

TITLE **Workforce Equalities Monitoring Report**

FOR CONSIDERATION BY Personnel Board – 20th September 2023

WARD Non-Specific

LEAD OFFICER Sally Halliwell – Head of HR and OD

RECOMMENDATION

That Personnel Board approves the workforce equalities monitoring report so that this can be published as required.

SUMMARY OF REPORT

In accordance with Section 149 of the Equality Act 2010 we need to ensure that we publish sufficient data to show how we meet the Public Sector Equality Duty.

The Workforce Equalities Monitoring report shows our commitment to delivering fairness and removing barriers that limit what people can do and can be. This is an annual report that falls in line with the Equality Framework which is the national measure of equality performance for local authorities which is managed by the Local Government Association.

It allows us to measure our performance against the highest possible standards. Our various internal equality groups will be responsible for providing evidence of progress and in particular we will work with the Ethnical Diverse and Neurodiverse staff network groups. This will be delivered by an annual review against the requirements including action plans to address any gaps/areas for development. Please report attached for further detail

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

	How much will it Cost	Is there sufficient funding	Revenue or Capital?
Current Financial Year (Year 1)	£0	NA	NA
Next Financial Year (Year 2)	£0	NA	NA
Following Financial Year (Year 3)	£0	NA	NA

Other financial information relevant to the Recommendation/Decision

None

Cross-Council Implications

None

Reasons for considering the report in Part 2

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List of Background Papers

Pay Policy Statement 2023

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Wokingham Borough Council

Workforce Diversity Report – July 2023

The Equality Act 2010 requires Public Bodies to publish sufficient data to show how they are meeting the requirements of the Public Sector Equality Duty – which includes workforce profile and other information.

The broad purpose of the equality duty legislation is to integrate consideration of equality and good relations into the day-to-day business of public authorities. Therefore, the Council must, in the exercise of its functions, have 'due regard' to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.
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The legislation states advancing equality of opportunity involves having due regard to the need to:

- Remove or minimise disadvantages suffered by people due to their protected characteristics.
- Take steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people.
- Encourage people with certain protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

Having due regard to the aims of the general equality duty requires the Council to have an adequate evidence base for its decision-making. Collecting and using equality information should enable it to develop a sound evidence base and to understand the impact of its proposals and decisions on people with protected characteristics.

