Inclusion and Diversity Employment Monitoring Report

2022

Wiltshire Council

Contents

Introduction

This report forms part of Wiltshire Council's requirement to publish workforce data to demonstrate our compliance with the Public Sector Equality Duty (PSED) and the Equality Act Equality Act (2010). The PSED places a specific duty on the council to publish information about its employees and service users broken down by relevant protected characteristic to show how the council is having due regard to:

- Eliminating discrimination, harassment, and victimisation

- Advancing equality of opportunity

- Fostering good relations between people

This report is based on all non-school workforce figures for 1 October 2021 or, where monitoring information is reviewed over a year, the reference period used is 12 months up to 1 October 2021 (for recruitment, leavers etc). The report does not include casual staff.

It is recognised that again this year the council has undertaken to work and provide its services during the coronavirus pandemic which may have continued to have an impact on some of the figures in this report.

Equality Objectives

As part of the public-sector equality duty the council is required to identify equality objectives for its workforce and service users. The objectives are reviewed regularly and have been subject to public consultation. The information set out in this report is used to identify and inform the council's equality objectives. Our objective in relation to the workforce is:

"Embed an inclusive workplace for all employees, ensuring a skilled and committed workforce that is fit for the future"

This is underpinned by the following outcomes:

1. A more robust workforce profile which informs our People Strategy and supports the Council in meeting the Public Sector Equality Duty
2. Improve our understanding about the Council's workforce to deliver improved outcomes for our customers
3. A reduction in the number of staff with protected characteristics saying that they have been a victim of bullying and/or harassment
4. A more representative workforce which supports our succession planning

Further details of the council's equality objectives can be found on the council website.

Inclusive workforce strategy 2021 - 2025

The council's Inclusive workforce strategy and action plan was informed by reviewing our policies and practices against the Local Government Equality Framework, and relevant data and insight on workforce demographics and from staff surveys. Our vision for the council is to be **"an inclusive organisation that reflects the diverse backgrounds of the communities we serve, where everyone is valued as an individual and where fairness and respect run through everything we do".**

Equality, Diversity, and Inclusion (EDI) steering group

To support the delivery of the Inclusive workforce strategy, we launched an EDI steering group, chaired by a director, to provide strategic oversight for programmes of work relating to EDI. The steering group has a representative from each directorate at Head of Service level.

Their aim is to act as a voice for inclusion both in the organisation and in the community; raising awareness and driving inclusive behaviours in their directorates, role model inclusive behaviour and provide strategic oversight and assurance for Wiltshire Council's programmes of work relating to:

- Ensuring the council's compliance with the Public Sector Equality Duty
- Agreeing the council's equality objectives (to be published every 4 years)
- Overseeing the delivery of the equality objectives and action plan
- Supporting the delivery of the council's Inclusion Strategy

Continuing Good Practice

The council is committed to continuing good practice in relation to creating an inclusive environment for all employees. We demonstrate this commitment via the following:

1. Supporting the work of the Staff networks

The council has four staff networks which staff can choose to join. The networks offer mutual support, raise awareness, and give advice on specific equality issues and act as a consultative voice to the council. The staff networks are:
- Carers and disability network
- Black and minority ethnic (BME) network
- LGBT+ (lesbian, gay, bisexual and trans) network (this is open to anyone working in the public sector, including the local authority area of Swindon).
- Women's staff network

2. Engaging with trade unions

We regularly engage with the trade unions via informal meetings and discussions and more formal meetings including the Joint Consultative Committee (JCC). Trade unions are regularly consulted on new and updated policies and projects, engaged in equality analysis panels, and take an active role as members of job evaluation panels.

3. Developing Human resource policies, processes, and systems

The council has a range of suitable policies which have been put in place to address equality concerns and support an inclusive workplace. HR policies and procedures are widely consulted on, written to comply with the Equality Act 2010 and other appropriate legislation and are also equality impact assessed.

This year the council has continued to apply a range of policies, toolkits, and guidance to support staff in response to the challenges brought by the Covid pandemic, including guidance to support staff with homeworking, caring responsibilities, and mental health support. We continue to have a much higher proportion of staff working from home, and the Council has developed and updated policies, processes, and guidance to support our workforce to continue to work in a more agile and effective way.

4. Having due regard and carrying out Equality Impact Assessments

Equality impact assessments are carried out to ensure that due regard is given to the aims of the general equality duty when we plan, deliver, and make decisions about the work of the council. Regular equality analysis panels are set up to consider the impact of new and modified policies and procedures on diversity and inclusion and the three general equality duties. Representatives from HR&OD, Executive Officer, trade

unions and members of our staff networks attend the panels to ensure a breadth of perspective to ensure any significant impacts identified.

Further information on Equality Analysis can be found on our website.

5. Benchmarking and sharing good practice

The council belongs to the South West Equalities Network (SWEN) and regularly attends meetings with colleagues from other local authorities to share information, benchmarking, and best practice.   We are also members of the Bath, Swindon & Wiltshire (BSW) NHS Partnership Integrated Care System EDI Leads Network and contributed to the system-wide inequalities conference.

We have delivered and continue to deliver several equalities events, working with multiple partners across the South West and beyond, including 18 private and public sector organisations.

Wiltshire Council is a lifetime partner of the inclusive job board Includability and has successfully gone through their 5-star verification process to become an Includability committed employer, demonstrating our commitment and achievements in the areas of Sustainability, Accessibility, Mental Health, Wellbeing and Diversity and Inclusion.

6. Training, education and awareness raising

We have developed an Inclusion and Diversity training offer which is mandatory for managers and have delivered the training to over 260 staff in 2021, both internal and external – including staff from across the NHS and other organisations.

We delivered EDI training to newly elected councillors and embedded I&D into our democratic decision-making process through Equality Impact Assessments for all major policy decisions, budget proposals and service plans.

We launched a formal Early Resolution Policy and Procedure and trained a cohort of staff in mediation skills.

We launched a pilot reverse mentoring programme with senior leaders being reverse mentored by members of the staff networks - supporting them to consider inclusion in new ways. We've had excellent feedback from all participants and have seen tangible positive change as a result such as senior leaders championing EDI and sharing experiences with their wider teams.

We produce an annual diversity calendar and send out regular communications to promote awareness of key dates and events in internal weekly communications and social media.

We continue to deliver campaigns for LGBTQ History Month, Women's History Month, PRIDE Month, Race Equality Week and National Inclusion Week etc.

We continue to organise (and support our networks in organising) regular events including one-off talks, webinars, and conferences – some of which are mentioned in the report.

Methodology

How we collect equality information

The monitoring information set out in this report has mainly been collected from the council's management information system (SAP), our recruitment system (Talentlink), and from monitoring information collected by HR&OD. The council also collects additional anonymous equality and diversity data through the staff engagement survey. During the last year the council conducted one wellbeing survey to understand the impact of the pandemic on our workforce.

An equality monitoring questionnaire was also sent out to provide staff with the opportunity to update their equality and diversity information and to help reduce any data gaps. The equalities monitoring questionnaire was supported with clear information about why we were collecting the information and how it would be used. Staff were encouraged to complete as much of the questionnaire as possible but could opt to state 'prefer not to say' if they did not feel comfortable sharing their information.

What data we collect

We collect data on all the protected characteristics in addition to caring responsibilities at different stages of the employee lifecycle. This enables the council to analyse and assess the impact of policies, procedures, practices, and decisions on specific groups and to identify where action is required to remedy any disadvantage and promote equality of opportunity for all.

Data gaps

The unstated figures in all areas have remained broadly the same for ethnicity but have increased across all other areas. This has meant that where the figures are low for particular groups the data has not been included or has been aggregated to protect individual confidentiality. The unstated figures have been inflated by staff recently TUPE'd into the Council, where only ethnicity data had been collected by their previous employer. The council will continue to seek to redress this gap in data and reduce the unstated figures by building confidence amongst staff in sharing this information.

Office for National Statistics (ONS)

The ONS undertook a new national census in 2021 with the results expected to be published and available for comparative use after March 2022). We will therefore need to compare Wiltshire Council's data to the 2011 Census for Wiltshire, whilst recognising that this data is out of date. We will re-evaluate our development plan and approach in line with the new Census data if there are significant changes.

What information is included in this report

This report sets out data based on the key areas of the employee lifecycle which the council currently monitors. These are:

- **Recruitment**: We monitor the protected characteristics of all applicants who apply for roles through our e-recruitment system and this report looks at the overall applications received, the number of shortlisted applicants and successful/appointed applicants. The council have continued to apply extra scrutiny on recruitment due to financial restrictions linked to the Covid pandemic.

- **Internal appointments and promotions**: We monitor applications for internal appointments and promotions. The information presented in this report relates to jobs advertised internally and includes

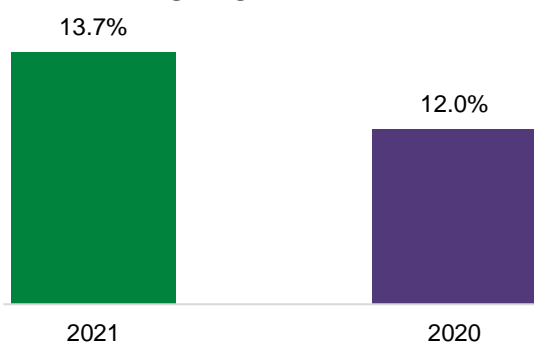all positions regardless of whether that job represents a promotion or a sideways move within the council.

- **Turnover and leaver information:** Turnover refers to the proportion of employees that leave within a specified period, expressed as a percentage of total workforce numbers. The report provides a breakdown of turnover rates by protected characteristics and compares this to the whole council turnover average. The report also includes information about the main reason for leaving employment for different protected characteristics (where known).

- **Disciplinary and grievance:** The report includes the number of staff that have raised a grievance or are the subject of a disciplinary procedure. The figures reflect the number of cases that resulted in a formal outcome and excludes cases which were not completed or resulted in informal or no action. Figures tend to vary from year to year and represent low numbers.

- **Remuneration:** The data contained in the report includes a breakdown of our pay grades against some of the protected characteristics to show the distribution of staff across the different pay grades. For ease of presentation, we have not included unstated figures in the charts. The council has also produced figures for the ethnicity pay gap and the disability pay gap in the ethnicity and disability sections. Our gender pay gap figures are covered in another report which can be found here.

- **Training:** The report includes attendance figures for the Wiltshire Leader programme which is a programme aimed at developing future leaders.

- **Actions:** The report includes information about the actions we have taken in the last twelve months to drive inclusion and some of the initiatives we will be implementing in the future.

The council also monitors data relating to formal requests for flexible working. However, due to the low numbers of flexible working requests this year, the data has not been included in this report due to data protection and the need to protect staff confidentiality.

ORGANISATIONAL OVERVIEW

The total headcount of staff in post as of 1 October 2021 has increased, mainly as a result of the TUPE in of leisure staff. The figures exclude our schools' workforce. The headcount figures used in this report are different to the gender pay gap report figures which are based on data taken at a different point in time.

