

Council, 7 December 2016

Annual HR Equality and Diversity statistics report 2016

**Introduction**

The purpose of this paper is to present an annual analysis of Equality and Diversity data for HCPC employees and partners to the Council for information.

**Decision**

The Council is requested to note the paper. No decision is required.

**Financial implications**

None

**Resource implications**

None

**Date of paper**

23 November 2016

## **HR Equality and Diversity Data 2016**

### **Introduction**

All applicants for employee and partner roles at the HCPC are asked to complete a voluntary equal opportunities and diversity monitoring form, which is appended to their application forms.

The data provided on the form by all applicants is stored securely and confidentially on the HR database. The forms however are securely destroyed.

The form requests equality data covering a number of categories, including gender, age, ethnic background, disability, marital status, religion and sexual orientation. The data is then collated and analysed for this annual report.

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## **1. Employees June 2016**

Employee data is collected at 1 June for the previous 12 months. At 1 June 2016, there were 238 employees at the HCPC, 15 more and an almost 7% increase in headcount compared with June 2015.

Each section provides a chart setting out the percentage scores for each of the equality and diversity categories, along with a table with a five year comparison of the category.

### **1.1 Gender**

The organisation's gender make up continues to be female in the majority, at 63% female and 37% male. This is slight reverse trend of 1% against each category when compared to the previous year, following two years of successive increases.

The 2011 census data provided by the ONS for London Boroughs (Lambeth, Southwark and Lewisham) cites a 50% to 50% split of women to men in these boroughs.

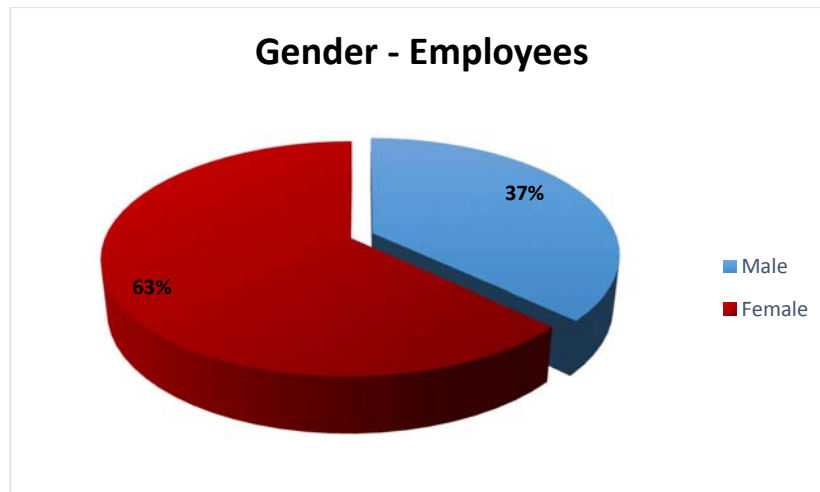


Fig. 1

	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>
<b>Female</b>	63%	64%	61%	59%	57%
<b>Male</b>	37%	36%	39%	41%	44%

### **1.2 Age Range of Employees**

The average age of employees at 1 June 2016 increased slightly from 35 to 36. It had been at 35 for the previous 5 years. The largest group is age range 25-30 at 27% compared to 32% last year, almost all other categories increased by 1-2% except 18-24 and 41-50 which decreased by this amount.

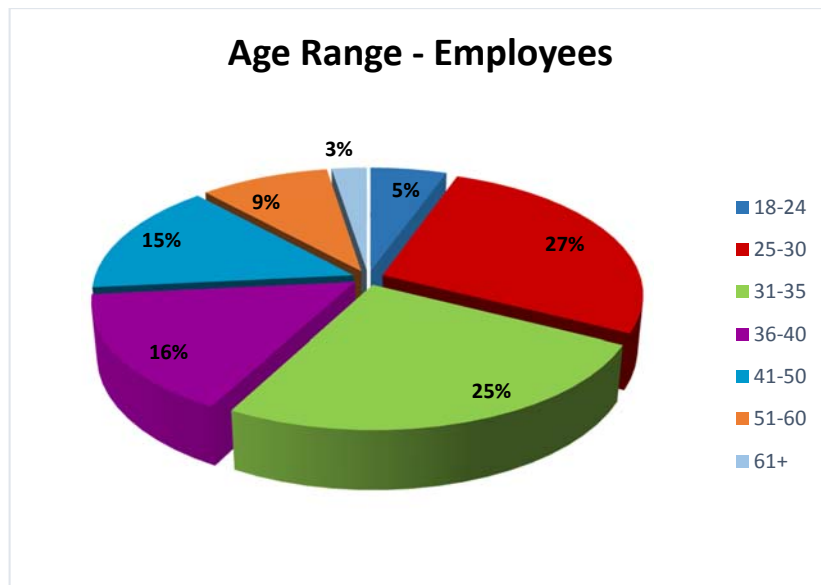


Fig. 2

	2016	2015	2014	2013	2012
<b>18-24</b>	5%	7%	7%	9%	6%
<b>25-30</b>	27%	32%	32%	31%	36%
<b>31-35</b>	25%	23%	23%	23%	20%
<b>36-40</b>	16%	14%	14%	13%	15%
<b>41-50</b>	5%	7%	15%	15%	13%
<b>51-60</b>	9%	8%	8%	8%	8%
<b>61+</b>	3%	2%	2%	2%	1%

### 1.3 Ethnic Background of Employees

The number of employees who state their ethnic origin as 'white' increased by 5% on the previous year. The previous year also saw an increase of 5%, which followed three years of successive decreases.

Employees stating their ethnic origin as 'black' increased by 1% to 20%, which followed two years of decreases (2% and 3%).

Employees stating their ethnic origin as 'Chinese' increased from 1% to 2% and employees stating their ethnic origin as 'Mixed' increased 6% to 8%.

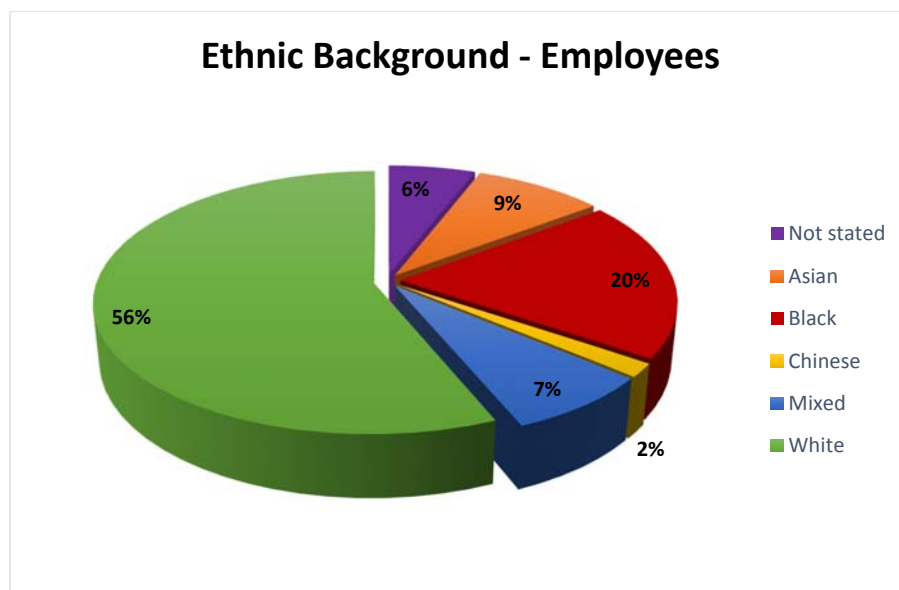


Fig. 3

	2016	2015	2014	2013	2012
<b>Asian</b>	9%	9%	7%	6%	8%
<b>Black</b>	20%	19%	21%	24%	19%
<b>Chinese</b>	2%	1%	2%	2%	1%
<b>Mixed</b>	7%	6%	7%	6%	8%
<b>White</b>	56%	51%	46%	51%	59%
<b>Not stated</b>	6%	14%	17%	10%	4%

The organisation continues to represent the ethnic make-up of the surrounding boroughs in all categories with the exception of 'Black' which appears slightly under represented. See fig. 4 below.

