

WORKFORCE PROFILE

as at 31 March 2024 with Action Plan September 2024



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 2024.

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 shared”

Huntingdonshire District Council 2023/24 - Headcount and Gender identity



The figures are spilt 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 49% male (48% in 2023). In comparison the census data shows 50.4% Females, whilst HDC workforce is made up of 51% females (52% in 2023).
- 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 identity.

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

- Our last Gender Pay Gap data for 31 March 2023 demonstrated that HDC have a lower than average Gender Pay Gap. The next report is due to be published by 31 March 2025.
- Flexibility, remote working and flexi scheme are promoted through recruitment processes where possible and dependent on the role. HDC employ 151 part time employees, 6 compressed hours e.g. 9 day fortnight contracts and 1 annualised hours contracts.

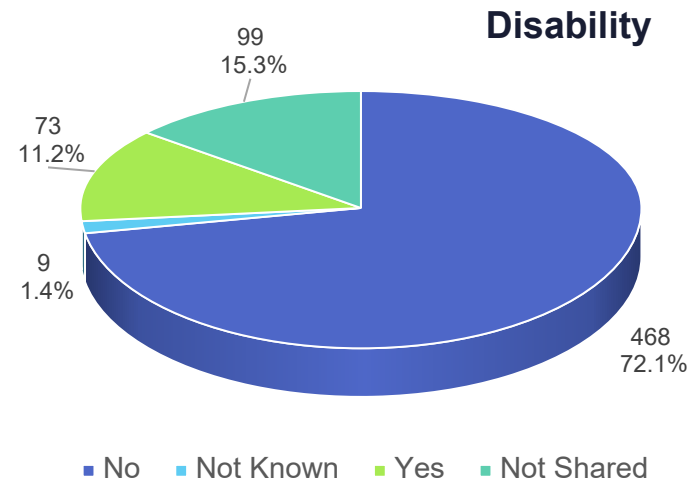
- HDC website has been updated with our pledges including the menopause pledge and we are now including this when advertising roles.

Actions:

- Further work needs to be done on education around menopause generally and in particular with managers so that they are able to support staff in the best way.

Huntingdonshire District Council 2023/24 – Disability

Year	No	Yes	Not Known	Not Shared
2022	186 (28.3%)	32 (4.8%)	9 (1.3%)	429 (65.4%)
2023	400 (64.6%)	65 (10.5%)	8 (1.2%)	146 (23.5%)
2024	468 (72.1%)	73 (11.2%)	9 (1.4%)	99 (15.3%)



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 11.25%. 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. The data demonstrates that compared to those that are employed HDC employs a higher percentage of people that have shared they have a disability compared to the census data.

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

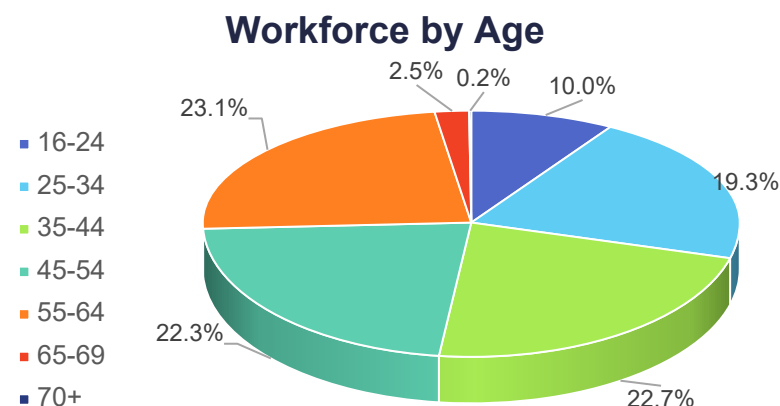
- HDC is signed up to being a Disability Confident Employer, which is a commitment to improving the way we recruit, retain and develop disabled people, this pledge is also now being used on the website for recruitment.
- The Disability at work policy has recently been reviewed in May 2024 and now includes information on Access to Work Scheme.
- The Adjustments Passport is being used by staff and managers 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.
- Work has been completed on communicating the option to use the adjustments passport with managers and employees that have declared a disability. Information has been included in new starter documents, in sickness management forms and is shared with employees that change their disability status on the HR/Payroll system.
- Sickness forms now include a reminder about the Disability at Work Policy when managing sickness to ensure employees are given a copy and the forms make it clearer to document reasonable adjustments as part of the discussion.

