

Workforce Information 2015

The Equality Act 2010 replaced previous anti-discrimination legislation with a single Act. A key measure of this Act is a new public sector Equality Duty. The Equality Duty is supported by the Equality Act 2010 (Specific Duties) Regulations 2011. The specific duties require public bodies to publish information to show their compliance with the Equality Duty; this includes information relating to employees.

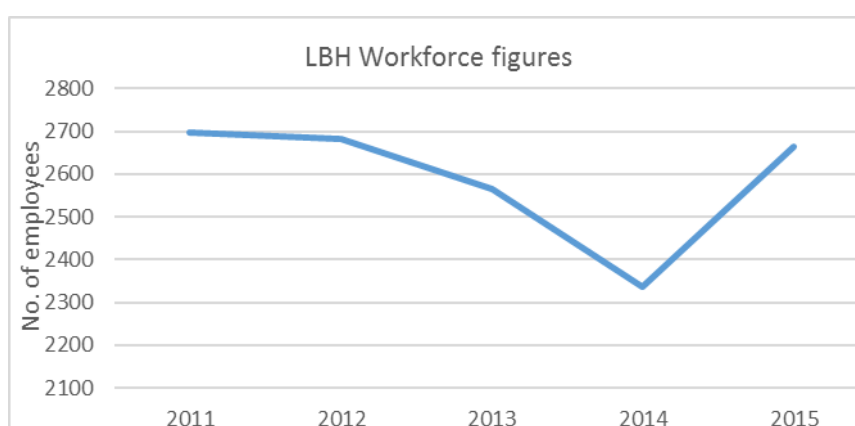
This report presents a range of workforce information on employees who share protected characteristics as identified by the Act. The data is gathered from the council's HR system, or HR case management records. It relates only to those employees of the Council on permanent, fixed term and temporary staff at 31 December 2015 and does not include casual/sessional or school based staff.

Workforce profile

The total headcount of employees is 2665; total number of posts is 2697; this equates to a total FTE count of 2369.46. The headcount of school based staff at 31 December 2015 is 3706; this is only those schools maintained by the Council.

Of the 2665 employees, 19% are in the Chief Executive's Directorate, 46% in Children's & Adults and 35% in Regeneration, Economic Development and Environment (ReDe).

The following graph plots the Council's workforce figures over the past five years. Last year is the first time in five years that the total figure has increased; increase of 14%. This increase is primarily as a result of the TUPE transfer of Housing Services, previously provided by the ALMO Hounslow Homes, back in-house. Some 474 employees transferred in January 2015 into ReDe and another twenty staff transferred to other directorates.



The key protected characteristics of the workforce are set out in the tables below:

Age Band	No. of people	%	Disability status	No. of People	%
16 - 19	26	1	No	1557	58.4
20 - 24	92	3.5	No Data Recorded	916	34.4
25 - 29	197	7.4	Refused	122	4.6
30 - 34	277	10.4	Yes	70	2.6
35 - 39	292	11	Total	2665	
40 - 44	299	11.2			

45 - 49	368	13.8			
50 - 54	413	15.5			
55 - 59	367	13.8			
60 - 64	221	8.3			
65+	113	4.2			
Total	2665				
			Gender	No. of people	%
			Female	1650	61.9
			Male	1015	38.1
			Total	2665	

There has been no significant change in the age profile of the workforce. Disabled staff make up 4.3% of the workforce who have declared whether or not they have a disability. This is a slight increase from the previous year's figure of 4%

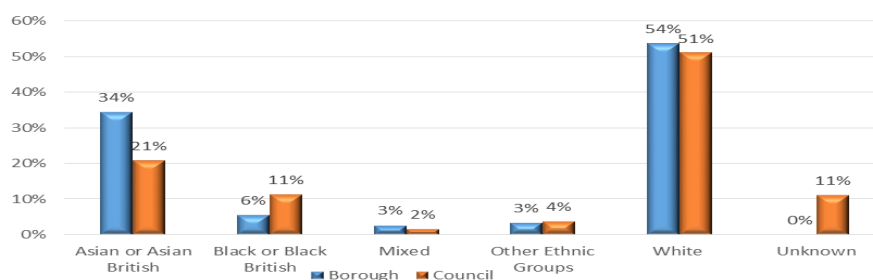
The percentage of men in the workforce has increased by 6.1% when compared with the previous year's figure of 32%. This compares to a 3.6% increase reported in the 2014 annual report. Last year's increase can in part be explained by the influx of Hounslow Homes staff, of which nearly 90% were men.

