Middlesbrough
moving forward

Middlesbrough Council
Annual Workforce Monitoring Report
2012/2013

Introduction

The 2012/13 Annual Workforce Monitoring Report is based on data for the period 1st April 2012 to 31st March 2013 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, Mouchel Business Services, manages this system on our behalf.

Over the past five years the Council's Full Time Equivalent (FTE) workforce has reduced by 13%, and it is clear that jobs will continue to be lost as a result of public sector spending cuts. The following shows the number of FTE's in the Council at the end of each financial year.

Middlesbrough Council celebrates the diversity of our town and the enrichment that a diverse society and workforce brings. 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.

Departmental data for 2012/2013 will be shown in graphs in the following colours:

	Council
	Central Services
	Neighbourhoods and Communities
	Wellbeing, Care and Learning
	31 March 2009 data (all departments)
	31 March 2010 data (all departments)
	31 March 2011 data (all departments)
	31 March 2012 data (all departments)

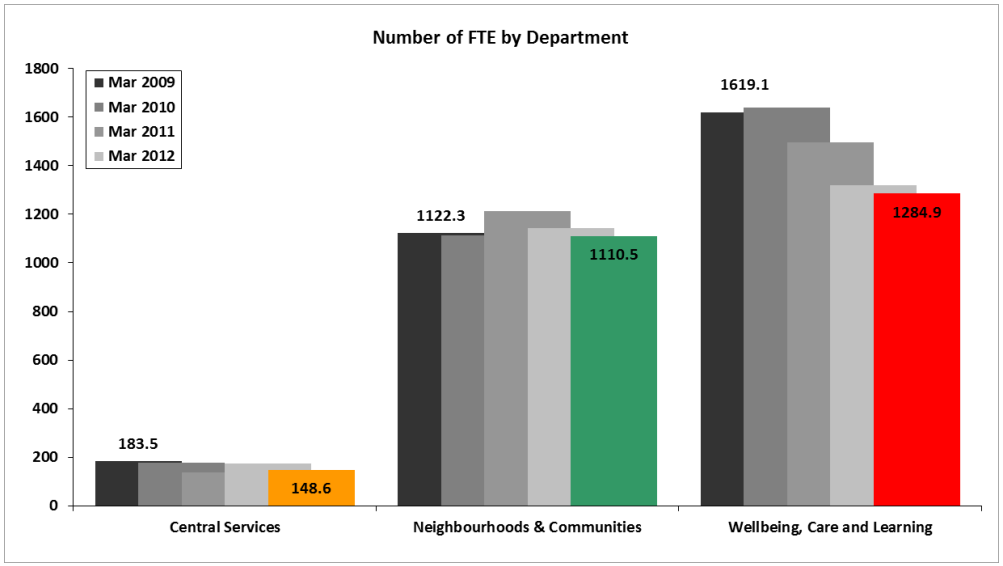
Historical data for Neighbourhoods and Communities and Wellbeing, Care and Learning has been derived from the following service areas:

Neighbourhoods and Communities	Wellbeing, Care and Learning
Community Protection	Achievement
Cultural Services	Business Development and Commissioning
Development	Children, Families and Learning
Economic and Community Regeneration	Children, Families and Learning and Vulnerable Children
Economic Development, Culture and Communities	Community Education
Environment and Neighbourhoods	Commissioning and Resources
Environment	Mental Health and Learning Disabilities
Libraries	Older People and Physical Disabilities
Museums and Galleries	Performance and Planning
Planning and Regeneration	Performance and Young Peoples Services
Regeneration	Policy and Resources
Streetscene	Pupil Support
Transport and Design	Safeguarding
	School Improvement
	Social Care
	Youth Offending

1. Establishment Data

1.1. Total workforce figures

On 31st March 2013 Middlesbrough Council had 3,561 posts, in addition to 905 casual posts and 2,678 in the Schools service. Many of these are part time and some staff may have more than one post, therefore the workforce is more easily compared by FTE posts. On 31 March 2013 there were 2,545 FTE posts, a reduction of 13% from 2009 (2,926 FTEs). There was also a 14% reduction in FTEs in schools, from 1,967 in 2009 to 1,696 in 2013.



Note the Chief Executive is not included in the graph above.

The majority of staff in the Council work on a part time basis (60.7%), a slight increase on 2009 (58.5%) although this includes a large number of casual staff with no specific number of contracted hours. Excluding casual staff just over half of the Council workforce (51.6%) works full time over one or more positions, a drop of 4.5% from 2009.

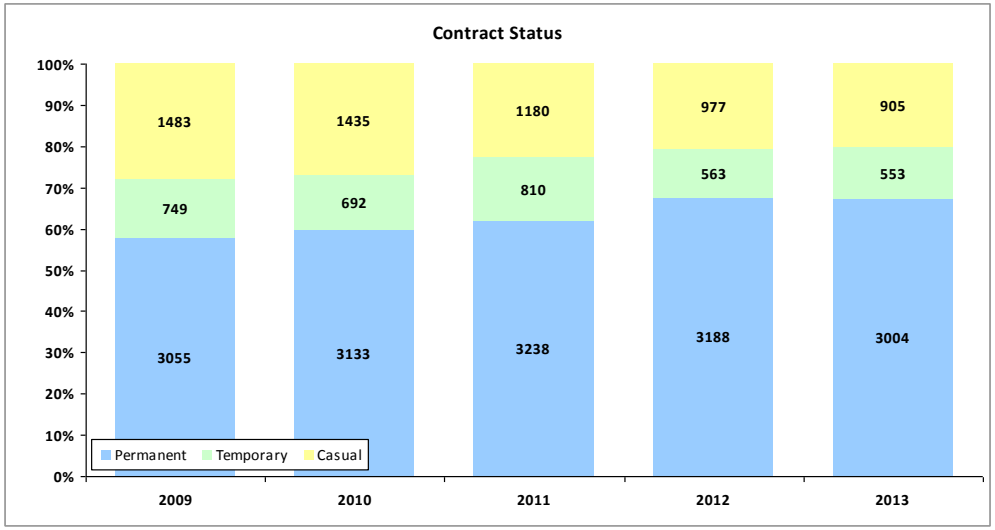
1.2. Contractual status

For the purposes of this document we define contractual status as:

Permanent: Any open-ended contract that has no fixed end date until terminated, voluntarily or otherwise, by either party.
Temporary: Any contract issued with an initial end date, e.g. for maternity cover. Please see the Council policy on Granting and Termination of Fixed Term Contracts for further detail.
Casual: Casual workers are those whose employment relationship with the Council is for a limited engagement at short notice for brief periods of time. Some casual workers may be referred to as being on a 'bank' or 'temporary register' of staff.

