

# Sheffield City Council

## Workforce Employee Report

1<sup>st</sup> April 2017 to 31<sup>st</sup> March  
2018

Author: Human Resources Service

Publication Date: January 2019



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### **Introduction, city context and summary**

We are committed to achieving a workforce which reflects the diversity of Sheffield. The information in the following pages of this report allows us to measure our employment practices to ensure the Council is working towards these targets; and we have an EDI action plan in place to help us to achieve these. Information relating to the demographics of our city can be viewed using the following links:

- [Our equality duty](#)
- [Sheffield facts and figures](#)
- [Community Knowledge Profiles](#)
- [Ward Profiles](#)

Certain words and phrases have particular meanings when used in connection with Workforce equality data. To assist with the understanding of information in this report, the definitions of these words/phrases are in [Appendix 2](#) at the end of this document.

#### **Our Workforce**

It is important to note that Sheffield City Council and its workforce numbers are subject to change each year. The workforce numbers (known as headcount) and percentages in this report reflect the position as at 31<sup>st</sup> March 2018. This employee headcount does not include Casual workers, as these workers do not have an employment relationship with the Council as they are engaged on a session by session basis, with no mutuality of obligation. These numbers also exclude Bank-Pool employees due to the monthly fluctuations in working hours. School based employees are also excluded in these numbers.

#### **Workforce Census**

Employees are encouraged periodically to provide monitoring information to help the Council monitor the diversity profile of the workforce, but responses to questions are voluntary and an employee can choose which questions they wish to answer.

Details in the report are based upon known data where employees have completed the Workforce Census. We continue to encourage completion and raise awareness of the reasons and importance of providing this data. Details of known information for each Protected Characteristic are shown on page 5. We know the age and gender of all employees as this is necessary for employment.

Where employees have chosen not to declare diversity information, this is recorded as unknowns and is excluded from Workforce Diversity figures. Therefore, the level of unknown data affects the validity of this report.

## Summary of Workforce Diversity information

The Sheffield City Council workforce as at 31<sup>st</sup> March 2018 is 7,305 employees. This is an increase of 85 employees from the previous year. Workforce diversity percentages are based on the proportion of total employees for which equality data is known. Therefore, our known workforce diversity percentages are as follows:

| Sheffield City Council Workforce Diversity Figures |       |                     |       |                      |       |               |       |                     |       |                  |       |
|--|-------|---------------------|-------|----------------------|-------|---------------|-------|---------------------|-------|------------------|-------|
| <b>Carer</b>                                       | 10.4% | <b>Disabled</b>     | 9.9%  | <b>BAME</b>          | 14.5% | <b>Male</b>   | 39.5% | <b>LGB+</b>         | 3.9%  | <b>Trans</b>     | 1.2%  |
| <b>Non-carer</b>                                   | 89.6% | <b>Non-disabled</b> | 90.1% | <b>White British</b> | 85.5% | <b>Female</b> | 60.5% | <b>Heterosexual</b> | 96.1% | <b>Not Trans</b> | 98.8% |

Sheffield City population (age 16-65) percentages are also illustrated below. We are currently using the City's 16-65 working age population figures based on the 2011 Census. However we appreciate the 2021 Census may see changes as we envisage population growth together with an increase in declaration. Work is planned to analyse the Census City information and more recent research to ensure the Council's workforce targets are realistic and proportionate.

| Sheffield City Age 16-65 Diversity Figures |     |                     |     |                      |     |               |     |                     |     |                  |     |
|--|-----|---------------------|-----|----------------------|-----|---------------|-----|---------------------|-----|------------------|-----|
| <b>Carer</b>                               | 12% | <b>Disabled</b>     | 13% | <b>BAME</b>          | 19% | <b>Male</b>   | 50% | <b>LGB+</b>         | 6%  | <b>Trans</b>     | 1%  |
| <b>Non-carer</b>                           | 88% | <b>Non-disabled</b> | 87% | <b>White British</b> | 81% | <b>Female</b> | 50% | <b>Heterosexual</b> | 94% | <b>Not Trans</b> | 99% |

According to the current known data, our workforce does not fully reflect the demographics of the city in relation to the following protected characteristics:

- Ethnicity (BAME)
- Disability
- Sexual Orientation (LGB+)
- Carers (unpaid)

This under representation is also reflected at Chief Officer grades where there is also a disproportionate low percentage of female employees.

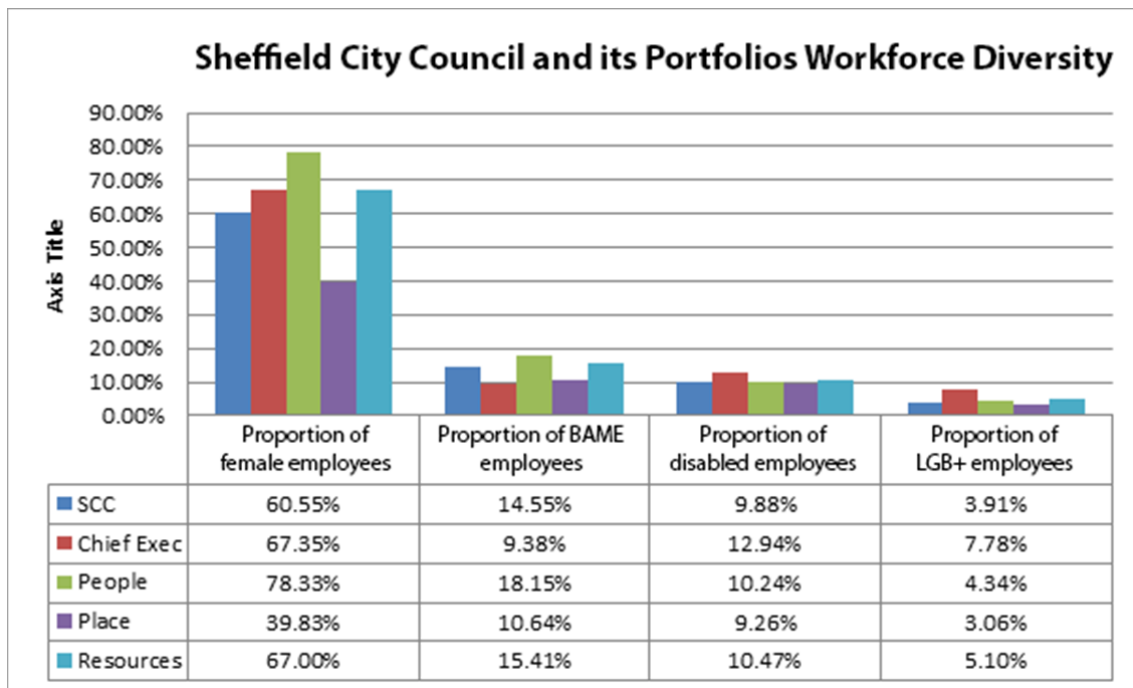
## Workforce Diversity trends

The overall trend over the last 5 years remains positive. However, our Workforce Diversity has decreased this year in all areas with some more than others. The main changes to our workforce diversity are:

- Employees who identify themselves as BAME has risen in previous years but this has dropped by almost 1% in 17/18. This drop is also reflected at Chief Officer grades.
- The number of female employees has reduced by almost 6% over the last 5 years and is currently 60.5% of our workforce. Although the information suggests a high representation of female employees, we know that 44.6% of all female employees work part time compared with 15.8% of male employees who work part time.
- Since 2015, employees who have declared themselves as disabled has fallen and is now 9.8%. We also know that a high proportion of our disabled employees are in the higher age ranges (46+).
- Since 2015, employees who identify themselves as LGB+ have also declined each year and is now at 3.9%.

## Portfolio Diversity

We recognise that there are differences across the council's portfolios which demonstrates a need to continue to target work where there is greater disproportion in relation to specific protected characteristics. The graph below demonstrates the differing workforce diversity.



The main differences in each Portfolio are:

**The Chief Executive's** forms 1.3% (98 employees) of our workforce. This portfolio has a low proportion of employees who are BAME and high proportions of employees who are female, LGB+ and/or disabled. With high proportions of employees who are Disabled and/or are LGB+ , this is most reflective of, or higher than, our City's Disabled and LGB+ profiles.

**People** forms 45% (3,290 employees) of our workforce. This portfolio has the highest proportions of female employees and/or employees who are BAME. With high proportions of employees who are BAME, this is most reflective of the City's BAME profile. Whilst there are lower proportions of disabled employees, this is higher than the SCC overall profile.

**Place Portfolio** forms 42.6% (3,108 employees) of the workforce. Whilst this portfolio has the highest proportion of male employees and lower proportions of female employees; this is the most reflective of the City's Gender profile. There are low proportions of employees who are LGB+, disabled and/or BAME.

**Resources Portfolio** forms 11.1% (809 employees) of all employees and has higher proportions of employees who are disabled BAME , LGB+ and/or are women; and therefore low proportions of employees who are male. This profile is most reflective of the SCC profile when looking at Disability , BAME and LGB+ employees.

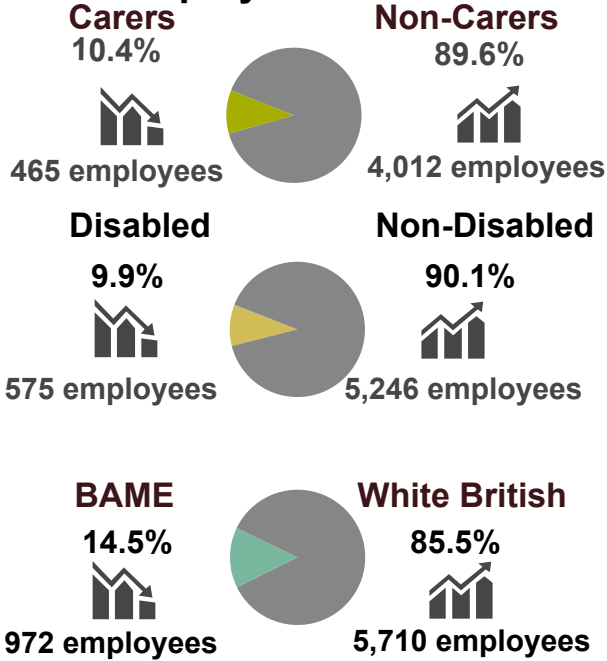
Further details relating to Portfolio Workforce Diversity can be found on our [Intranet](#) (internal link only). This information is based upon the Portfolio make up as at 31<sup>st</sup> March 2018. Profiles for protected characteristics can be found on Sheffield City Council's [Our equality duty](#) web page.

# Sheffield City Council Employee Diversity Report 17/18

7,305

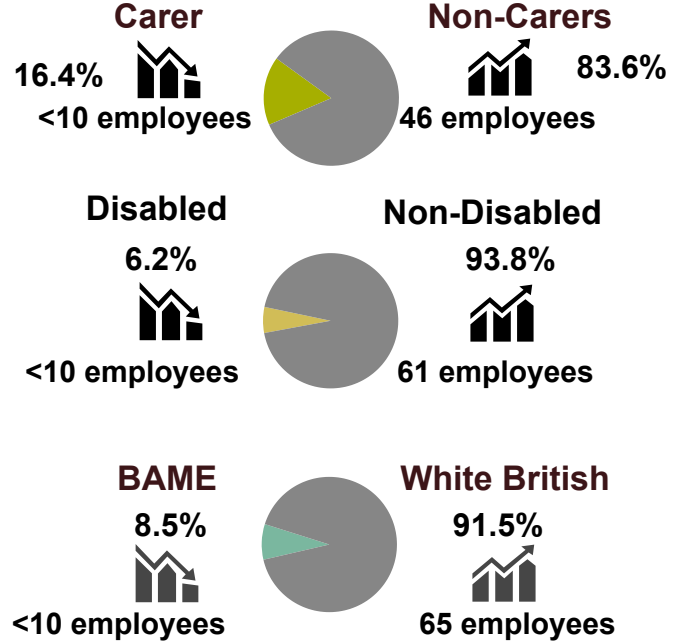
The information below shows the diversity of our employees. Where numbers fall short of a 7305 total, this is because employees have chosen not to answer the question in the relation to a Protected Characteristic and therefore these are not included in the workforce diversity statistics. The level of unknowns are shown overleaf and range from 8% to more than 40% of the total workforce.

## All employees in SCC



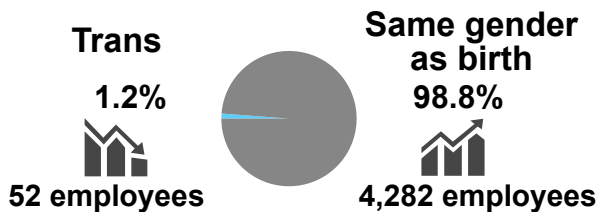
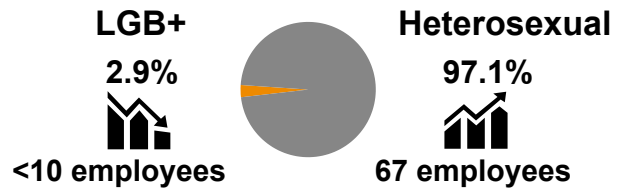
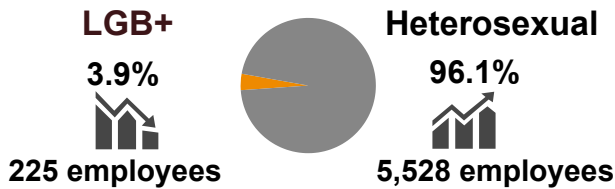
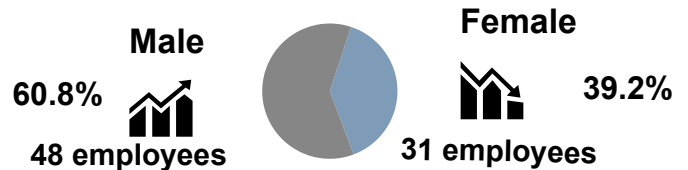
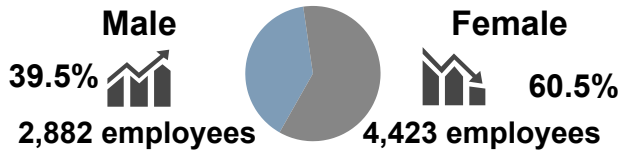
## Employees in Chief Officer Grades

(£56,488 and above)



Kier staff coming into the Council has had an impact on employee diversity as only 8% of staff were female, 5.8% BAME, 3.9% disabled, 1.3% LGB and 35% aged over 56.

BAME - (Black, Asian and/or Minority Ethnic)  
LGB + - (Lesbian, Gay, Bisexual and other)



Footnote below



There has been a decline in all of these figures some falling by more than 1% in the past year.

