



# **Equality in Employment**

**An equality analysis of the workforce and  
councillors of Herefordshire Council**

**January-December 2021**

# Introduction

Herefordshire Council is committed to employing a diverse workforce to help the organisation understand and relate to the community we serve. This document fulfils the requirement of the Equality Act 2010 that all public organisations with more than 150 employees publish the diversity data of their workforce. It also includes additional information which is not statutory.

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## Number of people (non-school based) employed by the council

December 2021: 1,357  
December 2020: 1,337  
December 2019: 1,274  
December 2018: 1,262  
December 2017: 1,190

## Census data

This document uses statistics from the 2011 Census because, at the time of writing, these are the latest figures available. The 2021 Census information will not start to become available until around April 2022.

## Top 5% earners information

Within the diversity profile of the council's workforce (section 1 of this document), there are 4 protected characteristics for which we have calculated information relating to the top 5% of earners within the organisation. These are ethnicity, age, sex and disability. This helps us to analyse the diversity of that smaller group and to highlight any anomalies which might indicate disadvantage or discrimination within the higher management levels of the organisation.

In calculating this 5% figure, the number is rounded to include all employees on the lowest grade in this group.

	2016	2017	2018	2019	2020	2021
Total no. people in top 5% earners	70	62	56	64	82	68

## What's going to happen to this report?

**Externally:** This report will be published on the council's website, in order to comply with the Public Sector Equality Duty.

**Internally:** This report will be available to all employees and used to raise awareness of the need to record their information. It also provides baseline data to develop our workforce plans.



If you would like help to understand this document, or would like it in another format or language, please call the Information Compliance & Equality team on 01432 260216 or e-mail [diversity@herefordshire.gov.uk](mailto:diversity@herefordshire.gov.uk).

# 1. Diversity profile of the Herefordshire Council workforce

- The following statistics relate to Herefordshire Council employees, and were correct as at 31 December 2021.
- The Census columns relate to the 2011 Census for Herefordshire. Some figures in these columns have been rounded, and so may not sum.
- Some figures in these columns have been amalgamated for ease of use, and should be used only as an indicative comparison.
- The Census figures are correct for the whole of the Herefordshire population, and have not been adjusted to show only the working age population – they are therefore only an indicative comparison with the council's workforce figures.
- Data on gender reassignment is not available as there is no opportunity for employees to self-identify on our employee record system.

## Ethnicity (total workforce)

	No.	%	Census %
Any Other Ethnic Group	3	0.2	0.2
Asian or Asian British - Any other	5	0.4	0.3
Asian or Asian British - Indian	7	0.5	0.3
Asian or Asian British - Pakistani	2	0.1	0.0
Black or Black British - African	5	0.4	0.1
Black or Black British - Caribbean	4	0.3	0.1
Chinese	2	0.1	0.2
Mixed - Any mixed background	7	0.5	0.5
White - Any other White background	55	4.1	4.3
White - Gypsy/Romany, Irish Traveller	4	0.3	0.2
<b>Total BAME employees</b>	<b>94</b>	<b>6.9</b>	<b>6.3</b>
White - British	798	58.8	93.7
Prefer not to say	104	7.7	-
Information not obtained	361	26.6	-

The approximate percentage of BAME (Black, Asian & Other Minority Ethnic) people in Herefordshire's working age population is 4.9% (source: 2011 Census). This compares to 6.9% of the Council's overall workforce as at 31 December 2021 (6.7% in 2020).

Of the 218 new starters in 2021, 20.8% identified as an ethnicity other than White British, which is a very high figure. Unfortunately 56.9% of new starters have failed to provide information on their ethnicity, signifying that our process for encouraging people to provide diversity data needs to be improved. Likewise, ethnicity information about 42.4% of people who left the organisation in 2021 was unavailable.