Fig. 4 **ONS Census Data 2011 – Ethnic Group %**

	Lambeth	Southwark	Lewisham	HCPC
Asian	5	7	7	9
Black	26	27	27	20
Chinese or other	2	3	2	2
Mixed	8	6	7	8
White	57	54	54	56
Other Ethnic Group	2	3	3	0

## 1.4 Employees with a Disability

The percentage of employees with a declared disability has returned to 3%, the level it was at for some years, prior to last year when it decreased to 2%.

The HCPC has recently transferred its membership of the 'two ticks' – positive about disability scheme to the new Disability Confident scheme and will work to demonstrate its principles throughout our recruitment and employment processes.

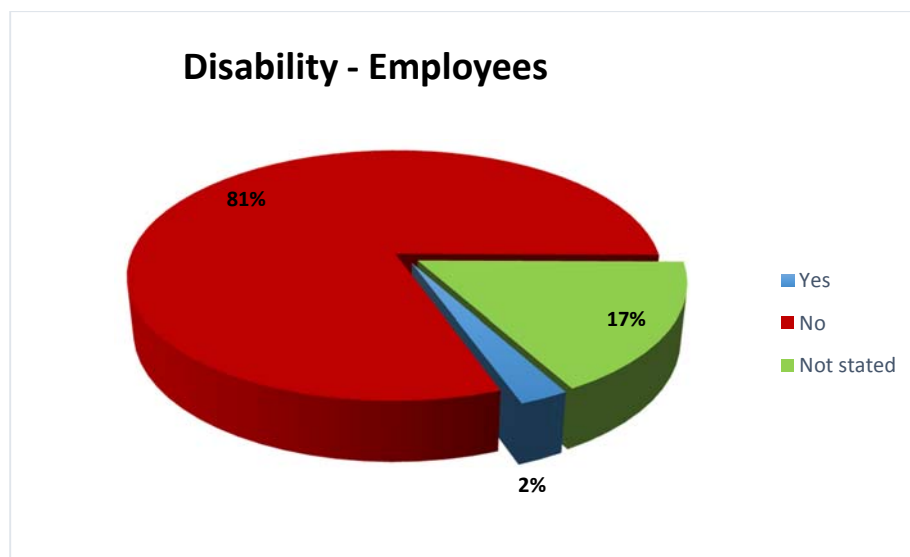


Fig. 5

Disability	2016	2015	2014	2013	2012
Yes	2%	2%	3%	3%	3%
No	81%	79%	78%	89%	94%
Not stated	17%	19%	19%	8%	3%

Data about disabilities of the population in the surrounding boroughs suggests the HCPC's number of employees declaring a disability may be low. 17% of employees did not state whether or not they could declare a disability.

Due to the nature of this category it is difficult to know the true percentage of people who would be able to carry out full or part time work at the HCPC. The focus here is on row 2 - members of the population whose day to day activities are limited a little.

Fig. 6 **ONS Census Data 2011 – Disability %**

	Disability Type	Lambeth	Southwark	Lewisham
1	Day-to-day activities limited a lot	6	7	7
2	Day-to-day activities limited a little	7	7	7
3	Day-to-day activities not limited	87	86	86

## 1.5 Marital Status of Employees

Employees stating their marital status as single remains the highest at 47%, a slight 3% reduction on the previous year following increases in the two preceding years, which may be in line with the slight shift in the age categories (above). The marriage category has increased slightly by 2%, whilst the partner category has decreased by 1%, following two years of decreases.

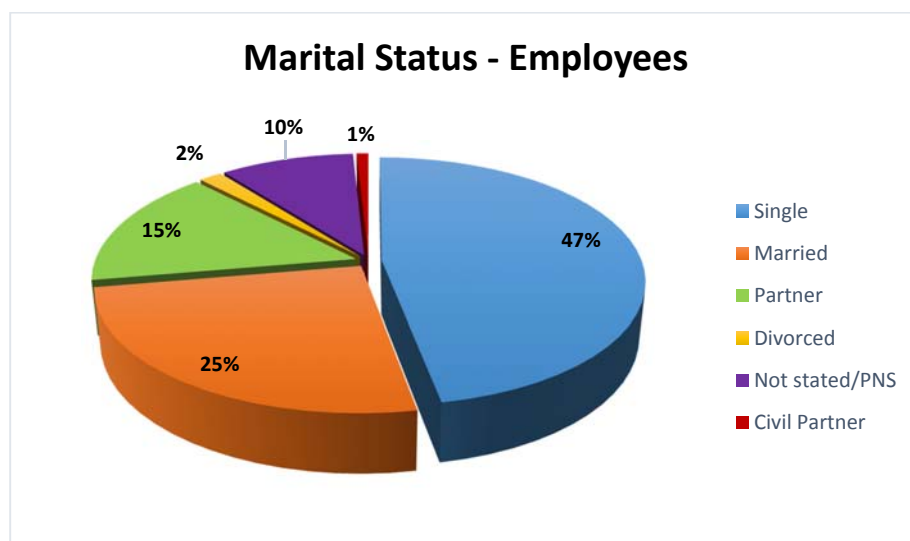


Fig. 7

	2016	2015	2014	2013	2012
<b>Single</b>	47%	50%	50%	45%	49%
<b>Married</b>	25%	23%	22%	24%	22%
<b>Partner</b>	15%	14%	16%	18%	18%
<b>Divorced</b>	2%	1%	1%	1%	2%
<b>Civil Partner</b>	1%	1%	-	-	-
<b>Not stated</b>	10%	11%	11%	10%	9

## 1.6 Part time and Flexible working

The HCPC has had an increased amount of interest from employees over the past year with respect to part time and flexible working and has received and approved an increased number of requests.

Employees have also expressed interest in the HCPC furthering its flexible working offering. Employees have recently been consulted and proposals for improving the options will be considered over the coming months.

From the formal flexible working requests made and agreed, 26% of employees (58) are working some sort of flexible working arrangement. This compares with 18% in the previous year.

### Part Time Working

As at 1 November 2016, 23 employees (9.5%) were working on a part-time basis.

#### Compressed Hours

7 employees (3%) were working full time hours over fewer (usually 4) days per week.

#### Flexible Working (full time)

8 or 3% were working an adapted working pattern over two weeks or more, to enable them to work fewer days over the same period e.g. full time hours over 9 days in each fortnight, taking the tenth day as a day off.

#### Varied Working Hours

22 or 9% of employees were working full time with an adjusted daily working pattern to suit their responsibilities outside of work e.g. Weekly hours of 09.00 – 17.00 Monday to Wednesday and 08.00 – 16.00 Thursday to Friday.

#### Work from Home

Another 22 or 9% of employees had a formal working from home arrangement in place, which typically consists of them working from home one day per week, some of which coincided with another type of flexible working e.g. part time.

There are many more informal ad hoc working from home arrangements in place across departments.

#### **Previous Year's comparison:**

<b>Flexible working Type</b>	<b>2016</b>	<b>2015</b>
Part Time	9.5%	7.2%
Compressed Hours	3%	2%
Flexible Working	3%	4.5%
Varied Working Hours	9%	7.6%
Work from Home	9%	7.6%

### **1.8 Sexual Orientation**

The sexual orientation of employees at the HCPC remains largely the same as the previous three years. The most significant change is to 'gay man' category which increased from 3% to 4%. The number of employees not stating in this category also remains high at 27%.



