

East Herts Council

EQUALITY AND DIVERSITY REPORT

1 APRIL 2008 – 31 MARCH 2009

1 Summary

This report provides a detailed analysis of the workforce by ethnicity, age, disability status and gender. The Council is committed to promoting Equality and Diversity across all its services and continues to increase awareness and understanding through its policies, training and staff groups.

2 Background

The Council has an obligation to report on monitoring under the Race Relations (Amendment) Act 2000, the Equalities Act 2006 (which amended the Sex Discrimination Act 1975) and the Disability Discrimination Act, 2005.

Under these duties the Council is required to monitor the following to ensure that there is no over representation or adverse impact on particular groups of employees.

- Staff in Post
- Applicants for employment
- Staff who receive training
- Performance assessment procedures
- Staff who are involved in grievances procedures
- Staff who are subject to disciplinary procedures
- Leavers

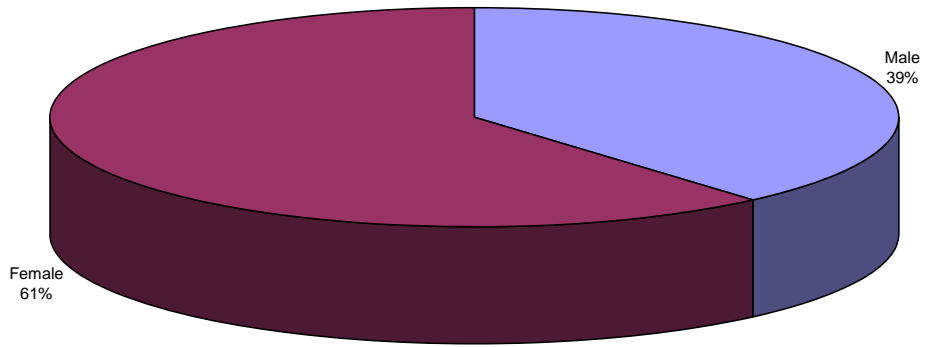
3 Recruitment

Equality monitoring data is collected at the application stage of the recruitment process and monitoring through short-listing to the appointment stage. However, due to staff shortages in HR in 2008/9 the short-listing data is incomplete and therefore the applicant and appointee data will be the focus of this report.

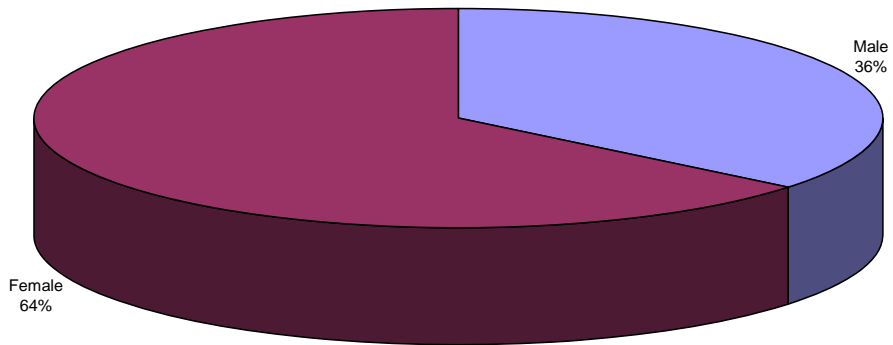
3.1 Gender

The Council's workforce is predominately female and this is reflected in the applicants. A slightly higher proportion of women were more successful on appointment than men.

Breakdown of Applicants by Gender



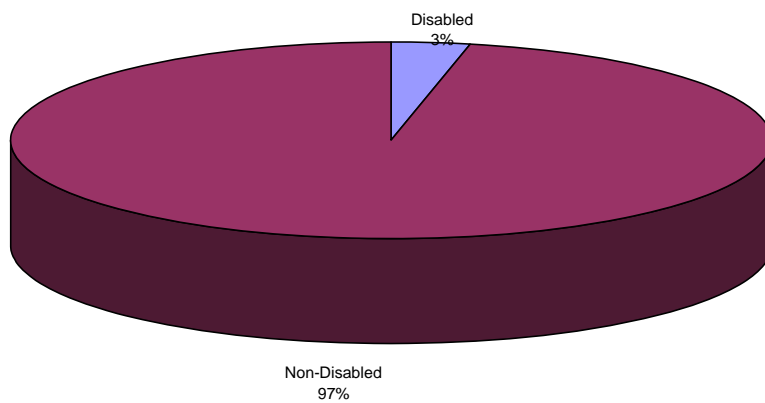
Breakdown of Appointed Candidates by Gender



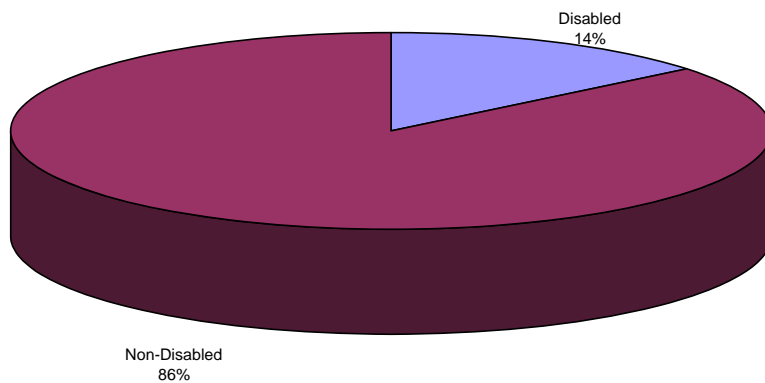
3.2 Disability Status

The Council is accredited with the JobCentre Plus Disability Symbol Scheme, which was renewed in February 2009. As part of the commitment under the schemes the Council guarantees to interview all applicants who meet the minimum criteria.

