City of London Figures 01/02/2019 to 31/01/2020

4145	Current Staff - Headcount
3879.1	Current staff FTE

13.26%	Staff Turn over	
Starters	**560**	
Leavers	**548**	
- Voluntary	10.62%	439
- Involuntary	2.64%	109

Disciplinaries			
In the last year	**45**	Currently open	**12**
Grievances			
in the last year	**24**	Currently open	**4**
Sickness Case			
In the last year	**260**	Currently open	**100**

Monthly Sickness Level	**0.59**
Long Term	0.34
Short Term	0.25
Previous level February 2019	0.57

Dash Board Notes
Current Staff is as at report end date. Headcount refers to employees against position, those with mulitple positions would be counted against each position. FTE is Full time Equivalent and is calculated base on contractual hours / FTE hours x weeks worked 52 , staff whose contractual hours exceed their FTE hours are counted as 1 FTE. Figures are based on permanent staff paid on the monthly payroll and do not include Police officers, casual staff , agency workers or consultants/contractors.
Turnover is calculated as the number of leavers divided by the average number of staff as a percentage. Average staff numbers are calculated using employee numbers at the beginning and end of the reporting period. Voluntary leavers are organisation leavers who have resigned or retired , involuntary leavers relate to all other leaving reasons.
Disciplinary, Grievances and Sickness Cases are based on formal casework, informal cases are not included. Grievances may also be refereed to as complaints.
Overall monthly sickness levels are measured against the corporate target of 6 days per FTE person in the year (divided by 12 for a monthly level of 0.5) . The value for the monthly sickness level is calculated based on total number of sick days in the period divided by number of FTE employees in the month
For completeness the corporate Dashboard contains turnover data for the former Culture & Heritage & Libraries employees, since this Department was disbanded in April 2017 , the Dashboard will no longer include annual figures after April 2018
The Seperate Units of the Central Criminal Court and the Mansion house will continue to show on the report until they have been empty for a year.
The sickness figures are based on absence days lost on employee's working patterns ,since City of London Police Civilians enter their data as individual days lost rather than based on working patterns this is not reflected in the report

Staff Turnover 01/02/2019 to 31/01/2020

Type / Detail	Headcount	FTE
Staff as at 01/02/2019	4121	3866.87
Staff as at 31/01/2020	4145	3879.1
Average Staff	**4133**	**3872.99**
Leavers In period	548	508.97
Overall Turnover	**13.26%**	**13.14%**
Involuntary Turnover	2.64%	2.60%
Voluntary Turnover	10.62%	10.54%

Note: The leaving reasons of Voluntary Redundancy, Resignation and Retirement are voluntary all other leaving reasons are involuntary

Corporation of London

Departmental Dashboard 01/02/2019 To 31/01/2020

Department	Head count	Current FTE	Staff Turnover	Starters	Leavers
BARBICAN CENTRE [05]	375	360.96	18.28%	78	67
CHAMBERLAIN'S DEPARTMENT [11]	273	265.81	15.86%	34	44
CITY OF LONDON POLICE (CIVILIANS) [55]	456	442.1	11.03%	41	50
CITY OF LONDON SCHOOL [61]	179	163.32	10.64%	20	19
CITY OF LONDON SCHOOL FOR GIRLS [63]	155	124.44	16.03%	25	25
CITY SURVEYOR'S DEPARTMENT [73]	234	227.74	16.08%	18	39
COMMUNITY & CHILDREN'S SERVICES DEPARTMENT [25]	352	337.85	12.80%	34	46
COMPTROLLER & CITY SOLICITOR'S DEPARTMENT [15]	59	52.56	6.90%	4	4
FREEMEN'S SCHOOL [65]	191	164.97	17.99%	38	34
GUILDHALL SCHOOL OF MUSIC & DRAMA [19]	313	272.15	16.21%	59	50
MANSION HOUSE & CENTRAL CRIMINAL COURT [09]	147	135.55	8.39%	22	12
MARKETS & CONSUMER PROTECTION [41]	273	258.23	8.16%	29	22
OPEN SPACES DEPARTMENT [50]	446	420.98	9.44%	43	42
REMEMBRANCER'S OFFICE [59]	31	30.8	26.67%	11	8
THE BUILT ENVIRONMENT [54]	237	224.76	9.24%	20	22
TOWN CLERKS DEPARTMENT [77]	424	396.87	15.31%	84	64
Corporation of London	**4145**	**3879.09**	**13.26%**	**560**	**548**

