



Workforce Equalities Profile 2016

Corporate Services

January 2017

NB Percentages are used within the report so it is worth noting that in some cases some of the figures may not add up to 100% due to rounding variants of $\pm 0.1\%$.

INTRODUCTION

1. The Council is committed to promoting Equality and Diversity across all its services and continues to increase awareness, understanding and commitment throughout our organisation.
2. This report summarises key management information about the staff employed by the Council and provides breakdowns of the workforce profile by ethnicity, disability, gender, age, religion and belief and sexual orientation as at 5 January 2017. The data related to all employees working for the Council as at 5 January 2017.

EXPECTED EMPLOYMENT INFORMATION

3. Most of the following information is only available where members of staff and job applicants have chosen to provide it. Where numbers are fewer than 10 and there is a risk of an individual being identified the number is replaced by an asterisk.

EMPLOYEE'S ETHNICITY

4. St Albans City and District Council's workforce is made up of 8% of non-white ethnic groups, compared to 12% for the District resident profile and 12.8% of Hertfordshire County Council's workforce.

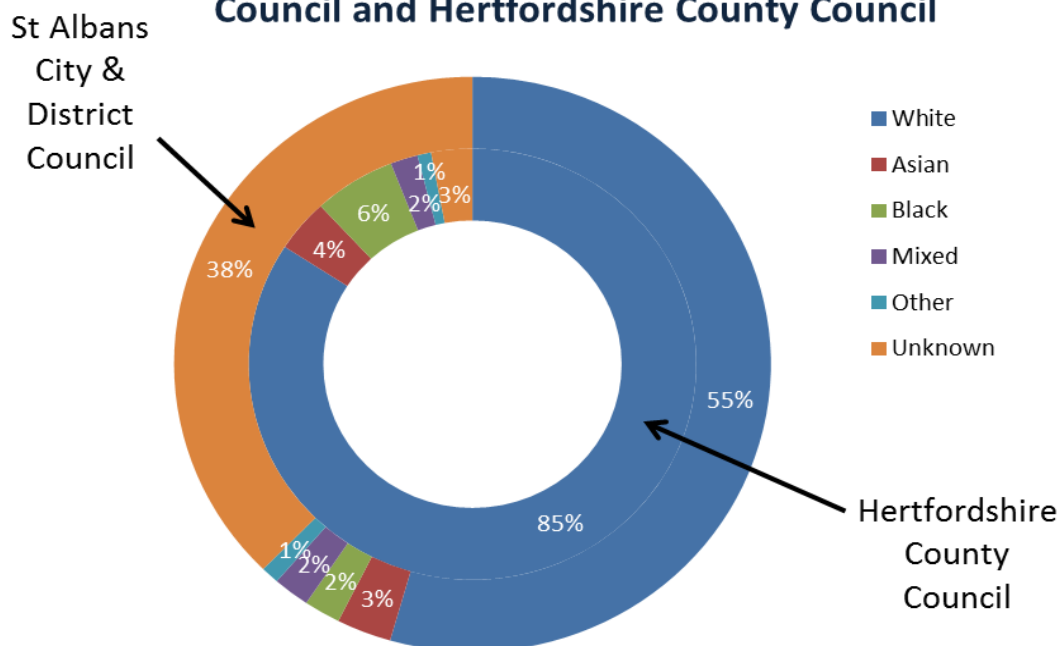
Description	St Albans District Council Staff		St Albans District Residents ¹	Hertfordshire County Council staff ²
	Headcount	%	%	%
White	227	55	88	85
Asian	12	3	6	4
Black	*	2	2	6
Mixed	*	2	3	2
Other	*	1	1	1
Unknown	155	38	-	3
TOTAL	410	100^	100	100^

* Removed due to a low number which may lead to disclosure of an individual's personal data

¹ Office for National Statistics, Ethnic Group, Census (2011)

² Hertfordshire County Council, Workforce Equalities Profile 2015/16

Ethnicity Profile - St Albans City & District Council and Hertfordshire County Council



EMPLOYEES' DISABILITY

5. St Albans City and District Council's workforce is made up of 6% disabled employees, which is in comparison to 5.7% for Hertfordshire County Council's workforce. The figure for the District resident profile is higher at 13%.