Breakdown of Applicants by Disability Status



Breakdown of Appointed Candidates by Disability Status

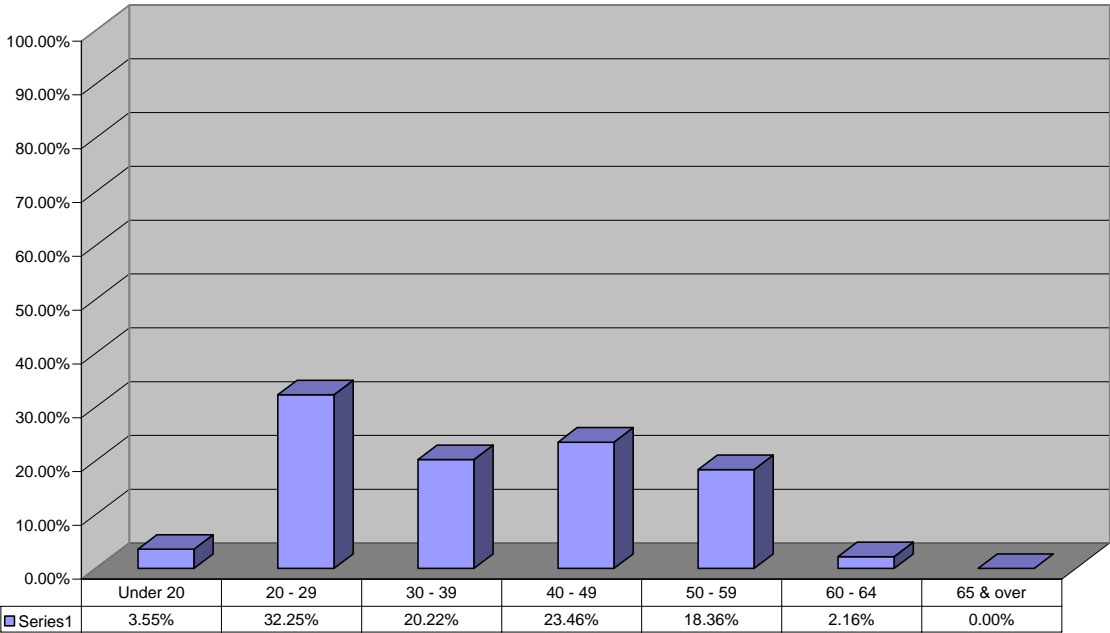


3.3 Age

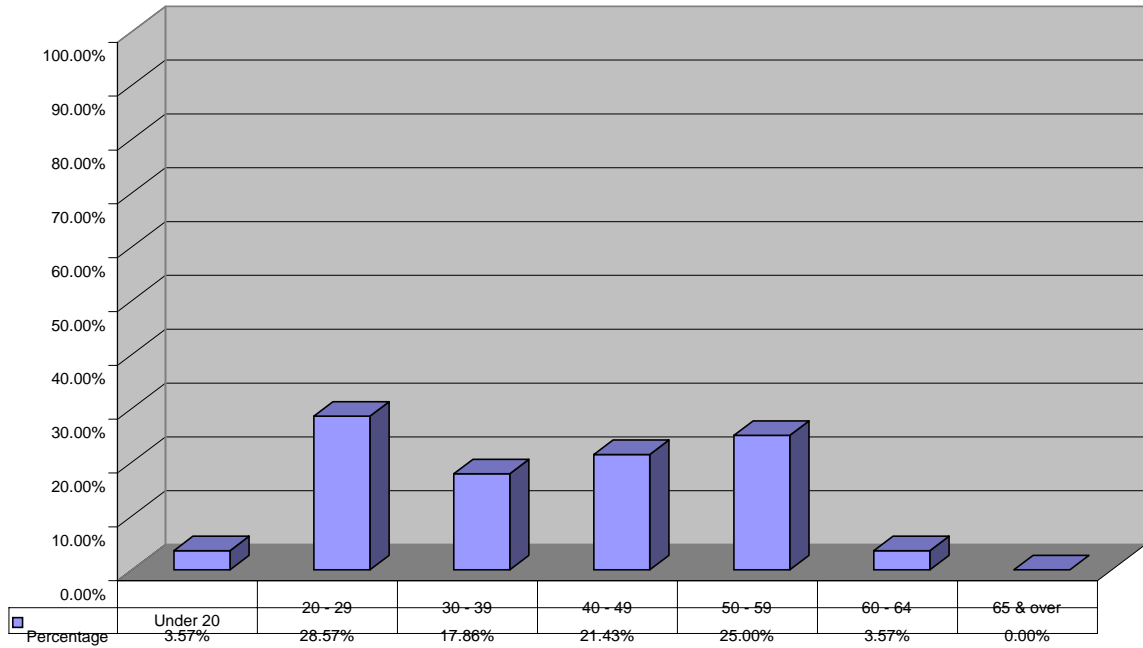
The largest group of applicants (32.25%) to the Council was in the 20 – 29 year old category, an age range underrepresented at the Council. However, this group were not as successful at the appointment stage with only 28.57% of appointees being 20 - 29.

The most successful candidates were those in the 50 – 59 age range. This group accounted for only 18.36% at applicant stage but made up 25% of successful candidates. This group is already the second largest section of the workforce.

Breakdown of Applicants by Age



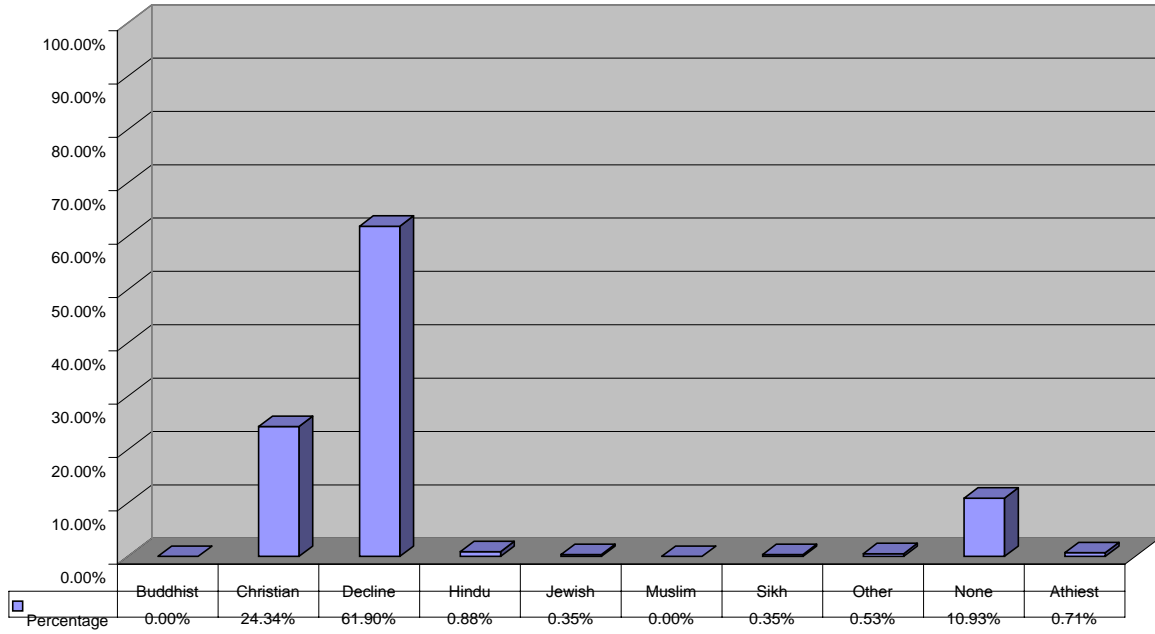
Breakdown of Appointed Candidates by Age



