City of London - Employee Profile
March 2017

1   Introduction

This document illustrates and describes the profile of the workforce which informs the City of London's Public Sector 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. 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, Remembrancer's, The Built Environment and Town Clerk's.

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

- Barbican Centre and Guildhall School of Music & Drama, teachers and non-teaching employees working in the City's three schools i.e. City of London Freemen's School, City of London School and City of London School for Girls.

During this reporting period the Culture Heritage & Libraries department was subject to a reorganisation and services within the former department now fall within the Town Clerks, Open Spaces or Community and Children Service's departments.

Excluded are the City of London Police Officers and support employees whose data is reported separately to the Police Committee. Also excluded are casual and agency workers; contractors and consultants.

The workforce profile data reflects the workforce profile recorded as at the 31 March 2017.

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 grades; top 5% of earners; turnover; recruitment; starters and leavers.

3 Overview of the Workforce

As at 31 March 2017 there were a total of 3,410 employees across the departments and functions in scope, covering a wide range of service areas. There have been 494 starters including 118 fixed term workers and 434 leavers including 67 fixed term workers during the reporting period. Fixed term work may be for a number of reasons such as cover for maternity leave, fixed term/grant funding, finite project work, secondments and traineeships etc. 2952 employees are full time and 458 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 34 employees.

3.1 Gender

Gender data is held on 100% of the workforce.

As shown below, 44.79% of the workforce is female and 55.21% are male. This is comparable to the split for 2015/16 (43.99% female and 56.01% male). The average for all London Councils is 62.2% female and 37.8% male respectively (Source: London Councils- Human Capital Metrics Survey Scorecard 2015/16). It should be noted that whilst some comparison can be useful, the City Corporation's local authority function is smaller than other London Boroughs which makes a direct comparison with other Councils difficult. 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 73.36% and 26.64% are male. This figure is broadly the same as the national picture of women as a percentage of all part-time workers according to the Office of National Statistics (ONS).
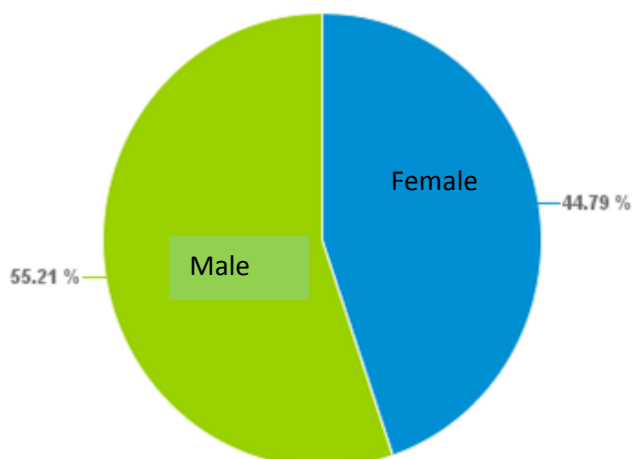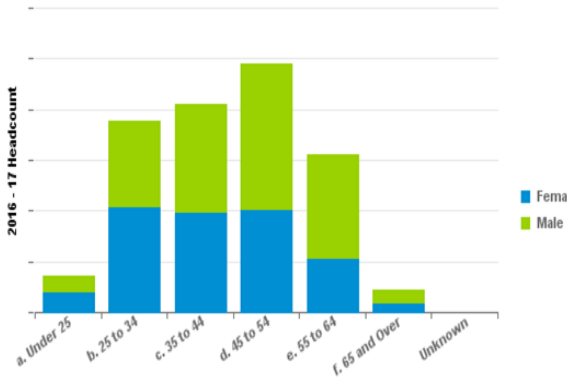

Headcount		
	2016/17	**2015/16**
F	44.79%	43.99
M	55.21%	56.01
	100%	**100%**

3.2 Age

Age data is held on 100% of the workforce.

The age distribution is essentially unchanged from the previous year.

|	Female 2016-17	Male 2016-17	Female 2015-16	Male 2015-16
Under 25	5.24%	3.29%	5.68%	4.26%
25-34	26.92%	18.23%	26.63%	18.12%
35-44	25.67%	22.74%	25.67%	22.33%
45-54	26.33%	30.66%	26.28%	30.01%
55-64	13.75%	21.94%	13.83%	22.33%
65 and over	2.10%	3.13%	1.92%	2.93%
Total	**100%**	**100%**	**100%**	**100%**

3.3 Ethnicity

Ethnicity data is held on 88.67 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 63.5% White and 36.5% Black Asian and Minority Ethnic (BAME). This compares to 72.91% White; 16.48(BAME) and 11.33% Not known/Stated at the City of London Corporation.
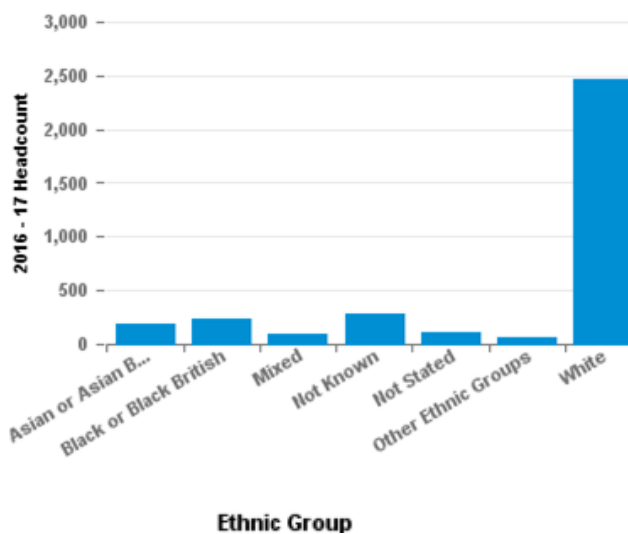
Ethnic Group	2016/17	2015/16
Asian or Asian British	5.51%	5.12%
Black or Black British	6.78%	7.04%
Mixed	2.58%	2.58%
Not Known	8.13%	7.79%
Not Stated	3.2%	3.45%
Other Ethnic Groups	1.61%	1.59%
White	72.19%	72.43%
Grand Total	**100.00%**	**100.00%**

3.4 Disability

Disability data is held on 86.77% of the workforce.

2.73 % 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 it should be noted this indicator does not necessarily accurately measure whether an employee meets the definition of "disability" under the Equality Act 2010.
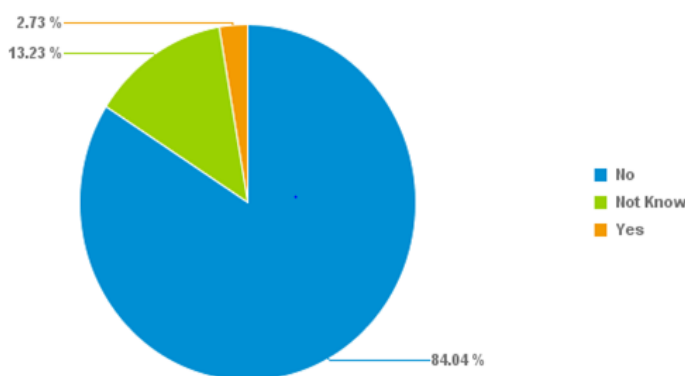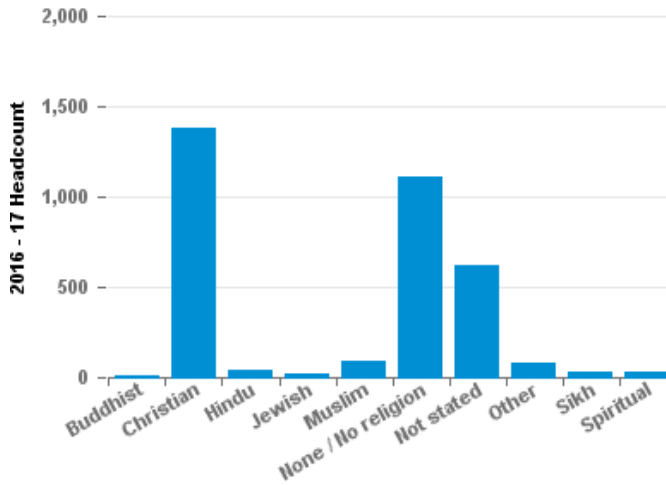

Disability	2016/17	2015/16
No	84.04%	84.09%
Not Known	13.23%	13.15%
Yes	2.73%	2.76%
Grand Total	**100%**	**100%**

4

3.5 Religion and Belief

Religion and belief information is held on 81.69% of the workforce.

