

# **South Oxfordshire and Vale of White Horse District Councils HR Equality Information – Employee Data 2019/20**

## **Report under the Public Sector Equality Duty**

Introduction

South Oxfordshire District Council and Vale of White Horse District Council are committed to equality and diversity. We strive to make Southern Oxfordshire a place where no-one experiences discrimination or feels disadvantaged because of their individual characteristics when working for the council or using our services.

**The legal requirements**

The [Equality Act 2010](http://www.legislation.gov.uk/ukpga/2010/15/contents) introduced the [Public Sector Equality Duty (PSED)](http://www.legislation.gov.uk/ukpga/2010/15/section/149) on all public authorities. In fulfilling this duty, South Oxfordshire and Vale of White Horse District Councils, in all their functions, must have due regard to:

* **eliminate unlawful discrimination, harassment and victimisation** and any other conduct prohibited by the Act;
* **advance equality of opportunity** between people who share a protected characteristic (see below) and people who do not share it; and
* **foster good relations** between people who share a protected characteristic and people who do not share it.

We must publish:

* information relating to our employees who share protected characteristics.

**Equality and diversity as an employer**

We aim to reflect the district's diversity in our workforce. We are committed to creating a working environment in which we advance equality of opportunity and integrate fairness and equity into every aspect of our employment practices.

We aim to develop, promote and deliver recruitment and learning opportunities without discriminating based on a person's:

* age
* disability
* gender reassignment
* pregnancy and maternity
* race – this includes ethnic or national origins, colour or nationality
* religion or belief – this includes lack of belief
* sex
* sexual orientation
* marital status and civil partnership – in respect of eliminating unlawful discrimination.

We are committed to interviewing all disabled applicants who meet the minimum selection criteria for a vacancy and make reasonable adjustments during the interview process and once in employment.

### **Our Approach**

We have used data from our HR database and other administrative systems to look at the following HR equality indicators:

* the make-up of our workforce
* recruitment process
* workforce patterns
* workforce by grade
* training
* reasons for leaving
* discipline and grievances
* applications for flexible working and maternity leave.

DATA CONSIDERATIONS

It is important to note the following points when reviewing 2019/20 data.

We continued to include casual workers this year to be consistent with the requirements of the gender pay gap legislation but have shown them separately.

Unfortunately, there are still gaps in the equality data following on from the introduction of the new HR system last year. Staff are encouraged to update their personal information on the HR system MyView, however, this is not mandatory, and many staff choose not to do this. Therefore, we cannot draw any definitive conclusions when data is broken down further.

As with the 18/19 data, due to several staff mistakenly identifying as ‘white other’ on MyView, we have taken the decision not to include these staff in the ethnic minority category. Therefore, we have renamed the ethnic minority category as ‘black and minority ethnic (BAME)’ and have used this throughout the report.

**HR Equality Monitoring**

**Workforce profile vs Economically active population aged 16 and over (Census 2011)**

The total number of employees as at 31 March 2020 is 466 including casual workers.

The table below compares the economically active population of South Oxfordshire and the Vale to the combined workforce profile. South Oxfordshire has an economically active population[[1]](#footnote-1) of 73,454 and the equivalent in Vale is 66,181.

