

Workforce Information

As at 31 March 2022

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INTRODUCTION

This report provides a profile of the Council's workforce as at 31 March 2022 and it looks at workforce changes over the previous 12 months*. Information about how the Council engages and consults with employees and the policies the Council has in place are also included in this report.

We want to ensure that our employment practices and procedures are inclusive and are free from discrimination and prejudice. Telford & Wrekin's Equality Promise gives an undertaking that all of its employees, and those who apply for employment, will be treated with fairness, respect and dignity, regardless of race, colour, gender, sexual orientation, marital status, gender reassignment, care of dependants, age, disability, religious or political beliefs, pregnancy or maternity, or unrelated criminal conviction.

Our workforce includes a wide range of management, professional, specialist, care, administrative and operational roles. We actively encourage the use of apprenticeships and work experience placements in our service areas to provide opportunities for young people and others in the labour market who are looking to improve their work prospects both within and externally to the Council. The Council is committed to supporting groups who often face additional obstacles in securing employment. Our Work Based Learning Offer provides meaningful work experience opportunities to inspire and motivate these groups of individuals and acts as a foothold into the world of work.

We are also dedicated to reducing youth unemployment across the Borough. Through the Life Ready, Work Ready initiative we aim to help young people get ready for the world of work. We co-ordinate and drive support for this, engaging with young people, local schools, businesses and job centres to enable a wide variety of activity and interventions to improve the employability and prospects of our young people. In addition, the Council has championed the Governments Kickstart initiative and has welcomed over 75 young people from across the borough, offering employment opportunities in a range of roles. The scheme supports young people with their future career journeys by providing meaningful work experience with opportunities to learn new and transferrable skills, together with access to online employability learning portals.

Our Workforce Strategy supports our employees to ensure that they have the right skills, knowledge and behaviours to deliver services. We strive to be an employer of choice and continue to develop our workforce to reflect the diversity of the communities we serve. Being an inclusive employer, we are able to draw on the benefits a diverse workforce brings, including allowing us to better understand the needs of our communities and deliver excellent appropriate services whilst also allowing all our employees to thrive whilst at work.

*Staff who are employed by schools and casual workers are not included in this information

SECTION 1 – WORKFORCE EQUALITY PROFILE

Summary

- **Gender**

Whilst there was a small increase in the Council's headcount and contracts over the last 12 months, the gender profile of the workforce remained stable with 74% of the workforce being female and 26% being male. We have many jobs which offer part-time and flexible working which have traditionally attracted female employees. There was a small increase of 2% in those working part-time. More females than males continue to work part-time.

- **Ethnicity**

We are awaiting the publication of the ethnicity data for the 2021 census. The 2011 census for Telford & Wrekin (all people aged 25-64) however indicated that ethnic minorities, including those from white, non British backgrounds, made up 10.7% of the local population. As at 31 March 2022, 299 employees (10.7%), indicated that they were from ethnic minorities including white, non British backgrounds. This was an increase of 1.1% compared to 31 March 2021.

- **Disability**

In the 2011 census 9.0% of the local population stated they had a limiting long term illness. Limiting long term illness is defined in the census as anyone who felt that their day-to-day activities are limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months, including problems related to old age. As at 31 March 2022, 4.5% of employees had declared that they had a disability, this was an increase of 0.2 % from last year.

- **Age**

The average age of employees as at 31 March 2022 is 45, which is the same as 31 March 2021.

- **Sexual orientation and transgender**

Employees identifying as Lesbian/Gay/Bi-sexual make up 2% of the workforce, this is an increase of 1% from last year. However 25% of the workforce had not declared their sexual orientation.

There was a small representation of transgender people in the workforce in March 2022. In order to support transgender individuals and their

transitioning process, the Council seeks the support and guidance of appropriate organisations.

- **Religion and Belief**

A large proportion of employees, 38% had not declared their religion and belief, 29% of employees having identified as having no religion or belief.

Of those who had declared a religion or belief 27% declared they were Christian. The remaining 5% was made up of those declaring they were Buddhist, Hindu, Jewish, Jehovah's Witness, Muslim or Sikh or another religion and belief.

- **Data**

Whilst the Council encourages employees to provide and maintain their equality data it is not mandatory for them to do so.

- **Employee turnover**

The workforce of the Council remained stable and employee turnover* in the Council was 15% for the period.

