

Equality in Employment

An equality analysis of the workforce and councillors of Herefordshire Council

January-December 2020

Introduction

Herefordshire Council is committed to employing a diverse workforce to help the organisation understand and relate to the community we serve. It is a requirement of the Equality Act 2010 that all public organisations with more than 150 employees publish the diversity data of their workforce, and this is the tenth year that we have produced such an analysis.

What is in this document?

- Diversity profile of the Herefordshire Council workforce as at 31 December 2020
- Diversity profile of our elected councillors
- Gender pay gap report as at 31 March 2020
- Ethnicity pay gap report as at 31 March 2020

How many people (non-school based) are employed by the council?

December 2020: 1,337

December 2019: 1,274

December 2018: 1,262

December 2017: 1,190

December 2016: 1,221

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.

Diversity Profile of Herefordshire Council Workforce

The following statistics relate to Herefordshire Council employees, and were correct as at 31 December 2020. The Census columns relates 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.

Ethnicity

	Number	%	Census %
Any other ethnic group	3	0.2	0.2
Asian/Asian British - Any other	6	0.4	0.3
Asian/Asian British - Indian	7	0.5	0.3
Black/Black British - African	5	0.4	0.1
Black/Black British - Caribbean	5	0.4	0.1
Chinese	2	0.1	0.2
Mixed - Any other	2	0.1	0.5
Mixed - White & Asian	7	0.5	0.2
White - Any other	49	3.7	4.3
White - Irish Traveller/Romany Gypsy	4	0.3	0.2
Total BAME employees	90	6.7%	6.3%
White - British	799	59.8	93.7
Prefer not to say	120	9.0	-
Information not obtained	328	24.5	-

- 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 6.7% of the Council's overall workforce.
- Of the 225 new starters in 2020, 18 (8.0%) identified with an ethnicity other than "White British".

Throughout this document, the top 5% of earners is calculated by multiplying the total workforce by 5% (however the number is rounded to include all employees on the lowest grade in this group).

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

Nationality

	Number	%
Any other nationality	3	0.2
British	269	20.1
English	91	6.8
Irish	4	0.3
Other - Europe	8	0.6
Other - South East Asia	2	0.1
Other - Africa	2	0.1
Romanian	3	0.2
Scottish	4	0.3
Welsh	15	1.1
Prefer not to say	809	60.5
Information not obtained	127	9.5

This table shows how the workforce identifies with a particular nationality. We have deliberately chosen to amalgamate small groups so as not to identify any individuals.

Diversity Profile of Herefordshire Council Workforce

Religion and Belief

	Number	%	Census %
Agnostic	68	5.1	-
Atheist	120	9.0	-
Buddhist	4	0.3	0.3
Christian	456	34.1	67.8
Humanist	3	0.2	-
Jewish	2	0.1	0.1
Muslim	2	0.1	0.2
No religion or belief	98	7.3	22.8
Other	12	0.9	0.6
Sikh	3	0.2	0.0
Prefer not to say	452	33.8	-
Information not obtained	117	8.8	-

- Our workforce's identification with a particular religion or belief has stayed fairly static over several years.
- According to the 2011 Census, Christianity remains the largest religion in Herefordshire at 67.8%. It is also the largest religion in England and Wales (59.3%).
- In 2011, 6.7% of the population of the West Midlands identified as Muslim – the second largest belief group. However in Herefordshire, Buddhists remained the second largest group at 0.3%, which is reflected in our workforce.

Marital Status

	Number	%	Census %
Civil partnership	8	0.6	0.2
Divorced	27	2.0	9.6
Married	215	16.1	51.8
Separated	11	0.8	2.2
Single	106	7.9	28.3
Widowed	2	0.1	7.9
Prefer not to say	834	62.4	-
Information not obtained	134	10.0	-

- Statistics for same-sex marriage are not available, as they will be amalgamated with heterosexual (opposite sex) marriage.
- The “separated” category in the Census 2011 included people still legally married or still legally in a same-sex civil partnership.
- The “divorced” category in the Census 2011 included people who were formerly in a civil partnership which has since been dissolved.

