

Swale Borough Council

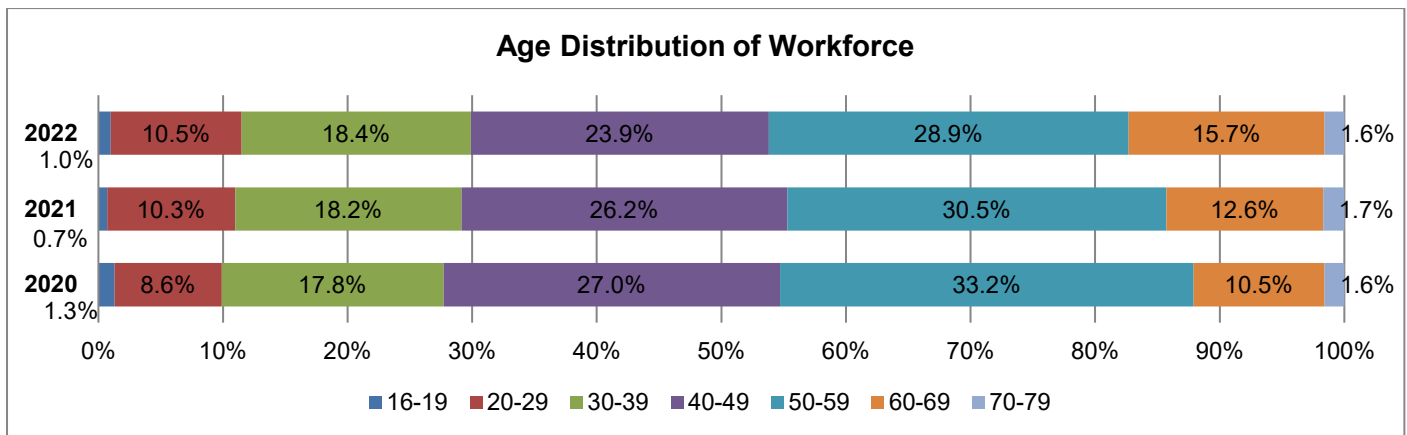
Workforce Equalities Data 2022

1. Introduction

This report sets out the key information relating to the work force at Swale Borough Council as at 1st April 2022. 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 Senior Management Team.

2. Workforce analysis

Age

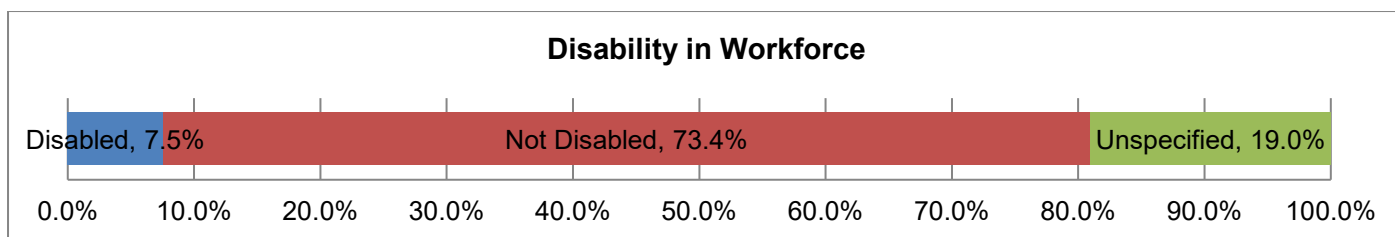


The distribution of age across the authority has fluctuated slightly in the past three years, with decreases in the 40 to 59 age bands and increases in the 20 to 29 and 60 to 69 age bands. The size of the workforce has remained static with only a 0.3% variation between 2020 and 2022.

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 40 to 59 age bands than is seen in the local population.

Age Band	Swale Borough Council Workforce			Swale Working Age Population
	2020	2021	2022	2020 ONS Mid-Year Population Estimate
15-19	1.3%	0.7%	1.0%	7.2%
20-29	8.6%	10.3%	10.5%	14.9%
30-39	17.8%	18.2%	18.4%	16.3%
40-49	27.0%	26.2%	23.9%	15.9%
50-59	33.2%	30.5%	28.9%	18.7%
60-69	10.5%	12.6%	15.7%	14.6%
70-79	1.6%	1.7%	1.6%	12.4%