TURNOVER RATE

13.7% — 2021
12.0% — 2020

HEADCOUNT BY PART-TIME AND FULL-TIME

2021: Full-Time, 54.4%; Part-Time, 45.6%
2020: Full-Time, 54.7%; Part-Time, 45.3%

PAY GRADES

Grade	2020	2021
N / O / Hay	8.2%	8.3%
L / M	10.5%	11.4%
J / K	17.4%	17.8%
H / I	25.5%	26.1%
F / G	15.0%	15.2%
D / E	15.9%	15.0%
B / C	7.6%	6.3%

■2020 ■2021
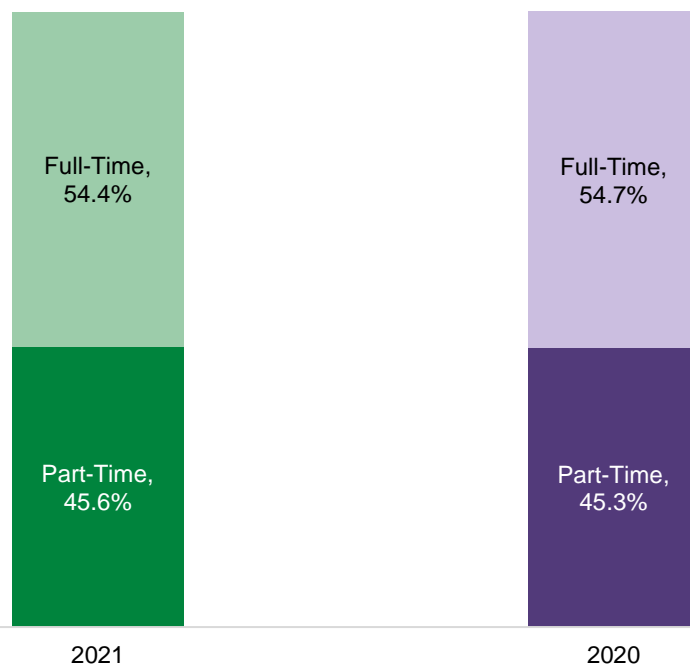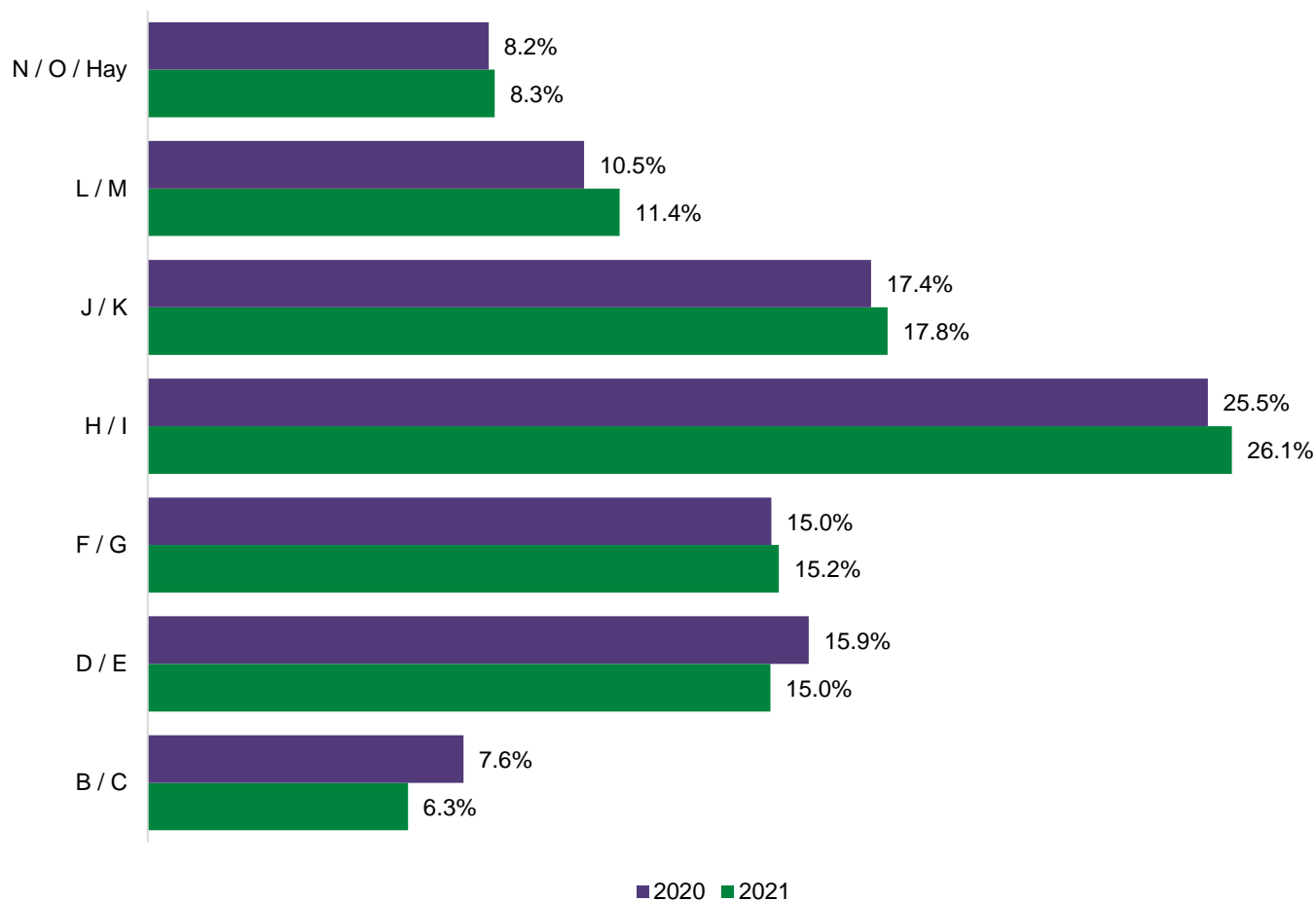
ETHNICITY

The figures from the Wiltshire census 2011 indicate that 3.56% of the working population in Wiltshire have a BME background. 3.7% of the workforce indicated that they have a BME background compared to 3.4% in 2020. This increase brings the council to above the Wiltshire census figure for the BME working population in Wiltshire.

94.1% of staff have disclosed their ethnicity. This is an improvement on the figures for 2020 where 93.4% of staff disclosed their ethnicity.

HEADCOUNT

White Other, 3.8%

Unstated, 5.9%

BME Combined Total, 3.7%

White British, 86.6%

Recruitment

A lower proportion of people appointed were BME and white other compared to the proportion of total applicants who were from those groups. For internal recruitment and promotions appointment of BME was higher than the proportion who applied.

TOTAL RECRUITMENT

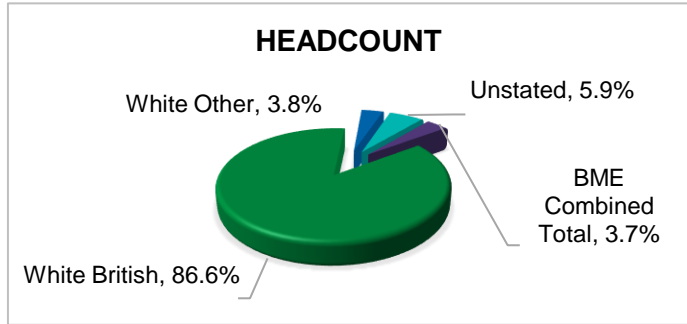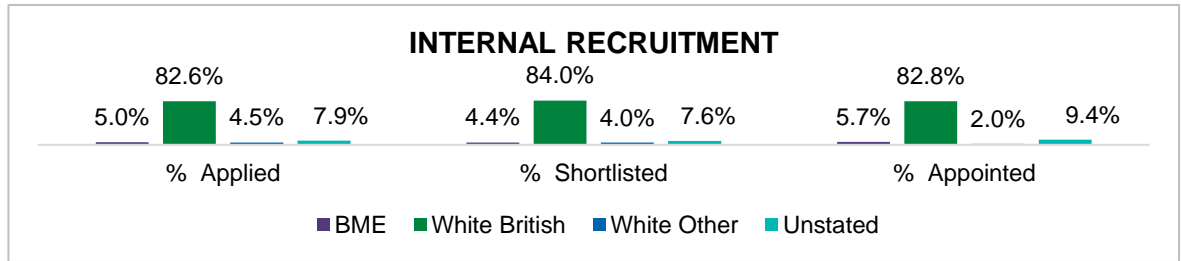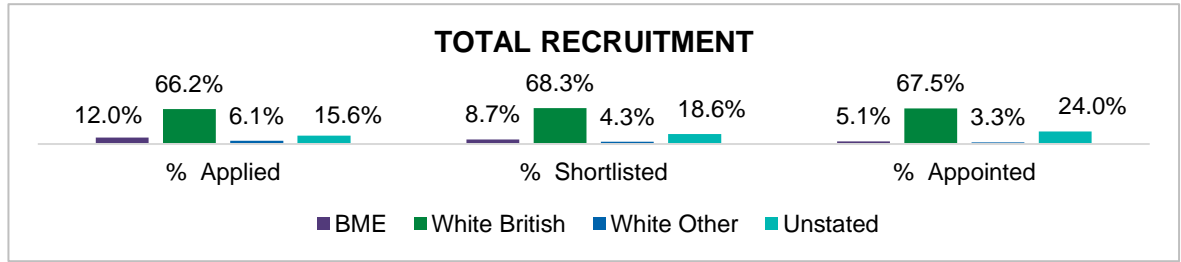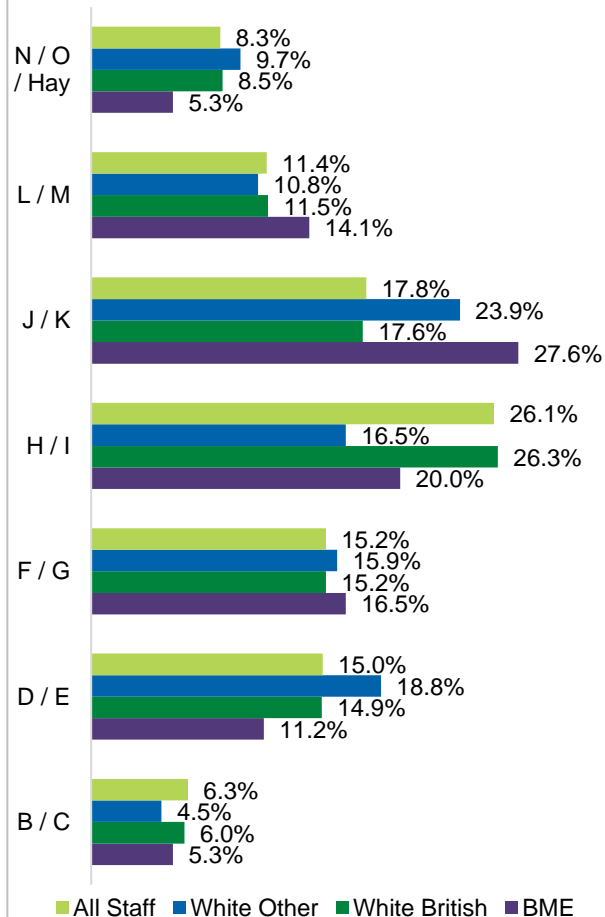|	% Applied	% Shortlisted	% Appointed
BME	12.0%	8.7%	5.1%
White British	66.2%	68.3%	67.5%
White Other	6.1%	4.3%	3.3%
Unstated	15.6%	18.6%	24.0%

INTERNAL RECRUITMENT

	% Applied	% Shortlisted	% Appointed
BME	5.0%	4.4%	5.7%
White British	82.6%	84.0%	82.8%
White Other	4.5%	4.0%	2.0%
Unstated	7.9%	7.6%	9.4%

PAY GRADE

Grade	All Staff	White Other	White British	BME
N / O / Hay	8.3%	9.7%	8.5%	5.3%
L / M	11.4%	10.8%	11.5%	14.1%
J / K	17.8%	23.9%	17.6%	27.6%
H / I	26.1%	16.5%	26.3%	20.0%
F / G	15.2%	15.9%	15.2%	16.5%
D / E	15.0%	18.8%	14.9%	11.2%
B / C	6.3%	4.5%	6.0%	5.3%

Remuneration, Pay Gap, and Pay Quartiles

The largest representational proportion of BME staff is concentrated in the salary grades H- K with representation between 20% - 27.6%.

