



# WORKFORCE EQUALITIES REPORT

**Annual Report Oct 2013 to Sept 2014**  
London Borough of Richmond

## WORKFORCE EQUALITIES REPORT

### Annual Report 2013 to 2014

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*Points to note:*

**ECCS Directorate:**

*Caution should be given when comparing figures from last year due to the movement of about 360 staff from ECCS to AfC. These staff are therefore not represented in the figures for 2013/14*

- *There has been significant change in staff size of the ECCS directorate.*
- *As a result of these changes only c. 5% of last year's ECCS staff headcount remain. (36 staff remain in the current structure. Last year's report had over 600 staff in ECCS. Because of the small number remaining they have been moved from the figures this year to avoid skewing the results.)*
- *The FCS directorate has grown from last year due to Libraries and Arts (120 staff) transferring to the FCS directorate. Previously it was under the ECCS directorate.*

**Definitions of Management**

*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.*

**Those included:**

*The report represents permanent employees working for LBRuT. It does not include Schools. Staff working in HR and Legal shared service are also excluded from the report as they are involved in shared services.*

# 1 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

**Table 1: Scorecard for Richmond Council**

Measures	Target/ Benchmark	Actual							Trend	Comments
		2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-2014		
Percentage of black and ethnic minority 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%	▲ Increasing	<b>Target not met</b> however continued positive growth. BME of Borough = 14%
Percentage of employees at grades P02 to P06 from black and ethnic minority groups (HR006)	<b>Target</b> 12%, see HR KPI	---	11.9%	12.9%	14.1%	15.1%	15.0% see Table 6	16.47%	▲ Increasing	<b>Target exceeded.</b> Significant increase in proportion of BME middle managers, with the proportion of Asian and Black managers representing the wider workforce.
Percentage of employees at grades PO7 and above from black and ethnic minority groups. (HR007)	<b>Target</b> 5.5%, see HR KPI	---	4.4%	9.0%	8.6%	6.3%,	8.7%, see Table 6	7.41%	▼ Declining	<b>Target exceeded.</b> A decline in percentage of BME managers linked to transfer of services to AFC.  <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>

Measures	Target/ Benchmark	Actual							Trend	Comments
		2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-2014		
Percentage of employees declaring they meet the Equality Act definition of <b>disability</b> (HR008)	<b>Target</b> 5.5%, see HR KPI	4.2%	4.6%	7.2%	7.7%,	6.7%	6.9%	5.96%	▼ Declining	<b>Target exceeded</b> however a slight decline seen  (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%, see HR KPI	---	3.1%	7.1%	6.7%,	5.5%	5%	4.58%	▼ Levelling	<b>Target exceeded.</b>
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%, see HR KPI	---	3.0%	3.0%	7.0%,	3.9%	5.7%	2.90%	▼ Declining	<b>Target not met.</b>  Decline in the number of staff on grade PO7 and above is linked to staff transfer from ECCS to AFC.  <i>N.B The overall number of disabled staff on grade PO7 and above is small therefore even a small change may result in a significant % change.</i>
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%	▼ Declining	<b>Target not met.</b>  The proportion of women in senior positions has fallen. This may be linked to transfer of services to AFC where 12% of women were on grade PO7 & above.

## Directorate Scorecard

The following table shows the results for each directorate on BVPI measures of workforce diversity and the percentage change from 2012 – 2013.

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

	ACS	Environment	FCS
<b>% BME employees</b>	24.44% ▲ 0.42%	13.09% ▲ 1.64%	<b>14.75%</b> ▼ 5.96%
<b>% BME employees PO2 – PO6</b>	21.77% ▲ 0.46%	8.86% ▼ 2.01%	14.63% ▲ 1.3%
<b>% BME employees PO7+</b>	12.90% ▲ 0.9%	<b>8.00%</b> ▲ 4.56%	0% –
<b>% Disabled employees</b>	7.27% ▼ 1.42%	3.75% ▼ 1.32%	6.02% ▲ 1.55%
<b>% Disabled employees PO2 – PO6</b>	5.79% ▲ 1.31%	2.56% ▼ 1.7%	4.88% ▼ 1.57%
<b>% Disabled employees PO7+</b>	<b>3.70%</b> ▼ 5.82%	<b>0.00%</b> ▼ 4.35%	<b>5.56%</b> ▲ 5.56%
<b>% women</b>	69.26% ▼ 0.62%	37.85% ▼ 1.64%	<b>60.70%</b> ▲ 7.63%
<b>% women PO2-PO6</b>	<b>65.87%</b> ▼ 0.55%	37.97% ▼ 0.33%	<b>50.00%</b> ▲ 8.06%
<b>% women PO7+</b>	<b>61.29%</b> ▼ 5.38%	<b>24.00%</b> ▼ 10.78%	<b>33.33%</b> ▼ 9.53%
<b>% LGBT</b>	4.57% ▼ 0.41%	1.46% ▼ 0.11%	7.81% ▼ 0.06%

