

# The London Borough of Hammersmith & Fulham People Profile

1 April 2015 to 31 March 2016

Report by the Bi-borough Director for Human Resources Debbie Morris

Introduction	page 3
Key Highlights	page 4
Key figures – bi-borough comparison	page 5
Personal Characteristic Summaries	page 6
Explanation of the position levels	page 7
Employees, Starters and Leavers by Position Level	page 8
Gender by Position Level	page 9
Ethnicity by Position Level	page 10
Age by Position Level	page 11
Disability by Position Level	page 12
Religion	page 13
Sexuality	page 14
Marital Status	page 15
Equalities information from the Your Voice Staff Survey (2015)	page 16
Leaving Reasons	page 17
Sickness across the Protected Characteristics	page 18
Sickness – Working Days Lost	page 19

## Introduction

- 1.1 The Council publishes an annual workforce report covering a number of key workforce indicators. As well as providing the council with information, the report complies with the legal duty arising from the Equality Act 2010 (the Act) to publish data and information on a range of diversity indicators.
- 1.2 Under the Act, the Council is under a duty to eliminate discrimination, harassment and victimisation, promote equality of opportunity and foster good relations between groups. The Act names nine characteristics that need to be considered; age, disability, gender reassignment, pregnancy and maternity, ethnicity, religion or belief, gender, sexual orientation and (in relation to discrimination) marriage and civil partnership.
- 1.3 The Council has published data for a number of years on the representation of personal characteristics within the workforce. This report presents information on age, disability, ethnicity gender, sexual orientation, religion and marital status in employment, as well as including some contextual information about the Council as an employer. The report does not include casual staff or staff employed in Schools. Casual staff are typically employed where there is a requirement for seasonal workers who are not part of the permanent establishment, e.g. Electoral Canvassers and Play Workers.
- 1.4 This report includes only employees that are contracted to the London Borough of Hammersmith and Fulham.
- 1.5 The workforce report is published on the Council's public website.
- 1.6 Information on personal characteristics is collected through the personnel system. Age and gender are collected as part of the personnel identity checks. Staff provide through the self-service system, details of their ethnicity, disability, marital status, religion or belief and sexual orientation. From April 2015 staff have also been able to record for gender re-assignment on the new HR system Agresso.
- 1.7 All figures in this report are FTE unless otherwise stated. Averages use the median figure.
- 1.8 Data used in this report has been taken from the Agresso system. Agresso reports still require some development, every effort has been made to cleanse the data so that it is comparable to previous years.

## Key Highlights

- ↓ The Council employs 1,757 staff (1,643 FTE), down from 1,818 (1,699 FTE) in the previous year.
- ↓ 160 (FTE) people joined the Council in 2015/16, down from 181 (FTE) the previous year.
- ↓ 204 (FTE) staff left the Council during the same period, down from 230 (FTE) the previous year.
- ↔ 57 per cent of the workforce is female. No significant change from the previous year.
- ↓ 37 per cent of the workforce are from black, Asian and minority ethnic (BAME) groups, down from 41 per cent in the previous year.
- ↔ The average age of the workforce is 48.  
67 per cent of starters were aged under 40 whilst the largest percentage of leavers were also in the under 40 age bracket (40 per cent).
- ↑ The average length of Service is ten years. Up from nine in the previous year.
- ↔ Three per cent of staff have recorded a disability.
- ↔ The average number of days lost to sickness per FTE is 7.5 days. Due to the challenges in extracting sickness data from the new HR system and the possibility of under-reporting across the organisation, this figure is taken from last year's report, which we are more confident is an accurate number of working days lost per FTE.

