



South Oxfordshire and Vale of White Horse District Councils

HR Equality Information – Employee Data 2020/21

REPORT UNDER THE PUBLIC SECTOR EQUALITY DUTY

Introduction

South Oxfordshire District Council and Vale of White Horse District Council aspire to create an environment where everybody feels that they belong and have a voice which will be heard. We will embrace our differences, the unique talents, beliefs, backgrounds, and abilities of all our staff and we are committed to equality and diversity. We strive to make our districts a place where no-one experiences discrimination or feels disadvantaged because of their individual characteristics when working for the councils or using our services.

The Legal Requirements

The Equality Act 2010 introduced the Public Sector Equality Duty (PSED) 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 districts' 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. We are also a disability confident employer.

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 2020/21 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.

Following the introduction of our new HR system last year and the fact that it is not mandatory for staff to upload personal data, we cannot draw any definitive conclusions when data is broken down further. However, the councils' HR team are committed to capturing this data and will work with our communication team to encourage staff to update their information.

HR Equality Monitoring

Workforce Profile vs Economically Active Population Aged 16 and Over (Census 2011)

The total number of employees as of 31 March 2021 is 539 which includes 20 casual workers.

The table below compares the economically active population of South Oxfordshire and Vale of White Horse District Councils to the combined workforce profile. South Oxfordshire has an economically active population¹ of 73,454 and the equivalent in Vale is 66,181.

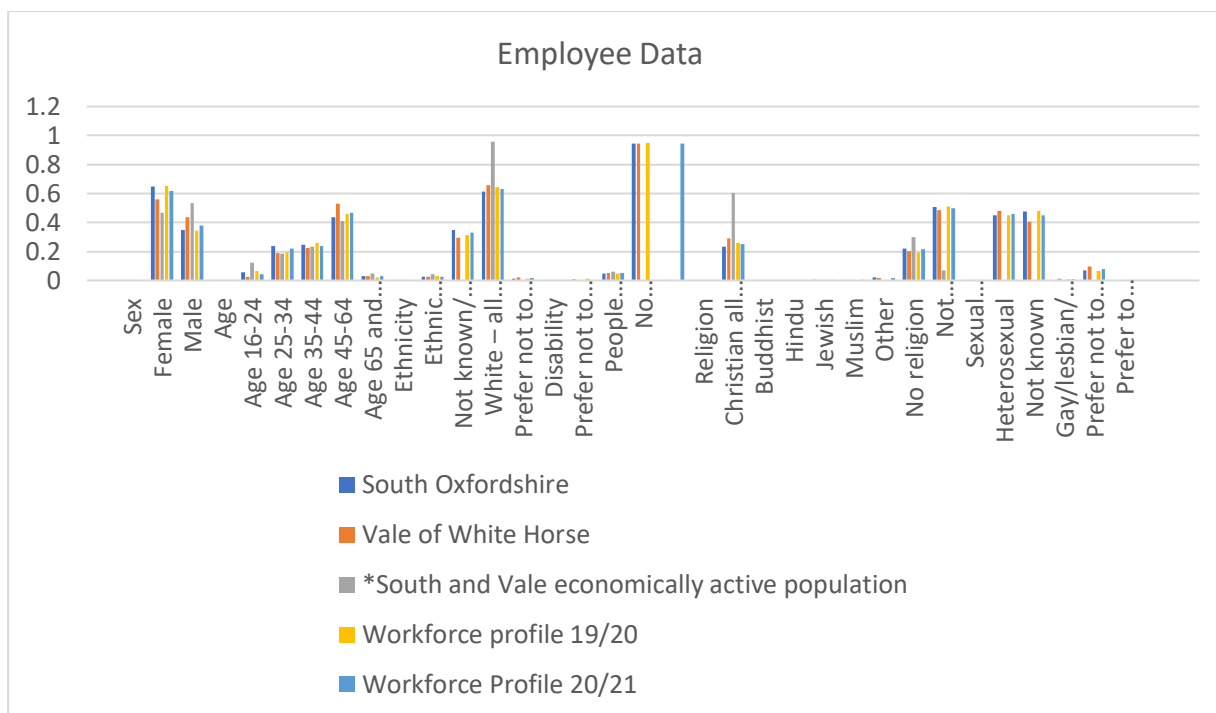
The following should be considered when reviewing the workforce profile: 65.52% of staff have provided their ethnicity, while 34.5% have either not provided any information or opted not to declare their ethnicity. If we remove the 'not known / not provided' category, the workforce profile would change somewhat. In this instance, we would have 5.45% from Black, Asian & Minority Ethnic, 2.18% prefer not to say and 92.37% white all other.

