

**JOINT STAFF CONSULTATIVE COMMITTEE
11 MARCH 2020**

***PART 1 – PUBLIC DOCUMENT**

TITLE OF INFORMATION NOTE: EQUALITIES UPDATE

INFORMATION NOTE OF THE SENIOR HR AND CONTRACTS MANAGER

1. SUMMARY

This is an update regarding equalities at the Council in respect of:

- Equalities Data
- Gender Pay Gap
- Home Locations & Distances to DCO

2. STEPS TO DATE

This note is provided to the Joint Staff Consultation Forum to update the Committee on the Council's current equalities profile.

3. INFORMATION TO NOTE

3.1 Equalities Data 2019

3.1.1 Data

The equalities data for the Council for the period 1st January 2019 – 31st December 2019 was published in full on the Council's website in January 2020 in accordance with The Public Sector Equality Duty (section 149 of the Equality Act 2010). The Equality Duty applies to public bodies and others carrying out public functions. The Equality Duty is supported by specific duties which require public bodies to publish relevant, proportionate information demonstrating their compliance with the Equality Duty; and to set themselves specific, measurable equality objectives.

The data provided covers recruitment, current staff, application of HR policies, refusal of applications for learning and development, analysis of those taking and returning from maternity leave, analysis of leavers from NHDC employment and a summary of the most recent Gender Pay Gap and Equal Pay Review Reports.

The equalities profiles for employees, appointments and those who left the Council in 2019 are given below. Previous years' figures are shown in brackets. In the publication of the data, percentages have been used instead of raw numbers in order to protect confidentiality and analysis has not been undertaken where overall numbers are less than 10. Figures may not always add to 100% as not all recruits or staff provide information on every protected characteristic and due to rounding.

3.1.1.1 Employees

- **2019 - 69% female, 31% male**
- (2018 - 68% female, 32% male, 2017 - 66% female, 34% male, 2016 - 66% female, 34% male, 2015 - 66% female, 34% male).

- **2019 - 82% not disabled, 3% disabled**
- (2018 - 80% not disabled, 3% disabled, 2017 - 78% not disabled, 4% disabled, 2016 - 78% not disabled, 5% disabled, 2015 - 75% not disabled, 4% disabled).
- **2019 - 87% White, 8% other ethnic origin**
- (2018 - 88% White, 6% other ethnic origin, 2017 - 87% White, 7% other ethnic origin, 2016 - 88% White, 5% other ethnic origin, 2015 - 88% White, 6% other ethnic origin).
- **2019 - 79% heterosexual, 1% gay, lesbian or bisexual**
- (2018 - 76% heterosexual, 2% gay, lesbian or bisexual, 2017 - 77% heterosexual, 1% gay, lesbian or bisexual, 2016 - 76% heterosexual, 1% gay, lesbian or bisexual, 2015 - 74% heterosexual, 1% gay, lesbian or bisexual).
- **2019 - 47% Christian, 27% no religion, 4% other religions**
- (2018 - 49% Christian, 23% no religion, 5% other religions, 2017 - 54% Christian, 18% no religion, 4% other religions, 2016 - 53% Christian, 18% no religion, 5% other religions, 2015 - 53% Christian, 18% no religion, 5% other religions).
- **2019 - 3% under 21, 8% aged 21-25, 15% aged 26-34, 20% aged 35-44, 28% aged 45-54, 23% aged 55-64, 3% aged 65 and over**
- (2018 - 2% under 21, 7% aged 21-25, 13% aged 26-34, 22% aged 35-44, 31% aged 45-54, 22% aged 55-64, 3% aged 65 and over, 2017 - 2% under 21, 5% aged 21-25, 11% aged 26-34, 25% aged 35-44, 32% aged 45-54, 22% aged 55-64, 4% aged 65 and over, 2016 - 2% under 21, 6% aged 21-25, 10% aged 26-34, 24% aged 35-44, 34% aged 45-54, 22% aged 55-64, 3% aged 65 and over, 2015 - 2% under 21, 5% aged 21-25, 8% aged 26-34, 24% aged 35-44, 33% aged 45-54, 24% aged 55-64, 3% aged 65 and over).
- **2019 - 52% married, 37% single, 4% divorced, 1% civil partnership, 1% widowed**
- (2018 - 55% married, 32% single, 5% divorced, 1% civil partnership, 1% widowed, 2017 - 60% married, 27% single, 3% divorced, 1% civil partnership, 1% widowed 2016 - 59% married, 29% single, 3% divorced, 1% civil partnership, 2015 - 58% married, 27% single, 4% divorced, 1% civil partnership).
- **2019 - 70% full time, 30% part time**
- (2018 - 67% full time, 33% part time, 2017 - 65% full time, 35% part time, 2016 - 67% full time, 33% part time, 2015 - 65% full time, 35% part time).

