

Gloucester City Council

Workforce Equality and Diversity Report (April 2018)

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Gloucester City Council Workforce Diversity Report

Equality and Diversity Employment Information

Introduction

Gloucester City Council (the Council) continues to adapt to the population it serves, and the ever changing environment in which it operates. Our Council Plan can be found here at [Council Plan](#)

As a public sector organisation with more than 150 employees, the Council is required under the duties of the Equalities Act 2010 (the Act) to publish workforce equalities information on annual basis. There are nine protected characteristics under the Equalities Act 2010; age, disability, gender reassignment (transgender), marriage/civil partnership, pregnancy and maternity, race, religion and belief, sex (gender), and sexual orientation. This report provides updated workforce equalities information as at 1 April 2018.

The Council is committed to promoting equality, diversity and cohesion. Our policies and procedures are intended to ensure fairness for all and reinforce our commitment to tackling inequalities wherever they exist and to eradicating the unacceptable treatment of any person or groups of people.

Monitoring equality and diversity in the workforce enables the Council to have sufficient evidence on which to base consideration of the impact of a policy or decision to ensure staff with protected characteristics under the Act are not disproportionately impacted. Monitoring the workforce's equality and diversity makeup helps us to show due regard to the aims of the general equality duty and can lead to the development of better and more informed, inclusive decision making, with an aim to:

- Removing or minimising disadvantages suffered by people due to their protected characteristics;
- Taking steps to meet the needs of people from protected groups where these are different from the needs of other people;
- Encouraging people from protected groups to participate in activities where their participation is disproportionately low.

How we collect and collate equality information

Equalities information is collected at the time of recruitment on application forms and via periodic requests to encourage staff to review and update their equalities information. This information is held securely on the Council's HR & Payroll System.

Executive Summary

This section of the report will give a brief overview of the workforce of Gloucester City Council.

Headcount

On 1 April 2018 Gloucester City Council employed 207 staff, with a full time equivalent (FTE) figure of 183.65 when taking into account staff working part-time hours. These figures include core staff, but exclude staff engaged on casual contracts and those staff on contracts where no mutuality of obligation exists.

In line with many other local authorities there has been considerable reduction in staffing levels over the past five years.

Consideration of the Equality Duty and Decision Making

The Public Sector Equality Duty (the Equality Duty) was created by the Equality Act 2010 in order to harmonise the previous race, disability and gender equality duties and to extend protection to the new protected characteristics listed in the Act. The Equality Duty replaced these duties and it came into force on 5 April 2011.

The aim of the general equality duty is to integrate considerations of the advancement of equality into the day-to-day business of public authorities. In summary, those subject to the equality duty, must in the exercise of their functions, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act;
- Advance equality of opportunity between people who share a characteristic and those who do not;
- Foster good relations between people who share a protected characteristic and those who do not.

In order to do this the Council carries out equality impact assessments to assess the impact on equality of proposed changes to policies, procedures and practices and assesses whether the policy has a disparate impact on persons with protected characteristics, to ensure policies, and the way functions are carried out are wholly inclusive. The Council refers to the assessments as People Impact Assessments (PIA).

People Impact Assessments continue to be undertaken in line with the Council's commitment under the Public Sector Equality Duty with discussions with Trade Unions continuing to form a key element of this.

Carrying out a PIA involves systematically assessing the potential (or actual) effects of policies, strategies, functions and processes on people in respect of the following protected characteristics:

- Age
- Disability
- Gender
- Marriage/Civil Partnership (where applicable)
- Pregnancy and Maternity (where applicable)
- Race (including Gypsy and travelers)
- Religion/Belief
- Sexual Orientation
- Transgender

The Council also seeks to consider community cohesion and socio-economic agendas within our People Impact Assessments, as well as looking to include opportunities to promote equality and identifying any adverse impacts that can be removed or mitigated.

All newly recruited staff are also required to complete a comprehensive induction programme. A key part of this involves the provision of training and information on the Public Sector Equality Duty, the Fairness and Diversity Policy and the expectations of all staff and managers associated with this.