The ethnicity pay gap is lower than the council's gender pay gap and has reduced significantly compared with last year, with the BME median hourly rate higher than the non BME median hourly rate. The ethnicity pay quartiles show an increase on last year, with a higher proportion of BME staff in the upper quartile.
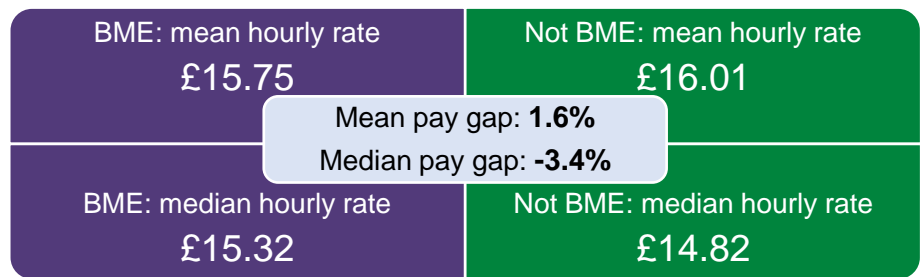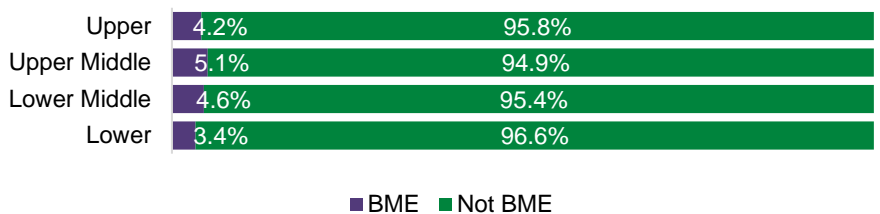
BME: mean hourly rate £15.75	Not BME: mean hourly rate £16.01
Mean pay gap: **1.6%** Median pay gap: **-3.4%**	
BME: median hourly rate £15.32	Not BME: median hourly rate £14.82

PAY QUARTILES

	BME	Not BME
Upper	4.2%	95.8%
Upper Middle	5.1%	94.9%
Lower Middle	4.6%	95.4%
Lower	3.4%	96.6%

LEADERSHIP PROGRAMME

White British 88.3%
White Other 4.9%
Unstated 3.6%
BME 3.1%

Wiltshire Leadership Programme Attendance

Participation in the Wiltshire leadership training by BME staff was 3.1% which is only about the same (only 0.1% difference) from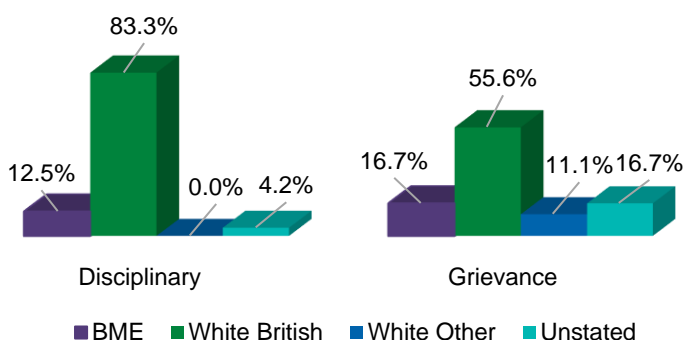 last year but still slightly lower than the workforce percentages of BME staff. There was an increase this year of White Other at 4.9% which is higher than the workforce percentages of this category of staff.

DISCIPLINARY AND GRIEVANCE CASES

Disciplinary: 12.5%, 83.3%, 0.0%, 4.2%
Grievance: 16.7%, 55.6%, 11.1%, 16.7%

■ BME ■ White British ■ White Other ■ Unstated

Disciplinary and Grievance Cases

16.7% of grievances were raised by BME staff in this period. 11.1% of grievances were raised by White Other members of staff and the proportion of disciplinaries for BME staff was 12.5%. All these figures are proportionally higher than the workforce figures for White Other and BME staff. The figures, however, represent small numbers.

Turnover and Leavers

The turnover rate for BME staff (16.7%) and white other staff (16.3%) are higher than the whole council turnover average (13.7%). This year's figures are higher than last year's of BME 14%, White Other 12.4% and the whole council turnover of 12%. The main reason for leaving for all groups, as in previous years, was resignation.

| BME 16.7%	White British 12.9%
Council turnover 13.7%	
White Other 16.3%	Unstated 21.5%
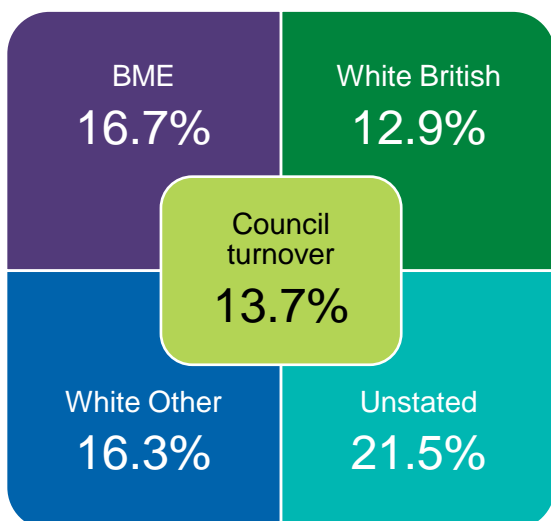
Actions

➤ We organised the South West's first regional partnership event for Black History Month in October 2021, with over 14 public and private sector partners (including the Civil Service) inviting prominent speakers. This was attended by over **2,200** people from all over the UK and the world.

➤ We supported the **BME Network** with talks on: 'Indirect racism', 'Refugee and Syrian Culture Awareness', 'Understanding Islam and Muslims, 'Ask us anything' session and 'Terminology: the language of race'. The network also supported staff affected by the racism following the Euro 2020 Finals and our Chief Executive sent out internal communications in solidarity with the England Men's Team.

➤ We organised a multi partnership event for Race Equality Week in February 2022, following on from the success of the Black History Month event.

➤ We will continue to encourage staff to disclose their ethnicity through messaging and via the BME staff network.

➤ We will continue supporting and promoting the BME staff network and awareness and education events.

DISABILITY

The figures from the Wiltshire census 2011 indicate that 10.63% of the working population have their day-to-day activities limited a little or a lot because of a health problem or disability.

9.4% of the workforce has declared a disability compared to 9.8% in last year's report. 80.6% of staff have disclosed whether they consider themselves to have a disability or not, compared to 85.4% in the last period.

Mental Health conditions made up the highest proportion of type of disability. This saw a rise from 14.4% to 19.4%.

HEADCOUNT

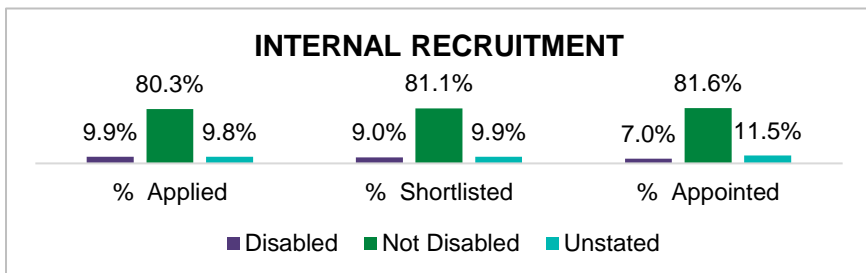Unstated, 19.4%

Disabled, 9.4%

Not Disabled, 71.2%
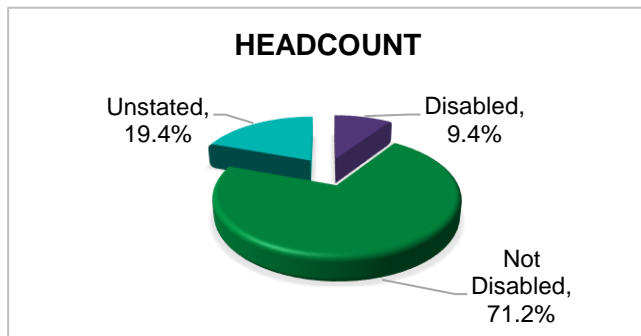
Total Recruitment

A slightly higher proportion of people appointed were disabled compared to the proportion of total applicants who were disabled, although the percentage appointed is slightly lower than last year's report of 6.2%.
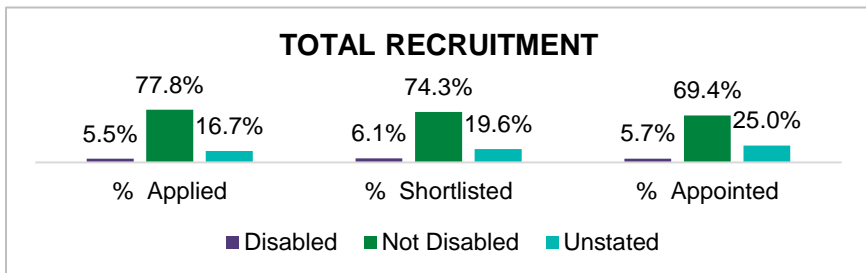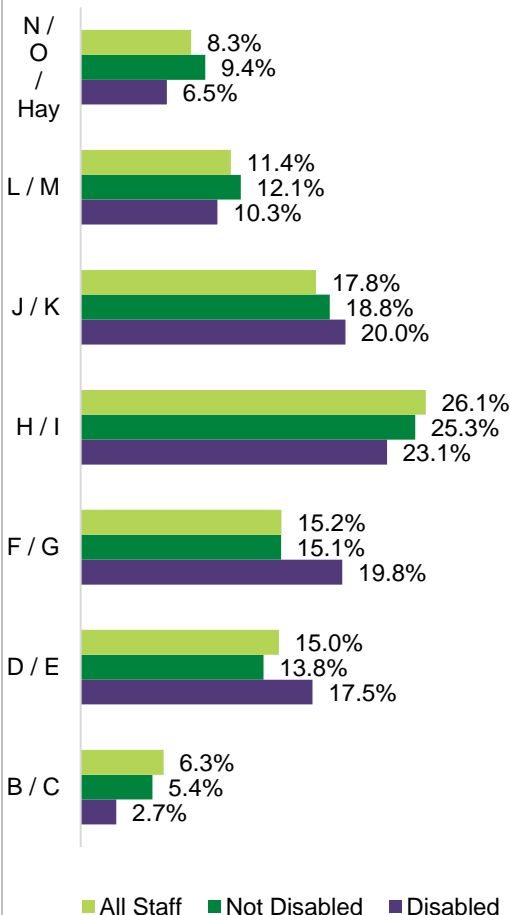
Internal Recruitment and Promotions

A lower proportion of people appointed internally were disabled compared to the proportion of total applicants who were disabled.
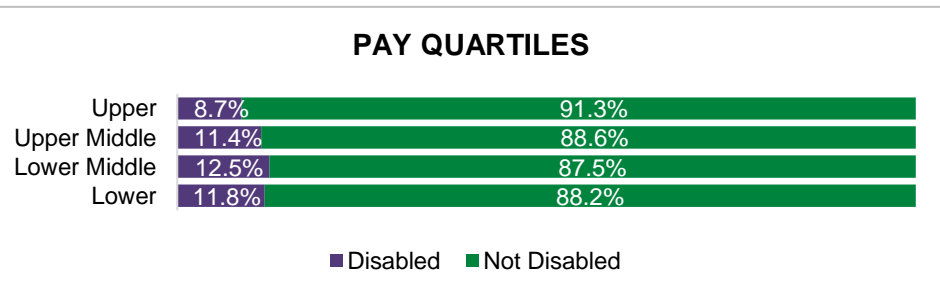
TOTAL RECRUITMENT

	% Applied	% Shortlisted	% Appointed
Disabled	5.5%	6.1%	5.7%
Not Disabled	77.8%	74.3%	69.4%
Unstated	16.7%	19.6%	25.0%

■ Disabled ■ Not Disabled ■ Unstated

INTERNAL RECRUITMENT

	% Applied	% Shortlisted	% Appointed
Disabled	9.9%	9.0%	7.0%
Not Disabled	80.3%	81.1%	81.6%
Unstated	9.8%	9.9%	11.5%

