HR Diversity Monitor 2019
Specialist HR Services

Contact us: HRPolicy Queries@westsussex.gov.uk
The aim of this report is to determine whether people of all characteristics are fairly and equally represented throughout the West Sussex County Council workforce.

The purpose is to provide a brief overview of six protected characteristics across the workforce, analysing the representation of different groups across directorates, pay grades and against other details. The six characteristics analysed in this report are: gender, age, ethnicity, disability, sexual orientation and religion and belief.

Multiple Positions
A number of staff are employed in more than one position, however there aren’t enough to impact this report. Where an individual has more than one position, each position has been counted separately.

Data cleansing
Some grades have been changed to their equivalent NJC, HAY or SMG grade for the grades and salaries section.

Notes to the data
Where the position ‘firefighter’ is used, this includes both Wholetime and Retained firefighters. Where possible, actual figures as well as percentages are provided. In some cases, where numbers are particularly low, only percentages have been used so individuals cannot be identified.

Data Sources
Workforce data analysed in this report is based on SAP downloads of employee records.

The workforce profile is as at 31 March 2019, while starters and leavers refer to the year April 2018 – March 2019.

All analysis excludes casual employees and employees in Schools.

Figures about West Sussex have been gathered from West Sussex Life, Nomis (a service provided by the Office for National Statistics which provides up-to-date UK labour market statistics) and the 2011 Census.
West Sussex County Council (WSCC) has just over 5,000 employees, some of whom occupy multiple positions. The most populated roles are Social Workers, Firefighters, Library Assistants and Support Workers.

The majority of employees sit within the Children, Adults, Families, Health & Education directorate, which is responsible for both Children and Adults Social Care, as well as Education.

The majority of the workforce are aged between 45 and 54, with a high proportion of female employees.
Non-Disclosure Rates

In the context of this report, ‘non-disclosure’ for any employee is taken to mean where a particular characteristic such as ethnicity is not known for that employee because no answer was given for the relevant HR Diversity Monitor question. Such incidences are recorded as ‘Unknown’ in the data. Employee gender and age are mandatory pieces of information, hence non-disclosure is not an issue for these two characteristics.

Non-disclosure does not include where employees have chosen not to state a particular characteristic. These are recorded as ‘Prefer not to say’ in the data since this counts as disclosure.

Diversity questions are asked at the point of recruitment, except for direct recruitment. There is a facility on SAP ESS for staff to update their personal data at any time during their employment. The non-collection of this data through the direct recruitment process is likely to be a major contributory factor towards the high levels of records with no data.

Number of Employees Not Disclosing

<table>
<thead>
<tr>
<th>Characteristic</th>
<th>2017 Q1</th>
<th>2017 Q2</th>
<th>2017 Q3</th>
<th>2017 Q4</th>
<th>2018 Q1</th>
<th>2018 Q2</th>
<th>2018 Q3</th>
<th>2018 Q4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disability</td>
<td>3,161</td>
<td>3,230</td>
<td>3,273</td>
<td>3,298</td>
<td>3,364</td>
<td>3,497</td>
<td>3,461</td>
<td>3,483</td>
</tr>
<tr>
<td>Ethnic Origin</td>
<td>3,764</td>
<td>3,839</td>
<td>3,880</td>
<td>3,890</td>
<td>3,953</td>
<td>4,087</td>
<td>4,035</td>
<td>4,060</td>
</tr>
<tr>
<td>Religion or Belief</td>
<td>1,542</td>
<td>1,602</td>
<td>1,653</td>
<td>1,712</td>
<td>1,769</td>
<td>1,904</td>
<td>1,900</td>
<td>1,952</td>
</tr>
<tr>
<td>Sexual Orientation</td>
<td>2,954</td>
<td>3,022</td>
<td>3,040</td>
<td>3,065</td>
<td>3,128</td>
<td>3,261</td>
<td>3,235</td>
<td>3,263</td>
</tr>
</tbody>
</table>

Number of Employees ‘Prefer not to say’