*The number of leavers in the period as a percentage of average number of employees in the period

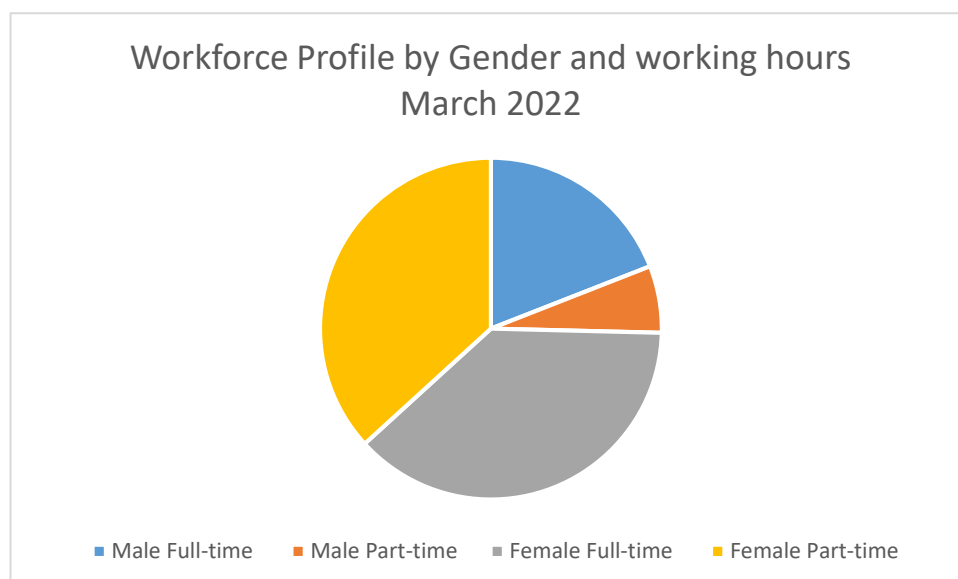
Workforce Profile by Gender



Comparison between March 2021 and March 2022

Type	31 March 2021	31 March 2022
Headcount – Total	2715	2746
Male	700 (26%)	707 (26%)
Female	2015 (74%)	2039 (74%)
Full Time Equivalent (FTE) – Total	2091.17	2130.02
Male	310.42 (29%)	625.87 (29%)
Female	1480.75 (71%)	1504.15 (71%)

Working contract hours by gender



Comparison between March 2021 and March 2022

Contracts	31 March 2021	31 March 2022
Total number of Contracts	2889	2891
Male	733 (25%)	734 (25%)
Female	2156 (75%)	2157 (75%)
Part - time - Contracts	1308 (45%)	1246 (43%)
Male Part-time	212 (16% of p/t)	183 (15% of p/t)
Female Part-time	1096 (84% of p/t)	1063 (85% of p/t)
Full Time - Contracts	1581 (55%)	1645 (57%)
Male Full-time	521 (33% of f/t)	551 (33% of f/t)
Female Full-time	1060 (67% of f/t)	1094 (67% of f/t)

These figures represent appointments in the Council at a point in time and do not include vacancies. The figures do not include casual employees. We have taken the definition for full and part time hours from ONS to enable data comparisons at a national level. Part-time hours are less than 30 hours per week. Some employees may have more than one contract.

Gender of applicants

The table below shows the gender of applicants applying for jobs with the Council through “We Manage Jobs” (WM Jobs) recruitment job site. Every applicant for a job is asked to complete a diversity questionnaire which enables recruitment data to be compared against the protected characteristics. This includes internal and external applicants. This information can include multiple applications from the same person. Statistically significant numbers of applicants failed to enter their data which means that these figures may not reflect the actual profile of applicants.