3.1.1.2 Appointments

- **2019 - 72% female, 28% male**
- (2018 - 61% female, 39% male, 2017 - 50% female, 50% male, 2016 - 64% female, 36% male, 2015 - 60% female, 40% male)
- **2019 - 99% not disabled, 1% disabled**
- (2018 - 93% not disabled, 5% disabled, 2017 - 97% not disabled, 0% disabled, 2016 - 86% not disabled, 12% disabled, 2015 - 93% not disabled, 5% disabled).
- **2019 - 86% White, 8% other ethnic origin**
- (2018 - 82% White, 6% other ethnic origin, 2017 - 86% White, 7% other ethnic origin, 2016 - 88% White, 7% other ethnic origin, 2015 - 88% White, 7% other ethnic origin).

- **2019 - 91% heterosexual, 9% gay, lesbian, bisexual or transsexual**
- (2018 - 89% heterosexual, 3% gay, lesbian, bisexual or transsexual, 2017 - 84% heterosexual, 3% gay, lesbian or bisexual, 2016 - 90% heterosexual, 2% gay, lesbian or bisexual, 2015 - 82% heterosexual, 5% gay, lesbian or bisexual).
- **2019 - 42% Christian, 4% other religions, no religion 47%**
- (2018 - 37% Christian, 5% other religions, 2017 - 41% Christian, 3% other religions, 2016 - 45% Christian, 4% other religions, 2015 - 47% Christian, 22% other religions).
- **2019 - 10% under 21, 20% aged 21-25, 17% aged 26-34, 19% aged 35-44, 21% aged 45-54, 12% aged 55-64, 1% aged 65 and over**
- (2018 - 8% under 21, 14% aged 21-25, 25% aged 26-34, 20% aged 35-44, 22% aged 45-54, 8% aged 55-64, 0% aged 65 and over, 2017 - 5% under 21, 14% aged 21-25, 27% aged 26-34, 24% aged 35-44, 30% aged 45-54, 0% aged 55-64, 0% aged 65 and over, 2016 - 10% under 21, 21% aged 21-25, 21% aged 26-34, 17% aged 35-44, 24% aged 45-54, 5% aged 55-64, 2% aged 65 and over, 2015 - 20% aged 16-20, 28% aged 21-30, 34% aged 31-40, 7% aged 41-50, 10% aged 51-60).

