

## **RACE EQUALITY SCHEME – EMPLOYMENT DUTY MONITORING REPORT**

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### **1 EXECUTIVE SUMMARY**

Members will recall that the first Employment Duty Monitoring Report was tabled in November 2006 outlining our responsibilities under the Race Relations (Amendment) Act 2000 (the Act). This report updates Members as to the current situation.

### **2 BACKGROUND**

The Race Relations (Amendment) Act 2000 (the Act) placed general and specific duties on public authorities to promote race equality and prevent unlawful discrimination.

The current Race Equality Scheme which covers the period 2005 to 2008 summarises our approach to race equality and sets out our arrangements for consulting, monitoring, reporting and publishing information. As part of the process of reviewing and examining the information a report is to be brought to this Committee on a quarterly basis. Members will note that this report includes additional information, specifically in relation to staff involved in grievances, staff subjected to disciplinary action, staff who receive training and staff who benefit or suffer from performance appraisals (in the Council case Key Issue Exchanges, KIEs). The monitoring and examination of this wider information being in accordance with our Employment Duty.

#### **Monitoring Information**

All departments have commenced an equality review of their policies and functions through Equality Impact Assessments (EIAs). As part of which all existing Council policies will be assessed as to any adverse impact they may have in relation to race or on promoting race equality.

#### **Employment Duty**

For organisations with more than 150 full time staff there are specific duties in relation to employment. Monitoring by racial group must be undertaken in regards to the numbers of staff, under the following employment aspects:

The numbers of staff/individuals who

- Receive training
- Benefit or suffer from performance appraisals
- Are involved in grievances

- Are subjected to disciplinary action
- End their service with the authority
- Are in post
- Cease employment with the Authority
- Apply for employment

### **3 PROPOSED ARRANGEMENTS**

As previously reported arrangements are in place to collate the information required and the attached appendices detail the current situation.

#### **Employee Data Gaps**

Members will recall that I reported in March that we do not hold equality data for 20% of the Council's workforce in respect of which I was planning to conduct a publicity campaign around the importance of capturing this data and to send out a questionnaire to relevant employees. I initially intended to undertake this exercise during May 2007, however due to the need to deploy my Corporate Human Resources Team on resolving Equal Pay, which will commit our resources across the summer period, I am now proposing to complete the equalities data capture exercise during the autumn, with questionnaires planned to go out during October.

#### **Monitoring Information**

The monitoring information for employees who have been involved in grievance or disciplinary proceedings, includes all cases notified to my Corporate Human Resources Team since the last report to Committee.

In summary:

For the period 1 January to 31 March 2007 2 more people from Black Minority Ethnic (BME) backgrounds have been appointed. (See Appendix 1)

During the period, 2 employees from BME backgrounds have been subject to disciplinary proceedings.

No grievances have been submitted by employees from BME backgrounds.

### **4 STAFFING, FINANCIAL, LOCAL AGENDA 21, COMMUNITY SAFETY, PLANNING AND LOCAL MEMBER SUPPORT IMPLICATIONS**

There are none arising from this report.

### **5 EQUAL OPPORTUNITIES IMPLICATIONS**

The implementation of the Race Equality Scheme will ensure that the Council is promoting race equality and is taking all necessary steps to prevent the possibility of unlawful discrimination.

## **6 HUMAN RIGHTS IMPLICATIONS**

The Human Rights Act 1998 provides that no public authority may breach a person's human rights as provided in the European Convention on Human Rights and Fundamental Freedoms ("the Convention). The Convention protects key freedoms including the right to respect for a persons private and family life, their home and correspondence, freedom of thought, conscience, expression and religion and the right of freedom of assembly and to found and be a member of a trade union, amongst others. Article 14 of the Convention provides that no person should be discriminated against on any grounds in relation to their rights under the Convention.

The Race Equality Scheme aims to ensure that people who work for the Council or use its services are not discriminated against in their work or in their access to those services on grounds connected with race.

## **7 BACKGROUND PAPERS**

The following papers were used in the preparation of this report:

- The Employment and Appointments Committee Report - 22 January 2007

## **8 RECOMMENDATION**

(1) That the contents of this report be noted.