Gender	2021/22
Male	34%
Female	59%
Not stated	7%

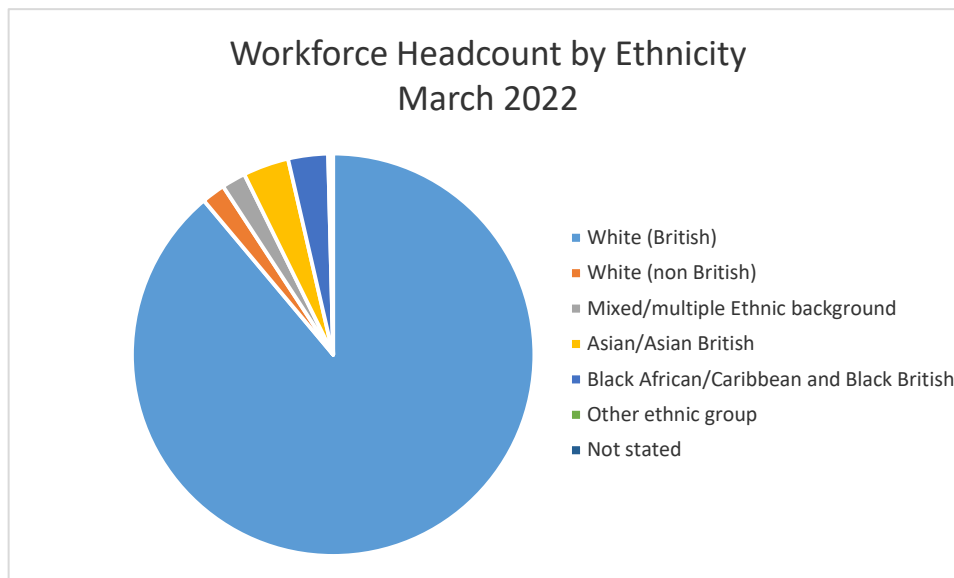
Gender of new starters & authority leavers* 01/04/21 to 31/03/22

Gender	Starters	Leavers
Total	448	417
Male	120	116
Female	328	301

*This includes employees who started and left in the same period.

2. Ethnicity

Workforce profile by ethnicity



Comparison between March 2021 and March 2022

Ethnicity	31 March 2021	31 March 2022
White (British)	(2445) 90%	(2441) 89%
White (non British)	(46) 1.7%	(52) 1.9%
Mixed/multiple Ethnic background	(44) 1.6%	(53) 1.9%
Asian/Asian British	(78) 2.9%	(101) 3.7%
Black African/Caribbean and Black British	(70) 2.6%	(88) 3.2%
Other ethnic group	(5) <1%	(5) <1%
Not stated	(27) 1%	(6) <1%
Total	2715	2746

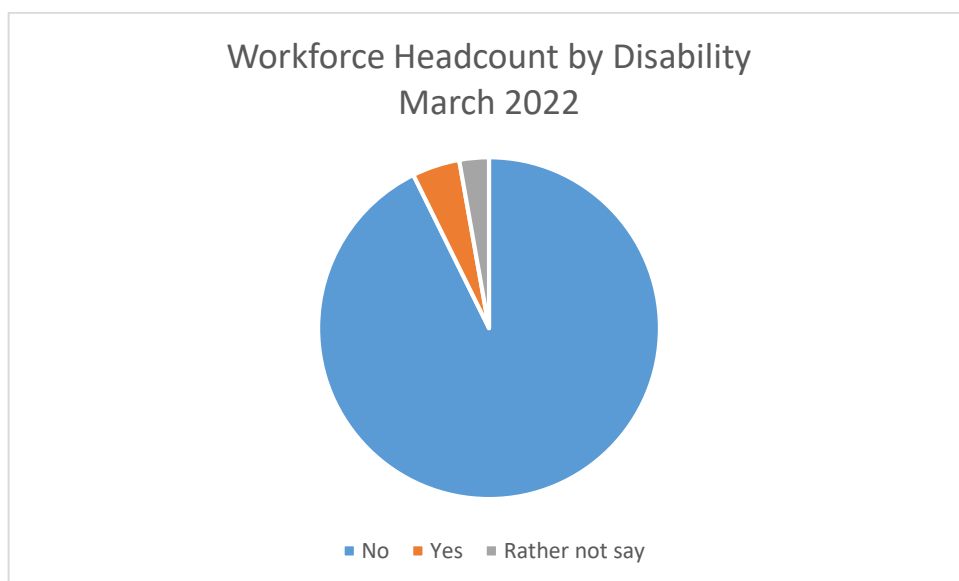
Ethnicity of new starters and leavers 01/04/21 to 31/03/22

The table below provides a breakdown of new starters to the Council and information on leavers.

