

# Equalities in Employment Report

## April 2021 to March 2022

# 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 (2021/22), 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 and age, the council has remained consistent with last year with no significant change.** Most employees fall within the 50-59 age group (30.25%), despite only 17% of the wider South Gloucestershire population falling into this age group. 69% of staff in post at the council in 2021/22 were females.
- **For all other protected characteristics, the level of equality data has improved.** This is a combination of more new starters recording their ethnicity status than ever and a higher voluntary turnover rate in the "not known" category.
- **The council continues to see a high voluntary turnover rate in the 20-29 age group, which increased by +14.49%** (from 32 voluntary leavers in 2020/21 to 72 in 2021/22). The number of leavers in CAH in the 20-29 age group for the 2021/22 year was particularly high (34 leavers).
- **There has been a substantial increase in staff declaring themselves as having "no religion/belief" from 30.97% in 2020/21 to 35.12% in 2021/22.**
- **In terms of gender and ethnicity, the council has improved its representation in the CE & Chief Officers & Senior Management grade group compared to previous years.** 55.17% of staff in post in this grade group were females in 2021/22 compared to 51.72% in 2020/21. 17.24% of staff in this grade group declared that they were in an ethnic minority category in 2021/22 compared to 13.79% in 2020/21.

# 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.*

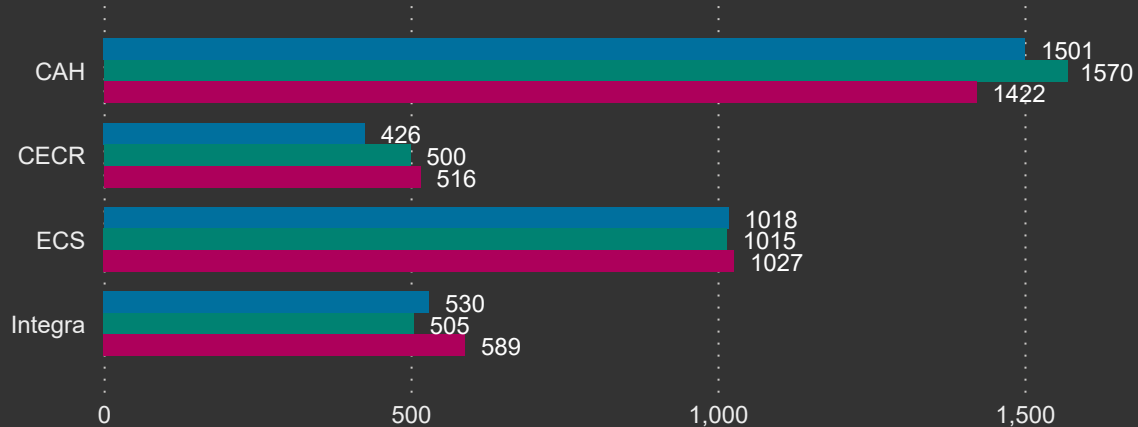
*We recognise that how people are managed has a big impact on how included and valued they feel. We want to strengthen our culture so all staff at all levels understand their roles and responsibilities and everyone shares the same ambition to build a genuinely inclusive, diverse and supportive organisation.*

# Workforce Overview Snapshot

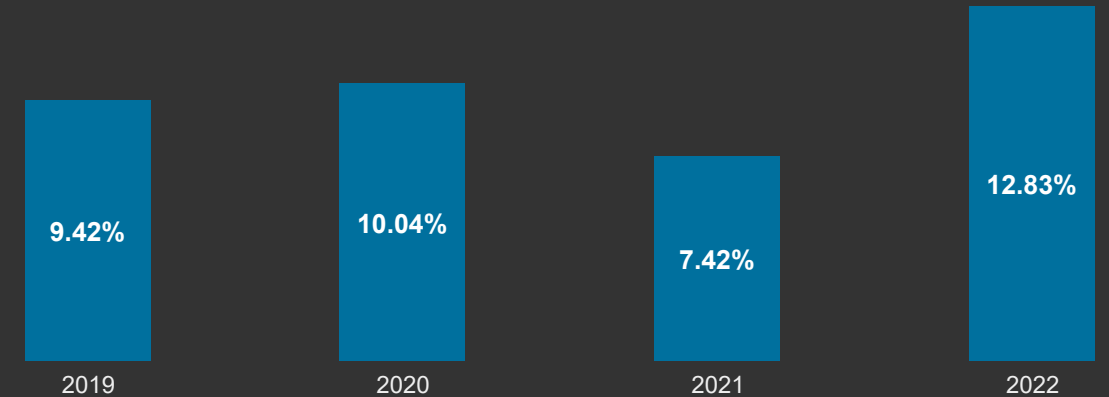
\*This information is intended as a general workforce overview and therefore cannot be filtered.  
For further detail, please see the Annual Workforce Report.

## Staff in Post by Department

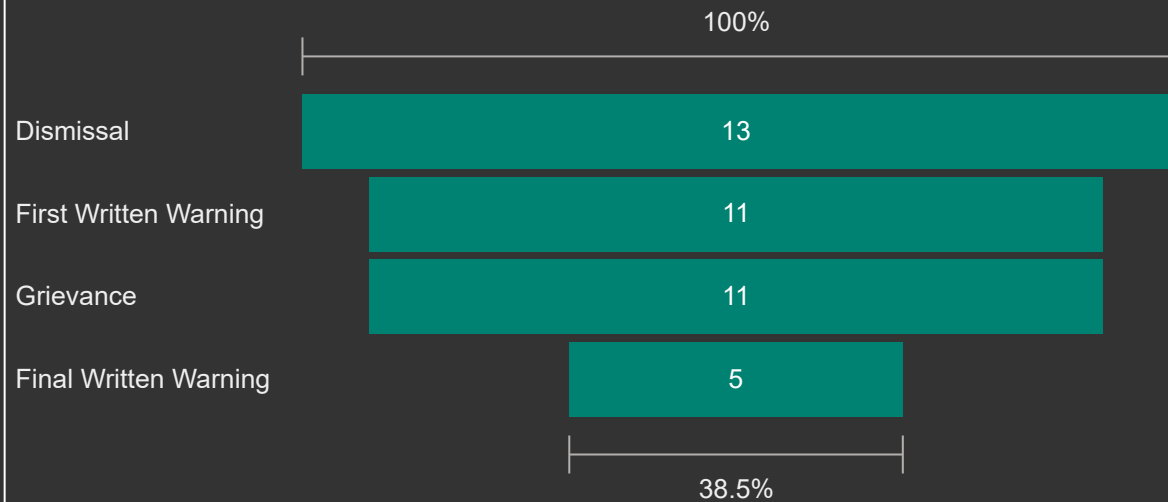
As At Date ● 31 March 2020 ● 31 March 2021 ● 31 March 2022



