

<b>Committee</b>	<b>Date:</b>
Establishment Committee	11 June 2015
<b>Subject:</b> Equalities and Inclusion Monitoring Report 2014-2015	<b>Public</b>
<b>Report of:</b> Director of Human Resources	<b>For Information</b>

## **Summary**

This report sets out the workforce profile information for the year 2014-2015. It also provides Members with a summary of the main equalities and inclusion initiatives and actions that have taken place over the year.

## **Recommendation**

Members are asked to note the report.

## **Main Report**

### **Background**

1. This report is the annual update presenting data on the workforce profile broken down by 6 of the protected characteristics defined by the Equality Act 2010. These are gender, age, disability, ethnicity, sexual orientation and religion or belief.
2. This report includes an analysis by salary and grade; the top 5% earners; turnover; recruitment and new starter and leaver information over the year.

### **Current Position**

#### **Workforce profile**

3. Attached as Appendix 1 is a breakdown of the workforce as at the end of March 2015. The reported number of employees during this reporting period stands at 3,154. Whilst gender and age can be captured corporately, it is a matter for individual employees to provide their own sensitive data in relation to religion or belief, ethnicity, sexual orientation and disability. The campaign to encourage employees to provide their sensitive data has been re-run prior to reporting.
4. The level of sensitive data held across the reported protected characteristics ranges between 67.47% and 100%. The City of London Corporation still remains within the top quartile in London Local Authorities for completed data. In addition we are aware that in comparison to other organisations within the City, our data capture is significantly better than others and we have provided guidance and advice to a number of them about how they can start and improve data capture.

5. Data is also presented on salaries grades and the top 5% of earners. These have not significantly changed since last year.
6. Appendix 1 also provides a breakdown of recruitment activity for the period January – December 2014. The level of recruitment compared to 2013 has remained fairly constant. A more detailed analysis of new starter and leaver data by grade and protected characteristic has been undertaken this year. This has highlighted a number of areas where further work can be undertaken and these will be built into the updated Equalities and Inclusion Action Plan. The starter data does indicate that whilst overall the make-up of the workforce remains broadly the same as last year, in terms of new starters to the organisation we have recruited proportionately more women and younger workers, and have also made marginal improvements in most of the other protected characteristics monitored. Clearly care needs to be taken with extrapolating statistical significance given the small numbers involved, but overall the information provides a reasonable guide. Further work will be undertaken this year to look at movement once in employment. We will also look at ways to simplify the recruitment process for posts at grade A –C which make up three quarters of all applications received.

### **Summary of equalities and inclusion initiatives during 2014 -15**

7. The City Learning Live staff learning and development week in October 2014 aligned with Alderman Fiona Wolf's 'Power of Diversity' programme during her Mayoral year. The City Learning Live week focussed on leadership, inclusivity and diversity. It included a conference for senior managers with a number of speakers including John Amaechi, OBE, former NBA basketball player, psychologist, organisational consultant and high-performance executive coach. John talked about his own experience and observations which was compelling and thought-provoking. Simon Fanshawe, OBE delivered an entertaining and engaging talk about how difference can drive the organisation's performance.
8. **An Equalities and Inclusion Action Plan 2015** has been developed covering both service delivery and employment and it is currently on target. Actions to date include the following:

#### **Equalities and Inclusion Board**

9. The establishment of the Equalities and Inclusion Board chaired by the Town Clerk and with the Director of Community and Children Services and Director of Human Resources as Board members. The Board monitors and reviews the Equalities and Inclusion Action Plan. Once established, the Staff Networks (see paragraph 10 below) will also be represented on the Board to contribute to the strategic direction of the equalities agenda.

#### **Staff Networks**

10. Facilitating the establishment of 6 Staff Networks for Women; Disability; Carers; Lesbian, Gay, Bisexual and Transgender (LGBT); Black Asian and Minority Ethnic (BAME); and Faith and Spiritual Wellbeing (FSWB). There are senior officer sponsors for each of the groups. To date the Women's Network has been

launched and is now up and running. The senior officer sponsor of the group is David Farnsworth, Chief Grants Officer. The Disability Network, sponsored by Peter Kane, Chamberlain, has been launched and due to have the first meeting of the Network in July. The Carers' Network, sponsored by Sue Ireland, Director of Open Spaces and the LGBT Network sponsored by William Chapman, Private Secretary and Chief of Staff, Mansion House are due to be launched in June. The BAME Network sponsored by Susan Attard, Deputy Town Clerk and FSWB Network sponsored by Paul Double, Remembrancer are due to be launched in July.

### **Equality and Inclusion Annual Performance Summary**

11. The 2014 summary of all corporate and departmental equalities related service delivery activities and actions and employment statistics has been published on the City's internet site to comply with the Public Service Equality Duty.

### **Working in partnership**

12. The City has become a member of Radius Business. Radius work with private and public sector organisations to demonstrate how tangible improvements can be made in employee engagement, talent and business development when diversity and inclusion activities are brought into the heart of an organisation.
13. Membership of Radius provides opportunities for senior leaders, equalities and inclusion specialists and Staff Network members to meet counterparts across London and industry. Radius has been instrumental in helping to set up our Networks and has run a workshop for the Network sponsors to help shape and develop their role. Radius has also hosted a workshop for staff interested in running the Networks to help them plan and develop the Networks' objectives and actions for the first year and to examine how the Networks can work together on activities and initiatives.
14. Following his well received contribution at the City Learning Live event in October, Simon Fanshawe is working with the Chief Officer Group and undertaking a staff survey in one frontline service and one corporate service. The survey will be supported by a facilitated discussion with each of the senior management teams in those departments. The findings of the survey will be reported back in the autumn.

### **New Employment Policies**

15. In response to new legislation the City has established a Right to Request Flexible Working Policy and a Shared Parental Leave Policy. Other smaller changes have been made to parental leave and leave in relation to changes to time off for ante-natal appointments and adoption leave.

## **Embedding Equalities and Inclusion into the business planning process**

16. The Town Clerk has built in both generic and individual appraisal objectives to Chief Officers' appraisals for 2015/16.
17. The Establishment Committee's remit has been expanded to cover an overview of service delivery and employment equalities and inclusion responsibilities.
18. Equalities and inclusion objectives are now built into the Equalities and Inclusion Action Plan which is reviewed and updated by the Equalities and Inclusion Board.

## **Proposals**

19. Members are asked to note the report.

## **Corporate & Strategic Implications**

20. This report identifies a number of actions and activities that contribute towards meeting our Public Service Equality Duty. The Equalities and Inclusion Action Plan is reviewed regularly at the Equalities and Inclusion Board. The Establishment Committee's Terms of Reference for the Committee have been amended to have oversight of the City of London Corporation's policies and practices in respect of equality and inclusion, including the implementation of the Equality Act 2010 and other relevant legislation.

## **Implications**

21. The budgetary implications in relation to the various initiatives are being identified and will be reported to the Equalities and Inclusion Board in due course.

## **Conclusion**

22. The profile of equalities and inclusion has been significantly raised over the past year with a number of achievements and on-going new initiatives and actions. The setting up of the Equalities and Inclusion Board and expanded remit of the Establishment Committee together with the Equalities and Inclusion Action Plan support a holistic approach to cross-cutting equalities issues and will seek to mainstream these within service delivery and employment.

## **Appendices**

Appendix 1 – Employee Profile March 2015

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