

<b>Committee:</b> <b>Establishment Committee</b>	<b>Date:</b> 10 July 2019
<b>Subject:</b> Equalities and Inclusion Update Including 2019-20 Action Plan	<b>Public</b>
<b>Report of:</b> Director of Human Resources	<b>For Information</b>
<b>Report author:</b> Tracey Jansen, Amanda Lee-Ajala	

### **Summary**

This report presents the 2019-2020 Equality and Inclusion Action Plan for information; highlights from the E&I Plan 2018-19 and an update on the work of the Diversity and Business Engagement (D&BE) Lead Officer.

### **Recommendation**

Members are asked to note the report.

### **Main Report**

#### **Background**

1. This report presents the draft E&I Action Plan for 2019-20 and highlights actions relating to employment from last year's plan with new actions to increase the level of engagement and progress at the departmental level. The Diversity and Business Engagement Lead Officer supports the development of our own Staff Networks and is building links with organisations in the City who have or have the intention to develop Staff Networks.

#### **Current Position**

##### **Equality and Inclusion Action Plan 2019 - 20**

2. The new Plan (attached as appendix 1) has simplified the actions within the Plan. The more detailed activities will sit separately to the overarching Plan and will be reported on separately as appropriate.
3. The revised Plan includes the new actions that relate to the Ethnicity and Disability pay gaps reported to the last meeting. The Plan also includes the updated service delivery actions following the commencement of the Equalities Manager who has been working with individual Chief Officers and equality representatives. In developing the Plan, we have taken into account the Government Office for Equality recently published guide on closing the gender pay gap; the staff survey responses; feedback from the Staff Networks; our workforce profile data; and research of best practise and developments in industry.

4. We are proceeding with the application to become a Disability Confident Leader as well as developing a Race Charter to run concurrently with the Stonewall Diversity Champions (see Objective 5 of the new Plan). The aim of this is to assess what needs to be done across the City Corporation to progress these agenda's in the first instance, moving towards achievement of recognition that can be celebrated in the future.
5. Departments developed their own E&I Action Plans last year but to ensure a consistency of approach, the activities in the Corporate E&I Action Plan that are deliverable at the departmental level will be dropped into all departmental plans. Departments can then add any bespoke activities to address local issues. These will include both employment related and service delivery activities. Departments' E&I action plans will be included and monitored with their business plans.

### Highlights from last year's E&I Action Plan

#### Recruitment of Women at Grade G to date

6. Members will recall that we have set a target that 45% of posts at Grade G and above will be filled by women by 2023. At that time the split by sex at Grade G and above was 65.27% male compared to 34.73% female. The current split as at end March 2019 compared to end March 2018 when we set the target has not improved and it should be noted that every recruitment at this level can impact on the statistics.

	2018-19			2017-2018	
Workforce	Male	Female		Male	Female
Workforce profile	53.40% 1948	46.6% 1700		54.34% 1964	45.65% 1650
At \Grade G and Above	66.77% 215	33.22% 107		65.27% 203	34.73% 108
Recruitments at G and above May - 18 June 19	15	7		-	-

7. This is disappointing and without a more concerted effort it will be difficult to reach what we considered to be a reasonably achievable target when it was set. We are therefore putting in place processes to ensure each and every recruitment campaign at this level takes into account the gender, ethnicity and disability pay gaps and these will continue to be monitored through the Equality and Inclusion Board and also through the business planning process. These new requirements will:
  - require the recruiting managers to have undertaken the R&S classroom based training before commencing the recruitment exercise. (If timing of the courses does not permit, they will need to have completed the online refresher training)
  - require the recruiting manager to include a documented plan for attracting women ethnic minority and disabled applicants and maximising opportunities for them to be shortlisted, to be endorsed by the Chief Officer and HR Business Partner. (also see para 16 below)

- require the recruiting manager to also complete a post recruitment analysis of the process.
- require recruitment panel members to have undertaken the online refresher training no more than 6 months before the recruitment campaign begins and ideally on each occasion they are involved in recruitment.
- have diverse panels and HR representation if at all possible
- continue to anonymise posts at grade I (including those undertaken by search and select consultants) unless it has been agreed with the Director of HR that this is not feasible in particular instances.
- require invites to tender for search and select consultants to include a requirement to use our equalities monitoring form gather anonymised data of applicants and include in their proposal how they will increase the diversity of applicants to address our pay gaps.
- be advertised as flexible working options and/or job share available to encourage a diverse group of potential applicants at all levels across the Corporation unless an exception is agreed by the Chief Officer and Director of Human Resources.

