

Greater London Employment Forum

Wednesday 21 February 2024 at 11.30am approx (or on the rising of the sides from the previous meeting) Virtual MS Teams Meeting

Employers' Side: Virtual MS Teams Meeting 10.45am

Union Side: Virtual MS Teams Meeting 10.45am

Contact Officer: Debbie Williams

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Agenda item

1.	APOLOGIES FOR ABSENCE	
2.	TO RECEIVE THE MINUTES OF THE MEETING HELD ON 18 JULY 2023 AND TAKE ANY MATTERS ARISING	Attached
3	TACKLING RACIAL INEQUALITY PROGRAMME UPDATE – Swazi Kaur, People & Inclusion Manager, London Councils	Attached
4.	APPRENTICESHIPS UPDATE – SURVEY 2023 – Stuart Bridgett, Principal Policy Officer for Skills and Culture, London Councils	Attached
5	MENOPAUSE SURVEY UPDATE Steve Davies, Regional Employers' Secretary	Attached
6.	ANY OTHER BUSINESS	
7.	DATE OF NEXT MEETING: Thursday 18 July 2024 Group meetings: 10am Employers meeting: 10.45 Joint Meeting: 11.30	

Helen Reynolds
Union Side Co-Secretary
1st Floor, Congress House, Great Russell Street,
LONDON WC1B 3LS

Steve Davies
Employers' Secretary
59½ Southwark Street
LONDON SE 1 OAL

Notes of the Joint Meeting of the Greater London Employment Forum held on Tuesday 18 July 2023 at London Councils Offices

PRESENT

Employers' Side

Cllr Barry Rawlings	London Borough of Barnet
Cllr Muhammed Butt	London Borough of Brent
Cllr Andrew Curtois	London Borough of Bexley
Cllr Steven Donnelly	London Borough of Ealing
Cllr Carole Williams	London Borough of Hackney
Cllr Helen Coomb	London Borough of Redbridge
Cllr Kuldev Sehra	London Borough of Richmond
Cllr Stephanie Cryan	London Borough of Southwark
Cllr Bobby Dean	London Borough of Sutton
Cllr Paul Douglas	London Borough of Waltham Forest
Cllr Angela Ireland	London Borough of Wandsworth
Cllr Adam Hug	City of Westminster

Trade Union Side

Helen Reynolds (UNISON)
Mary Lancaster (UNISON)
Gabby Lawler (UNISON)
Simon Steptoe (UNISON)
Gloria Hanson (UNISON)
April Ashley (UNISON)
Christine Lander (UNISON)
Keith Williams (GMB)
Kehinde Akintunde (GMB)
Christine Golding (GMB)

IN ATTENDANCE

Etka Gohil	Political Advisor to the Conservative Group, London Councils
Ella Watson	Political Advisor to the Labour Group, London Councils
Daniel Houghton	Political Advisor to the Liberal Democrat Group, London Councils
Steve Davies	London Councils
Debbie Williams	London Councils
Julie Woods	UNISON

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Steven Hall (Bexley), Cllr Nesil Caliskan (Enfield), Cllr Denise Hyland (Greenwich), Cllr Dana Carlin (Haringey), Cllr David Ashton (Harrow), Cllr Gillian Ford (Havering), Cllr Samia Chaudhary (Hounslow), Cllr Diarmaid Ward (Islington), Cllr Kim Taylor-Smith (Kensington & Chelsea), Cllr Afy Afilaka (Kingston), Cllr David Amos (Lambeth), Cllr Amanda de Ryk (Lewisham), Cllr Eleanor Stringer (Merton), Danny Hoggan (Unite), Sean Fox (UNISON), Clara Mason (UNISON), Maggie Griffin (UNISON), Maggie Griffin (UNISON), Clara Mason (UNISON) and Jackie Lewis (UNISON).

2. ELECTION OF CHAIR AND VICE-CHAIR 2023-24

The constitution provides that the positions of Chair and Vice-Chair should alternate between the two sides on an annual basis. This year it is the turn of the Employers Side.

Mary Lancaster (UNISON) and Keith Williams (GMB) nominated Cllr Muhammed Butt (Brent) as the Chair of the Greater London Employment Forum for 2023-24.

Mary Lancaster (UNISON) informed colleagues that the Vice-Chair this year would be a colleague from Unite and as Unite are not present would request that we defer this item. The union side will notify Steve Davies in the near future who the Vice-Chair will be.

The Chair stated that from the Employers Side perspective Cllr Bobby Dean (Sutton) and Cllr Kim Taylor-Smith (Kensington & Chelsea) are the Vice- Chairs.

3. CONFIRMATION OF GLEF MEMBERSHIP 2023-24

The membership of the Greater London Employment Forum for 2023-24 was noted. Any changes should be notified to [Debbie Williams](#).

Borough	Rep	Party	Deputy
Barking & Dagenham	Sade Bright	Lab	Irma Freeborn
Barnet	Barry Rawlings	Lab	Ross Houston
Bexley	Steven Hall	Con	Andrew Curtois
Brent	Muhammed Butt	Lab	Mili Patel
Bromley	Pauline Tunnicliffe	Con	Stephen Wells
Camden	Richard Olszewski	Lab	
Croydon	Jeet Bains	Con	
Ealing	Steven Donnelly	Lab	
Enfield	Nesil Caliskan	Lab	Ayten Guzel
Greenwich	Denise Hyland	Lab	
Hackney	Carole Williams	Lab	Philip Glanville
Hammersmith & Fulham	Zarar Qayyum	Lab	
Haringey	Dana Carlin	Lab	Reg Rice
Harrow	David Ashton	Lab	Steven Greek
Havering	Gillian Ford	Ind	Graham Williamson
Hillingdon	Douglas Mills	Con	Martin Goddard
Hounslow	Samia Chaudhary	Lab	
Islington	Diarmaid Ward	Lab	Santiago Bell-Bradford
Kensington & Chelsea	Kim Taylor-Smith	Con	Catherine Faulks
Kingston upon Thames	Afy Afilaka	LD	Andreas Kirsh
Lambeth	David Amos	Lab	Nanda Manley Browne

Lewisham	Amanda de Ryk	Lab	Kim Powell
Merton	Eleanor Stringer	Lab	Billy Christie
Newham	Zulfiqar Ali	Lab	John Gray
Redbridge	Helen Coomb	Lab	Vaniska Solanki
Richmond upon Thames	Kuldev Sehra	LD	
Southwark	Stephanie Cryan	Lab	
Sutton	Bobby Dean	LD	
Tower Hamlets	Abdul Wahid	Ind	Amin Rahman
Waltham Forest	Paul Douglas	Lab	Vicky Ashworth
Wandsworth	Angela Ireland	Lab	
Westminster	Adam Hug	Lab	Aicha Less
City of London	Alistair Moss	Ind	Florence Keelson Anfu

UNISON	UNITE	GMB
Helen Reynolds Sean Fox Mary Lancaster Clara Mason Yvonne Green Simon Steptoe Gabby Lawler Gloria Hanson April Ashley Christine Lander Maggie Griffin Jackie Lewis Matt Ratcliffe Jare Oyewole Kerie Anne Valerie Bossman-Quarshie Danny Judge Sonya Howard	Clare Keogh Danny Hoggan Gary Cummins Susan Matthews Kathy Smith Neil Tasker Julie Phipps	Penny Robinson Keith Williams George Sharkey Gary Harris Kehinde Akintunde Donna Spicer Sonya Davis Christine Golding

4. NOTES OF THE LAST MEETING HELD ON 23 FEBRUARY 2023 INCLUDING ANY MATTERS ARISING

The minutes of the meeting held on 23 February 2023 were agreed as a correct record.

Matters Arising

It was noted that Simon Steptoe and Gloria Hanson (UNISON) were omitted from the attendance list of the meeting held on 23 February 2023.

5. TACKLING RACIAL INEQUALITY UPDATE – Swazi Kaur, People & Inclusion Manager, London Councils

Swazi informed colleagues that the Tackling Racial Inequality Programme was established in 2020 and works across five different working areas each of which are supported by working groups. The Chair of the Programme is Stuart Love, Chief Executive (Westminster)

Since 2020 the Programme has developed and introduced several new and innovative products which embed race equality and anti-racist culture into government agenda:

- The Anti-Racist Statement and CELC Tackling Racial Inequality Standard address many of the pledge commitments that Unison is asking Employers to commit to.
- Race Equality, Language and Terminology Consultation
- Racial Trauma Guidance
- Ethnicity and Pay Data Across London Local Government
- The Tackling Racial Inequality Programme's First Event - Harnessing our Black, Asian and Multi-Ethnic Communities Talent
- Race Matters – The Tackling Racial Inequality Programme's Newsletter

A pilot with 12 London boroughs has just been completed which looked at the anti-racist statement as well as developing the standard. We also paired up participating boroughs for peer support.

Cllr Bobby Dean (Sutton) asked following the survey results whether there was any feedback from participating boroughs on how people felt it went?

Swazi responded that twice-weekly Information meetings took place for the duration of the pilot, which allowed people to reflect and talk to us about what is going on. People did feel that they were on their own and unsupported doing this work, often EDI people are a single person in an organisation without any staff or a budget, so we are asking them to do something without any support in their organisation which does not enable them to make change. It should be an organisational responsibility. Broadly participants said that they had buy in from senior leadership and that they were committed, but this does not always follow through in terms of resource. They also said that six months was not long enough, but we gave six months to give a beginning and an end to it so that we could share with others. The idea was that it was a standardised process and in terms of the feedback we will look at whether the statement needs to be tweaked.

Helen Reynolds (UNISON) asked whether the Statement was a different document to the report provided for meeting?

Swazi responded that it was and is happy for it to be circulated to colleagues.

Gabby Lawler (UNISON) asked if any boroughs had signed up to the statement and what is the process of encouraging boroughs to sign up?

Swazi responded that the 13 pilot boroughs have committed to it and have signed up. Some boroughs did not want to sign up to the pilot and are taking a pick-n-mix approach to what they sign up to.

Mary Lancaster (UNISON) asked how the programme was going to be monitored going forward, six months is easy for people to commit to something, and words are easy to say so it is more about the actual delivery so members of staff can see actual progress being made but I

understand why the pilot was only for a short snap shot. My member rang me 48 hours before the feedback was due back asking what I wanted to contribute in terms of how I thought the pilot was going but I did not know anything about it, so like with other Charters it needs to be on the agenda continually and not slip away.

Swazi stated that the pilot does not say boroughs must fix racism in six months. The pilot was to take on the statement and introduce the standard, the work then is for individual boroughs to take on. I would love to be able to tell each of the 33 London boroughs what to do but it is important for each borough to incorporate this in to their own strategies and work plans. It is for boroughs to designate a resource; we are unable to provide the resource, but we can provide boroughs with the tools. We know from experience that if boroughs try introducing things as a whole new piece of work the response will be that we have not got the resource or the time to do this, so it needs to be incorporated into the work that is already happening.

Steve Davies, Employers Side Regional Secretary emphasized on what Swazi has said, this is a pilot, and a lot of learning has been taken from it. We said that we wanted the programme to be reported to this committee on a regular basis, we received the annual report in February 2023, and we look to receive the next annual report at our meeting scheduled for 21 February 2024, so we can keep tabs on what is happening in boroughs and what progress has been made. Bringing it to this committee on a regular basis keeps this to the forefront of borough agendas.

Helen Reynolds (UNISON) thanked Swazi for her report and update and made a plea to members to please involve their local trade unions, we have raised this previously, but it is important that we are involved in this piece of work as both sides want the same outcome.

Swazi stated that in previous roles she has always worked very closely with trade union colleagues and always will and recommends that others do as the unions have useful resources and tools which can help organisations in their journey.

April Ashley (UNISON) asked whether a bigger report would be provided at some point on the findings of the recent survey results.

Swazi responded yes, there will definitely be a fuller report. We are still collecting results and looking at the feedback and we will be sharing the full results with those boroughs who took part in the pilot.

Gabby Lawler (UNISON) stated one of the positives coming out of the pilot was the peer-to-peer support, which has been very useful.

Swazi informed that pilot boroughs have been asked to buddy a borough who will be going through this for the first time. We really appreciate the boroughs that took part at this stage, it really was a leap of faith for them.

Keith Williams (GMB) stated that what stand out to him is the sharing of best practice, which is simple to say but it does not always happen, so glad that Swazi mentioned in her report that this is fundamental to us working together. I know that ten out of the 13 pilot boroughs responded to the survey but wondered if results from the three remaining boroughs would be included in the final report,

Swazi responded that results are being collected from all 13 pilot boroughs for the full report, the report today was us asking them boroughs for some quick data.

