



## **Workforce Equalities Report 2017 to 2019**

**Published November 2019**

## WORKFORCE EQUALITIES REPORT: 2017 TO 2019

### INTRODUCTION

1. Oxford is a more ethnically and culturally diverse city and has experienced population growth in recent years, with economically active Black, Asian and Minority Ethnic (BAME) communities across Oxford accounting for some 19% of the population (based on 2011 census data). This diversity of population requires the Council to provide strategic community leadership, promoting community cohesion and equality across its services as well as aim for its workforce to reflect the diversity of the communities it serves. In relation to employment, key initiatives promoted by the Council include:
  - Increasing the diversity of the workforce by promoting the career opportunities available in local government, attracting and appointing more BAME candidates to better reflect the make-up of Oxford communities
  - Supporting the creation of new jobs through leading on ethical procurement, working with the Local Enterprise Partnership, investing in major infrastructure projects to regenerate Barton, Blackbird Leys, Rose Hill and the City Centre, and supporting employment and skills plans linked to these developments
  - Maintaining our accredited Oxford Living Wage (OLW) policy for directly employed staff, contractors and agency staff, as well as influencing other employers to be part of a Living Wage City

### PURPOSE OF THIS REPORT

2. This report focuses on the City Council as an employer committed to increasing the diversity of its workforce and providing an inclusive work environment with equality of opportunity for all employees. It covers all aspects of recruitment, retention, performance management and staff development reflecting high standards of professional practice, our position as Investors in People Gold Champion, in addition to embedding the Public Sector Equality Duty and Equality Act 2010 best practice.
3. It provides an update on human resources and equalities related activities of the City Council, a 'snap shot' of what we look like as a council, data trend analysis for a three year period (1 April 2016 to 31 March 2019) for the key protected characteristics and highlights what we have done in terms of recruitment and retention to increase the diversity of our workforce. The report also provides comparative population data and breakdown of the City Council's staffing for key equalities reporting areas.

### METHODOLOGY

4. An examination of the 2011 Census Data, the Office for National Statistics Labour Force Survey 2016 and the Annual Population Survey 2016 provides a greater understanding of the demography of Oxford's population

# Appendix 1

- The Council is collecting and analysing data over a rolling three year period to enable greater insight into trends and to confirm the relevance of the current action plan and identify any new approaches. The 2016/19 WER includes data tables on protected characteristics, as defined in the Equality Act 2010, as well as information on recruitment activity, starters and leavers, equal pay, and disciplinary activity.

## LATEST WORKFORCE ANALYSIS & FINDINGS

- The number of people employed by the Council has risen from 678 on 31<sup>st</sup> March 2018 to 702 on 31<sup>st</sup> March 2019
- The Council maintains a good position in relation to the percentage of women employed in the workforce at 59%, which compares favourably with national demographic data of 47%. This figure has risen marginally over the reporting period. Whilst the proportion of women in the workforce has remained relatively static, the representation of women decreases at the higher pay grades: -

| Grade                     | All Staff  | Women      | Men        |
|---------------------------|------------|------------|------------|
| Business Admin Apprentice | 5          | 3          | 2          |
| Grade 03                  | 34         | 18         | 16         |
| Grade 04                  | 52         | 34         | 18         |
| Grade 05                  | 146        | 106        | 40         |
| Grade 06                  | 115        | 74         | 41         |
| Grade 07                  | 157        | 80         | 77         |
| Grade 08                  | 84         | 43         | 41         |
| Grade 09                  | 48         | 31         | 17         |
| Grade 10                  | 22         | 8          | 14         |
| Grade 11                  | 16         | 8          | 8          |
| Business Lead             | 8          | 3          | 5          |
| Service Head              | 6          | 3          | 3          |
| Service Manager +         | 1          | 1          | 0          |
| Service Manager+          | 2          | 0          | 2          |
| SH Level 1                | 2          | 0          | 2          |
| SH Level 2                | 1          | 1          | 0          |
| Director                  | 2          | 1          | 1          |
| Chief Exec                | 1          | 0          | 1          |
| <b>Totals:</b>            | <b>702</b> | <b>414</b> | <b>288</b> |

- As can be seen from the above, the proportion of women in roles above Grade 8 is lower than men, but higher than BAME representation in higher graded roles. Increasing the representation of women in higher management and senior leadership roles continues to form part of the Council's ongoing Equalities Action Plan.
- In relation to BAME representation it can be shown that the actions being delivered through the Equalities action Plan are having a positive impact. The workforce percentage of BAME staff was 11.95% as of 31<sup>st</sup> March 2018, which increased from 12.96% as of 31<sup>st</sup> March 2019. This increase of one percentage point represents additional 10 employees from a BAME group. Based on the

# Appendix 1

2011 Census the economically active BAME population of Oxford is 18.7% and, as part of the equalities action plan, it was agreed to achieve BAME representation of 13.65%; as of 31<sup>st</sup> August 2019 the level is 13.1%.

10. The table below details the BAME population by service area as at 31<sup>st</sup> March 2019: -

| <b>Service Area</b>                              | <b>Staff from a BAME Group</b> |                    |
|--------------------------------------------------|--------------------------------|--------------------|
|                                                  | <b>Headcount</b>               | <b>% All Staff</b> |
| Business Improvement                             | 23                             | 25.3%              |
| Community Services                               | 13                             | 14.3%              |
| Corporate Policy, Partnership and Communications | 5                              | 5.5%               |
| Financial Services                               | 13                             | 14.3%              |
| Housing Services                                 | 20                             | 22.0%              |
| PSDRS                                            | 5                              | 5.5%               |
| Regeneration & Economy (SA)                      | 1                              | 1.1%               |
| Regulatory Serv. and Community Safety            | 10                             | 11.0%              |
| Welfare Reform Team                              | 1                              | 1.1%               |
|                                                  | <b>91</b>                      |                    |

11. The representation of BAME staff across the Council's pay structure as at 31<sup>st</sup> March 2019 can be summarised as follows: -

| <b>Grade</b>              | <b>All Staff</b> | <b>BAME</b> |
|---------------------------|------------------|-------------|
| Business Admin Apprentice | 5                | 0           |
| Grade 03                  | 34               | 8           |
| Grade 04                  | 52               | 7           |
| Grade 05                  | 146              | 26          |
| Grade 06                  | 115              | 14          |
| Grade 07                  | 157              | 22          |
| Grade 08                  | 84               | 10          |
| Grade 09                  | 48               | 3           |
| Grade 10                  | 22               | 0           |
| Grade 11                  | 16               | 0           |
| Business Lead             | 8                | 1           |
| Service Head              | 6                | 0           |
| Service Manager +         | 1                | 0           |
| Service Manager+          | 2                | 0           |
| SH Level 1                | 2                | 0           |
| SH Level 2                | 1                | 0           |
| Director                  | 2                | 0           |
| Chief Exec                | 1                |             |
| <b>Totals:</b>            | <b>702</b>       | <b>91</b>   |

12. Therefore whilst we have a good level of representation of women within the workforce, with regard to BAME groups there are two challenges: one relates to the overall number of BAME staff in the workforce; the other, and in common with women relates to the number of BAME employees in higher graded roles.

