



South Oxfordshire and Vale of White Horse District Councils HR Equality Information – Employee Data 2018/19

REPORT UNDER THE PUBLIC SECTOR EQUALITY DUTY

Introduction

South Oxfordshire District Council and Vale of White Horse District Council are committed to equality and diversity. We strive to make Southern Oxfordshire a place where no-one experiences discrimination or feels disadvantaged because of their individual characteristics when working for the council or using our services.

THE LEGAL REQUIREMENTS

The Equality Act 2010 introduced the Public Sector Equality Duty (PSED) on all public authorities. In fulfilling this duty, South Oxfordshire and Vale of White Horse District Councils, in all their functions, must have due regard to:

- **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.

We must publish:

- information relating to our employees who share protected characteristics.

EQUALITY AND DIVERSITY AS AN EMPLOYER

We aim to reflect the district's diversity in our workforce. We are committed to creating a working environment in which we advance equality of opportunity and integrate fairness and equity into every aspect of our employment practices.

We aim to develop, promote and deliver recruitment and learning opportunities without discriminating based on a person's:

- 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

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

We are committed to interviewing all disabled applicants who meet the minimum selection criteria for a vacancy and make reasonable adjustments during the interview process and once in employment.

Our Approach

We have used data from our HR database and other administrative systems to look at the following HR equality indicators:

- the make-up of our workforce
- recruitment process
- workforce patterns
- workforce by grade
- training
- reasons for leaving
- discipline and grievances
- applications for flexible working and maternity leave.

DATA CONSIDERATIONS

It is important to note the following points when reviewing 2018/19 data.

We continued to include casual workers this year to be consistent with the requirements of the gender pay gap legislation but have shown them separately. We have however removed casual staff who work on elections as per the recommendations in the 16/17 report.

Unfortunately, there are still gaps in the equality data following on from the introduction of the new HR system last year. Staff are encouraged to update their personal information on the HR system My View, however, this is not mandatory, and many staff choose not to do this. Therefore, we cannot draw any definitive conclusions when data is broken down further.

As with the 17/18 data, due to several staff mistakenly identifying as 'white other' on My view, we have taken the decision not to include these staff in the ethnic minority category. Therefore, we have renamed the ethnic minority category as 'black and minority ethnic (BAME)' and have used this throughout the report.

HR Equality Monitoring

WORKFORCE PROFILE VS ECONOMICALLY ACTIVE POPULATION AGED 16 AND OVER (CENSUS 2011)

Total number of employees as at 31 March 2019 is 473 including casual workers.

The table below compares the economically active population of South Oxfordshire and the Vale to the combined workforce profile. South Oxfordshire has an economically active population¹ of 73,454 and the equivalent in Vale is 66,181.

The following should be considered when reviewing the workforce profile. 64% of staff have provided their ethnicity, 5.29% have declared if they have a disability or not, 43.5% have declared their religion, and 42.5% have declared their sexuality.

	South Oxfordshire*	Vale of White Horse*	South and Vale combined*	Workforce profile 17/18	Workforce Profile (South and Vale) 18/19 (473 people)
Sex					
Female	63.92%	65.38%	64.65%	63.93%	64.48%
Male	36.08%	34.62%	35.35%	36.07%	35.52%
Age					
Age 16-24	11.34%	13.19%	12.27%	9.13%	12.05%
Age 25-34	17.18%	19.78%	18.48%	23.42%	18.18%
Age 35-44	29.21%	20.88%	25.05%	28.80%	26%
Age 45-64	38.83%	42.86%	41.69%	37.00%	40.38%
Age 65 and over	3.09%	3.30%	3.19%	1.64%	3.17%
Unknown				0.34%	0%
Ethnic minority groups					
BAME	2.75%	2.75%	2.75%	2.81%	2.75%
Not known	36.42%	35.16%	35.80%	27.40%	35.94%

