

<b>Committee:</b> Establishment Committee	<b>Date:</b> 9 June 2016
<b>Subject:</b> Annual Equalities in Employment Monitoring Report	<b>Public</b>
<b>Report of:</b> Director of Human Resources	<b>For Information</b>
<b>Report author:</b> Tracey Jansen, Human Resources Department	

### Summary

This report sets out the workforce profile information for the year 2015-2016. It also provides Members with information on internal promotions, acting up arrangements, maternity leave, paternity, other related provisions and 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 six 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 over 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 2016. The reported number of employees during this reporting period stands at 3362. 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 ranges between 62.56% and 100%. There has been a slight drop in the overall percentage of sensitive data entered on City People by employees. A refreshed campaign to encourage staff (especially new starters) to enter their data on the system will be launched this year.

5. Appendix 1 also provides a breakdown of recruitment activity for the period January – December 2015. An analysis of new starter and leaver data by grade and protected characteristic is also included. This has informed the three year attracting talent project that has just commenced which forms part of the Town Clerk's business plan. The starter data indicates 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 are gradually changing the demographic of the workforce.
6. 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 2015 -16**

7. Quarterly update reports are now made to the Establishment Committee.
8. Highlights over the year have included the launch and establishment of six staff networks. The networks have developed their own business plans, hosted individual and joint events for staff and have a voice at the quarterly Equality and Inclusion Board chaired by the Town Clerk. Each network has a Chief Officer sponsor.
9. The City Learning Live staff learning and development events held during the month of November and the launch of City Well the City Corporations strategy for addressing employee wellbeing have included stands from the networks. For the first time, this year the Staff Award nomination criteria were amended to include contribution towards equality and inclusion in service delivery.
10. A new public sector equality duty toolkit and assessment templates have been developed and launched. The new approach is to embed consideration of 'due regard' to the duty as part of 'business as usual' and guidance has been included in the business planning process and revised report writing guidance.
11. A new equalities and inclusion action plan for 2016 has been agreed and is being monitored at the Equality and Inclusion Board. Revised equality objectives have been agreed and published and departments have been asked to develop their own plans setting out how they will meet these objectives.
12. The Equalities and Inclusion Board continue to meet quarterly to oversee progress of the equality action plan and strategic direction of the equality and inclusion agenda. The Board meetings with the chairs of the networks and their sponsors, invites input to the wider equalities and inclusion agenda and considers issues raised by the networks.
13. The 2015 summary of all corporate and departmental equalities related service delivery activities are in preparation for publishing on the City's internet site to comply with the Public Service Equality Duty.

## **Maternity, Paternity, and related provisions 2015/6**

14. 56 women started their maternity leave in 2015/16. During the year 9 out of 65 women who were due to return from maternity leave during 2015/16 did not return at the end of their maternity/leave. A further six left within three months of returning.
15. No staff took adoption leave during this reporting period.
16. There were 46 occurrences of paternity leave. Six employees took Parental Leave. Three employees took Shared Parental Leave.

## **Requests to work flexibly**

17. 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 13 requests to work flexibly. Of these 11 were agreed and two were declined. In these two cases one was due to an inability to reorganise work amongst staff and the other was due to the detrimental effect on the ability to meet customer demand.
18. 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.

## **Promotions and acting up arrangements**

19. Promotions and acting up arrangements are a way of enabling staff development and opportunities for progression. There have been 97 promotions and 27 acting up arrangements during the course of the year. Some of the 97 promotions would have started as acting up arrangements prior to permanent recruitment to posts and some of the 27 acting up arrangements may well result in permanent promotions. In addition to acting up and promotions staff may also have progressed through established career grades which allow for progression subject to meeting the set criteria for progression within the career grade. All departments and institutions have created acting up and promotional opportunities for staff. An analysis by gender and ethnicity is tabled below.

	Promotions & Acting ups	Workforce profile %
Women	42%	44%
Men	58%	56%
White	73%	72.2%
BAME	20%	16.16%
Ethnicity unknown	7%	11.63%

## **New Employment Policies and Guides**

20. Discussion with the trade unions staff networks and feedback from the wellbeing survey have indicated a desire to review some of the work life balance policies such as the flexible working scheme and the new shared parental leave provisions. Whilst we are confident that our provisions are generous and comparable to or better than other organisations, over time the establishment of different provisions has meant that there is some confusion about what is available. As members of the Committee will be aware the HR Strategy is to streamline and simplify our HR policies and procedures and so the opportunity will be taken to create an overarching work life balance policy under which the current policies will sit with improved guidance and sign posting for employees and managers. A wider review of policies will be considered as part of the pay and rewards project which forms part of the Town Clerk's business plan considered by the Committee at its last meeting.
21. New guides on Ramadan, the menopause and carers have also been drafted in collaboration with the staff networks.

## **Proposals**

22. Members are asked to note the report.

## **Corporate & Strategic Implications**

23. This report identifies a number of actions and activities that contribute towards meeting our public service 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.

## **Conclusion**

24. The annual workforce profile analysis informs the wide equalities and inclusion strategy and our public sector equality duty as it relates to employment. It is published along with our outward facing service delivery activities over the over the year on the City of London Corporation's website.

## **Appendices**

Appendix 1 – Workforce Profile March 2016

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