Key Figures – bi-borough comparison

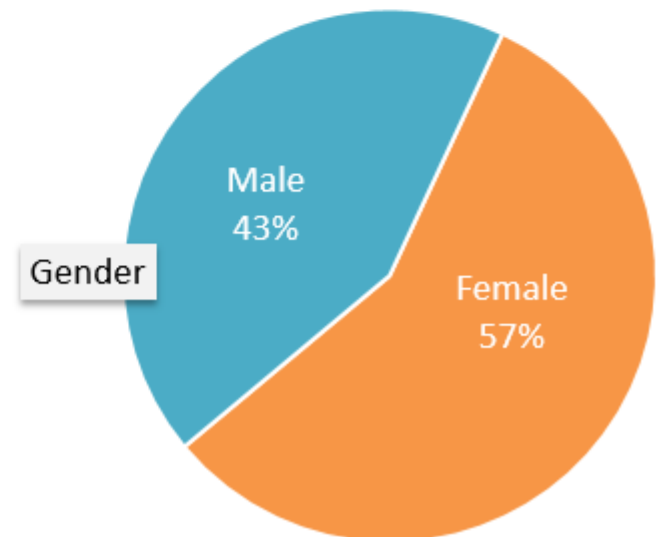
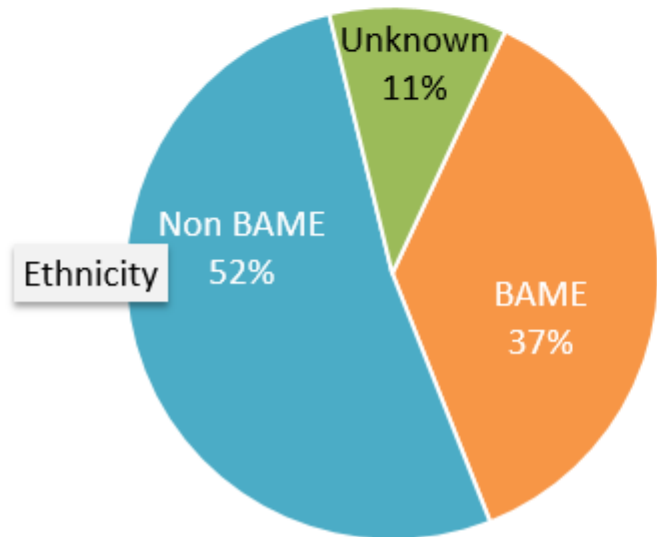
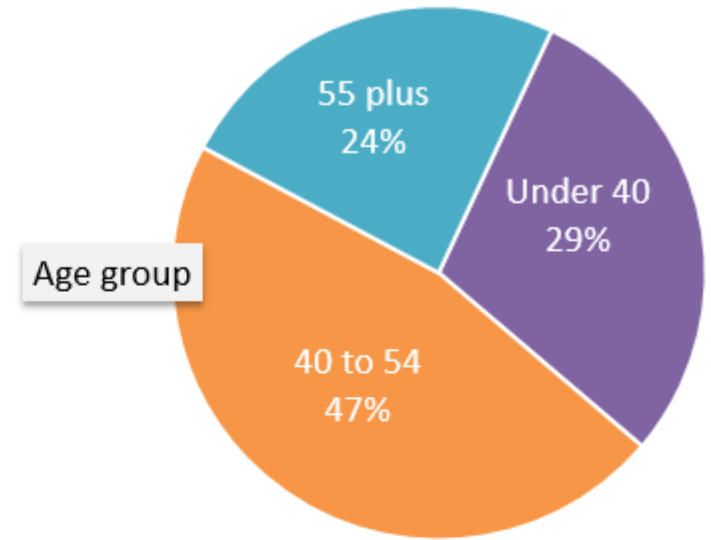
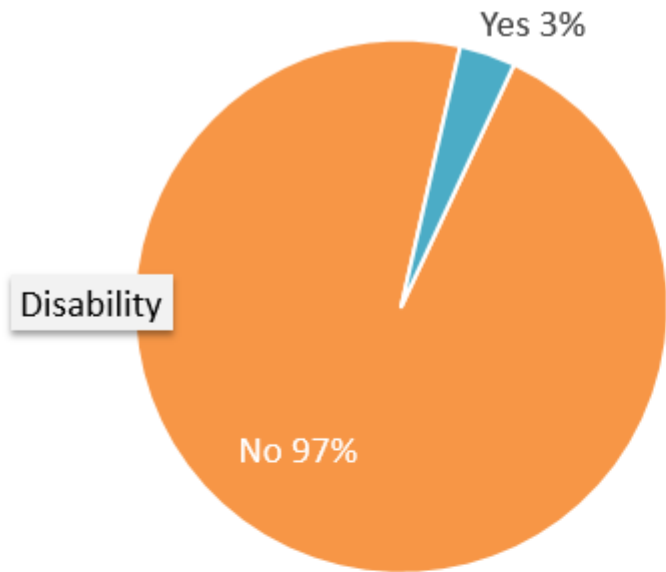
	LBHF		RBKC	
<i>Total staff (FTE)</i>	1643	↓	1892	↓
<i>Total staff (headcount)</i>	1757	↓	1986	↓
<i>Starters (FTE)</i>	160	↓	178	↓
<i>Leavers (FTE)</i>	204	↓	274	↓

	LBHF		RBKC	
<i>Recorded disabled</i>	56	↓	70	↓
<i>Not recorded disabled</i>	1587	↓	1822	↓
<i>Female</i>	937	↓	1185	↓
<i>Male</i>	706	↓	707	↓
<i>BAME</i>	609	↓	550	↓
<i>Non BAME</i>	857	↓	963	↓
<i>Unknown</i>	177	↓	379	↑
<i>Under 40</i>	481	↓	670	↓
<i>40 to 55</i>	765	↓	842	↓
<i>55 and over</i>	397	↓	380	↓



