

Annual Workforce Equality Monitoring Report

April 2023 – March 2024



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1. Introduction

This report provides an analysis of the Council's directly employed workforce over the 12 month period, 1st April 2023 to 31st March 2024.

The data set includes all permanent and fixed term employees working for Richmond and Wandsworth Councils under the Shared Staffing Arrangement (SSA), except school-based employees and casual employees. Agency workers, volunteers, interims and consultants are excluded from the workforce profile where they are not directly employed by the SSA.

The data used in this report has been taken from the Councils' Human Resources Information System except for recruitment data that has been taken from a stand-alone applicant tracking system managed by the recruitment team.

The workforce analysis provides valuable source of data that can be utilised in various ways in Richmond and Wandsworth Councils:

- monitoring inequalities
- supporting delivery of the Richmond and Wandsworth Councils' key workforce objectives and values
- helping to identify workforce strategy and learning and development needs
- helping to formulate the corporate equality action plan
- assisting workforce planning and recruitment and retention strategies

The data used in this report compares the current organisational data with the data from the previous years and is effective as at the 31st March for each year.

Information and analysis on sexual orientation and religion or belief representation is limited as a high percentage of staff have not provided these details. Staff are encouraged, through the staff newsletter, regular advertising campaigns and publishing notes on the intranet, to provide this information on a voluntary basis.

Resident data has been taken from the London Datastore <https://data.london.gov.uk/dataset> and boroughs' statistics (DataWand and DataRich).

2. Richmond and Wandsworth demographic data

The borough demographics are a point of reference and comparison for the Richmond and Wandsworth staff analysis. London is also a useful comparison as it forms the base for much of the councils' recruitment. This data has been taken from the 2021 ONS census ^{1,2,3} and boroughs' statistics (DataWand and DataRich) ^{4,5}

Richmond population: 195,278 ³ London population: 8,799,728 ^{3,4} Wandsworth population: 327,506 ⁴

Sex ¹	Female	Male
Richmond	51.9%	48.1%
Wandsworth	52.6%	47.4%
London	51.5%	48.5%

Ethnicity ^{3, 4}	White	BAME
Richmond	80.5%	19.6%
Wandsworth	67.8%	32.2%
London	53.8%	46.2%

Age ²	0-15	15-64	64+
Richmond	19%	64.8%	16.2%
Wandsworth	15.7%	74.8%	9.6%
London	18.1%	70.0%	11.9%

Disability ⁶	Declared (both disabled and limited a little and a lot)	Not disabled
Richmond	12.9%	87.1%
Wandsworth	14.8%	85.1%
London	15.7%	84.3%

¹ [Census - Office for National Statistics \(ons.gov.uk\)](https://ons.gov.uk)

² [Wandsworth population change, Census 2021 – ONS](#) and [How life has changed in Wandsworth: Census 2021](#)

³ [Richmond upon Thames population change, Census 2021 – ONS](#) and [How life has changed in Richmond upon Thames: Census 2021](#)

⁴ [Population - UTLA | Richmond upon Thames | Report Builder for ArcGIS \(datarich.info\)](#)

⁵ [Population - UTLA | Wandsworth | Report Builder for ArcGIS \(datawand.info\)](#)

⁶ [Disability, England and Wales - Office for National Statistics \(ons.gov.uk\)](#) and [Disability - Office for National Statistics \(ons.gov.uk\)](#)

Statistics on religious beliefs were collected in the 2021 ONS census⁷. In the 2021 Census, 45.3% of Richmond residents and 42.6% of Wandsworth residents classified themselves as Christian^{2,3}, higher than the London average of 40.7% but lower than the England average of 46.3%. The second largest classification was 'No religion' at 38% in Richmond and 36% in Wandsworth, again higher than the London and England and Wales averages (of 27% and 37.2% respectively).

Religion ⁷	England and Wales	London	Richmond	Wandsworth
	%	%	%	%
Christian	46.2	40.7	45.3	42.6
Buddhist	0.5	0.9	0.8	0.7
Hindu	1.7	5.1	2.1	2.0
Jewish	0.5	1.7	0.6	0.5
Muslim (Islam)	6.5	15.0	4.3	9.9
Sikh	0.9	1.6	1.0	0.3
Other religion	0.6	1.0	0.7	0.6
No religion	37.2	27.0	37.9	36.2
Religion not stated	6.0	7.0	7.3	7.2
Total	100	100	100	100

Statistics on sexual orientation were collected in the 2021 ONS census¹⁰. The census question on sexual orientation was a voluntary question asked of those aged 16 years and over. Around 89.4% of people identified as straight or heterosexual. Around 3.2% identified with an LGB+ orientation ("Gay or Lesbian", "Bisexual" or "Other sexual orientation").

⁷ [Religion, England and Wales - Office for National Statistics](#)

[Religion classifications: Census 2021 - Office for National Statistics](#) and [Religion \(detailed\) variable: Census 2021 - Office for National Statistics \(ons.gov.uk\)](#)

⁸ [How life has changed in Richmond upon Thames: Census 2021](#)

⁹ [How life has changed in Wandsworth: Census 2021](#)

¹⁰ [Sexual orientation, England and Wales - Office for National Statistics \(ons.gov.uk\)](#)

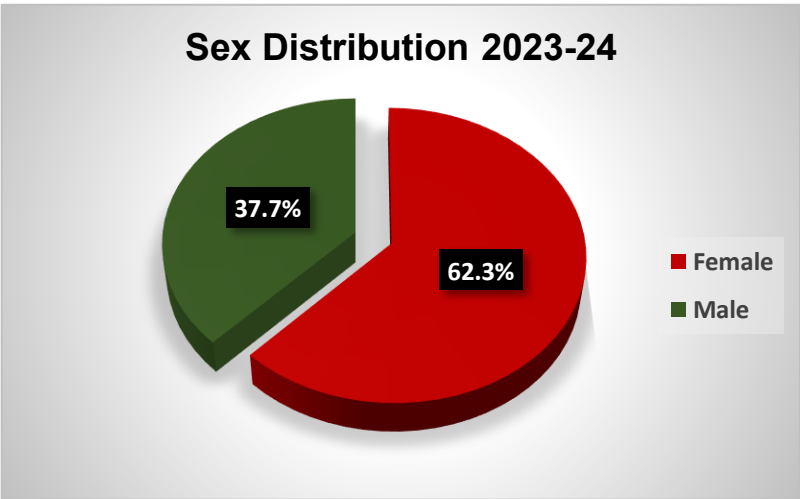
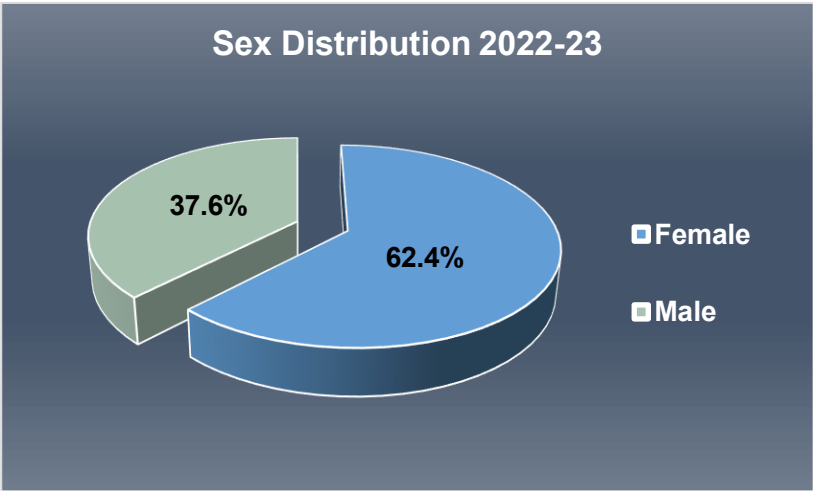
3. Workforce and protected characteristics of Richmond and Wandsworth Councils

This section presents data taken as at the end of March 2024. These figures include permanent and fixed term staff working for the Shared Staffing Arrangement (SSA) for Richmond and Wandsworth Councils and how they are distributed by sex, ethnicity, disability and age, by pay grade and directorate. The same group of staff is analysed consistently throughout. In this financial year, there has been change introduced to the directorates structure, with the introduction of the Finance Directorate. Consequently, staff from the Resources directorate moved between Chief Officer and Finance Directorate.

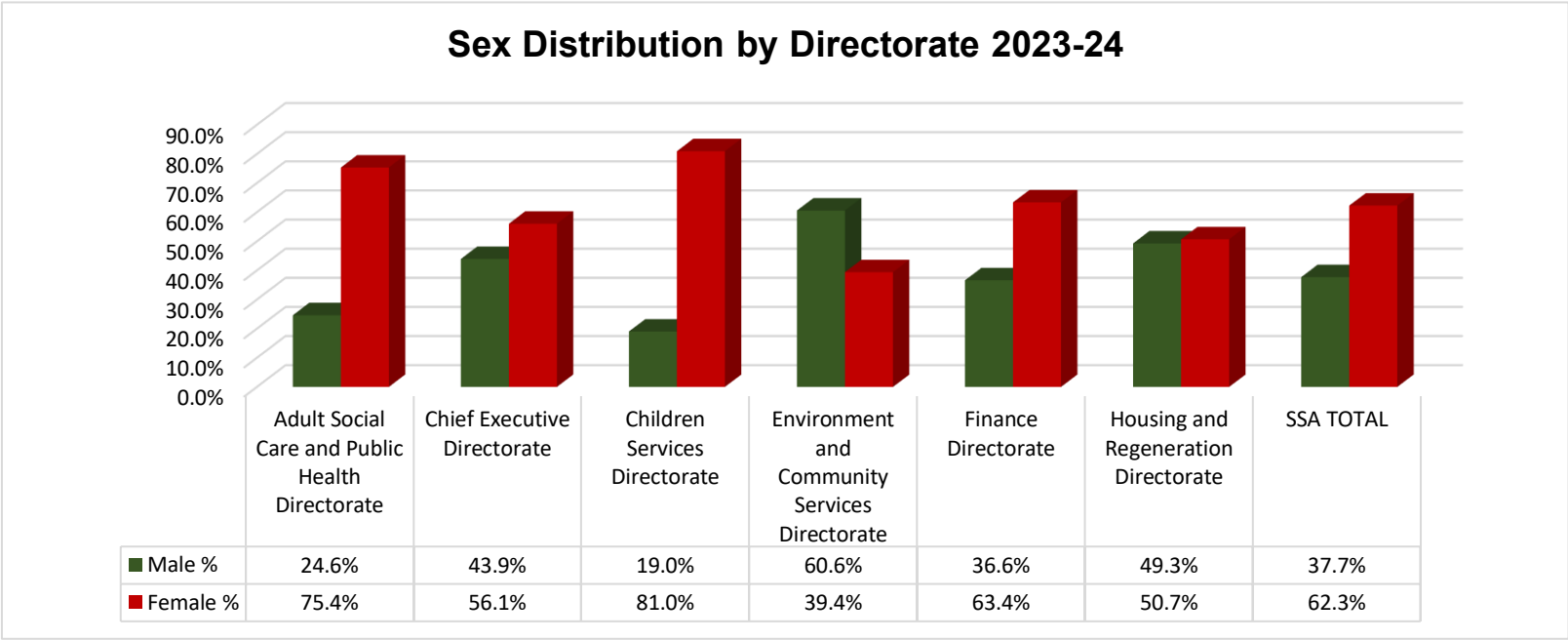
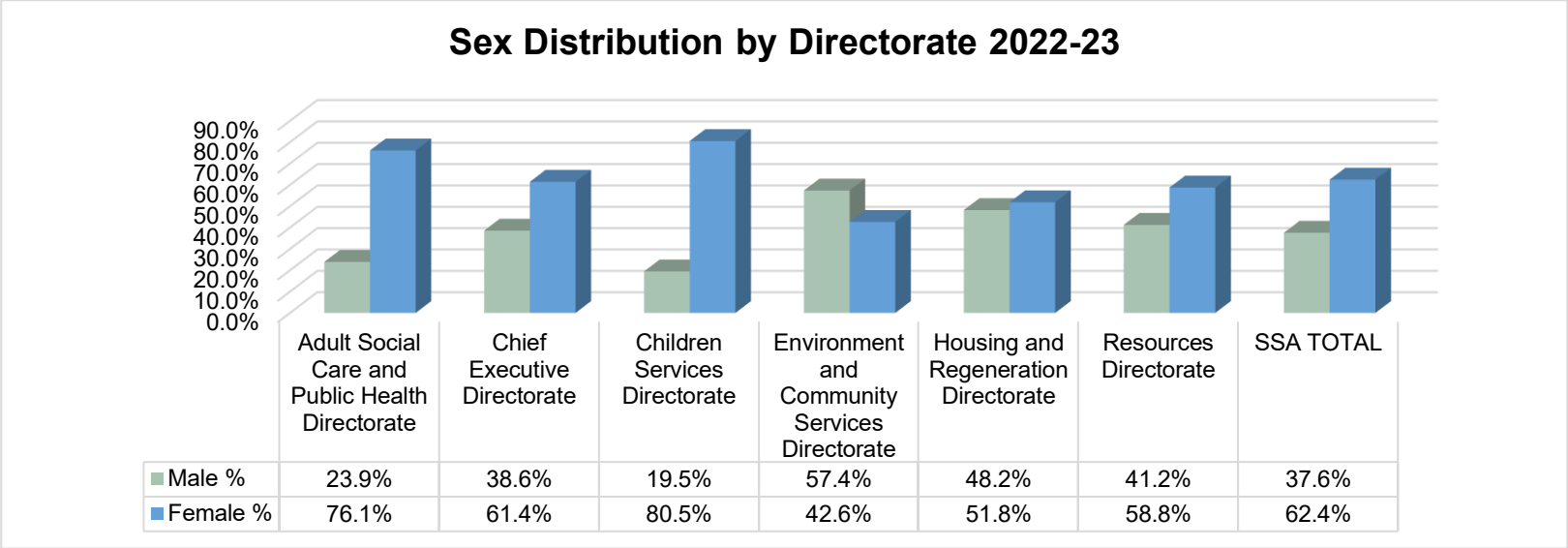
3a. Sex

Sex distribution within the workforce

The sex distribution of staff has stayed consistent between 2022/23 and 2023/24.

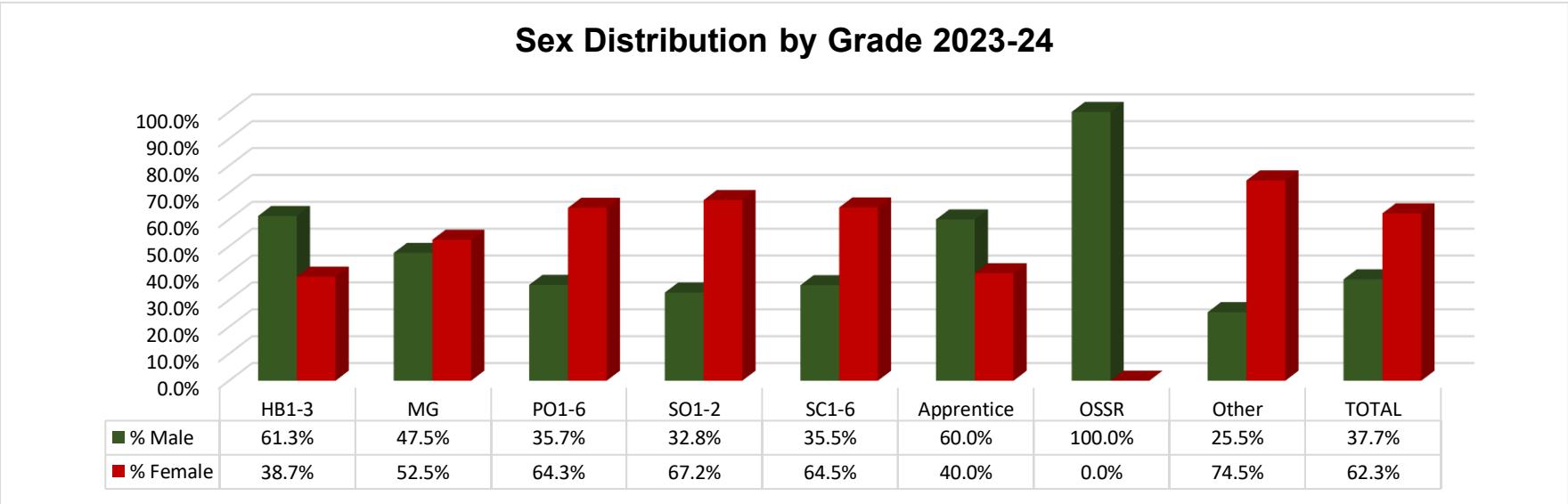
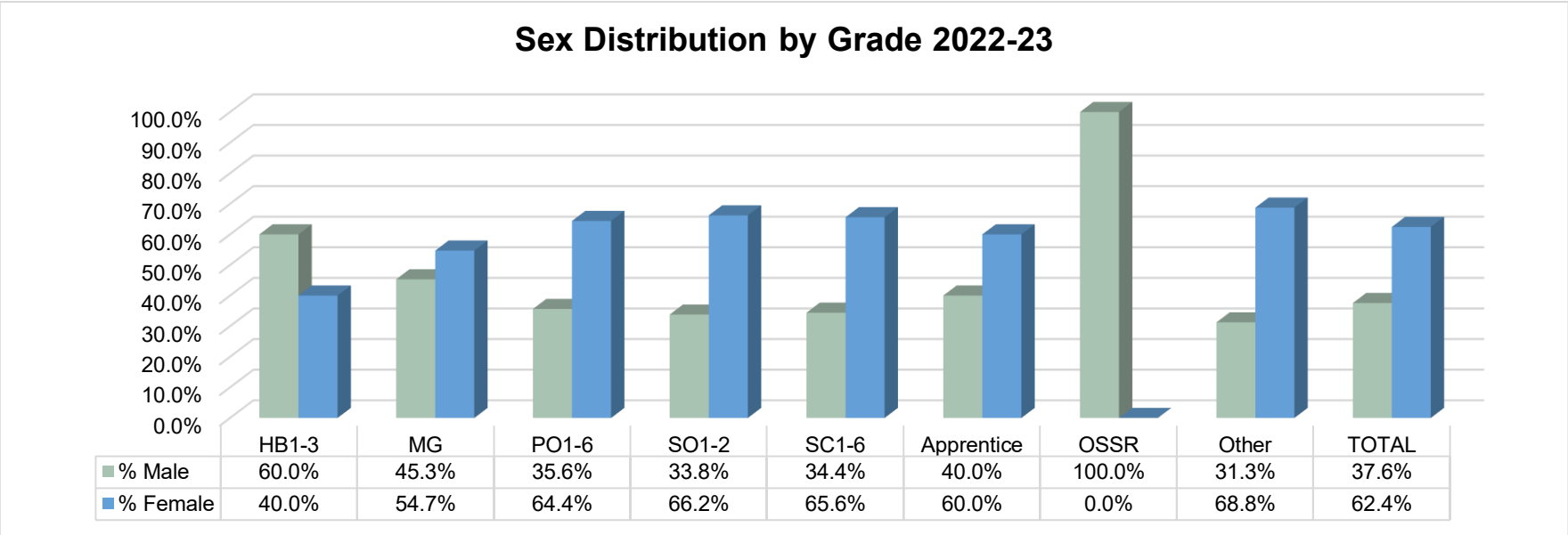