5.01% have declared if they have a disability, 28.58% have declared their religion, 21.52% staff declared they had no religion with the remaining 49.91% choosing not to provide the information. 46.94% have declared their sexuality.

	South Oxfordshire	Vale of White Horse	*South and Vale economically active population	Workforce profile 19/20	Workforce Profile 20/21 (South and Vale combined 539 people)
Sex					
Female	65.06%	56.15%	46.6%	65.45%	61.97%
Male	34.94%	43.85%	53.4%	34.55%	38.03%
Age					
Age 16-24	5.68%	2.67%	12.1%	6.44%	4.45%
Age 25-34	23.58%	18.72%	18.6%	19.53%	21.89%
Age 35-44	24.43%	22.46%	23.5%	26.18%	23.75%
Age 45-64	43.47%	52.94%	40.9%	45.71%	46.75%
Age 65 and over	2.84%	3.21%	4.9%	2.15%	3.15%
Ethnicity					

1* According to 2011 census

Ethnic minority groups	2.56%	2.67%	4.4%	2.79%	2.60%
Not known/ Not provided	34.94%	29.41%		31.33%	33.02%
White – all categories	61.36%	65.78%	95.8%	64.59%	62.89%
Prefer not to say	1.14%	2.14%		1.29%	1.48%
Disability					
Prefer not to say	0.85%	0.00%		1.29%	0.56%
People declaring a disability	4.83%	5.35%	6.3%	4.94%	5.01%
No disability/not known	94.32%	94.65%		95.06%	94.43%
Religion					
Christian all denominations	23.30%	28.88%	60.6%	25.97%	25.23%
Buddhist	0.57%	0.00%			0.37%
Hindu	0.57%	0.53%			0.56%
Jewish	0.28%	0.00%			0.19%
Muslim	0.57%	0.00%			0.37%
Other	1.99%	1.60%			1.86%
No religion	22.16%	20.32%	30.0%	19.53%	21.52%
Not Known/prefer not to say	50.57%	48.67%	7.0%	51.29%	49.91%
Sexual Orientation					
Heterosexual	44.89%	48.13%		45.06%	46.01%
Not known	47.44%	40.64%		47.85%	45.08%
Gay/lesbian/bi sexual	0.56%	1.06%		0.64%	0.74%
Prefer not to say	7.10%	9.63%		6.44%	7.98%
Prefer to self-describe	0.00%	0.53%			0.19%



Analysis of Overall Population and Commentary

- As of 31 March 2021, we had 539 employees. South Oxfordshire and Vale of White Horse districts have an economically active population, of which 61.97% are female and 38.03% male. We employ a higher percentage of females to males in line with the district profile. There was a slight decrease in female staff compared to last year and a small increase in male staff from previous year.
- The workforce profile of staff in age bands 16-24 and 35-44 has decreased since 2019/20.
- There is an increase in age bands 25-34 and 45-64 compared to last year’s council data. These figures are above the economically active population of the district from data from the last census in 2011. Unfortunately, we are still waiting for data from the 2021 census. There is also an increase of staff in the age band 65+.
- The workforce profile for black and minority ethnic staff has decreased very slightly along with staff declaring a disability. There has been a slight decrease in staff declaring their religions. Christianity is down very slightly from 25.97% last year to 25.23%. We felt that individual minority religions should be reported where data had been collated rather than grouped together as in past years.
- There has been an increase in staff categorising themselves as gay/lesbian/bisexual, from 0.64% last year to 0.75% this year. We also have 0.19% of staff who prefer to self-describe in this year’s figures. This is a very positive step; we are hoping this is due to staff feel comfortable in declaring their sexual orientation.

