



LBHF Employment Profile 2008-09

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1 Introduction

Welcome to the Hammersmith and Fulham Employment Profile for 2008/09. This document outlines the council's key staff statistics, particularly on equalities monitoring. The results help inform and develop the Corporate Workforce Strategy and Plan and also feed into the workforce actions in the Single Equality Scheme. It measures the impact of HR policies and procedures through the monitoring of trends.

A range of employment indicators are used to help measure progress towards our aspiration to be an employer of choice and create a borough of opportunity for all. We are committed to equal opportunities and to providing fair and accessible services to all who live and work in the borough, including our staff and those who wish to work for the authority. At the heart of our equal opportunities policy there is a commitment to treating people with dignity, respecting people's values and diversity, eliminating discrimination and promoting community cohesion and social inclusion.

The council has a workforce of over 5,300 staff including staff who are employed on a casual basis. Over 54% of staff are employed in schools. The staff profile is generally representative of the local community in terms of ethnic profile and gender.

The council continues to have a diverse workforce with black and ethnic minority staff making up around a third of all staff, although representation is lower at senior management level. Representation of disabled staff is lower than in the community, although good improvements have been made over the last 6 months to recruit more disabled people.

The council has an older staff population which is typical of other London Boroughs and councils in general. The need to recruit and retain more young staff remains a priority and during 2009 the H&F pilot apprenticeship scheme was launched which provided opportunities to young residents aged 16-25.

If you have any queries or suggestions of how this report might be improved in the future, then please contact john.o'rourke@lbhf.gov.uk

Human Resources, Finance and Corporate Services.

2 Executive summary

People are the greatest asset in driving business performance. Attracting job applicants from the widest possible pool of talent – and keeping and nurturing that talent within the council – means having a more effective workforce.

This report analyses the council's key staff statistics across the whole workforce and by gender, ethnicity, disability and age. All data in this report is measured over the period 01/04/08 to 31/03/09. The key highlights are summarised below.

Total workforce storyboard

Over 2008/09, LBHF:

- employed a total workforce of 5,389 people;
- received 4,213 e-recruitment applications from which 173 were appointed;
- in total, 613 joined the council and 1,481 left
- has the highest distribution of employees (26.7% or 1,447) with more than 5 and under 10 years of service with the Council.

Gender storyboard

Key highlights over 2008/09 include:

- More than two-thirds of the workforce are women (70.6% or 3,806), compared to under 30% men (29.6% or 1,583). This is higher than the female / male split of the borough.
- The distribution of women across the grades does not mirror the workforce which is predominantly female. Of those occupants in senior management grades just over one-third are women (36.2% or 25). Nearly half (49.1% or 141) are women in middle management grades.
- For e-recruitment excluding schools, 50.6% of the applicants were female compared with 34.1% male, 15.4% of the applicants did not specify their gender.
- The joiners profile by gender is similar to the female / male split of the workforce (73.3% of joiners in the past year were female compared to 26.7% male). Over the past year, fewer women left compared to their makeup of the workforce (56.7% of leavers were female compared to 43.3% male).

Ethnicity storyboard

Key highlights over 2008/09 include:

- 65.3% of the workforce are White with the remainder workforce made up of 19.3% Black, 6.3% Asian, 3.4% Mixed Race and 5.7% in other ethnic groups or unspecified.
- The percentage of the workforce from an ethnic group is higher than the black and minority ethnic population in the borough at 22.2%

Disability storyboard

Key highlights over 2008/09 include:

- 2.6% or 138 of the workforce have declared that they have a disability whilst 11.6% or 624 of employees have not made a declaration.

Age storyboard

Key highlights over 2008/09 include:

- The highest distribution of staff (32.4% or 1,748) are in 41-50 age group, followed by 25.9% or 1,397 in the 51-64 age group and 24.2% or 1,303 in the 31-40 age group.

Data limitations in this report

E-recruitment has not been fully integrated into the mainstream recruitment activities and it has not been possible to report on shortlist data for this report.

The recruitment statistics within this report currently does not include the schools recruitment and work in underway to collect the statistics necessary for inclusion in the report for 2009-10.

At the time of producing this report not all data was available or easily accessible across all monitoring requirements due to internal system changes. This includes training data as the previously separate corporate systems for recording this data are being integrated into the one HR database. Such data will be included in future reports along with grievances and disciplinaries.

Key initiatives and future developments

- Given our statistics and representation of community in our overall workforce, we are targeting pockets of good practice and sharing into particular levels, professions where we want to continue to progress equalities issues in workforce.
- Work is underway on training sessions for managers to be delivered by HAFAD on how to recruit and retain disabled staff in the workplace. The council has made some progress recently in recruiting more disabled staff – while less than 3% of our staff are disabled people, over the 6 months to September 2009, 13% of appointments went to disabled candidates.
- H&F council has an ageing workforce and the pilot apprenticeship scheme that started in 2009 is a positive step in encouraging young people into jobs in the council. The apprentices receive a salary, work experience across two council services over 12 months, a day release for study for an NVQ 2 in Business Administration at Ealing, Hammersmith & West London College (EHWLC), as well as on the job support from staff and mentoring support from local businesses.

