**How to** guide for Economic Fairness Indicators

6 main steps needed:

1. Gathering the data
2. Putting the data into the appropriate format in the main spreadsheet and updating the dashboard sheet
3. Updating the Datastore end page (the one linked from the “View Dataset” button on the indicator page, below each chart) – Datastore team will do this step if necessary and if they are sent the data
4. Update chart in Datawrapper (or Mike B does this for the more complicated charts)
5. Update the text and anything else needed on the EF indicator page

Update the theme pages if necessary

1. Upload the revised master spreadsheet

Update documentation if necessary and upload

QA should be undertaken as part of this – all original syntax etc has been QA’d

Spreadsheet “Taking EF forward” to track steps. This includes the main datasources and person who gathers the data – these are all down as RL with the exception of a few for ONS, as these indicators use definitions and syntax to which GLA does not have access, and two for James Gleeson in Housing and Land, as these are extracted from The English Housing Survey and are used in the Housing in London publication.

Gathering the data – different for each indicator. Main sources are given in the Taking Forward spreadsheet, though this is now quite old. The master spreadsheet often contains links to source spreadsheets, though these can change over time. Data presentation, formats, timing, availability are continually evolving, so if this document is not correct, check any sources/links in Indicator matrix spreadsheet (latest version), or otherwise search on research and statistics release calendar etc. APS data will always be on a Jan-Dec year unless otherwise stated.

GLA group data. GLA data is supplied by Jo Scott (employee profile) or Patrick Alleyne (pay gaps) in HR. In theory, the data for the other organisations in the group is supplied through the Leading by Example sub group. However, this hasn’t been very successful with very little response to requests or to email follow up. The contacts for this also seem to change fairly frequently. Mostly it is taken from publications on their web sites – often in pdf format, so needs to be typed in. Headline indicators for all the group are included in the GLA press release for gender and ethnicity pay gaps. Complete data for most of the fair employment indicators has never been forthcoming, so has not been published. Not been updated fully as data difficult to source. Joe Cant best placed to source the GLA data and advise on accessing the group data.

**January releases**

Gender pay gap (GLA group)

Main data published in GLA press release covering all GLA Family organisations. Detail for each organisation is published on their websites, so probably needs to be collected separately. The data are probably collated and ready to publish around August. Actual date of release varies and is determined by the Mayor. HR contact who has the files (if not easily found on websites) is Patrick Alleyne.

Ethnicity pay gap (GLA group)

As for gender pay gap (GLA group). These are generally published at the same time.

Workforce data (GLA group)

**GLA** workforce data are included in a report to Oversight Committee, usually in July. Data can be obtained from Joe Cant.

**OPDC** and **MOPAC**

Previously through GLA system. Now also through TfL?

From January 2020, **MPS** data published monthly at:

<https://www.met.police.uk/sd/stats-and-data/met/workforce-data-report/>

The publication is evolving and the data available differs. The figures used for 2020 are total strength - full time equivalent figures for police officers, police staff, PCSOs and MCS combined and calculated from Table 1 and Table 12. No disability figures are published.

**TfL** workforce data are included in the Annual Report at: <https://tfl.gov.uk/corporate/publications-and-reports/annual-report> For 2020 the table “Representation of equalities groups” was published in the appendices of the Remuneration Report section.

**February releases**

**NEET**s

[Also in Covid resilience dashboard]

Data taken from the DfE NEET statistics Annual brief, published at <https://www.gov.uk/government/collections/statistics-neet> To get 18-24 age group there are two options.

1) use underlying data. From 2020 in Download Data and files section, select NEET and NET estimates from the LFS or download all files zip file and from within that, use the NEET and NET estimates.

Create pivot table of the entire table.

Filter by Characteristic: Age: 18-24

Rows: time-period

Quarter

Columns: region\_name

Σ Values: Sum of percent\_NEET

Reorder the columns to standard regional order with blank first (England figures)

Check last quarter for previous year tally on the main table (below summary table) columns C-L of NEET tab in master spreadsheet. Add the latest year’s four quarters’ figures.

