



North Hertfordshire District Council 2019 Equalities Report

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Recruitment 2019

Protected Characteristics

1. Age
2. Disability
3. Gender Reassignment
4. Marriage and Civil Partnership
5. Pregnancy and Maternity
6. Race
7. Religion
8. Sex
9. Sexual Orientation

Analysis of Recruitment in 2019 by protected characteristics 1, 2, 6, 7, 8 and 9

Total number of applications = 640

Total number shortlisted = 327

Total number of appointments = 81

Age	Applications %*	Shortlisting %*	Appointments %*
Under 21	12	10	10
21 - 25	20	23	20
26 - 34	21	15	17
35 - 44	18	18	19
45 - 54	17	21	21
55 - 64	10	12	12
65 and over	1	1	1
Not Disclosed	0	0	0
Disability	%*	%*	%*
Disabled	5	6	1
Not-disabled	92	92	99
Not Disclosed	2	2	0
Race**	%*	%*	%*
White	78	82	86
Asian	6	5	5
Black	8	7	1
Mixed	3	3	5
Other	3	2	2

Religion	%*	%*	%*
Christian	40	41	42
Sikh	2	2	2
Muslim	3	2	1
Jewish	0	0	0
Buddhist	0	1	1
Other	2	1	0
Not disclosed	6	6	6
None	46	47	47
Sex	%*	%*	%*
Male	35	33	28
Female	65	67	72
Not Disclosed	0	0	0
Sexual orientation	%*	%*	%*
Gay/Lesbian/Bisexual/Transsexual	2	2	9
Heterosexual/Straight	89	90	91
Prefer not to answer	9	8	0

* Percentages may not always add to 100 due to rounding.

** Race categories defined in accordance with Equalities and Human Rights Commission's Measurement Framework for Equality and Human Rights and the Office for National Statistics (ONS) harmonised categories guidance for ethnicity:

White: White British, White Irish, Other White Background

Asian: Indian, Pakistani, Other Asian Background, Bangladeshi, Chinese

Black: African, Caribbean, Other Black Background

Mixed: White and Black Caribbean, Other Mixed Background, White and Asian

Other: Information not disclosed, Other

Current Staff - 2019

Protected Characteristics

1. Age
2. Disability
3. Gender Reassignment
4. Marriage and Civil Partnership
5. Pregnancy and Maternity
6. Race
7. Religion
8. Sex
9. Sexual Orientation

Analysis of current staff (as at 31/12/2019) by protected characteristics, 1, 2, 4, 6, 7, 8, and 9.

Total number of staff = 378

Age	%*
Under 21	3
21 - 25	8
26 - 34	15
35 - 44	20
45 - 54	28
55 - 64	23
65 and over	3
Disability	%*
Disabled	3
Not-disabled	82
Not Disclosed	15
Marriage and Civil Partnership	%*
Married	52
Single	37
Divorced	4
Civil Partnership	1
Widow	1
Not Disclosed	5

Race**	%*
White	87
Asian	3
Black	2
Mixed	3
Other	6
Religion	%*
Christian	47
Sikh	1
Muslim	1
Jewish	0
Buddhist	1
Other	1
Not disclosed	22
None	27
Sex	%*
Male	31
Female	69
Sexual orientation	%*
Gay/Lesbian/Bisexual	1
Heterosexual/Straight	79
Prefer not to answer	20

* Percentages may not always add to 100 due to rounding.

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White: White British, White Irish, Other White Background

Asian: Indian, Pakistani, Other Asian Background, Bangladeshi, Chinese

Black: African, Caribbean, Other Black Background

Mixed: White and Black Caribbean, Other Mixed Background, White and Asian

Other: Information not disclosed, Other

Current Staff 2019 – Full Time

Protected Characteristics

1. Age
2. Disability
3. Gender Reassignment
4. Marriage and Civil Partnership
5. Pregnancy and Maternity
6. Race
7. Religion
8. Sex
9. Sexual Orientation

Analysis by protected characteristics 1, 2, 4, 6, 7, 8 and 9

Total number of Full-Time staff = 265

Age	%*
Under 21	5
21 - 25	9
26 - 34	16
35 - 44	20
45 - 54	28
55 - 64	20
65 and over	1
Disability	%*
Disabled	2
Not-disabled	85
Not Disclosed	14
Marriage and Civil Partnership	%*
Married	46
Single	44
Divorced	3
Civil Partnership	1
Widow	1
Not Disclosed	5

