City of London Corporation - Employee Profile March 2018

1   Introduction

This document illustrates and describes the profile of the workforce which informs the City Corporation's Public Sector Equality Duty; our equality and inclusion action plan; and HR policy review and development.

2   Scope

The analysis provides information on all employees both full time and part time and directly employed temporary employees. The departments covered are:

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

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

- The Barbican Centre, Guildhall School of Music & Drama, the City's three schools - City of London Freemen's School, City of London School and City of London School for Girls.

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 employee profile data reflects the workforce recorded as at the 31 March 2018, unless otherwise stated.

Information is drawn from basic payroll and HR information system data. Additional sensitive information is added on a voluntary basis by employees through the employee self-service facility on the HR information system. Because employees are not required to provide all personal and sensitive information, this means that not all the categories include 100% data capture. This is indicated under each heading. In other cases, the employee has specifically recorded 'not stated' or 'declined to specify' on employee self-service and this is indicated accordingly. In accordance with the General Data Protection Regulation and the Data Protection Act 2018, all employees have been sent a privacy notice describing how the City Corporation as a data controller collects and uses personal information during and after employment with the City Corporation.

This year the City Corporation has also published its Gender Pay Gap in accordance with the Gender Pay Gap Regulations 2017. This is included in this report.

Employee Profile - Protected Characteristics: The data analysis looks at 6 protected characteristics identified in the Equality Act 2010. These are: Sex, 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 are easily identifiable.

Categories of analysis: This report covers an analysis of the overall employee profile; salary and grades; top 5% of earners and Gender Pay Gap; turnover and recruitment; starters and leavers.

3 Overview of the Workforce

As at 31 March 2018 there were a total of 3614 employees across the departments and functions in scope, covering a wide range of service areas. There have been 692 starters including 143 fixed term workers and 488 leavers including 123 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. 3133 employees are full time and 481 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 approximately 0.028% of the workforce and 1% of the total workforce is approximately 36 employees.

3.1 Sex

Data is held on 100% of the workforce.

As shown below, 45.66% of the workforce is female and 54.34% are male. This is comparable to the split for 2016/17 (43.25% female and 56.75% male). The average for all London Councils is 62.5% female and 37.5% male respectively (Source: London Councils- Human Capital Metrics Survey Scorecard 2016/17). It should be noted that whilst some comparison can be useful, the City Corporation's local authority function is smaller than London Boroughs and other Local Authorities which makes a direct comparison with them 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 74.84% and 25.16% 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).
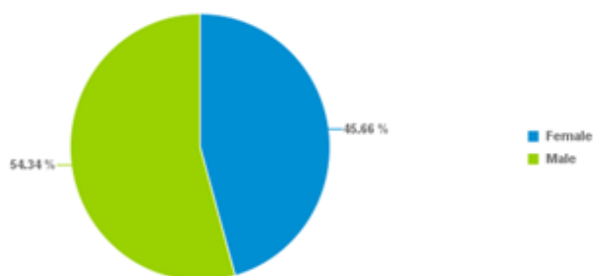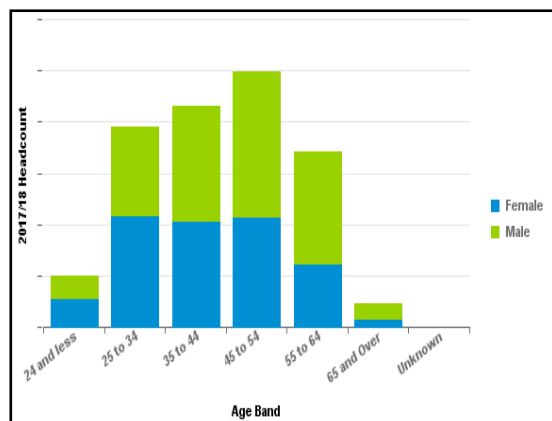

	2016/17		2017/18	
Headcount		%		%
Female	1521	43.25%	1650	45.66%
Male	1884	56.75%	1964	54.34%

3.2 Age

Age data is held on 100% of the workforce.

The age distribution is essentially unchanged from the previous year. There is an increase in both male and females in the 24 and under bracket, reflecting the increase in apprenticeships.

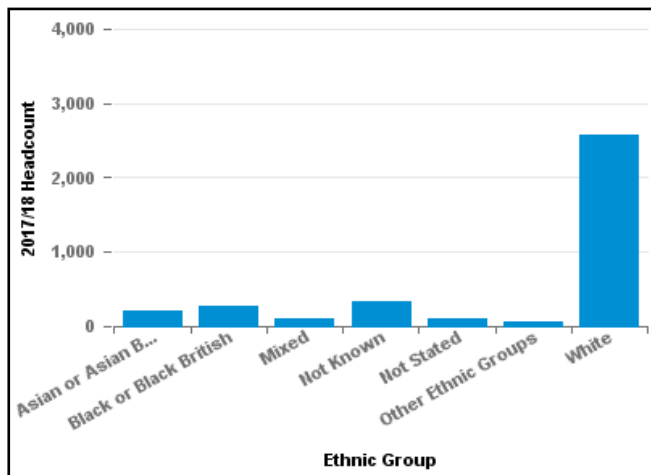|	2016/17		2017/18				
	Female	Male	Total	Female		Male	
>24	5.26%	3.34%	5.50%	108	6.55%	91	4.63%
25-34	26.89%	18.21%	21.67%	431	26.11%	352	17.92%
35-44	25.58%	22.72%	23.77%	411	24.91%	448	22.81%
45-54	26.43%	30.89%	27.61%	428	25.94%	570	29.03%
55-64	13.74%	21.71%	18.90%	243	14.73%	440	22.40%
65+	2.10%	3.13%	2.55%	29	1.76%	63	3.21%
Total	100%	100%	100%	1650	100%	1964	100%

3.3 Ethnicity

Ethnicity data is held on 88.05% 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 discernible change over the past 12 months. The most recent comparative data for London Councils shows that across all London Boroughs, the workforce is 63.8% White and 36.2% Black Asian and Minority Ethnic (BAME). This compares to 71.08% White; 16.97% (BAME) and 11.95% Not known/Stated at the City Corporation.

	2016/17		2017/18	
Asian or Asian British	189	5.55%	198	5.48%
Black or Black British	233	6.84%	267	7.39%
Mixed	89	2.61%	91	2.52%
Not Known	265	7.78%	329	9.10%
Not Stated	108	3.17%	103	2.85%
Other Ethnic Group	56	1.64%	57	1.58%
White	2465	72.41%	2569	71.08%
Total	3405	100.00%	3614	100.00%

3.4 Disability

Disability data is held on 86.44% of the workforce.