Disability

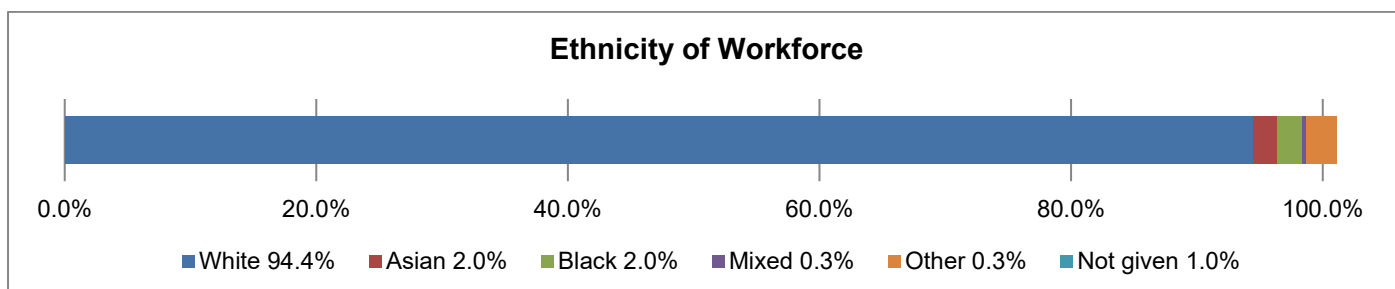


There is no single measure of disability. The above data represents individuals who consider themselves to have a health problem or disability that limits their day-to-day activities.

According to figures from the 2011 Census, 18.1% of the Swale Borough population considered that they had a health problem or disability of this type, and 81.9% considered that they were not disabled, which suggests that the council does not match the local 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. Action will therefore 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 4.6% of employees come from a Black, Asian or Minority Ethnic (BAME) group. This is an increase of 0.7% from 2020, but this figure is lower than the most recent figures for the local population as data from the 2021 Census shows that 6.1% of Swale's population is not of White ethnic origin.

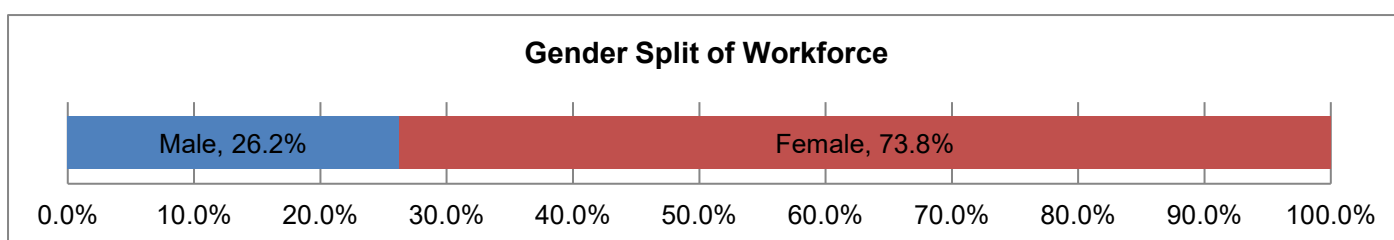
The 2021 Census included 19 separate ethnic categories which have been aggregated into 5 broad ethnic groups. The detailed breakdown is given in the following table:

		Swale Borough Council Workforce	Swale Borough
Asian, Asian British or Asian Welsh:	Bangladeshi	0.7%	0.3%
	Chinese	0.3%	0.2%
	Indian	0.7%	0.5%
	Pakistani	0.0%	0.1%
	Other Asian	0.3%	0.4%
Black, Black British, Black Welsh, Caribbean or African:	African	1.0%	1.7%
	Caribbean	1.0%	0.3%
	Other Black	0.0%	0.3%
Mixed or Multiple ethnic groups:	White and Asian	0.0%	0.5%
	White and Black African	0.0%	0.3%
	White and Black Caribbean	0.3%	0.5%
	Other Mixed or Multiple ethnic groups	0.0%	0.5%
White:	English/Welsh/Scottish/Northern Irish/British	91.8%	88.6%
	Irish	0.0%	0.6%
	Gypsy or Irish Traveller	0.0%	0.6%
	Roma	0.0%	0.1%
	Other White	2.6%	4.0%
Other ethnic group:	Arab	0.0%	0.1%
	Any other ethnic group	0.3%	0.4%
Total Black, Asian, Minority Ethnic (BAME) population		4.6%	6.1%

1.0% of the workforce did not give their ethnicity.