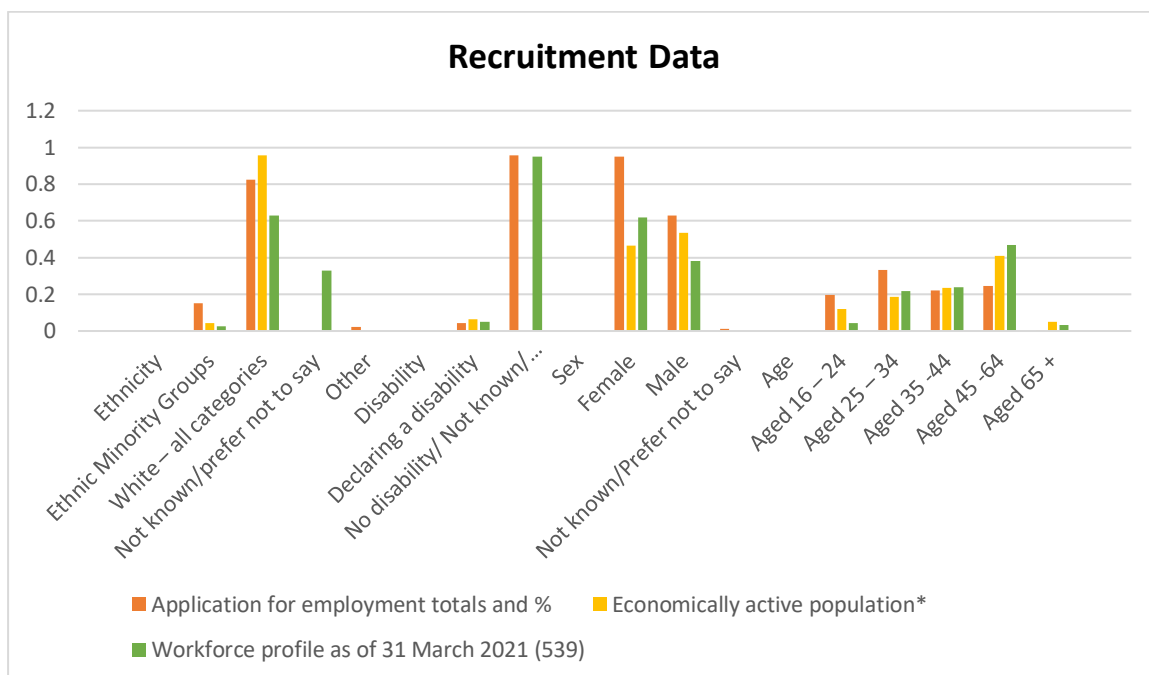
Recruitment Process

The following table looks at the percentage of job applicants compared to the economically active population and workforce profile.

We received 1884 applications, compared to 619 applications during 2019/20. An increase of 1265 since the 2019/20 report. Out of the 1884 applications received, 91 applicants 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 future reports.

	Application for employment totals and %	Economically active population* (*Census 2011)	Workforce profile as of 31 March 2021 (539)
Ethnicity			
Ethnic Minority Groups	(284) 15.07%	4.4%	2.60%
White – all categories	(1555) 82.54%	95.8%	62.89%
Not known/prefer not to say	0		33.02%
Other	(45) 2.39%		0
Disability			
Declaring a disability	(80) 4.25%	6.3%	5.01%
No disability/ Not known/ Prefer not to say	(1804) 95.76%		94.99%
Sex			
Female	(1126) 95.10%	46.6%	61.97%
Male	(746) 63.01%	53.4%	38.03%
Not known/Prefer not to say	(12) 1.01%		0
Age			
Aged 16 – 24	(371) 19.69%	12.1%	4.45%
Aged 25 – 34	(624) 33.12%	18.6%	21.89%
Aged 35 -44	(419) 22.24%	23.5%	23.75%
Aged 45 -64	(464) 24.63%	40.9%	46.75%
Aged 65 +	(6) 0.32%	4.9%	3.15%



Analysis and Commentary

SEX

- We received more applications this year than previous. There was an increase of 775 applications from females and 524 from males. We still have a higher female workforce of 61.97% which is higher than the economically active population of 46.6%, whereas the male workforce is 37.85%: much lower than the economic active population of 53.4%.