The Council actively:

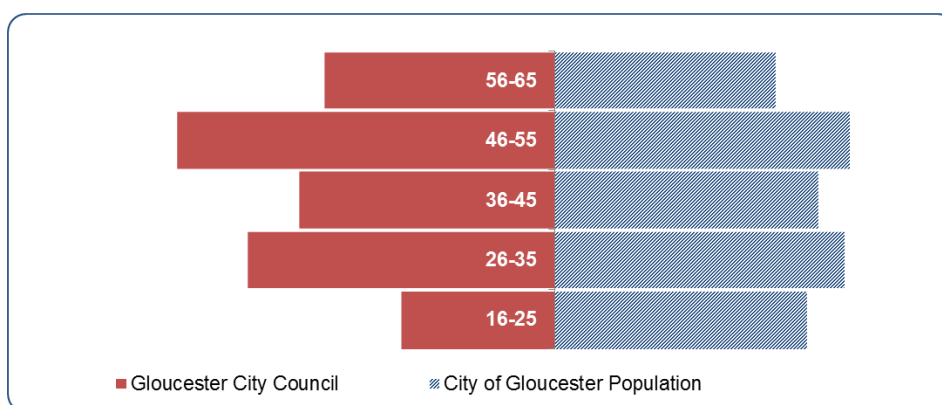
- Creates positive opportunities to employ a workforce that is representative of the City's workforce;
- Operates and monitors fair and open recruitment and selection processes and encourages applications from all sectors of the community;
- Ensures that all employees have fair access to learning and development opportunities;
- Provides a safe and accessible working environment that values and respects each individual.

Key Workforce Data and Findings 2017/18

The workforce data and findings have been separated into the protected characteristics as defined by the Act. In addition, pay has also been analysed. The charts and tables in the report provide a detailed breakdown of the Council's workforce as at 1 April 2018. Where the data indicates an "unstated" response this means that an individual has chosen to not disclose their equalities information to the Council.

Age

- The highest proportion (29%) of the workforce is aged between 46 and 55 and 46% of the workforce is aged 46 or more.
- This is higher than the population of the City of Gloucester, where as a comparison people aged 46-55 make up 22% of the city's working age¹ population² and 39% of the working age population are aged 46 or more.
- The lowest proportion of the workforce is aged between 16 and 25. This group accounts for 12% of the Council's workforce compared to 19% of the City of Gloucester's working age population.



AGE	GLOS CITY COUNCIL	WORKING AGE POPULATION OF THE CITY OF GLOUCESTER*
16-25	11.59%	19.07%
26-35	23.19%	21.93%
36-45	19.32%	19.93%
46-55	28.50%	22.34%
56-65	17.39%	16.73%
Total	100.00%	100.00%

Please note: to make the figures comparable, City of Gloucester residents under the age of 16 and those over the age of 65 have not been taken into account.

¹ Working age is defined as 16 to 65 for the purpose of this report.

² Source: Mid-2016 revised Population Estimates, Office for National Statistics. Adapted from data from the Office for National Statistics licensed under the Open Government Licence v.3.0.

What does this tell us?

In line with many other Local Authorities, Gloucester City Council has an older workforce. Whilst some age brackets have different proportions to those of the population of Gloucester City as a whole, overall the fact that the Council has an older workforce mirrors the population we serve.

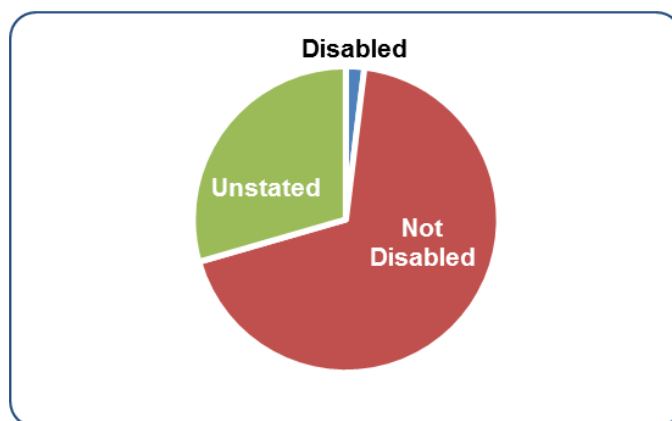
The age bracket which differs most when comparing the Council's workforce to the City of Gloucester's working age population is the 16 to 25 year old age bracket. However many individuals within this age bracket are still within full time education at school, college or university and therefore it is not unusual to see a lower proportion within the workforce.

