

# Annual Equality and Diversity Review -June 2021

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**Author:** Policy, Performance and Research



North Tyneside Council

## 1. Introduction

North Tyneside Council aims to ensure that:

North Tyneside becomes a place where people feel safe and no one experiences discrimination or disadvantage because of their [characteristics](#), background or personal circumstances.

Our strategic plan, the [Our North Tyneside Plan](#), is focused on ensuring that the council works better for residents. As one of the borough's leading service providers and employers, we are committed to developing North Tyneside to be an inclusive place in which to live, work, visit and invest; and seek to achieve this through implementation of our [Equality and Diversity Policy](#).

We are working to make equality and diversity everyone's business. Our work is led by Corporate Strategy and Customer Services, and is supported by the Deputy Mayor as Cabinet Champion for equality and diversity, our Senior Leadership Team (SLT), Corporate Equality Group, the Young Mayor and Member of the UK Youth Parliament, our Human Resources Service, trades unions, business partners, and the North East Regional Employers' Organisation's regional network of equality officers.

This review outlines what we have done to progress our equality work and how we will continue to seek to meet the aims of the Public Sector Equality Duty and our Equality and Diversity Policy commitments during the coming year through the delivery of our Corporate Equality Objectives, as part of our Embedding Equality Programme.

If you require a copy of this document in a different format please e-mail [anne.foreman@northtyneside.gov.uk](mailto:anne.foreman@northtyneside.gov.uk) or call 0191 643 2225.

### Our highlights

Since our 2018-19 Equality and Diversity Review was published in June 2019 we have:

- Reviewed and updated our Equality and Diversity Policy and Corporate Equality Objectives.
- Introduced our Embedding Equality Programme to help to deliver our equality policy commitments and objectives by making equality everybody's business.
- Implemented our Poverty Intervention Fund, which has funded the provision of: school appropriate clothing, school holiday activities for children, benefit advice and support, and hot food for older people.
- Incorporated equality considerations into the Individual Performance Reviews of all employees.

- Developed our Workplace Support Profile to enable employees to record information about how their disability or long-term condition affects them at work and, if they wish, to agree arrangements that will help them to carry out their role well and to the best of their potential.
- Began the refresh of our Domestic Abuse Needs Assessment ready for approval by our new Domestic Abuse Local Partnership Board when it first meets on 29 July 2021. Our Domestic Abuse Strategy is being prepared ready for publication by 31 October 2021.
- Started the recruitment process to appoint a Domestic Abuse Housing Officer.
- Achieved:
  - Gold Status Unicef Baby Friendly accreditation
  - The Continuing Excellence standard of the Better Health at Work Award - in recognition of the support and structure within the organisation to support those with mental health conditions, as well as running health campaigns across the Authority, with a particular focus on mental health and well-being.
  - Disability Confident Employer status.
- Established the Elected Mayor's Black, Asian, and Minority Ethnic Communities Taskforce, enabling direct engagement with communities from across North Tyneside, and the identification of their priorities for action and change.
- In partnership with the Elected Mayor's Black, Asian, and Minority Ethnic Communities Taskforce, work is underway to run the borough's first North Tyneside Together Event, to celebrate and raise awareness of North Tyneside's ethnic communities.
- Worked with North Tyneside Youth Council to establish a new committee structure including new Equality and BAME Committees; and to support equality campaigns and initiatives led by the Young Mayor, including the creation of a new video to welcome children and young people who come to North Tyneside as refugees or asylum seekers.
- Developed a new equality calendar to provide a focus for internal and external awareness raising activities sponsored by individual members of our Senior Management team.
- Continued to deliver our equality and diversity training for managers and employees throughout the Covid-19 pandemic, and began development of a suite of new equality training, including Anti-Semitism and anti-racism training developed in partnership with local community members.
- Provided practical and emotion support to Clinically Extremely Vulnerable residents through our Local Support Hub, which is run in partnership with North Tyneside Voluntary Organisations Development Agency (VODA).

- Ensured the children of key workers and vulnerable children were able to attend school throughout the pandemic.
- Successfully rolled out the government's laptop and router scheme, ensuring that in excess of 3,020 devices and 150 internet packages have been delivered to children and families in need.
- Developed a bespoke training programme (one to one, virtual or face to face) to provide families with support to use at home learning systems, including Google Classroom.
- Supported school age children on free school meals through access to supermarket vouchers during the lockdowns and school holidays.
- Developed holiday provision in 2021 for some of our most vulnerable children and young people.
- Implemented the Barnardo's Strategic Alliance universal mental health pilot scheme which aims to train every member of staff in all North Tyneside schools in mental health awareness.
- Established a Steering Group to address inequalities and promote equity in Covid-19 vaccination uptake.
- Undertaken on-going Covid Individual Employee Risk Assessments to support the workforce in identifying those who are clinically extremely vulnerable and needed emotional and practical support during the pandemic.
- Compiled a Covid-19 Equality Impact Assessment to inform our Covid-19 Recovery planning.
- Carried out regular pulse surveys to enable us to respond to the needs and concerns that the Covid-19 pandemic caused for colleagues, ensuring need was identified by protected characteristic.
- Published Covid- 19 related support and information in a variety of community languages and formats on our Covid web and Facebook pages.
- Ensured that no one was left on the street in 2020/21 and were pro-active in preventing homelessness through:
  - our £100,000 Hardship Fund to assist families and individuals facing financial difficulty who were not eligible for welfare benefits
  - increasing our Discretionary Housing Payment funding pot to support people on welfare benefits to maintain tenancies
  - supporting those at potential risk of losing their home in the private rented sector through our Homeless Prevention Fund.

- Promoted health and wellbeing across our communities, identifying and responding to inequalities caused by Covid.
- In partnership with AccessAble, we published reviews of 34 of our buildings to enable users to know what accessible provision is available and to inform our plans for improved accessibility.
- Provided a link from our website to a dedicated Customer Services telephone number via a BSL video interpreter, enabling D/deaf customers to independently contact the Authority remotely.
- Developed plans to roll out video remote BSL interpretation to reception areas in our Customer First Centres, libraries, leisure centres and our headquarters building in autumn 2021.
- Worked with the North East Purchasing Organisation (NEPO) to procure the Authority's new translation and interpretation contracts, including on-line interpretation provision.

### 3. Our Corporate Equality Objectives:

The Public Sector Equality Duty (PSED) requires local authorities to set and publish equality objectives 'at least every four years'. Five of our current Corporate Equality Objectives were agreed by Cabinet in January 2019, ready for implementation from April 2019.

In accordance with good practice these objectives were reviewed and subject to public consultation during winter 2020. After which, Cabinet agreed to retain the existing objectives and to add a sixth: 'to improve engagement with North Tyneside's diverse communities'. It was also agreed that, in light of progress made against the key actions underpinning each objective, new actions would be added.

All six objectives, together with the new actions are outlined below:

#### 3.1 Our Corporate Equality Objectives

**Objective 1:** Improve North Tyneside Council's Equality Impact Assessment (EIA) process

**Actions for 2021/22:**

- a. Deliver EIA training for trainers to Corporate Equality Group Members for roll out within all service areas.
- b. Create and share single list of live EIAs.
- c. Complete an audit of EIA and equality data collection processes across all service areas.
- d. Re-introduce a fit for purpose electronic system for EIAs.

**Objective 2:** Be a good employer and promote an inclusive workforce that feels valued

**Actions for 2021/22:**

- a. Continue to analyse the findings from the Employee Pulse Surveys by equality characteristic and act on the findings.
- b. Implement the Workplace Support Profile and introduce a Disability Policy to sit alongside the Authority's Attendance/Wellbeing Policy.
- c. Review the Authority's Attendance Management Procedure to ensure a wider focus on health and wellbeing.
- d. Deliver the Authority's commitment to make its workforce more representative of the borough's population through its Workforce Development Plan.
- e. Implement an Embedding Equality Programme to make equality and diversity "everyone's business", this will include work to establish staff networks.
- f. Develop and implement an action plan based on findings from engagement with BAME employees.

- g. Promote and deliver the 2021 Equality and Diversity Calendar events and activities.

**Objective 3:** Ensure staff and elected members are kept informed about the requirements of the Public Sector Equality Duty

**Actions for 2021/22:**

- a. Add further courses and learning options to the existing equality training programme for both staff and elected members to provide information and guidance on specific equality groups and issues.

**Objective 4:** Improve the collection and use of both internal and external equality data

**Actions for 2021/22:**

- a. Deliver the data workstream of the Embedding Equality Programme to ensure a corporate approach to the collection, publication and use of employee, customer and resident equality data.
- b. Develop, monitor and report equality and diversity performance measures.

**Objective 5:** Ensure our buildings, services and communications are accessible

**Actions for 2021/22:**

- a. Implement the action plan based on AccessAble's findings.
- b. Complete roll out of SignVideo services to reception desks when buildings re-open and evaluate the pilot.
- c. Agree and promote new translation and interpretation services.
- d. Implement the equality actions from the Customer Service Programme Review.

**Objective 6 (new):** Improve engagement with North Tyneside's diverse communities

**Key actions for 2021/22:**

- a. Support the Elected Mayor's BAME Task Force to develop and deliver its action plan.
- b. Appoint a new Engagement Officer with focus on engagement with diverse communities in the borough on the basis of their protected characteristics.
- c. Develop and implement a plan for on-going community engagement with these communities.
- d. Review and publicise local hate crime reporting procedures, linking with safeguarding processes where appropriate.

Our corporate equality objectives will be delivered through the implementation of our Embedding Equality programme.

### **3. Our Embedding Equality Programme**

North Tyneside Council's Equality and Diversity Policy states that 'equality affects and involves everyone', we are all a mix of protected characteristics, some visible, others not. This means equality is everyone's business and all employees and elected members have a role to play in ensuring the Authority improves how it achieves the aims of the Equality Act 2010.

In July 2021 we will be formally launching a three year programme to mainstream equality and to ensure everyone is able to play an active part in the delivery of our policy commitments and equality objectives.

The programme builds on lessons from the successful mainstreaming of safeguarding and health and safety across the Authority, together with a review of our performance against the Local Government Associations Equality Framework and learning from best practice across other public sector bodies. It contains eight workstreams. The focus of each workstream is outlined below, together with an update on progress already underway:

#### **1. Policy**

##### **Focus**

- a. Co-ordination and governance of the Embedding Equality programme
- b. Policy horizon scanning, risk assessment and on-going advice
- c. Integration of equalities within other key strategies including Inequality, Inclusive Economy, Customer Service and Procurement
- d. Equality Policy implementation, publication of our Annual Equality and Diversity Review and Equality Objectives
- e. Review of our Human Resources policies
- f. Review of our Procurement and Commissioning policies
- g. Creation of a Hate Crime Policy
- h. Active participation in Regional Equality Networks.

