

City of London Figures 01/01/2017 to 31/12/2017

4022

Current Staff - Headcount

3798.6

Current staff FTE

14.20%

Staff Turn over

Starters 737**Leavers** 558

- Voluntary 12.42% 488

- Involuntary 1.78% 70

DisciplinariesIn the last year **26** Currently open **5****Grievances**in the last year **12** Currently open **5****Sickness Cases**In the last year **226** Currently open **62****Monthly Sickness Level****0.45**Long Term **0.24**Short Term **0.21**

Previous level January 2017 0.37

Dash Board 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.

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 separate 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 enter their data as individual days lost rather than based on working patterns this is not reflected in the report.

Staff Turnover 01/01/2017 to 31/12/2017

Type / Detail	Headcount	FTE
Staff as at 01/01/2017	3835	3620.21
Staff as at 31/12/2017	4022	3798.6
Average Staff	3928.5	3709.4
Leavers In period	558	515.58
Overall Turnover	14.20%	13.90%
Involuntary Turnover	1.78%	1.62%
Voluntary Turnover	12.42%	12.28%

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

HR Dashboard – Corporation of London – December 2017

Corporation of London Departmental Dashboard 01/01/2017 To 31/12/2017

Department	Head count	Current FTE	Staff Turnover	Starters	Leavers
BARBICAN CENTRE [05]	347	337.64	20.57%	89	69
CENTRAL CRIMINAL COURT [09]	4	4	13.59%	14	7
CHAMBERLAIN'S DEPARTMENT [11]	275	267.89	12.48%	23	35
CITY OF LONDON POLICE (CIVILIANS) [55]	457	445.52	12.94%	90	57
CITY OF LONDON SCHOOL [61]	171	158.86	11.55%	35	19
CITY OF LONDON SCHOOL FOR GIRLS [63]	145	122.44	19.86%	27	29
CITY SURVEYOR'S DEPARTMENT [73]	251	248.4	12.60%	24	32
COMMUNITY & CHILDREN'S SERVICES DEPARTMENT [25]	353	341.98	15.71%	72	49
COMPTROLLER & CITY SOLICITOR'S DEPARTMENT [15]	59	53.36	10.62%	7	6
CULTURE & HERITAGE & LIBRARIES [33]			2.14%	2	3
FREEMEN'S SCHOOL [65]	184	157.69	17.46%	40	31
GUILDHALL SCHOOL OF MUSIC & DRAMA [19]	284	249.67	19.53%	73	54
MANSION HOUSE [35]	4	4	35.29%	7	6
MANSION HOUSE & CENTRAL CRIMINAL COURT [09]	135	122.64	1.48%	6	1
MARKETS & CONSUMER PROTECTION [41]	260	248.31	5.63%	35	14
OPEN SPACES DEPARTMENT [50]	438	415.24	13.78%	56	54
REMEMBRANCE'S OFFICE [59]	28	28	21.43%	6	6
THE BUILT ENVIRONMENT [54]	232	223.06	5.79%	28	13
TOWN CLERKS DEPARTMENT [77]	395	369.91	23.14%	103	73
Corporation of London	4022	3798.61	14.20%	737	558

