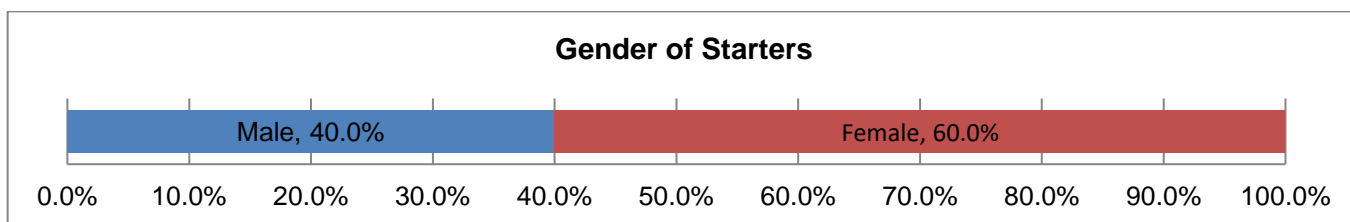
Just over a quarter of employees (26.3%) have not given details of their religion, and just over another quarter (27.3%) state that they have no religion.

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, 3.1% are of a non-Christian religion.



Starters

During 2017/18, a total of 30 people joined the authority; 60% of the new starters were women. The ages of the new starters were evenly spread across the 16-59 years age groups.



Age Band	% of Starters
16-19	20.0%
20-29	20.0%
30-39	20.0%
40-49	16.7%
50-59	16.7%
60-69	6.7%

Ethnic Origin	% of Starters
Black	3.3%
Mixed	10.0%
White	86.7%

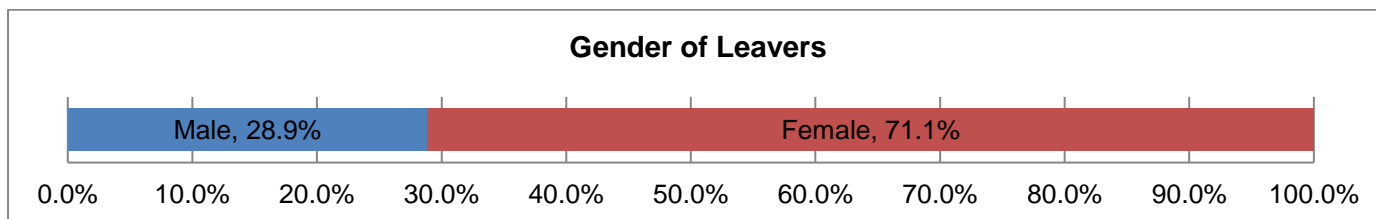
Disability	% of Starters
Disabled	10.0%
Not disabled	90.0%

Leavers

The percentage of staff turnover for 2017/18 was 14.47%.

A report published by South East Employers in June 2017 identified the average turnover rate of respondent councils to be 15.8%. The Council's turnover is therefore slightly below other local authorities in the south east.

Of the 45 people who left the authority, 71.1% were female. The Environmental Health service was transferred to a neighbouring authority under a shared service arrangement, which meant that 26.7% of leavers changed employer under the Transfer of Undertaking (Protection of Employment) regulations.



All leavers were of White ethnic origin.

Age Band	% of Leavers
16-19	6.7%
20-29	13.3%
30-39	20.0%
40-49	11.1%
50-59	26.7%
60-69	22.2%

Disability	% of Leavers
Disabled	13.3%
Not disabled	62.2%
Unspecified	24.4%

Reason for leaving	% of Leavers
End of fixed term contract	11.1%
Resignation	51.1%
Retirement	11.1%
TUPE transfer	26.7%

Disciplinary & Grievance Cases

There was one case of formal disciplinary action taken during 2017/18.

Stage	Gender	Age band	Ethnic Origin	Disability
1 st level warning	Female	50-59	White	Yes

There were two grievances raised during this period, both of which were resolved.

Grievance reason	Sex	Age band	Ethnic Origin	Disability
Failure to follow agreed process	Female	40-49	White	No
Withholding increments	Male	50-59	White	No

Return to work rates

Number of employees whose maternity leave ended in period 2017/18: 4

Number of employees who returned to work after maternity leave: 4

Return to work rate 100%

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 male on the pay grade in this case has been at this grade for a considerably shorter time than his female counterparts.