Gloucester City Council operates an Apprenticeship Scheme and there are currently a number of apprentices within the Council's workforce. The apprentices undertake a variety of roles, working with people of all ages and backgrounds, and deal with a wide spectrum of customers (both internal and external). Apprentices are fully supported throughout their programme by a workplace mentor and work towards an NVQ level 2 or 3, in addition to completing work-based training courses. There are no age restrictions on those able to access an apprenticeship programme but this type of vocational training does tend to be favoured more by those who are aged 18 to 25, and is an excellent route for encouraging younger people to join the Council.

Disability

A person has a disability if he or she has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities. Certain medical conditions are automatically classed as being a disability (e.g. cancer, HIV infection, multiple sclerosis).

- 71% of staff have declared their disability status (i.e. whether they do or do not have a disability).
- 2% of staff identified as having a disability. As a low number of the workforce have declared as having a disability, no further statistical breakdown can be presented without risking identifying individuals.



DISABILITY STATUS	GLOS CITY COUNCIL	POPULATION OF THE CITY OF GLOUCESTER
Disabled	1.93%	16.79%
Not Disabled	68.60%	83.21%
Unstated	29.47%	-
Total	100.00%	100.00%

What does this tell us?

The most recent ONS data available on long term health problems and disabilities states that within the City of Gloucester, 16.79% of the population have either a slight or significant disability.³ Only 2% of Gloucester City Council staff identify as having a disability. However, the rate of those choosing to declare their disability status in total is high (71%) which demonstrates the confidence of staff to provide this information. The Council is committed to its duty under the Equalities Act to make reasonable adjustments for individuals with disabilities or physical or mental health conditions, both within the recruitment process and within their employment position. With regard to the numbers of staff who have not yet declared their disability status, the Council continues to actively encourage staff to complete their equalities information and to facilitate higher disclosure rates from staff in this area.

Gender Reassignment

At present, Gloucester City Council does not collect information on employees who have undergone or are undergoing a gender reassignment process. The Council aims to review the potential for collecting this data going forward.

Estimates of gender variant people (individuals who identify as a gender other than their natal gender) over the age of 16 in the City of Gloucester is estimated at between 0.6% and 1%.⁴

Marriage & Civil Partnership

The majority (98%) of staff have not disclosed their marital status. Of those who have chosen to declare, all have identified as being married/in a civil partnership. As a low number of the workforce have chosen to declare their marital status, no further statistical breakdown can be presented without risking identifying individuals and no meaningful comparison with the population of the City of Gloucester is possible. The Council continues to actively encourage staff to complete their equalities information and to facilitate higher disclosure rates from staff. However, further review is needed in order to better understand the low declaration rate in this area and to engage with employees as to why this might be.

³ Source: ONS 2011 Census

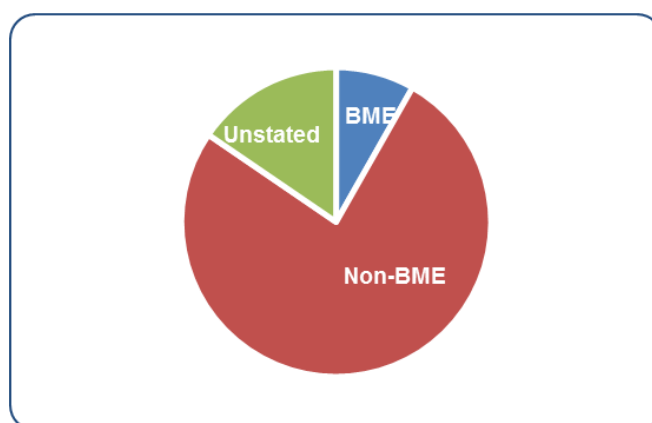
⁴ Source: Gender Identity Research and Education Society (2011) The Number of Gender Variant People in the UK – Update 2011 applied to Mid 2016 Population Estimates ONS for people aged 16 and over

Pregnancy & Maternity

During 2017/18, a total of five staff took maternity leave at Gloucester City Council. The Council has a wide range of flexible working practices and actively supports part time opportunities in order to encourage staff to return to work following maternity leave should they wish to do so.

