

**Workforce
Equality
Information
Report**

**April 2019 –
March 2020**

Introduction

This report provides a summary and analysis of Hartlepool Borough Council's workforce, excluding Local Authority Maintained Schools. The workforce profile is shown as at 31st March 2020, while the data is for the period 1st April 2019 to 31st March 2020. The data included in this report covers all posts in the Council, excluding Local Authority Maintained Schools, and not workers e.g. casuals. Therefore, where an individual holds more than one post they will be included multiple times.

Hartlepool Borough Council's aim is to have a workforce that reflects the diversity of our residents, customers and stakeholders and we recognise that promoting equality benefits public services for all.

The Council has a legal duty under the Equality Act 2010 to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and promote good relations between people. As part of this Act, the public sector equality duty requires the Council to show how it is meeting its responsibilities as an employer, including a requirement to publish information regarding our workforce. This report forms part of the Council's response to that duty, providing a summary and analysis of Hartlepool Borough Council's workforce against protected characteristics.

Our workforce profile compared to the community we serve

Hartlepool Population		Hartlepool Borough Council Workforce
Population = 93,663* *of which 75,668 are aged 16+ (Source: ONS 2019 Mid-Year Estimate)	Headcount	Staff working for HBC = 2044
Male = 48.4%* Female = 51.6%* * Percentage of population aged 16+ (Source: ONS 2019 Mid-Year Estimate)	Gender	For all posts: Male = 28.38%^ Female = 71.62%^
66+ = 22.7%* 56-65 = 16.3%* 46-55 = 17.3%* 36-45 = 13.7%* 26-35 = 16.0%* 16-25 = 13.9%* * Percentage of population aged 16+ (Source: ONS 2019 Mid-Year Estimate)	Age	66+ = 2.45% 56-65 = 25.24% 46-55 = 30.58% 36-45 = 19.18% 26-35 = 16.34% 16-25 = 6.21%
BME = 2.3% White / Other = 97.7% (Source: Census 2011)	Ethnicity	BME = 0.59% White / Other = 63.99% Undeclared = 35.42%

<p>Christian = 69.9% Buddhist = 0.2% Hindu = 0.2% Jewish = 0.0% Muslim = 0.7% Sikh = 0.1% Other religion = 0.2% No religion = 22.3% Not stated = 6.4%</p> <p>(Source: Census 2011)</p>	<p>Religion / Beliefs</p>	<p>Christian = 19.23% Buddhist = 0% Hindu = 0% Jewish = 0% Muslim = Suppressed, less than 5 Sikh = 0% Other religion = 0.9% No religion = 8.71% Not stated = 69.32% Prefer not to say = 1.61%</p>
<p>Long-term health problem of disability where day-to-day activities are limited a lot = 12.1%</p> <p>Long-term health problem of disability where day-to-day activities are limited a little = 11.1%</p> <p>Day-to-day activities not limited = 76.8%</p> <p>(Source: Census 2011)</p>	<p>Disability</p>	<p>Disabled = 2.25% Not disabled = 55.04% Undeclared = 42.71%</p>

Our workforce profile in 2019/20 compared to our workforce profile in 2018/19

Hartlepool Borough Council Workforce 2018/19		Hartlepool Borough Council Workforce 2019/20
Staff working for HBC = 2,062	Headcount	Staff working for HBC = 2044
For all posts: Male = 29.2% Female = 70.8%	Gender	For all posts: Male = 28.38% Female = 71.62%^
66+ = 2.5% 56-65 = 23.6% 46-55 = 32.4% 36-45 = 19.0% 26-35 = 14.8% 16-25 = 7.5%	Age	66+ = 2.45% 56-65 = 25.24% 46-55 = 30.58% 36-45 = 19.18% 26-35 = 16.34% 16-25 = 6.21%
BME = 0.7% White / Other = 62.3% Undeclared = 39.2%	Ethnicity	BME = 0.59% White / Other = 63.99% Undeclared = 35.42%
Christian = 18.2% Buddhist = 0% Hindu = 0% Jewish = 0% Muslim = Suppressed, less than 5 Sikh = 0% Other religion = 0.9% No religion = 6.5% Not stated = 72.6% Prefer not to say = 1.3%	Religion / Beliefs	Christian = 19.23% Buddhist = 0% Hindu = 0% Jewish = 0% Muslim = Suppressed, less than 5 Sikh = 0% Other religion = 0.9% No religion = 8.71% Not stated = 69.32% Prefer not to say = 1.61%

