

# EQUALITY IN EMPLOYMENT

An equality analysis of the workforce of  
Herefordshire Council

2023-2024



# TABLE OF CONTENTS

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## 01

Introduction

page 2

## 02

Workforce diversity profile as at March 2023

page 3

## 03

Recruitment profile August 2022 - March 2023

page 11

## 04

Top 5% earners profile as at March 2023

page 13

## 05

Gender pay gap report as at March 2023

page 14

# 1. INTRODUCTION

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

As part of our ongoing commitment to creating a workplace where everyone thrives, we have a new set of values and behaviours that are key to shaping our culture. Our new values of Trust, Honesty, Respect, Inclusivity, Value and Empathy will help us champion diversity and fairness in all aspects of our work.

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 where possible.

## What's going to happen to this report?

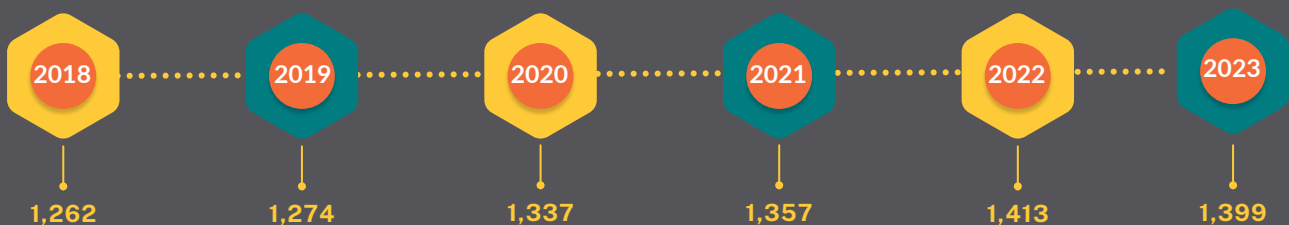
**Externally:** This report will be published on the council's website, in order to comply with the Public Sector Equality Duty.

**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 2023.
- Within some characteristic groups where we have fewer than 5 employees, these groups may be combined to ensure employees are not identifiable.
- The percentage reporting has been rounded to 1 decimal point.
- The Census columns relate to the 2021 Census for Herefordshire.
- 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 the latter end of 2023 we made changes to our employee record system to allow our workforce to record their gender identity, however these figures are not contained in this report as there is a small reporting window, but will be included in next year’s report.

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



## Herefordshire Population 187,600

# ETHNICITY

| Ethnicity (total workforce)   | No. | %    | Census % |
|---|-----|------|----------|
| Any Other Ethnic Group  | 7   | 0.5  | 1.6      |
| Asian or Asian British - Chinese, Pakistani, Indian                               | 8   | 0.6  | 0.8      |
| Black or Black British - Caribbean, African, Nigerian                             | 12  | 0.9  | 0.3      |
| Mixed - White & Asian, Black African, Black Caribbean, any other mixed background | 10  | 0.7  | 1.1      |
| <i>Total Global Majority employees</i>  | 37  | 2.7  | 9.2      |
|   |     |      |          |
| White - British   | 871 | 62.3 | 91.1     |
| White - Any other White background  | 56  | 4.0  | 5.4      |
| Prefer not to say   | 85  | 6.1  | -        |
| Information not obtained  | 350 | 25   | -        |

This year we have changed the language in our report for ethnicity from BAME to Global Majority. We chose to amend this to help shape our culture to be more inclusive in our language and describing a group which removes marginalising and reference to the term 'minority' and recognising that as a collective, these groups represent approximately 80% of the world's population. The approximate percentage of Global Majority people in Herefordshire's working age population is 3.1% (source: 2021 Census). This compares to 6.6% of the Council's overall workforce as at 31 March 2023, which is a marginal increase from 6.5% in March 2022 (6.9% in 2021 and 6.7% in 2020).