*This shows how far away we are from being reflective of our City population*

| Sheffield City profile age 16-65 - 2011 Census and other estimates sources where required |     |              |     |               |     |        |     |              |     |           |      |
|---|-----|--------------|-----|---------------|-----|--------|-----|--------------|-----|-----------|------|
| Carer   | 12% | Disabled     | 13% | BAME          | 19% | Male   | 50% | LGB+         | 6%  | Trans     | 0.6% |
| Non carer   | 88% | Non disabled | 87% | White British | 81% | Female | 50% | Heterosexual | 94% | Not Trans | 99%  |

## Workforce Census response rates

We have revised our Workforce Census questionnaire. We have communicated to our employees the importance of answering each question, to enable us to report on all areas of our workforce diversity.

We recognise that some employees may choose not to answer every question and this is their choice but we aim to encourage employees to do so, as not declaring information has an impact on the validity of this report.

The percentage of employees who have declared their information is displayed in the 'known' column, and the percentage of employees who chose not to declare their information is shown in the 'unknown' column. In 2017/18, the response rates have mostly increased since the previous year, with the exception of Religion and Belief, which has decreased.

We are currently reporting on binary options to reflect an employment sex. However, this will change next year.

### Age & Sex








*We know 100% of this data as this is mandatory for employment*

### Gender identity

*We know less about this as more employees have chosen not to share this information*

### Ethnicity

*Employees have chosen to shared their ethnicity with us the most*

| Protected Characteristic  | Known | Unknown |
|---|-------|---------|
| Age   | 100%  | 0%      |
| Carer Status           | 61.3% | 38.7%   |
| Disability Status     | 79.7% | 20.3%   |
| Ethnicity            | 91.5% | 8.5%    |
| Sex (Male / Female)   | 100%  | 0%      |
| Gender Identity      | 59.3% | 40.7%   |
| Relationship Status  | 62.3% | 37.7%   |
| Religion / Belief    | 72.5% | 27.5%   |
| Sexual Orientation   | 78.8% | 21.2%   |



There has been an increase in all known figures. The majority of this is connected the transfer of Kier, almost 100% of these employees had known equality information.

## Headcount by Portfolio

Sheffield City Council is split into portfolios. The majority of all employees work in People or Place. Job roles in these portfolios differ greatly and therefore workforce diversity differs greatly across these portfolios.

**Resources**  
809 employees  
11.1% of workforce

**Chief Executive's service**  
98 employees  
1.3% of workforce

**People**  
3290 employees  
45.0% of workforce

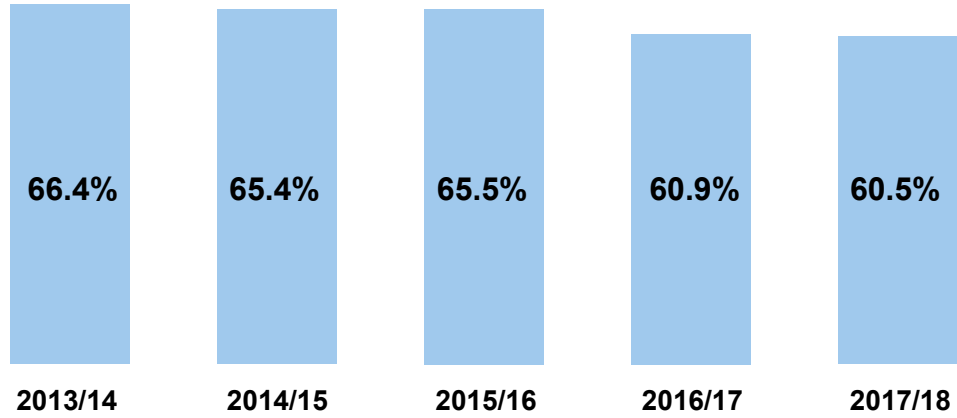
**Place**  
3108 employees  
42.6% of workforce

- There are more males in Place and females in People.
- There are over 2000 employees who work part time hours and 81% of these are female.
- The data in this report is based on what information employees have declared to us.

# Workforce Diversity Trends

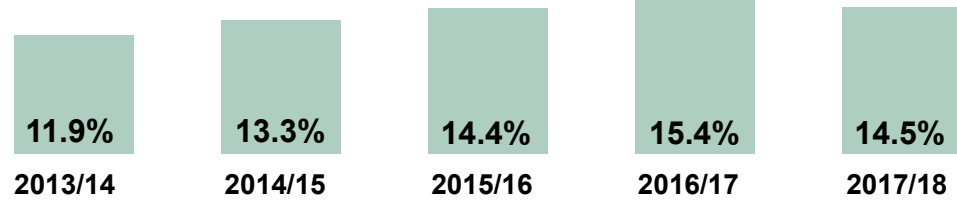
Our workforce is now shaped differently. Over this period Sheffield homes transferred back into the council, followed more recently by Housing Repairs and Maintenance (Kier) which has increased our workforce by a further 7%.

## Female employees



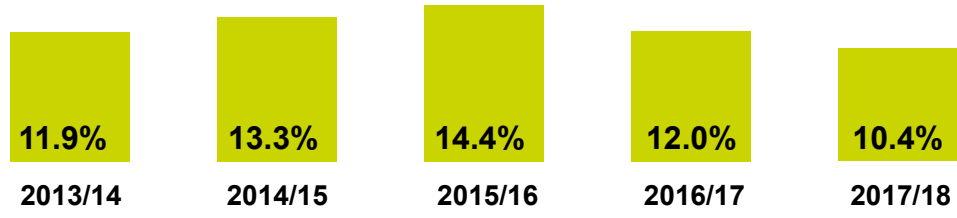
The proportion of female employees in Sheffield City Council's workforce has reduced over the last 5 years.

## BAME employees (Black, Asian, minority ethnic)



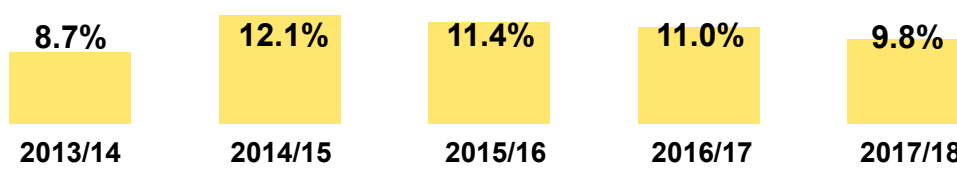
There has been a decline in the percentage of BAME employees in Sheffield City Council's workforce compared with last year.

## Carers



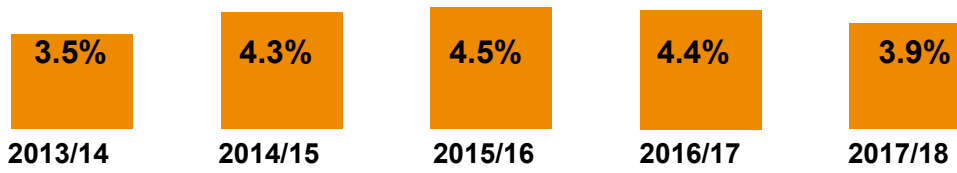
There has been a decline in the percentage of carers (unpaid) since last year.

## Disabled employees



There has been a decline in the percentage of disabled employees in Sheffield City Council's workforce compared with last year.

## LGB+ employees (Lesbian, Gay, Bisexual, other)



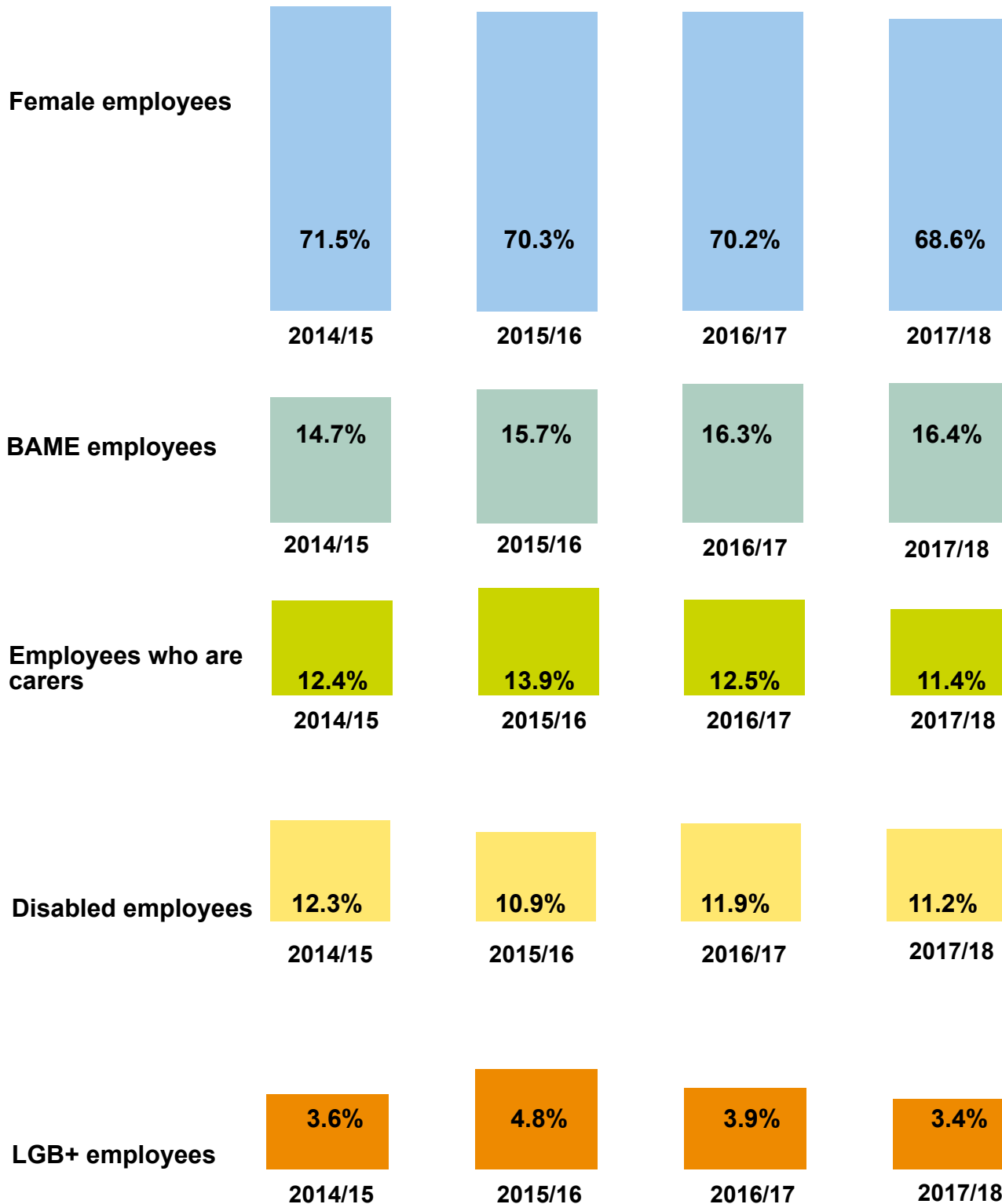
There has been a decline in the percentage of LGB+ employees in Sheffield City Council Workforce compared with last year.

| Sheffield City profile age 16-65 - 2011 Census and other estimates sources where required |     |              |     |               |     |        |     |              |     |           |      |
|---|-----|--------------|-----|---------------|-----|--------|-----|--------------|-----|-----------|------|
| Carer   | 12% | Disabled     | 13% | BAME          | 19% | Male   | 50% | LGB+         | 6%  | Trans     | 0.6% |
| Non carer   | 88% | Non disabled | 87% | White British | 81% | Female | 50% | Heterosexual | 94% | Not Trans | 99%  |

## Grade 1 - 5 trends 2013/14 to 2017/18

We know that the decline in diversity is reflected at our lowest grading banding as well as the highest grade banding (see over). However at grade 1 - 5 there is a steady increase of BAME employees. There is a decrease in females, which means an increase in male employees.

It is important to note that as employees who transferred from Kier are on other payscales, they are not included in this data set, and therefore this also shows issues of declining figures (unassociated with the transfer of Kier).



At grade 1 - 5, our workforce diversity reflects the City Population better than our average workforce figures

### Sheffield City Council Workforce Diversity Figures - Based on Information as at 31 March 2018

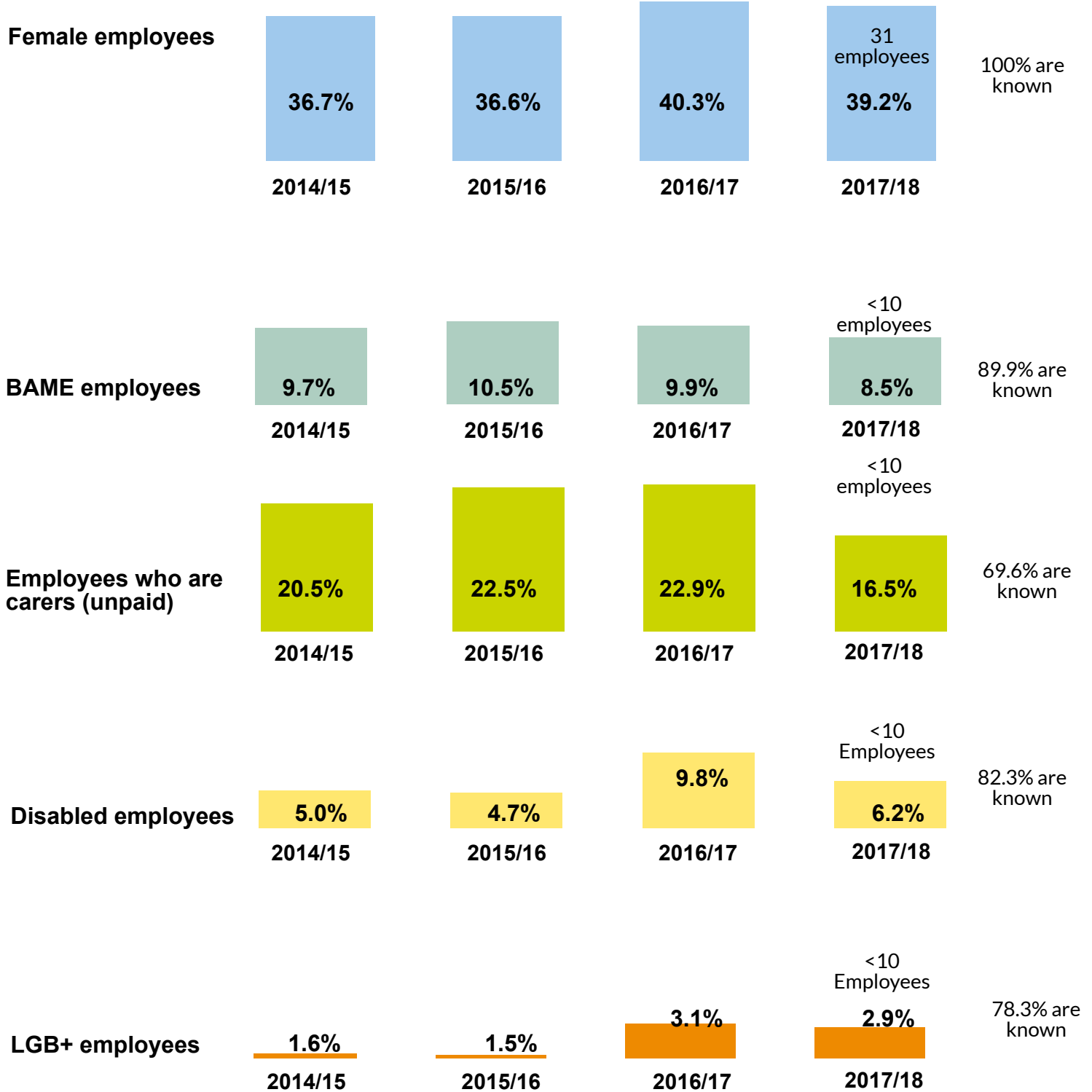
|           |       |              |       |               |       |        |       |              |       |           |       |
|-----------|-------|--------------|-------|---------------|-------|--------|-------|--------------|-------|-----------|-------|
| Carer     | 10.4% | Disabled     | 9.9%  | BAME          | 14.5% | Male   | 39.5% | LGB+         | 3.9%  | Trans     | 1.2%  |
| Non carer | 89.6% | Non disabled | 90.1% | White British | 85.5% | Female | 60.5% | Heterosexual | 96.1% | Not Trans | 98.8% |



## Chief Officer trends 2014-18

The data below shows data trends of employees at Chief Officer grades (our most senior grades). This shows a fall in all listed protected characteristics. Employees who are female are the least represented at Chief Officer level, closely followed by employees who are BAME. It is important to note that where numbers are low (less than 10), one employee moving into or out of these grades can make a significant difference in the percentages.

