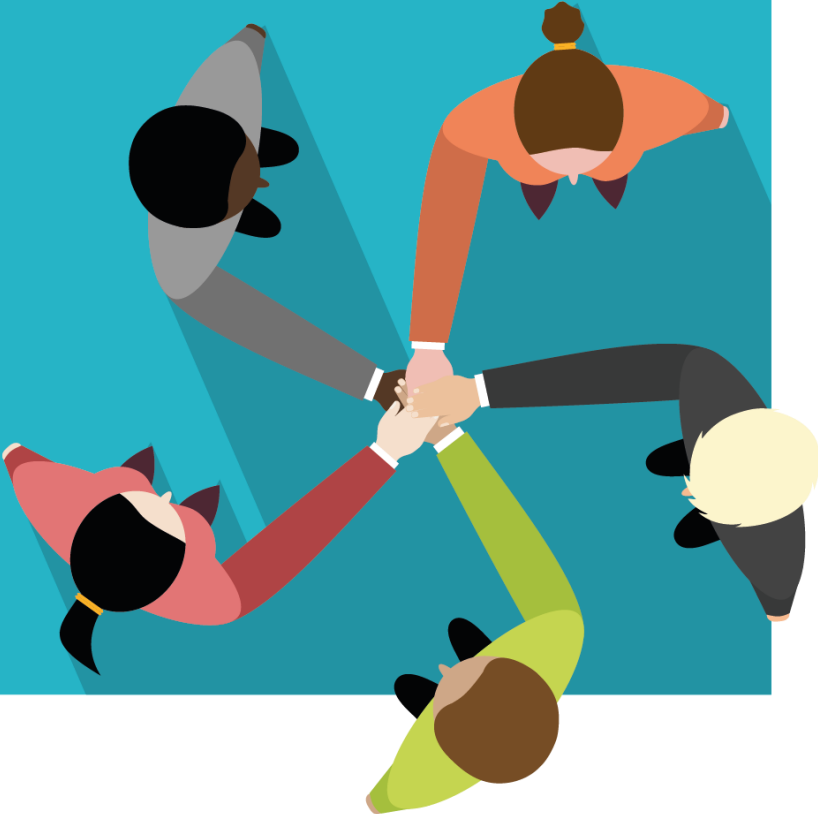


South Oxfordshire and Vale of White Horse District Council

# Workforce Equality Report April 2022 – March 2023



Listening Learning Leading



# Introduction

## Background

South Oxfordshire District Council and Vale of White Horse District Council aspire to create an environment where everybody feels that they belong and have a voice which will be heard. We embrace our differences, the unique talents, beliefs, backgrounds, and abilities of all our staff. We strive to make our councils a place where no-one experiences discrimination or feels disadvantaged because of their individual characteristics when working for us.

Under section 149 of the Equality Act 2010 (the Public Sector Equality Duty) and the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017, the councils are required to publish equality information to show our compliance with the general equality duty. The councils must also publish information on pay for our employees; we do this as separate Pay Policy Statements which are available on the councils' websites. This Workforce Equality Report forms part of our response to the Public Sector Equality Duty.

Our workforce monitoring data is collected, monitored, and published to help us understand who our workforce is; and to show the impact of our employment policies and practices and how we are meeting our responsibilities as an employer regarding equality. This report covers the period 1 April 2022 to 31 March 2023.

## Data reporting and interpretation

Much of the information in this report relies on employees self-reporting and providing their information through the councils' 'MyView' system. Over the course of the reporting period (April 2022 to March 2023) we have seen an increase in the number of staff who are providing this information although we still have many instances where data is 'unknown' across the following protected characteristics: Disability, Race/Ethnicity, Religion and Belief, and Sexual Orientation. Currently due to the limitations of our reporting system we do not have local information relating to: Gender Re-assignment and Pregnancy and Maternity.

Unless otherwise stated, analyses presented in this report are based on 'known data'. This means only data that employees have self-disclosed and therefore is held on the councils' integrated information system, is included. Due to rounding, percentages may not add up to 100. Table 1 shows the percentage of total employees for which equality data is known and recorded.