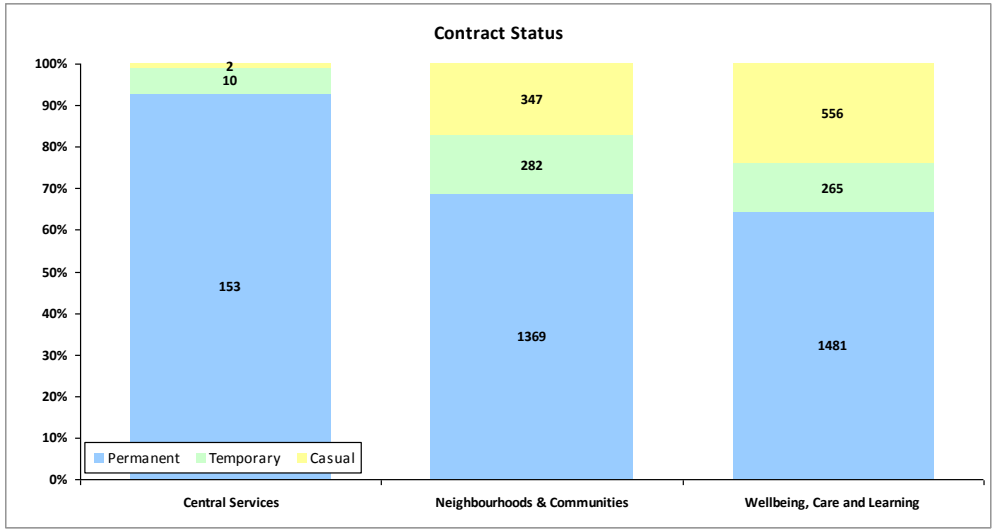
The Council does not advertise or recruit to zero hour contracts.

The percentage of permanent contracts increased steadily each year from 2009 57.8%) to 2012 (67.4%) and has reduced very slightly in 2013 (67.3%). There has been a corresponding drop in casual contracts, which now account for 20.3% of jobs (28.0% in 2009) and a small drop in temporary contracts to 12.4% (from 14.2%).



Casual staff tend to be seasonal or recruited to cover events and include for example Bar Staff, Lifeguards and Sports Coaches. As a result Central Services has the highest percentage of permanent staff, 93%, compared to 69% in

Neighbourhoods and Communities and 64% in Wellbeing, Care and Learning. Neighbourhoods and Communities has the highest percentage of Temporary staff (14%) and Wellbeing, Care and Learning the highest percentage of casual staff (24%).



1.3 Apprentices and Volunteers

In addition to the core staff the Council also provides opportunities to Apprentices and Volunteers to help maintain, strengthen and add value to the services provided by Middlesbrough Council.

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.

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.

More information on Apprentices and Volunteers can be found at section 3.

2. Starters and Leavers

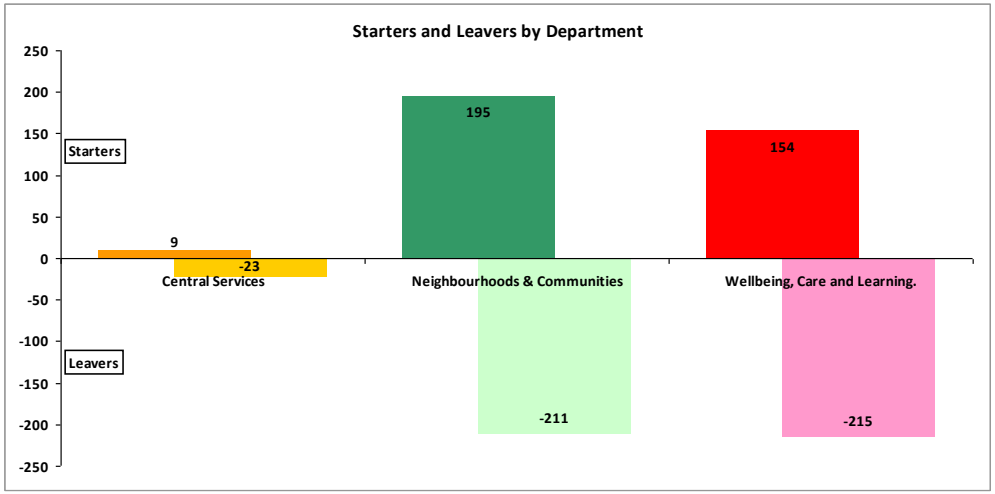
2.1. Recruitment and Selection

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

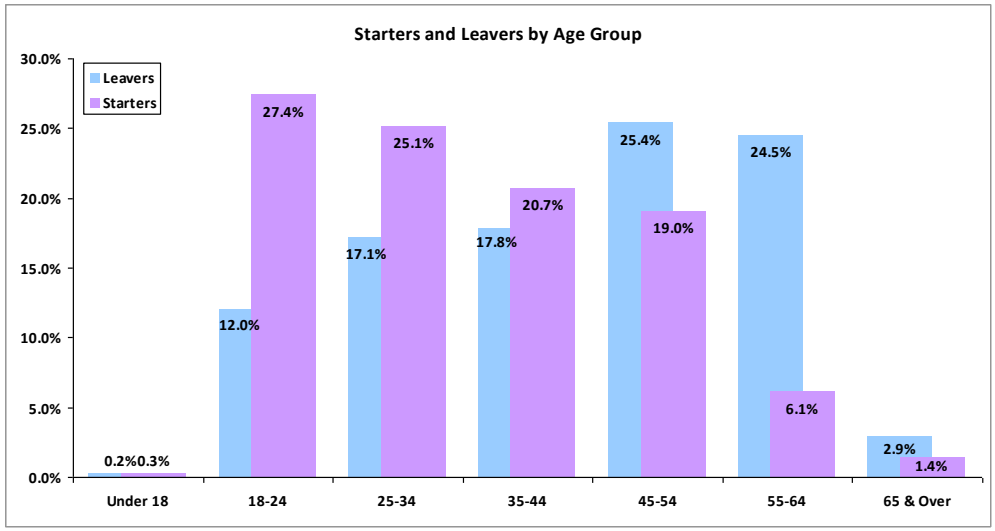
Overall 3,994 applicants completed an equalities monitoring form and 387 of those were shortlisted. There were no significant differences between the characteristics of those who applied and those shortlisted.

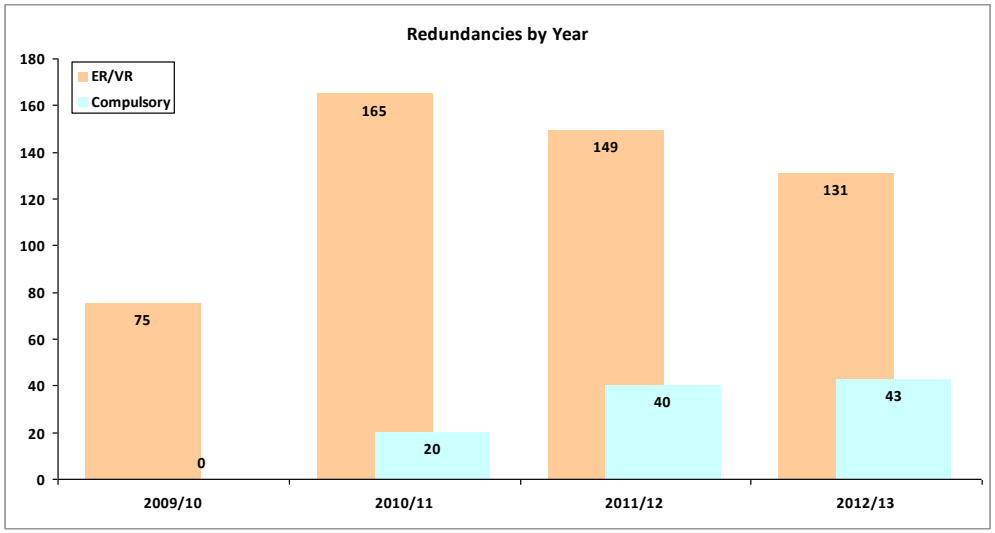
2.2. Starters and Leavers

In 2012/13 there were 358 starters in the three Council departments, a 40% increase on 257 in 2011/12.



