

# Equalities in Employment Report

## April 2022 to March 2023

# HR Metrics and Data Sourcing

All data reported excludes schools and casuals, unless specified. Counts of 10 or less are anonymised with '#' to protect individuals' identities.

All data is effective as at the 31 March of the reporting year (2022/23), unless otherwise specified. Employees are counted in every post they hold, and therefore may be counted more than once unless otherwise stated. Equalities data is captured during recruitment and can be amended later by employees through MyView. 2010 data is used as a base point due to council service reviews beginning at this time.

HR Metric	Description
Applicants for Employment	A vacancy may be used to advertise more than one post, which could lead to multiple appointments per advert. Advertised casual roles are also included in the vacancies data. Total applicants include internal and external applicants. An applicant is counted once for each role they apply for. For example, an applicant may have applied for several posts or may have applied for the same post multiple times within the reporting period.
Applicants for Employment	Includes vacancies, applicants, and new starters.
Applicants for Employment	New starters only include external applicants who have joined the council in permanent or limited term posts. Each starter is counted once in every post they start in
Applicants for Employment	Vacancy data is taken from the council's recruitment system. All 'vacant' or new posts are advertised even if these are for internal only or expression of interest applications. The data will not include those appointments via TUPE or transfer in via any other means. During the year 2020 to 2021 a new recruitment system was implemented. Data for this period has therefore been collated from 2 different sources. It should be noted that there are some sections of this report where the data has only been collated from the new system (period running October to March 2021).
Apprentices	Apprentice numbers include employees who joined the council as apprentices but excludes employees who are undertaking an apprenticeship as part of their substantive role with the council. Employees are only counted once, no matter how many posts they hold.
Disability	Staff within the council are asked to declare if they consider themselves to be disabled
Full-Time	Full-time is typically 37 hours per week.
Grievances	Data for 2010/11 is not available and therefore 2011/12 has been provided as the earliest benchmarking year for this section.
Grievances	Includes grievance cases recorded in our HR case management system (CRM), including informal grievances. Integra data is not stored in CRM and is therefore not included. This will be possible from September 2020 (part year) and then going forwards from 2021.
Grievances	Percentages are of the total grievances received.
Length of service in years of permanent staff	Years are rounded to the nearest whole year. Employees are only counted once, no matter how many posts they hold.
Number of employees taking maternity leave and returning to work following maternity leave	Employees are only counted once, no matter how many posts they hold.
Number of employees taking maternity leave and returning to work following maternity leave	The number of permanent employees who commenced maternity leave during the year and the number of employees who returned to work during the year. The returners for the year may not have commenced their maternity leave in the same year.
Turnover	Permanent employees are counted once in their main post, no matter how many posts they hold.
Turnover	Redundancy turnover excludes casual workers, variable-hours employees and employees on limited term contracts.
Turnover	Turnover is the percentage of total headcount whose employment ended during the financial year. Voluntary turnover includes only individuals whose permanent employment ended due to resignation or retirement.
Turnover	Voluntary turnover excludes casual workers, variable-hours employees and employees on limited term contracts.
Written Warnings and Dismissals	Includes the number of written warnings (first and final) given, and the number of performance or capability related dismissals as held on the HR case management system (CRM). Integra data is not stored in CRM and is therefore not included.
Written Warnings and Dismissals	Percentages are of the total written warnings and dismissals recorded

# Executive Summary

- **In terms of gender, the council has remained consistent with the previous 5 years with no significant change.** The council has a higher proportion of female staff (69.3%) when compared to the overall residential population of South Gloucestershire (50.5%).
- **Most employees fall within the 40-59 age group (53%), despite only 41% of 16-64 year olds in the residential population falling into this age group.** The council saw a significant decrease in terms of voluntary turnover in the 20-29 age group in 2022/23 (-6.3% reduction).
- **The percentage of staff declaring themselves from an ethnic minority background has increased from the previous year (+1.2%).** There was a small increase in applications across all ethnic minority groups and a reduction in those preferring not to say.
- **The percentage of staff declaring themselves within South Gloucestershire Council as disabled was 3.9% in 2022/23.**
- **There has been a slight increase in the number of staff declaring themselves to be LGBTQ+ (from 2.6% in 2021/22 to 3.2% in 2022/23).** The council is now in line with the residential South Gloucestershire figures provided by the ONS in the recent 2021 Census where 2.8% of people identify as LGBTQ+.
- **There has been a further increase in staff declaring themselves as having "no religion or belief" from 35.1% in 2021/22 to 38.2% in 2022/23.** This is a trend that is happening across the local region as well with 46.1% of South Gloucestershire residents declaring they had no religion on the latest Census.
- **The proportion of females in the CE & Chief Officers & Senior Management grade group has decreased compared to 2021/22 (from 53.6% to 46.7%), which means that females are under-represented in this grade group (69.3% of females in the overall SGC workforce).** In contrast, ethnic minority groups are over-represented in the CE & Chief Officers & Senior Management combined grade group (23.3% of staff in post) compared to the overall workforce (10.4% of staff in post).
- **Overall dismissals, grievances and warnings numbers were low in 2022/23, so no significant conclusions can be drawn.**

# Workforce Equality Plan

The council's ambition statement taken from the [Workforce Equalities Action Plan](#) (published 2022) states:

*We recognise that inequality gaps exist throughout employment. We are committed to improving diversity and reducing inequalities for everyone. We want our culture to promote an inclusive and supportive workplace that enables us to deliver better services.*

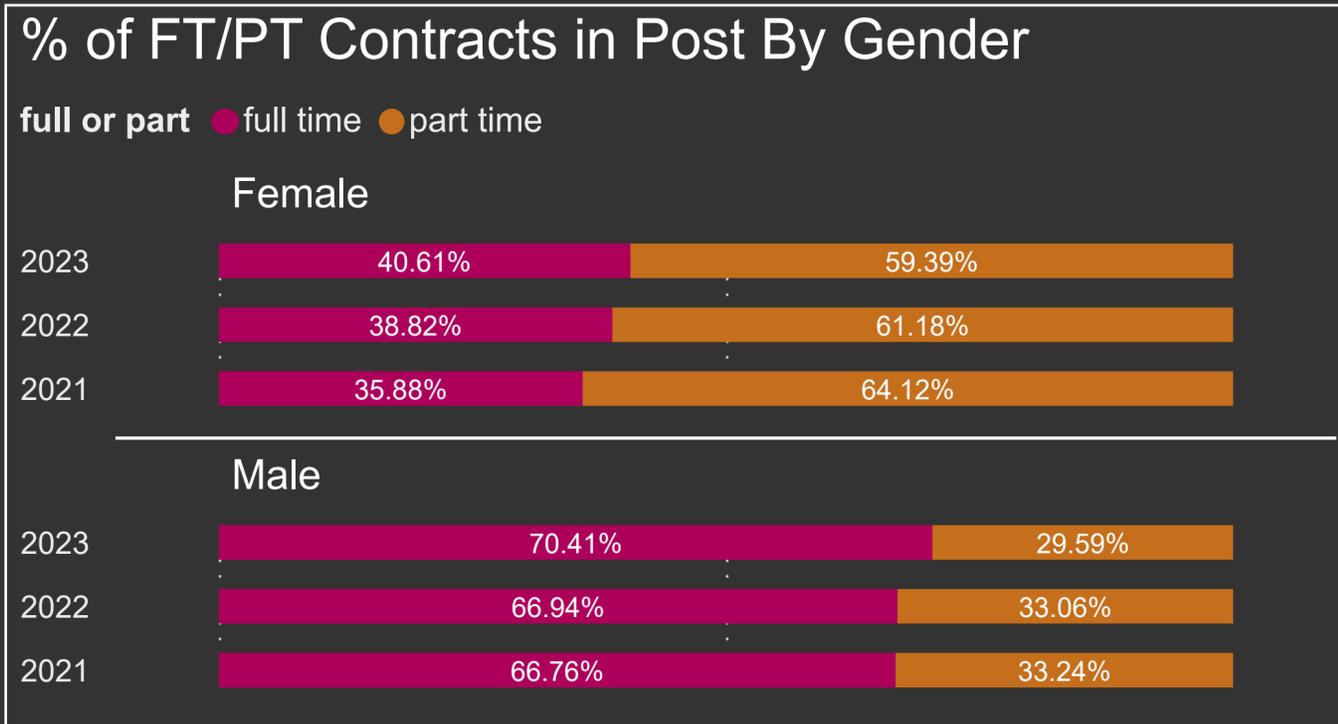
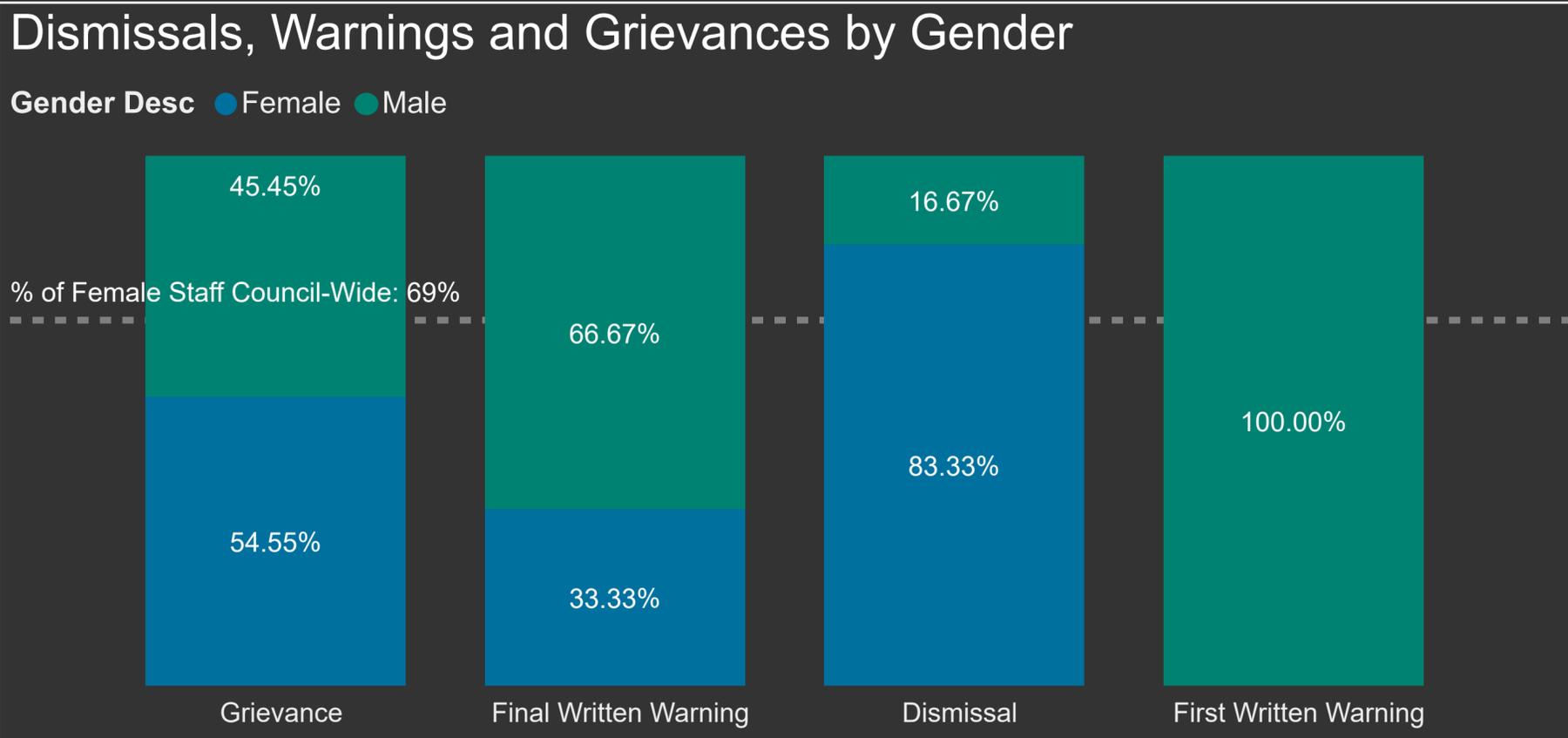
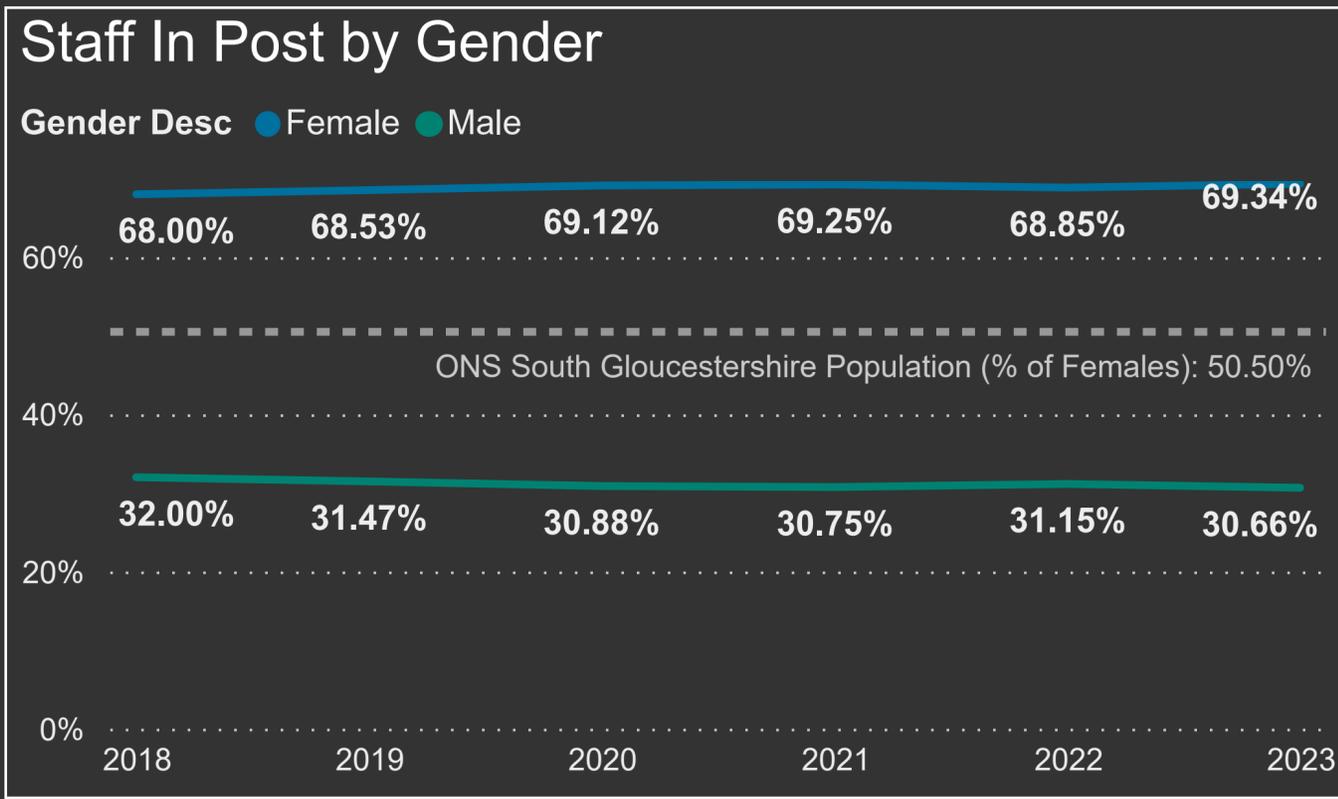
- We want to create a culture where everyone is valued, included and is recognised for the work they do.*
- We want staff to recognise - and tell us - that the Council cares about them, supports them and communicates with them in an open and honest way.*
- We want everyone to be able to express how they feel at work. We want staff to feel encouraged to contribute ideas because they know their opinions will be respected and valued.*
- We want staff to feel empowered to challenge negative attitudes and behaviours that get in the way of our ambitions. We aspire to have a workforce that represents the community's diversity, with a management and leadership population that reflects our workforce and community.*