Table 1: Known data for staff

Protected Characteristic	Head Count		Percentages	
	Known	Unknown	Known	Unknown
Age	576	0	100.0	0.0
Disability	357	219	62.0	38.0
Gender reassignment				
Pregnancy and maternity				
Race (ethnicity)	465	111	80.7	19.3
Religion and belief	411	165	71.4	28.6
Sex	576	0	100.0	0.0
Sexual orientation	403	173	70.0	30.0

### Local information

To understand the impact of employment policies and practices, our workforce data is compared with local demographic information and national population data where this is available. In most instances this data was collected as part of the latest Census in 2021.

### South Oxfordshire and Vale of White Horse districts

- The estimated working age population (those aged 16-74 years) is 106,413 in South Oxfordshire and 99,191 in Vale of White Horse.
- 13.7% of South Oxfordshire and 14.6% of Vale of White Horse residents have a limiting long-term illness, health problem or disability that affects their day-to-day activities.
- 7% of South Oxfordshire and 9.3% of Vale of White Horse population is from an ethnic minority community (are non-'White British').
- 52.9% of South Oxfordshire and 52.3% of Vale of White Horse residents consider themselves to have a religion or belief.

## **Policies and initiatives**

### **Diversity and Inclusion Strategy**

The councils' have developed a Diversity and Inclusion Strategy which sets out the councils' ambition in further developing and embedding equalities programmes for residents and staff. To realise the Strategy, the councils have recently recruited an additional Equalities and Wellbeing Advisor.

### **Disability Confident Employer**

The councils have been certified as a Disability Confident Employer (Level 2) under the Government's Disability Confident Scheme. The scheme is designed to help employers recruit and retain individuals with impairments and health conditions, for their skills and talent. The councils' ambitions are to work towards achieving the Disability Confident Leader (Level 3) throughout the next 12 months.

The scheme supports the councils in making the most of the talents that disabled people can bring to the workplace. Through the Disability Confident Scheme, the councils challenge attitudes towards disability, increase understanding of disability, and remove barriers to disabled people and those with long-term health conditions, ensuring that disabled people can fulfil their potential and realise their aspirations.

### **People & Culture policies and guidelines addressing equality issues.**

The councils have in place various agreed policies providing support and covering all aspects of employment law, employee relations and recruitment. The following policies and guidelines explicitly address issues relevant to the councils' Public Sector Equality Duty responsibilities:

- Equality in Employment
- Maternity, Paternity, Adoption and Surrogacy
- Shared Parental Leave
- Sickness Absence
- Employee Conduct
- Organisational Change
- Redundancy
- Menopause

### **Equality and diversity training**

The councils regard training as a key component in supporting equality, diversity and inclusion. All new starters undertake mandatory Equality and Diversity training as part of their induction with the aim to ensure a better understanding of what equality legislation means for service planning and delivery, to increase awareness of equality in the workplace and to identify expectations in terms of behaviour.

### **Diversity & Inclusion Champions Network**

As part of the agreed actions of our Joint Diversity & Inclusion Strategy we have in place a Champions Network. The Network provides a safe space for colleagues from across the councils to share experience relevant to diversity and inclusion and to act as champions for diversity and inclusion in their respective service areas. At this year's staff event this included raising awareness in self-education (through reading lists, playlist and podcasts).

### **Access groups**

The councils have developed a network of access groups who have begun to meet on a regular basis with an aim to share views on topics and issues. The aim of the group is multifaceted with a view to sharing details of projects the councils are working on and any upcoming consultations as well as an opportunity to discuss topics of interest with the relevant officer and to raise awareness of accessibility issues.

### **Wellbeing Group**

The Wellbeing Group is made up of council employees with a shared passion for promoting wellbeing in the workplace. These are our "Wellbeing Champions", who meet regularly to arrange upcoming activities and provide feedback on how previous activities have been received. The group of volunteers work to provide a range of activities and events staff can attend both virtually and in person to accommodate the way we are all now working. The wellbeing group have been paramount in the training and coordination of our network of Mental Health First Aiders across the councils.

## Our workforce

### Overview of our total workforce

The data presented in this chapter is based on a snapshot date of 31 March 2023.

On 31 March 2023 the councils employed 576 members of staff. Of the total workforce, 551 were on fixed-hours contracts and more than three-quarters of these worked on a full-time basis.

