

Workforce Equalities Profile

2017 / 2018

Human Resources

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Data provided by the HR Data Management Team
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NB Percentages are used within the report so it is worth noting that in some cases some of the figures may not add up to 100% due to rounding variants of $\pm 0.1\%$.

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SECTION ONE: BACKGROUND

1.1 Background

The following report analyses the workforce profile at Hertfordshire County Council (HCC) (council departments only, excluding schools) over the financial year 2017/18 to demonstrate compliance with the Equality Act 2010, specifically the public sector Equality Duty.

The Equality Duty requires public bodies to publish relevant, proportionate information which demonstrates 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 and people who do not; and
- foster good relations between people who share a protected characteristic and people who do not.

Hertfordshire County Council is committed to promoting Equality, Diversity and Inclusion across all its services and continues to increase awareness and understanding across all levels of the organisation.

SECTION TWO: WORKFORCE PROFILE

2.1 Ethnicity

- The Council currently holds ethnicity data for 98% (7,838) of the workforce. An increase of 0.3 % from last year.
- Black, Asian and Minority Ethnic (BAME) employees represent 13.9% of the overall Council workforce, an increase of 0.3% from last year. This improves the workforce representation and is above the BAME population of economically active Hertfordshire citizens (12.6%; 2011 Census).
- HCC have a Black and Asian Employee Support Group and work is currently underway to refresh the promotion of this, raise awareness and work with the group to improve current working practices at the council.

Figure 1- Council Departments excluding Schools

| Ethnicity | 31/03/16 | | 31/03/17 | | 31/03/18 | | | |
|--------------|--------------|-------|--------------|-------|----------|--------------|-------|---|
| | Headcount | % | Headcount | % | | Headcount | % | |
| A - Asian | 288 | 3.5% | 292 | 3.6% | ↑ | 293 | 3.7% | ↑ |
| B - Black | 506 | 6.2% | 544 | 6.7% | ↑ | 551 | 6.9% | ↑ |
| C - White | 6,879 | 84.6% | 6,792 | 84.1% | ↓ | 6,726 | 84.1% | - |
| D - Mixed | 147 | 1.8% | 161 | 2.0% | ↑ | 166 | 2.1% | ↑ |
| E - Other | 109 | 1.3% | 102 | 1.3% | - | 102 | 1.3% | - |
| F - Unknown | 200 | 2.5% | 183 | 2.3% | ↓ | 163 | 2.0% | ↓ |
| Total | 8,129 | | 8,074 | | | 8,001 | | |

Figure 2 Council Department excluding Schools

| Ethnicity | 31/03/16 | | 31/03/17 | | | 31/03/18 | | |
|--------------|--------------|-------|--------------|-------|---|--------------|-------|---|
| | Headcount | % | Headcount | % | | Headcount | % | |
| BAME | 1,050 | 12.9% | 1,099 | 13.6% | ↑ | 1,112 | 13.9% | ↑ |
| White | 6,879 | 84.6% | 6,792 | 84.1% | ↓ | 6,726 | 84.1% | - |
| Unknown | 200 | 2.5% | 183 | 2.3% | ↓ | 163 | 2.0% | ↓ |
| Total | 8,129 | | 8,074 | | | 8,001 | | |

2.2 Disability

- The Council currently holds disability data for 96.3% (7,710) of the workforce.
- The number of employees in council departments declaring a disability is 6.3% (0.3% increase from March 2017), higher than the target of 5.0%.
- The 2011 Census indicated that 8.7% of the Hertfordshire population (Aged 16-64) declared themselves as living with a long term health problem or disability. The percentage of disabled employees in the Council is therefore slightly below the population of economically active Hertfordshire citizens.
- The Council is in the process of working with employees with disabilities to highlight improvements to working practices and create further guidance for managers to support new and existing employees with a disability.

Figure 3 – Council Departments excluding Schools

| Disability | 31/03/16 | | 31/03/17 | | | 31/03/18 | | |
|--------------|--------------|-------|--------------|-------|---|--------------|-------|---|
| | Headcount | % | Headcount | % | | Headcount | % | |
| Not Disabled | 7,325 | 90.1% | 7,285 | 90.2% | ↑ | 7,203 | 90.0% | ↓ |
| Disabled | 467 | 5.7% | 483 | 6.0% | ↑ | 507 | 6.3% | ↑ |
| Unknown | 337 | 4.1% | 306 | 3.8% | ↓ | 291 | 3.6% | ↓ |
| Total | 8,129 | | 8,074 | | | 8,001 | | |

2.3 Sex

- Women continue to make up the majority of the workforce at 67.1% (5,366 employees). Following an increase from 2016 to 2017, this figure remains stable in 2018. This is largely due to the nature of employment at the council (e.g. more part time and flexible working options) attracting more women
- The 2011 Census indicated that 49% of the Hertfordshire population are male and 51% are female.
- The council published its 'gender pay gap' for the first time in 2017 – this shows that our mean gender pay gap is -0.9% (i.e. we pay females slightly more than men).

Figure 4 – Council Departments excluding Schools

| Sex | 31/03/16 | | 31/03/17 | | | 31/03/18 | | |
|--------------|--------------|-------|--------------|-------|---|--------------|-------|---|
| | Headcount | % | Headcount | % | | Headcount | % | |
| Male | 2,695 | 33.2% | 2,656 | 32.9% | ↓ | 2,635 | 32.9% | - |
| Female | 5,434 | 66.8% | 5,418 | 67.1% | ↑ | 5,366 | 67.1% | - |
| Total | 8,129 | | 8,074 | | | 8,001 | | |

2.4 Age

- The age profile continues to be dominated by the age ranges from 40 to 59 (51.7% of the workforce).
- According to estimates made by the Office of National Statistics (2014) over one quarter of Hertfordshire's population is aged between 40 to 59.
- Under 25s have declined by 0.3% and employees aged 60+ have increased by 0.7%, reflecting the ageing population.
- Ages 25 to 59 have continued to decrease, albeit at a slower rate, by 0.2% to 80.9%, and the age group 60 & above has increased by 0.6% to 14.0%.

Figure 5 – Council Departments excluding School

| Age Groups | 31/03/16 | | 31/03/17 | | | 31/03/18 | | |
|--------------|--------------|-------|--------------|-------|---|--------------|-------|---|
| | Headcount | % | Headcount | % | | Headcount | % | |
| Under 20 | 68 | 0.8% | 66 | 0.8% | - | 58 | 0.7% | ↓ |
| 20 - 24 | 369 | 4.5% | 376 | 4.7% | ↑ | 355 | 4.4% | ↓ |
| 25 - 29 | 654 | 8.0% | 654 | 8.1% | ↑ | 646 | 8.1% | - |
| 30 - 34 | 837 | 10.3% | 801 | 9.9% | ↓ | 800 | 10.0% | ↑ |
| 35 - 39 | 802 | 9.9% | 866 | 10.7% | ↑ | 889 | 11.1% | ↑ |
| 40 - 44 | 887 | 10.9% | 842 | 10.4% | ↓ | 821 | 10.3% | ↓ |
| 45 - 49 | 1,143 | 14.1% | 1074 | 13.3% | ↓ | 1,027 | 12.8% | ↓ |
| 50 - 54 | 1,218 | 15.0% | 1212 | 15.0% | - | 1,190 | 14.9% | ↓ |
| 55 - 59 | 1,107 | 13.6% | 1100 | 13.6% | - | 1,096 | 13.7% | ↑ |
| 60 - 64 | 680 | 8.4% | 704 | 8.7% | ↑ | 737 | 9.2% | ↑ |
| 65 - 69 | 256 | 3.1% | 258 | 3.2% | ↑ | 251 | 3.1% | ↓ |
| 70 & Above | 108 | 1.3% | 121 | 1.5% | ↑ | 131 | 1.6% | ↑ |
| Total | 8,129 | | 8,074 | | | 8,001 | | |

Figure 6 – Council Departments excluding Schools

| Age Groups | 31/03/16 | | 31/03/17 | | | 31/03/18 | | |
|---------------|--------------|-------|--------------|-------|---|--------------|-------|---|
| | Headcount | % | Headcount | % | | Headcount | % | |
| Under 25 | 437 | 5.4% | 442 | 5.5% | ↑ | 413 | 5.2% | ↓ |
| 25 to 59 | 6,648 | 81.8% | 6,549 | 81.1% | ↓ | 6,469 | 80.9% | ↓ |
| 60 & Above | 1,044 | 12.8% | 1,083 | 13.4% | ↑ | 1,119 | 14.0% | ↑ |
| Totals | 8,129 | | 8,074 | | | 8,001 | | |

2.5 Sexual Orientation

- 1.8% of employees in council departments have declared they are non-heterosexual (Figure 7). This is an increase of 0.4% since last year. The proportion of employees declaring their sexual orientation has increased, reducing the 'unknown' category by 2.6%. This suggests that employees are more comfortable to declare given recent awareness raising events at the council (e.g. LGBT History Month).
- The Integrated Household Survey, (October 2015), estimates that in South East England approximately 1.6% of adults identified themselves as Lesbian, Gay or Bisexual. The percentage of LGBT employees in the council therefore slightly exceeds this estimated population.

Figure 7 – Council Departments excluding Schools

| Sexual Orientation | 31/03/16 | | 31/03/17 | | | 31/03/18 | | |
|--------------------|--------------|-------|--------------|-------|---|--------------|-------|---|
| | Headcount | % | Headcount | % | | Headcount | % | |
| Non Heterosexual | 107 | 1.3% | 115 | 1.4% | ↑ | 141 | 1.8% | ↑ |
| Heterosexual | 4,618 | 56.8% | 4,872 | 60.3% | ↑ | 5,009 | 62.6% | ↑ |
| Unknown | 3,404 | 41.9% | 3,087 | 38.2% | ↓ | 2,851 | 35.6% | ↓ |
| Total | 8,129 | | 8,074 | | | 8,001 | | |

- The Council has an active Lesbian, Gay, Bisexual and Transgender (LGBT) network that operates virtually, working closely with the Human Resources department to improve working practices and providing regular updates to employees and the wider community on key projects and promotions.
- HCC's Assistant Chief Officer from the Fire and Rescue Service is the LGBT Champion.

2.6 Religion and Belief

- The Council holds information on the religious beliefs of 93.7% (7496) of the workforce.
- The increase in the percentage of employees with no religious beliefs has continued from 31.7% (2,563) to 33.5% (2,680).
- Christian religious beliefs continue to account for the majority of employees' religious beliefs, with 53.3% of employees stating they are Christian.
- Other religious beliefs have dropped slightly from 7.1% to 6.9%.
- The 2011 Census indicated that 58.25% of the Hertfordshire population (Aged 16-64) are Christian, 7.98% are other religions and 26.53% have no religion. Using these figures as a benchmark, the Council is broadly representative of Hertfordshire.
- HCC is supportive of different religious beliefs and provides Contemplation Rooms for employees to use at County Hall, Stevenage and Apsley sites and supports employee-run awareness raising events (e.g. Islam Awareness).