Last year 35 employees went on maternity absence and 47 women returned back to work from maternity leave.

Ethnicity profile	No. of people	%
Asian or Asian British	557	20.9
Black or Black British	301	11.3
Mixed	45	1.7
No Data Recorded	298	11.2
Other Ethnic Groups	104	3.9
White	1360	51
Total	2665	

Compared with last year's profile, it is pleasing to note that whilst the workforce has increased, in respect of ethnicity, the no data recorded has gone down by 4.4%. With the exception of Other Ethnic groups, all ethnic groups show some increase. The highest increase has been 3.6% in the White ethnic group, followed by 1.4% in Asian, 0.6 in Black and 0.5 in Mixed.

The following bar chart compares the ethnicity of the Council's workforce with that of Hounslow borough residents of working age i.e. 16-85+. As with the 2014 figures, the percentage of Black and Other Ethnic groups staff employed by the Council are higher than those economically active within the community, 5% and 1% higher respectively. The gap between Asian staff and those economically active within the community is at 13%, previously 14.5%. The figure for White staff is 3% compared to 5.6% last year.



Sexual Orientation	No. of people	%
Bisexual	13	0.5
Gay Man	11	0.4
Gay Woman /Lesbian	10	0.4
Heterosexual /Straight	1148	43.1
Prefer not to say	190	7.1
Unspecified	1293	48.5
Total	2665	

Religion	No. of people	%
Buddhist	9	0.3
Christian	596	22.4
Hindu	95	3.6
Jewish	3	0.1
Muslim	95	3.6
No Religion	316	11.9
Other	40	1.5
Prefer not to say	133	5
Sikh	131	4.9
Unspecified	1247	46.8
Total	2665	

Employment Related Data

The following employment information on leavers, grievances, disciplinaries, recruitment activity, and new appointments, has been gathered for the period 1 January – 31 December 2015. Where comparative data is available efforts have been made to analyse with the previous year's data. The learning and development modules on the HR system are now operational consequently some training data has also been included.

Leavers

The council's turnover rate in 2015 is 5.3%, this compares with 4% in 2014. Last year 503 employees left the council; their reason for leaving are as follows:

	No. of people	%
Dismissal - discipline	8	1.6%
Dismissal - sickness	11	2.2%
Dismissal - other	17	3.4%
Redundancy	60	11.9%
Resignation	296	58.8%
Retirement	41	8.2%
Other	70	13.9%

The category dismissal – other includes dismissals during probationary or a settlement. Other includes death, end of a contract, and transfer of staff, including Transfer of Undertakings (Protection of Employment) Regulations (TUPE) transfers.

Employees leaving the council have reduced by 14% compared with last year's leavers. Resignations remain the highest reason for leaving last year at 59%.

The most significant change in the leavers data has been in the Other category which is down by 32.7% in comparison with the 2014 data. There has been no large TUPE transfer of staff as seen in 2014. Resignations have increased by 20.8% and redundancies up by 6.8%. All other reasons have either remained the same or show a very small increase. The protected characteristics for these leavers are provided below.