##### **Progress to date**

- a. Meetings have been held with all workstream leads and high-level actions and timescales agreed. The workstreams will report to Corporate Equality Group. A review of the terms of reference of Corporate Equality Group is underway to accommodate the programme board function
- b. Policy horizon scanning, risk assessment and provision of advice is on-going.
- c. Work is on-going to ensure equality considerations are given due regard within other key strategies including Inequality, Inclusive Economy, Customer Service and Procurement
- d. This review is being published. The Embedding Equalities Programme will be the delivery mechanism for our Equality and Diversity Policy and Equality Objectives
- e. Human Resources have developed a prioritised list for both the review of current policies and the development of new ones with an equality focus. Examples include new disability and menopause policies. A review of the Authority's Attendance Management Procedure is underway to ensure a wider



focus on health and wellbeing. The roll out of the Workplace Support Profile to enable employees with disabilities and long-term conditions to record their needs and facilitate better conversations with their line managers is due to be implemented.

- f. A review of our Procurement and Commissioning policies is due to begin in summer 2021.
- g. The development of a Hate Crime Policy is due to be scheduled, this will inform a review of local hate crime reporting procedures and publicity.
- h. The Authority is taking an active role in the Regional Equality Network (whose members include local authorities, fire and rescue, and ambulance services, with links to the Integrated Care System) and Northumbria Police's Diversity, Equality and Inclusion Partnership.

## **2. Equality roles and responsibilities**

### **Focus:**

- a. To update all relevant job descriptions to include equality responsibilities – monitored through Individual Performance Reviews. Creation of profile for additional voluntary responsibilities including equalities.
- b. Review of Corporate Equality Group Terms of Reference and membership
- c. Creation of Staff Networks to provide a support network and formal feedback mechanism, with time given to Chairs, Deputy Chairs, and Secretaries to administrate the networks
- d. Introduction of Diversity Allies who receive additional training to answer equality queries from colleagues.

### **Progress to date:**

- a. Equality considerations have been included in all employee's Individual Performance Review documents. Work has begun to update new job descriptions to include equality responsibilities.
- b. A review of the terms of Reference of the Corporate Equality group is underway.
- c. Terms of reference and role descriptors are being developed for the Staff Networks. The opportunity to join the networks will be promoted during the Programme launch.
- d. Role descriptors are being developed for the Diversity Allies, these roles will also be advertised as part of the Programme launch.

## **3. Data**

### **Focus:**

- a. Use and publication of primary and secondary equality data on residents, service users and employees - including gender pay gap data
- b. Encouraging staff to register their information on our Business Information System to allow race and disability pay gap reporting, and the assessment of progress towards our equality objectives
- c. Identification and collection of equality performance management information
- d. Collection and recording information on residents' needs, including communication needs and use of titles and pronouns.

## Progress to date

- a. The borough's resident profile is available in Appendix A of this review and the Authority's gender pay gap data at Appendix B. Our employee data for 2020/21 is published on the Authority's [Datastore](#) and the updated narrative is included in Appendix C of this report. A review of corporately held service user data was undertaken and examples of [service user's profiles](#) are available on the Datastore for all pupils and the Youth Justice Service. Additional service user profiles, including those for social service users, will be added during summer 2021.
- b. Systems and data quality testing is underway in preparation for race pay reporting once government requirements are published. Similar testing will be undertaken for disability. The specification for the Authority's planned new business management system will include details of equality data collection, processing, tracking and reporting requirements - access to this data will inform the Authority's Workforce Development Plan and help deliver the Authority's commitment to make its workforce more representative of the borough's population.
- c. Performance indicators will be identified in 2022.
- d. Plans are being developed to support the systematic collection of equality data and customer communication needs that can be incorporated into the Authority's customer relationship and business management systems.

## 4. Equality Impact Assessment (EIA)

### Focus

- a. Review of EIA template and guidance with the inclusion of a socio-economic category
- b. 'Training the Trainers' for Corporate Equality Group members to roll out within service areas
- c. EIA training for elected members
- d. Creation of EIA buddies within or between service areas
- e. Re-establishment of an electronic system for EIA's
- f. EIA quality assurance and monitoring systematically undertaken by service areas.

### Progress to date

- a. A review and updating of the Authority's EIA template and guidance will be undertaken in summer 2021.
- b. Training for Corporate Equality Group members will be undertaken in autumn 2021.
- c. Training for elected members will be added to the equality training framework.
- d. EIA buddies will be identified and supported from winter 2021/2
- e. The re-establishment of an electronic system for EIAs will be progressed once the new EIA template is agreed.
- f. The training, establishment of an electronic EIA system, an audit of existing service area quality assurance and monitoring systems, and access to employee and service user equality data, will deliver improved impact assessments and better support decision making.

## 5. Training

### **Focus:**

- a. Increasing uptake of, improving, further developing and ensuring more regular training opportunities for elected members and employees
- b. Provision of a new suite of training on specific protected characteristics focusing on lived experience - members of the community sharing their experience; development of 10-minute videos; targeted live training sessions for managers and members with recordings for employees; and discussion sessions within team meetings.

### **Progress to date:**

Participation in the Authority's equality training programme is growing with 70.1% of managers, 68.4% of employees and 66% of elected members being up to date with mandatory equality training.

An equality training framework has been developed and is being populated with current, in-development and planned equality training provision. The framework will help the Authority to identify existing coverage, gaps and plan/prioritise new provision.

New ways of delivering equality training are being developed with a focus on lived experience. Recent examples include Anti-Semitism training, which has been developed with the local Jewish community and Anti-racism training, which is involving members of the Elected Mayor's BAME Task Force.

## 6. Equality Calendar

### **Focus:**

- a. Planning and coordination of internal and external equality calendar activities
- b. Delivery by leads from Corporate Equality Group and service areas, with a Senior Leadership Team (SLT) sponsor
- c. Raising awareness and understanding of protected groups.
- d. Introduce ICT notification system for equality dates

### **Progress to date:**

The awareness raising activities and information are being publicised internally and externally through the Authority's 2021 Equality Calendar. Each date has a SLT sponsor. This year the calendar includes North Tyneside's first diversity celebration event. This will be taking part in September and is being developed in partnership with the Elected Mayor's BAME Task Force.

Over the last year we have marked a number of key dates including LGBT+ History Month, Black History Month, Disability History Month, World Mental Health Day and Holocaust Memorial Day. Despite in person events not being possible we have marked these dates in a variety of ways, our colleagues have produced blog posts, we have lit St Mary's Lighthouse in the colours of the cause, we have raised awareness on our social media platforms, promoted

local charities and groups, and our senior leaders have spoken on the importance of these dates for creating supportive communities.

## 7. Accessibility

### Focus:

- a. Accessible information – formats, languages, digital inclusion
- b. Services – how we communicate with and provide services to residents
- c. Buildings – improving access for customers and staff using AccessAble's assessment of our buildings
- d. Increasing guidance to make colleagues aware of communication support options and their appropriate usage
- e. Ensuring our accessibility statement is used consistently across our communications.

### Progress to date:

- a. During the pandemic Covid-19 guidance was published on the Authority's website in different languages and formats. The Authority's new interpretation and translation contract will begin on 1 July 2021, in addition to community language support, the contract includes translation into braille and Easy Read and the provision of audio, video and large print information. New staff guidance has been published and the new contracts promoted to all employees. Our new BSL interpretation services, including video provision will begin on 1 September 2021.
- b. In addition to our current BSL video link to our Customer Contact Centre, roll out of video relay services will be rolled out to our Customer First, leisure, libraries and headquarters reception desks in autumn 2022.
- c. In partnership with AccessAble we have published [accessibility guides](#) to 34 of our buildings. Work will begin in summer 2021 to review additional good practice advice from Accessible.
- d. Further guidance and publicity for customers and employees will be developed as new provision is rolled out. This will include guidance on the use of our accessibility statement (e).

## 8. External engagement

### Focus:

- a. Improving the reach and effectiveness of engagement with protected groups
- b. Having clear routes for consultation and feedback with communities
- c. Appointment of an engagement officer with a focus on protected characteristics.

### Progress to date:

Plans to appoint an engagement officer focusing on people with protected characteristics are being progressed. In the meantime, support to the Elected Mayor's BAME Task Force continue, as does equality monitoring of engagement activities.

## How we monitor progress

Progress against the Authority's equality objectives and the actions outlined in the Embedding Equality Programme are monitored through:

- regular briefings and reports to the Cabinet Champion for Equality and Diversity, the Senior Leadership Team and with trades unions through the Employee Joint Consultative Forum
- the activity of Corporate Equality Group, chaired by a member of Senior Leadership Team, leads the equality work of the organisation and oversees the implementation of our Embedding Equalities Programme
- our equality impact assessment process to ensure we properly consider the potential impact of operational, and Cabinet and Full Council decisions on protected groups
- the identification and clearance of the equality implications of the decisions recommended in Cabinet and Full Council reports
- managing potential equality risks through the Risk Management Process
- publication of equality data as required by government, including Gender Pay Gap reporting
- dealing with any complaints of discrimination, harassment and victimisation, seriously, promptly and confidentially
- publication of our Annual Equality and Diversity Review.

