

Maidstone Borough Council

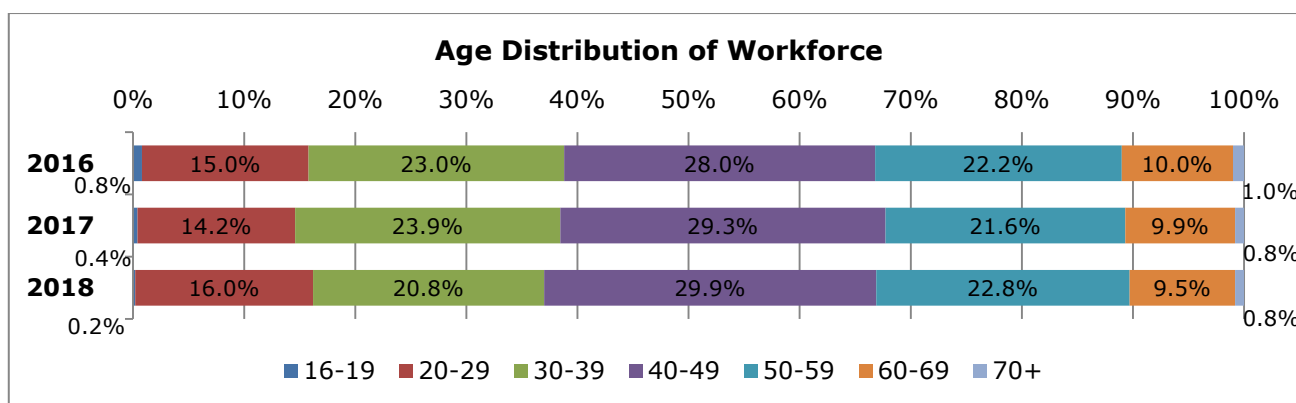
Workforce Equalities Data 2018

1. Introduction

This report sets out the key information relating to the work force at Maidstone Borough Council as at 1st April 2018. Where the data suggests that further investigation is required this is noted. Where it is possible to compare the data in a meaningful way to other statistics this has been undertaken to identify whether or not we are representative of the local area. This information is monitored actively by the Corporate Leadership Team.

2. Workforce analysis

Age



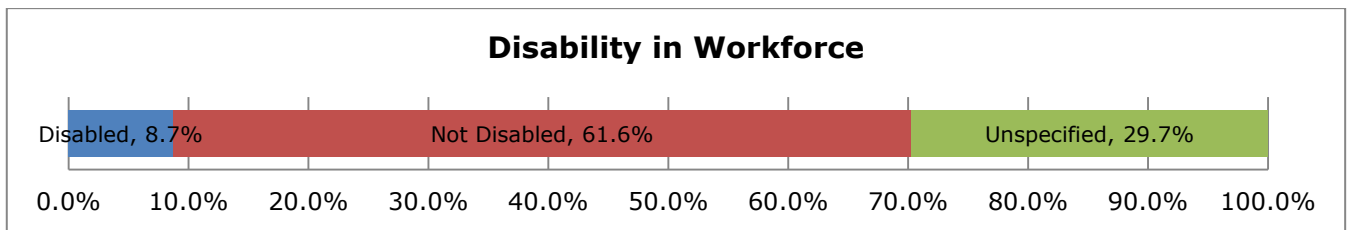
The distribution of age across the authority has fluctuated slightly in the past three years. The size of the workforce has increased marginally year on year, and in 2018 was 2% higher than in 2016.

The biggest change was in the 30-39 age group, where the numbers reduced by just over 3% in the last year. In the 16-19 age band the numbers reduced steadily year on year, which may be due to national changes in apprenticeships that are now on offer to all ages.

When compared with the local population, the community figures show higher numbers of people aged 15-19 and over 60. However, this is to be expected as people in these age groups are more likely to be in education or retired, rather than part of the working population. The more typical working ages would also account for the workforce figures being slightly higher in the age 30 to 59 age bands than is seen in the local population.

