



OXFORDSHIRE COUNTY COUNCIL

Public Sector Equality Duty: Workforce data report

September 2022

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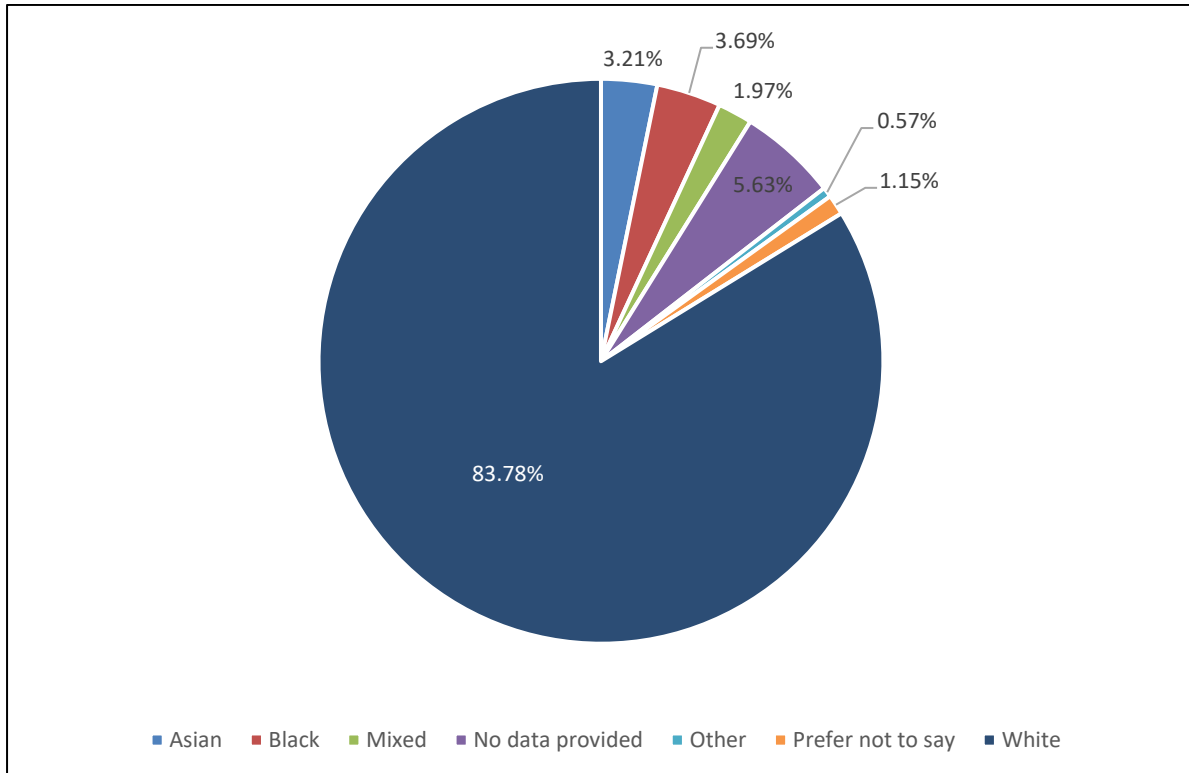
1.0 Background

- 1.1. This report covers the period **1st April 2021 – 31st March 2022**. The data is based on the number of employees at 31st March 2022 (5116 staff). On-call Fire-Fighters have been included in the data. Contractors, Councillors and casual staff have been excluded.
- 1.2. Data for schools has not been included in this report as schools with over 150 staff are required to publish information separately about their performance on equality. Please refer to individual school's websites for more information about their performance.
- 1.3. The purpose of this report is to help the council understand its workforce and use the information to ensure the actions, policies and measures it takes as an employer are:
 - Eliminating unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act.
 - Advancing equality of opportunity between people who share a protected characteristic and those who do not.
 - Fostering good relations between people who share a protected characteristic, and those who do not.
- 1.4. Under the specific duties the Council is required to publish information annually to demonstrate its compliance with the Equality Duty 2010. The following employment information is covered in this report:
 - The distribution of the workforce by the following protected characteristics: ethnicity, disability, sex, age group, sexual orientation and religion or belief.
 - Success rates of job applicants by protected characteristic.
 - Take up of training opportunities by protected characteristic.
 - Pay information by protected characteristic.
 - Maternity return rates
 - Disciplinary and grievance cases by protected characteristic.
 - Reasons for leaving employment by protected characteristic.
- 1.5. The council not only aims to ensure it is meeting its legal duties as a public sector organisation but recognises the benefits of being a diverse and inclusive employer. Monitoring on these areas enables the council to analyse the data to see if there are differences between protected characteristics and investigate the processes which have resulted in these differences, taking action as necessary to try and remove barriers and promote equality for all groups.
- 1.6. Where Census data is available, this has been used to compare the council's workforce with the Oxfordshire population. Data from the 2011 Census has continued to be used but will be updated as data from the 2021 Census becomes available.

2.0 Workforce profile

2.1. Ethnic Origin

Graph 1 – Ethnic origin of the Councils workforce as at 31 March 2022



Asian includes Bangladeshi, Chinese, Indian, Pakistani, and other Asian ethnic groups.

Black includes Black African, Black Caribbean, Black British and Black Other ethnic groups.

Mixed includes White and African, White and Asian, White and Caribbean and other Mixed ethnic groups.

White includes White British, White Irish, White Eastern European and White Other ethnic groups.

The majority of the Council's workforce (83.78%) are from White ethnic groups.

We have used the term ethnic minority groups to refer to all ethnic groups except those in White ethnic groups.

Of all our employees, 9.44% have declared an ethnicity from an ethnic minority group, an increase from 8.63% in March 2021.

The Census 2011 showed 16% of all Oxfordshire residents were from a non-White British ethnic background. This was around 9.2% of the working age population. Once census data for 2021 is released a more accurate and up to date comparison can be made to the local population.

The Asian ethnicity group has increased slightly from 3.05% in 2021 to 3.21% in 2022, the biggest increase was in the Other Asian ethnic group with an increase of 0.12%.

The percentage of employees from Black ethnicity groups has increased slightly from 3.28% in 2021 to 3.69% in 2022. The biggest increase was in the Black African ethnic group with an increase of 0.30%, followed by an increase of 0.17% to the percentage of employees from the Black Caribbean group.

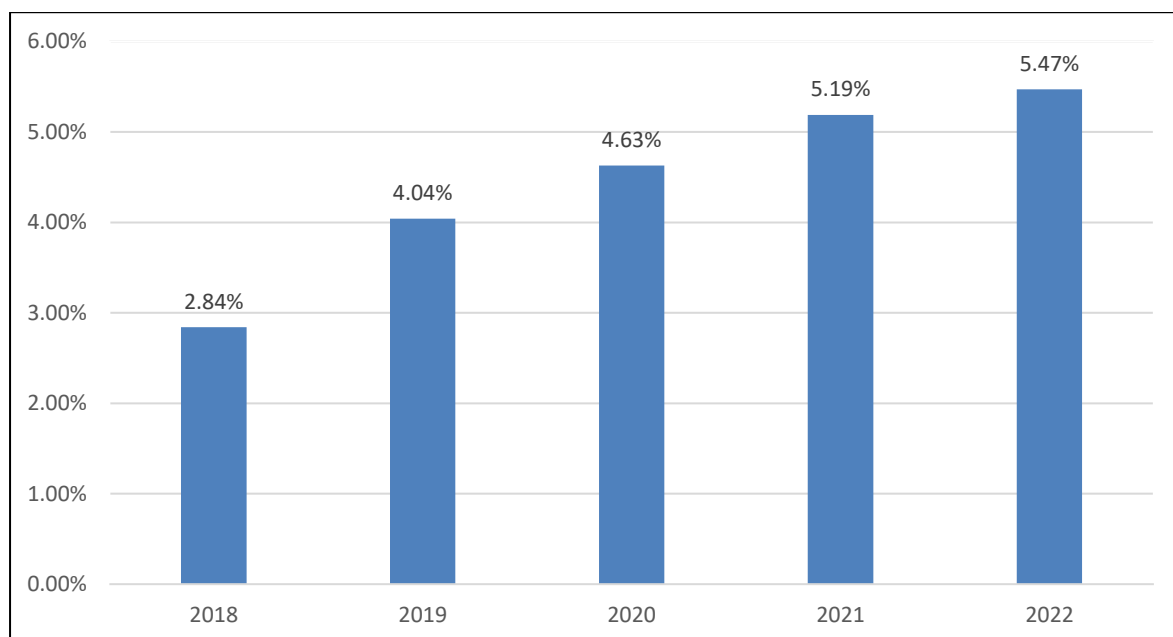
The percentage of staff in Mixed Asian ethnic groups has decreased very slightly by 0.06% but has increased in Mixed Caribbean and Mixed Other groups by 0.06% and 0.14% respectively,

There has been a decrease of 0.44% in the percentage of employees from the White British group from 77.51% to 77.07%.

A total of 6.78% of employees either prefer not to tell us their ethnicity or have not completed the data. This has reduced slightly from 7.10% of employees in March 2021.

2.2 Disability

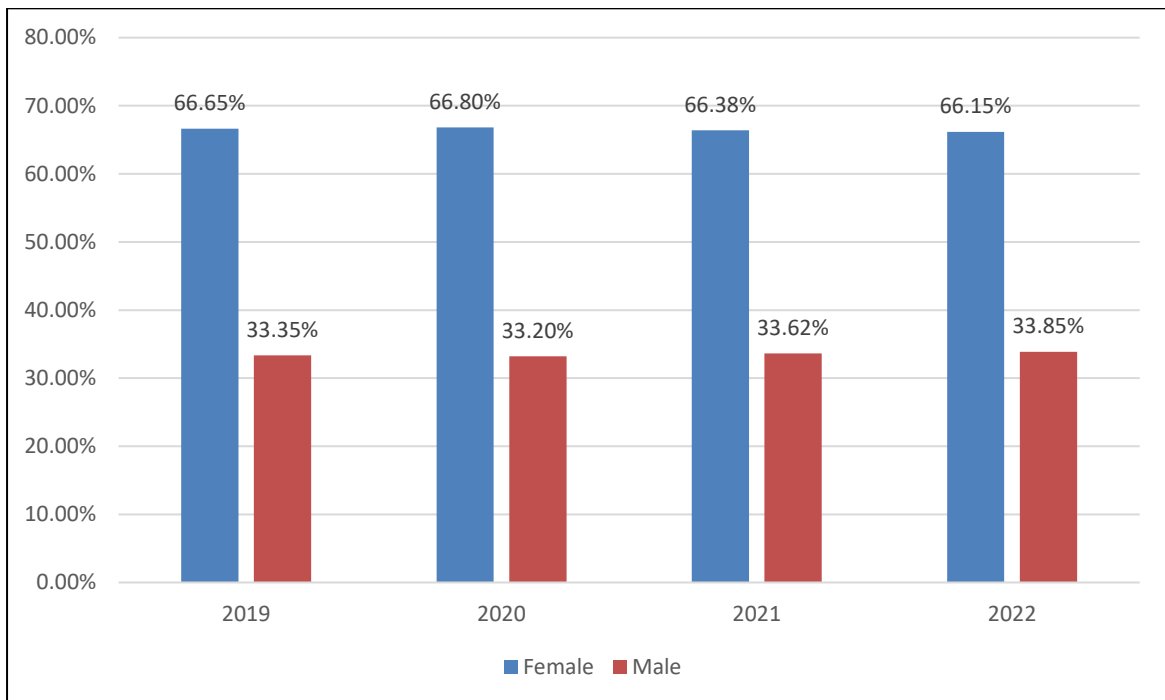
Graph 2 – Percentage of staff declaring a disability



The percentage of council employees declaring a disability has increased steadily over the last 5 years and has increased from 5.19% at 31 March 2021 to 5.47% at 31st March 2022.