Description	St Albans District Council Staff		St Albans District Residents ³	Hertfordshire County Council ⁴ staff
	Headcount	%	%	%
Disabled	23	6	13	6
Not Disabled	227	55	87	90
Unknown	160	39	0	4
TOTAL	410	100	100	100

6. The Council is signed up to the Disability Confident Employer (which replaced the Disability Two Tick scheme), awarded by Jobcentre Plus in recognition of our ongoing commitment to take action to meet a number of commitments regarding the employment, retention, training and career development of disabled employees:
- to interview all disabled applicants who meet the essential minimum criteria for a job vacancy and consider them on their abilities;
 - to ensure there is a mechanism in place to discuss, at any time, but at least once a year, with disabled employees what can be done to make sure they can develop and use their abilities through our annual appraisal scheme;
 - to make every effort when employees become disabled to make sure they stay in employment by exploring options to make any reasonable adjustments through referral to Occupational Health regarding adjustments to working practices and

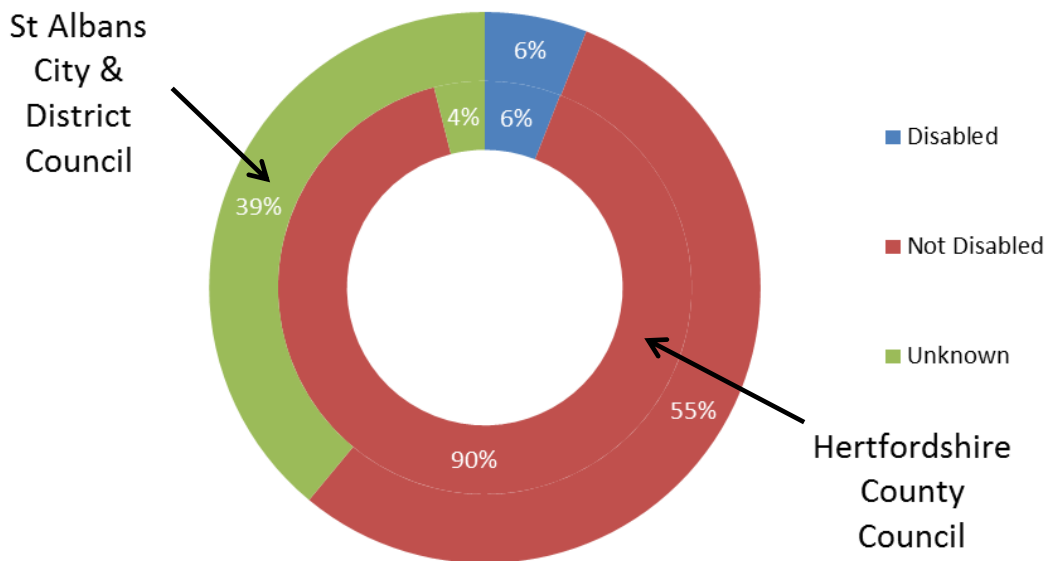
³ Office for National Statistics, Long-Term Health Problem or Disability, Census (2011)

⁴ Hertfordshire County Council, Workforce Equalities Profile 2015/16

workstations. This includes sourcing help and support through the Access to Work scheme, or similar;

- to take action to ensure that all employees develop the appropriate level of disability awareness needed to make these commitments work;
- each year to review the five commitments, what has been achieved, plan ways to improve on them and let employees and Jobcentre Plus know about progress and future plans. This is undertaken through our Business Service planning process and our “two-tick” reassessment process.

Disability Profile - St Albans City & District Council and Hertfordshire County Council



