



City of London - Employee Profile

March 2015

1 Introduction

This document illustrates and describes the profile of the workforce which informs the City of London's Public Service Equality Duty and is used to inform HR policy review and development.

2 Scope

The analysis provides information on all employees both full time and part time working and directly employed temporary employees with more than one years' employment. The departments covered are:

- Central Criminal Court, Chamberlain's, City Surveyor's, Community & Children's Services, Comptroller & City Solicitor's, Culture Heritage & Libraries, Mansion House, Markets & Consumer Protection, Open Spaces, Remembrancers, The Built Environment and Town Clerk's.

This report also includes, unless where stated, the following:

- Barbican Centre and Guildhall School of Music & Drama, all school based employees i.e. both teachers and non-teaching employees working in the City's three schools i.e. City of London Freeman's School, City of London School (Boys) and City of London School for Girls.

Excluded are: City of London Police Officers and support employees whose data is reported separately to the Police Committee and Police & Performance Management Group; casual and agency workers; contractors and consultants; and directly employed temporary employees with less than one year's service.

The workforce profile data reflects the workforce profile recorded as at the 31 March 2015 unless otherwise stated. Recruitment analysis reflects the calendar year 2014. Starter and leaver information covers the financial year April 2014 – March 2015.

Because employees are not required to provide all personal and sensitive information this means that not all of the categories relate to 100% of the workforce. These are indicated as 'Unknown'. Information is drawn from basic payroll and HR data from the HR information system. Additional sensitive information is added on a voluntary basis by employees through the self-service facility on the HR Information System.

Workforce Profile - Protected Characteristics: The data analysis looks at 6 out of the 9 nine protected characteristics identified in the Equality Act 2010. These are: Gender, Age, Ethnicity, Disability, Religion and Belief and Sexual Orientation. Where numbers in relation to protected characteristics are very small these have been grouped together, where it is appropriate to do so, to maintain the integrity of the data, but also to ensure that no individual/s can be easily identifiable.

Categories of analysis This report covers an analysis of the overall workforce profile; salary and grade; top 5% of earners; turnover; recruitment; starters and leavers.

3 Overview of the Workforce

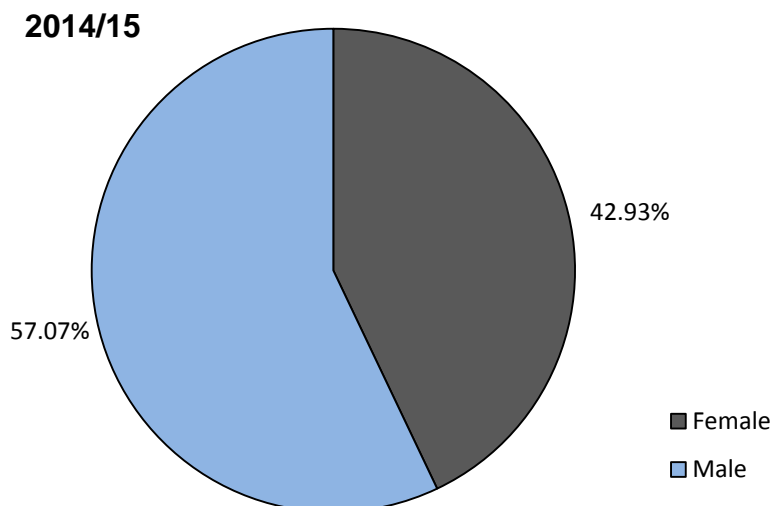
As at 31 March 2015 there were a total of 3,154 employees across the departments and functions in scope, covering a wide range of service areas. This figure is similar to last year. There have been starters (486) and leavers (449) during the reporting period. 2,781 employees are full time and 373 are part time (defined as employees working less than 85% of a full time equivalent (FTE) post). For ease of reference it should be noted that 1 employee is equivalent to 0.03% of the workforce and 1% of the total workforce is approximately 32 employees.

3.1 Gender

Gender data is held on 100% of the workforce.

As shown below, 42.93% of the workforce is female and 57.07% are male. This is comparable to the split for 2013/14 (43.55% female and 56.45% male). The average for all London Councils is 62.39% female and 37.61% male respectively (Source: London Councils- Human Capital Metrics Survey Scorecard 2013/14). It should be noted that whilst some comparison can be useful, the unique nature of the City of London Corporation makes a direct comparison with other Councils difficult. For example, other local authorities have a larger education and schools provision, which is traditionally a more female-oriented service and which impacts on the overall statistical comparison. An alternative comparison can be made with the 2011 census, which identifies the workday population of the “square mile” as 360,075 and is split 61% male to 39% female (Office for National Statistics).

The proportion of part-time employees who are female is just under 73% of the total of 373 part-time employees. This figure is the same as the national picture of women as a percentage of all part-time workers according to the most recent data (as at February 2015) provided by the Office of National Statistics (ONS).



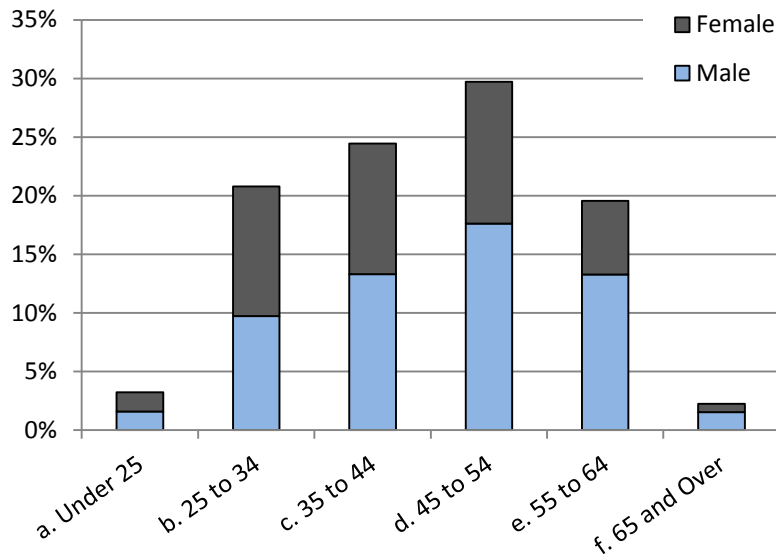
Headcount		
Gender	2013/14	2014/15
Female	43.55%	42.93%
Male	56.45%	57.07%
Grand Total	100.00%	100.00%

FTE		
Gender	2013/14	2014/15
Female	41.49%	41.33%
Male	58.51%	58.67%
Grand Total	100.00%	100.00%

3.2 Age

Age data is held on 100% of the workforce.

The age distribution is essentially unchanged from the previous year.



Age Range	Female	Male
a. Under 25	1.65%	1.59%
b. 25 to 34	11.06%	9.73%
c. 35 to 44	11.13%	13.32%
d. 45 to 54	12.08%	17.63%
e. 55 to 64	6.28%	13.28%
f. 65 and Over	0.73%	1.52%
Grand Total	42.93%	57.07%

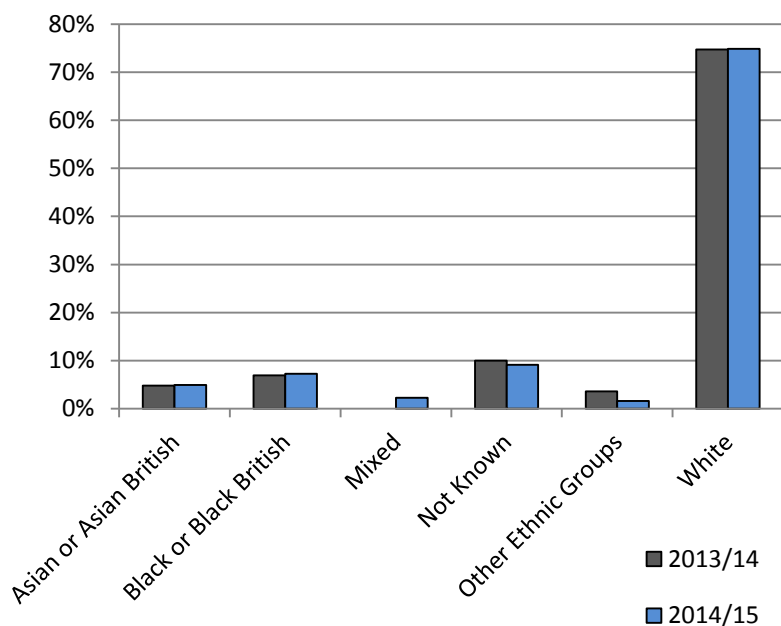
3.3 Ethnicity

Ethnicity data is held on 90.87% of the workforce.

For the purpose of this analysis employees are classified as belonging to the following ethnic groups. These are the standard classifications on the HR Information System and allow for comparison with other London Councils:

- **White:** White - British, White - EU, White - Other European, White - Any other White background, Irish
- **Asian or Asian British:** Asian - Bangladeshi, Asian - British, Asian - Indian, Asian - Pakistani, Asian - Any other Asian background
- **Black or Black British:** Black – African, Black – British, Black – Caribbean, Black - Any other Black background
- **Mixed:** Mixed - Asian & White, Mixed - Black & White, Mixed - Any other Mixed background
- **Other Ethnic Groups:** Chinese, Any Other background, Any Other ethnic group

The ethnicity profile is displayed on the next page. It shows no discernable change over the past 12 months. The most recent comparative data for London Councils shows that across all London Boroughs, the workforce is 61.88% White and 38.12% Black Asian and Minority Ethnic (BAME). This compares to 74.82% White; 16.05% (BAME) and 9.13% unknown at the City of London Corporation.

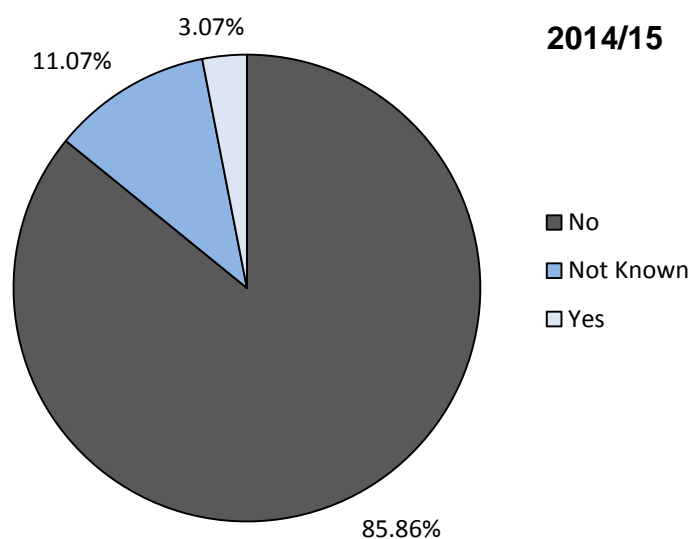


Ethnic Group	2013/14	2014/15
Asian or Asian British	4.78%	4.95%
Black or Black British	6.93%	7.26%
Mixed		2.25%
Not Known	9.98%	9.13%
Other Ethnic Groups	3.63%	1.59%
White	74.68%	74.82%
Grand Total	100.00%	100.00%

3.4 Disability

Disability data is held on 88.93% of the workforce.

