

# HUMAN RESOURCES AND COUNCIL TAX COMMITTEE

20 OCTOBER 2021

## REPORT OF ASSISTANT DIRECTOR (PARTNERSHIPS)

### A.4 WORKFORCE UPDATE REPORT (*Report prepared by Katie Wilkins*)

#### PART 1 – KEY INFORMATION

<b>PURPOSE OF THE REPORT</b>
To provide Members of the Human Resources and Council Tax Committee with an update on current staffing statistics.
<b>EXECUTIVE SUMMARY</b>
<b>Staffing Statistics</b> 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 Human Resources and Council Tax Committee as part of each meeting.  At the time of writing, Tendring District Council has 495 full time equivalent (FTE) employees. The FTE figure equates to 762 employees in total (including casual workers and learners) this is made up of 376 full time, and 386 part time staff.  As previously reported, amongst the fully contracted staff there are currently 20 employees who are undertaking external apprenticeships, seven of which are studying for a degree (Level 6) in a number of subjects, including but not limited to: Chartered Surveyor, Chartered Management, Chartered Legal Executive and Digital & Technology Solutions, with one employee studying for a post graduate qualification (Level 7) in Accountancy. Other professional apprenticeships include Human Resources, Audit, Town Planning ( <i>Technical Support</i> ) and Operational Management.  Five of the Career Track Apprentices currently working within the organisation have also progressed from a level 2 qualification and are currently working towards a level 3 apprenticeship.
<b>RECOMMENDATION(S)</b>
<b>It is recommended:</b> <ul style="list-style-type: none"><li>▪ <b>That the content of this report be noted.</b></li></ul>

#### PART 2 – IMPLICATIONS OF THE DECISION

<b>DELIVERING PRIORITIES</b>
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.
<b>FINANCE, OTHER RESOURCES AND RISK</b>
There are no direct financial implications.
<b>LEGAL</b>
The Council must ensure compliance with Employment Legislation, the Equalities Act 2010, the newly introduced Coronavirus Act 2020 and Working Time (Coronavirus) (Amendment) Regulations 2020.

The Council has a legal duty of care to employees to ensure their health and safety at work, as set out in the Health and Safety at Work Act 1974, and the Management of Health and Safety at Work Regulations 1999 and other related legislation.

#### **OTHER IMPLICATIONS**

None.

### **PART 3 – SUPPORTING INFORMATION**

#### **BACKGROUND**

Human Resources work with a software package called Teamspirit. This database allows us to capture 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, 518 are fully contracted staff, 18 are Apprentices in full time employment, and 226 staff are employed on a casual basis*).

Of those employed, 435 are female (57%) and 327 male (43%), this indicates that the Council's employment practices are supportive of families and work life balance.

Of the total 762 staff Tendring currently employs, the gender balance of the 376 members of full time staff is; 191 males (51%) and 185 females (49%) and 136 males (35%) and 250 females (65%) for the remaining 386 part time staff.

Under 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 for 2020/21 have been calculated in line with the regulations set out in the gender pay gap reporting legislation using a snapshot date of 31 March 2020.

We are pleased to report that the figures demonstrate that our gender pay gap remains significantly lower than the most recently reported UK average in 2020 of 15.9%.

Tendring's figures for 2020/21 are as follows:-

The male mean\* hourly rate is 3% (£0.39) higher than the female mean hourly rate.

The male median\* hourly rate is 1.5% (£0.17) higher than the female 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 small difference in mean and median can be attributed to the overall gender balance within the organisation of 1.24 females for every male (*number of staff*).
- 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 16 to 83. 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.

A summary of the above age profiles, by department, can be found in Appendix C.

### **Disability Profile**

Of the 518 fully contracted staff (*excluding apprentices*), 24 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 and most recently in May 2021*). 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.*

We will retain our Leader Status until April 2024, at which point we will again be required to go through the re-accreditation process.

### **Ethnicity Profile**

Of those staff who have declared their ethnicity, 7 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.

