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(Please note that "Information Only" reports do not require Integrated Impact Assessments, Legal or Finance Comments as no decision is being taken)

Title of meeting:	Cabinet Member for Communities & Central Services
Subject:	Workforce Profile
Date of meeting:	16 December 2021
Report by:	Director of Corporate Services
Wards affected:	All

1. Purpose

The purpose of this report to present to the Cabinet Member the workforce profile for 2019 and for 2020 and to outline how this data will be used going forward.

The Cabinet member is asked to note the contents of the report and attached workforce profile and note the key actions and next steps.

2. Background Information

As part of the council's commitment to equality, diversity and inclusion work has been undertaken to profile the workforce against the protected characteristics (where data is held) to enable a better understanding of the make up of the workforce.

The first workforce profile was completed for the year 2019 however, publication and reporting of the data has been delayed due to the need to respond to the global pandemic. A further workforce profile has subsequently been completed for 2020 and both the 2019 and 2020 data are presented in this report.

Both the Local Government Association and the Equality and Human Rights Commission recommend collecting and analysing equality information about employees in order to:

- Identify key issues;
- Assess performance;
- Take action.

Having workforce data profiled against protected characteristics provides an evidence base to inform the setting of equality objectives, decision making relating to employment policies and practices and regular monitoring enables assessment of the impact of any decision taken or changes made.

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Publication of the workforce profile provides transparency for service users, staff and other interested parties as well as demonstrating compliance with the general equality duty.

3. Workforce Profile Summary of Key Issues

The detail of the workforce profile for 2019 and for 2020 can be seen in Appendix 1 and 2 respectively. Accessible versions of the profiles can be found on the following links to the council website: [Workforce Insight Profile 2019 - Your City, Your Say survey research \(portsmouth.gov.uk\)](https://www.portsmouth.gov.uk/research-and-statistics/workforce-insight-profile-2019) and [Workforce Insight Profile 2020 - Your City, Your Say survey research \(portsmouth.gov.uk\)](https://www.portsmouth.gov.uk/research-and-statistics/workforce-insight-profile-2020)

However, some key issues that emerge are highlighted below, as follows:

- a) The Equality and Diversity Strategy 2019 - 2022 identified that the "council's current workforce does not match the profile of Portsmouth, with a large gender imbalance (though this is typical of local government) and under-representation of disabled people and people from BAME communities". The workforce profile analysis shows that this remains the case.
- b) 54% of the workforce live on Portsea Island (PO1-PO5) and 93% live in the local area (PO postal district) therefore a significant proportion of the workforce are also residents, yet not representative of the diversity evident in the city's working age population.
- c) The standard data held on employees has gaps resulting in an inability to analyse and understand a range of other protected characteristics for example, sexual orientation, gender reassignment.
- d) It remains the case that there is low reporting of protected characteristics among staff for example in 2020 only 59% of staff recorded their disability status, and only 33% recorded religion or religious belief.
- e) Equalities data of those applying for jobs at the council is not collected resulting in an inability to analyse and understand who is applying for jobs, what barriers may be being experienced by applicants with protected characteristics, what changes to recruitment policy and practice could be implemented to ensure the workforce is more representative of the community it serves.
- f) There remains a wider range of data that should be analysed against protected characteristics such as disciplinary, grievance, dismissal, complaints about discrimination, incident reporting data and data arising from staff surveys.

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4. Workforce Profile Summary of Key Actions and Next Steps

A number of actions arise from the analysis of the workforce profile the first of which is to report on and publish the data. Going forward, further analysis will be undertaken to better understand the demographic profile of the city against which to compare the workforce profile.

During 2020/21 a new system has been implemented for all HR records (Fusion) and now includes the ability to capture data across all the protected characteristics. Since the system went live in July 2021 a communications campaign has been underway encouraging staff to update their personal records to enable the council to better understand the workforce profile and take action to address any gaps. Other channels are also being explored to encourage staff to record their personal data. It is anticipated that the workforce profile for 2021 will include a wider range of protected characteristics and an increase in data that is recorded.

Following the Fusion system going live a new data dashboard is now available for managers to see 'at a glance' the profile of their team with data that includes age distribution, ethnicity, gender and length of service. HR are working with managers to support their use of the dashboard to inform workforce planning in their teams.

During 2022 a new recruitment system will be implemented that will give the ability to capture applicant data and enable a better understanding of applicant diversity profiles and conversion rates from application to employment against the range of protected characteristics. Reporting of recruitment data will be for a part year for 2022 and full year from 2023.

Further work is underway to collect data across a range of areas to further inform our understanding of our workforce and the extent to which PCC is an inclusive workplace. Actions include reviewing the Health and Safety incident reporting process to improve the process, raise awareness, incorporate a wider range of incidents (e.g. racial harassment incidents, sexual harassment incidents), develop communications and training where necessary. A wide range of stakeholders are being engaged in the review, including the Staff Race Equality Network to ensure a fit for purpose reporting process and ability to review/investigate incidents and take appropriate actions.

More detailed analysis of the workforce profile is being undertaken by HR and will be used to inform an action plan and equality and diversity objectives for the Equality and Diversity Strategy for 2022 - 25, which will also take account of and underpin the council's plan for recovery and renewal in developing a more diverse workforce and inclusive workplace.

Going forward the workforce profile will be updated annually and reported to the Employment Committee. The workforce profile will also be used to identify key metrics against which to measure progress in the Equality and Diversity Strategy in future years as well as key indicators for corporate health in quarterly performance reporting.

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Signed by (Director)

Appendices:

Appendix 1 - Workforce Profile 2019

Appendix 2 - Workforce Profile 2020

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location
Equality Information and the Equality Duty: A Guide for Public Authorities (Equality and Human Rights Commission)	Equality Information and the Equality Duty: A Guide for Public Authorities Equality and Human Rights Commission (equalityhumanrights.com)
Equality Framework for Local Government (Local Government Association)	Equality Framework for Local Government (EFLG) 2020 Version