Sex Distribution by Directorate



Sex Distribution by Grade

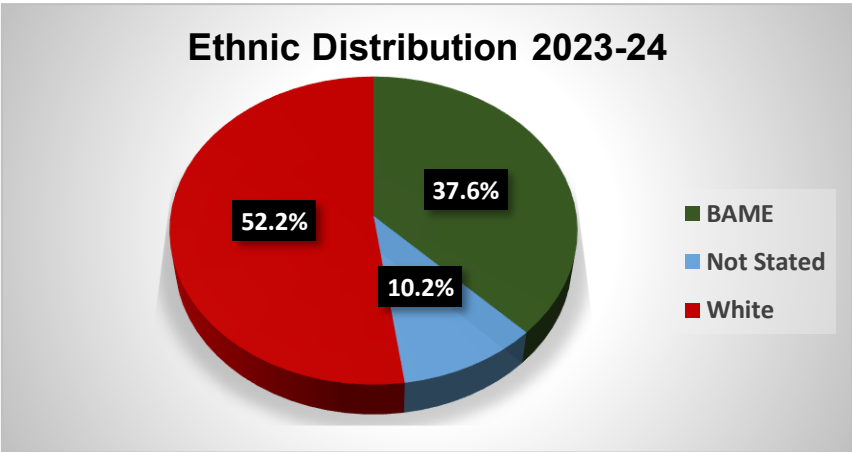
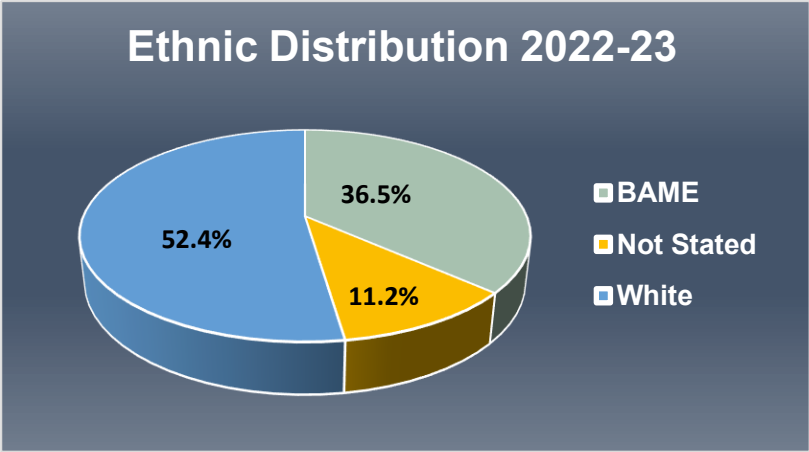
The proportion of women at the majority of grades either remained the same or has decreased compared to 2022/23. The proportion of women at the highest grades has decreased.



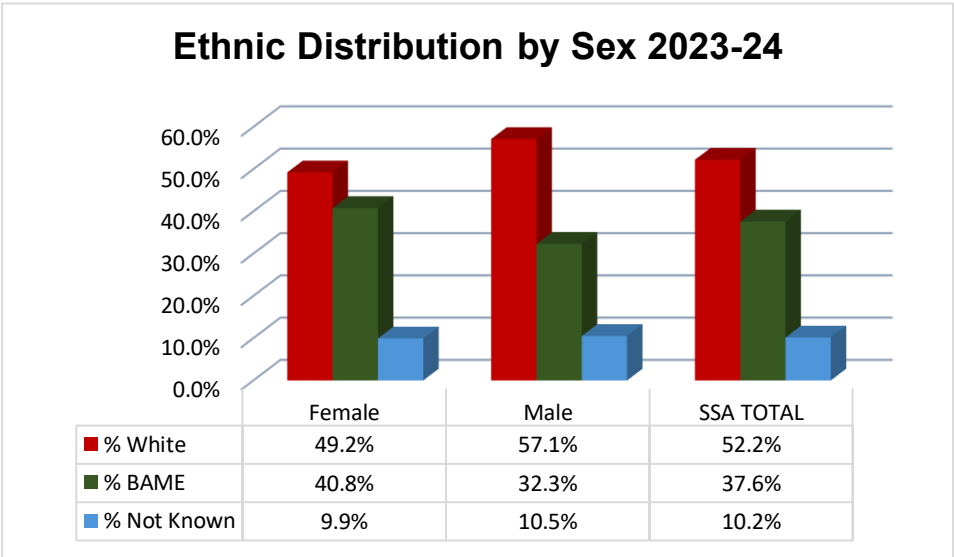
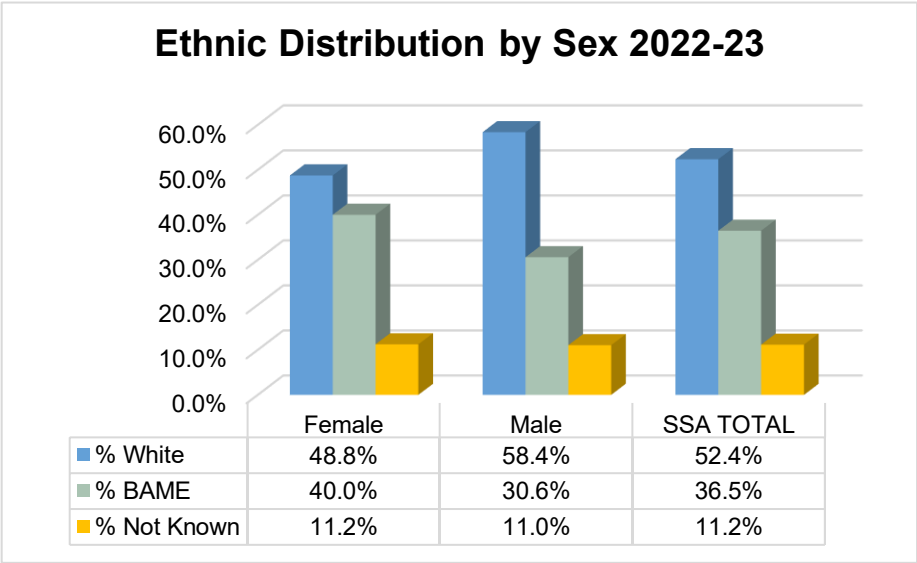
3b. Ethnicity

Ethnic distribution within the workforce

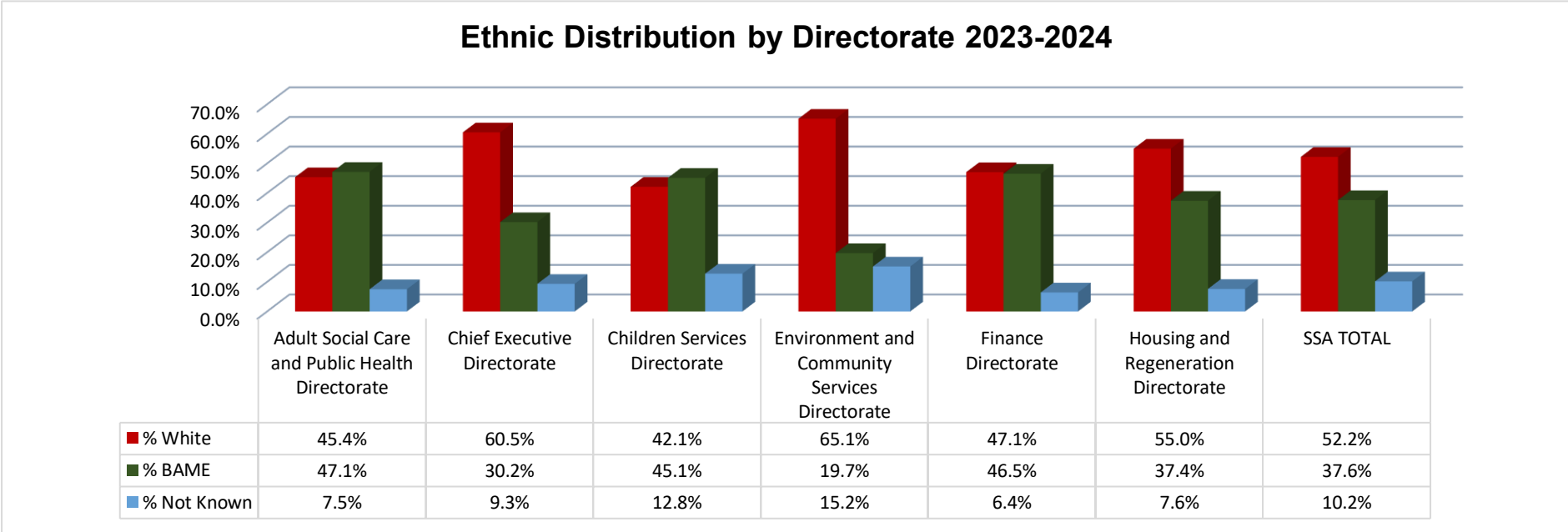
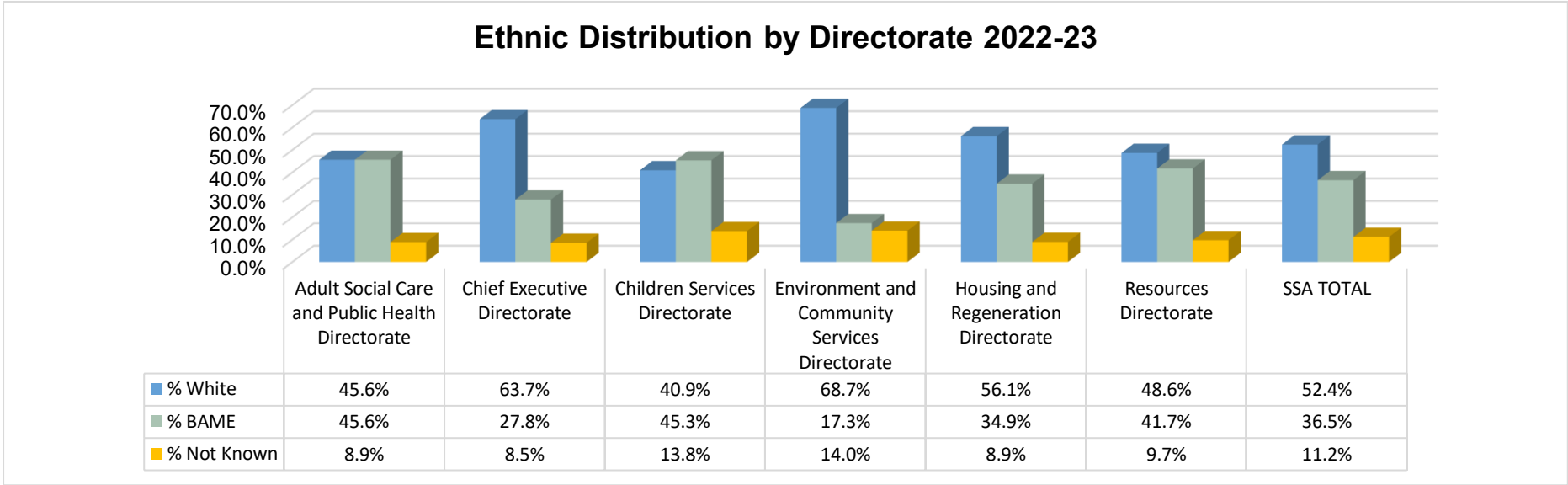
The proportion of Black, Asian and Minority Ethnic staff in the workforce (and in all the Directorates individually) has slightly increased since 2022/23. The proportion of staff who have not shared their ethnicity information has decreased from 11.2% to 10.2%.



Ethnic Distribution by Sex



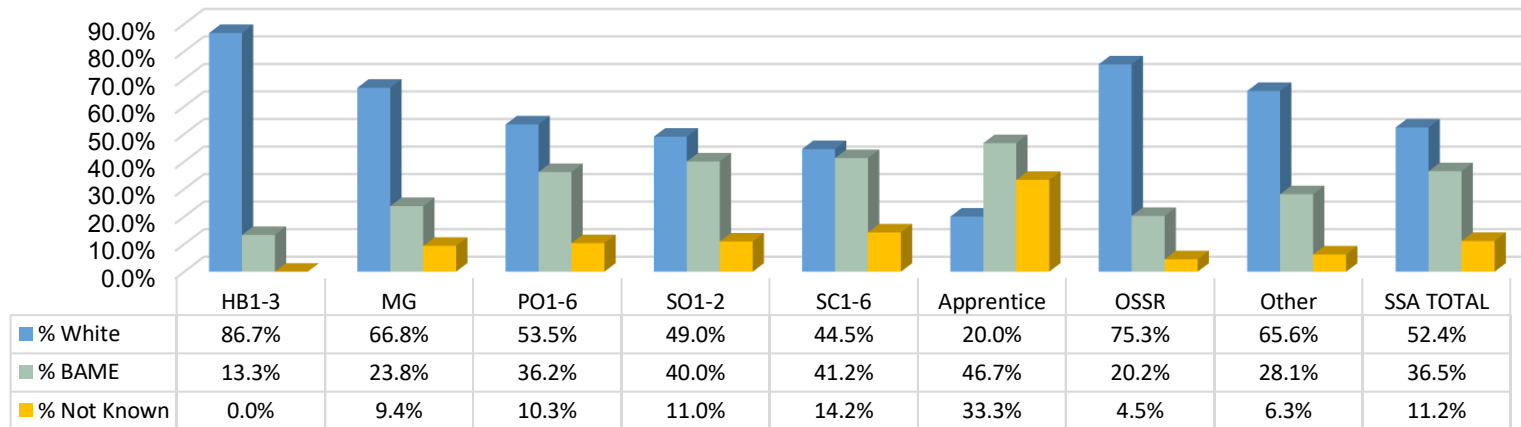
Ethnic Distribution by Directorate



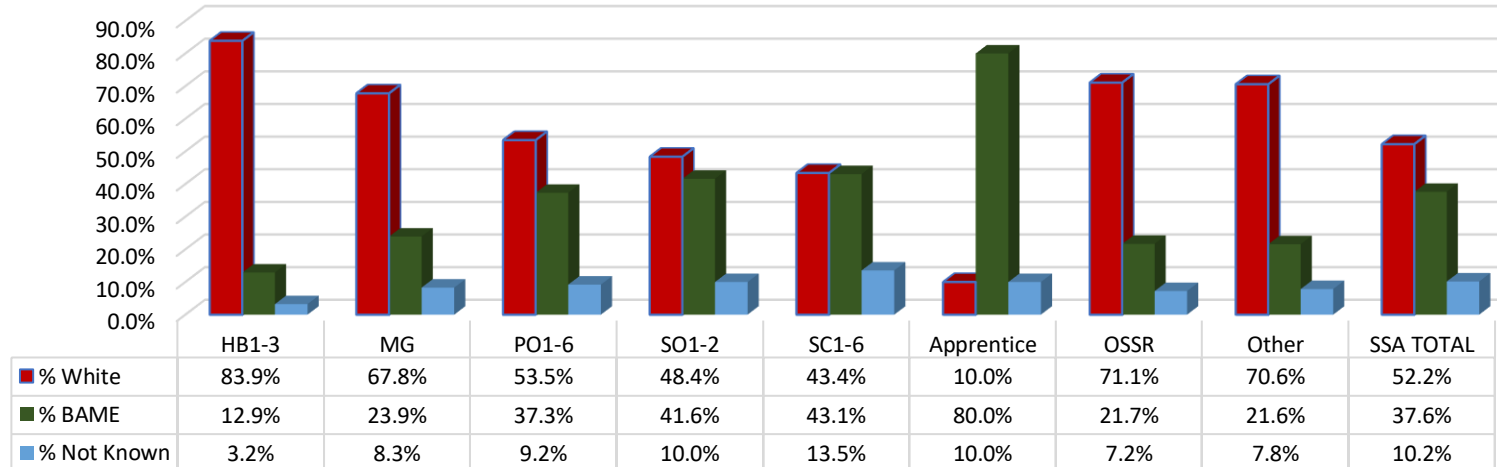
Ethnic Distribution by Grade

Compared to 2022/23, the proportion of Black, Asian and Minority Ethnic staff has slightly increased in Scale 1 - PO6 grade groups, with no significant change in the MG group and has slightly decreased in the highest graded group (HB1-3). The proportion of the BAME staff has changed massively in the Apprenticeship group (change from 46.7% to 80%), although the difference is possibly accounted for by an increase in the proportion of staff sharing their ethnicity information. Increases could also be attributed to actively encouraging applicants to disclose ED&I information at their initial recruitment stage. In 2023/24 only 10% in the Apprentice group decided not to share their ethnic background information, comparing to 46.7% in 2022/23. There continues to be notable differences between directorates in the proportion of staff whose ethnicity is unknown.

