

Middlesbrough Council
Annual Workforce Monitoring Report
2014/2015



Middlesbrough Council

Introduction

The 2014/15 Annual Workforce Monitoring Report is based on data for the period 1st April 2014 to 31st March 2015 and provides information and analysis about the people who are employed by Middlesbrough Council and those who apply to work with the Council. Workforce data is collected, stored and analysed via Middlesbrough Council's SAP system. Our strategic business partner, Kier Business Services, manages this system on our behalf.

The Council promotes equal opportunity in all aspects of employment, irrespective of disability, gender, race, religion or belief, age, sexual orientation, marital or civil partnership status, pregnancy and maternity or gender reassignment. This report provides data to help understand the effectiveness of our policies in promoting equality; by analysing the data we will better understand how effective they have been and enable us to plan future actions.

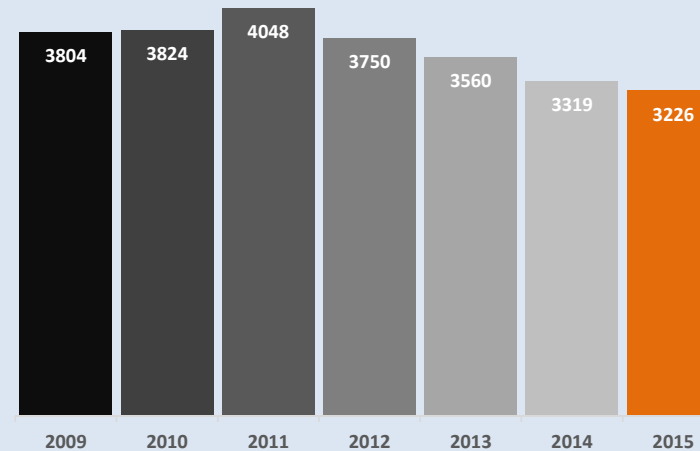
Unless otherwise stated, the data in this document is based on a figure on the final day of the financial year, 31st March, and 'Council' figures do not include staff employed in Schools. Due to restructures during the year, detailed information in this report is provided by outcome area and annual comparison is only available for the Council as a whole.

Retained BVPIs

BVPI Description	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	Target 2014/15
Senior Women	52.92%	52.23%	50.40%	46.98%	49.86%	51.82%	51.85%	52.00%
Senior BME employees	1.60%	0.78%	0.59%	0.00%	0.00%	0.60%	0.86%	0.60%
Senior Disabled employees	3.30%	4.46%	2.41%	2.07%	1.47%	2.59%	3.53%	2.45%
Working days lost to sickness absence	9.30	9.61	8.46	8.10	7.85	7.94	9.41	7.00
Employees with a disability	2.70%	2.92%	2.64%	2.55%	2.32%	2.69%	2.27%	2.75%
Ethnic Minority representation	2.75%	2.91%	3.08%	2.80%	2.32%	2.37%	2.30%	3.10%

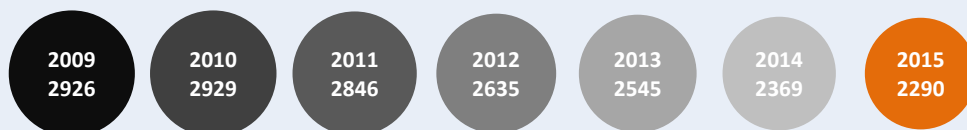
*The definition for BVPIs differs from the other calculations in this report, some include schools staff and only permanent employees and temporary staff employed for more than a year.

Jobs



On 31 March 2015 there were 3,226 posts in the Council plus 526 casual posts. In Schools there were 2076 posts plus 456 casual.

FTE



There were 3,001 staff covering the 3,226 posts in the Council and 1992 schools staff, however some staff have more than one post, including combinations of Council and Schools, and permanent and casual posts. On 31 March 2015 there were 2,290 FTE posts, a reduction of 22% from 2009 (2,926 FTEs). There was also a 19% reduction in FTEs in schools, from 1,967 in 2009 to 1,597 in 2015.

Middlesbrough Council

Casual Contracts

Casual staff are usually seasonal or recruited to cover events and include, for example, Election Staff, Bar Staff, Lifeguards and Sports Coaches.

As of 31st March 2015, there were 526 casual contracts in place, a reduction of almost 65% in the last six years, from 1,483. 476 members of staff covered these 526 posts.

Equalities data is collected for casual staff however the response rate tends to be much lower than for permanent and temporary staff. Of the known responses:

68% female, 32% male

2.0% disabled (Response rate: 45%)

3.4% BME (Response rate: 85%)

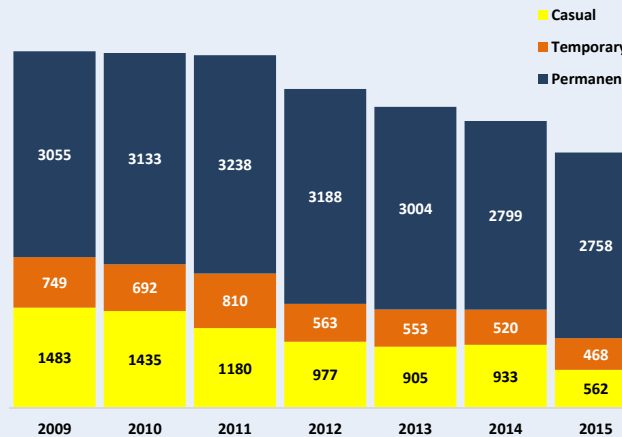
15.7% have a caring responsibility (Response rate: 39%)

47% Christian (Response rate: 41%)

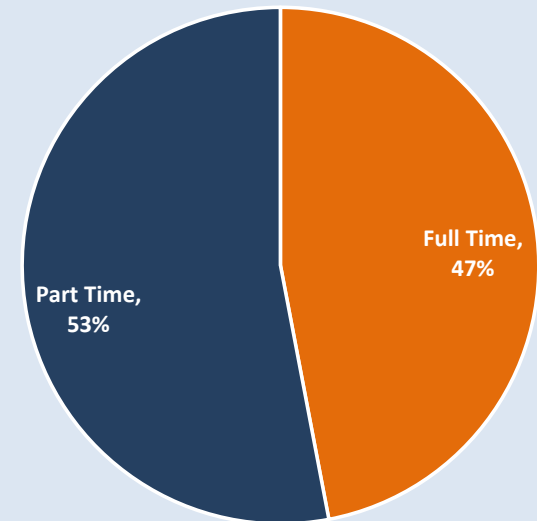
92% heterosexual (Response rate: 37%)

Contract Status

The percentage of permanent contracts has increased steadily each year from 58% in 2009 to 72% in 2015, the number of temporary and casual contracts is lower than in any of the previous six years.



Hours



Just under half of all roles in the Council, 47%, are full time. This equates to 1,502 full time jobs.

Training

The Council provided or commissioned Health and Safety training for 1,157 internal and external candidates during 2014/15.

97% of candidates were Middlesbrough Council employees

69% were female, 31% male.

4% declared a disability.

97% white British.

96% heterosexual.

58% Christian.

74% had no caring responsibility.

