

## EMPLOYMENT COMMITTEE

**MONDAY 11 MARCH 2024**  
**9.30 AM**

**Viersen Room - Town Hall**

Contact: [democratic.services@peterborough.gov.uk](mailto:democratic.services@peterborough.gov.uk)

### AGENDA

Page No

1. **Apologies for Absence**

2. **Declarations of Interest**

At this point Members must declare whether they have a disclosable pecuniary interest, or other interest, in any of the items on the agenda, unless it is already entered in the register of members' interests or is a "pending notification" that has been disclosed to the Solicitor to the Council.

3. **Minutes of the Meeting Held on 18 January 2024**

3 - 4

4. **Exclusion of Press and Public**

Committee is asked to resolve that the press and public be excluded from the meeting during consideration of agenda items 7 and 8 on the grounds that they contain exempt information as defined in Paragraph 4 to Part 1 of Schedule 12A, as amended to the Local Government Act 1972.

5. **Gender Pay Gap Results**

5 - 16

6. **Annual Equality Monitoring Report**

17 - 38

#### **PART EXEMPT**

7. **The Shared Service Arrangements and Proposed Leadership Structure for the Public Health Directorate**

39 - 52

8. **Appointment to the Director of Legal and Governance (Monitoring Officer) and Determination of Salary**

53 - 58

## **Emergency Evacuation Procedure – Outside Normal Office Hours**

*In the event of the fire alarm sounding all persons should vacate the building by way of the nearest escape route and proceed directly to the assembly point in front of the Cathedral. The duty Beadle will assume overall control during any evacuation, however in the unlikely event the Beadle is unavailable, this responsibility will be assumed by the Committee Chair. In the event of a continuous alarm sounding remain seated and await instruction from the duty Beadle*

## **Recording of Council Meetings**

Any member of the public may film, audio-record, take photographs and use social media to report the proceedings of any meeting that is open to the public. Audio-recordings of meetings may be published on the Council's website. A protocol on this facility is available at:

<http://democracy.peterborough.gov.uk/documents/s21850/Protocol%20on%20the%20use%20of%20Recording.pdf>

### **Committee Members:**

Councillors: M Jamil (Vice Chairman), Wiggin, Jones (Chair), Coles, B Rush, Allen and M Cereste

Substitutes: Councillors: Seager, Thulbourn, Ray and Farooq

Further information about this meeting can be obtained from on telephone 01733 747474 or by email – [democratic.services@peterborough.gov.uk](mailto:democratic.services@peterborough.gov.uk)

**MINUTES OF THE EMPLOYMENT COMMITTEE MEETING  
HELD AT 5.00PM ON THURSDAY 18 JANUARY 2024  
IN THE BOURGES/MIERSEN ROOMS, TOWN HALL, PETERBOROUGH**

*To be read in conjunction with the agenda for the meeting at  
[Agenda for Employment Committee on Thursday 18th January, 2024, 5.00 pm | Peterborough City Council](#)*

*Should you wish to listen to the debate had, please visit Peterborough City Council YouTube Channel*

**Committee Members Present:**

Councillors Alison Jones (Chair), Cereste, Coles, S Allen, Jamil and Rush

**Also Present:**

Councillor John Howard (Deputy Leader of the Council and Cabinet Member for Corporate Governance and Finance)

**Officers Present:**

Cecille Booth (Executive Director of Corporate Services and S151 Officer); Adesuwa Omoregie (Interim Director of Legal and Governance and Monitoring Officer); Sarah Spendlow (Head of Human Resources) and Colin Sweeney (Interim Senior Democratic Services Officer).

**19. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Chris Wiggin.

**20. DECLARATIONS OF INTEREST**

There were no declarations of interest received from Members.

**21. MINUTES OF PREVIOUS MEETINGS**

**RESOLVED** that the public (open to inspection) minutes of previous meetings held on 8 June, 7 September, 24 October and 15 November 2023, together with the exempt (not for publication) minutes of the meetings of 24 October and 15 November 2023, be approved as correct records.

**22. EXCLUSION OF THE PUBLIC AND PRESS**

**RESOLVED** that the press and public be excluded from the meeting during consideration of the **exempt** (not for publication) Appendix to Item 5 (The Shared Service Arrangements and Proposed Leadership Structure for the IT and Digital Service Directorate) on the grounds that it involved the likely disclosure of exempt information as

defined in Paragraph 4 to Part 1 to Schedule 12A, as amended, of the Local Government Act 1972.

**23. THE SHARED SERVICE ARRANGEMENTS AND PROPOSED LEADERSHIP STRUCTURE FOR THE IT AND DIGITAL SERVICE DIRECTORATE**

**RESOLVED** that:

1. The proposals for separation of existing arrangements, be approved, and that the Council's Section 151 Officer be authorised to commence statutory consultation with those employees affected by the proposals.
2. The Council's Section 151 Officer be authorised to commence the recruitment process for a permanent Director of IT and Digital Services, without delay and prior to consultation launch.

Chair  
Start 5.00pm – End 5.20pm

|                             |                          |
|-----------------------------|--------------------------|
| <b>EMPLOYMENT COMMITTEE</b> | <b>AGENDA ITEM No. 5</b> |
| <b>11 March 2024</b>        | <b>PUBLIC REPORT</b>     |

|                                |                                                                                               |                  |
|--------------------------------|-----------------------------------------------------------------------------------------------|------------------|
| Report of:                     | Mandy Pullen, Service Director People, Transformation and Business Intelligence               |                  |
| Cabinet Member(s) responsible: | Councillor John Howard, Deputy Leader and Cabinet Member for Corporate Governance and Finance |                  |
| Contact Officer(s):            | Sarah Spendelow, Head of People and Development                                               | Tel. 07572463896 |

## GENDER PAY GAP RESULTS

| <b>RECOMMENDATIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                        |                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>FROM:</b> <i>Mandy Pullen, Service Director People, Transformation and Business Intelligence</i>                                                                                                                                                                                                                                                                                                                           | <b>Deadline date:</b> <i>N/A</i> |
| <p>It is recommended that the Employment Committee notes:</p> <ol style="list-style-type: none"> <li>The results of the gender pay gap calculations of 31 March 2023 that must be reported on the gender pay gap portal by 30 March 2024 and published on the Council's website.</li> <li>The results of the ethnicity pay gap calculations as of 31 March 2023, which will be published on the Council's website.</li> </ol> |                                  |

### 1. ORIGIN OF REPORT

- This report is submitted to Employment Committee following a referral from Corporate Leadership Team on 20 February 2024.

### 2. PURPOSE AND REASON FOR REPORT

- To ensure that members are aware of the results of the gender pay gap analysis before the results are published on the government portal and council's website.
- This report is for Employment Committee to consider under its Terms of Reference No. 2.3.2.4.

### 3. TIMESCALES

|                                             |           |                                  |            |
|---------------------------------------------|-----------|----------------------------------|------------|
| Is this a Major Policy Item/Statutory Plan? | <b>NO</b> | If yes, date for Cabinet meeting | <b>N/A</b> |
|---------------------------------------------|-----------|----------------------------------|------------|

### 4. BACKGROUND AND KEY ISSUES

- From 2017, any organisation that has 250 or more employees must publish and report specific figures about their gender pay gap. The gender pay gap is the difference between the average earnings of men and women, expressed relative to men's earnings. Public sector organisations must calculate their figures from a 'snapshot' date (i.e. the 31 March 2023) and publish results by 30 March 2024. Employers must both: publish their gender pay gap data, and a written statement on their public facing website, and report their data to the government using the gender pay gap reporting service.

Gender Pay Gap reporting compares the hourly rate on a fixed date at gender level only.

4.2 The mean and the median gender pay gap in the Council has increased between 2022 and 2023. However, the 2023 figures are more in line with the figures we saw for 2021, and although there has been an increase this year, the average gender pay gap figure for the previous 6 years (2017-2022) is actually also 6.1%. This indicates the impact on the figures that small changes in the workforce can mean to the overall figures.

4.3 All post/contract types for directly employed staff were included whether main or secondary posts. Further analysis has revealed:

The total number of staff included in this year's data (1208) saw a very slight reduction of just over 1% from 2022. This means less individuals were in receipt of their normal full pay in March 2023 than in March 2022 and therefore there were less staff that met the criteria to be included in the data.

The workforce was 72.34% female in 2021, reduced slightly to 71.80% female in 2022, and has increased to 73.6% in 2023.

There has been an 8% increase in the number of females in the lower quartile. However, there are proportionately more women in the upper quartile increasing from 68.6% in 2022 to 70.5% this year. The lowest number of males is in the lower quartile and the highest number in the upper quartile. This distribution change from the 2022 gender pay gap figures will have been an important reason why the mean and the median gap has increased in the last 12 months.

On 31 March 2023, 42.8% of staff had only commenced in their grade in 2023, 2022, or 2021 and of these 33% were female. 33% of the 42.8% of staff who had commenced in their grade in the preceding 3 years were female, and only 9.8% were male. This indicates that more females were new to their grade than males, and therefore at the bottom end of their grade. This would impact the figures if less females had reached the top of their grade than males. It could also indicate that existing staff had moved to new roles and grades so providing development opportunities.

The mean gender pay gap has gone up from 3.7% in 2022 to 6.1% in 2023. The actual difference in the mean hourly rate between men and women, between 2022 and 2023 is £0.56. This means that, on average men were paid £0.56 per hour more than women this year versus last year. It is important to note that this figure is still significantly below the National Public Sector Mean Pay Gap of 11.5%.

The median gender pay gap has also increased. In 2022 the median pay gap was zero as the hourly rate for both men and women was £16.98 per hour. In 2023 the median hourly rate for men was £18.79, and for women £17.97, a difference of £0.82 or 4.3%. Again, the National Public Sector Median Pay Gap is much higher at 14%.

- 4.4 Large organisations are not yet legally required to publish their ethnicity pay gap. However, for the second year we have decided to voluntarily publish our ethnicity pay gap, as we believe it is a fundamental step on the Council's journey to improving workplace equality.

The ethnicity pay gap is the percentage difference in the average hourly pay rate for employees from minority ethnic groups compared to the average hourly pay rate for white employees. We calculate our ethnicity pay gap using largely the same methodology as set out in the Government regulations for calculating the gender pay gap.

Calculation of the hourly rate of employees of an ethnic origin other than white, compared against those declaring they are white, demonstrates that those employees of an ethnic origin other than white are earning an average of £1.76 less than white employees per hour. This is a mean gender pay gap of 8.7% reduced from 10.6% in 2022. The median hourly rate is £1.47 less than white employees a reduction from 10.1% in 2022 to 7.9% in 2023.

However, it is difficult to give accurate Ethnicity Pay Gap figures as only 152 employees gave their ethnicity as other than white, and 173 employees either prefer not to say or the information is unknown.

Our job evaluation scheme and recruitment processes are designed to remove any bias and ensure all appointments are solely based on the requirements of the role and no other factor. We will continue to assess carefully our recruitment and development practices to ensure that this continues. Therefore, if challenged we could prove the robustness of our recruitment and promotion systems.

## **5. CONSULTATION**

- 5.1 This data has been shared with Directors and with the joint trade unions.

## **6. ANTICIPATED OUTCOMES OR IMPACT**

- 6.1 Once members are briefed this information will be published and shared on the Council's website. The gender pay gap figures will be uploaded to the national website set up for reporting gender pay gap data.

## **7. REASON FOR THE RECOMMENDATION**

- 7.1 To be fully compliant with the requirements and expectations of this legislation. Obtaining this data allows us to monitor our pay gaps and determine actions to reduce it further where applicable.

## **8. ALTERNATIVE OPTIONS CONSIDERED**

- 8.1 The data has to be published in the format set out in the legislation.

## **9. IMPLICATIONS**

### **Financial Implications**

- 9.1 There are no specific financial implications related to this item.

### **Legal Implications**

- 9.2 The Council is required to publish details in respect of the gender pay gap which this report seeks to do.

## **Equalities Implications**

9.3 This assists us with monitoring of data in respect of gender.

## **10. BACKGROUND DOCUMENTS**

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

10.1 Employment data extracted from the payroll system.  
The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

## **11. APPENDICES**

11.1 Appendix 1 - Gender Pay Gap report.



# Appendix 1 - Pay Gap Report

## To be published March 2024

Peterborough City Council is required by law to carry out gender pay reporting under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017. This involves carrying out calculations that show the difference between the average earnings of men and women in our council; it does not involve publishing individual employees' data. The data used for the calculations is the council's pay data on 31 March 2023. We are required to publish the results on a government gender pay gap [website](#), and in addition it is advisable to publish the high-level results on the Peterborough City Council website alongside our pay and transparency data.

Gender pay reporting is used to assess:

- the levels of gender equality in the workplace
- the balance of male and female employees at different levels

Although not a legislative requirement, we have also chosen to publish our ethnicity pay gap and have included recommendations as a result of the figures into the action plan below. This is the second year that we have published this data.

Few employers in Peterborough can boast the breadth and variety of roles we enjoy at Peterborough City Council. With over 1,200 employees, we are one of the biggest employers in the city with a diverse workforce to be proud of. We are committed to equality within our workforce. Our flexibility, working practices and wide range of roles on offer ensure that we encourage and support employees to come to work for us, and develop their long-term career to stay with us.