2.3. Sex

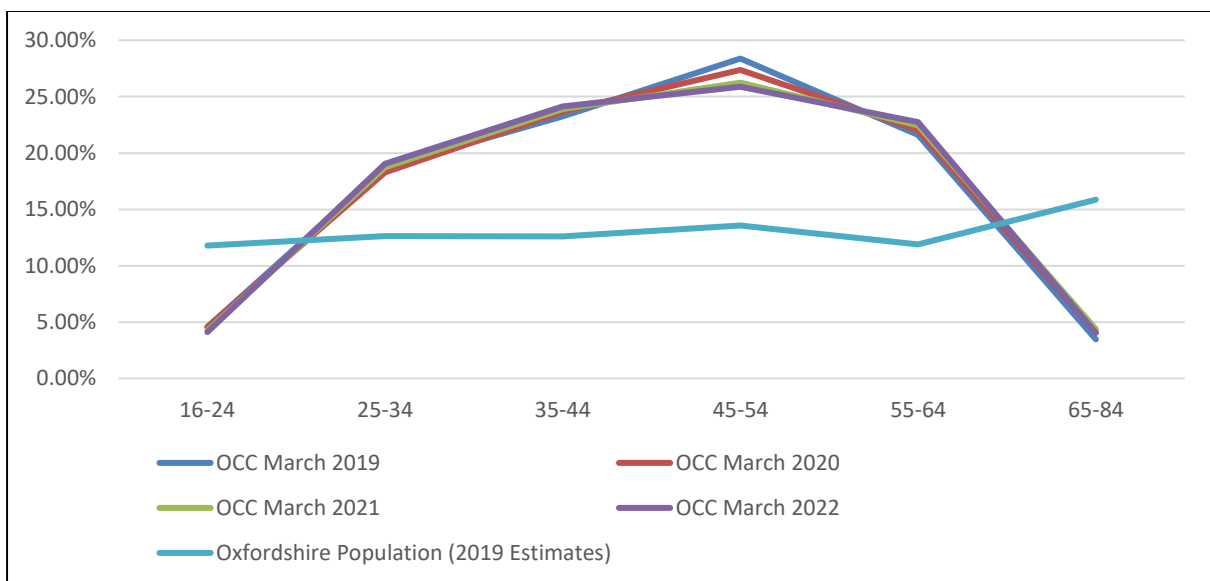
Graph 3 – Breakdown of the council’s workforce by sex



There continues to be a higher proportion of female workers in the County Council with 66.15% of staff being female as at 31 March 2022.

2.4. Age

Graph 4 – Age distribution of the workforce



Age group	OCC March 2019	OCC March 2020	OCC March 2021	OCC March 2022	Oxfordshire Population (2019 Estimates)
16-24	4.56%	4.57%	4.25%	4.12%	11.79%
25-34	18.75%	18.29%	18.75%	19.06%	12.63%
35-44	23.24%	23.67%	23.90%	24.14%	12.61%
45-54	28.38%	27.37%	26.24%	25.88%	13.56%
55-64	21.60%	22.03%	22.47%	22.75%	11.90%
65-84	3.47%	4.08%	4.38%	4.05%	15.86%

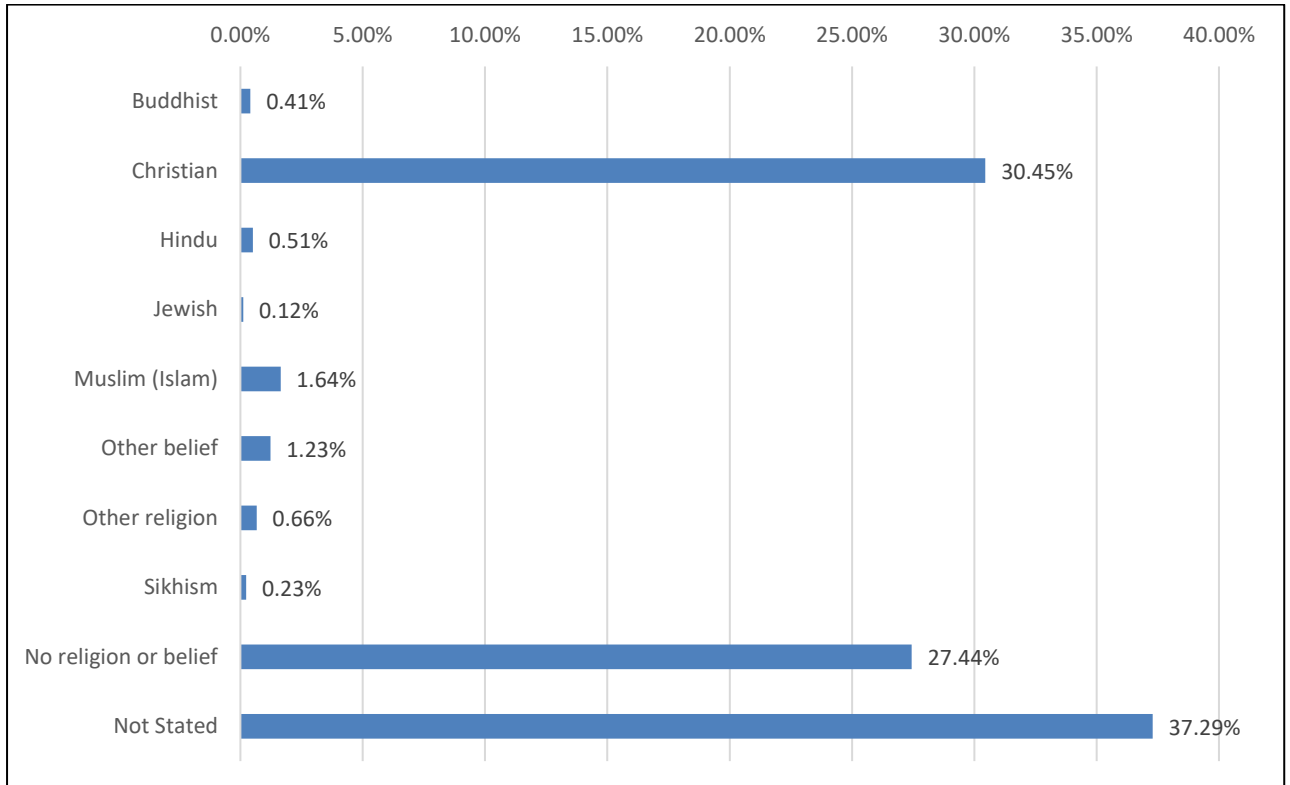
There have been no major changes in the age profile of the council workforce over the past few years. Since March 2021, the percentage of those aged 16-24 has slightly decreased further from 4.25% in March 2021 to 4.12% in March 2022. The highest percentage of the workforce continues to be in age group 45-54 although the percentage of staff in this age group has decreased slightly over the last year from 26.24% to 25.88%. The percentage of those aged over 65 has decreased slightly and all other age groups have increased very slightly.

In comparison to the local population, age group 16-24 continues to be underrepresented in the workforce at 4.12% compared to an estimated 11.79% of the Oxfordshire population. However, it is recognised that a high proportion of the Oxfordshire population in this age group will attend sixth form, college, or university in the county. The population of Oxfordshire residents aged 16-24 *excluding* full time university students is approximately 7.03%.

2.5. Religion and Belief

Overall, the percentage of staff declaring their religion has increased from 59.03% in March 2021 to 62.71% in March 2022. We do not know the religion or belief for 37.29% of staff.

Graph 5 – Percentage of staff by religion or belief as at 31st March 2022



30.45% of the workforce are Christian, a slight increase from 29.45% in 2021, and 27.44% of the workforce have no religion or belief, an increase from 25.22% in 2021.

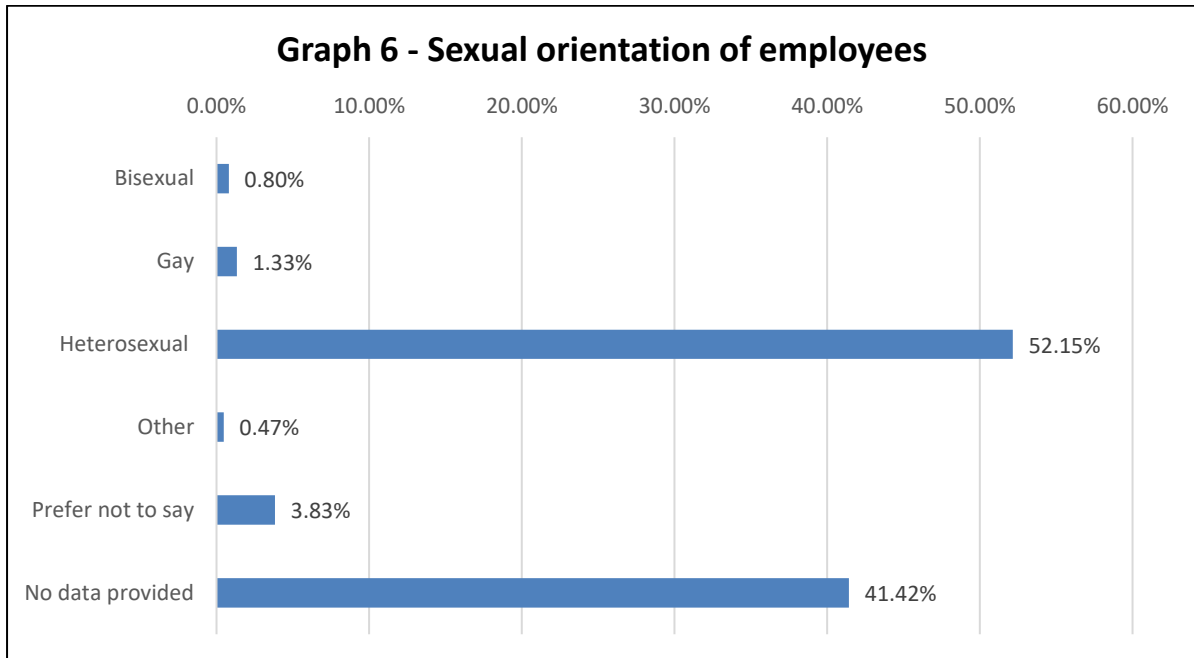
The percentage of employees who are Muslim, Hindu, Buddhist, or have another belief have increased very slightly over the last year. The percentage of Sikh and Jewish employees has decreased very slightly.

Action: Continue to encourage staff to declare their religion or belief to improve accuracy of reporting.

2.6. Sexual Orientation

As of 31st March 2022, 58.58% of employees had declared their sexual orientation, a slight increase from 52.43% of employees in March 2021.