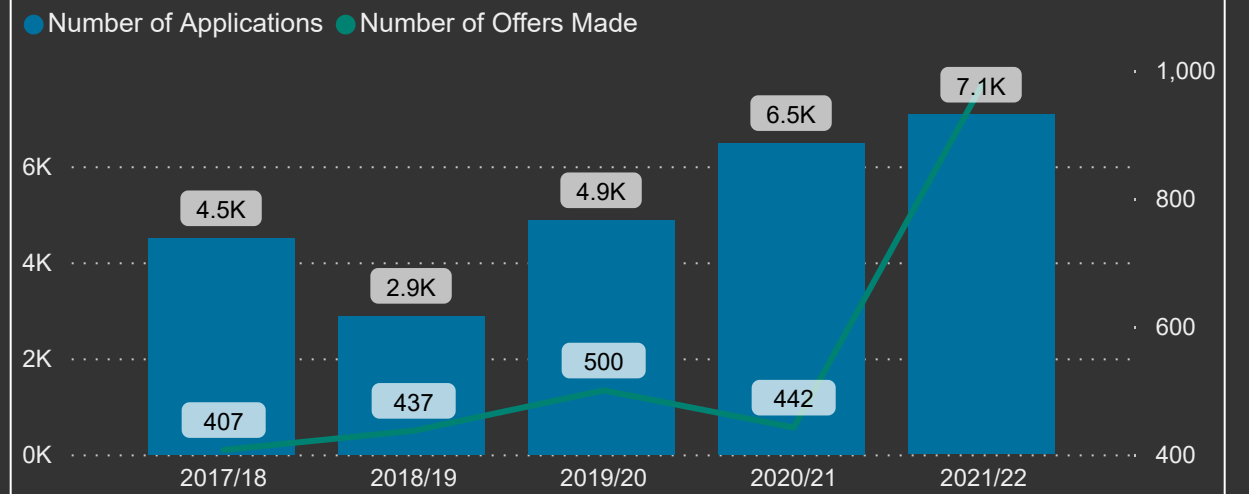
## Voluntary Turnover



## Dismissals, Warnings and Grievances



## Applications and Offers Made



# Gender - Part 1

<sup>1</sup>ONS - Estimates of the Population

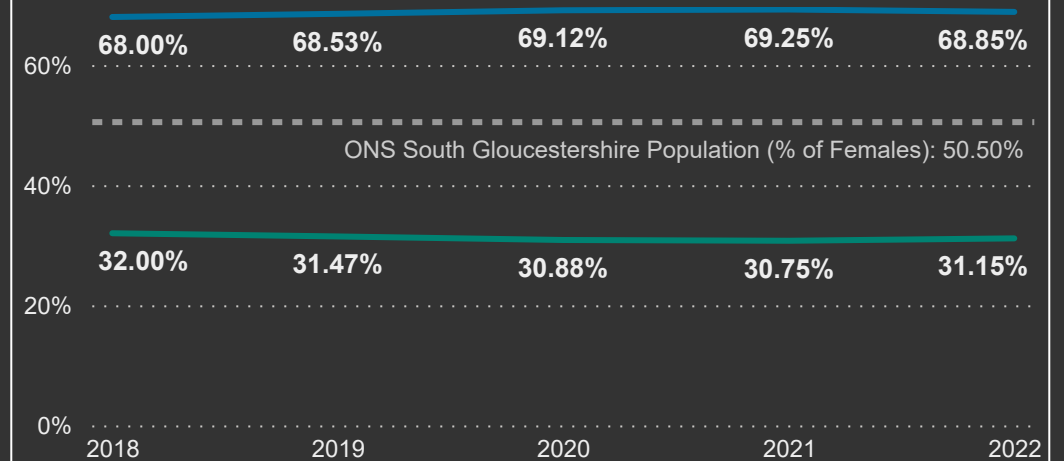
<sup>2</sup>LGA - Workforce Infographic

<sup>3</sup>House of Commons - Women and the Economy

- **Male and Female Headcount has remained consistent with previous years with no real change across the council and between departments.** CECR has seen a decline (by -1.27%) in the percentage of female staff in post by gender whilst CAH has seen an increase (by +2.05%).
- **South Gloucestershire council has a higher proportion of female staff (68.85%) when compared to the overall population of South Gloucestershire (50.5%)<sup>1</sup>.** The Local Government Association (LGA)<sup>2</sup> found that approximately 75% of the workforce in all local authorities were female.
- **It's interesting to note that there is a continuing trend with the percentage of full-time female staff increasing compared to previous years (by +2.94% from 2020/21).** A report by the House of Commons<sup>3</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. They cite the coronavirus pandemic as the likely reason behind this. Interestingly CAH saw a substantial increase in occupied full-time posts for both female and male staff, possibly due to the need to cover work as a result of the high levels of turnover and sickness in this department.
- **Overall dismissals, grievances and warnings numbers are low.** However, it would appear that females are over-represented in terms of dismissals, grievances and final written warnings.

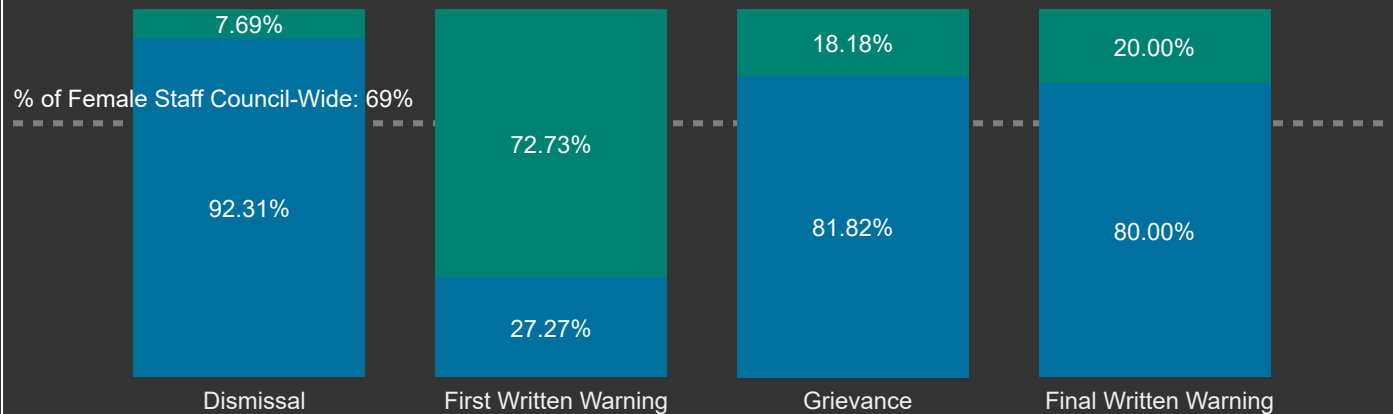
## Staff In Post by Gender

Gender Desc ● Female ● Male



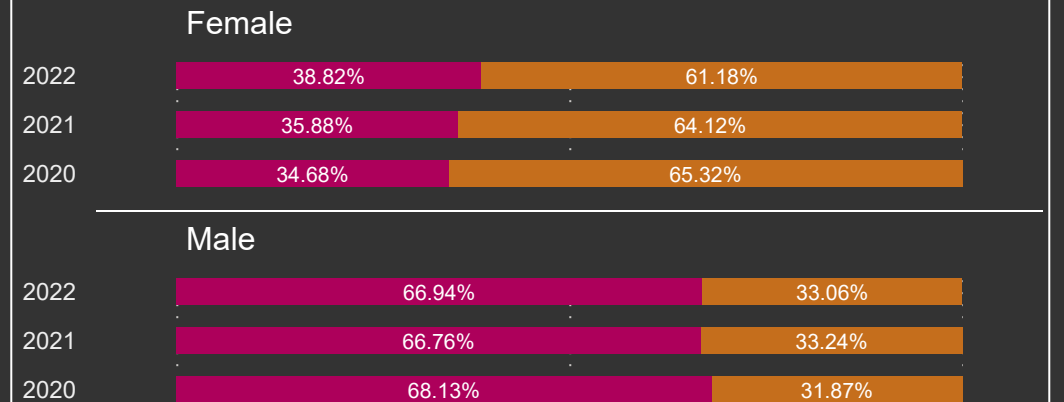
## Dismissals, Warnings and Grievances by Gender

Gender Desc ● Female ● Male



## % of FT/PT Contracts in Post By Gender

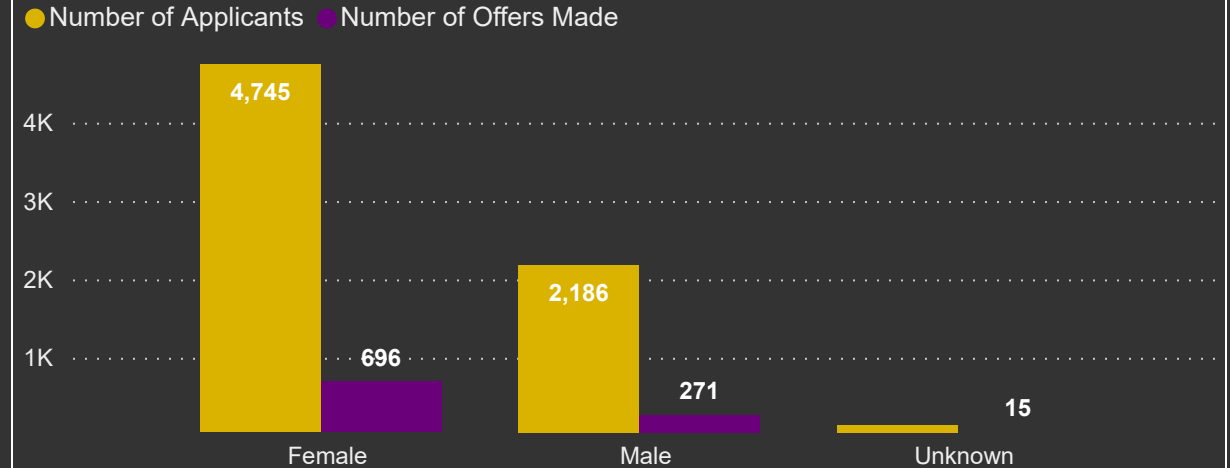
full or part ● full time ● part time



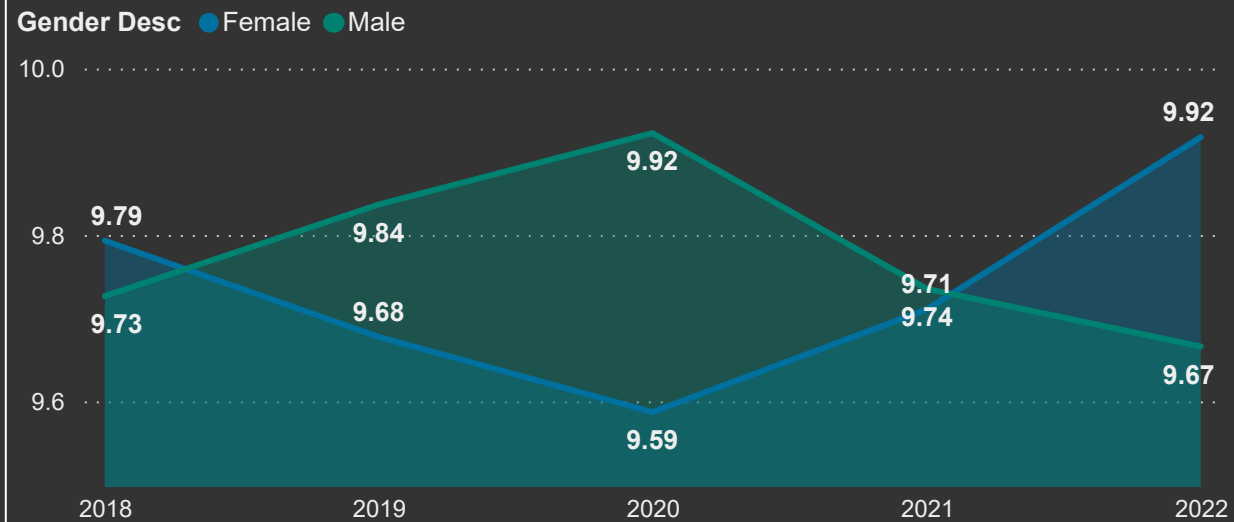
# Gender - Part 2

- In this reporting period, we have seen a slight decrease in the number of male applicants (2186 compared with 2451). However, there has been a significant increase in the number of males being offered a role compared to the number of male application, an increase of 74.1% compared to last year.
- We have seen an increase in the number of female applications by nearly 20% compared to 2020/21. This is a continuation of the expected trend that more applications are received from females than males each year. Approximately the ratio of applications received is broadly one third male to two thirds female.
- For the first time in the last 5 years, the female voluntary turnover is now higher than the male voluntary turnover rate (13.18% for females vs 12.04% for males). This gender difference in voluntary turnover is especially prominent in CAH where there is a 13.25% turnover rate for females and a 8.71% turnover rate for males.