Race**	%*
White	87
Asian	4
Black	3
Mixed	2
Other	4
Religion	%*
Christian	46
Sikh	2
Muslim	1
Jewish	0
Buddhist	1
Other	1
Not disclosed	20
None	29
Sex	%*
Male	40
Female	60
Sexual orientation	%*
Gay/Lesbian/Bisexual	2
Heterosexual/Straight	80
Prefer not to answer	19

* Percentages may not always add to 100 due to rounding.

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White: White British, White Irish, Other White Background

Asian: Indian, Pakistani, Other Asian Background, Bangladeshi, Chinese

Black: African, Caribbean, Other Black Background

Mixed: White and Black Caribbean, Other Mixed Background, White and Asian

Other: Information not disclosed, Other

Current Staff 2019 – Part Time

Protected Characteristics

1. Age
2. Disability
3. Gender Reassignment
4. Marriage and Civil Partnership
5. Pregnancy and Maternity
6. Race
7. Religion
8. Sex
9. Sexual Orientation

Analysis by protected characteristics 1, 2, 4, 6, 7, 8 and 9

Total number of Part Time staff = 113

Age	%*
Under 21	1
21 - 25	6
26 - 34	12
35 - 44	18
45 - 54	27
55 - 64	29
65 and over	7
Disability	%*
Disabled	4
Not-disabled	76
Not Disclosed	19
Marriage and Civil Partnership	%*
Married	66
Single	20
Divorced	7
Civil Partnership	0
Widow	2
Not Disclosed	4

Race**	%*
White	86
Asian	0
Black	1
Mixed	4
Other	10
Religion	%*
Christian	48
Sikh	0
Muslim	0
Jewish	1
Buddhist	0
Other	2
Not disclosed	27
None	23
Sex	%*
Male	11
Female	89
Sexual orientation	%*
Gay/Lesbian/Bisexual	1
Heterosexual/straight	76
Prefer not to answer	23

* Percentages may not always add to 100 due to rounding.

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White: White British, White Irish, Other White Background

Asian: Indian, Pakistani, Other Asian Background, Bangladeshi, Chinese

Black: African, Caribbean, Other Black Background

Mixed: White and Black Caribbean, Other Mixed Background, White and Asian

Other: Information not disclosed, Other

Staff Surveys

In the most recent Staff Survey carried out in 2018, staff were asked to comment on the following equalities statements:

"I believe NHDC respects equality and diversity" - 81% of staff agreed

"I am treated with respect by work colleagues" - 88% of staff agreed

"I have not experienced or witnessed discrimination in the last year at NHDC" - 79% of staff agreed

"I have not been subject to bullying, harassment or discrimination at work in the last year at NHDC" - 94% of staff agreed

"All staff are treated equally/consistently in my team" - 69% of staff agreed

"I feel able to report incidents such as bullying and harassment" - 80% of staff agreed

Whilst a very high percentage of staff agreed with all the above statements, 14% of staff disagreed that all staff are treated equally or consistently in their own teams and 8% did not feel able to report incidents such as bullying or harassment. A Staff Survey Corporate Action Plan has been developed and is regularly reviewed at the Senior Managers Group meetings. This includes the following actions in respect of equalities:

- Results of the Survey by service to be produced where 10 or more staff responded. Service Directors to consider own results and identify any issues at team level for inclusion in directorate action plans
- Managers to identify any issues during 1:1 meetings.
- Regular sessions at SMG to cover aspects of Equality and Diversity.
- HR reminder at staff briefing or in Insight on how / who to report bullying and harassment to, including options other than immediate manager

A further Staff Survey will be carried out in 2020.

Equalities and Diversity Training

Equalities and diversity training forms part of the essential learning included in the Corporate Induction Training session (held 4 times per year), so all new starters receive such training when they join NHDC. This is reinforced throughout other development activities for staff and managers and is available to all staff on request. E learning can also be accessed to provide a refresher for staff. The training informs staff of our zero tolerance towards discrimination, bullying and harassment and encourages them to come forward if they feel they are being subjected to any unwanted behaviours. This training is regularly reviewed and updated as required.