Ethnic Distribution by Grade 2022-23



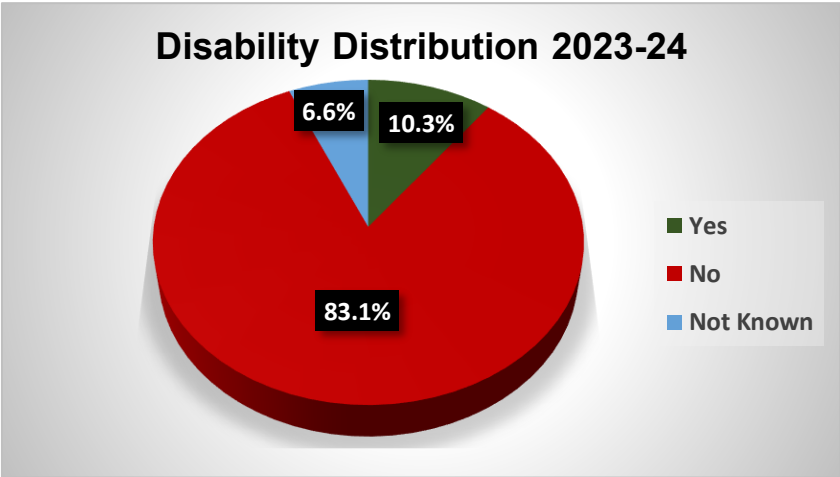
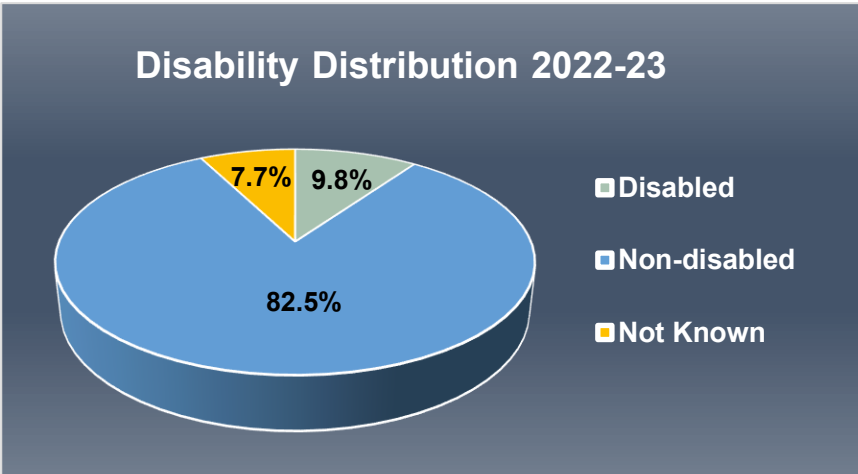
Ethnic Distribution by Grade 2023-2024



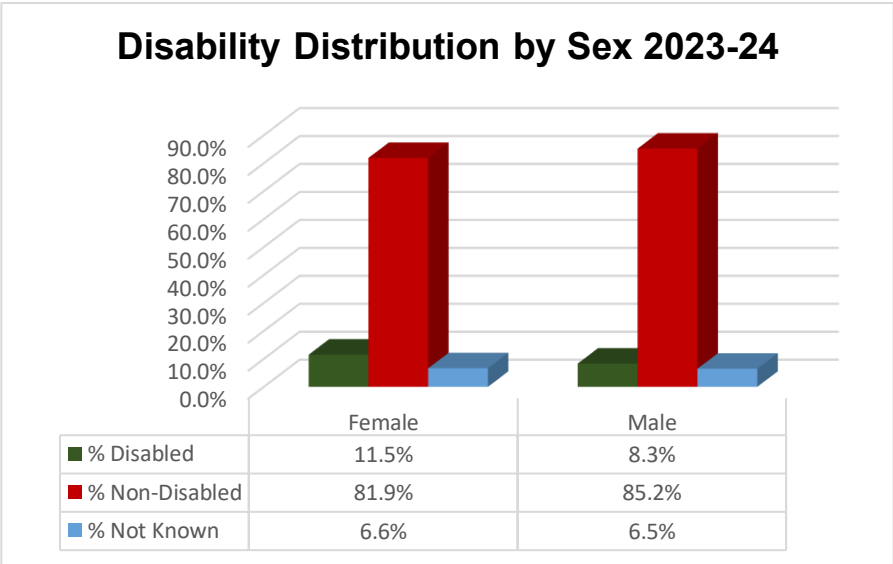
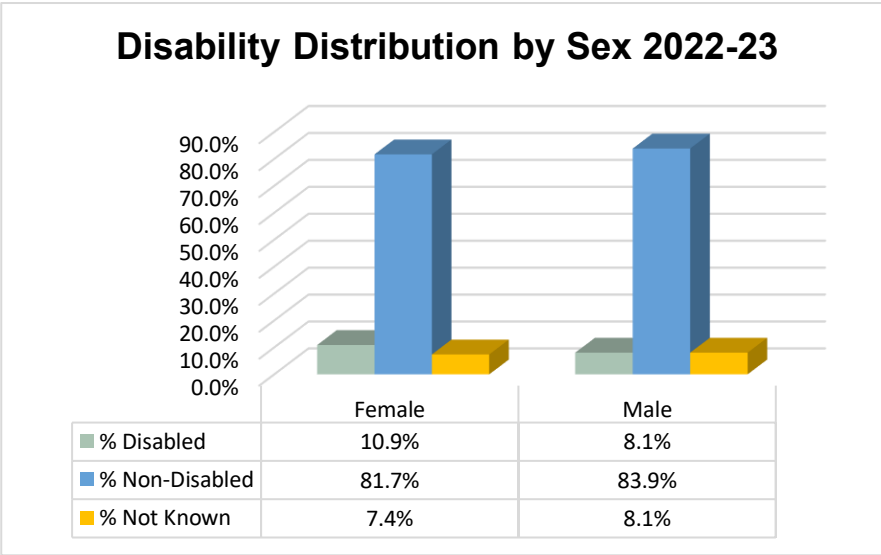
3c. Disability

Disability distribution within the workforce

The disability distribution of staff has stayed consistent between 2022/23 and 2023/24, with only 0.2% more staff declaring disability. The difference is accounted for by a reduction in the proportion of staff whose disability status is unknown.

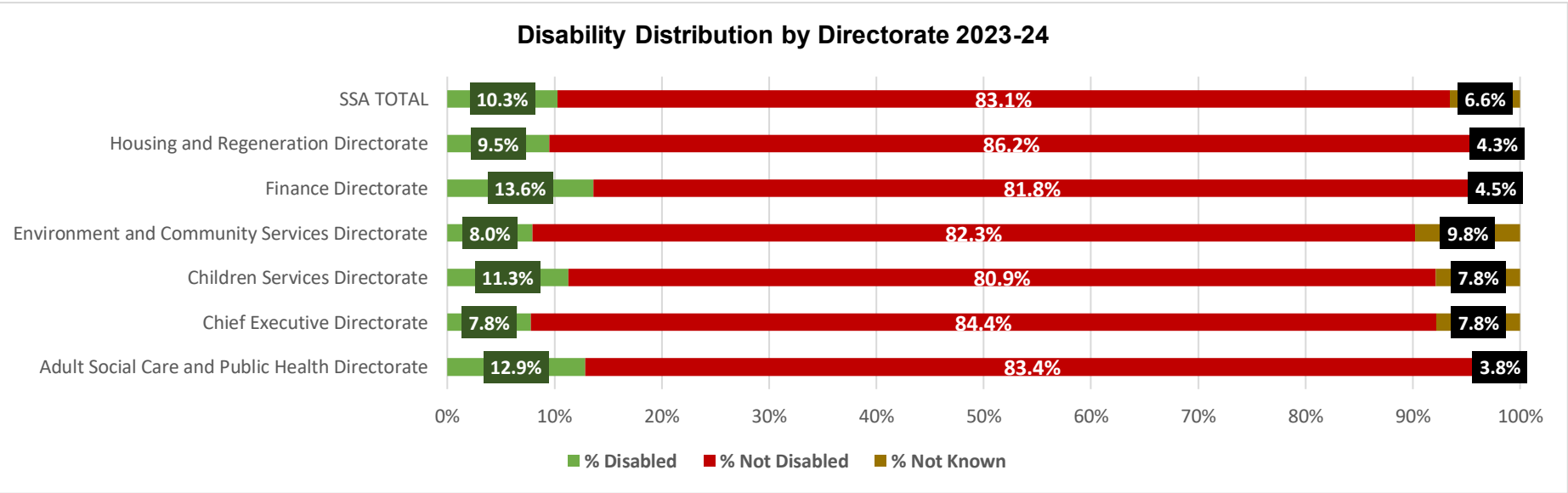
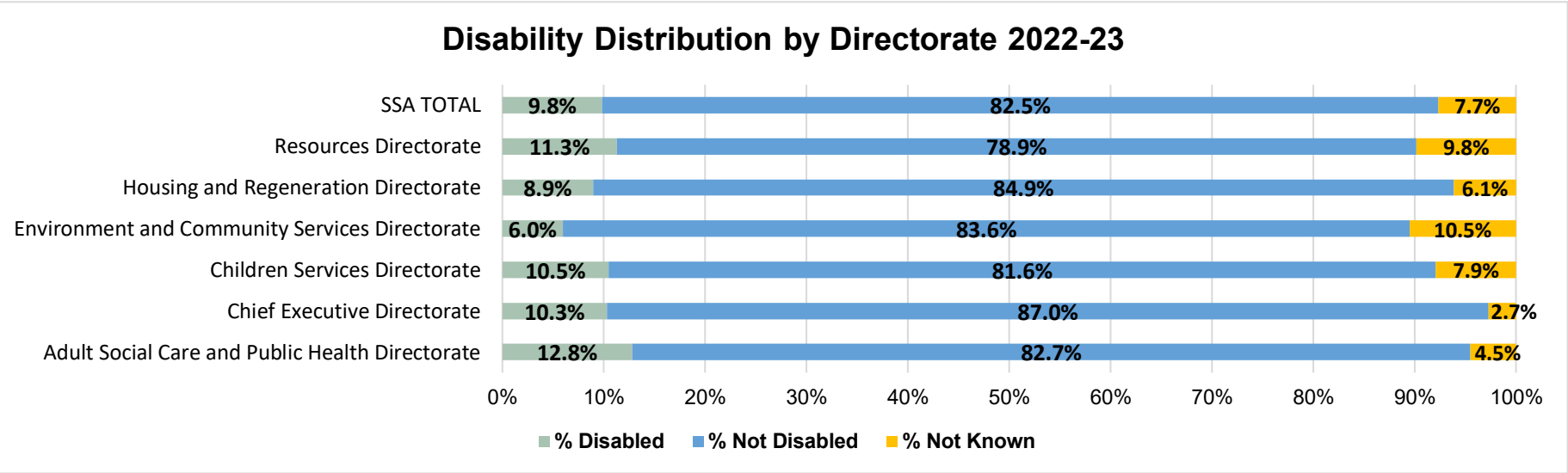


Disability Distribution by Sex



Disability distribution by Directorate

The increase in proportion of staff declaring their disability status is noted across all directorates. There continue to be notable differences between Directorates in the proportion of staff whose disability status is unknown (although this number generally decreased).

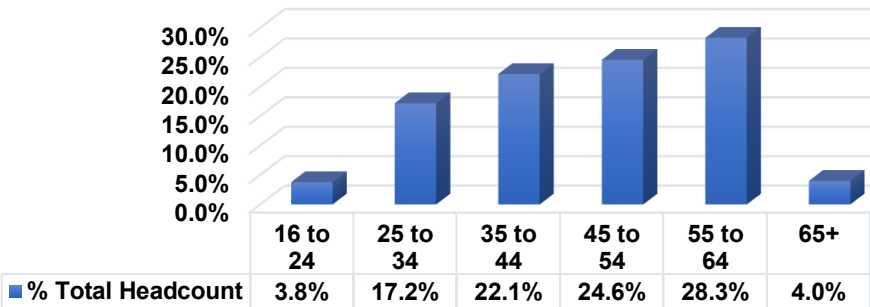


3d. Age

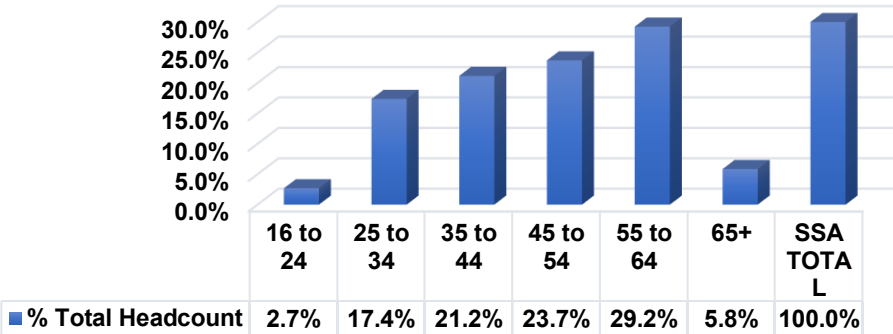
Age distribution within the workforce

The proportions of colleagues in the 16-24 and 45–64 age groups have decreased. There have been increases in the 55-64 and 65+ age groups. This pattern is also seen in most Directorates individually; improvements made to this will help ensure an adequate pipeline of talent for the future.

Age Distribution 2022-23

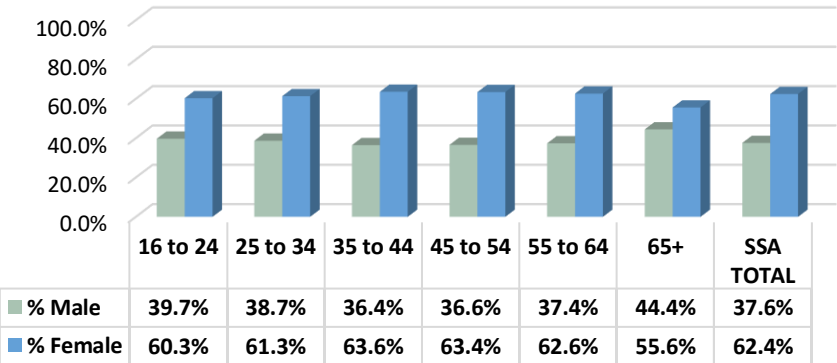


Age Distribution 2023-24

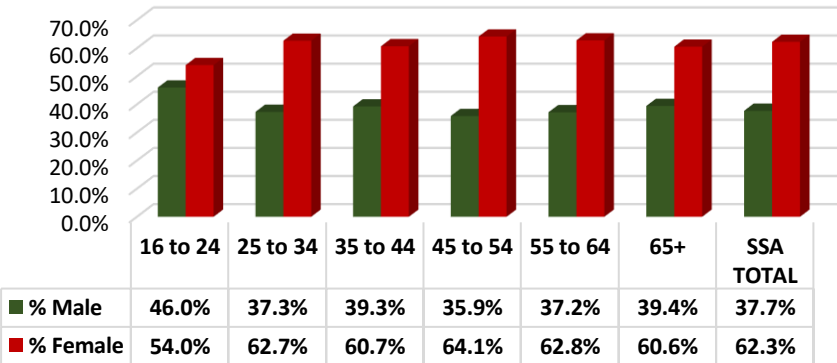


Age Distribution by Sex

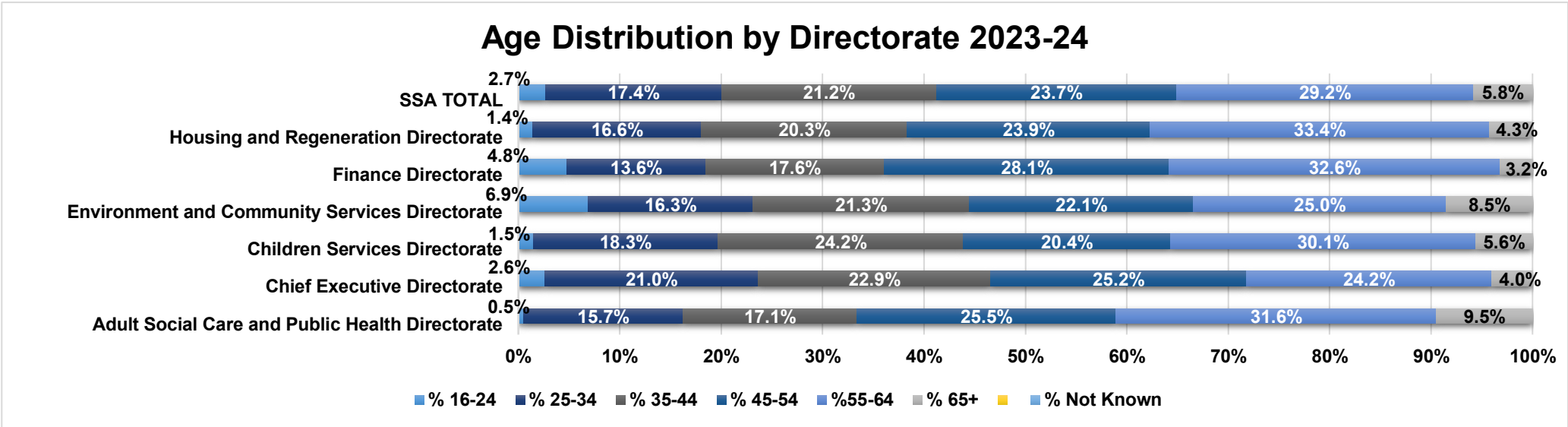
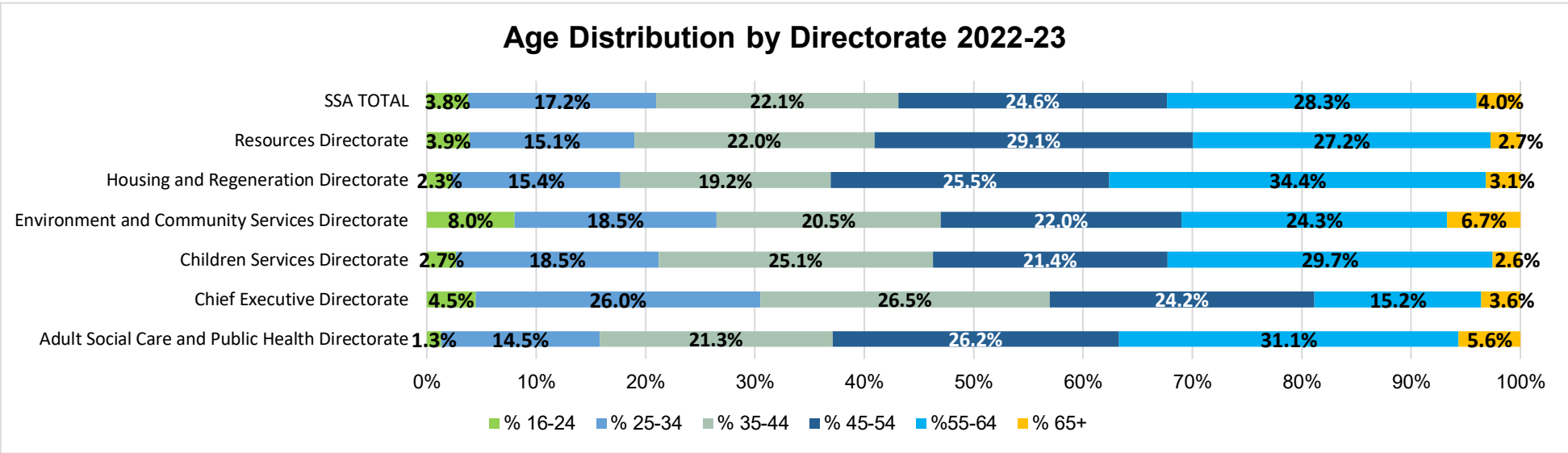
Age Distribution by Sex 2022-23