Race

- 72% of the workforce has declared as being White British. Gloucester City as a whole is 85% White British⁵.
- 16% of staff have chosen not to declare their ethnicity.
- 8.21% of Council staff are from a Black, Asian or Minority Ethnic (BAME) background. In comparison the estimated BAME population in Gloucestershire County is 4.6%, whilst the proportion within Gloucester City itself is just under 11%.



ETHNICITY	GLOS CITY COUNCIL	POPULATION OF THE CITY OF GLOUCESTER
BME	8.21%	10.87%
Non BME	76.33%	89.13%
Unstated	15.46%	-
Total	100.00%	100.00%

What does this tell us?

High proportions (85% in total) of the Council's workforce have chosen to declare their ethnicity. The overall proportion of BAME staff within the Council is higher than the overall County figure, and closer to that of Gloucester City itself.

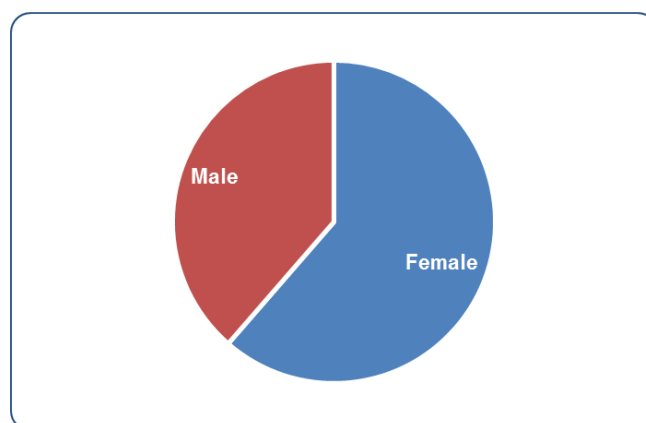
⁵ Source: ONS 2011 Census

Religion & Belief

The HR and Payroll system utilised by Gloucester City Council does not currently allow for individuals to declare their religion or belief. As such, it has not been possible to accurately report on this area or to obtain meaningful data for further analysis. This is actively being reviewed with the aim of amending system functionality to allow for this reporting to be undertaken as a priority.

Sex (Gender)

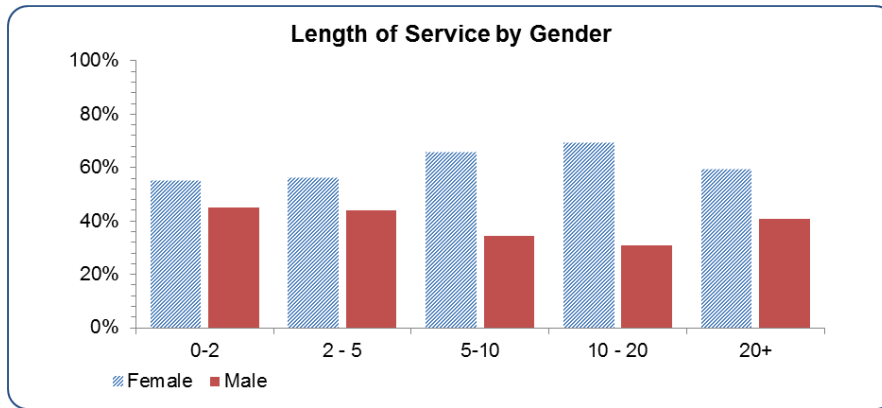
- Overall, female employees make up 61% of Gloucester City Council staff. This is higher when compared to the national workforce profile, where 46.5% of all people in employment are female⁶ and also higher when compared to the population of the City of Gloucester where 51% of residents are female⁷.
- The majority of both female and male employees within the Council work full time, however a significantly higher percentage of women work part time compared to men. 41.4% of the female workforce work part time, in comparison to only 5% of the male workforce.
- The greatest age disparity is in the 46-55 age bracket where 71.2% of staff are female, compared to the 36-45 age bracket where 53.6% are female (which is more in line with population demography).