Gender

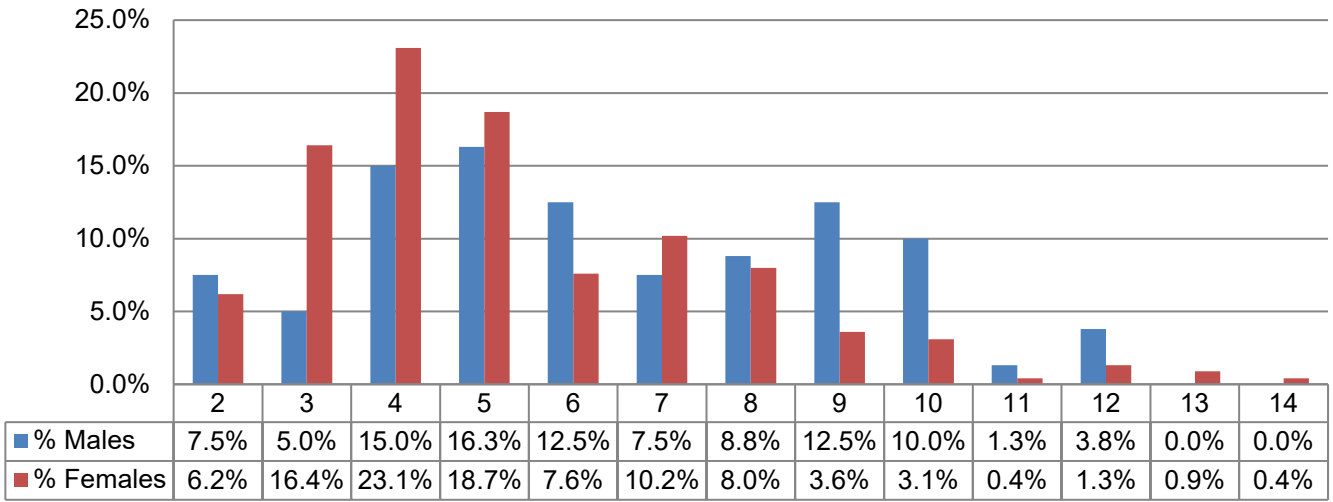
The Council has a requirement to report on gender under the Equality Act 2010 which created a public sector duty to have due regard to eliminating unlawful discrimination and to promote equality of opportunity between men and women.



The information from the 2020 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 does not reflect the local picture, although historically the public sector has traditionally attracted more female employees.

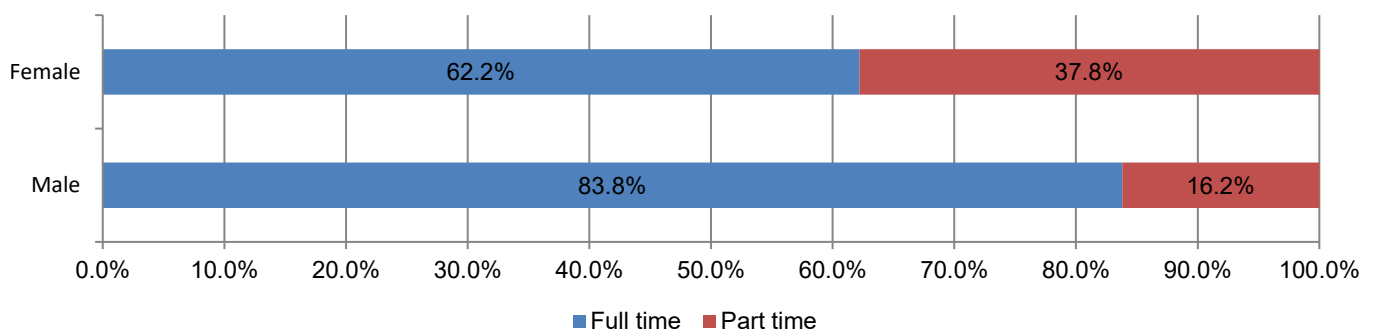
Although there are considerably more women than men in the workforce, men are represented more evenly across the grades. As a percentage of their gender, women are generally employed in lower graded jobs, but are represented throughout and there are no men in the most senior grades.

