HR Diversity Monitor
Workforce Analysis

Specialist HR Services
2018
Introduction

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
For the purposes of this report, those who do not sit within any directorate and those directorates without an Executive Director have been described as ‘Chief Executive’s Department’.

Some grades have been changed to their equivalent NJC, HAY or SMG grade for the grades and salaries section. For more information on which grades have been combined, see the appendices.

Directorate Abbreviations
The name of each directorate has been shortened on some pages, as below:

- Children’s, Adults, Families, Health & Education: CAFHE
- Communities & Public Protection: CPP
- Economy, Infrastructure & Environment: EIE
- Chief Executive’s Department: CEx

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, promotions and people leaving WSCC employment.

The workforce profile is as at 1 April 2018, while promotions and leavers refer to the year April 2017 – March 2018.

The promotions data includes employees who have received an increase in grade between April 2017 – March 2018. If an employee achieved two promotions within that period, they would only be included once.

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.
Non-Disclosure

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 rates

The data shows that there has been an increase in non-disclosure rates since 2015. There has been a consistently low proportion of staff for whom there is no data.

‘Prefer not to say’

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.

HR Diversity Monitor 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.

The data shows that in 2018 there was a decrease in the percentage of staff choosing ‘prefer not to say’ for sexual orientation. Each other characteristic has remained the same.
On 1 April 2018, 5,257 individuals were employed by WSCC. Some individuals occupy more than one job with WSCC.

67% of the workforce are female
33% are male

The majority of social workers are female
The majority of firefighters are male

Top 3 roles
1. Social Worker
2. Firefighter
3. Support Worker G3

Top 3 reasons for leaving
1. Domestic/personal
2. Career progression
3. Normal retirement

134 staff declared a disability
682 individuals joined WSCC
633 individuals left WSCC
The WSCC Workforce compared to the West Sussex Population

Nomis estimates the West Sussex working age (16-64) population in 2016 was 500,600.

WSCC employs more female than male staff, however the county of West Sussex has equal male to female residents.

The most populated age group of those working for WSCC was between 45 and 54, whereas residents of West Sussex are predominantly aged over 65 or under 14.
The majority of the WSCC workforce are white (62.4%). Black minority ethnic (BME) groups account for 2.4% of the workforce, while 1.4% choose not to disclose their ethnicity and 33.8% are of unknown ethnicity. According to the 2011 Census, 93.7% of the West Sussex population are white.

Since 2015, the proportion of those within the workforce with an unknown ethnicity has increased by 12.4%.

The proportion of employees of unknown ethnicity is highest in Children’s, Adults, Families, Health & Education (37.9%) followed by Chief Executive’s Department (34.2%).

Children’s, Adults, Families, Health & Education have the highest proportion of BME staff at 3.3%.

BME includes Asian, Black, mixed background and staff from any other ethnic group.

The highest proportion of BME staff are Asian (0.9%), closely followed by Black (0.8%).

As a comparison, 3.5% of the West Sussex population are Asian, whilst 0.9% are Black.
Religion & Belief

Religion is largely unknown across the organisation, but particularly across Children’s, Adults, Families, Health & Education (84.4%).

Communities & Public Protection has the largest proportion of staff preferring not to disclose their religion (5.7%), however they do have the largest proportion of Christian staff (21.2%).

Since 2016, each category has decreased whilst the levels of unknown religion has increased by 5.9%.

West Sussex has a predominantly Christian population with 61.8% of the population describing themselves as such.

The percentage of non-Christian individuals is similar both for WSCC staff and the West Sussex population at 1.0% and 3.7% respectively.
More than half of the organisation (64.4%) are of unknown sexual orientation, which is an increase of 6.4% since 2016. Lesbian, gay, bisexual and transgender (LGBT) employees make up 1.4% of the workforce, whilst 31.3% are heterosexual and 2.9% chose not to disclose the information.

Children’s, Adults, Families, Health & Education have the highest percentage of LGBT staff (1.7%), whilst Corporate Resources & Services have the lowest percentage (0.4%).

Communities & Public Protection have the highest percentage of staff preferring not to say (6.0%).

<table>
<thead>
<tr>
<th>Directorate</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
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</thead>
<tbody>
<tr>
<td>EIE</td>
<td>35.7%</td>
<td>0.8%</td>
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<tr>
<td>CEx</td>
<td>42.8%</td>
<td>0.4%</td>
<td>3.2%</td>
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<tr>
<td>C&amp;PP</td>
<td>42.8%</td>
<td>1.4%</td>
<td>6.0%</td>
</tr>
<tr>
<td>CAFHE</td>
<td>24.0%</td>
<td>1.7%</td>
<td>1.4%</td>
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</tbody>
</table>

Sexual orientation by directorate

The high rate of non-disclosure for sexual orientation means that direct comparison between the workforce and the 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.
Across WSCC, 2.5% of the workforce have self-classified themselves as disabled. 36.1% are not disabled and 1.7% chose ‘prefer not to say’. The remaining 59.7% of the organisation are unknown in terms of disability, an increase of 5.4% since 2016.