The graph below summarises the sexual orientation for employees:



The percentage of employees who have declared they are Lesbian, Gay, Bisexual or Other has increased from 2.26% in March 2021 to 2.60% in March 2022

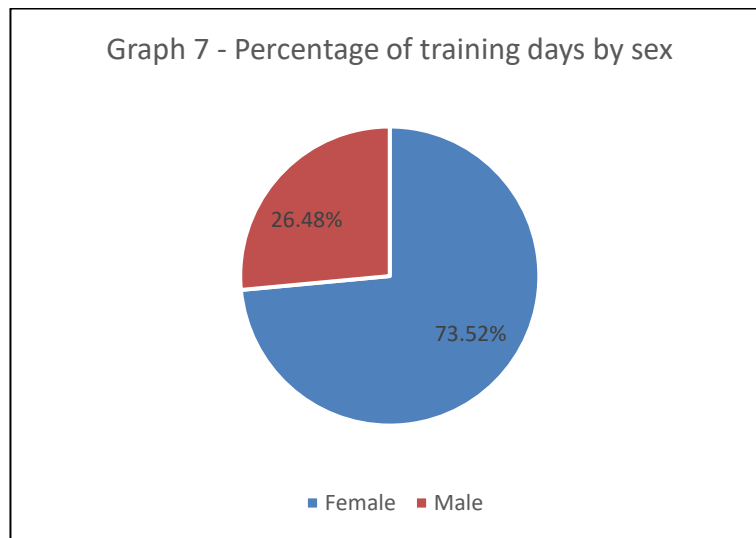
There have been very slight increases to all groups apart from 'other' where there was a very small decrease.

Action: Continue to encourage staff to declare their sexual orientation to improve reporting.

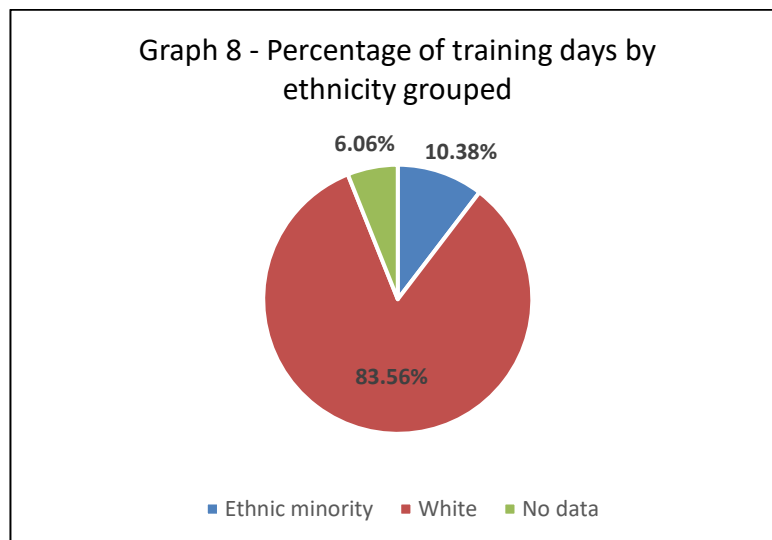
3.0 Take up of Training Opportunities

During 2021-22 there was a total of 12,389 days training which equates to an average of 2.42 days training per person. Classroom based training is counted as one day, with e-learning counted as 0.25 days.

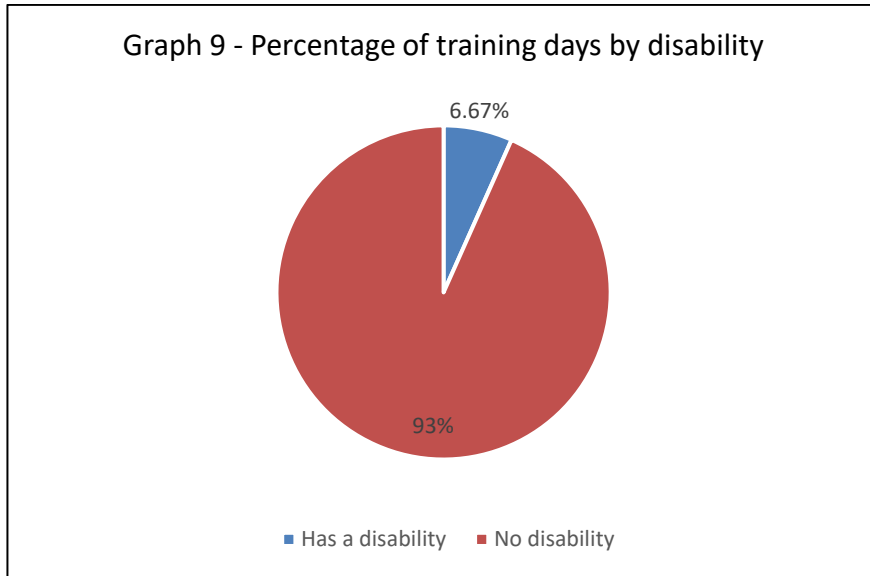
There has been an increase in the total number of days training from 2020-21 where there was a total of 9397.75 days (1.85 days on average days per person).



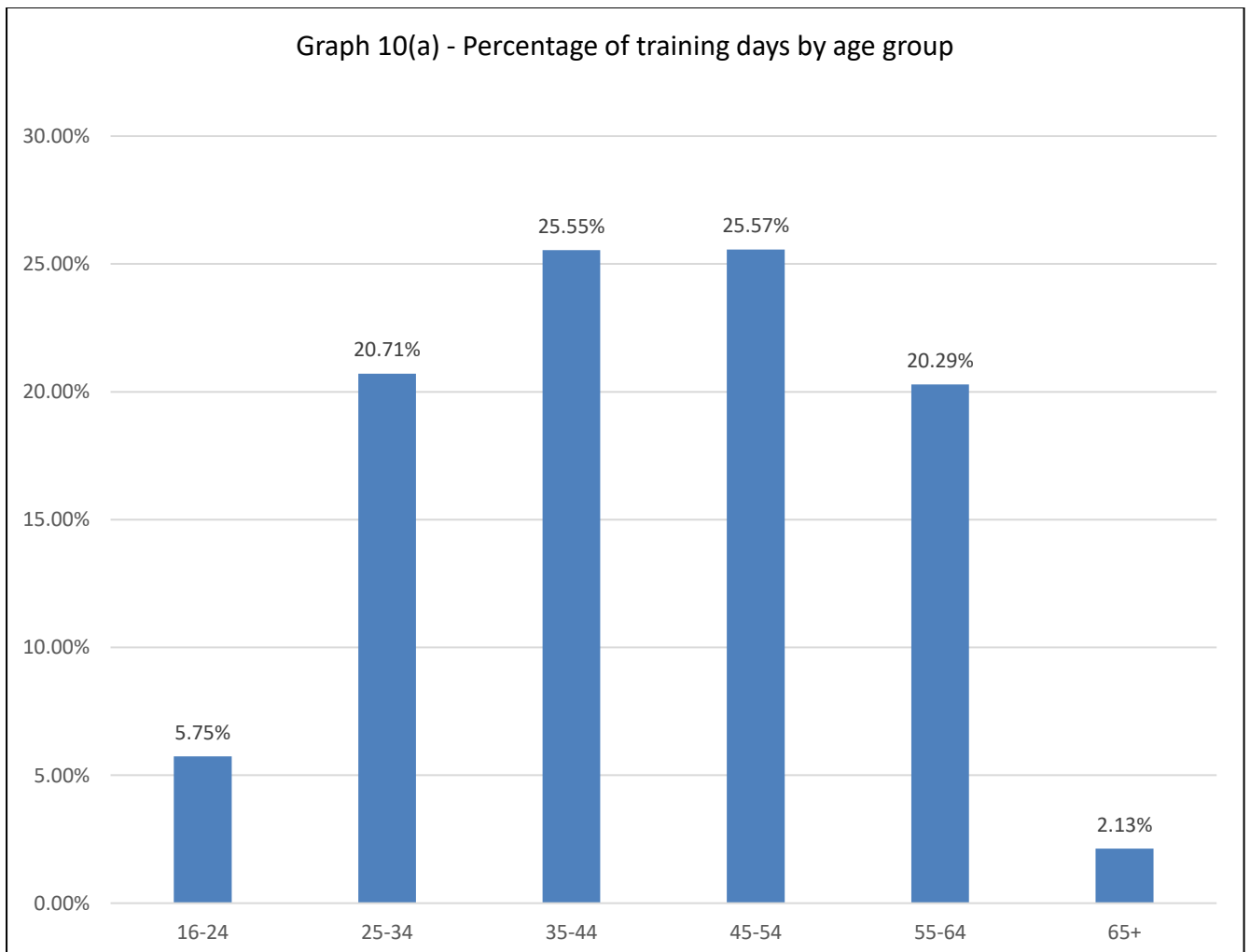
The percentage of female delegates accounts for 73.52% of the training days which is an average of 2.69 days per female compared to an average of 1.89 days for males. There has been no significant change since last year.

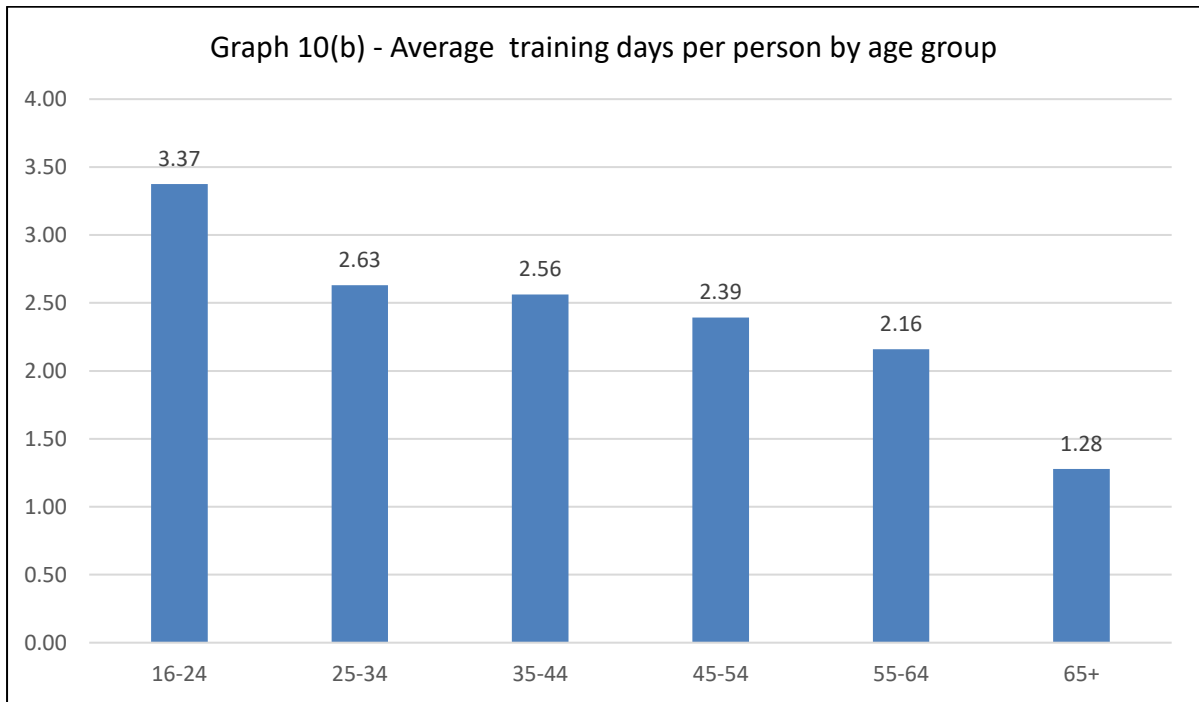


The percentage of training undertaken by employees from White ethnic backgrounds was 83.56%, an average of 2.42 days per person. Employees from ethnic minority groups accounted for 10.38% of training days which equates to an average 2.66 days per person.



