



Report for: Employees' Consultative Forum

Date of Meeting:	19 September 2024
Subject:	Information Report - Annual Workforce Profile Report 2023-2024
Key Decision:	No
Responsible Officer:	Shumaila Dar, Assistant Director, Corporate Strategy
Portfolio Holder:	Councillor David Ashton, Portfolio Holder for Finance and Highways
Exempt:	No
Decision subject to Call-in:	No
Wards affected:	None
Enclosures:	Appendix A – Annual Workforce Profile Report 2023-24

Section 1 – Summary and Recommendations

The Annual Workforce Profile Report gives a detailed breakdown of the council's workforce from April 2023-March 2024 (see Appendix A). This report contains a current snapshot of our workforce, broken down into each of the protected characteristics where data is held, providing an overview of the diversity profile of the council's workforce and how this compares with the population of Harrow and the London average. The data in this report will help to inform the council's workforce planning and decision-making processes in relation to levelling up the council's offer for under-represented groups. The report will help shape the development of workforce initiatives to further improve the representation of minority groups within the Council, and to ensure more inclusive processes and practices across the organisation.

Recommendations:

The Forum is requested to:

- Note the Council's Annual Workforce Equality Report

Reason: To update the Forum on the Annual Workforce Equality Report

Section 2 – Report

Introductory paragraph

The ECF's terms of reference include receiving and commenting on regular reports including an annual report on employment issues analysed by protected characteristics.

Harrow's Workforce Equality Report covers the period between April 2023 to March 2024. The report contains a current snapshot of our workforce, broken down into each of the protected characteristics where data is held. The protected characteristics as defined in the Equality Act are:

- age
- gender reassignment
- being married or in a civil partnership
- being pregnant or on maternity leave
- disability
- race including colour, nationality, ethnic or national origin
- religion or belief
- sex
- sexual orientation

It is worth noting that religion and sexual orientation also remains massively underreported within Harrow Council.

The report provides an overview of the diversity profile of the council's workforce and how this compares with the population of Harrow and the London average. The data in this report will help to inform the council's workforce planning and decision-making processes in relation to levelling up the council's offer for under-represented groups. The report will help shape the development of workforce initiatives to further improve the representation of minority groups within the Council, to ensure more inclusive processes and practices across the organisation.

Options considered

None.

Background

As one of the most ethnically and religiously diverse boroughs in the country with many people from a vast range of diverse backgrounds living side by side, Harrow is committed to developing a workforce that is thriving, fair, diverse, and representative of the residents within our local community. Over the last year, the council has demonstrated a renewed commitment to equality and diversity, through our work on race equality. This has seen the organisation embark on new journey to become a fully accessible and inclusive employer, which welcomes a broad range of skills, experiences, and perspectives that are representative of Harrow's vibrant community, and considers the rights of all staff.

The total number in Harrow's Workforce as of 31 March 2024 is 2009.

Data sources included in this report are as follows:

Internal data used in this report has been drawn from:

- Microsoft Dynamics 365 ERP system as of 31 March 2024
- Staff completion of Microsoft Dynamics 365 ERP Data 2024
- Harrow Council Scorecard 2024
- Maternity returners 2023-24

Benchmarking data has been drawn from a range of sources including:

- The Human Capital Metrics Survey 2022-2023
- The Office of National Statistics
- The Greater London Authority
- The Government Equalities Office

The report relates to Harrow's non-schools' workforce. It excludes contracted services that are monitored by other sources.

Current situation

Under the Public Sector Equality Duty (PSED) set out in s.141 of the Equality Act 2010, all public authorities must have due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.

Employees are able to choose whether or not to provide information on their equality characteristics, except for certain information which is required for payroll processing and pension administration (e.g., age and sex). The data that follows is based on the number of employees that have chosen to provide their equalities information. The report contains data relies on the completion of staff ERP data which was 49% in 2023-2024. The Annual Workforce Profile Report provides the council with a detailed analysis of our workforce, which will contribute to shaping our future corporate objectives on equality, diversity and inclusion.