EMPLOYEES' GENDER

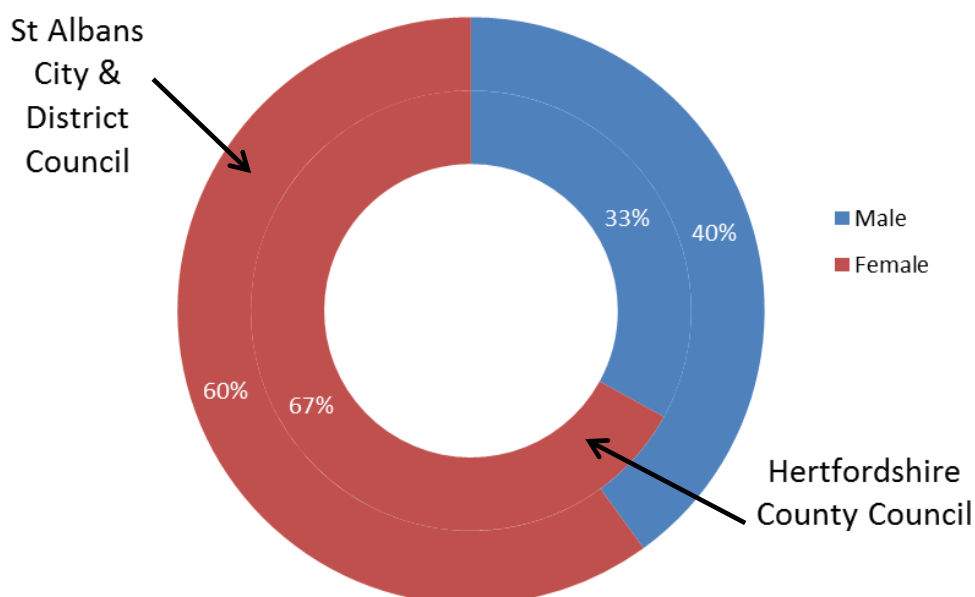
7. St Albans City and District Council’s workforce is made up of 40% of male and 60% female employees, in comparison to District resident profile of 49% male and 51% female. The comparator for Hertfordshire County Council’s is 33% male and 67% female.

Gender	St Albans Council Staff	District	St Albans Residents ⁵	District	Hertfordshire County Council staff ⁶
	Headcount	%	%	%	%
Male	164	40	49		33
Female	246	60	51		67
TOTAL	410	100	100		100

⁵ Nomis via ONS – Office for National Statistics; Annual Population Survey (2014-2015)

⁶ Hertfordshire County Council, Workforce Equalities Profile 2015/16

Gender Profile - St Albans City and District Council and Hertfordshire County Council



EMPLOYEES' AGE PROFILE

8. The average age of a Council employee is 44 which is a reduction in comparison to 47 in 2014/15. 32% of Council employees are aged between 45-54 years, in comparison to 18% for the District and 29.1% for Herts County Council. 23% of our employees are aged 55 or over in comparison to 34% for the District and 26%.4 for Herts County Council.
9. 7% of employees at the Council are aged between 16 and 24 years old. The Council provide a number of initiatives to attract young entrants to the local government service including:
- encouraging work experience placements through Herts Career Services and local schools and colleges.
 - offering apprenticeships in a number of service areas across the Council by converting vacant posts e.g. planning, revenues, human resources, customer services and housing;
 - offering graduate internships programme during the summer;
 - participation in the National Development Graduate Scheme for Local Government Officers (NGDP scheme);
 - offering trainee and graduate posts in areas where there are recruitment and retention difficulties e.g. Housing and Planning;

Age Bands	St Albans District Council Staff		St Albans District Residents ⁷	Hertfordshire County Council staff ⁸
	Numbers	%	%	%
16-24	27	7	11	5
25-34	69	17	16	18
35-44	89	22	20	21
45-54	133	32	18	29
55-64	85	21	14	22