¹* According to 2011 census

White – all categories	60.82%	62.09%	61.46%	68.21%	61.31%
Prefer not to say				0.93%	0%
Disability					
People declaring a disability	5.15%	5.49%	5.32%	4.22%	5.29%
No disability/not known/prefer not to say				95.78%	95.78%
Religion					
Christianity	21.31%	26.37%	23.84%	23.65%	23.26%
Minority religion	2.06%	1.65%	1.86%	1.40%	1.9%
No religion	20.27%	15.38%	17.82%	18.74%	18.39%
Not Known	56.36%	56.59%	56.48%	49.41%	56.45%
Prefer not to say				6.79%	0%
Sexual Orientation					
Heterosexual	41.24%	42.31%	41.78%	42.62%	41.65%
Not known	52.23%	48.90%	50.57%	51.29%	50.95%
Gay/lesbian/bisexual	0.69%	1.10%	0.90%	0.23%	0.28%
Prefer not to say	5.84%	7.69%	6.77%	5.85%	6.55%

Analysis of Overall Population and commentary

- As at 31 March 2019, we had 473 employees. South Oxfordshire and Vale of White Horse districts have an economically active population, of which 64.48 per cent are female and 35.52 per cent male. We employ a higher percentage of females to males, with just over 64 per cent of our workforce being female. This remains comparable to the 17/18 data.
- The workforce profile of staff in age bands 16-24, 45-64 and over 65 has increased since 17/18. However, there has been a slight decrease in the bands 25-34 and 35-44. Age band 35-44 is above that of the economically active population as per census data presented. Since the 17/18 data we have seen an increase in the profile for staff aged 16-24, 45-64 and aged 65 and over, but a drop in those aged 25-34 35-44.

- The workforce profile for black and minority ethnic staff has reduced slightly and staff declaring a disability and minority religion has increased slightly since the 17/18 data. However, all of these are below the economically active population for the districts.

RECRUITMENT PROCESS

The following table looks at the percentage of applicants compared to the economically active population and workforce profile. We received 657 applications, compared to 804 applications during 17/18, a drop in the number of applicants which may be due to the recruitment process being handled by a third-party remote from the office. This has resulted in over complication of the process for both applicants and staff who may have withdrawn applications or applications may have been lost. This will be resolved for the 19/20 data as we have recently brought this process back in house to be directly managed by the council.

	Application for employment totals and %	Economically active population	Workforce profile as at 31 March 2019 (473)
Ethnicity			
BAME	(101) 15.37%	4.4%	2.75%
White – all categories	(502) 76.41%	95.8%	61.31%
Not known/prefer not to say	(54) 8.22%		35.94%
Disability			
Declaring a disability	(14) 2.13%	6.3%	5.29%
No disability/ Not known	(643) 97.87%		94.71%
Sex			
Female	(376) 57.23%	46.6%	64.48%
Male	(226) 34.40%	53.4%	35.52%
Not known	(55) 8.37%		
Age			
Aged 16 – 24	(115) 17.50%	12.1%	12.05%
Aged 25 – 34	(165) 25.11%	18.6%	18.18%

Aged 35 -44	(128) 19.48%	23.5%	26%
Aged 45 -64	(183) 27.85%	40.9%	40.38%
Aged 65 +	0	4.9%	3.17%
Not known	(66) 10.04%		

Analysis and commentary

SEX

- Applications for males and females is lower than those received in 17/18. However, it is still in line with our workforce profile, though not the economically active population.

AGE

- Since 17/18 we have seen a reduction in the number of people aged 16-24, 25-34, 35-44 and 45-64 applying for roles, whilst an increase in those aged 65 and over. In the former age group categories this is still higher than the economically active population and our workforce profile.
- Interestingly during the year 10% of applications came from the category unknown whilst 0% came from those aged 65 and over. We think, there has been a data glitch from Capita. We assume the unknown data stands for those 65 and over, in comparison to 6.34% in 17/18. This is significantly higher than the economically active population of 4.9% and workforce profile of 3.17%. Those aged 45-64 account for our largest percentage of applications at 27.85%.

DISABILITY

- 2.13% of applications during the year were from those who have declared a disability, this is lower than 17/18 data, our workforce profile, and the economically active population. Which could suggest the councils should be doing more to encourage disabled people to apply.

ETHNICITY

- Since the 17/18 data we have seen little change in the number of applications of 15.37% and the figure is still much higher than the economically active population of 4.4% which would imply there continues to be no barriers with our application process for this group.

WORKING PATTERNS

The following table looks at the percentage of the workforce that work part time as at 31 March 2019, not including the casual workers who have no contracted hours. It is also shown as a percentage of the part time workforce by sex, age, disability and ethnicity.

