

## Employment Equality Report 2020

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 2020 and does not include casual/sessional or school-based staff.

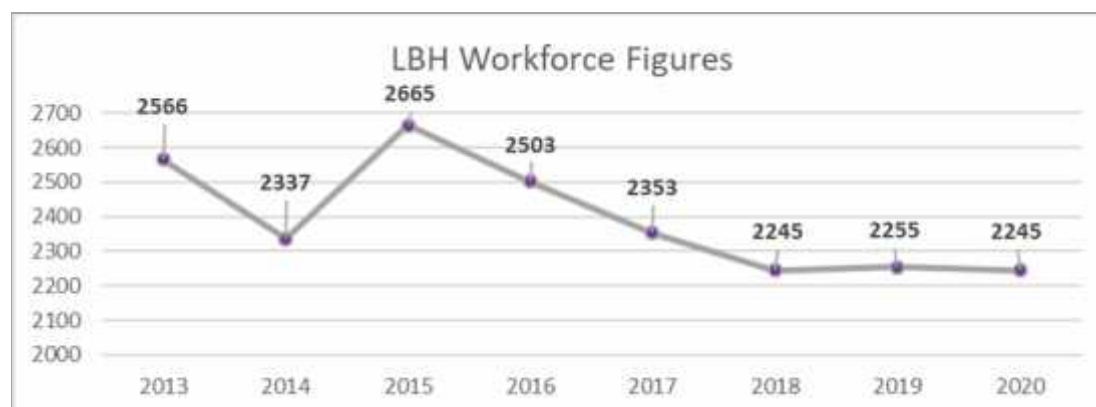
### Workforce profile

The total headcount of employees is 2245; total number of posts is 2256 and the total FTE is 2067. The number of school-based staff at 31 December 2020 is 3,283 this figure is inclusive of multiple contracts and includes only those schools maintained by the Council, i.e. schools who have bought back into core council services e.g. HR and Payroll.

The workforce breaks down as follows:

Directorate <sup>1</sup>	People	%	Posts
Assistant Chief Executive Department	129	6%	130
Chief Executive Directorate	2	0%	2
Children's and Adults' Services	1021	45%	1026
Commissioning	59	3%	59
Environment, Culture and Customer Services	307	14%	307
Finance and Resources	200	9%	200
Housing, Planning & Communities	528	24%	532
<b>Total</b>	<b>2245</b>		<b>2256</b>

The workforce figures are stabilised and have not shown a significant change in the last three years.



In November 2020, 11 Venue Management staff Transferred over from Fusion via TUPE following the end of the management contract, this report is inclusive of their data.

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

Age Band	No. of People	%
16 - 19	2	0.1%
20 - 24	66	2.9%
25 - 29	181	8.1%
30 - 34	201	9%
35 - 39	240	10.7%
40 - 44	270	12%
45 - 49	285	12.7%
50 - 54	324	14.4%
55 - 59	342	15.2%
60 - 64	212	9.4%
65+	121	5.4%
No Data Recorded	1	0%
<b>Total</b>	<b>2245</b>	

Disability status	No. of People	%
No	1771	78.9%
No Data Recorded	254	11.3%
Not Known	29	1.3%
Refused	107	4.8%
Yes	84	3.7%
<b>Total</b>	<b>2245</b>	

Gender	No. of People	%
Female	1517	67.6%
Male	728	32.4%
<b>Total</b>	<b>2245</b>	

### Age

The age of the workforce has not altered significantly from 2019 and remains similar. Employee under 30 make up for 11.1% of the workforce, this was 10.9% in 2019. Those over 50 make up 44.4%, this was 43.6% in 2019.

### Disabled Staff

Disabled staff account for 3.7% of the workforce where a disability has been declared (calculated by excluding the category no data recorded). This is relatively consistent with previous year's figure of 3.8%. The Council is certified as a Disability Confident Employer.