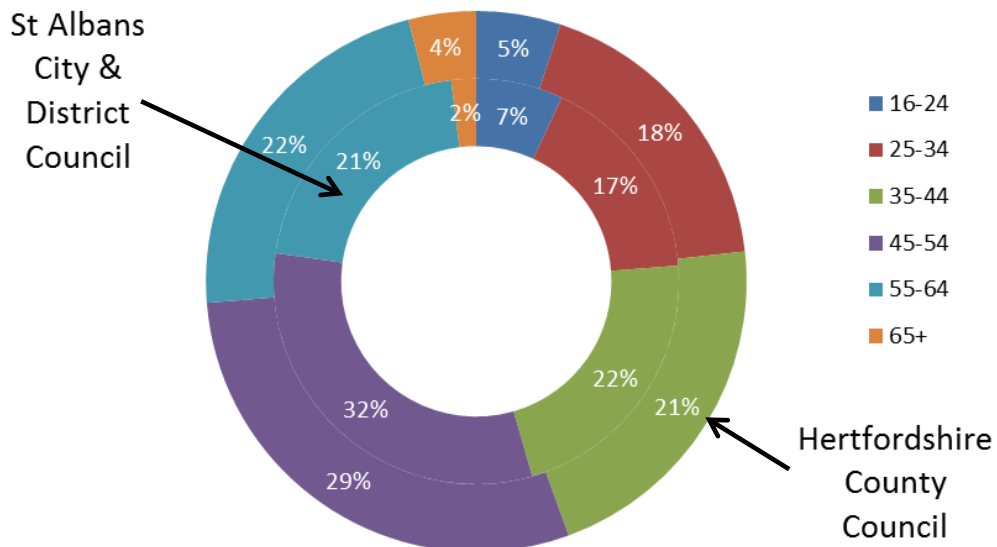
⁷ Office for National Statistics, Age, Census (2011) of work age residents.

⁸ Hertfordshire County Council, Workforce Equalities Profile 2015/16

65+	*	2	20	4
TOTAL	410	100^	^99	^100

* removed due to a low number which may lead to disclosure of an individual's personal data

Age Profile - St Albans City & District Council and Hertfordshire County Council

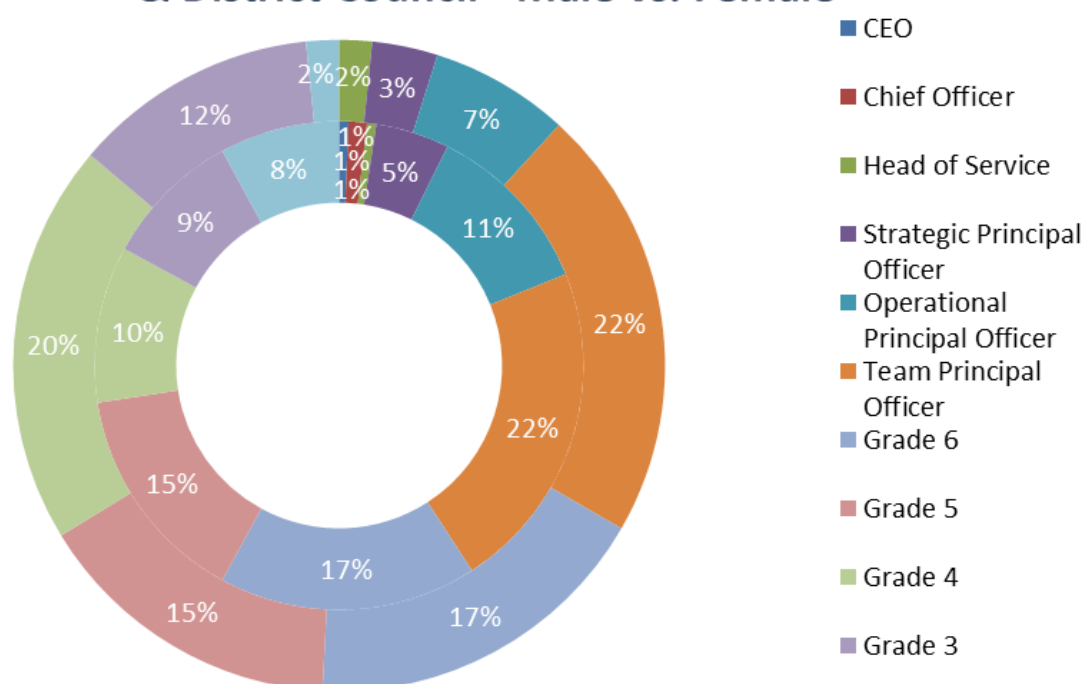


EMPLOYEES' PAY GRADES

- This Council's employee pay grades are detailed in our Pay Policy Statement on the Councils website: <http://www.stalbans.gov.uk/jobs-and-careers/paypolicy/>.
- A Breakdown of the Council's Employees by Grade and Gender is shown below.

