Central
Bedfordshire

Equality & Diversity Report

2017/18

1. Introduction

The Equality Act 2010 (the Act) consolidated and replaced the previous discrimination legislation for England, Scotland and Wales. The Act covers discrimination because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. These categories are known in the Act as 'protected characteristics'.

Within the Act, the public sector equality duty was created and replaced the race, disability and gender equality duties. For listed authorities with 150 or more employees there is a specific requirement to publish information relating to the protected characteristics of the authority's employees.

In light of this, the information contained within the report covers the timespan of the 2017/18 financial year and will outline protected characteristics regarding:

- Make-up of the Central Bedfordshire Council (CBC) workforce
- Leaver profile
- Recruitment
- HR advisory casework
- Learning & Development

2. Whole Central Bedfordshire Council Workforce

2.1 – Whole CBC Workforce Historical Comparison

Data regarding the CBC workforce covers the non-casual workforce and covers 31st March 2018. The table below shows the historical split of the workforce by protected characteristic.

	31st March 2018		31st March 2017		31st March 2016	
Gender	Number	%	Number	%	Number	%
Female	1851	76.2%	1835	75.2%	1903	76.6%
Male	578	23.8%	606	24.8%	581	23.4%
Total	**2429**		**2441**		**2484**	
Ethnicity	Number	%	Number	%	Number	%
Asian or Asian British Bangladeshi	13	0.5%	14	0.6%	13	0.5%
Asian or Asian British Indian	56	2.3%	54	2.2%	42	1.7%
Asian or Asian British Pakistani	21	0.9%	24	1.0%	20	0.8%
Asian Other	10	0.4%	13	0.5%	11	0.4%
Black or Black British African	61	2.5%	60	2.5%	64	2.6%
Black or Black British Caribbean	63	2.6%	75	3.1%	63	2.5%
Black or Black British Other	10	0.4%	10	0.4%	12	0.5%
Chinese	3	0.1%	4	0.2%	5	0.2%
English Welsh Scottish Northern Irish British	1663	68.5%	1840	75.4%	1831	73.7%
Mixed Other	7	0.3%	8	0.3%	6	0.2%
Mixed White & Asian	2	0.1%	3	0.1%	5	0.2%
Mixed White & Black African	5	0.2%	6	0.2%	5	0.2%
Mixed White & Black Caribbean	15	0.6%	17	0.7%	9	0.4%
Other Ethnic Group	0	0.0%	6	0.2%	7	0.3%
Not Disclosed	183	7.5%	187	7.7%	17	0.7%
Unknown	207	8.5%	4	0.2%	264	10.6%
White Irish	25	1.0%	27	1.1%	28	1.1%
White Other Background	85	3.5%	89	3.6%	82	3.3%
Age	Number	%	Number	%	Number	%
16 - 19	31	1.3%	15	0.6%	13	0.5%
20 - 29	248	10.2%	253	10.4%	265	10.7%
30 - 39	497	20.5%	500	20.5%	496	20.0%
40 - 49	581	23.9%	591	24.2%	633	25.5%
50 - 59	771	31.7%	765	31.3%	775	31.2%
60 +	301	12.4%	317	13.0%	302	12.2%
Disability	Number	%	Number	%	Number	%
Not disclosed/Unknown	2391	98.4%	2371	97.1%	2419	97.4%
Yes	38	1.6%	70	2.9%	65	2.6%
Sexual Orientation	Number	%	Number	%	Number	%
Bi-sexual	10	0.4%	12	0.5%	9	0.4%
Gay Man	7	0.3%	9	0.4%	8	0.3%
Heterosexual	946	38.9%	936	38.3%	770	31.0%
Lesbian	9	0.4%	7	0.3%	6	0.2%
Not Disclosed	1249	51.4%	292	12.0%	115	4.6%
Unknown	208	8.6%	1185	48.5%	1576	63.4%
Religion	Number	%	Number	%	Number	%
Buddhist	1	0.0%	2	0.1%	2	0.1%
Christian	556	22.9%	522	21.4%	427	17.2%
Hindu	16	0.7%	15	0.6%	10	0.4%
Jewish	2	0.1%	2	0.1%	2	0.1%
Muslim	33	1.4%	27	1.1%	20	0.8%
No Religion	356	14.7%	351	14.4%	291	11.7%
Not Disclosed	1218	50.1%	281	11.5%	109	4.4%
Unknown	208	8.6%	1196	49.0%	1597	64.3%
Other	28	1.2%	35	1.4%	23	0.9%
Sikh	11	0.5%	10	0.4%	3	0.1%