## Gender Pay Gap

### Our workforce profiles

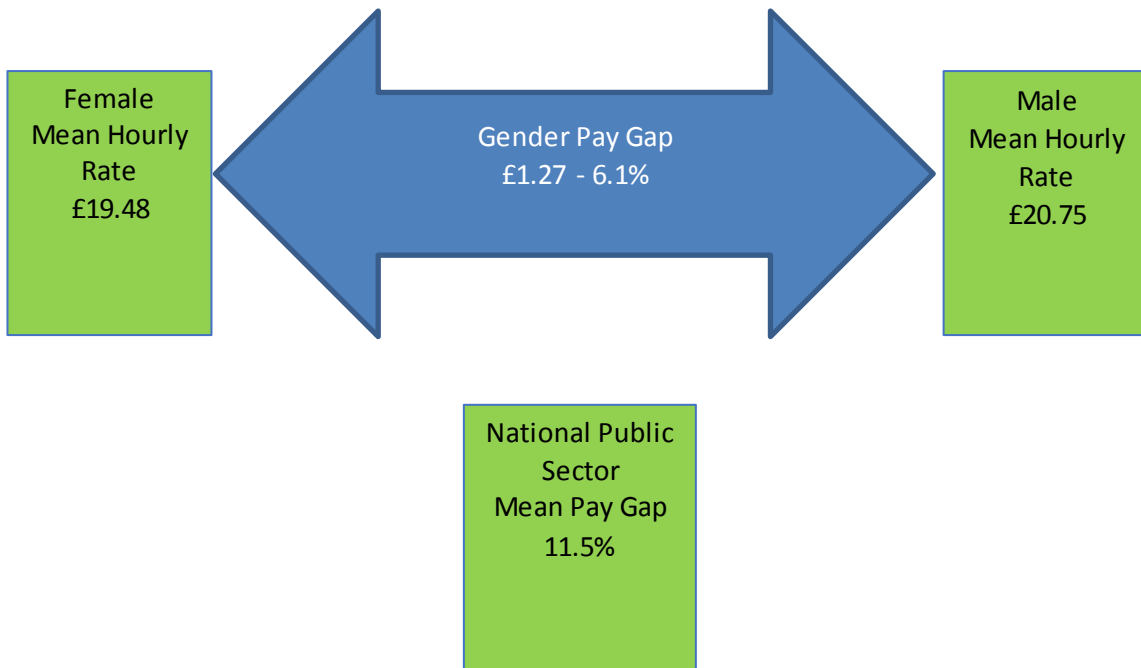
When calculating the gender pay gap, the staff number used only includes staff if they have received their full pay and not been on sick pay, maternity pay etc on the 'snapshot day'. The snapshot day for this report was 31 March 2023. On this day there were 1,208 eligible employees, of which 889 were female and 319 were male. The proportion of female staff in the workforce has increased from 71.8% in 2022 to 73.6% in 2023. The proportion of male staff in the workforce has decreased from 28.2% in 2022 to 26.4% in 2023.

### Mean and Median Pay

The mean hourly rate of pay is calculated by adding together the hourly rate of pay of all male employees and dividing by the number of males, then adding together the hourly rate of pay of all female employees and dividing by the number of females. The mean gender pay gap is the difference between the two rates.

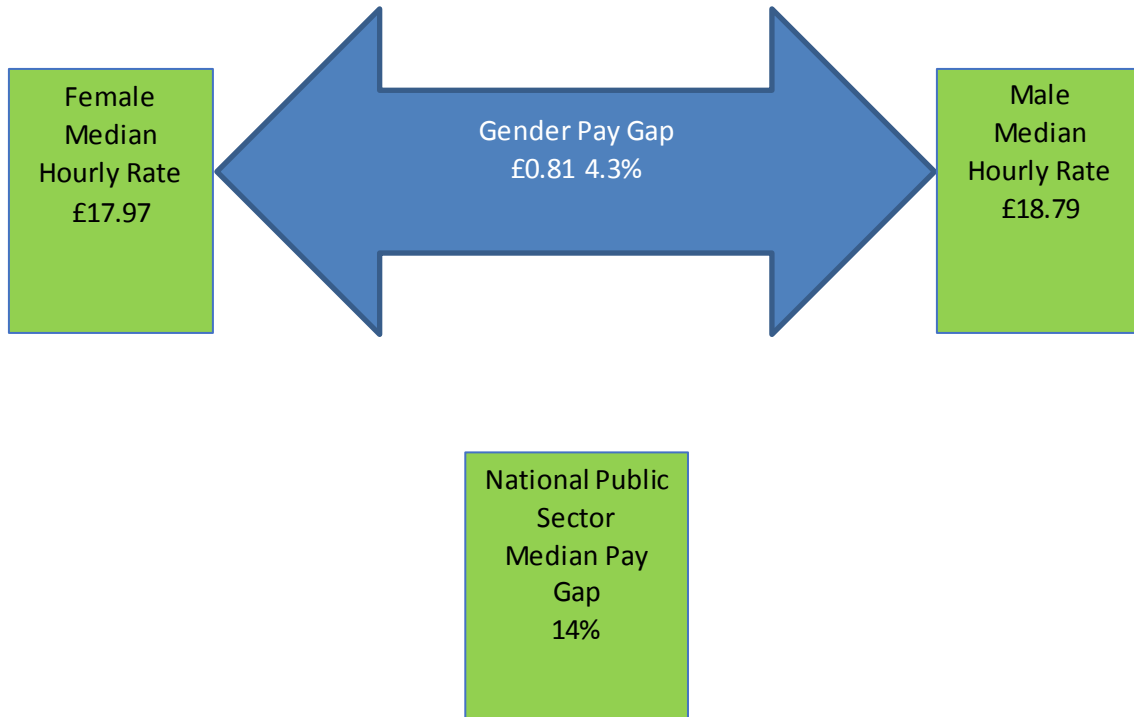
The median hourly rate of pay is the difference between the midpoints in the ranges of the hourly earnings of males and females. It is calculated by sorting all men in order of their hourly pay, with the lowest paid first and the highest paid last. The man in the middle of the list is used to determine the male median rate of pay. This exercise is repeated for females. The median pay gap is the difference between the two rates.

### Mean Gender Pay Gap in hourly pay: Average hourly rate of pay and percentage difference



The national public sector mean pay gap in 2023 is 11.5%.

## Median Gender Pay Gap in hourly pay: average hourly rate of pay and % difference



The national public sector median pay gap in 2023 is 14%.

Peterborough City Council's mean and median gender pay gaps are well below the national public sector average. There has been an increase in the council's mean and the median levels this year but gaps of 6.1% and 4.3% are very low in comparison with the national average. It is worth noting that this year's figures are more in line with the figures we saw for 2021. It is clear that small changes in the workforce can have a significant impact to the overall figures.

All post/contract types for directly employed staff were included whether main or secondary posts. Further analysis has revealed:

- The number of women has increased by 8% in the lower quartile, whereas the upper quartile has remained almost the same. The lowest number of men is in the lower quartile and the highest number in the upper quartile. This distribution change from the 2022 gender pay gap figures will have been an important reason why the mean and the median gap has increased in the last 12 months.
- On 31 March 2023, 42.8% of staff had only commenced in their grade in 2023, 2022, or 2021 and of these 33% were female. This indicates that more females were new to their grade than males, and therefore at the bottom end of their grade. This would impact the figures if less females had reached the top of their grade than males.

### Mean, median and proportion of males and females receiving a bonus payment

Peterborough City Council does not operate a bonus payment scheme. Therefore, has no bonus payment pay gap.

### Proportion of males and females in each pay quartile

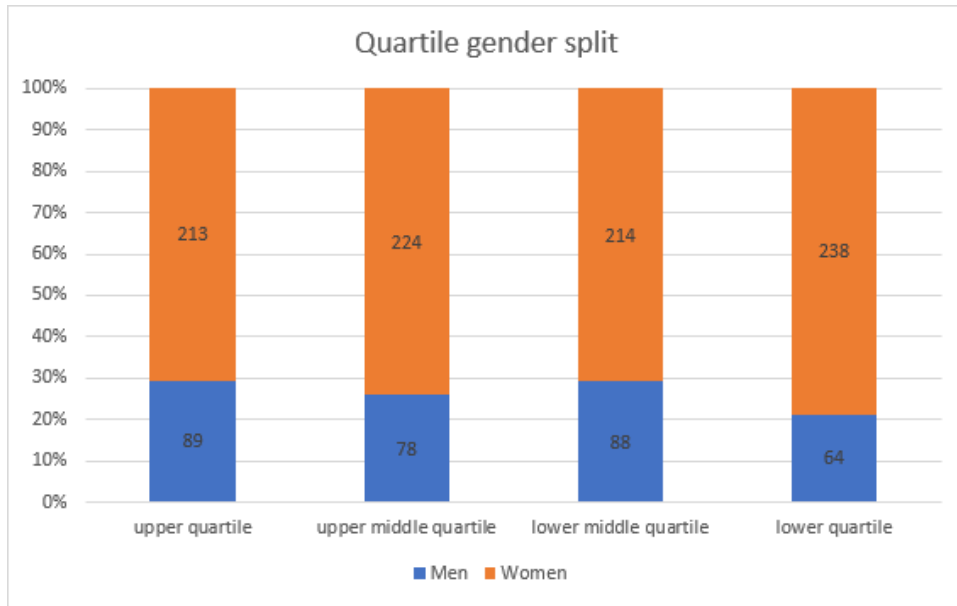
The graph below outlines the gender split by pay quartile. The lower quartile range relates to hourly rates from £8.88 up to £14.68. The lower middle quartile is hourly rates from £14.68 up to £18.03. The upper middle quartile is hourly rates from £18.03 up to £22.53. The upper quartile relates to hourly rates of £22.53 and above. These calculations are based on 302 staff in each of the quartiles, a total of 1208. In 2022, there were 1224 staff included. This reduction in numbers will of course impact on the results.

### 2023 quartile gender split

The graph below focuses on the 302 staff in each quartile. The graph shows the split of men and women in each quartile. It clearly demonstrates that our workforce is predominately female. Although there are a higher number of

women in the lower quartile the split is fairly consistent across each quartile. The lowest number of men is in the lower quartile.

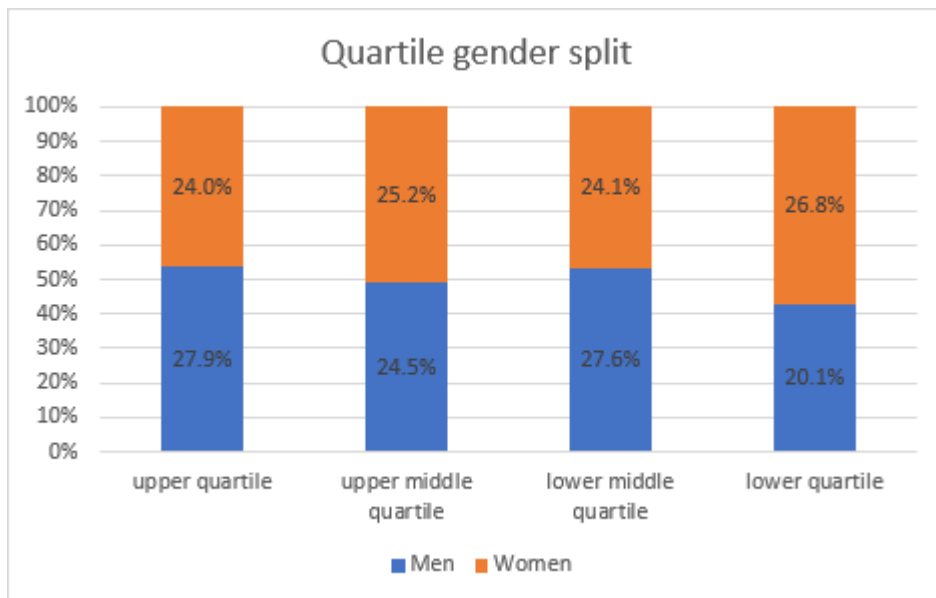
**Nos of men and women**



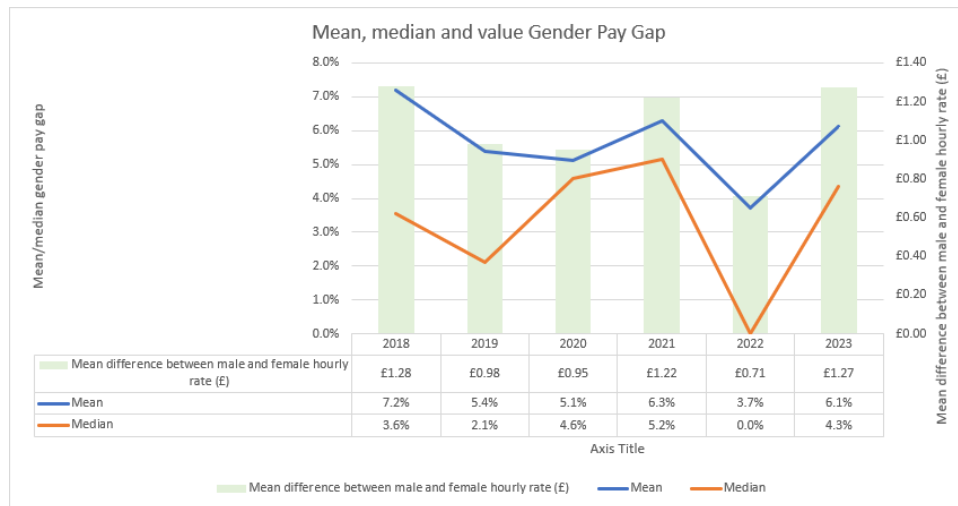
There has been an increase in the % of women in the lower quartile from 70.6% to 78.8%, a decrease in the lower middle from 73.9% to 70.9%, but an increase in the upper middle quartile from 72.5% to 74.2%. The upper quartile has remained virtually the same at 70.5% from 70.6%.

The graph below shows how the percentage of men and women is spread across the quartiles and is another way of demonstrating that there is a fairly consistent split between males and females across all pay quartiles.

