

# **Report to the Finance and Performance Management Scrutiny Panel**



## SCRUTINY



Epping Forest District Council

**Date of meeting: 11<sup>th</sup> November 2014**

**Subject: Equality Information**

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**Committee Secretary: Adrian Hendry (01992 564246)**

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### **Recommendations/Decisions Required:**

- (1) For the Panel to consider the information provided and advise if any further equality information is required.**

### **Executive Summary:**

This report is the first in a series to be generated under action E04.02 of the Council's Equality Objectives 2012-2016 – "carry out analysis of workforce data to identify trends and patterns in areas as identified by Corporate Equality Working Group". Equality monitoring information for the workforce has been collated within the Council for a number of years

Women are well represented in the Council workforce (56.02%), and there is evidence that they are accessing training opportunities and achieving promotion.

Disabled people are well represented in the Council workforce. The figure is 11.14% for the Council and 10.17% for the district. There is evidence that this group are accessing training opportunities and achieving promotion.

The Council workforce is older on average than the local population, with 34.06% being in the 45-59 age range.

Black and minority ethnic communities are under-represented in the Council workforce. The figure is 4.16% for the Council and 9.5% for the district.

52.97% of Council staff did not wish to disclose their religion or belief. Statistics for the staff that did provide this information show that non-Christian groups are under-represented with 3.05% for the Council and 8.1% for the district.

51.07% of Council staff did not wish to disclose their sexual orientation. There is no comparative information from the 2011 Census.

The Council does not currently collect information from staff on their marital or civil partnership status

### **Reasons for Proposed Decision:**

This analysis activity is one of the Actions of the Council's Equality Objectives 2012-16.

## Other Options for Action:

The current level of analysis covers the Action required in the Council's Equality Objectives, and cannot be reduced, but consideration could be given to gathering further data.

## Report:

### Introduction

1. This report is the first in a series to be generated under action E04.02 of the Council's Equality Objectives 2012-2016 – "carry out analysis of workforce data to identify trends and patterns in areas as identified by Corporate Equality Working Group (CEWG)". Equality monitoring information for the workforce has been collated within the Council for a number of years
2. The data in this report relates only to employees who are directly employed by the Council, and excludes those who work on a casual or agency basis.
3. The new recruitment system will, in future, be capable of providing detailed equality information at every stage of the recruitment procedure. The first report will be provided when 12 months' information has been collated, and reports will then be available on a quarterly basis. HR will monitor the early information, and work directly with the hiring managers if the information indicates any barriers to recruitment for groups with protected characteristics
4. The national statistics quoted were provided by the Office of National Statistics (ONS); the district statistics were taken from the National Census 2011 (noted as NC2011). Statistics relating to the Council's workforce were taken from the HR Payroll Plus Information Management System as at 31.03.2014.
5. Table 1 summarises the Council workforce profile as at 31.3.2014 relating to ethnicity and gender, comparing total workforce with those is grade 8 and above.

<b>Performance Indicator</b>	<b>Percentage of workforce</b>
Women – Grade 8 and above	35.94%
Ethnic Minority – Grade 8 and above	6.27%
Disability – Grade 8 and above	8.98%
Women – of total workforce	56.02%
Ethnic Minority – of total workforce	4.16%
Disability – of total workforce	11.14%

**Table 1**

6. The presentation of this equality information is the first stage of reporting this information and will be refined and amended over time.
7. It is worth noting that the setting of target figures can be problematic as any change in the composition of the workforce is dependent on turnover. HR is currently developing reports to enable further information to be provided on recruitment, also on detailed promotion and turnover information of those at Grade 8 and above. HR will continue to monitor this information and report back as necessary.
8. The current turnover figure for the Council including retirements is 10.5%.

