

## Introduction

Elmbridge Borough Council is committed to the principle of equal opportunities and equal treatment for all employees, regardless of sex, race, religion or belief, age, marriage or civil partnership, pregnancy/maternity, sexual orientation, gender reassignment or disability. It has a clear policy of paying employees equally for the same or equivalent work, regardless of their sex (or any other characteristic set out above).

Statutory duties are governed by the Equality Act 2010 and it is a requirement that public-sector organisations with over 150 employees report at least annually on how their policies and practices affect staff with different 'Protected Characteristics'

## Monitoring data

The employee statistics are taken from iTrent which is the HR and Payroll system. The recruitment statistics are taken from our Applicant Tracking System which uses different categories for analysis. The period of the report is 1 April 2017 to 31 March 2018.

The data is dependent on employees disclosing their personal information so meaningful reporting can be undertaken. There are gaps in the data where employees and job applicants have chosen not to disclose.

To provide context, the statistics in this report should be read in conjunction with the council's other published equality data.

## Workforce Analysis

### Analysis by Ethnicity

|  | Number of employees | % of employees |
|--|---------------------|----------------|
| Asian/Asian British – any other Asian background | 6                   | 1.64           |

|  |     |       |
|--|-----|-------|
| Asian/Asian British – Bangladeshi  | 1   | 0.27  |
| Asian/Asian British – Chinese  | 1   | 0.27  |
| Asian/Asian British – Indian   | 5   | 1.37  |
| Asian/Asian British – Pakistani  | 2   | 0.55  |
| Black/African/Caribbean/Black British - African                          | 4   | 1.10  |
| Black/African/Caribbean/Black British - Caribbean                        | 3   | 0.82  |
| Mixed/Multiple ethnic group – Any other Mixed/multiple ethnic background | 2   | 0.55  |
| Mixed/Multiple ethnic group – White and Asian                            | 1   | 0.27  |
| White – Any Other White background                                       | 12  | 3.29  |
| White – English/Welsh/Scottish/Northern Irish/British                    | 270 | 73.98 |
| White - Irish  | 2   | 0.55  |
| Not known/not provided   | 56  | 15.34 |
| Total  | 365 | 100   |

### Analysis by Sex

| Sex    | Number of employees | % of employees |
|--------|---------------------|----------------|
| Male   | 145                 | 39.73          |
| Female | 220                 | 60.27          |
| Total  | 365                 | 100            |

### Analysis by Disability

|                     | Number of employees | % of employees |
|---------------------|---------------------|----------------|
| Disabled            | 8                   | 2.19           |
| Not disabled        | 302                 | 82.74          |
| Not known           | 54                  | 14.80          |
| Declined to specify | 1                   | 0.27           |
| Total               | 365                 | 100            |

### Analysis by Age

|          | Number of employees | % of employees |
|----------|---------------------|----------------|
| Under 25 | 16                  | 4.38           |

|                   |     |       |
|-------------------|-----|-------|
| Between 25 & 35   | 61  | 16.71 |
| Between 36 & 45   | 74  | 20.27 |
| Between 46 and 55 | 114 | 31.23 |
| Between 56 and 65 | 85  | 23.30 |
| Over 65           | 15  | 4.11  |
| Total             | 365 | 100   |

### **Analysis by Religion**

|            | Number of employees | % of employees |
|------------|---------------------|----------------|
| Agnostic   | 5                   | 1.37           |
| Athiest    | 9                   | 2.47           |
| Christian  | 48                  | 13.15          |
| Hindu      | 1                   | 0.27           |
| None       | 13                  | 3.56           |
| Not Stated | 26                  | 7.12           |
| Other      | 2                   | 0.55           |
| Blank      | 261                 | 71.51          |
| Total      | 365                 | 100            |

### **Sexual Orientation**

It is noted that a significant number of employees (77%) have not provided this information.

### **Other protected characteristics**

This information is not available due to low numbers of returns.

### **Recruitment**

The council is committed to creating opportunity for all.

We aim to:

- Be an equal opportunities employer committed to a policy of equal access to employment opportunities, training and development, at all levels of the organisation.
- Recruit and retain a workforce that reflects the expertise and diversity of our community and ensure that recruitment and selection procedures are in place to attract the best applicants to Elmbridge.

