Equality in Employment

An equality analysis of the workforce and councillors of Herefordshire Council

January-December 2019

Introduction

Herefordshire Council is committed to employing a diverse workforce to help the organisation understand and relate to the community we serve.

It is a requirement of the Equality Act 2010 that all public organisations with more than 150 employees publish the diversity data of their workforce, and this is why Herefordshire Council has produced this document.

This report also includes our statutory gender pay gap report, which must be provided by all organisations with more than 250 employees.

One of the uses of this document is to see whether the workforce is generally reflective of the community that it serves, although nowhere is it implied that proportions of each protected characteristic should directly mirror the community.

This report provides information about the protected characteristics of Herefordshire Council's (non-school based) workforce of 1,274 individual employees as at 31 December 2019.

The numbers of employees in previous years were:

December 2018: 1,262
December 2017: 1,190
December 2016: 1,221
December 2015: 1,264
December 2014: 1,256

It also includes diversity information about our elected councillors, which is over and above what is required.

What's going to happen to this report?

Externally: This report will be published on the council's website, in order to comply with the Public Sector Equality Duty.

Internally: This report will be available to all employees and used to raise awareness of the need to record their information.

If you would like help to understand this document, or would like it in another format or language, please call the Information Compliance & Equality team on 01432 260216 or e-mail diversity@herefordshire.gov.uk.

Diversity Profile of Herefordshire Council Workforce

The following statistics relate to Herefordshire Council employees, and were correct as at 31 December 2019. The Census columns relates to the 2011 Census for Herefordshire. Some figures in these columns have been rounded, and so may not sum. Some figures in these columns have been amalgamated for ease of use, and should be used only as an indicative comparison.

Race

	Number	%	Census %
Any other ethnic group	4	0.3	0.2
Asian/Asian British	7	0.5	0.8
Black/Black British	6	0.5	0.2
Mixed ethnic background	9	0.7	0.7
White - Any other White background	46	3.6	4.3
White - British	783	61.5	93.7
White - Irish Traveller/Romany Gypsy	4	0.3	0.2
Prefer not to say	137	10.8	-
Information not obtained	278	21.8	-

- The approximate percentage of BAME (Black, Asian & Other Minority Ethnic) people in Herefordshire's working age population is 4.9% (source: 2011 Census). This compares to 2.4% of the Council's overall workforce.
- Of the 64 top 5% of earners, 3 (4.7%) identified as BAME.
- Of the 178 new starters in 2019, 9 (5.1%) identified as BAME.

Sexual Orientation

	Number	%
Bisexual	5	0.4
Gay	10	0.8
Heterosexual	769	60.4
Lesbian	10	0.8
Prefer not to say	480	37.7

- 2.0% of all employees have identified as lesbian, gay or bisexual (LGB). This is up from 1.7% in 2018.
- Stonewall estimates that 5-7% of the total population are LGB.
- The only relevant Census 2011 information relating to sexual orientation is that there were, at the time of the Census, 296 adult residents in Herefordshire who were living in a registered same-sex civil partnership. No reliable estimates exist of the proportion of the population identifying as LGB. A number of data sources can provide contextual information for Herefordshire, but none are reliable enough to be used as a proxy for the true number.
- Our statistics for sexual orientation do not differentiate between "prefer not to say" and "information not obtained". This may be an error in our data collection which we will aim to correct in next year's figures.