*\*The Office of National Statistics have confirmed that following the recent 2021 Census, they aim to produce the first release within the first year after Census Day and all other data within two years of Census Day.*

### **Sickness Absence**

The reported absence figure for the Council in 2020/21 was 8.06 days absence per employee. Long term absence was reported at 6.77 days and short term absence 1.29 days, which shows the rate to be slightly above the reported national level in local government for the same period. The CIPD's Well-being at Work Report 2020 reports a figure of 8 days per employee and Xpert HR's Sickness Absence Rates and Costs Survey 2020, details an average number of days' absence per employee, for local government of 7.4 days.

The Council's current absence figure of 9.76 days per employee demonstrates a slight upward trend in staff absence. This figure is broken down into 8.08 days long term and 1.68 days short term absence. This increase in long term absence can mostly be attributed to a number of staff having, or waiting, for an operation. This category of absence has risen significantly in 2021 which is not unexpected given that the majority of operations were cancelled during the height of the Coronavirus pandemic.

However, sickness absence continues to be actively managed; the majority of the Council's 3rd and 4th Tier Managers have undertaken the training programme for the Council's newly adopted 'Absence Management Procedures' and a number have also attended 'Managing Mental Health' training (*educating our line managers to feel confident and competent to have conversations with staff and signpost to specialist sources of support*).

Employees' general health and well-being continues to be supported through, a fully funded Employee Assistance Programme (*which offers a holistic approach*), greater flexible working options, Corporate Gym Membership, flu vaccinations and access to an Occupational Health Specialist.

The authority is also committed to promoting the positive mental well-being of its employees. Including: working in partnership with a number of 3<sup>rd</sup> 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 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*);
- Regional Employers (*seeking best practice for managing absence*).

In light of the current Coronavirus pandemic, the authority has focussed its efforts on the delivery of an online suite of well-being initiatives for employees, including but not limited to;

- Together@Tendring Publication (*includes healthy eating recipes, articles and tips on moving and exercises at work*)
- Improving Access to Psychological Therapies (IAPT) Webinars (*How to Sleep Better, Relaxation Skills and How to Cope with Stress*)
- Recovery and Resilience E-Learning
- Staff Fitness Classes (yoga, pilates, aerobics, zumba, via Zoom)
- Vine HR - Mindfulness and Well-being Remote Workshop(s)
- Promotion of national initiatives (including free classes at leisure centres), Mental Health Awareness Week, World National Suicide Awareness day and Public Health England's 'Every Mind Matters' campaign
- Online health checks and positive lifestyle support (*e.g. smoking cessation, limiting your alcohol intake*) via Provide
- Family well-being initiatives (*various*).

## **BACKGROUND PAPERS FOR THE DECISION**

Profile of Tendring May 2020

Teamspirit report

Nomis Official Labour Market Statistics Report 2020

Xpert HR's sickness absence rates and costs survey 2020

CIPD Well-being at Work Report 2020 (Public Sector Summary)