Age Band	Maidstone Borough Council Workforce			Maidstone Borough 2017 Mid-year population estimate
	2016	2017	2018	
15-19	0.8%	0.4%	0.2%	7.1%
20-29	15.0%	14.2%	16.0%	14.9%
30-39	23.0%	23.9%	20.8%	16.8%
40-49	28.0%	29.3%	29.9%	17.7%
50-59	22.2%	21.6%	22.8%	18.1%
60-69	10.0%	9.9%	9.5%	14.1%
70-79	1.0%	0.8%	0.8%	11.2%

Disability

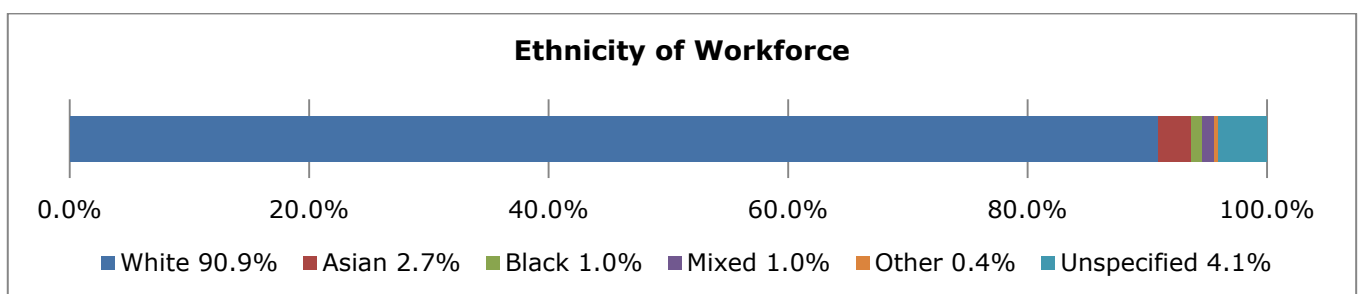


There is no single measure of disability. The above data represents individuals who consider themselves to have a health problem or disability that limits their day-to-day activities.

According to figures from the 2011 Census, 15.8% of the Maidstone Borough population considered that they had a health problem or disability of this type, and 84.2% considered that they were not disabled, which suggests that the council does not match the local population. However it is difficult to draw specific conclusions from this as in the general population there is likely to be a higher incidence of disability in the older age groups and the council has fewer people over the age of 60 than the general population.

Non-declaration by applicants and employees of a disability is common, even though they are encouraged to declare. Nationally, it has been observed that there remains a fear among many that declaration will result in discrimination in employment. Since the introduction of the iTrent Self Service HR System employees have been encouraged to update their details when a lifestyle change occurs and it is accepted that disability is an area that can change during service. The numbers reporting themselves as disabled (8.7%) has remained the same as it was in 2016, but it is likely that disability may still be being under-reported in the organisation, given the high number of non-responses. However, the number of those not responding has fallen from 36.6% in 2016 to 29.7% in 2018 and action will continue to be taken to encourage reporting.

Ethnicity



Local Authorities have a duty under the Equality Act 2010 to make appropriate arrangements to ensure their various functions are carried out with due regard to the need to eliminate unlawful racial discrimination and to promote equality of opportunity and good relations between people of different racial groups.

The data shows that 5% of employees as at 1st April 2018 come from Black, Asian and Minority Ethnic (BAME) groups. This is an increase of 1% from 2016. This figure is slightly lower than the local population, as the 2011 Census showed that 5.9% of people in the borough of Maidstone were from BAME communities.