### Gender

The number of women as a percentage of the workforce has shown little change going from 67.4% in 2019 to 67.6% in 2020.

The council's gender pay gap figures show a median pay gap of 0% (down from 2.6% in 2019) The 0% in our median pay gap shows that the hourly pay rate for women is now equal to the pay for men in 2020.

We continue to have a gap in our mean average pay of 4.07% (down from 4.1% in 2019). The reason for this is that we have an imbalance in our workforce at the higher and lower ends of the payscale. An analysis of our senior management and chief officer grade shows we have more men than women at these levels. At the lower end of the payscale, the types of roles (such as domestic assistants, care workers, cleaners and attendants) are predominantly occupied by women.

In 2020, 41 employees commenced maternity leave and 46 returned to work from maternity absences. When compared to the 2019 figures, this indicates a small decrease in women taking maternity leave and a large increase of women returning from maternity leave in 2020 which is up by 70%.

## Ethnicity

Ethnicity	No. of People	%
Asian or Asian British	522	23.3%
Black or Black British	321	14.3%
Mixed	77	3.4%
No Data Recorded	161	7.2%
Prefer not to say	94	4.2%
Other Ethnic Groups	50	2.2%
White	1020	45.4%
<b>Total</b>	<b>2245</b>	

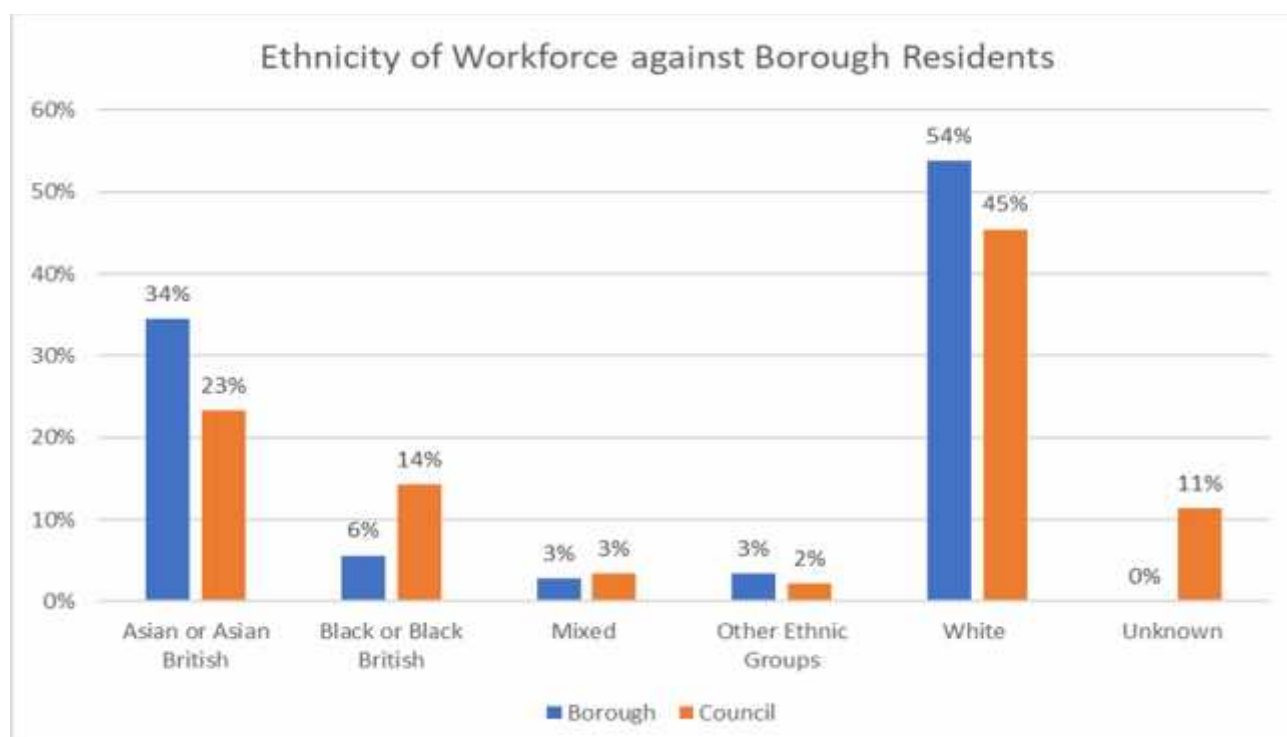
BAME represent 43.2% of the workforce who declared their ethnicity, down from last year's figure of 48.2%.