# Appendix 1

13. The number of staff who have declared themselves as having a disability has risen to 9.54% as at 31<sup>st</sup> March, which is both the highest level over the reporting period as well as greater than the proportion of economically active individuals, as reported in the 2011 Census (8.9%).
14. The proportion of staff under 30 years of age remains consistent across the 3 year reporting period at around 18% but the proportion between 51 and 65 has significantly increased from under 30% as of 31<sup>st</sup> March 2017 to a figure of 35% as at 31<sup>st</sup> March 2019.
15. The number of staff who have declared themselves as lesbian, gay or bisexual has steadily increased over the reporting period, and is at a three year high of 3.7% as at 31<sup>st</sup> March 2019.
16. The proportion of members of staff who consider themselves to be atheist or have no religion has increased since March 2017. The numbers of staff who consider themselves to be Christian has increased steadily since 2017 to some 36% of the workforce.
17. Whilst there are several areas where participation rates have improved as at 31<sup>st</sup> March 2018, the proportion of staff choosing not to provide information on their protected characteristics remains an issue for the council, as this creates a barrier in terms of understanding the actual composition of its workforce. The current levels of 'non-disclosure', compared to the last reporting period, are detailed below: -

| Characteristic     | Proportion of Staff not Declaring Information |                                 |
|--------------------|-----------------------------------------------|---------------------------------|
|                    | As at 31 <sup>st</sup> Mar 2019               | As at 31 <sup>st</sup> Mar 2018 |
| Ethnicity          | 6.70%                                         | 6.78%                           |
| Disability         | 8.83%                                         | 7.07%                           |
| Sexual Orientation | 26.92%                                        | 30.53%                          |
| Religious Belief   | 27.49%                                        | 30.98%                          |

18. The HR team will continue to explore opportunities to increase the levels of self-reporting through the recruitment and employee on-boarding stage, as well as with staff within the organisation through a planned major update to the HR/Payroll system.
19. The proportion of staff living within the OX1 to OX4 postcode area has stabilised at 37% over the last two reporting periods. The proportion of staff living outside the city centre is partly a reflection of the fact that Oxford remains the most expensive place to live in the UK outside London, as well as the City Council's continued ability to attract talent from across the country due to its ambitious agenda and reputation, flexible working arrangements and employee benefits.
20. As indicated above the recruitment activity data for 2018/19, as provided in the WER document, refers solely to City Council vacancies, whereas the data tables for 2017/18 and 2016/17 include recruitment for ODS vacancies as well. Comparison of data on a 'year by year' basis is therefore difficult. It is clear from the 2018/19 data that the *proportion* of applications is broadly comparable to

# Appendix 1

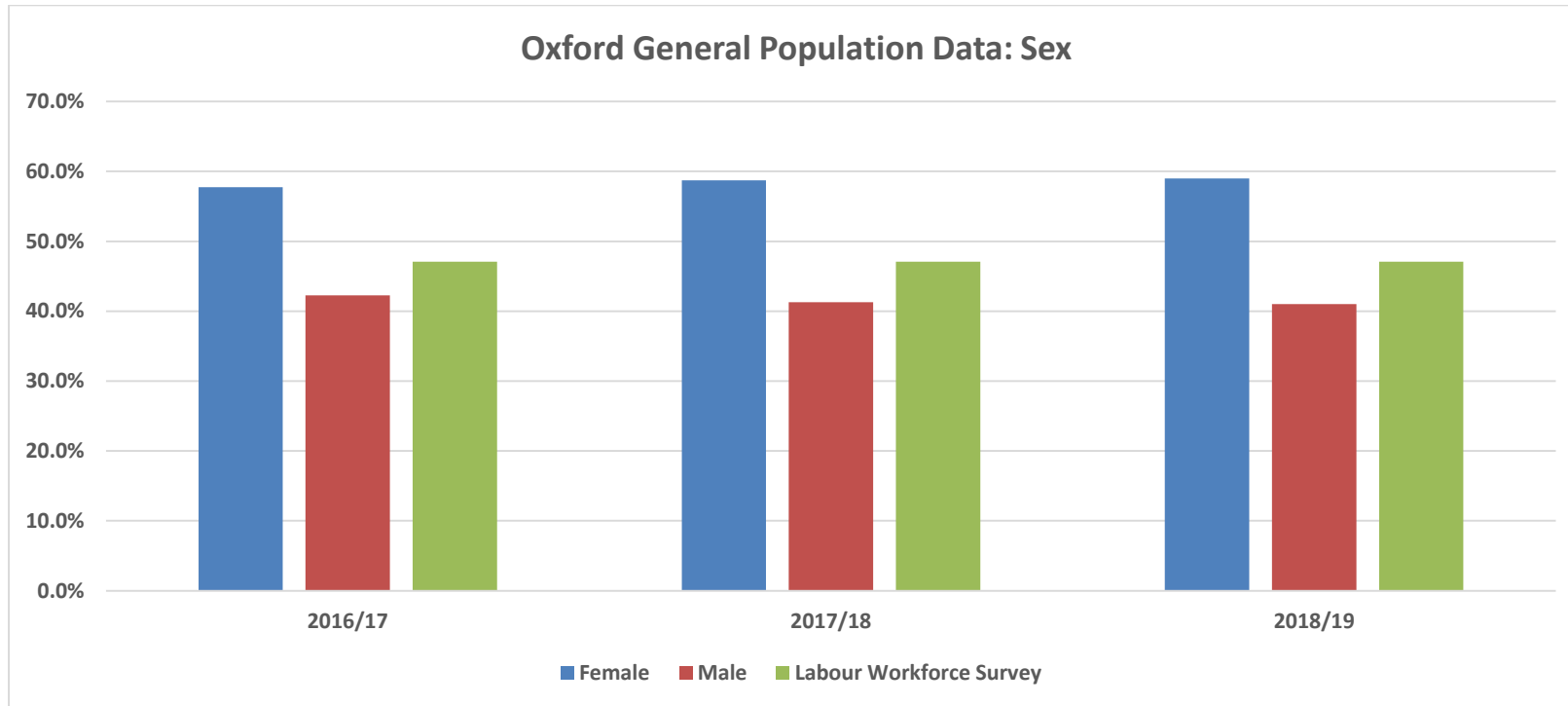
previous years, and will be used as a 'baseline' to monitor and report on progress in future reporting rounds.

