

Comptroller & City Solicitor's Dashboard January 2020

COMPTROLLER & CITY SOLICITOR'S DEPARTMENT [15] 01/02/2019 to 31/01/2020

59	Current Staff - Headcount
52.56	Current staff FTE

6.90%	Staff Turn over
Starters	4
Leavers	4
- Voluntary	5.17% 3
- Involuntary	1.72% 1

Disciplinaries			
In the last year	0	Currently open	0
Grievances			
in the last year		Currently open	
Sickness Cases			
In the last year	3	Currently open	0

Monthly Sickness Level	0.48
Long Term	0.00
Short Term	0.48
Previous level February 2019	0.45

Dashboard Notes

Current Staff is as at report end date. Headcount refers to employees against position, those with multiple positions would be counted against each position. FTE is Full time Equivalent and is calculated based 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 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 referred 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.

COMPTROLLER & CITY SOLICITOR'S DEPARTMENT [15]

Divisional Dashboard - 01/02/2019 to 31/01/2020

Division	Head count	Current FTE	staff Turnover	Starters	Leavers
Chief Officer [15A]	4	4	28.57%	0	1
Litigation & Corporate Law & Contracts Division [15C]	17	15.16	10.81%	1	2
Office Services [15D]	13	11.2		0	0
Property Division [15B]	17	15		2	0
Public Law Division [15E]	8	7.2	13.33%	1	1
COMPTROLLER & CITY SOLICITOR'S DEPARTMENT [15]	59	52.56	6.90%	4	4

Division	Annual sick days lost	Annual sick per FTE	January2020 Monthly Sickness Level	Long Term	Short Term	Previous level February2019
Chief Officer [15A]	7	1.75	0	0	0	0
Litigation & Corporate Law & Contracts Division [15C]	49	3.23	0.26	0	0.26	0.96
Office Services [15D]	33	2.95	0.89	0	0.89	0.49
Property Division [15B]	52	3.47	0.4	0	0.4	0.07
Public Law Division [15E]	10	1.39	0.69	0	0.69	0
COMPTROLLER & CITY SOLICITOR'S DEPARTMENT [15]	151	2.87	0.48	0	0.48	0.45

Comptroller & City Solicitor's Dashboard January 2020

COMPTROLLER & CITY SOLICITOR'S DEPARTMENT [15]

Workforce information at 31/01/2020

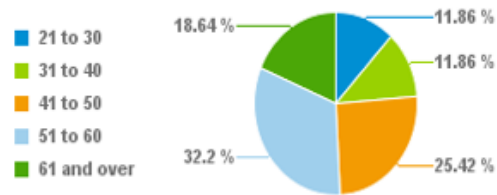
Gender Profile

Female	Male
57.63%	42.37%

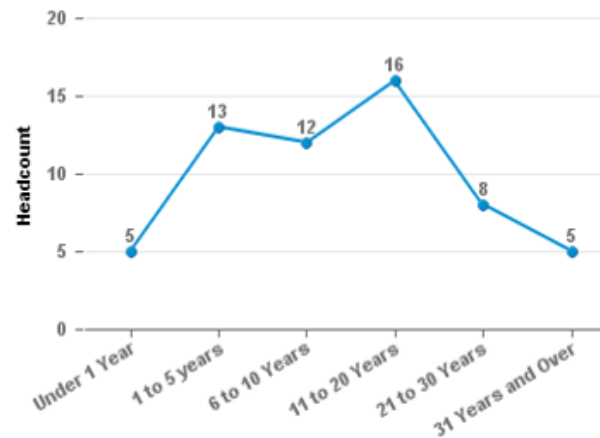
Workforce Breakdown

	Head Count	Full Time Equivalent
Full-Time	41	41
Part-Time	18	11.56
Total	59	52.56