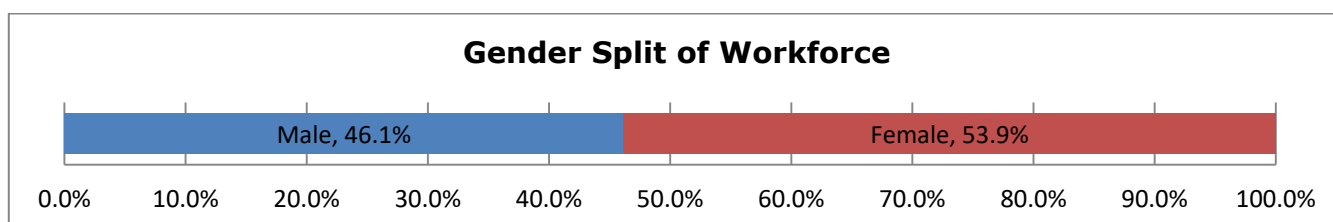
4.1% of the workforce did not give their ethnicity.

The 2011 Census included 18 separate ethnic categories which have been aggregated into 5 broad ethnic groups. The detailed breakdown is given in the following table:

		Maidstone Borough Council Workforce	Maidstone Borough
White:	English/Welsh/Scottish/Northern Irish/British	86.5%	89.1%
	Irish	1.0%	0.6%
	Gypsy or Irish Traveller	0.0%	0.5%
	Other White	3.1%	3.9%
Mixed/multiple ethnic groups:	White and Black Caribbean	0.4%	0.4%
	White and Black African	0.2%	0.2%
	White and Asian	0.0%	0.5%
	Other Mixed	0.4%	0.4%
Asian/Asian British:	Indian	1.2%	0.8%