Sexual Orientation

	Number	%
Bisexual	5	0.4
Gay	9	0.7
Heterosexual	788	58.9
Lesbian	13	1.0
Prefer not to say	411	30.7
Information not obtained	111	8.3

- 2.0% of employees have identified as lesbian, gay or bisexual (LGB), the same figure as last year.
- The proportion of the UK population identifying as lesbian, gay or bisexual (LGB) was 2.2% in 2018 (source: [ONS](#)).

Diversity Profile of Herefordshire Council Workforce

Disability

	Number	%
No	773	57.8
Yes	41	3.1
Prefer not to say	15	1.1
Information not obtained	508	38.0

- Of the 82 top 5% of earners, 2 people (2.4%) identified as disabled. In 2019 there were also 2 people, but the size of this cohort has increased, therefore the percentage has reduced.

	2015	2016	2017	2018	2019	2020
No. disabled people as % of workforce	4.4%	4.0%	3.4%	3.0%	3.2%	3.1%
No. disabled people as % of top 5% earners	4.4%	5.7%	4.8%	3.6%	3.1%	2.4%

- Roughly the same percentage of disabled employees work part-time, as non-disabled (29.3% and 30.5% respectively).
- The impairments noted by disabled employees cover a wide range of conditions, including sensory impairment, mental ill health, mobility difficulties, progressive illness, and learning disability.
- According to the 2011 Census, the working age population of Herefordshire with a “limiting long-term illness” (often used as a proxy for disability), is 7.8% (8.4% in the West Midlands region).

Age

	Number	%	Census %
Age 16-24	52	3.9	9.7
Age 25 to 29	100	7.5	5.3
Age 30 to 44	413	30.9	17.9
Age 45 to 59	605	45.3	21.2
Age 60 to 64	125	9.3	7.4
Age 65 to 74	38	2.8	11.2
Age over 74	4	0.3	7.2

- The largest age category of new starters in 2020 was the 45-59 age group (35.1% of all starters). 1.3% of new starters were aged 65 or over.
- The largest age category of leavers in 2020 was also the 45-59 age group (37.0% of all leavers). 3.4% of leavers were aged 16-24.
- Herefordshire has an older age structure than nationally, with people aged 65 and over constituting 24.6% of the county’s population, in comparison with 18.6% across England and Wales (2019 mid year estimates).

The top 5% of earners can be categorised as below:

	Number
Age 30-44	21
Age 45-59	54
Age 60-64	7

Diversity Profile of Herefordshire Council Workforce

Sex

	Number	%	Census %
Female	1,006	75.2	51
Male	331	24.8	49

- 75.2% of the Council's workforce is female. This is a 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 - two thirds (67.9%) of the total workforce in public roles is female (source [ONS](#), 2015).
- As at 31 December 2020, the organisation had 418 part-time employees. Of these, 90.0% were women.

	2015	2016	2017	2018	2019	2020
No. women in top 5% earners	26	30	31	31	34	47
% women in top 5% earners	38.2%	42.9%	50.0%	55.4%	53.1%	57.3%

Of the 82 top 5% earners, 47 (57.3%) are women. The chart opposite shows that the number of women in this category has continued to increase.

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 2020 there were 6 grievances (there were 11 in 2019) which can be analysed as follows:

Sex	
Female	4
Male	2
Disability	
Information not obtained	6
Race	
White British	1
Prefer not to say	1
Information not obtained	4
Age	
Aged 30-44	1
Aged 45-59	4
Aged 65 and over	1

There are no areas of concern highlighted in this data.

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.

