

Gloucester City Council

Workforce Equality and Diversity Report (April 2019)

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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 vision and values can be found within the [Gloucester City Council Plan 2017-2020](#).

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 2019.

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.

Achievements since April 2018

We have made progress with our commitment to Equality and Diversity during 2018 /19 and achieved many of the recommendations made in the 2018 Workforce Equality and Diversity report. To further the work in this area we have established an Equalities Working Group with membership drawn from across the Council, HR representation and Members to draw together both internal and external equalities action plans using the 'Equalities Framework for Local Government' which focusses on five key areas:

- Knowing your communities
- Leadership, partnership and organisational commitment
- Involving your communities
- Responsive services and customer care
- A skilled and committed workforce.

During 2018/19 we have achieved:-

- A solution to allow individuals to declare their Religion and Belief leading to 13% of employees making a declaration;
- An increase across all equality monitoring categories of employees declaring their status;
- Joined the Gloucestershire County Council's equality network groups including Dignity at Work; Disability Network; Prism network (LGBT+); Carers Network; Black Workers network; Young Employees Network;
- Regular communications to encourage individuals to update their equalities data and the importance of doing so;
- Organised Conscious/ Unconscious Bias training for recruiting managers;
- We have a successful Gender Pay Working Group and Action Plan, which has led on a number of key initiatives including the forthcoming introduction of enhanced shared parental pay and compassionate leave in instances where a baby is born prematurely;
- The Fairness and Diversity Policy has been reviewed;
- The Recruitment and Selection Policy has been reviewed;
- Promoted national equality action events;
- Added the ACAS Equality and Diversity e-learning module to our new employee induction as a mandatory requirement;
- Introduced an Agile Working Policy and training;
- Introduced a new Transgender Equality Policy.

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 2019 Gloucester City Council employed 221 staff, with a full time equivalent (FTE) figure of 197.82 when taking into account staff working part-time hours. These figures include core staff, but excludes 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:

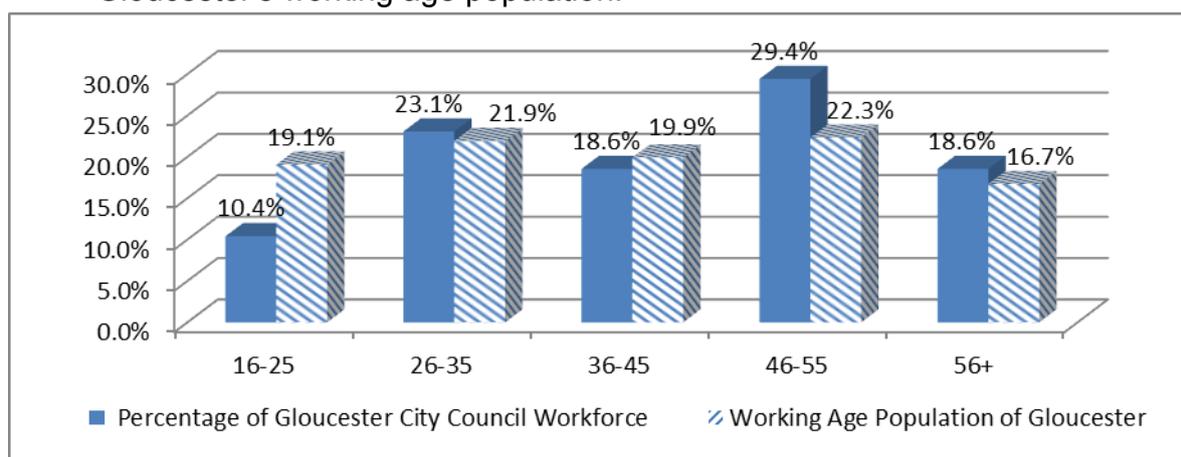
- Creates positive opportunities to employ a workforce that is representative of the City's workforce;
- Operates and monitors fair and open recruitment and selection processes and encourages applications from all sectors of the community;
- Ensures that all employees have fair access to learning and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

Key Workforce Data and Findings: April 2019

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 2019. Where the data indicates an "unstated" response this means that an individual has chosen not to disclose their equalities information to the Council.

Age

- The highest proportion (29%) of the workforce is aged between 46 and 55, just under half the workforce (48%) 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 10% of the Council's workforce compared to 19% of the City of Gloucester's working age population.