The following should be considered when reviewing the workforce profile: 67.38% of staff have provided their ethnicity, 4.94% have declared if they have a disability, 48.72% have declared their religion, and 45.69% have declared their sexuality.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **South Oxfordshire** | **Vale of White Horse** | **\*South and Vale economically active population** | **Workforce profile 18/19** | **Workforce Profile 19/20(South and Vale combined 466 people)** |
| **Sex** |  |  |  |  |  |
| Female | 65.91% | 64.56% | 46.6% | 64.48% | 65.45% |
| Male | 34.09% |  35.44% | 53.4%a | 35.52% | 34.55% |
| **Age** |  |  |  |  |  |
| Age 16-24 | 7.79% | 3.80% | 12.1% | 12.05% | 6.44% |
| Age 25-34 | 20.13% | 18.35% | 18.6% | 18.18% | 19.53% |
| Age 35-44 | 26.95% | 24.68% | 23.5% | 26.00% | 26.18% |
| Age 45-64 | 43.18% | 50.63% | 40.9% | 40.38% | 45.71% |
| Age 65 and over | 1.95% | 2.53% | 4.9% | 3.17% | 2.15% |
| **Ethnic minority groups** |  |  |  |  |  |
|  BAME | 2.60% | 3.16% | 4.4% | 2.75% | 2.79% |
| Not known | 33.77% | 26.58% |  | 35.94% | 31.33% |
| White – all categories | 62.66% | 68.35% | 95.8% | 61.31% | 64.59% |
| Prefer not to say | 0.97% | 1.90% |  | 0.00% | 1.29% |
| **Disability** |  |  |  |  |  |
| Prefer not to say | 0.97% | 1.90% |  | 0.00% | 1.29% |
| People declaring a disability | 4.22% | 6.33% | 6.3% | 5.29% | 4.94% |
| No disability/not known/prefer not to say | 95.78% | 93.67% |  | 95.78% | 95.06% |
| **Religion** |  |  |  |  |  |
| Christian all denominations | 22.73% | 32.28% | 60.6% | 23.26% | 25.97% |
| Minority religion | 3.90% | 1.90% | 2.4% | 1.90% | 3.22% |
| No religion | 20.45% | 17.72% | 30.0% | 18.39% | 19.53% |
| Not Known/prefer not to say | 52.92% | 48.10% | 7.0% | 56.45% | 51.29% |
| **Sexual Orientation** |  |  |  |  |  |
| Heterosexual | 42.86% | 49.37% |  | 41.65% | 45.06% |
| Not known | 50.97% | 41.77% |  | 50.95% | 47.85% |
| Gay/lesbian/bisexual | 0.65% | 0.63% |  | 0.28% | 0.64% |
| Prefer not to say | 5.52% | 8.23% |  | 6.55% | 6.44% |

**Analysis of Overall Population and commentary**

* As at 31 March 2020, we had 466 employees. South Oxfordshire and Vale of White Horse districts have an economically active population, of which 65.4% are female and 34.6% male. We employ a higher percentage of females to males in line with the district profile. There was a slight increase in female staff compared to last year and a small decrease in male staff from previous year.
* The workforce profile of staff in age bands 16-24 and over 65 has decreased since 18/19.
* There is a marked increase in the 45-64 age band and marked decrease in the 16-24 age band compared to last year’s council data though these figures reflect the economically active population of the district.
* The workforce profile for black and minority ethnic staff has decreased slightly along with staff declaring a disability, however, there has been a slight increase in staff declaring their religions. Christianity is up from 23.26% last year to 25.97% and Minority religions has increased from 1.9% in 18/19 to 3.22% in 19/20. There has been an increase in staff categorising themselves as gay/lesbian/bisexual, in 2018/2019 the figure was 0.28%, this year it has risen to 0.64%. This is a very positive step; we are hoping this is because staff feel comfortable in declaring their sexual orientation.

**RECRUITMENT PROCESS**

The following table looks at the percentage of job applicants compared to the economically active population and workforce profile. We received 619 applications, compared to 657 applications during 18/19. A reduction of 38

Out of the 619 applications received, 342 were shortlisted and 135 people were appointed.

