

Maidstone Borough Council

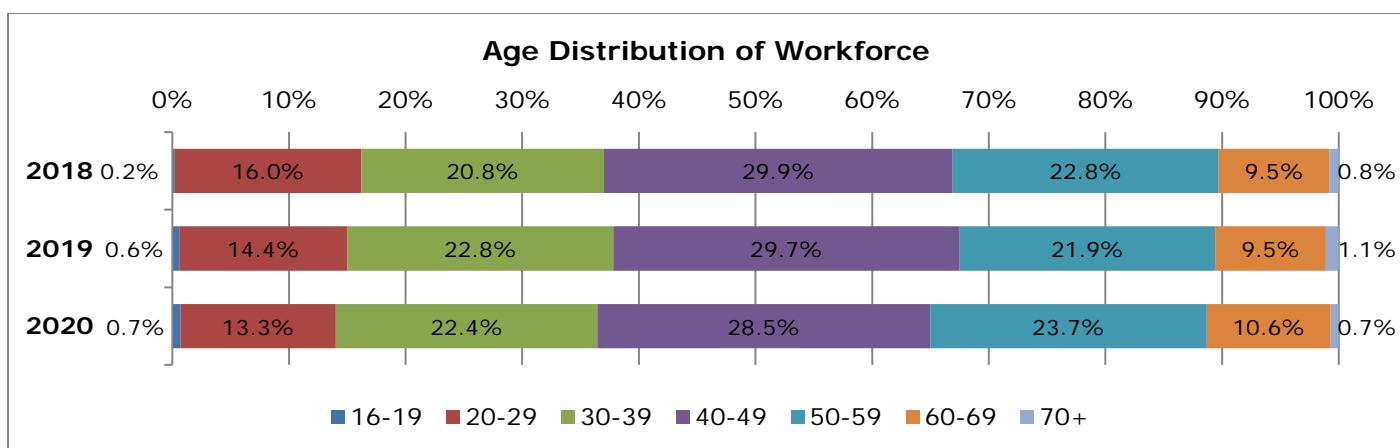
Workforce Equalities Data 2020

1. Introduction

This report sets out the key information relating to the work force at Maidstone Borough Council as at 1st April 2020. 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



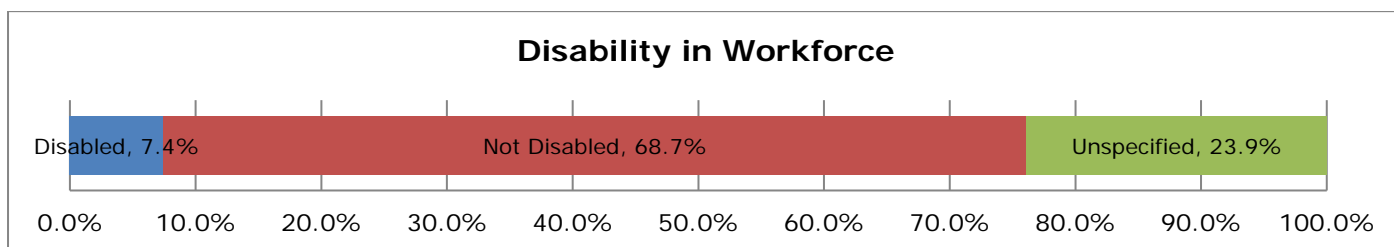
The distribution of age across the authority has fluctuated slightly in the past three years. The size of the workforce has increased year on year, and in 2020 was 4.3% higher than in 2018.

The biggest change was in the 20-29 age group, where the numbers have reduced by just under 3% between 2018 and 2020. In the 40-49 age band the numbers have also fallen slightly, whereas all other age bands have marginally increased.

When compared with the local population, the community figures show higher numbers of people aged 15-19 and over 70. 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 higher in the age 30 to 59 age bands than is seen in the local population.

