![London Borough of Hounslow]

Workforce Information 2018

The Equality Act 2010 addresses discrimination on grounds of age, disability, gender reassignment, marriage and civic partnership, pregnancy and maternity, religion or belief, sex and sexual orientation. Collectively these categories are known as "protected characteristics". A key measure of the Act is the public sector Equality Duty, as supported by the Equality Act 2010 (Specific Duties) Regulations 2011. This requires public bodies to publish information to show their compliance with the Equality Duty, including workforce data.

This report presents a range of information on employees who share protected characteristics. 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 2018 and does not include casual/sessional or school based staff.

Workforce profile

The total headcount of employees is 2245; total number of posts is 2265 and this equates to a total FTE count of 2044.1. The headcount of school based staff at 31 December 2018 is 3613; this figure reflects those schools maintained by the Council, i.e. schools who have bought back into core council services e.g. HR and Payroll.

At the time of the data being extracted the workforce was divided among the two directorates as follows:

Directorate	People	%	Posts	FTE
Chief Executive Directorate	818	36%	824	784.05
Children's, Health & Adult's Services	1427	64%	1441	1260.04
Total	**2245**		**2265**	**2044.09**

A council restructuring in 2018 has resulted in a downsizing from three directorates to two. The movement of the Housing, Planning & Communities department into CED explains the increase in staffing in this directorate from 19% in 2017 to 36% in 2018.

Overall the Council's workforce has continued in a downward trend. For a third consecutive year the number of directly employed staff has declined; a reduction of 4.6% from the 2017 headcount of 2353.

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

Age Band	No. of people	%
16 - 19	6	0.3%
20 - 24	49	2.2%
25 - 29	177	7.9%
30 - 34	211	9.4%
35 - 39	269	12.0%
40 - 44	246	11.0%
45 - 49	298	13.3%
50 - 54	349	15.5%
55 - 59	346	15.4%
60 - 64	188	8.4%
65+	106	4.7%
No data recorded		0.0%
Total	**2245**	

Disability status	No. of People	%
No	1585	70.6%
No Data Recorded	471	21.0%
Refused	119	5.3%
Yes	70	3.1%
Total	**2245**	

Gender	No. of people	%
Female	1530	68.2%
Male	715	31.8%
Total	**2245**	

Age

There has been a reduction in employees below the age of 25; in 2017 they formed 4.9% of the workforce, this went down to 2.4% in 2018. In contrast employees aged 55 and above rose from 26.3% in 2017 to 28.5% in 2018. A corporate apprenticeship strategy will be launched shortly that will help to attract young people into local government.

Disabled Staff

Disabled staff make up 4.2% of the workforce where a disability has been declared (calculated by excluding the category no data recorded). This is a slight increase from the previous year's figure of 4%. The Council is certified as a Disability Confident Committed Employer and are in the process of working towards the next level of self-assessment.

Gender

The number of women as a percentage of the workforce has again seen an increase from the previous year; in 2017 women constituted 65.8% of the workforce, whereas in 2018 they represent 68.2%.

The council's mean gender pay gap has improved between 2018 and 2017. In 2018 our mean pay gap was 3% compared with 7% in 2017. Across the London Boroughs, there were 8 boroughs with a higher mean gender pay gap than Hounslow in 2017 but this improved in 2018 when there were 20 boroughs with a higher mean gender pay gap than Hounslow.

In 2018, 34 employees commenced maternity leave and 36 employees returned to work from maternity leave. Compared to 2017 figures there is little change in those returning (2.8% increase), however the numbers of women going on maternity has seen a reduction of 20.9%, thereby continuing a downward trend for the third consecutive year.

Ethnicity	No. of people	%
Asian or Asian British	496	22%
Black or Black British	284	13%
Mixed	48	2%
No Data Recorded	336	15%
Other Ethnic Groups	62	3%
White	1019	45%
Total	**2245**	

Ethnicity

BME represent 46.6% of the workforce who declared their ethnicity, up from last year's figure of 45.5%. Efforts to encourage staff to complete their personal sensitive data has seen a reduction in the number of no data recorded; this figure went down from 17.6% in 2017 to 15% in 2018. This continues to be a focus for HR and our unknown profile is continuing to improve.

The bar chart below compares the ethnicity of the Council's workforce with that of Hounslow borough residents of working age i.e. 16-85+. The total BME staff within the Council remains comparable to those economically active within the local community; 46.6% within the council and 46.3% within the Borough.

