South Oxfordshire and Vale of White Horse District Councils Equality Information – Employee Data 2014/15

REPORT UNDER THE PUBLIC SECTOR EQUALITY DUTY

February 2016

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INTRODUCTION

THE LEGAL REQUIREMENTS

As public bodies South Oxfordshire and Vale of White Horse District Councils have a specific duty to publish relevant proportionate information annually to demonstrate our compliance with the Public Sector Equality Duty (PSED), part of the Equality Act 2010.

This means that we have to publish information to show that we have paid due regard to the three aims of the general equality duty:

- **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.

The protected characteristics covered by the equality duty are:

- 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; and

- marriage and civil partnership – in respect of eliminating unlawful discrimination only.

We must publish:

- information relating to people who are affected by our policies and practices who share protected characteristics, for example, our service users; and
- information relating to our employees who share protected characteristics.

We can use this information to ensure that genuine consideration is given to the likely and actual effects of what we do on people with protected characteristics and this informs our decision making and policy-development processes.

This is our fourth report under this duty. The last report was published in 2014 covering the financial year 2013/14.

Our Approach

Transparency is a key operating principle for the councils, we want the information we provide to be fully accessible and easy to understand and use. To help with this, where possible and relevant we have provided:

- tables of data for all protected characteristics where data is available;
- a brief explanation of what this tells us and how an improvement will be shown;
- a description of how each table compares to previous years;
- information on statistical significance where available and relevant;

Where possible the data sets included cover the same time period as previous publications so that annual comparisons can be made.

CHANGES TO OUR APPROACH

Practically all South Oxfordshire and Vale of White Horse residents will come into contact with the councils. As a result, our customer base is wide and diverse. We aim to build a workforce which reflects the society we serve, and to create an inclusive culture which values and respects diversity.

We monitor the effectiveness of our policies and processes in relation to these principles primarily by analysing information collected by our Equalities officer and internal human resources (HR) database. We encourage our employees to voluntarily and confidentially provide information in relation to their: sexual orientation; religion or belief; disability; age; gender and ethnicity. Following Cabinet Office consultation with relevant bodies we do not currently include questions on gender identity.

As at 31 March 2015 we had 418 employees (headcount), 62 per cent are female, 42 per cent aged 45 to 64, and declaration rate for ethnicity was 98.33 per cent, disability 49 per cent, Sexual orientation 66 per cent and religion or belief 56 per cent.

Having robust data is vital in measuring progress on equality and to ensure that we can accurately assess the impact of our policies on those with protected characteristics.

We have used data from our HR database and other administrative systems to display information about:

- the make-up of our workforce;
- discipline;
- exits;
- working patterns;
- grievances;
- recruitment and promotion;
- training; and
- maternity leave.

OUR APPROACH TO ENGAGING WITH OUR EMPLOYEES

The councils understand the importance of engaging our employees and the benefits and value that an engaged workforce brings to the organisation, individuals and the communities we serve. We use a wide range of engagement tools and techniques. For example, email, publications such as 'connect', our internal newsletter, and regular employee briefings, which also gives employees an opportunity to ask questions or raise concerns.

Our equalities officer has the valuable role in terms of communicating the views of our employees, looking at protected characteristics, championing diversity and equality of opportunity across the councils in relation to both staff and customers. This is supported by an intranet based equality hub which provides a route for dialogue and a range of resources about each of the protected characteristics. Topical themes emerging from staff equality surveys are shared with senior management via the operational management group (OMG).

The councils run an employer sponsored volunteering scheme where we offer our employees the opportunity to spend up to two days per year working for a local charity or community organisation in their area. The purpose of this scheme is to develop our employees, whilst supporting as well as strengthening our links with the local community.

We also recognise the importance of working alongside Unison, our recognised trade union as a method of employee engagement and collective bargaining. Management representatives from the councils meet our Unison branch representatives on a regular basis.

OUR APPROACH TO PAYING DUE REGARD

We have embedded and mainstreamed equality analysis into the processes we use to develop, deliver and evaluate our policies, practices and services. It ensures that we continue to give genuine and proportionate consideration to the likely and actual effects of what we do and this, in turn, informs our decision making processes.

OUR APPROACH TO DEVELOPING EQUALITY OBJECTIVES

The specific duty requires the councils to set measurable equality objectives and refresh them at intervals of no more than four years. Our objectives look at addressing key equality issues for both our customers and employees. The equality objectives are embedded within our organisational aims and align with our corporate plan. We undertake regular reviews of our objectives and publish an annual report to demonstrate progress made. In line with our specific duties these have been formally reviewed during 2015 and will be published in April 2016.

Equality Monitoring

RESULTS OF CENSUS 2011

The results of the 2011 census provided us with an up to date view of the district. The profile below includes the key equalities information from the census and the latest data from other sources. South Oxfordshire has a population of 134,257 and Vale of White Horse a population of 120,988.

ECONOMICALLY ACTIVE POPULATION AGED 16 AND OVER (CENSUS 2011)

Gender	South Oxfordshire	Vale of White Horse	South and Vale
Female	46.7%	46.4%	46.6%
Male	53.3%	53.6%	53.4%

Age	South Oxfordshire	Vale of White Horse	South and Vale
Age 16-24	11.9%	12.4%	12.1%
Age 25-34	17.9%	19.3%	18.6%
Age 35-44	24.2%	22.7%	23.5%
Age 45-64	40.8%	41.0%	40.9%
Age 65 +	5.2%	4.5%	4.9%
Ethnic minority Groups (non-white British)	9.8%	10.9%	10.3%
Disability	6.3%	6.2%	6.3%

Religion	South Oxfordshire	Vale of White Horse	South and Vale
Christianity	60.7%	60.4%	60.6%
Minority religion	2.1%	2.6%	2.4%
No religion	30.1%	30.0%	30.0%
Prefer not to state	7.1%	6.9%	7.0%

Although South Oxfordshire and Vale of White Horse districts have an economically active population of which 47 per cent are female and 53 per cent male, we employ a higher percentage of females to males, with 62 per cent of our workforce being female.

The council workforce consists of 42 per cent of employees being aged 45 to 64, in line with 41 per cent of the local population. However only four per cent of our employees are in the 16 to 24 age group and one per cent of our employees are aged 65+, which is below the comparable percentages in the districts.

Our current workforce has 14.5 per cent of our employees declaring that they have a disability, higher than six per cent declaration in the districts. (51 per cent of our employees have advised us whether or not they have a disability, and our percentage is based on the proportion of the 51 per cent who have declared a disability).

Sixty per cent of the population of South Oxfordshire and Vale of White Horse declare a religious belief of Christianity, with two per cent of the population declaring one of the minority religions as their belief. The councils' workforce has 46 per cent of employees declared to be Christian and 3.6 per cent declaration under a minority religion. (This percentage is based on the proportion of the 56 per cent who have declared their religious belief).

The councils have a 98 per cent declaration of ethnicity with 10 per cent of the workforce from an ethnic minority background.

The Councils Workforce and Grade

SUMMARY OF EMPLOYEES BY PROTECTED CHARACTERISTICS

What does this tell us?

The data presented here show the councils' employees by grade as percentages against each of the following protected characteristics: age; disability; ethnicity; and gender.

Compared with the 2013/14 report, the headcount of the council's workforce has increased by 18 employees, with a one per cent reduction to 42 per cent of council employees in the age group of 45 to 64, giving us a two per cent increase in our workforce for age groups 16 – 34 which brings us a little closer to local population statistics. 2013/14 reported that 5.5 per cent of our workforce were aged over 60, this has increased to six per cent in 2014/15.

The results show that the targets for disability representation have been exceeded within the councils and those provided in the 2011 national census against population and compared with the 2013/14 report, progress has also been made in the percentages for some of the higher grades and our current workforce has 14.5 per cent representation of disabled employees. However this can only be based on the data for those who made a declaration. The disability status of 54 per cent of employees is known.

The percentage for those declared as an ethnic minority has increased and in-line with the local population, unlike the seven per cent quoted in the councils 2013/14 equalities report which was below the profile of our local population. 2014/15 shows an increase to 10 per cent across employment grades, with the exception to employees in grades 10 to 11, which is only representative of seven per cent of our entire workforce, a very small number of our employees. Declaration of ethnicity has been provided by 98 per cent of the councils' workforce.

The 2013/14 equalities report showed that females were under represented at senior level. Our results for 2014/15 show females represent 43 per cent of the workforce at grade 10 to 11, with our gender target for senior positions exceeded. Female employees are strongly represented at all levels within the South Oxfordshire and Vale District Councils.

How will an improvement be shown?

A higher percentage under each protected characteristic will suggest that we employ a greater proportion of people with that protected characteristic. However other factors, such as the declaration rate, will need to be taken into account. The declaration rates for disability are such that there are just over half our workforce that actually declared in those groups, with 46 per cent who have not made any declaration. This makes any conclusions less definite.

Table 1:1: Number of Council Workforce by Age in Grade in relation to overall Headcount

Number of Council Employees by Age and Grade in Relation to Overall Headcount

Grade Range	16 - 24	25 - 34	35 - 44	45 - 64	65 +
1 - 3	7	19	23	56	4
4 - 6	8	66	49	63	2
7 - 9	0	17	34	37	0
10 or above	1	0	12	17	0
SMB	0	0	0	3	0

Age Range
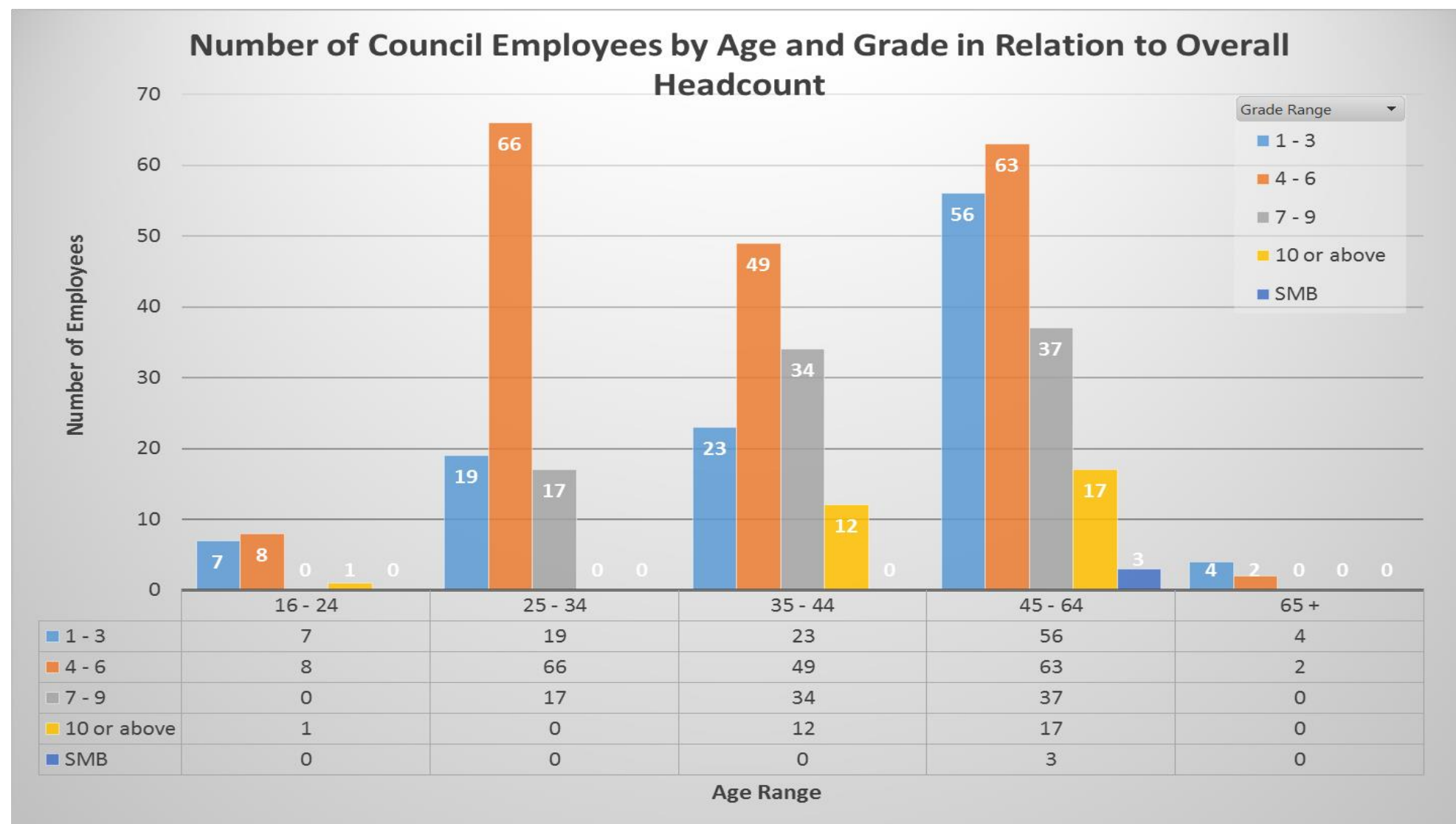
Table 1:2: Percentage of Council Workforce by Age in Grade in relation to overall Headcount

Percentage of Council Employees by Age and Grade in Relation to Overall Headcount

Grade Range	16 - 24	25 - 34	35 - 44	45 - 64	65 +
1 - 3	2%	5%	6%	13%	1%
4 - 6	2%	16%	12%	15%	0%
7 - 9	0%	4%	8%	9%	0%
10 or above	0%	0%	3%	4%	0%
SMB	0%	0%	0%	1%	0%

