

**Workforce  
Equality  
Information  
Report**

**April 2021 –  
March 2022**

## 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 31<sup>st</sup> March 2022, while the data is for the period 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022. 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 = 92,334* *of which 74,681 are aged 16+  (Source: ONS Census 2021)	<b>Headcount</b>	Staff working for HBC = 2011
Male = 47.4%* Female = 52.6%*  * Percentage of population aged 16+  (Source: ONS Census 2021)	<b>Gender</b>	For all posts:  Male = 27.85% Female = 72.15%
66+ = 22.9%* 56-65 = 17.6%* 46-55 = 16.6%* 36-45 = 14.0%* 26-35 = 15.3%* 16-25 = 13.6%*  * Percentage of population aged 16+  (Source: ONS Census 2021)	<b>Age</b>	66+ = 3.08% 56-65 = 27.55% 46-55 = 27.75% 36-45 = 19.84% 26-35 = 16.31% 16-25 = 5.47%

<p>BME = 3.5% White = 96.5%</p> <p>(Source: ONS Census 2021)</p>	<p><b>Ethnicity</b></p>	<p>BME = 0.55% White / Other = 65.94% Undeclared = 33.52%</p>
<p>Christian = 52.5% Buddhist = 0.2% Hindu = 0.2% Jewish = 0.0% Muslim = 1.3% Sikh = 0.2% Other religion = 0.3% No religion = 40.1% Not stated = 5.2%</p> <p>(Source: ONS Census 2021)</p>	<p><b>Religion / Beliefs</b></p>	<p>Christian = 19.79% Buddhist = 0% Hindu = 0% Jewish = 0% Muslim = Suppressed, less than 5 Sikh = 0% Other religion = 1.14% Not stated = 64.15% Prefer not to say = 1.54%</p>
<p>Long-term health problem of disability where day-to-day activities are limited a lot = 11.3%</p> <p>Long-term health problem of disability where day-to-day activities are limited a little = 11.5%</p> <p>Day-to-day activities not limited = 77.1%</p> <p>(Source: ONS Census 2021)</p>	<p><b>Disability</b></p>	<p>Disabled = 1.99% Not disabled = 57.78% Undeclared = 40.23%</p>

## Our workforce profile in 2021/22 compared to our workforce profile in 2020/21

Hartlepool Borough Council Workforce 2020/21		Hartlepool Borough Council Workforce 2021/22
Staff working for HBC = 2017	<b>Headcount</b>	Staff working for HBC = 2011
For all posts: Male = 28.59% Female = 71.41%^	<b>Gender</b>	For all posts: Male = 27.85% Female = 72.15%
66+ = 3.24% 56-65 = 26.27% 46-55 = 28.44% 36-45 = 19.70% 26-35 = 15.98% 16-25 = 6.37%	<b>Age</b>	66+ = 3.08% 56-65 = 27.55% 46-55 = 27.75% 36-45 = 19.84% 26-35 = 16.31% 16-25 = 5.47%
BME = 0.63% White / Other = 64.08% Undeclared = 35.30%	<b>Ethnicity</b>	BME = 0.55% White / Other = 65.94% Undeclared = 33.52%
Christian = 19.31% Buddhist = 0% Hindu = 0% Jewish = 0% Muslim = Suppressed, less than 5 Sikh = 0% Other religion = 1.16% No religion = 10.09% Not stated = 67.79% Prefer not to say = 1.50%	<b>Religion / Beliefs</b>	Christian = 19.79% Buddhist = 0% Hindu = 0% Jewish = 0% Muslim = Suppressed, less than 5 Sikh = 0% Other religion = 1.14% No religion = 13.3% Not stated = 64.15% Prefer not to say = 1.54%

Disabled = 1.93% Not disabled = 55.82% Undeclared = 42.25%	<b>Disability</b>	Disabled = 1.99% Not disabled = 57.78% Undeclared = 40.23%
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^ Please note due to rounding this does not add up to 100%

## Workforce Summary

The data highlights that:

- Almost 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 2021/22 in an attempt to further improve this data.

## Recruitment

The following table sets out the profile of the 1208 internal/external applicants, applying for job vacancies with the Council, during 2021/22 and how this compared with the previous year:

	<b>Applications Received 2020/21</b>	<b>Applications Received 2021/22</b>
<b>Gender</b>	Male = 38.08% Female = 54.28% Unknown = 7.64%	Male = 29.47% Female = 61.51% Unknown = 9.02%
<b>Age</b>	65+ over = 0.40% 55-64 = 8.56% 45-54 = 15.09% 35-44 = 17.72% 25-34 = 25.96% 18-24 = 26.55% Under 18 = 5.73%	65+ over = 0.66% 55-64 = 10.93% 45-54 = 19.54% 35-44 = 20.28% 25-34 = 28.89% 18-24 = 17.14% Under 18 = 2.57%
<b>Ethnicity</b>	BME = 3.16% White / Other = 73.78% Undeclared = 23.06%	BME = 2.40% White / Other = 70.78% Undeclared = 26.82%
<b>Disability</b>	Disabled = 1.84% Not disabled = 72.79% Undeclared = 25.23%	Disabled = 2.07% Not disabled = 67.38% Undeclared = 30.55%

## Recruitment Summary:

- The Council is Disability Confident Committed.