	Pakistani	0.2%	0.2%
	Bangladeshi	0.4%	0.3%
	Chinese	0.2%	0.3%
	Other Asian	0.8%	1.6%
Black/Black British:	African	0.8%	0.6%
	Caribbean	0.2%	0.2%
	Other Black	0.0%	0.1%
Other ethnic group:	Arab	0.0%	0.1%
	Any other ethnic group	0.4%	0.2%
Total Black, Asian, Minority Ethnic (BAME) population		5.0%	5.9%

Gender

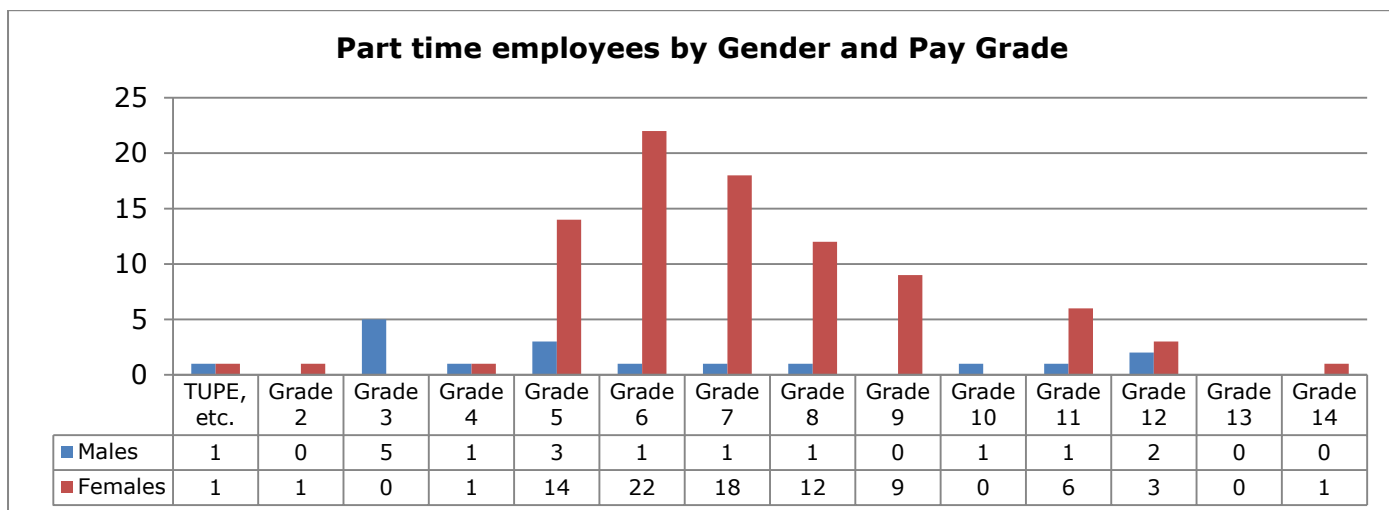
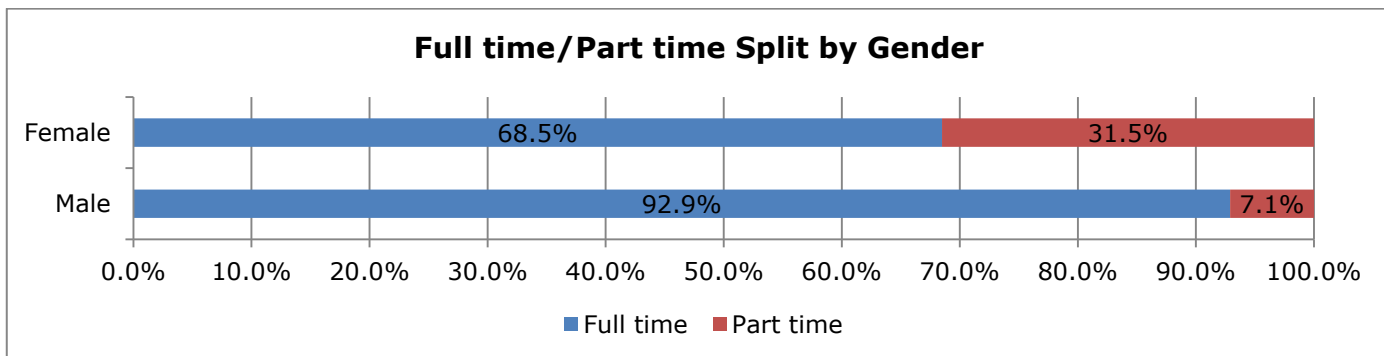
The Council has a requirement to report on Gender under the Equality Act 2010 which created a public sector duty to have due regard to eliminating unlawful discrimination and to promote equality of opportunity between men and women.



