



City of London - Employee Profile

March 2016

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. 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; casual and agency workers; contractors and consultants.

The workforce profile data reflects the workforce profile recorded as at the 31 March 2016 unless otherwise stated. Recruitment analysis reflects the calendar year 2015. Starter and leaver information covers the financial year April 2015 – March 2016.

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

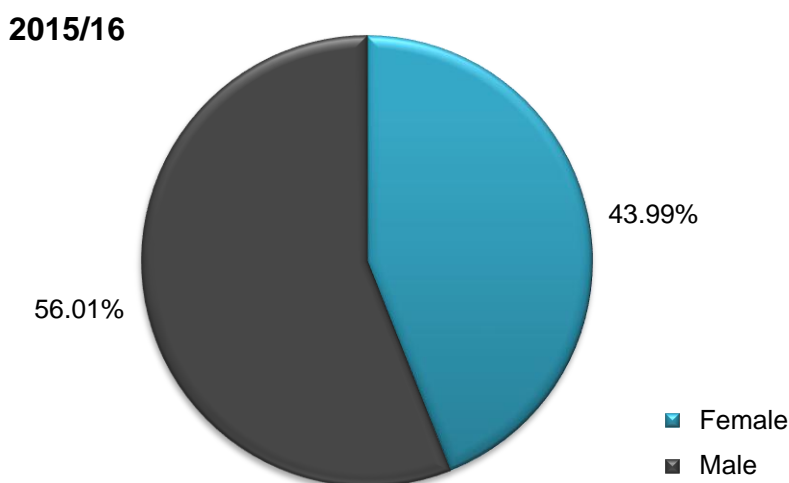
As at 31 March 2016 there were a total of 3,362 employees across the departments and functions in scope, covering a wide range of service areas. There have been 506 starters and 515 leavers during the reporting period. 2,959 employees are full time and 403 are part time (defined as employees working 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 33.5 employees.

3.1 Gender

Gender data is held on 100% of the workforce.

As shown below, 43.99% of the workforce is female and 56.01% are male. This is comparable to the split for 2014/15 (42.93% female and 57.07% male). The average for all London Councils is 61.7% female and 38.3% male respectively (Source: London Councils- Human Capital Metrics Survey Scorecard 2014/15). 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 75% of the total of 403 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).



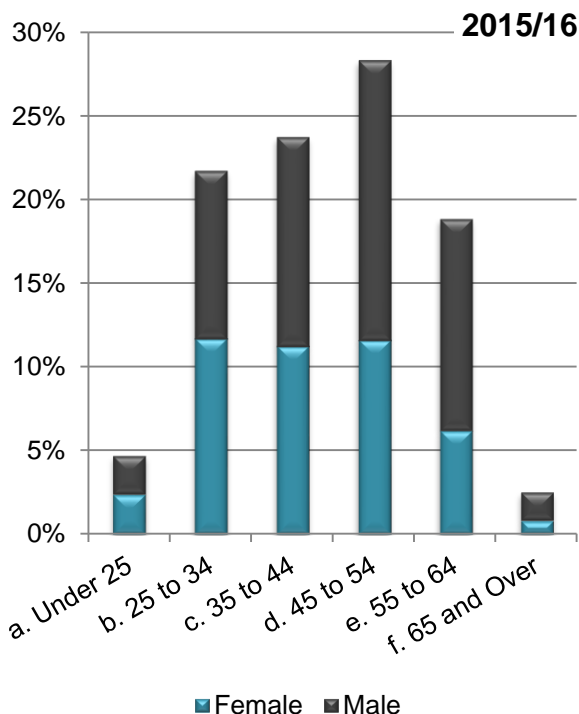
Headcount		
Gender	2014/15	2015/16
Female	42.93%	43.99%
Male	57.07%	56.01%
Grand Total	100.00%	100.00%

FTE		
Gender	2014/15	2015/16
Female	41.33%	42.19%
Male	58.67%	57.81%
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	2014/15 Female	2014/15 Male	2015/16 Female	2015/16 Male
a. Under 25	1.65%	1.59%	2.41%	2.32%
b. 25 to 34	11.06%	9.73%	11.69%	10.05%
c. 35 to 44	11.13%	13.32%	11.24%	12.52%
d. 45 to 54	12.08%	17.63%	11.60%	16.75%
e. 55 to 64	6.28%	13.28%	6.22%	12.67%
f. 65 and Over	0.73%	1.52%	0.83%	1.70%
Grand Total	42.93%	57.07%	43.99%	56.01%

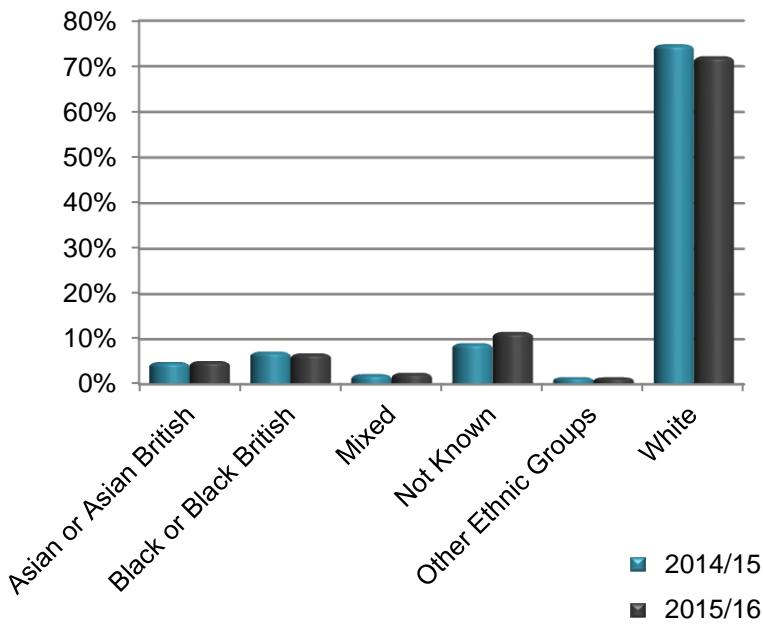
3.3 Ethnicity

Ethnicity data is held on 88.37 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 65.1% White and 34.9% Black Asian and Minority Ethnic (BAME). This compares to 72.21% White; 16.15% (BAME) and 11.63% unknown at the City of London Corporation.

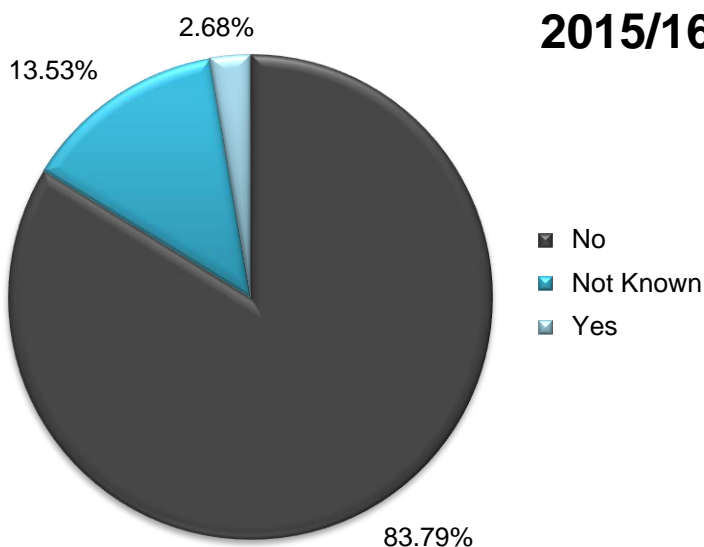


Ethnic Group	2014/15	2015/16
Asian or Asian British	4.95%	5.18%
Black or Black British	7.26%	6.87%
Mixed	2.25%	2.56%
Not Known	9.13%	11.63%
Other Ethnic Groups	1.59%	1.55%
White	74.82%	72.21%
Grand Total	100.00%	100.00%

3.4 Disability

Disability data is held on 86.47% of the workforce.

2.68 % 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.



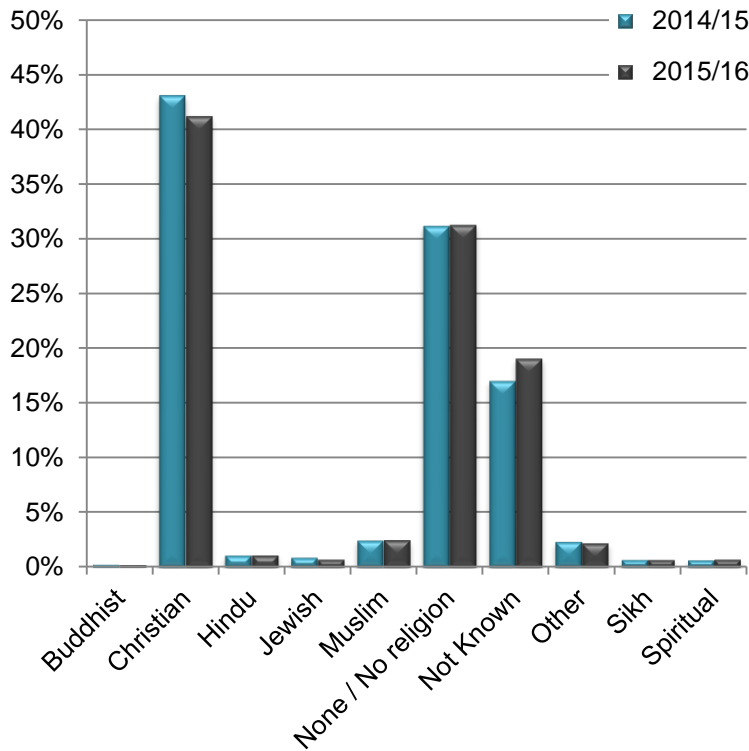
2015/16

Disability	2014/15	2015/16
No	85.86%	83.79%
Not Known	11.07%	13.53%
Yes	3.07%	2.68%
Grand Total	100.00%	100.00%

3.5 Religion and Belief

Religion and belief information is held on 80.89% of the workforce.

