

# **KENNET DISTRICT COUNCIL**

**Human Resources Committee – 14<sup>th</sup> November 2006**

## **EQUAL OPPORTUNITIES MONITORING**

### **Report by Head of Human Resources**

#### **1. PURPOSE OF REPORT**

- 1.1 This paper reports on the results of the annual equal opportunities monitoring of the Council's workforce. It also takes account of the requirements of the Race Relations (Amendment) Act 2000 in respect of workforce monitoring and other related equalities legislation and best practice.

#### **2. INTRODUCTION**

- 2.1 The Council has had a policy of monitoring its workforce in line with various pieces of legislation and good practice for over 10 years. Part of that policy requires a detailed breakdown of the figures to be presented to this Committee annually. This monitoring focuses currently on gender, race and disability, but will in future consider age.

- 2.2 The biggest change in recent years has been the Race Relations (Amendment) Act 2000 which places a general duty on all public authorities to promote race equality, requiring them:

- \* to eliminate racial discrimination
- \* to promote equality of opportunity, and
- \* to promote good relations between people of different racial groups

- 2.3 Underpinning this general duty in the Act there are a number of specific duties, one of which relates to employment and this is reflected in this report.

#### **3. PERFORMANCE INDICATORS**

- 3.1 We have a number of performance indicators relating to equalities issues but of particular interest are BVPI's 11, 16 and 17 (see table below). These relate respectively to the number of senior female and ethnic minority staff we employ and the number of disabled and ethnic minority staff employed across the whole of the Council compared with the economically active local population.

KENNET DISTRICT COUNCIL BEST VALUE PERFORMANCE PLAN 2005/2006									
		Actual 2004/ 2005	Actual 2005/ 2006	To Sept 2006/ 2007	Target 2006/ 2007	Target 2007/ 2008	Target 2008/ 2009	Top Quartile 2004/ 2005	Bottom Quartile 2004/ 2005
<b>HUMAN RESOURCES</b>									
BV 11a	Percentage of top-paid 5% of local authority staff who are women	30.00%	35%	36.84%	35%	40%	40%	40.23%	19.63%
BV 11b	The percentage of top 5% of Local Authority staff who are from an ethnic minority.	5.00%	0%	0.00%	5.00%	5.00%	5%	3.48%	0.00%
BV 11c	Percentage of top paid 5% of staff who have a disability	New	10%	10.53%	10.00%	10.00%	10%		
BV 16a	Percentage of local authority employees with a disability	2.41%	2.1%	2.12%	2.63%	2.85%	2.85%	3.73%	1.49%
BV 16b	Percentage of economically active people who have a disability	10.29%	10.29%	10.29%	10.29%	10.29%	10.29%		
BV 16a/b	Ratio of KDC employees to local disabled population	23.42%	20.41%	20.6%	25.56%	27.70%	27.7%	31.33%	11.54%
BV 17a	Percentage of minority ethnic community employees	2.0%	1.5%	1.41%	1.97%	2.19%	2.19	4.6%	0.90%
BV 17b	Percentage of economically active ethnic community people in the authority area	1.4%	1.4%	1.4%	1.40%	1.40%	1.4%		
BV17 Xa/b	Ratio of KDC employees to local ethnic minority population	140.7%	107.1%	100.71 %	140.71 %	156.43 %	156.43 %	100%	50%
<b>EQUALITIES</b>									
BV2a	The level of the Equality Standards for Local Government to which the authority conforms	Level 3	3	3	3	3	4		
BV2b	The quality of an authority's Race Equality Scheme (RES) and the improvements resulting from its application.	84%	79%	79%	95%	100%	100%	72%	42%

Notes: Economically active referred to in 16b and 17b means those people aged between 18 and 64 who could potentially be at work.

- 3.2 In respect of BVPI 11 our numbers are such that we only need a change of one person to make a significant change here and last year we did lose a senior member of staff who was of an ethnic minority. Nonetheless, these are respectable percentages, especially in terms of disability.
- 3.3 In respect of BV16 there is a substantial difference between the number of employees who consider themselves disabled within the District versus those employed by the Council. This is partially attributable to the fact that staff are required to self-declare and many do not wish to do so or are not aware that their conditions could be considered a disability. We do survey staff every other year in order to ensure that we have current information.

- 3.3 With regard to ethnic minority staff however, the reverse is true and the number of ethnic minority staff employed by the Council is more than reflective of the local population.