Actions:

- HDC will need to continue to increase the declaration rate.
- 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 2023/24 – Age

Age Group	16-24	25-34	35-44	45-54	55-64	65-69	70+
Number of Employees & percentage	65 10%	125 19.3%	147 22.7%	145 22.3%	150 23.1%	16 2.5%	1 0.2%



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 and 65+. However when including our variable workforce in the headcount, who predominantly work in leisure, the 16-24 category increases to 27%.

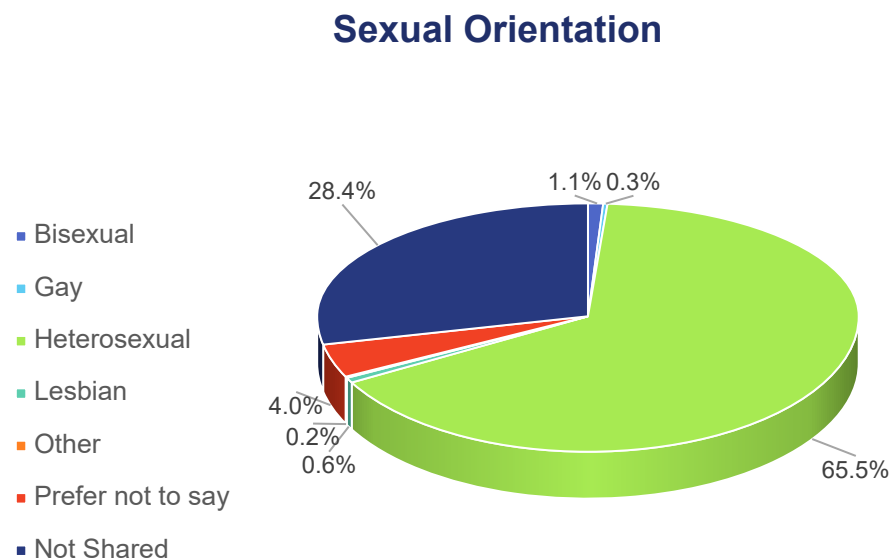
What are we doing well and where do we need to improve?

Actions:

- The recruitment team have been going out to colleges to attract potential applicants and will continue to do this.
- HDC will continue to work with local colleges to give students opportunities where possible.
- Continue to work on bringing in more Apprenticeships
- Workforce strategy engagement sessions spoke to staff about what they value at HDC and what they want to see more of and these have formed part of the action plan for strategy and include areas such as mentoring for all employees but to also help younger employees.

Huntingdonshire District Council 2023/24 - Sexual Orientation

Sexual Orientation	No of Employees and percentage	
Bisexual	7	(1.1%)
Gay	2	(0.3%)
Heterosexual	425	(65.5%)
Lesbian	4	(0.6%)
Other	1	(0.2%)
Prefer not to say	26	(4%)
Not Shared	184	(28.4%)



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 below this at 0.9%, (2.7% last year), the reduction is linked to the increase in head count as the actual disclosure rate has increased. In relation to being bisexual HDC has a 1.07% declaration (1% last year) and the Huntingdonshire demographic data shows 1.1%. Heterosexual make up of Huntingdonshire was 91% as opposed to HDC where it is 65%, this could be linked to the high number of not shared rate. Similarly the Census question on sexual orientation was a voluntary question and therefore not completed by everyone (4% preferred not to say).