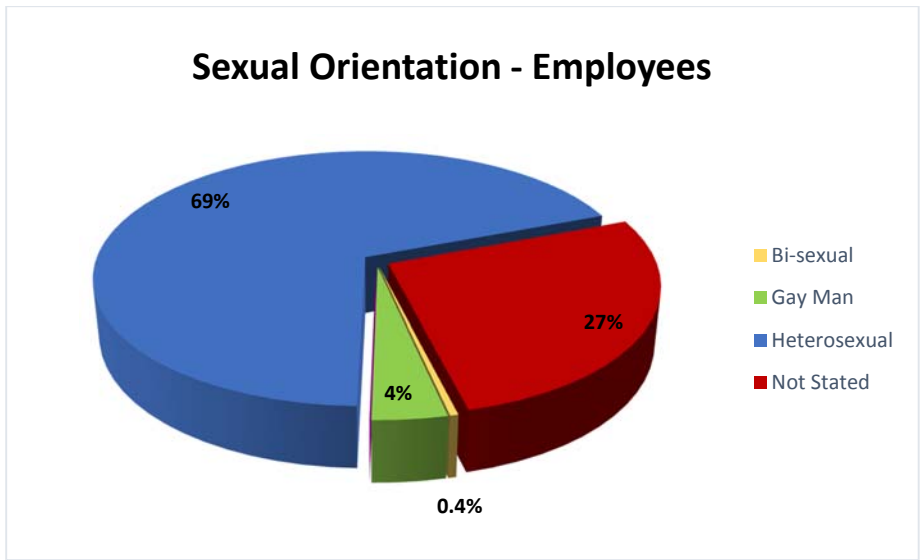


Fig. 8

	2016	2015	2014	2013	2012
<b>Bi-sexual</b>	0.4%	0.4%	0%	1%	1%
<b>Gay Man</b>	4%	3%	3%	2%	2%
<b>Gay woman</b>	0%	0%	0.5%	0%	0%
<b>Heterosexual</b>	69%	68%	63%	62%	61%
<b>Not stated</b>	27%	29%	33%	35%	36%

### 1.9 Religious Belief

Christianity remains the largest stated religion at 32%, a 1% increase on the previous year. All other categories remained almost the same compared to the previous year, most notably Muslim increased from 3% to 4%.

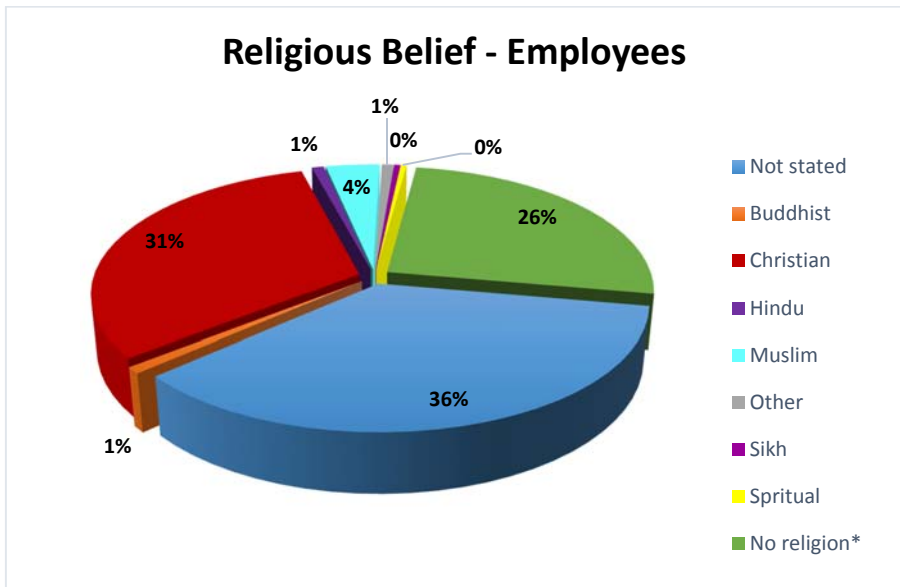


Fig. 9

	2016	2015	2014	2013	2012
<b>Buddhist</b>	1%	1%	1%	2%	1%
<b>Christian</b>	31%	30%	32%	34%	28%
<b>Hindu</b>	1%	1%	1%	1%	2%
<b>Muslim</b>	4%	3%	3%	3%	2%
<b>Sikh</b>	1%	0.4%	0.5%	0%	0%
<b>Spiritual</b>	0.4%	0%	-	-	-
<b>Other</b>	1%	1%	0.5%	1%	2%
<b>No religion</b>	26%	26%	15%	21%	25%
<b>Not stated</b>	36%	35%	41%	40%	40%

**Fig. 10 ONS Census Data 2011 – Religious Belief %**

Religion	Lambeth	Southwark	Lewisham	HCPC
Buddhist	1	1	1	1
Christian	53	53	53	32
Hindu	1	1	2	1
Muslim	7	9	6	4
Jewish	0	0	0	0
Sikh	0	0	0	0
Any other religion	1	0	1	<1
No religion	28	27	27	26
Religion not stated	9	9	9	36

## 1.10 Diversity statistics by pay band

This sections shows data collected on pay bands by gender, ethnicity and age range. The distribution of age and gender across pay bands is similar to 2015. There has been some change in the distribution of ethnic background by pay band since 2015, so the 2015 table is reproduced below for comparison.