Of the overall workforce 40.40% are Christian. 32.44% stated that they have None/No religion or belief. Total other religions and beliefs is 8.83% and not known 18.33%.

Religion & Belief	2016/17	2015/6
Buddhist	0.38%	0.24%
Christian	40.40%	41.25%
Hindu	1.20%	1.12%
Jewish	0.62%	0.75%
Muslim	2.79%	2.53%
None / No religion	32.44%	31.32%
Not Known	18.33%	19.11%
Other	2.23%	2.23%
Sikh	0.79%	0.71%
Spiritual	0.82%	0.74%
Grand Total	**100.00%**	**100.00%**

3.6 Sexual Orientation

Sexual orientation information is held on 65.27% of the workforce.

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:
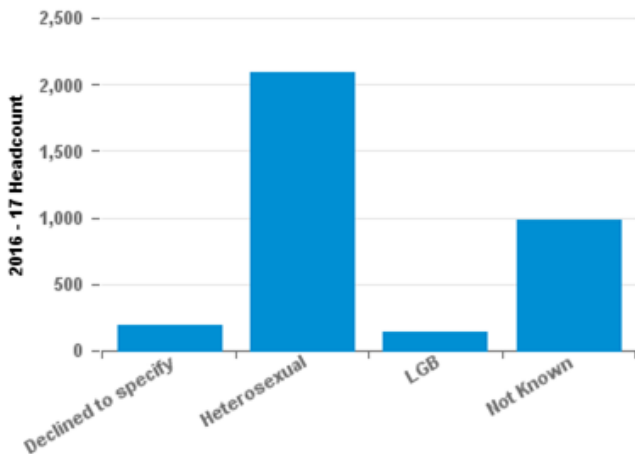
Sexual Orientation	2016/17	2015/16
Declined to specify	5.75%	5.41%
Heterosexual	61.16%	58.87%
LGB	4.11%	3.69%
Not Known	28.98%	32.03%
Grand Total	**100.00%**	**100.00%**

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
Grade A	£14,180	£15,060	5.36
Grade B	£16,430	£19,080	17.96
Grade C	£21,460	£24,900	20.42
Grade D	£27,180	£31,530	14.73
Grade E	£31,530	£36,520	12.86
Grade F	£39,910	£46,290	9.11
Grade G	£47,660	£55,290	4.01
Grade H	£55,290	£64,060	2.05
Grade I	£64,060	£74,250	0.67
Grade J	£76,490	£88,680	0.56
Chief Officers Group*	£80,340	£239,840	0.32
F9 Grade	No fixed values		3.16
Teacher Grades	£28,070	£57330	8.79
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
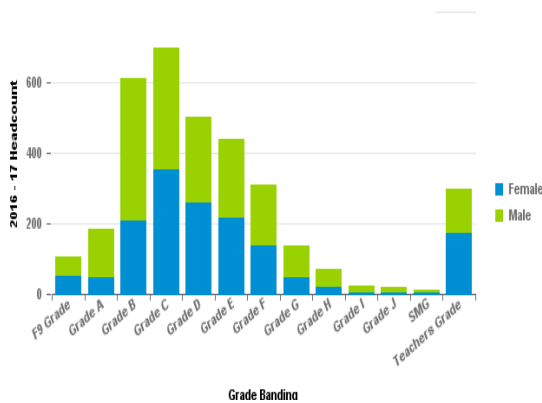
2016/17	Female	Male	
Grade A-D	43.57%	56.43%	100%
Grade E-H	44.34%	55.66%	100%
Grade I & above	20.75%	79.25%	100%
Other	54.79%	45.21%	100%

Grade Range	2016/17 Female	2016/17 Male
Grade A	3.16%	7.20%
Grade B	14.28%	20.25%
Grade C	23.00%	18.37%
Grade D	16.67%	13.16%
Grade E	14.02%	11.92%
Grade F	8.98%	9.24%
Grade G	3.10%	4.78%
Grade H	1.29%	2.68%
Grade I	0.32%	0.97%
Grade J	0.19%	0.86%
Chief Officers	0.32%	0.48%
F9 Grade	3.36%	3.22%
Teachers Grade	11.31%	6.87%
Total	**100.00%**	**100.00%**

4.2 Age and grade profile
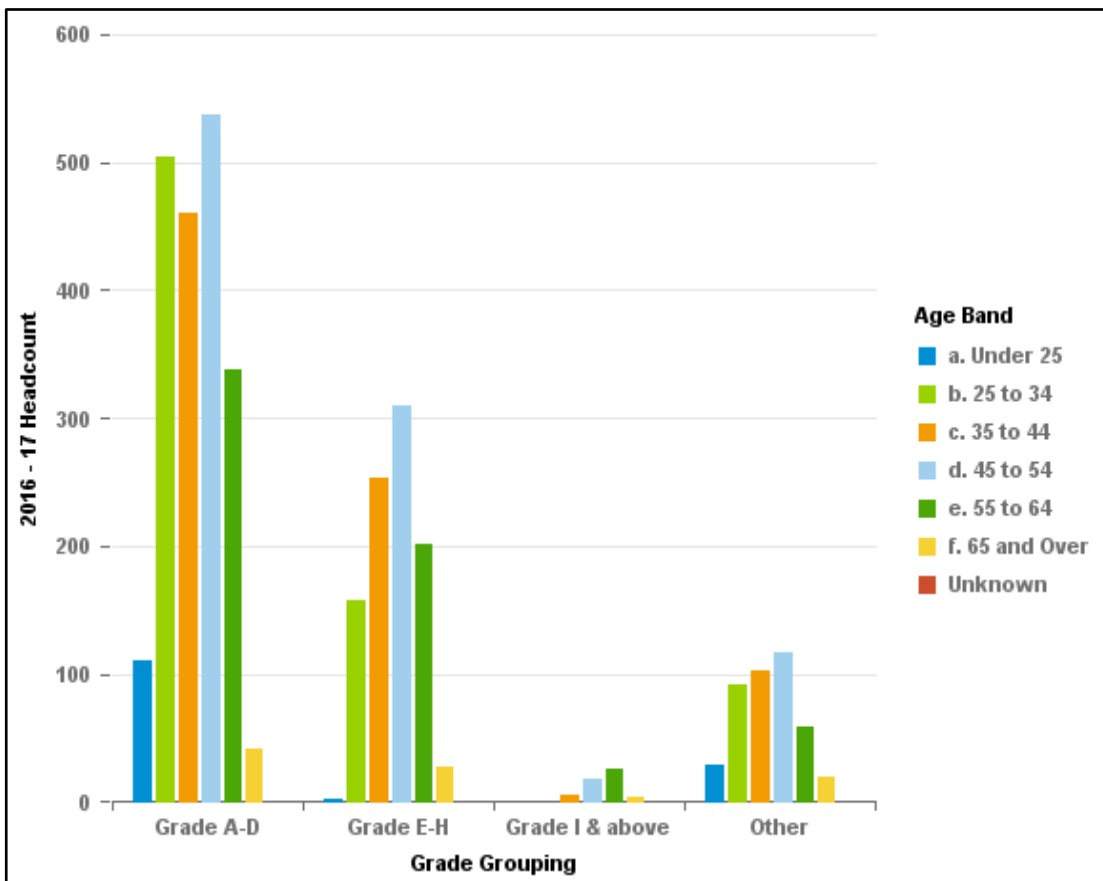
Grade	a. Under 25	b. 25 to 34	c. 35 to 44	d. 45 to 54	e. 55 to 64	f. 65 and Over
Grade A-D	3.22%	14.76%	13.47%	15.72%	9.90%	1.20%
Grade E-H	0.09%	4.63%	7.44%	9.08%	5.89%	0.82%
Grade I & Above	0.00%	0.00%	0.15%	0.53%	0.76%	0.12%
Other	0.85%	2.69%	2.99%	3.40%	1.73%	0.56%
Grand Total	**4.16%**	**22.08%**	**24.05%**	**28.73%**	**18.28%**	**2.7%**
2015/16 Total	*4.73%*	*21.74%*	*23.77%*	*28.35%*	*18.88%*	*2.53%*