Departmental Sickness

Department	Annual Sick lost	Annual sick per FTE	Annual sick Short term per FTE	Annual sick Long term per FTE	January2020 Monthly Sickness Level	Long Term	Short Term	Previous level February 2019
BARBICAN CENTRE [05]	1629	4.51	2.19	2.32	0.37	0.17	0.21	0.45
CHAMBERLAIN'S DEPARTMENT [11]	1512	5.69	2.31	3.37	0.74	0.53	0.21	0.4
CITY OF LONDON POLICE (CIVILIANS) [55]	4289	9.7	3.84	5.86	0.94	0.67	0.26	0.88
CITY OF LONDON SCHOOL [61]	440.5	2.7	1.55	1.15	0.47	0.34	0.12	0.19
CITY OF LONDON SCHOOL FOR GIRLS [63]	341	2.74	1.56	1.18	0.38	0.18	0.2	0.39
CITY SURVEYOR'S DEPARTMENT [73]	1463	6.42	2.72	3.71	0.57	0.32	0.25	0.67
COMMUNITY & CHILDREN'S SERVICES DEPARTMENT [25]	3529	10.45	3.86	6.58	0.78	0.47	0.31	0.78
COMPTROLLER & CITY SOLICITOR'S DEPARTMENT [15]	151	2.87	2.19	0.68	0.48	0	0.48	0.45
FREEMEN'S SCHOOL [65]	417	2.53	1.78	0.75	0.19	0.01	0.18	0.18
GUILDHALL SCHOOL OF MUSIC & DRAMA [19]	573.5	2.11	1.52	0.59	0.15	0.05	0.1	0.38
MANSION HOUSE & CENTRAL CRIMINAL COURT [09]	1324	9.77	3.76	6.01	0.66	0.38	0.27	0.63
MARKETS & CONSUMER PROTECTION [41]	2340	9.06	4.57	4.49	0.78	0.36	0.43	0.69
OPEN SPACES DEPARTMENT [50]	3948	9.38	3.54	5.83	0.71	0.47	0.25	0.59
REMEMBRANCER'S OFFICE [59]	78	2.53	1.43	1.1	0.52	0.36	0.16	0.24
THE BUILT ENVIRONMENT [54]	1385	6.16	2.64	3.52	0.65	0.35	0.3	0.62
TOWN CLERKS DEPARTMENT [77]	2327	5.86	2.86	3	0.47	0.17	0.3	0.56
Corporation of London	**25747**	**6.64**	**2.9**	**3.74**	**0.59**	**0.34**	**0.25**	**0.57**

Workforce information at 31/01/2020

Female/Male Profile

Female	Male
48.61%	51.39%

Workforce Breakdown

	Head Count	Full Time Equivalent
Full-Tim	3501	3489.41
Part-Tin	644	389.69
Total	**4145**	**3879.1**

