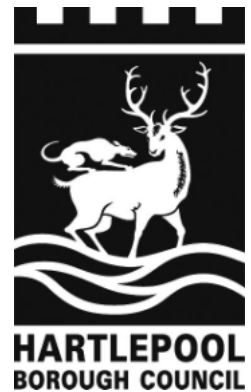


# PERFORMANCE PORTFOLIO DECISION SCHEDULE



**Tuesday 14 February 2012**

**at 10.00 am**

**in Committee Room C, Civic Centre, Hartlepool**

Councillor H Thompson, Cabinet Member responsible for Performance will consider the following items.

**1. KEY DECISIONS**

No items

**2. OTHER ITEMS REQUIRING DECISION**

- 2.1 Registration & Nationality Service Fees and Feedback from an External Review of the Service – *Assistant Chief Executive*
- 2.2 Hartlepool Borough Council's Social Media Presence – *Assistant Chief Executive*
- 2.3 Workers Memorial Day – 28 April 2012 – *Hartlepool Joint Trades Union Committee*
- 2.4 Single Status Agreement Appeals – *Chief Customer and Workforce Services Officer*

**3. ITEMS FOR INFORMATION**

- 3.1 Publishing Equality Information & Objectives – *Assistant Chief Executive*
- 3.2 Statutory Workforce Equality Data Reporting Requirements – *Chief Customer and Workforce Services Officer*

**4. REPORTS FROM OVERVIEW OF SCRUTINY FORUMS**

No items

## **PERFORMANCE PORTFOLIO**

Report to Portfolio Holder

14 February 2012



**Report of:** Assistant Chief Executive

**Subject:** REGISTRATION & NATIONALITY SERVICE FEES AND  
FEEDBACK FROM AN EXTERNAL REVIEW OF THE  
SERVICE

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### SUMMARY

#### **1. PURPOSE OF REPORT**

To agree new fees in relation to Registration and Nationality Service activities for the financial year 2012-13 and to provide feedback on an external review of the service.

#### **2. SUMMARY OF CONTENTS**

The report includes a review of the structure of fees in relation to marriages, civil partnerships, renewal of vows, naming ceremonies and individual citizenship ceremonies together with a review of other ad hoc fees. Feedback from a service review by the Registrar General's account manager for Hartlepool is also included.

#### **3. RELEVANCE TO PORTFOLIO MEMBER**

The portfolio holder is responsible for Registration matters.

#### **4. TYPE OF DECISION**

Non-key decision.

#### **5. DECISION MAKING ROUTE**

Performance Portfolio meeting of 14 February 2012.

#### **6. DECISION(S) REQUIRED**

Approval to revised fees.

**Report of:** Assistant Chief Executive

**Subject:** REGISTRATION & NATIONALITY SERVICE FEES AND  
FEEDBACK FROM AN EXTERNAL REVIEW OF THE  
SERVICE

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## **1. PURPOSE OF REPORT**

- 1.1 To agree new fees in relation to Registration and Nationality Service activities for the financial year 2012-13 and to provide feedback on an external review of the service.

## **2. BACKGROUND**

- 2.1 The fees in relation to the Registration & Nationality Service are in 2 parts - the statutory fees and non-statutory fees. The statutory fees are set by the Registrar General following approval by government. The non-statutory fees are set by the local authority to reflect their reasonable costs of providing services.
- 2.2 The main fees that are non-statutory relate to the provision of ceremonies and the nationality checking service. The current level of fees is attached at Appendix 1. Those items marked with an asterisk are statutory fees and remain unchanged.
- 2.3 Ceremonies that are undertaken by the Registrars include marriages, civil partnerships, renewal of vows, children's naming ceremonies and group and individual citizenship ceremonies. Fees are set according to a number of criteria including the venue, day of the week and time of the ceremony such as whether it is during normal office hours or on an evening or weekend.
- 2.4 The fees for ceremonies at the de-commissioned marriage room, currently the Middlegate Room at the Borough Hall, are set to take account of the size of the room and the number of guests that can be accommodated. Ceremonies can also be held at approved premises and those fees are set to reflect the additional requirements at outside premises. There are currently 12 different charges for the range of ceremonies provided.
- 2.5 Hartlepool Borough Council fees are mostly lower than those of neighbouring authorities although the numbers of ceremonies that are undertaken in Hartlepool are also lower. Ceremony numbers have fallen slightly this year though final figures will not be available until mid March.
- 2.6 The nationality checking service is provided on behalf of the UK Border Agency (UKBA). Local authorities who offer this service are able to set a fee to recover the cost of checking applications prior to submitting them to UKBA. This service is similar to the passport checking service offered by the Post Office though for nationality checking, the process is much more

detailed. Currently around 430 nationality checks are undertaken by the team each year.

- 2.7 Fees and charges for all non-statutory services are usually reviewed annually to take account of inflation, changes to income streams and financial pressures.

- 2.8 Last year, fees and charges were increased in line with inflation.

### **3. PROPOSALS FOR REGISTRATION FEE LEVELS FOR 2012-13**

- 3.1 The current fees have been reviewed and proposals for 2012-13 are attached at Appendix 2.

- 3.2 The proposed fees have been simplified with the number of charges for ceremonies being reduced. It is proposed that ceremony fees will be based firstly on whether a ceremony takes place during or outside office hours. The venue is the second element that is taken into account with the Register Office's ceremonies venue located in the Middlegate Room at the Borough Hall being lower than approved premises fees. The lower price of the Middlegate Room (known as a decommissioned marriage room) is to ensure that the local authority can provide a venue for couples who do not wish to go to large premises, eg hotels, that only provides ceremony packages including catering etc. The General Register Office good practice guide recommends that all Register Offices provide a reasonably priced venue for a smaller number of guests, say up to 40 people.

- 3.3 The proposal simplifies the fees by amalgamating those held during office hours on Monday to Friday and setting the fee nearer to the Friday charge as this better reflects the cost of provision. For weekend and out of normal office hours ceremonies, fees have also been amalgamated as there is no difference in the additional enhancements paid to staff for working either Saturday or Sunday. Sunday ceremonies are limited and the reduction in fee level will not adversely impact on the overall income targets. The remaining ceremony fees relate to bank holidays.

- 3.4 When comparing the proposed fees against neighbouring authorities, for both the Middlegate room and approved premises, the majority are less than the regional average though it is difficult to benchmark accurately as each authority has different charging periods such as midweek, Fridays, evenings, weekends, bank holidays etc. The proposed fees for ceremonies on bank holidays are highest to take account of additional payments to staff though very few ceremonies are held on these days.

- 3.5 At recent regional meetings with other local authorities, alternate income streams have been considered. Some local authorities provide standard ceremonies with a limited choice of words and music. They also provide enhanced ceremonies with a more personalised service at an additional cost. These enhanced ceremonies can include a discussion meeting prior to the ceremony, an extended choice of words and readings and an

opportunity to provide their own music, subject to copyright laws. We currently offer couples a discussion and extended choices as part of our standard provision. Provision of standard and enhanced ceremonies should be investigated further as an opportunity for an additional income stream.

- 3.6 We currently undertake limited numbers of alternative ceremonies, such as renewal of vows and children's naming ceremonies, and this is an area where marketing activities may help to increase take up particularly in relation to naming ceremonies. The proposed fee for alternative civil ceremonies has been reduced in an attempt to increase the take up of this service area and also takes account of the requirement for only one member of staff to be in attendance. The costs of providing this service will be met from the reduced fee.
- 3.7 Notice of marriage or civil partnership can be given 12 months in advance of the ceremony date. If customers wish to book a date earlier than this, a £25 fee is charged to reserve the booking. In order to standardise the process and ensure that bookings are confirmed by customers, it is proposed that the reservation fee be replaced by an advance booking fee that acts as a deposit against the ceremony charges. The proposed fee of £50 would be payable for all reservations and would be collected from each couple at the time of booking. The full balance would be payable when official notice is given by the couples. For couples who do not live within the Borough, the full ceremony fee would be collected at the time of booking.
- 3.8 Hartlepool provides a nationality checking service for anyone wanting to apply for British citizenship. The service is well used by customers from around the region and more widely from other parts of the country. The current fee is low in comparison to other local authorities and the proposal is to increase the fee by 15% which will more accurately reflect the average amount of time required to process an application.

#### **4. FINANCIAL CONSIDERATIONS**

- 4.1 A comparison table is included at Appendix 3 that details the increases and decreases in proposed fees for 2012-13 in relation to ceremonies. Appendix 4 details the increases for other fees.
- 4.2 The number of ceremonies has fallen again this year resulting in less income though the nationality checking service has remained static ensuring that the income target across the whole service is met.
- 4.3 Fee levels of neighbouring authorities have been considered in setting the new fees and charges for ceremony provision. Although there are higher than inflation increases for some fees, others have remained the same or reduced to ensure that ceremony provision is still affordable for Hartlepool residents.

- 4.4 Income will be closely monitored on a monthly basis to ensure that targets are being met.

## 5. GENERAL REGISTER OFFICE SERVICE REVIEW

- 5.1 In November last year, the Registrar General's office (GRO) undertook a standard service review that was their first visit since the Register Office was relocated to the Civic Centre. Reviews are usually undertaken every 18 months to 2 years.
- 5.2 The terms of reference for the review were
- (i) To examine
    - the structure and oversight of the service;
    - the technical proficiency of staff in relation to superintendent registrar duties, and service attainment against related Good Practice Guide (GPG) statutory standards;
    - key performance indicator monitoring systems and service attainment them;
    - the customer journey whilst accessing the service and attainment against related GPG standards.
  - (ii) To identify existing strengths and proffer recommendations for improvement.
  - (iii) To report on any other noteworthy issue that is identified during the review.
- 5.3 Overall the findings of the service review are very positive and are summarised by GRO as

*Hartlepool is a relatively small registration district within the North East. The service has recently undergone substantial transformation as the council seeks to align registration with other customer-facing services, and to improve business processes. Relocation to the Civic Centre has seen the registration service further integrated into the corporate fold and allowed it to take good advantage of corporate resource and expertise. This has particularly been the case with administrative and back-office functions, which have successfully been migrated to the contact centre and support service staff. Overall, we consider the transformation process to have been positive and conducive to future service development.*

- 5.4 The review report details strengths and innovations and areas for development and the key findings are summarised below.

Strengths and Innovations	Areas for development
<ul style="list-style-type: none"> <li>• Effective strategic and operational management structure for the service</li> <li>• Service delivery model integrates the registration service and utilises corporate resource and expertise</li> <li>• A degree of multi-skilling amongst registration staff provides some service flexibility</li> <li>• Ceremony options and enhancements provided to couples</li> <li>• Excellent performance in respect of timely registration of events</li> <li>• Very good attainment against most Key Performance Indicators (KPI)</li> <li>• Corporate customer charter in place and very good standard of customer care observed</li> <li>• Good customer access to the service</li> <li>• Good range of non-statutory services on offer</li> </ul>	<ul style="list-style-type: none"> <li>• There is a need to up-skill registration staff and to develop a succession plan</li> <li>• A customer survey or alternative mechanism is required to establish customer satisfaction levels and inform service planning and provision</li> <li>• There is a need to develop service literature and website</li> </ul>

5.5 Areas identified for development are being addressed and, where appropriate, will be included in the Registration & Nationality Service Development Plan.

## 6. RECOMMENDATIONS

6.1 The Portfolio holder is requested to agree that -

6.1.1 The fees included in Appendix 2 are implemented with effect from 1 April 2012 excluding ceremonies that have already been paid for in full.

6.1.2 The advance booking fee is implemented with immediate effect.

6.1.3 A project is undertaken to consider provision of standard and enhanced ceremonies.

6.1.4 That the findings of the GRO service review are noted.

**7. REASONS FOR RECOMMENDATIONS**

- 7.1 To ensure that the fees remain competitive and achieve income targets for the financial year 2012-13.

**8 CONTACT OFFICER**

Christine Armstrong  
Customer & Support Services Manager  
Chief Executive's Department  
Email: [christine.armstrong@hartlepool.gov.uk](mailto:christine.armstrong@hartlepool.gov.uk)



<b>Hartlepool Register Office - Fees April 2011 to Mar 2012</b>					<b>APPENDIX 1</b>
<b>CIVIL CEREMONIES</b>					
<b>All ceremony fees include provision of 1 certificate</b>					
	Office Hours Monday to Thursday	Office Hours Friday	Mon to Fri after 4.30 pm and all day Saturday	Sundays and Bank Holidays	
Marriages and Civil Partnerships in Superintendent Registrar's Office	<b>£43.50*</b>	<b>£43.50*</b>	<b>N/A</b>	<b>N/A</b>	
Marriages and Civil Partnerships in: Middlegate Room, Borough Hall	<b>£106.00</b>	<b>£133.50</b>	<b>£223.50</b>	<b>£321.50</b>	
Marriages and Civil Partnerships in: Approved Premises	<b>£283.50</b>	<b>£328.00</b>	<b>£348.50</b>	<b>£409.50</b>	
Alternative Civil Ceremonies, ie Naming Ceremonies or Renewal of Vows	<b>£171.00</b>	<b>£197.00</b>	<b>£244.50</b>	<b>£276.00</b>	
Individual Citizenship Ceremonies in the Superintendent Registrar's Office, per family	<b>£66.50</b>	<b>£77.00</b>	<b>£102.50</b>	<b>£205.00</b>	
Individual Citizenship Ceremonies at approved premise, per family	<b>£102.50</b>	<b>£118.00</b>	<b>£138.50</b>	<b>£236.00</b>	

<b>OTHER FEES IN RELATION TO BOOKINGS AND PREMISES</b>			
Notice of Intention of Marriage or Civil Partnership (each person)		<b>£33.50*</b>	
Advance Ceremony Booking Fee - non-refundable for bookings made more than 12 months in advance		<b>£25.00</b>	
Inspection of other premises for Naming Ceremonies, Renewal of Vows and Citizenship Ceremonies		<b>£49.00</b>	
Approval of Premises as venue for Marriages and Civil Partnerships	Initial Application	<b>£948.00</b>	
	Renewal	<b>£948.00</b>	
	Appeal against Refusal	<b>£251.00</b>	

<b>NATIONALITY CHECKING SERVICE</b>	
Initial Application	<b>£56.50</b>
Each Minor application (jointly or separately)	<b>£18.50</b>

<b>CERTIFICATES</b>	
<b>New Registrations</b>	
Certificates issued by a Registrar of Birth and Deaths at the time of registration	<b>£3.50*</b>
Certificates issued by a Registrar of Birth and Deaths after registration	<b>£7.00*</b>

<b>From Archived Registers</b>	
Certificates issued and available for collection (target production within one week)	<b>£9.00*</b>
Certificates issued and sent 'Recorded Delivery' (target production within one week)	<b>£10.00</b>
Certificates issued and available for collection within 24 hours	<b>£15.00</b>
Certificates issued and posted within 24 hours via 'Recorded Delivery'	<b>£16.00</b>

<b>Postage and Handling Charges</b>	
Guaranteed Next Day Delivery Service is available at cost where an application is made before 11 am (details available on request)	
Requests for certificates to be issued using standard mail services will attract a postage and handling charge of 50 pence - Note that no responsibility can be accepted for non-delivery of certificates if using standard service.	

APPENDIX 2

Hartlepool Register Office – Fees April 2012 to March 2013			
CIVIL CEREMONIES			
All ceremony fees include provision of 1 certificate			
	Office Hours	Evenings and weekends	Bank Holidays
Marriages and Civil Partnerships in Superintendent Registrar's Office	£43.50*	N/A	N/A
Marriages and Civil Partnerships in: Middlegate Room, Borough Hall	£135.00	£230.00	£350.00
Marriages and Civil Partnerships in: Approved Premises	£290.00	£390.00	£500.00
Alternative Civil Ceremonies, ie Naming Ceremonies, Renewal of Vows and Individual Citizenship Ceremonies	£135.00	£230.00	£350.00
Individual Citizenship Ceremony in Superintendent Registrar's Office	£78.00	N/A	N/A
OTHER FEES IN RELATION TO BOOKINGS AND PREMISES			
Notice of Intention of Marriage or Civil Partnership (each person)		£33.50*	
Advance Ceremony Booking Fee - non-refundable to reserve Registrar for ceremony		£50.00	
Inspection of other premises for Naming Ceremonies, Renewal of Vows and Citizenship Ceremonies		£50.00	
Approval of Premises as venue for Marriages and Civil Partnerships	Initial Application		£970.00
	Renewal		£970.00
	Appeal against Refusal		£260.00
NATIONALITY CHECKING SERVICE			
Initial Application		£65.00	
Each Minor application (jointly or separately)		£20.00	
CERTIFICATES			
New Registrations			
Certificates issued by a Registrar of Birth and Deaths at the time of registration			£3.50*
Certificates issued by a Registrar of Birth and Deaths after registration			£7.00*
From Archived Registers			
Certificates issued and available for collection (target production within one week)			£9.00*
Certificates issued and sent 'Recorded Delivery' (target production within one week)			£11.00
Certificates issued and available for collection within 24 hours			£15.00
Certificates issued and posted within 24 hours via 'Recorded Delivery'			£17.00
Postage and Handling Charges			
Guaranteed Next Day Delivery Service is available at cost where an application is made before 11 am (details available on request)			
Requests for certificates to be issued using standard mail services will attract postage and handling charge of £1 - Note that no responsibility can be accepted for non-delivery of certificates if using standard service.			