- Build on our positive action policies to redress any inequalities or discriminatory practice.
- Create a safe working environment where any form of discrimination or harassment is dealt with quickly, appropriately and effectively, and where staff feel supported in challenging discrimination and harassment.
- Promote and further develop work-life balance policies to ensure that we maximise employment opportunities for all and continue to offer flexible working hours, home working options, part time, term time and job-share arrangements to improve the range of opportunities we offer.
- Welcome and encourage job applications from groups who are currently under represented through the Council.
- Advertise our jobs widely to ensure that they attract applications from all sections of the community.
- Make sure that staff responsible for recruitment are given the training and advice that they need to appoint the best person for the job.
- Ask staff to participate in the Council's equality monitoring data capture for recruitment, training and selection.

During 2017-2018, 104 roles were advertised. The response rate to advertisements was generally very high and a total of 769 applications were received.

### Analysis by Ethnicity

|                                       | Number of applications | Number interviewed | Number successful |
|---------------------------------------|------------------------|--------------------|-------------------|
| White                                 | 568<br>(73.86%)        | 230<br>(80.42%)    | 5<br>(71.43%)     |
| Asian/Asian British                   | 84<br>(10.92%)         | 16<br>(5.6%)       | 0                 |
| Mixed/multiple ethnic background      | 19<br>(2.47%)          | 6<br>(2.1%)        | 0                 |
| Black/African/Caribbean/Black British | 50<br>(6.5%)           | 20<br>(7%)         | 2<br>(28.57%)     |
| Other ethnic background               | 19<br>(2.47%)          | 8<br>(2.8%)        | 0                 |
| Unknown/not declared                  | 29<br>(3.78%)          | 6<br>(2.1%)        | 0                 |
| Total                                 | 769<br>(100%)          | 286<br>(100%)      | 7<br>(100%)       |

### Analysis by Sex

|               | Number of applications | Number interviewed | Number successful |
|---------------|------------------------|--------------------|-------------------|
| Male          | 382                    | 133                | 5                 |
| Female        | 377                    | 149                | 2                 |
| Not specified | 10                     | 4                  | 0                 |

### Analysis by Disability

|                   | Number of applications | Number interviewed | Number successful |
|-------------------|------------------------|--------------------|-------------------|
| Disabled          | 43                     | 20                 | 0                 |
| Not disabled      | 706                    | 259                | 7                 |
| Prefer not to say | 8                      | 2                  | 0                 |
| Not specified     | 12                     | 5                  | 0                 |

### Analysis by Age

|                   | Number of applications | Number interviewed | Number successful |
|-------------------|------------------------|--------------------|-------------------|
| Between 16 & 20   | 16                     | 4                  | 0                 |
| Between 21 & 30   | 243                    | 69                 | 4                 |
| Between 31 & 40   | 164                    | 50                 | 1                 |
| Between 41 and 50 | 134                    | 51                 | 1                 |
| Between 51 and 60 | 169                    | 85                 | 1                 |
| Between 61 and 70 | 32                     | 24                 | 0                 |
| Over 70           | 1                      | 0                  | 0                 |
| Not specified     | 10                     | 3                  | 0                 |
| Total             | 769                    | 286                | 7                 |

### Analysis by religion

|           | Number of applications | Number interviewed | Number successful |
|-----------|------------------------|--------------------|-------------------|
| Buddhist  | 0                      | 0                  | 0                 |
| Christian | 14                     | 9                  | 2                 |
| Hindu     | 1                      | 0                  | 0                 |
| Jew       | 0                      | 0                  | 0                 |
| Muslim    | 1                      | 0                  | 0                 |
| Sikh      | 0                      | 0                  | 0                 |

|                |     |     |   |
|----------------|-----|-----|---|
| Other religion | 2   | 0   | 0 |
| No religion    | 1   | 1   | 0 |
| Not specified  | 750 | 276 | 5 |
| Total          | 769 | 286 | 7 |

### Analysis by Sexual Orientation

|               | Number of applications | Number interviewed | Number successful |
|---------------|------------------------|--------------------|-------------------|
| Bisexual      | 0                      | 0                  | 0                 |
| Gay Man       | 0                      | 0                  | 0                 |
| Gay Woman     | 0                      | 0                  | 0                 |
| Heterosexual  | 21                     | 14                 | 3                 |
| Other         | 0                      | 0                  | 0                 |
| Not specified | 748                    | 272                | 4                 |
| Total         | 769                    | 286                | 7                 |

There remains a significant proportion of job applicants who choose not to disclose their personal details. This limits a detailed analysis.

### Moving Forward

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.

In an effort to improve representation in our workforce for those who have a disability and the Council is a Disability Confident Employer and will continue to participate in the scheme.

The Council will continue to seek to encourage younger people to join the organisation, by building on the existing apprenticeship schemes and continue to work with local schools and colleges to offer work experience placements.