Disabled = 2.0% Not disabled = 53.8% Undeclared = 44.2%	Disability	Disabled = 2.25% Not disabled = 55.04% Undeclared = 42.71%
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^ Please note due to rounding this does not add up to 100%

Workforce Summary

The data highlights that:

- Around 60% of the workforce are over 46 years old and over a quarter of the workforce are over 56 years old. The aging profile of our workforce is recognised and we are making plans to support succession planning and the development of future leaders and managers in the organisation. This profile has not changed significantly from the previous year;
- We have a predominantly female workforce which can in part be attributed to a greater number of female part-time workers across the Council and the flexible/family friendly working policies available to Council workers;
- Limited information has been provided by our employees in relation to their ethnicity, religion/beliefs and disability status. Employees have the ability to update their own personal details online through the Council's HR/Payroll system and provided a paper form is available for those employees without access to the internet at work. This has resulted in a small reduction in the percentage of employees undeclared/not stated for ethnicity and religion/beliefs. However, further promotion work will be undertaken in 2020/21 in an attempt to further improve this data.

Recruitment

The following table sets out the profile of the 1670 internal/external applicants, applying for job vacancies with the Council, during 2019/20 and how this compared with the previous year:

	Applications Received 2018/19	Applications Received 2019/20
Gender	Male = 37.5% Female = 57.7% Unknown = 5.0%	Male = 37.86% Female = 50.91% Unknown = 11.23%
Age	65+ over = 0.4% 55-64 = 10.1% 45-54 = 17.1% 35-44 = 17.7% 25-34 = 29.6% 18-24 = 15.7% Under 18 = 8.7% Unknown = 0.7%	65+ over = 0.37% 55-64 = 8.88% 45-54 = 17.59% 35-44 = 17.22% 25-34 = 28.98% 18-24 = 22.99% Under 18 = 3.96% Unknown =
Ethnicity	BME = 6% White / Other = 84.8% Undeclared = 9.4%	BME = 2.99% White / Other = 71.34% Undeclared = 25.67%
Disability	Disabled = 3.9% Not disabled = 82.7% Undeclared = 13%	Disabled = 1.18% Not disabled = 70.05% Undeclared = 38.61%

Recruitment Summary:

- The Council is Disability Confident Committed.



- The Council had 84 active apprentices during 2019/20.

Leavers

The following table sets out the profile of the 254 employees who left the Council during 2019/20:

Gender	Male = 35.43% Female = 64.57%
Age	66+ = 6.69% 56-65 = 27.95% 46-55 = 20.47% 36-45 = 13.39% 26-35 = 14.17% 16-25 = 17.32%
Ethnicity	BME = Suppressed, less than 5 White / Other = 43.31% Undeclared = 62.20%
Religion / Beliefs	Christian = 14.57% Other religion = Suppressed, less than 5 No religion = 7.09% Not stated = 76.38% Prefer not to say = Suppressed, less than 5
Disability	Disabled = 1.97% Not disabled = 35.83% Undeclared = 62.20%

Leavers Summary:

- The turnover rate of the Council for 2019/20 was 12.39%.
- Of those who left the organisation:
 - 4.72% (12) left by redundancy (includes voluntary & compulsory)
 - 45.28% (115) left by voluntary resignation
 - 8.66% (22) left to retire
 - 41.34% (105) left for other reasons

Gender Pay Gap

Pay Gap Summary

The Council's mean gender pay gap

2019/20	2018/19
3.21%	3.59%

The Council's median gender pay gap

2019/20	2018/19
5.16	5.85%

The mean is the average of the figures and is calculated by adding up all the figures and divided by the total number of figures. The median is the salary figure that sits in the middle when all figures are ordered lowest to highest.

The overall mean gender pay gap for the Council is 3.21%, which means that male employees, overall, receive, on average, 3.21% more total pay than female employees.

The Council's gender pay gap is below the national public sector mean and median of 15.7% and 16.8%¹ respectively.