AGE

- For the first time in a few years, we have seen high increase in the number of people applying for roles across all age groups.
- Historically, we still received more applications from females than males. This reflects that the number of female employees is higher within the economically active population.

DISABILITY

- 4.25% of applications during the year were from those who have declared a disability. This is considerably higher than the 2019/20 data, which was 1.45%. This suggests that the council are positively encouraging disabled people to apply.

ETHNICITY

- It is encouraging to see that there has been an increase in applicants from Ethnic Minority groups from 14.86% last year to 16.83% this year. This figure is significantly

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.

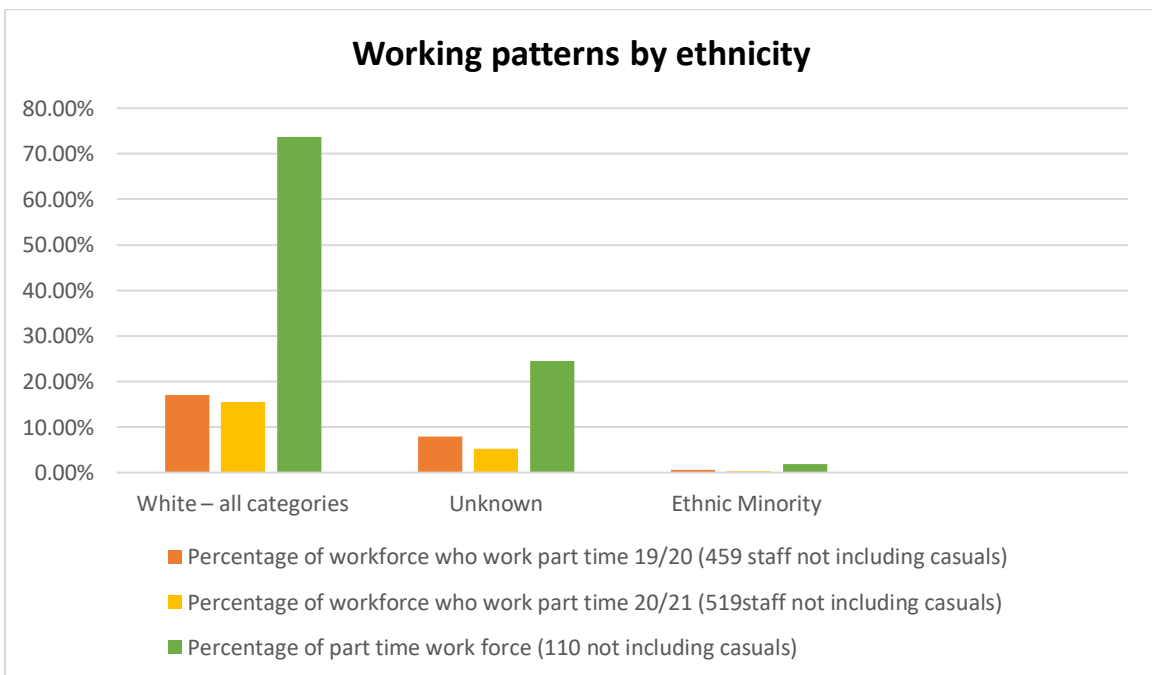
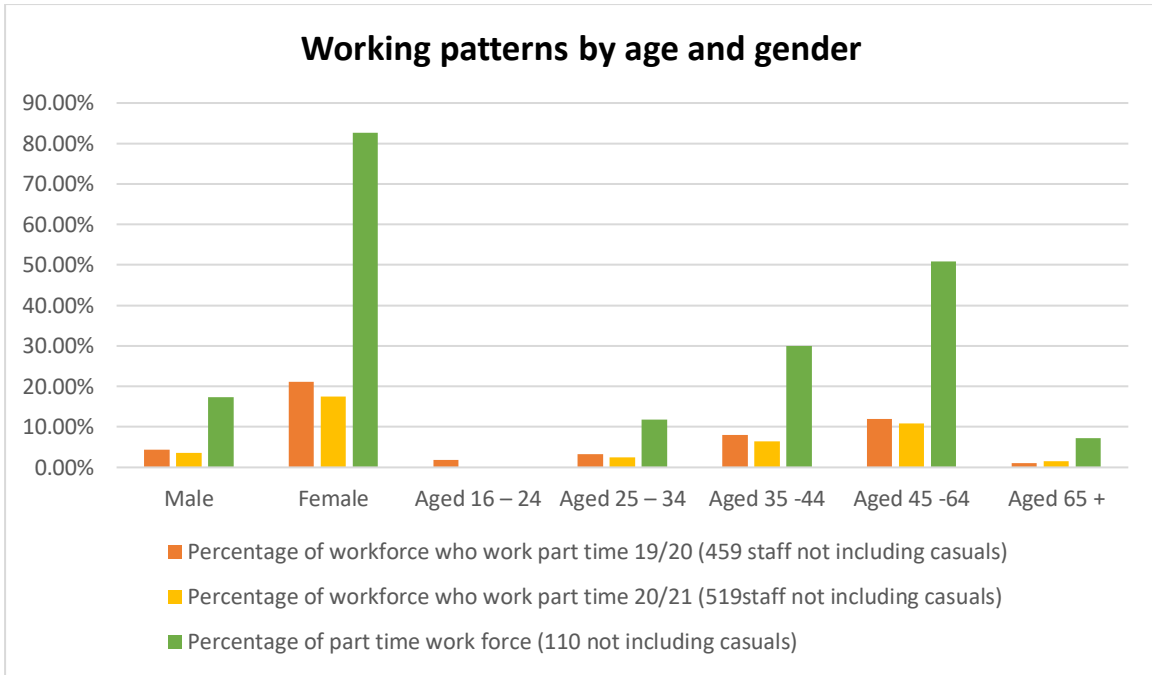
Working Patterns

