

# WORKFORCE EQUALITIES REPORT

**Annual Report Oct 2014 to Sept 2015**

London Borough of Richmond

## WORKFORCE EQUALITIES REPORT

### Annual Report 2014 to 2015

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***Points to note:***

**Shape of the organisation:**

In the time period of this report (Oct 2014 – Sept 2015):

Total number of permanent staff:

	<b>ACS</b>	<b>Environment</b>	<b>FCS</b>	<b>Total</b>
Base figure	408	249	233	890

Total number of leavers who were on permanent contract

	<b>ACS</b>	<b>Environment</b>	<b>FCS</b>	<b>Total</b>
Base figure	109	57	27	193

- *Around 40 staff moved from ACS to AFC.*
- *Around 30 staff tupe d out of Environment in April 2015 (ENV Property, Parks & Sustain team).*

**Scope of this report:**

- *This report covers the period 1 October 2014 to 30 September 2015*
- *Headcount includes only permanent staff employed by London Borough of Richmond upon Thames. It does not include schools or staff working in shared service i.e HR or Legal*
- *Percentages in sections below show the proportion of employees for which equality data is known and recorded and therefore, percentages reflect the known numbers. The unknown numbers are excluded when calculating percentage. (Unknown = No information is held about an employee's protected characteristics and no assumptions have been made. This include who prefer not to say). We hold 100% of information on gender and age for all employees.*

**Definitions of Management**

*Example :*

*As part of the review, the diversity of the workforce is assessed in terms of the proportions of different groups in middle to senior management positions and the extent to which this reflects the broader diversity of the workforce. This may help identify where certain groups of staff may be experiencing barriers limiting their progression. For the purposes of this analysis middle management is defined as grades PO2 to PO6 and senior management as PO7 and above.*

## 2 SCORECARDS

### Council Trend Scorecard

The following tables show the results for the Council on key measures of workforce diversity. Note that the external benchmark for the Borough's BME population remains the same as last year as per the 2011 Census Data.

	ACS	Environment	FCS	Total
Base figure	408	249	233	890
Ethnicity not known	15	15	11	41
Disability status not known (includes blanks and prefer not to say)	29	22	14	65
LGBT status not known (includes blanks and prefer not to say)	144	92	82	318

**Table 1: Scorecard for Richmond Council**

Measures	Target/ Benchmark	Actual								Trend	Comments
		2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15		
Percentage of <b>black and ethnic minority</b> employees within the Council (HR005)	<b>Benchmark</b> 33% (Borough BME = 14%)	14.9%	14.4%	16.6%	16.4%	17.2%	18.3%	18.67%	<b>20.61%</b>	▲ Increasing	Target not met however continued positive growth. <i>BME of Borough = 14%. This is the largest increase year on year seen to date.</i>
Percentage of employees at <b>grades P02 to P06 from black and ethnic minority groups</b> (HR006)	<b>Target</b> 12%	---	11.9%	12.9%	14.1%	15.1%	15.0%	16.47%	<b>17.26%</b>	▲ Increasing	Target exceeded.  Again, continued positive growth in proportion of BME middle managers, with the proportion of Asian and Black managers representing the wider workforce. <i>This is the largest increase year on year seen to date.</i>

Measures	Target/ Benchmark	Actual							2014- 15	Trend	Comments
		2007- 08	2008- 09	2009- 10	2010- 11	2011- 12	2012- 13	2013- 14			
Percentage of employees at <b>grades PO7 and above from black and ethnic minority groups.</b> (HR007)	<b>Target</b> 5.5%	---	4.4%	9.0%	8.6%	6.3%	8.7%,	7.41%	<b>5.26%</b>	▼ Declining	Target not met.  <i>N.B The overall number of BME staff on grade PO7 and above is small therefore even a small change may result in a significant % change.</i>
Percentage of employees declaring they meet the Equality Act definition of <b>disability</b> (HR008)	<b>Target</b> 5.5%	4.2%	4.6%	7.2%	7.7%,	6.7%	6.9%	5.96%	<b>5.58%</b>	▼ Declining	Target exceeded however a decline is observed and this the 2 <sup>nd</sup> consecutive decline.  (N.B 9.5% economically active disabled people in the Borough)
Percentage of employees at <b>grades P02 to P06</b> declaring they meet the Equality Act definition of <b>disability</b> (HR009)	<b>Target</b> 4.5%	---	3.1%	7.1%	6.7%,	5.5%	5%	4.58%	<b>4.52%</b>	▼ Declining	Target exceed but a small decline from last year observed.  <i>N.B The overall number of disabled staff on grade PO2 - PO6 and above is small therefore even a small change may result in a significant % change.</i>
Percentage of employees at <b>grade P07</b> and above declaring they meet the Equality Act definition of <b>disability</b> (HR010)	<b>Target</b> 4.5%	---	3.0%	3.0%	7.0%,	3.9%	5.7%	2.90%	<b>1.45%</b>	▼ Declining	Target not met. This is the lower seen figure over last 7 years however the overall number of disabled staff on grade PO7 and above is very small therefore even a small change may result in a significant % change.

Measures	Target/ Benchmark	Actual							2013- 14	2014- 15	Trend	Comments
		2007- 08	2008- 09	2009- 10	2010- 11	2011- 12	2012- 13					
Percentage of employees that are <b>women</b>								58.38%	<b>58.76%</b>	▲ Increasing	Upward growth compared to previous year	
Percentage of employees at <b>grade P02 to P06</b> that are <b>women</b>								54.25%	<b>57.58%</b>	▲ Increasing	Positive growth recorded compared to previous year	
Percentage of employees at <b>grade P07 and above</b> that are <b>women</b> (HR011)	<b>Target</b> 52%	---	49.6%	52.2%	55.8%,	53.5%	55.7%	44.58%	<b>46.15%</b>	▲ Increasing	Target not met however back on upward trajectory growth compared to previous year.	
Percentage of <b>LGBT</b> employees within the Council								4.55%	<b>4.18%</b>	▼ Declining	A small decline observed as compared to previous year.	

## Directorate Scorecard

The following table shows the results for each directorate on BVPI measures of workforce diversity and the percentage change from 2013 – 2014.

**Table 2: Directorate Scorecard on Equalities BVPI Measures**

	ADULT & COMMUNITY SERVICES DEPT		ENVIRONMENT		FINANCE & CORPORATE SERVICES	
	Percentage	Number	Percentage	Number	Percentage	Number
% BME employees	28.75% ▲4.32%	113	13.25% ▲0.16%	31	13.96% ▼0.79%	31
% BME employees PO2 – PO6	24.19% ▲2.42%	30	6.06% ▼2.80%	Less than 10	13.89% ▼0.74%	Less than 10
% BME employees PO7+	9.09% ▼3.81%	Less than 10	4.17% ▼3.83%	Less than 10	0% -	0
% Disabled employees	6.33% ▼0.94%	24	3.96% ▲0.21%	Less than 10	5.94% ▼0.08%	13
% Disabled employees PO2 – PO6	4.24% ▼1.55%	Less than 10	3.03% ▲0.47%	Less than 10	8.11% ▲2.09%	Less than 10
% Disabled employees PO7+	<b>0.00%</b> ▼3.70%	0	<b>0.00%</b> -	0	<b>5.56%</b> -	Less than 10
% women	70.10% ▲0.84%	286	37.75% ▼0.10%	94	61.37% ▲0.67%	143
% women PO2-PO6	68.50% ▲2.63%	87	38.81% ▲0.84%	26	54.05% ▲4.05%	20
% women PO7+	<b>66.67%</b> ▲5.38%	22	<b>32.00%</b> ▲8.00%	Less than 10	30.00% ▼3.33%	Less than 10
% LGBT	4.57% ▼0.49%	12	1.15% ▼0.31%	Less than 10	7.26% ▼0.55%	13

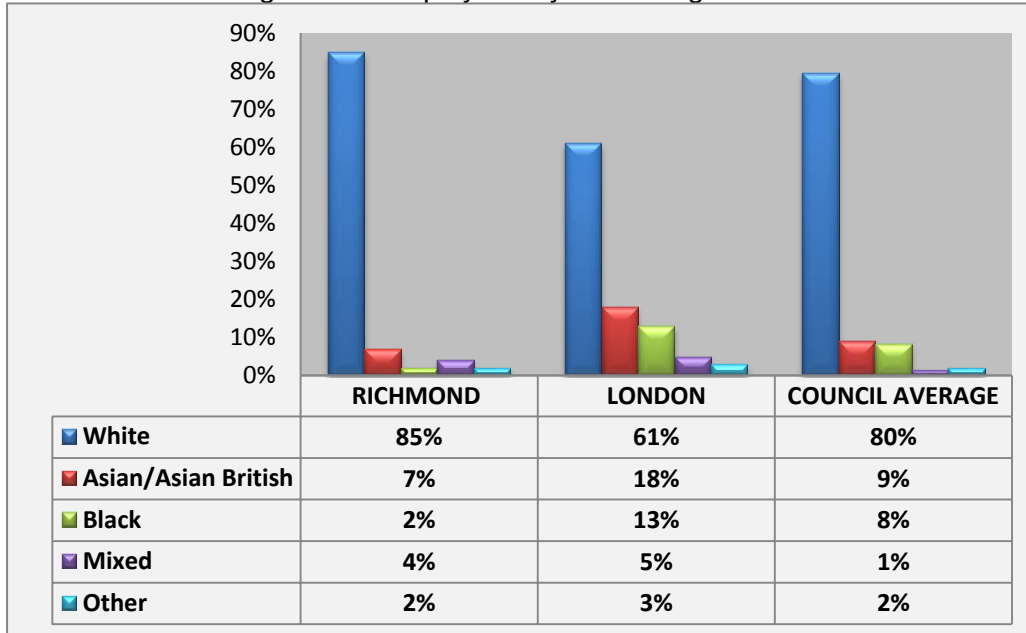
\* Chief Executive's Office group has been removed due to its small size and the potential for staff to be identified from the data.

### 3 WORKFORCE DEMOGRAPHICS

This section outlines the composition of the Council by the protected characteristics of race, disability, gender, age, sexual orientation and religion & belief.

#### Employee Demographics by Ethnic Origin

**Chart 1: Ethnic Origin of All Employees by Local Regions**



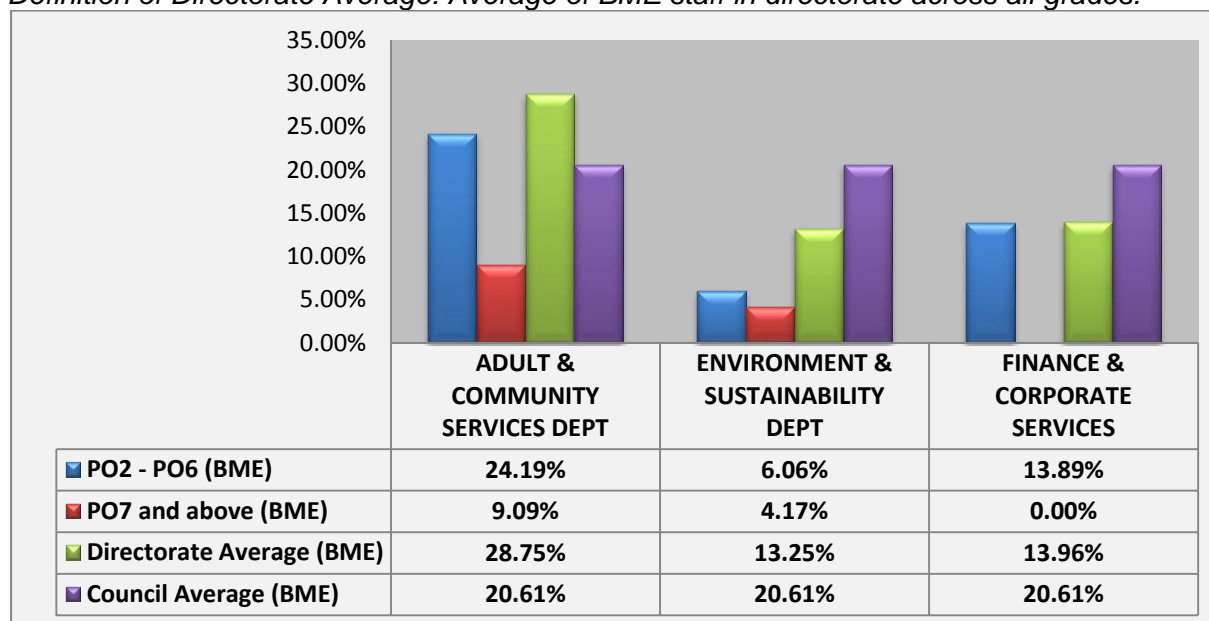
#### Council employees

- 2.1. Asian employees comprise the largest minority ethnic group of employees at 9% followed by Black staff at 8%.
- 2.2. The percentage of BME staff employed by the Council has increased again from 18.67%, to 20.61% for the 4<sup>th</sup> consecutive year (see [Table 1](#)). It is the largest year on year % increase seen to date.
- 2.3. The proportion of BME staff working for the Council (20.61%) is greater than the proportion of BME residents living in the Borough which stands at 14% from the 2011 census



## BME Staff Employed in Middle and Senior Management Grades

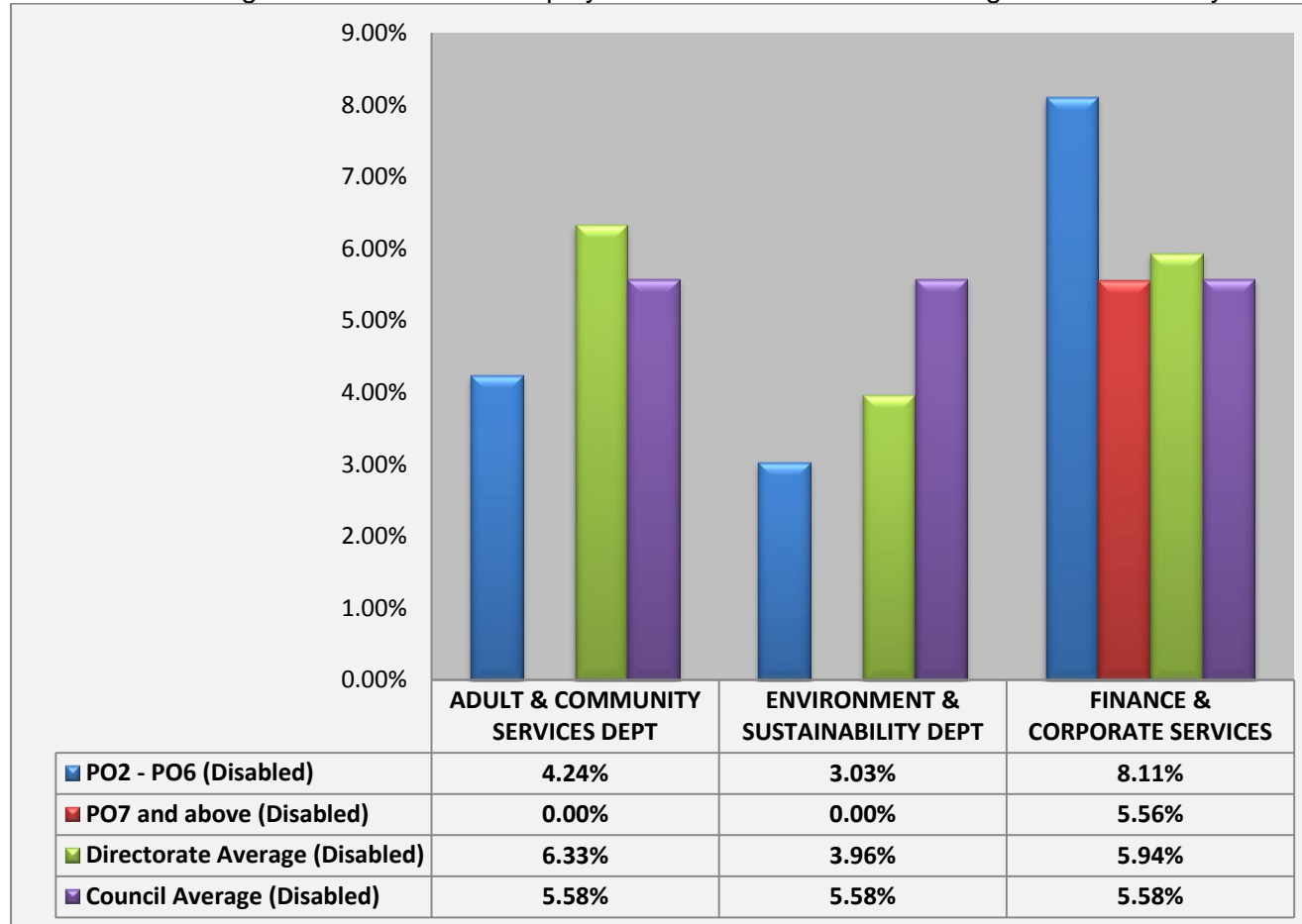
**Chart 2: Percentage of BME Staff Employed in Middle and Senior Management Grades by Directorate**  
*Definition of Directorate Average: Average of BME staff in directorate across all grades.*



- 2.4. When looking at the distribution of White and BME staff across different grading bands, there is an under representation of ethnic minority staff at middle management levels. However the proportion of BME staff in middle management grades (PO2 – PO6) in 2014-2015 has seen an increase of 0.79% from 2013-2014
- 2.5. Although there is a decline in percentage of staff on grades PO7 and above (from 7.41% in the previous year to 5.26% in the current year) it must be noted that this grade range represents a smaller number of staff so small change may look like a big deviation.
- 2.6. Percentage of BME middle management in ACS directorate has risen from 21.77% to 24.19%.
- 2.7. PO2 – PO6: ENVT falling under 12% organisation target. FCS broadly in line with organisation target. ACS is double the organisation target.

## Employee Demographics by Disability

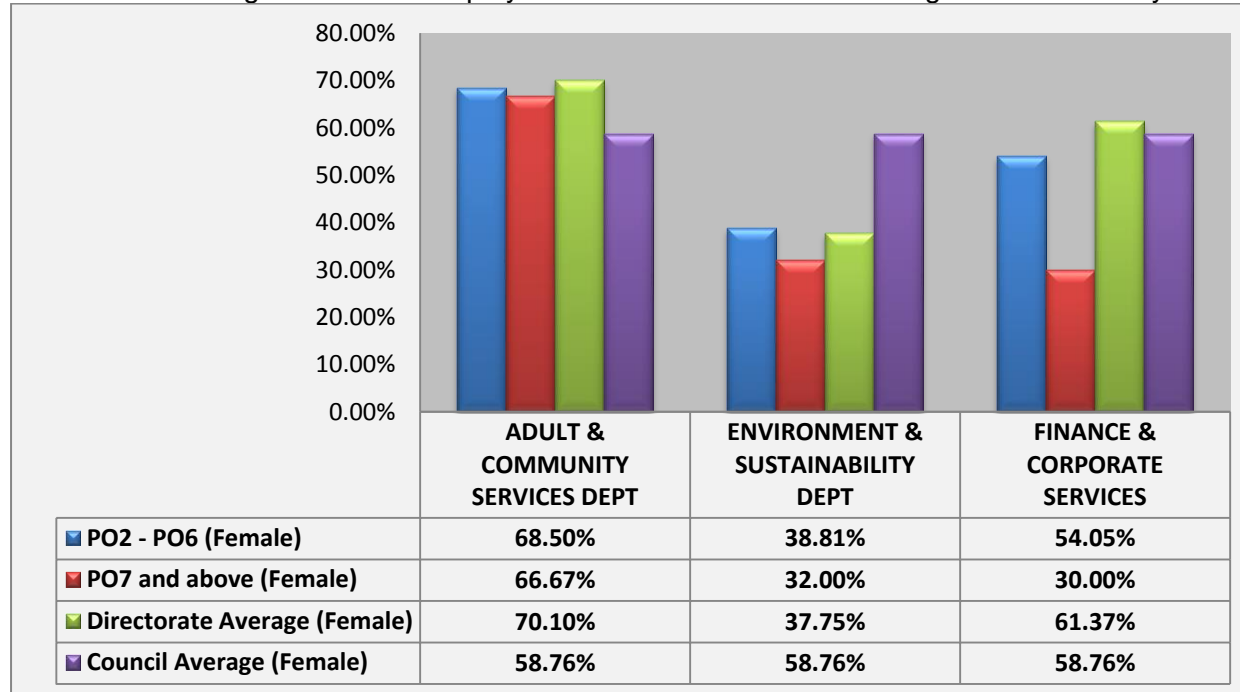
**Chart 3: Percentage of Disabled Staff Employed in Middle and Senior Management Grades by Directorate**



2.8. The proportion of disabled staff directly employed by the Council is 5.58%, showing little change from the 2013-14 figure of 5.96%. However the trend does show a year on year decline in the percentage of disabled staff in the Council.

## Employee Demographics by Gender

**Chart 4: Percentage of Female Employees in Middle and Senior Management Grades by Directorate**

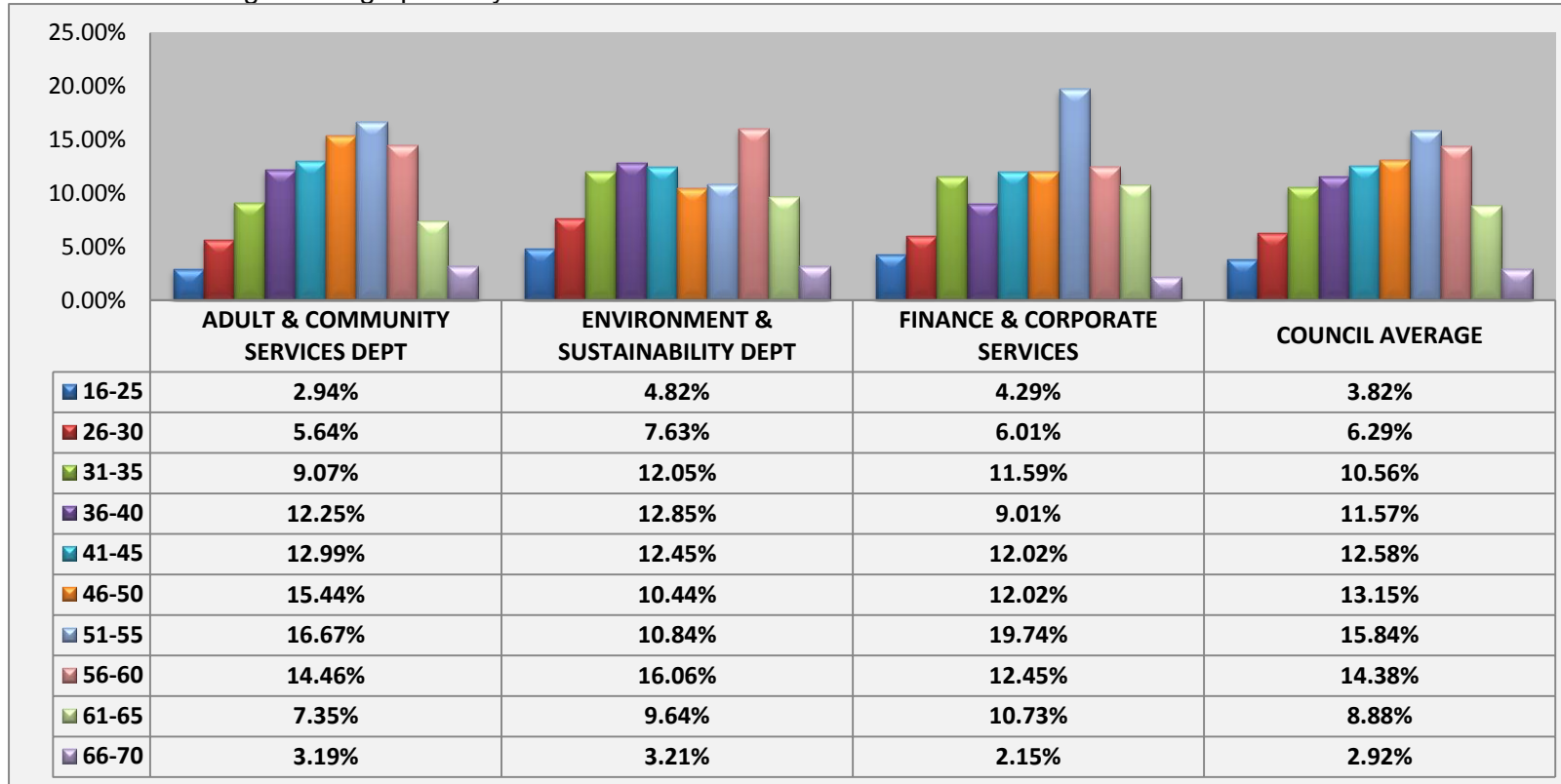


2.9. The gender balance of the Council's workforce remains consistent with previous years, with women comprising the majority of employees (58.76%).

2.10. A comparison of the distribution of male and female employees across different grades indicates that a smaller proportion of women than men are employed in senior management grades (PO7 and higher) with only 46% of women working in jobs at PO7+ compared to 54% of men. Proportionately men are therefore significantly more likely to hold middle to senior management roles in the Council than women.

## Employee Demographics by Age

**Chart 5: Council Age Demographics by Directorate.**



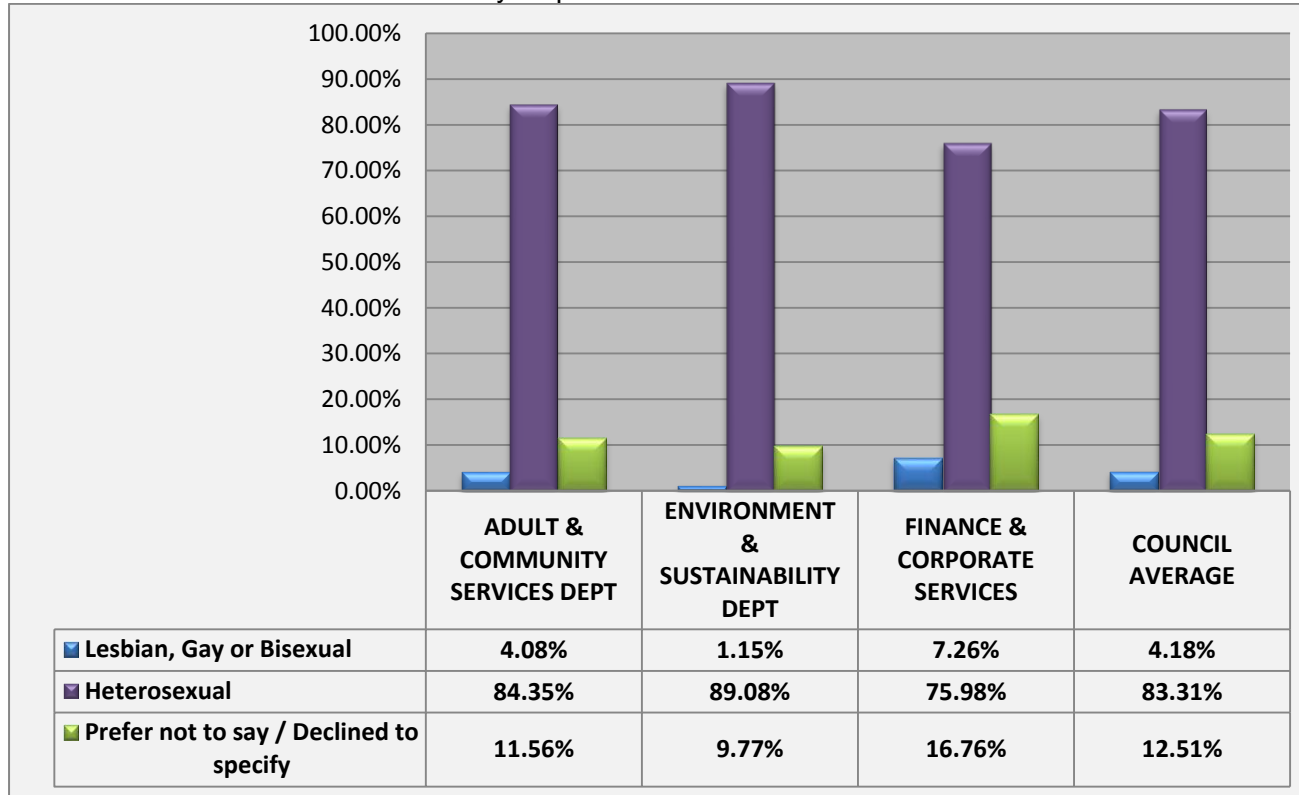
2.11 The Council's age make-up is primarily in the over 30 grouping, this accounts for over 85% of our employees. So no change from last year.

2.12 The average age for the whole Council is increasing (from 45.2 previous year to 46.55 years this year).

2.13 The median average is 48 and the modal average is 56 which is higher than previous year (46 & 55 respectively).

## Employee Demographics by Sexual Orientation

**Chart 6: Council Sexual Orientation by Department**



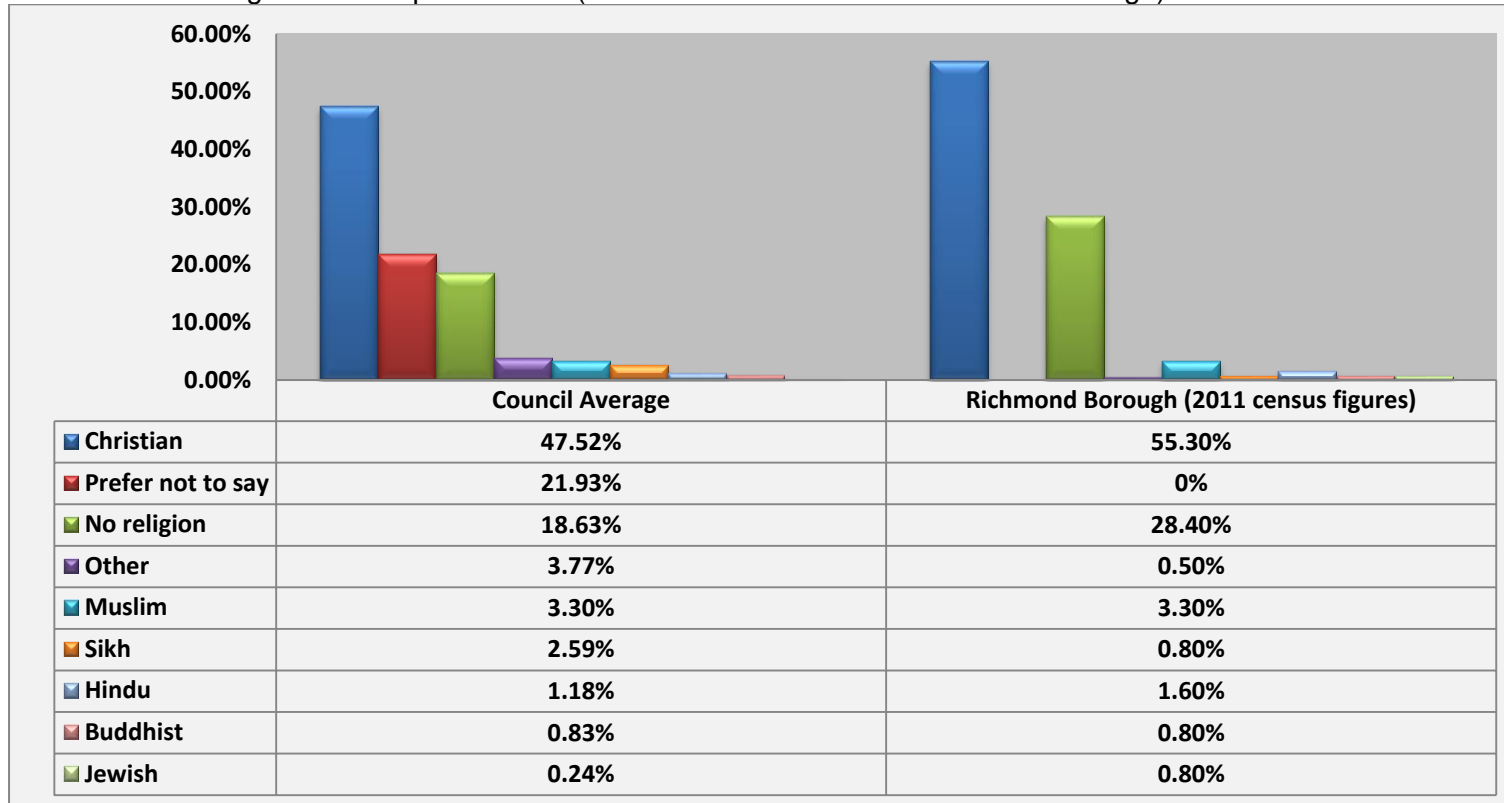
2.14 The overall percentage of people declaring themselves as LGBT has slightly declined this year from 4.55% last year to 4.18%

2.15 5 % declare themselves LGBT in the 2015 staff survey. N.B response rate was 63%

2.16 It may be noted that the Government estimate between 5-7% of the UK population declare themselves as LGBT which Stonewall feels is a reasonable estimate. There is no hard data on the size of the LGBT UK population as sexual orientation is not a question asked in the national census.

## Employee Demographics by Religion/ Belief

**Chart 7: Religious Makeup of Council (Includes 2011 Census Data for the Borough)**



2.17 The largest religion/belief group in the Council is Christian at 47.52% which is up by 2% from last year, followed by those with no religion at 18.63%.

### 3 RECRUITMENT AND SELECTION

The 2014-2015 application data has been collected using the Engage system, and includes both internal and external applications. Appointment data has been collected from iTrent.

#### Applications by Ethnic Group

**Table 3:** Ethnic Make-up of Applications, Shortlisting and Appointments

Ethnic Group	Applied (% by ethnic group)	Shortlisted (% by ethnic group)	Likelihood of being shortlisted after application, compared to average (1.0)	Appointed (% by ethnic group)	Likelihood of being appointed once shortlisted, compared to average (1.0)	Overall likelihood of being appointed from application stage , compared to average (1.0)
Asian or Asian British	13.84	13.01	0.94	8.43	0.65	0.61
Black or Black British	15.62	12.53	0.80	15.66	1.25	1.00
White	59.27	64.10	1.08	71.08	1.11	1.20
Mixed	5.30	3.13	0.59	2.41	0.77	0.45
Other Ethnic background	3.06	1.69	0.55	1.20	0.71	0.39
Not Stated	2.92	5.54	1.90	1.20	0.22	0.41
<b>BME</b>	<b>37.81</b>	<b>30.36</b>	<b>0.80</b>	<b>27.71</b>	<b>0.91</b>	<b>0.73</b>
TOTAL	100.00	100.00	1.00	100.00	1.00	1.00

- 3.1. The overall percentage of BME applicants for Council posts was 37.81% of the total applications broadly in line with the last 4 years. The highest proportion of ethnic minority applicants were Black (15.62%) followed by Asian-Indian (13.84%). White British applicants comprised of 59.27% of all applicants. Of the total applications shortlisted about 30.36% are BME applications and of the total appointments 27.71% are BME applicants.
- 3.2. The appointment rate for BME group is less than 4/5<sup>th</sup> (or 80%) of the rate for the white employee. It is currently at 0.73 and as per 4/5<sup>th</sup> rule it should have been 0.96

### Applications for Employment by Disability

**Table 4:** Success Rates in the Recruitment Process for Disabled and Non-Disabled Applicants

Disability	Applied (% by disability)	Shortlisted (% by disability)	Likelihood of being shortlisted after application, compared to average (1.0)	Appointed (% by disability)	Likelihood of being appointed once shortlisted, compared to average (1.0)	Overall likelihood of being appointed from application stage , compared to average (1.0)
<b>Disabled</b>	<b>4.61</b>	<b>5.06</b>	<b>1.10</b>	<b>3.61</b>	<b>0.71</b>	<b>0.78 ▼ 0.26</b>
Not Disabled	94.70	91.57	0.97	95.18	1.04	<b>1.01 ▲ 0.02</b>
Not Stated	0.68	3.37	4.93	1.20	0.36	1.76
TOTAL	100	100	1	100	1	1

3.3. The percentage of disabled applicants to Council vacancies has continued to increase from 4.46% in 2013-2014 to 4.61% this year.

3.4. A decline is observed in percentage of disabled applicants shortlisted and appointed.

3.5. Although there is an increase in number of disabled applicants the overall likelihood of them being appointed has shown a small decline.

3.6. There is a slight increase in number of candidates who have not stated their disability status which may have contributed to the decline in percentage of disabled applicants being shortlisted and appointed.

3.7. As per the 4/5<sup>th</sup> rule the likelihood of appointment of disabled staff should have been 0.81 and currently it is at 0.78.



#### 4. STAFF WHO ARE INVOLVED IN GRIEVANCES OR COMPLAINTS OF DISCRIMINATION, HARASSMENT OR BULLYING

All formal employee complaints, including those of discrimination, harassment or bullying, are handled under the Council's Grievance Policy. This section is concerned with all formal grievances/complaints raised by employees as well as focusing on formal grievances/complaints that directly allege discrimination, harassment or bullying related to protected characteristics under the Equality Act (2010).

Whilst the data supplied in this section is a good pointer in relation to discrimination, harassment and bullying, caution needs to be applied in interpreting these results due to the small total number of grievances raised. The Code of Conduct on Discrimination, Bullying and Harassment allows employees' to report incidents centrally in addition to formal grievances.

#### Formal Grievances by Directorate, Ethnicity and Disability

Table 5: Formal Employee Grievances Raised by Ethnicity and Disability

Directorate	Ethnicity						Disability			
	Total	White	Black	Asian	Mixed	Other	Not Specified	Disabled	Non-Disabled	Not specified
ADULT & COMMUNITY SERVICES DEPT	<5	<5							<5	
ENVIRONMENT & SUSTAINABILITY DEPT	<5	<5				<5			<5	
FINANCE & CORPORATE SERVICES DEPT	0									
<b>TOTAL COUNCIL</b>	<b>8</b>	<b>7</b>				<b>&lt;5</b>			<b>8</b>	

#### Code of Conduct on Discrimination, Bullying and Harassment

- 4.1. The number of formal grievances in the council has gone up to 8 for 2014-15, this is a higher than last year (7 grievances) but lower number compared to 2011 – 2012 (9 grievances).
- 4.2. Staff also have the option of registering an issue via the Code of Conduct on Discrimination, Bullying and Harassment. We had 8 reports of Discrimination, Bullying and Harassment through the Code during 14-15. They were for disability or general abuse / intimidation. *(N.B this does not include instances by ESSC or AfC who are not included in this report). Two are already recorded in the formal log above.*
- 4.3. Four of the reports were regarding public & staff, 4 staff towards staff. Of those 4 grievances regarding staff towards staff, 2 were informally resolved, 2 were formally resolved (see table above) - 1 not upheld, 1 action was required and taken.

## 5. REDUNDANCIES

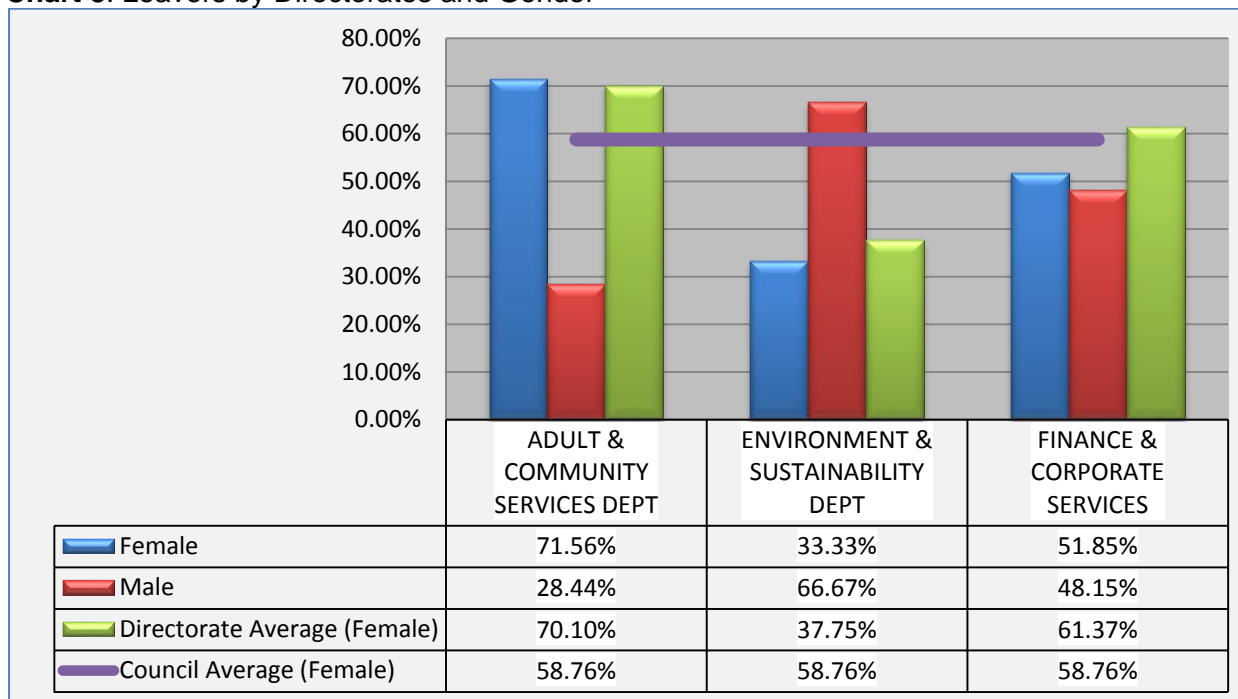
There have no redundancies of permanent staff in the period October 2014 – September 2015.

## 6. LEAVERS

This section reviews leavers during 2014-2015 by Gender and Ethnicity.

### Leavers by Gender

**Chart 8:** Leavers by Directorates and Gender

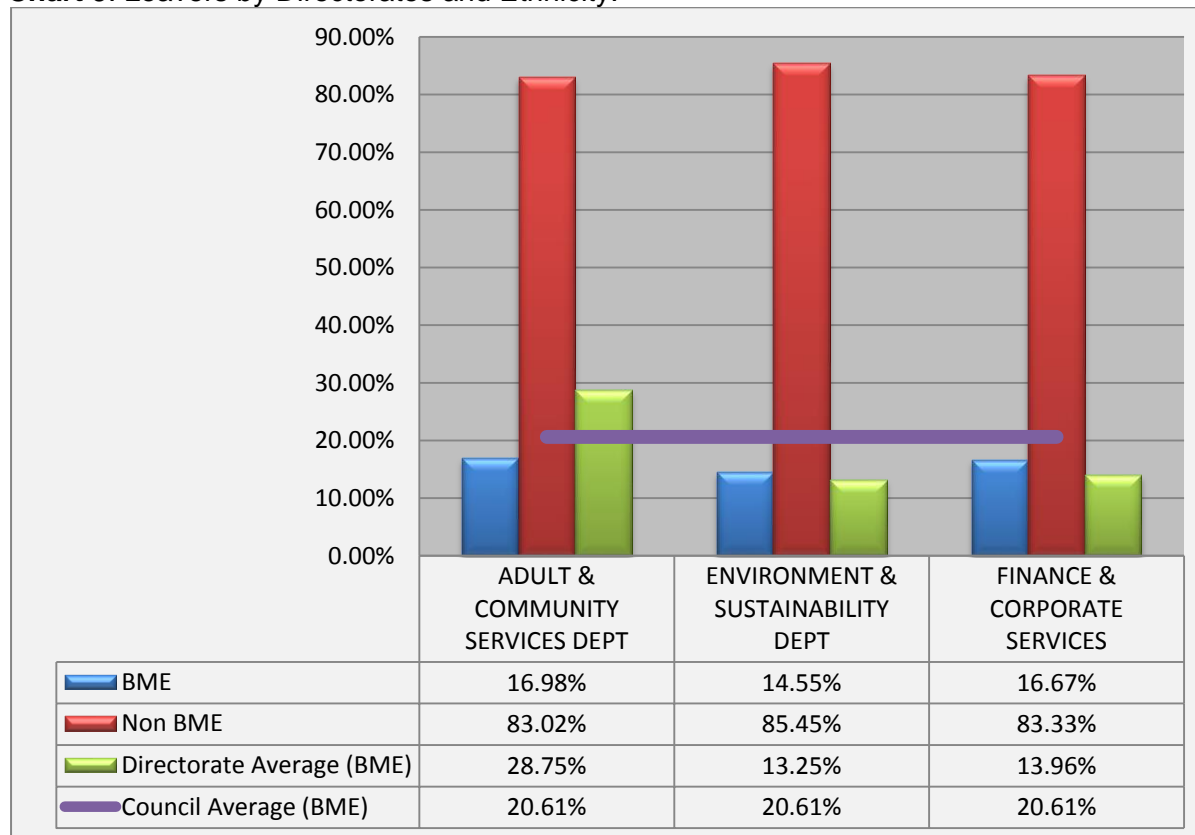


6.1 Women made up 57% of all leavers in the year 2014-2015.

6.2 Percentage of females leaving in each directorate is  $\leq$  the directorate average % of women in the council.

## Leavers by Ethnicity

**Chart 9:** Leavers by Directorates and Ethnicity.



6.3 The percentage of BME employees those who left in 2014-2015 is 16.22% which is down from the previous year (18.92%).

6.4 Percentage of BME leavers across each directorate is less than the council average % of BME staff..