



## Harborough District Council Workforce Comparison Report 2023

### Employee Characteristics

Effective employee monitoring is important for enabling us to measure our progress towards our equality goals and ensuring that our employees and personnel work in a truly inclusive environment. Monitoring also helps us to compare representation of our workforce to the community we support. As part of demonstrating our commitment to, and compliance with, our Public Sector Equality Duty we produce an annual workforce comparison report. For this year's report we have used human resources system data, which is reliant on staff voluntary self-reporting their personal characteristics. Staff can update and amend their own records meaning that data is accurate and current, offering reassurance that analysis, such as this report, is responsive. Generating data in this way enables efficient detection of patterns and gaps, allowing us to be more reactive in identifying areas for development. We are grateful to all employees who have updated their records, as this has helped to inform our equality actions moving forward. We acknowledge that our employee statistics are not as complete as we would like, this is only the second year that we have monitored our workforce in this way, and this is something we are seeking to develop. District population figures used for comparison throughout this report are from the 2021 Census.

**Age** – 2021 statistics showed that 2% of the Harborough district population were aged 18-19 years with approximately a third of these still in full time education, currently our system shows that none of our employees are aged under 20. 9% of our employees are aged 20-29 years in comparison to the district population of 11%, 13% of employees are aged 30-39 years which is the same as our population, 30% aged 40-49 years compared to 15% of the district population, 32% aged 50-59 years compared to 18% of the population and 15% aged 60 years or over. Our 60+ district population in 2021 was 25%, which includes those who may have already retired so cannot be directly compared with our workforce.

**Ethnic group** - Of the 56% of staff who have declared their ethnic group, 97% said that they are white, compared to the district population of 91%. 2021 figures showed 7% of Harborough District residents described themselves as Asian, Black, Mixed or Other ethnic group which is over twice as high as the 3% of Harborough District Council employees who described themselves as belonging to one of these ethnic groups.

**Gender** – Our systems show that 70% of our staff are female and 30% male, compared to the district population figure of 50.5% female and 49.5% male. The workforce figure is comparable to other Local Authorities and public sector organisations and is similar to last year. This figure is impacted by the number of part time positions at the council. Office of National Statistics UK Labour Force data for December to February 2023 showed that nationally 38% of women in employment worked part time compared to 14% of men. 34% of positions at this council are part time roles and 90% of these are held by female employees. The position is more even when looking at full time roles, with 59% of positions being held by female employees and 41% by male. This split reduces when looking at managers Grade 11 and above where there are 53% female and 47% male employees. 6% of Grade 11 and above positions are part time roles.

**Gender Reassignment** – Of the 44% of employees who self-reported, 100% indicated that their gender is the same as that assigned at birth. 2021 data showed that 95.2% of the Harborough district population stated that their gender is the same as that assigned at birth, 0.2% said that their gender was different and 4.6% did not answer this question.

**Health condition or disability** – Only 4% of employees self-completed this section and 100% of these declared that they do not have a health condition or disability which limits their day-to-day activities and has lasted, or is expected to last, at least 12 months. This compares to 85% of the local population. We are trying to establish why the response rate to this question was so low and believe that employees may have missed this due to software design rather than choosing not to answer. We know that we have employees who have long term health conditions and disabilities and endeavour to make reasonable adjustments where it is possible to do so. We will continue to encourage an increase in the response rate to this question moving forward.

**Religion or Belief** – 2021 Census figures showed that 50% of the district population are Christian and, of the 49% of our employees who completed this section, 53% declared this as their religion. 39% of our employees stated that they have no religion, which is similar to the population figure of 38%. The workforce percentage for other religions (which includes Buddhist, Hindu, Jewish, Muslim, Sikh and 'other' added together) was 3% which is half the district population figure of 6%. 4% of our staff selected that they did not wish to declare their religion and 51% left the question blank.