Although this is a marginal increase, this should be viewed as a positive step as our headcount from 2022 has decreased. We work 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 350 members of staff whose ethnicity has not been obtained, which is a decrease from last year's report. Diversity recording has been incorporated into our new recruitment platform, therefore, we should see this gap reduce further in future years.

# NATIONALITY

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| Nationality (total workforce)     | No. | %    |
|-----------------------------------|-----|------|
| Any other nationality             | 3   | 0.2  |
| Other - African / South East Asia | 5   | 0.4  |
| Other - European                  | 16  | 1.1  |
| British                           | 442 | 31.6 |
| English                           | 128 | 9.1  |
| Irish, Scottish or Welsh          | 34  | 2.5  |
|                                   |     |      |
| Prefer not to say                 | 553 | 39.5 |
| Information not obtained          | 218 | 15.6 |

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 continued to reduce from 47% last year to 39.5%. This is a positive response to the work we have done to encourage our employees to complete their equality data and is indicative of an inclusive workforce and a culture where people are happy to share information about themselves and help us understand our workforce better.

# RELIGION

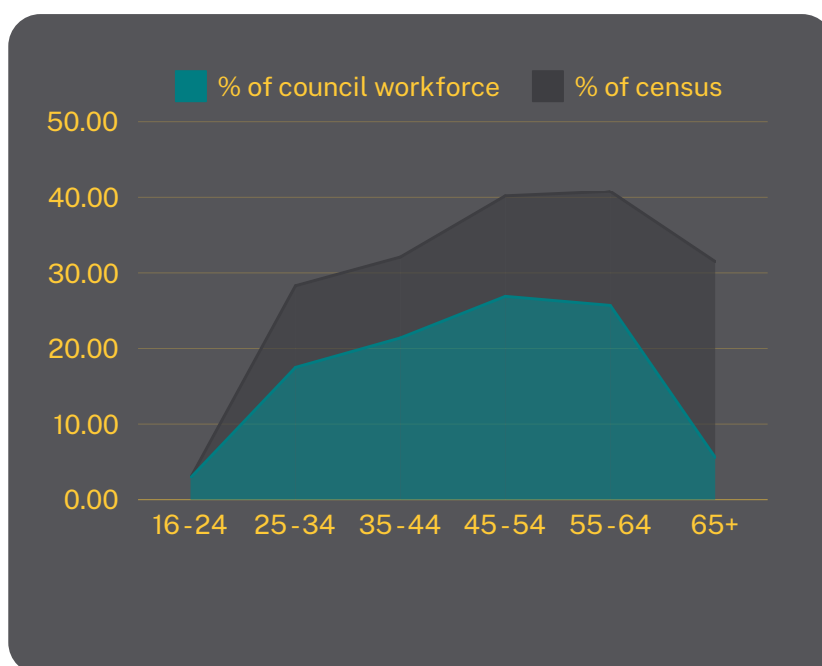
| Religion (total workforce) | No. | %    | Census % |
|----------------------------|-----|------|----------|
| Agnostic                   | 82  | 5.9  | -        |
| Atheist                    | 134 | 9.6  | -        |
| Buddhist                   | 6   | 0.4  | 0.3      |
| Christian                  | 461 | 33   | 54.9     |
| Humanist                   | 3   | 0.2  | -        |
| Jewish                     | 1   | 0.1  | 0.1      |
| Muslim                     | 3   | 0.4  | 0.4      |
| No religion or belief      | 142 | 10.2 | 36.6     |
| Other                      | 13  | 0.9  | 0.5      |
| Pagan                      | 3   | 0.2  | -        |
| Rastafarian                | 1   | 0.1  | 0.1      |
| Sikh                       | 2   | 0.1  | 0.1      |
| Zoroastrian                | 1   | 0.1  | -        |
|                            |     |      |          |
| Prefer not to say          | 313 | 22.4 | -        |
| Information not obtained   | 234 | 16.7 | 6.9      |

Our workforce's identification with a particular religion or belief has stayed fairly static over several years, with a range of religions represented in our workforce. One of the largest increases in declarations has been recorded in 'no religion or belief' although this is much lower than the 2021 census figure for Herefordshire residents.



