

EQUALITY IN EMPLOYMENT

An equality analysis of the workforce of
Herefordshire Council

2022 - 2023



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1. INTRODUCTION

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

This document fulfils the requirement of the Equality Act 2010 that all public organisations with more than 150 employees publish the diversity data of their workforce. It also includes additional information which is not statutory.

Information from the 2021 Census has been used for comparative purposes.

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. It also provides baseline data to develop our workforce strategy

2. WORKFORCE DIVERSITY PROFILE

- The following statistics relate to Herefordshire Council employees, and were correct as at 31 March 2022.
- Within some characteristic groups, where there have been categories with less than 5 employees, these have been suppressed to ensure employees are not identifiable.
- The percentage reporting has been rounded to 1 decimal point, and so may not sum.
- The Census columns relate to the 2021 Census for Herefordshire. Some figures in these columns have been rounded, and so may not sum.
- The Census figures are correct for the whole of the Herefordshire population, and have not been adjusted to show only the working age population – they are therefore only an indicative comparison with the council's workforce figures.
- Data on gender reassignment is currently not available
- In 2023 we have made changes to our employee record system to allow our workforce to record their gender identity and so this will be included in next year's report.

Number of people (non-school based) employed by the council



Herefordshire Population 187,100

ETHNICITY

Ethnicity (total workforce)	No.	%	Census %
Any Other Ethnic Group	3	0.2	0.4
Asian or Asian British - Any other Asian background	5	0.4	1.2
Asian or Asian British - Indian	6	0.4	0.5
Asian or Asian British - Chinese, Pakistani	5	0.4	0.3
Black or Black British - Caribbean, African	10	0.7	0.3
Mixed - White & Black African, Black Caribbean, Asian	6	0.4	0.8
Mixed - Any other mixed background	1	0.1	0.3
White - Gypsy/Romany, Irish Traveller	4	0.3	0.3
White - Any other White background	52	3.7	5.1
<i>Total BAME employees</i>	92	6.5	9.2
White - British	852	60.3	91.1
Prefer not to say	98	6.9	-
Information not obtained	371	26.3	-

The approximate percentage of BAME (Black, Asian & Other Minority Ethnic) people in Herefordshire's working age population is 3.1% (source: 2021 Census). This compares to 6.5% of the Council's overall workforce as at 31 March 2022 (6.9% in 2021 and 6.7% in 2020). We recognise that this figure is unfortunately decreasing, and we are working closely with our Black and Asian Networking Staff Group to listen and learn on what key measures we can make as a whole to amend our working practices where everyone feels like they belong.

The council have 371 members of staff whose ethnicity has not been obtained, which is an unfortunate increase on previous years. Diversity reminders added to a new recruitment platform should seek to see this gap reduce in future years.

NATIONALITY

Nationality (total workforce)	No.	%
Any other nationality	1	0.1
Other - African / South East Asia	5	0.3
Other - European	14	1
British	373	26.4
English	118	8.4
Scottish	5	0.4
Irish	6	0.4
Welsh	20	1.4
Prefer not to say	665	47
Information not obtained	206	14.6

This table shows how the workforce identifies with a particular nationality.

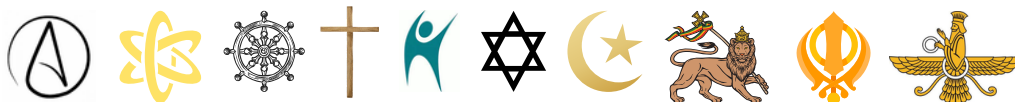
From previous years we have seen an overall increase in our workforce and this has been reflected across all nationality types.

Another positive trend in this years figures is that those who prefer not to say has reduced from 51% last year to 47%. This is complimentary to the promotion of an inclusive workforce and a culture that people are happy to share information about themselves and help us understand our workforce better.

