



# OXFORDSHIRE COUNTY COUNCIL

## Public Sector Equality Duty: Workforce data report

September 2023

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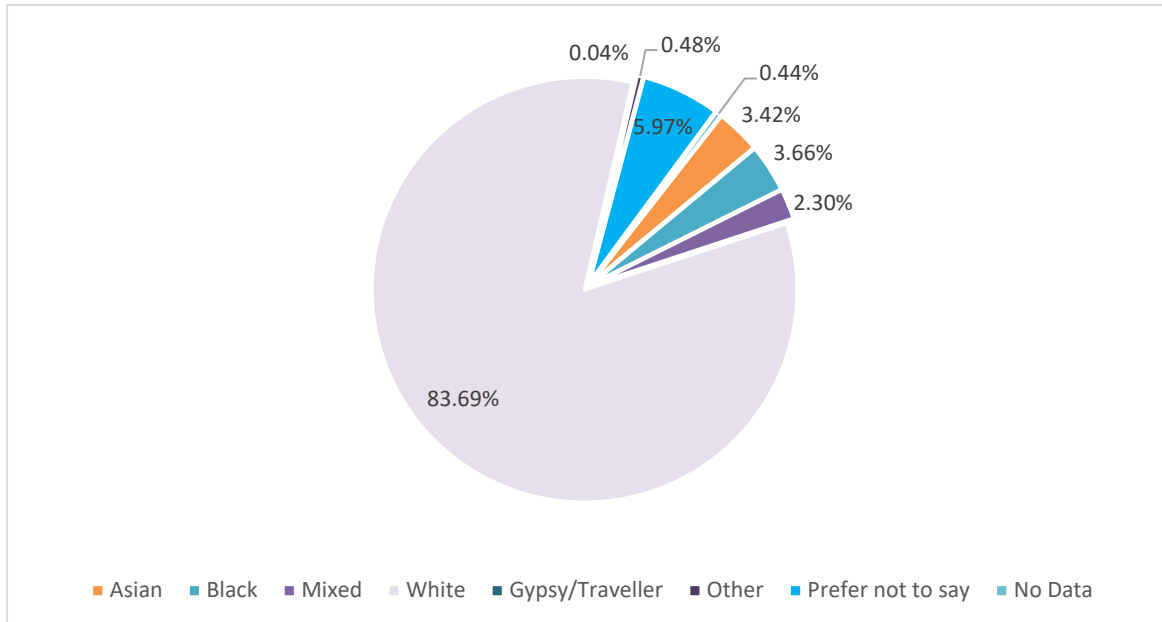
## 1.0 Background

- 1.1. This report covers the period 1<sup>st</sup> April 2022 – 31<sup>st</sup> March 2023 The data is based on the number of employees on 31<sup>st</sup> March 2023 (5212 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.
  - 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 of 31 March 2023**



**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 (83.69%) 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, 9.9% have declared an ethnicity from an ethnic minority group, an increase from 9.44% in March 2022

The Census 2021 showed 23.2% of all Oxfordshire residents were from a non-White British ethnic background. This was around 14.15% of the working age population.

The Asian ethnicity group has increased slightly from 3.21% in 2022 to 3.42% in 2023.

The percentage of employees from Black ethnicity groups has increased from 3.69% in 2022 to 5.98% in 2023.

The percentage of staff in Mixed Black, Asian or Other ethnic groups has increased from 1.97% in 2022 to 2.31% in 2023, the biggest increase was in the Mixed Other category with an increase of 1.31%.

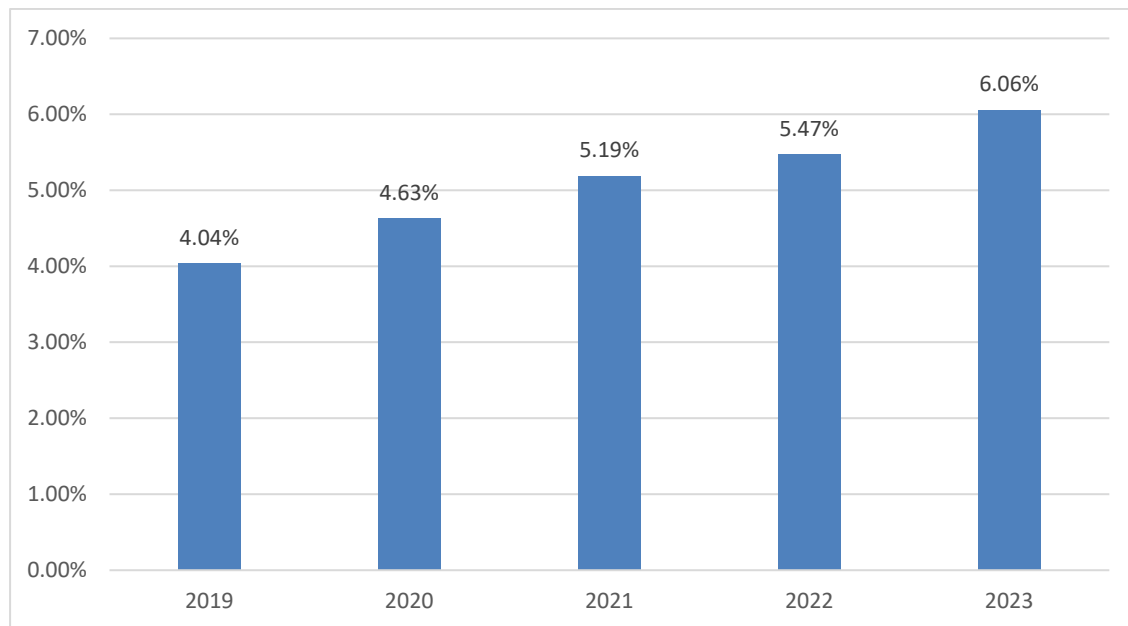
There has been a decrease of 0.5% in the percentage of employees from the White British group from 77.07% in 2022 to 76.53% in 2023.

A total of 6.25% of employees either prefer not to tell us their ethnicity or have not completed the data. This has reduced very slightly from 6.78% of employees in March 2022.

**Action:** Continue to encourage staff to declare their ethnicity to improve accuracy of reporting.

## 2.2 Disability

**Graph 2 – Percentage of staff declaring a disability**

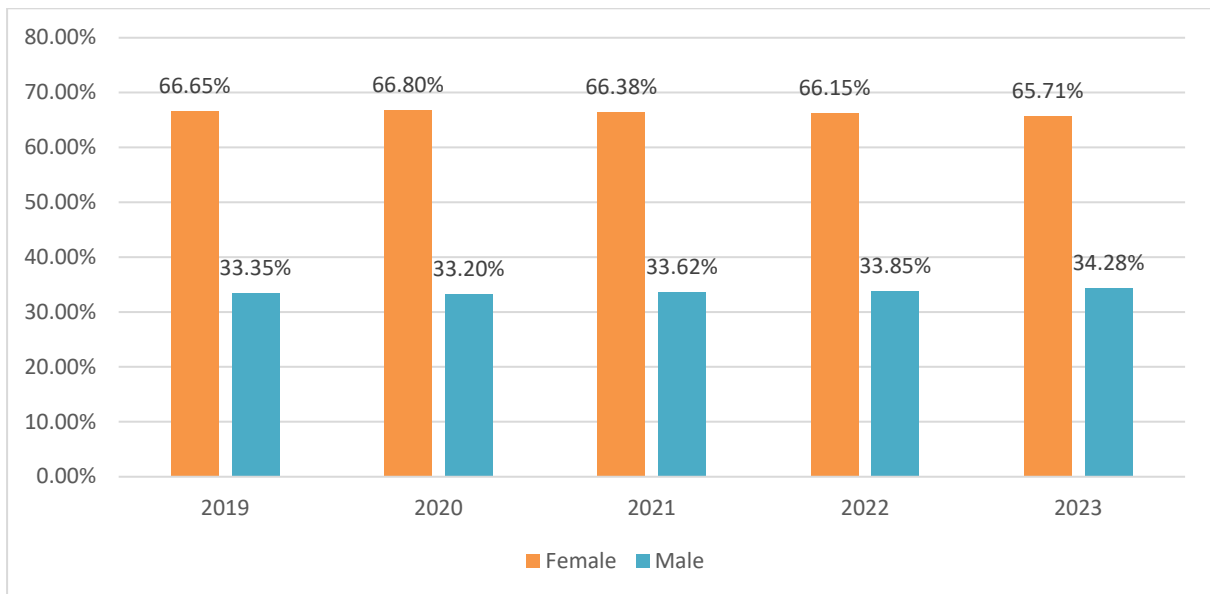


The percentage of council employees declaring a disability has increased steadily over the last 5 years and has increased from 5.47% on 31 March 2022 to 6.06% on 31<sup>st</sup> March 2023.