Figure 8 – Council Departments excluding Schools

| Religion | 31/03/16 | | 31/03/17 | | | 31/03/18 | | |
|--------------|--------------|-------|--------------|-------|---|--------------|-------|---|
| | Headcount | % | Headcount | % | | Headcount | % | |
| Christian | 4,452 | 54.8% | 4,396 | 54.4% | ↓ | 4,266 | 53.3% | ↓ |
| Other | 223 | 2.7% | 226 | 2.8% | ↑ | 215 | 2.7% | ↓ |
| Muslim | 120 | 1.5% | 122 | 1.5% | - | 120 | 1.5% | - |
| Jewish | 60 | 0.7% | 55 | 0.7% | - | 51 | 0.6% | ↓ |
| Hindu | 97 | 1.2% | 86 | 1.1% | ↓ | 84 | 1.0% | ↓ |
| Sikh | 54 | 0.7% | 51 | 0.6% | ↓ | 49 | 0.6% | - |
| Buddhist | 28 | 0.3% | 30 | 0.4% | ↑ | 30 | 0.4% | - |
| Islamic | 0 | 0.0% | 0 | 0.0% | - | 1 | 0.0% | - |
| None | 2,511 | 30.9% | 2,563 | 31.7% | ↑ | 2,680 | 33.5% | ↑ |
| Unknown | 584 | 7.2% | 545 | 6.8% | ↓ | 505 | 6.3% | ↓ |
| Total | 8,129 | | 8,074 | | | 8,001 | | |

| Religion | 31/03/16 | | 31/03/17 | | | 31/03/18 | | |
|---------------|--------------|-------|--------------|-------|---|--------------|-------|---|
| | Headcount | % | Headcount | % | | Headcount | % | |
| Christian | 4,452 | 54.8% | 4,396 | 54.4% | ↓ | 4,266 | 53.3% | ↓ |
| Non Christian | 582 | 7.1% | 570 | 7.1% | - | 550 | 6.9% | ↓ |
| None | 2,511 | 30.9% | 2,563 | 31.7% | ↑ | 2,680 | 33.5% | ↑ |
| Unknown | 584 | 7.2% | 545 | 6.8% | ↓ | 505 | 6.3% | ↓ |
| Total | 8,129 | | 8,074 | | | 8,001 | | |

2.7 Caring and Family Responsibilities

- The Council holds monitoring information on caring responsibilities for 94.0% of the workforce.
- 32.8% of the workforce have a caring or parenting responsibility.

Figure 9 – Council Departments excluding Schools

| Caring Responsibility | 31/03/16 | | 31/03/17 | | | 31/03/18 | | |
|---------------------------|--------------|-------|--------------|-------|---|--------------|-------|---|
| | Headcount | % | Headcount | % | | Headcount | % | |
| Caring Responsibility | 2,706 | 33.3% | 2,695 | 33.4% | ↑ | 2,628 | 32.8% | ↓ |
| Non Caring Responsibility | 4,882 | 60.1% | 4,880 | 60.4% | ↑ | 4,895 | 61.2% | ↑ |
| Unknown | 541 | 6.7% | 499 | 6.2% | ↓ | 478 | 6.0% | ↓ |
| Total | 8,129 | | 8,074 | | | 8,001 | | |

| Caring Responsibility | 31/03/16 | | 31/03/17 | | | 31/03/18 | | |
|-----------------------------|--------------|-------|--------------|-------|---|--------------|-------|---|
| | Headcount | % | Headcount | % | | Headcount | % | |
| Adult | 402 | 4.9% | 384 | 4.8% | ↓ | 383 | 4.8% | - |
| Child (Parenting) | 1,877 | 23.1% | 1,923 | 23.8% | ↑ | 1,887 | 23.6% | ↓ |
| Child with Disability | 13 | 0.2% | 11 | 0.1% | ↓ | 10 | 0.1% | - |
| Mixed Caring Responsibility | 161 | 2.0% | 163 | 2.0% | - | 149 | 1.9% | ↓ |
| Unknown | 5,676 | 69.8% | 5,593 | 69.3% | ↓ | 5,572 | 69.6% | ↑ |
| Total | 8,129 | | 8,074 | | | 8,001 | | |

- Employees with caring responsibilities have decreased slightly by 0.6% since 2017. The number of employees whose caring responsibilities are unknown is decreasing indicating that employees feel comfortable sharing this information.
- The Council is committed to supporting employees to find ways of successfully combining caring responsibilities with work and provides flexible working opportunities and a Carers' policy with further support options.
- HCC has a Carers Support Group which has a virtual presence that provides regular updates to employees and provides a platform enabling those with caring responsibilities to connect with each other.
- HCC supports National Carers Week and Carers Rights Day and holds information stalls at main sites in collaboration with Crossroads, Money Advice and Carers in Hertfordshire Charity, where support and guidance is offered.

SECTION THREE: EQUALITIES MONITORING OF LEARNING & DEVELOPMENT

3.1 Purpose

- Equalities monitoring of Learning and Development interventions helps ensure that there is equal access to face-to-face training courses for all staff. The training data is based on attendance at corporate, technical and specialist training events including training for managers. The data provided in the figures below are based on employees in council departments only (excluding Schools).
- Figures 10-16 show that 22,191 training course places were occupied by 4,802 employees. Each delegate attended an average of 4.6 training courses, compared to 3.7 for the year to March 2017.
- Electronic devices such as iPad and tablet computers are available in some hard to reach areas enabling local training via iLearn+.
- The following tables show the number of employees, number of course delegates and the number of course attendances for all face to face training broken down by equality strands. The table also shows the percentage of each group to have attended at least one training event and the number of attendances per delegate. This section of the report compares the percentage of colleagues (by equality strand) who are attending face to face courses against the Council departments' population.

3.2 Attendance by Equalities Areas

3.2.1 Ethnicity

- The average number of course attendance at training events has increased for all groups. For White (4.5) and Asian (4.4) employees average attendances are lower than the average of 4.6. However, the majority of groups are close to or above the average which demonstrates no restriction of access for these groups. The average attendance for BAME employees has increased from 4.7 to 5.3 courses, which is higher than the average for White employees at 4.5, indicating there are no barriers to access for BAME staff.

Figure 10 – Council Departments excluding Schools

| Ethnicity | Employees (% of org) | Delegates (%of org) | Attendances (% of org) | % Equality Group | Average Attendances per delegate 2017/18 | | Average Attendances per delegate 2016/17 |
|--------------|----------------------|---------------------|------------------------|------------------|------------------------------------------|----------|------------------------------------------|
| Asian | 293 (3.7%) | 193 (4.0%) | 844 (3.8%) | 65.9% | 4.4 | ↑ | 4.0 |
| Black | 551 (6.9%) | 485 (10.1%) | 2697 (12.2%) | 88.0% | 5.6 | ↑ | 5.2 |
| White | 6726 (84.1%) | 3864 (80.5%) | 17253 (77.7%) | 57.4% | 4.5 | ↑ | 3.5 |
| Mixed | 166 (2.1%) | 120 (2.5%) | 725 (3.3%) | 72.3% | 6.0 | ↑ | 4.5 |
| Other | 102 (1.3%) | 70 (1.5%) | 344 (1.6%) | 68.6% | 4.9 | ↑ | 3.4 |
| Unknown | 163 (2.0%) | 70 (1.5%) | 328 (1.5%) | 42.9% | 4.7 | ↑ | 2.8 |
| Total | 8001 | 4802 | 22191 | 60.0% | 4.6 | ↑ | 3.7 |

| Ethnicity | Employees (% of org) | Delegates (%of org) | Attendances (% of org) | % Equality Group | Average Attendances per delegate 2017/18 | | Average Attendances per delegate 2016/17 |
|--------------|----------------------|---------------------|------------------------|------------------|------------------------------------------|----------|------------------------------------------|
| BAME | 1112 (13.9%) | 868 (18.1%) | 4610 (20.8%) | 78.1% | 5.3 | ↑ | 4.7 |
| White | 6726 (84.1%) | 3864 (80.5%) | 17253 (77.7%) | 57.4% | 4.5 | ↑ | 3.5 |
| Unknown | 163 (2.0%) | 70 (1.5%) | 328 (1.5%) | 42.9% | 4.7 | ↑ | 2.8 |
| Total | 8001 | 4802 | 22191 | 60.0% | 4.6 | ↑ | 3.7 |

3.2.2 Disability

- 7.4% of delegates attending training declared a disability. This is higher than the percentage of employees in the workforce who have declared a disability (6.3%), indicating that there are no barriers to disabled employees in accessing training.
- Following course bookings, employees are asked about access so that adjustments can be made.

Figure 11 – Council Departments excluding Schools

| Disability | Employees (% of org) | Delegates (% of org) | Attendances (% of org) | % Equality Group | Average Attendances per delegate 2017/18 | | Average Attendances per delegate 2016/17 |
|--------------|----------------------|----------------------|------------------------|------------------|------------------------------------------|----------|------------------------------------------|
| Not Disabled | 7203 (90.0%) | 4298 (89.5%) | 19734 (88.9%) | 59.7% | 4.6 | ↑ | 3.7 |
| Disabled | 507 (6.3%) | 356 (7.4%) | 1774 (8.0%) | 70.2% | 5.0 | ↑ | 3.8 |
| Unknown | 291 (3.6%) | 148 (3.1%) | 683 (3.1%) | 50.9% | 4.6 | ↑ | 3.3 |
| Total | 8001 | 4802 | 22191 | 60.0% | 4.6 | ↑ | 3.7 |

3.2.3 Sex

- Figure 12 shows that whilst the average attendances by male delegates increased from 3.0 to 3.5, they represent 23.8% of all delegates which is lower than their proportion as a % of the workforce (32.9%). Female employees have had an average of 5.0 attendances across the year and as this represents 76.2% of all delegates, they are over representative of their sex in the workforce (67.1%).

Figure 12 – Council Departments excluding Schools

| Sex | Employees (% of org) | Delegates (% of org) | Attendances (% of org) | % Equality Group | Average Attendances per delegate 2017/18 | | Average Attendances per delegate 2016/17 |
|--------------|----------------------|----------------------|------------------------|------------------|------------------------------------------|----------|------------------------------------------|
| Male | 2635 (32.9%) | 1142 (23.8%) | 4051 (18.3%) | 43.3% | 3.5 | ↑ | 3.0 |
| Female | 5366 (67.1%) | 3660 (76.2%) | 18140 (81.7%) | 68.2% | 5.0 | ↑ | 3.9 |
| Total | 8001 | 4802 | 22191 | 60.0% | 4.6 | ↑ | 3.7 |

3.2.4 Age

- Figure 13 shows that representation of the different age groups is broadly consistent with the workforce profile. Younger employees (under 34) are taking up more training courses compared to older colleagues. This may be reflective of the fact they are newer to the organisation and undertaking learning for their roles.

