

Three Rivers District Council

# Workforce Monitoring Report 2024

## **1. Introduction**

- 1.1. Three Rivers District Council is committed to identify and eradicate any form of discrimination, direct or indirect, institutional or other, both in employment and in the procurement and delivery of services. This commitment is articulated in the Comprehensive Equality Policy and its published equalities objectives.
- 1.2. As part of the regulations of the Public Sector Equality Duty the Council is required to publish relevant, proportionate information demonstrating our compliance with the Equality Duty. This statement details the information of Three Rivers District Council in relation to its workforce as at 30 September 2024.

## **2. Legislative Framework**

- 2.1. Statutory duties are governed by the Public Sector Equality Duty in the Equality Act 2010 and related regulations. Under the Act, public sector organisations with over 150 employees are required to report at least annually on how their policies and practices affect staff with different “protected characteristics”.
- 2.2. Under the Equality Act there is also a general equality duty, meaning the Council must have due regards to the need to:
  - Eliminate unlawful discrimination, harassment and victimisation
  - Advance equality of opportunity between different groups
  - Foster good relations between different groups
- 2.3. Due regard involves:
  - Removing or minimising disadvantages suffered by people due to their protected characteristics
  - Taking steps to meet the needs of people from protected groups, where there are different needs of other people.
- 2.4. This general equality duty replaces all previous duties specified under previous equality legislation and applies to the Council as an employer as well as a provider and enabler of services.

## **3. Monitoring**

- 3.1. Three Rivers District Council collects data from its workforce on the following protected characteristics:
  - Age
  - Disability
  - Gender reassignment
  - Marriage/Civil Partnership
  - Pregnancy and maternity
  - Race
  - Religion or Belief

- Sex
- Sexual orientation

3.2. The statistics are taken from the Human Resources and Payroll information system, iTrent. iTrent provides us with comprehensive reporting allowing a full analysis of our workforce data to be undertaken.

3.3. Although we have the capability to undertake comprehensive reporting, we are dependent on individuals disclosing their personal information to us so that meaningful reporting can be undertaken. Where employees have chosen not to disclose this information, there are gaps in our data. We continue to work on ways to improve the number of individuals disclosing their personal information to us.

#### 4. Corporate monitoring

4.1. The Council is committed to ensuring it achieves equalities objectives and relevant performance indicators. The Council's Management Board oversees monitoring of corporate and service performance indicators. Information on the Council's strategic performance indicators can be found in the Strategic plan at: <http://www.threerivers.gov.uk/egcl-page/council-performance>. Further information on the Council's work on equality and diversity can be found at: <http://www.threerivers.gov.uk/egcl-page/equality-and-diversity>.

#### 5. Three Rivers District Population Statistics

5.1. The Council receives local population details and projected local population growth through government released population data and Census information.

5.2. This report identifies the Council's current employee profile and how that profile matches local population statistics taken from Census data. The report also indicates the targets the Council sets through a series of Human Resources Performance Indicators.

#### 6. Workforce Analysis

##### 6.1. Analysis by Age

The age profile for Council employees at 30 September 2024 is indicated in Table 1 below:

Table 2 further breaks down this data by pay grade groups.

**Table 1:** for comparison 2022/23 figures are in brackets

Age Group	Total of employees	% of employees
29 and under	53 (52)	15.36 % (15.66%)
30-39	57 (58)	16.52% (17.47%)

40-49	70 (58)	20.29% (17.47%)
50-59	104 (113)	30.14% (34.04%)
60-64	47 (37)	13.62% (11.14%)
65 +	14 (14)	4.06% (4.22%)
Total	345 (332)	100.00%

**Table 2:** for comparison 2022/23 figures are in brackets

Pay Scale / GRADE	29 and under	30-39	40-49	50-59	60-64	65 +	Grand Total
Scale 6 / and below	36 (29)	24 (25)	25 (19)	58 (57)	25 (20)	9 (8)	177 (158)
SO1 to MG1	17 (23)	25 (24)	31 (25)	30 (39)	20 (17)	4 (6)	127 (134)
MG2 to MG3	0 (0)	6 (6)	9 (10)	12 (13)	2 (0)	1 (0)	30 (29)
MG4 to MG5	0	2 (3)	5 (4)	2 (2)	0 (0)	0 (0)	9 (9)
Director/ Head of Paid Service	0	0 (0)	0 (0)	2 (2)	0	0	2 (2)
TOTAL	53 (52)	57 (58)	70 (58)	104 (113)	47 (37)	14 (14)	345 (332)

6.2. The age statistics at 30 September 2024 show a median age of Council employees is between 40 and 49 years old. This is unchanged from 2022/23.