There is a decrease in the number of employees with an Unknown status within Sexual Orientation and Religion and an increase in Not Disclosed. This follows the implementation of a new system and a change in processes. There is now an onus on

employees themselves to complete equality and diversity data once they have system access and suggests employees have actively entered in 'Not Disclosed' for these characteristics. Similarly, there has been a decrease in the number of employees declaring a disability but this has not been driven by these particular employees leaving, Therefore, employees with a previously disclosed disability have amended their data to Not disclosed.

Initially for some characteristics, independent data entry has resulted in reduced data, for example for Ethnicity where there has been an increase in Unknown. However, with time and encouragement the aim is for better data capture.

Another visible trend is the increasing proportion of employees in the 16-19 age range. This is driven by the expanding focus within CBC (and nationally) on offering and further developing apprenticeships.

Central Bedfordshire as a region is ethnically diverse with around 10.3% of people living in the area from black or ethnic minority communities. The CBC workforce in comparison is made of a minimum of 14.5% employees from black or ethnic minority communities, therefore CBC continues to be more diverse than the population served.

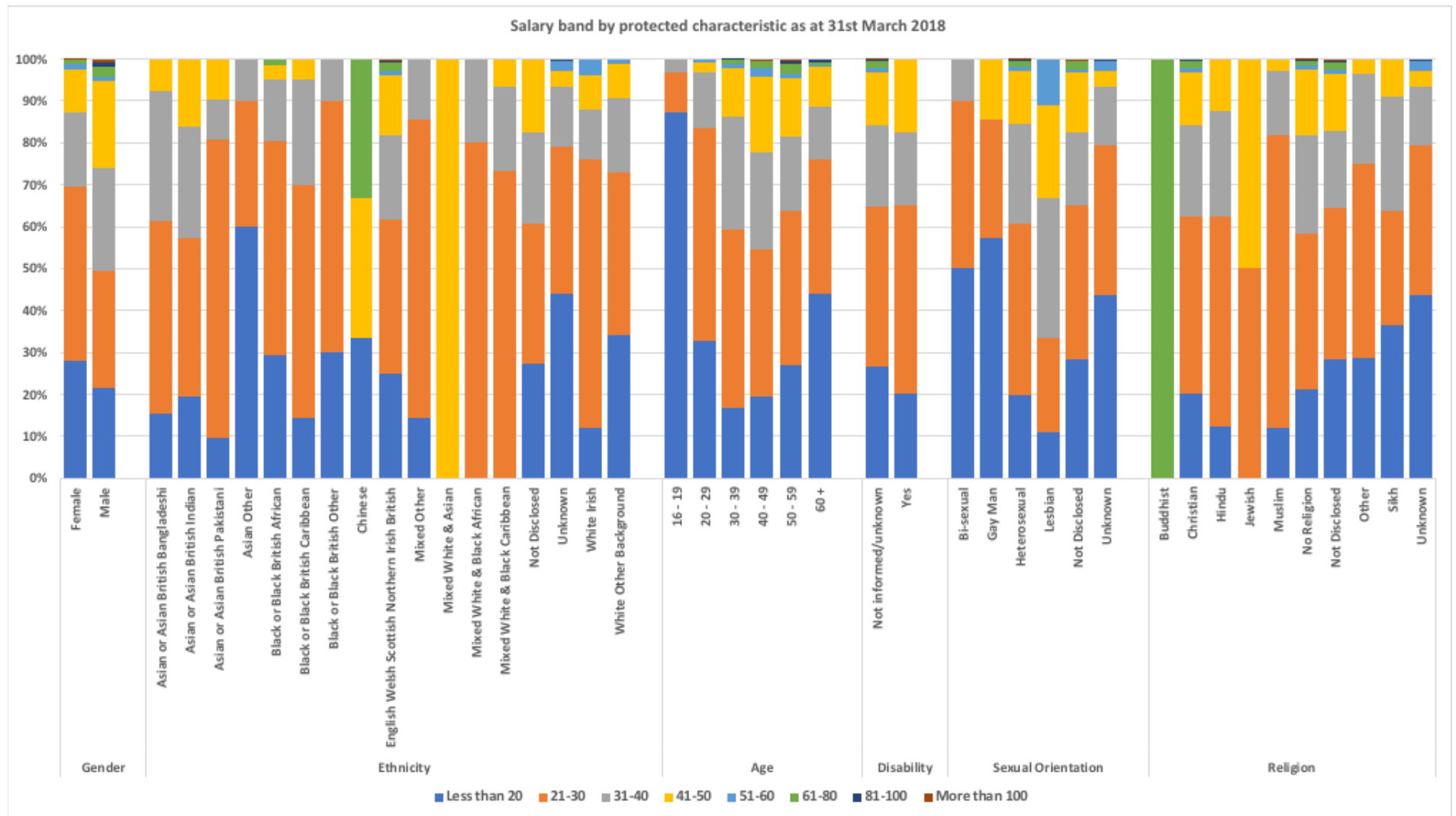### 2.2 – Work Pattern, Salary Band & Length of Service