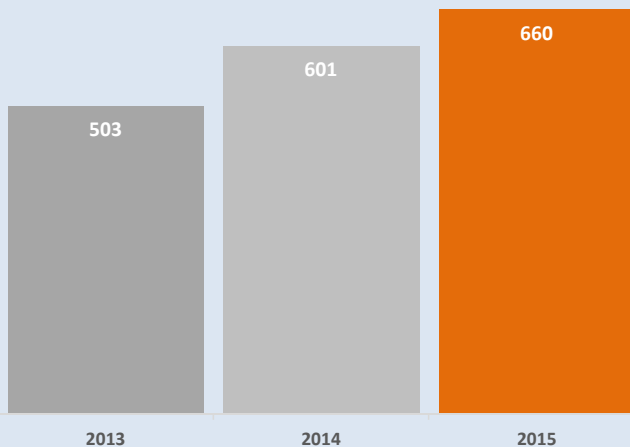
Middlesbrough Council

Volunteers

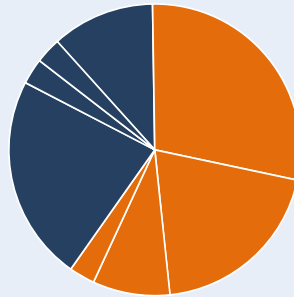
The Council recognises the significant and valuable role that volunteers can play in helping the Council to fulfil its responsibilities to the local community and in providing opportunities to local residents to improve their job prospects and raise aspirations.

The number of volunteers on the Council's register increased by 31% from 503 at 31st March 2013 to 660 at 31st March 2015. Of the 151 volunteers that have completed an Equalities Monitoring form:

- 56% female, 44% male
- 29% aged under 25, 51% under 35 and 24% over 55, the overall profile is younger than that of those employed by the Council.
- 13% declaring a disability, higher than the Council staff equivalent
- 89% White British
- 51% Christian denominations
- 80% with no caring responsibilities, (which would be expected as those with caring responsibilities are less likely to have spare time to volunteer.)
- 57% single



Apprentices



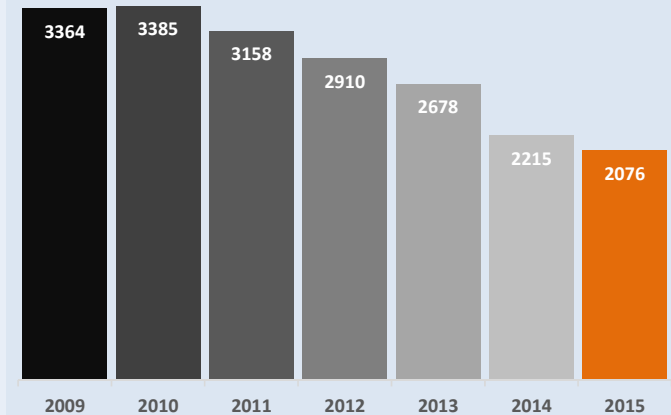
60% of apprentices left the Council into employment.

An apprenticeship is a paid job with training to achieve a recognised qualification. By combining work and study, apprenticeships provide the opportunity to gain experience, develop new skills and earn whilst learning. The Council is committed to providing a range of apprenticeship opportunities for young people to support the economic regeneration of Middlesbrough and to enhance the economic wellbeing and job opportunities for young people from Middlesbrough. Currently the Council offers apprenticeships in; ICT, Business Administration, Teaching Assistants, Customer Service, Management and Team Leading.

During 2014/15 40 apprentices started work with the Council, five more than in 2013/14, in addition to 38 who were already placed at 1st April 2014; 45 were Female and 33 Male, 75 were White British and 3 BME, 6 declared a disability.

35 apprentices left the Council during the year, 27 of those (77%, up from 67% in 2013/14) achieved their qualification and 21 left into employment (ten with the Council, seven outside the Council, three in schools and one self employed). Four progressed to another apprenticeship scheme.

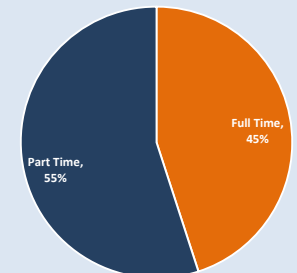
Schools



The number of posts in Schools has reduced from 3,364 in 2009 to 2,076 in 2015, a reduction of 38%. Part of the reduction is due to the transition of some schools to Academy status. The response rate for equalities data for schools varies by characteristic, however of the known responses:

- 1,799, or 87%, are female
- 1.0% declared a disability (Response Rate: 65%)
- 96% are white (Response Rate: 80%)
- 37% have some caring responsibility (Response Rate: 19%)
- 68% Christian (Response Rate: 24%)
- 95% heterosexual (Response Rate: 23%)

45% of posts in schools are full time.



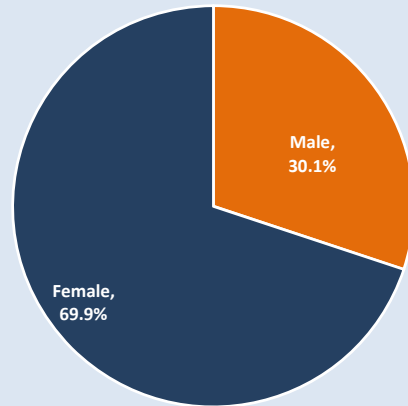
Middlesbrough Council

Equality Information

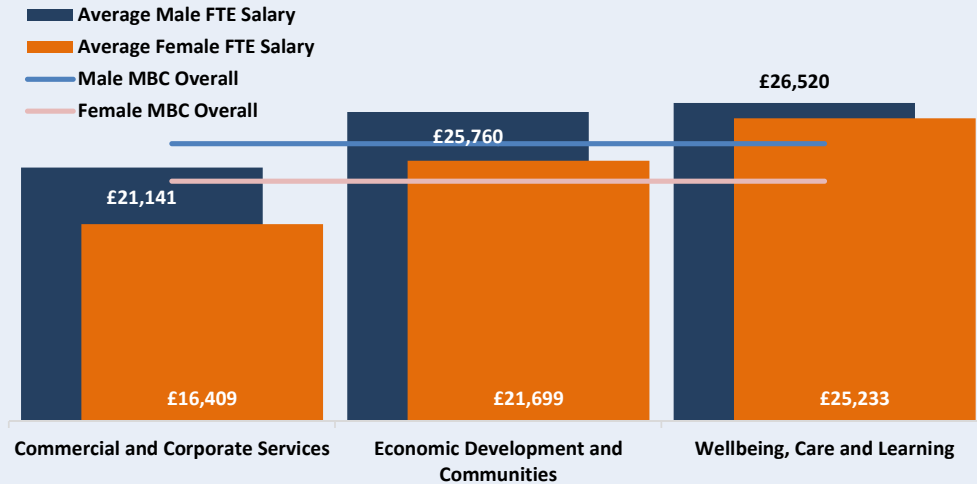
The Council has expanded equality monitoring of staffing to ensure that monitoring of all protected characteristics is included where possible within its processes. It has a stated equality objective to promote increased diversity within its workforce, so that it is more reflective of the local community and as part of this the Council has anonymised the recruitment process.

Gender

At 31st March 2015, 69.9% of the Middlesbrough Council workforce were female, slightly higher than 2014 (68.5%) and continuing to rise since 2009 (65%). There is some variation between outcome areas – Social Care and Safeguarding and Children’s Care are both over 80%, whilst Improving Public Health is 48% male, albeit in the smallest outcome area.