Change from previous year

## Personal Characteristic Summaries

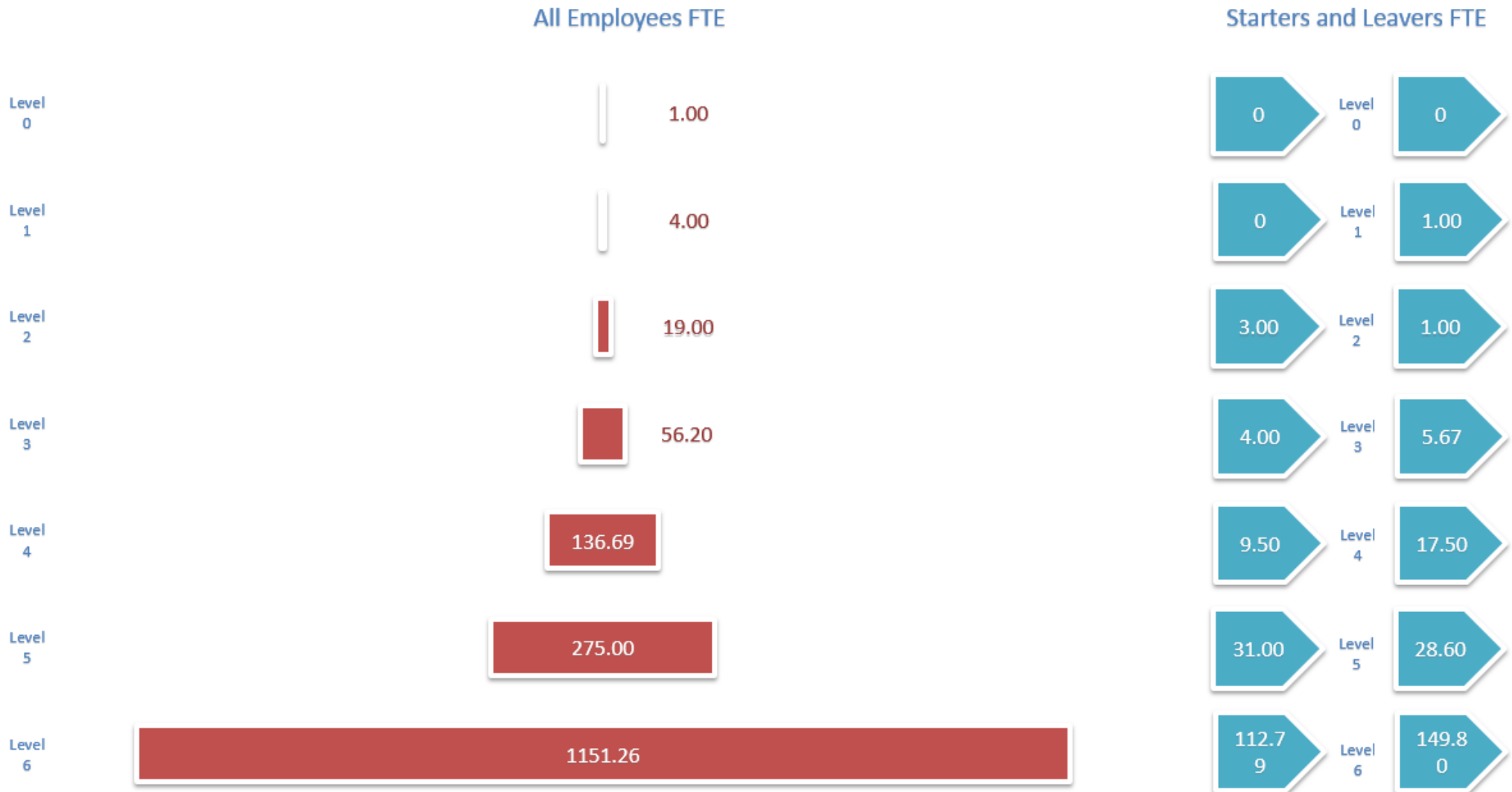


## Explanation of the position levels

The tables on the following five pages divide the organisation across seven levels (zero to six). These levels represent the hierarchy structure of the organisation. Each level matches a system role and supports access and authorisation.

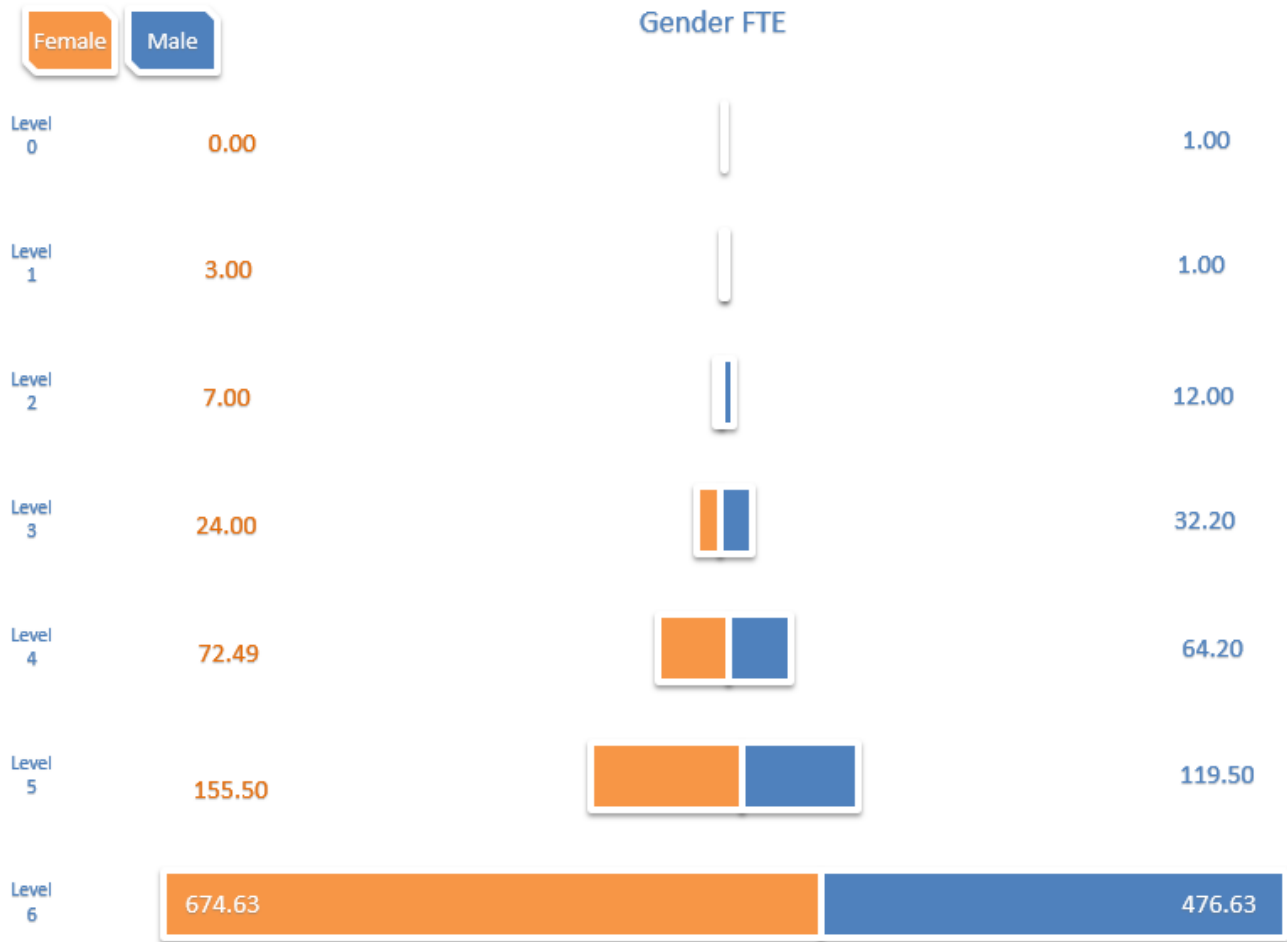
	HR level	Finance level	Post can be a line manager	Post can be a budget manager	Post can have approval to spend
<b>CEO</b>	0	1	Y	Y	Y
<b>Executive Director</b>	1	1	Y	Y	Y
<b>Director</b>	2	2	Y	Y	Y
<b>Head of Service</b>	3	3	Y	Y	Y
<b>Budget Manager/ Group Manager</b>	4	4	Y	Y	Y
<b>Team Manager</b>	5	5	Y	N	Y
<b>Team Member</b>	6		N	N	N

