

Sheffield City Council

Workforce Data Report

2021/2022





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Introduction

Sheffield's diversity is one of its many strengths and makes this City a great place to live, work, study and socialise. Sheffield City Council is committed to achieving a workforce which reflects and benefits from the diversity of Sheffield's citizens, and this report is one of the ways in which we can make informed decisions about how to create and support a truly representative workforce. The information in this report allows us to measure how well we are doing in diversifying our workforce and being an inclusive employer.

Following the **Our Sheffield - One Year Plan** in 2021 which outlined the Council's commitment to the people and communities of Sheffield, in July 2022 Elected Members outlined their 6 strategic goals for the city. These will become the basis for the Council's future planning, alongside an underlying aim to be a good Council and deliver high quality services for all:

- Fair, inclusive and empowered communities
- Strong and connected neighbourhoods which people are happy to call home
- Tackling inequalities and supporting people through the cost-of-living crisis
- Healthy lives and wellbeing for all
- Clean economic growth
- Happy young people who have the start they need for the future they want

For 2022/23 we have developed a Delivery Plan which identifies urgent performance challenges that the Council will prioritise and intensively focus on in the coming year, to improve services for Sheffielders. These strategic goals are underpinned by the primary goals to be

- A good Council, offering
- High quality services for all

Being a good Council means having a diverse workforce, which is one of our equality objectives. Key to delivering high quality services is having a workforce that understands the experiences of the communities they serve. Employing people from those communities will help to gain this insight. It also allows us to draw from a wider pool of talent and aptitudes and inspire confidence in service users.

Our Values

Alongside the 6 strategic goals, primary goals and Delivery Plan the Council has also refreshed its values. Our values have been developed by employees, for employees. They guide how we do things each day, individually and together, irrespective of our role or location, helping to make our organisation a positive and productive place to work.

Our plans set out what we will do; our values underpin how we will do it. Developed collectively by team members from across the Council, our values describe why we come to work and what we stand for. They guide how we do things, both individually and collectively, and apply to everyone working for Sheffield City Council, whatever our role or level.

If we all apply these values, the citizens and communities of Sheffield will benefit, and so will we:

- People are at the heart of what we do
- Openness and honesty are important to us
- Together we get things done

Race Equality Commission (REC)

In June 2020 Sheffield City Council commissioned an independent Race Equality Commission (REC) to provide a non-partisan strategic assessment of the nature, extent, causes and impact of race inequality in the city and to make recommendations on how to tackle them. The REC was published in July 2022 and gave several key recommendations and actions around workforce. Prior to the launch of the REC report the Council had already begun to implement some key changes in its ways of working to improve areas such as learning and development and recruitment to support Black, Asian and Minority Ethnic (BAME) employees in the workplace.

As part of the Council's response to the REC Report it has developed several key objectives to support its work in meeting the report's recommended actions

Our Staff

- Empowering and educating our staff
- Diversifying our workforce and leadership
- Tackling racism and discrimination within our organisation to be an inclusive workforce that reflects the city we serve

Our Services

- Debiasing systems and decision making
- Maximising data and intelligence to drive out inequality and discrimination in our service delivery
- Connecting and being genuinely in and of our communities in everything we do

Our role as city leader

- Working with anchor institution partners to drive whole-place challenge each other to improve
- Support and coinvest in Legacy Body to provide independent challenge and hold us to account for delivering the REC recommendations

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 31st March 2022. This makes sure that we are counting people rather than Full-Time Equivalent (FTE) which is relative to the total number of hours worked rather than individual employees. If an employee has multiple jobs, they will be counted more than once. This report excludes the following workers:

- Casual workers, as these workers do not have an employment relationship with the Council as they are engaged on a sessional basis, with no mutuality of obligation,
- Bank-Pool employees, due to the monthly fluctuations in working hours,
- School based employees,
- Agency employees.

Workforce Census

Every year the Council encourages its workforce to update their demographic information to support the Council in understanding its employees. This information includes equality monitoring on the protected characteristics in the Equality Act 2010. Outside of the information on Age and Sex (male and female as this does not include individual gender identities) which is mandatory and collected for HMRC purposes, responses and declarations on the other categories are voluntary and employees can choose which questions they wish to answer. We have recently updated the Workforce Census and the categories we collect. This is so it is in line with the Office of National Statistics (ONS) Inclusive Data Standards, and we can compare our data against more national data sets, such as the Family Resources Survey and the Health and Lifestyle Survey (HLS), alongside the National Census. Details of known information for each category are shown on page 5. Where employees have not completed or have chosen not to declare equality monitoring information, this is excluded from Workforce Diversity figures. Therefore, the level of unknown data affects the validity of this report and highlights the further work we need on how we communicate the benefits of collecting this data from our workforce.

Age & Sex

We know the age and sex (self-identified male and female) of all employees as this is a necessary legal requirement for employment. We have updated the categories we collect around gender identity to ensure that as an organisation we stay relevant to our communities. However, this information is not the same as the sex information that is collected for tax and payroll purposes. In terms of the new gender identity categories, the question is not mandatory, and employees can choose not to answer it while we will still have accurate information on the workforce relating to sex from our employment records. We continue to monitor non-binary and other gender options in the census results and although we have employees that identify as the new gender identities, we cannot publish those as the numbers declaring are too small at present. We expect this to change in the future and will continue to encourage declaration.

Workforce Diversity: Direction of Travel

The Council has continued a positive trajectory in terms of the diversity of the organisation across all protected characteristics. There have been very positive movements for some protected characteristics in Chief Officer grades. The introduction of person-centred approaches to working flexibly, especially post-pandemic, appears to be having a positive impact, particularly in non-statutory areas such as unpaid carers. Opening up workplace adjustments to employees outside of our statutory obligations continues to signify the organisation's intent to operate an inclusive workplace to both current and potential employees.

Key points:

- Employees who identify as Black, Asian or Minority Ethnic (BAME) continues to trend upwards and are now 16.6%, up from 15.7% last year. However, it is still not in line with the local population and there is greater underrepresentation in professional and management grades 6-11, TARAs and manager development programmes. This has likely resulted in less representation in progression and promotion and higher grades.
- Employees who have declared themselves as disabled have again increased and are now 12.2% of the overall workforce. This is up from 11.6% the previous year, despite an overall drop on headcount. We know that high proportions of our disabled employees are in the higher age ranges (46+) and that White British employees are more likely to declare a disability than BAME colleagues.
- Employees who identify themselves as unpaid carers have risen for another year from 14.2% to 15.9%. We think this is due to the additional and/or increased caring responsibilities during the pandemic and a general shift around work/life balance that increased remote working has allowed. This flexibility has allowed employees to continue to act as carers, improvements in HR processes, such as the Workplace Adjustment Passport, paid carers' leave, have increased and employees have updated their profile to reflect this change in their personal circumstances.
- Employees who identify themselves as LGB+ have again slightly increased and are now at 4.7%, including identifying with the new categories we have introduced this year.
- There have been some positive changes among Chief Officer grades. There has been a small increase to 10.5% for BAME employees. LGB+ employees at these grades have increased from 3.3% to 6%. Disabled employees have increased from 4.5% to 8.4% and unpaid carers have jumped to 17.9% from 10.7%.

Note on Intersectionality

At Sheffield City Council we recognise that separating individual identities into single categories does not represent the lived experience of all those in our workforce. Whilst many parts of our identities present us with privilege it is highly unlikely that at some point in our lives we won't all have part of our identity that is marginalised and presents us with barriers. We are endeavouring to understand the needs of our employees in the fullest sense and the monitoring for this report represents the start of that understanding. Improving our data sets and our monitoring to ensure that we understand the experiences of our workforce and their journeys means that we can address issues as they arise and continue to provide a safe, supportive and relevant working environment so that our workforce can provide the best possible services to the communities we serve. As our understanding grows, we will seek to provide deeper analysis on the intersectionality of our workforce and be able to report on such key areas as career trajectories of women of colour and our BAME and disabled employees in the future.

Summary of Workforce Diversity information

The total Sheffield City Council workforce headcount at the 31st March 2022 is 8,136 employees. This is a decrease of 76 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 2021-2022									
Carers	15.9%	Disabled	12.2%	BAME	16.6%	Male	39.4%	LGB+ **	4.7%
Non-Carers	84.1%	Non-Disabled	87.8%	White British	83.4%	Female	60.6%	Heterosexual	95.3%

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 as a comparator. However, we are very aware that these are now over ten years old and we know the 2021 Census will see significant demographic changes when the data is published in late 2022 and early 2023. We are anticipating that there will be an increase in population growth, particularly in the proportions of BAME, carers, LGBT+, disabled and younger people. For some protected characteristics this is likely to be due to increased accessibility of the National Census for some more marginalised groups.

