

Workforce Information 2017

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 2017 and does not include casual/sessional or school based staff.

Workforce profile

The total headcount of employees is 2353; total number of posts is 2373 and this equates to a total FTE count of 2123.52. The headcount of school based staff at 31 December 2017 is 4101; 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 three directorates as follows:

Chief Executive Directorate	447	19%
Children's, Housing & Adult's Services	1569	67%
Regeneration, Economic Development & Environment	339	14%

The percentage of staff within the directorates remains the same as reported for 2016.

In keeping with previous years, 2017 has seen significant movement of staff. Library Services transferred back in house, resulting in 112 employees joining the Council. Conversely some 212 staff were subject to TUPE transfer. This includes transactional staff in various central services, including Finance, Human Resources, who moved to Liberata. The continued development of the Council’s wholly owned trading company, saw 144 staff from the Housing DLO 2 Planned Maintenance Service move into Lampton 360.

Despite this movement of staff, as shown in the chart below, overall the workforce has continued in a downward trend, decreasing by 5.9% from 2016.



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

Age Band	No. of people	%
16 - 19	22	0.9%
20 - 24	94	4.0%
25 - 29	172	7.3%
30 - 34	220	9.3%
35 - 39	283	12.0%
40 - 44	264	11.2%
45 - 49	330	14.0%
50 - 54	346	14.7%
55 - 59	331	14.1%
60 - 64	181	7.7%
65+	108	4.6%
No data recorded	2	0.1%
Total	2353	

Disability status	No. of People	%
No	1532	65.1%
No Data Recorded	638	27.1%
Refused	119	5.1%
Yes	64	2.7%
Total	2353	

Gender	No. of people	%
Female	1548	65.8%
Male	805	34.2%
Total	2353	

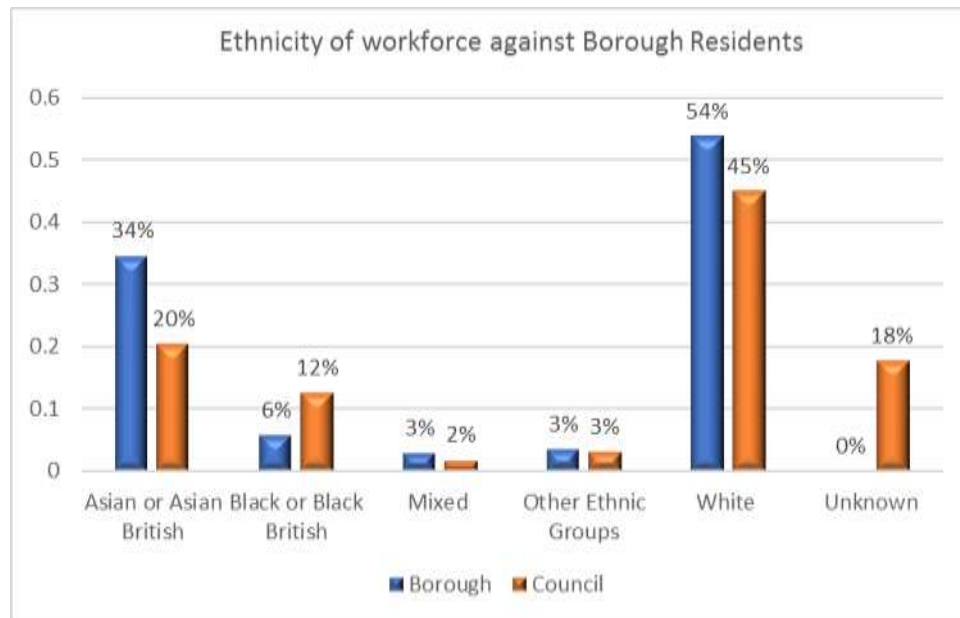
There has been no significant change in the age profile of the workforce. Disabled staff make up 4% of the workforce where a disability has been declared. This is a decrease from the previous year's figure of 4.5%. The Council has recently been certified as a Disability Confident Committed Employer and are in the process of working towards the next level of self-assessment.

The percentage of women in the organisation has gone up by 3.5% compared to the previous year. In 2017, 43 employees went on maternity absence and 35 returned to work following maternity leave. These are lower than the previous year's figures; down by 24.5% and 37.5% respectively.

Ethnicity	No. of people	%
Asian or Asian British	479	20.4%
Black or Black British	293	12.5%
Mixed	40	1.7%
No Data Recorded	415	17.6%
Other Ethnic Groups	70	3.0%
White	1056	44.9%
Total	2353	

BME represent 45.5% of the workforce who declared their ethnicity, up from last year's figure of 44.5%. Of concern is the increase in the no data recorded, which has risen from 11.1% to 17.6%. Human Resources will review the verification process on iHounslow Employee Self-Service in order to encourage all staff to input their personal sensitive data.