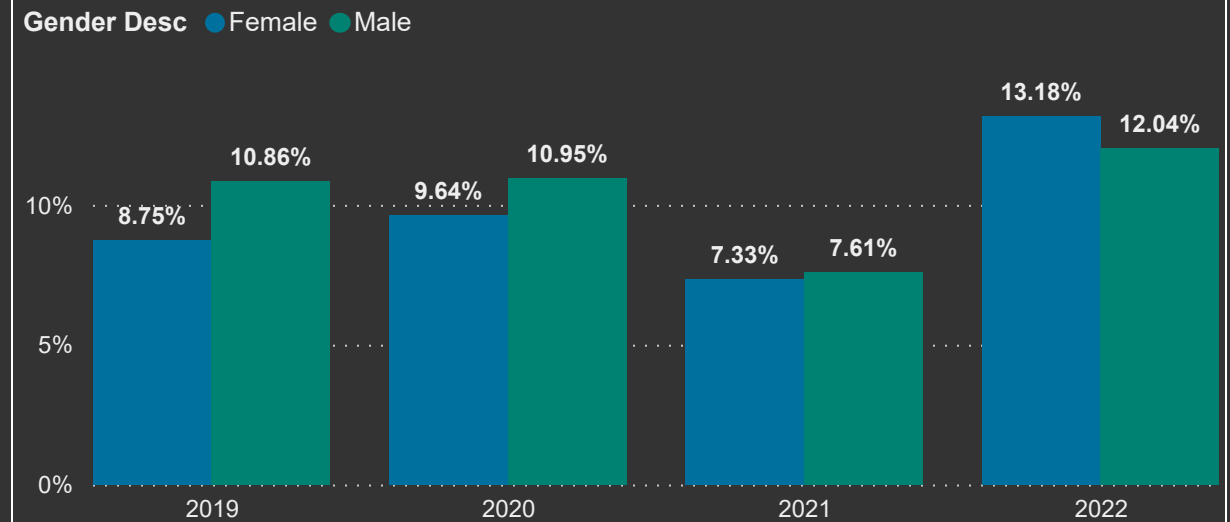
## Applications and Offers by Gender



## Average Length of Service By Gender



## Voluntary Turnover by Gender



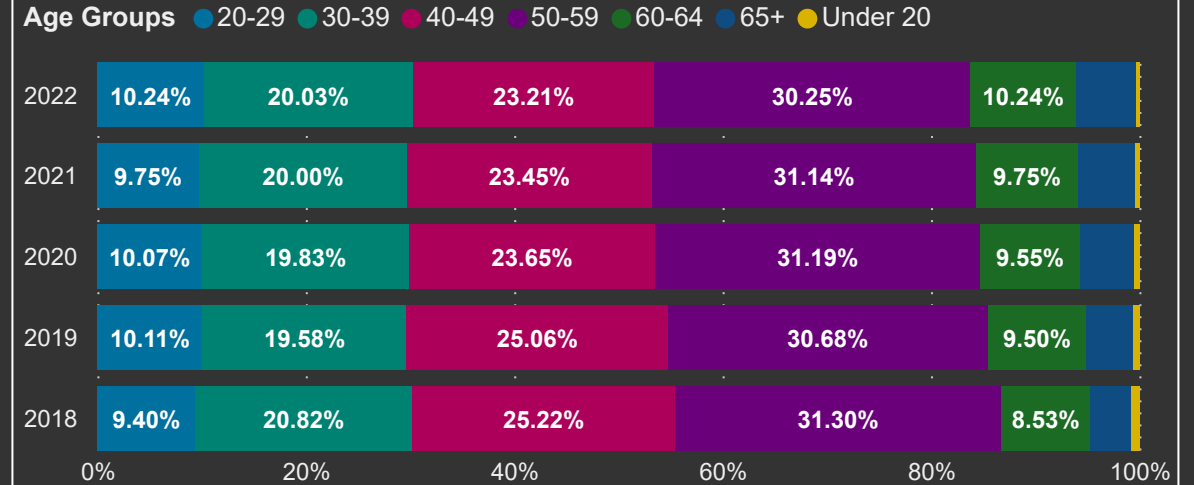
# Age - Part 1

<sup>4</sup>ONS - Estimates of the Population

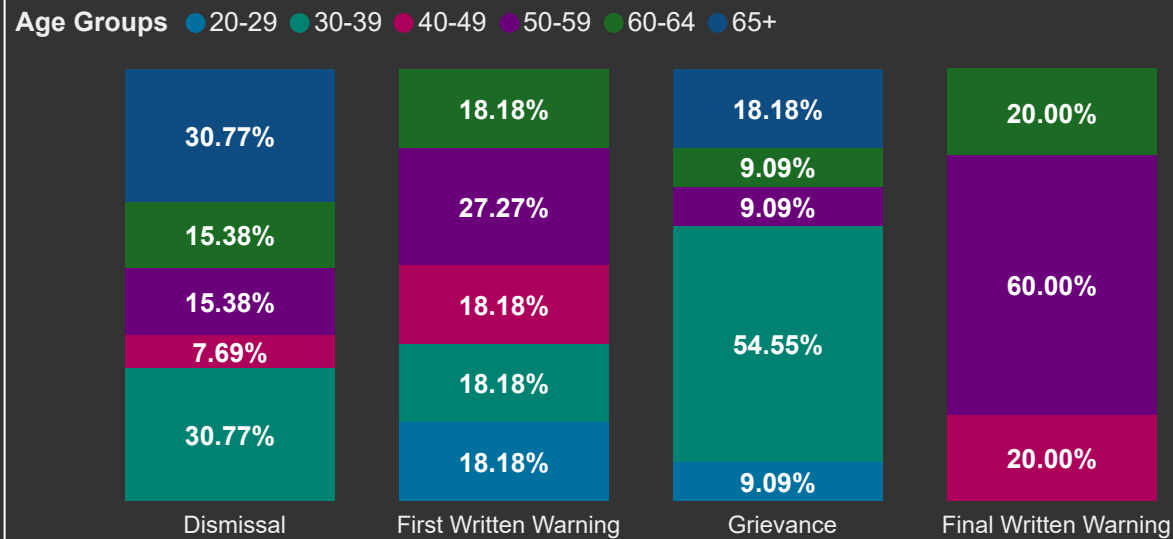
<sup>5</sup>LGA - Workforce Infographic

- Staff in post by age has remained consistent with last year with no significant change between age groups. Most employees fall within the 50-59 age group (30.25%), despite only 17% of the wider South Gloucestershire population falling into this age group. According to the recent local government survey, 66.9% of staff in local authorities fall within the 40-64 age bracket which highlights that the council is similar to the sector overall in this regard.
- Due to the data migration from the previous recruitment system to E-ploy the applicants and new starter data have been configured slightly differently. While it is hard to compare this year's data like for like with that of previous years, we can see that the offers made across all age ranges remains broadly the same. However, it is encouraging to see a slight increase in the number of offers being made to those 20-29 and 30-39.