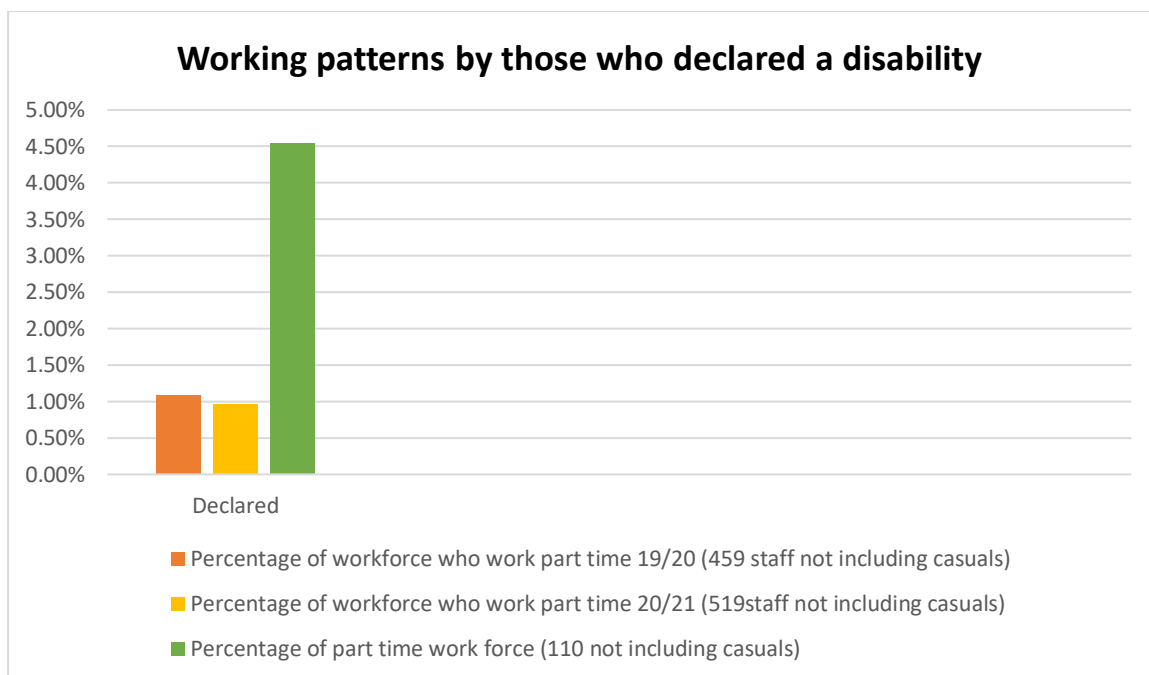
The following table looks at the percentage of the workforce that work part-time as of 31 March 2021, not including the casual workers who have no defined work pattern. It is also shown as a percentage of the part-time workforce by sex, age, disability and ethnicity.