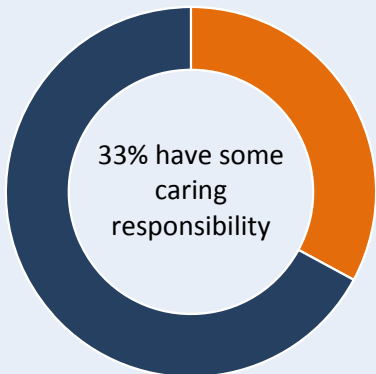


Equal Pay



The average FTE salaries for both males (£23,129) and females (£19,994) have decreased slightly from 2014. The introduction of the Living Wage on 1st April 2015 will have increased average salaries, particularly in Environment, Property and Commercial Services where there are a higher number of lower paid staff. Given a large percentage of these staff are women it is also likely to have reduced the pay gap, £3,135 at 31st March 2015 (£3,312 at 31st March 2014).

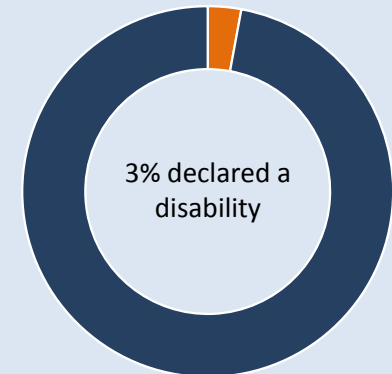
Caring Responsibility



Ignoring the ‘Unknown’ responses, 33% of staff have some caring responsibility, however the response rate is less than 40% and as such the figures may not be a true representation of the Council as a whole.

The carer rate for outcome areas was between 25% (Economic Development) and 45% (Improving Public Health).

Declared Disability



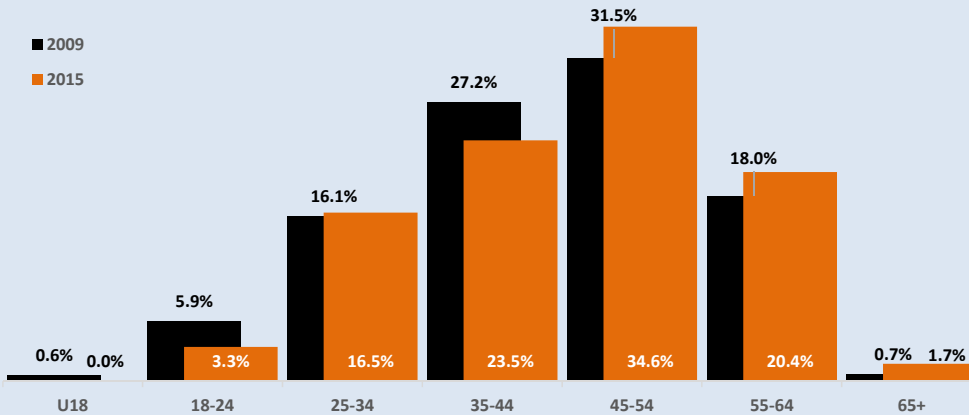
2.9% of the Council employees declared a disability, a slight increase on 2012/13 (2.6%). The percentage of ‘Not Known’ was 13.8%.

Social Care had the highest percentage of employees declaring a disability at 4.8%, Improving Public Health had none.

Middlesbrough Council

Age

In 2009, 18.7% of staff were aged 55 plus increasing to 22.1% in 2015, 56.7% of roles within the Council are now filled by employees aged 45 plus. The Council has early retirement schemes in place however the figure is likely to have been impacted by the removal of the default retirement age.



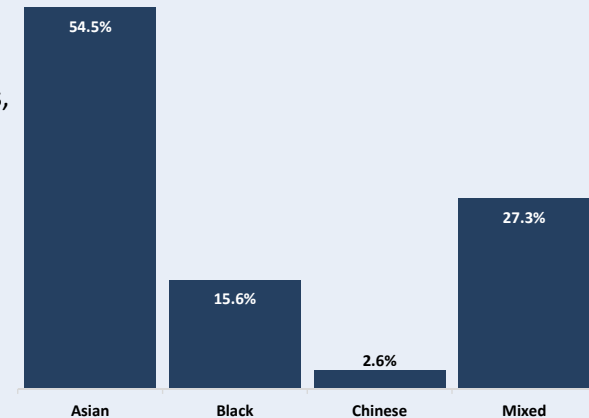
The average age of the staff performing a role in the Council in 2015 is 44.

Ethnicity

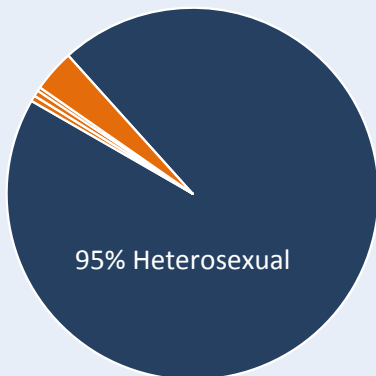
97.3% White
2.7% BME

Excluding the unknown element, the total percentage of employees in the Council declaring an ethnic background is 2.7%, unchanged from 2013/14.

Looking at the individual groups, other than white, employees of an Asian background make up the highest proportion of BME employees, 54.5%



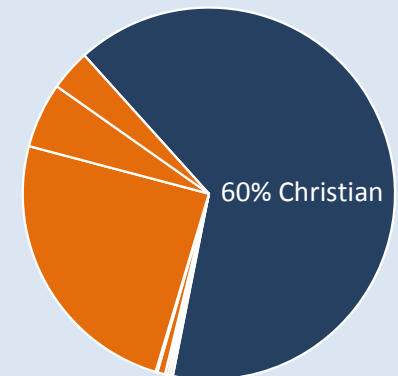
Sexual Orientation



64% of the responses are unknown, of those that did respond 95% are heterosexual.

Religion or Belief

Almost 60% of the religious beliefs of Council staff is unknown and as such the data should be treated with caution. The majority (62%) of staff who have responded have a Christian faith, while almost 30% have no religion or a non-religious belief.

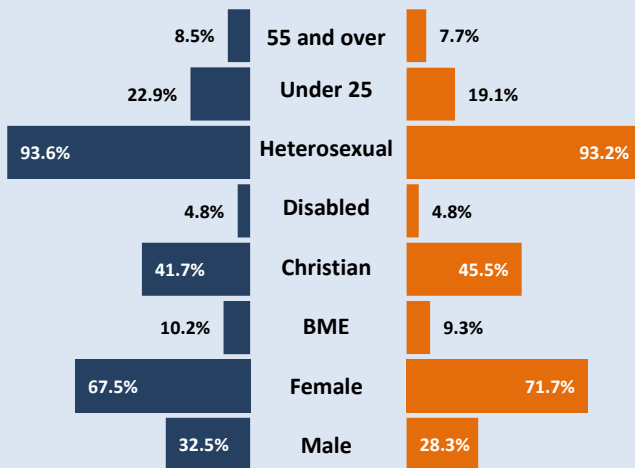


Middlesbrough Council

Recruitment and Selection

The Council monitors equality data for all applicants and shortlisted candidates, in order to identify any potential issues.