Of the overall workforce 41.25% are Christian. 31.32% stated that they have None/No religion or belief. Other religions and beliefs remain at around 8.32%.



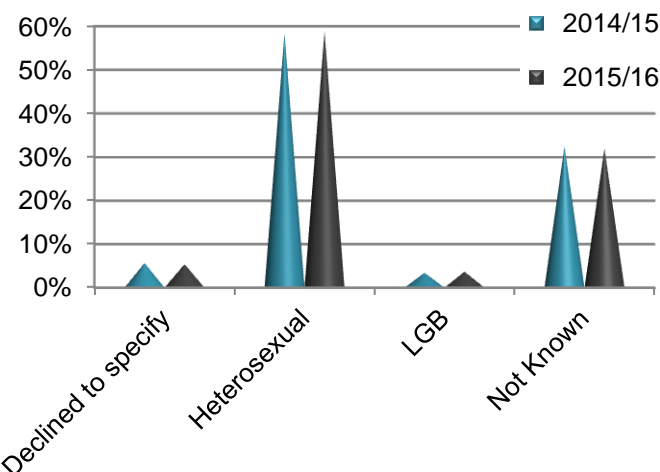
Religion & Belief	2014/15	2015/16
Buddhist	0.26%	0.24%
Christian	43.11%	41.25%
Hindu	1.11%	1.12%
Jewish	0.92%	0.75%
Muslim	2.51%	2.53%
None / No religion	31.23%	31.32%
Not Known	17.12%	19.11%
Other	2.37%	2.23%
Sikh	0.70%	0.71%
Spiritual	0.67%	0.74%
Grand Total	100.00%	100.00%

3.6 Sexual Orientation

Sexual orientation information is held on 67.97% 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	2014/15	2015/16
Declined to specify	5.67%	5.41%
Heterosexual	58.37%	58.87%
LGB	3.43%	3.69%
Not Known	32.53%	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.

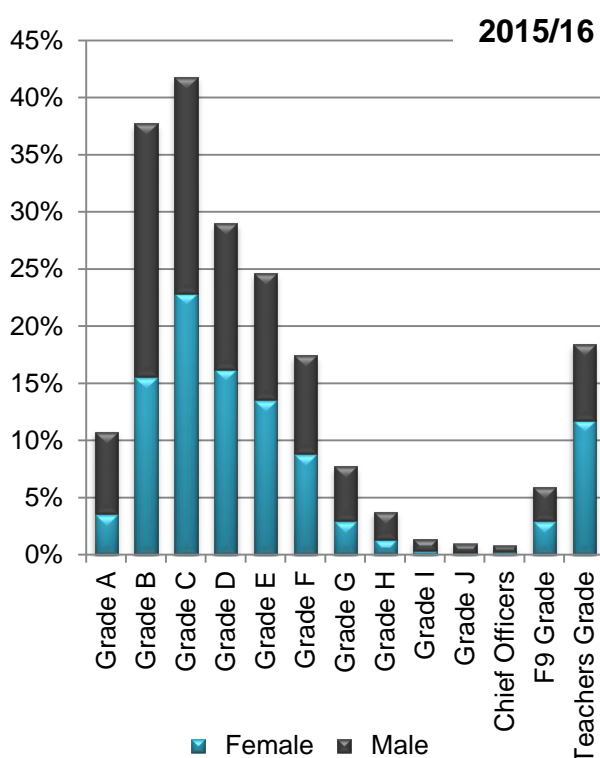
Salary Scales

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	£13,200	£14,440	5.37
Grade B	£16,190	£18,800	18.85
Grade C	£21,140	£24,530	20.9
Grade D	£26,780	£31,060	14.48
Grade E	£31,060	£35,980	12.28
Grade F	£39,320	£45,610	8.72
Grade G	£46,960	£54,470	3.84
Grade H	£54,470	£63,110	1.86
Grade I	£63,110	£73,150	0.67
Grade J	£75,360	£87,370	0.47
Chief Officers Group*	£77,600	£231,660	0.4
F9 Grade	No fixed values		2.94
Teacher Grades	£27,120	£85630	9.19

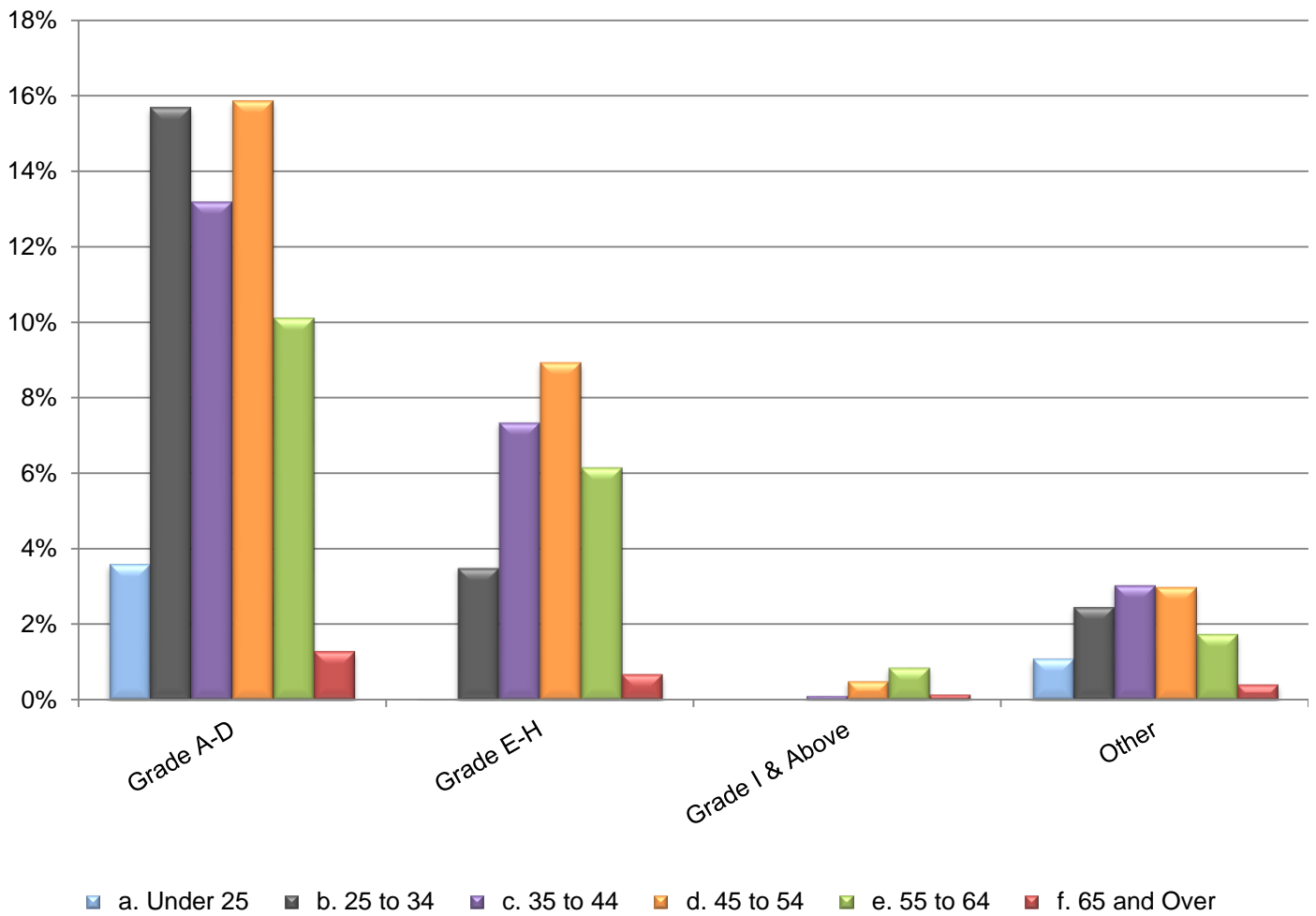
Figures exclude London Weighting and other allowances
***Chief Officers have individual salary scales within this broad range.**
This group also includes Head Teachers.

4.1 Gender and grade profile



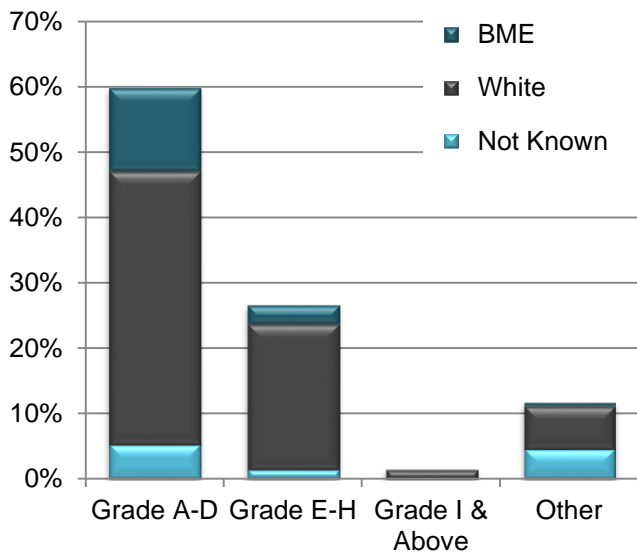
Grade Range	2014/15 Female	2014/15 Male	2015/16 Female	2015/16 Male
Grade A	3.32%	7.95%	3.52%	7.22%
Grade B	14.40%	23.11%	15.55%	22.15%
Grade C	23.86%	18.61%	22.85%	18.96%
Grade D	16.54%	12.72%	16.16%	12.80%
Grade E	14.11%	10.61%	13.52%	11.05%
Grade F	9.60%	9.11%	8.79%	8.66%
Grade G	2.95%	4.61%	2.91%	4.78%
Grade H	1.40%	2.61%	1.28%	2.44%
Grade I	0.44%	1.00%	0.34%	1.01%
Grade J	0.30%	0.84%	0.20%	0.74%
Chief Officers	0.37%	0.72%	0.27%	0.53%
F9 Grade	1.70%	1.89%	2.91%	2.97%
Teachers Grade	11.01%	6.22%	11.70%	6.69%
Grand Total	100.00%	100.00%	100.00%	100.00%

