

Middlesbrough Council Annual Workforce Monitoring Report 2015 / 2016

Introduction

The 2015/16 Annual Workforce Monitoring Report is based on data for the period 1st April 2015 to 31st March 2016 and includes 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 in the Council's payroll system. Our strategic business partner, Kier Business Services, manages this system on our behalf.

The Council promotes equal opportunity in all aspects of employment: disability, gender, race, religion or belief, age, sexual orientation, marital or civil partnership status, pregnancy and maternity; caring responsibilities and gender reassignment. This report provides data to help understand the effectiveness of our policies in promoting equality. By analysing this data we better understand how effective our policies 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.

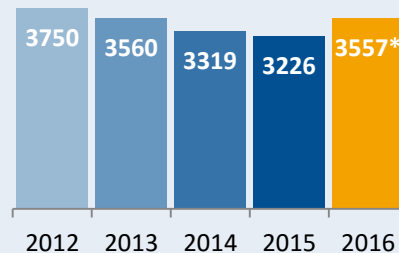
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Jobs

On 31 March 2016 there were 3,557* posts in the Council plus 573 casual posts. In Schools there were 1,419 posts plus 303 casual posts.

* This figure Includes 320 staff who TUPE transferred to the Council in 2015/16

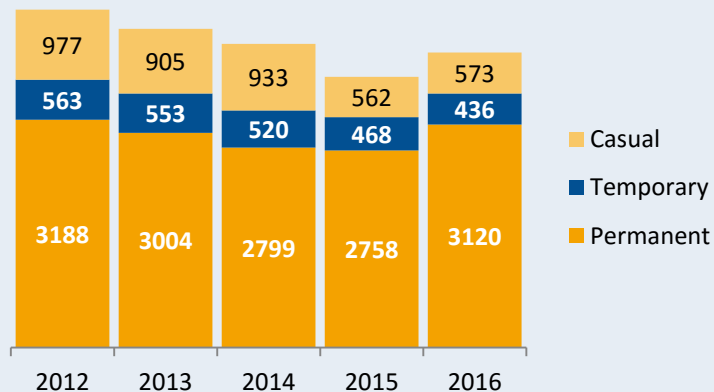


31st March 2016	Posts	Staff	FTE	[Casual posts]
Council	3557	3304	2507	573
Schools	1733	1303	1073	303

Staffing and FTE figures do not include casual posts

Contract status

The percentage of permanent contracts has increased steadily from 58% in 2009 to 76% in 2016. The proportion of casual contracts dipped significantly in 2015.

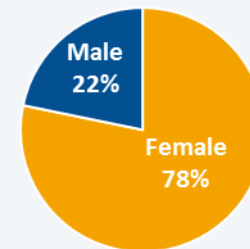


Casual contracts

Casual staff are usually seasonal or are recruited to cover events. For example: Lifeguards, Election staff and Bar staff.

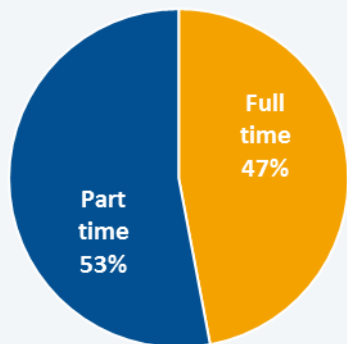
As of 31st March 2016, there were 573 casual contracts in place. This is a reduction of almost 43% from five years earlier. 508 members of staff covered these 573 posts.

- 78% are female
- 49% are Christian
- 96% are white
- 1.6% declared a disability



Hours

Just under half of all roles in the Council, 47%, are full time. This equates to 1,673 full time posts.



Training

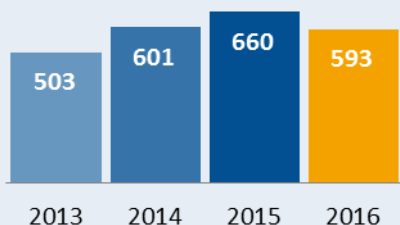
A large number of staff from across the organisation have attended a wide range of training, including:

- Council-wide Health and Safety: 1,160 employees
- Property Services: 320 employees attended a total of over 700 wide-ranging courses
- Adult Social Care: 384 courses have been attended, with the most popular being:
 - Care Act E Learning (133)
 - City & Guild Medication Refresher (60)
- Children’s Safeguarding: 360 courses have been attended, with the most popular being:
 - Graded Care Profile (93)
 - Record Keeping and Report Writing (60)