*We recognise that how people are managed has a big impact on how included and valued they feel. We want to strengthen our culture so all staff at all levels understand their roles and responsibilities and everyone shares the same ambition to build a genuinely inclusive, diverse and supportive organisation.*

# Gender - Part 1

<sup>1</sup>ONS - [Estimates of the Population](#)  
<sup>2</sup>ONS - [Women and the Economy](#)

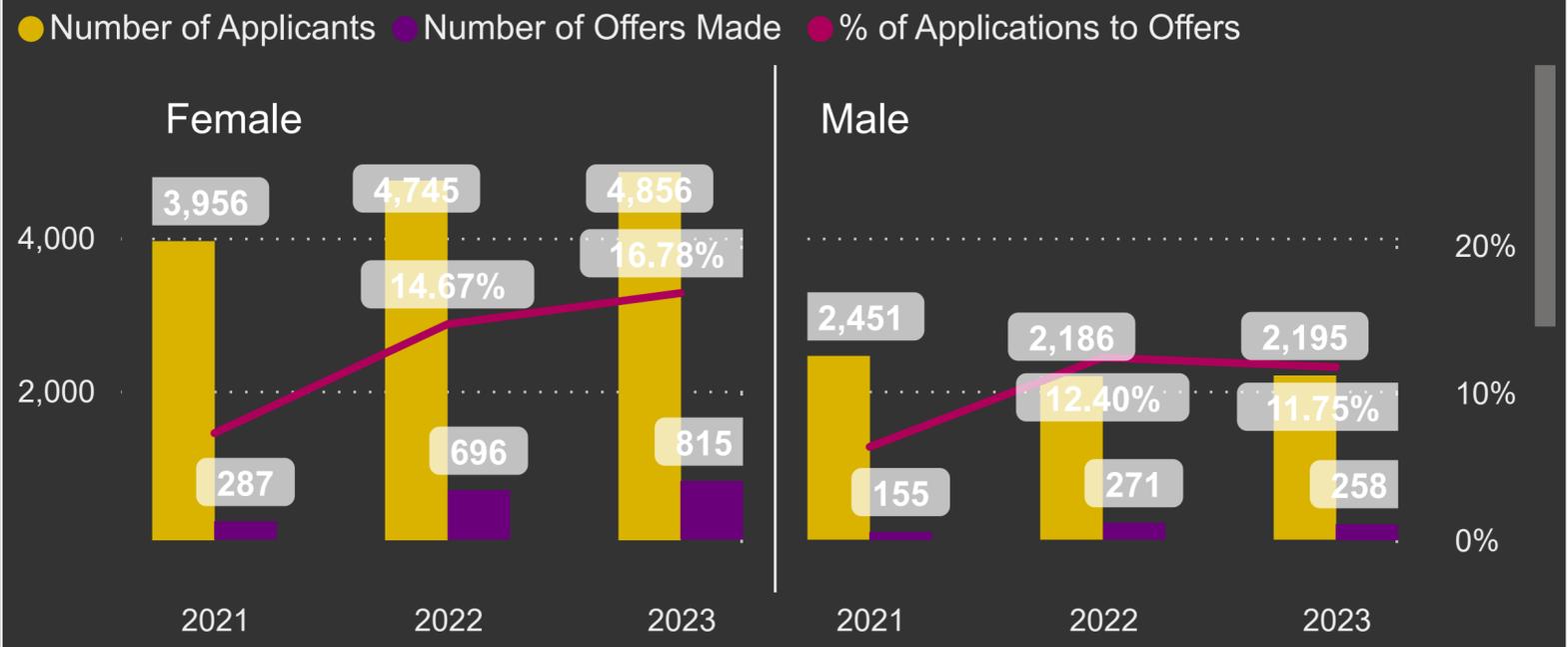
- Male and Female Headcount has remained consistent with previous years with no significant change across the council and between departments.
- South Gloucestershire council has a higher proportion of female staff (69.34%) when compared to the overall residential population of South Gloucestershire (50.5%)<sup>1</sup>.
- There is a continuing trend with the percentage of full-time female staff increasing within the council compared to previous years (by +1.79% from 2021/22). Data by the ONS<sup>2</sup> found that in 2020 the number of women working full-time nationally had increased by 299,000 whilst the number of women working part-time had decreased by 415,000. A possible explanation for this could be the rise in inflation and the cost of living.



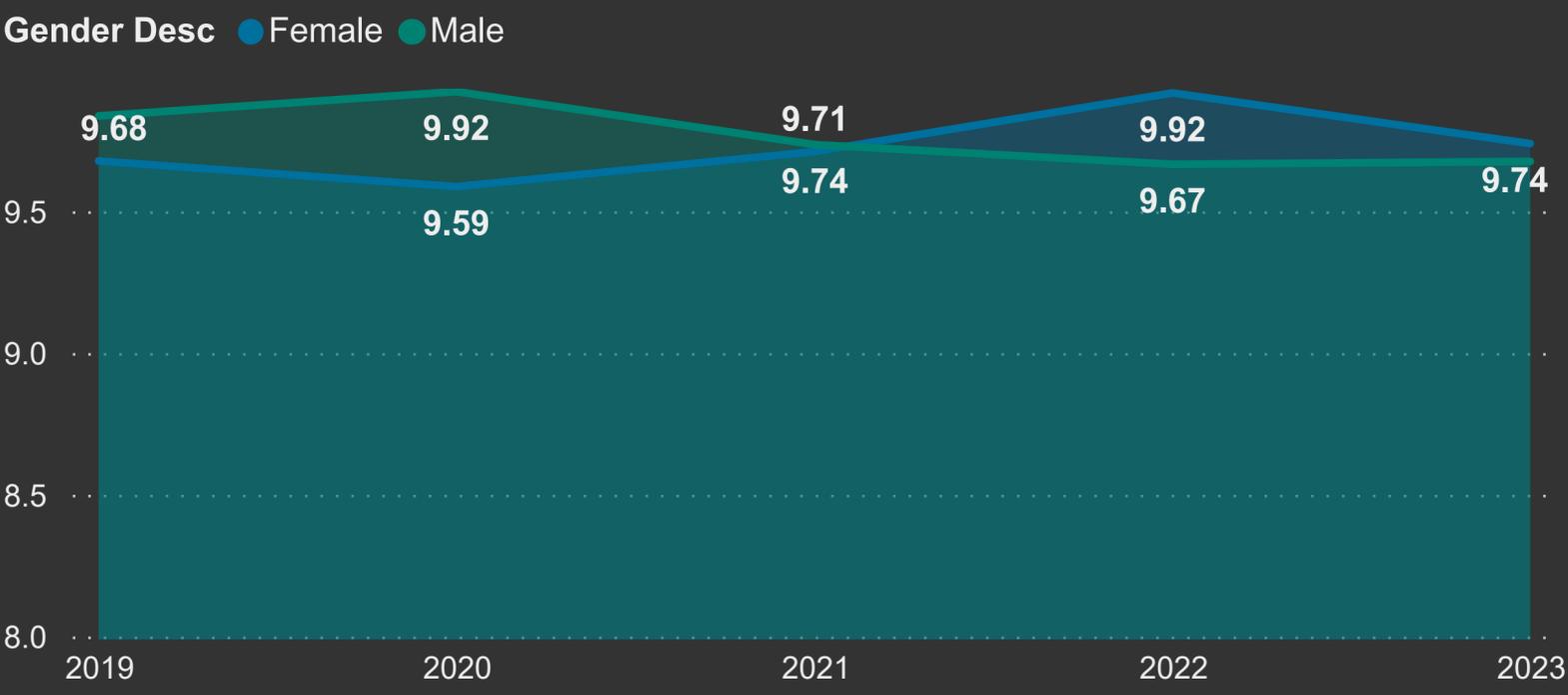
# Gender - Part 2

- In this reporting period, there has been a very slight increase in the numbers of male applicants (2195 compared to 2186). There has been a small decrease in the number of offers made to male candidates with 258 being made compared to 271 last year.
- There has been a small increase in the number of female applications 4856 from 4745 in 21/22. The numbers of offers have increased significantly with 815 offers made compared to 696 last year. This continues the trend of more applications received from females to males roughly two to one third.