Table 2: Overview of workforce

Overview	Headcount		%	
	2022	2023	2022	2023
Contracted staff	519	551	97.6	95.6
Casual workers	13	25	2.4	4.3
<b>Total</b>	<b>532</b>	<b>576</b>		
<b>Fixed hours Full/Part time</b>				
Full-time contracted staff	407	441	76.5	76.6
Part-time contracted staff	112	110	21.0	19.1
<b>Total fixed hours contracts</b>	<b>519</b>	<b>551</b>		

### Our workforce by age

The age profile of employees is presented in Table 3. There has been little change from the previous year across all age bands. The latest Census data (2021) has been used to collect details of 'economically active' residents of our districts, 65.1% (South Oxfordshire) and 65.2% (Vale of White Horse) of the 16+ population was classed as in employment or actively seeking work.

Just over half (50.9%) of our workforce are aged 45 or over which is small increase on the previous year.

Table 3: Workforce by Age

Age Range	Workforce		%	
	2022	2023	2022	2023
16-24	25	25	4.7	4.3
25-34	117	131	22.0	22.7
35-44	121	127	22.7	22.1
45-64	252	277	47.4	48.1
65+	17	16	3.2	2.8
<b>Total</b>	<b>532</b>	<b>576</b>		

### Our workforce by disability

The disability profile of employees is presented in Table 4. Data on employees' disability status is known for 62.7% of our workforce in 2023. Based on known data, 5.0% of our workforce has declared a disability; this is an increase from last year when this was 4.1%.

Data from the latest Census in 2021 has so far only been released based on the total population of each local area relating to disability. For South Oxfordshire the number of people classed as disabled under the Equality Act is 13.7% of the total population, whereas for Vale of White Horse this figure is 14.6%. This would appear to indicate that disabled employees are under-represented in our workforce. However, as we still have over 200 staff who are not recording this information, it is too early to draw definite conclusions.

Table 4: Workforce by disability

Disability	Number		%	
	2022	2023	2022	2023
No	311	328	58.5	56.9
Yes	22	29	4.1	5.0
Prefer not to say	4	4	0.8	0.7
Unknown	195	215	36.7	37.3
<b>Total (known data)</b>	337	361		



## Our workforce by ethnicity

The ethnicity profile of employees is presented in Table 5. Ethnicity data is known for 80.7% of our workforce.

The latest Census data from 2021 is also included in Table 5. This shows that in both of our districts more than 90% of our populations identify as White. Although our staff profile shows only 76% identify as White, these figures are likely, in part, to be impacted by staff where this information is not known. We will continue to monitor these figures.

Table 5: Workforce by ethnic group

<b>Ethnic Group</b>	<b>South</b>	<b>%</b>	<b>Vale</b>	<b>%</b>	<b>Councils</b>	<b>%</b>
Asian or Asian British	4,263	2.9	5,490	4.0	9	1.6
Black or Black British, Caribbean, or African	1,467	1.0	2,315	1.7	7	1.2
Mixed/multiple ethnic	3,402	2.3	3,452	2.5	10	1.7
White	138,785	93.1	126,104	90.8	438	76
Other Ethnic Group	1,171	0.8	1,552	1.1	1	0.2
Not Known					0	
Not Provided					92	
Prefer Not to Say					19	

Source: ONS – 2021 Census (TS021)

## Our workforce by religion and belief

The profile of our workforce by religion and belief is presented in Table 6. Data on religion and belief is held for 71.4% of the workforce, a decrease from last year. The number recorded as “Not Stated” or “prefer not to say” increased from 148 in 2021-2022 to 165 in 2022-2023.

The latest Census data is also provided in Table 6. Discounting the staff where we do not know this information, the profile of our districts is similar to our workforce apart from the ‘No religion’ classification where there is a greater than 6% difference and the Christian classification where there is a greater than 15% difference.

Table 6: Workforce by religion and belief

Religion	SODC		VWHDC		Councils	
	Number	%	Number	%	Number	%
Buddhist	618	0.4	755	0.5	2	0.4
Christian	74,332	49.9	67,443	48.6	189	32.8
Hindu	1,095	0.7	1,193	0.9	2	0.4
Jewish	342	0.2	268	0.2	0	0.0
Muslim	1,441	1.0	1,982	1.4	2	0.4
Sikh	252	0.2	250	0.2	0	0.0
Other religion	671	0.5	686	0.5	13	2.3
No religion	61,344	41.1	57,894	41.7	203	35.2
Religion not stated	10,026	6.0	8,442	6.1	97	16.8
Prefer not to say					68	11.8
<b>Total (known data)</b>	<b>150,121</b>		<b>138,913</b>		<b>576</b>	

\*Source: ONS – 2021 Census (TS030)

## Our workforce by sex

The profile of our workforce by sex is presented in Table 7. The workforce split by sex has stayed similar to previous years, with approaching two thirds (63.9%) of the workforce being female and slightly more than one third (36.1%) male.