**Percentage of men and women**



The graph below shows the mean and median gender pay gap as percentages, along with the actual difference in £'s, since 2018. The Gender Pay Gap for 2023 is more in line with the previous 4/5 years versus last year's figures which were unusually low.



## Ethnicity Pay Gap Report

Large organisations are not yet legally required to publish their ethnicity pay gap. However, we have decided to voluntarily publish our ethnicity pay gap for the second year, as we believe it is a fundamental step on the Council's journey to improving workplace equality. We will use this information to help us reflect on what we are doing both internally and externally to achieve a truly diverse and inclusive organisation and where we need to take action to tackle inequality.

The ethnicity pay gap is the percentage difference in the average hourly pay rate for employees from minority ethnic groups compared to the average hourly pay rate for white employees. We calculate our ethnicity pay gap using largely the same methodology as set out in the Government regulations for calculating the gender pay gap. An issue to consider with Ethnicity reporting however is that 173 employees chose not to declare their ethnicity which is of course their right. We have separated the categories below indicating those who did not declare an ethnicity and those who opted for the 'Prefer not to say' option.

### Workforce split by declared ethnicity (2022 & 2023)

| Year | White            | Ethnicity other than White | Unknown          | Prefer Not to Stay |
|------|------------------|----------------------------|------------------|--------------------|
| 2022 | 875 employees    | 143 employees              | 183 employees    | 23 employees       |
|      | 71% of workforce | 12% of workforce           | 15% of workforce | 2% of workforce    |
| 2023 | 883 employees    | 152 employees              | 149 employees    | 24 employees       |
|      | 73% of workforce | 13% of workforce           | 12% of workforce | 2% of workforce    |

This table shows the ethnicity declared by our employees in 2022 and 2023 using 31 March as the reporting date. As the table indicates in 2022, 206 employees did not declare their ethnicity, but this had reduced to 173 in 2023. Work continues to encourage staff to complete this data.

### Mean & Median Hourly Rates (2022 & 2023)

| Year | White                        | Ethnicity other than white   | Unknown                      | Prefer not to say            |
|------|------------------------------|------------------------------|------------------------------|------------------------------|
| 2022 | Mean hourly rate<br>£19.21   | Mean hourly rate<br>£17.18   | Mean hourly rate<br>£17.54   | Mean hourly rate<br>£18.25   |
| 2023 | Mean hourly rate<br>£20.20   | Mean hourly rate<br>£18.44   | Mean hourly rate<br>£18.95   | Mean hourly rate<br>£19.81   |
| 2022 | Median hourly rate<br>£17.34 | Median hourly rate<br>£15.58 | Median hourly rate<br>£16.94 | Median hourly rate<br>£17.45 |
| 2023 | Median hourly rate<br>£18.67 | Median hourly rate<br>£17.20 | Median hourly rate<br>£17.98 | Median hourly rate<br>£19.20 |

### Pay Gap

| Year | Difference in Mean Hourly Rate | Ethnicity Pay Gap Mean | Difference in Median Hourly Rate | Ethnicity Pay Gap Median |
|------|--------------------------------|------------------------|----------------------------------|--------------------------|
| 2022 | £2.03                          | 10.6%                  | £1.76                            | 10.1%                    |
| 2023 | £1.76                          | 8.7%                   | £1.47                            | 7.9%                     |

The pay gap is calculated using the hourly rate of employees of an ethnic origin other than white, compared against those who declare they are white. The data indicates that a pay gap remains, but it has reduced in the last twelve months.

### Action we are taking to reduce Gender & Ethnicity pay gaps

The council is committed to reviewing the results of equal pay audits it carries out (*including gender and ethnicity pay gap analysis*) to ensure there is no gender or ethnicity bias in respect of pay or in recruitment and other processes.

We are constantly aiming to improve our recruitment practices to ensure there can be no discrimination within the processes. Our objective is to recruit the best person for the role regardless of their gender, age, ethnicity, disability or any other protected characteristic.

We continue to promote and advertise apprenticeships to all staff, allowing them all the opportunity to gain qualifications from level 2 to level 7 whilst they continue in their existing role. We believe that this will encourage staff to improve their promotion prospects whilst applying their learning on-the-job. We have employed a dedicated full-time Apprenticeship Programme Advisor who works with managers and apprenticeship providers to ensure that all staff are aware of, and have the opportunity to complete, apprenticeships that are relevant to their career goals. Having a dedicated Advisor, has also allowed us to increase the number of apprenticeship roles we offer to new staff, having taken on apprentices in Communications and Finance.

The focus has been on increasing the higher levels of apprenticeships to help with our succession planning, particularly in roles that are more difficult to fill with fully qualified staff, offering a range of professional apprenticeship, such as Social Workers, Town Planners, and Teachers. In addition, Senior Leader Master level apprenticeships are now on offer for existing employees that do not have the opportunity to study away from the workplace; this enables them to continue to develop. This provides our female workforce, (*the group that have historically been unable to acquire formal work-related qualifications*) the opportunity to develop and have their skills formally recognised.

We have been a fully agile workforce, (*except shift workers*), for over six years. This has enabled staff to adapt quickly and to work from home as appropriate, combining work with caring responsibilities, allowing them to also develop their careers and achieve a satisfactory work life balance. This also allows staff the maximum flexibility within their working day, providing the delivery of the service is not compromised. The flexibility, which was essential during the covid pandemic has continued. However, staff are now required to be in the office a minimum of two days per week. This is necessary to enhance creativity by collaboration within teams and allows staff to develop further by gaining experience and knowledge from their colleagues. This flexibility will continue where possible, and if applicable to the role, to allow for a truly hybrid workforce.

The council offers a wide range of flexible working options to encourage employees to return to work after maternity and other carers leave.

Our aim is to simplify the range of terms and conditions on which staff are employed whilst maintaining protection where appropriate for (a) staff that have been transferred into the council from other organisations and (b) those that are covered by specialist professional conditions. By bringing staff together the process to evaluate roles under a single job evaluation scheme is made simpler over time as job roles are assessed on a consistent set of factors. The council's use of the National Joint Council job evaluation scheme ensures that there is a consistent, rigorous evaluation of individual job roles against agreed criteria, which does not allow for any personal gender bias.

To mitigate against gender and ethnicity pay bias this council ensures:

- Salaries are the same for posts which have been evaluated as being of equal worth regardless of the gender (*or any other protected characteristic*) of the individual filling the role.
- Staff in most cases progress through the increments within a grade automatically.
- There are no circumstances within the standard grading structure where men and women in the same post and with the same length of service are paid on a different grade to each other
- There are no opportunities for managers to pay bonus or any other non-objective form of payment to any employee.
- Gender bias is eliminated as far as possible within the recruitment and development processes.
- All existing staff are provided with a monthly review which includes consideration of their development.

### **Summary:**

The challenge in our council, as it is nationally, is to eliminate any gender and ethnicity pay gap. The council is continuing to review its recruitment and retention practices to ensure that there is no discriminatory practice within our processes. This remains a priority. We will continue to ensure that our pay and reward system is fair and transparent. We will strengthen our employment monitoring and use it to continue to show an equal balance

of males and females in each quartile. We have agreed an action plan as we revise our Equality, Diversity and Inclusion Strategy to address any potential areas of inequality. During 2024 we will uncouple the shared arrangement from Cambridgeshire County Council which will give a solid focus and drive in Peterborough. This will be complimented by our staff surveys which include questions relating to equality and diversity, providing us with a holistic picture of our workforce as well as highlighting areas for improvement. The staff survey which took place in 2023 indicated that, on average, everyone agrees that PCC is committed to its objectives around equality, diversity and inclusion. There was no discernible difference between how any of the groups responded to the question regarding the organisation's commitment to this agenda.

This data will be presented to members of our Employment Committee to ensure it is properly scrutinised.

\*[Office of National Statistics](#) Annual survey of Hours and Earnings Provisional 2023 figures



|                             |                          |
|-----------------------------|--------------------------|
| <b>EMPLOYMENT COMMITTEE</b> | <b>AGENDA ITEM No. 6</b> |
| <b>11 March 2024</b>        | <b>PUBLIC REPORT</b>     |

|                                |                                                                                               |                  |
|--------------------------------|-----------------------------------------------------------------------------------------------|------------------|
| Report of:                     | Mandy Pullen, Service Director People, Transformation and Business Intelligence               |                  |
| Cabinet Member(s) responsible: | Councillor John Howard, Deputy Leader and Cabinet Member for Corporate Governance and Finance |                  |
| Contact Officer(s):            | Sarah Spendelow, Head of People and Development                                               | Tel. 07572463896 |

**ANNUAL EQUALITY MONITORING REPORT**

| <b>RECOMMENDATION</b>                                                                                       |                                  |
|-------------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>FROM:</b> <i>Mandy Pullen, Service Director People, Transformation and Business Intelligence</i>         | <b>Deadline date:</b> <i>N/A</i> |
| It is recommended that the Employment Committee notes the results of the Annual Equality Monitoring Report. |                                  |

**1. ORIGIN OF REPORT**

1.1 This report is submitted to Employment Committee following completion of the annual equality monitoring report and acceptance of this report by the Corporate Leadership Team on 20 February 2024.

**2. PURPOSE AND REASON FOR REPORT**

2.1 The purpose of this report is to ensure that members are fully aware of the results of the Annual Equality Monitoring Report before the results are published on the Council's website.

2.2 This report is for the Employment Committee to consider under its Terms of Reference No. 2.3.2.6.

**3. TIMESCALES**

|                                             |           |                                  |            |
|---------------------------------------------|-----------|----------------------------------|------------|
| Is this a Major Policy Item/Statutory Plan? | <b>NO</b> | If yes, date for Cabinet meeting | <b>N/A</b> |
|---------------------------------------------|-----------|----------------------------------|------------|

**4. BACKGROUND AND KEY ISSUES**

4.1 The Public Sector Equality Duty (PSED) of the Equality Act 2010 requires public bodies to publish relevant proportionate information, which demonstrates due regard to the need to:

- eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Equality Act 2010.
- advance equality of opportunity between people who share a protected characteristic and people who do not share it.

- foster good relations between people who share a protected characteristic and those who do not.

The PSED applies to all nine areas of discrimination listed in the Equality Act 2010 (known as protected characteristics). These are:

- age
- disability
- gender
- gender reassignment
- pregnancy and maternity
- race
- religion or belief
- sexual orientation
- marriage and civil partnership

In respect of marriage and civil partnership, the PSED only requires us to have due regard to the need to eliminate unlawful discrimination.

Monitoring the workforce enables us to:

- identify trends within employment practices
- investigate trends
- implement change where appropriate
- fulfil our commitment to ensuring employment practices are free from discrimination

and

- to meet our obligations under the Equality Act 2010.

The provision of personal diversity information within the council is voluntary, and employees have the option of choosing not to declare this information. The HR system can be accessed on a self-serve basis which allows employees to easily manage and amend their personal information.

Where an employee has chosen not to declare ethnicity, disability, religion or belief or sexual orientation, this is shown on the workforce profile as 'unknown'. When employees choose not to declare their personal diversity information, this can affect our ability to meaningfully report and benchmark monitoring information.

## 4.2 Current workforce profile

The annual Equalities report provides full and detailed information regarding the make-up of the Council's workforce on 31 March 2023. A brief summary follows: -

### Number of staff employed

On the reporting date 1281 people were employed, an increase of 1 (0.1%) over the previous year. This excludes City College staff, who we plan to include in a future report.

### Age

The Council has significantly fewer young and fewer older people working for it than would be representative of the Peterborough population. The 16-24 age range representation has dipped slightly since March 2022.

### Employees with a declared disability

The number of staff with a declared disability has increased from 30 to 32. This group made up a slightly increased percentage of 4.01% of the workforce, up from 3.86% in March 2022. (The data does not include employees who have not provided or elected not to state any disability information). According to the 2021 census 27.3% of disabled people in England are in employment and in Peterborough this figure is 29%.

### Pregnancy and Maternity

There were 22 new periods of maternity leave recorded in 2022/23. One person left the Council before their maternity leave commenced but the other 21 people returned to work after their maternity leave. (The data shows as 95% return rate due to the one person who left the Council before their maternity leave commenced).

### Employees from a mixed and minority ethnic group

There are 168 employees from a mixed and minority ethnic group in the Council representing 13.1% of the workforce. The current trend moves towards the local population census 2021 breakdown. 181 employees have not provided their ethnicity.

### Religion and belief

The report includes an estimate of the number of staff identifying an attachment to faith groups based on data from the 2021 census.

### Gender breakdown

Local government has always been an area where, in contrast to the private sector, females constitute a larger proportion of the workforce. 73.93% of the Council's workforce were female on 31 March 2023, a slight increase from 71.80% in 2022.

### Sexual orientation

The Office for National Statistics has continued to produce 'experimental' statistics on sexual identity via their Integrated Household Survey. Questions regarding sexual orientation and gender identification were included in the 2021 national census and the ONS provide estimates based on actual census data. This data is included in the report.

4.3

### Performance indicators and benchmark data

This report includes some data from Local Government Inform and from the National Census 2021. The reason for presenting benchmarking data is to show the latest available comparison to other councils but the HR Bench marker data was collated in 2016. The Council is currently looking at other more up to date sources of benchmarking information.

In 2022/2023 the percentage of the workforce who are female, the percentage of females in the top 5% of earners, the percentage of staff from a mixed and minority ethnic group, and those with a disability are all above average for similar councils. We have a lower percentage of staff in temporary, fixed term and part-time positions. (Source data from DLA Piper 'HR bench marker 2016 report'. Figures taken relate to district or local authority average figures.

