

# London Councils Workforce Audit

## April 2019 to March 2020

### 1. Introduction and context

1.1 All public authorities are required to consider what they are doing to tackle discrimination, harassment and victimisation under the Equality Act 2010 public sector equalities duty. These specific duties require authorities to publish information to demonstrate compliance with the general equality duty. The aims of the general equality duty are set out below:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act;
- Advance equality of opportunity between people who share a protected characteristic and those who do not;
- Foster good relations between people who share a protected characteristic and those who do not.

The protected characteristics include: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

1.2 Public authorities with fewer than 150 employees are exempt from the requirement to publish information on their employees.

1.3 Additionally, the Equality Act 2010 (specific duties & public authorities) Regulations 2017 laid down that from 6 April 2018 employers in Great Britain with 250 or more staff are required by law to publish various factors which highlight the gender pay gap in their organisation. A separate report on the Gender & Ethnicity Pay Gap will be provided to CMB. The pay gap is based on a snapshot of the workforce and pay as at 31 March in line with legislative reporting requirements.

1.4 Although London Councils has only 133 employees and is therefore exempt from these requirements, it is considered good practice for London Councils to produce this information on the make-up of the workforce.

1.5 The workforce data covers the period 1 April 2019 to 31 March 2020 and is taken from employee records held on City of London iTrent (CityPeople) management information system.

### 2. Workforce Composition

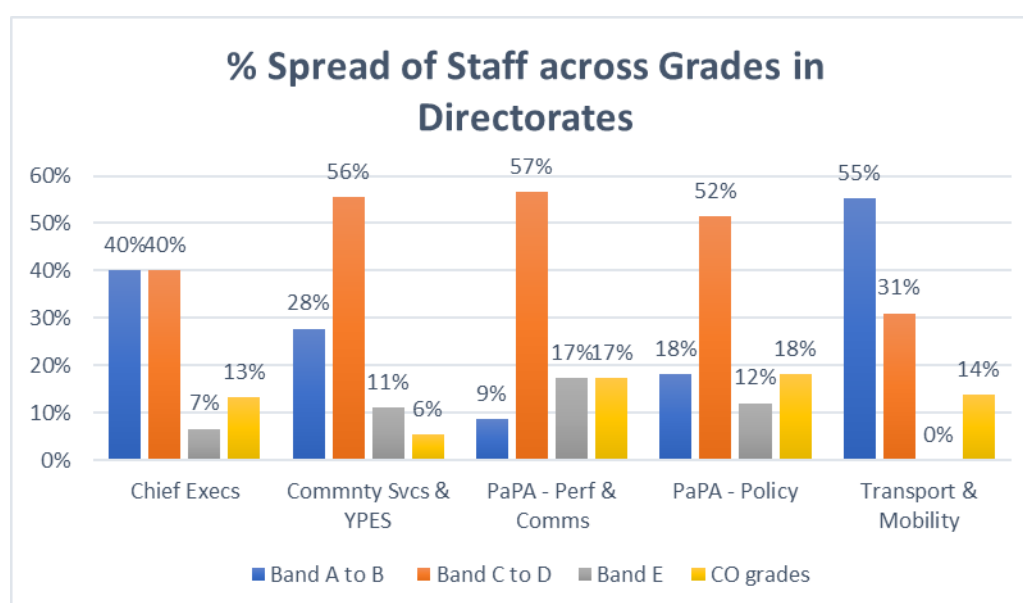
2.1 Outlined below are tables showing the number of staff by directorate and the percentage of staff by grade group in directorates.

## Total number of staff by directorate

Directorate	FTE	Headcount	%
Chief Execs	28.1	30	23%
Community Services & YPES	16.3	18	14%
PaPA - Performance, LOTI & Communications	22.4	23	17%
PaPA - Policy	32.4	33	25%
Transport & Mobility	27.6	29	22%
<b>Grand Total</b>	<b>126.8</b>	<b>133</b>	<b>100%</b>

## % spread of staff by grade groups in directorates

Directorate	Band A to B	Band C to D	Band E	CO grades	Grand Total
Chief Execs	40%	40%	7%	13%	30
Commnty Svcs & YPES	28%	56%	11%	6%	18
PaPA - Perf & Comms	9%	57%	17%	17%	23
PaPA - Policy	18%	52%	12%	18%	33
Transport & Mobility	55%	31%	0%	14%	29
<b>Grand Total</b>	<b>31%</b>	<b>46%</b>	<b>9%</b>	<b>14%</b>	<b>133</b>



## 2.2 Ethnicity

The workforce composition in terms of Black, Asian and Minority Ethnic (BAME) staff is 29% (in 2016 it was 25%).