The gap between Asian staff and those economically active within the community has improved slightly and now stands at 12% (see chart below), down from last year's figure of 14%. The percentage of Black staff in the council continues to be higher than those economically active within the community to increase; up by a further 1% in 2018 from previous year. There is no change in the gap between White employees and those economically active in the Borough; it remains at 9%.
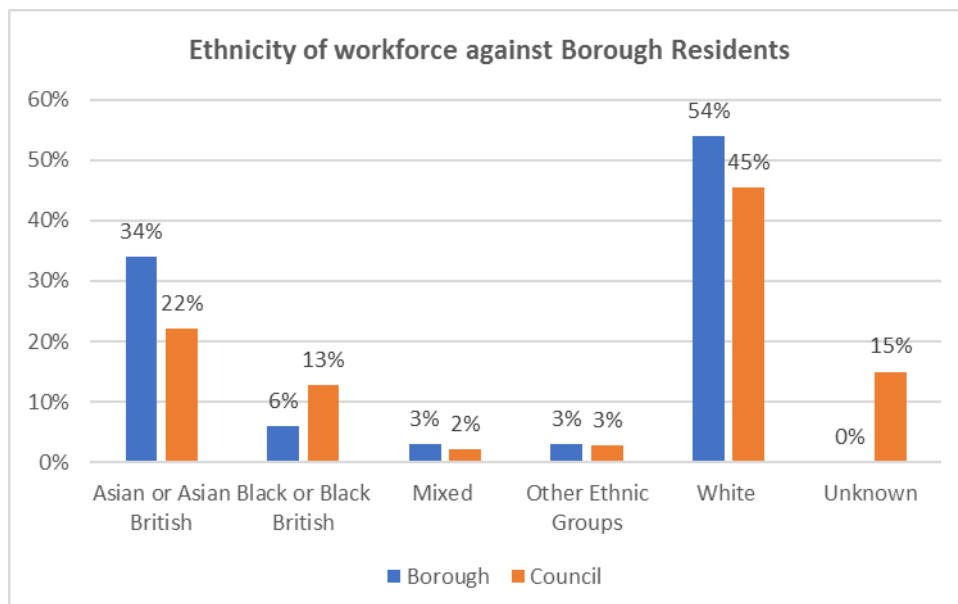
NB. The Borough resident figures are based on the 2011 census figures.

Sexual Orientation	No. of people	%		Religion	No. of people	%
Bisexual	8	0.4%		Buddhist	8	0.4%
Gay Man	15	0.7%		Christian	656	29.2%
Gay Woman /Lesbian	14	0.6%		Hindu	96	4.3%
Heterosexual /Straight	1403	62.5%		Jewish	1	0.0%
Prefer not to say	207	9.2%		Muslim	118	5.3%
Unspecified	598	26.6%		No Religion	407	18.1%
Total	**2245**			Other	48	2.1%
				Prefer not to say	215	9.6%
				Sikh	154	6.9%
				Unspecified	542	24.1%
				Total	**2245**	

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 2018. Where comparative data is available efforts have been made to analyse with the previous year's data.

Leavers

The council's turnover rate in 2018 is 21%, this is lower than the previous year's turnover rate of 24.9%. During the year 484 employees left the council; their reasons for leaving are as follows:

	No. of people	%
Dismissal - discipline	6	1.2%
Dismissal - sickness	5	1.0%
Dismissal - other	4	0.8%
Redundancy	85	17.6%
Resignation	240	49.6%
Retirement	31	6.4%
Other	113	23.3%
	484	

The category "Dismissal – other" includes dismissals during probationary or where an exit settlement is reached. The category "Other" includes death, end of a contract, and transfer of staff, including Transfer of Undertakings (Protection of Employment) Regulations (TUPE) transfers.

484 employees, which is 21.6% of the workforce, left employment during 2018. This is a reduction on the previous year's figure of 25.7%. Resignations were the main reason for leaving in 2018, this is a change from last year when TUPE transfers had resulted in Other as the main reason for leaving. The number of redundancies as a reason for leaving (85 in 2018) rose by 8.7% compared to last year.

The protected characteristics for these leavers are provided below.