\* Statutory Fee

## APPENDIX 3

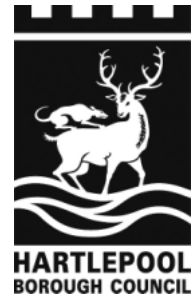
Hartlepool Register Office - Fees Comparison for Ceremonies					
	Office Hours Monday to Thursday	Office Hours Friday	Mon to Fri after 4.30 pm and all day Saturday	Sundays	Bank Holidays
Marriages and Civil Partnerships in Superintendent Registrar's Office	£43.50	£43.50	N/A	N/A	N/A
<b>Proposed Fees for 2012-13</b>	<b>£43.50</b>	<b>£43.50</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
Marriages and Civil Partnerships in: Middlegate Room, Borough Hall	£106.00	£133.50	£223.50	£321.50	£321.50
<b>Proposed Fees for 2012-13</b>	<b>£135.00</b>	<b>£135.00</b>	<b>£230.00</b>	<b>£230.00</b>	<b>£350.00</b>
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Alternative Civil Ceremonies, ie Naming Ceremonies or Renewal of Vows	£171.00	£197.00	£244.50	£276.00	£276.00
<b>Proposed Fees for 2012-13</b>	<b>£135.00</b>	<b>£135.00</b>	<b>£230.00</b>	<b>£230.00</b>	<b>£350.00</b>
Individual Citizenship Ceremonies in the Superintendent Registrar's Office, per family	£66.50	£77.00	£102.50	£205.00	£205.00
<b>Proposed Fees for 2012-13</b>	<b>£78.00</b>	<b>£78.00</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
Individual Citizenship Ceremonies at approved premise, per family	£102.50	£118.00	£138.50	£236.00	£236.00
<b>Proposed Fees for 2012-13</b>	<b>£135.00</b>	<b>£135.00</b>	<b>£230.00</b>	<b>£230.00</b>	<b>£350.00</b>

## APPENDIX 4

<b>COMPARISON OF OTHER FEES</b>			
		<b>2011-12</b>	<b>2012-13</b>
Notice of Intention of Marriage or Civil Partnership (each person)		<b>£33.50*</b>	<b>£33.50*</b>
Advance Ceremony Booking Fee - non-refundable for bookings made more than 12 months in advance		<b>£25.00</b>	<b>£50.00</b>
Inspection of other premises for Naming Ceremonies, Renewal of Vows and Citizenship Ceremonies		<b>£49.00</b>	<b>£50.00</b>
Approval of Premises as venue for Marriages and Civil Partnerships	Initial Application	<b>£948.00</b>	<b>£970.00</b>
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	Appeal against Refusal	<b>£251.00</b>	<b>£260.00</b>
<b>NATIONALITY CHECKING SERVICE</b>			
Initial Application		<b>£56.50</b>	<b>£65.00</b>
Each Minor application (jointly or separately)		<b>£18.50</b>	<b>£20.00</b>
<b>CERTIFICATES</b>			
<b>New Registrations</b>			
Certificates issued by a Registrar of Birth and Deaths at the time of registration		<b>£3.50*</b>	<b>£3.50*</b>
Certificates issued by a Registrar of Birth and Deaths after registration		<b>£7.00*</b>	<b>£7.00*</b>
<b>From Archived Registers</b>			
Certificates issued and available for collection (target production within one week)		<b>£9.00*</b>	<b>£9.00*</b>
Certificates issued and sent 'Recorded Delivery' (target production within one week)		<b>£10.00</b>	<b>£11.00</b>
Certificates issued and available for collection within 24 hours		<b>£15.00</b>	<b>£15.00</b>
Certificates issued and posted within 24 hours via 'Recorded Delivery'		<b>£16.00</b>	<b>£17.00</b>
<b>Postage and Handling Charges</b>			
Guaranteed Next Day Delivery Service is available at cost where an application is made before 11 am (details available on request)			
Requests for certificates to be issued using standard mail services will attract postage and handling charges of £1 - Note that no responsibility can be accepted for non-delivery of certificates if using standard service.			

## **PERFORMANCE PORTFOLIO HOLDER**

**14 February 2012**



Report of: Assistant Chief Executive

Subject: HARTLEPOOL BOROUGH COUNCIL'S SOCIAL  
MEDIA PRESENCE

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### **SUMMARY**

#### **1. PURPOSE OF REPORT**

- 1.1 To inform the Performance Portfolio Holder of plans to formalise arrangements and structural content for Hartlepool Borough Council's Social Media Presence.

#### **2. SUMMARY OF CONTENTS**

- 2.1 This report sets out the background to the development of a social media policy and structure for Hartlepool Borough Council's Facebook presence.

#### **3. RELEVANCE TO PORTFOLIO MEMBER**

- 3.1 Social media and its development falls under the roles and responsibilities of the Performance Portfolio Holder.

#### **4. TYPE OF DECISION**

- 4.1 Non key.

#### **5. DECISION MAKING ROUTE**

- 5.1 Portfolio Holder only.

#### **6. DECISION(S) REQUIRED**

- 6.1 That the Performance Portfolio Holder notes the report indicating how and if they wish to be involved of the launch of Hartlepool Borough Council's social media.

**Report of:** Assistant Chief Executive

**Subject:** Hartlepool Borough Council's Social Media Presence

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## **1. PURPOSE OF REPORT**

- 1.1 To inform the Performance Portfolio Holder of plans to formalise arrangements and structural content for Hartlepool Borough Council's Social Media Presence.

## **2. BACKGROUND**

- 2.1 Social Media offers not only a cost effective method of customer service transactions<sup>1</sup>, but also an important way of communicating with younger members of our community<sup>2</sup>. Worldwide by the end of 2010 there were around 600 million users of Facebook, 175 million users of Twitter, 5 billion photos hosted on Flickr and 2 billion videos watched per day on YouTube.<sup>3</sup>
- 2.2 On 18 April 2011 Cabinet approved an action plan by the Young People's Representatives of the Children's Services Scrutiny Forum, following their investigation into the Council's use of Social Networking.
- 2.3 Subsequently a Social Media Group was set up, with relevant officers from the three Departments, to address issues such as the production of a corporate social media policy; ensuring safeguarding issues are addressed in terms of social media correspondence; and recommendations in relation to the formalisation and structural content for Hartlepool Borough Council's social media presences.
- 2.4 Currently we are aware of around thirty HBC social media presences (see **Appendix A**) across four main social media sites, these being Facebook, Twitter, YouTube and Flickr.

## **3. KEY ISSUE**

- 3.1 With formal arrangements around the structure and content of the Council's social media presences, we can protect the Hartlepool Borough Council image, keeping those creating and accessing Council social media sites as safe as possible

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<sup>1</sup> The Society of Information Technology Management costed customer service transactions by web at 27p; by phone at £3.22; and face to face at £6.56

<sup>2</sup> ONS, Internet Access Quarterly Update, May 2011, stated that 98.7% of 16-24 year olds had used the Internet

<sup>3</sup> 'Internet 2010 in numbers', Pingdom, 12 January 2011

## 4. PROPOSALS

4.1 With Facebook being the largest social media site, where HBC has the most presences (twelve) and the most logical to create a social media structure to fit the needs of HBC, the following structure is proposed:-

- (i) That the 'landing page' for the Corporate Facebook page is reshaped as shown in **Appendix B**;
- (ii) In line with proposal (i) there is a restriction on the number of additional Facebook pages (unless a business case can be made) to the following areas;

- (a) **Hartlepool Borough Council Information**

- Corporate Page
- Links to press releases
- Information which does not belong on other Pages

- (b) **What's Happening Hartlepool (HBC)**

- Details of activities and events of particular appeal to residents
- Details of exercise classes
- Notifications regarding sports facilities e.g. sports hall availability
- Details of events taking place in the libraries, Summerhill, museum, parks, Arts Hartlepool shop etc
- Details of Special Events e.g. Spoo-Quay, fireworks displays
- Upcoming theatre performances, comedy night and exhibitions

- (c) **Need to Know Hartlepool (HBC)**

- Time-sensitive updates for people who live, learn or work in Hartlepool.
- Details of roadworks / road closures
- Details of school closures
- Winter gritting updates
- Details of any changes to services due to unforeseen circumstances
- Weather warnings / Major Incidents affecting the local area

- (d) **Hartlepool Dog Warden Service (HBC)**

- Updates from the Dog Warden Service
- Lost / Stray and Rehoming of Dogs
- Details of micro chipping events

- (e) **Hartlepool Integrated Youth Support Service (HBC)**

- Details on services offered by the Integrated Youth Support Service (IYSS)

- A series of ‘closed’ groups, which the Page administrator can ‘authorise’ access to for individual young people IYSS work with
- (iii) That all HBC Facebook pages (excluding the Corporate page) are branded as follows:-
  - (a) Title of Facebook page to include “(HBC)” at the end; and
  - (b) Profile picture on Facebook page to include link back to Corporate Facebook page and small HBC logo (see Figure 1)
  - (c)



Figure1: Example of image with clickable link to Corporate Facebook Page

## 5. TIMESCALES

- 5.1 In order to properly ‘launch’ Hartlepool Borough Council’s use of social media, the Portfolio Holder is asked to note the following timescales:-
- (i) CMT – 23 January 2012  
To seek approval for the proposals for formalisation of the HBC social media presences.
  - (ii) Social Media Briefing – 26 & 27 January 2012  
To provide advice, guidance and training for HBC staff providing social media content on behalf of HBC.
  - (iii) ‘Soft’ Launch – 3 February 2012  
All HBC presences on Facebook that aren’t part of the structure identified under 4.1(ii) have a note placed on them identifying where ‘followers’ should go and the ‘new’ Pages are updated by relevant staff.



- (iv) Performance Portfolio Holder – 14 February 2012  
To provide an update on the formalisation of HBC social media presences.
- (v) Public Launch – 2 March 2012  
Once phase (iii) is complete all Facebook Pages not identified under 4.1(ii) are deleted and a public launch of HBC's social media presences is co-ordinated by the PR Team.
- (vi) Review – September 2012  
A review will be undertaken into HBC's social media presences and if the structure is still appropriate in September 2012.

## 6. FUTURE DEVELOPMENTS

- 6.1 Section 4 only details the appropriate action for HBC's current presence on Facebook. There will need to be a similar, although quicker due to the lessons learnt from this process, activity for the Council's presence on other social media sites, such as Twitter, Flickr and YouTube.
- 6.2 There is also the potential to utilise social media as a different way of contacting and dealing with online and printed press sources and this needs to be considered as HBC's use of social media develops.

## 7. RECOMMENDATION

- 7.1 That the Performance Portfolio Holder:-
  - (a) notes the proposed structure under paragraph 4; and
  - (b) considers how and if they wish to be involved in the Public Launch of Hartlepool Borough Council's social media presences identified under paragraph 5.1(v).

**Contact Officer:-** Andrew Atkin – Assistant Chief Executive  
Chief Executive's Department  
Hartlepool Borough Council  
Tel: 01429 523040  
e-mail: [Andrew.atkin@hartlepool.gov.uk](mailto:Andrew.atkin@hartlepool.gov.uk)

## HBC Social Media Presences (13/1/12)

## Appendix A

Name	Social Media Site	Public Interest	Link
Museum of Hartlepool (Yuffy)	Audioboo	14 Audios; 2 Followers	<a href="http://audioboo.fm/YuffyMOH?page=1">http://audioboo.fm/YuffyMOH?page=1</a>
Eat in Hartlepool	Facebook	53 Likes	<a href="http://www.facebook.com/eatinhartlepool">http://www.facebook.com/eatinhartlepool</a>
Hartlepool Borough Council (Corporate)	Facebook	61 Likes	<a href="http://www.facebook.com/hartlepoolcouncil?ref=ts&amp;sk=info">http://www.facebook.com/hartlepoolcouncil?ref=ts&amp;sk=info</a>
Hartlepool Dog Warden Service	Facebook	230 Likes	<a href="http://www.facebook.com/Dogwardenhpool">http://www.facebook.com/Dogwardenhpool</a>
Hartlepool Integrated Youth Service	Facebook	Currently Unpublished	<a href="http://www.facebook.com/pages/Hartlepool-Borough-Council-Sport-and-Recreation/130112617006366?ref=ts#!/pages/Hartlepool-Integrated-Youth-Support-Service/274444615931781">http://www.facebook.com/pages/Hartlepool-Borough-Council-Sport-and-Recreation/130112617006366?ref=ts#!/pages/Hartlepool-Integrated-Youth-Support-Service/274444615931781</a>
Hartlepool Tall Ship's Races 2010	Facebook	Event = 1,985 Going	<a href="http://www.facebook.com/events/48953389727/">http://www.facebook.com/events/48953389727/</a>
Hartlepool's Maritime Experience	Facebook	270 Likes	<a href="http://www.facebook.com/pages/Hartlepool's-Maritime-Experience/33088006556">http://www.facebook.com/pages/Hartlepool's-Maritime-Experience/33088006556</a>
Museum of Hartlepool (Friends of Yuffy)	Facebook	Group - last post 1/2/11	<a href="http://www.facebook.com/group.php?gid=127590847266284&amp;v=wall#!/group.php?gid=127590847266284&amp;v=wall">http://www.facebook.com/group.php?gid=127590847266284&amp;v=wall#!/group.php?gid=127590847266284&amp;v=wall</a>
Museum of Hartlepool (Friends of YuffyMOH)	Facebook	35 Likes	<a href="http://www.facebook.com/group.php?gid=127590847266284&amp;v=wall#!/pages/Friends-of-YuffyMOH/136638103029029">http://www.facebook.com/group.php?gid=127590847266284&amp;v=wall#!/pages/Friends-of-YuffyMOH/136638103029029</a>
Museum of Hartlepool (Yuffy)	Facebook	Last post 5/9/11	<a href="http://www.facebook.com/group.php?gid=127590847266284&amp;v=wall#!/yuffy.moh?sk=wall">http://www.facebook.com/group.php?gid=127590847266284&amp;v=wall#!/yuffy.moh?sk=wall</a>
Safer Hartlepool	Facebook	169 Friends	<a href="http://en-gb.facebook.com/people/Safer-Hartlepool/100001632457326">http://en-gb.facebook.com/people/Safer-Hartlepool/100001632457326</a>
Sports and Recreation	Facebook	145 Likes	<a href="http://www.facebook.com/pages/Hartlepool-Borough-Council-Sport-and-Recreation/130112617006366?ref=ts">http://www.facebook.com/pages/Hartlepool-Borough-Council-Sport-and-Recreation/130112617006366?ref=ts</a>
What's Happening Hartlepool	Facebook	67 Likes	<a href="http://www.facebook.com/pages/Whats-Happening-Hartlepool/195516673844951">http://www.facebook.com/pages/Whats-Happening-Hartlepool/195516673844951</a>
Museum of Hartlepool	Flickr	5,342 Views, 223 Photos	<a href="http://www.flickr.com/photos/hartlepool_museum/">http://www.flickr.com/photos/hartlepool_museum/</a>
Museum of Hartlepool (Yuffy)	Flickr	Nothing listed	<a href="http://www.flickr.com/groups/yuffymoh/">http://www.flickr.com/groups/yuffymoh/</a>
Eat in Hartlepool	Twitter	52 Followers	<a href="http://twitter.com/#!/eatinhartlepool">http://twitter.com/#!/eatinhartlepool</a>
Hartlepool Borough Council (Corporate)	Twitter	208 Followers	<a href="http://twitter.com/#!/HpoolCouncil">http://twitter.com/#!/HpoolCouncil</a>
Hartlepool Library	Twitter	199 Followers	<a href="http://twitter.com/#!/HartlepoolLibs">http://twitter.com/#!/HartlepoolLibs</a>
Hartlepool Maritime Experience	Twitter	1,785 Followers	<a href="http://twitter.com/#!/hartlepoolquays">http://twitter.com/#!/hartlepoolquays</a>
Hartlepool Now	Twitter	172 Followers	<a href="https://twitter.com/#!/hartlepoolnow">https://twitter.com/#!/hartlepoolnow</a>
Hartlepool Tourism	Twitter	154 Followers	<a href="http://twitter.com/#!/dest_hartlepool">http://twitter.com/#!/dest_hartlepool</a>
Museum of Hartlepool (Yuffy)	Twitter	1,977 Followers	<a href="http://twitter.com/#!/YuffyMOH">http://twitter.com/#!/YuffyMOH</a>
Safer Hartlepool	Twitter	48 Followers	<a href="http://twitter.com/#!/saferhartlepool">http://twitter.com/#!/saferhartlepool</a>
What's Happening Hartlepool	Twitter	185 Followers	<a href="http://twitter.com/#!/WHHartlepool">http://twitter.com/#!/WHHartlepool</a>
Arts and Outreach Hartlepool	YouTube	24 Uploads; 2 Subscribers; 576 Upload Views	<a href="http://www.youtube.com/user/NetsukeAnimated">http://www.youtube.com/user/NetsukeAnimated</a>
Hartlepool Collections	YouTube	20 Videos; 3 Subscribers; 1,674 Upload Views	<a href="http://www.youtube.com/user/HartlepoolCollection?blend=10&amp;ob=5">http://www.youtube.com/user/HartlepoolCollection?blend=10&amp;ob=5</a>
Hartlepool Museums	YouTube	7 Videos; 8 Subscribers; 13,622 Video Views	<a href="http://www.youtube.com/user/hpoolmuseums">http://www.youtube.com/user/hpoolmuseums</a>
Hartlepool Now	YouTube	19 Videos; 1 Subscriber; 3,616 Upload Views	<a href="http://www.youtube.com/user/hartlepoolnow">http://www.youtube.com/user/hartlepoolnow</a>
Museum of Hartlepool (Yuffy)	YouTube	3 Videos; 61 Video Views	<a href="http://www.youtube.com/yuffymoh">http://www.youtube.com/yuffymoh</a>