The information from the 2017 Mid-Year Population Estimates (Census based) produced by the Office for National Statistics shows that in the local area the gender split is 49.3% males and 50.7% females. The data above compares favourably with the local picture and historic trends within the public sector which traditionally attract more female employees.

Looking at the gender spread across the grades, at grades 2 and 3 more men are represented than women. However, at grades 6 to 9 there are more women than men, and at grades 10 to 13 this reverts back to higher numbers of men, although the difference is considerably less marked for the higher grades, and is in fact reversed at grade 14.

Overall 20.7% of the workforce works part-time. This is slightly lower than the county average of 26.0%. When this is broken down into men and women, 31.5% of women in the workforce work part-time compared to just 7.1% of men.



Sexual Orientation

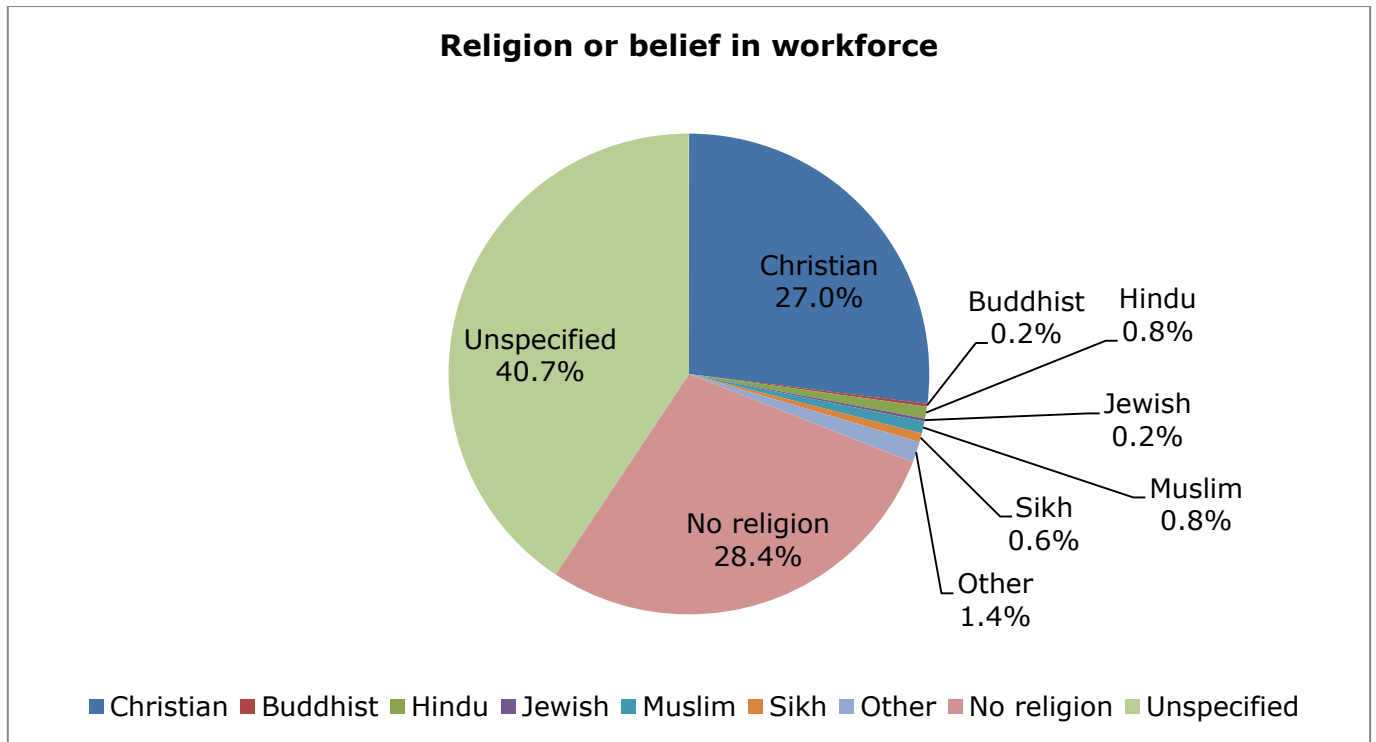
Just over a third of employees (37.7%) have not given details of their sexual orientation. This is not surprising as employees may not wish to provide this information. However, employees will continue to be encouraged to up-date their information on this issue. Of those that did give details, 60.2% of the total workforce gave their sexual orientation as heterosexual/straight and 2.1% as gay, lesbian or bisexual.

This is in line with the national picture as, according to figures published by the Office of National Statistics for 2017, 2% of adults in the UK identified themselves as gay, lesbian or bisexual.

Religion

Just under half of employees (40.7%) have not given details of their religion, which is considerably higher than the 2011 Census figures for Maidstone in which 7.1% of the population chose not to answer the question on religion.

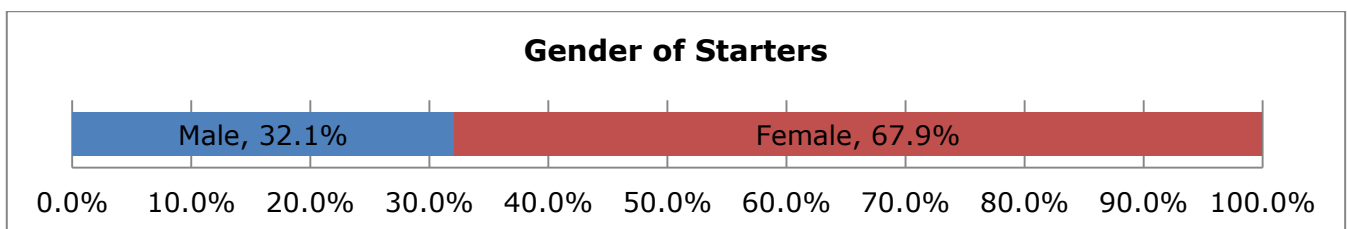
In Maidstone's local area a higher proportion of residents say they are Christian (62.9%) than is reported in the workforce (27.0%).