Figure 13 – Council Departments excluding Schools

| Age | Employees (% of org) | Delegates (% of org) | Attendances (% of org) | % Equality Group | Average Attendances per delegate 2017/18 | | Average Attendances per delegate 2016/17 |
|--------------|-------------------------|-------------------------|---------------------------|------------------------|---------------------------------------------------|----------|---------------------------------------------------|
| Under 20 | 58 (0.7%) | 30 (0.6%) | 220 (1.0%) | 51.7% | 7.3 | ↑ | 4.9 |
| 20 - 24 | 355 (4.4%) | 224 (4.7%) | 1354 (6.1%) | 63.1% | 6.0 | ↑ | 5.0 |
| 25 - 29 | 646 (8.1%) | 422 (8.8%) | 2713 (12.2%) | 65.3% | 6.4 | ↑ | 5.0 |
| 30 - 34 | 800 (10.0%) | 493 (10.3%) | 2623 (11.8%) | 61.6% | 5.3 | ↑ | 4.0 |
| 35 - 39 | 889 (11.1%) | 546 (11.4%) | 2638 (11.9%) | 61.4% | 4.8 | ↑ | 3.9 |
| 40 - 44 | 821 (10.3%) | 492 (10.2%) | 2498 (11.3%) | 59.9% | 5.1 | ↑ | 3.9 |
| 45 - 49 | 1027 (12.8%) | 620 (12.9%) | 2855 (12.9%) | 60.4% | 4.6 | ↑ | 3.5 |
| 50 - 54 | 1190 (14.9%) | 752 (15.7%) | 3069 (13.8%) | 63.2% | 4.1 | ↑ | 3.4 |
| 55 - 59 | 1096 (13.7%) | 683 (14.2%) | 2673 (12.0%) | 62.3% | 3.9 | ↑ | 3.2 |
| 60 - 64 | 737 (9.2%) | 394 (8.2%) | 1205 (5.4%) | 53.5% | 3.1 | ↑ | 2.7 |
| 65 - 69 | 251 (3.1%) | 108 (2.2%) | 267 (1.2%) | 43.0% | 2.5 | ↑ | 2.3 |
| 70 + | 131 (1.6%) | 38 (0.8%) | 76 (0.3%) | 29.0% | 2.0 | ↑ | 1.7 |
| Total | 8001 | 4802 | 22191 | 60.0% | 4.6 | ↑ | 3.7 |

| Age | Employees (% of org) | Delegates (% of org) | Attendances (% of org) | % Equality Group | Average Attendances per delegate 2017/18 | | Average Attendances per delegate 2016/17 |
|--------------|-------------------------|-------------------------|---------------------------|------------------------|---------------------------------------------------|----------|---------------------------------------------------|
| Under 25 | 413 (5.2%) | 254 (5.3%) | 1574 (7.1%) | 61.5% | 6.2 | ↑ | 5.0 |
| 25 to 59 | 6469 (80.9%) | 4008 (83.5%) | 19069 (85.9%) | 62.0% | 4.8 | ↑ | 3.7 |
| 60 & Over | 1119 (14.0%) | 540 (11.2%) | 1548 (7.0%) | 48.3% | 2.9 | ↑ | 2.6 |
| Total | 8001 | 4802 | 22191 | 60.0% | 4.6 | ↑ | 3.7 |

3.2.5 Religion and Belief

- The figures in Figures 14a and 14b show the take up of training events is broadly representative of the proportions of employees with different religious beliefs. Average attendances have increased by each religion/belief in line with the overall trend of course attendance increases.

Figure 14a – Council Departments excluding Schools

| Religion & Belief | Employees (% of org) | Delegates (% of org) | Attendances (% of org) | % Equality Group | Average Attendances per delegate 2017/18 | | Average Attendances per delegate 2016/17 |
|-------------------|-------------------------|-------------------------|---------------------------|------------------------|------------------------------------------------|----------|------------------------------------------------|
| Christian | 4266 (53.3%) | 2593 (54.0%) | 11647 (52.5%) | 60.8% | 4.5 | ↑ | 3.7 |
| Other | 215 (2.7%) | 149 (3.1%) | 724 (3.3%) | 69.3% | 4.9 | ↑ | 4.1 |
| Muslim | 120 (1.5%) | 88 (1.8%) | 417 (1.9%) | 73.3% | 4.7 | ↑ | 4.1 |
| Jewish | 51 (0.6%) | 31 (0.6%) | 165 (0.7%) | 60.8% | 5.3 | ↑ | 3.7 |
| Hindu | 84 (1.0%) | 57 (1.2%) | 279 (1.3%) | 67.9% | 4.9 | ↑ | 3.2 |
| Sikh | 49 (0.6%) | 31 (0.6%) | 105 (0.5%) | 63.3% | 3.4 | ↑ | 2.8 |
| Buddhist | 30 (0.4%) | 14 (0.3%) | 67 (0.3%) | 46.7% | 4.8 | ↑ | 3.6 |
| Islamic | 1 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0.0% | 0.0 | - | N/A |
| None | 2680 (33.5%) | 1552 (32.3%) | 7668 (34.6%) | 57.9% | 4.9 | ↑ | 3.8 |
| Unknown | 505 (6.3%) | 287 (6.0%) | 1119 (5.0%) | 56.8% | 3.9 | ↑ | 3.0 |
| Total | 8001 | 4802 | 22191 | 60.0% | 4.6 | ↑ | 3.7 |

Figure 14b – Council Departments excluding Schools

| Religion & Belief | Employees (% of org) | Delegates (% of org) | Attendances (% of org) | % Equality Group | Average Attendances per delegate 2017/18 | | Average Attendances per delegate 2016/17 |
|-------------------|----------------------|----------------------|------------------------|------------------|------------------------------------------|----------|------------------------------------------|
| Christian | 4266 (53.3%) | 2593 (54.0%) | 11647 (52.5%) | 60.8% | 4.5 | ↑ | 3.7 |
| Non Christian | 550 (6.9%) | 370 (7.7%) | 1757 (7.9%) | 67.3% | 4.7 | ↑ | 3.8 |
| None | 2680 (33.5%) | 1552 (32.3%) | 7668 (34.6%) | 57.9% | 4.9 | ↑ | 3.8 |
| Unknown | 505 (6.3%) | 287 (6.0%) | 1119 (5.0%) | 56.8% | 3.9 | ↑ | 3.0 |
| Total | 8001 | 4802 | 22191 | 60.0% | 4.6 | ↑ | 3.7 |

3.2.6 Sexual Orientation

- Figure 15 shows that average training course attendances for Non Heterosexual employees has increased from 3.8 in 2016/17 to 5.7 in 2017/18 and is above the organisational average of 4.6 average attendances. Representation of Non Heterosexual employees as delegates (1.9%) and in terms of attendances (2.3%) are both above the HCC population (1.8%) indicating no restriction of access for this group.

Figure 15 – Council Departments excluding Schools

| Sexual Orientation | Employees (% of org) | Delegates (% of org) | Attendances (% of org) | % Equality Group | Average Attendances per delegate 2017/18 | | Average Attendances per delegate 2016/17 |
|--------------------|----------------------|----------------------|------------------------|------------------|------------------------------------------|----------|------------------------------------------|
| Non Heterosexual | 141 (1.8%) | 89 (1.9%) | 506 (2.3%) | 63.1% | 5.7 | ↑ | 3.8 |
| Heterosexual | 5009 (62.6%) | 3176 (66.1%) | 15709 (70.8%) | 63.4% | 4.9 | ↑ | 4.1 |
| Unknown | 2851 (35.6%) | 1537 (32.0%) | 5976 (26.9%) | 53.9% | 3.9 | ↑ | 3.1 |
| Total | 8001 | 4802 | 22191 | 60.0% | 4.6 | ↑ | 3.7 |

SECTION FOUR: EMPLOYEE RELATIONS & EMPLOYMENT TRIBUNALS

4.1 Disciplinary

- The charts in Figure 16a show that during 2017/18 there were 65 disciplinary cases that were raised and concluded during this period. 7 cases led to dismissals (10.7%), 30 cases (46%) were concluded without a formal sanction as there was either no case to answer, it was resolved informally or the individual resigned. The outcome of 4 cases (6.2%) was a verbal warning, the outcome of 12 cases (18.5%) was a first written warning and the outcome of 12 cases (18.5%) was a final written warning.
- Proportionally there were more disciplinary cases against black, mixed and other ethnicities when comparing cases to the proportion of the workforce profile (see final column – Headcount Comparison). These proportions represent a small number of staff and overall there was 1 dismissal each in the black and mixed categories, and no staff were dismissed in the other category.
- There were 8 formal disciplinary cases against disabled employees which represents 9.5% of all disciplinary cases, and a higher proportion than the workforce profile (6.3%). Sanctions varied from a verbal warning to final written warning, with 1 resignation and 2 cases where it was deemed no case to answer. There were no disciplinary dismissals from this group.
- Proportionally there were more females than males disciplined, which is to be expected in line with the workforce profile. However a greater proportion of dismissals involved males.
- There were no non-heterosexual employees (who have declared their sexuality) subject to disciplinary proceedings during 2016-17.
- The proportion of disciplinary cases broken down by age, religion and caring responsibility are broadly similar to the workforce profile. There is no evidence of sanctions/outcomes disproportionately affecting a specific group.

Figure 16a – Council Departments excluding Schools

| Discipline | | | | | | | | | |
|--------------|------------------------|-------------------|--------------------|--------------------|-------------------|--------------------|-------------------|--------------------|---------------------------------------|
| Ethnicity | 31/03/2018 65 Cases | Sanction/Outcome | | | | | | | 31/03/2018 Headcount Comparison |
| | | Verbal | First Wrtn | Final Wrtn | Dismissal | No Case | Resolved Informal | Resignation | |
| Asian | 2 (2.4%) | 0 (0.0%) | 0 (0.0%) | 1 (8.3%) | 1 (14.3%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 293 (3.7%) |
| Black | 7 (8.3%) | 0 (0.0%) | 1 (8.3%) | 2 (16.7%) | 1 (14.3%) | 1 (6.7%) | 0 (0.0%) | 2 (18.2%) | 551 (6.9%) |
| White | 46 (76.2%) | 4 (100.0%) | 11 (91.7%) | 8 (66.7%) | 3 (42.9%) | 13 (86.7%) | 3 (75.0%) | 4 (36.4%) | 6726 (84.1%) |
| Mixed | 5 (7.1%) | 0 (0.0%) | 0 (0.0%) | 1 (8.3%) | 1 (14.3%) | 1 (6.7%) | 1 (25.0%) | 1 (9.1%) | 166 (2.1%) |
| Other | 2 (2.4%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 2 (18.2%) | 102 (1.3%) |
| Unknown | 3 (3.6%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 1 (14.3%) | 0 (0.0%) | 0 (0.0%) | 2 (18.2%) | 163 (2.0%) |
| Total | 65 (100.0%) | 4 (100.0%) | 12 (100.0%) | 12 (100.0%) | 7 (100.1%) | 15 (100.0%) | 4 (100.0%) | 11 (100.0%) | 8001 (100.0%) |

| Discipline | | | | | | | | | |
|--------------|------------------------|-------------------|--------------------|--------------------|-------------------|--------------------|-------------------|--------------------|---------------------------------------|
| Disability | 31/03/2018 65 Cases | Sanction/Outcome | | | | | | | 31/03/2018 Headcount Comparison |
| | | Verbal | First Wrtn | Final Wrtn | Dismissal | No Case | Resolved Informal | Resignation | |
| Unknown | 3 (3.6%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 1 (14.3%) | 0 (0.0%) | 0 (0.0%) | 2 (18.2%) | 291 (3.6%) |
| Not Disabled | 54 (86.9%) | 3 (75.0%) | 10 (83.3%) | 10 (83.3%) | 6 (85.7%) | 13 (86.7%) | 4 (100.0%) | 8 (72.7%) | 7203 (90.0%) |
| Disabled | 8 (9.5%) | 1 (25.0%) | 2 (16.7%) | 2 (16.7%) | 0 (0.0%) | 2 (13.3%) | 0 (0.0%) | 1 (9.1%) | 507 (6.3%) |
| Total | 65 (100.0%) | 4 (100.0%) | 12 (100.0%) | 12 (100.0%) | 7 (100.0%) | 15 (100.0%) | 4 (100.0%) | 11 (100.0%) | 8001 (100.0%) |

| Discipline | | | | | | | | | |
|--------------|------------------------|-------------------|--------------------|--------------------|-------------------|--------------------|-------------------|--------------------|---------------------------------------|
| Sex | 31/03/2018 65 Cases | Sanction/Outcome | | | | | | | 31/03/2018 Headcount Comparison |
| | | Verbal | First Wrtn | Final Wrtn | Dismissal | No Case | Resolved Informal | Resignation | |
| Male | 38 (45.2%) | 2 (50.0%) | 6 (50.0%) | 6 (50.0%) | 4 (57.1%) | 12 (80.0%) | 3 (75.0%) | 5 (45.5%) | 2635 (32.9%) |
| Female | 27 (54.8%) | 2 (50.0%) | 6 (50.0%) | 6 (50.0%) | 3 (42.9%) | 3 (20.0%) | 1 (25.0%) | 6 (54.5%) | 5366 (67.1%) |
| Total | 65 (100.0%) | 4 (100.0%) | 12 (100.0%) | 12 (100.0%) | 7 (100.0%) | 15 (100.0%) | 4 (100.0%) | 11 (100.0%) | 8001 (100.0%) |