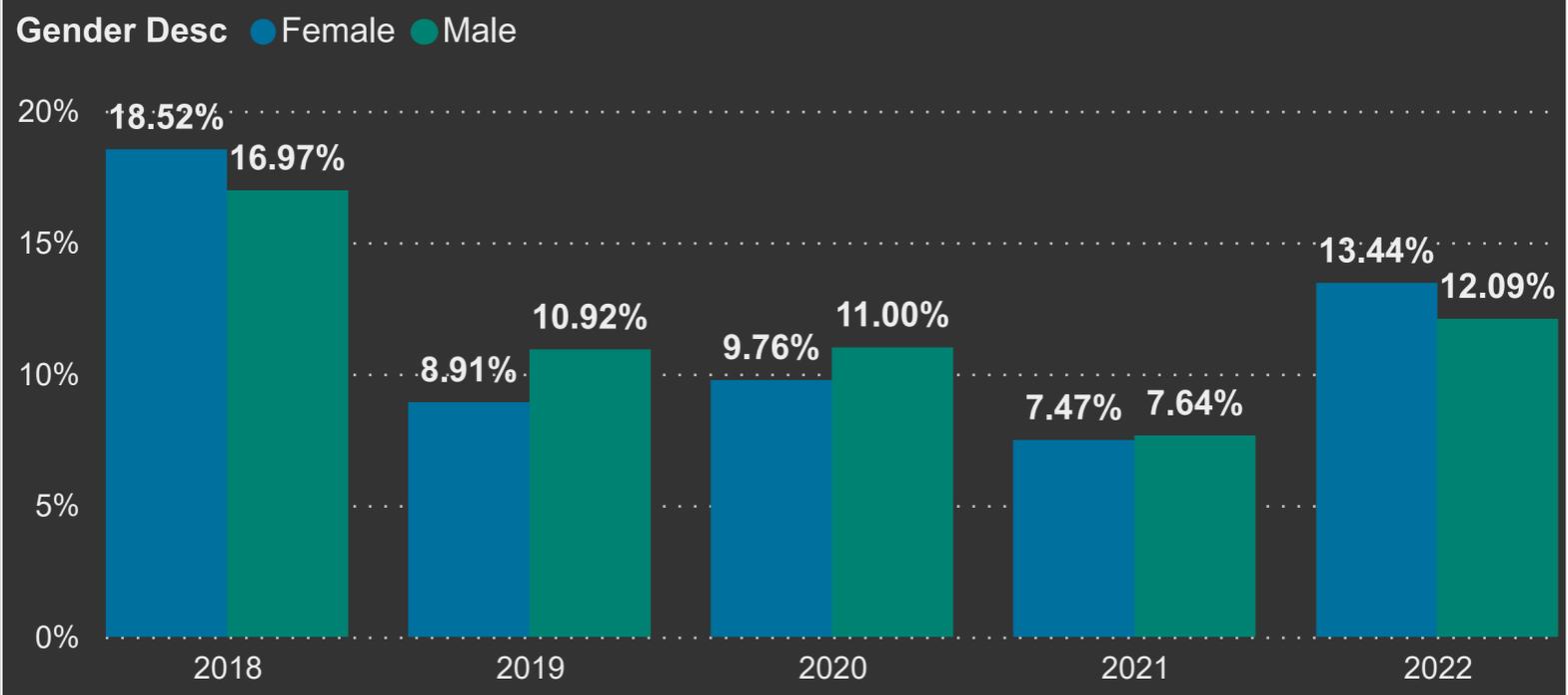
## Applications and Offers by Gender



## Average Length of Service By Gender



## Voluntary Turnover by Gender

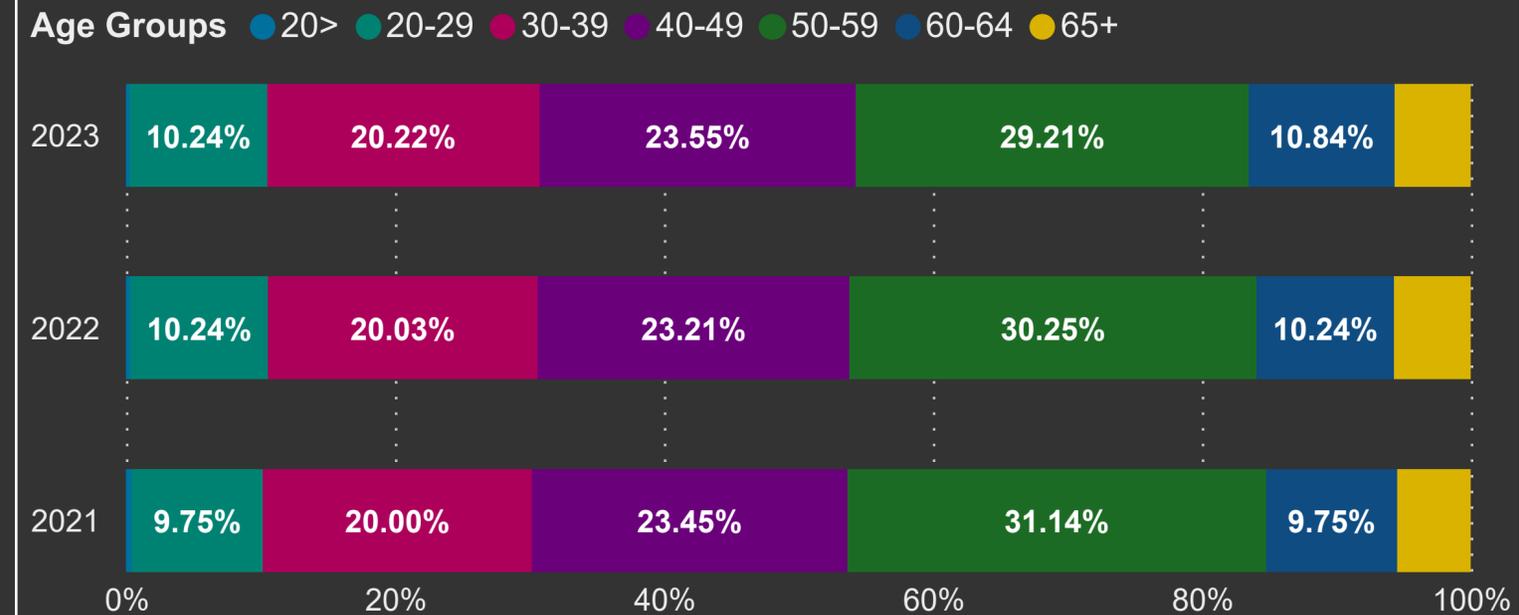


# Age - Part 1

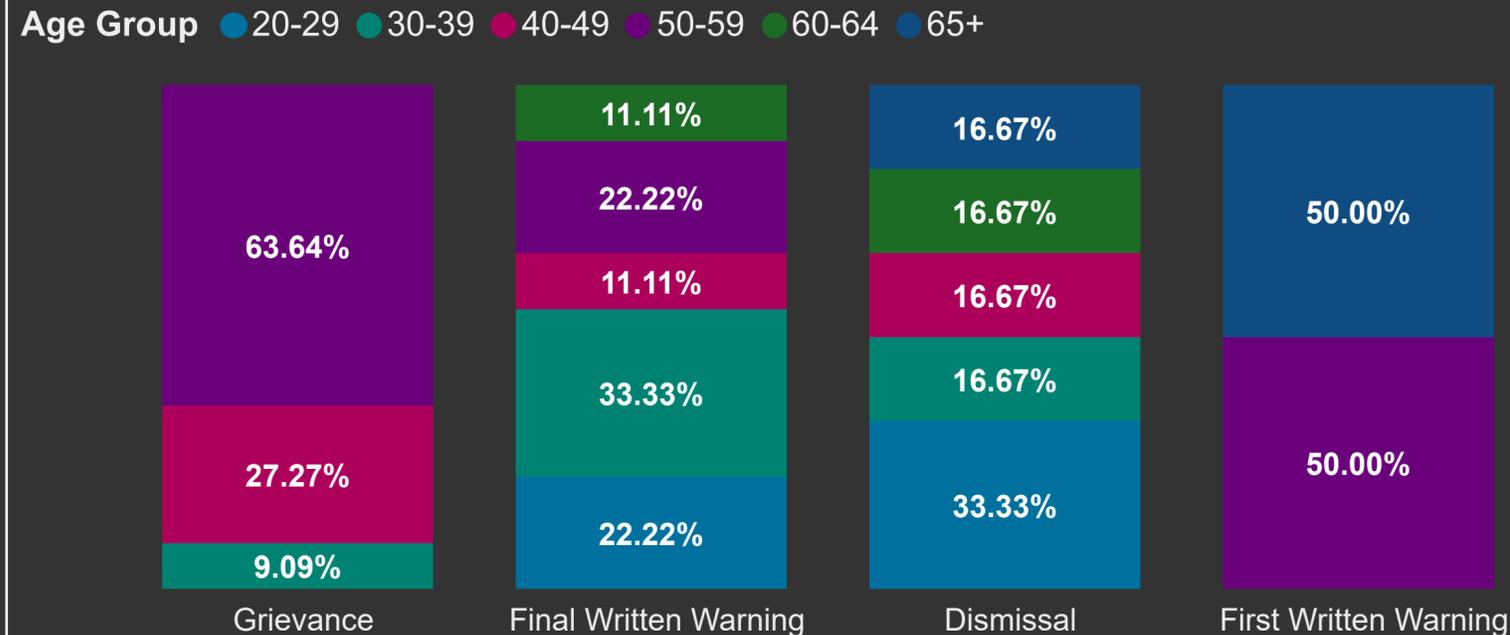
<sup>3</sup>ONS - Census 2021

- **Staff in post by age has remained consistent with last year with no significant change between age groups.** The continuing trend is that most employees (52.76%) fall within the 40-49 & 50-59 age group combined. According to the recent 2021 Census by the Office for National Statistics<sup>3</sup>, only 41% of 16 to 64 years olds fall into the 40-59 age group.
- **We have seen an increase in offers across all age groups compared to last year, the only exception being those under 20.** The biggest increase in those in the over 50 age group with an increase from 47 last year to 161 offers this year. This may be indicative of the impact of older workers returning to the workforce post pandemic or greater numbers changing roles.