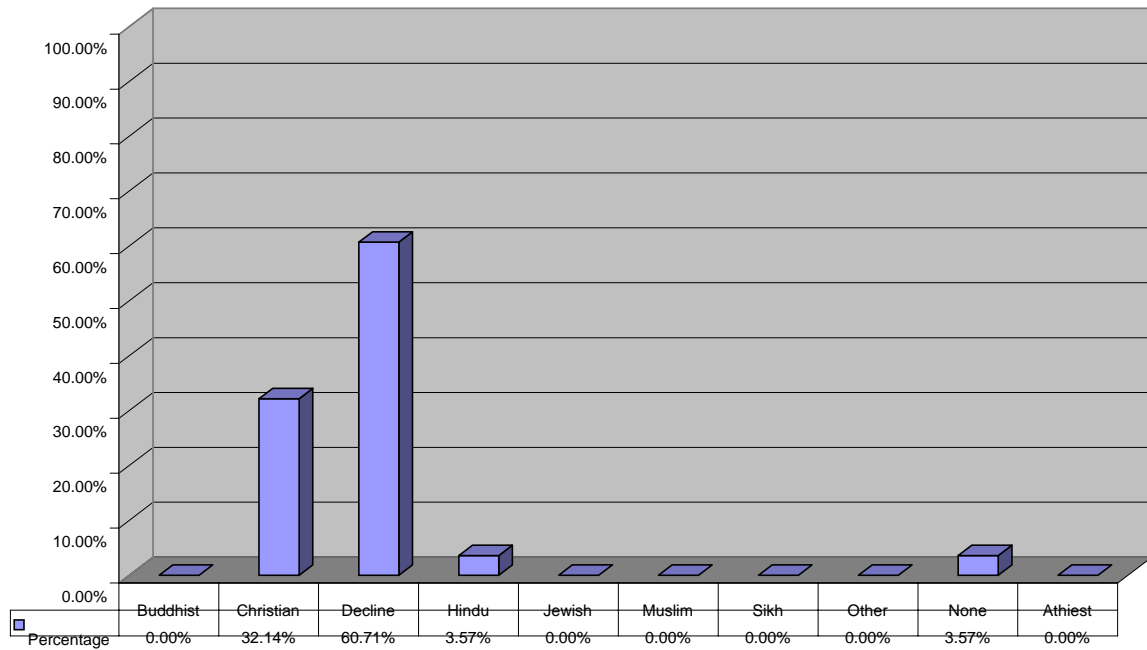
3.4 Religion and Belief

The vast majority of candidates (61.90%) declined to comment on their religion/belief, therefore the data is not a necessarily a true representation of applicants. Overall Christians were the highest represented group, which is in keeping with the local demographic (see appendix a for Census data)

Breakdown of Applicants by Religion & Belief



Breakdown of Appointed Candidates by Religion and Belief

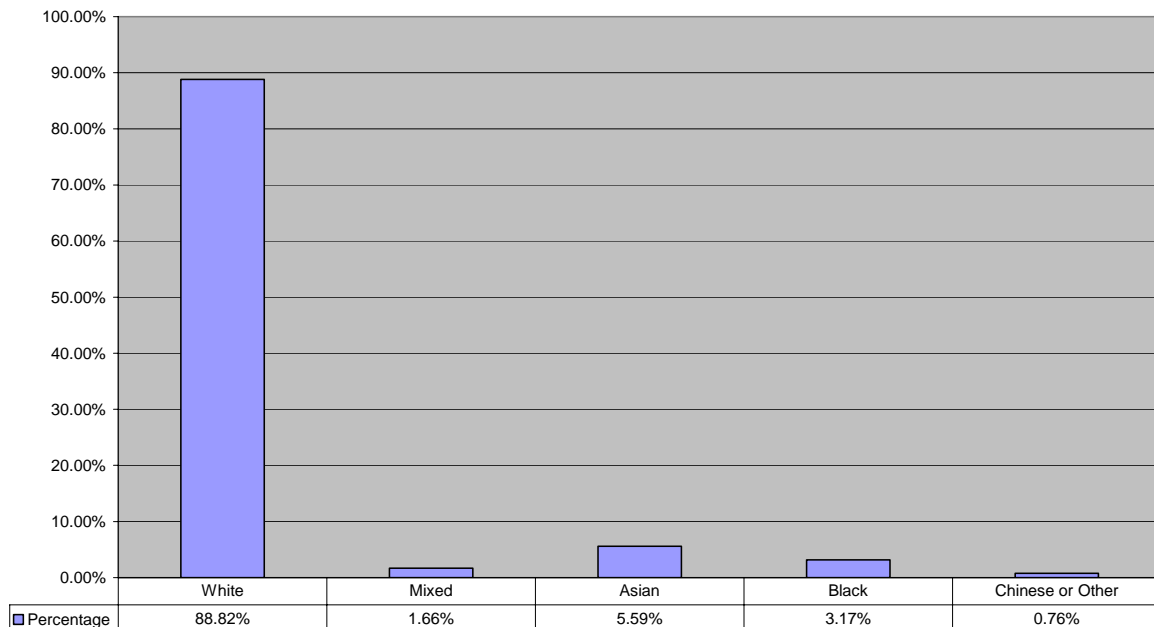


3.5 Ethnicity

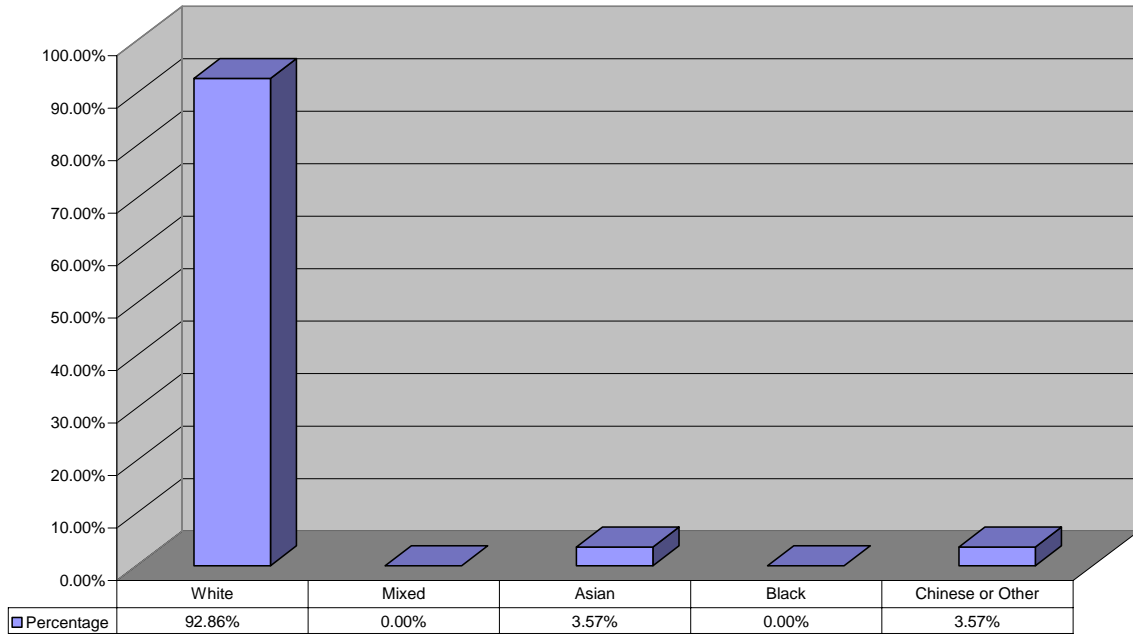
East Herts district applications reflect the overall ethnic breakdown for the district. However, current Census data is not necessarily representative of today's community. Since the last Census in 2001 there has been a large increase in Eastern European communities and this is not reflected in the data.