3.07 % of the total workforce have declared themselves as having a disability. Employees are asked to state whether they “self-certify” as having a disability on the HR Information System and similarly job applicants are asked to indicate Yes or No to the statement of “I consider myself to have a disability”. Therefore this indicator does not necessarily accurately measure whether an employee meets the definition of “disability” under the Equality Act 2010.

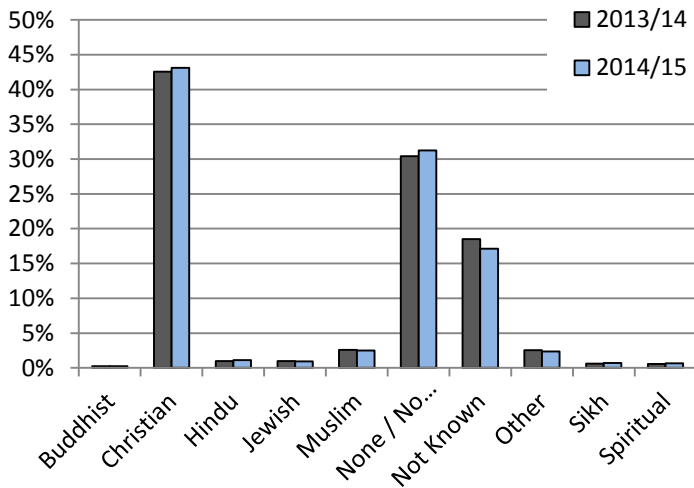


Disability	2013/14	2014/15
No	85.00%	85.86%
Not Known	11.90%	11.07%
Yes	3.10%	3.07%
Grand Total	100.00%	100.00%

3.5 Religion and Belief

Religion and belief information is held on 82.88% of the workforce.

Of the overall workforce, just under half, 43.11% are Christian. 31.23% stated that they have None/No religion or belief. Other religions and beliefs remain at around 2.5% or less.



Religion & Belief	2013/14	2014/15
Buddhist	0.25%	0.26%
Christian	42.56%	43.11%
Hindu	0.99%	1.11%
Jewish	0.99%	0.92%
Muslim	2.58%	2.51%
None / No religion	30.42%	31.23%
Not Known	18.48%	17.12%
Other	2.55%	2.37%
Sikh	0.62%	0.70%
Spiritual	0.56%	0.67%
Grand Total	100.00%	100.00%

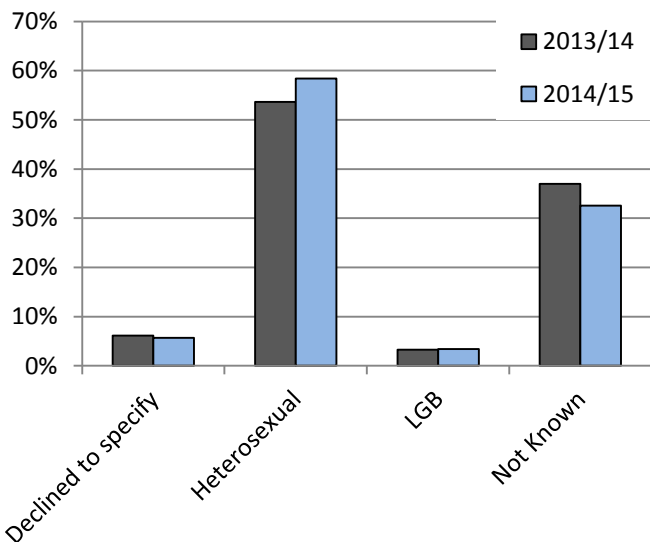
3.6 Sexual Orientation

Sexual orientation information is held on 67.47% of the workforce.

Information on the sexual orientation of the workforce has only been monitored relatively recently, since 2010/11. The percentage of data entry has increased from 49% to 63% to 67.47%. This is the largest percentage increase in data capture of sensitive data this year.

The Government uses a figure of 5% - 7% of the population as Lesbian, Gay or Bisexual (LGB) which the LGB charity *Stonewall* feels is a reasonable estimate.

In the table below LGB are grouped together as they are individually small in numbers:



Sexual Orientation	2013/14	2014/15
Declined to specify	6.15%	5.67%
Heterosexual	53.62%	58.37%
LGB	3.26%	3.43%
Not Known	36.97%	32.53%
Grand Total	100.00%	100.00%

4 Salary and Grade Profile

This section provides details of salary and gradings in relation to protected characteristics.

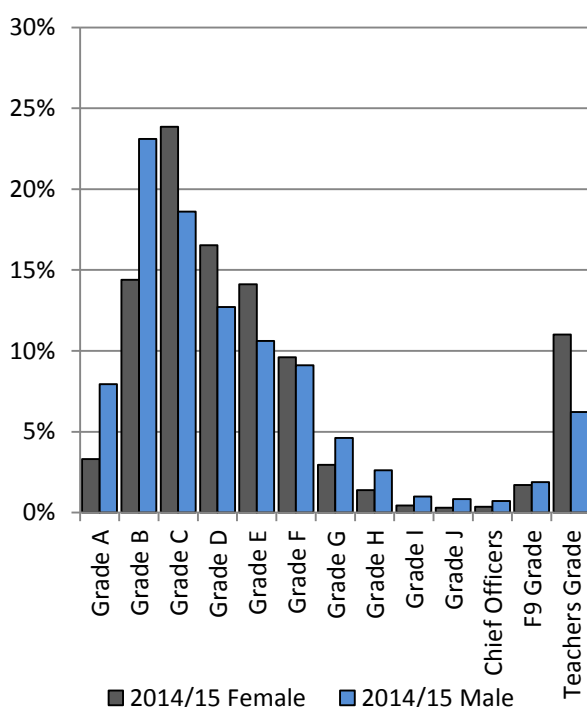
Salary Scales

The pay of City of London Corporation employees is determined locally. This differs from most of the other Local Authorities whose pay is governed by the National Joint Council for Local Government (NJC).

Grade	Min Salary (£)	Max Salary (£)	% Workforce
A	£12,940	£14,120	5.96%
B	£15,870	£18,430	19.37%
C	£20,730	£24,050	20.86%
D	£26,250	£30,450	14.36%
E	£30,450	£35,270	12.11%
F	£38,550	£44,720	9.32%
G	£46,040	£53,400	3.90%
H	£53,400	£61,870	2.09%
I	£61,870	£71,120	0.76%
J	£73,880	£85,660	0.60%
Chief Officers Group*	£75,360	£231,660	0.57%
F9 Grade	No fixed values		1.81%
Teacher Grades	£27,120	£79,870	8.29%

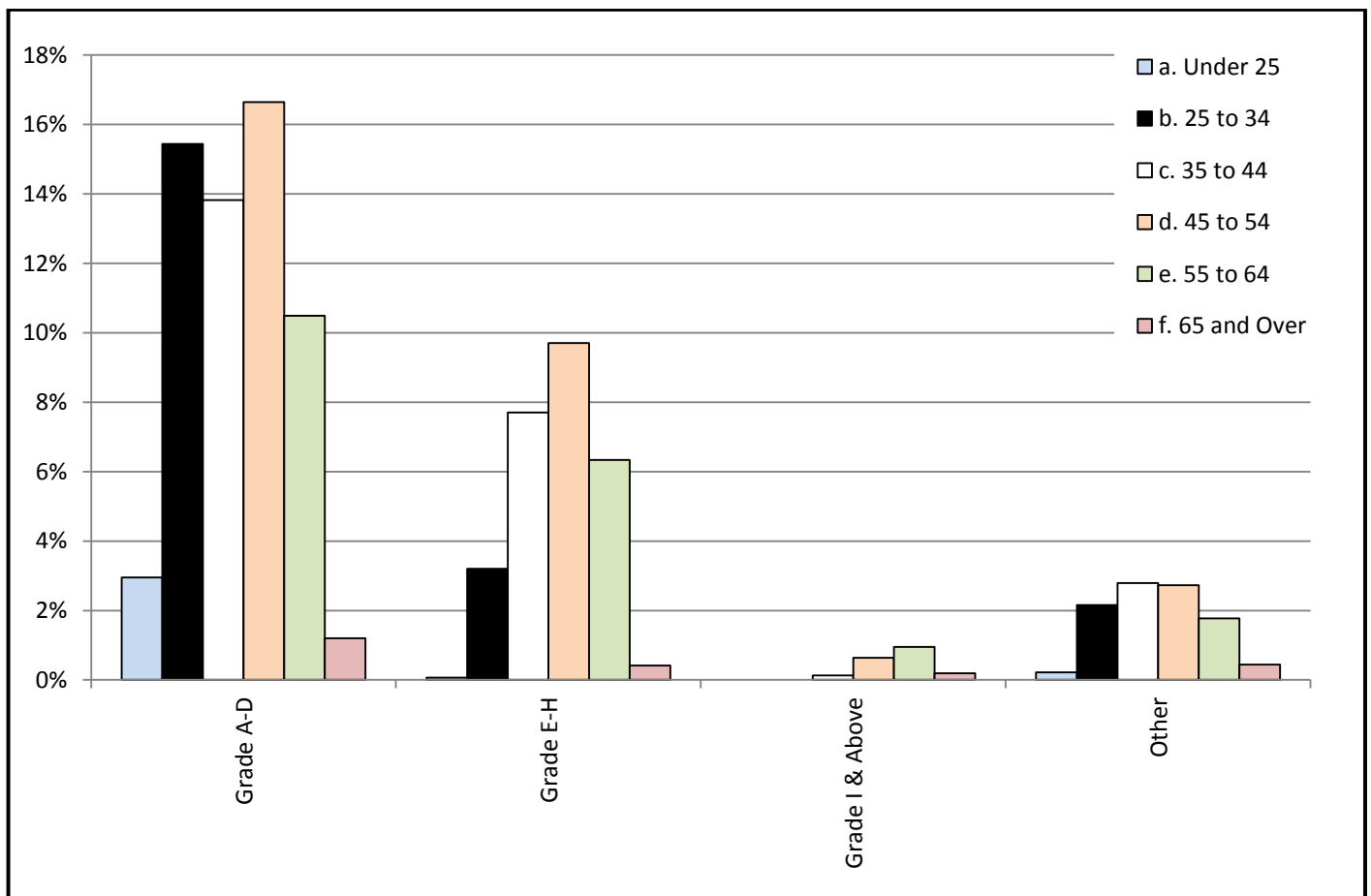
Figures exclude London Weighting and other allowances
***Chief Officers have individual salary scales within this broad range.**
This group also includes Head Teachers.