Grade Breakdown

■ Female ■ Male

Age Groups

■ 0 to 20
■ 21 to 30
■ 31 to 40
■ 41 to 50
■ 51 to 60
■ 61 and over

8.52 %
1.01 %
15.87 %
26.51 %
24.68 %
23.4 %
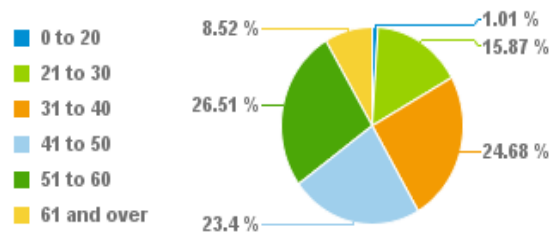
City of London Length of Service
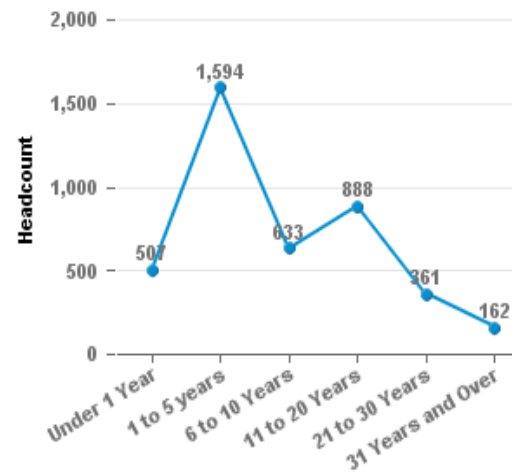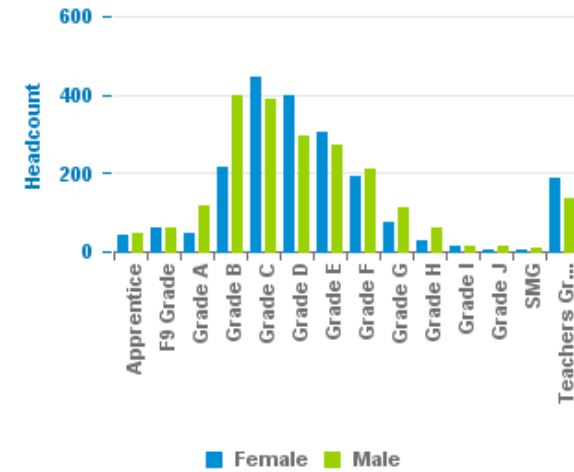
Stated Disability

No	77.13%
Not Known	19.57%
Yes	3.31%

Sexual Orientation
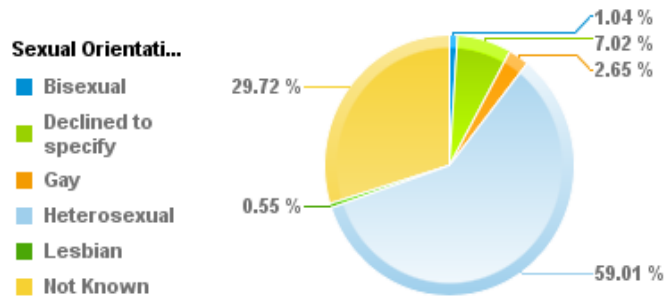
Sexual Orientation	Total	%
Bisexual	43	1.04%
Declined to specify	291	7.02%
Gay	110	2.65%
Heterosexual	2446	59.01%
Lesbian	23	0.55%
Not Known	1232	29.72%
Total	**4145**	**100.00%**

Religion and Beliefs

Religious Belief	Total	%
Buddhist	18	0.43%
Christian	1423	34.33%
Hindu	47	1.13%
Jewish	23	0.55%
Muslim	110	2.65%
None / No religion	1347	32.50%
Not Known	734	17.71%
Not stated	233	5.62%
Other	141	3.40%
Sikh	31	0.75%
Spiritual	38	0.92%
Totals	**4145**	**100.00%**