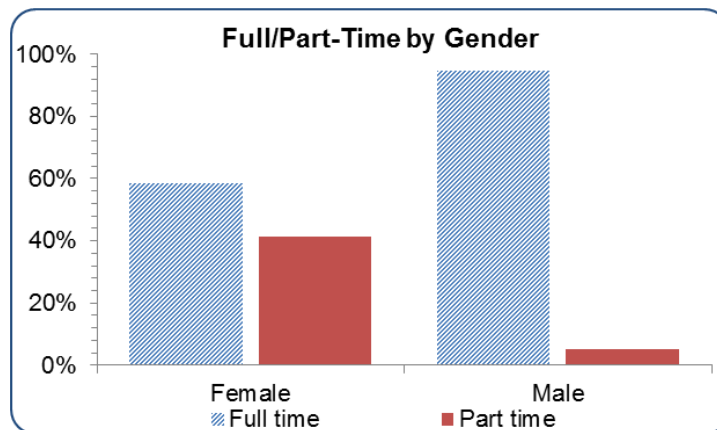
GENDER	GLOS CITY COUNCIL	POPULATION OF THE CITY OF GLOUCESTER
Female	61.84%	50.66%
Male	38.16%	49.34%
Total	100.00%	100.00%

⁶ Source - The World Bank, "Labour Force, Female (% of Total Labour Force)," *The World Bank Databank* (2017)

⁷ Source: Mid-2016 revised Population Estimates, Office for National Statistics. Adapted from data from the Office for National Statistics licensed under the Open Government Licence v.3.0.



Length of Service by Gender					
	0-2	2-5	5-10	10-20	20+
Female	54.90%	55.88%	65.71%	69.23%	59.09%
Male	45.10%	44.12%	34.29%	30.77%	40.91%
Grand Total	100.00%	100.00%	100.00%	100.00%	100.00%



	Female	Male
Full time	58.59%	94.94%
Part time	41.41%	5.06%
Grand Total	100.00%	100.00%

What does this tell us?

There is a high proportion of female employees in the Council; higher than the workforce profile of the UK as a whole, where fewer women than men are employed. The City Council's flexible working and part time opportunities may help us to attract and retain female employees who may otherwise have chosen to leave employment altogether, particularly if childcare or other caring arrangements become a consideration. This is further evidenced by the high proportion of female staff with in excess of 5 years' service with the Council.

Sexual Orientation

- 4.8% of the workforce have chosen to disclose their sexual orientation. Almost all of those who have chosen to disclose this information have identified as heterosexual. As only a small number of staff have chosen to disclose their sexual orientation any further statistical breakdown would risk identifying individuals, therefore no further summary statistics can be presented.

What does this tell us?

As only a small number of staff have chosen to disclose their sexual orientation, further review is needed in order to ensure staff feel comfortable and confident in providing this information. The Council continues to actively encourage staff to complete their equalities information and to facilitate higher disclosure rates from staff. However, we need to better understand the low declaration rate in this area and to engage with employees as to why this might be.