# AGE

| Age (total workforce) | No. | %    | Census % |
|-----------------------|-----|------|----------|
| 16 - 24               | 40  | 2.9  | -        |
| 25 - 34               | 245 | 17.5 | 10.8     |
| 35 - 44               | 300 | 21.4 | 10.7     |
| 45 - 54               | 377 | 26.9 | 13.3     |
| 55 - 64               | 359 | 25.7 | 15.1     |
| 65 +                  | 78  | 5.6  | 25.9     |



Compared to last year we have seen an increase across most of our age brackets, except 45-54 and 55-64 which have decreased from last year's report, however, these age ranges still have the highest numbers of staff represented.

We have also seen a positive increase in the 16-24 age bracket of 5 employees welcoming younger generations in to our workforce. We have a new Early Careers Network which provides a great network for those early in their career to connect.



# DISABILITY

| Disability total workforce) | No. | %   | Census % |
|-----------------------------|-----|-----|----------|
| Prefer not to say           | 22  | 1.6 | -        |
| Information not obtained    | 489 | 35  | -        |
| Yes                         | 62  | 4.4 | 17.0     |
| No                          | 826 | 59  | 83.0     |

As the shape and size of our workforce changes the figures makes trend analysis less reliable, but one noticeable change is that there has been a reduction in the figure of information not obtained and this is reflected in an increase across the other categories.

Due to 35% of the workforce not declaring whether they have a disability or not, it is unlikely that this is a true reflection of the number of employees with disabilities. It is also important to note that employees are asked to self-report if they consider themselves to have a disability and this is voluntary.

# SEX

| Sex (total workforce) | No.  | %    | Census % |
|-----------------------|------|------|----------|
| Male                  | 337  | 24.1 | 49.1     |
| Female                | 1062 | 75.9 | 50.9     |



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

In comparison to last year's figures we have seen a decrease in female employees, however this is still our largest demographic.

There are plans, in 2024, to widen the reporting options to allow for more representative reporting of gender and gender identity that the workforce may associate with.

# MARITAL STATUS

| Marital status (total workforce) | No. | %    | Census % |
|----------------------------------|-----|------|----------|
| Prefer not to say                | 596 | 42.6 | -        |
| Information not obtained         | 245 | 17.5 | -        |
| Married                          | 321 | 22.9 | 49.6     |
| Single                           | 155 | 11.1 | 30.4     |
| Divorced                         | 50  | 3.6  | 10.2     |
| Separated                        | 15  | 1.1  | 2.1      |
| Civil Partnership                | 13  | 0.9  | 0.3      |
| Widowed                          | 4   | 0.3  | 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 and we will look to develop this in 2024.

# SEXUAL ORIENTATION

| Sexual orientation (total workforce) | No. | %    | Census % |
|--------------------------------------|-----|------|----------|
| Prefer not to say                    | 281 | 20.1 | -        |
| Information not obtained             | 225 | 16.1 | 8.1      |
| Heterosexual                         | 850 | 60.8 | 89.7     |
| Lesbian                              | 15  | 1.1  | 2.18     |
| Bisexual                             | 13  | 0.9  |          |
| Gay                                  | 13  | 0.9  |          |
| Other                                | 2   | 0.1  | -        |

2% of our workforce have identified as lesbian, gay, bisexual or 'other'. This has remained fairly static since last years report. Our figure for 'prefer not to say' has decreased from last year which is a positive step in staff sharing information about themselves.

# VETERANS

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| Armed forces and reserves (total workforce)     | No. | %   |
|---|-----|-----|
| Veteran   | 23  | 1.6 |
| Reservist                                       | 3   | 0.2 |
| Services Cadet Force volunteer                  | 4   | 0.3 |
| Military charity volunteer                      | 3   | 0.2 |
| Immediate family member serving UK Armed Forces | 27  | 1.9 |

This is the second year that we are including veterans in our diversity report.