Age Band	Maidstone Borough Council Workforce			Maidstone Borough 2019 Mid-year population estimate
	2018	2019	2020	
15-19	0.2%	0.6%	0.7%	5.3%
20-29	16.0%	14.4%	13.3%	11.1%
30-39	20.8%	22.8%	22.4%	13.1%
40-49	29.9%	29.7%	28.5%	12.9%
50-59	22.8%	21.9%	23.7%	14.0%
60-69	9.5%	9.5%	10.6%	10.4%
70-79	0.8%	1.1%	0.7%	9.0%

Disability

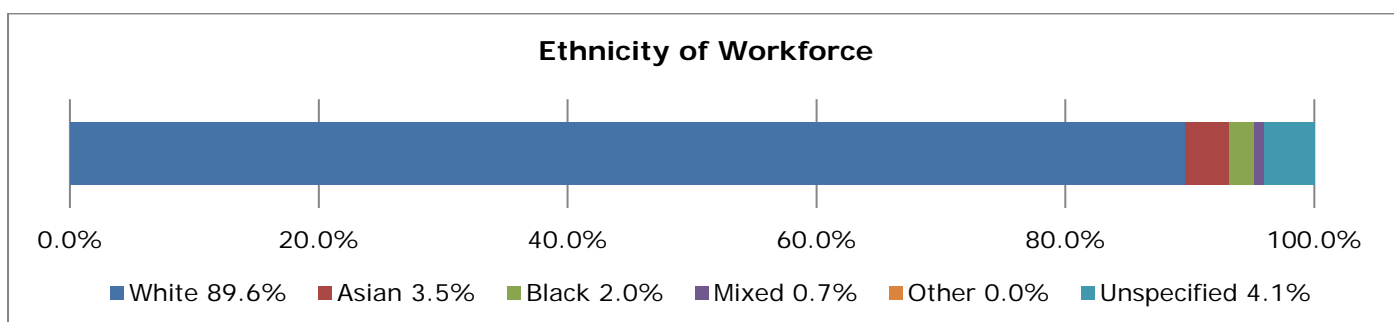


There is no single measure of disability. The above data represents individuals who consider themselves to have a health problem or disability that limits their day-to-day activities.

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 70 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 (7.4%) has declined since 2018 when the figure was 8.7%, and it is likely that disability is being under-reported in the organisation, given the high number of non-responses. However, the number of those not responding has fallen from 29.7% in 2018 to 23.9% in 2020 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 6.3% of employees as at 1st April 2020 come from Black, Asian and Minority Ethnic (BAME) groups. This is an increase of 1.3% from 2018. This figure is now

slightly higher than the most recent figures for the local population, as the 2011 Census showed that 5.9% of people in the borough of Maidstone were from BAME communities.

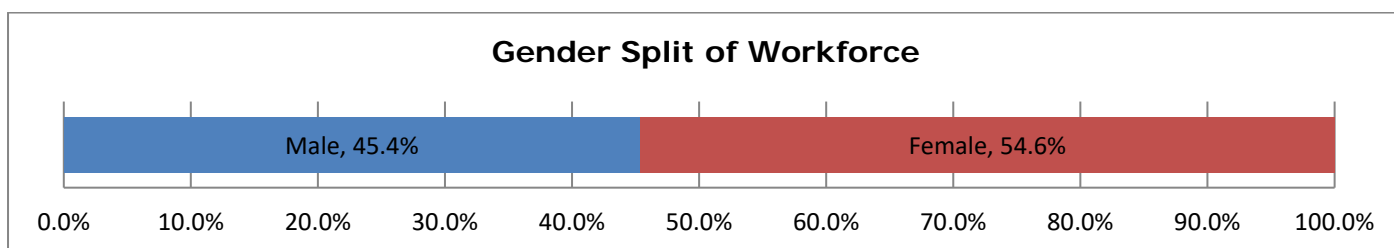
4.1% of the workforce did not give their ethnicity.