Sheffield Age 16-65 Diversity Figures Based on 2011 Census and SCC Community Profiles									
Carers	12%	Disabled	19%	BAME	19%	Male	50%	LGB+	5-7%
Non-Carers	88%	Non-Disabled	81%	White British	81%	Female	50%	Heterosexual	93-95%

Sheffield All Age Diversity Figures Based on 2021 Census and SCC Community Profiles									
Carers	10.2%	Disabled	20.6%	BAME	25.5%	Male	49.3%	LGB+	4.8%
Non-carers	89.8%	Non-Disabled	79.4%	White British	74.5%	Female	50.7%	Heterosexual	95.2%





** Please note the Trans data is collected and displayed separately to LGB+ (see pages 14/15).

At the time of writing this report only limited data from the 2021 National Census has been made available. This means that the local population data used to compare against the workforce data is currently very out of date for those in the 16-65 working age bracket. We have included the early indicative demographic data for all age groups. However, we are aware that there is likely to be higher representations for some protected characteristic (BAME) and lower in others (disability, carers) in younger age groups which make direct comparisons difficult at this stage. Early indications have also shown that the mid-year estimate data that has been produced to anticipate any changes in the local population has also been shown to be inaccurate making it very difficult for the Council to predict what the diversity of the local population will look like. According to the current known data, our workforce does not fully reflect the demographics of the city in relation to all categories shown above, with notable discrepancies in the areas of disability, male and BAME representation. Due to the nature of some of the work the Council undertakes in areas such as social care and the prevalence of part-time working means that we have an over-representation of females. Also, as the workforce reduces over time this has presented fewer opportunities for younger people to join the organisation, although we have apprentice and graduate schemes to mitigate against this it does present a long-term issue.

Overall Workforce Diversity

The table below shows the overall diversity of our employees. Where numbers fall short of the organisational employee headcount of 8,136, this is because employees have chosen not to answer the question in relation to a protected characteristic. These are not included in our workforce diversity data. The level of unknowns is shown overleaf.

All employees in SCC		Employees in Chief Officer Grades (those in Director Grade 7 roles or above)	
BAME 16.6% 1,270 employees	White British 83.4% 6,392 employees	BAME 10.5% <10 employees	White British 89.5% 77 employees
Disabled 12.2% 890 employees	Non-Disabled 87.8% 6,405 employees	Disabled 8.4% <10 employees	Non-Disabled 91.6% 76 employees
LGB+ 4.7% 334 employees	Heterosexual 95.3% 6,787 employees	LGB+ 6.0% <10 employees	Heterosexual 94.0% 79 employees
Unpaid Carers 15.9% 1069 employees	Non-Carers 84.1% 5,645 employees	Unpaid Carers 17.8% 14 employees	Non-Carers 82.1% 64 employees

	Workforce diversity has again increased this year in all areas despite a small reduction in the overall headcount		Diversity of top earners has increased significantly when looking at disabled employees and employees who are carers
	However, it is anticipated that diversity will not have kept pace with Sheffield's demographic trends as per the Census 2021 data		Diversity of top earners has increased when looking at females, LGB+ and BAME

	Workforce	Part time	Full time	SCC overall	Chief Officers
	Male	21.7%	50.0%	39.4%	52.8%
Sex	Female	78.3%	50.0%	60.6%	47.2%
Total numbers	8136	3042	5091	8136	89

Sheffield Age 16-65 Diversity Figures Based on 2011 Census and SCC Community Profiles

Carers	12%	Disabled	19%	BAME	19%	Male	50%	LGB+	5-7%
Non-Carers	88%	Non-Disabled	81%	White British	81%	Female	50%	Heterosexual	93-95%

Workforce Census response rates

We ask employees to update their personal information in MyHR, which includes equality monitoring data, as their circumstances change and we issue reminder messages before we extract the data in early summer each year. Some employees choose not to answer each question but we encourage employees to do so where possible. Missing data impacts on the validity of this report and therefore the action we can take to improve the diversity of our workforce, the experiences of employees with protected characteristics and ultimately the services we provide to our customers, the citizens of Sheffield.

Those who have 'preferred not to say' or have left the question blank are not counted in any other percentages in this report as we do not know their characteristics.

We are currently reporting on binary options to reflect an employee's sex taken from employment records. We recognize the validity of non-binary identities and monitor them in our own census, but HMRC requires us to record the (self-identified) binary sex of each member of employees for tax purposes.

Age & Sex

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

Ethnicity

Our ethnicity data continues to improve year on year

Carers

Fewer employees have answered the Carers question this year compared to 2020/21

Transgender

Responses to the Trans question have continued the historical trend of being very low in comparison to other PCs

Protected Characteristic	Declaration	Prefer Not to Say	Prefer to self-describe
Age & Sex (Male/Female)	100.0%	0.0%	0.0%
Sexual Orientation	91.7%	4.4%	0.1%
Carer Status	84.0%	1.7%	0.0%
Disability Status	91.5%	2.0%	0.0%
Ethnicity	95.5%	1.4%	0.0%
Gender Identity	84.0%	1.5%	0.2%
Relationship Status	88.1%	3.1%	0.2%
Religion/Belief	92.5%	6.1%	0.2%
Transgender	22.5%	2.5%	0.0%

Workforce Diversity Trends

The overall trend when looking at previous years' data is a continued improvement on the Council's diversity figures. It is anticipated, however, that it is unlikely to have kept pace with the changes in Sheffield's diversity and the wider UK when the Census 2021 data sets are finally published in late 2022 and early 2023. The increase in the diversity at Chief Officer grades is a positive although there are some improvements that do need to be made, particularly around BAME representation and how BAME employees are able to access development opportunities and progress through the organisation.

Another key positive is that the Council's disability representation continues to be high in comparison with similar organisations and is something of an outlier in this area. As the most recent DWP data states that as only 52.7% of disabled people are in paid employment nationally it will always be challenging for the Council to be truly representative of disabled people. However, ongoing work around disability and accessibility is good as improvements to how reasonable adjustments and other discretionary adjustments are made available continue to be made and the high percentage of employees declaring disabilities does allow the Council to start undertaking more detailed work in this area. There are still some challenges around general comprehension of impairment categories which need to be understood.

Female employees	2017/18	2018/19	2019/20	2020/21	2021/22
	60.5%	60.1%	60.0%	60.8%	60.6%
BAME employees	2017/18	2018/19	2019/20	2020/21	2021/22
	14.5%	15.0%	15.6%	15.7%	16.6%
Disabled employees	2017/18	2018/19	2019/20	2020/21	2021/22
	9.8%	11.6%	11.3%	11.6%	12.2%
LGB+ employees	2017/18	2018/19	2019/20	2020/21	2021/22
	3.9%	4.1%	4.0%	4.3%	4.7%
Carers- Unpaid	2017/18	2018/19	2019/20	2020/21	2021/22
	10.4%	10.6%	12.8%	14.2%	15.9%

The 21/22 data includes some employees who have been insourced into SCC and for the purpose of this report, salaries have been assimilated to the SCC grading structure. These were grouped as other grades in previous years.

Sheffield City Age 16-65 Diversity Figures Based on 2011 Census and SCC Community Profiles

Carers	12%	Disabled	19%	BAME	19%	Male	50%	LGB+	5-7%
Non-Carers	88%	Non-Disabled	81%	White British	81%	Female	50%	Heterosexual	93-95%

Analysis by Protected Characteristics

Age

Median Age

49

Our workforce diversity looks very different when you analyse it by age. Our younger workforce looks very different to our older workforce. Given the sex and age profile of the organisation, with high numbers of females and people over the age of 45, this is likely to give us a high prevalence of unpaid carers and people with disabilities.

It is important to understand the experiences of employees at all life stages. Furthermore, looking at the profile of our younger employees can give us an idea of the future workforce, which is more likely to see an increase of other protected characteristics. This means it is likely that there will be greater ethnic diversity within the workforce and a more diverse range of gender identities and sexual orientations. New employees from younger age groups and apprentices that have entered the organisation are already showing greater diversity than those older groups within the organisation. A majority of those joining the organisation are under 36 and with this has come a more diverse range of groups across all protected characteristics.