- To increase a diversity of talent at mid/senior levels in the council - extensive research has shown adult workers particularly for management development best learn and most appreciate 'on-the-job' development via coaching, project assignments, chances to work cross-departments.
- A range of initiatives have been undertaken to know staff issues and engage with staff - Staff roadshows were held in Autumn 2009, the staff survey with internal and external benchmarks was undertaken late 2009, on-going departmental staff briefings, piloting more shadowing of front-line staff by senior managers, etc. This has for example flagged up that street wardens have had extensive training and proactively promote citizen actions to support the Disability Equalities Scheme (DES) and community cohesion on a day-day basis.
- Work has been undertaken to enhance equalities knowledge for improved service delivery through:
 - o Revamping and promoting the intranet site to make information available to all staff; this has been widely communicated and promoted
 - o Extensive coaching through PEIA process for individual PEIA writers
 - o Departmental champions in form of the diagonal slice working groups with representatives to all departments
 - o Briefings in 2009 of all departmental DMTs and further briefings of staff where requested
 - o Extensive publication to staff as well as the community for the Single Equalities Scheme
 - o Developing new learning approach including self-study/e-learning when budget becomes available
- Further work is planned in early 2010 to continue to enhance the equalities knowledge for workforce diversity (e.g. understanding and recognition of diversity in the workforce and understanding in terms of recruitment, development and retention of equality groups).

WORKFORCE
MONITORING
STATISTICS
(including Schools)

For period: 01/04/2008 To 31/03/2009

London Borough of Hammersmith & Fulham
Trent Team
1st Floor, Town Hall Extension
King Street
London W6 9JU
Contact for queries:
Trent Team:- 020 8753 4000

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1. EXPLANATORY NOTES

1(a) Use of Trent

This is the first time that workforce monitoring statistics have been produced using the Trent HR and Payroll System Business Objects Reporting Tool

1(b) On-going changes to the Council's organisation structure

On-going changes are taking place in the Council's organisation structure, therefore these workforce monitoring figures reflect the way the information was held on Trent as at 31 March 2009.

1(c) Origin of the source data

The source data for all the workforce monitoring statistics in this document is "Trent", which is the Council's Human Resources and Payroll System covering all departments.

1(d) The date on which information is extracted from Trent

All source data for these statistics is extracted from Trent on the same day to ensure consistency across all reports. Data is normally extracted a minimum of one month after the end of the period (e.g. for the period ending 31 March 2009, data will be extracted from Trent no earlier than 30 April 2009). The reason for this is that the majority of employee data is changed retrospectively on Trent and therefore the elapse of one month from the end of the monitoring period will allow as many changes as possible to be recorded on Trent prior to the extract being taken.

1(e) Comments and queries

Comments and queries on the data should be sent in the first instance to 020 8753 4000

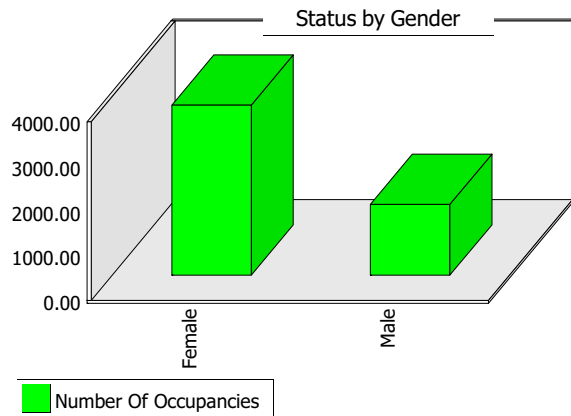
2. DEFINITIONS AND ABBREVIATIONS

2(a) Definition of "Position"

"Position" means the job that an employee is occupying. An employee can occupy more than one position simultaneously (in which case s/he will be deemed to have multiple employment with the Council at the point that the multiple positions are held).