## Ethnicity (top 5% earners)

	2016	2017	2018	2019	2020	2021
No. of BAME employees in top 5% earners	5	4	3	7	9	9
% BAME employees in top 5% earners	7.1%	6.5%	5.4%	10.9%	11.0%	13.2%

## Nationality

	No.	%
Any other nationality	3	0.2
British	328	24.2
English	101	7.4
Irish	5	0.4
Other - Africa	2	0.1
Other - Europe	10	0.7
Other - South East Asia	2	0.1
Romanian	3	0.2
Scottish	3	0.2
Welsh	17	1.3
Prefer not to say	692	51.0
Information not obtained	191	14.1

## Religion and belief

	No.	%	Census %
Agnostic	67	4.9	-
Atheist	123	9.1	-
Buddhist	4	0.3	0.3
Christian	444	32.7	67.8
Humanist	5	0.4	-
Jewish	2	0.1	0.1
Muslim	4	0.3	0.2
No religion or belief	112	8.3	22.8
Other	10	0.7	0.5
Pagan	2	0.1	0.1
Sikh	3	0.2	0
Prefer not to say	385	28.4	-
Information not obtained	196	14.4	8.2

Our workforce's identification with a particular religion or belief has stayed fairly static over several years. This year, however, is the first time that Paganism has appeared on the list. It is also the first time that Buddhism has been overtaken by other minority belief groups.

## Marital status

	No.	%	Census %
Civil Partnership	8	0.6	0.2
Divorced	34	2.5	9.6
Married	255	18.8	51.8
Separated	9	0.7	2.2
Single	119	8.8	28.3
Widowed	2	0.1	7.9
Prefer not to say	721	53.1	-
Information not obtained	209	15.4	-

## Sexual orientation

	No.	%
Bisexual	6	0.4
Gay	8	0.6
Heterosexual	780	57.5
Lesbian	17	1.3
Other	1	0.1
Prefer not to say	349	25.7
Information not obtained	196	14.4

2.4% of employees have identified as lesbian, gay, bisexual or “other”, slightly higher than the 2.0% in 2020 and 2019. An estimated 2.7% of the UK population aged 16 years and over identified as lesbian, gay or bisexual in 2019, an increase from 2.2% in 2018 (source: [ONS](#)).

## Disability (total workforce)

	No.	%
Disabled	54	4.0
Not disabled	760	56.0
Prefer not to say	16	1.2
Information not obtained	527	38.8

4.0% of the workforce has identified as being disabled, and this figure is the same for full-time employees, and slightly lower for part-time employees (3.7%).

Of the 218 new starters in 2021, 3.7% identified as being disabled, which is in line with the existing workforce. Unfortunately 61.5% of new starters failed to provide information on their disability status. Likewise, disability information about 54.2% of people who left the organisation in 2021 was unavailable.

## Disability (top 5% earners)

	2016	2017	2018	2019	2020	2021
% disabled employees in total workforce	4.0	3.4	3.0	3.2	3.1	4.0
% disabled employees in top 5% earners	5.7	4.8	3.6	3.1	2.4	2.9

## Sex (total workforce)

	Total Number	Total %	Part-Time Number	Part-Time %
Female	1026	75.6	369	90.2
Male	331	24.4	40	9.8

75.6% of the council's workforce is female (it was 75.2% in 2020). This is in sharp contrast to the national workforce profile, where only 47% of all people in employment are female, however it correlates with the national profile for public sector workers, which is 67.9% female (source [ONS](#), 2015).

## Sex (top 5% earners)

	2016	2017	2018	2019	2020	2021
No. women in top 5% earners	30	31	31	34	47	40
% women in top 5% earners	42.9%	50.0%	55.4%	53.1%	57.3%	58.8%

The percentage of women in the top 5% of earners has increased every year since 2015.

## Age (total workforce)

	No.	%	Census %
Age 16 to 24	48	3.5	9.7
Age 25 to 29	97	7.1	5.3
Age 30 to 44	433	31.9	17.9
Age 45 to 59	595	43.8	21.2
Age 60 to 64	142	10.5	7.4
Age 65 to 74	39	2.9	11.2
Aged over 74	3	0.2	7.2

## Age (top 5% earners)

	No.	%
Age 30 to 44	18	26.5
Age 45 to 59	43	63.2
Aged over 60	7	10.3

## Capturing the diversity data of council employees

Each year we calculate the percentage of “information not obtained” for the 6 characteristics that are voluntarily provided by each individual employee.