Ethnicity	Starters	Leavers
White (British)	(353) 79%	(360) 86%
White (non British)	(13) 2.9%	(9) 2.1%
Mixed/multiple Ethnic background	(17) 3.8%	(9) 2.1%
Asian/Asian British	(31) 6.9%	(11) 2.6%
Black African/Caribbean and Black British	(26) 5.8%	(8) 1.9%
Other Ethnic Group	(2) <1%	(1) <1%
Not stated	(6) 1.3%	(19) 4.6%
Total	448	417

3. Disability

Workforce profile by disability



Comparison between March 2021 and March 2022

Disability status	31 March 2021	31 March 2022
No	94.2%	92.7%
Yes	4.3%	4.5%
Rather not say	1.5%	2.8%

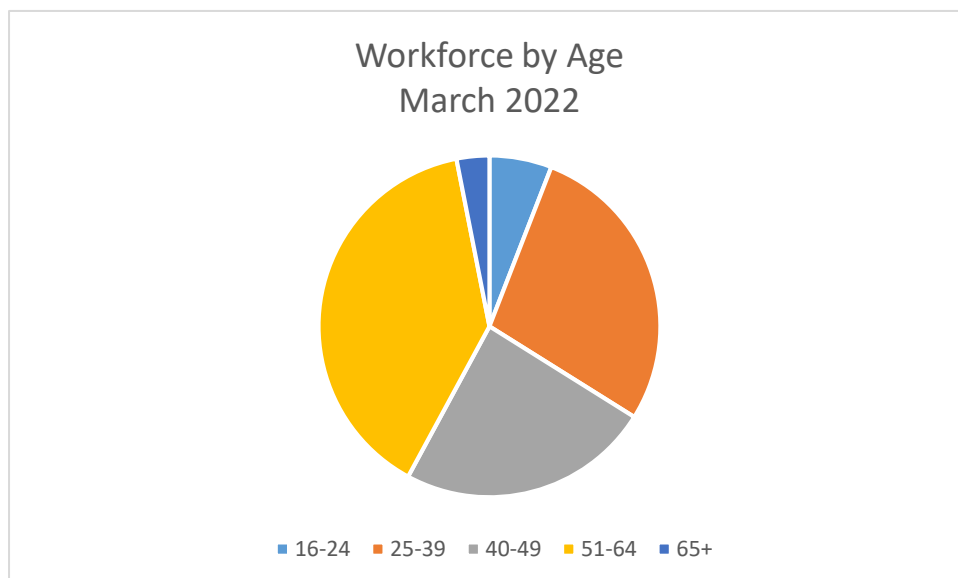
Disability of new starters and leavers 01/04/21 to 31/03/22

The table below provides a breakdown of new starters to the Council and information on leavers

Disability status	Starters	Leavers
No	83.3%	88%
Yes	5.1%	5.5%
Rather not say	11.6%	6.5%

4. Age

Age profile



Comparison between March 2021 and March 2022

Age range	31 March 2021	31 March 2022
16-24	5.8%	5.9%
25-39	28%	28%
40-49	25%	24%
50-64	38%	39%
65+	3.2%	3.1%

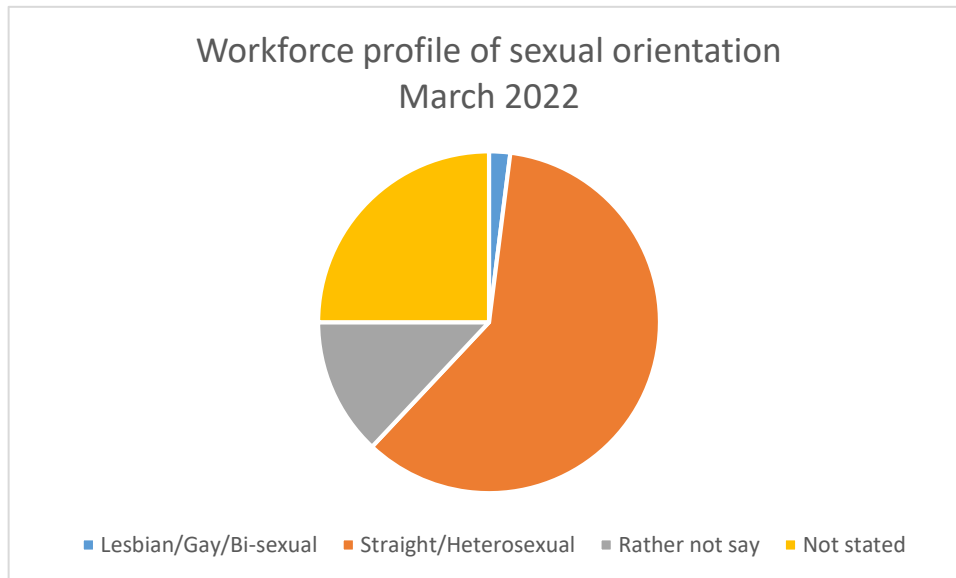
Age profile of new starters and leavers – 01/04/21 to 31/03/22

The table below provides a breakdown of new starters to the Council and information on leavers.