21. Similarly, the data for new starters in 2018/19 indicates that the proportion of new starters broadly reflects the current workforce in terms of gender and staff with a disability. However the proportion of applicants from a BAME group is higher than the current workforce, which is a significant development. As in previous rounds the proportion of new starters that declined to provide information on their ethnic origin and disability status remains high, and will remain a focus in the coming years to encourage new staff to provide this data as part of the recruitment and onboarding process.
22. The data for leavers in 2018/19 indicates that the proportion of leavers is broadly representative of the current workforce in terms of gender, ethnicity and disability.
23. The proportion of leavers in 2018/19 as a result of the expiry of their fixed term contract (FTC) is high, but this reflects the council's plan to consolidate its permanent workforce. Resignations for relocation, retirement and other roles outside the Council is comparable with 2017/18 and 2016/17.
24. The City Council remains the **only** local authority within Oxfordshire that is a Living Wage Champion. The Council has also built the OLW into its Procurement process, so that all sub-contractors are encouraged to pay at least the OLW for agency staff engaged on council contracts. This policy ensures that Council staff and agency staff supplied through the agency worker contract with Reed are paid a decent wage as well as helping to offset the high cost of accommodation within the city, which is the most expensive area to live in the UK. The Council's second *Gender Pay Gap* report (covering the reporting period 1 April 2017 to 31 March 2018) indicates that in relation to both mean and median basic pay there is no 'pay gap' between female and male staff, which is a reflection of the changes implemented through successive local pay agreements to tackle issues around low pay
25. Comparison of disciplinary casework across the reporting period is limited for the reasons set out in the paragraphs above. This aside, the data for 2018/19 indicates that there was no disciplinary sanction applied for conduct relating to bullying or harassment.
26. The data tables below provide information on the numbers of staff employed by the Council as at 31<sup>st</sup> March 2019 for each of the protected characteristics, supplemented where appropriate with general population data.

# Appendix 1

## DATA TABLE 1: GENERAL POPULATION & WORKFORCE DIVERSITY PROFILE (AS AT 31 MARCH 2017, 2018 AND 2019)

### OXFORD GENERAL POPULATION DATA: SEX



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The Labour Force Survey data (January to March 2018) indicates that some 47% of the national workforce was female. Over the reporting 2017 to 2019 the proportion of female staff in the workforce has stabilised at some 58%.

# Appendix 1

**DATA TABLE 2: CITY COUNCIL WORKFORCE PROFILE (SEX)**

**As at 31 March 2017**

| Gender       | Percentage  | Number     |
|--------------|-------------|------------|
| Female       | 57.74       | 388        |
| Male         | 42.26       | 284        |
| <b>Total</b> | <b>100%</b> | <b>672</b> |

**As at 31 March 2018**

| Gender       | Percentage  | Number     |
|--------------|-------------|------------|
| Female       | 58.70       | 398        |
| Male         | 41.30       | 280        |
| <b>Total</b> | <b>100%</b> | <b>678</b> |

**As at 31 March 2019**

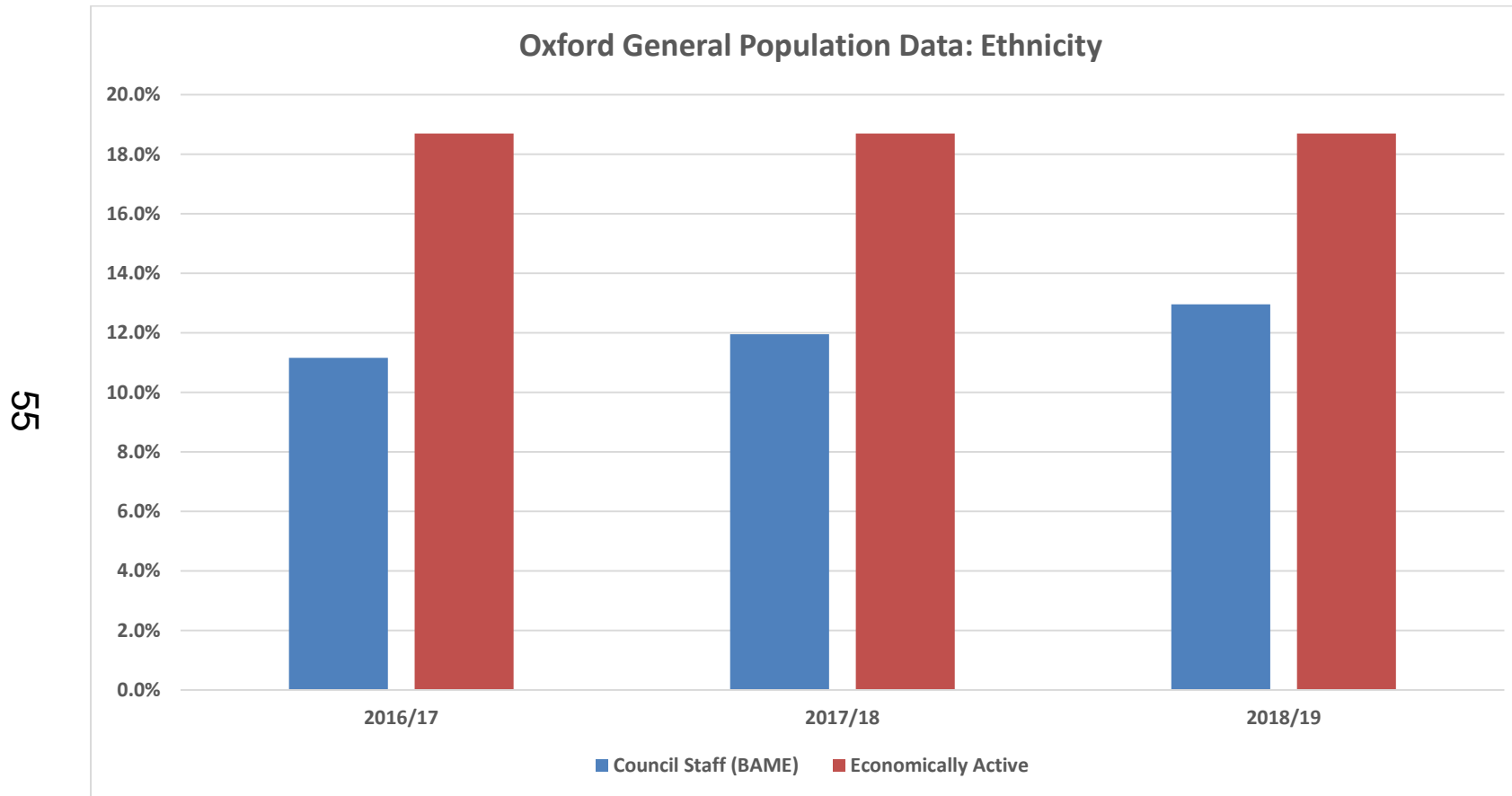
| Gender       | Percentage  | Number     |
|--------------|-------------|------------|
| Female       | 58.97       | 414        |
| Male         | 41.03       | 288        |
| <b>Total</b> | <b>100%</b> | <b>702</b> |

**Commentary:** The organisational headcount has increased steadily since 2017, with the proportion of female staff increasing slightly over the same period.