Female Employees	48 Median Age	25 & Under	26 - 35	36 - 45	46 - 55	56 - 65	Over 65
		4.8%	15.8%	23.4%	29.8%	24.2%	2.0%
		237 Employees	777 Employees	1156 Employees	1469 Employees	1194 Employees	98 Employees
Male Employees	49 Median Age	25 & Under	26 - 35	36 - 45	46 - 55	56 - 65	Over 65
		7.3%	14.4%	20.9%	25.1%	29.3%	3.0%
		233 Employees	461 Employees	671 Employees	803 Employees	938 Employees	97 Employees
BAME Employees	44 Median Age	25 & Under	26 - 35	36 - 45	46 - 55	56 - 65	Over 65
		19.6%	18.8%	20.3%	15.9%	13.1%	5.6%
		88 Employees	220 Employees	351 Employees	339 Employees	262 Employees	10 Employees
Disabled Employees	51 Median Age	25 & Under	26 - 35	36 - 45	46 - 55	56 - 65	Over 65
		9.2%	10.0%	10.8%	13.9%	13.5%	12.4%
		39 Employees	112 Employees	179 Employees	283 Employees	256 Employees	21 Employees
LGB+ Employees	40 Median Age	25 & Under	26 - 35	36 - 45	46 - 55	56 - 65	Over 65
		6.2%	9.3%	5.7%	3.6%	2.1%	0.6%
		27 Employees	104 Employees	93 Employees	71 Employees	38 Employees	<10 Employees
Unpaid Carer Employees	53 Median Age	25 & Under	26 - 35	36 - 45	46 - 55	56 - 65	Over 65
		3.1%	6.2%	12.4%	20.9%	22.5%	8.7%
		11 Employees	64 Employees	190 Employees	392 Employees	399 Employees	13 Employees

Relationship status

Under the Equality Act 2010 people who are legally married or in a registered civil partnership share the protected characteristic of marriage and civil partnership. People who are single, cohabiting, divorced or who have had their civil partnership dissolved do not share this protected characteristic and are therefore not covered by the Act. The Act provides protection for those covered by the protected characteristic against direct and indirect discrimination in employment only.

Relationship status of all employees in SCC

Married	50.4%	3499 Employees
Single	27.7%	1921 Employees
Co-habiting/Other	15.4%	1067 Employees
Civil Partnership	1.1%	73 Employees
Widowed	0.7%	48 Employees

Sheffield age 16-65 relationship status percentages

Married	38.6%
Single	49.5%
Co-habiting/Other	10.5%
Civil Partnership	0.2%
Widowed	1.2%

Sheffield City Council has an overrepresentation of married people and people in registered civil partnerships in comparison to the general population of Sheffield.

Parental leave

Number on Parental Leave by Sex

Female

1.0%

81 Employees

Male

0.01%

<10 Employees

We have lower proportion of men taking parental leave, though it compares to the national picture and remains generally the same year on year.

Maternity

We are required by law under the Public Sector Equality Duty to report on the number of employees who take maternity leave and who return to work under different terms and conditions. However, the number of employees who would fall into this description is too low to report on for the purposes of this report.

Ethnicity and Diversity

	Number	Percentage	Census 2011 Comparator
Asian/Asian British	370	4.8%	7.5%
Black/Black British	363	4.7%	3.4%
Mixed/Multi Heritage	220	2.9%	2.2%
Other Ethnic Group (including White Other)	317	4.1%	6.4%
White	6392	83.5%	80.5%
Prefer not to say*	107	n/a	n/a
Unknown	367	n/a	n/a
Grand total	8136		

When exploring our ethnicity diversity, we have an underrepresentation of employees describing their ethnicity as Asian or Asian British, which is the largest ethnic group in the city. A deeper dive into ethnicity data has shown that there are potential issues around recruitment and selection, particularly for Asian/Asian British and for other ethnic groups where there appears to be a significant drop off for both groups from application to appointment.

There is an over representation of employees describing their ethnicity as Black/Black British and Mixed/Multi Heritage categories. White Other is included in 'Other Ethnic' group and this category is currently underrepresented.

There are 367 employees who have not declared their ethnicity. Early indications from the 2021 National Census have shown that there was a 96% completion rate locally, so our ethnicity data is somewhat in line with this although 1.3% of employees selected 'prefer not to say.' Therefore, we need to continue to ensure that when we undertake the next Workforce Census that we encourage employees to update their census data within MyHR. It is important that we continue to send out a clear message and rationale as to why this data is so important to us and how it can inform and support the Council to take positive steps to become a more inclusive and diverse organisation.

*The percentages of 'Prefer not to Say' and 'Unknown' are not used in the overall calculation for ethnicity.

Religion and Belief

Relationship status of all employees in SCC		Sheffield City Council employees - Religion and Belief		
Christian	37.7%	Christian	43.7%	3090 employees
No Religion	52.5%	No Religion	47.1%	3324 employees
Muslim	7.5%	Muslim	5.6%	395 employees
Other	0.5%	Other	2.6%	186 employees
Buddhist	0.6%	Buddhist	0.3%	19 employees
Hindu	0.2%	Hindu	0.2%	14 employees
Sikh	0.9%	Sikh	0.2%	15 employees
Jewish	0.1%	Jewish	0.1%	<10 employees

We have an underrepresentation of employees who are Muslim. This is somewhat in line with the underrepresentation we have under ethnicity for Asian/Asian British as Muslim communities are predominantly made up from people of these ethnic groups. It is also worth noting that there is underrepresentation for Sikhs and Buddhists. Although they are smaller religious communities, they would also be expected to be made up predominantly of people from Asian/Asian British ethnic groups.

Disability and Diversity

71% of our disabled workforce have shared with us the nature of their disability/impairment.

Disability/Impairment	SCC	National Statistics
Visual	1.6%	9%
Learning	13.8%	12%
Other	23.0%	20%
Hearing	17.2%	8%
Mental Ill Health	35.3%	39%
Mobility or physical	0.0%	40%

We have used the national Annual Family Resources survey (working age population) to compare our data as this uses the impairment categories taken from the ONS Inclusive Data Standards and gives us more national and local data sets to compare against. As the Council has a high number of disability declarations in comparison with other similar public authorities it does give the Council an opportunity to have a greater understanding around the needs of its employees and supports the organisation's anticipatory work around disability and the duty to make reasonable adjustments.

When exploring our disability and diversity, we have an underrepresentation in all impairments with the exception of 'hearing'. Some of the underrepresentations are so stark that they require further investigation to understand. For example, it is highly unlikely that there are no employees with mobility impairments given the prevalence of these impairments in wider society and the size of the workforce. Previous engagement work has shown that there may be a lack of understanding in the workforce around impairment types and that employees may be recording their impairments under 'long-term illness or health condition' since there is overrepresentation in that category.

In our Workforce Census, the following impairment types are also listed to select. These are not selections in the Annual Family Survey and therefore we are limited to how we measure the data:

- Communication – 1.6%
- Development – 8%
- Long-term illness or health condition – 54%

Over half of our total disabled workforce describe their disability as a long-term illness or health condition. The following impairment categories were not used by staff.

Not Used	
Dexterity	2.3%
Memory	0.9%
Socially or behaviourally	3.4%
Stamina or breathing or fatigue	5.8%
None of the above	9.7%

LGB+ and Diversity

Lesbian/Gay Women	Bisexual
1.3%	1.8%
92 Employees are lesbian/gay woman	129 Employees are bisexual
Gay Men	Other minority sexual orientations
1.2%	0.4%
84 Employees are gay men	29 Employees identify as having a sexual orientation other than heterosexual, gay or bisexual.

Overall, we have more employees that identify as bisexual than either Lesbian/Gay Women or Gay Men. Although in terms of headcount there are more Lesbian/Gay Women than Gay Men in real terms there is a greater percentage of our male employees who identify as LGB+ than females.

We are aware that not all our LGB+ employees will be out at work and that there may be some under declaration in this protected characteristic. We have started to include new categories under sexual orientation that some employees have declared as their identity however these numbers are currently too low to report on.

Transgender	Gender Identity
0.5 % (<10) employees are Transgender.	Less than 20 employees have shared non-binary options (other than male or female) in the question relating to gender identity. We have updated the categories around gender identity to make them more relevant however declarations are currently too low to report on.
The city comparator is estimated at 0.6 %.	This is 0.2 % of the workforce.
We know that the response rate to this question is very low which affects the reliability of this data.	

