

HUMAN RESOURCES & COUNCIL TAX COMMITTEE

20 FEBRUARY 2019

REPORT OF DEPUTY CHIEF EXECUTIVE

A.2 STAFF STATISTICS REPORT

(Report prepared by Anastasia Simpson and Katie Wilkins)

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT
To provide Members of the Human Resources & Council Tax Committee with updated and current staffing statistics.
EXECUTIVE SUMMARY
<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 495 FTE (full time equivalent) employees. The FTE figure equates to 767 employees in total (including Casual Staff and Career Track Learners) this is made up of 377 full time and 390 part time staff.</p>
RECOMMENDATION(S)
<p>It is recommended:</p> <p>That the content of this report be noted.</p>

PART 2 – IMPLICATIONS OF THE DECISION

DELIVERING PRIORITIES
Current staffing statistics demonstrate that Tendring employs above the local average for both disability and ethnicity. Flexible working opportunities have also ensured that the gender balance of the workforce is 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.
FINANCE, OTHER RESOURCES AND RISK
There are no direct financial implications.
LEGAL
It is good practice for the Council to regularly monitor its workforce, and ensure compliance with the Equalities Act 2010.
OTHER IMPLICATIONS
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 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 767 staff (*of which, 526 are fully contracted staff, 18 are Career Track Learners in full time employment, and 223 staff are employed on a casual basis*), has a high number of Tendring residents, with only 61 staff (8%) 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, 424 are female (55%) and 343 are male (45%). This indicates that the Council's employment practices are supportive of families and work life balance. The latest data published in the Nomis Official Labour Market Statistics report states that 75.1% of the male population and 61.1 % of the female population in Tendring are 'in employment'. Of the total 767 staff employed, 377 are full time, of which 188 are male (50%) and 189 are female (50%). Of the remaining 390 part time staff, 155 are male (40%) and 235 are female (60%).

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 remains significantly lower than the reported UK average of 17.9%. Indicative figures (*at the time of reporting*), demonstrate that the male mean hourly rate is 0.72% higher than the female mean hourly rate (£0.09) and the female median hourly rate is 8.90% (£0.87) higher than the male median hourly rate. This position shows that our gender pay gap, (*which was minimal in earlier reporting*) has reduced further.

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 80. 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 526 fully contracted staff (*excluding apprentices*), 20 have self-declared that they have a disability.

The Council is one of the only organisations in the Tendring district to be awarded *Disability Confident Leader Status, (*awarded to the authority in 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. This replaced the Two Ticks Disability accreditation, which*

the Council was awarded since 1998.

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 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 above the reported national level in local government (*Xpert HR's sickness absence rates and costs survey 2018, details an average number of days' absence per employee, per annum, for local government of 9.7 days in 2017*). The current absence figure of 11.02 days demonstrates a slight increase in the 2017/18 reported figure, with long term absence being 8.59 days and short term absence 2.43 days.

To put the long term absence figure into context, in terms of the permanent staffing establishment, 1.7% of the workforce are currently absent long term which is a decrease of 0.2% since the last reporting period.

The Chartered Institute of Personnel and Development recommend that organisations adopt the following when effectively managing absence:-

- Identify and tackle the root causes of ill health;
- Build a more robust framework to promote good mental health;
- Strengthen the capability of line managers;
- Ensure a holistic approach; physical, mental, emotional, lifestyle and financial.

Sickness absence continues to be actively managed; the majority of the Council's 4th Tier Managers have undertaken both 'Absence Management' and 'Managing Mental Health' training. The Council also supports its employees' general health and well-being, including: offering a fully funded Employee Assistance Programme (*which offers a holistic approach as identified above*) greater flexible working options, corporate gym membership and access to an Occupational Health Specialist.

The authority is also committed to promoting the positive mental well-being of its employees and to supporting any employees who may experience mental ill-health. The organisation has worked hard to create a framework to achieve this, including working in partnership with a number of 3rd parties (*bulleted below*) to provide staff with a range of resources, training a number of Mental Health First Aiders and Livewell Champions amongst the workforce, educating our line managers to feel confident and competent to have conversations with staff and signpost to specialist sources of support if necessary, and raising awareness amongst the general workforce.

- Provide (a 'Community Interest Company' with a focus on health);
- Health in Mind (*provides access to a wide range of talking therapy treatments for adults with common mental health problems in and around Colchester and Tendring*);
- Anglia Community Enterprise (ACE) (*NHS Community Health Services, such as health checks, My Weight Matters*);
- Remploy (*funded by the Department for Work and Pensions, available to any employee with a mental health issue which may be affecting their work*);
- Lloyds Pharmacy (Flu Vaccination Clinic)

- Regional Employers (*seeking best practice for managing absence*).

BACKGROUND PAPERS FOR THE DECISION

Profile of Tendring May 2016

Teamspirit report

Nomis Official Labour Market Statistics Report Jul 2017 – Jun 2018

Xpert HR's sickness absence rates and costs survey 2018

APPENDICES

Appendix A – Staffing Data

Number of Employees (including Career Track Learners)

Total workforce	767	
Female	424	55%
Male	343	45%

Full Time	377	
Female	189	50%
Male	188	50%

Part Time	390	
Female	235	60%
Male	155	40%