4.2 Age and grade profile



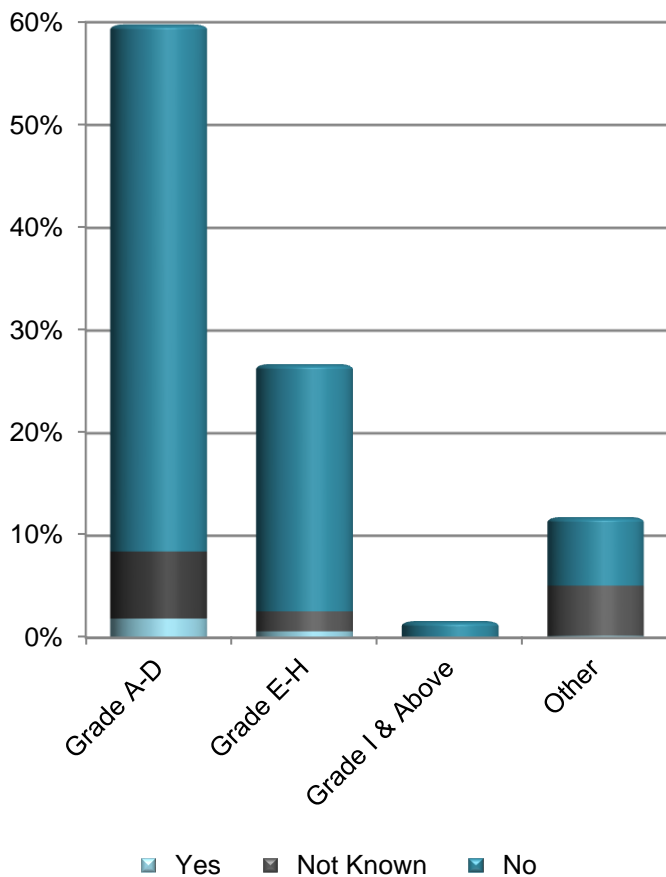
Grade	a. Under 25	b. 25 to 34	c. 35 to 44	d. 45 to 54	e. 55 to 64	f. 65 and Over
Grade A-D	3.60%	15.70%	13.21%	15.88%	10.11%	1.28%
Grade E-H	0.03%	3.54%	7.38%	8.95%	6.16%	0.68%
Grade I & Above	0.00%	0.00%	0.12%	0.51%	0.86%	0.15%
Other	1.10%	2.50%	3.06%	3.01%	1.75%	0.42%
Grand Total	4.73%	21.74%	23.77%	28.35%	18.88%	2.53%
2014/15 Total	3.23%	20.80%	24.45%	29.71%	19.56%	2.25%

4.3 Ethnicity and grade profile



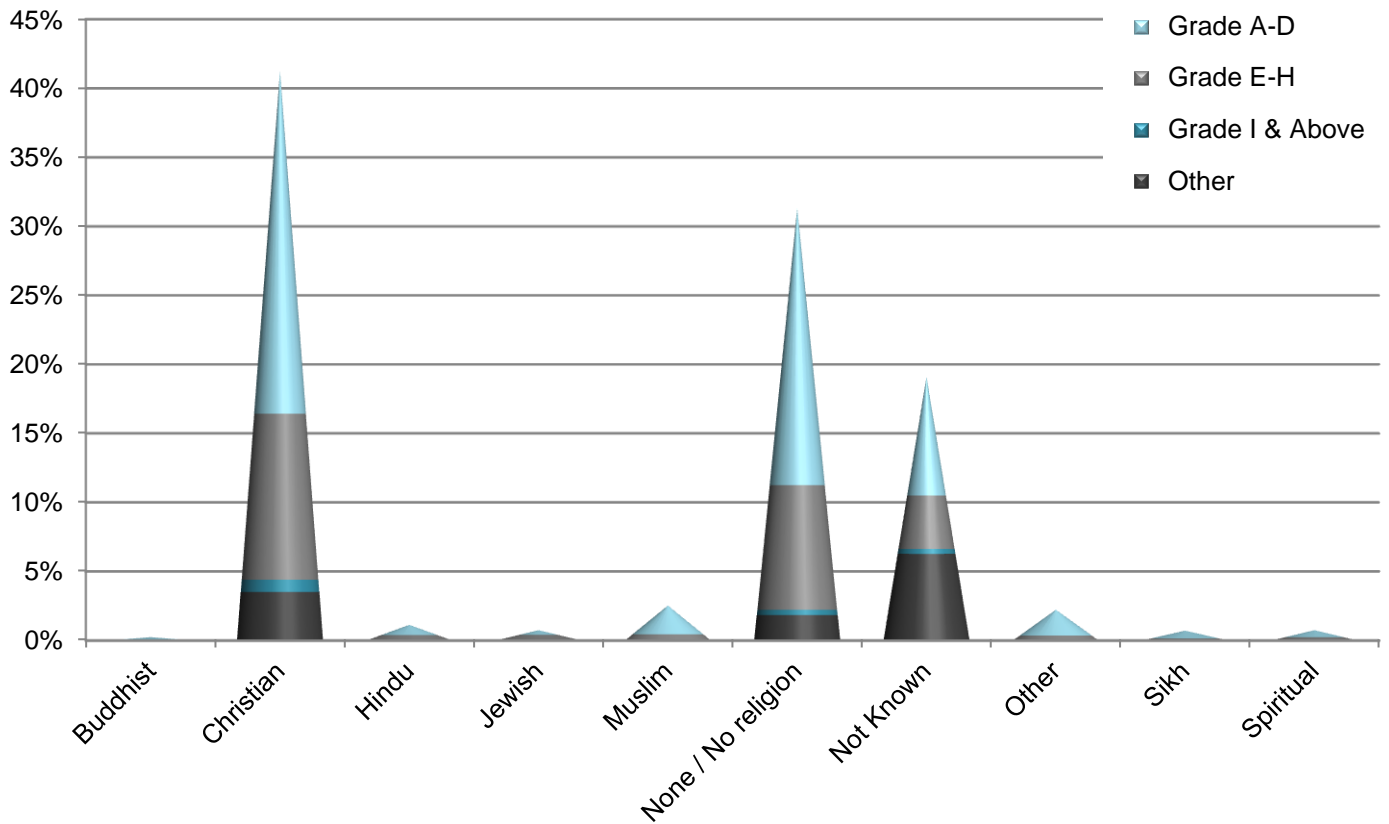
Grade Range	BME	White	Not Known
Grade A-D	12.67%	41.79%	5.32%
Grade E-H	2.91%	22.28%	1.55%
Grade I & Above	0.06%	1.46%	0.12%
Other	0.51%	6.69%	4.64%
Grand Total	16.15%	72.22%	11.63%
2014/15 Total	16.04%	74.83%	9.13%

4.4 Disability indicator and grade profile



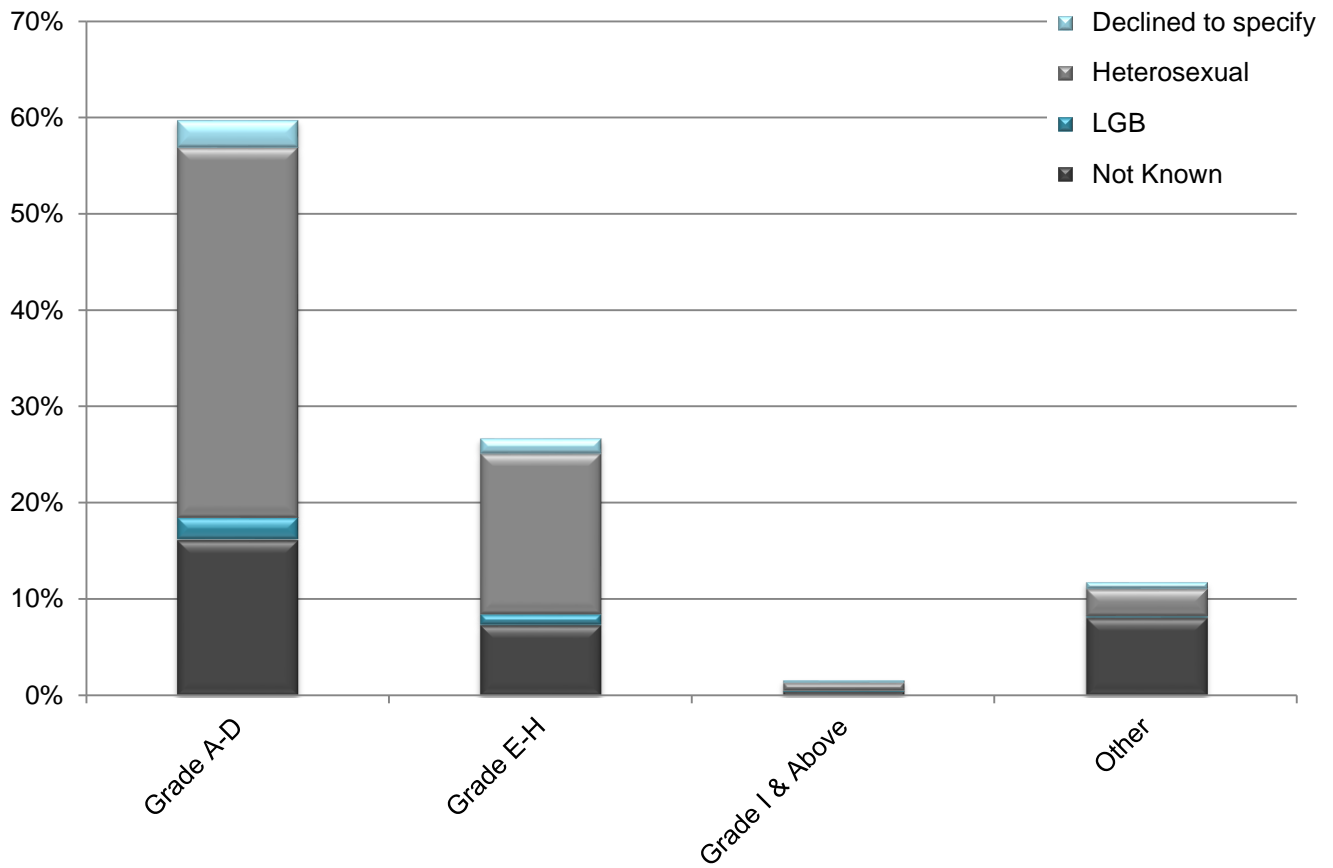
Disability	No	Not Known	Yes
Grade A-D	51.34%	6.57%	1.87%
Grade E-H	24.15%	1.96%	0.63%
Grade I & Above	1.58%	0.06%	0.00%
Other	6.72%	4.94%	0.18%
Grand Total	83.79%	13.53%	2.68%
2014/15 Total	85.87%	11.06%	3.07%

