

East Herts Council

EQUALITY AND DIVERSITY REPORT

1 APRIL 2012 – 31 MARCH 2013

1 Summary

This report provides a detailed analysis of the workforce, by the protected characteristics of the Equality Act 2010. The Council is committed to comply with the Equality Act across all its services and continues to increase awareness and understanding through its policies, training and staff groups.

This report provides a detailed analysis of the available monitoring data for 2012/13.

2 Background

The Equality Act (2010) consolidated the legislation for groups protected by previous equalities legislation. Everyone has the right to be treated fairly and the Equality Act protects people from discrimination on the basis protected characteristics

Protected characteristics include; age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation.

The Equality Act 2010 (Specific Duties) Regulations 2011 require public sector bodies with more than 150 employees to publish data on equality in their workforces annually.

The information presented in this report is drawn from a number of sources including;

HR Information System
Office for National Statistics
Census 2011

3 Recruitment

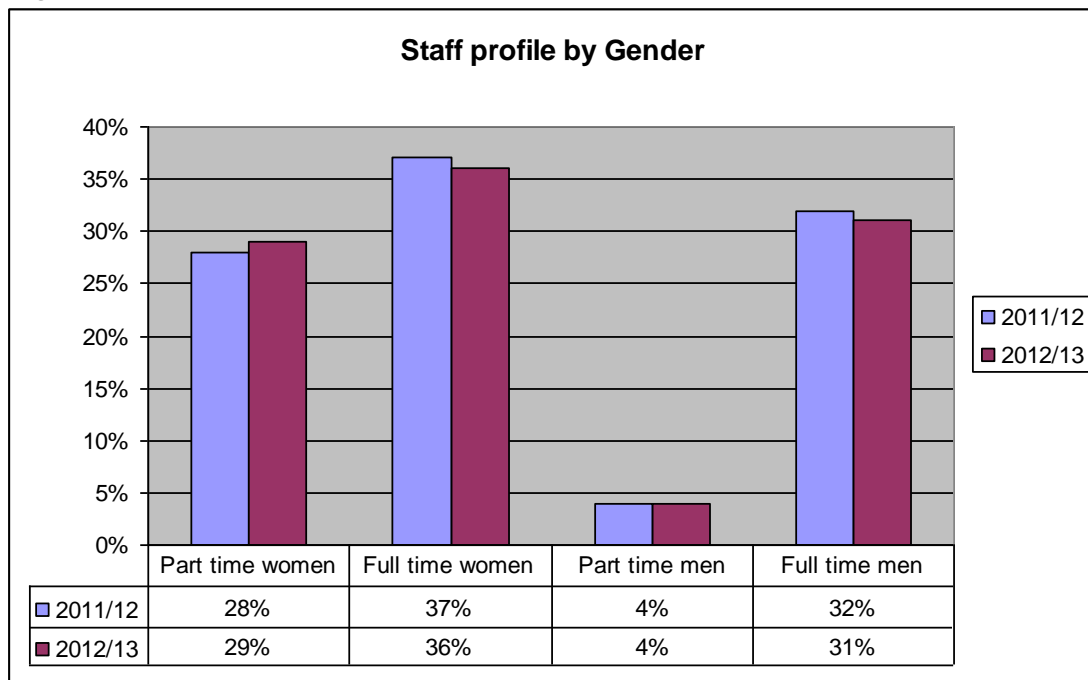
The Council’s recruitment services were outsourced to Manpower on 1 April 2009. This contract was terminated at the end of March 2013. Manpower have confirmed that due to the contract ceasing, they are unable to provide any data in reference to the Equalities monitoring, therefore this section has been omitted from the report.

4 Staff Profile

4.1 Gender

Figure 6 compares the Council’s gender profile with that of the East of England’s working population. The Council has a much greater proportion of women employees (65%) than the region (46%). This is true for both in full-time and part-time work. The flexible working options offered by Councils often attract female employees who may have caring commitments. The ratio of female to male workers at the Council has remained consistent over the last few years. There has been a slight increase in the number of part-time workers.

Figure 6

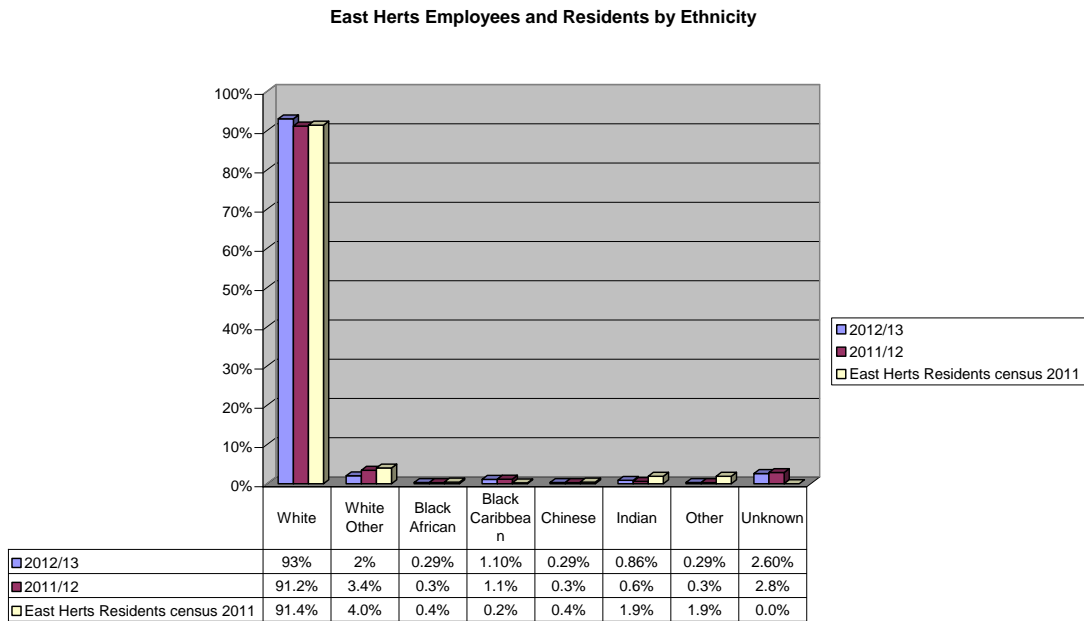


4.2 Ethnicity

Figure 7 compares the Council’s staff profile with that of the District’s population (Census 2011). Both the Council and the District are predominately white although the Council’s profile is 93% against 91.4%.

The Black and Minority Ethnic (BME) population of the district is 4.83% compared to the Council where 5% of the workforce identify as BME. All sections of the District’s BME Communities remain represented within the Council.

