



WORKFORCE PROFILE & ACTION PLAN

September 2023



Equality Act 2010: Public Sector Equality Duty

The purpose of this report is to provide an annual summary of the profile of the workforce of Huntingdonshire District Council (HDC) by their protected characteristics as defined under the Equality Act 2010.

All public sector employers, including local authorities, have a statutory duty under the Equality Act (2010) to publish the equality profile data it holds for its directly employed workforce on a regular annual basis. The latest workforce information for HDC is based on data obtained as at 31 March 2023.

The three aims of the Equality Duty are:

- Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it
- Foster good relations between people who share a protected characteristic and people who do not share it

As equality monitoring questions are optional, the Council does not hold a full set of information for every employee. Where employees did not answer or did not want to state their protected characteristics, these are shown as “not declared”

This report uses the latest data from the 2021 Census where possible to make comparisons against the workforce profile of HDC and has recommended actions against this. This is the start of organic process and more actions will develop as we move through the activities.

Huntingdonshire District Council 2022/23 - Headcount and Gender



The figures are split by Total Headcount

What does this data tell us?

- The census data 2021 shows that 49.6% of the population of Huntingdonshire are men, whilst HDC workforce is made up of 48% male. In comparison the census data shows 50.4% Females, whilst HDC workforce is made up of 52% females.
- In terms of those living in the District who are employed the split is 52.5% male and 47.5% Female. Therefore the makeup is reflective of the local demographic and demonstrates a fairly even split in the workforce by gender.

What are we doing well and where do we need to improve?

- Our last Gender Pay Gap data for 31 March 2022 placed HDC as one of the top performing organisations in relation to the Gender Pay Gap. The next report is due to be published on 31 March 2024.
- Flexibility is encouraged through recruitment processes where possible and dependent on the role. For example, the options of part time, term time only, annualised hours, remote working and flexi scheme are all promoted by HDC.

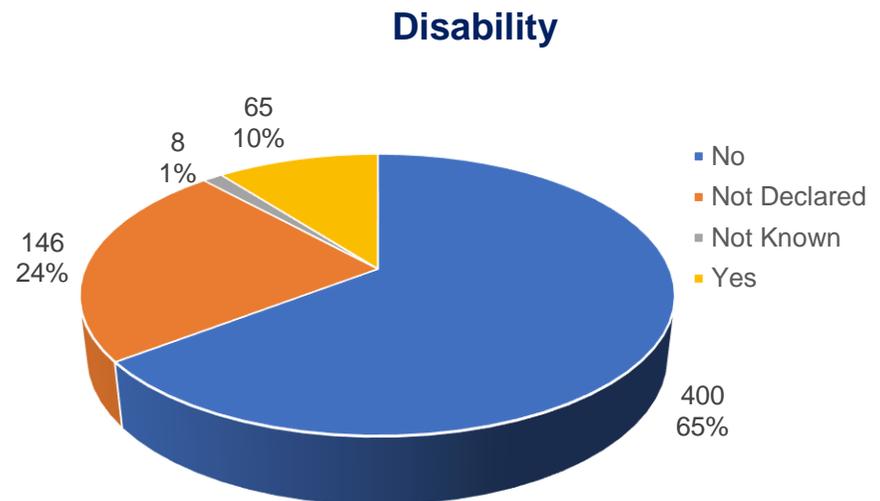
- HDC have signed up to the Menopause Pledge and have had a speaker come in to talk to managers. In addition a Teams group has been created as a support network.

Actions:

- Update the website with the pledge and include this in advertisement of roles.
- Further work needs to be done on education around menopause generally and in particularly with managers so that they are able to support staff in the best way.
- Creation of Menopause champions to lead the work in this area.

Huntingdonshire District Council 2022/23 – Disability

Year	No	Yes	Not Known	Not Declared
2022	186 (28.35%)	32 (4.88%)	9 (1.37%)	429 (65.40%)
2023	400 (64.62%)	65 (10.5%)	8 (1.29%)	146 (23.59%)



What does this data tell us?

- The census data shows that under the Equality Act category for 'day to day activities limited a lot and limited a little' we have a 16.3% make up in our demographic. HDC shows a make up of staff that have declared a disability at 10.5%. Please note the Census data would include people who are not of working age as well as people who are not able to work due to their disability or other reasons.
- The Census results show for people living in the District that are employed 9.6% are disabled under the Equality Act.
- This data shows that HDC figures are reflective of the local population in terms of those that have declared a disability and are employed.

What are we doing well and where do we need to improve?