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	0.18%	24.84%	0.74%	0.33%	2.08%	20.08%	8.60%	1.87%	0.56%	0.50%
Grade E-H	0.06%	12.01%	0.38%	0.36%	0.36%	9.01%	3.87%	0.30%	0.15%	0.24%
Grade I & Above	0.00%	0.89%	0.00%	0.00%	0.00%	0.39%	0.36%	0.00%	0.00%	0.00%
Other	0.00%	3.51%	0.00%	0.06%	0.09%	1.84%	6.28%	0.06%	0.00%	0.00%
Grand Total	0.24%	41.25%	1.12%	0.75%	2.53%	31.32%	19.11%	2.23%	0.71%	0.74%
2014/15 Total	0.26%	43.11%	1.11%	0.92%	2.51%	31.24%	17.12%	2.38%	0.70%	0.65%

4.6 Sexual orientation and grade profile



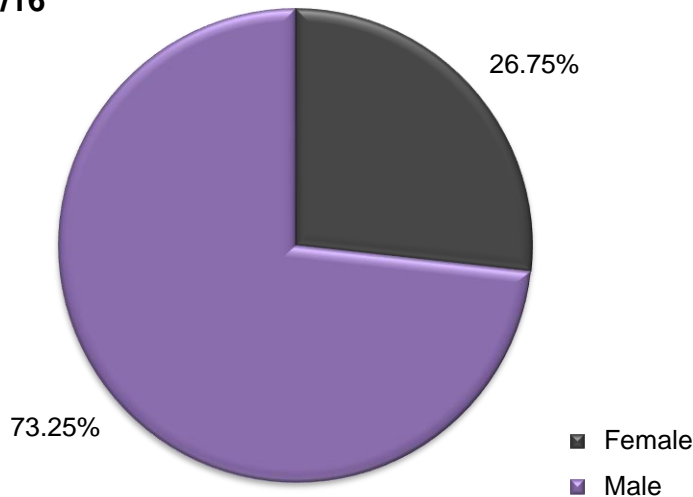
Sexual Orientation	Declined to specify	Heterosexual	LGB	Not Known
Grade A-D	2.85%	38.49%	2.29%	16.15%
Grade E-H	1.58%	16.72%	1.10%	7.35%
Grade I & Above	0.27%	0.80%	0.12%	0.45%
Other	0.71%	2.85%	0.18%	8.09%
Grand Total	5.41%	58.86%	3.69%	32.04%
2014/15 Totals	5.68%	58.37%	3.42%	32.53%

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 157 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 4.67% of the workforce.

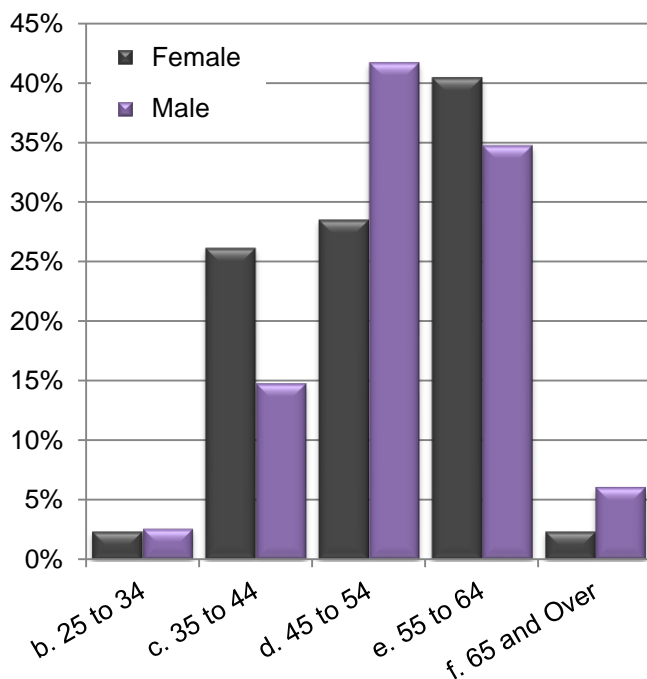
5.1 Top 5% earners by gender

2015/16



Gender	2014/15	2015/16
Female	27.15%	26.75%
Male	72.85%	73.25%
Grand Total	100.00%	100.00%

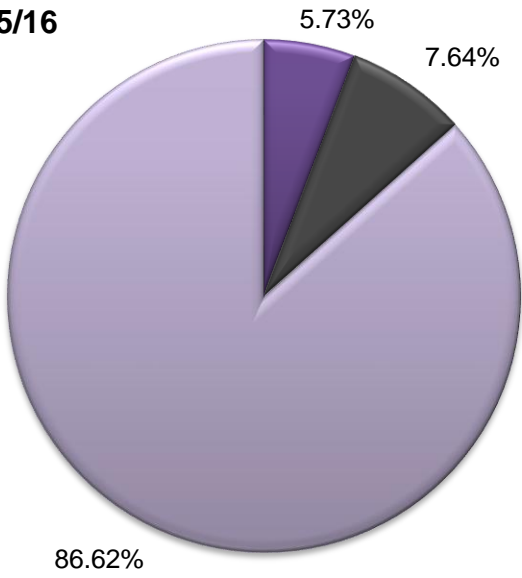
5.2 Top 5% earners by age



Age Range	2014/15 Female	2014/15 Male	2015/16 Female	2015/16 Male
b. 25 to 34	4.88%	0.91%	2.38%	2.61%
c. 35 to 44	21.95%	11.82%	26.19%	14.78%
d. 45 to 54	36.58%	34.55%	28.57%	41.74%
e. 55 to 64	34.15%	45.45%	40.48%	34.78%
f. 65 and Over	2.44%	7.27%	2.38%	6.09%
Grand Total	100.00%	100.00%	100.00%	100.00%

5.3 Top 5% earners by ethnicity

2015/16

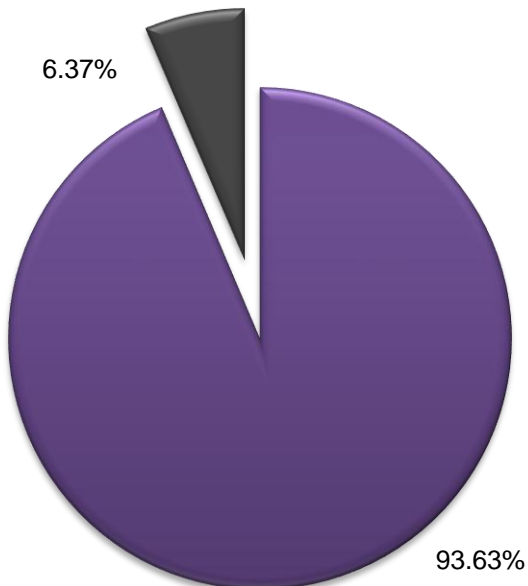


- BME
- Not Known
- White

Ethnic Group	2014/15	2015/16
BME	3.31%	5.73%
Not Known	7.29%	7.64%
White	89.40%	86.63%
Grand Total	100.00%	100.00%

5.4 Top 5% earners by disability indicator

2015/16

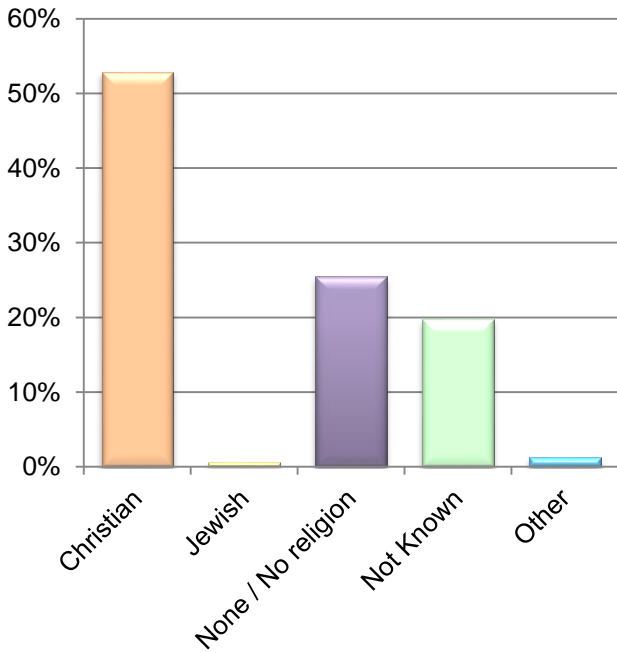


- No
- Not Known
- Yes

Disability	2014/15	2015/16
No	93.38%	93.63%
Not Known	5.96%	6.37%
Yes	0.66%	0.00%
Grand Total	100.00%	100.00%

5.5 Top 5% earners by religion and belief

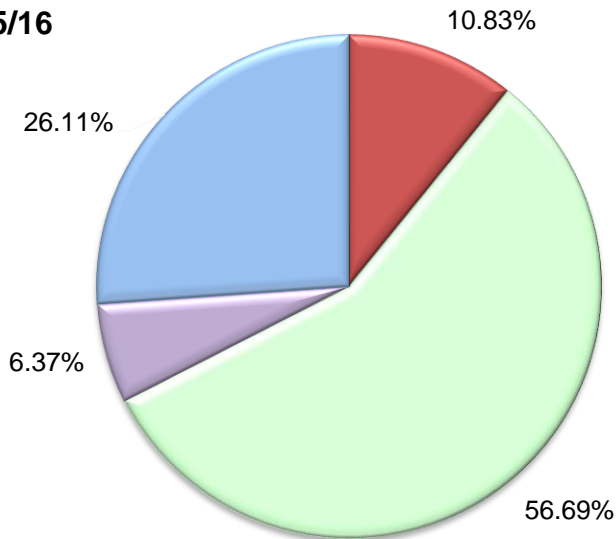
2015/16



Religion & Belief	2014/15	2015/16
Buddhist	0.66%	0.00%
Christian	57.61%	52.87%
Jewish	0.66%	0.64%
None / No religion	21.20%	25.48%
Not Known	18.55%	19.74%
Other	1.32%	1.27%
Grand Total	100.00%	100.00%