Age Distribution by Sex 2023-24

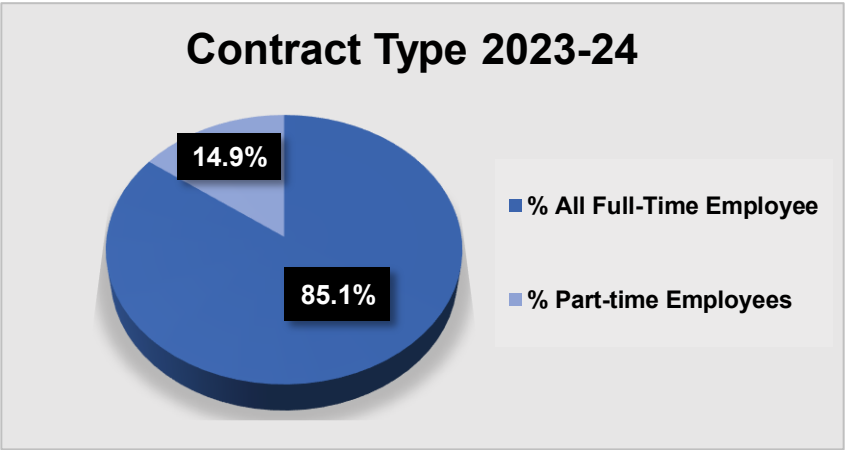
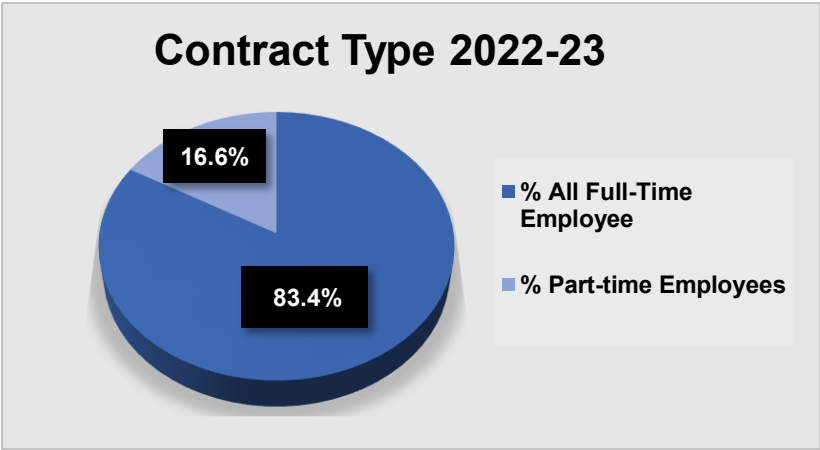


Age Distribution by Directorate

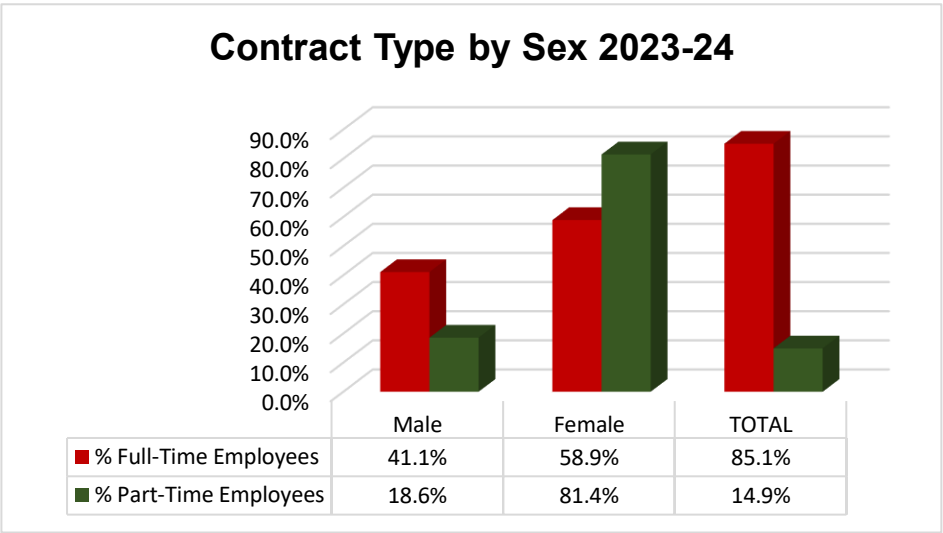
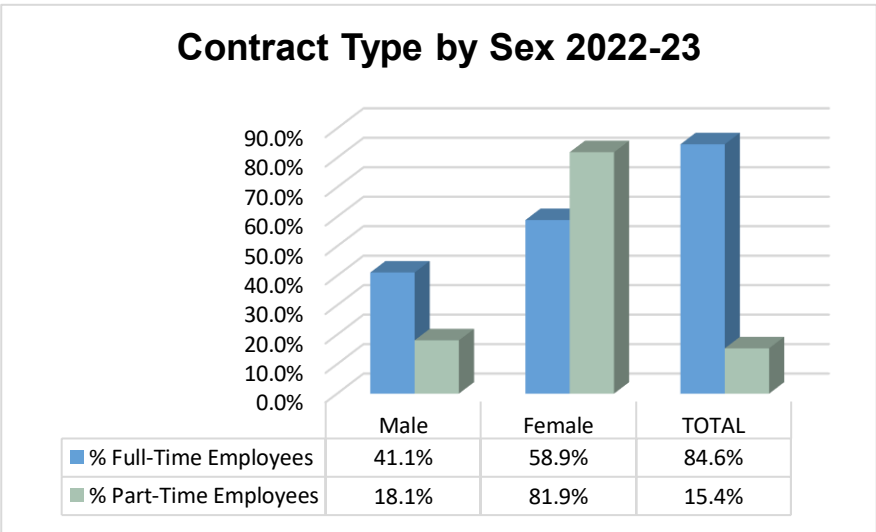


4. Additional Equality and Diversity Information

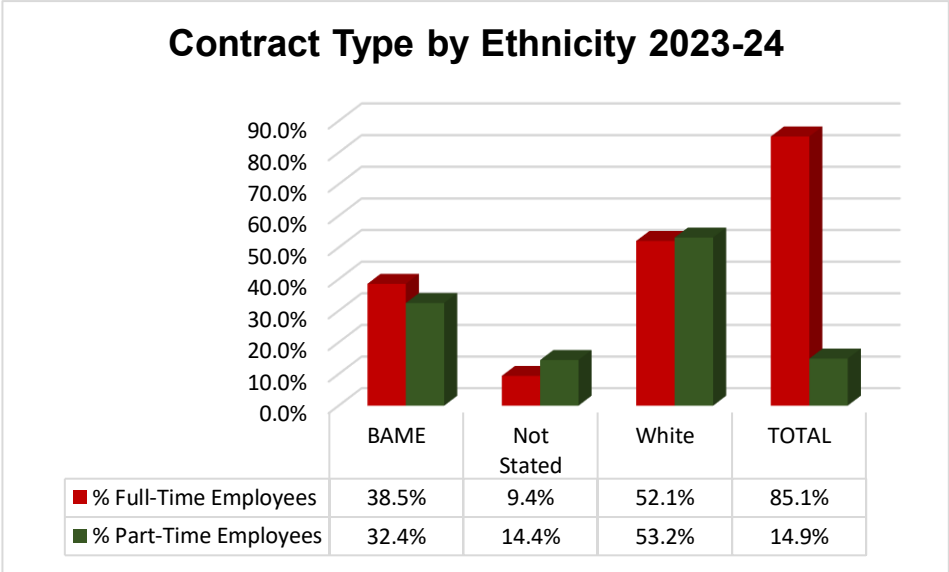
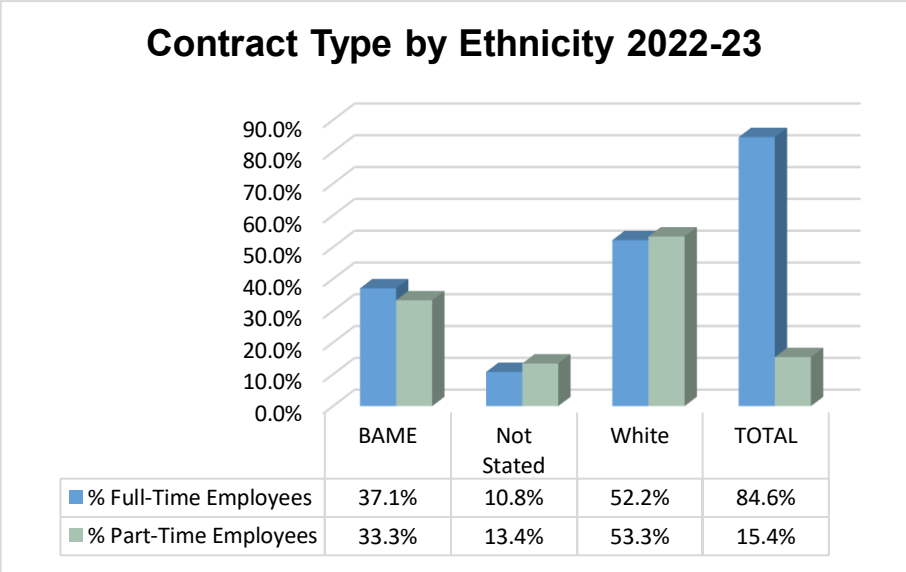
4a. Contract Hours: Full Time and Part Time



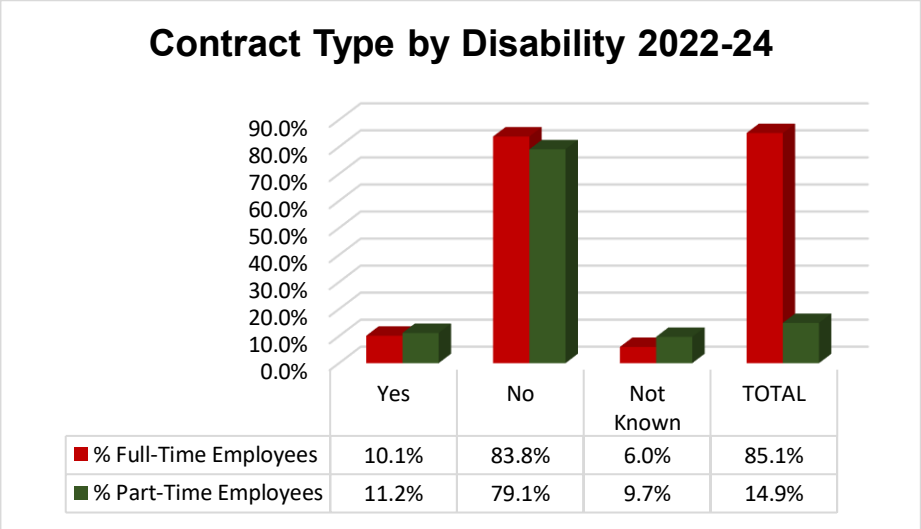
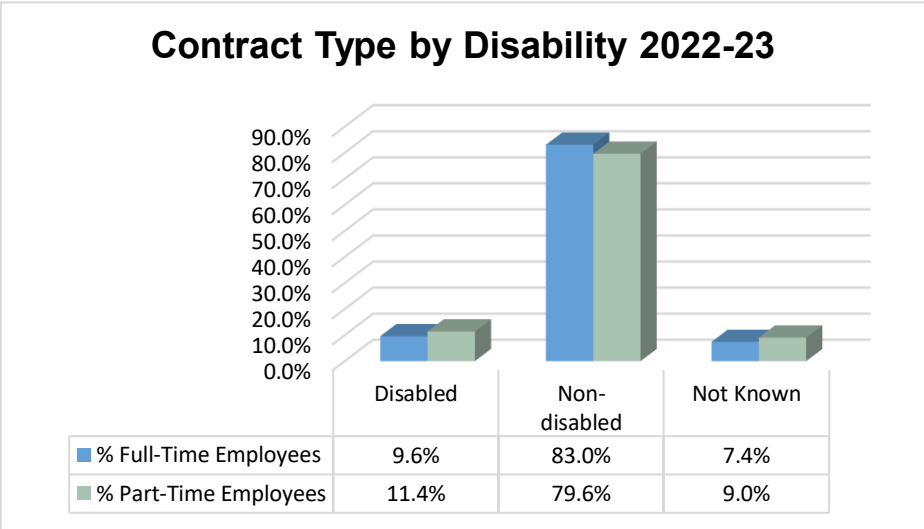
Contract Hours - by Sex



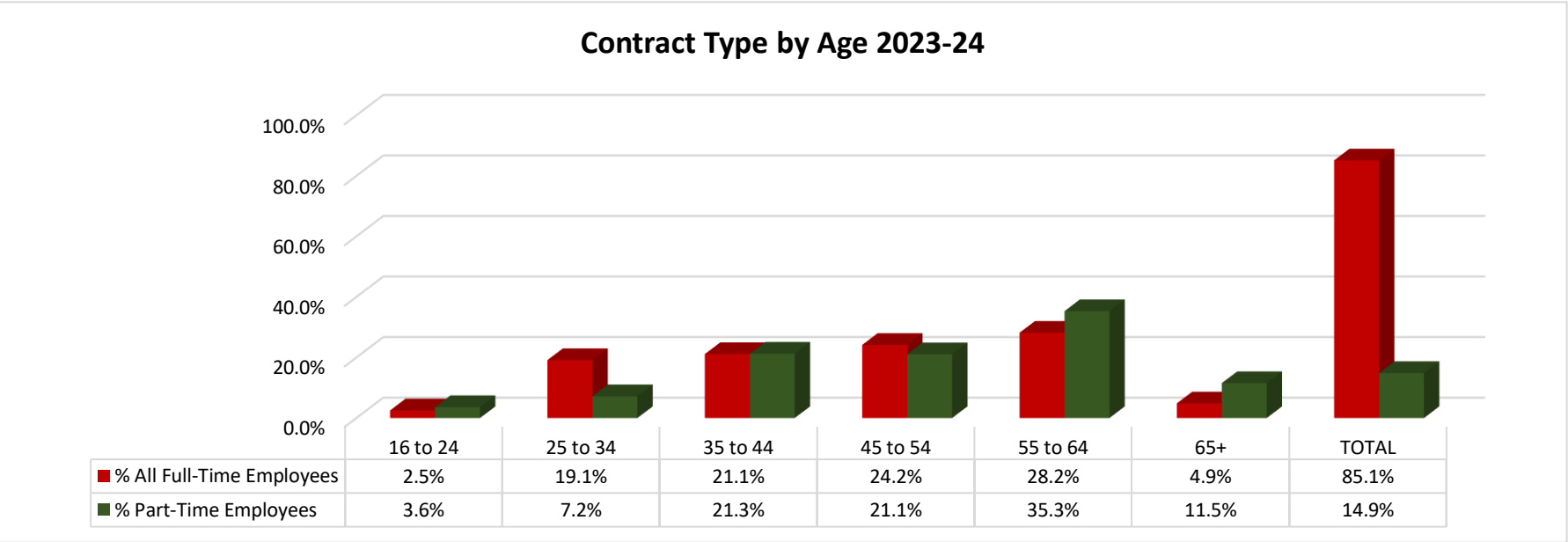
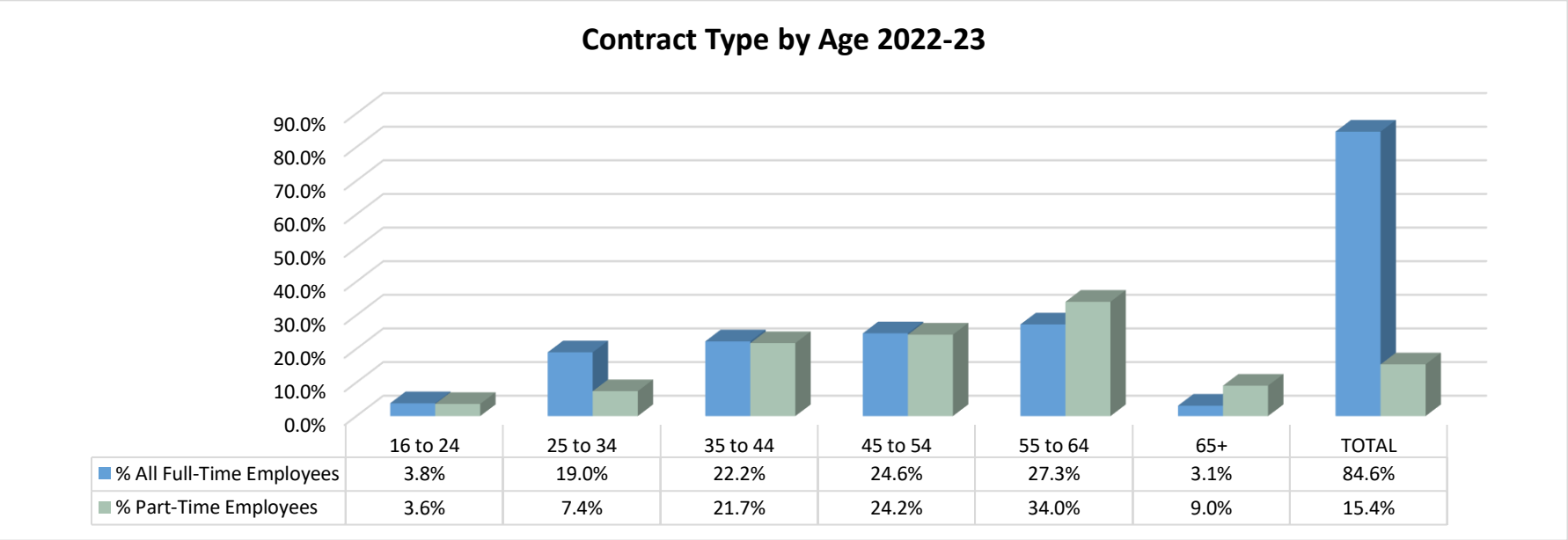
Contract Hours – by Ethnicity