6.3. A range of initiatives have been put in place to increase the number of young people coming to work in the council. Examples of these include – apprenticeships and work experience and our Customer Service Centre Academy.

6.4. Analysis by Disability

A disability is defined as a physical or mental impairment that has a substantial and long-term adverse effect on ability to perform normal day-to-day activities. 'Substantial' means more than minor or trivial and the effect of the impairment will have lasted or is likely to last for at least twelve months.

6.5. The council fully supports the Disability Confident Employer Scheme. This means that all applicants who declare a disability and demonstrate in their application form that they meet the criteria detailed in the person

specification are guaranteed an interview.

- 6.6. The Council makes reasonable adjustments to accommodate the needs of employees who have a disability, in accordance with the “Disability in Employment” policy.
- 6.7. The target percentage of all employees declaring that they had a disability is 9.2%, but the actual figure for 2023-24 is 2.9% or 10 out of 345 (2.11% or 7 out of 332 in 2022/23). This is compared against a population figure of 13.8% of the 2021 Census population having a disability. It is also worth noting that a large number of employees have not stated if they are disabled or not (221 out of 345 employees).

The statistics on Council employees declaring that they have a disability at 30 September 2024 are shown in Table 3 below:

**Table 3:** for comparison 2022/23 figures are in brackets

DISABILITY	Total no of Employees	% of employees
YES	10 (7)	2.90% (2.11 %)
NO	114 (68)	33.04% (20.48%)
Not Stated	221 (257)	64.06% (77.41%)
Total	345 (332)	100.00%

- 6.8. A high percentage of employees have not stated whether they have a disability or not, limiting a detailed analysis. This has been a historical issue at the council and steps have been taken to reassure and encourage employees to provide this information via the iTrent system, including revised guidance on why we need this information. Where employees do not have access to iTrent, paper based forms are available.
- 6.9. The Council has a dedicated internet hub designed to look after health and wellbeing and are proud to have signed the Time to Change Employer Pledge. Our Health and Wellbeing Strategy also focuses on raising awareness of certain disabilities across the organisation by periodically organising campaigns on agreed topics.
- 6.10. Analysis by Gender Reassignment

Transgender staff – No staff currently identify as being transgender. However, we note that staff who have transitioned would not necessarily chose to disclose this data and would not be required to.

6.11. Marriage and Civil Partnership

The marital status of Council Employees at 30 September 2024:

**Table 4:** for comparison 2022/23 figures are in brackets

Marital Status	Total no of Employees	% of employees
Married	73 (49)	21.16% (14.76%)

Divorced	5 (3)	1.45% (0.9%)
Single	43 (24)	12.46% (7.23%)
Civil Partnership	0(1)	0.00% (0.32%)
Widowed	1 (0)	0.29% (0.00%)
Separated	5 (4)	1.45% (1.20%)
Not Stated	218 (252)	63.19% (75.9%)
Total	345 (332)	100.00%

#### 6.12. Pregnancy and maternity

During 2023-24, seven female members of staff took maternity leave (six in 2022/23).