Department	Annual Sick lost	Annual sick per FTE	Annual sick Short term per FTE	Annual sick Long term per FTE	December 2017 Monthly Sickness Level	Long Term	Short Term	Previous level January 2017
BARBICAN CENTRE [05]	1170	3.47	2.01	1.45	0.4	0.16	0.24	0.22
CENTRAL CRIMINAL COURT [09]	19	4.75	4.75		0	0	0	0.01
CHAMBERLAIN'S DEPARTMENT [11]	1119	4.18	2.75	1.43	0.38	0.21	0.17	0.27
CITY OF LONDON POLICE (CIVILIANS) [55]	3336	7.49	2.56	4.93	0.26	0.26	0	0.53
CITY OF LONDON SCHOOL [61]	619	3.9	1.71	2.18	0.77	0.6	0.18	0.33
CITY OF LONDON SCHOOL FOR GIRLS [63]	566	4.62	1.91	2.71	0.23	0.14	0.09	0.42
CITY SURVEYOR'S DEPARTMENT [73]	1536	6.18	2.98	3.2	0.61	0.26	0.35	0.24
COMMUNITY & CHILDREN'S SERVICES DEPARTMENT [25]	2097	6.13	3.58	2.55	0.57	0.35	0.23	0.59
COMPTROLLER & CITY SOLICITOR'S DEPARTMENT [15]	204	3.82	3.26	0.56	0.34	0.11	0.22	0.72
CULTURE & HERITAGE & LIBRARIES [33]	0	0				0		
FREEMEN'S SCHOOL [65]	525	3.33	1.55	1.78	0.22	0.11	0.11	0.33
GUILDHALL SCHOOL OF MUSIC & DRAMA [19]	819	3.28	1.73	1.55	0.53	0.38	0.15	0.25
MANSION HOUSE [35]	0	0				0		
MANSION HOUSE & CENTRAL CRIMINAL COURT [09]	593	4.84	3.3	1.53	0.51	0.11	0.41	
MARKETS & CONSUMER PROTECTION [41]	1872	7.54	3.46	4.08	0.52	0.23	0.29	0.44
OPEN SPACES DEPARTMENT [50]	3140	7.56	3.23	4.33	0.54	0.27	0.27	0.65
REMEMBRANCE'S OFFICE [59]	86	3.07	3.07		0.39	0	0.39	0.54
THE BUILT ENVIRONMENT [54]	1276	5.72	2.87	2.85	0.52	0.3	0.22	0.27
TOWN CLERKS DEPARTMENT [77]	1399	3.78	2.4	1.38	0.36	0.11	0.25	0.43
Corporation of London	20376	5.36	2.66	2.7	0.45	0.24	0.21	0.37

Note: The 4 staff listed under both The Central Criminal Court and The Mansion house departments are staff who are either in the process of leaving or being transferred to the new structure.

Workforce information at 31/12/2017

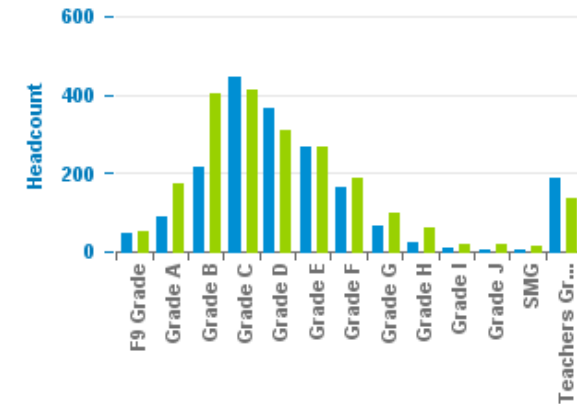
Gender Profile

Female	Male
46.82%	53.18%

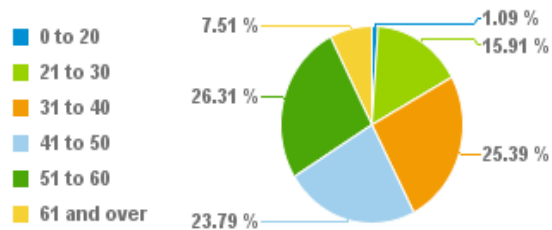
Workforce Breakdown

	Head Count	Full Time Equivalent
Full-Time	3458	3451.63
Part-Time	564	346.97
Total	4022	3798.6