The Chair stated that he hoped colleagues were reassured that this item will come back to this committee on a regular basis.

6. UNISON's ANTI RACISM CHARTER – UNISON's Anti-Racism Charter has been developed as of part of UNISON's Year of the Black Worker – Helen Reynolds (UNISON)

Helen Reynolds stated that UNISON's Anti-Racism Charter was developed as part of the UNISON's Year of the Black Worker and does not think that anyone will be against anything that is in Charter. We will be writing out to all boroughs soon asking them to sign-up to our Charter, the Mayor (GLA) has already informed us that the GLA will be signing up. The Charter is about raising the voices of our Black members and wanted to share the Charter today with members to ask for your support.

Kehinde Akintunde (GMB) stated that the GMB broadly support UNISON's Charter even though the GMB has their own Charter, one of the things I wanted to see as works develops is how we support staff members through racial trauma guidance and going forward I would like it to go from guidance into an actual policy which is embedded in all local authorities.

A copy of the Charter attached.



Anti - Racism
Charter_Greater Lon

7. LOCAL GOVERNMENT PAY CLAIMS 2023 – Steve Davies, Regional Employers Side Secretary

Steve Davies, Employers Side Regional Secretary informed that his report was a straightforward update item. We are aware that the unions put in their Claim earlier this year to which the employers responded with an offer at the end of February.

GMB are still to arrange their ballots and Unite are out to ballot at present, outcome of which we await to know by end of July/August.

As colleagues will be aware the Chief Officers met agreement on their offer in May 2023.

Helen Reynolds (UNISON) stated that UNISON's ballot had concluded and their NJC Committee has met, and an announcement will be made once the outcome of Unite's ballot is known, this is as much as I can say at this point.

8. MENOPAUSE POLICIES – UPDATE – Steve Davies, Regional Employers Side Secretary

Steve Davies, Employers Side Regional Secretary informed that this is an update report, which was reported to this committee last year where we identified lots of support and advocacy taking place in councils who are supporting their staff going through the menopause.

The union side were keen to know which boroughs had an actual policy in place, which is listed in the report. From my perspective policies are all well and good but overall, I am encouraged

on what action councils are taking to support their staff, actions are more important than policies. Those councils who do not have a policy in place are still doing good work.

April Ashley (UNISON) stated that Steve Davies has said that councils are doing good work to support staff but how are we actually mentoring this? The union side would like this item to be kept on the GLEF agenda and ask that we measure whether women are going through the sickness absence procedure more and is this due to menopausal symptoms. We need to go further in terms of measuring. Is this policy also going into schools and are councils measuring on how it is working in schools as the support in schools is largely women.

Mary Lancaster (UNISON) stated that similar views to April, it is about how we measure and how we demonstrate it is actually having an impact. Ealing only has guidance, and we are really pushing for a policy as guidance can easily be shelved. We know that in local authorities data is difficult and poor, the whole issue around race and inequalities is difficult to quantify so knowing how many women are going through sickness procedures would be important for us to know. This needs to stay on the agenda, it has taken a while, but we want to see change.

Cllr Carole Williams (Hackney) thanked April Ashley for her contribution about schools, schools are fundamentally important. Hackney are not on the list within the report however we have guidance in place and the very question I have been asking is whether it should be a policy or not. We made amendments following discussions which started at GLEF a few years ago on this and have been working with our health partners. Really pleased to hear what the unions have said about the difference between guidance and policy but like Steve Davies said, it is about the action.

Kehinde Akintunde (GMB) stated that she agreed with Mary and April, councils may very well have a policy in place that is well written but what we need to know what x, y and z are actually doing. The support needs to be council wide, not just certain services be good at supporting their colleagues.

Gabby Lawler (UNISON) stated that it would be worth putting out a survey asking specific questions e.g., is it a policy, guidance, how many sickness absence procedures have been put in place for women in the last 12 months.

Cllr Carole Williams (Hackney) stated that she wished to give thanks to the unions for their consistent approach to this subject and that they continue to bring it back as an agenda item as this is a really important issue.

9. ANY OTHER BUSINESS

Hybrid/In-Person Meetings

Kehinde Akintunde (GMB) stated that this her first time attending a GLEF meeting so wondered if it would be possible if future meetings could be a made hybrid, a mixture of in-person and online attendance.

The Chair responded that he was going to raise this point as there have been previous discussions about meetings being virtual or hybrid as we need to take account of colleagues travelling distances and having to attend meetings either before or straight after these meetings. Hybrid meetings can be a nightmare technology wise to set up so suggest going forward we just go for virtual meetings and possibly look for either an annual general meeting or an emergency power meeting in person only.

Helen Reynolds (UNISON) responded that she is happy to go with whatever, it is lovely to see people in person but happy to go with virtual meetings. For the unions it is a problem at London Councils offices that we are unable to have a room with hybrid facilities so our pre-meets need to be organised on a different day which can be a problem diary wise.

Steve Davies, Regional Employers Side Secretary stated that our experience of hybrid meetings is that people who are not in the room find it very difficult to participate in meetings, they are just viewing, so no different to a member of public viewing meetings online. Chairs of hybrid meetings try to involve those not in the room where they can, but it does cause problems. The other point I would make is that all the items on either the Greater London Provincial Council or Greater London Employment Forum are information items so therefore straightforward. We also get very good attendance when these meetings are held virtually but in person meetings have been patchy attendance so would personally advocate online meetings. Any issues around the nominations of Chair and membership can be covered by an urgency report.

The Chair stated that we will try out virtual meetings and if we need to change/adapt then we will.

The meeting concluded at 12.03pm

DATE OF NEXT MEETING: Wednesday 21 February 2024

Group meetings: 10am Joint Meeting: 11.30am

Greater London Employment Forum

Tackling Racial Inequality Programme Update

Item: 3

Report by: Swazi Kaur **Job title:** People and Inclusion Manager

Date: 21 February 2024

Contact Officer: Swazi Kaur

Email swazi.kaur@londoncouncils.gov.uk

Purpose: To provide an update on the Tackling Racial Inequality Programme for 2023.

Introduction

1. The London Tackling Racial Inequality Programme was established in 2020 as a London local government response to persistent racial disparities, particularly following a series of events: the murder of George Floyd, the resurgence of the Black Lives Matter movement and the disproportionate impact of Covid-19.
2. The programme creation and subsequent development are driven by the Chief Executive's London Committee (CELC) Tackling Racial Inequality group, currently co-chaired by Stuart Love, CE Westminster, and Shazia Hussain, Deputy CE Waltham Forest.
3. Whilst there are many excellent examples across the capital of work and initiatives to support ethnically diverse communities, there was space for greater regional action and collaboration. To achieve this, the programme is set up to deliver two overarching priorities:
 - a. Support the work that individual boroughs are undertaking that responds to the needs within their communities and organisations
 - b. Work beyond our statutory duties to develop regional activity and action, where appropriate.
4. Three themes were established to deliver these priorities and help drive regional activity that adds the most value to boroughs:
 - a. Demonstrating leadership
 - b. Our role as large employers

- c. Challenging and improving practice across services.
- 5. Over the last three years, the programme has built a strong foundation of volunteer officers from across London local government operating through five working groups that actively link in with the broader movements of networks and partners. The working groups are chaired by local authority senior leaders and sponsored by members of CELC.

Summary

This GLEF item provides an update on the Tackling Racial Inequality Programme outcomes of 2023. The programme continues to bring local authorities together to develop new and innovative products which embed race equality and anti-racist culture into local government agendas. The below outcomes detail key areas of impact:

- The Anti-Racist Statement and standards pilot with London boroughs
- Feedback from the pilot
- The Tackling Racial Inequality Programme's First Event – Joining Forces: A Conference on Collective Action and Progressive Partnerships
- Programme development – next steps

Key outcomes and products from the programme during the last year

1. TRI Programme Pilot of the Anti-racist Statement and Standard

A six month pilot to embed the statement and standard ran from Jan-Jul 2023 with 13 participant boroughs taking part. Juliet Amoa and Yvonne Okiyo led this work as the chairs of the Demonstrating Leadership group. They were supported by Swazi Kaur from London Councils. There was a lot of interest in taking part in the pilot and it was decided to cap the number of participants due to the time frame of six months. The boroughs that took part were: Barnet, Brent, Croydon, Ealing, Hackney, Havering, Lambeth, Newham, Richmond and Wandsworth, Southwark, Sutton, Tower Hamlets, Westminster. Some boroughs chose to take on the statement or standard without taking part in the pilot or to be included in the wider feedback about the programme.

The borough participants were grouped into pairs (and a group of three) to support each other. Some pairings came about due to existing co-working arrangements, others were decided in consultation with the boroughs. There was a programme of support from London Councils and the Demonstrating Leadership group to facilitate the pilot including fortnightly reflection sessions held with Juliet, Yvonne and Swazi as a check in during the pilot. Participants were encouraged to share learning and challenges with their 'buddies' as well as offering peer support with introducing the standard and statement.

The Anti-Racist Statement - By adopting the Statement, local authorities are encouraged to:

- a. Build a picture of key inequalities in their area and look at what is driving these.
- b. Shape solutions by listening to residents, communities and frontline staff.
- c. Set expectations for leaders to take personal responsibility for what they can do now to bring about change.

Our collective commitment to achieve racial equality focuses on what London's local authorities can do together to have a positive impact on life outcomes at all stages. Through the public adoption of the Statement, local authorities can begin taking a consistent approach to driving change.

The Tackling Racial Inequality Standard - The Anti-Racist Statement is underpinned by the CELC Tackling Racial Inequality Standard. The CELC Tackling Racial Inequality Standard has been designed as a self-assessment and benchmarking tool for London local authorities. It contains a descriptor of the level of practice required of local authorities to meet a minimum for exemplary standards on racial equality. It is informed by and celebrates local initiatives building a model that assesses impact and cultivates pan-London shared learning and good practice.

Desired Outcome

London local authorities will be able to demonstrate a strategic and coordinated approach to tackling racial inequality which is reinforced by values, behaviours and activities that support individual councils. This will help ensure our individual and collective action reflects the needs of London and that, as a city, we are leading by example on the issue of tackling racial inequality, injustice and disproportionality. The Standard enables local authorities to reflect on and improve their practice across seven categories:

1. **Strategic Leadership and Management:** Executive leaders use their influence on people, organisations and external stakeholders to push forward diversity and inclusion agendas. They create systems of clear accountability and evaluation of impact.
2. **Employee Lifecycle:** Racial equality is embedded in the systems, processes and practices to eliminate all forms of discrimination in the employee lifecycle and has established an anti-racist organisation and culture. This includes recruitment, induction, supervision, training and development, retention and reward, disciplinary and grievances, policies and procedures.
3. **Data Governance:** Data is collected consistently, completely and accurately to understand race-related challenges and inform solutions. Data is widely published, interpreted and analysed to support the organisation's mission to be open and transparent and embrace continuous improvement.
4. **Policies and Processes:** Internal policies and processes are clear and robust in fostering an anti-racist culture, supporting staff and ensuring dignity at work.
5. **Strategies and Action Plans:** There are clear, co-developed and resourced strategic ambitions and actions in place to deliver change and impact.
6. **Staff Networks:** There is a prevalent and well-supported staff network(s) in place to drive, recommend and deliver change within the organisation and for service delivery.

7. **Community engagement:** Community engagement is inclusive, transparent, and meaningful. It has been developed with careful planning, collaboration and co-design with a commitment to a sustainable participatory culture.

2. Feedback from the pilot

During the pilot a number of reflection sessions were run to obtain feedback on the standard and a survey was run afterwards to collect information. This has provided helpful evaluation about the standard and how it might be improved going forward. The feedback identified the following areas:

- Although there was good general buy in from organisational leaders a majority of people involved in pulling the pilot assessments together felt that more support and assistance could be provided to ensure the standard was assessed well and any resultant learning actions could be implemented with the necessary commitment for improvement. It is important to point out that often those undertaking the EDI roles are in standalone posts.
- Some felt that the guidance accompanying the standard would benefit from a review and provision of top tips as to how to do a good review process.
- Time pressure, together with other competing work pressures, impacted on the ability to undertake a successful assessment and it is recommended that more time be allocated to conduct the reviews.
- Participant boroughs would be willing to 'buddy up' and support other boroughs looking to introduce the anti-racist standard and statement.
- It was felt running the pilot has been successful, but aside from some light touch review of the standard and improved highlighting to the resources and time needed to run a successful review, that the standard is ready for wider rollout without the need for anymore pilot testing.