Pay grade by gender

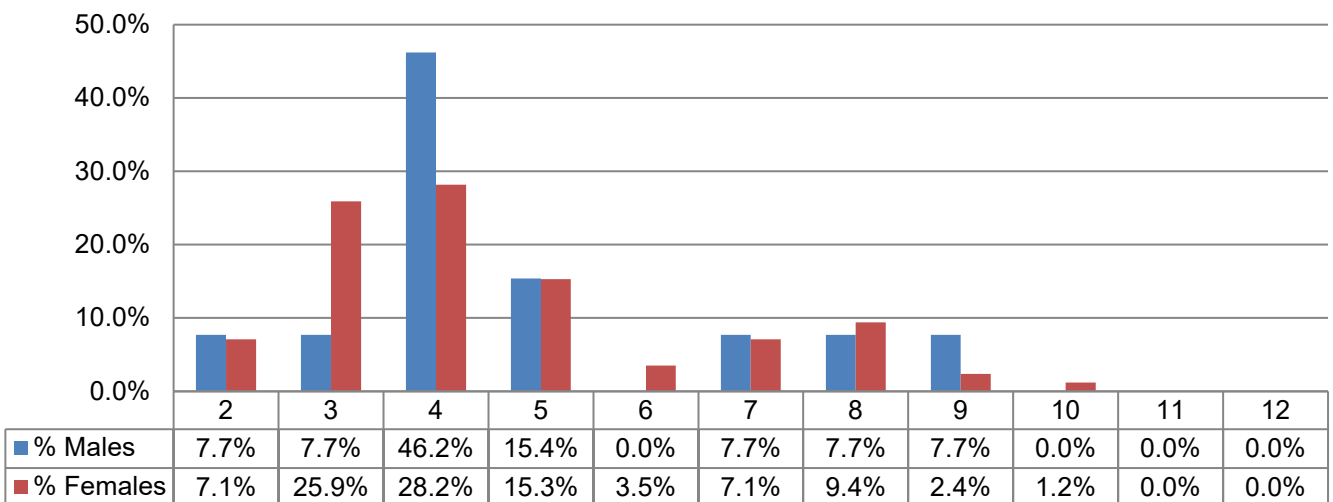


Overall 32.1% of the workforce works part-time. When this is broken down into men and women, 37.8% of all women in the workforce work part-time compared to 16.2% of men.

Full time/Part time Split by Gender



Part time employees by gender and pay grade



Sexual Orientation

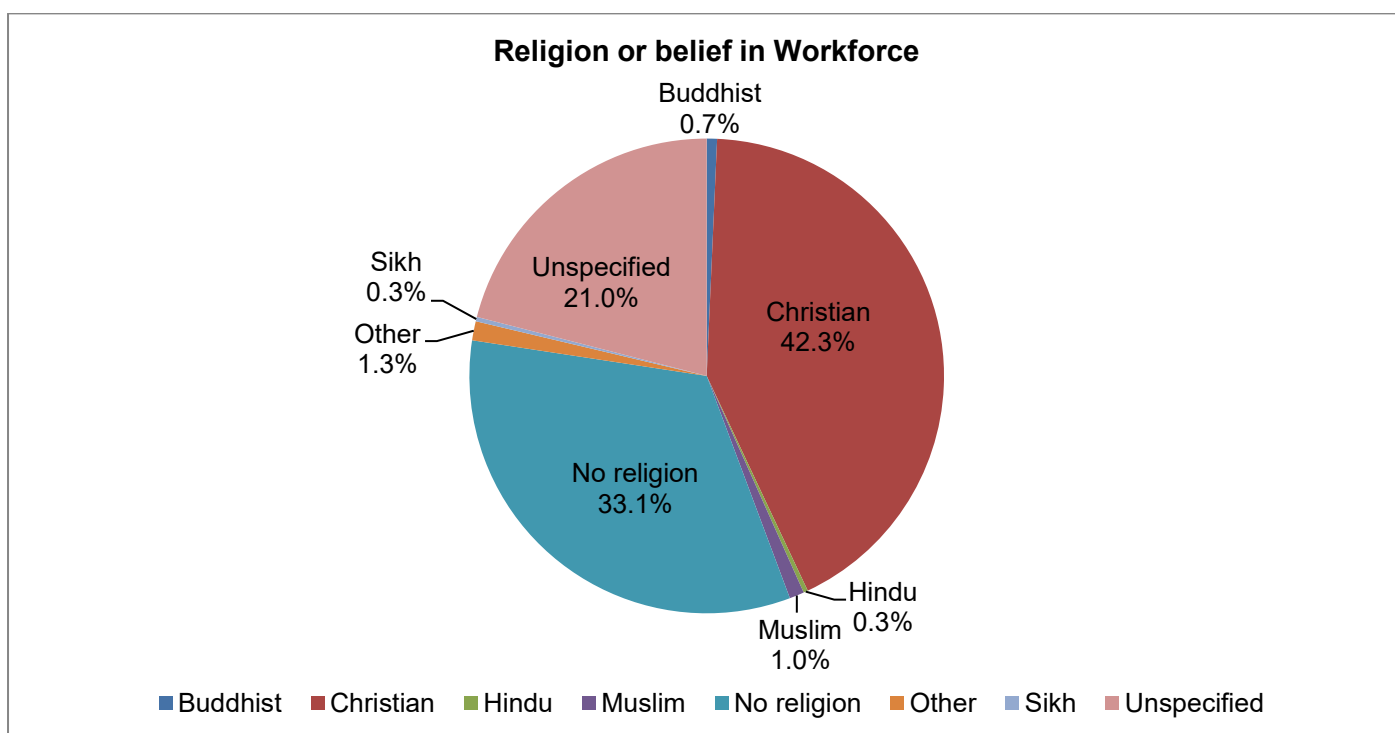
Just under one quarter of employees (22.6%) did not give details of their sexual orientation. This is not surprising as employees may not wish to provide this information. However, employees will continue to be encouraged to up-date their information on this issue. Of those that did give details, 74.8% of the total workforce gave their sexual orientation as straight or heterosexual, 1.6% as gay or lesbian, 0.7% as bisexual and 0.3% as other.