Hartlepool Borough Council  
on Facebook

Hartlepool Borough Council  
on the web

Not everybody realises it, but we provide hundreds of different services to the people of Hartlepool.

From art galleries and beach lifeguards to dog wardens, libraries, sports centres and street lighting, we have 5 different Facebook pages to keep you up-to-date with the services that matter most to you.

If you would like to receive updates from any of our services, click the "Like" button under its photograph.



#### Hartlepool Borough Council information

Updates on our latest projects, primarily for Hartlepool residents and business owners.



61 people like this.



#### Hartlepool activities and family events

Keep active and get out and about in Hartlepool. Includes updates about:

- Sports and leisure centres
- Parks and country parks



61 people like this.



#### Hartlepool Dog Warden Service (HBC)

For information about:

- Dogs lost and found
- Dogs ready for rehoming
- Details of free microchipping



61 people like this.



#### Need to Know Hartlepool (HBC)

Up-to-the-minute information for people who live, work and learn in Hartlepool. Topics covered include:

- Extreme weather warnings
- Information about any major incidents
- Changes to services due to unforeseen circumstances
- Road closures and roadworks
- School closures
- Winter gritting



61 people like this.



#### What's Happening Hartlepool (HBC)

Upcoming events, entertainment and things to do in Hartlepool. Includes details of:

- Theatre performances and comedy nights
- Hartlepool's Maritime Experience
- Art gallery and museum exhibitions
- Festivals and special events
- Library activities and events

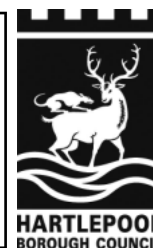


61 people like this.

## PERFORMANCE PORTFOLIO

Report to Portfolio Holder

14 February 2012



**Report of:** Chief Customer and Workforce Services Officer

**Subject:** WORKERS MEMORIAL DAY

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### SUMMARY

#### 1. PURPOSE OF REPORT

To present a request from the Hartlepool Joint Trades Union Committee for the Council to recognise and support Workers memorial Day on 28 April 2012.

#### 2. SUMMARY OF CONTENTS

A letter from the Hartlepool Joint trades Union Committee is attached which includes information about arrangements for Workers Memorial Day.

#### 3. RELEVANCE TO PORTFOLIO MEMBER

Corporate Issues.

#### 4. TYPE OF DECISION

Non Key.

#### 5. DECISION MAKING ROUTE

Portfolio meeting only.

#### 6. DECISION(S) REQUIRED

To consider the request from the Hartlepool Joint Trades Union Committee that:

- a) The Authority considers promoting a minutes silence in Council Buildings and to Council staff at 12.30pm on Saturday 28<sup>th</sup> April 2012, in remembrance of 'those workers who have lost their lives through industrial accident or disease.

- b) The Authority gives consideration to authorising the lowering of flags on public buildings on Saturday 28<sup>th</sup> April 2012.
- c) The Authority gives consideration to allowing the sale of the Workers Memorial Day Remembrance forget-me-not purple ribbons on Council premises to staff and public.
- d) The Authority gives consideration to assisting in promoting / publicising the event to the wider public
- e) The Authority authorizes the use of Council Premises on Saturday 8<sup>th</sup> April 2012 for the service and for guests before / after the Workers Memorial Day Service & Wreath Laying Ceremony.

## HARTLEPOOL JOINT TRADES UNION COMMITTEE

Chair:- S J Williams

Secretary:- E Jeffries  
Union Suite  
Edgar Philips Building  
c/o 1 Church Street  
Hartlepool  
TS24 7DS

Tel:- 01429 523868

Fax:- 01429 523869

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Joanne Machers  
Chief Personnel Officer  
Hartlepool Borough Council

Dear Joanne,

### Report to HBC Performance Portfolio.

## April 28<sup>th</sup> - Workers Memorial Day

Please see attached a updated report from Hartlepool Trades Union Council on arrangements for the Workers Memorial Day Service, Saturday 28<sup>th</sup> April 2012, 12.30pm, Christchurch TIC & Art Gallery, Church Square, Hartlepool with guest speakers including Ronnie Draper, General Secretary, BFAWU; Tim Bush, Regional Coordinating Officer, UNITE; Vicky Wanless, Associate and Snr Solicitor, Browell Smith & Co Solicitors with a special guest Paul Mackney, Former General Secretary, NATFHE who dedicated the Workers Memorial, Church Square, in 1999. This year the event is preceded by a HTUC Health & Safety Training Seminar, 9.00am, Hartlepool College of Further Education, Stockton Street, Hartlepool with speakers / presentations (to be confirmed) looking at issues including 'The 'Lofsted Report' - impact on Health & Safety' – "Workforce involvement in Accident (inc Fatal) Investigations" and "Health & Safety in a Global / European Context"

HJTUC recognize the importance of the events and request that the Portfolio Holder give consideration to the following:-

- a) The Authority considers promoting a minutes silence in Council Buildings and to Council staff at 12.30pm on Saturday 28<sup>th</sup> April 2012, in remembrance of 'those workers who have lost their lives through industrial accident or disease.
- b) The Authority gives consideration to authorising the lowering of flags on public buildings on Saturday 28<sup>th</sup> April 2012.
- c) The Authority gives consideration to allowing the sale of the Workers Memorial Day Remembrance forget-me-not purple ribbons on Council premises to staff and public.
- d) The Authority gives consideration to assisting in promoting / publicising the event to the wider public
- e) The Authority authorizes the use of Council Premises on Saturday 28<sup>th</sup> April 2012 for the service and for guests before / after the Workers Memorial Day Service & Wreath Laying Ceremony.

The Themes for this years Workers Memorial Day include "Public Sector cuts and the impact on Health & Safety" within the overall theme of 'Unionised Workplaces – Safer Workplaces'

## 2.3 Appendix 1

Employees who have died through Industrial Accident or Disease whilst trying to earn an honest living for themselves and their families are not publicly remembered on any other day

Edwin Jeffries  
Secretary.

# Hartlepool Trades Union Council

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Treasurer:- P Shields

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Hartlepool

T S26 8EG

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## WORKERS MEMORIAL DAY (28<sup>TH</sup> APRIL 2012)

Report by Hartlepool Trades Union Council (HTUC)

### 1.0 PURPOSE OF REPORT

- 1.1 The purpose of this report is to inform Hartlepool Borough Council Performance Portfolio Holder of the arrangements for the Workers Memorial Day Remembrance Service & Wreath Laying Ceremony and other events to be held on Workers Memorial Day, April 28<sup>th</sup> 2012, and to highlight the ongoing requirement for partnership working to aid the improvement of Health & Safety to reduce the number of workplace accidents, injuries, diseases and deaths, that in the majority of cases are avoidable, across the employment sector as a whole.

### 2.0 BACKGROUND

- 2.1 International Workers Memorial Day takes place around the world on the 28<sup>th</sup> April each year. The slogan for the Day is "Remember the Dead, Fight for the Living."

The purpose of Workers Memorial Day is two-fold. First, we remember the dead, because those who have died, been injured, or made ill through their work; deserve not to be forgotten. Secondly, we fight by campaigning for the living, so that people can go to work and provide for themselves and their family, without risk to their health and safety.

Each year more people are killed by work than in wars. Most do not die of mystery ailments, or in tragic incidents. They die because of a health and safety failure. Every year worldwide, over 2 million people are killed by their own, or someone else's work - that's about 5,000 per day.

A Workers Memorial Day Service and Wreath Laying Ceremony organised by Hartlepool Trades Union Council has been held in Hartlepool since 1999 and has been held on the official day of 28<sup>th</sup> April since 2000.

It is only with enforceable and enforced legislation and the Employers working together with the Trade Unions to improve Health & Safety in all workplaces that we can ever hope to reduce the number of workplace accidents, injuries, diseases and deaths that, in the majority of cases, are avoidable.

Yvette Copper, Work and Pensions Secretary of State, announced on 28<sup>th</sup> January 2010 that the UK will give official recognition to Workers Memorial Day to commemorate thousands of people who have died, been seriously injured or made ill through their work.

### **3.0 Workers Memorial Day 2012 Arrangements.**

#### **3.1 Remembrance Service & Wreath Laying Ceremony (\* *Laying of a wreath*)**

The service will take place on Saturday 28<sup>th</sup> April 2012, 12.30pm, Christchurch TIC & Art Gallery, Church Square, Hartlepool and the laying of the wreaths will follow at the Workers Memorial in Church Square, Hartlepool.

Officiates – Fr Adrian Tuckwell and Rev Rosalyn Hall

Honoured guests /speakers:-

Ronnie Draper, General Secretary, BFAWU\*  
Tim Bush, Regional Coordinating Officer, UNITE;  
Vicky Wanless, Associate and Snr Solicitor, Browell Smith & Co Solicitors.  
Paul Mackney – Former General Secretary, NATFHE (Special Guest)\*

Invited Guests\*

Cllr C Richardson, Chairman, Hartlepool Borough Council\*  
Iain Wright MP, Shadow Minister for Business, Innovation and Skills\*  
Cleveland Fire Authority & Brigade\*  
Hartlepool Economic Forum\*  
Hartlepool College of F.E.\*  
Cleveland Police Authority\* (tbc)  
Nicola Bailey - Acting Chief Executive, HBC\*  
Cath Purdy, Group Chief Executive, Vela Group\*  
Linda Hughes – bereaved family member\*  
Representative from FACK\* (families against corporate killers)  
Northern T.U.C H&S Forum\*  
UNISON Northern Region\*  
GMB\*  
UNITE\*  
UNISON Hartlepool LG & Retired Members\* / UNISON North Tees & Hartlepool Health\*  
UNISON Redcar & East Cleveland LG\*  
Other organizations, individuals and union branches (tbc)\*

The themes for the 2012 International Workers Memorial Day will include “Public Sector Cuts and impact on Health and Safety” and are under the banner of ‘Unionised Workplaces – Safer Workplaces’



## 2.3 Appendix 1

The Café Area, Christchurch TIC & Art Gallery, will be available from 12 noon for people to congregate. Tea / Coffee etc will be available.

A lone Scottish piper will be playing in Church Square from 11.45am and will 'pipe' guests and attendees from / to Christchurch at 12.20pm to take their seats in time for the minutes silence at 12.30pm at the start of the service.

Iain Wright MP, Shadow Minister for Business Innovation and Skills, will give a 'reading' prior to the Wreath Laying Ceremony.

After the Service the Wreath Laying Ceremony will take place at the Workers Memorial in Church Square.

The South Transpt, Christchurch TIC & Art Gallery will be available after the service for people to congregate. Tea / Coffee and a light buffet will also be available.

\* (Laying of a wreath)

### 3.2 HTUC Health & Safety Seminar

Following the success of the Health & Safety seminar held on Workers Memorial Day 2009 arranged by Northern T.U.C (NTUC) it was agreed that this would be an annual event organized by HTUC under the auspices of NTUC and looking at working with partners to promote Health & Safety in Hartlepool and the wider Northern Region..

This years HTUC Health & Safety Seminar will take place at the on Saturday 28<sup>th</sup> April 2012 at Hartlepool College of Further Education, 9.00am to 12noon, and will be followed at 12.30pm by the Workers Memorial Day Remembrance Service & Wreath Laying Ceremony at Christchurch, Hartlepool. The Health & Safety seminar will include speakers / presentations (to be confirmed) looking at issues that include "The 'Lofstedt Report' - impact on Health & Safety" – "Workforce involvement in Accident (inc Fatal) Investigations" and "Health & Safety in a Global / European Context"

Invitations will be circulated to Trade Unions / Employers Organisations / Local Authorities / Teesside Safety Group etc..

Recognised TUC Health & Safety representatives / Cllrs / Managers & Employer Representatives are invited to attend.

### 3.3 Remembrance Service & Tree of Remembrance Dedication Service – Hartlepool College of Further Education.

A memorial service for students was held on the 28<sup>th</sup> April in 2009 and 2010 but unfortunately in 2011 the Workers Memorial Day fell in the Easter break and subsequently the College was not able to organize the event for that year.

For 2012 the memorial service for students will be held on Friday 27<sup>th</sup> April 2012 in the 'new College building'. Speakers will include Ronnie Draper, General Secretary, BFAWU and Paul Mackney, Former General Secretary, NATFHE. Kevin Rowan, Regional Secretary, NTUC will also be in attendance. It is intended that the dedication ceremony for the 'Tree of Remembrance' erected in the College in 2011 (article attached) will take place following the service on 27<sup>th</sup> April.

Hartlepool College of Further Education ran "Poetry & Design Competition/s" for students of the College on behalf of Hartlepool Trades Union Council for Workers Memorial Day in 2010 & 2011.

## **2.3 Appendix 1**

The competition/s for 2012 is currently underway and an updated report will be given as appropriate on the winning entries on completion.

The Themes for this years Workers Memorial Day under the auspices of ‘Unionised Workplaces – Safer Workplaces’ will include “Public Sector Cuts and the impact on Health & Safety”

Employees who have died through Industrial Accident or Disease whilst trying to earn an honest living for themselves and their families are not publicly remembered on any other day

### **Remember the Dead & Fight for the Living**

Edwin Jeffries

President

Hartlepool Trades Union Council

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Fax:- 01429 523869 (w)

Email: edwin.jeffries@hartlepool.gov.uk

### **Hartlepool College of Further Education - Tree of Remembrance**

Hartlepool College of Further Education have been actively involved with services commemorating Workers Memorial Day alongside local trade unions and the Trades Union Council over the last three years, and now have taken the step of making it a permanent feature on campus with a Tree of Remembrance. The stainless steel memorial sculpture stands an awe inspiring 4.5metres (15ft) high in the new College building and eventually will have stainless steel leaves, each inscribed with the names of those who have been injured or lost their lives at work.