3.1.1.3 Leavers

- **2019 - 64% female, 36% male**
- (2018 - 66% female, 34% male, 2017 - 59% female, 41% male, 2016 - 62% female, 38% male, 2015 - 64% female, 36% male).
- **2019 - 82% not disabled, 4% disabled**
- (2018 - 84% not disabled, 7% disabled, 2017 - 85% not disabled, 7% disabled, 2016 - 82% not disabled, 8% disabled, 2015 - 73% not disabled, 3% disabled).
- **2019 - 86% White, 6% other ethnic origin**
- (2018 - 79% White, 10% other ethnic origin, 2017 - 83% White, 15% other ethnic origin, 2016 - 87% White, 7% other ethnic origin, 2015 - 80% White, 7% other ethnic origin).
- **2019 - 90% heterosexual, 2% gay, lesbian or bisexual**
- (2018 - 85% heterosexual, 3% gay, lesbian or bisexual, 2017 - 80% heterosexual, 4% gay, lesbian or bisexual, 2016 - 85% heterosexual, 3% gay, lesbian or bisexual, 2015 - 68% heterosexual, 8% gay, lesbian or bisexual).
- **2019 - 46% Christian, 34% no religion, 2% other religions**
- (2018 - 53% Christian, 28% no religion, 7% other religions, 2017 - 37% Christian, 35% no religion, 10% other religions, 2016 - 48% Christian, 28% no religion, 4% other religions, 2015 - 51% Christian, 19% no religion, 2% other religions).
- **2019 - 8% under 21, 12% aged 21-25, 14% aged 26-34, 16% aged 35-44, 16% aged 45-54, 26% aged 55-64, 8% aged 65 and over**
- (2018 - 7% under 21, 12% aged 21-25, 16% aged 26-34, 22% aged 35-44, 14% aged 45-54, 19% aged 55-64, 10% aged 65 and over, 2017 - 11% under 21, 7% aged 21-25, 17% aged 26-34, 20% aged 35-44, 28% aged 45-54, 13% aged 55-64, 4% aged 65 and over, 2016 - 2% under 21, 13% aged 21-25, 8% aged 26-34, 25% aged 35-44, 17% aged 45-54, 23% aged 55-64, 12% aged 65 and over, 2015 - 11% under 21, 16% aged 21-25, 14% aged 26-34, 19% aged 35-44, 14% aged 45-54, 23% aged 55-64, 4% aged 65 and over).

- **2019 - 48% married, 42% single, 6% divorced**
- (2018 - 33% married, 29% single, 2% divorced, 2017 - 33% married, 54% single, 7% divorced, 2016 - 52% married, 33% single, 7% divorced, 2015 - 36% married, 41% single, 1% divorced, 1% widowed).
- **2019 - 66% resigned, 18% retired, 2% came to the end of a fixed term contract, 12% redundancy and 2% were dismissed**
- (2018 - 57% resigned, 14% retired, 12% came to the end of a fixed term contract, 7% redundancy, 3% were dismissed and 2% died in service, 2017 - 61% resigned, 22% came to the end of a fixed term contract, 7% retired, 2% early severance, 2% died in service and 7% were dismissed, 2016 - 52% resigned, 13% came to the end of a fixed term contract, 7% were made redundant, 12% retired, 5% transferred under the TUPE regulations and 5% were dismissed, 2015 - 53% resigned, 31% came to the end of a fixed term contract, 7% were made redundant, 3% transferred under the TUPE regulations, 3% retired and 1% died in service.

3.1.2 Analysis

These figures show that the make up of the Council's workforce, appointments, and leavers by protected characteristic remains very stable with few changes. There are however some points to note.

Gender

- Looking at the figures for December 2017, December 2018 and December 2019 there continues to be an increase in females in the workforce:
2019 – 378 staff – 260 (69%) – female, 118 (31%) - male
2018 – 352 staff - 240 (68%) – female, 112 (32%) - male
2017 – 330 staff – 218 (66%) – female, 112 (34%) - male
- Comparing the calendar year 2019 with the calendar years 2018 and 2017, there is a continued significant increase in female appointments to the Council of 11% between 2017 and 2018 and the same increase again between 2018 and 2019:
2019 – 81 Appointments – 58 (72%) female – 23 (28%) male
2018 – 66 Appointments – 40 (61%) female – 26 (39%) male
2017 – 26 Appointments - 13 (50%) female - 13 (50%) male
- The number of female leavers from the Council dropped slightly from 66% to 64% of all leavers in the calendar year 2019. Almost two-thirds of those leaving the Council for all reasons are female which is broadly in line with the current staff profile. 67%, (22 employees) of those who resigned from the Council, were female. Analysis of the other reasons for leaving by protected characteristic was not undertaken as the numbers in each group were less than 10.
2019 - 50 Leavers – 32 (64%) – female, 18 (36%) male
2018 - 58 Leavers – 38 (66%) – female, 20 (34%) male
2017 - 46 Leavers – 27 (59%) – female, 19 (41%) male

Disability

- The number of the Council's staff who class themselves as disabled has remained the same at 3% (10 employees) stabilising the downward trend of the previous 3 years.
- As in 2018, very few of those who joined the Council in 2019 (1 person) declared themselves to have a disability.