## **APPENDICES**

**Appendix A – Staffing Data**

**Appendix B - A Summary of Highest Ratio Age Profiles by Department**

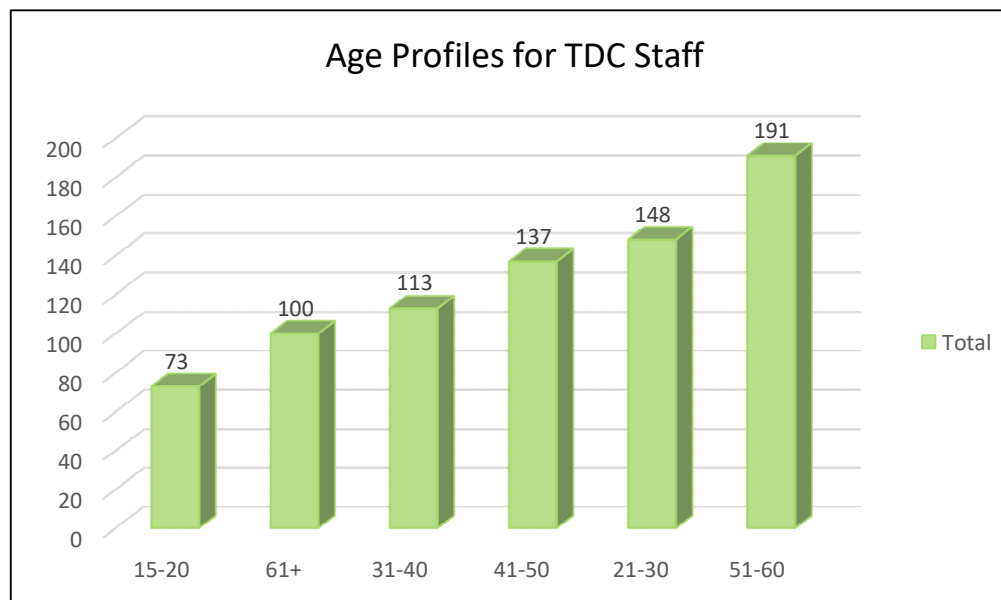
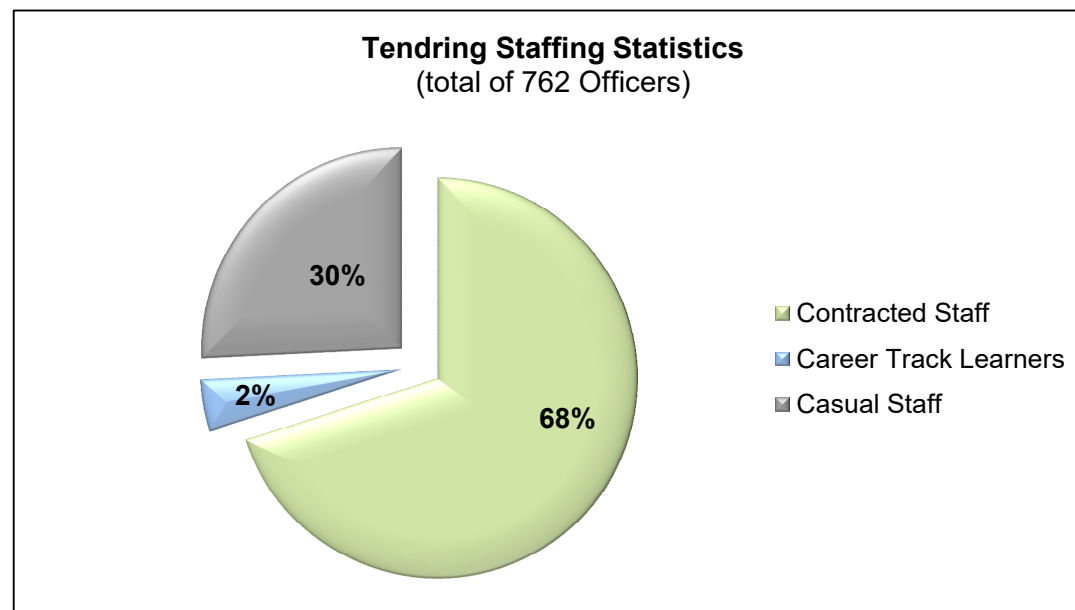
**Appendix C – Infogram**