5.6 Top 5% earners by sexual orientation

2015/16



Sexual Orientation	2014/15	2015/16
Declined to specify	10.60%	10.83%
Heterosexual	52.98%	56.69%
LGB	5.96%	6.37%
Not Known	30.46%	26.11%
Grand Total	100.00%	100.00%

■ Declined to specify
 ■ Heterosexual
 ■ LGB
 ■ Not Known

6 Turnover

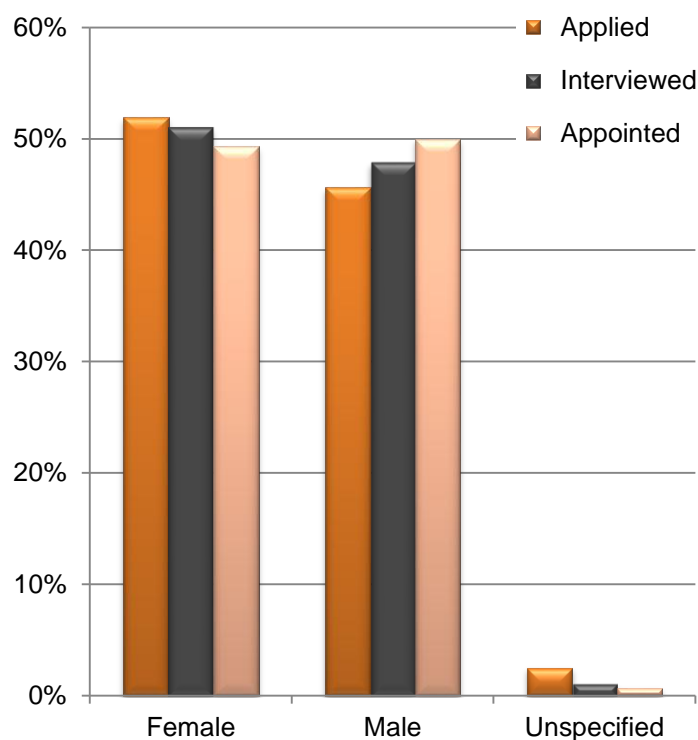
6 Recruitment Data 2015

The turnover rate which include leavers who were on a fixed term contract is 15.91%. This figure compares closely to the overall turnover across London Councils and a national level of 14.6% according to the Hay Group.

The following charts summarise the recruitment activity covering the calendar year 1 January to 31 December 2015. This does not include all recruitment such as recruitment in schools and specialist recruitment where search and section organisations have been commissioned. 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.

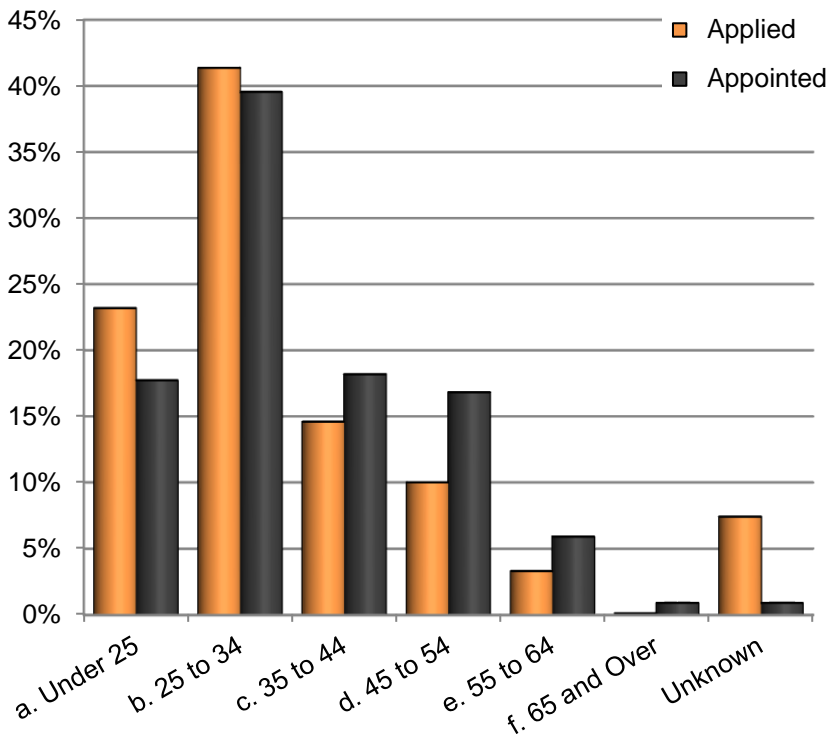
Over the period, there were 14,291 job applicants, 1,845 of those were shortlisted for interview (12.91% of applicants) and 440 appointments were made (3.08% of applicants).

6.1 Recruitment by gender



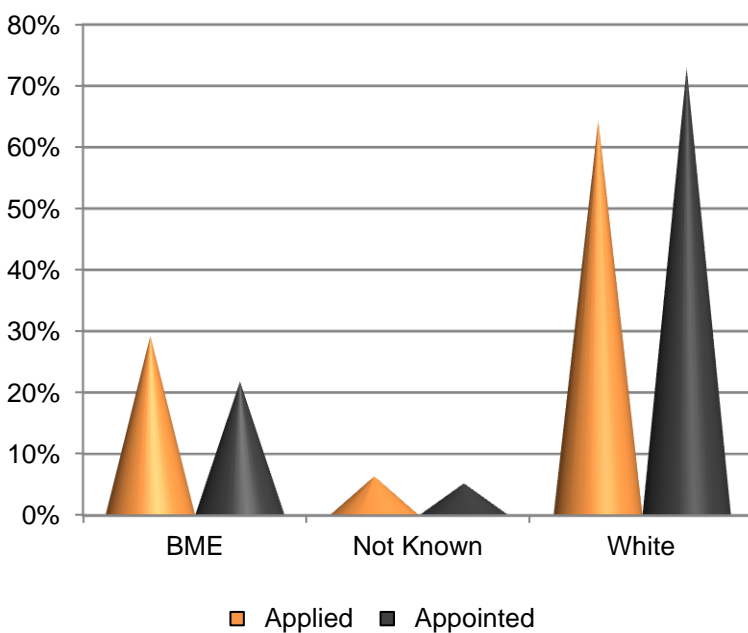
Stage	Female	Male	Unspecified
Applied	51.93%	45.60%	2.47%
Interviewed	51.00%	47.86%	1.14%
Appointed	49.32%	50.00%	0.68%

6.2 Recruitment by age



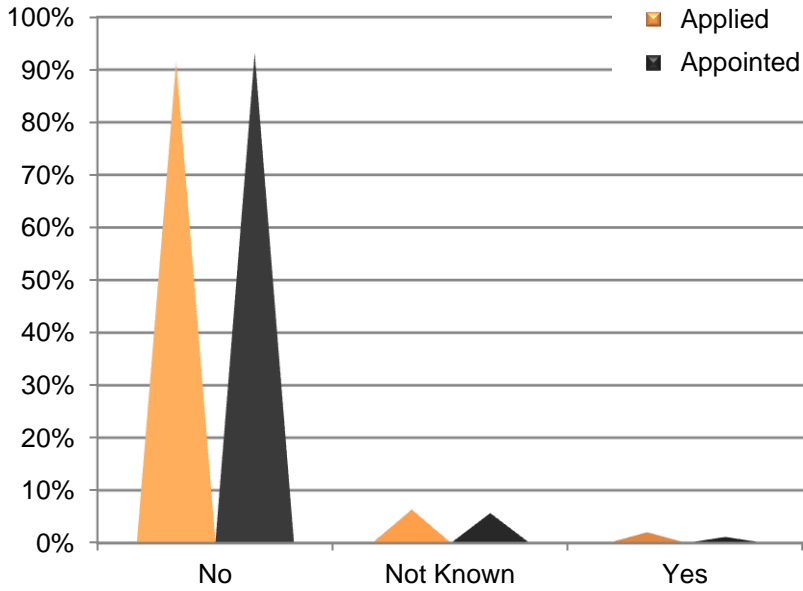
Age Range	Applied	Appointed
a. Under 25	23.19%	17.73%
b. 25 to 34	41.36%	39.54%
c. 35 to 44	14.60%	18.18%
d. 45 to 54	10.01%	16.82%
e. 55 to 64	3.31%	5.91%
f. 65 and Over	0.11%	0.91%
Unknown	7.42%	0.91%
Grand Total	100.00%	100.00%