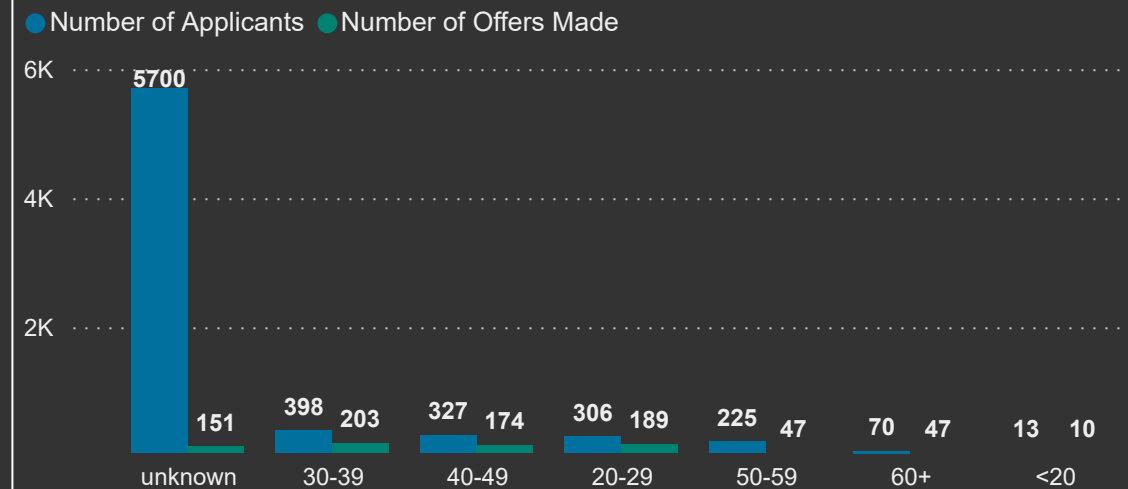
## Staff In Post by Age Group



## Dismissals, Warnings and Grievances by Age Group



## Applicants and Offers by Age Group





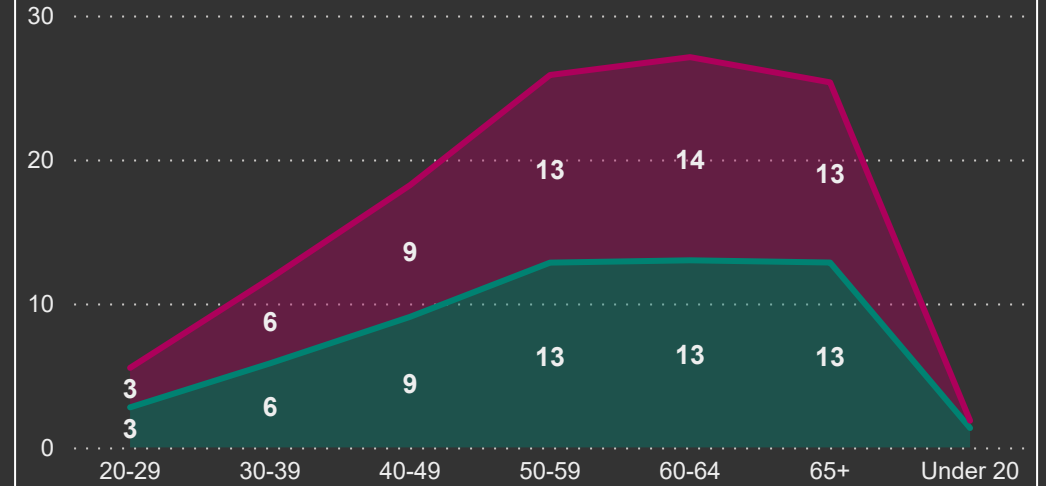
# Age - Part 2

<sup>6</sup>Microsoft - [Great Expectations: Making Hybrid Work Work](#)  
<sup>7</sup>ONS - [Movement out of work those aged 50+](#)

- **Staff in the 20-29 age group saw the largest increase in voluntary turnover out of all the age groups (by +14.49% compared to the previous year).** The number of voluntary leavers in this age group increased significantly from 32 in 2020/21 to 72 in 2021/22. The number of leavers in CAH in the 20-29 age group for the 2021/22 year was particularly high (34 number of leaver). According to a survey conducted by Microsoft<sup>6</sup>, 52% of people born between 1980 to 2004 considered changing their employers in 2021/22. The survey found that people born between 1996 to 2004 and people born between 1980 to 1995 are more likely to engage with a company that mentions flexibility.
- **The leaver rate for those aged 65+ remains high (20.86% compared to the council's overall voluntary turnover rate of 12.8%).** According to the ONS<sup>7</sup>, 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. This indicates succession planning will become a crucial factor in ensuring that the council continues to have the skills it needs to achieve its workforce priorities.
- **The average length of service amongst all age groups has seen very little change despite the council's overall increase in turnover.** This could potentially be due to the service level of those leaving (e.g., those with 6 months or less service are leaving).

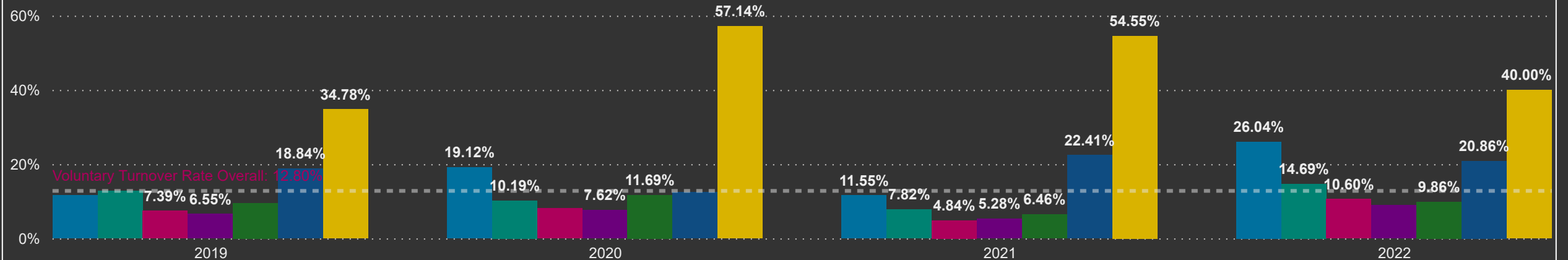
## Average Length of Service By Age Group

As At Date ● 31 March 2021 ● 31 March 2022



## Voluntary Turnover by Age Group

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



# Ethnicity - Part 1

<sup>11</sup>LGA - Workforce Infographic

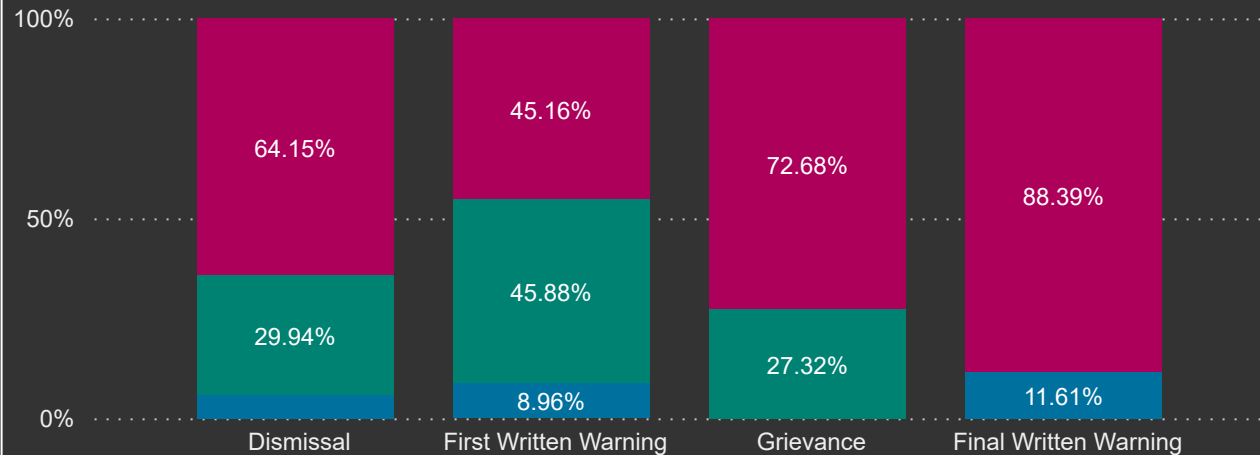
- **The percentage of declared staff in the White British and BAME combined groups has increased from the previous year (by +2.59% and +1.49% respectively).** This is primarily the result of a better dataset with more staff recording their ethnicity status than ever. According to the 2011 census data, 91.9% of the South Gloucestershire population declared that they were White - British and 8.1% stated they were in the BAME combined group. This highlights that South Gloucestershire Council has more diversity in terms of ethnicity than the South Gloucestershire population as a whole. Data from the LGA<sup>11</sup> found that 89.9% of employees in local authorities nationally were white employees, whereas 4.3% of employees were black and 1.4% were mixed ethnicity.
- **The council has seen an increase in applications from all ethnic groups and a reduction in those preferring not to say, this is encouraging.** Some notable increases include applications from individuals identifying as Asian/Asian British (Indian, Pakistani, Bangladeshi, Other (+145%) and White (Other) (+156%). Offer rates have remained quite static if this is compared to the increase in applications, with no notable increases or decreases in any category.

## Staff In Post by Ethnicity



## Dismissals, Warnings and Grievances by Ethnicity

BAME or White British ● BAME group ● Not Known ● White - British



## Applications and Offers by Ethnicity

Year	2020/21		2021/22	
	% of Number of Applicants	% of Number of Offers Made	% of Number of Applicants	% of Number of Offers Made
⊕ BAME Group	25.03%	11.36%	31.34%	17.07%
⊕ Not Known	2.19%	11.36%	2.87%	1.68%
⊕ White - British	72.78%	77.27%	65.79%	81.25%

# Ethnicity - Part 2

<sup>12</sup>Ethnicity Facts and Figures - [Economic Inactivity](#).