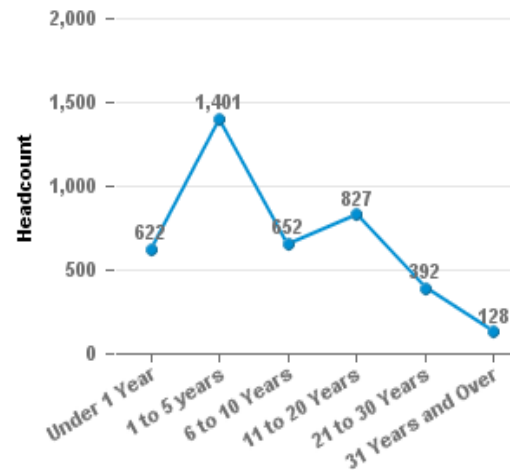
Grade Breakdown



Age Groups



City of London Service



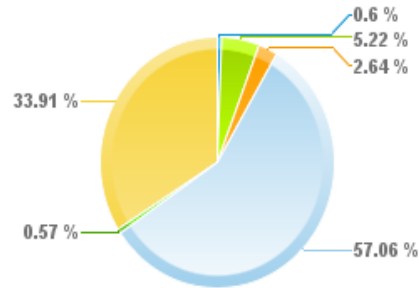
Stated Disability

No	78.10%
Not Known	18.82%
Yes	3.08%

Sexual Orientation

Sexual Orientati...

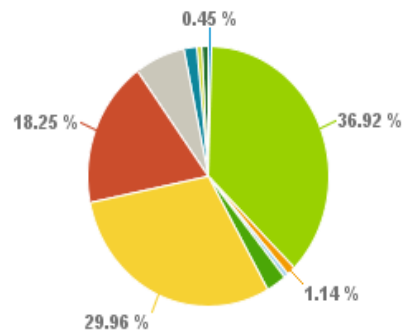
■ Bisexual
■ Declined to specify
■ Gay
■ Heterosexual
■ Lesbian
■ Not Known



Sexual Orientation	Total	%
Bisexual	24	0.60%
Declined to specify	210	5.22%
Gay	106	2.64%
Heterosexual	2295	57.06%
Lesbian	23	0.57%
Not Known	1364	33.91%
Total	4022	100.00%

Religious Beliefs

Religious Belief	Total	%
Buddhist	18	0.45%
Christian	1485	36.92%
Hindu	46	1.14%
Jewish	24	0.60%
Muslim	108	2.69%
None / No religion	1205	29.96%
Not Known	734	18.25%
Not stated	271	6.74%
Other	69	1.72%
Sikh	27	0.67%
Spiritual	35	0.87%
Totals	4022	100.00%



Religious Belief

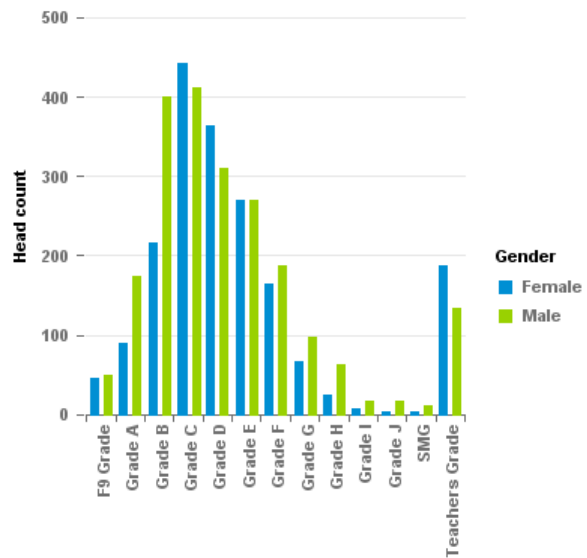
■ Buddhist
■ Christian
■ Hindu
■ Jewish
■ Muslim
■ None / No religion
■ Not Known
■ Not stated
■ Other
■ Sikh
■ Spiritual