2.96 % 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.
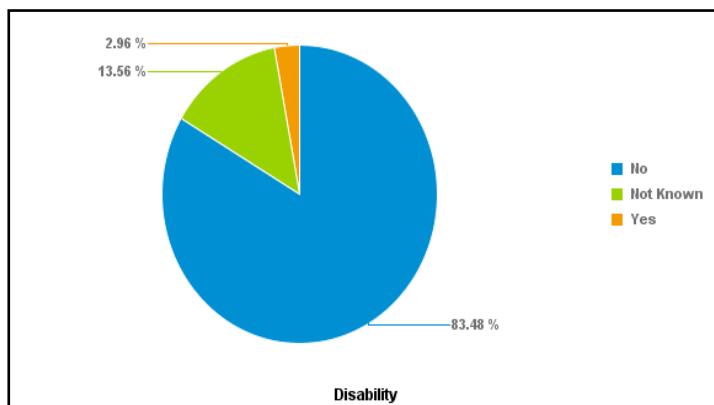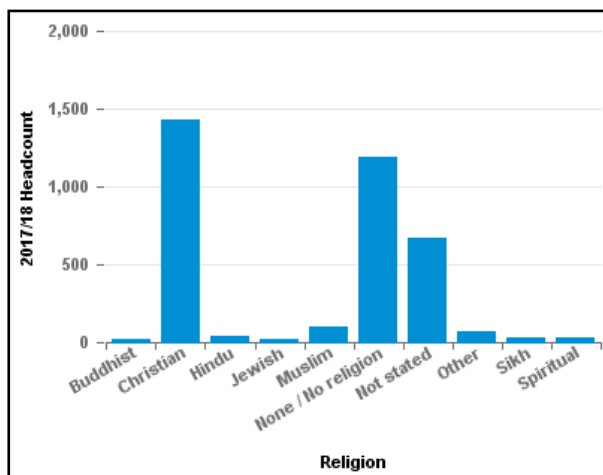

	2016/7		2017/18	
No	2868	84.23%	3017	83.48%
Not Known	438	12.86%	490	13.56%
Yes	99	2.91%	107	2.96%
total	3405	100%	3614	100%

3.5 Religion and Belief

Religion and belief information is held on 81.41% of the workforce.

Of the overall workforce 39.57% are Christian. 32.96% stated that they have None/No religion or belief. Total other religions and beliefs is 8.88% and not known 18.59%.
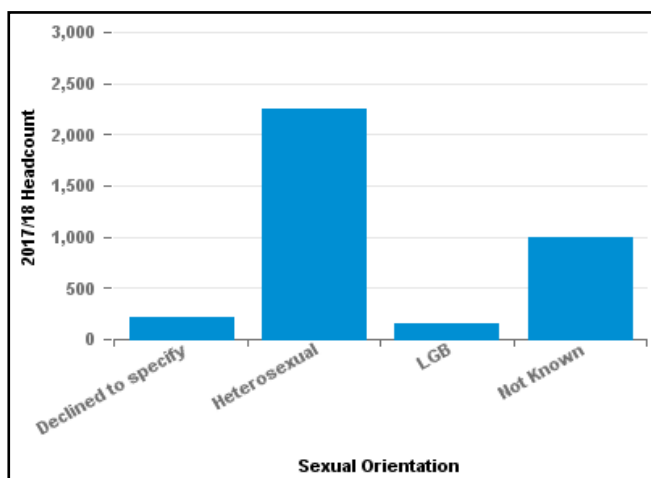
	2016/17		2017/18	
Buddhist	14	0.41%	16	0.44%
Christian	1379	40.51%	1430	39.57%
Hindu	42	1.23%	43	1.19%
Jewish	22	0.65%	24	0.66%
Muslim	95	2.79%	104	2.88%
None/No Religion	1109	32.57%	1191	32.96%
Not known	612	17.97%	672	18.59%
Other	76	2.23%	73	2.02%
Sikh	27	0.79%	27	0.75%
Spiritual	29	0.85%	34	0.94%
Total	3405	100%	3614	100%

3.6 Sexual Orientation

Sexual orientation information is held 66.58% of the workforce.

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

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

|	2016/17		2017/18	
Declined to specify	200	5.87%	209	5.78%
Heterosexual	2097	61.59%	2254	62.37%
LGBT	144	4.23%	152	4.21%
Not known	964	28.31%	999	27.64%
Total	3405	100%	3614	100%

4   Salary and Grade Profile

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

Salary Scales

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

| Grade	Min Salary (£)	Max Salary (£)	2017/18 % Workforce		2017/18 % Female		2017/18 % Male	
Apprentice	18620	18990	92	2.55%	47	51.09%	45	48.91%
Grade A	20190	21090	203	5.62%	57	28.08%	146	71.92%
Grade B	22480	25170	593	16.41%	199	33.56%	394	66.44%
Grade C	27580	31070	695	19.23%	350	50.36%	345	49.64%
Grade D	33390	37800	542	15.00%	293	54.06%	249	45.94%
Grade E	37800	42870	450	12.45%	220	48.89%	230	51.11%
Grade F	46310	52780	344	9.52%	162	47.09%	182	52.91%
Grade G	54170	61920	154	4.26%	61	39.61%	93	60.39%
Grade H	61920	70820	81	2.24%	20	24.69%	61	75.31%
Grade I	70820	81160	23	0.64%	8	34.78%	15	65.22%
Grade J	83440	95810	21	0.58%	5	23.81%	16	76.19%
Chief Officers*	84990	249230	13	0.36%	3	23.08%	10	76.92%
F9 Grade	No fixed values		82	2.27%	40	48.35%	42	51.65%
Teachers	28630	58480	321	8.88%	187	58.26%	134	41.74%
Figures exclude London Weighting and other allowances *Chief Officers have individual salary scales within this range and includes Head Teachers								

4.1 Sex and Grade Profile
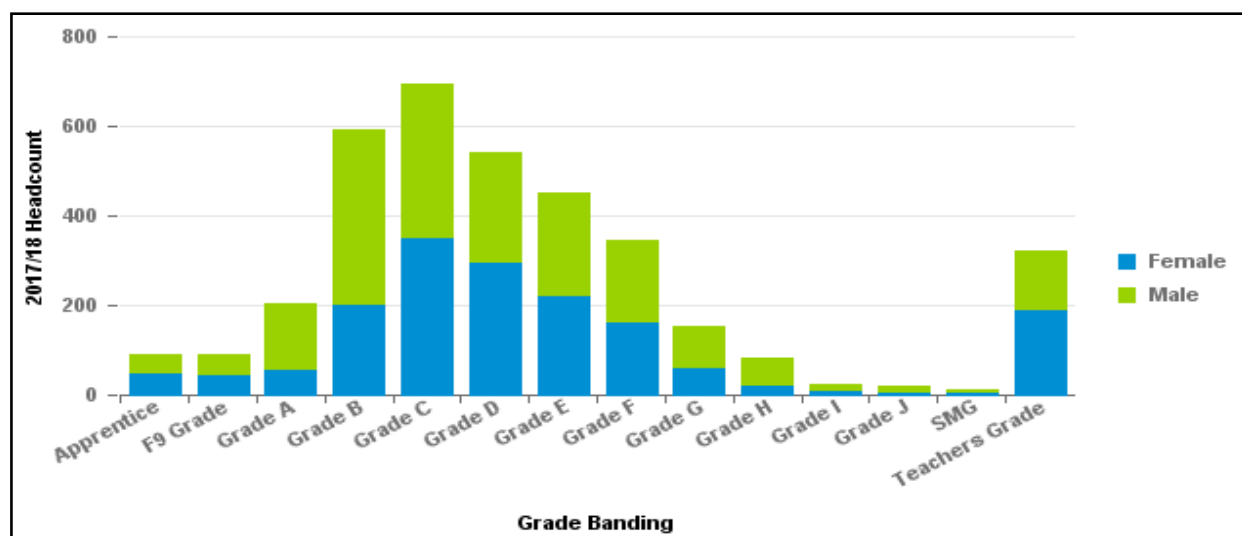
2017/18	% Female		% Male	
Apprentice	47	51.09%	45	48.91%
A-D	895	44.11%	1134	55.89%
E-H	462	45.03%	566	54.97%
I and above	16	28.07%	41	71.93%
Other	44	48.35%	42	51.65%
Teachers	187	58.26%	134	41.74%