4.3 Ethnicity and grade profile
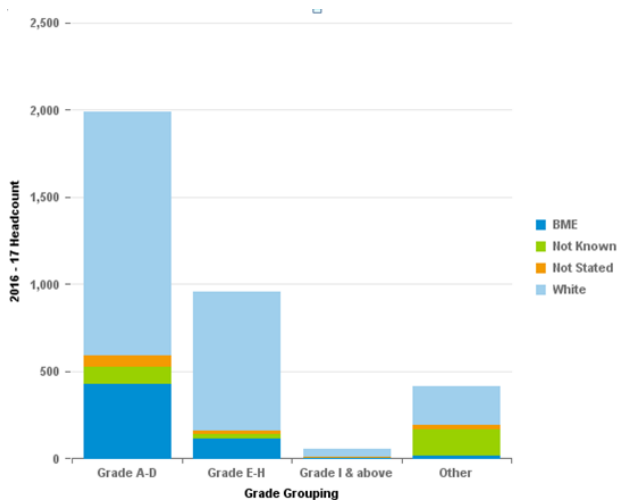
Grade Range	BME	White	Not Known
Grade A-D	15.47%	40.94%	1.87%
Grade E-H	4.07%	23.29%	0.59%
Grade I & Above	0.15%	1.35%	0.06%
Other	4.92%	6.62%	0.67%
Grand Total	**24.61%**	**72.20%**	**3.19%**
2015/16 Total	*16.15%*	*72.22%*	*11.63%*

4.4 Disability indicator and grade profile
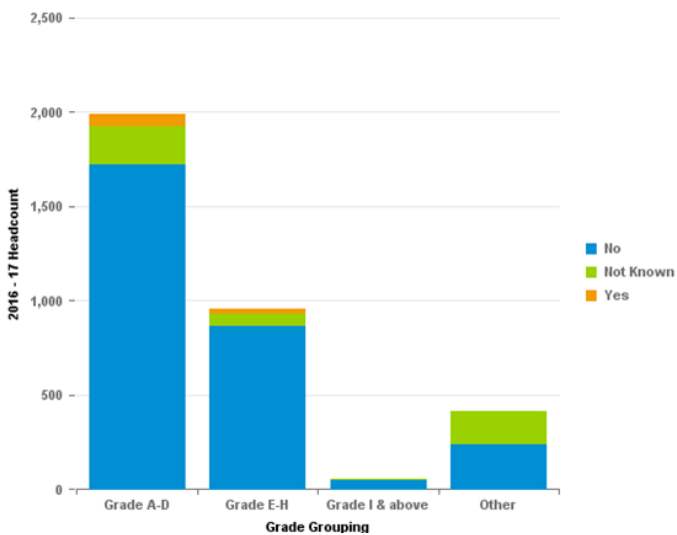
Disability	No	Not Known	Yes
Grade A-D	50.31%	5.98%	1.99%
Grade E-H	25.36%	1.99%	0.59%
Grade I & Above	1.44%	0.12%	
Other	6.91%	5.16%	0.15%
Grand Total	**84.02**	**13.25%**	**2.73%**
2015/16 Total	*83.79%*	*13.53%*	*2.68%*

4.5 Religion and belief and grade profile
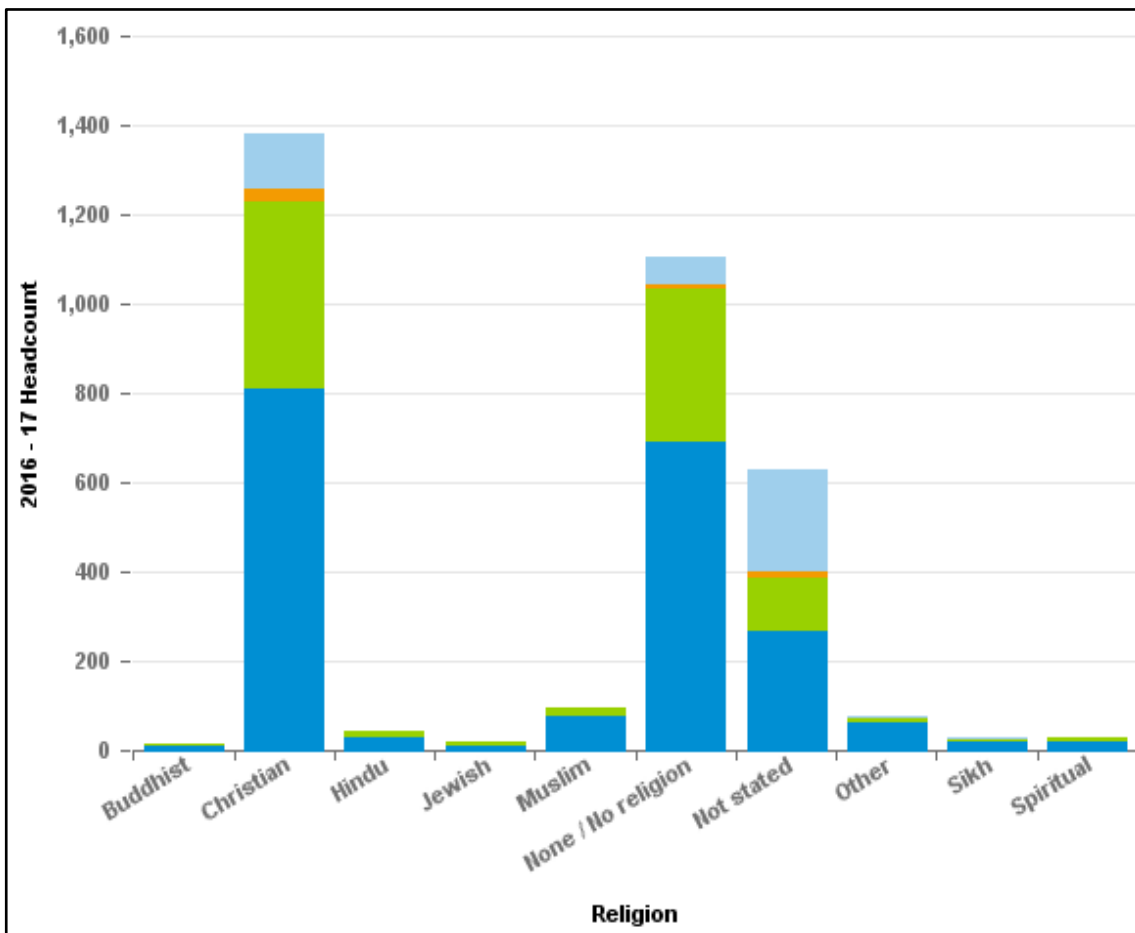
Religion & Belief	Buddhist	Christian	Hindu	Jewish	Muslim	None / No religion	Not Known	Other	Sikh	Spiritual
Grade A-D	0.26%	23.76%	0.79%	0.23%	2.23%	20.21%	7.88%	1.85%	0.53%	0.56%
Grade E-H	0.12%	12.24%	0.41%	0.29%	0.53%	10.05%	3.51%	0.32%	0.23%	0.23%
Grade I & Above		0.82%				0.35%	0.38%			
Other		3.54%		0.09%	0.03%	1.82%	6.62%	0.06%	0.03%	0.03%
Grand Total	0.38%	40.36%	1.2%	0.61%	2.79%	32.43%	18.39%	2.23%	0.79%	0.82%
2015/16 Total	*0.24%*	*41.25%*	*1.12%*	*0.75%*	*2.53%*	*31.32%*	*19.11%*	*2.23%*	*0.71%*	*0.74%*