RELIGION

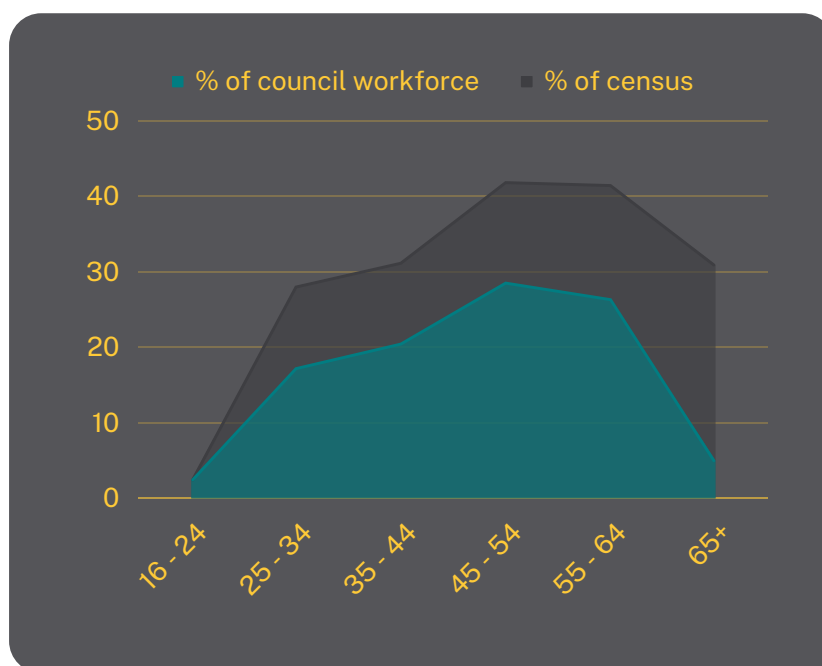
Religion (total workforce)	No.	%	Census %
Agnostic	71	5.0	-
Atheist	136	9.6	-
Buddhist	5	0.4	0.3
Christian	467	33.1	54.9
Humanist	4	0.3	-
Jewish	2	0.1	0.1
Muslim	5	0.4	0.4
No religion or belief	123	8.7	36.6
Other	8	0.6	0.5
Pagan	3	0.2	-
Rastafarian	1	0.1	-
Sikh	2	0.1	0.1
Zoroastrian	1	0.1	-
Prefer not to say	377	26.7	-
Information not obtained	208	14.7	6.9

Our workforce's identification with a particular religion or belief has stayed fairly static over several years. This year, however, is the first time that Rastafarian and Zoroastrian have appeared on the list.



AGE

Age (total workforce)	No.	%	Census %
16 - 24	35	2.5	-
25 - 34	243	17.2	10.8
35 - 44	289	20.5	10.7
45 - 54	403	28.5	13.3
55 - 64	372	26.3	15.1
65 +	71	5.1	25.9



This year we have changed our age reporting brackets. Although there has been a slight change, we can see from previous years we have had a marginal increase in the 25-34 bracket. There has also been an increase in the 65+ bracket.

DISABILITY

Disability total workforce)	No.	%	Census %
Prefer not to say	17	1.2	-
Information not obtained	525	37.2	-
Yes	60	4.3	17.0
No	811	57.4	83.0

We have seen an increase in declarations from our workforce compared to last year. Again, as our workforce grows the figures will not always be comparable, but another noticeable change is that there has been a reduction in the figure of information not obtained. Those who declare 'prefer not to say' has remained static.

GENDER / SEX

Gender / sex (total workforce)	No.	%	Census %
Male	336	23.8	49.1
Female	1077	76.2	50.9



Gender is the only protected characteristic that has full disclosure from the workforce of Herefordshire Council.

There are plans, in 2023, to widen the reporting options to allow for more representative reporting of gender that the workforce may associate with.

MARITAL STATUS

Marital status (total workforce)	No.	%	Census %
Prefer not to say	700	49.5	-
Information not obtained	227	16.1	-
Married	296	21	49.6
Single	128	9.1	30.4
Divorced	37	2.6	10.2
Separated	12	0.9	2.1
Civil Partnership	10	0.7	0.3
Widowed	3	0.2	7.4

There has been an increase across nearly all of marital status categories, with the only category seeing a decrease being 'prefer not to say'. What our figures don't yet tell us is how many in these categories are same sex relationships.

SEXUAL ORIENTATION

Sexual orientation (total workforce)	No.	%	Census %
Prefer not to say	337	23.9	-
Information not obtained	217	15.4	8.1
Heterosexual	824	58.3	89.7
Lesbian	18	1.3	2.18
Bisexual	7	0.5	
Gay	9	0.6	
Other	1	0.1	-

2.5% of our workforce have identified as lesbian, gay, bisexual or 'other'. This has remained fairly static since last years report, but remains higher than the census figure for Herefordshire.

