EMPLOYMENT ADVISORY LIAISON GROUP **8TH SEPTEMBER 2003**
EMPLOYMENT PANEL **8TH SEPTEMBER 2003**

EQUAL OPPORTUNITIES MONITORING
(Report by the Head of Personnel Services)

1. INTRODUCTION

1.1 The Equal Opportunities and Anti-Discrimination Policy was adopted by the Council in February 2001 and the Equality Strategy in October 2002. With regards to the Council as an employer, it was agreed that as part of our commitment to maintaining and improving our performance, we will

(a) record and annually report upon the composition of all Council employees by grade, age, gender and ethnic group
(b) monitor, review and annually report upon the composition of all applicants for Council vacancies by age, gender and ethic group
(c) record and annually report upon the take up of Council run training courses by grade, age, gender and ethnic group
(d) evaluate the level of satisfaction with Council run training courses by grade, age, gender and ethnic group
(e) record and annually report upon the level of flexible working by number of full-time, part-time, job sharers and those able to work from home in terms of grade, age, gender and ethnic group
(f) record and annually report upon internal promotion (including increments given at appraisals) by grade, age, gender and ethnic group
(g) record formal complaints by employees (i.e. use of grievance procedure)
(h) keep records of advertisements for vacancies by date advertised, place advertised and whether the vacancy was advertised internally and externally at the same time.
(i) Provide equal opportunities training and measure take up and evaluation by grade, age, gender and ethnic group.

1.2 Also, the Commission for Racial Equality's Code of Practice on the Duty to Promote Race Equality has recently come into force. The Council now therefore has the duty to monitor, by reference to the racial groups to which they belong,

(a) the numbers of –

- staff in post, and
- applicants for employment, training and promotion, from each such group, and

(b) the numbers of staff from each such group who –

- receive training:
- benefit or suffer detriment a result of performance assessment procedures:
- are involved in grievance procedures:

- are the subject of disciplinary procedures; or
- cease employment

The Council must also publish annually the results of its monitoring

1.3 The Personnel Services Division currently works mostly with manual recording systems, although a new computerised joint Personnel/Payroll system is being developed with a view to being fully operational in 2004, which should make the information listed in above much easier to obtain. In this context, for this report, it has not been possible to provide the information for paragraphs 1.1 (c), (d) and (e). Also, the variable hours contracted employees at the Leisure Centres are excluded from this report.

2. RESULTS OF MONITORING

2.1 Composition of Current Workforce

Table 1 shows the distribution of the Council's employees at 30th June 2003, by grade and age band. Over one third of employees work at the Leisure Centres and by the nature of this work, their employees are concentrated into the youngest age band. For grades 1 to 13, only 36 out of 515 employees are aged 56 and over, which to some extent is still a result of the number of early retirements that were awarded at the 1997 restructuring.

Table 2 shows the split by grade of male and female employees. There remains the traditional male domination in the higher grades – 75% of employees in grades 1 to 7 are male. This compares with 78% at the same time last year and looking at Table 4, where two males and four females were recruited to posts in these grades in the last year, this shows a continuing move to achieving a 50/50 split.

Table 3 shows the ethnic composition of the workforce by grade. Overall, this shows that employees from ethnic minorities comprise 1.9% of the total workforce. Although this has increased from 1.5% last year, it is useful to note that information released from the 2001 Census shows that the ethnic population of the District in the working age band (16 to 65) has increased to 2.7%, with the "mixed" category having shown the largest increase over the 1991 Census figures. Also, for future planning purposes, it should be noted that the ethnic proportion of the 0 to 15 age band is 4.5%, and hence the overall proportion in the working age band is likely to increase in the years to come.