We have 473 staff, 99 staff working part time of which 14 are males and 85 are females. 300 staff work full time, the remaining 74 employees are casual workers with no contracted hours. There is marked increase in casual employees since last year, this may be because the council has undertaken a restructure and is temporarily filling with consultants and agency staff as the council recruits to permanent new posts.

	Percentage of workforce who work part time 17/18 (395 staff)	Percentage of workforce who work part time 18/19 (399 staff not inc. casuals)	Percentage of part time work force (74 inc. casuals) 18/19
Male	4.05%	(14) 2.96%	14%
Female	25.57%	(85) 17.97%	85.85%
Aged 16 – 24	0.50%	(4) 0.85%	4%
Aged 25 – 34	4.81%	(10) 2.11%	10%
Aged 35 -44	10.89%	(31) 6.55%	31.31%
Aged 45 -64	12.40%	(48) 10.15%	48.48%
Aged 65 +	1.01%	(6) 1.27%	6.06%
Age unknown	0	0	0
Disability			
Declared	0.76%	(5) 1.06%	5.05%
Ethnicity			
White – all categories	20.25%	(69) 14.59%	69.69%
Unknown	8.86%	(27) 5.71%	27.27%
BAME	0.51%	(3) 0.63%	30.30%

Analysis and commentary

We have seen a reduction in the number of staff working part time since the 17/18 data, 117 to 74 in 18/19.

SEX

- We have seen an 18% decrease in males and females working part time since 2017/18. Women account for 86% of our part time workforce a comparable level to 2017/18 data.

AGE

- We have seen a decrease in the percentage of staff from all age groups who work part time. For the second year those aged 45-64 account for the largest percentage of our part time workforce at 48.48%. We believe this is due to this workforce having caring responsibilities.

WORKFORCE BY GRADE

The following table looks at the percentage of the workforce by grade that are male and female as at 31 March 2019. Spot grades, of which there are 13 have been included in the appropriate grade. The majority of these are heads of service.

The total workforce is 473, 305 female and 168 male, an increase of 46 staff since last year. This includes casual workers.

Workforce by grade by sex	Total number Males	Percentage of workforce	Total number Females	Percentage of workforce	Total workforce at grade	Percentage of 473
	Male	%	Female	%		
grade 1-3 (96)	23	4.86%	73	15.43%	96	20.30%
grade 4-6 (175)	61	12.90%	114	24.10%	175	37%
grade 7-9 (95)	41	8.67%	54	11.42%	95	20.08%
grade 10+ (24)	11	2.33%	13	2.75%	24	5.07%
casuals ungraded (83)	32	6.77%	51	10.78%	83	17.55%
Total	168		305		473	

Analysis and commentary

- Whilst there has been increases and decreases across the grade bandings in terms of numbers of staff, the majority remain comparable to 17/18 data in percentage terms. One notable change is the reduction in females in grades 4-6 who now appear to be represented in grades 7-9² showing a positive outcome for our female staff.
- In 2017/18, apart from grade bandings 10 plus and heads of service/CEO, all other grade bandings show a higher percentage of female staff than males. Showing a very positive outcome for women across the board.
- The data shows that 7.49% of our workforce are casual staff, 2.34% are male and 5.15% female. The number of casual staff has seen the biggest increase since the 16/17 data. 26 males in 16/17 to 10 in 17/18 and 49 females in 16/17 to 22 in 17/18. This is likely to be due to the removal of casual election staff.

GRADE BY AGE GROUP

The following table looks at the age bands of staff within the grade, as a percentage of the grades total number.

Age by Grade	16-24	%	25-34	%	35-44	%	45-64	%	65+	%
grade 1-3 (96)	16	16.66%	23	23.96%	19	19.79	35	36.46%	3	3.12%
grade 4-6 (175)	11	6.28%	37	21.14%	54	30.86%	71	40.57%	2	1.14%
grade 7-9 (95)	0	0	17	17.90%	31	32.63%	46	48.42%	1	1.05%
grade 10+ (24)	0	0	3	12.5%	7	29.16%	14	58.33%	0	0
casuals ungraded (83)	30	36.14%	6	7.23%	12	14.46%	25	30.12%	9	10.84%

² 17/18 (49)18/19 (54)

*this is taken from grade 10+

Analysis and commentary

- The highest concentration of employees over the workforce profile can be found in grades 4-6 with 175 employees.
- The blue highlighted cells indicate the highest concentration of employees of any grade group are in grades 4-6 aged 45-64.
- The green highlighted cells show the highest concentration of employees at grade 7-9 are aged 45-64.
- The yellow highlighted cells show staff aged 45-64 account for the largest percentage in grades 10 plus which includes heads of service/CEO.
- Casual staff aged 16-24 has seen the biggest increase in numbers since 17/18.