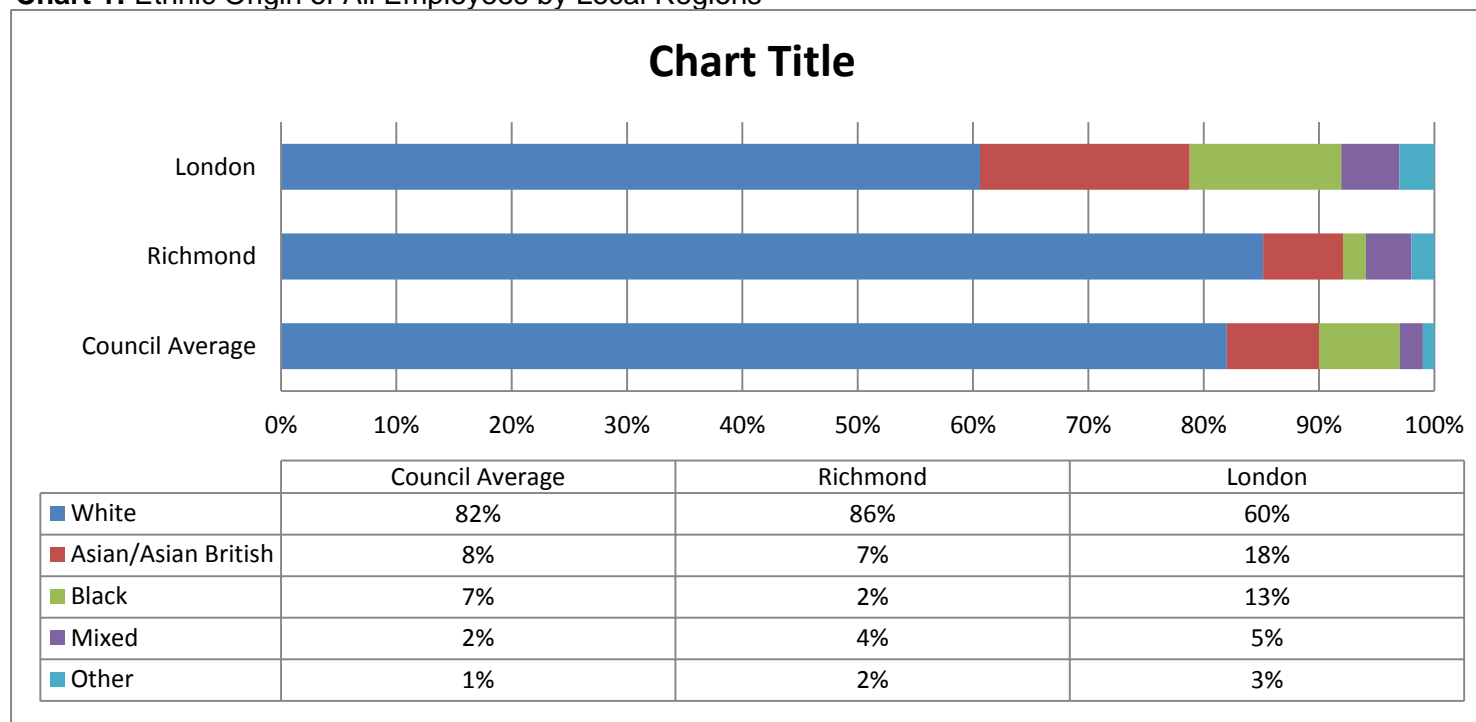
\* Chief Executive's Office group has been removed due to its small size and the potential for staff to be identified from the data.

## 2 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

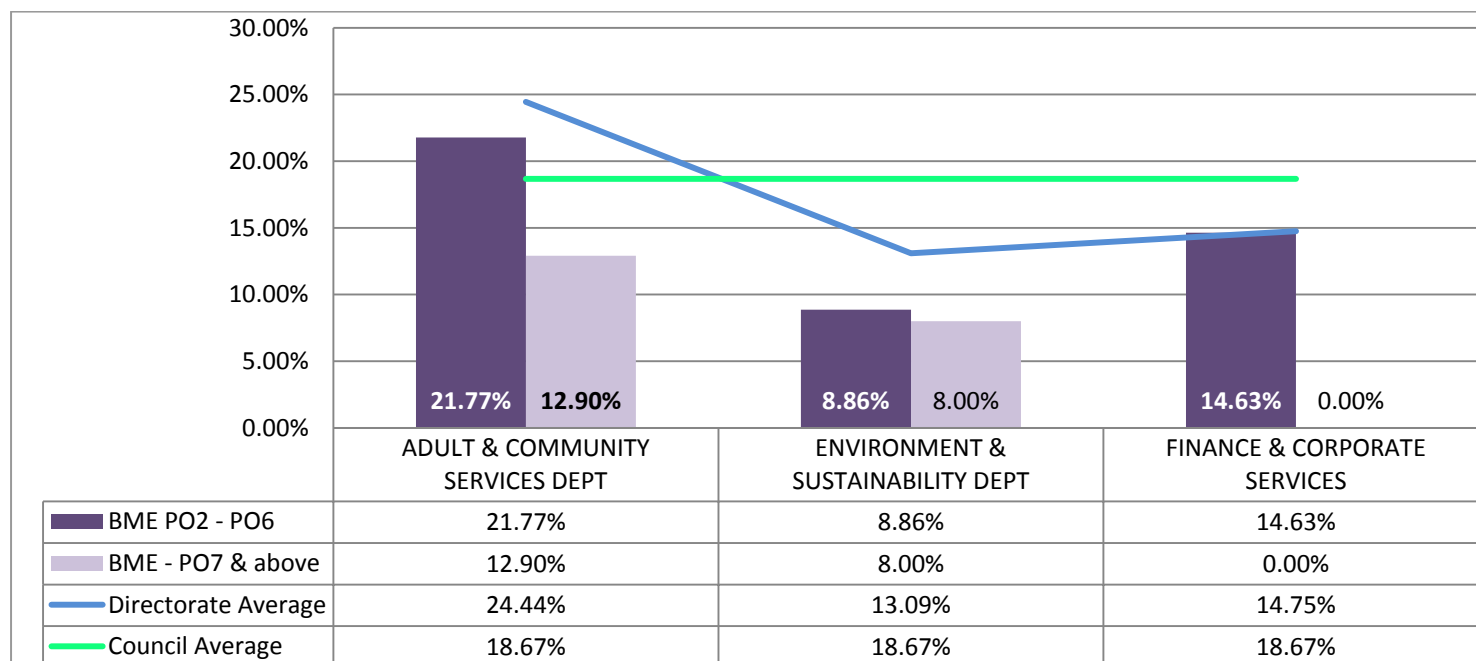


### Council employees

- 2.1. The percentage of BME staff employed by the Council has increased again from 18.3% to 18.67%, see Table 1. This may again be linked to the movement of staff to AfC.
- 2.2. Asian employees now comprise the largest minority ethnic group of employees at 7.83% followed by Black staff at 7.33%.
- 2.3. The proportion of BME staff working for the Council at 18.67% is greater than the proportion of BME residents living in the Borough which stands at 14% from the 2011 census, see Table 3.