4.4

### Conclusion

The data in the full report sets out in general terms the current diversity profile of the Peterborough City Council workforce, certain changes to the workforce in 2022/2023 and some trends over recent years. We are striving to improve the data we hold on employees by encouraging them to provide us with up-to-date personal information. This will ensure the reportable data is as complete as possible.

Actions are driven from the data and are shared for inclusion within the Equality Diversity & Inclusion (EDI) action plan. Various steps towards engaging with staff have been achieved including the setting up of an EDI staff network group, EDI staff conversation, monthly EDI newsletters on relevant topics, and a separate page on the council's intranet where staff can share ideas, articles and events.

The council aims to have a workforce that reflects the community it serves and to be an "employer of choice". The council also aims to recruit the best applicant for the role. Our processes and policies are constantly reviewed to ensure that best practice is followed, and any potentially discriminatory actions are removed.

## 5. CORPORATE PRIORITIES

5.1 Consider how the recommendation links to the Council's Corporate Priorities:

1. *The Economy & Inclusive Growth*
  - *Environment (including a summary of the outcome of a completed Carbon Impact Assessment, to be submitted in full to the Transport and Environment Team)*
  - *Homes and Workplaces*
  - *Jobs and Money*
2. *Our Places & Communities*
  - *Places and Safety (including any rural implications)*
  - *Lives and Work*
  - *Health and Wellbeing*
3. *Prevention, Independence & Resilience*
  - *Educations and Skills for All*
  - *Adults*
  - *Children*
4. *Sustainable Future City Council*
  - *How we Work*
  - *How we Serve*
  - *How we Enable*

Further information on the Council's Priorities can be found here - [Link to Corporate Strategy and Priorities Webpage](#)

## 6. CONSULTATION

6.1 *Whilst consultation is not necessary on this document, it will be shared with our wider stake holder group.*

6.3 *This recommendation has been considered by the Corporate Leadership Team (CLT)*

## 7. ANTICIPATED OUTCOMES OR IMPACT

7.1 Once members are briefed this information will be published and shared on the council's website.

## 8. REASON FOR THE RECOMMENDATION

8.1 *Annual requirement;*

## 9. ALTERNATIVE OPTIONS CONSIDERED

9.1 *There have not been any alternative options considered as this report is an annual requirement*

## 10. IMPLICATIONS

### Financial Implications

10.1 *None*

### Legal Implications

10.2 *None*

### Equalities Implications

10.3 *None*

**11. BACKGROUND DOCUMENTS**

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

11.1 The Equality Monitoring Report 2022 has been used to prepare this report

**12. APPENDICES**

12.1 Appendix 1 – Annual Monitoring Report

This page is intentionally left blank

Appendix 1

# **Equalities in Employment**

## **Annual Monitoring Report**



**2022/23**

## 1. Introduction

This report provides the breakdown of staff in the council in terms of ethnicity, gender, age and disability and identifies other diversity trends. The report is produced using data from 1 April 2022 – 31 March 2023. Comparisons provided are based on data from 31 March 2023. The publication of this report complies with the Public Sector Equality Duty (PSED) of the Equality Act 2010 which requires public bodies to publish relevant proportionate information which demonstrates due regard to the need to:

- eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Equality Act 2010
- advance equality of opportunity between people who share a protected characteristic and people who do not share it
- foster good relations between people who share a protected characteristic and those who do not

The PSED applies to all nine areas of discrimination listed in the Equality Act 2010 (known as protected characteristics). These are:

- age
- disability
- gender
- gender reassignment
- pregnancy and maternity
- race
- religion or belief
- sexual orientation
- marriage and civil partnership

In respect of marriage and civil partnership, the PSED only requires the employer to have due regard to the need to eliminate unlawful discrimination.

Monitoring the workforce enables us to:

- identify trends within employment practices
- investigate trends
- implement change where appropriate

It also enables us to fulfil our commitment to ensuring employment practices are free from discrimination and to meet our obligations under the Equality Act 2010.

The provision of personal diversity information within the council is voluntary, and employees have the option of choosing not to declare this information. The HR system can be accessed on a self-serve basis which allows employees to manage and amend their personal information as and when they choose to. Where an employee has chosen not to declare their ethnicity, disability, religion or belief, or sexual orientation, this is shown on the workforce profile as 'unknown'. Where employees choose not to declare their personal diversity information, this can affect our ability to meaningfully report and benchmark monitoring information.

## 2. Current workforce profile

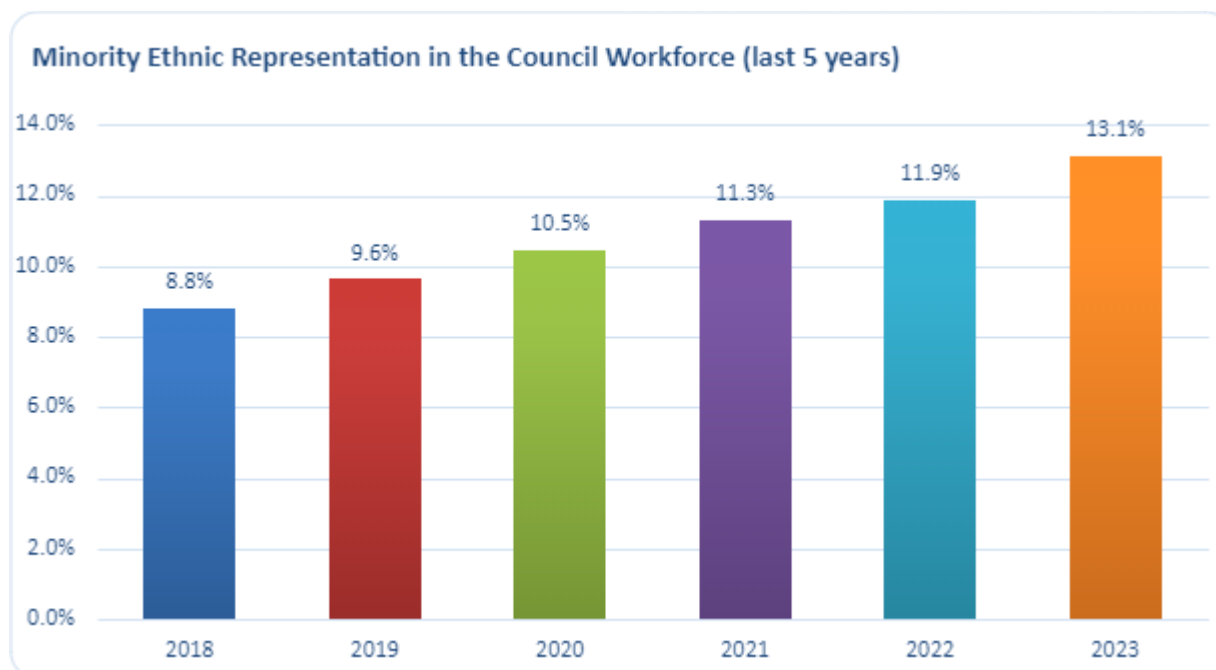
The council employed 1281 people on 31 March 2023, an increase of 1 (0.1%) over the previous year. There was a 1.3% increase in permanent staff from March 2022 to March 2023. The number of part-time staff remained exactly the same. This excludes City College staff, but we plan to include these staff in a future report. There was a 10.3% decrease in temporary staff and a 3.4% decrease in casual staff over the previous year; these reductions are likely to be due to the return to more normal working following the Covid-19 pandemic.



The workforce profile differs within each part of the organisation depending on the roles undertaken and the purpose of the services. This report provides a summary across the whole council rather than at a department level. Various information follows providing annual data and comparisons by protected characteristics.

## 2.1 Representation of the workforce by Ethnicity

Although race has several components, monitoring by most employers uses the national census categories for ethnicity as a basis for comparison with population data and other organisations as applicable.



**Graph: Minority Ethnic Representation in the workforce 2018-2023**

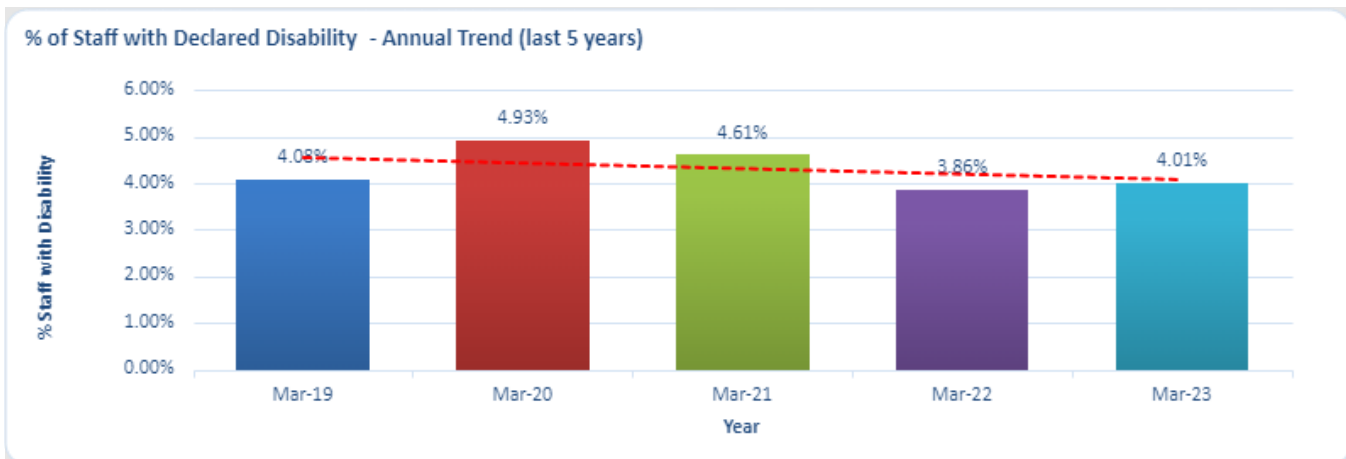
Employees from a mixed and minority ethnic group in the council have increased significantly each year as shown in this table from 2018-2023. The overall percentage is up from 11.9% on 31 March 2022 to 13.1% on 31 March 2023. The actual number of people this represents was 152 in March 2022 up to 168 in March 2023. In 2018 the figure was 113. The current trend moves towards the local population census 2021 breakdown.

The percentage of staff that have not provided their data has decreased from 16.4% to 14.1% of the workforce but this still represents 181 people. This lack of information makes accurate reporting difficult with no data being available for those 181 staff on 31 March 2023.

Over this six-year period the structure of the organisation has changed; this has a significant effect on the make-up of the workforce, and is in addition to the changes which occur because of staff turnover, and restructuring etc.

## 2.2 Representation of the workforce by Disability

Disability, unlike many protected characteristics, changes over time. Staff that have developed a disability may have chosen not to report it. The council supports employees with short and long-term disabilities to remain at work. The line manager works closely with the HR Business Partner and the Occupational Health Advisor aiming to make all reasonable adjustments required to ensure the employee can stay at work, obtaining medical advice from internal and/or external Occupational Health services as necessary. Unfortunately, the employee does not always want to continue in employment; sometimes it may not actually be possible to accommodate their medical needs or adjust their employment for worsening conditions.



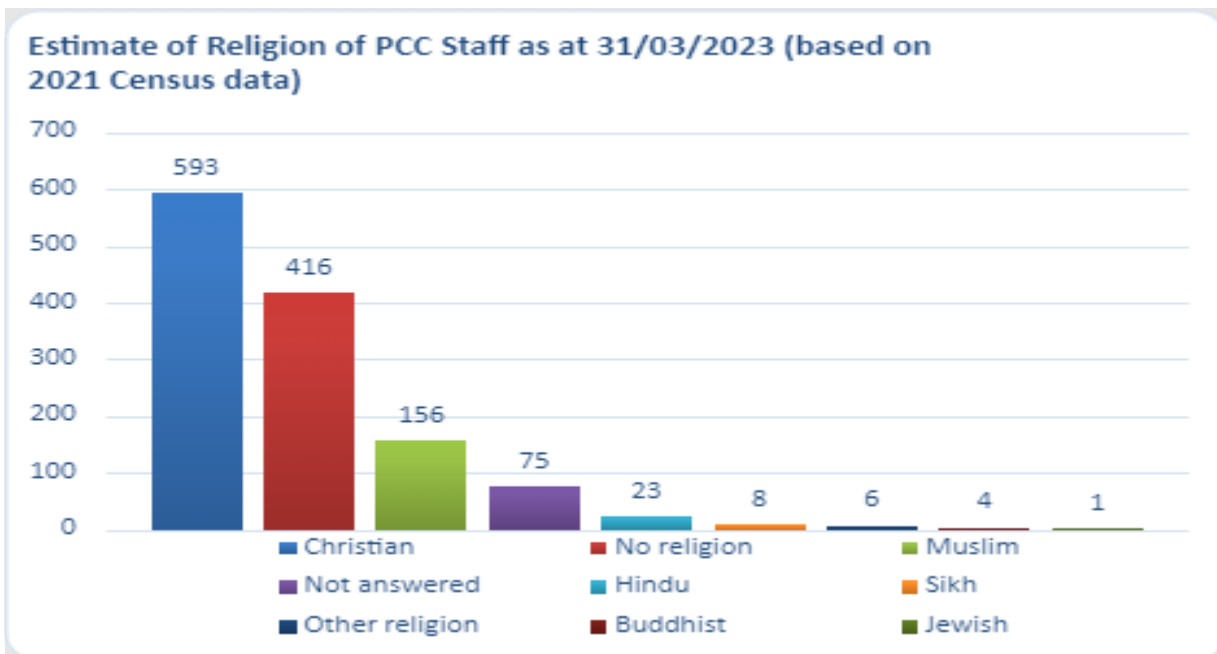
**Graph: % of staff with declared disability 2019-2023**

The number of staff with a declared disability on 31 March 2023 has increased from 30 to 32. (The data does not include employees who have not provided or elected not to state any disability information). This group made up a slightly increased percentage of 4.01% of the workforce, up from 3.86% in March 2022. According to the 2021 [census](#) 27.3% of disabled people in England are in employment and in Peterborough this figure is 29%.