**Action:** Continue to encourage employees to declare if they have a disability to improve accuracy of reporting and enable Oxfordshire County Council to fully support employees in the workplace.

### 2.3. Sex

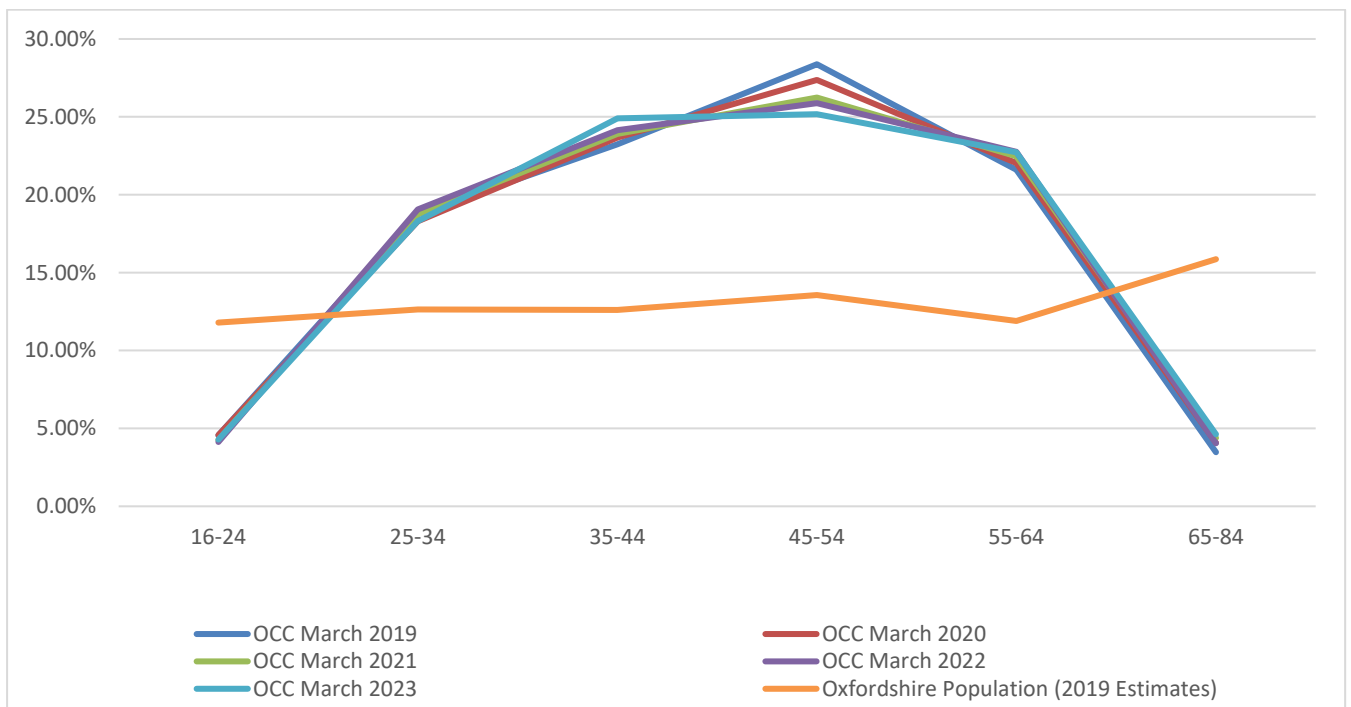
**Graph 3 – Breakdown of the council’s workforce by sex**



There continues to be a higher proportion of female workers in the County Council with 65.71% of staff being female as of 31 March 2023, although this has decreased from 66.15% in 2022.

### 2.4. Age

**Graph 4 – Age distribution of the workforce**



	<b>OCC March 2019</b>	<b>OCC March 2020</b>	<b>OCC March 2021</b>	<b>OCC March 2022</b>	<b>OCC March 2023</b>	<b>Oxfordshire Population (2019 Estimates)</b>
16-24	4.56%	4.57%	4.25%	4.12%	4.28%	11.79%
25-34	18.75%	18.29%	18.75%	19.06%	18.30%	12.63%
35-44	23.24%	23.67%	23.90%	24.14%	24.90%	12.61%
45-54	28.38%	27.37%	26.24%	25.88%	25.17%	13.56%
55-64	21.60%	22.03%	22.47%	22.75%	22.72%	11.90%
65-84	3.47%	4.08%	4.38%	4.05%	4.62%	15.86%

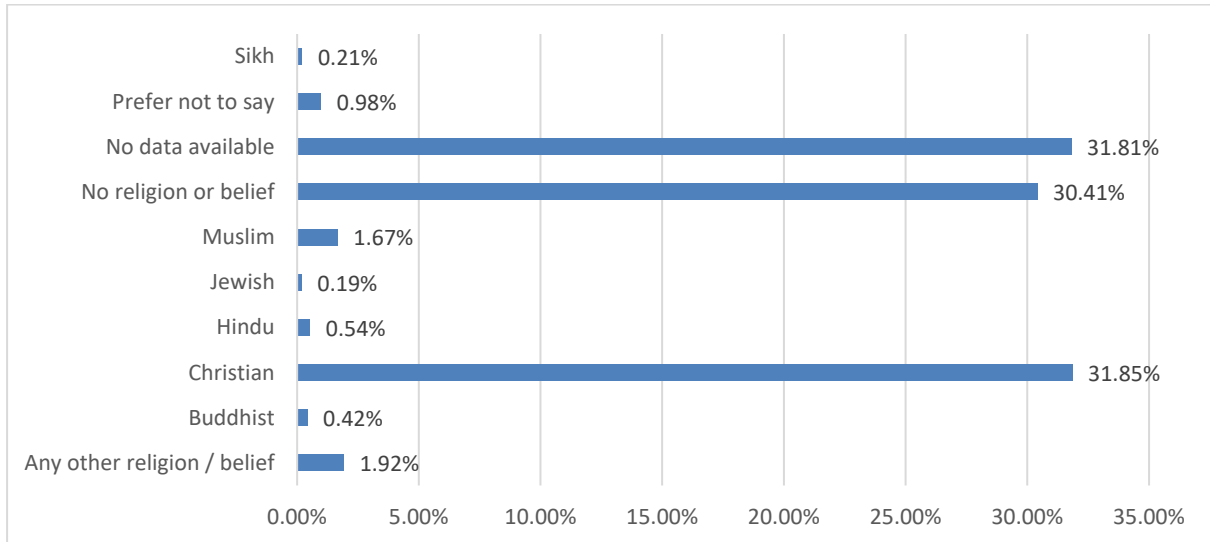
There have been no major changes in the age profile of the council workforce over the past few years. Since March 2022, the percentage of those aged 16-24 has slightly increased, which differs from the trend seen in previous years, from 4.12% in March 2022 to 4.28% in March 2023. The highest percentage of the workforce continues to be in age group 45-54 although the percentage of staff in this age group continues to decrease slightly over the last few years and this year from 25.88% in 2022 to 25.17%. The percentage of those aged 35 – 44 and over 65 have increased slightly and those aged 55 – 64 and 25 – 34 have decreased slightly.

In comparison to the local population, age group 16-24 continues to be underrepresented in the workforce at 4.28% 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 62.71% in March 2022 to 67.21% in March 2023. We do not know the religion or belief for 32.79% of staff.

**Graph 5 – Percentage of staff by religion or belief on 31<sup>st</sup> March 2023**



31.85% of the workforce are Christian, a slight increase from 30.45% in 2022, and 30.41% of the workforce have no religion or belief, an increase from 27.44% in 2022.

The percentage of employees of all other religions has increased slightly, likely due to the increase in those reporting their religion or belief this year, apart from the percentage of Sikh employees which has decreased very slightly.