4.2 Age and grade profile
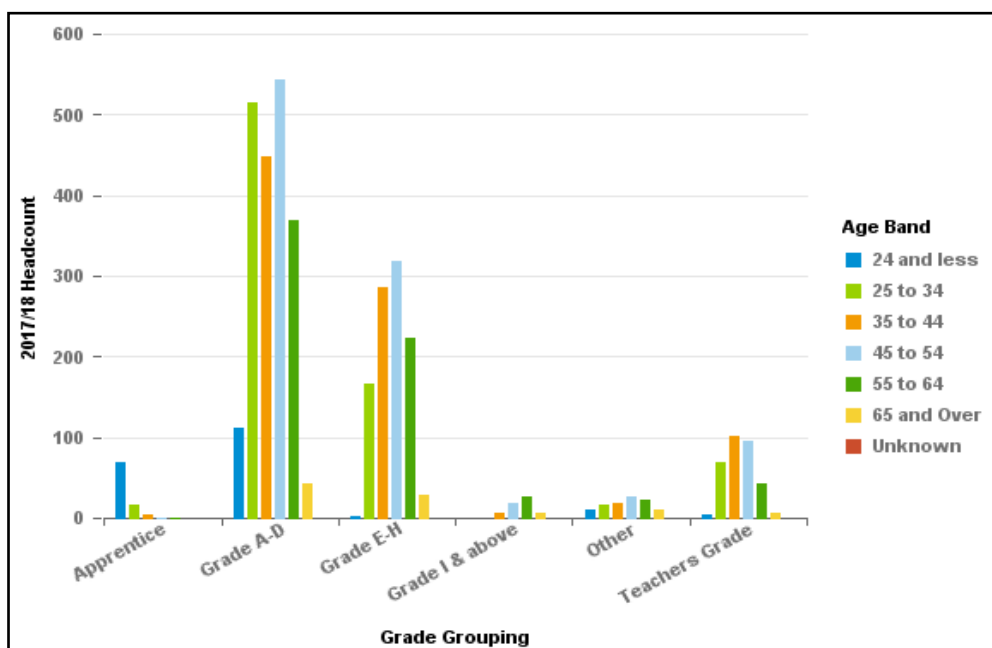
2017/18	24 and less	25 to 34	35 to 44	45 to 54	55 to 64	65 and Over
Apprentice	1.93%	0.44%	0.11%	0.03%	0.03%	
Grade A-D	3.08%	14.16%	12.37%	14.97%	10.13%	1.16%
Grade E-H	0.08%	4.60%	7.88%	8.76%	6.17%	0.77%
Grade I & above			0.17%	0.50%	0.74%	0.17%
Other	0.28%	0.44%	0.52%	0.74%	0.63%	0.30%
Teachers Grade	0.11%	1.93%	2.81%	2.64%	1.16%	0.19%
All Staff Total 2017/18	5.48%	21.57%	23.86%	27.64%	18.86%	2.59%
Total 2016/17	4.16%	22.08%	24.05%	28.73%	18.28%	2.7%

4.3 Ethnicity and grade profile
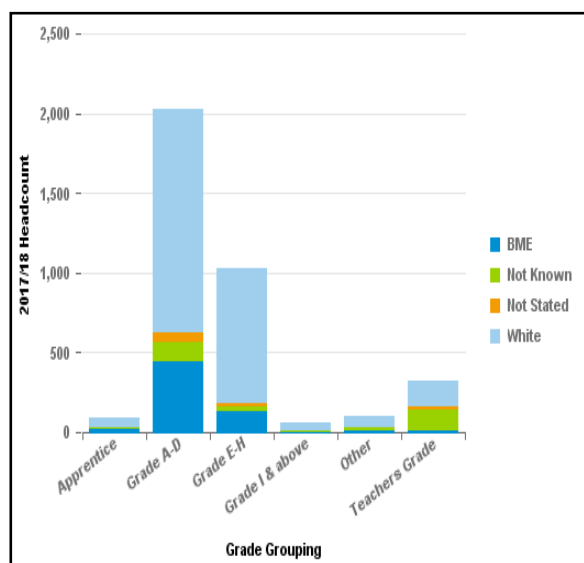
2017/18	BAME	Not known	Not stated	White
Apprentice	26.09%	10.87%	-	63.04%
Grade A-D	21.93%	5.82%	3.15%	69.10%
Grade E-H	12.67%	3.41%	1.75%	82.17%
Grade I+	3.51%	10.53%	3.51%	82.45%
Other	5.66%	22.64%	1.89%	69.81%
Teachers	2.18%	42.37%	5.61%	49.84%
All Staff Total 17/18	16.96%	9.10%	2.85%	71.08%
Total 16/17	*16.50%*	*8.11%*	*3.19%*	*72.20%*

4.4 Disability indicator and grade profile
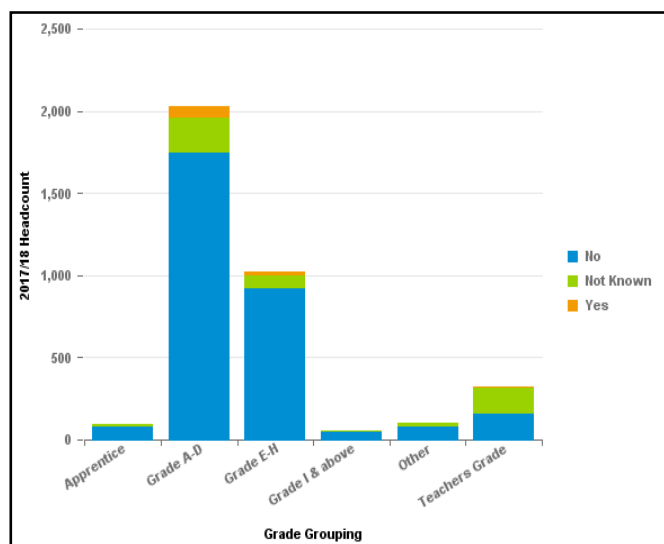
2017/18	No	Not Known	Yes
Apprentice	88.04%	10.87%	1.09%
Grade A-D	85.95%	10.50%	3.55%
Grade E-H	89.57%	7.60%	2.83%
Grade I+	89.47%	10.53%	
Other	72.64%	24.53%	2.83%
Teachers	49.84%	49.23%	0.93%
All Staff Total 17/18	83.48%	13.56%	2.96%
Total 16/17	*84.02%*	*13.25%*	*2.73%*