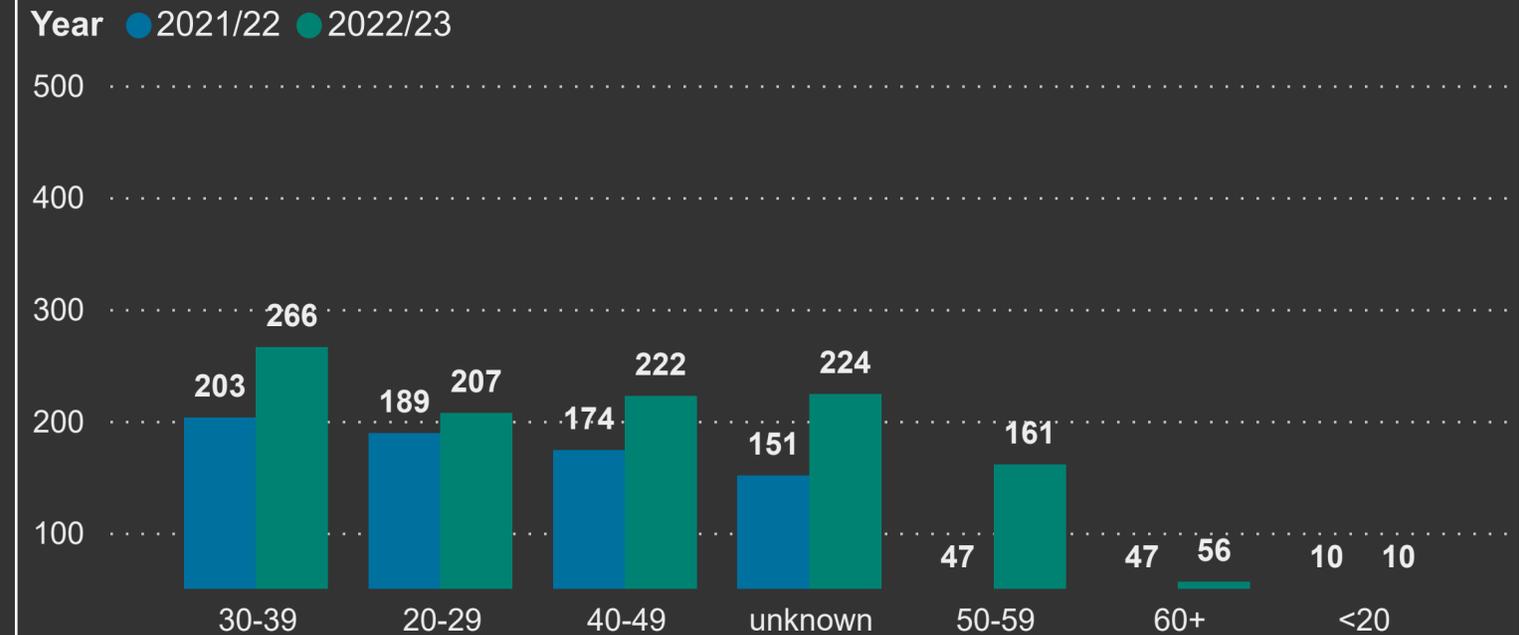
## Staff In Post by Age Group



## Dismissals, Warnings and Grievances by Age Group



## Offers by Age Group



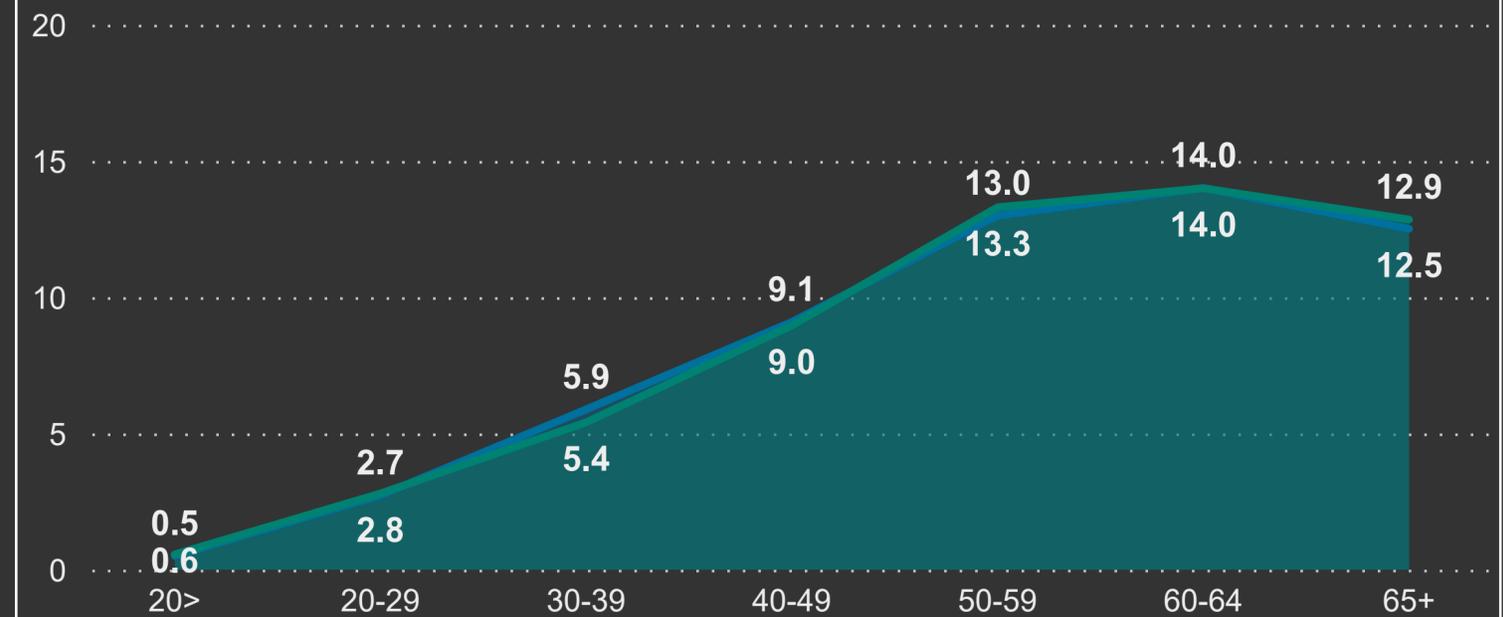
# Age - Part 2

<sup>4</sup>ONS - [Movement out of work those aged 50+](#)

- There was a significant improvement in terms of voluntary turnover in the 20-29 age group (-6.33% reduction).
- The leaver rate for those aged 65+ remains high (22.22% compared to the council's overall voluntary turnover rate of 13.4%), although this is to be expected as includes staff retiring. According to the ONS<sup>4</sup> (released in 2022), those aged 50 year+ saw the largest increase of economically inactive people in the labour market among all age groups since the start of the pandemic. This trend is particularly prominent amongst professional occupations and full-time workers.
- The average length of service amongst all age groups has seen very little change despite the council's overall increase in turnover.

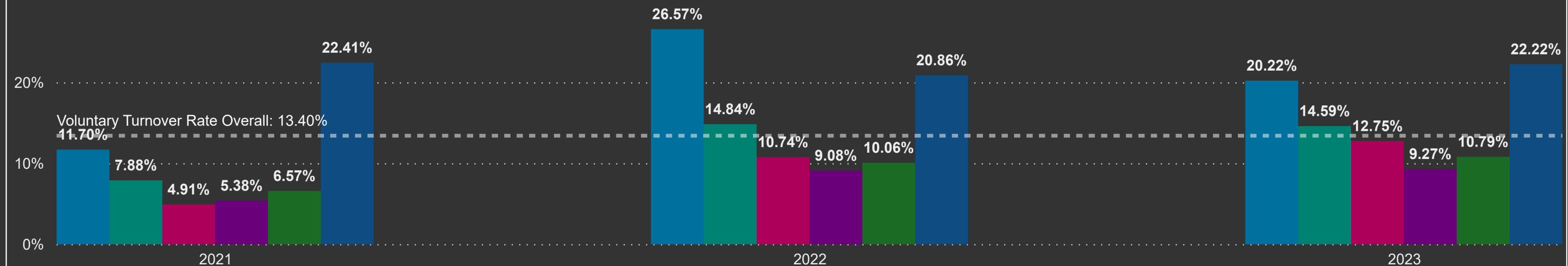
## Average Length of Service By Age Group

As At Date ● 31 March 2022 ● 31 March 2023



## Voluntary Turnover by Age Group

Age Groups ● 20-29 ● 30-39 ● 40-49 ● 50-59 ● 60-64 ● 65+

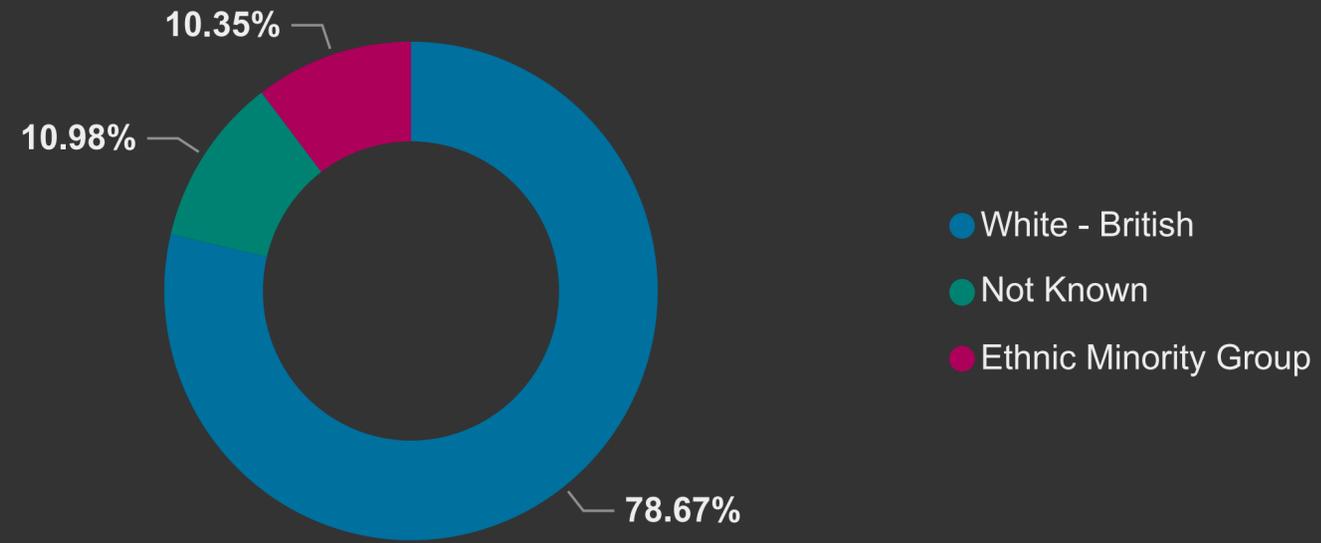


# Ethnicity - Part 1

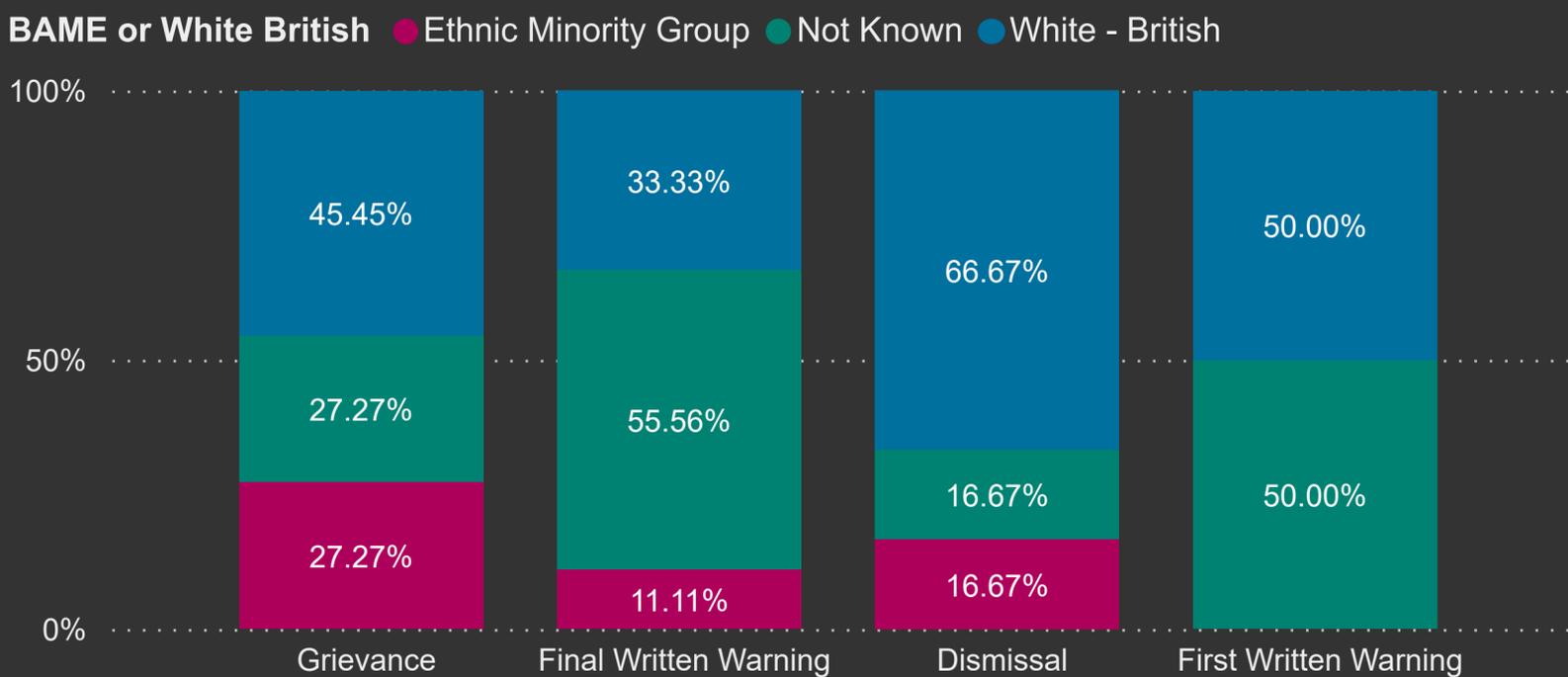
<sup>5</sup>ONS - Census 2021

- The percentage of staff declaring themselves from an ethnic minority background has increased from the previous year (+1.15%). According to the 2021 Census by the ONS<sup>5</sup>, 85.8% of the South Gloucestershire population declared that they were White - British and 14.2% stated they were from an ethnic minority group.
- There was a small increase in applications across all ethnic minority groups and a reduction in those preferring not to say. The percentage of applications from ethnic minority backgrounds increased from 31.34% to 40.19% and applications from those identifying as White British reducing from 65.79% to 58.22% applicants preferring not to say has reduced to only 1.85%. Across ethnic minority background candidates, offers have increased from 11.36% to 19.98%.
- The ethnic minority group is over-represented in terms of grievances (27.3%) compared with the overall workforce (10.4%).