| Discipline | | | | | | | | | |
|--------------|------------------------|-------------------|--------------------|--------------------|-------------------|--------------------|-------------------|--------------------|---------------------------------------|
| Age | 31/03/2018 65 Cases | Sanction/Outcome | | | | | | | 31/03/2018 Headcount Comparison |
| | | Verbal | First Wrtn | Final Wrtn | Dismissal | No Case | Resolved Informal | Resignation | |
| Under 25 | 4 (4.8%) | 0 (0.0%) | 2 (16.7%) | 0 (0.0%) | 0 (0.0%) | 1 (6.7%) | 0 (0.0%) | 1 (9.1%) | 413 (5.2%) |
| 25 to 59 | 53 (84.5%) | 4 (100.0%) | 8 (66.7%) | 10 (83.3%) | 5 (71.4%) | 14 (93.3%) | 3 (75.0%) | 9 (81.8%) | 6469 (80.9%) |
| 60 & Over | 8 (10.7%) | 0 (0.0%) | 2 (16.7%) | 2 (16.7%) | 2 (28.6%) | 0 (0.0%) | 1 (25.0%) | 1 (9.1%) | 1119 (14.0%) |
| Total | 65 (100.0%) | 4 (100.0%) | 12 (100.0%) | 12 (100.0%) | 7 (100.0%) | 15 (100.0%) | 4 (100.0%) | 11 (100.0%) | 8001 (100.0%) |

| Discipline | | | | | | | | | |
|--------------------|------------------------|-------------------|--------------------|--------------------|-------------------|--------------------|-------------------|--------------------|---------------------------------------|
| Sexual Orientation | 31/03/2018 65 Cases | Sanction/Outcome | | | | | | | 31/03/2018 Headcount Comparison |
| | | Verbal | First Wrtn | Final Wrtn | Dismissal | No Case | Resolved Informal | Resignation | |
| Heterosexual | 37 (59.5%) | 2 (50.0%) | 8 (66.7%) | 7 (58.3%) | 3 (42.9%) | 6 (40.0%) | 2 (50.0%) | 9 (81.8%) | 5009 (62.6%) |
| Non Heterosexual | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 141 (1.8%) |
| Unknown | 28 (40.5%) | 2 (50.0%) | 4 (33.3%) | 5 (41.7%) | 4 (57.1%) | 9 (60.0%) | 2 (50.0%) | 2 (18.2%) | 2851 (35.6%) |
| Total | 65 (100.0%) | 4 (100.0%) | 12 (100.0%) | 12 (100.0%) | 7 (100.0%) | 15 (100.0%) | 4 (100.0%) | 11 (100.0%) | 8001 (100.0%) |

| Discipline | | | | | | | | | |
|---------------|------------------------|-------------------|--------------------|--------------------|-------------------|--------------------|-------------------|--------------------|---------------------------------------|
| Religion | 31/03/2018 65 Cases | Sanction/Outcome | | | | | | | 31/03/2018 Headcount Comparison |
| | | Verbal | First Wrtn | Final Wrtn | Dismissal | No Case | Resolved Informal | Resignation | |
| Christian | 33 (47.6%) | 1 (25.0%) | 6 (50.0%) | 7 (58.3%) | 5 (71.4%) | 8 (53.3%) | 2 (50.0%) | 4 (36.4%) | 4266 (53.3%) |
| Non Christian | 1 (4.8%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 1 (9.1%) | 550 (6.9%) |
| None | 26 (41.7%) | 3 (75.0%) | 6 (50.0%) | 4 (33.3%) | 1 (14.3%) | 6 (40.0%) | 2 (50.0%) | 4 (36.4%) | 2680 (33.5%) |
| Unknown | 5 (6.0%) | 0 (0.0%) | 0 (0.0%) | 1 (8.3%) | 1 (14.3%) | 1 (6.7%) | 0 (0.0%) | 2 (18.2%) | 505 (6.3%) |
| Total | 65 (100.0%) | 4 (100.0%) | 12 (100.0%) | 12 (100.0%) | 7 (100.0%) | 15 (100.0%) | 4 (100.0%) | 11 (100.0%) | 8001 (100.0%) |

| Discipline | | | | | | | | | |
|-----------------------|------------------------|-------------------|--------------------|--------------------|-------------------|--------------------|-------------------|--------------------|---------------------------------------|
| Caring Responsibility | 31/03/2018 65 Cases | Sanction/Outcome | | | | | | | 31/03/2018 Headcount Comparison |
| | | Verbal | First Wrtn | Final Wrtn | Dismissal | No Case | Resolved Informal | Resignation | |
| Yes | 16 (29.8%) | 1 (25.0%) | 3 (25.0%) | 7 (58.3%) | 2 (28.6%) | 2 (13.3%) | 0 (0.0%) | 1 (9.1%) | 2628 (32.8%) |
| No | 43 (60.7%) | 3 (75.0%) | 9 (75.0%) | 5 (41.7%) | 3 (42.9%) | 13 (86.7%) | 4 (100.0%) | 6 (54.5%) | 4895 (61.2%) |
| Unknown | 6 (9.5%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 2 (28.6%) | 0 (0.0%) | 0 (0.0%) | 4 (36.4%) | 478 (6.0%) |
| Total | 65 (100.0%) | 4 (100.0%) | 12 (100.0%) | 12 (100.0%) | 7 (100.0%) | 15 (100.0%) | 4 (100.0%) | 11 (100.0%) | 8001 (100.0%) |

4.2 Grievance

- The charts in Figure 16b show that none of the 23 grievances raised by employees and concluded during 2016/17 were fully upheld and 35% of grievances were resolved informally.
- Proportionally there were more grievances raised by disabled employees than their proportion of the workforce: 4 grievances (17.4%), from a group representing 6.3% of the workforce. However, of these cases, 2 were not upheld and 2 were withdrawn.
- The sex breakdown is consistent with the workforce profile with a higher proportion raised by females, of which 44% were resolved informally.

- There were 3 grievances (13%) raised by under 25 year olds, 1 was resolved informally, 1 withdrew and 1 individual resigned.
- There was 1 grievance raised by a non-heterosexual, however this was withdrawn.
- There was 1 grievance raised by a non-Christian which was not upheld.
- There were fewer grievances raised by employees with caring responsibilities (5 – 21.7%) than their proportion within the workforce (32.8%).

Figure 16b – Council Departments excluding Schools

| Grievances | | | | | | | | |
|--------------|------------------------|-------------------|-------------------|-----------------|-------------------|-------------------|-------------------|---------------------------------------|
| Ethnicity | 31/03/2018 23 Cases | Sanction/Outcome | | | | | | 31/03/2018 Headcount Comparison |
| | | Not Upheld | Partially Upheld | Fully Upheld | Resolved Informal | Resignation | Withdraw | |
| Asian | 1 (4.3%) | 1 (14.3%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 293 (3.7%) |
| Black | 1 (4.3%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 1 (16.7%) | 551 (6.9%) |
| White | 20 (87.0%) | 5 (71.4%) | 1 (100.0%) | 0 (0.0%) | 8 (100.0%) | 1 (100.0%) | 5 (83.3%) | 6726 (84.1%) |
| Mixed | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 166 (2.1%) |
| Other | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 102 (1.3%) |
| Unknown | 1 (4.3%) | 1 (14.3%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 163 (2.0%) |
| Total | 23 (100.0%) | 7 (100.0%) | 1 (100.0%) | 0 (0.0%) | 8 (100.0%) | 1 (100.0%) | 6 (100.0%) | 8001 (100.0%) |

| Grievances | | | | | | | | |
|--------------|------------------------|-------------------|-------------------|-----------------|-------------------|-------------------|-------------------|---------------------------------------|
| Disability | 31/03/2018 23 Cases | Sanction/Outcome | | | | | | 31/03/2018 Headcount Comparison |
| | | Not Upheld | Partially Upheld | Fully Upheld | Resolved Informal | Resignation | Withdraw | |
| Unknown | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 291 (3.6%) |
| Not Disabled | 19 (82.6%) | 5 (71.4%) | 1 (100.0%) | 0 (0.0%) | 8 (100.0%) | 1 (100.0%) | 4 (66.7%) | 7203 (90.0%) |
| Disabled | 4 (17.4%) | 2 (28.6%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 2 (33.3%) | 507 (6.3%) |
| Total | 23 (100.0%) | 7 (100.0%) | 1 (100.0%) | 0 (0.0%) | 8 (100.0%) | 1 (100.0%) | 6 (100.0%) | 8001 (100.0%) |

| Grievances | | | | | | | | |
|--------------|------------------------|-------------------|-------------------|-----------------|-------------------|-------------------|-------------------|---------------------------------------|
| Sex | 31/03/2018 23 Cases | Sanction/Outcome | | | | | | 31/03/2018 Headcount Comparison |
| | | Not Upheld | Partially Upheld | Fully Upheld | Resolved Informal | Resignation | Withdraw | |
| Male | 7 (30.4%) | 4 (57.1%) | 1 (100.0%) | 0 (0.0%) | 1 (12.5%) | 0 (0.0%) | 1 (16.7%) | 2635 (32.9%) |
| Female | 16 (69.6%) | 3 (42.9%) | 0 (0.0%) | 0 (0.0%) | 7 (87.5%) | 1 (100.0%) | 5 (83.3%) | 5366 (67.1%) |
| Total | 23 (100.0%) | 7 (100.0%) | 1 (100.0%) | 0 (0.0%) | 8 (100.0%) | 1 (100.0%) | 6 (100.0%) | 8001 (100.0%) |

| Grievances | | | | | | | | |
|--------------|------------------------|-------------------|-------------------|-----------------|-------------------|-------------------|-------------------|---------------------------------------|
| Age | 31/03/2018 23 Cases | Sanction/Outcome | | | | | | 31/03/2018 Headcount Comparison |
| | | Not Upheld | Partially Upheld | Fully Upheld | Resolved Informal | Resignation | Withdraw | |
| Under 25 | 3 (13.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 1 (12.5%) | 1 (100.0%) | 1 (16.7%) | 413 (5.2%) |
| 25 to 59 | 18 (78.3%) | 6 (85.7%) | 1 (100.0%) | 0 (0.0%) | 7 (87.5%) | 0 (0.0%) | 4 (66.7%) | 6469 (80.9%) |
| 60 & Over | 2 (8.7%) | 1 (14.3%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 1 (16.7%) | 1119 (14.0%) |
| Total | 23 (100.0%) | 7 (100.0%) | 1 (100.0%) | 0 (0.0%) | 8 (100.0%) | 1 (100.0%) | 6 (100.1%) | 8001 (100.0%) |

| Grievances | | | | | | | | |
|--------------------|------------------------|-------------------|-------------------|-----------------|-------------------|-------------------|-------------------|---------------------------------------|
| Sexual Orientation | 31/03/2018 23 Cases | Sanction/Outcome | | | | | | 31/03/2018 Headcount Comparison |
| | | Not Upheld | Partially Upheld | Fully Upheld | Resolved Informal | Resignation | Withdraw | |
| Heterosexual | 12 (52.2%) | 3 (42.9%) | 1 (100.0%) | 0 (0.0%) | 5 (62.5%) | 1 (100.0%) | 2 (33.3%) | 5009 (62.6%) |
| Non Heterosexual | 1 (4.3%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 1 (16.7%) | 141 (1.8%) |
| Unknown | 10 (43.5%) | 4 (57.1%) | 0 (0.0%) | 0 (0.0%) | 3 (37.5%) | 0 (0.0%) | 3 (50.0%) | 2851 (35.6%) |
| Total | 23 (100.0%) | 7 (100.0%) | 1 (100.0%) | 0 (0.0%) | 8 (100.0%) | 1 (100.0%) | 6 (100.0%) | 8001 (100.0%) |

