

Equality Employment Indicators Report 2013/14

INTRODUCTION

WHY HAVE WE PRODUCED THIS REPORT?

The councils' human resources team has produced this report to review whether there are any equality issues at the councils.

In addition to looking internally, the report provides comparisons with the economically active populations in South Oxfordshire and Vale of White Horse districts. For example, it compares the percentage of council employees from ethnic minority groups with the percentage of the economically active populations of South Oxfordshire and Vale of White Horse from ethnic minority communities.

We also want to inform staff and councillors about how certain groups of people access our employment opportunities to ensure that our policies and practices are not disadvantaging any particular group of people. These groups are:

- women and men
- older and younger people
- people from ethnic minority groups
- people with disabilities
- people of a particular religion
- people of a particular sexuality

The councils will monitor the indicator trends and if they highlight any significant access issues we will take appropriate and proportionate action to address them.

Monitoring the accessibility of our employment opportunities helps the councils to meet their duties in accordance with the Equality Act 2010.

WORKFORCE REPRESENTATION AS AT 31 MARCH 2014

The table below compares the relevant groups in the councils with the representation of these groups in the districts themselves. The figures are based on a combined total of 400 employees at South Oxfordshire and Vale of White Horse District Councils as at 31 March 2014.

The figures for both the Vale's and South Oxfordshire's populations are based on the **economically active population**, not the overall population, from the 2011 census.

To help measure the accessibility of the councils' employment opportunities, the following comparator statistics need to be borne in mind:

Equality group	Council employees - number (South and Vale combined)	Council employees - percentage (South and Vale combined)	Economically active population - percentage (South and Vale combined)	Percentage difference
Women and Men				
Female	245	61.3%	46.6%	+14.7%
Male	155	38.7%	53.4%	-14.7%
Age				
Age 16-24	13	3.3%	12.1%	-8.8%
Age 25-34	92	23.0%	18.6%	+4.4%
Age 35-44	117	29.3%	23.5%	+5.8%
Age 45-64	173	43.3%	40.9%	+2.4%
Age 65 and over	5	1.3%	4.9%	-3.6%
Ethnic minority groups				
Described themselves as from an ethnic minority community*	29	7.3%	10.3%	-3%
Disability				
People declaring a disability	24	6.0%	6.3%	-0.3%
Religion (based on 244 (61%) of employees who provided this information)				
Christianity	116	47.5%	60.6%	-13.1%
Minority religion	8	3.3%	2.4%	+0.9%
No religion	82	33.6%	30%	+3.6%
Prefer not to state religion	38	15.6%	7%	+8.6%

*Ethnic minority community is classified as non UK nationals plus non white English/Welsh/Scottish/Northern Irish/British

The councils also collect data relating to employee's sexual orientation on a voluntary basis. 244 staff (61% of 400 employees) provided data relating to their sexual orientation.

- 83.2% (203 employees) of those who provided a response about their sexual orientation stated they were heterosexual/straight
- 14.3% (35 employees) of those who provided a response stated that they preferred not to declare their sexuality
- 2.5% (6 employees) of those who provided a response declared their sexuality as gay, lesbian, bisexual and other.

There is no economically active population data available for sexual orientation as this question was not asked in the 2011 census.

WORKFORCE REPRESENTATION BY GRADE AS AT 31 MARCH 2014

- 165 staff were employed at grade 4 or lower
- 203 staff were employed at grade 5 to 9
- 32 staff were employed at grade 10 and above

Equality group	Employees grade 4 or lower	Employees grade 5 to 9	Employees grade 10 and above	Number and percentage of total workforce as at 31 March 2014	Commentary
Ethnic Minority*	18 (10.9%)	11 (5.4%)	0 (0%)	29 (7.3%)	Disabled employees are broadly represented across the council. Ethnic minority employees and females are under represented at senior levels. Male employees and those aged 45-64 are over represented at senior levels.
Declaring a disability	13 (7.9%)	9 (4.4%)	2 (6.3%)	24 (6.0%)	
Female	108 (65.5%)	125 (61.6%)	12 (37.5%)	245 (61.3%)	
Male	57 (34.5%)	78 (38.4%)	20 (62.5%)	155 (38.7%)	
Aged 16-24	10 (6.1%)	3 (1.5%)	0 (0%)	13 (3.3%)	
Aged 25-34	41 (24.8%)	51 (25.1%)	0 (0%)	92 (23.0%)	
Aged 35-44	41 (24.8%)	65 (32.0%)	11 (34.4%)	117 (29.3%)	
Aged 45-64	68 (41.2%)	84 (41.4%)	21 (65.6%)	173 (43.3%)	
Aged 65 and over	5 (3.0%)	0 (0%)	0 (0%)	5 (1.3%)	

*Ethnic minority is classified as non UK nationals plus non white English/Welsh/Scottish/Northern Irish/British

APPLICATIONS FOR TRAINING 2013/14

There were 2302 requests for internal and external training made in 2013/14 using the councils' HR system. Of these, 2233 requests (97%) were approved.