4.6 Sexual orientation and grade profile
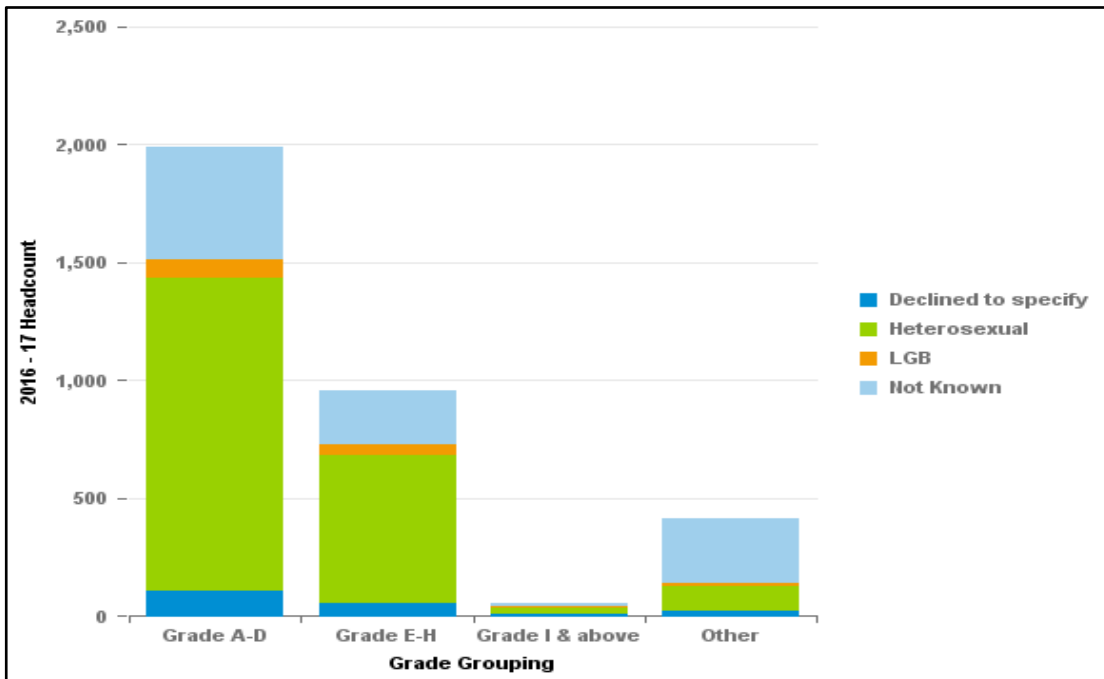
Sexual Orientation	Declined to specify	Heterosexual	LGB	Not Known
Grade A-D	3.10%	38.85%	2.46%	13.88%
Grade E-H	1.67%	18.35%	1.29%	6.65%
Grade I & Above	0.29%	0.79%	0.12%	0.35%
Other	0.67%	3.13%	0.23%	8.17%
Grand Total	**5.73%**	**61.12%**	**4.10%**	**29.05%**
2015/16 Totals	*5.41%*	*58.86%*	*3.69%*	*32.04%*

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 191 employees in the top 5% of earners in the City of London Corporation as at 31 March 2017. The ranking used to establish the top 5% of earners is based on the top 5% of gross salaries.

### 5.1 Top 5% earners by gender
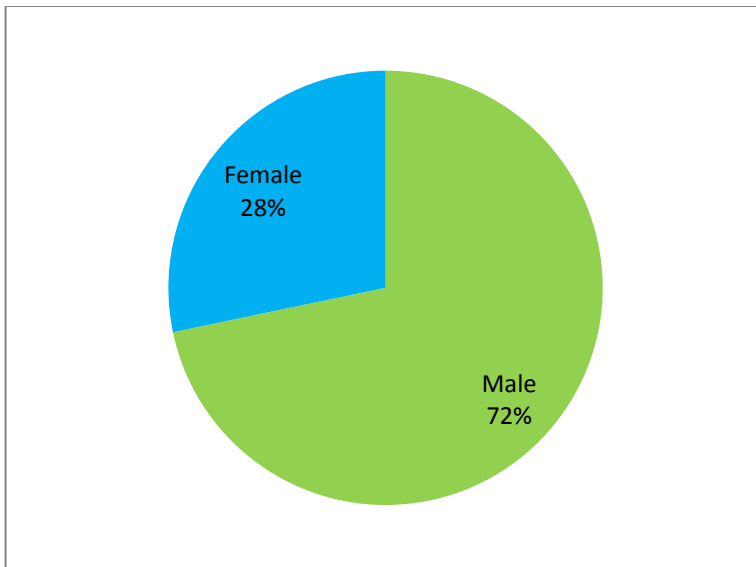
Gender	2016/17	2015/16
Female	28%	26.75%
Male	72%	73.25%
Grand Total	100.00%	100.00%

5.2 Top 5% earners by age
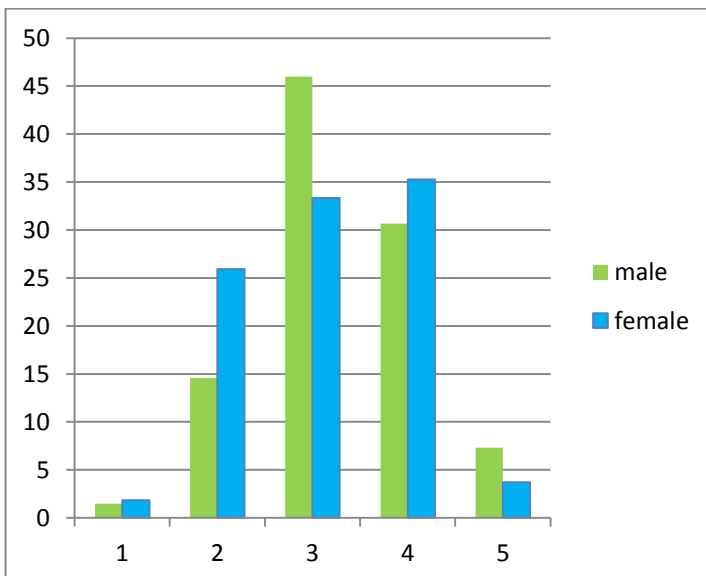
Age Range	2016/17 Female	2016/17 Male	2015/16 Female	2015/16 Male
b. 25 to 34	1.85%	1.46%	2.38%	2.61%
c. 35 to 44	25.92%	14.60%	26.19%	14.78%
d. 45 to 54	33.33%	45.98%	28.57%	41.74%
e. 55 to 64	35.20%	30.66%	40.48%	34.78%
f. 65 and Over	3.7%	7.3%	2.38%	6.09%
Grand Total	100.00%	100.00%	100.00%	100.00%

5.3 Top 5% earners by ethnicity
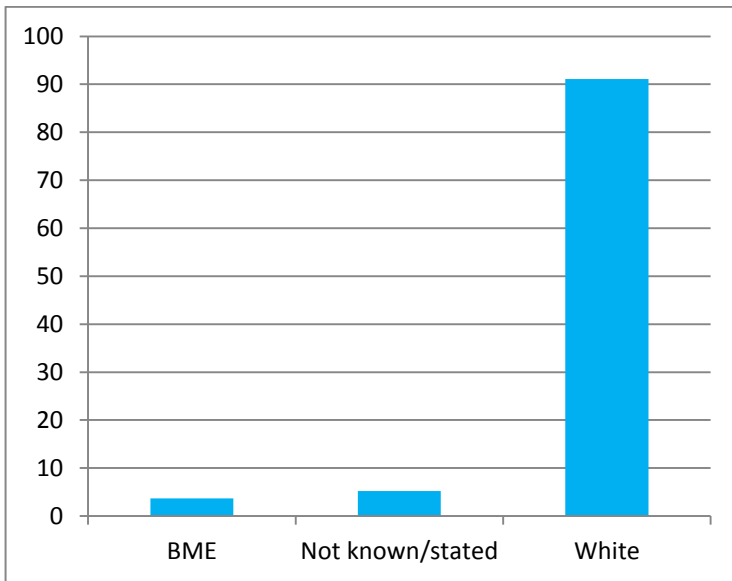
Ethnic Group	2016/17	2015/16
BME	3.67%	5.73%
Not Known or stated	5.23%	7.64%
White	91.1%	86.63%
Grand Total	**100.00%**	**100.00%**

5.4 Top 5% earners by disability indicator
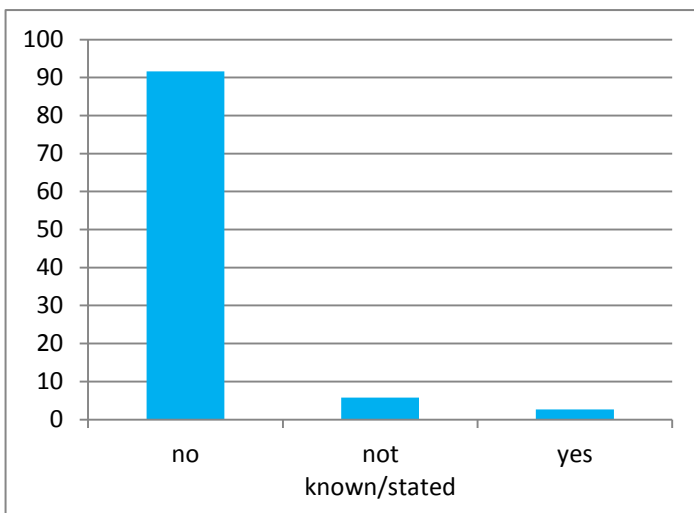
Disability	2016/17	2015/16
No	91.62%	93.63%
Not Known	5.76%	6.37%
Yes	2.62%	0.00%
Grand Total	**100.00%**	**100.00%**