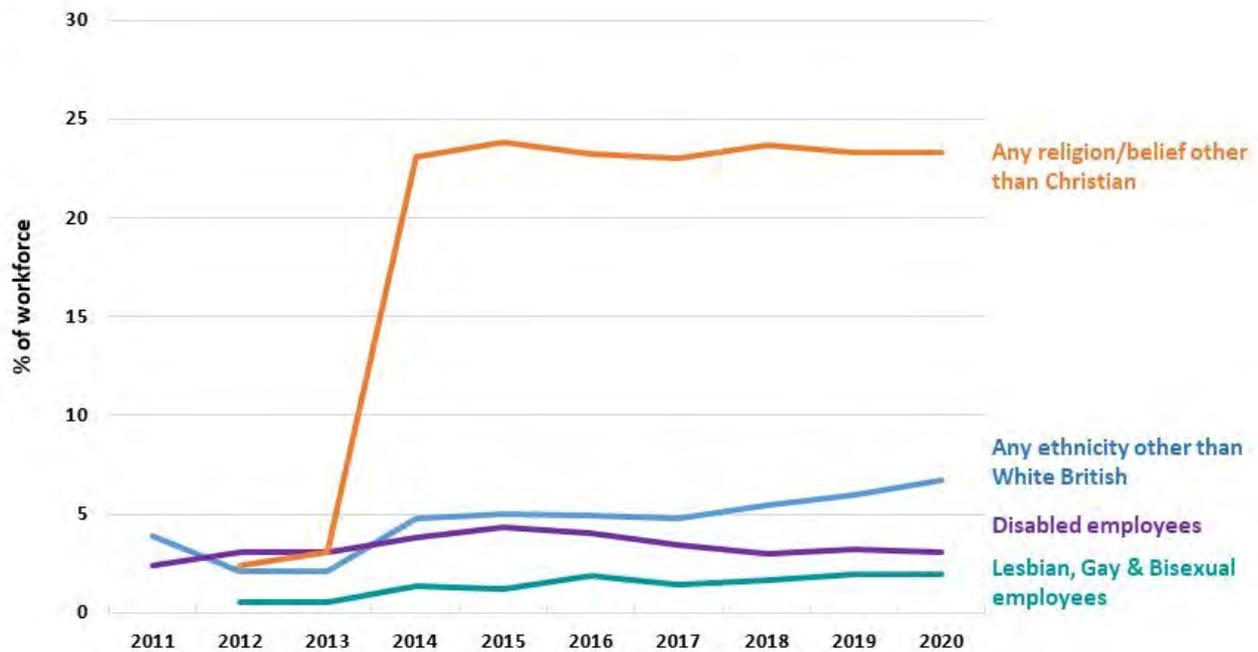
In 2020 there were 11 disciplinaries (there were 16 in 2019) which can be analysed as follows:

Sex	
Female	9
Male	2
Disability	
No	4
Not stated	6
Prefer not to say	1
Race	
White British	4
Prefer not to say	2
Information not obtained	5
Age	
Aged 16-24	1
Aged 30-44	3
Aged 45-59	5
Aged 60-64	1
Aged 65 and over	1

There are no areas of concern highlighted in this data.

Summary and Analysis of Workforce Statistics

This is the tenth analysis of the diversity of our workforce, and the chart below details comparisons in certain “protected characteristics” across those years. For each category, it indicates the number of employees as a percentage of the total workforce. Unlike age and gender, which are known characteristics for each of our employees, this is information which individuals are asked to volunteer.



Notes:

1. The figure for religion/belief includes "no religion or belief".
2. In all categories, “preferred not to say” or “information not obtained” are disregarded.
3. Information on religion/belief and sexual orientation were not captured in 2011.
4. The ethnicity figure is calculated by subtracting the number of “White British” employees from the total workforce. The figure therefore includes “White Other”.
5. The large increase in the religion/belief category from 2013-2014 is as a result of data cleansing, and not indicative of a sudden change in employees.

The most notable issue in the analysis of our workforce is the relatively low number of disabled employees. With only 3.1% of our workforce identifying as disabled (versus approximately 7.8% of the county’s working age population), we do appear to have an under-representation of disabled people, although some of this discrepancy could be as a result of under-reporting or people choosing the option of “prefer not to say”.

Information on the top 5% of earners is collected only for age, sex, disability and ethnicity. Diverse representation is good in each of these characteristics except for disability, which has fallen consistently each year.