This year we have 379 employees who have declared their information, an increase from last year's 331 employees. Herefordshire has a strong link with our [Armed Forces community](#), and in April 2023, it was estimated that there were 1,750 members of Regular Armed Forces stationed in Herefordshire.

We have an established Armed Forces Network which provides support and friendship to members of the Armed Forces community, and we are proud to support the Armed Forces Covenant gold employer.

# 3. RECRUITMENT PROFILE

To continuously improve our transparency and reporting on diversity, we have included diversity information on all job applicants, shortlisted applicants, and placed applicants for the first time, which was a commitment we made in our 2023 report.

The data below is from August 2022 to March 2023, which is when we updated our recruitment platform, and although doesn't reflect a full year of information, it will provide us a great baseline to continue to monitor the diversity of our workforce and help inform our recruitment strategy going forward.

Throughout this period 379 roles were advertised. We received a total of 2434 applications of which, 323 were shortlisted for interview. Of the 323 shortlisted applications, 206 of these were successfully recruited.

We pride ourselves in supporting many schemes for access to employment and being an Equal Opportunities Employer. We are a Level 2 Disability Confident Employer, and aim to become a Level 3, Disability Confident Leader when our award is due to be renewed in 2027. We are also an Armed Forces Covenant Gold Award Employer, supporting employment opportunities to members of the Armed Forces; and supporting employment opportunities for care leavers under the Care Leavers Covenant.

Below shows how each of the characteristics had progressed through each stage of the recruitment process.

## DISABILITY

| Disability               | Applications received | Shortlisted applicants | Recruited Applicants |
|--------------------------|-----------------------|------------------------|----------------------|
| Information not obtained | 328                   | 62                     | 10                   |
| No                       | 1852                  | 449                    | 170                  |
| Yes                      | 208                   | 74                     | 25                   |
| Prefer not to say        | 46                    | 11                     | 1                    |

From those who declared a disability at application stage, 35.6% of these were shortlisted. Of those who were shortlisted, 33.8% were recruited. This information is shared with the recruiting manager as part of our commitment to provide a guaranteed interview to any candidate declaring a disability that meets the essential criteria of the advertised role.

## SEX

| Sex                      | Applications received | Shortlisted applicants | Recruited Applicants |
|--------------------------|-----------------------|------------------------|----------------------|
| Information not obtained | 326                   | 69                     | 17                   |
| Male                     | 635                   | 113                    | 36                   |
| Female                   | 1440                  | 409                    | 152                  |
| Prefer not to say        | 33                    | 5                      | 1                    |

