

<b>Committee(s):</b>	<b>Date:</b>
Establishment Committee	19 June 2017
<b>Subject:</b> Annual Equalities in Employment Monitoring Report 2016 – 2017	<b>Public</b>
<b>Report of:</b> Director of Human Resources	<b>For Information</b>
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### **Summary**

This report sets out the workforce profile information for the year 2016-2017. It 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. The analysis includes salary and grade; the top 5% earners; turnover; recruitment and new starter and leaver information during the year.
2. Over the last three years, the reported data has been enhanced and we are now able to track the changing demographic of the workforce. The workforce profile data is used to inform the public sector equality duty in relation to employment. This data along with the HR dashboards and workforce planning data helps to inform the Human Resources strategy.

#### **Current Position**

3. Attached as Appendix 1 is a breakdown of the workforce as at the end of March 2017. The reported number of employees, inclusive of fixed term employees during this reporting period stands at 3410 compared to 3362 last year. 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.

4. The level of sensitive data held across the reported protected characteristics has improved this year ranges between 65.27% and 100%. This has increased from 62.56%. New starter information and induction material has been amended to encourage staff to enter their data via self-service. However overall new starters' sensitive data is slightly lower in comparison to all staff. This could be because starter data does not differentiate between permanent and fixed term staff who are less likely to enter additional data on self- service because of the short term nature of their work. We have also posted communication encouraging current staff to enter and review their data on the launch page of City People which all staff have to enter to view and print payslips and to book leave and training.
5. Appendix 1 also provides a breakdown of recruitment activity for the period April 2016 – March 2017. An analysis of new starter and leaver data by protected characteristic is also included. This data continues to inform the attracting talent project. Whilst the make-up of the workforce remains broadly the same as last year, overall the demographic of the workforce is gradually changing.
6. It should be noted that care needs to be taken with extrapolating statistical significance given the small numbers involved, but overall the information provides a reasonable guide.

### **Equalities and inclusion initiatives during 2016 -17**

7. Quarterly update reports continue to be made to the Establishment Committee. The Equality and Inclusion Board meets on a quarterly basis. Highlights of the Board's work includes:
  - Agreeing the 4 year E&I objectives
  - Review of the Board's and Networks' terms of reference
  - Chief Officers now attend on a rotating basis to account to the Board on the development and furtherance of the E&I agenda at the departmental level
  - The inclusion of Network representatives in assessment centres for Chief Office appointments
  - Approval of E&I appraisal objectives for Chief Officers
  - Continuing to oversee the E&I Action Plan
8. Other E&I highlights include:
  - Development of a suite of three online E&I training courses
  - Updating the Committee Report Writing Guide to provide guidance on the Public Sector Equality Duty
  - Review of the Member/Officer protocol to better reflect corporate initiatives in relation to equality diversity and inclusion
  - Development and delivery of member training on equalities
  - Continuing support and develop of departmental Equality Representatives, Network leads and Network Sponsors
  - Hosting of the Radius Sponsors Network event in the Crypt which was attend by organisations from across the UK

- Participation by our Network Sponsors in a cross sector piece of research which examined the role of the Sponsor. This has resulted in a toolkit for Sponsors of Networks across industries

### **Staff Networks**

9. The Staff Networks continue to develop and all have put on events throughout the year for their members. Highlights include:
  - A series of insight lunches on career development including: personal stories from senior staff across the organisation by the Women's Inclusive Network (WIN); CV skills workshop hosted by the Black Asian Minority Ethnic Network (BAME)
  - Networks collaborating with development, embedding and promotion of key City Corporation strategies and objectives: the Disability Inclusive Network (DIN) working with City Wellbeing project team on the Mental Health project; Carers and Support Network working with Corporate HR to develop the Carers Guide
  - Events with external speakers including DIN working with City's Access Team and City of London Access Group to positively acknowledge the United Nations International Day of Persons with Disabilities – Chris Moon spoke about the access and empowerment of people of all abilities; the Multi-Faith Network hosted Rt Hon Stephen Timms, Member of Parliament, who spoke about how he represents a multi-cultural and diverse faith community
  - Events to promote greater understanding such as the LGBT Network - City Pride who hosted films at the Barbican highlighting LGBT (Carol and Moonlight)
10. Chief Officers have given their commitment to supporting the Staff Networks by encouraging staff to attend events; supporting Network leads in their departments and by personal attendance at events. A number of Chief Officers have been invited to attend Network meetings to give talks and participate in Q&A sessions.
11. Training development and networking opportunities have been offered to the Networks and their Sponsors. A number of Network leads and Sponsors have stood down having completed their tenure. The Networks have contributed their comments and views on HR policy development and we continue to work in collaboration with them on guides for staff and managers.
12. The E&I Board meetings with the Chairs of the Networks and their Sponsors and invites input to the wider equalities and inclusion agenda.
13. The 2016 summary of all corporate and departmental equality related service delivery activities is in preparation for publishing on the City's internet site to comply with the Public Sector Equality Duty.

### **Maternity, Paternity, and related provisions 2016/7**

14. 46 women started their maternity leave in 2016/17 compared to 56 in the previous year. During the year one employee who was due to return from

maternity leave during 2016/17 did not return at the end of their maternity/leave. This compares to 9 in the previous year. One further employee left within 3-months of returning, compared to 6 in the previous year. Whilst the figures are small, it does indicate an improvement in the number of women returners

15. One employee took adoption leave during this reporting period.

16. 33 employees took paternity leave

17. 9 employees took Parental Leave

18. No employees took Shared Parental Leave.

### **Requests to work flexibly**

19. Members will recall that requests to work flexibly, which can be for any reason, will be agreed unless one of the specified statutory business grounds applies. During the year there were 11 requests to work flexibly. All of these were agreed.

20. These figures do not capture the various informal and temporary arrangements that are agreed at the local level. Participating in other provisions that also exist such as flexitime, home working, job sharing and reducing hours for work life balance reasons are also not captured in this figure.

### **New Employment Policies and Guides**

21. This year we have introduced parity between the adoption leave and paternity leave provisions to mirror the corresponding provision in the maternity policy. A further review of our maternity policy is planned to determine whether it is still competitive in terms of leave, pay and encouraging women to return to work following maternity leave. Any recommendations for change will be reported back to the Committee.

22. A full review of different leave and time off provisions including flexible working has been undertaken and a new Work Life Balance guide for all staff has been drafted to address a range of questions and answers about what is available and this will be publicised on the intranet shortly.

### **Proposal**

23. Members are asked to note the report.

### **Corporate & Strategic Implications**

24. This report identifies a number of actions and activities that contribute towards meeting our Public Sector Equality Duty. The Equality and Inclusion Action Plan is reviewed regularly at the Equality and Inclusion Board. The Establishment Committee has 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. The Gender Pay Gap regulations requires us to publish annual gender pay gap data and this will be reported to a future committee.

## **Conclusion**

25. The annual workforce profile analysis informs the wide equalities and inclusion strategy and our public sector equality duty as it relates to employment.

## **Appendices**

Appendix 1 – Workforce Profile March 2017

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