Cambridge City Council

Equalities Panel

Date: Tuesday, 6 July 2021

Time: 4.00 pm

Venue: via Microsoft Teams

Contact: Helen.Crowther@cambridge.gov.uk tel 01223 457046

Agenda

1	Welcome, Introductions and Apologies	
2	Declarations of Interest	
3	Minutes of Previous Meeting and Matters Arising	(Pages 3 - 14)
4	Public Questions	
5	Single Equality Scheme 2021 to 2024 Helen Crowther, Equality and Anti-Poverty Officer	(Pages 15 - 16)
6	Equality in Employment End of Year Workforce Update: April 2020 - March 2021 Deborah Simpson, Head of Human Resources	(Pages 17 - 44)
7	Disability Confident Victoria Jameson, Recruitment Manager	(Pages 45 - 46)
8	Any Other Business	
9	Date of Next Meeting The next Equalities Panel meeting will be held on 11 January 2022.	

Chair: Robert Pollock

Elected Members: Councillors S. Baigent, Cox, Flaubert, Healy and Smart

Public Members: Graham Lewis, Raheela Rehman, Orsola Rath Spivack and Dr Susan Wan

Staff Members: Naomi Armstrong, Lesley-Ann George, Joe Obe, Ariadne Henry and Alistair Wilson

Information for the public

Please note that the meeting will be held between 4pm and 6pm virtually on Microsoft Teams.

Members of the Panel will be sent a link in advance via email to join the meeting on Teams.

If you are not a member of the Panel but are interested in joining to observe the meeting, please contact Helen Crowther, Equality and Anti-Poverty Officer, on 01223 457046 or helen.crowther@cambridge.gov.uk.

EQUALITIES PANEL

26 January 2021
16.00-18.00pm

Present:
Chair: Suzanne Hemingway

Councillors: Collis, Thittala, Porrer,

Public Members: Graham Lewis, Judith Margolis, Orsola Rath Spivack, Susan Wan,

Officers: Naomi Armstrong, Lesley-Ann George, Ariadne Henry and Alistair Wilson

FOR THE INFORMATION OF THE COUNCIL

21/1/EP Welcome, Introductions and Apologies

Apologies were received from:

Elected members: Councillors Jennifer Page-Croft and Martin Smart

Public members: Raheela Rehman

Staff members: Joe Obe

21/2/EP Declarations of Interest

No interests were declared.

21/3/EP Minutes of Previous Meeting and Matters Arising

The minutes of the meeting of the 7th July 2020 were approved and signed as an accurate record.

21/4/EP Public questions

There were no public questions.

The ordering of items on the agenda was changed to ensure that Cllr Thittala who proposed the Black Lives Matter motion could be present for this item however, for ease of the reader, these minutes will follow the order of the published agenda.

21/5/EP Black Lives Matter motion

Helen Crowther, Equality and Anti-Poverty Officer, provided a presentation on the Black Lives Matter motion and progress of the council in meeting some actions in the motion. She shared:

This was a cross-Party motion agreed at Full Council on 16th July. Councillor Thittala proposed the motion and Councillor Porrer seconded it – the councillors are both members of the Equalities Panel.

The motion expresses support for Black Lives Matter and acknowledges that much more is needed to be done to tackle structural and individual racism and welcomes the council's role as a public leader to spearhead this work locally.

Updates on progress relating to actions in the motion include:

All councillors are required to attend an Equality and Diversity briefing in the first year of their term and two dates were provided for councillors in 2020. The briefing was also recorded. In addition to this, councillors attended Gypsy, Roma, and Traveller cultural awareness training.

The motion shares that the council will identify actions to increase recruitment and retention of BAME staff as part of its next Single Equality Scheme and help promote voices of BAME staff. The Equality in Employment item provided an update related to recruitment and retention. A BAME staff group has been set up as a safe space for BAME staff to share their experiences of being from ethnic minority backgrounds and raise any issues. A separate meeting was also held for all staff who felt impacted by issues raised by the Black Lives Matter protests and George Floyd's death in the summer. A further meeting for all staff on race equality would take place on 5th February, which would also be an

opportunity to consult staff on how the council can promote race equality as part of its new equalities strategy.

The Director of Public Health was due to present a report at the Environment and Community Scrutiny Committee on 28th January on the impact of Covid-19 on BAME communities in Cambridge. The report going to Committee demonstrates that Bangladeshi, Indian and Pakistani communities are disproportionately impacted when looking at contraction rates from September to 27 December (13.8% of those tested positive for coronavirus where they make up 4.8% of the population according to the last Census). Hospital data shows that BAME people are more likely to be admitted but that there is no difference in death rates compared to White British people.

The council is working with the Food Poverty Alliance to raise awareness of how people in food poverty have specific religious, health or cultural requirements. A meeting was held with Cambridge City Foodbank, Cambridge Ethnic Community Forum, and the Karim Foundation. From this meeting the Foodbank agreed to look into if there are further organisations supporting BAME communities who might issue food vouchers and consider the diversity of food on offer at the Foodbank.

The Office for the Police and Crime Commissioner has been asked to report on the measures to eliminate the disproportionality of BAME people affected by the use of stop and search. There was a Business Coordination Board meeting held by the police in December at which it was announced that there will be an Independent Use of Force Scrutiny Group. The minutes of the meeting discussing the action in detail were still to be published.

Cambridge Ethnic Community Forum has been commissioned by the council to produce a race equality toolkit by the end of February.

Cambridge City Council organised a meeting on 22nd October in order to enhance dialogue between existing local BAME community groups, the City Council, and other local public service organisations. The meeting discussed policing and stop and search, how we celebrate different cultures as a city, and the disproportionate impact of Covid-19 on BAME communities.

One action arising from the 22 October meeting was for the police to share details of the Independent Use of Force Scrutiny Group with the community group members who may wish to be involved. Another action was for Cambridge City Council to explore further means to celebrate Black cultures in its annual events like the Mela and/ or arrange something for August to mark the abolition of slavery.

Panel members were invited to ask questions and/ or provide feedback on how the Council may further work on actions in the motion:

One Panel Member said that conversations on race equality needed to be kept open and that the council could also consider how younger voices are heard .

A Panel member and Councillor who attended the Gypsy, Roma, and Traveller cultural awareness training said that it was excellent.

Panel members shared it was really important to keep chasing the police to more fully understand outcomes from their meeting in December and what they are doing about disproportionality in stop and search rates for BAME people compared to White British people.

A Panel member asked how the council is communicating the information from the report with BAME communities and commented on the importance of taking action to support the communities given that 13.8% of positive cases of coronavirus were from Bangladeshi, Indian and Pakistani people. They asked if we are awaiting further detail on this before action is taken.

Building on action taken around the motion, it was suggested that the council also meet with and consult voluntary and community sector groups representing Asian communities, especially given the information that Bangladeshi, Indian and Pakistani communities are disproportionately likely to test positive for coronavirus.

In response to these comments and questions, officers said the following:

Helen Crowther will talk to the Children and Young People's Participation Service around how we may consult with young people on promoting race equality and tackling discrimination in the city. Suzanne Hemingway, Strategic Director, commented that in the October meeting with the public sector and community groups, there were people from a range of ages representing the community groups. It was also helpful for community groups to learn more about what the other community groups work on.

Helen Crowther confirmed that the council will continue to ask the police for further information on action taken around disproportionality of stop and search for BAME communities.

The information from the Public Health report will be shared with voluntary and community sector groups supporting BAME people, including Cambridge Ethnic Community Forum and their member organisations.

Ariadne Henry, Community Development Officer, shared that herself and two other officers in Community Services have been working with Bangladeshi and South Asian communities throughout the pandemic to share Public Health messaging. Learning from Peterborough City Council is that word of mouth is the best means of communicating with ethnic minority groups. Some ways we have been keeping in touch with communities include regular conversations with the mosques, Gurdwara and members of the Hindu community, and bi-weekly communications with Asian women's groups.

Suzanne Hemingway and Helen Crowther agreed that the council will consult with voluntary and community sector groups supporting Asian communities as part of the process of consulting on the next Single Equality Scheme.

