



**Horsham
District
Council**

Annual Equality Report

April 2023 to March 2024

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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 2023/24. This data will assist in shaping reviews of the council's workforce planning 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 in its workforce, in line with the latest [Census data 2021](#).

The council's [Equality Objectives](#) and actions are referenced to the current [Council Plan 2023-2027](#), that identifies key priorities under four broad headings, covering our economic, environmental, social and organisational responsibilities.

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 must 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 similarly 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 staff

Due to relatively low numbers of people from ethnic minorities or with a mixed ethnic background living in Horsham District and working for Horsham District Council, we have summarised our staff into five groups, shown below.

Group	Ethnicity
White	British, Irish, Any other White Background
Mixed ethnic background	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 group by salary bands

	Up to £25k	£25k- £30k	£30k- £35k	£35k- £40k	£40k- £45k	£45k- £50k	£50k- £60k	£60k- £70k	£70k- £80k	£80k- £90k	Over £90k	Total
White	2	110	115	72	27	38	40	10	2	0	4	420
Mixed ethnic background	0	3	3	3	0	0	1	0	0	0	0	10
Asian or Asian British	0	3	0	2	0	1	1	0	0	0	0	7
Black or Black British	0	1	0	0	0	0	0	0	0	0	0	1
Chinese or Other Ethnic Group	0	0	0	0	0	0	0	0	0	0	0	0
Not known or stated	0	9	5	3	2	2	2	0	0	1	0	24
Total	2	126	123	80	29	41	44	10	2	1	4	462

We employ 462 staff, of which 18 classified themselves as people from an ethnic minority background or people with a mixed ethnic background. That figure is too small to draw any meaningful conclusions other than that the Council has a less than proportionate representation (around 4%) of staff from an ethnic minority/ mixed ethnic background, compared to the local population (which shows around 6.3% of the population being from an ethnic minority/ mixed ethnic background).

Most employees are paid between £25K and £40K (297 employees = 64%).

Table A2 – Disabled staff numbers by salary bands

Salary	Non-Disabled	Disabled	Total
Up to £25k	2	0	2
£25k-£30k	117	9	126
£30k-£35k	114	9	123
£35k-£40k	72	8	80
£40k-£45k	26	3	29
£45k-£50k	36	5	41
£50k-£60k	40	4	44
£60k-£70k	9	1	10
£70k-£80k	2	0	2
£80k-£90k	1	0	1
Over 90k	4	0	4
	423	39	462

The number of our staff identifying as disabled are 39, which is 8.4% of the workforce. That is an increase from last year, where that figure was 32 staff (7.3%), mainly because of some staff reclassifying themselves as disabled.

That figure of 8.4% is higher than what is reported for the Local Government sector overall, but lower than the local population of just under 15% overall (however, there is no local data on disability just for people of working age, which is likely to be lower). The mid-salary ranges have a higher proportion of disabled staff; the top three tiers have no disabled staff representation, but the overall number of 7 staff in those ranges is too small to draw inferences.

Table A3 – Illustrating the gender split across salary bands

	Up to £25k	£25k- £30k	£30k- £35k	£35k- £40k	£40k- £45k	£45k- £50k	£50k- £60k	£60k- £70k	£70k- £80k	£80k- £90k	Over 90k	Total
Male	1	83	66	31	11	18	26	4	0	0	2	242
Female	1	43	57	49	18	23	18	6	2	1	2	220
Total	2	126	123	80	29	41	44	10	2	1	4	462
Male % of salary range	0.22	17.97	14.28	6.71	2.38	3.90	5.63	0.87			0.43	52.39
Female % of salary range	0.22	9.31	12.33	10.60	3.90	4.98	3.90	1.29	0.43	0.22	0.43	47.61

Men are significantly over-represented at salaries of £30K and below, due to a high number of male operational workers in those salary bands, with the other salary bands being more even. Overall, the council has a mean gender pay gap of 10.9% and a median gender pay gap of 7.9%, both in favour of women, as reported in the council's annual [Gender Pay Gap report](#).