■ Disabled ■ Not Disabled ■ Unstated

PAY GRADE

	All Staff	Not Disabled	Disabled
N / O / Hay	8.3%	9.4%	6.5%
L / M	11.4%	12.1%	10.3%
J / K	17.8%	18.8%	20.0%
H / I	26.1%	25.3%	23.1%
F / G	15.2%	15.1%	19.8%
D / E	15.0%	13.8%	17.5%
B / C	6.3%	5.4%	2.7%

■ All Staff ■ Not Disabled ■ Disabled

Remuneration, Pay Gap, and Pay Quartiles

Staff with a disability are represented at all levels of the grading structure but are proportionally less represented in the highest and lowest grades. A higher proportion of disabled staff are in salary grade D-G

Both median and mean disability pay gaps have increased compared to 2020, when these averages were 1.0% and 3.0% respectively. The proportion of disabled staff in the upper quartile has increased compared to 2020 but is still lower than the overall proportion.
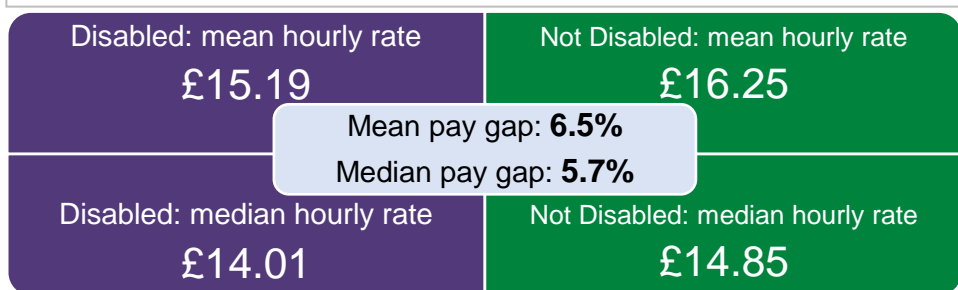
Disabled: mean hourly rate £15.19	Not Disabled: mean hourly rate £16.25
Mean pay gap: **6.5%** Median pay gap: **5.7%**	
Disabled: median hourly rate £14.01	Not Disabled: median hourly rate £14.85

PAY QUARTILES

	Disabled	Not Disabled
Upper	8.7%	91.3%
Upper Middle	11.4%	88.6%
Lower Middle	12.5%	87.5%
Lower	11.8%	88.2%

■ Disabled ■ Not Disabled

LEADERSHIP PROGRAMME

Not Disabled 80.3%
Unstated 7.6%
Disabled 12.1%

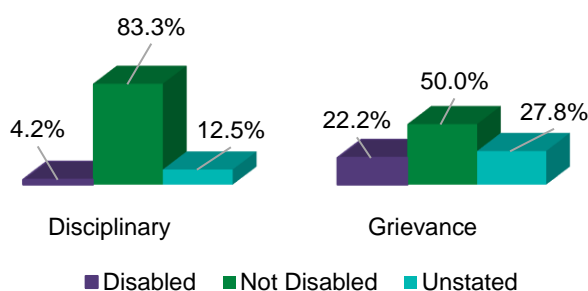**Wiltshire Leadership Programme Attendance**

Participation in the Wiltshire leadership training by disabled employees was 12.1% which is higher than the proportion of disabled employees in the workforce.

DISCIPLINARY AND GRIEVANCE CASES

Disciplinary: 4.2% / 83.3% / 12.5%
Grievance: 22.2% / 50.0% / 27.8%

■Disabled ■Not Disabled ■Unstated

Disciplinary and Grievance Cases

Disabled employees accounted for 22.2% of grievances and 4.2% of disciplinaries, compared to 17.6% and 10.0% in 2020. Whilst these vary from the proportion of disabled staff in the workforce (9.4%), the numbers of cases are low and this variation in a single year is not unusual.

Turnover and Leavers

The turnover rate for staff with a disability is 12.6% which is lower than the figure for all staff (13.7%). The main reasons for leaving for disabled employees was resignation followed by ill-health retirement.


Disabled 12.6%
Not Disabled 12.6%
Council turnover 13.7%
Unstated 19.1%
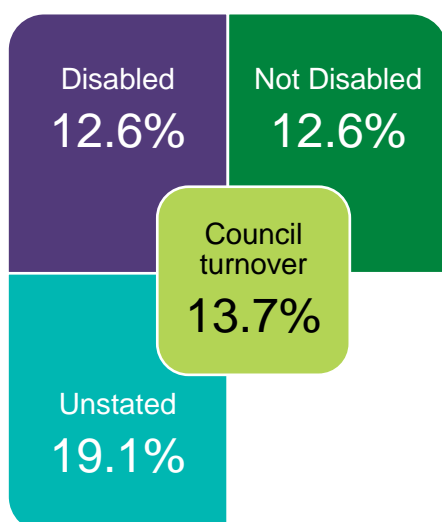
Actions

➢ We have supported the Disability Network to educate the workforce and raise awareness of disability issues, with talks on: 'Living with Autism', 'Working with Autism' and Hidden disabilities and conditions. The network also launched a support group for Neurodiverse staff.
➢ We launched a Hidden Disabilities e-learning module.
➢ We developed a pilot Mental Health and Wellbeing Advocates programme.
➢ We will continue offering a guaranteed interview to disabled applicants who meet the minimum criteria for the post as part of our Disability Confident employer status.
➢ We will continue to audit ourselves for accessibility and ensure we are meeting (and exceeding) the legal requirements for accessibility with regards to our workplaces and equipment, our websites, and all published materials.
➢ We will improve processes and initiatives which support the wellbeing of employees.
➢ We will continue to provide information and support on mental health through our confidential wellbeing help line; Flourish, our health and wellbeing website; and the provision of online and interactive courses such as personal resilience, stress management, mindfulness and managing anxiety.
➢ We will continue to provide an annual reasonable adjustment budget
➢ We will continue providing employees with access to counselling.
➢ We will continue to provide training to managers to support mental health conversations with staff.

SEX

The percentage of females is 73.9% and males 26.1% and these remain very similar to the figures in last year's report which were female 73.2% and male 26.8%. Staff were invited to self-describe their gender identity if they wished to. However, as the number of staff using this category was small, the figures only reflect gender (female/male) to maintain the confidentiality of staff. Across the workforce 52.7% of women and 25.6% of men work part-time.

HEADCOUNT

Male, 26.1%

Female, 73.9%
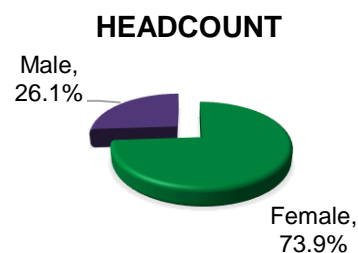
Total Recruitment

59.0% of applications received by the council were from female applicants and 26.8% were from male applicants and 14.3% didn't state. 60.3% of posts were filled by female applicants, with 16.4% filled by male applicants and 23.3% didn't state their sex.
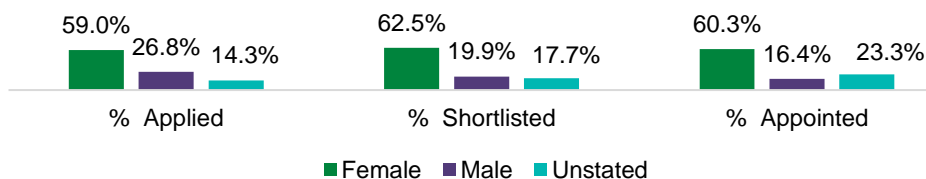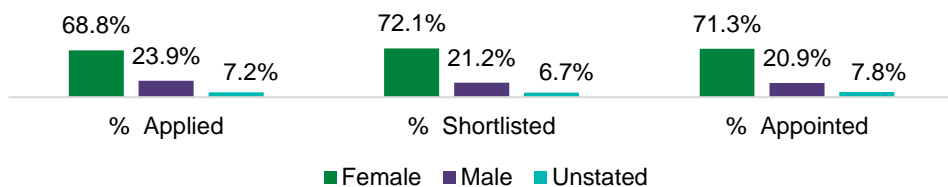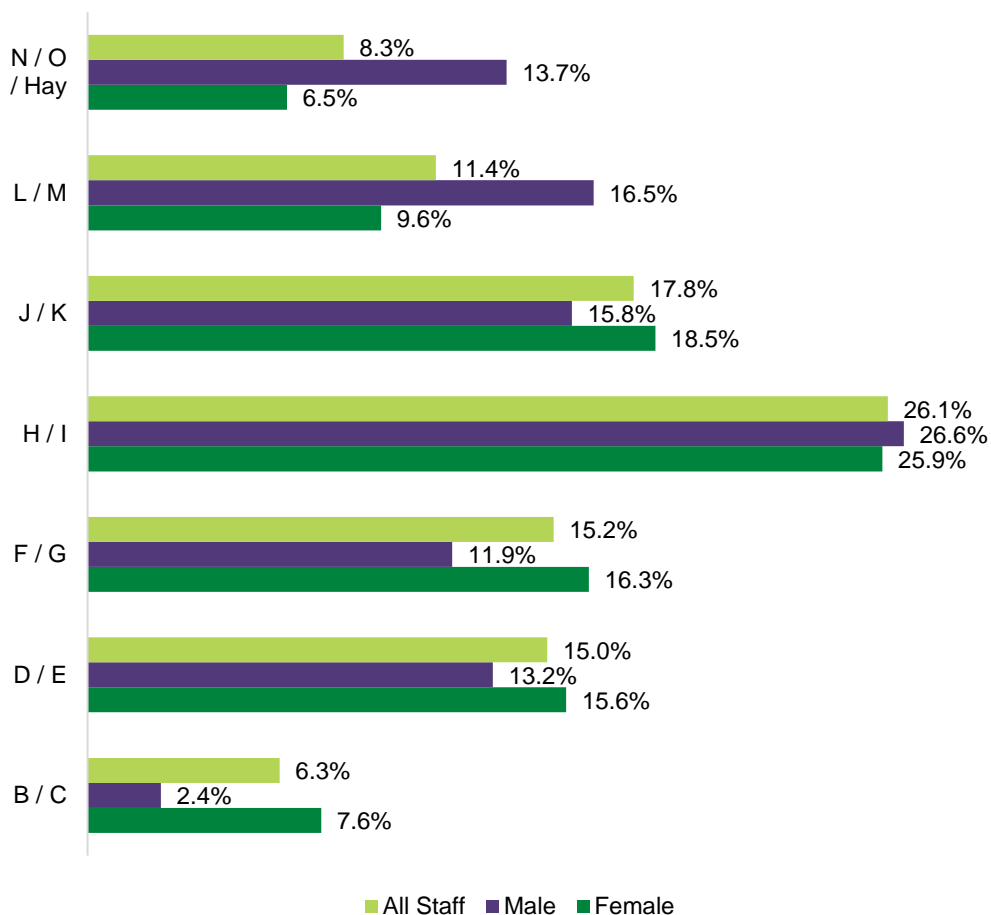
Internal Recruitment and Promotions

71.3% of internal appointments were female and 20.9% for male appointments. 7.8% were unstated.

TOTAL RECRUITMENT

	% Applied	% Shortlisted	% Appointed
Female	59.0%	62.5%	60.3%
Male	26.8%	19.9%	16.4%
Unstated	14.3%	17.7%	23.3%

■ Female ■ Male ■ Unstated

INTERNAL RECRUITMENT

	% Applied	% Shortlisted	% Appointed
Female	68.8%	72.1%	71.3%
Male	23.9%	21.2%	20.9%
Unstated	7.2%	6.7%	7.8%

■ Female ■ Male ■ Unstated

% GRADE BY SEX

Grade	All Staff	Male	Female
N / O / Hay	8.3%	13.7%	6.5%
L / M	11.4%	16.5%	9.6%
J / K	17.8%	15.8%	18.5%
H / I	26.1%	26.6%	25.9%
F / G	15.2%	11.9%	16.3%
D / E	15.0%	13.2%	15.6%
B / C	6.3%	2.4%	7.6%

■ All Staff ■ Male ■ Female

Remuneration

Part-time staff, both male and female, decrease in proportion in the higher grades in comparison to all staff. This means that full-time staff increase in the higher grades and male full-time staff increase more than female.