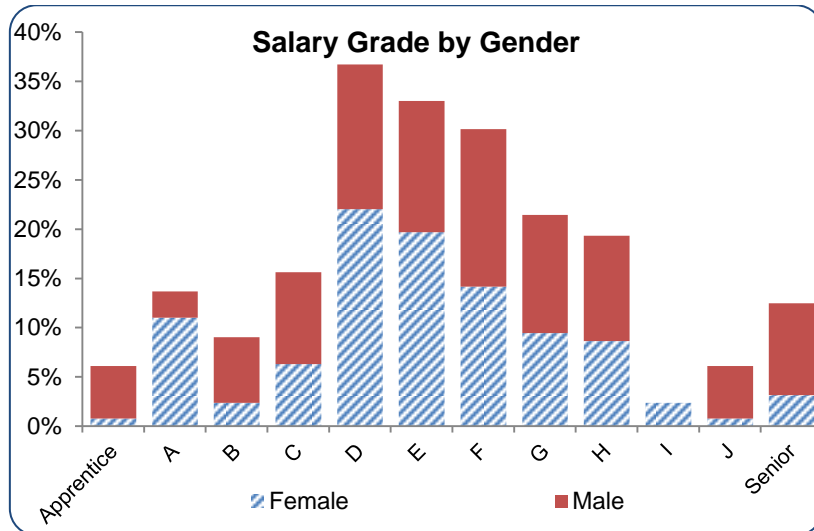
Pay & Remuneration

Reporting on pay and remuneration across all protected groups without risking making individuals identifiable from the data is challenging due to the number of individuals who have chosen to disclose their equalities information. However three of the areas the Council is able to report on are outlined below. For the purposes of this report, 'senior manager level' is defined as those Managers and Directors paid at Grade K or above.

Gender

- The highest proportion of both female and male staff are employed in roles graded D – F.
- A similar proportion of female staff (25%) and male staff (24.05%) roles are within the £0-£19,999 full time equivalent salary brackets. A similar proportion of female staff (17.19%) and male staff (16.46%) roles are also seen within the £30,000-£39,999 full time equivalent salary brackets.
- 3.13% of female staff are employed in Senior/Director level roles, compared to 8.86% of male staff.

The tables and graph below show that, in general, there is a higher proportion of female staff in lower-graded posts, than male counterparts. In comparison, a higher proportion of female staff than male staff occupy middle management roles (17.19% of female staff in comparison to 16.46% of male staff), with a higher proportion of male staff at Senior and Director level in salary bandings in excess of £50,000 per annum. The Council is committed to actively promoting equality of opportunity for all, including throughout its recruitment and selection processes and in taking positive action steps to address any real or perceived barriers to progression. It is hoped that this, together with a comprehensive offering of flexible working and family friendly policies, will facilitate the recruitment and retention of more female staff into middle and senior positions.



Salary Range	Female	Male
£0-£19,999	25.00%	24.05%
£20,000-£29,999	53.13%	45.57%
£30,000-£39,999	17.19%	16.46%
£40,000-£49,999	3.13%	6.33%
£50,000+	1.56%	7.59%
Grand Total	100%	100.00%

Gender Pay Gap

Gloucester City Council is required by law to publish an annual Gender Pay Gap Report. This report is published both on the City Council's website and on a government website and shows the City Council's Gender Pay Gap at a snapshot date of 31 March 2017.

The gender pay gap shows the difference in the mean (also commonly referred to as average) earnings between all men and women in the organisation. The mean gender pay gap is calculated as the difference between the mean hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees. The report also shows the median (or mid-point) gender pay gap, which is the difference between the median hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees. Please note that no bonuses were paid to City Council employees.

Gloucester City Council is an 'equal pay employer' and is committed to the principle of equal opportunities and equal treatment for all employees, regardless of sex, race, religion or belief, age, marriage or civil partnership, pregnancy/maternity, sexual orientation, gender reassignment or disability. Gloucester City Council evaluates job roles and pay grades using a robust job evaluation process, which ensures that there is no gender bias in any of the job-related factors measured, and ensures that it pays all employees equally for the same or equivalent work or work of equal value.

As at 31 March 2017, Gloucester City Council has a mean (average) gender pay gap of 13.5% and a median (mid-point) pay gap of 9.6%. This takes us slightly above the gender

pay gap for the public sector, which is 13.1% as reported by the Office for National Statistics.

Gloucester City Council is committed to ensuring and promoting equality of opportunity in an inclusive working environment. We actively promote and facilitate a wide range of flexible working and family friendly policies and practices. These include but are not limited to:

- The facilitation of remote, mobile and home working;
- A Flexible Working Hours Scheme;
- A Flexible Working Policy covering working arrangements including but not limited to part-time hours, compressed hours, job-share arrangements and term-time only hours;
- The ability to voluntarily purchase additional annual leave.

