Annual Equality Report

April 2021 to March 2022

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Introduction

Welcome to Horsham District Council's Equality Report.

This document contains information about our workforce profile, various employee related data and the diversity of job applicants in 2021/22. This data will assist in shaping reviews of the council's workforce plan and in assuring fair treatment for all our workers.

The council is an equal opportunities employer and aims to reflect the profile of its residents. Any changes to our service delivery and employment practices are likely to have a larger impact in relation to people's age, gender and disability, when compared to the other protected characteristics, and the report reflects this.

An equalities action plan is being developed to align our objectives to our Corporate Plan priorities.

Our residents can continue to expect the same level of service they have traditionally received. We are exploring further use of technology to make our work smarter and improve efficiency.

The Equality Act 2010

The Equality Act 2010 combined all previous equality legislation. This has made the law surrounding equality issues much easier to understand, reinforcing the rights for those protected by the Act, now referred to as "protected characteristics", set out below:

- Age
- Race
- Disability
- Sex
- Gender reassignment
- Sexual orientation
- Religion or belief (or lack of religion or belief)
- Pregnancy and maternity
- Marital status

Public Sector Equality Duty Review

The Public Sector Equality Duty (PSED) requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between different people when carrying out their activities.

Conclusion

We are proud of our commitment around equality and will continue to ensure that all our residents can access all our services, and for our workers from a diverse background to feel they can be themselves and fulfil their potential without barriers.

The following appendices outline the data that Horsham District Council is obliged to publish under equality legislation. We have reported on statutorily required statistics around ethnicity, disability and gender. We have also included data on age for our workforce and for job applicants.

We are not reporting in all detail on sexual orientation, religion or belief and other characteristics, as numbers are either very small or less appropriate for the context of this report.

Classification of BME staff

Due to low numbers of people from a BME background working for Horsham District Council, we have summarised our BME staff into five categories, shown below.

Category	Ethnicity
White	British, Irish, Any other White Background
Mixed	White and Black Caribbean, White and Black African, White and Asian, Any other mixed background
Asian or Asian British	Indian, Pakistani, Bangladeshi, Any other Asian background
Black or Black British	Caribbean, African, Any other black background
Chinese or other Ethnic Group	Chinese, Any other ethnic group
Not known or stated	Not known or stated

Appendix A – Staff breakdown by Equality Strands

Table A1 – Numbers of staff in each ethnic category

	Up to £20k	£20k-£25k	£25k-£30k	£30k-£35k	£35k-£40k	£40k-£45k	£45k-£50k	£50k-£60k	£60k-£70k	£70k-£80k	£80k-£90k	Over £90k	Total
White	3	152	46	64	23	35	15	10	9		1	3	**361**
Mixed		2	1	1		1	2						**7**
Asian or Asian British		2	3	3				1					**7**
Black or Black British		2											**2**
Chinese or other Ethnic Group													**0**
Not known or stated		16	3	4	5	2	3	2	1				**36**
Total	**3**	**186**	**55**	**75**	**30**	**40**	**22**	**15**	**11**	**0**	**1**	**3**	**441**

We employ 441 staff, of which 16 staff classified themselves as Mixed or BME staff. That figure is too small to draw any meaningful conclusions other than that the Council has a less than proportionate representation (around 3.6%) of staff from a BME background, albeit not significantly less, compared to the local population (which shows around 4% BME population). That is in line with previous years, where that figure was fluctuating between 8 and 17 staff.

Table A2 – Disabled staff numbers by salary bands

Salary	Non-Disabled	Disabled	Total
Up to £20k	2	1	3
£20k-£25k	171	15	186
£25k-£30k	53	2	55
£30k-£35k	68	7	75
£35k-£40k	26	4	30
£40k-£45k	36	4	40
£45k-£50k	20	2	22
£50k-£60k	14	1	15
£60k-£70k	11		11
£70k-£80k			0
£80k-£90k	1		1
Over 90k	3		3
	405	36	441

The Equality Act 2010 definition for disability is a person "who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities".