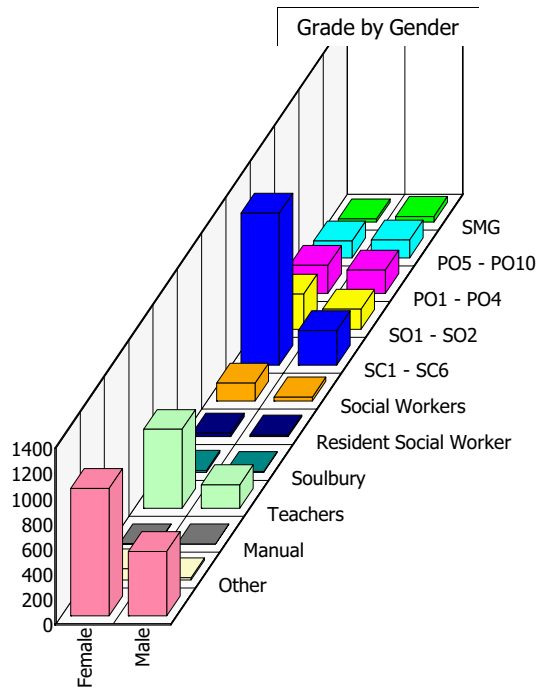
Gender Profile

For period: 01/04/2008 To 31/03/2009



	Female	Male	Total
%	70.64 %	29.36 %	
Total	3806	1582	5388

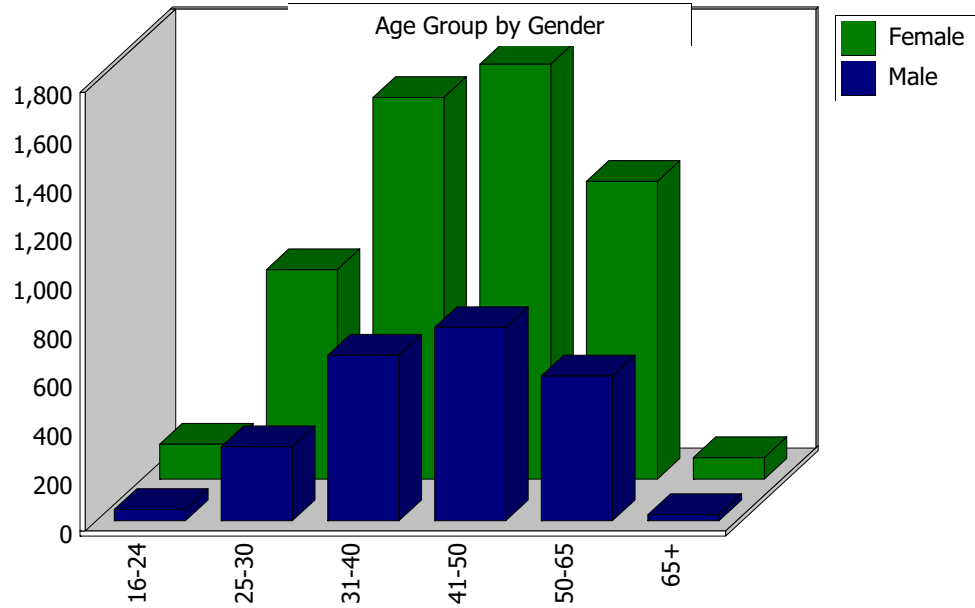
	Female	Male	Total
SMG	24	44	68
%	35.29 %	64.71 %	
PO5 - PO10	135	142	277
%	48.74 %	51.26 %	
PO1 - PO4	226	188	414
%	54.59 %	45.41 %	
SO1 - SO2	282	161	443
%	63.66 %	36.34 %	
SC1 - SC6	1213	275	1488
%	81.52 %	18.48 %	
Social Workers	142	31	173
%	82.08 %	17.92 %	
Resident Social Worker	30	14	44
%	68.18 %	31.82 %	
Soulbury	17	9	26
%	65.38 %	34.62 %	
Teachers	630	188	818
%	77.02 %	22.98 %	
Manual	2	1	3
%	66.67 %	33.33 %	
Other	89	17	106
%	83.96 %	16.04 %	
	1016	512	1528
%	66.49 %	33.51 %	
Total	3806	1582	5388



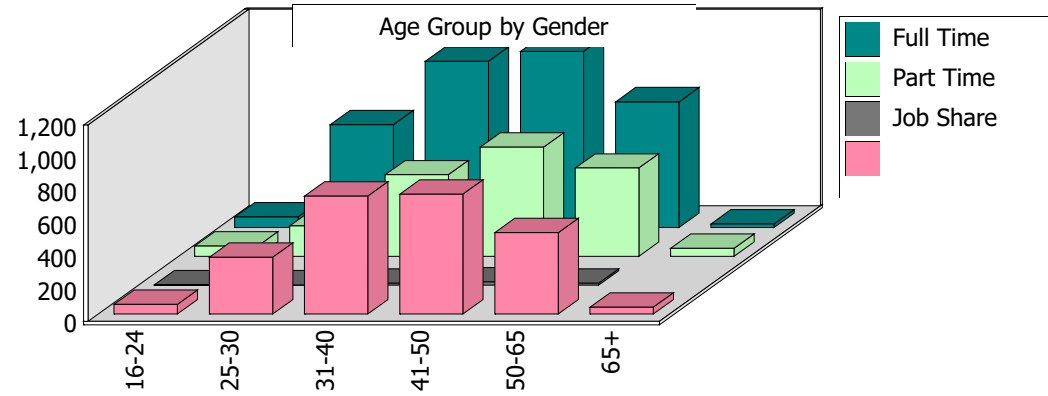
	Female	Male	Total
Full Time	1408	893	2301
	61.19 %	38.81 %	
Part Time	1356	166	1522
	89.09 %	10.91 %	
Job Share	26	11	37
	70.27 %	29.73 %	
	1016	512	1528
	66.49 %	33.51 %	
	3806	1582	5388