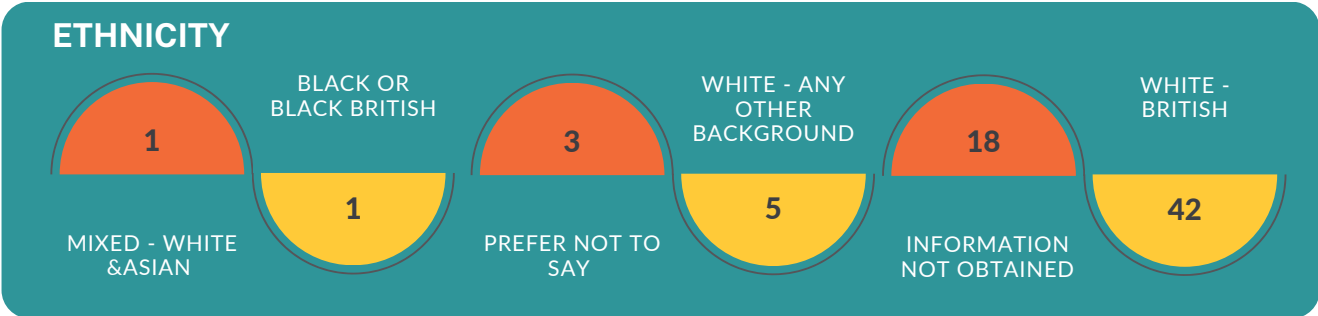
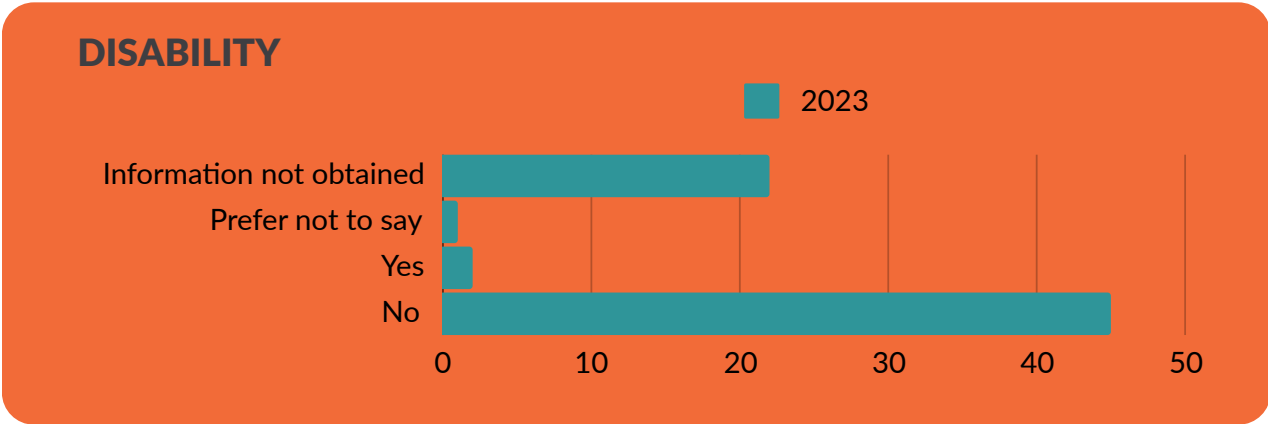
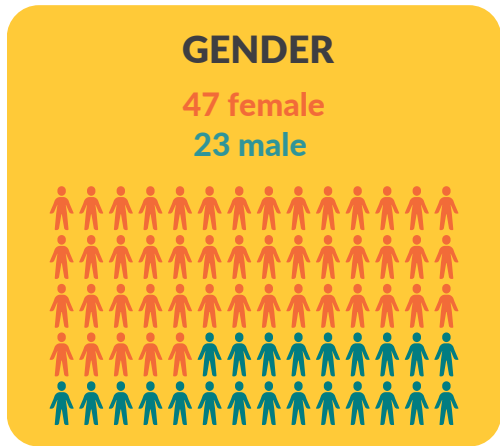
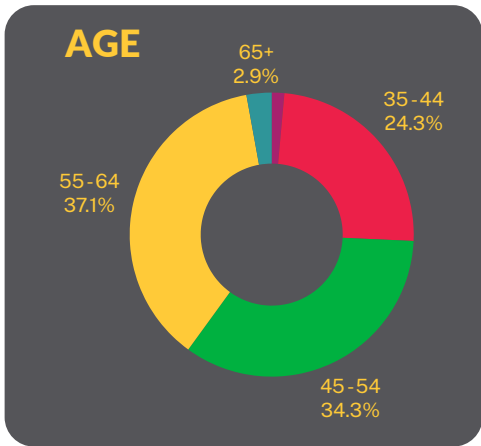
## ETHNICITY

| Ethnicity   | Applications received | Shortlisted applicants | Recruited Applicants |
|---|-----------------------|------------------------|----------------------|
| Any other ethnic group                                | 29                    | -                      | -                    |
| Asian or Asian British - Any other Asian background   | 4                     | 1                      | -                    |
| Asian or Asian British - Chinese, Pakistani, Indian   | 117                   | 12                     | 4                    |
| Black or Black British - Caribbean, African           | 317                   | 24                     | 4                    |
| Mixed - White & Black African, Black Caribbean, Asian | 40                    | 8                      | 3                    |
| Mixed - Any other mixed background                    | -                     | -                      | -                    |
| White - Any other White background                    | 1042                  | 326                    | 121                  |
| White - British                                       | 487                   | 145                    | 56                   |
| Prefer not to say                                     | 70                    | 4                      | 1                    |
| Information not obtained                              | 328                   | 76                     | 17                   |