### **Ethnicity and Disability Pay Gaps**

8. We reported on our Ethnicity and Disability pay gaps to the last meeting of this Committee. The new Plan incorporates actions to address the gaps as outlined above.
9. It should be noted that unlike gender we do not have 100% information in relation to the workforce disability or ethnicity profile. Further it is self-declared information along with other sensitive data such as sexual orientation and religion or belief. The detailed breakdown of the workforce profile is reported separately on the agenda. By way of reminder the pay gaps as at March 2018 are:

	Mean Hourly Rate	Mean Bonus
Sex	6.4%	13.2%
Disability	8.7%	21.9%
Ethnicity	20%	33.2%

### **Audit of Public Sector Equality Duty (PSED)**

10. The audit of PSED in decision making has been completed but the report not yet finalised. The recommendations will be reported to Establishment Committee when available.

### **Social Mobility**

11. The Social Mobility Strategy has now been approved and we are incorporating Social Mobility into the Test of Relevance and Equality Analysis templates. We are also planning to add an example into the equality analysis training for Managers, business planners and policy developers.

### **Gender Identity Policy**

12. The new Gender Identity Policy is now on the intranet and added to the employee handbook. The Managers' Guide has been linked to the Equality in the Workplace and Trans Awareness online training.

## **E&I Training**

13. Training remains an area for concern, with fairly poor take up. Therefore, a targeted Internal Communications campaign will be initiated July - September, focussing on which Equality and Inclusion training courses are available, why staff should complete them also drawing strong links to the Staff Networks. This will provide a '2 for 1' campaign (i.e. Training and Staff Diversity Networks).
14. This campaign will include details about the importance of completing this training and example questions from the different Equality training modules prompting staff to go online to complete the training if they cannot answer the questions.

## **Diversity and Business Engagement (D&BE Lead Officer) Update Accreditations**

15. Future Equality programmes have been explored that will enhance the Diversity Champions programme. The E&I Board has agreed to proceed with the application for Disability Confident - Leaders and the development of a Race Charter. These processes in the first instance will be a learning opportunity for the City Corporation to benchmark against specific targets that will inform future progress in these respective areas. These have been added to the draft E&I Action Plan.
16. Work on the Stonewall Diversity Champions program is continuing with a task and finish group being established to work with the D&BE Lead Officer including members of City Pride and corporate Communications. Currently the D&BE Lead Officer is working with City Pride to gain greater recognition and diversity in LGBT Staff Network (relates to WEI section 3) in addition to progressing representation of networks in different elements of the induction process.
17. The Stonewall Workforce Conference was attended on the 26 April 2019 by three members of staff and the Chair of the Establishment Committee who was able to attend the Senior Leaders sessions. With over 1000 attendees this was a very successful event and many new contacts made.
18. The D&BE Lead Officer will be formulating a response to Stonewalls Workplace Equality Index for benchmarking LGBT inclusion in the workplace. The outcomes will be available in January 2020. Although it is not anticipated that the City Corporation will appear in the top 100 in the first year, it is an ideal process for assessing the City Corporation's progress in LGBT inclusion and to gain valuable feedback from Stonewall.
19. A new full-day event has been launched that provides the leadership skills and practical knowledge to lead a network group that's a real force for change. This event will take place, on 28 June in Birmingham. A member of the task and finish group will be attending and will feed back on their learning.