L-R Michael Bretherick, College Principal and Chief Executive with Members of the Respect Team Dave Appleton, Darren Thomas, Jo Fields and Edwin Jeffries, President of Hartlepool Trades Union Council

### **Remember the Dead – Fight for the Living**

Workers Memorial Day is commemorated across the world every April 28<sup>th</sup> to remember those employees who have died through Industrial Accident or Disease. The purpose behind Workers' Memorial Day has always been to "remember the dead: fight for the living" and Hartlepool College of Further Education wanted to focus on both areas, by creating a permanent memorial to those concerned, but to also highlight the associated risks to its students who will become the next generation of workers, hopefully ensuring that such tragedies are not repeated.

This date is now observed as an important event in the College's 'Respect' calendar, which promotes citizenship and safe working practices. Michael Bretherick, College Principal and Chief Executive said, "The 'theme' of Workers Memorial Day chimes with every message we give to students about safety. I wanted to do more than an annual event and used the opportunity to commission a piece of sculpture for the new college as a permanent memorial".

Edwin Jeffries, President of Hartlepool Trades Union Council said, "It has been fantastic to work with the College to promote understanding of health and safety at work, and remember people who, sadly, have lost their lives at work. This purpose of this 'iconic sculpture' will be promoted across the country"

**Appendix 1**

To make this fantastic sculpture even more personal and deep-rooted not only within the local community but within the country as a whole, Hartlepool College of Further Education would like to invite anyone who has of a loved one or former colleague who you would like to dedicate a permanent memorial to, to please email their name, and the date and place of the industrial accident. We would also like, where appropriate, to create a short profile on each person so if you are happy to share a few more details then please advise of this. No connection to the College is needed.

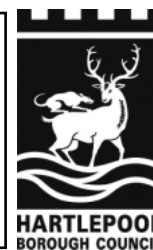
Hartlepool College of Further Education's Tree of Remembrance is about just that....Remembering...Remembering anyone, from anytime and anywhere. This is your opportunity to publicly give recognition and a permanent memorial to someone who has been injured or sadly lost their life at work.

To request that the name of a loved one or a former colleague is included please contact Jo Fields on [jfields@hartlepoolfe.ac.uk](mailto:jfields@hartlepoolfe.ac.uk)

## PERFORMANCE PORTFOLIO

Report to Portfolio Holder

14 February 2012



**Report of:** Chief Customer and Workforce Services Officer

**Subject:** SINGLE STATUS AGREEMENT APPEALS

---

### SUMMARY

#### 1. PURPOSE OF REPORT

To provide an update on progress on appeals received and obtain ratification of Appeals Panel outcomes in respect of High, Medium, Low and Very Low Priority Appeals.

#### 2. SUMMARY OF CONTENTS

The report provides a background to the Appeals Procedure together with an update on the progress of appeals received and requests ratification of Appeals Panel outcomes in respect of High, Medium, Low and Very Low Priority Appeals.

#### 3. RELEVANCE TO PORTFOLIO MEMBER

Corporate Issues.

#### 4. TYPE OF DECISION

Non Key.

#### 5. DECISION MAKING ROUTE

Portfolio meeting only.

#### 6. DECISION(S) REQUIRED

To note progress on appeals received and ratify Appeals Panel outcomes in respect of High, Medium, Low and Very Low Priority Appeals.

**Report of:** Chief Customer and Workforce Services Officer

**Subject:** SINGLE STATUS AGREEMENT APPEALS

---

## 1. PURPOSE OF REPORT

- 1.1 To provide an update on progress on appeals received and obtain ratification of Appeals Panel outcomes in respect of High, Medium, Low and Very Low priority appeals.

## 2. BACKGROUND

- 2.1 The Single Status Appeals Procedure was agreed at the Performance Portfolio Holder meeting on 27 June 2008. This has been reviewed in the light of experience of operating it for High Priority Appeals and a revised Appeals Procedure has been implemented following Performance Portfolio ratification.

- 2.2 The revised procedure provides:

- “The Executive Member with responsibility for Workforce Services will be regularly advised of appeals received and progress made in dealing with them” and;
- “All Appeal Panel outcomes must be ratified by the Executive Member with responsibility for Workforce Services or Governors (Governing Body, Pay Review Committee or Appeals Committee), as appropriate, prior to any changes being implemented.”

- 2.3 Appeals are prioritised in accordance with the Single Status Agreement as detailed in Table 1.

**Table 1**

Priority	Type of Appeal
High	Appeals received from current employees who are continuing to receive protection at 1 July 2008/Appeals which do not need an Appeals Panel to meet/ Appeals from employees who leave the Council from areas where job losses are needed/ Appeals from employees who retire from the Council due to ill health and the Teesside Pension Fund Doctor (for LGPS members) or the Council's Occupational Health Advisor (for non LGPS members) has determined that they meet the Local Government Pension Fund Tier 3 Ill Health criteria.

<b>Medium</b>	Appeals received from current employees who were receiving protection prior to 1 July 2008/Appeals received from current employees who do not gain initially
<b>Low</b>	Appeals received from current employees who gained initially
<b>Very Low</b>	Former employees

2.4 A timetable for processing all outstanding appeals by 31 December 2011 was established.

2.5 Provision for the ongoing costs of appeal outcomes has been made in the Council's base budget since 2007/08 to meet the cost of implementing any successful appeals from 1<sup>st</sup> April 2007. This provision was initially set at £400,000, inclusive of employers national insurance and pension costs, for 2007/08. This figure has been increased in the budget by the annual cost of living pay award and is currently £415,000. Schools have made separate provision in their own budgets for appeals by school staff.

2.6 In order to ensure equality of treatment, as far as possible, the revised Appeals Procedure, as detailed in 2.1 above, made provision for employees whose high priority appeals were considered under the original Appeals Procedure to

- a) receive the same documentation (i.e. Directors comments on the appeal, including the sore-thumbed factors and any subsequent clarification provided to the Appeals Panel by the Director) as appellants whose appeals have been considered since April 2011
- b) challenge, clarify or expand upon information already provided by the Director or appellants but not provide new information in respect of appealed factors
- c) provide new evidence in respect of the sore thumbbed factors
- d) attend the Appeals Panel to present their case (in which case the Director or representative will also present their case to the Appeals Panel)

2.7 There is no obligation on appellants to do anything in respect of 2.6 a) - d) above. For example they may decide

- i) to do nothing
- ii) to receive the documentation and then not submit any additional information
- iii) to receive the documentation and submit additional written information and subsequently decide not to proceed at any time up to the day before the Appeals Panel actually meeting to consider any additional information provided to them in

writing and/or verbally and review the appeal outcome in light of the additional information provided.

- iv) to receive the documentation and submit additional written information and decide not to attend the Appeals Panel
- v) to receive the documentation and submit additional information and decide to attend the Appeals Panel.

- 2.8 50 high priority appellants requested copies of the documentation submitted to the Appeals Panel which they have not previously received. 4 priority 1 appellants within this group whose pay band reduced on appeal and/or who are at risk of leaving early next year as a result of budget reductions have recently been sent the additional paperwork. It is anticipated that any reconsideration of their appeal will be heard in March this year. The remaining 46 appellants (priority 2) who have requested the additional information will have this sent out to them during January – March with a view to any appeals being reconsidered during June/July this year.

### 3. CURRENT POSITION ON APPEALS

- 3.1 Outstanding appeals (including where the outcome has not yet been ratified) are shown in Table 2. This table will be updated on an ongoing basis to remove those appeals which have been withdrawn or ratified.

**Table 2**

Department	Posts Appealed (and number of appellants)/Priority				
	High	Medium	Low	Very Low	Total
Chief Executive's	0 (0)	1 (2)	0 (0)	0 (0)	1 (2)
Child and Adults	0 (0)	0 (0)	1 (1)	1 (1)	2 (2)
Regeneration and Neighbourhoods	0 (0)	0 (0)	2 (2)	0 (0)	2 (2)
Schools	0 (0)	0 (0)	1 (10)	0 (0)	1 (1)
<b>Total</b>	<b>0 (0)</b>	<b>1 (2)</b>	<b>4 (4)</b>	<b>1 (1)</b>	<b>6 (7)</b>

- 3.2 As can be seen from Table 2, there are 6 outstanding appeals of which all but one are to be ratified through this report.
- 3.3 The Outcomes of Appeals ratified previously are detailed in Table 3 overleaf.



**Table 3**

	Pay band increased on Appeal and Outcome Ratified (no of appellants)	Pay band stayed the same on Appeal and Outcome Ratified (no of appellants)	Pay band decreased on Appeal and Outcome Ratified (no of appellants)
Chief Executive's	8 (12)	20 (34)	1 (1)
Child and Adults	12 (25)	35 (87)	6 (7)
Regeneration and Neighbourhoods	22 (29)	56 (71)	7 (11)
Schools	2 (4)	7 (7)	0 (0)
<b>Total</b>	<b>44 (70)</b>	<b>118 (199)</b>	<b>14 (19)</b>

#### 4. PROGRESS ON APPEALS

- 4.1 Since the last report the Appeals Panel has met on 1 occasion and has agreed outcomes, subject to ratification, in respect of 5 appeals relating to 6 appellants. A number of appeals which had been scheduled to be heard were also withdrawn, leaving one outstanding appeal to be heard. It has not been possible to consider this appeal previously as clarification was being sought as to whether the appeal had been withdrawn. It is envisaged that this appeal will be considered in March along with the Priority 1 appeals being reconsidered (as outlined in Section 5).
- 4.2 In determining the appeal outcomes, the Appeal Panels have considered the submissions made by the appellant as well as 'sore-thumbing' the original evaluation. This is essential to ensure the robustness of individual evaluations and the job evaluation scheme as a whole. Whilst there are three possible overall outcomes (pay band increases, pay band remains the same or pay band decreases), this may mask changes to particular factor levels and/or 'tidying up' of evaluations which does not affect overall pay bands.
- 4.3 A summary of the outcomes, of the Appeals Panels as detailed in 4.1 above is set out in Table 4 overleaf.

Table 4

	Pay band increased on Appeal and Outcome Ratified (no of appellants and those affected by the outcome)	Pay band stayed the same on Appeal and Outcome Ratified (no of appellants and those affected by the outcome)	Pay band decreased on Appeal and Outcome Ratified (no of appellants and those affected by the outcome)
Chief Executive's	0 (0)	1 (2)	0 (0)
Child and Adults	0 (0)	1 (1)	0 (0)
Regeneration and Neighbourhoods	0 (0)	2 (2)	0 (0)
Schools	0 (0)	1 (1)	0 (0)
Total	0 (0)	5 (6)	0 (0)

4.4 As indicated above, the Portfolio Holder is responsible for ratifying the outcomes in respect of Council employees whereas Governors are responsible for ratifying the outcomes in respect of school employees. Similarly, the Council is responsible for any changes in employee costs for Council employees whereas schools are responsible for any changes in employee costs for school employees.

4.5 Further details of the outcomes of individual appeals is included in the "Not for Publication" **Appendix A** attached to this report.

**This item contains exempt information under Schedule 12A Local Government Act 1972, namely information relating to a particular employee, former employee or applicant to become an employee of the Council (para 1)**

4.6 The Portfolio Holder will continue to receive reports regarding appeal outcomes for Council employees that require ratification before they can be implemented. Appeal decisions for school employees require Governor ratification before they can be implemented and, where appropriate, arrangements will be made to obtain such ratification in respect of appeals from school employees. It is anticipated that the overall financial impact of the appeals will be reported when the outstanding appeal outcome is reported.

4.7 Trade unions will be updated regularly at the monthly Single Table Meeting with Hartlepool Joint Trade Unions Committee

Representatives regarding the appeals programme and appeal decisions which have been ratified.

## **5. APPEALS CONSIDERED UNDER THE OLD APPEALS PROCEDURE**

- 5.1 As indicated in Section 2, appellants whose appeals were considered under the previous Appeals procedure are being given the opportunity to have their appeals reconsidered under the current Appeals Procedure. The current position is set out in Table 6

Table 6

	No. of appellants who requested copies of the additional information submitted to the Appeals Panel	No of Appellants who have indicated they wish to have their appeals reconsidered by the Appeals Panel	Provisional Period when Appeals Panel will consider their appeal
Priority 1	4		March 2012
Priority 2	46		June/July 2012
Total	50		

## **6. RECOMMENDATION**

- 6.1 The Portfolio Holder notes the progress made and ratifies the Appeals Panel Outcomes in respect of Council employees (as detailed in the “Not for Publication” schedule attached to this report).

## **7. REASONS FOR RECOMMENDATIONS**

- 7.1 The Appeals Procedure is an integral part of the Single Status agreement and requires that the Executive Member with responsibility for Workforce Services be regularly advised of progress made in dealing with appeals received and ratifies the outcomes of Appeals Panels in respect of Council employees.

## **8. BACKGROUND PAPERS**

Cabinet report 23 December 2007.

Cabinet report 27 May 2008.

Performance Portfolio report 27 June 2008

Performance Portfolio report 26 September 2008

Performance Portfolio report 2 February 2009

Performance Portfolio report 26 February 2009

Performance Portfolio report 16 April 2009

Finance and Performance Portfolio report 14 July 2009

Finance and Performance Portfolio report 5 November 2009

Finance and Performance Portfolio report 23 February 2010

Finance and Performance Portfolio report 23 March 2010  
Finance and Performance Portfolio report 30 April 2010  
Finance and Performance Portfolio report 18 May 2010  
Cabinet report 16 August 2010  
Performance Portfolio report 26 October 2010  
Cabinet report 21 February 2011  
Performance Portfolio report 22 February 2011  
Performance Portfolio report 23 March 2011  
Performance Portfolio report 14 September 2011  
Performance Portfolio report 8 November 2011  
Performance Portfolio report 7 December 2011  
Performance Portfolio report 18 January 2012

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## **PERFORMANCE PORTFOLIO**

Report to Portfolio Holder

14 February 2012



**Report of:** Assistant Chief Executive

**Subject:** PUBLISHING EQUALITY INFORMATION & OBJECTIVES

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### SUMMARY

#### **1. PURPOSE OF REPORT**

To provide the Portfolio holder with an update on the progress made to meet the requirements of the Equality Act 2010.

#### **2. SUMMARY OF CONTENTS**

The report includes details of the progress that has been made on the Equality and Diversity Action Plan including the action that has been taken to meet the requirements to publish equality information.

#### **3. RELEVANCE TO PORTFOLIO MEMBER**

The portfolio holder is responsible for equality and diversity matters.

#### **4. TYPE OF DECISION**

Non-key decision

#### **5. DECISION MAKING ROUTE**

Performance Portfolio meeting of 14 February 2012

#### **6. DECISION(S) REQUIRED**

Information be noted

**Report of:** Assistant Chief Executive

**Subject:** PUBLISHING EQUALITY INFORMATION & OBJECTIVES

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## **1. PURPOSE OF REPORT**

- 1.1 To provide the Portfolio holder with an update on the progress made to meet the requirements of the Equality Act 2010.

## **2. BACKGROUND**

- 2.1 Under the specific duties of the Equality Act 2010, the Council must

- Publish equalities information to demonstrate its compliance with the Equality Duty by 31 January 2012 and then annually after that; and
- Develop and publish equality objectives by 6 April 2012 and then every four years.

- 2.2 The Council's Strategic Customer Service Group set up a task and finish group, known as the Diversity Sub-Group, to review and implement the actions in relation to the Equality Act 2010. The Diversity Sub-Group includes a representative from each of the 3 departments of the Council. Representatives are the lead officer and champion for equality and diversity for their department.

- 2.3 The sub-group has been tasked with undertaking a number of actions to ensure that the Council meets the requirements of the Equality Act and that includes compiling and publishing equality information before February 2012.

- 2.4 The Equality and Human Rights Commission has produced some guidance documents to assist public bodies consider what information should be published. However the guidance does not prescribe what information is to be published, how it should be formatted or where it should be published.

- 2.5 Equality issues must influence the decisions reached by the Council - in how we act as employers; how we develop, evaluate and review policy; how we design, deliver and evaluate services, and how we commission and procure from others. We do this by undertaking Impact Assessments which are an integral part of our decision-making process.

- 2.6 When reviewing or implementing a change in service, officers are required to consciously think about the aims of the equality duty. To help this, an impact assessment is carried out and evidence documented that demonstrates compliance with the duty.

- 2.7 Throughout the financial year 2011-12, Equality Impact Assessments were completed on the Council's priority budget-related proposals relating to the Comprehensive Spending Review. These impact assessments are included in our published equality information.

