



Hertfordshire

Council Departments Workforce Equalities Profile 2019/20



Human Resources
Data Management Team



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Introduction

Background

The 2019/20 Workforce Equalities Profile explores the workforce profile of council departments (excluding schools) at Hertfordshire County Council (HCC) over the financial year 2019/20 to demonstrate our commitment to the Public Sector Equality Duty (Equality Act, 2010).

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.

Diversity and Inclusion Strategy 2020

The Hertfordshire County Council D&I Strategy has been launched. It sets out our determination to take action to ensure that our belief in equality of opportunity, diversity, and inclusion is integral to everything we do and that it informs every area of activity. The Strategy describes how we want all employees to feel they can be themselves at work and that feeling included is good for us as individuals but is also good for teams and the people and communities we serve. Our goal is to be an employer where everyone feels able to bring their whole self to work and to perform at their best.

The Strategy includes a number of priorities which relate to the workforce data presented in this report. These are shown on the following page.



D&I Strategy Priorities

Based on our workforce data we know that we need to prioritise diversity and inclusion actions to increase the number of:

- BAME employees progressing into senior posts
- Women progressing into senior posts
- Employees comfortable to share that they have a disability and for these individuals to feel supported and engaged at work
- Employees across the organisation who are aged under 25
- Employees across the organisation who feel a strong sense of belonging

We are committed to achieving this ambition over the next two years and will develop the necessary targeted action plans across the Council. However, we need the support and ideas of our staff to do this. We will therefore carry out research with those who work for the organisation to understand these issues further.

The actions from this will be embedded into our corporate and departmental action plans.



Overview

Age

Employees aged 25-49 make up 53.1% of our workforce. The proportions of under 25s (4.4%) and 60+ (14.8%) groups have remained at similar levels to 2018/19. The top 5% of earners in the council reflect the workforce profile by age, and data on learning shows that staff of all ages are accessing both face to face and e-learning. Turnover remains high among the under 25 group. We have committed in the Diversity and Inclusion Strategy 2020 to increase the number of employees across the organisation who are aged under 25.

Caring Responsibility

32% of the council departments workforce have declared a caring responsibility (of any type) and this group are well represented among the top 5% earners and those undertaking both face to face and e-learning. Their turnover is below the council departments average. For the first time this year we have also included the proportion of the workforce who have declared they care for an adult and/or a child with a disability (which may be in addition to parental responsibilities). We would consider these staff to be carers. 7.5% of the workforce fall into this category.

Disability

The proportion of staff declaring a disability has continued to increase, from 6.6% to 7.4% which is moving closer to the 2011 Census figure of 8.7% of the Hertfordshire population living with a long term health problem or disability. Disabled staff have a higher representation among the top 5% earners, and as participants in both face to face and e-learning. Their turnover is slightly higher than the council departments average. We have committed in the Diversity and Inclusion Strategy 2020 to increase the number of employees comfortable to share that they have a disability, and for these individuals to feel supported and engaged at work.





Race

The proportion of Black, Asian and Minority Ethnic (BAME) staff across council departments continues to increase, from 14.5% to 15.1%. This remains above the BAME economically active population in Hertfordshire of 12.6% (2011 Census). Turnover levels are higher than the council departments average at 17.7% but have reduced from 23% in 2018/19. Where BAME staff are overrepresented in employee relations casework further analysis has taken place and concluded that there is no pattern or trend in relation to alleged unfair treatment. BAME staff are underrepresented among the top 5% earners at 12.3%, and recognising this, we have committed in the Diversity and Inclusion Strategy 2020 to increase the number of BAME employees progressing into senior roles.

Religion/Belief

The council departments workforce is approximately half Christian at 50.7% with 41.9% of the workforce declaring they have no religion/belief. 7.4% of the workforce have identified their religion/belief as: Muslim; Jewish; Hindu; Sikh; Buddhist or Other which is broadly in line with the 2011 Census figure of 7.9%. This non-Christian group are proportionately represented among apprentices, those accessing learning, and the top 5% earners. Their turnover is slightly higher than the council departments average and the formal employee relations performance cases have been explored and no unfair treatment has been identified.