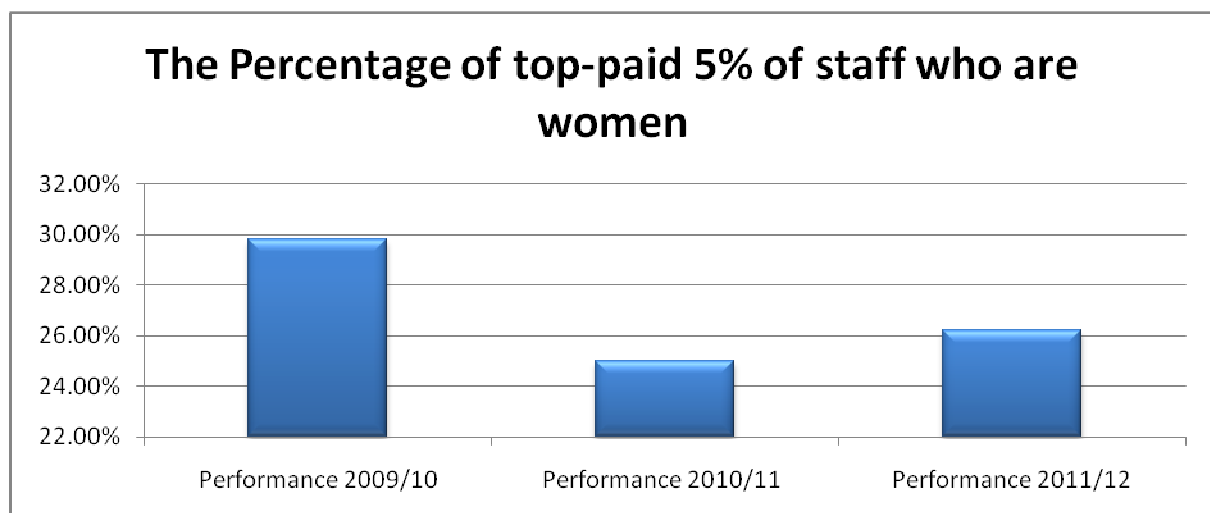
## Gender

9. Table 2 summarises the gender profile of the Council against the District and England & Wales populations

Gender	EFDC	District	England & Wales
Males	43.98%	47.80%	48.70%
Females	56.02%	52.20%	51.30%