Gender Pay Gap

The council is required to report details of its gender pay gap. For further details please refer to our gender pay gap report. The council's gender pay gap remains lower than the national gender pay gap and gender pay gap for the public sector.
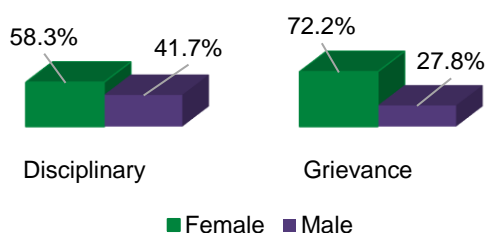
LEADERSHIP PROGRAMME

Male
18.8%

Female
81.2%

Wiltshire Leadership Programme Attendance

Participation in the Wiltshire leadership programme was 81.2% female and 18.8% for male staff which shows higher female participation compared to the overall female workforce figure.

DISCIPLINARY AND GRIEVANCE CASES

58.3%   41.7%

72.2%   27.8%

Disciplinary   Grievance

■ Female ■ Male

Disciplinary and Grievance Cases

The numbers of cases are low and variation from the proportion in the workforce in a single year is not unusual.

Turnover and Leavers

The turnover rate for female staff is 12.5% and the male turnover rate is higher at 17%. This higher % for male staff resulted from the closing of one of the council centres which had mainly male staff.

The main reasons for leaving were resignation followed by retirement.

Female
12.5%

Male
17.0%

Council turnover
13.7%
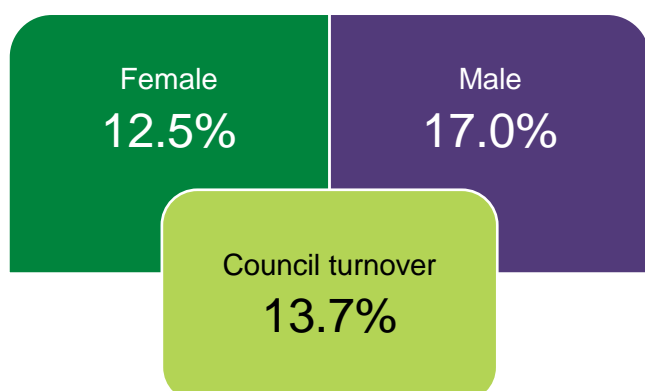
Actions

➢ We launched a new Women's staff network in 2021, which has since grown to have the most members out of all the networks. The network organised several talks for members on topics such as 'Working in a male dominated environment', 'Women working against each other', 'Raising the self-confidence of women', 'Women who inspire us' and Menopause sessions.

➢ We supported the Women's staff network with talks on International Women's Day and World Menopause Day.

➢ We have selected 2 female staff from services where they are underrepresented for the Bristol Stepping Up Diversity Leadership programme 2022.

➢ We produced Menopause guidance for our staff and schools' staff.

➢ We will continue promoting the use of flexible working options including job sharing, term time only and annualised hours.

AGE

The largest group within the workforce are in the age range 45 – 54, 27.1%.

Under 25's make up 6.8% of the workforce (an increase from 5.5% in 2020) and this compares to 14.14% in the working population of Wiltshire (Source: ONS Mid-Year Estimates 2019).
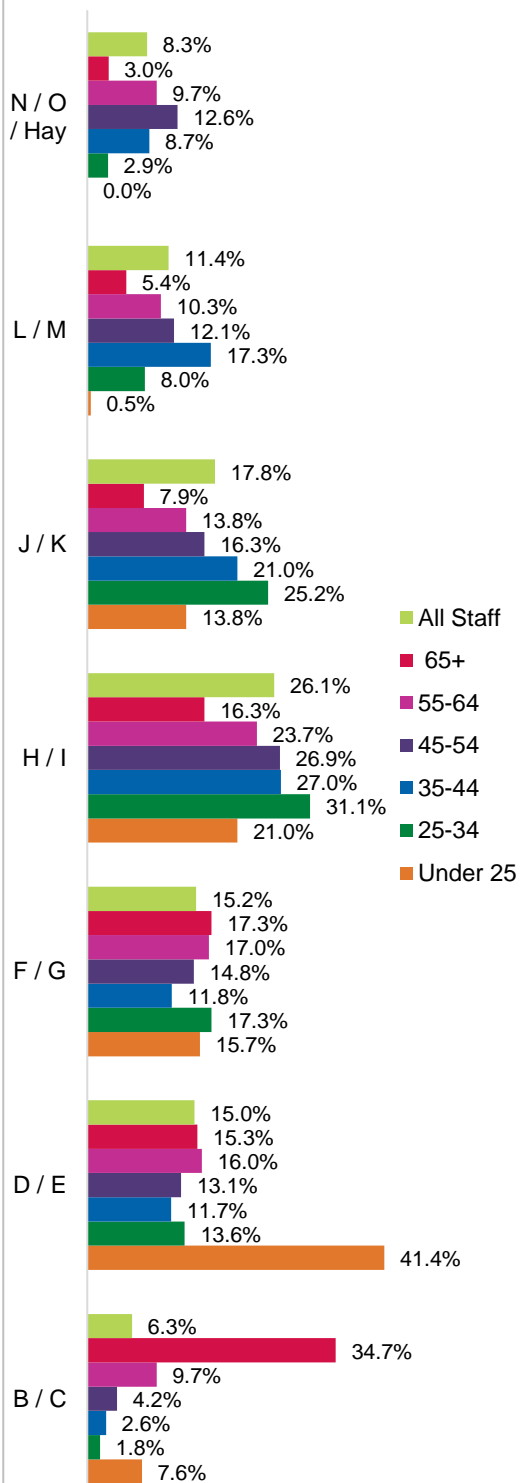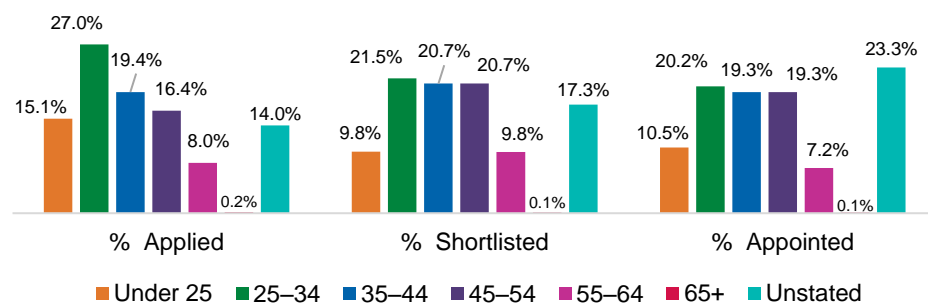
HEADCOUNT

Pie chart: 65+, 4.5%; Under 25, 6.8%; 25-34, 16.6%; 35-44, 22.9%; 45-54, 27.1%; 55-64, 22.1%

PAY GRADE

Bar chart with legend: All Staff, 65+, 55-64, 45-54, 35-44, 25-34, Under 25

N / O / Hay
- 8.3%
- 3.0%
- 9.7%
- 12.6%
- 8.7%
- 2.9%
- 0.0%

L / M
- 11.4%
- 5.4%
- 10.3%
- 12.1%
- 17.3%
- 8.0%
- 0.5%

J / K
- 17.8%
- 7.9%
- 13.8%
- 16.3%
- 21.0%
- 25.2%
- 13.8%

H / I
- 26.1%
- 16.3%
- 23.7%
- 26.9%
- 27.0%
- 31.1%
- 21.0%

F / G
- 15.2%
- 17.3%
- 17.0%
- 14.8%
- 11.8%
- 17.3%
- 15.7%

D / E
- 15.0%
- 15.3%
- 16.0%
- 13.1%
- 11.7%
- 13.6%
- 41.4%

B / C
- 6.3%
- 34.7%
- 9.7%
- 4.2%
- 2.6%
- 1.8%
- 7.6%
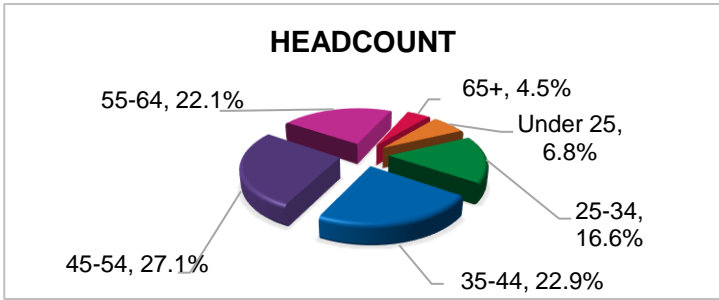
Remuneration

Staff representation is lower for the under 34's and over 65's in the highest salary scales. The largest proportion % of under 25-year-olds is concentrated in the D/E salary scales.

TOTAL RECRUITMENT

Bar chart, legend: Under 25, 25–34, 35–44, 45–54, 55–64, 65+, Unstated

% Applied: 15.1%, 27.0%, 19.4%, 16.4%, 8.0%, 0.2%, 14.0%
% Shortlisted: 9.8%, 21.5%, 20.7%, 20.7%, 9.8%, 0.1%, 17.3%
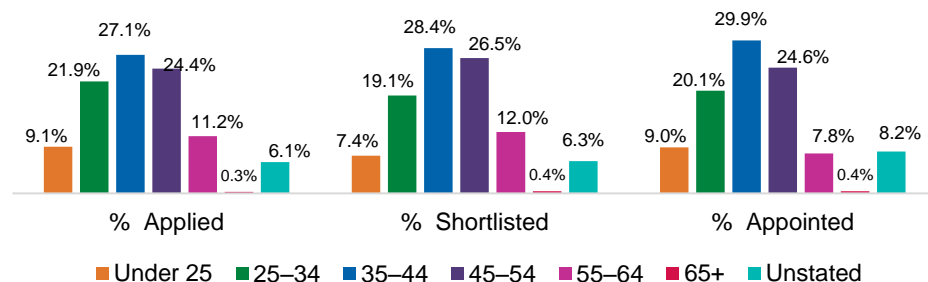**% Appointed**: 10.5%, 20.2%, 19.3%, 19.3%, 7.2%, 0.1%, 23.3%

Total Recruitment

There were very similar levels of applicants appointed across the age groups, 25-34, 35-44 and 45-54. With the highest number of applications received from the age group 25-34. The under 25's represented has increased this year to 10.5% from 8.8% in the previous year of all appointments. NB The percentage of applicants who are "unstated", especially for the appointed chart needs to be taken into account when reviewing this data.

Internal Recruitment and Promotions

Applicants in the age range of 35-44 are the highest in all data charts. Our workforce figures for the age group 55-64 of 22.1% and 65+ of 4.5% show that fewer staff in these age groups are applying for jobs.

