

**East Herts Council**

**EQUALITY AND DIVERSITY REPORT**

**1 APRIL 2010 – 31 MARCH 2011**

**Contents**

<b>1 Summary</b> .....	3
<b>2 Background</b> .....	3
<b>3 Data Cleanse</b> .....	3
<b>4 Removal of Default Retirement Age</b> .....	4
<b>5 Equal Pay Audit</b> .....	4
<b>6 Recruitment</b> .....	4
<b>7 Staff Profile</b> .....	8
<b>8 Performance Management</b> .....	13
<b>9 Training</b> .....	18
<b>9 Disciplinary &amp; Grievance</b> .....	21
<b>10 Leavers</b> .....	22
<b>11 Review of earlier recommendations</b> .....	24
<b>12 Recommendations for 2012/13</b> .....	25

## **1 Summary**

This report provides a detailed analysis of the workforce by gender, ethnicity, age, disability status and religion/belief. 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.

This report provides a detailed analysis of the available monitoring data for 2010/11.

## **2 Background**

The Equality Act (2010) builds on the duties the Council had under the Race Relations (Amendment) Act 2000, the Equalities Act 2006 and the Disability Act 2005 to monitor and report.

The Equality Act (2010) consolidates the legislation for groups protected by previous equalities legislation and expanded the definition to include; age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation. These are called ‘protected characteristics’

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 by 31 January 2012

## **3 Data Cleanse**

In order to prepare for the Council’s obligations under the Equalities Act 2010 Human Resources carried out a data cleanse exercise in April 2011. Staff were asked to update all their personal information including monitoring details for gender, marital status, nationality, ethnicity, religion, sexual orientation and disability in accordance with the protected characteristics set out in the Equalities Act.

Staff were given the option of declaring their monitoring information or simply stating ‘prefer not to say’ in categories they did not wish to disclose. The return rate was 97%. Some staff did

chose to use the option of not declaring however in general they were willing to share information.

The data cleanse exercise supported the Equal Pay Audit, ensuring data was up to date and accurate when comparisons were made.

#### **4 Removal of Default Retirement Age**

Further to the repeal of the statutory default retirement age on the 6<sup>th</sup> April 2011 the Council ceased to operate a mandatory retirement age from 1 October 2011, with transitional arrangements in place until the 3 October 2012.

#### **5 Equal Pay Audit**

An Equal Pay Audit (EqPA) was completed in 2011. The Equality and Human Rights Commission (EHRC) recommend that EqPAs are carried out every two years and the Green Book recommends they are done annually. The analysis, recommendations and action plan are reported in the Equal Pay Report 2011.

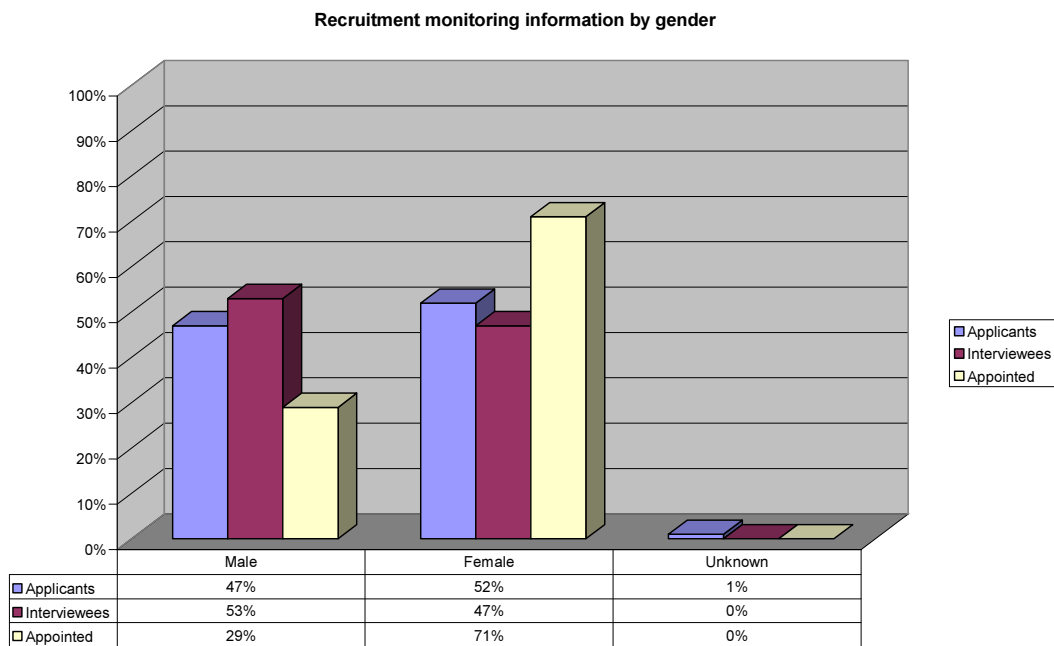
#### **6 Recruitment**

The Council’s recruitment services were outsourced to Manpower on 1 April 2009. Equalities monitoring data is collected and collated by Manpower at the application stage of the recruitment process. It is monitored through short-listing to the appointment stage.

##### 6.1 Gender

The Council’s workforce is predominately female and this is reflected in the applicants. It is clear from Figure 1 that a higher proportion of female candidates are being recruited than male. Female candidates represent 52% of applicants but 71% of appointees.

Figure 1



## 6.2 Ethnicity

East Herts District has a predominately white population (97%, 2001 Census, ONS) and this is reflected throughout the recruitment process (see figure 2). At both the application and short-listing stages the percentage of Black and Minority Ethnic candidates is greater than the district as a whole. For example 9% of applicants are from BME backgrounds compared to 3% of residents (2001 Census, ONS). At appointment stage (see figure 3) appointed candidates were either White or White Other. The reason for this variation is not clear and this will be explored further with the selection process.

When the Census data for 2011 is available the comparison with the local population will be more meaningful as the demographic of East Herts Residents has changed a great deal since the 2001 Census, for example there has been a large increase in Eastern European communities and the 2009 data is based on estimates.