## Leavers

The following table sets out the profile of the 282 employees who left the Council during 2020/21:

<b>Gender</b>	Male = 35.46% Female = 64.54%
<b>Age</b>	66+ = 12.41% 56-65 = 32.98% 46-55 = 12.06% 36-45 = 17.02% 26-35 = 14.54% 16-25 = 10.99%
<b>Ethnicity</b>	BME = Suppressed, less than 5 White / Other = % Undeclared = %
<b>Religion / Beliefs</b>	Christian = 20.92% Other religion = Suppressed, less than 5 No religion = 12.41% Not stated = 64.18% Prefer not to say = Suppressed, less than 5
<b>Disability</b>	Disabled = 1.42% Not disabled = 52.84% Undeclared = 45.74%

### Leavers Summary:

- The turnover rate of the Council for 2021/22 was 13.80%.
- Of those who left the organisation:

Suppressed, less than 5 left by redundancy (includes voluntary & compulsory)

58.51% (65) left by voluntary resignation

13.12% (23) left to retire

27.30% (77) left for other reasons

## Gender Pay Gap

### Pay Gap Summary

The Council's mean gender pay gap

2021/22	2020/21
2.23%	1.61%

The Council's median gender pay gap

2021/22	2020/21
2.03%	1.96%

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 2.23%, which means that male employees, overall, receive, on average, 2.23% more total pay than female employees.

The Council's gender pay gap is below the national public sector mean and median of 13.6% and 15.9%<sup>1</sup> respectively.

ONS 2022 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.

<b><u>Gender Pay Gap – Quartile Analysis by Employee</u></b>					
<b>Gender</b>	<b>Total</b>	<b>Female</b>	<b>Male</b>	<b>Female (%)</b>	<b>Male (%)</b>
Lower Quartile	503	429	74	85.29%	14.71%
Lower Middle Quartile	503	326	177	64.81%	35.19%
Upper Middle Quartile	503	342	161	67.99%	32.01%
Upper Quartile	502	354	148	70.52	29.48
<b>Total</b>	<b>2011</b>	<b>1451</b>	<b>560</b>	<b>72.15%</b>	<b>27.85%</b>

## Employee Engagement

The Council has a number of forums to regularly bring together staff from every department to share their ideas and discuss key issues of importance to the Council. During 2020/21 it has been difficult to maintain and develop these forums whilst dealing with the Covid pandemic.

A new Managing Director was appointed in September 2020 and the Staff Sounding Board was replaced by monthly “Tea with MD” sessions which were made available to all employees and delivered virtually in line with the need for social distancing. These sessions provide an opportunity for employees to chat informally with the Managing Director and share news and ideas. At the height of the Covid pandemic these have provided a vital communication channel.

The Young Employees Group has unfortunately been unable to meet throughout 2020/21 however virtual catch ups were provided. The review of employee engagement mechanisms that will take place during 2021/22 will include the future of the Young Employees Group.

The HBC Managers Forum has continued to meet and has been a vital communication channel during the Covid pandemic. All managers from across the Council are invited to attend these regular sessions with the Managing Director and Assistant Director –Corporate Services and the move to hold these virtually has seen increased attendance.

## Employee Consultation

As part of the Council's Covid-19 Recovery Plan engagement exercise a Workforce Survey was completed in summer 2020. In total 714 employees responded to the survey which was a 36.2% response rate. The purpose of the Survey was to enable the wider workforce to share their thoughts about their health and wellbeing, equipment and resources and feeling connected. In addition 3 virtual discussion sessions for employees were held to enable more detailed discussion and 33 employees took part.

The findings from the survey and virtual discussion sessions informed the development of the Covid-19 Recovery Plan and the Council Plan 2021/22 – 2023/24 which subsequently replaced it.

## 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 2021/22

### During 2021/22 the Council completed the following actions:

- Engaged with Equality Lead from the Local Government Association to review the Council's approach to Equality, Diversity and Inclusion.
- Promoted and delivered Equality, Diversity and Inclusion on-line training which will be accessible for all employees.
- Renewed Disability Committed status and explore moving to the next level.
- Promoted employee benefits to existing employees and applicants.
- Reviewed and updated the following workforce policies.
  - Bereavement
  - Bullying and Harassment
  - Sickness Absence

- Reviewed the Council's employee engagement mechanisms to enable more staff to get involved and introduced:
  - Monthly "Tea with the MD" sessions where employees were invited to attend a virtual meeting with the Managing Director to chat informally and share news and ideas;
  - Virtual meetings of the HBC Managers Forum.
  
- Undertook a Hartlepool-wide Covid-19 Recovery Plan Engagement Exercise during summer 2020 which included the following specific activities for employees:
  - A Workforce Survey – available in paper format and online;
  - 3 virtual discussion sessions for employees.

## Actions to be delivered in 2022/23

### During 2022/23 the Council will undertake the following actions:

- Launch an online Staff Hub which will be used to support consultation and engagement with all employees.
  
- Review the Council's employee engagement mechanisms to enable more staff to get involved.
  
- Deliver a Hybrid Working Pilot and alongside this provide a range of opportunities for employee engagement and consultation to inform the evaluation of the pilot and the future Hybrid Working Policy.
  
- Undertake a campaign to encourage staff to provide or update their equality information using the Council's self-serve employee system.
  
- Achieve Level 2 Disability Confident Status and work towards Level 3.

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