City of London Grade & Female/Male Breakdown as at 31/01/2020

Grade	Female	Male	Total
Apprentice	40 46.51%	46 53.49%	86
F9 Grade	63 51.22%	60 48.78%	123
Grade A	48 29.27%	116 70.73%	164
Grade B	215 35.13%	397 64.87%	612
Grade C	447 53.47%	389 46.53%	836
Grade D	399 57.66%	293 42.34%	692
Grade E	304 52.87%	271 47.13%	575
Grade F	192 47.88%	209 52.12%	401
Grade G	73 39.67%	111 60.33%	184
Grade H	27 30.34%	62 69.66%	89
Grade I	12 44.44%	15 55.56%	27
Grade J	6 27.27%	16 72.73%	22
SMG	3 23.08%	10 76.92%	13
Teachers Grade	186 57.94%	135 42.06%	321
Totals	**2015** 48.61%	**2130** 51.39%	**4145**
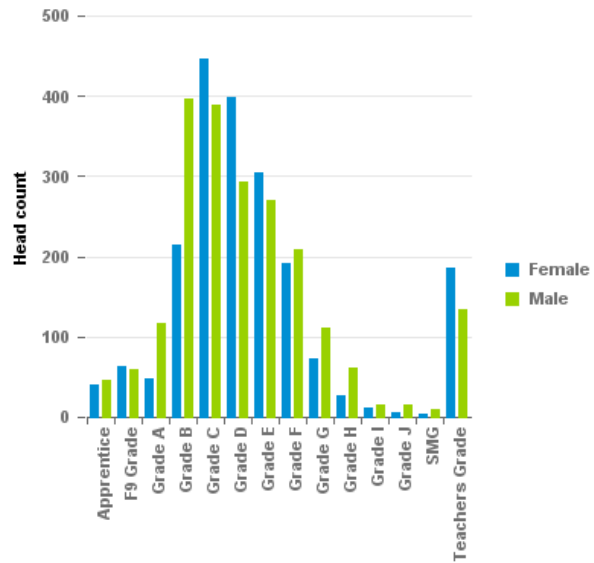
Corporate Dashboard January 2020

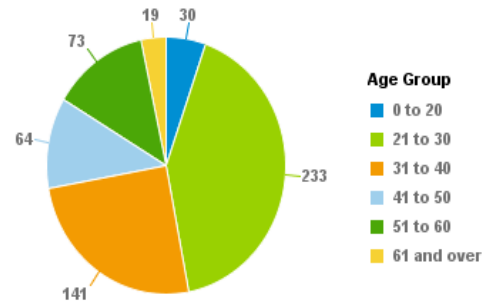## New starter information 01/02/2019 to 31/01/2020

Female	Male
59.11%	40.89%
331	229

Workforce profile

	Full-Time	Part-Time	Total
Head count	483	77	560
Full Time Equivalent	480.82	44.11	524.93

Grade & Female/Male Profile
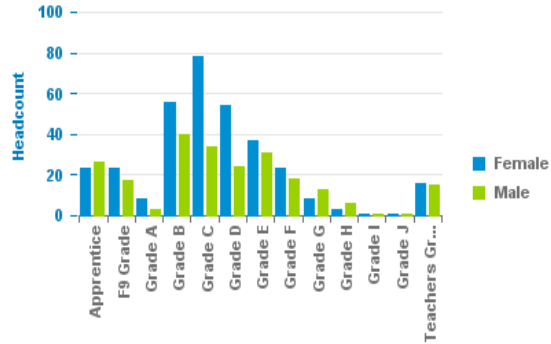
Age Grouping

Grade	Female	Male	Total
Apprentice	23	26	49
F9 Grade	23	17	40
Grade A	8	3	11
Grade B	56	40	96
Grade C	78	34	112
Grade D	54	24	78
Grade E	37	31	68
Grade F	23	18	41
Grade G	8	13	21
Grade H	3	6	9
Grade I	1	1	2
Grade J	1	1	2
Teachers Grade	16	15	31
Totals	331	229	560

Age Group	Female	Male	Total
0 to 20	18	12	30
21 to 30	151	82	233
31 to 40	86	55	141
41 to 50	37	27	64
51 to 60	32	41	73
61 and over	7	12	19
Totals	331	229	560

