

# EQUALITY IMPACT ASSESSMENT

Human Resources and Organisational Development



## STAGE I: WHAT IS BEING ASSESSED AND BY WHOM?

### What is being assessed - including a brief description of aims and objectives?

This EIA assesses the Council's People Strategy. In order that Plymouth City Council can lead in achieving its vision of a Pioneering, Growing, Caring and Confident city, we need a motivated, skilled and engaged workforce. The People Strategy is our plan for how we will ensure we achieve that aim, by focussing on three themes: Talent, Leadership and Culture, between now and 2020.

#### Positive Impacts:

We expect there to be a positive impact, in line with the vision the people strategy, by ensuring that:-

- Our Council transforms to be a leader in the city for celebrating and valuing diversity.
- We will have a diverse workforce across all levels of our organisation reflecting the diversity in our communities and acting as a role model in the city and region. The diversity of our organisation will be a role model for the city.
- Our leaders will value and enable a more diverse workforce, and foster a climate of trust and respect.
- Our culture will value diversity.
- Workforce planning will ensure that we consciously review the demographics of our workforce, and, for example, encourage pathways into the organisation for people with protected characteristics where they are under-represented (eg younger people, through apprenticeships).
- We will focus on management development, which will ensure that development opportunities, performance management, selection processes etc. are applied fairly, objectively and consistently, reducing the risk of subjective bias.
- We will work to encourage and support the development of informal, self-sustaining staff networks for parts of the workforce with protected characteristics.
- We will have a full set of equalities data. At the time of this EIA, we have a comprehensive set of data relating to Gender, Age, and Ethnicity. In respect of Religion and Disability we have some data but not sufficient to robustly monitor the workforce. For Sexual Orientation and Transgender status we had not been actively collecting data. Working in partnership with the Trade Unions, we are now addressing this to

	<p>ensure that we are able to more robustly monitor our workforce and therefore ensure that the People Strategy is having a positive impact on diversity.</p> <ul style="list-style-type: none"> <li>All employees have equality and diversity training. We regularly monitor and report equalities data through our workforce reports.</li> </ul>
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<b>Department and service</b>	Human Resources and Organisational Development
<b>Date of assessment</b>	12/05/17

## STAGE 2: EVIDENCE AND IMPACT

Protected characteristics (Equality Act)	Evidence and information (eg data and feedback)	Any adverse impact See <a href="#">guidance</a> on how to make judgement	Actions	Timescale and who is responsible
<b>Age</b>	<p>Teens = 1.07%            20s = 8.50%            30s = 18.26%            40s = 29.55%            50s = 33.64%            60-65 = 7.91%            Over 65= 1.07%</p> <p>When compared to the overall Plymouth workforce, Plymouth City Council employs proportionally fewer younger people (aged 16-34) and more in the older age range (45 – 59).</p>	<p>No adverse impact expected. The People Strategy is designed to have a positive impact.</p> <p>Younger people are currently underrepresented in our workforce. The people strategy should seek to monitor and address this picture both for reasons of diversity and future workforce resilience.</p>	<p>We will address this by adopting the CIPD recommendations<sup>1</sup> in our People Strategy:</p> <ol style="list-style-type: none"> <li>Inclusive recruitment and strong recruitment pipelines including apprenticeships.</li> <li>Improve the capability of line managers.</li> <li>Invest in training, development and performance management.</li> <li>Support employee health and wellbeing.</li> <li>Support flexible working.</li> </ol> <p>We will measure our progress by monitoring the age of our workforce, particularly the proportion of younger and older workers, and also the</p>	<p>Organisational Development and Talent / HR Specialist Services 2016 - 20.</p>

<sup>1</sup> Avoiding the demographic crunch: Labour supply and the aging workforce, CIPD, June 2015

			number of apprenticeships as a percentage of our workforce.	
<b>Disability</b>	<p>Disabled = 3.57%</p> <p>Not disabled = 23.74%</p> <p>Not declared = 1.47%</p> <p>Not recorded = 71.22%</p> <p>Of the employees where records are held, 11% are recorded as having a disability. This is in line with the local population (10% of our population have their day-to-day activities limited a lot by a long-term health problem or disability). Due to the limited amount of data available, it is not possible to undertake further analysis.</p>	<p>No adverse impact anticipated. However, it will be difficult to assess and monitor this without a better set of data relating to the proportion of our workforce with disabilities. The People Strategy should have a positive impact on the proportion of disabled people in our workforce.</p>	<p>We have recently (Jan 2017) introduced functionality that allows employees to enter data direct into the HR Employee Information system (iTrent) confidentially. We will work with the Trade Unions and communications to encourage more of our staff to record whether or not they are disabled on Itrent, and develop methods for non office-based employees to confidentially do the same.</p> <p>We will continue to monitor the proportion of our workforce who are disabled and with better data we will be able to do this with more confidence.</p> <p>We will take positive action to increase the proportion of our disabled workforce, in particular within our Talent theme, by continuing our inclusive recruitment practices and working with agencies such as PLUS to provide work placements and career pathways for disabled people.</p>	<p>HR Specialist Services / OD and Talent / Policy and Intelligence team 2016-20</p>
<b>Faith/religion or belief</b>	<p>Information on religion is currently available for 46% of employees. Of these, 50% are Christian and 40% report no religion. Only 4% are recorded as having a different religion.</p>	<p>No adverse impact anticipated. However, we are striving for a better set of data relating to the faith / religion or belief profile of our workforce.</p>	<p>We will continue to monitor the faith and belief of staff our workforce. We do not currently have functionality for our workforce to directly record their faith or belief on iTrent and will seek to add this functionality. We will also work with the Trade Unions and</p>	<p>HR Specialist Services / OD and Talent / Policy and Intelligence team 2016-20</p>