5.5 Top 5% earners by religion and belief
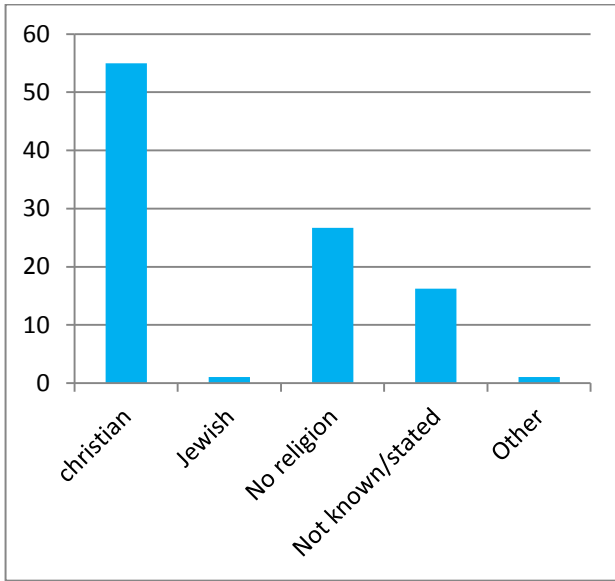
Religion & Belief	2016/17	2015/16
Christian	54.98%	52.87%
Jewish	1.05%	0.64%
None / No religion	26.7%	25.48%
Not Known	16.23%	19.74%
Other	1.04%	1.27%
Grand Total	**100.00%**	**100.00%**

5.6 Top 5% earners by sexual orientation
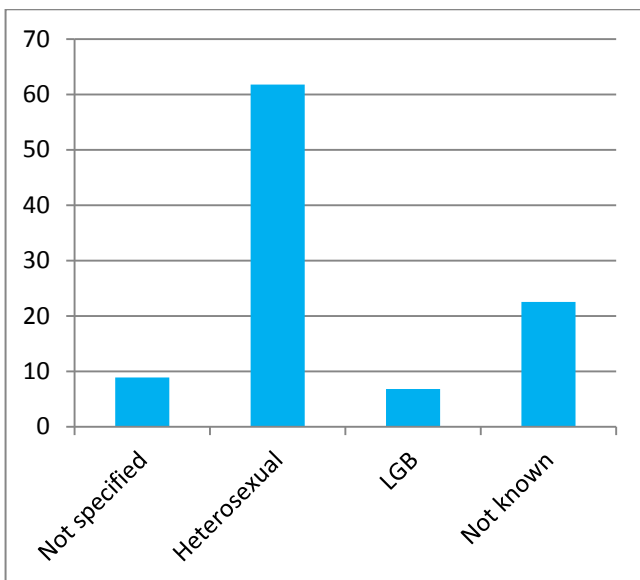
Sexual Orientation	2016/17	2015/16
Declined to specify	8.9%	10.83%
Heterosexual	61.79%	56.69%
LGB	6.8%	6.37%
Not Known	22.51%	26.11%
Grand Total	**100.00%**	**100.00%**

6   Turnover

Recruitment Data April 2016- March 2017

The turnover rate including leavers who were on a fixed term contract is 12.82% or excluding fixed term contracts, 10.84%. This figure indicates a lower rate compared to turnover across London Councils and a national level of 14.6% according to the Hay Group.
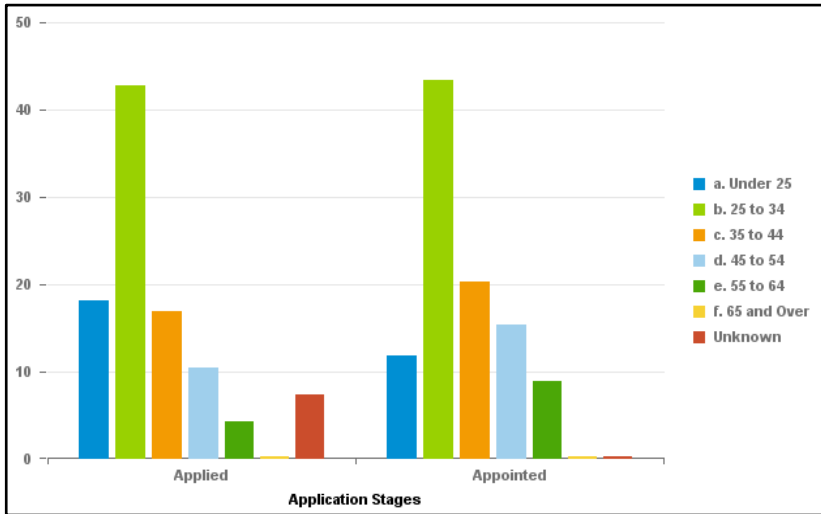
The following charts do not include all recruitment such as recruitment in schools and specialist recruitment where search and section organisations have been commissioned.
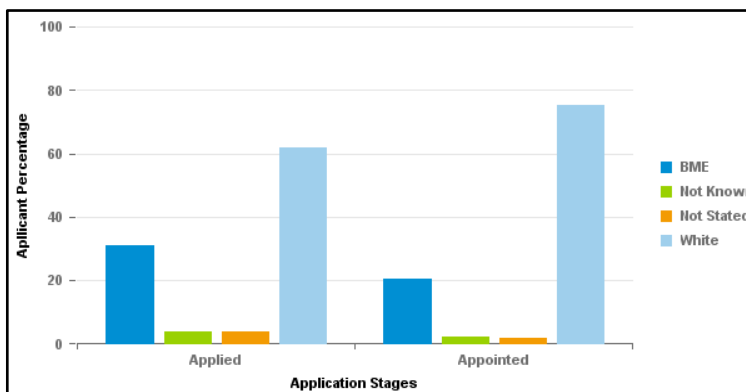
6.1 Recruitment by gender
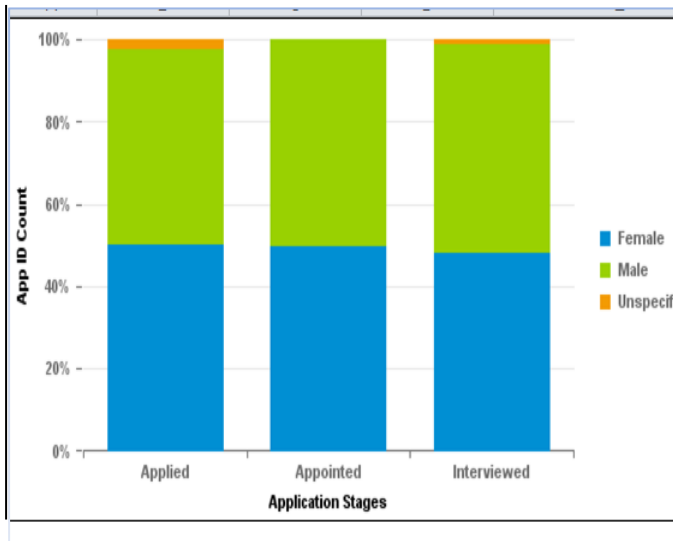
Stage	Female %	Male %	Unspecified %
Applied	49.97	47.42	2.61
Interviewed	47.87	50.85	1.28
Appointed	49.57	50.43	

6.2 Recruitment by age

Age Range	Applied %	Appointed %
a. Under 25	18.11%	11.85%
b. 25 to 34	42.78%	43.31%
c. 35 to 44	16.92%	20.26%
d. 45 to 54	10.42%	15.30%
e. 55 to 64	4.28%	8.84%
f. 65 and Over	0.18%	0.22%
Unknown	7.31%	0.22%
Grand Total	**100.00%**	**100.00%**

6.3 Recruitment by ethnicity

Ethnic Group	Applied %	Appointed %
BME	34.66%	22.63%
Not Known	3.68%	1.94%
White	61.66%	75.43%
Grand Total	**100.00%**	**100.00%**

6.4 Recruitment by disability indicator
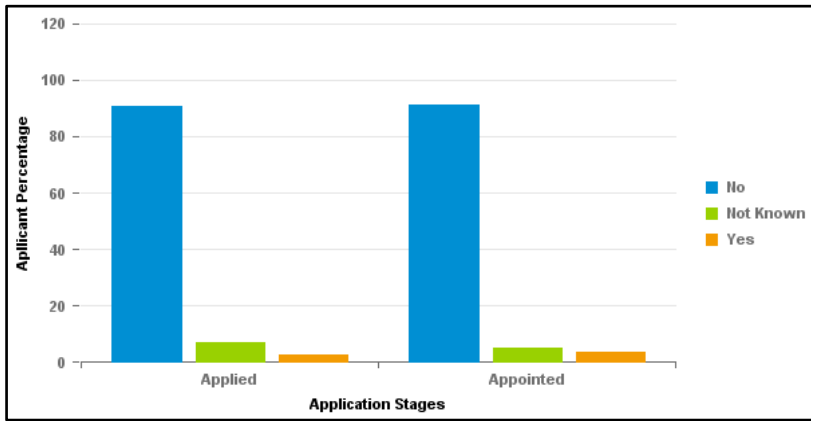
Disability	Applied %	Appointed %
No	90.65%	91.38%
Not Known	6.86%	4.96%
Yes	2.49%	3.66%
Total	**100.00%**	**100.00%**