Equality group	Applications for training	Training requests approved	Commentary
Ethnic Minority*	157 (6.8% of total applications)	146 (6.5% of total applications approved)	The council puts significant investment into training staff as demonstrated by the number of approved training requests (averaging over four approved requests per person).
Declaring a disability	149 (6.5%)	141 (6.3%)	
Female	1395 (60.6%)	1348 (60.4%)	
Male	907 (39.4%)	885 (39.6%)	97% of requests were approved during 2013/14 compared to 86% in 2012/13. The percentage of staff requesting training and the percentage of training requests being approved is broadly in line with the workforce profile.
Aged 16-24	73 (3.2%)	70 (3.1%)	
Aged 25-34	488 (21.2%)	471 (21.1%)	
Aged 35-44	621 (27%)	598 (26.8%)	
Aged 45-64	1103 (47.9%)	1078 (48.3%)	
Aged 65 and over	17 (0.7%)	16 (0.7%)	

*Ethnic minority is classified as non UK nationals plus non white English/Welsh/Scottish/Northern Irish/British

PEOPLE THAT CEASED EMPLOYMENT WITH THE COUNCIL DURING 2013/14

83 employees left in 2013/14. These figures cover all leavers including resignations, those leaving at the end of fixed term contracts, redundancies, TUPE transfers etc.

Equality group	Ceased employment in 2013/14	Workforce profile as at 31 March 2014	Commentary
Ethnic Minority*	8 (9.6% of total leavers)	29 (7.3% of workforce)	<p>These figures are broadly in line with the workforce profile with the following exceptions:</p> <p><i>Declaring a disability</i> - the percentage of employees leaving is lower than the workforce profile percentage. This is a positive difference.</p> <p><i>Those aged 35-44</i> (19.3% of leavers compared to 29.3% of the workforce) and <i>those aged 45-64</i> (49.4% of leavers compared to 43.3% of the workforce). This is not an ongoing trend as last year the greatest difference was in those aged 25-34.</p> <p>Exit interview questionnaires have been analysed and there were no equality or discrimination issues raised.</p>
Declaring a disability	1 (1.2%)	24 (6%)	
Female	50 (60.2%)	245 (61.3%)	
Male	33 (39.8%)	155 (38.7%)	
Aged 16-24	4 (4.8%)	13 (3.3%)	
Aged 25-34	18 (21.7%)	92 (23%)	
Aged 35-44	16 (19.3%)	117 (29.3%)	
Aged 45-64	41 (49.4%)	173 (43.3%)	
Aged 65 and over	4 (4.8%)	5 (1.3%)	

*Ethnic minority is classified as non UK nationals plus non white English/Welsh/Scottish/Northern Irish/British

RECRUITMENT DURING 2013/14

The councils advertised 89 job vacancies in 2013/14. There were 1555 applications made for these vacancies, 322 of which were shortlisted and 80 appointed.

Forty four of the roles advertised were grade four or lower, 39 were grade 5-9 and six were grade 10 and above.

Out of the 80 vacancies appointed to, 44 were grade four or lower, 33 were grade 5-9 and three were grade 10 or above. The gender split for these is as follows:

- grade four or lower - females 27 (61.4%) and males 17 (38.6%)
- grade 5 to 9, females 26 (78.8%) and males seven (21.2%)
- grade 10 or above, females 0 (0%) and males three (100%).

We have not looked at the indicators below according to sexuality, religion and belief as we believe the data would be inconclusive due to the percentage of staff who have provided it. Better figures should be available next year as the sexuality, religion and belief questions are now mandatory on the application form.