# Appendix 1

DATA TABLE 3: OXFORD GENERAL POPULATION DATA: ETHNICITY



Across the city, 18.7% of the economically active population, i.e. excluding students, are from a BAME group (Census 2011). The proportion of City Council staff from a BAME group has increased from 11.2% to 13% between 2017/18 and 2018/19.

# Appendix 1

**DATA TABLE4: CITY COUNCIL WORKFORCE PROFILE (ETHNICITY)**

**As at 31 March 2017**

| <b>Ethnicity</b> | <b>Percentage</b> | <b>Number</b> |
|------------------|-------------------|---------------|
| White            | 81.40             | 547           |
| BAME             | 11.16             | 75            |
| Unspecified      | 7.44              | 50            |
| <b>Total</b>     | <b>100%</b>       | <b>672</b>    |

**As at 31 March 2018**

| <b>Ethnicity</b> | <b>Percentage</b> | <b>Number</b> |
|------------------|-------------------|---------------|
| White            | 81.27             | 551           |
| BAME             | 11.95             | 81            |
| Unspecified      | 6.78              | 46            |
| <b>Total</b>     | <b>100%</b>       | <b>678</b>    |

**As at 31 March 2019**

| <b>Ethnicity</b> | <b>Percentage</b> | <b>Number</b> |
|------------------|-------------------|---------------|
| White            | 80.34             | 564           |
| BAME             | 12.96             | 91            |
| Unspecified      | 6.70              | 47            |
| <b>Total</b>     | <b>100%</b>       | <b>702</b>    |

**Commentary:** Although the number of employees from a BAME group has steadily increased since March 2017 and is at a record high as at 31 March 2019, we need to ensure that more people feel able to declare their ethnic origin. This will enable us to compile a more comprehensive and accurate picture of our employee make-up.

# Appendix 1

**DATA TABLE 5: CITY COUNCIL WORKFORCE PROFILE (AGE)**

**As at 31 March 2017**

| Age Bands    | Percentage  | Number     |
|--------------|-------------|------------|
| Under 21     | 1.64        | 11         |
| 21-30        | 16.96       | 114        |
| 31-40        | 23.81       | 160        |
| 41-50        | 27.98       | 188        |
| 51-60        | 25.74       | 173        |
| 61-65        | 2.83        | 19         |
| Over 65      | 1.04        | 7          |
| <b>Total</b> | <b>100%</b> | <b>672</b> |

**As at 31 March 2018**

| Age Bands    | Percentage  | Number     |
|--------------|-------------|------------|
| Under 21     | 1.18        | 8          |
| 21-30        | 17.26       | 117        |
| 31-40        | 23.16       | 157        |
| 41-50        | 25.07       | 170        |
| 51-60        | 27.58       | 187        |
| 61-65        | 4.72        | 32         |
| Over 65      | 1.03        | 7          |
| <b>Total</b> | <b>100%</b> | <b>678</b> |

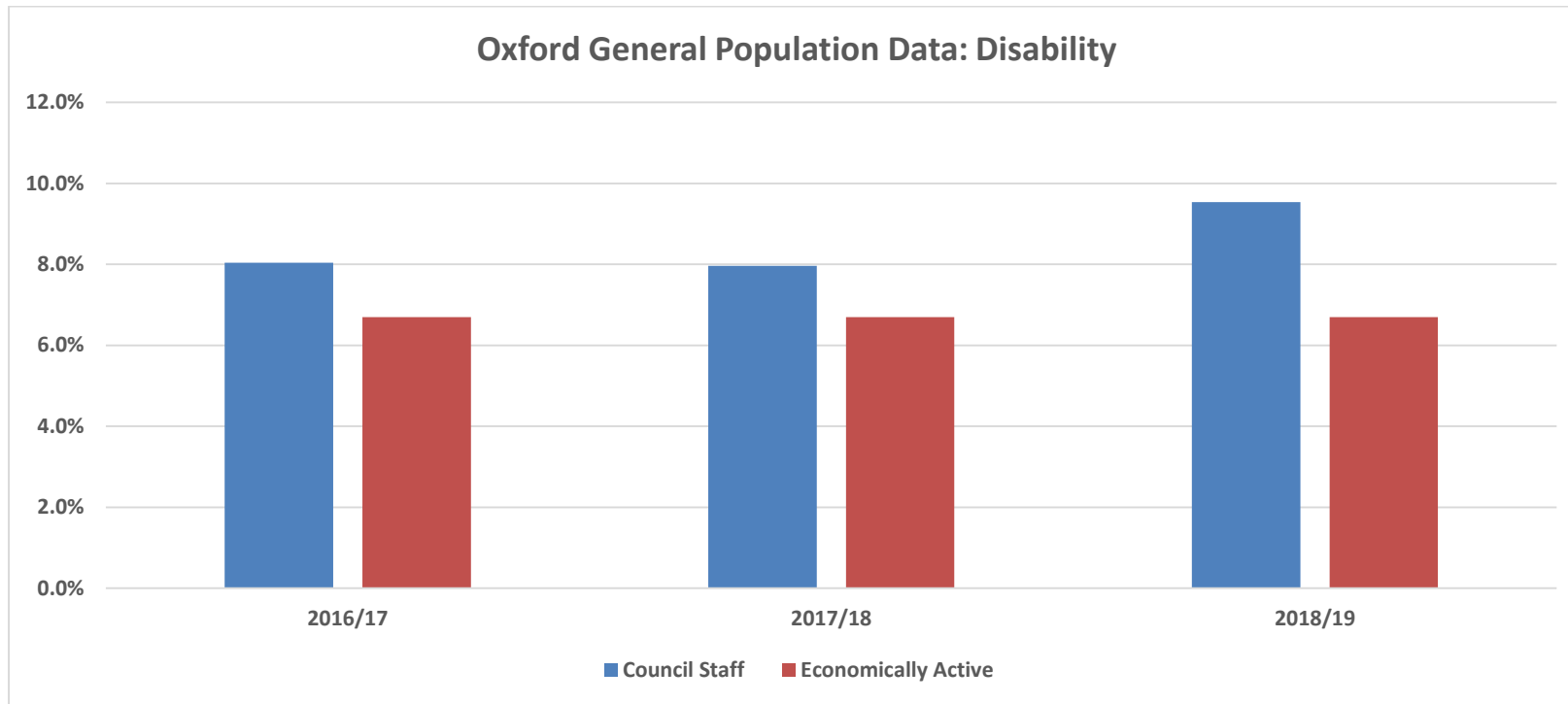
**As at 31 March 2019**

| Age Bands    | Percentage  | Number     |
|--------------|-------------|------------|
| Under 21     | 1.14        | 8          |
| 21-30        | 16.38       | 115        |
| 31-40        | 23.36       | 164        |
| 41-50        | 24.22       | 170        |
| 51-60        | 27.64       | 194        |
| 61-65        | 6.27        | 44         |
| Over 65      | 1.00        | 7          |
| <b>Total</b> | <b>100%</b> | <b>702</b> |

**Commentary:** The proportion of staff under 30 years of age has remained at around 18% over the reporting period, but the proportion of staff aged between 51 and 65 has significantly increased over the same period from one quarter to a third of the workforce.