Contract Hours – by Disability



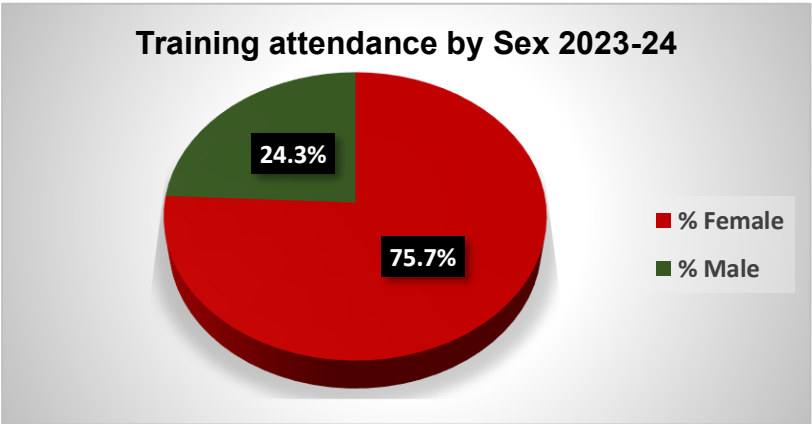
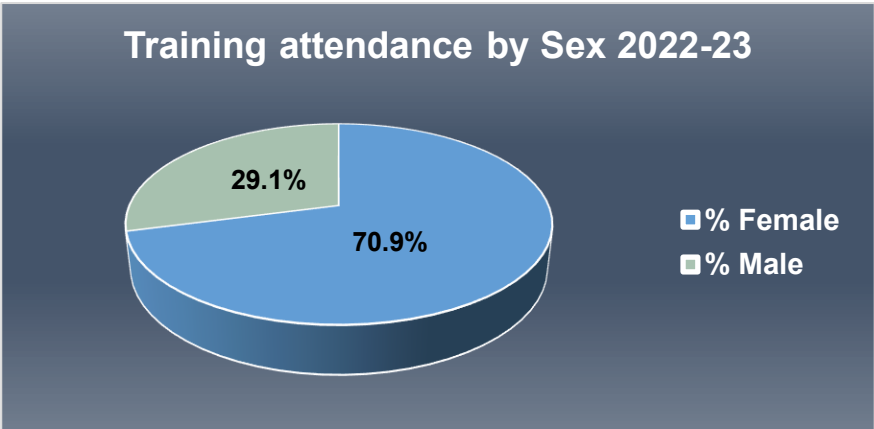
Contract Hours – by Age



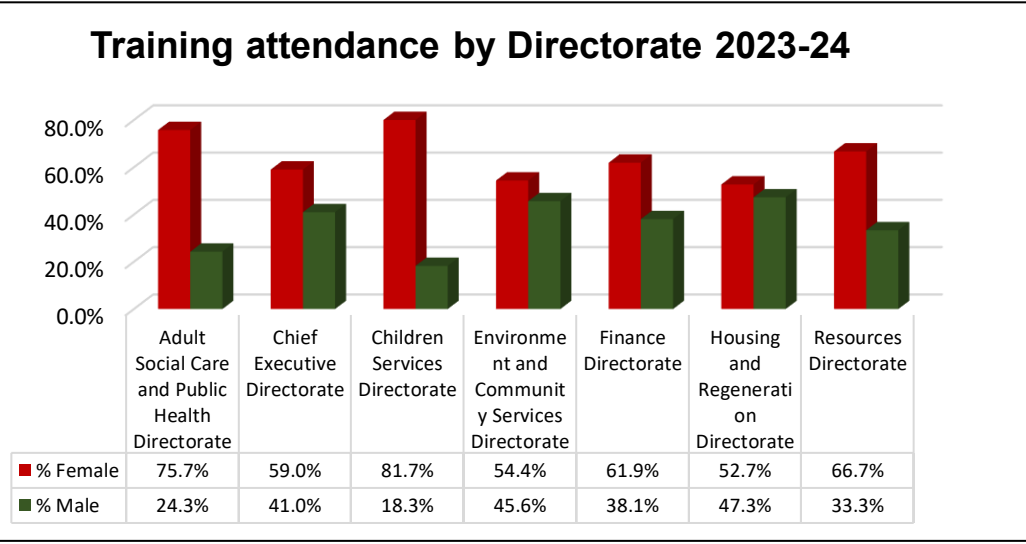
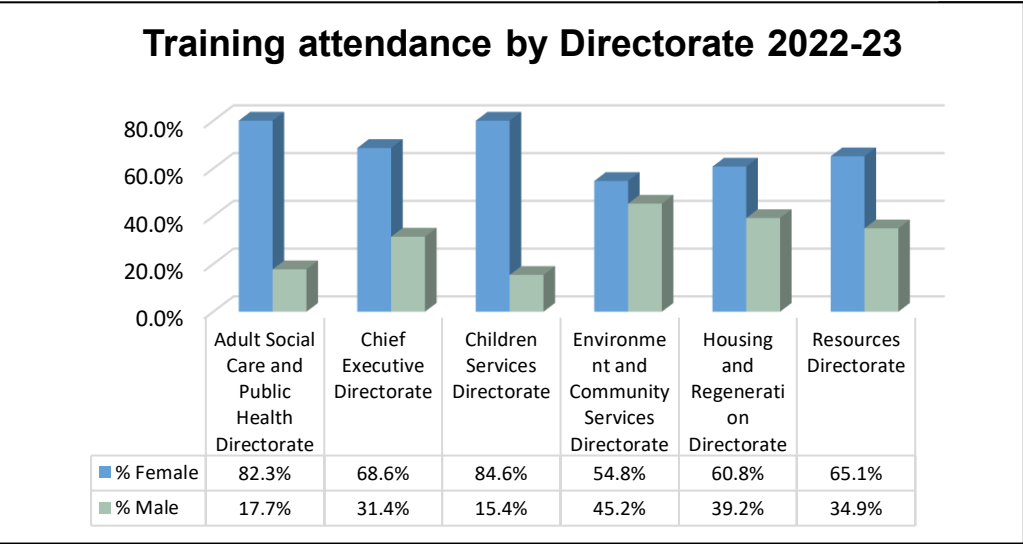
4b. Learning and Development

There have been notable increases in the proportion of training attendances by women, Black, Asian and Minority Ethnic staff and staff with disabilities compared to 2022/23. In all cases, the representation figure for each is higher than the representation figure of these groups in the overall workforce.

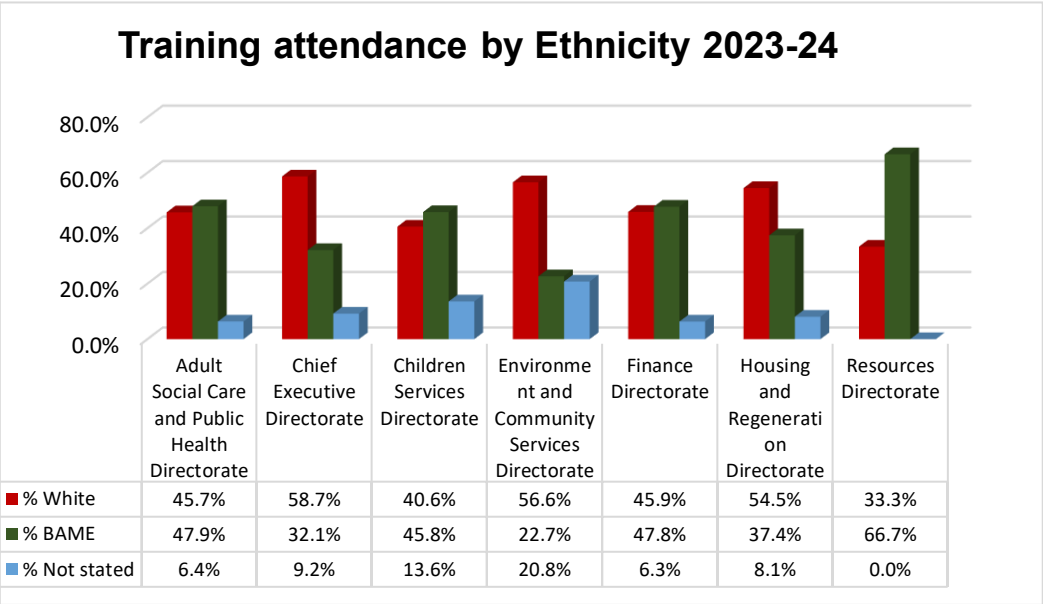
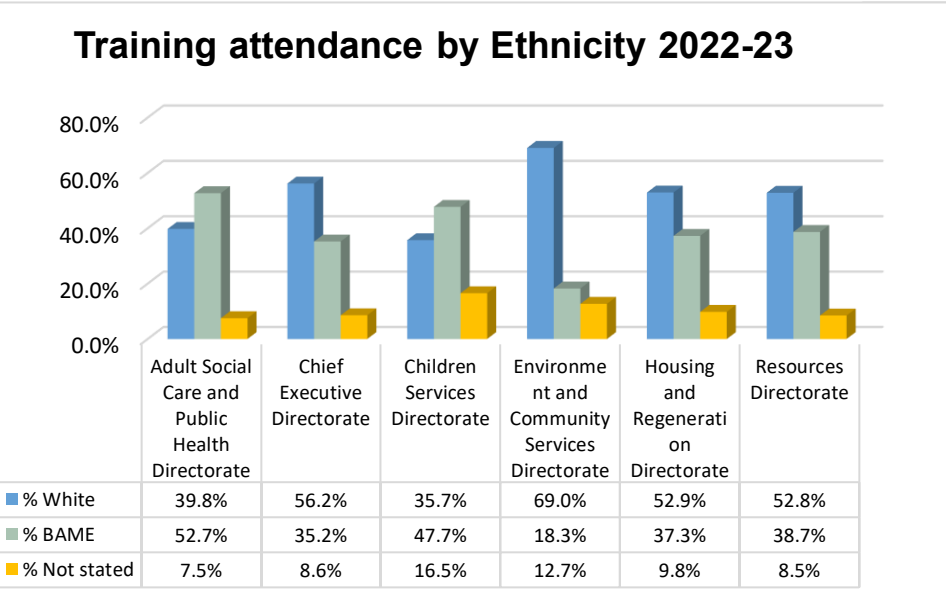
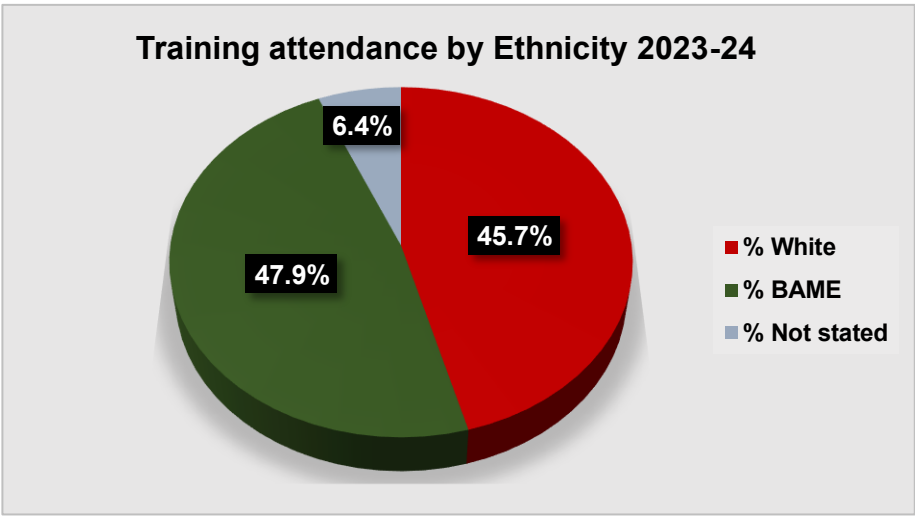
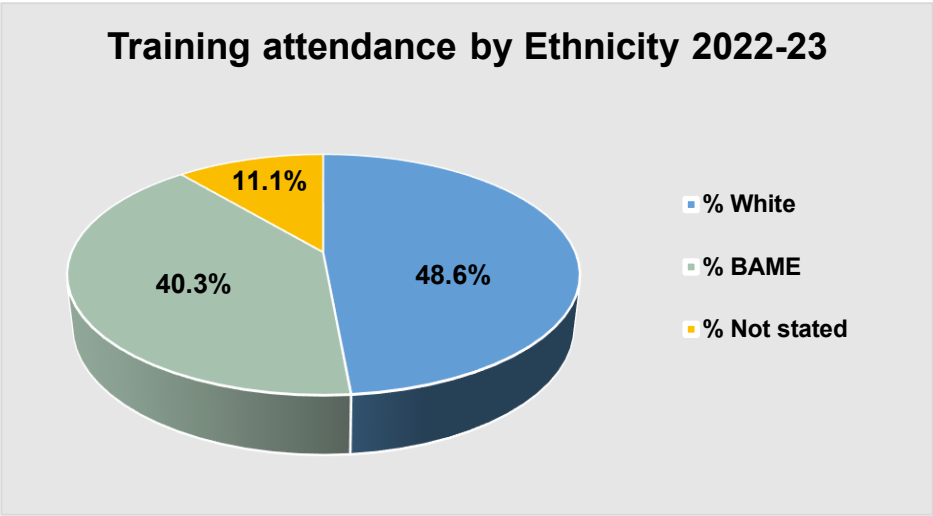
Training Attendance – by Sex