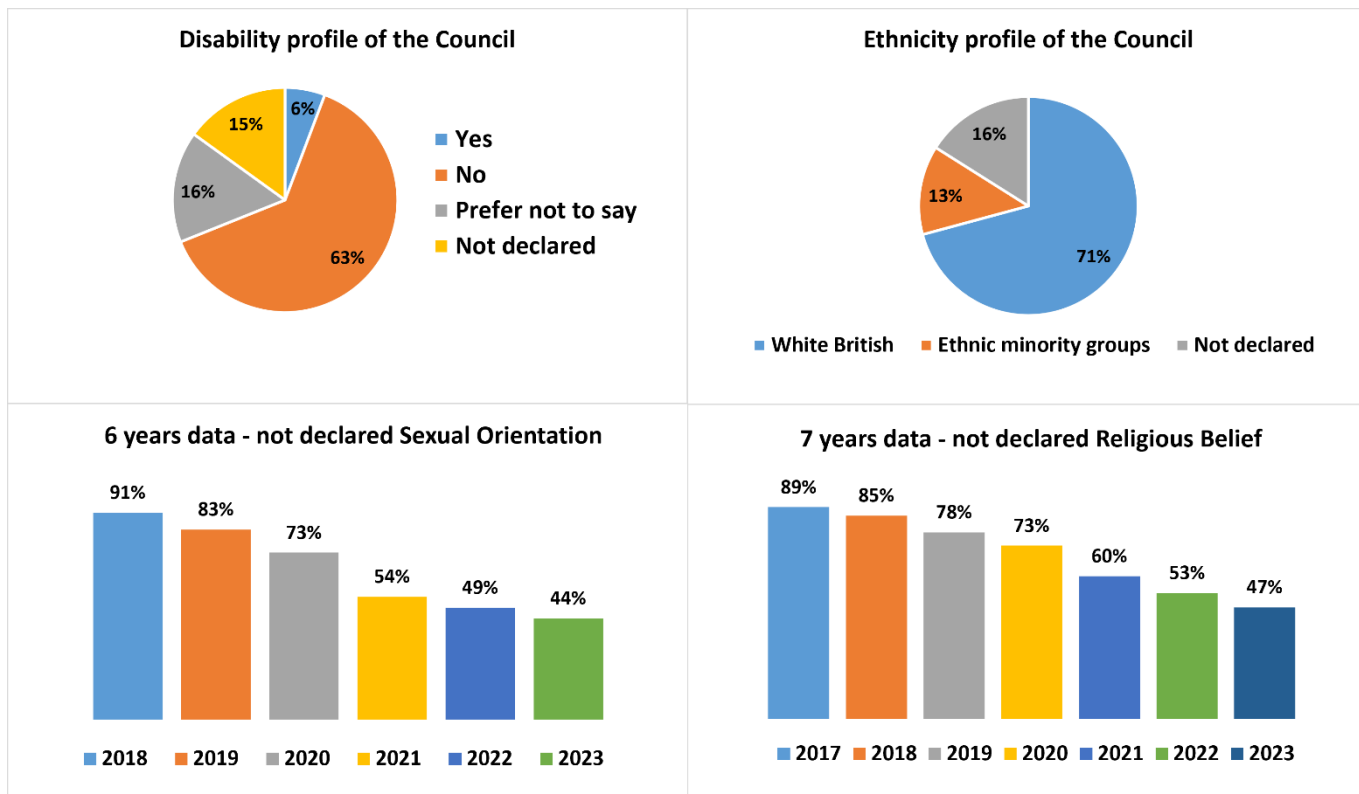
The quality of diversity data of Council staff has gradually been improving since 2017 as highlighted in the below graphs.

This information is requested as part of the recruitment process and added to the ERP system (BWO) during the new starter onboarding process. Individuals can choose not to declare information about their ethnicity or other protected characteristics.

Current employees are able to view and update their diversity information via self-service access to BWO and they are reminded to review/add any missing information annually as part of the appraisal process.

Table 1 – Current snapshot of equality data declared

The below graphics give an overall snapshot of the equality data percentages currently declared.



Analysis by protected characteristic

High level summary:

- Analysis has taken place of the workforce make-up based on various protected groups, using data from a fixed date (31 March 2023), e.g. percentage of the workforce by ethnicity, age, sexual orientation and so on; with a view to understanding if the Council's workforce truly reflects the community it serves.
- Other analysis looks at equality data based on the year up to 31 March 2023 e.g. recruitment and leavers data; with a view to understanding if there are any inherent biases towards or against any protected characteristics, suggested by the data.
- As shown by the tables above significant improvements have been made in the percentages of employees declaring their equality data over the last 5+ years.

A full analysis is provided below.

Ethnicity

Table 2 – Ethnicity breakdown of the Council vs Wokingham Borough

The below table shows the ethnicity profile of the Council, Wokingham Borough along with Council leavers and new starters.

	White British	Ethnic minority groups	Prefer not to say	Not declared
Ethnicity profile of Wokingham borough	80%	20%	N/A	0%
Ethnicity profile of the Council	71%	13%	0%	16%
Ethnicity profile of new starters	65%	34.50%	0%	0.5%
Ethnicity profile of leavers	75%	8%	0%	17%

In 2023, we can see that 0% of Council colleagues have actively selected not to disclose their ethnicity, with ethnicity unknown for 16% of employees.