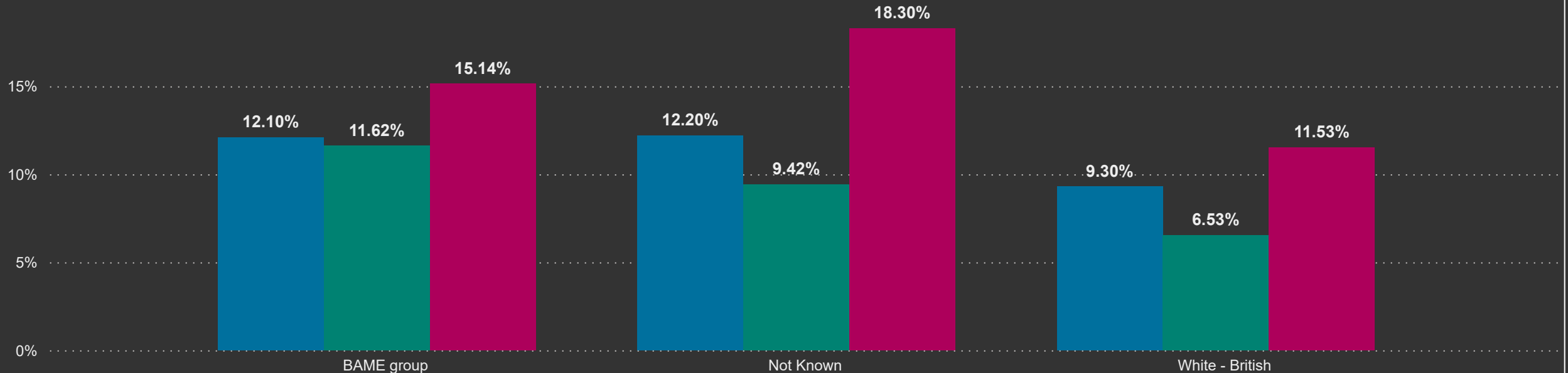
- Both "White-British" and "BAME Group" saw a substantial increase in voluntary turnover in 2021/22 compared to the previous year (by +5% and +3.78 respectively). It's important to note that the voluntary turnover has increased the most for staff who have not declared their ethnicity status (+8.85%), which would be one of the reasons why the proportion of staff declaring their ethnicity status has increased from the previous year.
- Voluntary turnover amongst the BAME combined group is consistently higher than the White - British group. Data from the government website<sup>12</sup> reinforces this point with White - British people having lower rates of economic inactivity nationally than people from all other ethnic groups combined.

## Average Length of Service By Ethnicity

BAME or White British	2019	2020	2021	2022
⊕ BAME group	8.04	7.65	8.10	7.57
⊕ Not Known	5.20	5.66	6.26	7.44
⊕ White - British	11.05	10.87	10.63	10.50

## Voluntary Turnover by Ethnicity

Year ● 2020 ● 2021 ● 2022

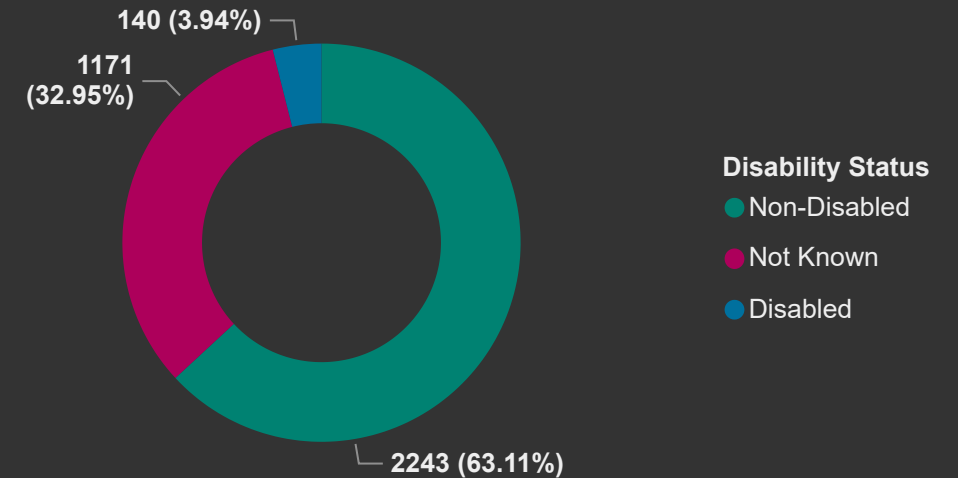


# Disability - Part 1

<sup>12</sup>LGA - Workforce Infographic

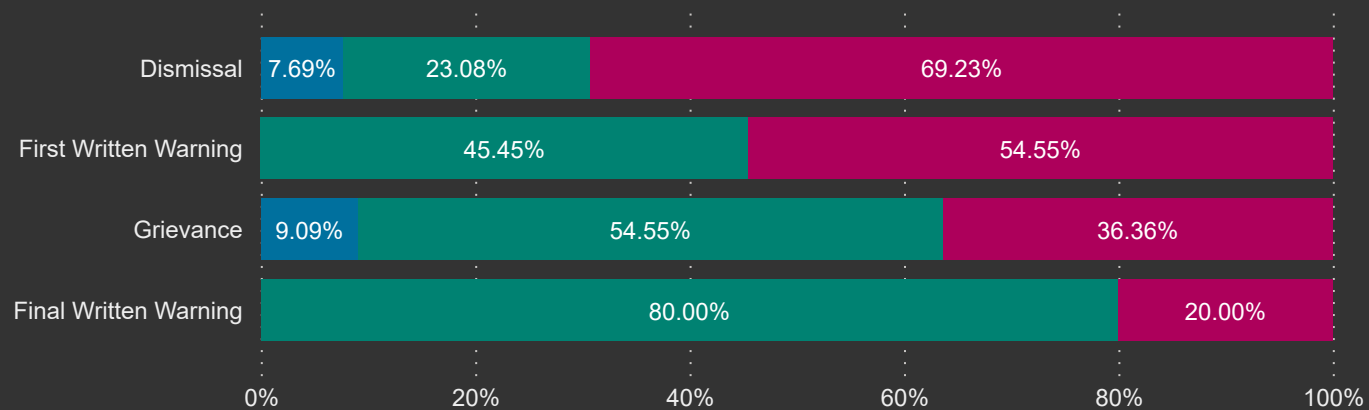
- The percentage of staff declaring themselves as non-disabled and disabled has increased from the previous year (by +3.39% and +0.29% respectively), which has been driven by an increase in voluntary turnover in staff in the "not known" category. Data from the LGA<sup>12</sup> found that approximately 61.8% and 3.3% of employees in local authorities declare themselves as non-disabled and disabled. Therefore, the council's staff in post by disability is in-line with the local authority sector.
- It is encouraging to see that the number of candidates declaring a disability has increased this year by 10% compared to last year and that offers made to those candidates with a disability has also increased (by +155%). This could be due to the work being undertaken in line with the workforce equalities action plan.
- While the application to offer rate of 13.25% represents a positive increase, this still remains very low relative to the whole workforce with 46 individuals declaring a disability being offered a role out of 982 offers council wide, showing there is work still to do in this area.
- Disabled employees appear to be over-represented from the available data in terms of dismissals and grievances (7.69% and 9.09% respectively).

## Staff In Post by Disability Status

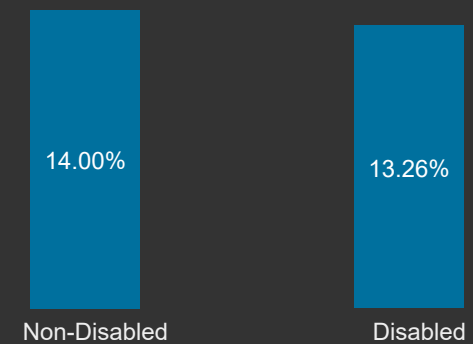


## Dismissals, Warnings and Grievances by Disability Status

Disability Status ● Disabled ● Non-Disabled ● Not Known



## % of Offers to Applicants by Disability Status



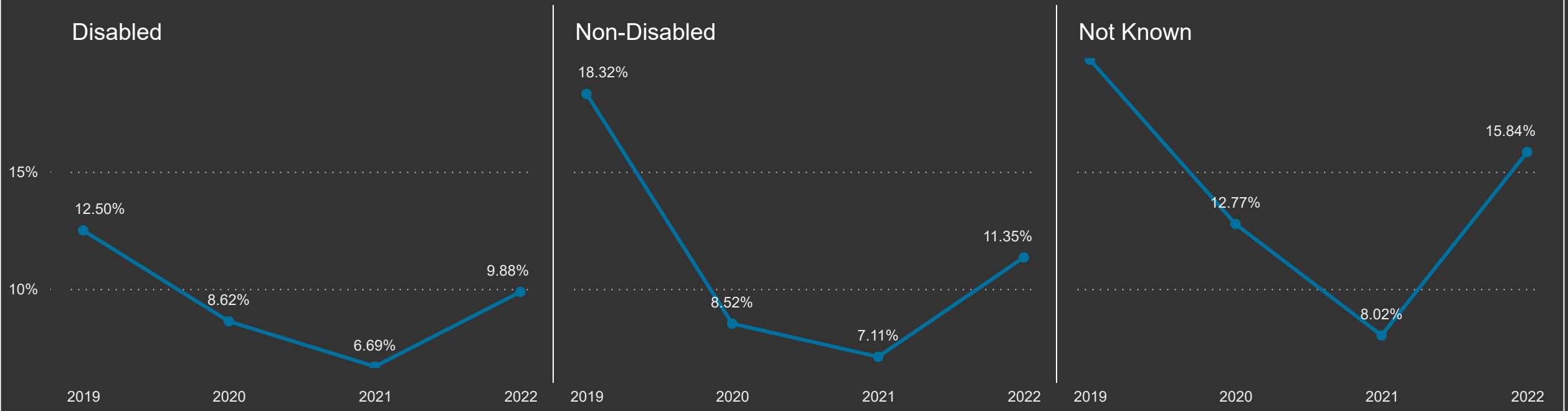
# Disability - Part 2

- There appears to be no clear correlation between declaring a disability and turnover rates. Turnover rates are generally consistent across council workforce categories. It's reasonable to conclude that there is no correlation apparent between an individual's disability status and their decision to leave.
- It's interesting to note that all disability status categories have increased in terms of voluntary turnover compared with the previous year.
- There has been a slight increase in the average length of service for an employee who declares themselves as disabled (by +0.15) despite voluntary turnover increasing for disabled employees.