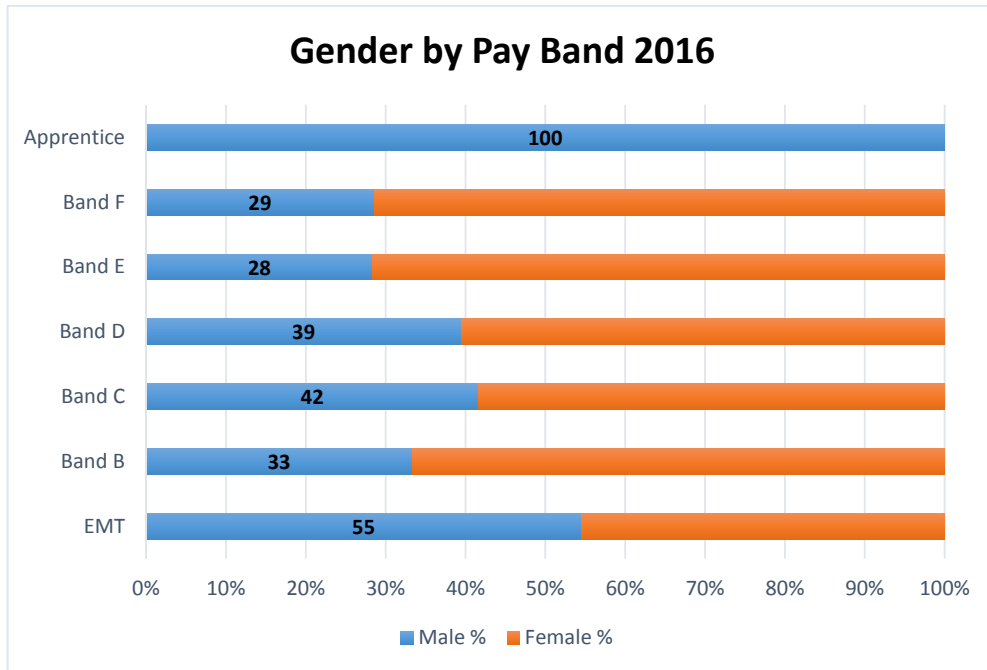


Fig. 11

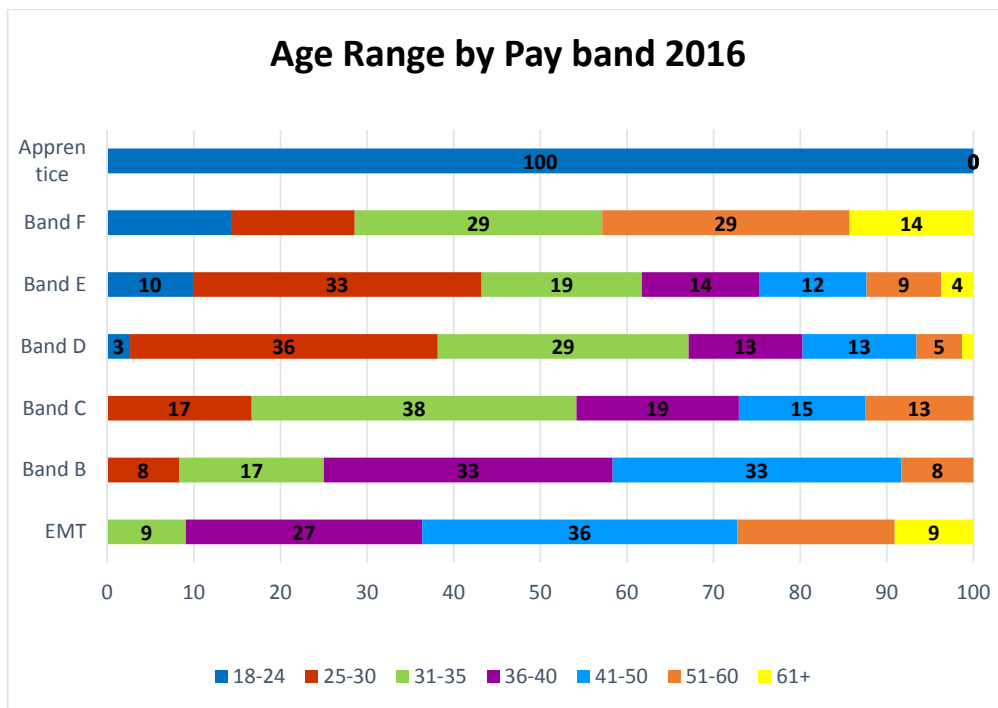


Fig. 12

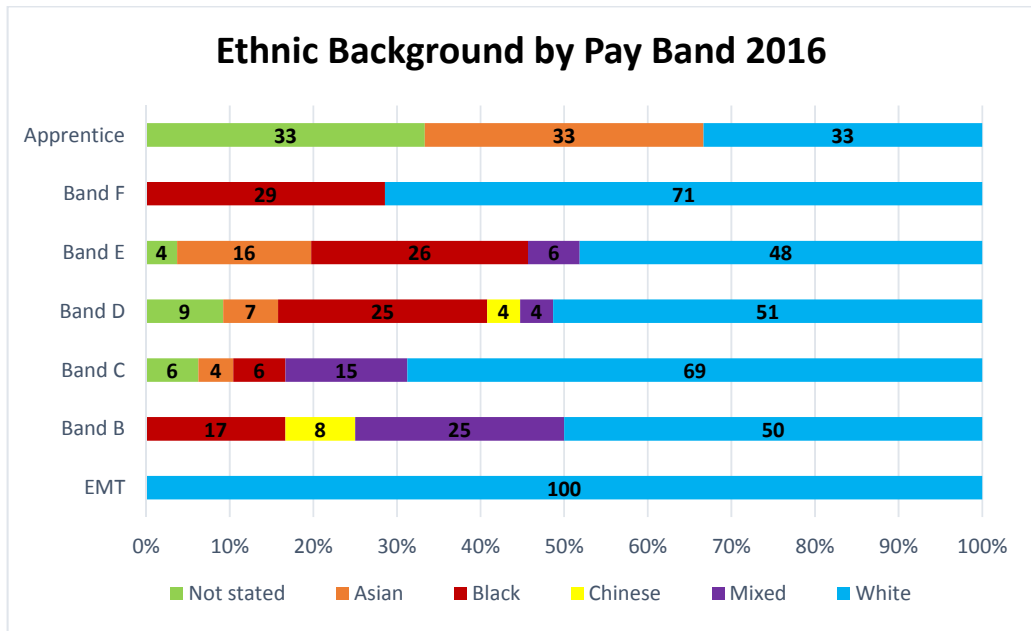


Fig. 13

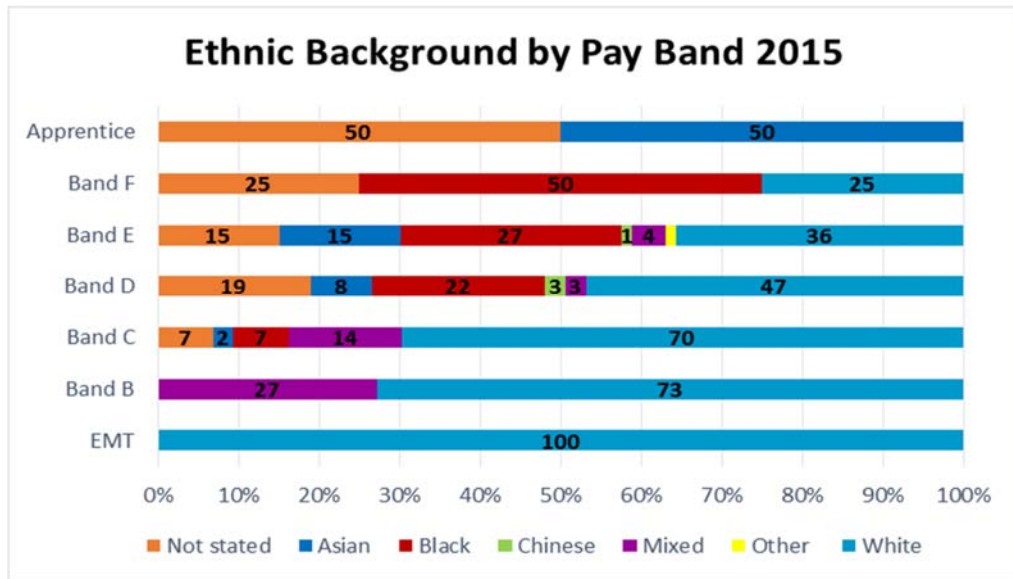


Fig. 14 Employee Numbers by Pay Band 2016

Pay Band	Number of Employees
EMT	11
Band B	12
Band C	48
Band D	76
Band E	81
Band F	7
Apprentice	3
<b>Total</b>	<b>238</b>

## **2. Job Applicants 2015/2016**

Job applicant data was collected between 1 June 2016 and 31 May 2016.

There were 1176 applications for 71 roles within the period, which showed that there were more applicants for fewer (17%) vacancies when compared to the previous year (2014-2015 1112 applicants for 86 roles). This figure however does account for the number of times one vacancy has a single campaign run for it, which can be two to three times depending on the circumstances. 73 offers of employment were made.

### **2.1 Gender**

The gender of applicants remains female in the majority, however the figure of female applicants has reduced by 9% compared to the previous year from 63% to 54% (a return to the figure of two years ago), the male applicant figure has only increased by 2% whilst the number preferring not to state has increased from 4% to 11% when compared to the previous year.

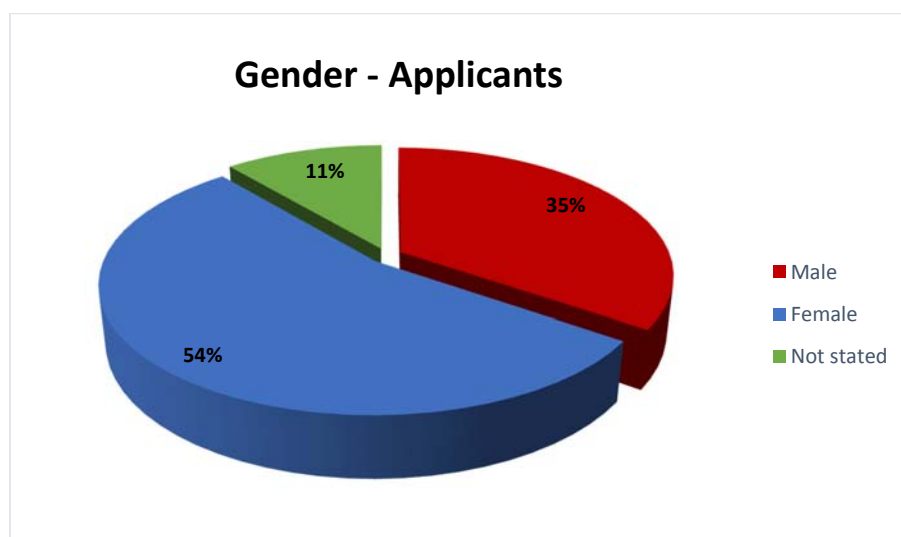


Fig. 15

	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>
<b>Male</b>	35%	33%	43%	41%	34%
<b>Female</b>	54%	63%	54%	56%	59%
<b>Transgender</b>	0%	0%	0%	0%	0%
<b>Not stated</b>	11%	4%	3%	4%	7%

## 2.2 Age Range of Applicants

Of the applicants who answered this question, the average age of job applicants was 34, which is in line with last year's figure of 33.5. The largest group of applicants by age continues to be 25-30, followed by 31-35, which correlates with the largest groups of employees by age.