Now that recruitment has transferred back in-house, we have more control on capturing data and will be able to record this more efficiently in next year’s report.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Application for employment totals and %** | **Economically active population\*****(\*Census 2011)** | **Workforce profile as at 31 March 2020 (466)** |
| **Ethnicity** |  |  |  |
| BAME/Ethnic Minority | (92) 14.86% | 4.4% | 2.79% |
| White – all categories |  (40) 6.46% | 95.8% | 64.59% |
| Not known/prefer not to say | (487) 78.68% |  | 32.62% |
| **Disability** |  |  |  |
| Declaring a disability | (9) 1.45% | 6.3% | 4.94% |
| No disability/ Not known | (610) 98.55% |  | 95.06% |
| **Sex** |  |  |  |
| Female | (351) 56.70% | 46.6% | 65.45% |
| Male | (222) 35.86% | 53.4% | 34.55% |
| Not known | (46) 7.43% |  |  |
| **Age** |  |  |  |
| Aged 16 – 24 | (60) 9.69% | 12.1% | 6.44% |
| Aged 25 – 34 | (181) 29.24% | 18.6% | 19.53% |
| Aged 35 -44 | (137) 22.13% | 23.5% | 26.18% |
| Aged 45 -64 | (204) 32.96% | 40.9% | 45.71% |
| Aged 65 + | (3) 0.48% | 4.9% | 2.15% |
| Not known | (34) 5.49% |  |  |

**Analysis and commentary**

sex

* Applications for males and females are lower than those received in last year. However, the female workforce of 56.70% is higher than economically active population of 46.6%, whereas the male workforce is 35.86%: much lower than the economic active population of 53.4%.

Age

* Since 18/19 we have seen a reduction in the number of people aged 16-24 applying for roles. There has been an increase in the age groups 25-34, 35-44 and 45-64 and over 65. In the former age group categories with the exception of over 65 this is still higher than the economically active population and our workforce profile.
* Since 18/19 we have received 129 more applications from females than males. This reflects that the number of female employees is higher than economically active population.

Disability

* 1.45% of applications during the year were from those who have declared a disability, this is lower than 18/19 data, our workforce profile, and the economically active population. This could suggest the councils should be doing more to encourage disabled people to apply.

ETHNICITY

* Since the 18/19 data, we have seen a small reduction in applicants from Ethnic Minority groups down from 15.37% last year to 14.86% this year, however, this figures is still much higher than the economically active population of 4.4% which would imply there continues to be no barriers with our application process for this group.

**WORKING PATTERNS**

The following table looks at the percentage of the workforce that work part time as at 31 March 2020 not including the casual workers who have no contracted hours. It is also shown as a percentage of the part time workforce by sex, age, disability and ethnicity.

We have 466 staff, with 117 working part time, which equates to 25.11% of which 20 are males and 97 are females. 342 staff work full time and the remaining 7 employees are casual workers with no contracted hours. There is a marked decrease in casual employees since 18/19.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Percentage of workforce who work part time 18/19 (399 staff not including casuals)** | **Percentage of workforce who work part time 19/20 (459 staff not including casuals)** | **Percentage of part time work force (117 not including casuals)** |
| Male |  2.96% | (20) 4.36% |  17.09% |
| Female | 17.97% | (97) 21.13% | 82.91% |
| Aged 16 – 24 | 0.85% | (5) 1.90% |  4.27% |
| Aged 25 – 34 | 2.11% | (15) 3.27% |  12.82% |
| Aged 35 -44 | 6.55% | (37) 8.06% | 31.62% |
| Aged 45 -64 | 10.15% | (55) 11.98% | 47.00% |
| Aged 65 + | 1.27% | (5) 1.09% | 4.27% |
| **Disability** |  |  |  |
| Declared | 1.06% | (5) 1.09% | 4.27% |
| **Ethnicity** |  |  |  |
| White – all categories | 14.59% | (78) 17.00% | 66.66% |
| Unknown | 5.71% | (36) 7.84% | 30.77% |
| BAME | 0.63% | (3) 0.65% | 2.56% |

**Analysis and commentary**

We have seen a small increase in the number of staff working part time since 18/19 from 99 to 117 in 19/20.

sex

* We have seen an increase in females working part time from 17.97% 18/19 to 21.13% in 19/20. They now account for 82.91% of the workforce. There has been an increase in males working part time from 2.96% in 18/19 to 4.36% 19/20.

Age

* We have seen an increase in the percentage of staff from all age groups who work part time from last year, with the exception on the +65-age group where there has been a very slight decrease.