**JIM WILKIE**  
**DEPUTY CHIEF EXECUTIVE AND DIRECTOR OF CORPORATE SERVICES**

## Appendix A

### **RECRUITMENT ANALYSIS - ALL ADVERTISED AND APPOINTED POSTS - 1 JANUARY to 31 MARCH 2007**

In accordance with Minute 160 of Personnel Sub-Committee on 23 January 1989, this report provides a statistical breakdown by Gender, Disability and Ethnic Origin of the three stages of recruitment, i.e. Application, Short List and Appointment.

The Ethnic Origin classifications used are in accordance with the Commission for Racial Equality's (CRE) Code of Practice and Census classifications.

Disability is a self declaration by the individual under the Disability Discrimination Act (DDA) definition.

The report is also broken down by Department:

ASS - Adult Social Services

CP - Corporate Services

CYP - Children & Young People

FN - Finance

RE - Regeneration

TS - Technical Services

The Authority values diversity in its workforce and positively encourages applications from all sections of the community. All Applicants are considered on the basis of their merits and abilities for the job.

Data is collected from Application to Appointment during the Authority's Recruitment process to enable the Authority to monitor the process particularly regarding Applicants from Ethnic Minority backgrounds and Disabled people. It allows us to ensure that our Recruitment Policy is fair and consistent and make improvements and amendments where necessary.

In summary the report shows that from 1 January to 31 March 2007 the Council had the following volume of recruitment activity; Overall we had 471 male applicants and 481 female applicants of which 114 males and 127 females were shortlisted and subsequently 16 males and 25 females were appointed to posts within the Authority.

Of these, 26 male applicants and 30 female applicants were from BME backgrounds, from which 6 male and 3 female were shortlisted and subsequently 1 male and 1 female were appointed to posts within the Authority.

Again, within the overall total, we had 1 Disabled male applicant and 2 Disabled female applicants from BME backgrounds, 1 female applicant was short-listed but not appointed.

The report also details why applicants from BME backgrounds or Disabled people did not progress through to the next stage of the recruitment process, which enables the Council to monitor the short-listing and interview decisions of recruitment panels.

## WIRRAL COUNCIL

### EMPLOYMENT AND APPOINTMENTS COMMITTEE RECRUITMENT ANALYSIS - ALL ADVERTISED AND APPOINTED POSTS - 01/01/2007 to 31/03/2007

In accordance with Minute 160 of Personnel Sub-Committee on 23 January 1989, this report provides a statistical breakdown by Gender, Disability and Ethnic Origin of the three stages of recruitment, i.e. Application, Short List and Appointment

Ethnic Group/Gender			Non Disabled			Disabled			Total Appointed	
			Applicant	Shortlisted	Appointed	Applicant	Shortlisted	Appointed		
White British	Men	FN	26	10	0	3	2	0	0	
		Men	TS	160	29	7	11	6	0	7
		Men	CP	20	4	1	0	0	0	1
		Men	RE	146	33	5	10	5	0	5
		Men	ASS	4	3	1	1	1	0	1
		Men	CYP	56	11	1	7	5	0	1
		Women	FN	8	2	1	0	0	0	1
		Women	TS	54	10	1	1	1	0	1
		Women	CP	36	3	1	2	0	0	1
		Women	RE	149	42	3	5	1	0	3
		Women	ASS	33	23	6	1	0	0	6
		Women	CYP	157	41	12	6	1	0	12
White Irish	Men	FN	1	0	0	0	0	0	0	
		Men	TS	1	0	0	0	0	0	0
		Men	RE	1	0	0	0	0	0	0
		Men	ASS	1	1	1	0	0	0	1
		Women	CP	1	0	0	0	0	0	0
		Women	CYP	2	0	0	0	0	0	0
White *Any Other White Background	Men	TS	2	0	0	0	0	0	0	
		Men	RE	1	0	0	1	0	0	0
		Men	ASS	2	2	0	0	0	0	0
		Women	TS	1	0	0	0	0	0	0
		Women	RE	0	0	0	1	0	0	0
		Women	CYP	3	0	0	1	1	0	0
Mixed White & Black-Caribbean	Men	CP	1	0	0	0	0	0	0	
		Women	FN	1	1	0	0	0	0	0
		Women	TS	1	0	0	0	0	0	0
		Women	CYP	1	0	0	0	0	0	0
Mixed White & Black-African	Women	RE	2	0	0	0	0	0	0	
Mixed White & Asian	Men	FN	1	1	0	0	0	0	0	
		Women	TS	1	0	0	0	0	0	0
Mixed *Any Other Mixed Background	Women	RE	3	1	1	0	0	0	1	
		Women	CYP	1	0	0	0	0	0	0
Asian or Asian- British Indian	Men	FN	1	0	0	0	0	0	0	