### **3. PUBLISHING EQUALITY INFORMATION**

- 3.1 To comply with the requirement to publish equality information for both customers and employees, we have compiled an equality report 'Equality Information 2012' that details information about services and our customers and a 'Workforce Equality Information' report about our employees.
- 3.2 Both documents are available from our website. We are aware that there are gaps in our data and, as further guidance becomes available, we will be working to provide more information in an accessible format. On that basis, the information on the website will be regularly updated.

### **4. EQUALITY OBJECTIVES**

- 4.1 By 6 April this year the Council must develop and publish equality objectives and review them every 4 years.
- 4.2 Members of the Diversity Sub-Group are currently assisting officers in their own departments to identify equality objectives as part of the Council's annual service planning activities. Consultation with stakeholders is taking place or in the process of being arranged.

### **5. RECOMMENDATIONS**

- 5.1 That the information is noted and further information provided on equality objectives in due course.

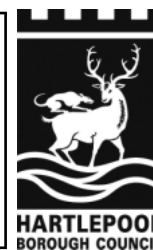
### **6. CONTACT OFFICER**

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## **PERFORMANCE PORTFOLIO**

Report to Portfolio Holder

14 February 2012



**Report of:** Chief Customer and Workforce Services Officer

**Subject:** **STATUTORY WORKFORCE EQUALITY DATA  
REPORTING REQUIREMENTS**

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### **SUMMARY**

#### **1. PURPOSE OF REPORT**

To advise the Portfolio Holder of the arrangements made to comply with statutory workforce equality data reporting requirements.

#### **2. SUMMARY OF CONTENTS**

The report sets out the arrangements made to comply with statutory workforce equality data reporting requirements.

#### **3. RELEVANCE TO PORTFOLIO MEMBER**

The Portfolio Holder has responsibility for Workforce Services.

#### **4. TYPE OF DECISION**

Non Key.

#### **5. DECISION MAKING ROUTE**

Performance Portfolio Holder only.

#### **6. DECISION(S) REQUIRED**

That the Portfolio Holder notes the report.



**Report of:** Chief Customer and Workforce Services Officer

**Subject: STATUTORY WORKFORCE EQUALITY DATA REPORTING REQUIREMENTS**

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**1. PURPOSE OF REPORT**

- 1.1 To advise the Portfolio Holder of the arrangements made to comply with statutory workforce equality data reporting requirements.

**2. BACKGROUND**

- 2.1 The Equality Act 2010 (Specific Duties) Regulations 2011 place workforce equality data reporting requirements on the Council. Updated guidance on how to meet the requirements of the above regulations was provided by the Equality and Human Rights Commission on 15 December 2011. The deadline for publishing the workforce equality data was 31 January 2012.
- 2.2 A comprehensive report (Appendix 1) was submitted to your January 2012 meeting which explained the requirements in more detail and advised how the deadline for publishing the workforce equality data was to be met.

**3. ARRANGEMENTS MADE FOR COMPLYING WITH THE STATUTORY REQUIREMENTS**

- 3.1 A report (Appendix 2) containing the workforce equality data has been published on the Council's website ([http://www.hartlepool.gov.uk/downloads/file/8098/workforce\\_equality\\_information](http://www.hartlepool.gov.uk/downloads/file/8098/workforce_equality_information)).

**4. RECOMMENDATIONS**

- 4.1 That the Portfolio Holder notes the report.

**5. CONTACT OFFICER**

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## **PERFORMANCE PORTFOLIO**

Report to Portfolio Holder

18 January 2012



**Report of:** Chief Customer and Workforce Services Officer

**Subject:** **STATUTORY WORKFORCE EQUALITY DATA REPORTING REQUIREMENTS**

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### SUMMARY

#### **1. PURPOSE OF REPORT**

To advise the Portfolio Holder of the arrangements being made to comply with statutory workforce equality data reporting requirements.

#### **2. SUMMARY OF CONTENTS**

The report sets out the arrangements being made to comply with statutory workforce equality data reporting requirements.

#### **3. RELEVANCE TO PORTFOLIO MEMBER**

The Portfolio Holder has responsibility for Workforce Services.

#### **4. TYPE OF DECISION**

Non Key.

#### **5. DECISION MAKING ROUTE**

Performance Portfolio Holder only.

#### **6. DECISION(S) REQUIRED**

That the Portfolio Holder notes the report.

**Report of:** Chief Customer and Workforce Services Officer

**Subject: STATUTORY WORKFORCE EQUALITY DATA REPORTING REQUIREMENTS**

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**1. PURPOSE OF REPORT**

- 1.1 To advise the Portfolio Holder of the arrangements being made to comply with statutory workforce equality data reporting requirements.

**2. BACKGROUND**

- 2.1 The Equality Act 2010 (Specific Duties) Regulations 2011 place workforce equality data reporting requirements on the Council. Updated guidance on how to meet the requirements of the above regulations was provided by the Equality and Human Rights Commission on 15 December 2011.

- 2.2 The Regulations provide that where a public body employs 150 or more employees, information on the effect that the public body's policies and practices have had on employees who share a protected characteristic must be published.

- 2.3 The Equality Act 2010 defines the protected characteristics as

- age
- disability
- gender reassignment
- pregnancy and maternity
- race
- religion or belief
- sex, and
- sexual orientation

It also applies to marriage and civil partnership, but only in respect of the requirement of the general duty to have due regard to the need to eliminate discrimination.

- 2.4 The Equality and Human Rights Commission (EHRC) guidance provides that "Publishing information is not simply a matter of demonstrating the sufficiency of your equality evidence base. More importantly, it is about demonstrating **how you have used your evidence base to have due regard** to the aims of the general equality

duty (i.e. how you have used it in making a particular decision or in the way you have delivered your work)".

2.5 The EHRC guidance also states that it would expect to see information on:

- the race, disability, gender and age distribution of the workforce at different grades, and whether they are full time or part time\*
- an indication of the likely representation on sexual orientation and religion and belief, provided that no-one can be identified as a result
- an indication of any issues for transsexual staff, based on engagement with transsexual staff or equality organisations\*
- gender pay gap information
- information about occupational segregation\*
- grievance and dismissal information for people with relevant protected characteristics.
- complaints about discrimination and other prohibited conduct from staff\*
- details and feedback of engagement with staff and trade unions\*
- quantitative and qualitative research with employees e.g. staff surveys\*
- records of how the organisation has had due regard to the aims of the duty in decision-making with regard to employment, including any assessments of impact of equality and any evidence used\*
- details of policies and programmes that have been put in place to address equality concerns raised by staff and trade unions\*

An asterisk (\*) indicates new or significantly amended expectations in the final EHRC guidance.

2.6 The EHRC guidance also states that it would be useful if information was published in relation to the protected characteristics on:

- return to work rates after maternity leave

- success rates of job applicants
- take-up of training opportunities
- applications for promotion and success rates
- applications for flexible working and success rates
- other reasons for termination, like redundancy and retirement
- length of service/time on pay grade
- pay gap information for other protected groups

2.7 The Regulations provide that the Council have to publish the relevant information not later than 31st January 2011 (the publication date has changed from 31 July 2011 and 31 December 2011) and every 12 months thereafter. Information about employees in schools where the Council is (technically) the employer i.e. Community Schools and Voluntary Controlled Schools is included in the Council information and does not need to be published separately. Other Schools (Aided and Foundation) with 150 or more employees have until 6 April 2012 to publish the information. Having published the information, it must be updated and published at least once every year, following the last date of publication. Aided and Foundation schools with less than 150 employees do not have to publish any information.

2.8 Two schools who buy back the Council's HR services (High Tunstall and English Martyrs) have more than 150 employees and therefore need to comply with the requirement to publish data.

2.9 By virtue of its Equality and Diversity in Employment Policy, the Council has set itself a target of "Striving for, and achieving in the longer term, a workforce that reflects the diversity of the population of Hartlepool".

2.10 An annual workforce profile report has been submitted to the Portfolio Holder in previous years which reflects the position as at 31 March each year. As the workforce report has previously included some of the information included in 2.5 and 2.6 above, it was envisaged that this would be extended to cover the statutory requirements (where data is available). As the specific guidance from the EHRC has only just been received, the workforce data is being finalised.

### **3. PROPOSED ARRANGEMENTS FOR COMPLYING WITH THE STATUTORY REQUIREMENTS**

3.1 As indicated above, there is a statutory duty to publish workforce information by 31 January 2012. Under normal circumstances, a report would be submitted to the Portfolio Holder prior to the information being published. However this will not be possible and arrangements are in

## 3.2 Appendix 1

place to publish the report on the Council's website before the statutory deadline of 31 January 2012. A copy of the published data will be submitted to the Portfolio Holder's meeting in February 2012 for information.

- 3.2 It is also intended that a further workforce report will be prepared over the spring/summer months to reflect the position at 31 March 2012 and thereafter as at 31 March each year. This will move the publication date back into line with previous practice and will allow for meaningful year on year comparisons.
- 3.3 High Tunstall and English Martyrs schools have been advised of the requirements to publish workforce data and arrangements are in place to support them in doing so.

## 4. RECOMMENDATIONS

- 4.1 That the Portfolio Holder notes the report.

## 5. CONTACT OFFICER

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Hartlepool Borough Council  
Workforce Report 2011

## 1 Introduction

1.1 The Equality Act 2010 (Specific Duties) Regulations 2011 place workforce equality data reporting requirements on the Council in respect of its employees. Further updated guidance was provided by the Equality and Human Rights Commission (EHRC) on 15 December 2011. The EHRC differentiates between the information it would normally expect to see (highlighted in bold below) and other information would be usefully published (not in bold below)

1.2 The report reflects the EHRC guidance as it provides information on:

- **the race, disability, gender and age distribution of your workforce at different grades**
- **an indication of the likely representation on sexual orientation and religion and belief, provided that no-one can be identified as a result**
- **an indication of any issues for transsexual staff, based on engagement with transsexual staff or equality organisations\***
- **gender pay gap information**
- success rates of job applicants
- other reasons for termination, like redundancy and retirement
- pay gap for other protected groups (i.e. ethnicity and disability)

1.3 The report does not reflect the EHRC guidance inasmuch as it does not provide information on:

- **the full time or part time distribution of your workforce by race, disability, gender and age \***
- **information about occupational segregation\***
- **grievance and dismissal information for people with relevant protected characteristics**
- **complaints about discrimination and other prohibited conduct from staff\***
- **details and feedback of engagement with staff and trade unions\***
- **quantitative and qualitative research with employees e.g. staff surveys\***
- **records of how you have had due regard to the aims of the duty in decision-making with regard to your employment, including any assessments of impact of equality and any evidence used\***
- **details of policies and programmes that have been put in place to address equality concerns raised by staff and trade unions\***
- return to work rates after maternity leave
- take-up of training opportunities
- applications for promotion and success rates

- applications for flexible working and success rates
- length of service/time on pay grade

An asterisk (\*) indicates new or significantly amended expectations in the final EHRC guidance.

The arrangements being made to address areas of non compliance with the EHRC guidance are detailed in this report.

- 1.4 By virtue of its Equality and Diversity in Employment Policy, the Council has set itself a target of “Striving for, and achieving in the longer term, a workforce that reflects the diversity of the population of Hartlepool”.

## 2 Local Labour Market

- 2.1 Information about the diversity composition of the local labour market is provided by the Joint Strategy Unit. The most recent information was provided in May 2007.

## 3 Protected Characteristics

- 3.1 The Equality Act 2010 has defined the protected characteristics of people as being:

- Age
- Disability
- Gender Re-assignment (also known as Transsexual)
- Pregnancy and Maternity
- Race (also known as Ethnic Origin)
- Religion or Belief
- Sex (also known as Gender)
- Sexual Orientation

## 4 Contents of the Report

- 4.1 This report provides workforce equality information as detailed in 1.2 above and summarised in Table 1 overleaf.

**Table 1 – Summary of Contents**

Subject	Age	Disability	Ethnic Origin	Gender	Religion and Belief	Sexual Orientation	Transsexual
Section number	6	7	8	9	10	11	12
The race, disability, gender and age distribution of the	✓	✓	✓	✓			



### 3.2

## Appendix 2

workforce at different grades							
The full time or part time distribution of the workforce by race, disability, gender and age	No information provided						
An indication of the likely representation on sexual orientation and religion and belief, provided that no-one can be identified as a result					✓	✓	
An indication of any issues for transsexual staff, based on engagement with transsexual staff or equality organisations							✓
Gender pay gap information				✓			
Information about occupational segregation	No information provided						
Grievance and dismissal information, in relation to the protected characteristics							
Complaints about discrimination and other prohibited conduct from staff							
Details and feedback of engagement with staff and trade unions							
Quantitative and qualitative research with employees e.g. staff surveys							
Records of how you have had due regard to the aims of the duty in decision-making with regard to your employment, including any assessments of impact of equality and any evidence used							
Details of policies and programmes that have							

been put in place to address equality concerns raised by staff and trade unions							
Return to work rates after maternity leave							
Success rates of job applicants	✓	✓	✓	✓			
Take-up of training opportunities	No information provided						
Applications for promotion and success rates							
Applications for flexible working and success rates							
Other reasons for termination like redundancy and retirement		✓	✓	✓			
Length of service/time on pay grade	No information provided						
Pay gap information for other protected groups		✓	✓				

- 4.2 The Recruitment Monitoring information relates to the period April 2010 – March 2011.
- 4.3 The 2011 workforce profile information reflects the employees in post at 1 April 2011, with the distribution at different grades reflecting their grades at November 2010 (this is not ideal and will be adjusted in the information provided in respect of 1 April 2011). Comparative information for previous years is provided, although this provides information in respect of the Council and all Hartlepool schools employees (i.e. Community, Foundation and Aided schools) whereas the 2011 information is limited to the Council and Hartlepool Community Schools employees (as the Council is technically the employer in respect of Community School employees) and excludes Foundation and Aided schools employees as the Governing Bodies are the employers).
- 4.4 The pay gap information reflects the employees in post, and their grades, at November 2011. The pay gap information is compared to the expected outcome of introducing the new pay and grading structure for Local Government Services employees.
- 4.5 Information is also provided in respect of sickness absence (Section 13).
- 4.6 No specific targets have been set in relation to the Council's workforce profile although the overall aim is to maintain, and if possible, move towards a workforce which represents the diversity of the population of Hartlepool.

As appointments are made on merit it is not possible to take any direct action to address any characteristic of people which is under-represented in the Council's workforce compared to the population of Hartlepool (it is possible to take indirect action e.g. ensuring jobs are advertised in media such as Facebook which is accessed by young people). In addition, the monitoring data held in respect of employees is starting to be checked as the ResourceLink self service facility is rolled out across departments. Where employees do not have access to ResourceLink self service, a paper survey will be undertaken in 2012. Based on previous experience, some employees will declare for the first time that they are from an ethnic background or have a disability. It is not possible to predict the extent of new declarations.

- 4.7 It is anticipated that future reports reflecting the position at 1 April each year will be submitted to the Portfolio Holder each summer
- 4.8 As indicated above, the 2011 report does not comply, in full, with the EHRC guidance [which differentiates between the information it would normally expect to see (highlighted in bold below) and other information would be usefully published (not in bold below)]. The anticipated arrangements for addressing any shortfalls are detailed below.
- 4.9 It is envisaged that the 2012 report will include information in respect of
- **full time or part time distribution of the workforce by race, disability, gender and age**
  - **occupational segregation**
  - **details and feedback of engagement with staff and trade unions**
  - **quantitative and qualitative research with employees e.g. staff surveys**
  - **records of how the Council have had due regard to the aims of the duty in decision-making with regard to our employment, including any assessments of impact of equality and any evidence used**
  - **details of policies and programmes that have been put in place to address equality concerns raised by staff and trade unions**
  - details of length of service/time on pay grade
- 4.10 It is also envisaged that the implications of providing information will be considered and actions proposed in the 2012 report in respect of the following
- **complaints about discrimination and other prohibited conduct from staff**
  - return to work rates after maternity leave
  - applications for promotion and success rates
  - applications for flexible working and success rates

- 4.11 It is anticipated that information of the take up of training opportunities will be able to be included in the 2013 report as the ResourceLink training administration module has recently been implemented and full year data for 2012/13 should be available.
- 4.12 It is anticipated that **grievance and dismissal information for people with relevant protected characteristics** will be able to be included in the 2014 report as the ResourceLink grievance and discipline module is expected to be implemented in 2012/13 and full year data for 2013/14 should be available.