**WORKFORCE BY GRADE**

The following table looks at the percentage of the workforce by grade that are male and female as at 31 March 2020.

The total workforce is 466. 305 female and 161 male, a decrease of 7 staff since last years figure of 473.

The difference in the number of casual staff from the previous section is due to the way Capita recorded this information, compared to our in house HR data. HR have confirmed that these inconsistencies will not occur in future reports now that all data is being captured in house.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Workforce by grade by sex** | **Total number Males** | **Percentage of workforce** | **Total number Females** | **Percentage of workforce** | **Total workforce at grade** | **Percentage of workforce at grade** |
|  |  | **%** |  | **%** |  |  |
| grade 1-3 |  20 | 12.42% | 62 | 20.32% |  82 | 17.60% |
| grade 4-6 | 73 | 45.34% | 156 | 51.15% | 229 |  49.14% |
| grade 7-9 | 42 | 26.09% | 58 | 19.01% | 100 | 21.46% |
| grade 10+ | 8 | 4.97% | 13 | 4.26% | 21 | 4.51% |
| casuals ungraded  | 18 | 11.18% | 16 | 5.25% |  34 | 7.30% |
|  **Total** |  **161** |  **34.54%** |  **305** |  **65.45%** |  **466** |  **100%** |

**Analysis and commentary**

* Whilst there have been increases and decreases across the grade bandings in terms of numbers of staff, the majority remain comparable to 2018/2019. One notable change is the increase in grades 4-6 compared to 2018/2019 has increased from 175 to 229
* In 2019/20, apart from casuals grades all other grade bandings show a higher percentage of female staff than males. Showing a positive outcome for women across the board.

**Grade by Age Group**

The following table looks at the age bands of staff within each grade, as a percentage of the total number of staff at that grade.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Age by Grade** | **16-24**  | **%** | **25-34**  | **%** | **35-44**  | **%** | **45-64**  | **%** | **65+**  | **%** |
| grade 1-3 (82) | 11 | 13.41% | 16  | 19.51% |  16 | 19.51% | 36 | 43.90% | 3 | 3.66% |
| grade 4-6 (229) | 11 | 4.80% | 58 | 25.33% |  61 | 26.64% | 96 | 41.92% |  3 |  1.31% |
| grade 7-9 (100) | 0 | 0 | 10 | 10% |  36 |  36% | 53 | 53% | 1 |  1% |
| grade 10+ (24) | 0 | 0 | 0 | 0 | 6 |  28.57% | 15 | 71.43% | 0 | 0 |
| casuals ungraded (34) | 8 | 23.53% | 7 | 20.59% | 3 | 8.82% | 13 | 38.24% | 3 | 8.82% |

**Analysis and commentary**

* The highest number of employees over the workforce profile can be found in grades 4-6 with 229 employees.
* The blue highlighted cells indicate the highest number of employees of any group are in grades 4-6 aged 45-64.
* The green highlighted cells show the highest number of employees at grade 7-9 are aged 45-64.
* The yellow highlighted cells show staff aged 45-64 account for the largest percentage in grades 10 plus which includes heads of service/acting deputy chief executives/CEO.
* Casual staff have seen the biggest decrease across all age groups since 2018/2019.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Workforce Ethnicity by Grade** | **BAME** | **Percentage of grades total number** | **White combined** | **Percentage of grades total number** | **Unknown** | **Percentage of grades total number** | **Prefer not to say (No data)** | **Percentage of grades total number** | **BAME percentage of workforce 466** |
| Grade 1-3(82) | 3 | 3.66% | 35 | 42.68% | 44 | 53.66% | 0 | 0 | 2.79% |
| Grade 4-6 (229) | 7 | 3.06% | 3 | 1.31% | 63 | 27.51% | 156 | 68.12% | 1.50% |
| Grade 7-9 (100) | 3 | 3.00% | 72 | 72.00% | 24 | 24.00% | 1 | 1.00% | 0.64% |
| Grade 10+ (21) | 0 | 0.00% | 18 | 85.71% | 2 | 9.52% | 1 | 4.76% | 0.00% |
| Casuals ungraded (34) | 0 | 0.00% | 11 | 32.35% | 22 | 64.71% | 1 | 2.94% | 0.00% |

**Ethnicity by Grade**

The above table looks at the ethnicity of staff within each grade, as a percentage of the total number at that grade.