	2018	2019	2020	2021
Marital status	52	17	134	209
Ethnicity	234	278	328	361
Religion	3	521	117	196
Sexual orientation	3	0	111	196
Nationality	53	16	127	191
Disability	423	459	508	527
<b>Percent not obtained</b>	<b>10.1%</b>	<b>16.9%</b>	<b>16.5%</b>	<b>20.6%</b>

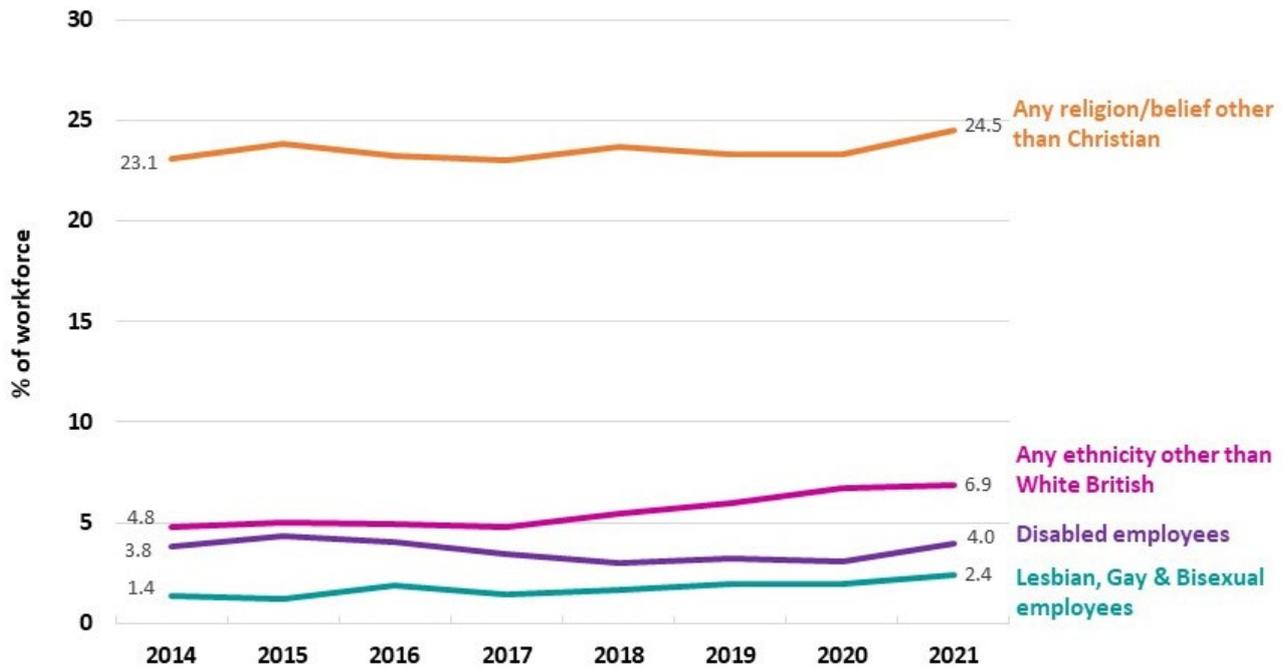
The number of people who “prefer not to say” within these categories has fallen to 27.8% (from 32.9% in 2020 and 33.5% in 2019).

### *What this means*

- The amount of missing information has increased by over 4% since last year, to 20.6%.
- 79.4% of data has been captured, which is short of our target of 95%.

## Year-on-year comparison

The chart below details comparisons in certain protected characteristics across several years. For each category it indicates the number of employees as a percentage of the total workforce. Unlike age and sex, which are known characteristics for each of our employees, this is information which individuals are asked to volunteer.



### Notes

- The figure for religion/belief includes "no religion or belief".
- In all categories, "preferred not to say" or "information not obtained" are disregarded.
- The ethnicity figure is calculated by subtracting the number of "White British" employees from the total workforce. The figure therefore includes "White Other".

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## Grievances

A grievance is a concern, problem or complaint that has an effect on an individual's work performance. It is instigated by the individual employee concerned. In 2021 there were 15 grievances (there were 6 in 2020) which can be analysed as follows:

Sex	
Female	14
Male	1
Disability	
Not disabled	7
Information not obtained	8
Race	
White British	5
White Other	2
Prefer not to say	1
Information not obtained	7
Age	
Age 16-24	1
Age 25-29	2
Age 30-44	4
Age 45-59	7
Age 65 and over	1

## Disciplinary Proceedings

Disciplinary proceedings occur when an employee's performance, conduct or behaviour falls below expected standards, and it has not been possible to resolve this by informal means. In 2021 there were 11 disciplinarys (there were 11 in 2020) which can be analysed as follows:

Sex	
Female	9
Male	2
Disability	
Not disabled	8
Disabled	1
Information not obtained	2
Race	
White British	8
Prefer not to say	1
Information not obtained	2
Age	
Age 30-44	3
Age 45-59	6
Age 60-64	2

There are no areas of concern highlighted in this data.