Redo pivot table by changing “Sum of percent\_NEET” to “Sum of percent\_conf\_interval\_plu\_minus\_NEET”

Or 2) create table online using the “create tables” button and download (this option does include flexibility to swap columns, rows, reorder etc)

Check last quarter for previous year tally columns N-W on master spreadsheet. Add the latest year’s four quarters’ figures

Add another row to the summary table and calculate the new 4 quarter averages.

2 Datawrapper charts to update – one uses quarterly data , one uses 4 quarter averages.

**Childcare costs**

Go to <https://www.familyandchildcaretrust.org/> Find next annual Childcare Survey. This is produced as a pdf only, so it means going through the report, locating and copying (manually retyping) the necessary figures into the EF spreadsheet. Formulae for the calculation of hourly rates should be copied from previous years.

Add a row to the summary column and copy the formulae for aggregating to London. These are the figures that are used for the chart to be updated in Datawrapper.

Revised **school readiness**

[Also in Covid resilience dashboard]

Note no data available for 2020 Not collected due to Covid-19

1. Go to this page <https://www.gov.uk/government/collections/statistics-early-years-foundation-stage-profile> Go to page for latest year

Format changed, so (correct for 2022) download zip file of EYFSP pupil characteristics 20\*\*: underlying data. Within data folder, open file 1\_eyfsp\_headline\_measures\_2022.csv, Turn on filters for Row 1.

1. Filter for time period (column A) year required

La\_name (column J) – select all London boroughs and Blanks [including “Blanks” includes the regional and England totals]

Gender (column O) – total

Characteristic (column L) – total

Characteristic\_type (column M) – total

1. Copy the area names from columns E (country\_name), G (region\_name) &J (la\_name) into a new spreadsheet. Do this once only! Consolidate into a single column of the relevant area name – do NOT reorder at this stage. Check that all areas are correct (and none missing).
2. Copy data from column P (children\_number), column Q (average\_elgs), column S (elg\_percentage) and column W (gld\_percentage) to next columns in the new spreadsheet Note the average and gld percentage data are used only for the Datastore End page and external uses such as State of London Note that when totals are selected in all columns, the data contain extra rows, with each borough appearing twice.
3. Change filter gender (column O) to boys. Reselect columns as above, cop and paste to new sheet.
4. Repeat step 5, but selecting girls
5. Filter for Gender (column O) – Total

Characteristic (column M) – ethnic group: Major

Characteristic\_type (column N) – White

1. Copy data from column P (children\_number) and column S (elg\_percentage) only to next columns in the new spreadsheet
2. Change filter in column N (characteristic type) to Mixed Copy and paste columns P and S
3. Repeat step 9 changing filter in column N for each other option in turn – Asian, Black, Other, Unclassified, Total, copying and pasting columns P and S each time
4. In column N (characteristic\_type) filter for select All.
5. Change filter in column M (characteristic) to First Language and column N (characteristic\_type) to English Copy and paste columns P and S
6. Repeat step 12 changing filter in column N for each other option in turn
7. As step 11-13, but in column M select FSM and in column turn select in turn FSM, and other options
8. Repeat step 14, but for SEN provision
9. In the new spreadsheet, reorder the rows with spacing to match the order and format in the master spreadsheet. Add extra columns as necessary. Make space in master spreadsheet. Copy and paste from new spreadsheet into master spreadsheet and format as necessary.
10. Update file on datastore page
11. Update dashboard
12. Update charts (four charts in datawrapper)
13. Update text

Revised **KS4**

[Also in Covid resilience dashboard]

Similar to EYFSP, need to locate and download the file of underlying data and use filters/pivots to extract the relevant bits

Note that additional data are used for the GCSE results datastore page, so should be extracted alongside (shown in orange)

Variables required

From la\_data: t\_pupils, avg\_att8, avg\_att8\_eng, avg\_att8\_mat, avg\_att8\_ebac, avg\_att8\_open, avg\_att8\_open\_g, avg\_att8\_open\_ng, avg\_ebac\_fill, avg\_open\_fill

From la\_char\_data: filtering as required, use the columns t\_pupils and avg\_att8, avg\_p8score, pt\_entbasics, pt\_l2basics\_95, pt\_l2basics\_94 for total, boys and girls, avg\_p8score, by characteristics for total, boys and girls,

**Zero hours**

Now published quarterly. See table 4 of <https://www.ons.gov.uk/employmentandlabourmarket/peopleinwork/employmentandemployeetypes/datasets/emp17peopleinemploymentonzerohourscontracts> Check for revisions of back series.