Diversity Profile of Herefordshire Council Workforce

Religion and Belief

	Number	%	Census %
Agnostic	72	5.7	-
Atheist	117	9.2	-
Buddhist	4	0.3	0.3
Christian	456	35.8	67.8
Humanist	4	0.3	-
Jewish	2	0.2	0.1
Muslim	2	0.2	0.2
No religion or belief	81	6.4	22.8
Other	11	0.9	0.6
Pagan	2	0.2	-
Sikh	2	0.2	0.0
Information not obtained	521	40.9	-

- Our workforce's identification with a particular religion or belief has stayed fairly static over several years.
- According to the 2011 Census, Christianity remains the largest religion in Herefordshire at 67.8%.   It is also the largest religion in England and Wales (59.3%).
- In 2011, 6.7% of the population of the West Midlands identified as Muslim – the second largest belief group. However in Herefordshire, Buddhists remained the second largest group at 0.3%, which is reflected in our workforce.
- Our statistics for religion and belief do not currently differentiate between "prefer not to say" and "information not obtained". This may be an error in our data collection which we will aim to correct in next year's figures.

Marital Status

	Number	%	Census %
Civil partnership	5	0.4	0.2
Divorced or separated	24	1.9	11.8
Married	169	13.3	51.8
Single	81	6.4	28.3
Widowed	2	0.2	7.9
Prefer not to say	976	76.6	-
Information not obtained	17	1.3	-

- Statistics for same-sex marriage are not available, as they will be amalgamated with heterosexual (opposite sex) marriage.
- The figures for 2019 are almost identical to those for 2018.
- The categories of "prefer not to say" and "information not obtained" are likely to be inaccurate, and we will aim to correct this in next year's figures.

Nationality

	Number	%
British	203	15.9
English	65	5.1
Irish	2	0.2
Other	11	0.9
Romanian	3	0.2
Scottish	4	0.3
Welsh	15	1.2
Prefer not to say	955	75.0
Information not obtained	16	1.3

- This table shows how the workforce identifies with a particular nationality, and the findings remain similar to 2018.
- The categories of "prefer not to say" and "information not obtained" are likely to be inaccurate, and we will aim to correct this in next year's figures.

Diversity Profile of Herefordshire Council Workforce

Disability

	Number	%
No	760	59.7
Yes	41	3.2
Prefer not to say	14	1.1
Information not obtained	459	36.0

- Of the 64 top 5% of earners, 2 people (3.1%) identified as disabled.
- Of the 178 new starters in 2019, 2 people (1.1%) identified as disabled. A significant 68.5% of these starters failed to provide this information.
- 2 (1.8%) of the 169 leavers in 2019 identified as disabled.

	2015	2016	2017	2018	2019
No. disabled people as % of workforce	4.4%	4.0%	3.4%	3.0%	3.2%
No. disabled people as % of top 5% earners	4.4%	5.7%	4.8%	3.6%	3.1%

- Of the employees who have identified as disabled in 2019, 73.2% work full-time.
- The impairments noted by disabled employees cover a wide range of conditions, including sensory impairment, mental ill health, mobility difficulties, progressive illness, and learning disability.
- According to the 2011 Census, a very rough estimate of 18.7% of Herefordshire's population (all ages) described themselves as having a "limiting long-term illness" (this is often used as a proxy for disability). This is a similar proportion to that for the West Midlands region (19%) and England and Wales as a whole (17.9%).
- However, when considering just the working age population of Herefordshire with a limiting long-term illness, the proportion is 7.8% (8.4% in the West Midlands region).

Age

	Number	%	Census %
Age 16-24	38	3.0	9.7
Age 25 to 29	105	8.2	5.3
Age 30 to 44	387	30.4	17.9
Age 45 to 59	574	45.1	21.2
Age 60 to 64	121	9.5	7.4
Age 65 to 74	42	3.3	11.2
Age over 74	7	0.5	7.2

- The largest age category of new starters in 2019 was the 30-44 age group (44.4% of all starters). 1.7% of new starters were aged over 65.
- By a small margin, the largest age category of leavers in 2018 was also the 30-44 age group (28.4% of all leavers).
- Herefordshire has an older age structure than England and Wales, with people aged 65 and over constituting 23% of the county's population, in comparison with 17% nationally.