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## 2. Diversity profile of elected councillors

In May 2019 a new cohort of 53 councillors took office. Each was asked to identify their protected characteristics, and 70% responded with this information. The following charts compare the diversity profile of the 2019 cohort of councillors with population statistics from the 2011 Census. Changes that have occurred within this cohort since May 2019 are not shown here, as all diversity information was provided anonymously.

### Ethnicity

	2019 No.	2019 %	Census %
White British	46	86.8	93.7
Any other background	2	3.8	6.3
Prefer not to say	0	0.0	-
Information not obtained	5	9.4	-

### National identity

	2019 No.	2019 %	Census %
British and English	47	88.7	85.9
Welsh and Irish	2	3.8	6.1
Other	0	0.0	8.0
Prefer not to say	1	1.9	-
Information not obtained	3	5.7	-

The 2011 Census did not ask specifically about National Identity; the figures shown here indicate country of birth.

### Religion and belief

	2019 No.	2019 %	Census %
Christian	28	52.8	67.8
No religion or belief	14	26.4	22.8
Other	3	5.7	9.4
Prefer not to say	3	5.7	-
Information not obtained	5	9.4	-

### Marital status

	2019 No.	2019 %	Census %
Divorced or separated	6	11.3	11.8
Married	30	56.6	51.8
Single	5	9.4	28.3
Other	4	7.5	8.1
Prefer not to say	3	5.7	-
Information not obtained	5	9.4	-

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## Sexual orientation

	2019 No.	2019 %
Heterosexual	42	79.2
Gay/Lesbian/Bisexual/Other	4	7.5
Prefer not to say	2	3.8
Information not obtained	5	9.4

## Disability

	2019 No.	2019 %	Census %
Disabled	7	13.2	18.7
Not disabled	40	75.5	81.3
Prefer not to say	3	5.7	-
Information not obtained	3	5.7	-

The Census did not ask residents about “disability”, instead asking about “Limiting Long-Term Illness”. This is defined as anyone who felt that their day-to-day activities are limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months (including problems related to old age). Limiting Long-Term Illness is often used as a proxy for disability.

## Age

	2019 No.	2019 %	Census %
Age 25 to 44	3	5.7	23.2
Age 45 to 64	24	45.3	28.6
Age 65 to 74	15	28.3	11.2
Age 75+	4	7.5	7.2
Prefer not to say	0	0.0	-
Information not obtained	7	13.2	-

## Sex

	2019 No.	2019 %	Census %
Female	21	39.6	51.0
Male	32	60.4	49.0

### *What this means*

- The percentage of female Councillors has increased from 28.3% in 2015 to 39.6%. Herefordshire Council has a slightly higher percentage of female councillors compared to [English local authorities overall](#) (35.0%).
- Our Councillors are generally within older age groups than our workforce.
- 7 of the 2019 Councillors have identified as disabled. At 13.2%, this is a significantly higher proportion than across the workforce.

# 3. Gender Pay Gap Report

## Background

Since 2018, all public sector employers (with 250 or more employees) are required to annually publish information about the difference between pay for male and female employees. This is called the gender pay gap. The information provided on these pages is based on a snapshot of the data on **31 March 2021**, and complies fully with our [statutory requirements](#). Gender pay calculations can be complicated, and we have closely followed [government recommendations](#).

## Definition

The gender pay gap is different to equal pay:

- **Equal pay** relates to men and women receiving equal pay for carrying out the same jobs, similar jobs or work of equal value. Not meeting this requirement is unlawful.
- The **gender pay gap** is a measure of the difference in pay between the average earnings of males and females. In line with government guidance, it is expressed as a percentage of men's earnings.

## Workforce profile

There were 1,365 [relevant employees](#) working for Herefordshire Council on the snapshot date of 31 March 2021, of whom 23.8% were male and 76.2% were female. The gender pay gap analysis is based on head count, irrespective of the number of hours an employee works.

<b>Men</b> 23.8% (325 men)	<b>Women</b> 76.2% (1,040 women)
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## Results for Herefordshire Council 2021

### 1. Overall mean and median gender pay gap

	Mean hourly pay	Median hourly pay
Female	£15.71	£13.20
Male	£17.64	£15.32
Pay gap (ie. women's hourly pay is:)	11.0% lower	13.9% lower

The government asks us to calculate both the [mean](#) and the [median](#) pay gap. However it is the **median** figure that tends to be reported on, and used for comparisons.