Representation of Black, Asian and Other Minority Ethnic employees (6.7%) in the council would appear to be high in relation to Herefordshire’s working age population (4.9%). However the figure of 4.9% is based on the 2011 Census, and it may look different when the 2021 Census data becomes available.

Diversity Profile of Herefordshire 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 those from 2015.

Sex

	2015	2019
Female	15	21
Male	38	32

Ethnicity

	2015	2019
White British	44	45
Any other background	0	1
Prefer not to say	1	0
Information not obtained	8	5

Disability

	2015	2019
No	40	40
Yes	6	7
Prefer not to say	2	3
Information not obtained	5	3

Marital Status

	2015	2019
Divorced or separated	5	6
Married	28	30
Single	6	5
Other	3	4
Prefer not to say	1	3
Information not obtained	10	5

National Identity

	2015	2019
British and English	46	47
Welsh and Irish	2	2
Other	2	0
Prefer not to say	0	1
Information not obtained	3	3

Sexual Orientation

	2015	2019
Heterosexual	45	42
Gay/Lesbian/Bisexual/Other	0	4
Prefer not to say	3	2
Information not obtained	5	5

Religion & Belief

	2015	2019
Agnostic/Atheist	5	0
Christian	31	28
No religion or belief	5	14
Other	3	3
Prefer not to say	3	3
Information not obtained	6	5

Age

	2015	2019
Age 25 to 44	8	3
Age 45 to 64	23	24
Age 65 to 74	18	15
Age 75+	3	4
Prefer not to say	1	0
Information not obtained	0	7

Summary/Analysis

- The percentage of female Councillors has increased from 28.3% in 2015 to 39.6%.
- There is a slightly more diverse range of ethnicities and sexual orientation.
- 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.
- Diversity data was requested from every nominated ward councillor (those who stood for election). 70% of nominees provided their data (98 in total). A comparison of the data between nominees and elected councillors is shown below. It shows, for example, that while only 30.6% of nominees were female, nearly 40% of the final elected councillors are female. Conversely, while 13.3% of nominees were aged 44 or younger, only 5.7% of the final elected cohort are in this age group.

	Female	Disabled	Age 16-44	BAME
Nominees	30.6%	7.1%	13.3%	2.0%
Elected	39.6%	13.2%	5.7%	1.9%

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 2020**, 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 1,379 [relevant employees](#) working for Herefordshire Council on the snapshot date of 31 March 2020, of whom 27.1% were male and 72.9% were female. The gender pay gap analysis is based on head count, irrespective of the number of hours an employee works.

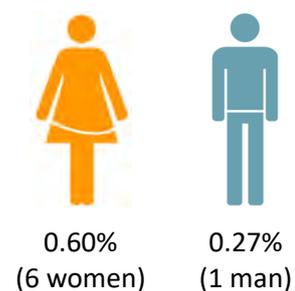
Results for Herefordshire Council

1. Overall mean and median gender pay gap

	Mean hourly pay	Median hourly pay
Female	£14.68	£12.85
Male	£15.70	£13.98
Pay gap (ie. women's hourly pay is:)	6.5% lower	8.2% lower

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

7 employees received a payment relevant to this category during the period under consideration (April 2019-March 2020). 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.