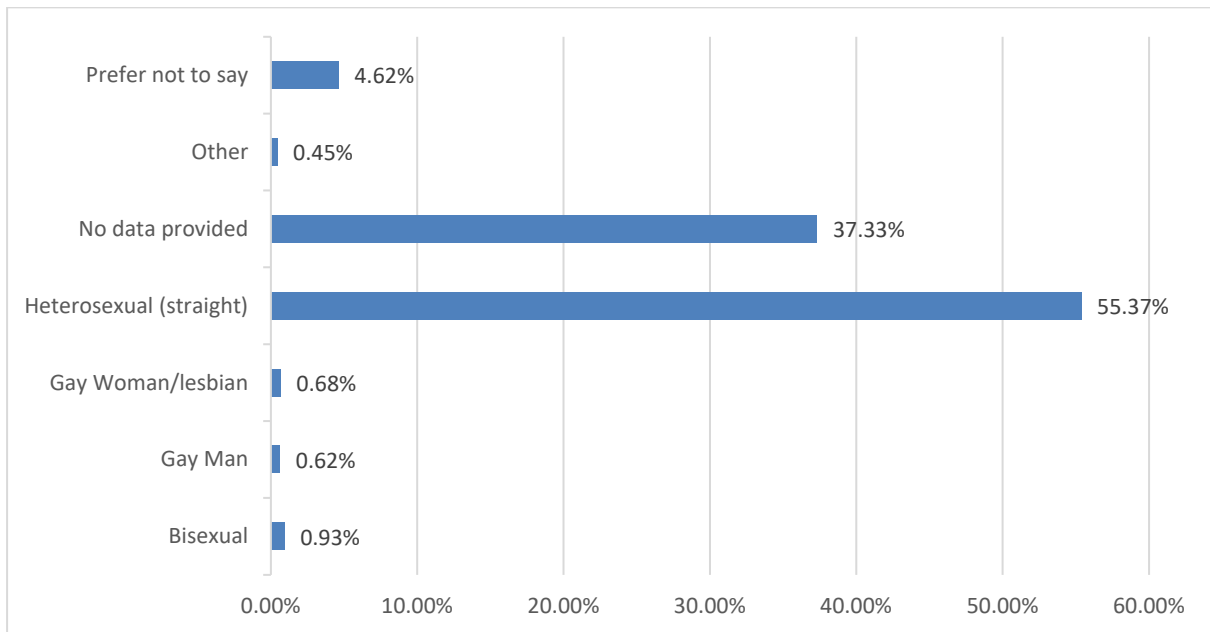
**Action:** Continue to encourage employees to declare their religion or belief to improve accuracy of reporting.

## 2.6. Sexual Orientation

As of 31<sup>st</sup> March 2023, 58.05% of employees had declared their sexual orientation, a slight decrease from 58.58% of employees in March 2022.

The graph below summarises the sexual orientation for employees:

**Graph 6 – Sexual orientation of the Councils workforce as of 31 March 2023**



The percentage of employees who have declared they are Lesbian, Gay, Bisexual or Other has increased slightly from 2.60% in March 2022 to 2.68% in March 2023.

There have been very slight increases to Bisexual, Heterosexual and Prefer not to say categories. The Other and Gay Woman/Gay Man categories have remained almost the same as previous years.

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

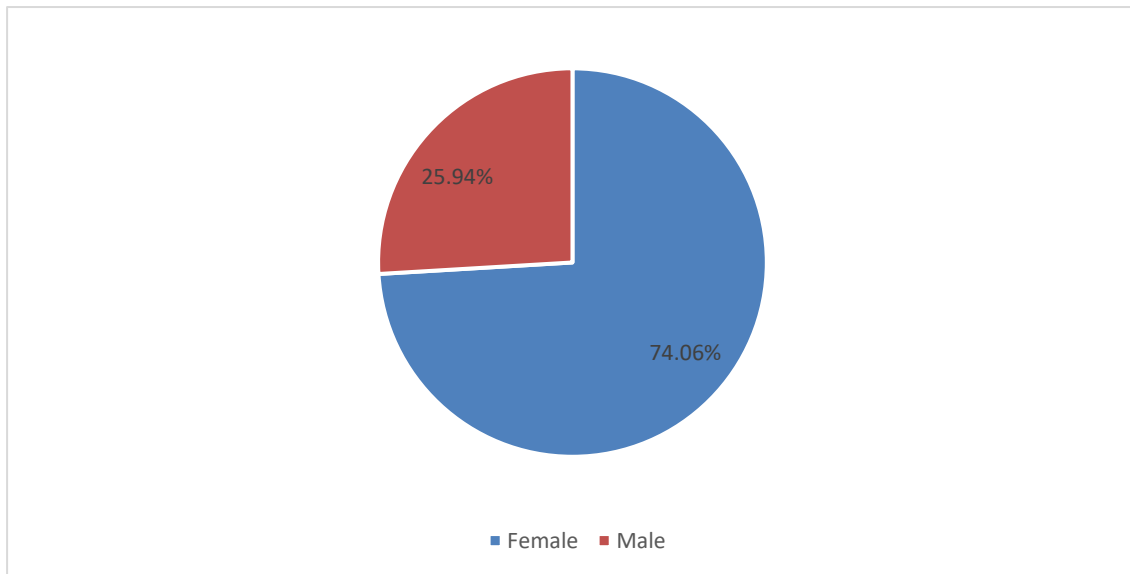


### 3.0 Take up of Training Opportunities

During financial year 2022 – 2023 there was a total of 12,965.25 days training which equates to an average of 2.49 days training per person. Classroom based training is counted as one day, with e-learning counting as 0.25 days.

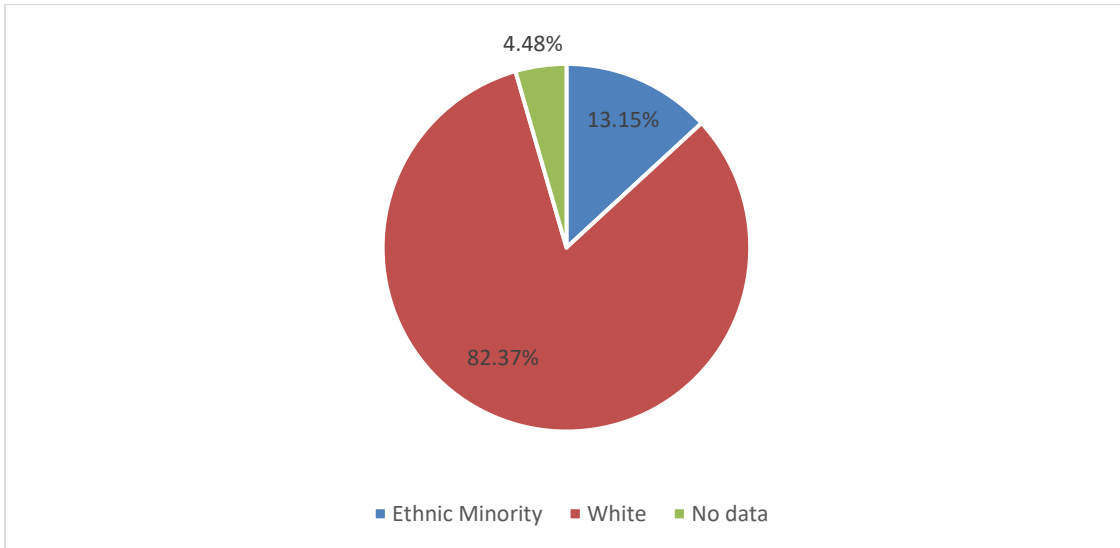
There has been an increase in the total number of days training from 2021-22 where there was a total of 12,389 days (2.42 days on average days per person).

**Graph 7 – Percentage of training days completed by gender as of 31 March 2023**



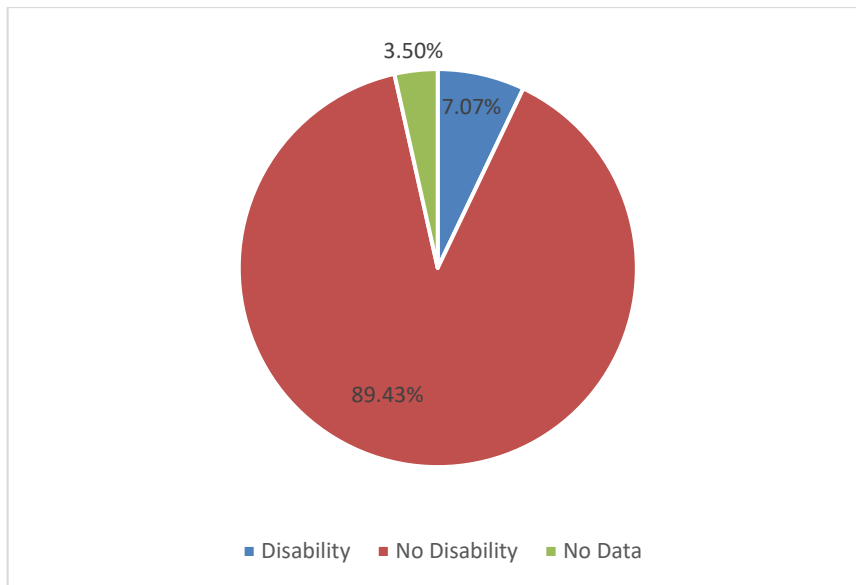
The percentage of female delegates accounts for 74.06% of the training days which is an average of 2.80 days per female compared to an average of 1.88 days for males. There has been no significant change since last year.