4.5 Religion and belief and grade profile
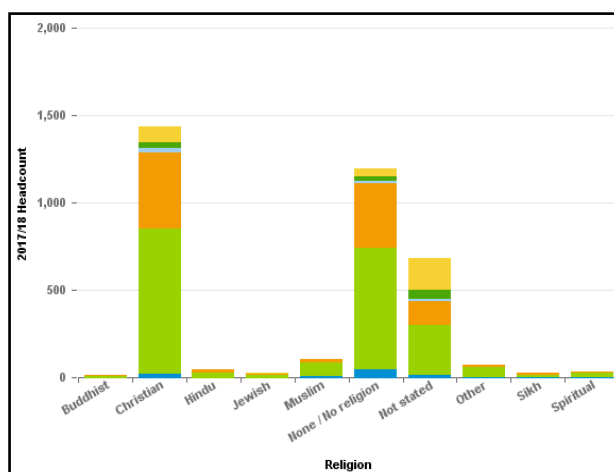
2017/18	Buddhist	Christian	Hindu	Jewish	Muslim	None / No religion	Not known	Other	Sikh	Spiritual
Apprentice		0.52%			0.22%	1.27%	0.33%	0.08%	0.06%	0.06%
Grade A-D	0.28%	22.83%	0.66%	0.33%	2.12%	19.17%	7.85%	1.62%	0.39%	0.63%
Grade E-H	0.14%	12.06%	0.52%	0.28%	0.52%	10.11%	3.83%	0.28%	0.30%	0.22%
Grade I & above		0.77%				0.39%	0.41%			
Other		0.85%		0.03%		0.74%	1.29%			
Teachers Grade	0.03%	2.45%		0.03%		1.21%	5.07%	0.03%		0.03%
All Staff Total 2017/18	0.45%	39.48%	1.18%	0.67%	2.86%	32.89%	18.78%	2.01%	0.75%	0/94%
Total 2016/17	*0.38%*	*40.36%*	*1.2%*	*0.61%*	*2.79%*	*32.43%*	*18.39%*	*2.23%*	*0.79%*	*0.82%*

4.6 Sexual orientation and grade profile
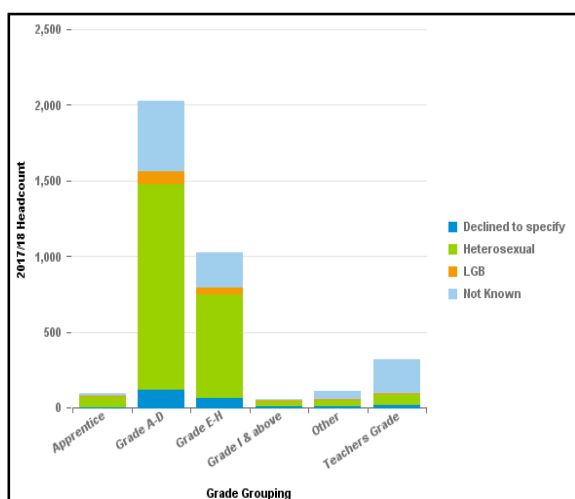
2017/18	Declined to specify	Heterosexual	LGBT	Not Known
Apprentice	0.03%	1.98%	0.22%	0.30%
Grade A-D	3.17%	37.46%	2.31%	12.94%
Grade E-H	1.71%	18.92%	1.27%	6.36%
Grade I & above	0.28%	0.83%	0.11%	0.36%
Other	0.22%	1.10%	0.11%	1.49%
Teachers Grade	0.39%	1.93%	0.19%	6.33%
All Staff Total 2017/18	5.8%	62.22%	4.21%	27.78%
Total 2016/17	*5.73%*	*61.12%*	*4.10%*	*29.05%*

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 158 employees in the top 5% of earners in the City of London Corporation as at 31 March 2018. The ranking used to establish the top 5% of earners is based on the top 5% of gross salaries.
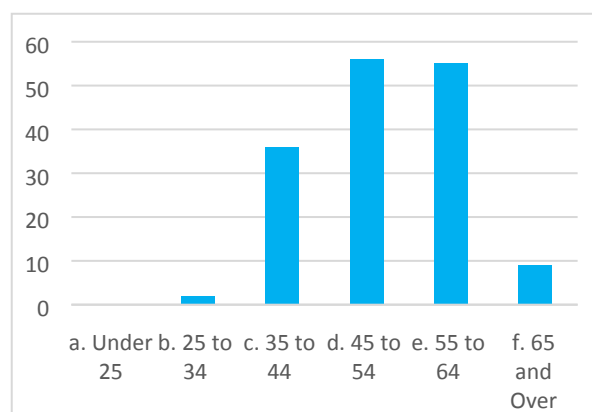
5.1 Top 5% earners by sex

Sex	Number	%	All staff %
Male	116	73.42%	54.34%
Female	42	26.58%	45.66%
Total	158	100.00%	100%
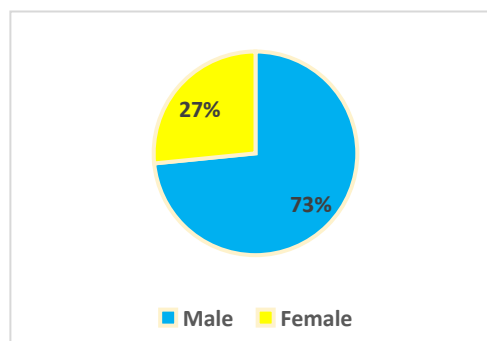
5.2 Top 5% earners by age

Age band	Number	%	All staff %
a. Under 25	0	0.00%	5.5%
b. 25 to 34	2	1.27%	21.67%
c. 35 to 44	36	22.78%	23.77%
d. 45 to 54	56	35.44%	27.61%
e. 55 to 64	55	34.81%	18.90%
f. 65 and Over	9	5.70%	2.55%
Total	158	100.00%	100%

5.3 Top 5% earners by Ethnicity

Ethnicity	Number	%	All staff %
BAME	5	6.96%	16.97%
Not Known	8	5.06%	9.10%
Not Stated	2	1.27%	2.85%
White	137	86.71%	71.08%
Total	158	100%	100%
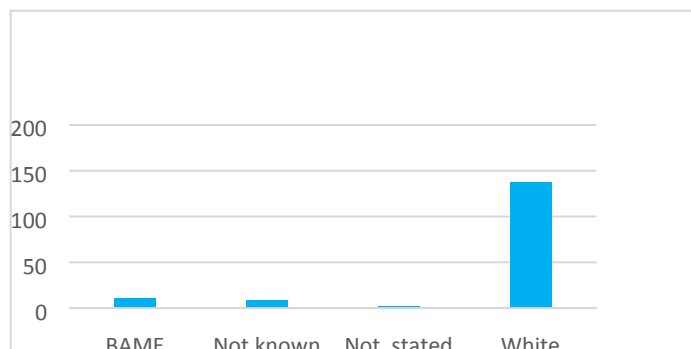
5.4 Top 5% earners by disability indicator