ONS 2019 Provisional Public Sector Gender Pay Gap

Understanding our gender pay gap

Our analysis shows that the pay gap can be attributed to our workforce profile, as the Council employs a much higher proportion of women many of whom work part-time, and part-time workers earn less than their full-time counterparts on average. Also, the lower quartile demonstrates that a higher proportion of women than men work in occupations that are lower paid.

Despite more women working for the Council overall, many earn pay in the lower quartiles on a part time basis. There are a higher proportion of men earning salaries in upper quartiles on a full time basis, than in the lower quartiles, which creates the gap.

The pay gap has however, seen a reduction, this is due to the higher percentage pay increase applied to the Councils lowest paid employees, combined with a greater proportion of the lower paid employees being female.

What are we doing to close the gap?

- Making the workplace more accessible, by enabling greater flexibility via a range of policies that allow for flexible working, flexitime, emergency dependants leave and shared parental leave.
- Equality in Employment Policy recognises the value of *'helping all those who work for the Council to develop their full potential so that the talents and resources of the workforce are utilised fully to create a borough of opportunity for all.'*
- Continue to provide Learning and development opportunities to all employees and where appropriate.
- Continue to develop and where possible expand apprenticeship opportunities, including degree level apprenticeships for both new and existing employees. This will assist employees to fulfil their aspirations and support them to progress within their chosen career path.
- Monitor the annual review process to ensure employees are provided with the opportunity to discuss any concerns with their manager and identify development opportunities.

Gender Pay Gap – Quartile Analysis by Employee					
Gender	Total	Female	Male	Female (%)	Male (%)
Lower Quartile	515	415	100	80.58%	19.42%
Lower Middle Quartile	516	353	163	68.41%	31.59%
Upper Middle Quartile	515	359	156	69.71%	30.29%
Upper Quartile	515	351	164	68.16%	31.84%
Total	2061	1478	583	71.71%	28.29%

Employee Engagement

Staff Sounding Board / Young Employees Group / HBC Managers Forum

The Council has a number of forums established to regularly bring together staff from every department to share their ideas and discuss key issues of importance to the Council. During 2019/20 they have been asked to provide their views on the Council's budget proposals, the preparation of a new Council Plan and apprenticeships and the Council's use of the apprenticeship levy.

These forums are open to all staff but target particular groups of employees e.g. Young Employees, Managers and any employee with a motivation to contribute to positive change across the Council. Work will be undertaken during 2020/21 to review the Council's employee engagement mechanisms to enable more staff to get involved.

Workforce Survey

A Workforce Survey was completed in summer 2018. The purpose of the Survey was to enable the wider workforce to share their thoughts about working for the Council. An action plan has been produced in response to the findings of the survey which includes the introduction of Corporate Management Team (CMT) Roadshows to facilitate improved communication between senior leaders and employees.

Consultation with Trade Unions

The Council works in partnership with Trade Unions and meets regularly to discuss issues affecting the Council and its workforce, including matters in relation to equality. The Trade Unions can also provide a range of support to their members on individual workplace or personal issues.

Actions completed in 2019/20

During 2019/20 the Council completed the following actions:

- Promoted and expanded the membership of the Staff Sounding Board and Young Employees Group using the intranet and other communication channels – there are now dedicated pages on the Council's intranet for these two groups.
- Introduced Corporate Management Team (CMT) Roadshows with all employees invited to come along and hear the latest Council news and get involved in shaping some of our future activities – CMT Roadshows were held in June and October 2019 and all sessions were well attended and well received by employees.
- Prepared a workforce survey to be completed in the summer of 2020.
- Carried out a campaign to encourage staff to provide or update their equality information using the Council's self-serve employee system – employees are regularly reminded to check and update their details and a paper form is available for those without access to the self-serve system.
- Assimilation of pay to national pay bands completed

Actions to be delivered in 2020/21

During 2020/21 the Council will undertake the following actions:

- Review the Council's employee engagement mechanisms to enable more staff to get involved.
- Undertake a campaign to encourage staff to provide or update their equality information using the Council's self-serve employee system.
- Review Bullying and Harassment Policy.
- Consider options that support home working and enable greater flexibility.

**For further information about this
Workforce Equality Report please contact
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