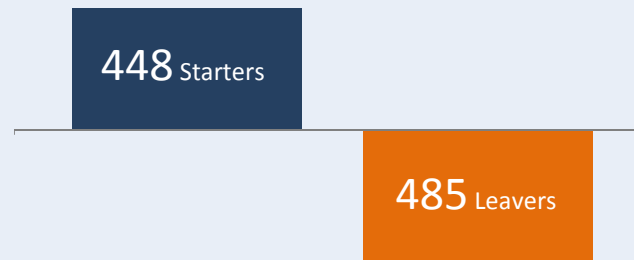
The below shows the data for the 4163 applicants (in red) and 1,788 shortlisted candidates (in green) for permanent and fixed term posts advertised between April 2014 and March 2015.



Starters and Leavers

There were 448 starters in the Council in 2014/15, a 31% increase on 2013/14.

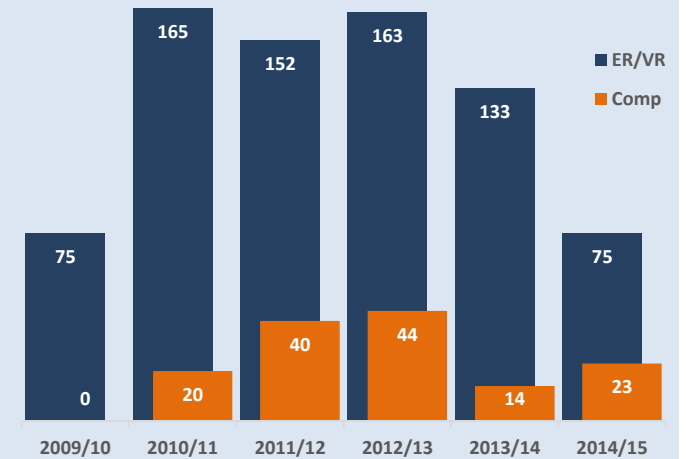
The average age of starters was 35, slightly younger than 2013/14 (36) and only 6% of starters were aged 55 or over, reduced from 12%.



The number of leavers reduced by 18.5% from 587 in 2013/14 to 478 in 2014/15.

38% of leavers were aged 50 and over and 24% 55 and over, which is in part due to the Early Retirement and Voluntary redundancy schemes run by the Council. The average age of leavers is 43, slightly higher than 2013/14 (42).

Redundancy



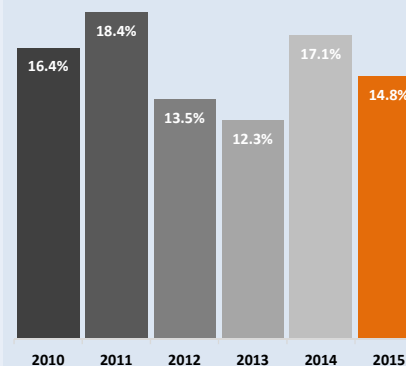
The Council has been running an Early Retirement and Voluntary Redundancy scheme since 2009. During this period (to the end of March 2014) there were 763 members of staff who left through either early retirement or voluntary redundancy, with a further 141 compulsory redundancies. Overall there were 98 redundancies in 2014/15, the lowest since the scheme began, reflecting the reduction in size of the Council workforce.

Grievance and Dismissal

The Equality Act 2010 requires that the Council publishes disaggregated information on grievances and dismissal, however the low numbers involved mean that individuals may become identifiable.

During 2014/15 there were 12 grievances with four upheld and 46 disciplinary investigations and/or hearings, five of which resulted in dismissal. It is therefore not realistic to say whether there has been any disproportionate impact, however of those involved in investigations for whom information is known; all were White British, none declared a disability, 52% were female and 48% male and ages ranged from 24 to 63.

Turnover



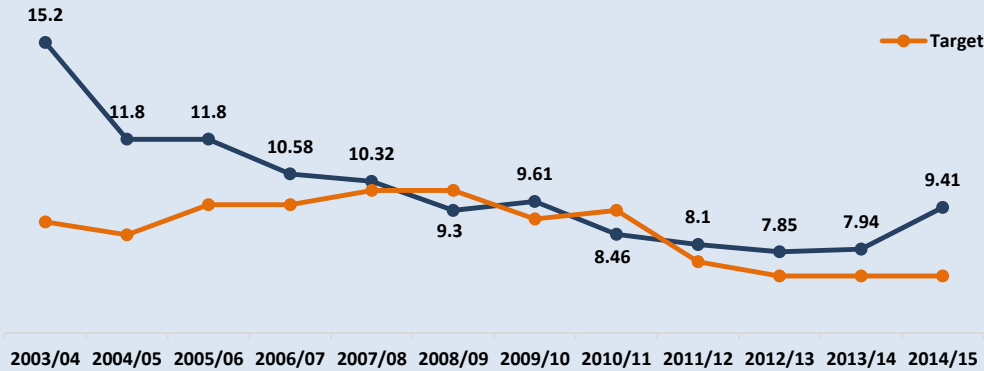
Turnover is the percentage of employees who leave employment with the organisation in a given period, calculated by dividing the number of leavers by the average number of jobs during the year, excluding casual jobs.

Turnover has fluctuated over the last six years in the Council. Overall turnover in 2014/15 was 14.8%, down from 17.1% in 2013/14.

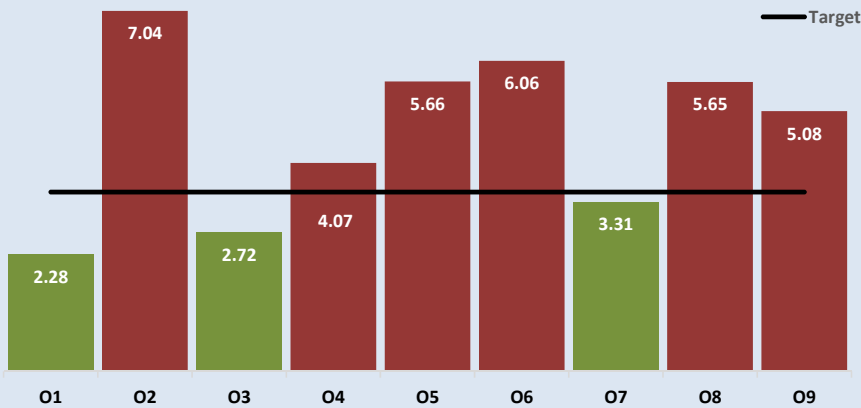
Middlesbrough Council

Sickness

Middlesbrough Council has been working to steadily reduce the days lost to sickness across the Council. The absence rate reduced from over 15 FTE days in 2003 / 2004 to 7.85 FTE days in 2012/2013, however after a small increase in 2013/14, the 2014/15 figure of 9.41 days is the highest since 2009/10 (this figure includes sickness absence in schools).



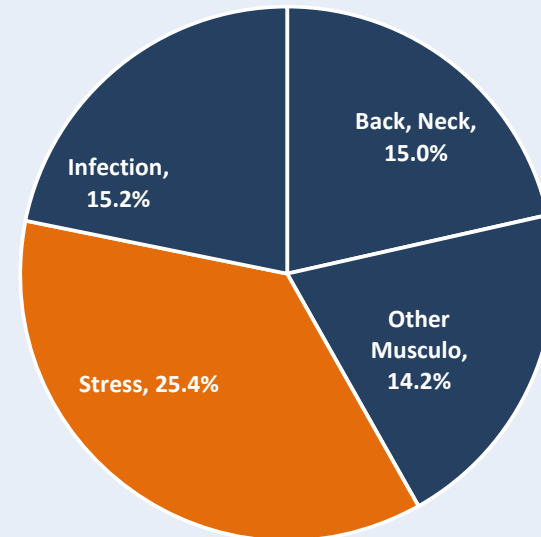
Due to restructuring, full year data is not available by department or outcome area, however the chart below shows the FTE days lost for the half year from October 2014 – March 2015 by outcome.