21/6/EP Equality in Employment End of Year Workforce Update: April 2019 - March 2020

Deborah Simpson, Head of Human Resources, shared key information with the Panel from the Equality in Employment End of Year Workforce Report:

- At 31st March 2020, 48.49% of our staff were female compared to 51.51% male. This has been consistent since 2016 and is different from other local authorities, particularly unitary and county level where typically their workforce profile is 70% female.
- There was no gender pay reporting for 2020, as this was not required by the government due to the pandemic, but we shall report on this in 2021.
- 45 to 54 is the most common age group working for the council.
- 44.62% of the workforce has worked at the council for 10 years or more.
- 7.54% of staff declare themselves as BAME – compared to the council's target of 9.5%
- 7.13% of staff declared themselves as disabled – compared to the council's target of 7.5%
- The targets for proportion of BAME and disabled staff as a percentage of the workforce will remain the same. The 2021 Census will be a useful benchmark to set these targets going forward.
- BAME representation has increased across the pay bands and is now higher in Bands 3, 4, 6 and 8 than in 2019.
- The report identifies actions the council has undertaken to help improve representation of BAME staff members, including by helping a BAME staff group to set up and commissioning unconscious bias training for Council staff.
- Cambridge City Council continues to be a Disability Confident employer
- An increasing number of staff declare their sexuality as lesbian, gay, bisexual or questioning – 4.47% (up by 12 people since 2019).

- The council ran Management Development Programme training, and this was attended by a higher percentage of disabled people and women than the percentage of disabled people and women in the workforce profile.
- In relation to recruitment, the number of applications received from disabled people as a percentage of all applications received was 10.72%. This is an increase of 4.25% from the previous year. For BAME people this was 29.22%, (an increase of 8.69% from the previous year) and analysis shows that we are attracting BAME people's applications to roles in a wide variety of service areas. The percentage of BAME people's applications that were successful was 12.64%.
- 12% of promotions were from individuals declaring themselves as from a BAME background – up by 5% on 2019.
- Most apprentices are male (24 compared to 14 female) and 10% of apprentices are BAME, and 13% have a disability.

Panel members provided feedback on the report and asked some questions:

- Three Panel members shared that they felt the report was much easier to read than it has been in previous years due to the use of graphics.
- One Panel member asked if it was possible to look at staff take-up of staff parental leave.
- The Panel were interested to know more about the different ways that the council supports flexible working, including during the pandemic.
- A Panel member shared that trends related to workforce representation were encouraging and asked how the council will set its targets going forward and how ambitious the council ultimately plans to be in this.

In relation to queries on flexible working, Suzanne Hemingway, Strategic Director, shared that employees will be working differently following learning from the pandemic in relation to flexible working practices. Deborah Simpson, Head of Human Resources, reflected that the pandemic had led to significant changes in flexible working and managers have been encouraged to support their staff in this. Due to this support from managers, the council has had very little need e to furlough staff with childcare responsibilities.
In answer to the other queries above, Deborah Simpson said:

- The council will be able to report on take-up of shared parental leave in its Equality in Employment report from April 2021, as the new HR system shall make this possible.
- The targets for representation of BAME people and disabled people as a percentage of the workforce will be reconsidered related to data from the 2021 Census. The council is quietly ambitious and optimistic that it will be able to reach current targets.
- In relation to BAME people's representation, TUPE transfers have masked some progress towards meeting targets. TUPE involves transferring staff to another organisation whilst retaining similar terms of employment. There have been TUPE transfers of staff from services with a higher proportion of people from BAME backgrounds but increases in BAME representation in other services has helped maintain the overall BAME representation in the Council's workforce.

Deborah Simpson asked the Panel members for feedback on what more the council might do to help meet the action in the Black Lives Matter motion that "requests that the City Council reviews the Single Equality Scheme, prior to a reaffirmation of the scheme with particular and specific reference to the employment, recruitment and retention of staff with particular emphasis on enhancing consultation and representation of BAME staff". One Panel member commented that it was useful to hear that BAME people and disabled people made up a higher proportion as apprentices than their proportion in the overall workforce, and that it would be helpful to note their progression from the apprenticeship in relation to their retention at the council. Deborah Simpson said this was a useful observation and something the council can consider in its reporting.

21/7/EP Single Equality Scheme 2021 to 2024 consultation

A presentation was delivered by Helen Crowther, Equality and Anti-Poverty Officer, on plans for the development of and consultation for the new Single Equality Scheme (SES). She shared:

- The SES provides equality objectives over a 3-year period and helps the council to meet the Public Sector Equality Duty obligation that the council publish its equality objectives at least every 4 years. The next SES will be going to the Environment and Community Scrutiny Committee on 1st July 2021 for approval.

- Consultation is being undertaken with Equalities Panel members (this meeting), race equality meetings with staff (one was held in June 2020 and the next will be February 2021), staff members part of the Joint Equalities Group, meetings with heads of service, and meetings with voluntary and community sector (VCS) organisations supporting equality groups. The VCS organisations have also been involved in helping the council develop an Inclusion and Engagement Questionnaire – the findings of which will inform the SES and potentially the VCS organisations' own work. A meeting will be held with the VCS organisations about the results.
- Initial priorities for the next SES are:
    - Partnership working
    - Taking into account how intersectionality shapes need and also experiences of discrimination. For instance, relating the SES to the council's Anti-Poverty Strategy, as some equality groups are more likely to experience poverty than others and experience poverty in different ways
    - Responding to inequalities related to or exacerbated by Covid-19
    - Reflect concerns around race equality
- Some inequalities related to or exacerbated by Covid-19 that shall be considered in the new SES include:
    - Issues in accessing healthcare not related to coronavirus and knock-on impacts of this
    - How South Asian groups are more vulnerable to coronavirus
    - Worsened mental health
    - Digital exclusion
- Examples of issues relating to equality that can be identified by cursory analysis of responses to the Inclusion and Engagement questionnaire at 18th January (the questionnaire was due to close on 1st February):
    - In many responses to the question on what the best thing about Cambridge is, people mentioned ethnic diversity of the city. In responses about the worst thing about Cambridge many people mentioned inequality and homelessness.
    - When asked how council services might be made more welcoming the most common answers related to difficulties people have had

in navigating our website and options given when contacting the council by phone.
    - Related to health and wellbeing, issues emerging from responses were around missed appointments or treatment for health conditions other than coronavirus during the pandemic, and answers from respondents suggested that mental health and isolation and loneliness has worsened during the pandemic.
    - Relating to safety, half of those who experienced domestic abuse did not report it to the police. Also, a quarter of respondents had experienced bullying, harassment, physical or verbal abuse, or threats related to age, disability, gender, ethnicity, religion, sex, or sexual orientation.
- The Panel was asked to note that the questionnaire's findings are not representative: they will give indications as to some of the experiences and issues that some people from different equality groups have in the city. Most people completing the questionnaire did so after seeing it on social media and are from higher socio-economic backgrounds. Some of the findings in the questionnaire may support national data on issues experienced by different equality groups – demonstrating which national issues are also experienced locally.

A Mentimeter question was asked of Panel members "What do you think the top priorities should be for the next Single Equality Scheme?" to help generate the discussion consulting with Panel members on the next SES. The most common five answers were: Inclusion, intersectionality, race equality, mental health, and poverty.
Panel members were then invited to provide feedback on their views around what needs to be prioritised in the new scheme:

- Panel members were concerned that school closures have exacerbated existing educational inequalities. The Panel wanted to know where families without WiFi or computers can go for support.
- Given that the council is not a mental health provider, the council was asked what impact it may have on improving people's mental health and wellbeing. A Panel member shared that there may be many different things that make a difference to mental wellbeing and working in partnership with other organisations will be key to this for the council.