Sex

The workforce profile in relation to sex remains similar to 2018/19 at 67.8% female and 32.2% male. At the present time, only these binary categories are recorded. Women represent 63.4% of the top 5% earners and we have committed in the Diversity and Inclusion Strategy 2020 to increase the number of women progressing into senior posts. The gender split in apprenticeships is equal to the workforce representation, and women are participating in greater proportions than men in face to face and e-learning.

Sexual Orientation

The proportion of staff who have reported they are either: Asexual; Bisexual; Gay man; Gay woman; Pansexual (collectively grouped as non-Heterosexual) has increased from 2.1% of the workforce to 2.3%. ONS statistics (2018) report 2.2% of the UK population as lesbian, gay or bisexual with a further 0.6% as other. The proportion of council departments staff who have not disclosed their sexuality has reduced from 32.5% to 27.6%. The non-Heterosexual group are underrepresented in the top 5% earners, however with a significant proportion of staff not disclosing their sexuality these figures may be skewed. Learning activities including apprenticeships are equally accessed by this group and there were no formal employee relations cases completed during 2019/20. Turnover is higher among the non-Heterosexual group.



Guide to reading the following data

All data relates to the financial year 2019/20 for council departments (excluding schools). Where data at a point in time is used it is at 31.03.2020. Comparisons are shown with the previous year's figures.

Workforce Representation

These percentages show the proportion of the workforce by protected characteristic.

Top 5% Earners

These percentages show the proportion of staff from the group(s) who are among the top 5% earners in council departments. The figures are based on full time equivalent salaries and include 505 staff earning £48,531 pa or more. Please note that last year these calculations were based on actual salary.

Apprentices

These percentages show the breakdown of staff on apprenticeships at 31.03.20, by protected characteristic.

Face-to-Face Learning

These percentages show the proportion of delegates recorded as attending face to face learning across all council departments, by protected characteristic.

E-Learning

These percentages show the proportion of staff who have accessed e-learning at least once during 2019/20.

2018 Staff Survey

These percentages show the positive responses (agree or strongly agree) to the question 'I feel a strong sense of belonging to this organisation'. The 2018 staff survey was the most recent all-staff engagement survey conducted and it received a 53% response rate. Comparisons shown are to the previous, 2016 survey.

Turnover

These percentages show turnover by protected characteristic as at 31.03.20. A total turnover figure is shown which combines voluntary (resignations, retirement, voluntary redundancy) and compulsory (ending of fixed term contracts, dismissal, death in service, compulsory redundancy, ill health retirement, TUPE) turnover. The council departments turnover comparison is 14.4%.

Recruitment

Key figures have been used to highlight the external recruitment process in this period. During 2019/20 there were 19,141 applications made by candidates with a wide range of protected characteristics. The application, interview/assessment and offered stages have been reviewed.

Employee Relations

Percentages and case numbers are shown for Disciplinary, Grievance and Performance formal cases that were completed to a final outcome during 2019/20. In the period there were 57 Disciplinary cases resulting in 2 dismissals, 24 Grievance cases of which 4 were upheld, 15 Performance cases resulting in 0 dismissals. Cases were reviewed by protected characteristic and it was concluded that there was no pattern or trend to suggest any unfair treatment.