AGE	Percentage of Gloucester City Council Workforce	Working Age Population of Gloucester
16-25	10.4%	19.1%
26-35	23.1%	21.9%
36-45	18.6%	19.9%
46-55	29.4%	22.3%
56+	18.6%	16.7%
Total	100.0%	100.0%

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. 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. We have seen a number of our apprentices progress from a level 2 to a level 3 apprenticeship qualification and gain permanent employment within the Council.

Disability

A person has a disability if they have 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).

- 75% 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	Percentage of Gloucester City Council Workforce	Working Age Population of Gloucester
Disabled	1.8%	16.8%
Not Disabled	72.9%	83.2%
Unstated	25.3%	
Total	100.0%	
<i>Workforce stated</i>	<i>74.7%</i>	

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 (75% which is an increase of 4% since last year) 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 (81%) of staff have not disclosed their marital status. The 19% of staff who have disclosed their marital status have indicated they are married/civil partnership; divorced/dissolved civil partnership, single and widowed, however as a low number of the workforce have chosen to declare their marital status, no further statistical breakdown of these categories can be presented without risking identifying

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

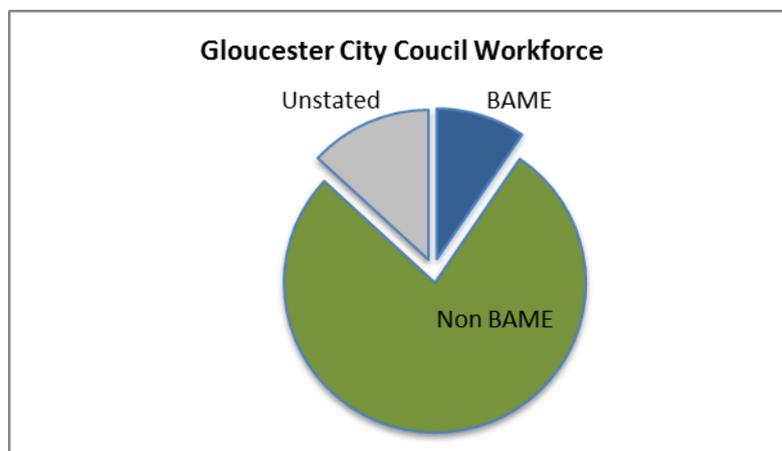
individuals and no meaningful comparison with the population of the City of Gloucester is possible. Although the percentage of staff that chose to disclose their marital status information is relatively low, it is a significant increase since last year, when only 2% of staff had chosen to share this information. The Council continues to actively encourage staff to complete their equalities information and to facilitate higher disclosure rates from staff.

Pregnancy & Maternity

During 2018/19 (01/04/18 to 31/03/19), a total of six 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 British.
- 13% of staff have chosen not to declare their ethnicity.
- 9.5% 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	Percentage of Gloucester City Council Workforce	Population of Gloucester	Population of Gloucestershire
BAME	9.5%	10.9%	4.6%
Non BAME	77.4%	89.1%	95.4%
Unstated	13.1%	-	-
Total	100.0%	100.0%	100.0%
Workforce stated	86.9%		

What does this tell us?

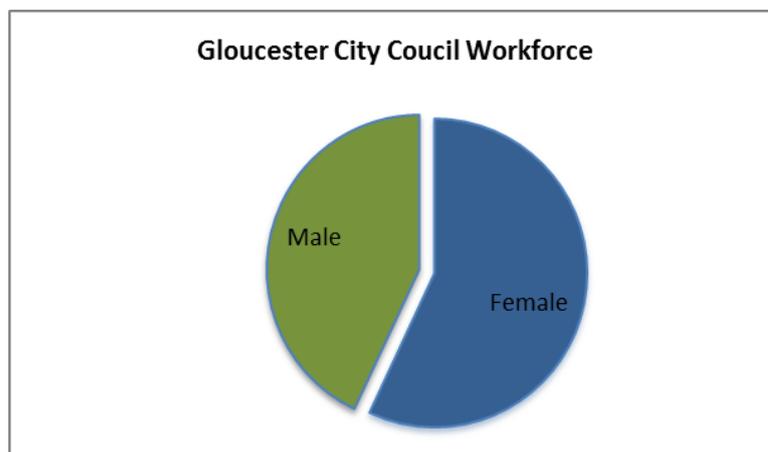
High proportions (87% in total) of the Council’s workforce have chosen to declare their ethnicity. The overall proportion of BAME staff within the Council is higher than the overall County figure, and closer to that of Gloucester City itself.