In the 2021 census, 80% of WBC (Wokingham Borough Council) residents reported an ethnicity within the high-level “White British” category. Based on the 2023 workforce data the number of employees self-declaring as other than white British would need to increase by 7% to be truly representative of the population.

Table 3 – Ethnicity breakdown by salary grouping

The below table shows the ethnicity profile of the Council by salary grouping.

	Non-Ethnic Minority Group	Ethnic Minority Group	Prefer not to say	Not declared
<£20,000	0%	0%	0%	0%

£20,000 - £29,999	25%	5%	0%	5%
£30,000 - £39,999	20%	4%	0%	4%
£40,000 - £49,999	15%	3%	0%	3%
£50,000 +	11%	1%	0%	4%
Overall Total	71%	13%	0%	16%

71% of employees declared they did not belong to an ethnic minority group. 16% of employees have not declared their ethnicity, there has been a sustained improvement in this figure indicating action taken to encourage disclosure has been successful. Desktop exercise will be undertaken

Gender

Table 4 – Gender breakdown of the Council vs Wokingham Borough

The below table shows the gender profile of the Council, Wokingham Borough along with Council leavers and new starters.

	Male	Female
Gender profile of Wokingham borough	49%	51%
Gender profile of the Council	26%	74%
Gender profile of new starters	30%	70%
Gender profile of leavers	24%	76%

The borough has an equal split of men and women, whilst the Council's workforce is predominantly female at 74%. This is broadly consistent with the gender profile across local government. There is a slight increase in the percentage of female employees in the last year, rising from 73% last year to 74%.

The above data highlights that a higher proportion of men are joining as new starters than are leaving the organisation.

Table 5 – Gender breakdown by salary grouping

The below table shows the gender profile of the Council by salary grouping.

	F	M
<£20,000	0%	0%
£20,000 - £29,999	28%	6%
£30,000 - £39,999	21%	7%
£40,000 - £49,999	15%	6%
£50,000 +	10%	7%
Grand Total	74%	26%

There remains a variation in gender split based on salary. For instance, there is the highest percentage of females in the lowest salary group and one of the smallest percentages of males – this can be explained by the fact that lower paid roles more traditionally occupied by males are outsourced to external organisations.

Disability

Table 6 – Disability breakdown of the Council vs Wokingham Borough

The below table shows the disability profile of the Council, Wokingham Borough along with Council leavers and new starters.

	Yes	No	Prefer not to say	Not declared
Disability profile of Wokingham borough	13%	87%	N/A	N/A
Disability profile of the Council	6%	63%	16%	15%
Disability profile of new starters	4%	64%	0%	32%
Disability profile of leavers	5%	46%	0%	49%

In the 2021 census, 13% of WBC residents reported a disability. Current data shows 6% of employees have declared a disability whilst 16% of employees have actively opted to select the 'prefer not to say' option. This has increased from 1% in the previous report, it is worth noting that the last report highlighted that 30% of employees had not declared the information at all.

Along with improving the Councils data the Disability Confident Scheme will be explored with a view to introduce it so that the Council can ensure that it encourages potential candidates with a disability to apply for roles. Given the small number of employees that have declared a disability this characteristic is not represented by salary banding

Sexual orientation

Table 7 – sexual orientation breakdown of the Council

The below table shows the sexual orientation profile of the Council.

Bisexual	1%
Gay	0%
Heterosexual	49%
Prefer not to say	5%
Not declared	44%
Other	1%

1% of employees have declared themselves to be gay or bisexual, compared to national estimates of around 6%. 44% of employees have not declared this information, however it is worth highlighting that this figure has shown a steady reduction since 2018 when it was 91% of employees.

As above due to the small numbers of declarations this characteristic is not broken down by salary range.

Religion and belief

Table 8 – religious/belief breakdown of the Council

The below table shows the religious/belief profile of the Council.