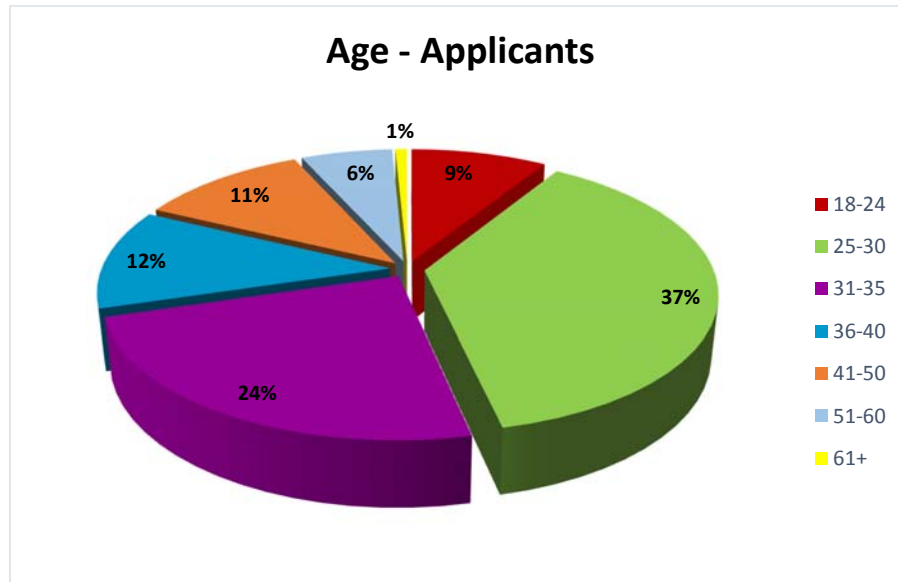


Fig. 16

	2016	2015	2014	2013	2012
<b>18-24</b>	9%	5%	52%	7%	8%
<b>25-30</b>	37%	33%	17%	23%	20%
<b>31-35</b>	24%	30%	9%	12%	9%
<b>36-40</b>	12%	14%	6%	8%	31%
<b>41-50</b>	11%	11%	7%	9%	10%
<b>51-60</b>	6%	6%	3%	5%	6%
<b>61+</b>	1%	1%	0.3%	0%	0%

## 2.3 Ethnic background

43% of applicants chose not to state their ethnic background, an increase of 8% on the previous year.

Of those applicants who did state their ethnic origin, 'white' remains the largest category chosen by applicants, although it decreased by 10% on the previous year which could be attributed in part to the increase in applicants not stating. The number of applicants who stated their ethnic background as 'black' decreased remained consistent to the previous year at 13% (12% in 2015).

The number of job applicants who stated their ethnic background as 'Mixed' decreased quite largely from 15% to 3%. The remaining ethnic groups remained largely the same.

With an increased in the candidates not answering this question, this is likely to be a less accurate reflection of the actual ethnic background of applicants.

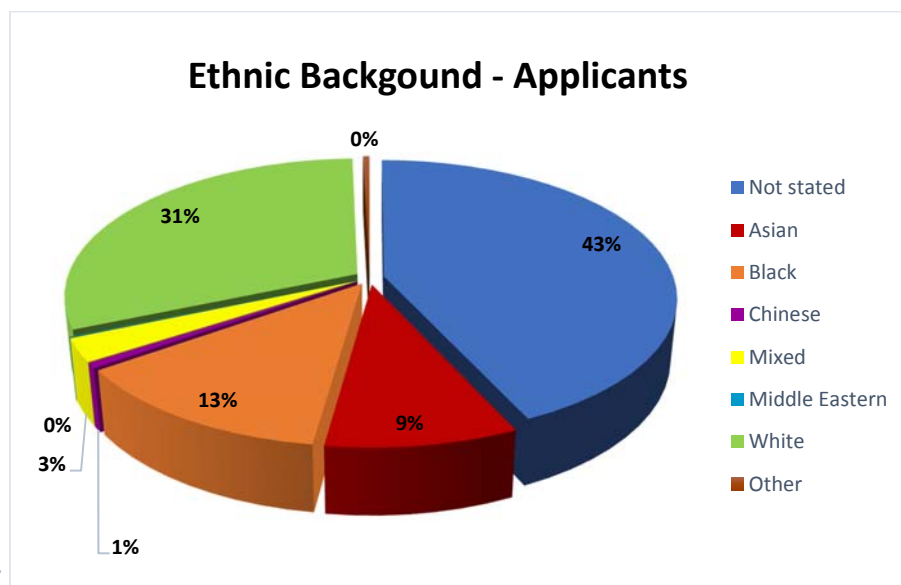


Fig. 17

	2016	2015	2014	2013	2012
<b>Asian</b>	9%	7%	10%	11%	10%
<b>Black</b>	13%	12%	14%	21%	24%
<b>Chinese</b>	1%	2%	2%	2%	2%
<b>Mixed</b>	3%	1%	3%	4%	6%
<b>White</b>	31%	41%	18%	38%	43%
<b>Not stated</b>	43%	36%	53%	24%	15%

## 2.4 Disability

5% of applicants declared a disability, which is a slight increase on the 3 previous years (4%). 38% of applicants did not state their answer to this question, which is an increase of 8% on the previous year and also suggests that we may not have a clear understanding of disabilities held by applicants.

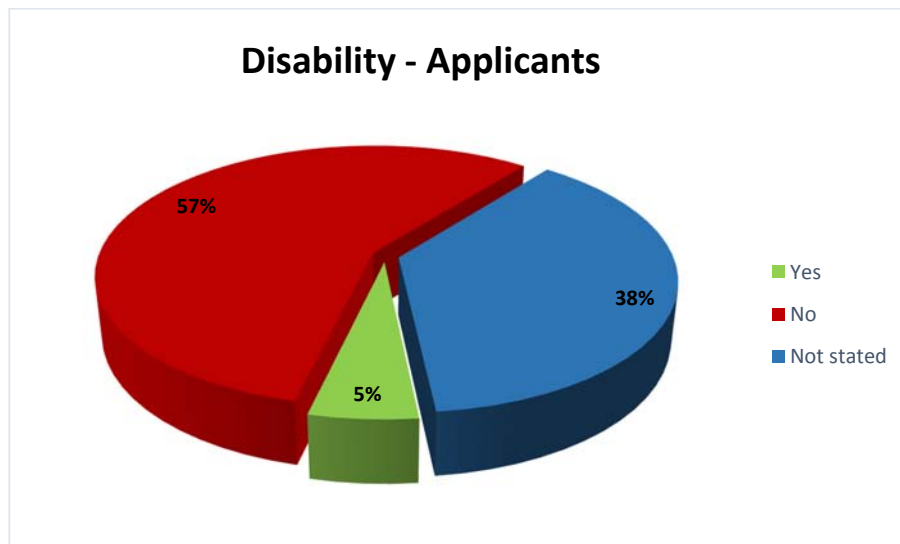


Fig. 18

Disability	2016	2015	2014	2013	2012
Yes	5%	4%	3%	4%	3%
No	57%	66%	42%	78%	85%
Not stated	38%	30%	54%	18%	12%

## 2.5 Religious Belief

The number of applicants not stating a religious belief has increased by 10% on the previous years.

Christianity remains the largest religious belief group stated by job applicants at 34%, although this is an 8% decrease compared to the previous year. Job applicants who reported their religious belief as 'Muslim' increased from 3% to 4%, following a decrease of 5% in the previous year. The other categories remained largely the same as the previous year.