Workforce Ethnicity by Grade	BAME	Percentage of grades total number	White combined	Percentage of grades total number	Unknown	Percentage of grades total number	Prefer not to say (No data)	Percentage of grades total number	BAME percentage of workforce 427
grade 1-3 (96)	2	2.08%	55	57.29%	39	40.62%	0	0	0.42%
grade 4-6 (175)	8	4.57%	132	75.43%	35	20%			1.69%
grade 7-9 (95)	2	2.10%	74	77.89%	19	20%			0.42%
grade 10+ (24)	correct	correct	19	5.07%	5	94.93%	0	0	
casuals ungraded (83)	1	1.20%	10	12.05%	72	86.75%	0	0	0.21%

- **THERE WAS NO DATA PROVIDED FOR SECTION PREFER NOT TO SAY OR PERCENTAGE OF GRADES TOTAL NUMBER**

ETHNICITY BY GRADE

The above table looks at the ethnicity of staff within the grade, as a percentage of the grades total number.

Analysis and commentary

- 2.74% of the workforce are from black and ethnic minority groups. This compares to 4.4% of the economically active population (census 2011).
- In line with 17/18, the 18/19 data shows majority of higher grades are populated by white staff. The largest number of black and minority ethnic staff work in grades 4-6. However, it should be noted that only 64.06% of staff have provided their ethnicity data.

DISABILITY BY GRADE

Disability	Declared disability	Percentage of grades total number	No disability/not declared/not known	Percentage of grades total number	Disabled percentage of workforce 427
grade 1-3 (96)	9	9.37%	87	90.62%	1.90%
grade 4-6 (175)	9	5.14%	166	94.86%	1.90%
grade 7-9 (95)	5	5.26%	90	94.73%	1.06%
grade 10+ (24)	0	0	24	100%	0
casuals ungraded (83)	2	2.41%	81	97.60%	0

Analysis and commentary

- 5.85% of the workforce have declared a disability this compares to 6.3% of the economically active population (census 2011).

Grades 1-3 and 4-6 show the largest number of employees declaring and not declaring a disability.

TRAINING

The following table looks at the staff training during 18/19 and the workforce profile at 31 March 2019

There were 1173 requests for training during 18/19 compared to 1857 requests for training during 17/18. Insufficient data to draw any conclusions.

Equality group	Applications for training 18/19	Training completed 18/19 no data	Applications for training 17/18	Workforce profile South and Vale 18/19
BAME	(40) 3.41%		(49) 2.64%	2.74%
Declaring a disability	(92) 7.84%		(92) 1.72%	5.29%
Female	(769) 65.55%		(1262) 67.96%	64.48%
Male	(404) 34.44%		(595) 32.04%	35.52%
Aged 16-24	(65) 5.54%		(140) 7.54%	12.05%
Aged 25-34	(234) 19.94%		(476) 25.63%	18.18%
Aged 35-44	(309) 26.34%		(498) 26.82%	26%
Aged 45-64	(555) 47.31%		(734) 39.53%	40.38%
Aged 65 and over	(10) 0.85%		(9) 0.48%	3.17%

Analysis and commentary

- We can see a reduction for training requests in 18/19 compared to 17/18. However, requests by staff declaring a disability remained the same.
- 18/19 data shows a decrease for training requests in most age brackets apart from aged 65+ here we saw a very small increase. Staff aged 45-64 requested more training compared to other age groups.
- In line with the workforce profile, the highest concentration of participation in training is staff aged 45-64 at 47.31%.
- Due to outsourcing we do not have any figures for completed training courses for 17/18

REASONS FOR LEAVING

The following charts look at the percentage of staff leaving the council and reasons during 2018/19. The data does not include any casual users.

During the year 147 staff left the council. Based on a total workforce profile of 427 this gives a turnover of 34.43% per annum.