The top 5% of earners can be categorised as below:

	Number
Age 30-44	17
Age 45-59	40
Age 60-64	7

Diversity Profile of Herefordshire Council Workforce

Sex

	Number	%	Census %
Female	938	73.6	51
Male	336	26.4	49

- 73.6% of the Council's workforce is female. This is a sharp contrast to the national workforce profile, where only 47% of all people in employment are female, however it correlates with the national profile for public sector workers - two thirds (67.9%) of the total workforce in public roles is female (source ONS, 2015).
- As at 31 December 2019, the organisation had 413 part-time employees. Of these, 88.4% were women.

	2015	2016	2017	2018	2019
No. women in top 5% earners	26	30	31	31	34
% women in top 5% earners	38.2%	42.9%	50.0%	55.4%	53.1%

Of the 64 top 5% earners, 34 (53.1%) are women. The chart opposite shows that the number of women in this category has continued to increase.

Grievances

A grievance is a concern, problem or complaint that has an effect on an individual's work performance. It is instigated by the individual employee concerned.

In 2019 there were 11 grievances (there were 12 in 2018) which can be analysed as follows:

Sex	
Female	9
Male	2
Disability	
No	6
Information not obtained	5
Race	
White British	6
Other	1
Prefer not to say	2
Information not obtained	2
Age	
Aged 30-44	4
Aged 45-59	5
Aged 60 and over	2

There are no areas of concern highlighted in this data.

Disciplinary Proceedings

Disciplinary proceedings occur when an employee's performance, conduct or behaviour falls below expected standards, and it has not been possible to resolve this by informal means.

In 2019 there were 16 disciplinaries (there were 9 in 2018) which can be analysed as follows:

Sex	
Female	9
Male	7
Disability	
No	9
Yes	1
Not stated	6
Race	
White British	8
Other	2
Prefer not to say	2
Information not obtained	4
Age	
Aged 16-24	2
Aged 25-44	5
Aged 45-59	6
Aged 60-64	3

There are no areas of concern highlighted in this data.

The chart below indicates comparisons in certain "protected characteristics" across the past four years. For each category, it indicates the number of employees as a percentage of the total workforce. Unlike age and gender, which are known characteristics for each of our employees, this is information which individuals are asked to volunteer.
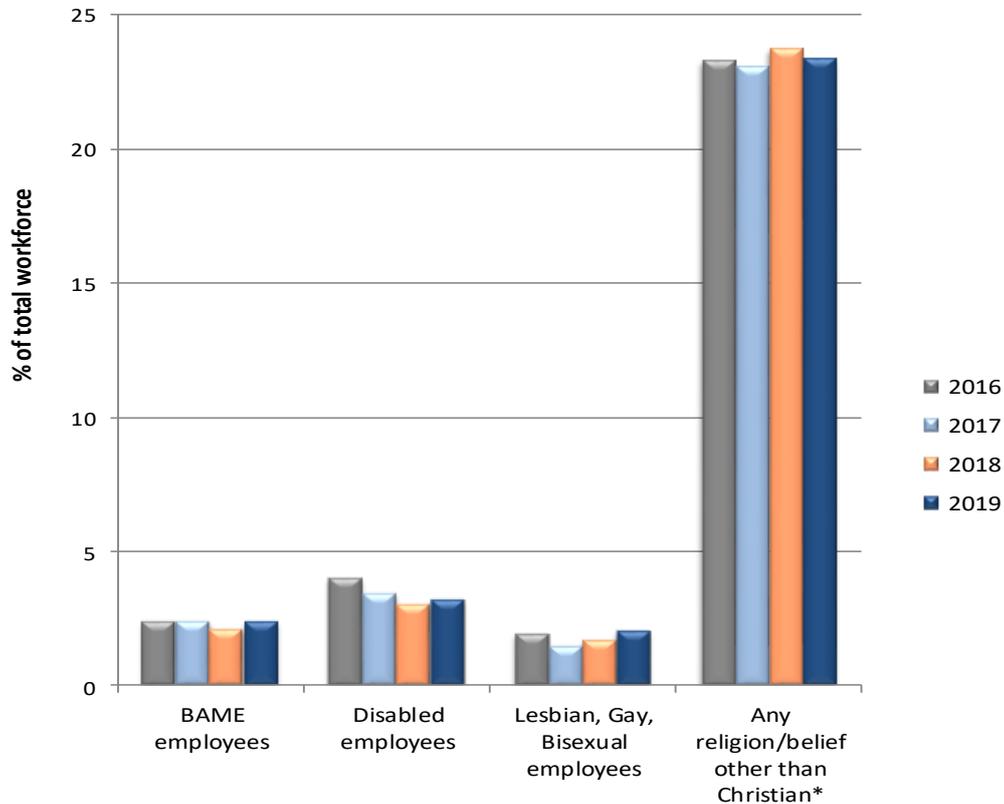
This figure includes "no religion or belief"