Employees with a disability accounted for 6.67% of training days (a slight increase from 6.16% of training days in the previous year). This is an average of 2.95 days per person for employees with a disability, compared to 2.39 days per non-disabled employee





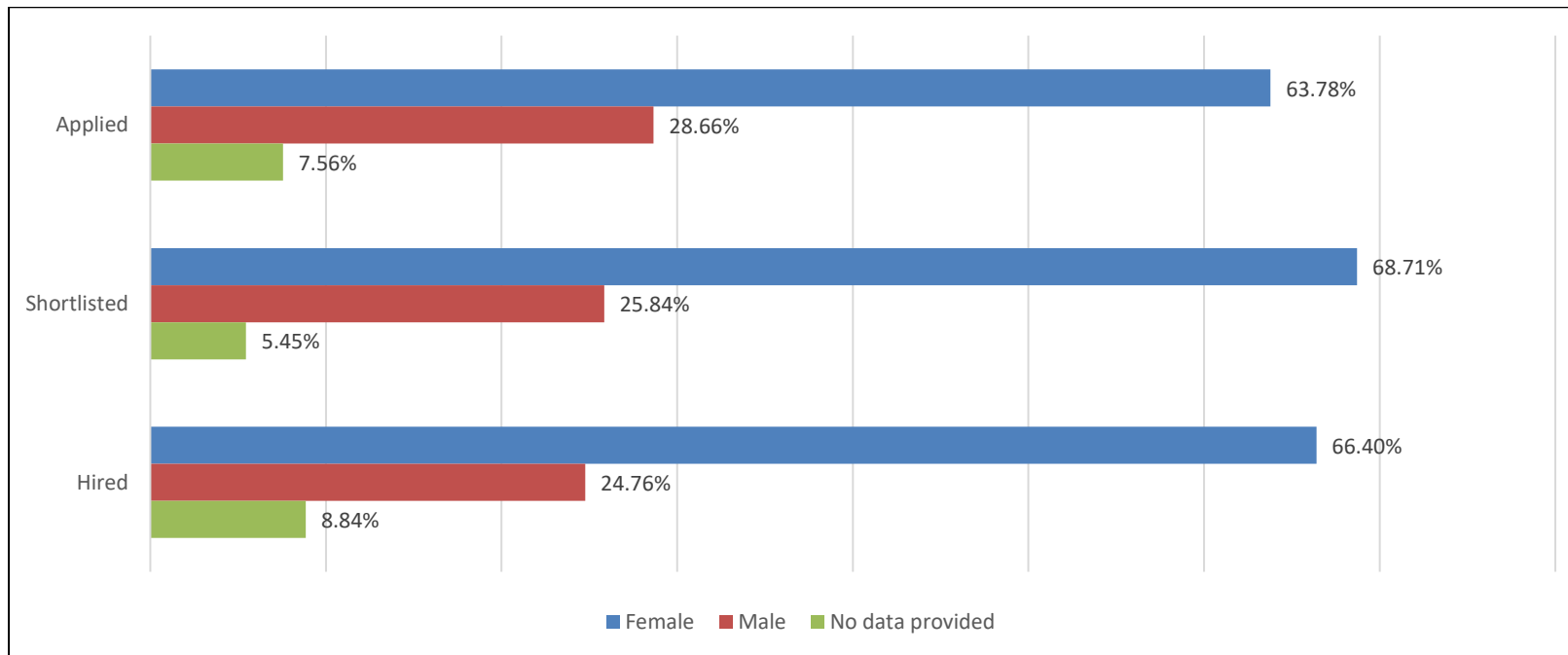
Age group 16-24 accounted for 5.75% of all training days in 2020-21, a slight increase from 5.61% the previous year. The average days per person for age group 16-24 equates to 3.37 days per person, an increase from 2.44 days in 2020-21, although still more than any other age group. This could be attributed to the high number of apprenticeships in this age group who are required to complete more training in these entry level roles. The average days training per person declines slightly as the age groups increase.

4.0 Success rates for job applicants

The data below shows recruitment data based on all applications made on the IBC recruitment system during the period 1st April 2021 – 31st March 2022. The data tracks their progress i.e., whether they were shortlisted or appointed.

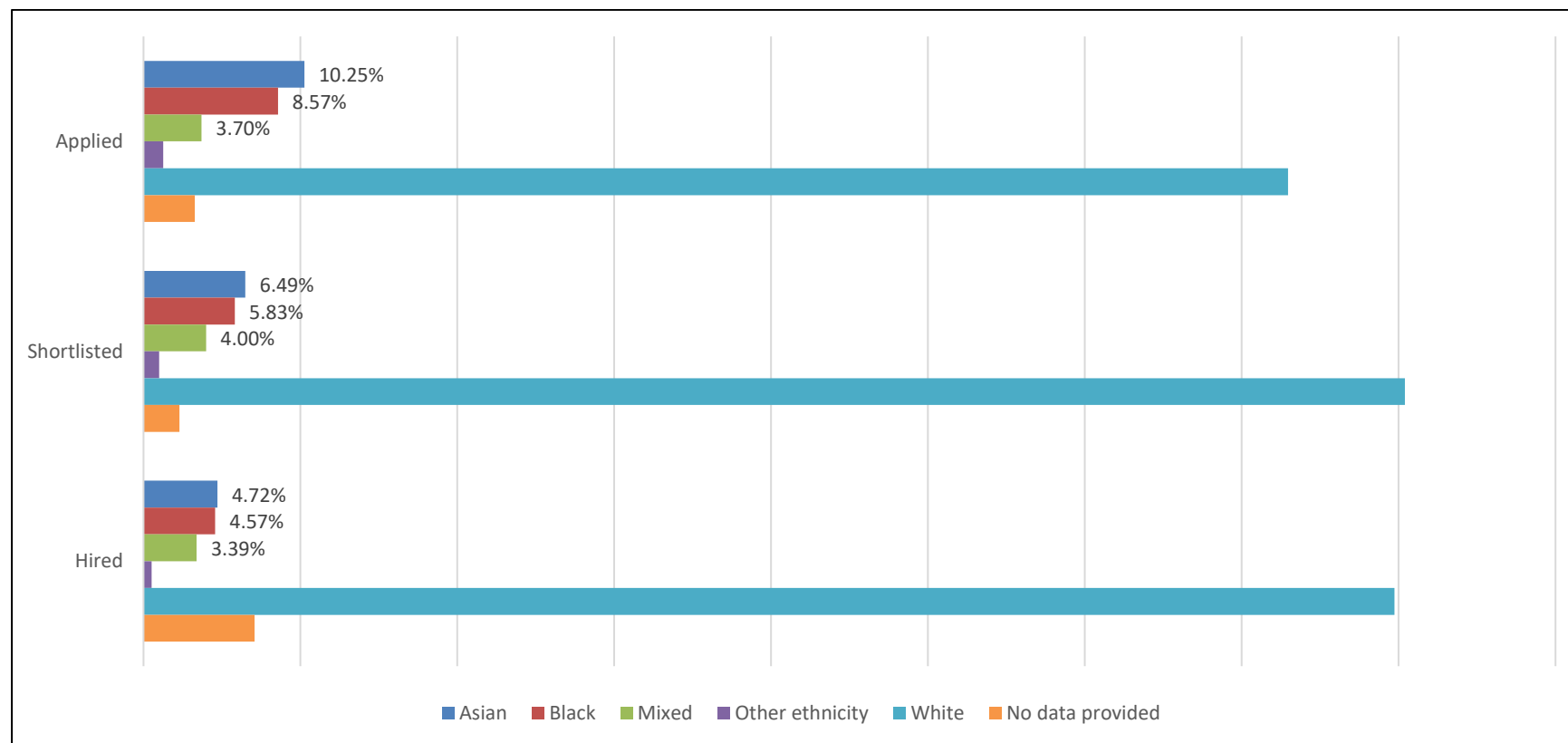
Note: In some cases, recruitment activity will be completed outside of the system and so applicant data will only be added to the system for the successful candidate. There are also some variations in the way that managers record progress of applicants on the system.

Graph 11a - Percentage of applications, shortlisted candidates and appointed candidates by sex



As noted earlier in this report there continues to be more women than men employed by Oxfordshire County Council, and this is reflected in the higher percentage of applications from female candidates at 63.78% which remains unchanged from previous years.

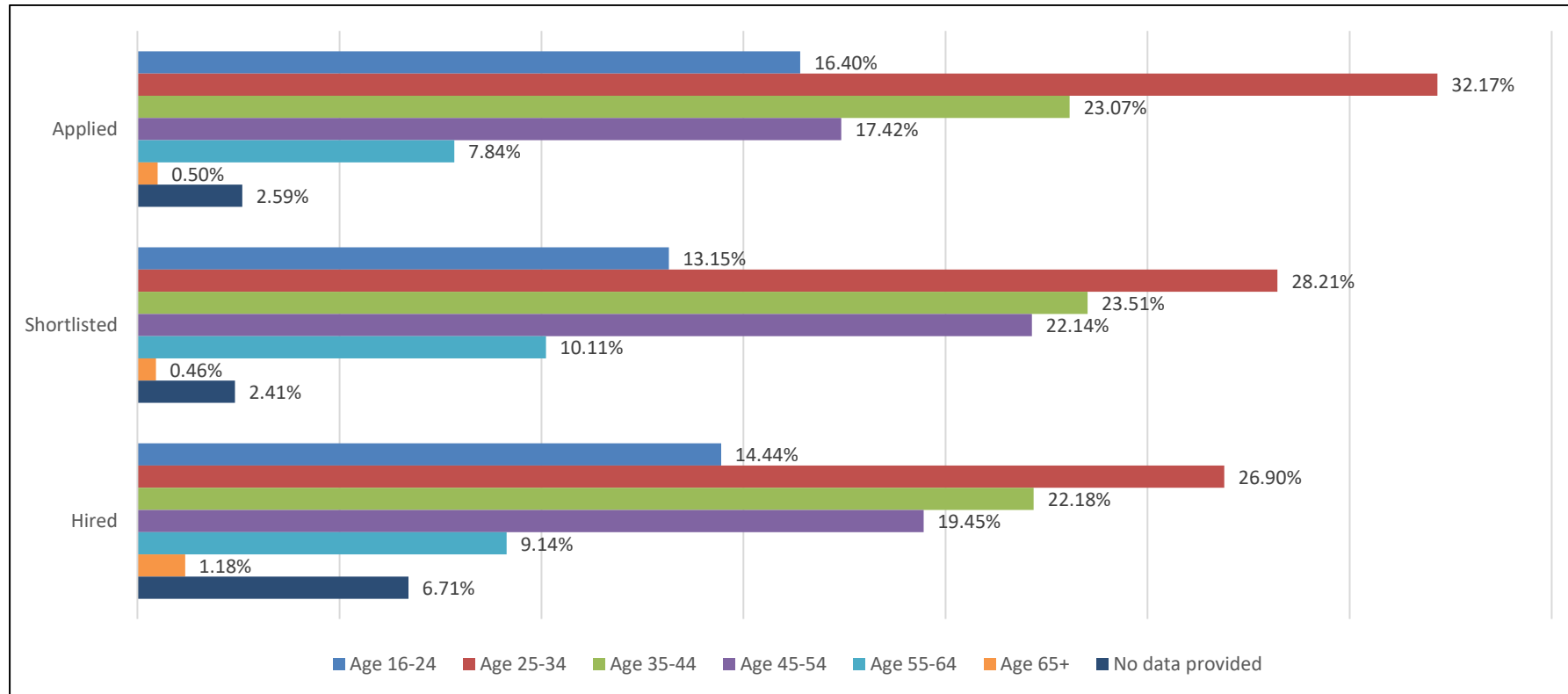
Graph 11b - Percentage of applications, shortlisted candidates and appointed candidates by ethnic group



Overall, 23.81% of all applications received in the period 1st April 2021 – 31st March 2022 were from ethnic minority applicants (Asian, Black, Mixed, and other ethnic groups), an increase from 21.13% in 2020-21.