Volunteers

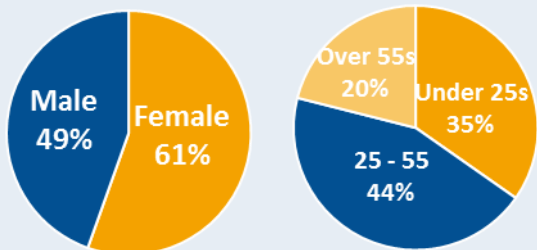
The Council recognises the significant and valuable role that volunteers can play in helping it to fulfil its responsibilities to the local community and in providing opportunities to local residents to improve their job prospects and raise aspirations.

There are 593 registered volunteers – down slightly from the previous two years.



Of the 164 volunteers who completed an Equalities Monitoring form:

- 8% declared a disability
- 84% are white British
- 32% are Christian denomination
- 71% had no caring responsibilities
- The age profile of volunteers is younger than that of employees



Apprentices

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.

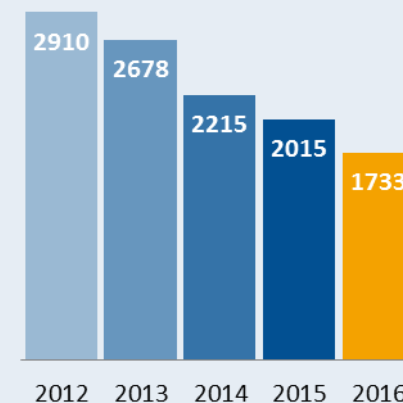
The Council is committed to providing a range of apprenticeship opportunities for young people to support the economic regeneration of the town and to enhance the economic wellbeing and job opportunities for young people. The Council currently offers apprenticeships in:

- Business Administration
- Customer Service
- ICT
- Supported Teaching and Learning in Schools
- Local Environmental Services
- Team Leading Level 2
- Management Level 3

During 2015/16 28 apprentices started work with the Council and 14 entered into a second year apprenticeship. 25 apprentices left the Council.

Over the period August 2015 – June 2016 90% of the apprentices achieved their qualification. 90% of those that left went straight into employment.

Schools



The number of posts in Schools reduced by 40% over the last 5 years. Part of this reduction is due to the transition of some schools to Academy status.

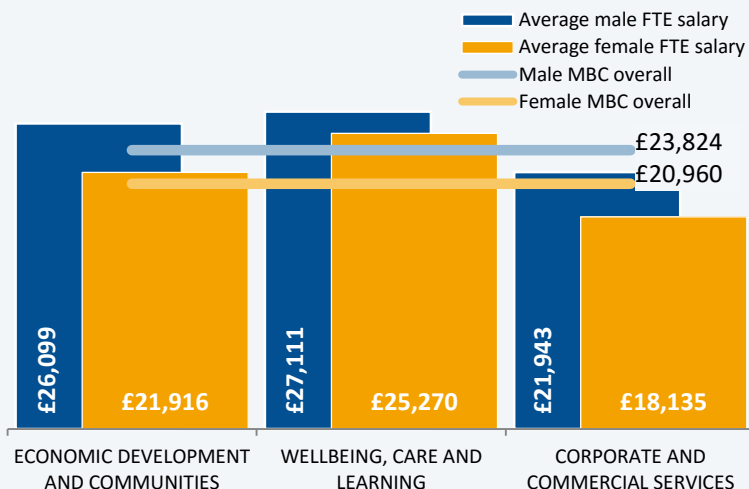
The response rate for equalities data for schools varies by characteristic, however of the known responses:

- 87% are female
- 1% declared a disability
- 95% are white British
- 67% are Christian denomination

Equality information

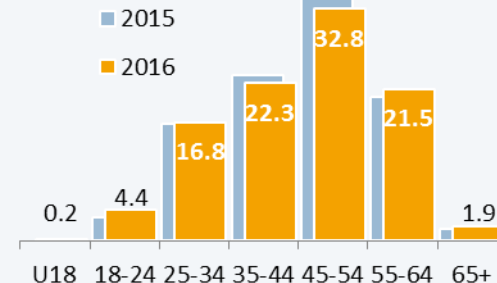
The Council has expanded equality monitoring of staffing to ensure that monitoring of all protected characteristics is included where possible within its processes. It has a stated equality objective to promote increased diversity within its workforce so that it is more reflective of the local community.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

