



Hinckley & Bosworth
Borough Council

A Borough to be proud of

FORWARD TIMETABLE OF CONSULTATION AND DECISION MAKING

SCRUTINY COMMISSION 1 FEBRUARY 2018
ETHICAL GOVERNANCE & PERSONNEL COMMITTEE 14 MARCH 2018

WARDS AFFECTED: ALL WARDS

EQUALITIES MONITORING – 2016/17

Report of Director of Corporate Services

1. PURPOSE OF REPORT

- 1.1 This report presents workforce data for the period April 2016 to March 2017 (including comparison data for the financial years 2014/15 and 2015/16). The data covers an equality analysis of headcount, FTE, occupational segregation, recruitment and selection, leavers and employment relation matters. The report also sets out the mandatory gender pay gap as at 31 March 2017.

2. RECOMMENDATION

- 2.1 That members of the committee:

- Note the equalities monitoring data and the proactive measures taken to address inequalities
- Note the positive gender pay gap of 4.3% as at 31 March 2017

3. BACKGROUND TO THE REPORT

- 3.1 Under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 (SI 2017/353) there are three specific duties:

- to publish equality information;
- to publish equality objectives and
- to publish gender pay gap information.

- 3.2 The public sector equality duty relates to the following nine protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnerships

- Pregnancy and maternity
- Race
- Religion and belief
- Sex and
- Sexual orientation

3.3 In order to meet the specific duty, the Council is also required to publish sufficient information on protected characteristics, occupational segregation, grievance, disciplinary and recruitment in order to demonstrate that it is compliant with the general equality duty.

This report forms part of that evidence and will be published on the council's website.

3.4 The workforce monitoring report in Appendix 1 covers the period from April 2015 to March 2017 including an equality analysis of headcount, FTE, occupational segregation, gender pay gap information, recruitment and selection, leavers and employment relations data. This information will be used to determine if any practices, procedures, policies or work cultures unfairly discriminate against staff based upon the protected characteristics and to take action where inequalities exist.

3.5 **Workforce Profile 2016/17**

Key headline data for 2016/17 is outlined below. For more detailed comparative data for the previous two years please refer to Appendix 1.

- Headcount is **403** and has remained static over the last three years
- The workforce is split 50/50 Male and Female
- **76.2%** of our staff are **full time** of which 60% are male
- **23.8%** of our staff are **part time** of which 81% are female
- Median Age: **47**
- **15%** of the workforce are formal flexible workers, 64% are full time employees and 36% part time. Flexible workers are Grade 8 or below
- Disabled employees represent **2.5% of the workforce** - a 1% decrease over 2 years and this is less representative than the Hinckley area (7.5 % based on 2011 census)
- Ethnic Minority has increased and is currently **4.5%** - 0.9% higher than the ethnic minority population of Hinckley (3.9% according to the 2011 census)
- Religion or belief: **49.3%** employees are of Christian denomination, 24% advise no religion or belief, **1% Muslim**, **1.5% Hindu** and **3.5% other**. 20% have not disclosed their religion or belief.
- Sexual orientation: **1.7%** Gay or Lesbian
- **53** leavers (of which 67% due to resignation)

3.6 Occupational Segregation

The detailed analysis set out within Appendix 1 does identify that predominantly male employees sit within lower paid roles. This is due to manual work based at the depot and this type of work is lower paid. The council does however operate a job evaluation scheme that fairly evaluates job roles which covers all diverse job roles, from professional roles to manual work, including assessing factors such as skills, responsibility and physical requirements. At the other end of the spectrum, males are more prevalent within professional and senior roles within the authority.

3.7 Recruitment Profile 2016/17

- Ethnic Minority: **17.4%** of applications from ethnic minority; 11% of applicants interviewed were from ethnic minority; 3.8% of those appointed.
- Disability: **5.5%** of applicants declared a disability, 5.8% of applicants shortlisted had a disability; 1.9% of those appointed.
- Religion or belief: **44.5%** of applications were from Christian denomination; 6% Muslim, 3.2% Hindu and 35.4% declared No religion or belief. 41.5% of those appointed were Christian denomination, 1.9% Hindu. 45.3% has no Religion or belief.
- Age: The median age range at all stages of recruitment was 30-44 years
- Sexual Orientation: 1.3 applicants were gay or lesbian, 1.6% of those selected for interview and 2% of those appointed.