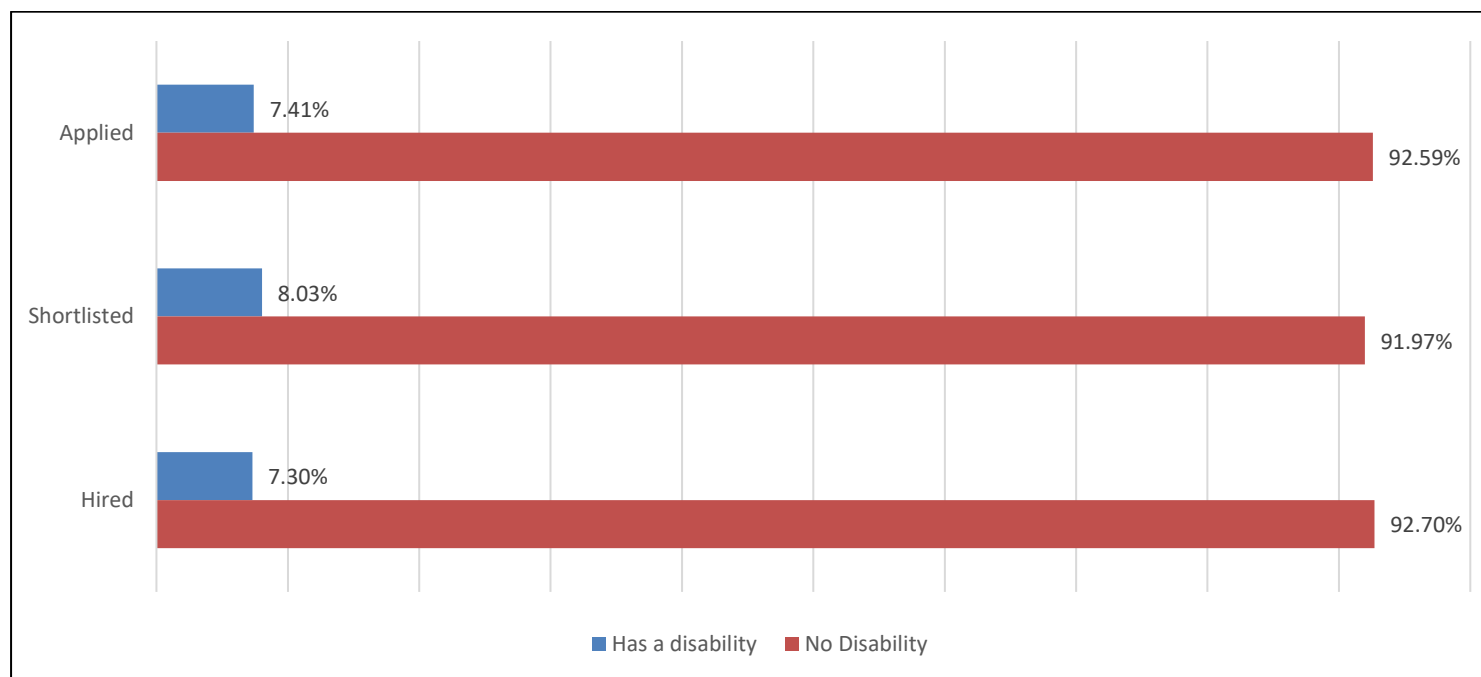
The percentage of ethnic minority applicants reduces slightly at subsequent stages of the recruitment process with 17.35% of those shortlisted and 13.26% of those hired from ethnic minority groups. However, these have increased from 16.21% shortlisted and 11.65% hired in 2020-21.

Graph 11c – Percentage of applications, shortlisted candidates and appointed candidates by age group



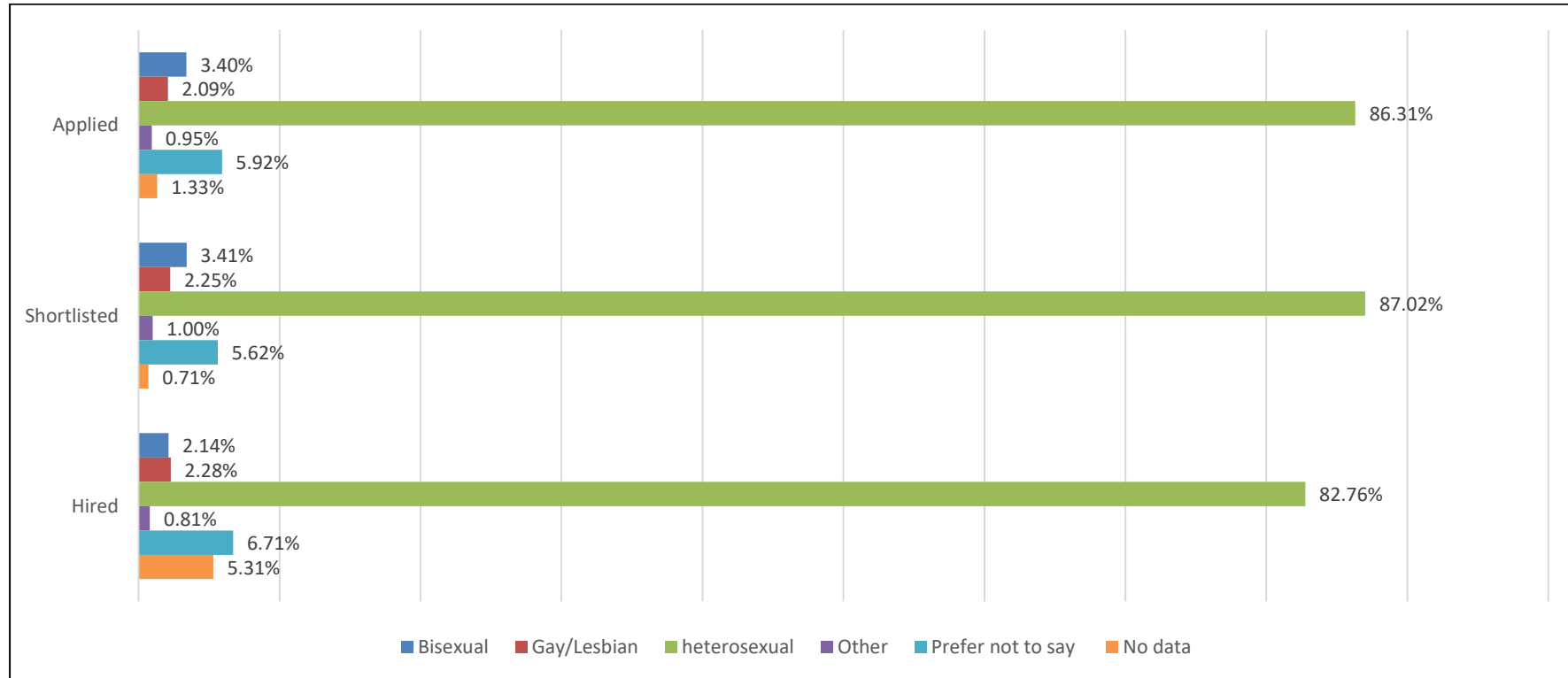
The highest proportion of applicants were aged 25-34 at 32.17%. This age group was also the highest percentage of appointments at 26.90%.

Graph 11d – Percentage of applications, shortlisted candidates and appointed candidates by disability



7.41% of all applicants had a disability, an increase from 6.42% in 2020-21. A larger percentage of those shortlisted had a disability at 8.03%, this may be due to the council offering a guaranteed interview to disabled candidates who meet the essential criteria for the job.

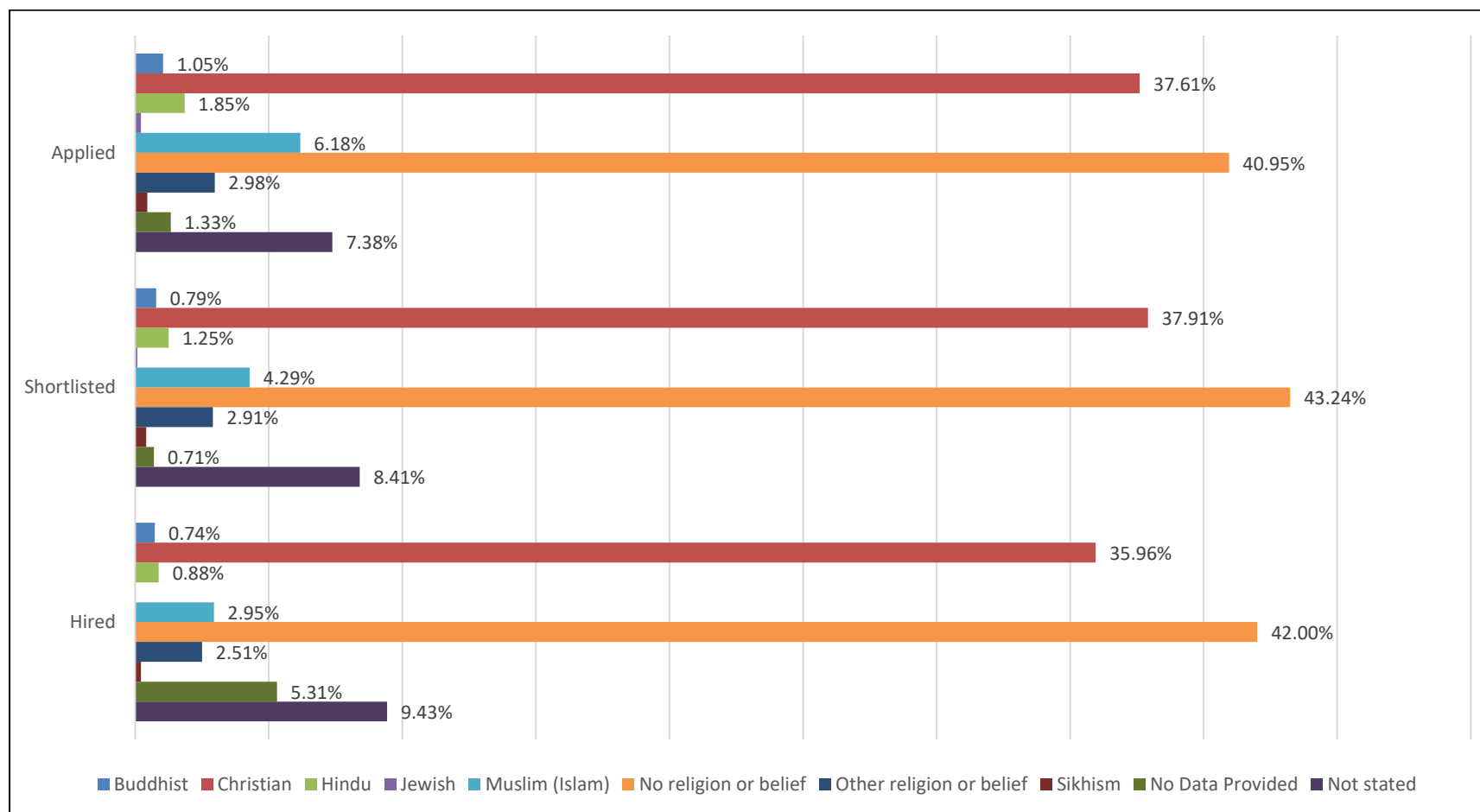
Graph 11e - Percentage of applications, shortlisted candidates and appointed candidates by sexual orientation