Although we have good representation of female employees in our workforce, this isn't reflected at the highest grade banding.



At Chief Officer grade, our workforce diversity declines. It is important to note that most percentage are based upon low numbers.

Age at Chief Officer is an important factor when measuring diversity as diversity differs greatly from age 46. It is also not unrealistic to expect the age profile for this group to be higher due to the level of expertise and experience required.

| Sheffield City Council Workforce Diversity Figures- Based on Information as at 31 March 2018 |       |              |       |               |       |        |       |              |       |           |       |
|--|-------|--------------|-------|---------------|-------|--------|-------|--------------|-------|-----------|-------|
| Carer  | 10.4% | Disabled     | 9.9%  | BAME          | 14.5% | Male   | 39.5% | LGB+         | 3.9%  | Trans     | 1.2%  |
| Non carer  | 89.6% | Non disabled | 90.1% | White British | 85.5% | Female | 60.5% | Heterosexual | 96.1% | Not Trans | 98.8% |

# Salary Grades

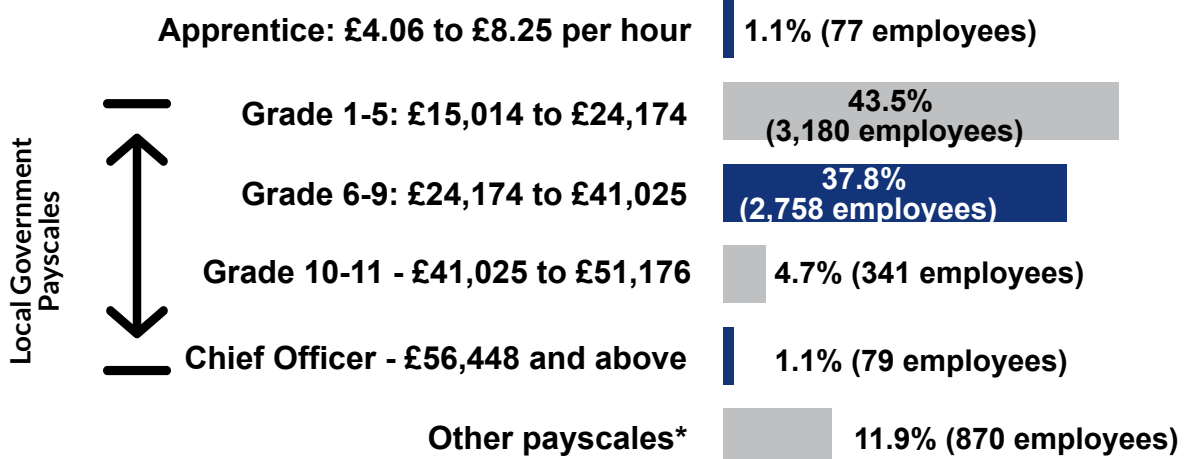
**44.6%**

Almost half of the workforce are paid up to grade 5 and there are more than twice as many women in these roles than males

**8.6 : 1**

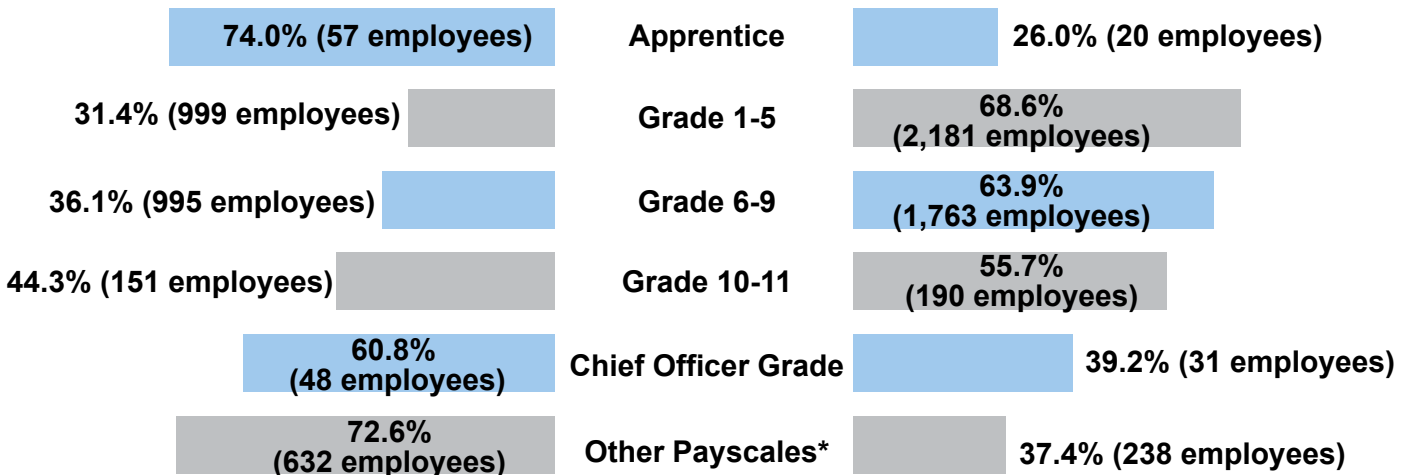
The ratio between the median salary and the top salary in Sheffield City Council's workforce. This means the top salary is more than 8 times greater than the average salary. This compares favourably to other Local Authorities and organisations

## Percentage of employees at each grade group



### Male

### Female



The gender ratio declines as the grades grow and switches at most senior levels

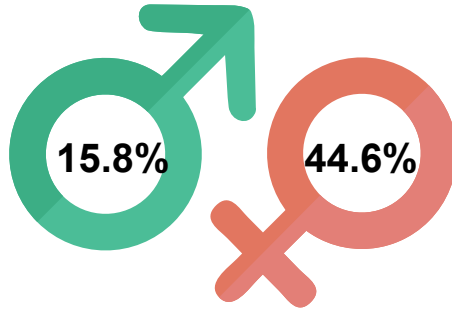
\*Other payscales includes Kier, Public Health, Sheffield Homes, and other payscales

| Sheffield City Council Gender Percentages |        |
|---|--------|
| Male                                      | Female |
| 39.5%                                     | 60.5%  |

# Part-time working

Part time in this context is any employee who works less than 37 hours per week.

**455 male employees work part-time**



Out of all the female workforce, 44.6% work part time.

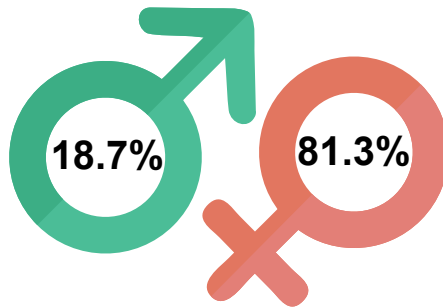
**1,973 female employees work part-time**

Out of all the male workforce 15.8% work part-time.

Almost half of the female workforce work part time.

## Percentage of part time workers who are male or female

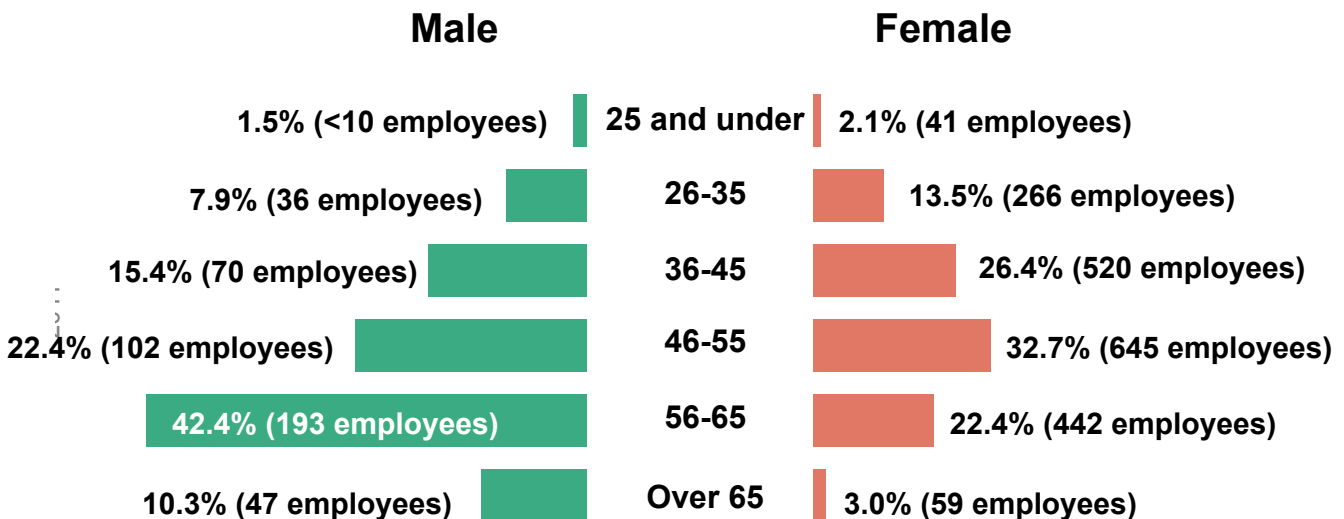
Percentage split of all part-time workers.



81% of part time workers are female.

## Age distribution of part time working by gender

The information below shows the age ranges of all the male and female part time workforce.



### Gender balance & Age

Over half of the part time male workforce are 56+.

There are more females who work part time in every age group.

| Sheffield City Council Gender Percentages |        |
|---|--------|
| Male                                      | Female |
| 39.5%                                     | 60.5%  |

# Protected Characteristics by Age

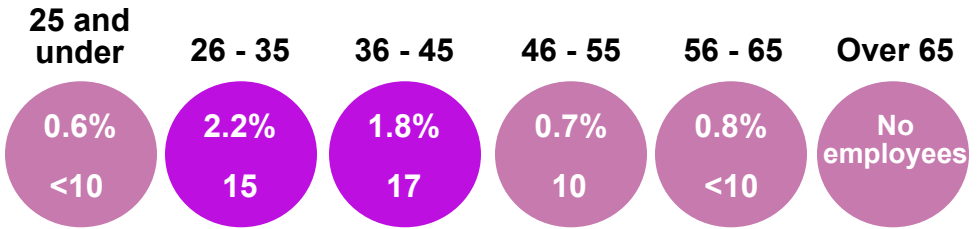
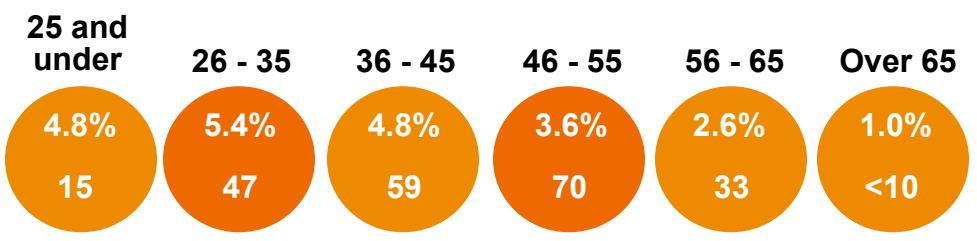
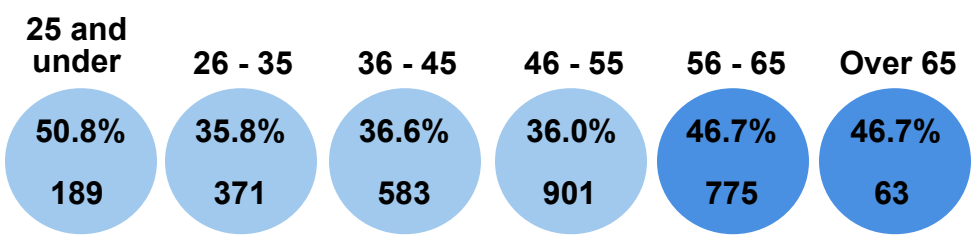
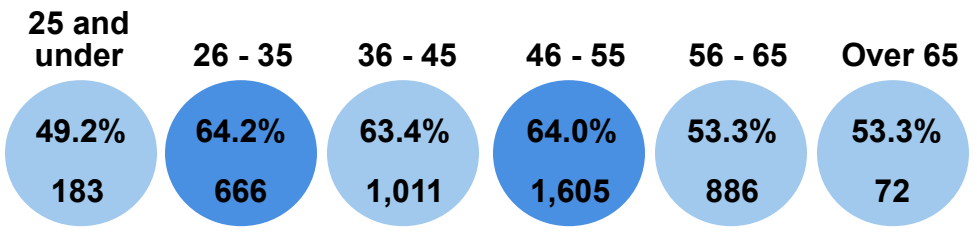
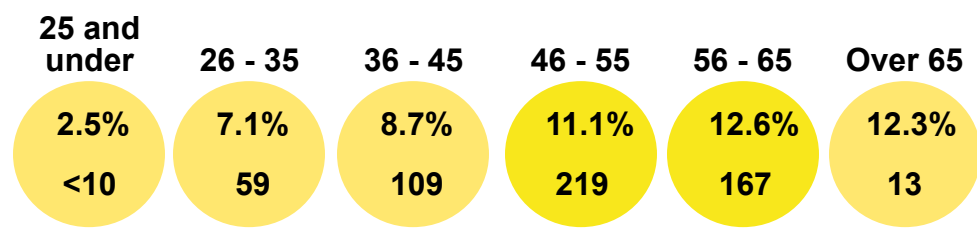
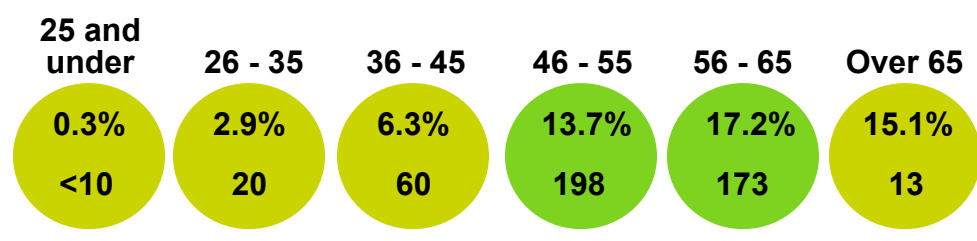
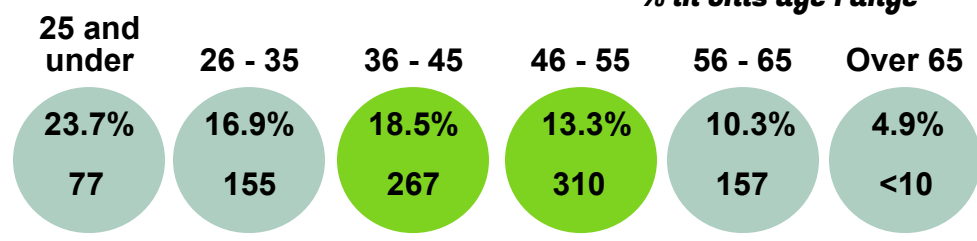
**Deeper Shading**



Age is an important factor when measuring diversity as diversity differs greatly from age 46.