3. Tackling Racial Inequality Programme Event: "Joining Forces: A Conference on Collective Action and Progressive Partnerships"

For our annual event last year, the Tackling Racial Inequality programme welcomed colleagues from across London local government and our key partners to the Local Government Association on 28 March 2023.

The event explored innovative, pan-London solutions to the challenges facing diverse staff and communities in London and was split into three parts:

- In the morning we held a facilitated session by trainers from the Staff College for senior leaders across London local government. This thought-provoking and action orientated session featured discussion on the role of leaders in the fight against racism. You can see reflections from this session at the end of our report.
- The afternoon started with a panel discussion chaired by **Stuart Love** (Chief Executive of Westminster and Chair of the Tackling Racial Inequality Programme) and featuring guests **Shazia Hussain** (Deputy Chief Executive of Waltham forest and Deputy Chair of the

Tackling Racial Inequality Programme), **John Azah** OBE (Chief Executive of Kingston's Race Equality Council), **Jonny Newton** (Head of Governance and Policy at Community Safety Trust), and **Tracey Connage** (Chief People Officer at London North West University Healthcare NHS Trust). We heard a range of experiences and initiatives from the panellists, particularly around the themes of intersectionality, the challenges of working in partnerships, and how to ensure you both represent and address the complex range of experiences of racism.

- For the final part of the day, we held a networking and refreshments session in the open council. It featured interactive marketplace stalls from all the working groups on the programme, giving attendees a chance to learn more about the work we have been doing and how to get involved.

4. Programme Development: next steps

A discussion took place in January 2024 looking ahead at how to develop the programme and widen the reach of the work. These plans are still in draft form, however the broad themes are:

- There are plenty of 'products' that have been created by the TRI programme. The Anti-racist statement and standard, the reports on terminology and racial trauma and data that has been gathered are all effective and useful tools. These need to be utilised within boroughs with the aim of improving inclusion and representation within boroughs going forward.
- Borough colleagues need to make the 'business case' for work on anti-racism to ensure the programmes work continues.
- Leaders require support with understanding the fundamental role that this work plays to addressing racial inequality and improving inclusion. Whether this is in the form of a toolkit or peer learning.
- The influence of the TRI programme could be more effective if partnership with other pan-London public sector colleagues, such as the GLA and Integrated Care Boards, is promoted.

Greater London Employment Forum

Apprenticeships update – Survey October 2023

Item: 4

Report by: Stuart Bridgett **Job title:** Principal Policy & Projects Officer,
London Councils

Date: 21 February 2023

Contact stuart.bridgett@londoncouncils.gov.uk

Summary:

In October 2023, London Councils collected data on apprenticeships created by London boroughs during the 2022-23 financial year. This includes data related to the number of new hire apprentices and existing staff taking up apprenticeships, demographic characteristics of the apprentices, the number of completed apprenticeships and the destinations of apprentices, data related to the apprenticeship levy and the pay rates of apprentices across the boroughs.

This year, 32 out of 33 London boroughs submitted returns, an improvement on the 29 which submitted returns last year, but below the 100% response rate received from 2017 to 2021.

The data submitted shows that London boroughs generated a total of 2,765 apprenticeships between April 2022 and March 2023, an increase on last year's 2,152, but below pre-pandemic peak of 3,693 in 2019/20.

Of these apprenticeship starts, 1,527 these were directly employed by the borough -an increase on last year-, while the rest were employed at maintained schools, in contractors or other businesses in the boroughs' supply chains, etc. Two-thirds of these apprenticeship starts were the result of existing staff taking up an apprenticeship, rather than a new hire into the role.

Apprentices aged 25 and above remain the largest age group among apprenticeship starts, comprising 76% of the total apprentice start population, similar to their share in 2021/22. Among new hire apprentices, however, nearly two-thirds (63%) were aged under 25.

The number of level 2 and level 4 apprentice starts increased slightly from last year, but level 2 apprenticeship starts remain 79% below their number in 2017/18. Level 3 and level 6 and 7 apprenticeship starts have decreased from last year.

The ethnicities of the apprentices were reported as White (36%), Black African/ Caribbean/ Black British (22%), Asian/ Asian British (18%), Mixed/ Multiple Ethnic Background (6%), Other Ethnic Group (2%), Unknown (15%).

Data was also collected on apprenticeship completion and progression, with 542 apprenticeships being completed in 2022/23, compared to 459 in 2021/22.

Between April 2021 and March 2023, boroughs reported spending £26 million of the £51.6 million apprenticeship levy made available to them. This continues a year-on-year increase in amount of levy spent and the amount spent as a percentage of what is available, but underutilisation of a significant portion of levy funds remains an issue. This year's survey also recorded for the first time how much levy boroughs are transferring to other organisations, which amounted to £1.79 million, or 3.5% of the total.

Hourly apprenticeship pay continues to vary considerably across London boroughs, ranging from £6.60 to £19.55 depending on the level of the apprenticeship and the position. 24 out of 32 boroughs reported paying at least the London Living Wage (LLW) to all apprentices for the entirety of their position, an increase of one from last year.

Background:

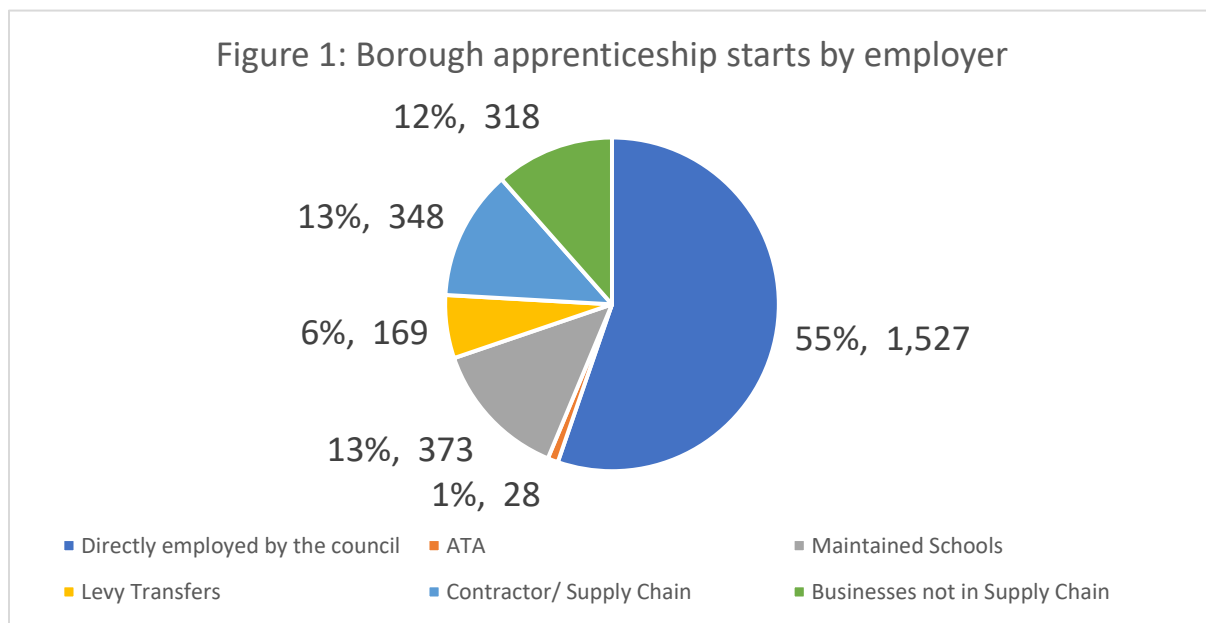
1. London Councils issues an annual apprenticeships survey to the 32 boroughs and the City of London corporation each year. The apprenticeship survey took place in October 2023. This survey gathers information on:
 - The number of new apprentices employed, including:
 - what body directly employs the apprentices; whether the borough itself, maintained school, etc.
 - what qualification level the apprenticeship is provided at
 - whether the apprentice is a new hire or was an existing member of staff
 - if a new hire, whether the apprentice was previously Not in Education, Employment, or Training (NEET)
 - the apprentices' characteristics such as age, gender, ethnicity, whether they have a disability, and whether the apprentice is a care leaver
 - the number of completed apprenticeships and the destination of the apprentice, such as whether they continued to a new position in the council
 - levels of pay for borough apprentices
 - how much apprenticeship levy was used by boroughs in the previous two years. For the first time, this year's survey gathered information on the amount of levy that boroughs were passing onto other organisations
2. The results of the apprenticeship survey are a useful benchmark for local authorities in London to better understand if their apprenticeship hiring and upskilling practices, and the apprenticeship levy made available to them, are being used effectively to benefit their councils and residents. The survey also enables London government to identify the successes and challenges of the apprenticeship system and how London government navigates it.
3. This year, the survey received returns from 32 London boroughs, an improvement on the 29 returns received last year. However, in previous years London Councils received returns from

all 33, including the London boroughs and the City of London Corporation. Of those boroughs who responded, not all were able to respond to every question, with a number unable to respond to questions relating to apprentice demographics and the apprenticeship levy.

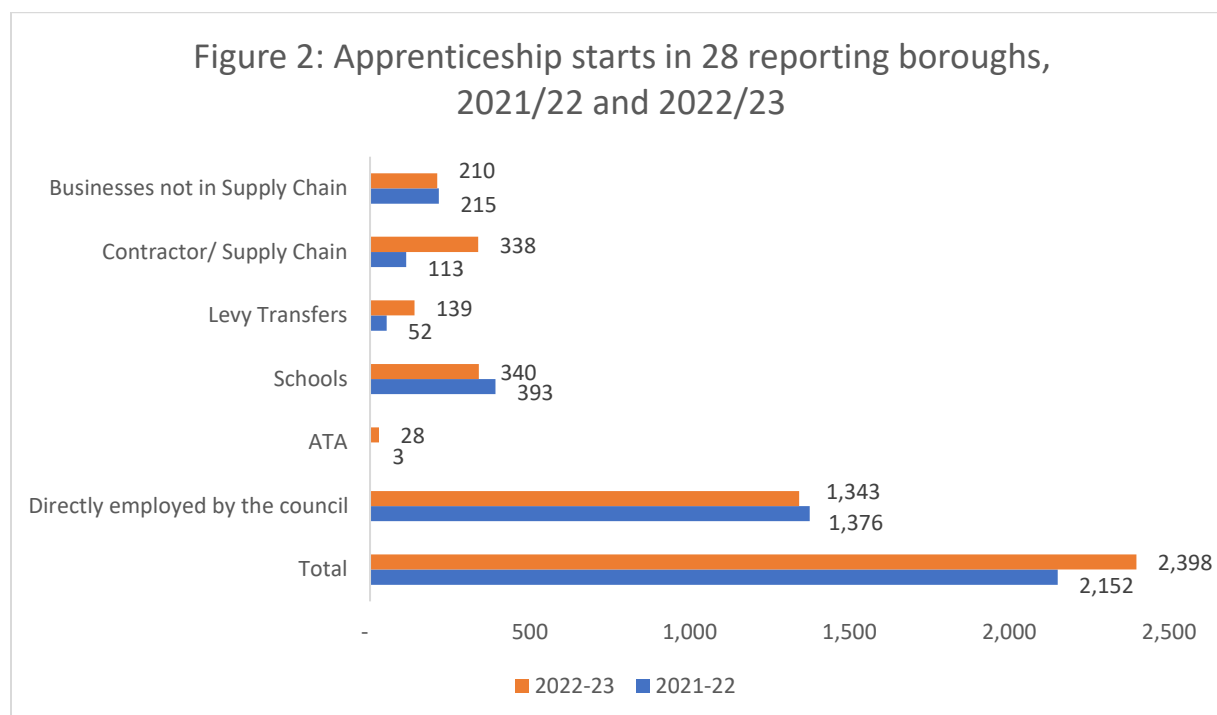
Trends:

Starts:

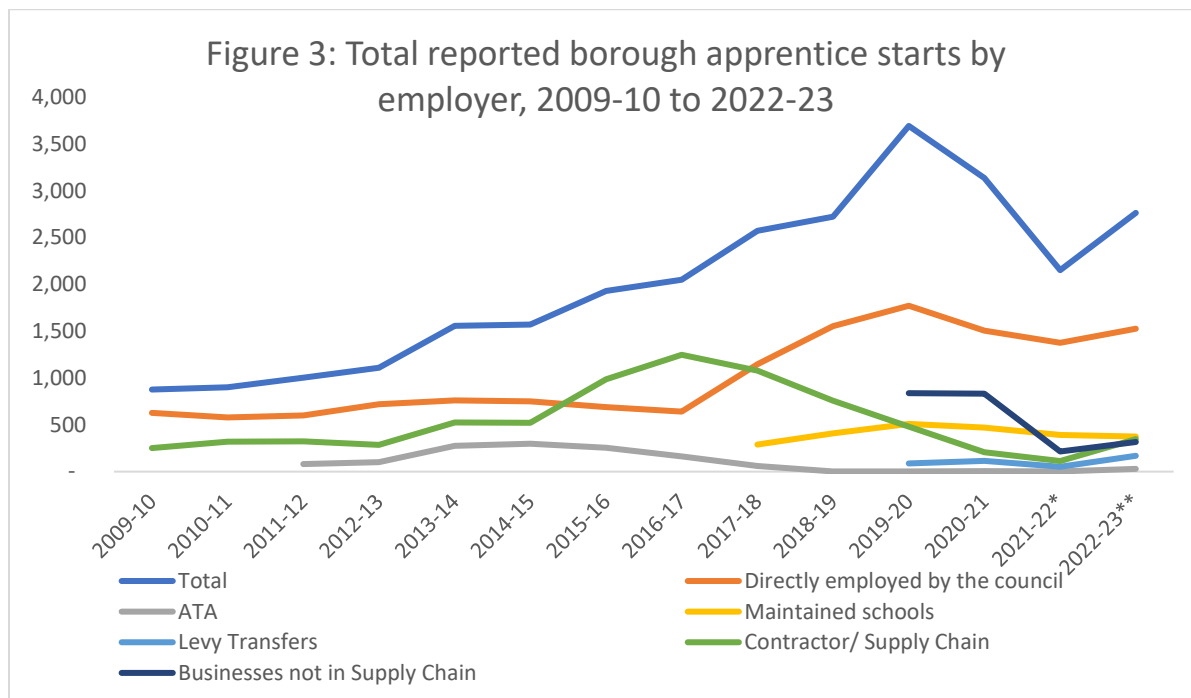
- The 32 responding boroughs generated 2,765 new apprenticeship starts between April 2022 and March 2023, employed across a range of employers. Figure 1 below shows the breakdown of these apprenticeships by their direct employer. It shows that more than half (55% - or 1,527 apprentices) of new apprentices in 2022/23 were employed directly by the council. The next three largest employers are maintained schools (13% - 373), contractors/other firms in borough supply chains (13% - 348 apprentices), and other business not in the supply chain (12% - 318 apprentices).



- The number of apprenticeship starts in 2022/23 of 2,765 is an increase from 2,152 in 2021/22. However, only 29 boroughs out of 33 responded to the apprenticeship survey in 2021/22, compared with 32 boroughs in 2022/23 and so some of this increase is likely driven by more boroughs responding.
- When comparing only the boroughs which made returns in both 2022 and 2023, Figure 2 shows that there remains an 11% increase in total apprenticeship starts, but a small decrease of 2% in the number of apprentices directly employed by the boroughs, and a 13% decrease in the number of apprenticeship starts in maintained schools. The decrease in starts in the boroughs and maintained schools was compensated for by increases in the numbers of apprenticeship starts through levy transfers and through contractors/other business in the supply chain.



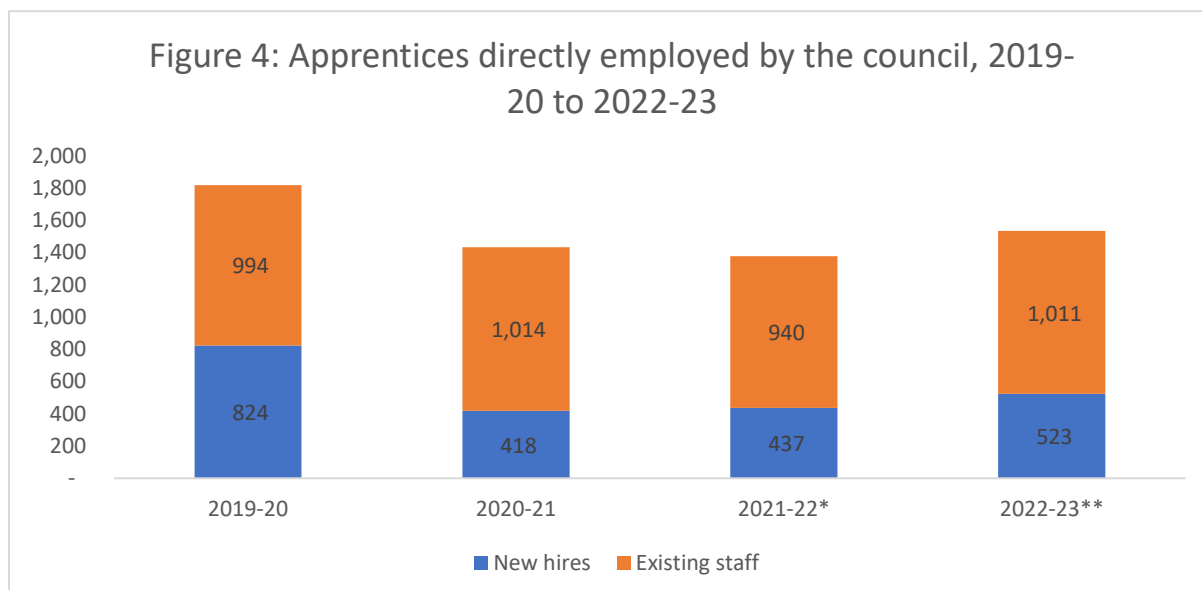
7. Figure 3 below shows that apprentices starts in 2022/23 remain 25% below the pre-pandemic peak of 3,693 starts in 2019/20. Reported apprentice starts in the boroughs decreased by 14% between 2019/20 and 2022/23. Most of this decrease has been driven by the decrease in starts in contractors/businesses in the supply chain, and in other businesses not in the supply chain, which together account for 70% of the decrease in this period. The numbers of apprenticeship starts generated in contractors/business in the supply chain alone has fallen by 78% since its peak in 2016/17; with the introduction of the apprenticeship levy and transition to apprenticeship standards taking place the following year.



* 29 boroughs responded to the apprenticeship survey for 2021/22

** 32 boroughs responded to the apprenticeship survey for 2022/23

8. Figure 4 below shows that of the 1,527 new apprenticeships starts in boroughs, approximately two-thirds (1,011) were existing members of staff and one-third (523) were new hires. It shows a similar proportion of apprenticeship starts among new hires to existing staff occurred in 2022/23 and 2021/22. Figure 4 also shows an increase in new hires since 2020/21, with the numbers of existing staff taking apprenticeships remaining largely stable (taking into account fewer boroughs responding to the 2021/22 survey).

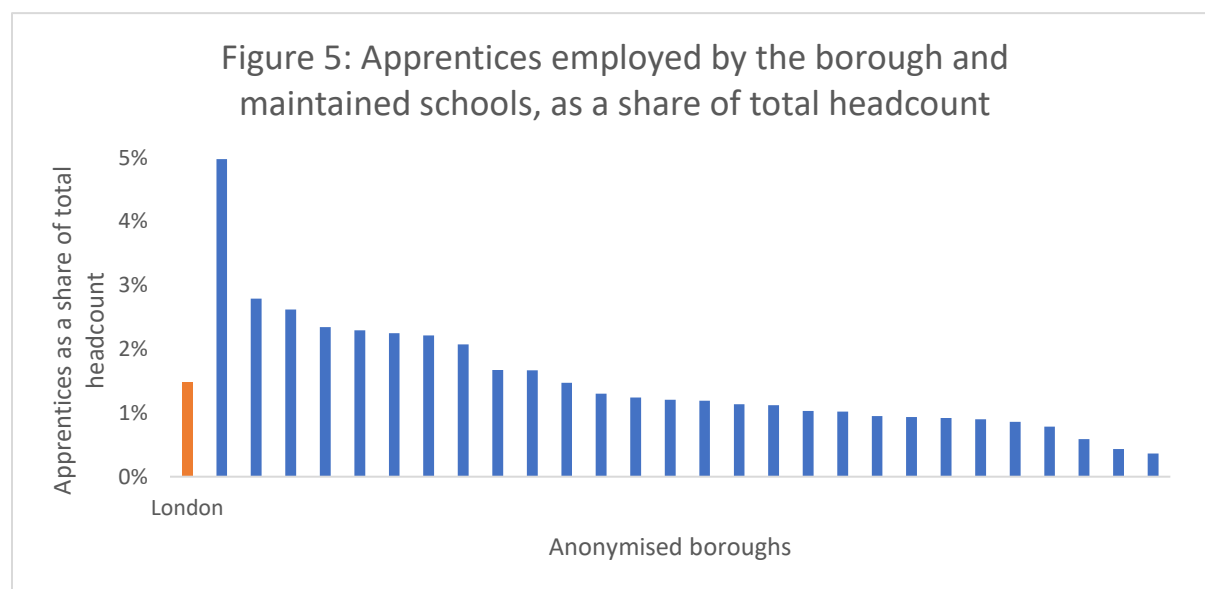


* 29 boroughs responded to the apprenticeship survey for 2021/22

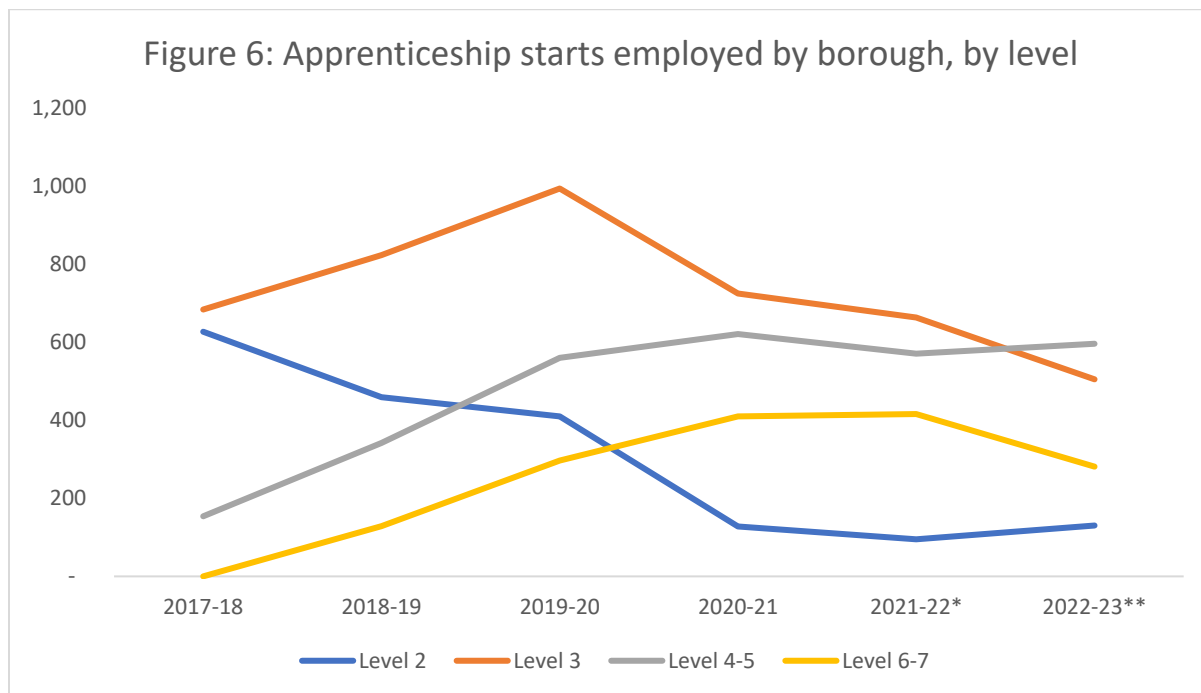
** 32 boroughs responded to the apprenticeship survey for 2022/23

Apprenticeship starts in shown in Figure 4 do not sum to equal total apprenticeship starts due to reporting discrepancies

9. The decline in apprenticeship starts from 2019/20 to 2022/23 in Figure 4 has primarily been caused by a sharp decline in new hires in 2020/21. The Covid-19 pandemic may be a major contributing factor to this decrease, but the number of new hire apprentices has yet to recover to pre-Covid levels
10. Figure 5 below shows the significant variation across boroughs in the number of apprenticeships undertaken, by comparing the number of apprentices directly employed by the council or maintained schools, as a share of the total reported headcount of these bodies. The number of new apprenticeships as a share of total headcount is 1.5% (for the 28 boroughs which responded to the relevant sections of the survey). Out of 28 reporting boroughs, 17 are below this average, while 11 are at or above this average. The variation across boroughs may suggest different levels of need and opportunity to onboard apprentices, but could also suggest that some boroughs could make better use of apprenticeships to fulfil their upskilling and staffing needs.