## Average Length of Service By Disability Status

Disability Status	2019	2020	2021	2022
Disabled	11.71	11.18	11.01	11.16
Non-Disabled	12.67	12.52	12.30	11.98
Not Known	4.42	4.73	5.11	5.69

## Voluntary Turnover by Disability Status

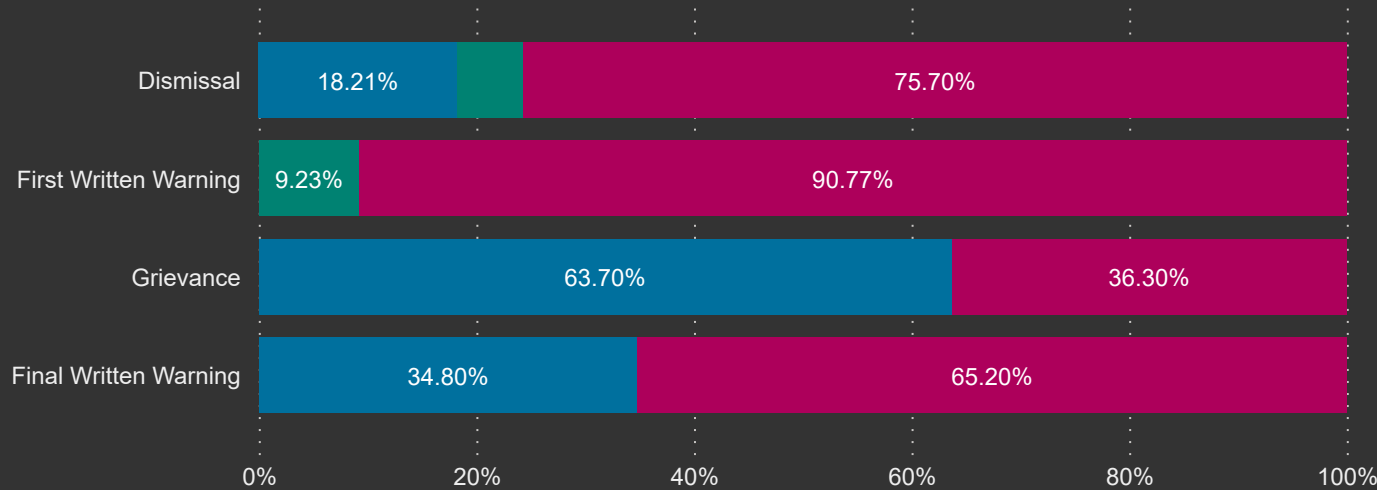


# Sexual Orientation - Part 1

- There has been a small increase in the number of staff declaring themselves to be LGBTQ+ (from 2.2% in 2020/21 to 2.6% in 2021/22). Whilst this increase is promising, this is still below the national figures provided by the ONS<sup>13</sup> where 3.1% of people identify as LGBTQ+.
- It is encouraging to see an increase in applications from individuals identifying as Bisexual (+81%) and Gay Women (+151%). There has also been a marginal increase in offers made across all groups. While there is a very small increase in both the number of applications and offers made to those individuals identifying as a Gay man the % rate of offers made to applications has increased, showing a larger number of applications are being offered a job.

## Dismissals, Warnings and Grievances by Disability Status

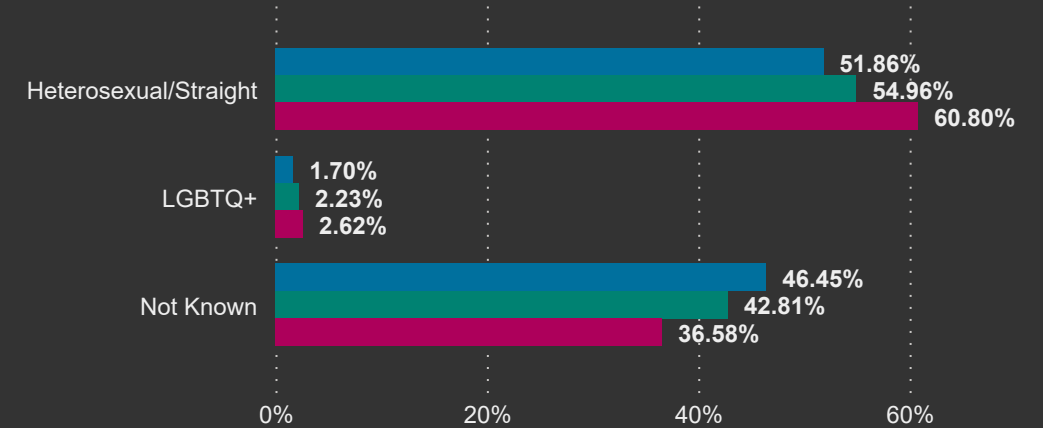
Sexual Orientation Group ● Heterosexual/Straight ● LGBTQ+ ● Not Known



<sup>13</sup>ONS - Sexual Orientation

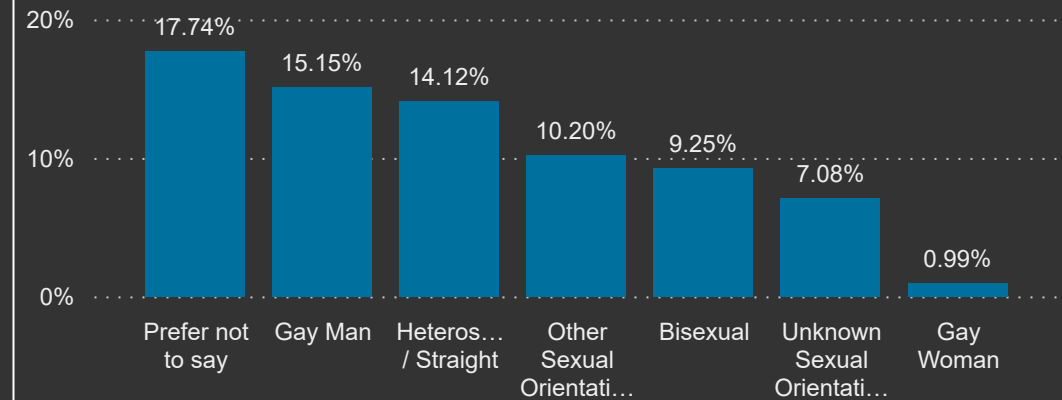
## Staff In Post by Sexual Orientation

Year ● 2020 ● 2021 ● 2022



## % of Offers to Applicants

Year ● 2021/22



# Sexual Orientation - Part 2

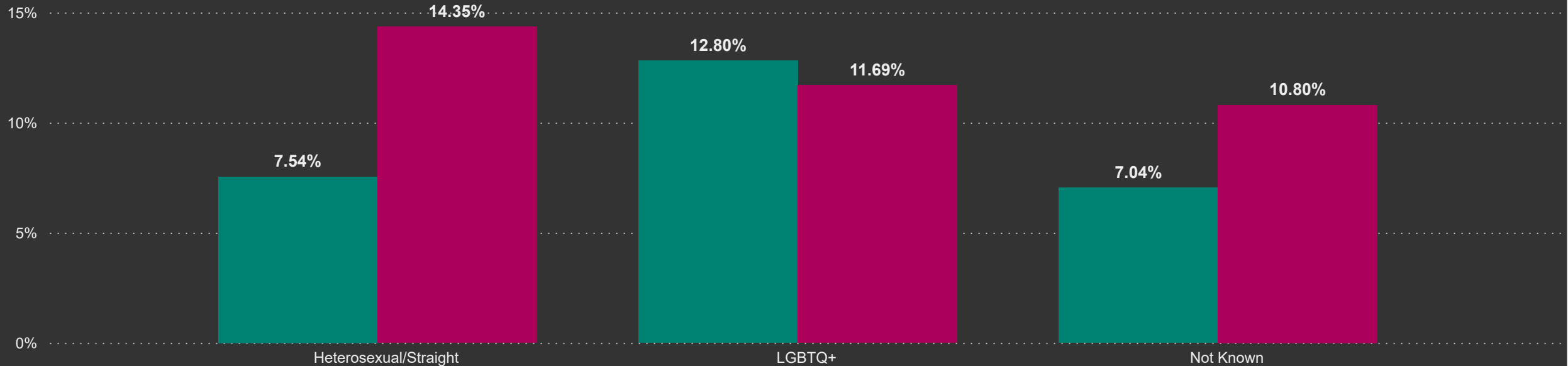
- **There has been a small fall in voluntary turnover in LGBTQ+ staff (from 12.8% in 2020/21 to 11.69%).** In fact, voluntary turnover is lower in this group than the heterosexual/straight group. Voluntary turnover has fallen particularly for staff declaring themselves as a "Gay Man" or "Gay Woman".
- **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	2019	2020	2021	2022
⊕ Heterosexual/Straight	6.22	6.36	6.46	6.74
⊕ LGBTQ+	5.58	5.11	4.85	5.00
⊕ Not Known	12.80	13.26	13.79	15.00