Note: In the above, the figures differ from the BVPI figure because the BVPI definition excludes certain categories of employees, i.e. employees working on a temporary contract who have worked for the Council for less than one year.

Stress, Depression, Anxiety, Mental Health and Fatigue

The category 'Stress, Depression, Anxiety, Mental Health and Fatigue' continues to account for the highest percentage of days lost to sickness across the Council, although it has reduced from 30% in 2013/14 to 24.5% in 2014/15. This percentage had remained fairly constant through the previous four years at between 23% and 25%. In Schools, infection accounts for 20.2% of sickness, slightly more days than stress (19.9%).



The following measures are in place to support employees:

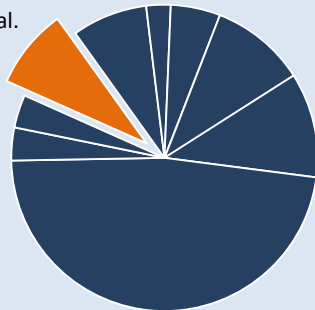
- 24/7 Employee Assistance Programme (including telephone counselling).
- Face-to-face counselling.
- Internal Contact Officers who are trained to assist any member of staff who feels they may be the subject of bullying, harassment or discrimination.
- Sourcing and publicising external support to which staff can self refer.
- Coping with change in the workplace workshops.
- Redundancy support sessions.
- Information on financial advice.

Outcome 1: Economic Development

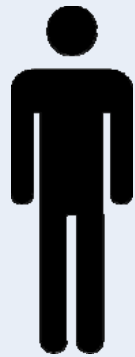
Sharon Thomas

Jobs

272 jobs,
8.4% of the
Council total.



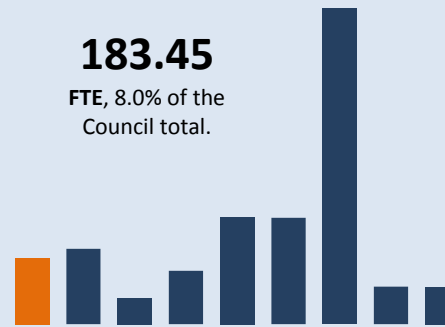
Headcount



269 staff,
8.9% of the
Council total.

FTE

183.45
FTE, 8.0% of the
Council total.



Contract Type

Permanent
88%

Fixed Term
9%

Temporary
3%

44% of staff work on a full time basis,
the second lowest of the 9 outcome areas,
while there are **114** casual contracts.

Salaries

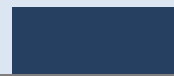
Average FTE Salary

£22,230.

The Council average
is £21,847.
(Excluding CMT
members)



Starters and Leavers



15

Starters

49

Leavers

Age

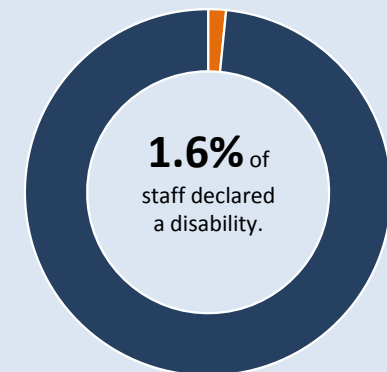
1% under
25.



34% aged
55+.

Declared Disability

1.6% of
staff declared
a disability.



Ethnicity

98.9% White,
1.1% BME.

Gender

43% male

57% female

Religious Beliefs

22% no religion, or non religious belief

2% Other Religions

74% Christian Denominations.

Carer Status

25% have
some caring
responsibility

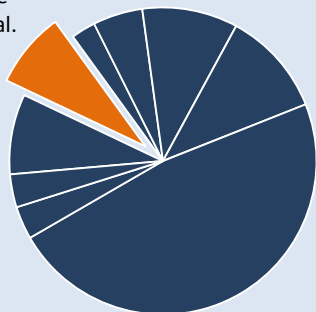


Outcome 2: Supporting Communities

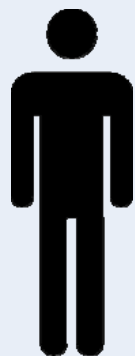
Richard Horniman

Jobs

257 jobs,
8.2% of the
Council total.



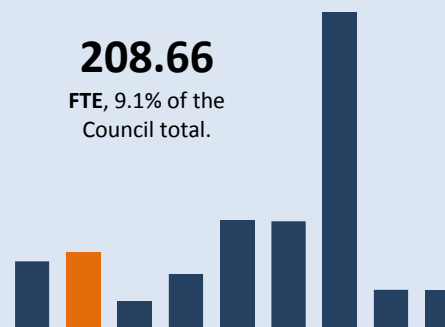
Headcount



252 staff,
8.4% of the
Council total.

FTE

208.66
FTE, 9.1% of the
Council total.



Contract Type

Permanent
84%

Fixed Term
16%

Temporary
0%

58% of staff work on a full time basis,
while there are **12** casual contracts.

Salaries

Average FTE Salary

£22,132.

The Council average
is £21,847.
(Excluding CMT
members)



Starters and Leavers

8
Starters

40
Leavers

Age

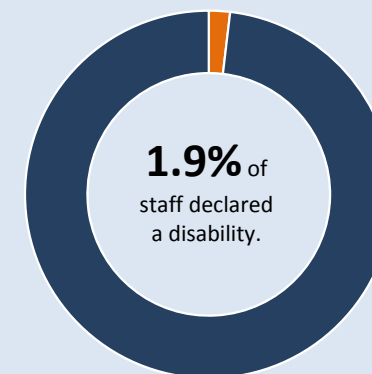
3% under
25.



16% aged
55+.

Declared Disability

1.9% of
staff declared
a disability.



Ethnicity

94.5% White,
5.5% BME.

Gender

23% male

77% female

Religious Beliefs

22% no religion, or non religious belief

5% Other Religions

67% Christian Denominations.

Carer Status

42% have
some caring
responsibility

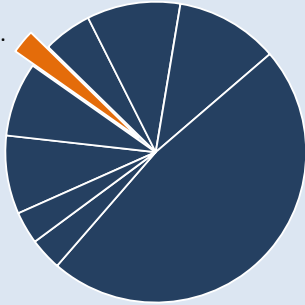


Outcome 3: Improving Public Health

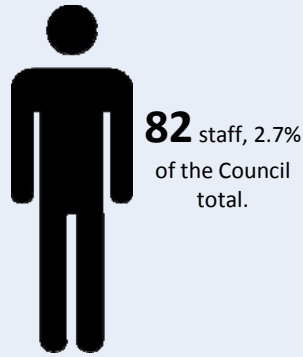
Edward Kunonga

Jobs

83 jobs,
2.6% of the
Council total.