4.1 Gender and grade profile



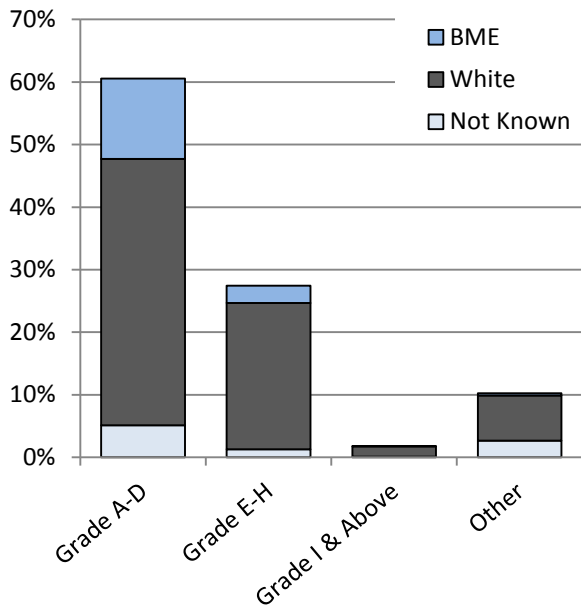
Grade Range	2013/14 Female	2014/15 Female	2013/14 Male	2014/15 Male
Grade A	5.49%	3.32%	8.55%	7.95%
Grade B	14.78%	14.40%	23.02%	23.11%
Grade C	25.46%	23.86%	19.75%	18.61%
Grade D	15.73%	16.54%	11.71%	12.72%
Grade E	12.58%	14.11%	10.75%	10.61%
Grade F	9.58%	9.60%	9.40%	9.11%
Grade G	2.78%	2.95%	4.73%	4.61%
Grade H	1.46%	1.40%	2.42%	2.61%
Grade I	0.22%	0.44%	1.13%	1.00%
Grade J	0.29%	0.30%	0.90%	0.84%
Chief Officers	0.29%	0.37%	0.84%	0.72%
F9 Grade		1.70%		1.89%
Teachers Grade	11.34%	11.01%	6.80%	6.22%
Grand Total	100.00%	100.00%	100.00%	100.00%

4.2 Age and grade profile



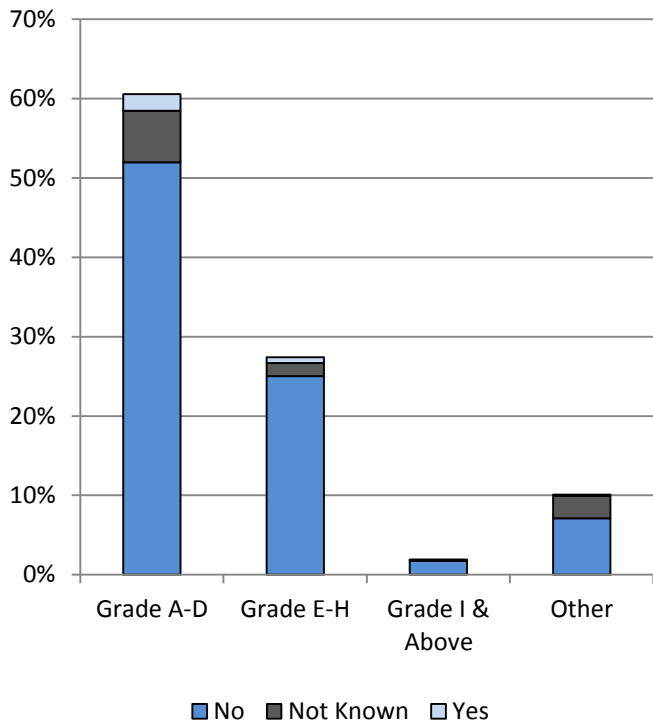
Grade	a. Under 25	b. 25 to 34	c. 35 to 44	d. 45 to 54	e. 55 to 64	f. 65 and Over
Grade A-D	2.95%	15.44%	13.82%	16.65%	10.49%	1.20%
Grade E-H	0.06%	3.20%	7.70%	9.70%	6.34%	0.42%
Grade I & Above	0.00%	0.00%	0.16%	0.63%	0.95%	0.19%
Other	0.22%	2.16%	2.77%	2.73%	1.78%	0.44%
Grand Total	3.23%	20.80%	24.45%	29.71%	19.56%	2.25%
2013/14 Total	3.24%	20.74%	24.94%	29.93%	18.92%	2.23%

4.3 Ethnicity and grade profile



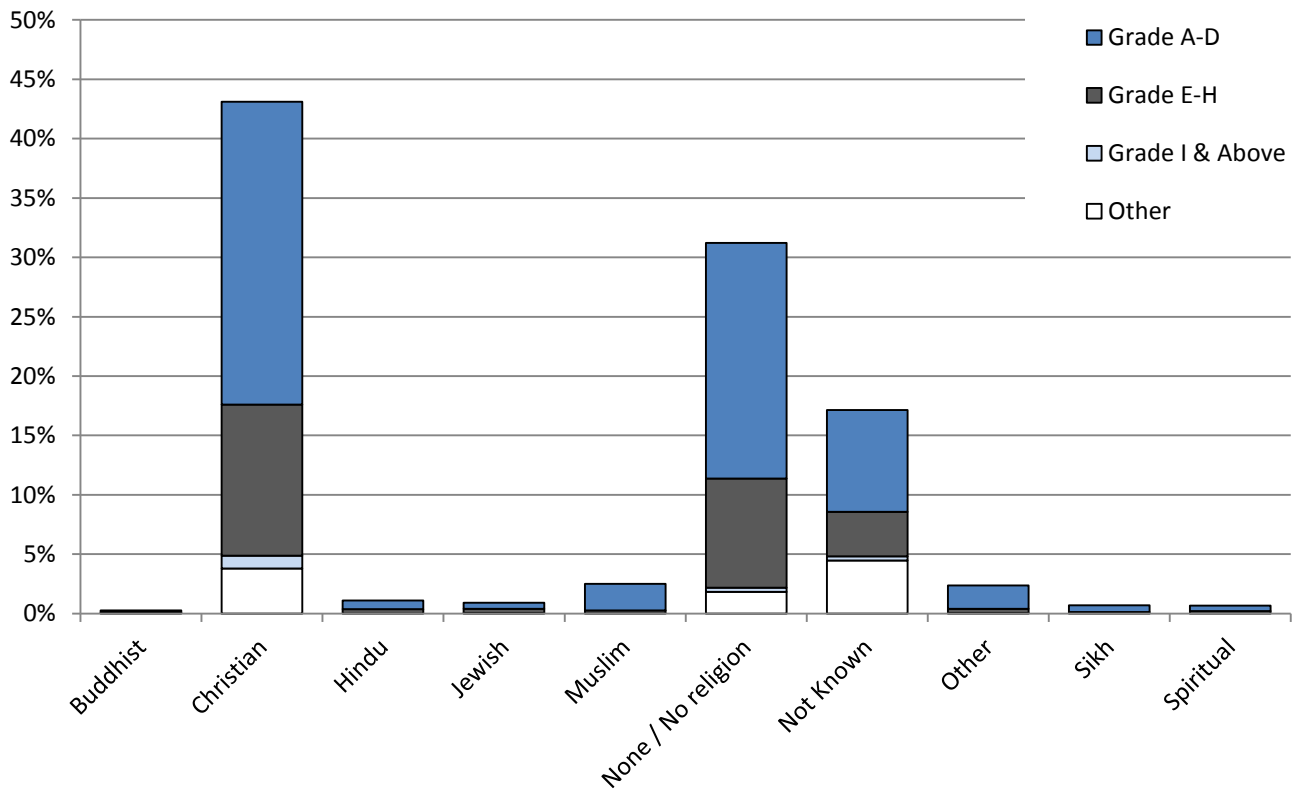
Grade Range	BME	White	Not Known
Grade A-D	12.87%	42.58%	5.10%
Grade E-H	2.76%	23.40%	1.27%
Grade I & Above	0.06%	1.71%	0.16%
Other	0.35%	7.14%	2.60%
Grand Total	16.04%	74.83%	9.13%
2013/14 Total	18.54%	81.46%	