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

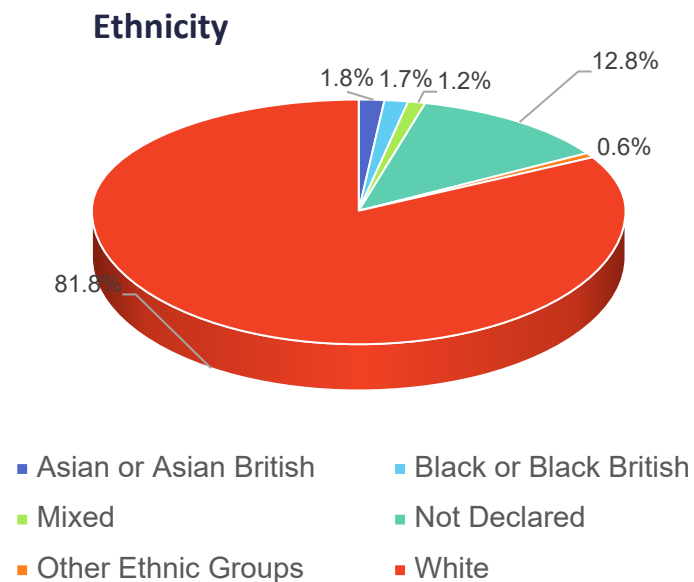
- HDC fly the pride flag and share communications regarding this.
- Disclosure rate had increased since last year 28% have not shared this year compared to 37% last year.
- Further work needs to be done on the not shared rate and education on the categories will help with this.

Actions:

- Explore Attending Cambridge Pride as an employer.
- There will be actions that come through the workforce strategy that will contribute to this area.

Huntingdonshire District Council 2023/24 - Ethnicity

Ethnicity	Asian	Black	Mixed	Other	White	Not Shared
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%
Number of Employees 2024	12 1.8%	11 1.7%	8 1.2%	4 0.6%	531 81.8%	83 12.8%



What does this data tell us?

- The census data shows an Asian make up of Huntingdonshire as 3.2%, HDC employ 2% in this category. Black as 1.5% and HDC employ 2% 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 a figure of 0.6%. For those that declared themselves as white the census data showed 85.2% and HDC workforce is made up of 82% in this category (75.9% last year).
- We don't have data for all of our employees (13%), therefore direct comparisons with the Census can not be made, although this is an improvement as last year the figure was 19.2%.

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.
- Work on improving the declaration rate has helped but this can always be improved.

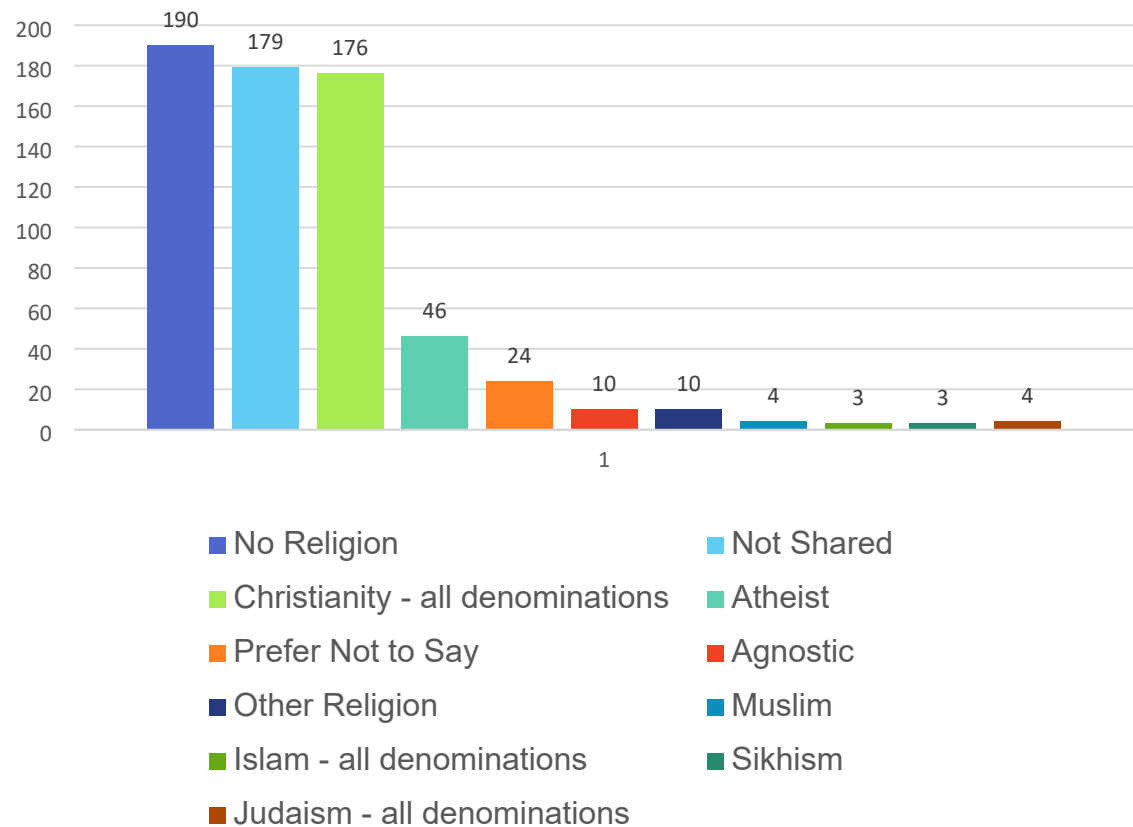
Actions:

- Improve declaration rate
- Explore The Race at work charter and UNISON Anti Racism Charter to see which actions can be implemented at HDC.

Huntingdonshire District Council 2023/24 - Religion Belief

Religion	Number of Employees and Percentage
Agnostic	10 (1.5%)
Atheist	46 (7.1%)
Christianity - all denominations	176 (27.1%)
Islam - all denominations	3 (0.5%)
Judaism - all denominations	4 (0.6%)
Muslim	4 (0.6%)
No Religion	190 (29.3%)
*Other Religion	10 (1.5%)
Prefer Not to Say	24 (3.7%)
Sikhism	3 (0.5%)
Not Shared	179 (27.6%)

Top 11 - Religion Belief



* Other categories have 2 or less employees

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), HDC has 38% in this category.
 - 43.4% were Christian – HDC has 27% in this category.
 - 0.1% were Jewish – HDC has 0.6% in this category
 - 1.2% were Muslim – HDC has 0.6% in this category
 - 0.2% were Sikh - HDC has 0.5% in this category
 - 0.6% responded with other religion - HDC has 1.5% in this category (includes religion's where under 2 employees have responded)
- The information shows that whilst some percentages have decreased compared to last year the actual numbers for all the religions has stayed the same or increased. The percentage decrease is due to the head count increase.

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

- HDC's not shared rate is 28%, which has improved from last year when this was reported as 36%.
- We have updated our recruitment processes and systems to combine some categories to make a comparison with the census data more reflective.

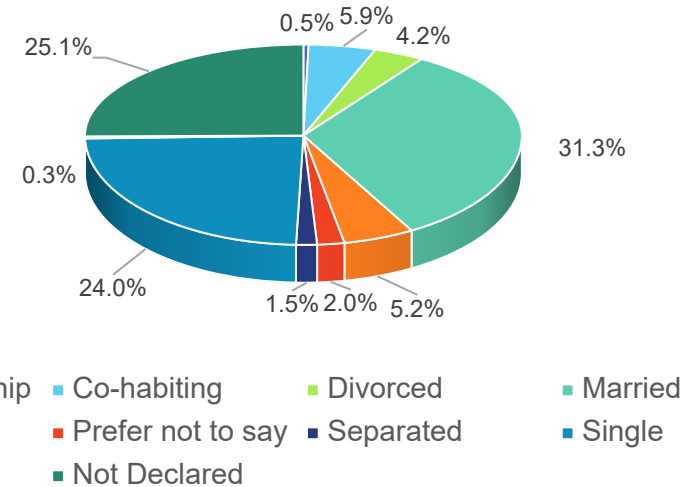
Actions:

- More data is needed on the non-declaration rate.
- Workforce Strategy includes actions around this area including networking groups and celebration of cultural days.

Huntingdonshire District Council 2023/24 – Marital Status

Marital Status	Number of Employees and percentage
Civil Partnership	3 (0.5%)
Co-habiting	38 (5.9%)
Divorced	27 (4.2%)
Married	203 (31.3%)
Partner	34 (5.2%)
Prefer not to say	13 (2.0%)
Separated	10 (1.5%)
Single	156 (24.0%)
Widowed	2 (0.3%)
Not Shared	163 (25.1%)

Marital Status



What does this data tell us?