Those in the workforce who claimed to have no religion (28.4%) was similar to that in the population (26.7%), and the combined totals of Buddhist, Hindu, Jewish, Muslim, Sikh and "all other religions" are also comparable, with 3.3% of the population and 4% of the workforce including themselves under these categories.

Starters

During 2017/18 a total of 84 people joined the authority. Approximately two-thirds of the new starters were women, but the ages, for both males and females, were spread fairly evenly across the 20 to 59 age range .



Age Band	% of Starters
16-19	1.2%
20-29	23.8%
30-39	22.6%
40-49	23.8%
50-59	21.4%
60-69	7.1%

Ethnic Origin	% of Starters
Asian	4.8%
Black	2.4%
Mixed	1.2%
Other	2.4%
White	71.4%
Unspecified	17.9%

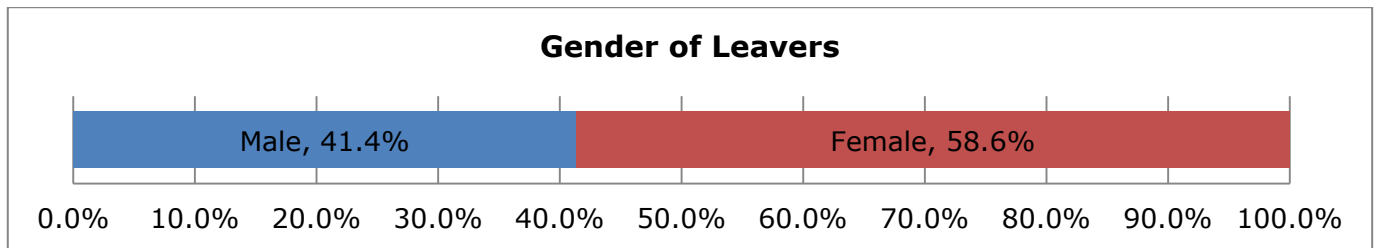
Disability	% of Starters
Disabled	8.3%
Not disabled	71.4%
Unspecified	20.2%

Leavers

The percentage of staff turnover for 2017/18 was 13.6%.

A report published by South East Employers in June 2017 identified the average turnover rate of respondent councils to be 15.8%. The Council's turnover is therefore slightly below other local authorities in the south east.

Of the 87 people who left the authority, 58.6% of leavers were women and 32.2% were aged between 30 to 39 years old. The Environmental Health service was transferred to a neighbouring authority under a shared service arrangement, which meant that 11.5% of leavers changed employer under the Transfer of Undertaking (Protection of Employment) regulations.



Ethnic Origin	% of leavers
Asian	1.1%
Black	3.4%
Mixed	4.6%
White	90.8%

Reason for Leaving	% of leavers
Dismissed	1.1%
End of fixed term contract	8.0%
Redundancy (compulsory)	2.3%
Resignation	66.7%
Retirement	10.3%
TUPE transfer	11.5%

Age Band	% of leavers
20-29	11.5%
30-39	32.2%
40-49	20.7%
50-59	16.1%
60-69	16.1%
70-79	3.4%
20-29	11.5%

Disability	% of leavers
Disabled	9.2%
Not disabled	66.7%
Unspecified	24.1%

Disciplinary and Grievance

There were 13 cases where formal disciplinary action was taken during 2017/18:

Stage	Gender	Age band	Ethnic origin	Disability
1 st level warning	Male	30-39	White	No
1 st level warning	Male	30-39	Mixed	No
1 st level warning	Female	30-39	White	No
2 nd level warning	Male	60-69	White	Unspecified
2 nd level warning	Female	30-39	White	No
Final warning	Male	50-59	White	No
Final warning	Male	30-39	Mixed	No
Final warning	Male	20-29	Unspecified	Unspecified
Final warning	Female	40-49	White	No
Dismissal	Male	50-59	White	Unspecified
Dismissal	Male	50-59	White	No
Dismissal	Male	20-29	Unspecified	Unspecified
Dismissal	Female	50-59	Asian	No

There were 4 grievances raised during this period:

Reason	Gender	Age band	Ethnic origin	Disability
Discrimination	Female	20-29	White	No
Poor management	Male	70-79	White	No
Withholding increments	Male	30-39	Unspecified	Unspecified
Terms & conditions	Female	60-69	White	Unspecified

All grievances were dealt with under the Council's grievance procedure and were resolved, with no appeals raised against the decisions.