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 percentage of Black staff working at the Hounslow, remains higher than those economically active within the local community, a difference of 6.5%, slightly higher than the 6% in 2016. The gap between Asian staff and those economically active within the community is at 14%, this has increased from last year's figure of 12%. The biggest increase has been in the gap between White employees and those economically active in the Borough. This figures has widened from 5% last year to 9% this year.



NB. The Borough resident figures are based on the 2011 census figures.

Sexual Orientation	No. of people	%
Bisexual	9	0.4%
Gay Man	19	0.8%
Gay Woman /Lesbian	9	0.4%
Heterosexual /Straight	1309	55.6%
Prefer not to say	187	7.9%
Unspecified	820	34.8%
Total	2353	

Religion	No. of people	%
Buddhist	10	0.4%
Christian	607	25.8%
Hindu	97	4.1%
Jewish	2	0.1%
Muslim	99	4.2%
No Religion	408	17.3%
Other	48	2.0%
Prefer not to say	167	7.1%
Sikh	134	5.7%
Unspecified	781	33.2%
Total	2353	

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 2017. Where comparative data is available efforts have been made to analyse with the previous year's data.

Leavers

The council's turnover rate in 2017 is 24.9%, this is higher than the 2016 turnover rate of 19.4%. Last year 605 employees left the council; their reasons for leaving are as follows:

	No. of people	%
Dismissal - discipline	4	0.7%
Dismissal - sickness	10	1.7%
Dismissal - other	7	1.2%
Redundancy	54	8.9%
Resignation	231	38.2%
Retirement	40	6.6%
Other	259	42.8%
	605	

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.

25.7% of the workforce have left employment during 2017, this is up on the previous year's figure of 20%. Of note is the increase in the other category, 42.8% compared to 16.6% in the previous year; due mainly to the TUPE transfers of staff to other organisations. This is a change from the previous two year's which had seen resignation as being the highest reason for leaving; 51.1% in 2016 and 58.8% in 2015. Employees leaving because of redundancy are down 8.9%, compared to the 19% in 2016. This again may be explained by the level of outsourcing last year.

The protected characteristics for these leavers are provided below.

Reasons for Leaving								
	Dismissals			Redundancy	Resignation	Retirement	Other	Total
	Discipline	sickness	other					
Age								
16-19	0	0	0	0	3	0	9	12
20-24	0	0	0	0	19	0	19	38
25-29	0	1	1	0	35	0	15	52
30-34	2	1	0	0	36	0	18	57
35-39	0	0	0	0	36	0	31	67
40-44	1	0	0	3	29	0	11	44
45-49	0	0	0	3	24	0	32	59
50-54	0	3	3	10	24	2	38	80
55-59	0	3	2	16	12	2	45	80
60-64	1	2	1	14	9	18	28	73
65+	0	0	0	8	4	18	12	42
unspecified	0	0	0	0	0	0	1	1

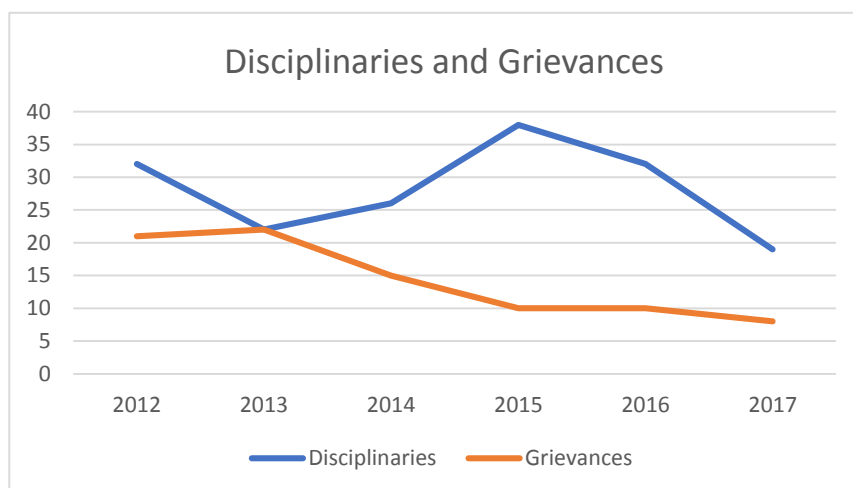
Disability								
No	2	5	1	38	159	24	141	370
Yes	1	2	1	6	5	1	5	21
Prefer not to say	0	0	0	0	0	0	0	0
unspecified	1	3	5	10	67	15	113	214
Ethnicity								
Asian	1	0	0	14	58	9	60	142
Black	0	2	3	3	27	1	15	51
Mixed	0	0	0	0	6	0	12	18
Other	0	1	0	1	7	2	2	13
Prefer not to say	0	0	0	0	5	0	7	12
White	3	6	2	33	96	24	147	311
Unspecified	0	1	2	3	32	4	16	58
Gender								
Female	0	6	6	36	143	26	62	279
Male	4	4	1	18	88	14	151	280
Unspecified	0	0	0	0	0	0	0	0
Religion								
Buddhist	0	0	0	0	1	1	1	0
Christian	1	1	2	21	54	8	66	153
Hindu	0	0	0	6	12	1	10	29
Jewish	0	0	0	0	2	0	0	2
Muslim	0	0	0	2	17	2	10	31
No religion	1	2	1	5	51	6	41	107
Other	0	0	0	2	3	0	2	7
Prefer not to say	0	0	0	1	19	1	17	38
Sikh	0	0	0	4	12	1	21	38
Unspecified	2	7	4	13	60	20	91	197
Sexual orientation								
Bisexual	0	0	0	1	1	0	1	3
Gay men	0	0	0	0	1	1	0	2
Gay woman/Lesbian	0	0	0	0	3	2	2	7
Heterosexual/straight	2	2	3	32	143	17	130	329
Prefer not to say	0	0	0	7	17	0	20	44
Unspecified	2	8	4	14	66	20	106	220