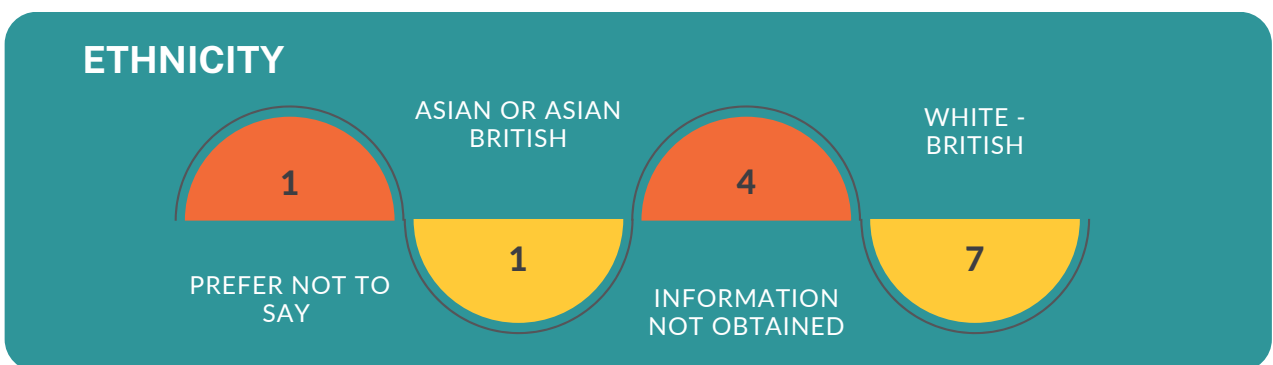
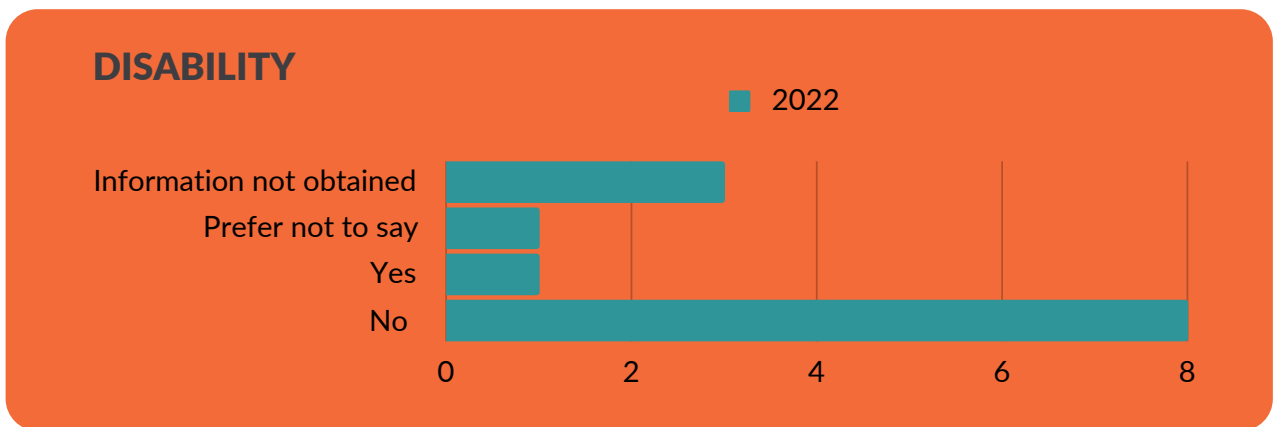
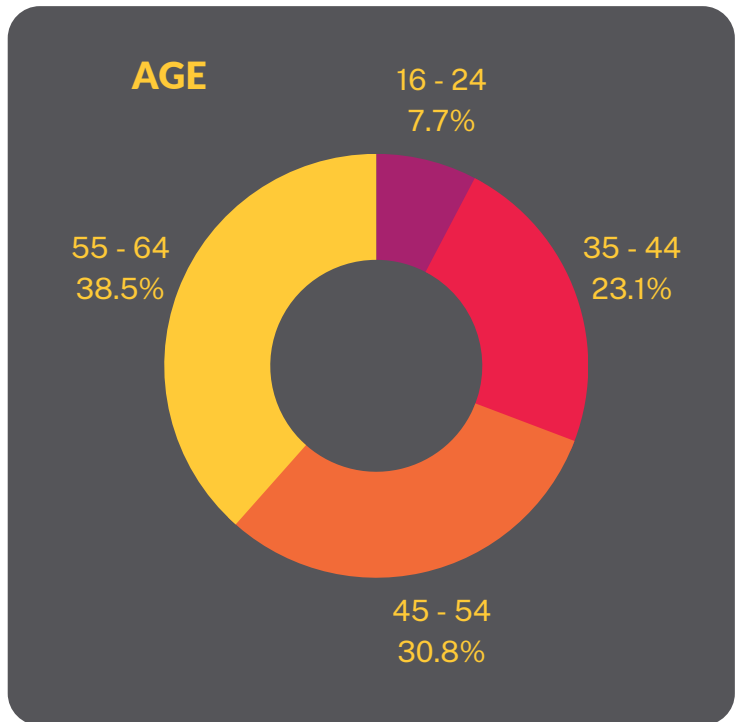
VETERANS

Armed forces and reserves (total workforce)	No.	%
Veteran	27	1.91%
Reservist	2	
Services Cadet Force volunteer	2	
Military charity volunteer	5	0.35%
Immediate family member serving UK Armed Forces	23	1.63%
Information not obtained	1,354	95.82%

This is the first time we are including veterans in our diversity report.