The next table presents work pattern, salary levels and length of service. This allows a snap shot view, with the intention of including this data going forward with E&D reviews to monitor changes.

	31st March 2018	
Working Pattern	Number	%
Full time	1574	64.8%
Part time	855	35.2%
Salary Band	Number	%
Less than 20	643	26.5%
20-30	928	38.2%
30-40	474	19.5%
40-50	308	12.7%
50-60	27	1.1%
60-80	35	1.4%
80-100	8	0.3%
More than 100	6	0.2%
Length of service	Number	%
Less than a year	306	12.6%
1 year	257	10.6%
2 years	244	10.0%
3-5 years	540	22.2%
6-10 years	392	16.1%
11-20 years	489	20.1%
More than 20 years	201	8.3%

2.3 – Protected Characteristics by Salary Band

The following graph demonstrates protected characteristics by salary band. Further information regarding the gender pay split for the 31st March 2017 can be reviewed in the Gender Pay Gap report published on the CBC intranet. Data regarding 31st March 2018 will follow early next year.

http://www.centralbedfordshire.gov.uk/Images/gender-pay-gap-report-2017-3_tcm3-27867.pdf

Salary band by protected characteristic as at 31st March 2018

Legend: Less than 20 | 21-30 | 31-40 | 41-50 | 51-60 | 61-80 | 81-100 | More than 100

Categories shown: Gender (Female, Male); Ethnicity (Asian or Asian British Bangladeshi, Asian or Asian British Indian, Asian or Asian British Pakistani, Asian Other, Black or Black British African, Black or Black British Caribbean, Black or Black British Other, Chinese, English Welsh Scottish Northern Irish British, Mixed Other, Mixed White & Asian, Mixed White & Black African, Mixed White & Black Caribbean, Not Disclosed, Unknown, White Irish, White Other Background); Age (16 - 19, 20 - 29, 30 - 39, 40 - 49, 50 - 59, 60 +); Disability (Not informed/unknown, Yes); Sexual Orientation (Bi-sexual, Gay Man, Heterosexual, Lesbian, Not Disclosed, Unknown); Religion (Buddhist, Christian, Hindu, Jewish, Muslim, No Religion, Not Disclosed, Other, Sikh, Unknown)

3. Leaver profile

The following table demonstrates the % of leavers within the 2017/18 financial year by protected characteristic. This allows comparison with the % make up of CBC.