#### 6.13. Analysis by Race/Ethnicity

The ethnic composition of Council employees at 30 September 2024:

**Table 5:** for comparison 2022/23 figures are in brackets

<b>Ethnic Group</b>	<b>No of employees</b>	<b>% of employees</b>
White: British	104 (73)	30.14% (21.99%)
White: Irish	1 (0)	0.29% (0.00%)
White: Other	12 (8)	3.48% (2.41%)
Mixed Ethnic group	5 (3)	1.45% (0.90%)
Asian: Indian	7 (3)	2.03% (0.90%)
Asian: Other	0 (0)	0.00% (0.00%)
Black: African	2 (1)	0.58% (0.30%)
Black: Caribbean	2 (0)	0.58% (0.00%)
Black: Other black	0 (0)	0.00% (0.00%)
Other Ethnic Group	2 (0)	0.58% (0.00%)
No Data Held	210 (244)	60.87 (73.49%)
Total	345 (332)	100.00%

#### **Black, Asian and Minority Ethnic Group (BAME)**

**Table 5a:** for comparison 2022/23 figures are in brackets

<b>BAME / NON-BAME</b>	<b>No of employees</b>	<b>% of employees</b>
BAME	18 (7)	5.22% (2.11%)
NON-BAME	117 (81)	33.91% (24.4%)
No Data Held	210 (244)	60.87 (73.49%)
Total	345 (332)	100.00%

Table 6 breaks down the number of staff declaring they are from a Black, Asian and Minority Ethnic staff by pay band.

**Table 6:** for comparison 2022/23 figures are in brackets

Pay Scale / Grade	Broad Description	Total no of employees	No of BAME	% of BAME
Scale 6 and below	Most front line jobs	177 (158)	6 (3)	33.33% (42.86%)
SO1 to MG1	Senior officers, team leaders, supervisors/ technical specialist	127 (134)	8 (2)	44.44% (28.57%)
MG2 - MG3	Professionals grades/managers/ Service Heads	30 (29)	3 (0)	16.66% (14.29%)
MG4, MG5	Associate Directors/Service Heads	9 (9)	0 (0)	0.00% (0.00%)
Director/ Head of Paid Service	Chief Executive/Director	2 (2)	1 (1)	5.55% (14.29%)
Total		345 (332)	18 (7)	100.00%

The total number of employees declaring they are from a Black, Asian or Minority Ethnic (BAME) background for 2023-24 was 18 or 5.22% of the workforce (7 or 2.11% in 2022/23). This is under the Council target of 13.6%. However given the number of staff for whom ethnic origin is not recorded, the Council needs to address data gaps in order to interpret this data. As noted in 3.3 above, we continue to make efforts to address this by on-going requests and reminders to our employees to update their records and the importance of providing the information. The most recent request was in August 2024. HR Business Partners also regularly raise the matter with managers in management meetings to urge their employees to complete the on-line form.

- 6.14. The target percentage for top 10% of earners being from the BAME group was 13.6%. Only 8.82% of the top 10% earners are from Black, Asian and Minority Ethnic (BAME) background or 3 of the 34 most senior posts in the Council are occupied by employees from a BAME group. (3.03% or 1 of 33 in 2022/23).
- 6.15. The majority of the BAME ethnic population are employed in front line or Senior Officer / supervisory roles in the Council. Small fluctuations will have a disproportionate effect on percentages due to small numbers of staff.

6.16. Analysis by Gender

- 6.17. The council's gender profile at 30 September 2024 is shown in Table 7 and shows that 44.63% of the workforce is female (44.28% in 2022/23).
- 6.18. The target for the top 10% of high earners was 50% for females. The actual total was 47.06% or 16 of the 34 most senior posts are held by females. (51.1% or 17 of 33 in 2022/23)
- 6.19. The Council uses the National Joint Council (NJC) Job Evaluation Scheme to ensure equality of pay between sexes.
- 6.20. The analysis of female post-holders within the Council's grading structure demonstrates the Council is better at employing women in higher grade posts than manual lower grade posts.

**Table 7: for comparison 2022/23 figures are in brackets**

<b>SEX</b>	<b>Total no of employees</b>	<b>% of employees</b>
FEMALE	154 (147)	44.63% (44.28%)
MALE	191 (185)	55.37% (55.72%)
Total	345 (332)	100.00%

**Table 7a: Percent of Female Workforce by Grade**

*for comparison 2022/23 figures are in brackets*

<b>GRADE</b>	<b>Broad Description</b>	<b>Total no of female employees</b>	<b>% of female employees</b>
Scale 6 / Band 5 and below	Most front line jobs	54 (43)	35.06% (29.25%)
SO1 to MG1	Senior officers, team leaders, supervisors/ technical specialist	81 (85)	52.60% (57.82%)
MG2 - MG3	Professionals grades/managers/Service Heads	11 (11)	7.14% (7.48%)
MG4 -MG5	Associate Directors/Service Heads	6 (6)	3.90% (4.08%)
Director / Head of Paid Service	Director / Chief Executive	2 (2)	1.30% (1.36%)
Total		154 (147)	100%