## 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. The proportion of BME staff employed by the council rose to 18.67% (from 18.3%) in 2012-13.

2.5. The proportion of BME staff in middle management grades (PO2 – PO6) in 2013-2014 has seen an increase of 1.5% from 2012-2013 where we had seen a levelling off from previous years.

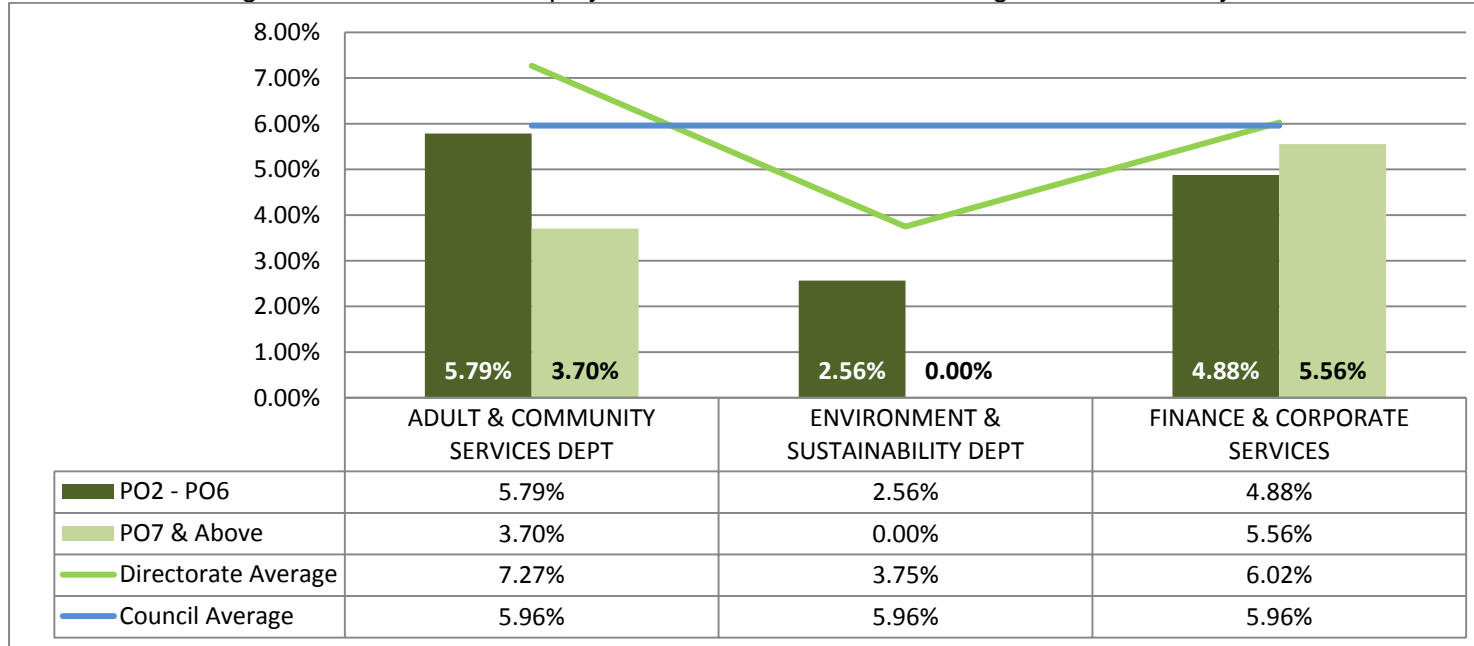
2.6. Percentage of BME senior management in Environment directorate has risen from 3.4% to 8.00%. (N.B note small numbers involved)

2.7. No significant change observed in other directorates



## Employee Demographics by Disability

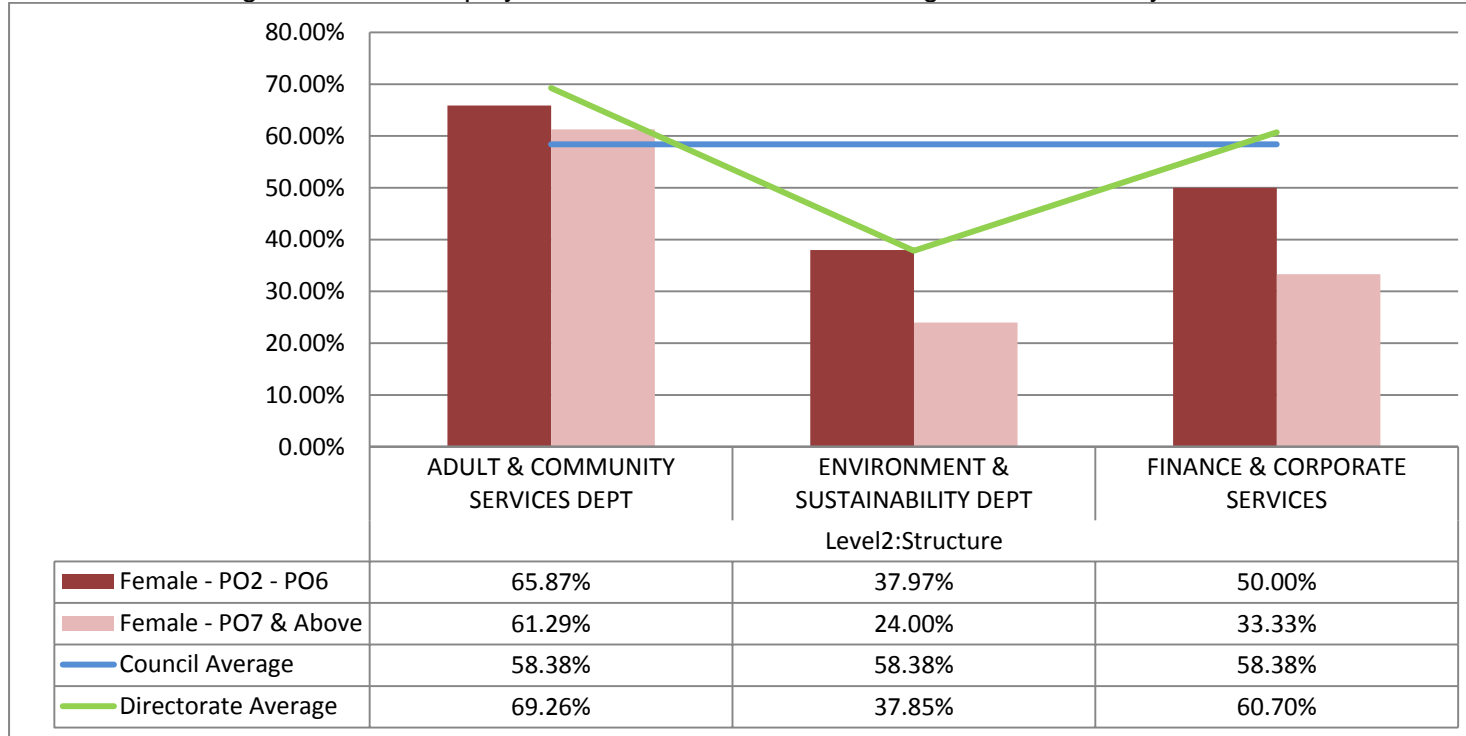
**Chart 3: Percentage of Disabled Staff Employed in Middle and Senior Management Grades by Directorate**