The data also suggests that candidates identifying themselves as White (which includes, white, white Irish and white other) are more successful at reaching appointment stage than those from Black and Minority Ethnic backgrounds. The proportion of applicants from white backgrounds is 88.82% however at appointment stage this raises to 92.86%.

Breakdown of Applicants by Ethnicity



Breakdown of Appointed Candidates by Ethnicity

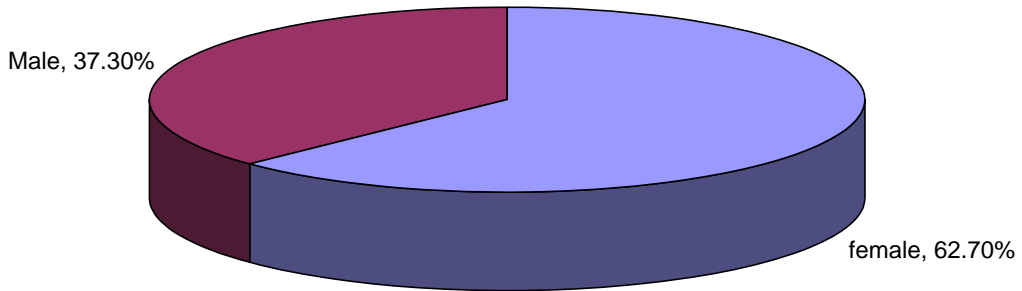


4 Employee Profile

4.1 Gender

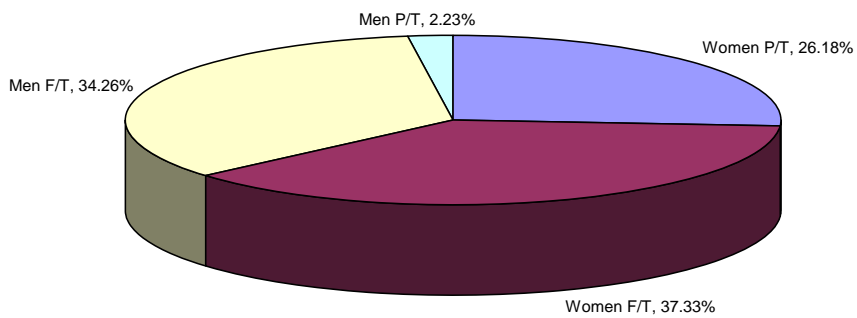
62.70% of employees are female compared to 37.30% male. This has remained relatively constant. In 2007/8 60% of staff were female and 40% male. This is consistent with national public sector outturns, where 65% of the workforce is women (source Economic and Labour Market Review 2007).

Staff Profile by Gender



The majority of part-time staff are female, this category account for 26.18% of staff against 2.23% for part-time male employees.

Gender Breakdown by Full Time/ Part Time

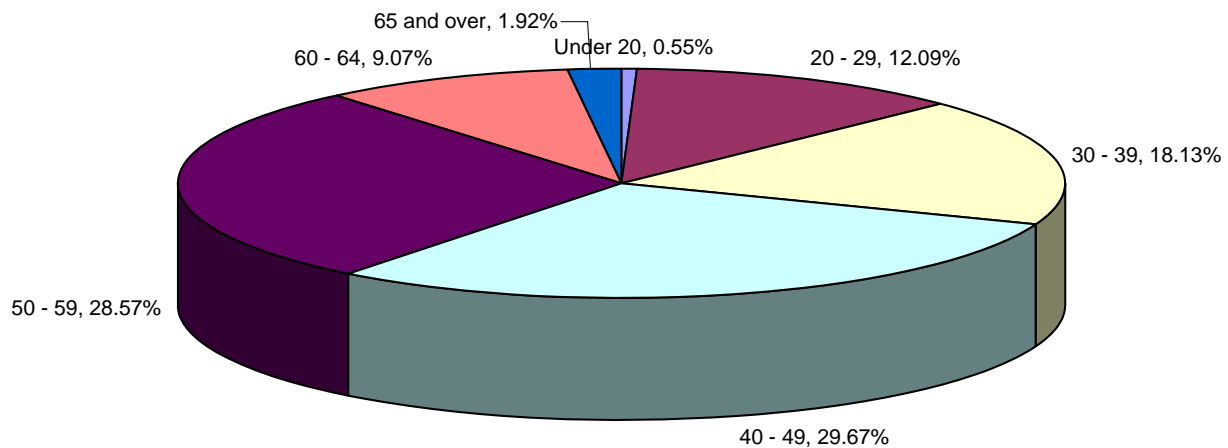


4.2 Age

The largest section of the Council's workforce is between 40 – 49 years old (29.67%) and overall nearly 60% of employees are between 40 and 59 years old. This suggests that the Council needs to consider succession planning.

The 20 – 29 age range accounts for only 12.09% of employees. The leaver's statistics (see

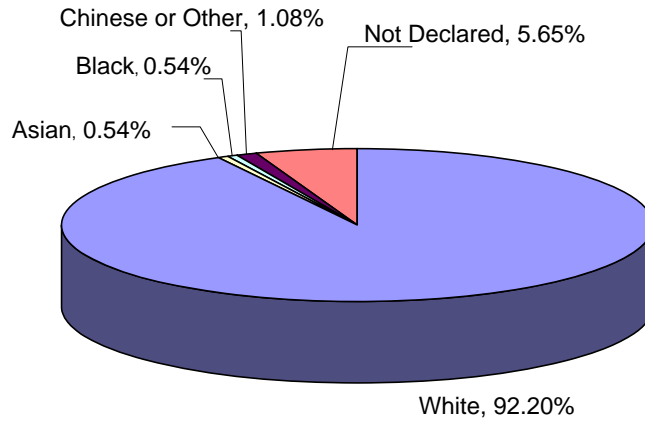
Staff Breakdown by Age



section 8) suggests that this section have been leaving the Council to pursue promotional opportunities. The statistics for 2008/9 do not fully take into account the changes made to career and training opportunities in the Council since the introduction of the Professional Career and Vocational Study policy. The effect of this will need to be monitored in the Equality and Diversity report 09/10.