- The census data shows married/in a civil partnership as 50%, HDC data shows 34% in this category.
- HDC have a 75% declaration rate as this is not mandatory data to share.

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 data in this report shows that HDC workforce is fairly reflective of the local demographic, however there are some areas that can be focused on. Whilst there are actions included in this report, further work will be part of the workforce strategy action plan, for example networking groups, workplace wellbeing charter, exploring other pledges and workplace social wellbeing.

Equality Action Plan 2023/24

Equality Actions		Owned by	Notes	Progress
Gender	Update HDC website with the pledge and include this in advertisement of roles.	Sam Sanderson	Pledges are on Internet recruitment page which now includes a section on Equality Diversity and Inclusion. https://www.huntingdonshire.gov.uk/jobs/working-for-the-council/equality-diversity-and-inclusion/	Completed
	Further work needs to be done on education around menopause generally and in particular with managers so that they are able to support staff in the best way.	Kiran Hans	This work will be carried out through Workforce Strategy	Carry over
	Creation of Menopause champions to lead the work in this area.	Kiran Hans	This will be reviewed as part of Workforce Strategy to decide the best way to deliver	Carry over
Disability	Work is in progress to communicate the adjustments passport with managers and employees that have shared their disability status.	Kiran Hans	The adjustments passport was launched and shared with employees and managers. New starters have this information on a welcome email as part of onboarding process. Information has been shared with managers and employees and is included on templates for when managers are having sickness meetings.	Completed
	Ensure the new Disability at Work Policy is incorporated into existing processes for managing sickness to ensure employees are given a copy.	Kiran Hans	This has been included in Action Stage 1 and 2 forms.	Completed

	Review sickness forms to enable reasonable adjustments to be a part of the discussions and documented.	Kiran Hans	This has been added to Action Stage 1 and 2 forms.	Completed
	Update the website with the Disability Confident Pledge and include this in recruitment adverts.	Sam Sanderson	Pledges are now part of jobs page	Completed
	Explore with IT a Dyslexia friendly font, so that emails can be in the correct size, justified appropriately and using the correct font.	Leanne Harfield	This will be part of Workforce Strategy	Carry over
	Explore Mindful employer charter, this charter is about taking positive approach to mental health at work.	Leanne Harfield	Part of Workforce Strategy	Carry over
Age	The recruitment team have been going out to colleges to attract potential applicants and will continue to do this.	Julie Holland	This has included Cambridge Regional College, St Peters Secondary School, event at Coneygear Centre and quarterly DWP events to attract potential applicants (this does attract a mixture of applicants including a younger market and disabled candidates.	Completed/ Ongoing
	Work continues on Industrial Placements to attract younger candidates.	Julie Holland	Placed candidates on Industrial Placements (2 in ICT). The college is moving away from Industrial Placements and their focus will be work experience.	Completed
	Continue to work on bringing in more Apprenticeships	Julie Holland	3 completed Apprenticeships (ICT, Planning and Housing), over 30 live apprenticeships during the period.	Completed/ Ongoing

	Workforce strategy will speak to staff about what they value at HDC and what they want to see more of.	Nic Harpham	Engagement sessions completed	Completed
Sexual Orientation	Work needs to be done on the not shared rate and education on the categories on the system will help with this, as this could be contributing to the shared rate.	Kiran Hans	Part of Workforce Strategy	Carry over
Ethnicity	Improve declaration rate and explore breaking down categories such as white into 'white other' to give a better comparison against Census data.	Kiran Hans	Reviewed but decided not priority at present but will be considered again in future.	Completed
	Explore The Race at work charter and UNISON Anti Racism Charter to see which actions can be implemented at HDC.	Leanne Harfield	Explore as part of Workforce Strategy.	Carry over
	Feed into the workforce strategy on culture and cultural celebrations and what employees feel could be done in this area.	Kiran Hans	Feedback has been given through engagement sessions and this is in the workforce strategy action plan.	Completed
Religion and Belief	As above feed into work force strategy to celebrate cultural days	Leanne Harfield	Feedback has been given through engagement sessions and this is in workforce strategy action plan.	Completed