The number of leavers across the Council decreased by 11%, from 505 to 449.





Once again a higher percentage of the leavers were in the older age ranges while starters tended to be younger. This is in part due to the Early Retirement and Voluntary redundancy schemes run by the Council.

2.3.1. Leavers' Questionnaire

Despite the high number of leavers there were only 27 completed questionnaires during 2012/13 with even fewer completing equalities information and as such it is difficult to take any conclusions from the data.

Career reasons, such as better pay, prospects or a new challenge elsewhere accounted for the majority of reasons given for leaving Middlesbrough Council, others included job satisfaction, relationship with colleagues or managers and retirement.

Most responded that they felt valued as an employee, would work for the Council again and were satisfied with most aspects of their employment.

2.3.2. Redundancy

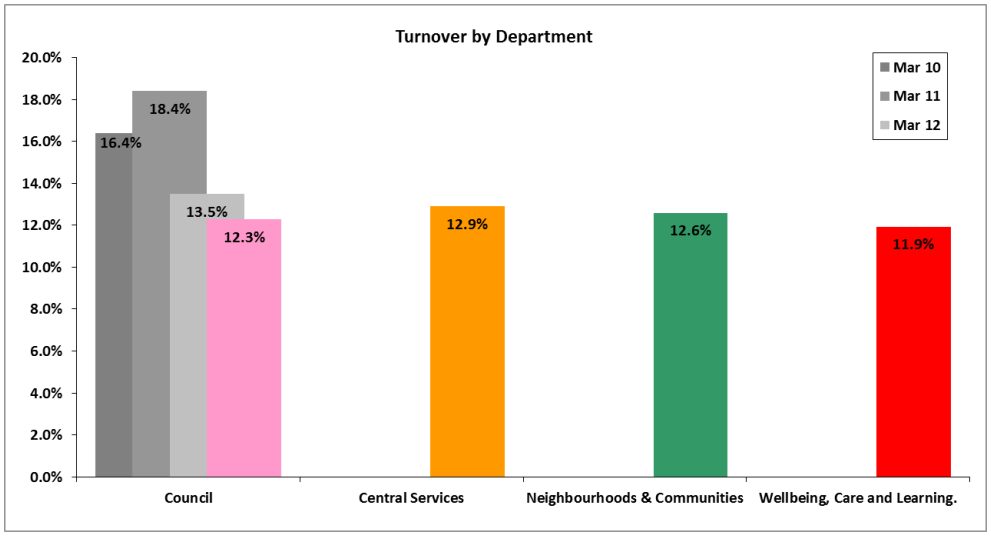
The Council has been running an Early Retirement and Voluntary Redundancy scheme since 2009. During this period (to the end of March 2013) there were 520 members of staff who left through either early retirement or voluntary redundancy, with a further 103 compulsory redundancies.

Almost 70% of those made redundant or taking early retirement were at least 50 years old, while the male/female (40/60) and White/BME (98/2) ratios were similar to the Council's workforce profile.

2.4. 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 for the Council reduced again, to 12.3% from 13.5% in 2011/12 and 18.4% in 2010/11. All departments had a similar turnover of around 12-13%.



(Due to the restructure of departments, no comparison information is available below Council level)

2.5. 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 2012/13 there were only six grievances (involving HR) and four disciplinary meetings, all of which resulted in dismissal. It is therefore not realistic to say whether there has been any disproportionate impact, or to give specific details on the characteristics of those involved.

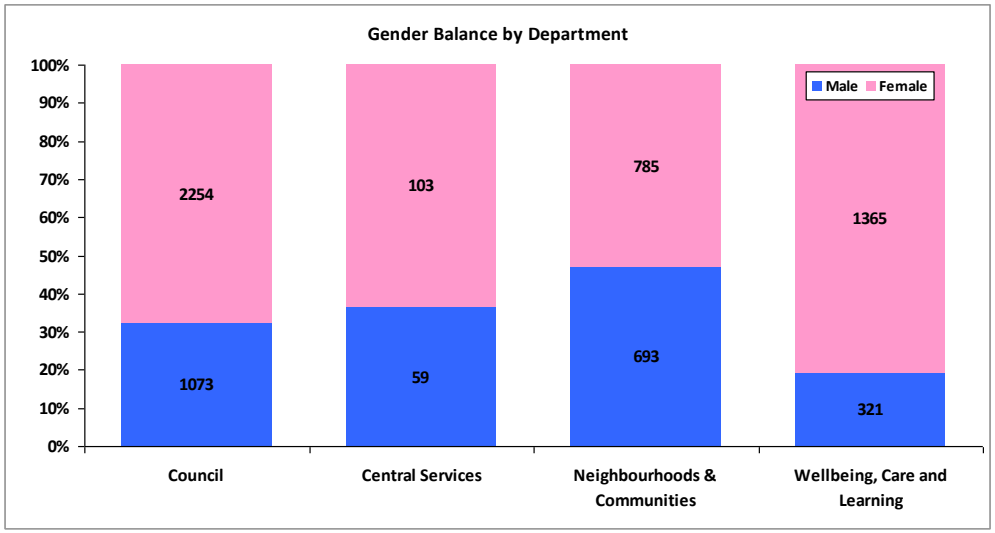
3. Diversity Information

The Equality Act 2010, related statutory guidance and national practice have driven the Council's approach to equality and diversity and have ensured that equality monitoring is embedded within its processes, strategic planning, decision making and service delivery. As part of this the Council has expanded equality monitoring of staffing to ensure that we include monitoring of all protected characteristics where possible within its processes.

Where it has not been possible to collect data against a characteristic within standard processes, other mechanisms are in place to ensure views/data can still be gathered.

The Council has a stated equality objective to promote increased diversity within its workforce, so that it is more reflective of the local community. However the significant reduction in external recruitment activity severely limits the ability of the Council to affect these figures.