Grade	Male	Female	Total	% of workforce
CEO	1	0	1	0
Chief Officer	2	0	2	0
Head of Service	1	4	5	1
Strategic Principal Officer	8	8	16	4
Operational Principal Officer	19	17	36	9
Team Principal Officer	36	53	89	22
Grade 6	28	43	71	17
Grade 5	24	38	62	15
Grade 4	17	49	66	16
Grade 3	15	30	45	11
Grade 2 and 1 and Apprentices	13	4	17	4
TOTAL	164	246	410	^100

Employee Pay Grades at St Albans City & District Council - Male vs. Female



EMPLOYEES' HOURS OF WORK - FULL OR PART TIME

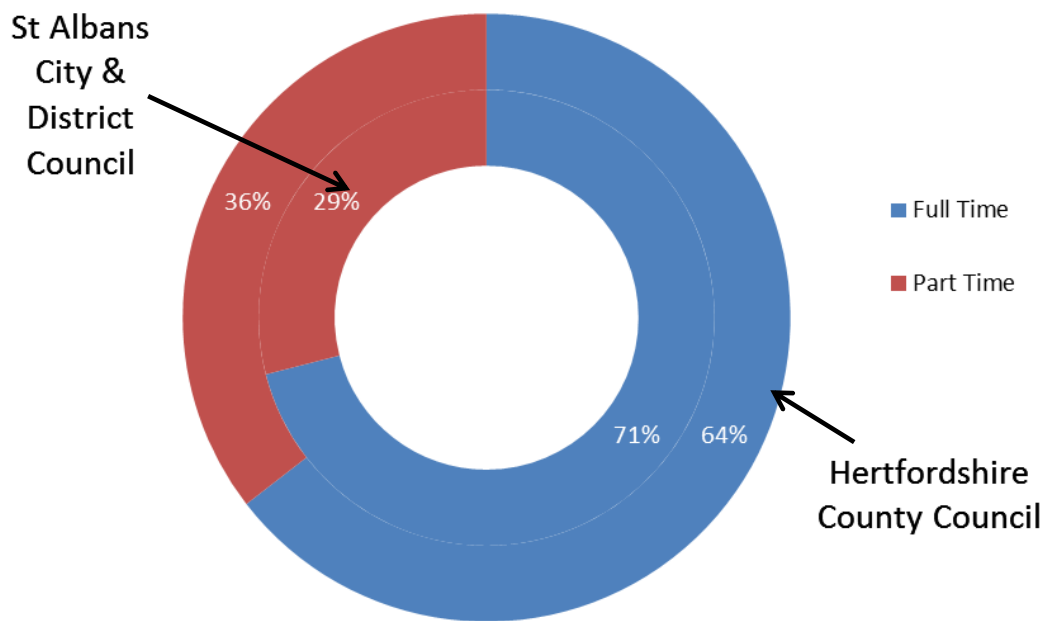
12.71% of all Council employees work full-time and 29% work part-time in comparison to 61% and 39% respectively for District residents and 64.5% and 35.5% for Herts County Council's workforce.

Description	St Albans Council Staff		St Albans District Residents ⁹	Hertfordshire County Council staff ¹⁰
	Headcount	%	%	%
Full-time	292	71	61	65
Part-time	118	29	39	36
TOTAL	410	100	100	100[^]

⁹ ONS Business Register and Employment Survey (2014)

¹⁰ Hertfordshire County Council, Workforce Equalities Profile 2014/15

Full or Part Time - St Albans City and District Council and Hertfordshire County Council