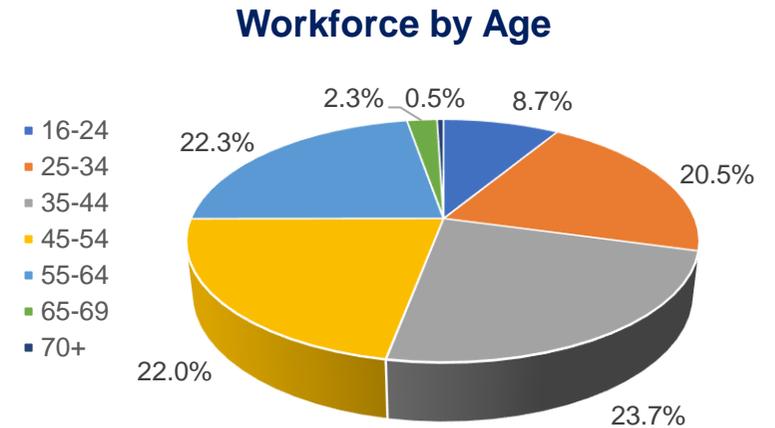
- HDC is signed up to being a Disability Confident Employer, which is a commitment to improving the way we recruit, retain and develop disabled people.
- The Disability at work policy has recently been updated in June 2023 and as a result an Adjustments Passport has been introduced to support employees where they have a disability, health condition or need temporary adjustments to enable them to carry out their role by facilitating conversations between employees and their line manager to capture the adjustments agreed.

Actions:

- Work is in progress to communicate the adjustments passport with managers and employees that have declared a disability.
- Ensure the new Disability at Work Policy is incorporated into existing processes for managing sickness to ensure employees are given a copy.
- Review sickness forms to enable reasonable adjustments to be a part of the discussions and documented.
- HDC will need to continue to increase the declaration rate.
- Update the website with the Disability Confident Pledge and include this in recruitment adverts.
- Explore with IT a Dyslexia friendly font, so that emails can be in the correct size, justified appropriately and using the correct font.
- Explore Mindful employer charter, this charter is about taking positive approach to mental health at work.

Huntingdonshire District Council 2022/23 – Age

Age Group	16-24	25-34	35-44	45-54	55-64	65-69	70+
Number of Employees & percentage	54 8.7%	127 20.5%	147 23.7%	136 22%	138 22.3%	14 2.3%	3 0.5%



What does this data tell us?

- The census data age brackets are quite large so this makes it difficult to get an accurate comparison of age against the demographic.
- HDC data has a fairly even spread, except for the lower age group category 16-24.

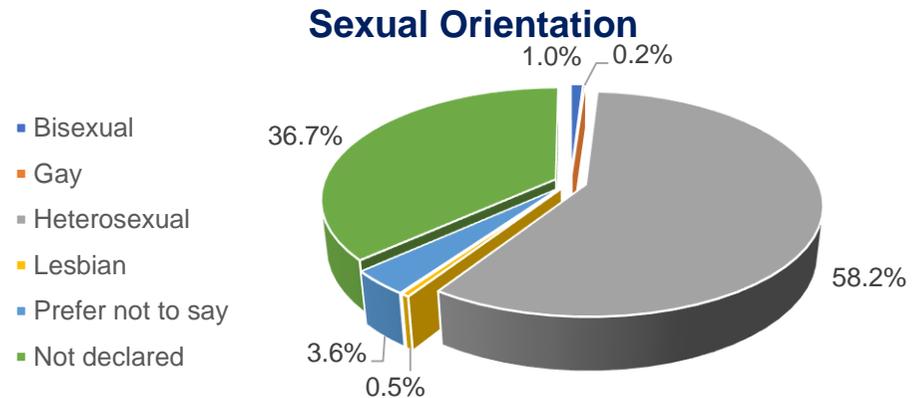
What are we doing well and where do we need to improve?

Actions:

- The recruitment team have been going out to colleges to attract potential applicants and will continue to do this.
- Work continues on Industrial Placements to attract younger candidates.
- Continue to work on bringing in more Apprenticeships
- Workforce strategy will speak to staff about what they value at HDC and what they want to see more of.

Huntingdonshire District Council 2022/23 - Sexual Orientation

Sexual Orientation	No of Employees and percentage
Bisexual	6 (1%)
Gay	1 (0.2%)
Heterosexual	360 (58.2%)
Lesbian	3 (2.5%)
Prefer not to say	22 (3.6%)
Not Declared	227 (36.7%)



What does this data tell us?

- The census data shows the make-up of people that declared themselves as lesbian or gay to be 1.3%, HDC is above this at 2.7%. In relation to being bisexual HDC had a 1% declaration and the Huntingdonshire demographic data shows 1.1%. Heterosexual make up of Huntingdonshire was 91% as opposed to HDC where it is 58.2%, this could be linked to the high number of not declared rate. Similarly the Census question on sexual orientation was a voluntary question and therefore not completed by everyone (6.2% did not answer it).
- There is limited data on this internally and externally to compare.