**Analysis and commentary**

* 2.79% of the workforce are from black and ethnic minority groups. This compares to 4.4% of the economically active population (census 2011).
* In line with 18/19, the 19/20 data shows the majority of higher grades are populated by white staff. The largest number of black and minority ethnic staff work in grades 4-6. However, it should be noted that only 67.38% of staff have provided their ethnicity data.

**disability by Grade**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Disability** | **Declared disability** | **Percentage of grades total number** | **No disability/not declared/not known** | **Percentage of grades total number** | **Disabled percentage of workforce 466** |
| Grade 1-3 (82) | 7 | 8.54% | 75 | 91.46% | 1.50% |
| Grade 4-6 (229) | 10 | 4.37% | 219 | 95.63% | 2.15% |
| Grade 7-9 (100) | 4 | 4.00% | 96 | 96.00% | 0.86% |
| Grade 10+ (21) | 1 | 4.76% | 20 | 95.24% | 0.21% |
| Casuals ungraded (34) | 1 | 2.94% | 33 | 97.06% | 0.21% |

**Analysis and commentary**

* The above table shows that 4.93% of the workforce have declared a disability this compares to 6.3% of the economically active population (census 2011).
* Grades 1-3 and 4-6 show the largest number of employees declaring a disability.

**TRAINING**

The following table looks at the staff training during 19/20 and the workforce profile at 31 March 2020

There were 748 requests for training during 19/20 compared to 1173 requests for training during 18/19. Insufficient data to draw any conclusions.

|  |  |  |  |
| --- | --- | --- | --- |
| **Equality group** | **Applications for training 18/19** | **Applications for training 19/20** | **Workforce profile South and Vale 19/20** |
| BAME | (40) 4.18% | (17) 2.27% |  2.79% |
| Declaring a disability | (92) 7.84% | (40) 5.34% |  4.94% |
| Female | (769) 65.55% | (518) 69.16% | 65.45% |
| Male | (404) 34.44% | (231) 30.84% | 34.55% |
| Aged 16-24 | (65) 5.54% | (38) 5.07% |  6.44% |
| Aged 25-34 | (234) 19.94% | (147) 19.63% | 19.53% |
| Aged 35-44 | (309) 26.34% | (169) 22.56% | 26.18% |
| Aged 45-64 | (555) 47.31% | (385) 51.40% | 45.71% |
| Aged 65 and over | (10) 0.85% | (10) 1.34% |  2.15% |

**Analysis and commentary**

* We can see a reduction for training requests in 19/20 compared to 18/19. In all categories.
* Staff aged 45-64 requested more training compared to other age groups.
* In line with the workforce profile, the highest concentration of participation in training is staff aged 45-64 at 51.40%.
* We do not hold figures for completed training courses in either year as this was not captured by Capita under the outsourced service.

**REASONS FOR LEAVING**

The following charts look at the percentage of staff leaving the council and reasons during 18/19 and 19/20. The data does not include any casual leavers as it was not possible to compile data for this.

During the year 113 staff left the council. The turnover is 26.15% based on workforce of 432 this figure excludes the 34 casual workers.