Further work is necessary to look at the city diversity which is comparable with our median age

**This shows highest numbers or highest % in this age range**



Sheffield City Council Workforce Diversity Figures- Based on Information as at 31 March 2018

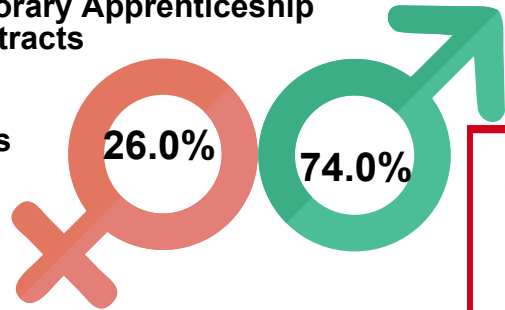
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# Apprentices

Each year we recruit Apprentices. We also offer apprenticeships to existing employees at their current grade. All Apprentices new to the council are temporary, with the opportunity to enter the Talent Pool to potentially secure further employment.

 **77** In the reporting year, 77 employees were employed on temporary Apprenticeship contracts

20 female apprentices



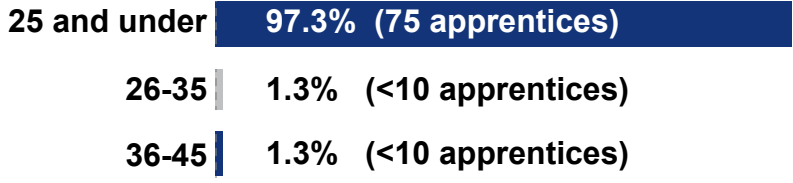
57 male apprentices

There are more male apprentices than females. The roles on offer may have had an impact on this.

We continue to explore ways to encourage females to apply for these roles.

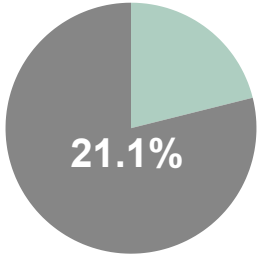
We are also working on the roles on offer.

## Age



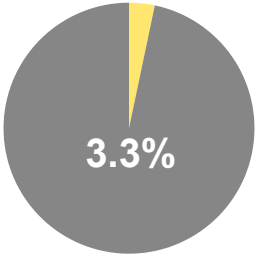
We also need to also consider the city's population in relation to age when looking at disability, ethnicity, and sexual orientation

## Ethnicity



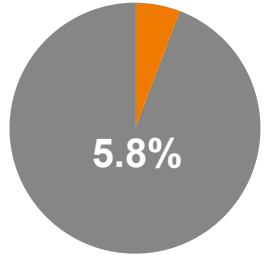
12 apprentices are BAME

## Disability



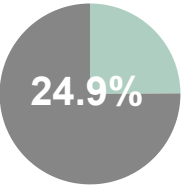
<10 apprentices have a disability

## Sexual Orientation

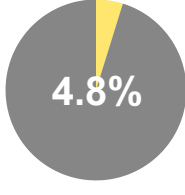


<10 apprentices are LGB+

Apprentices who are LGB+ are more represented than the workforce average. However, we also need to be mindful of age when comparing this data.



Citywide, 24.9% of the 16-24 population are BAME



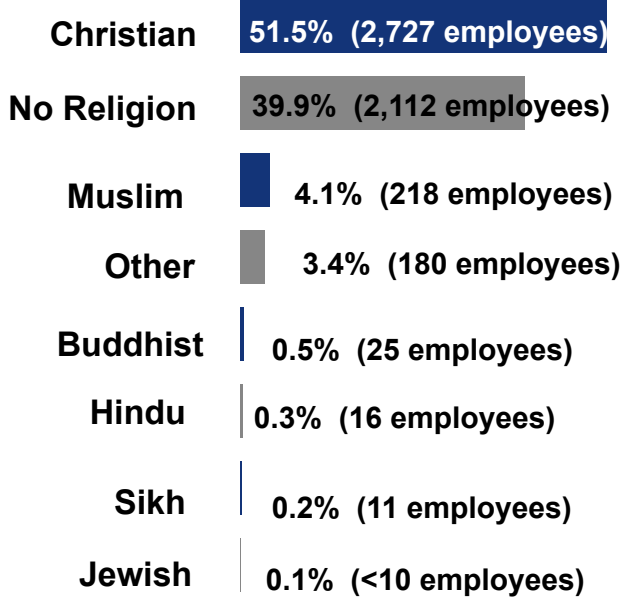
Citywide, 4.8% of the 15-24 population's day to day activities are limited by a long-term health problem or disability

There is a high representation of apprentices who are BAME. However, we need to be mindful of age when comparing this data.

There are fewer apprentices who are disabled represented than the workforce in general. When looking at the City's population in relation to those aged 15-25 who are disabled also, this remains underrepresented.

| Sheffield City Council Gender Percentages |        |
|---|--------|
| Male                                      | Female |
| 39.5%                                     | 60.5%  |

## Religion and Belief of employees



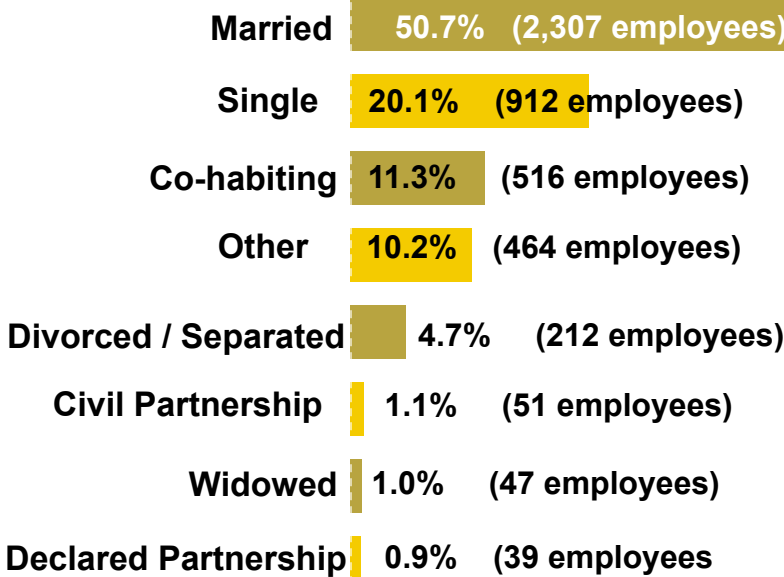
| Sheffield City Age 16 -64 Religion and Belief Percentages |       |           |       |
|---|-------|-----------|-------|
| No Religion   | 37.7% | Christian | 52.5% |
| Jewish  | 0.1%  | Sikh      | 0.2%  |
| Buddhist  | 0.6%  | Hindu     | 0.9%  |
| Muslim  | 7.5%  | Other     | 0.5%  |

Employees who are Muslim are underrepresented

More than a quarter of the workforce have chosen not to answer this question

## Religion & belief

## Relationship status of all employees in SCC



| Sheffield City Age 16-65 Relationship Status Percentages |        |                      |                   |         |
|--|--------|----------------------|-------------------|---------|
| Married  | Single | Divorced / Separated | Civil Partnership | Widowed |
| 38.6%  | 49.5%  | 10.5%                | 0.2%              | 1.2%    |

There is a good representation of employees who are married or in a civil Partnership

This reflects the median age of our employees

## Marriage & Civil Partnership

# The Workforce and HR

The information below (and over) looks at HR casework. This is when HR are actively supporting meetings where employees are present (beyond given general advice). This looks at 278 cases in the report year. More than 2/3rds of cases are brought to the attention of HR by Management (Employer Led), with the majority of these being sickness related. The remaining cases are brought by employees (Employee Led) because of an issue, complaint or feedback, and where it has been decided that HR will support to resolve the case.

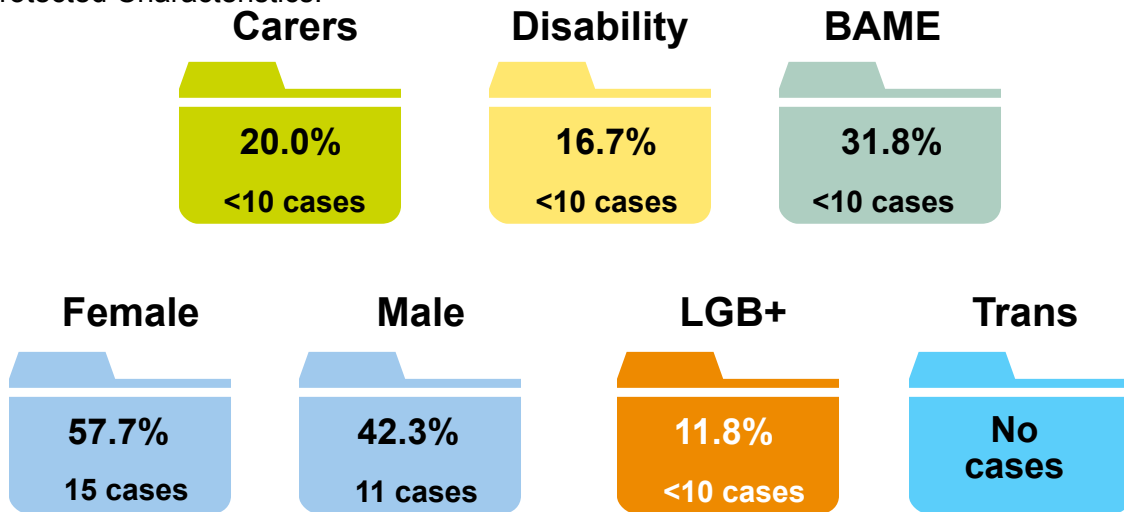
It is important to note the one employee could be in multiple cases. Also small numbers where diversity information is known can have a big impact to percentages

## HR Casework - Employee Led

55 of all employees brought an employee-led case to HR in 2017/18. It is important to note that this is a small proportion of the workforce as a whole and is only 0.7% of the whole organisation.

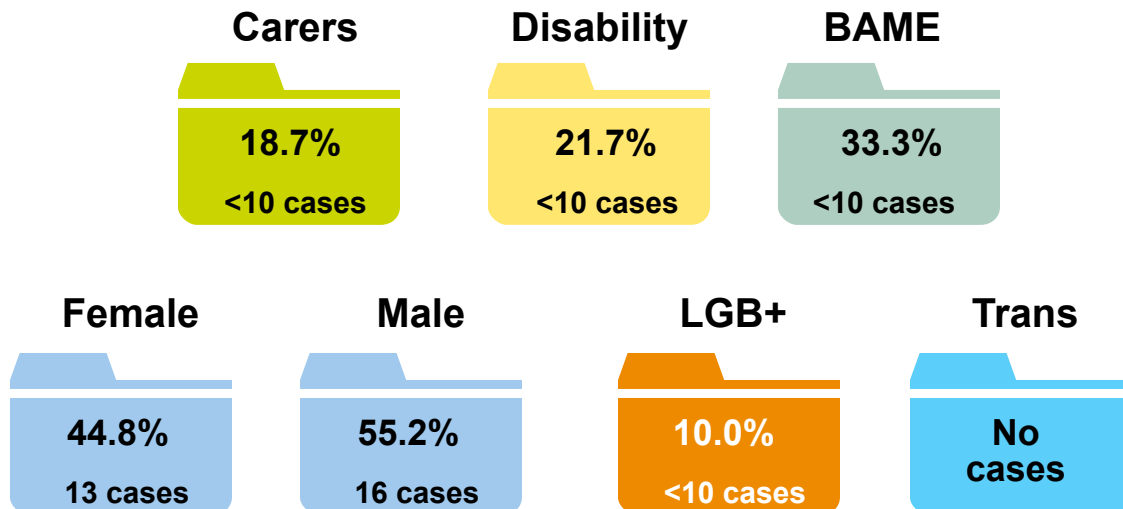
### Dignity and Respect cases by protected characteristic

Dignity and Respect cases are logged and investigated more frequently by employees who share the following Protected Characteristics.



### Grievance & Whistleblowing cases by protected characteristic

There is a high representation of employees who are male, BAME, disabled, a carer, and / or LGB who have logged a complaint in relation to a grievance or whistle blowing concern.