2.2 Applicants for Vacancies

Table 4 shows the comprehensive details of all recruitment undertaken where posts have been advertised externally. It shows that for the 60 posts advertised there were a total of 616 applicants – an average of 11 applicants per post. Of these 616 applicants, 42 (6.8%) came from defined ethnic minorities. Of the 574 white applicants, 189 (33%) were short-listed. Of the 42 ethnic minority applicants, 11 (26%) were short-listed. Of the 574 white applicants, 56 (9.7%) were appointed as against 3 (7%) of the ethnic minority applicants. However, care should be taken when interpreting these figures, as one post (ref. 009) accounted for 128 of the total applications (12 ethnic minorities).

Table 5 shows the age bands of applicants for the above mentioned 60 jobs for the twelve month period 1st July 2002 to 30th June 2003. Apart from the youngest age band, where Leisure Centre posts skew the results, the percentage of those short-listed is roughly the same in each band.

2.3 Internal Promotions

Table 6 shows the number of promotions, re-grading and transfers from one grade to another by gender. In total there were 26 such movements – 12 male and 14 female employees.

2.4 Formal Complaints

Formal complaints are defined by the use of the Grievance Procedure at the stage where either a Director or Members are required to adjudicate. There were two such cases in the last year – both concerning grading and protection.

2.5 Equality Training

Table 7 shows that 64 employees received equality training (excluding any covered on Induction courses). Training was given to employees graded 2 to 9 during this period, with further training programmed for grades 10 to 16 from September 2003. Of the 64 employees trained, 44 (69%) were male employees and 20 (31%) female employees.

3. CONCLUSION

3.1 There is a wealth of information in these statistics, however the main area to be addressed is the continuing shortage of female employees in senior management positions and over the last year it is pleasing to note the of females appointed to vacancies in grades 4 to 7 during the year. As was noted in last year's report, It is hoped that the current input of this and other authorities who hold the Investor in People award, into management development will bear fruit in years to come in this context.

4. RECOMMENDATION

4.1 Members are recommended to note the contents of this report

Background Papers: Code of Practice on the Duty to Promote Race Equality - CRE
Equal Opportunities and Ant-Discrimination Policy – HDC – 2001
Payroll print-out - June 2003
Statistics File held in Personnel Section
2001 Census – Table T13 – Theme Table on Ethnicity

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TABLE 1

AGE DISTRIBUTION BY GRADE AT 30TH JUNE 2003 – PERMANENT EMPLOYEES EXCLUDING VARIABLE HOURS EMPLOYEES

Grade	AGE BAND						
	16-25	26-35	36-45	46-55	56-65	Over 65	Total
1	0	0	0	1	0	0	**1**
2	0	0	0	2	0	0	**2**
3	0	0	0	0	1	0	**1**
4	0	0	1	11	1	0	**13**
5	0	0	0	2	0	0	**2**
6	0	4	8	11	3	0	**26**
7	1	8	14	8	4	0	**35**
8	5	21	26	23	4	0	**79**
9	5	16	20	23	6	0	**70**
10	16	33	17	16	3	0	**85**
11	7	8	16	15	5	0	**51**
12	15	22	31	29	5	0	**102**
13	27	3	9	5	4	0	**48**
Sub total	**76**	**115**	**142**	**146**	**36**	**0**	**515**
14	0	0	2	2	5	0	**9**
15	0	0	0	1	0	0	**1**
16	0	7	5	9	14	1	**36**
*	5	17	26	22	15	0	**85**
Sub total	**5**	**24**	**33**	**34**	**34**	**1**	**131**
Grand Total	**81**	**139**	**175**	**180**	**70**	**1**	**646**

* = Operations Division local grades

TABLE 2

MALE / FEMALE DISTRIBUTION AT 30TH JUNE 2003 – PERMANENT EMPLOYEES

Grade	Male	Female
1	1	0
2	1	1
3	1	0
4	12	1
5	2	0
6	18	8
7	25	10
8	50	29
9	42	28
10	35	50
11	9	42
12	17	85
13	25	23
14	7	2
15	1	0
16	2	34
*	85	0
Total	333	313