Age Profile

For period: 01/04/2008 To 31/03/2009



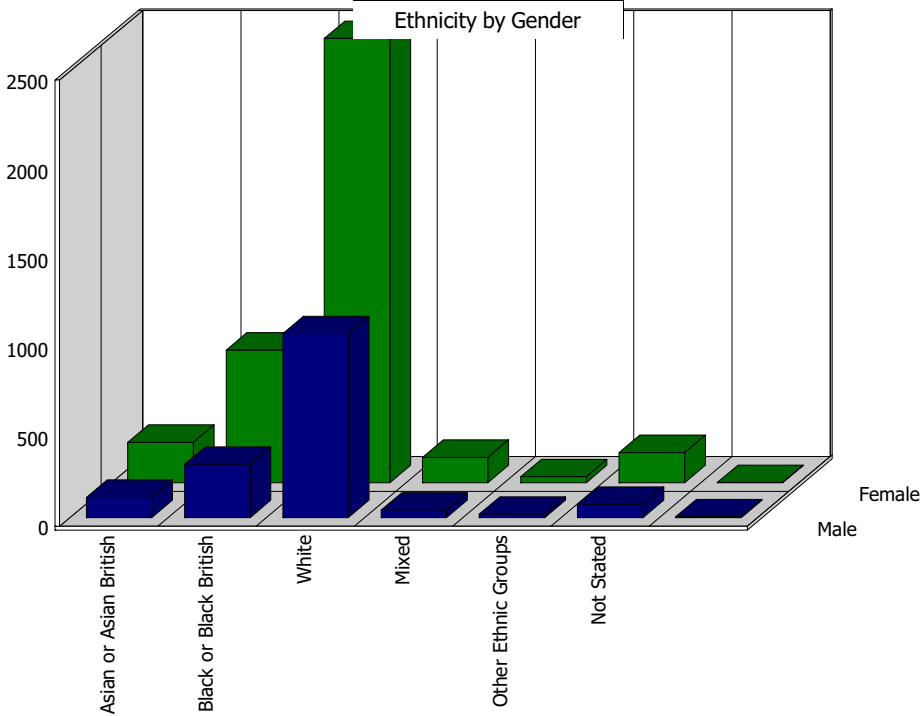
	16-24	25-30	31-40	41-50	50-65	65+	Total
Female	106	496	921	1229	976	78	3806
%	2.79 %	13.03 %	24.20 %	32.29 %	25.64 %	2.05 %	
Male	39	181	379	512	450	21	1582
%	2.47 %	11.44 %	23.96 %	32.36 %	28.45 %	1.33 %	
Total	145	677	1300	1741	1426	99	5388



	16-24		25-30		31-40		41-50		50-65		65+		Total
	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	
Full Time	31	14	265	99	336	214	434	300	333	257	9	9	2301
Part Time	43	10	100	22	309	30	473	42	391	56	40	6	1522
Job Share	1	1	2		8	1	9	6	6	3			37
	31	14	129	60	268	134	313	164	246	134	29	6	1528
	106	39	496	181	921	379	1229	512	976	450	78	21	5388

Ethnicity Profile

For period: 01/04/2008 To 31/03/2009



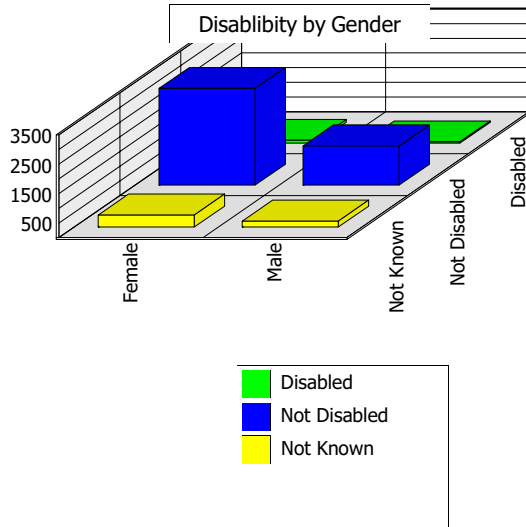
	Female	Male	Total
Asian or Asian British	226	113	339
%	5.94 %	7.14 %	
Black or Black British	743	299	1042
%	19.52 %	18.90 %	
White	2491	1031	3522
%	65.45 %	65.17 %	
Mixed	142	42	184
%	3.73 %	2.65 %	
Other Ethnic Groups	34	19	53
%	0.89 %	1.20 %	
Not Stated	169	74	243
%	4.44 %	4.68 %	
	1	4	5
%	0.03 %	0.25 %	
Total:	3806	1582	5388