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

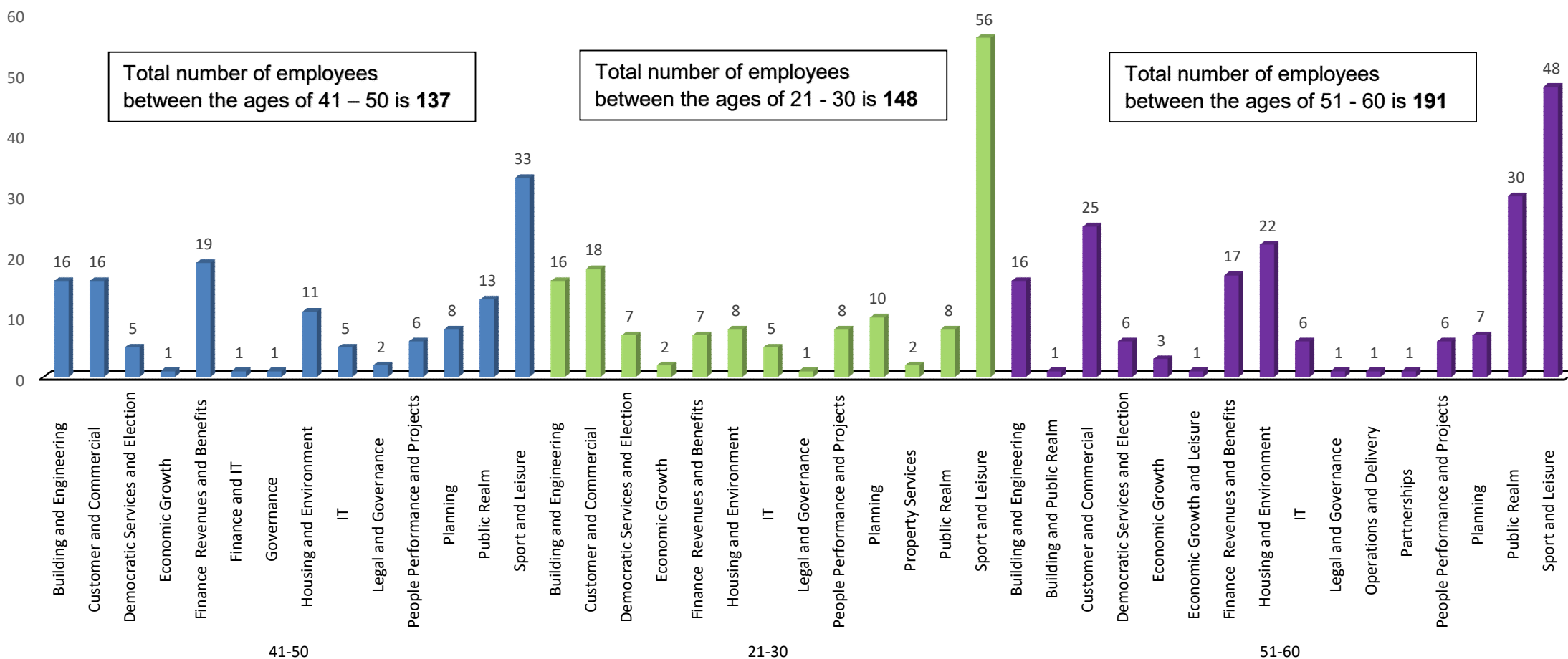
<b>Total workforce</b>	762	
<b>Female</b>	435	<b>57%</b>
<b>Male</b>	327	<b>43%</b>

<b>Full Time</b>	376	
<b>Female</b>	185	<b>49%</b>
<b>Male</b>	191	<b>51%</b>

<b>Part Time</b>	386	
<b>Female</b>	250	<b>65%</b>
<b>Male</b>	136	<b>35%</b>



## Highest Ratio Age Profiles (41-50, 21-30, 51-60) for TDC Staff Broken Down by Department



# TENDRING DISTRICT COUNCIL STAFFING STATISTICS

TENDRING DISTRICT COUNCIL - 762 EMPLOYEES

APPRENTICES

18

FULLY  
CONTRACTED

518

CASUAL

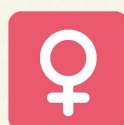
226

## GENDER PAY GAP

Significantly lower than  
national average



## WORKFORCE



57% female



43% male

## TOP 3 - AGE PROFILES



51-60  191

21-30  148

41-50  137

## DISABILITY

24 employees self-declared  
a disability



## ETHNICITY

7 employees of an ethnic  
group other than 'White  
British'



## SICKNESS ABSENCE

Absences figures

8.08 DAYS LONG TERM

1.68 DAYS SHORT TERM