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 £25k	0	0	1	0	1	0	0	0	0	0	0	2
£25k-£30k	0	6	11	15	6	3	11	21	22	21	10	126
£30k-£35k	0	8	15	17	7	14	10	18	18	13	3	123
£35k-£40k	0	0	4	9	16	7	13	14	8	6	3	80
£40k-£45k	0	0	0	3	5	5	2	4	6	4		29
£45k-£50k	0	0	2	3	5	7	6	4	6	6	2	41
£50k-£60k	0	0	0	3	1	6	5	8	10	9	2	44
£60k-£70k	0	0	0	0	0	1	1	1	3	3	1	10
£70k-£80k	0	0	0	0	0	2	0	0	0	0	0	2
£80k-£90k	0	0	0	0	0	0	1	0	0	0	0	1
Over 90k	0	0	0	0	0	0	2	0	2	0	0	4
TOTAL	0	14	33	50	41	45	51	70	75	62	21	462

Just under half of all staff are aged 50 or over, which is broadly like previous years, with around 18% of staff who are at- or over- or will reach their state retirement age within seven years. The under 35 years of age number of staff has increased to stand at 20%.

Appendix B – Employee Relations Activity

	Grievances (total 0)	Disciplinaries (total 15)
Gender		
Female	0	2
Male	0	13
Transgender	0	0
Age		
Under 31	0	1
31-40	0	5
41-50	0	5
51-60	0	4
61+	0	0
Ethnicity		
White	0	13
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		2
Disability	0	1

As in the previous year, there were no formal grievances. Males are significantly overrepresented in disciplinaries, which seems not to be uncommon generally.

Appendix C – Employee Statistics

C1 – Analysis of leavers

By Gender	Male	20
	Female	25
By Ethnicity	White	39
	Asian or Asian British	1
	Mixed	1
	Black or Black British	1
	Not stated	3
Disabled		1

45 staff (9.7%) left the Council's employment, which is significantly lower than in the two previous years (17.5% and 15%) and more in line with long term trends. The gender split of leavers is broadly proportionate with the workforce overall. Proportionally, fewer staff from an ethnic minority/ mixed ethnic background or with a disability left the council.

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	1	3	2	2	5	7	4	5	6	10

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

C2 – Part time workers

	No. of people	Full time equivalent posts
Total Employees	462	424.52
Part Time Female	78	48.32
Full Time Female	142	142
Part Time Male	20	12.20
Full Time Male	222	222

The number of male and female employees is very broadly the same. The number of female part-time employees is significantly higher than for men, which seems typical in organisations generally.

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

Ending maternity in 2023/24	1
Did not return from maternity	
Returned from maternity	1
Remained full time	1
Was Full Time - returned part time	
Was Part Time - returned on further reduced hours	
Was Part Time - returned on same hours	

There was only one maternity leaver, who returned full-time.

C4 – Staff who changed grades

	Transfers	Regrade
Number of grade changes	44	15
Male	21	7
Female	22	6
Disabled	0	1
BME background (non-white)	1	1

The number of transfers and regrades was largely proportionate across all profiles within the workforce.

Appendix D – Recruitment Statistics

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)
White	704	80	333	92	80	90	11.4
Asian Background	77	8.8	11	3	4	4.5	5.2
Mixed Background	26	3	3	0.8	1	1	3.8
Black Background	51	5.7	10	2.8	0	0	0
Other	4	0.5	0	0	0	0	0
Not Specified	18	2	5	1.4	4	4.5	22.2
Total	880	100	362	100	89	100	

The success rate from application to appointment was higher for White people, which is a change from the previous two years where the proportion was more even.

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	76	8.6	44	12.2	3	3.4	3.9
No	804	91.4	318	87.8	86	96.6	10.7
Total	880	100	362	100	89	100	

The success rate of disabled applicants being appointed was less than half that for non-disabled applicants, despite being shortlisted more often proportionately. The council started to promote that it is a Disability Confident Employer and is working towards becoming a Disability Confident Leader.