EMPLOYEES' SEXUAL ORIENTATION

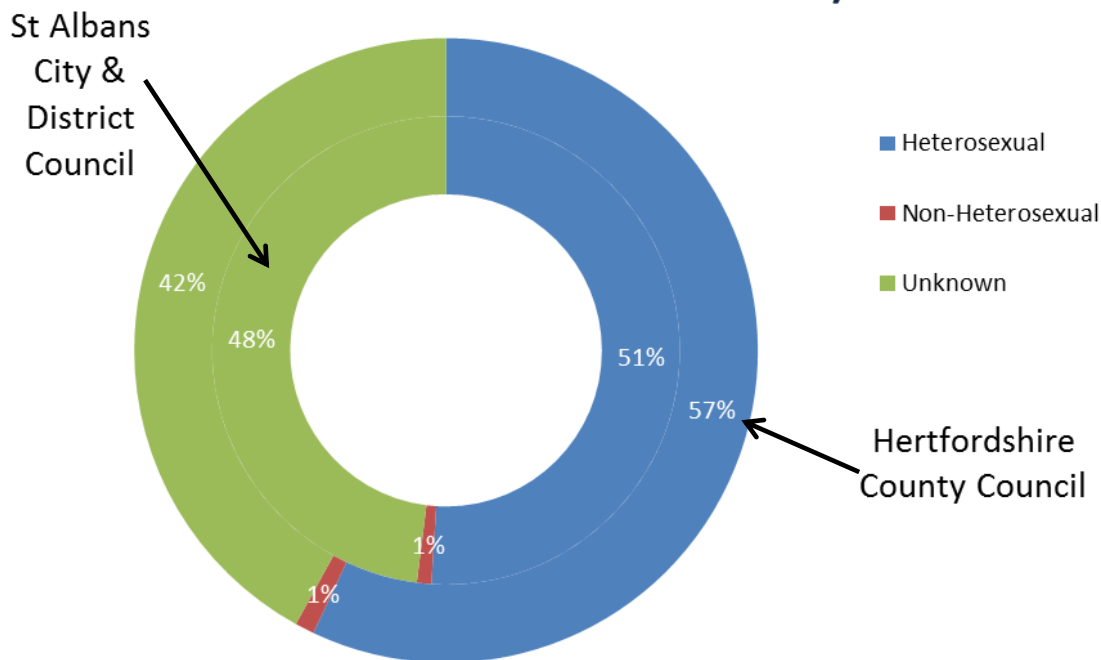
13. Though our Equal Opportunities Form is issued to all staff annually, employees are not obliged to offer information on the sexual orientation. As a result, a large proportion of the Council's workforce has not declared their sexual orientation. Based on the information provided, 51% of the council's employees are heterosexual, compared to 99% for the District resident profile and 56.8% of Herts County Council's workforce.

Description	St Albans District Council Staff		St Albans District Residents ¹¹	Hertfordshire County Council staff ¹²
	Headcount	%	%	%
Heterosexual	209	51	99	57
Non-Heterosexual	*	1	1	1
Unknown	196	48	-	42
TOTAL	410	100	100	100

¹¹ Office for National Statistics, Registered same-sex Civil Partnerships, Census (2011)

¹² Hertfordshire County Council, Workforce Equalities Profile 2015/16

Sexual Orientation Profile - St. Albans City & District Council and Hertfordshire County Council



EMPLOYEES' RELIGION AND BELIEF

14. At the Council 26.6% of employees are Christian as compared to the District profile which is 60% Christian and 54.8% of Herts County Council workforce. As with their sexual orientation, it is not compulsory that staff provided information regarding their religion. Because of this, 49% of the Council's workforce is Unknown as compared to the District which is 7% and Herts County Council workforce which is 7.2%.

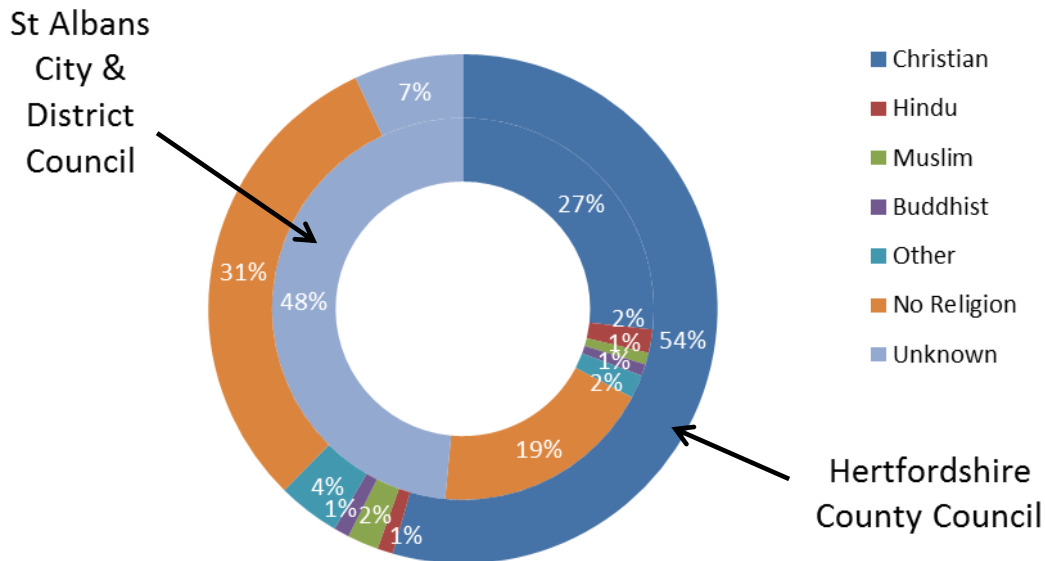
Description	St Albans Council Staff		St Albans District Residents ¹³	Hertfordshire County Council ¹⁴
	Headcount	%	%	%
Christian	109	27	60	55
Hindu	*	2	1	1
Muslim	*	1	4	2
Buddhist	*	1	1	1
Other	*	2	2	4
No Religion	79	19	26	31
Unknown	201	49	7	7
TOTAL	410	100	100[^]	100[^]