Sheffield City Council Workforce Diversity Figures- Based on Information as at 31 March 2018

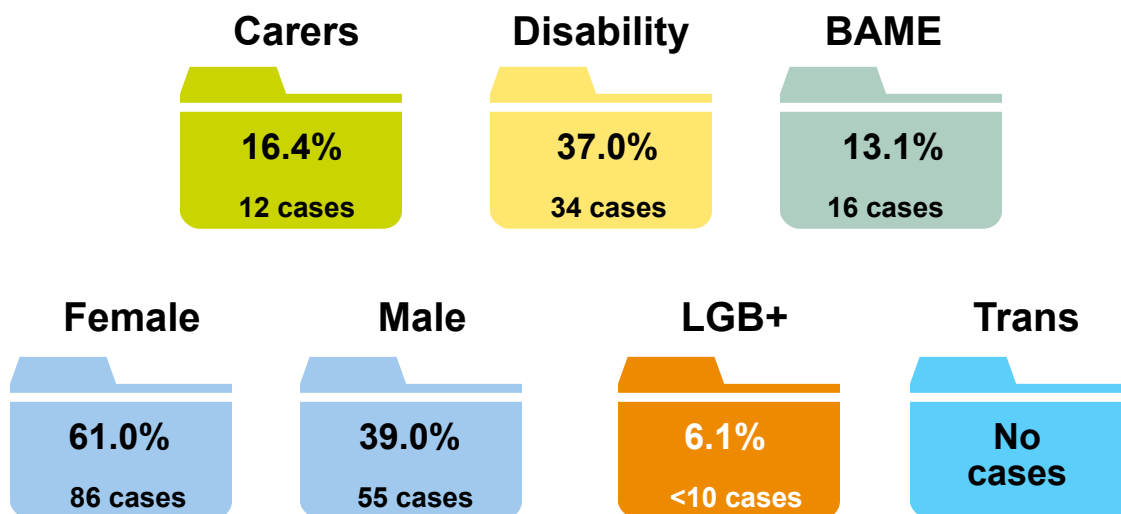
|           |       |              |       |               |       |        |       |              |       |           |       |
|-----------|-------|--------------|-------|---------------|-------|--------|-------|--------------|-------|-----------|-------|
| Carer     | 10.4% | Disabled     | 9.9%  | BAME          | 14.5% | Male   | 39.5% | LGB+         | 3.9%  | Trans     | 1.2%  |
| Non-carer | 89.6% | Non-disabled | 90.1% | White British | 85.5% | Female | 60.5% | Heterosexual | 96.1% | Not Trans | 98.8% |

# HR Casework - Employer Led

213 of all employees were involved in employer-led casework in 2017/18. The largest proportion of casework is from the People portfolio where workforce diversity is better than SCC as a whole. It is important to note that employees who are in Employer led casework is a small proportion of the workforce as a whole and is 2.9% of the whole organisation.

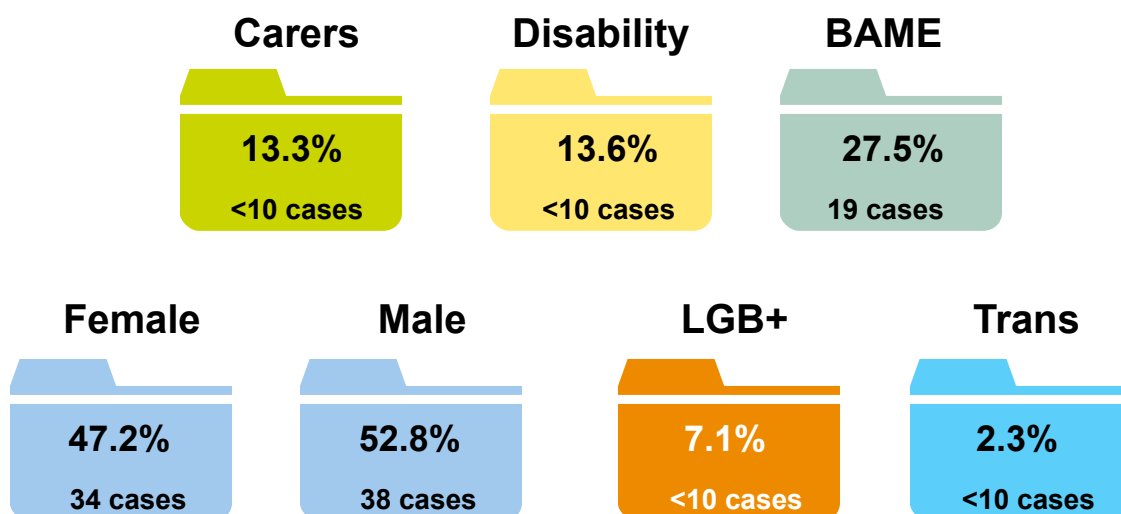
## Sickness Procedure cases by protected characteristic

There is a high representation of employees who are disabled or/and are a carer, in a sickness procedures where HR are supporting the case (HR are in attendance at formal meetings with the employee). We also need to consider the workforce age profile when looking at disability or/and a carer. Also it is important to note that over a third of our disabled workforce are disabled through ill health and sickness could be a result of this ill health.



## Disciplinary or Performance cases by protected characteristic

There is a high representation of employees who are male, disabled, BAME, or/and are LGB+ in disciplinary or performance cases supported by HR, but these numbers are overall low. When overall numbers are low, this will have an impact on percentages seeming high.



When considering HR Casework (Employee & Employer Led), we need to look at variations in our workforce diversity to identify if issues of high representation remain.

Difference in diversity such as Portfolio and Service level diversity, age and diversity, grade and diversity are all influencing factors which may contribute and impact these figures.

### Sheffield City Council Workforce Diversity Figures- Based on Information as at 31 March 2018

|                  |       |                     |       |                      |       |               |       |                     |       |                  |       |
|------------------|-------|---------------------|-------|----------------------|-------|---------------|-------|---------------------|-------|------------------|-------|
| <b>Carer</b>     | 10.4% | <b>Disabled</b>     | 9.9%  | <b>BAME</b>          | 14.5% | <b>Male</b>   | 39.5% | <b>LGB+</b>         | 3.9%  | <b>Trans</b>     | 1.2%  |
| <b>Non carer</b> | 89.6% | <b>Non disabled</b> | 90.1% | <b>White British</b> | 85.5% | <b>Female</b> | 60.5% | <b>Heterosexual</b> | 96.1% | <b>Not Trans</b> | 98.8% |



We have broken HR casework down further, to analyse the data in more depth. We will continue to investigate where disproportion occurs.

|                    | Greivance & Whistleblowing | Sickness              | Disciplinary & Performance |
|--------------------|----------------------------|-----------------------|----------------------------|
| <b>No Religion</b> | <b>36.8%</b> <10 cases     | <b>48.8%</b> 40 cases | <b>45.1%</b> 23 cases      |
| <b>Buddhist</b>    | <b>No cases</b>            | <b>1.2%</b> <10 cases | <b>No cases</b>            |
| <b>Christian</b>   | <b>52.6%</b> 10 cases      | <b>40.2%</b> 33 cases | <b>41.2%</b> 21 cases      |
| <b>Hindu</b>       | <b>No cases</b>            | <b>No cases</b>       | <b>No cases</b>            |
| <b>Jewish</b>      | <b>No cases</b>            | <b>No cases</b>       | <b>No cases</b>            |
| <b>Muslim</b>      | <b>10.5%</b> <10 cases     | <b>8.5%</b> <10 cases | <b>9.8%</b> <10 cases      |
| <b>Sikh</b>        | <b>No cases</b>            | <b>No cases</b>       | <b>No cases</b>            |
| <b>Other</b>       | <b>No cases</b>            | <b>1.2%</b> <10 cases | <b>3.9%</b> <10 cases      |

| Sheffield City Council Religion and Belief Percentages |                        |                    |                   |
|--|------------------------|--------------------|-------------------|
| <b>No Religion</b> 39.9%                               | <b>Christian</b> 51.5% | <b>Jewish</b> 0.1% | <b>Sikh</b> 0.2%  |
| <b>Buddhist</b> 0.5%                                   | <b>Hindu</b> 0.3%      | <b>Muslim</b> 4.1% | <b>Other</b> 3.4% |

# HR Casework - Former Kier Employees

We have also broke down the data further into cases raised by / against former Kier employees as a percentage of all cases raised in Sheffield City Council as we recognise the diversity is very different amongst these employees.



**Former Kier employees - Diversity is very different**

Employees transferred to the council from Kier make up 7% of our workforce.

There is a high representation of employees from Kier in all HR casework at 12.2 %.

# Leavers and New Starters

The information below monitors leavers and new starters to Sheffield City Council. This demonstrates that the number of leavers with particularly protected characteristics are leaving at a greater rate than those who are starting employment with the same protected characteristics. This is based upon known data.

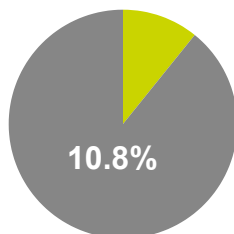
**533** Employees left Sheffield City Council in 2017/18

**555** Employees joined Sheffield City Council in 2017/18 and remained employed at the end of the reporting period

## Leavers and New Starters by Carer Status

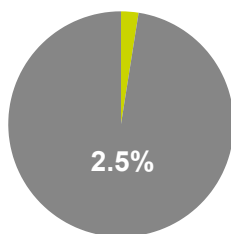
More employees who are carers (unpaid) left the Council than carers who started employment with the Council.

Leavers



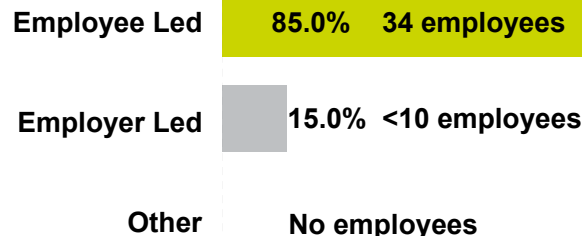
40 employees who are carers left the council during the reporting period

Starters



12 employees who are carers joined the Council and remained employed by the Council at the end of the reporting period

Reason for leaving

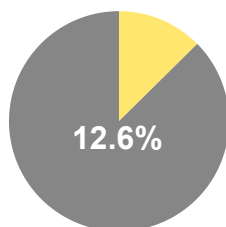


This reduces our workforce diversity

## Leavers and New Starters by Disability Status

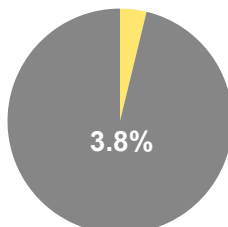
More employees who are disabled left employment with the council than those who started employment.

Leavers



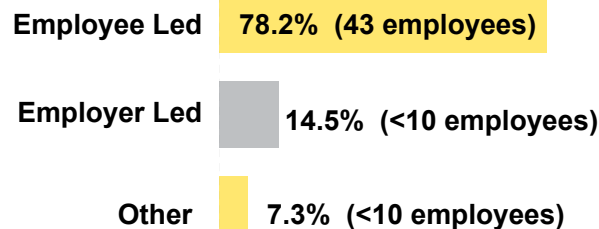
55 disabled employees left the council during the reporting period

Starters



19 disabled employees joined the Council and remained employed by the Council at the end of the reporting period

Reason for leaving



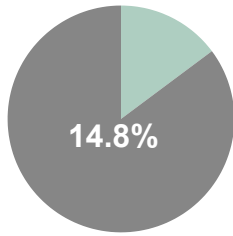
This reduces our workforce diversity significantly

| Sheffield City profile age 16-65 - 2011 Census and other estimates sources where required     |       |              |       |               |       |        |       |              |       |           |       |
|---|-------|--------------|-------|---------------|-------|--------|-------|--------------|-------|-----------|-------|
| Carer   | 12%   | Disabled     | 13%   | BAME          | 19%   | Male   | 50%   | LGB+         | 6%    | Trans     | 0.6%  |
| Non-carer   | 88%   | Non-disabled | 87%   | White British | 81%   | Female | 50%   | Heterosexual | 94%   | Not Trans | 99%   |
| Sheffield City Council Workforce Diversity Figures - Based on Information as at 31 March 2018 |       |              |       |               |       |        |       |              |       |           |       |
| Carer   | 10.4% | Disabled     | 9.9%  | BAME          | 14.5% | Male   | 39.5% | LGB+         | 3.9%  | Trans     | 1.2%  |
| Non-carer   | 89.6% | Non-disabled | 90.1% | White British | 85.5% | Female | 60.5% | Heterosexual | 96.1% | Not Trans | 98.8% |

## Leavers and New Starters by Ethnicity

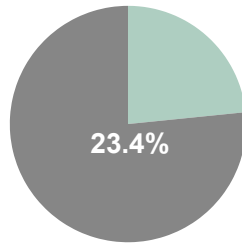
More employees who are BAME started employment with Council than BAME employees who left employment with the council.

### Leavers



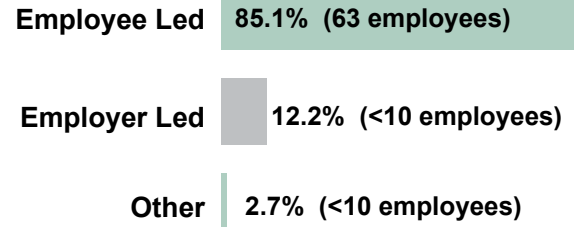
74 BAME employees left the council during the reporting period

### Starters



115 BAME employees joined the Council and remained employed by the Council at the end of the reporting period

### Reason for leaving

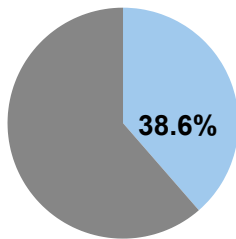


This increases our workforce diversity

## Leavers and New Starters by Gender

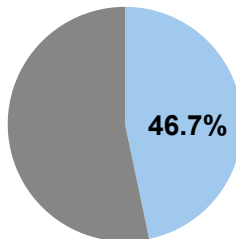
More male employees started employment with the Council, and more female employees left.