There is only slight variation in these 4 "minority" categories in the last 4 years. The BAME category is calculated by removing the number of "White British" and "White Other" employees from the total workforce.

In the characteristic of religion and belief, Herefordshire Council is generally reflective of the local community.

There is a relatively consistent reduction in the number of employees who identify as disabled in this 4-year period. With only 3.2% of our workforce identifying as disabled (versus approximately 7.8% of the county's working age population), we do have an under-representation of disabled people in our workforce, although some of this discrepancy could be as a result of under-reporting.

Our workforce is predominantly female, which corresponds to national statistics for workers in the public sector.

Diversity Profile of Herefordshire Councillors

In May 2019 a new cohort of 53 councillors took office. Each was asked to identify their protected characteristics, and 70% responded with this information. The following charts compare the diversity profile of our new councillors with the cohort from 2015.

Sex

	2015	2019
Female	15	21
Male	38	32

Race

	2015	2019
White British	44	45
Any other background	0	1
Prefer not to say	1	0
Information not obtained	8	5

Disability

	2015	2019
No	40	40
Yes	6	7
Prefer not to say	2	3
Information not obtained	5	3

Marital Status

	2015	2019
Divorced or separated	5	6
Married	28	30
Single	6	5
Other	3	4
Prefer not to say	1	3
Information not obtained	10	5

National Identity

	2015	2019
British and English	46	47
Welsh and Irish	2	2
Other	2	0
Prefer not to say	0	1
Information not obtained	3	3

Sexual Orientation

	2015	2019
Heterosexual	45	42
Gay/Lesbian/Bisexual/Other	0	4
Prefer not to say	3	2
Information not obtained	5	5

Religion & Belief

	2015	2019
Agnostic/Atheist	5	0
Christian	31	28
No religion or belief	5	14
Other	3	3
Prefer not to say	3	3
Information not obtained	6	5

Age

	2015	2019
Age 25 to 44	8	3
Age 45 to 64	23	24
Age 65 to 74	18	15
Age 75+	3	4
Prefer not to say	1	0
Information not obtained	0	7

Summary/Analysis

- The percentage of female Councillors has increased from 28.3% in 2015 to 39.6%.
- There is a slightly more diverse range of ethnicities and sexual orientation.
- Our Councillors are generally within older age groups than our workforce.
- 7 of the 2019 Councillors have identified as disabled. At 13.2%, this is a significantly higher proportion than across the workforce.
- Diversity data was requested from every nominated ward councillor (those who stood for election). 70% of nominees provided their data (98 in total). A comparison of the data between nominees and elected councillors is shown below. It shows, for example, that while only 30.6% of nominees were female, nearly 40% of the final elected councillors are female. Conversely, while 13.3% of nominees were aged 44 or younger, only 5.7% of the final elected cohort are in this age group.