Diversity by Employment Grade

Grade 1 - 5 trends to 2017 - 22

	2017/18	2018/19	2019/20	2020/21	2021/22
Female employees	68.6%	68.0%	61.6%	63.5%	62.5%
BAME employees	16.4%	16.4%	17.4%	16.6%	18%
Disabled employees	11.2%	12.5%	11.7%	12.2%	12.2%
LGB+ employees	3.4%	3.7%	3.5%	3.8%	4.7%
Carers-Unpaid	11.4%	11.5%	12.4%	14.5%	15.7%

The 21/22 data includes some employees who have been insourced into SCC and for the purpose of this report, salaries have been assimilated to the SCC grading structure. These were grouped as other grades in previous years.

Chief Officer trends 2017-22

Female employees	2017/18	2018/19	2019/20	2020/21	2021/22
	39.2%	38.8%	48.0%	46.9%	47.2%
BAME employees	2017/18	2018/19	2019/20	2020/21	2021/22
	8.5%	6.4%	7.4%	9.9%	10.5%
Disabled employees	2017/18	2018/19	2019/20	2020/21	2021/22
	6.2%	6.4%	5.2%	4.5%	8.4%
LGB+ employees	2017/18	2018/19	2019/20	2020/21	2021/22
	2.9%	2.7%	2.6%	3.3%	6.0%
Carers-Unpaid	2017/18	2018/19	2019/20	2020/21	2021/22
	16.5%	17.3%	17.3%	10.7%	17.9%

The 21/22 data includes some employees who have been insourced into SCC and for the purpose of this report, salaries have been assimilated to the SCC grading structure. These were grouped as other grades in previous years.

There have been some very encouraging increases in diversity at senior management level. There have been increases across all marginalised groups at this level with small increases for BAME and female employees. There have been more substantial increases for employees who are disabled, LGB+ and unpaid carers in the last year, with numbers almost doubling in all of these areas. While absolute numbers of employees at this level are small, they are in highly visible roles which presents greater opportunity for positive role modelling and driving more inclusive practice across the organisation. A diverse and engaged leadership is vital for positive transformative change.

Grades 6-9 trends 2017-22

Female employees	2017/18	2018/19	2019/20	2020/21	2021/22
	N/A*	63.3%	59.4%	58.4%	59.1%
BAME employees	2017/18	2018/19	2019/20	2020/21	2021/22
	N/A*	N/A*	14.6%	15.3%	16.1%
Disabled employees	2017/18	2018/19	2019/20	2020/21	2021/22
	N/A*	N/A*	11.3%	11.5%	12.5%
LGB+ employees	2017/18	2018/19	2019/20	2020/21	2021/22
	N/A*	N/A*	4.2%	4.4%	4.4%
Carers-Unpaid	2017/18	2018/19	2019/20	2020/21	2021/22
	N/A*	N/A*	13.3%	14.2%	16.1%

The 21/22 data includes some employees who have been insourced into SCC and, for the purpose of this report, salaries have been assimilated to the SCC grading structure. These were grouped as other grades in previous years.

*Data for these grades and protected characteristics only started being reported on in 2019/20.

For this year's report we have also started to look back at previous data around diversity at the grades 6-9 so that we can better see any changes in how employees from the different characteristics migrate and develop through the organisation. Outside of sex, we only have data that goes back to 2019/20 although already this is giving us some idea of how people from marginalised groups are progressing through the organisation and whether we have areas of concern. As these are professional officer and management grades it is important to monitor this information as the employees at these grades are increasingly influential in the organisation as they increase in seniority. They are also likely to be more visible across the organisation and be responsible for leading teams and recruiting other employees.

There have been some positive developments in these areas since reporting began with representation across most protected characteristics generally in line the Council's overall profile and no real areas for concern.

Grades 10-11 trends 2017-22

Female employees	2017/18	2018/19	2019/20	2020/21	2021/22
		57.6%	57.0%	58.6%	62.8%
BAME employees	2017/18	2018/19	2019/20	2020/21	2021/22
	N/A*	N/A*	12.7%	12.6%	14.5%
Disabled employees	2017/18	2018/19	2019/20	2020/21	2021/22
	N/A*	N/A*	9.9%	9.0%	11.3%
LGB+ employees	2017/18	2018/19	2019/20	2020/21	2021/22
	N/A*	N/A*	6.4%	7.1%	6.3%
Carers- Unpaid	2017/18	2018/19	2019/20	2020/21	2021/22
	N/A*	N/A*	13.3%	12.9%	15.8%

The 21/22 data includes some employees who have been insourced into SCC and for the purpose of this report, salaries have been assimilated to the SCC grading structure. These were grouped as other grades in previous years.

*Data for these grades and protected characteristics only started being reported on in 2019/20

As with grade 6-9 we are now reporting on the senior management grades 10-11 where we have been disaggregating diversity data for the last few years. As with other management grades it is important that we monitor and report on diversity at this level as it allows us to see whether or not employees from marginalised groups are developing within the organisation and progressing to these more influential senior roles.

There are some positive areas in this data with LGB+ employees being overrepresented and also some good data for females at this level. There is underrepresentation for BAME and disabled people that we will want to continue to monitor although the trending is positive in these grades as it is for unpaid carers.

Salary Grades

37.2%

Over a third of the Council's workforce work in the lowest grades (up to grade 5) whilst over half are in the grades 6-9. A greater percentage of the overall female workforce make up this group (grades 1-5).

7.3 - 1

This is the ratio between the median salary and the top salary in Sheffield City Council's workforce. This means the top salary is more than 7.3 times greater than the average salary. This compares favourably to other Local Authorities

Percentage of employees at each grade groups

Grades 1 to 5: £18,333 to £26,446	37.23%
Grades 6 to 9: £26,975 to £44,624	51.72%
Grades 10 to 11: £45,648 to £55,665	9.96%
Chief Office Grade: £61 ,249 and above	1.09%

Female			Male	
38.37%	1892 Employees	Grades 1 to 5	35.44%	1135 Employees
50.46%	2488 Employees	Grades 6 to 9	53.70%	1720 Employees
10.32%	509 Employees	Grades 10 to 11	9.40%	301 Employees
0.85%	42 Employees	Chief Officer Grade	1.47%	47 Employees

Sheffield Age 16-65 Sex Diversity Figures Based on 2011 Censuss

Male
50%

Female
50%

Sheffield City Council Workforce Diversity Figures 2021-2022 by grading group

	Female	Male	BAME	Disabled	LGB+	Carer
Grades 1 to 5	62.5%	37.5%	18.0%	12.2%	4.7%	15.7%
Grades 6 to 9	59.1%	40.9%	16.1%	12.5%	4.4%	16.1%
Grades 10 to 11	62.8%	37.2%	14.5%	11.3%	6.3%	15.8%
Chief Officer Grades	47.2%	52.8%	10.5%	8.4%	6.0%	17.9%
SCC	60.6%	39.4%	16.6%	12.2%	4.7%	15.9%

Part-time* working

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

Percentage of male and female workforce who are working part-time

Female	Male
48.3%	20.7%
2381 female employees work part time	661 male employees work part time

There has been a decrease in the percentage of both women and men working part time and there is still nearly 4 times as many women working part time than men.

Percentage of part-time workers by sex

Female	Male
78.3%	21.7%

Almost four-fifths of Sheffield City Council's workforce is female. The workforce age profile, the accessibility of flexible working options for employees and the increased likelihood of females having caring responsibilities that would be facilitated by the ability to work part-time and more flexibly is likely to have led to this disparity. Work does continue to encourage more males to take up part time opportunities.

Age distribution of part-time working by Sex

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

Female			Male	
2.1%	49 Employees	25 and under	2.4%	16 Employees
12.1%	288 Employees	26-35	9.1%	60 Employees
25.1%	598 Employees	36-45	15.3%	101 Employees
29.4%	701 Employees	46-55	19.8%	131 Employees
27.8%	661 Employees	56-65	41.6%	275 Employees
3.5%	84 Employees	Over 65	11.8%	78 Employees
There are considerably more females who work part time in every age group up to age 65, although the gap has closed for employees under the age of 36 and over the age of 55.			Over 50% of the part time male workforce is 56 and above and there has been a slight increase in this area in the last 12 months.	