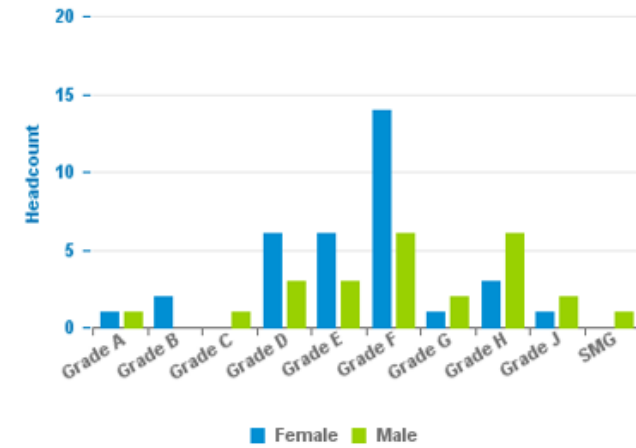
Age Groups



City of London Service



Grade Breakdown

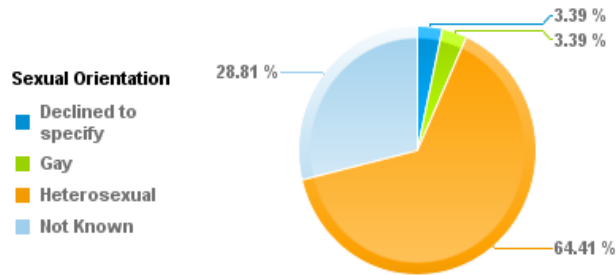


Stated Disability

No	77.97%
Not Known	15.25%
Yes	6.78%

COMPTROLLER & CITY SOLICITOR'S DEPARTMENT [15]

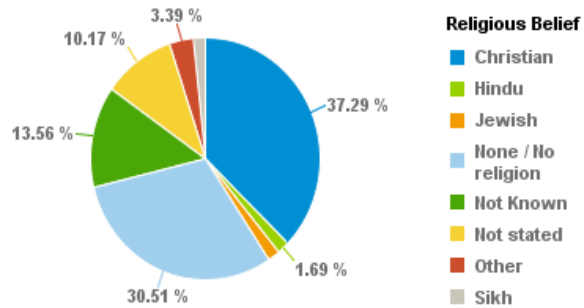
Sexual Orientation



Sexual Orientation	Total	Percentage
Declined to specify	2	3.39%
Gay	2	3.39%
Heterosexual	38	64.41%
Not Known	17	28.81%
Total	59	100.00%

Religious Beliefs

Religious Belief	Total	Percentage
Christian	22	37.29%
Hindu	1	1.69%
Jewish	1	1.69%
None / No religion	18	30.51%
Not Known	8	13.56%
Not stated	6	10.17%
Other	2	3.39%
Sikh	1	1.69%
Totals	59	100.00%



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COMPTROLLER & CITY SOLICITOR'S DEPARTMENT [15] New starter information 01/02/2019 to 31/01/2020

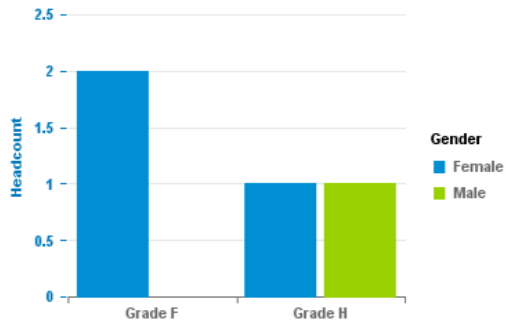
Gender Breakdown

Female	Male
75.00%	25.00%
3	1

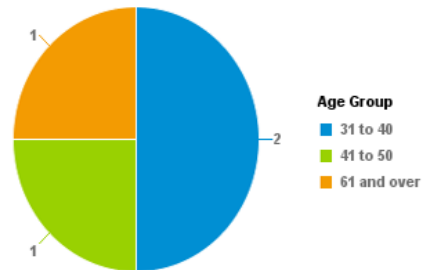
Workforce profile

	Full-Time	Part-Time	Total
Head count	2	2	4
Full Time Equivalence	2	1.4	3.4

Grade & Gender Profile



Age Grouping

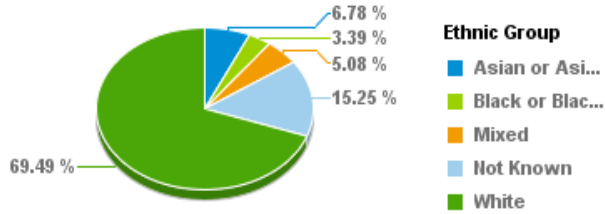


Grade	Female	Male	Total
Grade F	2	0	2
Grade H	1	1	2
Totals	3	1	4

Age Group	Female	Male	Total
31 to 40	2		2
41 to 50		1	1
61 and over	1		1
Totals	3	1	4

COMPTROLLER & CITY SOLICITOR'S DEPARTMENT [15]

Ethnic Groups



Ethnic Group	Total	Percentage
Asian or Asian British	4	6.78%
Black or Black British	2	3.39%
Mixed	3	5.08%
Not Known	9	15.25%
White	41	69.49%
Total	59	100.00%