Age Range
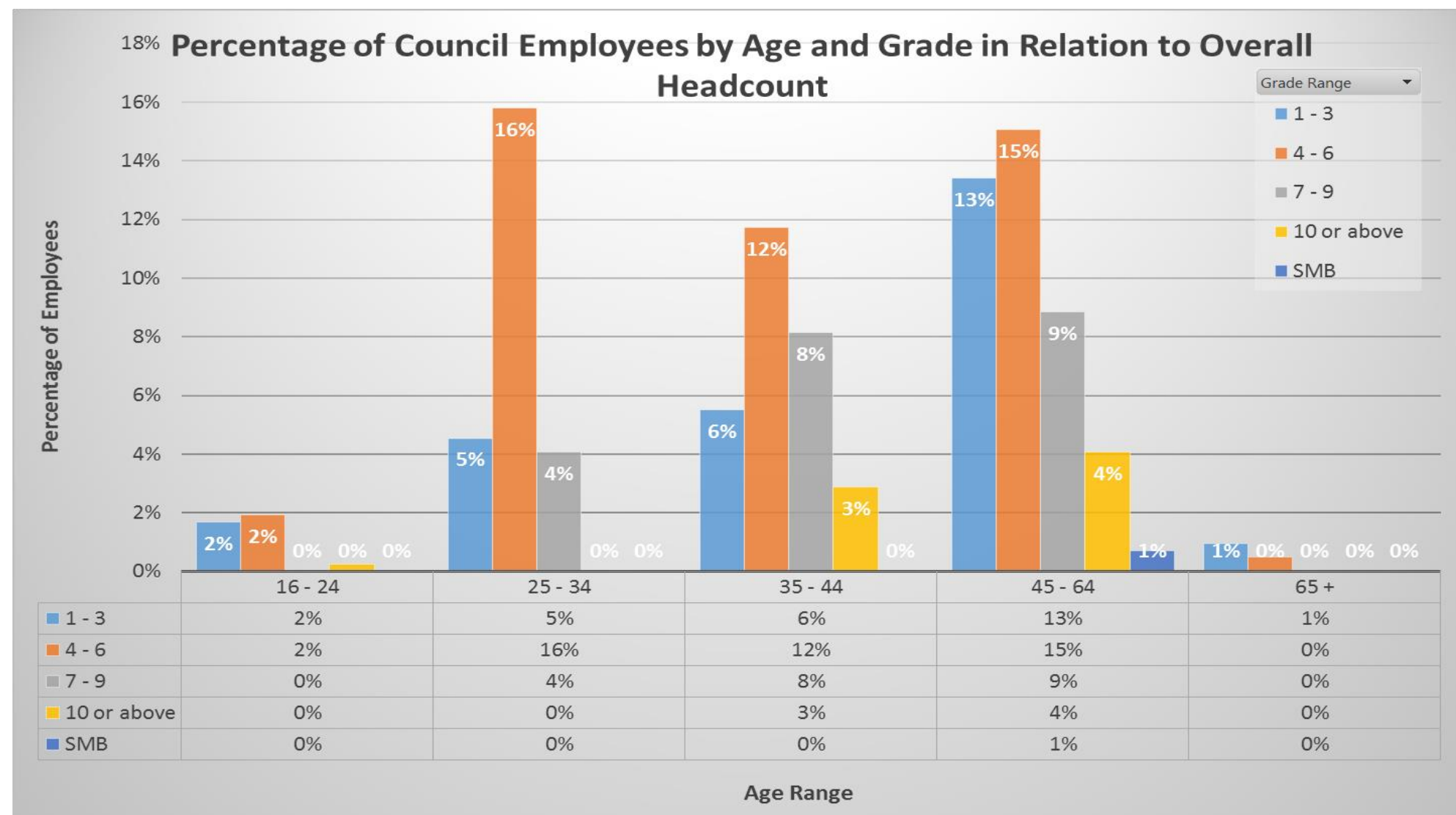
Table 1.3: Number of Council Employees by Gender and Grade in Relation to Overall Headcount

Number of Council Employees by Gender and Grade in Relation to Overall Headcount

	1 - 3	4 - 6	7 - 9	10 or above	SMB
Female	80	112	53	13	1
Male	29	76	35	17	2

Grades

Number of Employees
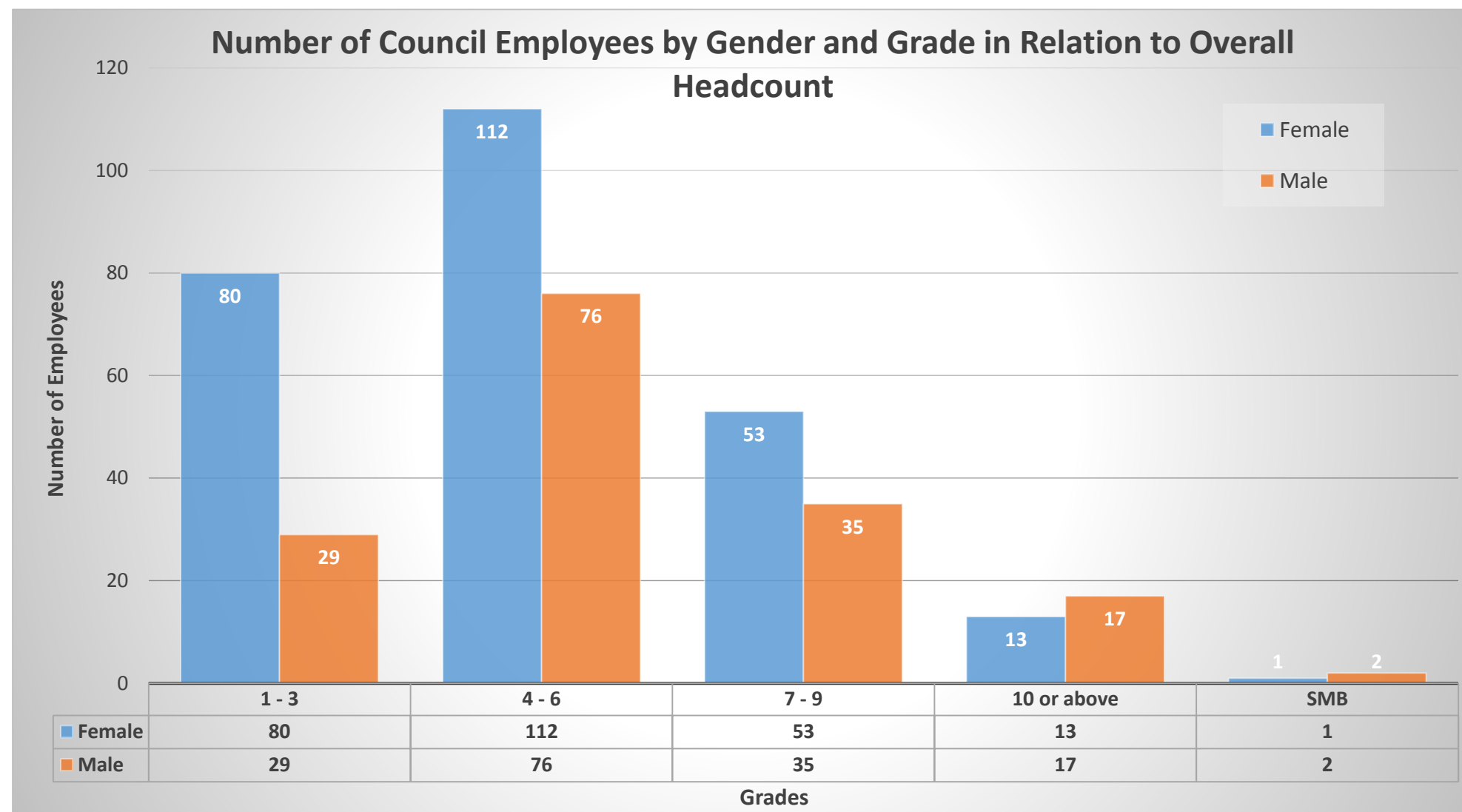
Table 1:4: Percentage of Council Employees by Gender and Grade in Relation to Overall Headcount

Percentage of Council Employees by Gender and Grade in Relation to Overall Headcount

	1 - 3	4 - 6	7 - 9	10 or above	SMB
Female	19%	27%	13%	3%	0%
Male	7%	18%	8%	4%	0%
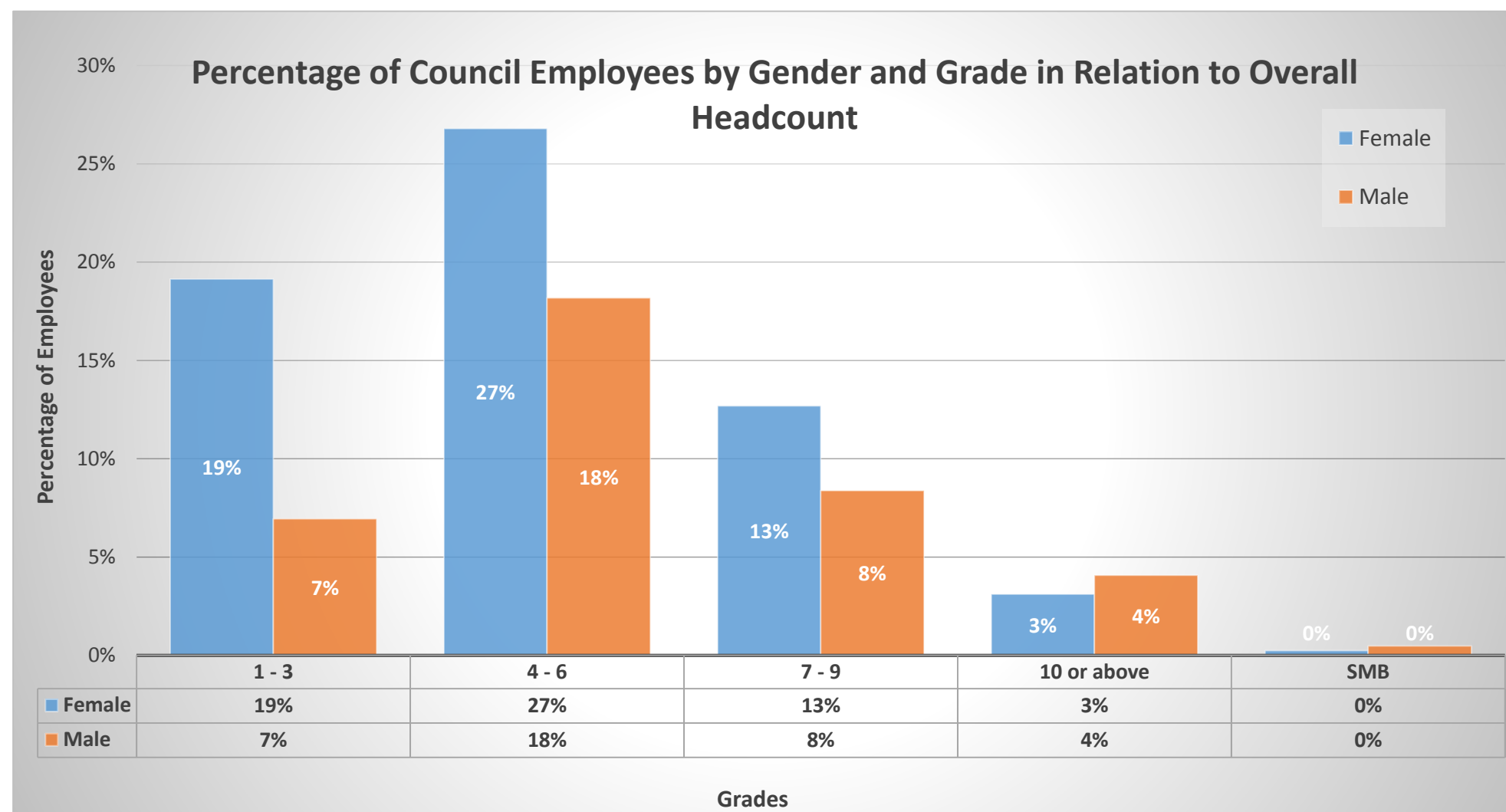
Grades

Table 1:5: Number of Council Workforce by Grade who have Indicated Disability in Relation to Overall Headcount

Number of Council Workforce by Grade who have Indicated Disability in Relation to Overall Headcount

Grade Range	DISABLED	NON-DISABLED
1 - 3	9	38
4 - 6	13	74
7 - 9	6	47
10 or above	2	15
SMB	0	2

Disability by Grade
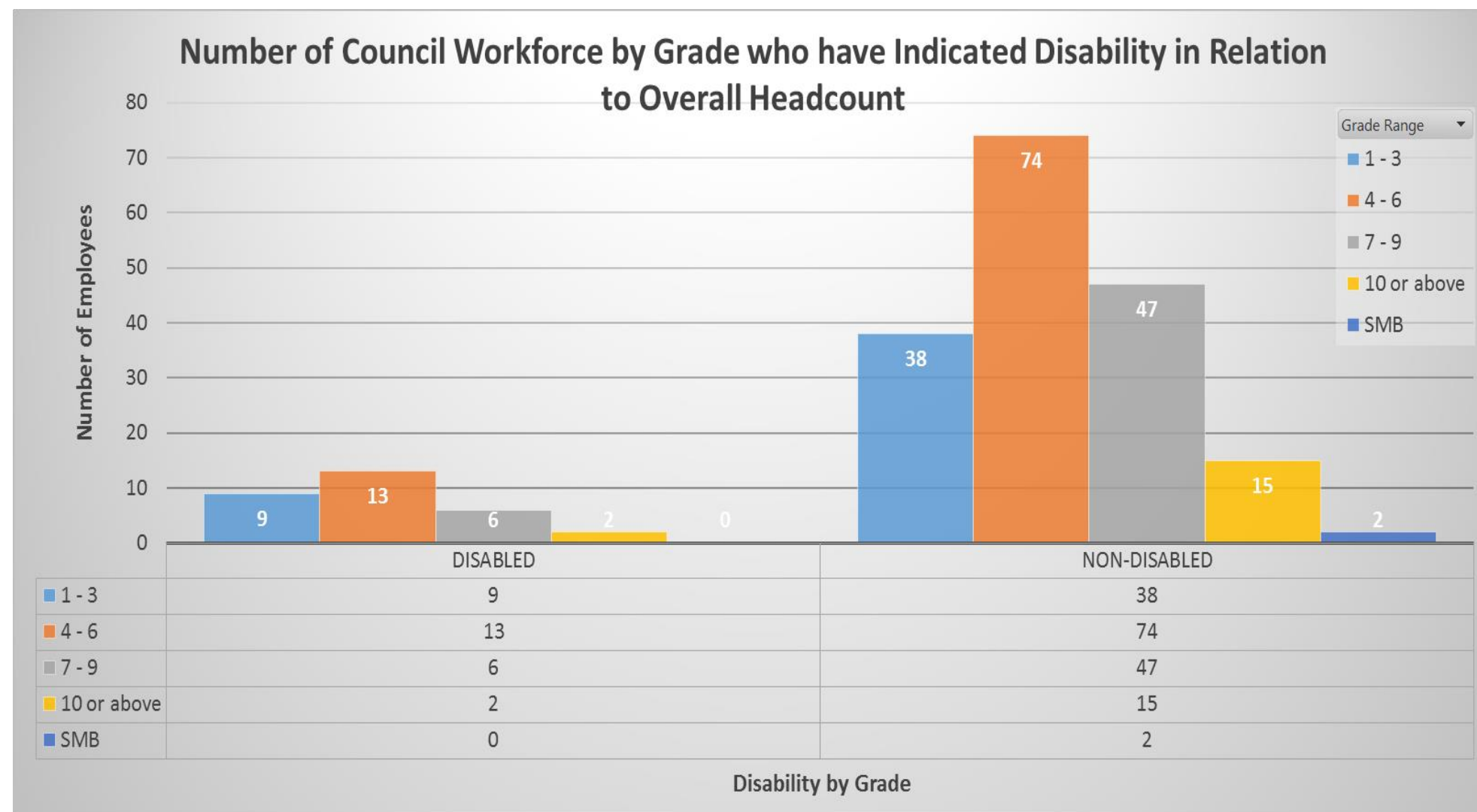
Table 1:6: Percentage of Council Workforce by Grade who have Indicated Disability in Relation to Overall Headcount