- 2.8. There is a decline in the council average of disabled staff (From 6.9% to 5.96). Decline in average is associated with staff moving from ECCS to AFC. It should be noted that this figure only accounts for those who either declared a disability at the start of their employment or those who have actively changed their status later in their career.
- 2.9. Although there is a decline in council average of disabled staff, the recent iTrent update campaign has played a major role in increasing the disability information held on iTrent. There is an increase of 58% from last year in the number of staff who have declared their disability status on iTrent, thereby providing us with more accurate data for using this report.

## Employee Demographics by Gender

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



2.10. The gender balance of the Council's workforce remains consistent with previous years, with women comprising the majority of employees (58.38%). There has been a slight trend downwards towards a more gender balanced workforce from last year (62.7%)

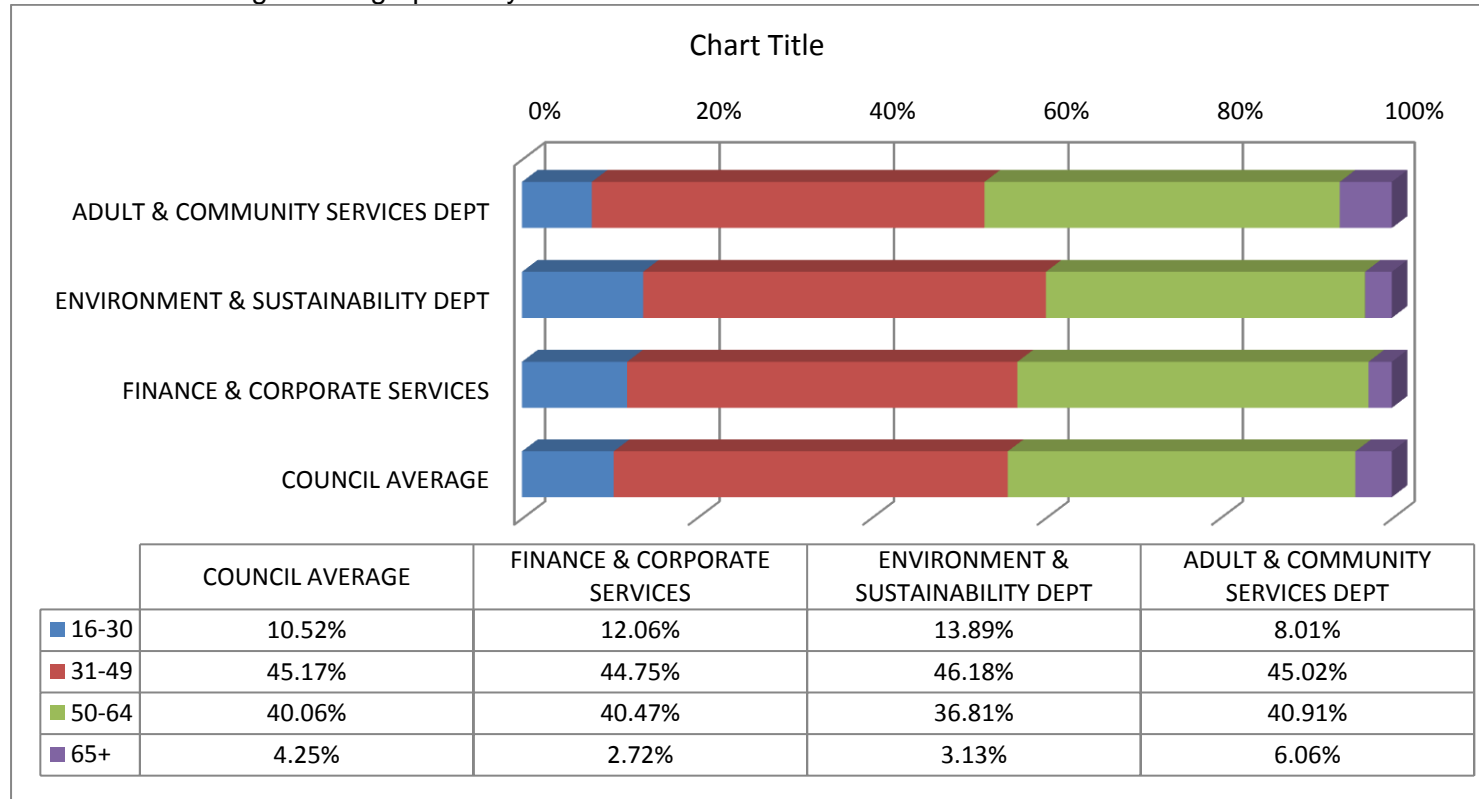
2.11. An increase in % of female employees in FCS is observed from 2012 – 2013 on grade PO2 – PO6. Transfer of libraries team from ECCS to FCS is one of the key reasons for increase.

