



WORKFORCE MONITORING REPORT

JUNE 2018

1. Introduction

- 1.1. Three Rivers District Council is committed to identify and eradicate any form of discrimination, direct or indirect, institutional or other, both in employment and in the procurement and delivery of services. This commitment is articulated in Comprehensive Equality Policy and its published equalities objectives.
- 1.2. As part of the regulations of the Public Sector Equality Duty the Council is required to publish relevant, proportionate information demonstrating our compliance with the Equality Duty. This statement details the information of Three Rivers District Council in relation to its workforce as at 31 March 2018.

2. Legislative Framework

- 2.1. Statutory duties are governed by the Public Sector Equality Duty in the Equality Act 2010 and related regulations. Under the Act, public sector organisations with over 150 employees are required to report at least annually on how their policies and practices affect staff with different “protected characteristics”.
- 2.2. Under the Equality Act there is also a general equality duty, meaning the Council must have due regards to the need to:
 - Eliminate unlawful discrimination, harassment and victimisation
 - Advance equality of opportunity between different groups
 - Foster good relations between different groups
- 2.3. Due regard involves:
 - Removing or minimising disadvantages suffered by people due to their protected characteristics
 - Taking steps to meet the needs of people from protected groups, where there are different needs of other people.
- 2.4. This general equality duty replaces all previous duties specified under previous equality legislation and applies to the Council as an employer as well as a provider and enabler of services.

3. Monitoring

- 3.1. Three Rivers District Council collects data from its workforce on the following protected characteristics:
 - Age
 - Disability
 - Gender reassignment
 - Marriage/Civil Partnership
 - Pregnancy and maternity
 - Race
 - Religion or Belief
 - Sex
 - Sexual orientation

- 3.2. The statistics are taken from the Human Resources and Payroll information system, Resource link. Resource link provides us with comprehensive reporting allowing a full analysis of our workforce data to be undertaken.
- 3.3. We are dependent on individuals disclosing their personal information to us so that meaningful reporting can be undertaken. Where employees have chosen not to disclose this information, there are gaps in our data. We continue to make efforts to address this by ongoing requests to our employees to update their records. We will make a further push to encourage employees to complete their data.

4. Corporate monitoring

- 4.1. The Council is committed to ensuring it achieves equalities objectives and relevant performance indicators. The Council's Management Board oversees monitoring of corporate and service performance indicators. Information on the Council's strategic performance indicators can be found in the Strategic plan at: <http://www.threerivers.gov.uk/egcl-page/council-performance> . Further information on the Council's work on equality and diversity can be found at: <http://www.threerivers.gov.uk/egcl-page/equality-and-diversity>

5. Three Rivers District Population Statistics

- 5.1. The Council receives local population details and projected local population growth through government released population data and Census information.
- 5.2. This report identifies the Council's current employee profile and how that profile matches local population statistics taken from Census data. The report also indicates the targets the Council sets through a series of Human Resources Performance Indicators.

6. Workforce Analysis

6.1. Analysis by Age

The age profile for Council employees is indicated in Table 1 below:

Table 2 further breaks down this data by pay grade groups.

Table 1:

Age Group	Total of employees	% of employees
29 and under	39	12.50%
30-39	65	20.19%
40-49	70	21.74%
50-59	106	32.92%
60-64	32	9.94%
65 +	10	3.11%
Total	322	100.00%

Table 2:

Pay Scale / GRADE	29 and under	30-39	40-49	50-59	60-64	65+	Grand Total
Scale 6 / Band 5 and below	30	23	31	48	17	5	154
SO1 to MG1	8	37	28	46	10	4	133
MG2 to MG3	1	5	8	9	4	0	27
MG4	0	0	2	2	0	1	5
Director	0	0	1	1	0	0	2
Head of Paid Service	0	0	0	0	1	0	1
TOTAL	39	65	70	106	32	10	322