|  |  |  |  |
| --- | --- | --- | --- |
| **Equality Strand** | **Ceased employment in 2019/20** | **Ceased employment in 2018/19** | **Workforce profile****as at 31 March 2020** |
| BAME | 4 (3.54%) | 1 (0.68%) | 2.79% |
| Declaring a disability | 0 | 7 (4.76%) | 4.94% |
| Female | 65 (57.52%) | 78 (53.06%) | 65.45% |
| Male | 48 (42.48%) | 69 (46.94%) | 34.55% |
| Aged 16 – 24 | 17 (15.04%) | 32 (21.77%) | 6.44% |
| Aged 25 – 34 | 18 (15.93%) | 28 (19.05%) | 19.53% |
| Aged 35 -44 | 25 (22.12%) | 28 (19.05%) | 26.18% |
| Aged 45 -64 | 35 (30.97%) | 49 (31.97%) | 45.71% |
| Aged 65 + | 18(15.93%) | 10 (6.80%) | 2.15% |

|  |  |  |
| --- | --- | --- |
| **Reason for leaving** | **19/20 number (%)** | **18/19 number (%)** |
| Contract ended | 10 (8.85%) | 58 (39.45%) |
| Dismissal | 0 | No data |
| End of fixed term contract | 5 (4.42%) | 5 (3.40%) |
| Mutual consent | 46 (40.71%) | 2 (1.36%) |
| Not known | 4 (3.54%) | 23 (16.33%) |
| Redundancy | 1 (0.88%) | 3 (2.04%) |
| Resignation | 45 (39.82%) | 50 (34.01%) |
| Retirement | 1 (0.88%) | 2 (1.36%) |
| Admin Error | 0 | 1 (0.68%) |
| Changed contract to casual | 0 | 1 (0.68%) |
| Death in service | 0 | 1 (0.68%) |
| Non starter | 1 (0.88%) | 1 (0.68%) |

**Analysis and commentary**

* Turnover is higher than average at 24.24% per annum, the national UK average is 15%.
* The percentage of employees leaving due to contracts ending has reduced from last year. It is highest at age range 45-64 showing a slight decrease from last year.

Summary report

**executive summary**

This is the tenth year that South Oxfordshire and Vale of White Horse District Councils have produced an annual workforce report. This report provides an analysis of the size and makeup of the workforce, as well as recruitment, retention and learning and development, in relation to age, disability, ethnic origin, sex, religion or belief and sexual orientation, where data is available. We continue to strive for a workforce representative of the economically active population, which is still underrepresented in the following groups, black and minority ethnic, disabled and those aged 16-24 and 65 and over.

There was a reduction in training requests again in 19/20 this was down by 425 on the previous year. This could be due to the fact that HR have been devising a new in-house training system called LEAH which has commenced roll out and the outsourced HR provider supplying incorrect or only partial data.

However, data shows an increase in the number of training requests for staff declaring a disability from 32 last year to 92 in 18/19. There was a slight reduction of 9 from black and minority ethnic staff, from 49 from the previous year to 40.

Another notable change is the increase in females in grades 7-9, jumping from 49 last year to 54 in 18/19 In 2018/19, all grade bandings show a higher percentage of female staff than males. Grades 10+ have a total of 24 staff, 11 males and 13 females. Showing a positive outcome for our female staff across the board; this is higher than the economically active population (census 2011).

**Achievements during the year**

During the year, we delivered mandatory equality and diversity training for staff to increase understanding of the barriers people may face in accessing our services and help meet the needs of all our customer’s.

We retained the disability confidence scheme accreditation.

**Therefore, the priority actions for 20/21 year are to:**

* Explore how we can improve workforce representation for minority groups.
* Continue to encourage staff to complete their equality data on MyView explaining why it is so important.
* Ensure correct processes are in place and procedures followed to report against all stages of the recruitment process, including internal appointments.
* Continue improving links with access groups within the districts.
* Carry out equality access audits.

## **Alternative formats**

Alternative formats of this publication are available on request. These include large print, braille, audio, email, easy read and alternative languages.

### **Please contact human resources on  01235 422196**

HR

South Oxfordshire and Vale of White Horse District Councils

135 Eastern Avenue

Milton Park

Abingdon

OX14 4SB

**Email:** hradminandpayroll@southandvale.gov.uk or equalities@southandvale.gov.uk

Feedback

Thank you for taking the time to read this report. We welcome your feedback. Please contact us using the details above.

1. 1\* According to 2011 census [↑](#footnote-ref-1)