City of London Grade & Gender Breakdown as at 31/12/2017

Gender Breakdown

Female	Male
46.82%	53.18%
1883	2139

Grade	Female	Male	Total
F9 Grade	46 47.92%	50 52.08%	96
Grade A	90 34.09%	174 65.91%	264
Grade B	216 35.01%	401 64.99%	617
Grade C	443 51.87%	411 48.13%	854
Grade D	364 54.01%	310 45.99%	674
Grade E	269 50.00%	269 50.00%	538
Grade F	164 46.72%	187 53.28%	351
Grade G	66 40.24%	98 59.76%	164
Grade H	24 27.91%	62 72.09%	86
Grade I	7 30.43%	16 69.57%	23
Grade J	4 20.00%	16 80.00%	20
SMG	3 21.43%	11 78.57%	14
Teachers Grade	187 58.26%	134 41.74%	321
Totals	1883	2139	4022



New starter information 01/01/2017 to 31/12/2017

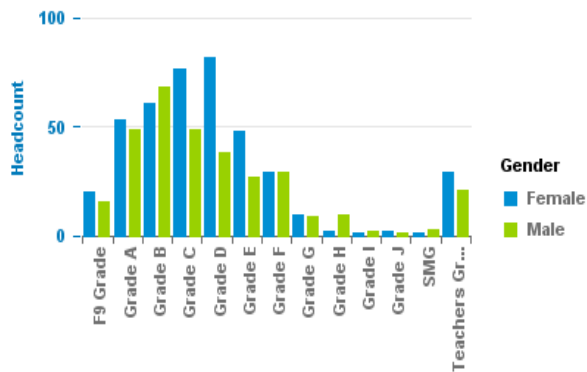
Gender Breakdown

Female	Male
56.31%	43.69%
415	322

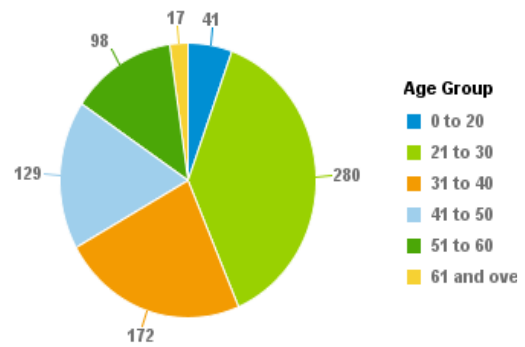
Workforce profile

Full-Time	Part-Time	Total
629	108	737
Full Time Equivalent	628.06	61.6
		689.66

Grade & Gender Profile



Age Grouping

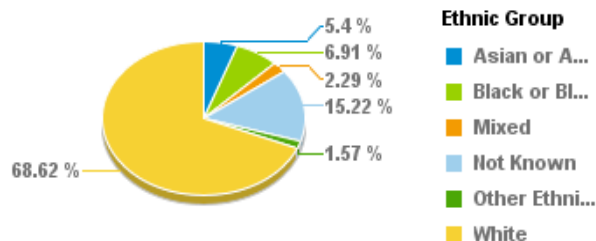


Grade	Female	Male	Total
F9 Grade	20	16	36
Grade A	53	49	102
Grade B	61	68	129
Grade C	77	49	126
Grade D	82	38	120
Grade E	48	27	75
Grade F	29	29	58
Grade G	10	9	19
Grade H	2	10	12
Grade I	1	2	3
Grade J	2	1	3
SMG	1	3	4
Teachers Grade	29	21	50
Totals	415	322	737

Age Group	Female	Male	Total
0 to 20	25	16	41
21 to 30	178	102	280
31 to 40	84	88	172
41 to 50	72	57	129
51 to 60	47	51	98
61 and over	9	8	17
Totals	415	322	737