Equal pay



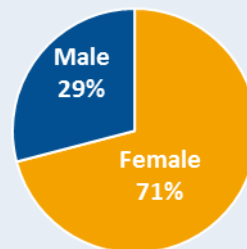
Age

56.3% of posts were filled by employees aged 45 and over. This is a slight reduction from last year (56.7%)



Gender

71% of the workforce were female. This proportion has been steadily increasing since 2009 (65%).



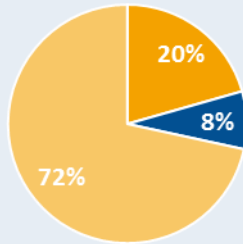
There is significant variation in the gender balance between the Outcome Areas ranging from 53% female in Improving Public Health to 85% female in Safeguarding and Children's Care.

BVPIs

BVPI Description	2011/12	2012/13	2013/14	2014/15	2015/16
Senior Women	46.98%	49.86%	51.82%	51.85%	50.43%
Senior BME employees	0.00%	0.00%	0.60%	0.86%	0.95%
Senior Disabled employees	2.07%	1.47%	2.59%	3.53%	3.93%
Working days lost to sickness absence	8.10	7.85	7.94	9.41	9.12
Employees with a disability	2.55%	2.32%	2.69%	2.27%	2.52%
Ethnic Minority representation	2.80%	2.32%	2.37%	2.30%	2.44%

Caring responsibility

28% of staff who responded stated that they had a caring responsibility. This is down slightly on the previous year.



- I care for a child or children
- I care for someone other than a child
- No caring responsibility

Declared disability

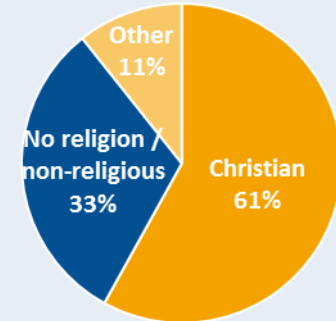
3% of Council employees declared a disability, a very slight increase on the previous year (2.9%).

Organisation and Governance had the highest percentage of employees declaring a disability (5.8%).



Religion or belief

62% of the religious beliefs of Council staff is unknown and as such the data should be treated with caution. The majority of staff who have responded have a Christian faith (61%). 33% stated that they have no religion or a non-religious belief.



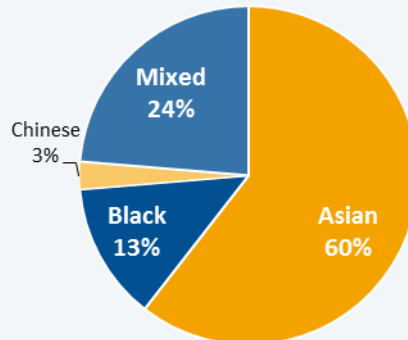
Ethnicity

97.4% White

2.6% BME

The total percentage of employees declaring a BME background is 2.5%, slightly lower than the previous year.

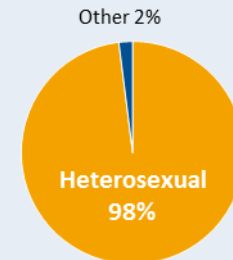
Asian (60%) is the largest group other than White.



Proportion of BME groups

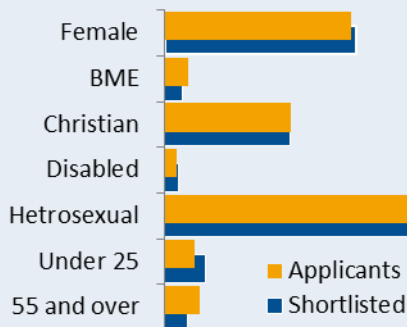
Sexual orientation

98% of those who responded are heterosexual.