For the third year a reduction in the number of no data recorded has been achieved; this figure went down from 11.4% in 2019 to 7.2%. HR continue to encourage a higher completion rate from employees on their personal sensitive data on iHounslow.

The bar chart below compares the ethnicity of the Council's workforce with that of Hounslow borough residents of working age. The total BAME staff within the Council has decreased and is now 3% lower than BAME residents economically active within the local community.

Asian staff continue to be underrepresented in the council, with the workforce comprising 23.3% Asian employees compared to an economically active community of 34%. The percentage of Black staff in the council compared to those economically active within the Borough has stabilised at 8% higher. There is a slight widening in the gap between White employees and those economically active in the Borough; we employ around 9% fewer white people compared to the economically active population.

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



<b>Sexual Orientation</b>	<b>No. of people</b>	<b>%</b>
Bisexual	9	0.4%
Gay Man	23	1%
Gay Woman /Lesbian	10	0.4%
Heterosexual /Straight	1688	75.2%
Prefer not to say	227	10.1%
Unspecified	288	12.8%
<b>Total</b>	<b>2245</b>	

<b>Religion</b>	<b>No. of people</b>	<b>%</b>
Buddhist	13	0.6%
Christian	764	34%
Hindu	117	5.2%
Jewish	3	0.1%
Muslim	169	7.5%
No Religion	471	21%
Other	57	2.5%
Prefer not to say	221	9.8%
Sikh	185	8.2%
Unspecified	245	10.9%
<b>Total</b>	<b>2245</b>	

The workforce profile appears to show little variation from the previous year with regards to sexual orientation and religion. There is a large number of employees who have not specified their Religion or Sexual Orientation and further communication on what this data is used for may help more employees to complete all their sensitive information.

## **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 2020. Where comparative data is available, efforts have been made to compare with the previous year's data.

### **Leavers**

The council's turnover rate in 2020 is 10.5% this is lower than the 2019 figure of 12.9%, During the year, 237 employees left the council; their reasons for leaving are as follows:

<b>Reason for leaving</b>	<b>No. of people</b>	<b>%</b>
Dismissal - discipline	4	1.7%
Dismissal - sickness	2	0.8%
Dismissal - other	8	3.4%
Redundancy	20	8.4%
Resignation	139	58.6%
Retirement	32	13.5%
Other	32	13.5%
<b>Total</b>	<b>237</b>	

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.

As a percentage of the workforce, 10.5% employees left the organisation, this compares to 12.9% in 2019. For the third-year resignations is the main reason for leaving, with a slight decrease to 58.6% (down from 67.1% in 2019). There have been fewer redundancies in 2020 with 20 (8.4%) employees exiting the council for this reason, compared to 29 (9.9%) in 2019.

The protected characteristics for the leavers are provided below.