**Sexual orientation** – Of the 46% of employees who completed this section, 93% of respondents described themselves as heterosexual/straight, 7% as lesbian, gay, bisexual, or 'other'. Census data showed that, of the 94% of the Harborough District population who answered the question regarding sexual orientation, 98% indicated that they were heterosexual/straight and 2% indicated that they were lesbian, gay, bisexual, pansexual, asexual, Queer or 'any other sexual orientation'.

### **Recruitment Equality Statistics 2022/23**

During the period 1st April 2022 to 31st March 2023, 200 people applied for jobs with Harborough District Council. Of these, 89 people were shortlisted and 17 offered posts. From information completed at the time of recruitment:

**Gender** – 47% of new starters were female and 53% male. 100% stated that the gender they identify with is the same as that assigned at birth.

**Age** – 12% of new starters were aged 18-24years, 6% were aged 25-29years, 65% aged 30-44years, 18% aged 45-59years, there were no new starters who were aged 60 or over.

**Ethnic origin** – 82% of new starters were White, 12% Asian, Black, Mixed or Other ethnic group and 12% did not wish to declare their ethnic origin.

**Disability** – 100% of new starters declared that they did not have a health condition or disability which has lasted, or is expected to last, at least 12 months.

**Religion or Belief** – 76% of new starters were Christian, 24% were Buddhist, Hindu, Jewish, Muslim, Sikh or 'other'.

**Sexual Orientation** – 100% of new starters declared that they were heterosexual/straight.

### **Outcome of actions from Workforce Comparison Report 2022**

**Objective 1:** Continue to encourage employees to complete personal information on ITrent

**Measure of success:** Percentage of staff who have completed 5 or more of the sensitive information questions on their personnel record increased from 47% to 60%

**Outcome: Not Achieved.** This year 46% of employees completed 5 or more questions

**Objective 2:** Review workforce data in comparison to Census 2021 population data (once this is released)

**Measure of success:** Characteristics of workforce are representative of district population

**Outcome: Inconclusive.** Due to less than 50% of employees declaring some of their protected characteristics it is difficult to make meaningful comparisons. Our recruitment equality data is more accurate, as this had a much higher completion rate, but only relates to characteristics of 17 employees so is also limited.

### Conclusions

With just over 46% of staff completing 5 or more of the personal characteristic questions asked within their personnel record, we appreciate that analysis of our workforce is more limited than previous years. We did expect that this may be the situation for the first few years of utilising this new method of monitoring, despite requesting staff to review and update their details through staff briefings but had hoped to have seen an increase in completion rates year on year. This has not been the case as this year's rate of just over 46% is slightly less than last year's 47%. However, we still feel that using data which is linked to a personal record is more beneficial than the anonymous method we have used previously, as it will ensure that we can accurately identify potential gaps for people with particular characteristics when we look at opportunities for promotion or development. We can also utilise the data to efficiently identify patterns or concerns in relation to movement in and out of our organisation. Throughout the next year we will need to improve our work with regards to staff engagement and encourage people to spend the time completing their information and keeping it up to date and relevant. We also need to show why this is beneficial and promote our aim of ensuring that everyone feels valued and that their working environment is a safe and inclusive space for all.

### Recommendations for further actions from Workforce Comparison Report 2023

**Objective 1:** Actively encourage employees to complete personal information on ITrent and to keep it up to date

**Led by:** R Jenner, Human Resources Manager

**By when:** March 2024

**Measure of success:** Percentage of staff who have completed 5 or more of the sensitive information questions on their personnel record increased from 46% to 55%

**Support required:** Assistance from equality and diversity officer and service managers to encourage staff to complete personal information and to identify any potential concerns

**Objective 2:** Use data from this report to inform and develop the Workforce Strategy 2024

**Led by:** R Jenner, Human Resources Manager

**By when:** December 2023

**Measure of success:** Workforce Strategy is responsive to annual report and objectives aligned

**Support required:** Assistance from equality and diversity officer with regards to community statistics and ITrent link officer for report generation

These further actions will form part of our Equality Plan 2021/24 and will be led by our Equality and Diversity Officer and our Human Resources Department. Progress will be monitored on a yearly basis and published as part of subsequent years' workforce comparison reports.

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