6.21. Analysis by Religion

The religious beliefs of Council Employees at 30 September 2024:

**Table 8:** for comparison 2022/23 figures are in brackets

Religion	Total no of Employees	% of employees
Christian	67 (46)	19.42% (13.86%)
Hindu	5 (4)	1.45% (1.20%)
Jewish	3 (1)	0.87% (0.30%)
Other	2 (1)	0.58 (0.30%)
Muslim	1 (0)	0.29% (0.00%)
Sikh	1 (0)	0.29% (0.00%)
No Religion	51 (33)	14.78% (9.94%)
Not Stated	215 (247)	62.32% (74.4%)
Total	345 (322)	100.00%

6.22. Sexual Orientation

The breakdown of staff sexual orientation is show in Table 8. It is noted that the majority of employees (62.61%) have not completed this section of the Equality Monitoring form. We therefore need to work with employees to increase the collation of this data, to help inform our practice. As noted in 3.3 above, we continue to make efforts to address this by on-going requests and reminders to our employees to update their records and the importance of providing the information. The most recent request was in August 2024. HR Business Partners also regularly raise the matter with managers in management meetings to urge their employees to complete the on-line form. Where employees do not have access to iTrent, paper copy of the forms are provided.

6.23. We currently promote access to the County-wide LGBTQI+ network, advertising events on the Intranet. More collaborative work is planned.

**Table 8:** for comparison 2022/23 figures are in brackets

SEXUAL ORIENTATION	Total no of employees	% of employees
Bisexual	6 (2)	1.74% (0.60%
Gay or Lesbian	0 (1)	0.00% (0.30%)
HETEROSEXUAL	113 (77)	32.75% (23.19%)
NOT STATED	216 (250)	62.61% (75.3%)
Prefer not to say	10 (2)	2.90% (0.60%)
TOTAL	345 (332)	100.00%

**7. Training**

7.1. The council has a strong commitment to developing staff within the resources available and the training budget for 2023/24 was £80,000. The Organisation Development team responsible for training delivery also provides training support for Watford Borough Council.

7.2. 221.5 days of training were provided to staff (this equates to the number of people attending specific courses). For example 10 people attending a half day training course = 5 days of training delivered. This includes in-house and external (public) courses.

## 8. Recruitment

8.1. The Council operates fair recruitment practices, ensuring equality of opportunity in employment. The following measures are in place:

- All the Council’s vacancies are advertised in relevant on line publications and on the council’s web site. A positive statement about the Council’s commitment to equalities appears in all job adverts.
- All the Council’s jobs have an up to date job description that identifies the range of essential criteria necessary to undertake the role
- All jobs are evaluated by an analytical job evaluation scheme, which ensures they are graded relative to all other jobs within the Council.
- Selection is made on merit and is on the basis of meeting the essential requirements of the job. This is assessed by a panel who conduct shortlisting and the selection interviews, relevant exercises and assessment centres.
- If the Council engages temporary workers via a recruitment agency, the agency is required to comply with the Council’s equalities requirements. The Council operates in accordance with the requirements of the Agency Workers Regulations and the majority of temporary assignments are made via our vendor neutral supplier, Hays.
- All new employees undergo an induction programme where they are informed of their responsibilities under the Council’s ‘Code of Conduct’ and Disciplinary Policy.
- If an external job applicant believed that their application had not been considered fairly, they may register their dissatisfaction using the Council’s corporate complaints procedure.
- The council is accredited with the ‘Disability Confident’ employer scheme for employment practices to support those with a disability in the work place.
- The Council encourages applications from applicants in the protected characteristics groups, where these groups are under-represented.
- The Council sets equalities targets and reviews them on an annual basis.