Disabled	Number	%	% all staff
Yes	3	1.90%	2.96%
No	144	91.14%	83.48%
Not Known	11	6.96%	13.5 6%
Total	158	100%	100%
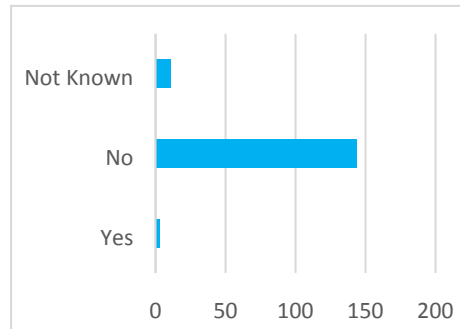
5.5 Top 5% earners by religion and belief

Religion	Number	%	All staff %
Christian	81	51.26%	39.57%
None / No Religion	47	29.75%	32.96%
Not Known	28	17.72%	18.59%
other	2	1.27%	8.88%
Total	158	100 %	100%
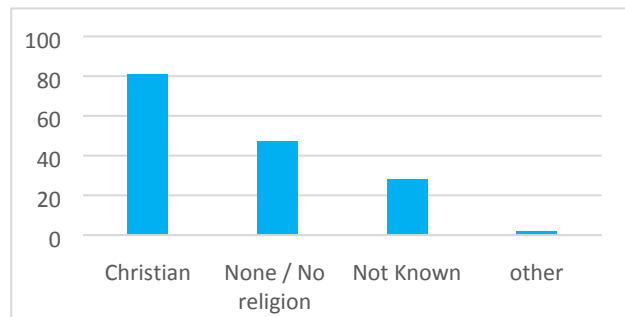
5.6 Top 5% earners by sexual orientation

Sexual Orientation	Number	%	All staff %
Declined to specify	17	10.76%	5.78%
LGBT	8	5.06%	4.21%
Heterosexual	106	67.09%	62.37%
Not known	27	17.09%	27.64%
Total	158	100.00%	100%
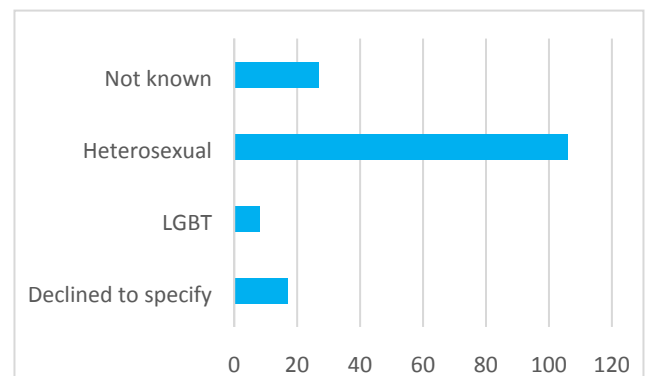
5.7 Gender Pay Gap

The Corporation's gender pay gap i.e. the pay discrepancy between men and women irrespective of their job or position for the 2016/17 workforce profile indicates that 55.21% of our workforce is male and 44.79% is female:

Table 1: The Corporation's gender pay gap ("snap shot" date of 31 March 2017)

| Pay rates	Gender pay gap - the difference between women's pay and men's pay as a percentage of men's pay		
Mean hourly rate	8.1% Lower		
Median hourly rate	1.4% Lower		
Pay quartiles	**Women**	**Men**	**Total**
Proportion of women and men in the **upper quartile** (paid above the 75th percentile point)	43%	57%	100%
Proportion of women and men in the **upper middle quartile** (paid above the median and at or below the 75th percentile point)	51%	49%	100%
Proportion of women and men in the **lower middle quartile** (paid above the 25th percentile point and at or below the median)	47%	53%	100%
Proportion of women and men in the **lower quartile** (paid below the 25th percentile point)	46%	54%	100%
Bonus pay	**Bonus Gender Pay Gap - the difference women's bonus and men's bonus as a % of men's bonus**		
Mean bonus	14% Lower		
Median bonus	0%		
Bonuses paid	**Women**	**Men**	
Who received bonus pay	11%	13%	

6. Turnover

Recruitment Data April 2017- March 2018

The turnover rate including leavers who were on a fixed term contract is 13.89% or excluding fixed term contracts, 10.39%. 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. There was a total of 12501 applicants for posts of which 357 were internal applicant.
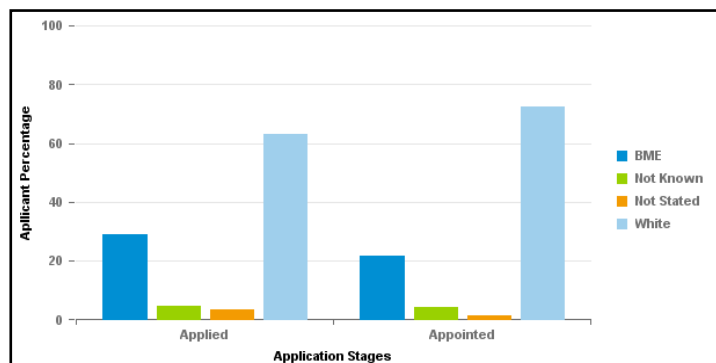
6.1 Recruitment by sex
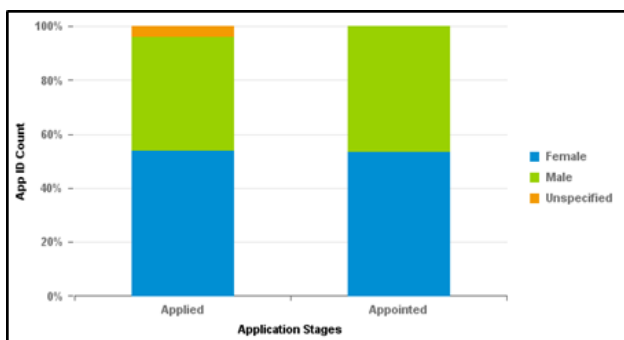
	Female	Male	Unspecified
Applied	53.87%	42.21%	3.92%
Appointed	53.34%	46.48%	0.17%