	Reasons for Leaving							Total
	Dismissals			Redundancy	Resignation	Retirement	Other	
	Discipline	Sickness	Other					
Age								
16-19	0	0	0	0	1	0	0	1
20-24	0	0	0	0	4	0	8	12
25-29	0	0	0	0	15	0	2	17
30-34	0	1	3	0	25	0	4	33
35-39	0	0	2	0	29	0	2	33
40-44	1	0	0	2	12	0	2	17
45-49	1	0	0	3	17	0	4	25
50-54	1	1	0	3	12	0	3	20
55-59	1	0	2	6	12	4	4	29
60-64	0	0	1	3	6	9	2	21
65+	0	0	0	3	6	19	1	29
unspecified	0	0	0	0	0	0	0	0

<b>Disability</b>								
No	2	0	7	14	104	26	22	<b>175</b>
Yes	0	1	0	0	6	0	1	<b>8</b>
Prefer not to say	1	0	0	4	7	3	1	<b>16</b>
unspecified	1	1	1	2	22	3	8	<b>38</b>
<b>Ethnicity</b>								
Asian	1	0	2	3	25	7	7	<b>45</b>
Black	2	2	2	1	34	2	7	<b>50</b>
Mixed	0	0	1	1	7	0	1	<b>10</b>
Other	0	0	0	0	2	0	0	<b>2</b>
Prefer not to say	0	0	0	1	6	0	1	<b>8</b>
White	1	0	3	13	51	22	8	<b>98</b>
Unspecified				1	14	1	8	<b>24</b>
<b>Gender</b>								
Female	1	1	5	15	92	21	20	<b>155</b>
Male	3	1	3	5	47	11	12	<b>82</b>
Unspecified	0	0	0	0	0	0	0	<b>0</b>
<b>Religion</b>								
Buddhist	0	0	0	1	1	0	1	<b>3</b>
Christian	1	1	2	9	42	16	5	<b>76</b>
Hindu	0	0	1	0	5	2	1	<b>9</b>
Jewish	0	0	0	0	0	0	0	<b>0</b>
Muslim	0	0	0	1	8	0	4	<b>13</b>
No religion	2	0	3	4	41	8	6	<b>64</b>
Other	0	1	0	1	1	0	3	<b>6</b>
Prefer not to say	0	0	1	2	14	0	3	<b>20</b>
Sikh	0	0	1	1	7	3	2	<b>14</b>
Unspecified	1	0	0	1	20	3	7	<b>32</b>
<b>Sexual orientation</b>								
Bisexual	0	0	0	0	0	0	0	<b>0</b>
Gay men	0	0	0	2	1	0	0	<b>3</b>
Gay woman/Lesbian	0	0	0	0	2	0	0	<b>2</b>
Heterosexual/straight	2	2	8	13	96	27	22	<b>170</b>
Prefer not to say	0	0	0	4	15	1	1	<b>21</b>
Unspecified	2	0	0	1	25	4	9	<b>41</b>

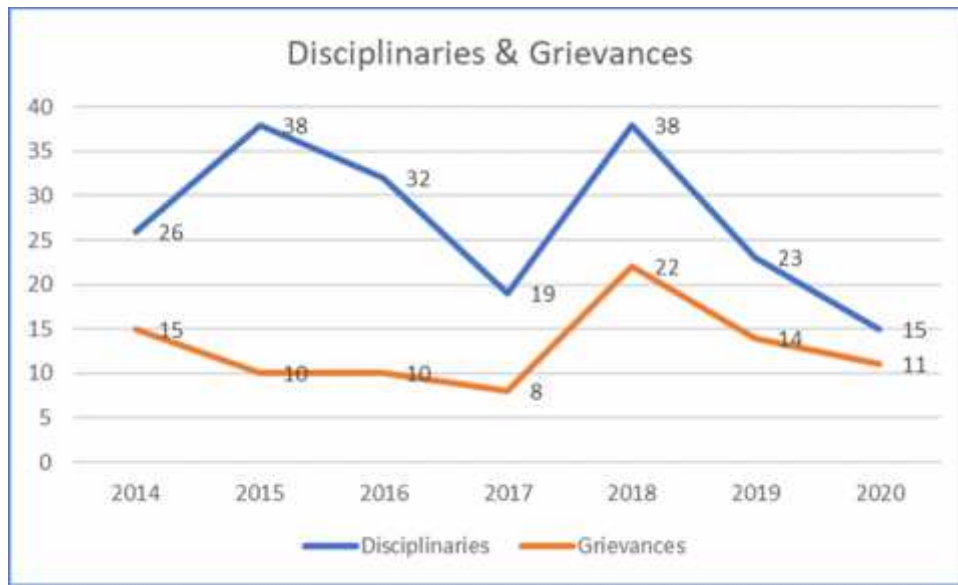
Staff leaving the Council are encouraged as part of the leaving process to complete a voluntary on-line exit questionnaire. Of the 237 leavers only 14 exit questionnaires have been submitted therefore the return rate from this survey is very low. Human Resources will continue to consider how best to engage with those leaving the organisation with a view to improve completion.