	Explore combining some categories going forward to help with comparison	Kiran Hans	Categories have been combined on system	Completed
General Actions	Work during 2022/2023 has focused on decreasing the number of employees that have not shared 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.	Kiran Hans	In 2024/2025 more targeted approach and education on categories such as sexual orientation.	Completed/ Ongoing
	Update the Equal Opportunities Policy.	Kiran Hans/ Leanne Harfield/ Lisa Morris		Carry over
	Training on Equal Opportunities		Equality, Diversity and Inclusion are mandatory training, reminder has been sent out to all staff and managers to complete. The new iLearn system due to be implemented in September will send automatic reminders.	Completed
	HR involvement in Equality meetings with other Councils to share best practice.	Kiran Hans/Nic Harpham	A variety of networking meetings have taken place in last 12 months and will continue to do so. <ul style="list-style-type: none"> Code Network meetings 13/12: Influence through Authentic Leadership. 	Completed

			<ul style="list-style-type: none"> • Code Network 27/02: Collaborative teams meeting to discuss leadership • Code Network 06/02: Attracting people to work in Local Government • Workforce Planning Networking Meeting 	
	Unconscious bias training for managers relating to recruitment.		<p>Module is available and mandatory. Reminder has been sent to complete to all managers and staff.</p> <p>The new iLearn system due to be implemented in September will send automatic reminders.</p>	Completed
	Make the roles advertised look more accessible to people who may not have the exact skills by advertising training opportunities relating to roles.	Leanne Harfield/Sam Sanderson	<p>This is regularly part of adverts, example used below: If you're ready to dive into a rewarding career that keeps you on your toes and offers opportunities for growth, we'd love to hear from you! If this role sounds perfect but you don't hold a national Pool Lifeguard Qualification (NPLQ), don't be put off – we can provide you with everything you need to become qualified!</p>	Completed/ Ongoing
	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.	Leanne Harfield/Sam Sanderson	Job Descriptions and adverts are being reviewed so that they are focussed on equivalent experience or transferable skills.	Completed
	Explore employee networks for different groups to support and develop each other, feed into HR Policies,	Leanne Harfield/Kiran Hans	Part of Workforce Strategy Action Plan	Carry over

	communications, learning and development and Equality actions.			
	Review where and how we promote our roles, ensuring inclusivity.	Leanne Harfield/Sam Sanderson	Advertise and work with DWP amongst others.	Completed

Equality Action Plan 2024/25

Equality Actions		Owned by	Progress
	Actions carried over		
Gender	Further work needs to be done on education around menopause generally and in particular with managers so that they are able to support staff in the best way.	Kiran Hans	
	Consider creation of Menopause champions to lead the work in this area.	Kiran Hans	
Disability	Explore with IT a Dyslexia friendly font, so that emails can be in the correct size, justified appropriately and using the correct font.	Leanne Harfield	
	Explore Mindful employer charter, this charter is about taking positive approach to mental health at work.	Leanne Harfield	
Sexual Orientation	Work needs to be done on the not shared rate and education on the categories on the system will help with this, as this could be contributing to the shared rate.	Kiran Hans	

Ethnicity	Explore The Race at work charter and UNISON Anti Racism Charter to see which actions can be implemented at HDC.	Leanne Harfield	
General Actions	Update the Equal Opportunities Policy.	Leanne Harfield/ Lisa Morris	
	Explore employee networks for different groups to support and develop each other, feed into HR Policies, communications, learning and development and Equality actions.	Leanne Harfield/Kiran Hans	
New Actions 2024/2025			
Gender	Social Enterprise – for ladies out of work, upskilling ladies to come and work for us.	Kiran Hans	
Disability	Explore Ability pathway – job site aimed at reducing barriers to recruitment as a jobs site to tap in to disabled talent pool.	Sam Sanderson	
	Disability plus status	Kiran Hans	
Sexual Orientation	Explore Attending Cambridge Pride as an employer.	Kiran Hans	
General Actions	Workforce Strategy includes a number of areas that will support the work around Equalities.	Kiran Hans	