In comparison to the working age population, male employees are under-represented within the workforce; however, this sex split is typical for local authorities.

Table 7: Sex

Sex	Number	%
Female	368	63.9
Male	208	36.1
<b>Total</b>	<b>576</b>	

## Our workforce by sexual orientation

The profile of our workforce by sexual orientation is presented in Table 8. Data on sexual orientation is held for 82.3% of our workforce (including staff who 'prefer not to say'), a slight increase from last year's report. There has been an increase in the number of staff who have told us they prefer not to disclose this information, from 63 in last year's report to 74.

The workforce split by sexual orientation remains similar to last year. The majority (66.8%) of our workforce self-disclose as heterosexual, though this is a slight decrease (-0.8%) on last year (67.7%). Our workforce self-reporting as LGBTQIA+ (2.8%) is in line with the latest Census data [1] for our districts. In South Oxfordshire 2.4% and in Vale of White Horse 2.7%.

Table 8: Sexual orientation

Sexual Orientation	2022		2023	
	Number	%	Number	%
Heterosexual	360	67.7	385	66.8
LGBTQIA+	10	1.9	12	2.1
Prefer Not to Say	63	11.8	74	12.8
Prefer to Self-Describe	2	0.4	3	0.5
Unknown	97	18.2	102	17.7
<b>Total (known data%)</b>	<b>532 (81.8%)</b>		<b>576 (82.3%)</b>	

"[1] Note: The census data separates sexual orientation and Gender Identity, which may affect the comparability of our internal data. Additionally, the data collection methods within the 'MyView' Systems may differ from census procedures."

## Our workforce by grade

Table 9 shows the number of staff across the grading structure the councils operate broken down into age bands. Our casual workers are all ungraded, however we have added the number of casual workers in the respective age bands. The largest group of our workforce is in the 45-64 age group on grades 4-6 (112 staff) followed by 77 staff on the same grades in the 25-34 age group.

Table 9: Workforce by Grade

<b>Age Band</b>	<b>16-24</b>	<b>%</b>	<b>25-34</b>	<b>%</b>	<b>35-44</b>	<b>%</b>	<b>45-64</b>	<b>%</b>	<b>65+</b>	<b>%</b>
Grades 1-3 (105)	11	10.8	22	20.9	16	15.2	52	49.2	4	3.8
Grades 4-6 (266)	5	1.9	77	28.9	68	25.6	112	42.1	4	1.5
Grades 7-9 (145)			28	19.3	35	24.1	75	51.7	7	4.8
Grades 10+ (36)					7	19.4	28	77.8	1	2.7
Ungraded Casual (24)	9	37.5	4	16.7	1	4.2	10	41.7		

Table 10: Workforce by sex

Sex	Grade 1-3		Grade 4-6		Grade 7-9		Grade 10+	
	Count	%	Count	%	Count	%	Count	%
<b>Female</b>	63	60.0%	187	70.3%	91	62.7%	12	33.3%
<b>Male</b>	42	40.0%	79	29.7%	54	37.2%	24	66.6%

**Our workforce by grade and sex**

Table 10 shows that we continue to have a higher proportion of female staff than male across most of our salary grades. The exception being in grades 10+ where we have 66.6% male and 33.3% female. However, there is 50% female representation of the 4 most senior roles within the councils.

## Recruitment and Leavers

During 2022-2023, as shown in Table 11, 70 people left the councils. This figure is similar to the previous year when 79 left the councils. More than half of the leavers left due to a resignation.

As part of our workforce monitoring, we have been more proactive in capturing reasons for leavers and so this year we no longer have the category 'unknown' which is positive step. It has been identified that there is still improvement to be made within data collection and the wider People and Culture teams are working to identify improvements within this area.

