



WORKFORCE MONITORING REPORT

2020

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 the 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 2020.

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, Resourcelink. Resourcelink provides us with comprehensive reporting allowing a full analysis of our workforce data to be undertaken.

3.3. Although we have the capability to undertake comprehensive reporting, 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 recognise the limitations of this system, which relies on individuals disclosing their personal information to us, and we will introduce some new initiatives this year to improve the quality of the data held:

- We will engage with Local Liaison Committee, and seek their input into how we can encourage more employees to disclose their personal information.
- We are starting on the implementation of a new HR system, iTrent, which will replace Resourcelink. This implementation will provide an opportunity for us to ask all members of staff to confirm their personal details as held in the system are correct and to add in any missing 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: for comparison 2018-19 figures are in brackets

Age Group	Total of employees	% of employees
29 and under	44 (40)	14.01% (12.66%)
30-39	62 (67)	19.75% (21.20%)
40-49	63 (58)	20.06% (18.35%)
50-59	102 (108)	32.48% (34.18%)
60-64	31 (32)	9.87% (9.81%)
65 +	12 (12)	3.82% (3.80%)
Total	314 (317)	100.00%

Table 2: for comparison 2018-19 figures are in brackets

Pay Scale / GRADE	29 and under	30-39	40-49	50-59	60-64	65 +	Grand Total
Scale 6 / and below	38 (34)	26 (27)	27 (25)	43 (47)	14 (17)	10 (9)	158 (159)
SO1 to MG1	6 (6)	29 (32)	28 (25)	44 (47)	13 (10)	1 (2)	121 (122)
MG2 to MG3	0 (0)	7 (8)	6 (5)	10 (9)	2 (2)	0 (0)	25 (26)
MG4	0	0	2 (2)	2 (2)	2 (2)	1 (1)	7 (7)
Director/ Head of Paid Service	0	0	0 (1)	3 (2)	0	0	3 (3)
TOTAL	44 (49)	62 (67)	63 (58)	102 (108)	31 (32)	12 (12)	314 (317)

6.2. The age statistics at March 2020 show a median age of Council employees is between 40 and 49 years old. This is unchanged from 2018/19.

6.3. A range of initiatives have been put in place to increase the number of young people coming to work in the council. Examples of these include – apprenticeships and work experience and our Customer Service Centre Academy.

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 Disability Confident Employer Scheme. 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 2019-20 is 2.87% or 9 out of 314 (1.89% or 6 out of 317 in 2018-19). 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 (242 out of 314 employees).

The statistics on Council employees declaring that they have a disability are shown in Table 3 below:

Table 3: for comparison 2018-19 figures are in brackets

DISABILITY	Total no of Employees	% of employees
YES	9 (6)	2.87 % (1.89%)
NO	63 (32)	20.06% (10.09%)
Not Stated	242 (279)	77.07% (88.01%)
Total	314 (317)	100.00%

- 6.8. 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.
- 6.9. The Council has a dedicated internet hub designed to look after health and wellbeing and are proud to have signed the Time to Change Employer Pledge. There is a thriving Health and Wellbeing forum and trained Mental Health Champions and Mental Health First Aiders. Our Health and Wellbeing Strategy also focuses on raising awareness of certain disabilities across the organisation by periodically organising campaigns on agreed topics.
- 6.10. The current Mental Health First Aiders have completed a two-day Mental Health First Aid Course. The same course is offered on-line by the provider in a 15 hour workshop which we can offer to employees who want to become MHFAs to be consistent in the training going forward.
- 6.11. Analysis by Gender Reassignment

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

6.12. Marriage and Civil Partnership

The marital status of Council Employees at 31 March 2020:

Table 4: *this data has not been captured before*

Marital Status	Total no of Employees	% of employees
Married	36	11.46%
Divorced	2	0.64%
Single	26	8.28%
Civil Partnership	8	2.54%
Widowed	1	0.32%
Not Stated	241	76.75%
Total	314 (317)	100.00%

6.13. Pregnancy and maternity

During 2019-2020, three female members of staff took maternity leave (three in 2018-19).