	Female	Disabled	Age 16-44	BAME
Nominees	30.6%	7.1%	13.3%	2.0%
Elected	39.6%	13.2%	5.7%	1.9%

Gender Pay Gap Report

Background

Since 2018, all public sector employers (with 250 or more employees) are required to annually publish information about the difference between pay for male and female employees. This is called the gender pay gap. The information provided on these pages is based on a snapshot of the data on **31 March 2019**, and complies fully with our statutory requirements. Gender pay calculations can be complicated, and we have closely followed government recommendations.

Definition

The gender pay gap is different to equal pay. **Equal pay** relates to men and women receiving equal pay for carrying out the same jobs, similar jobs or work of equal value. Not meeting this requirement is unlawful. The **gender pay gap** is a measure of the difference in pay between the average earnings of males and females. In line with government guidance, it is expressed as a percentage of men's earnings.

Workforce profile

There were 1,340 relevant employees working for Herefordshire Council on the snapshot date of 31 March 2019, of whom 26.7% were male and 73.3% were female. The gender pay gap analysis is based on head count, irrespective of the number of hours an employee works.

Results for Herefordshire Council

1. Overall mean and median gender pay gap

	Mean hourly pay	Median hourly pay
Female	£14.10	£12.36
Male	£14.92	£13.71
Pay gap (ie. women's hourly pay is:)	5.5% lower	9.8% lower

2. The proportion of males and females receiving a bonus payment

10 employees received a payment relevant to this category during the period under consideration (April 2018-March 2019). Whilst the council does not pay employees a bonus as such, the definition of a bonus for the purposes of this report includes welcome payments, retention bonus for hard-to-fill posts, and one-off honoraria awarded for a specific contribution.
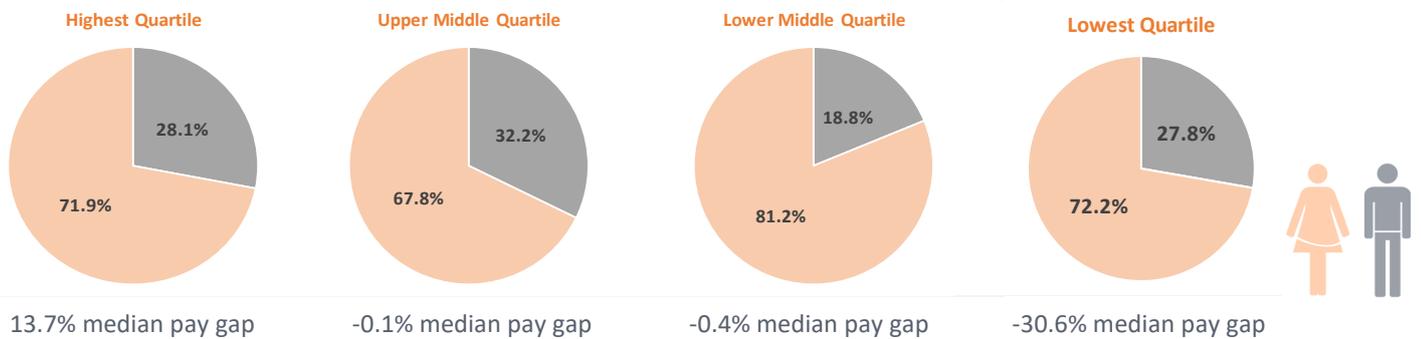
0.92%
(9 women)

0.28%
(1 man)
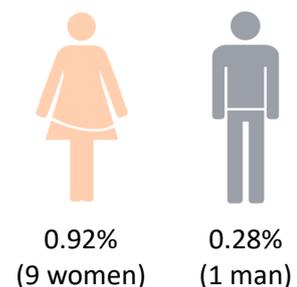
3. Mean and median bonus gender pay gap

	Mean bonus pay gap	Median bonus pay gap
Women's bonus pay is:	251.1% higher	28.6% higher

4. Proportion of male and female rate of pay in quartiles

Highest Quartile

28.1%

71.9%

13.7% median pay gap

Upper Middle Quartile

32.2%

67.8%

-0.1% median pay gap

Lower Middle Quartile

18.8%

81.2%

-0.4% median pay gap

Lowest Quartile

27.8%

72.2%

-30.6% median pay gap

The graphs above illustrate the spread of male and female earners across the organisation. They show the gender distribution across four equally sized quartiles, each containing around 335 employees. The quartiles are determined by ranking the hourly rate of pay for each eligible male and female employee, then dividing into 4 sections comprising an equal number of employees.