* = Operations divisions local grades

TABLE 3

ETHNIC GROUP DISTRIBUTION AT 30TH JUNE 2003 – PERMANENT EMPLOYEES

Grade	White	Mixed	Asian	Black	Chinese
1	1	0	0	0	0
2	2	0	0	0	0
3	1	0	0	0	0
4	13	0	0	0	0
5	2	0	0	0	0
6	25	1	0	0	0
7	34	0	1	0	0
8	76	0	1	1	0
9	69	0	1	1	0
10	85	0	0	0	0
11	50	0	0	1	0
12	100	1	1	0	0
13	46	0	1	1	0
14	9	0	0	0	0
15	1	0	0	0	0
16	35	0	1	0	0
*	85	0	0	0	0
Total	**634**	**2**	**6**	**4**	**0**

TABLE 3

ETHNIC GROUP DISTRIBUTION AT 30TH JUNE 2003 – PERMANENT EMPLOYEES

Grade	White	Mixed	Asian	Black	Chinese
1	1	0	0	0	0
2	2	0	0	0	0
3	1	0	0	0	0
4	13	0	0	0	0
5	2	0	0	0	0
6	25	1	0	0	0
7	34	0	1	0	0
8	76	0	1	1	0
9	69	0	1	1	0
10	85	0	0	0	0
11	50	0	0	1	0
12	100	1	1	0	0
13	46	0	1	1	0
14	9	0	0	0	0
15	1	0	0	0	0
16	35	0	1	0	0
*	85	0	0	0	0
Total	**634**	**2**	**6**	**4**	**0**

TABLE 4

JOB APPLICANTS FROM 1/7/02TO 30/6/03

REF GRADE		SEX / ETHNICITY WHITE MALE	WHITE FEMALE	BLACK MALE	BLACK FEMALE	ASIAN MALE	ASIAN FEMALE	CHINESE MALE	CHINESE FEMALE	MIXED MALE	MIXED FEMALE	OTHER MALE	OTHER FEMALE	N/S OR N/R
001	APPLICANTS	1	1											
13	SHORTLIST	0	1											
	APPOINTMENT		1											
002	APPLICANTS	31	9											
8	SHORTLIST	6	1											
	APPOINTMENT	0	0											
003	APPLICANTS	1												
OPERATIONS	SHORTLIST	0												
DIVISION	APPOINTMENT	0												
004	APPLICANTS	1												
OPERATIONS	SHORTLIST	1												
DIVISON	APPOINTMENT	1												
005	APPLICANTS		1											
12	SHORTLIST		1											
	APPOINTMENT		1											
006	APPLICANTS	29	3			1	2			2				1
7	SHORTLIST	3	1			0	1			0				0
	APPOINTMENT	0	0			0	1			0				0
007	APPLICANTS	3	17		1									
13	SHORTLIST	0	6		1									
	APPOINTMENT	0	0		0									
008	APPLICANTS	3	6	1	1	1								1
9	SHORTLIST	2	3	1	0	0								0
	APPOINTMENT	0	1	0	0	0								0
009	APPLICANTS	105	11	2		7	1							2
9	SHORTLIST	4	1	0		1	0							0
	APPOINTMENT	0	0	0		1	0							0
010	APPLICANTS	16	4											
4	SHORTLIST	2	2											
	APPOINTMENT	0	1											
011	APPLICANTS	6	23				1							
12	SHORTLIST	0	5				0							
	APPOINTMENT	0	1				0							
012	APPLICANTS	19	16			1					1			
11	SHORTLIST	0	2			0					0			
	APPOINTMENT	0	1			0					0			
013	APPLICANTS	5	13											1
12	SHORTLIST	0	0											0
	APPOINTMENT	0	0											0
014	APPLICANTS		1											
13	SHORTLIST		0											
	APPOINTMENT		0											
015	APPLICANTS		1											
7	SHORTLIST		1											
	APPOINTMENT		1											