6.2 Recruitment by age
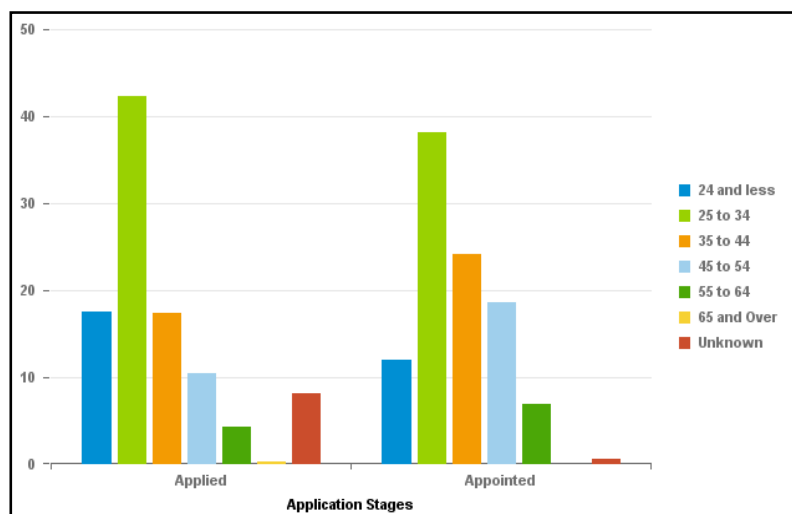
	Applied	Appointed
24 and less	17.51%	11.86%
25 to 34	42.30%	38.14%
35 to 44	17.31%	24.05%
45 to 54	10.33%	18.56%
55 to 64	4.23%	6.87%
65 and Over	0.28%	-
Not known	8.04%	0.52%
Total	100.00%	100.00%

6.3 Recruitment by ethnicity

	Applied	Appointed
BAME	28.87%	21.82%
Not Known	4.59%	4.30%
Not Stated	3.51%	1.37%
White	63.03%	72.51%
Total	100.00%	100.00%

6.4 Recruitment by disability indicator
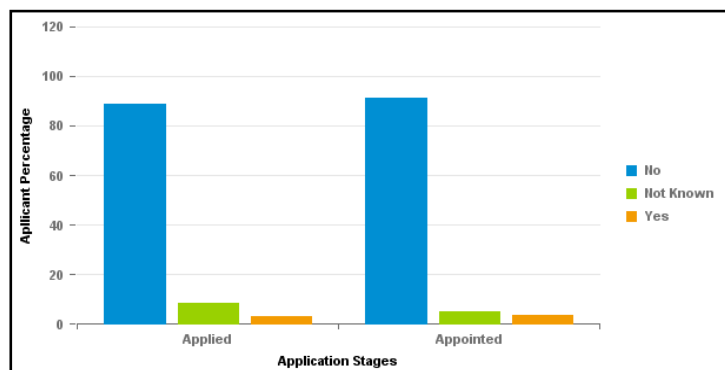
	Applied	Appointed
No	88.77%	91.41%
Not Known	8.27%	5.15%
Yes	2.96%	3.44%
Total	100.00%	100.00%

6.5 Recruitment by religion and belief
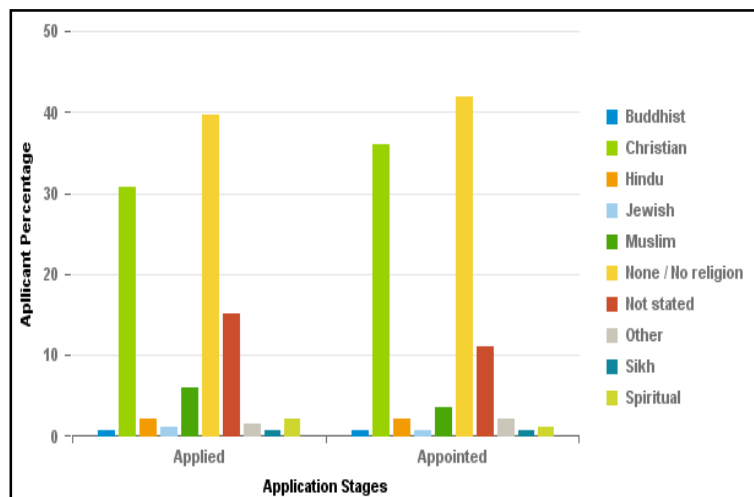
	Applied	Appointed
Buddhist	0.73%	0.69%
Christian	30.66%	36.08%
Hindu	2.17%	2.06%
Jewish	1.11%	0.69%
Muslim	5.98%	3.61%
None / No religion	39.72%	41.92%
Not known	15.18%	11.00%
Other	1.58%	2.06%
Sikh	0.68%	0.69%
Spiritual	2.19%	1.20%
Total	100.00%	100.00%

6.6 Recruitment by sexual orientation
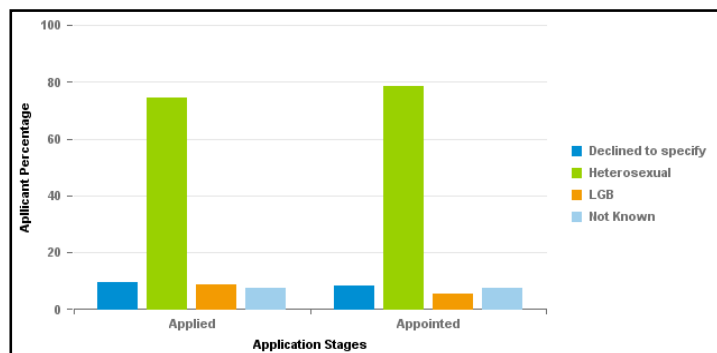
	Applied	Appointed
Declined to specify	9.39%	8.42%
Heterosexual	74.48%	78.69%
LGBT	8.73%	5.50%
Not Known	7.40%	7.39%
Total	100.00%	100.00%

# 7. Starter information April 2017 – March 2018

The tables below give a breakdown of the 692 new starters to the organisation including fixed/temporary terms employees. This data does not include those employees who already work for the City Corporation but have changed jobs.
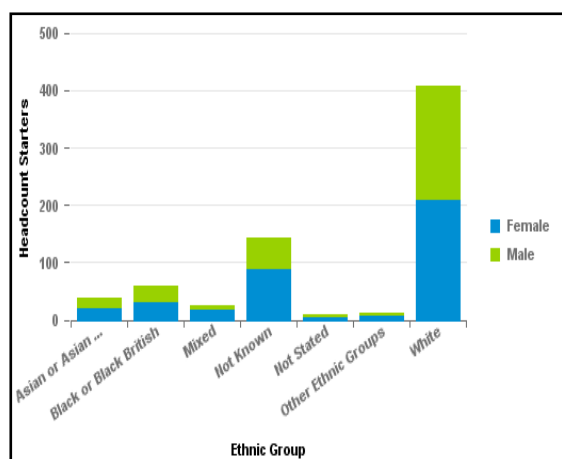
7.1 Starters by sex
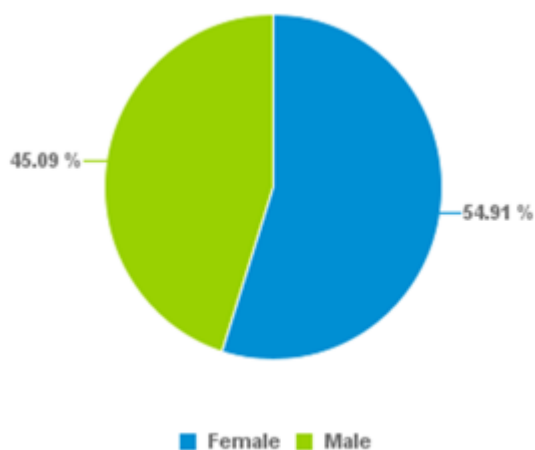
Sex	Headcount	%
Female	380	54.91%
Male	312	45.09%
Total	692	100.00%