### Leavers



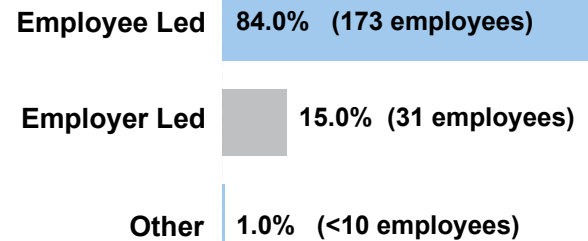
206 male employees left the council during the reporting period

### Starters



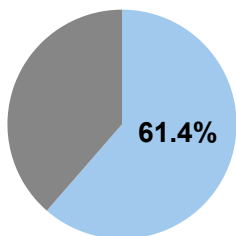
259 male employees joined the Council and remained employed by the Council at the end of the reporting period

### Reason for leaving



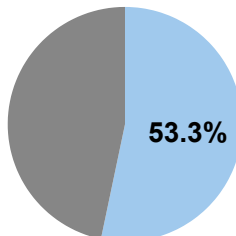
This increases our male workforce

### Leavers



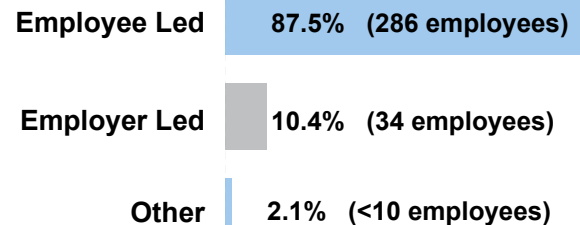
327 female employees left the council during the reporting period

### Starters



296 female employees joined the Council and remained employed by the Council at the end of the reporting period

### Reason for leaving



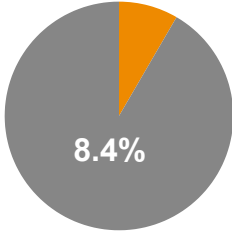
| Sheffield City profile age 16-65 - 2011 Census and other estimates sources where required |     |              |     |               |     |        |     |              |     |           |      |
|---|-----|--------------|-----|---------------|-----|--------|-----|--------------|-----|-----------|------|
| Carer   | 12% | Disabled     | 13% | BAME          | 19% | Male   | 50% | LGB+         | 6%  | Trans     | 0.6% |
| Non-carer   | 88% | Non-disabled | 87% | White British | 81% | Female | 50% | Heterosexual | 94% | Not Trans | 99%  |

| Sheffield City Council Workforce Diversity Figures - Based on Information as at 31 March 2018 |       |              |       |               |       |        |       |              |       |           |       |
|---|-------|--------------|-------|---------------|-------|--------|-------|--------------|-------|-----------|-------|
| Carer   | 10.4% | Disabled     | 9.9%  | BAME          | 14.5% | Male   | 39.5% | LGB+         | 3.9%  | Trans     | 1.2%  |
| Non-carer   | 89.6% | Non-disabled | 90.1% | White British | 85.5% | Female | 60.5% | Heterosexual | 96.1% | Not Trans | 98.8% |

## Leavers and New Starters by Sexual Orientation

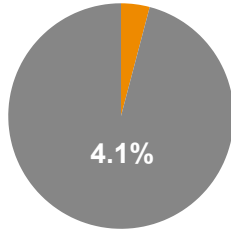
More employees who are LGB+ left the Council than LGB+ employees who started employment with the Council.

### Leavers



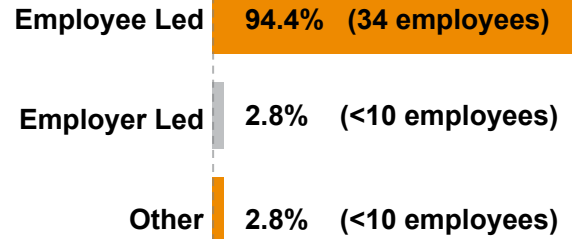
36 LGB+ employees left the council during the reporting period

### Starters



19 LGB+ employees joined the Council and remained employed by the Council at the end of the reporting period

### Reason for leaving

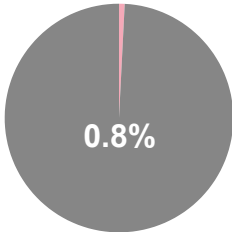


This reduces our workforce diversity

## Leavers and New Starters by Gender Identity

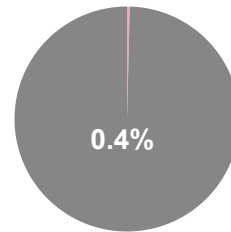
More employees who are transgender left employment with the Council than those who started with the Council.

### Leavers



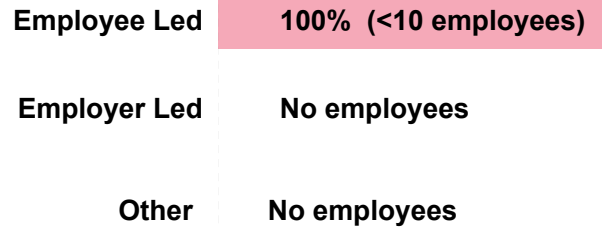
<10 Trans employees left the council during the reporting period

### Starters



<10 Trans employees joined the Council and remained employed by the Council at the end of the reporting period

### Reason for leaving



This reduces our workforce diversity

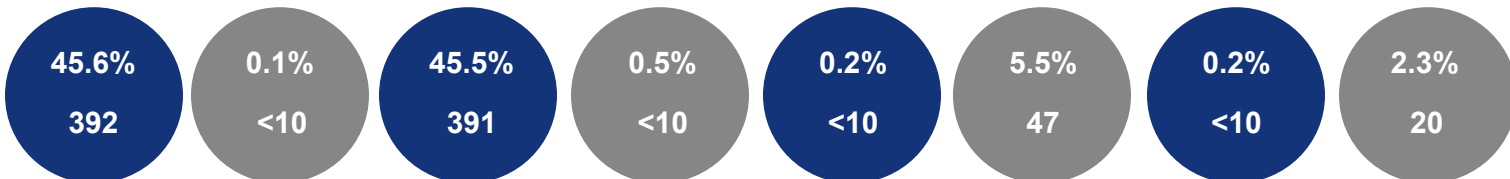
## Leavers and New Starters by Religion / Belief

No Religion Buddhist Christian Hindu Jewish Muslim Sikh Other

Leavers



Starters



Sheffield City profile age 16-65 - 2011 Census and other estimates sources where required. Religion and Belief

|                   |                 |             |            |
|-------------------|-----------------|-------------|------------|
| No Religion 37.7% | Christian 52.5% | Jewish 0.1% | Sikh 0.2%  |
| Buddhist 0.6%     | Hindu 0.9%      | Muslim 7.5% | Other 0.5% |

Sheffield City profile age 16-65 - 2011 Census and other estimates sources where required

|               |                  |                   |            |                  |               |
|---------------|------------------|-------------------|------------|------------------|---------------|
| Carer 12%     | Disabled 13%     | BAME 19%          | Male 50%   | LGB+ 6%          | Trans 0.6%    |
| Non-carer 88% | Non-disabled 87% | White British 81% | Female 50% | Heterosexual 94% | Not Trans 99% |

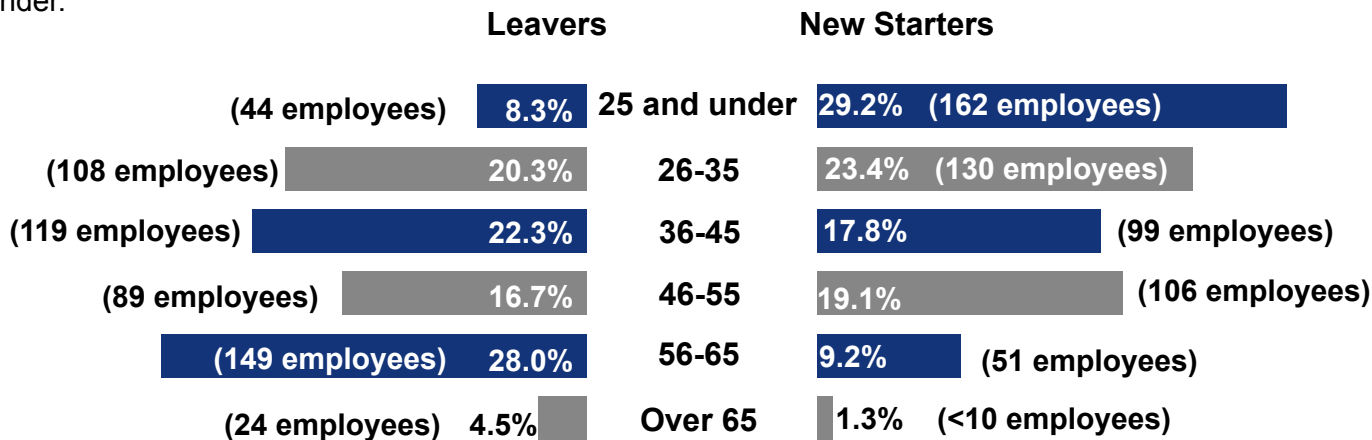
Sheffield City Council Workforce Diversity Figures - Based on Information as at 31 March 2018

|                 |                    |                     |              |                    |                 |
|-----------------|--------------------|---------------------|--------------|--------------------|-----------------|
| Carer 10.4%     | Disabled 9.9%      | BAME 14.5%          | Male 39.5%   | LGB+ 3.9%          | Trans 1.2%      |
| Non-carer 89.6% | Non-disabled 90.1% | White British 85.5% | Female 60.5% | Heterosexual 96.1% | Not Trans 98.8% |

## Leavers and New Starters by age group

There are high proportions of employees leaving the Council are aged 46 and above. The highest proportion being 56 and above. There are high proportions of employees leaving at age range 36 - 45.

The highest proportion of new employees who have started employment with the Council are aged 45 and under.

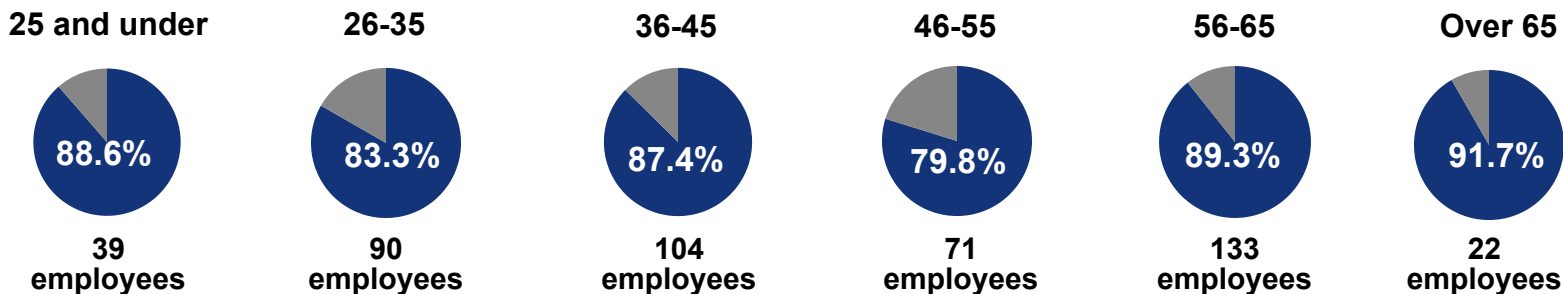


### 26-35 Median age of new starters in 2017/18

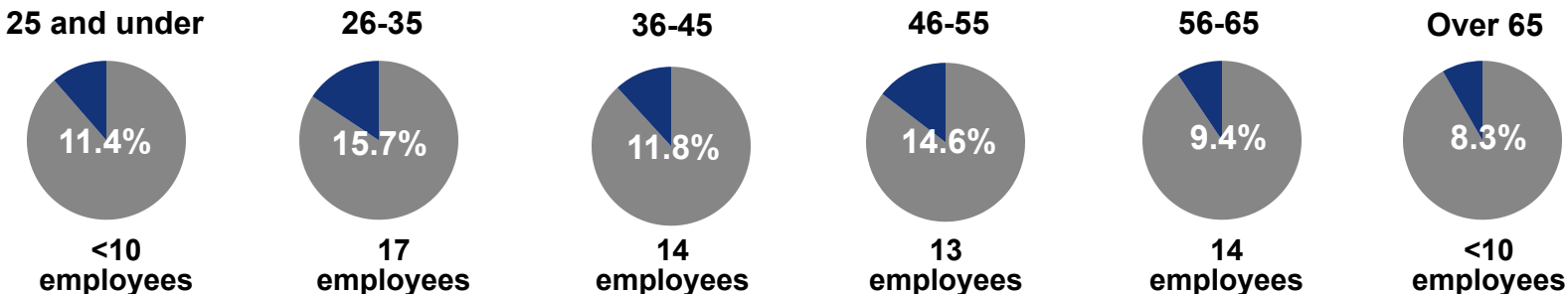
### 36-45 Median age of employees who left Sheffield City Council in 2017/18

#### Proportion of leavers in each age group who left for employee-led reasons

Most employees left the Council for employee led reasons.



#### Proportion of leavers in each age group who left for employer-led reasons



0.9% of leavers aged 26-35  
 0.8% of leavers aged 36-45  
 5.6% of leavers aged 46-55  
 1.3% of leavers aged 56-65  
 left for reasons categorised as 'other'

| Sheffield City profile age 16-65 - 2011 Census and other estimates sources where required. Age Group % |       |         |       |         |       |
|--|-------|---------|-------|---------|-------|
| 16 - 25  | 27.4% | 36 - 45 | 17.5% | 56 - 65 | 14.8% |
| 26 - 35  | 21.2% | 46 - 55 | 19.1% |         |       |

# Recruitment and Selection



Applied

**5,130**



Short-listed

**1,032**



Offered post

**694**

The information below tracks those who have applied for jobs with Sheffield City Council and measures success rates.

The request for Equality information appears at application stage and at appointment. The information in this section is only based on what people declare at application stage. There is also a period where data was incomplete. Activity for this period is therefore excluded.

We know that there are a lot of people choosing not to share information so we aim to work on encouraging declaration.

**75%**

of all jobs were offered to those under 46

## Applicants by age group

Of those who applied and declared this information

Of those who were shortlisted and declared this information

Of those who were recruited and declared this information

**25 and under**

**23.0%**

**1,384 applicants**

**19.2%**

**302 applicants**

**20.7%**

**133 applicants**

**26 - 35**

**27.3%**

**1,642 applicants**

**28.2%**

**443 applicants**

**30.2%**

**194 applicants**

**36 - 45**

**22.6%**

**1,359 applicants**

**23.8%**

**373 applicants**

**24.3%**

**156 applicants**

**46 - 55**

**20.4%**

**1,228 applicants**

**21.0%**

**329 applicants**

**17.9%**

**115 applicants**

**56 - 65**

**6.4%**

**382 applicants**

**7.5%**

**118 applicants**

**6.5%**

**42 applicants**

**Over 65**

**0.2%**

**<10 applicants**

**0.3%**

**<10 applicants**

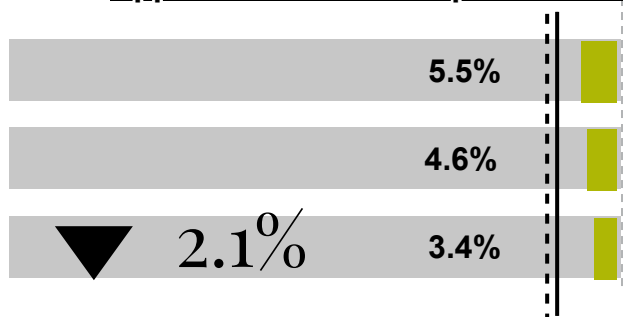
**0.5%**

**<10 applicants**

| Sheffield City Council Age Group Percentages |       |                |       |                    |       |
|--|-------|----------------|-------|--------------------|-------|
| <b>25 and under</b>                          | 5.1%  | <b>36 - 45</b> | 21.8% | <b>56 - 65</b>     | 22.7% |
| <b>26 - 35</b>                               | 14.2% | <b>46 - 55</b> | 34.3% | <b>65 and Over</b> | 1.8%  |

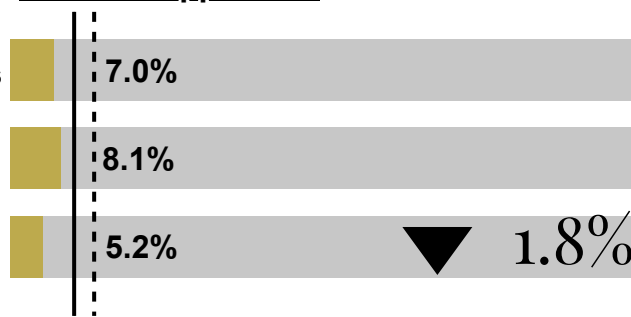
Percentage of applicants who Declared this information at application stage:

**Applicants who are unpaid carers**



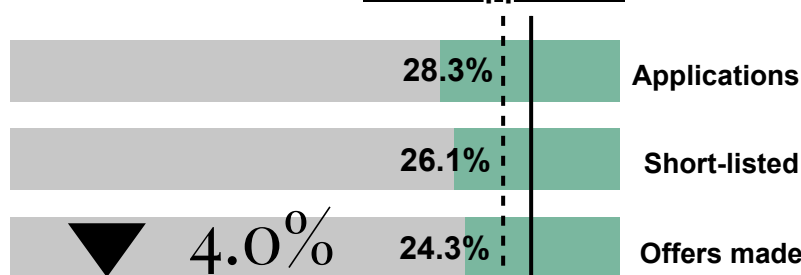
Applicants who are unpaid carers are less representative at all stages in the recruitment process.

