

# LONDON BOROUGH OF HARROW

Agenda Item: **10**

Page no:

<b>Meeting:</b>	EMPLOYEES' CONSULTATIVE FORUM
<b>Date:</b>	TUESDAY, 8 JULY 2003
<b>Subject:</b>	ANNUAL EQUALITY MONITORING REPORT 1 APRIL 2002 - 31 MARCH 2003
<b>Key decision:</b>	No
<b>Responsible Chief Officer:</b>	Executive Director (Organisational Development)
<b>Relevant Portfolio Holder:</b>	Deputy Leader, Portfolio Holder For Partnership & Property Portfolio Holder For Finance & Human Resources & Performance Management
<b>Status:</b>	Part 1
<b>Ward:</b>	N/A
<b>Enclosures:</b>	Appendix 1 – Table summarising the Council's performance against 2002/03 targets. Appendix 2 - Paybands as at 01 October 2002 Appendix 3 - Workforce Profile by Ethnicity and Payband table and Workforce Profile by Gender and Payband table Appendix 4 – Applicant Monitoring 01 April 2002 – 31 March 2003 for Schools Appendix 5 - Table showing the proposed performance targets for 2003/04. Appendix 6 – Departmental Summary Reports for: 6 (a) Chief Executives' Department 6 (b) Education 6 (c) Environmental Services 6 (d) Social Services

## 1. EXECUTIVE SUMMARY

- 1.1 This report provides the outcomes of employment monitoring of the Council's equalities performance during the period 1 April 2002 to 31 March 2003 and recommends the targets against which performance should be measured for the period 1 April 2003 to 31 March 2004.

## **Ethnic Origin**

- 1.2 The percentage of appointments from black and ethnic minorities is 44% which is an increase compared to last year's figure of 39% and is higher than the economically active representation of black and ethnic minorities in Harrow, which is 43%.
- 1.3 Despite this, the Council's success ratio for 2002/03 is 0.53. This compares with the success ratio of 0.47 for 2001/02 and 0.55 for 2000/01. The Council has not been successful in meeting its target success ratio of 0.7.
- 1.4 A project group as recommended by the Employees Consultative Forum in January 2003, is being set up to investigate improving the appointment rates of Asian applicants.
- 1.5 The overall percentage of black and ethnic minority employees in the workforce is 27.4%. This is an increase compared to last year's figure of 23% and is consistent with the trend of an increasing percentage of black and ethnic minorities in the workforce, which has trebled from 1991 when the figure was 9%.
- 1.6 Monitoring of employee-related procedures indicates that potentially black and ethnic minority employees may be disproportionately affected by the Council's disciplinary and probationary procedures. However, in most procedures i.e. harassment complaints, probationary dismissals, grievances, management occupational health referrals, redundancies the numbers of cases are so few that statistical interpretation is not reliable.

## **Disability**

- 1.7 The percentage of applicants who declared a disability is 2.3%. The percentage of applicants declaring a disability who were shortlisted is 2.6% and those appointed is 0.8%. This compares with last year's figures of 3.0% appointed, 4.0% shortlisted and 3.0% appointed.
- 1.8 Work is currently being undertaken to improve the number of applications from disabled people and to increase their chances of employment with the Council, see paragraph 9.24.
- 1.9 The percentage of the workforce that has declared a disability is 2.4%, which is an increase to last year's figure of 2.1%.

## **Gender**

- 1.10 The percentage of women appointed is consistently higher than men at all paybands.
- 1.11 The overall percentage of women in the workforce is 76% and the proportion of women employed in each payband exceeds men. The 2001 Census data for Harrow's resident population is 48% men and 52% women.