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	85.0%	89.1%
	Irish	1.1%	0.6%
	Gypsy or Irish Traveller	0.0%	0.5%
	Other White	3.5%	3.9%
Mixed/multiple ethnic groups:	White and Black Caribbean	0.2%	0.4%
	White and Black African	0.0%	0.2%
	White and Asian	0.0%	0.5%
	Other Mixed	0.6%	0.4%
Asian/Asian British:	Indian	1.7%	0.8%
	Pakistani	0.2%	0.2%
	Bangladeshi	0.0%	0.3%
	Chinese	0.4%	0.3%
	Other Asian	1.3%	1.6%
Black/Black British:	African	1.5%	0.6%
	Caribbean	0.4%	0.2%
	Other Black	0.2%	0.1%
Other ethnic group:	Arab	0.0%	0.1%
	Any other ethnic group	0.0%	0.2%
Total Black, Asian, Minority Ethnic (BAME) population		6.3%	5.9%

Gender

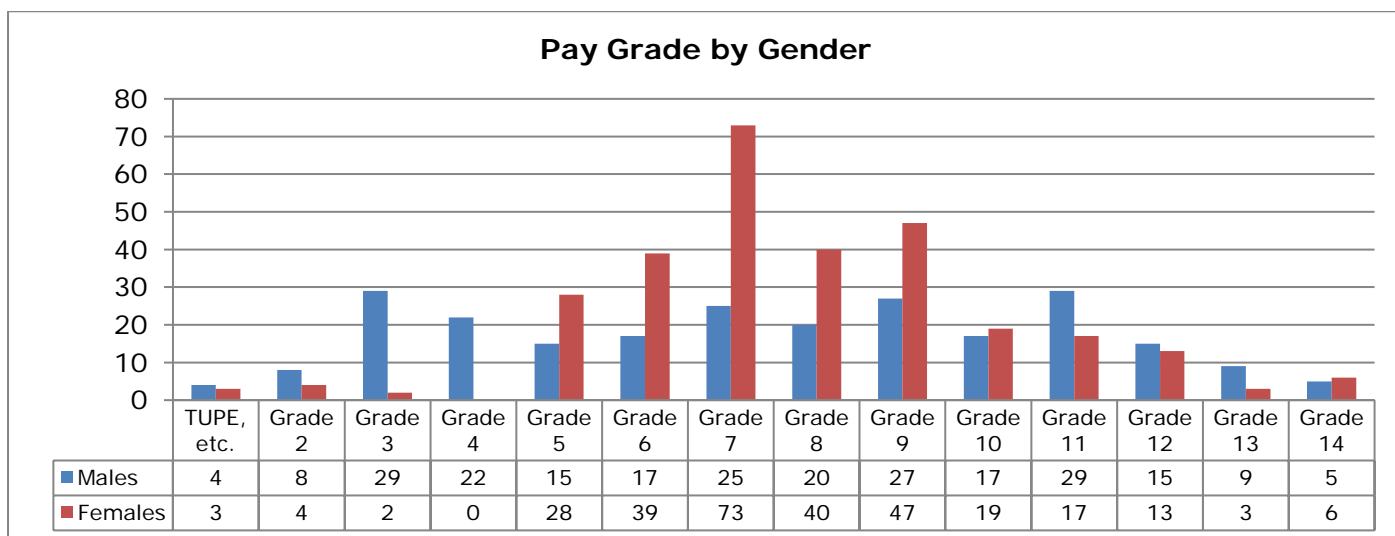
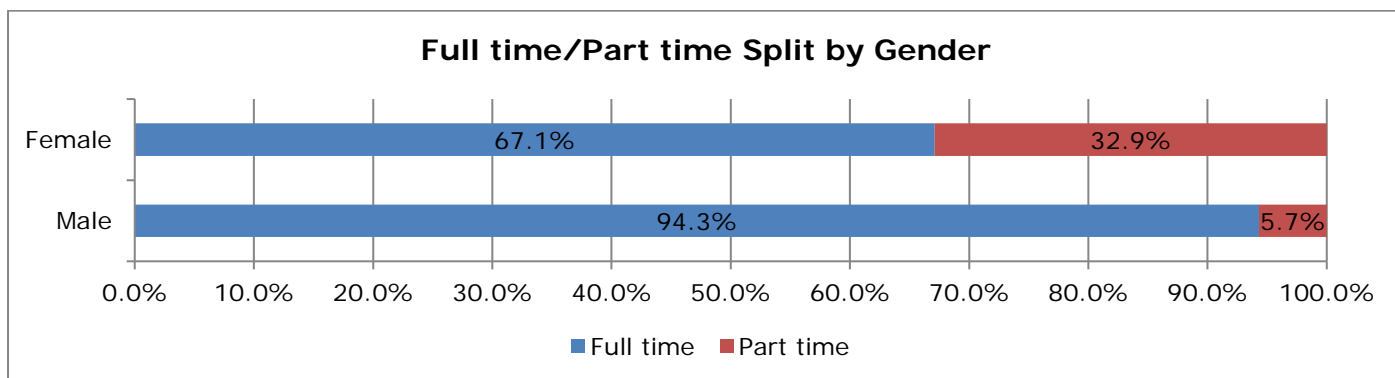
The Council has a requirement to report on Gender under the Equality Act 2010 which created a public sector duty to have due regard to eliminating unlawful discrimination and to promote equality of opportunity between men and women.