**Graph 8 – Percentage of training days completed by ethnicity as of 31 March 2023**



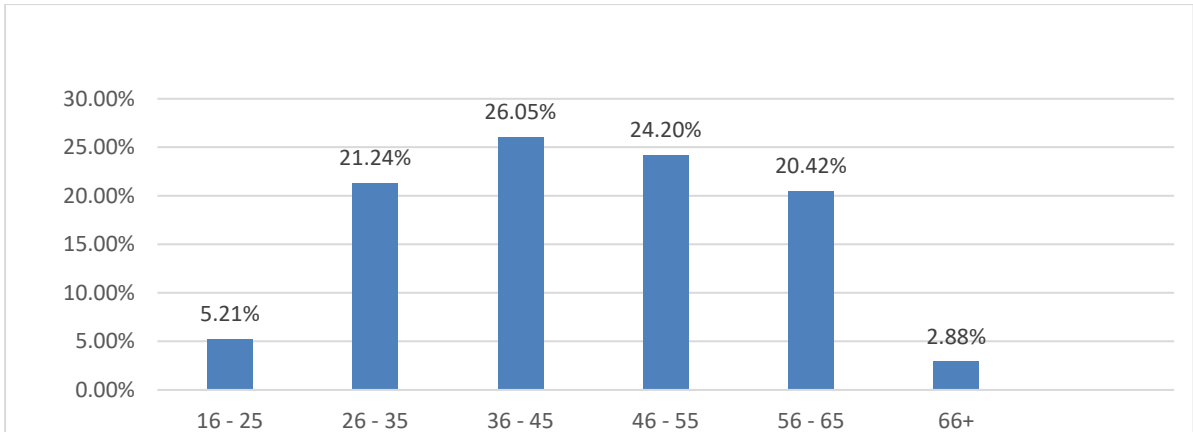
The percentage of training undertaken by employees from White ethnic backgrounds was 82.38%, an average of 2.45 days per person. Employees from ethnic minority groups accounted for 13.15% of training days which equates to 3.30 average days per person.

**Graph 9 – Percentage of training days completed by disability as of 31 March 2023**

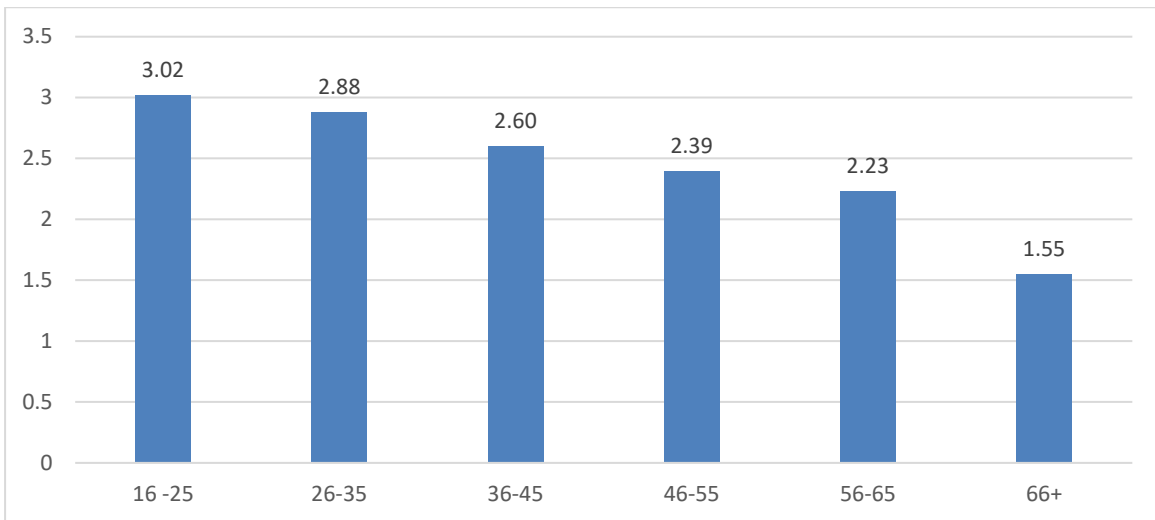


Employees with a disability accounted for 7.07% of training days (a slight increase from 6.67% of training days in the previous year). This is an average of 2.90 days per person for employees with a disability, compared to 2.46 days per non-disabled employee/those who preferred not to say.

**Graph 10 – Percentage of training days completed by age group as of 31 March 2023**



**Graph 11 – Average training days completed by age group as of 31 March 2023**



Age group 16-24 accounted for 5.21% of all training days in 2022-23, a slight decrease from 5.75% the previous year. The average days per person for age group 16-24 equates to 3.03 days per person, a decrease from 3.37 days in 2021-22, 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.

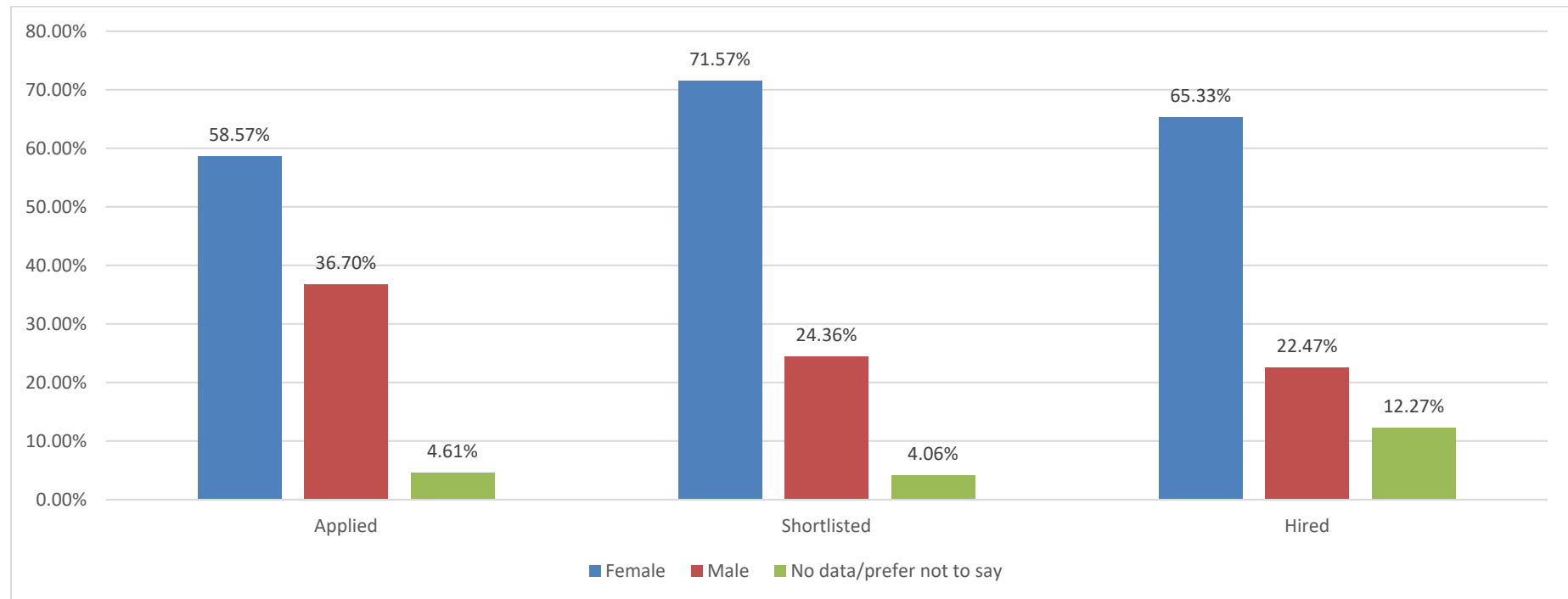
**Action:** Continue to promote training and development options for all employees, encouraging a better balance of training days per employee across all demographics.

#### 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 1<sup>st</sup> April 2022 – 31<sup>st</sup> March 2023. 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.