Ethnic Groups

Grade	Asian or Asian British	Black or Black British	Mixed	Not Known	Other Ethnic Groups	White	Total
Apprentice	5.81%	6.98%	9.30%	16.28%		61.63%	**100.00%**
F9 Grade	3.25%	5.69%	0.81%	23.58%	0.81%	65.85%	**100.00%**
Grade A	3.05%	28.66%	2.44%	8.54%	6.71%	50.61%	**100.00%**
Grade B	5.39%	12.09%	2.78%	13.56%	1.31%	64.87%	**100.00%**
Grade C	7.54%	7.18%	3.35%	12.44%	2.15%	67.34%	**100.00%**
Grade D	5.06%	8.09%	2.75%	15.46%	1.01%	67.63%	**100.00%**
Grade E	6.26%	4.17%	2.61%	12.00%	1.74%	73.22%	**100.00%**
Grade F	6.48%	3.49%	1.75%	7.48%	1.50%	79.30%	**100.00%**
Grade G	4.35%	1.63%	2.17%	8.15%	1.63%	82.07%	**100.00%**
Grade H	2.25%	1.12%	1.12%	5.62%	1.12%	88.76%	**100.00%**
Grade I						100.00%	**100.00%**
Grade J	9.09%	9.09%	4.55%	18.18%		59.09%	**100.00%**
SMG		7.69%		30.77%		61.54%	**100.00%**
Teachers Grade	0.93%		0.93%	52.96%		45.17%	**100.00%**

Ethnic Group	Total	Percentage
Asian or Asian British	222	5.36%
Black or Black British	295	7.12%
Mixed	108	2.61%
Not Known	648	15.63%
Other Ethnic Groups	65	1.57%
White	2807	67.72%
Total	**4145**	**100.00%**

Leaver information 01/02/2019 to 31/01/2020

Breakdown

Female	Male
56.20%	43.80%
308	240

Workforce Profile

	Full Time	Part-Time	Total
Head count	456	92	**548**
Full Time Equivalent	454.58	54.37	**508.95**

Service History
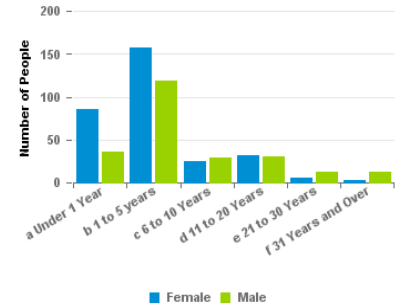
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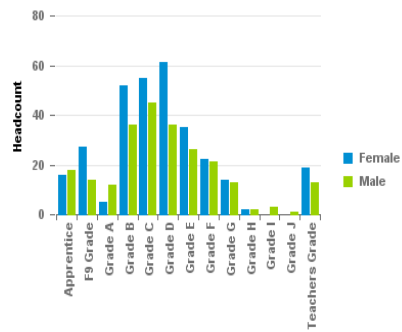
Age Grouping
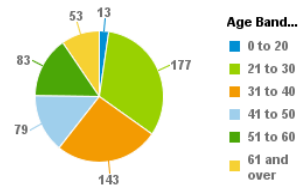
Grade	Female	Male	Total
Apprentice	16	18	**34**
F9 Grade	27	14	**41**
Grade A	5	12	**17**
Grade B	52	36	**88**
Grade C	55	45	**100**
Grade D	61	36	**97**
Grade E	35	26	**61**
Grade F	22	21	**43**
Grade G	14	13	**27**
Grade H	2	2	**4**
Grade I	0	3	**3**
Grade J	0	1	**1**
Teachers Grade	19	13	**32**
Totals	**308**	**240**	**548**

Age group	Female	Male	Total
0 to 20	9	4	**13**
21 to 30	114	63	**177**
31 to 40	79	64	**143**
41 to 50	50	29	**79**
51 to 60	35	48	**83**
61 and over	21	32	**53**
Totals	**308**	**240**	**548**

Service groups	Female	Male	Total
a Under 1 Year	85	36	**121**
b 1 to 5 years	157	119	**276**
c 6 to 10 Years	25	29	**54**
d 11 to 20 Years	32	31	**63**
e 21 to 30 Years	6	12	**18**
f 31 Years and Over	3	13	**16**
Totals	**308**	**240**	**548**