The information from the 2019 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 to 4 more men are represented than women. However, at grades 5 to 9 there are more women than men, and at grades 10 to 14 the differences are much less marked.

Overall 20.6% of the workforce works part-time. This is slightly lower than the Maidstone employed population average of 25.8%. When this is broken down into men and women, 32.9% of women in the workforce work part-time compared to just 5.7% of men. In the local area, 42.2% of women and 9.7% of men are employed part-time.



Sexual Orientation

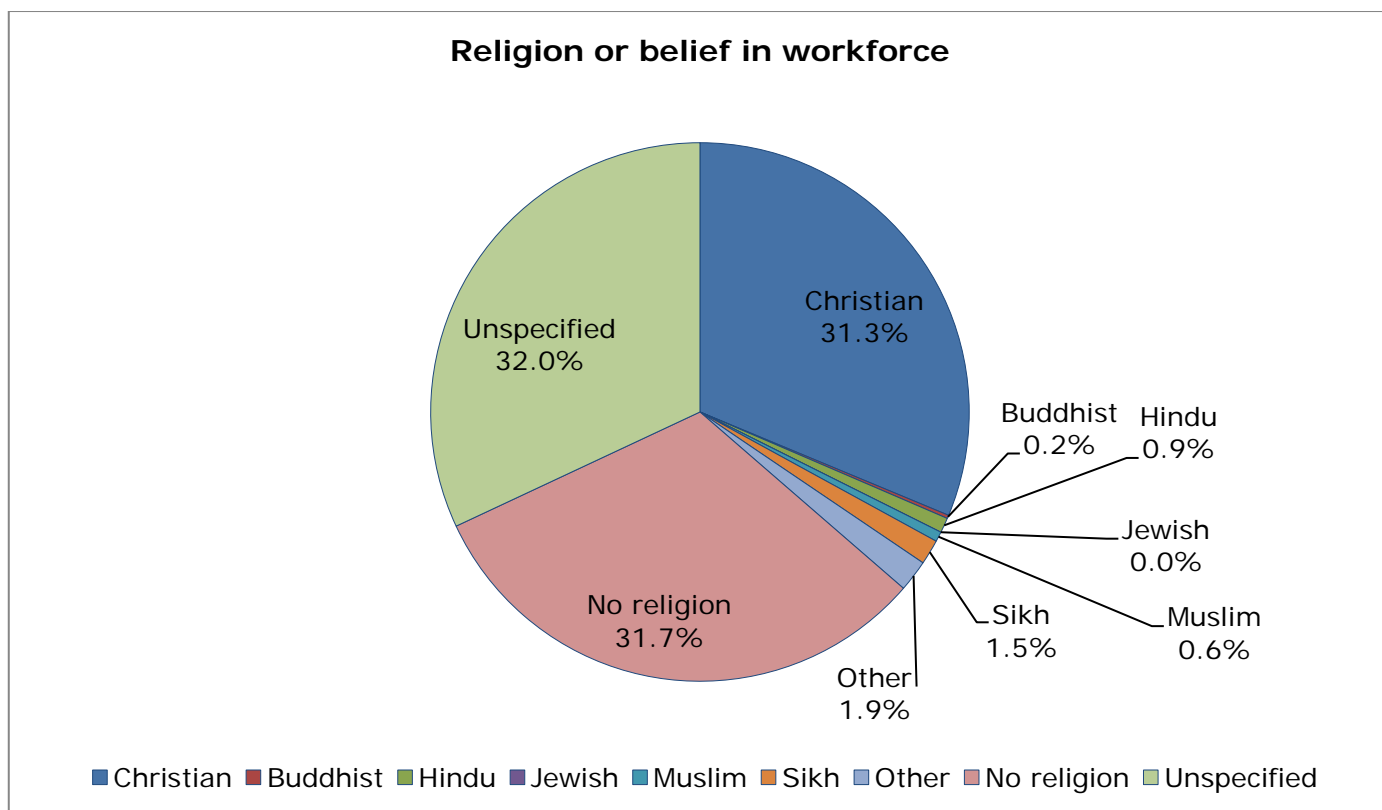
Just under a third of employees (30.4%) have not given details of their sexual orientation. This is not surprising as employees may not wish to provide this information. However, employees will continue to be encouraged to up-date their information on this issue. Of those that did give details, 68.1% of the total workforce gave their sexual orientation as heterosexual/straight and 1.5% as gay, lesbian or bisexual.