4.4 Disability indicator and grade profile



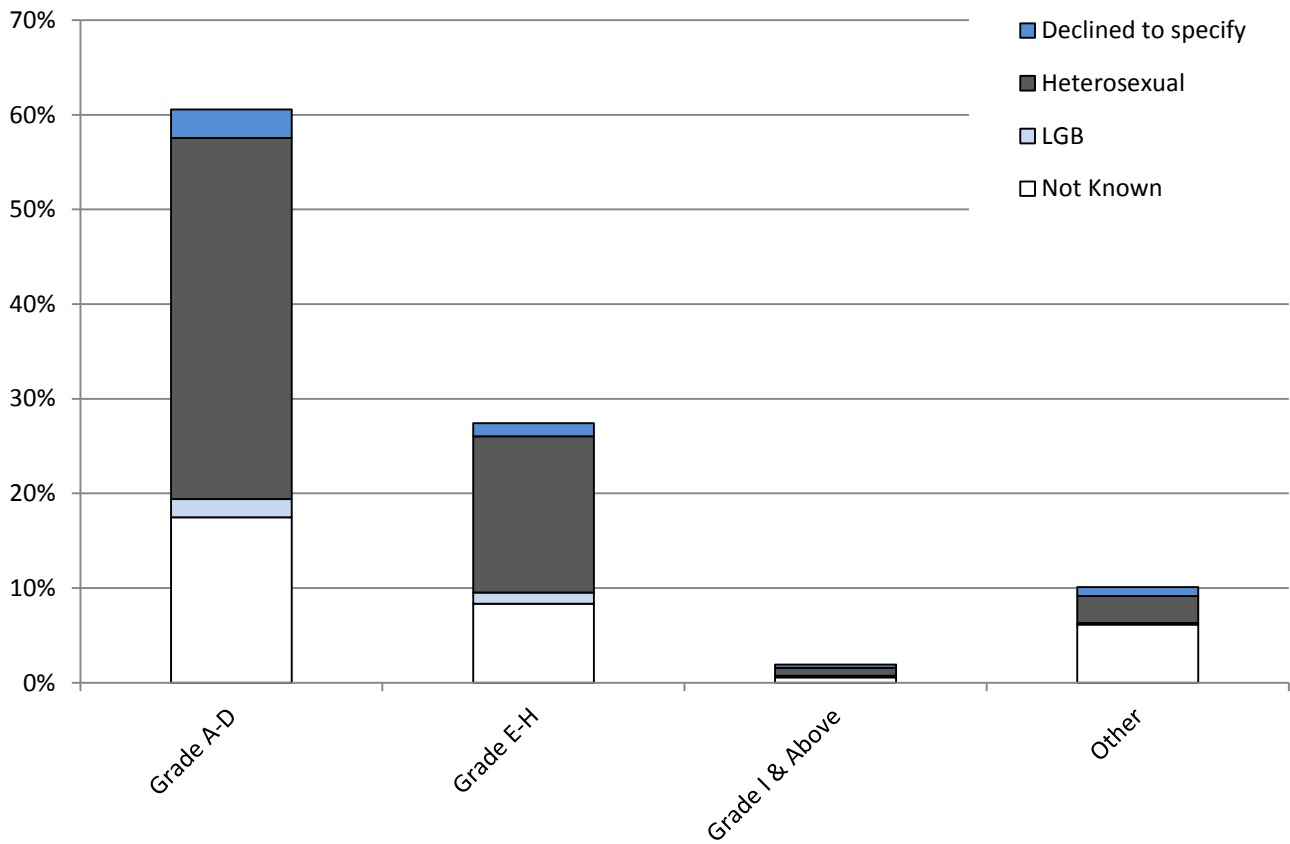
Disability	No	Not Known	Yes
Grade A-D	52.00%	6.46%	2.09%
Grade E-H	25.02%	1.65%	0.76%
Grade I & Above	1.77%	0.13%	0.03%
Other	7.08%	2.82%	0.19%
Grand Total	85.87%	11.06%	3.07%
2013/14 Total	86.82%	10.09%	3.09%

4.5 Religion and belief and grade profile



Religion & Belief	Buddhist	Christian	Hindu	Jewish	Muslim	None / No religion	Not Known	Other	Sikh	Spiritual
Grade A-D	0.16%	25.52%	0.73%	0.51%	2.25%	19.85%	8.56%	1.97%	0.57%	0.43%
Grade E-H	0.10%	12.71%	0.38%	0.35%	0.26%	9.19%	3.74%	0.35%	0.13%	0.22%
Grade I & Above	0.00%	1.14%	0.00%	0.00%	0.00%	0.35%	0.44%	0.00%	0.00%	0.00%
Other	0.00%	3.74%	0.00%	0.06%	0.00%	1.85%	4.38%	0.06%	0.00%	0.00%
Grand Total	0.26%	43.11%	1.11%	0.92%	2.51%	31.24%	17.12%	2.38%	0.70%	0.65%
2013/14 Total	0.26%	43.07%	1.10%	1.01%	2.82%	32.16%	15.66%	2.65%	0.70%	0.57%

4.6 Sexual orientation and grade profile



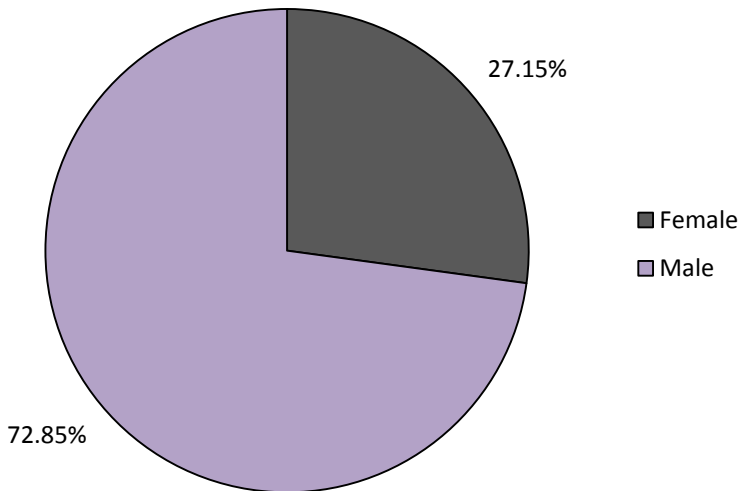
Sexual Orientation	Declined to specify	Heterosexual	LGB	Not Known
Grade A-D	3.01%	38.14%	1.93%	17.47%
Grade E-H	1.40%	16.52%	1.17%	8.34%
Grade I & Above	0.35%	0.86%	0.16%	0.56%
Other	0.92%	2.85%	0.16%	6.16%
Grand Total	5.68%	58.37%	3.42%	32.53%
2013/14 Total	5.81%	57.70%	3.49%	33.00%

5 Top 5% of Earners

The following section examines the profile of the top 5% of earners. This includes basic pay, London Weighting and Market Forces Supplements. There are currently 151 employees in the top 5% of earners in the City of London Corporation as at 31 March 2015. The ranking used to establish the top 5% of earners is based on the top 5% of gross salaries. This actually equates to 4.79% of the workforce.

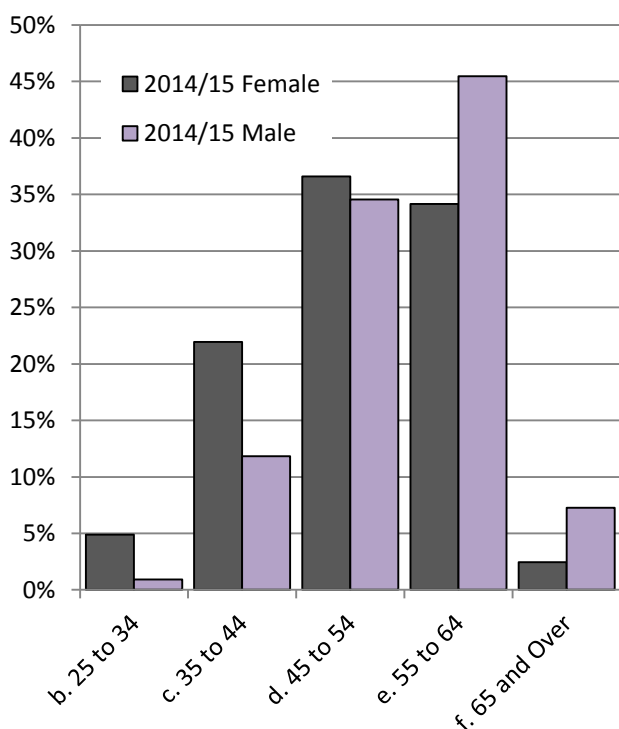
5.1 Top 5% earners by gender

2014/15



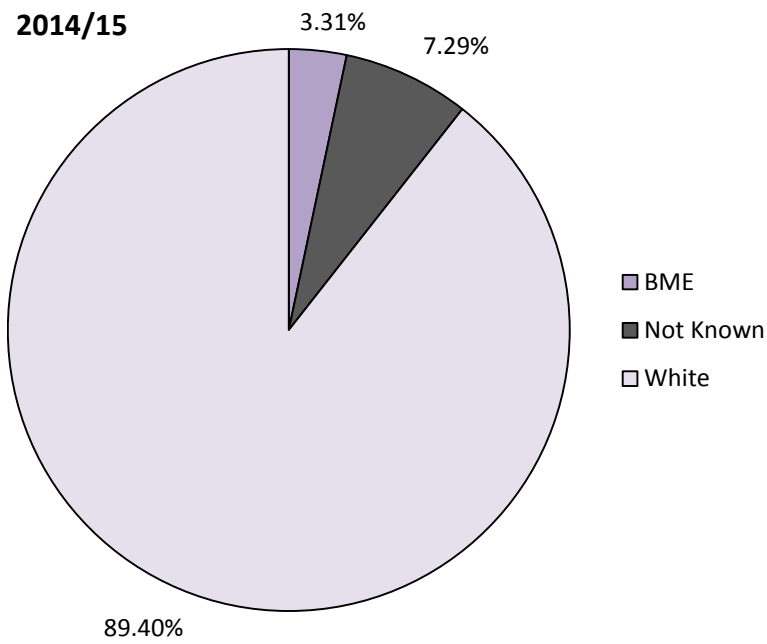
Gender	2013/14	2014/15
Female	26.11%	27.15%
Male	73.89%	72.85%
Grand Total	100.00%	100.00%

5.2 Top 5% earners by age



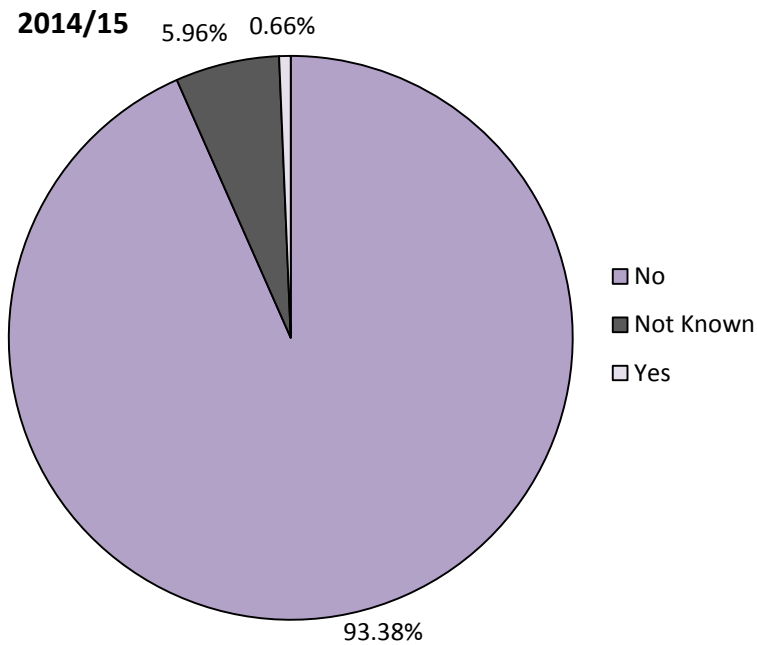
Age Range	2013/14 Female	2014/15 Female	2013/14 Male	2014/15 Male
b. 25 to 34	2.44%	4.88%	0.00%	0.91%
c. 35 to 44	21.95%	21.95%	13.79%	11.82%
d. 45 to 54	48.78%	36.58%	36.21%	34.55%
e. 55 to 64	26.83%	34.15%	43.10%	45.45%
f. 65 and Over	0.00%	2.44%	6.90%	7.27%
Grand Total	100.00%	100.00%	100.00%	100.00%