We have a total of 539 staff, with 110 working part-time, equating to 20.41%, of which 19 are males and 91 are females. 409 staff work full-time, not including the 20 casual staff with no defined work pattern.

Since last year's report we have seen an increase in casual workers from 7 to 20.

	Percentage of workforce who work part time 19/20 (459 staff not including casuals)	Percentage of workforce who work part time 20/21 (519 staff not including casuals)	Percentage of part time work force (110 not including casuals)
Male	(20) 4.36%	(19) 3.66%	17.27%
Female	(97) 21.13%	(91) 17.53%	82.73%
Aged 16 – 24	(5) 1.90%	(0) 0.00%	0.00%
Aged 25 – 34	(15) 3.27%	(13) 2.50%	11.82%
Aged 35 -44	(37) 8.06%	(33) 6.35%	30.00%
Aged 45 -64	(55) 11.98%	(56) 10.78%	50.91%
Aged 65 +	(5) 1.09%	(8) 1.54%	7.27%
Disability			
Declared	(5) 1.09%	(5) 0.96%	4.55%
Ethnicity			
White – all categories	(78) 17.00%	(81) 15.55%	73.63%
Unknown	(36) 7.84%	(27) 5.20%	24.55%
Ethnic Minority	(3) 0.65%	(2) 0.38%	1.82%





Analysis and Commentary

There is a small reduction in the number of part-time staff since last year’s report. We have gone from 117 in 2019/20 to 110 in 2020/21.

SEX

- We have seen a decrease in females working part-time from 21.13% in 2019/20 to 17.53% in 2020/21. Females account for 82.73% of the part-time workforce. We have also seen a very small drop in male part-time staff in this report.

AGE

- We have seen a decrease 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 increase.

Workforce by Grade

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

The total workforce is 539, comprising of 334 female and 405 male, an increase of 73 staff since last year’s figure of 466.

There is a discrepancy of 1 in casual grades in this section from the previous data, due to the person being on a spot salary. We are aware of the issue and now our systems are back in-house this should be rectified by the time of next year’s report.

Workforce by grade by sex	Total number Males	% of workforce	Total number Females	% of workforce	Total workforce at grade	% of workforce at grade
		%		%		
grade 1-3 (107)	40	37.38%	67	62.62%	107	19.85%
grade 4-6 (254)	85	33.46%	169	66.54%	254	47.12%
grade 7-9 (116)	46	39.66%	70	60.34%	116	21.52%
grade 10+ (43)	23	53.49%	20	46.51%	43	7.98%
casuals ungraded (19)	11	57.89%	8	42.11%	19	3.52%

Analysis and commentary

- There have been significant increases across the grade bandings in terms of numbers of staff, with only a decrease in casuals' grades from the 2019/20 report. One notable change is in grades 10+, which has increased from 21 staff in this category in 2019/20 to 43 in 2020/21.

In 2020/21, apart from casuals' grades and grade 10+, all other bandings show a higher percentage of female staff than males.

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 (107)	7	6.54%	29	27.10%	18	16.82%	48	44.86%	5	4.67%
grade 4-6 (254)	9	3.54%	67	26.38%	63	24.80%	108	42.52%	7	2.76%
grade 7-9 (116)	0	0	13	11.21%	38	32.76%	62	53.45%	3	2.59%

grade 10+ (43)	0	0	3	6.98%	8	18.60%	30	69.77%	2	4.65%
casuals ungraded (19)	8	42.11%	6	31.58%	1	5.26%	4	21.05%	0	0

Analysis and commentary

- The highest number of employees over the workforce profile can be found in grades 4-6 with 254 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+, which includes the Chief Executive, acting deputy chief executives, heads of service and service managers.
- Casual staff have seen a decrease from 34 to 20 across all age groups since 2019/2020.