## Staff In Post by Ethnicity



## Dismissals, Warnings and Grievances by Ethnicity



## Applications and Offers by Ethnicity

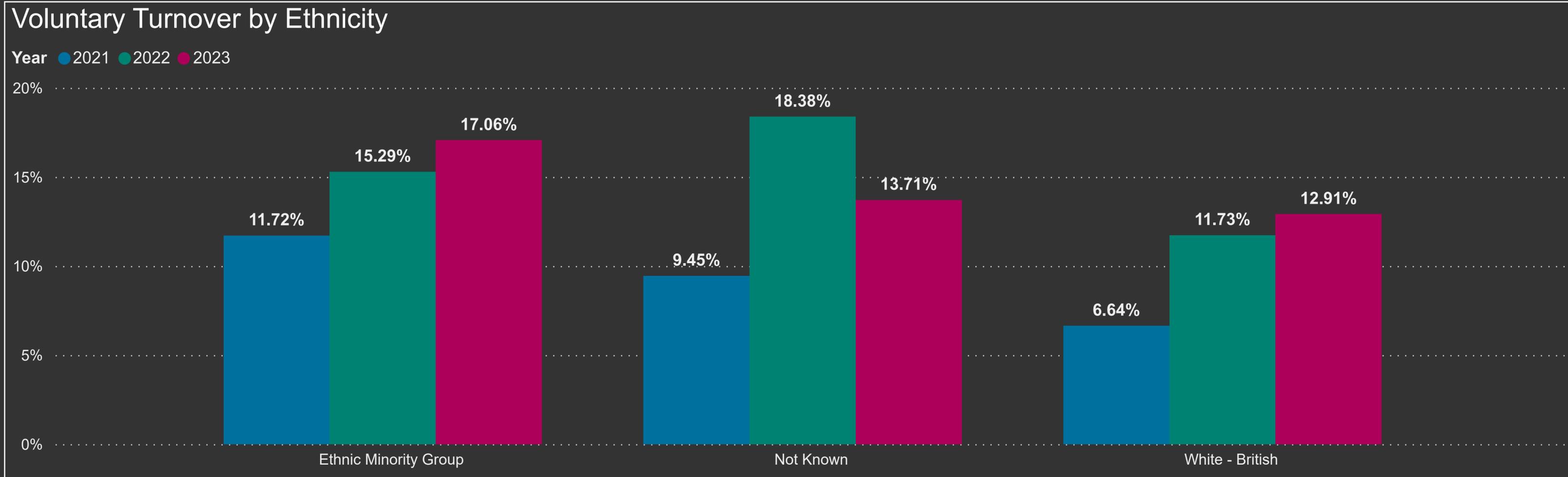
Year	2021/22			2022/23		
	% of Offers to Applications	% of Applications	% of Offers Made	% of Offers to Applications	% of Applications	% of Offers Made
⊕ Ethnic Minority Group	8.25%	31.34%	17.07%	7.25%	31.86%	13.86%
⊕ Not Known	8.87%	2.87%	1.68%	40.19%	3.24%	7.81%
⊕ White - British	18.72%	65.79%	81.25%	20.11%	64.90%	78.33%

# Ethnicity - Part 2

- There was a higher voluntary turnover rates amongst staff from a ethnic minority background (by +1.77% respectively).
- Voluntary turnover amongst ethnic minority groups are consistently higher than those staff who declare themselves as White - British, year-on-year.

### Average Length of Service By Ethnicity

Ethnicity	2020	2021	2022	2023
⊕ Ethnic Minority Group	7.66	8.02	7.50	6.64
⊕ Not Known	5.67	6.27	7.45	8.55
⊕ White - British	10.81	10.60	10.45	10.24



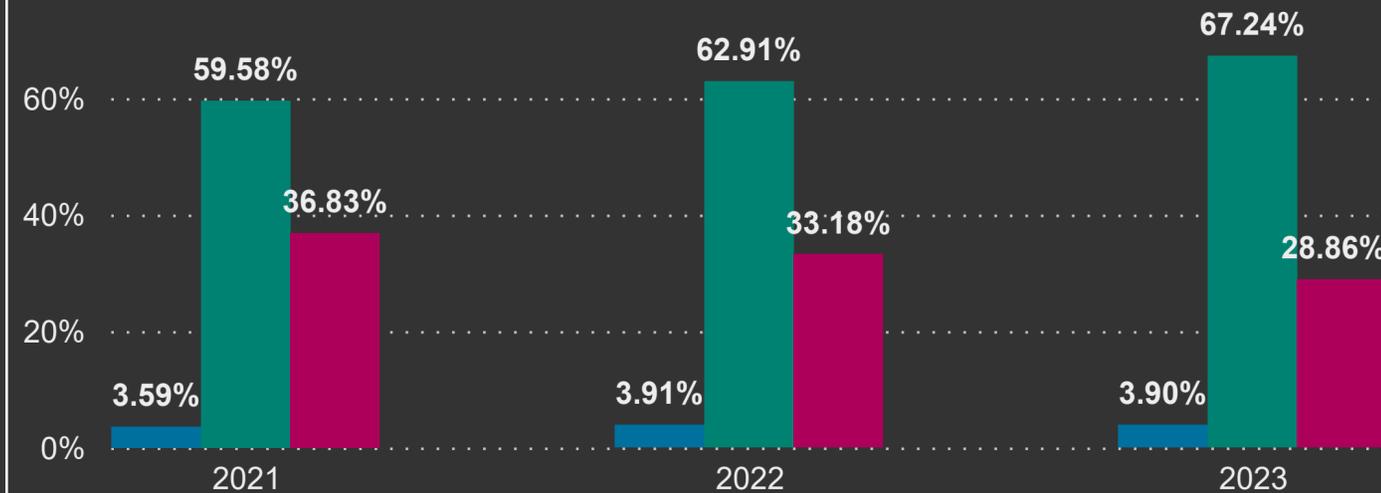
# Disability - Part 1

<sup>7</sup>ONS - 2021 Census

- The percentage of staff declaring themselves within South Gloucestershire Council as disabled was 3.9% in 2022/23. Recent data from the 2021 Census conducted by ONS<sup>7</sup> states that 10.2% South Gloucestershire residents declared they are "disabled and limited a little". The same dataset found that 6.3% of South Gloucestershire residents would describe themselves as "disabled and limited a lot".
- The number of applicants declaring a disability has increased slightly with the applicant to offer percentage increasing from 13.26% to 16.88%. This represents 66 offers compared to 46 last year, against a backdrop of 1146 offers being made council wide.
- Employees with a declared disability appear to be over-represented from the available data in terms of grievances and first written warnings (18.18% and 11.11% respectively).

## Staff In Post by Disability Status

Disability Status ● Disabled ● Non-Disabled ● Not Known



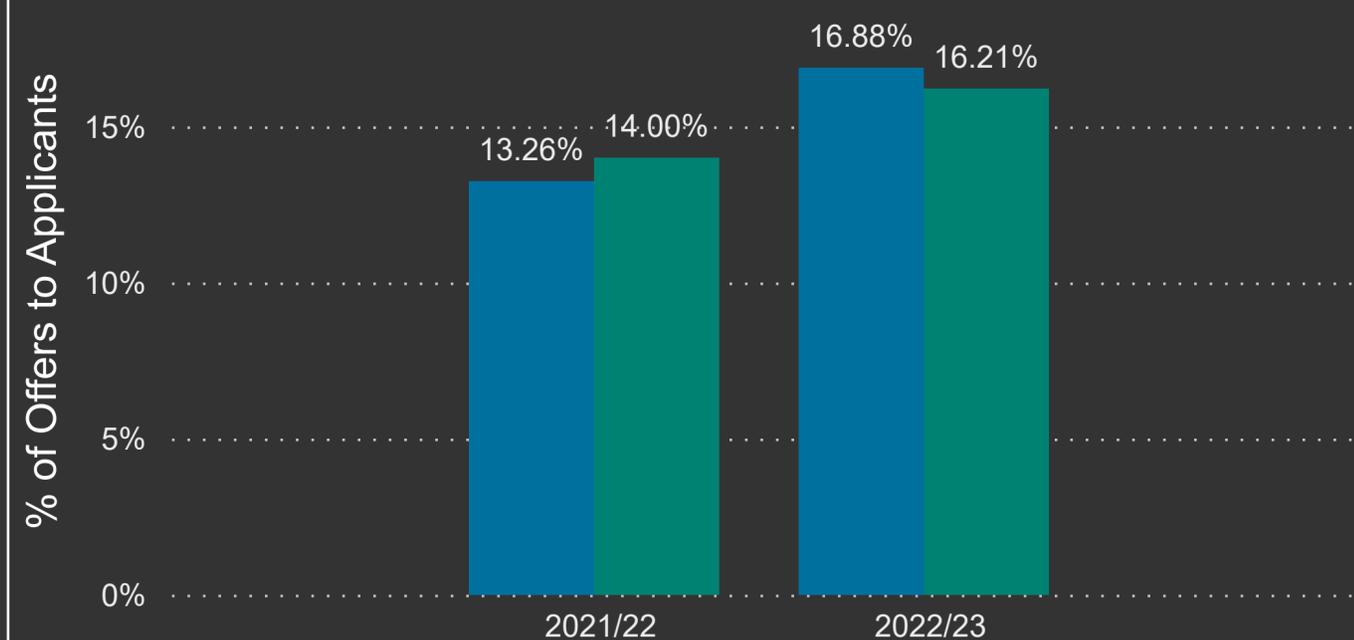
## Dismissals, Warnings and Grievances by Disability Status

Disability Status ● Disabled ● Non-Disabled ● Not Known



## % of Offers to Applicants by Disability Status

Disability Status ● Disabled ● Non-Disabled

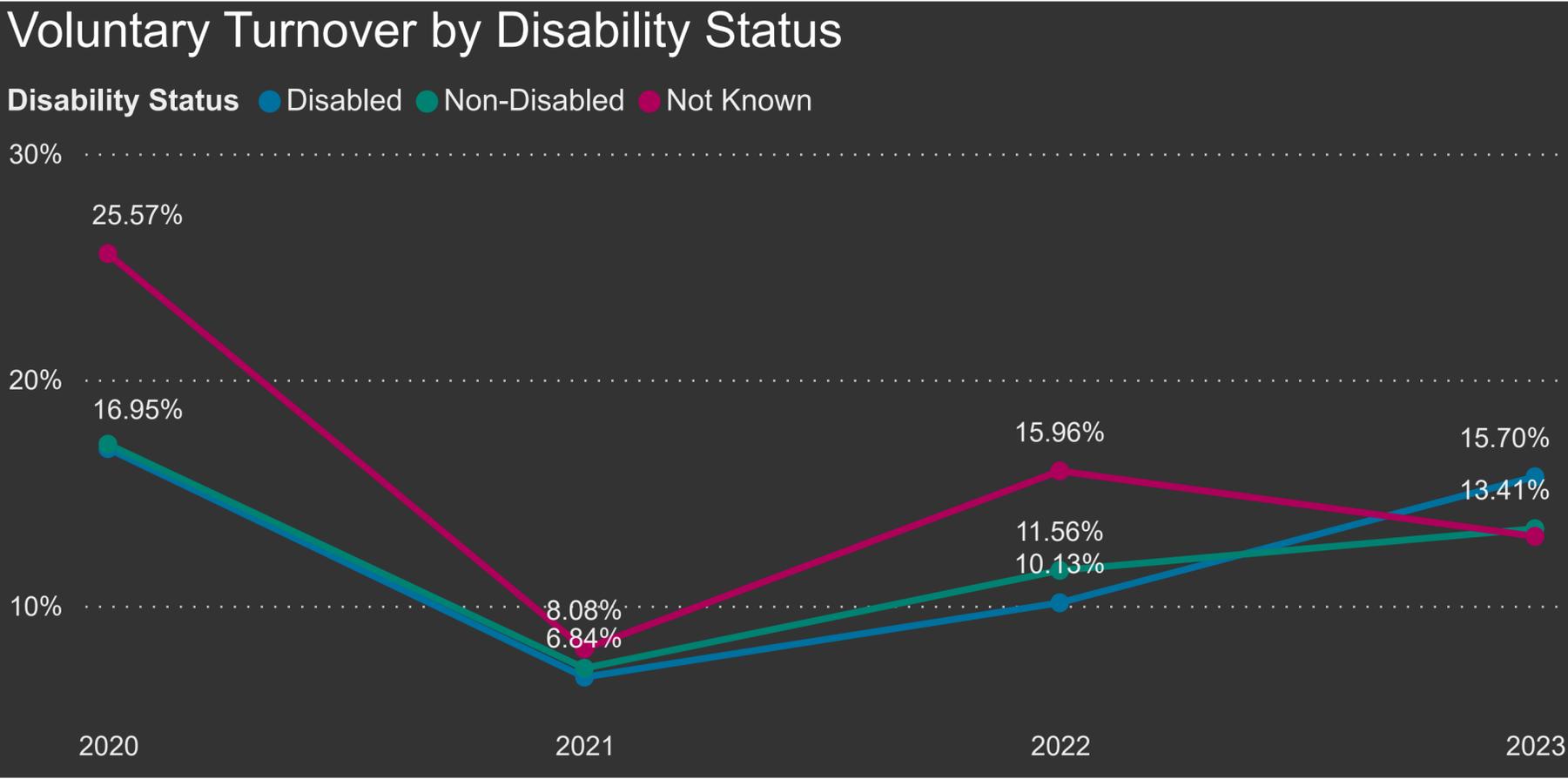


# Disability - Part 2

- There has been an increase in voluntary turnover for staff who declare themselves as disabled (+5.57%).
- There has been a slight increase in the average length of service for an employee who declares themselves as disabled (by +0.1) despite voluntary turnover increasing for disabled employees.