<table>
<thead>
<tr>
<th>Characteristic</th>
<th>2017 Q1</th>
<th>2017 Q2</th>
<th>2017 Q3</th>
<th>2017 Q4</th>
<th>2018 Q1</th>
<th>2018 Q2</th>
<th>2018 Q3</th>
<th>2018 Q4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disability</td>
<td>166</td>
<td>160</td>
<td>158</td>
<td>155</td>
<td>146</td>
<td>141</td>
<td>139</td>
<td>140</td>
</tr>
<tr>
<td>Ethnic Origin</td>
<td>130</td>
<td>128</td>
<td>125</td>
<td>123</td>
<td>120</td>
<td>117</td>
<td>113</td>
<td>110</td>
</tr>
<tr>
<td>Religion or Belief</td>
<td>77</td>
<td>75</td>
<td>76</td>
<td>73</td>
<td>67</td>
<td>65</td>
<td>66</td>
<td>67</td>
</tr>
<tr>
<td>Sexual Orientation</td>
<td>93</td>
<td>92</td>
<td>91</td>
<td>90</td>
<td>85</td>
<td>84</td>
<td>87</td>
<td>85</td>
</tr>
</tbody>
</table>
The majority of the WSCC workforce are white (59.5%). Black, Asian and minority ethnic (BAME) groups account for 2.4% of the workforce, whilst 1.3% choose not to disclose their ethnicity. The proportion of ‘unknowns’ have increased over time, whilst the percentages of BAME and ‘prefer not to say’ have remained constant.

Data from the Annual Population Survey for ethnicity for West Sussex shows that in 2016 95% of the population are from a white ethnic group.
The majority of the workforce have not disclosed their religion or belief (77.2%), and the proportion of unknowns have increased over time, increasing by over 4% over two years.

Of those with another religion or belief, the majority (73.55%) have no religion.

Of West Sussex residents that follow a religion, 62% identified themselves as Christian and almost 4% another religion. 27% of West Sussex residents say they do no adhere to any religion. When looking at the proportion of those who did disclosure their religion or belief, statistics for WSCC are very close with 54% identifying as Christian and 27% with no religion.

### Religion & Belief

<table>
<thead>
<tr>
<th>Religion or Belief</th>
<th>2017 Q1</th>
<th>2017 Q2</th>
<th>2017 Q3</th>
<th>2017 Q4</th>
<th>2018 Q1</th>
<th>2018 Q2</th>
<th>2018 Q3</th>
<th>2018 Q4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christian</td>
<td>14.8%</td>
<td>14.5%</td>
<td>14.2%</td>
<td>14.0%</td>
<td>13.5%</td>
<td>13.2%</td>
<td>12.8%</td>
<td>12.4%</td>
</tr>
<tr>
<td>Other Religion or Belief</td>
<td>72.9%</td>
<td>73.5%</td>
<td>74.1%</td>
<td>74.5%</td>
<td>75.4%</td>
<td>76.4%</td>
<td>76.7%</td>
<td>77.2%</td>
</tr>
<tr>
<td>Prefer not to say</td>
<td>9.7%</td>
<td>9.5%</td>
<td>9.3%</td>
<td>9.2%</td>
<td>8.8%</td>
<td>8.5%</td>
<td>8.4%</td>
<td>8.3%</td>
</tr>
<tr>
<td>Unknown</td>
<td>2.5%</td>
<td>2.5%</td>
<td>2.4%</td>
<td>2.4%</td>
<td>2.3%</td>
<td>2.2%</td>
<td>2.2%</td>
<td>2.2%</td>
</tr>
</tbody>
</table>

### Religion & Belief

The majority of the workforce have not disclosed their religion or belief (77.2%), and the proportion of unknowns have increased over time, increasing by over 4% over two years.

Of those with another religion or belief, the majority (73.55%) have no religion.

Of West Sussex residents that follow a religion, 62% identified themselves as Christian and almost 4% another religion. 27% of West Sussex residents say they do no adhere to any religion. When looking at the proportion of those who did disclosure their religion or belief, statistics for WSCC are very close with 54% identifying as Christian and 27% with no religion.
As with the other protected characteristics, the rate of unknowns have increased, with a 5% increase since Quarter 1 2017.

The high non-disclosure rate for sexual orientation means that the direct comparison between the workforce and population is not viable. In 2016, just over 1 million (2%) of the UK population aged 16 and over identified themselves as lesbian, gay or bisexual. The population ages 16 to 24 were the age group most likely to identify as lesbian, gay or bisexual (LGB). More males than females identified themselves as LGB.