Age range	Starters	Leavers
16-24	20.3%	15%
25-39	37%	29%
40-49	23%	23%
50-64	19%	25%
65+	<1%	8%

5. Sexual orientation and transgender

Workforce representation on sexual orientation and transgender staff



Comparison between March 2021 and March 2022

<u>Sexual Orientation</u>	31 March 2021	31 March 2022
Lesbian/Gay/Bi-sexual	1%	2%
Straight/Heterosexual	56%	60%
Rather not say	14%	13%
Not stated	29%	25%

Sexual Orientation of new starters and leavers – 01/04/21 to 31/03/22

The table below provides a breakdown of new starters to the Council and information on leavers.

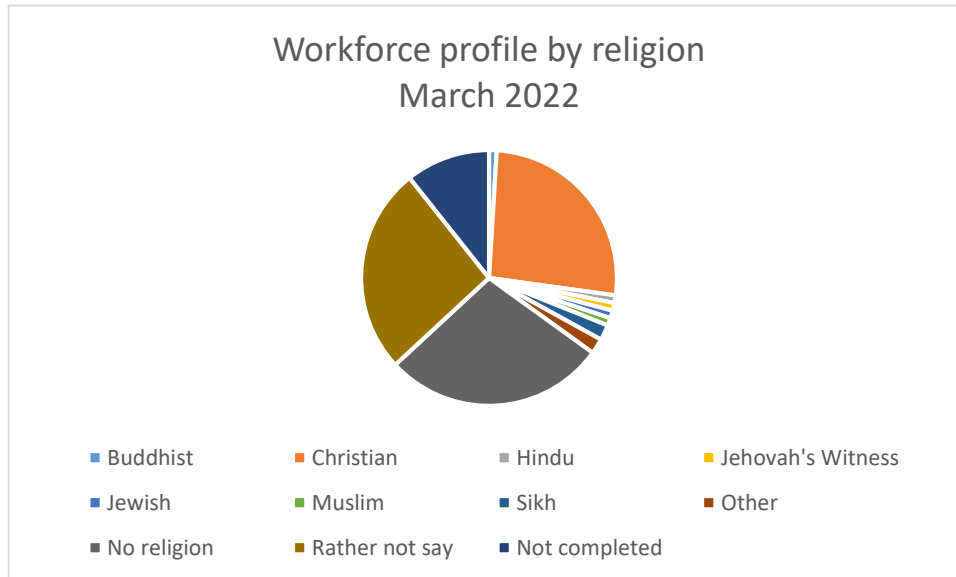
<u>Sexual Orientation</u>	Starters	Leavers
Lesbian/Gay/Bi-sexual	4%	3%
Straight/Heterosexual	78%	65%
Rather not say	12%	12%
Not stated	6%	20%

Transgender staff

Only a small number of staff identify as transgender, less than 1% of the workforce.

6. Religion and Belief

Workforce representation on Religion and Belief



Comparison between March 2021 and March 2022

<u>Religion and Belief</u>	31 March 2021	31 March 2022
Buddhist	<1%	<1%
Christian	26%	27%
Hindu	<1%	<1%
Jehovah's Witness	N/A	<1%
Jewish	<1%	<1%
Muslim	<1%	1%
Sikh	1%	2%
Other	2%	2%
No Religion	27%	29%
Rather not say	29%	27%
Not completed	13%	11%

Religion and Belief of new starters and leavers – 01/04/21 to 31/03/22

The table below provides a breakdown of new starters to the Council and information on leavers

<u>Religion and Belief</u>	Starters	Leavers
Buddhist	N/A	<1%
Christian	31%	25%
Hindu	1%	1%
Jehovah Witness	N/A	<1%
Muslim	3%	1%
Sikh	3%	<1%
Other not stated	<1%	1%
No Religion	43%	38%
Rather not say	13%	22%
Not completed	5%	11%

Whilst the Council encourages employees to maintain their equality data it is not mandatory. There is insufficient data to analyse trends.