* Removed due to a low number which may lead to disclosure of an individual's personal data
[^] greater than 100% due to rounding

¹³ Office for National Statistics, Religion, Census (2011)

¹⁴ Hertfordshire County Council, Workforce Equalities Profile 2015/16

Religious Profile - St Albans City and District Council and Hertfordshire County Council



EMPLOYEES' ISSUES -TRANSGENDER STAFF

15. The employee's equalities questionnaire included a section aimed at gathering this information. However, employees chose not to complete this section of the form, therefore this information is not available. We will need to consider the best means of engaging with people in this protected group.

GENDER PAY GAP

16. The Council's Pay Policy is published on our website [here](#). It is updated on a regular basis. The most recent external Equal Pay Review was conducted in November 2015, and showed that the Council had a median gender pay gap of 14.6% in the year 2015/16. This is less than the 16% recorded in a similar review in 2011/12 and is also below the similar figure for the whole of the public sector, which was 19.1% (source ONS 2014 Annual Survey of Hours and Earnings). The Review also showed that the Council's average gender pay gap was 8%, down from 13.5% in 2011/12.
17. The Review attributed the gender pay gap to the unequal gender distribution across the pay grades. As shown above, women were more numerous in the lower paid grades and were absent from the top two grades (which only contain three people).
18. Government regulations regarding gender pay gap reporting will soon be changing. In August 2016, the Government published **Mandatory Gender Pay Gap Reporting – Public Sector Employers – Consultation Document**. This consultation paper sets out the current context for public sector organisations and what the Government intends to change. The Government intends to amend the Specific Duties Regulations in England to include a mandatory requirement for public bodies that are subject to these regulations, with 250 or more employees, to undertake gender pay gap reporting.
19. As of the 5th January, the government has not implemented any such regulations. St. Albans City and District Council are currently awaiting these final details and will carry

out a Pay Audit to cover statutory requirements and any other the Council feels appropriate to include.

20. The Report made a number of recommendations to address the gender pay gap and the Council has implemented the following measures:

- the appraisal system has been reviewed
- a coaching scheme has been introduced
- a talent management programme has been introduced
- succession planning is in place with individual training to support career development
- flexible working is available for all grades, subject to business needs

21. As of 31st March 2016, the lowest paid Council employee is on an annual salary of £16,804 per annum inclusive. The ratio between the highest paid employee and the median pay figure is 1:4.

OCCUPATIONAL SEGREGATION

22. The external Equal Pay Review referred to above showed that during 2015/16 the majority of the Council's work force was female and that women were in the majority in the most populated and lowest paid grades (except the very lowest grade). There is also data on this shown above.

23. Women were only in the majority in one of the five most highly paid grades, however these grades contained relatively small numbers of people e.g. the three highest grades contain only eight people.

GRIEVANCES

24. One formal grievance was received in 2015/16 from a female member of staff. Further information cannot be provided as this might risk identifying the individual.

DISMISSALS

25. There was one dismissal in 2015/16, male. Further information cannot be provided as this might risk identifying the individual.