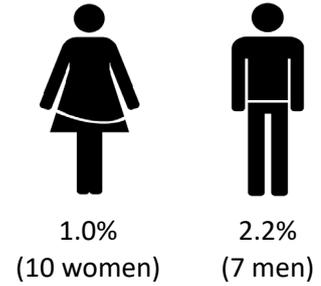
#### *What this means*

- Women in Herefordshire Council are generally paid 13.9% less than men. For every £1 earned by a male employee, a female employee earns 86p.
- The gender pay gap in Herefordshire Council has increased since 2020, when it was 8.2%.

## 2. The proportion of males and females receiving a bonus payment

Whilst the council does not pay employees a bonus as such, the definition of a bonus for the purposes of this report includes welcome payments, retention bonus for hard-to-fill posts, and one-off honoraria awarded for a specific contribution.

- 17 employees received a payment relevant to this category during the period under consideration (April 2020-March 2021).
- 1.0% of all female employees (10 women) received a bonus payment.
- 2.2% of all male employees (7 men) received a bonus payment.



### What this means

- More women received a bonus in this period than men.
- However, because there are fewer male employees in the organisation, a higher percentage of men received a bonus than women.

## 3. Mean and median bonus gender pay gap

	Mean bonus pay gap	Median bonus pay gap
Women's bonus pay is:	28.4% higher	0% (there is no difference)

Bonus statistics have fluctuated greatly in the time that we have been monitoring them. But it is important to note that the figures are based on a very small number of people, and so are easily distorted.

### What this means

Men and women received the same amount in bonus payments (based on median bonus pay).

## 4. Proportion of male and female rate of pay in quartiles

£67.78/hr	Highest paid quartile	Men 26.6% (91 men)	Women 73.4% (251 women)	Median pay gap (ie. women's hourly pay is) <b>12.40% lower</b>
£19.12/hr	Upper middle quartile	Men 30.2% (103 men)	Women 69.8% (238 women)	Median pay gap (ie. women's hourly pay is) <b>1.9% higher</b>
£14.01/hr	Lower middle quartile	Men 19.4% (66 men)	Women 80.6% (275 women)	Median pay gap (ie. women's hourly pay is) <b>2.7% lower</b>
£11.26/hr	Lowest paid quartile	Men 19.1% (65 men)	Women 80.9% (276 women)	Median pay gap (ie. women's hourly pay is) <b>1.1% lower</b>
£9.61/hr				

The diagram above illustrates the spread of male and female earners across the organisation. They show the gender distribution across four equally sized quartiles, each containing around 341 employees. The quartiles are determined by ranking the hourly rate of pay for each eligible male and female employee, then dividing into 4 sections comprising an equal number of employees.

**What this means**

- In the upper-middle quartile, women are paid 1.9% more than men.
- The only quartile with a significant pay difference is the highest-paid quartile, where women are paid 12.4% less than men.
- There are far higher numbers of men in the two higher-paid quartiles, than in the lower-paid quartiles.

**Comparison figures**

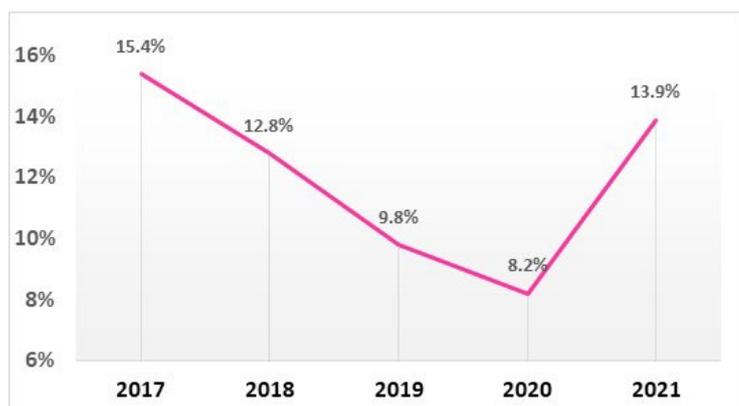
In England and Wales, there is an overall median gender pay gap of 15.4% (source: Annual Survey of Hours and Earnings, Office for National Statistics, 2021 provisional). This figure is across all industry sectors and includes full and part-time workers. This shows that a woman, on average, earns around 85p for every £1 earned by a man. The following comparisons help to put Herefordshire Council’s data further into context:

	Type of comparison	Median pay gap (ie. women’s hourly pay is:
Herefordshire Council 2020	Historic	8.2% lower
Herefordshire, all sectors 2021 (provisional)	Geographic	11.2% lower
Worcestershire County Council	Sector	12.9% lower
<b>Herefordshire Council 2021</b>	-	13.9% lower
Connexus Housing Ltd 2020	Geographic	14.2% lower
West Midlands, all sectors 2020 (provisional)	Geographic	15.4% lower
UK public sector 2021 (provisional)	Sector	18.0% lower
Age group 40-49, UK, all sectors 2021 (provisional)	Age	21.3% lower
Shropshire Council 2020	Sector	22.6% lower
Wye Valley Trust 2020	Geographic	25.4% lower

**What this means**

While Herefordshire Council has a significant gender pay gap of 13.9%, it is still performing better than many other organisations, and the UK public sector overall.

The graph shows how the median gender pay gap at Herefordshire Council has fluctuated since we first started reporting on it.



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# 4. Ethnicity pay gap report

## Background

The ethnicity pay gap is defined as **the difference between the average hourly pay of ethnic minorities and White British people**. It is usually expressed as a percentage difference, with White British people's earnings representing 100%. Ethnicity pay gap reporting is not a statutory requirement, but some organisations have chosen to report it voluntarily. Herefordshire Council first published an ethnicity pay gap report in March 2020, so this 2021 report is our second.

Nationally in 2019, the median hourly pay for those in the White ethnic group was £12.40 per hour compared with other ethnicities £12.11 per hour – a pay gap of 2.3%, its narrowest level since 2012. The pay gap was at its largest in 2014 (at 8.4%). This simple comparison between White and ethnic minority groups does, however, mask a wide variety of experiences among different ethnic minorities (source: ONS).

## The Challenges

Analysis of pay by ethnicity can be quite complex. The challenges include:

1. For some people, identifying with a particular ethnicity category is not a simple process.
2. Initial research by the EHRC has shown that disparity in pay is not just evident between people of different ethnicities, but also between men and women of different ethnicities, differences between those born in the UK and those born abroad, age groups, regions, and employment types.
3. Across the council workforce, there is a lot of missing information. Unlike gender pay gap reporting, where the sex (gender) of each employee is automatically captured on personnel records, ethnicity information is provided voluntarily by individuals. As at 31 March 2021, 25.2% of staff had not filled in their ethnicity information at all, and a further 8.4% of people had consciously indicated that they “prefer not to say”. Our challenge is to constantly promote to staff the reasons why they should share their data.
4. A further challenge of this exercise within the workforce of 1,363 people is group sizes. Where there are particularly small groups (eg. Chinese or Bangladeshi), data is more easily skewed and less statistically viable. Despite the fact that this is likely to affect the value of the results, we have chosen to amalgamate any groups fewer than 3 people, so as not to identify any individuals.

## Methodology

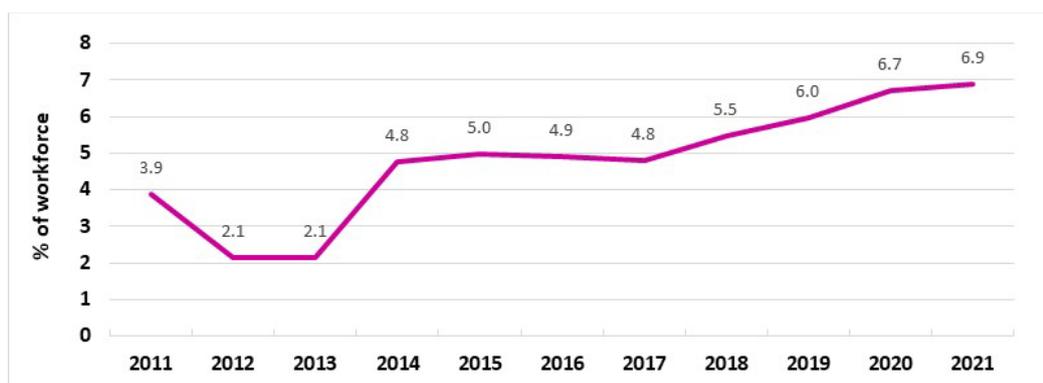
- **Ethnicity categories:** The categories available to staff reflect those from the 2001 Census.
- **Number of people in each category:** Individual staff members are asked to identify and share their ethnicity on the council's secure software.
- **Rate of pay:** The hourly pay of each individual is used to calculate the figures.
- **Calculation:** We have used the same method as for gender pay gap reporting, and the same snapshot date of 31 March 2021.