7.2 Starters by age
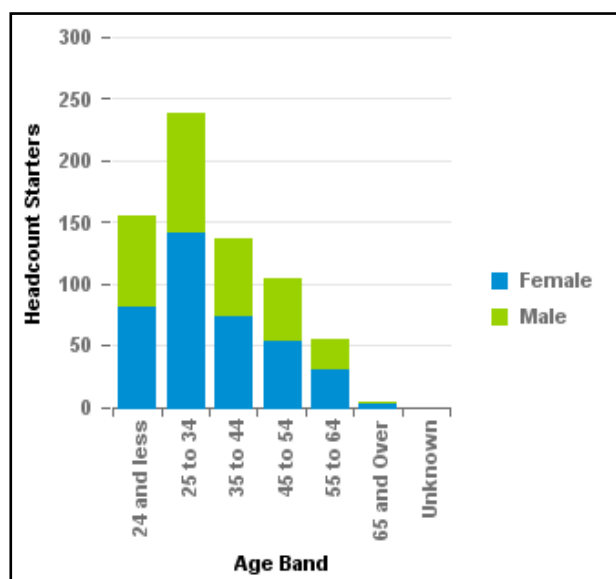
	Headcount Female	% Female	Headcount Male	% Male
24 and less	81	11.71%	74	10.69%
25 to 34	141	20.36%	97	14.02%
35 to 44	73	10.55%	64	9.25%
45 to 54	53	7.66%	51	7.37%
55 to 64	30	4.34%	24	3.47%
65 and Over	2	0.29%	2	0.29%
Total	380	54.91%	312	45.09%

7.3 Starters by ethnicity

	Headcount Female	% Female	Headcount Male	% Male
Asian or Asian British	21	3.03%	17	2.46%
Black or Black British	31	4.48%	27	3.90%
Mixed	17	2.46%	7	1.01%
Not Known	89	12.86%	53	7.66%
Not Stated	5	0.72%	4	0.58%
Other Ethnic Groups	7	1.01%	6	0.87%
White	210	30.35%	198	28.61%
Total	380	54.91%	312	45.09%

7.4 Starters by disability indicator
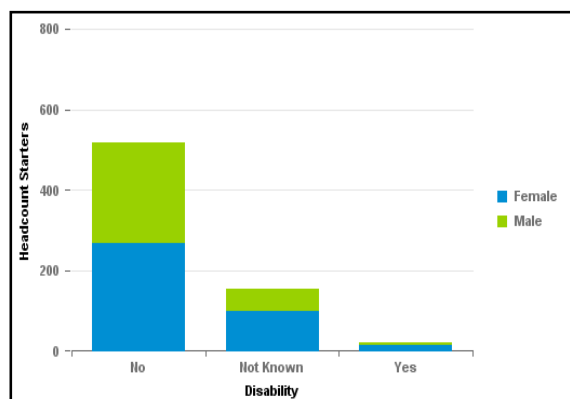
	Headcount Female	% Female	Headcount Male	% Male
No	269	38.87%	248	35.84%
Not Known	98	14.16%	56	8.09%
Yes	13	1.88%	8	1.16%
Total	380	54.91%	312	45.09%

7.5 Starters by religion and belief
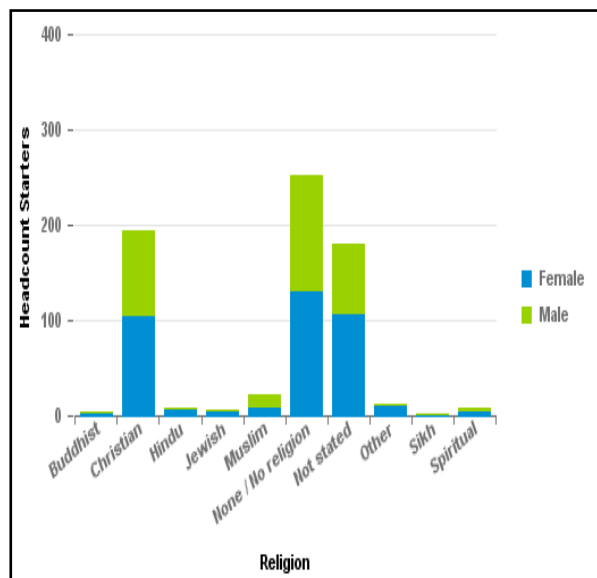
	Headcount Female	% Female	Headcount Male	% Male
Buddhist	3	0.43%	2	0.29%
Christian	105	15.17%	89	12.86%
Hindu	7	1.01%	2	0.29%
Jewish	4	0.58%	2	0.29%
Muslim	9	1.30%	13	1.88%
None / No religion	131	18.93%	121	17.48%
Not known	106	15.32%	75	10.84%
Other	10	1.45%	2	0.29%
Sikh	1	0.14%	2	0.29%
Spiritual	4	0.58%	4	0.58%
Total	380	54.91%	312	45.09%

7.6 Starters by sexual orientation
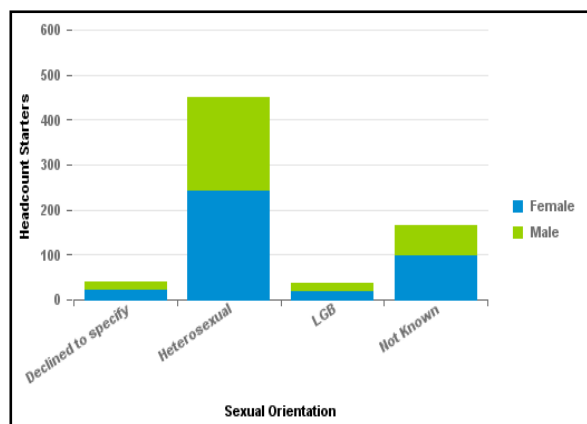
	Headcount Female	% Female	Headcount Male	% Male
Declined to specify	22	3.18%	17	2.46%
Heterosexual	241	34.82%	210	30.34%
LGBT	19	2.75%	17	2.46%
Not Known	98	14.16%	68	9.83%
Total	380	54.91%	312	45.09%