INTERNAL RECRUITMENT
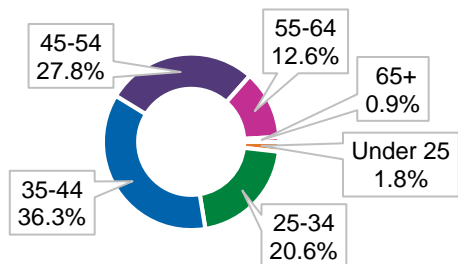
Bar chart, legend: Under 25, 25–34, 35–44, 45–54, 55–64, 65+, Unstated

% Applied: 9.1%, 21.9%, 27.1%, 24.4%, 11.2%, 0.3%, 6.1%
% Shortlisted: 7.4%, 19.1%, 28.4%, 26.5%, 12.0%, 0.4%, 6.3%
% Appointed: 9.0%, 20.1%, 29.9%, 24.6%, 7.8%, 0.4%, 8.2%

LEADERSHIP PROGRAMME

- 45-54: 27.8%
- 55-64: 12.6%
- 65+: 0.9%
- Under 25: 1.8%
- 25-34: 20.6%
- 35-44: 36.3%

Wiltshire Leadership Programme Attendance

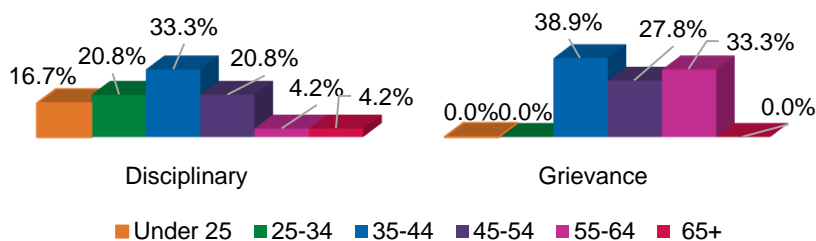Participation in the Wiltshire leadership training is highest in the 35 – 44 age range. The attendance figures are largely representative for most of the age bands but are low for under 25s and over 65s: 6.8% of the workforce are under 25, but they represented only 2% of the leadership programme attendants, whilst 4.5% of the workforce are 65 or above, and just 0.9% of the programme attendants were over 65.

DISCIPLINARY AND GRIEVANCE CASES

Disciplinary: 16.7%, 20.8%, 33.3%, 20.8%, 4.2%, 4.2%

Grievance: 0.0%, 0.0%, 38.9%, 27.8%, 33.3%, 0.0%

Legend: ■ Under 25 ■ 25-34 ■ 35-44 ■ 45-54 ■ 55-64 ■ 65+

Disciplinary and Grievance Cases

Disciplinary cases occurred amongst all age groups, there were no formal grievance cases amongst Under 35's or over 65's. With low numbers these percentages will vary from the workforce figures within a single year.

Turnover and Leavers

The turnover rate was highest for staff over 65 (36.8%) which is an increase from last year's figure for this age group of 23.3%.due to retirement. Staff under 25 have the next highest turnover at 24.6% which is only slightly higher than this age groups turnover rate last year. The main reason for leaving in under 25 group was resignation with highest reasons of re- location and other employment. The whole council turnover rate 13.7% has increased from last year's 12%.

- Under 25: 24.6%
- 65+: 36.8%
- 25 - 34: 15.5%
- Council turnover: 13.7%
- 55 - 64: 14.9%
- 35 - 44: 9.1%
- 45 - 54: 9.1%
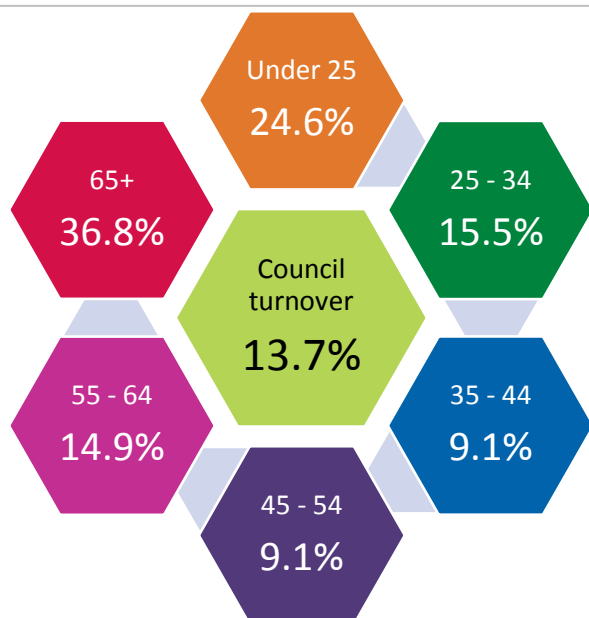
Actions

- ➢ Develop our employee brand to help attract the under 25's age group.

- ➢ Improving the engagement of under 25s through use of social media particularly in relation to recruitment.

- ➢ Increase the level of apprenticeships provision and work experience with a focus on increasing recruitment of under 25s.

- ➢ We will continue supporting employees who wish to continue working beyond the age of 65 through the provision of flexible retirement.
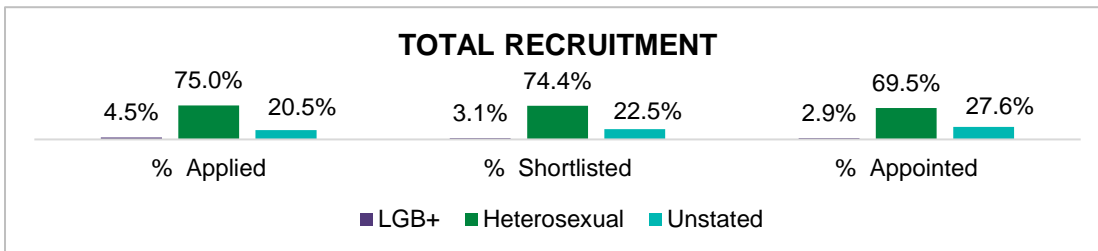
SEXUAL ORIENTATION

73.6% (compared to 75.3% in 2020) of employees have stated their sexual orientation. This figure remains relatively low, and this might reflect the sensitive nature of this data and that some staff may not want to provide it. The ONS latest data on sexual orientation 2019 for the UK indicates the following estimates for sexual orientation – heterosexual 93.7%, gay, lesbian, or bisexual 2.7% with Other 0,7%, Do not know/refuse to say 3.0%. Our workforce figures are slightly above the national average for the combined estimate for gay or lesbian and bi-sexual (LGB+ on our charts). Figures will only be included in reports where the number of staff expressing this is high enough to protect the confidentiality of staff.
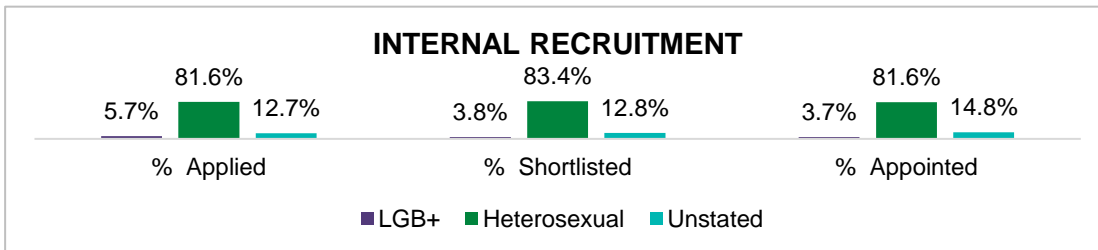
HEADCOUNT

Heterosexual 70.6%
Unstated 26.4%
LGB+ 3.0%
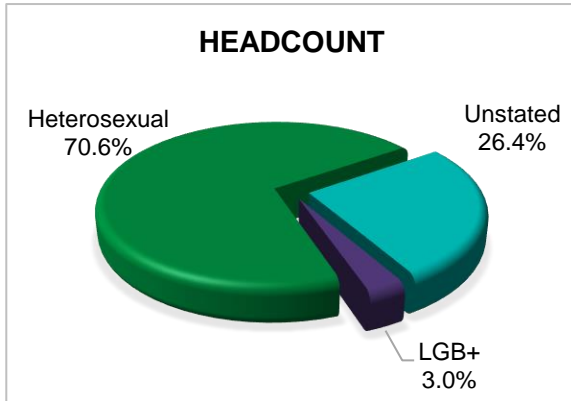
Recruitment

Recruitment figures indicate that the recruitment of LGB+ staff is broadly in line with the total for all staff.

TOTAL RECRUITMENT
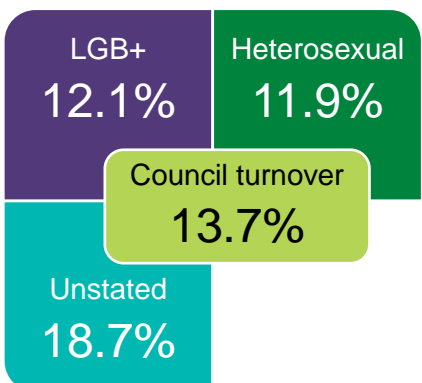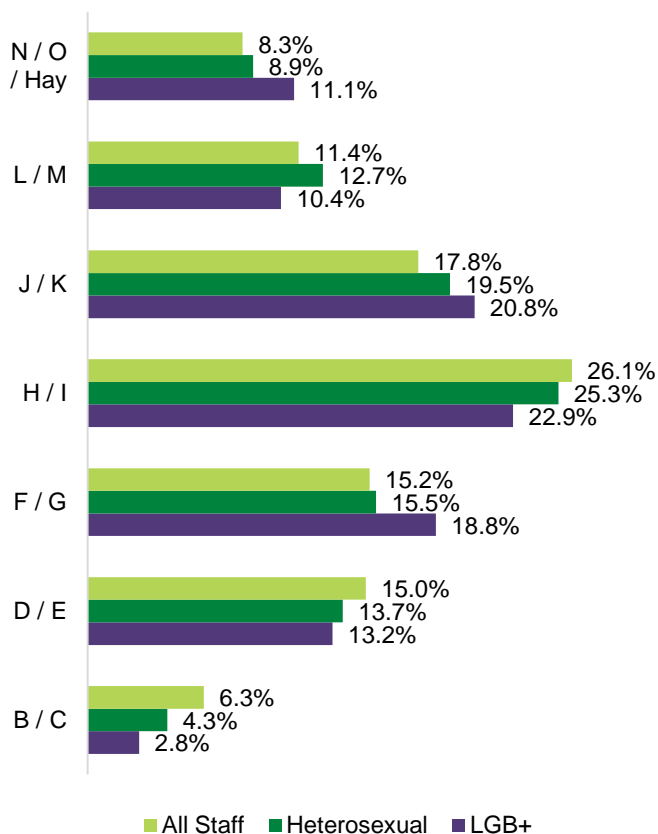
	% Applied	% Shortlisted	% Appointed
LGB+	4.5%	3.1%	2.9%
Heterosexual	75.0%	74.4%	69.5%
Unstated	20.5%	22.5%	27.6%

Remuneration

LGB+ staff are represented at all grades, including the highest salary grades.

INTERNAL RECRUITMENT

	% Applied	% Shortlisted	% Appointed
LGB+	5.7%	3.8%	3.7%
Heterosexual	81.6%	83.4%	81.6%
Unstated	12.7%	12.8%	14.8%

PAY GRADE

Grade	All Staff	Heterosexual	LGB+
N/O/Hay	8.3%	8.9%	11.1%
L/M	11.4%	12.7%	10.4%
J/K	17.8%	19.5%	20.8%
H/I	26.1%	25.3%	22.9%
F/G	15.2%	15.5%	18.8%
D/E	15.0%	13.7%	13.2%
B/C	6.3%	4.3%	2.8%

LGB+ 12.1% | Heterosexual 11.9% | Council turnover 13.7% | Unstated 18.7%

Turnover and Leavers

The turnover rate for LGB+ staff is slightly lower than the total workforce turnover rate at 13.7%.