6.5 Recruitment by religion and belief
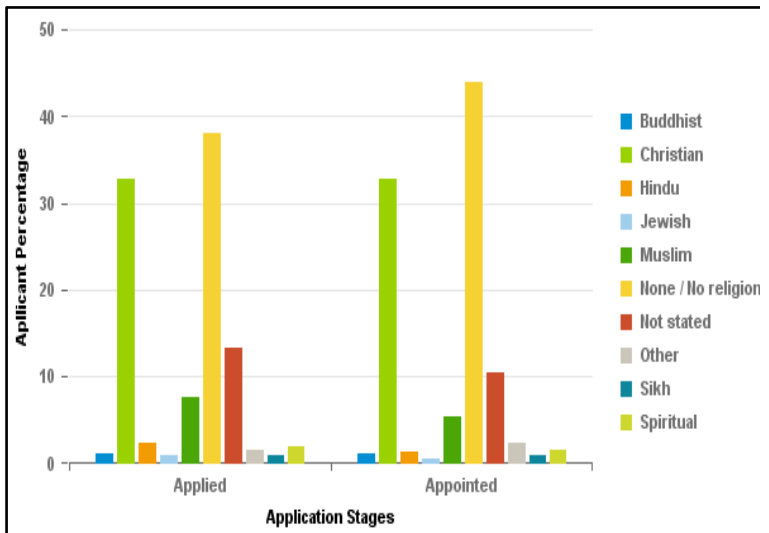
Religion & Belief	Applied %	Appointed %
Buddhist	1.06%	1.08%
Christian	32.66%	32.76%
Hindu	2.39%	1.29%
Jewish	0.82%	0.43%
Muslim	7.53%	5.39%
None / No religion	37.95%	43.97%
Not Known	13.31%	10.34%
Other	1.58%	2.37%
Sikh	0.84%	0.86%
Spiritual	1.86%	1.51%
Grand Total	**100.00%**	**100.00%**

6.6 Recruitment by sexual orientation
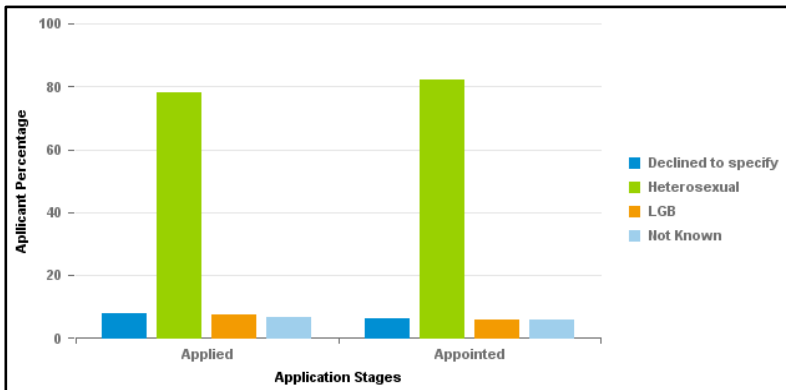
Sexual Orientation	Applied %	Appointed %
Declined to specify	7.79%	6.25%
Heterosexual	77.98%	82.12%
LGB	7.44%	5.81%
Not Known	6.79%	5.82%
Grand Total	**100.00%**	**100.00%**

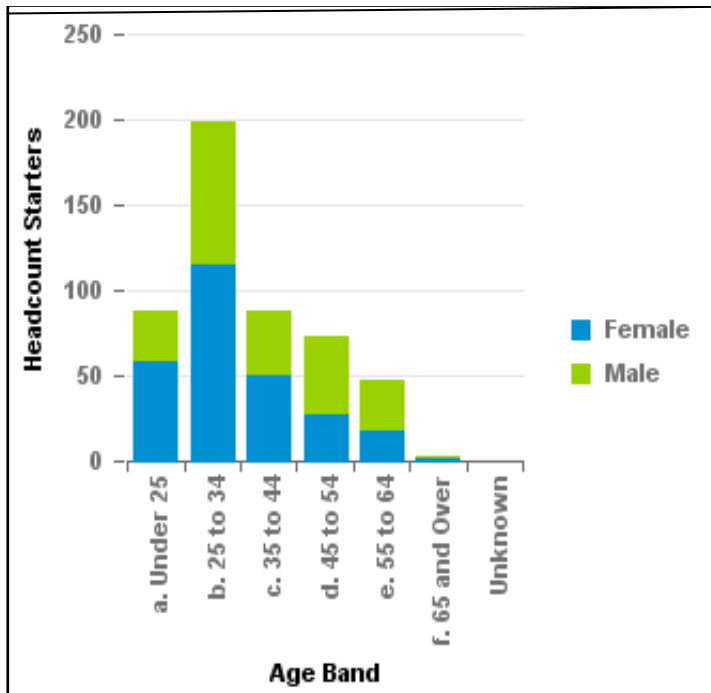## 6 Starter information April 2016 – March 2017

The tables below give a breakdown of the 494 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.
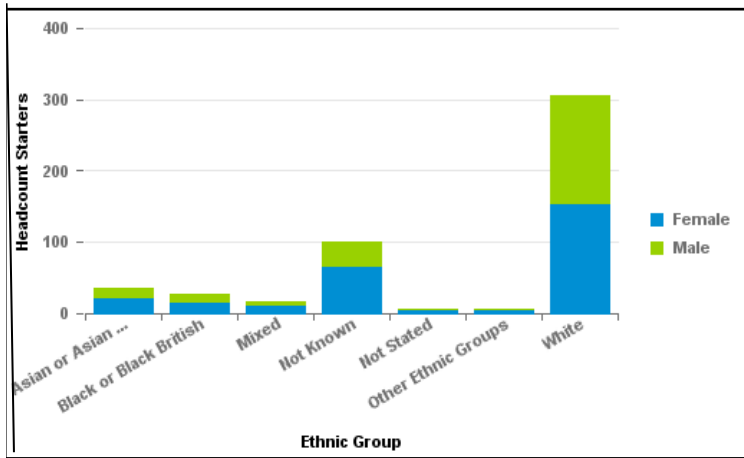
7.1 Starters by gender
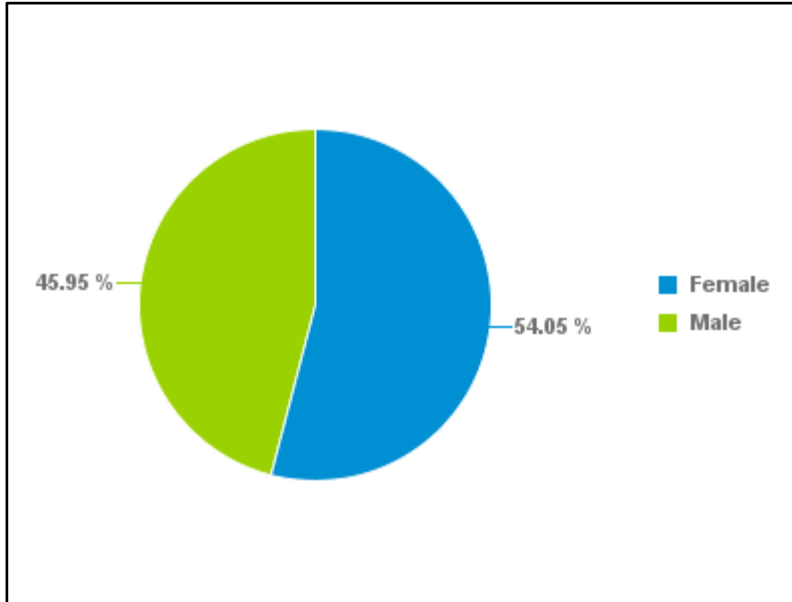
Gender	Total
Female	54.05%
Male	45.95%
Grand Total	**100.00%**

7.2 Starters by age

Age Range	Female	Male
a. Under 25	11.52%	6.07%
b. 25 to 34	23.30%	16.81%
c. 35 to 44	10.12%	7.69%
d. 45 to 54	5.47%	9.11%
e. 55 to 64	3.44%	6.07%
f. 65 and Over	0.20%	0.20%
Grand Total	**54.05%**	**45.95%**