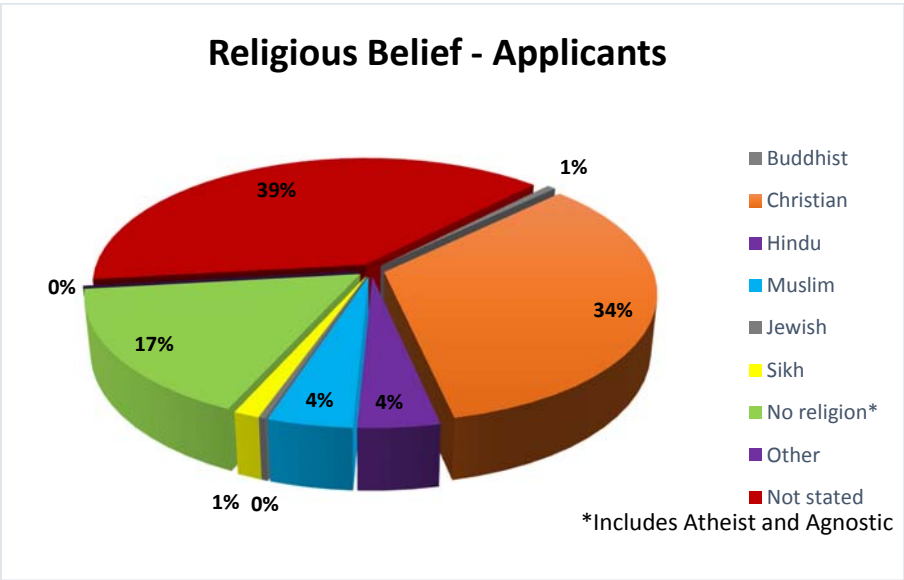


Fig. 19

	2016	2015	2014	2013	2012
<b>Buddhist</b>	1%	1%	1%	1%	1%
<b>Christian</b>	34%	42%	39%	43%	42%
<b>Hindu</b>	4%	3%	4%	4%	4%
<b>Muslim</b>	4%	3%	5%	6%	4%
<b>Jewish</b>	0.3	0%	0%	0.1%	0.1%
<b>Sikh</b>	1%	1%	1%	1%	1%
<b>Other</b>	0%	3%	2%	13%	5%
<b>No religion</b>	16%	18%	15%	6%	17%
<b>Not stated</b>	39%	29%	31%	26%	26%

## 2.6 Sexual Orientation

Heterosexual remains the largest sexual orientation group but has again on the previous year, 65% this year compared with 76% last year and 78% the year before.

The number of applicants declaring their sexual orientation as 'Gay man', 'Gay woman' or 'bisexual' all stayed roughly the same, with the 'Gay man' category being chosen by 1% more than the previous year. 30% of applicants preferred not to answer this question, which was a 7% increase on the previous year's figure.

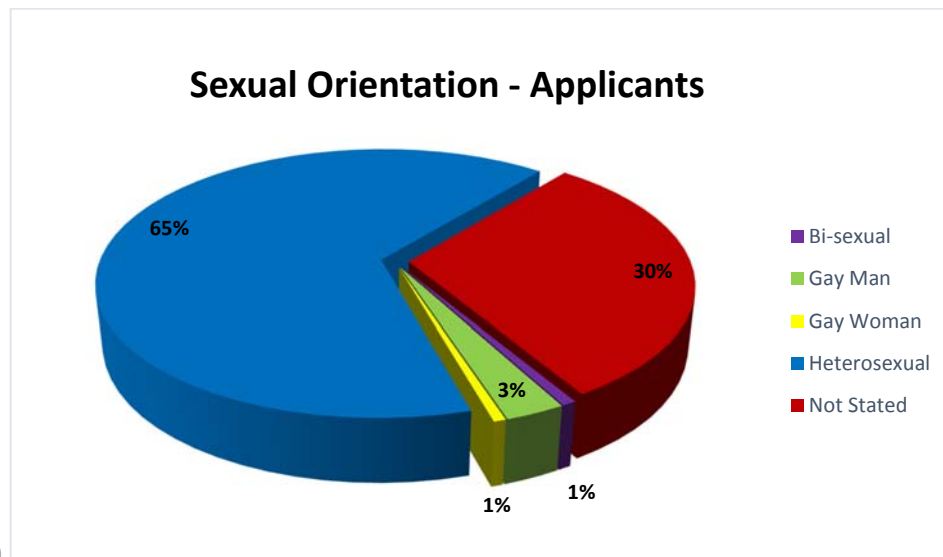


Fig. 20

	2016	2015	2014	2013	2012
<b>Bi-sexual</b>	1%	0.4%	1%	1%	1%
<b>Gay Man</b>	3%	2%	3%	2%	3%
<b>Gay woman</b>	1%	1%	0.5%	0.4%	1%
<b>Heterosexual</b>	65%	74%	75%	77%	77%
<b>Not stated</b>	30%	23%	20%	20%	18%

### 3. Partners 2016

All applicants are asked to complete a voluntary equal opportunities and diversity monitoring form. This report details the responses of those applicants who are now partners.

There are currently 664 partners, some of whom carry out multiple roles.

#### 3.1 Partner Roles

<b>Total partners</b>	<b>664</b>
Panel member	218
Panel chair	32
Legal assessor	46
Visitor	221
Registration Assessor	169
Registration Appeals Panel Member	30
CPD Assessor	105
<b>Total roles</b>	<b>821</b>

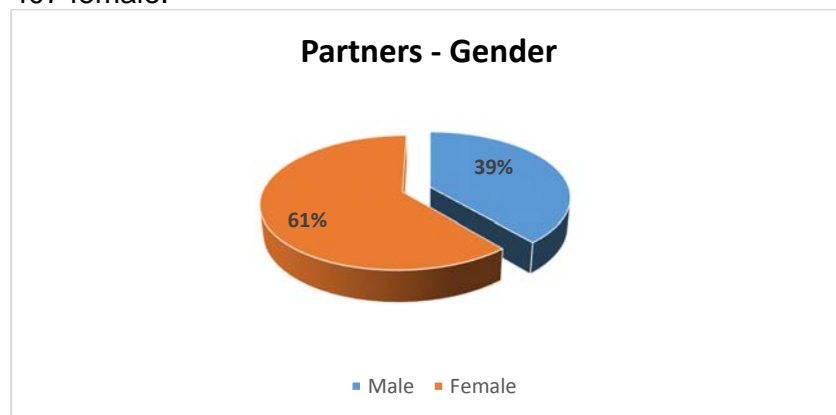
#### 3.2 Lay Partner Roles

Included in the above numbers there are a total of 146 lay partner roles. The number of lay partners has increased on last year's due to the recruitment of lay visitors.

<b>Lay Partner Roles 2015</b>	<b>No.</b>
Panel Chair	30
Legal Assessor	46
Lay Panel Members	35
Lay Visitors	20
<b>Total</b>	<b>147</b>

#### 3.3 Gender

The gender split of partners remains very similar to previous years with 257 male and 407 female.

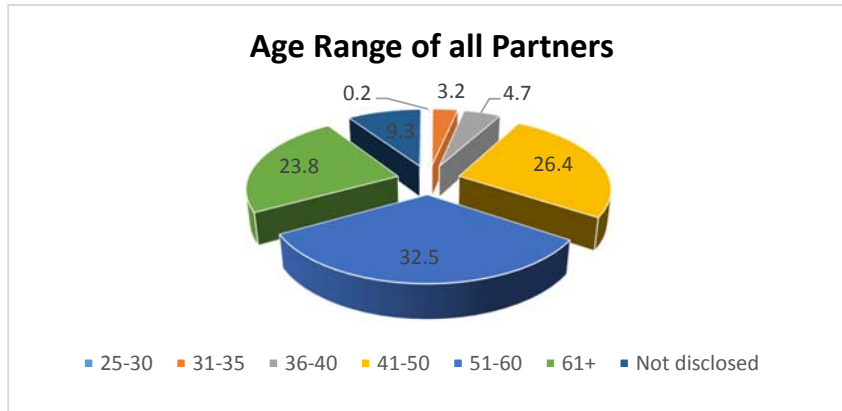


### Gender

	2016	2015	2014	2013	2012
<b>Females</b>	61%	60%	59%	60%	59%
<b>Males</b>	39%	40%	41%	40%	41%

### 3.4 Age Range of Partners

Distribution of partner's age is similar to previous years. The number of partners who fall into the 51-60 age range remains constant. There are no Partners aged 18-24. We now have two partners who fall within the 25-30 age range in comparison to none last year.