Religion & Belief

The majority (87%) of staff have not disclosed their religion and belief. The 13% of staff who have disclosed their religion and belief include Buddhist, Christian, Jewish, Muslim, other religion and no religion; due to low numbers in some categories, no further statistical breakdown of these categories can be presented without risking identifying individuals. Although the percentage of staff that chose to declare their religion or belief is low, it is a significant increase since last year when the facility was not available for staff to declare this information.

Sex (Gender)

- Overall, female employees make up 57% of Gloucester City Council staff. This is higher when compared to the national workforce profile, where 46.5% of all people in employment are female⁵ and also higher when compared to the population of the City of Gloucester where 51% of residents are female⁶.

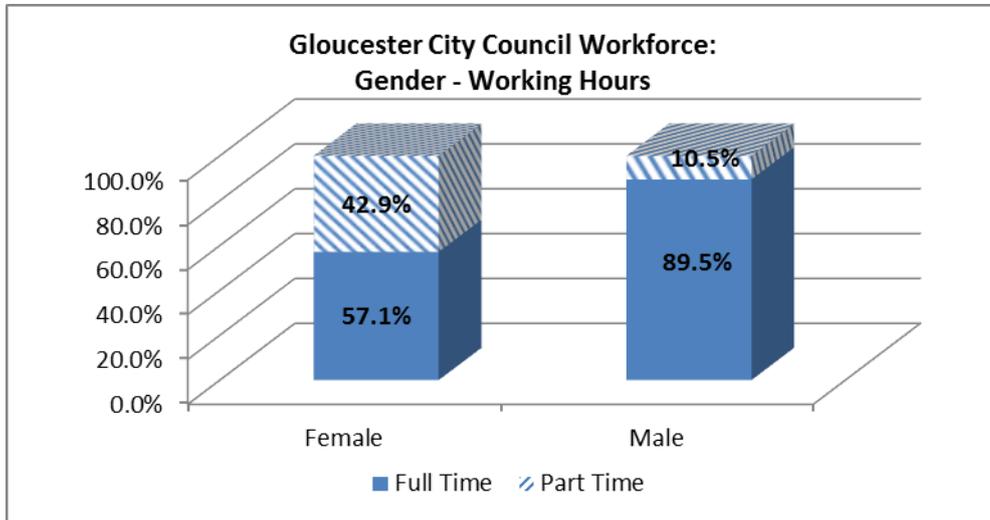


GENDER	Percentage of Workforce	Population of Gloucester
Female	57.0%	50.7%
Male	43.0%	49.3%
Total	100.00%	100.0%

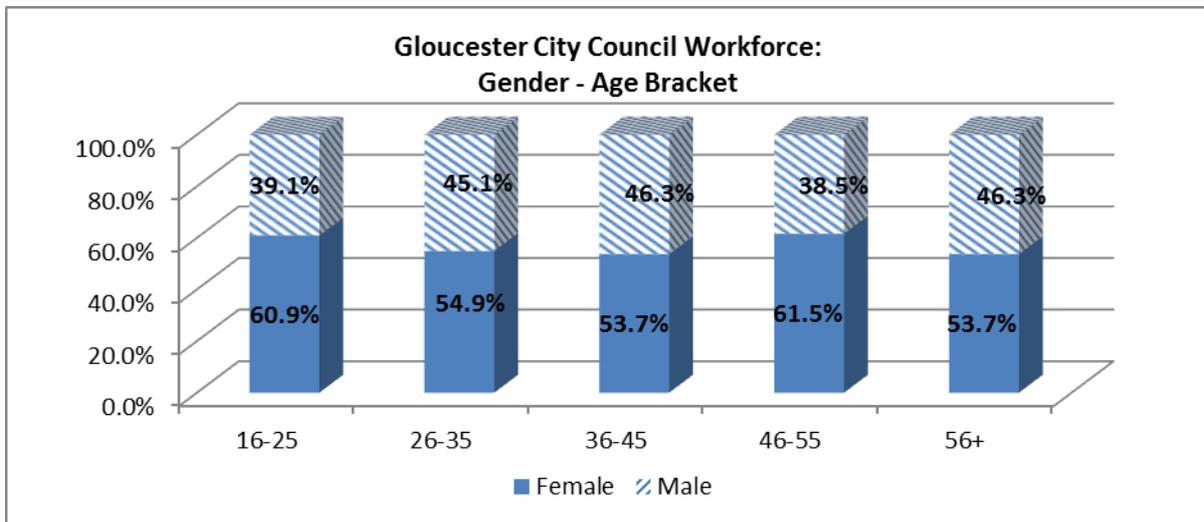
⁵ Source - The World Bank, "Labour Force, Female (% of Total Labour Force)," *The World Bank Databank* (2017)

⁶ 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.