Ethnic Groups

Grade	Asian or Asian British	Black or Black British	Mixed	Not Known	Other Ethnic Groups	White	Total
F9 Grade	3.13%	1.04%	1.04%	26.04%	1.04%	67.71%	100.00%
Grade A	3.79%	21.97%	3.03%	12.88%	4.92%	53.41%	100.00%
Grade B	5.83%	11.83%	3.08%	12.48%	2.11%	64.67%	100.00%
Grade C	7.26%	7.26%	2.81%	13.00%	1.52%	68.15%	100.00%
Grade D	5.34%	6.82%	1.78%	14.99%	1.34%	69.73%	100.00%
Grade E	6.32%	4.09%	2.97%	10.59%	0.93%	75.09%	100.00%
Grade F	7.12%	3.13%	0.57%	8.55%	1.42%	79.20%	100.00%
Grade G	3.05%	3.05%	2.44%	5.49%	1.83%	84.15%	100.00%
Grade H	2.33%		3.49%	4.65%		89.53%	100.00%
Grade I				4.35%		95.65%	100.00%
Grade J	5.00%			10.00%		85.00%	100.00%
SMG				42.86%		57.14%	100.00%
Teachers Grade	0.93%		0.93%	48.29%	0.31%	49.53%	100.00%



Ethnic Group	Total	Percentage
Asian or Asian British	217	5.40%
Black or Black British	278	6.91%
Mixed	92	2.29%
Not Known	612	15.22%
Other Ethnic Groups	63	1.57%
White	2760	68.62%
Total	4022	100.00%

Leaver information 01/01/2017 to 31/12/2017

Breakdown

Female	Male
51.43%	48.57%
287	271

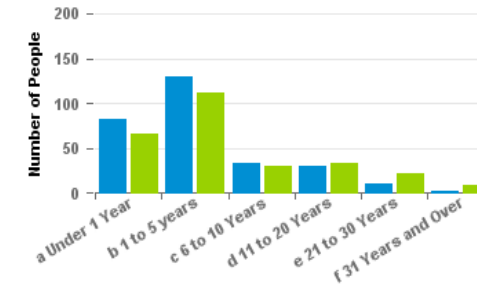
Workforce Profil

Head count

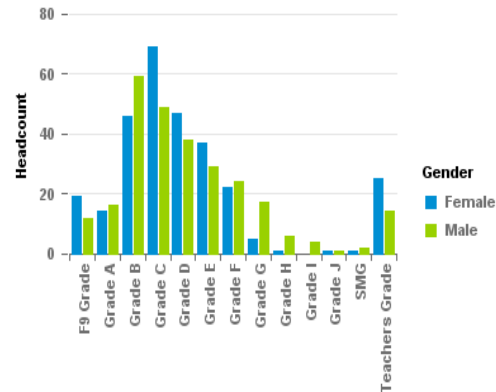
Full Time Equivalent

Full Time	Part-Time	Total
457	101	558
456.33	59.25	515.58

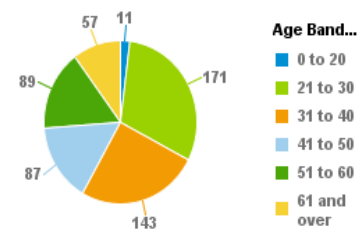
Service History



Grade & Gender Profile



Age Grouping



Gender

Female Male

Grade	Female	Male	Total
F9 Grade	19	12	31
Grade A	14	16	30
Grade B	46	59	105
Grade C	69	49	118
Grade D	47	38	85
Grade E	37	29	66
Grade F	22	24	46
Grade G	5	17	22
Grade H	1	6	7
Grade I	0	4	4
Grade J	1	1	2
SMG	1	2	3
Teachers Grade	25	14	39
Totals	287	271	558

Age group	Female	Male	Total
0 to 20	7	4	11
21 to 30	103	68	171
31 to 40	78	65	143
41 to 50	40	47	87
51 to 60	40	49	89
61 and over	19	38	57
Totals	287	271	558

Service groups	Female	Male	Total
a Under 1 Year	82	66	148
b 1 to 5 years	129	111	240
c 6 to 10 Years	34	30	64
d 11 to 20 Years	30	34	64
e 21 to 30 Years	10	22	32
f 31 Years and Over	2	8	10
Totals	287	271	558