Table 11: Leavers

Reason	Number	%
Better career prospects	1	1.4
Contract ended	12	17.1
Death in Service	1	1.4
Dismissal	2	2.9
Fixed-term contract ended	3	4.3
Redundancy	1	1.4
Resignation	39	55.7
Retirement	7	10
Unsuccessful Probation	1	1.4
<b>Total</b>	<b>70</b>	

## Our recruitment by ethnicity

During 2022-2023 we received 1,340 applications and appointed 26 external candidates to positions within the councils. As the number of appointments is a relatively small number statistical trends are difficult to draw, however from this data the appointment of White British candidates was greater than the overall percentage of applications received.

Table 12 – Recruitment Ethnicity

Ethnicity	Applications		Appointed	
	Count	%	Count	%
Asian/Asian British	175	13.1	0	0.0
Black/Black British/ Caribbean or African	135	10.1	4	15.4
Mixed or Multiple ethnic Groups	47	3.5	2	7.7
White	953	71.1	20	76.9
Other Ethnic Group	28	2.1	0	0
Prefer not to say	2	0.1	0	0
Total	1340		26	

## Our recruitment by religion or belief

As the number of appointments is a relatively small number statistical trends are difficult to draw, however from this data the appointment of candidates who declared having no religion was greater than the overall percentage of applications received.

Table 13 – Recruitment Religion/Belief

Religion/Belief	Applications		Appointed	
	Count	%	Count	%
Buddhist	8	0.6	0	0.0
Christian	522	38.9	11	42.3
Hindu	50	3.7	0	0.0
Jewish	5	0.4	0	0.0
Muslim	8	5.9	0	0.0
Sikh	10	0.8	0	0.0
Other	18	1.3	0	0.0
None	377	43.0	13	50.0
Prefer not to say	70	5.2	2	7.7
<b>Total</b>	<b>1340</b>		<b>26</b>	



## Our recruitment by sex, disability, and age

As the number of appointments is a relatively small number statistical trends are difficult to draw, however as shown in Table 14, we appointed more male candidates than the proportion of applicants compared to last year, where we appointed more female candidates compared to last year. None of the appointed candidates had declared a disability and the age profile of successful candidates did not follow those of our applicants. In terms of candidates who declare a disability at time of application and who meet the essential criteria for the post, will be offered an interview.

Table 14 – Recruitment by sex, disability, and age

	Applications		Appointed	
	Count	%	Count	%
<b>Sex</b>				
Female	784	58.5	13	50.0
Male	545	40.6	13	50.0
Prefer not to say	11	0.8	0	0.0
<b>Disability</b>				
No	1248	93.1	26	100.0
Yes	60	4.48	0	0.0
Unknown	32	2.4	0	0.0
<b>Age</b>				
16-24	115	8.6	2	7.7
25-34	428	31.9	12	46.2
35-44	407	30.4	6	23.1
45-54	380	28.4	6	23.1
65+	8	0.6	0	0.0
Prefer not to say	2	0.1	0	0.0

## Training

During 2022-2023, 259 employees accessed different training courses managed by the People & Culture team compared to 55 last year. The councils operate the LEAH platform which contains various training courses. Service specific training organised by and recorded within individual service areas is not included in this analysis.

## Summary

The councils' workforce data for 2022-2023 shows that:

- More than three fifths (63.9%) of our workforce are female and one third is male (36.1%).
- Just over half of our workforce (50.9%) is aged 45 or over.
- 5.0% of workforce have declared a disability compared to 4.1% last year.
- 76% of our workforce identify as White which is less than the combined average of our districts (92.7%).
- A third of our workforce (32.8%) identify their religion or belief as Christian which is lower than the profile of our districts (49.2%); just under a third of our workforce (28.6%) did not disclose or did not provide their religion and a just over a third (35.4%) stated they had no religion which is lower than the profile within our districts (41.4%).
- In terms of sexual orientation, 66.8% of our workforce identify as heterosexual and 2.5% identify as LGBTQIA+.
- Having reviewed the data, we recognise there are data gaps in the number of staff disclosing information in relation to some of the protected characteristics e.g., race, sexual orientation, religion, and disability. The team will continue to promote the importance of staff disclosing this information.

This is the thirteenth year that South Oxfordshire and Vale of White Horse District councils have produced an annual workforce report.

We will continue to develop and enhance working practices to promote and advance equality of opportunity and integrate fairness and equity into every aspect of our employment practices.