2.12. FCS and ACS have a predominantly female workforce while Environment is predominantly male.

*N. B Small decline in Environment is seen from last year (37.85% this year compared to 39.49%). One of the factors for the decline could be explained by consumer protection tupte'ing out. 50% of all staff in consumer protection were females.*

## Employee Demographics by Age

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



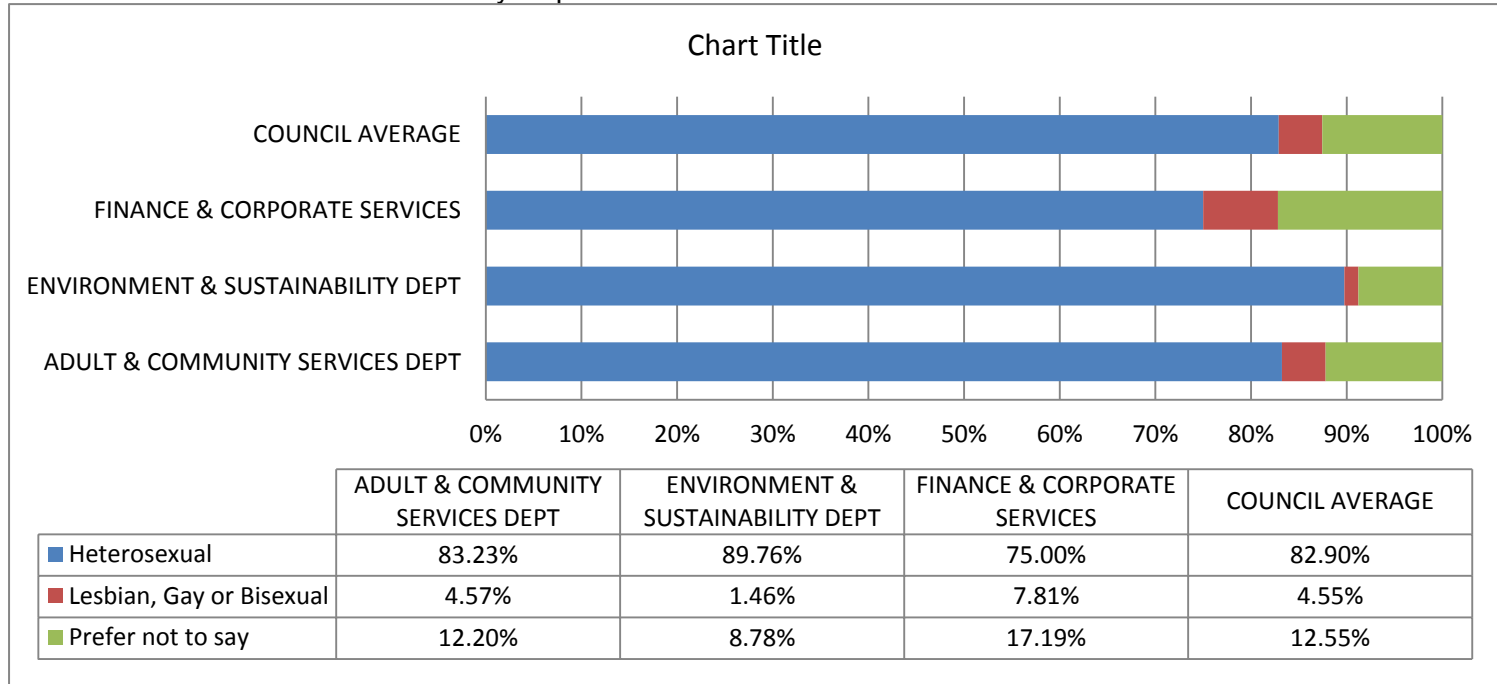
2.13. The Council's age make-up is primarily in the over 30 grouping, this accounts for over 85% of our employees. So no change from last year.

2.14. The average age for the whole Council is increasing (45.2 years old), the median average is 46 and the modal average is 55. Formation of staff across age groups is similar to last year.

2.15. There are no significant differences in the age profile between directorates.

## Employee Demographics by Sexual Orientation

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



2.16. Around 14.5% increase in number of staff who have declared sexual orientation. This increase can be associated to the update iTrent campaign.