Percentage of Council Workforce by Grade who have Indicated Disability in Relation to Overall Headcount

Disability by Grade	DISABLED	NON-DISABLED
1 - 3	4%	18%
4 - 6	6%	36%
7 - 9	3%	23%
10 or above	1%	7%
SMB	0%	1%
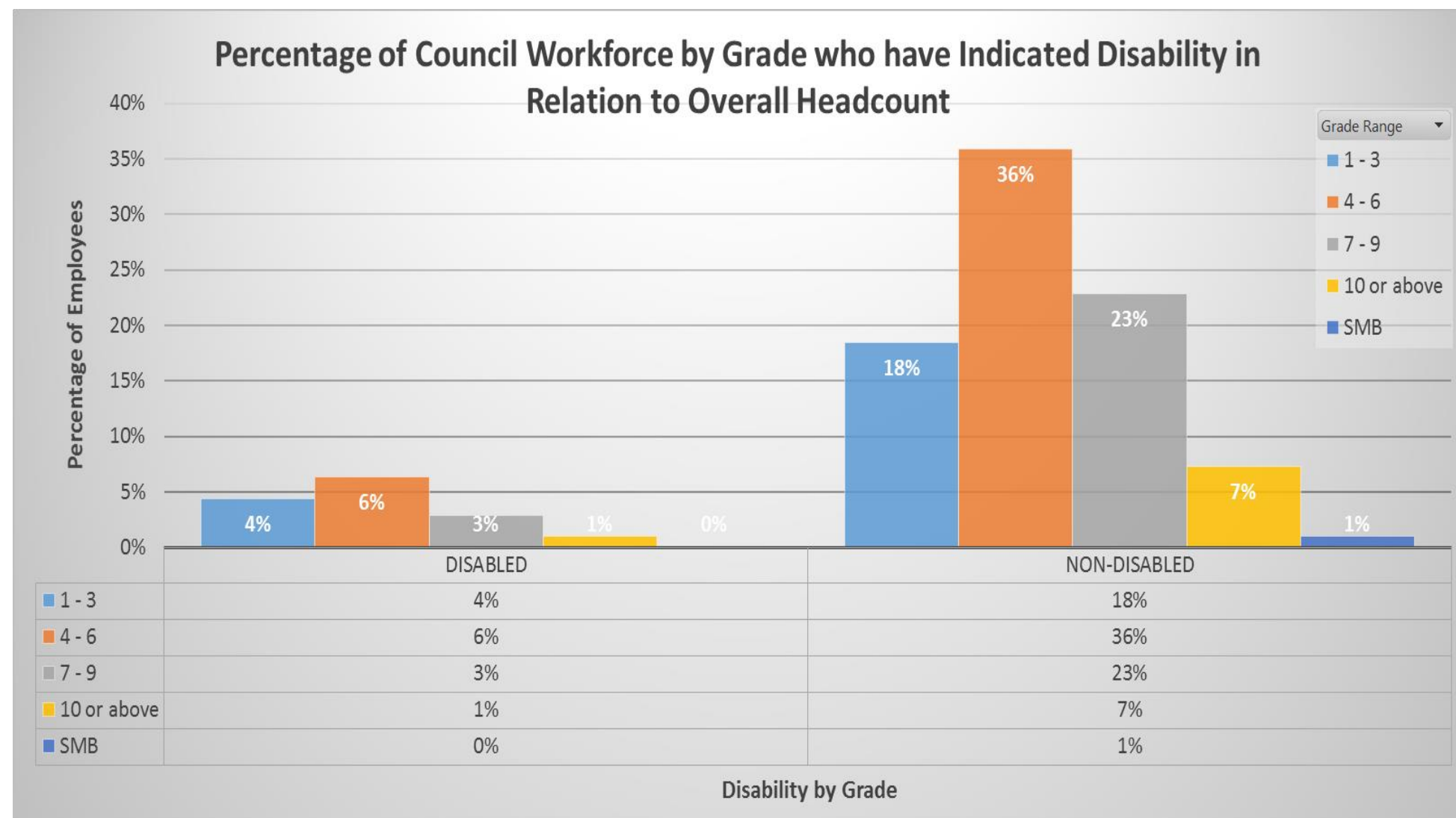
Table 1:7: Number of Council Workforce by Grade who have Indicated Ethnicity in Relation to Overall Headcount

Number of Council Workforce by Grade who have Indicated Ethnicity in Relation to Overall Headcount

Ethnic Description

- Ethnic Minority
- White

	1 - 3	4 - 6	7 - 9	10 or above	SMB
Ethnic Minority	15	18	8	0	0
White	92	167	79	29	3

Grade Range

Number of Employees

Table 1:8: Percentage of Council Workforce by Grade who have Indicated Ethnicity in Relation to Overall Headcount

Percentage of Council Workforce by Grade who have Indicated Ethnicity in Relation to Overall Headcount

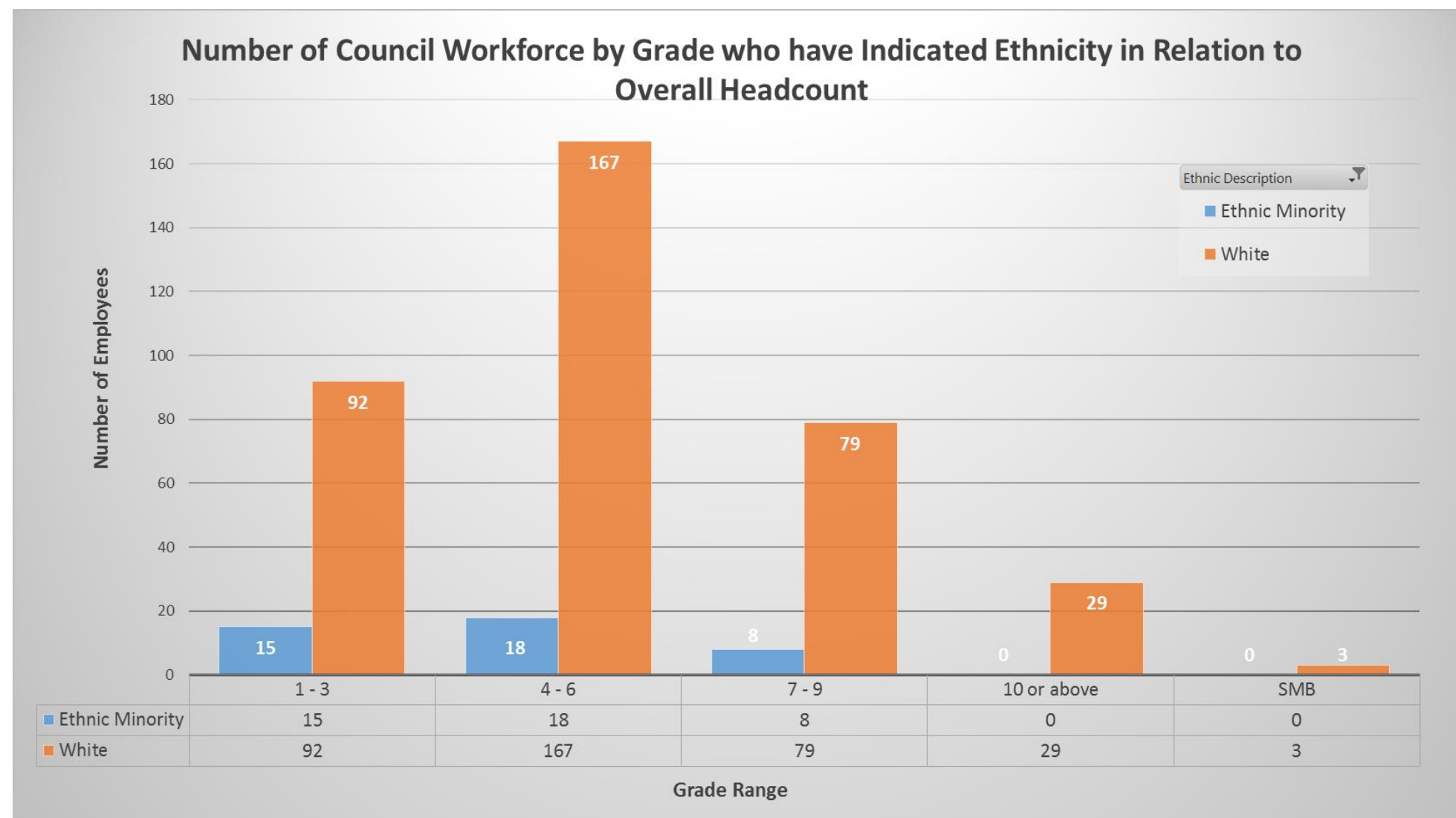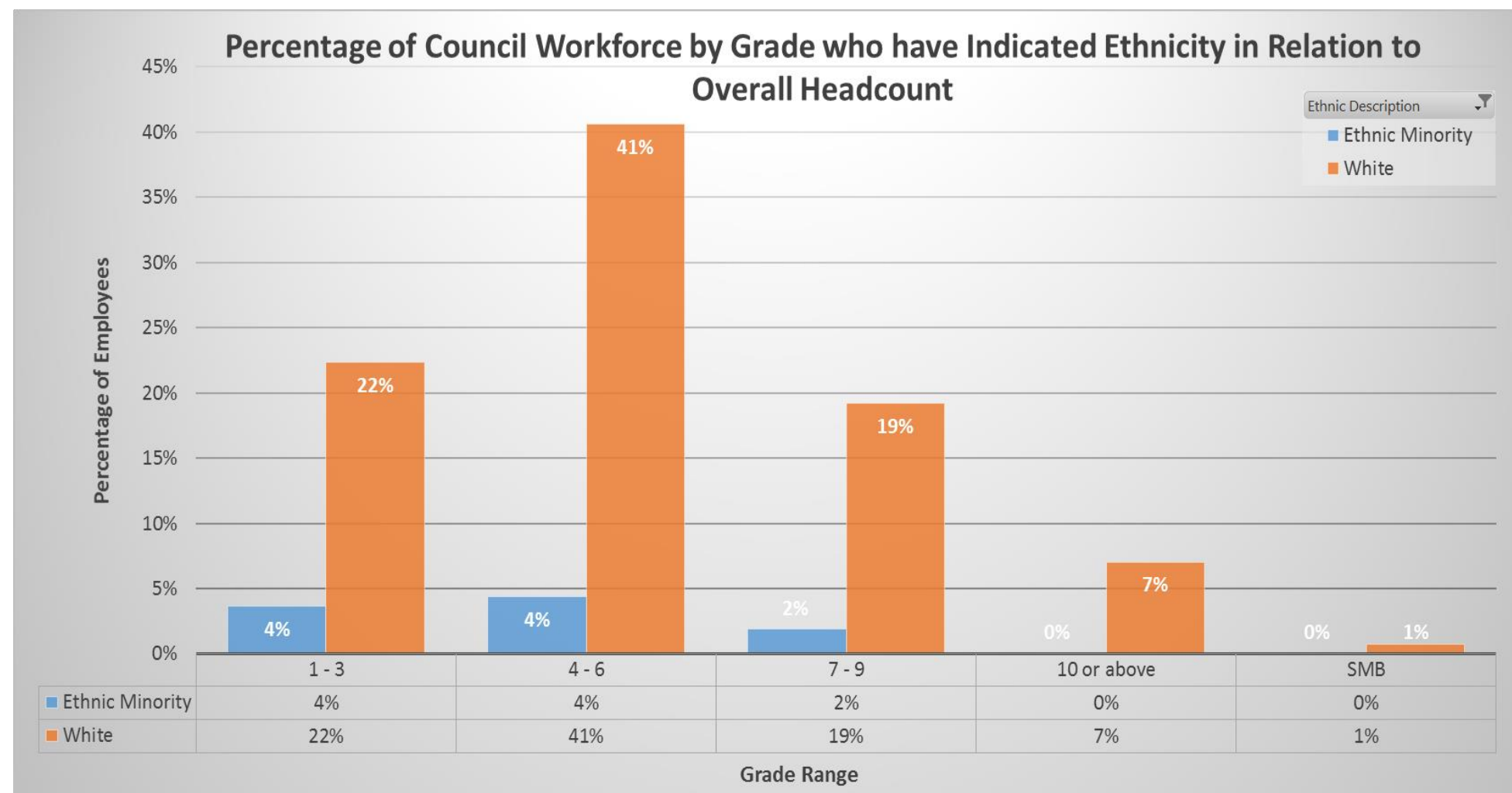Ethnic Description

- Ethnic Minority
- White

	1 - 3	4 - 6	7 - 9	10 or above	SMB
Ethnic Minority	4%	4%	2%	0%	0%
White	22%	41%	19%	7%	1%

Grade Range

Information about our Employees

2.   DISCIPLINARY AND GRIEVANCE PROCEDURES

We do not have enough data at present in relation to employees who have been subject to formal disciplinary action/procedures, therefore we are unable to review against their status and protected characteristics:

In 2015 we had two male employees that had disciplinary action taken against them, one from an ethnic minority group. The employees were within different age groups (35 – 44 and 65+).