Learning and Development

Analysis by protected characteristics not shown as our records show that there were no applications for learning and development opportunities refused during 2019.

Policies - 2019

Policies used during 2019

<u>Managing Misconduct</u>
Total number of cases: 6 Analysis by Protected Characteristic not shown as total number of cases is less than 10.
<u>Complaints Resolution</u>
Total number of cases: 0 Analysis by Protected Characteristic not shown as total number of cases is less than 10.
<u>Bullying and Harassment</u>
Total number of cases: 1 Analysis by Protected Characteristic not shown as total number of cases is less than 10.
<u>Improving Performance</u>
Total number of cases: 1 Analysis by Protected Characteristic not shown as total number of cases is less than 10.

Long Term Absence - 2019

Protected Characteristics

1. Age
2. Disability
3. Gender Reassignment
4. Marriage and Civil Partnership
5. Pregnancy and Maternity
6. Race
7. Religion
8. Sex
9. Sexual Orientation

Analysis by protected characteristics 1, 2, 4, 6, 7, 8 and 9

Total number of cases = 24

Age	%*
Under 21	0
21 - 25	4
26 - 34	17
35 - 44	25
45 - 54	13
55 - 64	42
65 and over	0
Disability	%*
Disabled	17
Not-disabled	67
Not Disclosed	17
Marriage and Civil Partnership	%*
Married	50
Single	42
Divorced	8
Civil Partnership	0
Widow	0
Not Disclosed	0

Race**	%*
White	88
Asian	0
Black	4
Mixed	0
Other	8
Religion	%*
Christian	50
Sikh	0
Muslim	0
Jewish	0
Buddhist	0
Other	0
Not disclosed	25
None	25
Sex	%*
Male	17
Female	83
Sexual orientation	%*
Gay/Lesbian/Bisexual	8
Heterosexual/Straight	71
Prefer not to answer	21

* Percentages may not always add to 100 due to rounding.

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White: White British, White Irish, Other White Background

Asian: Indian, Pakistani, Other Asian Background, Bangladeshi, Chinese

Black: African, Caribbean, Other Black Background

Mixed: White and Black Caribbean, Other Mixed Background, White and Asian

Other: Information not disclosed, Other

Attendance Procedure - 2019

Protected Characteristics

1. Age
2. Disability
3. Gender Reassignment
4. Marriage and Civil Partnership
5. Pregnancy and Maternity
6. Race
7. Religion
8. Sex
9. Sexual Orientation

Analysis by protected characteristics 1, 2, 4, 6, 7, 8 and 9

Total number of cases = 13

Age	%*
Under 21	0
21 - 25	15
26 - 34	15
35 - 44	15
45 - 54	23
55 - 64	31
65 and over	0
Disability	%*
Disabled	8
Not-disabled	85
Not Disclosed	8
Marriage and Civil Partnership	%*
Married	54
Single	31
Divorced	15
Civil Partnership	0
Widow	0
Not Disclosed	0

Race**	%*
White	100
Asian	0
Black	0
Mixed	0
Other	0
Religion	%*
Christian	77
Sikh	0
Muslim	0
Jewish	0
Buddhist	0
Other	0
Not disclosed	8
None	15
Sex	%*
Male	15
Female	85
Sexual orientation	%*
Gay/Lesbian/Bisexual	0
Heterosexual/Straight	92
Prefer not to answer	8

* Percentages may not always add to 100 due to rounding.

** Race categories defined in accordance with Equalities and Human Rights Commission's Measurement Framework for Equality and Human Rights and the Office for National Statistics (ONS) harmonised categories guidance for ethnicity:

White: White British, White Irish, Other White Background

Asian: Indian, Pakistani, Other Asian Background, Bangladeshi, Chinese

Black: African, Caribbean, Other Black Background

Mixed: White and Black Caribbean, Other Mixed Background, White and Asian

Other: Information not disclosed, Other

Pregnancy and Maternity - 2019

Total number of staff going on Maternity Leave = 9

Total number of staff returning from Maternity Leave = 4

Analysis of employees who started and/or ended their maternity leave in 2019 by protected characteristics is not given as there are less than 10 cases.