	Asian or Asian British	Black or Black British	White	Mixed	Other Ethnic Groups	Not Stated		Total
SMG	5	2	60			1		68
PO5 - PO10	20	52	191	6	2	6		277
PO1 - PO4	34	74	287	11	4	4		414
SO1 - SO2	29	110	265	16	3	20		443
SC1 - SC6	97	331	899	62	18	81		1488
Social Workers	10	73	78	5	1	6		173
Resident Social Worker	2	25	14			3		44
Soulbury		2	19	2		3		26
Teachers	40	46	652	21	7	52		818
Manual		1	2					3
Other	7	17	64	4	3	11		106
	95	309	991	57	15	56	5	1528
Sum:	339	1042	3522	184	53	243	5	5388

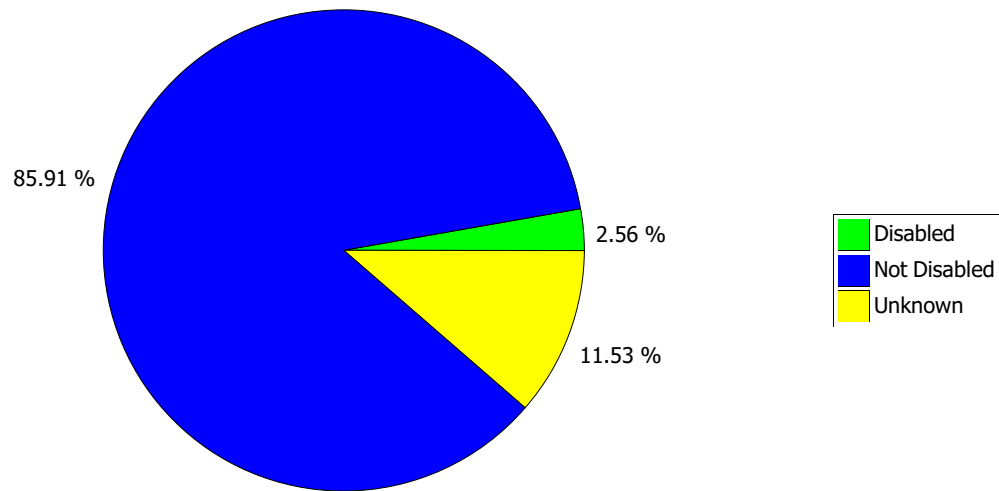
Disability Profile

For period: 01/04/2008 To 31/03/2009

This section shows the number of employees who have declared that they have a disability.

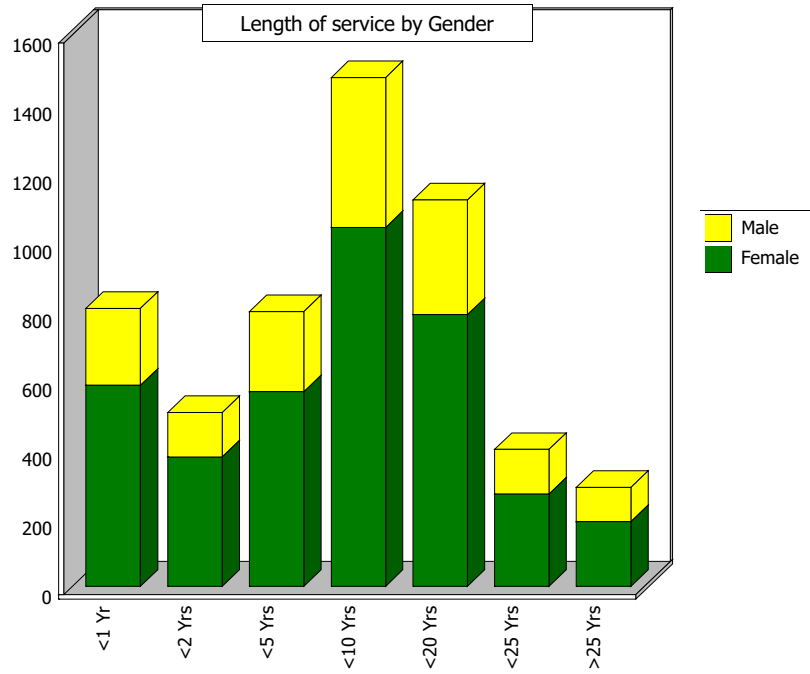


	Female	Male	Total
Disabled	96	42	138
%	2.52 %	2.65 %	
Not Disabled	3294	1335	4629
%	86.55 %	84.39 %	
Unknown	416	205	621
%	10.93 %	12.96 %	
Total:	3806	1582	5388