Overall, 6.44% of applications were from people who declared themselves as Lesbian, Gay, Bisexual or other sexual orientation, an increase from 5.72% in 2020-21.

6.66% of shortlisted applicants and 5.23% of those appointed were Lesbian, Gay, Bisexual or other sexual orientation.

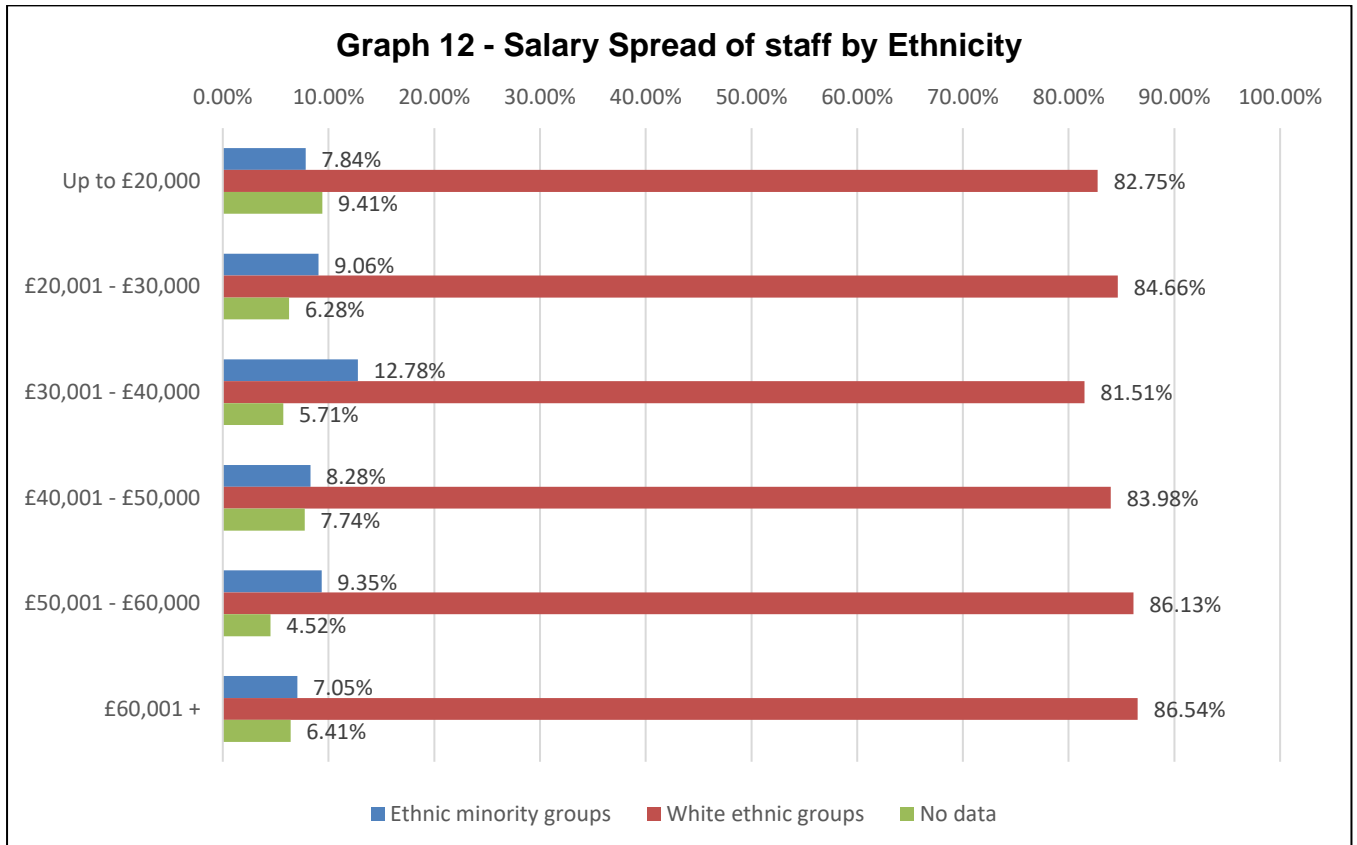
Graph 11f - Percentage of applications, shortlisted candidates and appointed candidates by religion or belief



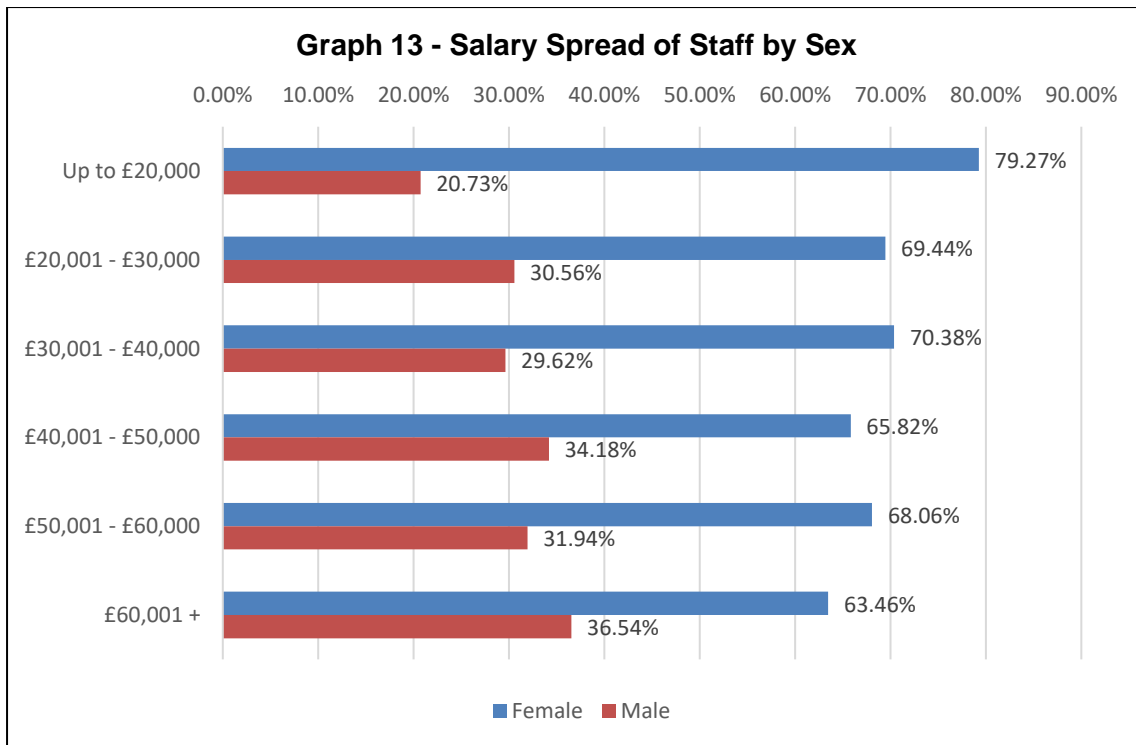
The majority of applicants had no religion or belief at 40.95%, followed by Christian at 37.61%.

5.0 Pay information

The following charts show the salary spread of all employees by different protected characteristic, based on full time equivalent salaries. The data excludes on-call firefighters.



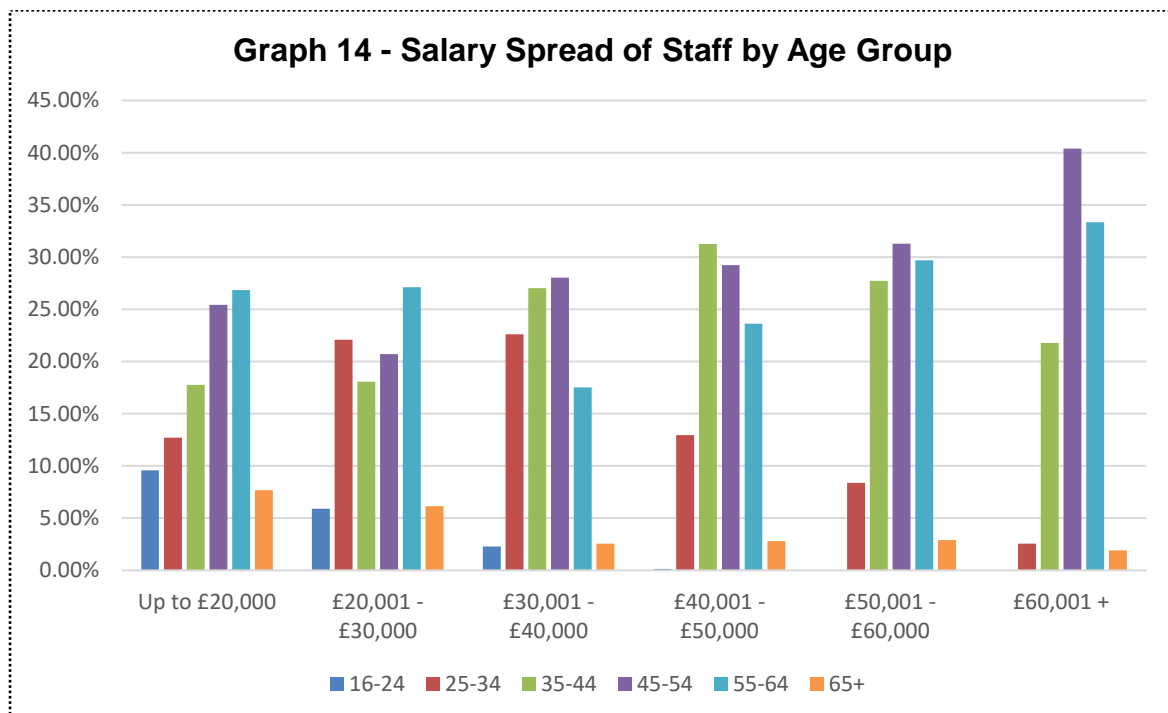
Salary range £30,001 - £40,000 has the highest proportion of ethnic minority employees with 12.78%. The percentage of ethnic minority employees decreases slightly in highest salary band (£60,000+)