We did not have any formal action taken in relation to discrimination, bullying and or harassment.

The councils have low volumes of our workforce who are subject to disciplinary action, and finds the informal route works effectively in resolving issues and correcting behaviours.

No grievances were raised in 2014/15.

3.   PROMOTION

We do not have enough data to present in relation to employees who have been promoted within the councils, therefore we are unable to review against their status and protected characteristics:

Seventeen members of staff received promotion during 2014/15, this equates to 4.25 per cent of the workforce (seven males and ten females).

4.   MATERNITY DATA

Seven employees returned from maternity leave in 2014/15, 100 per cent of those who went on maternity. No formal flexible working applications were made in relation to maternity. Four applications were approved for other reasons.

5.   EXITS

The data presented here shows the reasons why employees leave the councils against their status in relation to each of the following protected characteristics:

- age
- disability
- ethnicity
- gender.

The results indicate that the main reasons for leaving were due to resignation or other. Other includes, TUPE Transfers, and the end of a fixed term contract.

The largest percentages of leavers were in age group 45 – 64 and 55 per cent of leavers were female. Our total leavers for 2014/15 show an overall reduction of eight per cent turnover compared to 2013/14.

Table 5.1: Percentage of reason for leaving by age in relation to overall number of leavers

Percentage of reason for leaving by age in relation to overall number of leavers

	16 - 24	25 - 34	35 - 44	45 - 64	65 +
Dismissal	0%	2%	0%	2%	0%
Early Exits	0%	0%	2%	2%	0%
Other	2%	5%	2%	7%	0%
Redundancy	0%	0%	0%	4%	0%
Resignation	5%	25%	18%	20%	2%
Retirement	0%	0%	0%	2%	0%

Leavers by Age Groups

Table 5.2: Percentage of reason for leaving by indicated disability in relation to overall number of leavers

Percentage of reason for leaving by indicated disability in relation to overall number of leavers

Leavers by Disability	Disabled	NON-DISABLED
▪ Early Exits	0%	7%
▪ Other	7%	7%
▪ Redundancy	0%	14%
▪ Resignation	14%	43%
▪ Retirement	0%	7%

Table 5.3: Percentage of reason for leaving by indicated disability in relation to total number of leavers in that group

Percentage of reason for leaving by indicated disability in relation to overall number of leavers

Report Reason	Disabled	NON-DISABLED	Not Declared
Dismissal	0%	0%	4%
Early Exits	0%	2%	2%
Other	2%	2%	13%
Redundancy	0%	4%	0%
Resignation	4%	11%	56%
Retirement	0%	2%	0%

Leavers by Disability

Table 5.4: Percentage of reason for leaving by indicated ethnicity in relation to overall number of leavers

Percentage of reason for leaving by indicated ethnicity in relation to overall number of leavers

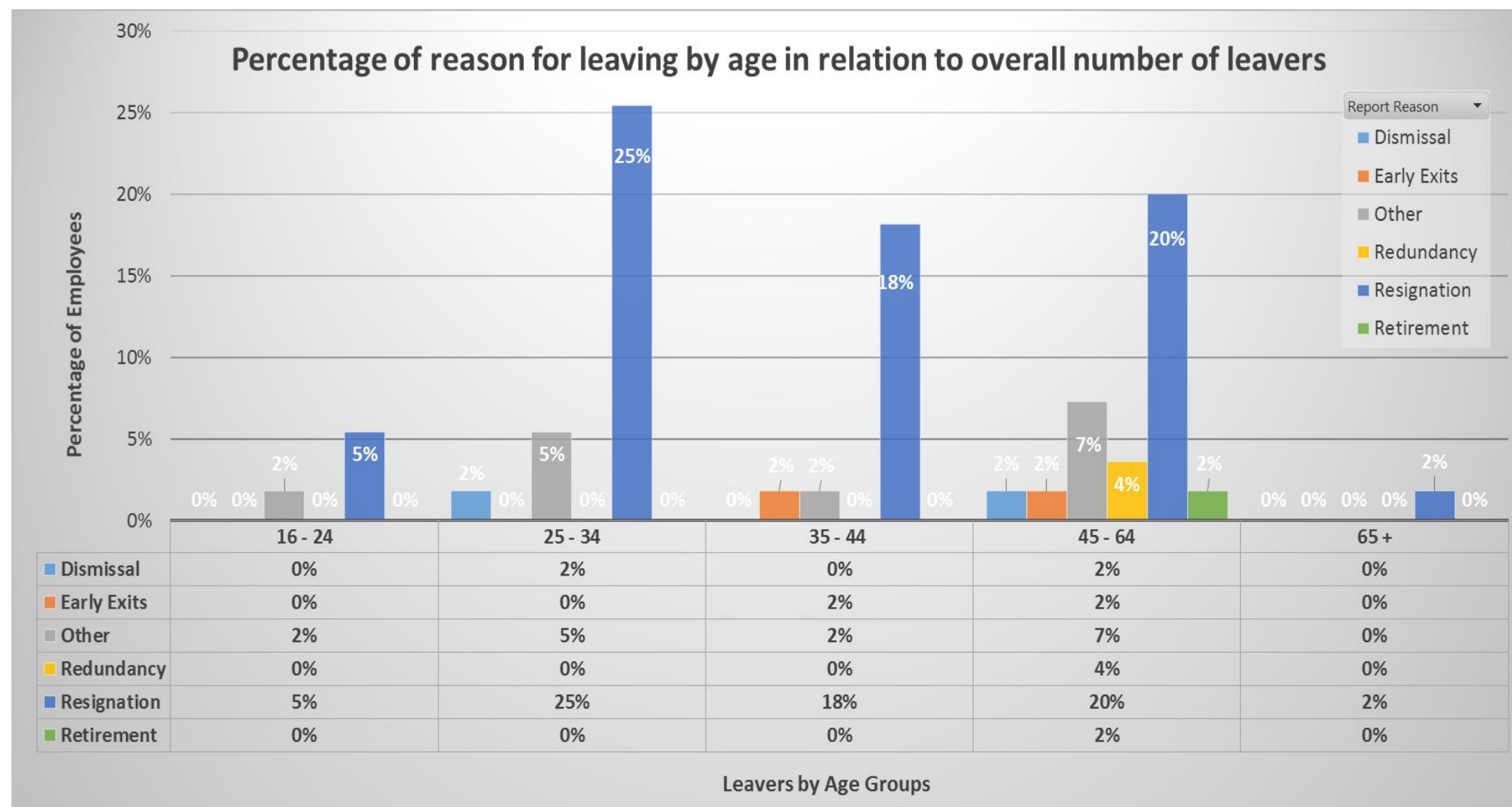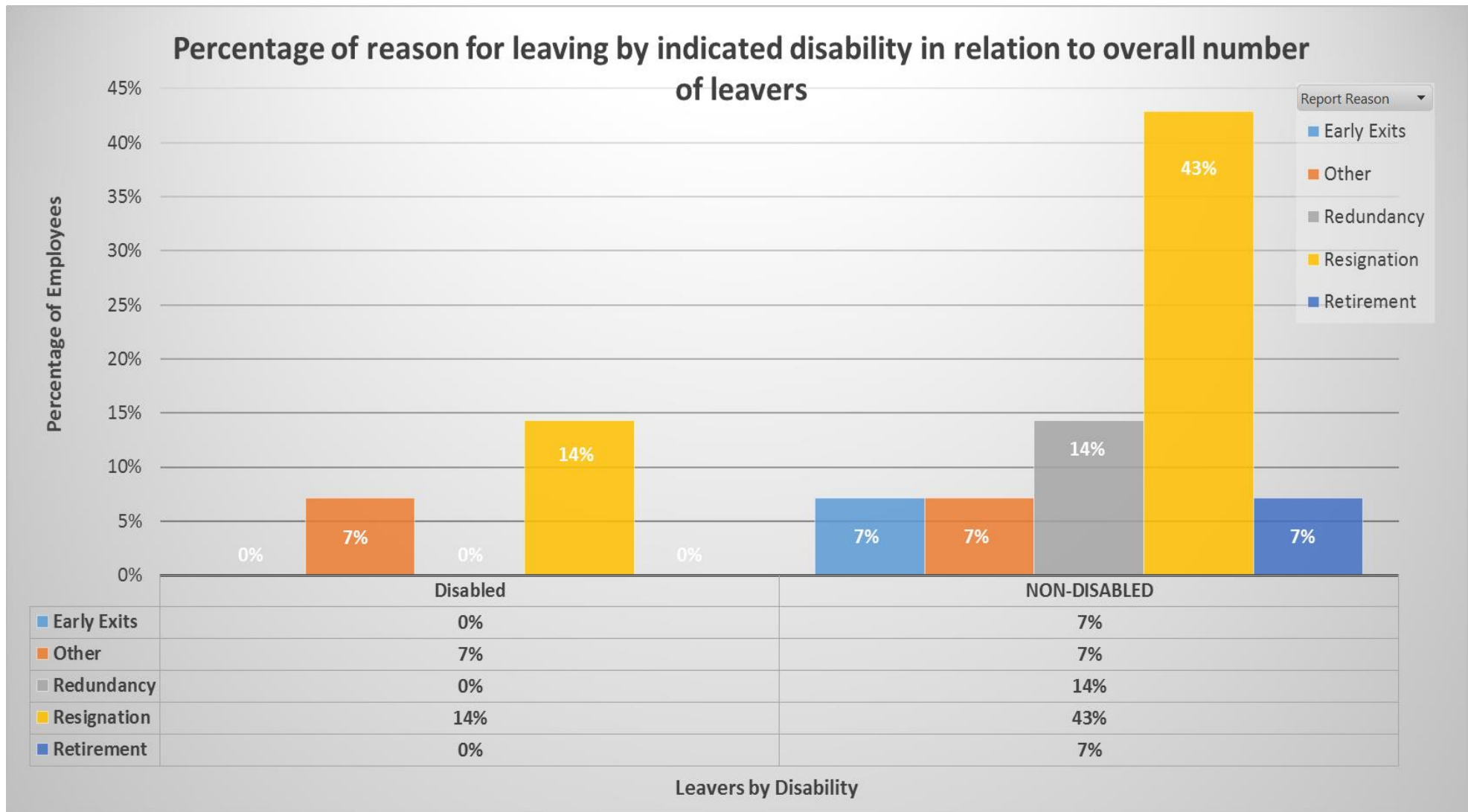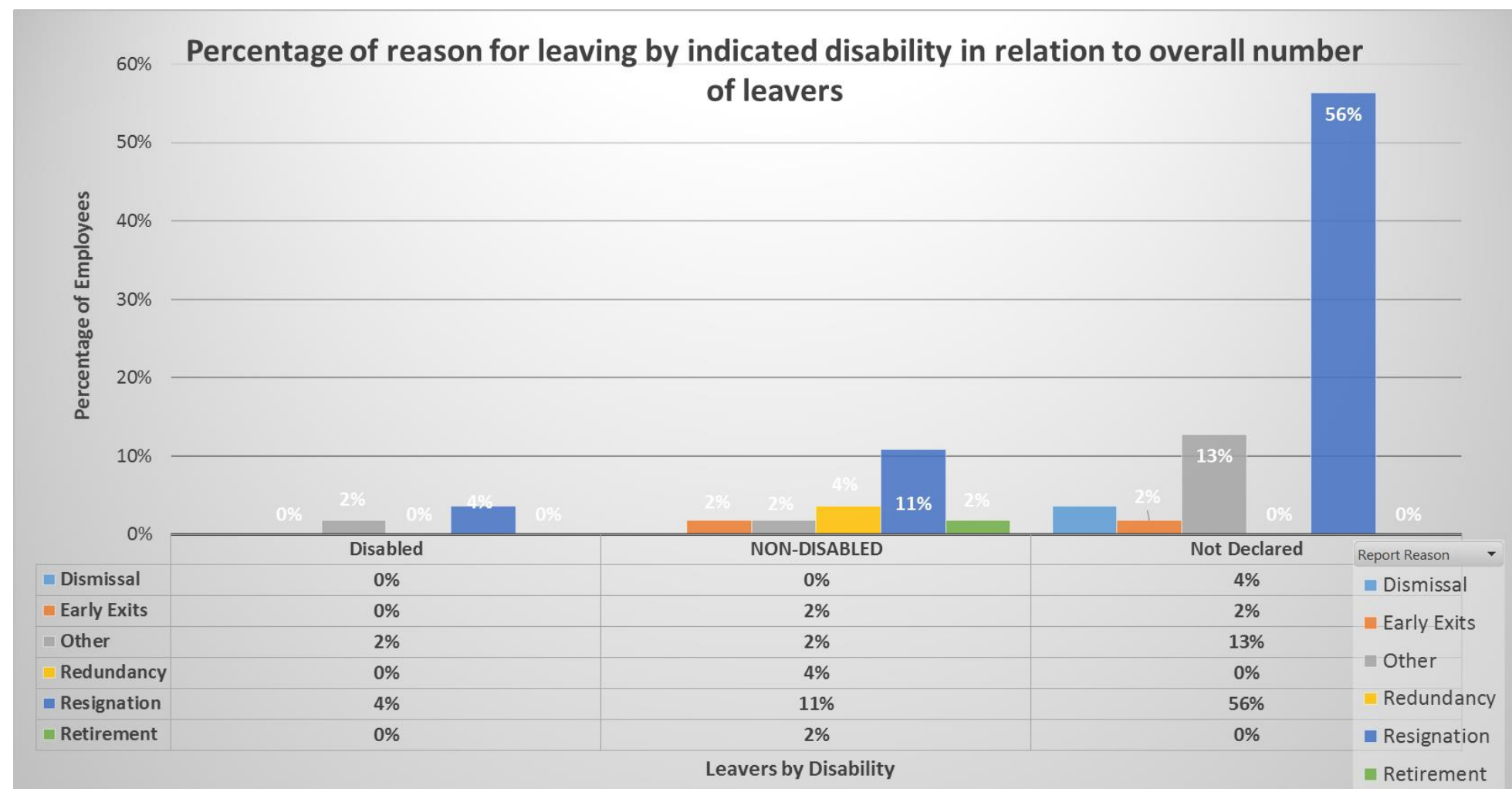| Report Reason	Ethnic Minority	White
Dismissal	0%	4%
Early Exits	0%	4%
Other	0%	17%
Redundancy	0%	4%
Resignation	7%	63%
Retirement	0%	2%