- 6.2. The age statistics at March 2018 show a median age of Council employees is between 50 and 59 years old.
- 6.3. A range of initiatives have been put in place over the past 12 months to increase the number of young people coming to work in the council. Examples of these include – apprenticeships and work experience.
- 6.4. Analysis by Disability
A disability is defined as a physical or mental impairment that has a substantial and long-term adverse effect on ability to perform normal day-to-day activities. 'Substantial' means more than minor or trivial and the effect of the impairment will have lasted or is likely to last for at least twelve months.
- 6.5. The council fully supports the Job Centre Plus “Disability Confident” standard. This means that all applicants who declare a disability and demonstrate in their application form that they meet the criteria detailed in the person specification are guaranteed an interview.
- 6.6. The Council makes reasonable adjustments to accommodate the needs of employees who have a disability, in accordance with the “Disability in Employment” policy.
- 6.7. The target percentage of all employees declaring that they had a disability is 9.2%, but the actual figure for 2017-18 is 1.86% (6 out of 322). This is compared against a population figure of 14.46% of the 2011 Census population having a long-term illness or Disability. It is also useful to note that a large number of employees have not stated if they are disabled or not (278 out of 322 employees).
- 6.8. The statistics on Council employees declaring that they have a disability are shown in Table 3 below:

Table 3:

DISABILITY	Total no of Employees	% of employees
YES	6	1.86%
NO	38	11.80%
Not Stated	278	86.34%
Total	322	100.00%

6.9. A high percentage of employees have not stated whether they have a disability or not, limiting a detailed analysis. This has been a historical issue at the council and steps have been taken to reassure and encourage employees to provide this information via the My View system, including revised guidance on why we need this information.

6.10. An Employee Disability Forum, facilitated by Human Resources, aims to meet twice a year. The aim is to improve disability awareness across the Council and to support us to review and improve on our employment practices.

6.11. In addition to the Employee Forum, managers are also provided with training on disability awareness, including Mental Health Lite (a 3.5 hour course to raise Mental Health Awareness and support employees). Our Health and Wellbeing Strategy also focuses on raising awareness of certain disabilities across the organisation through the periodical organisation of campaigns on set topics.

6.12. Analysis by Gender Reassignment

Trans* staff – No staff currently identify as being trans*. However we note that staff who have transitioned would not necessarily chose to disclose this data, and would not be required to.

6.13. Marriage and Civil Partnership

No information available. Although we do collect the data from staff monitoring we are not been able to extract it.

6.14. Pregnancy and maternity

During 2017 – 2018, two female members of staff took maternity leave.

6.15. Analysis by Race/Ethnicity

The ethnic composition of Council employees at 31 March 2018:

Table 4:

Ethnic Group	No of employees	% of employees
White:British	146	45.34%
White:Irish	0	0.00%
White:Other	3	0.93%
Mixed ethnic group	3	0.93%
Asian: Indian	2	0.62%
Asian: Pakistani	0	0.00%

Asian: Bangladeshi	0	0.00%
Asian: Chinese	0	0.00%
Asian: Other	0	0.00%
Black: African	2	0.62%
Black: Caribbean	1	0.31%
Black: Other black	1	0.31%
Prefer not to say / not stated	163	50.62%
Other Ethnic Group	1	0.31%
Total	322	100.00%

Black or Minority Ethnic Group (BME)

Table 4a

BME / NON-BME	No of employees	% of employees
BME	10	3.11%
NON-BME	149	46.27%
PNTS	163	50.62%
Total	322	100.00%

Table 5 breaks down the number of known Black and Minority ethnic staff by pay band.

Table 5

Pay Scale / Grade	Broad Description	Total no of employees	No of BME	% of BME
Scale 6 / Band 5 and below	Most front line jobs	154	2	20.00%
SO1 to MG1	Senior officers, team leaders, supervisors/ technical specialist	133	7	70.00%
MG2 - MG3	Professionals grades/managers/Service Heads	27	0	0.00%
MG4	Service Heads	5	1	10.00%
Director	Directors	2	0	0.00%
Head of Paid Service	Chief Executive	1	0	0.00%
Total		322	10	100.00%

- 6.16. The total number of employees from a Black or Minority Ethnic (BME) background for 2017-18 was 10 or 3.11 % of the workforce. This is under the Council target of 13.6%. However given the number of staff for whom ethnic origin is not recorded, the Council needs to address data gaps in order to interpret this data.