6.14. Analysis by Race/Ethnicity

The ethnic composition of Council employees at 31 March 2020:

Table 5: *for comparison 2018-19 figures are in brackets*

Ethnic Group	No of employees	% of employees
White: British	134 (142)	42.68% (44.79%)
White: Irish	0 (0)	0.00% (0.00%)
White: Other	6 (5)	1.91% (1.58%)
Mixed Ethnic group	1 (0)	0.32% (0.00%)
Asian: Indian	3 (3)	0.96% (0.94%)
Asian: Pakistani	0	0.00%
Asian: Bangladeshi	0	0.00%
Asian: Chinese	0	0.00%
Asian: Other	1 (1)	0.32% (0.315%)
Black: African	5 (4)	1.59% (1.261%)
Black: Caribbean	0 (0)	0.00% (0.00%)
Black: Other black	1 (1)	0.32% (0.63%)
Prefer not to say / not stated	162 (156)	51.59% (49.21%)
Other Ethnic Group	1 (4)	0.32% (1.26%)
Total	314 (317)	100.00%

Black, Asian and Minority Ethnic Group (BAME)

Table 5a: for comparison 2018-19 figures are in brackets

BAME / NON-BAME	No of employees	% of employees
BAME	12 (19)	3.82% (5.99%)
NON-BAME	140 (142)	44.59% (44.79%)
PREFER NOT TO SAY/ NOT STATED	162 (156)	51.59% (49.21%)
Total	314 (317)	100.00%

Table 6 breaks down the number of known Black, Asian and Minority Ethnic staff by pay band.

Table 6: for comparison 2018-19 figures are in brackets

Pay Scale / Grade	Broad Description	Total no of employees	No of BAME	% of BAME
Scale 6 and below	Most front line jobs	158 (159)	2 (2)	16.66% (10.53%)
SO1 to MG1	Senior officers, team leaders, supervisors/ technical specialist	121 (123)	8 (13)	66.68% (68.41%)
MG2 - MG3	Professionals grades/managers/Service Heads	25 (26)	1 (2)	8.33% (10.53%)
MG4	Service Heads	7 (7)	1 (2)	8.33% (10.53%)
Director/ Head of Paid Service	Directors / Chief Executive	3 (3)	0 (0)	0.0% (0.00%)
Total		314 (317)	12 (19)	100.00%

The total number of employees from a Black, Asian or Minority Ethnic (BAME) background for 2019-20 was 12 or 3.82% of the workforce (19 or 5.99% in 2018-19). 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. As noted in 3.3 above, we continue to make efforts to address this by on-going requests and reminders to our employees to update their records and the importance of providing the information. The most recent request was in April 2020. HR Business Partners also regularly raise the matter with managers in management meetings to urge their employees to complete the on-line form.

- 6.15. The target percentage for top 10% of earners being from the BAME group was 13.6%. Only 12.9% of the top 10% earners are from Black, Asian and Minority Ethnic (BAME) background or 4 of the 31 most senior posts in the Council are occupied by employees from a BAME group. (6.25% and 2 of 32 in 2018-19).

- 6.16. The majority of the BAME 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.
- 6.17. Analysis by Gender
- 6.18. The council's gender profile at 31 March 2020 is shown in Table 6a and shows that 46.5% of the workforce is female (46.2% in 2018-19).
- 6.19. The target for the top 10% of high earners was 50% for females. The actual total was 41.94 or 13 of the 31 most senior posts are held by females. (43.83% and 14 of 32 in 2018-19)
- 6.20. The Council uses the National Joint Council (NJC) Job Evaluation Scheme to ensure equality of pay between sexes.
- 6.21. 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 7: for comparison 2018-19 figures are in brackets

SEX	Total no of employees	% of employees
FEMALE	146 (146)	46.5% (46.2%)
MALE	168 (171)	53.5% (53.8%)
Total	314 (317))	100.00%

Table 7a: Percent of Female Workforce by Grade
for comparison 2018-19 figures are in brackets

GRADE	Total no of female employees	% of female employees
Scale 6 / Band 5 and below	48 (47)	32.88% (32.19%)
SO1 to MG1	81 (81)	55.48% (55.48%)
MG2 - MG3	13 (13)	8.9% (8.9%)
MG4	2 (3)	1.36% (2.05%)
Director / Head of Paid Service	2 (1)	1.36% (0.69%)
Total	146 (142)	100%

- 6.22. Analysis by Religion
The religious beliefs of Council Employees at 31 March 2020:

Table 8: this data has not been captured before

Religion	Total no of Employees	% of employees
Christian	26	8.28%
Hindu	1	0.32%
Jewish	2	0.64%

Other	5	1.6%
None	42	13.38%
Not Stated	238	75.80%
Total	314 (317)	100.00%

6.23. Sexual Orientation

The breakdown of staff sexual orientation is show in Table 8. It is noted that the majority of employees (62.42%) 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. As noted in 3.3 above, we continue to make efforts to address this by on-going requests and reminders to our employees to update their records and the importance of providing the information. The most recent request was in April 2020. HR Business Partners also regularly raise the matter with managers in management meetings to urge their employees to complete the on-line form.