Leavers by Ethnic

Table 5.5: Percentage of reason for leaving by indicated ethnicity in relation to total number of leavers in that group
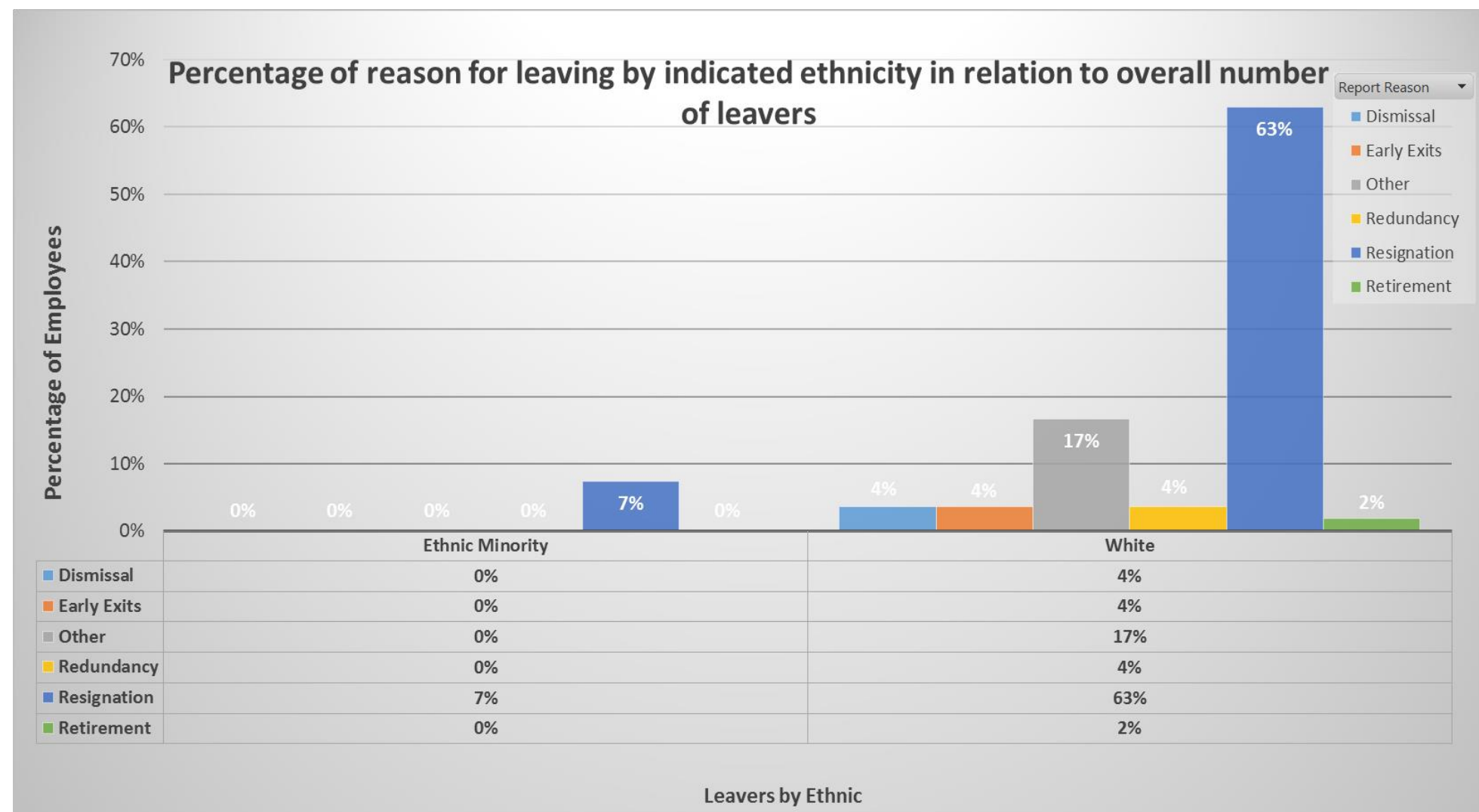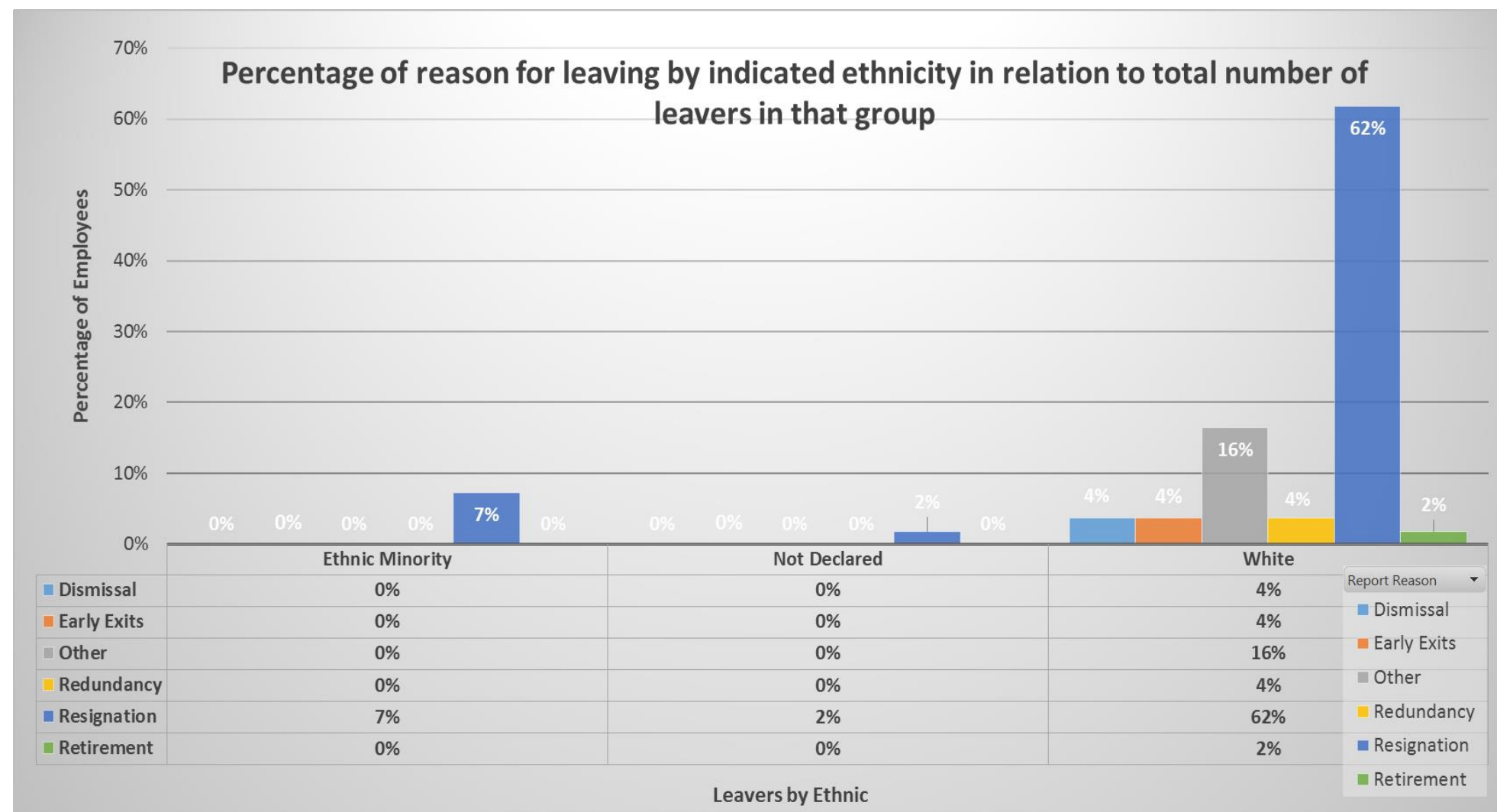

Percentage of reason for leaving by indicated ethnicity in relation to total number of leavers in that group

Report Reason	Ethnic Minority	Not Declared	White
Dismissal	0%	0%	4%
Early Exits	0%	0%	4%
Other	0%	0%	16%
Redundancy	0%	0%	4%
Resignation	7%	2%	62%
Retirement	0%	0%	2%

Leavers by Ethnic

Table 5.6: Percentage of reason for leaving by gender in relation to overall number of leavers
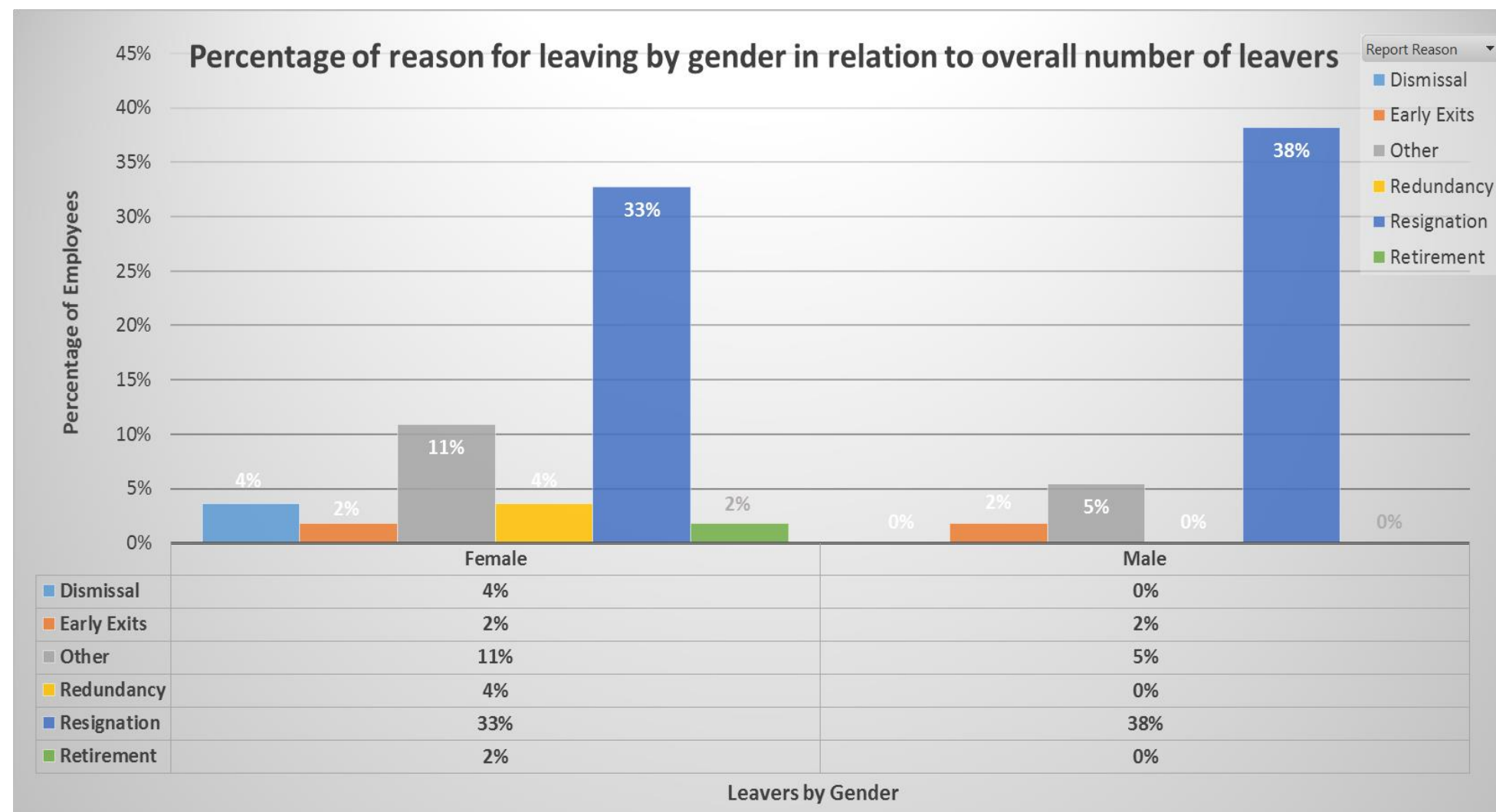
Percentage of reason for leaving by gender in relation to overall number of leavers

Report Reason

- Dismissal
- Early Exits
- Other
- Redundancy
- Resignation
- Retirement

	Female	Male
Dismissal	4%	0%
Early Exits	2%	2%
Other	11%	5%
Redundancy	4%	0%
Resignation	33%	38%
Retirement	2%	0%

Leavers by Gender

ALL DATA SOURCED FROM: COUNCILS HR DATABASE

Notes:

1.   Data period 1 April 2014 to 31 March 2015.

2.   * - Level of data too low for publication and percentages are rounded to one decimal place, given this totals may not sum due to rounding.

3.   Percentages shown are the number of leavers who have chosen to indicate that protected characteristic and reason for leaving, over the total number of employees by reason for leaving.

4.   Percentages shown are the number of leavers who have chosen to indicate that protected characteristic and reason for leaving, over the total number of leavers in that particular group.

5.   Dismissal - dismissal and discharged probation.

6.   Early exits - approved early retirement, voluntary early release, early retirement, early severance, settlement agreements.

7.   Other - death in service, transfer to other government department, transfer of function, retirement at/above minimum age, ill health retirement, end of temporary contract, end of contract, TUPE transfer and blank reason for leaving.

6.   WORKING PATTERNS

What does this tell us?

The data presented here shows the percentage of employees with a part-time working pattern against their status in relation to each of the following protected characteristics: age; disability; ethnicity; and gender.

We are unable to compare to the 2013/14 report, as this data was not captured in this detail.

The councils have 26 per cent of our workforce working part-time hours. The majority are female with two per cent of male employees working reduced hours.

The table indicates that the majority of employees are in the age group 45 – 64. Part-time working is represented across all age groups, with the exception of employee in age group 16 – 24. The number of employees who work part-time and have declared they have a disability or are from an ethnic minority group is consistent with those who are disabled or from an ethnic minority group across all employees. Therefore disabled or ethnic minority employees are not disadvantaged in relation to part time working.

Part time working does show a large difference by gender. The table shows that females are considerably more likely to work part time than males, which is in line with national statistics.

How will an improvement be shown?