- 6.17. The target percentage for top 10% of earners being from the BME group was 13.6%. Only 3.13% of the top 10% earners are from Black or Minority Ethnic (BME) background (1 of the 32 most senior posts in the Council are occupied by employees from a BME group).
- 6.18. The majority of the BME ethnic population are employed in front line or Senior Officer / supervisory roles in the Council. Small fluctuations will have a disproportionate effect on percentages due to small numbers of staff.
- 6.19. Analysis by Religion
No Information available. Although we do collect the data from staff monitoring we are not been able to extract it.
- 6.20. Analysis by Sex
- 6.21. The council's sex profile at 31 March 2018 is shown in Table 6a and shows that 44.1% of the workforce is female.
- 6.22. The target for the top 10% of high earners was 50% for females. The actual total was 40.63% (13 of the 32 most senior post is held by females).
- 6.23. The Council uses the National Joint Council (NJC) Job Evaluation Scheme to ensure equality of pay between sexes.
- 6.24. The analysis of female post-holders within the Council's grading structure demonstrates the Council is better at employing women in higher grade posts than manual lower grade posts.

Table 6:

SEX	Total no of employees	% of employees
FEMALE	142	44.10%
MALE	180	55.90%
Total	322	100.00%

Table 6a:

GRADE	Total no of employees	Total no of female employees	% of female employees
Scale 6 / Band 5 and below	154	40	28.17%
SO1 to MG1	133	86	60.56%
MG2 - MG3	27	13	9.15%
MG4	5	2	1.41%
Director	2	1	0.70%
Head of Paid Service	1	0	0.00%
Total	322	142	100.00%

- 6.25. Sexual Orientation
The breakdown of staff sexual orientation is show in Table 7. It is noted that the majority of employees (75.16%) have not completed this section of the Equality Monitoring form. We therefore need to work with employees to

increase the collation of this data, to help inform our practice. A recent revision of the Equality Monitoring form with additional explanatory text will hopefully go some way to address this.

- 6.26. We currently promote access to the County-wide LGBT network, advertising events on the Intranet. More collaborative work is planned.

Table 7

SEXUAL ORIENTATION	Total no of employees	% of employees
GAY	1	0.31%
HETEROSEXUAL	75	24.53%
NOT STATED	246	75.16%
TOTAL	322	100.00%

7. Training

- 7.1. The Council has a strong commitment to developing staff within the resources available and the training budget for 2017 – 2018 was £110,000. This budget is shared with Watford Borough Council.
- 7.2. 311 days of training were provided to staff (this equates to the number of people attending specific courses). For example 10 people attending a half day training course = 5 days of training delivered.
- 7.3. Of the training sessions delivered, 43.41% were attended by female employees.
- 7.4. The mean average age of attendees was 42.
- 7.5. 19 of attendees were BME; however 44.37% of staff who attended training did not state their ethnic origin.
- 7.6. 4 of attendees declare a disability, however 88.10% of staff did not state whether or not they had a disability.
- 7.7. Educational qualification support was provided to eight employees. Five of the employees are male and three are females. None of the eight employees are from BME backgrounds.

8. Recruitment

- 8.1. The Council operates fair recruitment practices, ensuring equality of opportunity in employment. The following measures are in place:
- All the Council's vacancies are advertised in relevant on line publications and on the council's web site. A positive statement about the Council's commitment to equalities appears in all job adverts.
 - All the Council's jobs have an up to date job description that identifies the range of essential criteria necessary to undertake the role
 - All jobs are evaluated by an analytical job evaluation scheme, which ensures they are graded relative to all other jobs within the Council.
 - Selection is made on merit and is on the basis of meeting the essential requirements of the job. This is assessed by a panel who conduct

shortlisting and the selection interviews, relevant exercises and assessment centres.