Reasons for Leaving

	Discipline	Dismissals sickness	other	Redundancy	Resignation	Retirement	Other	Total
Age								
16-19	0	0	0	1	4	0	7	12
20-24	0	0	0	3	13	0	15	31
25-29	0	0	1	7	37	0	8	53
30-34	2	0	0	4	36	0	13	55
35-39	1	0	0	7	52	0	13	73
40-44	0	0	1	6	20	0	18	45
45-49	0	1	1	9	30	0	13	54
50-54	2	2	0	14	21	0	8	47
55-59	0	2	0	10	18	3	11	44
60-64	1	0	0	12	5	12	6	36
65+	0	0	1	12	3	16	1	33
unspecified	0	0	0	0	1	0	0	1
Disability								
No	4	4	1	38	157	20	55	279
Yes	0	0	1	2	3	2	2	10
Prefer not to say	0	0	0	4	7	3	2	16
unspecified	2	1	2	41	73	6	54	179
Ethnicity								
Asian	1	0	0	13	44	4	8	70
Black	4	1	1	12	33	1	6	58
Mixed	0	0	0	1	3	0	1	5
Other	0	0	0	1	2	3	2	8
Prefer not to say	0	1	0	1	11	0	5	18
White	1	2	1	28	96	22	71	221
Unspecified	0	1	2	29	51	1	20	104
Gender								
Female	2	4	1	61	150	20	19	257
Male	4	1	3	24	90	11	94	227
Unspecified	0	0	0	0	0	0	0	0
Religion								
Buddhist	1	0	0	1	1	0	0	3
Christian	2	1	1	15	46	11	20	96
Hindu	0	0	0	1	8	1	3	13
Jewish	0	0	0	1	0	0	0	1
Muslim	0	0	0	2	9	1	2	14
No religion	1	1	1	5	65	2	21	96
Other	0	0	0	0	7	2	4	13
Prefer not to say	0	1	0	5	21	1	9	37
Sikh	0	0	0	0	9	1	1	11
Unspecified	2	2	2	55	74	12	53	200
Sexual orientation								
Bisexual	0	0	0	1	1	0	1	3
Gay men	0	0	0	1	4	0	0	5
Gay woman/Lesbian	0	0	0	1	1	0	1	3
Heterosexual/straight	4	3	2	24	140	13	53	239
Prefer not to say	0	0	0	3	17	4	5	29
Unspecified	2	2	2	55	77	14	53	205

Staff leaving the Council are encouraged to complete a voluntary exit survey via an on-line questionnaire. During 2018 only 9 questionnaires were completed; this represents 1.9% of the employees who left employment. This continues a downward turn in returns for the fourth year running. In 2015, returns had been 9.34% of leavers, in 2016 the figure was 5.9% and in 2017 it was 2.8%.

The significantly low return rate means that any analysis is inconclusive and not meaningful, therefore no such data is provided. Human Resources will consider how best to increase completion returns.

Grievances and Disciplinaries

The level of grievances and disciplinaries recorded over the last five years are illustrated in the graph. The number of disciplinaries in 2018 doubled from the previous year. Grievances have also seen an increase and the 2018 figure of 22 is the highest over the last 5 years. As a percentage of the workforce this equates to 1.7% for disciplinaries and 0.98% for grievances. This compares to a percentage of 1.1% and 0.64% respectively for the year 2014.
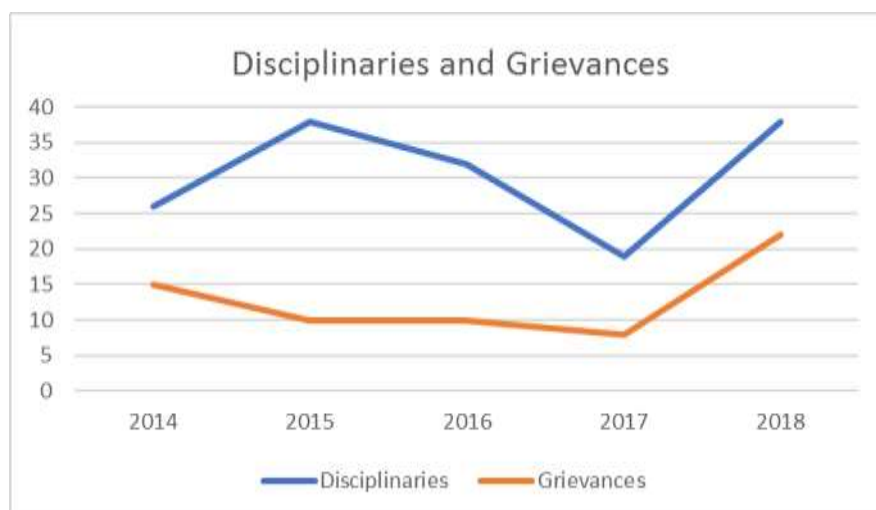
Departmentally the disciplinaries and grievances in 2018 are:

	Disciplinaries	%	Grievances	%
Chief Executive's Directorate	24	86%	16	73%
Children's, Health & Adult's Services	14	50%	6	27%
Total	28		22	

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 four years is also listed.