REF GRADE	- - -	SEX / ETHNICITY WHITE MALE	WHITE FEMALE	BLACK MALE	BLACK FEMALE	ASIAN MALE	ASIAN FEMALE	CHINESE MALE	CHINESE FEMALE	MIXED MALE	MIXED FEMALE	OTHER MALE	OTHER FEMALE	N/S OR N/R
016	APPLICANTS		1											
16/17	SHORTLIST		0											
	APPOINTMENT		0											
017	APPLICANTS	1	5											
13	SHORTLIST	1	5											
	APPOINTMENT	0	0											
018	APPLICANTS	1	7				1							
13	SHORTLIST	1	4				1							
	APPOINTMENT	0	1				0							
019	APPLICANTS	5	2	1						1				
7	SHORTLIST	3	1	0						0				
	APPOINTMENT	1	0	0						0				
020	APPLICANTS	3	2		1		1							
13	SHORTLIST	3	2		1		1							
	APPOINTMENT	2	0		0		0							
021	APPLICANTS	1	3											
13	SHORTLIST	1	3											
	APPOINTMENT	0	1											
022	APPLICANTS	3												
13	SHORTLIST	3												
	APPOINTMENT	1												
023	APPLICANTS		3											
13	SHORTLIST		3											
	APPOINTMENT		1											
024	APPLICANTS	2	18											
12	SHORTLIST	1	5											
	APPOINTMENT	0	1											
025	APPLICANTS	1	1											
13	SHORTLIST	1	1											
	APPOINTMENT	1	0											
026	APPLICANTS	1												
9	SHORTLIST	1												
	APPOINTMENT	1												
027	APPLICANTS	8	1											
9	SHORTLIST	4	1											
	APPOINTMENT	1	0											
028	APPLICANTS	1												
13	SHORTLIST	1												
	APPOINTMENT	1												
029	APPLICANTS		1											
10	SHORTLIST		1											
	APPOINTMENT		1											
030	APPLICANTS	1	1											
13	SHORTLIST	1	1											
	APPOINTMENT	0	1											

REF GRADE		SEX / ETHNICITY												
		WHITE MALE	WHITE FEMALE	BLACK MALE	BLACK FEMALE	ASIAN MALE	ASIAN FEMALE	CHINESE MALE	CHINESE FEMALE	MIXED MALE	MIXED FEMALE	OTHER MALE	OTHER FEMALE	N/S OR N/R
031	APPLICANTS	4												
13	SHORTLIST	4												
	APPOINTMENT	3												
032	APPLICANTS		5											1
12	SHORTLIST		3											0
	APPOINTMENT		1											0
033	APPLICANTS	3	1											
13	SHORTLIST	3	1											
	APPOINTMENT	2	0											
034	APPLICANTS		10											1
12	SHORTLIST		5											0
	APPOINTMENT		1											0
035	APPLICANTS		6											
13	SHORTLIST		6											
	APPOINTMENT		2											
036	APPLICANTS	3												
OPERATIONS	SHORTLIST	0												
DIVISION	APPOINTMENT	0												
037	APPLICANTS	1					1							
12	SHORTLIST	1					1							
	APPOINTMENT	1					0							
038	APPLICANTS	2												
13	SHORTLIST	1												
	APPOINTMENT	1												
039	APPLICANTS		2											
10	SHORTLIST		2											
	APPOINTMENT		1											
040	APPLICANTS		15											
13	SHORTLIST		5											
	APPOINTMENT		1											
041	APPLICANTS	1	1											
12	SHORTLIST	1	1											
	APPOINTMENT	0	1											
042	APPLICANTS	2												
12	SHORTLIST	2												
	APPOINTMENT	1												
043	APPLICANTS	2	5	1										1
12	SHORTLIST	0	5	0										1
	APPOINTMENT	0	1	0										0
044	APPLICANTS	1				1								
8	SHORTLIST	1				1								
	APPOINTMENT	0				1								
045	APPLICANTS		6											
13	SHORTLIST		4											
	APPOINTMENT		1											
046	APPLICANTS		7											
13	SHORTLIST		3											
	APPOINTMENT		1											