- The number of those leaving the Council who declared themselves to be disabled fell from 7% in 2017 and 2018 to 4% in 2019 but as this represents only 2 employees in 2019 this figure must be treated with caution.

Ethnic Origin

- Although the actual numbers of staff classifying themselves as White at the end of 2019 continued to increase from the previous 2 years, the percentage they formed of the overall workforce decreased slightly to 87% at 31 December 2019 from 88% at the end of 2018. Both the numbers and percentage of Other Ethnic Origins in the NHDC workforce rose between the end of 2018 and the end of 2019:
2019 – 378 staff – 327 (87%) – White, 29 (8%) – Other Ethnic Origin
2018 – 352 staff - 310 (88%) – White, 21 (6%) – Other Ethnic Origin
2017 – 330 staff – 287 (87%) – White, 24 (7%) – Other Ethnic Origin
- The percentage of appointments from those who classify themselves as of an Ethnic Origin other than White has remained very stable over the past 5 years and closely mirrors the percentage of employees from these groups.
- The percentage of those from non White leaving the Council fell by 4% in 2019 compared to 2018, from 10% to 6%.

Sexual Orientation

- Whilst there has been very little change in the sexual orientation of staff and leavers during 2019, there was a significant increase, 6%, in the number of new appointments from the gay, lesbian and bisexual group. From the 81 appointments made, 7 were from this group. In 2018 66 appointments were made, 3 of which classed themselves as gay, lesbian or bisexual.

Religion

- The significant downward trend of those whose religion is Christian continues for employees.
- The percentage of those with no religion working for the Council and leaving the Council has grown in 2019.
- There has been a decrease in the percentage of those of other religions joining, working for and leaving the Council compared to 2018 figures.

Age

- For appointments made during 2019, there was a 6% increase in those in the 21 – 25 age group and a 8% decrease in the group aged 26 – 34 years. There was also a significant increase, 4%, in those appointed in the 55 – 64 age group.
- The age group 45-54 remains the largest group of employees as it has been for the last 4 years and accounts for significantly more than a quarter, (28%), of all staff. The proportion of all staff in this age group has been steadily decreasing however since 2016 when it was 34% of employees.
- In 2019 34% of those leaving the Council were over age 55, a 6% increase over 2018, which itself was an increase of 12% over 2017. There was also a 6% reduction in those leaving the Council in the 35 – 44 age group.

Marital Status

- For the third year in a row (2017 – 2019) 2019 saw a decrease in married employees and an increase in single employees.
- There has been a significant increase to the percentages of those leaving the Council who have given their marital status as married, single and divorced.
- Marital status of those joining the Council is not requested during recruitment

Full time/Part time

- 70% of those working for the Council at the end of 2019 did so on a full time basis, an increase of 3% on the workforce profile of 2018.
- For the third year in a row, the percentage of the full time workforce who are female has grown – 2019 – 60%, 2018 – 57%, 2017 - 53%.
- In 2019 the percentage of both the full time and part time workforce who declared a disability remained unchanged from 2018.

Long Term Sick

- There has been a significant decrease in the number of long term sickness cases in 2019 which goes against the trend of the previous 3 years, (2019 – 24 cases, 2018 - 49 cases, 2017 – 26 cases, 2016 – 19 cases).
- Although the overall number of long term sickness cases decreased in 2019, the percentage of females taking long term sick leave continued to increase – 83% in 2019, 75% in 2018 and 54% in 2017.

Attendance Procedure

- Having dropped in 2018 to 10 cases, the number of staff under this procedure in 2019 rose to 13, the same number as in both 2017 and 2016.
- In 2018 the percentage of those under this procedure who were women reduced by 5%, but in 2019 this percentage rose back to 85% as in 2017. This is a very significant increase on the figure in 2016 when only 46% of cases were female employees.
- 100% of staff under this procedure in 2019 were White, repeating the 2018 0% of cases from Other Ethnic groups.