Children’s, Adults, Families, Health & Education has a particularly high level of staff (67.0%) where disability is unknown, although they have the lowest percentage of staff choosing not to say (0.9%).

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. In 2012, 46.3% of working age adults were in employment, this equates to approximately 3.4 million people.
The gender split for Communities & Public Protection directorate is significantly distorted by the prevalence of male workers in the Fire & Rescue Service.

Female staff are split almost equally across full and part-time roles, whereas a significantly higher proportion of male staff work full time hours.

The working age population of West Sussex is much more equally split (49% male and 51% female), whereas the rest of the UK is a 50% split.
The majority of staff employed by WSCC are aged between 45 and 54.

Economy, Infrastructure and Environment has the highest proportion of over 65’s, with few staff aged between 15 and 24.

WSCC employs 217 staff aged between 15 and 24.

The top three positions occupied by under 25’s are Firefighter, Social Worker and Saturday Assistant, whilst the top three grades are G3, FIRE and G2.

Overall, more under 25’s are choosing to not to disclose some characteristics when compared to the rest of the organisation.
The majority of the male workforce are full time, compared to an almost even split between full time and part time female employees.

The percentage of full time employees gradually increases all the way from NJC Grade 1-3 (15.8%) through to SMG (97.9%).

Overall, 63.0% of the workforce are full time, with a ratio of roughly 2:1 full time to part time employees.

The proportion of full time staff is highest within the younger age groups. This gradually decreases through each age band to 55-64 where staff are almost 50% full and part time. The proportion of over 65’s working full time decreases sharply, although this is to be expected as many of this age are semi-retired.
As would be expected, pay tends to increase with age across WSCC.

The majority of staff are on National Join Council (NJC) terms and conditions, including the nationally agreed pay spine covering 12 grades, with grade 1 being the lowest and grade 12A the highest.

Across WSCC, grades 7-9 are the most populated, followed by grades 10-12A. 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.

Economy, Infrastructure & Environment are predominantly made up of staff in grades 1-3 working as Drivers, Escorts and School Crossing Patrols. Meanwhile, Children’s, Adults, Families, Health & Education have a large number of staff in grades 7-9, particularly as Social Workers, Child & Family Workers and Assistant Care Managers.

Chief Executive’s Department have a high proportion of staff in higher grades, however this is because most of the transactional work which would usually be undertaken by lower grades is currently outsourced.

The number of staff aged between 15 and 24 reduces through the NJC grades, in a similar manner to those aged over 65. The proportion of those aged 35 to 64, make up the majority of the NJC workforce, with fairly even proportions throughout.
From 1 April 2017 to 31 March 2018, 682 individuals joined WSCC.

The age of new starters has been fairly even across each age category. Double the number of females joined WSCC than males, with 480 females, compared to 202 males.

### Top Roles for Starters
1. Social Worker (77)  
2. Firefighter (46)  
3. Support Worker G3 (35)  
4. Administrator (27)  
5. Driver (18)

### Top Roles for Starters aged between 16 and 25
1. Social Worker (14)  
2. Firefighter (12)  
3. Administrator (7)  
4. Saturday Assistant (5)  
5. Apprentice (4)
From 1 April 2017 to 31 March 2018, 633 individuals left WSCC.

Top Roles for Leavers
1. Social Worker (52)
2. Firefighter (41)
3. Support Worker G3 (27)
4. School Crossing Patrol (17)
5. Crew Commander (15)

Top Roles for Leavers aged between 16 and 25
1. Support Worker G3 (6)
2. Saturday Assistant (5)
3. Social Worker (4)
4. Firefighter (2)
5. Apprentice (2)

Leavers by reason for leaving:
- Domestic/Personal: 35%
- Career progression: 17%
- Retirement, normal: 11%
- Redundancy: 6%
- Early Retirement, other: 6%
- Job content: 3%
- Early Retirement, Ill Health: 3%
- End of Temp Contract: 3%
- Working conditions/hours: 3%
- Entering Further Ed/Study: 3%
- Dismissal, other: 3%
- TUPE transfer: 3%
- Refused to state reason: 3%
- Death: 3%
- End of Apprenticeship: 3%
- Compromise agreement: 3%
- Pay and Benefits: 3%
- Maternity: 3%
- Working relationships: 3%
- Mutually agreed: 3%
- Inflexible working: 3%

Leavers by age:
- 16-24: 25%
- 25-34: 19%
- 35-44: 18%
- 45-54: 24%
- 55-64: 5%
- Over 65: 9%
### Appendix 1: Combined Grades

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<th>FIRE</th>
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<td>• Soulbury</td>
<td>• Retained Fire</td>
<td>• Public Health</td>
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<tr>
<td>• Ungraded</td>
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