This is below the national picture as, according to figures published by the Office of National Statistics for 2018, 2.2% of adults in the UK identified themselves as gay, lesbian or bisexual.

Religion

Just under a third of employees (32%) 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.

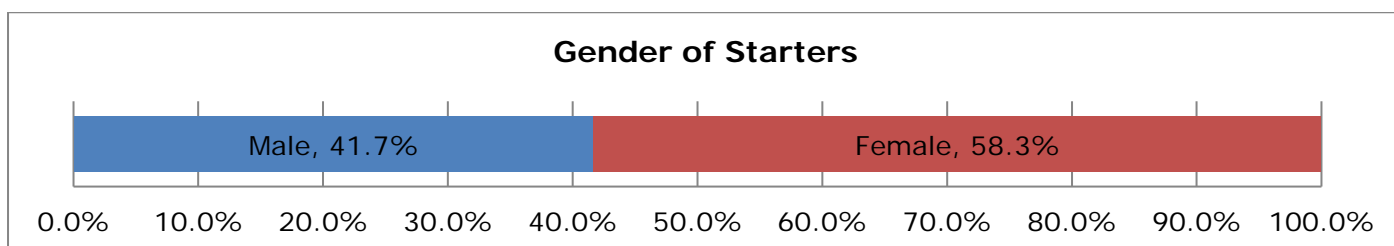
In Maidstone's local area a higher proportion of residents said they are Christian (62.9%) than is reported in the workforce (31.3%).



Those in the workforce who claimed to have no religion (31.7%) was higher than that in the population (26.7%), and the combined totals of Buddhist, Hindu, Jewish, Muslim, Sikh and "all other religions" was also higher, with 3.3% of the population and 5.1% of the workforce including themselves under these categories.

Starters

During 2019/20 a total of 72 people joined the authority. There were more women new starters than men, and there were more people in the 20 to 29 and 40 to 49 age groups than in the other age ranges.



Age Band	% of Starters
16-19	4.2%
20-29	26.4%
30-39	15.2%
40-49	30.6%
50-59	19.4%
60-69	4.2%

Ethnic Origin	% of Starters
Asian	4.2%
Black	5.6%
Mixed	2.8%
Other	0.0%
White	86.0%
Unspecified	1.4%

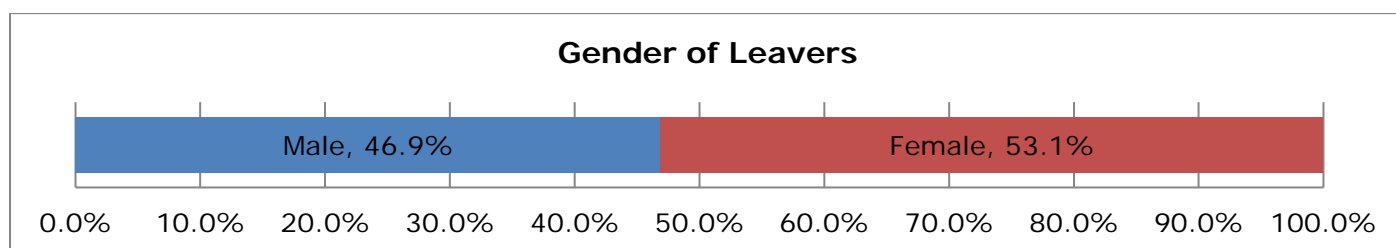
Disability	% of Starters
Disabled	8.3%
Not disabled	83.4%
Unspecified	8.3%

Leavers

The percentage of staff turnover for 2019/20 was 8.1%.

