

# HUMAN RESOURCES COMMITTEE

24 SEPTEMBER 2018

## REPORT OF DEPUTY CHIEF EXECUTIVE (CORPORATE SERVICES)

### A.4 STAFF STATISTICS REPORT

(Report prepared by Anastasia Simpson and Katie Wilkins)

#### PART 1 – KEY INFORMATION

<b>PURPOSE OF THE REPORT</b>
To provide the Committee with updated and current staffing statistics.
<b>EXECUTIVE SUMMARY</b>
<p>The analysis of workforce data provides Members with statistics relating to the staff employed within the Council, and how this compares to the Tendring district and national averages.</p> <p>Tendring District Council currently has 477 FTE (full time equivalent) employees. The FTE figure equates to 744 employees in total (including Casual Staff and Career Track Learners) this is made up of 362 full time and 382 part time staff.</p>
<b>RECOMMENDATION(S)</b>
<p>It is recommended:</p> <p><b>That the contents of this report be noted.</b></p>

#### PART 2 – IMPLICATIONS OF THE DECISION

<b>DELIVERING PRIORITIES</b>
Current staffing statistics demonstrate that Tendring employs above the local average for both disability and ethnicity. Flexible working opportunities have also ensured that the female proportion of the workforce has been retained in line with the district trend. Such positive profiles demonstrate our intention to ' <i>recognise the diversity and equality of individuals</i> ' as detailed in our ' <i>Values</i> ' within the Corporate Plan.
<b>FINANCE, OTHER RESOURCES AND RISK</b>
There are no direct financial implications.
<b>LEGAL</b>
It is good practice for the Council to regularly monitor its workforce, and ensure compliance with the Equalities Act 2010.
<b>OTHER IMPLICATIONS</b>
None.

## PART 3 – SUPPORTING INFORMATION

### BACKGROUND

Human Resources works with a software package called Teamspirit. This database allows us to capture the Council's employee's personal data, to enable regular monitoring of the workforce profile. As Teamspirit is also used by the Council's Payroll Services, the information is now integrated between both employment and payroll functions. The database monitors the workforce as a whole, capturing data on all 'employees' which includes Career Track Learners and those staff on Casual employment contracts.

#### **Workforce Statistics**

The Council's workforce of 744 staff (*of which, 510 are fully contracted staff, 19 are Career Track Learners in full time employment, and 215 staff are employed on a casual basis*), has a high number of Tendring residents, with only 57 staff (7.7%) living outside of the District. This demonstrates that the Council is seen as a positive employer among local residents. Staff, who work within the community that they live, will also have a personal interest in the services provided by the Council.

Of those employed, 418 are female (56%) and 326 are male (44%). This indicates that the Council is attracting and retaining women in the workplace, and that employment practices are supportive of families and work life balance. The latest data published in the Nomis Official Labour Market Statistics report states that 84.7% of the male population and 67.7 % of the female population in Tendring are 'economically active'.

Of the 744 staff employed, 362 are full time, of which 181 are male (50%) and 181 are female (50%). Of the remaining 382 part time staff, 145 are male (38%) and 237 are female (62%).

Under new legislation that came into effect in April 2017, UK employers with over 250 employees are required to publish their gender pay gap. The gender pay gap is a mathematical indicator of the gender balance within an organisation. It measures the difference between the average earnings of all male and female employees, irrespective of their role or seniority.

Our gender pay gap figures have been calculated in line with the regulations set out in the gender pay gap reporting legislation. We are pleased to report that our gender pay gap is significantly lower than the UK average of 18%. At the time of reporting the female mean hourly rate is 5.2% higher than the male mean hourly rate and the female median hourly rate is 13.6% higher than the male median hourly rate.

#### **Age Profile**

As we are measuring a complete workforce, we are able to see a wider spectrum of ages across the organisation, with the employee age range being from 16 to 79. The highest ratio of staff is falling within the 51 to 60 age bracket and the next highest age range being 21 to 30 years. However, this is closely followed by the age range 41 to 50 years.

#### **Disability Profile**

Of the 510 contracted staff (excluding apprentices), 18 have self-declared that they have a

disability.

Since 1998, the Council has been awarded the Two Ticks Disability accreditation year on year for its positive employment practices. In 2016, the Government made a commitment to halve the employment gap for disabled people with the introduction of the new \*Disability Confident Scheme, this builds on the best practices of the 'Two Ticks' model. Tendring was awarded Disability Confident Leader Status in November 2017. This requires an employer to be Disability Confident as recognised by their peers, local community and disabled people. As a 'Disability Confident Leader' Tendring has made a commitment to support other employers in the district to become 'Disability Confident'.

*\*Disability Confident encompasses a number of voluntary commitments to encourage employers to recruit, retain and develop disabled staff, such as offering work experience opportunities and implementing a flexible recruitment process.*

### **Ethnicity Profile**

Of those staff who have declared their ethnicity, 6 declared they were of an ethnic origin other than 'White British'. The 2011 Census statistics show that in Tendring 2.4% of residents declared themselves as being from a minority ethnic group. Therefore, the Council fairly represents the community with the diversity within its workforce.

### **Sickness Absence**

The 2016 CIPD (*Chartered Institute of Personnel and Development*) Absence Management report, demonstrated national absence levels in Local Government at 10.5 days per employee. The reported absence figure for the Council in 2017/18 was 10.27 days. Long term absence was reported at 7.69 days and short term absence 2.58 days, which shows the rate to be just below the national level in Local Government. The current absence figure of 10.08 days demonstrates a slight decrease on the 2017/18 reported figure, with long term absence being 7.39 days and short term absence 2.69 days.

Sickness absence continues to be actively managed; the majority of the Council's 4th Tier Managers have now undertaken the Absence Management training programme, which incorporated the practical application of the Council's procedures (including use of return to work interviews and sickness alerts/triggers). Practical options to reduce viral short term sickness absence continue to be explored, including the placement of hand sanitisers in communal areas and the provision of flu vaccinations for staff.

The Council also supports its employees' health and well-being, including: new Employee Assistance Programme (launched 1st April 2018), flexible working options, corporate gym membership and access to an occupational health specialist.

The additional benefits offered via the proposed EAP include the following:-

- Practical consultation and information for managers and staff (including advice for managers who may be concerned about a staff member);
- Childcare referrals & support;

- Eldercare referrals & support;
- Debt management & finances;
- Legal guidance;
- Counselling service, including family and relationship counselling;
- Factsheets & information packs;
- Online resources.

Finally, the Council also works in partnership with Provide (a 'Community Interest Company' with a focus on health and social care) to deliver a Health and Wellbeing programme for staff via Livewell Champions and is currently working with regional employers to identify best practice in managing absence.

#### **BACKGROUND PAPERS FOR THE DECISION**

Profile of Tendring May 2016

Teamspirit report

Nomis Official Labour Market Statistics Report

CIPD Annual Absence Management Survey 2016

#### **APPENDICES**

Appendix A – Staffing Data

**Number of Employees (including Career Track Learners)**

<b>Total workforce</b>	744	
<b>Female</b>	418	<b>56%</b>
<b>Male</b>	326	<b>44%</b>

<b>Full Time</b>	362	
<b>Female</b>	181	<b>50%</b>
<b>Male</b>	181	<b>50%</b>

<b>Part Time</b>	382	
<b>Female</b>	237	<b>62%</b>
<b>Male</b>	145	<b>38%</b>

