**WORKFORCE PROFILE**

**2022**

# Introduction

* 1. This report reviews the diversity profile of Guildford Borough Council’s workforce and job applicants and is published on our internet annually along with the Equality Scheme and Action Plan, and Gender Pay Gap Report.
  2. 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 direct employee workforce on an annual basis.
  3. This data forms part of the evidence base that the council can use to ensure its employment practices and services are free from discrimination and prejudice, and fulfil the core statutory duty placed on all public sector employers, including local authorities, to:

* Monitor the profile of their workforce by the protected characteristics
* Publish the relevant data on a regular basis (annually)
* Identify any negative trends or issues and take any necessary action to address these.
  1. The workforce profile also compares the make up of the workforce in 2022 to the Guildford Borough population (taken from the 2021 census). This data feeds into the Equality Action Plan which is part of the wider Equality Scheme both of which can be found on the Guildford Borough Council website at www.guildford.gov.uk
  2. As a major local employer, it is important we work towards a situation where the council’s workforce, as a minimum, broadly reflects the makeup of the local community it serves. Where possible we would like to exceed expectations and become fully inclusive at all levels of the organisation.
  3. The council collects a range of statistics on applicants and current employees in relation to protected characteristics data. The data is collected by way of self-declared returns from employees and candidates.
  4. The council has a legal requirement to report its Gender Pay Gap, and this is the subject of a separate, more detailed report published annually. This can be found on the Equality pages of the Guildford Borough Council internet pages.

## Establishment overview

* 1. In 2022, the Council employed 651 people. There were 52 new starters and 56 leavers. The majority of leavers were due to voluntary resignations however there were 3 voluntary redundancies and 6 transfers to Waverley due to the Waverley/Guildford collaboration.
  2. The council has a pay grading system which, for the purposes of this report, are grouped into four key grade-bands.   
     The table below shows the headcount split by pay band compared to the previous year. While the headcount is lower the percentages remain largely similar.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Pay Band | No. of employees  2021 | Percentage  2021 | No. of employees  2022 | Percentage  2022 |
| 1 to 5 | 525 | 69% | 456 | 70% |
| 6 to 9 | 199 | 26% | 174 | 27% |
| 10 + | 24 | 3% | 17 | 2.5% |
| Other (TUPE) | 17 | 2% | 4 | 0.5% |

1. **Equalities data**
   1. **Sex**

The workforce in 2022 is split between 57% male (370) and 43% female (281) staff.

Unfortunately our HR data management system does not currently capture other options such as transgender. The census shows that 81% of Guildford residents described their gender identity as the same as sex registered at birth, while less than 1% identified as either trans man or trans woman.

There is very little difference in the gender split from the previous year. The chart below compares 2022 data with 2021 census data to provide a comparison of the Council’s gender split to that of the Borough.

In 2022 we employed 7.5% more males than are represented in the census for the Guildford borough. The difference in the percentage of males in the borough and at the Council could be largely due to the fact that around half of our workforce are operational roles (Civil Enforcement, Grounds and Waste) and the majority are male.

## Disability

## Out of our 651 staff, 450 (69%) employees either did not have a disability or preferred not to say. The percentage of employees who declared themselves to have a disability is still 2%. The remaining 29% of the employees left the question blank.

According to the 2021 census, 4.5% of the borough population declared that they had a disability which limited their day to day activities *a lot*. Our data does not split disabilities according to the limitation of activity but the data does show that people with disabilities may be underrepresented at the Council compared to the local population.

Unfortunately our main office and some of our other offices are not as accessible as more modern workplaces. This may be one of the determining factors in the underrepresentation. We do offer a comprehensive occupational health service who will recommend reasonable adjustments and return to work plans to support those with disabilities. We also offer an employee assistance programme which covers mental health issues as well as practical help with finances, law etc.

## Ethnicity

The workforce is predominately of white ethnicity which is not surprising given that 87% of the Guildford population declared themselves as white in the 2021 census. This is, however, a decrease of 3.5% from the 2011 census which could indicate a growing population of non white residents in the Guildford Borough.

The data shows that 70.5% of employees describe themselves as white which is 1.5% more than the previous year. The percentage of the workforce who declared themselves as from other ethnic backgrounds is 6% which is 1% more than 2021. The remainder either did not declare or preferred not to say. This could be a result of the increase of non white residents in general and a growing trend for Council employees to be from ethnic minorities.

## Age

The Council employs people across the age ranges with the under 20’s and over 70’s being the smallest percentages. In 2022, over half of employees were aged between 40 – 59 years (57%), this compares to 54% in 2021. Overall the age ranges across the Council remain largely unchanged from last year. Our two youngest members of staff are both aged 19 and are employed on permanent contracts.