Gender Pay Gap

Background

Requirements

From April 2017 under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017, employers with 250 or more employees are required to publish statutory gender pay gap calculations every year. Accordingly, NHDC are required to calculate and publish the following gender pay data:

- Gender pay gap (mean and median averages)
- Gender bonus gap (mean and median averages)
- Proportion of men and women receiving bonuses
- Proportion of men and women in each quartile of the Council's pay structure

Data

The data must be a snapshot of salary data on 31 March 2017 and on the 31st March each year thereafter and the bonus pay gap must be calculated from all bonus payments made in the 12 months up to and including the snapshot date of 31st March 2017 and up to the 31st March each year thereafter. This data must be published on the NHDC website and a government website by 30 March 2018 and by the 30th March each year thereafter.

Gender Pay Gap and Equal Pay

The gender pay gap and equal pay are not the same and do not have the same purpose. The Equality and Human Rights Commission defines the difference as follows:

- Equal pay means that men and women in the same employment performing equal work must receive equal pay, as set out in the Equality Act 2010.
- The gender pay gap is a measure of the difference between men's and women's average earnings across an organisation or the labour market. It is expressed as a percentage of men's earnings.

The broad purpose of the equal pay provisions of the Equality Act 2010 is to require equality of treatment in employment as between men and women in respect of pay and other contractual terms. The stated aim of the gender pay gap reporting legislation is to introduce greater levels of pay transparency.

Salaries at NHDC are determined through a grading system which evaluates the job and not the post holder. It makes no reference to gender or any other personal characteristics of existing or potential job holders. Therefore, we are confident that NHDC is paying the same salary to roles of equal value and this is checked with regular equal pay reviews. The gender pay gap results from the roles which men and women undertake within the Council and the salaries that these roles attract. The Council outsources most frontline services such as grounds maintenance, refuse, recycling, street cleaning and housing; all areas of work which traditionally attract male employees to jobs on the lower quartiles.

Results

Gender Pay Gap Report 2018

The gender pay reporting figures have been calculated by our outsourced pay service provider Serco using the standard methodologies outlined in the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017. The highlighted figures are those that have been published.

Table 1 Gender Pay Gap - Hourly Pay

	Mean Hourly Rate	Median Hourly Rate
Female	£14.19	£12.48
Male	£18.43	£16.85
Gender Pay Gap	23%	26%

Table 2 Gender Bonus* Gap

	Mean Bonus rate	Median Bonus rate
Female	£50.00	£50.00
Male	£50.00	£50.00
Gender Bonus Gap	0%	0%

Table 3 Quartile Pay Bands

	Males	Females
Lower Quartile	30.86%	69.14%
Lower Middle Quartile	17.07%	82.93%
Upper Middle Quartile	37.80%	62.20%
Upper Quartile	59.76%	40.24%

*Long service cash awards are the only payments made by the Council falling under the gender pay gap definition of bonus pay. 3 awards were made in the relevant reporting period.

Analysis

Table 1 The Council has a total of 16 grades, however as the top 5 managerial grades, (Grades 11-16), are predominately filled by males, 64%, the overall average hourly rate in the Council is positively influenced in favour of males. This result arises because of the number of males and females in the senior roles, rather than males being paid more for doing similar roles to females. However, it is worth noting that the gaps in both mean and median pay have lessened since 2017. The most prominent fall is in median pay where the gap has narrowed 9% since 2017. The gap in mean pay has fallen from 25% to 23% in the same period.

The opportunity to increase the number of females in senior roles is dependent on relevant vacancies arising. During the period April 2017 to March 2018 5 roles were appointed at grade 11 and above, with 3 of these roles being filled by men and 2 by women.

Car allowances at the Council are paid to those in Grades 11-16 and enhance the pay of staff at this level. These allowances have not increased since 2004. As 64% of those in these grades are men, this increases the hourly rate for men in these grades and the overall male average hourly rate in the Council.

Nearly 7% of staff at NHDC take advantage of the salary sacrifice schemes the Council offers. As gender pay gap calculations use gross salary figures after salary sacrifice amounts have been deducted, and 65% of those in the Council's salary sacrifice schemes are women, this decreases the overall female average hourly rate in the Council.