7.3 Starters by ethnicity

Ethnic Group	Female	Male
Asian or Asian British	4.05%	3.04%
Black or Black British	2.83%	2.63%
Mixed	1.82%	1.42%
Not Known	12.96%	7.29%
Not Stated	0.81%	0.40%
Other Ethnic Groups	0.81%	0.20%
White	30.77%	30.97%
Grand Total	**54.05%**	**45.95%**

7.4 Starters by disability indicator
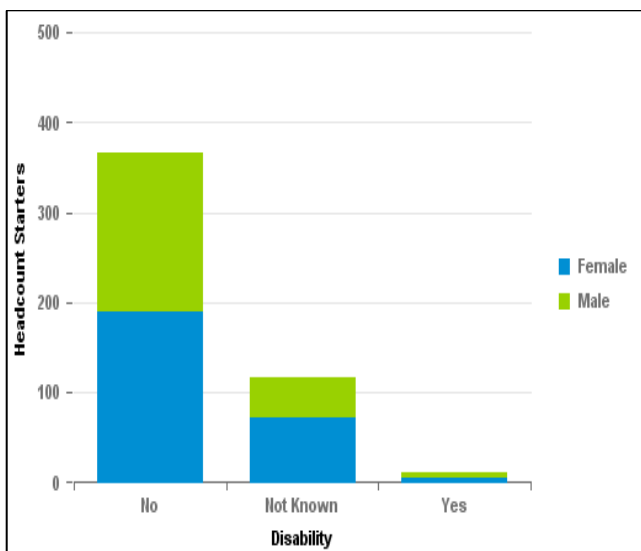
Gender	Female	Male
No	38.26%	35.62%
Not Known	14.78%	8.91%
Yes	1.01%	1.42%
Grand Total	**54.05%**	**45.95%**

7.5 Starters by religion and belief
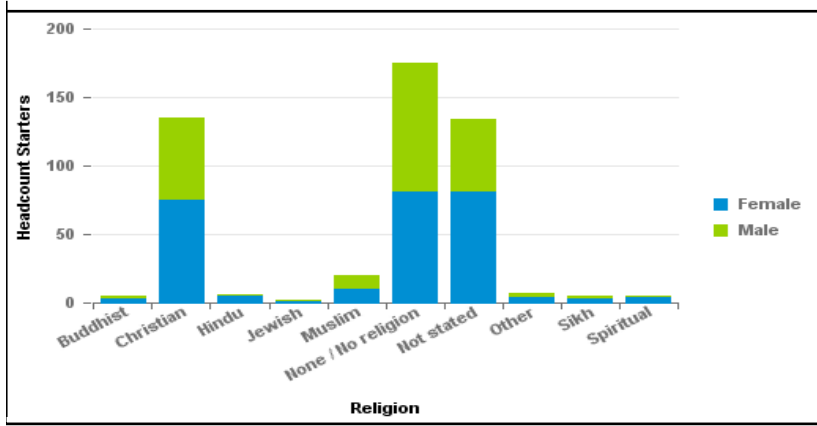
Religion & Belief	Female	Male
Buddhist	0.61%	0.40%
Christian	14.98%	12.15%
Hindu	1.01%	0.20%
Jewish	0.20%	0.20%
Muslim	2.02%	2.02%
None / No religion	16.40%	19.04%
Not Known	16.60%	10.73%
Other	0.81%	0.61%
Sikh	0.61%	0.40%
Spiritual	0.81%	0.20%
Grand Total	**54.05%**	**45.95%**

7.6 Starters by sexual orientation
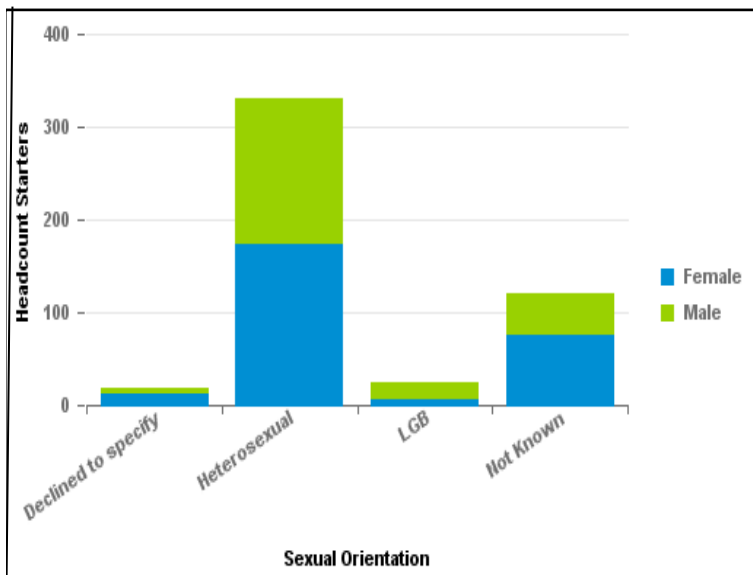
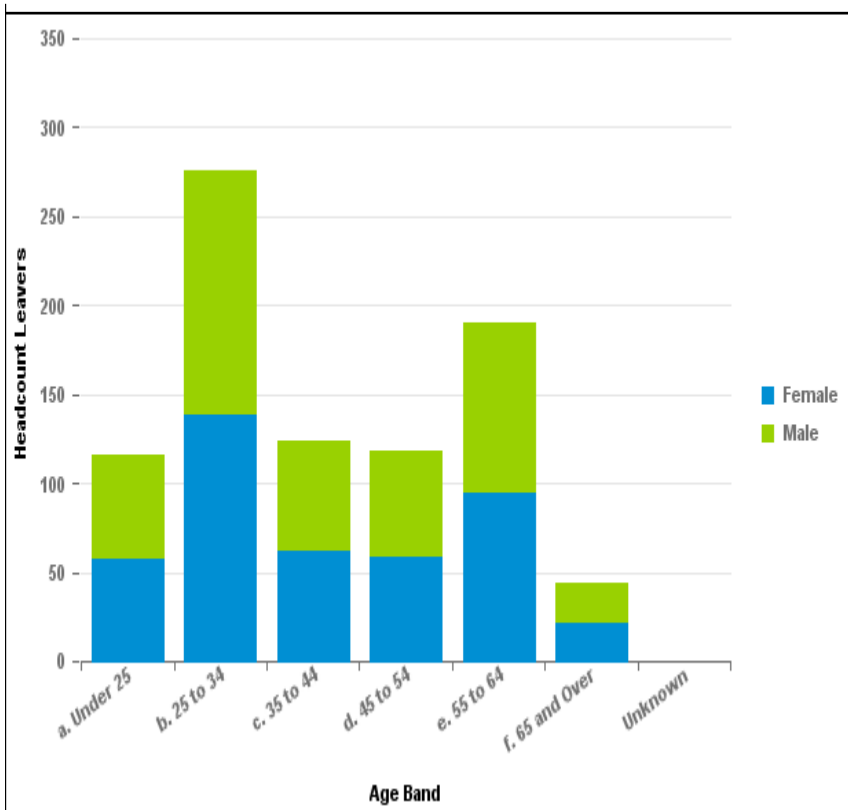| Sexual Orientation	Female	Male
Declined to specify	2.63%	1.42%
Heterosexual	35.03%	31.57%
LGB	1.21%	3.85%
Not Known	15.18%	9.11%
Grand Total	**54.05%**	**45.95%**