# Employees, Starters and Leavers across the Position Levels

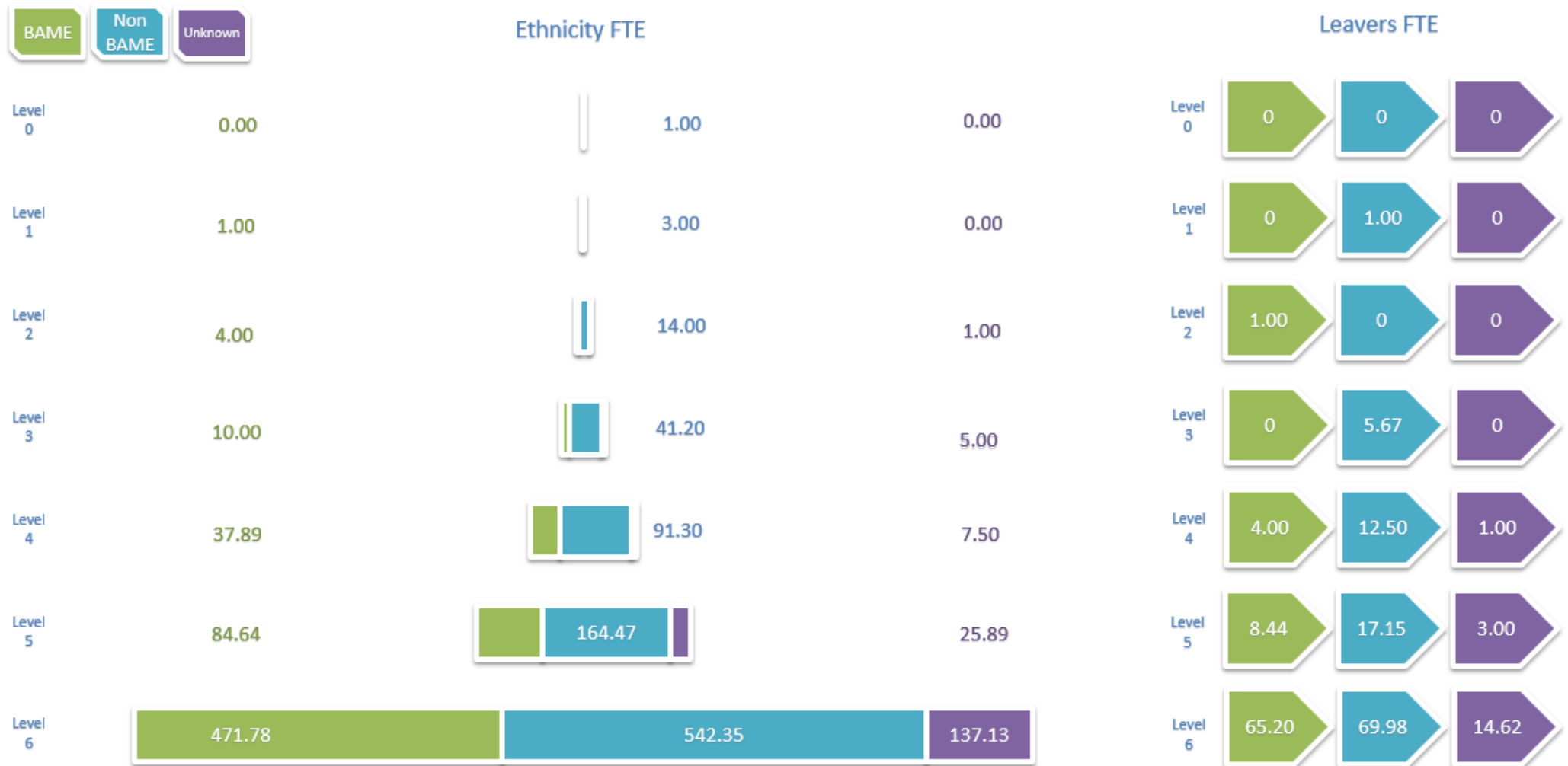




# Gender across the Position Levels



# Ethnicity across the Position Levels



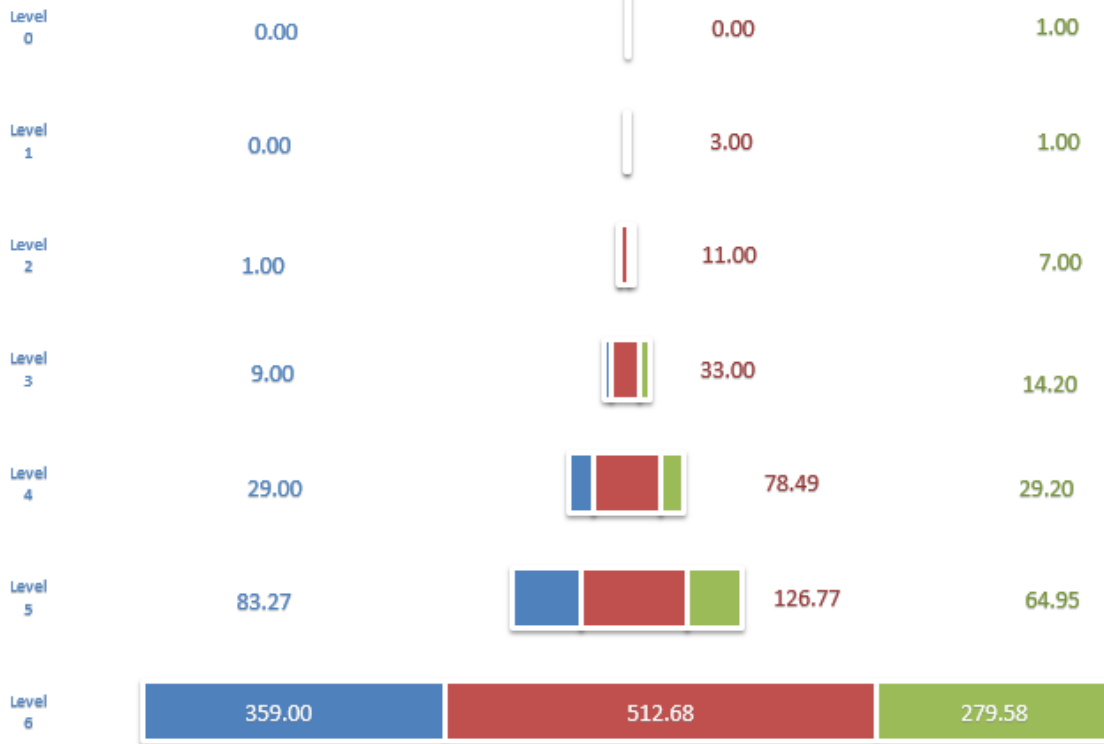
## New Starter information – Ethnicity

93 per cent of ethnicity information for new starters is unknown. The reasons for this are being investigated.