	Men	TS	2	0	0	0	0	0	0
	Men	CP	1	0	0	0	0	0	0
	Men	RE	1	0	0	0	0	0	0
	Men	CYP	1	0	0	0	0	0	0
	Women	CYP	2	0	0	0	0	0	0
Asian or Asian-British Pakistani	Men	TS	1	0	0	0	0	0	0
	Men	CP	1	1	0	0	0	0	0
Asian or Asian-British Bangladeshi	Men	TS	1	0	0	0	0	0	0
Asian or Asian-British *Any Other Asian Background	Women	CP	1	0	0	0	0	0	0
	Women	CYP	1	0	0	0	0	0	0
Black or Black-British Caribbean	Men	CYP	1	0	0	0	0	0	0
	Women	CYP	1	0	0	0	0	0	0
Black or Black-British African	Men	TS	1	0	0	0	0	0	0
	Men	CYP	1	0	0	0	0	0	0
	Women	RE	2	0	0	0	0	0	0
	Women	CYP	3	0	0	0	0	0	0
Chinese or Other Ethnic Group Chinese	Men	CYP	1	0	0	0	0	0	0
Chinese or Other Ethnic Group *Any Other Ethnic Group	Men	TS	1	0	0	0	0	0	0
	Men	RE	1	0	0	0	0	0	0
<b>Total</b>	<b>Men</b>		<b>438</b>	<b>95</b>	<b>16</b>	<b>33</b>	<b>19</b>	<b>0</b>	<b>16</b>
<b>Total</b>	<b>Women</b>		<b>464</b>	<b>123</b>	<b>25</b>	<b>17</b>	<b>4</b>	<b>0</b>	<b>25</b>

In accordance with the Council's Equal Opportunities Policy, the following procedure applies to applications from disabled people and members of ethnic minority groups.

### Applicants with Disabilities and from BME backgrounds

- Applicants who meet the essential criteria are short-listed for consideration for the post.
- Applicants who do not meet the essential criteria are offered a discussion to assess their suitability for other vacancies which exist within the department.
- Disabled applicants, who so wish, are afforded the right of being accompanied at interview.

**The reasons why applicants with Disabilities were not short-listed or appointed are listed as follows:**

<b>Department</b>	<b>M/F</b>	<b>No</b>	<b>Reason</b>
Technical Services	M	2	Did Not Meet Essential Criteria
Technical Services	M	2	Did Not Attend Interview No Reason Given
Technical Services	M	4	Did Not Score Highest At Interview
Technical Services	F	1	Did Not Score Highest At Interview
Regeneration	M	5	Did Not Score Highest At Interview
Technical Services	M	2	Meets Essential Longlist/Not Shortlisted Following Assessment Centre
Children and Young People's	M	3	Did Not Score Highest At Interview
Children and Young People's	F	1	Did Not Score Highest At Interview
Children and Young People's	M	1	Did Not Meet Essential Criteria
Children and Young People's	F	1	Did Not Meet Essential Criteria
Technical Services	M	1	Meets Essential Longlist/Did not score high enough on Desirable for Shortlist
Children and Young People's	M	1	Did Not Attend Interview No Reason Given
Regeneration	M	1	Did Not Meet Essential Criteria
Regeneration	F	1	Did Not Meet Essential Criteria
Corporate Services	F	2	Did Not Meet Essential Criteria
Regeneration	M	3	Did Not Meet Essential Criteria
Regeneration	F	2	Did Not Meet Essential Criteria
Children and Young People's	F	1	Did Not Attend Interview Accepted Another Job Offer
Adult Social Services	M	1	Did Not Score Highest At Interview
Adult Social Services	F	1	Did Not Meet Essential Criteria
Finance	M	2	Did Not Score Highest At Interview
Regeneration	M	1	Meets Essential Longlist/Did not score high enough on Desirable for Shortlist
Regeneration	F	2	Meets Essential Longlist/Did not score high enough on Desirable for Shortlist
Regeneration	F	1	Did Not Attend Interview No Reason Given
Children and Young People's	M	1	Did Not Attend Interview Domestic Reasons
Finance	M	1	Did Not Meet Essential Criteria