We are further committed to reviewing such family friendly policies and practices on a regular basis to ensure that they continue to facilitate an inclusive working environment for all our staff and are committed to actively exploring positive measures to reduce our gender pay gap further.

Disability

The table below illustrates the distribution throughout the pay bracket of staff with a disability, those who are not disabled and those who have chosen not to disclose whether they have a disability. As reported on page 7 above, 2% of all staff have declared as having a disability. These staff are represented in the lower pay brackets outlined below (pay brackets with a maximum full time equivalent salary level of £29,999 per annum). It is recognised that there is, at present, a lack of representation at middle and senior level from staff with a declared disability. The Council continues to actively encourage staff to complete their equalities information and to facilitate higher disclosure rates from staff. However, we need to better understand if people with disabilities are applying for more senior posts and not being successful or if they are not viewing such roles as potential opportunities and take appropriate action to address any real or perceived barriers.

Disability by Salary Range (adjusted to 1 FTE)			
	Disabled	Not Disabled	Unstated
£0-£19,999	50.00%	21.13%	31.15%
£20,000-£29,999	50.00%	53.52%	42.62%
£30,000-£39,999	0.00%	18.31%	14.75%
£40,000-£49,999	0.00%	3.52%	6.56%
£50,000+	0.00%	3.52%	4.92%
Grand Total	100.00%	100.00%	100.00%

Race

Whilst 8.21% of City Council staff are from a Black, Asian or Minority Ethnic (BAME) background, there is no representation of BAME staff at senior manager level presently. We are committed to ensuring and promoting equality of opportunity in an inclusive working environment and to challenging discrimination in all areas of employment including recruitment, training and development and in all terms and conditions of employment.

The Council actively:

- Creates positive opportunities to employ a workforce that is representative of the City's workforce;
- Operates and monitors fair and open recruitment and selection processes and encourages applications from all sectors of the community;
- Ensures that all employees have fair access to learning and development opportunities;
- Provides a safe and accessible working environment that values and respects each individual.

The table below illustrates the distribution of staff by ethnicity throughout the pay bracket. BAME staff are represented at lower and middle management grades (pay brackets up to £39,999 full time equivalent salary per annum) but are presently not represented at higher salary brackets. We need to better understand if people from a BAME background are applying for more senior posts and not being successful or if they are not viewing such roles as potential opportunities and take appropriate action to address any real or perceived barriers.

Ethnicity by Salary Range (Adjusted to 1 FTE)			
	BAME	Not BAME	Unstated
0-£19,999	17.65%	23.42%	34.38%
£20,000-£39,999	58.82%	49.37%	50.00%
£30,000-£39,999	23.53%	18.35%	6.25%
£40,000-£49,999	0.00%	5.06%	3.13%
£50,000+	0.00%	3.80%	6.25%
Grand Total	100.00%	100.00%	100.00%

Recommendations

1. To amend the system functionality of the HR and Payroll system as a priority to allow for individuals to declare their religion or belief.
2. To actively explore the possibility of system functionality to allow for data in respect of gender re-assignment to be obtained where disclosed.
3. To continue to actively encourage all staff to update their equalities data through active promotion in internal communications messages including those led at Director level.
4. In doing so, to offer reassurance and clarification in respect of how equalities data is used and the importance of this information being provided in ensuring equality of opportunity in all areas of employment.
5. To actively engage with representative groups covering key protected characteristics, including disability and sexual orientation, to ensure that communication messages encouraging staff to update their equalities data offer reassurance to all staff.
6. A Gender Pay Gap Action Plan will be created to outline the positive steps the Council will take to assist in facilitating a reduction in its Gender Pay Gap and to ensure equality of opportunity and promotion for staff, including numbers of female staff at middle and senior management level.
7. The Council will review its Recruitment and Selection Policy to actively explore the positive steps it can take to ensure better representation at middle and senior level of employees from a BAME background and/or those who have a disability.
8. The Council will review its Fairness and Diversity Policy to ensure that it remains fit for purpose and adheres to best practice in the area of equality and diversity.
9. The Council will actively explore training for middle and senior managers on positive action steps which can be taken to increase representation in identified areas from under-represented groups of staff.