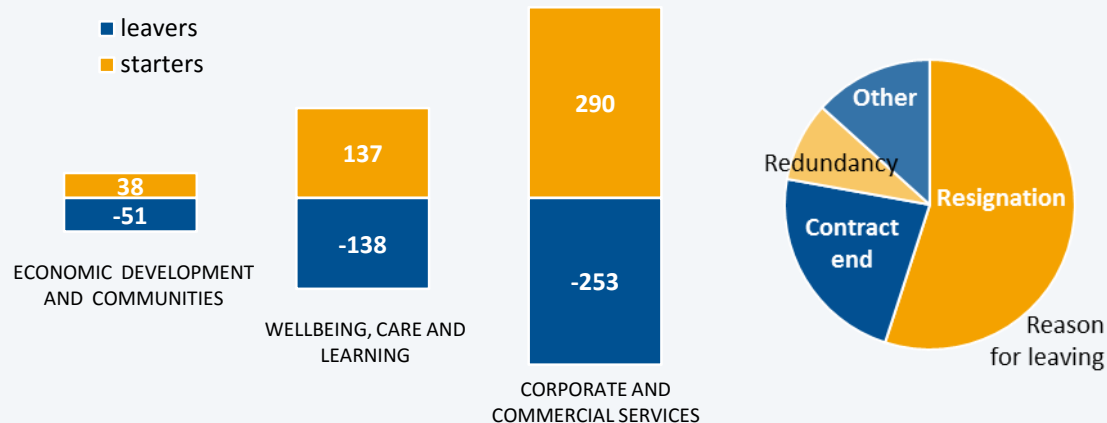
Recruitment and selection

The Council monitors equality data for all applicants. The graph below shows the data for the 4,632 applicants (orange) and 2,988 shortlisted candidates (blue) for permanent and fixed term posts advertised between April 2015 and March 2016.

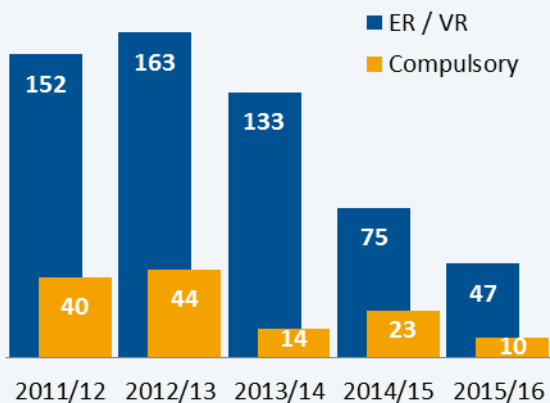


Starters and leavers

There were 465 starters in the Council in 2015/16, a 3% increase on 2014/15. The average age of starters was 37. The number of leavers was 451. The average age of leavers was 41.



Redundancy



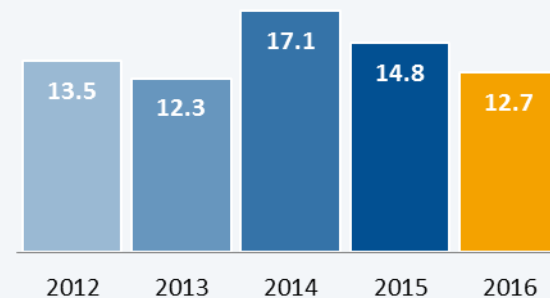
Grievance and dismissal

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 2015/16 centrally held records show that there were 2 grievances: 1 was partially upheld and the other was not upheld. There were 25 disciplinary investigations and/or hearings, 2 of which resulted in dismissal.

Of those involved in investigations for whom information is known: all were White British; one declared a disability; 40% were female; and, ages ranged from 24 to 61.