11. There has been a sharp decline in level 2 apprenticeship starts in the boroughs, and a sharp increase in apprenticeships at the higher levels (level 4 to 7 qualification) since the introduction of the apprenticeship levy and transition to apprenticeship standards in 2017. Figure 6 below shows 79% fewer level 2 starts in 2022/23 compared with 2017/18, and this has coincided with a 569% increase in starts for all apprentices at level 4 and above. Level 3 apprenticeship starts have been steadily declining since 2019/20, following an increase from 2017/18 to 2019/20. The decline of lower level apprenticeships and increase in higher level apprentices matches the general trend of apprenticeships in London and nationally since the introduction of the apprenticeship levy and transition to apprentice standards, putting at risk the role of apprenticeships as an avenue for upskilling for those with low or no formal qualifications.



* 29 boroughs responded to the apprenticeship survey for 2021/22

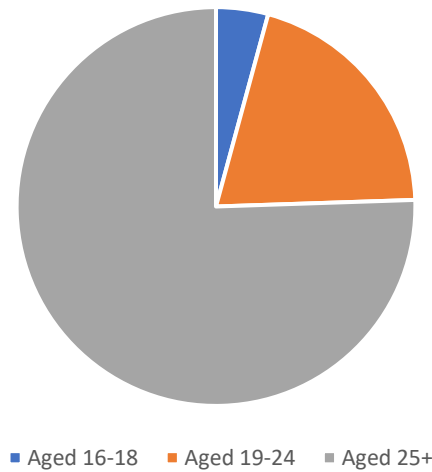
** 32 boroughs responded to the apprenticeship survey for 2022/23

12. Since 2020/21 the number of level 6 and 7 apprenticeship starts (equivalent qualification to a degree and masters respectively) has decreased. The number of apprenticeship starts at level 2, and level 4 to 5 have been largely stable since 2020/21, with the small increase in both from 2021/22 to 2022/23 seen in Figure 6 likely to be driven partly by higher response rates to the survey in 2023.

Demographic of starters:

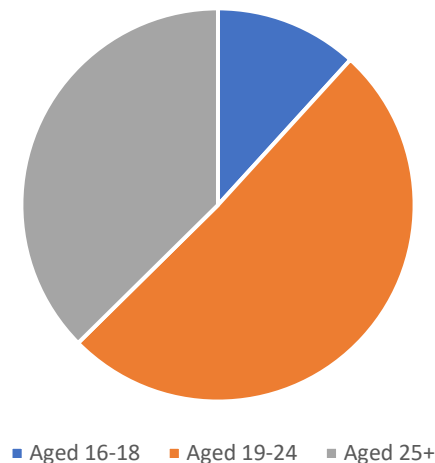
13. The apprenticeship survey also gathers information on demographic characteristics of the apprentices, to identify how the apprenticeships provided by the boroughs support opportunity for all Londoners and the inclusion of disadvantaged groups. Analysis of this data also helps inform boroughs and government where further steps or reforms are needed to better support Londoners.
14. Three quarters of apprenticeship starts in the boroughs in 2022/23 were undertaken by apprentices over the age of 25, as shown in Figure 7 below. Many of these apprenticeships were undertaken by existing staff who are upskilling, and so the age profile shown in Figure 7 likely reflects in-part the age profile of the boroughs existing staff.

Figure 7: Age of apprentices employed by boroughs

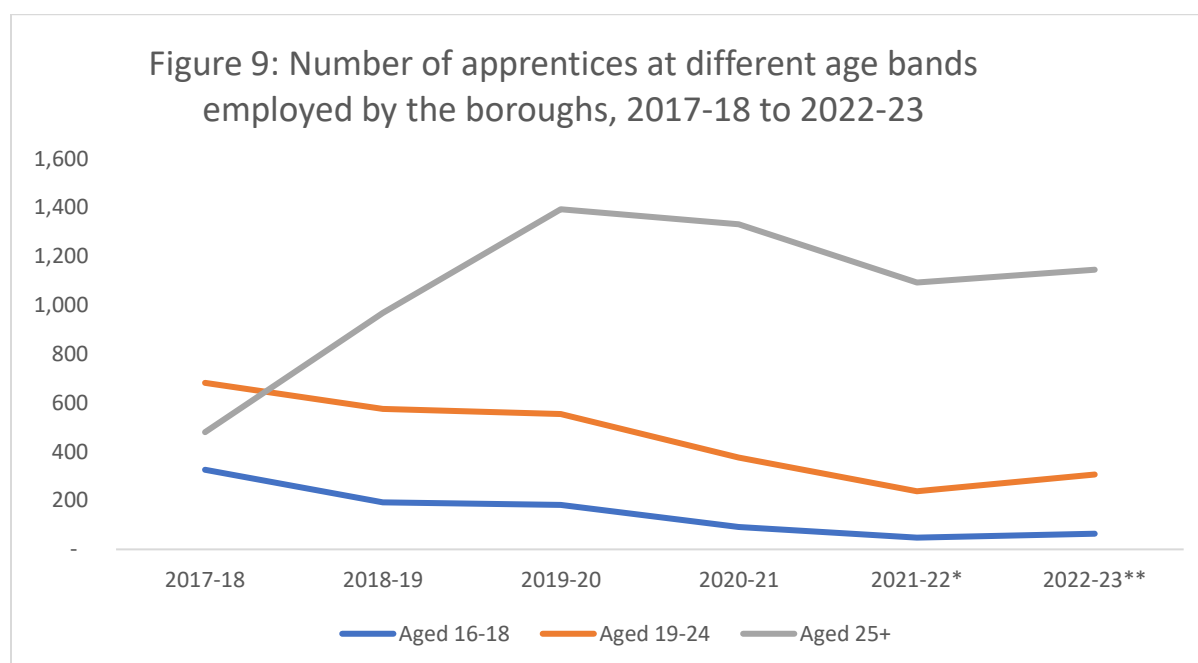


15. Among new hire apprentices, nearly two thirds were under 25 years of age, as shown in Figure 8. This suggests new apprenticeship positions created in boroughs are accessible to young people, although they are fewer in number than in 2019/20. Twelve percent of new hire apprentices were between the ages of 16 and 18, 51% were between the ages of 19 and 24, with the remaining 37% aged over 25.

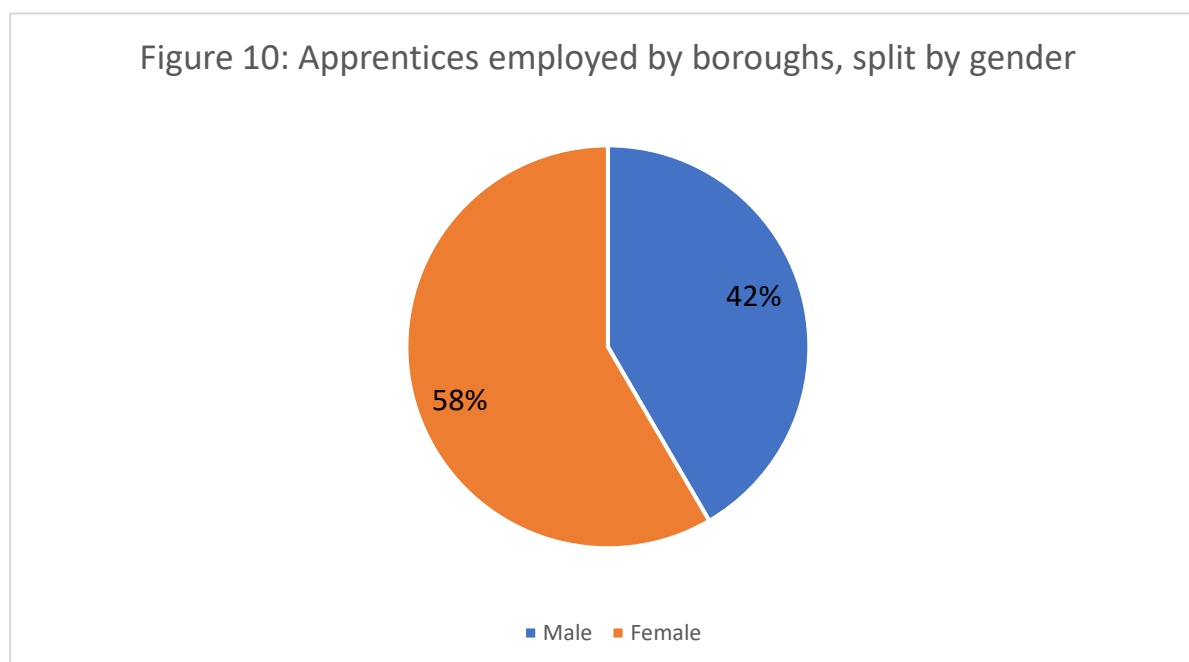
Figure 8: Age of new starter apprentices employed by boroughs



16. Figure 9 below shows that over time the number of young people employed in apprenticeship roles in London's borough has decreased, with the number of apprenticeships started by those over 25 years of age increasing initially and then plateauing. This broadly matches apprenticeship trends in London and nationally. It is a cause for concern that the opportunities for young people to upskill in employment are being reduced while London levels of youth unemployment remain high by UK standards.



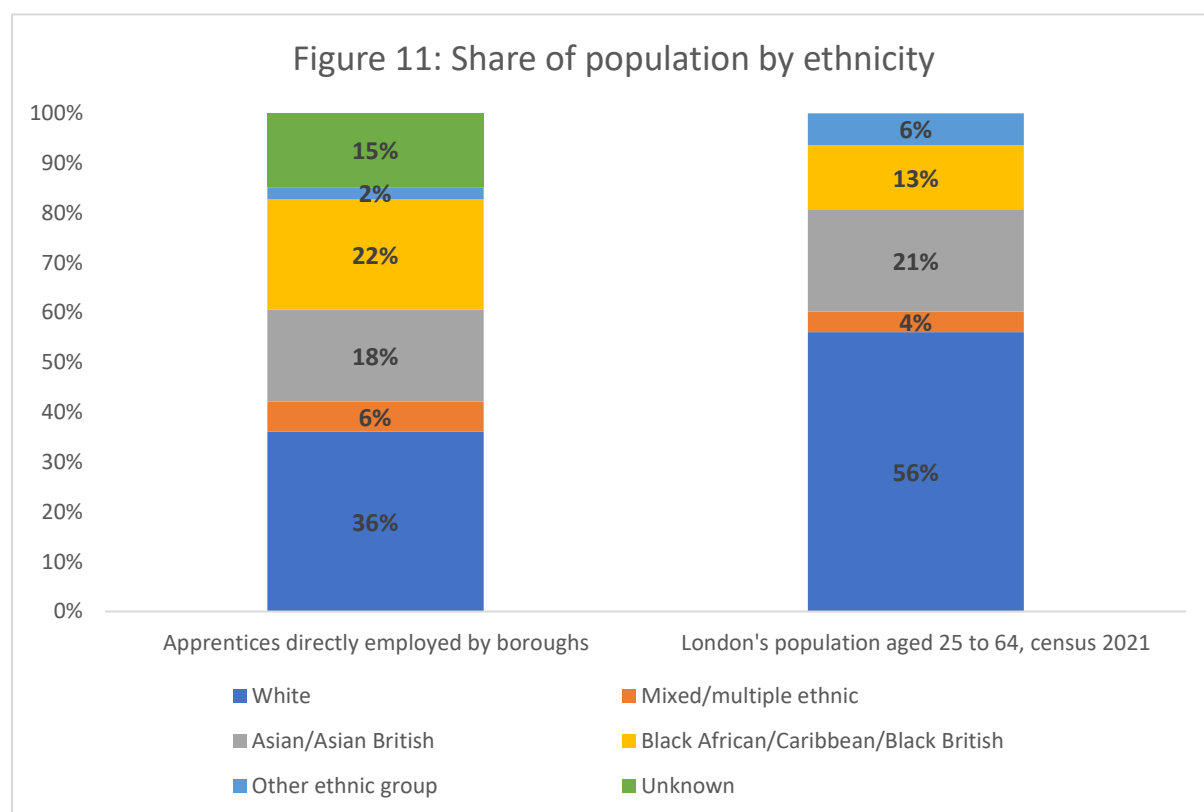
17. The gender split among starting apprentices is skewed towards females, with boroughs reporting that 58% of starting apprentices were female compared to 42% men. This is a change towards parity from 2021/22, when 65% of apprenticeship starts were by female apprentices, and 35% were men.