Return to work rates

Number of employees whose maternity leave ended in period
April 2017 to March 2018: 12

Number of employees who returned to work after maternity leave: 9

Return to work rate: **75%**

All 3 people who did not return to work after maternity leave resigned.

3. Equal Pay Analysis

The Council conducts an equal pay analysis annually to check that there are no imbalances within pay grades.

Equal pay analysis focuses on the differences between males and females as this is where there is a legislative requirement for equality.

The equal pay analysis will generally focus on areas where there is a difference of more than 5% and in those cases will turn attention to the 'genuine material factor' reasons that might explain the difference.

The gender pay difference is set out below and there are 2 differences greater than 5%.

Grade	Number of females in grade	Number of males in grade	Grade average FTE salary	Female average FTE salary	Male average FTE salary	Percentage difference
MBC 02	3	13	£16,327.63	£16,564.00	£16,273.08	-1.79%
MBC 03	1	34	£17,240.34	£16,627.00	£17,258.38	3.66%
MBC 04	13	16	£17,872.62	£17,717.00	£17,999.06	1.57%
MBC 05	23	21	£20,059.55	£19,898.30	£20,236.14	1.67%
MBC 06	52	15	£21,430.97	£21,437.46	£21,408.47	-0.14%
MBC 07	59	15	£23,647.31	£23,616.68	£23,767.80	0.64%
MBC 08	40	21	£26,636.74	£26,749.18	£26,422.57	-1.24%
MBC 09	35	23	£29,713.69	£29,872.40	£29,472.17	-1.36%
MBC 10	11	21	£33,994.03	£33,628.00	£34,185.76	1.63%
MBC 11	20	25	£37,474.27	£37,238.75	£37,662.68	1.13%
MBC 12	10	13	£44,383.52	£44,013.60	£44,668.08	1.47%
MBC 13	3	8	£51,734.55	£48,204.33	£53,058.38	9.15%
MBC 14	7	4	£69,001.36	£66,646.86	£73,121.75	8.85%
MBC 15	0	3	£97,588.67		£97,588.67	
MBC 16	1	0				
Organisation Total				£27515.27	£27,664.01	3.29%

The reason for the differences at grade 13 and 14 is due to incremental points on the scale and the appointment rules in place. Newly appointed employees are expected to be appointed at the lowest point of the grade and move up each year provided there is satisfactory performance. The majority of the female employees on this pay grade have been in post for a shorter time than their male counterparts and so have not yet progressed so far on the scale.

Within the council there are internal opportunities for development that ensures that individuals in under-represented groups have access to training, coaching, qualifications and project experience that enable them to progress when opportunities arise. The percentage of women and BAME employees that are in the top 5% of pay is monitored by the council annually and compared to national figures.

In April 2017 all organisations that employ over 250 employees are required to report and publish annually on their gender pay gap. The calculation is based on the hourly pay rate for each employee and the data must be a snapshot of salary data as at 31 March. The council has reported on the gender pay gap and published the report on the Government and council website.

4. Recruitment Analysis

In general, an analysis of the recruitment activity at the Council during 2017/18 shows that the percentages of applicants being shortlisted and offered positions are fairly consistent across all groups,

With regard to age, the number of those in the 16-19 age group, and those in the 50-59 age group being offered a position is lower than would normally be expected in relation to the numbers applying and shortlisted.

In comparison to the local population, the number of BAME applicants is broadly in line with the population of Maidstone borough. There is slight differential between the number of candidates being appointed from Asian and Black backgrounds. This is something that will be monitored to ensure there is no unconscious bias.