**Appendix:**

Appendix A: Borough Profile

Appendix B: Gender Pay Gap Analysis

Appendix C: Employee Data Narrative

## Appendix A: Borough Profile

### Profile of Borough Population (compiled March 2021)

| Equality Group                | Number in borough | % in borough | Source  |
|-------------------------------|-------------------|--------------|---|
| <b>Sex</b>                    |                   |              |   |
| Female                        | 107,264           | 51.6         | <a href="#">ONS 2019 Mid-Year Population Estimates</a> (total borough population 207,913)   |
| Male                          | 100,649           | 48.4         |   |
| <b>Age</b>                    |                   |              |   |
| Under 16                      | 37,593            | 18.1         | <a href="#">ONS 2019 Mid-Year Population Estimates</a> (total borough population 207,913)   |
| 16-24                         | 17,885            | 8.6          |   |
| 25-34                         | 25,516            | 12.3         |   |
| 35-44                         | 27,254            | 13.1         |   |
| 45-54                         | 29,387            | 14.1         |   |
| 55-64                         | 28,175            | 13.6         |   |
| 65-74                         | 23,448            | 11.3         |   |
| 75 and over                   | 18,655            | 9.0          |   |
| <b>Trans</b>                  |                   |              |   |
| Gender variant people         | n/a               | 1.0 (est)    | Based on data reported by the Gender Identity Research and Education Society (2011) - The Number of Gender Variant People in the UK - Update 2011 <a href="http://www.gires.org.uk/Prevalence2011.pdf">http://www.gires.org.uk/Prevalence2011.pdf</a> |
| <b>Ethnic origin</b>          |                   |              |   |
| <b>White</b>                  | <b>194,025</b>    | <b>96.6</b>  | 2011 Census Ethnic Group (Total borough population taken from 2011 Census = 200,801) <a href="#">Office for National Statistics 2011 Census</a>   |
| White British                 | 190,936           | 95.1         |   |
| White Irish                   | 596               | 0.3          |   |
| Any other white background    | 2,464             | 1.2          |   |
| <b>Black or Black British</b> | <b>734</b>        | <b>0.4</b>   |   |
| Caribbean                     | 91                | 0.15         |   |
| African                       | 576               | 0.5          |   |
| Any other Black background    | 67                | 0.04         |   |
| <b>Asian or Asian British</b> | <b>3,815</b>      | <b>1.9</b>   |   |
| Indian                        | 1,095             | 0.5          |   |

|  |              |            |   |
|--|--------------|------------|---|
| Pakistani  | 319          | 0.2        |   |
| Bangladeshi  | 686          | 0.3        |   |
| Any other Asian background   | 846          | 0.4        |   |
|  |              |            |   |
| <b>Mixed</b>   | <b>1,815</b> | <b>0.9</b> |   |
| White and Black Caribbean  | 448          | 0.2        |   |
| White and Black African  | 385          | 0.2        |   |
| White and Asian  | 602          | 0.3        |   |
| Any other Mixed background   | 380          | 0.2        |   |
|  |              |            |   |
| <b>Chinese</b>   | <b>869</b>   | <b>0.5</b> |   |
|  |              |            |   |
| <b>Other</b>   | <b>412</b>   | <b>0.6</b> |   |
|  |              |            |   |
| <b>Sexual Orientation</b>  |              |            | Based on national estimates for 2018 from the Office for National Statistics Annual Population Survey (Total borough population aged 16 and over at 2018 mid-year estimate was 168,833)<br>See for latest <a href="https://www.ons.gov.uk/peoplepopulationandcommunity/culturalidentity/sexuality/bulletins/sexualidentityuk/2018">https://www.ons.gov.uk/peoplepopulationandcommunity/culturalidentity/sexuality/bulletins/sexualidentityuk/2018</a> |
| Bisexual   | n/a          | 0.9 (est)  |   |
| Gay or lesbian   | n/a          | 1.4 (est)  |   |
| Heterosexual   | n/a          | 94.6 (est) |   |
| <b>Religion/Belief</b>   |              |            | 2011 Census Religion of usual resident population (Total borough population taken from 2011 Census – 200,801) <a href="#">Office for National Statistics 2011 Census</a>  |
| Buddhist   | 436          | 0.2        |   |
| Christian Denomination   | 128,185      | 63.8       |   |
| Jewish   | 92           | 0          |   |
| Muslim   | 1,493        | 0.7        |   |
| Sikh   | 354          | 0.2        |   |
| Hindu  | 513          | 0.3        |   |
| None   | 56,408       | 28.1       |   |
| Other  | 528          | 0.2        |   |
| None stated  | 12,792       | 6.4        |   |
| <b>Person with a disability</b>  |              |            | 2011 (Total borough population taken from 2011 Census – 200,801) <a href="#">Office for National Statistics 2011 Census</a>   |
| Long term health problem or disability that limits a person's day to day activities. | 41,405       | 20.6       |   |



| <b>Marriage and civil partnership status</b>  |        |      |  |
|---|--------|------|--|
| Single - never married or registered a same-sex civil partnership                     | 53,347 | 32.3 | 2011 Census Marital and Civil Partnership Status (Total borough population aged 16 and over at 2011 Census was 165,088) <a href="#">Office for National Statistics 2011 Census</a> |
| Married (first marriage and re-married)   | 76,835 | 46.5 |  |
| Separated, but still legally married or still legally in a same sex civil partnership | 4,690  | 2.8  |  |
| Divorced or formerly in a same sex civil partnership which is now legally dissolved   | 18,565 | 10.1 |  |
| Widowed or the surviving partner from a same sex civil partnership                    | 15,212 | 8.0  |  |
| In a registered civil partnership   | 316    | 0.2  |  |

## Appendix B: North Tyneside Council Gender Pay Gap Analysis

### Introduction

North Tyneside Council is committed to reducing its gender pay gap. In addition to publishing our gender pay gap figures, as part of our statutory obligation, we have chosen to produce a narrative and action plan to supplement the data in order to explain any trends and address how we are working to reduce our gender pay gap. This is part of our commitment as an organisation to create equal opportunity and pay for all.

The gender pay gap figures are based on a snapshot taken of employees on the 31<sup>st</sup> March each year. As of March 31<sup>st</sup> 2020 North Tyneside Council had 3288 relevant employees (as defined by government guidance) equating to 2584 full time employees.

Gender pay gap figures have been produced in line with government guidance ([Making your gender pay gap calculations](#)) and are shown as the mean (the difference between the average earnings of males and females), median (the difference between the midpoint earnings of males and females) gender pay gap and the gender of employees by quartiles (top, upper middle, lower middle, lowest).

Gender pay gap reporting is required to include bonus pay gap reporting, however North Tyneside Council does not pay bonuses therefore it will not be discussed further.

### 20/21 Gender Pay Gap Figures

On the 31<sup>st</sup> March 2020 the mean gender pay gap at North Tyneside Council was 8.05% and the median gender pay gap was 0.06% (Table 1). This is an increase in the gender pay gap from the previous year (19/20) when the mean gender pay gap was 5.32% and the median gender pay gap was -0.02% (Figure 1). A negative pay gap occurs when the average pay is more for women than for men as has been seen for the median gender pay gap at North Tyneside Council 2017-2019.

*Table 1: North Tyneside Council Gender Pay Gap as of the 31st March 2020.*

| <b>Gender Pay Gap as of the 31<sup>st</sup> March 2020</b> |       |        |
|--|-------|--------|
|  | Mean  | Median |
| Hourly fixed pay   | 8.05% | 0.06%  |
| Bonus paid   | N/A   | N/A    |

The mean and median gender pay gap are widely different due to skewing of the data set. This is due to more males in top quartile roles with the associated higher pay, which is shown in the high mean gender pay gap. Conversely the median gender pay gap is not subject to variance as a result of extremes and this is why the median pay gap is negligible.

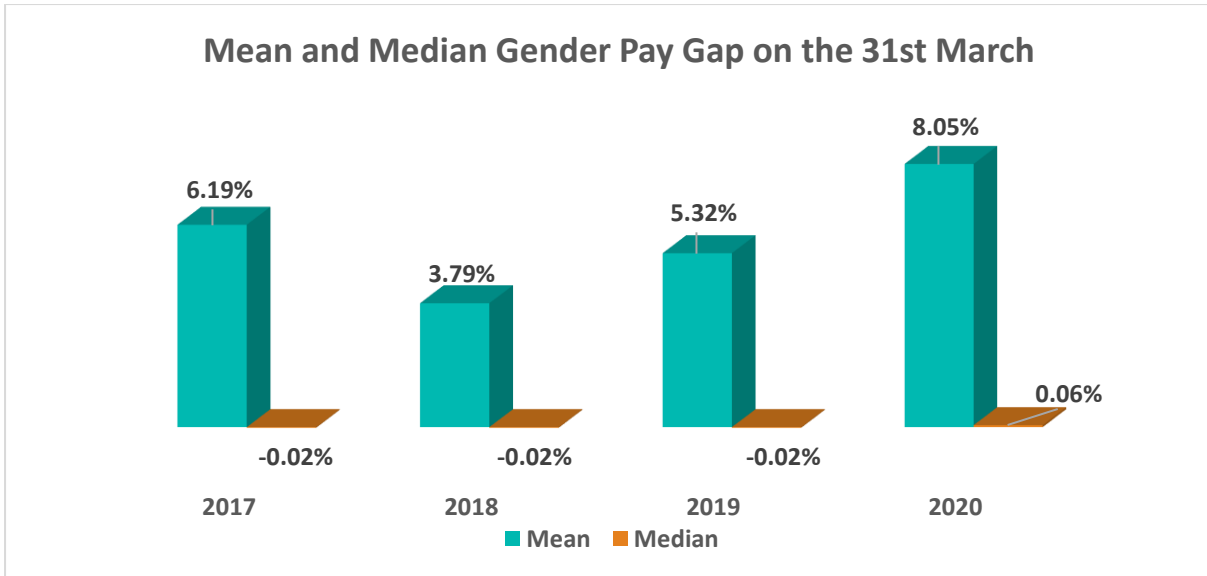


Figure 1: North Tyneside Council's Mean and Median Gender Pay Gap on the 31st March 2017-2020.

### Changes 19/20 – 20/21

Between our previous snapshot on 31<sup>st</sup> March 2019 and this year's snapshot on 31<sup>st</sup> March 2020 the mean gender pay gap has increased by 2.73%, from 5.32% to 8.05% and the median gender pay gap has increased by 0.08%, from -0.02% to 0.06%. A large percentage of this increase relates to the bringing in house of services previously provided by a partner organisation. These colleagues joined the organisation in April 2019 and these transfers had a mean gender pay gap of 21.01% and a median gender pay gap of 0.29%. Between March 2019 and April 2019 North Tyneside Council's mean gender pay gap increased by 2.18% from 5.32% to 7.5% and the median gender pay gap increased by 0.09%, from -0.02% to 0.07% (Figure 2). The gender pay gap change over the next 11 months, from April 2019 to March 2020, is considerably less with a mean change of 0.55% and a median change of -0.01% (Figure 2). Monthly variances in the gender pay gap are usually much smaller (Figure 3&4), therefore it is reasonable to conclude at least some of the increase in the gender pay gap over the previous year is a result of bringing these staff members in house.

