Workforce Information 2019

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 2019 and does not include casual/sessional or school-based staff.

<u>Workforce profile</u>

The total headcount of employees is 2255; total number of posts is 2266 and the total FTE is 2087.7. The number of school-based staff at 31 December 2019 is 4142; 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 Leading Hounslow Cabinet report in July 2019 led to a review of the council's structure, which has moved from three to seven directorates. The workforce breaks down as follows:

Directorate	People	%	Posts
Assistant Chief Executive's	63	3%	63
Chief Executive's Office	2	0%	2
Children's and Adult's Services	1046	46%	1051
Environment, Culture and Customer Services	298	13%	298
Finance and Resources	195	9%	195
Housing, Planning and Communities	576	26%	582
Commissioning	75	3%	75
Total	**2255**		**2266**

For the first time in three years the workforce has not declined; instead the figures show a slight increase of 10 people compared to the 2018 headcount.
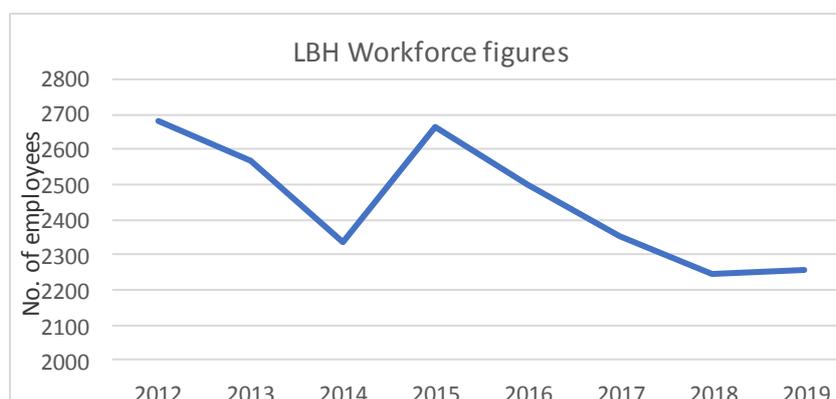
The key protected characteristics of the workforce are set out in the tables below:

Age Band	No. of people	%
16 - 19	5	0.2%
20 - 24	70	3.1%
25 - 29	172	7.6%
30 - 34	213	9.4%
35 - 39	269	11.9%
40 - 44	239	10.6%
45 - 49	301	13.3%
50 - 54	323	14.3%
55 - 59	359	15.9%
60 - 64	194	8.6%
65+	109	4.8%
No data recorded	1	0.0%
Total	**2255**	

Disability status	No. of People	%
No	1767	78.4%
No Data Recorded	293	13.0%
Refused	121	5.4%
Yes	74	3.3%
Total	**2255**	

Gender	No. of people	%
Female	1520	67.4%
Male	735	32.6%
Total	**2255**	

Age

The number of employees aged below the age of 25 as a percentage of the workforce rose from 2.4% in 2018 to 3.3% in 2019. This compares favourably to the downturn between 2017 and 2018. This indicates that the corporate apprenticeship strategy is beginning to impact on the recruitment of young people into the workforce. Further work is on-going to increase the number of apprentices within all services.

The number of employees aged 55 and above continued to rise again this year – we now have 29.4% of employees in this band, compared to 28.5% in 2018.

Disabled Staff

Disabled staff account for 3.8.% 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 4.2%. The Council is certified as a Disability Confident Employer.

Gender

The number of women as a percentage of the workforce has decreased from 68.2% in 2018 to 67.4% in 2019. This compares to a 2.4% increase between 2017 and 2018.

The council's gender pay gap figures show a median pay gap of 2.6% (down from 5.2% in 2018) and a mean pay gap of 4.1% (up from 3.1% in 2018). The decrease in our median pay gap shows that the hourly pay rate for women rose more than it did for men between 2018-2019. The increase in our mean pay gap is attributable to there being more men who are higher paid and more women relative to men at the lower end of the pay scale. This period saw a couple of changes at senior management level, where female chief officers left the organisation and were replaced by men.

In 2019, 44 employees commenced maternity leave and 27 returned to work from maternity absences. When compared to the 2018 figures, this indicates an increase of 29.4% in women taking maternity leave and a decrease of 25% in women returning from maternity leave in 2019. The increase in women going on

maternity leave is a sharp contrast to the previous three years, which had all shown a downward trend. Similarly, the decrease in women returners contrasts with the 2.8% increase between 2017 and 2018.