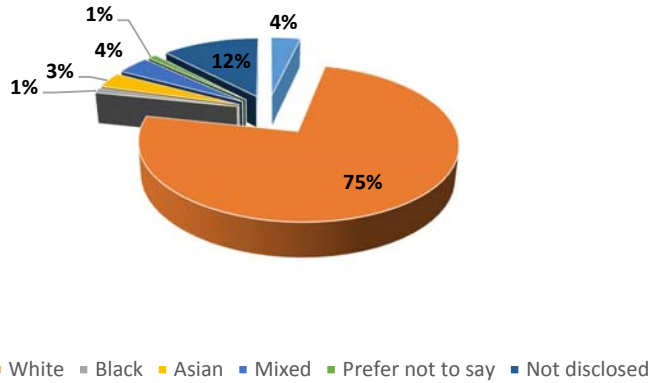


	2016	2015	2014	2013	2012
<b>25-30</b>	0.5%	0%	0%	0%	0%
<b>31-35</b>	2.0%	4%	3%	2%	3%
<b>36-40</b>	5.5%	4%	4%	5%	6%
<b>41-50</b>	27.4%	27%	23%	25%	29%
<b>51-60</b>	32.8%	33%	34%	35%	35%
<b>61+</b>	17.4%	23%	26%	23%	23%
<b>Not disclosed</b>	14.4%	10%	10%	10%	4%

### 3.5 Ethnic background of Partners

The figures for ethnicity remain similar to the previous year with a majority of partners, 75% being white. The number of partners choosing not to disclose their background has reduced by 4% this year. However the number of partners from an Asian or Black background remains the same.

### Partners - Ethnic Origin

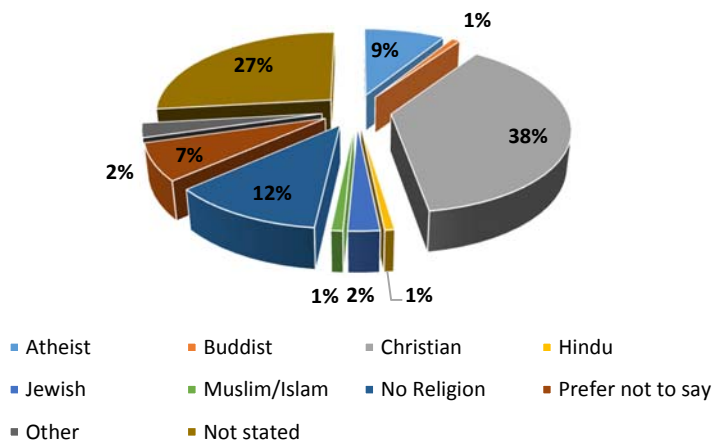


	2016	2015	2014	2013	2012
<b>White</b>	66%	75%	74%	75%	77%
<b>Black</b>	2%	1%	0%	1%	1%
<b>Asian</b>	4%	3%	2%	1%	1%
<b>Mixed</b>	3%	1%	1%	1%	1%
<b>Prefer not to say</b>	1%	2%	1%	Nil	20%
<b>Not disclosed</b>	24%	18%	22%	22%	0%

### 3.6 Religious Belief – Partners

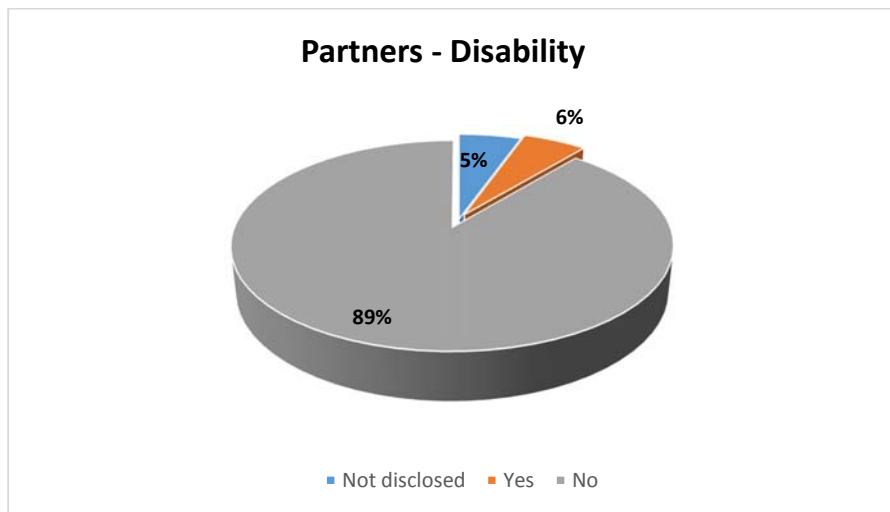
You will see from the diagram below that 38% of Partners stated they are Christian. However, 34% of Partners either did not state or preferred not to say with 21% confirming that they had no religious beliefs at all or are Atheist.

### Partners - Religion



### 3.7 Partners with a Disability

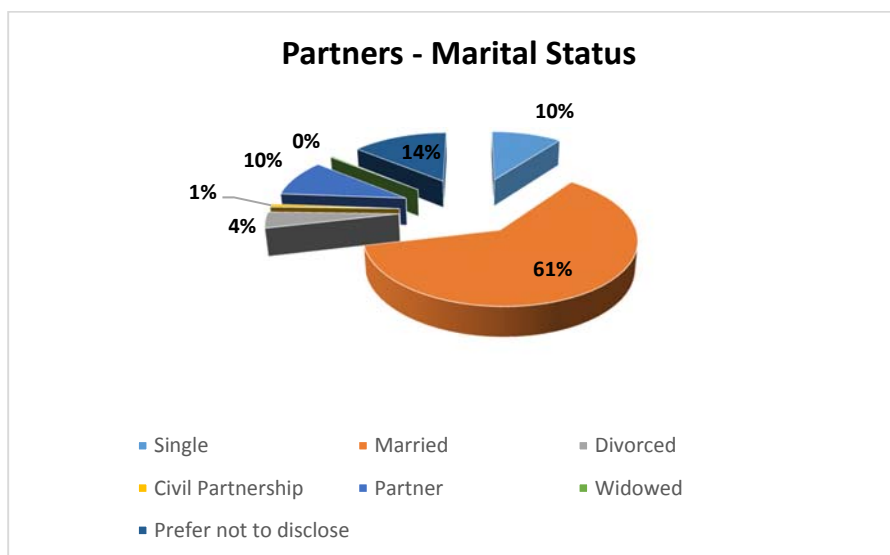
The number of Partners who have declared a disability remains similar to previous years. Although more partners are disclosing disability than last year with 6% declaring a disability up 1% on last year's figures.



	2016	2015	2014	2013	2012
<b>Yes</b>	6%	5%	3%	4%	3%
<b>No</b>	88%	90%	90%	89%	87%
<b>Not stated</b>	6%	5%	7%	7%	10%

### 3.8 Marital Status of Partners

These figures remain similar to last years with a majority of partners being married. 14% of partners have not disclosed their marital status.