| Grievances | | | | | | | | |
|---------------|------------------------|-------------------|-------------------|-----------------|-------------------|-------------------|-------------------|---------------------------------------|
| Religion | 31/03/2018 23 Cases | Sanction/Outcome | | | | | | 31/03/2018 Headcount Comparison |
| | | Not Upheld | Partially Upheld | Fully Upheld | Resolved Informal | Resignation | Withdraw | |
| Christian | 11 (47.8%) | 2 (28.6%) | 1 (100.0%) | 0 (0.0%) | 3 (37.5%) | 1 (100.0%) | 4 (66.7%) | 4266 (53.3%) |
| Non Christian | 1 (4.3%) | 1 (14.3%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 550 (6.9%) |
| None | 9 (39.1%) | 3 (42.9%) | 0 (0.0%) | 0 (0.0%) | 4 (50.0%) | 0 (0.0%) | 2 (33.3%) | 2680 (33.5%) |
| Unknown | 2 (8.7%) | 1 (14.3%) | 0 (0.0%) | 0 (0.0%) | 1 (12.5%) | 0 (0.0%) | 0 (0.0%) | 505 (6.3%) |
| Total | 23 (100.0%) | 7 (100.0%) | 1 (100.0%) | 0 (0.0%) | 8 (100.0%) | 1 (100.0%) | 6 (100.0%) | 8001 (100.0%) |

| Grievances | | | | | | | | |
|-----------------------|------------------------|-------------------|-------------------|-----------------|-------------------|-------------------|-------------------|---------------------------------------|
| Caring Responsibility | 31/03/2018 23 Cases | Sanction/Outcome | | | | | | 31/03/2018 Headcount Comparison |
| | | Not Upheld | Partially Upheld | Fully Upheld | Resolved Informal | Resignation | Withdraw | |
| Yes | 5 (21.7%) | 1 (14.3%) | 0 (0.0%) | 0 (0.0%) | 3 (37.5%) | 0 (0.0%) | 1 (16.7%) | 2628 (32.8%) |
| No | 16 (69.6%) | 5 (71.4%) | 1 (100.0%) | 0 (0.0%) | 5 (62.5%) | 1 (100.0%) | 4 (66.7%) | 4895 (61.2%) |
| Unknown | 2 (8.7%) | 1 (14.3%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 1 (16.7%) | 478 (6.0%) |
| Total | 23 (100.0%) | 7 (100.0%) | 1 (100.0%) | 0 (0.0%) | 8 (100.0%) | 1 (100.0%) | 6 (100.0%) | 8001 (100.0%) |

4.3 Harassment & Bullying

- The charts in Figure 16c show that In 2016/17 there were 24 harassment & bullying (H&B) complaints raised by employees with an outcome of not upheld accounting for 45.8% of them. 29.2% (7) were resolved informally and only 1 (4.2%) was fully upheld.
- 5 complaints were raised by Asian employees (20.8%) with 1 leading to a partially upheld outcome. 1 was not upheld and 3 were resolved informally.
- Of the 5 complaints raised by disabled employees, 2 were not upheld, 2 were resolved informally and 1 individual resigned.
- There were proportionally more females than males raising H&B complaints, and the age profile of complainants is consistent with the workforce profile.
- The 1 case raised by a non-heterosexual was not upheld.
- The non-Christian group have proportionally raised more complaints (5 – 20.8%) when compared to their proportion of the workforce (6.9%). The majority of cases were not upheld or were resolved informally.
- Of those with a caring responsibility, 54.5% (6) of complaints were not upheld, 1 was partially upheld, 2 were resolved informally, 1 resigned and 1 withdrew.
- Of those with a caring responsibility, 54.5% (6) of complaints were not upheld, 1 was partially upheld, 2 were resolved informally, 1 resigned and 1 withdrew.

Figure 16c – Council Departments excluding Schools

| Harassment & Bullying | | | | | | | | |
|-----------------------|------------------------|--------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------------------------|
| Ethnicity | 31/03/2018 24 Cases | Sanction/Outcome | | | | | | 31/03/2018 Headcount Comparison |
| | | Not Upheld | Partially Upheld | Fully Upheld | Resolved Informal | Resignation | Withdraw | |
| Asian | 5 (20.8%) | 1 (9.1%) | 1 (33.3%) | 0 (0.0%) | 3 (42.9%) | 0 (0.0%) | 0 (0.0%) | 293 (3.7%) |
| Black | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 551 (6.9%) |
| White | 17 (70.8%) | 9 (81.8%) | 2 (66.7%) | 1 (100.0%) | 3 (42.9%) | 1 (100.0%) | 1 (100.0%) | 6726 (84.1%) |
| Mixed | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 166 (2.1%) |
| Other | 1 (4.2%) | 1 (9.1%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 102 (1.3%) |
| Unknown | 1 (4.2%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 1 (14.3%) | 0 (0.0%) | 0 (0.0%) | 163 (2.0%) |
| Total | 24 (100.0%) | 11 (100.0%) | 3 (100.0%) | 1 (100.0%) | 7 (100.0%) | 1 (100.0%) | 1 (100.0%) | 8001 (100.0%) |

| Harrassment & Bullying | | | | | | | | |
|------------------------|------------------------|--------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------------------------|
| Disability | 31/03/2018 24 Cases | Sanction/Outcome | | | | | | 31/03/2018 Headcount Comparison |
| | | Not Upheld | Partially Upheld | Fully Upheld | Resolved Informal | Resignation | Withdraw | |
| Unknown | 1 (4.2%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 1 (14.3%) | 0 (0.0%) | 0 (0.0%) | 291 (3.6%) |
| Not Disabled | 18 (75.0%) | 9 (81.8%) | 3 (100.0%) | 1 (100.0%) | 4 (57.1%) | 0 (0.0%) | 1 (100.0%) | 7203 (90.0%) |
| Disabled | 5 (20.8%) | 2 (18.2%) | 0 (0.0%) | 0 (0.0%) | 2 (28.6%) | 1 (100.0%) | 0 (0.0%) | 507 (6.3%) |
| Total | 24 (100.0%) | 11 (100.0%) | 3 (100.0%) | 1 (100.0%) | 7 (100.0%) | 1 (100.0%) | 1 (100.0%) | 8001 (100.0%) |

| Harrassment & Bullying | | | | | | | | |
|------------------------|------------------------|--------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------------------------|
| Sex | 31/03/2018 24 Cases | Sanction/Outcome | | | | | | 31/03/2018 Headcount Comparison |
| | | Not Upheld | Partially Upheld | Fully Upheld | Resolved Informal | Resignation | Withdraw | |
| Male | 5 (20.8%) | 2 (18.2%) | 1 (33.3%) | 0 (0.0%) | 2 (28.6%) | 0 (0.0%) | 0 (0.0%) | 2635 (32.9%) |
| Female | 19 (79.2%) | 9 (81.8%) | 2 (66.7%) | 1 (100.0%) | 5 (71.4%) | 1 (100.0%) | 1 (100.0%) | 5366 (67.1%) |
| Total | 24 (100.0%) | 11 (100.0%) | 3 (100.0%) | 1 (100.0%) | 7 (100.0%) | 1 (100.0%) | 1 (100.0%) | 8001 (100.0%) |

| Harrassment & Bullying | | | | | | | | |
|------------------------|------------------------|--------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------------------------|
| Age | 31/03/2018 24 Cases | Sanction/Outcome | | | | | | 31/03/2018 Headcount Comparison |
| | | Not Upheld | Partially Upheld | Fully Upheld | Resolved Informal | Resignation | Withdraw | |
| Under 25 | 1 (4.2%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 1 (14.3%) | 0 (0.0%) | 0 (0.0%) | 413 (5.2%) |
| 25 to 59 | 19 (79.2%) | 8 (72.7%) | 2 (66.7%) | 1 (100.0%) | 6 (85.7%) | 1 (100.0%) | 1 (100.0%) | 6469 (80.9%) |
| 60 & Over | 4 (16.7%) | 3 (27.3%) | 1 (33.3%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 1119 (14.0%) |
| Total | 24 (100.0%) | 11 (100.0%) | 3 (100.0%) | 1 (100.0%) | 7 (100.0%) | 1 (100.0%) | 1 (100.0%) | 8001 (100.0%) |

| Harrassment & Bullying | | | | | | | | |
|------------------------|------------------------|--------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------------------------|
| Sexual Orientation | 31/03/2018 24 Cases | Sanction/Outcome | | | | | | 31/03/2018 Headcount Comparison |
| | | Not Upheld | Partially Upheld | Fully Upheld | Resolved Informal | Resignation | Withdraw | |
| Heterosexual | 17 (70.8%) | 8 (72.7%) | 2 (66.7%) | 0 (0.0%) | 5 (71.4%) | 1 (100.0%) | 1 (100.0%) | 5009 (62.6%) |
| Non Heterosexual | 1 (4.2%) | 1 (9.1%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 141 (1.8%) |
| Unknown | 6 (25.0%) | 2 (18.2%) | 1 (33.3%) | 1 (100.0%) | 2 (28.6%) | 0 (0.0%) | 0 (0.0%) | 2851 (35.6%) |
| Total | 24 (100.0%) | 11 (100.0%) | 3 (100.0%) | 1 (100.0%) | 7 (100.0%) | 1 (100.0%) | 1 (100.0%) | 8001 (100.0%) |

| Harrassment & Bullying | | | | | | | | |
|------------------------|------------------------|--------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------------------------|
| Religion | 31/03/2018 24 Cases | Sanction/Outcome | | | | | | 31/03/2018 Headcount Comparison |
| | | Not Upheld | Partially Upheld | Fully Upheld | Resolved Informal | Resignation | Withdraw | |
| Christian | 12 (50.0%) | 5 (45.5%) | 1 (33.3%) | 1 (100.0%) | 3 (42.9%) | 1 (100.0%) | 1 (100.0%) | 4266 (53.3%) |
| Non Christian | 5 (20.8%) | 2 (18.2%) | 1 (33.3%) | 0 (0.0%) | 2 (28.6%) | 0 (0.0%) | 0 (0.0%) | 550 (6.9%) |
| None | 5 (20.8%) | 3 (27.3%) | 1 (33.3%) | 0 (0.0%) | 1 (14.3%) | 0 (0.0%) | 0 (0.0%) | 2680 (33.5%) |
| Unknown | 2 (8.3%) | 1 (9.1%) | 0 (0.0%) | 0 (0.0%) | 1 (14.3%) | 0 (0.0%) | 0 (0.0%) | 505 (6.3%) |
| Total | 24 (100.0%) | 11 (100.0%) | 3 (100.0%) | 1 (100.0%) | 7 (100.0%) | 1 (100.0%) | 1 (100.0%) | 8001 (100.0%) |

| Harrassment & Bullying | | | | | | | | |
|------------------------|------------------------|--------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------------------------|
| Caring Responsibility | 31/03/2018 24 Cases | Sanction/Outcome | | | | | | 31/03/2018 Headcount Comparison |
| | | Not Upheld | Partially Upheld | Fully Upheld | Resolved Informal | Resignation | Withdraw | |
| Yes | 11 (45.8%) | 6 (54.5%) | 1 (33.3%) | 0 (0.0%) | 2 (28.6%) | 1 (100.0%) | 1 (100.0%) | 2628 (32.8%) |
| No | 12 (50.0%) | 5 (45.5%) | 2 (66.7%) | 1 (100.0%) | 4 (57.1%) | 0 (0.0%) | 0 (0.0%) | 4895 (61.2%) |
| Unknown | 1 (4.2%) | 0 (0.0%) | 0 (0.0%) | 0 (0.0%) | 1 (14.3%) | 0 (0.0%) | 0 (0.0%) | 478 (6.0%) |
| Total | 24 (100.0%) | 11 (100.0%) | 3 (100.0%) | 1 (100.0%) | 7 (100.0%) | 1 (100.0%) | 1 (100.0%) | 8001 (100.0%) |

4.5 Employment Tribunals

- In the period April 2017 - March 2018, 4 Employment Tribunal (ET) claims were lodged and 1 ET claim was heard which was partially upheld. This was an increase from 1 claim lodged during 2016-17, and a decrease from 6 claims lodged in 2015-16. Due to the numbers being so low, it is not possible to report on the details of claimants by equalities. However, monitoring does take place within the Employee Relations team to ensure there are no patterns or evidence of unfair treatment.