Although we only have 331 employees who have declared their information, it is still positive to report our employees relationship with the armed forces and reservists.

3. DISCIPLINARY PROFILE



3. GRIEVANCE PROFILE

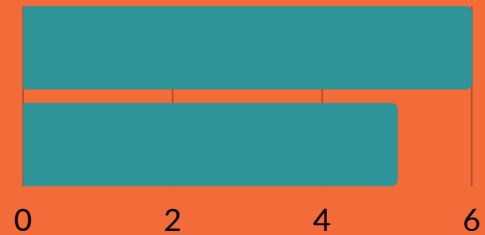
11

DISABILITY

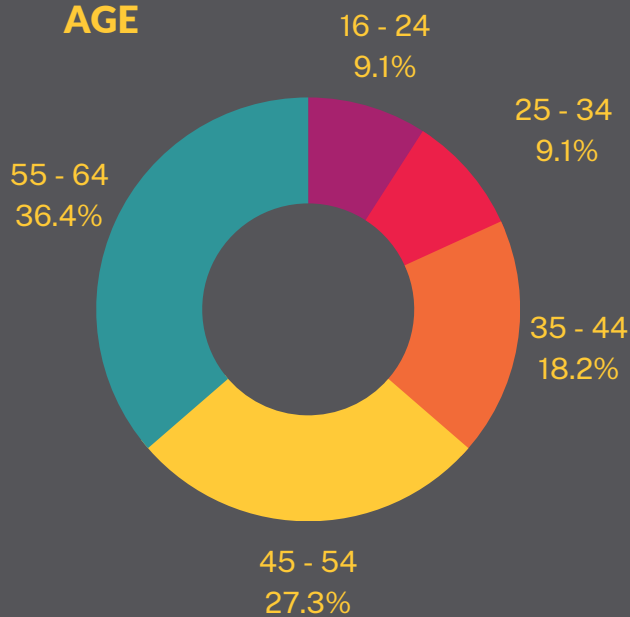
2022

Information not obtained

No



AGE



GENDER

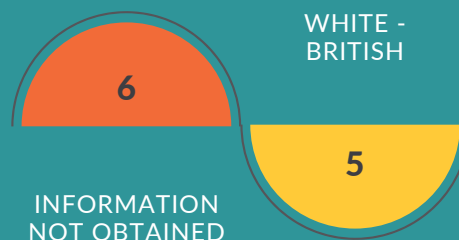
11 grievances:

10 female

1 male

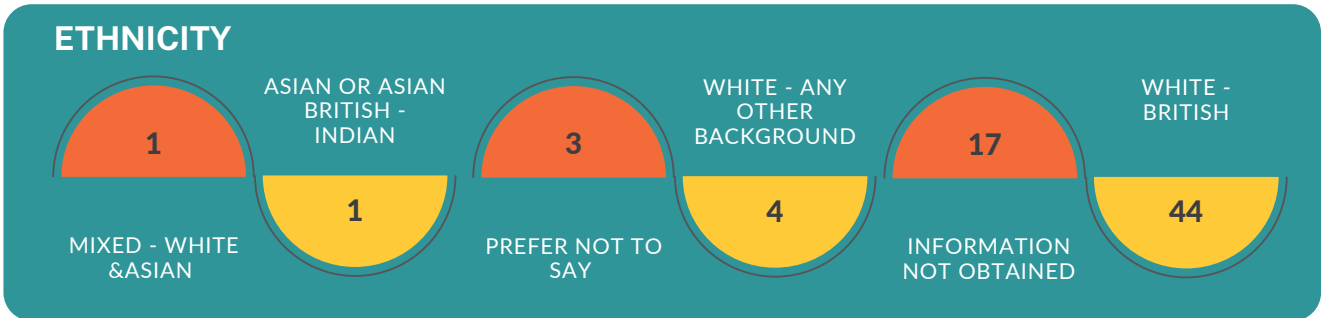
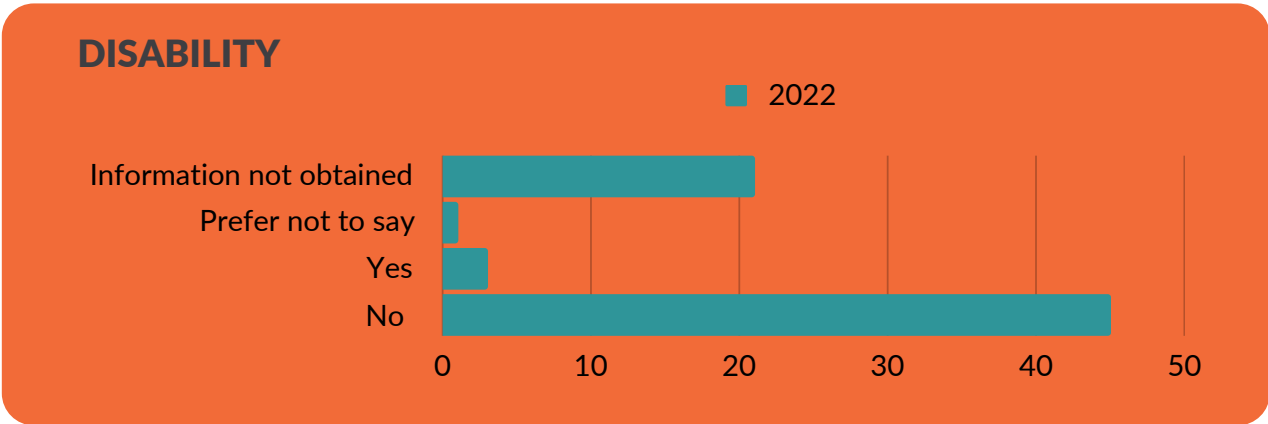
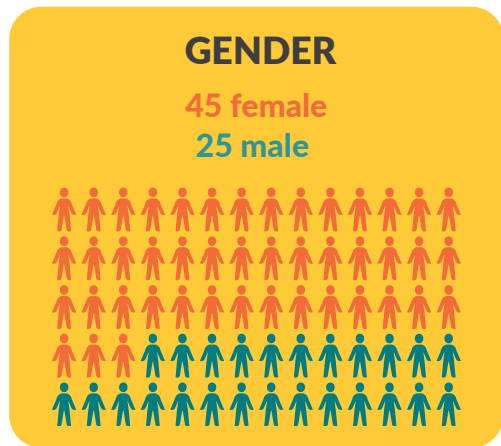
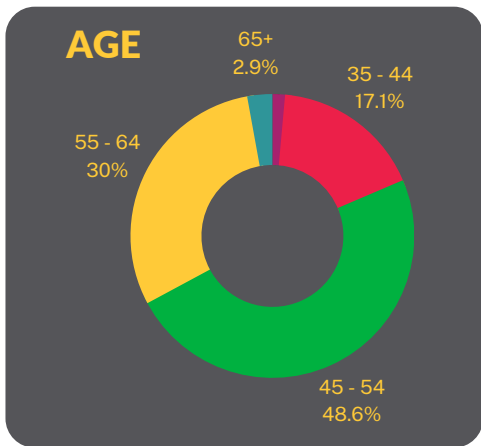


ETHNICITY



4. TOP 5 % EARNERS

70 employees in top 5%



5.

GENDER PAY GAP

Introduction

Herefordshire Council is a large employer with over 250 employees and operates within the public sector, and as such is required to report on its gender pay gap and gender bonus gap.

The gender pay gap is an equality measure to show the difference in earning between women and men.

The Office for National Statistics report that among full-time and part-time employees the gender pay gap in April 2022 was 14.9%.

The gender pay gap does not show the difference in pay for comparable jobs, unequal pay has been illegal since the introduction of the Equal Pay Act 1970.

Herefordshire Council operates a formal Job Evaluation Scheme, which ensures pay and grading of job is fair and non-discriminatory.

As a local authority and unlike most employers who operate and will be analysing their pay in a single sector, Herefordshire Council's pay structure covers a multitude of diverse services. Grades vary according to the level of responsibility and each grade is made up of a number of incremental points which employees progress through annually until they reach the top of the grade, with the exception of the Chief Executive and Service Directors who receive a spot salary.

In line with Government requirements, Herefordshire Council must calculate and report the following six calculations:

1. percentage of men and women in each hourly pay quarter
2. mean (average) gender pay gap using hourly pay
3. median gender pay gap using hourly pay
4. percentage of men and women receiving bonus pay
5. mean (average) gender pay gap using bonus pay
6. median gender pay gap using bonus pay

Total workforce demographic

As at 31st March 2022, Herefordshire Council had 1439 relevant employees as per the definition of the statutory guidance to report; of which, 360 were men and 1079 were women. The hourly rate for full pay is included in the calculations, meaning that only those employees receiving their full or ordinary pay for the period are included in the calculations.