# Appendix 1

**DATA TABLE 6: OXFORD GENERAL POPULATION DATA: DISABILITY**



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The proportion of economically active residents in Oxford who considered themselves to have a disability in the 2011 Census was 6.7%. The proportion of staff who consider themselves to have a disability has steadily increased over the reporting period from 8.04% to 9.54%.

# Appendix 1

**DATA TABLE 7: WORKFORCE PROFILE (DISABILITY)**

**As at 31 March 2017**

| Disability    | Percentage  | Number     |
|---------------|-------------|------------|
| No            | 83.93       | 564        |
| Not known     | 1.93        | 13         |
| Yes           | 8.04        | 54         |
| Not specified | 6.10        | 41         |
| <b>Total</b>  | <b>100%</b> | <b>672</b> |

**As at 31 March 2018**

| Disability    | Percentage  | Number     |
|---------------|-------------|------------|
| No            | 84.96       | 576        |
| Not known     | 1.47        | 10         |
| Yes           | 7.96        | 54         |
| Not specified | 5.6         | 38         |
| <b>Total</b>  | <b>100%</b> | <b>678</b> |

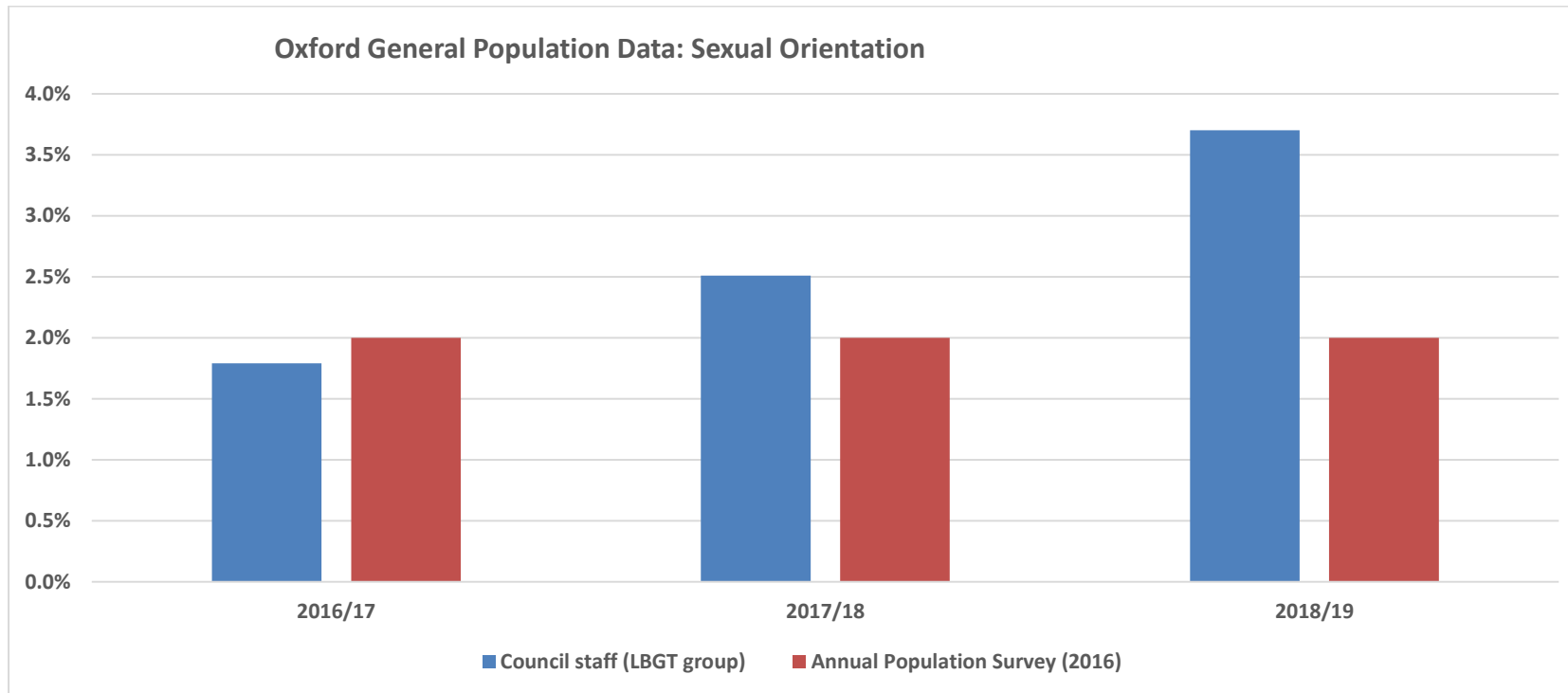
**As at 31 March 2019**

| Disability    | Percentage  | Number     |
|---------------|-------------|------------|
| No            | 81.62       | 573        |
| Not known     | 1.99        | 14         |
| Yes           | 9.54        | 67         |
| Not specified | 6.84        | 48         |
| <b>Total</b>  | <b>100%</b> | <b>702</b> |

**Commentary:** The number of staff at March 2019 that reported they have a disability was 9.54%, which is the highest level over the reporting period as well as above the 2011 Census proportion of the economically active individuals with a disability (8.9%).

# Appendix 1

**DATA TABLE 8: OXFORD GENERAL POPULATION DATA: SEXUAL ORIENTATION**



The Annual Population Survey (2016) suggests that 2.0% of the population identifies as bisexual, lesbian or gay. However around 25% of the workforce over the reporting period 2017 to 2019 have declined to provide information on their sexuality, so it is difficult to provide an accurate workforce profile in this area.