According to a Local Government Association Workforce Survey report published in June 2019, there was a median average labour turnover of 13.4% during the year 2017/18. The Council's turnover, therefore, was below that of other local authorities.

Of the 64 people who left the authority, 53.1% of leavers were women and 26.6% were aged between 20 to 29 years old.



Ethnic Origin	% of leavers
Asian	3.1%
Black	3.1%
Mixed	1.6%
White	92.2%

Reason for Leaving	% of leavers
Deceased	3.1%
Dismissed	3.1%
End of fixed term contract	9.4%
Ill health retirement	1.6%
Redundancy	6.2%
Resignation	67.2%
Retirement	9.4%

Age Band	% of leavers
16-19	3.1%
20-29	26.6%
30-39	17.2%
40-49	18.8%
50-59	20.3%
60-69	9.4%
70+	4.7%

Disability	% of leavers
Disabled	12.5%
Not disabled	75.0%
Unspecified	12.5%

Disciplinary and Grievance

There were 18 cases where formal disciplinary action was taken during 2019/20:

Stage	Gender	Age band	Ethnic origin	Disability
1 st level warning	Male	30-39	White	No
1 st level warning	Male	30-39	White	Unspecified
1 st level warning	Male	30-39	White	Unspecified
1 st level warning	Male	50-59	White	No
1 st level warning	Male	60-69	White	Unspecified
1 st level warning	Female	16-19	White	No
1 st level warning	Female	20-29	White	No
1 st level warning	Female	20-29	White	No
1 st level warning	Female	30-39	Asian	No
1 st level warning	Female	40-49	White	No
2 nd level warning	Male	30-39	White	No
2 nd level warning	Male	40-49	White	No
2 nd level warning	Male	40-49	White	Unspecified
Final warning	Male	40-49	White	No
Final warning	Male	40-49	White	No
Final warning	Male	40-49	White	Unspecified
Dismissal	Male	30-39	White	No
Dismissal	Female	50-59	White	No

One appeal was raised against a dismissal decision, but the decision was upheld.

There were 2 grievances raised during this period:

Reason	Gender	Age band	Ethnic origin	Disability
Withholding increments	Male	30-39	White	No
Bullying/harrassment	Female	40-49	White	No

Both grievances were dealt with under the Council's grievance procedure and were resolved.

Return to work rates

Number of employees whose maternity leave ended in period
April 2019 to March 2020: 7

Number of employees who returned to work after maternity leave: 6

Return to work rate: **86%**

The person who did not return to work was made redundant whilst on maternity leave due to the end of the service on which they were employed.

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 no 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	4	9	£17,097.40	£17,956.00	£17,956.00	0.00%
MBC 03	2	28	£18,443.33	£18,129.00	£18,465.79	1.82%
MBC 04	0	24	£18,662.25		£18,662.25	
MBC 05	28	15	£20,745.37	£20,542.82	£21,123.47	2.75%
MBC 06	40	17	£22,421.72	£22,480.28	£22,283.94	-0.88%
MBC 07	74	25	£24,301.08	£24,322.65	£24,237.24	-0.35%
MBC 08	39	21	£27,934.40	£27,939.62	£27,924.71	-1.24%
MBC 09	48	27	£29,713.69	£29,872.40	£29,472.17	-0.05%
MBC 10	19	17	£35,528.17	£35,482.47	£35,579.24	0.27%
MBC 11	17	29	£38,875.93	£39,040.41	£38,779.52	-0.67%
MBC 12	13	15	£45,439.96	£45,507.62	£45,381.33	-0.28%
MBC 13	3	9	£53,471.83	£53,979.00	£53,302.78	-1.27%
MBC 14	6	5	£73,149.45	£71,998.83	£74,530.20	3.40%
MBC 15	0	3	£101,749.33		£101,749.33	
MBC 16	1	0				
Organisation Total				£29,250.26	£30,250.20	3.30%

The reason for any differences 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. Where employees on a pay grade have been in post for a shorter time than their counterparts, they will not yet have 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.