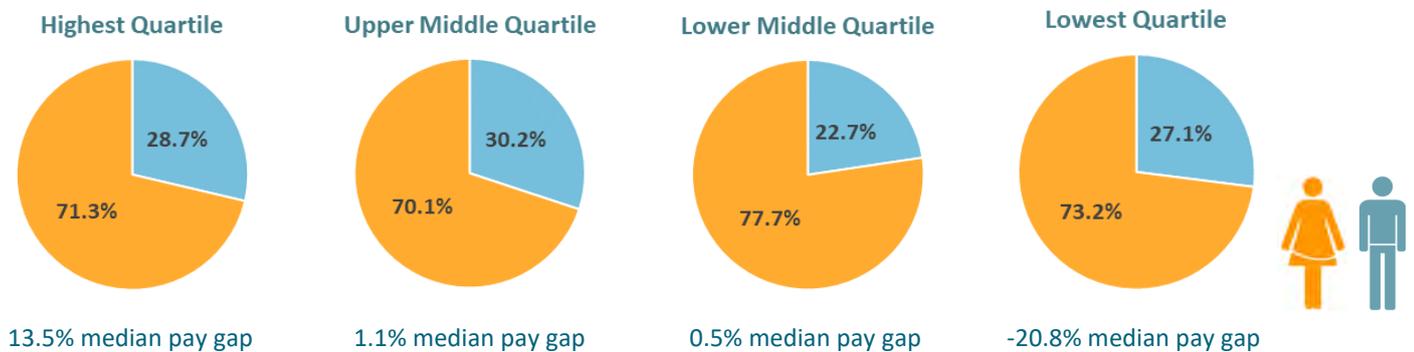


3. Mean and median bonus gender pay gap

	Mean bonus pay gap	Median bonus pay gap
Women's bonus pay is:	29.4% lower	33.3% lower

Gender Pay Gap Report

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



The graphs above illustrate the spread of male and female earners across the organisation. They show the gender distribution across four equally sized quartiles, each containing around 345 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.

Comparison figures

In England and Wales, there is an overall median gender pay gap of 15.5% (source: Annual Survey of Hours and Earnings, Office for National Statistics, 2020 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 ONS comparisons help to put Herefordshire Council's data further into context:

	Type of comparison	Median pay gap (ie. women's hourly pay is:
Herefordshire, all sectors 2020 (provisional)	Geographic	6.1% lower
Herefordshire Council 2020	-	8.2% lower
UK public sector 2020 (provisional)	Sector	15.8% lower
West Midlands, all sectors 2020 (provisional)	Geographic	16.1% lower
Age group 40-49, UK, all sectors 2020 (provisional)	Age	21.2% lower
Shropshire Council 2019	Sector	24.8% lower
Wye Valley Trust 2018	Geographic	25.0% lower

Summary

Herefordshire Council's female employees are generally earning 8.2% less than male employees. This means that a female employee, on average, earns around 92p for every £1 earned by a male employee. Whilst this is a significant disparity, it is an improvement on the 2019 figure of 9.8% and the 2018 figure of 12.8%.

In the lowest-paid quartile, women are paid 20.8% more than men, but in the highest-paid quartile, women are paid 13.5% less than men. There is a large change to the lowest quartile from 2019, when women were paid 30.6% more than men.

Bonus statistics for 2020 differ from the previous two years, in that women's bonuses were lower than men's. It is important to note that the bonus figures are based on a very small number of people, and so are easily distorted.

Ethnicity Pay Gap Report

Background

The ethnicity pay gap is a longstanding phenomenon. Previous research has shown that people from ethnic minorities tend to earn less, overall, than White people. This is often associated with social disadvantage and is arguably also caused by discrimination. New arrivals to the country may have a poor command of English, possess qualifications which are not generally recognised by employers and be unfamiliar with the UK's culture; these factors affect pay. Immigrants to Britain often work in low-paid occupations and are overqualified for the job they do ([Research by Equality & Human Rights Commission 2017](#)).

Ethnicity pay gap reporting is not a statutory requirement, but some organisations are choosing to report it voluntarily.

Definition

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%.

Challenges

Analysis of pay by ethnicity is far more complex than the gender pay gap. There is firstly the difficulty that can be associated with people identifying with a particular ethnicity. But further, initial research by the EHRC has shown huge differences between different ethnicities, men and women of different ethnicities, differences between those born in the UK and those born abroad, age groups, and employment types.

This initial, simplistic, benchmarking exercise for the workforce of Herefordshire Council will therefore be of limited value, giving us a basic overview of the pay of different groups. A further difficulty for our analysis is missing information. The table below shows the percentage of our workforce who have identified with a particular ethnicity. Unlike the gender pay reporting, where the sex (gender) of each employee is automatically captured on personnel records, ethnicity information is provided voluntarily by individuals. 8.8% of people have deliberately indicated that they “prefer not to say”, which is a legitimate choice. However 31.3% of people have not supplied information. There are many reasons why this might be the case, and some work has gone on in 2020 to try to encourage people to provide the information. Due to staff turnover, this is an on-going challenge.