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	8	4	£15,424.00	£15,424.00	£15,424.00	0.00%
SBC 02	4	2	£16,994.00	£17,049.25	£16,883.50	-0.98%
SBC 03	38	4	£20,584.62	£20,592.74	£20,507.50	-0.42%
SBC 04	59	17	£24,023.54	£23,970.08	£24,209.06	0.99%
SBC 05	31	11	£26,618.07	£26,570.32	£26,752.64	0.68%
SBC 06	25	10	£30,218.57	£29,984.00	£30,805.00	2.67%
SBC 07	15	7	£33,953.23	£33,601.87	£34,706.14	3.18%
SBC 08	19	8	£39,030.04	£39,111.53	£38,836.50	-0.71%
SBC 09	8	14	£46,032.95	£46,101.75	£45,993.64	-0.24%
SBC 10	10	9	£54,608.00	£54,869.30	54,317.67	-1.02%
SBC 11	2	1	£62,818.00	£65,246.50	£57,961.00	-12.57%
SBC 12	3	3	£77,848.50	£77,809.67	£77,887.33	0.10%
SBC 13	1	0				
SBC 14	0	1				
Organisation total				£29,219.68	£34,295.85	14.80%

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 BAME

employees that are in the top 5% of pay is monitored by the council annually and compared to national figures.

In April 2017 all organisations that employ over 250 employees are required to report and publish annually on their gender pay gap. The calculation is based on the hourly pay rate for each employee and the data must be a snapshot of salary data as at 31 March. The council has reported on the gender pay gap and published the report on the Government and council website.

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 2017/18 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.

In the age bands, an area that may warrant further attention is those in the age 50-59 group. The proportion of those being shortlisted is higher than those applying, but the number then going on to be offered a position is considerably lower.

Gender	Applicant Total	Percentage	Shortlisted Total	Percentage	Offered Total	Percentage
Female	177	55.1%	64	62.1%	20	57.1%
Male	143	44.5%	38	36.9%	15	42.9%
Unspecified	1	0.3%	1	1.0%	0	0.0%

Age Band	Applicant Total	Percentage	Shortlisted Total	Percentage	Offered Total	Percentage
16-19	32	10.0%	15	14.6%	6	17.1%
20-29	90	28.0%	18	17.5%	6	17.1%
30-39	67	20.9%	18	17.5%	7	20.0%
40-49	64	19.9%	24	23.3%	9	25.7%
50-59	56	17.4%	20	19.4%	3	8.6%
60-69	8	2.5%	5	4.9%	3	8.6%
70-79	1	0.3%	1	1.0%	1	2.9%
Unspecified	3	0.9%	2	1.9%	0	0.0%

Ethnicity	Applicant Total	Percentage	Shortlisted Total	Percentage	Offered Total	Percentage
Asian	4	1.2%	0	0.0%	0	0.0%
Black	6	1.9%	2	1.9%	0	0.0%
Mixed	9	2.8%	3	2.9%	2	5.7%
Other	2	0.6%	0	0.0%	0	0.0%
White	299	93.1%	97	94.2%	33	94.3%
Unspecified	1	0.3%	1	1.0%	0	0.0%

Disability	Applicant Total	Percentage	Shortlisted Total	Percentage	Offered Total	Percentage
No	303	94.4%	97	94.2%	33	94.3%
Yes	18	5.6%	6	5.8%	2	5.7%

Sexual Orientation	Applicant Total	Percentage	Shortlisted Total	Percentage	Offered Total	Percentage
Bisexual	4	1.2%	0	0.0%	0	0.0%
Gay/Lesbian	8	2.5%	2	1.9%	1	2.9%
Heterosexual/Straight	289	90.0%	90	87.4%	31	88.6%
Other	2	0.6%	1	1.0%	0	0.0%
Unspecified	18	5.6%	10	9.75%	3	8.6%

Religion	Applicant Total	Percentage	Shortlisted Total	Percentage	Offered Total	Percentage
Buddhist	3	0.9%	1	1.0%	1	2.9%
Christian	125	38.9%	40	38.8%	12	34.3%
Muslim	2	0.6%	0	0.0%	0	0.0%
No religion	152	47.4%	45	43.7%	18	51.4%
Other	3	0.9%	1	1.0%	0	0.0%
Sikh	1	0.3%	0	0.0%	0	0.0%
Unspecified	35	10.9%	16	15.5%	4	11.4%

Marital Status	Applicant Total	Percentage	Shortlisted Total	Percentage	Offered Total	Percentage
Civil partnership	2	0.6%	0	0.0%	0	0.0%
Divorced	9	2.8%	6	5.8%	1	2.9%
Engaged	8	2.5%	2	1.9%	2	5.7%
Married	111	34.6%	39	37.9%	14	40.0%
Other	3	0.9%	1	1.0%	0	0.0%
Partner	34	10.6%	9	8.7%	3	8.6%
Separated	8	2.5%	5	4.9%	2	5.7%
Single	129	40.2%	31	30.1%	11	31.4%
Widowed	2	0.6%	1	1.0%	0	0.0%
Unspecified	15	4.7%	9	8.7%	2	5.7%

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 or disability, although the gender profile is common in the local government workforce.

The actions suggested by the analysis are:

- Continue to encourage members of staff to update records to improve the quality of data monitoring;
- Ensure managers are effectively trained 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.