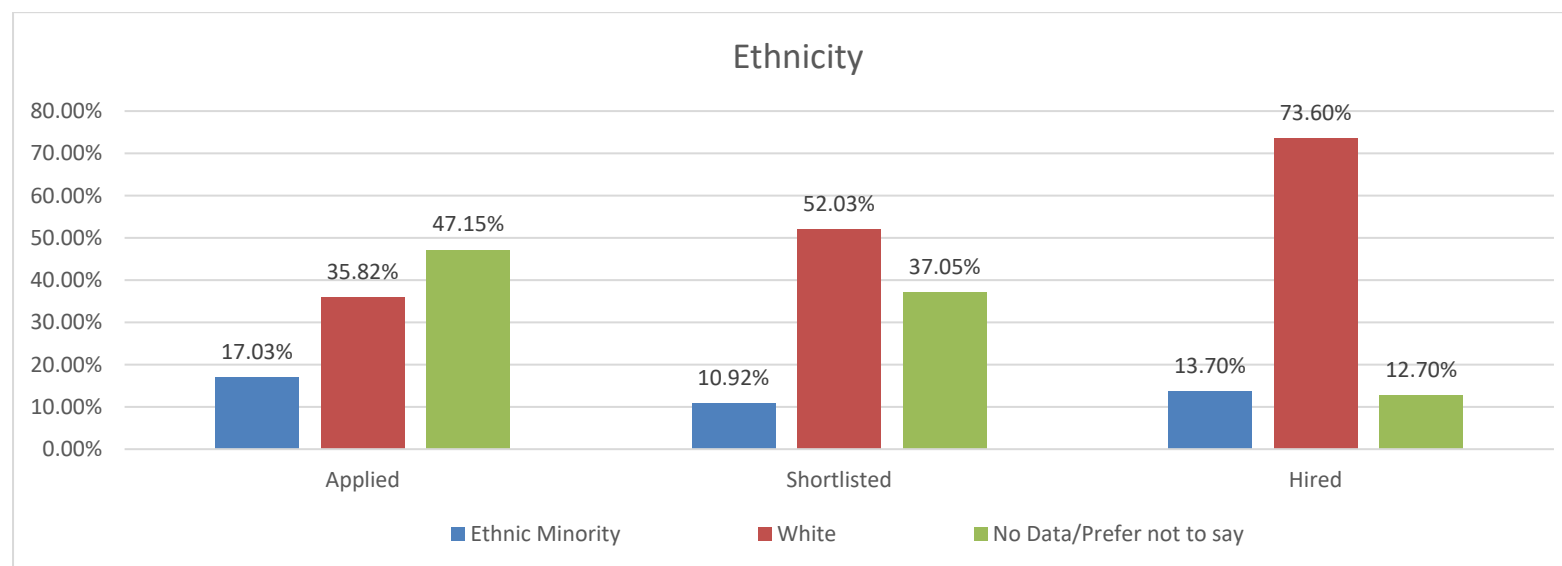
**Graph 12 - Percentage of applications, shortlisted candidates and appointed candidates by sex**



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 58.57% which remains unchanged from previous years.

**Action:** Work with our resourcing team to ensure our resourcing techniques encourage a more balanced demographic of applicants.

**Graph 13 - Percentage of applications, shortlisted candidates and appointed candidates by ethnic group**



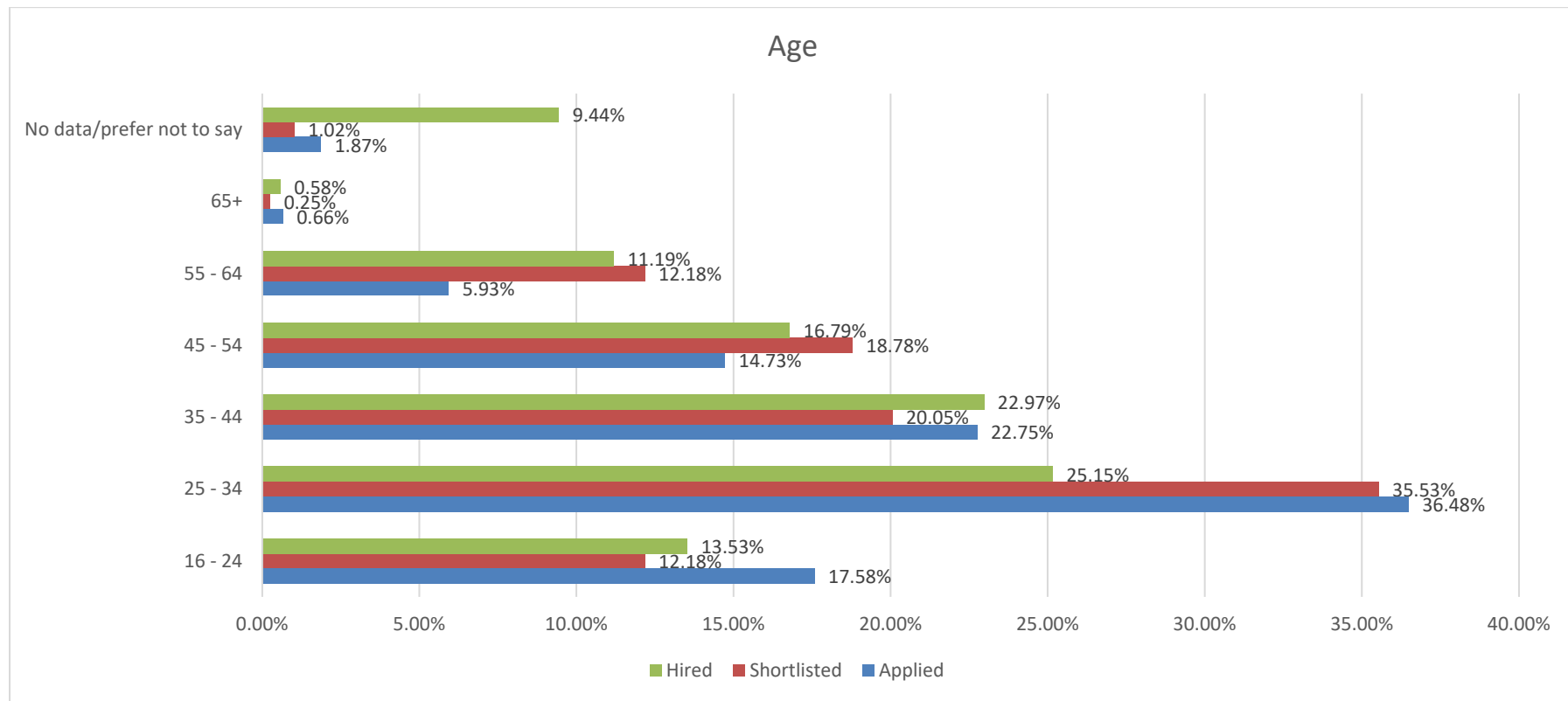
Overall, 17.03% of all applications received in the period 1<sup>st</sup> April 2022 – 31<sup>st</sup> March 2023 were from ethnic minority applicants (Asian, Black, Mixed, and other ethnic groups), a decrease from 23.81% in 2021-22. However, it should be noted that 47.15% of applicants did not disclose their ethnicity, this is almost half, and so the data is likely not providing a full picture.

The percentage of ethnic minority applicants reduces slightly at subsequent stages of the recruitment process with 10.92% of those shortlisted and 13.70% of those hired from ethnic minority groups which is an increase from 13.26% hired in 2021-22. There was

still a high percentage of those shortlisted who did not disclose their ethnicity with no data on the ethnicity of 37.05% of candidates shortlisted.

**Action:** Continue with inclusive hiring practices, research into why a high percentage of candidates don't wish to disclose their ethnicity and take action to ensure the council is doing all it can to encourage applicants from all ethnicities.

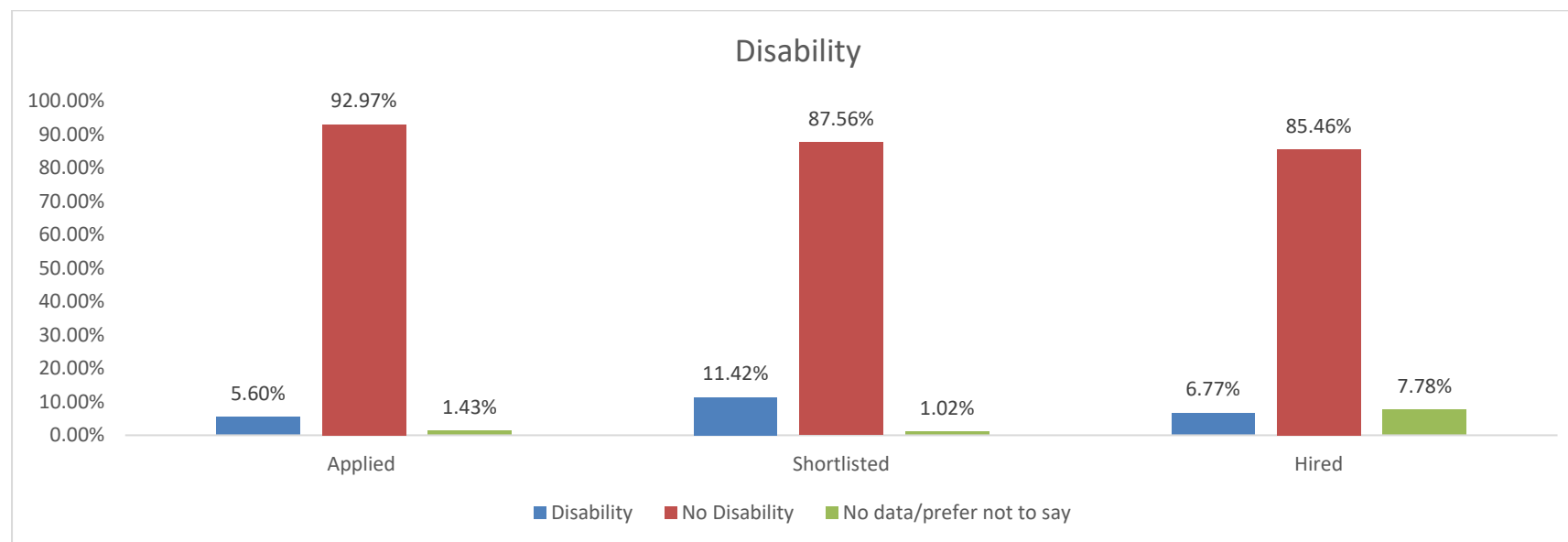
**Graph 14 – Percentage of applications, shortlisted candidates and appointed candidates by age group**



The highest proportion of applicants were aged 25-34 at 36.48%. This age group was also the highest percentage of appointments at 35.53%.