4.3 Ethnicity

Staff Profile by Ethnicity



The majority of staff are of White ethnicity (this includes White British, Irish and White Other). This figure is comparable to the Census 2001 data for East Herts District which shows the local population are 94.4% White. However it should be noted that there have been changes in the makeup of the population since 2001 which are not captured in the Census data, for example the increase in people from Eastern Europe.

The Census show that the largest ethnic minority population in East Herts, excluding the Irish who have been included in the White statistics, is the Asian population at 0.6%. Therefore the Council is slightly under representative of this group with only 0.54% staff from Asian backgrounds.

As 5.65% of Council employees have not declared their ethnicity it is not possible at this stage to ascertain whether the Council is in line with the population of the district. However from the data available it would appear that the Council is reasonably representative.

4.4 Religion and Belief

This area has only been monitored by the Council for a few years. Consequently the details for new employees has been acquired through the Application Monitoring Form but the data for long standing employees has yet to be captured. It is therefore difficult to analyse this area of equalities as we currently only have religion and belief information for 17.85% of staff. Of these 17.85% of staff the vast majority, 61.76% have defined themselves as Christian. This is below East Herts District's population, where the Census shows that 75% identify themselves as Christian.

Further analysis will be possible for the next report as a data capture exercise in 2010/11 will ensure all the Council's monitoring data for staff is up to date.

5.0 Performance Management

In October 2008 the Council's Performance Development Review Scheme was revised. All employees should now receive an annual appraisal (PDR) and a mid-year review. The annual PDR reviews the previous year's objectives and for which the employee is graded (see below). New objectives for the year are set and any learning and developments needs identified.

- A Outstanding - performance/contribution consistently exceeds the requirements of the role
- B Performance/contribution sometimes exceeds the requirements of the role
- C Performance/contribution meets the requirements of the role
- D Performance/contribution is below the requirements of the role (development and support needed)

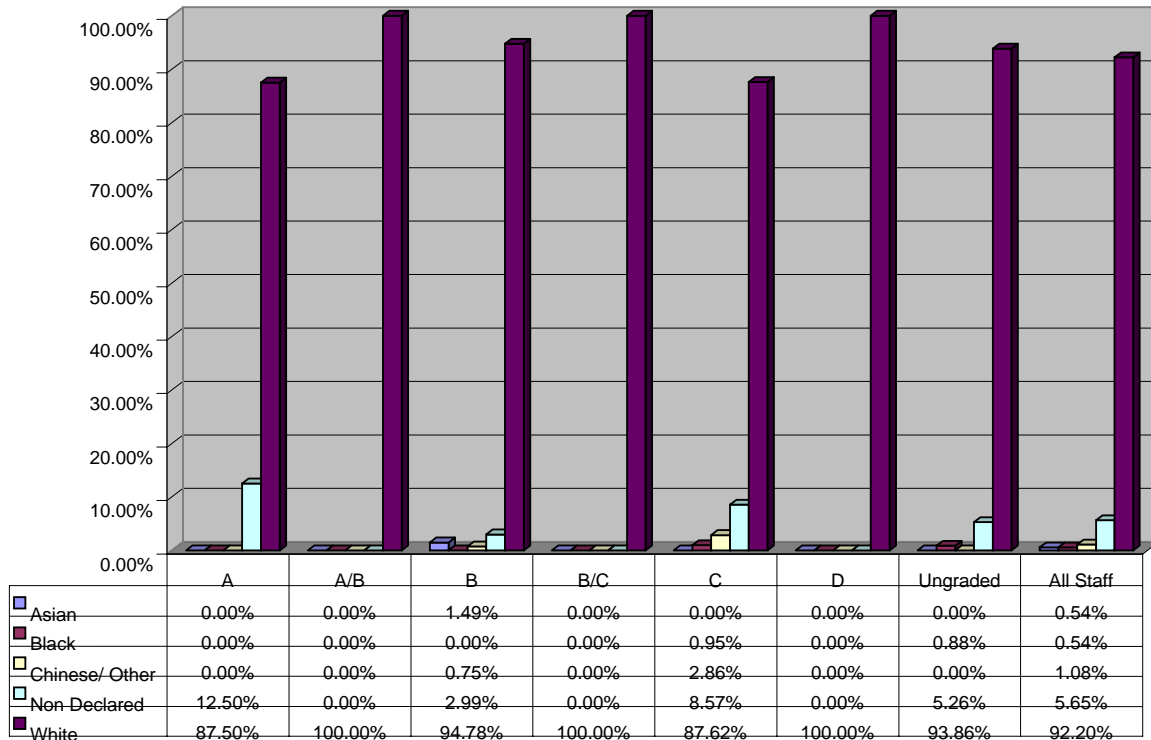
5.1 Ethnicity and PDR Grade

Of those staff receiving an A grade a larger proportion than the general staff profile where those than have chosen not to declare their ethnicity. All BME categories were underrepresented at this grade. BME staff were slightly overrepresented at the C grade compared to the overall staff profile.

The number of employees receiving an A/B, B/C or D grading is very small and therefore it would be difficult to draw conclusions from these results.

All PDRs are monitored by HR and a training programme to improve the quality of PDRs and Objectives will commence this autumn.