#### 4. Partners – Applications

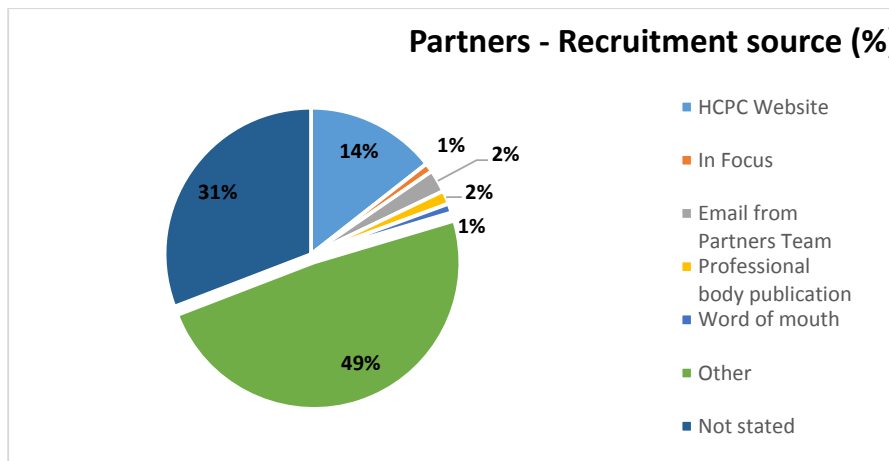
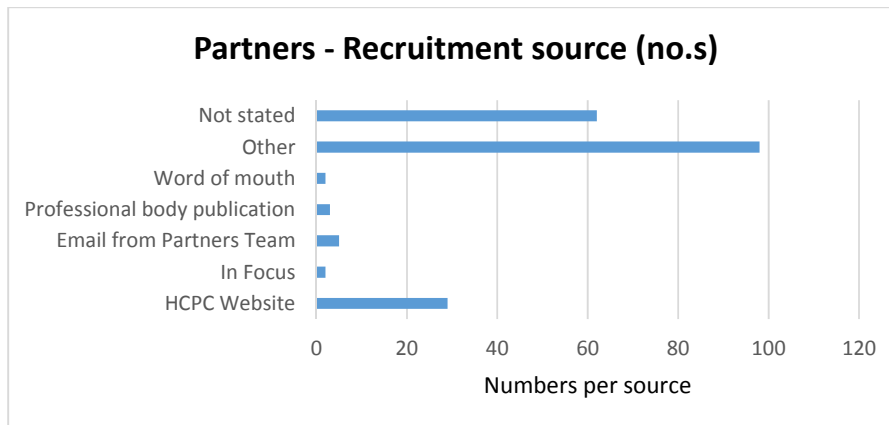
During the financial year 2015-2016 the partners' team received 201 applications for roles including visitors, CPD assessors, registration assessors and registration appeals panel members.

Applicants are asked to complete a diversity monitoring form which they are not obliged to complete. However, a majority of applicants have submitted the form responding to most of the questions asked.

Below is a breakdown of the equality and diversity statistics relating to the applications received.

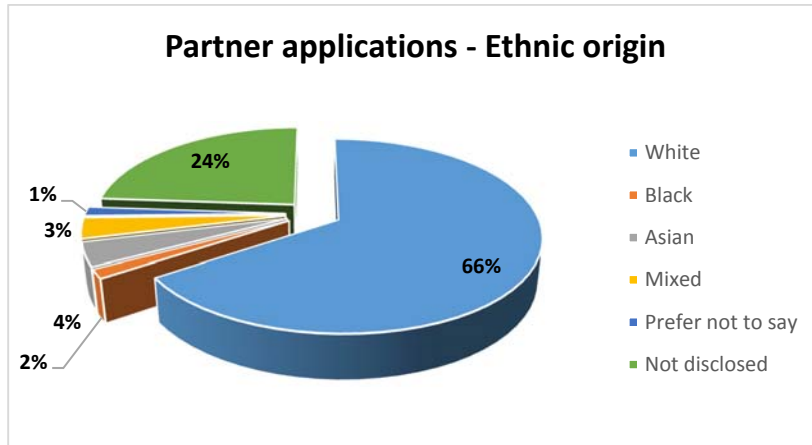
#### Recruitment advertising

As reported in previous years, a range of mediums which were available to us to advertise partner roles have been used; professional body publications and/or their websites depending on the profession and the number of partners being sought. We also use our own HCPC website, In Focus and the newsletters produced by FTP and Education when publications dates are aligned with our advertising dates.



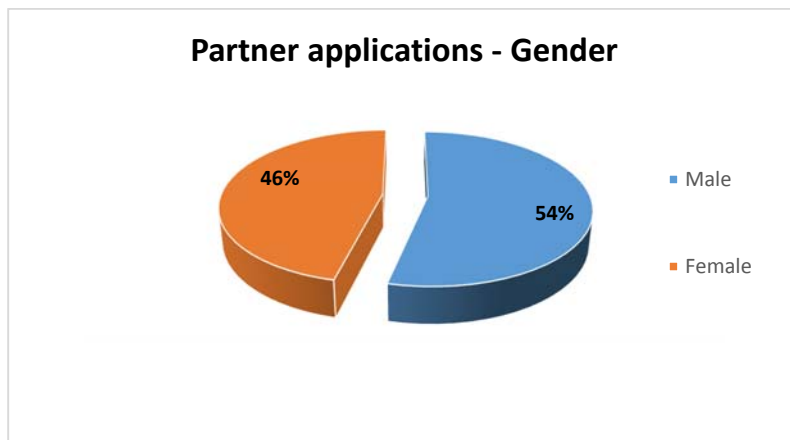
## Ethnic origin

This year's review also looks at the ethnicity of our applicants. You will see from **Fig.32** below, this year's statistics reveal that most of our applicants, 66%, are white with the next largest group, 24%, being those who chose not to disclose their background.



## Gender

Last year there were more applications received from women, 63%. This year the number of applications showed that 54% of applications were received by women and 46% by men.

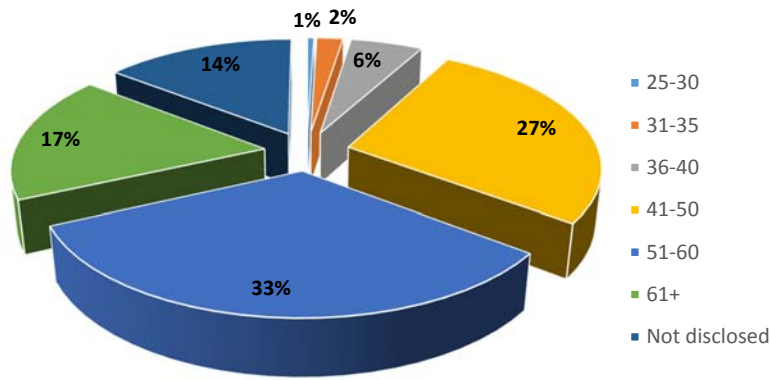


## Age Range of applicants

The range of ages of those applying for partner roles is broadening. We have seen only one application coming from the 22-30 age group. This contrasts with those received from within the 61 and over age group with 17% received which is similar to last year. The largest number of applications were received from the 51 to 60 age group with 66 out of the 201 applications being submitted.



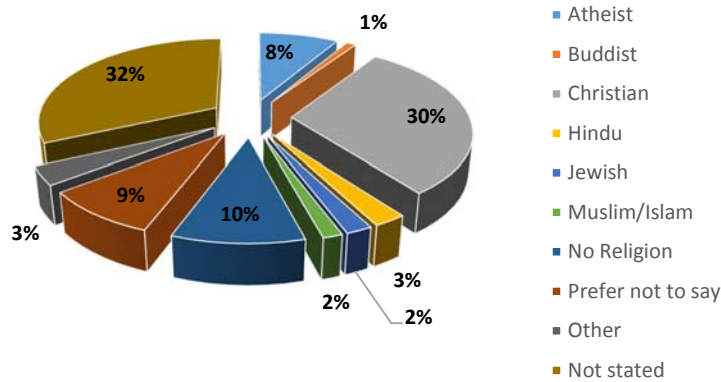
### Partner applications - Age Range



### Religious belief

From the chart below you will see those applying for partner roles belong to a diverse range of religious beliefs. However, more applicants, 32%, did not state a belief as well as the 9% who chose not to disclose their religious belief. Christianity was the second largest group being 30% of applicants.

### Partner Applications - Religion



### Disability

Our records show that whilst the same number of applicants as last year, 88%, tell us they have no disabilities, we continually support those who do disclose that they have a disability by offering them an interview if they demonstrate the minimum criteria. This is in line with the new Disability Confident scheme that HCPC has signed up to.

## **5. Summary of future aims for equality, diversity and inclusion for employees and partners**

The following aims will be included in the HR departmental workplan for the financial year 2016 – 17:

- 1) Employees: Improve the quality of equality and diversity data availability and analysis at key decision points in recruitment, selection, promotions, etc., in order to inform future action
- 2) Partners: Improve the quality of equality and diversity data availability and analysis at key points in the recruitment and selection process in order to inform future action
- 3) Employees: Continue and enhance the programme of equality, diversity and inclusion learning events for all new employees and managers
- 4) Ensure that management and leadership programmes and interventions are underpinned by equality, diversity and inclusion perspectives
- 5) Ensure that we continue to run regular training in equality, diversity and inclusion for partners