This is higher than the benchmarked average for local authorities of 3.5% (2017/2018). Despite the slight increase in this percentage, the long-term trend has dropped slightly due to figures in earlier years.

There were 5 leavers with a declared disability in 2022/23, a decrease on the previous year's figure of 9 leavers with a declared disability.

### 2.3 Estimate of Religion of PCC staff



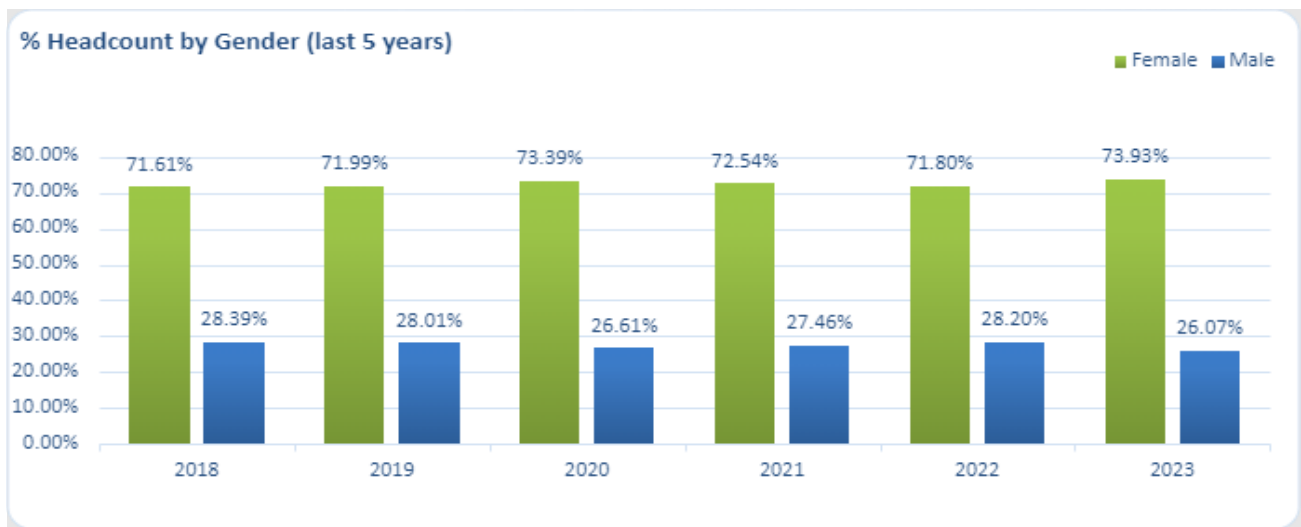
Monitoring in the census and by employers normally focuses on self-identified affiliation by faith group / religion. The graph above presents an estimate of the number of staff identifying an attachment to faith groups based on the 2021 census. The protected characteristic also covers genuinely held beliefs (i.e. someone who has a strongly held belief that their behaviour must not impact on the environment, and they must live their life in a way that protects the environment for future generations).

The council's aim is to continue to provide equal treatment in employment matters and the development of a diverse workforce reflecting the community. It will seek to accommodate as far as feasible any special requirements for those of different groups, including access to prayer or reflection areas, sympathetic treatment for leave requests for significant religious holidays, no dress code (excluding where safety clothing must be worn), adjustment to working hours during fasting periods etc.

The council introduced a flexible approach to taking bank holidays during 2021/22. This supports our corporate commitment to creating an inclusive workplace and celebrating diversity. With eight English bank holidays in a typical year, half of these will fall around the time of a recognised Christian festival. We know that having a diverse workforce and an inclusive culture benefits our employees, our organisation and the people of Peterborough. We therefore wanted to enable our staff to take days off at alternative times that suited their values, beliefs, caring responsibilities or simply personal circumstances better.

#### 2.4 Representation of the workforce by Gender

The council's workforce is predominantly female and always has been. This is consistent with the national position in local government.

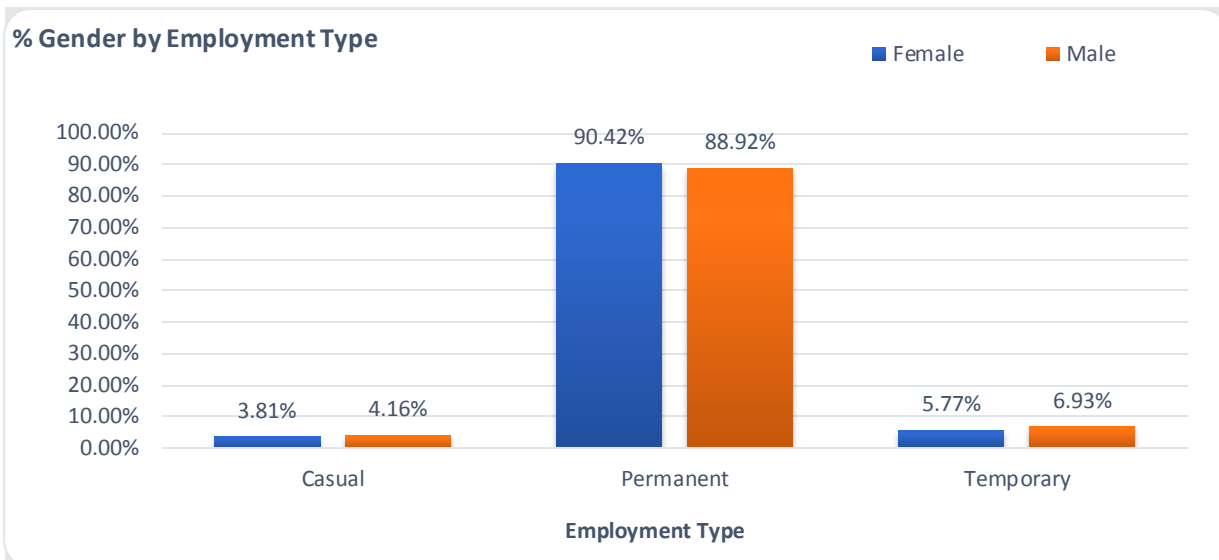


Graph: % headcount by gender 2018-2023

The graph above shows that 73.93% of the council's workforce are female, a slight increase from 71.80% in 2022, and that 26.07% are male, a slight decrease from 28.20% in 2022.

##### 2.4.1 Gender by employment type.

Employment type refers to the contract status (i.e. Permanent, Temporary or Casual). Most of our staff are working on a permanent contract basis. This is an improvement on the previous year where less male and female workers were on permanent contracts. There are a very small number of staff working on a casual or a temporary contract. These alternative type contracts are appealing to certain individuals who prefer the flexibility of these contract types.

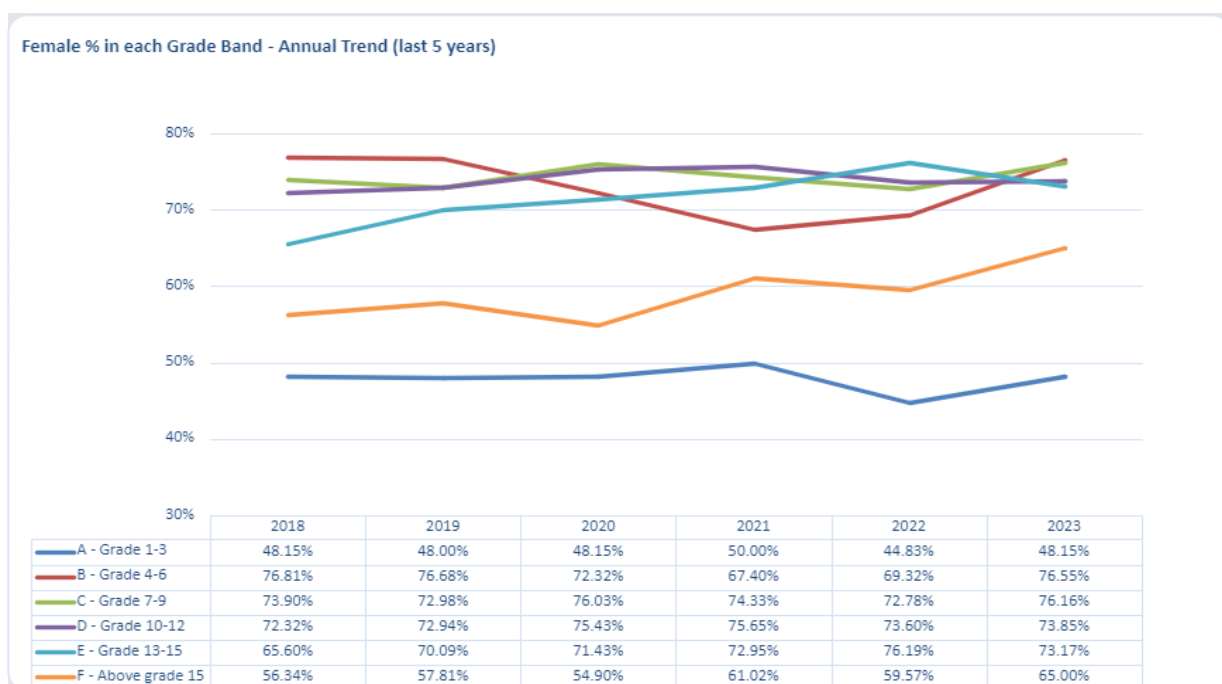


**Graph: % Gender by Employment Type 31.03.23.**

As the graph indicates 11% of females and 9.5% of males were not in permanent work. Some employees hold both a permanent and a casual or temporary contract.

#### 2.4.2 Female % in each grade band

The council is committed to encouraging all staff to develop their career within the council. This graph outlines the % of staff within each grade group over the period 2018-2023. The grade range starts at Grade 1 rising to Grade 15 and above.



**Graph: Female % in each grade band 2018-2023**

The % of female staff in the bottom pay grades remains at the same level as it was in 2018 despite fluctuation in the intervening years. Whereas representation in every other grade has risen most noticeably in the highest grades.

#### 2.5 Representation of the workforce by Age

The actual Age of each employee is taken from their payroll record and based on their age on 31 March 2023.

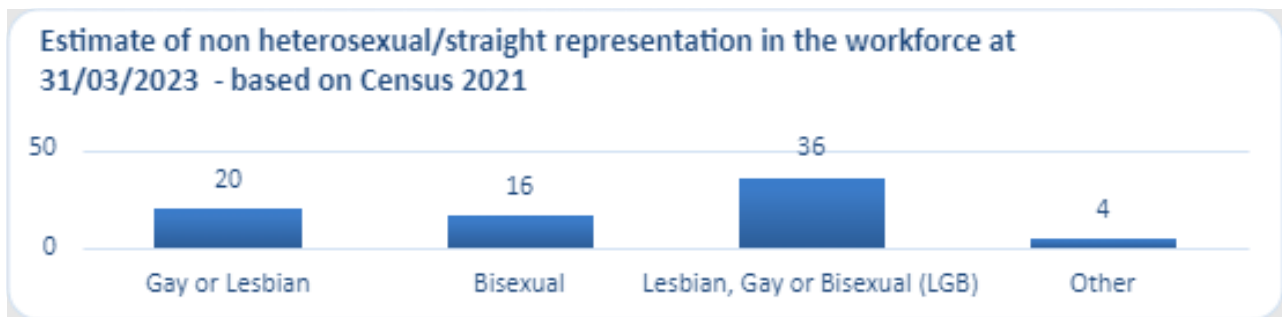
| AgeGroup | Mar-18 | Mar-19 | Mar-20 | Mar-21 | Mar-22 | Mar-23 | 2021 census National | 2021 census Peterborough |
|----------|--------|--------|--------|--------|--------|--------|----------------------|--------------------------|
| A 16-24  | 1.87%  | 2.41%  | 2.81%  | 3.15%  | 3.28%  | 3.04%  | 13.01%               | 12.84%                   |
| B 25-34  | 12.32% | 14.04% | 13.50% | 13.85% | 14.38% | 14.21% | 16.58%               | 19.47%                   |
| C 35-44  | 26.91% | 27.13% | 26.37% | 27.00% | 27.66% | 27.56% | 15.93%               | 19.42%                   |
| D 45-54  | 31.12% | 29.86% | 29.50% | 29.92% | 29.84% | 28.42% | 16.29%               | 16.44%                   |
| E 55-64  | 24.18% | 23.52% | 24.44% | 22.92% | 21.95% | 23.73% | 15.41%               | 13.58%                   |
| F 65+    | 3.59%  | 3.05%  | 3.38%  | 3.15%  | 2.89%  | 3.04%  | 22.78%               | 18.26%                   |
| Total    | 100%   | 100%   | 100%   | 100%   | 100%   | 100%   | 100%                 | 100%                     |