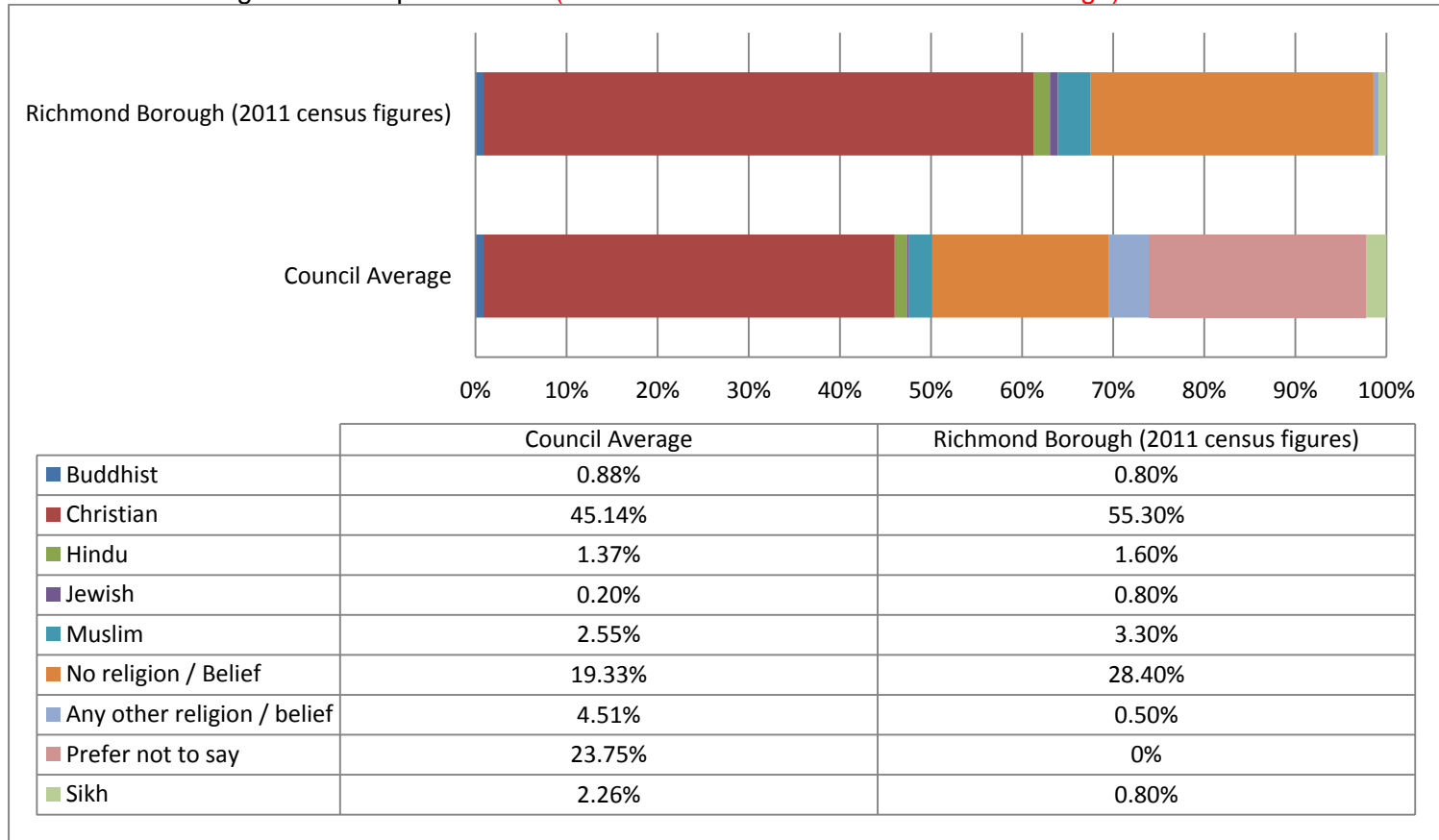
2.17. The overall percentage of people declaring themselves as LGBT has slightly increased this year from 4.2% last year to 4.55%

2.18. 6.4 % declare themselves LGBT in the 2013 staff survey. N.B response rate was 44%

2.19. 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 sexuality 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)**



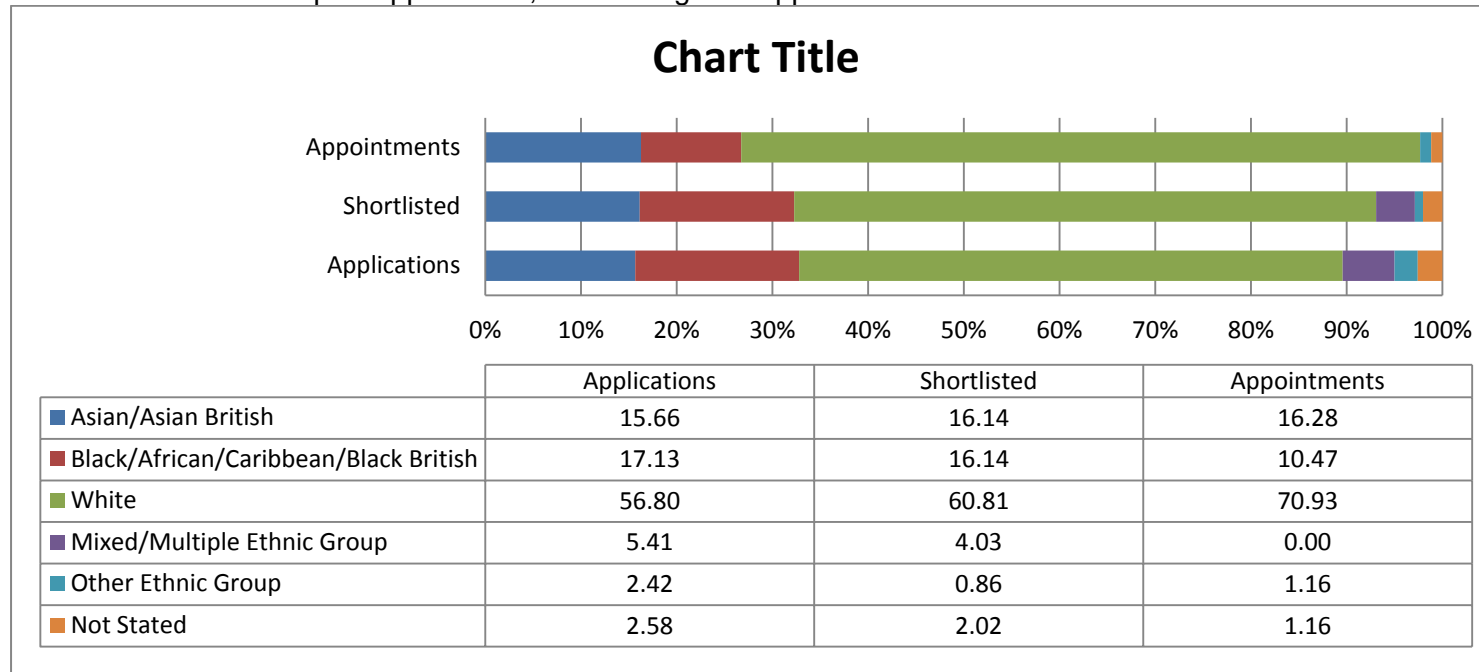
2.20. The largest religion/belief group in the Council is Christian at 45.1% which is up by 4% from last year, followed by those with no religion at 19.33% which is up by 7.43% from last year

### 3 RECRUITMENT AND SELECTION

The 2013-2014 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

**Chart 8: Ethnic Make-up of Applications, Shortlisting and Appointments**



3.1. The proportion of BME applicants make up nearly 41% of the total applications broadly in line with the last 4 years.

3.2. Of the total applications shortlisted about 37% are BME applications and of the total appointments 27.91% are BME applicants.