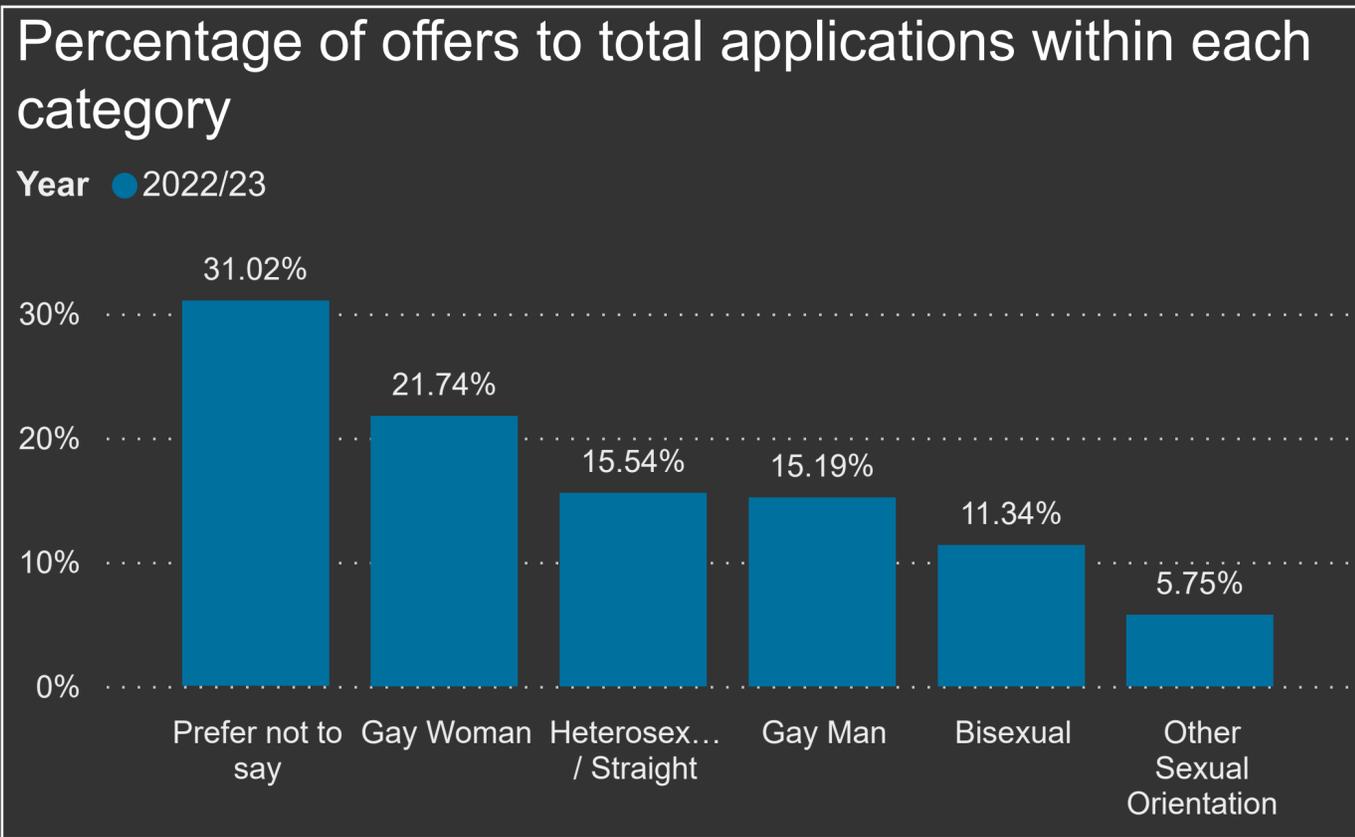
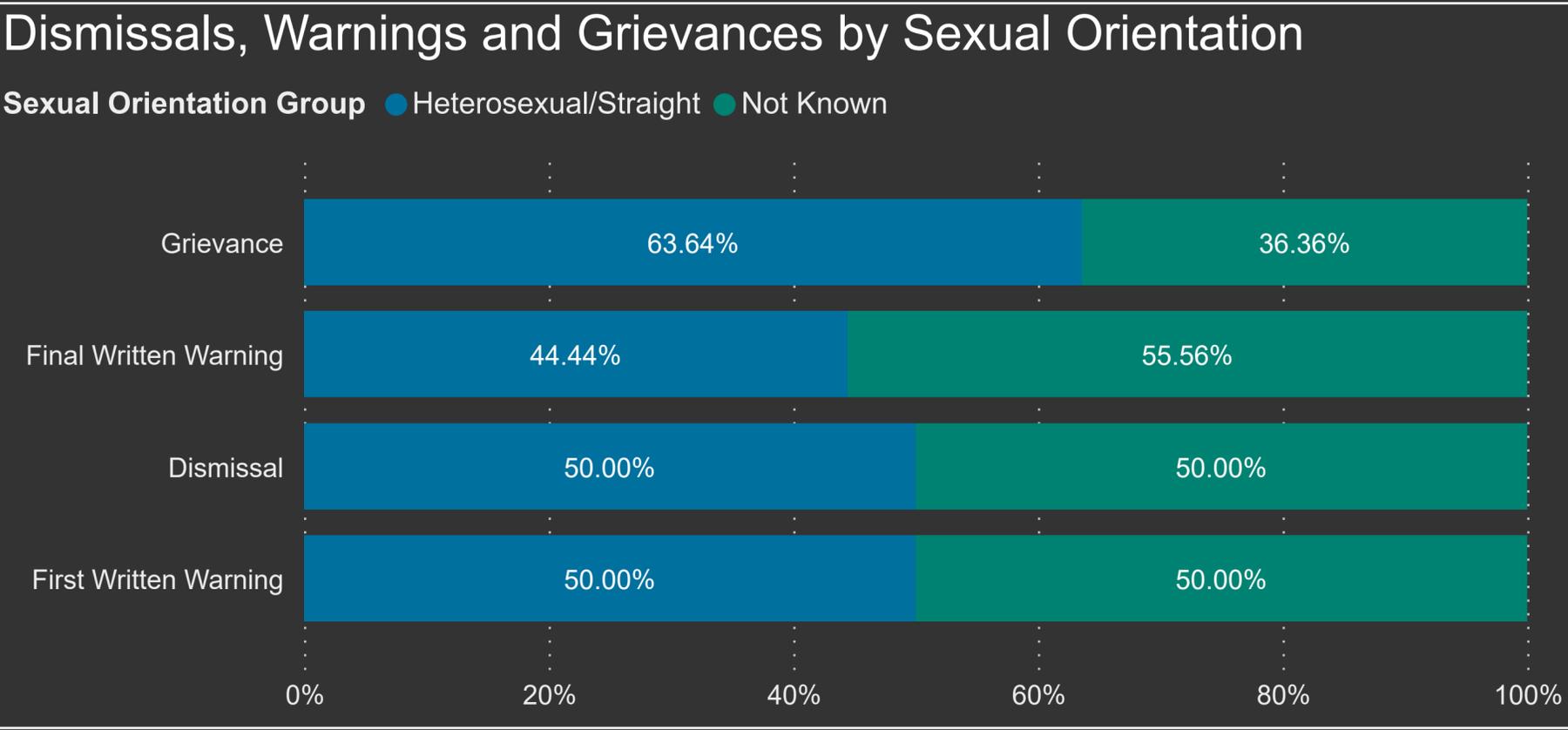
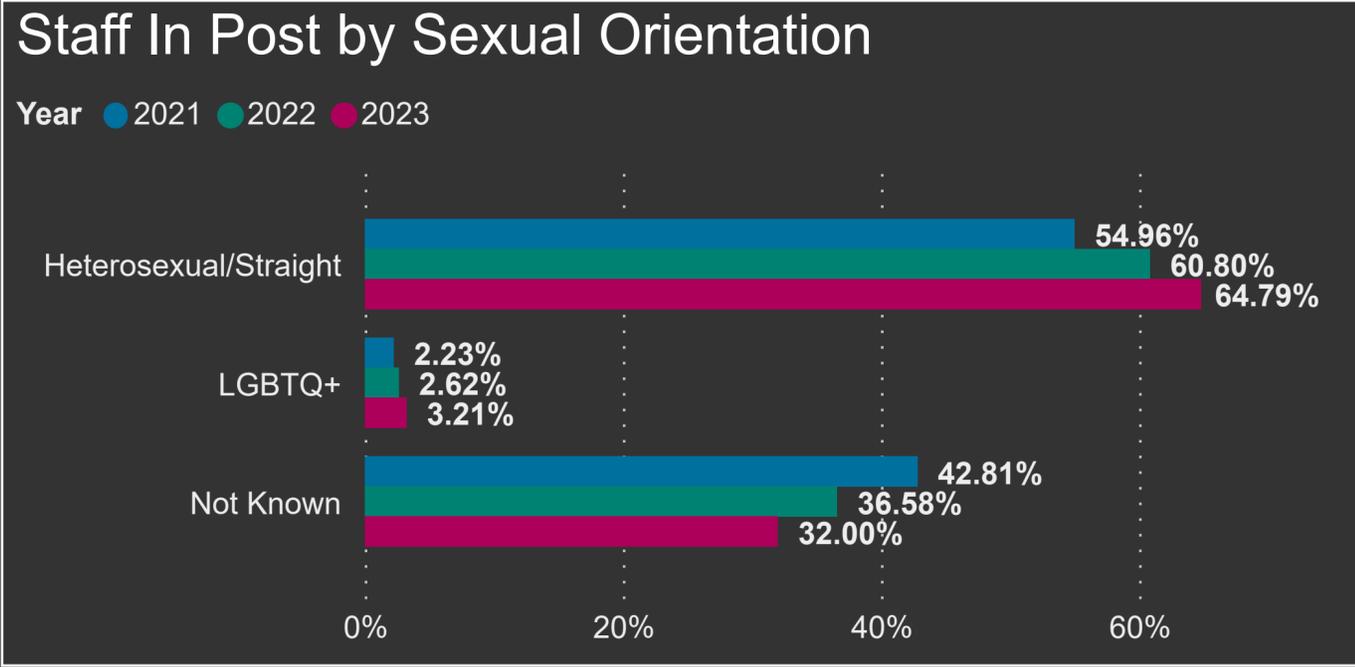
### Average Length of Service By Disability Status

Disability Status	2020	2021	2022	2023
Disabled	11.25	11.11	11.21	11.31
Non-Disabled	12.46	12.27	11.93	11.16
Not Known	4.74	5.13	5.70	6.51



# Sexual Orientation - Part 1

- There has been a slight increase in the number of staff declaring themselves to be LGBTQ+ (from 2.6% in 2021/22 to 3.2% in 2022/23). We are now in line with the South Gloucestershire figures provided by the ONS 2021 Census<sup>8</sup> where 2.8% of people identify as LGBTQ+.
- The success rates of offers to applicants have remained consistent in each category with no significant difference compared with the previous year.