The similarity of working patterns in a protected group and the general population will indicate that the protected group is not treated differently. However, this will require a reasonably complete declaration rate and sufficiently large volumes to be precise.

Table 6.1: Percentage of employees by age with a part-time working pattern

Percentage of employees by age with a part-time working pattern

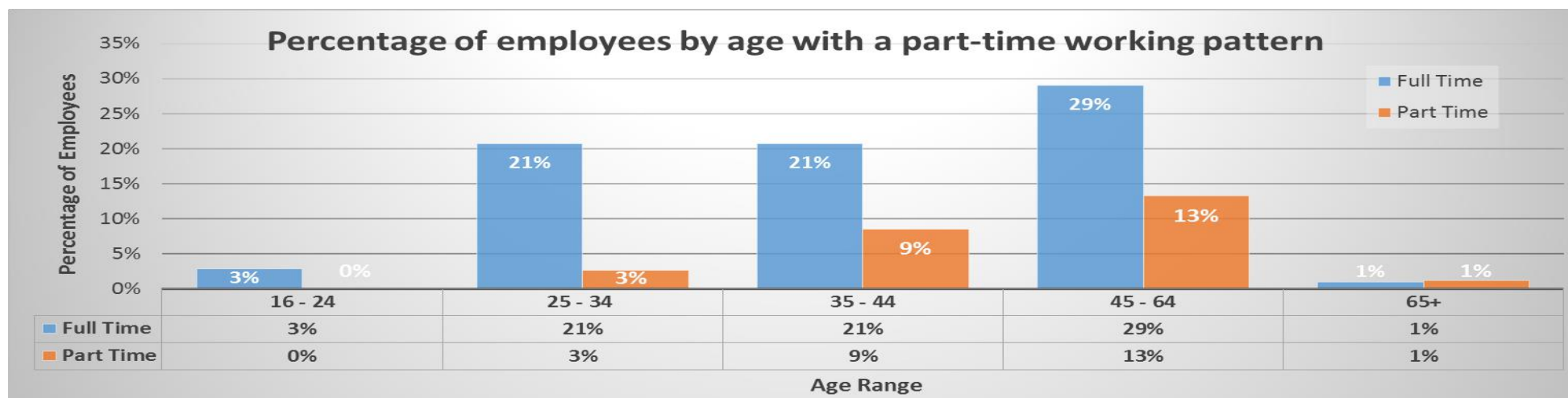| Age Range	16 - 24	25 - 34	35 - 44	45 - 64	65+
Full Time	3%	21%	21%	29%	1%
Part Time	0%	3%	9%	13%	1%

Table 6.2: Percentage of employees by indicated disability with a part-time working pattern

Percentage of employees by indicated disability with a part-time working pattern

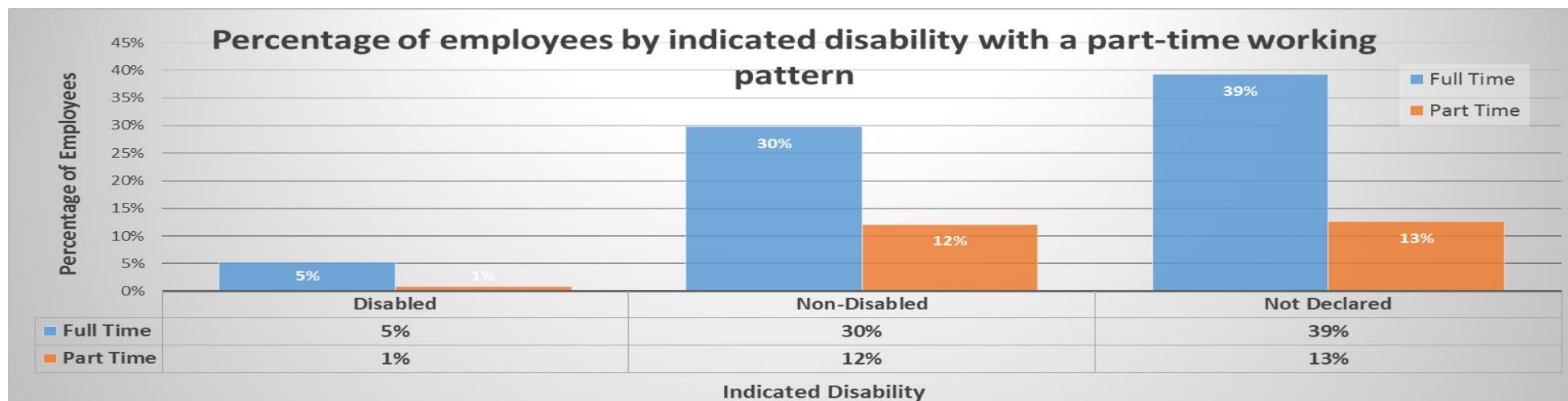| Indicated Disability	Disabled	Non-Disabled	Not Declared
Full Time	5%	30%	39%
Part Time	1%	12%	13%

Table 6.3: Percentage of employees by declared disability status with a part-time working pattern

Percentage of employees by declared disability status with a part-time working Pattern

	Disabled	Non-Disabled
Full Time	11%	62%
Part Time	2%	25%

Table 6.4: Percentage of employees by indicated ethnicity with a part-time working pattern

Percentage of employees by indicated ethnicity with a part-time working pattern

	Ethnic Minority	Not Declared	White
Full Time	5%	2%	67%
Part Time	0%	0%	25%
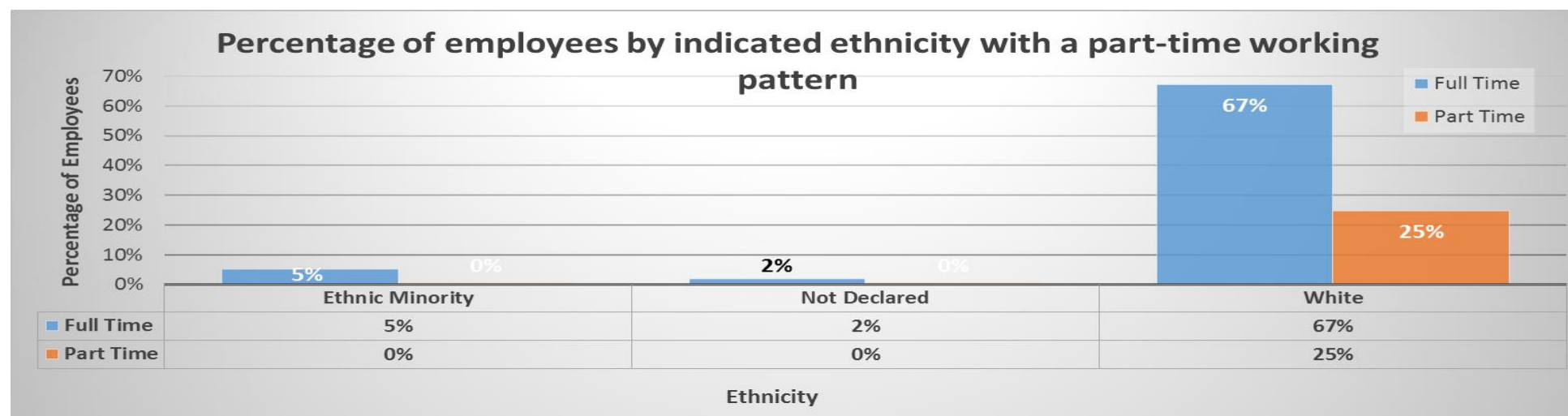
Table 6.5: Percentage of employees by gender with a part-time working pattern

Percentage of employees by gender with a part-time working pattern

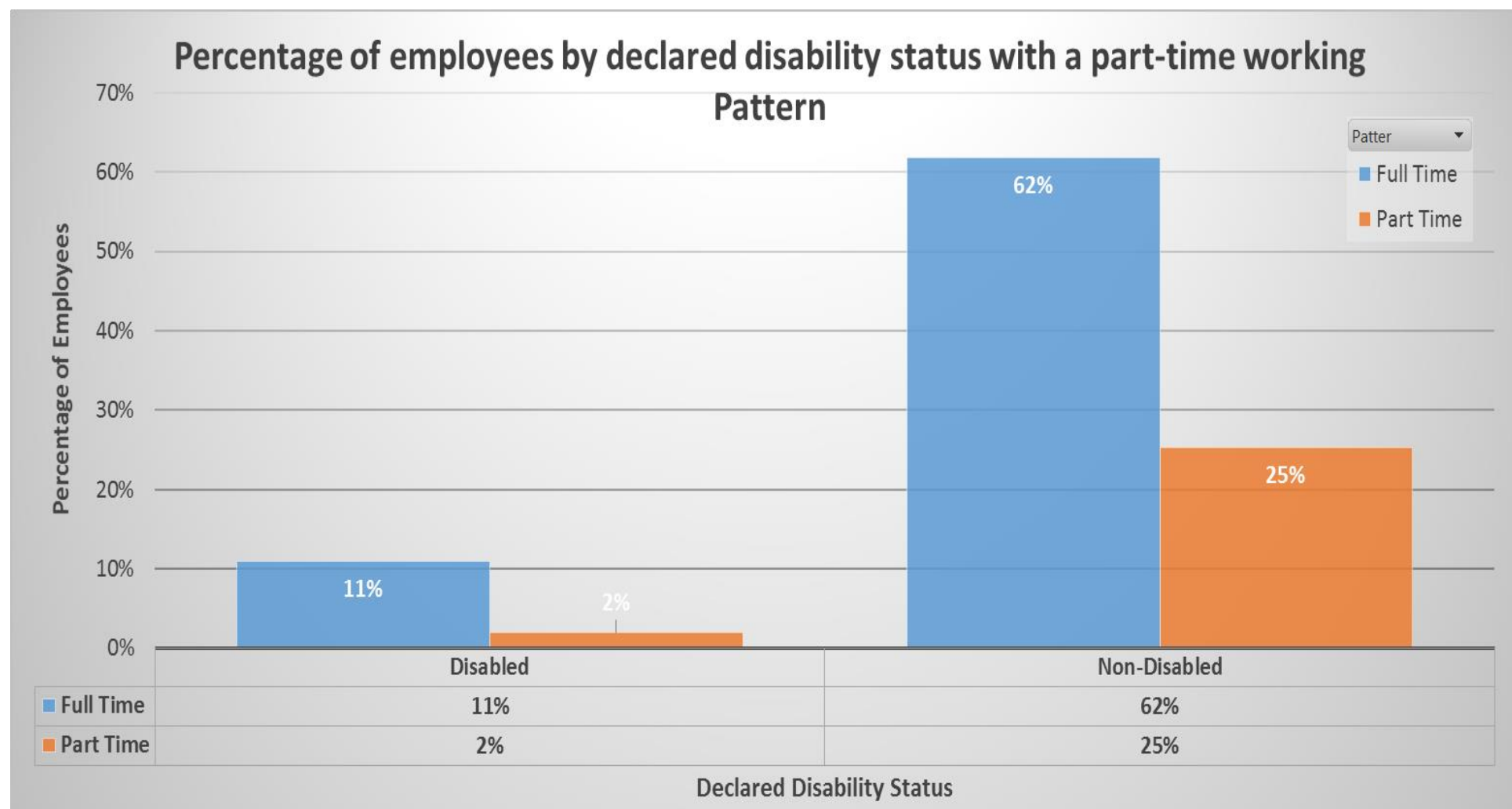|	Female	Male
Full Time	39%	36%
Part Time	24%	2%
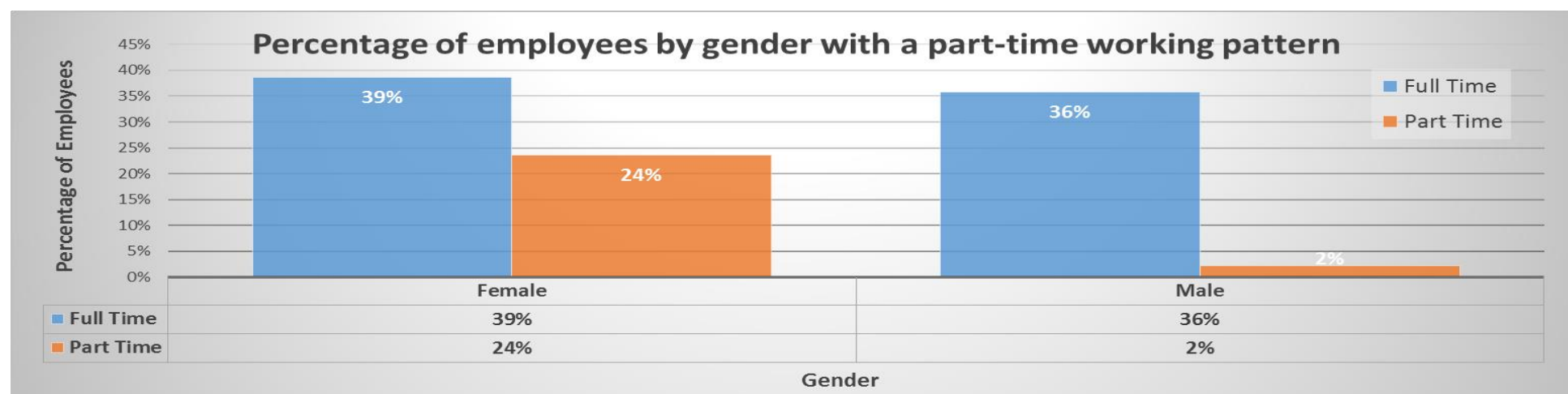
ALL DATA SOURCED FROM: COUNCILS HR DATABASE

Notes:

1. Data as at 31 March 2015.

2. * - Level of data too low for publication and percentages are rounded to one decimal place, given this totals may not sum due to rounding.

3. Percentages shown are the number of employees working part-time by protected characteristic, over the total number of employees working part-time who have chosen to indicate that protected characteristic.

4. Percentages shown are the number of employees working part-time by protected characteristic, over the total number of employees that have chosen to indicate that protected characteristic. Please note the total indicates the percentage of the total headcount working part-time.

5. Percentages shown are the number of employees by protected characteristic, over the total number of employees who have chosen to indicate that protected characteristic.

7. RECRUITMENT PROCESS

What does this tell us?

The data show percentages of employees at different stages of the recruitment process for our vacancies, against their status in relation to each of the following protected characteristics: age; disability; ethnicity; and gender.