The number of our staff identifying as disabled are 36, which is 8.2% of the workforce. That is fairly in-line with distribution in previous years, where that figure was 49 staff (9.6), 39 staff (8.8%) and 48 staff (10.3%).

The salary ranges for non-disabled and disabled staff are broadly in line with the overall percentage of disabled workers; the top four tiers have no disabled staff representation, but the overall number of staff in those ranges is too small to be conclusive.

Table A3 - Illustrating the gender split across salary bands

	Up to £20k	£20k-£25k	£25k-£30k	£30k-£35k	£35k-£40k	£40k-£45k	£45k-£50k	£50k-£60k	£60k-£70k	£70k-£80k	£80k-£90k	Over 90k	**Total**
Female	2	63	37	41	18	24	8	7	7		1	2	**210**
Male	1	123	18	34	12	16	14	8	4			1	**231**
Total	**3**	**186**	**55**	**75**	**30**	**40**	**22**	**15**	**11**		**1**	**3**	**441**
Female % of salary range	0.45	14.29	8.39	9.29	4.08	5.44	1.81	1.59	1.59		0.23	0.45	**47.61**
Male % of salary range	0.23	27.90	4.08	7.71	2.72	3.63	3.17	1.81	0.91			0.23	**52.39**

Men are significantly over-represented at salaries below £25K, due to a high number of male operational workers in that salary range.

Table A4 - Age profile of staff across salary bands

£	Under 20	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65+	TOTAL
Up to £20k		2	1									3
£20k-£25k		13	13	16	11	11	22	28	33	28	11	186
£25k-£30k		2	5	7	8	5	5	9	10	3	1	55
£30k-£35k			6	7	11	9	10	9	12	9	2	75
£35k-£40k			1	4	4	5	3	2	8	3		30
£40k-£45k				3	6	4	8	4	10	3	2	40
£45k-£50k					2	5	1	6	4	3	1	22
£50k-£60k						3	3	4	2	2	1	15
£60k-£70k					1	3	3		2	2		11
£70k-£80k												0
£80k-£90k								1				1
Over 90k							1		2			3
TOTAL	0	17	26	37	43	45	56	63	83	53	18	441

The majority of staff (62%) are aged 45 or above (273 people), which is an increase by some 10% compared to the previous year. Some 16% of staff are at- or over- or will reach their state retirement age within 7 years. 43 staff are below 30 years of age, equating to 9.8%.

Appendix B – Employee Relations Activity

	Grievance (total 4)	**Disciplinary** (total 5)
Gender		
Female	2	1
Male	2	4
Transgender	0	0
Age		
Under 31	0	0
31-40	1	1
41-50	1	3
51-60	1	1
61+	1	0
Ethnicity		
White	4	5
Mixed	0	0
Asian or Asian British	0	0
Black or Black British	0	0
Chinese or other Ethnic Group	0	0
Not known or stated	0	0
Disability	1	0

There are no particular observations to be drawn from the low number of grievances and disciplinaries. Compared to previous years the number of grievances is stable at around 3 to 6, but the number of disciplinaries has reduced considerably from figures ranging between 10 and 17.

Appendix C – Employee Statistics

C1 – Analysis of Leavers

By Gender	Male	39
	Female	26
By Ethnicity	White	59
	Asian or Asian British	0
	Mixed	0
	Black or Black British	3
	Not stated	3
Disabled		7

65 staff (14.7%) left the Council's employment, which is broadly proportionate with gender and ethnicity distribution, and in line with 10 years' turnover data, fluctuating between 10% and 15%.

Table showing the age profiles of leavers

Under 20	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65+
0	3	4	6	8	1	8	10	8	10	7

Leavers seem largely in proportion with the overall age profile of the workforce.

C2 - Part time workers

	No. of people	Full time equivalent posts
Total Employees	441	400.28
Part Time Female	87	54.14
Full Time Female	123	123
Part Time Male	21	13.14
Full Time Male	210	210

The number of male and female employees is largely the same. The number of female part-time employees is significantly higher than for men, which seem typical in organisations such a Local Government.