3.1. Gender



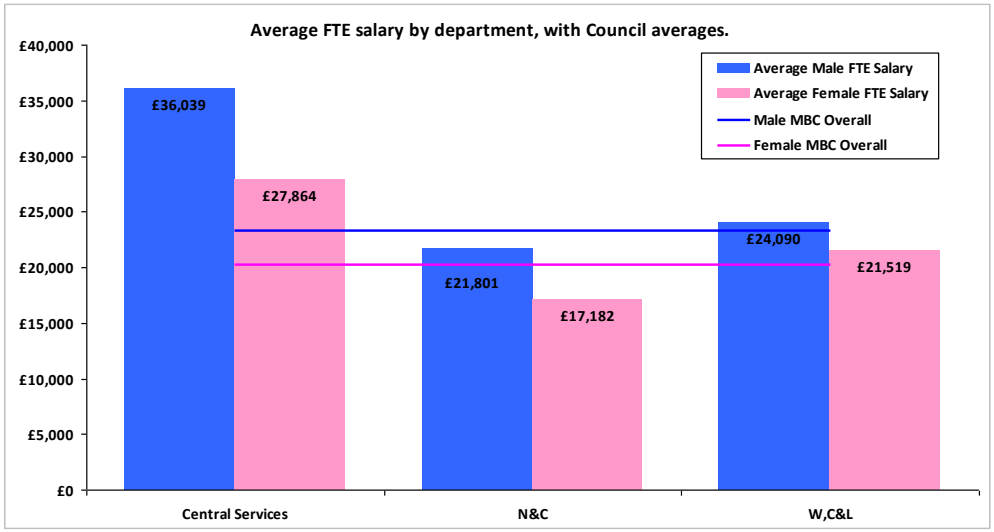
Traditionally, the Local Government workforce has been dominated by female staff, as many of the roles offered were suitable to fit around caring responsibilities often undertaken by women. At 31st March 2013, 68% of the Middlesbrough Council

workforce were Female, the same as 2012 and slightly higher than 2009 (65%). There is some variation between departments - 81% of the Wellbeing, Care and Learning department are female, compared to only 53% of Neighbourhoods and Communities.

3.1.1. Equal Pay Audit

As part of its commitment to equality of treatment the Council carries out an equal pay audit on an annual basis. This is the third Equal Pay Audit carried out by the Council and the audit is a 'snap shot' of the workforce as at 31st March 2013. The purpose of the Equal Pay Audit is to help the Council identify any pay inequalities arising by gender.

The average FTE salaries for both males (£23,283) and females (£20,178) have increased slightly from 2012. Central Services again has the highest average FTE salaries, due to the high number of professionals working in a relatively small department.



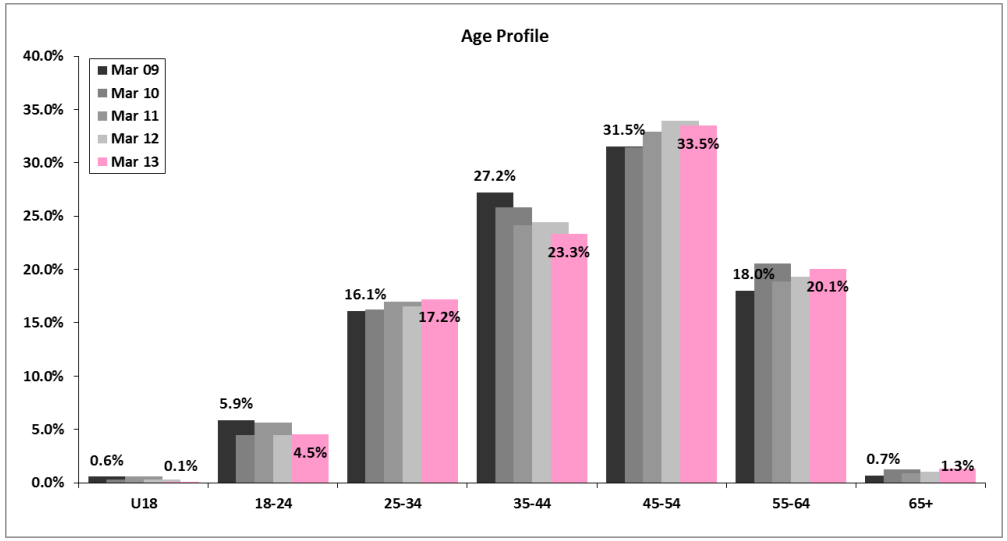
Nationally the gender pay gap is reducing, in both the private and the public sectors. The overall pay gap has decreased to 18.6% in 2012 from 19.6% in 2011, with the private sector still higher at 24.2% compared to 17.5% in the public sector. The overall North East pay gap is 14.4% and in Middlesbrough 16.3% (*ONS 2012 Annual Survey of Hours and Earnings*).

At the Council, the overall percentage gap between the average FTE salaries remains at 13%, with the highest gap in Central Services (23%).

Department	Male Average Hourly Rate	Average Male FTE Salary	Female Average Hourly Rate	Average Female FTE Salary	% Difference
Central	£18.68	£36,038.58	£14.44	£27,863.84	23%
N & C	£11.30	£21,800.64	£8.91	£17,182.35	21%
W, C & L	£12.49	£24,089.91	£11.15	£21,519.10	11%
Council	£12.07	£23,283.27	£10.46	£20,178.14	13%

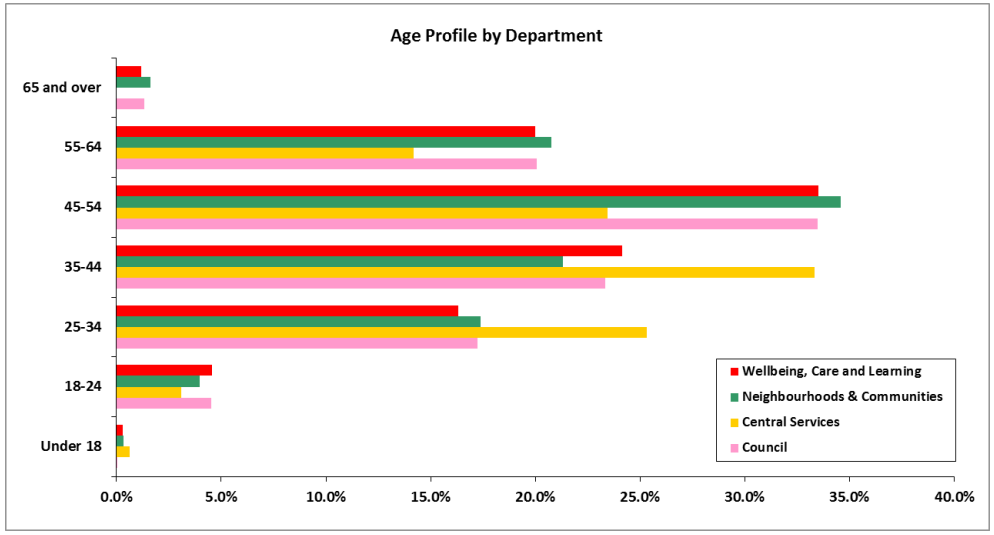
3.2. Age Profile

There were only small changes in the age profile of the Council and despite the Early Retirement schemes that are in place (see section 2.3.2), in 2012/13 the average age of the workforce appeared to increase slightly. This could be explained in part by the removal of the default retirement age.