The percentage of unknowns is high in the breakdown for the protected characteristics of disability and ethnicity, so we cannot draw clear conclusions in relation to these protected characteristics and recruitment.

Age ranges of applicants were in line with local population and the results reported in the 2013/14 equalities report.

How will an improvement be shown?

Generally the similarity of this indicator in a protected and non-protected group will indicate equivalent behaviour. However, this will require a reasonably complete declaration rate and sufficiently large volumes in each category to be able to draw firm conclusions.

Table 7.1: Percentage of applicants at different stages of the recruitment process by age

Percentage of applicants at different stages of the recruitment process by age

Age Range	Applications	Shortlisted	Appointed	Withdrawn
16 - 24	6%	8%	1%	1%
25 - 34	9%	17%	2%	1%
35 - 44	8%	13%	2%	1%
45 - 64	11%	16%	1%	1%
65 +	0%	0%	0%	0%
Unknown	1%	0%	0%	0%

Recruitment Stage by Age

Table 7.2: Percentage of applicants at different stages of the recruitment process by indicated disability

Percentage of applicants at different stages of the recruitment process by indicated disability

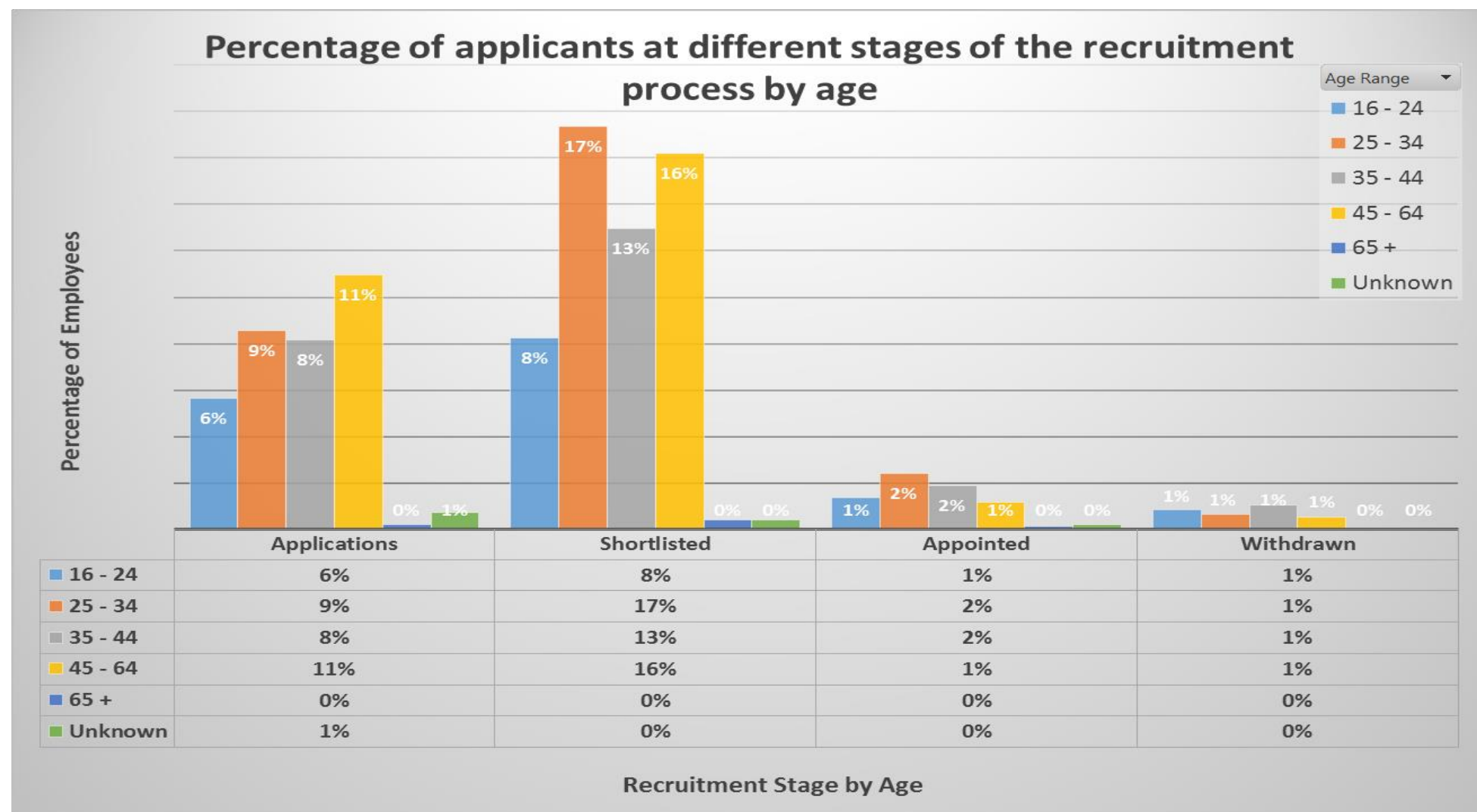|	Applications	Shortlisted	Appointed	Withdrawn
Disabled	1%	1%	0%	0%
Non- disabled	1%	1%	0%	0%
Unknown	32%	54%	6%	3%

Recruitment Stage by Disablity

Table 7.3: Percentage of applicants at different stages of the recruitment process by indicated ethnicity

Percentage of applicants at different stages of the recruitment process by indicated ethnicity

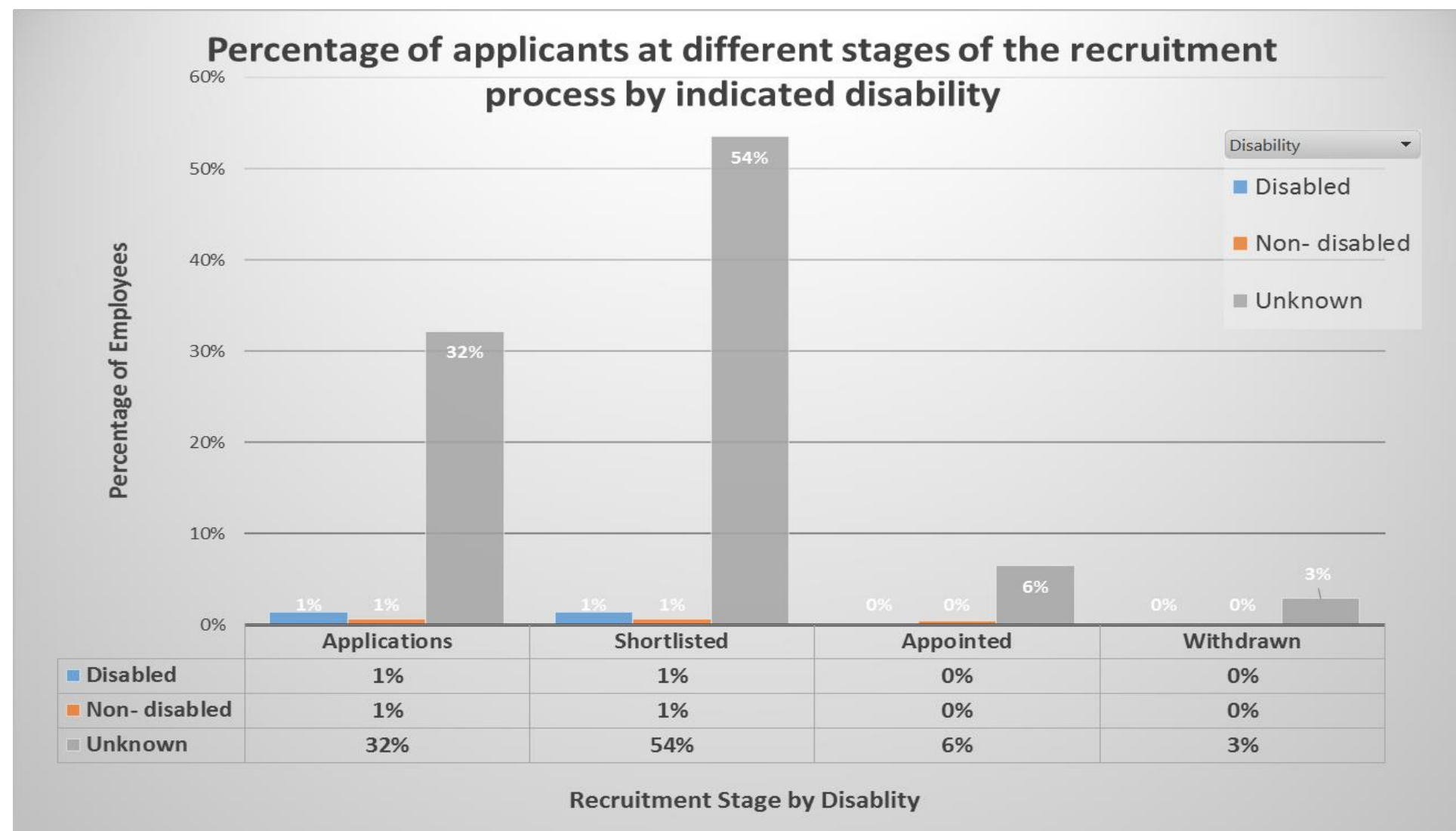|	Applications	Shortlisted	Appointed	Withdrawn
Ethnic Minority	0%	0%	1%	0%
Unknown	34%	56%	0%	3%
White	0%	0%	6%	0%

Recruitment Stage by Ethnicity

Table 7.4: Percentage of applicants at different stages of the recruitment process by gender

Percentage of applicants at different stages of the recruitment process by gender

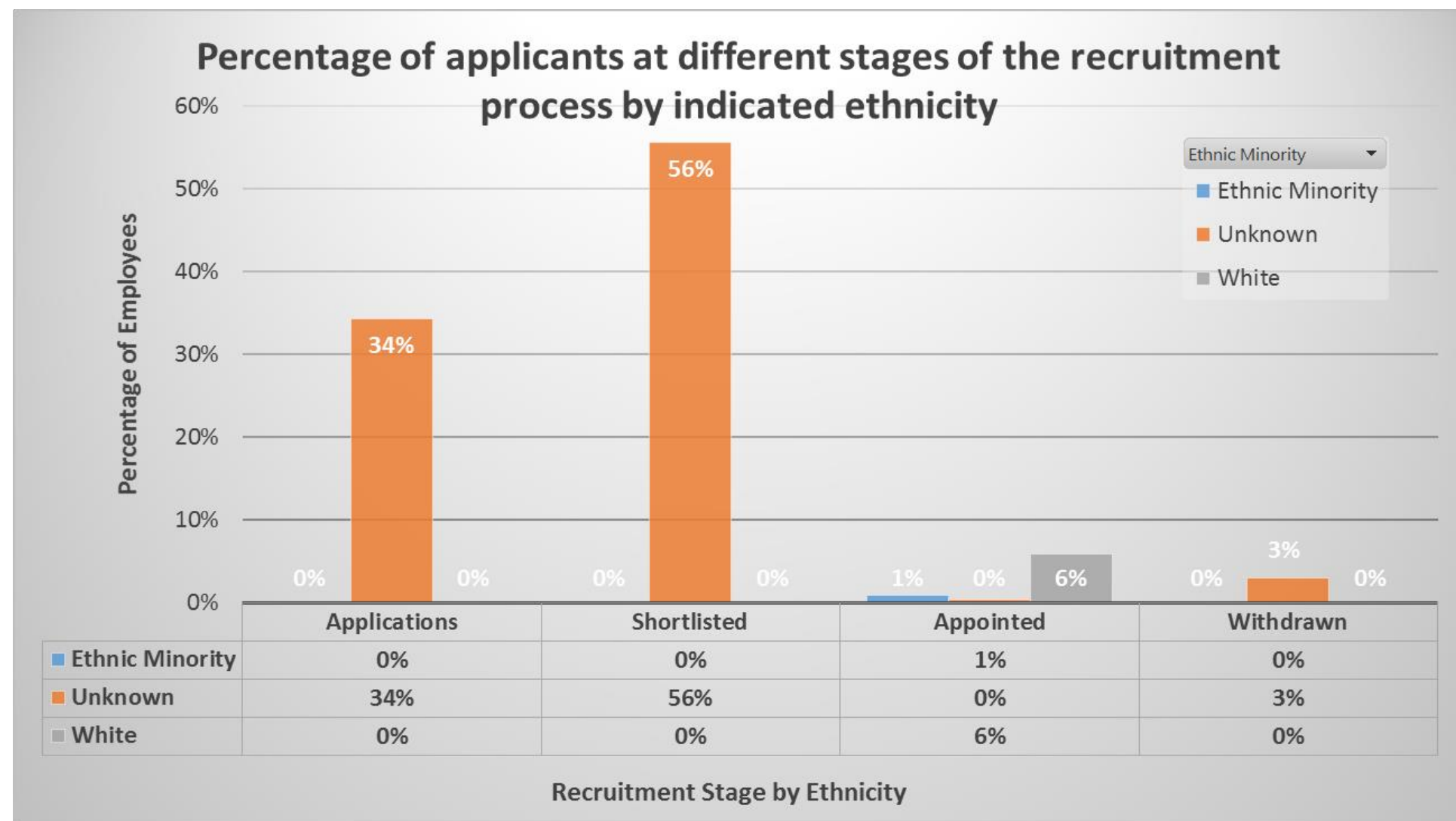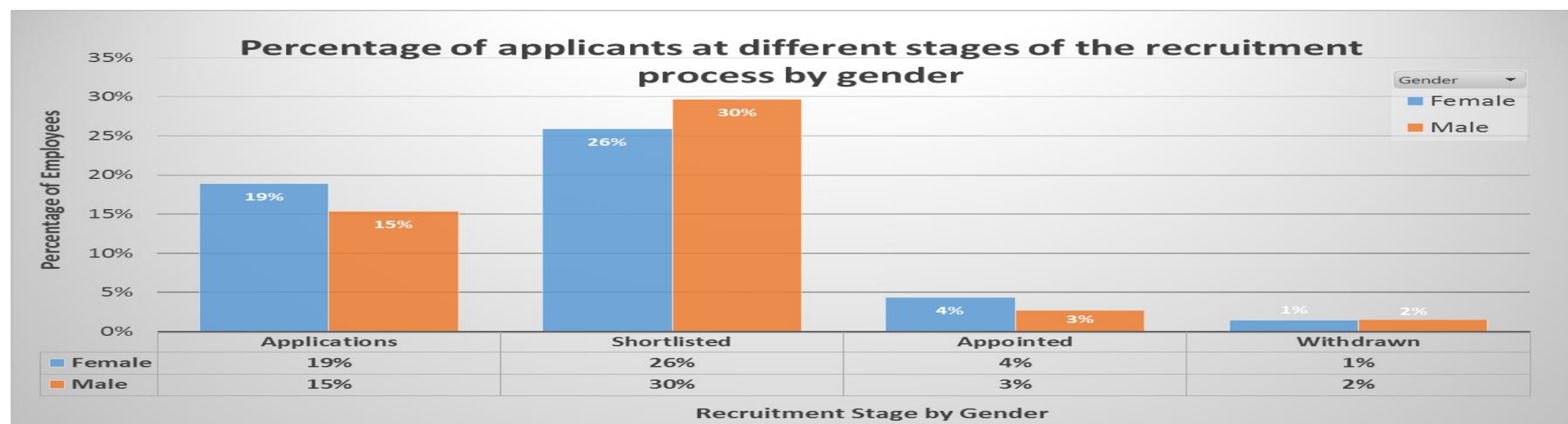|	Applications	Shortlisted	Appointed	Withdrawn
Female	19%	26%	4%	1%
Male	15%	30%	3%	2%