**Disabled applicants**



Applicants who are disabled are also less represented. Offers of employment to disabled applicants are less proportionate in workforce percentages and are also not proportionate of disabled applicants who applied for jobs.

**BAME applicants**



Applicants who are BAME are well represented. Offers of employment is less proportionate, when looking at the proportions of all applicants at application stage.

Offers of employment to BAME applicants is well represented and significantly more than our current workforce diversity and more than representative of our city population figures.

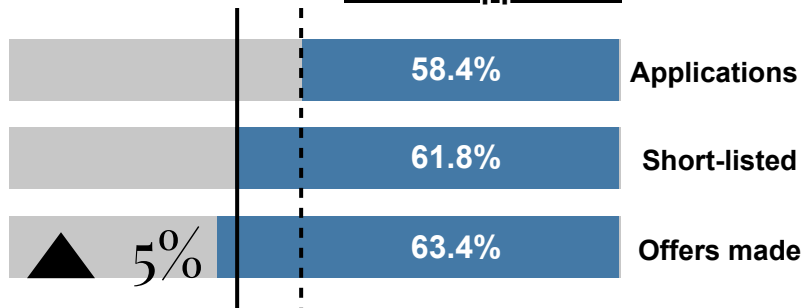
**LGB+ applicants**



Applicants who are LGB+ are less represented at the application stage. Offers of employment to LGB+ applicants is well represented and significantly more than our current workforce diversity and more than representative of our estimated City population figures.

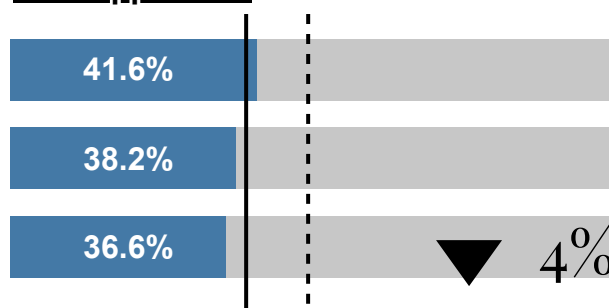
Offers of employment are proportionately more when looking at proportions at application stage.

**Female applicants**



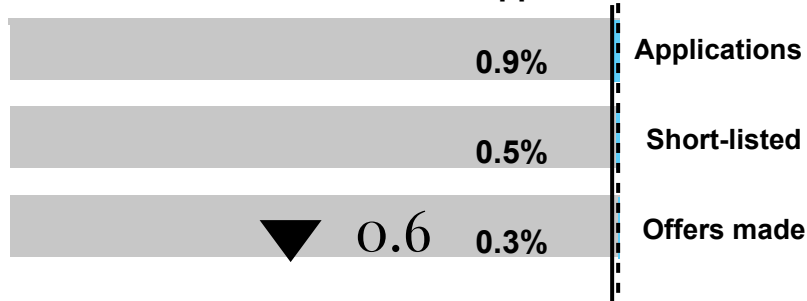
Applicants who are female are well represented. Offers of employment to women are also well represented and slightly more than our current workforce diversity.

**Male applicants**



Male applicants are less represented. Offers of employment to male applicants is slightly less than our current workforce diversity and proportionately less than male applicants who applied for jobs.

**Trans applicants**



There is a good representation of applicants who are trans. Offers of employment is less representative of the City.

| Sheffield City profile age 16-65 - 2011 Census and other estimates sources where required. |     |              |     |               |     |        |     |              |     |           |     |
|--|-----|--------------|-----|---------------|-----|--------|-----|--------------|-----|-----------|-----|
| Carer  | 12% | Disabled     | 13% | BAME          | 19% | Male   | 50% | LGB+         | 6%  | Trans     | 1%  |
| Non-carer  | 88% | Non-disabled | 87% | White British | 81% | Female | 50% | Heterosexual | 94% | Not Trans | 99% |

# Learning and Development

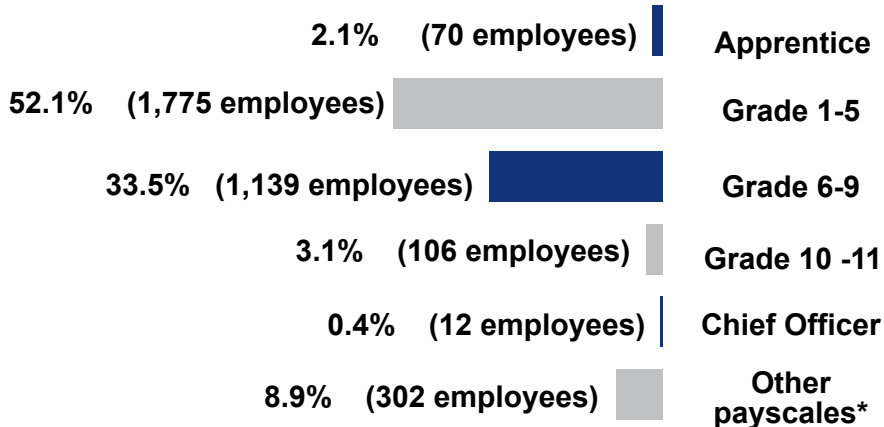
**3,404** employees completed e-learning courses in 2017/18

**2,884** employees completed taught courses in 2017/18

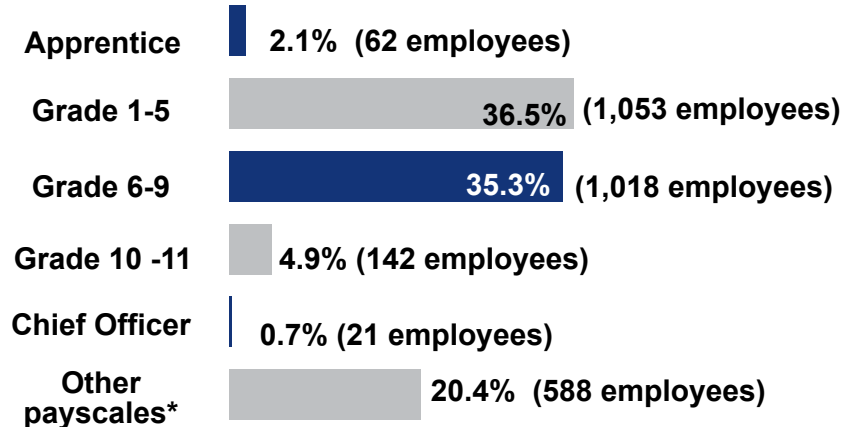
**53** employees completed blended learning courses in 2017/18

This data is based upon learning and development recorded in the Development hub . We are aware that this doesn't capture all learning and development, and that some roles require training from another source.

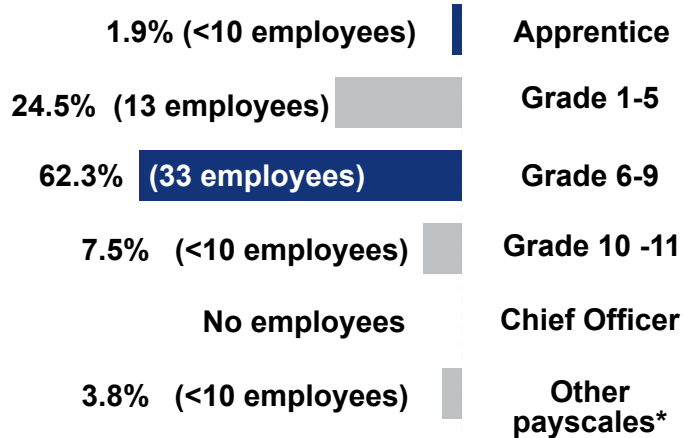
## E-Learning by grade



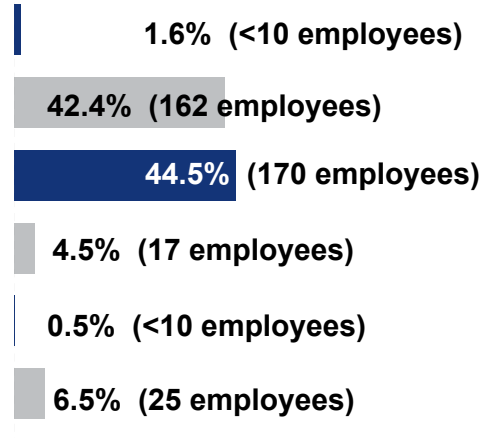
## Taught learning by grade



## Blended learning by grade



## Equalities learning by grade



Fewer than 190 employees have completed Equality learning.

Whilst this is low, employees completing this training across the grades is proportionate.

There seems to be a disproportionate number of employees on other payscales completing Equalities training.

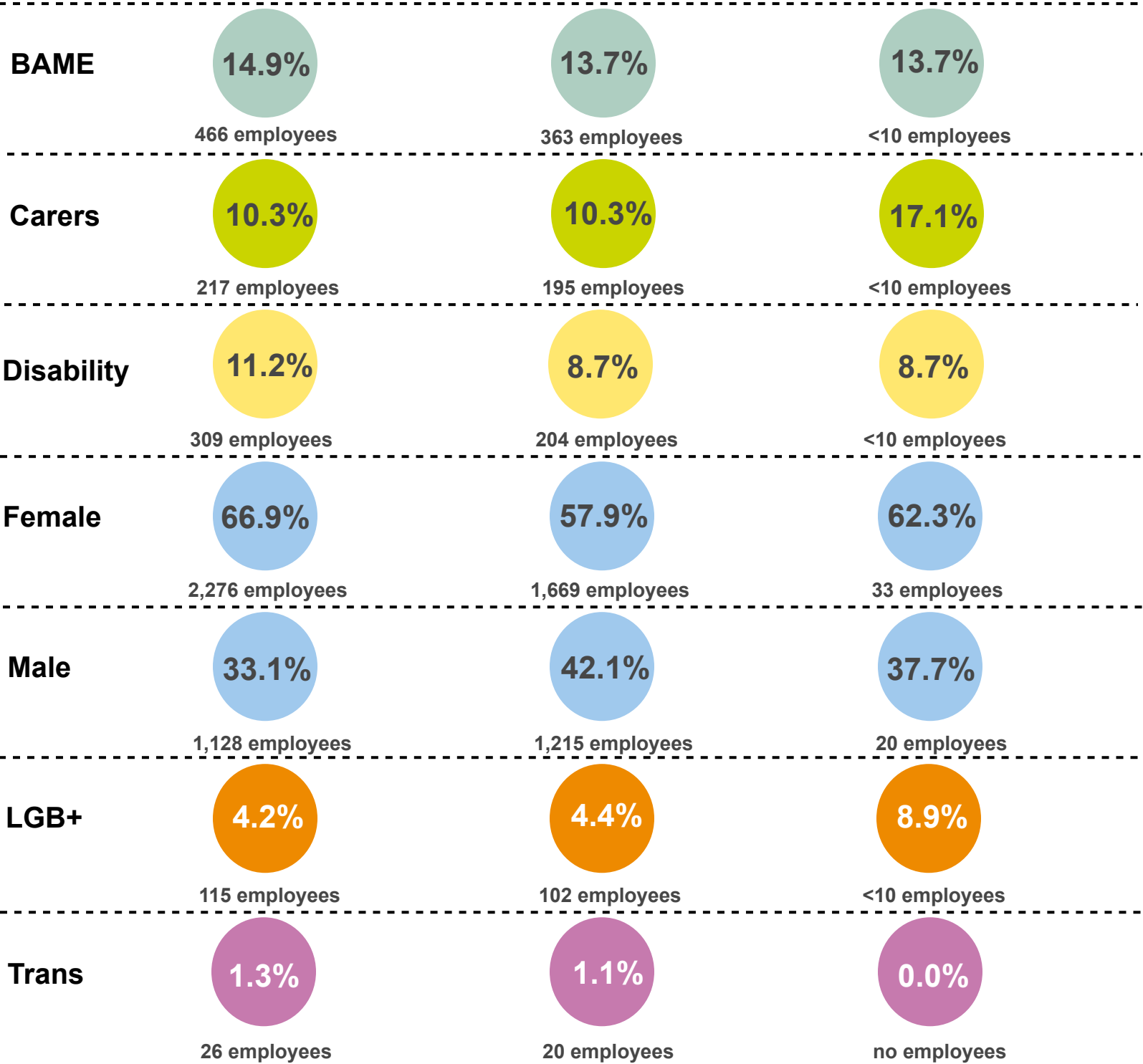
\*Other payscales includes Kier, Public Health, Sheffield Homes, and other payscales

| Sheffield City Council Grade Band Percentages |             |             |              |               |       |
|---|-------------|-------------|--------------|---------------|-------|
| Apprentice                                    | Grade 1 - 5 | Grade 6 - 9 | Grade 10 -11 | Chief Officer | Other |
| 1.1%  | 43.5%       | 37.8%       | 4.7%         | 1.1%          | 11.9% |



# Learning and Development Courses

Employees completing Learning and Development who share Protected Characteristics are well represented. Male employees are less represented than the male workforce percentage.