- The council was asked what work is being done to tackle loneliness most likely to be experienced by older people, as this is a large reason for older people having visited food hubs during the pandemic.
- A Panel member supported intersectionality as a priority and wondered if the new SES may further strengthen the council's work with mutual aid groups to pick up on numerous issues people have. Another member shared that the council has been working across services, groups and partnerships in a way it has never had to before to respond to issues relating to the pandemic and felt it would be positive if this were to continue.
- A staff member of the Panel who has worked in the community resilience team shared that they were worried that whilst extra support is available to help people during the pandemic, this may not continue beyond the pandemic when the need is still likely to be there – especially relating to people in poverty.
- Another Panel member expanded that there are people who have needed support during the pandemic who have never needed this before and who are likely to still need help after the pandemic is over.
- The Panel shared their concern for people with no recourse to public funds in this category. It was noted there is a lack of reliable data on the number of people with no recourse to public funds because people in this situation do not tend to contact public services, but there is a risk that the number of people in this category increases following the UK's departure from the EU if people do not have settled status.
- A Panel member said that the SES could consider children and young people who have been in care as a vulnerable group.

Council Officers responded to these comments:

- Suzanne Hemingway, Strategic Director, shared that the Cambridgeshire Digital Partnership could help families with no computers or WiFi. Moreover, if people do not have access to a means to engage with online learning at home, they can go into school.
- Helen Crowther, Equality and Anti-Poverty Officer, said that the council has been sharing information on how people can look after their mental health through their website and information on the #NowWereTalking campaign on social media. he #NowWereTalking campaign is part of

Cambridgeshire County Council's Campaign to End Loneliness, which is aimed to help reduce loneliness experienced by older people. Cambridge City Council has been supporting this campaign since before the pandemic.

- Many of the customers the council may be supporting with queries have mental health issues, and training is run for frontline staff to develop knowledge on mental health, communicating with people with different mental health issues, and where people can seek support for their mental health. The Council also supports people with mental health issues as part of its Tenancy Sustainment Service.

21/8/EP Any Other Business

Ariadne Henry, Community Development Officer and Panel member, asked that information on Holocaust Memorial Day events be circulated to Panel members.

21/9/EP Date of Next Meeting

6 July 2021.

The meeting ended at 18.00pm

CHAIR

Agenda item 5: Single Equality Scheme 2021 to 2024 (Helen Crowther, Equality and Anti-Poverty Officer)

Cambridge City Council has a legal obligation to publish equality objectives at least every four years to assist it in its performance of the Public Sector Equality Duty. To meet this obligation the Council produces a Single Equality Scheme every three years. The Scheme for 2021 to 2024 will be presented to Environment and Community Scrutiny Committee on 7 October for approval by the Executive Councillor for Communities.

This item will provide an opportunity for members of the Equalities Panel to provide feedback on the objectives and key priorities for the Scheme.

The Council's approach for the Single Equality Scheme 2021 to 2024 will draw upon updated evidence on the nature of inequality and discrimination experienced by equality groups. It will build on learning from consultation findings, a literature review of research on issues impacting on people with protected characteristics and learning from the Single Equality Scheme 2018 to 2021.

It is recommended that the objectives of the Single Equality Scheme 2021 to 2024 remain the same as they were for 2018 to 2021. This is because they are drawn from the Council's Public Sector Equality Duty obligations and reflect the Council's approach to meeting the Duty. Consultation feedback to date has not identified a need to change the objectives, but some consultees have suggested that we should change some priorities and approaches relating to them. The objectives are:

1. To further increase our understanding of the needs of Cambridge's growing and increasingly diverse communities so that we can target our services effectively.
2. To continue to work to improve access to and take-up of Council services from all residents and communities.
3. To work towards a situation where all residents have equal access to public activities and spaces in Cambridge and are able to participate fully in the community.
4. To tackle discrimination, harassment and victimisation and ensure that people from different backgrounds living in the city continue to get on well together.
5. To ensure that the City Council's employment and procurement policies and practices are non-discriminatory and to work towards a more representative workforce within the City Council.

It is proposed that some key priorities for the Single Equality Scheme over the next three years should be to:

- Identify opportunities to hear from people with protected characteristics about their experiences of inequality and discrimination, and to provide opportunities for them to help shape the direction of the Council's equalities work. People experiencing discrimination and disadvantage are best placed to understand what is needed to tackle it.
- Collaborate with voluntary and community sector, public sector, and private sector partners, and people directly experiencing discrimination and disadvantage to address equality issues. For example, the Council has worked in different ways with partners during the pandemic to address communities' different needs relating to COVID-19. It is recommended that the Council continue to develop these partnerships in the next three years. It is also recommended that the Council consult annually with voluntary and community sector (VCS) organisations with expertise on supporting different equality groups around the progress of the Scheme and priorities for the year ahead.
- For services to consider intersectionality in responding to residents' and customers' needs. Many equality-related issues intersect and are not experienced in the same way or to the same extent by different communities or groups of people. People have more than one protected characteristic and they interrelate and shape experiences of discrimination and disadvantage.

Agenda item 6: Equality in Employment End of Year Workforce Update: April 2020 - March 2021 (Deborah Simpson, Head of Human Resources)

Background papers:

Equality in Employment End of Year Workforce

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EQUALITY IN EMPLOYMENT

End of Year Workforce Report

April 2020— March 2021

INTRODUCTION

PURPOSE & BACKGROUND

The Equality Act 2010 was implemented on 1st October 2010 and covers nine protected characteristics on the grounds upon which discrimination is unlawful. These are:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion or Belief
- Sex
- Sexual Orientation

The Public Sector Equality Duty (PSED) came in to force in April 2011 (Section 149 of the Equality Act 2010) and includes additional duties for public authorities to demonstrate due regard to the need to achieve the following objectives when providing goods, facilities, services and employment:

(a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;

(b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;

(c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Cambridge City Council's Single Equality Scheme for 2018-2021 was approved at the Council's Environment and Community Scrutiny Committee on 28 June 2018. The Single Equality Scheme sets out how the Council will meet the requirements of the Public Sector Equality Duty (PSED) over a three year period. The scheme and the strategic plan incorporated within it do not attempt to capture everything the City Council does related to its PSED, but it sets out the organisation's priority areas for action. This 'Equality in Employment' report provides in-depth feedback around on progress related to employment for one of five objectives of the 'Single Equality Scheme 2018-2021': 'To ensure that the City Council's employment and procurement policies and practices are non-discriminatory and to work towards a more representative workforce within the City Council'. A new Single Equality Scheme for 2021-2024 is currently being prepared for approval at the Environment and Community Scrutiny Committee on 7 October 2021.

The following information sets out the Council's workforce profile as at 31st March 2021 in relation to ethnicity, disability, sex, age, religion or belief, and sexual orientation. All the data shown is for headcount – not full time equivalents. An 'Equality in Employment' report is produced annually.

SUMMARY

As at 31st March 2021, 48.28% (394) of our staff are female and 51.72% (422) are male.

816

Number of staff at Cambridge City Council. Down 11 from previous year.

The median gender pay gap for 2020 is 4.71%. This has decreased from 5.53% in 2019.

The highest percentage of Council staff were in the 45 to 54 age group. This has been the case since 2010.

7.71%

Percentage of staff declaring themselves as BAME.

For 2020/21 target for staff declaring themselves as BAME will remain at 9.5% and as disabled will increase to 8.5%

7.11%

Percentage of staff declaring themselves disabled.

44.12% of the workforce has 10 years or more length of service.

ACTIONS IN 2021

ETHINICITY IN RELATION TO RECRUITMENT & WORKFORCE

In relation to increasing the proportion of BAME people, as a percentage of the workforce, for 2020/21 we have continued to:

- Showcase employment opportunities and the organisation during key events during the Equality & Diversity Calendar.
- Advertise our roles through our networks, groups and contacts with far reaching and diverse audiences.
- Ensure that our opportunities are accessible to people who may not have all the exact skills related to a particular role by advertising training opportunities relating to particular roles and/ or services.
- Encourage equality of opportunity for all by making the application process more accessible and less prescriptive (getting rid of overly detailed information on how people will be assessed in relation to person specifications that can be off-putting, being less prescriptive in asking for skills that exactly match roles when people can learn this on the job, focus on transferable skills).
- Advertise our commitment to increasing representation of people from under-represented groups in our workforce, within our recruitment literature and information.
- Support the BAME staff group that provides a voice for BAME members of staff and a secure, safe, supportive environment where BAME staff can discuss issues/ share experiences.
- In light of the 2021 Census, we will review our workforce targets from 2021 onwards. We have made changes to ethnicity monitoring categories/ wording and this will be reflected in our data capture and monitoring.
- We will identify a means to encourage internal applications and promotions and provide training courses on applying for jobs and interviewing skills open to all staff members.