Section 2 – Pay Information

Gender Pay Gap Information

The latest published gender pay gap information is available at <https://gender-pay-gap.service.gov.uk/>

Pay Information as at 31 March 2022

The Council has staff employed on various terms and conditions and salary grades. The table below shows representation of employee contracts as at 31 March 2022, it does not include casual employees.

Pay	Contracts	Female	Male	Disabled	Ethnic Minorities
Paid above £17.35 per hour	741 (26%)	509 (24%)	232 (31%)	36 (29%)	84 (23%)
Paid between £12.17 and up to £17.01 per hour	723 (25%)	528 (24%)	195 (27%)	29 (23%)	70 (20%)
Paid between £9.98 and up to £11.93 per hour	751 (26%)	546 (25%)	205 (28%)	38 (30%)	101 (28%)
Paid up to £9.90 an hour	676 (23%)	574 (27%)	102 (14%)	22 (18%)	106 (29%)
Overall contracts	2891	2157	734	125	362

SECTION 3 – ENGAGEMENT

Formal consultation with staff and engagement on equalities issues takes place through:

Staff News and Updates

The Chief Executive regularly engages with employees via video blogs, emails and virtual 'ask me anything' meetings. The digital weekly Staff News newsletter includes news and updates on equalities issues.

The Leader of the Council also holds virtual 'ask me anything' sessions providing an opportunity for employees to engage and ask questions about member inclusion and equalities priorities.

Employee Panel

The Employee Panel comprises of representatives from every Service Area within the Council who provide a voice for our employees to provide constructive feedback on new/key organisational initiatives, projects and changes.

Equality, Diversity & Inclusion Steering Group

The Council has a strategic steering group who lead on all aspects of equality, diversity and inclusion. The group is chaired by an Executive Director and includes representatives from across the organisation, including the Chairs of our Employee Led Networks. The Steering Group oversee the delivery of our Corporate Equality, Diversity & Inclusion Strategy.

Employee Led Networks

A number of employee networks have been set up to raise awareness and of the inequalities faced by certain groups within society. The Networks are employee led groups that seek to foster a diverse and inclusive workplace by working in partnership with the Council.

The Council currently works in partnership with the following employee led networks:

- Black Lives Matter Steering Group
- Neurodiversity Group
- Lesbian, Gay, Bisexual, Transgender, Questioning + Group

In addition, the Networks provide unique insights and perspectives to the Council from employee Network members, staff and communities, who either have lived-experience of, or are committed to addressing issues particular to the Networks work.

The Networks also aim to provide a safe space and welcoming environment for members of groups, employees and people of Telford and Wrekin and their champions, who identify with the aims of the Networks. In order to achieve a happy and contented workforce as well as deliver high quality services to the people of Telford and Wrekin from all diverse backgrounds.

Some of the ways in which the Networks have worked in partnership with the Council have included: supporting the update of our Equality & Diversity training offer, feeding into consultation around our corporate Equality & Diversity Strategy, and supporting communications campaigns around equalities initiatives including Black History Month, Disability History Month and Pride Month.

Union consultation meetings

Formal and informal consultation takes place with union colleagues on the full range of HR, Organisational Delivery & Development and equality issues, policies and procedures. Consultation takes place on any restructuring proposals.

Line Manager & Employee Discussions.

Annual personal performance & development discussions and regular additional one to one discussions are held throughout the year. These provide employees with protected time with their line manager in order to support and develop employees in their roles and to provide an opportunity for a discussion around employee wellbeing.

Exit Information

An Exit Survey is sent to all leavers in order to gather feedback from employees on their experience of working for Telford & Wrekin Council and their reasons for leaving. This provides an opportunity for us to discuss and address individual issues in order to improve as an employer and identify trends to inform our future decision making and workforce planning.

Employee Survey

An Employee Survey took place in 2020 to gather feedback from employees on the organisation. The questionnaire asked for views on; working for the Council, general wellbeing at work and individuals experiences of working through the Covid-19 pandemic. The outcomes of the survey have been used to inform plans for the future direction of the organisation, identify areas for development to continue to be an 'employer of choice' and develop a clear action plan for our employee wellbeing offer. The next survey is due to take place in 2022 gathering feedback from employees to measure how far we have come since the last survey and ensure the direction of the organisation and its' offer to employees remains fit for purpose.