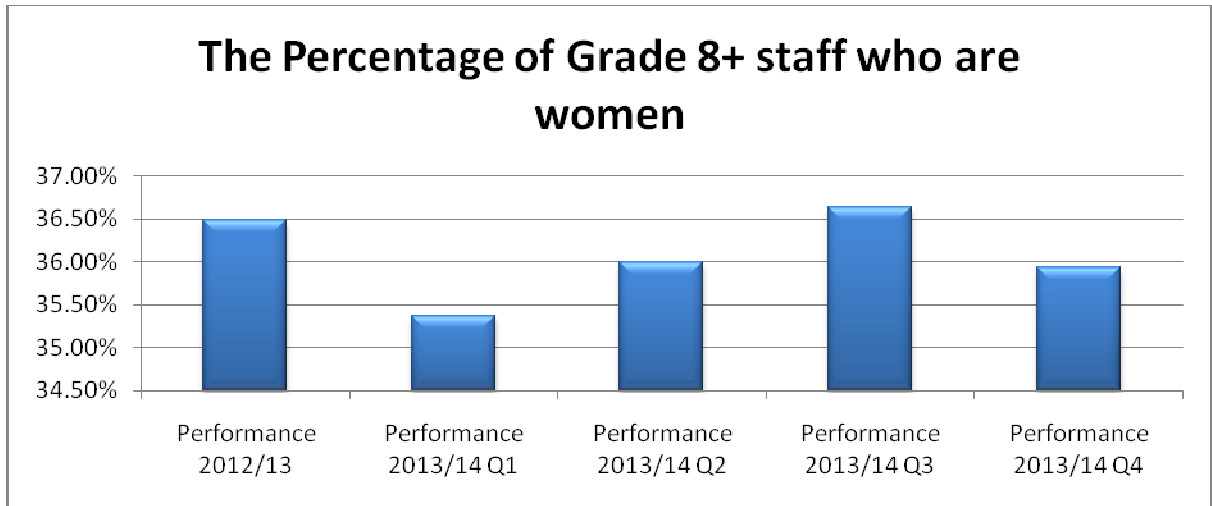
**Table 2**

10. The percentage of females of the total Council workforce is 3.82% above the number of females in the district (Source: ONS). This could be attributed to women continuing to have caring responsibilities and being attracted both by the option to work closer to home, and by the range of family-friendly employment policies, such as part-time and flexi-time opportunities at the Council.
11. Typically, 2% of the national female workforce resigns due to choices made in relation to pregnancy and maternity. This will be monitored in future years.
12. The Council has a number of areas which traditionally employ more men than women, including Fleet Operations, Grounds Maintenance and Housing Repairs. Where turnover is low, there are limited opportunities for this to be addressed, but HR will monitor these areas.
13. Records for the last 8 years show that there were more males than females dismissed from the Council (13 males, 9 females).
14. The statistics for access to training and achieving promotion for female staff over the last five years are positive in terms of indicating no discrimination against this group. Female staff accounted for 57.32% of all courses taken, and for 60.75% of all promotions, compared to the percentage of female staff at the Council being 56.02%.



**Table 3a**

15. Table 3a represents previous KPI data which has been amended to monitor staff in grade 8 posts and above – see table 3b.



**Table 3b**

16. The Council achieved good representation for women on the overall number of female staff at the Council, however only 35.95% of staff employed at Grade 8 and above are female. It is worth noting that over half of the Council's workforce (57.32%) is female. (see Tables 3a & 3b).
17. The 'Springboard' personal development courses, which are specific to female staff, have been running since 2008, and more than 50 Council staff have participated. A course was run in April-June 2014, and several staff have asked to be placed on a waiting list for the next course.

#### **Action**

18. To continue to provide Springboard courses to assist female staff with their career and personal development, and to ensure that the courses are well publicised.
19. Workforce data information to be requested from ECC and Harlow for comparison purposes.
20. Further information to be gathered about promotions for Springboard delegates and the Institute of Leadership and Management development courses for both male and female delegates to gauge effectiveness of this training in developing female staff.

#### **Disability**

21. Table 4 compares the disability profile of the Council against the District population

<b>Disability</b>	<b>District</b>	<b>EFDC</b>
All categories: Long-term health problem or disability	100%	
Day-to-day activities limited a lot (Economically Active)	4.60%	
Day-to-day activities limited a little (Economically Active)	5.57%	
Total	10.17%	11.14%
Day-to-day activities not limited	89.83%	88.86%

**Table 4**

22. Disabled people are well-represented within the Council, making up 11.14% of the staff group, compared to 10.17% in the District.

23. In 2013, the Council was awarded both the Two Ticks Disability symbol from the DWP, and the Mindful Employer award from Workways, part of the Devon Partnership NHS Trust. The Two Ticks symbol is reviewed annually, and has been renewed in 2014. This means that the Council has satisfied the DWP that it has made commitments to encourage applications from disabled people. The Mindful Employer award will be reviewed in 2015, and the charter indicates that the Council shows a positive attitude to employees and job applicants with mental health issues.

24. The statistics for access to training and achieving promotion for staff with disabilities are encouraging. Staff with disabilities accounted for 13% of all courses taken, and 12.65% of all promotions, compared to percentage of staff with disabilities at the Council being 11.14%

25. According to the 2011 Census;

- a) Currently 1.3 million disabled people in the UK are available to work.
- b) 50% of disabled people of working age are in work, compared with 80% of non-disabled people.
- c) Employment rates vary significantly according to the type of impairment; only 20% of people with a mental health condition are in employment
- d) 23% of disabled people have no qualifications compared to 9% of non-disabled people.