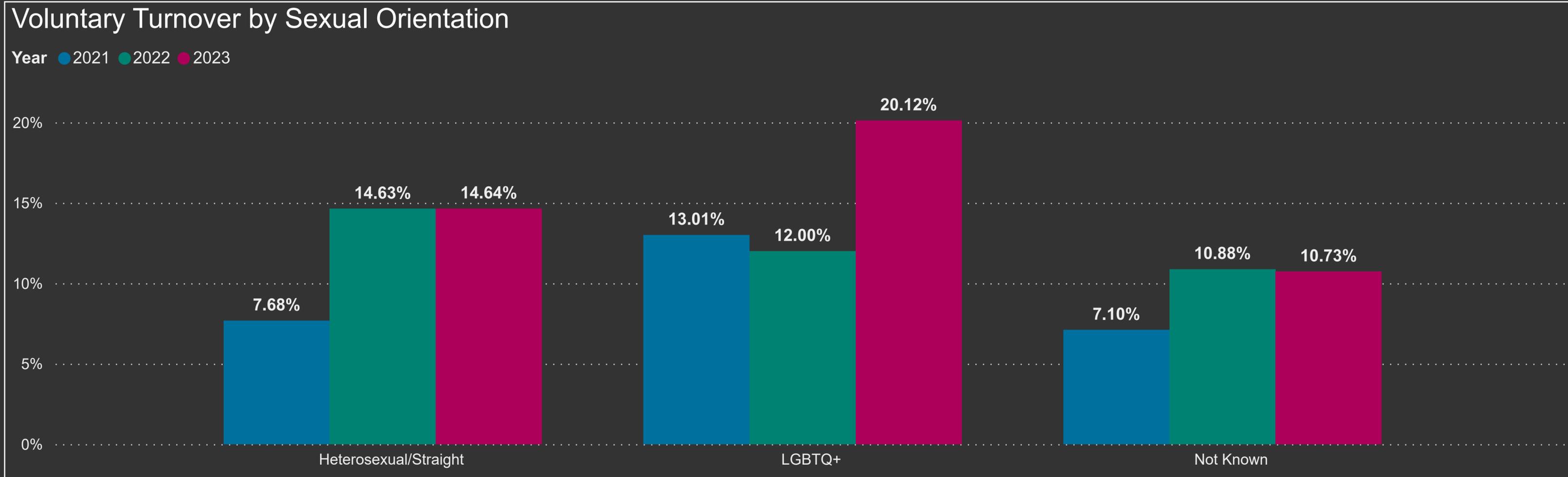
<sup>8</sup>ONS - [Sexual Orientation](#)

# Sexual Orientation - Part 2

- There has been a significant increase in voluntary turnover in LGBTQ+ staff (from 12.0% in 2020/21 to 20.1%).
- Staff who have not declared their sexual orientation have a higher average length of service than those who have. Most staff complete their equality information when they join the organisation. With long serving employees, it's possible that many were not asked to categorise their sexual orientation when they started. In other cases, existing staff may not wish to complete/update their equalities information.

### Average Length of Service By Sexual Orientation

Sexual Orientation Group	2020	2021	2022	2023
⊕ Heterosexual/Straight	6.29	6.39	6.64	6.76
⊕ LGBTQ+	5.11	4.92	5.04	4.47
⊕ Not Known	13.22	13.76	14.98	15.86



# Religion/Belief - Part 1

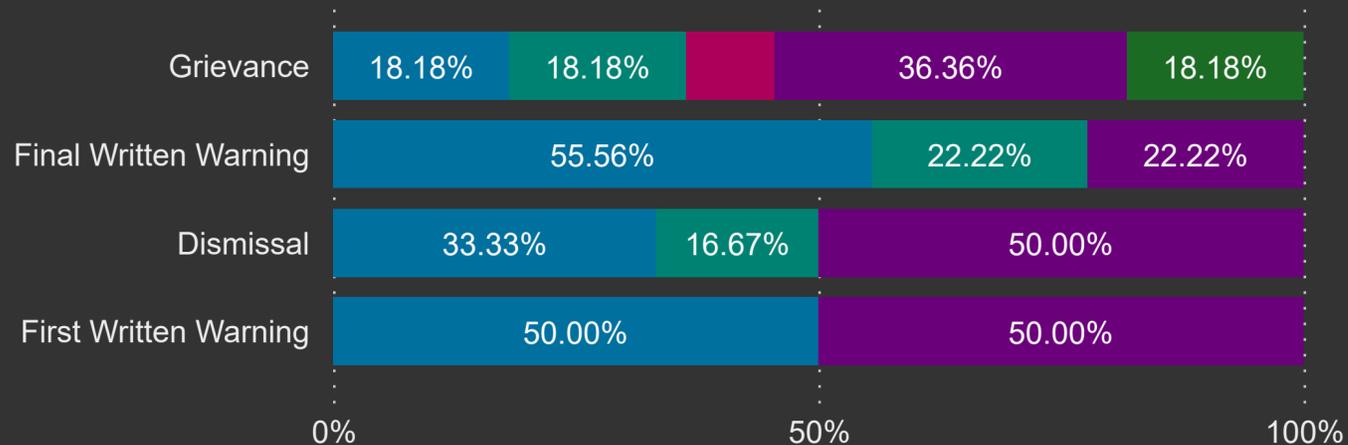
- There has been a further increase in staff declaring themselves as having "no religion or belief" from 35.12% in 2021/22 to 38.20% in 2022/23. 46.1% of South Gloucestershire residents declared they had no religion on the latest Census on the ONS<sup>9</sup>.
- There has been a small decrease in the numbers of applicants declaring themselves as having "no religion or belief" from 51.70% in 2021/22 to 46.93% in 2022/23. The numbers of applicants declaring a particular religion have remained broadly similar.

## Staff in Post by Religion/Belief

Religion Long Desc	2020	2021	2022	2023
Buddhist	0.20%	0.17%	0.23%	0.35%
Christian	22.01%	22.75%	24.73%	25.62%
Hindu	0.15%	0.17%	0.26%	0.32%
Jewish	0.15%	0.17%	0.20%	0.14%
Muslim	0.35%	0.45%	0.49%	0.75%
No religion	28.37%	30.81%	35.04%	38.11%
Not Known	43.90%	40.39%	33.72%	29.12%
Other	0.82%	0.93%	0.94%	0.87%
Prefer not to say	3.94%	3.96%	4.23%	4.51%
Sikh	0.12%	0.20%	0.17%	0.20%

## Dismissals, Warnings and Grievances by Religion/Belief

Religion Long Desc ● (Blank) ● Christian ● Muslim ● No religion ● Prefer not to say



## Applicants and Offers by Religion/Belief

Year	2021/22			2022/23			
	Religion/Belief	% of Applicants	% of Offers Made	% of Offers to Applications	% of Applicants	% of Offers Made	% of Offers to Applications
Any other religion / belief		1.65%	1.02%	8.55%	1.56%	1.05%	10.71%
Buddhist		0.58%	0.51%	12.20%	1.14%	0.52%	7.32%
Christian		31.91%	31.47%	13.68%	34.92%	30.72%	14.02%
Hindu		2.40%	0.51%	2.94%	2.39%	0.52%	3.49%
Jewish		0.10%	0.20%	28.57%	0.06%	0.09%	25.00%
Muslim		3.76%	1.12%	4.14%	5.17%	1.40%	4.30%
No Religion / Belief		51.70%	57.64%	15.47%	46.93%	52.01%	17.66%
Prefer not to say		5.70%	6.72%	16.38%	5.90%	13.00%	35.14%
Sikh		0.61%	0.00%	0.00%	0.88%	0.70%	12.70%
Unknown		1.60%	0.81%	7.08%	1.06%		

<sup>9</sup>ONS - Religion

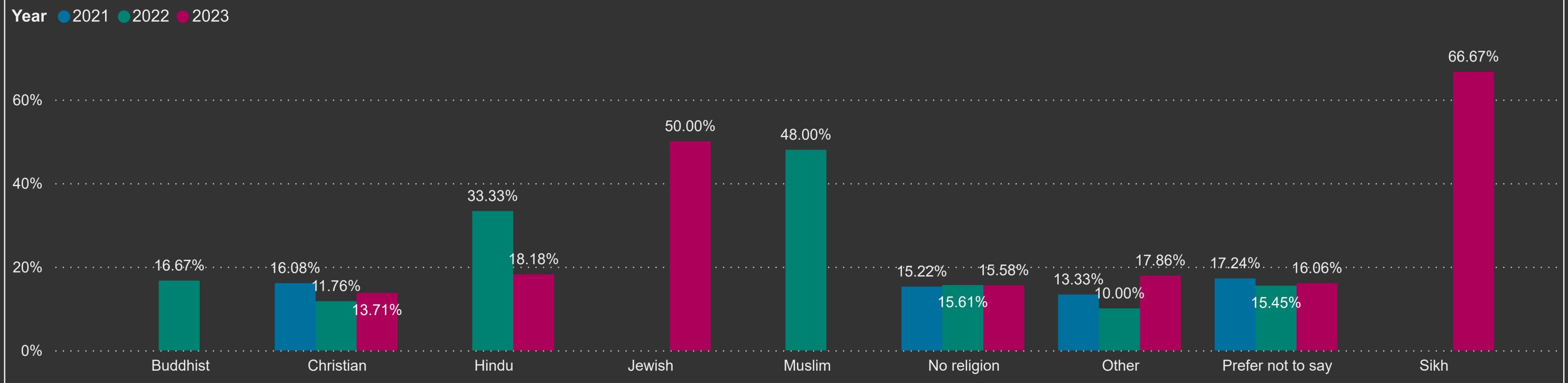
# Religion/Belief - Part 2

- Some religion/belief categories contain only a small number of employees and therefore a low number of leavers can still result in a substantial turnover rate. In the most populated categories (e.g., no religion, Christian, Unknown...etc), the voluntary turnover rate has remained consistent with the previous year.
- As mentioned previously, the 'Not Known' category having the highest average years length of services implies that a large percentage of the council's workforce may not have been asked about their religion/belief when they joined – this is when most employees complete their equality data.

## Average Length of Service By Religion/Belief

Religion Long Desc	2020	2021	2022	2023
Buddhist	4.41	5.36	4.69	4.46
Christian	7.22	7.24	7.32	7.47
Hindu	5.72	5.64	6.52	4.05
Jewish	4.32	4.52	4.74	5.18
Muslim	5.46	5.57	4.41	2.97
No religion	5.54	5.72	6.11	6.20
Not Known	13.56	14.10	15.51	16.62
Other	6.09	6.74	7.16	9.32
Prefer not to say	7.10	7.40	7.54	7.31
Sikh	2.53	2.73	3.73	3.83

## Voluntary Turnover by Religion/Belief Category



# Grade Groups Narrative

- **The proportion of females in the CE & Chief Officers & Senior Management grade group has decreased compared to 2021/22 (from 53.57% to 46.67%). This means females are under-represented in this grade group (68.85% of staff in post are females).**
- **The percentage of employees stating they are disabled at the lowest grade groups are over-represented compared to the higher grades (4.52% of staff in post in the HAY10-14 grade are disabled compared to 2.29% of staff in the HAY03-A grade group and 3.33% in the CE & Chief Officers & Senior Management grade group).**
- **The data does not appear to show a correlation between Sexual Orientation/Religion/Belief and grades.** The equality data gaps are more significant for these protected characteristics.
- **Ethnic minority groups are over-represented in the CE & Chief Officers & Senior Management combined grade group (23.33% of staff in post) compared to the overall workforce (10.35% of staff in post).**
- **See grade groups graph on the next page.**