6.3 Recruitment by ethnicity



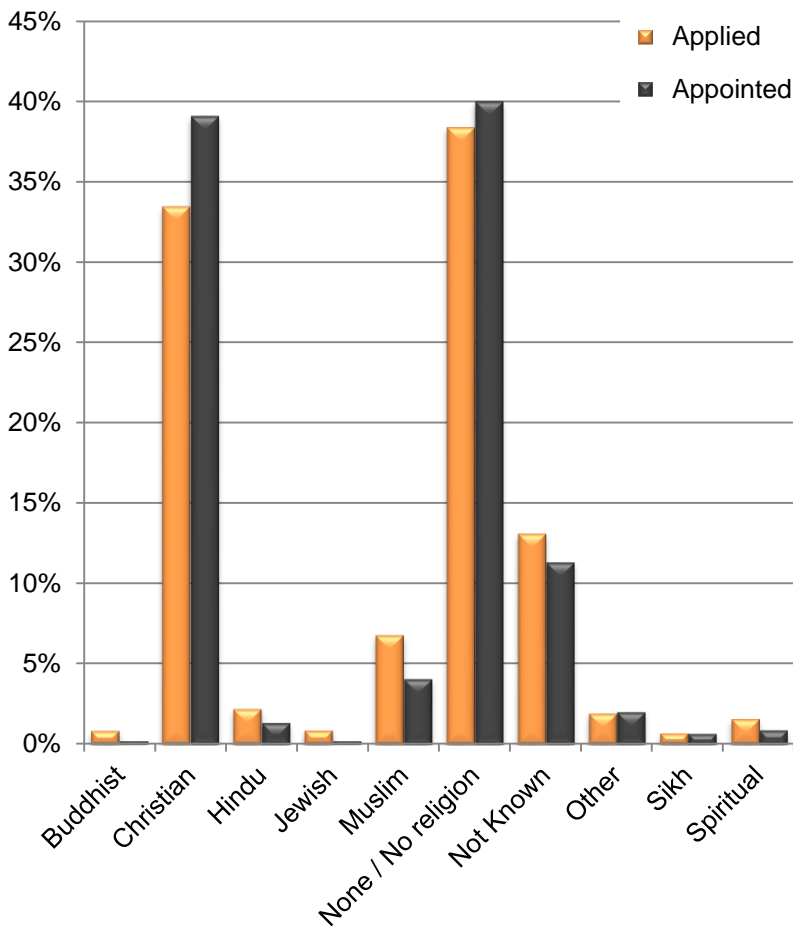
Ethnic Group	Applied	Appointed
BME	29.24%	21.82%
Not Known	6.38%	5.23%
White	64.38%	72.95%
Grand Total	100.00%	100.00%

6.4 Recruitment by disability indicator



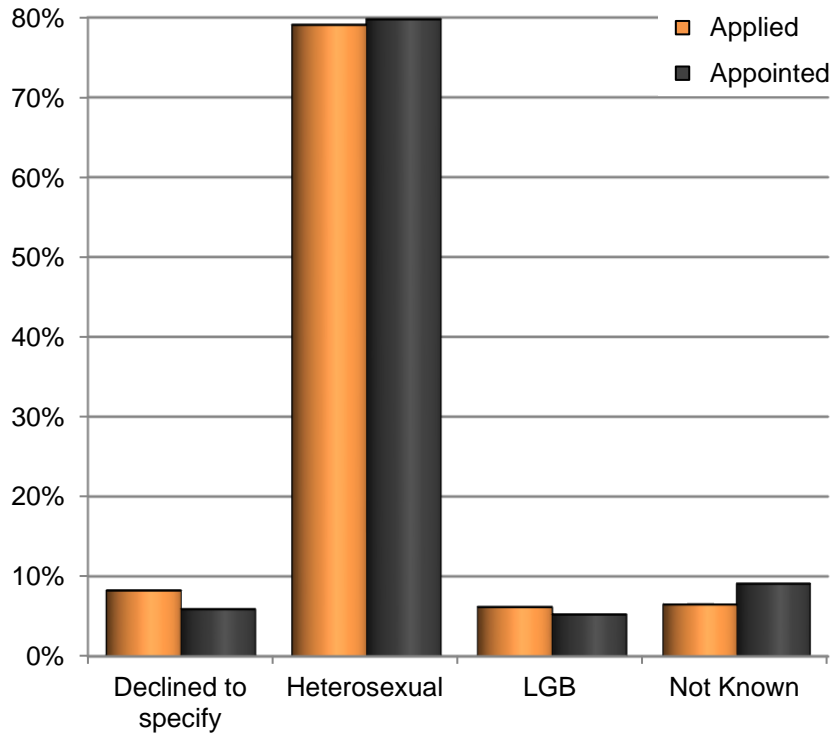
Disability	Applied	Appointed
No	91.58%	93.18%
Not Known	6.38%	5.68%
Yes	2.04%	1.14%
Grand Total	100.00%	100.00%

6.5 Recruitment by religion and belief



Religion & Belief	Applied	Appointed
Buddhist	0.85%	0.23%
Christian	33.49%	39.09%
Hindu	2.22%	1.36%
Jewish	0.88%	0.23%
Muslim	6.80%	4.09%
None / No religion	38.40%	40.00%
Not Known	13.12%	11.36%
Other	1.94%	2.05%
Sikh	0.70%	0.68%
Spiritual	1.60%	0.91%
Grand Total	100.00%	100.00%

6.6 Recruitment by sexual orientation

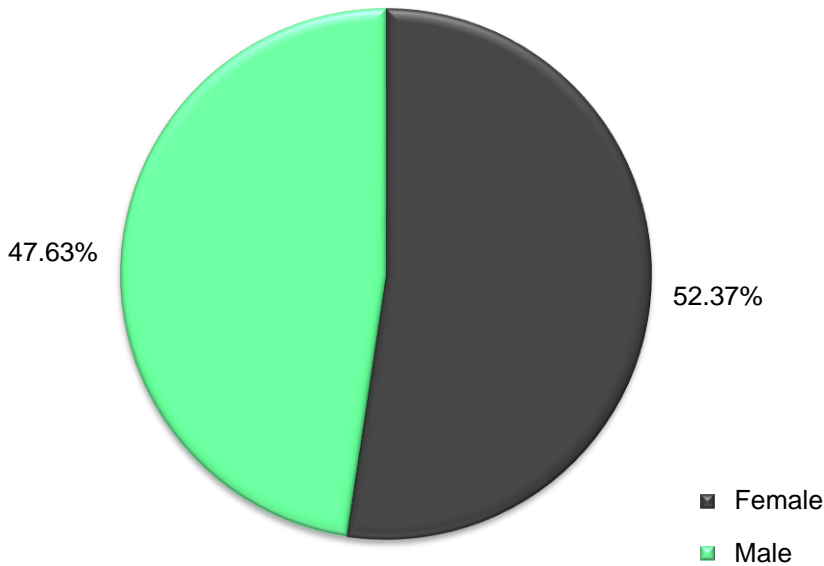


Sexual Orientation	Applied	Appointed
Declined to specify	8.25%	5.91%
Heterosexual	79.08%	79.77%
LGB	6.18%	5.23%
Not Known	6.49%	9.09%
Grand Total	100.00%	100.00%

7 Starter information April 2015 – March 2016

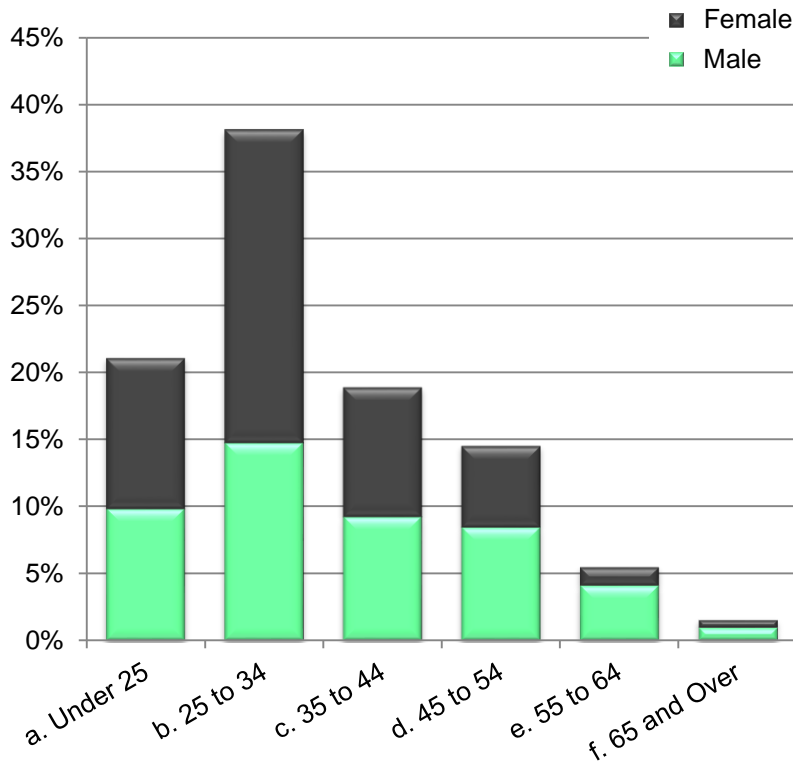
The tables below give a breakdown of the 506 new starters to the organisation. This data does not include those employees who already work for the City of London Corporation but have changed jobs.

7.1 Starters by gender



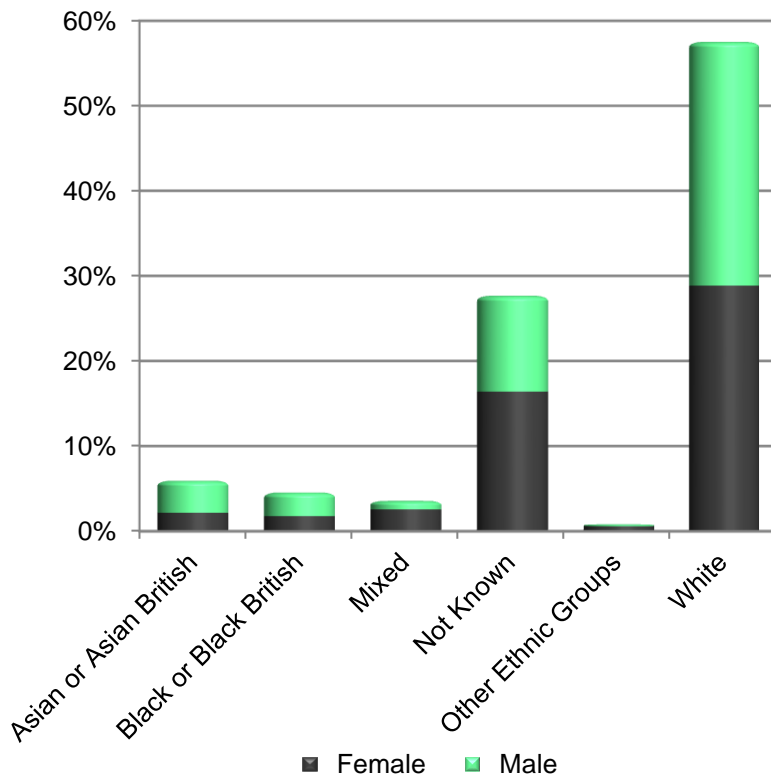
Gender	Total
Female	52.37%
Male	47.63%
Grand Total	100.00%