SECTION 4 - EMPLOYMENT EQUALITY PROMISE

Corporate Equality, Diversity & Inclusion Strategy 2022-2026

This strategy sets out our vision to be an inclusive and open Council that works with local residents, organisations, partners and employees to build communities that are great places to live and work, where our leaders are committed to equality, and take positive action to ensure that everyone feels they belong. Diversity is celebrated and thrives at all levels of our organisation, and that every community can access the services and support they need.

The strategy is supported by a comprehensive action plan, which includes the following key priorities for the Council:

- Leading our organisation and communities
- Supporting our workforce and elected members
- Serving our customers
- Celebrating and promoting the diversity of the borough

Equal Opportunities Charter: Employment Equality Promise

Telford & Wrekin Council recognises that within our society many people can face significant disadvantage because of who they are and the characteristics they have. People from different ethnic, racial and national backgrounds, women, people who care for dependants, people with disabilities, people of all ages, people with criminal convictions, people with different sexual orientations and people who are or have changed gender identity often do not get a fair deal in employment matters because of direct or indirect discrimination, either intentional or unintentional.

People are often prevented from making the most of their potential. This is damaging to those who are discriminated against, those who discriminate and to organisations which fail to benefit to the full from the skills and talents which people may have to offer. The Council is committed to opposing discrimination and promoting equality of opportunity. Telford & Wrekin Council recognises its obligations under various pieces of legislation relating to equality of opportunity and also recognises the Disability Confident Scheme and the Armed Forces Employer Recognition Scheme.

The Charter sets out the Council's promise to:

- Encourage job applications from all sections of the community
- Ensure that employment policies and terms and conditions are applied fairly
- Guarantee an interview to applicants with a disability, applicants from a care background and ex-service personnel, who meet the essential criteria for a job
- Ensure that medical fitness requirements for posts are applied fairly and consistently and do not discriminate against those with particular medical conditions
- Measure the effectiveness of its policies by regular monitoring
- Ensure that any allegation of discrimination is thoroughly investigated and that

appropriate action is taken.

- Ensure that its employees receive appropriate training so that they can both understand and actively promote equal opportunity policies.

HR Policies & Procedures

Being a Co-operative Council is about us working together with our residents, partners and local organisations to collectively deliver the best we can for Telford and Wrekin. The Council's values are Openness and Honesty, Ownership, Fairness and Respect and Involvement. HR policies and procedures are regularly reviewed to ensure that they reflect the Council's values, with equality of treatment for all employees at their heart.

Training

Equality Awareness and Unconscious Bias training courses form part of the organisation's essential learning programme that all employees must complete. The Council also offers training around 'Uncomfortable Truths' and 'Uncomfortable Conversations', Creating Inclusive Workplaces and Faith and Beliefs. Our equality, diversity and inclusion training offer is currently under review and a new programme of learning activity will be rolled out in due course.

Managers involved in recruitment are required to undertake recruitment and selection training which includes equality requirements and awareness of unconscious bias.

We encourage apprenticeships and work experience to provide work opportunities for people of all ages. We also support initiatives such as the Life Ready, Work Ready scheme and Kickstart which support the Council's commitment to reducing youth unemployment in the borough.

Annual Personal Performance & Development (APPD) & One to One Discussions

There are regular opportunities for one-to-one discussions between employees and managers. These are essential if employees are to perform to the standards that we expect of them and to feel supported and developed in their role. In addition there is a more in depth annual discussion centred around the employee's wellbeing and personal and professional development.

These discussions encourage open and regular conversations and therefore provide opportunities to discuss and resolve individual equality concerns and ensure equal opportunity to development opportunities and progression within the organisation. Managers are supported and developed in order to have effective discussions with their employees.

Flexible Working Policy

The Council recognises the need to create opportunities for all employees to have greater choice and control over balancing their working patterns and their personal commitments. The Flexible Working policy includes a package of flexible working options to support employees to manage personal commitments without adversely affecting service delivery. The scheme is developed on an organisational culture of trust and confidence and recognises the increased desire for greater flexibility in working lives.

Following the Covid-19 pandemic, the Council has introduced hybrid working practices for many roles across the organisation which offers a blend of home and office working. Employees are able to benefit from greater flexibility whilst working at home as well as having the opportunity to connect and collaborate with colleagues when in the office.