**March releases**

**Relative poverty** and **absolute poverty**

[Relative and absolute poverty AHC for all individuals and relative poverty AHC for children also in Covid resilience dashboard]

AHC and BHC for each age group taken from the published HBAI time series tables. Check whether back series has been amended.

**Material deprivation**

Taken from the published detailed breakdowns tables.

**Persistent poverty**

Taken from the published income dynamics tables. Check whether back series has been amended.

**Fuel poverty**

Region trend data and England/London summary data taken from the published tables at <https://www.gov.uk/government/collections/fuel-poverty-statistics> Table 6 of the detailed tables gives the regional figures. Data are published 12 months in arrears and are measured across 2 years, but are described by the middle year (eg 2019 dataset covers April 2018-March 2020 and is published March 2021). Note that a new definition was adopted for 2019 onwards, with data backdated to 2010 only. Data on fuel poverty by tenure are taken from the microdata English Housing Survey Fuel Poverty dataset, which is generally released around August, so the tenure data lags behind the regional data. See under August releases.

**Insolvencies**

Regional data published by The Insolvency Service in “Individual Insolvencies by Location, Age and Gender” (search on the gov.uk Statistics and Research calendar) release moved to March.

**April releases**

**Income inequality** and **disposable income**

Update spreadsheet: [Income deciles London and UK revised to 2020](file:///Q:\Teams\D&PA\SE\DATA%20&%20SURVEYS\Licensed%20data\HBAI\Income%20deciles%20London&UK%20revised%20to%202020.xlsx) (Syntax revised for new HBAI file structure and variable names, saved in file EF income deciles)

Then update Income inequality tab of spreadsheet: [Deciles and EF chart….](file:///Q:\Teams\D&PA\SE\DATA%20&%20SURVEYS\Licensed%20data\HBAI\Deciles%20and%20EF%20chart%20also%20with%20including%20CPI%20adjusted%20figures.xlsx) Data on sheet 1 of this file needs to then go to Mike B to update the income inequality chart.

Update the disposable income tab of the master spreadsheet and Deciles and EF… spreadsheet, using the median AHC figures from the income deciles spreadsheet.

Previously this was done by using the single year data already entered in Income deciles….. spreadsheet. Get the inflation measures published as an ad hoc and copy into inflation indices sheet (may need to overwrite the whole time series or just add the last year, depending whether there have been any changes in methodology or anything).

**Problem debt**, **Savings under £1500** and **Access to bank accounts**

From FRS files. Use syntax file [EF file merge and recode](file:///\\WKG-FILE2\Intelligence$\Teams\D&PA\SE\DATA%20&%20SURVEYS\Licensed%20data\Family%20Resources%20Survey%20(FRS)\EF%20file%20merge%20and%20recodes.sps) then extract data. No data available for 2020/21.

**Employment gaps (APS on NOMIS)**

[Also in Covid resilience dashboard]

Data loaded onto NOMIS on release day – around 3rd week April. Query data, select Annaul Population Survey. Extract data for last year and the current year UK and London on employment rates as in the data on the main spreadsheet. This will give numerators, denominators, rates and confidence intervals. Change format to dates as rows, variables as columns. Download. Check previous year’s figures match and copy the relevant cells across for the latest year to the main spreadsheet. If figures don’t match, check whether there have been revisions/reweighting, and how far back these have been done.

Update charts (there are 7/8 charts to be updated, most with annotations to amend.

Update text.