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	404	45.9	159	44	31	34.8	7.7
Female	457	51.9	196	54.1	55	61.8	12.0
Not Stated	19	2.2	7	1.9	3	3.4	15.8
Total	880	100	362	100	89	100	

More females than males applied for jobs at Horsham District Council and had a higher success rate of being shortlisted and being appointed.

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	22	2.5	7	1.9	2	2.2	9.1
20-24	101	11.5	37	10.2	8	9	7.9
25-29	117	13.3	49	13.5	10	11.2	8.5
30-34	96	10.9	45	12.6	9	10.2	9.4
35-39	101	11.5	37	10.2	13	14.6	12.9
40-44	102	11.6	33	9.1	6	6.7	5.9
45-49	101	11.5	47	13	9	10.2	8.9
50-54	79	9	37	10.2	9	10.2	11.4
55-59	99	11.3	42	11.6	11	12.3	11.1
60-64	31	3.5	15	4.1	6	6.7	19.4
65+	13	1.4	7	1.9	2	2.2	15.4
Not Recorded	18	2	6	1.7	4	4.5	22.2
Total	880	100	362	100	89	100	

Very broadly, applicants from all age bands were similarly successful of being appointed in relation to number of applicants, but workers 60 years of age and over were most successful proportionately.

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	295	33.5	100	27.6	22	24.7	7.5
Buddhist	12	1.4	8	2.2	1	1.1	6.3
Hindu	18	2	3	0.8	1	1.1	5.6
Jewish	0	0	0	0	0	0	0.0
Muslim	33	3.8	5	1.4	0	0	0.0
Sikh	3	0.3	0	0	0	0	0.0
None	417	47.4	207	57.3	52	58.4	12.5
Prefer not to say	53	6	22	6	4	4.5	7.5
No Religion Stated	49	5.6	17	4.7	9	10.2	18.4
Total	880	100	362	100	89	100	

The religion and belief profile of applicants seems similar to the national profile of a large number of Christians and non-believers and much smaller numbers of applicants of other faiths. Generally, figures for applicants other than Christians and those not indicating a religion are too small to draw any inference.

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	38	4.3	19	5.2	2	2.2	5.3
Gay	14	1.6	7	2	0	0	0
Heterosexual	734	83.4	294	81.2	72	80.9	9.8
Lesbian	2	0.2	1	0.3	0	0	0
Prefer not to say	65	7.5	33	9.1	11	12.4	16.9
Not Stated	27	3	8	2.2	4	4.5	14.8
Total	880	100	362	100	89	100	

The number of applicants who have not identified as heterosexual is too small to draw any inference. The two most successful applicant categories related to those applicants that chose not to classify themselves.

Appendix E – Training Statistics

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

E1 – Details of BME groups attending training

Training data in Appendix E refers to qualification courses only. With a low number of BME staff it is not reliable to draw a conclusion here for this category. Generally, all workers have had very similar number of training hours via the council's e-learning suite, as set for their roles, and have had the same opportunities and obligations to access such training. E-learning is the council's main method of delivering training.

E2 – Details of gender distribution of staff attending training

Gender	Number of staff	% of staff in each gender group	Staff attending qualification courses	Number of Training Days	% of staff from each category attending training
Female	220	47.6	15	450	68%
Male	242	52.4	7	210	32%
Total	462	100	21	660	100

Workers from both genders have received the same qualification training opportunities, with females taking up about double the number of qualification courses and had disproportionately more training days than male workers. This is due to more male workers being in roles that does not require qualification training.

Religion and belief data

We hold incomplete data for staff on religion and belief, although staff had the opportunity in 2023/24 to classify themselves through the HR self-service system.

Sexual orientation data

We are not analysing data on sexual orientation, other than as set out in Table D6 – Details of sexual orientation of applicants for recruitment and selection.

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. We work closely with the recognised trade unions and, relevant here in particular, with the Union Equality Officer.