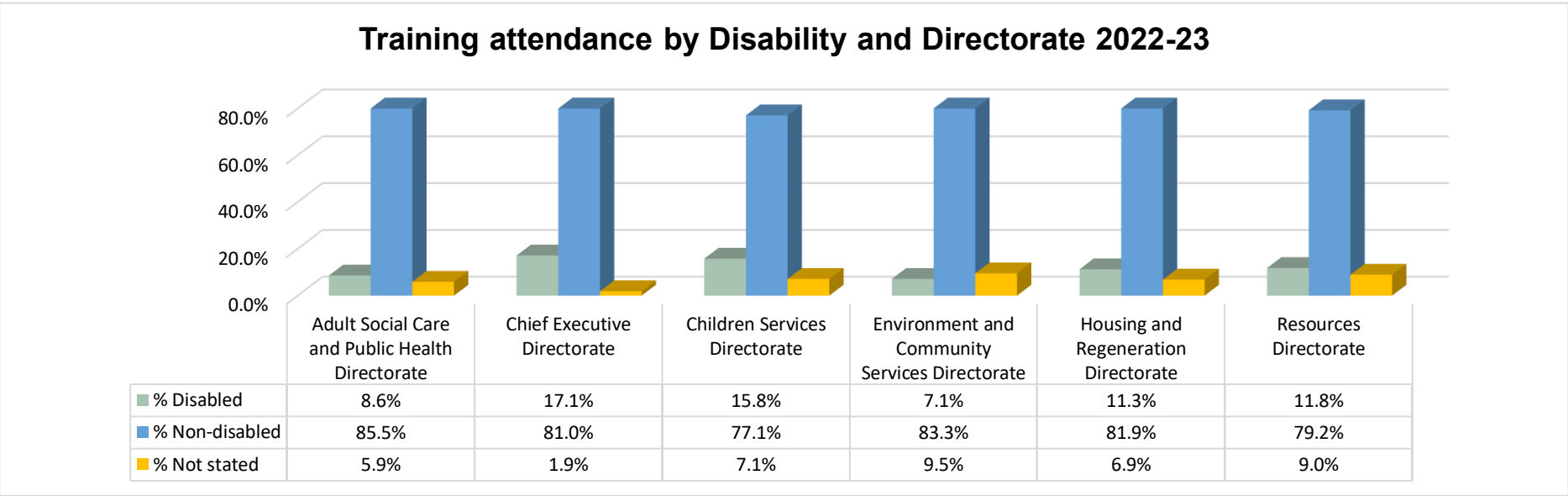
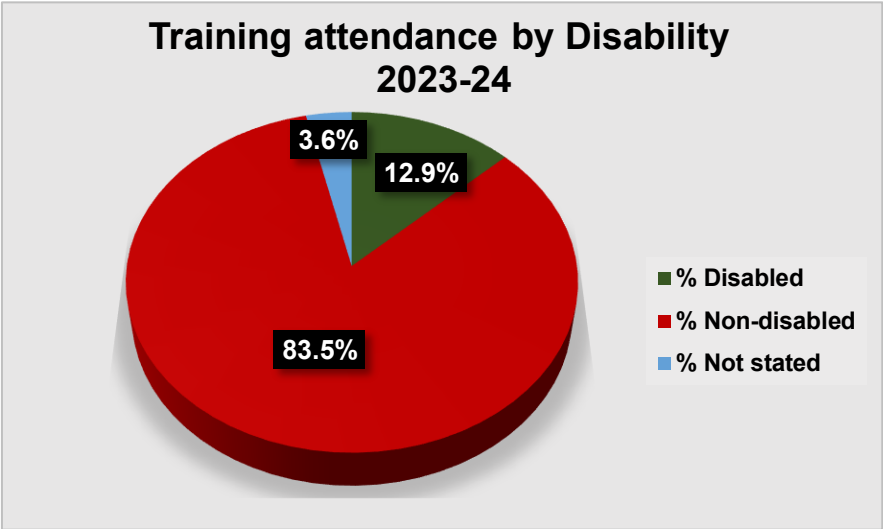
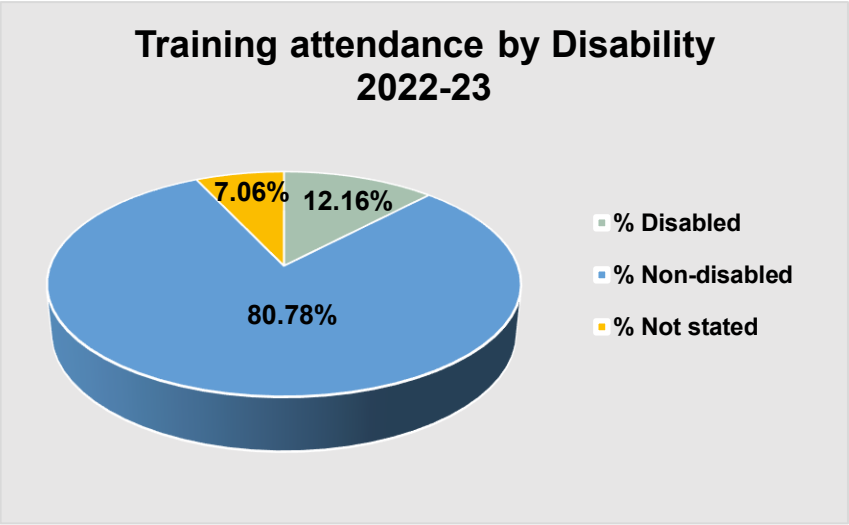
Training Attendance – by Directorate



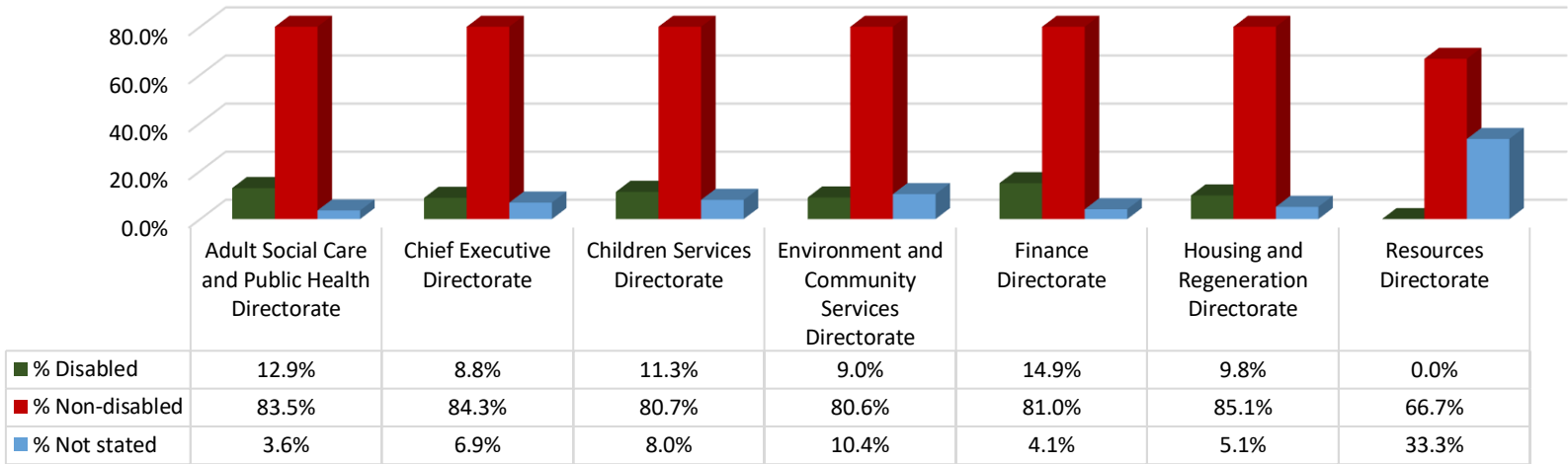
Training Attendance – by Ethnicity



Training Attendance – by Disability

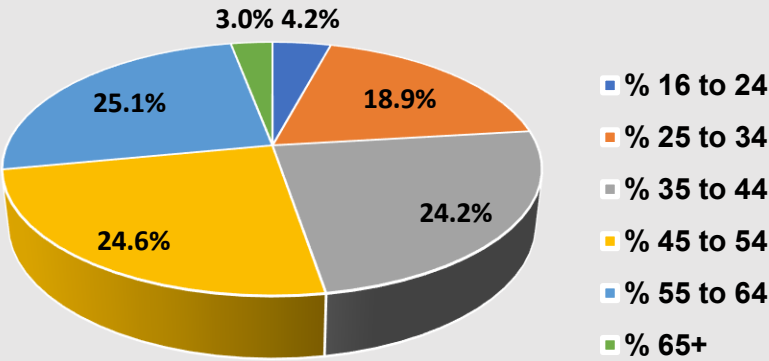


Training attendance by Disability and Directorate 2023-24

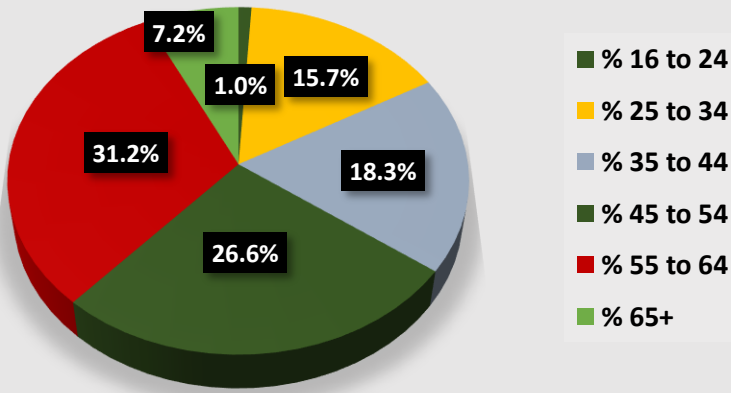


Training Attendance – by Age

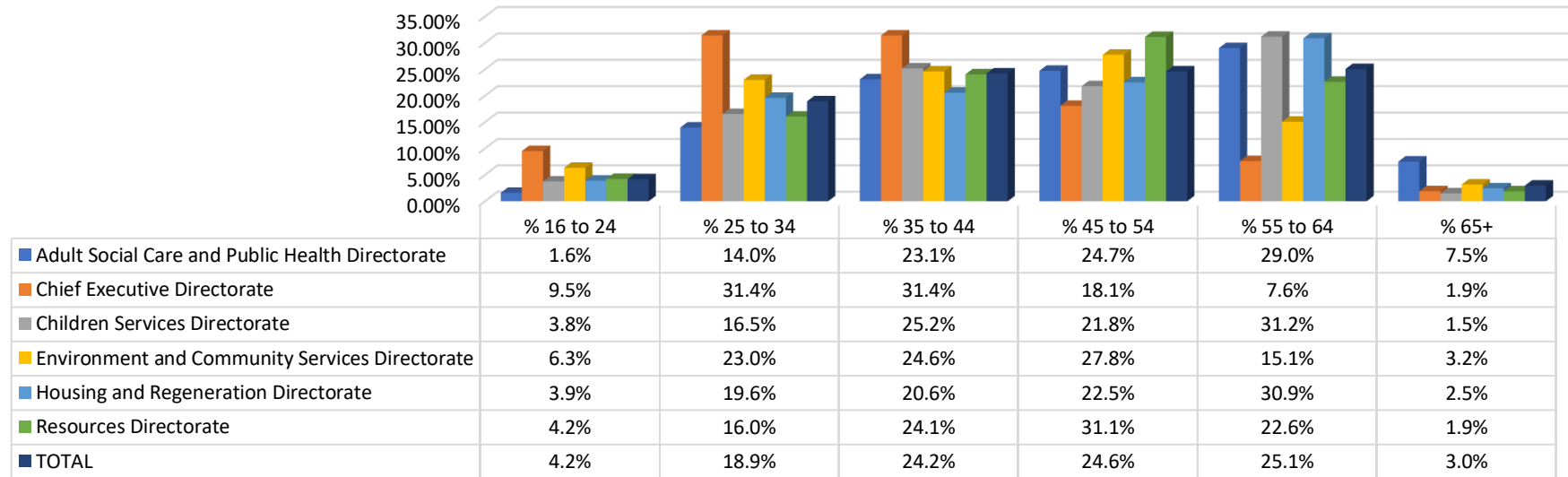
Training attendance by Age 2022-23



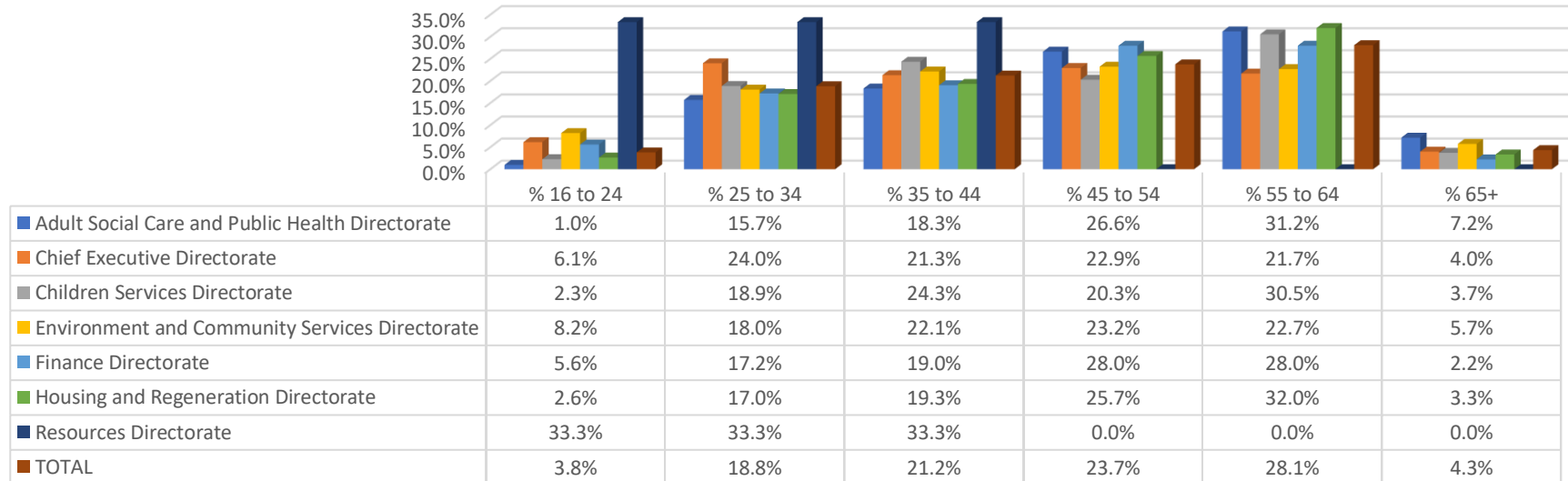
Training attendance by Age 2023-24



Training attendance by Age and Directorate 2022-23



Training attendance by Age and Directorate 2023-24



5. Retention and Employee Relations Cases

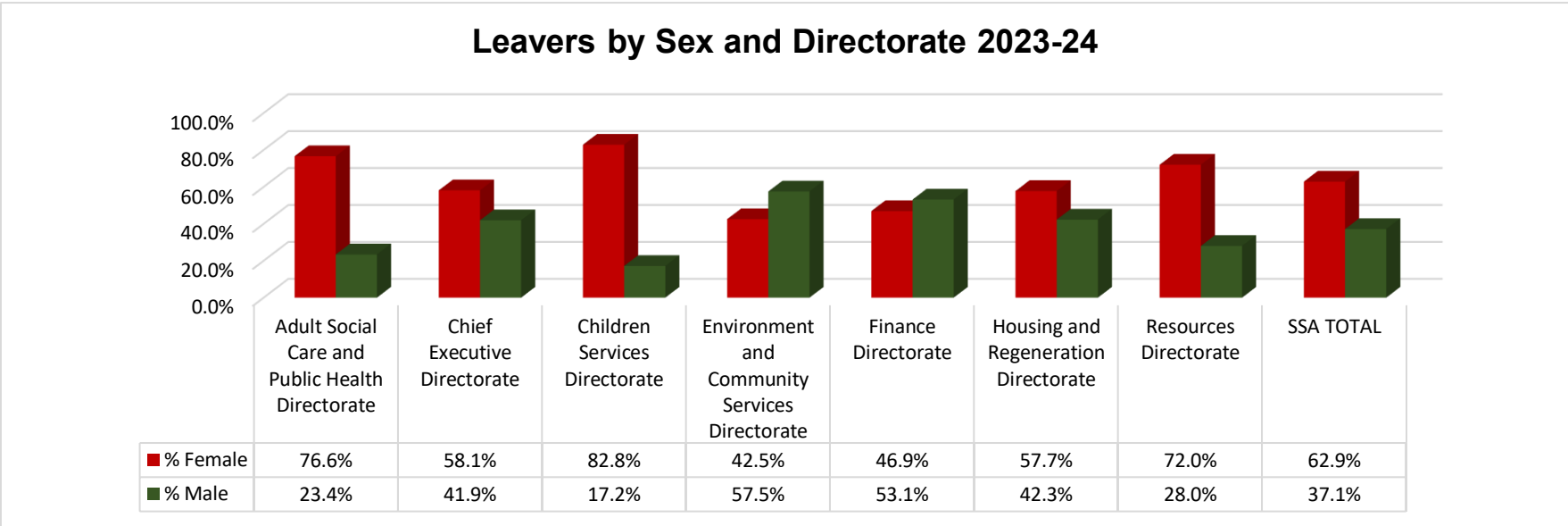
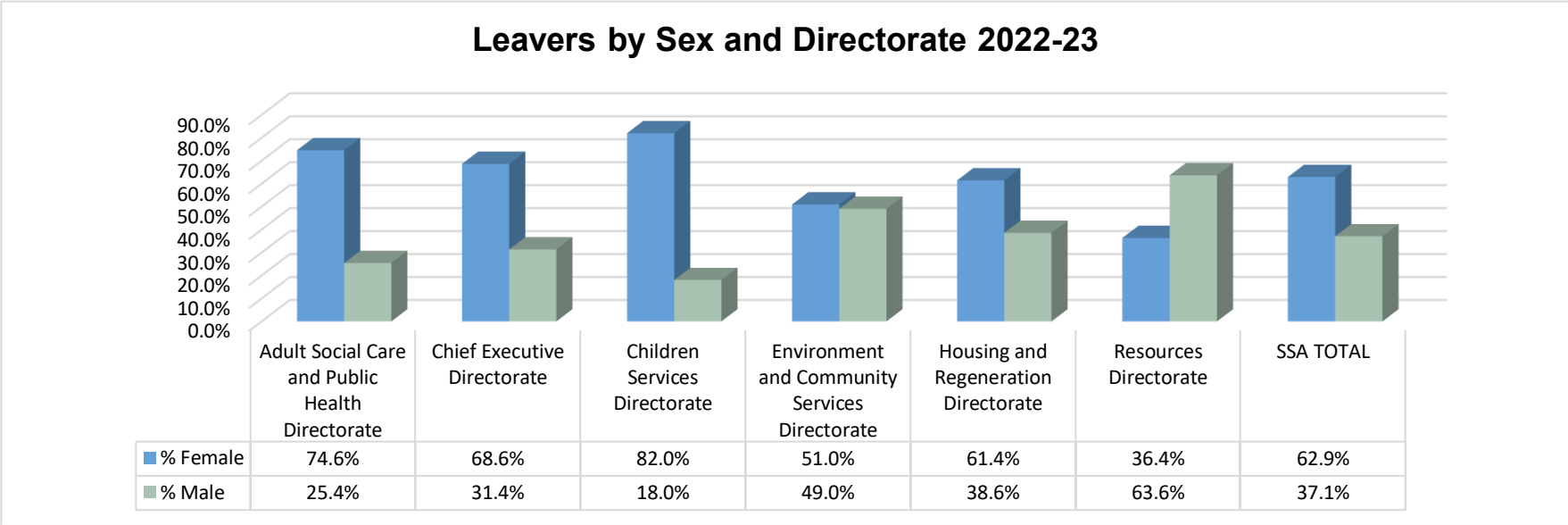
This section analyses data taken for the period 1 April 2023 to 31 March 2024 and compares with the data from the previous year. These figures include permanent and fixed term staff within the Shared Staffing Arrangement and their distribution by sex, ethnicity, disability and age, by pay grade and directorate. There is no data total for the Finance directorate in 2022-23, or for Resources in 2023-24, as the Resources directorate was removed during the 2023-24 period, and their staff were moved into the Finance and Chief Executive's directorates.