Length of Service Profile

For period: 01/04/2008 To 31/03/2009



	<1 Yr	<2 Yrs	<5 Yrs	<10 Yrs	<20 Yrs	<25 Yrs	>25 Yrs	Total
Female	583	375	565	1041	788	267	187	3806
Male	223	129	232	435	333	130	100	1582
Total	806	504	797	1476	1121	397	287	5388

Starters Profile

For period: 01/04/2008 To 31/03/2009

This section shows the number of employees who have started with the Council by gender, status and ethnicity

	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total
Female	32	13	19	20	31	165	27	28	18	52	21	20	446
Male	3	3	9	10	11	67	13	9	3	17	6	11	162
Total:	35	16	28	30	42	232	40	37	21	69	27	31	608

Leavers Profile

For period: 01/04/2008 To 31/03/2009

This section shows the number of employees who have left the Council by gender, ethnicity, Disability and Age

	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total
Female	66	35	24	49	217	35	22	46	60	141	26	148	869
Male	87	23	211	21	74	20	11	14	23	59	7	103	653
Total:	153	58	235	70	291	55	33	60	83	200	33	251	1522

	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total
Asian or Asian British	4	3	2	11	14	4	5	5	4	11		8	71
Black or Black British	13	15	33	16	29	9	3	13	13	94	6	24	268
White	119	37	193	35	216	37	21	39	53	87	24	128	989
Mixed	6	1	5	3	6	3	2	1	3	5	1	8	44
Other Ethnic Groups	4			1	3				2	1		3	14
Not Stated	6	2	2	4	23	2	2	2	7	1		80	131
	1								1	1	2		5
Total:	153	58	235	70	291	55	33	60	83	200	33	251	1522

This section shows the number of employees who have left the Council by gender, ethnicity, Disability and Age

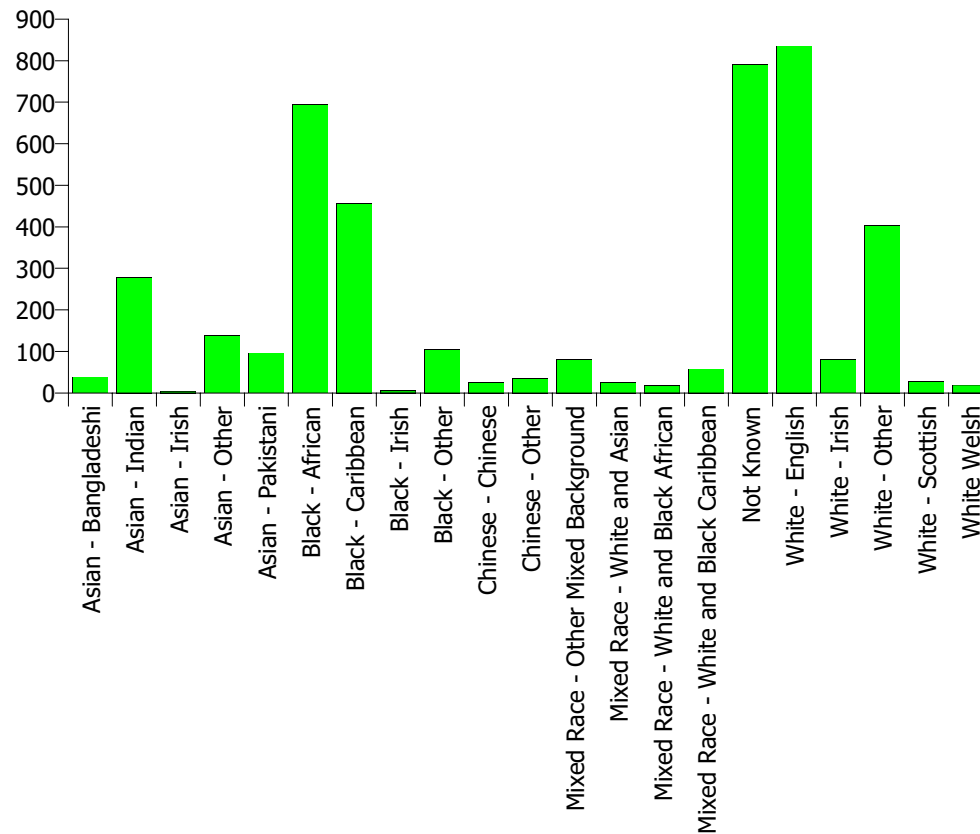
	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total
Disabled	8	5	2	4	3	2		5		6	1	3	39
Not Disabled	129	44	226	57	238	46	30	44	63	189	27	161	1254
Not Known	16	9	7	9	50	7	3	11	20	5	5	87	229
Total:	153	58	235	70	291	55	33	60	83	200	33	251	1522

	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total
												2	2
16-24	7	4	7	1	13	2	1		4	2	1	12	54
25-30	15	7	23	16	80	11	4	10	13	14	7	35	235
31-40	32	12	50	17	94	17	13	15	30	36	7	51	374
41-50	45	19	79	16	41	10	7	18	22	53	9	55	374
51-65	48	15	69	16	55	14	8	14	14	89	9	84	435
65+	6	1	7	4	8	1		3		6		12	48
Total:	153	58	235	70	291	55	33	60	83	200	33	251	1522