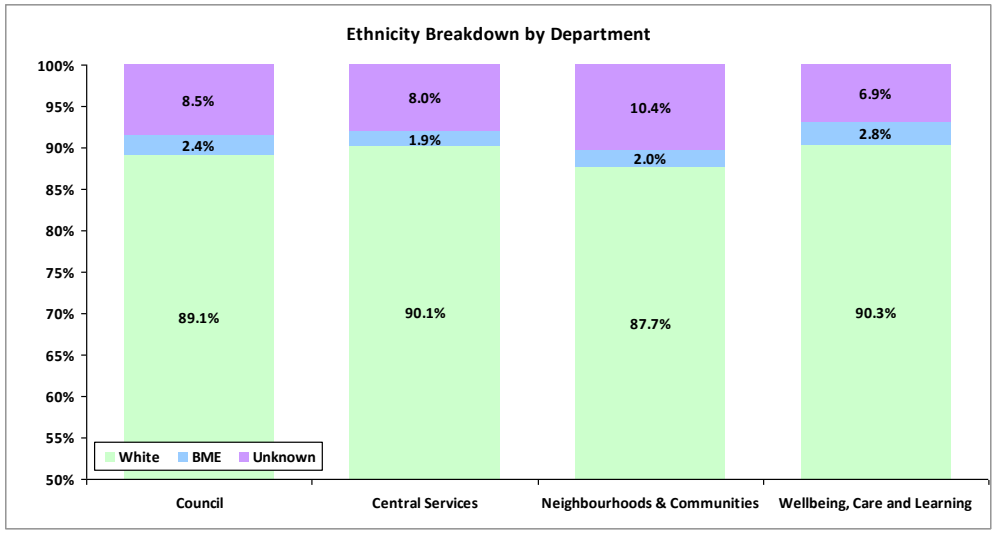


The Neighbourhoods and Communities and Wellbeing, Care and Learning departments have a similar age profile, whereas Central Services has a significantly

higher percentage of staff in the 25-45 range (59% of the department, more than 20% higher than the other two departments).

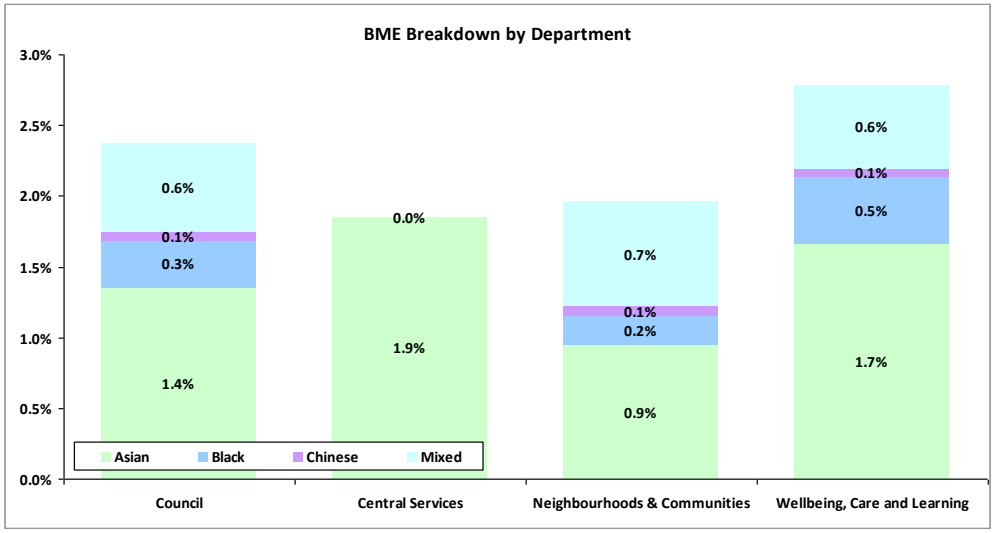


3.3. Ethnic Origin



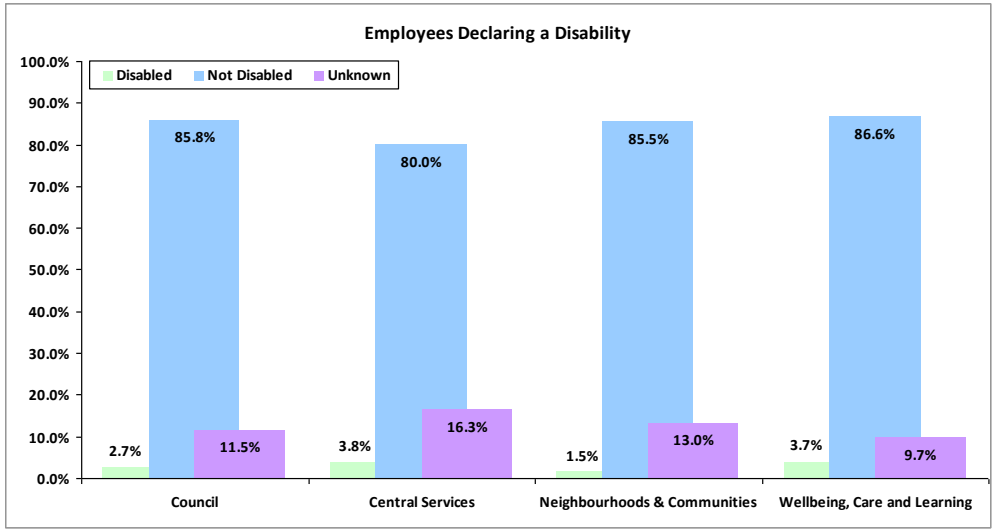
The total percentage of employees in the Council declaring an ethnic background is 2.4%, slightly up on 2012 (2.3%). Ignoring the unknown element (8.5%), the percentage of BME employees is 2.6%, which is considerably lower than the town estimate of 11.7% (*Census 2012*).

Looking at the individual groups, other than white, employees of an Asian background make up the highest proportion of employees across all departments and the Council as a whole.