Leaving Reasons	Total
Death in Service	6
Dismissal	4
End of Fixed Term Contract	36
Other Reason	6
Redundancy	14
Resignation	444
Retirement	44
Transfer	4
Totals	558

Sickness Absence reporting - December 2017**Average Working days lost**

	January2017	December2017
Short Term Sickness	0.3	0.21
Long Term Sickness	0.07	0.24
Total	0.37	0.45

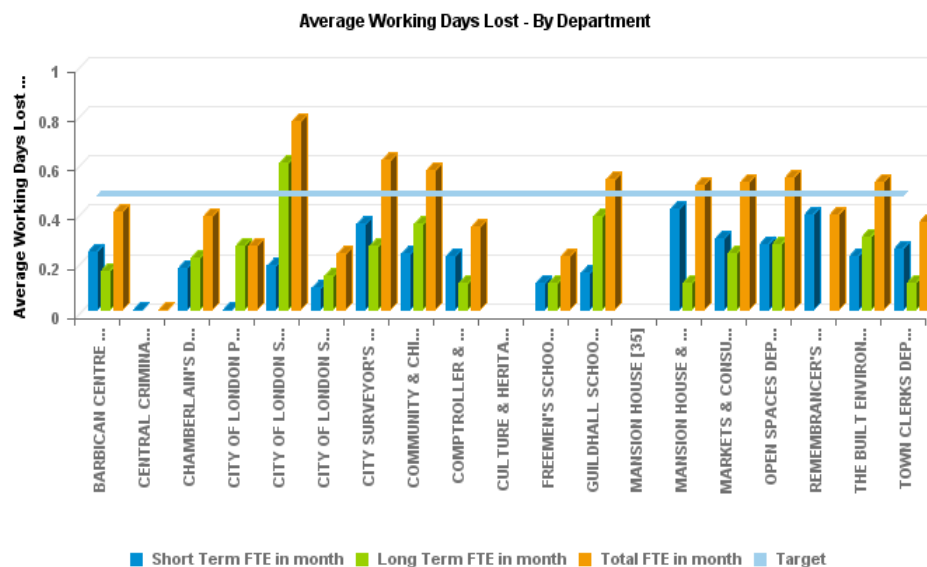
Top 3 Reasons as % of Total absence

Sickness Reason	%
Anxiety/stress/depression/other psychiatric illnesses	18.09%
Cold, Cough, Flu (Influenza)	12.38%
Other musculoskeletal problems -excluding back problems, i	8.99%
Total of top 3 Reasons	39.47%
Other Reasons	60.53%
Total	100.00%

Short-Term/ Long-term split

Top 3 Sickness Reasons	Short-Term split	Long-Term split
Anxiety/stress/depression/other psychiatric illnesses	16.26%	83.74%
Cold, Cough, Flu (Influenza)	93.38%	6.62%
Other musculoskeletal problems -excluding back problems, including neck problems	29.99%	70.01%
Average	46.54%	53.46%