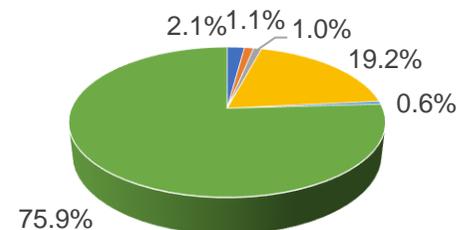
What are we doing well and where do we need to improve?

- HDC fly the pride flag and share communications regarding this.
- Work needs to be done on the not declared rate and education on the categories on the system will help with this, as this could be contributing.

Huntingdonshire District Council 2022/23 – Ethnicity

Ethnicity	Asian	Black	Mixed	Other	White	Not Declared
Number of Employees 2022	13 1.98%	3 0.46%	4 0.61%	4 0.61%	469 71.49%	163 24.85%
Number of Employees 2023	13 2.1%	7 1.1%	6 1%	4 0.6%	470 75.9%	119 19.2%

Ethnicity Group



■ Asian
 ■ Black
 ■ Mixed
 ■ Not Declared
 ■ Other
 ■ White

What does this data tell us?

- The census data shows Asian make up of Huntingdonshire as 3.2%, HDC have a makeup of 2.1% in this category. Black as 1.5% and HDC employ 1.1% in this category. Mixed is 2.2% in the census data and HDC employ 1%. Under the category 'other' the census data shows 0.7% and HDC has 0.6%. For those that declared themselves as white the census data showed 85.2% and HDC workforce is made up of 75.9% in this category.
- We don't have data for all of our employees (19.2%), therefore direct comparisons with the Census can not be made.

What are we doing well and where do we need to improve?

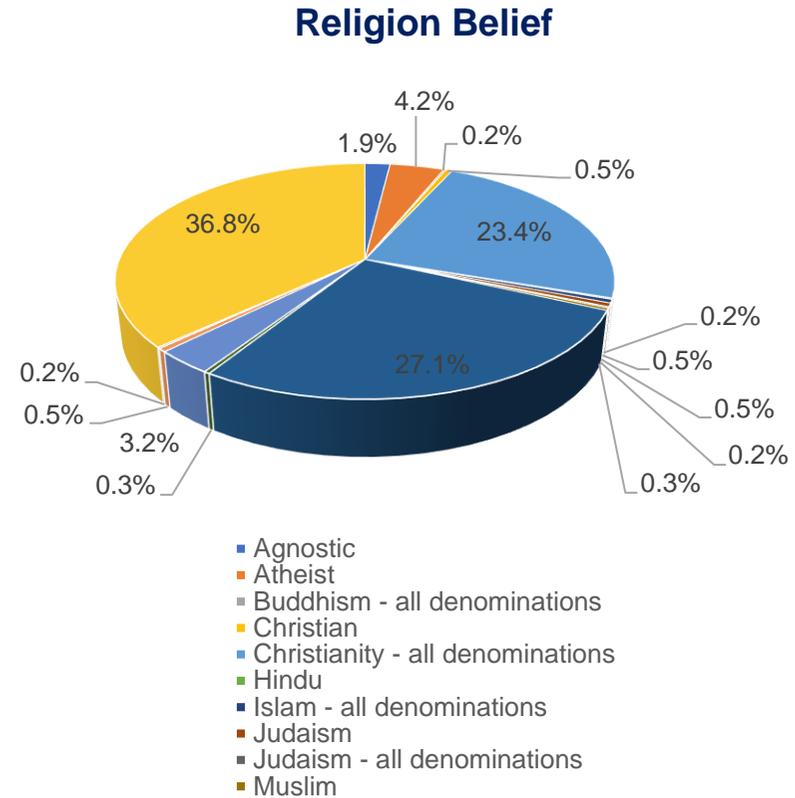
HDC advertise on network groups to reach diverse audiences and will continue to do this.

Actions:

- Improve declaration rate and explore breaking down categories such as white into 'white other' to give a better comparison against Census data.
- Explore The Race at work charter and UNISON Anti Racism Charter to see which actions can be implemented at HDC.
- Feed into the workforce strategy on culture and cultural celebrations and what employees feel could be done in this area.