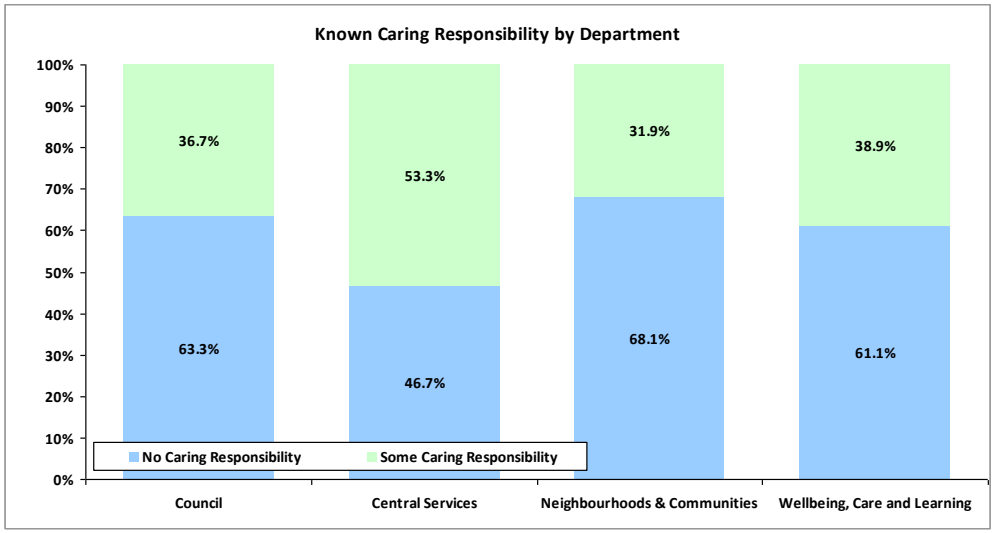
3.4. Disability

2.7% of the Council employees declared a disability, slightly less than in 2011/12 (3.1%). The percentage of 'Not Known' increased to 11.5% from 10.2%.

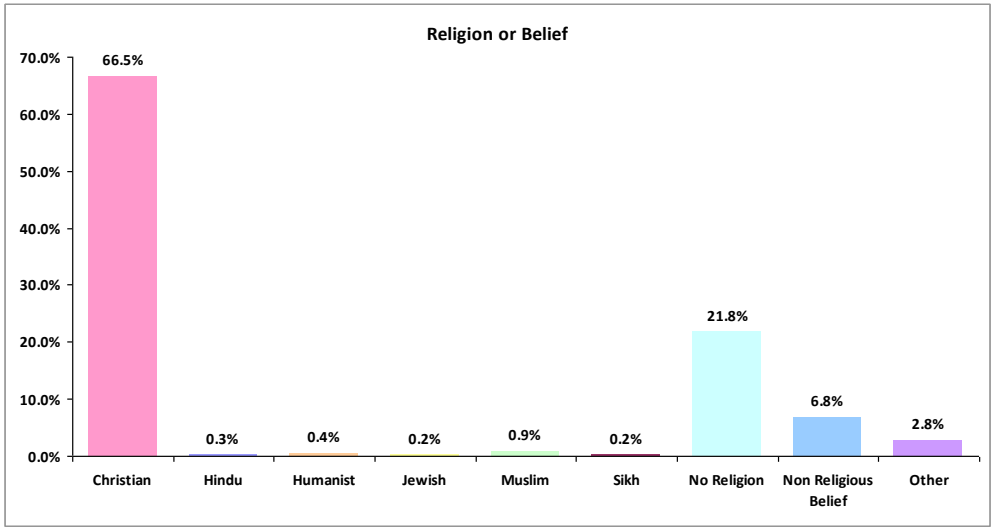


3.5. Caring Responsibilities

Ignoring the 'Unknown' responses, 37% 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.



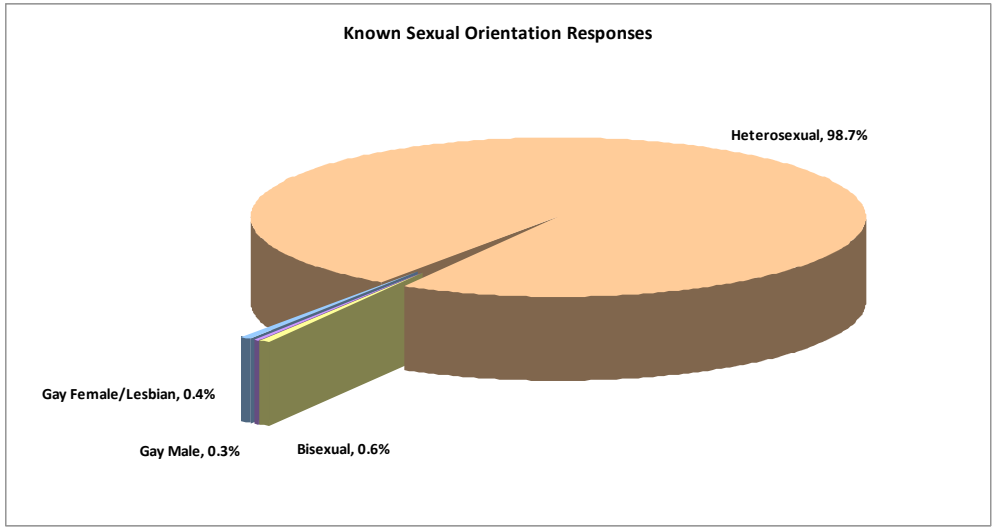
3.6. Religion or Belief



Almost 60% of the religious beliefs of Council staff is unknown and as such the data should be treated with caution. The majority (66.5%) of staff who have responded have a Christian faith, while almost 30% have no religion, or a non religious belief.

3.7. Sexual Orientation

Once more almost 70% of the responses are unknown, of those that did respond 98.7% are heterosexual.



3.7 Casual Staff

At 31st March 2013 there was 808 casual staff on the Council's register covering 905 contracts, some casual staff also have a permanent contract(s). The number of casual contracts has reduced by almost 40% in the last 5 years, from 1483.

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:

- 72.5% female, 27.5% male
- 1.5% disabled (35% unknown)
- 2.5% BME (32% unknown)
- 20.5% have a caring responsibility (78% unknown)
- 51% Christian and 34% 'No Religion' (79% unknown)
- 98% heterosexual (11% response rate)

3.8. Apprentices

As of 31 March 2013 the Council employed 34 apprentices, of which:

- 17 were Female and 17 Male
- 33 were White British and 1 BME
- 2 with a disability.

12 apprentices left the Council during the year, 67% (8) achieved their qualification - mainly at Level 3 and 92% (11) went into a positive destination (9 into jobs and 2 to University).

In addition, there were 24 young people placed with the Council and employed by a Training Provider (Nordic 23 and TTE 1). All were males, all White British and 4 had a disability.

These figures do not include the number of Business Administration apprentices employed by Mouchel and placed with the Council.

3.9. Volunteers

The Council recruited 326 new volunteers during 2012/13 with 200 leaving, meaning the number of volunteers on the Council's register increased from 377 at 31 March 2012 to 503 at 31 March 2013. Of the volunteers who have so far worked with the Council 272 have completed an Equalities Monitoring form with trends broadly in line with the Council workforce;

- 66% female, 34% male
- 34% aged under 25, 54% under 35 and 5.1% over 70.
- 8% declaring a disability, higher than the Council staff equivalent
- 87% white
- 50% Christian denominations, 30% with no religion
- 85% with no caring responsibilities, (which would be expected as those with caring responsibilities are less likely to have spare time to volunteer.)
- 57% single

NB: some of these volunteers may no longer work with the Council.