## 5 Recruitment Monitoring, Workforce Profile and Pay Gaps

- 5.1 Historically recruitment monitoring data was recorded in respect of applicants for jobs within the Council (excluding schools). Unfortunately there is a gap in the available data as detailed in Table 2.

**Table 2 – Summary of 2010/11 Recruitment Monitoring Activity**

	1.4.10–7.9.10 (no data available)	8.9.10–31.3.11 (data available)	Total
	No. (%age)	No. (%age)	No. (%age)
All applicants	1279 (66.48%)	645 (33.52%)	1524 (100%)
Shortlisted applicants	106 (89.08%)	7 (10.92%)	119 (100%)
Shortlisted Applicants who were appointed	30 (85.71%)	5 (14.29%)	35 (100%)
Applicants who were appointed	30 (2.35%)	5 (0.78%)	35 (1.81%)
Recruitment Monitoring taking place	No	Yes	

As a consequence

- care needs to be taken when interpreting the data as it is not necessarily representative of the applicants during 2010/11
  - no comparative data is provided
- 5.2 The age ranges for aged 25+ used in the Recruitment Monitoring system do not align with the age ranges used to analyse the workforce profile. This will be addressed as the new recruitment (including recruitment monitoring) system is implemented. Whilst collection of religion or belief or sexual orientation monitoring data started some time ago, there continues to be significant reluctance to provide monitoring data and over 99.9% of applicants were unwilling to make any declaration. Any analysis of the data collected would not be statistically sound and is therefore not reported. A similar reluctance to declare gender, disability and ethnicity data was

encountered when this was introduced some years ago but the position has improved over time.

- 5.3 Recruitment monitoring is important as it enables the Council to identify if there is any discrimination against or barriers to employing people with the protected characteristics of Age, Disability, Ethnic Origin and Gender at recruitment. Some time ago, the Local Government Employers, Department for Children's & Families and Commission for Race Equality issued the guidance in Table 3 overleaf (which is specific to schools but has general applicability) to help determine whether there is discrimination in recruitment processes:

**Table 3 – Guidance in respect of discrimination in recruitment**

Factor	Comparison or benchmark
Applicants shortlisted	Use 4/5ths rule to compare "success rates" of white applicants selected for interview with black and minority ethnic (BME) applicants
Candidates appointed	Use 4/5ths rule to compare "success rates" of white applicants with black and minority ethnic (BME) applicants

Essentially this guidance, endorsed by the EHRC, indicates that if the proportion of applicants from a black or minority ethnic (BME) background shortlisted for interview is less than 80% of the proportion of White applicants shortlisted for interview this difference needs to be looked into. The 80% rule also applies in respect of appointments made and can be applied equally to gender and disability.

- 5.4 The EHRC have indicated (in respect of equal pay audits) that as a general guide, any pay gap differences of 5% or more, or 3% or more if there is a pattern of gaps favouring one sex, will require exploration and explanation. It is anticipated that an equal pay audit, where such differences will be explored, will be undertaken in 2012.
- 5.5 Where numbers of employees are less than 10, the actual number of employees will be replaced by an asterix (\*) in order to ensure that individuals cannot be identified and data protection requirements are met.
- 5.6 Pay data is provided where employees are paid on national pay rates.
- 5.7 The United Kingdom gender pay gap fell from 10.1 per cent in April 2010 to 9.1 per cent in April 2011.

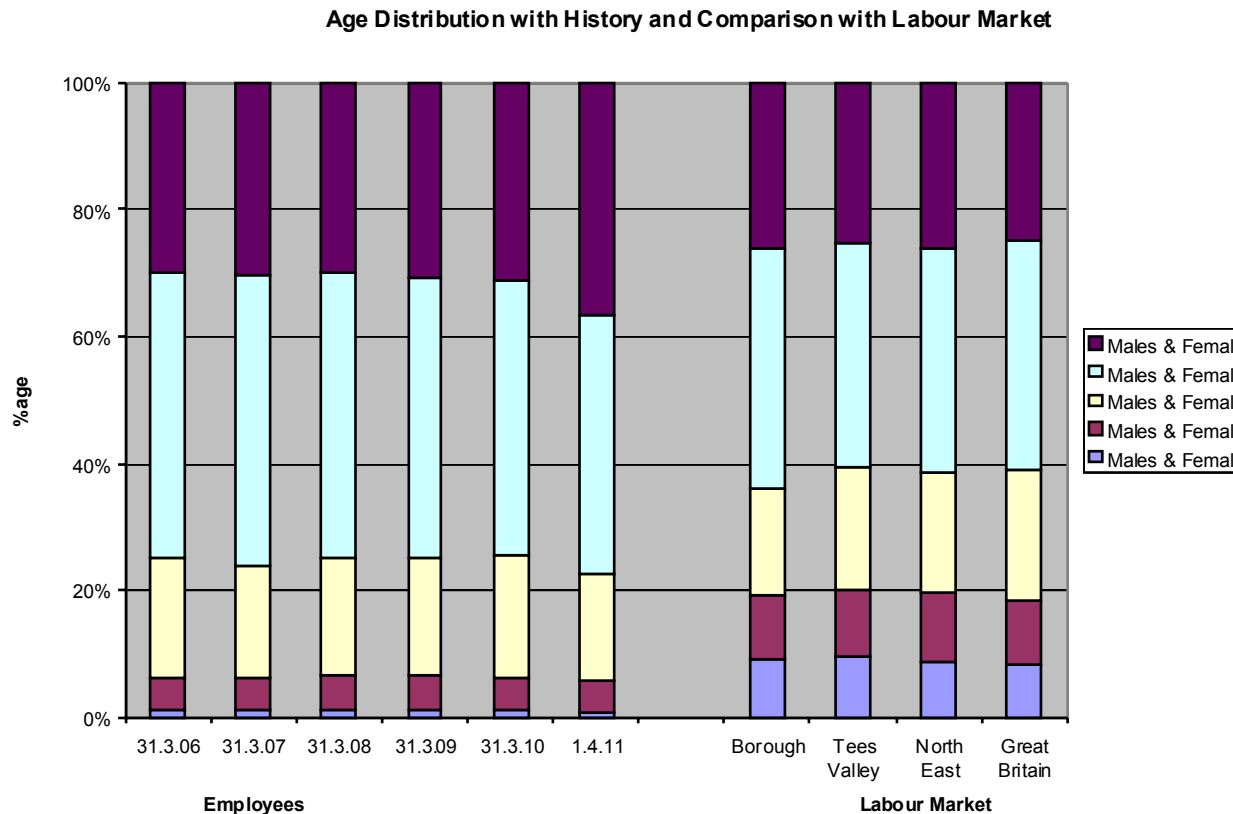
- 5.8 An equality impact assessment was undertaken when the Single Status Agreement and new pay and grading structure was introduced in 2008 (backdated to 1 April 2007). The current position is compared to this assessment in respect of disability, ethnicity and gender.

## **6 AGE**

### **6.1 Workforce Profile**

- 6.1.1 Generally speaking, the workforce profile is older than the local population profile (see Chart 1 overleaf).

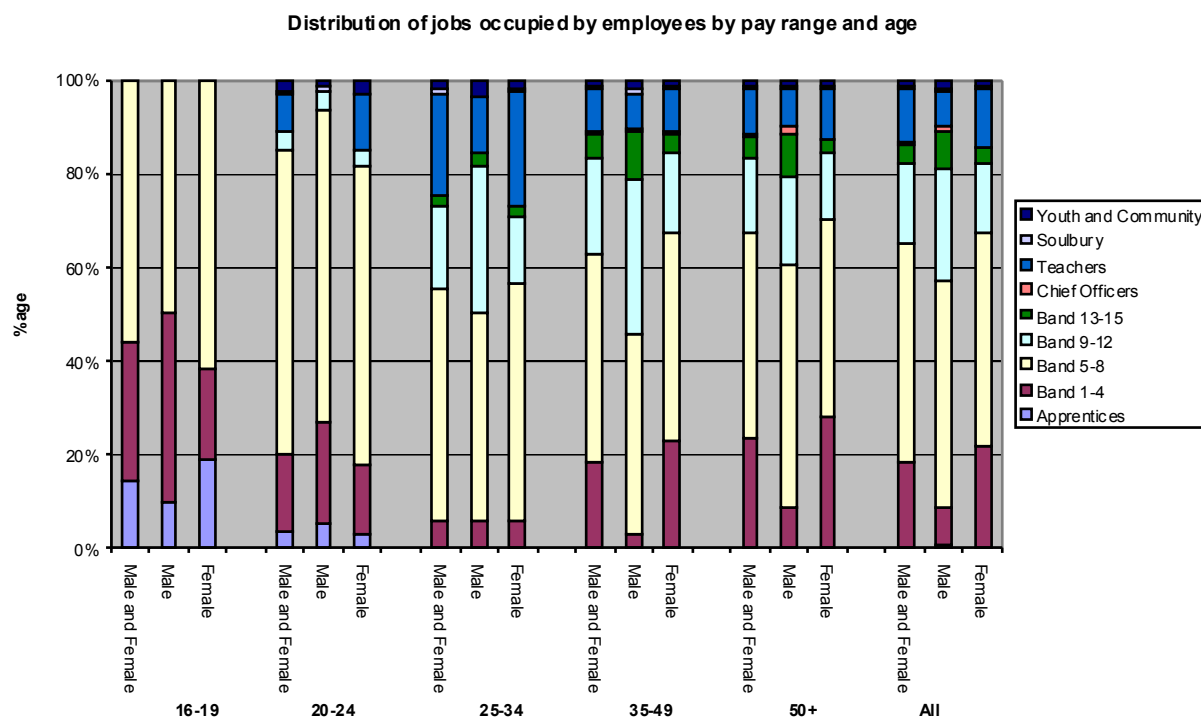
Chart 1



N.B. the information provided up to 31.3.10 relates to the Council and all schools whereas the information provided in respect of 1.4.11 relates to the Council and Community Schools only.

6.1.2 Chart 2 overleaf shows the distribution of the workforce by age and pay band. As might be expected young people are mainly in the lower pay bands.

Chart 2



N.B. the information provided up to 31.3.10 relates to the Council and all schools whereas the information provided in respect of 31.3.11 relates to the Council and community Schools only.

## 6.2 Redundancy and Retirement

6.2.1 In 2010/11, the age breakdown of employees who left the Council on health grounds is as follows

- 16-19 – 0%
- 20-24 – 0%
- 25-34 - 0%
- 35-49 – 42%
- 50+ - 58%

6.2.2 In 2010/11, the breakdown of employees who were made redundant is as follows

- 16-19 – 0%
- 20-24 – 4%
- 25-34 - 10%
- 35-49 – 36%
- 50+ - 50%



### 6.3 Recruitment Monitoring

6.3.1 Table 4 below indicates that people aged 35-44 are more likely to be shortlisted although no-one in this age range was appointed. However care must be taken in interpreting the results as age data is not available for almost 80% of applicants.

**Table 4 – Recruitment by Age**

Stage	Applicants							
	Aged under 18	Aged 18-24	Aged 25-34	Aged 35-44	Aged 45-54	Aged 55+	Did not Declare	All
% (no.) of applications received	0.10% (2)	12.99% (250)	3.43% (66)	1.46% (28)	2.08% (40)	0.62% (12)	79.31% (1526)	100% (1924)
% (no.) of applicants shortlisted	0.00% (0)	2.80% (7)	3.03% (2)	7.14% (2)	0.00% (0)	0.00% (0)	7.08% (108)	6.19% (119)
% (no.) of shortlisted applicants who were appointed	0.00% (0)	14.29% (1)	50.00% (1)	0.00% (0)	0.00% (0)	0.00% (0)	30.56% (33)	29.41% (35)
% of all applicants who were appointed	0.00% (0)	0.40% (1)	1.52% (1)	0.00% (0)	0.00% (0)	0.00% (0)	2.16% (33)	1.82% (35)

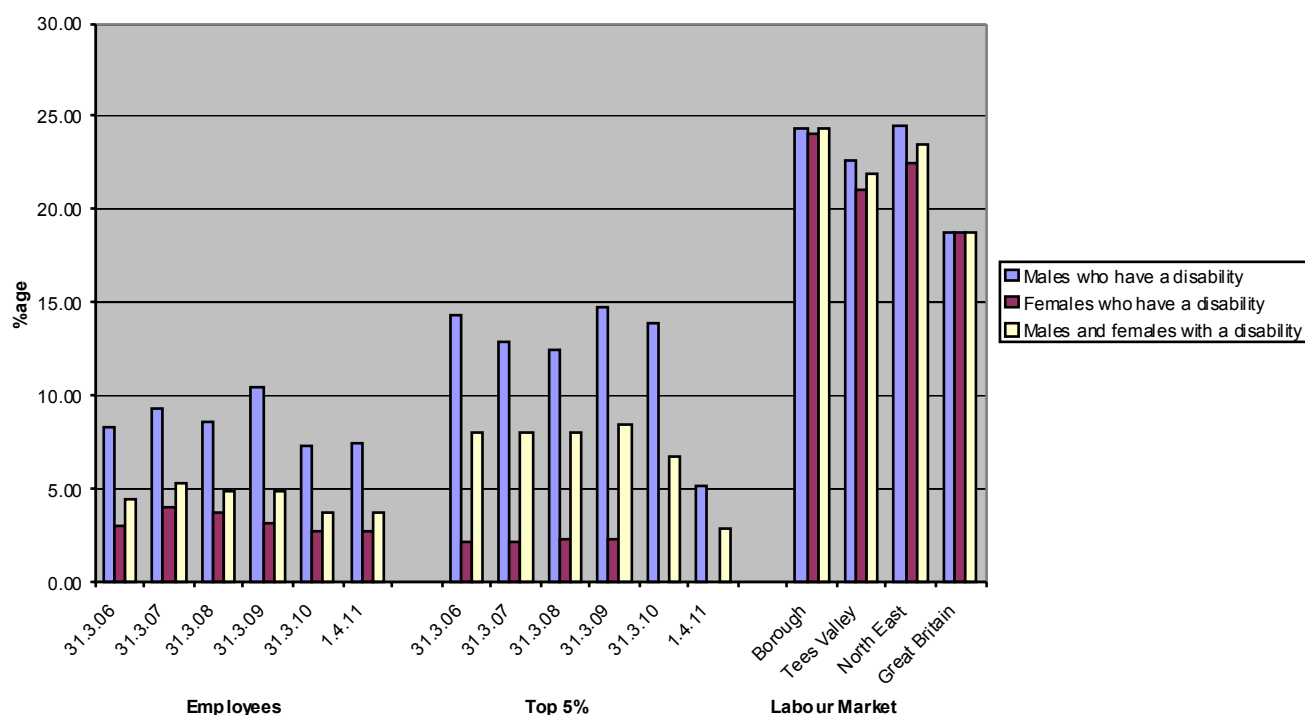
## 7. DISABILITY

### 7.1 Workforce Profile

7.1.1 The Council's workforce profile in respect of disability (as detailed in Chart 3 overleaf) has consistently not been close to the population of Hartlepool, although the profile is closer in respect of the top 5% of employees.