5a. Leavers by Directorate

Directorate	Total Headcount		Number of Leavers		Turnover Directorate	
	2022-23	2023-24	2022-23	2023-24	2022-23	2023-24
Adult Social Services	531	560	59	47	11.1%	11.0%
Chief Executive	223	719	51	74	22.9%	17.3%
Children Services	858	893	111	99	12.9%	23.1%
Environment and Community Services	687	553	104	80	15.1%	18.7%
Finance	-	374	-	32	-	7.5%
Housing and Regeneration	604	631	70	71	11.6%	16.6%
Resources	691	-	66	25	9.6%	5.8%
SSA TOTAL	3594	3730	461	428	12.8%	11.5%

Leavers by Sex and Directorate

The proportion of leavers who are women has remained the same compared with 2022/23. The main increase in male leavers is notable in the Chief Executive’s, Environment and Community Services, and Housing and Regeneration Directorates.

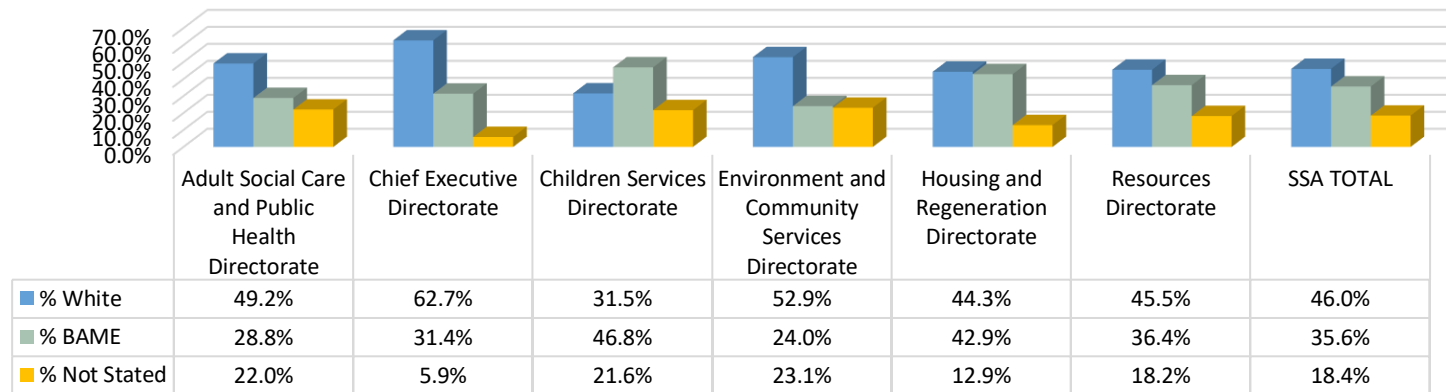


Leavers by Ethnicity and Directorate

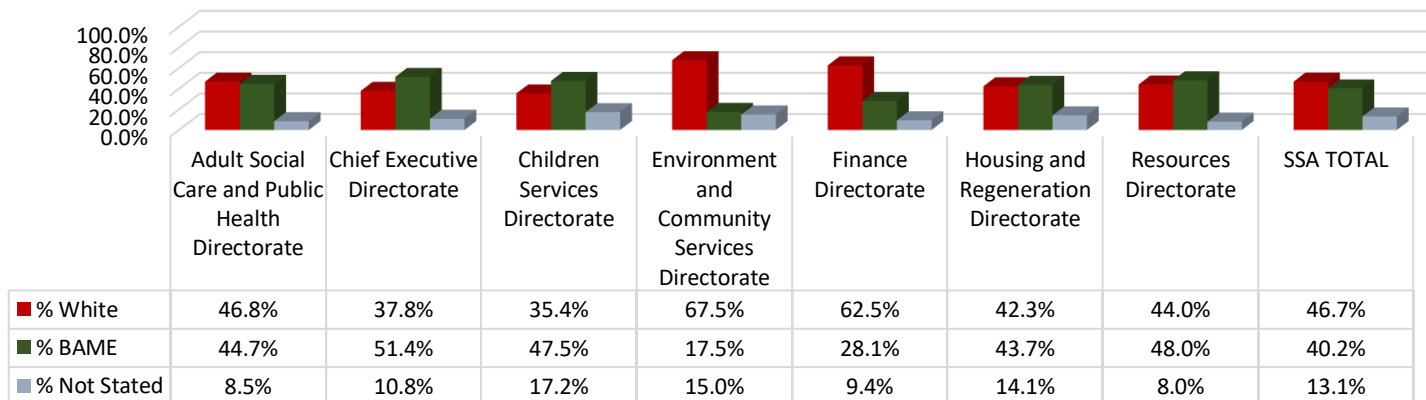
The proportion of leavers who are Black, Asian or Minority Ethnic has increased 4.6% comparing to 2022/23. The percentage of leavers within the White ethnicity group remained the same.

The main difference has been noted in the Chief Executive directorate where the percentage of BAME leavers has risen from 31.4% to 51.4% and Adult Social Services directorate with a change from 28.8% to 44.7%. Whilst there has been change in the Chief Executive Directorate structure (incorporating staff from other directorates), Adult Social Services have not experienced similar change throughout the year.

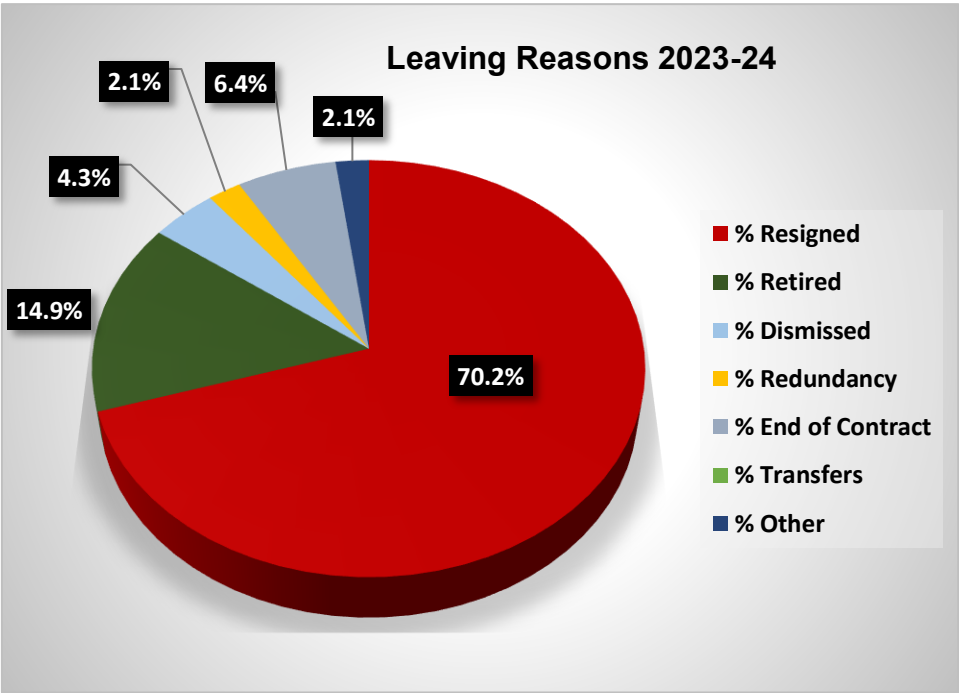
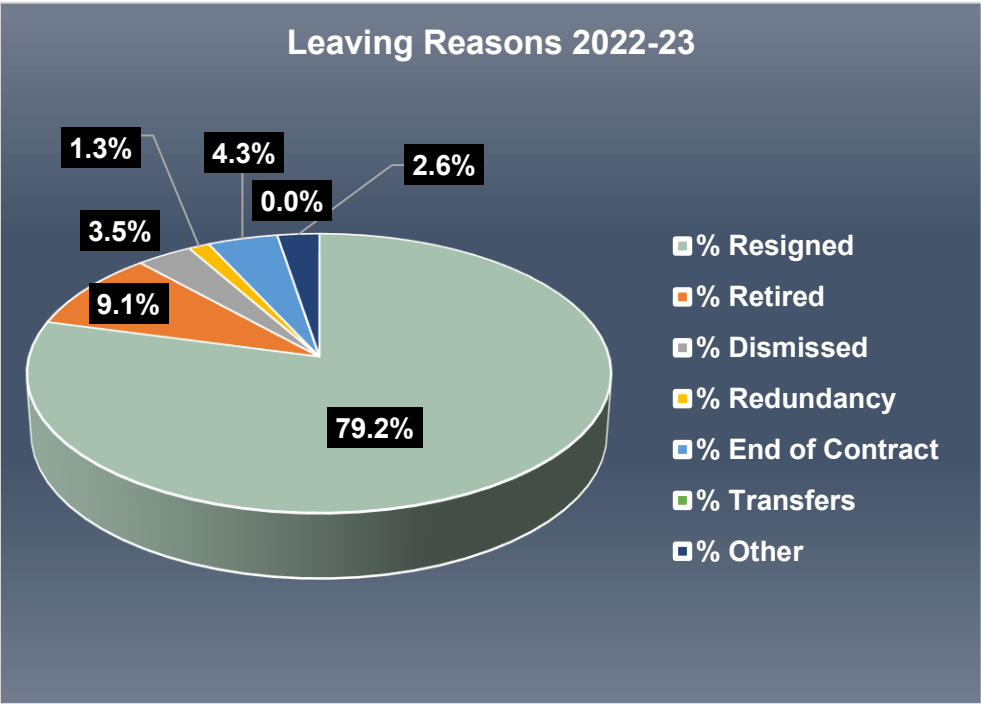
Leavers by Ethnicity and Directorate 2022-23



Leavers by Ethnicity and Directorate 2023-24



5b. Reasons for Leaving



Please note that the above reasons for leaving are defined as:

- **Resignation:** includes voluntary resignation from the post and retirement (voluntary and ill-health retirement).
- **Transfer:** includes TUPE transfers; Redundancy includes voluntary and compulsory redundancy.
- **End of contract:** includes end of contract for fixed term staff.
- **Dismissed:** includes dismissals due to absence, probation and disciplinary.
- **Other:** includes casual terminations for permanent staff with additional casual post, non-starters, death in service and settlement agreements.

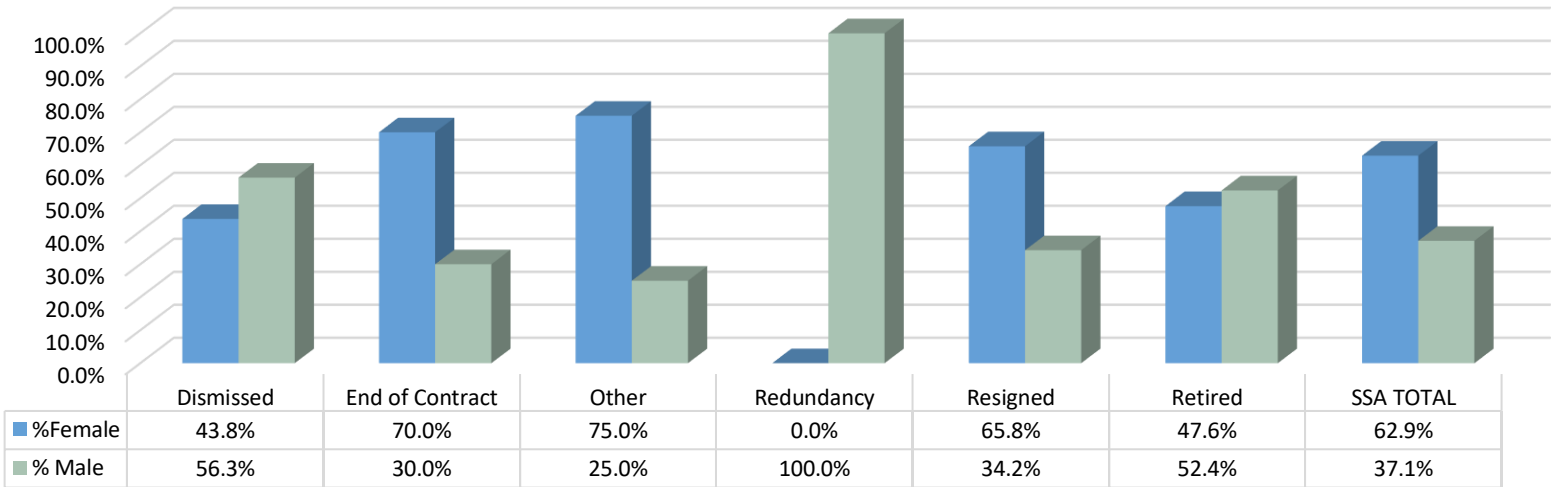
Reasons for Leaving – by Sex

While the proportions of the total number of males and females leaving the SSA are broadly in line with the sex distribution within the workforce, this distribution is unbalanced in some of the leavers' categories. Women are overrepresented in the 'resigned' and 'end of contract' groups, whereas males are overrepresented in the 'retired' (accounting for 41.7% of all retirements), 'redundancy' (accounting for 53.3% of all redundancies), 'dismissed', and 'other' groups.

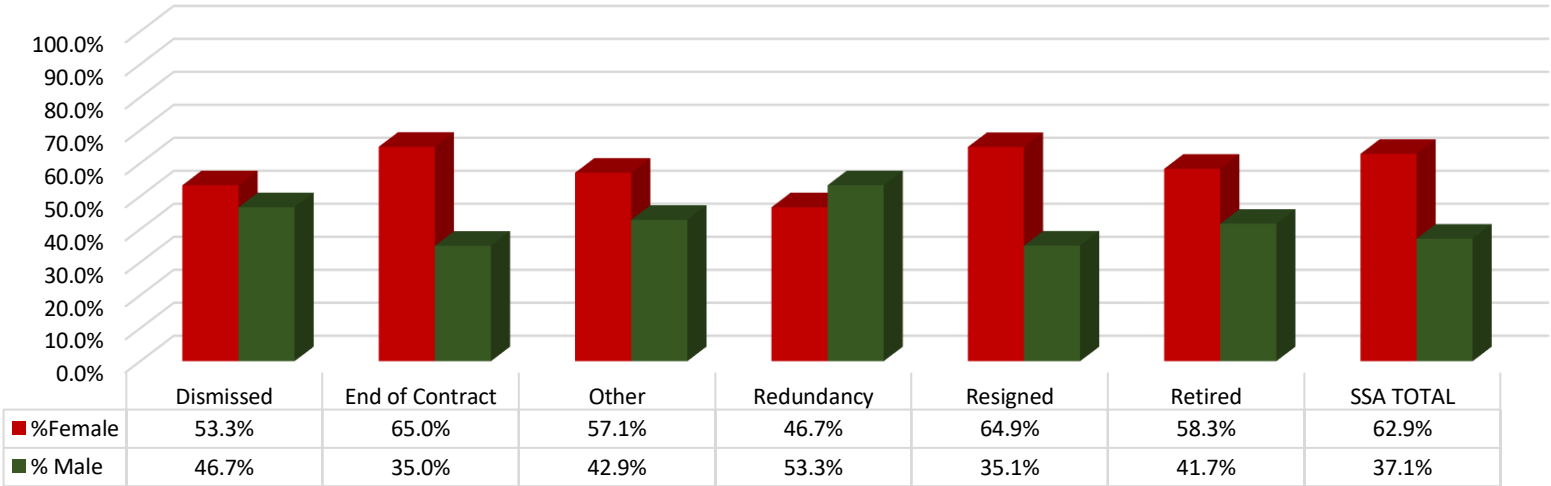
However, it should be noted that the numbers are small in many of these groups. The most common reason for leaving was resignation, followed by 'retirement'.

Leaving Reason	Number of Leavers		% of Total		Number of Females		% Female		Number of Males		% Male	
	2022-23	2023-24	2022-23	2023-24	2022-23	2023-24	2022-23	2023-24	2022-23	2023-24	2022-23	2023-24
Resigned	365	291	79.2%	68.0%	240	189	65.8%	64.9%	125	102	34.3%	35.1%
Retired	42	60	9.1%	14.0%	20	35	47.6%	58.3%	22	25	52.4%	41.7%
Dismissed	16	15	3.5%	3.5%	7	8	43.8%	53.3%	9	7	56.3%	46.7%
Redundancy	6	15	1.3%	3.5%	0	7	0.0%	46.7%	6	8	100.0%	53.3%
End of Contract	20	40	4.3%	9.4%	14	26	70.0%	65.0%	6	14	30.0%	35.0%
Other	12	7	2.6%	1.6%	9	4	75.0%	57.1%	3	3	25.0%	42.9%
SSA TOTAL	461	428	100.0%	100.0%	290	269	62.9%	62.9%	171	159	37.1%	37.2%

Leaving Reasons by Sex 2022-23



Leaving Reasons by Sex 2023-24



Reasons for Leaving – by Ethnicity

While the proportions of White and BAME staff leaving the organisation are broadly in line with proportions of these groups in the workforce, there has been significantly more White staff retiring (76.7% of all retirees) and more BAME staff having their contracts ended than their representation in the workforce.