Figure 2

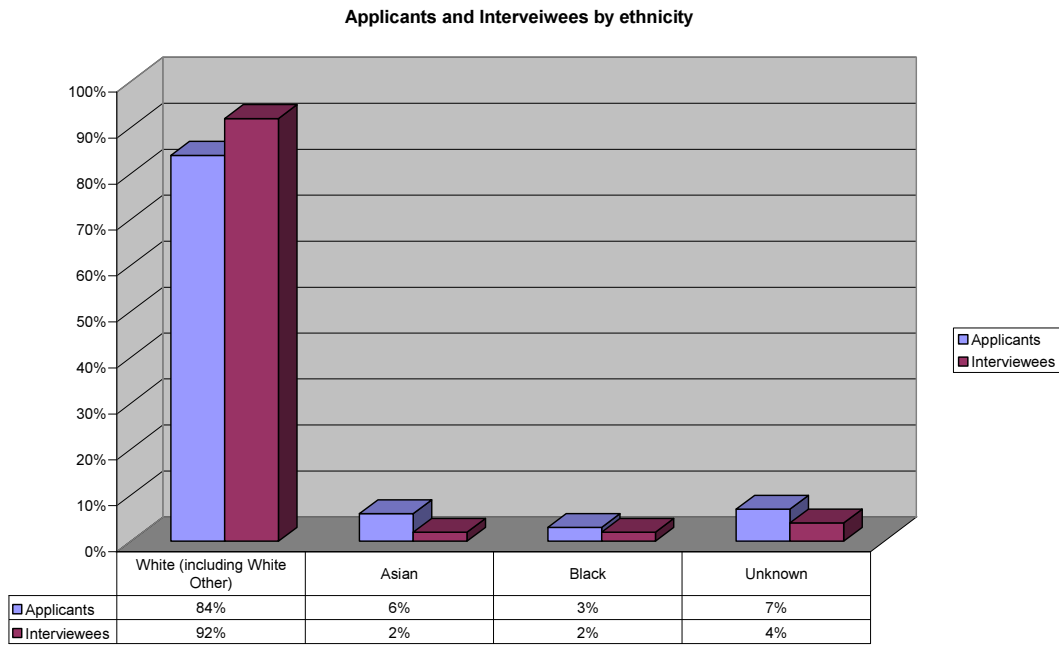
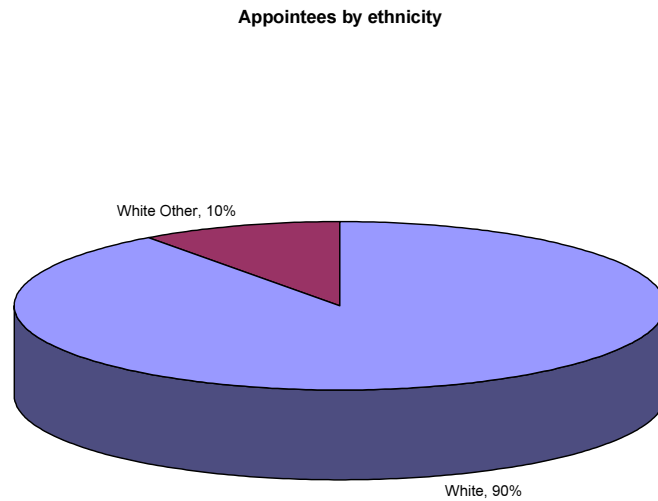


Figure 3



6.3 Age

The largest group of applicants (38%) was in the 20 -29 year old category. This is consistent with previous years. However by

appointment stage this group (20-29 year old) and the 40 -49 year old category were equally represented (24%).

The most successful candidates were those in the under 20 years old and the 65 years and over categories. Both were over-represented at appointment when compared to application. This can be explained by the low number of candidates in these categories.

Figure 4



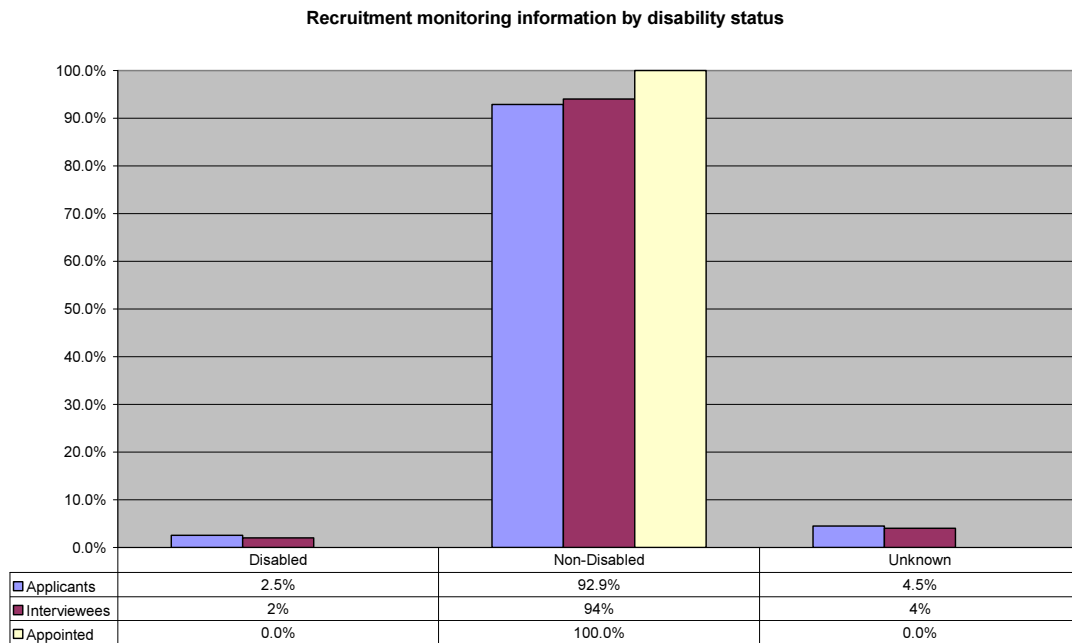
## 6.4 Disability Status

The Council is accredited with the Jobcentre Plus Disability Symbol Scheme, which was renewed in March 2011. As part of the commitments under the scheme the Council guarantees to interview all applicants who meet the minimum criteria for a role.

In 2008/9 3% of applicants were disabled compared to 14% of appointment candidates. In 2010/11 2.5% of applicants were disabled compared to 0% of those appointed.

The Jobcentre reviewed recruitment adverts, process and reasonable adjustments as part of the review in March 2011. These were deemed to be acceptable.