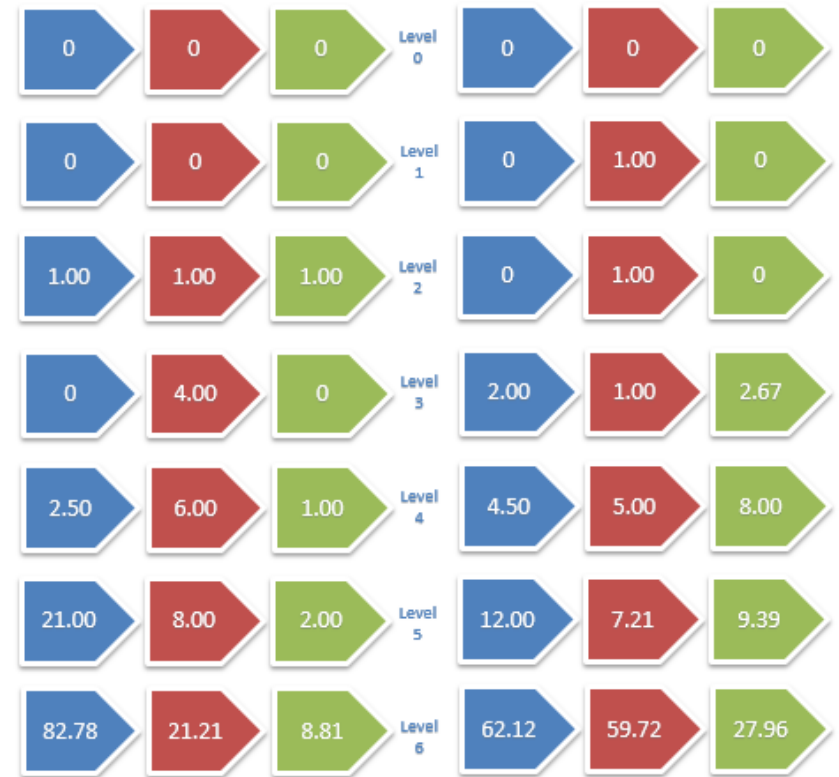
# Age across the Position Levels

Under 40    40 to 54    55 and over

## Age FTE



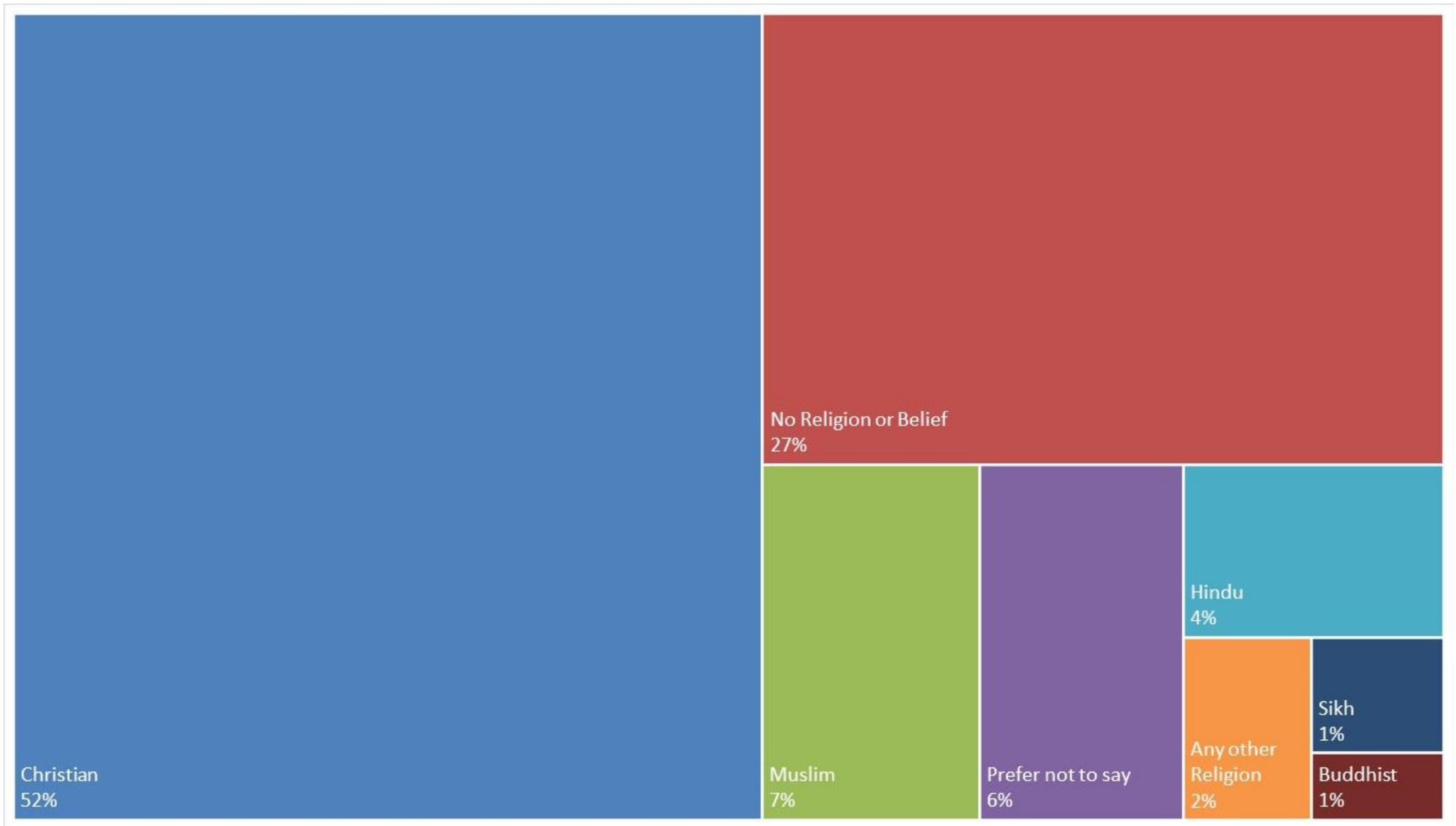
## Starters and Leavers FTE



# Disability across the Position Levels



## Religion



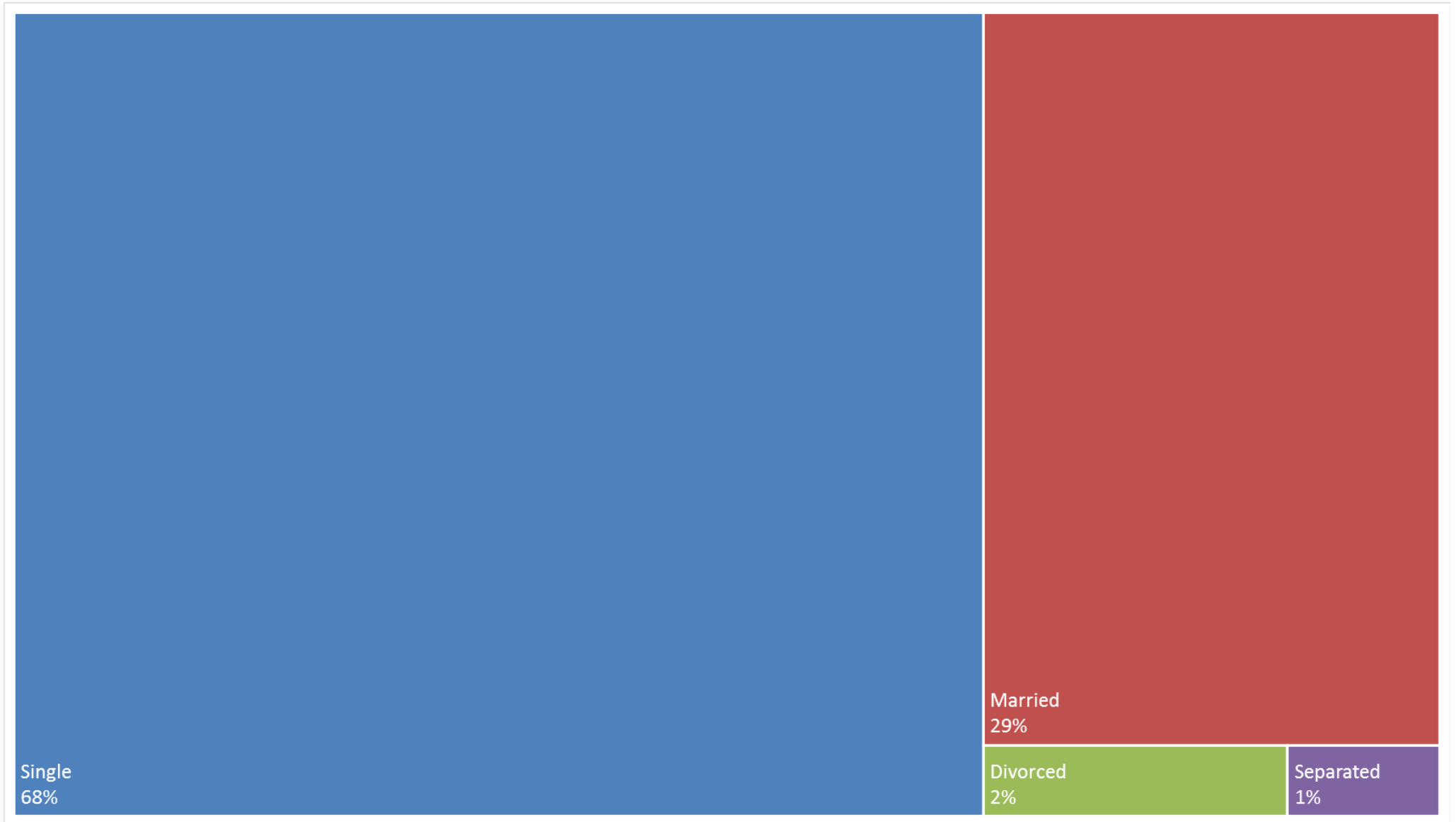
All figures in these charts are a percentage of the total response rate for each characteristic and are for indicative purposes only. They may not represent a true breakdown of Council employees. There are 755 records for religion representing 43 per cent of all staff.