# Appendix 1

**DATA TABLE 9: CITY COUNCIL WORKFORCE PROFILE (SEXUAL ORIENTATION)**

**As at 31 March 2017**

| Sexual Orientation    | Percentage  | Number     |
|-----------------------|-------------|------------|
| Bisexual              | 0.45        | 3          |
| Gay Man               | 0.74        | 5          |
| Gay woman/lesbian     | 0.60        | 4          |
| Heterosexual/straight | 66.22       | 445        |
| Prefer not to say     | 8.48        | 57         |
| Not specified         | 23.51       | 158        |
| <b>Total</b>          | <b>100%</b> | <b>672</b> |

**As at 31 March 2018**

| Sexual Orientation    | Percentage  | Number     |
|-----------------------|-------------|------------|
| Bisexual              | 0.44        | 3          |
| Gay Man               | 1.03        | 7          |
| Gay woman/lesbian     | 1.03        | 7          |
| Heterosexual/straight | 66.96       | 454        |
| Prefer not to say     | 8.70        | 59         |
| Not specified         | 21.83       | 148        |
| <b>Total</b>          | <b>100%</b> | <b>678</b> |

**As at 31 March 2019**

| Sexual Orientation    | Percentage  | Number     |
|-----------------------|-------------|------------|
| Bisexual              | 1.28        | 9          |
| Gay Man               | 1.00        | 7          |
| Gay woman/lesbian     | 1.42        | 10         |
| Heterosexual/straight | 69.37       | 487        |
| Prefer not to say     | 7.83        | 55         |
| Not specified         | 19.09       | 134        |
| <b>Total</b>          | <b>100%</b> | <b>702</b> |

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**Commentary:** Although the number of staff who have declared themselves as Lesbian, Gay or Bisexual has increased steadily over the reporting period and is at a three year high, there remains a significant proportion of staff who have either indicated '*prefer not to say*' (7.83%) or '*not specified*' (19.09%) at employee on-boarding stage as at March 2019.

# Appendix 1

**DATA TABLE 10: CITY COUNCIL WORKFORCE PROFILE (RELIGION/BELIEF & NON BELIEF)**

**As at 31 March 2017**

**As at 31 March 2018**

**As at 31 March 2019**

| Religion                    | Percentage  | Number     | Religion                    | Percentage  | Number     | Religion                    | Percentage  | Number     |
|-----------------------------|-------------|------------|-----------------------------|-------------|------------|-----------------------------|-------------|------------|
| Atheist/Humanist/no beliefs | 26.19       | 176        | Atheist/Humanist/no beliefs | 26.70       | 181        | Atheist/Humanist/no beliefs | 28.35       | 199        |
| Buddhist                    | 0.30        | 2          | Buddhist                    | 0.29        | 2          | Buddhist                    | 0.85        | 6          |
| Christian                   | 33.33       | 224        | Christian                   | 34.22       | 232        | Christian                   | 35.75       | 251        |
| Hindu                       | 0.89        | 6          | Hindu                       | 1.18        | 8          | Hindu                       | 1.14        | 8          |
| Jewish                      | 0.15        | 1          | Jewish                      | 0.15        | 1          | Jewish                      | 0.14        | 1          |
| Muslim                      | 2.08        | 14         | Muslim                      | 2.06        | 14         | Muslim                      | 2.14        | 15         |
| Other                       | 2.68        | 18         | Other                       | 3.98        | 27         | Other                       | 3.70        | 26         |
| Prefer not to say           | 9.23        | 62         | Prefer not to say           | 9.00        | 61         | Prefer not to say           | 8.69        | 61         |
| Sikh                        | 0.45        | 3          | Sikh                        | 0.44        | 3          | Sikh                        | 0.43        | 3          |
| Not specified               | 24.70       | 166        | Not specified               | 21.98       | 149        | Not specified               | 18.80       | 132        |
| <b>Total</b>                | <b>100%</b> | <b>672</b> | <b>Total</b>                | <b>100%</b> | <b>678</b> | <b>Total</b>                | <b>100%</b> | <b>702</b> |

**Commentary:** The proportion of members of staff who consider themselves to be atheist or have no religion has increased since March 2017. The numbers of staff who consider themselves to be Christian has increased steadily since 2017 to some 36% of the workforce.

A dedicated non-denominational 'quiet room' is available within St Aldate's Chambers for use by all staff as a reflective meditative space. It is also recognised that some groups have specific needs and these are addressed through commitments within the Fair Employment Policy, flexible working arrangements as well as through diversity training and support from HR Business Partners to assist staff/managers planning leave.



# Appendix 1

**DATA TABLE 11: CITY COUNCIL WORKFORCE PROFILE (NUMBER LIVING IN CENTRAL OXFORD & LIVING OUTSIDE CENTRAL OXFORD)**

**As at 31 March 2017**

| Central Oxford | Percentage  | Count      |
|----------------|-------------|------------|
| Central        | 41.19       | 262        |
| Not            | 64.47       | 410        |
| <b>Total</b>   | <b>100%</b> | <b>672</b> |

**As at 31 March 2018**

| Central Oxford | Percentage  | Count      |
|----------------|-------------|------------|
| Central        | 37.46       | 254        |
| Not            | 62.54       | 424        |
| <b>Total</b>   | <b>100%</b> | <b>678</b> |

**As at 31 March 2019**

| Central Oxford | Percentage  | Count      |
|----------------|-------------|------------|
| Central        | 36.89       | 259        |
| Not            | 63.11       | 443        |
| <b>Total</b>   | <b>100%</b> | <b>702</b> |

**Commentary:** The proportion of staff living within the OX1 to OX4 postcode area has stabilised at 37% over the last two reporting periods. The proportion of staff living outside the city centre is a reflection of the fact that Oxford remains the most expensive place to live in the UK outside London, as well as the City Council's continued ability to attract talent from across the country due to its ambitious agenda and reputation, flexible working arrangements and employee benefits.

# Appendix 1

**DATA TABLE 12: RECRUITMENT ACTIVITY BETWEEN 2017 AND 2019**

The Council continues to use a variety of approaches to promote job opportunities within the local community, including: holding recruitment roadshows in local community venues; attendance at local job fairs and careers events in local schools; advertising suitable roles in community centre notice boards; community newspapers/magazines; local libraries and the Oxford Mail; and encouraging applications for apprenticeship opportunities from the OX1 to OX4 postcode area. Staff turnover remains at around 10% per annum, which is broadly comparable with other public sector organisations. Data will continue to be reviewed across the entire recruitment cycle to identify if there are any specific points areas within that cycle which need attention, and forms part of the equality action plan.

**Recruitment activity in 2016/17**

| Sex          | Percentage  | Number      |
|--------------|-------------|-------------|
| Female       | 41.25       | 3850        |
| Male         | 55.66       | 5195        |
| Unspecified  | 3.09        | 289         |
| <b>Total</b> | <b>100%</b> | <b>9334</b> |

**Recruitment activity in 2017/18**

| Sex          | Percentage  | Number      |
|--------------|-------------|-------------|
| Female       | 45.60       | 3812        |
| Male         | 50.40       | 4213        |
| Unspecified  | 4.00        | 334         |
| <b>Total</b> | <b>100%</b> | <b>8359</b> |