Update end page (note the unemployment rates and training sections can be updated at the same time).

**Unemployment rates (APS on NOMIS)**

Data available as above.

One chart to update.

Update text

Update end page

**Training (people) (APS on NOMIS/ APS – R on SRS)**

Data on 3 month training available as above. Note that there is also data on training in last 4 weeks in the same variable listing. Ensure that the 13 week variables are selected.

One chart to update.

Update text

Update end page

For demographics use APS-R on SRS. Use existing syntax file. Check for any revisions/reweighting of older years and rerun as necessary.

**May releases**

**Underemployment – APS-R**

Using End User Licence version of Jan-Dec dataset, variable FTPTW.

One chart to update.

Update text

Update end page

**Ethnicity pay gap (London) – APS-W on SRS**

Run code in SRS – check for reweighting of any previous years and rerun as necessary. Copy SPSS output into Excel file for output and complete data output request form Email to request output. Once received, copy relevant median pay figures into master spreadsheet, taking care to re-order to match existing. Update summary section of sheet and dashboard sheet.

Update 3 charts

Update text

Update end page

**Disability pay gap (London) – APS-W on SRS**

Run code in SRS – check for reweighting of any previous years and rerun as necessary. Copy SPSS output into Excel file for output and complete data output request form Email to request output. Once received, copy relevant median pay figures into master spreadsheet. Update summary section of sheet and dashboard sheet.

1 chart to update

Update text

Update end page

**Insecure employment – APS-W on SRS**

Use existing syntax file.

**No/low qualifications – APS-R on SRS**

Use existing syntax file. Check for any revisions/reweighting of older years and rerun as necessary. Copy SPSS output into Excel file for output and complete data output request form Email to request output. Once received, copy figures into master spreadsheet and copy in calculation for total no/low qualification. Update summary section of sheet and dashboard sheet.

3 charts to update

Update text

Update end page

**Parental employment – APS-H on SRS**

End page has detailed breakdowns not included in master spreadsheet, so these need to be updated specifically.

Parent defined using family unit (relationship to head of unit) and presence of dependent children.

|  |
| --- |
| \*PARENT. |
| COMPUTE PARENT=0. |
| IF (RELHFU=1|RELHFU=2) & FDPCH19>0 PARENT=1. |
| VALUE LABELS PARENT |
| 1 'Adult with dependent children in FU (Parent)' |
| 0 'Adult without dependent children in FU (non-parent of dependent child)'. |

**Flexible working – LFSQ4-W on SRS**

**Zero hours**

Now published quarterly. See table 4 of <https://www.ons.gov.uk/employmentandlabourmarket/peopleinwork/employmentandemployeetypes/datasets/emp17peopleinemploymentonzerohourscontracts>

Overemployment (ONS)

Zero hours contracts – young people (ONS)

Underutility (ONS)

**June releases**

**Homeless households**

From Homelessness live tables <https://www.gov.uk/government/statistical-data-sets/live-tables-on-homelessness>

Need to take numbers from each quarter’s files Open the quarter’s file. There are numerous tabs within each spreadsheet. The main Indicator matrix data file tab “Homelessness Apr18 on” includes in column A the relevant tab name in the Live Tables spreadsheets needed for each line. The first three lines on each table on the live tables tabs are for England, London and Rest of England.

Match (carefully) the definition needed to the relevant cell in the live tables and copy the value into the indicator matrix spreadsheet for each quarter. The total households figure is also in tab TA1.

Add the annual estimates from the annual file (include estimates in totals for missing quarterly data)

**July releases**

Wealth inequality (biennial)

**August releases**

**Energy Efficiency**

This data needs to be requested from James Gleeson in Housing and London, along with the fuel poverty by tenure (see below). As of March 2022, no datasets yet released on UKDA for the new definition, covering 2019 onwards.

**Fuel poverty**

The regional trend fuel poverty data are released in March (see March releases). The fuel poverty by tenure is taken from the microdata released around August. The data are extracted from the English Housing Survey Fuel Poverty dataset and need to be requested from James Gleeson in Housing and Land along with the Energy Efficiency data (see above).