18. Figure 11 below shows the share of apprentices which started in the boroughs in 2022/23 by their ethnicity, and ethnicities' share of London's population aged 25 to 64, according to the 2021 census. This shows:

- New apprentices who reported an Asian/Asian British ethnicity made up a slightly smaller proportion of apprentices as that ethnicities' share of London's population aged 25 to 64.

- Apprentices who reported a Black African/ Caribbean/ Black British ethnicity made up a larger share of the apprenticeship intake compared with that ethnicities' share of the London population aged 25 to 64; 22% compared with 13%.
- Apprentices reporting a White or Other ethnic group ethnicity (with Arab reported as the largest sub-group of this ethnicity in the 2021 census data) made up a smaller share of the apprenticeship intake than those ethnicities' share in the London population. 36% compared with 56% for those reporting a white ethnicity, and 2% compared with 6% for those reporting their ethnicity as other ethnic group.



19. Further analysis of the proportionality of different ethnicities in the apprenticeship starts would require a consideration of additional population characteristics such as labour force participation rates, education, etc.

20. In 2022/23, 4% of new apprentices were reported to have a disability. This is significantly below the rate of those in employment with a disability nationally, at approximately 16%.¹ This may suggest difficulties in accessibility for applying or receiving an apprenticeship with the boroughs, or that apprentices are choosing not to disclose their disability to their employer.

21. Approximately 11% of new hire apprentices were reported as previously in NEET, this is similar to 11.6% of young people in the UK (between 16 and 24 years of age) who are NEET.²

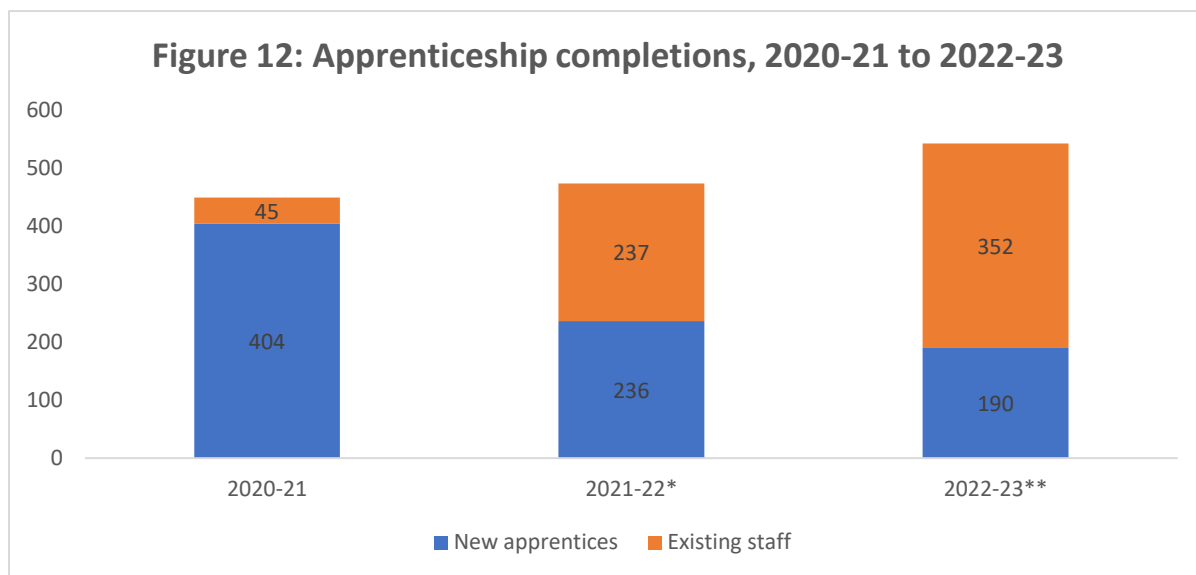
¹ Estimated by London Councils, with the number of people with a disability in employment [source: [A08: Labour market status of disabled people - Office for National Statistics \(ons.gov.uk\)](#)], and the total number of people in employment [[A01: Summary of labour market statistics - Office for National Statistics \(ons.gov.uk\)](#)] in the UK from April to end-June 2023.

² [Young people not in education, employment or training \(NEET\), UK - Office for National Statistics \(ons.gov.uk\)](#)

22. Eight apprenticeship starters employed in the boroughs were care leavers, compared to 12 last year.

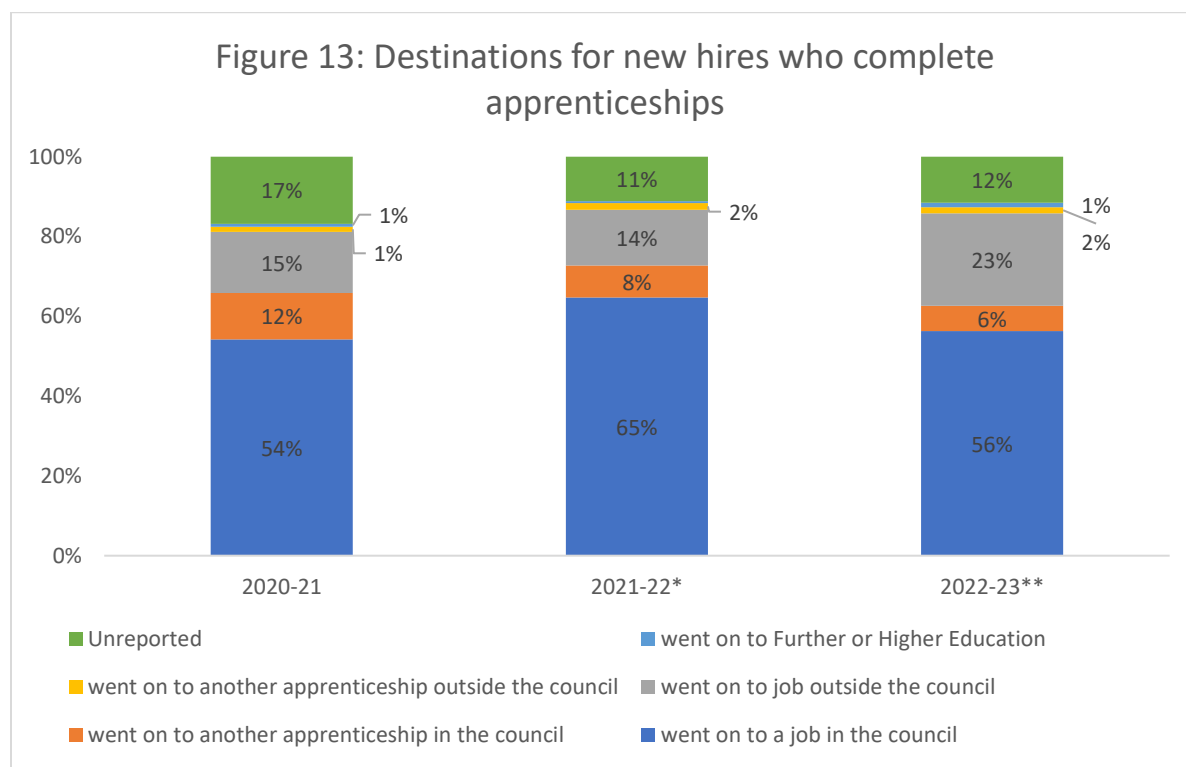
Outcomes and completions:

23. The total number of apprenticeship completions in the borough have been increasing steadily from 449 completions in 2020/21, to 542 completions in 2022/23. Figure 12 below shows the increase in apprenticeship completions in the boroughs, and the changing composition of the apprenticeship completions. While the majority of completions in 2020/21 were by new hire apprentices, this has shifted toward the majority of completions being among existing staff, as the share of apprenticeship starts has also shifted towards existing staff (shown in Figure 4 above). In 2020/21, 90% of apprenticeship completions were by new hires, while in 2022/23 it was 35%.

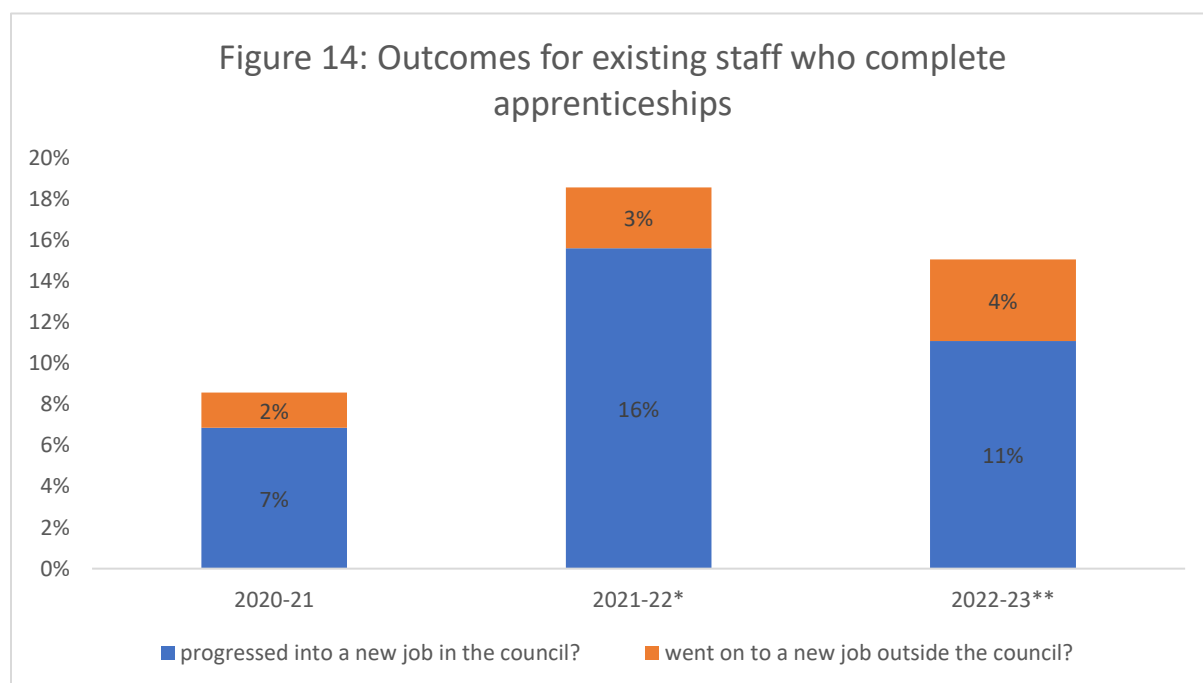


24. The number of apprenticeship completions for the three years in Figure 12 are roughly a third of the annual apprenticeship starts for each of those years. Though it is not possible from this data to calculate an exact apprenticeship completion rate, it seems likely that either the apprenticeship completion rate is below the national rate of 53%,³ or that completions are not fully recorded or reported by the boroughs.
25. Figure 13 below shows the reported destinations for new hire apprentices who completed an apprenticeship in the boroughs for each of the years between 2020/21 and 2022/23. This shows that from 2021/22 to 2022/23, the number of people who went on to a new position at the boroughs fell from 65% to 56%, while the share who went on to a job outside the borough increased from 14% to 23%. The number of new hires going on to another apprenticeship at the borough after completing their first one has been falling steadily, from 12% in 2020/21 to 6% in 2022/23.

³ [Labour must focus on apprenticeship completion rates \(feweek.co.uk\)](https://www.feweek.co.uk/labour-must-focus-on-apprenticeship-completion-rates)



26. For existing staff, more limited destinations are recorded. Figure 14 below shows that a slightly lower share of existing staff were moving to new jobs, either in the council or elsewhere, upon completion of their apprenticeships. In 2021/22, 19% of existing staff were progressing to a new job after completing their apprenticeships, compared with 15% in 2022/23.