Equality group	Applications for employment	Short listed for interview	Appointed	Economically active population – percentage (South and Vale combined)
Ethnic Minority*	288 (18.5% of total applicants)	40 (12.4%)	7 (8.8%)	10.3%
Declaring a disability	62 (4%)	22 (6.8%)	3 (3.8%)	6.3%
Female	860 (55.3%)	190 (59%)	53 (66.3%)	46.6%
Male	695 (44.7%)	132 (41%)	27 (33.7%)	53.4%
Aged 16-24	329 (21.2%)	49 (15.2%)	16 (20%)	12.1%
Aged 25-34	480 (30.9%)	122 (37.9%)	31 (38.7%)	18.6%
Aged 35-44	274 (17.6%)	72 (22.4%)	16 (20%)	23.5%
Aged 45-64	322 (20.7%)	59 (18.3%)	14 (17.5%)	40.9%
Aged 65 and over	76 (4.9%)	11 (3.4%)	1 (1.3%)	4.9%
Did not declare age	74 (4.7%)	9 (2.8%)	2 (2.5%)	

Commentary

The greatest disparity in equality strands at each stage of the recruitment process versus the economically active population is in age, specifically 16-24, 25-34 and 45-64. For example, aged 45-64 the economically active percentage is 40.9% whereas we received 20.7% applications from this age group, 18.3% of which were short listed and 17.5% appointed. We do not see this as an issue as 17.5% of the 20.7% applications have been appointed.

The statistics relating to ethnic minorities appointed are broadly in line with the economically active population and although the percentage appointed declaring a disability is lower than the economically active population we have appointed three people this year compared with none last year.

There were six vacancies advertised at grade 10 or above, three of which we appointed to with male applicants. We received a much lower number of applications from female applicants - six female applicants out of 28 applications for the first job, 2 female applicants out of 10 applications for the second position and 12 female applications out of 27 for the third.

We shortlist and appoint male and female applicants on the same basis i.e. who best meets the essential criteria.

*Ethnic minority is classified as non UK nationals plus non white English/Welsh/Scottish/Northern Irish/British

OTHER EMPLOYMENT INDICATORS

Equality indicator	Equalities data
Staff that are involved in grievance procedures 2013/14 (including harassment, discrimination and equal pay grievances)	There were no grievances raised by staff in 2013/14.
Staff that are the subject of disciplinary procedures 2013/14	One member of staff was subject to disciplinary procedures in 2013/14. The offences did not relate to harassment or discrimination.
Percentage of employees receiving any type of promotion	Twenty six members of staff received promotion during 2013/14, this equates to 5.4% of the workforce (eight male and 18 females).
Applications for flexible working	We had one formal application for flexible working during 2013/14. This application was partly approved.
Staff who benefit or suffer detriment as a result of its performance assessment procedures 2013/14	We have a performance and development review framework covering all staff. The main aim is to provide a straightforward means of agreeing targets and objectives, whilst assessing performance for all employees and managers. The process identifies training needs and also has a performance improvement plan element attached to it. We are not aware of any employees either benefitting or subject to detriment as a result of their performance review.
Return rates from maternity leave during 2013/14.	77.8% - seven out of nine employees returned from maternity leave in 2013/14. The two who did not return did not submit a flexible working request.
Equal Pay: Number of equal pay related issues raised informally or formally by staff or Unison.	We did not have any equal pay issues raised in 2013/14.
Number of equality related complaints formal or informal, raised in the recruitment/promotion process, based on gender, ethnic origin etc. (temporary and permanent)	We did not have any equality related complaints, formal or informal, raised in the recruitment / promotion process based on gender, ethnic origin etc.

SUMMARY

We value our staff and benefit from the diversity and experience they bring to the councils. We believe it is essential to have a fair and accessible recruitment and selection policy so we can always employ the best person for the job, regardless of race, disability, gender, gender reassignment, religion or belief, marital or civil partnership status, sexual orientation or age.

When selecting for interview, managers are not aware of which minority group applicants fall into. We ensure our interviews are accessible for all. We are a two ticks' employer, which means that any applicant declaring a disability and who meets the essential job criteria is guaranteed an interview. We make reasonable adjustments for disabled applicants, such as adjustments to the timing of selection tests and accommodating physical access. We will also take account of peoples' religious needs when arranging interviews.

In comparison to the economically active population of South Oxfordshire and Vale of White Horse our workforce representation is broadly representative in terms of ethnic minority staff and people declaring a disability. Females are more positively represented and males and younger employees aged up to 24 are under represented.

Although younger employees are under represented, the councils do actively promote opportunities for younger people. This includes considering taking on an apprentice when a vacancy arises, offering work experience placements to young people, and promoting career opportunities at the councils to schools in publications and at events we attend for young people.

Thirty nine work experience placements took place during the year at the Vale of White Horse and South Oxfordshire District Councils combined:

- nine undergraduate / graduate placements
- twenty seven work experience students through schools (two students with a disability)
- three adults from Job Centre plus on extended work placements.