As reported earlier, overall 66 percent of the council’s workforce are female. A higher proportion of females earn up to £20,000 and between £30,000 - £40,000. The proportion of females in the highest salary range (over £60,000) decreases slightly to 63.46%

Gender pay gap report

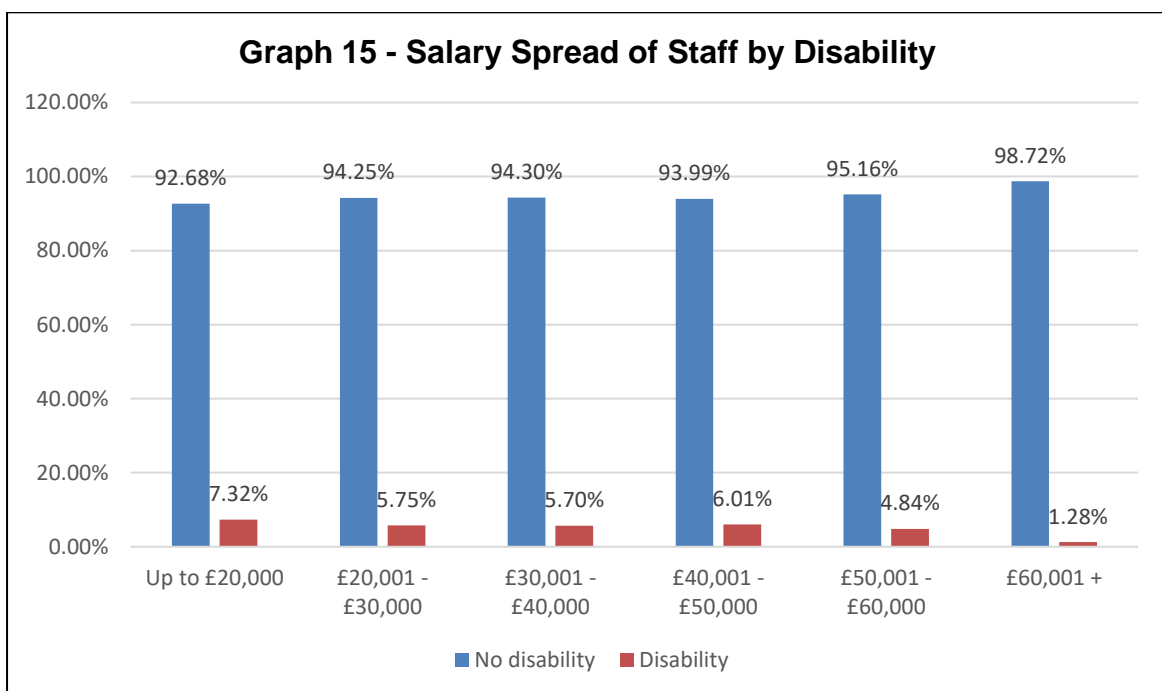
The latest gender pay gap report can be viewed on the Oxfordshire County Council website [here](#).



Salary	16-24	25-34	35-44	45-54	55-64	65+
Up to £20,000	9.58%	12.72%	17.77%	25.44%	26.83%	7.67%
£20,001 - £30,000	5.89%	22.09%	18.06%	20.70%	27.12%	6.15%
£30,001 - £40,000	2.27%	22.61%	27.01%	28.04%	17.53%	2.54%
£40,001 - £50,000	0.13%	12.95%	31.24%	29.24%	23.63%	2.80%
£50,001 - £60,000	0.00%	8.39%	27.74%	31.29%	29.68%	2.90%
£60,001 +	0.00%	2.56%	21.79%	40.38%	33.33%	1.92%

The youngest age group (16-24) has a higher percentage of employees in the lower salaries but significantly drops for the salary range £30,001 - £40,000 and is not seen in the higher salary bands above £50,000.

The majority of staff (40.38%) earning over £60,000 are aged 45-54.



Employees with a disability are represented in all salary ranges although the percentage decreases in higher salaries. The highest proportion of disabled employees earn up to £20,000.

Pay information by Religion or Belief and Sexual Orientation

Pay information has not been analysed by sexual orientation or religion and belief as currently the overall declaration rates for these protected characteristics are relatively low.

6. Return rates from maternity leave

As women go on maternity leave at different stages throughout the year this data includes all maternity cases which ended in the period 1st April 2021 – 31st March 2022. The tables below show the breakdown of those who returned to work in the year and by protected characteristic:

During this period 89 employees (non-schools) ended their maternity leave. Of these, 84.27% returned to work at Oxfordshire County Council, the remaining staff (15.73%) either did not return to work or left within 3 months of returning.

Percentage of staff returning from maternity leave during the period 1st April 2020- 31st March 2022:

	Returned to work	Did not return to work	Total
Ethnicity			
White	80%	20%	100.00%
Ethnic minority	100%	0%	100.00%
Not declared	100%	0%	100.00%
Disability			
Has a disability	83.33%	16.67%	100.00%
No disability	84.34%	15.66%	100.00%
Age group			
Age 16-24	0%	100%	100.00%
Age 25-34	85.07%	14.93%	100.00%
Age 35-44	90%	10%	100.00%

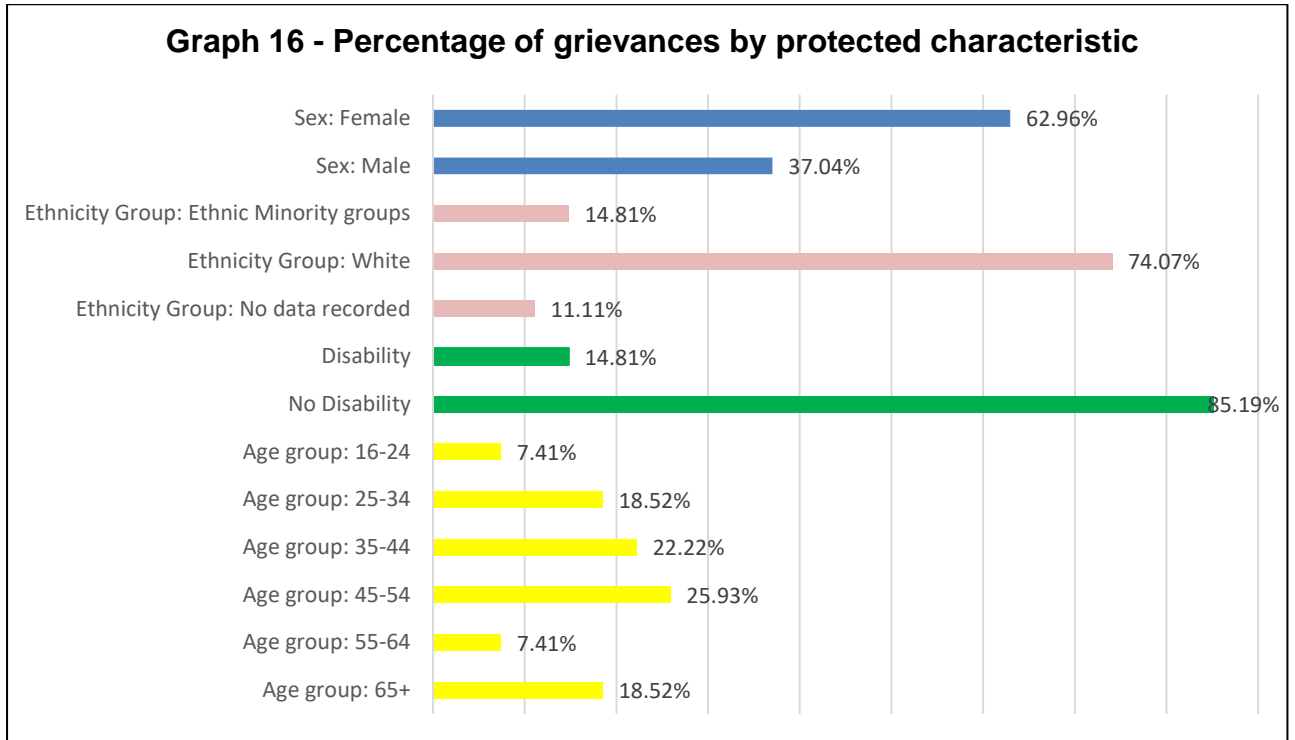
The return-to-work rate for employees from ethnic minority groups was 100% compared to 80% for employees from White ethnic groups.

16.67% of those with a disability did not return to work although actual numbers are very small (less than 5).

Age group 35-44 were most likely to return with 90% of employees in this age group returning to work. No-one from age group 16-24 returned to work however numbers are very small (less than 5).

7. Employee grievances

There were 27 individual formal grievances raised in 2021-22, a slight increase from 22 in 2020-21.



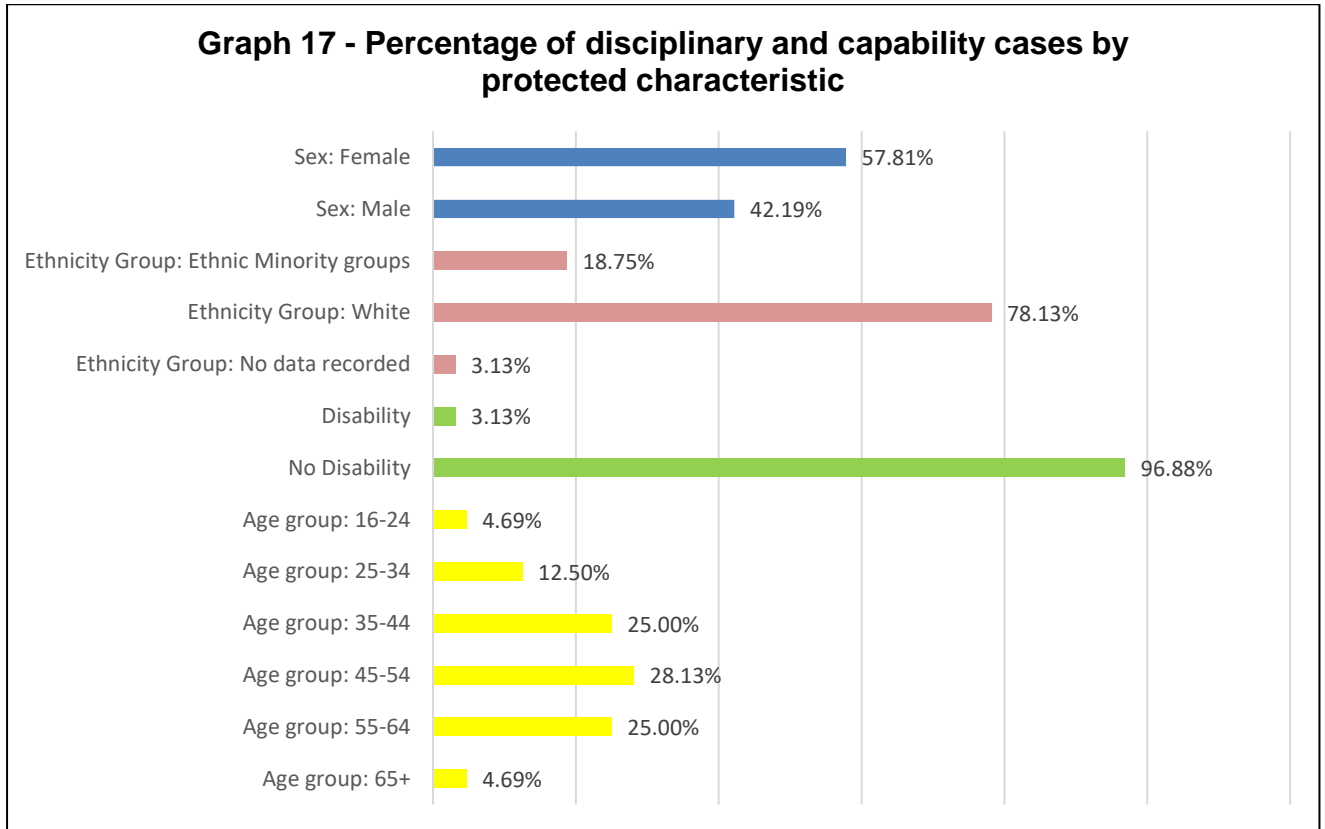
The data shows that the majority of grievances were raised by females at 62.96%. When compared to the number of employees, 0.5% of females raised a grievance compared to 0.58% of males.