Leaving Reasons	Total
Death in Service	1
Dismissal	18
End of Fixed Term Contract	60
Other Reason	10
Redundancy	14
Resignation	422
Retirement	17
Transfer	6
Totals	548

<u>Sickness Absence reporting - January 2020</u>

Average Working days lost

	February 2019	January2020
Short Term Sickness	0.28	0.25
Long Term Sickness	0.28	0.34
Total	**0.57**	**0.59**

<u>Top 3 Reasons as % of Total absence</u>

Sickness Reason	%
Anxiety/stress/depression/other psychiatric illnesses	24.26%
Other musculoskeletal problems -excluding back problems, including neck problems	10.41%
Cold, Cough, Flu (Influenza)	10.83%
Total of top 3 Reasons	**45.50%**
Other Reasons	54.50%
Total	**100.00%**

<u>Short-Term/ Long-term split</u>

Top 3 Sickness Reasons	Short-Term split	Long-Term split
Anxiety/stress/depression/other psychiatric illnesses	12.48%	87.52%
Other musculoskeletal problems -excluding back problems, including neck problems	22.40%	77.60%
Cold, Cough, Flu (Influenza)	95.91%	4.09%
Average	**43.60%**	**56.40%**

Sickness Absence per Department - January 2020

Average Working Days Lost - By Department

■ Short Term FTE in month   ■ Long Term FTE in month   ■ Total FTE in month   ■ Target
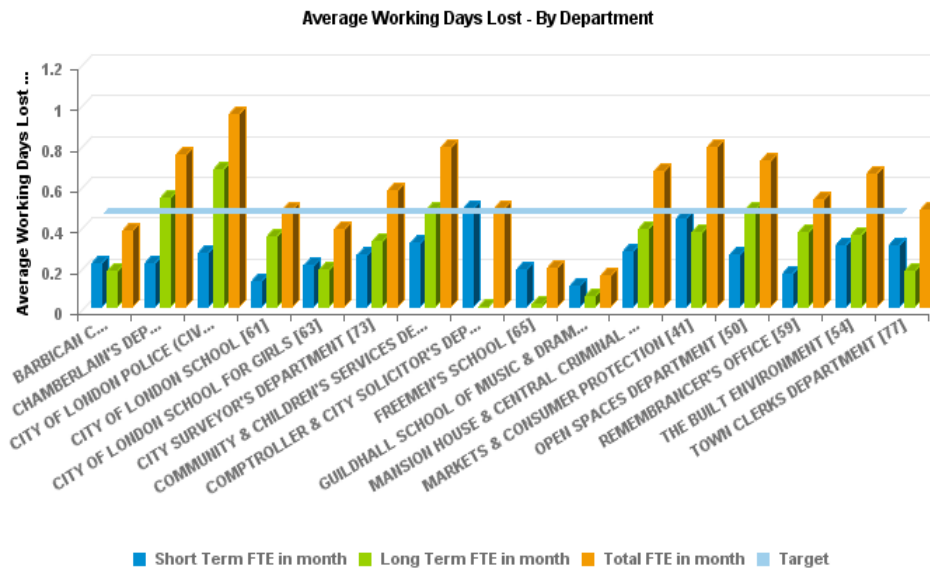
Department	Total	Short Term	Long Term	Occurences	Target
BARBICAN CENTRE [05]	0.37	0.21	0.17	18	0.5
CHAMBERLAIN'S DEPARTMENT [11]	0.74	0.21	0.53	15	0.5
CITY OF LONDON POLICE (CIVILIANS) [55]	0.94	0.26	0.67	13	0.5
CITY OF LONDON SCHOOL [61]	0.47	0.12	0.34	11	0.5
CITY OF LONDON SCHOOL FOR GIRLS [63]	0.38	0.2	0.18	12	0.5
CITY SURVEYOR'S DEPARTMENT [73]	0.57	0.25	0.32	12	0.5
COMMUNITY & CHILDREN'S SERVICES DEPARTMENT [25]	0.78	0.31	0.47	19	0.5
COMPTROLLER & CITY SOLICITOR'S DEPARTMENT [15]	0.48	0.48	0	7	0.5
FREEMEN'S SCHOOL [65]	0.19	0.18	0.01	10	0.5
GUILDHALL SCHOOL OF MUSIC & DRAMA [19]	0.15	0.1	0.05	16	0.5
MANSION HOUSE & CENTRAL CRIMINAL COURT [09]	0.66	0.27	0.38	9	0.5
MARKETS & CONSUMER PROTECTION [41]	0.78	0.43	0.36	20	0.5
OPEN SPACES DEPARTMENT [50]	0.71	0.25	0.47	25	0.5
REMEMBRANCER'S OFFICE [59]	0.52	0.16	0.36	3	0.5
THE BUILT ENVIRONMENT [54]	0.65	0.3	0.35	15	0.5
TOWN CLERKS DEPARTMENT [77]	0.47	0.3	0.17	18	0.5
Total	**0.59**	**0.25**	**0.34**	**223**	**0.5**