<u>Ethnicity</u>

Ethnicity	No. of people	%
Asian or Asian British	528	23.4%
Black or Black British	314	13.9%
Mixed	66	2.9%
No Data Recorded	258	11.4%
Other Ethnic Groups	54	2.4%
White	1035	45.9%
Total	**2255**	

BAME represent 48.2% of the workforce who declared their ethnicity, up from last year's figure of 46.6%. For the second year a reduction in the number of no data recorded has been achieved; this figure went down from 15% in 2018 to 11.4%. 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 i.e. 16-85+. The total BAME staff within the Council is now 1.9% higher than BAME residents economically active within the local community; this figure was 0.3% in 2018.

Asian staff continue to be underrepresented in the council, with the workforce comprising 23% 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 risen for a third consecutive year; up by a further 1% in 2019 from 2018. There is no change in the gap between White employees and those economically active in the Borough; we continue to employ 8% fewer white people compared to the economically active population.
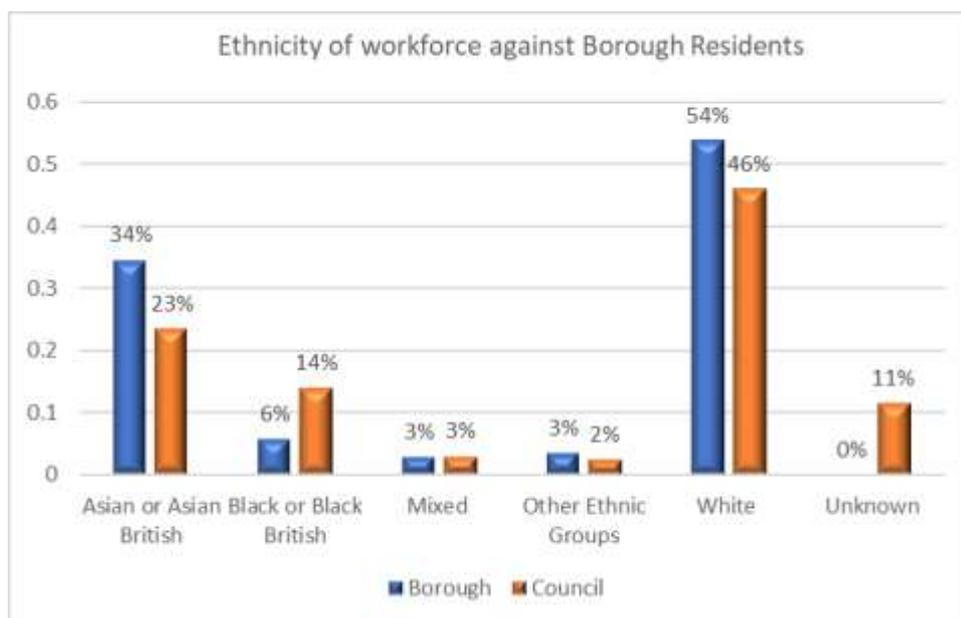
NB. The Borough resident figures are based on the 2011 census figures.

Sexual Orientation	No. of people	%
Bisexual	6	0.3%
Gay Man	18	0.8%
Gay Woman /Lesbian	12	0.5%
Heterosexual /Straight	1683	74.6%
Prefer not to say	241	10.7%
Unspecified	295	13.1%
Total	**2255**	

Religion	No. of people	%
Buddhist	13	0.6%
Christian	762	33.8%
Hindu	115	5.1%
Jewish	3	0.1%
Muslim	155	6.9%
No Religion	487	21.6%
Other	51	2.3%
Prefer not to say	231	10.2%
Sikh	187	8.3%
Unspecified	251	11.1%
Total	**2255**	

The workforce profile appears to have remained relatively consistent with regards to sexual orientation and religion. The heterosexual population has increased by around 12%, however this may be the result of our campaign for staff to complete their sensitive data. The unspecified category was halved. Similarly, as regards to religion all categories are consistent with previous years, each has increased proportionately. Again, this is likely to be the result of employees completing their sensitive data as the unspecified category fell from 24.1% to 11.1%.

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 2019. Where comparative data is available, efforts have been made to compare with the previous year's data.