The 2021 Census is the first census to ask a question about sexual orientation. According to that, 91.4% of usual residents of the local area aged 16 or over identified themselves as straight or heterosexual, 1.4% as gay or lesbian, 1.0% as bisexual, 0.3% as all other sexual orientations and 6.0% did not provide an answer.

Religion or belief

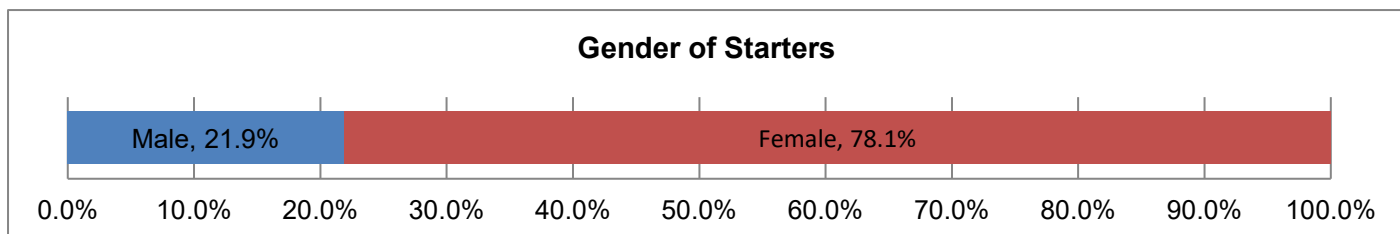
One-fifth of employees (21.0%) have not given details of their religion, and one-third (33.1%) state that they have no religion.

Of those who did give details of their religion or belief, the latest data for comparison is the 2011 census data. This data shows non-Christian religions account for 1.6% of the population in the local area. Within the SBC workforce, 3.6% are of a non-Christian religion.



Starters

During 2021/22, a total of 32 people joined the authority; 78.1% of the new starters were women. The ages of the new starters were predominantly in the 20-39 years and the 50-59 years age groups.



Age Band	% of Starters
16-19	6.3%
20-29	31.3%
30-39	21.9%
40-49	15.6%
50-59	21.9%
60-69	3.1%

Ethnic Origin	% of Starters
Asian	3.1%
Black	3.1%
Mixed	3.1%
Other	3.1%
White	87.5%