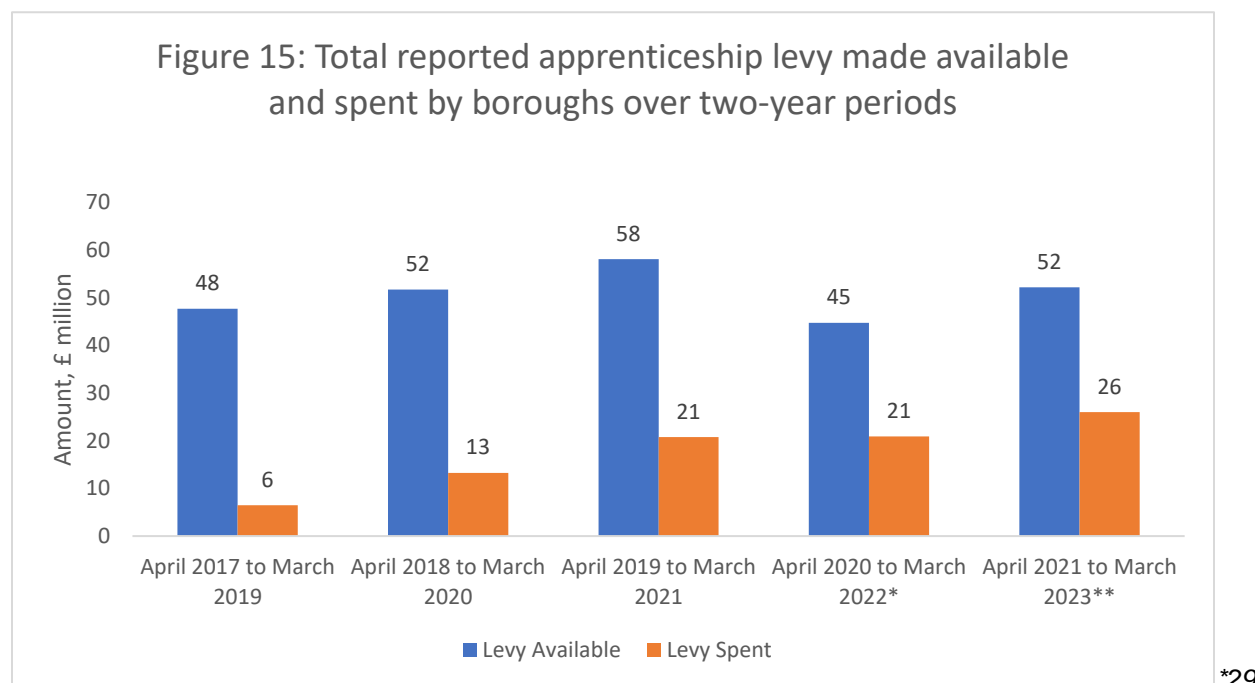
27. Despite the decrease in progression to a new position, either in or outside the council, the apprenticeships being completed were occurring at a higher qualification level. In 2022/23,

54% of completed apprenticeships by existing staff were at level 4 or above, compared with 43% in 2021/22.

Levy spend:

28. Since the introduction of the apprenticeship levy in 2017, it has been a significant aspect of the discussion around apprenticeships, both inside and outside of the boroughs. If the levy is unspent after two years, it reverts to HM Treasury. Ensuring available levy is used and used effectively to meet their needs has become priority for most organisations it is made available to, including London boroughs.

29. Figure 15 below shows all the levy availability and spend reported by boroughs since 2017, and shows a steadily increasing amount of spending in each two-year period; increasing from £6 million of levy spent between April 2017 and March 2019, to £26 million spent between April 2021 and March 2023. The amount of levy made available over this time period increased from £48 million in between April 2017 and March 2019, to £52 million between April 2021 and March 2023.



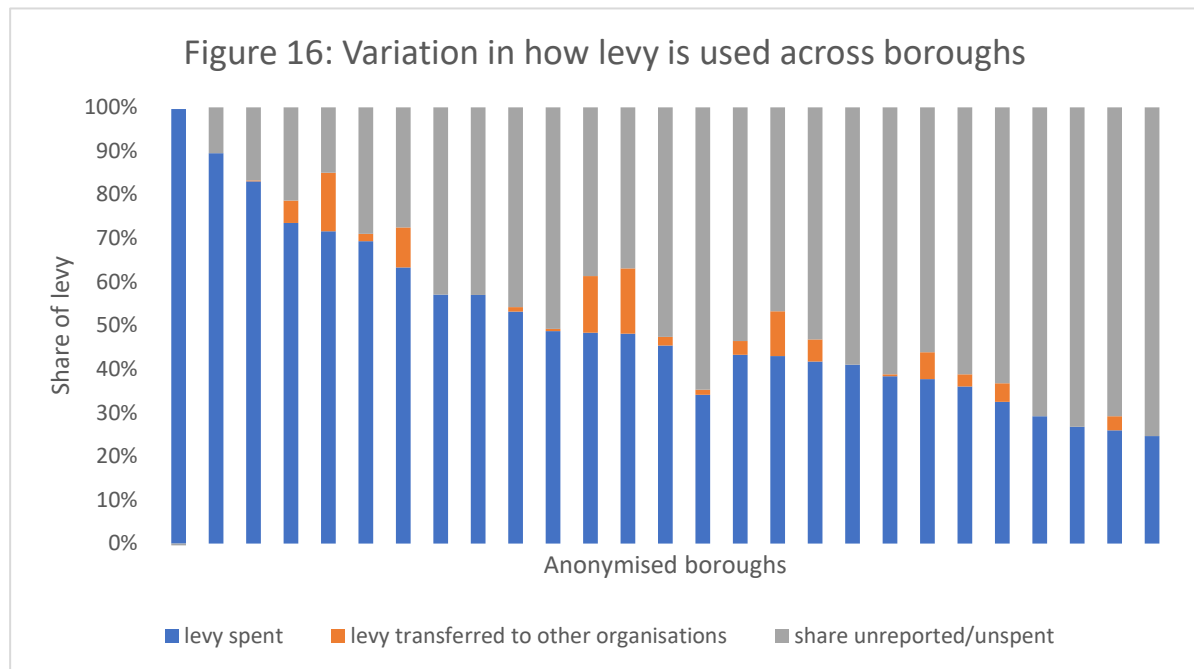
boroughs responded to the levy portion of the survey in 2022.

*** 31 borough responded to the levy portion of the survey in 2023, but two of these did not respond full to both levy availability and spend.*

30. Considering only the 29 boroughs that reported on both levy availability and spend, 50% of the available levy was spent. This is an increase on than the 47% levy spend achieved between April 2020 and March 2022. The effects of the Covid-19 pandemic were still impacting boroughs in 2021, both directly through Covid-19 restrictions and indirectly through placing other pressure on boroughs, and are likely to have impacted boroughs' ability to use their available levy.

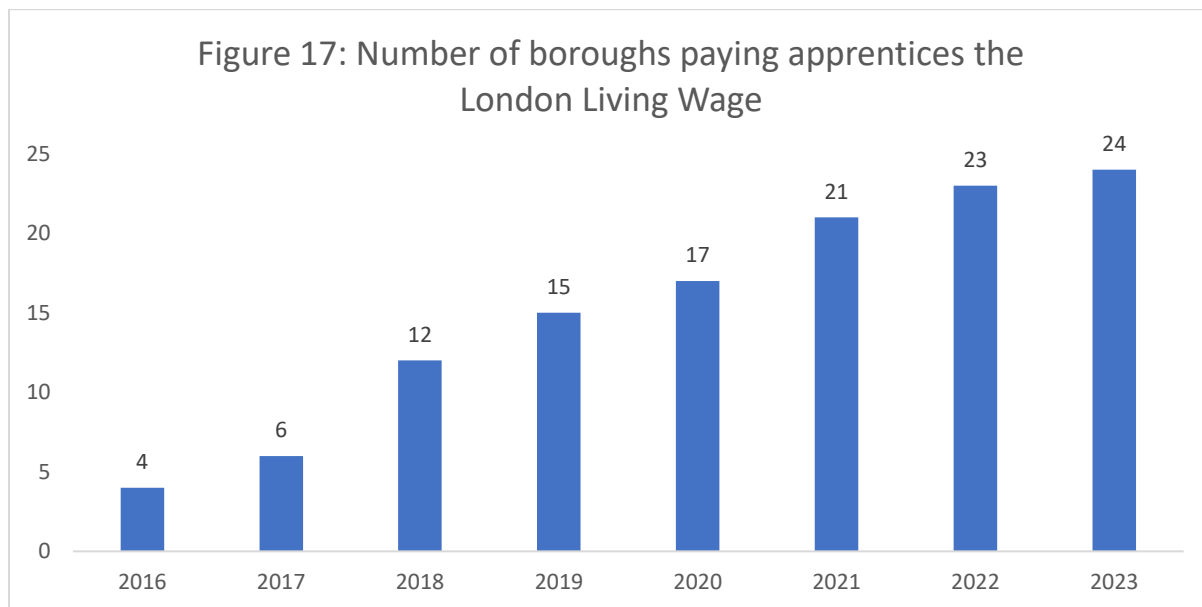
31. For the first time, the apprenticeship survey asked boroughs to report on how much levy they were transferring to other firms. Boroughs reported £1.79 million was transferred to other firms, representing approximately 3.5% of the levy made available to London boroughs in the last two years.

32. Figure 16 below shows the large variation in the share of the levy that was spent, the share that was transferred and the share that remained unspent across the 27 boroughs that responded fully to the relevant sections of the survey. Of the 27 boroughs, 17 spent a lower share of their levy than the share spent across London boroughs of 50%. Of the 10 boroughs that exceeded this share, five report using more than 75% of their levy through either direct spend or transfer to other organisations. The significant variation in apprenticeship levy spend and transfers occurring across boroughs suggests that there is room for further sharing of best practice between boroughs to assist in better use of the levy.



Apprenticeship pay

33. Of the 31 boroughs who reported on their apprenticeship pay, 24 (77%) reported paying all apprentices at least the 2022/23 London Living Wage (LLW). This is an increase of one borough compared with the 2022 survey, and a continuation of the trend shown in Figure 17 below of increasing numbers of boroughs offering the LLW to apprentices. Of the seven boroughs which report not paying at least the LLW, five report not paying the national minimum wage for those aged over twenty years old to all apprentices, or not for the entire duration of the apprenticeship. Instead these boroughs pay between the minimum apprenticeship rate and national minimum wage. See appendix 1 below for anonymised returns from the boroughs on their apprenticeship pay.



34. The LLW has increased 19% in two years -from £11.05 to £11.95 between 2021/22 and 2022/23, and will increase to £13.15 by May 2024. This means that the apprenticeship minimum wage of £6.40, set to take effect in April 2024, will be slightly more than half of the LLW. To maintain the role of apprenticeships as an opportunity to upskill for those living in high-cost-of-living London, and for those who may have financial commitments such as family caring, employers could offer apprentices the LLW as the majority of London boroughs have.

Next steps for the data and analysis:

It is intended that the data will be used in the following ways:

- In a letter to borough Chief Executives to update them on trends in apprenticeships across London.
- In a presentation to the Greater London Employers Forum (GLEF) meeting in 2024.
- On London Councils' apprenticeship web pages.
- In correspondence with government as part of London Councils' advocacy on apprenticeship policy, including the levy.
- Aggregate numbers will be used to inform conversations with other organisations without a commercial interest in apprenticeships to approach joint lobbying positions on behalf of London local government.
- Aggregate numbers may also be used in the media to support London Councils' public positions.
- Individual borough data will not be disclosed without prior permission from the borough in question. However, there is a presumption that boroughs consent to their individual data being disclosed to their respective sub-regional partnerships upon request, as was outlined in the survey. This data may also be disclosed subject to a request under the Freedom of Information Act.
- As part of London Councils' work to help boroughs increase the number of young and diverse apprenticeships.

Discussion points:

The survey process:

- In 2023, 32 out of 33 boroughs responded to the survey. An improvement on last year, but fewer than the full response rate for the four years prior.
- Survey responses vary in detail across boroughs and year-to-year, with boroughs unable to respond to the entirety of the survey or making errors in their returns.
- What were the challenges boroughs faced in completing the survey and how can London Councils help all boroughs respond fully to the survey? Is the format or complexity of the survey a barrier?

The survey results:

- Apprenticeship starts remain low, particularly for young apprentices, and for level 2 apprenticeships. Level 3 apprenticeships, though high in number compared to level 2, are on a steadily declining trend. We have seen levels stabilising for young apprentices, but employing young apprentices still seems challenging. What are the key challenges?
- The proportion of disabled apprentices employed by the borough is significantly below their representation in the wider working age population. Do we know why this is?
- The number of new hires into apprenticeship role has increased steadily year-on-year, but is still considerably below the pre-Covid peak in 2019/20. What are the barriers to accelerating this increase?
- The number of apprenticeships created through contractors/ businesses in the supply chain has increased on last year, but also remains below pre-covid level. What are the barrier to accelerating this increase?
- Estimated completion rates among borough apprentices are low and are lower than the national figures. Is this because of a lack of tracking or because of higher dropout rates? There is also a reduction in new hire apprentices progressing onto any apprenticeship within the council or to a job in the council. Does this reflect a reduction in overall job opportunities among London boroughs?
- Boroughs have been steadily increasing their use of the apprenticeship levy funding, but approximately half remains unspent. Apprenticeship levy reform proposals are being discussed by government and MPs, but are there steps that could be taken within the current system to utilise more apprenticeship levy funding? For example sharing of best practice between boroughs on transferring levy?