Age

Workforce Representation

Under 25	4.4%	↓	from 4.5%
25-49	53.1%	↑	from 52.6%
50-59	27.7%	↑	from 28.2%
60+	14.8%	↓	from 14.7%

Top 5% Earners

Under 25	0%		no change
25-49	47.7%	↑	from 46.1%
50-59	37.4%	↓	from 40.6%
60+	14.9%	↑	from 13.4%

Apprentices

Under 25	20.6%	↓	from 36%
25-49	67.0%	↑	from 59.3%
50-59	11.2%	↑	from 4.7%
60+	1.1%	↑	from 0%

Face-to-face Learning

Under 25	5.1%	↓	from 5.3%
25-49	53.3%	↓	from 54.5%
50-59	29.9%	↑	from 28.9%
60+	12.4%	↑	from 11.2%

E-Learning

Under 25	4.7%
25-49	51.8%
50-59	28.8%
60+	14.2%

2018 Staff Survey

'I feel a strong sense of belonging to this organisation'

Under 30	63%
30-49	62%
50-59	60%
60+	63%

Turnover

Under 25	44.5%	↑	from 43.1%
25-49	12.7%	↓	from 14.8%
50-59	10.2%	↓	from 13.3%
60+	19.0%	↑	from 18.2%

Recruitment

In 2019/20 we attracted candidates of all ages applying for our roles – from Under 25s to age 60+

Employee Relations

	U25	25-49	50-59	60+
Disciplinary	3.5% (2)	54.4(31)	26.3(15)	15.8(9)
Grievance	4.2% (1)	41.7(10)	45.8(11)	8.3(2)
Performance	0% (0)	46.7(7)	25.0(6)	8.3(2)

Disability

Workforce Representation

7.4 % of staff have declared a disability ↑ from 6.6 %

Top 5% Earners

9.7 % ↑ from 7.6 %

Apprentices

5.6 % ↓ from 8.1 %

NB there are 8 more apprentices with disabilities than 2018/2019

Face-to-face Learning

8.6 % ↑ from 7.7 %

E-Learning

8.3 % of e-learning accessed by staff with a disability

2018 Staff Survey

'I feel a strong sense of belonging to this organisation'

58 % ↑ from 51 %

Turnover

14.7 % ↓ from 17.0 %

Recruitment

In 2019/20 a higher proportion of disabled applicants than non-disabled applicants were interviewed, due to our 'Disability Confident' approach and accreditation. We will continue to monitor the success of this approach

Employee Relations

Disciplinary	3.5 % (2) cases
Grievance	12.5 % (3) cases
Performance	20 % (3) cases

Race

Workforce Representation

15.1 % are BAME ↑ from 14.5 %

Top 5% Earners

12.3 % are BAME ↑ from 12.1 %

Apprentices

19.5 % are BAME ↓ from 19.8 %

Face-to-face Learning

19.2 % ↑ from 19.0 %

E-Learning

16.3 % e-learning accessed
by BAME staff

2018 Staff Survey

'I feel a strong sense of belonging
to this organisation'

69 % ↑ from 61 %

Turnover

17.7 % ↓ from 23 %

Recruitment

In 2019/20 a third of our applicants
were from BAME backgrounds

Employee Relations

Disciplinary	21 % (12) cases
Grievance	25 % (6) cases
Performance	20 % (3) cases

Religion/Belief

Workforce Representation

7.4 % have a religion/ belief that is not Christian (non-Christian)
↑ from 7.3 %
50.7 % Christian 41.9 % no religion/ belief

Top 5% Earners

8.1 % non-Christian ↑ from 6.5 %
52.7 % Christian ↑ from 52.6 %
32.3 % no religion/ belief
↓ from 33.2 %

Apprentices

7.1 % non-Christian ↑ from 5.8 %
39.7 % Christian ↑ from 39.5 %
50.2 % no religion/ belief
↓ from 51.2 %

Face-to-face Learning

7.7 % non-Christian same as 2018/19
51.3 % Christian ↓ from 53.1 %
34.2 % no religion/ belief
↑ from 33.2 %

E-Learning

7.8 % non-Christian
49.8 % Christian
42.3 % no religion/ belief

2018 Staff Survey

'I feel a strong sense of belonging to this organisation'
64 % non-Christian ↑ from 62 %