## Applications for Employment by Disability

**Table 3:** Success Rates in the Recruitment Process for Disabled and Non-Disabled Applicants

Disability Status	Applications			Shortlisted			Appointments		
	2013-2014	2012-13	Change this year	2013-2014	2012-13	Change this year	2013-2014	2012-13	Change this year
Disabled	4.46%	5.12%	-0.66%	5.76%	8.53%	-2.77%	4.65%	2.13%	2.52%
Not Disabled	95.22%	94.13%	1.09%	93.95%	86.73%	7.22%	94.19%	80.85%	13.34%
Not Stated	0.32%	0.75%	-0.43%	0.29%	4.74%	-4.45%	1.16%	17.02%	-15.86%

3.3. The proportion of disabled applicants had shown a slight decline compared to last year.

3.4. However there has been a very positive increase in the number of appointments with a declared disability. This has risen to 4.65% from 2.13% in 2012 – 2013. This is the first rise since 2009.

3.5. However shortlisted staff with a declared disability is now at 5.76%. This is a decline of 2.77% compared to previous year.

#### 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 4: 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	2	1	1						2	
ENVIRONMENT & SUSTAINABILITY DEPT	4	2		2					4	
FINANCE & CORPORATE SERVICES DEPT	1						1			1
<b>TOTAL COUNCIL</b>	<b>7</b>	<b>3</b>	<b>1</b>	<b>2</b>			<b>1</b>		<b>6</b>	<b>1</b>

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

- 4.1. The number of grievances in the council has gone up to 7 for 2013-14, this is a higher than last year (2 grievances) but lower number compared to 2011 – 2012 (9 grievances).
- 4.2. It should be noted that 1 of the 7 grievances was not progressed as the individual left the council.
- 4.3. Staff also have the option of registering an issue via the Code of Conduct on Discrimination, Bullying and Harassment. We had 3 reports of Discrimination, Bullying and Harassment through the Code during 13-14. 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)*



## 5. REDUNDANCIES

This section reviews redundancies during 2013-2014 by Gender and Ethnicity.

### Redundancies by Gender

Leaving Reason	Structure	Female	Male	Grand Total
Redundancy - Compulsory	ADULT & COMMUNITY SERVICES DEPT		1	1
	ENVIRONMENT & SUSTAINABILITY DEPT	1	1	2
Redundancy - Voluntary	ADULT & COMMUNITY SERVICES DEPT	1		1
	FINANCE & CORPORATE SERVICES		1	1
<b>Grand Total</b>		<b>2</b>	<b>3</b>	<b>5</b>

5.1 The percentage of female employees that were made compulsorily redundant in 2013-2014 is 50% which is broadly in line with the 58.3% makeup of council staff.

### Redundancies by Ethnicity

Leaving Reason	Structure	BME	Not Known	White	Grand Total
Redundancy - Compulsory	ADULT & COMMUNITY SERVICES DEPT		1		1
	ENVIRONMENT & SUSTAINABILITY DEPT	1		1	2
Redundancy - Voluntary	ADULT & COMMUNITY SERVICES DEPT			1	1
	FINANCE & CORPORATE SERVICES			1	1
<b>Grand Total</b>		<b>1</b>	<b>1</b>	<b>3</b>	<b>5</b>

### Redundancies by Age Band

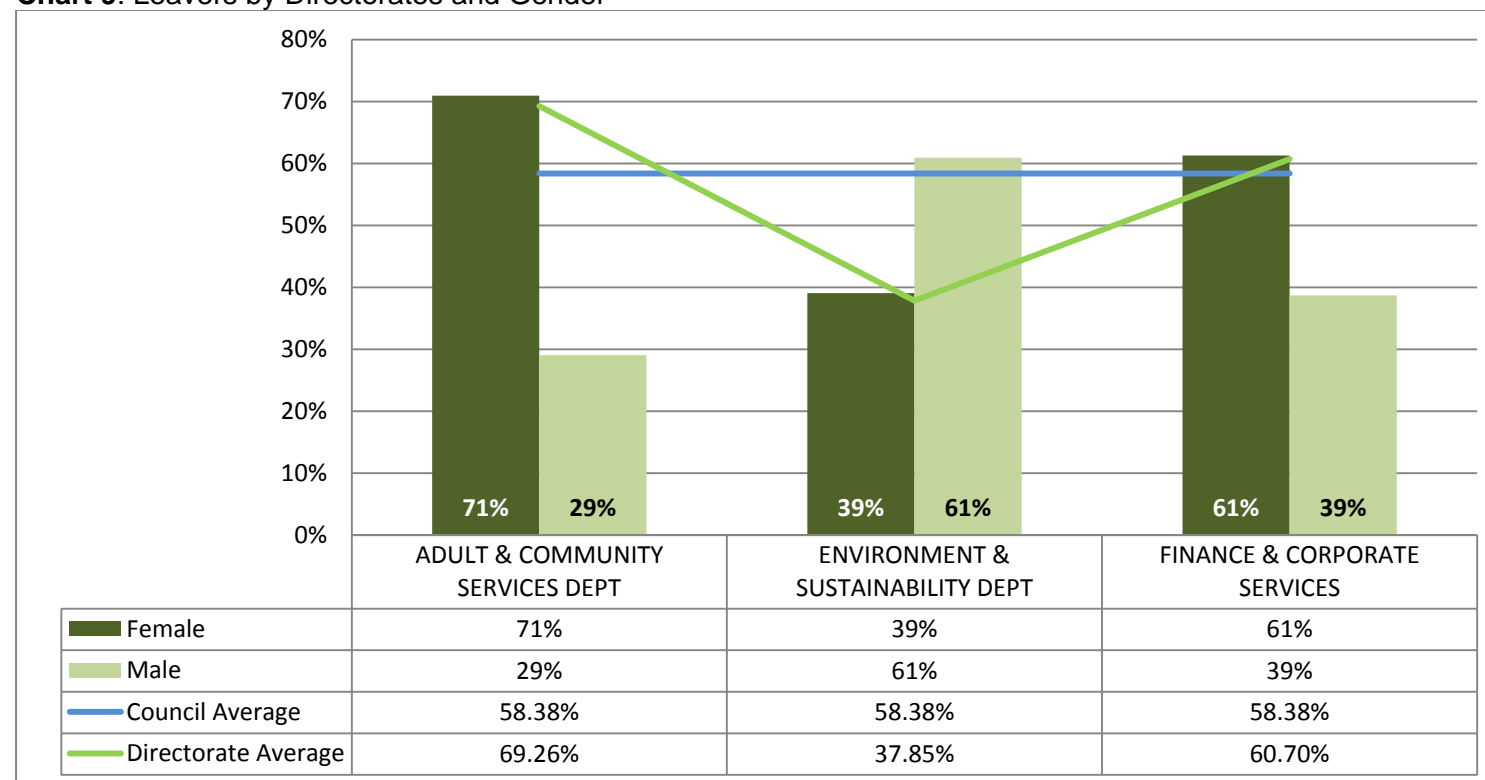
Structure	Age Band : 31to49	Age Band : 50to64	Grand Total
ADULT & COMMUNITY SERVICES DEPT	1	1	2
ENVIRONMENT & SUSTAINABILITY DEPT	1	1	2
FINANCE & CORPORATE SERVICES		1	1
<b>Grand Total</b>	<b>2</b>	<b>3</b>	<b>5</b>