**Graph: % of staff in each age band 2018-2023**

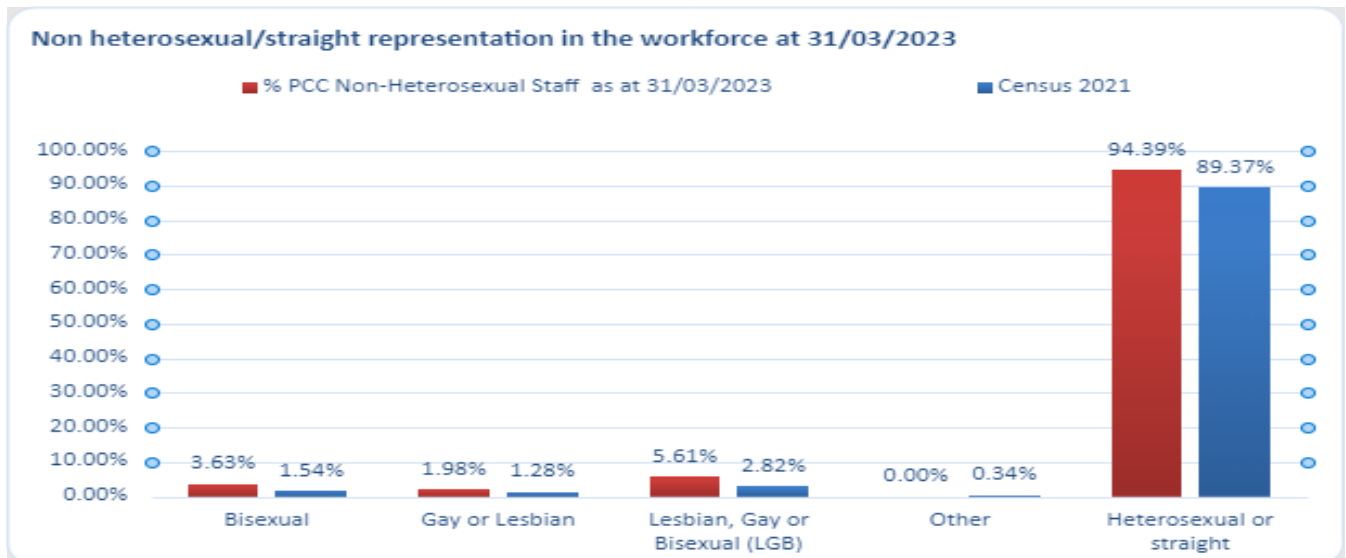
This table shows the % of staff in each age band. It also shows the % age of the National population, and the Peterborough population, taken from the 2021 census figures. The table shows that the council has significantly fewer young and fewer older people working for it than would be representative of the Peterborough population. The 16-24 age range representation has dipped slightly since March 2022. There are more staff aged between 35-64 than the representation in the local population. The age profile can be affected by the types of roles in the council which are largely professional posts requiring qualifications and experience. The number of apprenticeships particularly those at the higher levels should impact this figure as we recruit to professional roles through the apprenticeship option.

#### 2.6 Representation of the workforce by Sexual orientation

The Office for National Statistics has started to produce 'experimental' statistics on sexual identity via their Integrated Household Survey. Questions regarding sexual orientation and gender identification were included in the 2021 national census and therefore these estimates are based on actual census data.



**Graph: Estimate of non-heterosexual/straight representation based on census data**

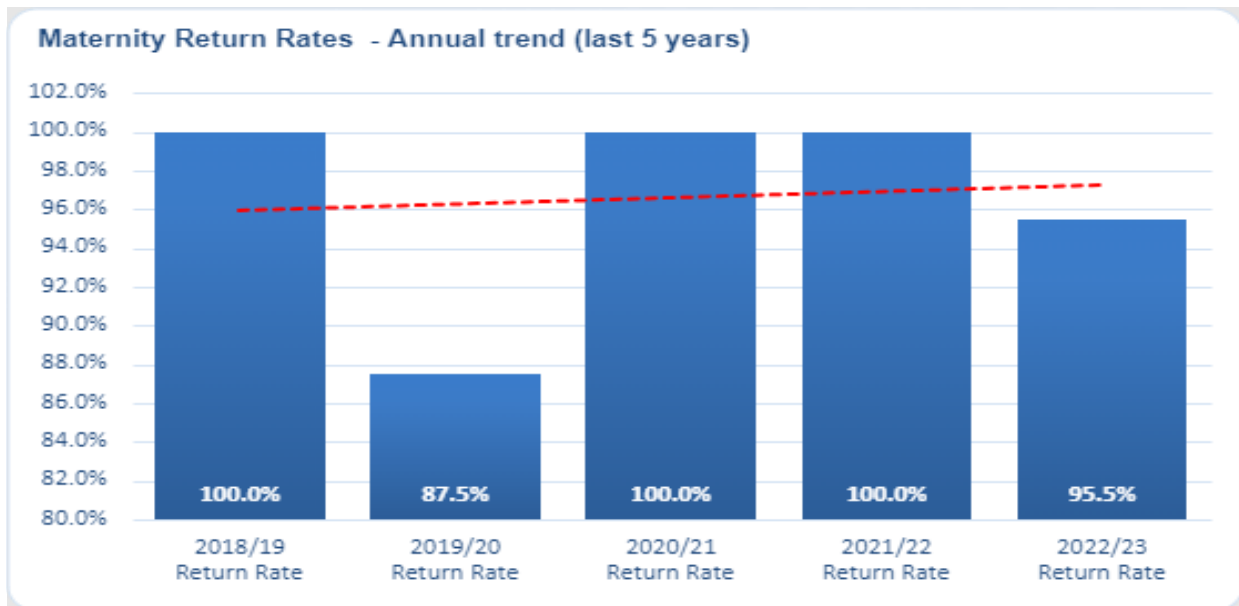


**Graph: Non-heterosexual/heterosexual representation in the workforce 2023**

The council started to collect data on sexual orientation from staff in 2021. This graph would indicate that the % of non-heterosexual straight employees in the workforce is above the census data.

### 3. Pregnancy and maternity

Return to work rates from maternity leave are not only affected by issues inside the workplace. External factors including staff moving to a new area, lack of childcare availability, cost of childcare etc may mean that employees do not return from maternity leave. However, this data is very important when reviewing our work life balance and flexible working policies to ensure that they remain competitive, attractive and relevant.



Graph: Maternity Return Rates 2018-2023

There were 22 new periods of maternity leave recorded in 2022/23. Every one of those staff returned to work after their maternity leave. The data shows as 95% return rate as one person left the council before their maternity leave commenced.

Many staff who request additional flexibility in their working pattern on their return have their requests agreed. Requests are only rejected if there is a very strong business reason to do so. This reflects the council's commitment to supporting flexible working to allow staff to achieve their desired work life balance.

There were no formal grievances or other HR cases recorded which related to a maternity reason.

While these rates follow economic conditions and the financial incentives to return, it does also reflect the way in which the council's flexible working policies enable those who have had maternity leave to carry on in employment should they wish to do so.

### 4. Monitoring of employment – Recruitment

#### 4.1 Recruitment and New Starters

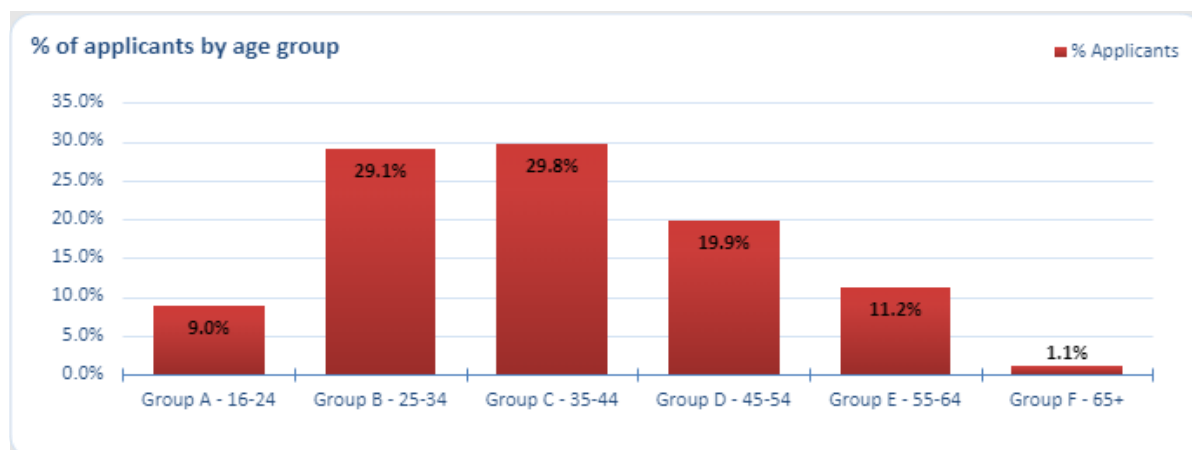
Ensuring that there is no bias in the recruitment process is of utmost importance. Applicants are selected only on the basis of their skills, qualifications and experience.

Recruitment to vacancies covers both recruitment from applicants outside of the council, and internal career progression. There is no separate internal progression process. Internal staff apply alongside external applicants for vacancies.

Managers do not have access to the personal information provided by the applicant at any point in the recruitment process. They only have access to the application form, and not the equalities information. Managers do not see the applicant's name when they are carrying out their initial shortlisting exercise. They only know the applicant's name after they have been contacted to arrange an interview or if they know who the applicant is as they already work for them.

## 4.2 Applications expressed by Age

It is well documented that there is an increasing number of older people in the workplace. According to data from the Labour Force Survey (published by the Office for National Statistics) between April and June 2022 the number of people aged 65 and over in employment increased by 173,000 to reach 1.468 million, both record levels. The employment rate of adults aged 50-64 in 2022 was 70.7%. The numbers of older workers in the health and social care workforce is of particular concern and being addressed by various initiatives to encourage younger workers into these types of roles.



**Graph: % of applicants by age group**

Our data shows that there are applicants in all age brackets only dropping significantly at ages 55-64 and again at 65 plus. The number of younger applicants is of concern and action will be taken to undertake initiatives which encourage younger workers into local government.

The council's drive to recruit apprentices to wide ranging roles will continue to have an impact on this. Apprentice opportunities continue to be developed for various professional roles (i.e. Social Workers). It is anticipated that this will be attractive to local young people who are looking to go straight into work rather than to university where they can gain higher education level qualifications without leaving home. The opportunities for hybrid working should ensure that older workers and carers are also attracted to vacancies at the council knowing that (in most roles) there are various options for hybrid and part time working.

It is worth mentioning that the type of roles available of interest to younger workers may have reduced. However, a wide range of roles is still available. Most are now mainly commercial, professional and technical roles which generally require more experience and qualifications.

| Age Group    | Total 2019/20 | Total 2020/21 | Total 2021/22 | Total 2022/23 |
|--------------|---------------|---------------|---------------|---------------|
| Age 16-24    | 23            | 23            | 20            | 30            |
| Age 25-34    | 47            | 59            | 50            | 63            |
| Age 35-44    | 56            | 63            | 56            | 71            |
| Age 45-54    | 43            | 67            | 48            | 47            |
| Age 55-64    | 31            | 30            | 31            | 35            |
| Age 65+      | 0             | 2             | 5             | 3             |
| <b>Total</b> | <b>200</b>    | <b>244</b>    | <b>210</b>    | <b>249</b>    |
| % Age 16-24  | 11.5%         | 9.4%          | 9.5%          | 12.0%         |
| % Age 25-34  | 23.5%         | 24.2%         | 23.8%         | 25.3%         |
| % Age 35-44  | 28.0%         | 25.8%         | 26.7%         | 28.5%         |
| % Age 45-54  | 21.5%         | 27.5%         | 22.9%         | 18.9%         |
| % Age 55-64  | 15.5%         | 12.3%         | 14.8%         | 14.1%         |
| % Age 65+    | 0.0%          | 0.8%          | 2.4%          | 1.2%          |

**Table: Number & % of new starters by age group 2019-2023**

It is pleasing to report that the number of new starters has increased significantly in the youngest age groups and particularly in the 16-24 age group. This must be as a result of the successful apprenticeship programme being run across the organisation. The overall percentage of workers across the workforce in age groups 16-44 is a positive sign for succession planning and the future of the council. It is also good to see that there are a healthy number of new starters in all age groups indicating that there is no bias against older or younger workers.

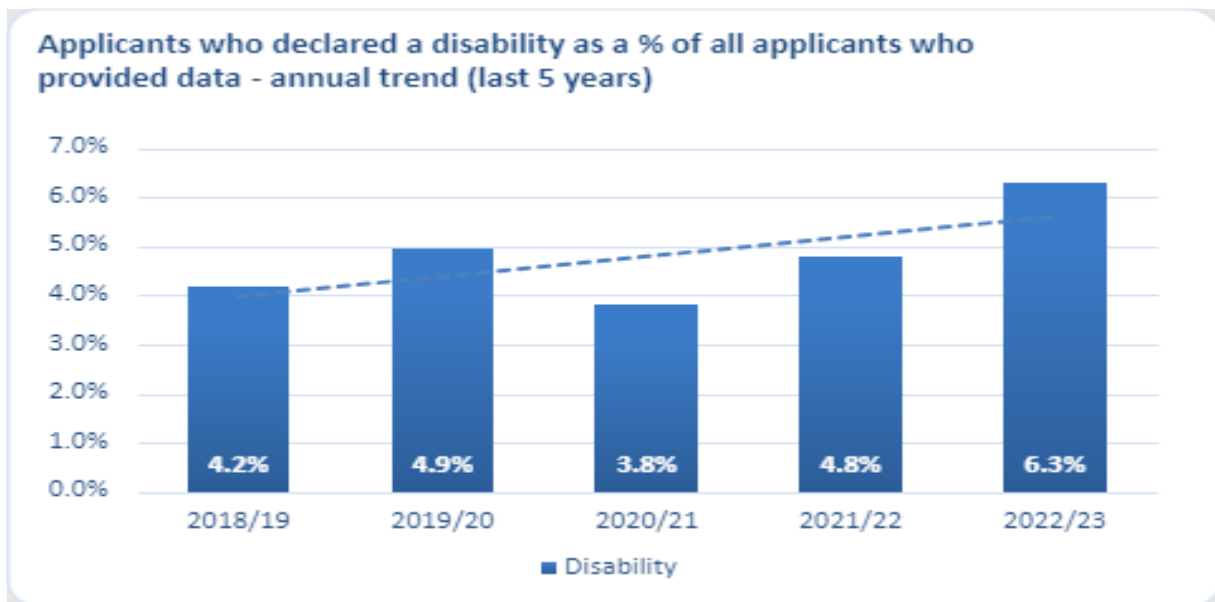
#### 4.3 Applications and new starters expressed by Disability

In the period January to March 2023 the employment rate of disabled people nationally was 53.7%, unchanged from a year previously. 5.15 million working-age disabled people were in employment in January to March 2023, an increase of 325,000 from October to December 2021. (Source ONS: Labour market status of disabled people, UK).