**Recruitment activity in 2018/19**

| Sex          | Percentage  | Number      |
|--------------|-------------|-------------|
| Female       | 52.50       | 3472        |
| Male         | 43.02       | 2845        |
| Unspecified  | 4.48        | 296         |
| <b>Total</b> | <b>100%</b> | <b>6613</b> |

| Ethnicity    | Percentage  | Number      |
|--------------|-------------|-------------|
| BAME         | 21.20       | 1979        |
| White        | 78.80       | 7355        |
| <b>Total</b> | <b>100%</b> | <b>9334</b> |

| Ethnicity    | Percentage  | Number      |
|--------------|-------------|-------------|
| BAME         | 20.07       | 1678        |
| White        | 79.93       | 6681        |
| <b>Total</b> | <b>100%</b> | <b>8359</b> |

| Ethnicity    | Percentage  | Number      |
|--------------|-------------|-------------|
| BAME         | 29.73       | 1942        |
| White        | 70.63       | 4671        |
| <b>Total</b> | <b>100%</b> | <b>6613</b> |

| Disabled      | Percentage  | Number      |
|---------------|-------------|-------------|
| No            | 86.49       | 8073        |
| Yes           | 4.37        | 408         |
| Not Specified | 9.14        | 853         |
| <b>Total</b>  | <b>100%</b> | <b>9334</b> |

| Disabled      | Percentage  | Number      |
|---------------|-------------|-------------|
| No            | 84.69       | 7079        |
| Yes           | 5.13        | 429         |
| Not Specified | 10.18       | 851         |
| <b>Total</b>  | <b>100%</b> | <b>8359</b> |

| Disabled      | Percentage  | Number      |
|---------------|-------------|-------------|
| No            | 82.38       | 5448        |
| Yes           | 5.08        | 336         |
| Not Specified | 12.54       | 829         |
| <b>Total</b>  | <b>100%</b> | <b>6613</b> |

# Appendix 1

**Commentary:** The data tables above for 2018/19 relate to recruitment schemes for City Council vacancies only, whereas the data tables for both 2016/17 and 2017/18 includes recruitment scheme for **both** City Council and ODS vacancies. Although this makes meaningful trend analysis very difficult the *proportion* of applications received from female, BAME and disabled applicants remains broadly comparable with previous reporting periods. The Council regularly reviews where and how it advertises job opportunities and is exploring making greater use of social media to encourage applications from a younger age demographic, its 'employer brand' and how it can promote working for the city, as well as 'outreach' work with local communities and schools. These actions are part of a continuing programme of work towards being more reflective of the communities it serves.

# Appendix 1

**DATA TABLE 13: STARTERS BETWEEN 2017 AND 2019**

**New starters during 2016/17**

| Sex          | Percentage  | Number     |
|--------------|-------------|------------|
| Female       | 43.35       | 114        |
| Male         | 56.65       | 149        |
| <b>Total</b> | <b>100%</b> | <b>263</b> |

**New starters during 2017/18**

| Sex          | Percentage  | Number     |
|--------------|-------------|------------|
| Female       | 33.56       | 97         |
| Male         | 66.44       | 192        |
| <b>Total</b> | <b>100%</b> | <b>289</b> |

**New starters during 2018/19**

| Sex          | Percentage  | Number     |
|--------------|-------------|------------|
| Female       | 55.74       | 68         |
| Male         | 44.26       | 54         |
| <b>Total</b> | <b>100%</b> | <b>122</b> |

| Ethnicity     | Percentage  | Number     |
|---------------|-------------|------------|
| BAME          | 8.75        | 23         |
| White         | 59.70       | 157        |
| Not Specified | 31.55       | 83         |
| <b>Total</b>  | <b>100%</b> | <b>263</b> |

| Ethnicity     | Percentage  | Number     |
|---------------|-------------|------------|
| BAME          | 7.96        | 23         |
| White         | 51.90       | 150        |
| Not Specified | 40.14       | 116        |
| <b>Total</b>  | <b>100%</b> | <b>289</b> |

| Ethnicity     | Percentage  | Number     |
|---------------|-------------|------------|
| BAME          | 18.03       | 22         |
| White         | 67.22       | 82         |
| Not Specified | 14.75       | 18         |
| <b>Total</b>  | <b>100%</b> | <b>122</b> |

| Disabled      | Percentage  | Number     |
|---------------|-------------|------------|
| No            | 94.68       | 249        |
| Yes           | 2.28        | 6          |
| Not Specified | 3.04        | 8          |
| <b>Total</b>  | <b>100%</b> | <b>263</b> |

| Disabled      | Percentage  | Number     |
|---------------|-------------|------------|
| No            | 82.70       | 239        |
| Yes           | 2.42        | 7          |
| Not Specified | 14.88       | 43         |
| <b>Total</b>  | <b>100%</b> | <b>289</b> |

| Disabled      | Percentage  | Number     |
|---------------|-------------|------------|
| No            | 72.13       | 88         |
| Yes           | 7.38        | 9          |
| Not Specified | 20.49       | 25         |
| <b>Total</b>  | <b>100%</b> | <b>122</b> |

**Commentary:** The data tables above for 2018/19 relate to City Council new starters, whereas the data tables for both 2016/17 and 2017/18 includes ODS new starters. Although this makes meaningful trend analysis very difficult the *proportion* of new starters broadly reflects the distribution of female and male employees and staff with a disability; the *proportion* of new starters from a BAME group is higher than within the current workforce. As in previous reporting rounds the proportion of new starters who have not provided information on their ethnic origin and disabled status remains high, and will continue to be a focus in the coming years to encourage staff to provide this information so that the Council gain a clearer understanding of the composition and needs of the workforce.

# Appendix 1

**DATA TABLE 14: LEAVERS BETWEEN 2017 AND 2019**

**Leavers during 2016/17**

| Sex          | Percentage  | Number     |
|--------------|-------------|------------|
| Female       | 30.97       | 35         |
| Male         | 69.03       | 78         |
| <b>Total</b> | <b>100%</b> | <b>113</b> |

**Leavers during 2017/18**

| Sex          | Percentage  | Number     |
|--------------|-------------|------------|
| Female       | 37.09       | 56         |
| Male         | 62.91       | 95         |
| <b>Total</b> | <b>100%</b> | <b>151</b> |

**Leavers during 2018/19**

| Sex          | Percentage  | Number     |
|--------------|-------------|------------|
| Female       | 54.40       | 68         |
| Male         | 45.60       | 57         |
| <b>Total</b> | <b>100%</b> | <b>125</b> |

| Ethnicity     | Percentage  | Number     |
|---------------|-------------|------------|
| BAME          | 6.19        | 7          |
| White         | 85.84       | 97         |
| Not Specified | 7.97        | 9          |
| <b>Total</b>  | <b>100%</b> | <b>113</b> |

| Ethnicity     | Percentage  | Number     |
|---------------|-------------|------------|
| BAME          | 7.95        | 12         |
| White         | 77.48       | 117        |
| Not Specified | 14.57       | 22         |
| <b>Total</b>  | <b>100%</b> | <b>151</b> |

| Ethnicity     | Percentage  | Number |
|---------------|-------------|--------|
| BAME          | 13.60       | 17     |
| White         | 78.40       | 98     |
| Not Specified | 8.00        | 10     |
| <b>Total</b>  | <b>100%</b> |        |

| Disabled      | Percentage  | Number     |
|---------------|-------------|------------|
| No            | 91.15       | 103        |
| Yes           | 7.97        | 9          |
| Not Specified | 0.88        | 1          |
| <b>Total</b>  | <b>100%</b> | <b>113</b> |

| Disabled      | Percentage  | Number     |
|---------------|-------------|------------|
| No            | 90.07       | 136        |
| Yes           | 7.94        | 12         |
| Not Specified | 1.99        | 3          |
| <b>Total</b>  | <b>100%</b> | <b>151</b> |

| Disabled      | Percentage  | Number     |
|---------------|-------------|------------|
| No            | 91.20       | 114        |
| Yes           | 8.00        | 10         |
| Not Specified | 0.80        | 1          |
| <b>Total</b>  | <b>100%</b> | <b>125</b> |