C3 - Return to work of women on maternity leave/ shared leave

Ending maternity in 21/22	6
Did not return from maternity	
Returned from maternity	6
Remained full time	1
Was Full Time - returned part time	1
Was Part Time - returned on further reduced hours	1
Was Part Time - returned on same hours	3

The numbers are too small to comment, other than that all women returned from maternity leave.

C4 - Staff who changed grades (due to appointment to a vacancy, assimilation following a restructure or redeployment)

	Transfers	Regrade
Number of grade changes	12	6
Male	5	3
Female	6	3
Disabled	1	0
BME background (non-white)	1	0

Transfers and regrades are largely in proportion to workforce makeup.

Appendix D - Recruitment

The ethnicity, gender and disability status of applicants, people short listed and successful candidates.

Table D1 – Details of Ethnicity for recruitment and selection

Ethnicity	Applicants	% of Total Applicants	No. of Shortlisted Applicants	% of Total Shortlisted	Appointed	% of Total Appointed	Success Rate (% of Applicants Appointed)
Asian Background	30	5.1	8	4.3	4	5.2	13.3
Black Background	17	2.9	6	3.3	2	2.6	11.8
Mixed Background	10	1.7	6	3.3	1	1.3	10
White	527	88.7	163	88.6	69	89.6	13.1
Other	0	0	0	0	0	0	0
Not Specified	10	1.7	1	0.5	1	1.3	10
Totals	**594**	**100**	**184**	**100**	**77**	**100**	**13.0**

The success rate from application to appointment is largely proportionate for all ethnic groups, albeit the number of applicants from a BME background are too small to be a reliable indicator. Overall, the number of applicants and appointees from a BME background are more than double than their proportion of the local population make up.

Table D2 – Details of Disability for recruitment and selection

Disability	Applicants	% of Total Applicants	No. of Shortlisted Applicants	% of Total Shortlisted	Appointed	% of Total Appointed	Success Rate (% of Applicants Appointed)
Yes	28	4.7	18	6.9	8	10.4	28.6
No	566	95.3	243	93.1	69	89.6	12.2
Total	**594**	**100**	**261**	**100**	**77**	**100**	**13.0**

Although the number of disabled applicants is disproportionately lower than the number in the local population, their success rate is more than double than for non-disabled applicants.

Table D3 – Details of Gender for recruitment and selection

Gender	Applicants	% of Total Applicants	No. of Shortlisted Applicants	% of Total Shortlisted	Appointed	% of Total Appointed	Success Rate (% of Applicants Appointed)
Male	325	54.8	144	55.2	45	58.4	13.8
Female	261	43.9	115	44.1	31	40.3	11.9
Not Stated	8	1.3	2	0.7	1	1.3	12.5
Total	**594**	**100**	**261**	**100**	**77**	**100**	**13.0**

More males than females applied for jobs at Horsham District Council. Males had a higher success rate in converting applications to appointments, reversing a trend of recent years where females had been more successful. This is likely due to more males applying and being successful for operational roles, which have a higher turnover.

Table D4 - Age of Applicants for recruitment and selection

Age	Applicants	% of Total Applicants	No. of Shortlisted Applicants	% of Total Shortlisted	Appointed	% of Total Appointed	Success Rate (% of Applicants Appointed)
Under 20	13	2.2	4	1.5	1	1.3	7.7
20-24	77	13	23	8.8	7	9.1	9.1
25-29	87	14.6	30	11.5	7	9.1	8.0
30-34	60	10.1	22	8.4	6	7.8	10.0
35-39	64	10.8	26	10.0	9	11.7	14.1
40-44	45	7.6	13	5.0	3	3.9	6.7
45-49	58	9.8	32	12.3	14	18.2	24.1
50-54	63	10.6	35	13.4	11	14.3	17.5
55-59	64	10.8	37	14.2	9	11.7	14.1
60-64	37	6.2	27	10.3	7	9.1	18.9
65+	10	1.7	7	2.7	2	2.6	20.0
Not Recorded	16	2.6	5	1.9	1	1.3	6.3
Total	**594**	**100**	**261**	**100**	**77**	**100**	**13.0**

Applicants under the age of 35 were less successful in being appointed than applicants of 45 years and older.