Age	Grievances						Disciplinaries				
	2018	2017	2016	2015	2014		2018	2017	2016	2015	2014
16-19	0	0	0	0	0		0	1	0	0	0
20-24	0	0	0	0	0		0	1	4	1	1
25-29	4	0	1	1	1		4	2	2	3	1
30-34	1	2	0	0	2		3	0	6	3	2

	2018	2017	2016	2015	2014		2018	2017	2016	2015	2014
35-39	3	0	0	0	2		4	2	2	2	3
40-44	5	2	0	0	4		3	1	2	5	2
45-49	1	0	0	0	3		6	2	3	3	5
50-54	5	1	4	0	1		6	1	3	7	6
55-59	1	2	4	0	2		9	6	4	6	4
60-65	2	0	1	1	0		3	2	3	1	2
65+	0	1	0	0	0		0	0	2	1	0
Prefer not to say	0	0	0	0	0		0	0	0	0	0
Not recorded	0	0	0	8	0		0	1	0	6	0
Total	22	8	10	10	15		38	19	31	38	26

Gender	Grievances						Disciplinaries				
	2018	2017	2016	2015	2014		2018	2017	2016	2015	2014
Female	8	8	8	4	13		19	11	18	21	17
Male	14	0	2	3	2		19	8	13	16	9
Prefer not to say	0	0	0	0	0		0	0	0	0	0
Not recorded	0	0	0	3	0		0	0	0	1	0
Total	22	8	10	10	15		38	19	31	38	26

Disability	Grievances						Disciplinaries				
	2018	2017	2016	2015	2014		2018	2017	2016	2015	2014
Yes	1	0	1	0	2		0	0	2	2	2
No	19	6	6	1	6		34	14	27	29	11
Prefer not to say	1	0	1	1	7		1	0	0	1	13
Not recorded	1	2	2	8	0		3	5	2	6	0
Total	22	8	10	10	15		38	19	31	38	26

Ethnicity	Grievances						Disciplinaries				
	2018	2017	2016	2015	2014		2018	2017	2016	2015	2014
Asian	6	2	1	1	2		11	4	3	3	3
Black	3	2	3	0	6		11	5	7	9	7
Mixed	0	0	0	0	0		2	1	0	1	0
Other	1	0	2	0	0		1	1	5	2	2
White	9	3	3	0	6		11	7	14	16	10
Prefer not to say	2	0	0	1	1		1	0	1	0	4
Not recorded	1	1	1	8	0		1	1	1	7	0
Total	22	8	10	10	15		38	19	31	38	26

The Diversity & Inclusion strategy being developed under the People Plan will consider the diversity statistics in relation to disciplinary action.

Recruitment Activity

The following tables show recruitment data in 2018, including numbers of applicants, candidates shortlisted and where an offer was made. 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	Offer made
16-19	20	9	1
20-24	221	46	15
25-29	315	75	23
30-34	251	63	15
35-39	235	61	16
40-44	165	36	15
45-49	177	72	10
50-54	165	61	10
55-59	118	42	6
60-64	26	6	2
65+	8	2	0
unspecified	17	6	1
Total	1718	479	114

Disability	Applicants	Shortlisted	Offer made
No	1570	429	104
Yes	69	30	6
Prefer not to say	0	0	0
unspecified	79	20	4
Total	1718	479	114

Gender	Applicants	Shortlisted	Offer made
Female	1080	332	80
Male	632	146	34
Unspecified	6	1	0
Total	1718	479	114

Ethnicity	Applicants	Shortlisted	Offer made
Asian	608	123	24
Black	445	143	31
Mixed	68	16	5
Other	40	8	2
Prefer not to say	0	0	0
White	502	172	50
Unspecified	55	17	2
Total	1718	479	114

Religion	Applicants	Shortlisted	Offer made
Buddhist	22	4	1
Christian	683	206	48
Hindu	142	28	3
Jewish	1	0	0
Muslim	277	51	15
No religion	285	97	25
Other	49	27	7
Prefer not to say	109	30	8
Sikh	150	36	7
Unspecified	0	0	0
Total	1718	479	114

Sexual Orientation	Applicants	Shortlisted	Offer made
Bisexual	22	5	1
Gay men	14	4	1
Gay woman/Lesbian	6	1	1
Heterosexual/straight	1560	444	109
Prefer not to say	116	25	2
Unspecified	0	0	0
Total	1718	479	114

The level of recruitment activity increased in 2018 to 152 posts, compared to 77 in 2017. This explains the 45.7% increase in numbers of applicants compared to the previous year.