	Reasons for Leaving							Total
	Dismissals			Redundancy	Resignation	Retirement	Other	
	Discipline	sickness	other					
Age								
16-19	0	0	0	0	6	0	3	9
20-24	0	3	1	0	15	0	14	33
25-29	0	0	0	0	32	0	4	36
30-34	0	1	1	5	61	0	7	75
35-39	1	0	0	4	57	1	5	68
40-44	1	1	6	3	36	0	10	57
45-49	0	0	3	4	26	0	9	42
50-54	3	1	3	13	36	0	8	64
55-59	2	3	2	19	13	3	4	46
60-64	1	0	1	8	10	18	3	41
65+	0	2	0	4	3	19	3	31
unspecified	0	0	0	0	1	0	0	1
Disability								
No	2	0	6	35	145	26	35	249
Yes	0	1	1	6	4	2	1	15
Prefer not to say	0	0	0	1	5	0	2	8
unspecified	6	10	10	18	142	13	32	231
Ethnicity								
Asian	2	0	0	11	34	7	13	67
Black	2	2	2	11	33	3	7	60
Mixed	0	0	0	1	9	0	5	15
Other	1	2		2	12	1	1	19
Prefer not to say				1	4		2	7
White	3	4	11	32	138	29	29	246
Unspecified	0	3	4	2	66	1	13	89
Gender								
Female	4	4	11	34	175	23	44	295
Male	4	7	6	26	120	18	26	207
Unspecified	0	0	0	0	1	0	0	1
Religion								
Buddhist	0	0	0	0	0	0	0	0
Christian	0	0	2	13	56	4	15	90
Hindu	0	0	0	2	4	1	0	7
Jewish	0	0	0	0	0	0	1	1
Muslim	0	0	0	3	7	0	2	12
No religion	0	0	2	6	43	1	7	59
Other	0	0	0	0	2	0	1	3
Prefer not to say	0	0	0	1	10	0	3	14
Sikh	0	0	0	0	4	0	2	6
Unspecified	8	11	13	35	170	35	39	311
Sexual orientation								
Bisexual	0	0	0	0	1	0	0	1
Gay men	0	0	0	0	2	0	1	3
Gay woman/Lesbian	0	0	0	0	2	0	0	2
Heterosexual/straight	0	0	4	21	102	4	25	156
Prefer not to say	0	0	0	0	14	1	0	15
Unspecified	8	11	13	39	175	36	44	326

Staff leaving the Council are encouraged to complete a voluntary exit survey via an on-line questionnaire. Last year 47 questionnaires were completed; this represents 9.3% of the leavers and their profile is:

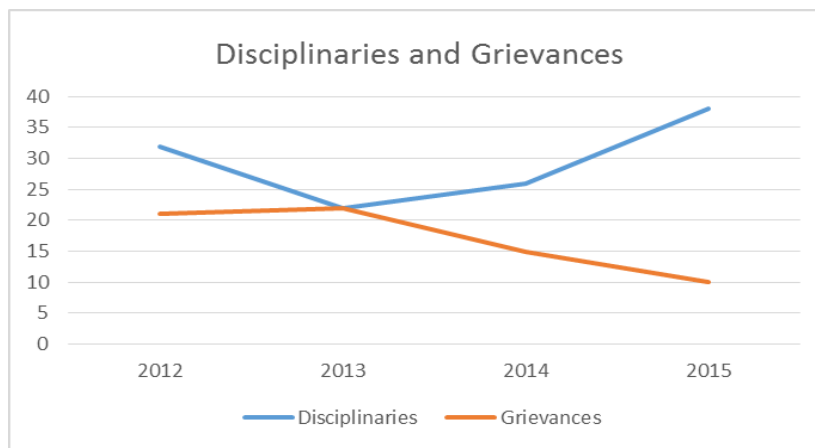
Age	Nos.	%	Ethnicity	Nos.	%	Gender	Nos.	%
16-19	0	0%	Asian	7	14.9%	Female	24	51.1%
20-29	10	21.3%	Black	3	6.4%	Male	19	40.4%
30-39	17	36.2%	Mixed	2	4.3%	Not specified	4	8.5%
40-49	8	17%	White	31	66%			
50-59	6	12.8%	Other	1	2.1%			
60+	3	6.4%	Not Specified	3	6.4%			
Not Specified	3	6.4%						

Of the 47 responses, employees were most satisfied with their working relationship with colleagues (48.9%) and flexible working (25.5%). They were least satisfied with clear leadership and career development opportunities, these were the highest ranked at 29.8%. The lack of career development opportunities was the highest contributory factor in the decision to leave (38.9%).