## **Performance Indicators**

- 1.12 Compared to last year the Council has improved its performance on all Corporate Health BVPIs, however it has not achieved all its performance targets.
- 1.13 Performance against the targets set for 2002/03 is set out in the table at appendix 1.
- 1.14 Recommended performance targets for 2003/4 are set out in the table at appendix 5

## **Review of Progress during 2002/03**

- 1.15 Harrow was awarded Beacon Status for its work in promoting racial equality in April 2002. The Beacon status has involved Harrow presenting its achievements, disseminating information and sharing good practice with other Councils and communities. Harrow hosted a very successful Beacon Conference on 29 October 2002.
- 1.16 The revised Equal Opportunity Policy, 'Making a Difference' which covers both employment and service delivery was approved by Cabinet on 25 June 2002 following extensive consultation with staff, management, partners and trade unions. The policy was launched on 23 September 2002 at a half-day Equality Seminar for managers chaired by the Chief Executive. Speakers included the Deputy Leader, Resources Portfolio holder, directors and heads of service.
- 1.17 Harrow's Race Equality Scheme (RES) 2002 – 2005 was also approved by Cabinet on 25 June 2002 and launched at the Equality Seminar, see paragraph 1.16 above. A report on first year progress under the RES will be submitted to Cabinet on 15 July 2003 following consultation with partner organisations, trade unions and worker support groups.
- 1.18 A seminar/workshop to launch the Equality Standard for Local Government was held on 17 October 2002. The Council has been assessed as having achieved Level 1 of the Equality Standard in 2002/03. An assessment of the Council's documentary evidence was undertaken by Consultants from the Employers Organisation, which supports the self-assessment and audit process undertaken by departments.
- 1.19 Guidance documents on implementing the Disability Discrimination Act 1995, (DDA) were launched, at a disability seminar on 3 December 2002, International Disability Day.
- 1.20 An Access to Work Seminar was held in September, with presentations from the Manager of the Access to Work Business Centre in Wembley, and the Disability Employment Adviser.
- 1.21 The First Contact Group (part of the Best Value Review) has considered access issues for people with disabilities at all stages and has made several recommendations see paragraphs 12.27 to 12.31.

## **2. RECOMMENDATIONS (for decision by the Forum)**

- 2.1 That the monitoring information for 2002/03 be noted.
- 2.2 That Council's performance targets for 2003/04 as set out in Appendix 5 be agreed.

## **3. CONSULTATION WITH WARD COUNCILLORS**

- 3.1 N/A

## **4. POLICY CONTEXT (including Relevant Previous Decisions)**

- 4.1 This report includes information on progress against the Council's equality performance targets for 2002/2003, including the 'Corporate Health' Best Value Performance Indicators (BVPI's) - **Employees' Consultative Forum 9-07-02.**
- 4.2 The report complies with the Council's employment specific duty under the Race Relations (amendment) Act 2000, to monitor staff by ethnicity as set out in the Council's Race Equality Scheme – **Cabinet 25-06-02.**
- 4.3 The report is also in accordance with the Council's commitment to monitor employment policies as set out in the Council's Equal Opportunity Policy – **Cabinet 25-06-02.**
- 4.4 This report provides progress made on proposals to improve the employment opportunities for disabled people, the improvement in the appointment of success of Asian applicants and the establishment of a list of consultative organisations - **Employees' Consultative Committee 28-01-2003.**

## **5. RELEVANCE TO CORPORATE PRIORITIES**

- 5.1 This report addresses the Council's stated priority of striving for a community which is cohesive and strong, which strengthens Harrow's local community by valuing and celebrating the rich diversity of our local community and by promoting equality of opportunity and access.
- 5.2 This report includes information on progress against the following 'Corporate Health' Best Value Performance Indicators (BVPI's) for 2002/2003 and recommends targets for 2003/2004:
- BV2 - the level of the Equality Standard to which the Authority conforms
  - BV11a - the percentage of senior management posts filled by women, based on the top 5% of earners
  - BV11b - the percentage of black and ethnic minority staff in senior management posts based on the top 5% of earners
  - BV16 (a & b) - the percentage of staff of the total workforce declaring that they meet the Disability Discrimination Act 1995 disability definition compared with the percentage of economically active disabled people in the authority area.
  - BV17 (a & b) - the percentage of black and ethnic minority employees of the total workforce as compared with the economically active people within these groups in Harrow.

