



**Horsham  
District  
Council**

# **Annual Equality Report**

**April 2018 to March 2019**

This document is available in alternative formats upon request, such as large print. Please contact [HR@horsham.gov.uk](mailto:HR@horsham.gov.uk) or telephone 01403 215406.

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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 2018-19. This data will assist in influencing the council's People Strategy and in assuring fair treatment for all staff regardless of their characteristics.

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 related to people's age, gender and disability, when compared to the other protected characteristics, and the report reflects this.

## **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".

- 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 staff 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 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	78	109	79	38	29	35	21	13	2			4	408
Mixed	4	1	1				2						8
Asian or Asian British	1	1	1		1	1	1						6
Black or Black British			1										1
Chinese or other Ethnic Group													0
Not known or stated	16	8	7	3	4	1	2			1			42
<b>Total</b>	<b>99</b>	<b>119</b>	<b>89</b>	<b>41</b>	<b>34</b>	<b>37</b>	<b>26</b>	<b>13</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>465</b>

We employed 465 staff, of which 15 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 (below 3.2%) of staff from a BME background compared to the local population (which shows a 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**

<b>Salary</b>	<b>Non-Disabled</b>	<b>Disabled</b>	<b>Total</b>
Up to £20k	87	12	<b>99</b>
£20k-£25k	109	10	<b>119</b>
£25k-£30k	82	7	<b>89</b>
£30k-£35k	36	5	<b>41</b>
£35k-£40k	31	3	<b>34</b>
£40k-£45k	32	5	<b>37</b>
£45k-£50k	24	2	<b>26</b>
£50k-£60k	11	2	<b>13</b>
£60k-£70k	2		<b>2</b>
£70k-£80k	1		<b>1</b>
£80k-£90k			
Over 90k	4		<b>4</b>
	<b>420</b>	<b>45</b>	<b>465</b>

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 45, which is 9.6% of the workforce. That is fairly in-line with previous years, where that figure was 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
Male	73	61	35	19	17	16	18	7	2			2	<b>250</b>
Female	25	58	54	23	14	23	9	6		1		2	<b>215</b>
<b>Total</b>	<b>98</b>	<b>119</b>	<b>89</b>	<b>42</b>	<b>31</b>	<b>39</b>	<b>27</b>	<b>13</b>	<b>2</b>	<b>1</b>		<b>4</b>	<b>465</b>
Male % of salary range	16	13	8	4	3.5	3.5	4	1.5	0.4			0.4	54.3
Female % of salary range	5	12.6	12	4.5	3	4.5	2	1.5		0.2		0.4	45.7

Men are over-represented at salaries below £25K and over £60K. The council's Gender Pay Gap report shows the mean gender pay gap is 3.9% in favour of men and the median gender pay gap is 10.8% in favour of women.

**Quartile salary information, and the amount of men and women in each quartile. This is the range from the highest paid employee to the lowest paid employee split into 4 equal parts.**

Quartile	Male	Female
Upper 75-100%	58.1	41.9
Upper middle 50-75%	42.3	57.7
Lower middle 25-50%	55.6	44.4
Lower 0-25%	54.4	41.6

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	4	14	10	9	6	4	10	14	13	11	4	98
£20k-£25k		6	10	13	8	9	15	18	18	13	9	119
£25k-£30k		3	8	8	3	13	15	10	17	7	4	89
£30k-£35k			3	8	3	5	2	10	8	2	1	42
£35k-£40k			2	2	3	5	3	7	7	2		31
£40k-£45k			1	3	7	4	4	8	8	2	2	39
£45k-£50k					4	4	6	3	7	2	1	27
£50k-£60k				1	2	2	2		5	1		13
£60k-£70k						1				1		2
£70k-£80k							1					1
£80k-£90k												
Over 90k					1			2	1			4
<b>TOTAL</b>	<b>4</b>	<b>23</b>	<b>34</b>	<b>44</b>	<b>37</b>	<b>47</b>	<b>58</b>	<b>72</b>	<b>84</b>	<b>41</b>	<b>21</b>	<b>465</b>

The majority of staff (59.4%) are aged 40 or above (276 people), which is a decrease by some 10% compared to the previous two years. Some 13% of staff are at- or over- or will reach their state retirement age within 5 years. 61 staff are below 30 years of age, equating to 13%.



## Appendix B – Employee Relations Activity

	Grievance (total 4)	Disciplinary (total 6)
<b>Gender</b>		
Female	1	1
Male	3	4
Transgender	0	0
<b>Age</b>		
Under 31	0	0
31-40	1	2
41-50	1	3
51-60	2	1
61+	0	0
<b>Ethnicity</b>		
White	4	6
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
<b>Disability</b>	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 has been stable at around 3 to 5, 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	45
	Female	21
By Ethnicity	White	55
	Asian or Asian British	0
	Mixed	0
	Black or Black British	2
	Not stated	9
Disabled		3

66 staff (14%) left the Council's employment, which is significantly lower than the year before (98 leavers), but 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+
1	6	12	10	4	6	3	8	10	4	2

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

**C2 - Part time workers**

	No. of people	Full time equivalent posts
Total Employees	465	415.58
Part Time Female	104	63.33
Full Time Female	111	111
Part Time Male	22	13.25
Full Time Male	228	228

The number of male and female employees is largely the same. The number of female part-time employees is significantly higher than for men.

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

Ending maternity in 18/19	2
Did not return from maternity	
Returned from maternity	1
Remained full time	
Was Full Time - returned part time	1
Was Part Time - returned on further reduced hours	
Was Part Time - returned on same hours	

The numbers are too small to comment.

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

	<b>Transfers</b>	<b>Regrade</b>
Number of grade changes	42	11
Male	23	
Female	19	11
Disabled		
BME background (non-white)		1

Transfers and regrades are largely in proportion to workforce makeup.