The 2021 census data shows the percentage of people aged between 40-59 years old was 27%. This compares to 57% of our workforce in the same age range. This could indicate that Guildford Borough Council is an attractive employer for older people. It could also indicate that we have a number of staff who have long service and who intend to stay until retirement.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Age range | Number (2021) | Percentage (2021) | Number (2022) | Percentage (2022) |
| Under 20 | 3 | 0.5% | 2 | 0.3% |
| 20-29 | 79 | 10.5% | 61 | 9% |
| 30-39 | 124 | 16% | 109 | 17% |
| 40-49 | 183 | 24% | 161 | 24.7% |
| 50-59 | 232 | 30% | 209 | 32% |
| 60-69 | 136 | 18% | 102 | 16% |
| 70 and over | 8 | 1% | 7 | 1% |

## Religious belief

According to the 2021 census data for Guildford, 50% of those who declared a religion were Christian. In 2022 only 31% of employees declared Christianity (including Catholicism) as their religion, no change from 2021. However 43% of employees either didn’t want to disclose their religion or didn’t answer the question.

## Sexual orientation

## The 2021 census data reveals that 78% of the population in the Guildford Borough were heterosexual or straight, 5% were gay, lesbian, bisexual or other and 17% did not answer the question.

In 2022, 2% of employees were gay, lesbian or bisexual and 54% were heterosexual or straight. A larger percentage of employees (44% in 2022, 42.5% in 2021) preferred not to reveal their sexual orientation or did not answer the question. The increase may be due to the sensitive and private nature of sexual identity. It is possible, therefore, that there are higher numbers of LGBTQ+ staff than is shown by the data, however it is also possible that these groups are underrepresented in our workforce.

With over half of the workforce over the age of 40, this age group may be less inclined to discuss their sexual orientation than younger people.

* 1. **Gender reassignment**

There is no option in Business World (ERP system) to record data on gender reassignment. This clearly needs to be rectified and updated as appropriate.

* 1. **Marriage or civil partnership**

Although there is a field on Business World (ERP system) for marital status the field is blank and has not been filled in for any employee. We are therefore unable to report on this data.

* 1. **Pregnancy or on maternity leave**

Our system does not have an option to flag an employee as pregnant however in 2022 there were 15 employees on maternity leave.

1. **Recommendations/room for improvement**
   1. These recommendations will be submitted to and considered by the Corporate Equality and Diversity Group. They will feed into the Equality Action Plan which is reviewed by the Group on a quarterly basis.
   2. The diversity elements of our Business World system need updating to include all the protected characteristics in order that we can accurately report on these and take actions accordingly to ensure that any under-representation is addressed as much as possible.
   3. Once the system is updated it is recommended that the Equality Action Plan includes some actions to encourage all employees to update their data through a positive and encouraging communications plan. This may also address the issue of missing data due to the question being left blank.

# Recruitment data

* 1. Applications for advertised vacancies are monitored for all the equality strands. In 2022 we received 712 applications, 287 more than the previous year. This may be due to the pandemic reducing peoples’ ability to move around. The recruitment monitoring results and the percentages by protected characteristic are shown below:

## Applicants by sex

The percentage of male (34%) and female (35%) applicants is almost equal however 213 of the responses were blank, 4 preferred not to say and 1 self identified.

This compares to the borough’s gender profile according to the 2021 census of 50.5% female and 49.5% male. This percentage difference will also be affected by the type of roles advertised during the year. We are now able to report on a number of different responses including those who ‘self identify’ which is a positive step in the equality agenda.

## Applicants by disability

According to the data retrieved from our online recruitment system, HireServe, no applicants completed the field asking if they considered they had a disability. There could be various reasons for people not completing this question including perceived stigma of being disabled, misunderstanding of the definition of a disability or potential lack of trust of the confidential nature of the data.

## Applicants by ethnicity

Applications from white applicants stood at 40% in 2022 compared to 58% in 2021. It is encouraging that applications from non white applicants may have increased although 26% of applicants preferred not to say compared to 13% in 2021. Applications from other ethnicities has risen by 2% since 2021.

The 2021 census data states that 87% of Guildford Borough residents declared their ethnic origin as white.

## Applicants by age

## The way age groupings from our recruitment system is slightly different to the groupings from the workforce data. It is therefore difficult to compare the two sets of data. The percentages are broadly similar to 2021 however the percentage of applicants who did not disclose their age has risen from 12.5% to 31%. It is encouraging to see the largest percentage of applicants who did answer the question in the 25-34 age bracket and a good percentage in the 16-24 age bracket. This could mean that the Council is attracting younger talent.

## Applicants by religious belief

Interestingly 37% of applicants didn’t wish to disclose their religion compared to 9% in 2021. It is therefore difficult to analyse the diversity of applicants according to their religious belief.

## Sexual orientation (sexual identity)

Only 61% of applicants declared their sexual orientation as heterosexual or straight compared to 87% in 2021. However 34% of applicants, compared to 7% in 2021, did not disclose this information.

## Transgender

Applicants identifying as transgender has risen from 0.5% in 2021 to 1% in 2022. While this is a small increase, it is still significant as it indicates that either more people identify as trans, or people are more willing to disclose this information.

* + 1. **Marriage or civil partnership**

A large proportion of our applicants (66%) did complete this information at the recruitment stage. Business World needs to be updated so that we can transfer this data once an applicant becomes an employee.