## **6. BACKGROUND INFORMATION**

- 6.1 This is the seventh annual equality monitoring report and results from a decision of The Equal Opportunities Consultative Committee (EOCC) in March 1997. The EOCC resolved that an annual corporate equality report should be produced that sets out the overall position of the Council in relation to its equal opportunities employment policy.
- 6.2 This report details the Council's applicant monitoring information and workforce profile for 2002/03 and performance against the 'Corporate Health' BVPI's as well as other local performance indicators such as the success ratio. The report also includes monitoring information on participation in training courses, and information relating to the Council's formal employment procedures such as grievance and discipline and their impact from an equalities perspective.

- 6.3 In addition each Department has produced a summary annual report. These reports are attached for information as part of the support documentation (Appendix 6).

## **7. PRESENTATION**

- 7.1 Where appropriate, monitoring information is presented using the four paybands (see appendix 2).
- 7.2 Any reference to black and ethnic minority groups in this report includes the following groups - Black, Asian, Mixed, Chinese and others.
- 7.3 The Equality Panel in September 1998 agreed that the information in relation to success ratios should not include school-based staff. However, this information is attached at appendix 5 for the Forum's information.
- 7.4 Comparisons with the population of the community of Harrow are based on the representation of black and ethnic minorities, women and disabled people taken from the 2001 Census data.

## **8. APPLICANT MONITORING 1/4/02 - 31/3/03**

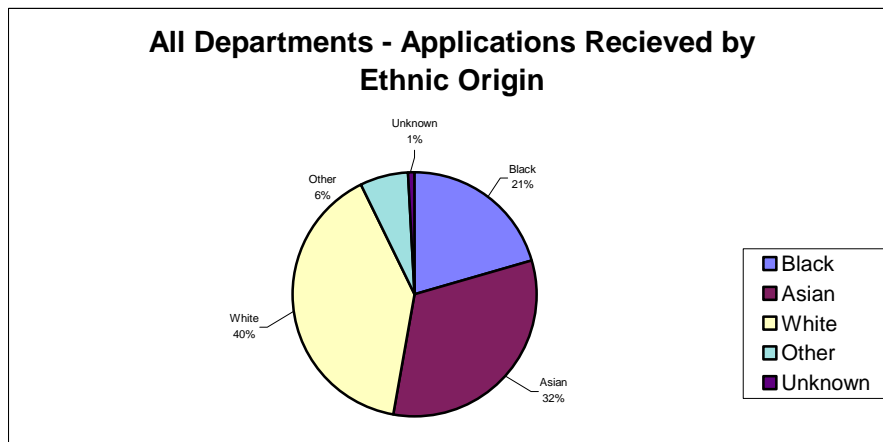
### **Ethnic Origin**

- 8.1 The Council's local performance indicator for 2002/03 was that the proportion of black and ethnic minority appointments reflects the proportion of black and ethnic minorities in the local population and was set at 42%. The proportion of black and ethnic minority appointments for 2002/03 was 44%, an increase of 5% compared to 39% last year. The Council has exceeded its target.
- 8.2 The pie charts below set out the applicant monitoring statistics for the whole Council at the application, shortlisting and appointment stages of the recruitment and selection process.