Figure 5



## 6.5 Religion & Belief

This data was not collected by Manpower at the appointment and shortlisting stage and therefore cannot be reviewed here.

## **7 Staff Profile**

### 7.1 Gender

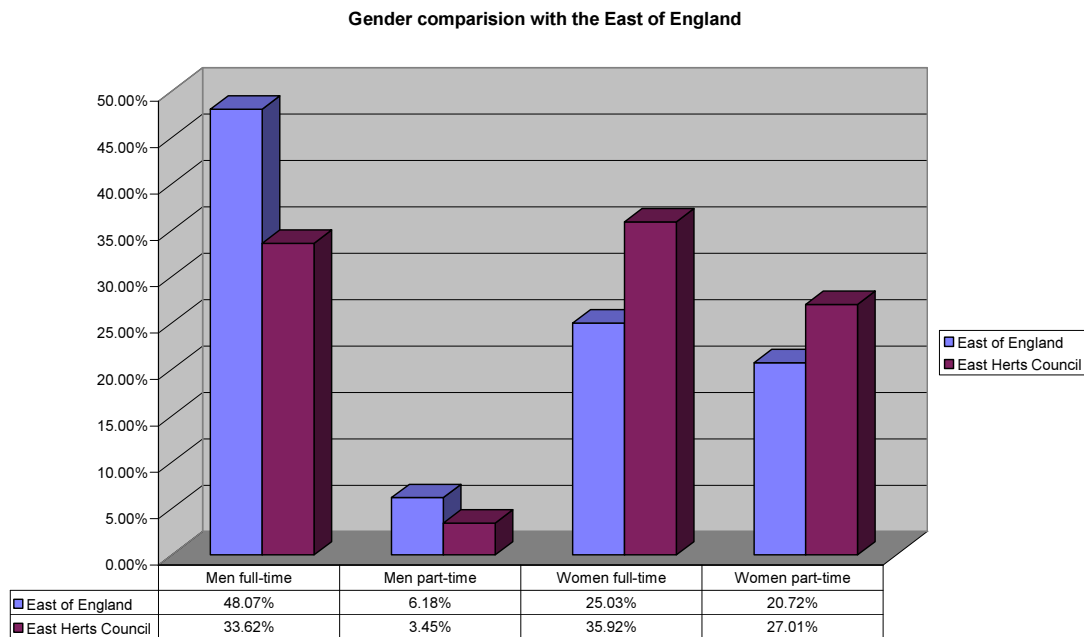
Figure 6 compares the Council’s gender profile with that of the East of England’s working population. The Council has a much greater proportion of women employees (63.93%) than the region (45.75%). This is true for both in full-time and part-time work. This is a favourable outcome when compared to Local Authorities in general where 75% of staff are female with 53.55% of those working on a part-time basis (Local Government Workforce Demographics 2010) The flexible working options 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.

The current gender profile is consistent with the last Equalities and Diversity report (2008/9), where the outturns were women (62.70%) and men (37.30%)

Figure 6

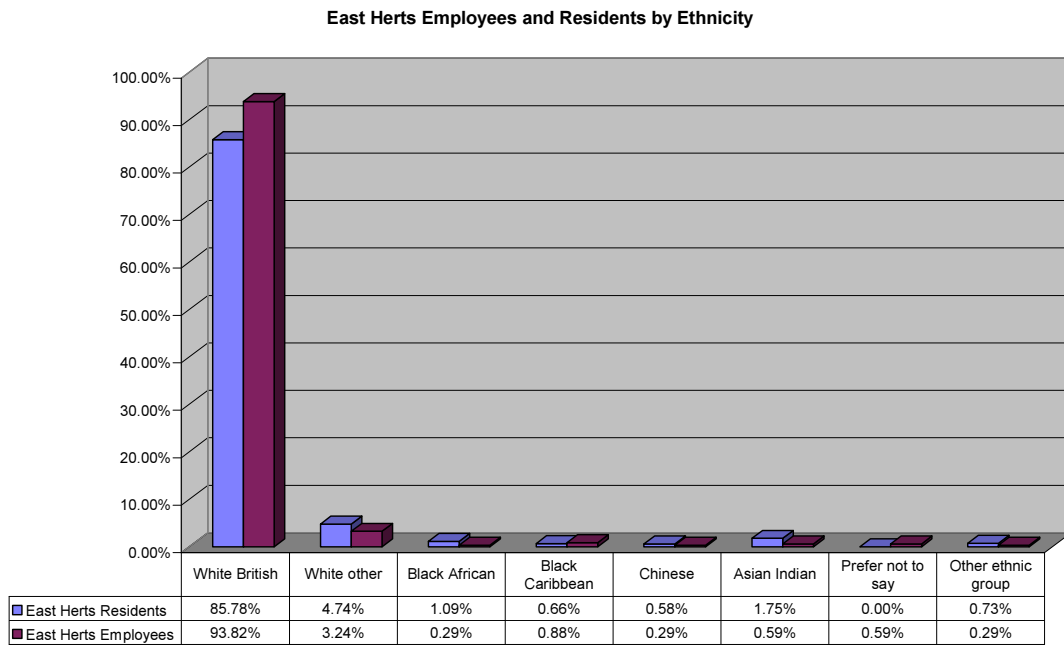


## 7.2 Ethnicity

Figure 7 compares the Council’s staff profile with that of the District’s population (Resident Population Estimates by Ethnic Group, All Persons, ONS 2009). Both the Council and the District are predominately white although the Council is overrepresented with 93.82% against 85.78%. All sections of the District’s population are represented within the Council, albeit not in the same proportions.

The data cleanse carried out by Human Resources in April 2011 has reduced those whose ethnicity was unknown from 5.65% (Equalities and Diversity report 2008/9) to 0.59%. This has allowed more meaningful comparison with the District data.

Figure 7



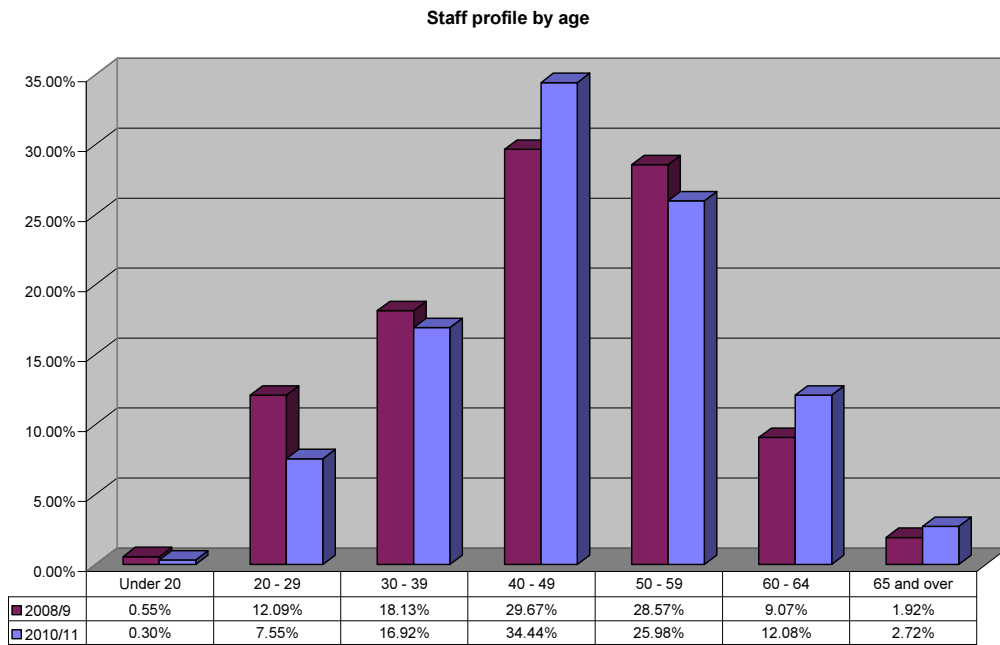
### 7.3 Age

The Council’s workforce remains predominately within the 40 years and over categories with the largest proportion of the workforce within the 40 -49 age range (34.44%).

Figure 8 compares the staff profile by age for 2008/9 and 2010/11. It is clear that the proportion of employees in the older age range is increasing. The Default Retirement Age was removed in April 2011 and this may further affect this data trend in the future.

Employees between 20 - 39 appear to leave the Council for career progression. This was identified in the Turnover Report 2010/11 (Human Resources Committee May 2011). As a result of this outturn succession planning, talent management and opportunities for promotion and career progression through shared services are being explored.

Figure 8

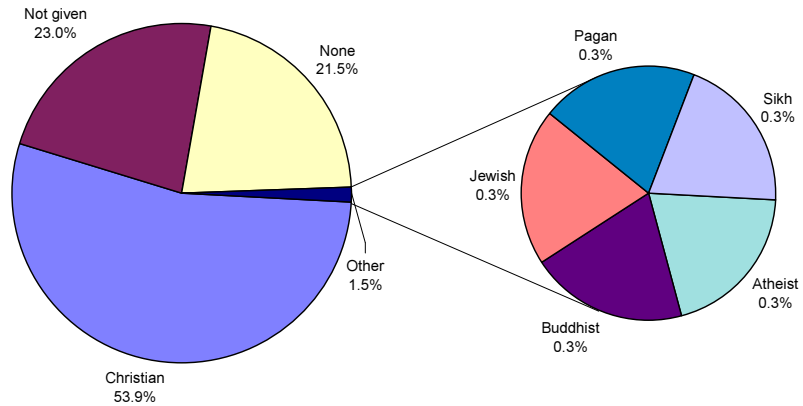


### 7.4 Religion and Belief

Prior to the data cleanse 2011; data was only available for 17.85% of employees. This has now increased to 76.9% of employees have declared their religion or belief.

Figure 9

Staff profile by religion & belief



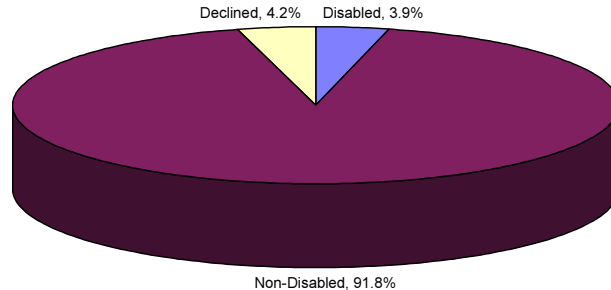
### 7.5 Disability Status

Figure 10 details the staff profile by disability status. The Council's target for disabled staff is 5.21% (HR Quarterly Stats Report, Human Resources Committee December 2010). The current outturn is 3.9%; this is an improvement on the previous outturn of 1.48% (as above). However 4.2% of staff have chosen not to disclose and therefore it is not possible at this stage to ascertain whether the Council has met the target.

Figure 10

## ESSENTIAL REFERENCE PAPER “B”

Staff profile by disability status



### 7.6 Sexual Orientation

As part of the data cleanse exercise employees were asked to declare their sexual orientation (a 'prefer not to say' option was also available). Staff responded well to the request. The Council's current HR system does not have a reporting function for Sexual Orientation and therefore, although the data has been collected, it has not been processed for the purpose of this report. This will be completed for the next Equalities Report.

## 8 Performance Management

The Council's performance management scheme has four grades:

- 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)

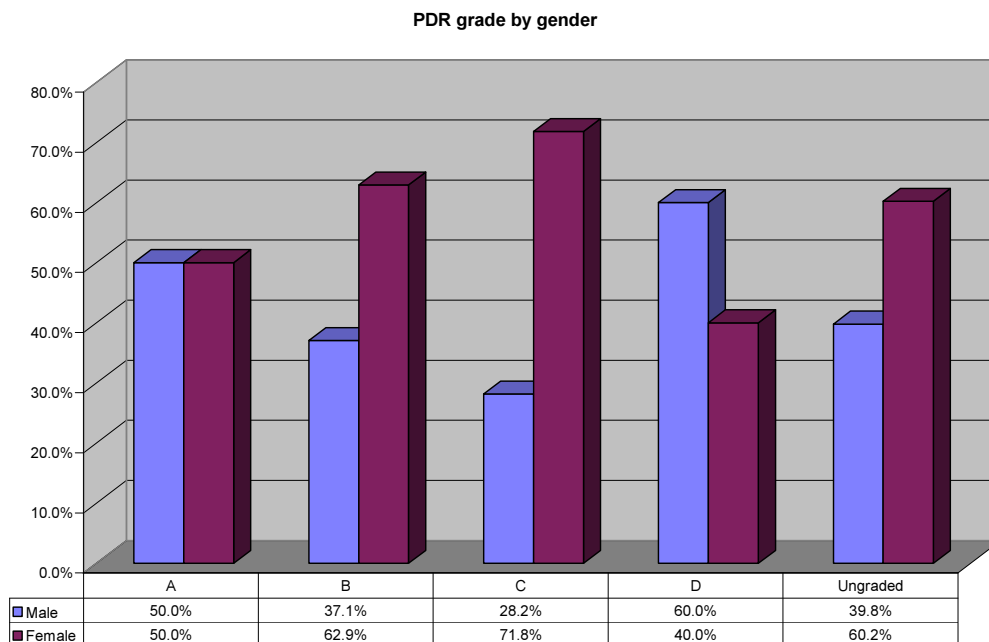
All employees should receive an annual review in December/ January (PDR) and a mid-year review. The data in this section is based on the PDRs completed in December/ January 2010/11.

A PDR quality review was undertaken in 2011. The main aim of this was to review gradings, pick up services which were not submitting timely PDRs and assess the quality of evidence presented with the appraisals. Although the review was not focussed on assessing the PDR gradings in accordance with the protected characteristics it did review a selection of PDRs from each service and no equalities issues were found.

### 8.1 Gender

At the B and C grades the gender representation is reflective of the staff profile. However at the D grades men are overrepresented when compared to the staff profile. Very few staff receive a D and this may simply be due to the low numbers and the difficulty this creates for analysis. A number of staff did not complete a PDR review in 2010/11. They have been marked as ungraded; this group’s gender profile is also reflective of staff as a whole. This has now been addressed and all staff must complete a PDR in 2011/12.

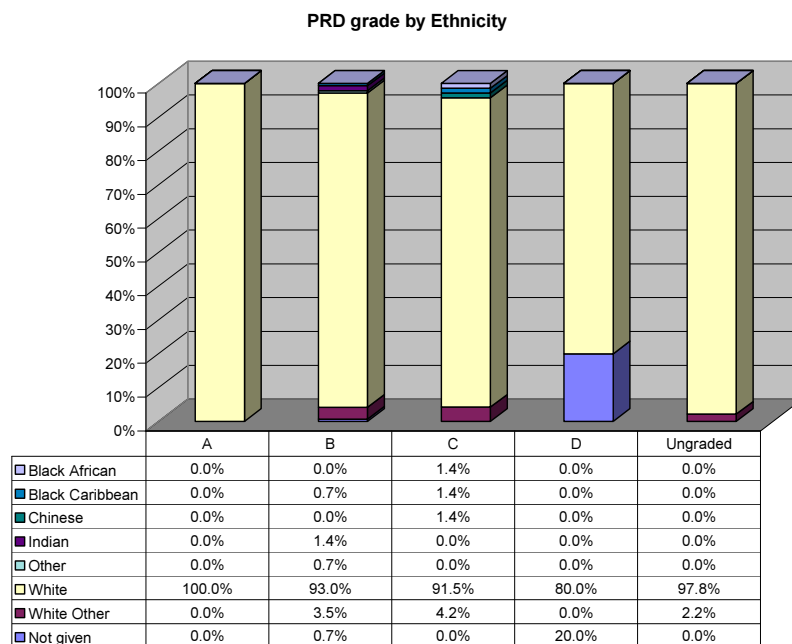
Figure 11



## 8.2 Ethnicity

In general ethnicity profile of each grade is reflective of the staff profile. The A grades were achieved solely by white employees. However A grades were only achieved by 18 members of staff (5.45% of employees) and so the small sample size may explain the outturn. The outturns in the 2008/9 report showed a similar pattern. Those achieving a A grade in 2008/9 were 87.50% white, however as the remaining 12.5% had not declared their ethnicity it is not possible to compare the data with this year’s outturn. The remaining grades reveal broadly similar outturns to the last report, with any changes accounted for by the change in staff profile.

Figure 12

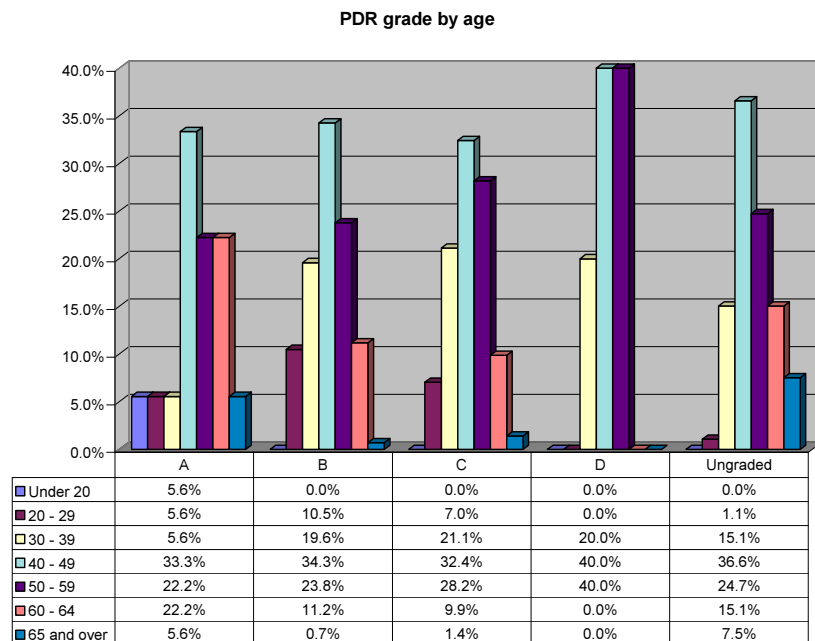


## 8.3 Age

## ESSENTIAL REFERENCE PAPER “B”

Overall the distribution of grades is reasonably consistent across the age bands. The percentage of staff receiving A and D grades is relatively low and this is why the data appears more concentrated around certain age bands in these grades. The spread of grades for those under 20 has decreased since the 2008/9 report; however this anomaly is due to the very small number involved. Age representation across the B and C grades has remained relatively consistent. In 2008/9 the D grades were all concentrated in the 60 -64 age range, whereas they are now represented staff from 30 – 59.

Figure 13

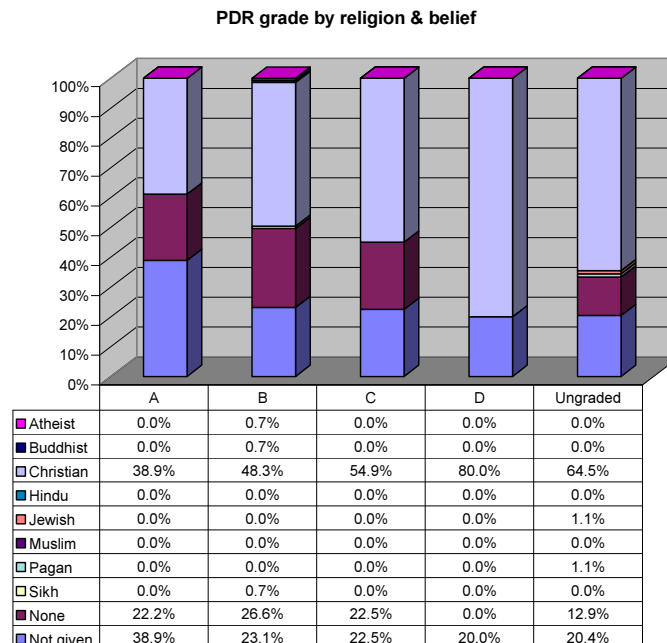




### 8.4 Religion & Belief

In general the percentages of staff are reflective of the staff profile. It is difficult to fully analyse the data as 23% of staff chose not to share their religion or belief. However the data does not give cause for concern. Religion and Belief and PDR grade were not reviewed in 2008/9 due to the lack of data available prior to the data cleanse.

Figure 14

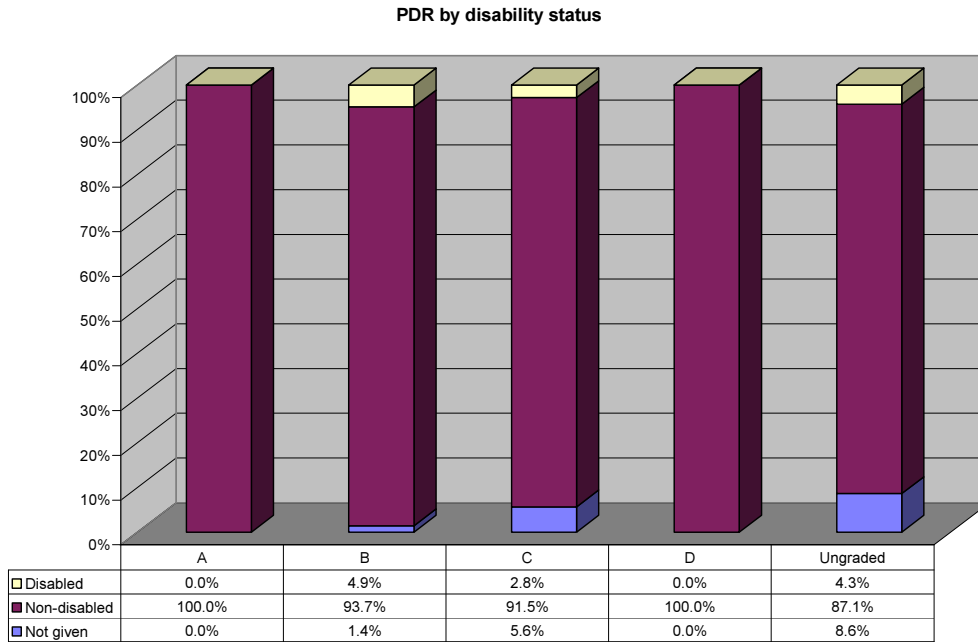


### 8.5 Disability Status

Disabled staff are over represented at B grades and underrepresented in the A and D grades. Where anomalies appear the sample size is very small and therefore does not produce clear statistical data. Disability Status and PDR grade was not reviewed in 2008/9 due to the lack of data available prior to the data cleanse.

Figure 15

## ESSENTIAL REFERENCE PAPER “B”



### 9 Training

The data for training and development is based on staff attendance on in-house training courses. Overall figures 16 – 19 show that training attendees are broadly reflective of the overall staff profile.

Figure 20 shows the breakdown of training attendees by full-time/part-time status. The Council works hard to ensure that training courses are booked and available to all staff regardless of their working pattern. However 32.95% of the Council’s workforce is part-time and only 24.1% of course participants were part-time workers. This may be because employees have chosen not to attend training but this needs to be explored further.