Christian	23%
No Religion	19%
Other Religion	7%
Prefer not to say	4%
Not declared	47%

47% of employees have not declared this information, however it is worth highlighting that this figure has shown a steady reduction since 2017 when it was 89% of employees.

As above due to the small numbers of declarations this characteristic is not broken down by salary range.

Age

Table 9 – Age profile of the Council vs Wokingham Borough

The below table shows the age profile of the Council compared to the borough.

Age range	2023	Population
16-19	0.1%	4.5%
20-24	4.5%	4.6%
25-34	17.4%	11.3%
35-49	38.1%	22.3%
50-64	36.7%	19.3%
65+	3.2%	17.1%

The workforce profile remains older in comparison to the community (based on the 2021 census). Though it should of course be remembered that by definition a working population will not include anyone under 16 and fewer at the higher and lower age ranges, which means there will be proportionally more in the age groups in between.

Recruitment

An audit of recruitment activity from 1 April 2022 to 31 March 2023 has been undertaken. A summary is shown below.

Table 10 – Gender/Ethnicity/Disability profile of applicants to the Council

The below tables shows the gender profile, ethnicity profile and disability profile of people applying for jobs at the Council through the various stages of recruitment.

	Applicants		Shortlisted		Appointed	
	Total	%	Total	%	Total	%
Sex						
Female	1876	72%	993	72%	342	72%
Male	702	27%	359	27%	125	26%
Other	0	0%	0	0%	0	0%
Prefer Not to Say	20	1%	14	1%	8	2%
Not Declared	6	0%	5	0%	2	0%
Total	2604		1371		477	

	Applicants		Shortlisted		Appointed	
	Total	%	Total	%	Total	%
Ethnicity						
White British	1270	49%	801	58%	329	70%
Ethnic Minority Groups	1253	48%	518	38%	130	27%
Prefer Not to Say	75	3%	47	4%	12	3%
Not Declared	6	0%	5	0%	2	0%
Total	2604		1371		473	

	Applicants		Shortlisted		Appointed	
	Total	%	Total	%	Total	%
Disability						
Yes	133	5%	87	6%	25	5%
No	2414	93%	1256	92%	441	93%
Prefer Not to Say	51	2%	23	2%	5	2%
Not Declared	6	0%	5	0%	2	0%
Total	2604		1371		473	

This data will be produced on an annual basis in order to compare and highlight trends. Some initiatives to further improve the workforce profile for individuals with protected characteristics will be actioned the coming year these are capture in the action plan but include review of advertising methods, pilot of anonymised application forms, the exploration of the disability confident scheme.

2023/2024 Action Plan			
Subject	Action	Target	Owner
Data Collection	<p>Undertake a project to work towards improving the declaration of equality data.</p> <p>Improve employee confidence in disclosing their personal information.</p> <p>Introduce some new easy ways of collecting the data.</p> <p>Undertake benchmarking with other Local Authorities</p>	<p>85% equality data disclosed</p> <p>(Currently 69% disability, 84% ethnicity, 56% sexual orientation and 53% religious belief)</p> <p>See what we can learn from the benchmarking adopt new initiatives in consultation with CLT & Staff Networks</p>	HR & OD working with EDI team
Recruitment	<p>Review of job boards and advertising mediums used to attract candidates to ensure that they reach all minority groups</p>	<p>Extensive selection of advertising mediums available to the Council backed up with collated data on what candidates are attracted from which job board</p>	Recruitment Lead
Recruitment	<p>Review of the information provided to the Council by applicants and what information is shared with hiring managers.</p>	<p>Explore the possibility of anonymised application forms (pilot this is one area)</p>	Recruitment Lead

Recruitment	Explore the Disability Confident scheme	Introduce the scheme and train recruiting managers	Recruitment Lead
Training	Introduction of mandatory equality, diversity and inclusion training to be rolled out to all staff	90% completion	EDI Lead Learning & Development Team

Note: There will also be engagement with the staff networks and SLF's on all the above actions.

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