Sheffield City Age 16-65 Diversity Figures Based on 2011 Census and SCC Community Profiles

Carers	12%	Disabled	19%	BAME	19%	Male	50%	LGB+	5-7%
Non-Carers	88%	Non-Disabled	81%	White British	81%	Female	50%	Heterosexual	93-95%

Sheffield Age 16-65 Sex Diversity Figures Based on 2011 Census

Male	Female
50%	50%

Apprentices

Sheffield City Council has an established apprenticeship programme, bringing new skills into our organisation, changing our age profile and widening diversity with the aim of building a workforce for the future.

Apprenticeships play a vital role in supporting communities and changing the diversity of our workforce, and in addressing some of the inequalities within our city. The SCC apprenticeship programme has opened up entry routes into employment within our organisation and career pathways for our new apprentices as well as providing an opportunity for existing employees to develop and progress in their careers. SCC offers apprenticeships ranging from Level 2 up to Level 7 in a variety of areas including Plumbing, Plastering, Electrician, Social Care, Social Work, Accountancy, Surveying, Public Health, Business Administration, Customer Services, Housing Service roles, HR, Horticulture and many more.

Our aim is to ensure that our apprentices are supported to successfully complete their apprenticeship and then move into a destination position, enabling them to secure permanent employment within SCC and ensuring that SCC retains the talent it has have invested in.

Number of Apprentices by Sex

Female

28.3%

36 Employees

Male

71.7%

91 Employees

Number of Apprentices by Age

25 and under

85%

26 - 35

14.2%

36 - 45

0.8%

Apprentices by Protected Characteristic

Ethnicity		Disability		Sexual Orientation	
BAME	9.2%	Disability Declared	9.6%	LGBT+	9.2%
White British	90.8%	Non-Disabled	90.4%	Heterosexual	90.8%
There is a concerning trend around ethnicity and apprentices. Although work has been undertaken to improve the number and diversity of applications there has been a significant drop off in the percentage of applications from BAME groups from 25.4% in 2019/20. Work is ongoing to understand and address this issue.		There are fewer apprentices who are disabled than our wider workforce, however this is still much higher than the city's disabled population of the same age and also much higher than many comparable public authorities' overall workforces. At 9.6% it is a significant increase on the 4.5% from 2020/21 and local population data of 4.8%.		There is a high number of apprentices who are LGB+ in our workforce, and compared to the national figures of 6.6% of all 16- to 24-year-olds. It currently stands at 9.2% which is an increase from 4.4% last year.	

Sheffield Age 15 - 24 Diversity Figures							
Disabled	4.8%	BAME	24.9%	Male	52%	LGB+ *	6.6%
Non-Disabled	95.2%	White British	75.1%	Female	48%	Heterosexual	95.3%

This is a national figure as we do not have this data for Sheffield*

We have worked to increase the diversity of our apprentices by reaching the communities across Sheffield with our adverts through our 7 Local Area Community Contacts. We have restarted the face-to-face apprentice recruitment fairs to advertise our apprenticeships and give those interested an opportunity to come and talk to us and are looking at how we can better use the right social media platforms to reach our target audience. We have encouraged managers to run apprentice adverts for longer so that it reaches more people. Some recruitment drives have offered virtual information sessions about the opportunities, and we have also offered support with applications through opportunity Sheffield to increase the applicants' chance at application stage. As our apprentice activity starts to increase as we recover from the pandemic, we are looking at how we can use targeted work experience and traineeships to support wider access to our apprenticeships.

The Workforce and HR

Sheffield City Council's Human Resources takes an active role in working to improve the diversity of our workforce. Working with colleagues in the portfolios and the Equalities and Engagement Team undertaking activities such as:

- monitoring recruitment practices
- analysing workforce profile data
- analysing case work by protected characteristic.

Organisational Structure

Sheffield City Council is structured by portfolios. We recognise that there are differences across the Council's portfolios demonstrating a continued need to target work where there is greater disproportion in relation to specific protected characteristics. The graph below demonstrates the differing workforce diversity. This data is a snapshot of the organisation in August 2022. This is because of delays in employees completing the new Workforce Census. The organisational structure changed in the new financial year and the Place portfolio was replaced by the City Futures and Operational Services portfolios.

Portfolio	Proportion of Female Employees	Proportion of BAME Employees	Proportion of Disabled Employees	Proportion of LGB+ Employees	Proportion of Unpaid Carer Employees
City Futures	48.3%	13.8%	12.3%	4.2%	11.6%
Operational Services	40.8%	12.4%	10.4%	3.3%	15.3%
People	77.8%	20.9%	13.1%	5.4%	16.5%
Resources*	65.4%	15.2%	14.5%	6.5%	16.9%
SCC	60.6%	16.6%	12.2%	4.7%	15.9%

Resources* includes Chief Executives Office and PPC

The main differences in each portfolio are:

People forms 44.0% (3,581 employees) of our workforce. This portfolio has the highest proportion of female employees and BAME employees. There is a slight overrepresentation of BAME in comparison to 2011 Census data although it is anticipated that diversity for this protected characteristic will have increased in the 2021 Census data. Employees who are disabled, unpaid carers and LGB+ are also higher than the SCC overall profile.

Operational Services forms 39.1% (3,184 employees) of the workforce. This portfolio has the highest proportion of male employees and the lowest proportions of female employees. There are lower proportions of employees who are LGB+, disabled, and BAME in comparison to the other portfolios.

City Futures forms 3.6% (292 employees) of the Council's workforce. It is the smallest of all the portfolios and has a lower percentage of females than most of the other portfolios except Operational Services. Although the portfolio has a slightly higher representation of disabled employees than the organisation as a whole it does not reflect the organisation under the other characteristics, with a particularly low percentage of carers in comparison.

Resources / Policy Performance & Communications forms 13.3% (1,079 employees) of our workforce and has slightly higher proportions of employees who are disabled, LGB+, women and carers. It does have lower proportions of male employees and BAME employees compared to the workforce as a whole.

HR Casework – Employee Led

In 2020/21 the Council restarted its HR casework after it was stood down for a period during the COVID 19 pandemic. The work was stepped up over this period in negotiation with Trade Unions to ensure that employee wellbeing was considered and the best interests of the employees involved. The Council is now back to being able to hold face-to-face meetings with employees and Trade Unions whilst also having the added flexibility of hosting meetings online.

Dignity and Respect cases by protected characteristic

There is a disproportionate number of employees who are male and BAME who are raising dignity and respect concerns, however it is a low number overall and under 10 employees per protected characteristic. It would be useful to consider trending over a longer period of time around casework and to use data from comparator authorities and similar local public authorities to help us understand where the organisation is. There has been a substantial increase in cases for BAME employees and a considerable drop in the number of cases for disabled employees. However, data can be quite volatile due to the low numbers involved.

Female		Male		BAME	
28.6%	<10 cases	71.4%	<10 cases	42.9%	<10 cases
Disabled		LGB+		Carers	
41.3%	<10 cases	0.0%	0 employees	0.0%	0 employees

Grievance cases by protected characteristic

There is a disproportionate number of employees who are female, BAME and/or disabled who are making a complaint in relation to a grievance, but it is a low number of cases overall and under 10 employees per protected characteristic. As with other HR casework, monitoring longer term trends is more useful here - this shows there has been a drop in female and disabled employees and an increase in males and carers in comparison to last year's data.

Female		Male		BAME	
87.5%	<10 cases	12.5%	<10 cases	50.0%	<10 cases
Disabled		LGB+		Carers	
33.3%	<10 cases	0.0%	0 employees	25.0%	<10 cases

HR Casework - Employer Led

90 employees were involved in employer-led casework in 2021/22. It is important to note that the number of employees who are in employer-led casework is a small proportion of the workforce as a whole and is around 1% of the whole organisation.

Sickness Procedure cases by protected characteristic

There is a high representation of employees who are disabled and male in a sickness procedure where HR is supporting the case, (HR attends formal meetings with the employee). Trending around this issue would be useful to gain a greater understanding as to whether there are any patterns or causes for concern in this area, especially around the recording of disability sickness data and how disabled people are supported in the workplace and if they have suitable reasonable adjustments.

We also need to consider the workforce age profile when looking at disability and carers. It is important to note that over a third of our disabled workforce are disabled through ill health and their sickness could be related to this.