### 8.2. Job Applicants

8.3. During 2023/24, 44 roles were advertised (34 in 2022/23).

8.4. 39.17% of applicants who submitted an Equality Monitoring Form were from the BAME population (30.79% in 2022/23).

**Table 9** – Ethnicity of Job applicants - *for comparison 2022/23 figures are in brackets*

Ethnicity	Number	of	% of application
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	applicants	
White – British	387 (456)	35.09% (43.4%)
White – Irish	14 (20)	1.27% (1.90%)
White – Other	87 (102)	7.89% (9.69%)
Black - Caribbean	17 (54)	1.54% (5.13%)
Black - African	82 (82)	7.43% (7.79%)
Black - Other	31 (0)	2.81% (0.00%)
Mixed Ethnic group	45 (57)	4.08% (5.41%)
Asian - Indian	131 (145)	11.88% (13.77%)
Asian – Bangladeshi	8 (15)	0.73% (1.42%)
Asian – Pakistani	42 (53)	3.81% (5.03%)
Asian - Other	46 (41)	4.17% (3.89%)
Any Other Ethnic Background	30 (28)	2.72% (2.66%)
Not Declared	171 (0)	15.5% (0)
Prefer not to say	12 (0)	1.09% (0)
Total	1103 (1053)	100%

**Table 9a** for comparison 2022/23 figures are in brackets

BAME	No of applications	% of applications
BAME	432 (577)	39.17% (54.8%)
Non-BAME	671 (476)	60.83% (45.20%)
Total	1103 (1053)	100.00%

Table 10 displays the other protected characteristic statistics from the equal opportunities data received.

**Table 10:** Other protected characteristics - for comparison 2022/23 figures are in brackets

Disability	No of applications	% of applications
Yes	28 (24)	2.54% (2.28%)
No	889 (1024)	80.60% (97.25%)
PREFER NOT TO SAY	13 (5)	1.18% (0.47%)
Not declared	173 (0)	15.68% (0)
Total	1103 (1053)	100%
Religion	No of applications	% of applications
Christian	382 (432)	34.63% (41.03%)
Muslim	93 (99)	8.43% (9.40%)
Hindu	106 (106)	9.61% (10.07%)
Jewish	5 (12)	0.45% (1.14%)
None	275 (316)	24.93% (30.01%)
Other religion	8 (16)	0.73% (1.52%)

Buddhist	8 (13)	0.73% (1.23%)
Sikh	12 (14)	1.09% (1.33%)
Prefer not to say	40 (45)	3.63% (4.27%)
Total	1103 (1053)	100.00%
<b>Sexual Orientation</b>	<b>No of applications</b>	<b>% of applications</b>
Bisexual	39 (31)	3.54% (2.94%)
Gay or Lesbian	14 (28)	1.27% (2.66%)
Not Declared	174 (0)	15.78% (0.00%)
Heterosexual	814 (923)	73.80% (87.65%)
PREFER NOT TO SAY	61 (68)	5.53% (6.46%)
Other	1 (3)	0.09% (0.28%)
Total	1103 (1053)	100.00%

## 9. The Way Forward

- 9.1 The Council is fully committed to equalities and performing strongly as an employer of choice in representing staff with all protected characteristics at all levels in the organisation.
- 9.2 In an effort to improve representation in our workforce for those who have a disability the Council will continue to participate in the Disability Confident Scheme.
- 9.3 We have arranged for an advert promoting the Council as an employer of choice to be published in a disability related publication and will continue to do similar activities going forward.
- 9.4 The Organisation Development Strategy will continue to be reviewed to ensure corporate training needs are revised annually to reflect the organisation's needs.
- 9.5 The Council will seek to encourage younger people to join the organisation, by building on the existing apprenticeship schemes and work experience placements offered - including a scheme working closely with local schools. We will further explore the potential of providing a graduate scheme at the Council, subject to available funding.
- 9.6 The Council will continue to monitor the protected characteristics of its workforce in order to:-
- Eliminate unlawful discrimination, harassment and victimisation.
  - Advance equality of opportunity between different groups.
  - Foster good relations between different groups.
  - Remove or minimise disadvantages suffered by people due to their protected characteristics.
  - Take steps to meet the needs of people from protected groups,

where there are different needs of other people.