## Grievances and Disciplinaries

The level of grievances and disciplinaries recorded over the last seven years are illustrated in the graph below. The number of disciplinaries in 2020 has decreased by 8 from the previous year's figure of 15.

Grievances have also decreased from 14 in 2019 to 11 in 2020.

The figures shown below relate only to cases that progressed to formal stages of disciplinary/grievance processes. There is no current data for cases addressed informally.



Departmentally the disciplinaries and grievances in 2020 are:

	Workforce % by Directorate	Disciplinaries	% of Cases by Directorate	Grievances	% of Cases by Directorate
Assistant Chief Executive's	6%	1	7%	0	0%
Chief Executive's Office	0%	0	0%	0	0%
Children's & Adult's Services	45%	8	53%	6	55%
Commissioning	3%	0	0%	0	0%
Environment, Culture & Customer Services	14%	0	0%	0	0%
Finance & Resources	9%	0	0%	0	0%
Housing, Planning & Communities	24%	6	40%	5	45%
<b>Total</b>		<b>15</b>		<b>11</b>	

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				
	2020	2019	2018	2017	2016	2020	2019	2018	2017	2016
16-19	0	0	0	0	0	0	0	0	1	0
20-24	0	0	0	0	0	0	0	0	1	4
25-29	1	1	4	0	1	1	2	4	2	2
30-34	1	2	1	2	0	2	4	3	0	6
35-39	1	1	3	0	0	1	2	4	2	2
40-44	1	0	5	2	0	1	3	3	1	2
45-49	0	4	1	0	0	1	2	6	2	3
50-54	5	1	5	1	4	2	0	6	1	3
55-59	2	3	1	2	4	5	6	9	6	4
60-65	0	2	2	0	1	2	2	3	2	3
65+	0	0	0	1	0	0	1	0	0	2
Prefer not to say	0	0	0	0	0	0	0	0	0	0
Not recorded	0	0	0	0	0	0	1	0	1	0
Total	11	14	22	8	10	15	23	38	19	31

Gender	Grievances					Disciplinaries				
	2020	2019	2018	2017	2016	2020	2019	2018	2017	2016
Female	9	11	8	8	8	11	13	19	11	18
Male	2	3	14	0	2	4	9	19	8	13
Prefer not to say	0	0	0	0	0	0	0	0	0	0
Not recorded	0	0	0	0	0	0	1	0	0	0
Total	11	14	22	8	10	15	23	38	19	31

Disability	Grievances					Disciplinaries				
	2020	2019	2018	2017	2016	2020	2019	2018	2017	2016
Yes	0	3	1	0	1	0	0	0	0	2
No	5	6	19	6	6	10	16	34	14	27
Prefer not to say	0	0	1	0	1	1	4	1	0	0
Not recorded	6	5	1	2	2	4	3	3	5	2
Total	11	14	22	8	10	15	23	38	19	31

Ethnicity	Grievances					Disciplinaries				
	2020	2019	2018	2017	2016	2020	2019	2018	2017	2016
Asian	3	5	6	2	1	1	5	11	4	3
Black	2	3	3	2	3	3	7	11	5	7
Mixed	1	0	0	0	0	3	0	2	1	0
Other	0	0	1	0	2	0	1	1	1	5
White	5	4	9	3	3	4	8	11	7	14
Prefer not to say	0	0	2	0	0	0	1	1	0	1
Not recorded	0	2	1	1	1	4	1	1	1	1
Total	11	14	22	8	10	15	23	38	19	31



## Recruitment Activity

The following tables show recruitment data in 2020, 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.