The council is an accredited Disability Confident Employer. Through the Disability Confident scheme, the council confirms its commitment to interview all applicants with a disability who demonstrate in their application that they meet the essential criteria specified on the person specification required for the job. The application form provides an opportunity to record if there are any special requirements needed at the interview stage to ensure the applicant is given the best possible chance to prove they are the best applicant for the job. The council is extremely keen to ensure that there are employment opportunities within the council for those with a disability. This may be with or without making reasonable adjustments as necessary.

Westcombe Engineering is an established precision engineering component specialist, located at Westcombe Square, Royce Road Peterborough; it is a business wholly owned by Peterborough City Council that continues to fulfil the vision of its founder by actively seeking out to provide employment and development opportunities for local adults with disabilities. They actively showcase their workplace to other employers and customers which should encourage others to recruit disabled people.

It is important to note that although shielding had stopped officially, many people with a disability may still have been reluctant to apply for a new role during 2022/2023 due to the ongoing concern and uncertainty following the covid pandemic.



Graph: %of applications by disabled applicants 2018-2023

The graph confirms that more disabled applicants applied to the council this year which is a positive sign that our messages regarding Peterborough being a great place to work is being heard. We must ensure that this is followed through with successful recruitment.

| Disability Description | Total 2019/20 | Total 2020/21 | Total 2021/22 | Total 2022/23 |
|------------------------|---------------|---------------|---------------|---------------|
| Disabled               | 9             | 7             | 5             | 9             |



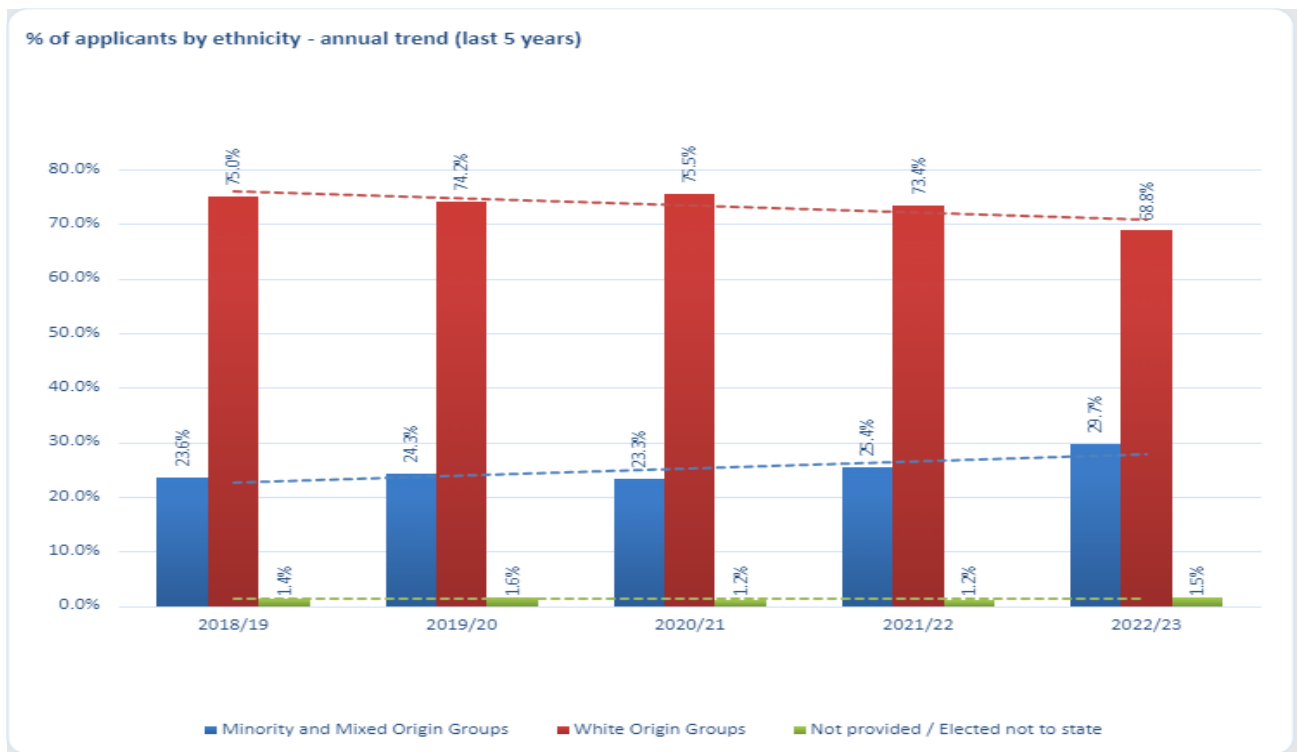
|                       |       |       |       |       |
|-----------------------|-------|-------|-------|-------|
| <b>Not Disabled</b>   | 99    | 120   | 159   | 168   |
| <b>Not Declared</b>   | 92    | 117   | 46    | 72    |
| <b>Total</b>          | 200   | 244   | 210   | 249   |
| <b>% Disabled</b>     | 4.5%  | 2.9%  | 2.4%  | 3.6%  |
| <b>% Not Disabled</b> | 49.5% | 49.2% | 75.7% | 67.5% |
| <b>% Not Declared</b> | 46.0% | 48.0% | 21.9% | 28.9% |

**Table: Number & % of new starters by disability 2019-2023**

The table confirms that more new starters declared a disability this year, but also more applicants chose not to answer this question. The representation of disabled people in the workforce has increased but there is more work to do to ensure that staff are confident to share this status and to increase the representation of disabled people even further.

#### 4.4 Applications and new starters by Ethnic Origin

Managers have no access to an applicant's ethnicity information; it does not form any part of the decision-making process. Applicants are referred to by number until they are shortlisted and called for interview. It is only then that the applicant's name is disclosed to the manager, but their ethnicity is not revealed.



**Graph: %of applications by ethnicity 2018-2023**

This graph shows that the % of applications from minority and mixed origin groups is increasing, up to 29.7% in 2023. The 2021 census states that 24.6% of the Peterborough population are from a minority and mixed origin group suggesting that the % applying to work at the council is above that figure.

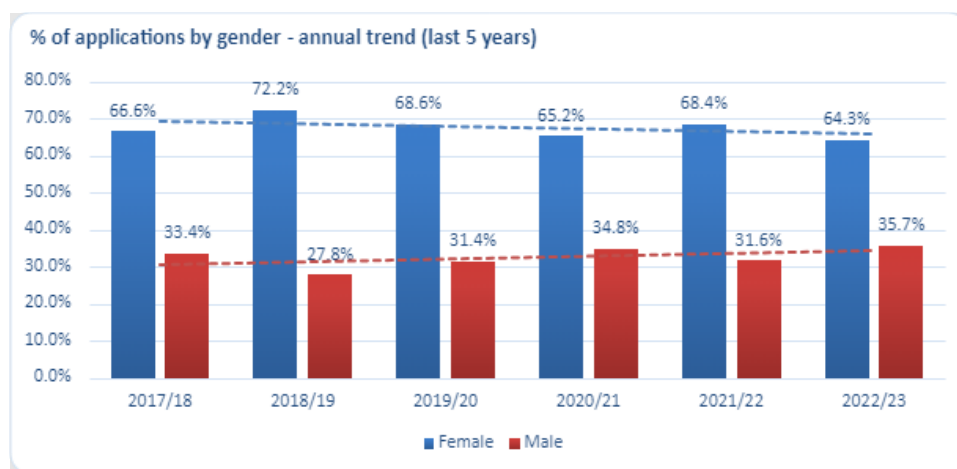
| Ethnicity                             | Total 2019/20 | Total 2020/21 | Total 2021/22 | Total 2022/23 |
|---------------------------------------|---------------|---------------|---------------|---------------|
| Minority & Mixed Origin Groups        | 34            | 39            | 35            | 37            |
| White Origin Groups                   | 148           | 183           | 168           | 191           |
| Not provided / Elected not to state   | 18            | 22            | 7             | 21            |
| <b>Total</b>                          | <b>200</b>    | <b>244</b>    | <b>210</b>    | <b>249</b>    |
| % Minority & Mixed Origin Groups      | 17.0%         | 16.0%         | 16.7%         | 14.9%         |
| % White Origin Groups                 | 74.0%         | 75.0%         | 80.0%         | 76.7%         |
| % Not provided / Elected not to state | 9.0%          | 9.0%          | 3.3%          | 8.4%          |

Table: Number & % of new starters by ethnic origin 2019-2023

The table above suggests that although the number of new starters from minority and mixed origin groups has increased this year, there is more work to do to ensure that there is greater representation across the whole workforce.

#### 4.5 Applications and new starters by Gender

Local government has always been an area where, in contrast to the private sector, females constitute a larger proportion of the workforce. However, this reinforces the need to ensure equal treatment of candidates in all recruitment exercises to be sure that both male and female applicants are not disadvantaged in anyway.



Graph: %of applications by gender 2017-2023

During 2022/23 64.3% of the applications to the council were made by females. This was down from 68.4% in 2021/22.

| Gender       | Total 2019/20 | Total 2020/21 | Total 2021/22 | Total 2022/23 |
|--------------|---------------|---------------|---------------|---------------|
| Female       | 165           | 169           | 146           | 195           |
| Male         | 35            | 75            | 64            | 54            |
| <b>Total</b> | <b>200</b>    | <b>244</b>    | <b>210</b>    | <b>249</b>    |
| % Female     | 82.5%         | 69.3%         | 69.5%         | 78.3%         |
| % Male       | 17.5%         | 30.7%         | 30.5%         | 21.7%         |

Table: New starters to the council by gender 2019-2023

The actual number of new starters to the council rose in 2022/23. A higher number of females joined than in previous years and a lower number of males. As stated above it is important to ensure that males are not disadvantaged in the recruitment process at all.

## 5. Leavers from the council

There were 221 leavers in this year, an increase from 2021/2022 of three. Five were due to redundancy, eight were due to end of contract. The biggest group of leavers (169) left due to voluntary resignations, plus 22 staff retired. There are many reasons why individuals resign from an organisation, often due to house moves and changes in family circumstances. However, undertaking exit interviews would provide the organisation with information that may result in improvements within the role reducing the likelihood of resignations in the future.

### 5.1 Leavers by Age Group

| Age Groups         | Death Service | Dismissal | End Contract | Redundancy | Resignation | Retirement | Other    | Grand Total |
|--------------------|---------------|-----------|--------------|------------|-------------|------------|----------|-------------|
| Age 16-24          |               |           | 3            |            | 14          |            |          | 17          |
| Age 25-34          |               | 2         | 2            |            | 37          |            |          | 41          |
| Age 35-44          |               | 8         |              | 1          | 49          |            | 5        | 63          |
| Age 45-54          | 1             |           |              | 1          | 45          |            | 1        | 48          |
| Age 55-64          |               |           | 3            | 2          | 19          | 12         |          | 36          |
| Age 65+            |               |           |              | 1          | 5           | 10         |          | 16          |
| <b>Grand Total</b> | <b>1</b>      | <b>10</b> | <b>8</b>     | <b>5</b>   | <b>169</b>  | <b>22</b>  | <b>6</b> | <b>221</b>  |

Table: Leaving reason by age group

The table above shows leavers by age group by the most frequent leaving reasons. Leaving reasons are wide but most leavers left because of resignation across all the age ranges. The table shows that most dismissals were in the 35-44 age group, and the other two dismissals were in the 25-34 age group. There were 14 resignations in the 16-24 age group. This is due to various reasons, but staff of that age are more likely to have a transient approach to work, moving in and out of education, training, travelling and alternative work. Sadly, there was 1 death in service in the 45-54 age group.

### 5.2 Leavers by Disability Group

| Disability Groups        | Death Service | Dismissal | End Contract | Redundancy | Resignation | Retirement | Other    | Grand Total |
|--------------------------|---------------|-----------|--------------|------------|-------------|------------|----------|-------------|
| Staff with a disability  |               | 1         | 1            |            | 3           |            |          | 5           |
| Staff with no disability | 1             | 6         | 5            | 5          | 110         | 14         | 4        | 145         |
| Not declared             |               | 3         | 2            |            | 56          | 8          | 2        | 71          |
| <b>Grand Total</b>       | <b>1</b>      | <b>10</b> | <b>8</b>     | <b>5</b>   | <b>169</b>  | <b>22</b>  | <b>6</b> | <b>221</b>  |

Table: Leaving reason by disability group

The table above shows leavers split by those who declared a Disability, those who declared no disability, and those who did not declare either, by leaving reason. The table shows that 32.12% of the council's leavers in 2022/23 have not declared their disability status for analysis purposes.

This impacts on the results of the % of disabled leavers overall. Of the five leavers who had declared a disability three had resigned. The 5 leavers represent 2.26% of the total leavers in the period.