**APPLICANT MONITORING SUMMARY BY DEPARTMENT**  
**ALL DEPARTMENTS (excluding schools) - 1 April 2002 to 31 March 2003**

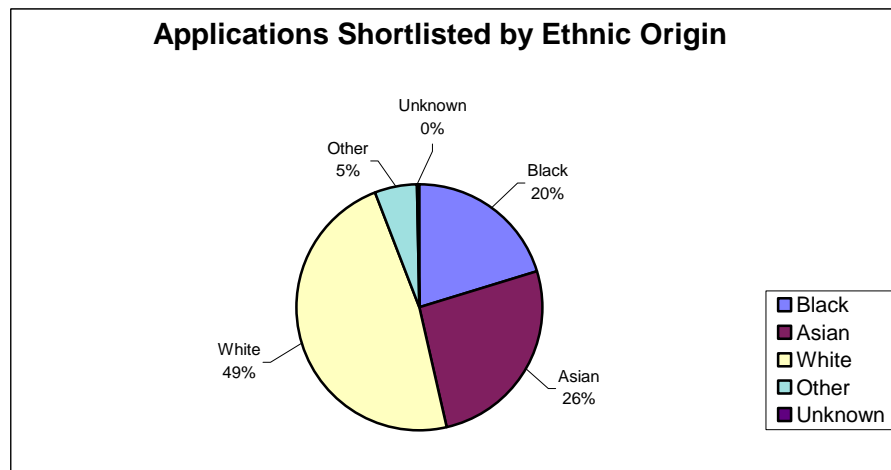
**APPLICATIONS RECEIVED BY ETHNIC ORIGIN**

Black	845
Asian	1316
White	1637
Other	261
Unknown	29
<b>Total</b>	<b>4088</b>



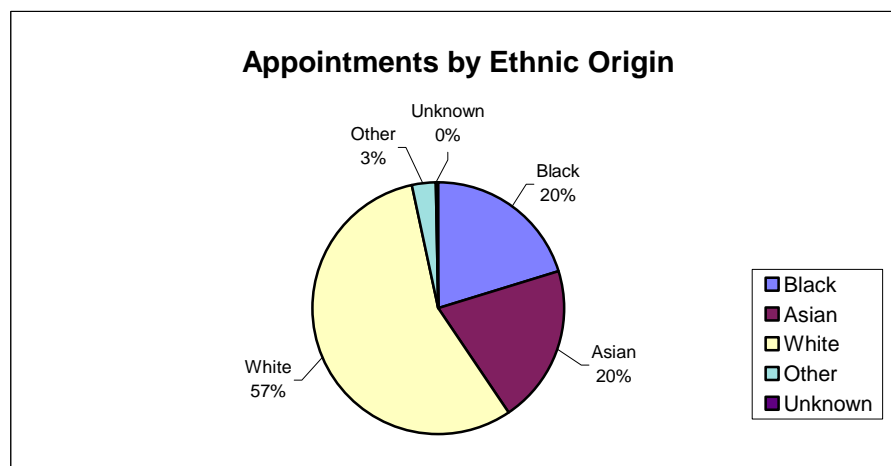
**APPLICATIONS SHORTLISTED BY ETHNIC ORIGIN**

Black	267
Asian	341
White	625
Other	70
Unknown	5
<b>Total</b>	<b>1308</b>



**APPLICANTS APPOINTED BY ETHNIC ORIGIN**

Black	77
Asian	78
White	214
Other	12
Unknown	1
<b>Total</b>	<b>382</b>



8.3 The table below shows applicant monitoring information for 2002/03 and comparisons with the previous two years. The table sets out the percentage of applications received from black and ethnic minorities and the percentage shortlisted and appointed. Figures in brackets represent actual numbers.

<b>Black and ethnic minority Applicant Monitoring</b>			
<b>Year</b>	<b>Applications</b>	<b>Shortlisted</b>	<b>Appointed</b>
2002/03	59% (2422)	52% (678)	44% (167)
2001-02	58% (2289)	51% ( 797)	39% ( 177)
2000-01	53% (1564)	46% ( 521)	38% ( 127)

8.4 The overall percentage of applications received from black and ethnic minorities has risen to 59% compared to last year (58%), which is significantly in excess of the economically active representation of black and ethnic minorities in Harrow, which is 43%. This indicates that generally the Council is successful in consistently attracting applicants from black and ethnic minorities.

8.5 There is an increase (1%) in the proportion of black and ethnic minorities shortlisted to 52% and an increase (5%) in the proportion of black and ethnic minorities appointed to 44%. The increase in the proportion of black and ethnic minorities appointed is higher than the economically active representation of black and ethnic minorities in Harrow. However, there is a continuing disparity between the proportion of black and ethnic minorities applying for jobs and those being appointed and this is reflected in the success ratios.