Table 7.5: Number of applicants at different stages of the recruitment process by gender

Number of applicants at different stages of the recruitment process by gender

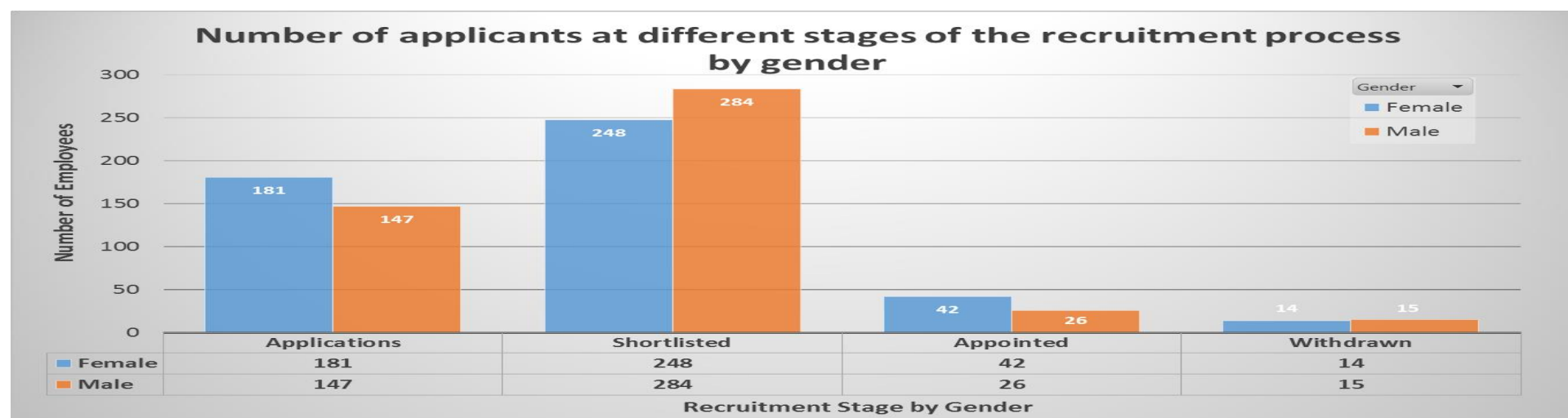|	Applications	Shortlisted	Appointed	Withdrawn
Female	181	248	42	14
Male	147	284	26	15

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ALL DATA SOURCED FROM: COUNCILS HR DATABASE

Notes:

1. Data period 1 April 2014 to 31 March 2015.

2. * - Level of data too low for publication and percentages are rounded to one decimal place, given this totals may not sum due to rounding.

3. Percentages shown are the number of applicants at that stage who indicated that protected characteristic, over the total number of applicants at that stage.

4. Percentages shown are the number of applicants by protected characteristic, over the total number of applicants relative to that protected characteristic group

8. TRAINING DATA

What does this tell us?

These data show percentages of our employees who are at different stages of completing both internal and external training in this period, against their status in relation to each of the following protected characteristics:

- age
- disability
- ethnicity
- gender

The tables suggest similar behaviour for progress or completion for the protected characteristics of disability, ethnicity or gender. This remains the case when those preferring not to say are taken into account. The percentages of applications are roughly in line with the headcount.

However there are sizeable percentages of those who prefer not to say for the protected characteristics of disability (30 per cent). This does mean that the results for percentages of applications are not conclusive.

The percentages of applications by gender are reasonably in line with the headcount reported (65 per cent female – 35 per cent male). We are unable to compare with the 2013/14 report, as the percentage of training was not broken down into stages.

How will an improvement be shown?

2015/16 will show a true comparison against the request for training and the stages within the process to completions of training. However, this needs to be considered alongside relative headcount, relevant declaration rates and volumes, so is not precise. In addition, it should also be borne in mind that training needs are unique to each individual within the organisation.

Table 8.1: Percentage of training at different stages by age

Percentage of training at different stages by age

Age Group	Attended	Waiting List	Pre-approval	Declined	Approval Declined	Cancelled	Course Cancelled
16 – 24	1%	0%	0%	0%	0%	0%	0%
25 – 34	13%	0%	0%	0%	0%	2%	0%
35 – 44	11%	0%	0%	0%	0%	4%	1%
45 – 64	51%	0%	0%	1%	0%	12%	3%
65+	0%	0%	0%	0%	0%	0%	0%

Stage of Training by Age Group

Table 8.2: Percentage of training at different stages by indicated disability

Percentage of training at different stages by indicated disability

Disabled Group	Attended	Waiting List	Pre-approval	Declined	Approval Declined	Cancelled	Course Cancelled
DISABLED	5%	0%	0%	0%	0%	1%	0%
NON-DISABLED	69%	0%	1%	0%	0%	18%	4%

Stages by indicated disability

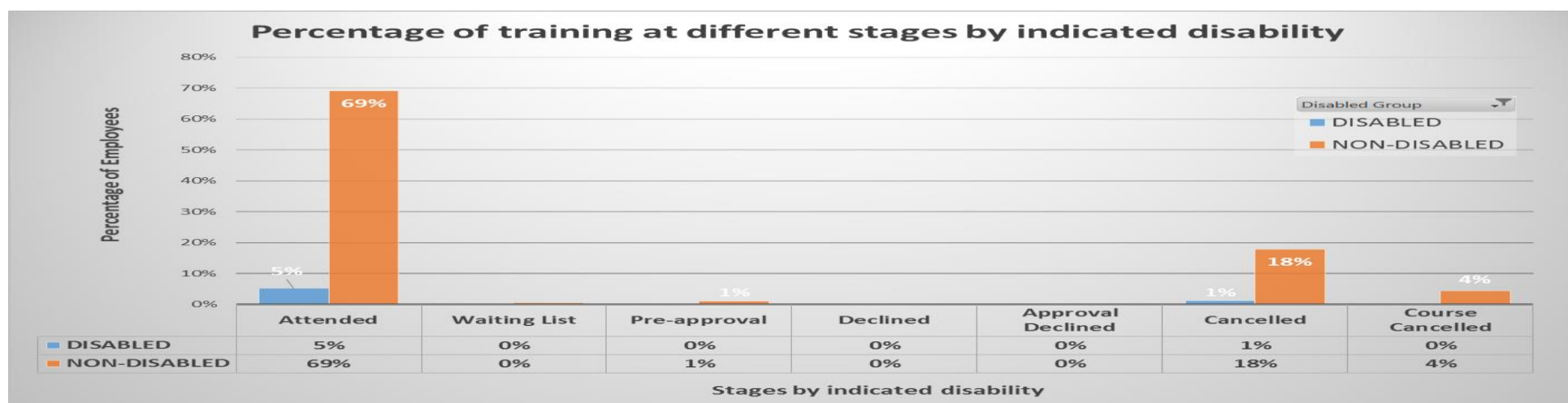**Table 8.3: Percentage of training at different stages by indicated ethnicity**

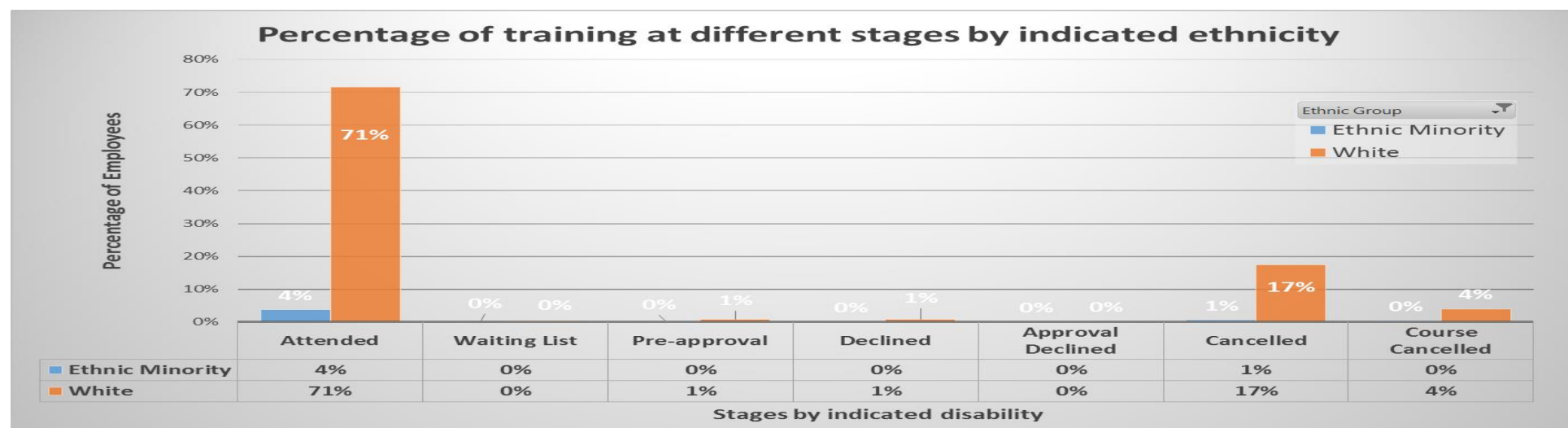**Percentage of training at different stages by indicated ethnicity**

	Attended	Waiting List	Pre-approval	Declined	Approval Declined	Cancelled	Course Cancelled
■ Ethnic Minority	4%	0%	0%	0%	0%	1%	0%
■ White	71%	0%	1%	1%	0%	17%	4%

Stages by indicated disability

Table 8.4: Percentage of training at different stages by gender

Percentage of training at different stages by gender

	Attended	Waiting List	Pre-approval	Declined	Approval Declined	Cancelled	Course Cancelled
■ Female	48%	0%	1%	0%	0%	12%	3%
■ Male	27%	0%	0%	0%	0%	6%	1%

Stages of Training by Gender

ALL DATA SOURCED FROM: CIVIL SERVICE LEARNING.

Notes:

1. Data period 1 April 2014 to 31 March 2015.

2. * - Level of data too low for publication and percentages are rounded to one decimal place, given this totals may not sum due to rounding.

3. Percentages shown are the number of applicants at that stage who indicated that protected characteristic, over the total number of applicants at that stage.

1. 4. Percentages shown are the number of applicants by protected characteristic, over the total number of applicants relative to that protected characteristic group.

SUMMARY OF THIS REPORT

The UK has an ageing population resulting in a growing proportion of older workers in its labour force. This presents a challenge for the councils, in terms of developing employment policies and practices that are appropriate to increasingly age-diverse workplaces.

The councils are likely to face a "demographic time bomb" as 30 per cent of the UK workforce retires by 2035, which is likely to leave us with a severe skills shortage.

The age of our workforce is aligned with the economically active population of the districts with 42 per cent of our employees aged 45 – 64. We are underrepresented in our employment of 16 -24 year olds, employing only four per cent within that age group, against the economically active population of 12 per cent.

The percentage of employees declaring themselves as from an ethnic minority group in 2013/14 was below the proportion of the districts' population who stated they were from an ethnic minority group in the 2011 census. 2014/15 has shown an increase in those working for the councils who stated they are from an ethnic minority group, making the councils' workforce more representative of that of the local population.

The equality report 2013/14 highlighted areas for improvement in relation to representation of females and disabled employees in higher grades. The 2014/15 statistics show that progress has been made with a higher proportion of senior positions being held by females and disability being represented within all grades in the councils.

This is the first year that the councils have reported on work patterns that show the percentage of employees with a part-time working pattern against their status in relation to each of the following protected characteristics: age; disability; ethnicity; and gender.

Our data shows that 26 per cent of our workforce are working a part-time pattern, with the majority being female and in the age group 45 – 64, but with representation across all age groups, except 16 – 24. The high number of part-time workers, approximately a quarter of all employees, illustrates the councils' flexibility to accommodate different working patterns and ensure a work life balance for all employees.

The data for recruitment (shown as a percentage of employees at different stages of the recruitment process for our vacancies) and data shown for training (shown as a percentages of our employees who are at different stages of completing both internal and external training) have also been reviewed in relation to the numbers being recruited or trained who have declared protected characteristics. This did not raise any areas of concern where improvement appears to be needed.

FUTURE DEVELOPMENTS

AGE-DIVERSE WORKFORCE

The councils will have to address the challenges that an older workforce may produce in future. For example, if employees choose to work past the previous retirement age of 65, this may mean there are fewer opportunities for younger employees to progress to managerial roles.

The councils should also continue to review the impact of new policies and practices in relation to an age-diverse workforce and other equality considerations.

In the longer term we need to be aware of the impact that an ageing economically active population in the districts will have on the council's workforce profile.

This will also be impacted by the council's long term strategy in relation to service delivery, whether we retain services in-house or focus more on commissioning services.

DECLARATION OF EMPLOYEE INFORMATION

An audit of equality data held on our HR Database for all employees should be completed by Human Resources to ensure future equality reports shows a true representation of our workforce within the councils.

ALTERNATIVE FORMATS

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

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FEEDBACK

Thank you for taking the time to read this report, we welcome your feedback. Please write to us using the details above.