**The reasons why applicants from BME backgrounds were not short-listed or appointed are listed as follows:**

Department	M/F	Group	No	Reason
Children and Young People's	M	Black or Black-British Caribbean	1	Did Not Meet Essential Criteria
Children and Young People's	F	Black or Black-British Caribbean	1	Did Not Meet Essential Criteria
Technical Services	F	Mixed White & Black-Caribbean	1	Meets Essential Longlist/Not Shortlisted Following Assessment Centre
Regeneration	F	Mixed *Any Other Mixed Background	1	Meets Essential Longlist/Did not score high enough on Desirable for Shortlist
Technical Services	M	Asian or Asian-British Indian	1	Meets Essential Longlist/Not Shortlisted Following Assessment Centre
Technical Services	F	Mixed White & Asian	1	Meets Essential Longlist/Not Shortlisted Following Assessment Centre
Technical Services	M	Asian or Asian-British Pakistani	1	Meets Essential Longlist/Not Shortlisted Following Assessment Centre
Technical Services	M	Asian or Asian-British Bangladeshi	1	Meets Essential Longlist/Not Shortlisted Following Assessment Centre
Technical Services	M	Chinese or Other Ethnic Group *Any Other Ethnic Group	1	Meets Essential Longlist/Not Shortlisted Following Assessment Centre
Technical Services	M	Asian or Asian-British Indian	1	Did Not Meet Essential Criteria
Children and Young People's	F	Asian or Asian-British Indian	2	Did Not Meet Essential Criteria
Children and Young People's	F	Mixed *Any Other Mixed Background	1	Meets Essential Longlist/Did not score high enough on Desirable for Shortlist
Children and Young People's	M	Chinese or Other Ethnic Group Chinese	1	Did Not Meet Essential Criteria
Children and Young People's	M	Black or Black-British African	1	Meets Essential Longlist/Did not score high enough on Desirable for Shortlist
Children and Young People's	F	Black or Black-British African	1	Meets Essential Longlist/Did not score high enough on Desirable for Shortlist
Children and Young People's	M	Asian or Asian-British Indian	1	Meets Essential Longlist/Did not score high enough on Desirable for Shortlist
Regeneration	M	Asian or Asian-British Indian	1	Meets Essential Longlist/Did not score high enough on Desirable for Shortlist
Children and Young People's	F	Black or Black-British African	1	Did Not Meet Essential Criteria
Adult Social Services	F	Black or Black-British African	1	Did Not Meet Essential Criteria
Regeneration	F	Mixed White & Black-African	1	Meets Essential Longlist/Did not score high enough on Desirable for Shortlist
Regeneration	M	Chinese or Other Ethnic Group *Any Other Ethnic Group	1	Did Not Meet Essential Criteria
Regeneration	F	Black or Black-British African	2	Did Not Meet Essential Criteria
Technical Services	M	Black or Black-British African	1	Did Not Meet Essential Criteria
Corporate Services	M	Asian or Asian-British Pakistani	1	Did Not Attend Interview Too Far To Travel
Corporate Services	M	Mixed White & Black-Caribbean	1	Did Not Meet Essential Criteria
Finance	F	Mixed White & Black-Caribbean	1	Did Not Score Highest At Interview
Finance	M	Asian or Asian-British Indian	1	Did Not Meet Essential Criteria
Finance	M	Mixed White & Asian	1	Did Not Score Highest At Interview



**Employees Declaring Ethnicity as at 31 March 2007 (BVPI17A)**

Conditions	Count	Ethnic
Local Government Service	5	Asian Other
	9	Bangladeshi
	3	Black-African
	7	Black-Caribbean
	4	Black-Other
	16	Chinese
	8	Indian
	6	Mixed-Other
	10	Mixed-White Asian
	7	Mixed White Black African
	6	Mixed White Black Caribbean
	7	Other
	1	Pakistani
Teacher	2	Asian Other
	1	Mixed-Other
	1	Mixed White Black
	1	Pakistani
<b>Total no. employees</b>	<b>94</b>	

\*Including Temporary

## Appendix B

### Employees involved in Grievance Proceedings between 1 January and 31 March 2007

The report confirms that between 1 January and 31 March 2007 1 female employee of White British ethnic origin who is not disabled was involved in grievance proceedings.

