

## 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 2018 to 31 March 2019.

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	1.72
Asian/Asian British – Bangladeshi	1	0.29
Asian/Asian British – Chinese	1	0.29

Asian/Asian British – Indian	6	1.72
Asian/Asian British – Pakistani	2	0.57
Black/African/Caribbean/Black British - African	5	1.43
Black/African/Caribbean/Black British - Caribbean	2	0.57
Mixed/Multiple ethnic group – Any other Mixed/multiple ethnic background	1	0.29
Mixed/Multiple ethnic group – White and Asian	1	0.29
White – Any Other White background	13	3.72
White – English/Welsh/Scottish/Northern Irish/British	226	64.76
White - Irish	3	0.86
Not known/not provided	82	25.49
Total	349	100

### ***Analysis by Gender***

Sex	Number of employees	% of employees
Male	119	34.10
Female	230	65.90
Total	349	100

### ***Analysis by Disability***

	Number of employees	% of employees
Disabled	13	3.72
Not disabled	253	72.49
Not known	82	23.50
Declined to specify	1	0.29
Total	349	100

### ***Analysis by Age***

	Number of employees	% of employees
Under 25	20	5.73
Between 25 & 35	56	16.05
Between 36 & 45	71	20.34

Between 46 and 55	108	30.95
Between 56 and 65	81	23.21
Over 65	13	3.72
Total	349	100

### ***Analysis by Religion***

	Number of employees	% of employees
Agnostic	4	1.15
Athiest	6	1.72
Christian	48	13.75
Hindu	1	0.29
None	17	4.87
Not Stated	19	5.44
Other	3	0.86
Blank	251	71.92
Total	349	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 2018-2019, 126 roles were advertised. The response rate to advertisements was generally very high and a total of 1029 applications were received.

### ***Analysis by Ethnicity***

	Number of applications	Number interviewed	Number successful
White	720 (69.97%)	297 (77.55%)	13 (86.66%)
Asian/Asian British	121 (11.76%)	34 (8.88%)	1 (6.67%)
Mixed/multiple ethnic background	34 (3.30%)	13 (3.40%)	0
Black/African/Caribbean/Black British	83 (8.07%)	22 (5.74%)	0
Other ethnic background	34 (3.30%)	10 (2.61%)	1 (6.67%)
Unknown/not declared	37 (3.60%)	7 (1.82%)	0
Total	1029 (100%)	383 (100%)	15 (100%)

### ***Analysis by Gender***

	Number of applications	Number interviewed	Number successful
Male	453	162	1
Female	570	220	14
Not specified	6	1	0

### ***Analysis by Disability***

	Number of applications	Number interviewed	Number successful
Disabled	67	29	1
Not disabled	938	345	14
Prefer not to say	15	6	0
Not specified	9	3	0

### ***Analysis by Age***

	Number of applications	Number interviewed	Number successful
Between 16 & 20	24	8	1
Between 21 & 30	295	80	5
Between 31 & 40	245	89	3
Between 41 and 50	204	89	1
Between 51 and 60	204	91	4
Between 61 and 70	41	23	1
Over 70	3	2	0
Not specified	13	1	0
Total	1029	383	15

### ***Analysis by religion***

	Number of applications	Number interviewed	Number successful
Buddhist	0	0	0
Christian	10	6	0
Hindu	0	0	0
Jew	0	0	0
Muslim	0	0	0
Sikh	0	0	0

Other religion	1	0	0
No religion	6	2	0
Not specified	1012	375	15
Total	1029	383	15

### ***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	14	7	0
Other	0	0	0
Not specified	1015	376	15
Total	1029	383	15

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.