Ward Councillors' comments

This report does not affect any ward councillors, therefore their comments were not sought.

Performance Issues

This report will help shape the council's Workforce Strategy, which sets out clearly the council's ambitions to create a fair and equitable workplace for all employees.

Environmental Implications

There are no environmental implications.

Data Protection Implications

There are no data protection implications.

Risk Management Implications

Risks included on corporate or directorate risk register? **Yes**

Separate risk register in place? **No**

The relevant risks contained in the register are attached/summarised below.
Yes

The following key risks should be taken into account when agreeing the recommendations in this report:

Risk Description	Mitigations	RAG Status
Systemic issues of inequality and disproportionality experienced by staff with protected characteristics are not recognised and addressed by the Council [Staff Dimension]	<ul style="list-style-type: none"> • Strategies in place including the Equalities, Diversity and Inclusion (EDI) Strategic Framework, Race Equality Action Plan, and EDI has been integrated into the Workforce Strategy. • Annual production of the Workforce Profile • Staff networks established with direct line to Managing Director • Refreshed training and development, including EDI mandatory training, Dignity and Respect at Work, and EQIAs • Clear governance process via the EDI Board • New Dignity at Work completed and delivered to managers • Share Not Declare campaign completed and delivered to managers • Review of recruitment policy and procedure 	Amber

Legal Implications

The nine protected characteristics are set out in the Equality Act 2010 and Section 149 sets out the public sector equality duty (PSED). The duty is detailed below in the equality section.

Obligations to publish information and set out objectives are contained in the Equality Act 2010 (Specific Duties and Public Authorities) Regulations SI 2017/353. The Council is required to publish information to demonstrate its compliance with the PSED. The information must include information relating to persons who share a protected characteristic, who are its employees, or who are affected by the council's policies or practices.

Financial Implications

There are no financial implications as a result of this report.

Equalities implications / Public Sector Equality Duty

Decision makers should have due regard to the public sector equality duty in making their decisions. The equalities duties are continuing duties they are not duties to secure a particular outcome. The equalities impact will be revisited on each of the proposals as they are developed. Consideration of the duties should precede the decision. It is important that Cabinet has regard to the statutory grounds in the light of all available material such as

consultation responses from staff. The statutory grounds of the public sector equality duty are found at section 149 of the Equality Act 2010 and are as follows:

A public authority must, in the exercise of its functions, have due regard to the need to:

- a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:

- a) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
- b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;
- c) Encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.

Having due regard to the need to foster good relations between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:

- (a) Tackle prejudice, and
- (b) Promote understanding.

Compliance with the duties in this section may involve treating some persons more favourably than others; but that is not to be taken as permitting conduct that would otherwise be prohibited by or under this Act.

The relevant protected characteristics are:

- age
- gender reassignment
- being married or in a civil partnership
- being pregnant or on maternity leave

- disability
- race including colour, nationality, ethnic or national origin
- religion or belief
- sex
- sexual orientation

The Annual Workforce Equality Report will have a positive impact on the council's renewed focus to tackle inequality in the workplace and to address the issue of under-representation across the council.

Council Priorities

1. **A council that puts residents first**
2. **A place where those in need are supported**

Section 3 - Statutory Officer Clearance

Statutory Officer: Caroline Eccles

Signed by the Monitoring Officer

Date: 12 September 2024

Chief Officer: Alex Dewsnap

Signed off by the relevant Director

Date: 13 September 2024

Mandatory Checks

Ward Councillors notified: NO,

EqIA carried out: NO

An EQIA is not required for this report.

Section 4 - Contact Details and Background Papers

Contact: Shumaila Dar, Assistant Director of Corporate Strategy,
shumaila.dar@harrow.gov.uk 07874891502

Background Papers: None.