## Voluntary Turnover by Sexual Orientation

Year ● 2021 ● 2022



# Religion/Belief - Part 1

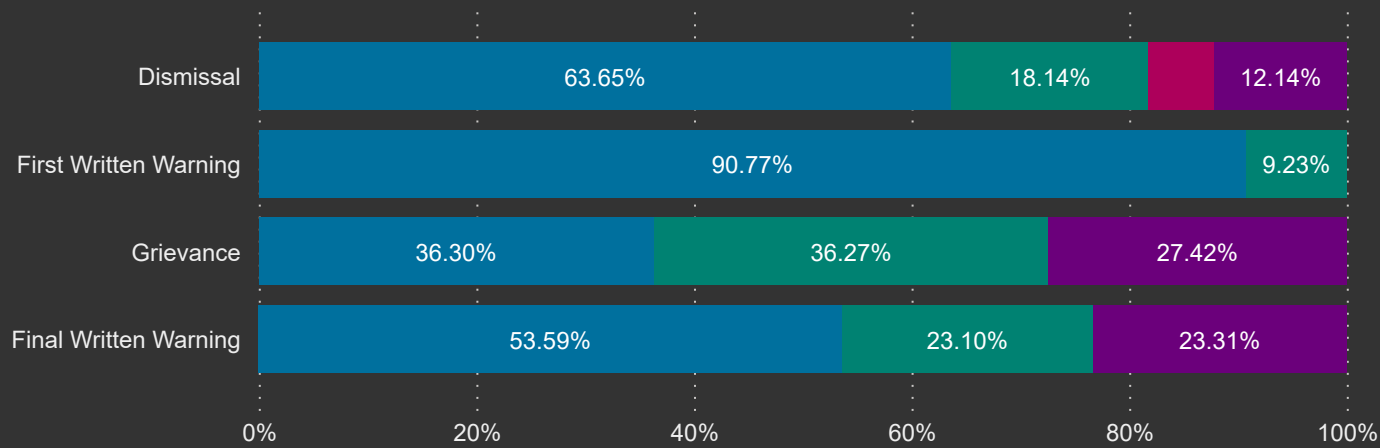
- There has been a substantial increase in staff declaring themselves as having "no religion or belief" from 30.97% in 2020/21 to 35.12% in 2021/22. According to the British Social Attitudes survey<sup>14</sup> this is a trend happening nationally with 52% of the public saying they do not belong to a religion compared 31% in 1983.
- Similarly to other protected characteristics, there has been a reduction in staff not declaring their religion/belief (from 40.06% in 2020/21 to 33.43% in 2021/22). This has also been driven by significant voluntary leavers in this category.
- The numbers of applicants declaring a particular religion have remained broadly similar. However there has been a notable increase in applications received from those applicants identifying as Hindu (+169%) and Muslim (+50%). However, the number of offers made here has remained consistent amongst different religions/beliefs.

## Staff in Post by Religion/Belief

Religion Long Desc	2019	2020	2021	2022
	48.66%	43.63%	40.06%	33.43%
Buddhist	0.26%	0.20%	0.17%	0.25%
Christian	20.89%	22.22%	22.92%	24.87%
Hindu	0.17%	0.17%	0.19%	0.28%
Jewish	0.09%	0.14%	0.17%	0.20%
Muslim	0.23%	0.35%	0.45%	0.48%
No religion	25.67%	28.46%	30.97%	35.12%
Other	0.55%	0.81%	0.92%	0.93%
Prefer not to say	3.38%	3.91%	3.96%	4.28%
Sikh	0.09%	0.12%	0.19%	0.17%

## Dismissals, Warnings and Grievances by Religion/Belief

Religion Long Desc ● Christian ● Muslim ● No religion



## Applicants and Offers by Religion/Belief

Religion/Belief	2021/22	
	% of Applicants	% of Offers Made
Any other religion / belief	1.65%	1.02%
Buddhist	0.58%	0.51%
Christian	31.91%	31.47%
Hindu	2.40%	0.51%
Jewish	0.10%	0.20%
Muslim	3.76%	1.12%
No Religion / Belief	51.70%	57.64%
Prefer not to say	5.70%	6.72%
Sikh	0.61%	0.00%
Unknown	1.60%	0.81%

<sup>14</sup>British Social Attitudes

<sup>15</sup>ONS - Religion



# Religion/Belief - Part 2

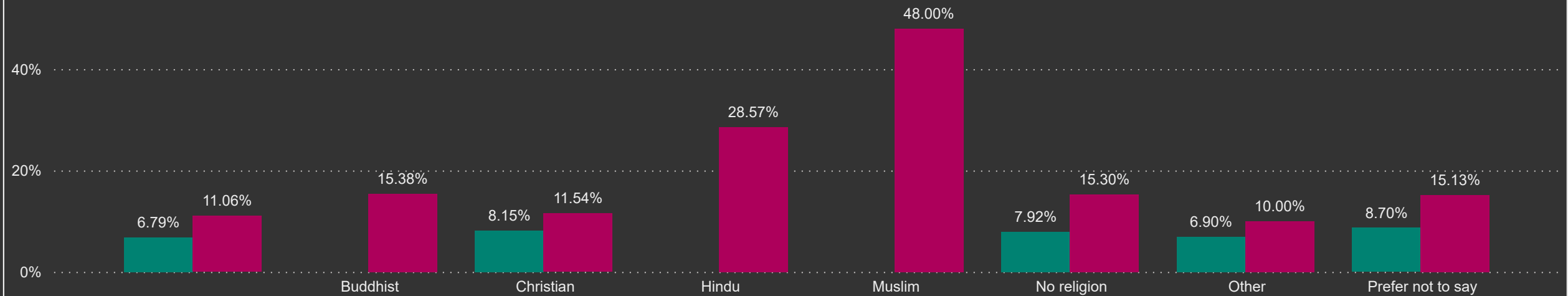
- All religion/belief categories saw an increase in voluntary turnover compared to the previous year. However, staff who declared themselves as Muslim, Hindu and Buddhist had a disproportionately higher turnover than other religions/beliefs.
- As mentioned previously, the 'Not Known' category having 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	2019	2020	2021	2022
	13.09	13.61	14.14	15.54
Buddhist	4.49	4.41	5.36	5.70
Christian	7.13	7.34	7.34	7.45
Hindu	5.99	7.00	6.88	7.78
Jewish	5.45	4.32	4.52	4.74
Muslim	8.44	5.46	5.57	4.41
No religion	5.33	5.55	5.73	6.13
Other	6.68	6.09	6.74	7.16
Prefer not to say	7.11	7.17	7.58	7.87
Sikh	1.53	2.53	2.73	3.73