Grade	Asian or Asian British	Black or Black British	Mixed	Not Known	White	Total
Grade A			50.00%		50.00%	100.00%
Grade B					100.00%	100.00%
Grade C				100.00%		100.00%
Grade D		11.11%	11.11%	22.22%	55.56%	100.00%
Grade E		11.11%		22.22%	66.67%	100.00%
Grade F	15.00%			10.00%	75.00%	100.00%
Grade G					100.00%	100.00%
Grade H	11.11%			11.11%	77.78%	100.00%
Grade J			33.33%		66.67%	100.00%
SMG				100.00%		100.00%

Comptroller & City Solicitor's Dashboard January 2020

COMPTROLLER & CITY SOLICITOR'S DEPARTMENT [15] Leaver information 01/02/2019 to 31/01/2020

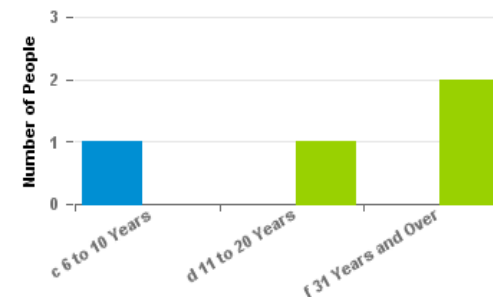
Gender Breakdown

Female	Male
25.00%	75.00%
1	3

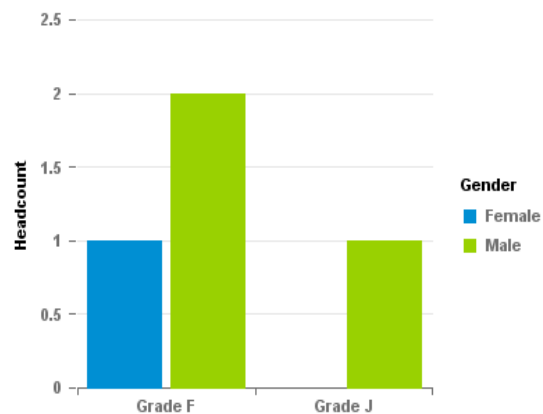
Workforce Profile

	Full Time	Part-Time	Total
Head count	2	2	4
Full Time Equivalent	2	1.6	3.6

Service History

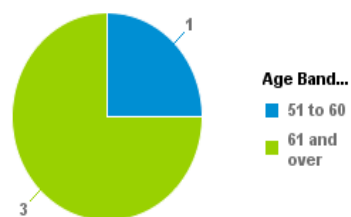


Grade & Gender Profile



Grade	Female	Male	Total
Grade F	1	2	3
Grade J	0	1	1
Totals	1	3	4

Age Grouping



Age group	Female	Male	Total
51 to 60	1	0	1
61 and over	0	3	3
Totals	1	3	4

Service groups	Female	Male	Total
c 6 to 10 Years	1	0	1
d 11 to 20 Years	0	1	1
f 31 Years and Over	0	2	2
Totals	1	3	4

Leaving Reasons	Total
Other Reason	1
Resignation	1
Retirement	2
Totals	4

COMPTROLLER & CITY SOLICITOR'S DEPARTMENT [15]**Staff Turnover 01/02/2019 to 31/01/2020**

Type / Detail	Headcount	FTE
Staff as at 01/02/2019	57	50.76
Staff as at 31/01/2020	59	52.56
Average Staff	58	51.66
Leavers In period	4	3.6
Overall Turnover	6.90%	6.97%
Involuntary Turnover	1.72%	1.55%
Voluntary Turnover	5.17%	5.42%

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

COMPTROLLER & CITY SOLICITOR'S Sickness Absence reporting - January 2020**Average Working days lost**

	February2019	January2020
Short Term Sickness	0.14	0.48
Long Term Sickness	0.32	0
Total	0.45	0.48

Top 3 Reasons as % of Total absence

Sickness Reason	Percentage
Anxiety/stress/depression/other psychiatric illnesses	53.41%
Cold, Cough, Flu (Influenza)	11.11%
Benign and malignant tumours, cancers	7.53%
Total of top 3 Reasons	72.04%
Other Reasons	27.96%
Total	100.00%