7.2 Starters by age



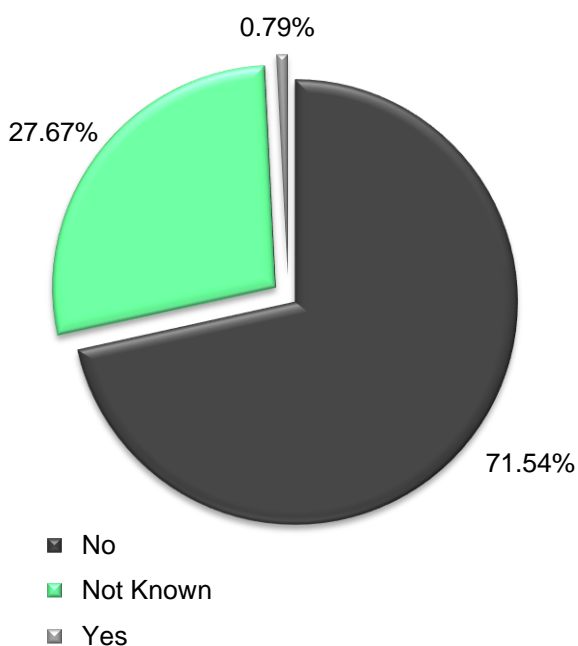
Age Range	Female	Male
a. Under 25	11.27%	9.88%
b. 25 to 34	23.32%	14.82%
c. 35 to 44	9.68%	9.29%
d. 45 to 54	6.13%	8.50%
e. 55 to 64	1.38%	4.15%
f. 65 and Over	0.59%	0.99%
Grand Total	52.37%	47.63%

7.3 Starters by ethnicity



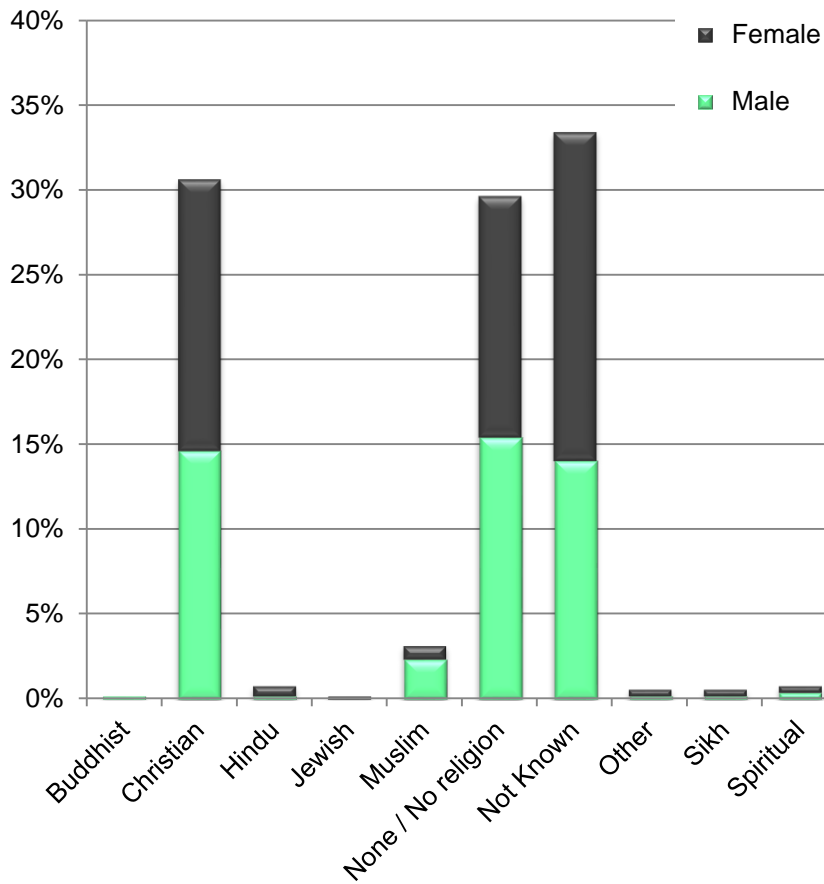
Ethnic Group	Female	Male
Asian or Asian British	2.17%	3.75%
Black or Black British	1.78%	2.77%
Mixed	2.57%	0.99%
Not Known	16.40%	11.26%
Other Ethnic Groups	0.59%	0.20%
White	28.86%	28.66%
Grand Total	52.37%	47.63%

7.4 Starters by disability indicator



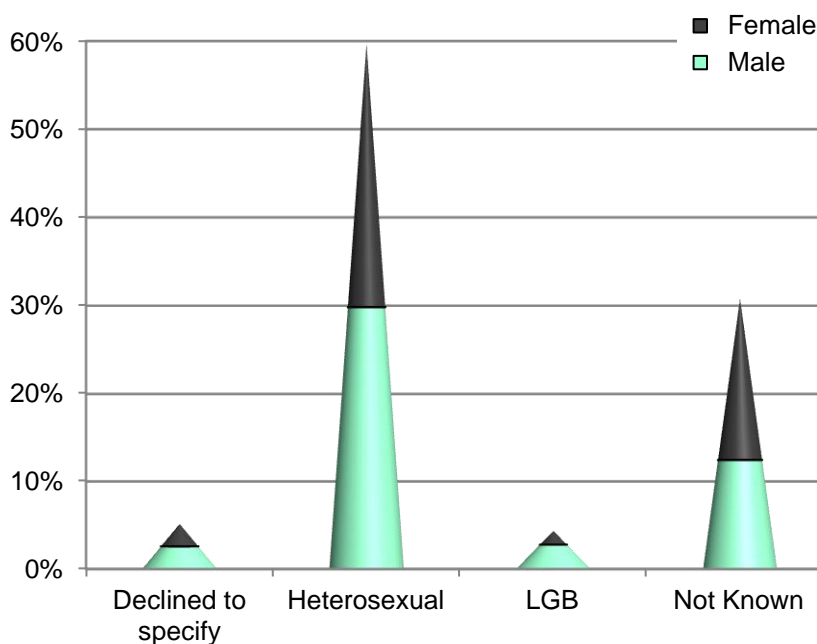
Gender	Female	Male	Grand Total
No	36.16%	35.38%	71.54%
Not Known	16.01%	11.66%	27.67%
Yes	0.20%	0.59%	0.79%
Grand Total	52.37%	47.63%	100.00%

7.5 Starters by religion and belief



Religion & Belief	Female	Male
Buddhist	0.00%	0.20%
Christian	16.01%	14.62%
Hindu	0.59%	0.20%
Jewish	0.20%	0.00%
Muslim	0.79%	2.37%
None / No religion	14.23%	15.41%
Not Known	19.37%	14.03%
Other	0.39%	0.20%
Sikh	0.40%	0.20%
Spiritual	0.39%	0.40%
Grand Total	52.37%	47.63%

7.6 Starters by sexual orientation

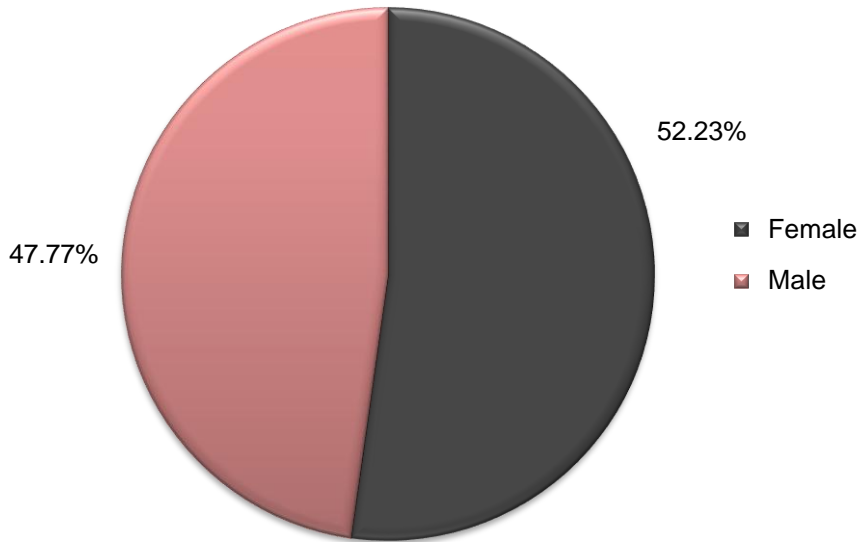


Sexual Orientation	Female	Male
Declined to specify	2.57%	2.57%
Heterosexual	29.84%	29.84%
LGB	1.58%	2.77%
Not Known	18.38%	12.45%
Grand Total	52.37%	47.63%

8. Leaver information April 2015 – March 2016

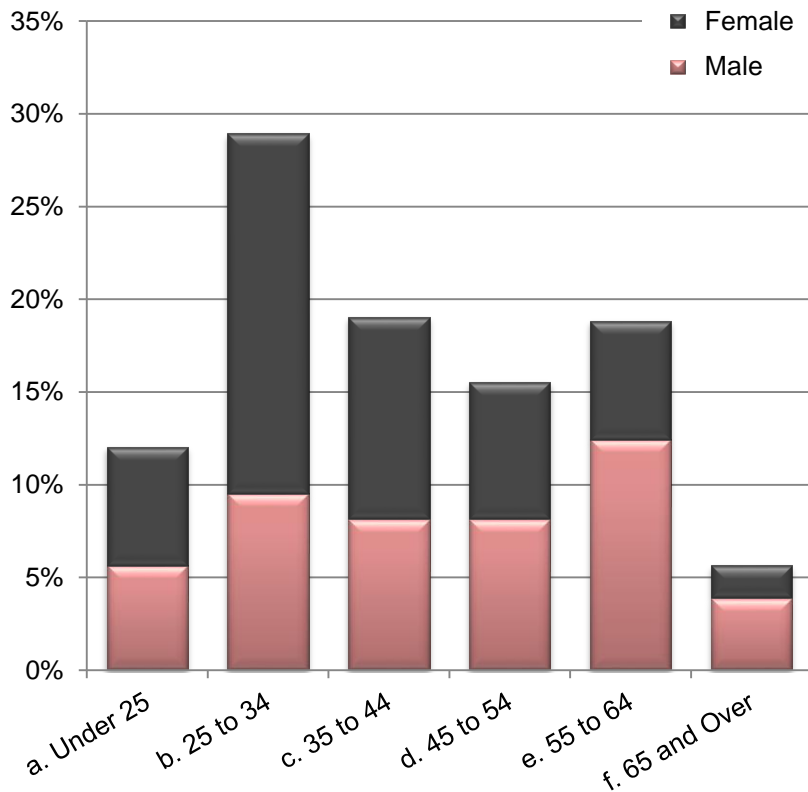
The tables below give a breakdown of the 515 leavers from the organisation.