The level of recruitment activity increased in 2020 to 261 posts, compared to 238 in 2019. This is the third consecutive year that recruitment activity has increased.

Age Band	Applicants	% Applicants	Shortlisted	% Shortlisted	Appointed	% Appointed
16 - 19	27	1%	7	1%	1	1%
20 - 24	332	12%	42	8%	13	9%
25 - 29	517	19%	100	19%	31	21%
30 - 34	410	15%	64	12%	27	18%
35 - 39	359	13%	65	12%	19	13%
40 - 44	328	12%	76	14%	10	7%
45 - 49	241	9%	63	12%	13	9%
50 - 54	217	8%	61	11%	18	12%
55 - 59	137	5%	30	6%	9	6%
60 - 64	53	2%	16	3%	6	4%
65+	13	0%	8	1%	3	2%
unspecified	29	1%	5	1%	1	1%
<b>Total</b>	<b>2663</b>		<b>537</b>		<b>151</b>	

Ethnic Group	Applicants	% Applicants	Shortlisted	% Shortlisted	Appointed	% Appointed
Asian or Asian British	920	35%	145	27%	27	18%
Black or Black British	637	24%	127	24%	35	23%
Mixed	115	4%	24	4%	8	5%
Not Stated	86	3%	15	3%	3	2%
Other Ethnic Groups	100	4%	11	2%	2	1%
White	805	30%	215	40%	76	50%
Unspecified	0	0%	0	0%	0	0%
<b>Total</b>	<b>2663</b>		<b>537</b>		<b>151</b>	

Religion	Applicants	% Applicants	Shortlisted	% Shortlisted	Appointed	% Appointed
Buddhist	25	1%	3	1%	2	1%
Christian	1107	42%	226	42%	60	40%
Hindu	196	7%	35	7%	6	4%
Jewish	3	0%	0	0%	0	0%
Muslim	375	14%	62	12%	17	11%
No Religion	509	19%	128	24%	41	27%
Other	72	3%	19	4%	7	5%
Prefer not to say	169	6%	25	5%	9	6%
Sikh	207	8%	39	7%	9	6%
Unspecified	0	0%	0	0%	0	0%
<b>Total</b>	<b>2663</b>		<b>537</b>		<b>151</b>	

Disability	Applicants	% Applicants	Shortlisted	% Shortlisted	Appointed	% Appointed
No	2447	92%	498	93%	133	88%
Not Known	41	2%	4	1%	2	1%
Yes	98	4%	20	4%	10	7%
Prefer not to say	77	3%	15	3%	6	4%
<b>Total</b>	<b>2663</b>		<b>537</b>		<b>151</b>	

Gender	Applicants	% Applicants	Shortlisted	% Shortlisted	Appointed	% Appointed
Female	1574	59%	324	60%	111	74%
Male	1077	40%	210	39%	40	26%
Unspecified	12	0%	3	1%	0	0%
<b>Total</b>	<b>2663</b>		<b>537</b>		<b>151</b>	

Sexual Orientation	Applicants	% Applicants	Shortlisted	% Shortlisted	Appointed	% Appointed
Bisexual	60	2%	6	1%	2	1%
Gay Man	42	2%	15	3%	3	2%
Gay Woman/Lesbian	11	0%	1	0%	0	0%
Heterosexual/Straight	2337	88%	475	88%	133	88%
Prefer not to say	213	8%	40	7%	13	9%
Unspecified	0	0%	0	0%	0	0%
<b>Total</b>	<b>2663</b>		<b>537</b>		<b>151</b>	

## 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 2020 is 229; this is a significant decrease compared with 337 in 2019.