	No. of Leavers	% of Leavers		No. of Leavers	% of Leavers
Gender			**Disability**		
Female	260	72.6%	Not informed/unknown	351	98.0%
Male	98	27.4%	Yes	7	2.0%
			Sexual Orientation		
Ethnicity			Bi-sexual	3	0.8%
Asian or Asian British Bangladeshi	3	0.8%	Gay Man	3	0.8%
Asian or Asian British Indian	5	1.4%	Heterosexual	144	40.2%
Asian or Asian British Pakistani	4	1.1%	Lesbian	0	0.0%
Asian Other	3	0.8%	Not Disclosed	161	45.0%
Black or Black British African	10	2.8%	Unknown	47	13.1%
Black or Black British Caribbean	12	3.4%			
Black or Black British Other	1	0.3%	**Religion**		
Chinese	0	0.0%	Buddhist	1	0.3%
English Welsh Scottish Northern Irish British	241	67.3%	Christian	73	20.4%
Mixed Other	1	0.3%	Hindu	1	0.3%
Mixed White & Asian	1	0.3%	Jewish	1	0.3%
Mixed White & Black African	1	0.3%	Muslim	5	1.4%
Mixed White & Black Caribbean	3	0.8%	No Religion	62	17.3%
Not Disclosed	30	8.4%	Not Disclosed	156	43.6%
Unknown	24	6.7%	Other	9	2.5%
White Irish	3	0.8%	Sikh	2	0.6%
White Other Background	15	4.2%	Unknown	48	13.4%
Any other ethnic group	1	0.3%			
Age					
16 - 19	1	0.3%			
20 - 29	39	10.9%			
30 - 39	65	18.2%			
40 - 49	72	20.1%			
50 - 59	82	22.9%			
60 +	99	27.7%			

A review of historical leaver profile has shown little change in recent years. In addition, comparison against CBC workforce make up reveals no current concerns.

4. Recruitment

The following tables outline the applications, shortlisted candidates and ultimate hires by protected characteristic to allow a view of the structure of the recruitment pipeline.

		No. of Applicants	Number Shortlisted	Number Hired
Ethnicity	Any other ethnic group	20	5	1
	% of total	*0.42%*	*0.31%*	*0.21%*
	Asian/ Asian British Bangladeshi	156	40	7
	% of total	*3.30%*	*2.45%*	*1.45%*
	Arab	11	2	0
	% of total	*0.23%*	*0.12%*	*0.00%*
	Asian/ Asian British Chinese	9	4	0
	% of total	*0.19%*	*0.25%*	*0.00%*
	Asian/ Asian British Indian	177	58	10
	% of total	*3.75%*	*3.56%*	*2.07%*
	Asian/ Asian British Pakistani	187	39	6
	% of total	*3.96%*	*2.39%*	*1.24%*
	Black or Black British African	271	85	20
	% of total	*5.74%*	*5.21%*	*4.14%*
	Black or Black British Caribbean	218	92	27
	% of total	*4.62%*	*5.64%*	*5.59%*
	Mixed White and Asian	27	8	1
	% of total	*0.57%*	*0.49%*	*0.21%*
	Mixed White and Black African	30	7	0
	% of total	*0.64%*	*0.43%*	*0.00%*
	Mixed White and Black Caribbean	71	19	7
	% of total	*1.50%*	*1.17%*	*1.45%*
	Not Disclosed/Unknown	435	32	7
	% of total	*9.21%*	*1.96%*	*1.45%*
	Other Asian	57	22	6
	% of total	*1.21%*	*1.35%*	*1.24%*
	Other Black	31	9	2
	% of total	*0.66%*	*0.55%*	*0.41%*
	Other mixed	29	10	4
	% of total	*0.61%*	*0.61%*	*0.83%*
	Other White	280	83	22
	% of total	*5.93%*	*5.09%*	*4.55%*
	White English/Welsh/Scottish/Northern Irish/British	2,661	1,093	358
	% of total	*56.37%*	*67.06%*	*74.12%*
	White Irish	51	22	5
	% of total	*1.08%*	*1.35%*	*1.04%*
	TOTAL	**4,721**	**1,630**	**483**
Disclosed Disability	No	4,078	1,496	450
	% of total	*86.38%*	*91.78%*	*93.17%*
	Yes	261	119	30
	% of total	*5.53%*	*7.30%*	*6.21%*
	Unknown	382	15	3
	% of total	*8.09%*	*0.92%*	*0.62%*
	TOTAL	**4,721**	**1,630**	**483**