- 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. 42.9% of the female workforce work part time, in comparison to only 10.5% of the male workforce.



- The greatest age disparity is in the 16-25 and 46-55 age bracket where 61% of staff are female.



- A higher proportion of female employees have more than 5 years service within the City Council.

GENDER BY LENGTH OF SERVICE	0-2	2-5	5-10	10-20	20+
Female	46.2%	52.8%	63.6%	66.7%	60.0%
Male	53.8%	47.2%	36.4%	33.3%	40.0%
Total	100.0%	100.0%	100.0%	100.0%	100.0%

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

- 10% of the workforce have chosen to disclose their sexual orientation; this an increase from 4.8% last year. 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?

There has been an increase in the number of staff choosing to disclose their sexual orientation. However this is still only a small number and 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 individuals being 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 Job Size 1 and above.

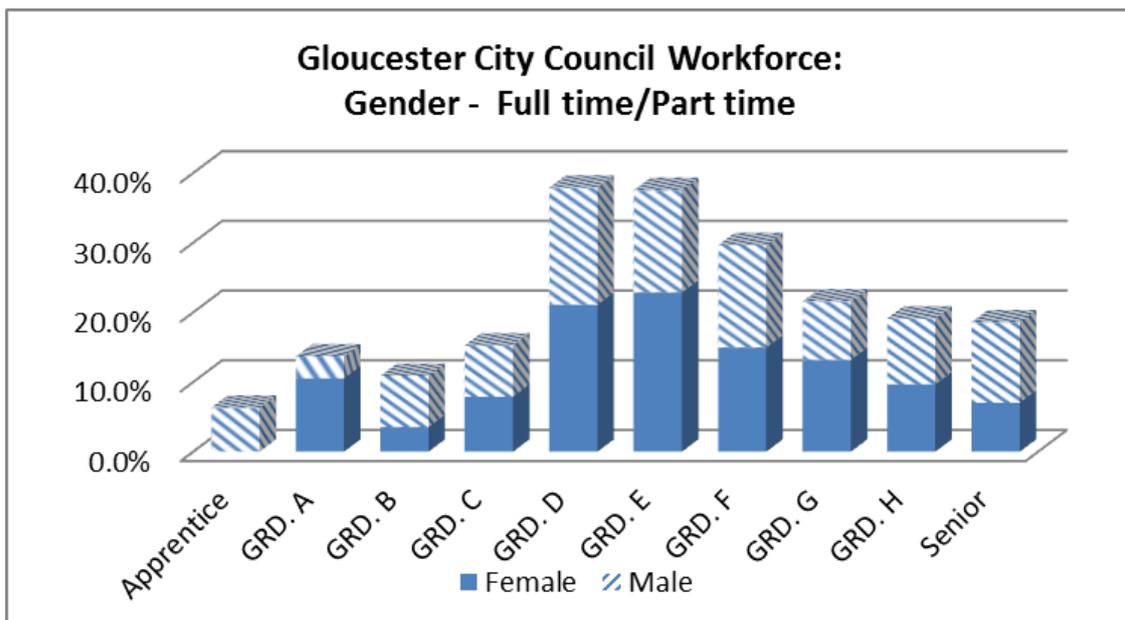
Gender

- The highest proportion of both female and male staff are employed in roles graded D – F.

- A similar proportion of female staff (23.8%) and male staff (25.3%) roles are within the £0-£19,999 full time equivalent (FTE) salary brackets.
- A slightly higher proportion of female staff (17.5%) than male staff (16.8%) roles are also seen within the £30,000- £39,999 FTE salary brackets.
- A higher proportion of the male workforce are employed in Senior roles, 11.6% compared to 7.0% of the female workforce.
- The average (mean) male FTE salary is £28,138, which is higher than the female average of £26,414. The median (mid-point) female FTE salary is £24,657, which is higher than the male salary of £23,866.