ACTIONS IN 2021 CONTINUED

DISABILITY IN RELATION TO RECRUITMENT & WORKFORCE

We have been working with the Shaw Trust and Jobcentre Plus to raise our profile as a Disability Confident employer as well as providing information on our Disability Confident status within our recruitment literature and sharing that disabled applicants who meet the essential criteria for positions will be guaranteed an interview. We also advertise our roles through organisations that support disabled people locally and will continue to plan for and make reasonable adjustments at application/ interview stage for any of our roles. We continue to encourage applications from individuals with transferrable skills and highlight where training and learning in the job can be supported and achieved. We continue to have mechanisms in place for employees to request reasonable adjustments/ adaptations, supported via the Flexible Working Policy and under the absence management policy where adaptations or adjustments are required to enable an employee to return to or continue in work.

We will prioritise understanding of and actions for, attracting and retaining applicants who declare themselves as disabled and to promote us an employer, highlighting our Disability Confident status. We are proposing to increase our workforce target for the percentage of staff who declare themselves as disabled from 7.5% to 8.5% to provide an increased target and to meet this we would need to increase our workforce profile by approximately 12 staff.

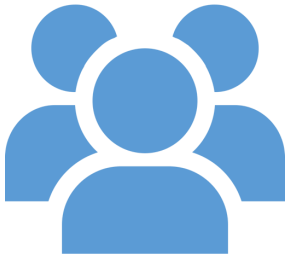
TRAINING IN RELATION TO WORKFORCE

Overall training course attendance increased by 16% in 2020/21 compared to 2019/20. While overall attendance was up in 2020/21 there was a marked decline in the number of males attending training accounting for 29% compared to 71% female attendees. We will work with teams with a high number of males in operational roles to form actions which address the imbalance in training attendance between the sexes.

SEXUAL ORIENTATION IN RELATION TO WORKFORCE

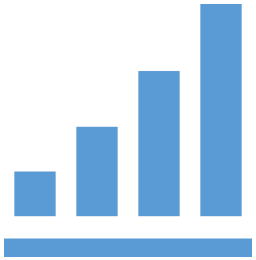
The number of staff declaring their sexual orientation as gay, bisexual, lesbian or questioning has decreased slightly from 4.47% in 2020, to 3.92% in 2021. (Down 5). We will keep this under review.

AGE



The highest percentage of Council Staff were in the 45 to 54 age group.

This has been the case since 2010.



Trend Data shows that the % of staff in each age group is broadly consistent with 2019/20

As at 31st March 2021, the highest percentages of Council staff were in the 45-54 age groups. This has been the case since 2010.

The percentage of staff in each age group is broadly consistent with 2019/20.

There were 15 members of staff (1.84%) aged 24 or under and 34 members of staff (4.17%) aged 65 and over in 2020/21.

PAY GRADE BY AGE

The following table represents the Pay Grade information for all staff from all age groups.

	Pay Grade											
	BAND 1	BAND 2	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	Senior Management	TUPE & Other	Total
19-24	1	-	2	3	2	-	-	-	-	-	7	15
25-34	2	3	22	28	26	13	4	1	-	-	18	117
34-44	-	-	31	40	42	35	19	4	4	6	11	192
45-54	2	4	47	32	54	39	22	15	10	7	14	246
55-64	1	5	54	39	46	26	14	9	3	8	7	212
65 and over	4	-	7	4	3	1	2	5	-	1	7	34
Total	10	12	163	146	173	114	61	34	17	22	64	816

AGE CONTINUED

TRAINING

The number for staff aged 55 and over who attended training this year is 27.90% this is a significant increase of 7.51% on the previous year.

The workforce profile has 30.15% of staff aged 55 and over.

The Management Development Programme attracted 9.60% attendance from those staff age 55 and over, which is around the same percentage as the overall attendance figure for this age group.

	2020/2021		2019/2020	
	Under 55	55 and Over	Under 55	55 and Over
Number of Attendees	1362	527	1265	324
%	72.10%	27.90%	79.61%	20.39%
	Attendees		Attendees	
	1889		1589	

RECRUITMENT

Overall the number of applications received in 2020/2021 (682) is equal with those received the previous year. There continued to be less roles advertised following throughout the COVID-19 crisis and a Vacancy Freeze/ Scrutiny process from July 2020 which meant that only roles within key areas were recruited to.

The age profile for recruitment shows that the majority of applicants are from the 25-54 age groups, consistent with the previous year. Our successful applicants range from 19 -64 but there still remains little representation in the 24 and below age category.

	2020/2021			2019/2020		
Age	Applicant	Shortlisted	Successful	Applicant	Shortlisted	Successful
18 or Under	0	0	0	3	1	0
19-24	57	10	3	61	31	16
25-34	218	62	17	179	85	19
35-44	164	54	17	180	78	22
45-54	145	55	11	135	72	14
55-64	92	38	8	114	69	15
65 and over	4	3	0	6	2	1
Not Provided	2	2	0	3	1	0
	682	224	56	681	339	87

DISABILITY

7.11% declared themselves disabled.

Similar to 2020/21

We are a Disability Confident Employer

For 2021/22 the target for staff declaring themselves disabled will increase to 8.5%

7.11% (58/816) of the Council's workforce declared themselves as disabled. At March 2020 the percentage was 7.13% (59/827). The target for 2019-20 was 7.5%. 12 members of staff preferred not to disclose a disability. We are proposing to increase our workforce profile target to 8.5%.

The Council has retained its Level 2 Disability Confident Employer status following the successful Self-Assessment submission. Our status continues for a further three years and recognises our commitment to and for disabled people in relation to employment, retention, training and career development. We have further reviewed processes around recruitment and retention of disabled people, actively looking to attract, ensuring a fully inclusive and accessible recruitment process, offering an interview to disabled people who meet the minimum criteria for the job as well as proactively offering and making reasonable adjustments as required.

PAY GRADE BY DISABILITY

The following table represents the Pay Grade information for all who declared whether they had a disability, did not have disability or preferred not to say.

	Pay Grade											
	BAND 1	**BAND 2**	**BAND 3**	**BAND 4**	**BAND 5**	**BAND 6**	**BAND 7**	**BAND 8**	**BAND 9**	**Senior Management**	**TUPE & Other**	**Total**
No Disability	10	10	144	135	162	104	59	34	15	20	53	746
Disability		1	17	11	11	10	2		2	2	2	58
Prefer not to say		1	2								9	12
Total	10	12	163	146	173	114	61	34	17	22	64	816

DISABILITY CONTINUED

TRAINING

10% of course attendees declared themselves as disabled, an increase of 2% compared to 2019/20. This is in line with workforce profile of 7.11%.

The Management Development Programme attracted 6.45% of attendees declaring themselves as having a disability, this is a similar percentage to overall figure of attendance from people declaring a disability.

	2020/2021			2019/2020		
	Disability	**No Disability**	**Not Provided**	**Disability**	**No Disability**	**Not Provided**
Number of Attendees	189	1691	9	127	1441	21
%	10%	89.99%	0.1%	7.99%	91%	1.32%
	Attendees			**Attendees**		
	1889			**1589**		

RECRUITMENT

The number of applications received from disabled people as a percentage of all application received was 5.42%, this is an decrease of 5.3% from the previous year.

Shortlisted Applicants declaring themselves as Disabled is down by 4.8% on last year.

For the coming year, our focus needs to be on attracting and retaining applicants who declare themselves as disabled and to promote us an employer, highlighting our Disability Confident status.

2020/2021				
Applications	**All Applications**		**Disability Applications**	
Received	682		37	5.42%
Shortlisted	224	32.8%	15	6.7%
Successful	56	8.21%	4	7.1%

2019/2020				
Applications	**All Applications**		**Disability Applications**	
Received	681		73	10.72%
Shortlisted	339	49.78%	39	11.50%
Successful	87	12.78%	7	8.05%

ETHNICITY

7.71% of staff declared themselves as BAME. 7.54% in 2020.

7.78% of staff who attended training declared themselves as BAME, down slightly by 0.84% compared to 2019/20

24.4% of successful applicants declared themselves as BAME.