**Action**

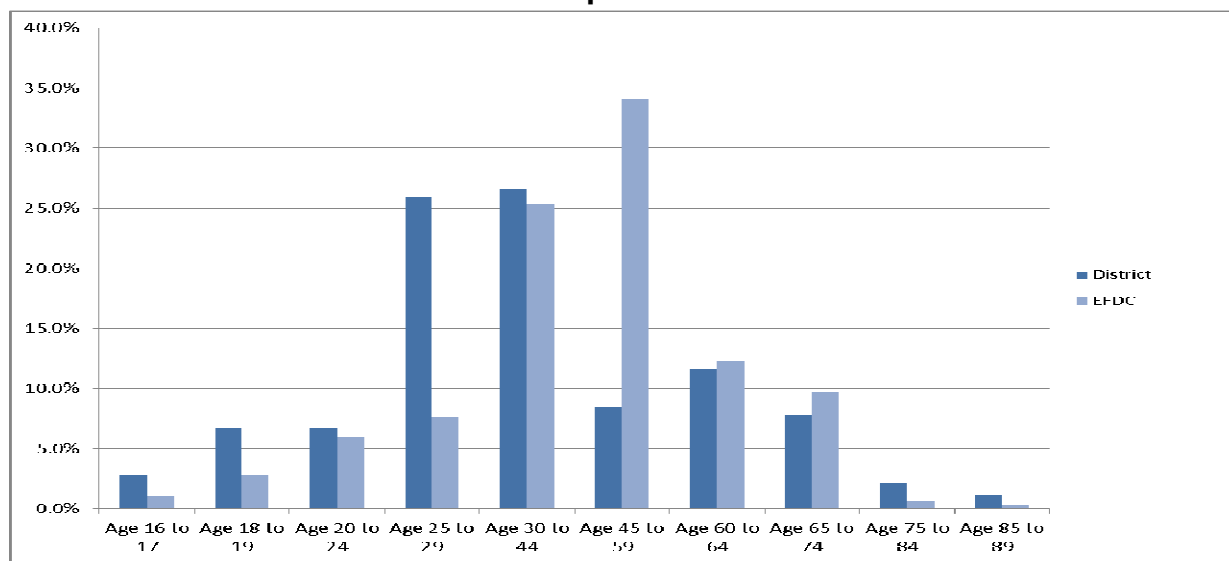
26. Continue to gain support from DWP to keep disabled people in work.

27. To continue to liaise with Employability and other organisations to provide work experience for people with disabilities who want to enter or re-enter the workplace.

**Age**

28. Table 5 shows the age profile of the Council against the population of the District

**Council/District working age population comparison**



**Table 5**

29. 34.09% of the Council workforce is in the age band 45-59, with these employees being concentrated in Grades 2-7.
30. The Council workforce is older on average than the local adult population, where the largest numbers are in the 25-29 and 30-44 age groups.
31. The Council has a successful apprenticeship scheme which has created opportunities for young people from the district. The programme recruited a cohort of 9 local young people and it includes mentoring and training as well as input from local colleges. Further recruitment is planned for 2015, the long term aim of the scheme is to aid succession planning and improve the workforce profile in terms of age, also to provide real employment opportunities for young people of the district.
32. The Council is also participating in the National Graduate Programme, which offers a 2 year fixed-term contract to a young graduate.
33. In the wider public sector, the largest number of employees is in the 45-59 age group, which is consistent with the Council figure, also the number of employees over the age of 65 is increasing year on year.

### **Action**

34. In future, Council workforce information surveys will use the same age bandings as the Census to make comparisons simpler.
35. Consideration to be given to wider use of career grades to attract and retain younger people.
36. The Council will continue to use social media to publicise Council job opportunities.