Table D5 – Details of Religion and Beliefs of applicants for recruitment and selection

Religion	Applicants	% of Total Applicants	Shortlisted	% of Total Shortlisted	Appointed	% of Total Appointed	Success Rate (% of Applicants Appointed)
Christian	218	36.7	102	39.1	31	40.3	14.2
Buddhist	2	0.3	2	0.8	0	0.0	0.0
Hindu	5	0.8	3	1.1	2	2.6	40.0
Jewish	1	0.2	1	0.4	0	0.0	0.0
Muslim	12	2.0	6	2.3	1	1.3	8.3
Sikh	0	0.0	0	0.0	0	0.0	0.0
None	284	47.8	112	42.9	35	45.5	12.3
Prefer not to say	43	7.2	22	8.4	4	5.2	9.3
No Religion Stated	12	2.0	5	1.9	3	3.9	25.0
Other	17	2.9	8	3.1	1	1.3	5.9
Total	**594**	**100**	**261**	**100**	**77**	**100**	**13.0**

The religion and belief profile of applicants seems similar to the national profile of a large number of Christians and non believers and smaller numbers of applicants of other faiths. The percentages of applicants applying for vacancies, being shortlisted, or appointed are largely proportionate, albeit figures are too small for the less represented faiths to draw a conclusion.

Table D6 – Details of Sexual Orientation of applicants for recruitment and selection

Sexual Orientation	Applicants	% of Total Applicants	Shortlisted	% of Total Shortlisted	Appointed	% of Total Appointed	Success Rate (% of Applicants Appointed)
Bisexual	20	3.4	3	1.1	0	0	0
Gay	13	2.2	5	1.9	1	1.3	7.7
Heterosexual	493	83.0	226	86.6	69	89.6	14.0
Lesbian	6	1.0	5	1.9	1	1.3	16.7
Prefer not to say	43	7.2	16	6.1	3	3.9	7.0
Not Stated	19	3.2	6	2.3	3	3.9	15.8
Total	**594**	**100**	**261**	**100**	**77**	**100**	**13.0**

The number of applicants who have not identified as heterosexual or preferred not to say/ not stated, is too small to draw any inference.

Appendix E – Training Statistics

The ethnicity and disability / ability status of workers who attended training:

E1 – Details of BME groups attending training

Category	Number of staff	% of staff in category	Staff attending training	Number of Training Days	% of staff from each category attending training
White	361	81.9	28	1009	90.3
Mixed	7	1.6	0	0	0
Asian or Asian British	7	1.6	0	0	0
Black or Black British	2	0.5	0	0	0
Chinese or other Ethnic Group	0	0	0	0	0
Not known or stated	36	8.2	3	3	9.7
Total	**441**	**100**	**31**	**1012**	**100**

Training data refers to qualification courses only. With a low number of BME staff it is not reliable to draw a conclusion here. All workers have had very similar number of training hours via the e-learning suite, as set for their roles, and have had the same opportunities to access such training.

E2 – Details of gender distribution of staff attending training

Gender	Number of staff	% of staff in each gender group	Staff attending training	Number of Training Days	% of staff from each category attending training
Female	210	47.6	14	687	45.2
Male	231	52.4	17	325	54.8
Total	**441**	**100**	**31**	**1012**	**100**

Workers from both genders have received the same qualification training opportunities, largely in proportion of the gender make up of all workers. However, female workers have had more than twice as many training days as male workers, which was due to the nature of the particular qualification courses female workers attended this year.

Religion and Belief data

We hold incomplete data for staff on religion and belief. Staff will be given the opportunity in 2023 to classify themselves through a new HR self-service system.

Sexual Orientation data

We have not collected data on sexual orientation.

Gender Reassignment data

None of our staff underwent gender reassignment since 2016. We were aware and worked closely with two trans members of staff in earlier years.

Publications from the Government have indicated that data around religion and belief and sexual orientation should only be collected if the data will be used to make positive changes related to these protected characteristics, rather than collecting for the sake of quoting "compliance" with the Equality Act. At the current time we do not feel it is relevant and proportionate to do this and there are no indications from employee relations data that staff received unequal treatment related to their religion or sexual orientation.