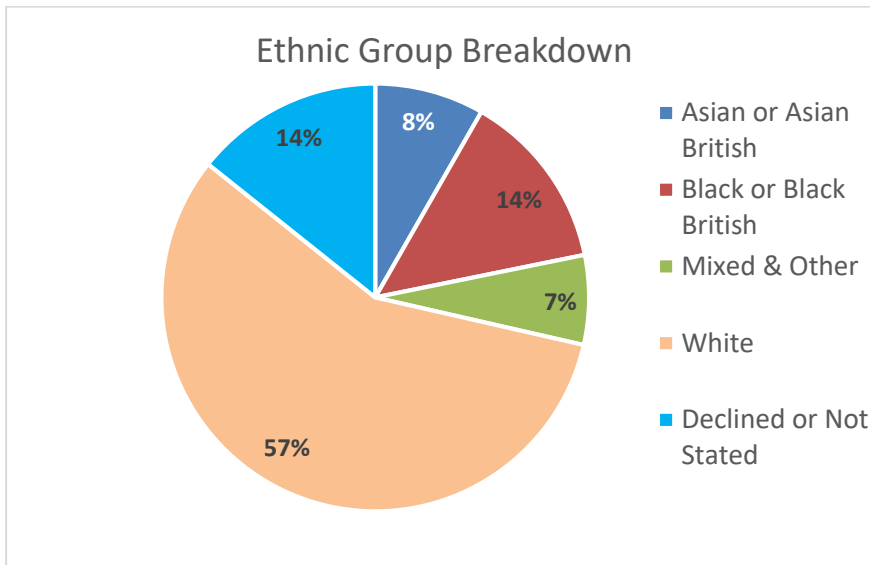
BAME employees comprise 38 people (29%) of the total headcount.

There are 19 staff (14%) who have not stated their ethnicity. We have worked jointly with the unions in the last couple of years, sending joint letters from the Chief Executive and Unions to all staff to encourage them to update and maintain their personal/ sensitive data

on i-Trent and we also post regular reminders via the intranet and i-Trent notifications to do this.

### Ethnicity Headcount of Overall Workforce

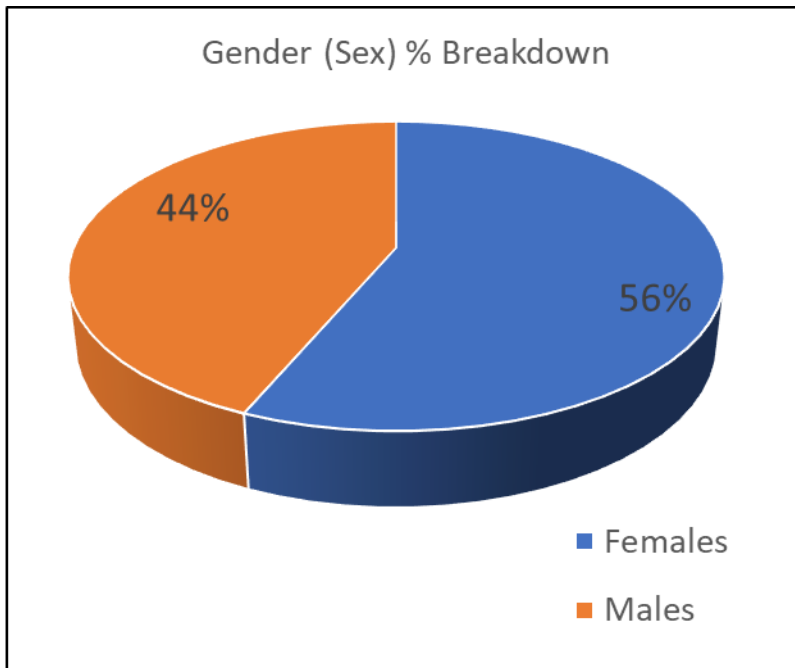
Ethnic Group	Headcount	%
Asian or Asian British	11	8%
Black or Black British	18	14%
Mixed & Other Ethnic groups	9	7%
White	76	57%
Declined or Not Stated	19	14%
<b>Grand Total</b>	<b>133</b>	<b>100%</b>



### 2.3 Gender (Sex)

The percentage of female staff has remained at broadly the same level since April 2010. As of 31 March 2020, females comprise 56% of the workforce. In 2019 it was 53%.