Special Leave Policy

The Special Leave Policy includes a Foster Friendly offer which supports employees who are foster carers and shared lives carers. We recognise that employees with foster caring responsibilities need to be flexible and available to meet the needs of the people they are caring for. The Council has also achieved Foster Friendly status from the Fostering Network. This accreditation recognises the Council's fostering friendly employment policies.

The policy also includes leave for other life events in order to support our employees when events happen in their lives. This includes, enhanced Parental Bereavement Leave and Reserve Forces Leave to support the Council's commitments as a Gold Award Organisation from the Defence Employer Recognition Scheme.

Diversity & Inclusion

The Council wants all of our employees to feel valued, respected and included when they are at work.

We have developed a Diversity & Inclusion information site for employees to strengthen our culture of inclusion. It includes information and resources around all aspects of equality, diversity and inclusion which can be accessed by all employees of the Council. The site is comprised of equalities awareness campaigns, workforce information, guidance and toolkits and Council policies that support our employees.

We regularly review our policies and actively seek to raise awareness and provide opportunities for employees to engage, discuss and influence diversity and inclusion.

Safe Spaces

The Council expects all employees to be treated fairly and with dignity and respect and that they are not subjected to any form of discrimination (whether directly or indirectly). Employees who have experienced treatment which does not align to these values can seek support in a variety of ways which is set out in our 'Safe Spaces' guidance. These include: our Resolving Workplace Issues Policy, Employee Assistance Programme, Occupational Health, Equality Diversity & Inclusion Officers and Trade Union Representatives.

Employee Wellbeing

The Council recognises the importance of supporting the physical and emotional wellbeing of our employees and understands the need for a culture that encourages open conversations around mental health and wellbeing.

Employee wellbeing is championed by senior management and the Council encourages employees to take ownership of their own wellbeing and looks to equip managers to support team members' wellbeing. The outcomes of the 2020 Employee Survey have been used to shape and draft a clear action plan for the future employee wellbeing offer. Employee wellbeing has been consciously integrated into manager-employee discussions through one to one discussions. In addition, the Council's management and leadership development offer provides learning opportunities to equip managers with the skills to effectively support the wellbeing of their employees.

The Sickness absence policy, training and guidance are all designed to be flexible and supportive to enable employees to attend work regularly and to support their return to work following longer periods of absence.

Carer Friendly Employer

Our Carer Friendly Pledge sets out our commitment to making our workplace more carer friendly and inclusive. As a Carer Aware and a Carer Friendly employer, the Council provides a number of flexible working opportunities so employees can meet the needs of the people they care for. In addition, the Council is committed to raising awareness of caring, identifying accessible information and support and assisting managers in supporting their staff.

Time to Change Pledge

The Council has pledged its commitment to change how we think and act about mental health in the workplace by signing the "Time to Change" Employer's Pledge.

This Pledge is supported by an action plan which includes:

- Demonstrating senior level commitment through identifying Director Wellbeing Champions
- Raising awareness about mental health and signposting employees to relevant support services
- Developing policies that address mental health issues in the workplace and promoting resilience through our learning and development offer
- Equipping managers with the skills to have conversations around mental health

Disability Confident Employer Positive about Disabled People

As a Disability Confident Employer, the Council has made a number of commitments around employing and retaining disabled people and those with health conditions:

- To actively look to attract and recruit disabled people
- To provide a fully inclusive and accessible recruitment process
- Offering an interview to disabled people who meet the minimum criteria for the job
- Offering flexibility when assessing people so disabled job applicants have the best opportunity to demonstrate that they can do the job
- Proactively offer and make reasonable adjustments as required
- To encourage our suppliers and partner firms to be Disability Confident
- Ensuring employees have appropriate disability equality awareness
- To promote a culture of being Disability Confident
- Support employees to manage their disabilities or health conditions
- To ensure there are no barriers to the development and progression of disabled staff
- Ensuring managers are aware of how they can support staff who are sick or absent from work
- Valuing and listening to feedback from disabled staff

The Council is committed to being a Disability Confident Employer. In practice, this commitment is reinforced in a variety of ways:

- HR policies are regularly reviewed to ensure equal treatment for all employees is embedded. Manager guidance and training which reinforce the messages of the policies also continue to be reviewed and developed.
- HR practitioners and line managers regularly work with internal practitioners and external organisations to support the equal treatment of employees whilst at work. This includes occupational health services, counselling services and Access to Work.

The Council is looking to further enhance its commitment to attracting and retaining disabled employees by working towards becoming a Disability Confident Leader.