From the information obtained above, it is clear that we attract a high number of applicants from the Global majority; however in some categories these are not always successfully recruited. These figures do not suggest or imply that there is any form of discrimination or bias in our recruitment processes as ethnicity information is not shared with the recruiting manager; but is certainly an area we would wish to see an improvement.

# 4. TOP 5 % EARNERS

70 employees in top 5%



# 5.

# GENDER PAY GAP

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## 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 2023 was 14.3%.

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 certain Statutory 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

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## Total workforce demographic

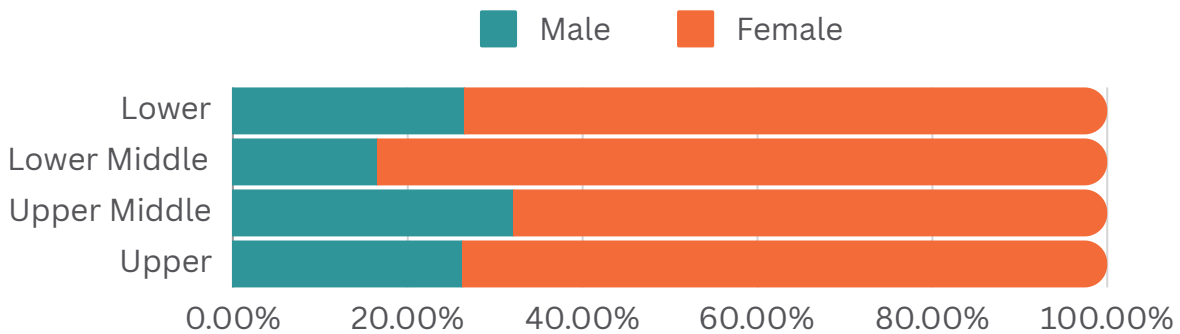
As at 31st March 2023, Herefordshire Council had 1448 relevant employees as per the definition of the statutory guidance to report; of which, 367 were men and 1081 were women. The hourly rate for full pay is included in the calculations, meaning that only those employees receiving their full or ordinary pay for the period are included in the calculations.

## Employees per quartile

The 1448 employee records were sorted highest to lowest by hourly pay and split in to quartiles, with 362 employees sitting in each one.

## 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:





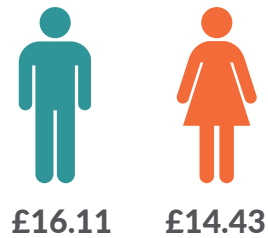
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## The mean Gender Pay Gap (hourly rate)



**The mean Gender Pay Gap equates to 3.94%**  
This means that for every £1 a male employee earns, a female employee earns 97p.