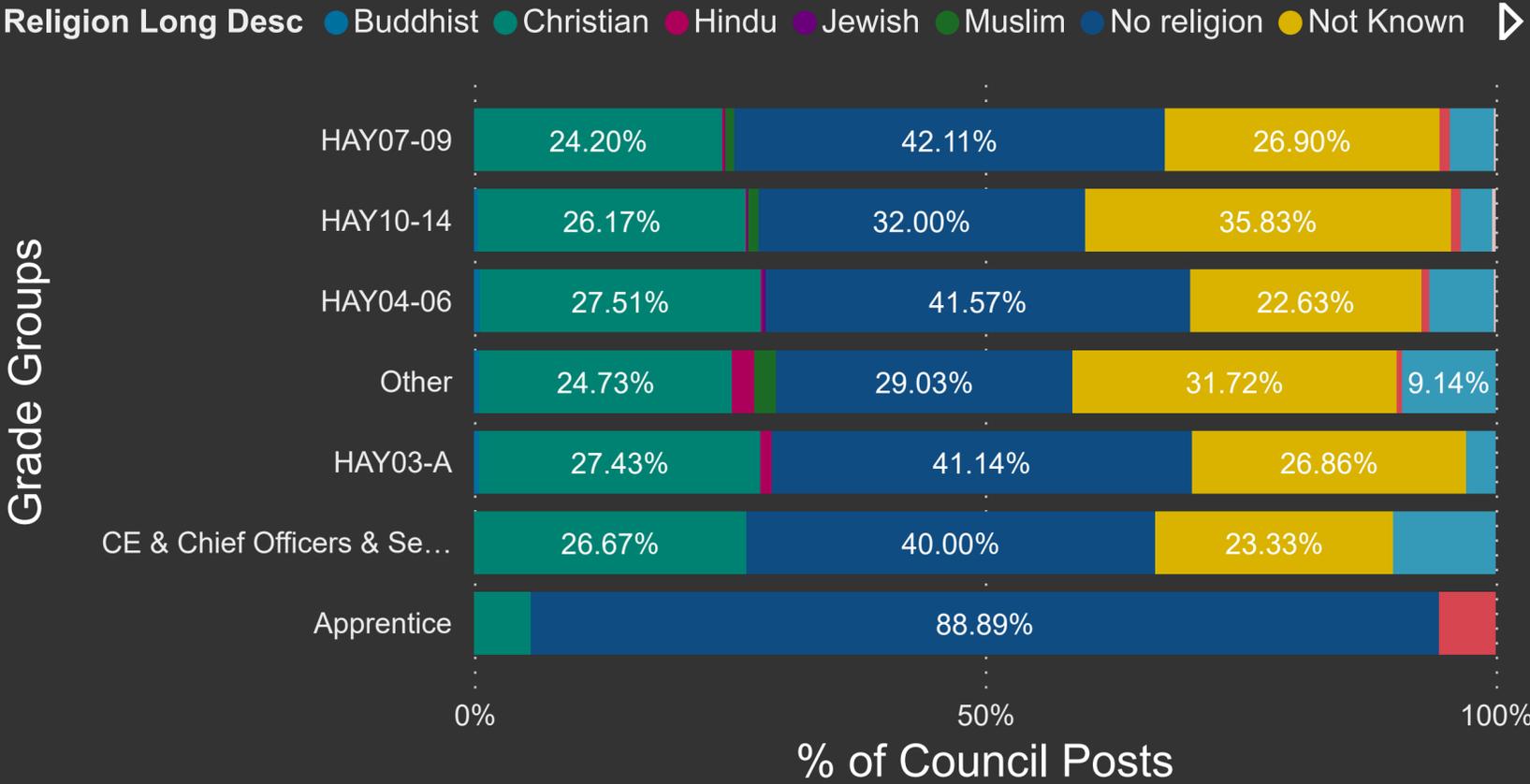
# Grade Groups Dashboard

\*This graph changes depending on the filter selected and illustrates the percentage of staff in post for that selected protected characteristic broken down by grade.

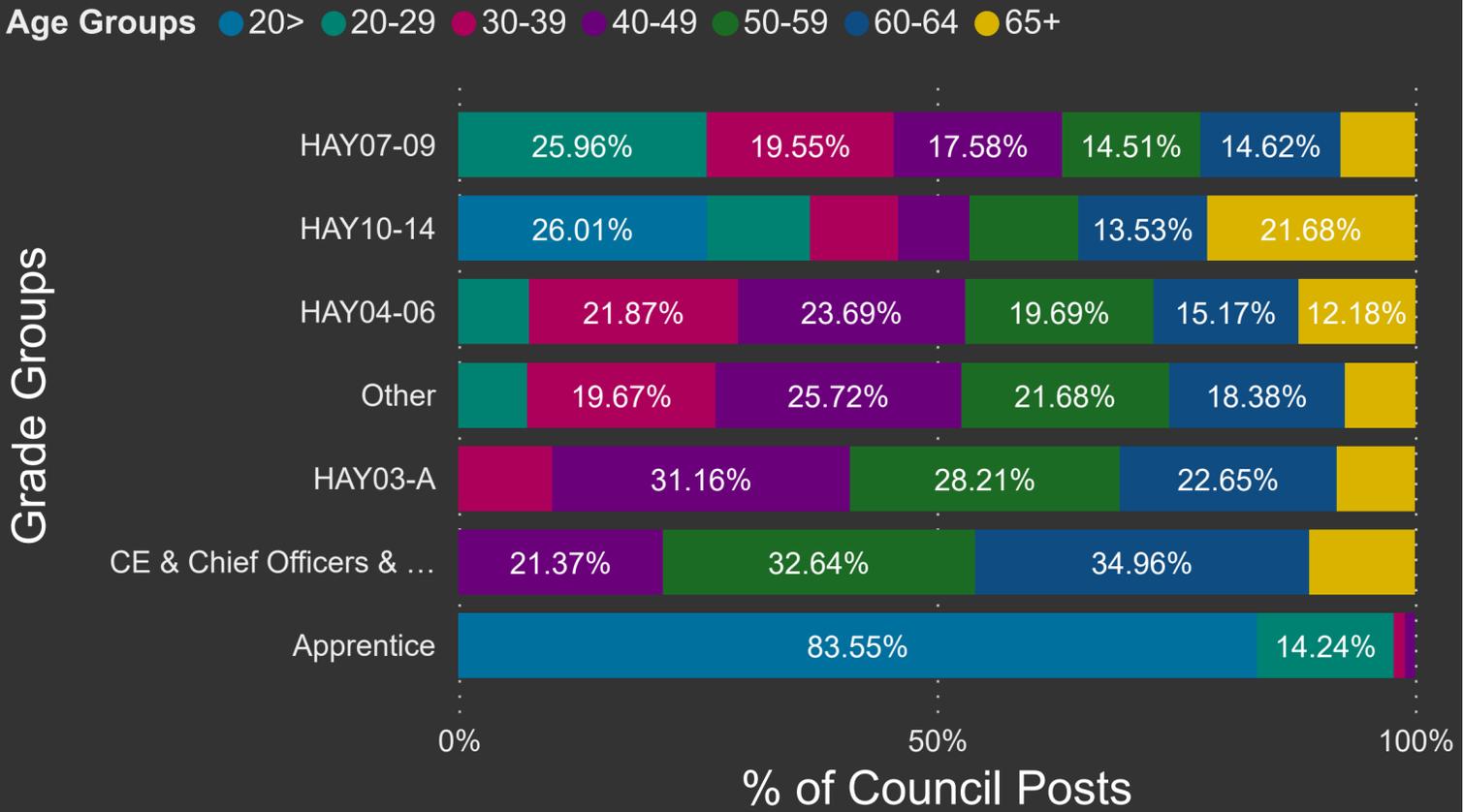
## Applicants and Offers by Religion/Belief

Grade Groups	% of Council Posts for Ethnic Minority Group	% of Council Posts for Disability	% of Council Posts for Females	% of Council Posts for LGBTQ+
Apprentice	27.78%	5.56%	44.44%	16.67%
CE & Chief Officers & Senior Managers	23.33%	3.33%	46.67%	
HAY03-A	9.71%	2.29%	61.14%	2.86%
HAY04-06	11.24%	3.70%	61.98%	3.85%
HAY07-09	11.12%	4.01%	70.24%	3.35%
HAY10-14	7.83%	4.52%	73.30%	2.35%
Other	14.52%	1.61%	72.58%	3.76%

## % of Council Posts by Grade Groups and Religion



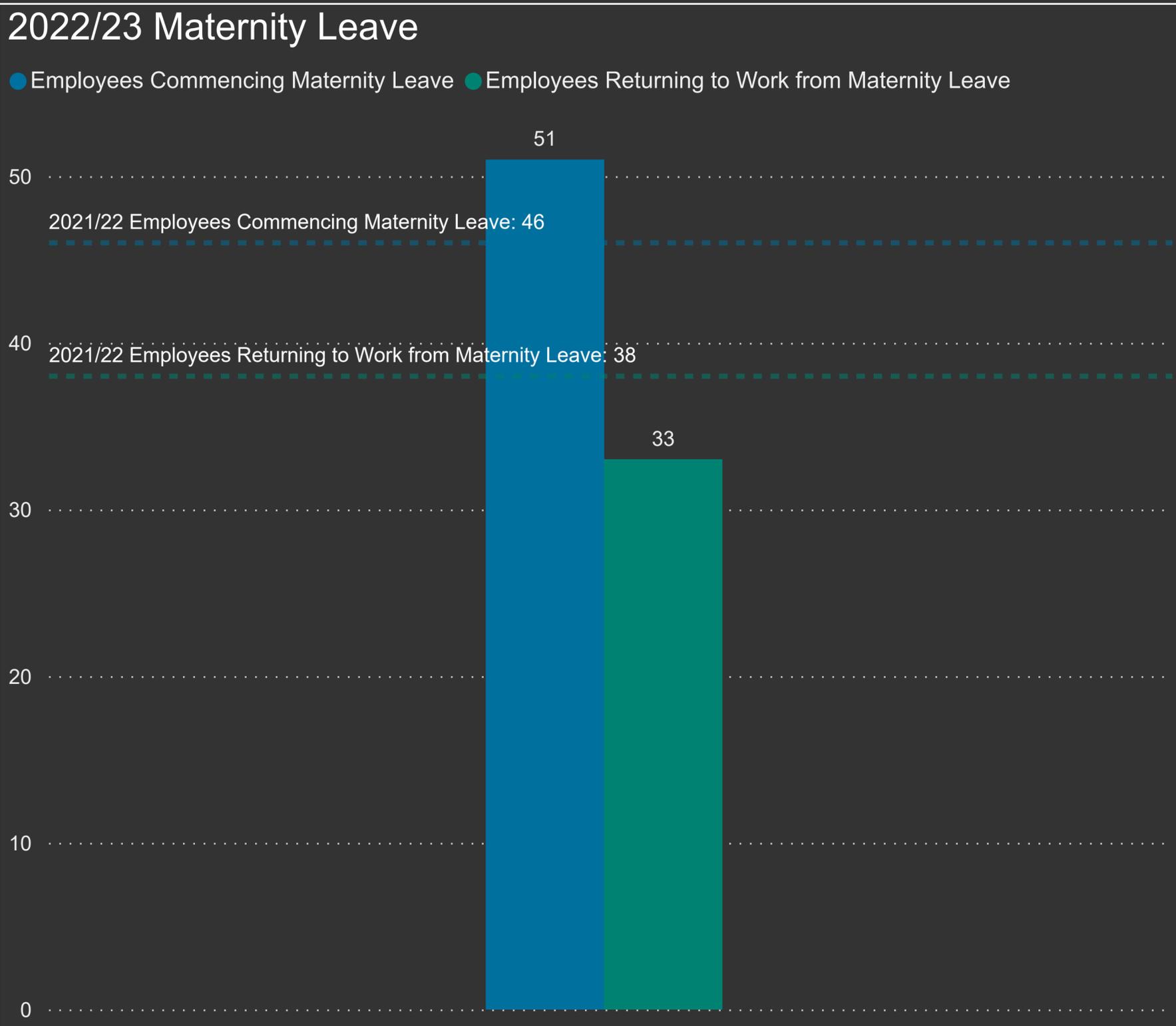
## % of Council Posts by Grade Groups and Age



# Maternity Leave

This information is intended as a general overview and cannot be filtered due to the low numbers overall.

**The number of employees commencing maternity leave in 2022/23 increased from the previous year (+5 employees). However, the number of employees returning from maternity leave slightly decreased (-3 employees).**



# Flexible Working

The council recognises the potential benefits of flexible working, (in terms of recruitment/retention, reduced travel and its role in meeting the work life balance demands of its employees) and operates a range of measures to support this, including:

- flexible working hours for most office-based staff;
- part-time and/or term-time working;
- job share;
- home working;
- flexible retirement; and/or
- other flexible working arrangements either on a permanent or temporary basis.

It is important that flexible working arrangements are balanced against service needs and have regard to potential effects on other staff and costs.

Statutory and informal requests from all staff to work more flexibly are considered sympathetically and on their merits in accordance with the relevant policy.