COMPLAINTS ABOUT DISCRIMINATION AND OTHER PROHIBITED CONDUCT FROM STAFF

26. There were no complaints of discrimination during 2015/16.

ENGAGEMENT WITH STAFF AND TRADE UNIONS

27. The Council has mechanisms to build and maintain effective staff engagement such as weekly team briefings for all members of staff with their line manager and also regular briefings from the Chief Executive for all staff.

28. There is an employee intranet site with open access to a wide range of information about the Council's work and plans, etc. This is updated monthly. There are also regular staff email bulletins providing staff with news updates.
29. The Council recognises one trade union, Unison. There are informal meetings and established quarterly formal meetings that take place to share information. In addition there are defined methods for consultation and engagement activities with both local and regional Unison representatives.

QUANTITATIVE AND QUALITATIVE RESEARCH WITH EMPLOYEES

30. The Council was successful in gaining accreditation to the Investors in People Gold Standard (IIP) in 2015/16. The outcomes of this process will be used to develop a plan for further improvements at the Council.
31. Our Customer Services team obtained the Customer Excellence award in 2015/16 for the third consecutive year.
32. A staff survey was undertaken in 2015. The outcomes of this survey were used to feed into plans for staff development activities since that time. A further survey is scheduled for 2017.

HOW THE COUNCIL HAS SHOWN DUE REGARD TO THE AIMS OF THE DUTY IN DECISION-MAKING WITH REGARD TO OUR EMPLOYMENT

33. The Council has regard to the three aims of the duty in its:
 - employment practices by incorporating equality principles in all HR policies and practices;
 - in advice and guidance to managers and staff and;
 - staff consultation on any new HR policy or procedure if relevant.

RETURN TO WORK RATES AFTER MATERNITY LEAVE

34. 7 members of staff went on maternity leave and 100% of them returned to work in 2015/16.

TAKE UP OF TRAINING OPPORTUNITIES

35. The Council ensures fair and reasonable access to appropriate learning and development opportunities to help our employees perform well in their jobs. E-learning is being used to meet statutory and mandatory training and further training is offered to help the Council meet its corporate priorities.
36. In 2015/16, 8 Apprentices were recruited by the Council. 3 of these individuals moved on to permanent or fixed term positions with the Council at the end of their placement. 3 are currently still completing their apprenticeships, and 2 have left the Council. Eleven employees also completed a variety of Level 3 NVQs in Customer Services or Management.
37. Four employees also achieved professional qualifications including RICS, RTPI and AEA certification.

38. A range of workshops and action learning sets have been delivered for Officers on topics such as IT, Access to Information, Project Management and Performance Appraisal to increase management skills and core competencies in these areas.
39. All managers/supervisors have been completing a management development programme since 2015 and are due to complete in 2017.

APPLICATIONS FOR PROMOTION AND SUCCESS RATES

40. The Council does not hold promotion exercises as they do in some large organisations such as the Civil Service and this information is therefore not relevant.

APPLICATIONS FOR FLEXIBLE WORKING AND SUCCESS RATES

41. The Council received a number of applications in 2015/16 under the legal right to apply for flexible working and all were successful.
42. The council encourages employees to work flexibly and offers flexible working arrangements including home working, part-time, job share, term time working and other flexible working arrangements in line with service needs.

TERMINATION OF EMPLOYMENT INCLUDING REDUNDANCY AND RETIREMENT

43. The Council had six compulsory redundancies in 2015/16, three male and three female. Further information cannot be provided as this might risk identifying the individuals.
44. There were eleven retirements in 2015/16, six males and five females. Further information cannot be provided as this might risk identifying the individuals.

LENGTH OF SERVICE/TIME ON PAY GRADE

45. As of 31th March 2016, we currently have 320 staff with more than one year's service.
46. As of 31th March 2016, we have 20 staff with more than 25 years' service at the Council.

PAY GAP FOR OTHER PROTECTED GROUPS

47. The Equal Pay Review carried out in November 2015 did not identify any major concerns on the protected characteristics analysed in the report. These include Disability, Age, Sexual Orientation, Gender reassignment, Sex, Race, Religion or Belief, Pregnancy or Maternity and Marriage and Civil Partnership.