Leavers

The council's turnover rate in 2019 is 12.9%, this is lower than the 2018 figure of 21%. During the year, 292 employees left the council; their reasons for leaving are as follows:

	No. of people	%
Dismissal - discipline	3	1.0%
Dismissal - sickness	4	1.4%
Dismissal - other	6	2.1%
Redundancy	29	9.9%
Resignation	196	67.1%
Retirement	28	9.6%
Other	26	8.9%
	292	

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, 12.9% employees left the organisation, this compares to 25.7% in 2018. For the second-year resignations is the main reason for leaving, with an increase to 67.1% (up from 49.6% in 2018). There have been fewer redundancies in 2019 with 29 (9.9%) employees exiting the council for this reason, compared to 85 (17.6%) in 2018. The protected characteristics for these leavers are provided below.

Reasons for Leaving

	Dismissals Discipline	sickness	other	Redundancy	Resignation	Retirement	Other	Total
Age								
16-19	0	0	0	0	1	0	0	1
20-24	0	0	0	1	5	0	2	8
25-29	0	1	1	2	23	0	1	28
30-34	1	0	0	2	28	0	1	32
35-39	0	0	1	4	38	0	4	47
40-44	1	0	0	4	18	0	1	24
45-49	0	0	1	6	23	0	3	33
50-54	1	2	0	7	23	0	2	35
55-59	0	0	0	2	20	2	5	29
60-64	0	1	3	1	9	10	3	27
65+	0	0	0	0	8	16	3	27
unspecified	0	0	0	0	0	0	1	1
Disability								
No	1	4	3	24	141	19	20	212
Yes	0	0	0	2	3	3	1	9
Prefer not to say	1	0	2	1	9	1	0	14
unspecified	1	0	1	2	43	5	5	57
Ethnicity								
Asian	1	1	0	5	24	2	6	39
Black	0	0	2	11	33	2	3	51
Mixed	0	0	1	1	2	0	1	5
Other	1	0	0	0	4	0	0	5
Prefer not to say	0	0	0	2	9	1	1	13
White	0	3	3	8	101	22	12	149
Unspecified	1	0	0	2	23	1	3	30
Gender								
Female	2	2	4	20	139	19	17	203
Male	1	2	2	9	57	9	9	89
Unspecified	0	0	0	0	0	0	0	0
Religion								
Buddhist	1	0	0	0	0	0	0	1
Christian	0	1	3	11	54	15	5	89
Hindu	0	0	0	1	4	0	3	8
Jewish	0	0	0	0	0	0	0	0
Muslim	1	0	0	1	10	1	1	14
No religion	0	2	1	5	60	4	3	75
Other	0	0	1	0	5	1	2	9
Prefer not to say	0	0	0	3	29	2	5	39
Sikh	0	0	0	3	5	1	2	11
Unspecified	1	1	1	5	29	4	5	46
Sexual orientation								

Bisexual	0	0	0	1	1	0	0	2
Gay men	0	0	0	1	2	0	0	3
Gay woman/Lesbian	0	0	1	0	1	0	0	2
Heterosexual/straight	2	3	5	16	134	22	17	199
Prefer not to say	0	0	0	4	22	1	4	31
Unspecified	1	1	0	7	36	5	5	55

Staff leaving the Council are encouraged as part of the leaving process to complete a voluntary on-line exit questionnaire. Over the last few years the return rate from this survey is very low. Human Resources will consider how best to engage with those leaving the organisation with a view to improving completion returns.

Grievances and Disciplinaries

The level of grievances and disciplinaries recorded over the last six years are illustrated in the graph below. The number of disciplinaries in 2019 has decreased by 15 from the previous year's figure of 38. This is likely due to a review of the disciplinary policy last year. The removal of the minor misconduct route has resulted in more misdemeanours being addressed informally. Grievances are also down, with a significant fall from 22 in 2018 to 14 in 2019. There appears to be no clear rationale for this other than the increased employee participation arising from the Culture Change Programme.