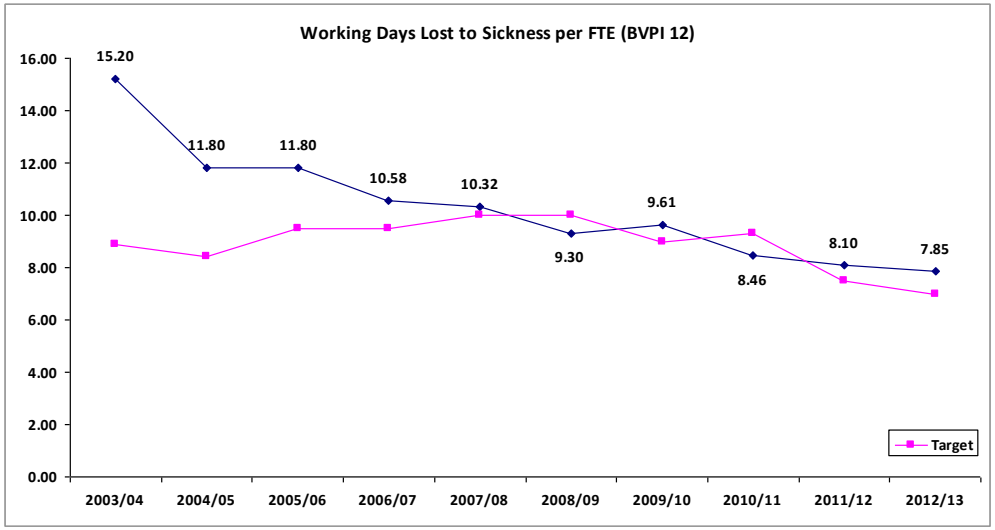
3.10 Schools

The number of posts in Schools has reduced from 3,364 in 2009 to 2,678 in 2013, a reduction of 20%, though part of this reduction will be 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 from the 2,417 staff:

- 2,115, or 89%, are female
- 1.3% declared a disability
- 96.4% are white
- 40% had some caring responsibility (77% unknown)
- 81% Christian (75% unknown)
- The response rate for sexual orientation was less than 3%

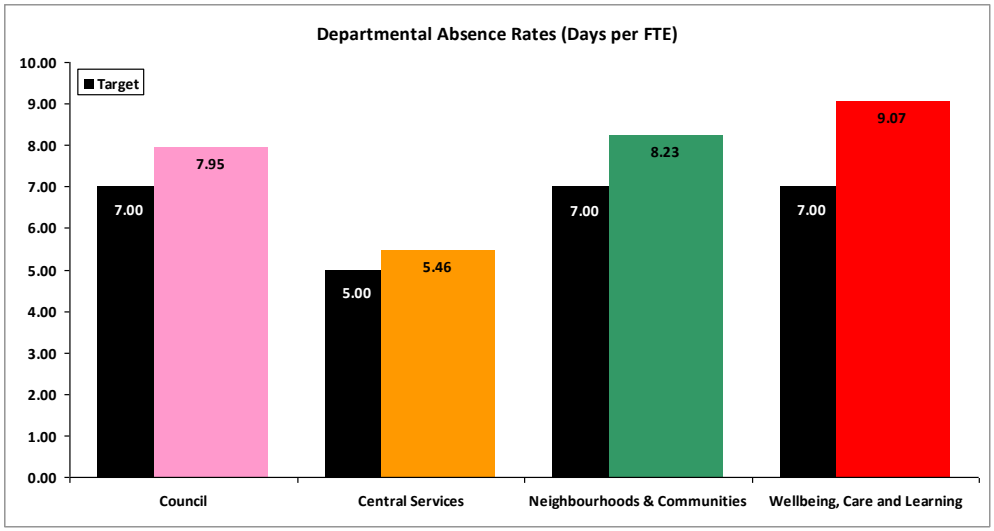
4. Sickness Absence Management

Middlesbrough Council has been working to steadily reduce the days lost to sickness across the Council. The absence rate has reduced from over 15 FTE days in 2003 / 2004 to 7.85 FTE days in 2012/2013 (this figure includes sickness absence in schools).

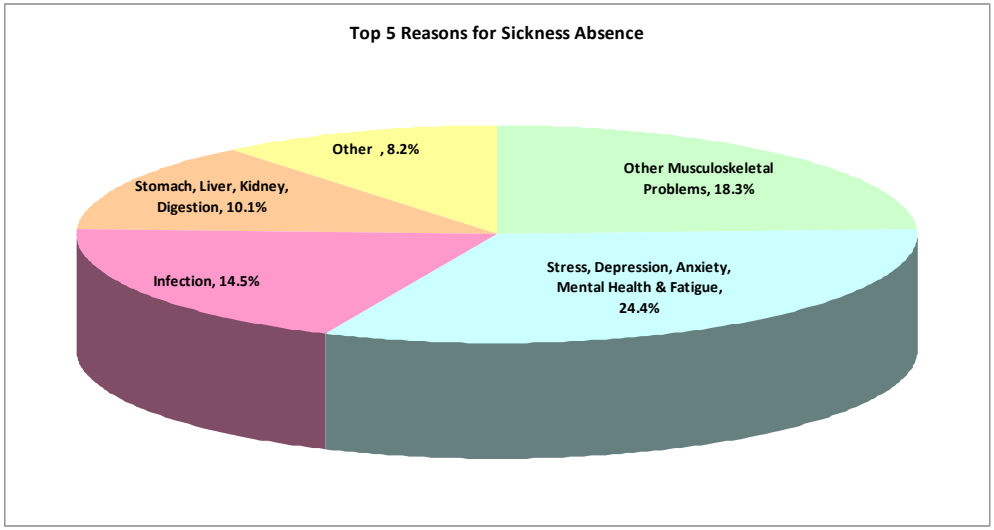


Sickness absence rates vary across the Council due to different working environments and the nature of the work involved, so each department would normally agree their own target. However due to restructuring during 2012/13 both Neighbourhoods and Communities and Wellbeing, Care and Learning adopted the corporate target of 7.00 FTE days. Central Services had a target of 5.00 FTE days. Despite the further reduction in the overall corporate sickness absence rate, none of the departments achieved their target.

Note: In the following, the figure for Middlesbrough Council differs 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 1 year.