## Sexuality



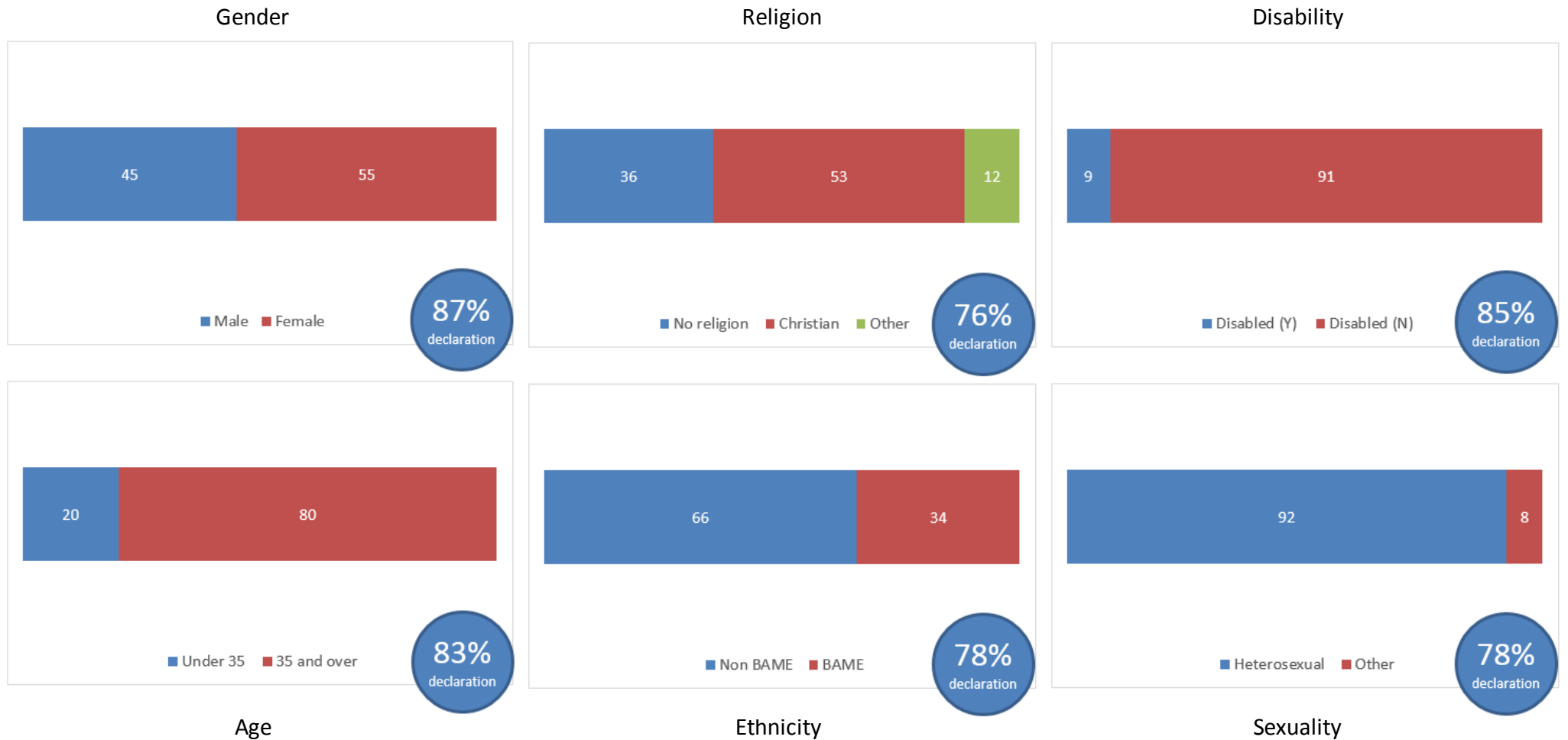
All figures in these charts are a percentage of the total response rate for each characteristic and are for indicative purposes only. They may not represent a true breakdown of Council employees. There are 691 records for sexuality representing 39 per cent of all staff.

## Marital Status



All figures in these charts are a percentage of the total response rate for each characteristic and are for indicative purposes only. They may not represent a true breakdown of Council employees. There are 1,204 records for marital status representing 69 per cent of all staff.

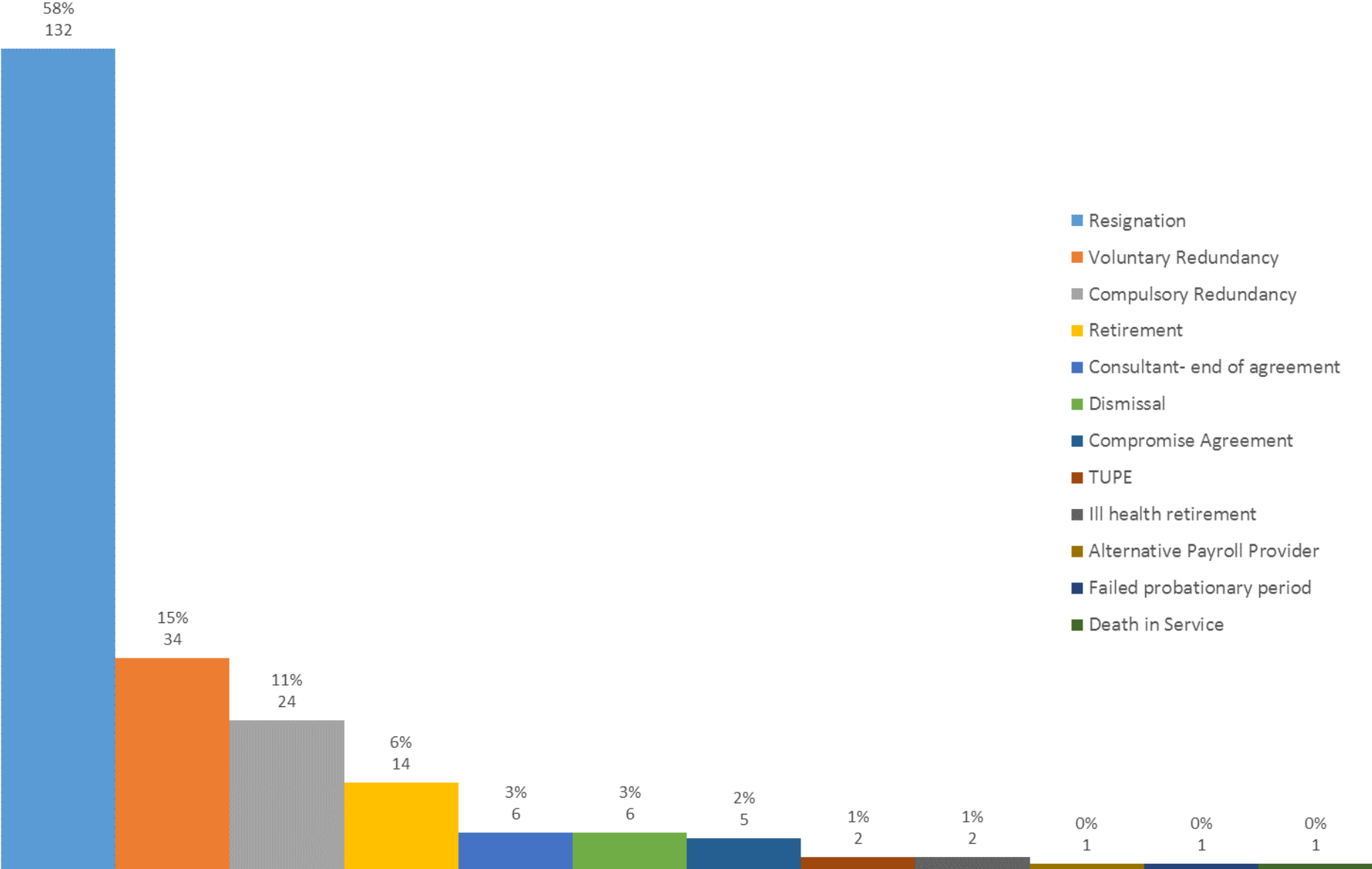
## Equalities information from the Your Voice Staff Survey (2015)