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.
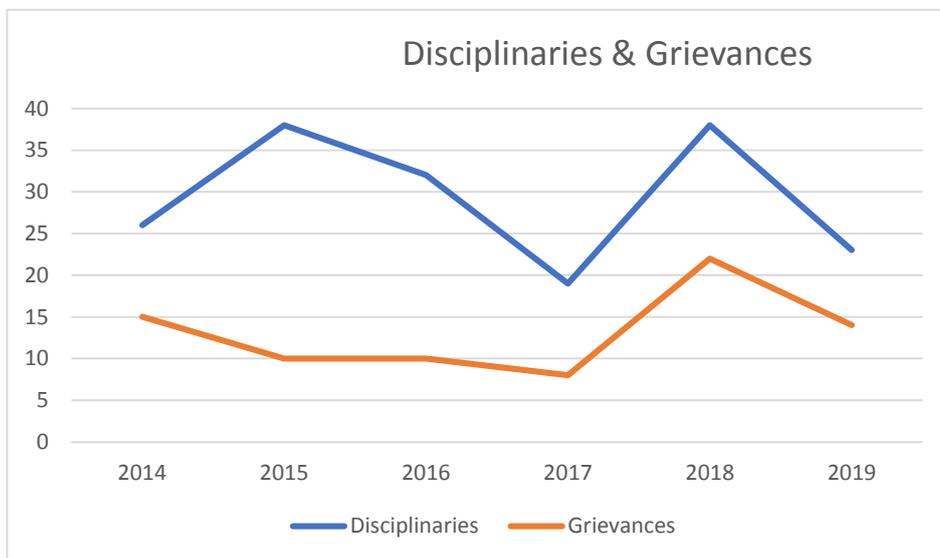
Departmentally the disciplinaries and grievances in 2019 are:

	Disciplinaries	%	Grievances	%
Assistant Chief Executive's	1	4%	0	0%
Chief Executive's Office	0	0%	0	0%
Children's & Adult's Services	8	35%	8	57%
Commissioning	0	0%	0	0%
Environment, Culture & Customer	2	9%	1	7%

Services			
Finance & Resources	1	4%	1	7%
Housing, Planning & Communities	11	48%	4	29%
Total	23		14	

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				
	2019	2018	2017	2016	2015		2019	2018	2017	2016	2015
16-19	0	0	0	0	0		0	0	1	0	0
20-24	0	0	0	0	0		0	0	1	4	1
25-29	1	4	0	1	1		2	4	2	2	3
30-34	2	1	2	0	0		4	3	0	6	3
35-39	1	3	0	0	0		2	4	2	2	2
40-44	0	5	2	0	0		3	3	1	2	5
45-49	4	1	0	0	0		2	6	2	3	3
50-54	1	5	1	4	0		0	6	1	3	7
55-59	3	1	2	4	0		6	9	6	4	6
60-65	2	2	0	1	1		2	3	2	3	1
65+	0	0	1	0	0		1	0	0	2	1
Prefer not to say	0	0	0	0	0		0	0	0	0	0
Not recorded	0	0	0	0	8		1	0	1	0	6
Total	14	22	8	10	10		23	38	19	31	38

Gender	Grievances						Disciplinaries				
	2019	2018	2017	2016	2015		2019	2018	2017	2016	2015
Female	11	8	8	8	4		13	19	11	18	21
Male	3	14	0	2	3		9	19	8	13	16
Prefer not to say	0	0	0	0	0		0	0	0	0	0
Not recorded	0	0	0	0	3		1	0	0	0	1
Total	14	22	8	10	10		23	38	19	31	38

Disability	Grievances						Disciplinaries				
	2019	2018	2017	2016	2015		2019	2018	2017	2016	2015
Yes	3	1	0	1	0		0	0	0	2	2
No	6	19	6	6	1		16	34	14	27	29
Prefer not to say	0	1	0	1	1		4	1	0	0	1
Not recorded	5	1	2	2	8		3	3	5	2	6
Total	14	22	8	10	10		23	38	19	31	38

Ethnicity	Grievances						Disciplinaries				
	2019	2018	2017	2016	2015		2019	2018	2017	2016	2015
Asian	5	6	2	1	1		5	11	4	3	3
Black	3	3	2	3	0		7	11	5	7	9

Mixed	0	0	0	0	0	0	2	1	0	1
Other	0	1	0	2	0	1	1	1	5	2
White	4	9	3	3	0	8	11	7	14	16
Prefer not to say	0	2	0	0	1	1	1	0	1	0
Not recorded	2	1	1	1	8	1	1	1	1	7
Total	14	22	8	10	10	23	38	19	31	38

Recruitment Activity

The following tables show recruitment data in 2019, 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	Appointed
16-19	64	23	11
20-24	464	105	36
25-29	518	137	39
30-34	461	111	32
35-39	439	131	38
40-44	359	103	27
45-49	311	116	26
50-54	243	93	25
55-59	190	70	23
60-64	72	20	7
65+	15	4	1
unspecified	25	7	1
Total	3161	920	266

Disability	Applicants	Shortlisted	Appointed
No	2907	844	249
Yes	105	44	10
Prefer not to say	0	0	0
unspecified	149	32	7
Total	3161	920	266