Turnover

15.3 % non-Christian ↓ from 18 %
13.9 % Christian ↓ from 15.1 %
14.4 % no religion ↓ from 17.0 %

Recruitment

In 2019/20 we attracted applications from people with a range of religions/beliefs, as well as those without one

Employee Relations

Disciplinary **3.5 %** (2) cases
Grievance **8.3 %** (2) cases
Performance **26.7 %** (4) cases

Sex

Workforce Representation

67.8 % Female ↑ from 67.4 %
32.2 % Male ↓ from 32.6 %

Top 5% Earners

63.4 % Female ↑ from 56.4 %
36.6 % Male ↓ from 43.6 %

Apprentices

67.4 % Female ↑ from 58.1 %
32.6 % Male ↓ from 41.9 %

Face-to-face Learning

79.4 % Female ↑ from 78.2 %
20.6 % Male ↓ from 21.8 %

E-Learning

73.5 % Female
26.5 % Male

2018 Staff Survey

'I feel a strong sense of belonging
to this organisation'

61 % Female ↑ from 56 %
62 % Male ↑ from 57 %

Turnover

14.4 % Female ↓ from 16.6 %
14.3 % Male ↓ from 15.7 %

Recruitment

In 2019/20 applications were two
thirds female to one third male

Employee Relations

Disciplinary	57.9 % Female 42.1 % Male
Grievance	83.3 % Female 16.7 % Male
Performance	33.3 % Female 66.7 % Male

Sexual Orientation

Workforce Representation

2.3 % non-Heterosexual ↑ from 2.1 %
68.2 % Heterosexual ↑ from 65.4 %
29.6 % Not disclosed ↓ from 32.5 %

Top 5% Earners

1.2 % non-Heterosexual
59.6 % Heterosexual
39.2 % Not disclosed

Apprentices

3.4 % non-Heterosexual ↓ from 7.0 %
83.1 % Heterosexual ↓ from 83.7 %
1.5 % Not disclosed ↓ from 9.3 %

Face-to-face Learning

2.5 % non-Heterosexual ↑ from 1.9 %
69.9 % Heterosexual ↑ from 68.5 %
27.6 % Not disclosed ↓ from 29.6 %

E-Learning

2.3 % non-Heterosexual
70 % Heterosexual
27.7 % Not disclosed

2018 Staff Survey

'I feel a strong sense of belonging to this organisation'

66 % non-Heterosexual ↑ from 60 %

Turnover

21.8 % non-Heterosexual ↑ from 20.8 %
15.3 % Heterosexual same as 2018/19
18.9 % Not disclosed ↑ from 13.3 %

Recruitment

In 2019/20 6.3% of applicants declared a non-heterosexual sexual orientation

Employee Relations

Disciplinary **0 %**
Grievance **0 %**
Performance **0 %**

Caring Responsibility

Workforce Representation

32.0% have a caring responsibility
↓ from 32.4% (child/adult/both)

7.5% care for an adult and/or child with a disability

Top 5% Earners

47.9% ↓ from 49.9%

11.5% (not reported in 2018/19)

Apprentices

26.2% ↑ from 16.3%

5.2% (not reported in 2018/19)

Face-to-face Learning

35.0% ↓ from 35.3%

8.6% (not reported in 2018/19)

E-Learning

33.5% (not reported in 2018/19)

8.8% (not reported in 2018/19)

2018 Staff Survey

Survey not broken down by caring responsibility, so not able to provide this data

Turnover

11.2% ↓ from 13.6%

11.1% (not reported in 2018/19)

Recruitment

In 2019/20 we offered an equal number of posts to applicants who have a caring responsibility, compared to those who don't

Employee Relations

Disciplinary **22.8%** (13) cases
Grievance **29.2%** (7) cases
Performance **26.7%** (4) cases
All with staff who have a caring responsibility (child/adult/both)

#making inclusion
part of our DNA