Huntingdonshire District Council 2022/23 - Religion Belief

Religion	Number of Employees and Percentage
Agnostic	12 (1.9%)
Atheist	26 (4.2%)
Buddhism - all denominations	1 (0.2%)
Christian	3 (0.5%)
Christianity - all denominations	145 (23.4%)
Hindu	1 (0.2%)
Islam - all denominations	3 (0.5%)
Judaism	3 (0.5%)
Judaism - all denominations	1 (0.2%)
Muslim	2 (0.3%)
No Religion	168 (27.1%)
Other Religion	2 (0.3%)
Prefer Not to Say	20 (3.2%)
Sikhism	3 (0.5%)
Taoism	1 (0.2%)
Not Declared	228 (36.8%)



What does this data tell us?

- The Census data shows among employed people living in the District 48.1% had no religion (includes Atheist and Agnostic). 43.4% were Christian, 0.4% were Buddhist, 0.6% were Hindu and 0.1% were Jewish and 1.2% were Muslim, 0.2% were Sikh and 0.6% were other religion.

- This was a voluntary question in the Census so it was not answered by all (5.5% did not answer this).
- HDC has quite a high not declared rate on this (36%).

What are we doing well and where do we need to improve?

Actions:

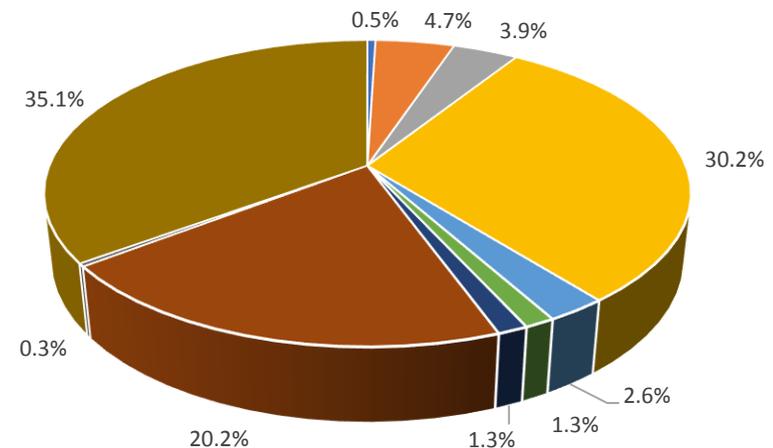
- As above feed into work force strategy to celebrate cultural days
- More data is needed on the non-declaration rate.
- Explore combining some categories going forward to help with comparison.

Huntingdonshire District Council 2022/23 – Marital Status

Marital Status	Number of Employees and percentage
Civil Partnership	3 (0.5%)
Co-habiting	29 (4.7%)
Divorced	24 (3.9%)
Married	187 (30.2%)
Partner	16 (2.6%)
Prefer not to say	8 (1.3%)
Separated	8 (1.3%)
Single	125 (20.2%)
Widowed	2 (0.3%)
Not Declared	217 (35.1%)

Marital Status

- Civil Partnership
- Co-habiting
- Divorced
- Married
- Partner
- Prefer not to say
- Separated
- Single
- Widowed
- Not Declared



What does this data tell us?

- The census data shows married/in a civil partnership as 50%, HDC data shows 30.7% in this category.
- HDC have a 35.1% non-declaration rate, which means we can not directly compare against the Census data

What are we doing well and where do we need to improve?

Action:

- Improve data captured in this area

Conclusion

Equality and diversity is about acceptance, fairness and respect and recognising individual differences. HDC want to create a workforce that is representative of our community, this will enable the council to:

- Value the skills of a diverse work pool
- Ensure that the services we provide are delivered by employees that understand our local community.
- Develop an inclusive workforce, which promotes and delivers improvements on equality through our policies and practices by ensuring they are not having an adverse impact
- Eliminate any barriers that certain groups may face
- Challenge any discrimination in the work place

The actions within the report will help move towards this and in addition there are some general actions that will support the Council's commitment to Equality as outlined below:

- Work during 2022/2023 has focused on decreasing the number of employees that have not declared their protected characteristics. This has helped to improve the data but will need to continue through managers and individuals by explaining the benefits of capturing this information and by being specific about the data that is missing.
- Update the Equal Opportunities Policy.
- Training on Equal Opportunities
- HR involvement in Equality meetings with other Councils to share best practice.
- Run unconscious bias training for managers relating to recruitment.
- Make the roles advertised look more accessible to people who may not have the exact skills by advertising training opportunities relating to roles.
- Focussing more on transferable skills to allow more people to apply rather than being prescriptive, in addition asking for equivalent experience rather than the focus being on qualifications.
- Explore employee networks for different groups to support and develop each other, feed into HR Policies, communications, learning and development and Equality actions.
- Review where and how we promote our roles, ensuring inclusivity.
- Review Bullying and Harassment and Grievance policy to make it easier for employees when raising concerns.