The turnover of female staff for 2019/20 was 44% across the organisation.



### Grade Group by Gender

Grade Group	Females	Female %	Male	Males %	Total
Band A to B	26	63%	15	37%	41
Band C to D	35	57%	26	43%	61
Band E	7	58%	5	42%	12
CO grades	7	37%	12	63%	19
<b>Grand Total</b>	<b>75</b>	<b>56%</b>	<b>58</b>	<b>44%</b>	<b>133</b>

The spread of females in grade groups inverts higher up the pay scales.

### Gender breakdown in Directorates

Directorates	Females	Female %	Male	Males %	Total
Chief Execs	16	53%	14	47%	30
Community Svcs & YPES	14	78%	4	22%	18
PaPA - Performance, LOTI & Communications	9	39%	14	61%	23
PaPA - Policy	18	55%	15	45%	33
Transport & Mobility	18	62%	11	38%	29
<b>Grand Total</b>	<b>75</b>	<b>56%</b>	<b>58</b>	<b>44%</b>	<b>133</b>

## 2.4 Gender & Ethnicity Pay Gaps for year ended 31 March 2020

### 2.4.1 Gender Pay Gap

The Average Gender Pay Gap in London Councils is 17.4%  
In London Councils the Median Gender Pay Gap at March 2020 was 0.4%.

	<b>Women</b>	<b>Men</b>	<b>Difference £</b>
<b>Mean Hourly Rate</b>	<b>£24.31</b>	<b>£29.44</b>	<b>£5.13</b>
<b>Median Hourly Rate</b>	<b>£22.31</b>	<b>£22.40</b>	<b>£0.09</b>

Outlined below is a table showing four pay quartiles and the number and percentage of men and women within each.

<b>Gender</b>	<b>Men</b>	<b>%</b>	<b>Women</b>	<b>%</b>
<b>Upper pay quartile</b>	18	55%	15	45%
<b>Upper Middle pay quartile</b>	11	34%	21	66%
<b>Middle pay quartile</b>	14	44%	18	56%
<b>Lower pay quartile</b>	12	38%	20	63%

In London Councils the above quartiles roughly equate to the following pay scales

- Upper pay quartile – Grades E and above
- Upper middle – Grade D
- Middle – Grade C
- Lower pay quartile – Grades A and B

The table above shows that London Councils has significantly more men in the top pay quartile compared against the London Councils workforce profile, although the proportion of men in this population group has reduced in the last three years. There are significantly more women in the Upper Middle Pay quartiles compared against the workforce profile.

The above profile information explains why men have an overall gender pay gap compared to women.

### 2.4.2 Ethnic Pay Gap

The Mean Average Ethnic Pay Gap in London Councils is 2.9%,

In London Councils the Median Ethnic Pay Gap is -5.0.

	<b>BAME</b>	<b>White</b>	<b>Difference £</b>
<b>Mean Hourly Rate</b>	<b>£26.04</b>	<b>£26.83</b>	<b>£0.79</b>
<b>Median Hourly Rate</b>	<b>£22.70</b>	<b>£21.55</b>	<b>-£1.15</b>

Outlined below is the Ethnic Profile within each quartile of the pay structure.

	<b>White</b>	<b>BAME</b>
<b>Total Ethnic Pay Workforce</b>	58%	28%
<b>Upper pay quartile</b>	67%	21%
<b>Upper Middle pay quartile</b>	38%	47%
<b>Middle pay quartile</b>	63%	22%
<b>Lower pay quartile</b>	66%	22%

In London Councils whilst there are higher proportions of white staff in 3 pay quartiles – Upper, Middle and Lower – there are significantly more BAME staff in the Upper Middle pay quartile, which now has 47% BAME staff compared to two years ago when there was 33% BAME in the Upper Middle pay quartile.

### **What we are doing and what we will do that can help to address the Gender and Ethnic pay gaps**

Pay gaps are affected by the distribution of women or BAME staff across the pay and grading structure.

Our diversity and equality policies help to influence the organisation’s approach and culture towards improving the relative profiles of the female and BAME staff.

The table below summarises the policies that London Councils has regarding the promotion of equality and diversity issues.