Female		Male		BAME	
43.8%	21 cases	56.3%	27 cases	15.0%	<10 cases
Disabled		LGB+		Carers	
21.1%	<10 cases	0.0%	0 employees	9.1%	<10 cases

Disciplinary or Performance cases by protected characteristic

There is an overrepresentation of employees who are BAME or/and male in disciplinary or performance cases supported by HR. As with other areas of HR casework, numbers do tend to be quite low and are therefore subject to some fluctuation year-on-year, so it is useful to understand what the trending looks like over longer periods of time to identify if there are any underlying issues that require further investigation.

Female		Male		BAME	
53.1%	26 cases	46.9%	23 cases	25.0%	11 cases
Disabled		LGB+		Carers	
27.9%	12 cases	9.3%	<10 cases	7.5%	<10 cases

When considering casework (Employee- and Employer-led), we need to look at variations in our workforce diversity to identify if issues of high representation remain. Differences such as portfolio and service diversity, age diversity and grade diversity are all influencing factors which may have an impact on these figures.

Leavers and New Starters

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

817	Employees left Sheffield City Council in 2021/22.	785	Employees joined Sheffield City Council in 2021/22.
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There were 32 more employees who left Sheffield City Council than who joined in 2021/22. This number does not include employees who have joined the Council under TUPE arrangements, which explains the difference between leavers and new starters and changes in overall headcount.

Leavers and New Starters by Sex

More females left employment at Sheffield City Council than started and a slightly higher number of males joined the organisation than left in 2021/22

Leavers		Starters		Reason for Leaving*	
Female	62.9%	Female	60.6%	Female	
Male	37.1%	Male	39.4%	Employee Led	92.4%
				Employer Led	5.6%
				Male	
				Employee Led	86.5%
				Employer Led	10.9%
514 female employees and 303 male employees left the Council during the reporting period		476 female employees and 309 male employees joined the Council and remained employed by the Council at the end of the reporting period		More males left for employer-led reasons than females	
*Where percentages fall short of 100% in leaving reason above, this is where there are other reasons associated with a leaver.					

Leavers and New Starters by Ethnicity

21.6% of the Council's new starter were from BAME communities which is higher than the Census 2011 profile for BAME communities is Sheffield. It is also higher than the number of BAME employees who left the organisation. Continuing a trend such as this will lead to less underrepresentation of BAME communities within the organisation.

More employees who are BAME started employment with Council than BAME employees who left and the percentage of new BAME starters is slightly over city's BAME demographics.

Leavers		Starters		Reason for Leaving (BAME)	
BAME	15.4%	BAME	21.6%	Employee Led	89.0%
White British	84.6%	White British	78.4%	Employer Led	9.3%
				Other	0.8%
118 BAME employees left the Council during the reporting period		162 BAME employees joined the Council and remained employed by the Council at the end of the reporting period		This very slightly increases the percentage of BAME employees	

Leavers and New Starters by Disability

Again this year more employees who are disabled left employment with the Council than those who started employment. Although there are a number of positives for the Council around support for disabled employees and high declaration levels, it would be prudent to monitor this and understand why disabled employees are leaving the organisation. As the Council has an older workforce who are more likely to acquire a disability because naturally as people age they become more susceptible to acquiring impairments, this is likely to account for a number of employees as they reach retirement age and leave the organisation. It would be useful, however, to understand this data in more detail so that there are no causes for concern among younger age groups leaving the organisation prematurely.

Leavers		Starters		Reason for Leaving (Disabled)	
Disability Declared	13.9%	Disability Declared	11.8%	Employee Led	79.0%
Non-Declared	86.1%	Non-Declared	88.2%	Employer Led	18.0%
				Other	3.0%
100 disabled employees left the Council during the reporting period		86 disabled employees joined the Council and remained employed by the Council at the end of the reporting period		This slightly reduces our workforce diversity for Disability	

Leavers and New Starters by Sexual Orientation

More employees who are LGB+ started employment with the Council than those who left. Younger people have a higher prevalence of identifying as LGB+ so as more younger people join the organisation and older members of the workforce retire it is anticipated that this will increase the number of LGB+ people within the organisation. This can be seen in the number of LGB+ people we have recruited as apprentices and the higher proportion of people under 36 through general recruitment. Monitoring sexual orientation of the workforce by age would give us a greater understanding of prevalence within the organisation and whether or not we need any age specific support for people from these groups.

Leavers		Starters		Reason for Leaving	
LGB+	3.8%	LGB+	5.8%	Employee Led	88.5%
Heterosexual	96.2%	Heterosexual	94.2%	Employer Led	3.8%
				Other	7.7%
26 LGB+ employees left the Council during the reporting period.		42 LGB+ employees joined and stayed with the Council during the reporting period.		This slightly increases our workforce diversity for LGB+	

Leavers and New Starters by Carer Status

More employees who are carers (unpaid) left the Council than carers who started employment with the Council. This does have the potential to be a concerning trend given the Council's age and sex profile so it would be prudent to try to understand why more unpaid carers are leaving the organisation. There are already interventions in place that should help to support unpaid carers in the workplace and the Council should look at ways to continue to offer adjustments and flexibility to employees who need their support with caring responsibilities to remain in the workplace.

Leavers		Starters		Reason for Leaving	
Unpaid Carer	15.8%	Unpaid Carer	9.4%	Employee Led	92.5%
Non-Carer	84.2%	Non-Carer	90.6%	Employer Led	6.6%
				Other	0.9%
106 employees who are carers left the Council during the reporting period		56 employees who are carers joined the Council and remained employed by the Council at the end of the reporting period		This reduces our workforce diversity for carers. This will need to be monitored to make sure that employees are available to take advantage of the Workplace Adjustment Passport so they can meet their caring needs and that the Council is not losing valuable experienced employees where flexibility to support them is available.	

Leavers and New Starters by Age

There are high proportions of employees leaving the Council that are aged 56 and above. The highest proportion of new employees who have started employment with the Council are aged under 36. There is greater diversity amongst the younger population of Sheffield, particularly around BAME and LGB+ communities, and as younger people continue to access opportunities to enter the workforce this could also have a positive impact on the Council's diversity.

Sheffield City Council Leavers			Sheffield City Council Starters		
25 and under	70 employees	8.6%	25 and under	146 employees	18.6%
26 - 35	108 employees	13.2%	26 - 35	226 employees	28.8%
36 - 45	97 employees	11.9%	36 - 45	183 employees	23.3%
46 - 55	130 employees	15.9%	46 - 55	153 employees	19.5%
56 - 65	309 employees	37.8%	56 - 65	74 employees	9.4%
Over 65	103 employees	12.6%	Over 65	3 employees	0.4%
56	Median age of employees who left Sheffield City Council in 2021/22.		37	Median age of new starters in 2021/22.	

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

Most employees left the Council for employee-led reasons.

Leavers - Employee Led			Leavers - Employer Led		
25 and under	53 employees	7.2%	25 and under	17 employees	27.4%
26 - 35	103 employees	14.0%	26 - 35	<10 employees	8.1%
36 - 45	89 employees	12.1%	36 - 45	<10 employees	9.7%
46 - 55	119 employees	16.1%	46 - 55	<10 employees	11.3%
56 - 65	276 employees	37.4%	56 - 65	24 employees	38.7%
Over 65	97 employees	13.2%	Over 65	<10 employees	4.8%

In addition, a small number left for reasons categorised as 'other'.

Recruitment and Selection

Adverts 650	Applied 5,272	Short-listed 1,756	Offered Post 685
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The information below tracks those who have applied for jobs with Sheffield City Council and measures success rates. The request for equality monitoring information appears at application stage and at appointment. Equality monitoring information is not included as part of the assessment process, although as the Council is a Disability Confident Level 2 Employer, we do operate a Guaranteed Interview Scheme for those applicants who declare a disability and meet the minimum essential criteria of a job role. Applicants' information is anonymised where appropriate to lessen the risk of bias entering the process. The information in this section is based on what is declared at application stage. We know that between 25% and 40% of candidates are choosing not to share some, or all, equality monitoring information. We aim to work on encouraging declaration.

We also know that for those where job offers have been made, those not sharing information drops to between 6% and 18%. Therefore, we know more about the diversity of those successful in our recruitment.