4.5 The Council takes the importance of training our managers on how to manage people with dignity and respect, in line with the Equality Act, very seriously and to this end we offer several training options for managers to either attend in person or carry out online. However, it is important to note that the number of grievance and ET claims received by the Council does not represent actual discrimination, rather it represents a perception of such taking place. The Council rigorously investigates any such claims and the evidence shows that all claims bar two have not been upheld once a thorough investigation has established the facts.

SECTION FIVE: RECRUITMENT PROCESS

5.1 Equalities data and changes to the recruitment process

During the year 2017-18 changes have been made to the recruitment process to make the application process quicker and easier, particularly when recruiting into hard to fill posts. This change has enabled these posts to be filled more successfully, however the change has had an impact on the equalities data that is gathered at the application stage as CVs are used in place of the full application form and equalities monitoring questionnaire.

The equalities monitoring questionnaire allows applicants to choose not to declare some or all of their equalities information, which also impacts upon the overall proportion of unknown equalities information among applicants progressing through the recruitment process.

The increase in unknown equalities data in the recruitment process has been acknowledged as a gap and therefore further analysis has not been undertaken. This issue will be explored further in 2018/19 and measures implemented to mitigate the impact, and alternative ways to present the data will be explored.

On appointment to the organisation, equalities information is captured more robustly, hence a smaller number of new starters with unknown equalities information (see Section Two: Workforce Profile).

SECTION SIX: RECRUITMENT AND RETENTION – STARTERS AND LEAVERS

6.1 Overview

- In total there were 1,218 starters and 1,196 leavers for the period April 2017 to March 2018. When comparing to the 2016-17 data, this represents a 1.3% decrease in starters and 4.4% decrease in leavers.

6.2 Ethnicity

- As displayed in figures 24 and 25, the highest percentage of starters (78.9%) and leavers (77.1%) come from a white background, which is to be expected as white staff make up 84.1% of the workforce.
- Employees from a BAME background account for 20.0% (244) of total starters and 18.2% (218) of total leavers resulting in an overall increase in the percentage of BAME employees in the organisation.

Figure 24 – Council Departments excluding Schools

| Ethnicity | 31/03/16 | | 31/03/17 | | | 31/03/18 | | |
|--------------|--------------|-------|--------------|-------|---|--------------|-------|---|
| | Starters | % | Starters | % | | Starters | % | |
| A - Asian | 81 | 6.1% | 60 | 4.9% | ↓ | 51 | 4.2% | ↓ |
| B - Black | 117 | 8.8% | 147 | 11.9% | ↑ | 130 | 10.7% | ↓ |
| C - White | 1,068 | 79.9% | 955 | 77.4% | ↓ | 961 | 78.9% | ↓ |
| D - Mixed | 38 | 2.8% | 40 | 3.2% | ↑ | 44 | 3.6% | ↑ |
| E - Other | 17 | 1.3% | 22 | 1.8% | ↑ | 19 | 1.6% | ↓ |
| F - Unknown | 15 | 1.1% | 10 | 0.8% | ↓ | 13 | 1.1% | ↑ |
| Total | 1,336 | | 1,234 | | | 1,218 | | |

| Ethnicity | 31/03/16 | | 31/03/17 | | | 31/03/18 | | |
|--------------|--------------|-------|--------------|-------|---|--------------|-------|---|
| | Starters | % | Starters | % | | Starters | % | |
| BAME | 253 | 19.0% | 269 | 21.8% | ↑ | 244 | 20.0% | ↓ |
| White | 1,068 | 79.9% | 955 | 77.4% | ↓ | 961 | 78.9% | ↑ |
| Unknown | 15 | 1.1% | 10 | 0.8% | ↓ | 13 | 1.1% | ↑ |
| Total | 1,336 | | 1,234 | | | 1,218 | | |

Figure 25 – Council Departments excluding Schools

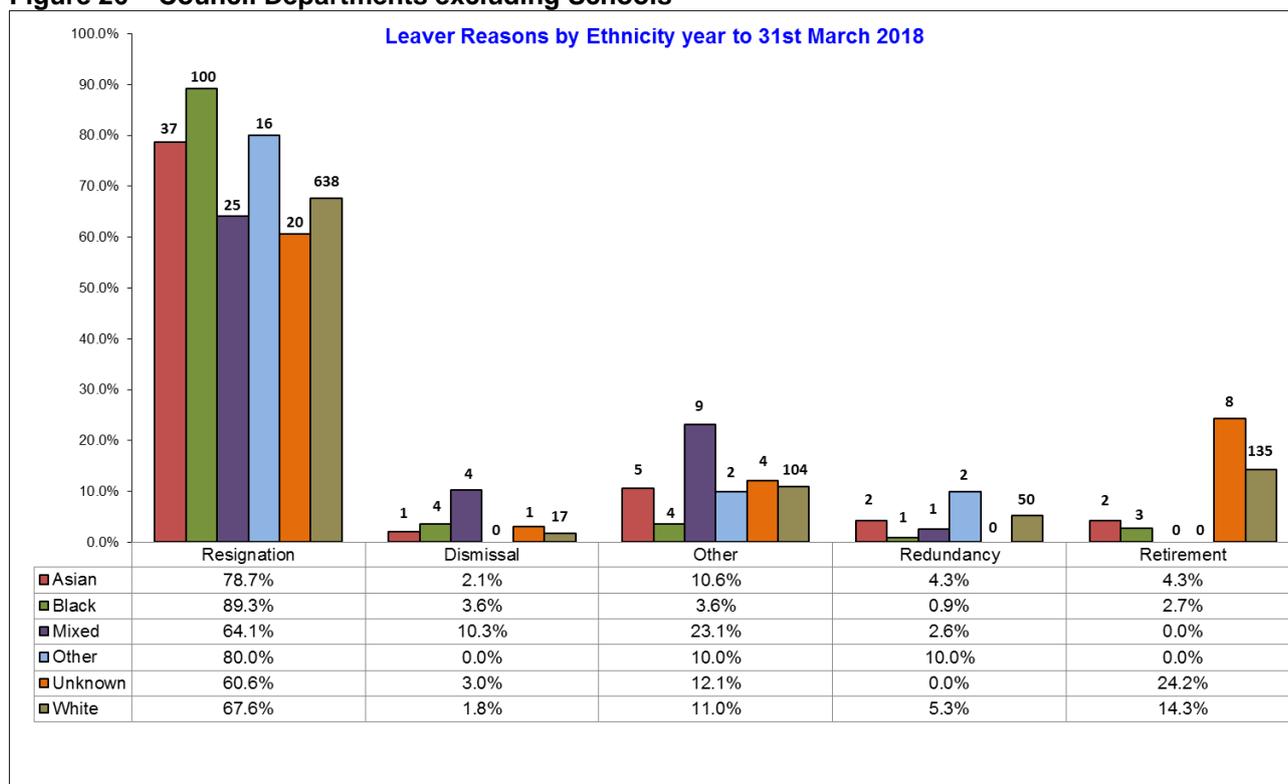
| Ethnicity | 31/03/16 | | 31/03/17 | | | 31/03/18 | | |
|--------------|--------------|-------|--------------|-------|---|--------------|-------|---|
| | Leavers | % | Leavers | % | | Leavers | % | |
| A - Asian | 48 | 3.6% | 54 | 4.3% | ↑ | 47 | 3.9% | ↓ |
| B - Black | 110 | 8.3% | 105 | 8.4% | ↑ | 112 | 9.4% | ↑ |
| C - White | 1,054 | 79.8% | 997 | 79.9% | ↑ | 944 | 77.1% | ↓ |
| D - Mixed | 28 | 2.1% | 21 | 1.7% | ↓ | 39 | 3.3% | ↑ |
| E - Other | 18 | 1.4% | 27 | 2.2% | ↑ | 20 | 1.7% | ↓ |
| F - Unknown | 63 | 4.8% | 44 | 3.5% | ↓ | 34 | 2.8% | ↓ |
| Total | 1,321 | | 1,248 | | | 1,196 | | |

| Ethnicity | 31/03/16 | | 31/03/17 | | | 31/03/18 | | |
|--------------|--------------|-------|--------------|-------|---|--------------|-------|---|
| | Leavers | % | Leavers | % | | Leavers | % | |
| BAME | 204 | 15.4% | 207 | 16.6% | ↑ | 218 | 18.2% | ↑ |
| White | 1,054 | 79.8% | 997 | 79.9% | ↑ | 944 | 78.9% | ↓ |
| Unknown | 63 | 4.8% | 44 | 3.5% | ↓ | 34 | 2.8% | ↓ |
| Total | 1,321 | | 1,248 | | | 1,196 | | |

6.2.1 Ethnicity and reason for leaving

- Figure 26 below shows the leaver reasons broken down by ethnicity. The main reason for leaving is resignation for all ethnic groups. However, the mixed group have a lower percentage of resignations (64.1%) and higher percentage of dismissal (10.3%) and 'other' (23.1%) reasons for leaving than the proportion for all other ethnic groups.
- Analysis of the dismissals among the mixed group indicates that there is no pattern or trend as they are all for different reasons and within different services/locations. The 'other' reasons for leaving include 1 death in service and the ending of 8 fixed term contracts across a variety of departments and roles, including 4 seasonal roles. This analysis leads to the conclusion that there has been no detrimental treatment of this mixed ethnicity group.

Figure 26 – Council Departments excluding Schools



6.3 Disability

- 6.3% of the workforce has declared a disability (Figure 3). Starters declaring a disability has increased from 3.9% (48) in 2016-17 to 5.1% (62) in 2017-18, while leavers declaring a disability increased slightly from 5.8% to 6.0% (figure 27 and 28)

- This is an area that we will monitor and take measures to improve. Work has already begun to improve the support and resources available for managers who manage employees with a disability, including a review of the reasonable adjustments process.