## The Ethnic Make-Up of our Workforce

1. As at 31 March 2021:

	Number	%
Any Other Ethnic Group	4	0.3
Asian or Asian British - Indian	6	0.4
Asian or Asian British - Any other (incl Chinese)	8	0.6
Black or Black British - African	5	0.4
Black or Black British - Caribbean	5	0.4
Mixed - White and Asian	7	0.5
Any other mixed background	2	0.1
White - Any other White background	50	3.7
White - British	813	59.6
White - Gypsy, Romany, Irish Traveller	4	0.3
Prefer not to say	115	8.4
Information not obtained	344	25.2

2. The chart shows the percentage of our workforce who have identified “as any ethnicity other than White British” over an 11-year period<sup>1</sup>.



## The ethnicity pay gap

	Median hourly pay	Pay gap (ie. this ethnicity's hourly pay is:
Any other mixed background	£23.75	59.9% higher
Black or Black British - Caribbean	£18.83	26.8% higher
Asian or Asian British – Any other (incl Chinese)	£17.30	16.5% higher
White - Any other White background	£17.10	15.2% higher
Asian or Asian British - Indian	£16.92	13.9% higher
Black or Black British - African	£15.32	3.2% higher
White - Gypsy, Romany, Irish Traveller	£15.09	1.6% higher
<b>White – British</b>	<b>£14.85</b>	<b>-</b>
Any Other Ethnic Group	£14.26	4.0% lower
Information not obtained	£13.20	11.1% lower
Mixed – White and Asian	£12.69	14.6% lower
Prefer not to say	£12.69	14.6% lower

<sup>1</sup> On 31 December of each year shown.

### **What this means**

Within Herefordshire Council, only two ethnicity categories are paid less than their White British counterparts; these are “Mixed – White and Asian” and “any other ethnic group”. This is likely to signify that employees from minority ethnicities do not experience pay disadvantage in the organisation.

One group (Caribbean) is paid 26.8% more than their White British counterparts within the council. However across [England and Wales in 2019](#) that group was calculated to earn 12.6% less than White British employees.

Other groups which are disadvantaged nationally<sup>2</sup> include people of Pakistani and Bangladeshi origin (in 2019, on average, employees from the Bangladeshi ethnic group earned 15.3% less than White British employees). Unfortunately, because of the need to amalgamate small datasets for our council results, it is not possible to make a comparison. However the “Asian or Asian British” category has a median rate of pay 16.5% higher than White British employees.

## **Distribution of ethnicities across quartiles**

The following table shows the distribution of ethnicities across four equally sized quartiles. The quartiles are determined by ranking the hourly rate of pay for each eligible employee, then dividing into 4 sections, each containing around 340 employees.

	<b>White British</b>	<b>All other ethnicities</b>	<b>Prefer not to say</b>	<b>Info not obtained</b>
Highest quartile (highest rate of pay)	60.5%	8.2%	6.7%	24.6%
Upper middle quartile	62.9%	8.5%	5.9%	22.6%
Lower middle quartile	69.1%	5.9%	5.6%	19.4%
Lowest quartile (lowest rate of pay)	46.2%	3.8%	15.6%	34.4%

### **What this means**

- The distribution of “all other ethnicities” is higher in the two higher-paid quartiles. This is likely to signify that employees from minority ethnicities do not experience pay disadvantage in the organisation.
- There is significantly more missing information in the lowest-paid quartile than in any of the other quartiles.

### **Important to note:**

- Only the most basic of analysis is possible for the Herefordshire Council figures. It is important that the many limitations in our data is taken into account, most notably:
  - the need to amalgamate small groups (datasets)
  - smaller groups making it impractical to analyse further eg. by gender
  - missing information
- Only a difference in pay that cannot be explained by characteristics such as qualifications and experience could be called discrimination. In practice however, no study can take into account all characteristics that are valued in the labour market, and measuring the existence or amount of discrimination in pay cannot be reliably achieved<sup>3</sup>.

<sup>2</sup> [Ethnicity pay gaps in Great Britain: 2018](#)

<sup>3</sup> [Research by Equality & Human Rights Commission 2017](#)