5.3 Top 5% earners by ethnicity



Ethnic Group	2013/14	2014/15
BME	3.19%	3.31%
Not Known	7.64%	7.29%
White	89.17%	89.40%
Grand Total	100.00%	100.00%

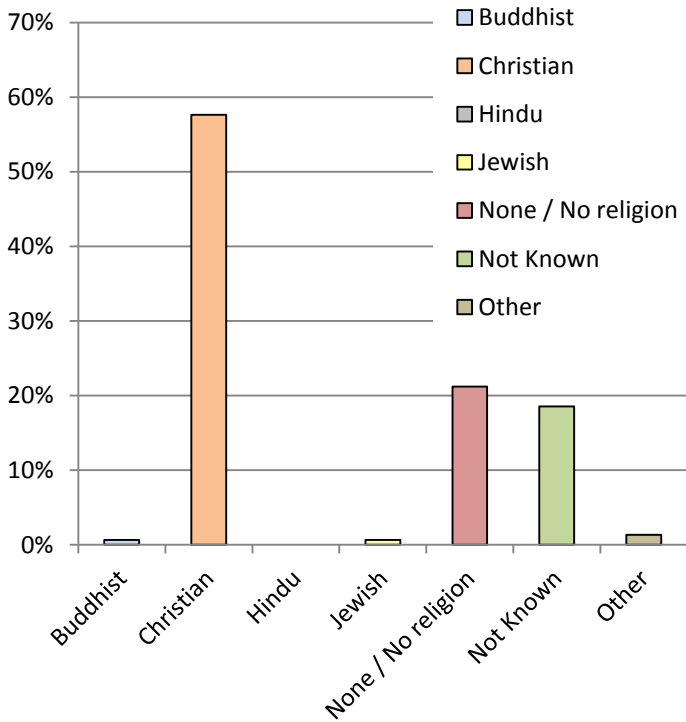
5.4 Top 5% earners by disability indicator



Disability	2013/14	2014/15
No	92.36%	93.38%
Not Known	5.73%	5.96%
Yes	1.91%	0.66%
Grand Total	100.00%	100.00%

5.5 Top 5% earners by religion and belief

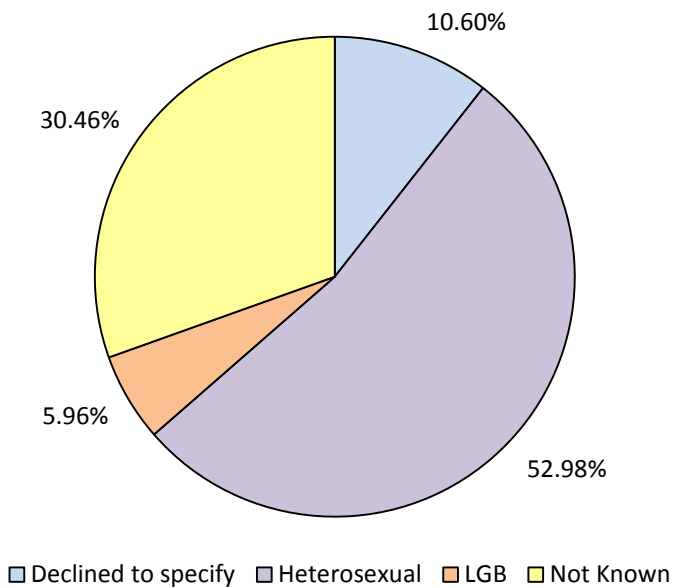
2014/15



Religion & Belief	2013/14	2014/15
Buddhist	0.64%	0.66%
Christian	57.96%	57.61%
Hindu	0.64%	0.00%
Jewish	0.64%	0.66%
None / No religion	21.02%	21.20%
Not Known	17.83%	18.55%
Other	1.27%	1.32%
Grand Total	100.00%	100.00%

5.6 Top 5% earners by sexual orientation

2014/15



Sexual Orientation	2013/14	2014/15
Declined to specify	10.19%	10.60%
Heterosexual	50.96%	52.98%
LGB	4.46%	5.96%
Not Known	34.39%	30.46%
Grand Total	100.00%	100.00%

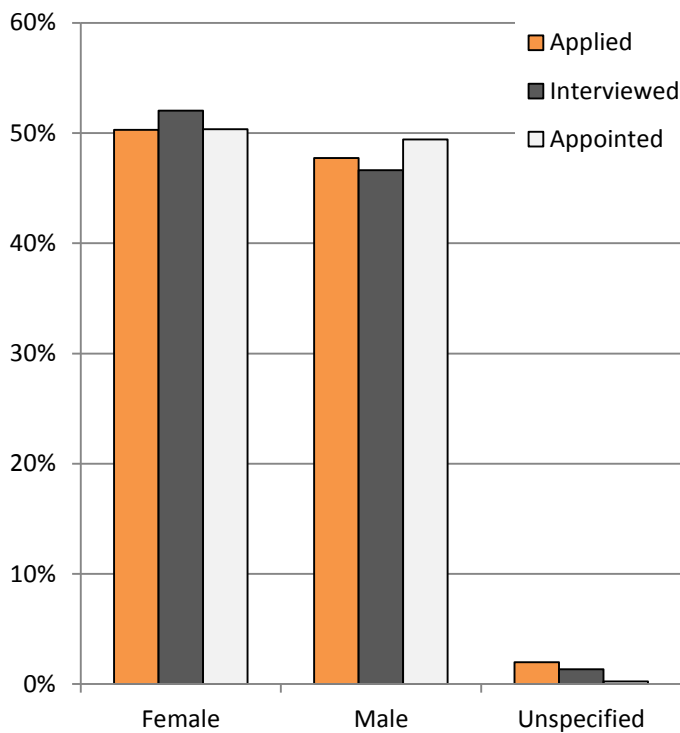
The turnover rate is 13.97%. This has decreased slightly since last year when it was 14.1%. This figure compares closely to the overall turnover across London Councils and a national level of 14.6% according to the Hay Group.

6 Recruitment Data 2014

The following charts summarise the recruitment activity covering the calendar year 1 January to 31 December 2014. This covers a slightly different period compared to the main workforce profile of current employees, owing to the time it takes between completing a recruitment exercise and new employees joining the organisation, processing references and completing starter information on the HR Information System.

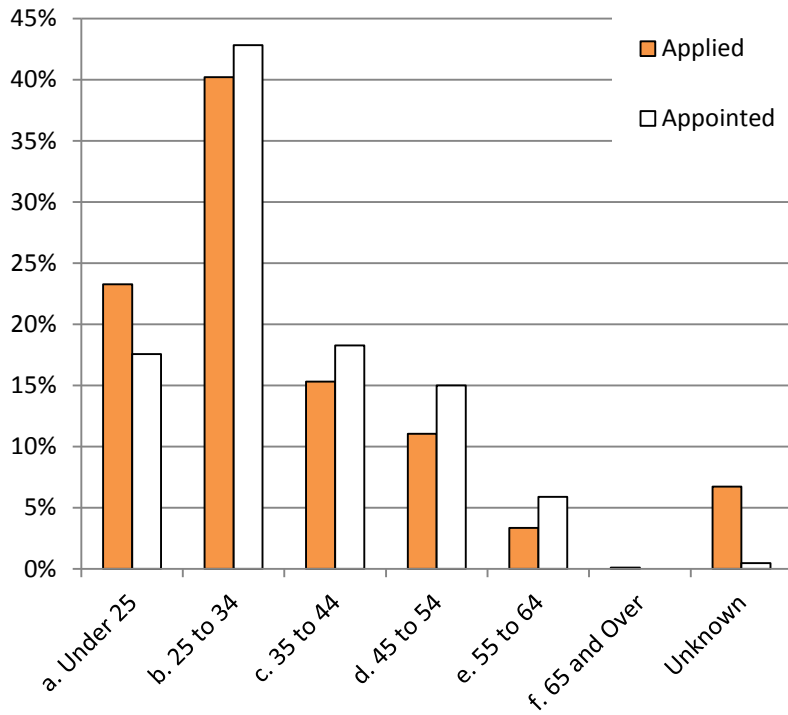
Over the period, there were 13,207 job applicants, 1,995 of those were shortlisted for interview (15.11% of applicants) and 427 appointments were made (3.24% of applicants).

6.1 Recruitment by gender



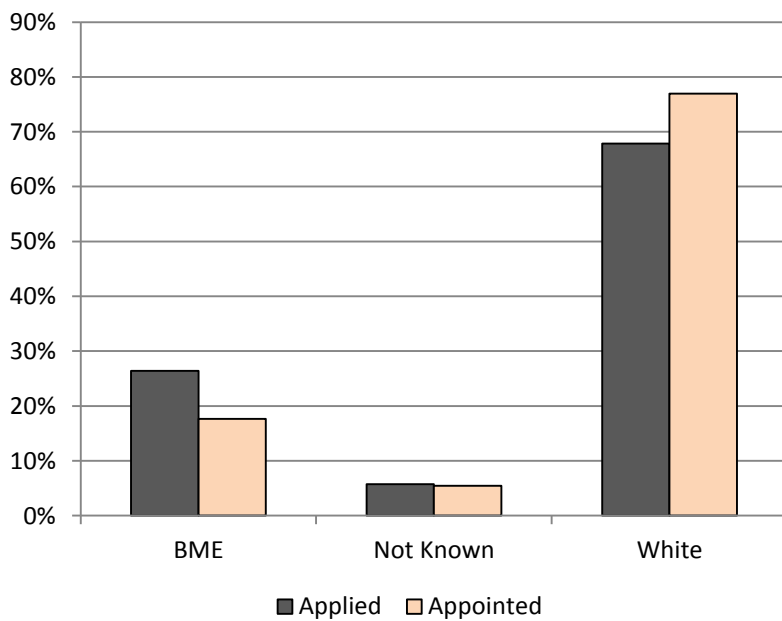
Stage	Female	Male	Unspecified
Applied	50.28%	47.72%	2.00%
Interviewed	52.03%	46.62%	1.35%
Appointed	50.35%	49.42%	0.23%