ABOUT

The highest representation of BAME staff is Black or Black British: African (1.23%) & Asian or Asian British: Indian (1.10%). There are four groups that share the lowest figure of 0.12%: Mixed/Multiple ETHNIC groups - Any other, Mixed:White&Asian, Other Ethnic Group and Other ETHNIC group - Any other. The percentage of staff from BAME communities is comparable with last year; 60 in 2020 (7.59%) to 61 (7.71%) with an increase of one.

To reach our target of 9.5% of the workforce declaring themselves as BAME we would need to increase our workforce profile by approximately 17 staff. The target for 2019-20 was 9.5%. Based on the 2011 Census, 17.5% of the Cambridge City Population are from the BAME community. 64% of the population are economically active, which equates to 11.2% from the BAME community. It is recommended that the target for 2020-21 remains at 9.5%. This will be reviewed in 2021 with the long term aim of matching the Census data.

ETHNICITY BY PAY GRADE

The following table represents the Pay Grade information for all staff whether they declare themselves as BAME, Non BAME, prefer not to say or didn't provide a response.

	Pay Grade												
	BAND 1	**BAND 2**	**BAND 3**	**BAND 4**	**BAND 5**	**BAND 6**	**BAND 7**	**BAND 8**	**BAND 9**	**Senior Management**	**TUPE & Other**	**Total**	**% Ethnicity**
BAME	1	2	13	11	14	9	3	4	-	-	4	61	7.71%
Non BAME	9	9	146	132	156	103	57	30	17	22	49	730	92.29%
Total	10	11	159	143	170	112	60	34	17	22	53	**791**	
Not Provided/ Prefer not to say	-	1	4	3	3	2	1	-	-	-	11	25	-

ETHNICITY CONTINUED

RECRUITMENT

The number of BAME applications received as percentage of all applications received was 24.4%, this is a slight decrease of 4.82% from the previous year and analysis shows that we continue to attract BAME applications to roles in a wide variety of service areas.

Applicants declaring themselves as BAME down 4.82% on last year

Shortlisted Applicants declaring themselves as BAME down 2.44% on last year

Successful Applicants declaring themselves as BAME up slightly by 1.56% on last year

2020/2021						
Applications	**All Applications**		**BAME Applications**		**Prefer not to say**	
Received	682		167	24.4%	2	0.29%
Shortlisted	224	32.84%	42	18.8%	2	0.89%
Successful	56	8.21%	8	14.2%	0	0.00%

2019/2020						
Applications	**All Applications**		**BAME Applications**		**Prefer not to say**	
Received	681		199	29.22%	19	2.79%
Shortlisted	339	49.78%	72	21.24%	12	3.54%
Successful	87	12.78%	11	12.64%	3	3.45%

BAME recruitment continues to be strong and we are able to attract a wide range of roles in a variety of service areas.

Based upon the figures for BAME applications received, shortlisted and successful there is no suggestion of discrimination and applications from BAME candidates which have been rejected at either short-listing or interview stage were due to fair and objective decision making by the panel in accordance with the Council's recruitment policies.

ETHNICITY CONTINUED

TRAINING

A total of 204 training courses were held during April 2020 and March 2021. Training records show there were 1,889 attendees on courses during 2020/21, which equates to an increase of 16% when compared to 2019/2020 attendance records. These figures are based on all training attendees, which include members of staff attending more than one training course during this period. 7.78% of staff who attended training in this period declared themselves as BAME, a small decrease of 0.84% compared to 2019/20. The current BAME profile for the council is 7.71%.

Of the 31 staff that attended the online Management Development Programme modules during 2020/21, 6.45% declared themselves as BAME.

	2020/2021			2019/2020		
	BAME	**Non BAME**	**Not Provided**	**BAME**	**Non BAME**	**Not Provided**
Number of Attendees	147	1730	12	137	1388	64
%	7.78%	91.58%	0.64%	8.62%	87.35%	4.03%
	Attendees			**Attendees**		
	1889			**1589**		

Further analysis on Appendix 2 a provides breakdowns of training attendance for 2020/21 and 2019/20 into individual ethnic groups. The two years' of data does not provide sufficient data to identify significant trends.

RELIGION OR BELIEF

5+ Religions or beliefs represented at the Council

13.73% refused to disclose their religion.

Down 0.42% on 2020.

40.56% of the workforce declared themselves as Christian.

Up 0.78% on 2020.

THE NUMBERS

Religion/Belief	Number of Staff	% of Workforce
Buddhist	10	1.23%
Christian	331	40.56%
Hindu	4	0.49%
Jewish	1	0.12%
Muslim	16	1.96%
None	309	37.87%
Other	33	4.04%
Refuse/Not Specified	112	13.73%
Grand Total	**816**	

THE NUMBERS EXPLAINED

40.56% of the workforce identify themselves as Christian (a slight increase of 0.78% from last year) and 37.87% state that they have no religion or belief (a slight decrease of 0.70% from last year). 4.04% of staff stated their religion/belief as Other (up from 3.87%) and 13.73% preferred not to disclose this information (down from 14.15%).

The percentage of the workforce who identify themselves as Christian has been around 40% since 2010. Data from the 2011 census shows that Christianity in the population of Cambridge is 44.8%. The 2011 Census showed that after Christian, the next most common religions and beliefs are Muslim and Hindu. 3.87% of Council staff declared their religion or belief as “Other”. This group is the 4th most populous, behind Christian, None and those who did not declare.

37.8% of the population declare themselves as having no religion compared with 37.87% of the workforce. 13.73% of Council staff have declined to disclose their religion or belief, which is higher than the 2011 census data (9%). We will monitor this in light of the 2021 census data.

SEX

As at 31st March 2021, 48.28% (394) of our staff are female and 51.72% (422) are male.

271 part time employees, of which 65.31% are female and 34.69% male.

Similar sex profile to previous years.

At or near 50/50

As at 31st March 2021, 51.72% (422) of our staff are male and 48.28% (394) are female. The sex profile of the Council's workforce was roughly 50% female and 50% male in 2019/20. There are 271 part time employees, of which 65.31% are female and 34.69% male. The percentages of males and females working part-time and overall numbers are similar to 2020.

TRAINING

As a percentage for staff who attended training courses during 2020/21, 79% were female and 29% were male. This represents a decrease in over-all percentage of males attending courses of 7% from 2019/20. The current sex profile is 48.28% Female and 51.72% Male.

The online Management Development Programme also attracted greater attendance of females with 55%, compared to 45% male attendees. While the lower number of males compared to females attending corporate training courses has in the past few years been in part offset by service specific training for operational staff in areas such as Estates and Facilities and Streets & Open Spaces which employ a larger number of males, there is scope to encourage more males to attend courses on the corporate programme.

RECRUITMENT

	2020/ 21								2019/20							
Applications	**All Applications**		**Male**		**Female**		**Not Provided**		**All Applications**		**Male**		**Female**		**Not Provided**	
Received	682		314	46.04%	366	53.67%	2	0.29%	681		348	51.10%	332	48.75%	1	0.15%
Shortlisted	224	32.84%	120	53.57%	102	45.54%	2	0.89%	339	49.78%	162	47.79%	177	52.22%	0	0%
Successful	56	8.21%	30	53.57%	26	46.43%	0	0.00%	87	12.78	41	47.13%	46	52.87%	0	0%
	Total Number of Applicants: 682								**Total Number of Applicants: 681**							

SEX CONTINUED

TRENDS

- The workforce profile is near to 50/50 female and male. This has been the trend since 2016.
- Males were slightly more successful than females in recruitment this year but the figures are broadly comparable with the workforce profile.
- There are more female part time staff than males and the number of full-time males and females is similar to 2020.
- Female staff are represented throughout the pay grades, but in lower numbers in Band 1.

PART TIME / FULL TIME

Information about Part Time / Full Time

2021						
	FT	% of FT	PT	% of PT	Total	
Female	217	39.81%	177	65.31%	394	48.28%
Male	328	60.19%	94	34.69%	422	51.72%
Total	**545**	**66.79**	**271**	**33.21%**	**816**	**100%**

2020						
	FT	% of FT	PT	% of PT	Total	
Female	220	40.15%	181	64.87%	401	48.49%
Male	328	59.85%	98	35.13%	426	51.51%
Total	**548**	**66.26%**	**279**	**33.74%**	**827**	**100%**

SEX BY PAY GRADE

The following table represents the Pay Grade information for all staff, male or female.