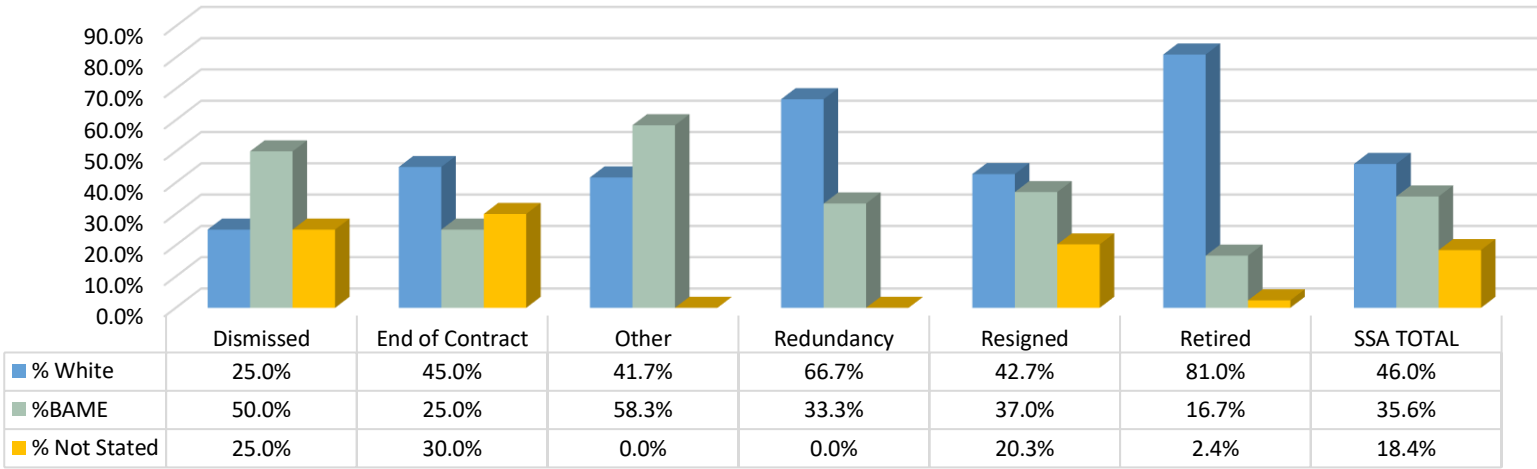
2022-23

Leaving Reason	Number of Leavers	% of Total	Total Number White	% White	Total Number BAME	% BAME	Total Number Not Stated	% Not Stated
Resigned	365	79.2%	156	42.7%	135	37.0%	74	20.3%
Retired	42	9.1%	34	81.0%	7	16.7%	1	2.4%
Dismissed	16	3.5%	4	25.0%	8	50.0%	4	25.0%
Redundancy	6	1.3%	4	66.7%	2	33.3%	0	0.0%
End of Contract	20	4.3%	9	45.0%	5	25.0%	6	30.0%
Other	12	2.6%	5	41.7%	7	58.3%	0	0.0%
TOTAL	461	100.0%	212	46.0%	164	35.6%	85	18.4%

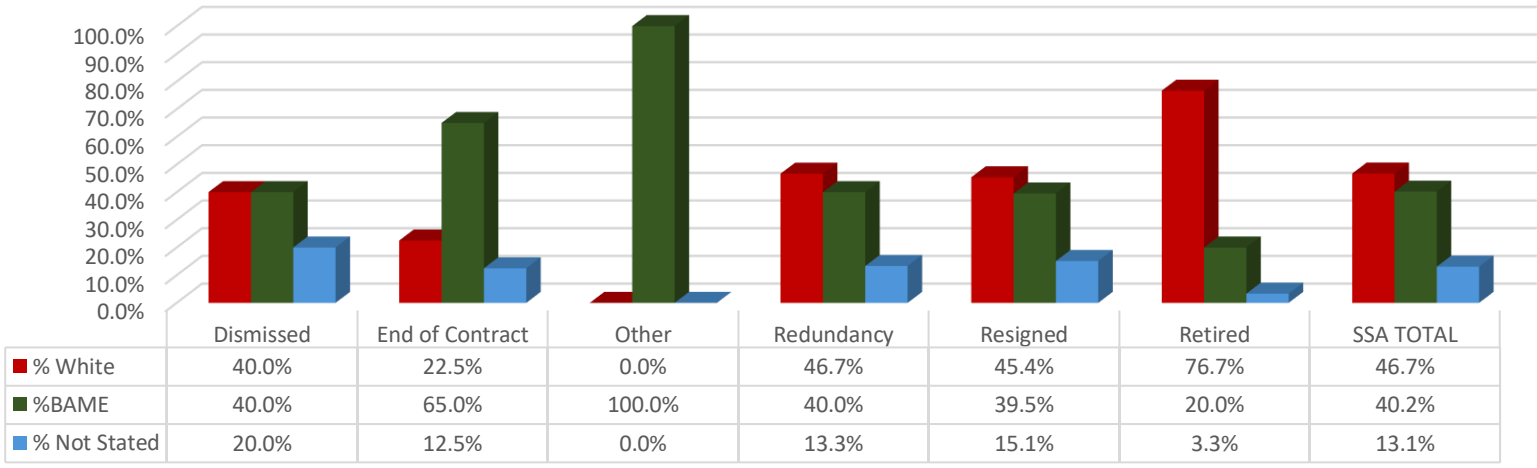
2023-24

Leaving Reason	Number of Leavers	% of Total	Total Number White	% White	Total Number BAME	% BAME	Total Number Not Stated	% Not Stated
Resigned	291	68.0%	132	45.4%	115	39.5%	44	15.1%
Retired	60	14.0%	46	76.7%	12	20.0%	2	3.3%
Dismissed	15	3.5%	6	40.0%	6	40.0%	3	20.0%
Redundancy	15	3.5%	7	46.7%	6	40.0%	2	13.3%
End of Contract	40	9.4%	9	22.5%	26	65.0%	5	12.5%
Other	7	1.6%	0	0.0%	7	100.0%	0	0.0%
TOTAL	428	100.0%	200	46.7%	172	40.2%	56	13.1%

Leaving Reasons by Ethnicity 2022-23



Leaving Reasons by Ethnicity 2023-24



Reasons for Leaving – Disability

Staff with a disability were overrepresented among leavers in 'resignation', 'dismissals' and 'other' leave categories compared to the overall workforce. However, the numbers in some of these groups were very low.

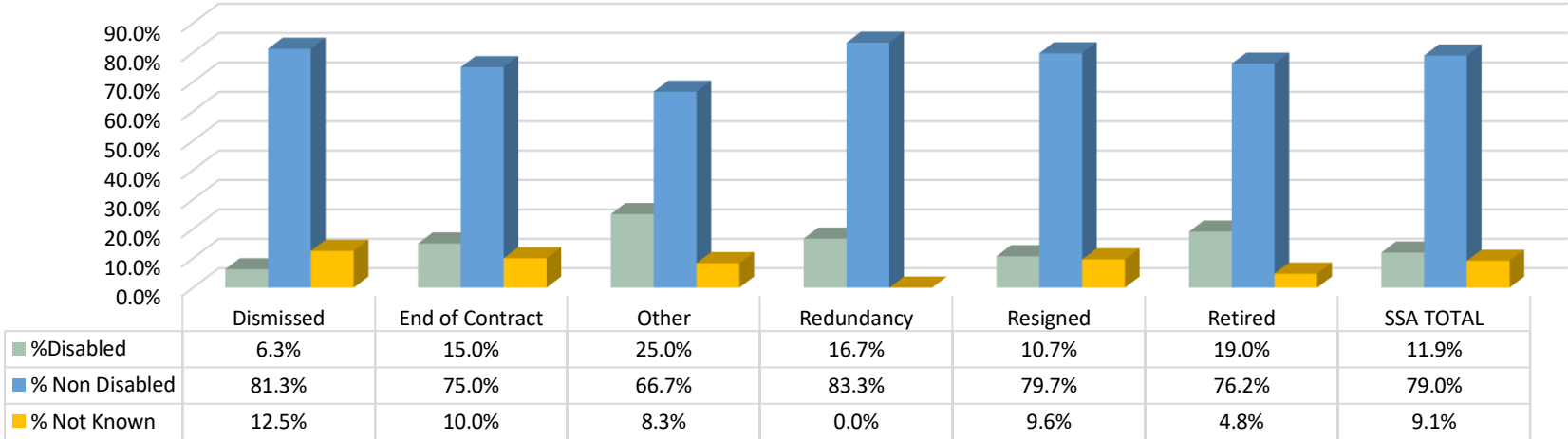
2022-23

Leaving Reason	Number of Leavers	% of Total	Number of Disabled	% Disabled	Number of Non-disabled	% Non Disabled	Number Disability - Status Unknown	% Disability - Status Unknown
Resigned	365	79.2%	39	10.7%	291	79.7%	35	9.6%
Retired	42	9.1%	8	19.0%	32	76.2%	2	4.8%
Dismissed	16	3.5%	1	6.25%	13	81.25%	2	12.5%
Redundancy	6	1.3%	1	16.7%	5	83.3%	0	0.0%
End of Contract	20	4.3%	3	15.0%	15	75.0%	2	10.0%
Other	12	2.6%	3	25.0%	8	66.7%	1	8.3%
TOTAL	461	100.0%	55	11.9%	364	79.0%	42	9.1%

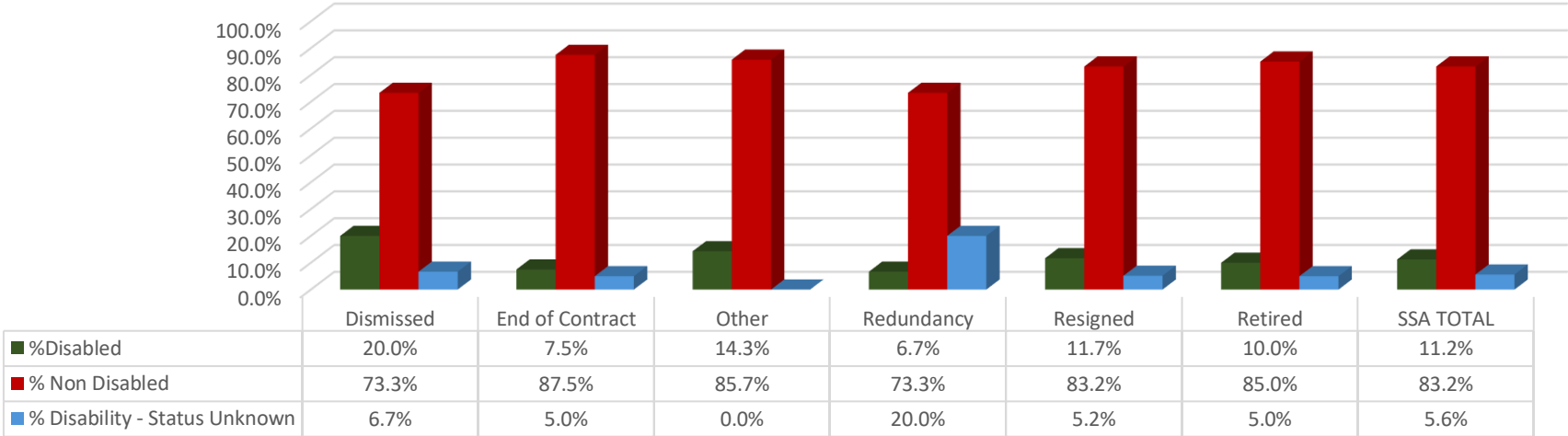
2023-24

Leaving Reason	Number of Leavers	% of Total	Number of Disabled	% Disabled	Number of Non-disabled	% Non Disabled	Number Disability - Status Unknown	% Disability - Status Unknown
Resigned	291	68.0%	34	11.7%	242	83.2%	15	5.1%
Retired	60	14.0%	6	10.0%	51	85.0%	3	5.0%
Dismissed	15	3.5%	3	20.0%	11	73.3%	1	6.7%
Redundancy	15	3.5%	1	6.7%	11	73.3%	3	20.0%
End of Contract	40	9.3%	3	7.5%	35	87.5%	2	5.0%
Other	7	1.6%	1	14.3%	6	87.7%	0	0.0%
TOTAL	428	100.0%	48	11.2%	356	83.2%	24	5.6%

Leaving Reasons by Disability 2022-23



Leaving Reasons by Disability 2023-24



6. Employee Relation Cases

6a. Grievances

During the period April 2023 - March 2024 there were 10 new grievances raised which is fewer than the previous year (18).

A disproportionate percentage of cases (70%) were raised by women; however, this is a 5% decrease from 2022/23 (75%). Note that women make up 62.3% of the overall workforce. This pattern over the last few years suggests a disproportionate number of grievances being raised by women.

In terms of ethnicity, there was significant increase in the number of grievances raised by White employees (10% increase) compared to 2022/23. There was a 10% decrease in grievance cases raised by Black, Asian and Minority Ethnic employees.

In terms of disability, 20% of grievances were raised by staff with disabilities, which constitutes a 11.25% decrease comparing to 2022/23 (31.25%). This is also significantly higher than the proportion of disabled staff in the workforce (10.3%).

Grievance Opened in Period by Protected Characteristics									
Year	Number of cases opened	Sex		Disability			Ethnicity		
		% Female	% Male	% Disabled	% Not Disabled	% Not Known	% White	% BAME	% Not Known
2021-22	12	75.0%	25.0%	16.7%	66.6%	16.7%	58.3%	33.3%	8.3%
2022-23	18	75.0%	25.0%	31.25%	50.0%	18.75%	50.0%	50.0%	0.0%
2023-24	10	70.0%	30.0%	20.0%	80.0%	0.0%	60.0%	40.0%	0.0%

6b. Employee relations cases

There were 1033 new employee relations cases opened during the period April 2023 – March 2024 which is 43.75% increase. This is significantly more than in 2022-23 (581) and 2021-22 (347). Sickness absence cases almost doubled and constitute 91.5% of all cases. There has been a 50% increase in Tribunal cases but almost no difference in the number of new disciplinary cases compared to 2022/23.

Black, Asian and Minority Ethnic staff continue to be overrepresented in employee relations cases, accounting for 41.14%. This is slightly more than in 2023/24 (40.4% of cases). Note that Black, Asian and Minority Ethnic staff made up 38% of the workforce in 2023/24.

2022-23

Case Type	No of Cases	% All Cases	% Female	% Male	% BAME	% White	% Declared Disability	% No Disability
Accepted Allegation	1	0.2%	0.0%	100.0%	0.0%	100.0%	100.0%	0.0%
Capability	9	1.5%	77.8%	22.2%	44.4%	0.0%	22.2%	55.6%
Disciplinary	25	4.3%	52.0%	48.0%	32.0%	48.0%	12.0%	80.0%
New Employee	31	5.3%	54.8%	45.2%	54.8%	29.0%	12.9%	87.1%
Sickness	505	86.9%	67.3%	32.7%	39.4%	45.9%	15.6%	73.1%
Tribunal	10	1.7%	60.0%	40.0%	70.0%	20.0%	0.0%	60.0%
Grand Total	581	100.0%	65.9%	34.1%	40.4%	44.1%	15.3%	73.5%

2023-24

Case Type	No of Cases	% All Cases	% Female	% Male	% BAME	% White	% Declared Disability	% No Disability
Accepted Allegation	6	0.6%	33.3%	66.7%	33.3%	50.0%	16.7%	66.7%
Capability	10	1.0%	80.0%	20.0%	70.0%	30.0%	40.0%	50.0%
Disciplinary	27	2.6%	48.1%	51.9%	66.7%	11.1%	11.1%	66.7%
New Employee	30	2.9%	46.7%	53.3%	80.0%	10.0%	16.7%	83.3%
Sickness	945	91.5%	69.8%	30.2%	38.6%	48.6%	16.1%	76.4%
Tribunal	15	1.5%	53.3%	46.7%	60.0%	40.0%	6.7%	80.0%
Grand Total	1033	100.0%	68.25%	31.75%	41.14%	46.2%	16.1%	76.1%

7. Promoting Equality and Diversity in the Councils

Equality, diversity and inclusion are at the heart of the SSA. We are committed to promoting equality, diversity and inclusion and developing a culture that values differences, recognising that employees from a variety of different backgrounds bring important and positive contributions to the Councils and can improve the way we deliver services. The SSA works hard to focus on equality, diversity and inclusion issues, considering both staff and service users, to make sure this is a truly inclusive place to work and that we provide the best possible services to all of our residents.

Over the last year, the SSA has taken the following action:

- All Directorates have developed directorate ED&I action plans to enhance the diversity of their staffing groups and the experiences of different groups of staff.
- Most Directorates have held SafeSpace discussions with Black, Asian and Minority Ethnic colleagues to better understand experiences and priorities for action.
- Wider focus group discussions have also taken place to inform changes to graduate recruitment processes to ensure greater diversity of appointees and to identify approaches to development that Black, Asian and Minority Ethnic staff would value.
- Sponsored staff to take part in the Black on Board development programme for Black, Asian and Minority Ethnic aspiring Board members.
- Celebrated a variety of notable dates, including Black History Month, Asia Day, International Women's Day, the International Day of Persons with Disabilities and Pride month.
- Encouraged staff to share their diversity information so full information has now been provided by 71% of staff.
- Continued to support the Staffing Equality Groups (Staff Disability Action Group, Race Equality Network, Women's Network, LGBT Equality and Ally Group and the newly created Black Workers' Network).

Future plans supported by the ED&I Forum include:

- Identifying a Leadership Development Programme tailored to specific needs identified by Black, Asian and Minority Ethnic colleagues.
- The SSA will offer a range of internships for students and recent graduates, including taking part in the '10,000 Black Interns' programme and schemes run by local universities, some of which are specifically for Black, Asian and Minority Ethnic students.
- The SSA will develop new policies to support ED&I and introduce these alongside information and resources for staff.
- Launch new guidance supporting staff to complete meaningful Equality Impact Needs Assessments when making staffing-related changes.
- Continuing work to renew our Disability Confident Employer status and progress to become a Disability Confident Leader.
- Where there are disproportionate areas of reporting in our workforce data, further analysis will aim to be conducted, to help identify actions that can be undertaken to address this and make a positive impact.