Sickness Absence per Department - December 2017



Department	Total	Short Term	Long Term	Occurrences	Target
BARBICAN CENTRE [05]	0.4	0.24	0.16	18	0.5
CENTRAL CRIMINAL COURT [09]	0	0	0	0	0.5
CHAMBERLAIN'S DEPARTMENT [11]	0.38	0.17	0.21	13	0.5
CITY OF LONDON POLICE (CIVILIANS) [55]	0.26	0	0.26	0	0.5
CITY OF LONDON SCHOOL [61]	0.77	0.18	0.6	8	0.5
CITY OF LONDON SCHOOL FOR GIRLS [63]	0.23	0.09	0.14	8	0.5
CITY SURVEYOR'S DEPARTMENT [73]	0.61	0.35	0.26	18	0.5
COMMUNITY & CHILDREN'S SERVICES DEPARTMENT [25]	0.57	0.23	0.35	16	0.5
COMPTROLLER & CITY SOLICITOR'S DEPARTMENT [15]	0.34	0.22	0.11	3	0.5
CULTURE & HERITAGE & LIBRARIES [33]	0	0	0	0	0.5
FREEMEN'S SCHOOL [65]	0.22	0.11	0.11	3	0.5
GUILDHALL SCHOOL OF MUSIC & DRAMA [19]	0.53	0.15	0.38	11	0.5
MANSION HOUSE [35]	0	0	0	0	0.5
MANSION HOUSE & CENTRAL CRIMINAL COURT [09]	0.51	0.41	0.11	8	0.5
MARKETS & CONSUMER PROTECTION [41]	0.52	0.29	0.23	17	0.5
OPEN SPACES DEPARTMENT [50]	0.54	0.27	0.27	22	0.5
REMEMBRANCE'S OFFICE [59]	0.39	0.39	0	5	0.5
THE BUILT ENVIRONMENT [54]	0.52	0.22	0.3	15	0.5
TOWN CLERKS DEPARTMENT [77]	0.36	0.25	0.11	15	0.5
Total	0.45	0.21	0.24	180	0.5

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

Sickness lost by Absence reason - December 2017

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	401	23.40%	3893	19.11%
Cold, Cough, Flu (Influenza)	358	20.89%	2890	14.18%
Other Reason (not classified elsewhere)	163	9.51%	1684	8.26%
Chest & respiratory problems	157	9.16%	1022	5.02%
Gastrointestinal problems	105	6.13%	2086	10.24%
Other musculoskeletal problems -excluding back problems, including neck problems	98	5.72%	1845	9.05%
Back Problems	91	5.31%	1318	6.47%
Injury, fracture	91	5.31%	929	4.56%
Headache / migraine	60	3.50%	542	2.66%
Ear, nose, throat (ENT)	50	2.92%	536	2.63%
Skin disorders	25	1.46%	165	0.81%
Pregnancy related disorders	24	1.40%	250	1.23%
Dental and oral problems	21	1.23%	136	0.67%
Benign and malignant tumours, cancers	18	1.05%	1007	4.94%
Blood disorders (e.g. anaemia)	17	0.99%	182	0.89%
Heart, cardiac & circulatory problems	11	0.64%	442	2.17%
Asthma	7	0.41%	75	0.37%
Endocrine / glandular problems (e.g. diabetes, thyroid, metabolic problems)	6	0.35%	49	0.24%
Eye problems	5	0.29%	251	1.23%
Infectious diseases	4	0.23%	149	0.73%
Genitourinary & gynaecological disorders - excluding pregnancy related disorders	2	0.12%	697	3.42%
Burns, poisoning, frostbite, hypothermia	0	0.00%	36	0.18%
Nervous system disorders - excluding headache/migraine	0	0.00%	188	0.92%
Other musculo-skeletal problems	0	0.00%	4	0.02%
Total	1714	100.00%	20376	100.00%

HR Casework - December 2017

Grievances

Total cases in rolling year	12
Cases currently open	5
Open cases that relate to Leavers	1

closure rate	Cases	%
0 to < 3 Months	5	71.43%
3 to <6 Months	0	
6 to <9 Months	2	28.57%
9 to <12 Months	0	
over 12 Months	0	
Total Cases closed	7	

Disciplinaries

Total cases in rolling year	26
Cases currently open	5
Open cases that relate to Leavers	0

closure rate	Cases	%
0 to <3 Months	13	61.90%
3 to <6 Months	5	23.81%
6 to <9 Months	2	9.52%
9 to <12 Months	1	4.76%
over 12 Months	0	0.00%
Total Cases closed	21	100.00%

Sickness Management

Total cases in rolling year	226
Cases currently open	62
Open cases that relate to Leavers	10