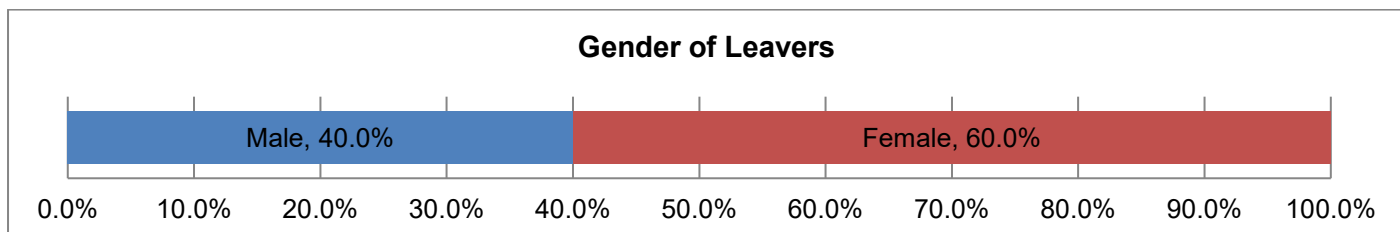
Disability	% of Starters
Disabled	6.3%
Not disabled	87.5%
Unspecified	6.3%

Leavers

The percentage of staff turnover for 2021/22 was 9.87%.

According to figures published by the Local Government Association in March 2021, the median average labour turnover rate of respondent councils was 13.4%. The Council's turnover is therefore below that of other local authorities.

Of the 30 people who left the authority, 60% of leavers were female and the ages were evenly spread across the age groups.



Age Band	% of Leavers
20-29	20.0%
30-39	16.7%
40-49	20.0%
50-59	23.3%
60+	20.0%

Reason for leaving	% of Leavers
End of fixed term contract	10.0%
Other	3.3%
Redundancy	3.3%
Resigned	76.7%
Retired	6.7%

Ethnicity	% of Leavers
Black	3.3%
Mixed	3.3%
White	90.0%
Unspecified	3.3%

Disability	% of Leavers
Disabled	10.0%
Not disabled	73.3%
Unspecified	16.7%

Disciplinary & Grievance Cases

There were four cases of formal disciplinary action taken during 2021/22.

Stage	Gender	Age band	Ethnic Origin	Disability
1 st level warning	Female	50-59	White	No
1 st level warning	Female	50-59	White	No
1 st level warning	Female	50-59	White	No
2 nd level warning	Male	50-59	White	Unspecified

There was one grievance raised during this period, which was resolved.

Grievance reason	Gender	Age band	Ethnic Origin	Disability
Bullying/harrassment	Male	50-59	White	No

Return to work rates

Number of employees whose maternity leave ended in period 2019/20: 6

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

Return to work rate 100%

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 two differences of more than 5%. The reason for both of the 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. The female on pay grade SBC 11 has been in post for less than one year and so is on a lower point of the pay scale than the male, who has been in post for than five years and is therefore on the top of the scale. For pay grade SBC 12, all of the males on this grade have been employed for longer than four years, whereas two of the females have been employed for less than one year, leading to the higher average salary for males.

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
SBC 02	17	7	£19,111.00	£19,111.00	£19,111.00	0.00%
SBC 03	38	4	£22,319.57	£22,333.32	£22,189.00	-0.65%
SBC 04	54	13	£26,114.96	£26,161.11	£25,923.23	-0.92%
SBC 05	42	14	£28,870.00	£28,786.81	£29,119.57	1.14%
SBC 06	18	10	£32,819.00	£32,949.33	£32,584.40	-1.12%
SBC 07	23	6	£36,584.79	£36,812.09	£37,018.50	0.56%
SBC 08	18	7	£41,947.60	£42,218.56	£41,250.86	-2.35%
SBC 09	8	11	£50,299.58	£50,603.00	£50,078.91	-1.05%
SBC 10	7	8	£58,967.80	£59,063.57	£58,884.00	-0.30%
SBC 11	1	1	£70,278.50			7.54%
SBC 12	3	3	£82,840.00	£79,677.00	£86,003.00	7.36%
SBC 13	2	0	£103,169.50	£103,169.50		
SBC 14	1	0				
Organisation average				£49,704.54	£50,996.28	2.53%

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.

Since 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

The recruitment activity at the Council has risen over the last two years, following on from an extended period when the number of recruitment campaigns remained fairly low. However, the numbers of applicants for those campaigns has seen a marked decline. When recruiting, every effort is made to encourage applicants from under-represented groups.

In general, an analysis of the recruitment activity at the Council during 2021/22 shows that the percentages of applicants being shortlisted and offered positions are fairly consistent across all groups, although there are some areas that could warrant further investigation.

The first of these is gender, where a higher percentage of female applicants are appointed over males. Given the current gender split of the workforce, this is something that will need to be monitored.