The tables and graph below show that a higher proportion of the male workforce are in the lowest and highest grades. In comparison, a higher proportion of the female workforce occupy middle management roles (17.5% of female staff in comparison to 16.8% of male staff) with salary's in the £30,000-£40,000 bracket). A higher proportion of the male workforce is at Senior and Director level in salary bandings in excess of £50,000 per annum. This explains why the average (mean) male FTE salary is higher than the female (more males at a Senior and Director level), whilst the female median (mid-point) FTE salary is higher (due to a higher proportion of females at middle management level).

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.



Gender by Salary Range (adjusted to 1 FTE)			
SALARY RANGE BY GENDER	Female	Male	All Staff
£0 - 19,999	23.8%	25.3%	24.4%
£20 - 29,999	54.0%	47.4%	51.1%
£30 - 39,999	17.5%	16.8%	17.2%
£40 - 49,999	0.8%	5.3%	2.7%
£50,000+	4.0%	5.3%	4.5%
Total	100.0%	100.0%	100.0%

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 2018.

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 2018, Gloucester City Council had a mean (average) gender pay gap of 15.36% and a median (mid-point) pay gap of 12.0%. However, this does remain below the public sector mean (average) gender pay gap of 17.5% and is below the public sector median (mid-point) gender pay gap figure of 19.0% (2018 ONS report). Gender Pay Gap as at 31 March 2019 will be published later in the year, in line with statutory reporting requirements.

Gloucester City Council has a Gender Pay Gap Action Plan and associated Gender Pay Gap Working Group to actively explore measures we can take to reduce our gender pay gap further. We are shortly to introduce enhanced shared parental pay and are to commit to a campaign to extend maternity leave for mothers who give birth prematurely by the number of days a baby was born prior to their due date. Conscious/Unconscious Bias training in the fields of recruitment, promotion and staff development is also to be delivered to Service Managers and above over coming months.

We have a number of managers accredited at ILM Level 5 Coaching and Mentoring and are actively promoting the benefits of coaching to our staff, including as a means of supporting career development paths. We operate fair and open recruitment and selection processes, which positively welcome applications from all sectors of our community. We also proactively welcome applications from applicants interested in job share and/or flexible working arrangements.

As described in last year's report, we continue to actively promote and facilitate a wide range of flexible working and family friendly policies and practices including:

- 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 remain committed, through our Gender Pay and Equalities Working Groups, 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 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, just under 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)				
SALARY RANGE BY DISABILITY	Disabled	Not Disabled	Unstated	All staff
£0 - 19,999	50.00%	39.75%	32.14%	44.8%
£20 - 29,999	50.00%	39.75%	44.64%	34.5%
£30 - 39,999	0.00%	13.66%	14.29%	6.9%
£40 - 49,999	0.00%	3.73%	1.79%	3.4%
£50,000+	0.00%	3.11%	7.14%	10.3%
Total	100.00%	100.00%	100.00%	100.00%

Race

9.5% of City Council staff are from a Black, Asian or Minority Ethnic (BAME) background. We are committed to increasing our representation of BAME staff at a senior level and have recently appointed to a key role within our Gloucester Management Team post the date of this report. We remain 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 and 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 (<i>Adjusted to 1 FTE</i>)				
SALARY RANGE BY ETHNICITY	BAME	Non BAME	Unstated	All Staff
£0 - 19,999	38.10%	36.84%	44.83%	38.0%
£20 - 29,999	47.62%	41.52%	34.48%	41.2%
£30 - 39,999	14.29%	14.62%	6.90%	13.6%
£40 - 49,999	0.00%	3.51%	3.45%	3.2%
£50,000+	0.00%	3.51%	10.34%	4.1%
Total	100.0%	100.0%	100.0%	100.0%

Recommendations

1. To actively explore the possibility of system functionality to allow for data in respect of gender re-assignment to be obtained where disclosed.
2. To continue to actively encourage all staff to update their equalities data through active promotion in internal communication messages including those led at Director level.
3. 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.
4. 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.
5. To further promote the Gloucestershire County Council equality network partnership to all employees.
6. Through our Gender Pay Working Group and Equalities Working Group to continue to actively explore any real or perceived barriers for progression to senior management roles for existing/ prospective BAME staff, staff with a disability and female staff.