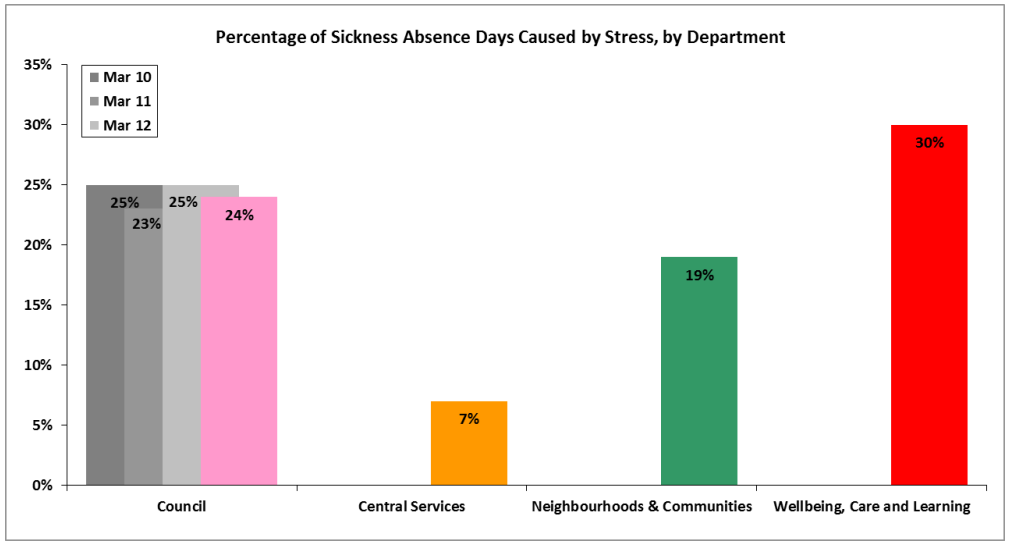
The top 5 reasons for absence for Council staff (excluding schools) remain the same as 2011/12 with 'Stress, Depression, Anxiety, Mental Health and Fatigue' the highest sickness type, accounting for 24.4% of all sickness absence.



The highest sickness type in both Central Services (39.8%) and Neighbourhoods and Communities (22.8%) is 'Other Musculoskeletal', in Wellbeing, Care and Learning it is 'Stress, Depression, Anxiety, Mental Health and Fatigue' (29.9%).

4.1 Stress

The category 'Stress, Depression, Anxiety, Mental Health and Fatigue' continues to account for the highest percentage of days lost to sickness across the Council (24.4% of all sickness absence, or over 4700 FTE days). This percentage has remained fairly constant through the last four years at between 23% and 25%.



(Due to the restructure of departments, no comparison information is available below Council level)

All of the measures introduced to assist with stress cases continue. These include

- 24/7 Employee Assistance Programme (including telephone counselling);
- face-to-face counselling;
- an Employee Support Officer who offers support to employees as soon as it is known they are absent from work with stress;
- Internal Contact Officers who are trained to assist any member of staff who feels they may be the subject of bullying, harassment or discrimination;
- lunchtime walking group;
- sourcing and publicising external support to which staff can self refer and
- staff suggestion scheme.

6. Retained Best Value Performance Data

For monitoring purposes the Council has retained some Best Value Performance Indicators relating to its workforce. Currently the ability of the Council to affect many of these indicators is limited due to restrictions in place on recruitment.

BVPI Description	2008/09	2009/10	2010/11	2011/12	2012/13	Target 2013/14
Senior Women	52.92%	52.23%	50.40%	46.98%	49.86%	52.00%
Senior BME employees	1.60%	0.78%	0.59%	0.00%	0.00%	0.60%
Senior Disabled employees	3.30%	4.46%	2.41%	2.07%	1.47%	2.45%
Working days lost to sickness absence	9.30	9.61	8.46	8.10	7.85	7.00
Percentage of employees with a disability	2.70%	2.92%	2.64%	2.55%	2.32%	2.75%
Ethnic Minority representation in the workforce	2.75%	2.91%	3.08%	2.80%	2.32%	3.10%

Summary Figures at a glance

	Council (Exc. Schools and Casual)					Central Services					Neighbourhoods and Communities					Wellbeing, Care and Learning				
	2009	2010	2011	2012	2013	2009	2010	2011	2012	2013	2009	2010	2011	2012	2013	2009	2010	2011	2012	2013
Headcount	3724	3745	3810	3504	3327	202	198	147	191	162	1258	1249	1637	1528	1478	2263	2297	2025	1784	1686
FTE	2926	2929	2846	2635	2545	184	179	137	174	149	1122	1111	1214	1142	1111	1619	1638	1495	1319	1285
Jobs	3805	3825	4049	3751	3561	204	200	147	193	163	1283	1277	1812	1700	1651	2317	2347	2089	1857	1746
Permanent	58%	60%	62%	67%	67%	86%	87%	80%	92%	93%	57%	58%	63%	69%	69%	56%	59%	60%	64%	64%
Temporary	14%	13%	15%	12%	13%	10%	9%	11%	8%	6%	11%	11%	16%	12%	14%	16%	15%	16%	12%	12%
Casual	28%	27%	23%	21%	20%	4%	4%	9%	0%	1%	32%	32%	21%	19%	17%	27%	26%	24%	24%	24%
Male	35%	35%	33%	32%	32%	38%	38%	39%	39%	36%	62%	61%	47%	47%	47%	19%	20%	21%	19%	19%
Female	65%	65%	67%	68%	68%	62%	62%	61%	61%	64%	38%	39%	53%	53%	53%	81%	80%	79%	81%	81%
Largest age group	**45-54**	**45-54**	**45-54**	**45-54**	**45-54**	**35-45**	**45-54**	**35-44**	**35-44**	**35-44**	**45-54**	**45-54**	**45-54**	**45-54**	**45-54**	**45-54**	**45-54**	**45-54**	**45-54**	**45-54**
	32%	31%	33%	34%	34%	32%	28%	32%	31%	33%	29%	33%	33%	35%	35%	33%	31%	34%	34%	34%
Smallest age group	**U18**	**U18**	**U18**	**U18**	**U18**	**65+**	**65+**	**U18**	**U18**	**U18**	**U18**	**U18**	**U18**	**U18**	**U18**	**U18**	**U18**	**U18**	**U18**	**U18**
	0.6%	0.3%	0.6%	0.3%	0.1%	0.5%	0.0%	0.0%	0.0%	0.0%	0.2%	0.0%	0.4%	0.2%	0.1%	0.3%	0.1%	0.2%	0.1%	0.0%
Employees eligible for retirement within 5 years	19%	22%	20%	20%	21%	13%	23%	17%	17%	14%	20%	23%	20%	20%	22%	19%	21%	20%	21%	21%
BME Employees	2.5%	2.6%	2.5%	2.5%	2.6%	2.6%	1.6%	0.7%	1.7%	2.0%	1.7%	2.0%	2.1%	2.2%	2.2%	2.9%	3.0%	2.9%	2.8%	3.0%
Declared Disability	4.0%	4.5%	3.5%	3.5%	3.1%	2.9%	3.7%	3.8%	3.8%	4.5%	2.9%	3.1%	1.9%	1.9%	1.7%	4.6%	5.2%	4.8%	4.7%	4.1%
New employees (1 April to 31 March)	-	440	586	257	358	-	20	21	4	9	-	-	-	-	195	-	-	-	-	154
Employees leaving (1 April to 31 March)	-	663	748	505	449	-	9	29	12	23	-	-	-	-	211	-	-	-	-	215
Turnover (1 April to 31 March)	-	17%	19%	13%	12%	-	4%	17%	7%	13%	-	-	-	-	13%	-	-	-	-	12%
Annual average days lost to sickness (1 April to 31 March)	-	10.13	8.75	8.63	7.95	-	5.54	4.89	6.40	5.46	-	-	-	-	8.23	-	-	-	-	9.07