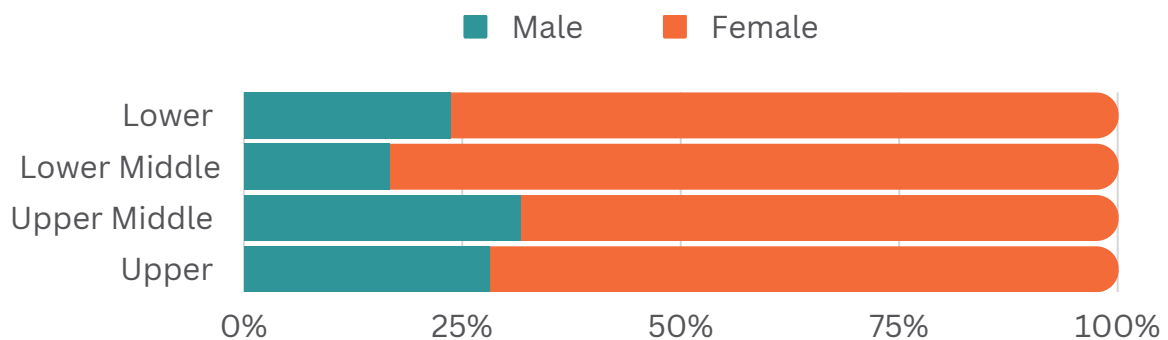
Employees per quartile

The 1439 employee records were sorted highest to lowest by hourly pay and split in to quartiles; this translates to 3 employees being left over, so these have been distributed between the lower, lower middle and upper middles pay quarters as per .gov guidance.

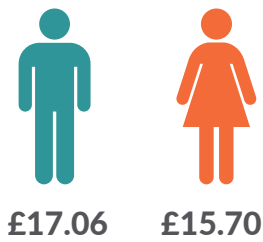
- Upper quartile = 359 employees
- Upper middle quartile = 360 employees
- Lower middle quartile = 360 employees
- Lower quartile = 360 employees

Percentage of males and females per quartile

Across the dividing lines of the quartiles, there were three rates of hourly pay that were divided across the quartiles; these were then analysed further to ensure that men and women receiving this hourly pay were distributed evenly in to the 4 quarters, as per .gov guidance. When the data had been organised it was determined that per quartile the percentage of men and women in each quarter were:



The mean Gender Pay Gap (hourly rate)



The mean Gender Pay Gap equates to 7.97%
This means that for every £1 a male employee earns, a female employee earns 93p.

The median Gender Pay Gap (hourly rate)

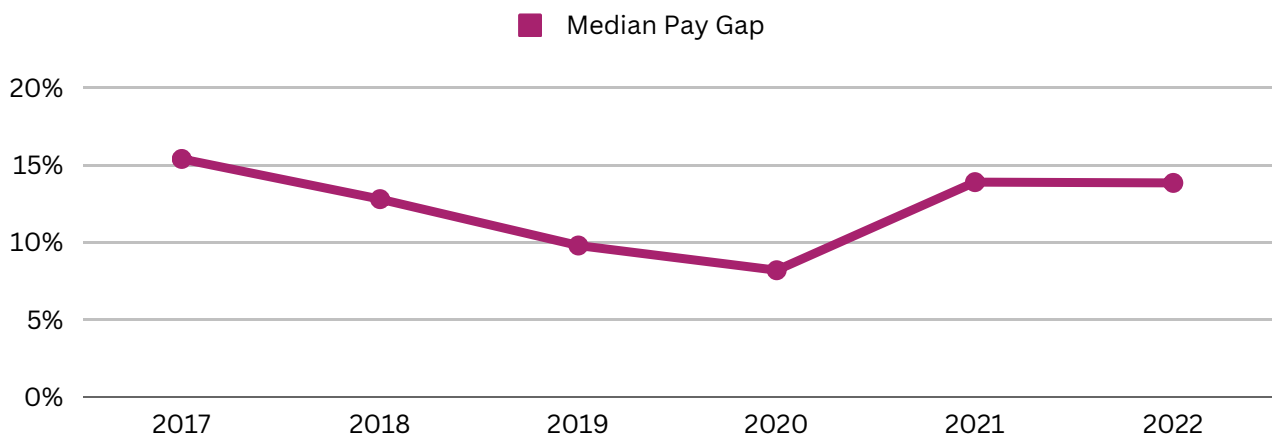


The median Gender Pay Gap equates to 13.85%
This means that for every £1 a male employee earns, a female employee earns 86p.

The government asks us to calculate both the mean and the median pay gap. However, it is the median figure that tends to be reported on, and used for comparisons.

The median pay gap has reduced from the 2021 figure of 13.9%. Although a small reduction, this is certainly heading in the right direction.

The graph below shows how the median gender pay gap has fluctuated since we first started reporting.