<b>Corporate Equalities Group (CEG)</b>	Responsible for advising the Corporate Management Board on equality issues.
<b>Equal Opportunities Policy</b>	Helps promote respect and fairness among all staff. Everyone is given a fair chance, during the recruitment process. We have also made available unconscious bias training across the organisation and equality & diversity training is now mandatory.
<b>Dignity at Work Policy</b>	Seeks to ensure that all employees are treated with dignity and respect. Covers complaints of harassment, bullying, victimisation and unlawful discrimination including racism.
<b>Fair and Transparent Process</b>	We are fair and transparent in our recruitment process, promotion process and pay process (GLPC Scheme)

### **Potential future actions**

As outlined in the report, gender or ethnic pay gaps arise because the distribution of the workforce is not even across the pay grades (and pay quartiles) of the organisation. The way to address gender and ethnic pay gaps is therefore to ensure a better distribution of women and BAME staff across the pay grades of London Councils.

There is not a simple fix to improve workforce distribution, but the equalities policies outlined above assist in trying to ensure that London Councils is free from discriminatory bias.

Ensuring our recruitment process is free from any bias including a review of job adverts, using a variety of communication channels to attract a variety of candidates. Our recruitment interviewing and selection process are designed to guard against bias and follow best practice principles.

Ensuring prospective as well as current employees fully appreciate the benefits of working for the organisation, including flexible working opportunities, ensures that workers with caring responsibilities are fully aware of the options available.

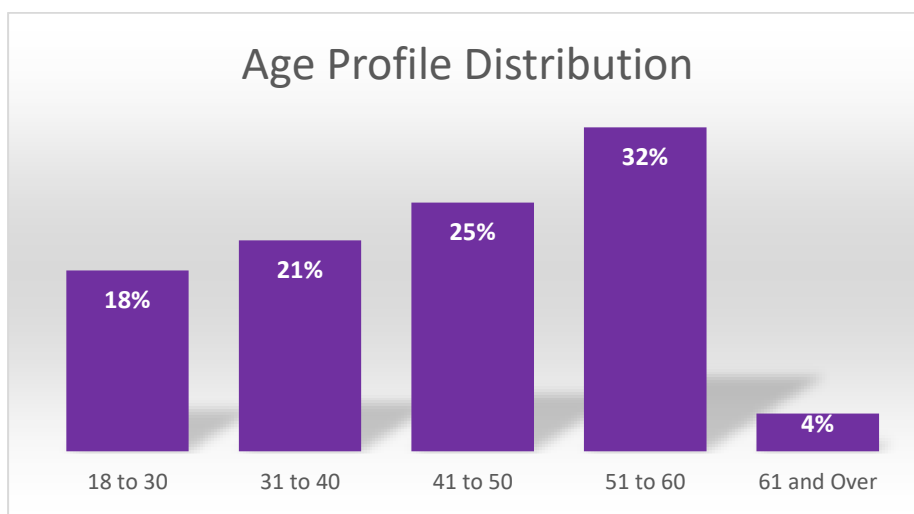
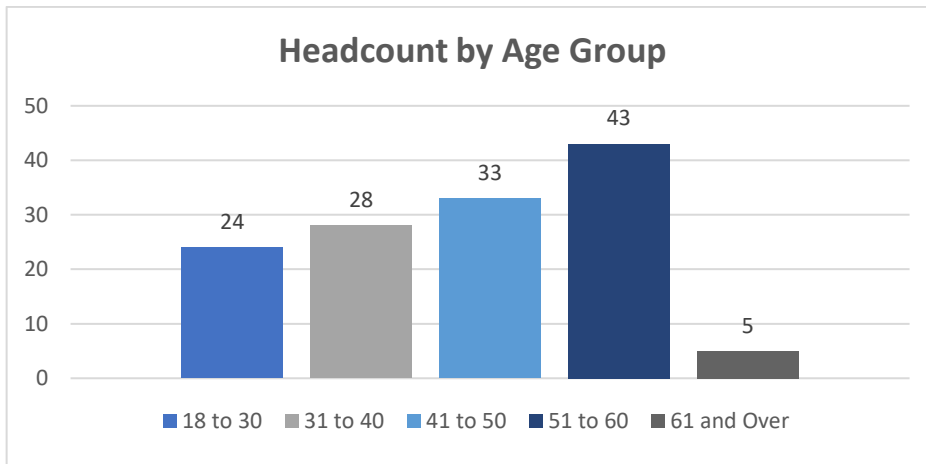
## 2.5 Disability

The number of staff with a disability in the workforce 2% of the workforce.

Disability	Headcount	%
Disabled	3	2%
Not disabled	109	82%
Declined or Not Stated	21	16%
<b>Grand Total</b>	<b>133</b>	<b>100%</b>

London Councils has a long-term commitment to recruit and support staff with disabilities including ensuring recruitment processes are inclusive and accessible, and supporting any existing employee who acquires a disability or long-term health condition.