8. Leaver information April 2017 – March 2018
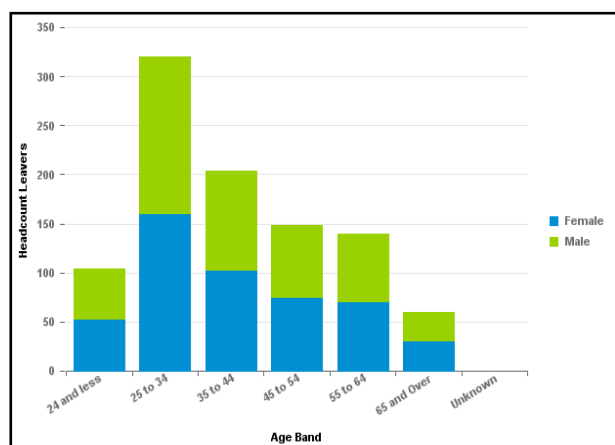
The tables below give a breakdown of the 488 leavers from the organisation.
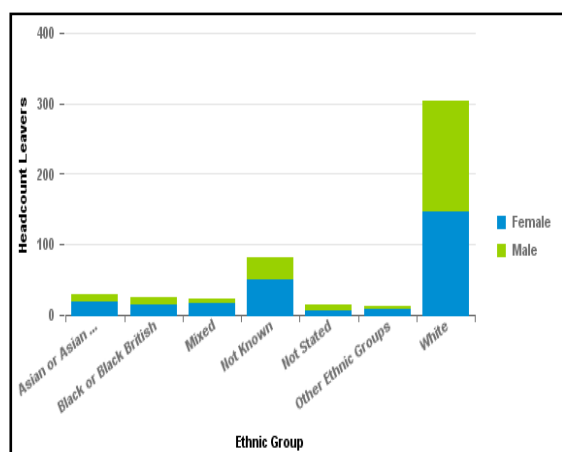
8.1 Leavers by sex
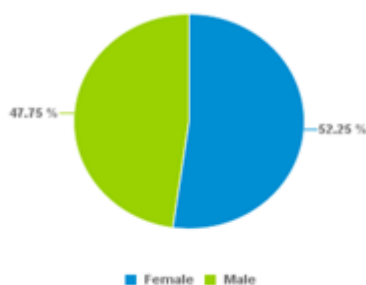
Sex	Percentage:	Headcount
Female	52.25%	255
Male	47.75%	233
Total	100.00%	488

8.2 Leavers by age

	Headcount Female	% Female	Headcount Male	% Male
24 and less	29	5.94%	23	4.71%
25 to 34	100	20.49%	60	12.30%
35 to 44	52	10.66%	50	10.25%
45 to 54	35	7.17%	39	7.99%
55 to 64	29	5.94%	41	8.40%
65 and Over	10	2.05%	20	4.10%
Unknown	-	-	-	-
Totals	255	52.25%	233	47.75%

8.3 Leavers by ethnicity

	Headcount Female	% Female	Headcount Male	% Male
Asian or Asian British	18	3.69%	11	2.25%
Black or Black British	14	2.87%	11	2.25%
Mixed	15	3.07%	8	1.64%
Not Known	49	10.04%	32	6.56%
Not Stated	5	1.02%	9	1.84%
Other Ethnic Groups	8	1.64%	4	0.82%
White	146	29.92%	158	32.39%
Total	255	52.25%	233	47.75%

8.4 Leavers by disability indicator
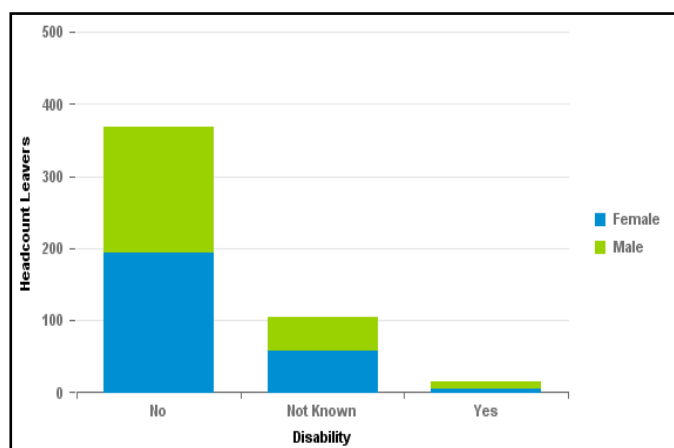
	Headcount Female	% Female	Headcount Male	% Male
No	194	39.75%	175	35.87%
Not Known	57	11.68%	47	9.63%
Yes	4	0.82%	11	2.25%
Total	255	52.25%	233	47.75%

8.5 Leavers by religion and belief
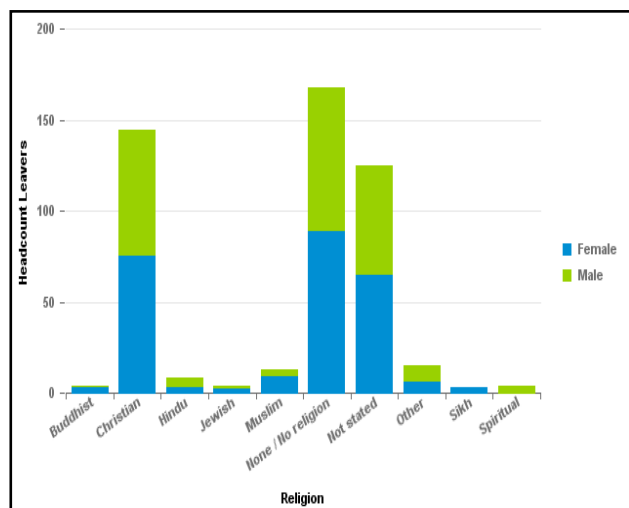
	Headcount Female	% Female	Headcount Male	% Male
Buddhist	3	0.61%	1	0.20%
Christian	75	15.37%	69	14.14%
Hindu	3	0.61%	5	1.02%
Jewish	2	0.41%	2	0.41%
Muslim	9	1.84%	4	0.82%
None / No religion	89	18.25%	79	16.20%
Not known	65	13.32%	60	12.30%
Other	6	1.23%	9	1.84%
Sikh	3	0.61%	-	-
Spiritual	-	-	4	0.82%
Total	255	52.25%	233	47.75%

8.6 Leavers by sexual orientation
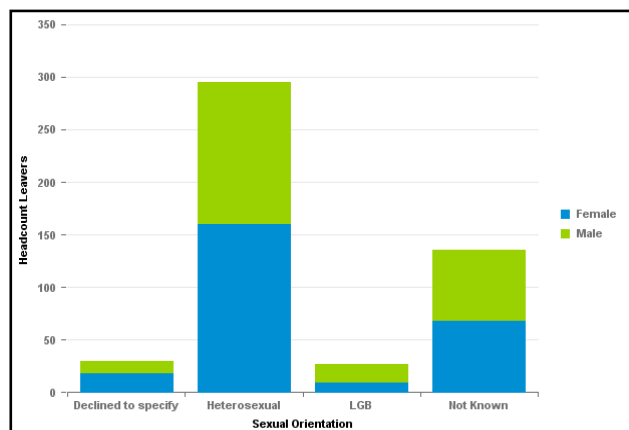
	Headcount Female	% Female	Headcount Male	% Male
Declined to specify	18	3.69%	12	2.46%
Heterosexual	160	32.79%	135	27.67%
LGBT	9	1.84%	18	3.69%
Not Known	68	13.93%	68	13.93%
Total	255	52.25%	233	47.75%