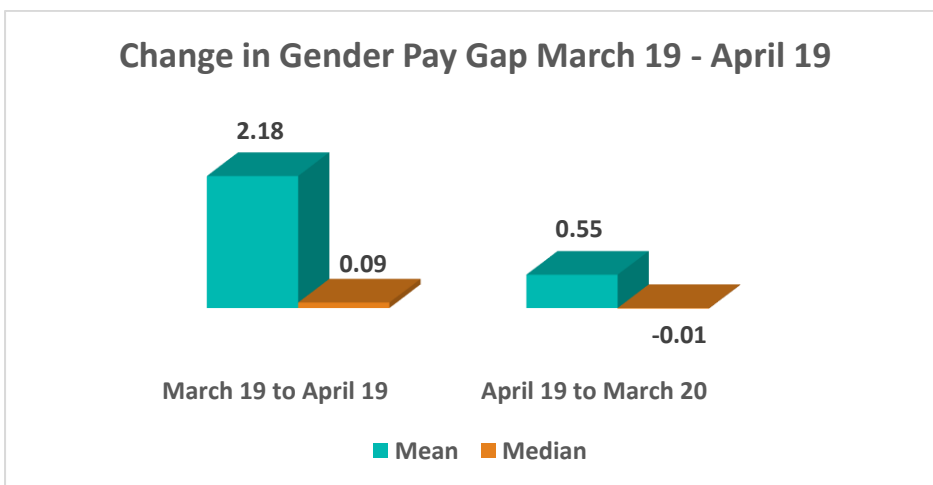


Figure 2: Percentage point change in North Tyneside Council's gender pay gap March 19-April 19 and April 19-March 20.

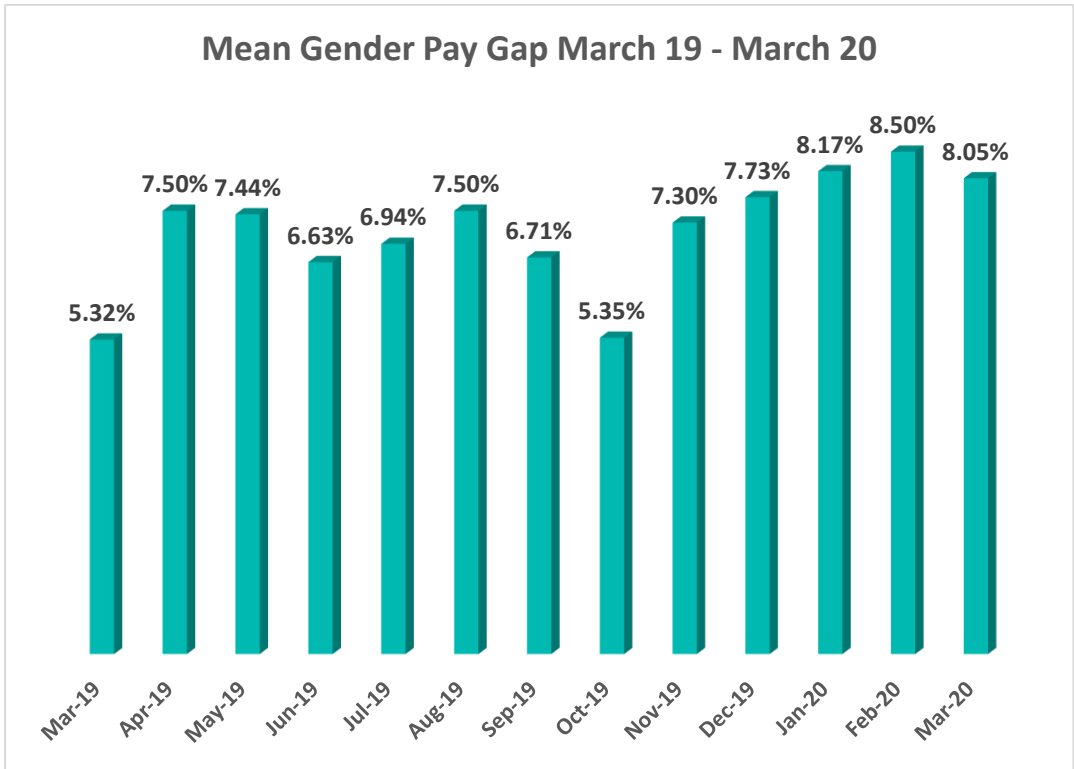


Figure 3: North Tyneside Council's mean gender pay gap by month March 19-March 20.

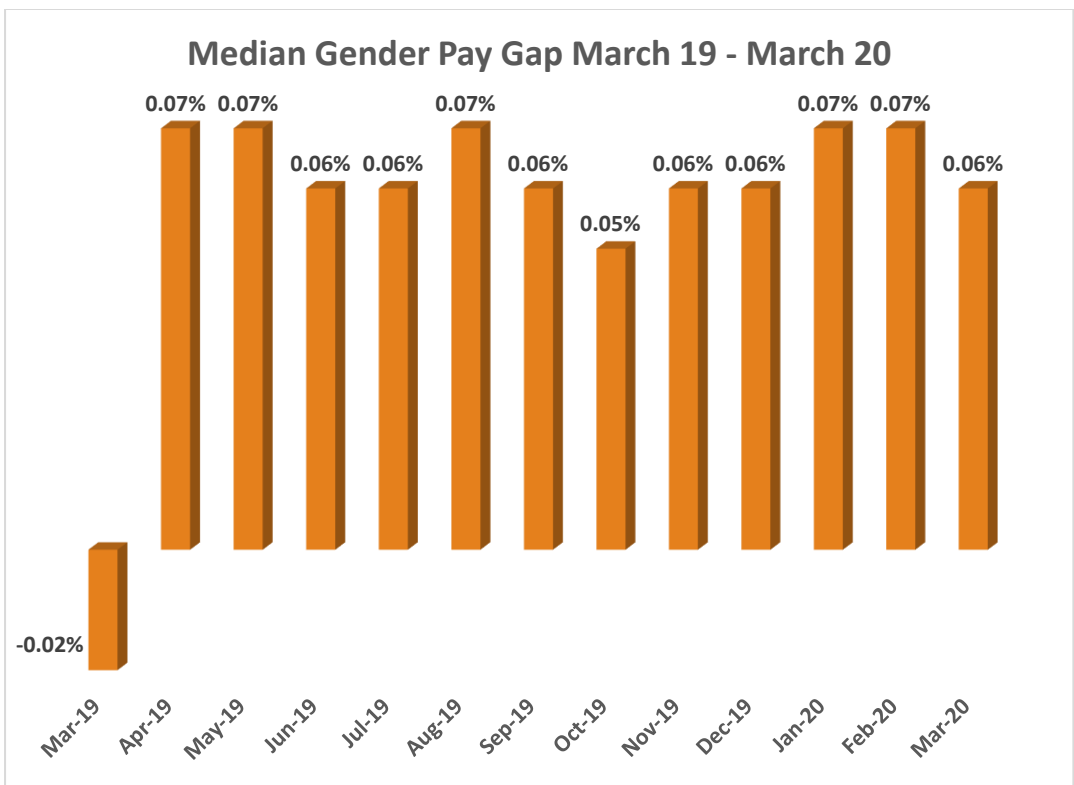


Figure 4: North Tyneside Council's median gender pay gap by month March 19 - March 20.

## Quartiles

At the time of the snapshot on the 31<sup>st</sup> March 2020 61.42% of the top quartile employees, 63.70% of the upper middle quartile, 55.40% of the lower middle quartile and 81.95% of the lowest quartile employees were female (Figure 5). The number of female employees in all quartiles has decreased slightly since 2018 (Figure 6).

In the top and upper middle quartiles men are paid a mean hourly wage of £0.96 and £0.13 more, respectively, than women (Figure 7 &9). In the lower middle and lowest quartiles women are paid a mean hourly wage of £0.08 and £0.43 more, respectively, than men (Figure 9).

This corresponds to a mean gender pay gap in the lowest quartile of -5.1%, in the lower middle quartile of -0.7%, in the upper middle quartile of 0.9% and the top quartile of 4.1% (Figure 11).

In the top and lowest quartiles men are paid a median hourly wage more of £2.00 and £1.25, respectively, than women (Figure 8 &10). In the upper middle and lower middle quartiles women are paid a median hourly wage more of £0.48 and £0.06, respectively than men (Figure 10).

This corresponds to a median gender pay gap in the lowest quartile of 16.1%, in the lower middle quartile of -0.5%, in the upper middle quartile of -3.1% and the top quartile of 9.5% (Figure 12).

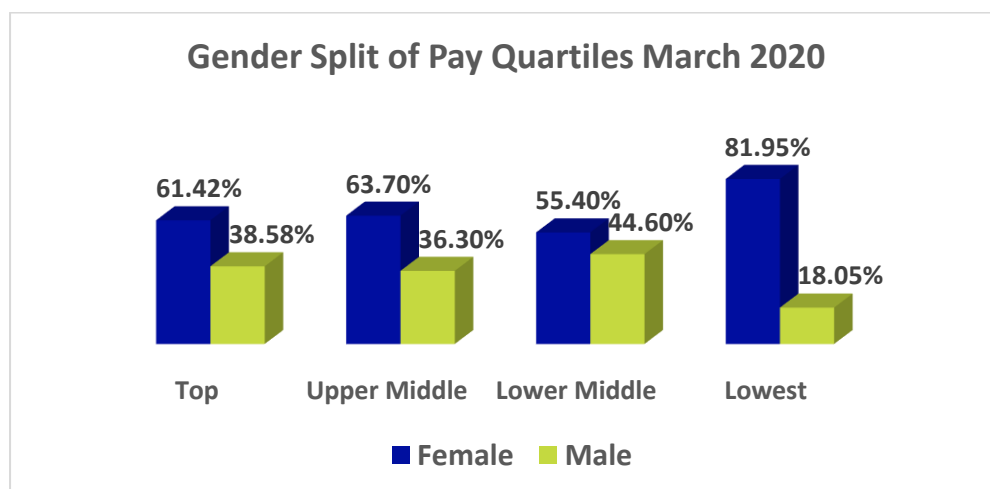


Figure 5: North Tyneside Council gender split of pay quartiles 31st March 2020.