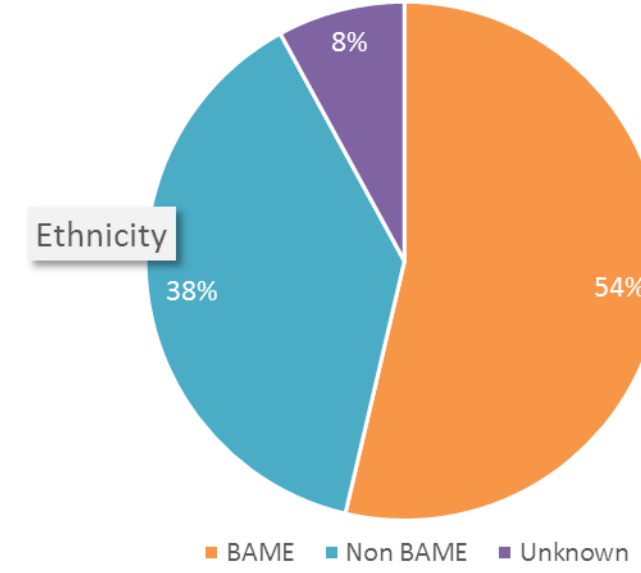
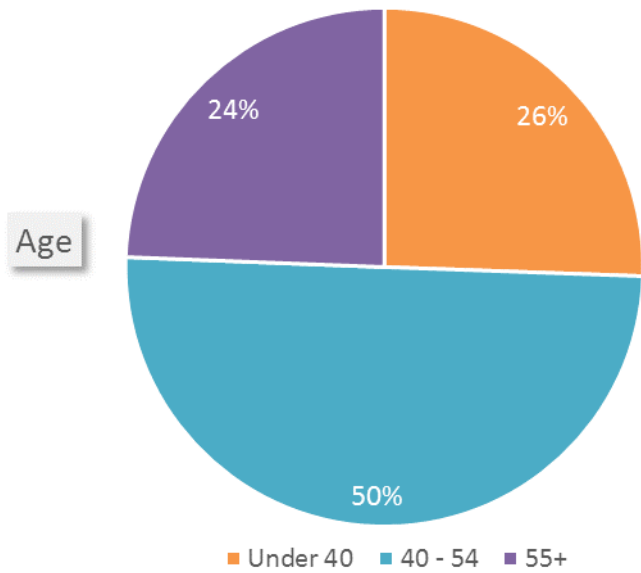
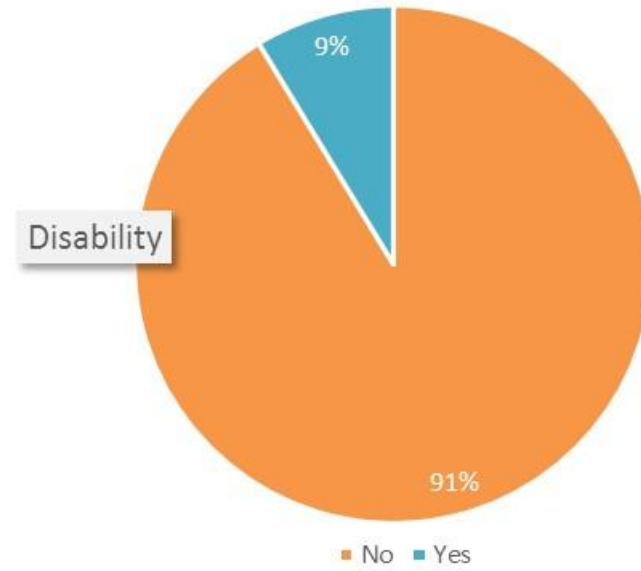
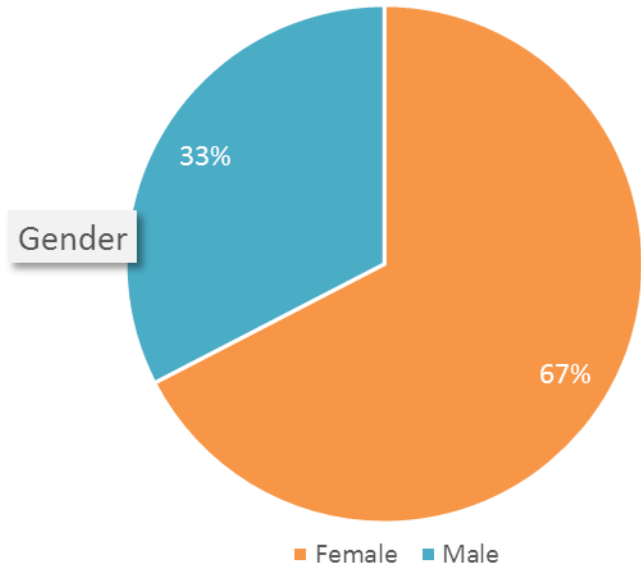
*There were 1,208 respondents to the 2015 Your Voice staff survey  
All figures in charts above are percentages*



# Leaving Reasons



# Sickness across the Protected Characteristics



# Sickness – Working Days Lost

Top Ten Sickness Reasons (percentage of all working days lost)