The Gender Bonus Pay Gap

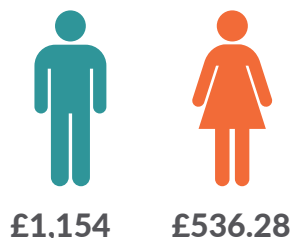
Whilst the council does not operate a bonus scheme as such, the definition of a bonus for the purpose of Gender Pay Gap reporting includes welcome payments, retention payments for hard-to-fill posts, and one-off honoraria payments awarded for a specific contribution. More information on our policy and approach to pay can be found in the [Pay Policy Statement](#).

For the purposes of reporting, government guidance states that the Gender Bonus Pay gap is reported on a period over 12 months, so for this year's calculation the period used is April 2021 – March 2022 and our figures capture the payments received by employees during this period.

During this period, 1 male employee received a relevant 'bonus' payment and 9 female employees received a relevant 'bonus' payment. This relates to 0.28% of male employees receiving a bonus and 0.83% of female employees receiving a bonus.

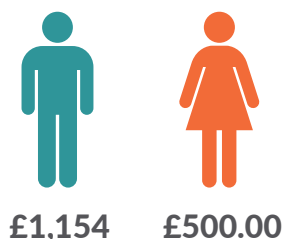
The Gender Bonus Pay Gap also does not refer to hourly rate, but the total payments made over the period. Due to the variety of reasons we include in calculating a bonus payment, means that there is an influence in the proportional value of the payments and a combination in factors that influence these payments being made.

The mean Gender Bonus Pay Gap



The mean Gender Bonus Pay Gap equates to 53.53%
This means that for every £1 of bonus a male employee earns, a female employee earns 47p.

The median Gender Bonus Pay Gap



The median Gender Pay Gap equates to 13.85%
This means that for every £1 of bonus a male employee earns, a female employee earns 44p.

Bonus figures have fluctuated greatly in the time that they have been reported; those relevant employees reported here equate to a very small percentage of the overall workforce, (0.6%) and as such these calculations are easily distorted.

How we compare

In England and Wales there is an overall median pay gap of 14.9% (source: 2022 provisional data). This figure is across all industry sectors and includes full and part-time workers. This shows that a woman, on average, earns around 85 p for every £1 earned by a man. The following comparisons help to put Herefordshire Council's data into further context by looking at the pay gap data published by our neighbouring councils for a snapshot date of 31st March 2022.

Local Authority	Median pay gap - i.e. Women's hourly pay is:
Herefordshire Council	13.9% lower
Shropshire Council	17.2% lower
Worcestershire County Council	10.21% lower
Geographical comparisons	
West Midlands, all sectors (provisional)	15.4%
Wye Valley NHS Trust	22.2%
Industry comparison	
UK Public Sector	14.9%

Organisational context

The data shows that Herefordshire council's workforce is made up of more females than males across every quartile.

We are confident that our median Gender Pay Gap does not stem from paying male and female employees differently for the same or equivalent work. The gender pay gap is the result of roles in which males and females currently work and the salaries these roles attract.

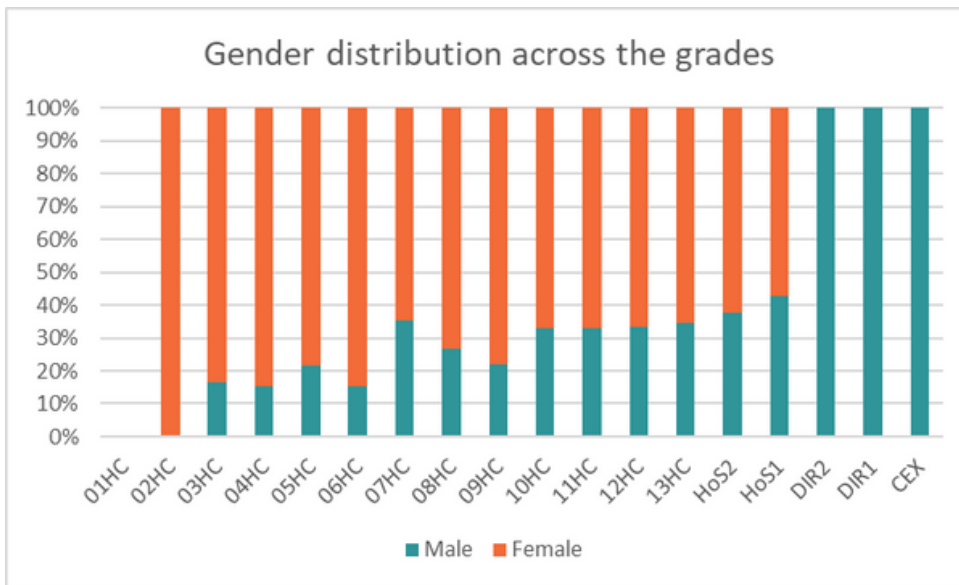
Our gender pay gap is reflective of the causes being at a societal level. Research shows that caring responsibilities and part time jobs continue to be shared/occupied unequally and that it is women who are predominantly drawn to part time jobs.