8.1 Leavers by gender



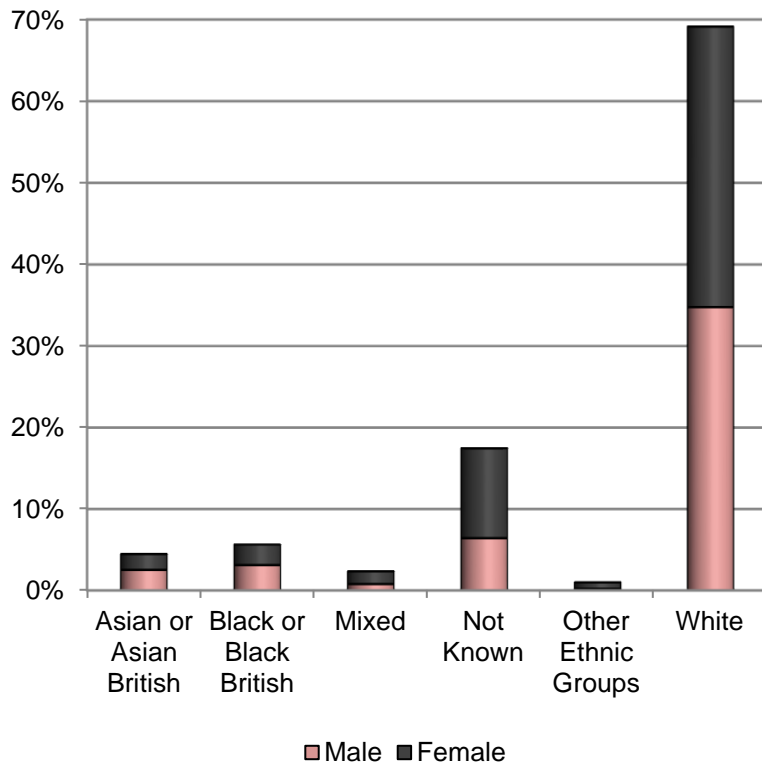
Gender	Total
Female	52.23%
Male	47.77%
Grand Total	100.00%

8.2 Leavers by age



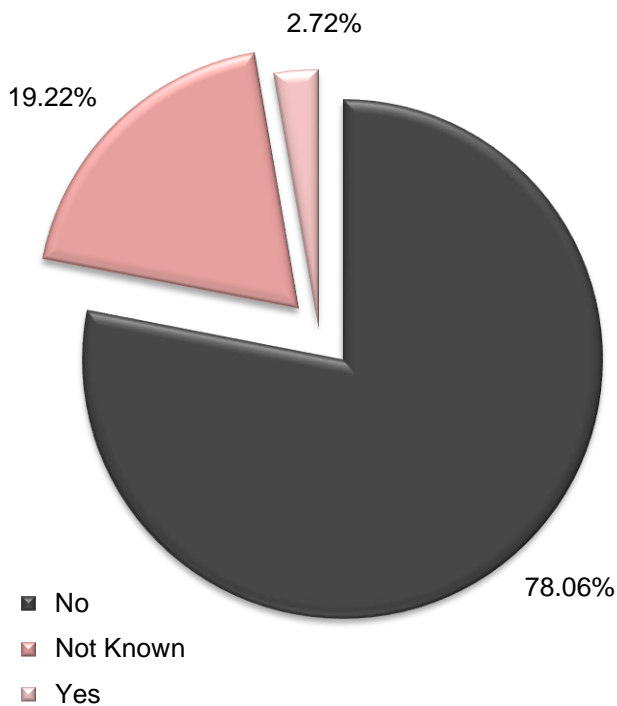
Age Range	Female	Male
a. Under 25	6.41%	5.63%
b. 25 to 34	19.41%	9.51%
c. 35 to 44	10.87%	8.16%
d. 45 to 54	7.38%	8.16%
e. 55 to 64	6.41%	12.43%
f. 65 and Over	1.75%	3.88%
Grand Total	52.23%	47.77%

8.3 Leavers by ethnicity



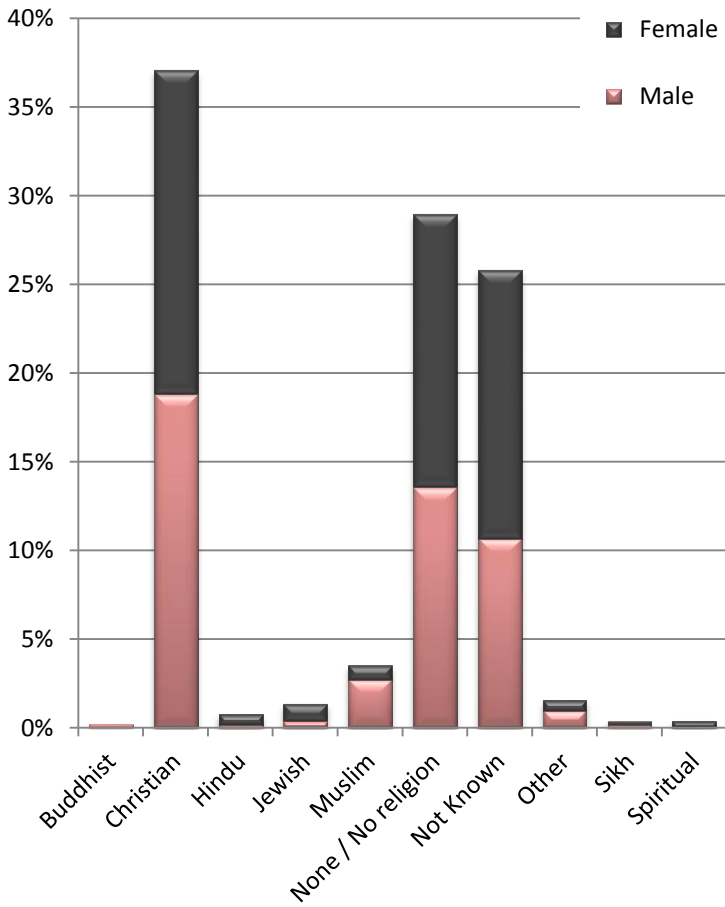
Ethnic Group	Female	Male
Asian or Asian British	1.94%	2.52%
Black or Black British	2.52%	3.11%
Mixed	1.55%	0.78%
Not Known	11.07%	6.41%
Other Ethnic Groups	0.78%	0.19%
White	34.37%	34.76%
Grand Total	52.23%	47.77%

8.4 Leavers by disability indicator



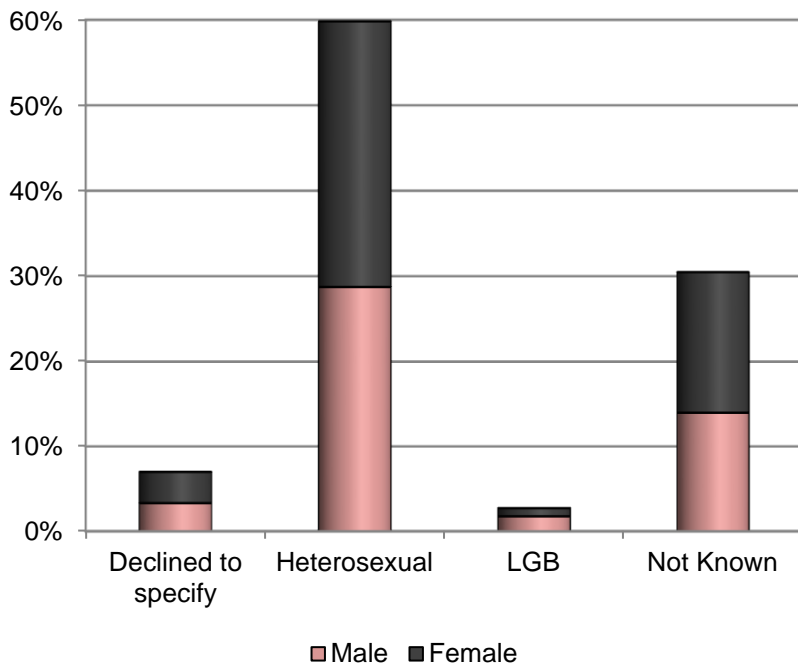
Disability	Female	Male	Grand Total
No	39.22%	38.84%	78.06%
Not Known	11.65%	7.57%	19.22%
Yes	1.36%	1.36%	2.72%
Grand Total	52.23%	47.77%	100.00%

8.5 Leavers by religion and belief



Religion & Belief	Female	Male
Buddhist	0.00%	0.19%
Christian	18.25%	18.84%
Hindu	0.58%	0.20%
Jewish	0.97%	0.39%
Muslim	0.78%	2.72%
None / No religion	15.34%	13.59%
Not Known	15.15%	10.68%
Other	0.58%	0.97%
Sikh	0.19%	0.19%
Spiritual	0.39%	0.00%
Grand Total	52.23%	47.77%

8.6 Leavers by sexual orientation



Sexual Orientation	Female	Male
Declined to specify	3.69%	3.30%
Heterosexual	31.07%	28.74%
LGB	0.97%	1.75%
Not Known	16.50%	13.98%
Grand Total	52.23%	47.77%