Figure 16

# ESSENTIAL REFERENCE PAPER "B"

Course participants by gender

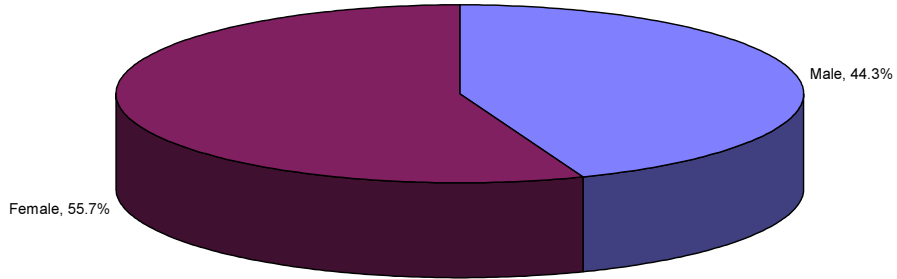


Figure 17

Course participants by ethnicity

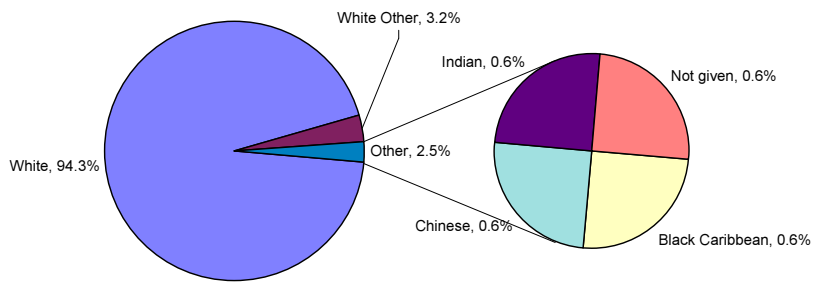


Figure 18

# ESSENTIAL REFERENCE PAPER "B"

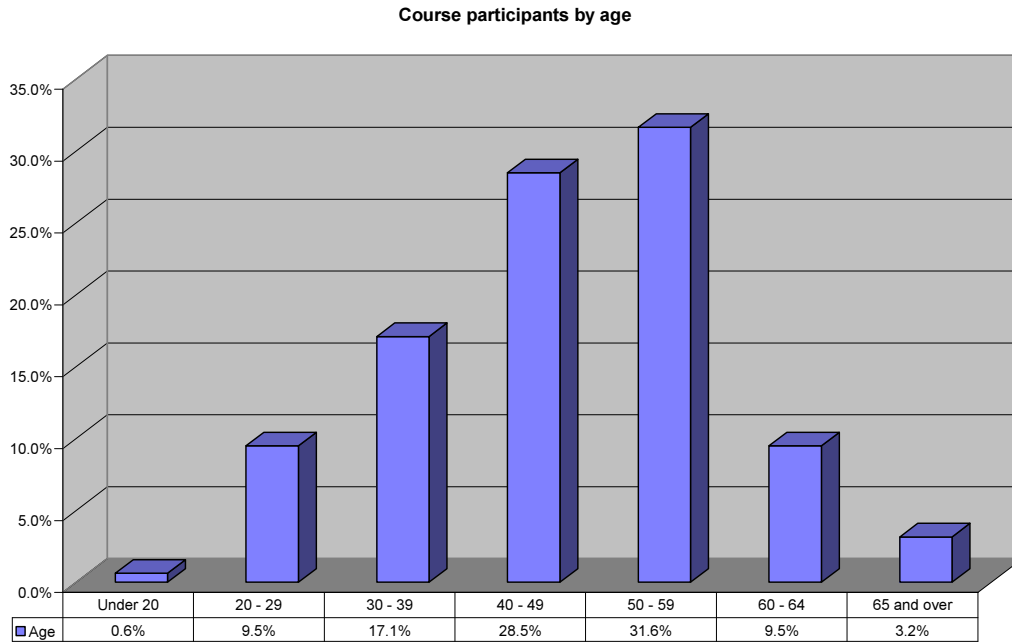


Figure 19

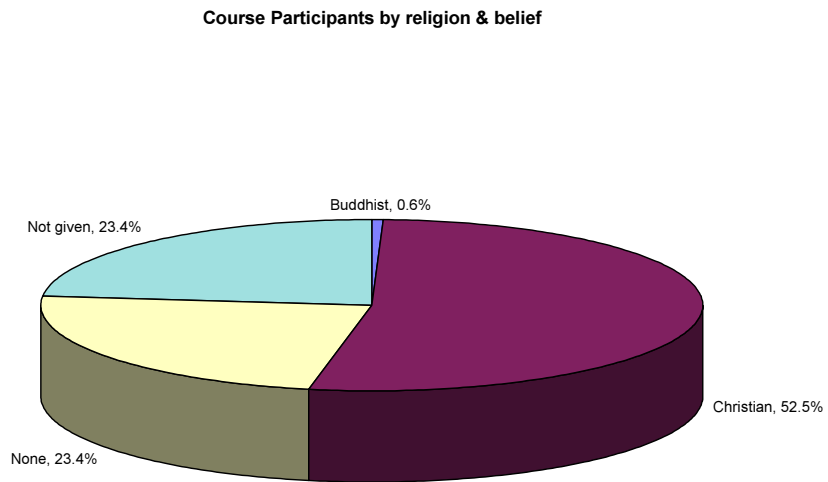


Figure 20

# ESSENTIAL REFERENCE PAPER "B"

Course participants by disability status

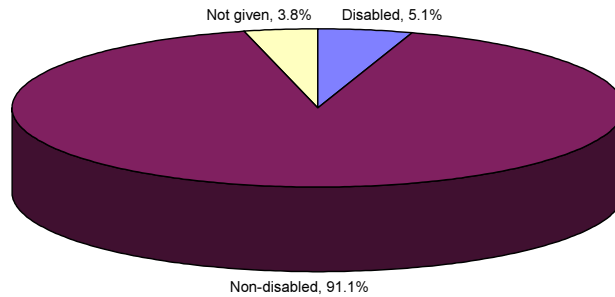
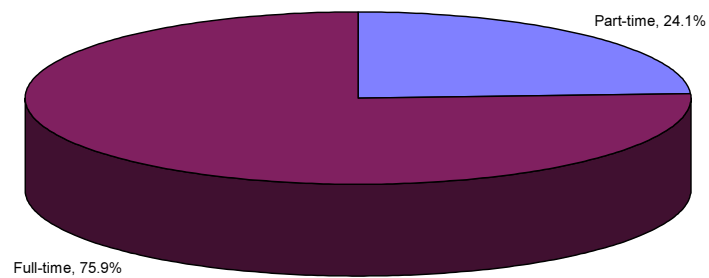


Figure 21

Course participant by working hours



## 9 Disciplinary & Grievance

The number of disciplinary and grievance cases in 2010/11 were very small and therefore are not representative of the staff profile.

The profile of those who took out grievances was 100% female, white and non-disabled. 50% were Christian and 50% had no religion. 50% were in the 40 – 49 years age group and 50% were in the 50 – 59 years age group.

## 10 Leavers

This section details leavers (both compulsory and voluntary) by gender, ethnicity, age, religion and belief and disability status. Some categories (for example gender) are reflective of the staff profile, whereas others are less so (ethnicity). Reasons for leaving were analysed in the Turnover Report for 2010/11 (Human Resources Committee May 2011). This did not raise any causes for concern and, where the percentages below are not reflective of the staff profile this is probably due to the small sample size.