**Action:** Continue with inclusive hiring practices ensuring candidates are applying from all age groups

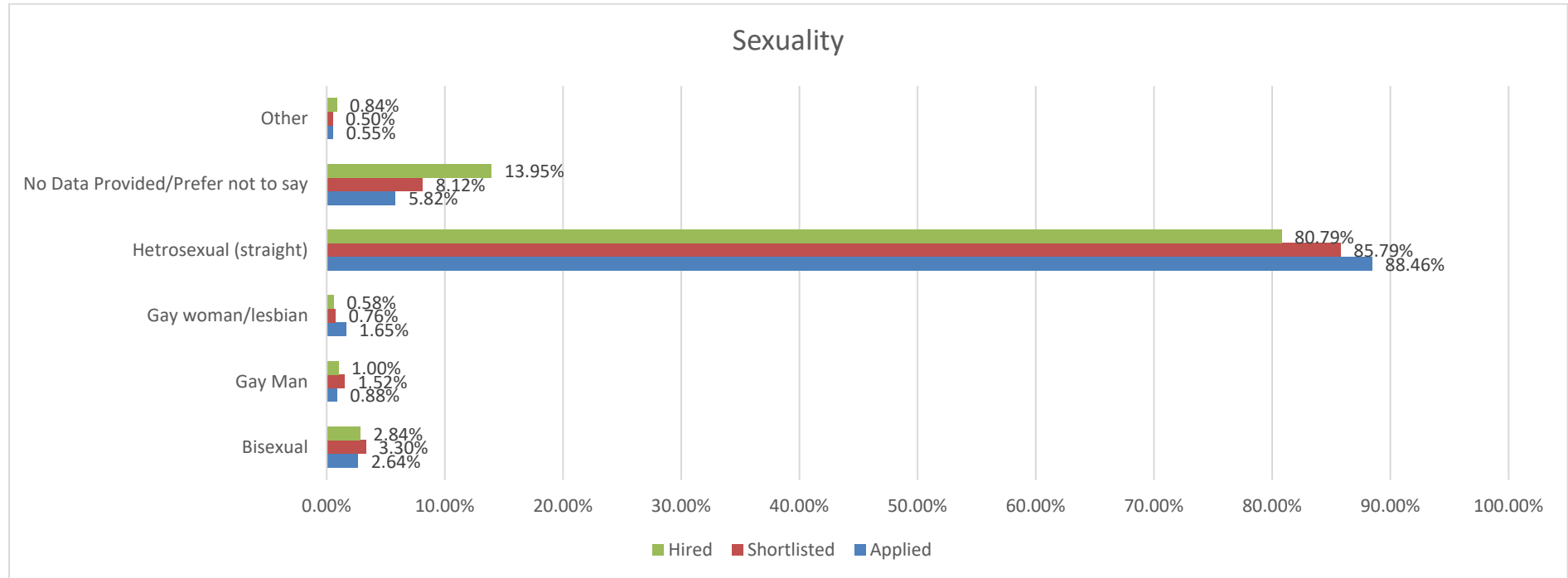
**Graph 15 – Percentage of applications, shortlisted candidates and appointed candidates by disability**



5.60% of all applicants had a disability, a decrease from 7.41% in 2021-22. A larger percentage of those shortlisted had a disability at 11.42%, this may be due to the council offering a guaranteed interview to disabled candidates who meet the essential criteria for the job.

**Action:** Continue with inclusive hiring practices to encourage candidates with disabilities or long-term health conditions to apply.

**Graph 16 - Percentage of applications, shortlisted candidates and appointed candidates by sexual orientation**



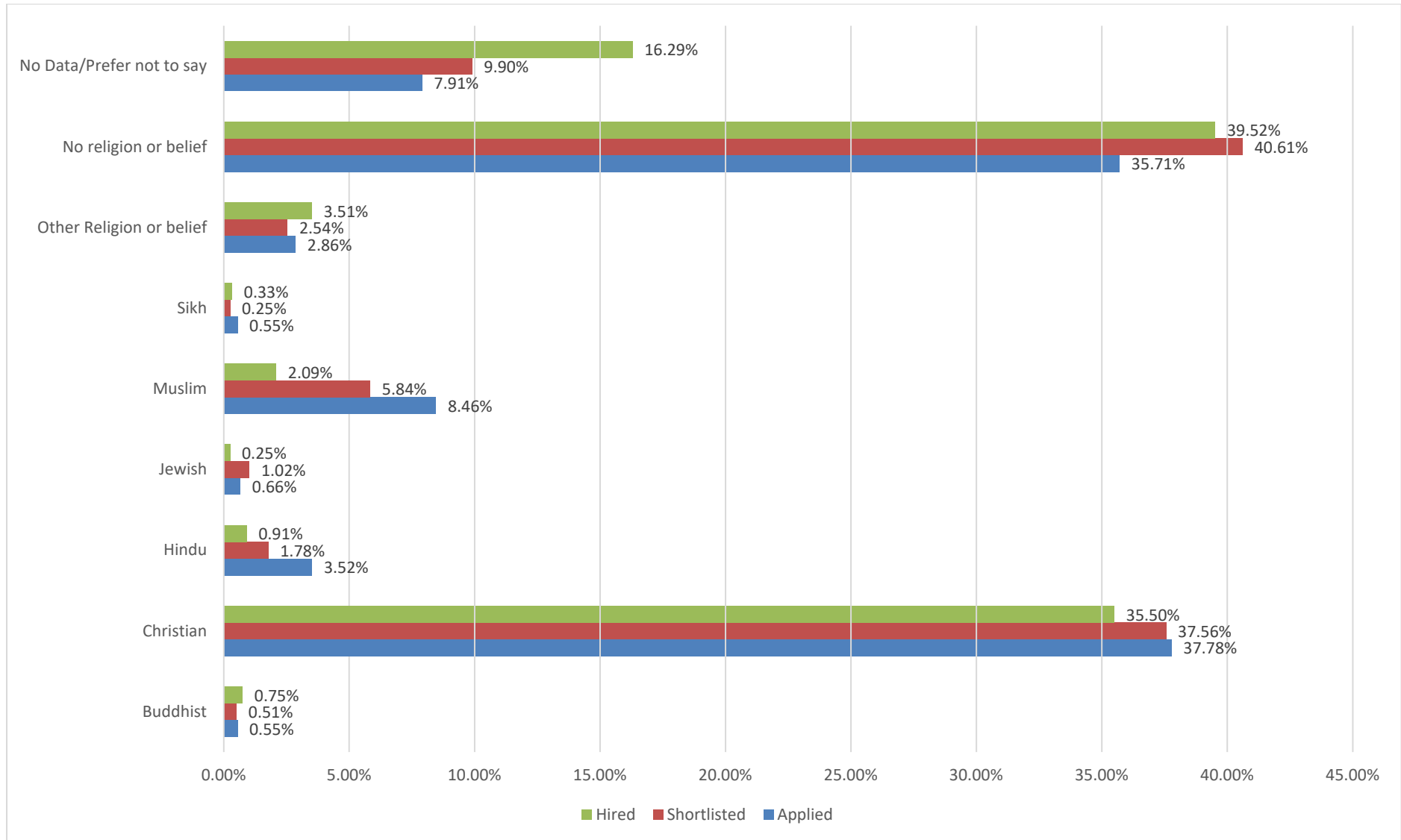
Overall, 5.72% of applications were from people who declared themselves as Lesbian, Gay, Bisexual or other sexual orientation, a decrease from 6.44% in 2021-22.

6.09% of shortlisted applicants and 5.26% of those appointed were Lesbian, Gay, Bisexual or other sexual orientation.

**Action:** Continue with inclusive hiring practices to encourage candidates from LGBTQIA+ groups to apply and feel comfortable enough to declare their sexuality.