Figure 7



4.3 Age

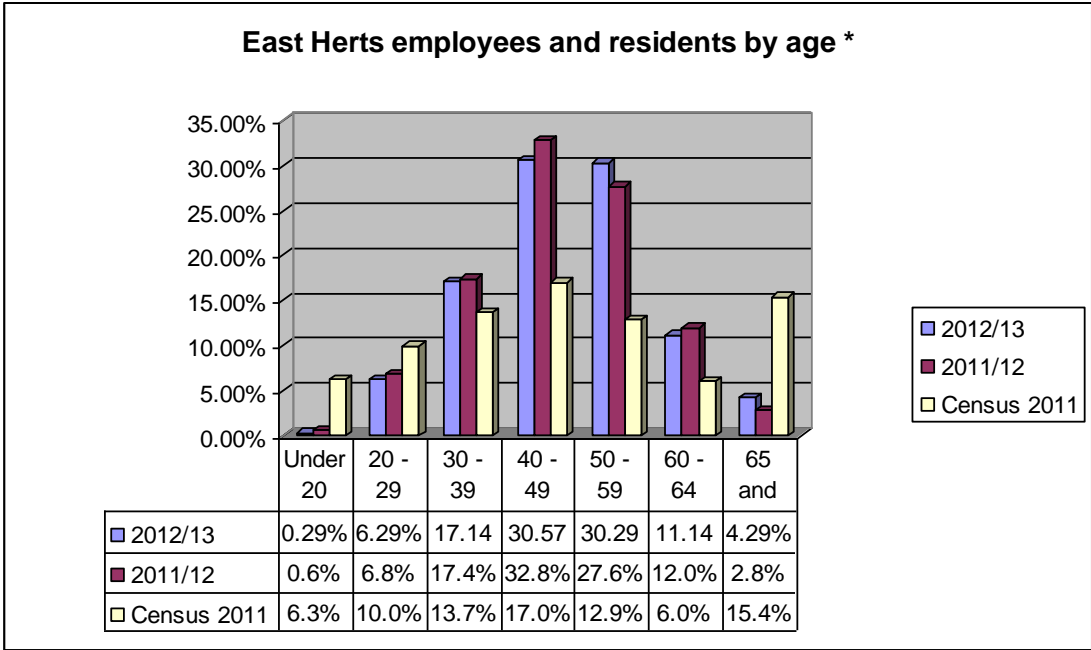
Figure 8 compares the staff profile by age with the age of East Herts residents.

The largest proportion of the workforce within the 40 -49 age range (30.57%). This broadly reflects the district. The majority of residents are over 40 and the largest group of economically active residents are in the 40-49 age range (17.0%)

Since the removal of the Default Retirement Age in those in the 65+ age group continue to increase (2.8% in 2011/12 to 4.29% in 2012/13).

The Council’s apprenticeship schemes and work with the JobCentre Plus has resulted in a slight increase in those in the under 20 age group.

Figure 8

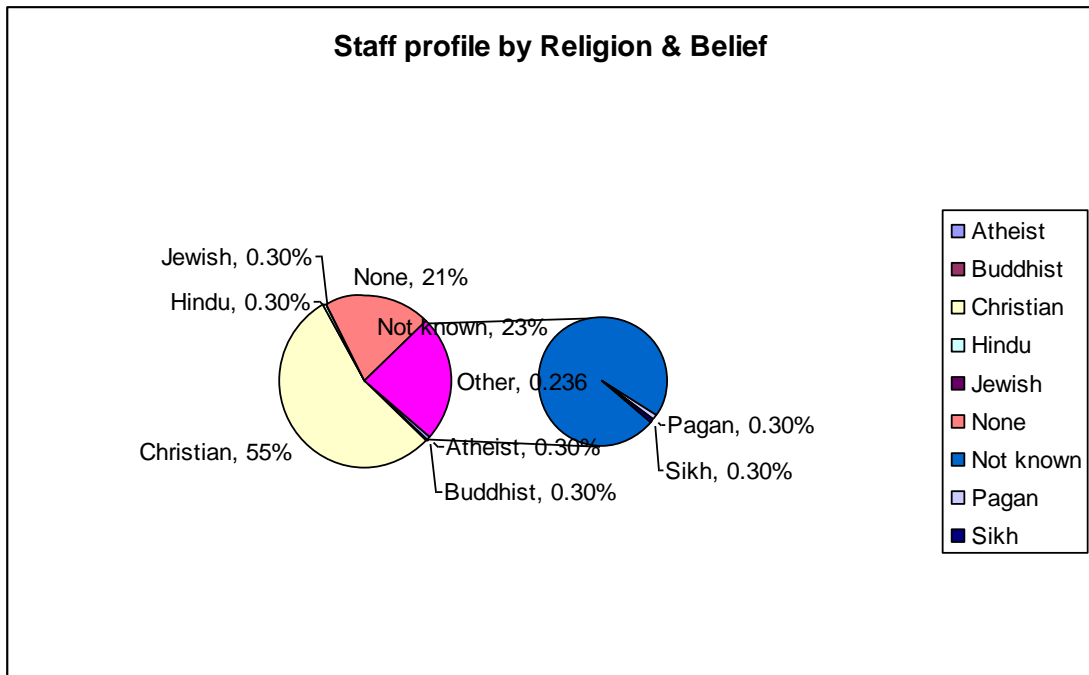


*Census data quoted in the Under 20 category is for the 15 – 19 age bracket as the younger age brackets are not economically active

4.4 Religion and Belief

Figure 9 outlines the religions and beliefs of the Councils workforce.

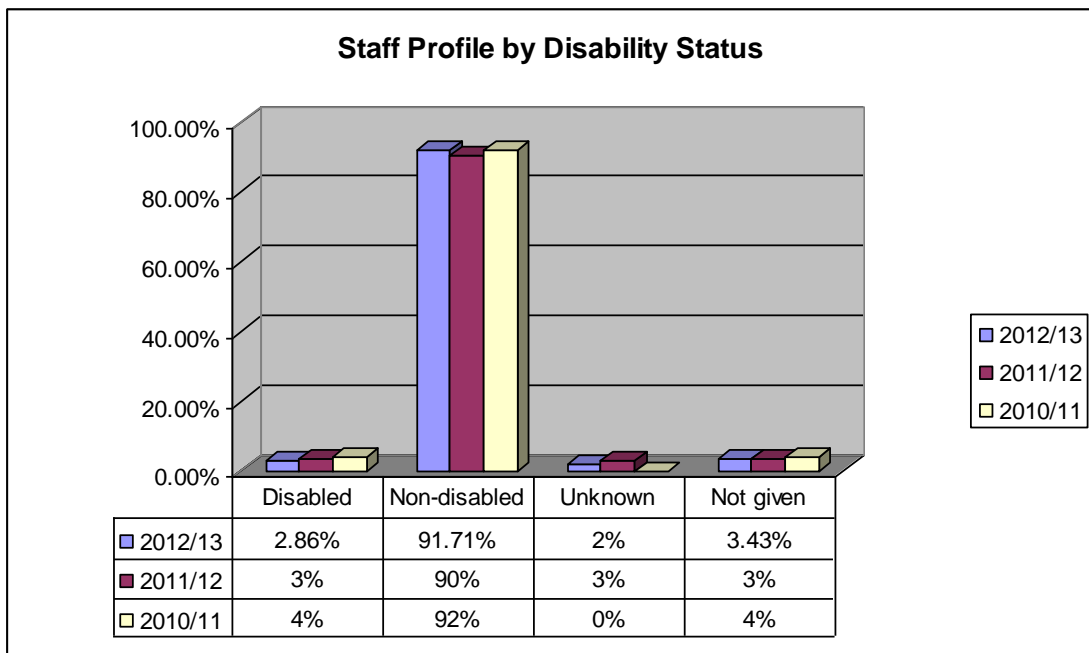
Figure 9



4.5 Disability Status

Figure 10 details the staff profile by disability status. The current outturn is 2.86%.

Figure 10

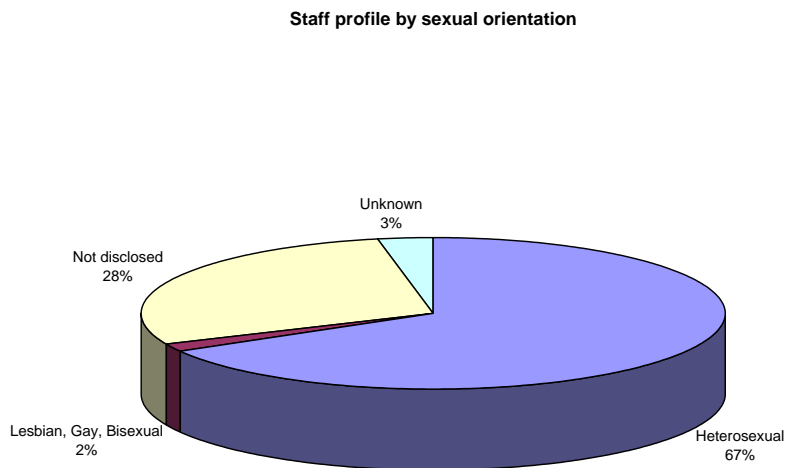


4.6 Sexual Orientation

As part of the data cleanse exercise in 2011 employees were asked to declare their sexual orientation or tick the ‘prefer not to say’ option. Staff responded well to the request with a 97% return rate. There has been no change to this information for the current year being analysed.

2% of the Council’s workforce indentify as LGB (Lesbian, Gay, Bisexual). The government estimates that between 5% - 7% of the UK population are Lesbian, Gay or Bisexual.

Figure 11



5 Performance Management

The Council’s performance management scheme was reviewed in 2011 and now has five grades:

Exceptional - Performance/contribution consistently exceeds the requirements of the role and all objectives are achieved.

Exceeding Expectations - Performance/contribution on occasion exceeds the requirements of the role and all objectives are achieved.

Meeting Expectations - Performance/contribution meets the requirements of the role and objectives are achieved.

Opportunity for Improvement - Performance/contribution is occasionally below the requirements of the role (some development and support needed).

Immediate Improvement Required - Performance/contribution is consistently below the requirements of the role and immediate improvement is required (development and support needed and being formally managed under the Managing Performance Policy).

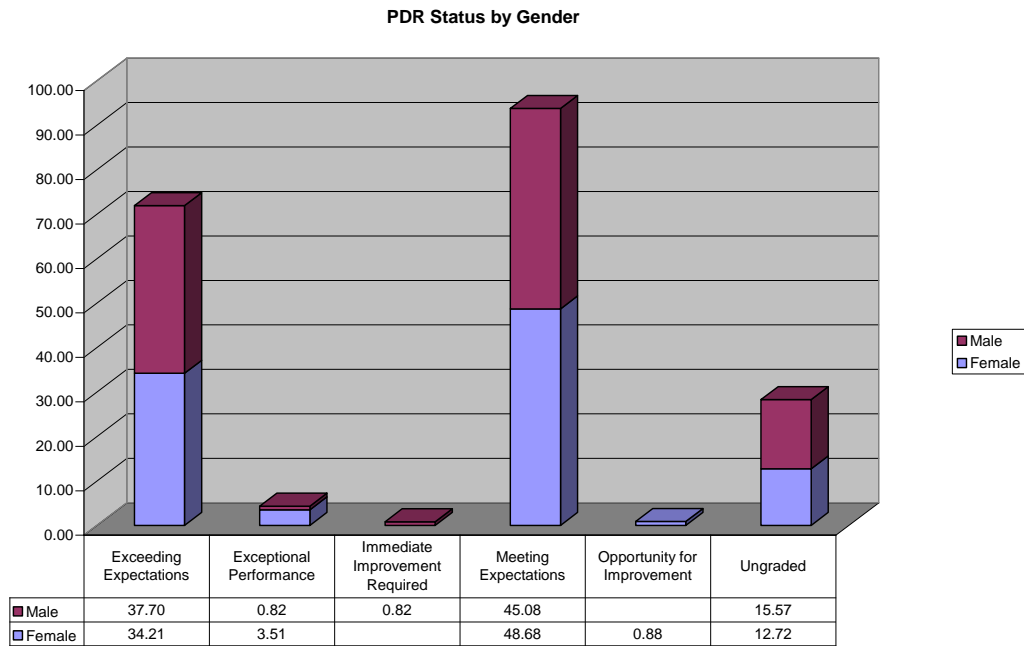
All employees should receive an annual performance development review (PDR) in December/ January and a mid-year review. The data in this section is based on the PDRs completed in December/ January 2012/13.

One employee received the ‘Immediate Improvement Required’ grading in 12/13.

5.1 Gender

The meeting expectations grade, which is the rating most employees are expected to achieve, is perfectly representative of the Council’s workforce. Women are over represented in the ‘exceptional performance’ grading and men are over represented in the ‘Opportunity for improvement’ grading.

Figure 12



* Values expressed as a percentage %

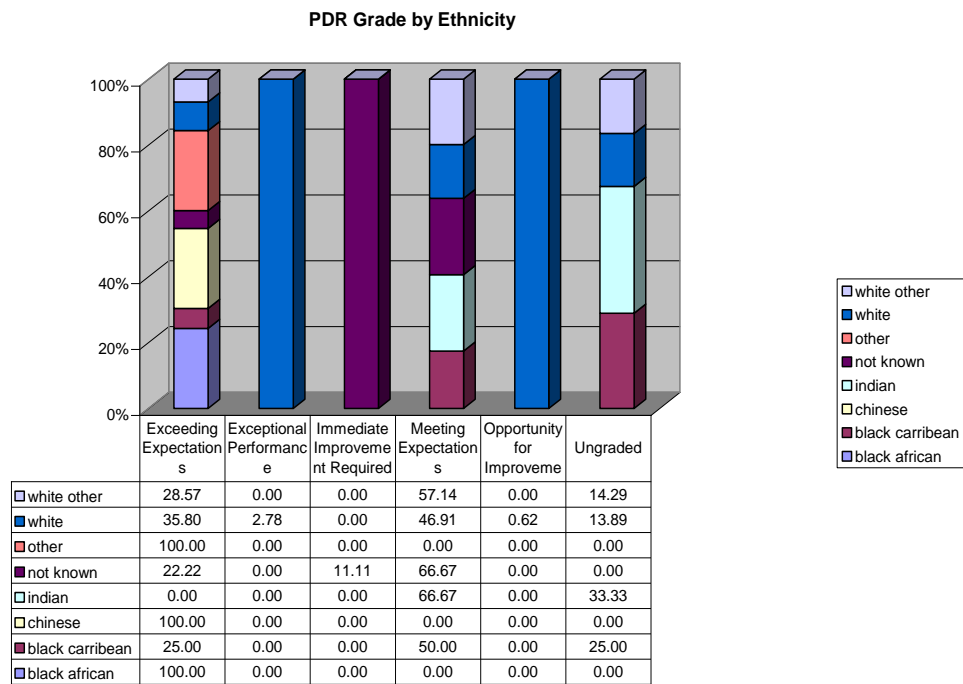
A number of employees have not received a grade. This is for a variety of reasons and the ‘ungraded’ category includes new starters, those on maternity of sick leave and those employees who’s PDRs were not returned to Human Resources on time.

5.2 Ethnicity

Overall the outturns for 2012/13 follow a similar pattern to those in the 2011/12 report.

Once again the ‘Meeting Expectations’ grade, which most staff achieve is broadly reflective of the staff profile. The ‘exceptional performance’ grading was solely achieved by white employees but the small sample size may explain the outturn.

Figure 13

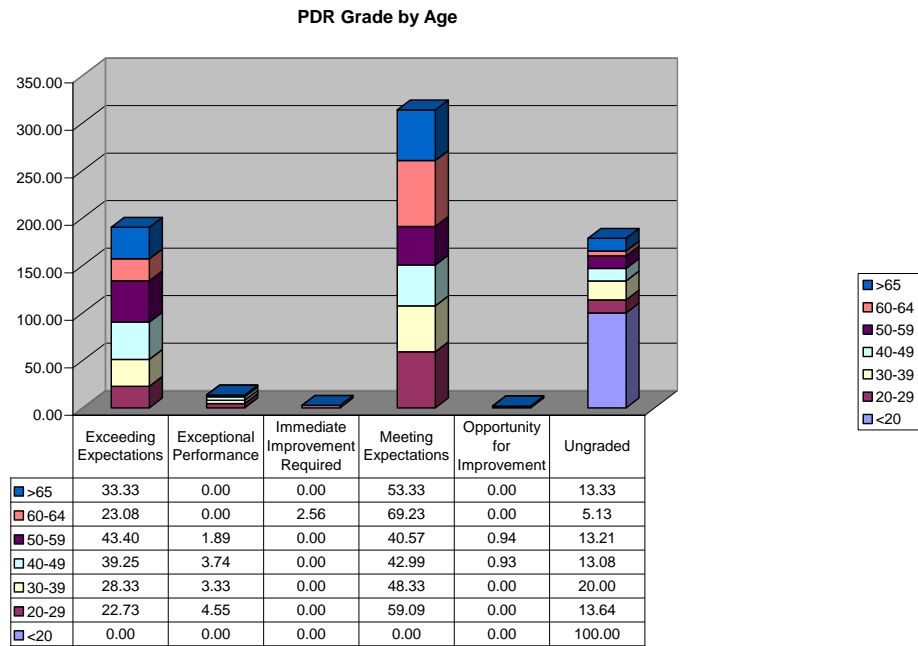


* Values expressed as a percentage %

5.3 Age

Overall the distribution of grades is reasonably consistent across the age bands. The percentage of staff receiving Exceptional Performance and Opportunity for Improvement grades is relatively low and this is why the data appears more concentrated around certain age bands in these grades. However in general the pattern is the same, with a more reflected spread around the common grades and more concentrated age groups receiving the highest and lowest grades.

Figure 14

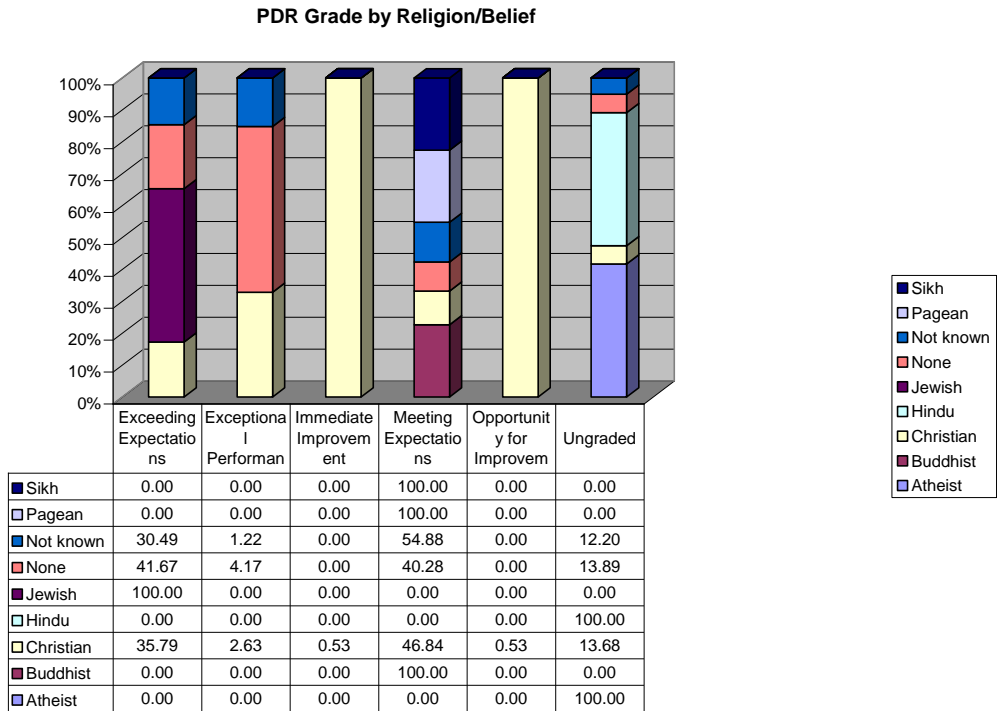


* Values expressed as a percentage %

5.4 Religion & Belief

In general the percentages of staff are reflective of the staff profile, which is consistent with 2011/12. It is difficult to fully analyse the data as 30% of staff chose not to share their religion or belief. However the data does not give cause for concern.

Figure 15

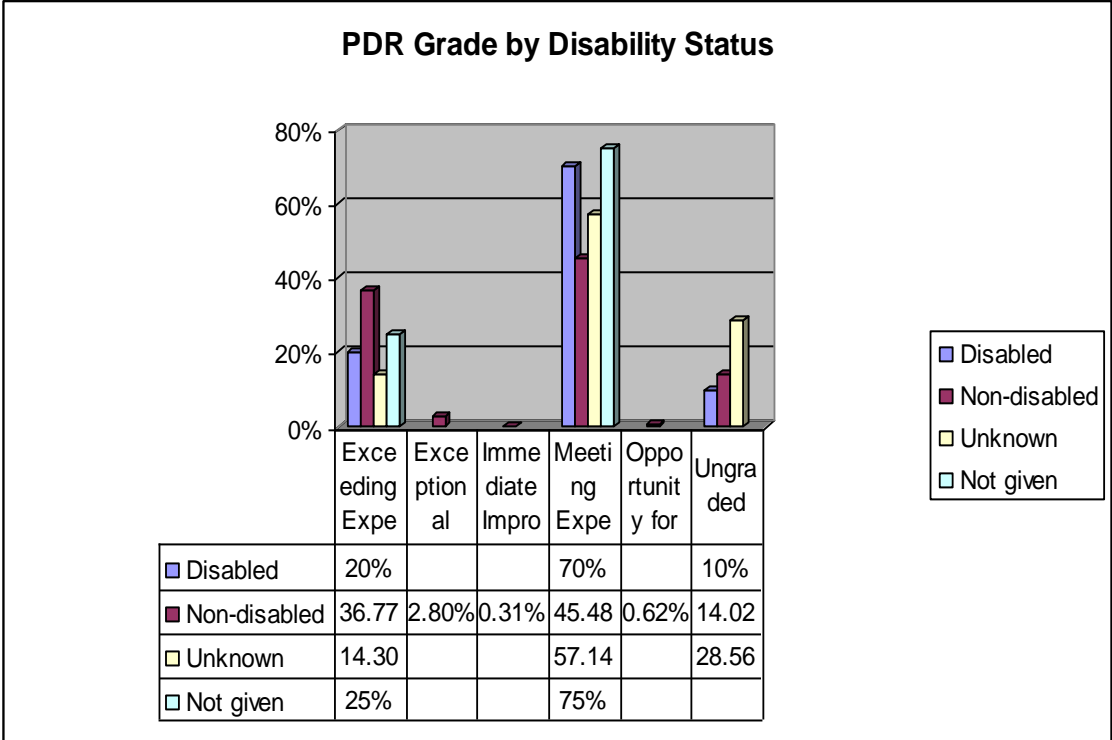


* Values expressed as a percentage %

5.5 Disability Status

The outturns are reflective of the staff profile.

Figure 16



6 Training

The data for training and development is based on staff attendance on in-house training courses. Overall figures 17 – 21 show that training attendees are broadly reflective of the overall staff profile.

Figure 17 shows that since the last report, men have taken up more training than the previous year (From 27% to 34%)

Figure 22 shows the breakdown of training attendees by full-time/part-time status.

Figure 17

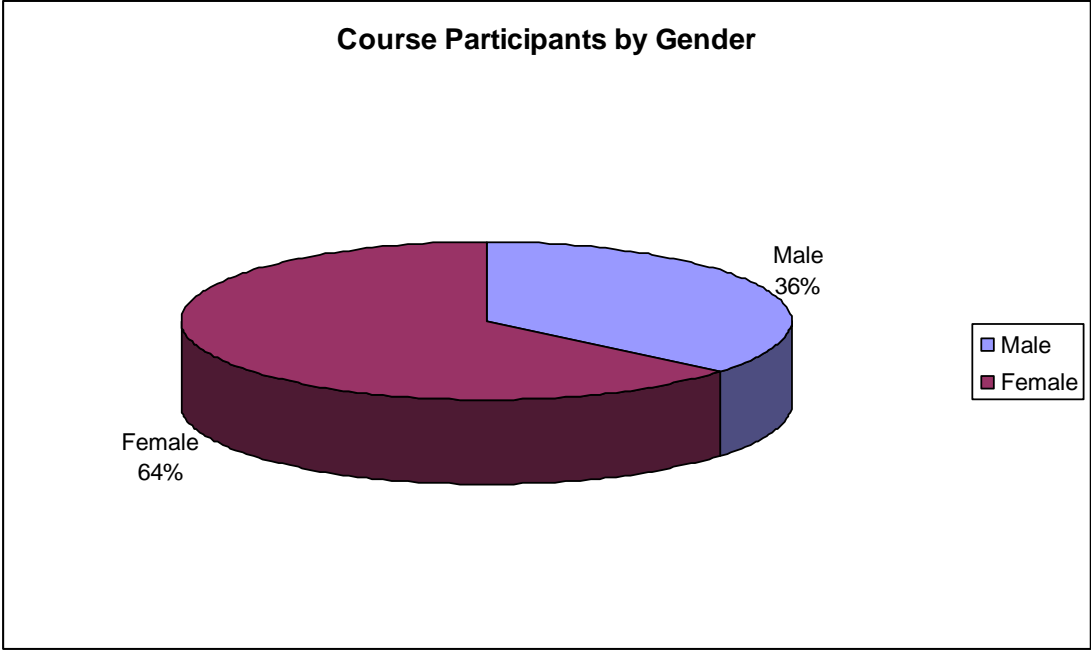


Figure 18

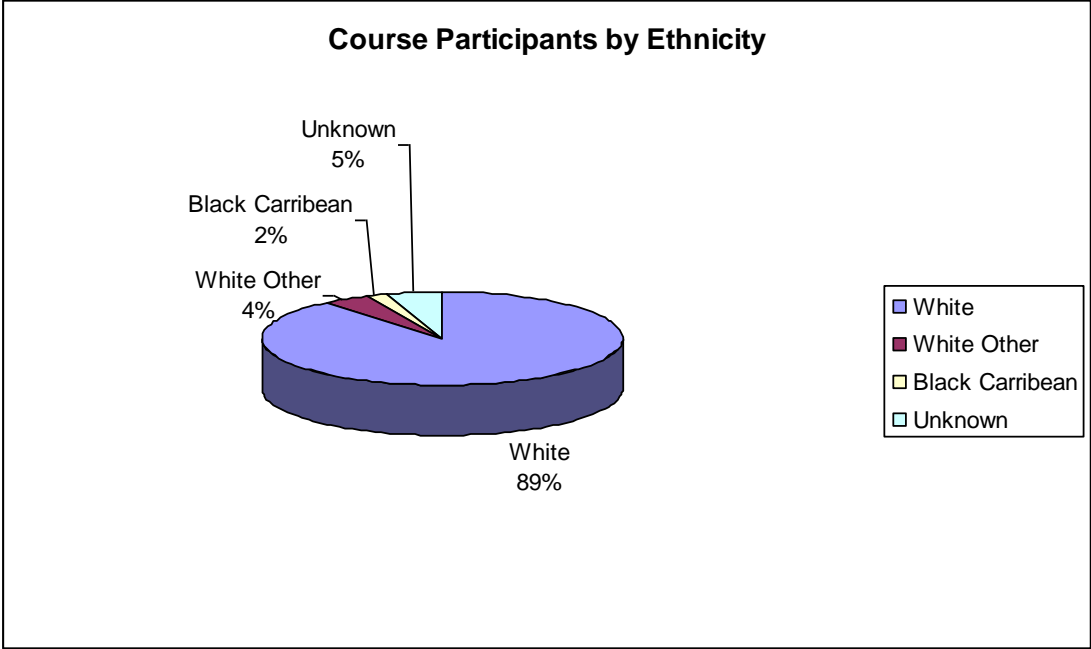


Figure 19

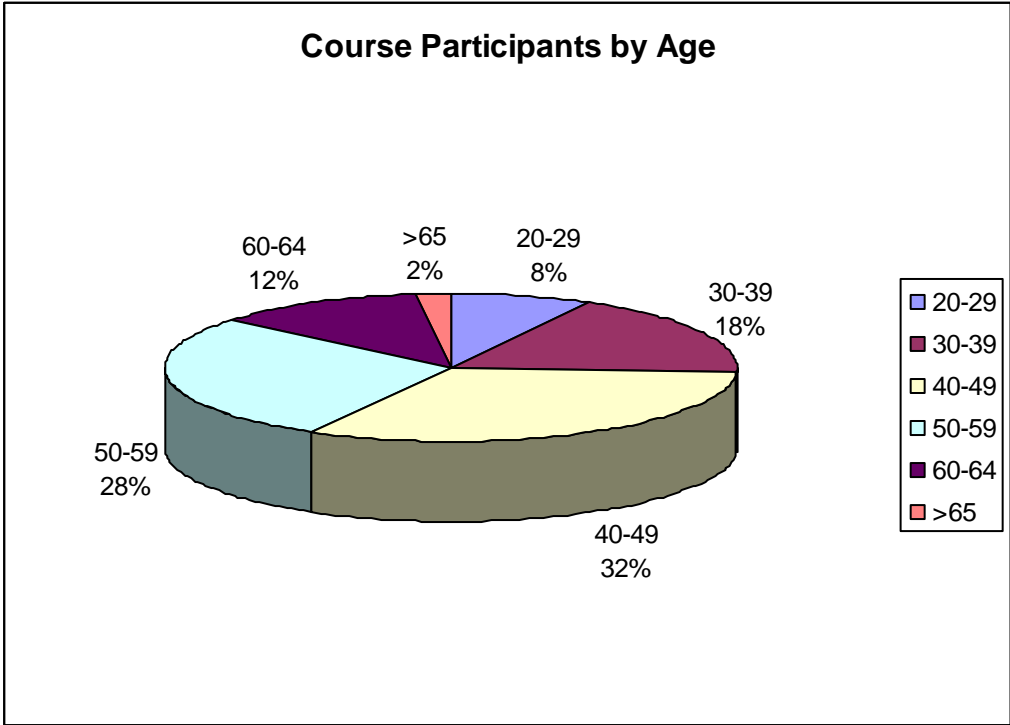


Figure 20

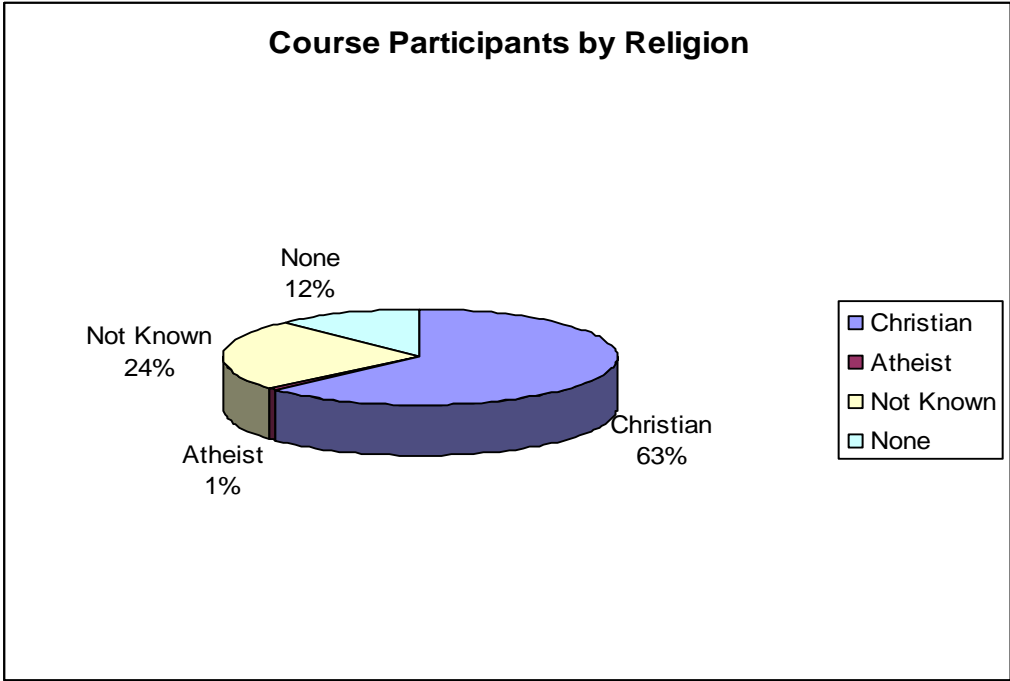


Figure 21

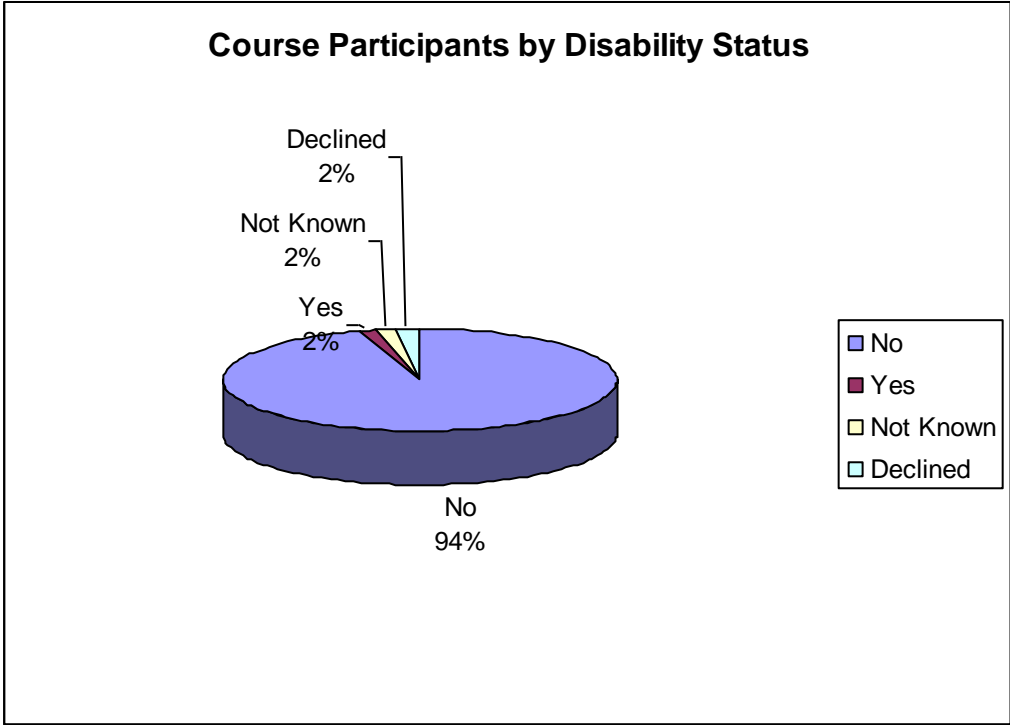
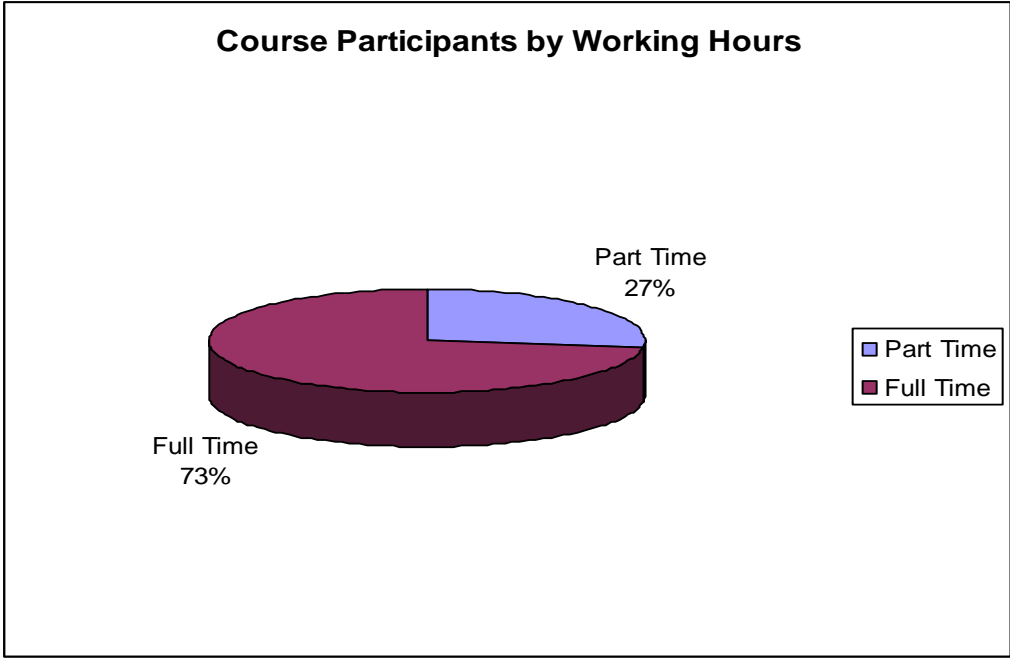


Figure 22



7 Disciplinary & Grievance

The number of disciplinary and grievance cases in 2012/13 were very small and therefore are not representative of the staff profile.

The profile of those who took out grievances was 100% male, which was the opposite of last year, they were white, non-disabled and within the 40-49 and 60-64 age group.

Of those who were disciplined there were 100% were male.

The Council has clear guidance in its Equality and Diversity Policy, Disciplinary Policy, Grievance Policy and Harassment and Bullying 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

This section details leavers (both compulsory and voluntary) by gender, ethnicity, age, religion and belief, disability status and sexual orientation. Some categories (for example disability) are reflective of the staff profile, whereas others are less so (gender). Where the percentages below are not reflective of the staff profile this is may due to the small sample size or other factors. For example the percentage of leavers in the 60 – 64 and 65 and over age brackets are far greater than the percentage of employees of within these groups. However as many staff choose to retire at this point this overrepresentation is expected.

Figure 23

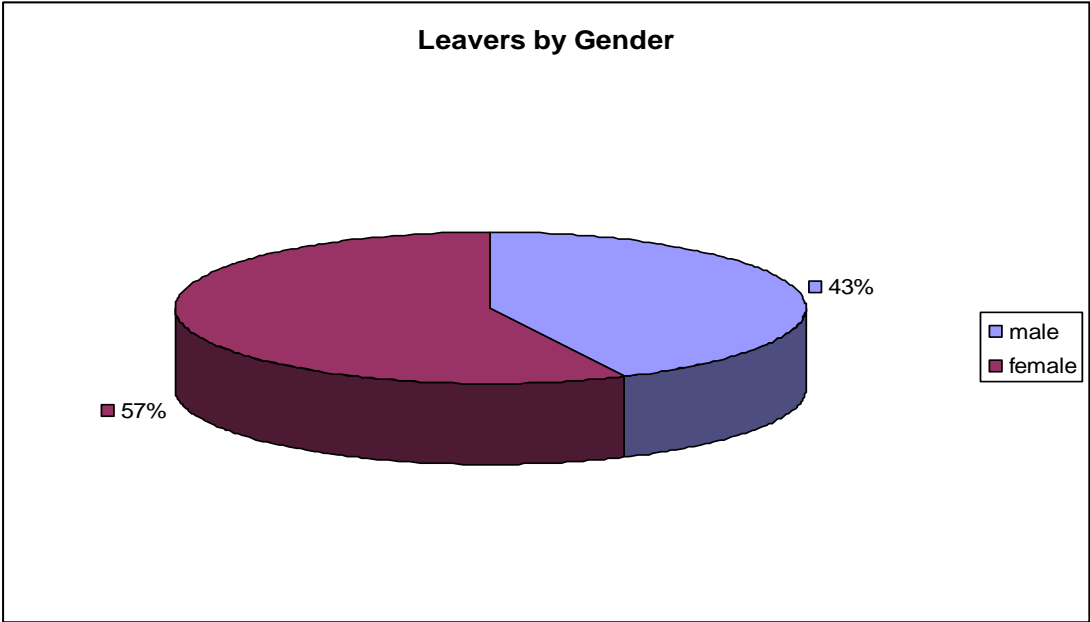


Figure 24

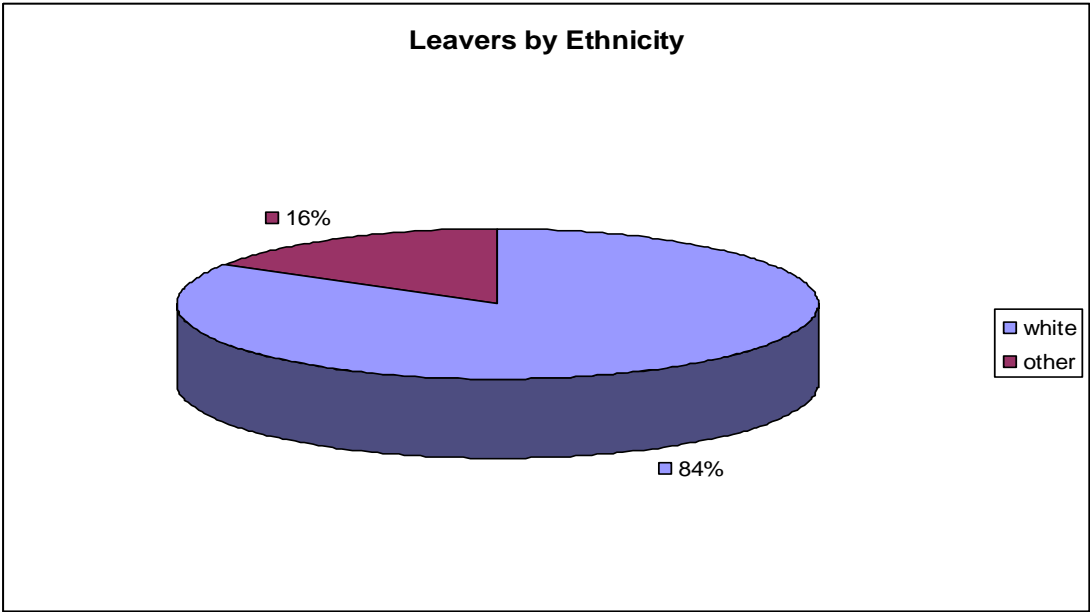


Figure 25

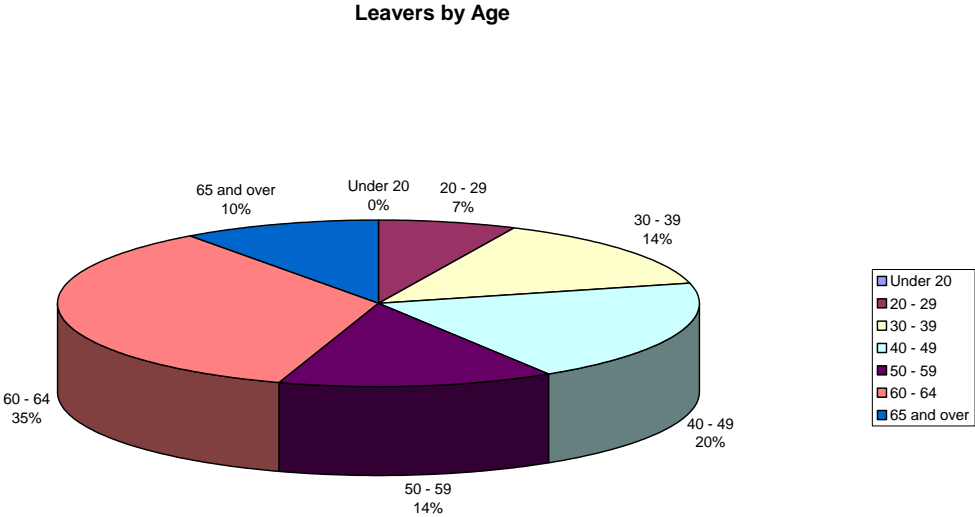


Figure 26

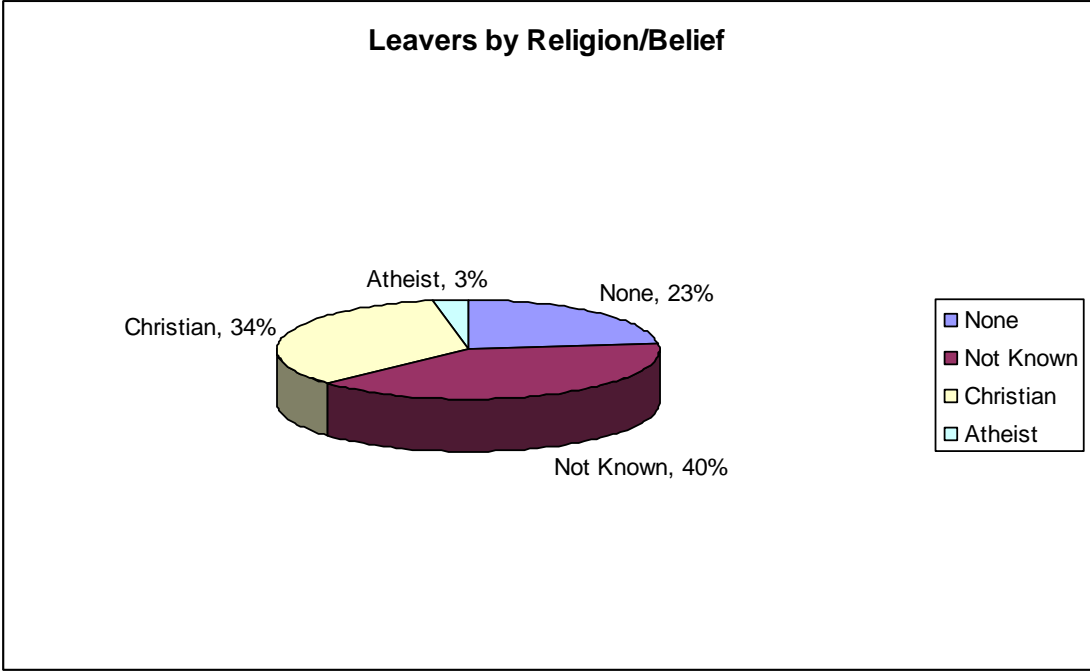
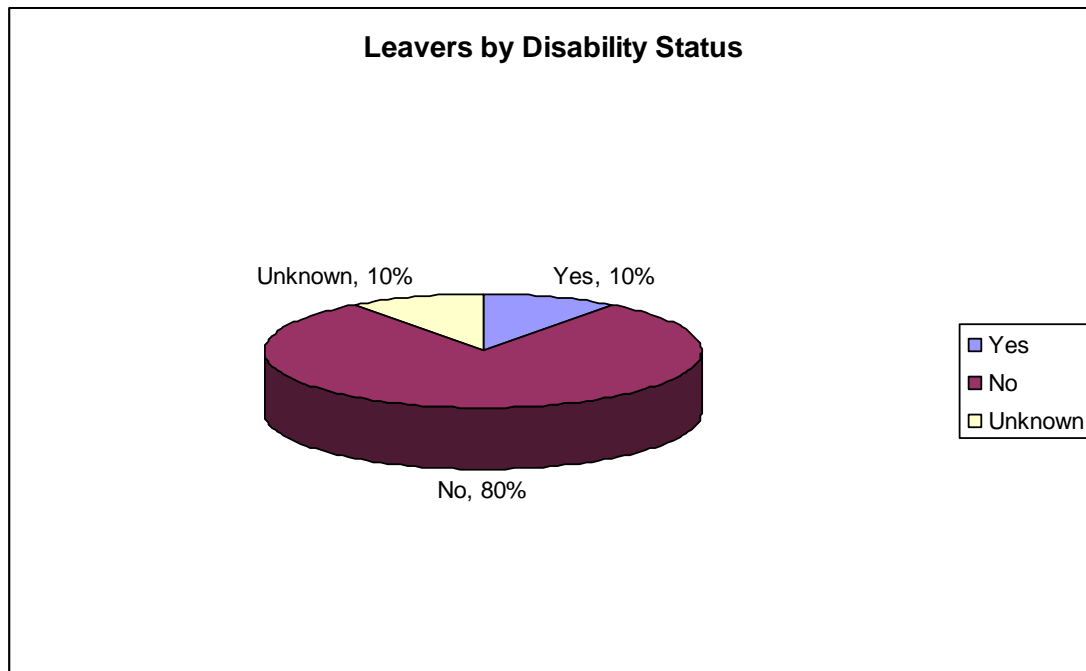


Figure 27



9 Review of earlier recommendations

The following recommendations were put forward to the Human Resources Committee in the 2010/11 Equalities Report:

9.1 *This report is published on the Council's internet to ensure the Council complies with the Equality Act 2010 (Specific Duties) requirement to publish data on equality in the workforces by 31 January 2012.*

The report was published on the equality pages of the Council's internet site within time.

9.2 *The recruitment processes are reviewed to ensure they are not indirectly discriminating against any of those within the protected characteristic groups.*

The Council's recruitment policy was reviewed and a new policy adopted in July 2013

- 9.3 *A programme of internal Equality Impact Assessments continues for 2012/13 incorporating policy reviews, service restructures and relevant HR procedures.*

The programme of Equality Impact Assessments is continuing

10 Recommendations for 2013/14

- 10.1 The data cleanse performed in 2011 should be refreshed again as part of the HR and Payroll system upgrade. Disability status should then be refreshed every two years to ensure the data for employed staff remains accurate.
- 10.2 The recruitment contract with Manpower ceases in April 2013. Any new arrangements for recruitment (in-house should be reviewed to ensure relevant checks are in place for recruitment monitoring and the Council’s commitment under the Jobcentre Plus Disability Two Ticks scheme.
- 10.3 Training evaluation forms will be reviewed to ensure that equality information is being captured.