### 5.3 Leavers by Ethnic Group

| Ethnic Groups                                  | Death Service | in Dismissal | End Contract | of Redundancy | Resignation | Retirement | Other    | Grand Total |
|------------------------------------------------|---------------|--------------|--------------|---------------|-------------|------------|----------|-------------|
| Minority & Mixed Origin groups                 |               | 2            | 1            | 1             | 26          | 5          | 1        | 36          |
| Ethnicity not provided/<br>Prefer not to state |               | 2            |              |               | 7           |            | 1        | 10          |
| White Origin groups                            | 1             | 6            | 7            | 4             | 136         | 17         | 4        | 175         |
| <b>Grand Total</b>                             | <b>1</b>      | <b>10</b>    | <b>8</b>     | <b>5</b>      | <b>169</b>  | <b>22</b>  | <b>6</b> | <b>221</b>  |

Table: Leavers by ethnic group

The table above shows that leavers from a mixed and minority origin made up 16.3% of all leavers. The numbers in respect of those from a white group were 79.2%. The remaining 4.5% were leavers who had not provided their ethnicity.

0.9% of leavers from a mixed and minority group and from those who had not provided their ethnicity left due to dismissal. 2.7% of white leavers had been dismissed.

### 5.4 Leavers by Gender

| Gender             | Death Service | in Dismissal | End Contract | of Redundancy | Resignation | Retirement | Other    | Grand Total |
|--------------------|---------------|--------------|--------------|---------------|-------------|------------|----------|-------------|
| Female             |               | 7            | 4            | 3             | 109         | 18         | 5        | 146         |
| Male               | 1             | 3            | 4            | 2             | 60          | 4          | 1        | 75          |
| <b>Grand Total</b> | <b>1</b>      | <b>10</b>    | <b>8</b>     | <b>5</b>      | <b>169</b>  | <b>22</b>  | <b>6</b> | <b>221</b>  |

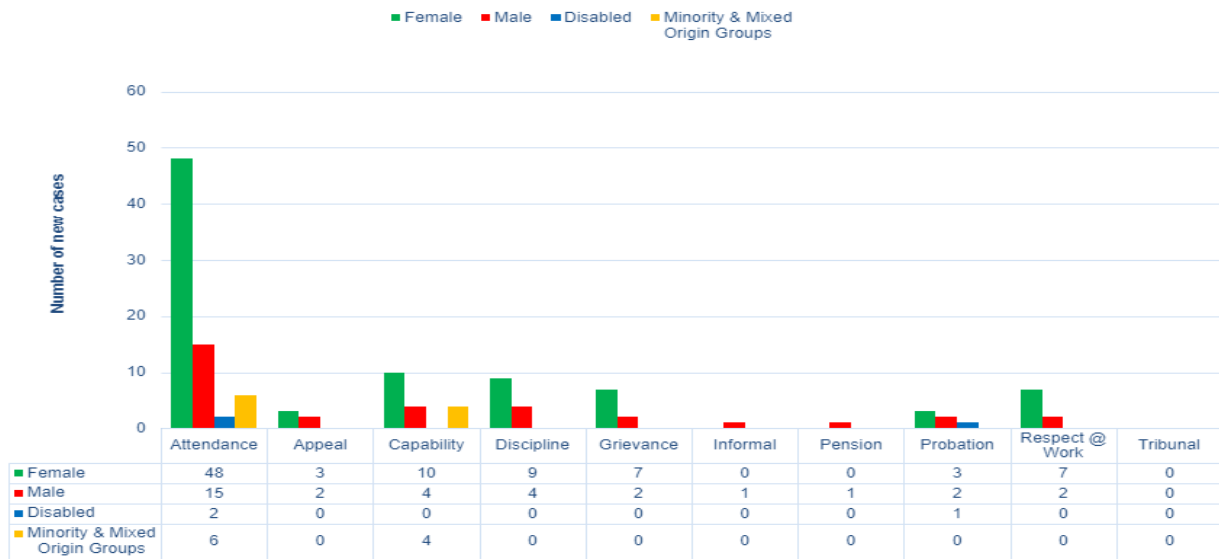
Table: Leavers by gender

The % of males who left in 2022/23 (33.9%) was higher than in 2021/22 and also higher than any other year since this report has been compiled. To ensure working practices are attractive to all workers it will be important to analyse results from exit interview questionnaires. As 26.07% of staff are male this leavers figure is above what would be expected.

## 6. Disciplinary cases and complaints

The council maintains a case database to manage disciplinary, grievance and ill health cases. It is important that this data is monitored to identify the level and type of cases by protected characteristic. This allows the data to be analysed in order that any trends indicating issues with policies and practices can be identified.

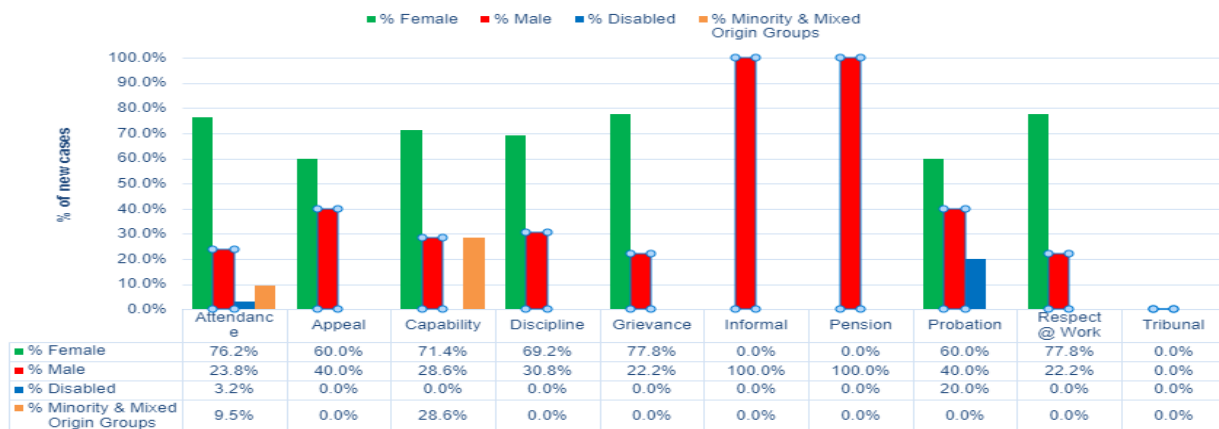
### Number of new cases by type and by gender / disability / ethnicity



Graph: Number of New Cases by gender/disability/ethnicity

The graph confirms that there were more attendance cases, more grievances raised by female staff and more disciplinary action taken against female staff, but this broadly reflects the larger population of the council staff who are female.

### % of new cases by type and by gender / disability / ethnicity



Graph: % of New Cases by gender/disability/ethnicity

Formal complaints received via the council's complaints system are logged and reviewed for Human Resources issues. A log is also kept of compliments received.

### 7. Performance indicators and benchmark data

Peterborough City Council took part in Human Resources data benchmarking with other local authorities and result data used to be sourced via HR Benchmarker. The measures used by HR Benchmarker may vary from other figures in this report, because they have specific definitions which normally exclude casual and short-term temporary staff. This report also includes some data from LG Inform and from the National Census 2021. The reason for presenting benchmarking data is to show the latest available comparison to other councils but the HR Benchmarker data was collated in 2016. The council is currently looking at other more up to date sources of benchmarking information.

| MEASURE                                                     | PCC 19/20 | PCC 20/21 | PCC 21/22 | PCC 22/23 | District 2016 Average |
|-------------------------------------------------------------|-----------|-----------|-----------|-----------|-----------------------|
| % of workforce who are female                               | 73.4%     | 72.5%     | 71.8%     | 73.9%     | 57.8%                 |
| % of workforce on a temporary \ fixed term contract         | 3.1%      | 4.2%      | 6.1%      | 5.5%      | 7.0%                  |
| % of workforce with a disability                            | 4.9%      | 4.6%      | 3.9%      | 4.0%      | 2.5%                  |
| % of workforce who are part time                            | 29.6%     | 27.2%     | 25.3%     | 25.3%     | 29.1%                 |
| % of workforce from ethnic Mixed and Minority Origin Groups | 10.5%     | 11.3%     | 11.9%     | 13.1%     | 4.1%                  |
| % of top 5% of earners who are female                       | 61.3%     | 60.7%     | 66.9%     | 65.7%     | 48.7%                 |

**Table: Diversity metrics PCC compared to District**

In 2022/2023 the percentage of the workforce who are female, the percentage of females in the top 5% of earners, the percentage of staff from a mixed and minority ethnic group, and those with a disability are all above average for similar councils. We have a lower percentage of staff in temporary, fixed term and part-time positions.

## 8. Conclusion

The data in this report sets out in general terms certain aspects of the current diversity profile of the Peterborough City Council directly employed workforce, and trends over recent years. The council aims to have a workforce that reflects the community it serves and to be an “employer of choice”. Further initiatives such as a review of our non-contractual benefits and recruitment practices continues to be carried out to ensure that the council meets this goal.

Information provided in this report assists the council when it is necessary to undertake an Equality Impact Assessment, when policy changes are proposed or where protected groups could potentially be disproportionately affected. It also provides data for senior managers to review, to measure the performance of the council and inform its action plan.

Actions are then driven from the data and may be captured within the Equality Diversity & Inclusion (EDI) action plan. Various steps towards engaging with staff have been achieved including the setting up of an EDI staff group, monthly EDI newsletters on relevant topics, and a separate page on the council’s intranet staff can share ideas, articles and events.

A staff survey in late 2023 will also provide information directly from employees about their perception of the council’s commitment to ED&I issues. The data from which will be included in the 2024 reporting cycle.

We remain committed to recruiting, retaining and developing a workforce that is representative of the population of our city whilst delivering high quality services.

|                             |                                                                                                                                                                                      |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>EMPLOYMENT COMMITTEE</b> | AGENDA ITEM No. 7                                                                                                                                                                    |
| <b>11 March 2024</b>        | <b>PUBLIC REPORT</b><br>This report contains an exempt Annex, not for publication, by virtue of Paragraph 4 of Schedule 12A, as amended, to Part 1 of the Local Government Act 1972. |

|                             |                                                             |
|-----------------------------|-------------------------------------------------------------|
| Cabinet Member responsible: | Councillor Saqib Farooq, Portfolio Holder Adults and Health |
| Contact Officer:            | Jyoti Atri, Director of Public Health                       |

**THE SHARED SERVICE ARRANGEMENTS AND PROPOSED LEADERSHIP STRUCTURE FOR THE PUBLIC HEALTH DIRECTORATE**

**1. ORIGIN OF REPORT**

1.1 This report is submitted to Employment Committee following the scoping of detailed options for strengthening and modernising public health.

**2. PURPOSE AND REASON FOR REPORT**

2.1 To seek approval from the Committee to implement the separation recommendations in respect of the shared service arrangements between Peterborough City Council (PCC) and Cambridgeshire County Council (CCC) for the Public Health Directorate.

**3. REASONS FOR EXEMPTION**

3.1 Information relating to this report is **NOT FOR PUBLICATION** in accordance with paragraph 4 of Schedule 12A, as amended, to Part 1 of the Local Government Act 1972, in that it contains information relating to contemplated consultations or negotiations in connection with a labour relations matter arising between the authority and employees or office holders of the authority. The public interest test has been applied to the information contained within the exempt report and it is considered that the need to retain the information as exempt outweighs the public interest in disclosing it.

This page is intentionally left blank



By virtue of paragraph(s) 4 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

|                             |                                                                                                                                                                                      |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>EMPLOYMENT COMMITTEE</b> | AGENDA ITEM No. 8                                                                                                                                                                    |
| <b>11 March 2024</b>        | <b>PUBLIC REPORT</b><br>This report contains an exempt Annex, not for publication, by virtue of Paragraph 4 of Schedule 12A, as amended, to Part 1 of the Local Government Act 1972. |

|                                |                                                                                               |             |
|--------------------------------|-----------------------------------------------------------------------------------------------|-------------|
| Report of:                     | Matt Gladstone, Head of Paid Service                                                          |             |
| Cabinet Member(s) responsible: | Councillor John Howard, Deputy Leader and Cabinet Member for Corporate Governance and Finance |             |
| Contact Officer:               | Matt Gladstone, Head of Paid Service                                                          | Tel. 452302 |

## **APPOINTMENT TO THE DIRECTOR OF LEGAL AND GOVERNANCE (MONITORING OFFICER) AND DETERMINATION OF SALARY**

### **1. ORIGIN OF REPORT**

- 1.1 This report is submitted to the Committee following the need to recruit a Director of Legal and Governance (Monitoring Officer).

### **2. PURPOSE AND REASON FOR REPORT**

- 2.1 The Employment Committee is requested to interview and consider an appointment from an initial recruitment and selection process undertaken with the support of a search and selection agency.

If the Employment Committee determines that a candidate is appropriate for the role, the Employment Committee is also requested to consider the appropriate salary determination within the Council's senior manager Hay pay structure.

- 2.2 This report is for the Committee to consider under Peterborough City Council's Constitution, Officer Employment Procedures Rules: Part 4, section 9:

### **4. APPOINTMENT OF CHIEF OFFICERS**

### **3. REASONS FOR EXEMPTION**

- 2.1 The attached report is **NOT FOR PUBLICATION** in accordance with paragraph 4 of Schedule 12A, as amended, to Part 1 of the Local Government Act 1972, in that it contains information relating to contemplated consultations or negotiations in connection with a labour relations matter arising between the authority and employees or office holders of the authority. The public interest test has been applied to the information contained within the exempt report and it is considered that the need to retain the information as exempt outweighs the public interest in disclosing it.

This page is intentionally left blank

By virtue of paragraph(s) 4 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank