

## **Inclusion and Diversity Monitoring Report**

### **Purpose of Report**

1. To present the updated annual inclusion and diversity employment monitoring report. The council is required to produce this information annually as part of the Public Sector Equality Duty (PSED) in line with the Equality Act 2010.

### **Background**

2. In March 2020 Wiltshire Council published its [inclusion and diversity employment monitoring report 2018/19](#) on the Wiltshire Council website.
3. The council is required to publish the updated inclusion and diversity employment monitoring report for 2019/2020 by the 31 March 2021. The headcount figures in this report have been based on workforce data as at 1 October 2020 or, where monitoring information is reviewed over a year, the reference period used is 12 months up to 1 October 2020 (for recruitment, leavers etc). There is no set reference date for the collection of workforce data as there is for the gender pay gap.
4. This year the format for the report has been revised and includes a new info-graphic style format for presenting the data. It is hoped that the shorter and more visual style of the report will make it more accessible and engaging.
5. The report contains whole council workforce data and then a breakdown of this information by each of the protected characteristics where information is available. The headcount figures in this report are collected from the equality monitoring exercises which have been carried out annually over the last few years (detailed below in para. 12). Where figures are low for particular groups, the data has not been included where this might lead to individual staff being able to be identified or, where possible, has been aggregated to protect individual confidentiality.
6. This report previously contained some gender pay gap information in line with the requirements of the PSED, but this information is now contained in a separate gender pay gap report which is also being presented to this committee.
7. This year the council has produced figures for the ethnicity and disability pay gap for the first time and these are included in this report (pages 8 and 10) The government has carried out consultations on the potential requirement for organisations to produce ethnicity pay gap figures and the outcome is still awaited. This report also contains information on the council turnover rate, which is new to this report.
8. It is noted that some of the data in this report has been impacted by the Covid 19 pandemic. In particular, this can be seen in the recruitment figures which have significantly reduced in this report.
9. As part of our PSED, the council is required to publish equality objectives. The council has identified several service and workforce (HR) related equality objectives and these have been subject to public consultation and are regularly reviewed. The equality objectives are monitored by the corporate equality and inclusion steering group. Full details of the council's equality objectives and how these link to the Wiltshire Council business plan are set out on the [Wiltshire Council website](#).

10. Also, as part of our PSED the council is also required to publish data on service users. This information will continue to be collected and published by the executive office support team. These are available on the [Wiltshire Council website](#).

## Data Monitoring

11. Historically the council has collected, monitored and published data on sex, disability, ethnicity and age in relation to our current workforce, leavers and applicants for employment. The council now collects equalities monitoring on all the protected characteristics - this includes religion and belief; sexual orientation; marriage and civil partnerships; and gender reassignment. In addition, we also collect data on caring responsibilities.
12. Collecting this additional information has made our data more accurate and robust in terms of meeting the requirements of the PSED and will help to inform the work on the council's people strategy. Data collection also assists the council in assessing the impact of its policies and practices on different groups within the workforce and enables the council to identify and take positive steps to address gaps. Members of staff are asked to complete an equalities monitoring questionnaire to enable the collection of this data. Improving data collection forms part of the council's equality objectives.
13. The use of a regular equalities questionnaire to collect data has led to a reduction in the unstated figures over past years. There was a slight decrease in the number of applicants completing the equalities monitoring form as part of the recruitment process this year. Completing the equalities monitoring questionnaire is optional for staff and applicants. We will continue to review this and undertake equalities monitoring exercises periodically to ensure that we continue to improve our data gaps and the council continues to work on building an inclusive culture to create a working environment where staff and applicants feel confident to share their equalities data.
14. In general, the data contained in the report shows an increase in the number of staff who have provided us with equalities monitoring information and therefore a decrease in the unstated figures (data gaps). The report did see a reduction in the number of under 25's working for the council. The under 25's represent 5.54% of the workforce compared to 7.24% in the last report. It was noted that the recruitment figures have significantly reduced this year due to the response to the pandemic and financial restrictions and it is likely that the range of posts has also been impacted. The turnover rates for the under 25's are also higher than the council average. The council has set up a number of initiatives in relation to increasing the numbers of under 25's and this forms one of the council's equality objectives.
15. Two areas which we continue to monitor are BME recruitment and the percentage of females in the top salary band. The percentage of BME applicants increased slightly to 12.04% compared to 9.84% in the last report and appointments increased to 5.17% from 4.43% in the last report. This continues to be below the level of appointments which would be expected and the council will continue to monitor this and take action as required. The percentage of females in the top salary band has slightly decreased. Further information about remuneration for females in the top salary band is set out in the gender pay gap report which is presented as a separate report for this committee.
16. The council is committed to improving inclusion, diversity and accessibility, reducing our pay gaps and providing equality of opportunity for all. This has been identified as a priority under the Council's Organisational Recovery programme, with a workstream focused on strategic development of this area, and ensuring links are made between this and other workstreams under the programme.

17. Through this workstream the council is in the process of producing a new inclusion strategy which will include actions to improve inclusion, diversity and accessibility for all staff. Outcomes relating to this will be measured and will be reflected in future reports.
18. A focus of the workstream is on developing the positive actions outlined in the monitoring report, including the continued promotion and development of the three staff networks.
19. Inclusion has also been identified as a key element of 'Our identity' at the council and this reflects that inclusion and equality underpin the services which the council delivers to the community and sets out expectations about how all staff are expected to work to deliver our vision of building stronger communities.

#### **Environmental Impact of the Proposal**

20. None.

#### **Equalities Impact of the Proposal**

21. As set out in the report.

#### **Risk Assessment**

22. This is a statutory requirement to comply with the PSED.

#### **Options Considered**

23. None.

#### **Recommendation**

24. That the Committee note the contents of this report and that this information will be used to support the development of an action plan linked to the new Inclusion strategy

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**The following unpublished documents have been relied on in the preparation of this Report:** None