Actions

➢ Celebrate LGBT+ history month with a flag raising ceremony
➢ Sharing stories and lived experiences off members of the LGBT+ community especially during LGBT+ History Month (February) and PRIDE Month (June) to raise awareness about the prejudices and struggles members of the community face.
➢ We updated the Transgender guidance
➢ We will continue to support the LGBT+ staff network.
➢ We will continue to encourage staff to disclose their sexual orientation and take steps to collect equality data

RELIGION AND BELIEF

73.7% (compared to 75.1% in 2020) of employees have stated their religion and belief. This figure remains relatively low, and this might reflect the sensitive nature of this data and that some staff may not want to provide it. We will continue to build staff confidence in providing data for this purpose and decreasing the unstated figure. Our data indicates that we have hi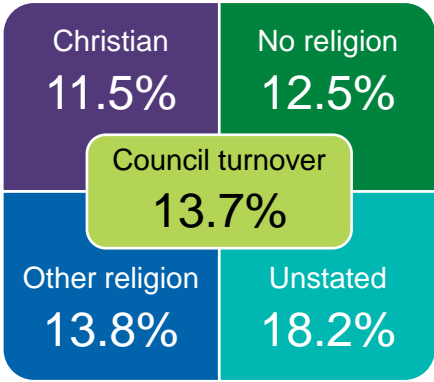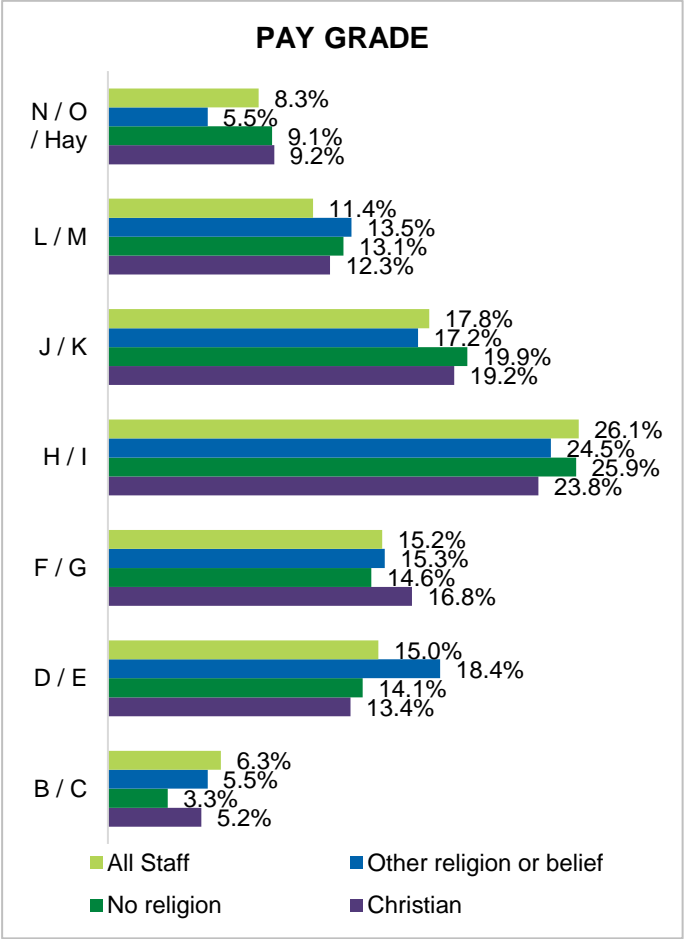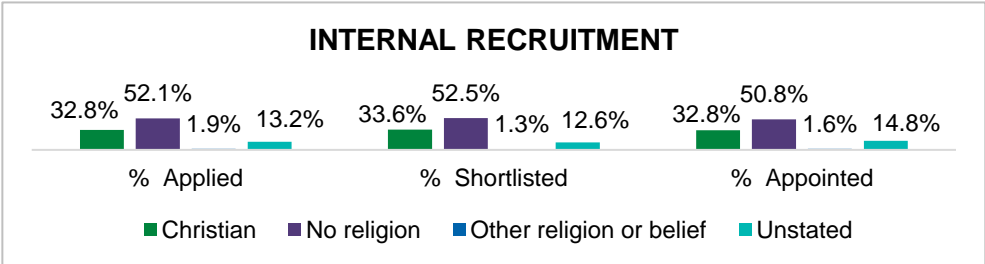gher percentages in comparison to the Wiltshire census data 2011 in relation to Buddhist, Christian, Muslim, and no religion. Low figures in some of categories have meant that we are not able to include all data due to confidentiality reasons.

HEADCOUNT

Christian 33.9%
Unstated 26.2%
Other religion or belief 3.4%
No religion 36.4%
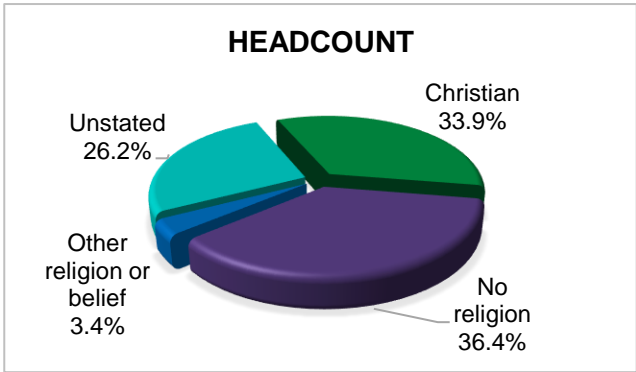
Recruitment

A lower proportion of people appointed were Christian and applicants from other religion or beliefs compare to the proportion of total applicants who were from those groups. NB the percentage of "unstated" needs to be taken into account.

TOTAL RECRUITMENT

	% Applied	% Shortlisted	% Appointed
Christian	30.3%	30.6%	28.4%
No religion	45.8%	43.8%	41.9%
Other religion or belief	3.8%	2.4%	1.6%
Unstated	20.2%	23.2%	28.1%
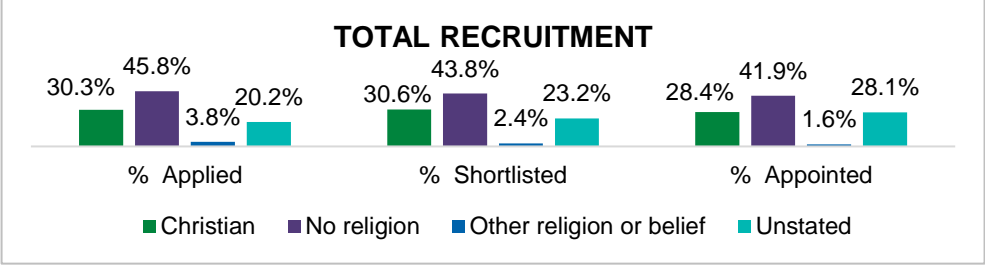
Remuneration

There is less representation of staff from 'other religion or beliefs' in the top pay grades.

INTERNAL RECRUITMENT

	% Applied	% Shortlisted	% Appointed
Christian	32.8%	33.6%	32.8%
No religion	52.1%	52.5%	50.8%
Other religion or belief	1.9%	1.3%	1.6%
Unstated	13.2%	12.6%	14.8%

PAY GRADE

N / O / Hay
- All Staff: 8.3%
- Other religion or belief: 5.5%
- No religion: 9.1%
- Christian: 9.2%

L / M
- All Staff: 11.4%
- Other religion or belief: 13.5%
- No religion: 13.1%
- Christian: 12.3%

J / K
- All Staff: 17.8%
- Other religion or belief: 17.2%
- No religion: 19.9%
- Christian: 19.2%

H / I
- All Staff: 26.1%
- Other religion or belief: 24.5%
- No religion: 25.9%
- Christian: 23.8%

F / G
- All Staff: 15.2%
- Other religion or belief: 15.3%
- No religion: 14.6%
- Christian: 16.8%

D / E
- All Staff: 15.0%
- Other religion or belief: 18.4%
- No religion: 14.1%
- Christian: 13.4%

B / C
- All Staff: 6.3%
- Other religion or belief: 5.5%
- No religion: 3.3%
- Christian: 5.2%

Legend: All Staff | Other religion or belief | No religion | Christian

| Christian 11.5%	No religion 12.5%
	Council turnover 13.7%	
Other religion 13.8%	Unstated 18.2%

Turnover and Leavers

The turnover rate for staff from 'Other religion or belief' was 13.8% which is almost equal to the total workforce at 13.7%.

Actions

➢ Continue providing quiet facilities for prayer where possible.
➢ Raising awareness and celebrating notable dates via our diversity calendar and through regular communications including on Social Media and internal communications.
➢ We also supported the **BME Network** with talks which covered religious diversity and tolerance, including 'Refugee and Syrian Culture Awareness', 'Understanding Islam and Muslims and 'Ask us anything' session.
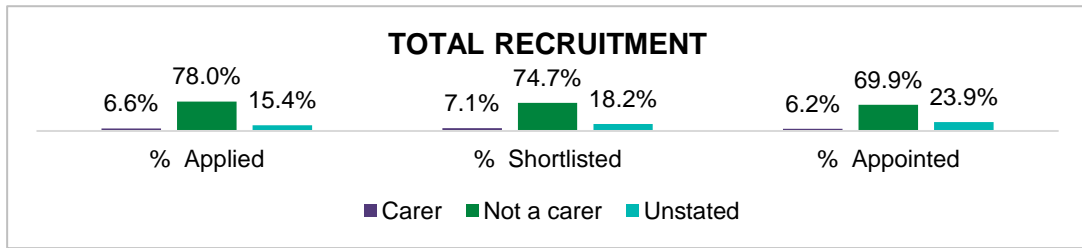
CARING RESPONSIBILITIES

The definition of unpaid caring responsibilities is giving help or support to family members, friends, neighbours, or others because of a long term physical or mental health or disability, or problems relating to old age. 14.7% (compared to 16.9% in 2020) of the workforce indicated that they had unpaid caring responsibilities, and this compares with 10.1% of the Wiltshire population in the 2011 census. 61.1% indicated that they had no unpaid caring responsibilities compared to 89.9% of the Wiltshire population in the 2011 census. 75.9% (compared to 77.0% in 2020) of employees have stated whether they have caring responsibilities. The figures are still relatively low, and this might reflect the sensitive nature of this data and that some staff may not want to provide this.
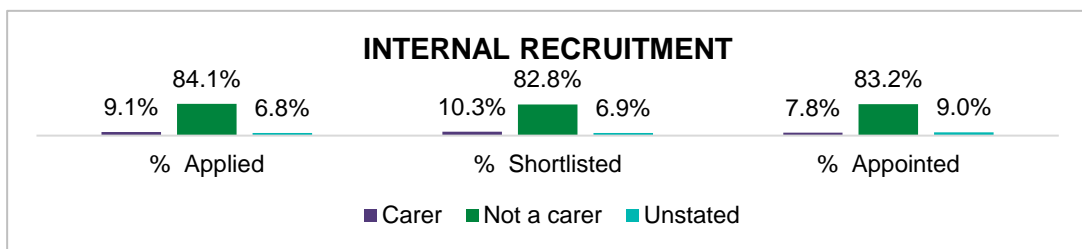
HEADCOUNT

Unstated 24.2%
Carer 14.7%
Not a carer 61.1%
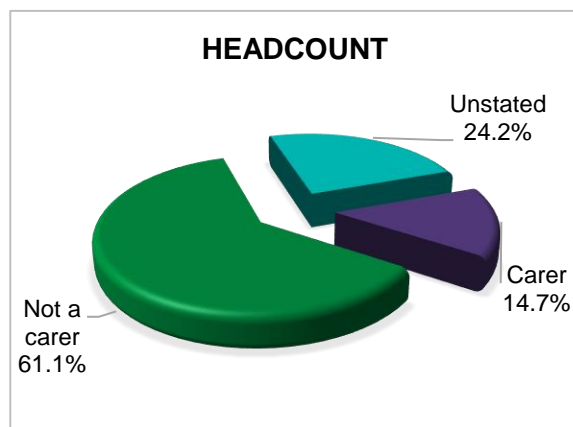
Recruitment