	%
Any Other Ethnic Group	0.2
Asian or Asian British	0.8
Black or Black British - African	0.2
Black or Black British - Caribbean	0.2
Any mixed background	0.6
White - Any other White background	3.4
White – British	54.2
White - Gypsy, Romany, Irish Traveller	0.3
Prefer not to say	8.8
Information not obtained	31.3

A further challenge of this exercise within a workforce of 1,379 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.

Data correct as at 31 March 2020—these figures may differ from those on page 2, which were correct as at 31 December 2020.

Ethnicity Pay Gap Report

Results

	Median hourly pay £	Pay gap (ie. this ethnicity's hourly pay is:
Asian or Asian British	15.80	15.7% higher
White - Any other White background	15.35	12.4% higher
Black or Black British - Caribbean	14.91	9.2% higher
White - Gypsy, Romany, Irish Traveller	14.57	6.7% higher
Any mixed background	13.88	1.6% higher
White - British	13.66	-
Any Other Ethnic Group	12.85	6.0% lower
Black or Black British - African	12.85	6.0% lower
Prefer not to say	11.87	13.1% lower
Information not obtained	11.18	18.1% lower

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 345 employees.

	White British	All other ethnicities	Info Not Obtained
Highest quartile (highest rate of pay)	55.1%	14.8%	30.1%
Upper middle quartile	60.6%	14.5%	24.9%
Lower middle quartile	60.9%	14.2%	24.9%
Lowest quartile (lowest rate of pay)	40.4%	14.5%	45.1%

Analysis

1. The most prominent result is the distribution of “all other ethnicities” across the four evenly sized quartiles, which is a remarkably similar figure in each quartile.
2. Only two ethnicity categories are paid less than their White British counterparts; these are “Black or Black British – African” and “any other ethnic group”.
3. Most minority ethnic groups earn less on average than White British people across English and Wales (source: [ONS 2019](#)), though some groups earn more than their White British counterparts.
4. One group (Caribbean) is paid 9.2% more than their White British counterparts within the council. However [nationally](#) they are calculated to earn 4% less than White British employees.
5. Other groups which are disadvantaged [nationally](#) include people of Pakistani and Bangladeshi origin. Unfortunately, because of the need to amalgamate small datasets for our council results, it is not possible to make a comparison.

Notes:

1. 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
2. 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.

Issues arising from this document

Actions relating to the issues raised below can all be found within our [Equality Policy 2020-2023](#).

1. Capture the diversity data of council employees

There is a need for us to improve the amount of diversity data collected from council employees so that we have a clearer picture of the make-up of our workforce, and are better able to highlight any anomalies. There are various reasons why data may not be available, eg:

- the organisation has failed to request or capture it
- an individual has not complied with a request to provide data, or actively chosen not to provide it

The table opposite shows the number of employees where information has not been obtained. It does not include:

- sex (gender) and age, as this information is automatically captured when someone is employed by the council
- people who have actively chosen that they “prefer not to say”

Info not obtained	2018	2019	2020
Marital status	52	17	134
Ethnicity	234	278	328
Religion	3	521	117
Sexual orientation	3	0	111
Nationality	53	16	127
Disability	423	459	508
Percent not obtained	10.1%	16.9%	16.5%

The table shows that 16.5% of voluntary information has not been obtained (therefore 83.5% of information has been obtained). Due to staff turnover this is an on-going challenge, and we circulate regular communications to staff about the importance of them providing this information.

2. Narrow the gender pay gap

Herefordshire Council’s female employees are generally earning 8.2% less than male employees. Further analysis of the statistics is planned to identify any priority areas for work to address this.

3. Improve representation of disabled people in the workforce

There is a relatively low number of council employees identifying as disabled (3.1% of our workforce).

4. Increase the diversity of our elected representatives

There are on-going activities within the council designed to increase the diversity of our councillors and increase representation of minority groups.