The opportunity to work part time in all other posts across the Council's structure, is supported by an array of family friendly policies that offer men and women the opportunity to find a balance between work, leisure, family and caring responsibilities.

Organisational context continued ...

Flexible working and agile working methodologies are intrinsic in supporting the reduction of the gender pay gap. The Council offers numerous benefits aimed at making it easier for employees to balance home and work life commitments including agile working opportunities, flexible working, home working, career breaks, adoption leave, carers leave, a flexible working hours scheme, job share, parental, shared parental and paternity leave, part time working, and term time only working opportunities.

Whilst over a number of years, men have become more interested in/attracted to these policies, it remains the case that far more women than men have taken up the opportunities that these policies present. Whilst the Council continues to deliver diverse services with a very high concentration of part time posts in the lower earnings quartile, the opportunity to close our gender pay gap will be limited based on the pure number of women that currently occupy and continue to be attracted to these posts; this is reflective in the gender distribution across our grades, demonstrated in the table below.



Actions to address the gap

The council is transparently opposed to discrimination in any form and our Elected Members and employees work to ensure that everyone in the communities we serve have access to and benefit from the full range of services, regardless of their individual circumstances or backgrounds. The council is committed to doing all that it can to respect the diverse nature of those who live in, work in and visit the County.

We truly value our workforce and we put equality, inclusion and well-being at the very heart of everything we do. We continue to champion diversity and challenge conscious and unconscious bias in our decision making and we will strive to ensure all tiers are fairly represented across the organisation.

We are committed to developing a healthy organisation, one which provides an environment that nurtures employees, provides opportunity for personal and professional development and recognises excellence.

In 2022, we launched our 'Flexible Futures' programme, which was created to transform the way the council operates, to empower the workforce to deliver our services and support functions remotely or flexibly and shifting to an outcomes based style of performance, not where and where you work.

We recognise that this will have a positive impact on the wellbeing of our employees, allowing them a greater work/life balance to be able to meet the requirements of the service and personal commitments they may have. We also offer employees to purchase up to 10 days additional leave.

In 2022 we also launched a revised employee survey and developed a new action plan to ensure that we are an 'employer of choice'.

We have a strong mandatory e-learning offering for staff and managers which includes health, wellbeing and equality training, with a further review being undertaken to include any feedback from our recent employee survey.

We also ensure that all requests and policies in relation to the right to request flexible working are fair and free from bias.

The council is going through a radical period of change and is now looking forward as to how the culture and vision can be embedded. This encompasses a large work package to review and / or implement the following:

- Introduction of the real living wage as a supplement to the lowest paid employees. This will be introduced in 2023.
- Ensure that our commitment to flexible working is highlighted in job adverts.
- Improving the workforce data that we hold to understand our workforce and the disparity in pay even further.
- Produce guidance for Council managers on recruitment best practice which encourages skills based assessment tasks and structured interview processes. Structured interviews which have common interview questions for all candidates are less likely to allow unconscious bias to feature in selection decisions.
- Encourage salary negotiation by showing the salary range in the job advert. Women are less likely to negotiate their pay. Advertising the salary range for a job encourages salary negotiation.
- Be transparent about pay and promotion processes by ensuring all promotional opportunities are advertised and ensuring Herefordshire Council is open about decisions related to pay. Being open about processes, policies and criteria for decision making means employees are clear what is involved, and managers understand that their decisions need to be objective and evidence-based because those decisions can be reviewed by others. In Herefordshire Council this particularly applies to secondment opportunities and internal promotions
- Encourage the uptake of shared parental leave. The gender pay gap widens dramatically after women have children, but this could be reduced if men and women shared childcare more equally
- Offer mentoring and networking opportunities for women at work. Formal development opportunities for women at work are proven to be effective for improving career opportunities for some women. The council is currently promoting 'I am remarkable' which is an international google led initiative empowering women and other represented groups to celebrate their achievements and provide confidence to increase their success in the workplace.

Contact information:

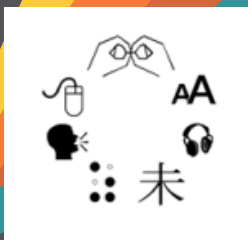
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Plough Lane

HR4 OLE

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Equality in Employment 2022-2023



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