## The median Gender Pay Gap (hourly rate)

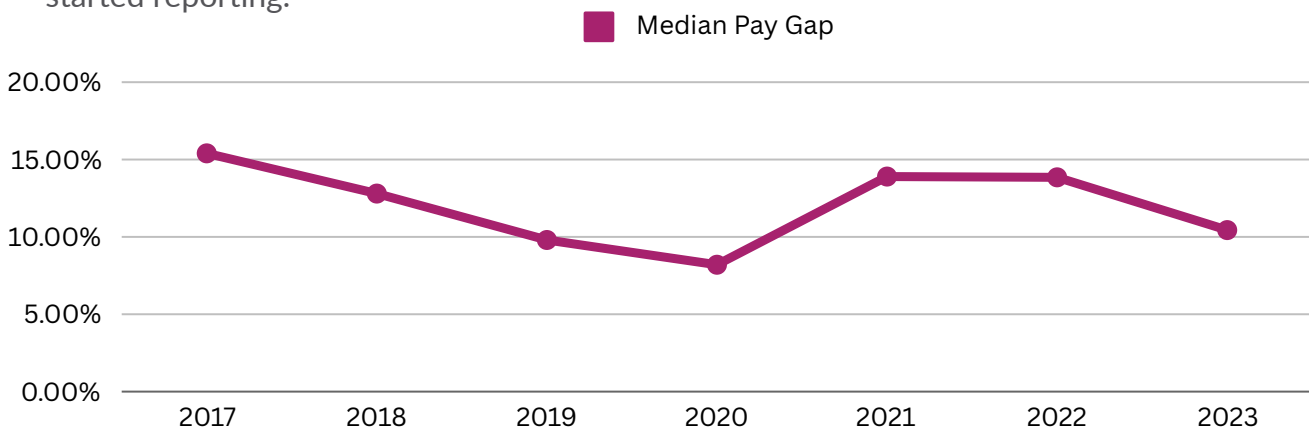


**The median Gender Pay Gap equates to 10.44%**  
This means that for every £1 a male employee earns, a female employee earns 90p.

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 and used for comparisons as this doesn't get distorted by very high or low numbers.

The median pay gap has reduced from the 2022 figure of 13.9%. Although a small reduction, and reflective of what has been reported nationally against all sectors, 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.



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## The Gender Bonus Pay Gap

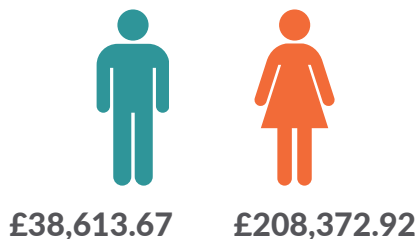
Whilst the council does not operate a bonus scheme as such, the definition of a bonus for the purpose of Gender Pay Gap reporting includes welcome payments, retention payments for hard-to-fill posts, and one-off honoraria payments awarded for a specific contribution. More information on our policy and 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 2022 – March 2023 and our figures capture the payments received by employees during this period.

During this period, 15 male employees received a relevant 'bonus' payment and 76 female employees received a relevant 'bonus' payment.

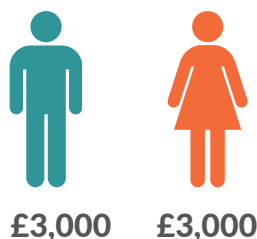
The Gender Bonus Pay Gap also does not refer to hourly rate, but the total payments made over the period. Due to the variety of reasons we include in calculating a bonus payment, means that there is an influence in the proportional value of the payments and a combination in factors that influence these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

### The mean Gender Bonus Pay Gap



The mean Gender Bonus Pay Gap equates to -6.51%

### The median Gender Bonus Pay Gap



The median Gender Pay Gap equates to 0%

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## How we compare

In England and Wales there is an overall median pay gap of 14.3% (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 86p 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 2023.

| Local Authority                          | Median pay gap - i.e. Women's hourly pay is: |
|--|--|
| Herefordshire Council                    | 10.4% lower                                  |
| Shropshire Council                       | 13.7% lower                                  |
| Worcestershire County Council            | 8.9% lower                                   |
| <b>Geographical comparisons</b>          |  |
| West Midlands, all sectors (provisional) | 15.4%  |
| Wye Valley NHS Trust                     | 25.4%  |
| <b>Industry comparison</b>               |  |
| UK Public Sector                         | 14.3%  |