Equality Strand	Cease employment in 2018/19	Cease employment in 2017/18	Workforce profile as at 31 March 2019
BAME	1 (0.68%)	3(3.53%)	2.74%
Declaring a disability	7 (4.76%)	2(2.35%)	5.28%
Female	78 (53.06%)	60(70.59%)	64.48%
Male	69 (46.94%)	25(29.41%)	35.52%
Aged 16 – 24	32 (21.77%)	11(12.94%)	12.05%
Aged 25 – 34	28 (19.05%)	34(40.00%)	18.18%
Aged 35 -44	28 (19.05%)	13(15.29%)	26%
Aged 45 -64	49 (33.33%)	20(23.53%)	40.38%
Aged 65 +	10 (6.80%)	7(8.24%)	3.17%

Reason for leaving	18/19 number (%)	17/18 number (%)
Contract ended	58 (39.45%)	3 (3.53%)
Dismissal	No data	1 (1.18%)
End of fixed term contract	5 (3.40%)	2 (2.35%)
Mutual consent	2 (1.36%)	0
Not known	23 (15.65%)	7 (8.24%)
Redundancy	3 (2.04%)	0
Resignation	50 (34.01%)	66 (77.65%)
Retirement	2 (1.36%)	6 (7.06%)
Admin Error	1 (0.68%)	0
Changed contract to casual	1 (0.68%)	0
Death in service	1 (0.68%)	0
Non starter	1 (0.68%)	0

Analysis and commentary

- Turnover is higher than average at 34.43% per annum, the national UK average is 14%. The council's high turnover this year is likely to be due to several staff seeking alternative employment because of the restructure.
- The percentage of employees leaving due to contracts ending is much higher than last year. It is highest at age range 45-64 showing an increase of 8.44% on last year. There has been a reduction of 20.95% of staff aged 25-34 from 40% to 19.05%

Summary report

EXECUTIVE SUMMARY

This is the ninth year that South Oxfordshire and Vale of White Horse District Councils has produced an annual workforce report. This report provides an analysis of the size and makeup of the workforce, as well as recruitment, retention and learning and development, in relation to age, disability, ethnic origin, sex, religion or belief and sexual orientation, where data is available. We continue to strive for a workforce representative of the economically active population, which is still underrepresented in black and minority ethnic and disabled staff and those aged 16-24 and 65 and over.

Notable changes since 2017/18 data

- The equalities officer left the role in March 2019. In the interim the role was managed by the Assurance Team Leader and service manager. The role was reviewed in this time and new job description and evaluation took place to reflect the growing requirements for this role going forward. Recruitment did not take place until early 2020.
- There was a reduction in training requests in 18/19 compared to 17/18 by 684. However, data shows an increase in the number of training requests for staff declaring a disability from 32 last year to 92 in 18/19. There was a slight reduction of 9 from black and minority ethnic staff. Figures were 49 from the previous year but dropped to 40 this year. Another notable change is the increase in females in grades 7-9, jumping from 49 last year to 54 in 18/19. In 2018/19, all grade bandings show a higher percentage of female staff than males. Grades 10+ have a total of 24 staff, 11 males and 13 females. Showing a very positive outcome for our female staff across the board and is higher than the economically active population (census 2011).

Achievements during the year

During the year, we delivered mandatory equality and diversity training for staff to increase understanding of the barriers people may face in accessing our services and help meet the needs of all our customer's. All new starters received Safeguarding and Prevent training.

We retained the disability confidence scheme accreditation. Between January 2018 and December 2018, we had 40 work experience students working in the council including Cornerstone and The Beacon, majority of these were in June and July 2018. In January 2018 there was a change in structure and HR took over work experience.

We had our second paid intern following the introduction of the Paid Work Experience policy.

Therefore, the priority actions for 19/20 year are to:

- Explore how we can improve workforce representation for minority groups.
- Continue to encourage staff to complete their equality data on My view explaining why it is so important.
- Continue to ensure that canvas staff are removed from the HR system as soon as they finish employment. The election team administered the removing of election staff from the records when they finish employment.
- Ensure correct processes are in place and procedures followed to report against all stages of the recruitment process, including internal appointments.

ALTERNATIVE FORMATS

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

Please contact human resources on 📞 01235 422196

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FEEDBACK

Thank you for taking the time to read this report. We welcome your feedback. Please contact us using the details above.