The Chief Executive's Office has the largest proportion of LGB staff (2.33%), whilst Corporate Resources & Services and Public Health have the lowest percentages. The Chief Executive's Office have the highest non-disclosure rate at 79.1%.
Across WSCC, 2.4% of the workforce have self-assessed themselves as disabled. 34.0% are not disabled and 1.6% choose not to say.

As with the other protected characteristics, the rate of unknowns have increased, with a 4.8% increase since Quarter 1 2017.

Whilst disability rates for the working age population within West Sussex are unavailable, as a guide, around 18% of working age adults in the UK are disabled.

Corporate Resources & Services have the highest level of disclosed disability at 2.54%, whilst Communities & Public Protection is the lowest at 1.98%.
68.4% of the workforce are female, whilst 31.6% are male.

The majority of part time workers are female, whilst an almost even split of male/female are full time.

Childrens, Adults, Families, Health & Education and Public Health have more female employees than the WSCC percentage, whilst Communities & Public Protection and Economy, Infrastructure & Environment are predominantly male.
Age

The youngest employee is 15, and the oldest 88, and the average employee age is 45.

Economy, Infrastructure & Environment have the largest proportion of over 65’s, predominantly working as Drivers, School Crossing Patrols and Escorts.

Under 25’s are mainly employed as Firefighters, Social Workers and Saturday Assistants (working in libraries).

Those on the lowest grades (NJC 1-3) are predominantly under 24 or over 65.

The majority of leavers under the age of 35, were leaving to enter further education or for career progression, meanwhile those over the age of 55 were retiring.
62% of WSCC employees are full time, whilst 38% are part time (less than 37 hours per week).

The proportion of part time workers increases with age, with those over the age of 65 more likely to be part time than full time.

Lower grades are more populated with part time employees, with over 80% contracted to less than 37 hours per week. Part time working is still evident in higher graded roles (HAY D-E and SMG), although far less common.
Grades & Salaries

Across WSCC, grades 7-9 are the most populated (36.69%), followed by grade 10-12A (23.65%). These grades are highly populated with Social Workers, Child & Family Workers and Practice Managers, all of which sit within the Children’s, Adults, Families, Health & Education directorate.

At the top end of the grade structure, there is an almost 50/50 split female/male (SMG and HAY D-E), whereas lower grades such as NJC 1-3 and NJC 4-6 are predominantly female.
The majority of staff have between 1 and 5 years’ service with WSCC, followed by less than one year service. 25 employees have more than 40 years’ service.

The rolling 12 month turnover rate has increased throughout the year to reach peaks in August and October 2018, then dropped again to a similar rate as the previous year. It was at it’s highest in October 2018 at 12.86%, and it’s lowest in April 2018 at 11.72%.
Between April 2018 and March 2019, **682** people joined WSCC.

Overall, the rate of starters each month has dropped this financial year. There is a significant spike in September each year as new Social Workers join our Social Worker Academy. 83 Social Workers joined WSCC over the course of the financial year, split between Childrens and Adults.

WSCC introduced a vacancy management scheme in 2018 which may have contributed to the reduction in recruitment across all services, as new recruitment is subject to more scrutiny and sign off than in previous years.

The majority of starters (192) were aged 25-34, with a higher proportion of women joining WSCC, which is reflective of our overall gender profile.

**Top 10 Roles by Number of Starters**

- Social Worker 83
- Firefighter 41
- Library Assistant 19
- Support Worker G3 17
- Assistant Care Manager 16
- Practice Manager 15
- Family Support Assistant 12
- Child and Family W 9
- Support Worker G2 8
- Driver 8

WSCC introduced a vacancy management scheme in 2018 which may have contributed to the reduction in recruitment across all services, as new recruitment is subject to more scrutiny and sign off than in previous years.

The majority of starters (192) were aged 25-34, with a higher proportion of women joining WSCC, which is reflective of our overall gender profile.
Between April 2018 and March 2019, 611 employees left WSCC.

The majority of starters (173) were aged 45-54, with a higher proportion of women leaving WSCC, which is reflective of our overall gender profile.

‘Domestic/personal’ was the most common reason for leaving, closely followed by career progression. This suggests that WSCC are not offering enough opportunities for employees to progress.

56 leavers were from Social Work posts from across Adults and Childrens services, 30 were Firefighters and 22 were Support Workers.