Staff leaving the Council are encouraged to complete a voluntary exit survey via an on-line questionnaire. During 2017 only 17 questionnaires were completed; this represents 2.8% of the employees who left employment. This continues a downward turn in returns for the third year running. In 2015, returns had been 9.34% of leavers and in 2016 this figure had been 5.9%.

The significantly low return rate means that any analysis is inconclusive and not meaningful, therefore no such data is provided this year. Human Resources will consider how best to increase completion of the Exit Survey in order to raise 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 2017 were down by 12 from 2016. This decrease is significantly higher than the previous year, which had seen a decrease of 7. Grievances have also gone down, but less significantly, 8 compared to 10 in 2016.



Departmentally the disciplinaries and grievances in 2017 are:

	Disciplinaries	%	Grievances	%
Chief Executive's Directorate	2	11%	2	0.25
Children's, Housing & Adult's Services	7	37%	3	38%
Regeneration, Economic Development & Environment	10	53%	3	38%
Total	19		8	

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				
	2017	2016	2015	2014	2013	2017	2016	2015	2014	2013
16-19	0	0	0	0	0	1	0	0	0	0
20-24	0	0	0	0	1	1	4	1	1	0
25-29	0	1	1	1	1	2	2	3	1	5
30-34	2	0	0	2	1	0	6	3	2	0
35-39	0	0	0	2	5	2	2	2	3	3
40-44	2	0	0	4	4	1	2	5	2	2
45-49	0	0	0	3	3	2	3	3	5	6
50-54	1	4	0	1	5	1	3	7	6	3
55-59	2	4	0	2	2	6	4	6	4	1
60-65	0	1	1	0	0	2	3	1	2	2
65+	1	0	0	0	0	0	2	1	0	0
Prefer not to say	0	0	0	0	0	0	0	0	0	0
Not recorded	0	0	8	0	0	1	0	6	0	0
Total	8	10	10	15	22	19	31	38	26	22

Gender	Grievances						Disciplinaries				
	2017	2016	2015	2014	2013		2017	2016	2015	2014	2013
Female	8	8	4	13	16		11	18	21	17	13
Male	0	2	3	2	6		8	13	16	9	9
Prefer not to say	0	0	0	0	0		0	0	0	0	0
Not recorded	0	0	3	0	0		0	0	1	0	0
Total	8	10	10	15	22		19	31	38	26	22

Disability	Grievances						Disciplinaries				
	2017	2016	2015	2014	2013		2017	2016	2015	2014	2013
Yes	0	1	0	2	1		0	2	2	2	0
No	6	6	1	6	17		14	27	29	11	19
Prefer not to say	0	1	1	7	4		0	0	1	13	3
Not recorded	2	2	8	0	0		5	2	6	0	0
Total	8	10	10	15	22		19	31	38	26	22

Ethnicity	Grievances						Disciplinaries				
	2017	2016	2015	2014	2013		2017	2016	2015	2014	2013
Asian	2	1	1	2	2		4	3	3	3	4
Black	2	3	0	6	5		5	7	9	7	3
Mixed	0	0	0	0	1		1	0	1	0	2
Other	0	2	0	0	1		1	5	2	2	1
White	3	3	0	6	9		7	14	16	10	6
Prefer not to say	0	0	1	1	4		0	1	0	4	6
Not recorded	1	1	8	0	0		1	1	7	0	0
Total	8	10	10	15	22		19	31	38	26	22

Recruitment Activity

The following tables show recruitment data, 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	10	4	0
20-24	151	53	8
25-29	206	53	13
30-34	183	45	14
35-39	175	56	15
40-44	139	58	8
45-49	122	57	15