PDR Grade by Ethnicity

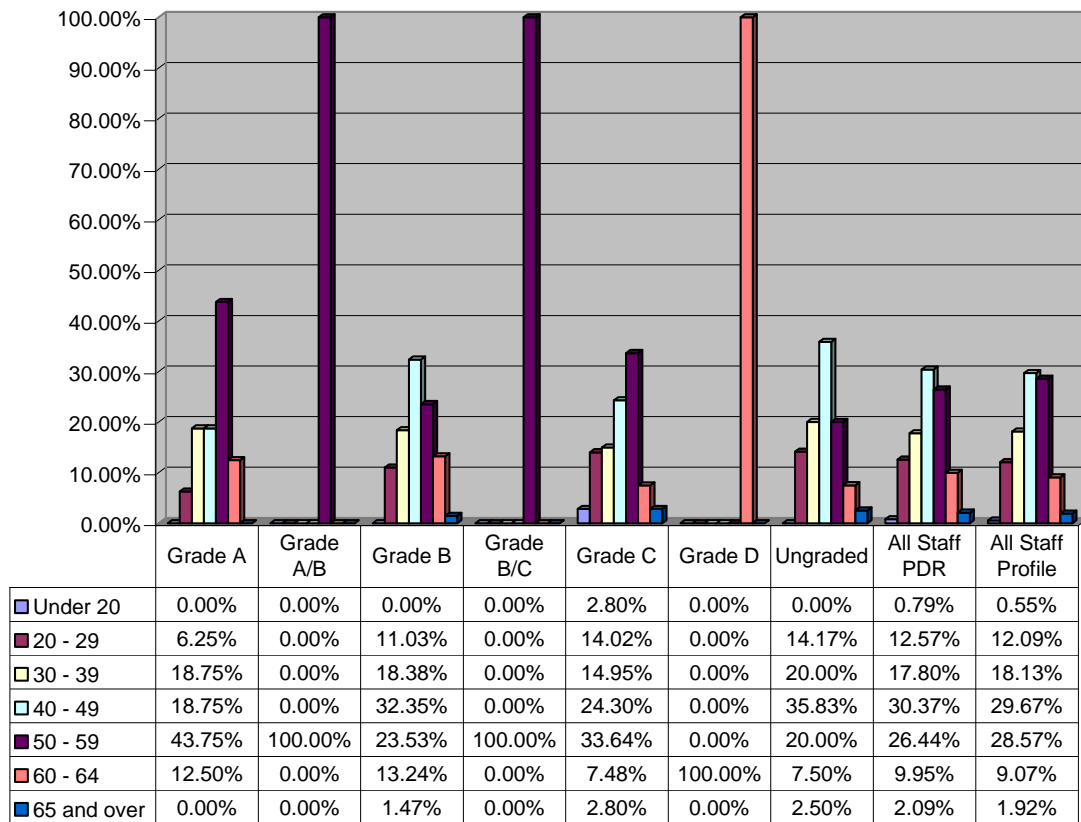


5.2 Age and PDR Grade

Overall the distribution of grades is quite consistent across the age bands. The main anomalies are in those grading with a very small number of employees, for example grades A/B, B/C and D. Due to the small numbers receiving these grades the data will appear skewed, however this is not symptomatic of further problems.

Staff between 50 – 64 are over-represented at Grade A. Training on conducting quality PDRs is being rolled out in 2009/10 and this will address the correct way to grade to ensure consistency across the Council.

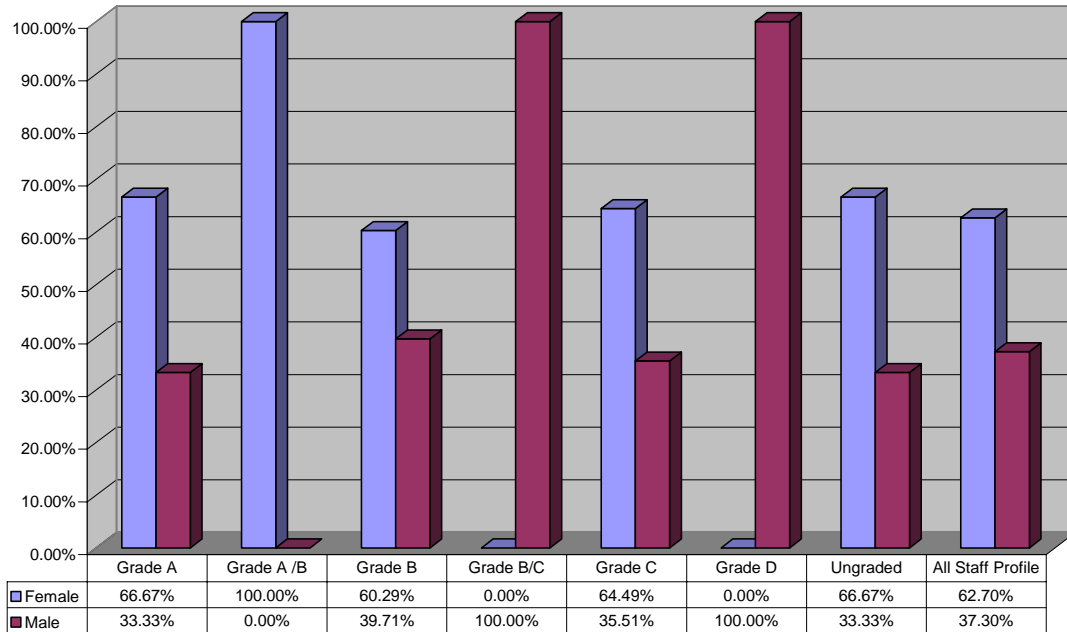
PDR Grade by Age



5.3 Gender and PDR Grade

Analysis reveals that the PDR grades are well representative when compared to the Council's staff profile. Once again the main anomalies appear when the sample size is very small and therefore does not produce clear statistical data.

PDR Grade by Gender



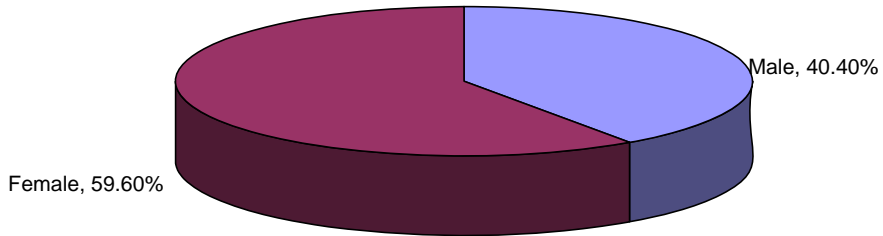
6 Training & Development

The data for training and development is based on staff attendance on in-house training courses and does not include formal/ professional qualifications for which an employee’s training is sponsored by the Council.

6.1 Training Attendees by Gender

Male staff are slightly better represented than female on training courses when compared to the Council’s staff profile. However there is not enough of a discrepancy for further investigation to be necessary at this stage.

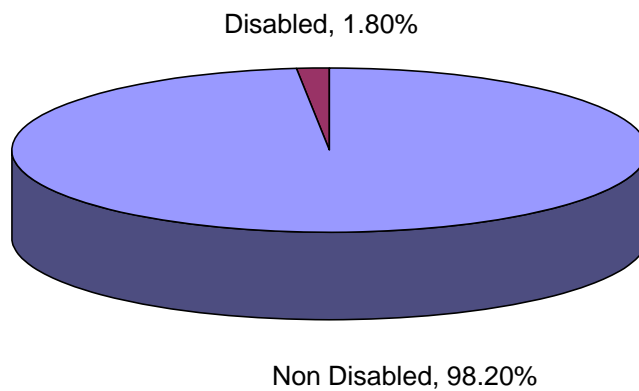
Training Attendees by Gender



6.2 Training Attendees by Disability Status

Disabled staff are under-represented when compared to the Council's staff profile. All training forms ask attendees to list any reasonable adjustments they require however it may be necessary to review current provisions to ensure they meet the needs of our disabled staff.