#### 4. MONITORING REPORTS

- 4.1 In line with the requirements of the Race Relations (Amendment) Act 2000 and the Equalities Standard, this report contains the following monitoring reports:
- (a) **Staff in Post** : Appendix A details the composition of all staff by ethnic origin, gender and disability as at August 2005. This make up of staff is shown by grade, whether permanent, full time or part time.
  - (b) **Applicants for jobs** : Appendix B details the composition of applicants for employment in the period 1<sup>st</sup> April 2005 to 31<sup>st</sup> March 2006. This appendix shows a split between internal and external applicants. Appendix C gives a break down of staff by grade who have been promoted from within the Council.
  - (c) **Leavers from the Council** : Appendix D gives a breakdown of leavers from the Council in the period 1<sup>st</sup> April 2005 to 31<sup>st</sup> March 2006 by ethnicity, sex and disability.
- 4.2 The Code of Practice produced by the Commission for Racial Equality to underpin the Race Relations (Amendment) Act 2000 recommends that we also monitor other areas in respect of staff – namely:
- Applicants for training
  - Employees who receive training
  - Employees who suffer a detriment or benefit as a result of ‘performance assessment’
  - Employees who lodge grievances or who are subject to disciplinary action
- 4.3 With respect to the training issues, we have reported in detail on this within the Training Report made to this Committee in September. From the monitoring undertaken we do not believe any groups of staff are disadvantaged in terms of access to training.
- 4.4 We do not currently link pay and benefits to performance appraisal here within Kennet, so this monitoring is not required, although increasingly we have career graded posts and we are looking at introducing competencies for all staff and this will need to be monitored in regards to discrimination in future as it is introduced.
- 4.5 With respect to discipline and grievance issues, these are rare occurrences within Kennet and to report on these in detail may lead to breaches of confidentiality. There have been 5 formal disciplinaries this year and 2 grievances.

#### 5. ANALYSIS OF FINDINGS

##### 5.1 Summary of Appendix A

- (a) This appendix shows the composition of staff by gender (broken down to part time or full time), disability and ethnic origin as at August 2006. It gives

a further breakdown by grade. Also included are the statistics reported in the two previous years for comparison.

- (b) The number of staff employed by the Council has risen again this year, again because many more of our staff are choosing to work part time thus increasing the numbers employed. The number of male part timers has reduced over this last year.
- (c) The number of staff from an ethnic minority has increased this year, although this is principally in the 'other white' category. We will continue to advertise in media targeted at ethnic minority groups and all of our posts are placed on the web in a variety of web sites making vacancies as accessible as we can.
- (d) The number of disabled staff has increased slightly, although we do consider this to be still low.

## 5.2 Summary of Appendix B

- (a) This appendix shows the number of applicants for posts by ethnic origin, disability and gender. The Human Resource Services Department extracts the information for this monitoring exercise from a confidential slip removed from application forms before they are passed to managers for shortlisting. Compared with 4 or 5 years ago the number of applications we receive has doubled. This year we have seen a fairly significant fall in the number of applications received although the number of non white applicants has remained the same.
- (b) Whilst last year we saw a small fall in the proportion of applicants from non-white groups, this year the proportion is back up to 4.54%. We would like to see this figure reflected in our staff population. That said, we are clearly attracting interest from ethnic minority groups. It is unfortunate that we are not attracting the same level of interest from disabled applicants.
- (c) The proportions of applications in relation to gender is reflective of the type of work carried out in each service and I do not see any cause for concern here.

## 5.3 Summary of Appendix C

This appendix shows the number of internal promotions by ethnic origin and gender and grade. The majority of the promotions were at junior positions and to middle management.

## 5.4 Summary of Appendix D

This appendix shows the number of leavers by ethnic origin, disability and gender. This shows that again our turnover of staff has increased, principally among female staff.

## 6. **FUTURE DEVELOPMENTS**

- 6.1 This year saw the introduction of age discrimination and we will be monitoring staff on age in future. The new disability act requires public bodies to monitor their staff

in the same way as the Race Relations (Amendment) Act 2000, but as we already do this, this change will not place an additional burden on the HR team.

## **7. CONCLUSION**

7.1 Monitoring the staff composition over the past 12 months has shown that:

- (a) The majority of applications for appointment were received from people who declared their ethnic origin to be white, although for the third year running we have a substantial proportion of our applications from ethnic minority groups. This would appear to indicate that Kennet is viewed as a good employer.
- (b) The Corporate Performance Indicators show that the Council could improve the number of disabled staff employed and it will continue to seek to actively encourage applications from disabled people. It periodically advertises in media directly targeted at disabled people and other minority groups and will continue to examine ways of minimising discrimination.
- (c) The majority of part-time posts are still held by female staff but these are not now just at more junior levels in the organisation. The trend towards more male members of staff wishing to be more flexible in their working lives continues. New legislation promoting flexible working for parents with young children has facilitated this.
- (d) A very high proportion of our applications are received on line now through the web. We anticipate this trend will continue.

## **8. RECOMMENDATIONS**

8.1 The Human Resources Committee is recommended to note the contents of this report.

Anne Ewing  
Head of Human Resources

### **Background documents:**

National Joint Council's Guide to Equal Opportunities 1995  
Race Relations (Amendment) Act 2000  
The Equality Standard for Local Government  
Best Value Performance Indicators  
ONCS Census 2001 figures