42.8%
of all jobs were offered to those under 36

Applicants by age group

	Applicants	Shortlisted	Offers Made
	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	17.2% 626 Applicants	14.8% 210 Applicants	14.0% 81 Applicants
26 - 35	31.7% 1157 Applicants	27.6% 392 Applicants	28.8% 166 Applicants
36 - 45	23.4% 854 Applicants	24.1% 342 Applicants	25.0% 144 Applicants
46 - 55	20.4% 744 Applicants	24% 340 Applicants	22.4% 129 Applicants
56 - 65	7.0% 254 Applicants	8.9% 126 Applicants	9.5% 55 Applicants
Over 65	0.4% 15 Applicants	0.6% <10 Applicants	0.3% <10 Applicants

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

16 - 25	27.4%	36 - 45	17.5%	56 - 65	14.8%
26 - 35	21.2%	46 - 55	19.1%		

Female		Male	
Applications	58.3%	Applications	41.7%
Short-listed	63.7%	Short-listed	36.3%
Offers made	63.4%	Offers made	36.6%

Female applicants are more represented at shortlisted and appointment stages of the recruitment process. There is less representation at shortlisted and appointment stages for males.

The amount of part time roles advertised may have a significant impact on the number of female applicants, reflecting employment trends of females generally applying for and occupying more part time roles than males.

BAME applicants		Disabled applicants	
Applications	27.1%	Applications	8.4%
Short-listed	23.7%	Short-listed	9.1%
Offers made	20.7%	Offers made	9.0%
<p>Applicants who are BAME are highly represented at application stage.</p> <p>Offers of employment are fewer but still higher than overall BAME workforce percentages. There is a significant decrease between applications and appointment which is worth investigating given the lack of promotion and progression, TARAs and management development for BAME colleagues.</p>		<p>Applicants who are disabled are underrepresented at application stage.</p> <p>Offers of employment to disabled applicants are higher than applications but still lower than disabled workforce percentages.</p>	
LGB+ applicants		Applicants who are unpaid carers	
Applications	7.1%	Applications	14.9%
Short-listed	6.5%	Short-listed	16.9%
Offers made	7.4%	Offers made	13.7%
<p>Applicants who are LGB+ are more represented than the Council average at the application stage.</p> <p>Offers of employment to LGB+ applicants are well represented and higher than our current workforce percentages.</p>		<p>Applicants who are unpaid carers are less representative at all stages in the recruitment process.</p>	

Progression and Promotion*

The table below looks at the ways people move upwards through the organisation and whether or not those from marginalised groups are as likely to progress. It is clear that in the main there is an underrepresentation in the last 12 months amongst employees from some groups (BAME, disabled, females) in comparison to those who are part of centred groups (white, male), with the exception of employees from LGB+ groups who are slightly overrepresented.

BAME 13.7% 151 Employees	White British 86.3% 949 Employees
Disabled 10.0% 108 Employees	Non-Disabled 90.0% 967 Employees
LGB+ 4.9% 51 Employees	Heterosexual 95.1% 1000 Employees
Unpaid Carer 11.1% 113 Employees	Non-Carers 88.9% 906 Employees
Female 44.3% 508 Employees	Male 55.67% 638 Employees

* Contract Changes identified that would assume either progression or promotion are: Grade and Hours Increase, Grade Increase, Grade Increase-Hours Decrease, Temporary Grade Increase

Temporary Additional Responsibility Allowance

Sometimes our employees are asked to temporarily act up and take on more senior responsibilities when opportunities arise. They are given a temporary additional responsibility allowance (TARA) for doing so. These can sometimes be referred to as Honorariums. The data below demonstrates that TARAs have underrepresentation for BAME and disabled employees with regard to workforce profile, although the data for disabled employees is only slightly under the workforce profile and therefore less of a concern. It would be useful to understand the portfolios in which TARAs are offered and undertaken as this may help understand the data further. There is a slight underrepresentation of unpaid carers although improvements in the Council's offer around flexible working should help to address this.

	Count	
BAME	95	14.0%
White British	586	86.0%
Unknown	9	
Prefer not to say	20	
Grand total	710	

	Count	
Disability Declared	79	11.8%
Non-Disabled	589	88.2%
Unknown	42	
Grand total	710	

	Count	
LGB+	33	5.1%
Heterosexual	610	94.9%
Prefer to self-describe	1	
Prefer not to say	33	
Unknown	33	
Grand Total	710	

	Count	
Unpaid Carer	91	14.6%
Non-Carer	534	85.4%
Prefer not to say	7	
Unknown	78	
Grand total	710	

	Count	
Female	422	59.44%
Male	288	40.56%
Grand total	710	

	Count	
Grades 1 - 5	237	33.4%
Grades 6 - 9	352	49.6%
Other Grades	107	15.1%
Senior Grade	14	2.0%
Grand total	710	

Learning & Development

Recruitment, Selection & Retention

Focused recruitment, selection and retention activity are cornerstones of our aim to have a workforce that is reflective of our customers, the citizens of Sheffield.

624	Number of offer letters sent	28	Managers accessing recruitment and selection training (4.5%)
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Our recruitment and selection learning and development offer has been refreshed this year. It has been updated to include a greater focus on the principles of inclusive recruitment and improved information on equality, diversity and how bias can negatively impact on recruiting decisions. The training is now mandatory for all managers who wish to undertake recruitment activity for their teams as the Council is looking to remove bias from these processes and apply its recruitment processes more consistently.

Induction to Sheffield City Council

There were 725 new starters in the reporting year and just over half of new starters completed their full induction. There is work being undertaken in HR to improve the onboarding and induction of new employees. Recruiting managers are encouraged to ensure that all elements of inducting new employees are completed, including objective setting, introductions to systems and processes and regular 1-2-1s. We also know that a large proportion of employees complete this course later on in their employment with SCC.

392 (54.1%) new starters completing this course

462 (63.7%) all employees completing this course

Percentage of Personal Development Reviews completed

8.1% of employees went through the PDR process in the reporting year compared to 10% the year before. This is extremely low and work is already being undertaken to address this issue. Since April 22 the number of PDRs completed has already exceeded the totals for the last two financial years. It is important to monitor this and to analyse the disaggregated equality monitoring data. There is an underrepresentation for BAME employees in key areas for personal development that will impact on BAME employees' ability to progress through the organisation and become more representative in management and chief officer grades. We aim for all employees to have annual PDRs to support their Learning and Development plan.

Manager Development Programmes

Sheffield City Council is committed to investing in its managers, and upskilling managers in good diversity and inclusion practices. The Middle Manager Development Programme gives managers, or those aspiring to be middle managers, access to the development opportunities needed to perform at their best, as part of a modern, flexible and creative organisation. Due to the pandemic these programmes did not run during this reporting period but have resumed during the Autumn of 2021 with Leadership and Middle Manager Conferences both taking place, and this data will be reflected in the 2022-2023 Workforce Employee Report.

Institute of Leadership and Management courses (Level 2 – 5)

83 employees attended these courses gaining the skills and knowledge to lead, organise and motivate teams.

Female	63.9%
Male	36.1%
BAME	13.4%
Disability Declared	13.9%
LGB+	5.1%
Unpaid Carer	13.7%

When measuring diversity of employees completing these courses, there is an underrepresentation of employees who are BAME and also of those who are unpaid carers. The data is positive for LGB+ and disabled employees who are overrepresented here in comparison to the workforce profile. However, these courses are not currently running.

The following information looks at numbers on courses. The data sets only reflect training completed in the reporting year and therefore some employees may have completed the course over the last few years. It is not currently necessary to repeat courses. However, we would encourage employees to refresh their knowledge periodically.

It is important to note that some learners complete more than one course, and they are counted each time they complete a course. The data below reflects employees undertaking the EDI courses available throughout this reporting period for both managers and employees, and the courses were:

1304	Equality, Diversity & Inclusion for Managers (2 courses) Number of Managers in the workforce	1000	% of Managers that Attended (76.7%)
6832	Equality, Diversity and Inclusion training Number of employees in the workforce (excluding 1304 managers)	6209	% of employees completing this training (90.9%)

Leadership Conferences

In 2021-22 the Council held conferences for middle managers and senior leadership. There were 214 attendees at the Middle Manager conference. And 69 at the Senior Leadership Conference:

Attendees by Age Range				
26-35	36-45	46-55	56-65	Total
3.89%	28.62%	43.46%	24.03%	100.00%

Attendees by Sex		
Female	Male	Grand Total
57.60%	42.40%	100.00%

Attendees by Ethnicity			
BAME	Unknown	White British	Grand Total
8.83%	2.83%	88.34%	100.00%

Attendees by Disability Status			
Disability Declared	Non-Disabled	Unknown	Grand Total
7.77%	88.69%	3.53%	100.00%

Gender Pay Gap 2021

The pay gap has remained at 3.12. The mean Gender pay gap is now standing at 0.94 in favour of females from 4.26% in favour of males in 2018.