Equality Statistics for Requisitions (Jobs) in a period: 01/04/2008 - 31/03/2009

(1) Ethnicity 4 all groups

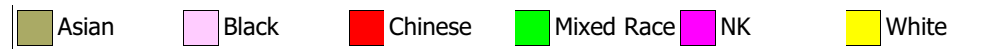
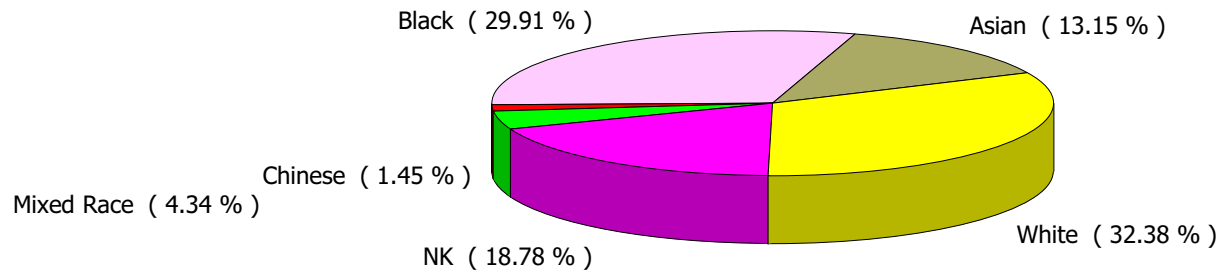
(E) Ethnicity Grouping	Count
Asian - Bangladeshi	38
Asian - Indian	278
Asian - Irish	4
Asian - Other	138
Asian - Pakistani	96
Black - African	693
Black - Caribbean	456
Black - Irish	6
Black - Other	105
Chinese - Chinese	26
Chinese - Other	35
Mixed Race - Other Mixed Background	81
Mixed Race - White and Asian	26
Mixed Race - White and Black African	18
Mixed Race - White and Black Caribbean	58
Not Known	791
White - English	835
White - Irish	80
White - Other	402
White - Scottish	28
White Welsh	19
	4213



Equality Statistics for Requisitions (Jobs) in a period: 01/04/2008 - 31/03/2009

(1a) Ethnicity

Ethnicity	Count
Asian	554
Black	1260
Chinese	61
Mixed Race	183
NK	791
White	1364
	4213