	BAND 1		BAND 2		BAND 3		BAND 4		BAND 5		BAND 6		BAND 7		BAND 8		BAND 9		Senior Mgt		TUPE & Other		Total	%
F	1	10.00%	4	33.33%	66	40.49%	86	58.90%	80	46.24%	60	52.63%	27	44.26%	16	47.06%	8	47.06%	11	50.00%	35	54.69%	394	48.28%
M	9	90.00%	8	66.67%	97	59.51%	60	41.10%	93	53.76%	54	47.37%	34	55.74%	18	52.94%	9	52.94%	11	50.00%	29	45.31%	422	51.72%
Total	**10**		**12**		**163**		**146**		**173**		**114**		**61**		**34**		**17**		**22**		**64**		**816**	

SEXUAL ORIENTATION

73.77% off staff declare themselves as Heterosexual. This is largely comparable to last year at 72.31%

32 members of staff (3.92%) declare themselves as Gay, Bisexual, Lesbian or Questioning. Down 5.

21.32% prefer not to declare their sexual orientation. Down 1.05% (22.37%) on last year.

ABOUT

Cambridge City Council signed up to the live Safer Spaces campaign in 2018, which is a campaign to make services and working environments as safe, inclusive and welcoming as possible for LGBTQ people. The numbers of staff declaring their sexual orientation has increased.

There is no statistically reliable data on the proportion of Cambridge residents who declare themselves as LGBTQ (Lesbian, Gay, Bi-sexual, Trans or Questioning).

However, Stonewall, the national charity working for equality for lesbians, gay men and bisexual states that a reasonable estimate for the UK's population of LGB people would be 5-7%. This would equate to approximately 5,360 – 7,504 people out of the 107,200 people who were aged 15 or over in Cambridge at the time of the 2011 Census. We will update our comparison in light of 2021 census data.

DATA

Sexual Orientation	Total	Total (%)
Bisexual	13	1.59%
Gay	8	0.98%
Heterosexual	602	73.77%
Lesbian	6	0.74%
Other	8	0.98%
Questioning	5	0.61%
Prefer not to say	174	21.33%
Total	816	

WORKFORCE INFORMATION

The number of leavers in 2020/21 was 65, down 37 from 2019 (102)

Staff Turnover is 7.97%, down on the previous year (12.33%)

42.8% of internal appointments made were promotions to internal staff (9 individuals).

LEAVERS

The purpose of monitoring leavers in terms of diversity is to highlight whether a disproportionate number of women, disabled people or BAME people are leaving the council in comparison to our overall staff turnover.

From April 2020 to March 2021 65 staff left the Council. Of these; 4 declared disability (6.15%), 33 were female (50.76%) where 32 were male (49.24%), and 5 were BAME (7.69%).

Reason for Leaving		
Career Break	1	1.54%
Dismissal	1	1.54%
End of Contract	6	9.23%
Ill Health Retirement	1	1.54%
Redundancy	9	13.85%
Retirement	15	23.07%
Voluntary	32	49.23%
Total 65		

STAFF TURNOVER

Total staff turnover for this period was 7.97% based on all leavers as a percentage of the average number of employees for the year (816). This is lower than for 2019/20 which was 12.33%.

Staff turnover based on voluntary leavers (32) as a percentage of the average number of employees for the year (816) was 3.92% for this period, which is lower than 5.44% in 2020.

STARTERS

All new appointments made are monitored in terms of ethnicity, gender and disability, and cover internal as well as external appointments.

There were 56 new starters between April 2020 and March 2021. Of these, 41 (73.2%) were external appointments, and 15 (26.8%) were internal appointments. 9 (60%) of the internal appointments were promotions (an increase in pay band), 6 (40%) of the internal appointments remained in the same pay band.

WORKFORCE INFORMATION CONTINUED

LENGTH OF SERVICE

360 (44.1%) staff have been with the council over 10 years. This is comparable to last year's figure of 369 (44.6%).

Length of Service	Number of Staff	% Workforce
Less than a year	42	5.15%
1 yr to 2 yrs	46	5.64%
2 yrs to 5 yrs	214	26.23%
5 yrs to 10 yrs	154	18.87%
10 yrs to 20 yrs	210	25.74%
20 years +	150	18.38%
Total	**816**	**100.00%**

PROMOTIONS

Internal promotions have decreased since last year, 9 internal promotions this year whereas there were 25 the previous year. The breakdown of promotions for 2020-21 shows that the majority were to male staff (66.6%) with 44.4 % of promotions being to (4) individuals who declared themselves as from a BAME background, an increase of 12% from the previous year.

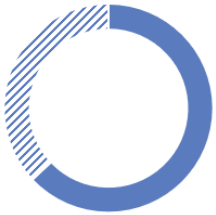
The majority of promotions were offered to members of staff between the ages of 25 and 54 which is a wider range from the previous year (35-44).

With the introduction of a Vacancy Scrutiny process from July 2020 and alongside the pandemic there have been fewer roles advertised during the year (56 down from 87).

	No of Promotions (9)	%
Female	3	33.4%
Male	6	66.6%
BAME	4	44.4%
Non BAME	5	55.6%
Disability	1	11.11%
No Disability	8	88.89%
Age 18 or Under	0	0%
19-24	0	0%
25-34	3	33.34%
35-44	3	33.33%
45-54	3	33.33%
55-64	0	0%
65 and Over	0	0%

WORKFORCE INFORMATION CONTINUED

APPRENTICESHIPS



In 2020/21 we had 37 Apprentices. 21 Male and 16 Female.

5.40% of all Apprentices declared themselves as BAME

5.40% of all Apprentices declared a disability.

The Council employed a total of 37 apprentices at the end of 2020/2021. This is a very slight decrease of 1 apprentice from the 38 apprentices employed by the council at the beginning of financial year 2019/20.

With the Covid-19 pandemic 2020/21 was an extremely difficult year for apprenticeship provision both nationally across the country and for our own apprenticeship scheme.

2020/21 saw 4 apprenticeship enrolments for the year, this included to 2 new apprentice recruits and 2 existing employees

Title of Apprenticeship Standard	Apprenticeship Level	Number on Programme
Team Leader (Management)	3	11
Departmental Manager (Management)	5	14
Leadership in Public Service	7	1
Customer Service	3	1
Cipfa	7	1
Coaching	5	1
Business Administration	3	1
Building Control Surveyor Degree	6	5
Building Surveyor Apprentice	6	1
Leadership in Public Sector Masters (Leadership)	7	1
Total Apprentices		**37**

APPRENTICESHIPS BY ETHNICITY

The percentage of apprentices declaring themselves as BAME is 5.40%, this is 2.31% below the council's overall BAME percentage.

There are 5.40% of apprentices declaring themselves as having a disability, this is 1.71% below the council's overall disability percentage.

There are 57% males taking apprenticeships compared to 43% females.

WORKFORCE INFORMATION CONTINUED

PAY SCALE INFORMATION

The Councils pay scales for the period of 2020/21 are shown below:

Pay Band	Salary Range	Pay Band		Salary Range
Band 1*	£18,198—£20,092	Band 10	Senior Managers	£54,525—£61,310
Band 2	£20,493—£22,627	Band 11		£61,310—£68,524
Band 3	£23,080—£25,481	Head of Service		£70,942—£78,154
Band 4	£25,991—£29,577	Director		£91,388—£102,212
Band 5	£30,451—£34,728	CEX		£118,470—£133,588
Band 6	£34,728—£39,880			
Band 7	£39,880—£44,863	Other:		
Band 8	£44,863—£48,894	Staff that have TUPE'd into the Council.		
Band 9	£48,894—£54,525			

*We are an accredited Real Living Wage Employer and pay a living wage supplement to staff on Cambridge City terms and conditions of employment within Band 1 to ensure staff within this grade receive at least the current Real Living Wage of £9.50 per hour (November 2020), which equates to £18,327. Staff on Cambridge Live terms and conditions are also paid the Living Wage with the effective date for annual increases of 1 April each year.