## **Internal Events**

20. On the 24 April the Multifaith Network hosted a tour of Mansion House and panel discussion session, chaired by the Remembrancer. The D&BE Lead Officer was invited to speak about the HR guidance on Ramadan and Shaykha Safia Shahid, Principle of the Women's Muslim College gave an insightful presentation about Ramadan and the significance of fasting during this period. This has become an annual event that was attended by 40 people with many suggestions made about how the City Corporation can further support Muslim employees during Ramadan by providing extra prayer space and an ablution facility. The extra prayer facility was accommodated this year where possible in Training room 2, when not in use during prayer times. Going forward the extra space will be booked in advance. However, it was explained that the ablution facility would require further exploration, a thorough business case and costing and other possibilities such as the provision of mops and buckets made available during this period in the larger toilet facilities across the City Corporation.
21. In efforts to work in collaboration with not only different networks but internal teams the Staff Networks hosted a collaborative event entitled "Make time for Mental Health on the 14 May 2019. Speakers were:
- Andrea Corbet Elite Pro Body Builder (Pro Debut 2019) a Wellbeing Coach & Mentor and the founder and Director of Focus On Creating Your Ultimate Self (A healthy mind in a healthy body).
  - Adele King an accredited Coach, NLP practitioner, Change Consultant and Speaker, and the MD of Transcendence Coaching Limited gave a talk about the Life Lessons from Cancer and how these can apply in Business
  - Simon Kitchen CEO of Bipolar UK, the national charity dedicated to supporting people affected by Bipolar Disorder-Living with Bipolar disorder including treatment, support services and self-help talked about the cycle of a person living with bipolar.
22. There were over 100 attendees at Mansion House from across the Corporation including the police and feedback has been positive.
23. The Staff Networks secured a stall at the Rediscover Learning event and alongside the D&BE Lead Officer presented a lightning session. This was an opportunity to showcase the work of the Networks and really engage with staff who have in the past been apprehensive about putting themselves forward. 20 people signed up to become members of the different Staff Networks on the day.

### **Staff Diversity Networks**

24. There have been several Networking events and Name Changes that include:
- Women's inclusive Network (WIN) – International women's day event and photographic campaign
  - City Pride - LGBT LMA History event
  - Carers and Parents Network – Relaunch with Massage and Laughing Yoga
  - The BAME and City Pride Network Inspirational event
  - The Disability Inclusive Network (DIN) is now the Disability and Wellbeing Network (DAWN)

### **External Events**

25. The D&BE Lead Officer attended an interfaith discussion, organised by the Naz Legacy Foundation, at St Paul's Cathedral. The theme for this event was the flourishing of London as a dynamic global city where people are culturally and religiously aware.
26. The aim was to bring young people together of faith and no faith backgrounds, to share views and opinions and to be exposed to senior leaders of the church and state who were able to speak about the vision for London over the next ten years. The concept for the evening was set within the framework of an interfaith Iftar, when Muslims break their fast during the month of Ramadan by eating together.
27. The evening consisted of networking discussions with different faith groups and organisations under the dome. This was followed by speeches from the Bishop and Mayor of London. Once the Ramadan fast was broken attendees were offered a date and water.
28. At the conclusion of the evening, there was a 'peace walk' to Guildhall, led by the Bishop of London. This enabled an opportunity to reflect on the evening's discussions. Once at the Livery Hall, Alderman Haines who was representing the Lord Mayor said a few words of welcome. The evening was ended following an informal buffet meal.

### **Future Events**

29. To gain as much traction as possible the D&BE Lead Officer is liaising with external city companies to share best practice and gain as many networking contacts as possible. As such a collaborative event is being planned to be held in the Guildhall Livery Hall with Jeito consultancy, specialists in helping to set-up Staff Networks, define ongoing strategy and strengthen leadership skills. We are combining our contacts to host an event and the themes for the day will be: Running a Campaign for Employee Networks; Diversity and Inclusion Maturity Models and Mapping Plans.
30. The second Equality and Diversity event will be held for City Corporation Staff themed around Intersectionality and the importance of recognising that within each different Protected Characteristics, people who have overlapping characteristics may have different experiences of discrimination. This event will invite inspirational speakers to share their experiences and enable staff across the City Corporation to gain a greater understanding of inclusivity and the importance of creating allies.

### **Corporate & Strategic Implications**

31. The E&I initiatives and actions included in this report links to the Corporate Plan aim of 'contributing to a flourishing society'.

## **Implications**

32. There is a small budget provision for Equalities work and supporting the Staff Networks. Any additional resource implications are included in the E&I Action Plan. There are no security considerations envisaged.

## **Conclusion**

33. The assessment of last year's E&I Action Plan identifies that whilst there has been progress in some areas of work, these have been primarily in relation the corporate initiatives and actions. There is a need for departments to be cognisant of and fully engaged with their own responsibility to deliver the E&I agenda and Action Plan as part of 'business as usual'. Given the slow progress being made, this year we are putting in place more prescriptive elements so that departments are more accountable for their activities and progress.

## **Appendices**

Appendix 1 – Equality and Inclusion Action Plan 2019-2020

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