Since the first Pay Gap submission in 2018 there has been incremental progression in place. This has allowed for an even distribution of progression across the grade bandings.

Median Pay Gap 2021

Median	Number of Males	Median Male Basic	Number of Females	Median Female Basic	Difference %
lower quartile	765	£10.39	1257	£10.63	-2.30
lower middle quartile	769	£13.71	1148	£13.71	0.00
upper middle quartile	902	£16.06	1069	£16.53	-2.94
upper quartile	693	£23.13	1269	£22.58	2.36
Total SCC	3129	£15.10	4743	£14.63	3.12

- The median pay gap is the middle point of earners for both sexes. There is a disparity in that the median pay for males is higher. This is likely due to males taking up a higher proportion of full-time roles which means that this would present them with greater opportunities to progress through the organisation as females take up a greater proportion of part time employment within the lower grades, particularly in customer facing roles. Females are also more likely to pick up caring responsibilities which can mean less flexibility and opportunities for development.

Mean Gender Pay Gap 2022

Mean	Number of Males	Average Male Basic	Number of Females	Average Female Basic	Difference %
lower quartile	765	10.63	1257	10.84	-2.01
lower middle quartile	769	13.74	1148	13.64	0.75
upper middle quartile	902	16.67	1069	16.90	-1.37
upper quartile	693	24.49	1269	23.83	2.73
Total SCC	3129	16.21	4743	16.36	-0.94

Disability Pay Gap 2021/22

Mean Disability Quartile	Number of Non-Disabled	Median Non-Disabled	Number of Disabled Declared	Median Disabled Declared Basic	Difference %
lower quartile	1520	10.80	208	10.80	0.03
lower middle quartile	1542	13.68	213	13.64	0.31
upper middle quartile	1612	16.79	201	16.78	0.06
upper quartile	1586	24.17	207	23.38	3.28
Total	6260	16.44	829	16.12	1.95

- Where there is a positive figure at each quartile this shows the percentage points by which non-disabled people are paid more than disabled people. For example, the grand total shows that on average non-disabled people are paid 1.95% more than disabled people. Although there has been some positive movement in grade 10-11 and Chief Officer grades they are still underrepresented at this level and in progression and promotion and recruitment appointments.

Median	Number of Non-Disabled	Median Non-Disabled	Number of Disabled Declared	Median Disabled Declared Basic	Difference %
lower quartile	1520	10.60	208	10.60	0.00
lower middle quartile	1542	13.71	213	13.71	0.00
upper middle quartile	1612	16.26	201	16.06	1.25
upper quartile	1586	23.13	207	22.58	2.36
Total	6260	15.12	829	15.04	0.54

- The median shows the middle point of earners so £15.04 shows that 50% of the disabled workforce earns above this amount per hour which is 0.54% lower than the median for non-disabled staff. The key disparities remain in the Upper Middle and Upper Quartiles due to underrepresentation amongst the higher earning grade particularly grades 10-11 and Chief Officer grades.

Ethnicity Pay Gap

BAME Median Pay Gap 2021/22

BAME Quartile	Number of White British	Median White British Basic	Number of BAME	Median BAME Basic	Difference %
lower quartile	1488	10.60	307	10.73	-1.26
lower middle quartile	1542	13.71	311	13.71	0.00
upper middle quartile	1591	16.26	295	16.52	-1.61
upper quartile	1589	23.13	288	22.58	2.36
Total	6192	15.12	1201	14.63	3.25

- The median is the middle value in terms of wage earners so in terms of the grand total of BAME staff earn 3.25% less than their White British colleagues at the median – so 50% of earners are above and below this point in the workforce.

BAME Mean Pay Gap 2021/22

BAME Quartile	Number of White British	Mean White British Basic	Number of BAME	Mean BAME Basic	Difference %
lower quartile	1488	10.78	307	10.90	-1.10
lower middle quartile	1542	13.68	311	13.63	0.38
upper middle quartile	1591	16.80	295	16.84	-0.22
upper quartile	1589	24.17	288	23.39	3.25
Total	6192	16.48	1201	16.06	2.54

- This table shows the mean basic wage for staff in the 4 quartiles. Although BAME staff in the Lower Quartile and Upper Middle Quartile earn more than their White British colleagues the significant gap in the Upper Quartile means that overall White British staff earn 2.54% more than their BAME colleagues.

Ethnicity Median Pay Gap 2022

- This table shows the breakdown for the median pay gap in terms of Ethnicity with headcounts for each ethnicity and quartile. Asian/Asian British is substantially lower than White British at 9.35% lower, Black/Black British is 2.55% lower and Other Ethnic Group outperform White British by 6.20% due to a higher proportion of staff from this ethnicity in the upper quartile of earners. Conversely, since there is a greater number of Asian/Asian British staff in the lower quartile of earners, this has a significant impact on the median hourly rate.

	Asian/Asian British		Black/Black British		Mixed/Multi Heritage		Other Ethnic Group		White British		Asian/Asian British	Black/Black British	Mixed/Multi Heritage	Other Ethnic Group
	Count	Median Hourly Rate	Count	Median Hourly Rate	Count	Median Hourly Rate	Count	Median Hourly Rate	Count	Median Hourly Rate				
lower quartile	110	10.60	73	10.60	43	11.20	72	10.81	1471	10.60	0.00	0.00	-5.74	-2.00
lower middle quartile	84	13.71	90	13.71	44	13.71	67	13.71	1463	13.71	0.00	0.00	0.00	0.00
upper middle quartile	59	16.06	97	16.95	59	16.53	84	16.26	1672	16.26	1.25	-4.23	-1.65	0.00
upper quartile	70	21.56	64	21.66	46	23.13	96	23.13	1601	23.13	6.80	6.34	0.00	0.00
Total	323	13.71	324	14.74	192	15.12	319	16.06	6207	15.12	9.35	2.55	0.00	-6.20

Proportion per Ethnicity Group 2022

- This table shows the comparison between ethnicities in terms of the percentages of the workforce that sits in each quartile with a higher percentage of Asian/Asian British in the lower quartile and Other Ethnic Group in the Upper Quartile.

	Asian/Asian British	Black/Black British	Mixed/Multi Heritage	Other Ethnic Group (Including White Other)	White English/Welsh/Scottish/British/Northern Irish
lower quartile	30.88%	23.17%	18.69%	27.12%	24.03%
lower middle quartile	28.53%	28.15%	29.91%	17.65%	24.61%
upper middle quartile	16.18%	29.91%	30.37%	23.86%	25.68%
upper quartile	24.41%	18.77%	21.03%	31.37%	25.66%

Terminology

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 explained below.

Appendix 1 Terminology

Portfolio	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).
Headcount	The number of Sheffield City Council employees regardless of hours worked.
The Equality Act 2010	The legislation that 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.
Protected characteristics	<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">AgeDisabilitySex reassignmentPregnancy and maternityRace (colour, ethnicity and nationality)Sex (women and men)Sexual orientationMarriage and civil partnership (eliminate discrimination only)Religion or belief (including no religious belief)
BAME Employees	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).
LGB+ Employees	Employees who self-define as lesbian, gay, bisexual, or other (all other non-heterosexuals).
Disabled employees	Employees who define themselves as disabled.
Definition of disability	A person is disabled under the Equality Act 2010 if they have a

under the Equality Act 2010

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 - eg, it takes longer 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.

**Gender Re-assignment/
Transgender**

Under the Equality Act 2010, a person has the protected characteristic of gender reassignment if they are proposing to undergo or 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.

Carers

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.

Difficult to measure data

Throughout this report we compare certain sample data to the workforce. Sometimes the sample is too small to do this properly. For example: 11.3% 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 11.3% "yes" response for the whole of SCC.

**HR Employee/
Employer Led Process**

An Employee Led process is a procedure initiated by an employee that has HR involvement other than general advice, i.e. Dignity and Respect or Grievance. An Employer led process is a procedure initiated by Management with support from HR i.e. Performance, Disciplinary, Managing Absence.

Chief Officers

Chief Officers are the most senior Officers in the Council and paid on the Directors Grading structure. Data in this report relating to Chief Officers also now includes some most senior officers on "Other Grades" due to other terms and conditions associated with their job.

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