6.2 Recruitment by age



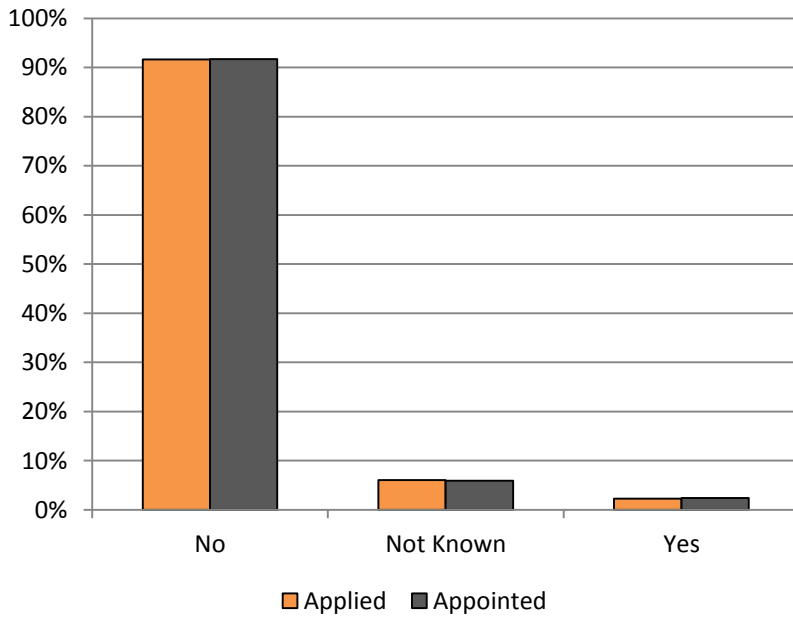
Age Range	Applied	Appointed
a. Under 25	23.26%	17.57%
b. 25 to 34	40.19%	42.81%
c. 35 to 44	15.30%	18.27%
d. 45 to 54	11.04%	15.00%
e. 55 to 64	3.36%	5.88%
f. 65 and Over	0.11%	0.00%
Unknown	6.74%	0.47%
Grand Total	100.00%	100.00%

6.3 Recruitment by ethnicity



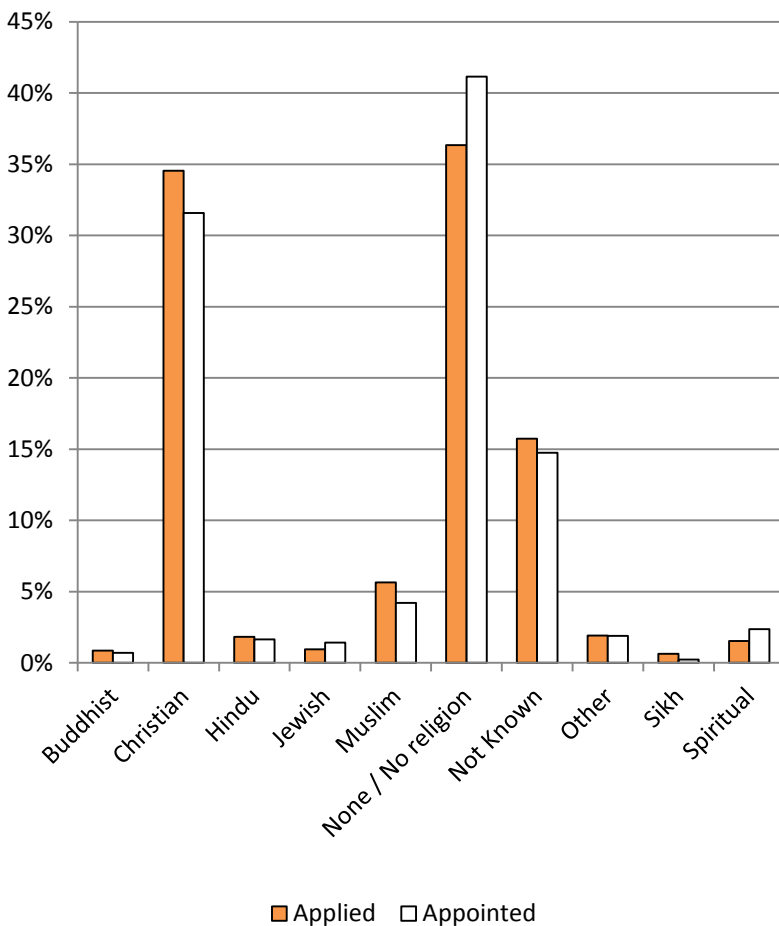
Ethnic Group	Applied	Appointed
BME	26.42%	17.65%
Not Known	5.75%	5.42%
White	67.83%	76.93%
Grand Total	100.00%	100.00%

6.4 Recruitment by disability indicator



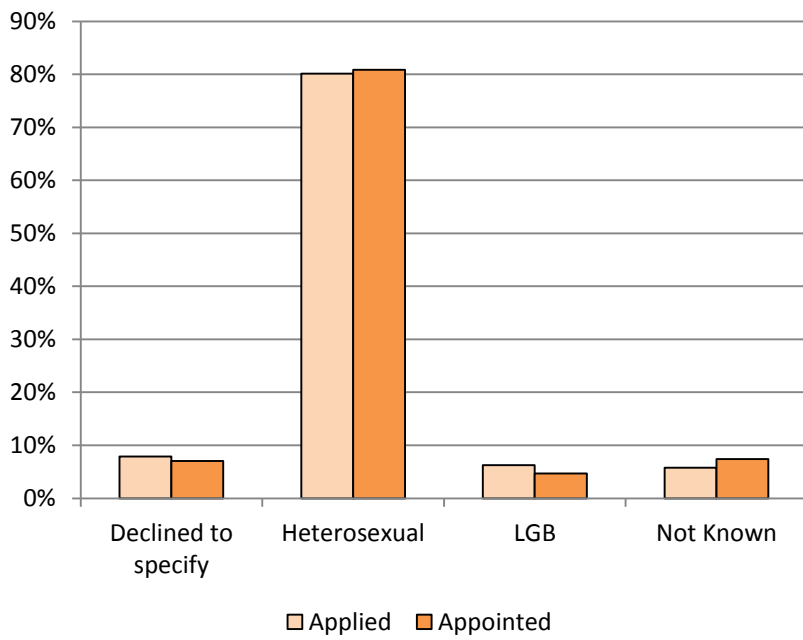
Disability	Applied	Appointed
No	91.66%	91.68%
Not Known	6.05%	5.92%
Yes	2.29%	2.40%
Grand Total	100.00%	100.00%

6.5 Recruitment by religion and belief



Religion & Belief	Applied	Appointed
Buddhist	0.86%	0.71%
Christian	34.54%	31.58%
Hindu	1.82%	1.65%
Jewish	0.95%	1.43%
Muslim	5.66%	4.22%
None / No religion	36.34%	41.16%
Not Known	15.73%	14.74%
Other	1.92%	1.90%
Sikh	0.64%	0.24%
Spiritual	1.54%	2.37%
Grand Total	100.00%	100.00%

6.6 Recruitment by sexual orientation

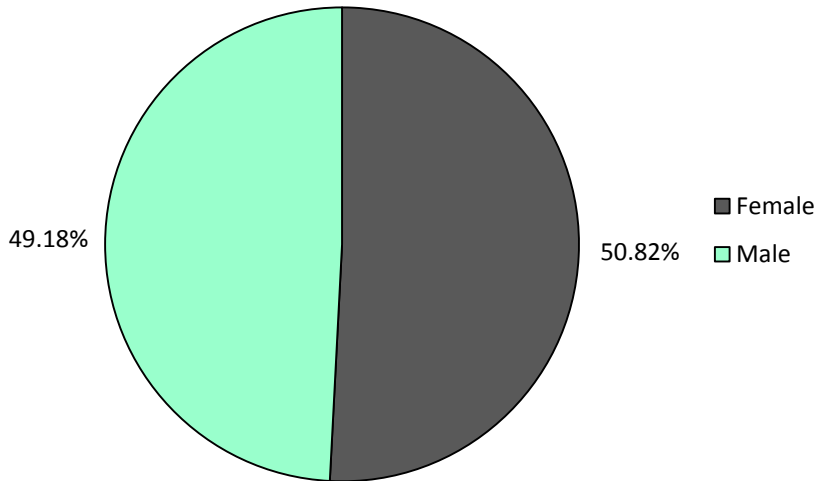


Sexual Orientation	Applied	Appointed
Declined to specify	7.90%	7.02%
Heterosexual	80.10%	80.87%
LGB	6.25%	4.69%
Not Known	5.75%	7.42%
Grand Total	100.00%	100.00%

7 Starter information April 2014 – March 2015

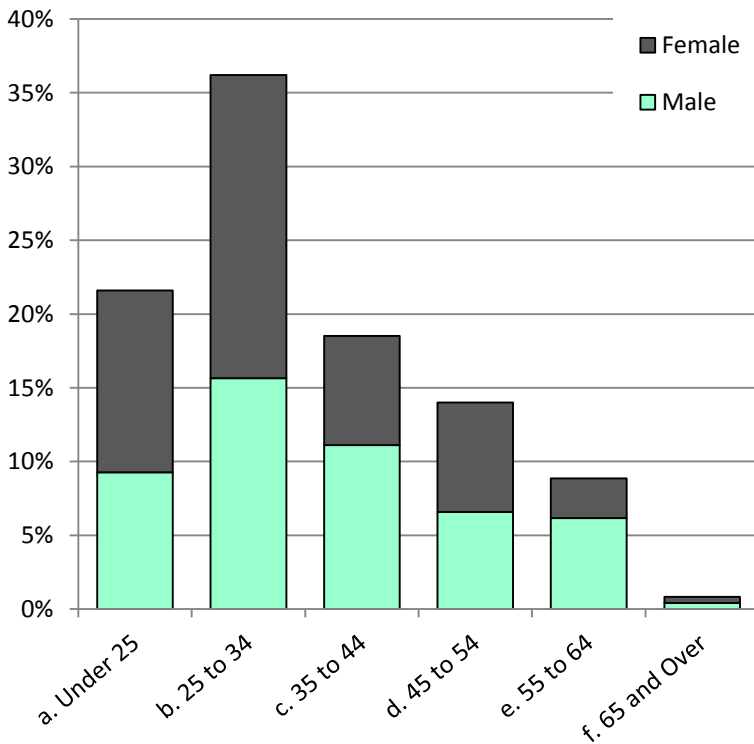
The tables below give a breakdown of the 486 new starters to the organisation. This data does not include those employees who already work for the City of London Corporation but have changed jobs.