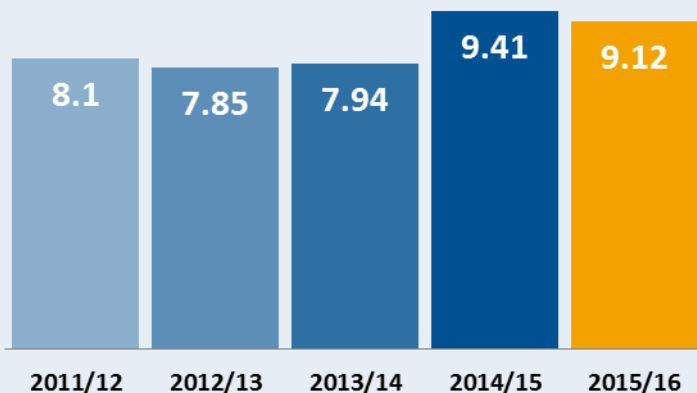
Turnover



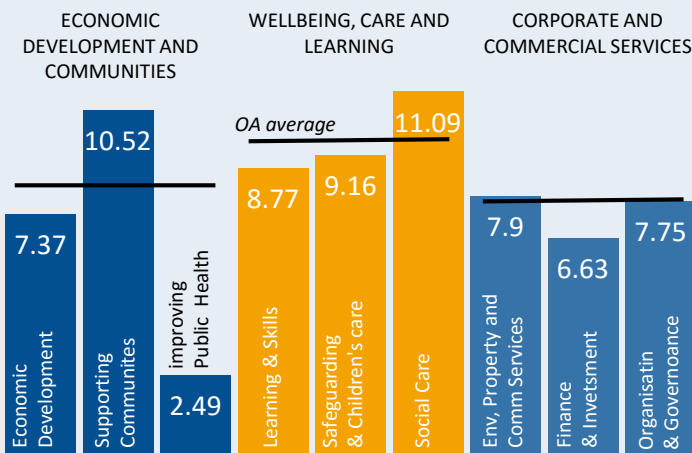
Turnover is the percentage of employees who leave employment with the organisation in a given period.

Overview

The Council has been working to steadily reduce the days lost to sickness. Between 2004 and 2013 the rate reduced from over 15 FTE days to 7.85 FTE days. After an increase in 2014/15, the figure reduced to 9.12 FTE days.



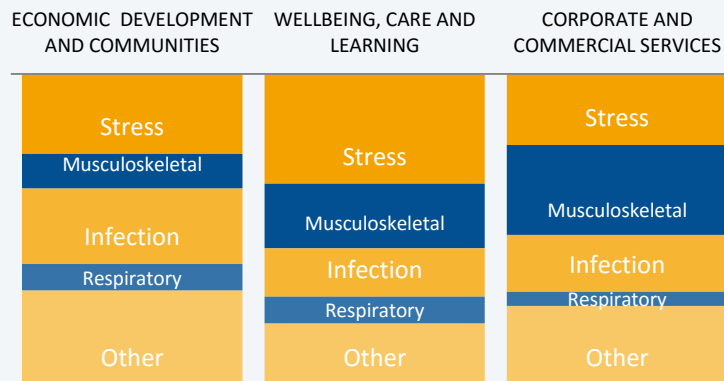
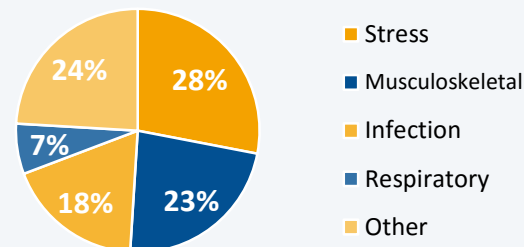
The sickness absence rate varied across the Outcome Areas as follows:



The above figures differ from the BVPI figure because the BVPI definition excludes certain categories of employees such as those working on a temporary contract who have worked for the Council for less than one year.

Causes

'Stress, Depression, Anxiety, Mental Health and Fatigue' continues to account for the highest percentage of days lost to sickness.



The Council supports its employees by:

- Self-referral to a face-to-face counselling service
- Occupational Health Service
- Fast track Physiotherapy / MRI Scans (where GP recommends and there is a long waiting list)
- Internal Contact Officers who assist anyone who feels they may be the subject of bullying, harassment or discrimination
- Publicising external support to which staff can self refer
- "Mindfulness" workshops
- Redundancy support sessions
- Information on financial advice