New Appointments

This information on new starters has been collated from the councils HR System, not the e-recruitment system which provided the data on recruitment activity. Examples of situations where employees have been appointed, not using the on-line system, include recruitment via search agencies, agency workers moving to Fixed Term or permanent contracts, permanent employees being appointed into other posts within the organisation. The total number of employees starting in 2018 is 363; this is the same figure as last year. When considering the increased level of recruitment activity, this suggests that a greater proportion of new starters were processed via the on-line recruitment as opposed to alternative recruitment avenues e.g. recruitment agencies.

The tables below provide further details of the new starters.

Age Bands	No. of people	%	Disabled	No. of people	%	Ethnicity	No. of people	%
16-19	2	0.6%	No	246	68%	Asian	52	14%
20-24	22	6%	Refused to say	7	2%	Black	36	10%
25-29	56	15%	Yes	7	2%	Mixed	10	3%
30-34	53	15%	unspecified	103	28%	Other	3	1%
35-39	45	12%	**Total**	**363**		Prefer not to say	36	10%
40-44	37	10.2%				White	139	38%
45-49	44	12.1%	Gender	No. of people	%	unspecified	87	24%
50-54	46	12.7%	Female	235	65%	Total	363	
55-59	30	8.3%	Male	128	35%			
60-64	13	3.6%	unspecified	0	0%			
65+	5	1.4%	**Total**	**363**				
unspecified	10	2.8%						
Total	**363**							

Religion	No. of people	%	Sexual orientation	No. of people	%
Buddhist	0	0%	Bisexual	0	0%
Christian	59	16%	Gay man	1	0%
Hindu	7	2%	Gay woman/Lesbian	2	1%
Jewish	0	0%	Heterosexual/straight	198	55%
Muslim	20	6%	Prefer not to say	46	13%
No religion	78	21%	unspecified	116	32%
Other	5	1%	**Total**	**363**	
Prefer not to say	76	21%			
Sikh	8	2%			
unspecified	110	30%			
Total	**363**				

Training

The number of attendances at training courses by employees during 2018 is shown below. The total figure is not a headcount of employees but that of attendances at training courses. The information is shown by key

protected characteristics. There has been a decrease of 22.5% in the number of attendances at training courses. This is the second year in which there has been a fall in the number of attendances in training.

Age Bands	Attendees	%
16-19	0	0.0%
20-24	16	1.7%
25-29	93	10.1%
30-34	108	11.7%
35-39	124	13.5%
40-44	89	9.7%
45-49	119	12.9%
50-54	150	16.3%
55-59	123	13.4%
60-64	70	7.6%
65+	23	2.5%
unspecified	5	0.5%
Total	920	

Disability	Attendees	%
No	674	73.3%
Yes	35	3.8%
Prefer not to say	54	5.9%
unspecified	157	17.1%
Total	920	

Gender	Attendees	%
Female	698	75.9%
Male	222	24.1%
Unspecified	0	0.0%
Total	920	

Sexual Orientation	Attendees	%
Bisexual	4	0.4%
Gay men	4	0.4%
Gay woman/Lesbian	6	0.7%
Heterosexual/straight	627	68.2%
Prefer not to say	94	10.2%
Unspecified	185	20.1%
Total	920	

Religion	Attendees	%
Buddhist	1	0.1%
Christian	294	32.0%
Hindu	35	3.8%
Jewish	0	0.0%
Muslim	45	4.9%
No religion	201	21.8%
Other	20	2.2%
Prefer not to say	99	10.8%
Sikh	52	5.7%
Unspecified	173	18.8%
Total	920	

Ethnicity	Attendees	%
Asian	185	20.1%
Black	118	12.8%
Mixed	25	3%
Other	18	2.0%
Prefer not to say	51	6%
White	430	46.7%
Unspecified	93	10%
Total	920	