	<p>This is very similar to the religious profile of Plymouth as a whole, where 58% of the population report as Christian, 33% report as no religion.</p>		<p>communications to encourage employees to add this information into the system including non office-based employees.</p>	
<p><b>Gender - including marriage, pregnancy and maternity</b></p>	<p>Female =62.5% Male =37.5%</p> <p>There is a greater proportion of females working for Plymouth City Council when compared with the overall population of Plymouth (females 50.3%, males 49.7%).</p>	<p>No adverse impact anticipated.</p> <p>We are an employer of choice for women. Women are overrepresented in our workforce, including at senior levels. When the gender split is compared to salary grades, the ratio of females to males remains roughly at the same proportion throughout the salary hierarchy, with a few exceptions either way. There are certain departments within our workforce where women are under-represented.</p> <p>The people strategy should have a positive impact on gender equality.</p>	<p>We will continue to analyse the distribution of women across the organisation and consider whether proactive measures are needed where we find underrepresentation. We will consider, through our workforce planning activity, the gender breakdown of different areas and include in departmental action planning methods of addressing any underrepresentation.</p>	<p>HR Specialist Services / OD and Talent / Policy and Intelligence team 2016-20</p>
<p><b>Gender reassignment</b></p>	<p>We do not record this information in our system.</p>	<p>No adverse impact anticipated. However, we are currently unable to assess and monitor this as we do not hold this data.</p>	<p>We do not currently have functionality for our workforce to directly record their status relating to gender reassignment on iTrent and will investigate how we might add this functionality. We will also work with the Trade Unions and communications to explore how we might capture this information including for non office-</p>	<p>HR Specialist Services / OD and Talent / Policy and Intelligence team 2016-20</p>

			based employees.	
<b>Race</b>	<p><u>Race</u>                      <u>% ees</u></p> <p>BME                      5.11%</p> <p>Non-BME                92.95%</p> <p>Not declared        1.94%</p> <p>5.11% of our employees who provided information are of Black or Minority Ethnic origin. This is slightly less than the Plymouth population as a whole (7.1%).</p>	<p>No adverse impact anticipated.</p> <p>Several of our BME communities are currently under-represented in our workforce.</p>	<p>We have policies and procedures in place to analyse our recruitment data and to ensure there is no bias in our recruitment processes.</p> <p>We will review these processes to see if there is positive action we can take to address this more proactively.</p> <p>We will consider, through our workforce planning activity, the ethnicity profile of different areas and include in departmental action planning methods of addressing any underrepresentation.</p>	<p>HR Specialist Services / OD and Talent / Policy and Intelligence team 2016-20</p>
<b>Sexual orientation - including civil partnership</b>	<p>We do not record this information in our system.</p> <p>There is no precise local data on the numbers of Lesbian, Gay and Bi-sexual (LGB) people in Plymouth, but nationally the government have estimated this to be between 5 and 7%</p>	<p>No adverse impact anticipated.</p> <p>However, it will be difficult to assess and monitor this without a robust set of data.</p>	<p>We have recently (Jan 2017) introduced functionality that allows employees to enter data direct into the HR Employee Information system (iTrent) confidentially. We are working with the Trade Unions and communications to encourage more of our staff to record their sexual orientation on Itrent, and develop methods for non office-based employees to confidentially do the same.</p> <p>We will begin to monitor the sexual orientation profile of our workforce and with better data we will be able to do this with more confidence.</p>	<p>HR Specialist Services / OD and Talent / Policy and Intelligence team 2016-20</p>

**STAGE 3: ARE THERE ANY IMPLICATIONS FOR THE FOLLOWING? IF SO, PLEASE RECORD ACTIONS TO BE TAKEN**

Local priorities	Implications	Timescale and who is responsible
<b>Reduce the gap in average hourly pay between men and women by 2020.</b>	The council has set 'reducing the gap in average hourly pay as one of our 3 equality objectives. We already have corporate policies in place to support this action, such as our adoption on the Foundation Living Wage which is paid to all our staff.	HR Policy Specialist 2016-20 / Policy and Intelligence Team C.Exec's Office.
<b>Increase the number of hate crime incidents reported and maintain good satisfaction rates in dealing with racist, disablist, homophobic, transphobic and faith, religion and belief incidents by 2020.</b>	Our staff are aware of how they can report hate crime whether it is on their own behalf or on behalf of customers with whom they are a dealing. Staff survey data includes that a relatively small number of staff experience incidents of this nature, less than in other similarly sized organisations and below the TUC reported work place average.	Head of Specialist Services 2016 -20.
<b>Good relations between different communities (community cohesion)</b>	N/A	
<b>Human rights</b> Please refer to <a href="#">guidance</a>		

**STAGE 4: PUBLICATION**

Responsible Officer Dawn Aunger

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