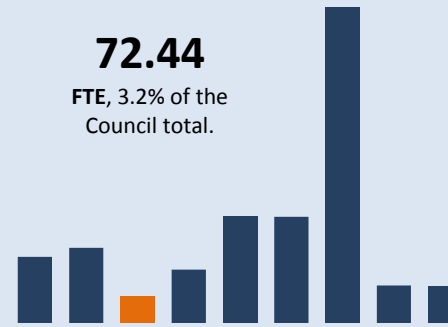


Headcount



FTE

72.44
FTE, 3.2% of the
Council total.



Contract Type

Permanent 98%	Fixed Term 2%	Temporary 0%
-------------------------	-------------------------	------------------------

69% of staff work on a full time basis,
the second lowest of the 9 outcome areas,
while there are **0** casual contracts.

Salaries

Average FTE Salary
£29,997.
The Council average
is £21,847.
(Excluding CMT
members)

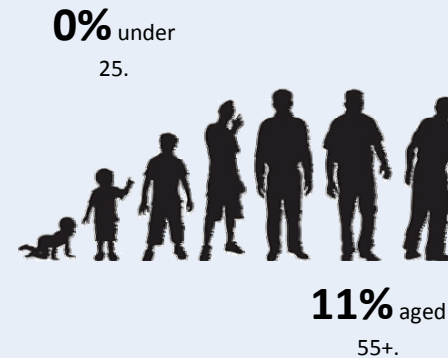


Starters and Leavers

0
Starters

4
Leavers

Age



Declared Disability

0% of staff
declared a
disability.

Ethnicity

91.0% White,
9.0% BME.

Gender

48% male

50% female

Religious Beliefs

29% no religion, or non religious belief

3% Other Religions

66% Christian Denominations.

Carer Status

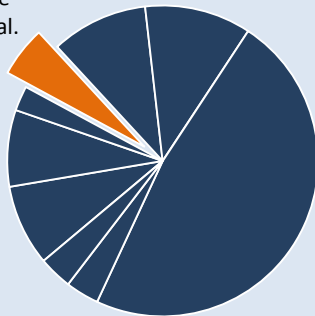
45% have
some caring
responsibility



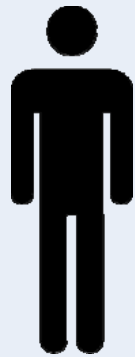
Outcome 4: Learning and Skills

Jobs

169 jobs,
5.2% of the
Council total.



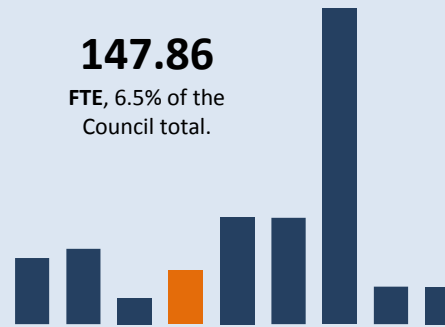
Headcount



166 staff,
5.5% of the
Council total.

FTE

147.86
FTE, 6.5% of the
Council total.



Contract Type

Permanent
78%

Fixed Term
22%

Temporary
0%

66% of staff work on a full time basis,
the second lowest of the 9 outcome areas,
while there are **122** casual contracts.

Salaries

Average FTE Salary

£28,164.

The Council average
is £21,847.
(Excluding CMT
members)



Starters and Leavers

66
Starters

85
Leavers

Age

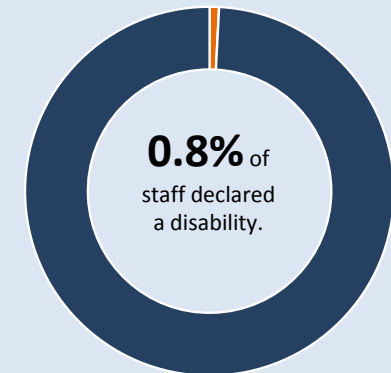
8% under
25.



21% aged
55+.

Declared Disability

0.8% of
staff declared
a disability.



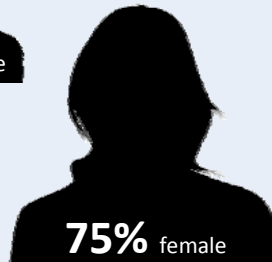
Ethnicity

97.6% White,
2.4% BME.

Gender

25% male

75% female



Religious Beliefs

39% no religion, or non religious belief

7% Other Religions

51% Christian Denominations.

Carer Status

35% have
some caring
responsibility

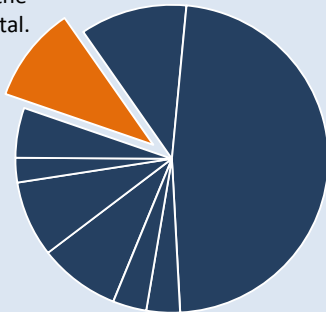


Outcome 5: Safeguarding and Children's Care

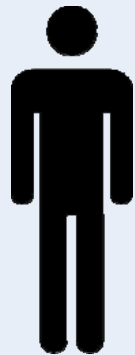
Neil Pocklington

Jobs

324 jobs,
10.1% of the
Council total.



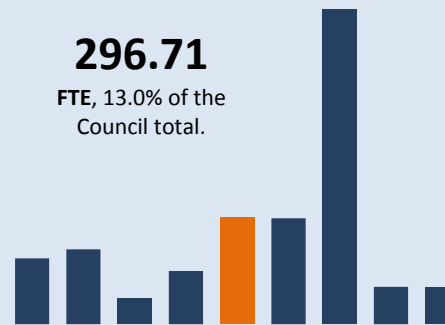
Headcount



324 staff,
10.7% of the
Council total.

FTE

296.71
FTE, 13.0% of the
Council total.



Contract Type

Permanent
84%

Fixed Term
15%

Temporary
0%

77% of staff work on a full time basis,
the second lowest of the 9 outcome areas,
while there are **79** casual contracts.

Salaries

Average FTE Salary
£26,670.
The Council average
is £21,847.
(Excluding CMT
members)



Starters and Leavers

64
Starters

38
Leavers

Age

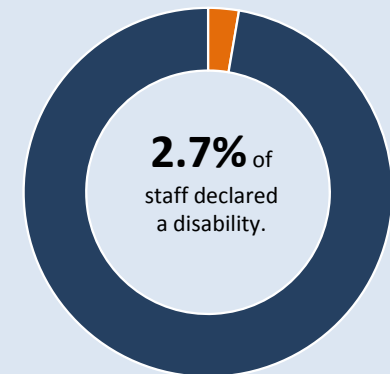
6% under
25.



16% aged
55+.

Declared Disability

2.7% of
staff declared
a disability.



Ethnicity

96.4% White,
3.6% BME.

Gender

18% male

82% female

Religious Beliefs

40% no religion, or non religious belief

7% Other Religions

48% Christian Denominations.

Carer Status

30% have
some caring
responsibility

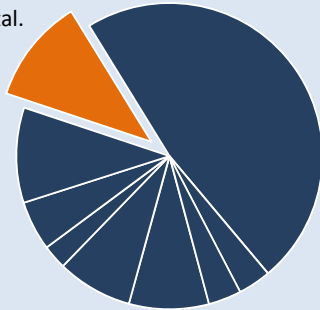


Outcome 6: Social Care

Erik Scollay

Jobs

357 jobs,
11.1% of the
Council total.