Figure 27 – Council Departments excluding Schools

| Disability | 31/03/16 | | 31/03/17 | | | 31/03/18 | | |
|--------------|--------------|-------|--------------|-------|---|--------------|-------|---|
| | Starters | % | Starters | % | | Starters | % | |
| Not Disabled | 1,257 | 94.1% | 1,170 | 94.8% | ↑ | 1,124 | 92.3% | ↓ |
| Disabled | 58 | 4.3% | 48 | 3.9% | ↓ | 62 | 5.1% | ↑ |
| Unknown | 21 | 1.6% | 16 | 1.3% | ↓ | 32 | 2.6% | ↑ |
| Total | 1,336 | | 1,234 | | | 1,218 | | |

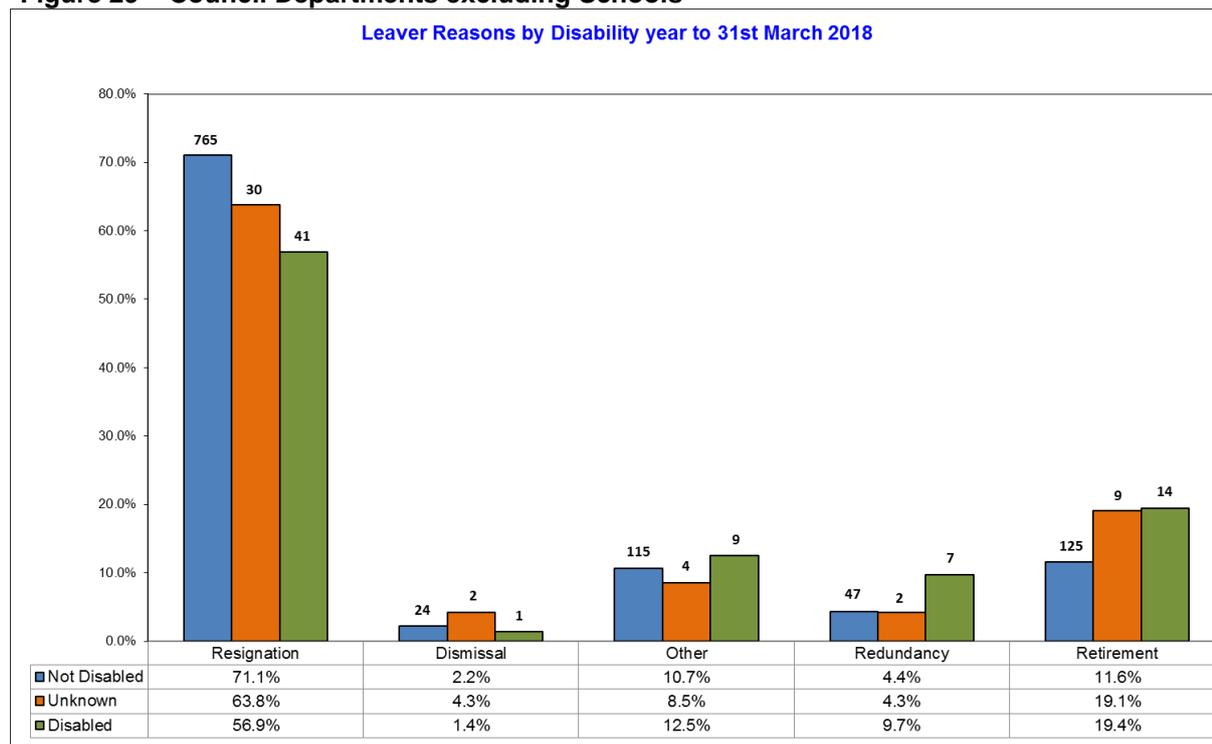
Figure 28 – Council Departments excluding Schools

| Disability | 31/03/16 | | 31/03/17 | | | 31/03/18 | | |
|--------------|--------------|-------|--------------|-------|---|--------------|-------|---|
| | Leavers | % | Leavers | % | | Leavers | % | |
| Not Disabled | 1,139 | 86.2% | 1,115 | 89.3% | ↑ | 1,076 | 90.0% | ↑ |
| Disabled | 93 | 7.0% | 73 | 5.8% | ↓ | 72 | 6.0% | ↑ |
| Unknown | 89 | 6.7% | 60 | 4.8% | ↓ | 48 | 4.0% | ↓ |
| Total | 1,321 | | 1,248 | | | 1,196 | | |

6.3.1 Disability and reason for leaving

- Figure 29 below shows the leaver reasons broken down by disability. The main reason for leaving is resignation for those who have a disability, are not disabled or are unknown. However, the disabled group have a lower percentage of resignations (56.9%) and higher percentage of redundancy (9.7%), 'other' (12.5%) and retirement (19.4%) reasons for leaving than the proportion for non-disabled and unknown groups.
- Analysis of the data reveals that 5 of the 7 redundancies were voluntary and all redundancies were part of restructure programmes across different departments/services. The 'other' reasons for leaving were due to 3 deaths in service; and the ending of 6 fixed term contracts across a variety of roles including 3 seasonal roles. Of those leaving due to retirement, 3 were due to ill health retirement related to their disability and 11 were voluntary retirements. This analysis leads to the conclusion that there has been no detrimental treatment of this group.

Figure 29 – Council Departments excluding Schools



6.4 Sex

- The sex breakdown remains very similar for both starters and leavers with females making up the majority of both groups. This is consistent with the workforce profile where females make up 67.1% of the workforce and males 32.9%.

Figure 30 – Council Departments excluding Schools

| Sex | 31/03/16 | | 31/03/17 | | 31/03/18 | | |
|--------------|--------------|-------|--------------|-------|----------|--------------|-------|
| | Starters | % | Starters | % | | Starters | % |
| Male | 386 | 28.9% | 369 | 29.9% | ↑ | 399 | 32.8% |
| Female | 950 | 71.1% | 865 | 70.1% | ↓ | 819 | 67.2% |
| Total | 1,336 | | 1,234 | | | 1,218 | |

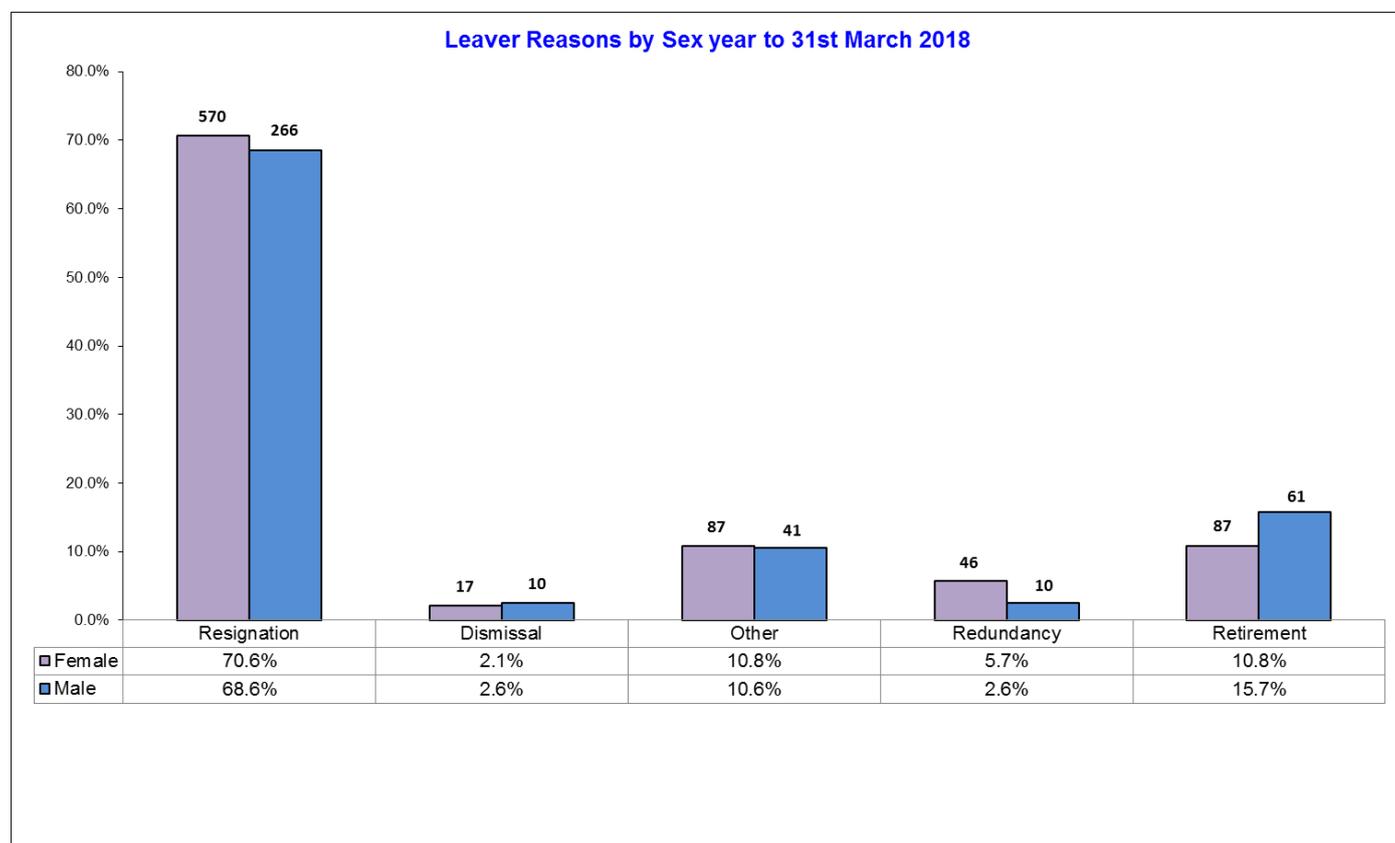
Figure 31 – Council Departments excluding Schools

| Sex | 31/03/16 | | 31/03/17 | | 31/03/18 | | |
|--------------|--------------|-------|--------------|-------|----------|--------------|-------|
| | Leavers | % | Leavers | % | | Leavers | % |
| Male | 394 | 29.8% | 402 | 32.2% | ↑ | 388 | 32.4% |
| Female | 927 | 70.2% | 846 | 67.8% | ↓ | 808 | 67.6% |
| Total | 1,321 | | 1,248 | | | 1,196 | |

6.4.1 Sex and reason for leaving

- Reasons for leaving are shown in the chart below. Across resignations, dismissals, and other reasons for leaving the figures are proportionate to the workforce profile sex breakdown. There are a higher proportion of females leaving due to redundancy, and a higher proportion of males leaving due to retirement.

Figure 31a – Council Departments excluding Schools



6.5 Age

- The charts below show that despite there being a small reduction in under 25 starters and in under 25 leavers, we are still recruiting more young people than we are losing.
- The number of 60 and over starters has increased more rapidly than the leavers, which contributes to the overall increase in the 60+ population at HCC.
- Employees aged between 25-59, and in particular 40-59, remain the dominant age groups within the organisation.

Figure 32 – Council Departments excluding Schools

| Age | 31/03/16 | | 31/03/17 | | 31/03/18 | | | |
|--------------|--------------|--------|--------------|--------|----------|--------------|--------|---|
| | Starters | % | Starters | % | Starters | % | | |
| Under 25 | 248 | 18.6 % | 247 | 20.0 % | ↑ | 232 | 19.0 % | ↓ |
| 25 - 59 | 1,007 | 75.4 % | 922 | 74.7 % | ↓ | 901 | 74.0 % | ↓ |
| 60 & Over | 81 | 6.1 % | 65 | 5.3 % | ↓ | 85 | 7.0 % | ↑ |
| Total | 1,336 | | 1,234 | | | 1,218 | | |

Figure 33 – Council Departments excluding Schools

| Age | 31/03/16 | | 31/03/17 | | | 31/03/18 | | |
|--------------|--------------|--------|--------------|--------|---|--------------|-------|---|
| | Leavers | % | Leavers | % | | Leavers | % | |
| Under 25 | 112 | 8.5 % | 136 | 10.9 % | ↑ | 138 | 11.5% | ↑ |
| 25 - 59 | 947 | 71.7 % | 890 | 71.3 % | ↓ | 842 | 70.4% | ↓ |
| 60 & Over | 262 | 19.8 % | 222 | 17.8 % | ↓ | 216 | 18.1% | ↑ |
| Total | 1,321 | | 1,248 | | | 1,196 | | |

6.6 Sexual Orientation

- Non-heterosexual starters have increased from 2.4% in 2016-17 to 4.2% in 2017-18, contributing to the increased workforce profile from 1.4% to 1.8%.
- Non-heterosexual leavers have increased from 1.8% to 2.3%, however this is balanced out by a higher proportion of starters.