ETHNIC GROUP/GENDER		DEPARTMENT	COUNT	
White British	Male	Finance		
	Male	Adult Social Services		
		Technical Services		
		Corporate Services		
		Regeneration		
		Children & Young People		
	Female	Finance		
		Adult Social Services		
		Technical Services		
		Corporate Services		
		Regeneration		
	Female	Children & Young People	1	
	TOTAL		Male	0
			Female	1

	Male	Female
Disabled		
Not Disabled		1
Not Disclosed		

### Employees Subject to Disciplinary Proceedings – 1 January to 31 March 2007

The report shows that between 1 January and 31 March 2007 the total number of employees who were subject to disciplinary proceedings was 14 of which 10 were male and 4 female. Of these 11 were White British, 2 White Other and 1 did not disclose their ethnic origin. One of the 14 was disabled.

ETHNIC GROUP/GENDER		DEPARTMENT	DISCIPLINARY TYPE		
			Gross	Serious	Misconduct
White British	Male	Finance			1
	Female	Finance		1	
		Children & Young People	1	1	1
	Male	Children & Young People		1	
	Female	Adult Social Services		2	
	Male	Technical Services	3		
	White Other	Male	Children & Young People	1	
	Female	Children & Young People		1	
Not Disclosed	Female	Children & Young People			1
<b>TOTAL</b>	<b>Male</b>		<b>5</b>	<b>3</b>	<b>2</b>
	<b>Female</b>		<b>0</b>	<b>3</b>	<b>1</b>

	Male	Female
<b>Disabled</b>	1	0
<b>Not Disabled</b>	9	4
<b>Not Disclosed</b>	0	0

**Applicants for training and received training**

The following tables have been completed with data supplied from each department. Where there was insufficient data to enable employees to be placed in a specific ethnic group, their details have been included in the “not stated” category. A Nil Return has been recorded for Key Issues Exchange where no information has been provided by the Department for this reporting period.

Ethnicity Group		Dept Code	Applications for Training	Employees who received training	Key Issues Exchange
White	British	FIN	66	81	
		TECH	15		
		REGEN	53	131	41
		ADULT	215	263	198
		CHILD	152	194	
		CORP	22	50	10
	Irish	FIN	1		
		TECH			
		REGEN	1	1	
		ADULT	2	1	1
		CHILD			
		CORP			
	Other	FIN		3	
		TECH			
		REGEN		1	
		ADULT	1	1	9
		CHILD	1	4	
		CORP			
Black or Black British	Caribbean	FIN			
		TECH			
		REGEN			
		ADULT			
		CHILD			
		CORP			
	African	FIN			
		TECH			
		REGEN			
		ADULT			
		CHILD			
		CORP			
	Other Black Background	FIN			
		TECH			
		REGEN			
		ADULT			
		CHILD			
		CORP			

Ethnicity Group		Dept Code	Applications for Training	Employees who received training	Key Issues Exchange	
Asian or Asian British	Indian	FIN				
		TECH				
		REGEN				
		ADULT				
		CHILD				
		CORP				
	Pakistani	FIN				
		TECH				
		REGEN				
		ADULT				
		CHILD				
		CORP				
	Bangladeshi	FIN				
		TECH				
		REGEN				
		ADULT				
		CHILD				
		CORP			1	
Other Asian	FIN					
	TECH					
	REGEN					
	ADULT					
	CHILD					
	CORP					
Mixed	White & Black Caribbean	FIN		1		
		TECH				
		REGEN				
		ADULT	2	1		
		CHILD				
		CORP				
	White & Black African	FIN				
		TECH				
		REGEN				
		ADULT				
		CHILD				
		CORP				
	White & Asian	FIN	1			
		TECH				
		REGEN				
ADULT						
CHILD						
CORP						

Ethnicity Group		Dept Code	Applications for Training	Employees who received training	Key Issues Exchange
Mixed continued	Other Mixed	FIN	2	1	
		TECH			
		REGEN			
		ADULT			
		CHILD		1	
		CORP			
	Chinese	FIN		1	
		TECH			
		REGEN			
		ADULT	1	1	
		CHILD			
		CORP			
	Not Stated / can not be distinguished	FIN	12	12	
		TECH			
		REGEN	74	50	13
		ADULT	87	83	
		CHILD	170	25	11
		CORP	22	10	2

Gender By Dept				
	Applications for Training		Training Received	
	M	F	M	F
FIN	18	64	33	66
TECH	13	2	12	2
REGEN	41	33	102	81
ADULT	64	309	56	270
CHILD	42	109	38	130
CORP	8	14	30	31