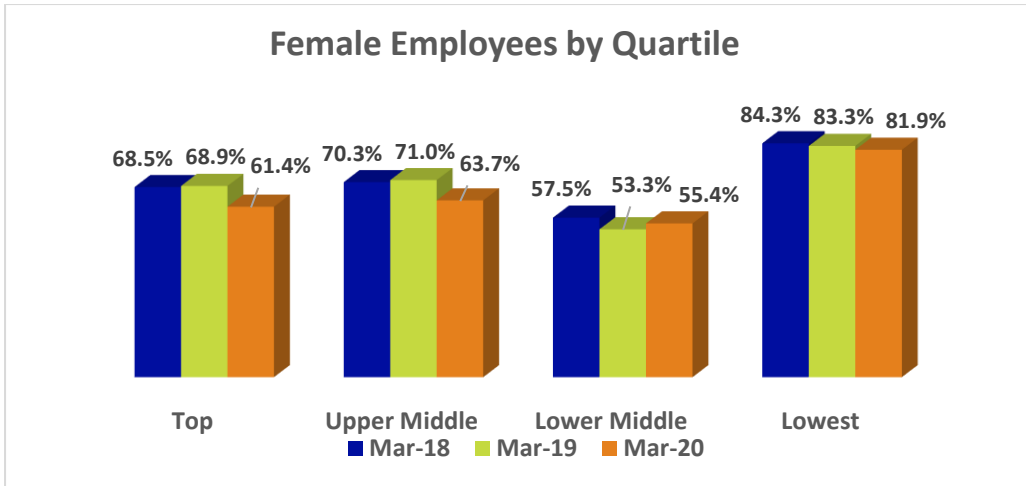


Figure 6: North Tyneside Council female employees by quartile March 2018-2020.

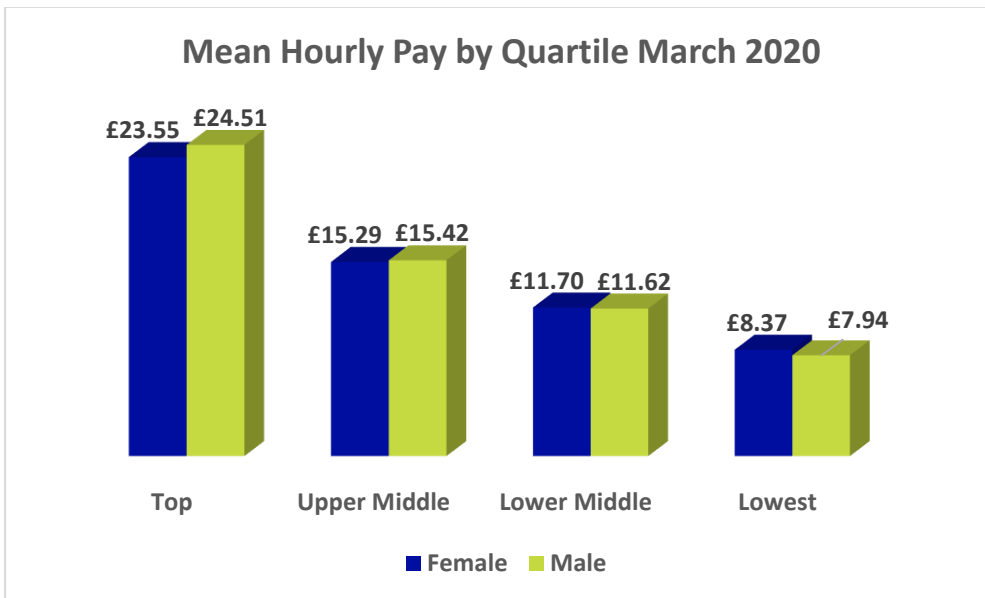


Figure 7: North Tyneside Council mean hourly pay by quartile March 2020.

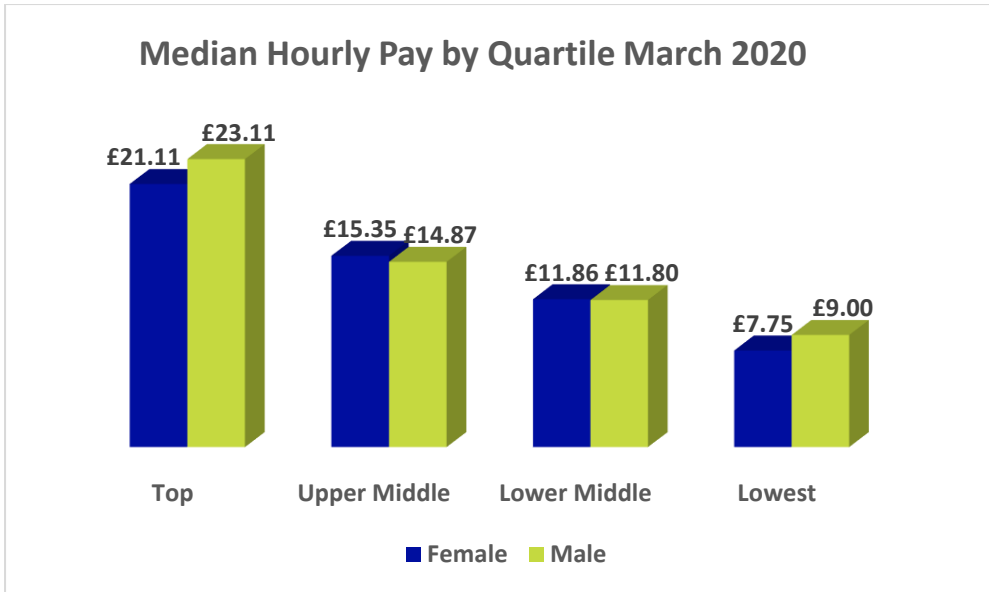


Figure 8: North Tyneside Council median hourly pay by quartile March 2020.

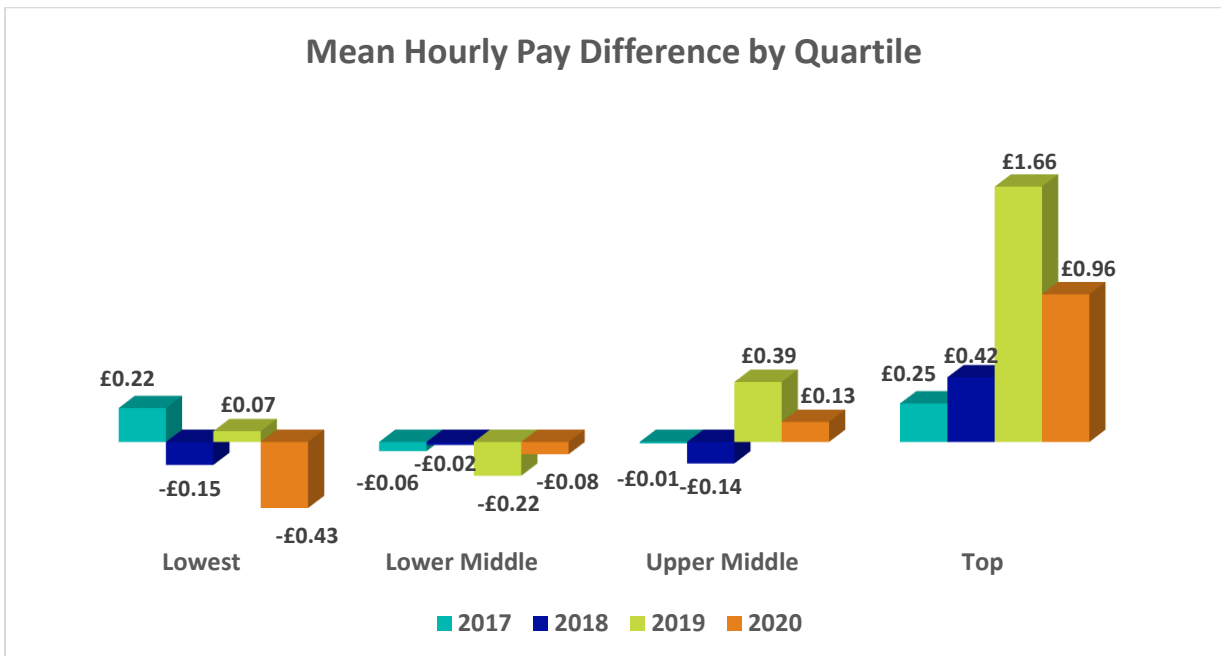


Figure 9: North Tyneside Council's mean hourly difference in pay between males and females by quartile 2017-2020.

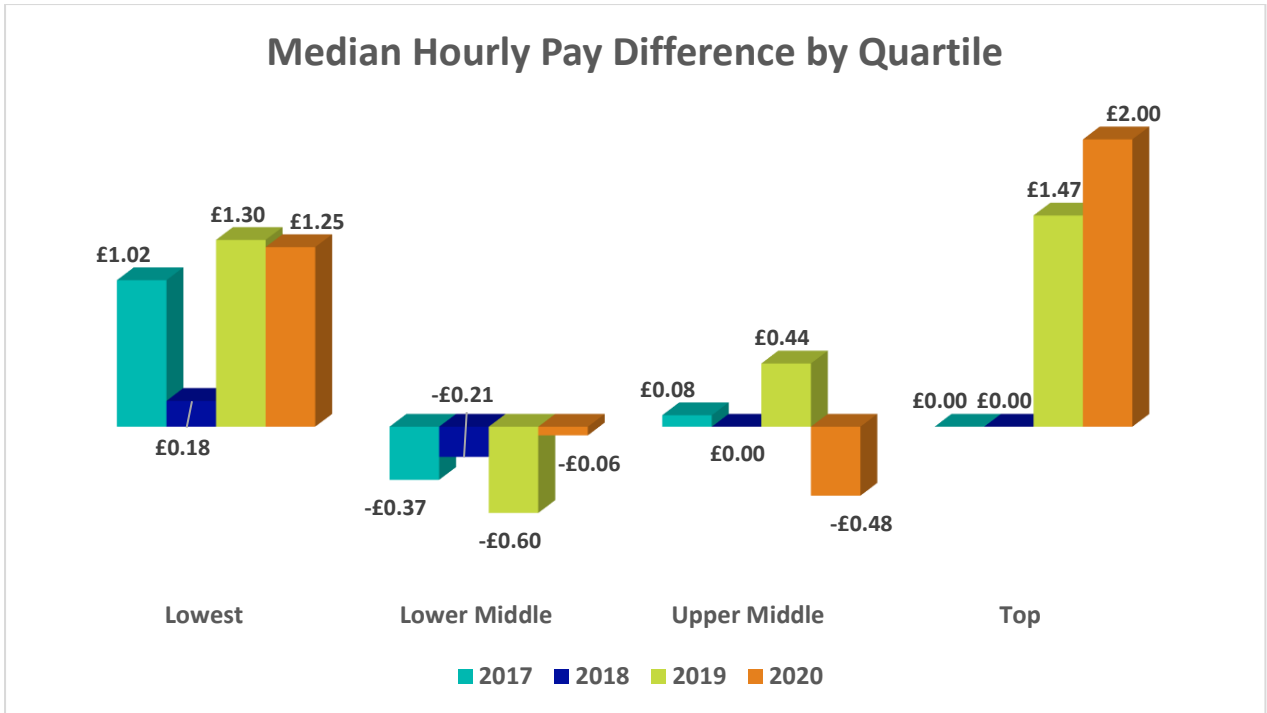


Figure 10: North Tyneside Council's median hourly difference in pay between males and females by quartile 2017-2020