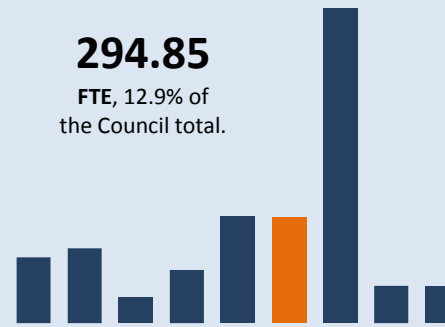
Headcount



352 staff,
11.7% of the
Council total.

FTE

294.85
FTE, 12.9% of
the Council total.



Contract Type

Permanent
95%

Fixed Term
4%

Temporary
0%

48% of staff work on a full time basis,
the second lowest of the 9 outcome areas,
while there are **28** casual contracts.

Salaries

Average FTE Salary

£24,519.

The Council average
is £21,847.
(Excluding CMT
members)



Starters and Leavers

24

Starters

37

Leavers

Age

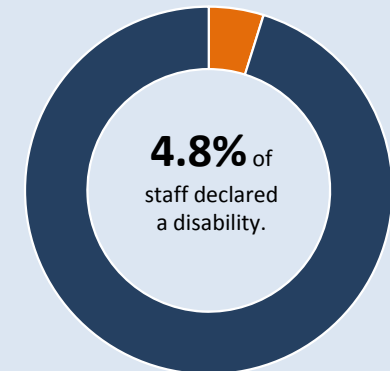
1% under
25.



20% aged
55+.

Declared Disability

4.8% of
staff declared
a disability.



Ethnicity

95.1% White,

4.9% BME.

Gender

20% male

80% female

Religious Beliefs

18% no religion, or non religious belief

8% Other Religions

69% Christian Denominations.

Carer Status

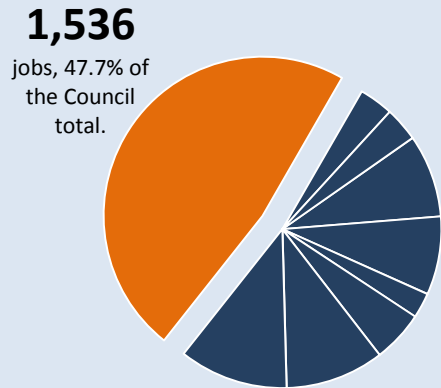
39% have
some caring
responsibility



Outcome 7: Environment, Property and Commercial Services

Tom Punton

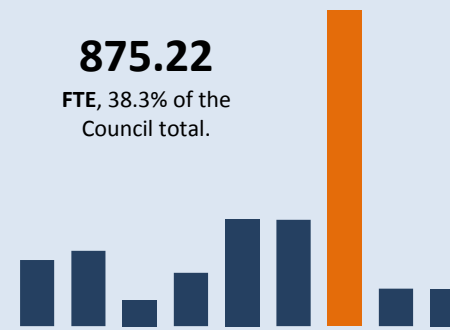
Jobs



Headcount



FTE

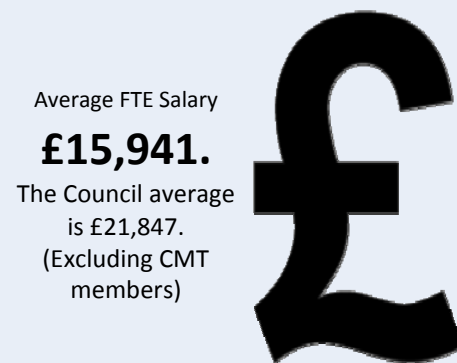


Contract Type

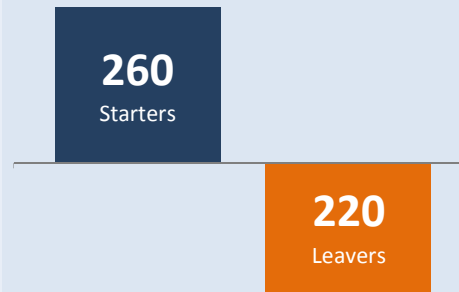


31% of staff work on a full time basis, the second lowest of the 9 outcome areas, while there are **199** casual contracts.

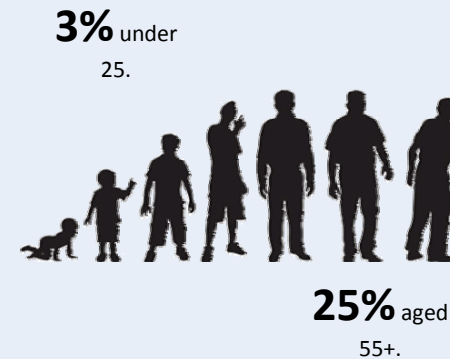
Salaries



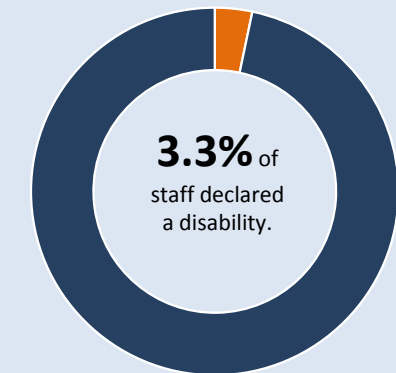
Starters and Leavers



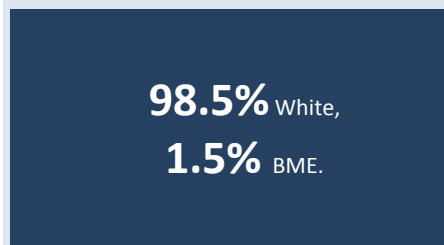
Age



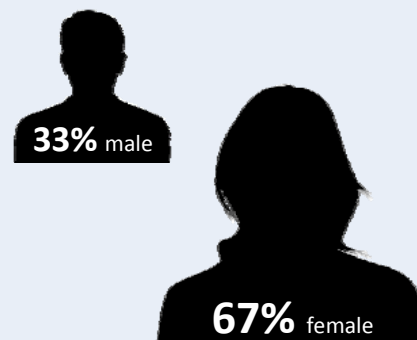
Declared Disability



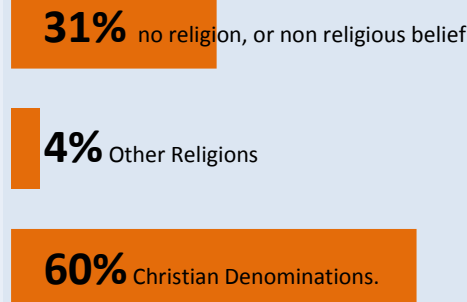
Ethnicity



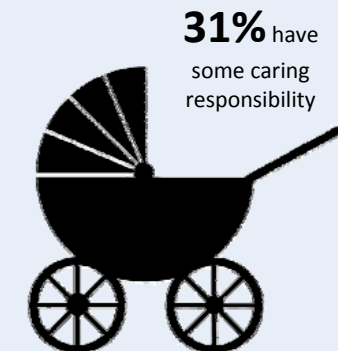
Gender



Religious Beliefs



Carer Status

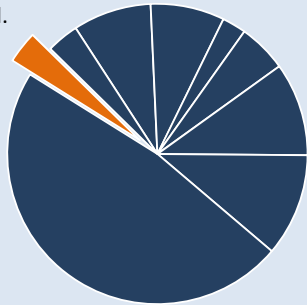


Outcome 8: Finance and Investment

Paul Slocombe

Jobs

112 jobs,
3.5% of the
Council total.