Disability	Applicants	Shortlisted	Offer made
No	1089	362	81
Yes	17	7	2
Prefer not to say	24	7	1
unspecified	49	16	2
Total	1179	392	86

50-54	107	38	5
55-59	59	22	7
60-64	16	4	1
65+	4	0	0
unspecified	7	2	0
Total	1179	392	86

Gender	Applicants	Shortlisted	Offer made
Female	666	238	53
Male	506	149	32
Unspecified	7	5	1
Total	1179	392	86

Ethnicity	Applicants	Shortlisted	Offer made
Asian	422	120	23
Black	237	72	17
Mixed	55	21	4
Other	28	12	1
Prefer not to say	0	0	0
White	409	159	40
Unspecified	28	8	1
Total	1179	392	86

Religion	Applicants	Shortlisted	Offer made
Buddhist	10	4	0
Christian	457	154	30
Hindu	112	21	5
Jewish	3	1	0
Muslim	160	42	10
No religion	218	89	21
Other	35	14	5
Prefer not to say	64	18	5
Sikh	119	49	10
Unspecified	1	0	0
Total	1179	392	86

Sexual Orientation	Applicants	Shortlisted	Offer made
Bisexual	15	1	0
Gay men	16	9	3
Gay woman/Lesbian	6	2	1
Heterosexual/straight	1064	359	76
Prefer not to say	77	21	6
Unspecified	1	0	0
Total	1179	392	86

The number of applications received have decreased 35.2 %, this compares to an increase 49.9% in 2016. This is in part due to the decrease in recruitment activity, which went down to 77 in 2017, compared to 112 in 2016.

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 2017 is 363. This represents a decrease of 5.7%, compared to the 2016 figures. This is explained by the reduction in recruitment activity compared with 2016.

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	15	4.1%	No	215	59%	Asian	49	13%
20-24	39	11%	Refused to say	12	3%	Black	39	11%
25-29	38	10%	Yes	5	1%	Mixed	6	2%
30-34	46	13%	unspecified	131	36%	Other	2	1%
35-39	55	15%	Total	363		Prefer not to say	24	7%
40-44	28	7.7%				White	131	36%
45-49	51	14.0%	Gender	No.	%	unspecified	112	31%
50-54	33	9.1%	Female	223	61%	Total	363	
55-59	30	8.3%	Male	140	39%			
60-64	19	5.2%	unspecified	0	0%			
65+	3	0.8%	Total	363				
unspecified	6	1.7%						
Total	363							

Religion	No. of people	%	Sexual orientation	No. of people	%
Buddhist	0	0%	Bisexual	1	0%
Christian	55	15%	Gay man	3	1%
Hindu	11	3%	Gay woman/Lesbian	0	0%
Jewish	1	0%	Heterosexual/straight	208	57%
Muslim	14	4%	Prefer not to say	33	9%
No religion	101	28%	unspecified	118	33%
Other	7	2%	Total	363	
Prefer not to say	42	12%			
Sikh	15	4%			
unspecified	117	32%			
Total	363				

Training

The number of attendances at training courses by employees during 2017 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 13.2% in the number of attendances at training courses; this compares to an increase of 8.3% in 2016.

Age Bands	Attendees	%
16-19	13	1.1%
20-24	42	3.5%
25-29	98	8.3%
30-34	113	9.5%
35-39	147	12.4%
40-44	146	12.3%
45-49	168	14.2%

Disability	Attendees	%
No	838	70.6%
Yes	32	2.7%
Prefer not to say	0	0.0%
unspecified	317	26.7%
Total	1187	

Gender	Attendees	%
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Sexual Orientation	Attendees	%
Bisexual	4	0.3%
Gay men	10	0.8%
Gay woman/Lesbian	5	0.4%
Heterosexual/straight	755	63.6%
Prefer not to say	106	8.9%
Unspecified	307	25.9%
Total	1187	

50-54	184	15.5%
55-59	167	14.1%
60-64	72	6.1%
65+	32	2.7%
unspecified	5	0.4%
Total	1187	

Female	844	71.1%
Male	342	28.8%
Unspecified	1	0.1%
Total	1187	

Religion	Attendees	%
Buddhist	4	0.3%
Christian	352	29.7%
Hindu	46	3.9%
Jewish	1	0.1%
Muslim	48	4.0%
No religion	246	20.7%
Other	29	2.4%
Prefer not to say	104	8.8%
Sikh	63	5.3%
Unspecified	294	24.8%
Total	1187	

Ethnicity	Attendees	%
Asian	238	20.1%
Black	164	13.8%
Mixed	23	2%
Other	32	2.7%
Prefer not to say	0	0%
White	546	46.0%
Unspecified	184	16%
Total	1187	