Appendix 1:

Apprenticeship wages by level, reported by the 31 responding boroughs. All wage figures are provided on an hourly basis unless otherwise stated.

How much are L2 apprentices paid per hour?	How much are L3 apprentices paid per hour?	How much are L4+ apprentices paid per hour?	Additional Comments
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LLW, £11.95	LLW, £11.95	LLW, £11.95 or higher	Some higher apprenticeships are paid at a higher rate subject to position
No level 2 apprentices	£10.54	£12.53	
£8.80 to £12.50 per hour	£8.80 to £12.50 per hour	subject to position	
LLW, £11.95	LLW, £11.95	Varies depending on the position but minimum of LLW £11.95	We pay a higher salary for our degree apprenticeships
LLW, £11.95	LLW, £11.95	Level 4 apprentices start at LLW of £11.95, then increase incrementally up to £14.41 or £15.77 depending on the position. Level 5 and above apprentices start at £12.19 then increase in increments up to £15.77	Our apprentice rates of pay are all linked to LLW and will increase accordingly whenever LLW is increased.
LLW, £11.95	£12.19	Varies depending on the position but minimum of LLW £11.95	Level 4+ apprenticeships pay is determined according to the apprenticeship position and department.
LLW, £11.95	LLW, £11.95	LLW, £11.95	All paid LLW, £11.95 per hour (approx. £22,370 annually)
for the first six months apprentices are paid £6 per hour, then increasing to the National Living Wage	For the first six months apprentices are paid the NLW, then increasing to the LLW	LLW, £11.95	the payment model is being reviewed and likely to increase rates to RLW
LLW, £11.95	LLW, £11.95	L4 apprentices are paid the minimum of Scl 4	L5 and higher are paid as per the Job evaluation
£15.18	Varies depending on the position, but £15.18 minimum	Varies depending on the position, but £19.55 minimum	
£24,012 annually (approx. £12.32 per hour)	£25,629 (approx. £13.14 per hour)	£27,807 (approx. £14.26 per hour)	All apprentices are paid at LLW or higher
LLW, £11.95	LLW, £11.95	LLW, £11.95	We pay all external apprentices the London Living Wage.
Varies, but a minimum of LLW £11.95	Varies, but a minimum of LLW £11.95	Varies, but a minimum of LLW £11.95	Jobs are evaluated by our Rewards team inline with the

			substantive role and are above the London living wage.
LLW, £11.95	N/A	N/A	We have not recruited any apprentices at level 3 or 4 yet
N/A	National living wage or higher	subject to position	Some level 3 Apprentices are paid at national minimum wage because they are undertaking a role that have been evaluated at a level 3.
£6.60	£8	£11.05	
LLW, £11.95	LLW, £11.95	LLW, £11.95	
LLW, £11.95	LLW, £11.95	LLW, £11.95	Have introduce development grade salaries for degree apprenticeship. Salary is paid based on the evaluated job description.
LLW, £11.95	LLW, £11.95	Minimum of the LLW, £11.95 but exact pay subject to position	We ensure all employees are paid a minimum of the London Living Wage.
LLW, £11.95	LLW, £11.95	LLW, £11.95	
LLW, £11.95	LLW, £11.95	LLW, £11.95	
LLW, £11.95	LLW, £11.95	LLW, £11.95	New hires paid LLW
Minimum of the LLW, £11.95 but exact pay subject to position	Minimum of the LLW, £11.95 but exact pay subject to position	Minimum of the LLW, £11.95 but exact pay subject to position	The salary depends on the role they are undertaking. Apprentices are paid a minimum of LLW, but this could be higher i.e. for a L7 Accountancy and Tax professional apprentice.
LLW, £11.95	LLW, £11.95	Minimum of LLW £11.95, but exact pay subject to position	
LLW, £11.95	LLW, £11.95	LLW, £11.95	Apprentices are paid a minimum of LLW, £11.95 but could be paid more depending on position
			Our pay scales are based grading.

			Apprentices will join the council on grades 3-6 as early talent and this salary will vary from (Nov 23) £27,306 - £33,717 (range above LLW)
LLW, £11.95	£13.93	£14.40	L5 and above will be paid at the unqualified rate where this exists, or subject to position, but not less than level 4 apprentice wage
LLW, £11.95	LLW, £11.95	LLW, £11.95 per hour up to Level 5, Level 6 and Level 7 £27,807	Staff upskilling are have their current salary honoured
Minimum of 80% of LLW, £11.95 in Year 1, rising to 100% of LLW in Year 2	Minimum of 80% of LLW £11.95 in Year 1 rising to 100% of LLW in Year 2	Minimum of 80% of LLW, £11.95 in Year 1 rising to 100% of LLW in Year 2	Where apprentices are recruited for Grad Programme, School Business Managers, Planning Officers, Social Workers then the department will agree a "rate for the job" - which is subject to Job Evaluation. The national graduate scheme is seen as a bench mark for graduate salaries circa £28k
Minimum of 80% of LLW, £11.95 in Year 1, rising to 100% of LLW in Year 2	Minimum of 80% of LLW £11.95 in Year 1 rising to 100% of LLW in Year 2	Minimum of 80% of LLW, £11.95 in Year 1 rising to 100% of LLW in Year 2	Where apprentices are recruited for Grad Programme, School Business Managers, Planning Officers, Social Workers then the department will agree a "rate for the job" - which is subject to Job Evaluation. The national graduate scheme is seen as a bench mark for graduate salaries circa £28k
£12.49	£12.49	£12.49	We pay all our London Apprentices the same rate of £12.49 per hour. We do have a few regional Apprentices (5) who are based outside London and are paid at the

			National Living Wage of £10.42
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Greater London Employment Forum

Menopause – Support Arrangements

Item: 5

Report by: Steve Davies **Job title:** HR Director and London Regional Employers' Secretary
Date: 21 February 2023
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Purpose: To provide an update report on the type of arrangements that London boroughs have put in place to support people going through menopause symptoms. This was last reported to GLEF on 18 July 2023.

1. Introduction

- 1.1 An update report on the work that boroughs are doing to support people experience menopause symptoms was provided to this committee last July 2023. This report provides an update on the actions/ work that has been taking place within boroughs since the summer and also asked a couple of additional questions about sickness absence recording and work in schools.
- 1.2 It is important to remind the committee of the key context and background information.
- 1.3 There are approx. 13 million people in the UK experiencing the menopause (41%). The menopause is a natural part of ageing that usually occurs between 45 and 55, but younger people can also experience the onset of symptoms earlier than this. In the UK the average menopause age is 51.
- 1.4 In London boroughs women represent over 60% of the workforce, and the average age of the workforce is 46 years old. This means a significant portion of our workforce will be affected by the symptoms of the menopause in the course of their daily duties.
- 1.5 Menopause symptoms can vary for those going through it, but those that suffer extreme physical and psychological symptoms say it can have a negative impact

on their performance and attendance at work, and on their relationships with colleagues.

2. Symptoms

- 2.1 The symptoms and their severity vary. Contrary to common belief the symptoms begin months or even years before periods begin to stop. This phase is known as perimenopause. Symptoms persist for an average of 4 years after a woman's last period. 1 in 10 people experience symptoms for up to 12 years.
- 2.2 The most common symptoms of the menopause are (but not limited to):
- Hot Flashes - short, sudden feelings of heat, usually in the face, neck and chest, which can make the skin red and sweaty
 - Night sweats - hot flushes that occur at night
 - Difficulty sleeping – which can cause tiredness and irritability during the day
 - Problems with memory & concentration
 - Headaches
 - Mood changes - such as low mood or anxiety and increased feelings of stress.

3 Affecting work ability and efficiency

- 3.1 The symptoms listed above are all impactful on a person's life and their ability to perform at work. Where the menopause is a normal event (not an illness, health condition) this means that the symptoms of the menopause are often under recognised, undervalued and not taken seriously.
- 3.2 Many people do not recognise that it is the menopause (or perimenopause) causing their symptoms, and so they will not talk about it and – more importantly – they will not ask for help. In addition, if their colleagues do not know enough about the menopause then it potentially makes it very hard for them to talk about symptoms they are experiencing at work.
- 3.3 It is no surprise that around half people going through menopause have been reported as finding work difficult due to their symptoms. Poor concentration, tiredness, poor memory, depression, feeling low, reduced confidence, sleepiness and particularly hot flushes are all cited as contributing factors.
- 3.4 Evidence shows that there is a direct link between menopause symptoms and feeling less engaged at work, less satisfied with their job, greater intention to quit, lower commitment to work.

- 3.5 It is estimated that for around 10 per cent experience symptoms so bad that they feel unable to continue working.

4 How employers help

- 4.1 All employers have a responsibility for the health and safety of all their employees. Some employers have been slow to recognise that women experience symptoms may need specific considerations and many employers do not have clear processes to support women with menopausal symptoms.
- 4.2 Experience has shown that there are three main elements to managing the menopause at work:
- Workplace culture – creating conditions for staff and managers to feel comfortable talking about the menopause.
 - Workplace advice and guidance – creating frameworks for staff and managers to manage the menopause.
 - Workplace environment – creating workplace arrangements and conditions that can better alleviate the symptoms of the menopause

5 Employer and Unison guidance

- 5.1 There is a wealth of guidance for employers on how to support people going through the menopause. Guidance from bodies such as the LGA (Local Government Association), ACAS, CIPD (chartered institute of personnel and development), Society of Occupational Medicine, NHS Employers, and British Menopause Society.
- 5.2 UNISON have also produced guidance - *The Menopause is a Workplace Issue* - is aimed at supporting employers to create a working environment where staff feel supported. The guide highlights how symptoms – from migraines to panic attacks – are an occupational health issue and can have a significant effect on staff.

6 London boroughs support arrangements

- 6.1 We asked London boroughs what arrangements they have put in place to provide information, guidance and support to staff and managers about the subject matter of menopause.
- 6.2 All 32 London boroughs and the City of London reported they have either guidance and/ or a policy that outline information and support for staff and managers to help with management of the menopause.
- 6.3 The following 20 London boroughs identified having a policy as well as providing guidance and support, but it is important to point out that having a policy does not

of itself demonstrate the actions and support that is being given to or offered to employees experiencing the menopause:

- Barking & Dagenham, have also signed the Wellbeing of Women 'Workforce Menopause Pledge'
- Camden are accredited as a Bloody Good Employer by the charity Bloody Good Period
- Croydon
- Enfield
- Hammersmith & Fulham
- Haringey
- Havering
- Kensington & Chelsea
- Kingston & Sutton councils have developed a shared policy
- Lambeth
- Lewisham
- Merton
- Newham
- Redbridge
- Richmond and Wandsworth
- Southwark
- Tower Hamlets
- Westminster

6.4 It should be noted that all London boroughs provided examples of the type of support they give to staff experiencing the menopause. A selection of the type of support provided is outlined below, and most of these examples are common across all London boroughs;

- Employee Menopause Support Groups and staff forums
- Women's staff network sessions led by a local GP
- Microsite developed for all staff to access with a specific section on menopause and perimenopause which hosts podcasts, resources, stories, network information and external helpful information.
- Women's Network also supporting colleagues going through the menopause
- Menopause Advocates
- An active group 'Talk Menopause' with 250+ active members regularly sharing best practice, personal experiences, helpful tips
- Staff sharing experiences and practical support advice

- A monthly Menopause café where staff could drop in for informal chats, or ask questions
- Menopause toolkits for managers and staff with guidance and support
- Health events and/ or menopause events
- Dedicated section on the staff intranet
- Development of an App to help track perimenopause or menopause symptoms
- All staff communications on the menopause
- Menopause bitesize sessions every two months
- Webinars and other digital forum for sharing information
- Menopause awareness sessions for staff and managers
- E-learning modules

6.5 We asked London boroughs a couple more questions about sickness absence recording and work in schools. Fourteen (14) London boroughs responded.

6.6 In terms of sickness related reporting, two (2) London boroughs said it was now able to record sickness absence related to menopause, six (6) said they were exploring options to record menopause absence or they were capturing issues in sickness review meetings and providing appropriate support. Six (6) London boroughs simply stated they don't record menopause as a sickness absence reason.

6.7 With regard to rolling out menopause policies to schools, seven (7) London boroughs said their policies are available to or are used by schools, but they weren't capturing any information to assess the level of impact they might have; one London borough said they were exploring with schools take up of the council policy; six (6) London boroughs do not, as standard, offer their policies to schools.