We also have a Cambridge Weighting supplement to ensure that staff receive a minimum of £10.00 per hour which equates to £19,294.

DISCIPLINARY, CAPABILITY, GRIEVANCE & REDUNDANCY

ABOUT

Disciplinary, Capability, Grievance and Redundancy cases are monitored in terms of equality as outlined below. It is difficult to draw conclusions from relatively low numbers when considered against the overall workforce.

The number of disciplinary cases recorded has remained low since 2011. The figure below shows the number of staff whose disciplinary cases has concluded with an outcome of written warning upward. There were a total of 6 disciplinary cases in 2020/21, the same as the previous year. There were no capability cases in 2020/21.

The number of grievance cases have fluctuated since 2009 and 2020/21 saw an increase of 6 on the previous year. Further analysis identified two grievance cases classified as bullying and harassment, however neither case was related to protected characteristics.

The number of redundancies were up by 6 cases on the previous year (3). This increase relates to the number of service reviews undertaken during 2020/21. On further analysis, the male/female ratio is aligned to the workforce profile.

DATA

Disciplinaries		
	Number of Staff	%
BAME	1	16.60%
Non-BAME	5	83.33%
Not Given	0	00.00%
Disability	0	00.00%
No Disability	6	100%
Female	0	00.00%
Male	6	100%
Under 55	4	66.66%
55 and over	2	33.33%
Total: 6		

Capability		
	Number of Staff	%
BAME	0	00.00%
Non-BAME	0	00.00%
Not Given	0	00.00%
Disability	0	00.00%
No Disability	0	00.00%
Female	0	00.00%
Male	0	00.00%
Under 55	0	00.00%
55 and over	0	00.00%
Total: 0		

Grievances		
	Number of Staff	%
BAME	2	13.33%
Non-BAME	13	86.66%
Not Given	0	00.00%
Disability	3	20.00%
No Disability	12	80.00%
Female	5	33.33%
Male	10	66.66%
Under 55	13	86.66%
55 and over	2	13.33%
Total: 15		

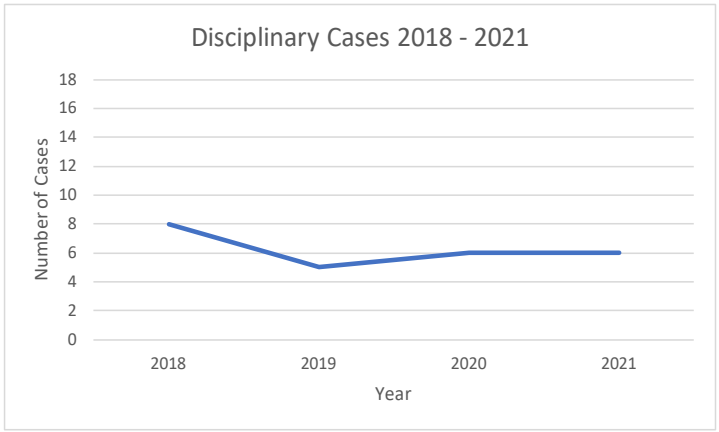
Redundancy		
	Number of Staff	%
BAME	0	00.00%
Non-BAME	9	100%
Not Given	0	00.00%
Disability	0	00.00%
No Disability	9	100%
Female	5	55.56%
Male	4	44.44%
Under 55	4	44.44%
55 and over	5	55.56%
Total: 9		

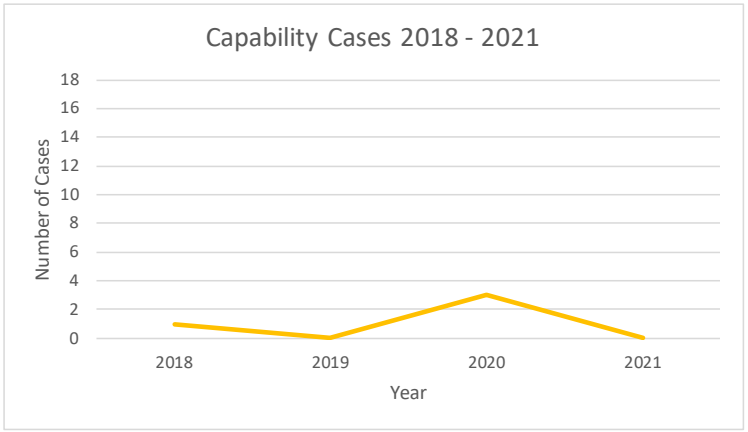
DISCIPLINARY, CAPABILITY, GRIEVANCE & REDUNDANCY

CHARTS

The following charts offer a visual representation of the Disciplinary, Capability, Grievance and Redundancy cases.

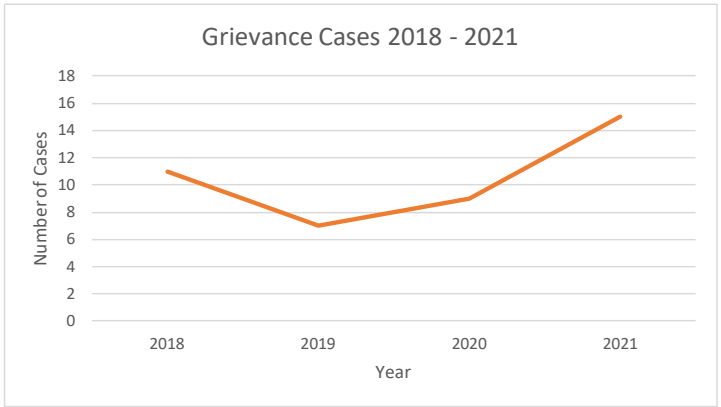
In addition to 2021, data has been included from 3 previous years for comparison.

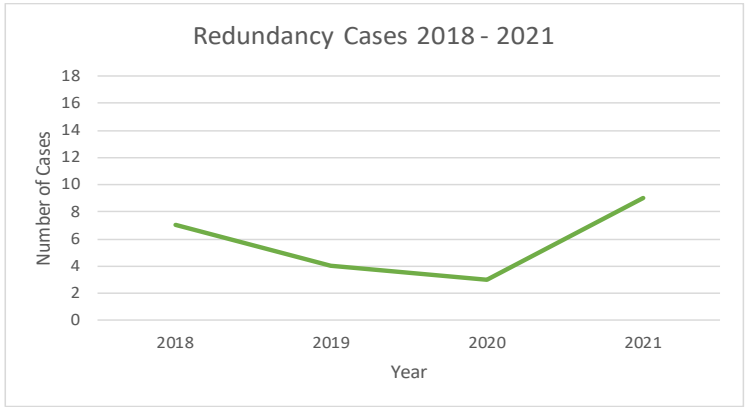




There were no Capability cases this year (0)

Disciplinary cases have remained the same (6)





Grievance cases are up on previous years (15)

Redundancy cases are up on previous years (9)

GENDER PAY REPORTING

REPORTING

Reported in	Mean Gender Pay Gap	Median Gender Pay Gap	Mean Bonus Gender Pay Gap	Median Bonus Gender Pay Gap	Proportion of males and females receiving a bonus payment	Proportion of males and females in each quartile pay band
2020	0.26%	4.75%	N/A	N/A	N/A	See over
2019	2.45%	5.53%	N/A	N/A	N/A	See over
2018	3.19%	5.91%	N/A	N/A	N/A	See over

- A mean average involves adding up all of the numbers and dividing the result by how many numbers were in the list.
- A median average involves listing all of the numbers in numerical order. If there is an odd number of results, the median average is the middle number. If there is an even number of results, the median will be the mean of the two central numbers.
- The mean bonus gender pay gap is not applicable as we do not pay bonuses.
- The median bonus gender pay gap is not applicable as we do not pay bonuses
- The proportion of males and females receiving a bonus payment is not applicable as we do not pay bonuses.

GENDER PAY REPORTING CONTINUED

QUARTILES

The Council has around 800 employees in a wide range of roles and pay bands. The overall gender balance of the Council is 48% female and 52% male but this is the total across all staff. There are roles which have a higher percentage of male employees and other roles with a higher percentage of female employees. Male and female staff are not represented equally in all pay bands. It is inevitable that staff who are employed to carry out similar roles will be employed at different pay points albeit within the same City Pay Band, based on salary on appointment, when they were appointed and incremental progression, before reaching the top of the pay band. City Council employees are appointed on the same City Pay Band for identical or broadly similar work. All roles are job evaluated to determine the pay band.