Leavers

- There was an decrease in leavers in 2019 to 50. This compares to 58 in 2018, 46 leavers in 2017 and 60 leavers in 2016.
- The number of staff going on maternity leave in 2019 rose to 9 from 2 in both 2018 and 2017. The number of those who returned from maternity leave was 4 compared to 2 in 2018 and 4 in 2017.
- The picture for reasons for leaving the Council is mixed with the numbers leaving due to resignation, retirement and redundancy increasing, the percentage of those being dismissed remained unchanged and those leaving by reason of end of contract decreasing.
- With regard to resignations, the number of those leaving the Council for this reason rose from 30 (52% of all leavers) in 2018 to 34 (66% of all leavers) in 2019.

3.2 Gender Pay Gap

3.2.1. Background

Under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 employers with 250 or more employees are required to publish statutory gender pay gap calculations every year. Accordingly, NHDC are required to calculate and publish the following gender pay data:

- Gender pay gap (mean and median averages)
- Gender bonus gap (mean and median averages)*
- Proportion of men and women receiving bonuses*
- Proportion of men and women in each quartile of the Council's pay structure

*The Council does not operate any bonus schemes but the definition of bonus under the Regulations on gender pay gap reporting includes long service awards and for this reason the Council has had to produce bonus figures for publication for 2017, 2018 and 2019.

3.2.2 Data

The data must be a snapshot of salary data on 31 March each year and the bonus pay gap must be calculated from all bonus payments made in the 12 months up to and including the snapshot date of 31 March. This data must be published on the NHDC website and a government website by 30 March each year.

NHDC gender pay reporting figures have been calculated by our outsourced pay service provider, Serco, using the standard methodologies outlined in the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

The gender pay gap and equal pay are not the same and do not have the same purpose. The Equality and Human Rights Commission defines the difference as follows:

- Equal pay means that men and women in the same employment performing equal work must receive equal pay, as set out in the Equality Act 2010.
- The gender pay gap is a measure of the difference between men's and women's average earnings across an organisation or the labour market. It is expressed as a percentage of men's earnings.

The broad purpose of the equal pay provisions of the Equality Act 2010 is to require equality of treatment in employment as between men and women in respect of pay and other contractual terms. The stated aim of the gender pay gap reporting legislation is to introduce greater levels of pay transparency.

Salaries at NHDC are determined through a grading system which evaluates the job and not the post holder. It makes no reference to gender or any other personal characteristics of existing or potential job holders. Therefore, we are confident that NHDC is paying the same salary to roles of equal value and that its gender pay gap may be as a result of the roles which men and women undertake within the Council and the salaries and allowances that these roles attract.

3.2.3 Results

The tables below contain a comparison of the NHDC Gender Pay Gap figures for the years 2017, 2018 and 2019. The highlighted figures must be reported on the Gov.uk website. The figures for 2017 and 2018 have already been reported and those for 2019 will be uploaded by 30 March 2020.

Table 1 Gender Pay Gap 2017 – 2019 – Hourly Pay

	Mean Hourly Rate			Median Hourly Rate		
	2017	2018	2019	2017	2018	2019
Female	£13.94	£14.19	£14.47	£12.05	£12.48	£13.01
Male	£18.57	£18.43	£19.13	£18.17	£16.85	£18.33
Gender Pay Gap	25%	23%	24%	34%	26%	29%

Table 2 Gender Bonus Gap 2017 – 2019

	Mean Bonus rate			Median Bonus rate		
	2017	2018	2019	2017	2018	2019
Female	£73.52	£50.00	£50.00	£50.00	£50.00	£50.00
Male	£66.67	£50.00	£50.00	£50.00	£50.00	£50.00
Gender Bonus Gap	-10.27%	0%	0%	0%	0%	0%

Table 3 Quartile Pay Bands 2017 - 2019

	Males			Females		
	2017	2018	2019	2017	2018	2019
Lower Quartile	22.78%	30.86%	28.40%	77.22%	69.14%	71.60%
Lower Middle Quartile	16.25%	17.07%	15.85%	83.75%	82.93%	84.46%
Upper Middle Quartile	41.78%	37.80%	27.16%	58.23%	62.20%	72.84%
Upper Quartile	58.23%	59.76%	58.54%	41.77%	40.24%	41.46%

3.2.3 Analysis

The full Gender Pay Gap Report is available on the NHDC website.