8. Leaver information April 2016 – March 2017

The tables below give a breakdown of the 434 leavers from the organisation.
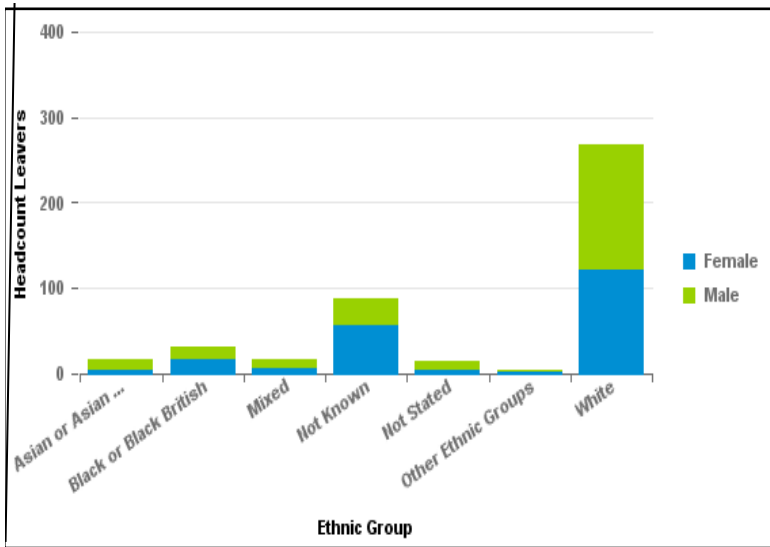
8.1 Leavers by gender
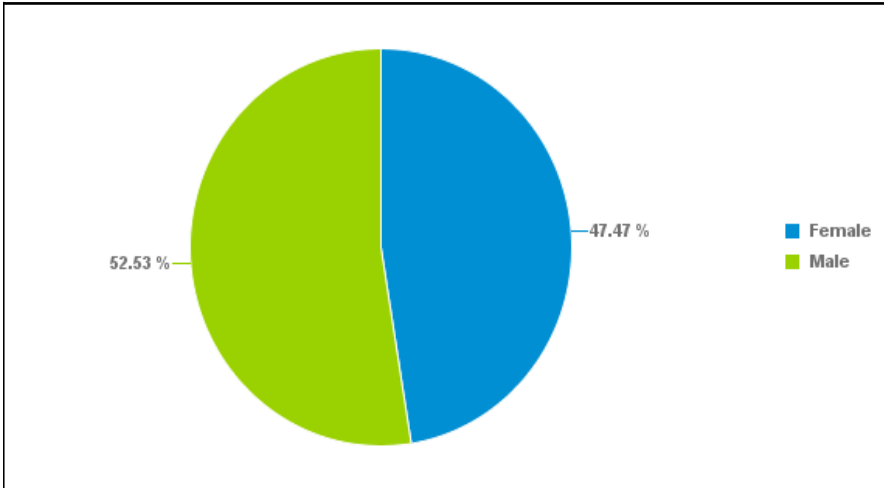
Gender	Total
Female	47.47%
Male	52.53%
Grand Total	**100.00%**

8.2 Leavers by age

Age Range	Female	Male
a. Under 25	6.91%	6.45%
b. 25 to 34	18.68%	13.13%
c. 35 to 44	8.06%	6.22%
d. 45 to 54	5.76%	7.83%
e. 55 to 64	6.45%	15.44%
f. 65 and Over	1.61	3.46%
Grand Total	**47.47%**	**52.53%**

8.3 Leavers by ethnicity

Ethnic Group	Female	Male
Asian or Asian British	0.92%	2.76%
Black or Black British	3.46%	3.46%
Mixed	1.38%	2.30%
Not Known	12.68%	7.37%
Not Stated	0.69%	2.30%
Other Ethnic Groups	0.46%	0.46%
White	27.88%	33.88%
Grand Total	**47.47%**	**52.53%**

8.4 Leavers by disability indicator
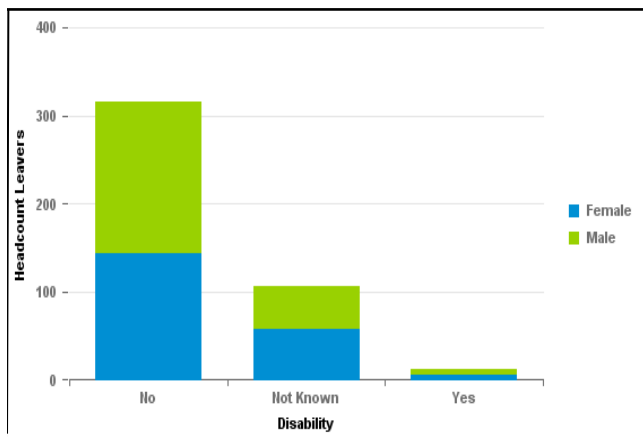
Disability	Female	Male
No	33.19%	39.63%
Not Known	13.13%	11.29%
Yes	1.15%	1.61%
Grand Total	**47.47%**	**52.53%**

8.5 Leavers by religion and belief
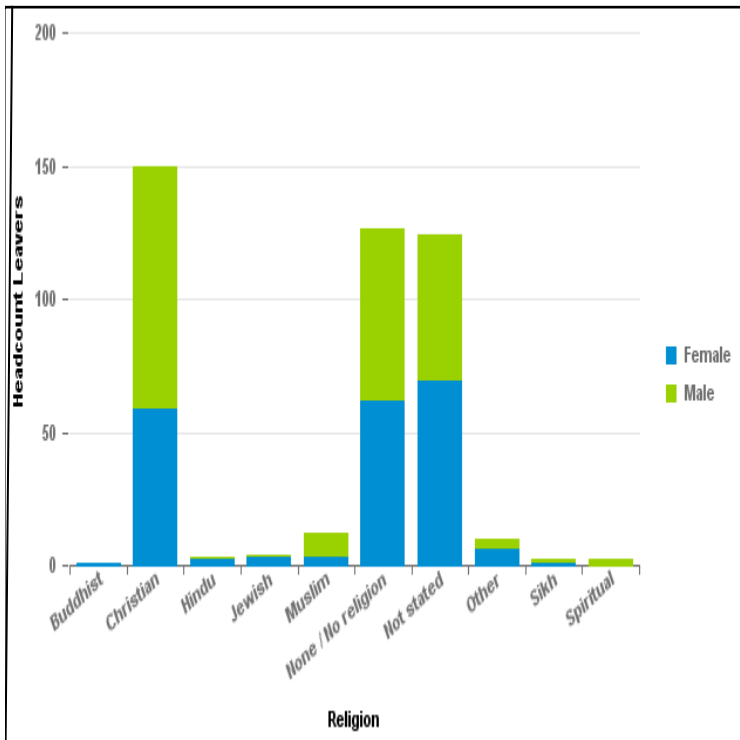
Religion & Belief	Female	Male
Buddhist	0.23%	0.00%
Christian	13.59%	20.97%
Hindu	0.46%	0.23%
Jewish	0.69%	0.23%
Muslim	0.69%	2.07%
None / No religion	14.29%	14.75%
Not Known	15.91%	12.67%
Other	1.38%	0.92%
Sikh	0.23%	0.23%
Spiritual	0.00%	0.46%
Grand Total	**47.47%**	**52.53%**

8.6 Leavers by sexual orientation
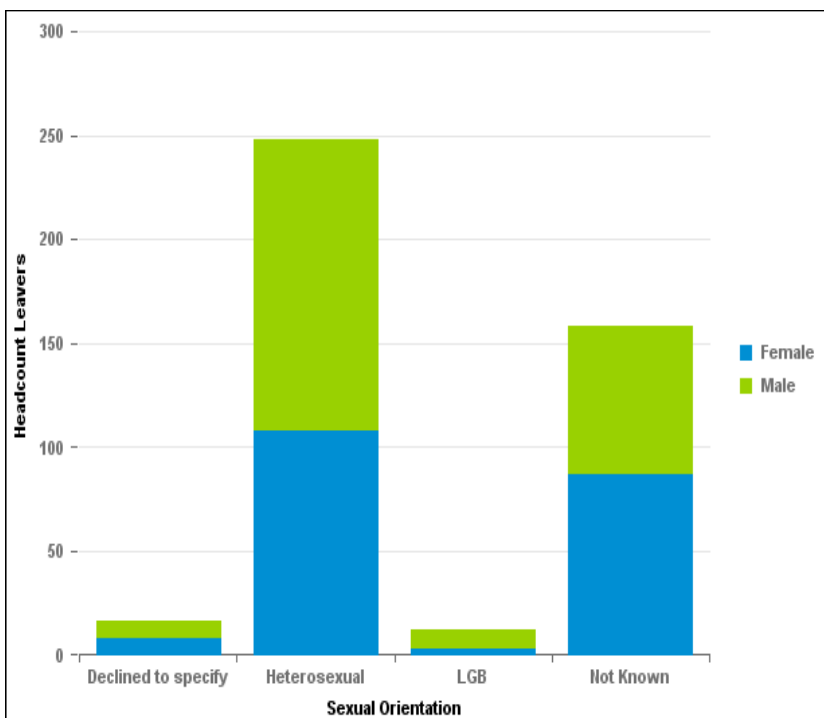
Sexual Orientation	Female	Male
Declined to specify	1.84%	1.84%
Heterosexual	24.89%	32.26%
LGB	0.69%	2.07%
Not Known	20.05%	16.36%
Grand Total	**47.47%**	**52.53%**