2.6 **Age** – The graphs below shows the distribution of staff by different age bands.



The average age in London Councils is 43 years. Across London boroughs the average age is 46 years.

Most local government organisations have a proportionately older age workforce, with much smaller numbers in the lowest age groups. London Councils has 18% in the younger age group.

2.7 **Employee Turnover**

Grade Group	Year Headcount	Leavers	% Turnover
Band A to B	41	8	20%
Band C to D	61	10	16%
Band E	12	0	0%
CO grades	19	0	0%
<b>Grand Total</b>	<b>133</b>	<b>18</b>	<b>14%</b>

Employee turnover levels are similar to last year at 14% compared to 12% last year. Turnover levels are widely different in different grade levels.

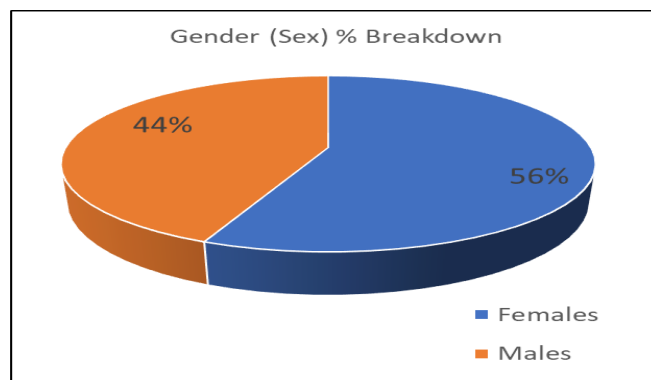


## Summary of Workforce Statistics for London Councils Website for 2019/20

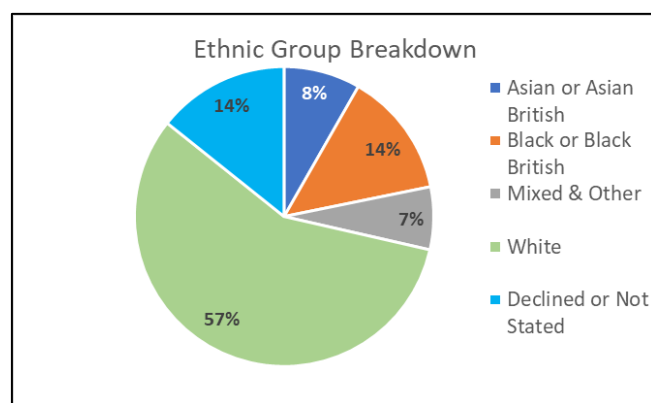
London Councils workforce as at 31 March 2020

Workforce	Females	Males	Total
Headcount	75	58	133
%	56%	44%	

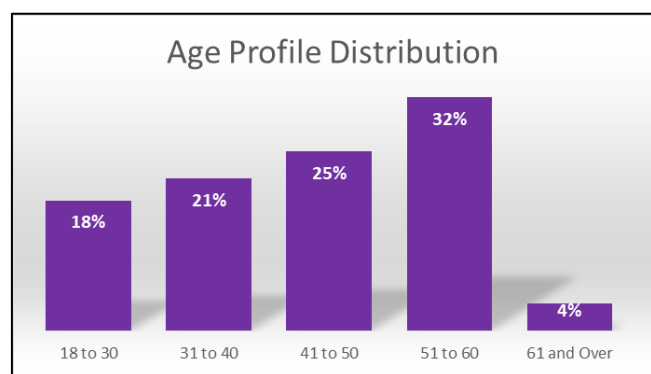
- Women hold 7 of the 19 chief officer positions;
- The percentage of staff declaring a disability is 2%;
- Overall, turnover was 14% in 2019/20



Ethnic Group	Headcount	%
Asian or Asian British	11	8%
Black or Black British	18	14%
Minority Ethnic Groups	9	7%
White	76	57%
Not Stated	19	14%
<b>Grand Total</b>	<b>133</b>	<b>100%</b>



Age distribution	18 to 30	31 to 40	41 to 50	51 to 60	61 and Over
Headcount	24	28	33	43	5
%	18%	21%	25%	32%	4%



### Gender and Ethnic Pay Gaps as at 31 March 2018

The Mean Average Gender Pay Gap in London Councils is 17.4%. The Median is the middle value in a range of numbers - the Median Gender Pay Gap is 0.4%.

The Mean Average Ethnic Pay Gap in London Councils is 2.9%. The Median Ethnic Pay Gap is -5.0%.