

HUMAN RESOURCES COMMITTEE

23 OCTOBER 2019

REPORT OF DEPUTY CHIEF EXECUTIVE (CORPORATE SERVICES)

A.4 STAFF STATISTICS REPORT

(Report prepared by Katie Wilkins)

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT
To provide Members of the Human Resources Committee with an update on 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. This is a standard report that is provided to the HR Committee as part of each meeting.</p> <p>Tendring District Council currently has 479 FTE (full time equivalent) employees. The FTE figure equates to 762 employees in total (including Casual Staff and Career Track Learners) this is made up of 363 full time and 399 part time staff.</p>
RECOMMENDATION(S)
It is recommended that the content of this report be noted.

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 762 staff (*of which, 505 are fully contracted staff, 19 are Career Track Learners in full time employment, and 238 staff are employed on a casual basis*), has a high number of Tendring residents, with 93% of staff living in 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 (55%) and 344 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 2018/19 report states that 82% of the male population and 71.1 % of the female population in Tendring are 'in employment'. Of the total 762 staff Tendring currently employs, the gender balance of the 363 members of full time staff is; 177 males (49%) and 186 females (51%) and 167 males (42%) and 232 females (58%) for the remaining 399 part time staff.

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.

The Council's 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%. The 2018/19 figures demonstrate that the male mean* hourly rate is 2.45% higher than the female mean hourly rate (£0.30) and the female median* hourly rate is 8.9% (£0.87) higher than the male median hourly rate.

**The mean or average is determined by adding all the data points in a population and then dividing the total by the number of points.*

**The median is determined by arranging all of the observations in order, from smallest to largest value, and the median is the middle value.*

The analysis of our gender pay gap figures tells us the following:-

- The ratio of male to female employees within each reporting quartile (of which there are four) is representative of the overall male to female ratio for the organisation.
- There is no material disparity at each pay level within the organisation.

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 18 to 81. 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. This indicates that the Council is retaining staff at all ages.

Disability Profile

Of the 505 fully contracted staff (*excluding apprentices*), 21 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 2018/19 was 10.55 days. long term absence was reported at 8.42 days and short term absence 2.13 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*).

The reported quarter 1 absence figure of 10.06 demonstrates a downward trend in staff absence. This figure is broken down into 7.86 days long term and 2.20 days short term absence.

The Chartered Institute of Personnel and Development (CIPD) recommend that organisations adopt the following approach 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 Aider's 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. This work has been underpinned by the recent signing of the Time to Change Pledge, the scheme recognises those employers who are committed to changing the way we think and act about mental health in the workplace.

- 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 2018/19

Xpert HR's sickness absence rates and costs survey 2018

CIPD Well-being at Work Report 2018

APPENDICES

Appendix A – Staffing Data

Number of Employees (including Career Track Learners)

Total workforce	762	
Female	418	55%
Male	344	45%

Full Time	363	
Female	186	51%
Male	177	49%

Part Time	399	
Female	232	58%
Male	167	42%