## 6. LEAVERS

This section reviews leavers during 2013-2014 by Gender and Ethnicity.

### Leavers by Gender

**Chart 9:** Leavers by Directorates and Gender



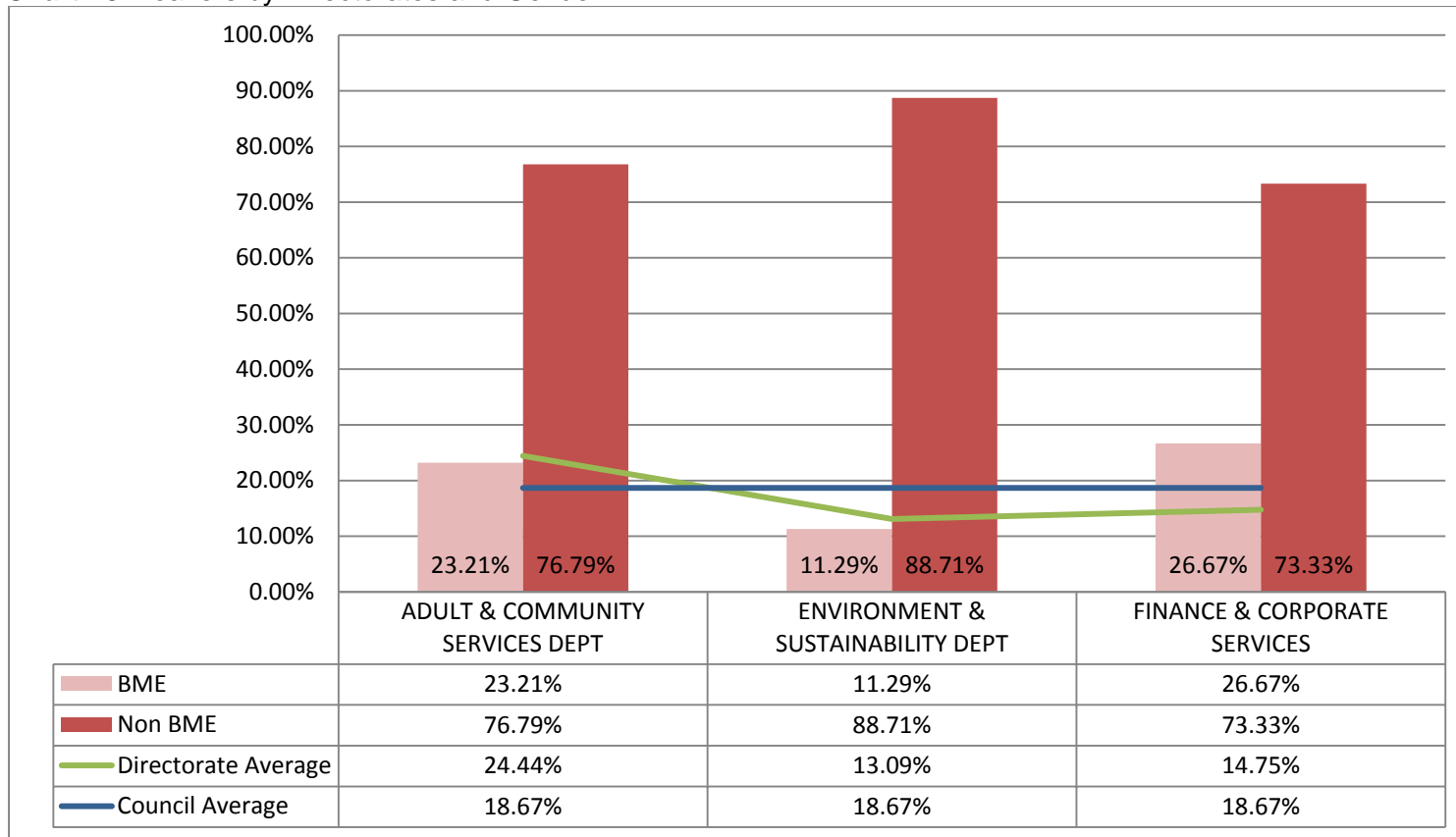
6.1 This is the first time we have reviewed leavers.

6.2 Women made up 56% of all leavers in the year 2013-2014, which is broadly in line with the 58.3% makeup of council staff.

6.3 Percentage of females leaving in each directorate is closely in line with directorate average.

## Leavers by Ethnicity

**Chart 10: Leavers by Directorates and Gender**



6.4 The percentage of BME employees those who left in 2013-2014 is 18.92% which is broadly in line with the 18.67% makeup of council staff.

6.5 Both ACS and Environment leavers are broadly in line with directorate average.

6.6 In FCS 27% of leavers are from BME community whereas the BME average is 14.75%.