REF GRADE		SEX / ETHNICITY WHITE MALE	WHITE FEMALE	BLACK MALE	BLACK FEMALE	ASIAN MALE	ASIAN FEMALE	CHINESE MALE	CHINESE FEMALE	MIXED MALE	MIXED FEMALE	OTHER MALE	OTHER FEMALE	N/S OR N/R
047	APPLICANTS		7											
13	SHORTLIST		5											
	APPOINTMENT		1											
048	APPLICANTS	2	4											
13	SHORTLIST	1	4											
	APPOINTMENT	0	2											
049	APPLICANTS		8											
13	SHORTLIST		6											
	APPOINTMENT		1											
050	APPLICANTS	2												
13	SHORTLIST	2												
	APPOINTMENT	1												
051	APPLICANTS	8	1			1				1				
8	SHORTLIST	3	1			1				0				
	APPOINTMENT	0	1			0				0				
052	APPLICANTS	1	10								1			
13	SHORTLIST	1	6								0			
	APPOINTMENT	0	1								0			
053	APPLICANTS	4	2											
8	SHORTLIST	3	2											
	APPOINTMENT	1	0											
054	APPLICANTS		1											
12	SHORTLIST		1											
	APPOINTMENT		1											
055	APPLICANTS	9	4									1		
9	SHORTLIST	2	1									0		
	APPOINTMENT	0	1									0		
056	APPLICANTS		1											
13	SHORTLIST		1											
	APPOINTMENT		1											
057	APPLICANTS		1											
12	SHORTLIST		1											
	APPOINTMENT		1											
058	APPLICANTS	3	7											
Variable Contract	SHORTLIST	1	5											
	APPOINTMENT	0	2											
059	APPLICANTS	15	5											
11	SHORTLIST	3	1											
	APPOINTMENT	0	1											
060	APPLICANTS		3											
13	SHORTLIST		1											
	APPOINTMENT		1											
TOTAL	**APPLICANTS**	**311**	**263**	**5**	**3**	**12**	**7**	**0**	**0**	**4**	**2**	**1**	**0**	**8**
	SHORTLIST	**68**	**121**	**1**	**2**	**3**	**4**	**0**	**0**	**0**	**0**	**0**	**0**	**1**
	APPOINTMENT	**19**	**37**	**0**	**0**	**2**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

TABLE 5

APPLICANTS FOR JOBS BY AGE

1ST JULY 2002 TO 30TH JUNE 2003

	AGE BAND				
	<20	20-29	30-39	40-49	50+
APPLICANTS	67	214	137	137	81
SHORTLIST	28	63	38	45	23
% SHORTLISTED	42%	29%	28%	33%	28%
APPOINTED	14	17	9	12	7

TABLE 6

INTERNAL PROMOTIONS/ RE-GRADING/ TRANSFERS FROM 1ST JULY 2002 TO 30TH JUNE 2003 BY GRADE

From Grade	To Grade								
	4	6	7	8	9	10	11	12	13
4									
6									
7									
8				1M					
9				1M					
10					1M	1F		1F	
11						1F			
12						2F,1M	1F	1F	
13						1F,5M	1F	2F,1M	3F,2M
16									

TABLE 7

EQUAL OPPORTUNITIES TRAINING 1ST JULY 2002 TO 30TH JUNE 2003
NUMBER OF EMPLOYEES TRAINED BY GRADE, AGE AND GENDER

	Age Band				
Grade	16-25	26-35	36-45	46-55	56-65
2					
3					
4					
5					
6		2F	1F	2F, 3M	
7		1M	2F, 4M	1F, 1M	
8		2F, 1M	1F, 2M	2F, 7M	1M
9	1M	2F, 1M	3F, 1M	1F, 1M	1M
10	1M	3F, 1M	2F	2F	
11	2F	4F, 1M	1M	2F	
12	2F	8F, 4M	15F, 2M	6F	1M
13				1F	