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

Table 8: for comparison 2018-19 figures are in brackets

SEXUAL ORIENTATION	Total no of employees	% of employees
GAY	1 (1)	0.32% (0.32%)
HETEROSEXUAL	108 (82)	34.39% (25.87%)
NOT STATED	196 (228)	62.1% (71.92%)
Prefer not to say	8 (6)	2.55% (1.89%)
Bisexual	2 (0)	0.64% (0.0%)
TOTAL	314 (317)	100.00%

7. Training

7.1. The council has a strong commitment to developing staff within the resources available and the training budget for 2019/20 was £87,000. The Training team responsible for training delivery also provides training support for Watford Borough Council.

7.2. 114 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.

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' (Level 1) employer scheme for employment practices to support those with a disability in the work place and plan to work towards obtaining Level 2 during the coming year.
- 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 2019-2020, 44 roles were advertised (31 in 2018-19).

8.4. 45.04% of applicants who submitted an Equality Monitoring Form were from the BAME population (40.80% in 2018-19).

Table 9 – Ethnicity of Job applicants - *for comparison 2018-19 figures are in brackets*

Ethnicity	Number of applicants	% of application
White – British	442 (191)	52.25% (58.59%)
White – Irish	5 (5)	0.59% (1.53%)
White – Other	89 (29)	10.52% (7.90%)
Black - Caribbean	7 (1)	0.83% (0.30%)
Black - African	21 (13)	2.48% (3.95%)
Black - Other	70 (18)	8.27% (5.52%)
Mixed Ethnic group	34 (14)	4.02% (4.29%)
Asian - Indian	45 (16)	5.32% (4.91%)
Asian – Bangladeshi	7 (2)	0.83% (0.61%)
Asian – Pakistani	9 (5)	1.06% (1.53%)
Asian - Other	96 (30)	11.35% (9.20%)
Any Other Ethnic Background	5 (0)	0.59% (0.0%)
Prefer not to say)	16 (2)	1.89% (0.61%)
Total	846 (326)	100%

Table 9a for comparison 2018-19 figures are in brackets

BAME	No of applications	% of applications
BAME	381 (103)	45.04% (40.80%)
Non-BAME	447 (191)	52.84% (58.59%)
No EO Form / PREFER NOT TO SAY	18 (2)	2.12% (0.61%)
Total	846 (326)	100.00%

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

Table 10: Other protected characteristics - for comparison 2018-19 figures are in brackets

Age	No of applications	% of applications
16 - 24	180 (90)	21.28% (27.60%)
25 - 34	238 (81)	28.13% (24.85%)
35 - 44	178 (66)	21.04% (20.24%)
45 - 54	161 (44)	19.03% (13.50%)
55 - 64	79 (35)	9.34% (10.73%)
65+	5 (1)	0.59%(0.31)
PREFER NOT TO SAY	5 (9)	0.59% (2.76%)
Total	846 (326)	100.00%
Disability	No of applications	% of applications
Yes	42 (21)	4.96% (6.44%)
No	784 (290)	92.67% (88.96%)
PREFER NOT TO SAY	20 (15)	2.36% (4.60%)
Total	846 (326)	100%
Religion	No of applications	% of applications
Christian	310 (86)	36.64% (26.38%)
Muslim	59 (21)	6.97% (6.44%)
Hindu	61 (20)	7.21% (6.13%)
Jewish	5 (3)	0.59% (0.92%)
None	91 (153)	10.76% (46.93%)
Other religion	161 (34)	19.03% (10.43%)
Buddhist	4 (4)	0.47% (1.23%)
Sikh	12 (5)	1.42% (1.54%)
Prefer not to say	143 (0)	16.90% (0)

Total	846 (326)	100.00%
Sex	No of applications	% of applications
Female	498 (157)	58.87% (48.16%)
Male	339 (169)	40.07% (51.84%)
PREFER NOT TO SAY	9 (0)	1.06% (0.00%)
Total	846 (326)	100.00%
Sexual Orientation	No of applications	% of applications
Bisexual	22 (6)	2.06% (1.84%)
Gay Man	6 (6)	0.71% (1.84%)
Gay Woman	7 (2)	0.83% (0.61%)
Heterosexual	766 (302)	90.54% (92.64%)
PREFER NOT TO SAY	42 (9)	4.96% (2.76%)
Other	3 (1)	0.35% (0.31%)
Total	846 (326)	100.00%

- 8.6. 4.96% of applications received in 2019-20 (6.44% in 2018-19) were from people with a declared disability.

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 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.
- 9.4 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.
- 9.5 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.