## Appendix D - Recruitment

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

**Table D1 – Details of Ethnicity for recruitment and selection**

<b>Ethnicity</b>	<b>Applicants</b>	<b>% of Total Applicants</b>	<b>No. of Shortlisted Applicants</b>	<b>% of Total Shortlisted</b>	<b>Appointed</b>	<b>% of Total Appointed</b>
Asian Background	20	4	6	3.5		
Black Background	10	2	5	3.5	3	4.5
Mixed Background	16	4	3	2	3	4.5
White	423	88	133	87.5	56	89
Other						
Not Specified	11	2	5	3.5	1	2
<b>Totals</b>	<b>480</b>	<b>100</b>	<b>152</b>	<b>100</b>	<b>63</b>	<b>100</b>

There is little variation between the number of BME people applying for jobs at Horsham District Council (approx. 10%), and the numbers of BME people being shortlisted (9%), and BME people being successfully appointed into a vacancy (9%). Very similar percentages apply to White people.

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
Yes	21	4.3	12	8	8	13
No	459	95.7	140	92	55	87
<b>Total</b>	<b>480</b>	<b>100</b>	<b>152</b>	<b>100</b>	<b>63</b>	<b>100</b>

More than half of disabled applicants and approximately a third of non-disabled applicants were shortlisted. The conversion rate to appointment for applicants with a disability is significantly higher (40%) than for non-disabled applicants (12%).

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
Male	258	53.75	67	44	34	54
Female	215	44.8	84	55	28	44.5
Not Stated	7	1.45	1	1	1	1.5
<b>Total</b>	<b>480</b>	<b>100</b>	<b>152</b>	<b>100</b>	<b>63</b>	<b>100</b>

More males than females applied for jobs at Horsham District Council. Females were shortlisted more often, but the percentage of applicants to appointees is very equal.



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
Under 20	8	1.67	2	1.32	2	3.18
20-24	46	9.58	12	7.89	9	14.28
25-29	60	12.5	18	11.85	5	7.94
30-34	68	14.16	18	11.85	6	9.53
35-39	55	11.46	12	7.89	1	1.58
40-44	56	11.66	22	14.47	12	19.05
45-49	50	10.44	18	11.85	9	14.28
50-54	59	12.29	29	19.08	10	15.87
55-59	44	9.16	15	9.86	7	11.12
60-64	19	3.95	3	1.97		
65+	1	0.21				
Not Recorded	14	2.92	3	1.97	2	3.17
<b>Total</b>	<b>480</b>	<b>100</b>	<b>152</b>	<b>100</b>	<b>63</b>	<b>100</b>

There seems to be little difference in percentages of applicants applying for vacancies, being shortlisted, or appointed (the age range 35-39 being an exception for no discernible reason).

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

<b>Religion</b>	<b>Applicants</b>	<b>% of Total Applicants</b>	<b>Shortlisted</b>	<b>% of Total Shortlisted</b>	<b>Appointed</b>	<b>% of Total Appointed</b>
Buddhist	4	0.83	1	0.66		
Christian	193	40.22	62	40.79	24	38.09
Hindu	9	1.87	3	1.97		
Jewish	1	0.21				
Muslim	3	0.62	1	0.66	1	1.59
Sikh	1	0.21				
Other	2	0.42				
None	267	55.62	85	55.92	38	60.32
Not Recorded						
<b>Total</b>	<b>480</b>	<b>100</b>	<b>152</b>	<b>100</b>	<b>63</b>	<b>100</b>

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 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
Bisexual	4	0.83	3	1.97	1	1.58
Gay	12	2.51	3	1.97	2	3.18
Heterosexual	424	88.33	130	85.53	56	88.88
Lesbian	9	1.87	5	3.29	2	3.18
Prefer not to say	31	6.46	11	7.24	2	3.18
<b>Total</b>	<b>480</b>	<b>100</b>	<b>152</b>	<b>100</b>	<b>63</b>	<b>100</b>

Bisexual, Gay and Lesbian job applicants have a better success rate to be appointed, but the number of applications is too small to draw a reliable inference.

## Appendix E – Training Statistics

The ethnicity and disability / ability status of applicants, people 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	408	87.7	341	526	83.6
Mixed	8	1.7	6	8	75.0
Asian or Asian British	6	1.3	5	7	83.3
Black or Black British	1	0.2	1	1	100.0
Chinese or other Ethnic Group					
Not known or stated	42	9.0	36	40	85.7
<b>Total</b>	<b>465</b>	<b>100</b>	<b>389</b>	<b>582</b>	<b>83.7</b>

BME members of staff have received the same training opportunities as White members of staff, but with a low number of BME staff it is not reliable to draw a meaningful conclusion. This is, however, in line with previous years.

**E2 – Details of gender distribution of staff attending training**

<b>Gender</b>	<b>Number of staff</b>	<b>% of staff in each gender group</b>	<b>Staff attending training</b>	<b>Number of Training Days</b>	<b>% of staff from each category attending training</b>
<b>Female</b>	215	46.2	179	275	83.3
<b>Male</b>	250	53.8	210	307	84.0
<b>Total</b>	<b>465</b>	<b>100</b>	<b>389</b>	<b>582</b>	<b>83.7</b>

Staff from both genders have received the same training opportunities.

### **Religion and Belief data**

We currently hold incomplete data for staff on religion and belief. Staff will be given the opportunity in 2020 to classify themselves through a new HR self-service system.

### **Sexual Orientation data**

We have not collected data on sexual orientation.

### **Gender Reassignment data**

We do have data on gender reassignment of our staff and are aware and work closely with our trans members of staff. The number is very small.

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.