## 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.

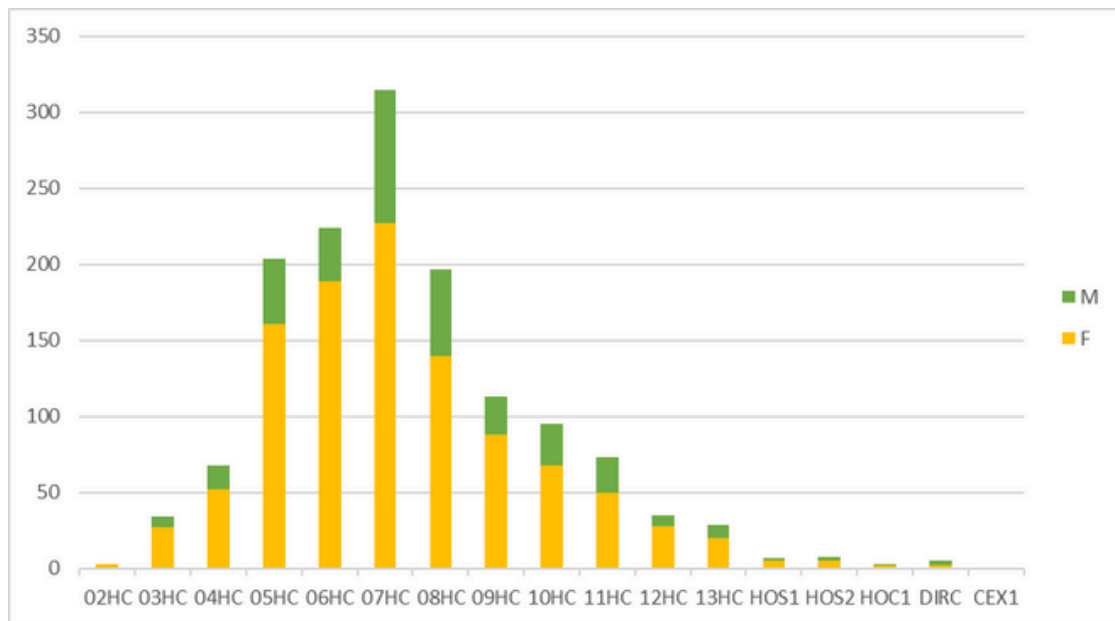
The opportunity to work part time in all other posts across the Council's structure, is supported by an array of family friendly policies that offer men and women the opportunity to find a balance between work, leisure, family and caring responsibilities.

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## 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.

Although these policies are available to both males and females, it remains the case that far more women than men have taken up the opportunities that these policies present, as at March 2023, 89% of our staff who worked less than 37 hours were female. 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 has 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.

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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 groups 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, and empower our workforce to deliver our services and support functions remotely or flexibly where service need can still be met and without compromise to the quality of service delivered. Two years after its launch, we are holding a review of the programme, to gauge how our workforce feel about the benefits flexible working allows them and the impact it has.

We also understand that the well-being of our workforce is crucial, and part of this is promoting a strong work-life balance. As well as the promotion of flexible working, we offer all employees 31 days annual leave and the option to purchase up to 10 days additional leave.

In 2024 we will be re-launching a revised employee survey and developed a new action plan to ensure that we are an 'employer of choice' and our workforce is engaged.

We have a strong mandatory e-learning offering for staff and managers which includes health, well being 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 managed fairly and free from bias.

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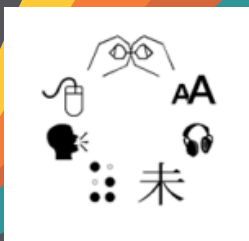
The council is going through a period of change and transformation and is now looking ahead as to how the new culture and vision can be embedded. This encompasses a large work package to review and / or implement the following:

- Ensuring 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.
- Strengthening out induction offer and also introducing a new 'line manager' induction programme; both of which have equality and equality reporting embedded.
- Producing 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.
- Encouraging 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.
- Being 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
- Encouraging 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
- Offering 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.

**Contact information:**

Human Resources Dept  
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HR4 OLE  
email: [hrcbusinesspartnering@hoopleltd.co.uk](mailto:hrcbusinesspartnering@hoopleltd.co.uk)

# Equality in Employment 2023-2024



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