		No. of Applicants	Number Shortlisted	Number Hired
Religion	**Buddhist**	20	4	2
	% of total	0.42%	0.25%	0.41%
	Christian	1,885	759	239
	% of total	39.93%	46.56%	49.48%
	Hindu	107	33	4
	% of total	2.27%	2.02%	0.83%
	Jewish	13	1	0
	% of total	0.28%	0.06%	0.00%
	Muslim	385	85	13
	% of total	8.16%	5.21%	2.69%
	No religion	1,521	568	162
	% of total	32.22%	34.85%	33.54%
	Other	188	84	29
	% of total	3.98%	5.15%	6.00%
	Sikh	37	14	4
	% of total	0.78%	0.86%	0.83%
	Not Disclosed/Unknown	565	82	30
	% of total	11.97%	5.03%	6.21%
	TOTAL	**4,721**	**1,630**	**483**
Sex	**Female**	2,978	1,166	362
	% of total	63.08%	71.53%	74.95%
	Male	1,350	446	115
	% of total	28.60%	27.36%	23.81%
	Others	1	0	0
	% of total	0.02%	0.00%	0.00%
	Undeclared	10	5	3
	% of total	0.21%	0.31%	0.62%
	Unknown	382	13	3
	% of total	8.09%	0.80%	0.62%
	TOTAL	**4,721**	**1,630**	**483**
Sexual Orientation	**Bi-sexual**	46	12	2
	% of total	0.97%	0.74%	0.41%
	Gay Man	46	14	2
	% of total	0.97%	0.86%	0.41%
	Lesbian	40	11	6
	% of total	0.85%	0.67%	1.24%
	Heterosexual	3,939	1,479	429
	% of total	83.44%	90.74%	88.82%
	Not Disclosed/Unknown	650	114	44
	% of total	13.77%	6.99%	9.11%
	TOTAL	**4,721**	**1,630**	**483**

CBC continues to be a work place that attracts and employs a wide variety of applicants with varying characteristics.

5. HR advisory casework

Cases that require assistance from the HR department, including Disciplinary, Grievance and Capability cases are recorded alongside protected characteristic data for monitoring purposes.

Disciplinary 2017/18

	Dismissed	Final Written Warning	First Written Warning	Verbal Warning	Informal Warning	Investigation	Mediation	No case to answer	Not Upheld	Partially Upheld	Resigned	Resolved by Mutual Consent	Resolved Informally	Settled through Compromise Agreement	Settled through Mediation	Upheld	Withdrawn
Ethnicity																	
Asian Indian																	
Asian Other								2		2							
Asian Pakistani																	
Black African	1	2						3									
Black Carribbean				1				1									
Black Other																	
Mixed Other																	
Unknown																	
White British	4	1	3	3				5		2							
White Irish																	
White Other			1	1	1			8		1							
Gender																	
Male	2							5									
Female	3							14		5							
Disability																	
No																	
Unknown	4							18		5							
Yes	1							1									
Total																	

Grievance 2017/18

	Dismissed	Final Written Warning	First Written Warning	Verbal Warning	Informal Warning	Investigation	Mediation	No case to answer	Not Upheld	Partially Upheld	Resigned	Resolved by Mutual Consent	Resolved Informally	Settled through Compromise Agreement	Settled through Mediation	Upheld	Withdrawn
Ethnicity																	
Asian Indian																	
Asian Other																	
Asian Pakistani																	
Black African																	
Black Carribbean												1					
Black Other																	
Mixed Other																	
Unknown																	
White British												1					
White Irish																	
White Other																	1
Gender																	
Male																	
Female												2					1
Disability																	
No																	
Unknown												2					
Yes																	1
Total																	

Capability 2017/18

	Dismissed	Final Written Warning	First Written Warning	Verbal Warning	Informal Warning	Achieved Targets	Further Training	Investigation	Mediation	No case to answer	Not Upheld	Partially Upheld	Redeployed	Resigned	Resolved by Mutual Consent	Resolved Informally	Settled through Compromise Agreement	Settled through Mediation	Upheld	Withdrawn
Ethnicity																				
Asian Indian																				
Asian Other																				
Asian Pakistani																				
Black African															1					
Black Carribbean																1				
Black Other										1										
Mixed Other																				
Unknown																				
White British	1									3					3	3				
White Irish																				
White Other																				
Gender																				
Male	1									1					4	2				
Female										3						2				
Disability																				
No																				
Unknown										3					4	3				
Yes	1									1						1				
Total																				

6. Learning & Development

6.1 – Booked Courses by Protected Characteristics

This data only reflects number of places attended on the Corporate and SCHH learning and development classroom courses booked via SAP/Self Service. It does not represent E-learning, or any training arranged within the service directorates themselves.