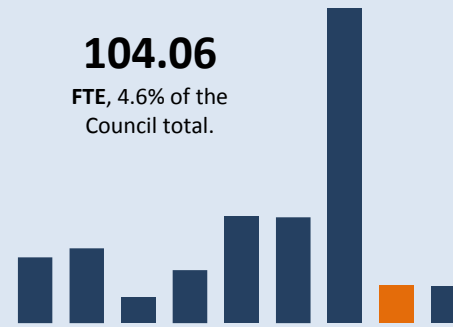
Headcount



112 staff,
3.7% of the
Council total.

FTE

104.06
FTE, 4.6% of the
Council total.



Contract Type

Permanent
94%

Fixed Term
5%

Temporary
1%

74% of staff work on a full time basis,
the second lowest of the 9 outcome areas,
while there are **0** casual contracts.

Salaries

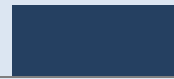
Average FTE Salary

£30,004.

The Council average
is £21,847.
(Excluding CMT
members)



Starters and Leavers



2

Starters



6

Leavers

Age

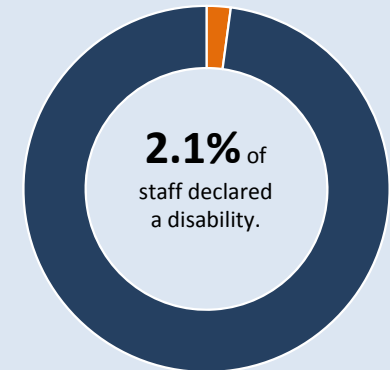
3% under
25.



13% aged
55+.

Declared Disability

2.1% of
staff declared
a disability.



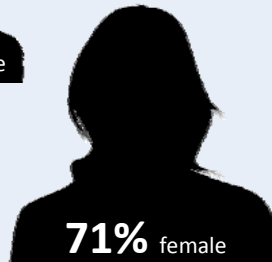
Ethnicity

97.1% White,
2.9% BME.

Gender



29% male



71% female

Religious Beliefs

25% no religion, or non religious belief

4% Other Religions

66% Christian Denominations.

Carer Status

40% have
some caring
responsibility

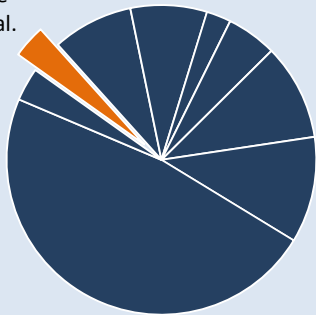


Outcome 9: Organisation and Governance

Karen Whitmore

Jobs

112 jobs,
3.5% of the
Council total.



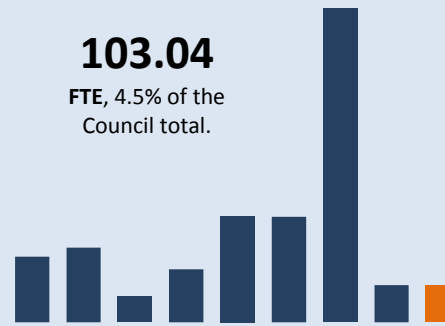
Headcount



112 staff,
3.7% of the
Council total.

FTE

103.04
FTE, 4.5% of the
Council total.



Contract Type

Permanent
90%

Fixed Term
10%

Temporary
0%

79% of staff work on a full time basis,
the second lowest of the 9 outcome areas,
while there are **8** casual contracts.

Salaries

Average FTE Salary

£29,693.

The Council average
is £21,847.
(Excluding CMT
members)



Starters and Leavers

9

Starters

6

Leavers

Age

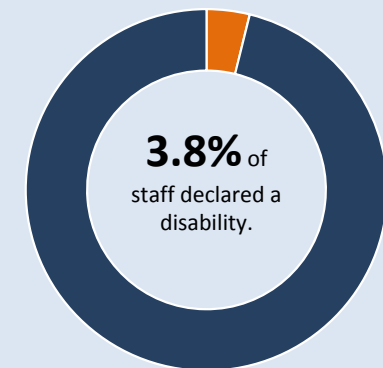
5% under
25.



11% aged
55+.

Declared Disability

3.8% of
staff declared a
disability.



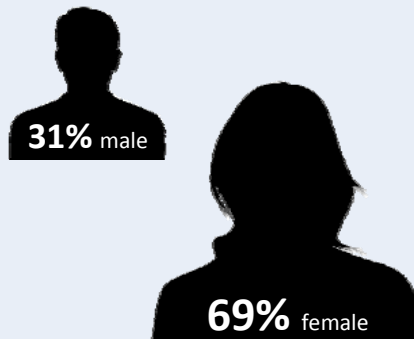
Ethnicity

99.1% White,
0.9% BME.

Gender

31% male

69% female



Religious Beliefs

32% no religion, or non religious belief

2% Other Religions

62% Christian Denominations.

Carer Status

31% have
some caring
responsibility



(Excludes unknown. Prefer not to say included but not shown.)

	Directorate	Commercial and Corporate Services	Economic Development and Communities	Wellbeing, Care and Learning	Council (Exc. Schools)	Schools
	Jobs (Exc. Casual)	1760	612	850	3222	2076
	FTE	1082.32	464.55	739.42	2286.30	1597.30
	Average FTE Salary	£17,711	£23,239	£26,064	£21,919	£23,215
	Starters	271	23	154	448	289
	Leavers	232	93	160	485	280
Contracts	Full Time	640	327	531	1498	929
	Part Time	1120	285	319	1724	1147
	Casual	207	126	229	562	456
	Permanent	83.5%	87.7%	87.9%	85.5%	85.4%
	Fixed Term	14.7%	11.1%	12.0%	13.3%	14.5%
	Temporary	1.8%	1.1%	0.1%	1.2%	0.1%
Gender	Male	33.0%	35.1%	20.4%	30.1%	13.3%
	Female	67.0%	64.9%	79.6%	69.9%	86.7%
Religion	Christian Denominations	60.8%	69.8%	57.5%	61.7%	67.5%
	No Religion	24.3%	19.4%	24.6%	23.3%	18.8%
	Non-Religious Belief	5.9%	3.5%	5.9%	5.4%	3.8%
	Other	3.9%	3.5%	7.4%	4.9%	5.4%
Ethnicity	Asian	0.7%	2.7%	2.1%	1.5%	3.1%
	Black	0.1%	0.4%	1.0%	0.4%	0.2%
	Chinese	0.1%	0.0%	0.1%	0.1%	0.1%
	Mixed	0.7%	0.9%	0.8%	0.7%	0.6%
	White	97.5%	96.1%	95.1%	96.6%	95.7%
Carer status	Carer	31.3%	34.5%	34.2%	32.9%	37.3%
	Not Carer	68.7%	65.5%	65.8%	67.1%	62.8%
Declared Disability	Disabled	3.3%	1.5%	3.3%	2.9%	0.9%
	Not Disabled	96.7%	98.5%	96.5%	97.0%	98.9%
Age	Under 25	3.4%	1.8%	4.5%	3.4%	5.2%
	25 to 54	73.4%	74.8%	76.6%	74.5%	79.5%
	55 and over	23.2%	23.4%	18.9%	22.1%	15.3%
Sexual Orientation	Heterosexual	95.7%	95.1%	93.7%	94.9%	95.4%
	Gay/Bisexual	0.9%	1.6%	2.0%	1.4%	0.6%