**Training (employers)**

Tables published by DfE on gov.uk website under UK Employer Skills Survey. However, no regional figures were published for 2019 survey, so no data added. (No data for Scotland either!)

**Zero hours**

Now published quarterly. See table 4 of <https://www.ons.gov.uk/employmentandlabourmarket/peopleinwork/employmentandemployeetypes/datasets/emp17peopleinemploymentonzerohourscontracts>

**September releases**

**Rough Sleepers**

Taken from CHAIN report

**October releases**

**Apprenticeships**

Data after 2018/19 no longer published as tables. Data from 2017/18 on now included in online data.

Extract from <https://explore-education-statistics.service.gov.uk/find-statistics/apprenticeships-and-traineeships> Download all data (zip file)

Open file apps-geography-population- yyyy…..csv

Use filters or pivot table to extract data. Select year

For regional starts totals select total in apps\_level and total in age\_group and use data from “starts” Use apps-level and age\_group categories as appropriate to create tables. If using pivot tables, re-order as appropriate. Copy and paste into spreadsheet.

Replicate with achievements. Copy and paste into spreadsheet.

Data on workplaces employing apprentices no longer published.

Gender pay gap (London)

Produced using ASHE – workplace analysis dataset from NOMIS rather than the published data, which means there can be (very minor) discrepancies, but it allows for more detail and greater flexibility, including comparable borough level if required.

Extract for UK and London, for the latest 2 years (latest year is usually released as provisional) [Check that no revisions have been made to previous years] hourly pay excluding overtime, all sex and ft/pt options, median and mean.

Copy and paste as necessary into master spreadsheet.

4 charts in Datawrapper to update

Text

**Employees below LLW**

Produced as an Adhoc by ONS. Need to request update. Previously produced in different formats… <https://www.ons.gov.uk/employmentandlabourmarket/peopleinwork/earningsandworkinghours/adhocs/009171percentageofjobsemployeejobsinlondonpayinglessthanthelondonlivingwagebrokendownbysexandworkingpattern2005to2017>

<https://www.ons.gov.uk/employmentandlabourmarket/peopleinwork/earningsandworkinghours/adhocs/13025annualsurveyofhoursandearningsasheestimatesofthenumberandproportionofemployeejobswithhourlypaybelowthelivingwageinlondonandtherestoftheuk2019to2020>

Copy and paste as necessary into master spreadsheet. Latest year is always provisional, so previous year’s figures needs to be replaced with revised data and new year’s provisional data added.

One chart in Datawrapper to update. Also a table of monetary values in Datawrapper (in the Datawrapper Economic Fairness folder)

Provisional **school readiness**

Not normally included – wait for final figures (see Feb for details) but for 2019/20 no provisional figures released. Expect similar for 2021?

Also in Covid resilience dashboard

Provisional **KS4**

Not normally included – wait for final figures (see Feb for details) but for 2019/20 no provisional figures released. Expect similar for 2021?

Also in Covid resilience dashboard

**November releases**

**Pay ratio (ONS)**

For the London and England excluding London pay ratio data, this needs to be done as an ad hoc request from the ASHE team at ONS (request via the London team). The request is to provide an update to <https://www.ons.gov.uk/employmentandlabourmarket/peopleinwork/earningsandworkinghours/adhocs/13507annualsurveyofhoursandearningsasheestimatesofannualearningsfortheukenglandenglandexcludinglondonandtheregionsforthe90to99percentiles2019to2020>

It needs to have England excluding London, as well as London, England and UK. We don’t use the male/female or full-time part-time splits, but they seem to produce them anyway. Worth re-iterating that we don’t need them. The latest year is always issued as provisional, so the request is for the latest year and the final (revised) figures for the previous year.

**Zero hours**

Now published quarterly. See table 4 of <https://www.ons.gov.uk/employmentandlabourmarket/peopleinwork/employmentandemployeetypes/datasets/emp17peopleinemploymentonzerohourscontracts>