**Commentary:** The data tables above for 2018/19 relate to staff who left the City Council during the current reporting year, whereas the data tables for both 2016/17 and 2017/18 includes ODS leavers, which makes meaningful trend analysis very difficult. The 2018/19 year data does, however, provide a 'baseline' from which future trends can be monitored and reported on.

# Appendix 1

**DATA TABLE 15: ANALYSIS OF REASONS FOR LEAVING BETWEEN 2017 AND 2019**

**Leavers during 2016/17**

| Reason                                               | Percentage  | Number     |
|------------------------------------------------------|-------------|------------|
| Died in Service                                      | 0.88        | 1          |
| Dismissal – Attendance                               | 1.77        | 2          |
| End of Fixed Term Contract                           | 5.31        | 6          |
| End of Fixed Term Contract (with Redundancy Payment) | 0.88        | 1          |
| Mutually Agreed Termination                          | 7.96        | 9          |
| Redundancy (with Severance Payment)                  | 0.88        | 1          |
| Resignation – Career Development                     | 8.85        | 10         |
| Resignation – Improved Pay/Benefits                  | 0.88        | 1          |
| Resignation – Other                                  | 66.37       | 75         |
| Resignation – Relocation                             | 1.77        | 2          |
| Resignation – Retirement                             | 4.42        | 5          |
| <b>Total</b>                                         | <b>100%</b> | <b>113</b> |

**Leavers during 2017/18**

| Reason                              | Percentage  | Number     |
|-------------------------------------|-------------|------------|
| Died in Service                     | 0.66        | 1          |
| Dismissal – Attendance              | 3.31        | 5          |
| End of Fixed Term Contract          | 7.95        | 12         |
| Failed Probation                    | 1.98        | 3          |
| Mutually Agreed Termination         | 2.65        | 4          |
| Resignation – Career Development    | 4.64        | 7          |
| Resignation – Improved Pay/Benefits | 0.66        | 1          |
| Resignation – Other                 | 67.55       | 102        |
| Resignation – Relocation            | 2.65        | 4          |
| Resignation – Retirement            | 4.64        | 7          |
| Retirement – Ill Health Tier 1      | 2.65        | 4          |
| Retirement – Ill Health Tier 2      | 0.66        | 1          |
| <b>Total</b>                        | <b>100%</b> | <b>151</b> |

**Leavers during 2018/19**

| Reason                              | Percentage  | Number     |
|-------------------------------------|-------------|------------|
| End of Fixed Term Contract          | 12.80       | 16         |
| Failed Probation                    | 1.60        | 2          |
| Mutually Agreed Termination         | 4.00        | 5          |
| Redundancy (with Severance Payment) | 0.80        | 1          |
| Resignation - Career Development    | 0.80        | 1          |
| Resignation - Other                 | 73.60       | 92         |
| Resignation - Relocation            | 2.40        | 3          |
| Resignation - Retirement            | 2.40        | 3          |
| Transfer                            | 1.60        | 2          |
| <b>Total</b>                        | <b>100%</b> | <b>125</b> |

**Commentary:** The data table for 2018/19 provides details of the leaving reason for staff leaving the City Council, whereas the tables for 2017/18 and 2016/17 include ODS leavers. The proportion of fixed term contract leavers is higher, but this is part of the Council moves to consolidate its permanent workforce, with the proportion of ‘resignation’ (for various categories such as relocation, retirement, etc.) given as a leaving reason for 2018/19 are broadly comparable with previous reporting periods.

# Appendix 1

**DATA TABLE 16: OTHER WORKFORCE DATA**

| Disciplinary                                                    | Warnings given during 2016/17 |               |                  |            | Warnings given during 2017/18 |               |                  |           | Warnings given during 2018/19 |               |                  |          |
|-----------------------------------------------------------------|-------------------------------|---------------|------------------|------------|-------------------------------|---------------|------------------|-----------|-------------------------------|---------------|------------------|----------|
|                                                                 | 1st Written                   | Final Written | Informal Warning | Total      | 1st Written                   | Final Written | Informal Warning | Total     | 1st Written                   | Final Written | Informal Warning | Total    |
| Breach of Data Protection policy                                |                               |               | 1                | 1          |                               |               |                  |           | 2                             |               | 1                | 3        |
| Breach of IT policy                                             |                               |               |                  |            |                               |               |                  |           |                               |               | 1                | 1        |
| Breach of H&S policy                                            | 1                             | 2             |                  | 3          |                               |               |                  |           |                               |               |                  |          |
| Damage to Council Property                                      | 12                            | 2             | 18               | 32         | 12                            | 1             | 4                | 17        |                               |               |                  |          |
| Damage to Council reputation                                    | 1                             | 3             | 1                | 5          | 1                             | 5             |                  | 6         |                               |               |                  |          |
| Discrimination, bullying harassment                             |                               | 1             |                  | 1          |                               | 1             |                  | 1         |                               |               |                  |          |
| Drug or alcohol misuse                                          |                               | 2             | 1                | 3          |                               | 1             |                  | 1         |                               |               |                  |          |
| Non-adherence to values and behaviours framework                | 5                             | 3             | 9                | 17         | 4                             | 1             | 6                | 11        |                               |               | 1                | 1        |
| Non-adherence/breach to Organisational policy or work processes | 9                             | 7             | 26               | 42         | 12                            | 5             | 21               | 38        | 2                             |               | 1                | 3        |
|                                                                 | <b>28</b>                     | <b>20</b>     | <b>56</b>        | <b>104</b> | <b>29</b>                     | <b>14</b>     | <b>31</b>        | <b>74</b> | <b>4</b>                      |               | <b>4</b>         | <b>8</b> |
|                                                                 | 27%                           | 19%           | 54%              |            | 39%                           | 19%           | 42%              |           | 50%                           |               | 50%              |          |

**Commentary:** The data for 2016/17 and 2017/18 includes disciplinary casework information for the City Council and ODS, which makes any meaningful trend analysis very difficult. This said the casework profile for 2018/19 indicates that, where disciplinary action has occurred, this has been in respect of issues not connected with discrimination, bullying or harassment. *(The totals shown includes cases where there was more than one actionable component).*

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