One of the key findings of the Staff Survey (December 2015) relates to leadership and management. It found that there continues to be a large disparity between perceptions of line management (generally viewed positively) and those about senior management. This is in keeping with the comments made in the exit questionnaires.

Grievances and Disciplinaries

The level of grievances and disciplinaries recorded over the last four years are illustrated in the graph. In marked contrast to disciplinaries, grievances have steadily declined since 2013.



Departmentally the disciplinaries and grievances in 2015 are:

	Disciplinaries	Grievances
Chief Executive's Directorate	2	1
Children's & Adults	29	3
Regeneration, Economic Development & Environment	7	6
Total	38	10

The tables below provide a range of information on those employees who either lodged a grievance or were subject to disciplinary action. For comparison data from the preceding two years is also listed.

Age	Grievances				Disciplinarys			
	2015	2014	2013	2012	2015	2014	2013	2012
16-19	0	0	0	0	0	0	0	0
20-24	0	0	1	0	1	1	0	0
25-29	1	1	1	0	3	1	5	2
30-34	0	2	1	4	3	2	0	3
35-39	0	2	5	2	2	3	3	1
40-44	0	4	4	3	5	2	2	6
45-49	0	3	3	5	3	5	6	5
50-54	0	1	5	3	7	6	3	9
55-59	0	2	2	2	6	4	1	4
60-65	1	0	0	2	1	2	2	2
65+		0	0	0	1	0	0	0
unknown	0	0	0	0	0	0	0	0
Not recorded	8	0	0	0	6	0	0	0
Total	10	15	22	21	38	26	22	32

Gender	Grievances				Disciplinarys			
	2015	2014	2013	2012	2015	2014	2013	2012
Female	4	13	16	12	21	17	13	14
Male	3	2	6	9	16	9	9	18
unknown	0				0			
Not recorded	3				1			
Total	10	15	22	21	38	26	22	32

Disability	Grievances				Disciplinarys			
	2015	2014	2013	2012	2015	2014	2013	2012
Yes	0	2	1	2	2	2	0	1
No	1	6	17	16	29	11	19	26
Unknown	1	7	4	3	1	13	3	5
Not recorded	8				6			
Total	10	15	22	21	38	26	22	32

Ethnicity	Grievances				Disciplinarys			
	2015	2014	2013	2012	2015	2014	2013	2012
Asian	1	2	2	7	3	3	4	6
Black	0	6	5	6	9	7	3	7
Mixed	0	0	1	0	1	0	2	0
Other	0	0	1	0	2	2	1	2
White	0	6	9	8	16	10	6	12
Not known	1	1	4	0	0	4	6	5
Not recorded	8				7			
Total	10	15	22	21	38	26	22	32

Recruitment Activity

The following tables show recruitment data, including numbers of applicants, candidates shortlisted and those appointed. This information is collated from the council's e-recruitment system. Not all recruitment activity is carried out via the e-recruitment system. For this reason data is also provided on new starters separately in the section titled new appointments.

Age Bands	Applicants	Shortlisted	Appointed	Disability	Applicants	Shortlisted	Appointed
16-19	18	8	0	No	1111	345	29
20-24	132	34	3	Yes	36	11	0
25-29	209	51	5	Prefer not to say	0	0	0
30-34	214	56	4	unspecified	67	26	3
35-39	174	45	3	Total	1214	382	32

40-44	119	39	7
45-49	135	59	4
50-54	102	50	3
55-59	73	25	1
60-64	23	9	1
65+	4	2	1
unspecified	11	4	0
Total	1214	382	32

Gender	Applicants	Shortlisted	Appointed
Female	686	238	19
Male	520	143	13
Unspecified	8	1	0
Total	1214	382	32

Ethnicity	Applicants	Shortlisted	Appointed
Asian	499	148	9
Black	210	55	2
Mixed	41	14	2
Other	41	13	0
Prefer not to say	0	0	0
White	378	134	17
Unspecified	45	18	2
Total	1214	382	32