The distribution of male and female staff in different types of role, with higher/lower pay bands will impact on mean and median averages and changes in services in 2020 have changed the mean and median averages for 2021. This is not a factor of the pay system, all roles are job evaluated to determine the pay grade, but the distribution of male and female staff in certain types of roles.

The tables show the hourly rates for each quartile and the proportions of male and female full-pay relevant employees in the lower, lower middle, upper middle and upper quartile pay bands.

Over the three years of data the biggest changes have been in the lower quartile where there are now fewer females and more males.

We continue to monitor our pay gap and take action to maintain and improve our performance.

Quartile	Hourly Rates					
	2020		2019		2018	
1. Lower Quartile	£7.38	£13.74	£7.37	£12.36	£7.04	£12.12
2. Lower Middle	£13.74	£16.71	£12.36	£15.05	£12.12	£15.06
3. Upper Middle	£16.71	£20.67	£15.05	£18.72	£15.19	£18.77
4. Upper Quartile	£20.67	£65.86	£18.72	£66.02	£18.84	£64.72

	Quartile	Female	Male	Grand	Female	Male
2020	Lower Quartile	97	100	197	49%	51%
	Lower Middle Quartile	106	98	204	52%	48%
	Upper Middle Quartile	85	114	199	43%	57%
	Upper Quartile	99	110	209	47%	53%
2019	Lower Quartile	108	88	196	55%	45%
	Lower Middle Quartile	104	92	196	53%	47%
	Upper Middle Quartile	83	113	196	42%	58%
	Upper Quartile	94	101	195	48%	52%
2018	Lower Quartile	120	82	202	59%	41%
	Lower Middle Quartile	102	99	201	51%	49%
	Upper Middle Quartile	94	107	201	47%	53%
	Upper Quartile	98	103	201	49%	51%

ETHINCITY APPENDIX 1

	Pay Band												
Ethnic Origin	**BAND 1**	**BAND 2**	**BAND 3**	**BAND 4**	**BAND 5**	**BAND 6**	**BAND 7**	**BAND 8**	**BAND 9**	**Senior Mgt**	**TUPE & Other**	**Total**	**% Ethnicity**
Arab					3							3	0.37%
Asian or Asian British:Bangladeshi			2	3	2						1	8	0.98%
Asian or Asian British:Indian			2		1	2	1	2			1	9	1.10%
Asian or Asian British:Other			3		1							4	0.49%
Asian or Asian British:Pakistani				1			1					2	0.25%
Asian/Asian British - Any other	1				1							2	0.25%
Black or Black British:African		1	3	1	3	1					1	10	1.23%
Black or Black British:Caribbean			1	1								2	0.25%
Black or Black British:Other				1		1						2	0.25%
Chinese or other Ethnic:Chinese					1		1					2	0.25%
Chinese or other Ethnic:Other						2						2	0.25%
Mixed/Multiple ETHNIC groups - Any other			1									1	0.12%
Mixed:Other				1	1	1		2				5	0.61%
Mixed:White&Asian											1	1	0.12%
Mixed:White&Black African		1		2		1						4	0.49%
Mixed:White&Black Caribbean			1			1						2	0.25%
Other Ethnic Group					1							1	0.12%
Other ETHNIC group - Any other				1								1	0.12%
White - English/Welsh/Scottish/N Irish			1	1	1					1	1	5	0.61%
White - Gypsy or Irish Traveller								1				1	0.12%
White:British	9	9	126	116	146	95	50	28	16	20	40	655	80.24%
White:Irish			2	5		2	3	1	1	1	1	16	1.96%
White:Other			17	10	9	6	4				7	53	6.50%
Total BAME Employees	**1**	**2**	**13**	**11**	**14**	**9**	**3**	**4**	**0**	**0**	**4**	**61**	
Total in Pay Band	**10**	**11**	**159**	**143**	**170**	**112**	**60**	**34**	**17**	**22**	**53**	**791**	**7.71%**
BAME % For Pay Band	**10.00%**	**18.18%**	**8.18%**	**7.69%**	**8.24%**	**8.04%**	**5.00%**	**11.76%**	**0.00%**	**0.00%**	**7.55%**		
Not provided		1	1	1		2					5	10	1.23%
Prefer not to say			3	2	3		1				6	15	1.84%
Total	0	1	4	3	3	2	1	0	0	0	11	25	
Total Workforce within Pay Band	**10**	**12**	**163**	**146**	**173**	**114**	**61**	**34**	**17**	**22**	**64**	**816**	
% Workforce within Pay Band	**1.23%**	**1.47%**	**19.98%**	**17.89%**	**21.20%**	**13.97%**	**7.48%**	**4.16%**	**2.08%**	**2.70%**	**7.84%**		
Workforce BAME Target	9.50%	9.50%	9.50%	9.50%	9.50%	9.50%	9.50%	9.50%	9.50%	9.50%	9.50%	9.50%	

ETHNICITY BREAKDOWN TRAINING Appendix 2

ALL COURSES

	2020-21		2019-20	
Ethnicity	**No.**	**%**	**No.**	**%**
Arab	25	1.32%	20	1.26%
Asian or Asian British:Bangladeshi	17	0.90%	8	0.50%
Asian or Asian British:Indian	22	1.16%	11	0.69%
Asian or Asian British:Other	4	0.21%	3	0.19%
Asian or Asian British:Pakistani	3	0.16%	2	0.13%
Black or Black British:African	23	1.22%	19	1.20%
Black or Black British:Caribbean	11	0.58%	2	0.13%
Black or Black British:Other	15	0.79%	7	0.44%
Chinese or other Ethnic:Chinese	7	0.37%	11	0.69%
Mixed/Multiple ETHNIC groups - Any other	1	0.05%	11	0.69%
Mixed:Other	15	0.79%	19	1.20%
Mixed:White&Black African	2	0.11%	23	1.45%
Mixed:White&Black Caribbean	2	0.11%	1	0.06%
Not provided	6	0.32%	37	2.33%
Prefer not to say	6	0.32%	27	1.70%
White - English/Welsh/Scottish/N.Irish	7	0.37%	12	0.76%
White: British	1545	81.79%	1281	80.62%
White: Irish	47	2.49%	12	0.76%
White: other	131	6.93%	78	4.91
Traveller - Roma			5	0.31
Total	**1889**	**100.00%**	**1598**	**100%**

MANAGEMENT DEVELOPMENT PROGRAMME

2020-21		
Ethnicity	**No.**	**%**
Arab	1	3.45%
Black or Black British:African	1	3.45%
White: British	23	79.31%
White: Irish	1	3.45%
White: other	3	10.34%
Total	**29**	**100%**

Agenda item 7: Disability Confident (Victoria Jameson, Recruitment Manager)

The aim of the Disability Confident scheme is to encourage organisations to systematically consider how they can attract, recruit and retain disabled people, whilst demonstrating commitment, action and progression to people who have a disability. The Council recently successfully completed a self-assessment process to reaccredit at Level 2 as a 'Disability Confident Employer' for a further three years (having initially been accredited in 2017). This assessment covers the following themes:

- Providing an inclusive and accessible recruitment process
- Communicating and Promoting Vacancies
- Offering an Interview to Disabled People who meet the minimum criteria for the role
- Being flexible when assessing applicants and anticipating and providing reasonable adjustments as required
- Supporting any existing employee who has or acquires a disability or long-term health condition, enabling them to stay in work
- Getting the Right People for the business encouraging suppliers and partner firms to be Disability Confident
- Ensuring that staff have sufficient disability equality awareness training

Over the last year the proportion of disabled applicants decreased as well as the proportion of disabled applicants recruited. The Council wants to discuss with the Panel what more it can do to improve on this, including in light of the impact the coronavirus pandemic has had on disabled people. A short presentation shall be delivered on some of the main actions relating to Disability Confident that the Council is taking, and then Panel members will be offered an opportunity to ask questions and provide feedback.

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