Figure 22



Figure 23

# ESSENTIAL REFERENCE PAPER "B"

Leavers by ethnicity

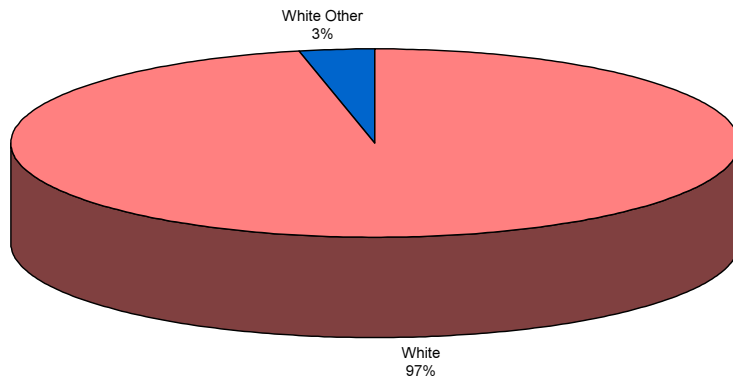


Figure 24

Leavers by age

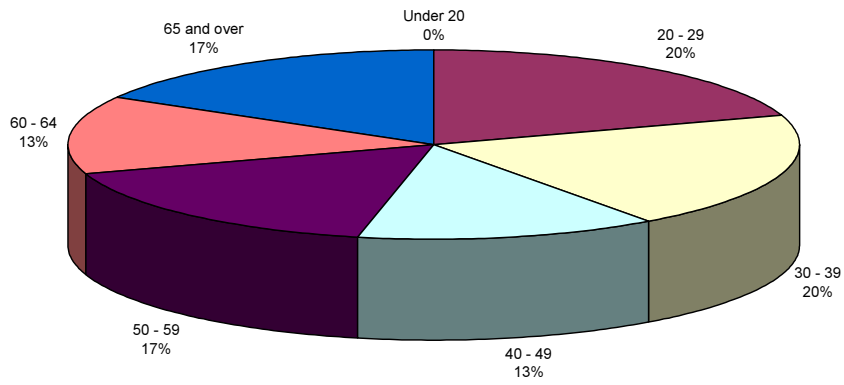


Figure 25

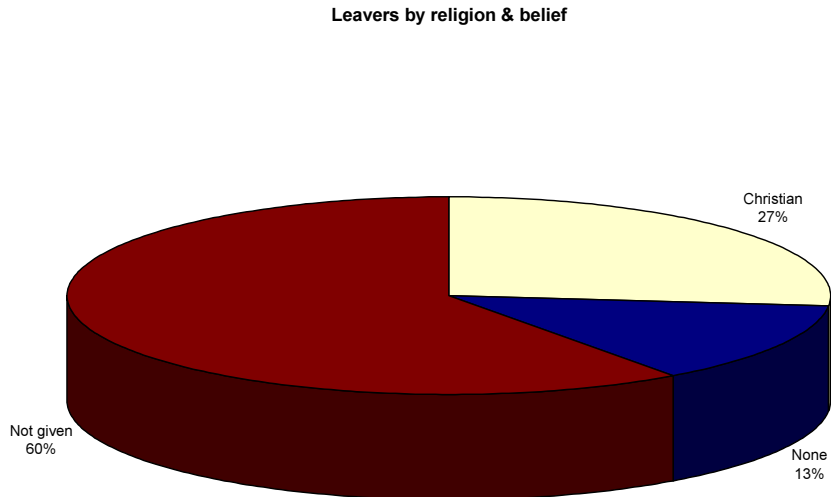
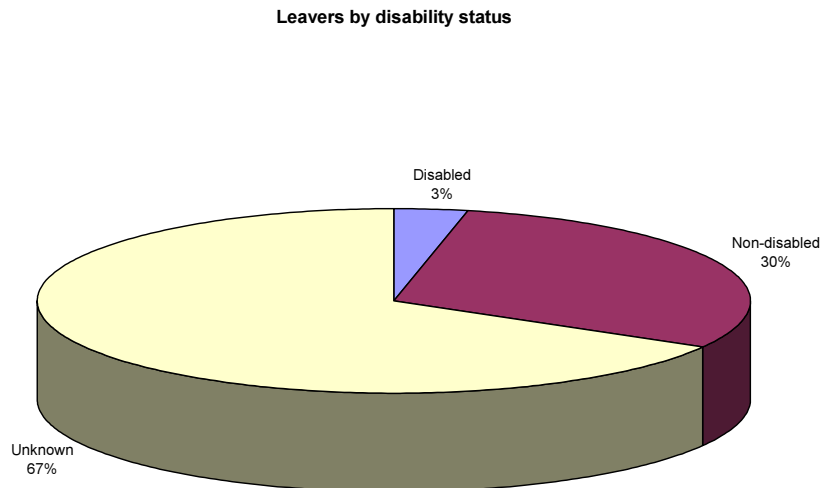


Figure 26



## 11 Review of earlier recommendations

The following recommendations were put forward to the Human Resources Committee in the 2008/9 Equalities Report:

- 11.1 *Working with Manpower the Council will need to address the return rate and completion rate of application monitoring forms.*



The return rate for monitoring forms has improved dramatically. There was a 98.59% return rate of monitoring forms, although some applicants chose not to complete all fields. Manpower have ceased to report on religion and belief however and this will be addressed to ensure the data is available for the next report.

- 11.2 *The Council's duties are reviewed in line with the Single Equality Act 2009. This is currently out for consultation.*

The Equality Act (2010) came into force in October 2010. Human Resources policies and procedures are being reviewed in line with the changes. The Equalities Impact assessment template has been updated to reflect the changes to protected characteristics.

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

Further to the completion of the data cleanse this is no longer necessary as Human Resources now have up-to-date monitoring data for employees.

The review of the HR system has been put in hold until the outcome of the shared service programme is known. A paper based data cleanse was completed in May 2011.

- 11.4 *The introduction of monitoring forms for corporate training courses to allow clearer analysis of those attending and ensure any issues can be addressed.*

All staff are required to book on to training courses and complete evaluation forms. Each year the details of those who have attended courses is compiled and cross-referenced with their monitoring details on the Human Resources system. This data is then used to create a report on training attending by age, ethnicity, religion and belief and disability status.

## **12 Recommendations for 2012/13**

## ESSENTIAL REFERENCE PAPER “B”

- 12.1 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.
- 12.2 The recruitment processes are reviewed to ensure they are not indirectly discriminating against any of those within the protected characteristic groups.
- 12.3 Attendance at training courses should be reviewed to ascertain why part-time workers are underrepresented.
- 12.4 A programme of internal Equality Impact Assessments continues for 2012/13 incorporating policy reviews, service restructures and relevant HR procedures.