The figures for the Council's 2019 gender pay gap are included in the tables above and the Report is in the final stages of preparation. It will be uploaded to the Council's website by the end of March 2020. Key points to note are:

- All quartiles showed an increase in the proportion of females from 2018, but this was largest in the upper middle quartile where the increase was over 10.6% which is a very positive sign.
- The gross hourly pay rate including all allowances and enhancements and less salary sacrifice payments in this quartile ranges from £13.55 - £18.86 per hour.
- The average differences in the pay packets of women compared to men at the Council are £4.66 per hour (mean) and £5.32 per hour (median).
- The narrowing of the mean and median gender pay gap in 2018 was not sustained in 2019.

- The Action plan to go with the report has been updated. The major developments are:
 - The career development survey has been completed and the outline results circulated to all staff. 177 employees (approx. 47% staff) responded. Following this survey, career development discussions have occurred and individual plans have been created for those who want to progress. Further work with the Management Support Unit (MSU) as a pilot is planned as this department has a significant number of women working in administrative and clerical roles.
 - Tools for ensuring the use of gender-neutral language in recruitment advertisements, job descriptions, person specifications and interview questions and for deeper analysis of the Council's gender pay gap, and in time the ethnic pay gap, data have been introduced. The Council has commenced using the Gapsquare software to identify where there are particular pay disparities so actions can be developed to address these.
 - The Council's Recruitment and Selection workshop has been reviewed to include additional content relevant to addressing the Gender Pay Gap. The training is focused on clear and objective selection criteria and contains an enhanced session covering unconscious bias. This element allows recruiters to discuss the impact of culture, conditioning and language.
 - Recruitment selection methods are being reviewed to move away from the emphasis on an interview and instead use a broader range of selection activities to allow more opportunity for those shortlisted to demonstrate their attributes.
 - Eliminating unconscious bias training is being rolled out across the organisation.
 - Specific training workshops are being developed on job design (job descriptions and person specifications).
 - Work on the introduction of a Staff Network with focus on having an inclusive remit, but within which there is a study of specific narrower issues e.g. women, minority ethnic staff numbers, younger staff, and generally staff getting to know other work areas etc.

3.3 Home Locations & Travel to Work Distances

Following a request at the last meeting, analysis has been undertaken of the home locations of staff and the distances from these to the Council Offices in Letchworth.

3.2.1 Home Locations

In January 2020 there were 379 staff, 180, or 47%, of which live in North Herts. In terms of a gender split, 133 employees, or 74%, of female staff and 47, or 26%, of male staff live in the District.

3.2.2 Distances from Home Locations to DCO

The table below shows some data regarding the distance from DCO to the home locations of NHDC staff.

Distance from DCO	Total Staff		Female		Male	
	No	%	No	%	No	%
Less than 5 miles	214	57	149	70	65	30
Less than 10 miles	268	71	182	68	86	32
Less than 20 miles	344	91	233	68	111	32
Less than 30 miles	359	95	245	68	114	32
More than 30 miles	20	5	15	75	5	25

5 employees, (1.3% of staff), live more than 100 miles from DCO. 4 of these 5 staff, (80%), are female and the employee who lives furthest from DCO, (214 miles), is also female.

4. NEXT STEPS

- 4.1 There will be a further update on equalities prepared for the June 2020 JSCC.

5. APPENDICES

- 5.1 None

6. CONTACT OFFICERS

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7. BACKGROUND PAPERS

- 7.1 Equalities data for the Council for the period 1st January 2019 – 31st January 2019 published in January 2020 in accordance with The Public Sector Equality Duty (section 149 of the Equality Act 2010). Available on the Councils Website.

- 7.2 The Council's Gender Pay Gap Report 2018 published in March 2019 in accordance with the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017. Available on the Councils Website.