### **Ethnicity**

37. Table 6 shows the ethnicity profile of the Council against the population of the District.

<b>Ethnic Group</b>	<b>District %</b>	<b>EFDC %</b>
All usual residents	100	100
White	90.5	89.15
Mixed/multiple ethnic groups	2.1	0.72
Asian/Asian British	4.8	2.01
Black/African/Caribbean/Black British	1.9	0.72
Other ethnic group	0.7	0.71
Unspecified	0	6.69

**Table 6**

38. Black and minority ethnic (BME) communities are slightly under-represented in the Council workforce compared to the local community. The Council workforce is lower by 5.3%, but it must be noted that this comparison figure excludes the 6.69% of Council staff who did not state their ethnicity.
39. The Asian community is under-represented in Council workforce compared to the local community by 2.79%.

40. The statistics for access to training and achieving promotion for BME staff over the last five years are encouraging. BME staff accounted for 7.27% of all courses taken, and for 6.33% of all promotions, compared to the percentage of BME staff at the Council being 4.16%.

### Professions

Industry	All categories: Ethnic group	White: Total	White: English/Welsh/Scottish/Northern Irish/British	White: Irish	White: Other White	Mixed/multiple ethnic group	Asian/Asian British	Black/African/Caribbean/Black British	Other ethnic group
All categories: Industry	62,256	56,445	52,606	822	3,017	871	3,191	1,277	472
A, B, D, E Agriculture, energy and water	1,003	975	928	7	40	3	15	9	1
C Manufacturing	3,412	3,223	3,054	26	143	32	113	31	13
F Construction	6,820	6,491	6,051	116	324	72	146	82	29
G, I Distribution, hotels and restaurants	11,440	10,262	9,529	120	613	158	782	134	104
H, J Transport and communication	5,763	5,229	4,867	66	296	84	272	135	43
K, L, M, N Financial, Real Estate, Professional and Administrative activities	15,049	13,575	12,653	174	748	199	840	314	121
O, P, Q Public administration, education and health	15,251	13,445	12,506	279	660	260	932	487	127
R, S, T, U Other	3,518	3,245	3,018	34	193	63	91	85	34

**Table 7**

41. Epping Forest district does not have a high degree of ethnic diversity.
42. The career choices of the BME population will impact on the Council's ability as an employer to attract them. In terms of the Asian community, the Census figures show that 50% of the working population are in the following industries; manufacturing, construction, distribution, hotels and restaurants, financial, real estate professional and administrative activities. However, 29.2% of the local Asian community are employed in the Public administration, education and health category, with the Council only being able to offer work in public administration – but the Council is unable to determine from the statistics whether education and health have a greater pull than public administration.

### Action

43. Review the placing of advertisements with a view to attracting more BME applicants.
44. Future monitoring of recruitment information to monitor the number of BME applicants, and how they progress through the recruitment procedure

### Religion and Belief

45. Table 8 compares the religion and belief profile of the Council against the District population.
46. People are more likely to disclose a religion or belief in the Census than the requests made by the Council, where 52.97% of employees did not wish to disclose information about their religion or belief. This may change over time as people become more accustomed to providing this information. It is also now captured as part of the equality monitoring information at the point of recruitment
47. Religious groups who are not Christian appear to be under-represented in the Council when compared to Census returns for the local community, with a figure of 3.05% of those who responded in the Council survey compared to 8.1% for the district in the

Census. This figure must be viewed with caution as 52.97% of employees did not wish to disclose this information.

Religion	percent	EFDC	EFDC as proportion of those who answered
<b>All categories: Religion</b>	100.0	100	100
<b>Has religion</b>	70.0	41.43	88.09
<b>Christian</b>	61.8	40.00	85.00
<b>Buddhist</b>	0.3	0.00	0.00
<b>Hindu</b>	1.4	0.40	0.85
<b>Jewish</b>	3.2	0.30	0.64
<b>Muslim</b>	1.9	0.60	1.28
<b>Sikh</b>	1.0	0.00	0.00
<b>Other religion</b>	0.3	0.13	0.28
<b>No religion</b>	22.5	5.60	11.91
<b>Religion not stated</b>	7.5	52.97	N/A

**Table 8**

48. Of those staff that chose to disclose their religion, Christian groups make up the majority at 88.09%

**Action**

49. Recruitment information will be monitored.

50. For the Council's 2015 personal details survey, it is hoped that the provision of more information about the reasons for collecting this data will generate a higher response rate in this category.