Chart 3

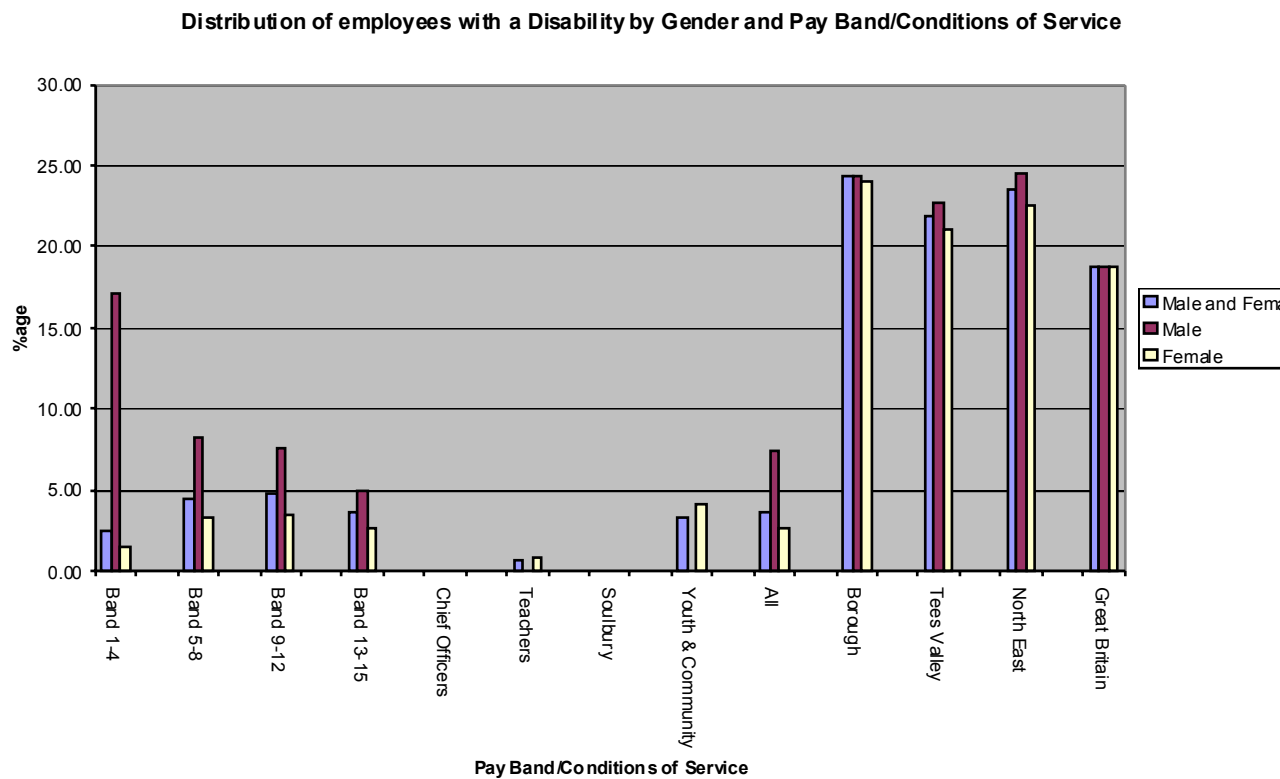
Disability Distribution with History and Comparison with the Labour Market



N.B. the information provided up to 31.3.10 relates to the Council and all schools whereas the information provided in respect of 1.4.11 relates to the Council and community Schools only.

7.1.12 As can be seen from Chart 4 overleaf, the gender profile of people with disabilities in Hartlepool is not dissimilar to the gender profile generally. However this is not replicated in the Council workforce where there is a significantly greater proportion of male employees with a disability than female employees with a disability in most pay bands/conditions of service. This is particularly pronounced in Bands 1-4 where there is a large number of employees and the vast majority are female.

Chart 4



## 7.2 Pay Gap

7.2.1 The overall disability pay gap and for each conditions of service is detailed in Table 5 overleaf.

**Table 5 – Average FTE Basic and Overall Pay by Disability and Conditions of Service**

Conditions of Service	No. of employees with no disability	Employees with no disability Ave. FTE Basic Pay (£)	No. of employees with a disability	Employees with a disability Ave. FTE Basic Pay (£)	Employees with a disability Ave. Overall Pay (£)	Pay Gap – Basic Pay (%age)
Chief Executives/ Chief Officers	15	82609	0	0	0	N/A
Soulbury	14	50718	0	0	0	N/A
Local Government Services	2329	20124	102	20854	0	3.63%
Youth and Community	29	0	0	0	0	N/A
Teaching	214	38009	2	44942	0	18.24%
<b>Total</b>	<b>2601</b>	<b>21896</b>	<b>104</b>	<b>21524</b>	<b>0</b>	<b>-1.70%</b>

7.2.2 The overall pay gap shows that employees who have declared a disability are paid, on average, 1.7% less than employees who have declared that they have no disability. However, employees in only 2 conditions of service groups (Local Government services and Teaching) have declared that they have a disability. When compared to their colleagues in the same conditions of service they are paid, on average, 3.63% more for Local Government Services employees who have declared they do not have a disability and 18.24% more for Teaching employees who have declared they do not have a disability.

7.2.3 A further breakdown, by pay band, for Local Government Services is set out in Table 6 overleaf

## 3.2 Appendix 2

**Table 6 – Average FTE Basic and Overall Pay by Disability for Local Government Services employees**

Pay Band	Employees with no disability	Employees with no disability Ave. FTE Basic Pay (£)	Employees with a disability	Employees with a disability Ave. FTE Basic Pay (£)	Basic Pay Difference (£)	Pay Gap – Basic Pay (%)	Predicted Pay Gap when new pay and grading structure introduced
Band 1	209	12459	9	12489	-30	0.24%	-3.27%
Band 2	55	13152	0	0	N/A	N/A	-3.38%
Band 3	199	13845	3	13874	-29	0.21%	0.21%
Band 4	35	15004	3	15039	-35	0.23%	-1.68%
Band 5	327	15915	14	16054	-139	0.87%	0.22%
Band 6	423	17031	24	17161	-130	0.77%	-1.35%
Band 7	223	18974	11	19006	-32	0.17%	2.42%
Band 8	218	20612	5	20858	-246	1.19%	-0.31%
Band 9	201	23310	7	23176	134	-0.57%	-0.15%
Band 10	120	26284	9	26701	-416	1.58%	0.21%
Band 11	88	29481	6	29782	-301	1.02%	0.44%
Band 12	98	33415	6	33661	-246	0.74%	-0.20%
Band 13	69	37465	4	38042	-577	1.54%	-0.03%
Band 14	31	42019	1	42617	-598	1.42%	-0.15%
Band 15	33	46438	0	0	N/A	N/A	-0.04%
<b>Overall</b>	<b>2329</b>	<b>20124</b>	<b>102</b>	<b>20854</b>	<b>-730</b>	<b>3.63%</b>	<b>6.00%</b>

7.2.4 Local Government Services employees who have declared a disability earn more, on average, in twelve pay bands and less in one pay band (there are no employees who declared a disability in two pay bands).

7.2.5 The overall pay gap for Local Government Services employees has reduced from 6.00% (the predicted pay gap following the implementation of the new pay and grading structure in April 2007) to 3.63%.

### 7.3 Redundancy and Retirement

7.3.1 8% of employees who were made redundant in 2010/11 had declared a disability. No employees who had declared a disability left the Council on health grounds.

### 7.4 Recruitment Monitoring

7.4.1 Table 7 overleaf indicates that disability data is not available for almost 60% of applicants and only nine applicants (none of whom were shortlisted or appointed) where disability data is available declared themselves as having a disability. The small numbers involved mean that any observations at appointment stage in relation to discrimination against applicants with a disability would not be statistically sound.

**Table 7– Recruitment Monitoring by Disability**

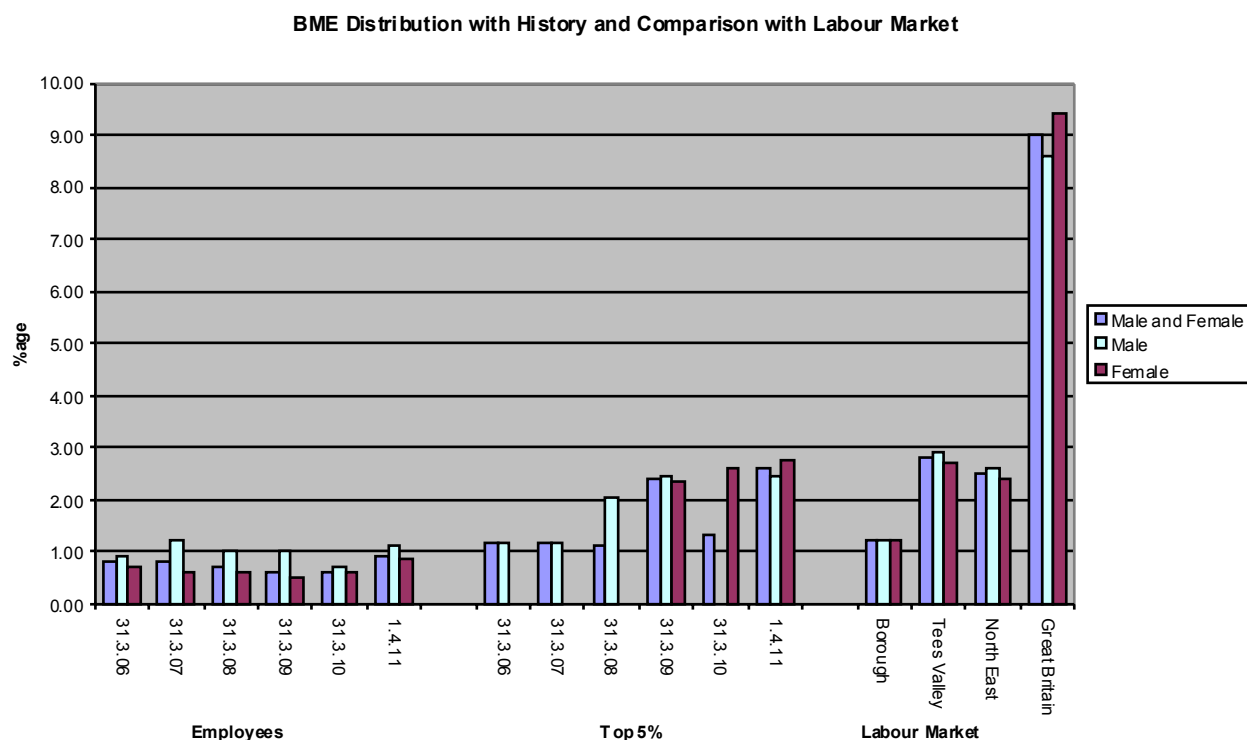
Stage	Applicants with no declared disability	Applicants with a declared disability	Applicants who did not declare	All Applicants	4/5ths rule met?
% (no.) of applications received	39.86% (767)	0.47% (9)	59.67% (1148)	100% (1924)	N/A
% (no.) of applicants shortlisted	2.09% (16)	0.00% (0)	8.97% (103)	6.19% (119)	No
% (no.) of shortlisted applicants who were appointed	31.25% (5)	0.00% (0)	29.13% (30)	29.41% (35)	No
% of all applicants who were appointed	0.65% (5)	0.00% (0)	2.61% (30)	1.82% (35)	No

## 8. ETHNICITY

### 8.1 Workforce Profile

- 8.1.1 Chart 5 overleaf shows that the BME profile of the workforce has improved, albeit that this is partly due to the removal of Foundation and Aided schools from the data.

Chart 5

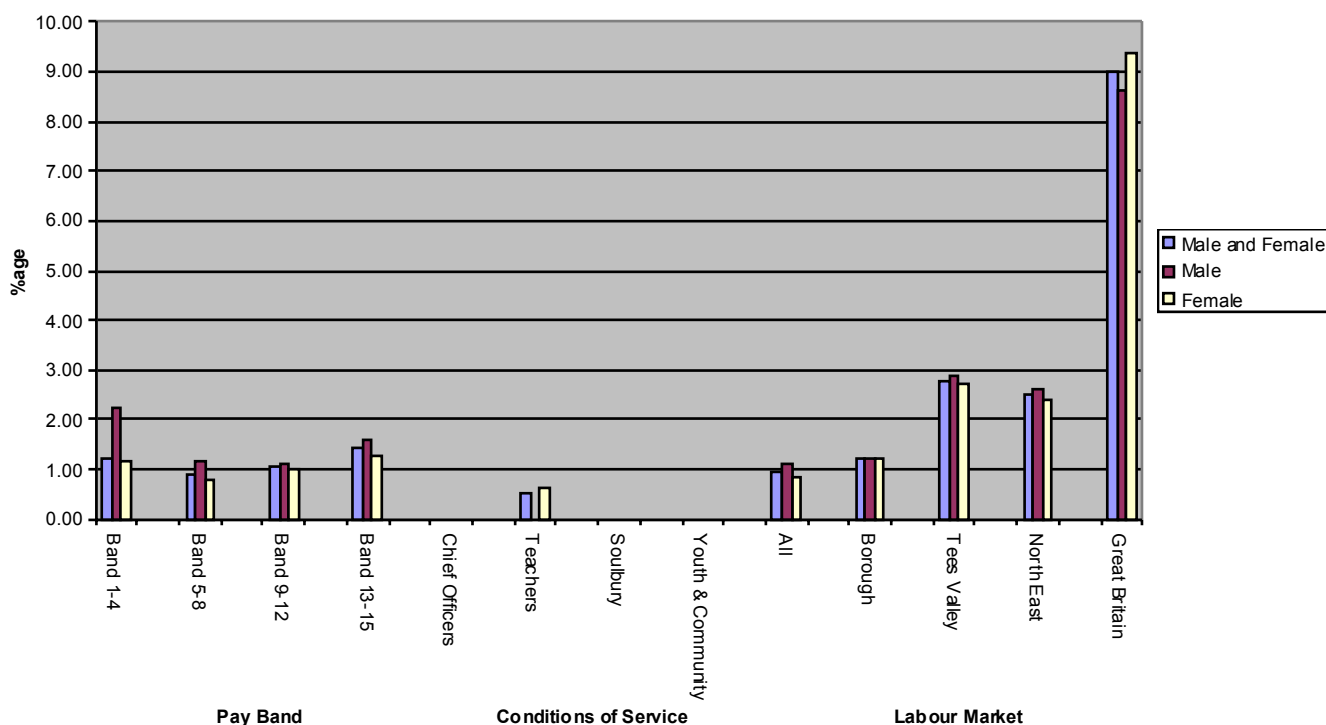


N.B. the information provided up to 31.3.10 relates to the Council and all schools whereas the information provided in respect of 31.3.11 relates to the Council and Community Schools only.

- 8.1.2 BME employees are distributed through all Local Government Services pay bands i.e. Bands 1-15, as detailed in Chart 6 overleaf. Local Government Services and Teaching employees make up the vast majority of the workforce.

Chart 6

Distribution of Employees from a BME background by Gender and Pay Band/Conditions of Service



## 8.2 Pay Gap

8.2.1 The overall ethnicity pay gap and for each conditions of service is detailed in Table 8.

**Table 8 – Average FTE Basic and Overall Pay by Ethnicity and Conditions of Service**

Conditions of Service	No. of White employees	White employees Ave. FTE Basic Pay (£)	No. of BME employees	BME employees Ave. FTE Basic Pay (£)	Basic Pay Difference (£)	Pay Gap – Basic Pay (%age)
Chief Executives/Chief Officers	15	72075	0	0	72075	N/A
Soulbury	14	50718	0	0	50718	N/A
Local Government Services	2699	19756	24	20308	-552	2.79%
Youth and Community	32	22613	0	0	22613	N/A
Teaching	360	35744	2	31929	3815	-10.67%
<b>Total</b>	<b>3120</b>	<b>22021</b>	<b>26</b>	<b>21202</b>	<b>818</b>	<b>-3.72%</b>



## 3.2

### Appendix 2

8.2.2 The overall pay gap shows that BME employees are paid, on average, 3.72% less than white employees. However, BME employees are employed in only two conditions of service (Local Government services and Teaching). Local Government Services BME employees are paid, on average, 2.79% more than white colleagues employed under the same conditions of service. Teaching BME employees are paid, on average, 10.67% less than white colleagues employed under the same conditions of service.

8.2.3 A further breakdown, by pay band, for Local Government Services employees is set out in Table 9.

**Table 9 - Average FTE Basic and Overall Pay By Ethnicity for Local Government Services employees**

Pay Band	White employees	White employees Ave. FTE Basic Pay (£)	No. of BME employees	BME employee Ave. FTE Basic Pay (£)	Basic Pay Difference (£)	Pay Gap – Basic Pay (%age)	Predicted Pay Gap when new pay and grading structure introduced
Band 1	230	12459	2	12401	58	-0.47%	N/A
Band 2	58	13147	1	13189	-42	0.32%	-0.14%
Band 3	242	13841	4	13803	38	-0.28%	N/A
Band 4	44	15004	0	0	N/A	N/A	N/A
Band 5	449	15898	4	16054	-156	0.98%	0.47%
Band 6	512	17031	4	16801	231	-1.35%	0.03%
Band 7	252	18952	0	0	N/A	N/A	-3.38%
Band 8	229	20612	1	20858	-246	1.19%	N/A
Band 9	217	23295	3	23458	-163	0.70%	-5.38%
Band 10	130	26319	1	25472	847	-3.22%	3.48%
Band 11	95	29505	0	0	N/A	N/A	-1.37%
Band 12	103	33446	2	32708	738	-2.21%	-1.76%
Band 13	74	37445	1	38042	-597	1.59%	N/A
Band 14	31	41986	1	42617	-631	1.50%	-3.09%
Band 15	33	46438	0	0	N/A	N/A	N/A
<b>Overall</b>	<b>2699</b>	<b>19756</b>	<b>24</b>	<b>20308</b>	<b>-552</b>	<b>2.79%</b>	<b>10.44%</b>

8.2.4 Local Government Services BME employees who have declared they are from a black or minority ethnic background earn more than employees who have declared that they are from a white background in five pay bands and less in six pay bands (there are no employees who declared from a black or minority ethnic background in four pay bands).