	Outcome 1: Economic Development Sharon Thomas			Outcome 2: Supporting Communities Richard Horniman			Outcome 3: Improving Public Health Edward Kunonga					
Jobs and people		No	% *2		No	% *2		No	% *2			
	Jobs *1	264	7.4	Jobs *1	287	8.1	Jobs *1	88	2.5			
	Staff *1	251	7.6	Staff *1	283	8.6	Staff *1	87	2.6			
	FTE	159	6.3	FTE	239	9.5	FTE	77	3.1			
	Starters	19	4.1	Starters	12	2.6	Starters	7	1.5			
	Leavers	26	5.8	Leavers	21	4.7	Leavers	4	0.9			
		<p>FTE</p> <p>Outcome Area FTE (orange) compared to other Areas</p>			<p>FTE</p> <p>Outcome Area FTE (orange) compared to other Areas</p>			<p>FTE</p> <p>Outcome Area FTE (orange) compared to other Areas</p>				
Contracts	Permanent	91%		Permanent	83%		Permanent	95%				
	Fixed term	6%		Fixed term	17%		Fixed term	5%				
	Casual	3%		Casual	0%		Casual	0%				
	£	Average FTE salary: 22,090		£	Average FTE salary: 22,196		£	Average FTE salary: 29,704				
Equality assessment	<table border="1"> <tr> <td>Female 66%</td> <td>Male 34%</td> </tr> </table>		Female 66%	Male 34%	<table border="1"> <tr> <td>Female 78%</td> <td>Male 22%</td> </tr> </table>		Female 78%	Male 22%	<table border="1"> <tr> <td>Female 53%</td> <td>Male 47%</td> </tr> </table>		Female 53%	Male 47%
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*2 - % as a proportion of the organisation as a whole

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	Outcome 4: Learning & Skills Andrea Williams	Outcome 5: Safeguarding & Children's Care – Alison Brown	Outcome 6: Social Care Erik Scollay																																																						
Jobs and people	<table border="1"> <thead> <tr> <th></th> <th>No</th> <th>% *2</th> </tr> </thead> <tbody> <tr> <td>Jobs *1</td> <td>198</td> <td>5.6</td> </tr> <tr> <td>Staff *1</td> <td>195</td> <td>5.9</td> </tr> <tr> <td>FTE</td> <td>168</td> <td>6.7</td> </tr> <tr> <td>Starters</td> <td>28</td> <td>6.0</td> </tr> <tr> <td>Leavers</td> <td>42</td> <td>9.4</td> </tr> </tbody> </table> <p style="text-align: center;">FTE</p> <p style="text-align: center;"><i>Outcome Area FTE (orange) compared to other Areas</i></p>		No	% *2	Jobs *1	198	5.6	Staff *1	195	5.9	FTE	168	6.7	Starters	28	6.0	Leavers	42	9.4	<table border="1"> <thead> <tr> <th></th> <th>No</th> <th>% *2</th> </tr> </thead> <tbody> <tr> <td>Jobs *1</td> <td>337</td> <td>9.5</td> </tr> <tr> <td>Staff *1</td> <td>336</td> <td>10.2</td> </tr> <tr> <td>FTE</td> <td>307</td> <td>12.3</td> </tr> <tr> <td>Starters</td> <td>56</td> <td>12.0</td> </tr> <tr> <td>Leavers</td> <td>57</td> <td>12.8</td> </tr> </tbody> </table> <p style="text-align: center;">FTE</p> <p style="text-align: center;"><i>Outcome Area FTE (orange) compared to other Areas</i></p>		No	% *2	Jobs *1	337	9.5	Staff *1	336	10.2	FTE	307	12.3	Starters	56	12.0	Leavers	57	12.8	<table border="1"> <thead> <tr> <th></th> <th>No</th> <th>% *2</th> </tr> </thead> <tbody> <tr> <td>Jobs *1</td> <td>391</td> <td>11.0</td> </tr> <tr> <td>Staff *1</td> <td>386</td> <td>11.7</td> </tr> <tr> <td>FTE</td> <td>332</td> <td>13.3</td> </tr> <tr> <td>Starters</td> <td>53</td> <td>11.4</td> </tr> <tr> <td>Leavers</td> <td>37</td> <td>8.3</td> </tr> </tbody> </table> <p style="text-align: center;">FTE</p> <p style="text-align: center;"><i>Outcome Area FTE (orange) compared to other Areas</i></p>		No	% *2	Jobs *1	391	11.0	Staff *1	386	11.7	FTE	332	13.3	Starters	53	11.4	Leavers	37	8.3
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	Outcome 7: Environment, Property & Commercial Services – Tom Punton	Outcome 8: Finance & Investment	Outcome 9: Organisation & Governance																																																						
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*1 - the numbers of jobs and staff vary due to some people having more than one employment and / or job vacancies

*2 - % as a proportion of the organisation as a whole

*3 - totals may not add due to rounding