Voluntary Turnover by Religion/Belief

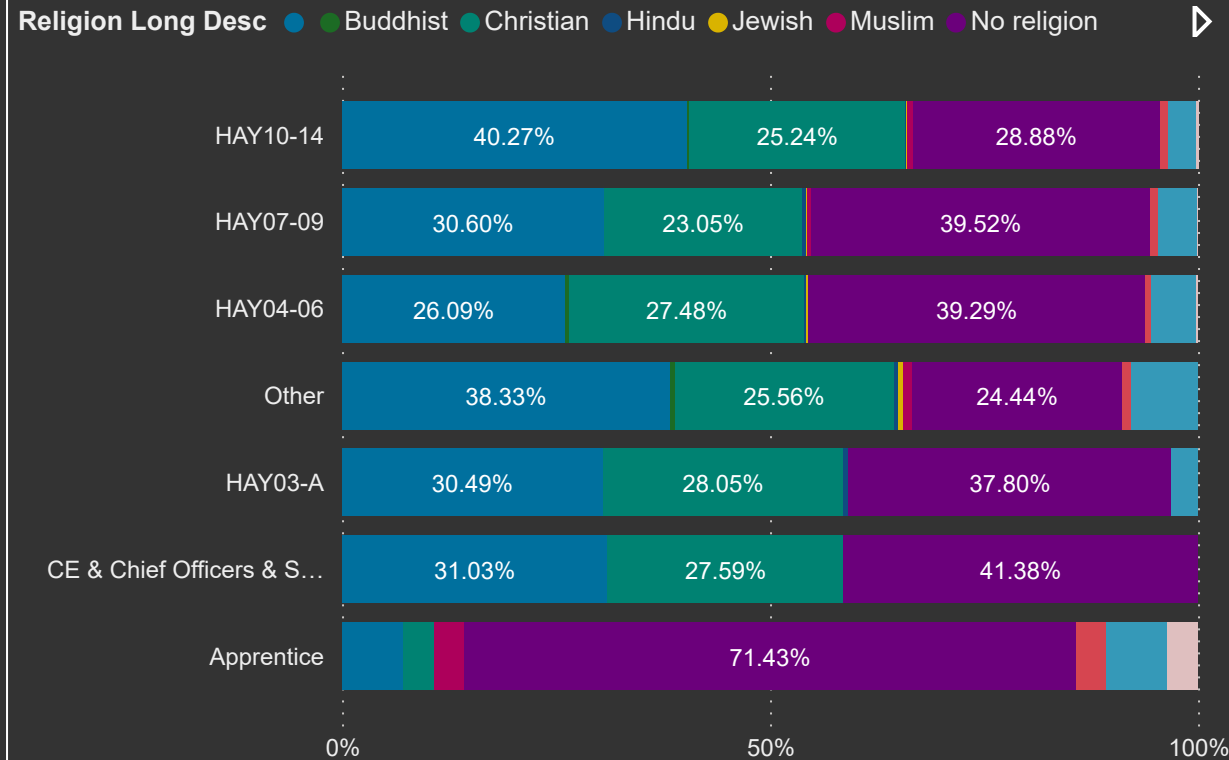
Year ● 2021 ● 2022



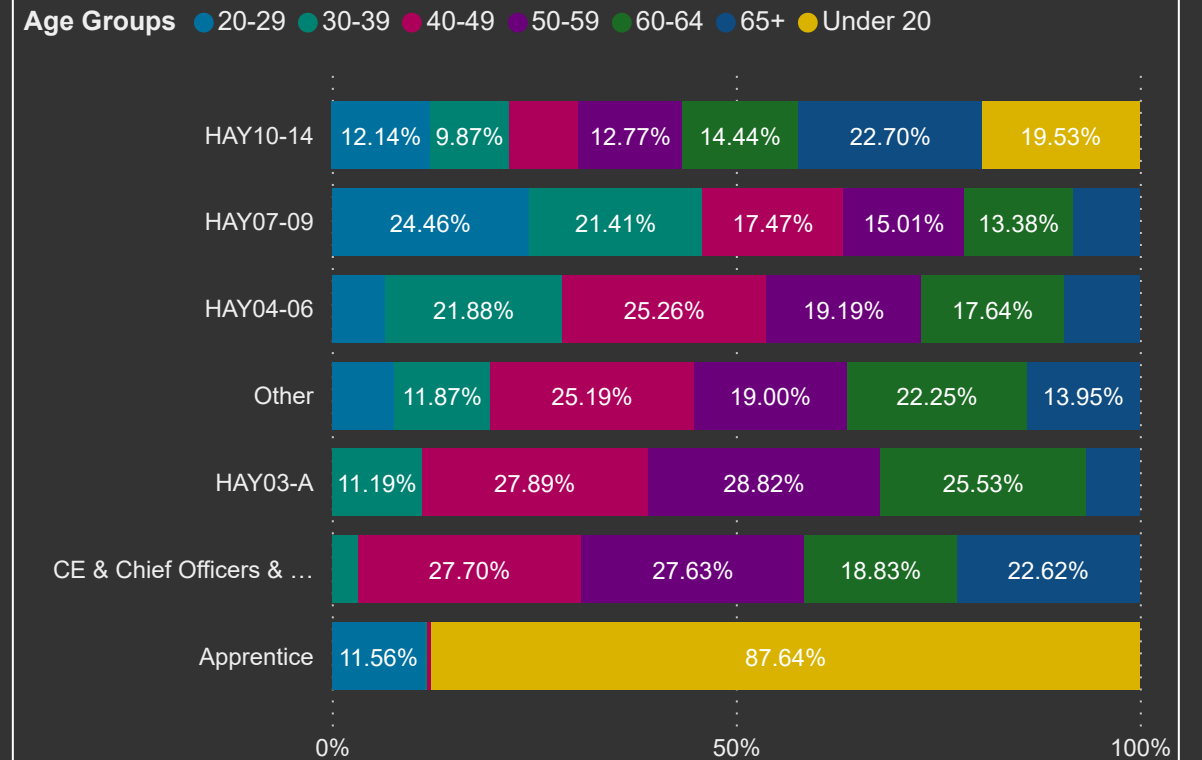
# Grade Groups Dashboard

Grade Groups	% of Council Posts for BAME group	% of Council Posts for Females	% of Council Posts for Disability	% of Council Posts for LGBTQ+
Apprentice	35.71%	53.57%	3.57%	10.71%
CE & Chief Officers & Senior Managers	17.24%	55.17%	3.45%	
Other	10.56%	69.44%	2.22%	5.00%
HAY07-09	10.36%	69.08%	3.86%	2.81%
HAY04-06	9.94%	62.27%	4.19%	3.26%
HAY03-A	7.93%	59.76%	2.44%	2.44%
HAY10-14	6.88%	73.73%	4.35%	1.66%

## Staff in Post by Grade Group and Religion



## Staff in Post by Grade Group and Age



# Grade Groups Narrative

<sup>16</sup>The Guardian - [Facing up to gender inequality in the public sector](#)

<sup>17</sup>CMI - [BAME: Delivering Diversity](#)

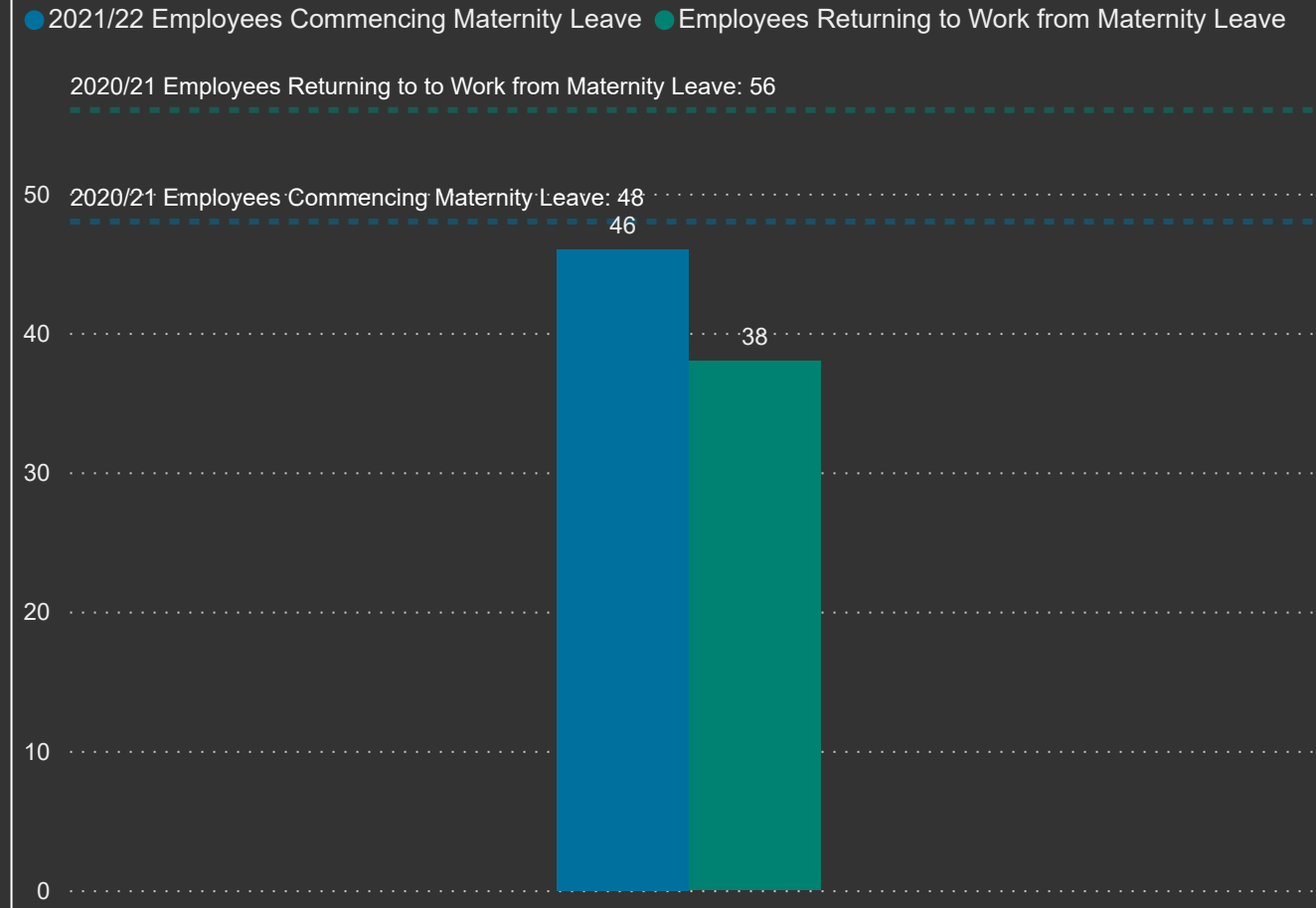
- **The representation of females has improved in the CE & Chief Officers & Senior Management grade group compared to the previous years (55.17% of staff in post in this grade group were females in 2021/22 compared to 51.72% in 2020/21).** Although female staff are still under-represented compared to the overall workforce in this grade group (68.85% of staff in post are females). According to the Guardian<sup>16</sup> 35% of public sector leaders are women which means the council is significantly above average in terms of female representation in leadership roles.
- **There is a wider age range in lower graded posts compared to the higher grades (HAY03 upwards).**
- **The percentage of employees that state they are disabled at the more operational grades are over-represented compared to the higher grades (4.35% of staff in post in the HAY10-14 grade are disabled compared to 2.44% of staff in the HAY03-A grade group and 3.45% 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.**
- **Ethnic minorities have better representation in the CE & Chief Office & Senior Management grade group (17.24% of staff in post) compared to the overall workforce (9.59% of staff in post).** The Chartered Management Institute<sup>17</sup> found that only 6% of top senior management roles were held by employees who are in the combined BAME group.

# 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 and returning from maternity leave in 2021/22 dropped from the previous year (by -2 and -18 employees respectively).** Whilst this drop in employees returning from maternity leave is significant, it's worth noting that the number of staff commencing maternity leave in 2020/21 was much lower than 2019/20. This would explain why the drop was so significant in 2021/22.

## Maternity Leave



# 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.