8.2.5 The overall pay gap for Local Government Services employees has reduced from 10.44% (the predicted pay gap following the implementation of the new pay and grading structure in April 2007) to 2.79%.

### 8.3 Redundancy and Retirement

8.3.1 In 2010/11, no BME employees left the Council on health grounds and 2% of the employees who were made redundant were from a BME background.

### 8.4 Recruitment Monitoring

8.4.1 Table 10 below indicates that ethnicity data is not available for two thirds of applicants and only 30 applicants (none of whom were shortlisted or appointed) where ethnicity data is available declare themselves as being from a minority ethnic background. The small numbers involved mean that any observations at shortlisting and appointment stage in relation to discrimination against BME applicants would not be statistically sound.

**Table 10 – Recruitment Monitoring by Ethnicity**

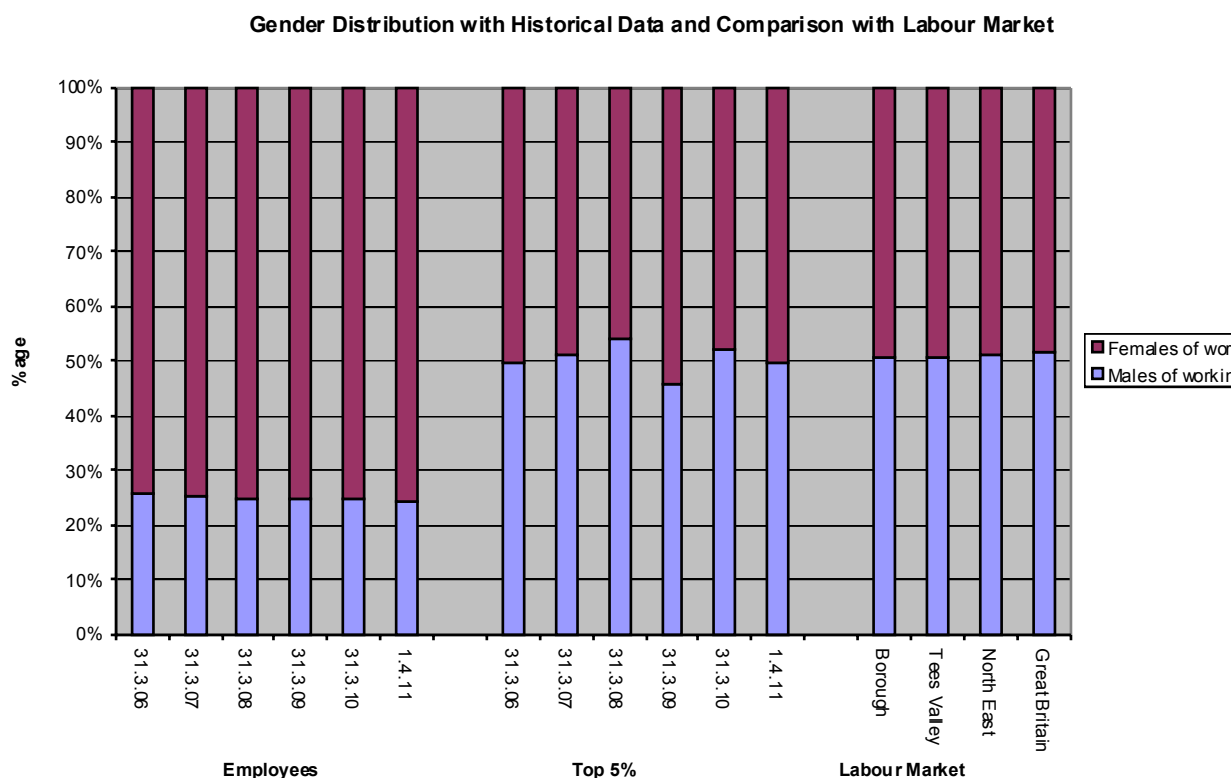
Stage	Applicants from White Backgrounds	Applicants from Minority Ethnic Backgrounds	Applicants who did not declare	All Applicants	4/5ths rule met?
% (no.) of applications received	30.87% (594)	1.56% (30)	67.57% (1300)	100% (1924)	N/A
% (no.) of applicants shortlisted	2.02% (12)	0.00% (0)	8.23% (107)	6.19% (119)	No
% (no.) of shortlisted applicants who were appointed	33.33% (4)	0.00% (0)	28.97% (31)	29.41% (35)	No
% of all applicants who were appointed	0.67% (4)	0.00% (0)	2.38% (31)	1.82% (35)	No

## 9 GENDER

### 9.1 Workforce Profile

9.1.1 As can be seen from Chart 7 overleaf, the Council's male workforce has consistently been under represented compared to the population of Hartlepool although this is not the case in respect of the top 5% of earners. This arises primarily because of occupational segregation where most employees in a particular type of job are either male e.g. refuse collectors, engineers, electricians or female e.g. catering, cleaning, primary school teachers.

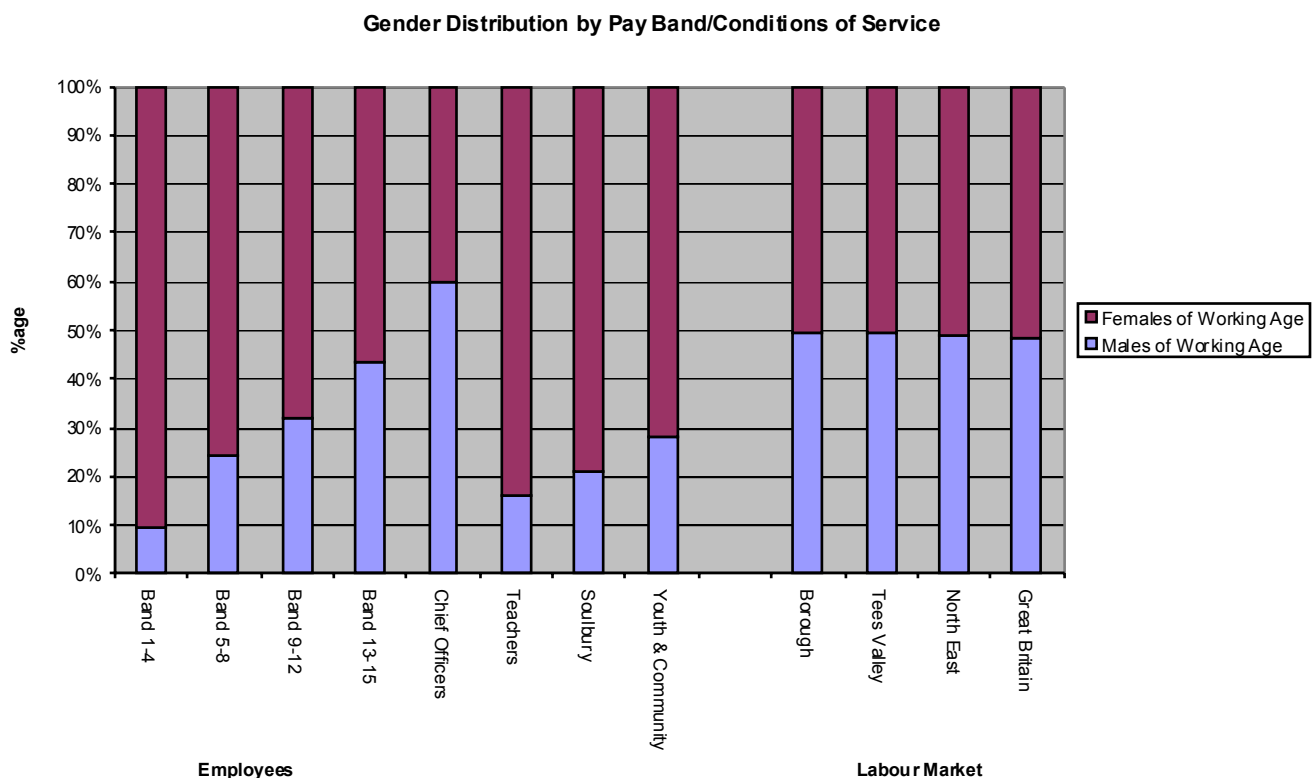
Chart 7



N.B. the information provided up to 31.3.10 relates to the Council and all schools whereas the information provided in respect of 31.3.11 relates to the Council and community Schools only.

9.1.2 Chart 8 overleaf shows that the proportion of the workforce that is female is highest in the lowest pay bands e.g. Bands 1-8 and in jobs working with children e.g. Teachers, Soulbury, Youth and Community employees overleaf.

### Chart 8



N.B. the information provided up to 31.3.10 relates to the Council and all schools whereas the information provided in respect of 1.4.11 relates to the Council and community Schools only.

## 9.2 Pay Gap

9.2.1 The overall gender pay gap and for each conditions of service is detailed in Table 11 overleaf.

## 3.2

### Appendix 2

**Table 11 – Average FTE Basic and Overall Pay by Gender and Conditions of Service**

Conditions of Service	No. of Males	Male Ave. FTE Basic Pay (£)	No. of Females	Female Ave. FTE Basic Pay (£)	Basic Pay Difference (£)	Pay Gap – Basic Pay (%age)
Chief Executives/ Chief Officers	10	78,390	7	87,807	-9,417	12.01%
Soulbury	2	57,850	19	48,022	9,828	-16.99%
Local Government Services	892	21,694	2753	18,759	2,935	-13.53%
Youth and Community	18	21,331	45	22,443	-1,113	5.22%
Teaching	50	41,889	342	34,068	7,821	-18.67%
<b>Total</b>	<b>972</b>	<b>23,384</b>	<b>3166</b>	<b>20,793</b>	<b>2,591</b>	<b>-11.08%</b>

9.2.2 The overall pay gap shows that female employees are paid, on average, 11.08% less than male employees. However, female Chief Executive/Chief Officers and Youth and Community employees are paid, on average, more and female Soulbury, Local Government Services and Teaching employees are paid less than males employed under the same conditions of service.

9.2.3 A further breakdown, by pay band, for Local Government Services employees is set out in Table 12 overleaf

## 3.2

### Appendix 2

**Table 12 - Average FTE Basic and Overall Pay By Gender and Local Government Services employees**

Pay Band	No. of Males	Male Ave. FTE Basic Pay (£)	No. of Females	Female Ave. FTE Basic Pay (£)	Basic Pay Difference (£)	Pay Gap – Basic Pay (%age)	Predicted Pay Gap when new pay and grading structure introduced
Band 1	21	12,371	314	12,452	-81	0.66%	-0.46%
Band 2	14	13,074	64	13,145	-71	0.54%	-1.13%
Band 3	21	13,687	315	13,831	-145	1.06%	-0.20%
Band 4	25	14,929	43	14,982	-53	0.36%	-0.13%
Band 5	142	15,762	507	15,860	-98	0.62%	0.40%
Band 6	187	16,944	498	16,966	-22	0.13%	0.45%
Band 7	88	18,825	219	18,847	-23	0.12%	0.48%
Band 8	93	20,389	227	20,571	-182	0.89%	-0.11%
Band 9	69	22,944	176	23,380	-436	1.90%	-1.10%
Band 10	66	26,476	119	26,029	447	-1.69%	-0.31%
Band 11	46	29,563	75	29,370	193	-0.65%	-0.79%
Band 12	43	33,517	95	33,181	335	-1.00%	-2.34%
Band 13	37	37,339	57	37,283	56	-0.15%	-0.53%
Band 14	16	41,864	26	41,512	352	-0.84%	-1.65%
Band 15	24	46,039	18	46,191	-152	0.33%	-2.54%
<b>Overall</b>	<b>892</b>	<b>21,694</b>	<b>2753</b>	<b>18,759</b>	<b>2,935</b>	<b>-13.53%</b>	<b>-19.03%</b>

9.2.4 Whilst there are no significant gender pay gap differences within Local Government Services pay bands, there is a significant gender pay gap difference overall. This arises as a consequence of the disproportionate number of females at the lower end of the pay bands where there is occupational segregation e.g. refuse collectors, street cleansing are predominately male, and catering and cleaning are predominately female jobs.

9.2.5 The overall pay gap for Local Government Services employees has reduced from -19.03% (the predicted pay gap following the implementation of the new pay and grading structure in April 2007) to -13.53%.

9.2.6 A further breakdown, by pay band, for Teaching employees is set out in Table 13 overleaf

**Table 13 - Average FTE Basic and Overall Pay By Gender and Teaching Pay Bands**

Pay Band	No. of Males	Male Ave. FTE Basic Pay (£)	No. of Females	Female Ave. FTE Basic Pay (£)	Basic Pay Difference (£)	Pay Gap – Basic Pay (%age)
Teachers	30	30,686	292	31,130	-444	1.45%
Teachers Leadership/ Deputy Headteacher	9	49,876	34	46,783	3,093	-6.20%
Headteachers	11	65,908	16	60,664	5,244	-7.96%
<b>Overall</b>	<b>50</b>	<b>41,889</b>	<b>342</b>	<b>34,068</b>	<b>7,821</b>	<b>-18.67%</b>

9.2.7 Whilst there is a positive gender pay gap for female teachers, the overall gender pay gap is negative for teaching employees. This arises as a consequence of the disproportionate number of female teachers compared to the overall teaching workforce.

9.2.8 Whilst a breakdown of the other conditions of service is not included in this report,

- a) Female employees in the Chief Executive/Chief Officers group earn more than male employees in the Chief Executive/Chief Officers group in five pay bands and less in six pay bands
- b) Female Soulbury employees earn more than male Soulbury employees in five pay bands and less in six pay bands
- a) Female Youth and Community employees earn more than male Youth and Community employees in five pay bands and less in six pay bands

### 9.3 Redundancy and Retirement

9.3.1 44% of employees who left the Council due to compulsory redundancy in 2010/11 were male and 56% were female. 16% of employees who left for health reasons were male and 84% were female.

### 9.4 Recruitment Monitoring

9.4.1 Table 13 overleaf indicates that gender data is not available for almost 60% of applicants. Male applicants are slightly more likely to be shortlisted than female applicants. However shortlisted female applicants are significantly more likely to be appointed than shortlisted male applicants.

**Table 13 – Recruitment Monitoring by Gender**

Stage	Male Applicants	Female Applicants	Applicants who did not declare	All Applicants	4/5ths rule met?
% (no.) of applications received	23.75% (457)	17.05% (328)	59.20% (1139)	100% (1924)	N/A
% (no.) of applicants shortlisted	2.84% (13)	1.83% (6)	8.78% (100)	6.19% (119)	No
% (no.) of shortlisted applicants who were appointed	7.69% (1)	83.33% (5)	29.00% (29)	29.41% (35)	Yes
% of all applicants who were appointed	0.22% (1)	1.52% (5)	2.55% (29)	1.82% (35)	Yes

**10 RELIGION AND BELIEF****10.1 Indication of Workforce Profile**

Whilst the Council has started to collect recruitment monitoring and employee monitoring data in respect of Religion or Belief, the amount of data available is not sufficient to undertake analysis in a robust manner. Some anonymous data for employee data for Religion or Belief was collected during the Employee Wellbeing Survey 2011 which indicated (based on 1086 responses) that 65% of employees are Christian, 23% have no religion/faith and less than 0.5% of employees are either Muslim or Buddhist.

**11 SEXUAL ORIENTATION****11.1 Indication of Workforce Profile**

11.1.1 Whilst the Council has started to collect recruitment monitoring and employee monitoring data in respect of Sexual Orientation at recruitment, the amount of data available is not sufficient to undertake analysis in a robust manner. Some anonymous data for employee data for Sexual Orientation was collected during the Employee Wellbeing Survey 2011 which indicated (based on 1075 responses) that 92% of employees are Heterosexual and 1% of employees are either Lesbian, Gay, Bisexual or Transsexual.

**12 TRANSSEXUAL****12.1 Transsexual issues**

12.1.1 There were no significant transsexual issues raised during 2010/11.



**13 SICKNESS ABSENCE**

14.1 During 2010/11, the average sickness absence per FTE employee was 9.11 days.