The councils have signed the Oxfordshire Apprenticeship Pledge and to date we have recruited apprentices in the leisure team and HR team. We are also working with local businesses and schools promoting the councils and offering work experience placements.

The number of women and ethnic minorities at senior level is under represented and this has largely prompted the actions below:

Actions taken since last year

- The equalities officer, in conjunction with HR, has instigated a survey for employees to establish if there are any outstanding equality issues for staff. The results of this survey have been published in Connect. Of the 147 who responded to the survey, the majority did not feel there were any issues. However, information was provided by just over 20 people about issues they felt they had experienced or witnessed, most of which related to their disability or gender.

- Due to the under representation of women at grades 10 or above, we have carried out further analysis of the 2013/14 Best companies' survey to gain a better understanding of how women employed by the councils feel compared to men. We have also compared our gender representation with that of the civil service employment survey 2013.

The key findings:

- There have been six roles at grade 10 and above advertised in 2013/14. Three of these have been recruited to by male applicants. However, there were a much lower number of applications received from female applicants.
- The gender balance at grade 10 and above in South Oxfordshire and Vale of White Horse District Councils is comparable to the Civil Service at senior level. Please see appendix one for full analysis.
- Overall, males working at the councils are more content at work than females. Please see appendix one for the full analysis.

Future recommendations:

- We consider the addition of data on males versus females in part time and full time employment.
- We continue to analyse gender feedback from the Best Companies survey.
- We seek an opinion from our recruitment broker as to why fewer women are applying for senior roles.

Appendix 1

Access to employment in South Oxfordshire District Council and Vale of White Horse District Council by gender

The Equalities Employment Indicators report for South and Vale for 2013/14 showed a higher proportion of men than women in senior roles (grade 10 and above) in contrast to the total workforce which had a higher proportion of female employees overall.

We have carried out an analysis by gender of the 2013/14 Best Companies staff survey and have reviewed the civil service employment survey 2013.

Comparison with Civil Service Employment Survey 2013

A third of senior employees (grade 10 and above) at South and Vale Councils are female.

This is similar to the proportion of females at a senior level in the civil service. According to the 2013 civil service employment survey for England of just over 360,000 staff, 37% of those graded as “senior civil service” were female.

Civil Service Employment Survey 2013 – ENGLAND**		
	Male	Female
Administrative officers and assistants (up to £30k)	43%	57%
Executive officer (£20k to £40k)	43%	57%
Senior and higher executive officer (£20k to £50k)	55%	45%
Grades 6 & 7 (£40k to £70k)	58%	42%
Senior Civil Service (£60k to £80k+)	63%	37%
Total	47%	53%

**source: Annual Civil Service Employment Survey, ONS Crown Copyright Reserved [from Nomis August 2014]

The civil service employment survey also shows more females than males in part time employment. 9% of men and 38% of women worked part time. This full time versus part time comparison is not yet available from the South and Vale HR report but will be considered for next years report.

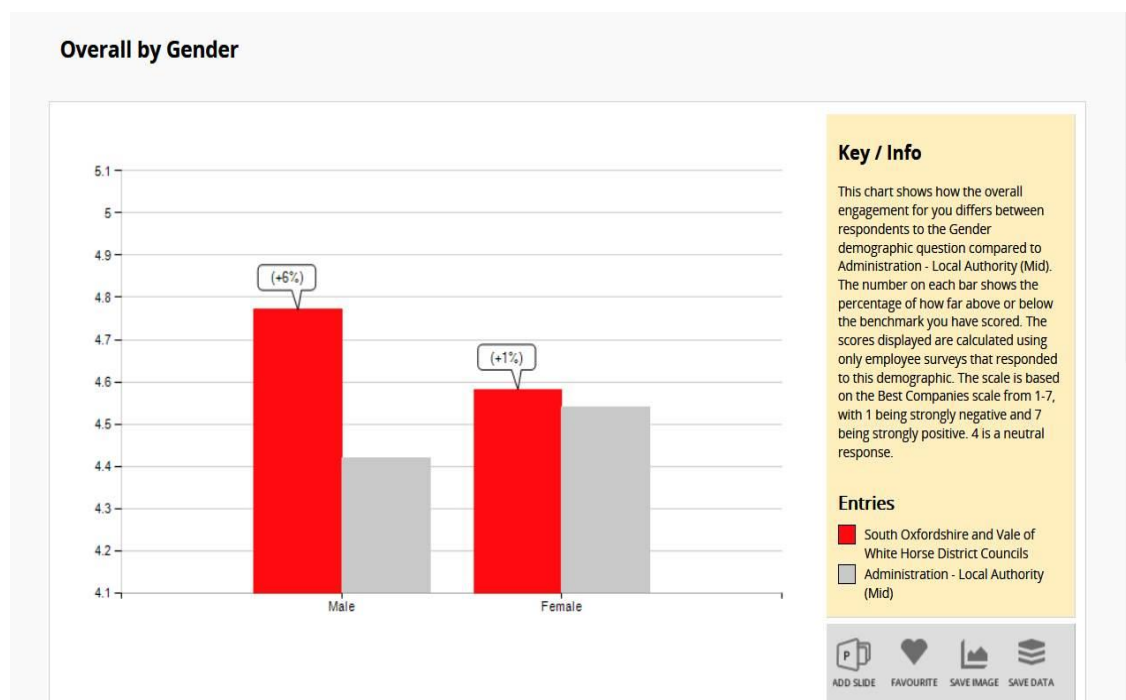
Civil Service Employment Survey 2013 – ENGLAND**