Notes: Totals sickness days lost / Total of FTE in department

Corporate Dashboard January 2020

Sickness lost by Absence reason - January 2020

Absence Reason	Working days lost in last month	Percentage of working days lost in last month	Working days lost in year	Percentage of working days lost in year
Anxiety/stress/depression/other psychiatric illnesses	467	20.30%	6246	24.26%
Cold, Cough, Flu (Influenza)	404	17.56%	2787.5	10.83%
Other musculoskeletal problems -excluding back problems, including neck problems	266	11.56%	2681	10.41%
Other Reason (not classified elsewhere)	219	9.52%	1535	5.96%
Gastrointestinal problems	162	7.04%	2254.5	8.76%
Back Problems	146	6.35%	1528	5.93%
Chest & respiratory problems	93	4.04%	990	3.85%
Genitourinary & gynaecological disorders - excluding pregnancy related disorders	89	3.87%	1033	4.01%
Heart, cardiac & circulatory problems	74	3.22%	959	3.72%
Injury, fracture	69	3.00%	1446	5.62%
Ear, nose, throat (ENT)	54	2.35%	830	3.22%
Headache / migraine	51	2.22%	612	2.38%
Benign and malignant tumours, cancers	43	1.87%	788	3.06%
Nervous system disorders - excluding headache/migraine	34	1.48%	327	1.27%
Eye problems	31	1.35%	312	1.21%
Dental and oral problems	30	1.30%	170	0.66%
Pregnancy related disorders	23	1.00%	262	1.02%
Endocrine / glandular problems (e.g. diabetes, thyroid, metabolic problems)	22	0.96%	230	0.89%
Asthma	12	0.52%	307	1.19%
Infectious diseases	11	0.48%	214	0.83%
Skin disorders	1	0.04%	201	0.78%
Blood disorders (e.g. anaemia)	0	0.00%	4	0.02%
Burns, poisoning, frostbite, hypothermia	0	0.00%	17	0.07%
Substance abuse - including alcoholism & drug dependence	0	0.00%	13	0.05%
Total	**2301**	**100.00%**	**25747**	**100.00%**

HR Casework - January 2020

Grievances

Total cases in rolling year	24
Cases currently open	4
Open cases that relate to Leavers	4

closure rate	Cases	%
0 to < 3 Months	9	45.00%
3 to <6 Months	3	15.00%
6 to <9 Months	0	0.00%
9 to <12 Months	1	5.00%
over 12 Months	7	35.00%
Total Cases closed	20	100.00%

Disciplinaries

Total cases in rolling year	45
Cases currently open	12
Open cases that relate to Leavers	5

closure rate	Cases	%
0 to <3 Months	21	63.64%
>=12 Months	2	6.06%
3 to <6 Months	9	27.27%
9 to <12 Months	1	3.03%
over 12 Months	0	0.00%
Total Cases closed	**33**	**100.00%**

Sickness Management

Total cases in rolling year	260
Cases currently open	100
Open cases that relate to Leavers	12