\*blended learning refers to courses which have both e-learning and taught learning elements

|                  |       |                     |       |                      |       |               |       |                     |       |                  |       |
|------------------|-------|---------------------|-------|----------------------|-------|---------------|-------|---------------------|-------|------------------|-------|
| <b>Carer</b>     | 10.4% | <b>Disabled</b>     | 9.9%  | <b>BAME</b>          | 14.5% | <b>Male</b>   | 39.5% | <b>LGB+</b>         | 3.9%  | <b>Trans</b>     | 1.2%  |
| <b>Non-carer</b> | 89.6% | <b>Non-disabled</b> | 90.1% | <b>White British</b> | 85.5% | <b>Female</b> | 60.5% | <b>Heterosexual</b> | 96.1% | <b>Not Trans</b> | 98.8% |

|                    | <b>E-Learning</b>            | <b>Taught Learning</b>       | <b>Blended Learning</b>   |
|--------------------|------------------------------|------------------------------|---------------------------|
| <b>No Religion</b> | <b>39.2%</b> 1,523 Employees | <b>40.7%</b> 1,255 Employees | <b>34.1%</b> 15 Employees |
| <b>Buddhist</b>    | <b>0.5%</b> 21 Employees     | <b>0.4%</b> 12 Employees     | No Employees              |
| <b>Christian</b>   | <b>51.5%</b> 2,002 Employees | <b>52.1%</b> 1,607 Employees | <b>56.8%</b> 25 Employees |
| <b>Hindu</b>       | <b>0.3%</b> 12 Employees     | <b>0.3%</b> <10 Employees    | No Employees              |
| <b>Jewish</b>      | <b>0.1%</b> <10 Employees    | <b>0.2%</b> <10 Employees    | No Employees              |
| <b>Muslim</b>      | <b>4.6%</b> 177 Employees    | <b>3.4%</b> 105 Employees    | <b>4.5%</b> <10 Employees |
| <b>Sikh</b>        | <b>0.1%</b> <10 Employees    | <b>0.1%</b> <10 Employees    | No Employees              |
| <b>Other</b>       | <b>3.7%</b> 145 Employees    | <b>2.8%</b> 86 Employees     | <b>4.5%</b> <10 Employees |



### Percentage of employees undertaking Equality and Diversity training

368 employees have completed the mandatory Equality and Diversity training in 2017/18. This equates to 5.2% of the Council's workforce.



#### Trans Awareness Workshops

Sheffield has delivered additional Trans Awareness training and this has been well attended.

Further dates are also planned.

#### Equalities Workshops

Sheffield City Council also ran 2 Equality workshops in the reporting year focusing on learning, development & career progression and organisational culture. Over 75 employees attended who have also expressed interest in attended future workshops.

Sheffield City Council Workforce Diversity Figures - Based on Information as at 31 March 2018

|                        |                           |                            |                     |                           |                        |
|------------------------|---------------------------|----------------------------|---------------------|---------------------------|------------------------|
| <b>Carer</b> 10.4%     | <b>Disabled</b> 9.9%      | <b>BAME</b> 14.5%          | <b>Male</b> 39.5%   | <b>LGB+</b> 3.9%          | <b>Trans</b> 1.2%      |
| <b>Non-carer</b> 89.6% | <b>Non-disabled</b> 90.1% | <b>White British</b> 85.5% | <b>Female</b> 60.5% | <b>Heterosexual</b> 96.1% | <b>Not Trans</b> 98.8% |

# Parental Leave

The information below is on based on employees taking Maternity/Adoption or Shared Parental leave.

We have other Parental Leave which is not included in the information below.

## Carers

3.6%  
<10  
employees



## Non-carers

96.4%  
106  
employees

## Disabled

12.2%  
18  
employees



## Non-disabled

87.8%  
130  
employees

## BAME

17.3%  
29  
employees



## White British

82.7%  
139  
employees

## Male

19.9%  
35  
employees



## Female

80.1%  
141  
employees

A fair proportion of male employees are taking Parental Leave

## LGB+

3.3%  
<10  
employees



## Heterosexual

96.7%  
146  
employees

## Transgender

No  
employees



## Same gender as assigned at birth

100%  
111  
employees

|                    |              |                            |
|--------------------|--------------|----------------------------|
| <b>No Religion</b> | <b>47.9%</b> | <b>68</b><br>Employees     |
| <b>Buddhist</b>    | No employees |                            |
| <b>Christian</b>   | <b>40.1%</b> | <b>57</b><br>Employees     |
| <b>Hindu</b>       | <b>0.7%</b>  | <b>&lt;10</b><br>Employees |
| <b>Jewish</b>      | No employees |                            |
| <b>Muslim</b>      | <b>7.7%</b>  | <b>11</b><br>Employees     |
| <b>Sikh</b>        | No employees |                            |
| <b>Other</b>       | <b>3.5%</b>  | <b>&lt;10</b><br>Employees |

| Sheffield City Council Workforce Diversity Figures - Based on Information as at 31 March 2018 |       |                     |       |                      |       |               |       |                     |       |                  |       |
|---|-------|---------------------|-------|----------------------|-------|---------------|-------|---------------------|-------|------------------|-------|
| <b>Carer</b>  | 10.4% | <b>Disabled</b>     | 9.9%  | <b>BAME</b>          | 14.5% | <b>Male</b>   | 39.5% | <b>LGB+</b>         | 3.9%  | <b>Trans</b>     | 1.2%  |
| <b>Non carer</b>  | 89.6% | <b>Non disabled</b> | 90.1% | <b>White British</b> | 85.5% | <b>Female</b> | 60.5% | <b>Heterosexual</b> | 96.1% | <b>Not Trans</b> | 98.8% |

## Appendix 1 Recruiting and supporting a diverse workforce

As a Council we know our strength comes from building on and valuing the diversity of our employees and the people who live, work and visit the city.

We are committed to recruiting and supporting a diverse workforce and to ensuring fairness for all our employees. In our **Workforce and Organisational Development Strategy** we are committed to creating an environment for our employees where we:

- Promote fairness, equality, diversity and inclusion
- Promote dignity and respect for all
- Recognise and value individual differences and the contributions of all
- Treat people fairly and according to their needs
- Actively prevent and oppose intimidation, discrimination, harassment, bullying or victimisation
- Ensure people feel valued, included and able to access services
- Recognise that we all have a right to be treated fairly and with dignity and respect and are responsible for ensuring that our own actions and behaviours are fair and that we respect the dignity of others
- Develop our position as an employer of choice by ensuring employees of all backgrounds have a positive experience working for Sheffield City Council

As part of our commitment to ensuring equality, we have actioned and achieved the following: We produce **Equality Impact Assessments (EIAs) for managing employee reductions processes (MER's)** and where required for any changes to policy and procedures. We also ensure we actively consider mitigations in terms of any potential negative impacts. We continue to promote employee led measures such as voluntary reductions in hours, career breaks and annual leave purchase schemes to further contribute to savings on staffing budgets and we have seen an increase in the popularity of these options each year.

During 2017-18 we have continued to review our **policies and procedures** to ensure they support our aims and values in terms of equality, diversity and inclusion. We have reviewed our approach to religious observance and have updated other equality related policies such as Family Leave, Whistleblowing, Dignity and Respect and Gender Identity and Re-assignment in order to increase fairness, transparency and inclusivity and improve our workplace culture.

We also continue to look at our recruitment and selection to procedures to promote workforce diversity to reflect the demographics of the city, for example the use of **Positive Action** in our recruitment process. We have also been successful in achieving the Level 2 **Disability Confident** status and we are hoping to progress to Level 3 Disability Confident during 2019.

We are a **Stonewall Diversity Champion** and are proud to be ranked in **Stonewall's Top 100 Employers** for 2019. Based on our submission for 2019 Sheffield Council was ranked 61st in Stonewalls Workplace Equality Index, which assesses an organisation's achievements and progress on LGBT+ equality. A total of 445 organisations from across all sectors completed the submission.

Sheffield City Council has officially been recognised as a **Living Wage employer** by the Living Wage Foundation and continues to pay the uplift of the Living Wage rate for the employees it directly employs along with our key strategic contractors. For all new contracts, the Council actively seeks a voluntary commitment from suppliers to sign up to the Living Wage movement. This is intended to have a positive impact on the local economy. Employers choose to sign up to the Living Wage campaign on a voluntary basis as it provides an ethical benchmark for responsible pay. In the UK there is a statutory Minimum Wage; the Living Wage is a higher figure and is calculated by The Living Wage Foundation [www.livingwage.org.uk/](http://www.livingwage.org.uk/). It applies to those over 18 years of age but excludes apprentices or interns.

We also offer employees a wide range of other benefits to support their general health and wellbeing, including **flexible working**, access to the **Local Government Pension Scheme**, the **services of Occupational Health** and the **Employee Assistance Programme**.

As part of engaging our employees, we continue to run Portfolio based **staff networks** alongside **themed staff equality events**. These activities provide opportunities for us to engage with our employees across a range of equalities issues and topics and to ensure their views are considered in terms of our policies and procedures.

In 2018 we also launched our “**Equality Champions Project**”, through which our employees can show their commitment to equalities and diversity by sharing their story or advice with others. So far we have captured the stories of 8 staff. We have chosen to focus initially on LGB+, disabled staff and senior leaders. Their stories have been shared on our staff intranet page and have been positively received.

We undertake our **Employee Opinion Survey** on an annual basis. The survey asks a set of detailed questions and gives our employees a chance to tell us how they feel about things at work, including what is working well and, what might need to change. We analyse the results of the survey by protected characteristics and share the results with staff. The findings are also shared with our Strategic Equality and Inclusion Board (SEIB) and inform both Portfolio and Corporate Equality Action Plans.

Sheffield City Council is a third party reporting centre for [Hate Incidents](#) (internal link only) A Hate incidents is any non-crime incident which is perceived by the victim or any other person, to be motivated by hostility or prejudice based on a person’s disability, race, religion/belief, sexual orientation, sex, gender identity **or** perceived disability, race, religion/belief, sexual orientation, sex or gender identity. There has been six reported ‘hate incidents’ via HR in the last reporting year. We continues to promote [Hate Incidents](#) (internal link only) information to ensure it is incorporated into the Dignity and Respect information and Health and Safety reporting and the HR casework system.

Sheffield City Council is fully committed to demonstrating an ongoing commitment to comply with all relevant **Health and Safety Legislation** and to achieving high standards of health, safety and wellbeing. Through the way we work and behave all of our employees and stakeholders will be protected from risks of occupational injury or ill health.

Our new **Workforce and Organisational Development Strategy** has health and wellbeing at its heart, with key themes around understanding the wellbeing needs of our employees, having a range of support and interventions and ensuring that this too remains a priority.

The **Being Healthy at Work Strategy** has been developed to improve the health and wellbeing of the workforce and to prevent work associated ill health. It is a holistic approach to the physical, mental and social health of our employees. It demonstrates the Council’s commitment to providing a healthy working environment and improving the quality of working lives for our employees.

Sheffield City Council has responsibilities under the **Modern Slavery Act 2015 (MSA)** which it fully recognises and is committed to acting upon. This legislation requires commercial organisations to either publish a statement on their website, or provide a copy of one if requested, should they carry out business in the UK and have an annual turnover of at least £36m. The Council commits to taking a strong approach in doing everything in its power to preventing slavery and human trafficking in its corporate activities, and ensuring its supply chains are free from slavery and human trafficking. The Council’s vision is for everyone in Sheffield to live a safe and happy life free from slavery and exploitation in all its forms.

| <b>Appendix 2 Terminology</b>                               |   |
|---|---|
| <b>Portfolio</b>  | The Council structure is broken down into 3 sections known as Portfolios and a smaller group of employees who support the Chief Executive's Office (includes Policy, Performance & Communications).   |
| <b>Headcount</b>  | The number of Sheffield City Council employees regardless of hours.   |
| <b>The Equality Act 2010</b>                                | Legally protects people from discrimination in the workplace and in wider society. It replaced previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in some situations. It sets out the different ways in which it is unlawful to treat someone.   |
| <b>Protected characteristics</b>                            | <p>The protected characteristics definitions are in accordance with the Equality Act 2010.</p> <p>Protected groups covered by the Act are:</p> <ul style="list-style-type: none"> <li>● Age</li> <li>● disability</li> <li>● gender reassignment</li> <li>● pregnancy and maternity</li> <li>● race (colour, ethnicity and nationality)</li> <li>● sex (women and men)</li> <li>● sexual orientation</li> <li>● marriage and civil partnership - eliminate discrimination only</li> <li>● religion or belief (including no belief)</li> </ul>   |
| <b>BAME Employees</b>                                       | We use the census definition of employees who are Black, Asian or Minority Ethnic (all non-white British people including White Irish or White other).  |
| <b>LGB+ Employees</b>                                       | Employees who self-define as lesbian, gay, bisexual, pansexual etc. (including all other non-heterosexuals).  |
| <b>Disabled employees</b>                                   | Employees who define themselves as disabled   |
| <b>Definition of disability under the Equality Act 2010</b> | A person is disabled under the Equality Act 2010 if they have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on a person's ability to do normal daily activities. 'Substantial' is more than minor – e.g. it takes longer than it usually would to complete a daily task. 'Long-term' usually means 12 months or more – but can mean other conditions which due to treatment/surgery may be shorter.  |
| <b>Gender Re-assignment</b>                                 | Under the Equality Act 2010, a person has the protected characteristic of gender reassignment if they are proposing to undergo, are undergoing or have undergone a process (or part of a process) for the purpose of reassigning their sex by changing physiological or other attributes of sex.  |
| <b>Carers</b>   | An employee who has caring responsibilities at home other than parental responsibilities. A carer is unpaid and looks after or supports someone else who needs help with their day-to-day life, because of: their age, a long-term illness, disability or substance misuse. This includes parents a disabled child.   |
| <b>Difficult to measure data</b>                            | Throughout this report we compare certain sample data to the workforce average. Sometimes the sample is too small to do this properly. For example: 9.9% of all employees in Sheffield City Council who replied to the question: "Do you consider yourself to have a disability?" answered "yes". If we looked at another smaller service with 4 employees and all 4 completed their census information, if one of them replied that they have a disability we couldn't meaningfully compare the 25% "yes" response from that small team to the 9.9 % "yes" response for the whole of SCC |
| <b>HR Employee/ Employer Led Process</b>                    | An Employee Led process is a procedure initiated by an employee that has HR involvement other than general advice, i.e. Dignity and Respect, Grievance, whistleblowing. Procedure. An Employer led process is a procedure initiated by Management with support from HR i.e. Performance, Disciplinary, Managing Absence   |
| <b>Redeployment/ Talent Pool</b>                            | Redeployment gives employees who are not able to continue in their post due to redundancy or some other reason, the opportunity to try and find a new job within the Council. When an employee is eligible for redeployment, they are referred to the Talent Pool by their current manager and are given priority access to Sheffield City Council jobs   |