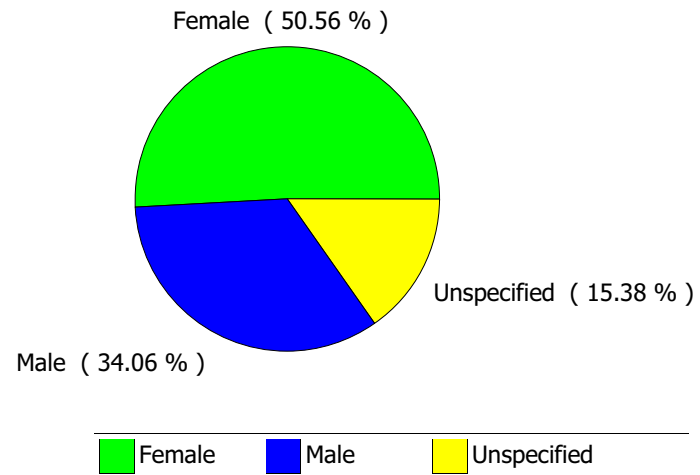




Equality Statistics for Requisitions (Jobs) in a period 01/04/2008 - 31/03/2009

(2) Gender

Gender	Count
Female	2131
Male	1482
Unspecified	600
	4213

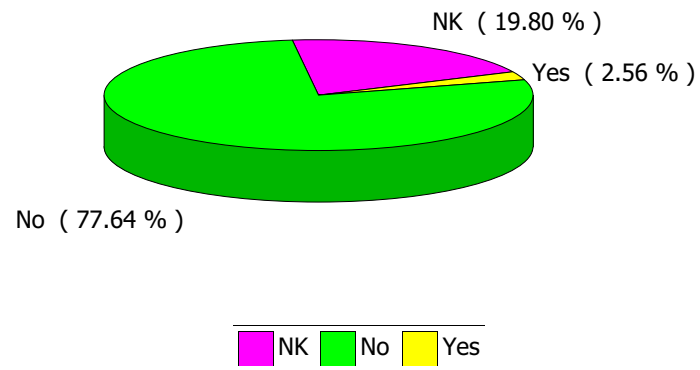




Equality Statistics for Requisitions (Jobs) in a period 01/04/2008 - 31/03/2009

(3) Disability

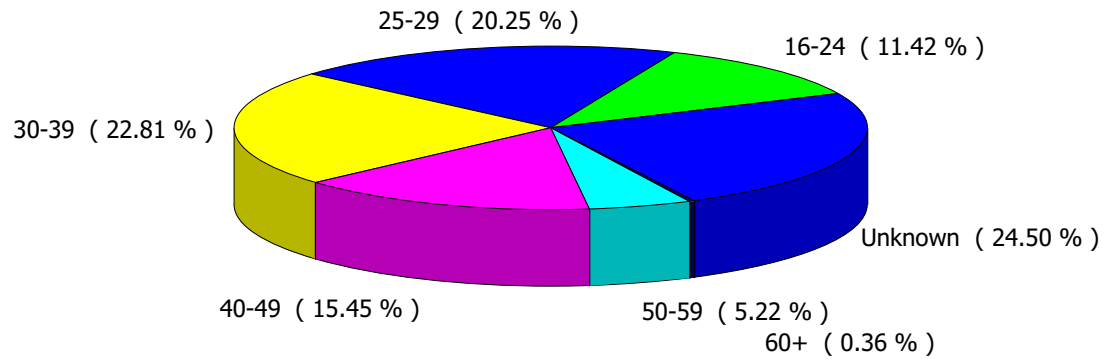
(E) Disability Grouping	Count
NK	834
No	3271
Yes	108
	4213



Equality Statistics for Requisitions (Jobs) in a period 01/04/2008 - 31/03/2009

(4) Age Group

Age Range	Count
16-24	481
25-29	853
30-39	961
40-49	651
50-59	220
60+	15
Unknown	1032
	4213

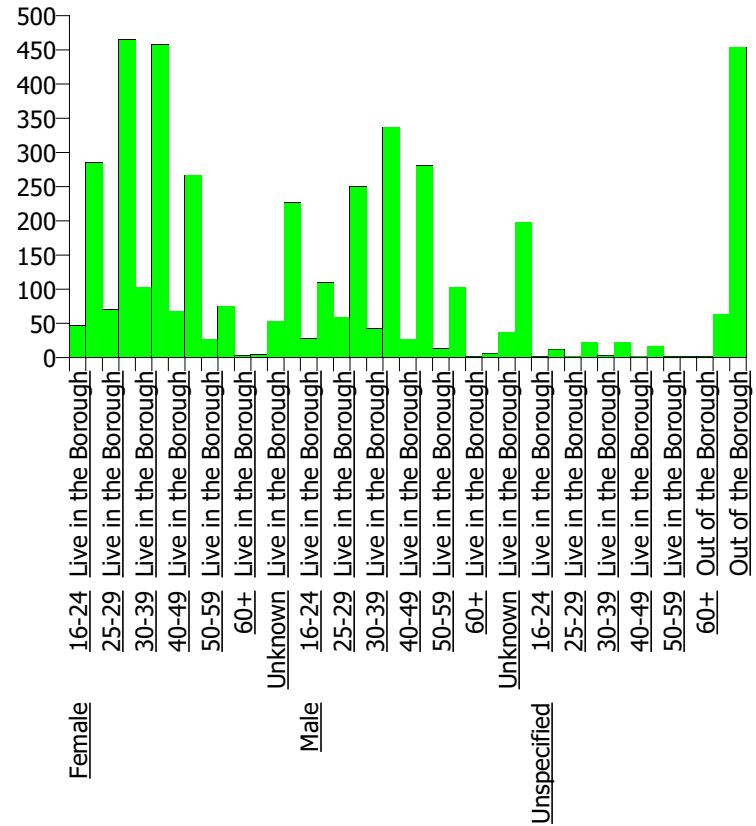


■ 16-24
 ■ 25-29
 ■ 30-39
 ■ 40-49
 ■ 50-59
 ■ 60+
 ■ Unknown

Equality Statistics for Requisitions (Jobs) in a period 01/04/2008 - 31/03/2009

(9) Gender & Age with Borough Status

		Live in the Borough	Out of the Borough
Female	16-24	47	285
Female	25-29	70	465
Female	30-39	103	458
Female	40-49	68	267
Female	50-59	27	75
Female	60+	3	4
Female	NK	53	227
Male	16-24	28	110
Male	25-29	59	250
Male	30-39	42	337
Male	40-49	27	281
Male	50-59	13	103
Male	60+	1	6
Male	NK	37	198
NK	16-24	1	12
NK	25-29	2	22
NK	30-39	3	22
NK	40-49	2	16
NK	50-59	1	1
NK	60+		1
NK	NK	63	454
		650	3594



These figures do not tally with sections 1-4 as an applicant may have applied more than once and at the time lived in and outside of the borough.

Equality Statistics for Requisitions (Jobs) in a period 01/04/2008 - 31/03/2009

(10) Web Applicants against Applicants

Web Applicants /Applicants	Count
Applicants	3050
Web Applicants	851
	3901