**Graph 17 - Percentage of applications, shortlisted candidates and appointed candidates by religion or belief**





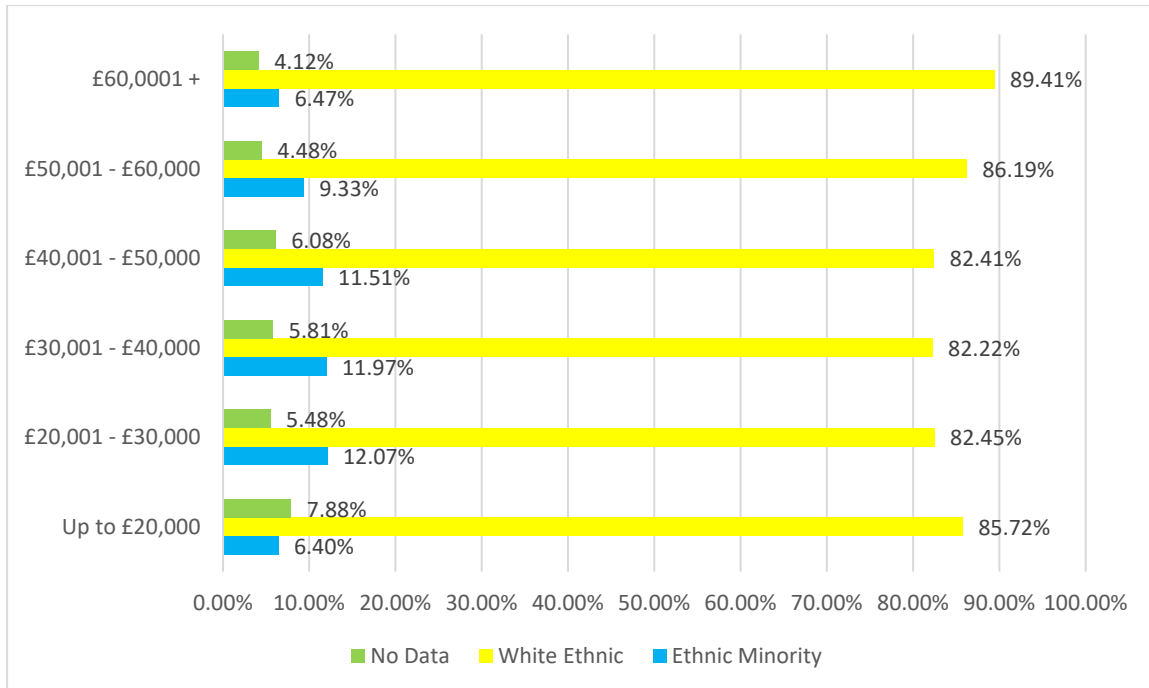
The majority of applicants had no religion or belief at 40.61%, followed by Christian at 37.78%.

**Action:** Continue with inclusive hiring practices to encourage candidates from all religious backgrounds to apply and to feel comfortable declaring their religion

## 5.0 Pay information

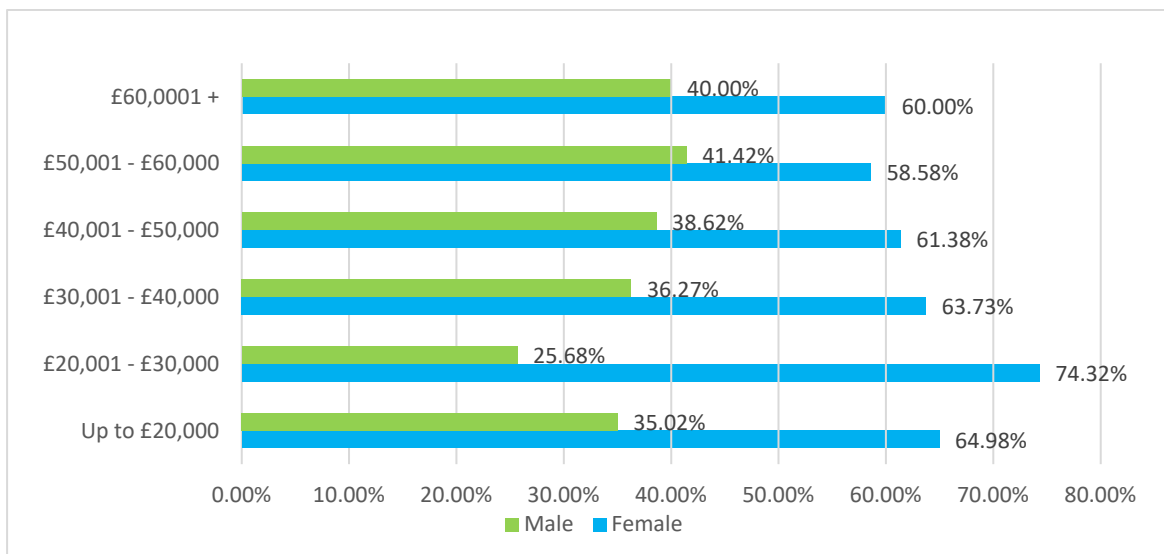
The following charts show the salary spread of all employees by different protected characteristic, based on full time equivalent salaries. The data excludes on-call firefighters.

**Graph 18 – Salary spread by ethnicity**



Salary range £20,001 - £30,000 has the highest proportion of ethnic minority employees with 12.07%. The percentage of ethnic minority employees decreases slightly in highest salary band (£60,000+).

**Graph 19 – Salary spread by sex**

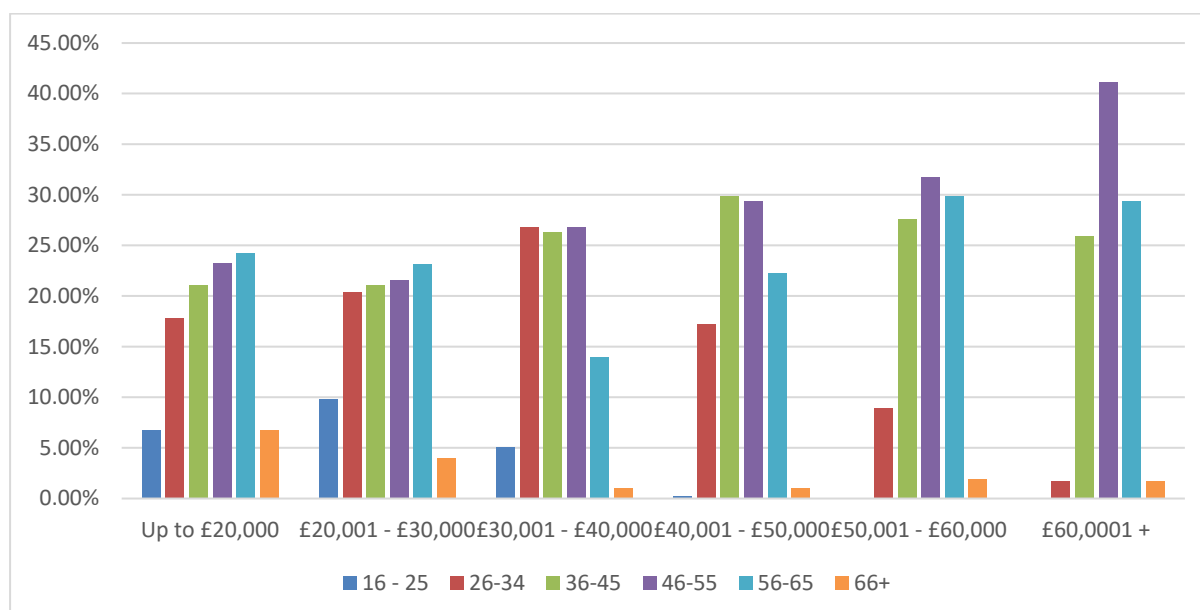


As reported earlier, overall, nearly 66% of the council’s workforce are female. A higher proportion of females earn between £20,001 - £30,000. The proportion of females in the highest salary range (over £60,000) decreases slightly to 60%, this has decreased from 63.46% in 2022.