Comparison figures

In England and Wales, there is an overall median gender pay gap of 17.3% (source: Annual Survey of Hours and Earnings (ASHE), Office for National Statistics, 2019). This figure is across all industry sectors and includes full and part-time workers. This shows that a woman, on average, earns around 83p for every £1 earned by a man. The following ONS comparisons help to put Herefordshire Council's data into context:

	Type of comparison	Median pay gap (ie. women's hourly pay is:
Herefordshire, all sectors 2018	Geographic	8.6% lower
Herefordshire Council 2019	-	9.8% lower
West Midlands, all sectors 2018	Geographic	18.1% lower
Shropshire Council 2018	Sector	18.3% lower
UK public sector 2018	Sector	19.0% lower
Age group 40-49, UK, all sectors 2018	Age	23.5% lower
Wye Valley Trust 2018	Geographic	25.0% lower

Findings

Herefordshire Council's female employees are generally earning 9.8% less than male employees. Whilst this is a significant disparity, it is an improvement on the 2018 figure of 12.8%, and the 2017 figure of 15.4%.

In the lowest-paid quartile, women are paid 30.6% more than men, but in the highest-paid quartile, women are paid 13.7% less than men.

Bonus statistics for 2019 are similar to last year's, showing that women's bonuses are higher than men's bonuses. It is important to note that those figures are based on a very small number of people, and so are easily distorted.

Herefordshire Council's current equality policy is due to be reviewed in early 2020. The policy currently details the following 4 equality objectives which are relevant to the diversity data of our workforce:

1. Capture the diversity data of 95% of all council employees

There are various reasons why data may not be available, eg:

- the organisation has failed to request or capture it
- an individual has not complied with a request to provide data, or actively chosen not to provide it

The table opposite shows the number of employees where information has not been obtained. It does not include:

- gender and age, as this information is automatically captured when someone is employed by the council
- people who have actively chosen that they "prefer not to say"

2019	Info not obtained
Marital status	17
Ethnicity	278
Religion	521
Sexual orientation	0
Nationality	16
Disability	459

The total equates to 16.9% of voluntary information which has not been obtained. Therefore 83.1% of voluntary diversity data has been captured. This is somewhat lower than the 2018 figure of 89.9%. The reason for the reduction is a historic error in data capture, where information which hadn't been obtained defaulted to "prefer not to say". This may still be the case in some instances, and we will have to do some work on correcting this in the coming year. In correcting this error, the percentage of data collected may reduce again next year.

2. Analyse diversity data of job applicants versus successful candidates

Our recruitment systems do not allow us to analyse the diversity data of job applicants versus successful candidates, and therefore this objective will have to be amended in the next review of our Equality Policy.

3. Analyse diversity data of candidates standing for election versus successful candidates

Parish councillor nominees who provided diversity data	Number	Shown as a % of people who provided info
Female	254	33.6%
Disabled	39	5.2%
Age 16-44	75	9.9%
BAME	2	0.3%

Council elections for Ward and Parish councillors were held in May 2019. Diversity data relating to Ward councillors can be found on page 7 of this document.

Diversity data was also requested from every candidate who stood for parish elections (1,065 in total). Of these, 71% of candidates provided diversity data. The results are shown in this table.

4. Publish information on the council's gender pay gap

Gender pay gap information is available on pages 8-9 of this document.