Additional responsibility payments enhance the pay of Council staff. These were paid to 8% of NHDC staff on 31st March 2018 and those receiving them were 46% men and 54% women.

Table 2 The definition of bonus pay under the Regulations means the Council's long service cash awards are included for the purpose of reporting our gender pay gap. The bonuses set out in Table 2 reflect the gender bonus pay gap of the long service awards given to 3 members of staff, (2 males and 1 female), in the relevant reporting period.

Table 3 The gender split across all employees is 64% female 36% male and this profile has been static for a number of years. Table 3 illustrates that the breakdown of males and females is not consistent in all pay grades. In 2017 there was a dominance in favour of males in the upper quartile and this has not changed in 2018 when the figures moved a further 1.5% in favour of males in this quartile. In the lower quartile there are 8% more males compared to the 2017 figures. This significant increase, together with a small increase in males in the lower middle quartile shows lower level roles are now more attractive to males than previously. These results, coupled with a 4% increase in females in the upper middle quartile since last year, have contributed to the overall reduction of the gender pay gap at the Council.

Summary of results 2017 – 2018

Gender Pay Gap 2017 – 2018 – Hourly Pay

	Mean Hourly Rate		Median Hourly Rate	
	2017	2018	2017	2018
Female	£13.94	£14.19	£12.05	£12.48
Male	£18.57	£18.43	£18.17	£16.85
Gender Pay Gap	25%	23%	34%	26%

Gender Bonus Gap 2017 – 2018

	Mean Bonus Rate		Median Bonus Rate	
	2017	2018	2017	2018
Female	£73.52	£50.00	£50.00	£50.00
Male	£66.67	£50.00	£50.00	£50.00
Gender Bonus Gap	-10.27%	0%	0%	0%

Quartile Pay Bands 2017 – 2018

	Males		Females	
	2017	2018	2017	2018
Lower Quartile	22.78%	30.86%	77.22%	69.14%
Lower Middle Quartile	16.25%	17.07%	83.75%	82.93%
Upper Middle Quartile	41.78%	37.80%	58.23%	62.20%
Upper Quartile	58.23%	59.76%	41.77%	40.24%

Commentary

The Council has a large number of customer facing administrative roles in the grades below Grade 8. Many of these jobs are part-time and/or are suitable for flexible working which makes them attractive to women with caring responsibilities. The pattern of roles in the lower quartiles being predominantly held by females is further exacerbated by the fact that the Council outsources many of its operational functions such as grounds maintenance, refuse, recycling, street cleaning and housing; all areas of work which traditionally attract male employees. If these roles were filled directly by NHDC employees, then there would be an increased number of men within the lower two quartiles and it is likely that the gender pay gap would be significantly reduced.

With respect to career progression, a number of factors are likely to adversely affect more women than men. These include taking breaks from work for caring responsibilities, the reduction of turnover in senior roles and the flattening of management structures and hierarchies in the recent years of austerity which has restricted the available opportunities.

The full Gender Pay Gap Report for 2018 which includes the Gender Pay Gap Action Plan, is available on the NHDC Internet page.

Equal Pay

Equal Pay Audit 2018 - Summary of Results

Introduction

Regular equal pay audits are an important element of ensuring that the pay and reward package is being applied fairly by reviewing the main areas where inequalities are likely to exist. The review of North Herts District Council data was undertaken using grade, gender, age, ethnic group, disability, religion and sexuality. Analysis of basic pay for full time and part time employees, Market Forces payments, Additional Responsibility pay, starting pay, protected pay, Committee Attendance Allowances and IT Disturbance Allowance also occurred. In order for comparisons to be made the average, (mean) salary was calculated for each grade in the groups considered. Differences above 3% between the groups being compared were considered significant and analysis focused mainly on the instances where these occurred. The current Equal Pay Audit report for 2018 is available on the NHDC Internet page.

A further Equal Pay Audit will be carried out in 2020 and the Report from this will be published in 2021.

Summary of Outcomes

Overall, we are satisfied that there are no significant inequalities. In a large number of examples, the minority groups are earning the same or more than the comparison group.