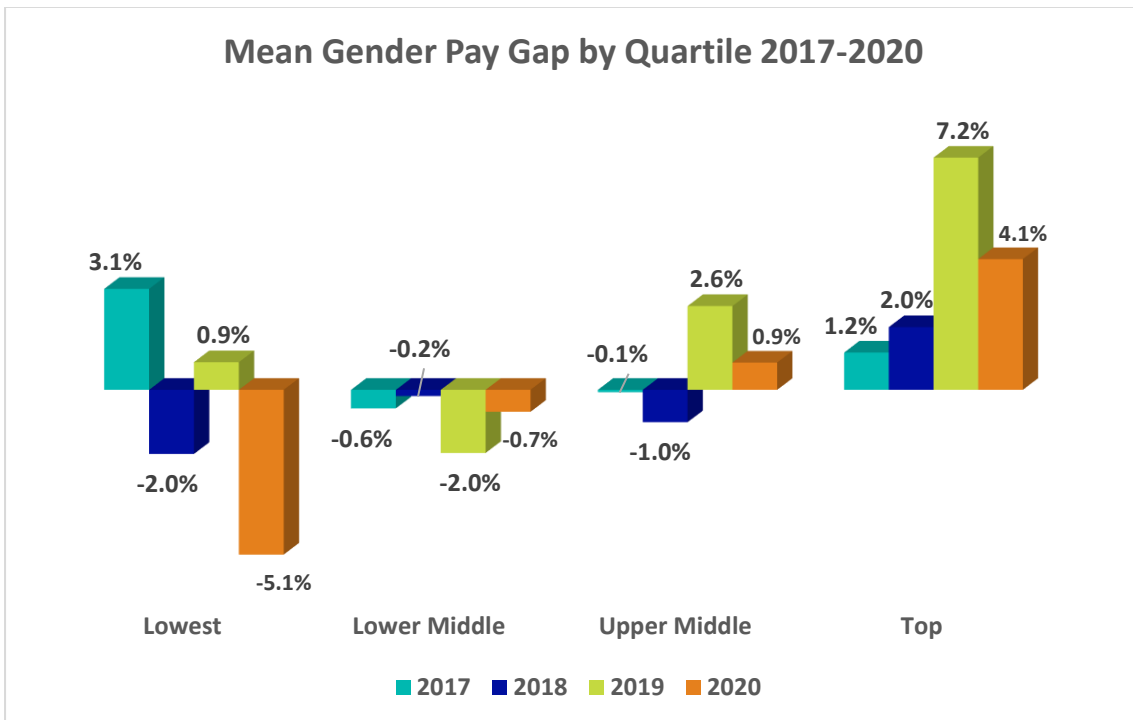


Figure 11: North Tyneside Council's mean gender pay gap by quartile 2017-2020 .



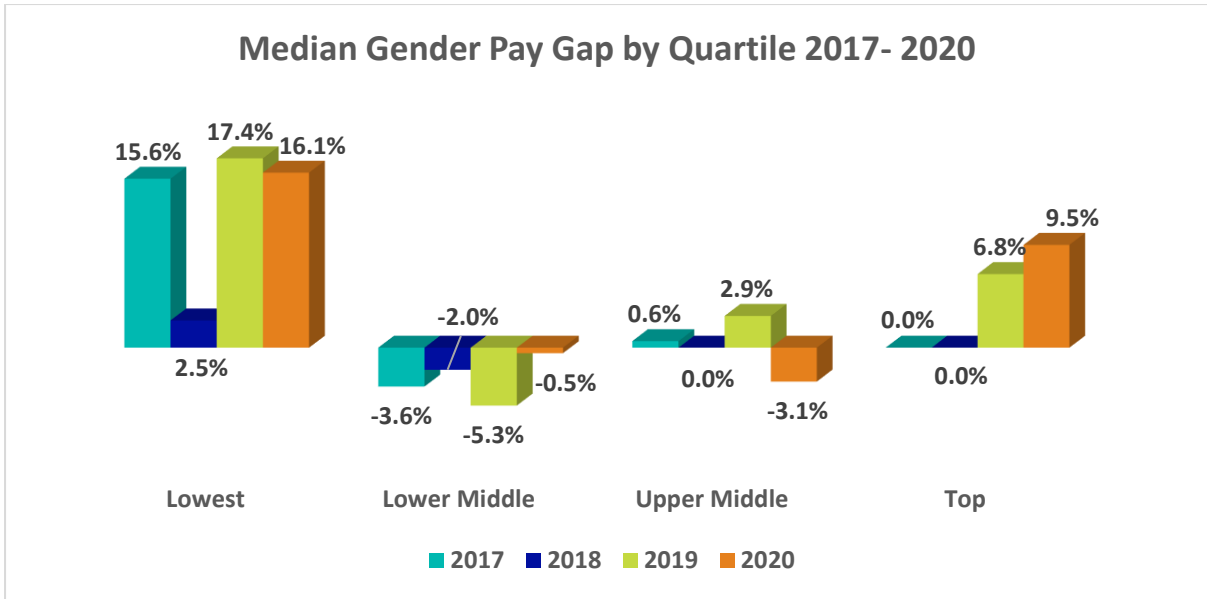


Figure 12: North Tyneside Council's median gender pay gap by quartile 2017-2020 .

### Comparison by Age

Gender pay gaps are found nationally to be larger amongst older workers. North Tyneside Council's gender pay is highest in the over 60's age range at 13.93% compared with a negative pay gap found for the 20's age range of -16.09%. North Tyneside Council has an older workforce, and this will have an impact on the gender pay gap. As younger workers join the organisation this should play a role in reducing the gender pay gap.

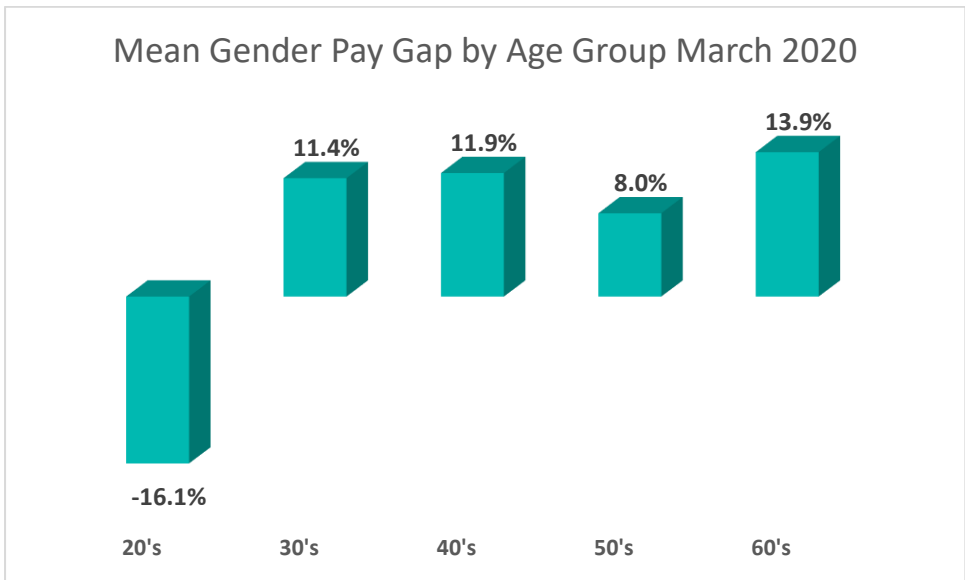


Figure 13: North Tyneside Council mean gender pay gap by age group March 2020.

### Comparison with other Local Authorities

Comparison Local Authorities for North Tyneside Council were selected based on close geographical proximity and similar employee numbers. For the 20/21-year comparator councils were restricted due to many councils not yet having reported their

gender pay gap. Redcar & Cleveland Borough council has been used, despite being further afield and therefore not usually a comparator council. Newcastle County Council has been included despite having substantially more staff, making the comparisons less useful. The 20/21 comparison shows that North Tyneside Council had the largest mean gender pay gap of the Local Authorities compared at 8.1%, with next highest being 3.2% (Figure 14). North Tyneside Council had the 2<sup>nd</sup> lowest median gender gap at 0.06% (Figure 14).

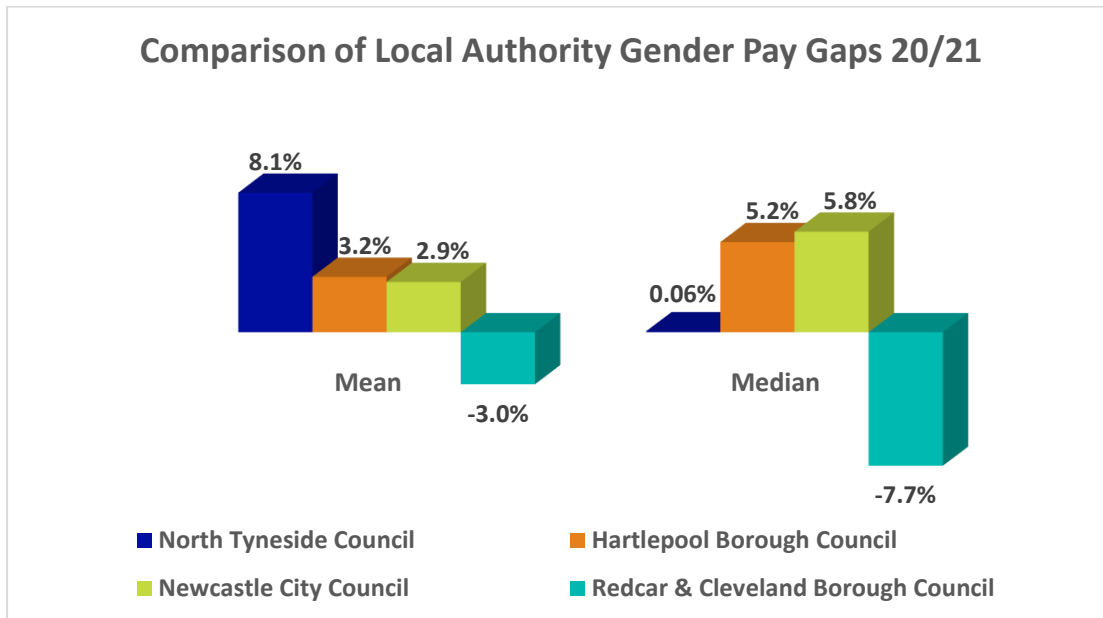


Figure 14: Mean and median gender pay gap comparisons for 20/21 between different Local Authorities.