### Gender pay gap report

The latest gender pay gap report can be viewed on the [Oxfordshire County Council website](#) , [this includes the councils actions to combat any inequalities.](#)

**Graph 20 – Salary spread by age**

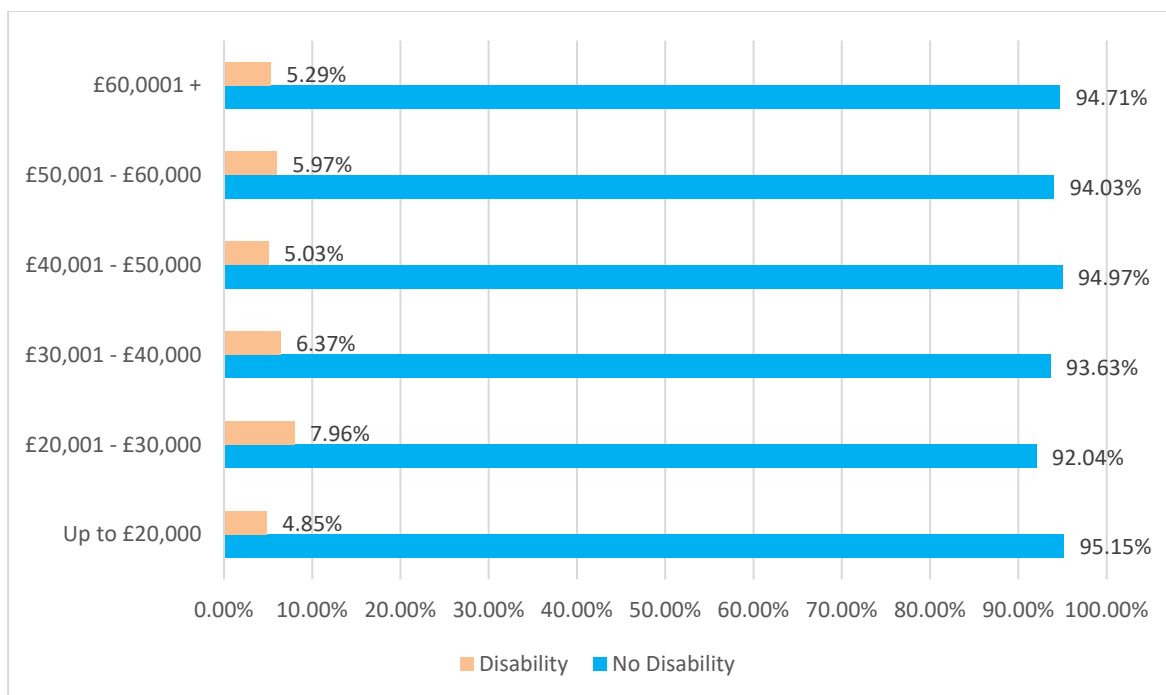


Salary	16 - 25	26-34	36-45	46-55	56-65	66+
Up to £20,000	6.75%	17.86%	21.10%	23.28%	24.26%	6.75%
£20,001 - £30,000	9.85%	20.38%	21.06%	21.58%	23.20%	3.94%
£30,001 - £40,000	5.04%	26.82%	26.33%	26.82%	14.01%	0.98%
£40,001 - £50,000	0.26%	17.20%	29.89%	29.37%	22.22%	1.06%
£50,001 - £60,000	0%	8.96%	27.61%	31.72%	29.85%	1.87%
£60,0001 +	0%	1.76%	25.88%	41.18%	29.41%	1.76%

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 (41.18%) earning over £60,000 are aged 45-54.

**Graph 21 – Salary spread by disability**



Employees with a disability are represented in all salary ranges although the percentage decreases slightly in higher salaries. The highest proportion of disabled employees are in the range of £20,001 - £30,000.

#### 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.

**Action:** The council continues with fair pay practices, such as job evaluation and a transparent pay/grading system, to ensure pay equity.

## 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 1<sup>st</sup> April 2022 – 31<sup>st</sup> March 2023. The tables below show the breakdown of those who returned to work in the year and by protected characteristic:

During this period 92 employees (non-schools) ended their maternity leave. Of these, 81.52% returned to work at Oxfordshire County Council, the remaining staff (18.58%) either did not return to work or left within 3 months of returning.

#### **Percentage of staff returning from maternity leave during the period 1<sup>st</sup> April 2022– 31<sup>st</sup> March 2023:**

	Returned to work	Did not return to work	Total

<b>Ethnicity</b>			
White	81.01%	18.99%	100.00%
Ethnic minority	88.88%	11.12%	100.00%
Not declared	75%	25%	100.00%
<b>Disability</b>			
Has a disability	83.34	16.66%	100.00%
No disability	82.14%	17.86%	100.00%
<b>Age group</b>			
Age 16-24	66.67%	33.33%	100.00%
Age 25-34	84.37%	15.63%	100.00%
Age 35-44	76%	24%	100.00%

The return-to-work rate for employees from ethnic minority groups was 88.88% compared to 81.01% for employees from White ethnic groups.

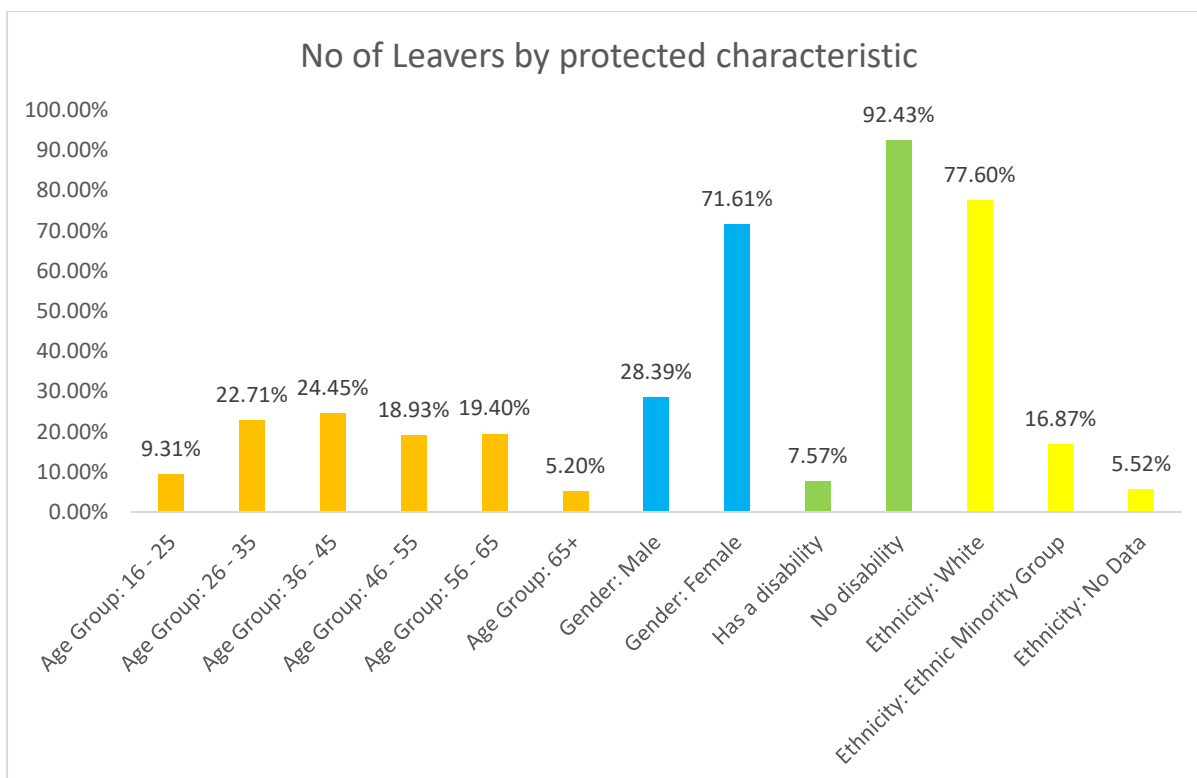
16.66% of those with a disability did not return to work although actual numbers are very small (less than 5).

Age group 25-34 were most likely to return with 84.37% of employees in this age group returning to work. Age group 16-24 were least likely to return to work, however numbers are very small (less than 5).

## **9. Leavers**

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

The turnover rate for resignations only in 2022/23 is 12.16%, an increase from 9.39% in the previous year.



16.87% of leavers were from ethnic minority groups, compared to 11.06% the previous year, however the pool of leavers is larger this year. When compared to the breakdown of the workforce it shows that 20.73% of ethnic minority employees left in 2022/23 compared to 11.27% of White employees.

The highest percentage of leavers were from age group 36 – 45 (24.45%) which is in line with this age group making up 24.90% of the workforce.

A higher percentage of leavers are females (71.61%), in comparison to the makeup of the workforce (65.71%) – this could indicate why we are seeing a higher percentage of males in the overall workforce in comparison to previous years.

**Action:** The council continues to regularly review exit interview feedback to identify retention trends.

## 10. Key points and further actions

- There continues to be a percentage of staff (6.25%) who have not declared their ethnicity. Communications 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 Black, Asian and ethnic minority employees in the workforce has increased slightly but Black, Asian and 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 at senior management level.
- The level of employees declaring that they have a disability 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.
- Continue with fair pay practices, such as job evaluation and a transparent pay/grading system, to ensure pay equity.
- Continue with inclusive hiring practices to encourage candidates from all demographics to apply, review inclusive hiring practices under the resourcing action plan. Working with our resourcing team to ensure our resourcing techniques encourage a more balanced demographic of applicants.
- Promote equality, celebrate diversity, improve social inclusion and ensure fairness for everyone following the principals and actions in our [Including Everyone framework](#).

#### **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](mailto:diversity@oxfordshire.gov.uk)