In the 2015 Report it was noted that there had been a significant increase in the number of staff for whom we have no information on certain protected criteria. Since that time there have been frequent messages issued to staff through the staff e-magazine "Insight" and other media reminding them that the self-service option on the payroll and HR system can be used to complete their equalities information in a confidential way. This has resulted in an increase in those disclosing their characteristics regarding disability and sexuality which is a positive step. However, in respect of religion, the size of the group where information about this characteristic has not been disclosed has barely changed since the last Report which remains a cause for concern. Regular efforts will therefore continue to encourage the recording of protected characteristics via the HR and Payroll system.

Gender

A high number of female workers is a feature of Local Government and North Herts District Council is no different, with 66% of the workforce being women. Nationally over 48% of local Government female workers are part-time and these figures have changed very little for a number of years. Part-time working is an excellent means of balancing work and caring responsibilities and can be regarded as flexible working. Despite the introduction of statutory shared parental leave and other family friendly measures, the trend is still for women to be the principal carers and this is the main contributor to the demand for part-time work. Looking at the average pay for part time staff at the Council, there has been a move towards part time staff earning more than their full-time colleagues since the last Report with over 80% of comparisons now being in favour of part time staff. Women working full time at the Council earn more than their male counterparts in 75% of the comparisons that can be made. When looking at all female and all male Council employees almost 70% of the comparisons are in favour of women. This reinforces that whilst a workforce profile where 80% of

women employees are concentrated in the grades up to Grade 9 has a significant effect on the gender pay gap figures, there are no underlying gender based equal pay issues at the Council.

Age

The most striking feature with regard to the age profile of those who work at the Council remains that over 80% of staff are aged over 35, 57% of staff are aged between 35 and 54 and only 6% of staff are under 26. Despite the success of the Council's Apprentice Scheme over a number of years, this latter figure compares unfavourably with Shire districts as a whole.

By contrast, the proportion of staff over 65 has increased since the last Report and compares favourably with both the Shire districts and local government as a whole, but still shows that compared to the percentage of the national population in this age group, (17.4%), very few NHDC employees are in work past the traditionally accepted retirement ages. Measures such as flexible working and the retirement policy have not yet been successful in increasing the numbers of workers over 65 and might be a reflection of the long standing generous nature of pensions' provision in local government which reduces the need for individuals to work past retirement age for economic reasons. The significant changes to the pension scheme in recent years do not yet appear to have had a great impact in increasing the numbers of those in this age group working in local government. This may however change in the future and the opportunity to capitalise to a greater degree from the use of this valuable and flexible resource may still occur. With respect to pay for this group, all comparisons that could be made showed salaries at the top of the range for both men and women which reflects the incremental nature of progression through the salary grade scale points based on length of service and therefore indirectly on age.

Ethnicity

The ethnic background of the Council is largely unchanged from previous reviews and there are no real concerns regarding equal pay in this area. In fact, continuing the trend from the last Report, there has been positive progress in comparing average salaries of those of Asian backgrounds with all other groups, despite a slight decrease in the overall percentage of employees with this characteristic.

Disability

The percentage of those at the Council with a declared disability has declined slightly since the last Report which continues a previously noted trend. Whilst the number of disabled staff at the top of their grade has dropped from 79% in 2015 to 31% of all disabled staff, it is still high when compared with the percentage of non-disabled staff at the top of their grade. Although the rationale for this could be the significantly longer service of disabled staff, care should be taken that the reason for this figure is not lack of opportunity for disabled staff to progress to higher grades and further work will be carried out in this area.

Religion

The numbers who declare themselves to be Christians at the Council remains stable and there are still very few staff that come from the other religious groups. There is little evidence of discrimination against these groups, but the small numbers can cause distortion. The gathering of more information regarding this protected characteristic would enable a more accurate picture to be obtained and underlies the proposed efforts to increase the number of staff who are willing to complete the equalities section on the HR and payroll system.

Sexuality

The decline in the percentage of staff declaring themselves to be gay, lesbian or bisexual follows a pattern from the previous two reports. The numbers in these groups are however extremely small and the fall represents only one employee. The three comparisons which could be made might indicate a tendency to for average salaries to favour the heterosexual group. The very small numbers in the non-heterosexual group might have distorted the figures, but these comparisons will be monitored to ensure discrimination is not occurring.

Starting Salaries and Allowances

The study of allowances and starting salaries at the Council did not indicate discrimination was occurring in the way these were being applied, however there are a few points of note.