Ethnicity	Number and % Attending Training Course	
White British	641	57.7%
White Irish	11	1.0%
English/Welsh/Scottish/N Ireland	7	0.6%
White Other	38	3.4%
Mixed White & Black Caribbean	4	0.4%
Mixed White Black African	17	1.5%
Mixed White & Black Asian	0	0.0%
Mixed Other	3	0.3%
Asian or Asian British Bangladeshi	4	0.4%
Asian or Asian British Indian	24	2.2%
Asian or Asian British Pakistani	13	1.2%
Asian Other	5	0.5%
Black or Black British Caribbean	57	5.1%
Black or Black British African	103	9.3%
Black Other	14	1.3%
Chinese	0	0.0%
Other	0	0.0%
Not specified/Unknown	170	15.3%
Total	**1111**	

Sex	Number and % Attending Training Course	
Male	170	15%
Female	941	85%
Total	**1111**	

Disability	Number and % Attending Training Course	
Disabled	30	3%
Not Disabled	1081	97%
Total	**1111**	

Age	Number and % Attending Training Course	
16-19	6	0.50%
20-29	112	10%
30-39	246	22%
40-49	289	26%
50-59	352	32%
60 plus	106	9.50%
Not specified/Unknown	0	
Total	**1111**	

6.2 – E-Learning

All CBC employees are required to undertake mandatory e-learning surrounding Equality & Diversity. Enrollment Is monitored along with other mandatory learning on a monthly basis.

In 2018, an improved Learning & Development system was introduced, and this now enables more comprehensive reporting. The 2018/19 Equality & Diversity report will not only report on the attendance of classroom-based learning but also learning accessed via the e-learning systems.

7. Overview

Central Bedfordshire Council continues to employ, develop and retain employees with many characteristics and at this time there are no elements of concern within the data available. There continues to be a lack of protected characteristic data within the Sexual Orientation, Religion/Belief, gender reassignment, marriage and civil partnerships, particularly as gender reassignment data is not something currently recorded by CBC. The HR system brought in within 2017 now allows staff direct access to update their protected characteristic data, whilst remaining private for all bar reporting purposes. As further system familiarity develops within the workforce this data capture may become more thorough, however there is no mandatory requirement for employees to complete this so we will continue to have reporting gaps. There has been and will continue to be campaigns to promote this data completion by staff.

7.1 – Springboard

Central Bedfordshire has key plans in place to develop the workforce. Springboard is a development programme for women and allows delegates to work on their personal effectiveness in all aspects of their life, so they can build confidence and enhance their wellbeing. In addition, a project taking place currently within CBC will further aid development in the workplace for all employees, the aim is better alignment of roles across the council which will enable better workforce employment mobility. Once in place, this will also allow more of an opportunity to monitor occupational segregation.

7.2 – Government Disability Confident scheme

CBC is currently a Level 2 Disability Confident Employer with plans in place to achieve the next level up, Disability Confident Leader Status. In addition, alongside the strong apprenticeship programme in place, work experience opportunities are being opened up with two different aims; the first to allow candidates the opportunity to find out about different areas of work that they are interested in, the second for those who just need experience of being in any workplace.

8. The future

In association with the drive to develop and retain key employees, there will be additional data presented in future E&D reports regarding progression and the characteristics of those progressing within the workforce. This will enable CBC to see the current picture and monitor future developments.

Alongside the Gender Pay Gap reporting, there is the opportunity to respond to the public sector equality duty by reviewing the pathway of maternity returners upon return to CBC and to link in with flexible working requests.

There is also the possibility of improving our exit interview data to ensure reason for leaving have no equality and diversity associations and to aid in other key organisational decisions. This would require process change so the timelines for being able to report on Exit Interview data would be longer term.

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