Training Attendees by Disability Status

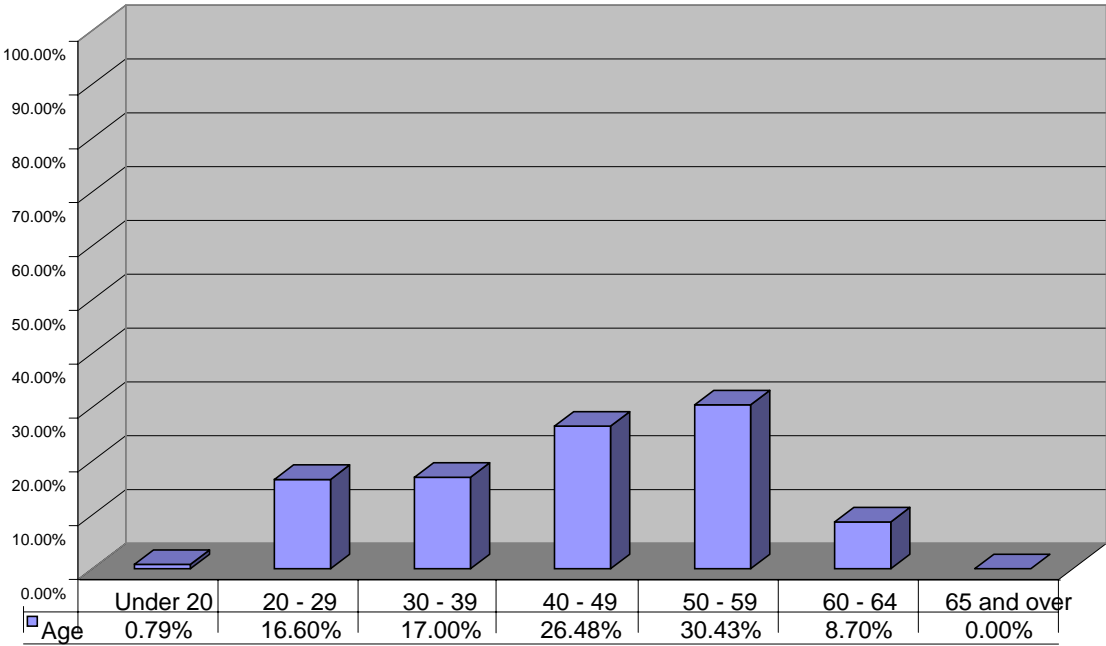


6.3 Training Attendees by Age

The youngest employees, those 29 or under are over-represented on training courses, 12.64% of employees are 29 or under however they make up 17.39% of training attendees. This trend is common and it tends to reflect that staff starting or developing their career take more advantage of training available to them.

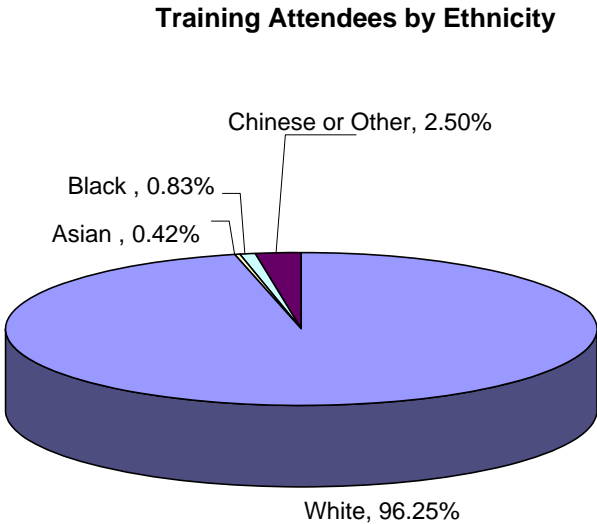
The most under-represented group for training is the 65 and over who, despite accounting for 1.92% in the staff profile, have no representation on training courses. This will be reviewed as it is important that all sections of the workforce are kept up-to-date with training where appropriate.

Training Attendees by Age



6.4 Training Attendees by Ethnicity

Of those attending training courses in 2008/9 96.25% were white, compared to 92.20% in the staff profile and 3.75% were BME, compared to 2.16% in the staff profile. These results appear to show both groups as over-represented because in the actual staff profile there were 5.65% of staff without a declared ethnicity. More up-to-date data is required to make a definite judgement however it would appear that the ethnicity breakdown of East Herts Council staff is reasonably well represented on training courses.



7 Disciplinary Action and Grievances

The number of disciplinary and grievance cases is very small and therefore the outturns are not representative of the Council's staff profile.

Those involved in disciplinary cases were all white, non-disabled. They were 50% female and 50% male, 50% Christian and 50% unknown religion/belief. The group fell into two age bands with 50% aged between 40 – 49 and 50% aged between 60 – 64.

The profile of those who took out grievances was 100% male, white, non-disabled and of unknown religion/belief. They also fell into two age bands with 50% aged between 40 – 49 and 50% aged between 60 – 64..

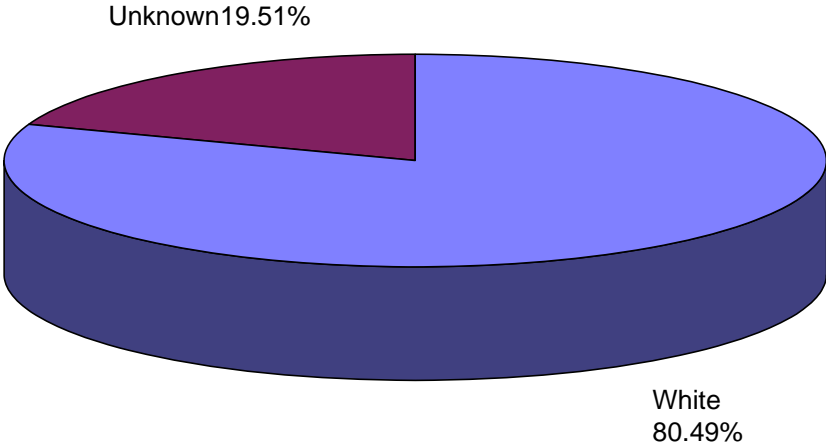
Given the small sampled size and the fact that these profiles account for a large number of our staff profile this breakdown does not seem unreasonable. The Council has clear guidance in its Equality and Diversity Policy, Disciplinary Policy, Grievance Policy and Harassment and Bully Policy to ensure there is no discrimination within the Council. Staff undergoing disciplinary action or submitting grievances will be continue to be monitored, however there is currently no evidence, through monitoring, staff survey or feedback to suggest that any one group is being disadvantaged.

8 Leavers

8.1 Leavers by Ethnicity

Nearly one fifth of leavers were of unknown ethnicity and all those whose details are known declared themselves to be White. It is therefore difficult to assess whether the group is representative of the Council as a whole. The updating of monitoring data for all staff will ensure that this data is more complete in the future.