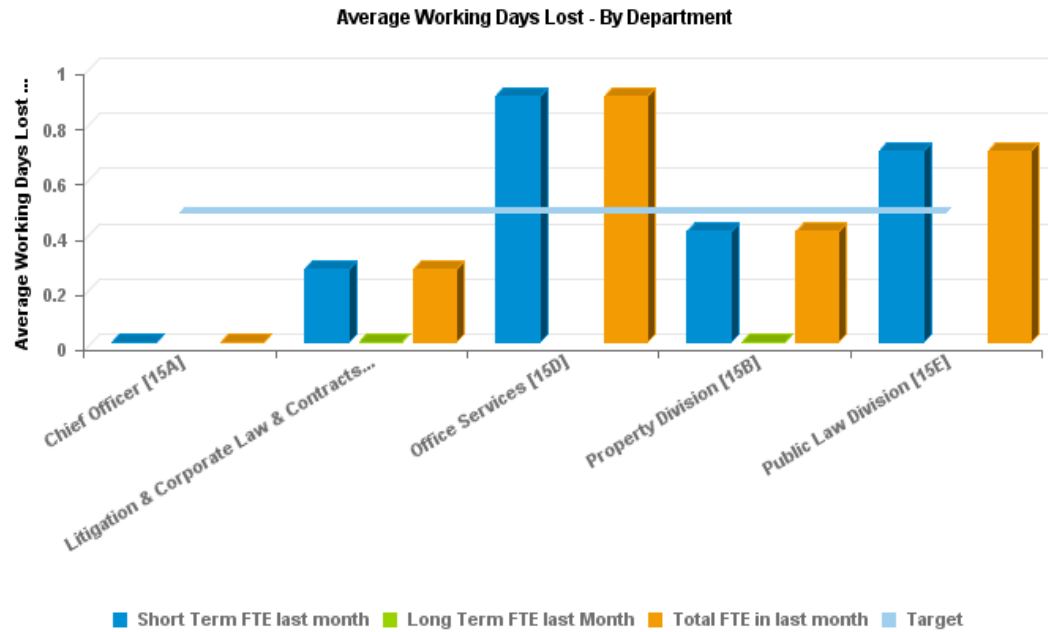
Short-Term/ Long-term split

Top 3 Sickness Reasons	Short-Term split	Long-Term split
Anxiety/stress/depression/other psychiatric illnesses		100.00%
Cold, Cough, Flu (Influenza)	100.00%	
Benign and malignant tumours, cancers	28.57%	71.43%
Average	64.29%	85.71%

Comptroller & City Solicitor's Dashboard January 2020

COMPTROLLER & CITY SOLICITOR'S DEPARTMENT [15]

Sickness Absence per Department - January 2020



Department/Division	Annual sick days lost	Annual sick per FTE	Monthly Total	Short Term	Long Term	Occurence	Target
Chief Officer [15A]	7	1.75	0	0	0	0	0.5
Litigation & Corporate Law & Contracts Division [15C]	49	3.23219	0.26	0.26	0	2	0.5
Office Services [15D]	33	2.94643	0.89	0.89	0	2	0.5
Property Division [15B]	52	3.46667	0.4	0.4	0	2	0.5
Public Law Division [15E]	10	1.38889	0.69	0.69	0	2	0.5
COMPTROLLER & CITY SOLICITOR'S DEPARTMENT [15]	151	2.87291	0.48	0.48	0	8	0.5

Notes: Totals sickness days lost / Total of FTE in Department/Division

COMPTROLLER & CITY SOLICITOR'S DEPARTMENT [15] 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
Cold, Cough, Flu (Influenza)	7	28.00%	31	20.53%
Ear, nose, throat (ENT)	4	16.00%	9	5.96%
Gastrointestinal problems	4	16.00%	11	7.28%
Genitourinary & gynaecological disorders - excluding pregnancy related disorders	3	12.00%	6	3.97%
Other Reason (not classified elsewhere)	3	12.00%	20	13.25%
Chest & respiratory problems	2	8.00%	5	3.31%
Headache / migraine	2	8.00%	11	7.28%
Anxiety/stress/depression/other psychiatric illnesses	0	0.00%	21	13.91%
Back Problems	0	0.00%	9	5.96%
Benign and malignant tumours, cancers	0	0.00%	21	13.91%
Dental and oral problems	0	0.00%	1	0.66%
Eye problems	0	0.00%	2	1.32%
Injury, fracture	0	0.00%	4	2.65%
Total	25	100.00%	151	100.00%

COMPTROLLER & CITY SOLICITOR'S DEPARTMENT [15]

Grievances

Total cases in rolling year	0
Cases currently open	0
Open cases that relate to Leavers	0

Disciplinaries

Total cases in rolling year	0
Cases currently open	0
Open cases that relate to Leavers	0

Sickness Management

Total cases in rolling year	3
Cases currently open	0
Open cases that relate to Leavers	0

HR Casework - January 2020

closure rate	Cases	%
0 to < 3 Months	0	
3 to <6 Months	0	
6 to <9 Months	0	
9 to <12 Months	0	
over 12 Months	0	
Total Cases closed	0	
closure rate	Cases	%
	0	0.00%
Total Cases closed		