The tables below provide further details of the new starters.

Age Bands	No. of people	%
16-19	1	0.4%
20-24	28	12%
25-29	45	20%
30-34	26	11%
35-39	30	13%
40-44	19	8.3%
45-49	15	6.6%
50-54	28	12.2%
55-59	15	6.6%
60-64	7	3.1%
65+	9	3.9%
Unspecified	6	2.6%
<b>Total</b>	<b>229</b>	

Ethnicity	No. of people	%
Asian	30	13%
Black	44	19%
Mixed	14	6%
Other	3	1%
Prefer not to say	6	3%
White	81	35%
Unspecified	51	22%
<b>Total</b>	<b>229</b>	

Religion	No. of people	%
Buddhist	2	1%
Christian	61	27%
Hindu	7	3%
Jewish	0	0%
Muslim	21	9%
No religion	50	22%
Other	6	3%
Prefer not to say	18	8%
Sikh	11	5%
Unspecified	53	23%
<b>Total</b>	<b>229</b>	

Marital Status	No. of people	%
Civil Partnership	3	1%
Divorced	6	3%
Legally Separated	4	2%
Living Together	16	7%
Married	58	25%
Partner	7	3%
Prefer not to say	12	5%
Single	72	31%
Widowed	2	1%
Unspecified	49	21%
<b>Total</b>	<b>229</b>	

Sexual orientation	No. of people	%
Bisexual	3	1%
Gay man	4	2%
Gay woman/Lesbian	0	0%
Heterosexual/straight	142	62%
Prefer not to say	17	7%
Unspecified	63	28%
<b>Total</b>	<b>229</b>	

Disabled	No. of people	%
No	159	69%
Refused to say	8	3%
Yes	7	3%
Unspecified	55	24%
<b>Total</b>	<b>229</b>	

Gender	No.	%
Female	156	68%
Male	73	32%
Unspecified	0	0%
<b>Total</b>	<b>229</b>	

## Training

The number of attendances at training courses by employees during 2020 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 an increase of 41% in the number of attendances at training courses. In 2019 there were 753 attendees and in 2020 there were 1065, this is the first time in four years that the number of attendees has increased.

This data is collated via iHounslow and further work is necessary to ensure that all training by employees is fully recorded. This is particular the case where employees attend external training events and don't record on iHounslow and further communications are necessary to remind staff that their training records need to be updated.

Age Bands	Attendees	%
16-19	1	0%
20-24	26	2%
		7%
25-29	77	
30-34	88	8%
35-39	98	9%
40-44	155	15%
45-49	149	14%
50-54	163	15%
55-59	169	16%
60-64	97	9%
65+	37	3%
unspecified	5	0%
<b>Total</b>	<b>1065</b>	

Disability	Attendees	%
No	892	84%
Yes	48	5%
Prefer not to say	48	6%
unspecified	77	10%
<b>Total</b>	<b>1065</b>	

Gender	Attendees	%
Female	800	75%
Male	265	25%
Unspecified	0	0%
<b>Total</b>	<b>1065</b>	

Sexual Orientation	Attendees	%
Bisexual	3	0%
Gay men	17	2%
		1%
Gay woman/Lesbian	9	
Heterosexual/straight	853	80%
Prefer not to say	101	9%
Unspecified	82	8%
<b>Total</b>	<b>1065</b>	

Religion	Attendees	%
Buddhist	6	1%
Christian	386	36%
Hindu	61	6%
Jewish	1	0%
		6%
Muslim	60	
No religion	264	25%
Other	24	2%
Prefer not to say		10%
	110	
Sikh	93	9%
Unspecified	60	6%
<b>Total</b>	<b>1065</b>	

Ethnicity	Attendees	%
Asian	250	23%
Black	147	14%
Mixed	31	3%
Other	24	2%
Prefer not to say	40	4%
White	533	50%
Unspecified	40	4%
<b>Total</b>	<b>1065</b>	