When comparing Local Authorities with similar sized workforces and close geographical proximity North Tyneside Council had the lowest mean gender pay gap for the years 17/18 and 18/19 with the 3<sup>rd</sup> lowest for the year 19/20 (Figure 15). Compared to these same Local Authorities North Tyneside Council has had the lowest mean gender pay throughout the period 17/18-19/20 (Figure 16).

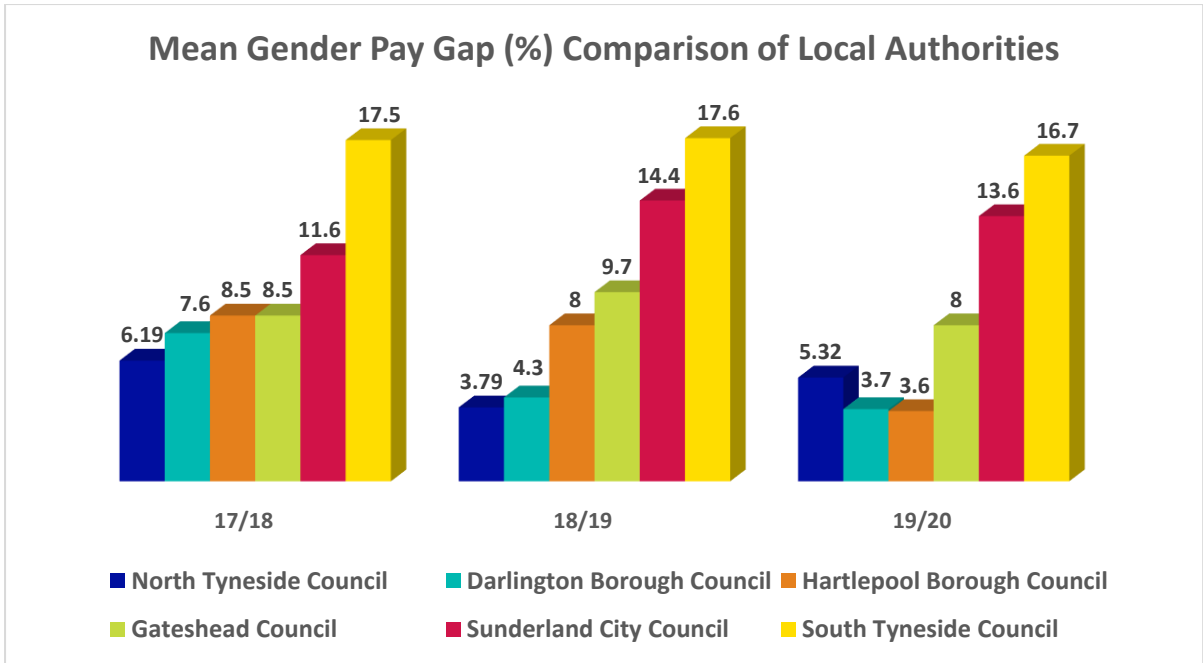


Figure 15: Mean gender pay gap (%) comparisons of Local Authorities 17/18 – 19/20.

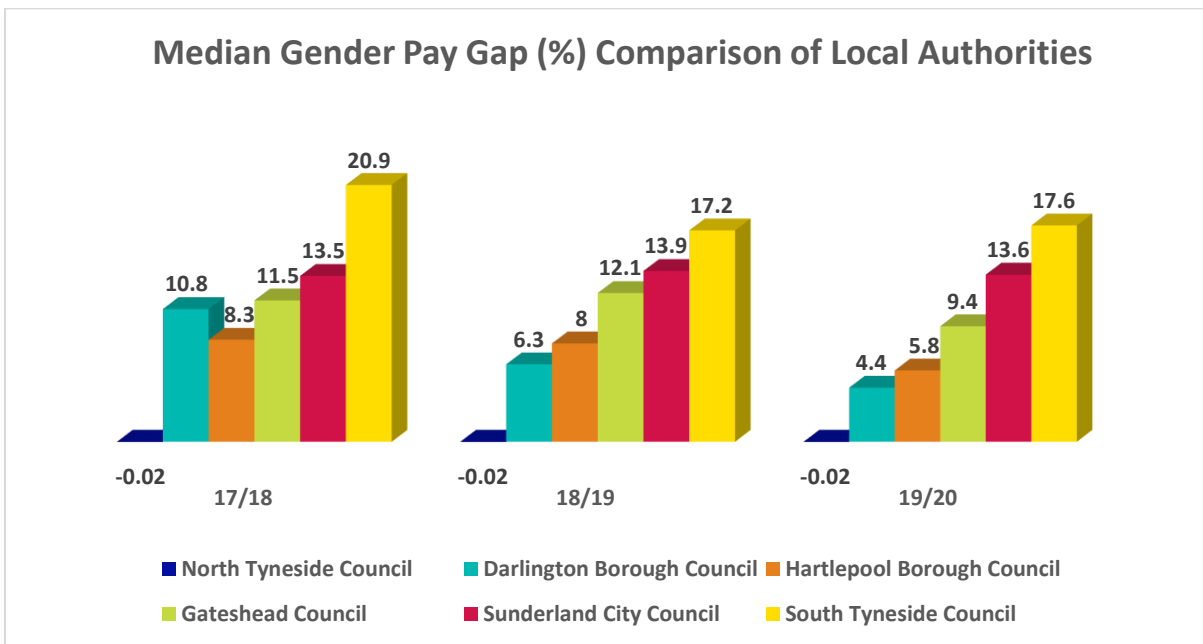


Figure 16: Median gender pay gap (%) comparisons of Local Authorities 17/18 – 19/20.

## Appendix C: Employee Data Narrative

This appendix provides an explanation of the North Tyneside Council employee data presented in our [Datastore](#).

The information highlighted in this appendix is used to support our employees, meet our equality duties and inform delivery of our Human Resources Service priorities:

- paid correctly and on time
- working in a safe environment
- healthy
- happy and capable

### Background

This year's annual review is being completed against the background of the Covid-19 pandemic. This may have affected some of our employees' data in some areas more than others. Our turnover figures have been low, even in areas where we have always found it difficult to recruit to, such as Catering or Children's Social Work posts. The turnover figures for Children's Services were 2.16% (2019) and 1.91% (2020) which were well below the national averages of 15.1% (2019) and 13.5% (2020) (Source: [Education Statistics Service February 2021](#)). This may be a consequence of people not applying for jobs in the numbers normally seen during the first lockdown when travel, schools, buying and selling homes, and movements in the jobs market were more restricted.

This could also explain why our application numbers have decreased. People with disabilities, who may have been shielding, may also not have been applying for jobs at this time. This may explain why some of the figures relating to certain protected characteristics have not changed, or may have decreased slightly, since the last full review in June 2019.

More positive changes in the data may appear over the next 12 months as lockdown restrictions ease and the Government's Recovery Roadmap is completed.

**Sex:** The percentage breakdown of men and women employed by North Tyneside Council remains stable at 63% women and 37% men (Source: [NTC Business Management System 2021](#)). This contrasts to the population of the Borough whose population is 48% men and 52% women (Source: [Office for National Statistics 2019 Mid-Year Population Estimates](#)).

**Age profile:** The percentage of our employees who are aged 16-24 remains at 5% (Source: [NTC Business Management System 2021](#)), which compares to 9% within the population of North Tyneside (Source: [Office for National Statistics 2019 Mid-Year Population Estimates](#)). The council's Apprenticeship Programme, and other initiatives, such as in recent years the Graduate Programme, has helped the Authority to attract and retain younger people. There have been no notable changes in the age groups within the workforce.

**Disability:** The number of employees reporting as having disabilities is 3% (Source: [NTC Business Management System 2021](#)); this contrasts with a borough population of 20.6%. (Source: 2011 Census).

**Ethnicity:** 83% of our employees are White, 3% are from Black, Asian and minority ethnic (BAME) communities. 18% have not declared this information. (Source: [NTC Business Management System 2021](#)). This compares with the Borough population of 97% White, 3% BAME, the main ethnic group being Asian or Asian British (Source: [Office for National Statistics 2011 Census](#)).

**Faith/Religion:** 46% of our employees are Christian, 2% combined are Buddhist, Muslim, Sikh, Hindu, Jewish and other religions. 52% have no religion recorded (Source: [NTC Business Management System 2021](#)). There has been a slight decrease in employees reporting as Christian and a corresponding increase in employees reporting as having no faith or religion, this appears to be in keeping with the national trend ([Office for National Statistics: Exploring Religion in England and Wales February 2020](#)).

This contrasts with the Borough population where 64% identify as Christian, 1.6% combined are Buddhist, Muslim, Sikh, Hindu, Jewish and other religions, while 28% have no religion (Source: [Office for National Statistics 2011 Census](#)).

**Sexual orientation:** 14% of employees identify as heterosexual, 0.5% as bisexual, gay or lesbian. 85.5% of employees have not declared their sexual orientation (Source: [NTC Business Management System 2021](#)).

These figures remain largely the same as in June 2019 with a slight decrease in the number of employees identifying as gay or lesbian. The population estimate for gay, lesbian and bisexual people within the North East region is 1.8% (Source: [Office for National Statistics Sexual Identity based on the Annual Population Survey](#)).

**Marital Status:** 40% of employees are married, 27% single, 4% divorced, 2% living together, 1% widowed, 0.5% have a domestic partner, 0.5% are legally separated, 0%<sup>1</sup> are in a civil partnership (\*Figure is less than 10 so reported as 0). 25% have not declared this information. (Source: [NTC Business Management System 2021](#)).