Gender	Applicant Total	Percentage	Shortlisted Total	Percentage	Offered Total	Percentage
Female	1098	58.7%	271	57.7%	70	60.3%
Male	760	40.7%	197	41.9%	46	39.7%
Unspecified	11	0.6%	2	0.4%	0	0.0%

Age Band	Applicant Total	Percentage	Shortlisted Total	Percentage	Offered Total	Percentage
16-19	67	3.6%	10	2.1%	2	1.7%
20-29	593	31.7%	108	23.0%	38	32.8%
30-39	456	24.4%	114	24.3%	32	27.6%
40-49	373	20.0%	122	26.0%	26	22.4%
50-59	321	17.2%	99	21.1%	15	12.9%
60-69	43	2.3%	10	2.1%	2	1.7%
70-79	3	0.2%	3	0.6%	1	0.9%
Unspecified	13	0.7%	4	0.9%	0	0.0%

Ethnicity	Applicant Total	Percentage	Shortlisted Total	Percentage	Offered Total	Percentage
Asian	123	6.6%	28	6.0%	7	6.0%
Black	119	6.4%	22	4.7%	4	3.4%
Mixed	58	3.1%	10	2.1%	3	2.6%
Other	16	0.9%	6	1.3%	2	1.7%
White	1529	81.8%	398	84.7%	99	85.3%
Unspecified	24	1.3%	6	1.3%	1	0.9%

Disability	Applicant Total	Percentage	Shortlisted Total	Percentage	Offered Total	Percentage
No/not stated	1777	95.1%	434	92.3%	102	87.9%
Yes	92	4.9%	36	7.7%	14	12.1%

Sexual Orientation	Applicant Total	Percentage	Shortlisted Total	Percentage	Offered Total	Percentage
Bisexual	21	1.1%	3	0.6%	2	1.7%
Gay/Lesbian	37	2.0%	9	1.9%	0	0.0%

Heterosexual/ Straight	1652	88.4%	413	87.9%	93	80.2%
Other	4	0.2%	0	0.0%	0	0.0%
Unspecified	155	8.3%	45	9.6%	21	18.1%

Religion	Applicant Total	Percentage	Shortlisted Total	Percentage	Offered Total	Percentage
Buddhist	14	0.7%	3	0.6%	0	0.0%
Christian	757	40.5%	191	40.6%	34	29.3%
Hindu	26	1.4%	5	1.1%	1	0.9%
Jewish	6	0.3%	3	0.6%	1	0.9%
Muslim	44	2.4%	12	2.6%	4	3.4%
No religion	747	40.0%	197	41.9%	51	44.0%
Other	42	2.2%	4	0.9%	1	0.9%
Sikh	27	1.4%	6	1.3%	4	3.4%
Unspecified	206	11.0%	49	10.4%	20	17.2%

Marital Status	Applicant Total	Percentage	Shortlisted Total	Percentage	Offered Total	Percentage
Civil partnership	25	1.3%	3	0.6%	0	0.0%
Divorced	106	5.7%	30	6.4%	6	5.2%
Engaged	94	5.0%	15	3.2%	4	3.4%
Married	627	33.5%	197	41.9%	46	39.7%
Other	5	0.3%	3	0.6%	2	1.7%
Partner	206	11.0%	45	9.6%	12	10.3%
Separated	48	2.6%	15	3.2%	4	3.4%
Single	673	36.0%	144	30.6%	39	33.6%
Widowed	16	0.9%	4	0.9%	0	0.0%
Unspecified	69	3.7%	14	3.0%	3	2.6%

5. Conclusion and Action Plan

The workforce information indicates that overall the council is matching the local community in relation to most areas of analysis.

There are three actions suggested by the analysis:

- Continue to encourage members of staff to update records to improve the quality of data monitoring;
- Ensure that managers are effectively trained on the approach to recruitment and selection so that any possible bias is eliminated;
- Monitor the equalities information of all selections on an on-going basis with particular attention to the ethnicity and age of applicants and appointed candidates.