From 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 2019/20 shows that the percentages of applicants being shortlisted and offered positions are fairly consistent across all groups,

With regard to gender, the number of males being offered a position is higher than would normally be expected in relation to the numbers applying and shortlisted. However, there were a number of grounds maintenance positions recruited to during the year. These attracted only a small number of applicants, all of which were male, and approximately 60% of the applicants were appointed, which is likely to account for this apparent anomaly.

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	811	56.8%	233	58.5%	58	48.3%
Male	601	42.1%	163	41.0%	61	50.8%
Unspecified	16	1.1%	2	0.5%	1	0.8%

Age Band	Applicant Total	Percentage	Shortlisted Total	Percentage	Offered Total	Percentage
16-19	31	2.2%	6	1.5%	6	5.0%
20-29	484	33.9%	130	32.7%	34	28.3%
30-39	336	23.5%	82	20.6%	26	21.7%
40-49	264	18.5%	88	22.1%	29	24.2%
50-59	240	16.8%	75	18.8%	18	15.0%
60-69	50	3.5%	14	3.5%	6	5.0%
70-79	3	0.2%	0	0.0%	0	0.0%
Unspecified	20	1.4%	3	0.8%	1	0.8%

Ethnicity	Applicant Total	Percentage	Shortlisted Total	Percentage	Offered Total	Percentage
Asian	81	5.7%	21	5.3%	3	2.5%
Black	102	7.1%	24	6.0%	7	5.8%
Mixed	37	2.6%	15	3.8%	4	3.3%
Other	9	0.6%	0	0.0%	0	0.0%
White	1177	82.4%	332	83.4%	103	85.8%
Unspecified	22	1.5%	6	1.5%	3	2.5%

Disability	Applicant Total	Percentage	Shortlisted Total	Percentage	Offered Total	Percentage
No/not stated	1344	94.1%	370	93.0%	113	94.2%
Yes	84	5.9%	28	7.0%	7	5.8%

Sexual Orientation	Applicant Total	Percentage	Shortlisted Total	Percentage	Offered Total	Percentage
Bisexual	32	2.2%	11	2.8%	3	2.5%
Gay/Lesbian	42	2.9%	7	1.8%	1	0.8%
Heterosexual/ Straight	1228	86.0%	344	86.4%	101	84.2%
Other	10	0.7%	3	0.8%	0	0.0%
Unspecified	116	8.1%	33	8.3%	15	12.5%

Religion	Applicant Total	Percentage	Shortlisted Total	Percentage	Offered Total	Percentage
Buddhist	11	0.8%	2	0.5%	0	0.0%
Christian	516	36.1%	143	35.9%	48	40.0%
Hindu	11	0.8%	4	1.0%	1	0.8%
Jewish	1	0.1%	0	0.0%	0	0.0%
Muslim	27	1.9%	3	0.8%	0	0.0%
No religion	661	46.3%	186	46.7%	50	41.7%
Other	64	4.5%	19	4.8%	4	3.3%
Sikh	14	1.0%	8	2.0%	2	1.7%
Unspecified	123	8.6%	33	8.3%	15	12.5%

Marital Status	Applicant Total	Percentage	Shortlisted Total	Percentage	Offered Total	Percentage
Civil partnership	18	1.3%	2	0.5%	1	0.8%
Divorced	56	3.9%	14	3.5%	3	2.5%
Engaged	56	3.9%	18	4.5%	5	4.2%
Married	463	32.4%	147	36.9%	51	42.5%
Other	5	0.4%	2	0.5%	1	0.8%
Partner	201	14.1%	53	13.3%	14	11.7%
Separated	20	1.4%	8	2.0%	1	0.8%
Single	534	37.4%	138	34.7%	39	32.5%
Widowed	9	0.6%	3	0.8%	1	0.8%
Unspecified	66	4.6%	13	3.3%	4	3.3%

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.