Religion	Applicants	Shortlisted	Appointed
Buddhist	15	4	
Christian	425	127	10
Hindu	134	34	2
Jewish	1	0	0
Muslim	216	58	3
No religion	199	79	10
Other	28	8	0
Prefer not to say	74	29	3
Sikh	117	41	4
Unspecified	5	2	0
Total	1214	382	32

Sexual Orientation	Applicants	Shortlisted	Appointed
Bisexual	16	5	0
Gay men	8	3	1
Gay woman/Lesbian	7	2	0
Heterosexual/straight	1090	342	28
Prefer not to say	88	28	3
Unspecified	5	2	0
Total	1214	382	32

Applications received are down by 40.8% and those shortlisted down by 49.3% when compared to the 2014 figures. This is due to the reduction in recruitment activity. Last year's recruitment involved 104 posts, this compares to 216 in 2014.

New Appointments

This information on new starters has been collated from the councils HR System, not the e-recruitment system. The total number of employees starting in 2015 is 337. The tables below provide further details of these 337 employees.

Age Bands	No. of people	%	Disabled	No. of people	%	Ethnicity	No. of people	%
16-19	15	4.5%	No	213	63%	Asian	70	21%
20-24	31	9%	Refused to say	8	2%	Black	42	12%
25-29	53	16%	Yes	5	1%	Mixed	10	3%
30-34	47	14%	unspecified	111	33%	Other	5	1%

35-39	38	11%	Total	337		Prefer not to say	12	4%
40-44	28	8.3%				White	101	30%
45-49	38	11.3%	Gender	No.	%	unspecified	97	29%
50-54	26	7.7%	Female	220	65%	Total	337	
55-59	27	8.0%	Male	116	34%			
60-64	5	1.5%	unspecified	1	0%			
65+	5	1.5%	Total	337				
unspecified	24	7.1%						
Total	337							

Religion	No. of people	%	Sexual orientation	No. of people	%
Buddhist	1	0%	Bisexual	0	0%
Christian	82	24%	Gay man	4	1%
Hindu	14	4%	Gay woman/Lesbian	1	0%
Muslim	22	7%	Heterosexual/straight	187	55%
No religion	59	18%	Prefer not to say	41	12%
Other	9	3%	unspecified	104	31%
Prefer not to say	31	9%	Total	337	
Sikh	19	6%			
unspecified	100	30%			
Total	337				

The number of new starters has decreased by 7.2%, compared to the 2014 figures. Again this is likely to less recruitment activity in 2015.

Training

The tables below illustrate the number of employees who attended training courses during 2015 by key protected characteristics. No comparative analysis is possible as this data had not been available for 2014 owing to the implementation of the Learning & Development modules in iHounslow.

Age Bands	Attendees	%	Disability	Attendees	%	Sexual Orientation	Attendees	%
16-19	8	0.6%	No	789	62.5%	Bisexual	9	0.7%
20-24	35	2.8%	Yes	42	3.3%	Gay men	7	0.6%
25-29	94	7.4%	Prefer not to say	77	6.1%	Gay woman/Lesbian	8	0.6%
30-34	140	11.1%	unspecified	355	28.1%	Heterosexual/straight	662	52.4%
35-39	141	11.2%	Total	1263		Prefer not to say	100	7.9%
40-44	154	12.2%				Unspecified	477	37.8%
45-49	158	12.5%	Gender	Attendees	%	Total	1263	
50-54	199	15.8%	Female	775	61.4%			
55-59	181	14.3%	Male	488	38.6%			
60-64	109	8.6%	Unspecified					
65+	36	2.9%	Total	1263				
unspecified	8	0.6%						
Total	1263							

Religion	Attendees	%
Buddhist	3	0.2%
Christian	352	27.9%
Hindu	58	4.6%
Jewish	1	0.1%
Muslim	55	4.4%
No religion	177	14.0%
Other	22	1.7%
Prefer not to say	77	6.1%
Sikh	64	5.1%
Unspecified	454	35.9%
Total	1263	

Ethnicity	Attendees	%
Asian	279	22.1%
Black	159	12.6%
Mixed	14	1.1%
Other	51	4.0%
Prefer not to say	25	2.0%
White	664	52.6%
Unspecified	71	5.6%
Total	1263	