Internal recruitment figures indicate that staff with caring responsibilities were less successful at appointment than non-carers.
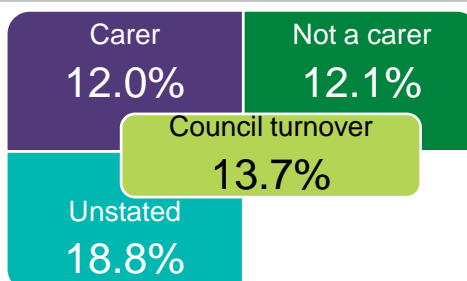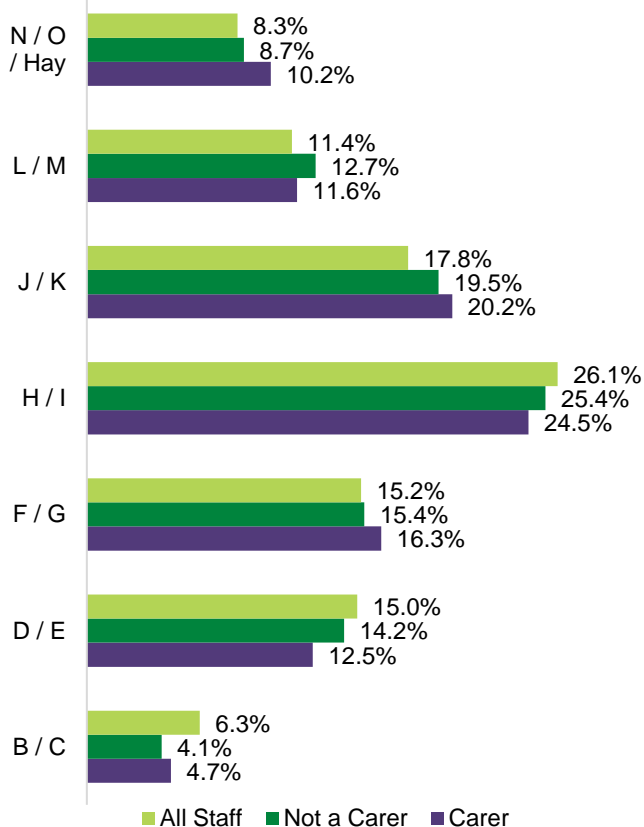
TOTAL RECRUITMENT

	% Applied	% Shortlisted	% Appointed
Carer	6.6%	7.1%	6.2%
Not a carer	78.0%	74.7%	69.9%
Unstated	15.4%	18.2%	23.9%

Carer ■ Not a carer ■ Unstated

Remuneration

Staff with caring responsibilities are represented at all grades, including the highest salary grades.

INTERNAL RECRUITMENT

	% Applied	% Shortlisted	% Appointed
Carer	9.1%	10.3%	7.8%
Not a carer	84.1%	82.8%	83.2%
Unstated	6.8%	6.9%	9.0%

■ Carer ■ Not a carer ■ Unstated

PAY GRADE

Grade	All Staff	Not a Carer	Carer
N / O / Hay	8.3%	8.7%	10.2%
L / M	11.4%	12.7%	11.6%
J / K	17.8%	19.5%	20.2%
H / I	26.1%	25.4%	24.5%
F / G	15.2%	15.4%	16.3%
D / E	15.0%	14.2%	12.5%
B / C	6.3%	4.1%	4.7%

■ All Staff ■ Not a Carer ■ Carer

Carer 12.0%
Not a carer 12.1%
Council turnover 13.7%
Unstated 18.8%

Turnover and Leavers

The turnover rate for carers is below the whole council average.

Actions

➢ Work in partnership with Carer Support Wiltshire to provide information and support to carers and managers.
➢ Promote support available to staff through the carers and disability staff network.
➢ Highlight specific support to staff who are carers during the pandemic.
➢ We will continue to build staff confidence to disclose information regarding their caring responsibilities and decrease the unstated figure.
➢ We will continue to support managers and staff who are carers though the provision of leave for carers, flexible working, and manager support and guidance.
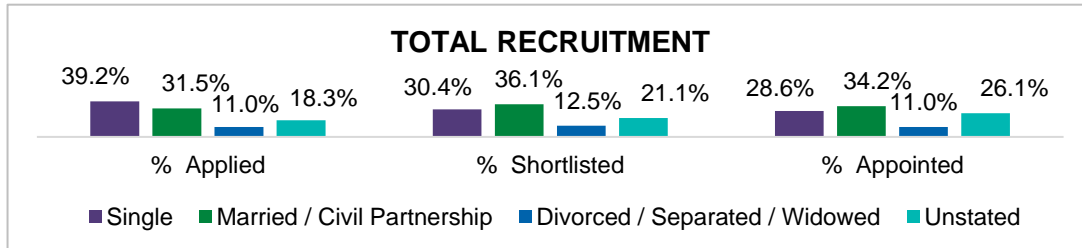
MARITAL STATUS

74.5% (compared to 76.1% in 2020) of employees have disclosed their marital status. The figures are broadly in line with the Wiltshire census data 2011 of:

- Divorced or formerly in a civil partnership which now legally dissolved 7.7%
- In a registered civil partnership 0.1%
- Married 43.2%
- Separated (but still legally married or still legally in a civil partnership) – 1.9%
- Single (never married or never registered a civil partnership – 22.1%
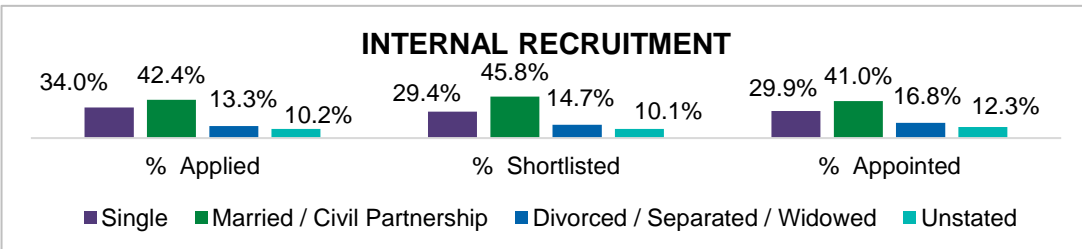- Widowed or surviving partner from a civil partnership – 5.6%.

HEADCOUNT

Unstated 25.5%
Single 21.1%
Divorced / Separated / Widowed 10.8%
Married / Civil partnership 42.5%
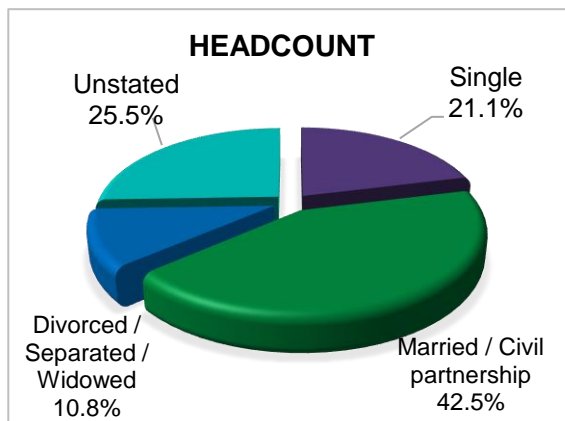
Recruitment

A slightly lower proportion of people appointed were single compared to the proportion of total applicants who were single.
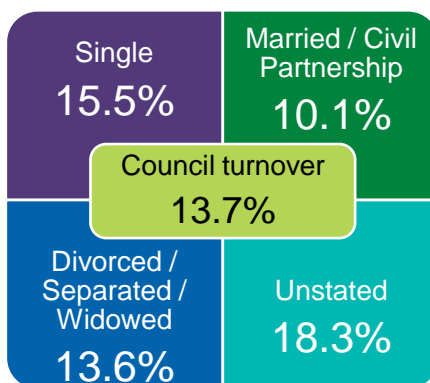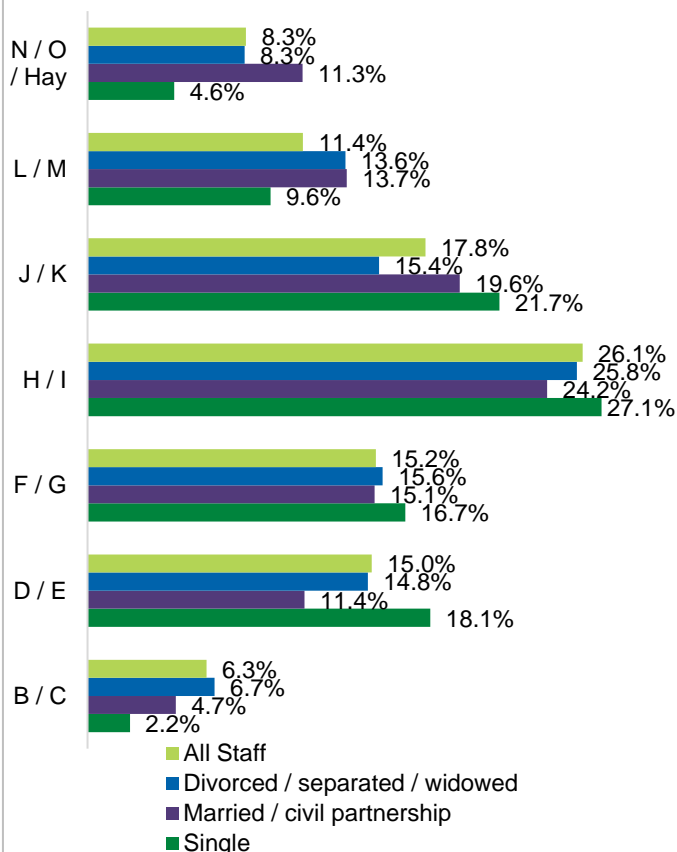
TOTAL RECRUITMENT

	% Applied	% Shortlisted	% Appointed
Single	39.2%	30.4%	28.6%
Married / Civil Partnership	31.5%	36.1%	34.2%
Divorced / Separated / Widowed	11.0%	12.5%	11.0%
Unstated	18.3%	21.1%	26.1%

Remuneration

Representation of staff who are single starts to decline considerably after grades J/K.

INTERNAL RECRUITMENT

	% Applied	% Shortlisted	% Appointed
Single	34.0%	29.4%	29.9%
Married / Civil Partnership	42.4%	45.8%	41.0%
Divorced / Separated / Widowed	13.3%	14.7%	16.8%
Unstated	10.2%	10.1%	12.3%

PAY GRADE

Grade	All Staff	Divorced / separated / widowed	Married / civil partnership	Single
N / O / Hay	8.3%	8.3%	11.3%	4.6%
L / M	11.4%	13.6%	13.7%	9.6%
J / K	17.8%	15.4%	19.6%	21.7%
H / I	26.1%	25.8%	24.2%	27.1%
F / G	15.2%	15.6%	15.1%	16.7%
D / E	15.0%	14.8%	11.4%	18.1%
B / C	6.3%	6.7%	4.7%	2.2%

Single 15.5%	Married / Civil Partnership 10.1%
Council turnover 13.7%	
Divorced / Separated / Widowed 13.6%	Unstated 18.3%

Turnover and Leavers

The turnover rate for single staff is higher than the whole council turnover rate.

MATERNITY

The council had 69 employees on maternity leave who returned or left during the period 1st October 2020 to 30th September 2021, of these employees, 65 returned to work after maternity leave and 4 people did not. The figures for the non-returners are low so a further breakdown for equality and statistical reporting has not been included.

The council offers a period of enhanced maternity pay to employees who return to work for a period of at least three months following maternity leave in line with the national local government scheme. The council also has a shared parental leave policy, ordinary parental leave policy and flexible working policy which can provide further flexibility.

Actions

We continue to offer a range of family friendly policies to support staff balance work and responsibilities outside of work including maternity leave, shared parental leave, adoption leave, maternity support and paternity leave, ordinary parental leave and carers leave.

GENDER IDENTITY

Our data has increased this year with 1.4% of the workforce stating the gender their identify with is not the same as their sex registered at birth compared to 0.7% in 2020.

The Gender Identity Research and Education Society (GIRES) estimate that 1% of the UK population has experienced some degree of gender non-conformity.

Actions

- ➢ Continue to build staff confidence to disclose information regarding their gender identity and gender re-assignment.
- ➢ Continue to engage with staff through the LGBT+ staff network to understand the needs of our transgender staff and raise awareness.
- ➢ We have launched new Trans guidance setting out the council's commitment to trans and non-binary employees and guidance on the transitioning process.

Further information

This document can be made available in a number of accessible formats. If you do need this information in an alternative format, or have any other queries, please contact us:

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