7.1 Starters by gender



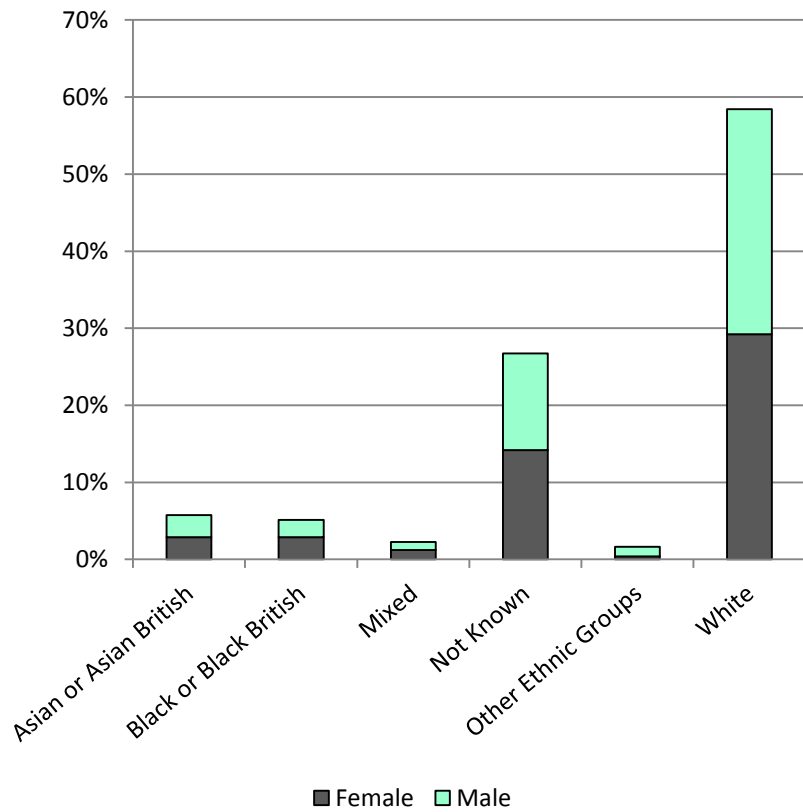
Gender	Total
Female	50.82%
Male	49.18%
Grand Total	100.00%

7.2 Starters by age



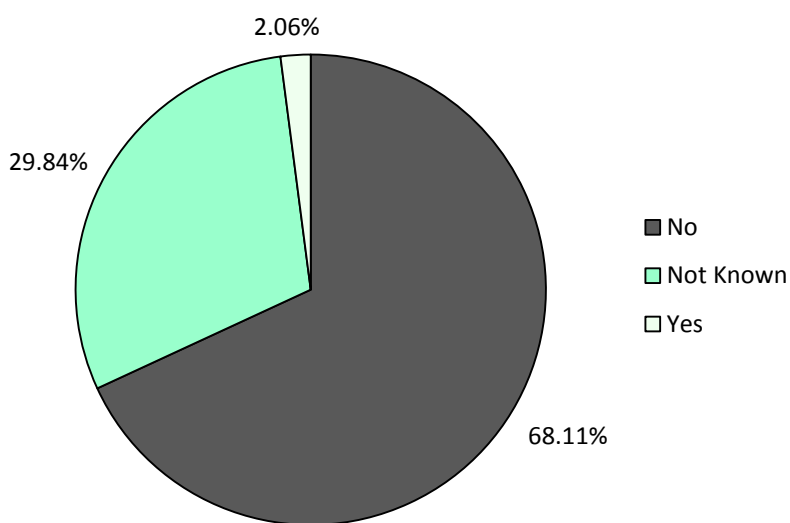
Age Range	Female	Male
a. Under 25	12.35%	9.26%
b. 25 to 34	20.58%	15.64%
c. 35 to 44	7.41%	11.11%
d. 45 to 54	7.41%	6.58%
e. 55 to 64	2.67%	6.17%
f. 65 and Over	0.40%	0.42%
Grand Total	50.82%	49.18%

7.3 Starters by ethnicity



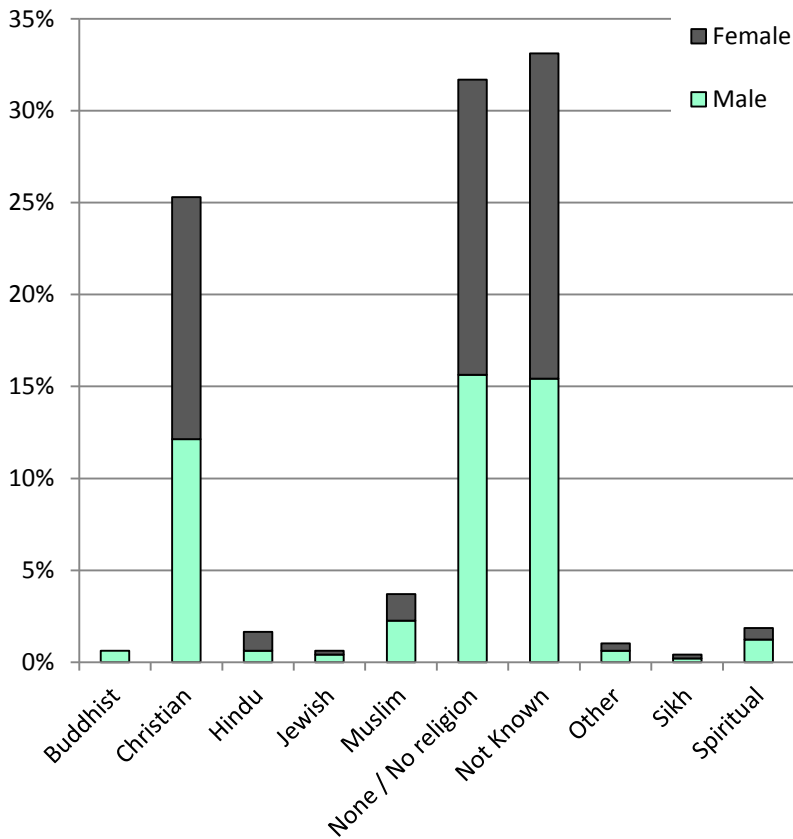
Ethnic Group	Female	Male
Asian or Asian British	2.88%	2.88%
Black or Black British	2.88%	2.26%
Mixed	1.23%	1.03%
Not Known	14.20%	12.56%
Other Ethnic Groups	0.41%	1.23%
White	29.22%	29.22%
Grand Total	50.82%	49.18%

7.4 Starters by disability indicator



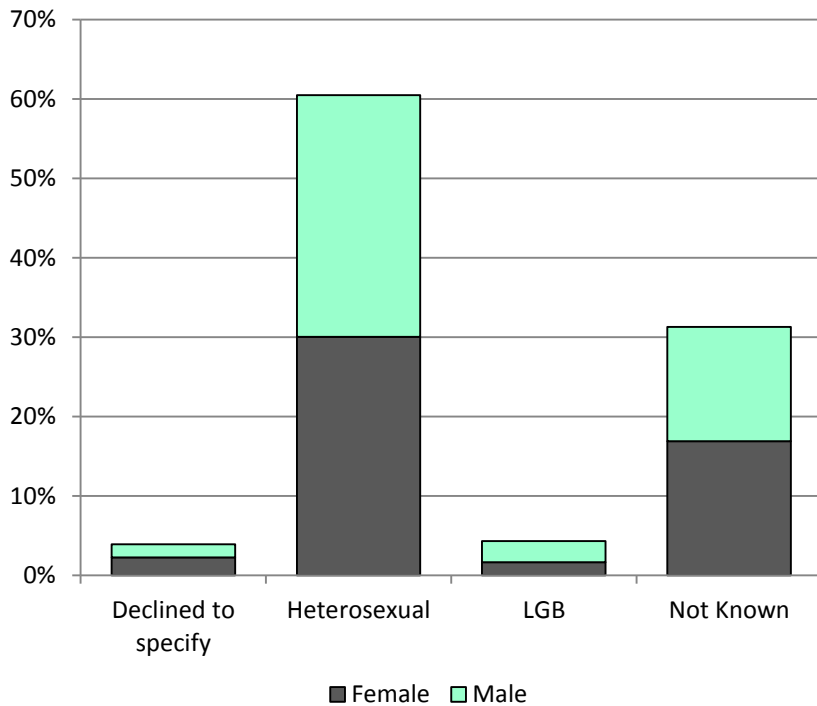
Gender	Female	Male
No	34.16%	33.95%
Not Known	15.84%	13.99%
Yes	0.82%	1.24%
Grand Total	50.82%	49.18%

7.5 Starters by religion and belief



Religion & Belief	Female	Male
Buddhist	0.00%	0.62%
Christian	13.17%	12.14%
Hindu	1.03%	0.62%
Jewish	0.21%	0.41%
Muslim	1.44%	2.26%
None / No religion	16.05%	15.64%
Not Known	17.69%	15.43%
Other	0.41%	0.62%
Sikh	0.20%	0.21%
Spiritual	0.62%	1.23%
Grand Total	50.82%	49.18%

7.6 Starters by sexual orientation

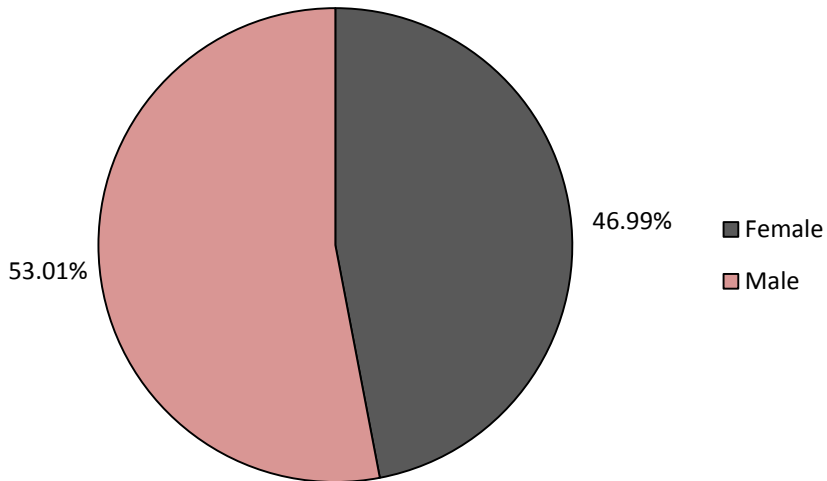


Sexual Orientation	Female	Male
Declined to specify	2.26%	1.65%
Heterosexual	30.04%	30.45%
LGB	1.65%	2.67%
Not Known	16.87%	14.41%
Grand Total	50.82%	49.18%

8. Leaver information April 2014 – March 2015

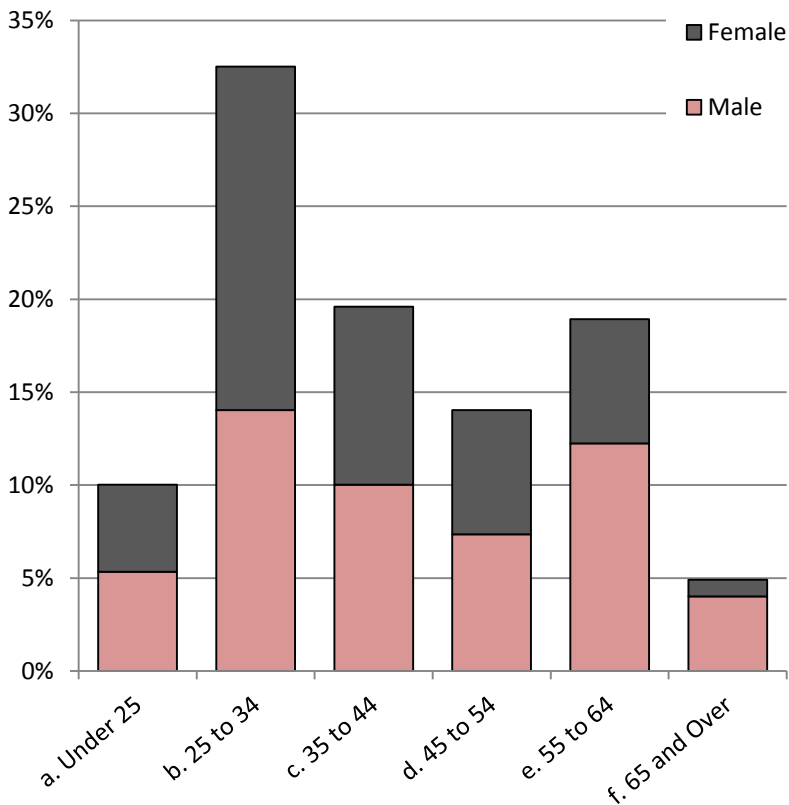
The tables below give a breakdown of the 449 leavers from the organisation.