**Sexual Orientation**

51. Table 9 shows the sexual orientation profile of the Council. It should be noted that a significant number of staff do not wish to disclose information about their sexual orientation (51.07%).

<b>Sexual Orientation – Council Workforce Profile</b>	
<b>Orientation</b>	<b>Percentage</b>
Heterosexual	48.64%
Not Say	51.07%
Gay	0.29%
Bisexual	0.00%
Lesbian	0.00%

**Table 9**

52. It is difficult to make meaningful comparisons with the local community as the 2011 census did not ask respondents about their sexual orientation.

53. The Integrated Household Survey (IHS) is the largest social survey produced by the ONS and contains information provided by 450,000 households, and is the largest pool of UK social data after the Census. In 2010 HIS information showed that 1% of UK respondents identify as being gay or lesbian, 0.5% identify as being bisexual. This



compares with a total figure for gay, lesbian and bisexual staff of only 0.29% for the staff who disclosed information.

54. The Census information for the district shows that 49% of the population are married, and only 0.2% are in a civil partnership. The next largest group after married people is those who are single (never married or never registered in a same sex civil partnership) at 31.3%.
55. It is possible that lesbian, gay, bisexual and transgender people are under-represented in the workforce; the long term aim will be to achieve a change in organisational culture that will enable staff to feel comfortable in sharing this information.

### **Action**

56. For the 2015 personal details survey, it is hoped that the provision of more information about the reasons for collecting this data will generate a higher response rate in this category.

### **Marriage and Civil Partnership**

57. Table 10 shows the profile of marital status for the District population

Marital Status	Total	
	value	percent
All usual residents aged 16+	101,708	100.0
Single (never married or never registered a same-sex civil partnership)	31,817	31.3
Married	50,769	49.9
In a registered same-sex civil partnership	158	0.2
Separated (but still legally married or still legally in a same-sex civil partnership)	2,429	2.4
Divorced or formerly in a same-sex civil partnership which is now legally dissolved	8,697	8.6
Widowed or surviving partner from a same-sex civil partnership	7,838	7.7

**Table 10**

58. The Census information for the district shows that 49% of the population are married, and only 0.2% are in a civil partnership. The next largest group after married people is those who are single (never married or never registered in a same-ex civil partnership) at 31.3%.
59. The Council does not currently record data for employees' marital or civil partnership status.
60. Information on marital status is now being requested on the Council's job application form.

### **Action**

61. Information on employees' marital or civil partnership status to be requested in the next personal details survey in 2015. Information about the reasons for collecting this data will be provided to encourage staff to provide the data requested.

### **Conclusion**

62. This report is the first step in a continuing process of presenting equality monitoring information on the Council workforce. Although there are not actions listed under each protected characteristic, this will develop as more information is collected and as specific areas are proposed by HR, Corporate Equality Working Group, Management Board or Members.

**Resource Implications:**

There are no resource implications as equality monitoring is currently being carried out.

**Legal and Governance Implications:**

The Council is required to comply with its responsibilities contained in the Public Sector Equality Duty under Section 149 of the Equality Act 2010.

**Safer, Cleaner and Greener Implications:**

N/A

**Consultation Undertaken:**

N/A

**Background Papers:**

Equality Objectives 2012-2016

**Risk Management:**

The Council would not be complying with the Public Sector Equality Duty under section 149 of the Equality Act 2010 if equality monitoring were not carried out.

**Due Regard Record**

This page shows which groups of people are affected by the subject of this report. It sets out how they are affected and how any discrimination they experience can be eliminated. It also includes information about how access to the service(s) subject to this report can be improved for the different groups of people; and how they can be assisted to understand each other better as a result of the subject of this report.

S149 Equality Act 2010 requires that due regard must be paid to this information when considering the subject of this report.

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Equalities issues have been included in the main body of the report.