Ethnicity by Grade

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

Workforce Ethnicity by Grade	Black Asian Minority Ethnic	Percentage of grades total number	White combined	Percentage of grades total number	Unknown/Not provided	Percentage of grades total number	Prefer not to say (No data)	Percentage of grades total number	Black Asian Minority Ethnic percentage of workforce 539
Grade 1-3 (107)	3	2.80%	54	50.47%	50	46.73%	0	0.00%	0.56%
Grade 4-6 (254)	7	2.75%	172	67.71%	72	28.34%	3	1.18%	1.30%

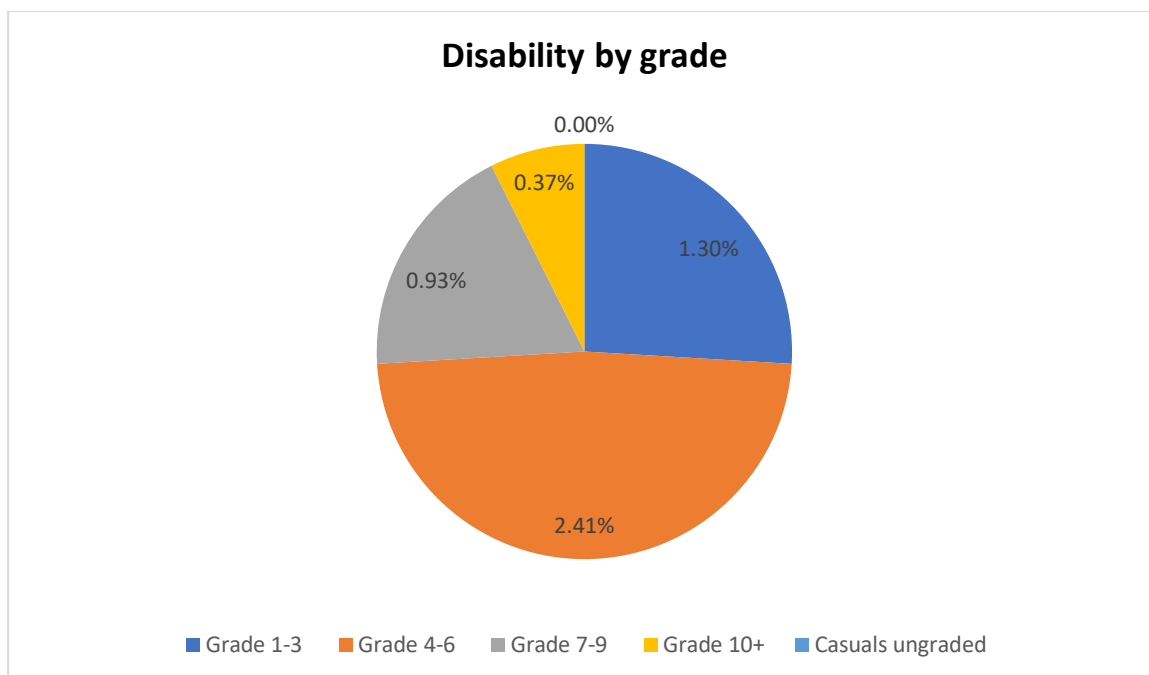
Grade 7-9 (116)	4	3.44%	83	71.55%	26	22.41%	3	2.59%	0.74%
Grade 10+ (43)	0	0.00%	29	67.44%	12	27.91%	2	4.65%	0.00%
Casuals ungraded (19)	0	0.00%	1	5.26%	18	94.73%	0	0.00%	0.00%

Analysis and Commentary

- 2.60% 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 2019/20, the 2020/21 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 65.52% 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 539
Grade 1-3	7	6.54%	100	93.46%	1.30%
Grade 4-6	13	5.12%	241	94.88%	2.41%
Grade 7-9	5	4.31%	111	95.69%	0.93%
Grade 10+	2	4.65%	41	95.35%	0.37%
Casuals ungraded	0	0.00%	19	100.00%	0.00%



Analysis and commentary

- The above table shows that 5.01% 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 2020/21 and the workforce profile at 31 March 2021.

There were 55 requests for training during 20/21, compared to 748 requests for training during 2019/20.