14.81% of grievances were from ethnic minority employees, which has decreased from 22.73% in 2020-21. When the number of cases is compared to the breakdown of the workforce it shows that 0.83% of ethnic minority employees raised a grievance compared to 0.47% of White employees.

The majority of grievances were from age group 45-54. When compared to the number of employees in the workforce, the data showed that 2.42% of those aged over 65 raised a grievance which was higher than the other age groups.

8. Disciplinary and Capability cases

There were 64 disciplinary and capability cases opened in 2021-22, an increase from 48 the previous year.



The data shows that a higher percentage of disciplinary and capability cases involved female employees. When compared to the number of employees in the workforce overall, 1.09% of females and 1.56% of males were subject of disciplinary or capability cases.

Ethnic minority employees were the subject of 18.75% of disciplinary and capability cases. When the number of cases is compared to the breakdown of the workforce it shows that 2.48% of ethnic minority employees were the subject of a disciplinary compared to 1.17% of white employees.

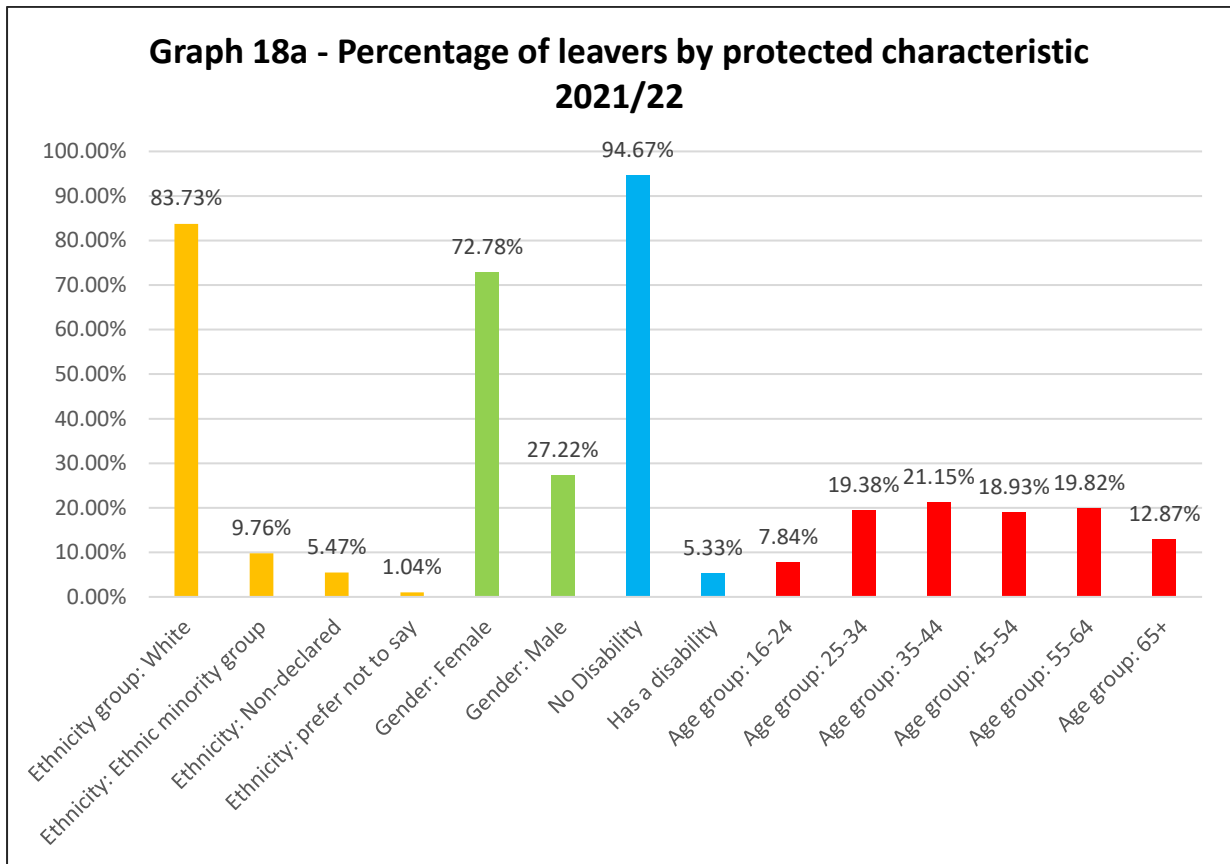
3.13% of cases involved an employee with a disability, a reduction from 6.52% in the previous year.

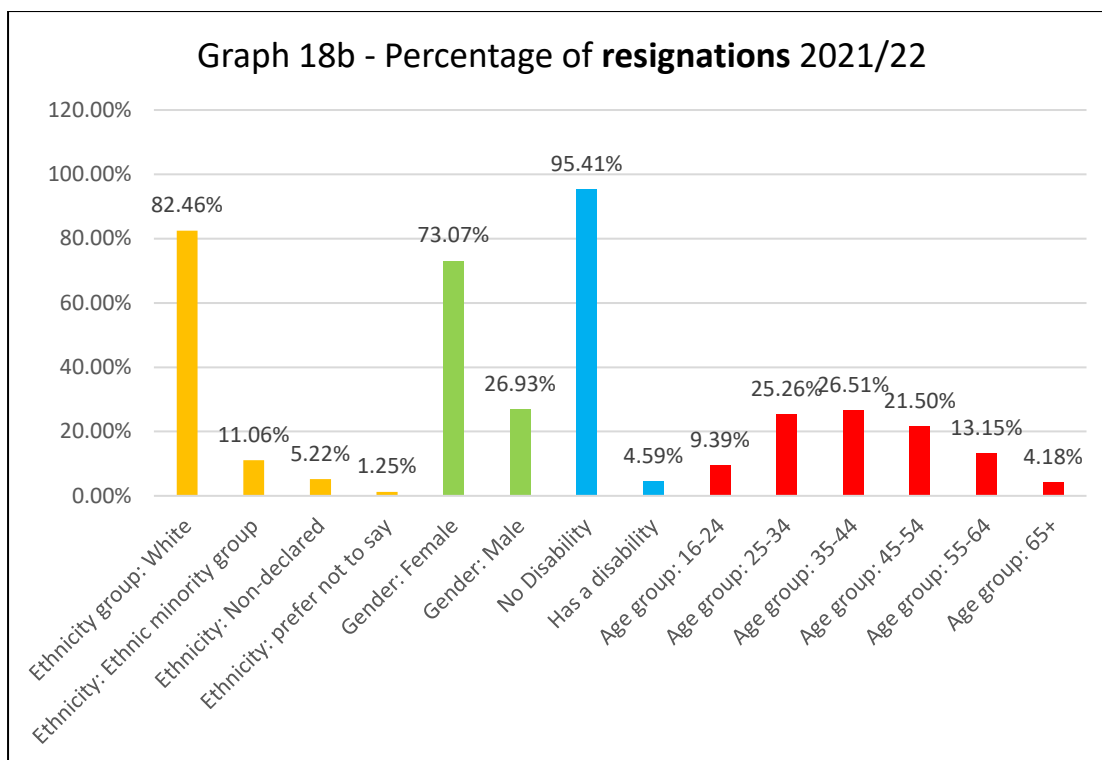
Age group 45-54 had the highest percentage of cases.

9. Leavers

A total of 676 employees left the employment of Oxfordshire County Council (non-13.25% last year).

The turnover rate for resignations only in 2021/22 is 9.39%, an increase from 6.45% in the previous year.





11.06% of resignations were from ethnic minority groups, compared to 8.23% the previous year. When compared to the breakdown of the workforce it shows that 10.97% of ethnic minority employees resigned in 2021/22 compared to 8.94% of White employees.

In total 9.39% of resignations were aged 16-24, an increase from 7.83% last year.

The table below shows the percentage of the workforce who resigned in 2021-22, broken down by age group. This shows that when compared to their representation in the workforce, there is a higher proportion of employees aged 16-24 resigning at 21.33%, a significant increase from 12.96% in 2020-21.

Percentage of each age group who resigned in 2021/22

Age group	Percentage of workforce in each age group who resigned
16-24	21.33%
25-34	12.41%
35-44	10.28%
45-54	7.78%
55-64	5.41%
65+	9.66%

10. Key points and further actions

- There continues to be a percentage of staff (6.78%) who have not declared their ethnicity. Communications will continue to encourage staff to declare their ethnicity where they have not done this, giving clear reasons for why we are asking for the data.
- Declaration rates for sexual orientation and religion and belief are still low. Include these protected characteristics in targeted communication within directorates to encourage staff to update their data.
- The percentage of ethnic minority employees in the workforce has increased slightly but ethnic minority employees are under-represented at senior management level. Continue work to embed awareness of unconscious bias in management processes and training e.g., in recruitment and managing for performance to work towards increasing representation of ethnic minority employees in the workforce at all levels but particularly in senior management.
- The level of employees declaring that they have a disability has increased but this group are under-represented in higher salaries. Further communications to be sent to encourage staff to declare if they have a disability and continue to promote awareness of the support available to staff. Improve guidance for managers on supporting staff with a disability and guidance on making reasonable adjustments.
- Explore reasons for resignations, particularly for ethnic minority employees and younger age groups through analysis of exit interview data.

References for data

Oxfordshire Insight – <https://insight.oxfordshire.gov.uk/cms/population>

Oxfordshire Insight Equalities Briefing March 2021 -

<https://insight.oxfordshire.gov.uk/cms/equalities-briefing-march-2021>

Contact details

If you have any comments on this report, or would like further details, please contact diversity@oxfordshire.gov.uk