	Full time	Part time	Total full time and part time
Male	91%	9%	47%
Female	62%	38%	53%
Total males and females	76%	24%	100%

**source: Annual Civil Service Employment Survey, ONS Crown Copyright Reserved [from Nomis August 2014]

KEY FINDINGS FROM SOUTH AND VALE BEST COMPANIES STAFF SURVEY 2013/14 BY GENDER

The overall score from the 2013/14 staff survey for male and female staff has improved on last year but the male score has improved more significantly. The score for female staff is similar to Local Authority benchmark.



The maximum score possible is 7 and the minimum 1. A score of 7 represents strong agreement with all positively phrased questions and strong disagreement with all negatively phrased questions.

Comparing male and female scores on a number of questions from the staff survey (see following table) shows female staff in South and Vale are:

- slightly less bored with work
- are slightly less likely to agree that opportunities are limited
- are less likely to feel work deadlines are unrealistic
- are slightly less likely to feel work interferes with home.

Conversely, female staff are:

- less likely to believe job is good for personal growth
- slightly less likely to believe training is valuable
- more likely to agree that opportunities are limited
- more likely to think that the organisation takes advantage of them
- more likely to feel health is suffering
- less likely to be happy with pay and benefits
- less likely to report manager expressing appreciation for a good job
- less likely to feel they can make a valuable contribution
- more likely to agree that they would leave if had another job

Comparison of scores from Best Companies South and Vale staff survey 2013/14

(the higher the score the more positive the answer always is, irrespective of how the question is phrased)

	Males	Females	Females are...
This job is good for my own personal growth	5.02	4.8	..less likely to believe job is good for personal growth in comparison to male responses
The training in this job is a great benefit to me personally	4.32	4.28	..slightly less likely to believe training is valuable in comparison to male responses
The experience I gain from this job is valuable for my future	5.4	4.97	..less likely to value experience gained in comparison to male responses
I am bored with the work I do	4.88	4.92	.. slightly less bored with work in comparison to male responses
There are limited opportunities for me to learn and grow within this organisation	3.8	3.75	..slightly less likely to agree that opportunities are limited in comparison to male responses
Sometimes I feel that this organisation takes advantage of me	4.11	3.78	.. more likely to feel that this organisation takes advantage of them in comparison to male responses
My health is suffering because of my work	4.91	4.78	.. more likely to feel health is suffering in comparison to male responses
My work deadlines are unrealistic	4.58	4.23	..less likely to feel work deadlines are unrealistic in comparison to male responses
My work interferes with my responsibilities at home	4.64	4.73	.. slightly less likely to feel work interferes with home in comparison to male responses

I am happy with the pay and benefits I receive in this job	4.94	4.69	..less likely to be happy with pay and benefits in comparison to male responses
My manager regularly expresses his / her appreciation when I do a good job	5.18	4.99	..less likely to report manager expressing appreciation for good job in comparison to male responses
I believe I can make a valuable contribution to the success of this organisation	5.68	5.5	..less likely to feel can make a valuable contribution in comparison to male responses
I would leave tomorrow if I had another job	4.65	4.06	..more likely to agree that they would leave if had another job in comparison to male responses

(The maximum score possible is 7 and the minimum 1. A score of 7 represents strong agreement with all positively phrased questions and strong disagreement with all negatively phrased questions, so 7 is always a positive score.)

Of the 13 questions in the table above, females score more positively in four questions and males score more positively in nine questions. This indicates that males are more content at work than females.