There have been small changes to these proportions compared to June 2019, with a slight decrease in employees identifying as married. This compares to the Borough population where 46% are married, 32% are single, 10% are divorced, 8% are widowed, 0.2% are in a same sex civil partnership and 2.8% are separated (Source: [Office for National Statistics 2011 Census](#)).

**Recruitment and retention rates (sex):** Of all job applications received, where declared, 45% are from females and 56% of new starters within the council are female. This compares to 64% and 72% in 2019. Overall female representation within the workforce over 12 months has remained stable at 63% (Source: [NTC Business Management System 2021](#)).

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<sup>1</sup> Figure is less than 10 so reported as 0

3.5% of all applications received were from BAME communities, a reduction compared to the 8% in 2019. (Source: [NTC Business Management System 2021](#)).

**Senior Pay Scales (sex):** The sex breakdown in the Senior Leadership Team (SLT) is 4 women and 5 men. This number has remained the same over the past 12 months. (Source: [NTC Business Management System 2021](#)).

In the Senior North Tyneside Pay Scales the breakdown is 49% women and 51% men a decrease in women and an increase in men on this pay scale, which brings almost equal representation of men and women in these pay grades (Source: [NTC Business Management System 2021](#)).

**Flexible Working Applications:** 7% of female employees and 1.5% of males requested flexible working. This is a slight decrease in both females and males from the last full review in June 2019 (10.4% of females and 3.5% of males). This may be a result of the pandemic and government lockdowns.

81% of all flexible working requests were made by females and 19% by males which is a slight decrease in females requesting flexible working (Source: [NTC Business Management System 2021](#)).

2% of applications were from BAME employees and 14% from employees with disabilities (Source: [NTC Business Management System 2021](#)).

55% of the applications were from employees between 35-54 years of age, 16% from those aged 25-34 and 19% from those aged 55-64 (Source: [NTC Business Management System 2021](#)).

**Length of service:** Length of service monitoring data shows that 55% of employees have been employed by the Council for between one and ten years.

8% of the workforce have less than one years' service (of that group female employees account for 55% and 45% are male). The percentage of the workforce with less than one years' service has decreased, however the percentage of the workforce staying for up to 10 years has increased by 10% (60% female and 40% male).

After 40 or more years of service the breakdown is 33% female and 67% male. There are 27% more women in the workplace with over 40 years' service than men. This could be a result of the statutory retirement age being the same now for men and women. (Source: [NTC Business Management System 2021](#)).

**Leavers vs recruited:** Of those leaving the organisation in 2021 60% are female and 40% are male, compared to 67% and 33%, respectively in 2019.

Based on employees with less than 12 months service, 60% of new starters<sup>2</sup> were female compared to 40% male. This is similar to the workforce makeup which is 63% female and 37% male (Source: [NTC Business Management System 2021](#)).

**Employee Surveys:** Our biennial Staff Survey was due to take place in 2020 but was paused during the Covid-19 pandemic. It was replaced with three Staff Pulse Surveys, which were undertaken in July 2020, November 2020 and April 2021. These surveys sought to gather employees' views on how the Authority was managing change and supporting employee health and wellbeing. Data from each survey was analysed by sex, age, disability, race and carer status; plus, in November 2020 and April 2021, by those living alone. The key findings relating to these groups are outlined below.

Like the previous biennial Staff Surveys, males were less likely than females to provide positive responses.

In July 2020 during the first lockdown those aged 25-44 years old were least likely to say they had been able to maintain a good work-life balance. This may have been due to increased workloads as part of the emergency response and due to having more caring responsibilities, both child related (due to the closure of schools and formal childcare, and being unable to use informal childcare) and due to caring for vulnerable and shielding adults. The perception that they were not able to maintain a good work life balance was sustained by 25-34 year olds responding to the November 2020 survey.

The caring pressures employees were experiencing was also reflected in responses to questions about concerns associated with the prospect of returning to the workplace. Here 35-44 year-olds and females were more likely to identify concerns across all factors listed, including caring responsibilities, exposure to risk, being or living with a vulnerable person etc. However, when the question was repeated in April 2021 concerns across all factors relating to returning to the workplace had reduced, and, more specifically, had significantly reduced for 35-44 year olds regarding their caring responsibilities.

Concerns highlighted by colleagues with disabilities in July 2020 about returning to the workplace, due to them being in a vulnerable group or being worried about unnecessary risk, were no longer evident in April 2021; however these concerns were highlighted by carers taking part in the 2021 survey.

In April 2021 carers were also amongst those least likely to feel valued by the Authority and to raise issues about connectivity to the internet. They were also less likely than all respondents to feel that the Authority had managed change well.

The issues highlighted by respondents with disabilities during the April 2021 survey were about connectivity to the internet and the impact Covid-19 had on the way in which they interacted with both internal and external customers.

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<sup>2</sup> For any employees who have transferred to the Council under TUPE the date on which the period of continuous employment started is the date on which the employee started work with the old employer.

Following each survey, actions were taken to address the issues raised.

**2018 Staff Health and Wellbeing Survey:** We aim to ensure our workforce is mentally and physically well enough to carry out their role and has the resilience to meet the challenges of now and the future. Our Staff Health and Wellbeing Survey helps us to identify and respond to health and wellbeing issues, then next one is due to be conducted in September 2021.

In the meantime, the 2018 survey contains our most recent findings. 32% of employees took part and the key findings were:

- although 66.2% of respondents feel their physical and mental health is good, those with disabilities or who identify as LGB are significantly less likely to agree
- 69% of respondents said they were happy, but those with disabilities were significantly least likely to feel this way
- although 65% of respondents rated the things they do at work as worthwhile, those with disabilities were significantly less likely to feel this way
- 9.9% of respondents smoke, which is lower than the Borough and national rate. Employees aged 25-34 were significantly least likely to smoke at 1%
- only 24.4% of respondents achieve healthy eating guidelines by consuming 5 or more portions of fruit and vegetables a day, with those aged 55-64 years being significantly least likely to achieve the target
- 56% are drinking at increased risk, with LGB respondents one of the groups significantly most likely to be at risk
- only 18.4% meet physical activity levels which make them breathe harder
- only 37.8% meet strengthening activity guidelines, with females and those aged 55-64 years being significantly least likely to achieve the guideline
- 46% have troubled sleep
- 23% feel they are in high stress jobs, with carers and employees with disabilities significantly most likely to feel this way
- 31% have high anxiety scores, with employees with disabilities significantly most likely to report high anxiety
- 18% have suffered an injury or illness caused or made worse by their job, with those with disabilities significantly most likely to identify this
- 75% have gone into work when they should have taken the day off sick, this is significantly most likely for employees who are carers or have disabilities
- 20% do not feel they work in a supportive environment.

### **Gender Pay Gap:**

Our analysis continues to show that there are more women than men in our lower pay grades. We know that many of the job roles on offer are taken by our female employees due to the part time nature of the contracts, particularly those that offer term time working in a school environment. These are generally in our catering and cleaning front line services.



In October 2019 the Authority was successful in a bid from the Local Government Association under the Apprenticeship Accelerator Programme to support the Authority's workforce programme on in-work poverty.

The overall aim of the programme was to identify how the apprenticeship levy could support the Authority in addressing in-work poverty within the workforce. Specifically, this involved analysing our lowest paid employees against the lowest four deciles of deprivation within the borough. This was then used to identify how the apprenticeship levy could be used to deliver learning and development pathways for these groups of our workforce to up skill and create a workforce for the future at the same time as supporting our local economy in terms of deprivation and in-work poverty.

The programme support was provided during the period from November 2019 to February 2020. This involved:

- Data analysis of lower grades within the Authority cross referenced to deprived areas within the borough
- Identifying the key roles within scope which would address in-work poverty within the workforce including the development of a prioritisation list
- Identifying apprenticeship standards to address the up skilling within these roles
- Developing a career pathway for the roles which attract the lowest paid
- Looking at options around up skilling within roles to address barriers within specific working groups e.g. part time roles.

Following receipt of the report the intention was to focus on those priority roles and work with the senior managers to create development programmes, supported by the apprenticeship levy, to support up skilling. However, this was paused as we entered the response and recovery phases of the Covid pandemic.

The Authority is due to roll out workforce planning discussions across the organisation during 2021/22 and the priority groups identified from the in work poverty research will be incorporated within these discussions.

**Apprentice Programme:** The COVID pandemic has impacted on the Authority's performance in this area, resulting in a reduction in the overall number of apprenticeships available in year.

The proportion of apprentices with a disability decreased from 7.7% in 2018 to 4.35% in 2020 (Source: NTC Business Management System 2020). However, increasing these figures continues to be a service priority.

26.1% of apprentice starts were females, the number of apprentice-starts remains predominantly male. This figure is dependent on the type of apprenticeship available; however, work is ongoing to promote opportunities which challenge stereotyping e.g. that trades are predominantly male and business administration is predominantly female.

**Learning and Development:** Two of our equality objectives are for 80% of staff and 100% of managers to complete equality and diversity training by 2021. We have seen an increase in completions of equality and diversity training (3 yearly refresher) across both managers and employees during that last year despite Covid restrictions on the delivery of face-to-face training at the start of the pandemic.

The proportion of employees completing mandatory equality and diversity training has increased from 54.6% to 70.7% since the last full Equality and Diversity Review in June 2019. We continue to work closely with frontline services to provide this training in appropriate formats and are striving to achieve our target in 21/22 as Covid restrictions are lifted and employees can attend face to face training or access online training through more digital means.

The proportion of managers completing mandatory equality and diversity training has increased from 67% to 72.9% since June 2019.

The Authority is currently reviewing the Equality and Diversity offer to its workforce and is developing a programme of additional support relating to the different protected characteristics. The aim will be to provide this in a variety of formats including face-to-face events, video clips and lived experience talks (with members of the community as well as the workforce) to help support our workforce in developing their knowledge and understanding of equality and diversity, including how to challenge and address discrimination and harassment.

Completion of all mandatory training, which includes equality and diversity, is tracked by managers across all services using the workforce development performance dashboard. In addition, yearly reporting is provided to the Senior Leadership Team. It is hoped that this additional level of monitoring and scrutiny on the take up of mandatory training will help support achieving the mandatory targets set under the Council's Corporate Equality Objectives.