3.8 Disciplinary and Grievance 2016/17

There were no disciplinary action against ethnic minority or disabled employees; the average age of those subject to disciplinary action was 39. There were 8 grievances raised. There was with no identifiable pattern in any service area, occupation or nature of the grievance.

3.9 Return rate from maternity leave 2016/17

We had 6 employees on maternity leave last year. During that period 1 employee returned, the remaining staff are due to return in 2017/18.

3.10 Training and Development on Equalities

Employees have completed a refreshed online equality and diversity in the workplace e-learning module. The council is currently sourcing training for manual workers or for staff who do not have access to e-learning.

3.11 Mandatory Gender Pay Gap Reporting

The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 expanded the specific duties within the Equality Act 2010 to introduce the gender pay gap reporting duty for public authorities.

This is a new requirement for employers with more than 250 employees at a snapshot date of 31 March each year. Employers should publish specific figures about their gender pay gap on their own website and on the government's online reporting service, in particular:

- The mean and median gender pay gap
- The mean and median bonus
- The proportion of males and females receiving a bonus payment;
- The proportion of males and females in each quartile pay band; and
- A written statement from an appropriate senior person which confirms the accuracy of the calculations

As at 31 March 2017 the council's gender pay gap was 4.3%. The average mean hourly rate for female employees is £12.39 which is lower compared to male employees which is £12.94. This is a difference of 55 pence per hour. The calculation is set out below:

$0.55/£12.94 \times 100 =$ a gap of 4.25% (rounded up to 4.3%)

Full details are contained within the gender pay gap report (Appendix 2) and should be published no later than 31 March 2018. The pay gap reported is extremely positive given that it is significantly lower than other public sector employers which average a pay gap of 17% and the private sector which averages 21.1% (Office for National Statistics (ONS) 2017).

3.12 **Positive measures**

Disabled employees represent 2.5% of the workforce; this is below the corporate target (2.99%). The council is a 'Disability Confident Employer' and this scheme replaces the former 'two tick scheme' and is an initiative led by the DWP. By signing up to the scheme the council is showing that it is committed to increasing the number of disabled staff at the council using various recruitment methods and workplace adjustments. As a Disability Confident Employer we seek to ensure that we are:

- Actively looking to attract and recruit disabled people (we currently work with a designated disability Officer at the Job Centre)
- Providing a fully inclusive and accessible recruitment process
- Offering an interview to disabled people who meet the minimum criteria for the job
- Flexibility when assessing people so disabled job applicants have the best opportunity to demonstrate that they can do the job and
- Proactively offering and making reasonable adjustments as required

In regard to the current workforce, the low percentage could be a result of the under-reporting of staff that has a disability as this is reliant upon the employee self-declaring that they have a disability. Staff may actively report a disability at recruitment stage, however existing staff may not update their records should their medical circumstances change; this may be due to the personal or sensitive reasons. The council needs to ensure that it encourages self-declarations and that this is promoted council wide. HR will carry out a refresh of data collection of equalities information amongst current staff.

4. **EXEMPTIONS IN ACCORDANCE WITH THE ACCESS TO INFORMATION PROCEDURE RULES**

- 4.1 Report is to be taken in open session.
5. FINANCIAL IMPLICATIONS [DW]
- 5.1 None.
6. LEGAL IMPLICATIONS [AR]
- 6.1 Set out within the body of this report.
7. CORPORATE PLAN IMPLICATIONS
- 7.1 Contributes to all Corporate Aims.
8. CONSULTATION
- 8.1 Not applicable.
9. RISK IMPLICATIONS
- 9.1 It is the Council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.
- 9.2 It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.
- 9.3 The following significant risks associated with this report / decisions were identified from this assessment:
- None.
10. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS
- 10.1 Set out within the report, particularly para 3.12.
11. CORPORATE IMPLICATIONS
- 11.1 By submitting this report, the report author has taken the following into account:
- Community Safety implications
 - Environmental implications
 - ICT implications
 - Asset Management implications
 - Procurement implications
 - Human Resources implications
 - Planning implications
 - Data Protection implications
 - Voluntary Sector
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Background papers: None

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