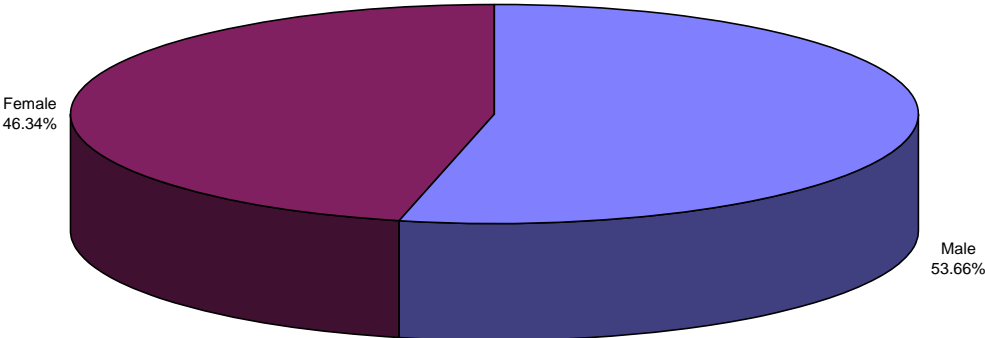
Leavers by Ethnicity



8.2 Leavers by Gender

The percentage of male leavers is far higher than the percentage of male staff, 53.66% against 37.30%, a significant difference. A large proportion of this year's leavers were from Environmental Services and Planning and Building Control, areas which historically have a higher proportion of male to female staff. This may account for an un-representative number of male leavers when compared to the overall staff profile. As outlined in the Turnover Report for 2008/9 analysis of the reasons for leaving shows there does not appear to be any particular cause for concern in any service, however the situation will be monitored to ensure this is the case.

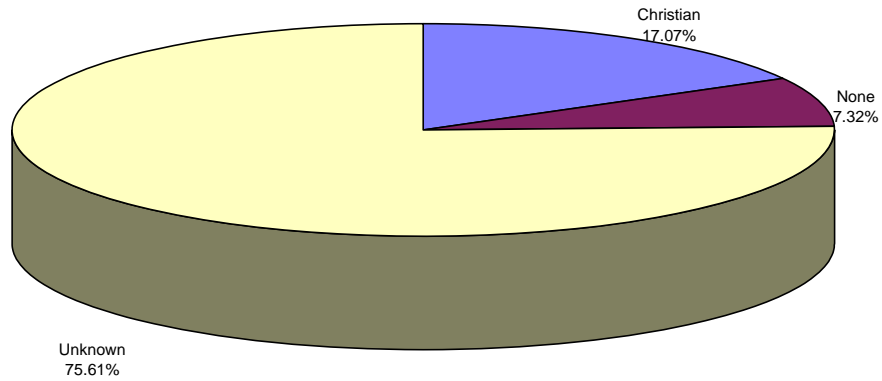
Leavers by Gender



8.3 Leavers by Religion and Belief

As with ethnicity it is difficult to assess how this compares to the overall staff profile due to the large percentage of unknowns. When the monitoring data is updated it will be necessary to address why a large proportion of our workforce chose not to provide certain data.

Leavers by Religion and Belief

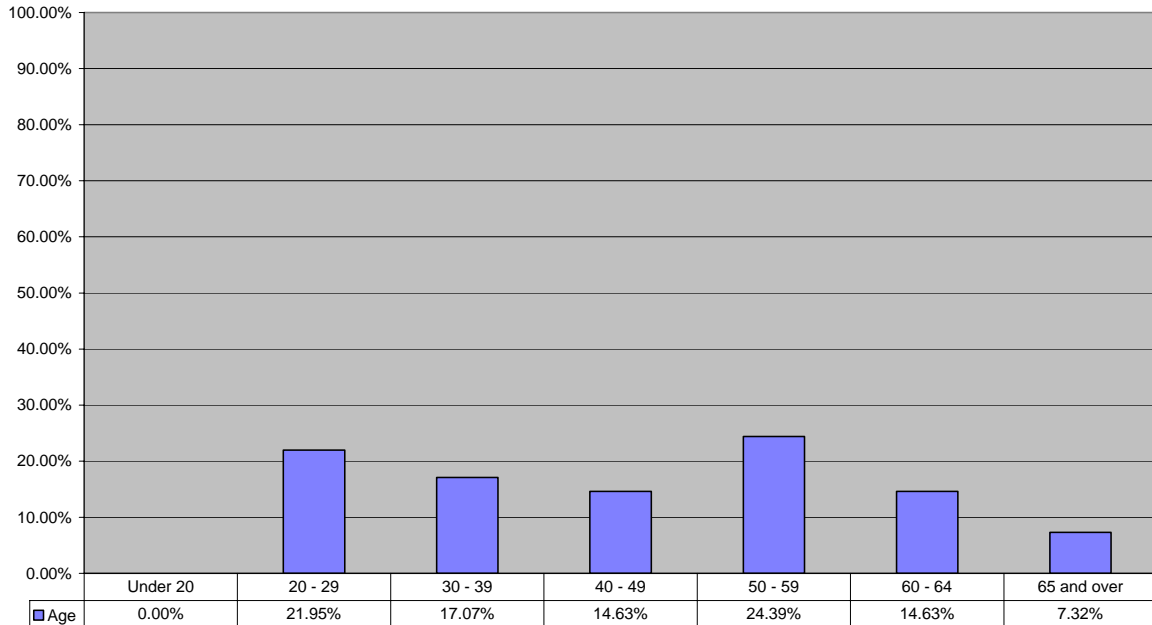


8.4 Leavers by Age

Staff over 60 are over-represented amongst the leavers compared to the general staff profile. This is to be expected as, at this age staff are retiring and although some remain within the Council the majority chose retirement.

Staff in the 40 – 49 age band are under-represented amongst leavers with 14.63% against a staff profile of 29.67%. This may be due to good career options for the more experienced staff looking to progress within the Council. Another factor is this age band has a large proportion of long servicing employees who have chosen to remain within the Council and do not change jobs as regularly as those that are younger.

Leavers by Age



9 Equality Impact Assessments and Other Initiatives

- 9.1 The Council is currently going through a programme of Equality Impact Assessments. All current HR policies are being reviewed and assessed to ensure there are no adverse effects on any of the equalities groups.
- 9.2 Human Resources are part of the Council's Equalities Officers Group and which is assisting with the implementation of the Equalities Action Plan.
- 9.3 East Herts has recently signed up to the Work Solutions initiative which provides work experience for those with physical and learning disabilities and those on income support trying to return to work.

10 Recommendations

- 10.1 Working with Manpower the Council will need to address the return rate and completion rate of application monitoring forms.
- 10.2 The introduction of monitoring forms for corporate training courses to allow clearer analysis of those attending and ensure any issues can be addressed.
- 10.2 The Council's duties are reviewed in line with the Single Equality Act 2009. This is currently out for consultation.

10.3 Employees are requested to update equalities monitoring data in 2010/11 to ensure data is captured ready for the new HR System in 2011.