Gender	Applicants	Shortlisted	Appointed
Female	1769	558	158
Male	1375	362	107
Unspecified	17	0	1
Total	3161	920	266

Ethnicity	Applicants	Shortlisted	Appointed
Asian	1226	276	61
Black	655	226	60
Mixed	135	42	21
Other	75	23	6
Prefer not to say	0	0	0
White	945	316	110
Unspecified	125	37	8
Total	3161	920	266

Religion	Applicants	Shortlisted	Appointed
Buddhist	35	6	1
Christian	1143	366	114
Hindu	299	63	15
Jewish	5	1	2
Muslim	559	119	28

Sexual Orientation	Applicants	Shortlisted	Appointed
Bisexual	71	14	3
Gay men	42	8	2
Gay woman/Lesbian	17	2	1
Heterosexual/straight	2785	832	248
Prefer not to say	245	64	11

No religion	580	195	60	Unspecified	1	0	1
Other	69	30	11	**Total**	**3161**	**920**	**266**
Prefer not to say	224	66	17				
Sikh	246	74	17				
Unspecified	1	0	1				
Total	**3161**	**920**	**266**				

The level of recruitment activity increased in 2019 to 238 posts, compared to 152 in 2018. This is the second consecutive year that recruitment activity has increased; in 2017 the figure had only been 77 posts.

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 2019 is 337; this is not significantly different from the 2018 figure of 363.

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	3	0.9%	No	224	66%	Asian	44	13%
20-24	38	11%	Refused to say	2	1%	Black	59	18%
25-29	56	17%	Yes	9	3%	Mixed	14	4%
30-34	47	14%	unspecified	102	30%	Other	3	1%
35-39	39	12%	**Total**	**337**		Prefer not to say	7	2%
40-44	33	9.8%				White	117	35%
45-49	35	10.4%	**Gender**	**No.**	**%**	unspecified	93	28%
50-54	25	7.4%	Female	222	66%	Total	337	
55-59	29	8.6%	Male	114	34%			
60-64	17	5.0%	unspecified	1	0%			
65+	4	1.2%	**Total**	**337**				
unspecified	11	3.3%						
Total	**337**							

Religion	No. of people	%	Sexual orientation	No. of people	%
Buddhist	4	1%	Bisexual	1	0%
Christian	66	20%	Gay man	2	1%
Hindu	8	2%	Gay woman/Lesbian	0	0%
Jewish	1	0%	Heterosexual/straight	211	63%
Muslim	14	4%	Prefer not to say	14	4%
No religion	100	30%	unspecified	109	32%
Other	4	1%	**Total**	**337**	
Prefer not to say	26	8%			
Sikh	11	3%			

unspecified	103	31%
Total	**337**	

Training

The number of attendances at training courses by employees during 2019 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 18.2% in the number of attendances at training courses; compared to 22.5% in 2018. This is the third year in which number of attendances at training courses has fallen. 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	0.1%
20-24	20	2.7%
25-29	63	8.4%
30-34	94	12.5%
35-39	101	13.4%
40-44	98	13.0%
45-49	97	12.9%
50-54	97	12.9%
55-59	106	14.1%
60-64	51	6.8%
65+	22	2.9%
unspecified	3	0.4%
Total	753	

Disability	Attendees	%
No	609	80.9%
Yes	36	4.8%
Prefer not to say	34	4.5%
unspecified	74	9.8%
Total	753	

Gender	Attendees	%
Female	575	76.4%
Male	178	23.6%
Unspecified	0	0.0%
Total	753	

Sexual Orientation	Attendees	%
Bisexual	1	0.1%
Gay men	8	1.1%
Gay woman/Lesbian	7	0.9%
Heterosexual/straight	583	77.4%
Prefer not to say	69	9.2%
Unspecified	85	11.3%
Total	753	

Religion	Attendees	%
Buddhist	5	0.7%
Christian	272	36.1%
Hindu	33	4.4%
Jewish	1	0.1%
Muslim	39	5.2%
No religion	186	24.7%
Other	12	1.6%
Prefer not to say	82	10.9%
Sikh	52	6.9%
Unspecified	71	9.4%
Total	753	

Ethnicity	Attendees	%
Asian	162	21.5%
Black	129	17.1%
Mixed	22	3%
Other	18	2.4%
Prefer not to say	0	0%
White	347	46.1%
Unspecified	75	10%
Total	753	