- The tripling of the number of starting salaries which were above the bottom of the grade to 44% of all starting salaries, means that this method of raising initial remuneration is being increasingly employed to attract good quality candidates to the Council. The fact that 60% of those receiving starting salaries above the bottom of the grade were male, compared to a population at the Council which is 34% male, is in line with published evidence that women are less likely to negotiate their starting salaries than men and contributes to a negative gender pay gap. Those with other protected characteristics were also underrepresented in the numbers receiving a starting salary above the bottom of the grade compared with their profile across the Council.

Managers and those authorising starting salaries above the bottom of the grade must bear in mind the reminder regarding equal pay on the Starting Pay Justification Form when recruiting, to ensure that unfairness does not occur towards those groups with protected characteristics.

- The revision of the circumstances in which Additional Responsibility Payments can be made has led to a 100% increase in the number of such payments being made since the last Report and reflects the need for pay mechanisms to ensure appropriate reward for those taking on additional responsibility in difficult economic times for the Council. There has been a significant increase in ARP made to female staff and the proportion receiving these now better reflects the overall female/male split at NHDC.

- It is recommended that the Market Forces Supplement is revisited. Equal Pay reviews have reflected the same members of staff have received this supplement to salary for at least the past 8 years, which questions whether in fact this payment is a permanent addition to salary, contrary to the provisions of the Policy.

- In a similar way, the provision of an IT standby allowance should be reviewed as due to the number of years over which it has been paid to the same recipients, it can no longer be regarded as a temporary allowance as was originally intended. The fact that 100% of recipients of this allowance are male, and this has been the case for many years, contributes to the negative gender pay gap at the Council and requires the application of this allowance to be investigated to ensure no discrimination is occurring.

Next Steps

Messages will continue to be included in Insight and on the Message Board on a regular basis to encourage employees to complete their personal data using the employee self-service function of the SAP payroll and HR system. A report will then be commissioned during next year to identify whether significant gaps in data still exist and further action taken as required.

Work will be undertaken in conjunction with the group developing the Gender Pay Gap Action Plan to determine that the proposed steps will not only address the negative gender pay gap at the Council, but also any concerns regarding equal pay.

Effective monitoring of applications to pay a starting salary above the bottom of the appropriate grade will continue to minimise the risk of this facility being unfairly applied.

Leavers - 2019

Protected Characteristics

1. Age
2. Disability
3. Gender Reassignment
4. Marriage and Civil Partnership
5. Pregnancy and Maternity
6. Race
7. Religion
8. Sex
9. Sexual Orientation

Analysis by protected characteristics 1, 2, 4, 6, 7, 8 and 9

Total number of leavers during 2019 = 50

Age	%*
Under 21	8
21 - 25	12
26 - 34	14
35 - 44	16
45 - 54	16
55 - 64	26
65 and over	8
Disability	%*
Disabled	4
Not-disabled	82
Not Disclosed	14
Marriage and Civil Partnership	%*
Married	48
Single	42
Divorced	6
Civil Partnership	0
Widow	0
Not Disclosed	4
Race**	%*
White	86
Asian	0
Black	6
Mixed	0
Other	8

Religion	%*
Christian	46
Sikh	0
Muslim	0
Jewish	0
Buddhist	0
Other	2
Not disclosed	18
None	34
Sex	%*
Male	36
Female	64
Sexual orientation	%*
Gay/Lesbian/Bisexual	2
Heterosexual/Straight	90
Prefer not to answer	8
Reason for leaving	%*
Early Severance	0
Resignation	66
Redundancy	12
Retirement	18
Dismissal	2
End of Contract	2
Other	0
Death in Service	0

* Percentages may not always add to 100 due to rounding.

** Race categories defined in accordance with Equalities and Human Rights Commission's Measurement Framework for Equality and Human Rights and the Office for National Statistics (ONS) harmonised categories guidance for ethnicity:

White: White British, White Irish, Other White Background

Asian: Indian, Pakistani, Other Asian Background, Bangladeshi, Chinese

Black: African, Caribbean, Other Black Background

Mixed: White and Black Caribbean, Other Mixed Background, White and Asian

Other: Information not disclosed, Other