In relation to age bands, an area that may warrant further attention is those in the ages 20-29 group. In this group, the proportion of those being shortlisted is higher than those applying, and the number increases again in those being offered a position.

In comparison to the local population, the number of BAME applicants is broadly in line with the population of Swale borough. However, there is a differential between the number of candidates from a black ethnic background applying and being appointed. Also, the differential between the percentage of applicants from a white ethnic background who are appointed compared to those applying is higher than would be expected and this will be monitored to ensure there is no unconscious bias.

An area that is of some concern is the number of applicants who do not provide some or all of their protected characteristics information, with a third (33.1%) of applicants opting to not answer the categories. Although a consistent number of these people are shortlisted (26.8%), this number drops considerably in them being offered a position, with only 8.9% of them making it through to this stage. Without this information, it is difficult to monitor the effectiveness of the recruitment process, or to ascertain why they fail to make it through with the same consistency as those who do provide the information, and this is something that needs further investigation.

Gender	Applicant Total	Percentage	Shortlisted Total	Percentage	Offered Total	Percentage
Female	91	64.1%	69	71.1%	34	75.6%
Male	51	35.9%	28	28.9%	11	24.4%

Age Band	Applicant Total	Percentage	Shortlisted Total	Percentage	Offered Total	Percentage
16-19	6	4.2%	6	6.2%	4	8.9%
20-29	23	16.2%	20	20.6%	14	31.1%
30-39	17	12.0%	13	13.4%	8	17.8%
40-49	22	15.5%	14	14.4%	6	13.3%
50-59	26	18.3%	17	17.5%	8	17.8%
60-69	1	0.7%	1	1.0%	1	2.2%
Unspecified	47	33.1%	26	26.8%	4	8.9%

Ethnicity	Applicant Total	Percentage	Shortlisted Total	Percentage	Offered Total	Percentage
Asian	2	1.4%	1	1.0%	1	2.2%
Black	10	7.0%	4	4.1%	1	2.2%
Mixed	1	0.7%	1	1.0%	1	2.2%
White	82	57.7%	65	67.0%	38	84.4%
Unspecified	47	33.1%	26	26.8%	4	8.9%

Disability	Applicant Total	Percentage	Shortlisted Total	Percentage	Offered Total	Percentage
No	126	88.7%	85	87.6%	41	91.1%
Yes	16	11.3%	12	12.4%	4	8.9%

Sexual Orientation	Applicant Total	Percentage	Shortlisted Total	Percentage	Offered Total	Percentage
Bisexual	2	1.4%	2	2.1%	2	4.4%
Gay/Lesbian	4	2.8%	3	3.1%	2	4.4%
Heterosexual/Straight	88	62.0%	65	67.0%	36	80.0%
Unspecified	48	33.8%	27	27.8%	5	11.1%

Religion	Applicant Total	Percentage	Shortlisted Total	Percentage	Offered Total	Percentage
Christian	26	18.3%	22	22.7%	12	26.7%
Muslim	6	4.2%	3	3.1%	1	2.2%
No religion	57	40.1%	42	43.3%	25	55.6%
Other	4	2.8%	3	3.1%	2	4.4%
Unspecified	49	34.5%	27	27.8%	5	11.1%

Marital Status	Applicant Total	Percentage	Shortlisted Total	Percentage	Offered Total	Percentage
Divorced	3	2.1%	3	3.1%	2	4.4%
Engaged	5	3.5%	3	3.1%	2	4.4%
Married	39	27.5%	28	28.9%	15	33.3%
Partner	12	8.5%	9	9.3%	4	8.9%
Separated	2	1.4%	2	2.1%	0	0.0%
Single	30	21.1%	23	23.7%	16	35.6%
Widowed	2	1.4%	1	1.0%	0	0.0%
Unspecified	49	34.5%	28	28.9%	6	13.3%

5. Conclusion and Action Plan

We remain committed to ensuring we are an equal opportunity employer that provides their employees with a fair and safe environment.

To make sure we continuously improve throughout 2023, we will:

- 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 gender split and ethnicity of applicants and appointed candidates;
- utilise opportunities presented by the apprentice levy to increase the age profile of our workforce;
- use the findings and recommendations from our gender pay gap reporting to ensure we are improving in terms of gender equality;
- remain committed to being a Disability Confident Employer so we continue improving our disability equality;
- continue to review our policies to create wider opportunities for an agile workforce, embracing hybrid working and improving our workplace culture