- If the Council engages temporary workers via a recruitment agency, the agency is required to comply with the Council's equalities requirements. The Council operates in accordance with the requirements of the Agency Workers Regulations and the majority of temporary assignments are made via our vendor neutral supplier, Comensura.
- All new employees undergo an induction programme where they are informed of their responsibilities under the Council's 'Code of Conduct' and Disciplinary Policy.
- If an external job applicant believed that their application had not been considered fairly, they may register their dissatisfaction using the Council's corporate complaints procedure.
- The Council is accredited with the 'Disability Confident' symbol for employment practices to support those with a disability in the work place.
- The Council encourages applications from applicants in the protected characteristics groups, where these groups are under-represented.
- The Council sets equalities targets and reviews them on an annual basis.

8.2. Job Applicants

8.3. During 2017 – 2018, 29 roles were advertised.

8.4. 38.29% of applicants who submitted an Equality Monitoring Form were from the BME population.

8.5.

Table 10 – Ethnicity of Job applicants

Ethnicity	Number of applicants	% of application
White – British	136	50.56%
White – Irish	1	0.37%
White – Other	26	9.67%
Black -Caribbean	1	0.37%
Black - African	11	4.09%
Black - Other	14	5.20%
Mixed ethnic group	8	2.97%
Asian - Indian	13	4.83%
Asian – Bangladeshi	4	1.49%
Asian – Pakistani	8	2.97%
Asian - Other	44	16.36%
Prefer not to say	3	1.12%
Total	269	100%

Table 10a

BME	No of applications	% of applications
BME	103	38.29%
Non-BME	163	60.59%
No EO Form / PNTS	3	1.12%
Total	269	100.00%

- 8.6. Table 11 displays the other protected characteristic statistics from the equal opportunities data received.

Table 11: Other protected characteristics

Age	No of applications	% of applications
16 - 24	56	20.82%
25 - 34	72	26.77%
35 - 44	59	21.93%
45 - 54	51	18.96%
55 - 64	25	9.29%
PNTS	6	2.23%
Total	269	100.00%
Disability	No of applications	% of applications
Yes	18	5.69%
No	245	91.08%
PNTS	6	2.23%
Total	269	100%
Religion	No of applications	% of applications
Christian	84	31.23%
Muslim	25	9.29%
Hindu	19	7.06%
Jewish	2	0.74%
No Religion	109	40.52%
Other religion	7	2.60%
Buddhist	2	0.74%
Sikh	6	2.23%
PNTS	15	5.58%
Total	269	100.00%
Sex	No of applications	% of applications
Female	156	57.99%
Male	111	41.26%
PNTS	2	0.74%
Total	269	100.00%
Sexual Orientation	No of applications	% of applications
Bisexual	4	1.49%
Gay Man	5	1.86%
Gay Woman	2	0.74%
Heterosexual	238	88.48%
PNTS	18	6.69%
Other	2	0.74%
Total	269	100.00%

- 8.7. 5.69% of applications received in 2017-18 were from people with a declared disability. One of those who applied was successfully appointed. More work is needed to ensure we are collating sufficient data to provide a more detailed analysis on why this may be occurring. We can then identify appropriate steps to address this.

9. The Way Forward

- 9.1 The Council is fully committed to equalities and performing strongly as an employer of choice in representing staff with all protected characteristics at all levels in the organisation.
- 9.2 In an effort to improve representation in our workforce for those who have a disability the Council will continue to participate in the Disability Confident Scheme.
- 9.3 The Council facilitates an Employee Disability Forum. The Forum will work with employees, to identify how we can further encourage disclosure of a disability, and to provide more support to employees with a disability. We will work to promote further participation by our employees in this Forum, and to publicise the work they do and the provisions available in the 'Employees with a Disability' Policy.
- 9.4 We have arranged for an advert promoting the Council as an employer of choice to be published in a disability related publication and will continue to do similar activities going forward.
- 9.5 An Employee Development Strategy incorporating succession planning and talent management has been developed, in part to ensure we are forward planning to address the aging workforce profile we currently have, to avoid a potential exodus of key knowledge and skills which might impact on corporate and service delivery. We will continue to review our strategy and ensure corporate training needs are revised annually to reflect the organisation's needs.
- 9.6 The Council will seek to encourage younger people to join the organisation, by building on the existing apprenticeship schemes and work experience placements offered - including a scheme working closely with local schools. We will further explore the potential of providing a graduate scheme at the Council, subject to available funding.