Equality group	Applications for training 19/20	Applications for training 20/21	Workforce profile South and Vale 20/21
Black Asian Minority Ethnic (14)	(17) 2.27%	(1) 1.82%	7.14%
Declaring a disability (27)	(40) 5.34%	(3) 5.45%	11.11%
Female (334)	(518) 69.16%	(33) 60%	9.88%
Male (205)	(231) 30.84%	(22) 40%	10.73%
Aged 16-24 (24)	(38) 5.07%	(1) 1.82%	4.16%

Aged 25-34 (118)	(147) 19.63%	(14) 25.45%	11.86%
Aged 35-44 (128)	(169) 22.56%	(10) 18.18%	7.81%
Aged 45-64 (252)	(385) 51.40%	(30) 54.55%	11.90%
Aged 65 and over (17)	(10) 1.34%	None	0.00%

Analysis and Commentary

We can see a reduction for training requests in 2020/21 compared to 2019/20 in all categories. We believe this is partially due to the implementation of a new learning management system where basic training can be completed online by all staff without a request process. In addition, we also believe that the reduced number of formal training requests this year was due to the pandemic and hybrid working.

- For a second year running, 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 54.55%.

Reasons for Leaving

The following information looks at the percentage of staff leaving the councils and the reasons during 2019/20 and 2020/21. The data does not include any casual leavers as it was not possible to compile data for this.

During the year, 85 staff left the council. The turnover is 16.38% based on workforce of 519. This figure excludes the 20 casual workers.

Equality Strand	Ceased employment in 2020/2021	Ceased employment in 2019/20	Workforce profile as of 31 March 2021
BAME	0	4 (3.54%)	0.00%
Declaring a disability	0	0	0.00%
Female	48 (56.47%)	65 (57.52%)	14.37%
Male	37 (43.53%)	48 (42.48%)	18.04%
Aged 16 – 24	34 (40.00%)	17 (15.04%)	141.66%
Aged 25 – 34	15 (17.65%)	18 (15.93%)	12.71%
Aged 35 -44	14 (16.47%)	25 (22.12%)	10.93%
Aged 45 -64	17 (20.00%)	35 (30.97%)	6.74%
Aged 65 +	5 (5.88%)	18 (15.93%)	29.41%

Reason for leaving	20/21 number (%)	19/20 number (%)
Contract ended	26 (30.59%)	10 (8.85%)
Dismissal	0	0
End of fixed term contract	1 (1.18%)	5 (4.42%)
Mutual consent	0	46(40.71)
Not known	24 (28.24%)	4 (3.54%)
Redundancy	0	1 (0.88%)
Resignation	26 (30.59%)	45(39.82%)
Retirement	5 (5.88%)	1 (0.88%)
Changed contract	1 (1.18%)	0
Unsuccessful probation period	1 (1.18%)	0
Non starter	0	1 (0.88%)
Restructure	1 (1.18%)	0

Analysis and Commentary

- Although we have a larger workforce in 2020/21 compared to 2019/20, we saw a decrease in leavers from 85 in 2020/21 compared to 113 in 2019/20.
- We need to be more robust in recording reasons for leaving. We have 24 leavers under category 'unknown', which is a large increase from previous years where there were only 4 in this category. Again, now the service is in-house we can actively address this.

Summary Report

Executive Summary

This is the eleventh 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 make-up 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 in 2020/21, which, as explained previously, we believe is due to an implementation of a new learning management system and the introduction of hybrid working due to the pandemic. HR will continue to roll out the in-house training system, which should see figures increase.

Please note that at the time of completing this report we still had not had the figures from the 2021 census.

Achievements During the Year

We have faced many challenges during 2020/21, due to the pandemic and subsequent transformation to hybrid working for the majority of our staff, including recruiting new staff and ensuring they have the correct equipment and receive the appropriate training remotely.

We delivered mandatory equality and diversity training for staff to increase understanding of the barriers people may face in accessing our services and to help meet the needs of all our customers.

We retained the Disability Confidence scheme accreditation. We also joined the Hidden Disabilities scheme.

Priority Actions

The priority actions for 2021/22 are to:

- Develop and implement a Diversity and Inclusion strategy
- 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
- Continue to build relationships with voluntary groups to help any inequalities within our districts

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Feedback

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We would welcome your feedback. Please contact us using the details above.