8.1 Leavers by gender



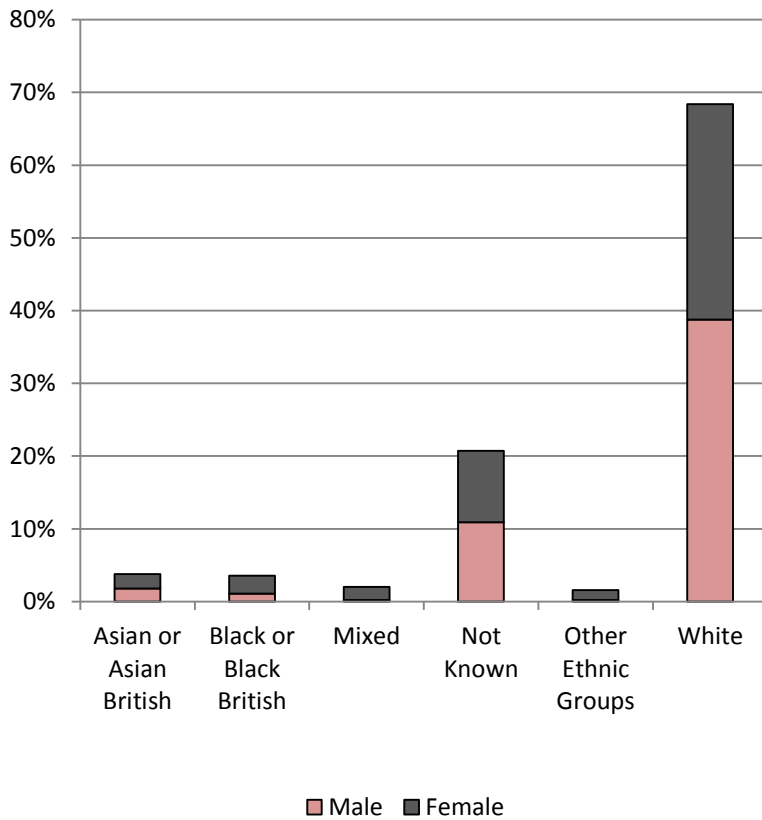
Gender	Total
Female	46.99%
Male	53.01%
Grand Total	100.00%

8.2 Leavers by age



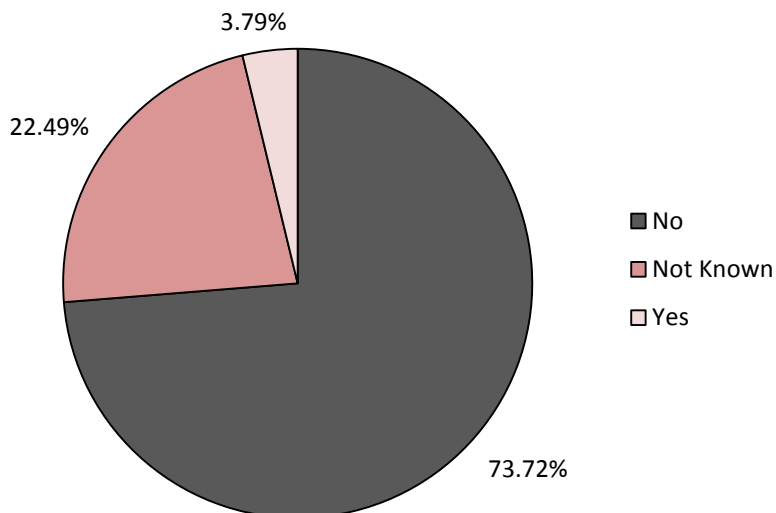
Age Range	Female	Male
a. Under 25	4.68%	5.35%
b. 25 to 34	18.48%	14.03%
c. 35 to 44	9.58%	10.02%
d. 45 to 54	6.68%	7.35%
e. 55 to 64	6.68%	12.25%
f. 65 and Over	0.89%	4.01%
Grand Total	46.99%	53.01%

8.3 Leavers by ethnicity



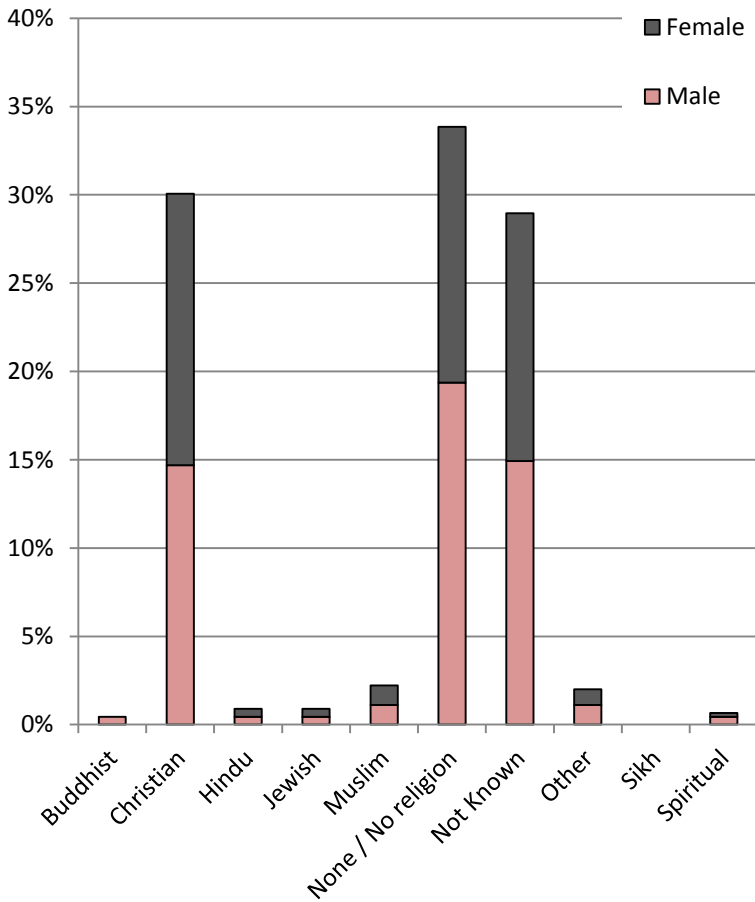
Ethnic Group	Female	Male
Asian or Asian British	2.00%	1.78%
Black or Black British	2.45%	1.12%
Mixed	1.78%	0.22%
Not Known	9.80%	10.91%
Other Ethnic Groups	1.34%	0.22%
White	29.62%	38.76%
Grand Total	46.99%	53.01%

8.4 Leavers by disability indicator



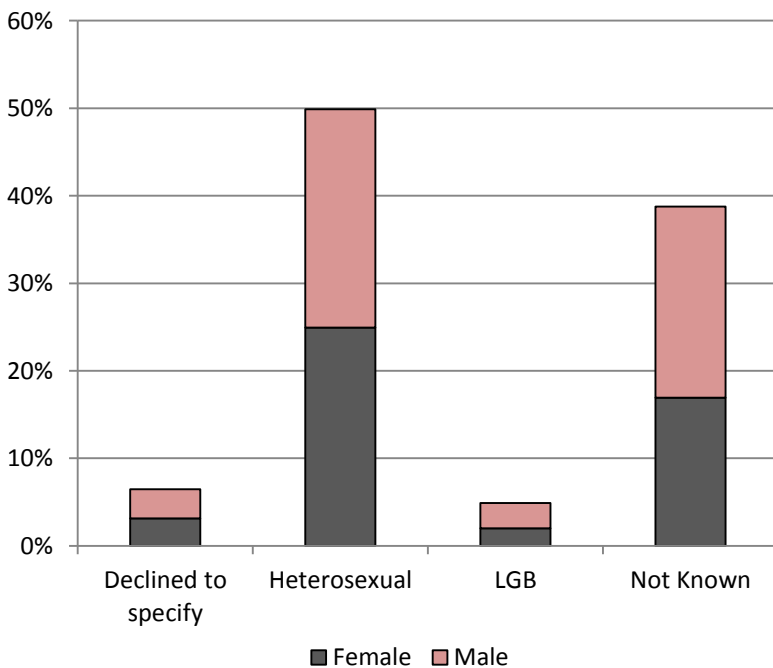
Disability	Female	Male
No	34.74%	38.98%
Not Known	10.91%	11.58%
Yes	1.34%	2.45%
Grand Total	46.99%	53.01%

8.5 Leavers by religion and belief



Religion & Belief	Female	Male
Buddhist	0.00%	0.45%
Christian	15.37%	14.70%
Hindu	0.45%	0.45%
Jewish	0.45%	0.45%
Muslim	1.11%	1.11%
None / No religion	14.48%	19.38%
Not Known	14.03%	14.92%
Other	0.89%	1.11%
Sikh	0.00%	0.00%
Spiritual	0.22%	0.45%
Grand Total	46.99%	53.01%

8.6 Leavers by sexual orientation



Sexual Orientation	Female	Male
Declined to specify	3.12%	3.34%
Heterosexual	24.94%	24.94%
LGB	2.00%	2.90%
Not Known	16.93%	21.83%
Grand Total	46.99%	53.01%