Figure 34 – Council Departments excluding Schools

| Sexual Orientation | 31/03/16 | | 31/03/17 | | | 31/03/18 | | |
|--------------------|--------------|-------|--------------|-------|---|--------------|-------|---|
| | Starters | % | Starters | % | | Starters | % | |
| Heterosexual | 1,173 | 87.8% | 1,096 | 88.8% | ↑ | 1,044 | 85.7% | ↓ |
| Non Heterosexual | 31 | 2.3% | 29 | 2.4% | ↑ | 51 | 4.2% | ↑ |
| Unknown | 132 | 9.9% | 109 | 8.8% | ↓ | 123 | 10.1% | ↑ |
| Total | 1,336 | | 1,234 | | | 1,218 | | |

Figure 35 – Council Departments excluding Schools

| Sexual Orientation | 31/03/16 | | 31/03/17 | | | 31/03/18 | | |
|--------------------|--------------|-------|--------------|-------|---|--------------|-------|---|
| | Leavers | % | Leavers | % | | Leavers | % | |
| Heterosexual | 792 | 60.0% | 797 | 63.9% | ↑ | 853 | 71.3% | ↑ |
| Non Heterosexual | 15 | 1.1% | 22 | 1.8% | ↑ | 27 | 2.3% | ↑ |
| Unknown | 514 | 38.9% | 429 | 34.4% | ↓ | 316 | 26.4% | ↓ |
| Total | 1,321 | | 1,248 | | | 1,196 | | |

6.7 Religion and Belief

- The religion with the highest percentage for starters and leavers remains Christian, representing 46.1% of starters and 52.4% of leavers. Closely following this is a group who have identified that they have no religion. There are more starters identifying they have no religion than leavers (43.3% and 32.2% respectively).
- Religious beliefs other than Christian accounted for 7.7% of starters, which is a fall from 2017, however the increase in the no religion group accounts for the change.
- The proportion of starters from Hindu, Sikh and Buddhist faiths increased during the period, and the proportion of leavers from Sikh and Buddhist faiths also increased.

Figure 36a – Council Departments excluding Schools

| Religion | 31/03/16 | | 31/03/17 | | | 31/03/18 | | |
|--------------|--------------|-------|--------------|-------|---|--------------|-------|---|
| | Starters | % | Starters | % | | Starters | % | |
| Christian | 639 | 47.8% | 593 | 48.1% | ↑ | 562 | 46.1% | ↓ |
| Other | 46 | 3.4% | 50 | 4.1% | ↑ | 34 | 2.8% | ↓ |
| Muslim | 33 | 2.5% | 32 | 2.6% | ↑ | 26 | 2.1% | ↓ |
| Jewish | 14 | 1.0% | 9 | 0.7% | ↓ | 5 | 0.4% | ↓ |
| Hindu | 25 | 1.9% | 12 | 1.0% | ↓ | 14 | 1.1% | ↑ |
| Sikh | 9 | 0.7% | 6 | 0.5% | ↓ | 7 | 0.6% | ↑ |
| Buddhist | 6 | 0.4% | 4 | 0.3% | ↓ | 8 | 0.7% | ↑ |
| None | 528 | 39.5% | 494 | 40.0% | ↑ | 528 | 43.3% | ↑ |
| Unknown | 36 | 2.7% | 34 | 2.8% | ↑ | 34 | 2.8% | - |
| Total | 1,336 | | 1,234 | | | 1,218 | | |

Figure 36b – Council Departments excluding Schools

| Religion | 31/03/16 | | 31/03/17 | | | 31/03/18 | | |
|---------------|--------------|-------|--------------|-------|---|--------------|-------|---|
| | Starters | % | Starters | % | | Starters | % | |
| Christian | 639 | 47.8% | 593 | 48.1% | ↑ | 562 | 46.1% | ↓ |
| Non Christian | 133 | 9.9% | 113 | 9.2% | ↓ | 94 | 7.7% | ↓ |
| None | 528 | 39.5% | 494 | 40.0% | ↑ | 528 | 43.3% | ↑ |
| Unknown | 36 | 2.7% | 34 | 2.8% | ↑ | 34 | 2.8% | - |
| Total | 1,336 | | 1,234 | | | 1,218 | | |

Figure 37a – Council Departments excluding Schools

| Religion | 31/03/16 | | 31/03/17 | | | 31/03/18 | | |
|--------------|--------------|-------|--------------|-------|---|--------------|-------|---|
| | Leavers | % | Leavers | % | | Leavers | % | |
| Christian | 707 | 53.5% | 615 | 49.3% | ↓ | 627 | 52.4% | ↑ |
| Other | 35 | 2.6% | 47 | 3.8% | ↑ | 43 | 3.6% | ↓ |
| Muslim | 28 | 2.1% | 27 | 2.2% | ↑ | 25 | 2.1% | ↓ |
| Jewish | 9 | 0.7% | 13 | 1.0% | ↑ | 7 | 0.6% | ↓ |
| Hindu | 17 | 1.3% | 19 | 1.5% | ↑ | 15 | 1.3% | ↓ |
| Sikh | 7 | 0.5% | 8 | 0.6% | ↑ | 9 | 0.8% | ↑ |
| Buddhist | 3 | 0.2% | 2 | 0.2% | - | 8 | 0.7% | ↑ |
| None | 399 | 30.2% | 423 | 33.9% | ↑ | 385 | 32.2% | ↓ |
| Unknown | 116 | 8.8% | 94 | 7.5% | ↓ | 77 | 6.4% | ↓ |
| Total | 1,321 | | 1,248 | | | 1,196 | | |

Figure 37b – Council Departments excluding Schools

| Religion | 31/03/16 | | 31/03/17 | | | 31/03/18 | | |
|---------------|--------------|-------|--------------|-------|---|--------------|-------|---|
| | Leavers | % | Leavers | % | | Leavers | % | |
| Christian | 707 | 53.5% | 615 | 49.3% | ↓ | 627 | 52.4% | ↑ |
| Non Christian | 99 | 7.4% | 116 | 9.3% | ↑ | 107 | 8.9% | ↓ |
| None | 399 | 30.2% | 423 | 33.9% | ↑ | 385 | 32.2% | ↓ |
| Unknown | 116 | 8.8% | 94 | 7.5% | ↓ | 77 | 6.4% | ↓ |
| Total | 1,321 | | 1,248 | | | 1,196 | | |

6.8 Caring and Family Responsibilities

- The tables below show that compared to 2016/17 there has been a 5.3% reduction in starters with a caring responsibility. The increase in those not declaring caring responsibilities would account for a small proportion of this increase. The figures for leavers with a caring responsibility have remained stable.
- Starters and leavers with caring responsibilities are both below the 32.8% of the Council’s workforce who have declared a caring responsibility.
- Percentages of starters and leavers with no caring responsibilities accounted for 74.2% and 66.8% respectively – both figures have risen from 2016/17 to 2017/18.

Figure 38 – Council Departments excluding Schools

| Caring Responsibility | 31/03/16 | | 31/03/17 | | | 31/03/18 | | |
|---------------------------|--------------|-------|--------------|-------|---|--------------|-------|---|
| | Starters | % | Starters | % | | Starters | % | |
| Caring Responsibility | 358 | 26.8% | 338 | 27.4% | ↑ | 269 | 22.1% | ↓ |
| Non Caring Responsibility | 953 | 71.3% | 869 | 70.4% | ↓ | 904 | 74.2% | ↑ |
| Unknown | 25 | 1.9% | 27 | 2.2% | ↑ | 45 | 3.7% | ↑ |
| Total | 1,336 | | 1,234 | | | 1,218 | | |

Figure 39 – Council Departments excluding Schools

| Caring Responsibility | 31/03/16 | | 31/03/17 | | | 31/03/18 | | |
|--------------------------|--------------|-------|--------------|-------|---|--------------|-------|---|
| | Leavers | % | Leavers | % | % | Leavers | % | % |
| Caring Responsibility | 388 | 29.4% | 344 | 27.6% | ↓ | 334 | 27.9% | ↑ |
| No Caring Responsibility | 827 | 62.6% | 815 | 65.3% | ↑ | 799 | 66.8% | ↑ |
| Unknown | 106 | 8.0% | 89 | 7.1% | ↓ | 63 | 5.3% | ↓ |
| Total | 1,321 | | 1,248 | | | 1,196 | | |

6.9 Return to work rates following Maternity leave

- 269 employees took maternity leave during the year up to 31st March 2018, of these 14.5% (39) did not return to work (see figure 40 below). This is an increase of 3.9% since last year, but the figures are similar in 2015-16.
- Resignations are the main reason for leaving – 7.1% during maternity leave and 6.7% following maternity leave. Figures for resignations following maternity leave have increased from 2016-17, but decreased from 2015-16.
- While the numbers of leavers following maternity leave are relatively small and do not pose any major concerns; we will look at ensuring that the right support is in place for those returning from maternity leave.

Figure 40 – Council Departments excluding Schools

| Maternity | 31/03/16 | | 31/03/17 | | | 31/03/18 | | |
|---------------------------------------|-----------|--------------|-----------|--------------|----------|-----------|--------------|----------|
| | Headcount | % | Headcount | % | | Headcount | % | |
| On Maternity Leave | 295 | 3.6% | 310 | 3.8% | ↑ | 269 | 3.4% | ↓ |
| Reasons for Leaving | | | | | | | | |
| Dismissals | 1 | 0.3% | 1 | 0.3% | - | 0 | 0.0% | ↓ |
| End of Temp/Fixed Term Contract | 1 | 0.3% | 1 | 0.3% | - | 1 | 0.4% | ↑ |
| Redundancy - Compulsory | 0 | 0.0% | 0 | 0.0% | - | 0 | 0.0% | - |
| Redundancy - Voluntary | 0 | 0.0% | 0 | 0.0% | - | 1 | 0.4% | ↑ |
| Resignation | 18 | 6.1% | 21 | 6.8% | ↑ | 19 | 7.1% | ↑ |
| Resignation Following Maternity Leave | 21 | 7.1% | 10 | 3.2% | ↓ | 18 | 6.7% | ↑ |
| Total Leavers | 41 | 13.9% | 33 | 10.6% | ↓ | 39 | 14.5% | ↑ |

SECTION SEVEN: CONCLUSIONS AND RECOMMENDATIONS

This section sets out the main potential issues highlighted in the report and what we will be doing to address these.

7.1 Learning & Development

- The report shows that a lower number of males are receiving training – we will liaise with Business Partners of departments with a high male workforce and ensure available training is promoted to staff
- It was highlighted that less older employees are receiving training – we will re-enforce the message of continuous development to managers via internal communications (e.g. during key parts of the Performance Management and Development (PMDS) cycle throughout the year)

7.2 Recruitment Process

- The report highlights challenges faced during 2017/18 due to an increase in ‘unknown’ equalities data, as a result of changes in the recruitment process. This issue will be explored further in 2018/19 and measures implemented to mitigate the impact, and alternative ways to present the data will be explored.

7.3 Recruitment and Retention

- It was highlighted that the number of leavers declaring a disability exceeded the number of starters declaring a disability – while this could be explained by employees acquiring a disability during their working life, we plan to further investigate the support we provide managers with when it comes to the Reasonable Adjustments process and managing employees with a disability
- The report shows that there has been an increase in the number of maternity returners leaving – although the numbers are small we plan to look at ensuring that the right support is in place for those returning from maternity leave (e.g. manager guidance, development opportunities and communicating flexible working opportunities available).