8.6 The proportion of applications received from black and ethnic minorities is greater than from white applicants for jobs in paybands 1 to 3. In payband 4 more applications were received from white applicants.

8.7 The project group recommended to be set up by the Employees Consultative Forum in January 2003 to investigate improving the success of Asian applicants will consider these issues as part of their remit.

### **Success Ratio and Success Rates**

8.8 The Council's target for 2002/03 was to achieve a success ratio for black and ethnic minority job applicants of 0.7. The Council's overall success ratio for black and ethnic minorities was 0.53. This is an increase compared to last year's figure of 0.47.

8.9 The Commission for Racial Equality (CRE) has recommended the use of the success ratio as a measure for applicant monitoring. The ratio compares the success rates for black and ethnic minority and white applicants and the result is expressed as a decimal fraction or whole number. The ideal situation would be to achieve a success ratio of 1. The CRE recommends the success ratio should be at least 0.8 and suggests that if the success ratio falls below 0.8 then investigation should take place for possible racial discrimination.

8.10 The success ratio is an important measure for the Council in monitoring the comparative success of black and ethnic minority applicants. However, in statistical terms its validity is directly linked to the size of the sample population i.e. the greater the number of appointments the more valid and reliable the success ratio is likely to be as a measure. The success ratio should therefore be considered with caution for Departments with relatively few appointments.

- 8.11 Although the Council's overall success ratio in 2002/03 of 0.53 is disappointing, the proportion of black and ethnic minorities appointed (44%) exceeds the economically active representation of black and ethnic minorities in Harrow.
- 8.12 The table below shows the variations in success ratios by paybands for all departments excluding schools (figures in brackets are the number of appointments). Figures for the previous two years are also shown for comparison.

<b>Success Ratios by Payband</b>			
<b>Payband</b>	<b>1/4/02 - 31/3/03</b>	<b>1/4/01 - 31/3/02</b>	<b>1/4/00 - 31/3/01</b>
Band 1	0.64 (111)	0.34	0.52
Band 2	0.46 (189)	0.65	0.57
Band 3	0.63 (62)	0.71	0.47
Band 4	0.40 (20)	0.06	0.85
<b>Overall Success Ratio</b>	<b>0.53 (382)</b>	<b>0.47</b>	<b>0.55</b>

- 8.13 Comparison with last year's figures shows that the success ratio has increased in paybands 1 and 4 and has decreased in payband 2. However, the success ratio for payband 1 (0.64) and payband 3 (0.63) is just below the Council's target.
- 8.14 The majority of recruitment was undertaken in payband 2 which has the highest fall off of black and ethnic minority applicants when comparing the applications received to appointments.
- 8.15 Across all four paybands, the fall off of appointments of black and ethnic minorities is disproportionate to the number of applications received from that group. The reverse is true for white applicants where the proportions shortlisted and appointed are higher than applications received.
- 8.16 The success ratio over the last few years has averaged around 0.5 mark. Monitoring figures over the years have shown that the disproportionate impact on ethnic minorities during the recruitment process should be continually monitored to check for any forms of non-compliance to Council policy or discrimination legislation.
- 8.17 This is another area that will be considered by the project group detailed in paragraph 8.7 above.
- 8.18 Success ratios have also been calculated for each stage in the recruitment process. The table below shows the success ratios comparing applicants to shortlisted candidates (Column A), and shortlisted candidates to appointments (Column B). Column C (shaded) compares applicants to appointments and is the measure used for the Council's equality target.

<b>Payband</b>	<b>(A) Applicants/Shortlisted Success Ratio</b>			<b>(B) Shortlisted/Appointments Success Ratio</b>			<b>(C) Applicants/Appointments Success Ratio</b>		
	<b>02/03</b>	<b>01/02</b>	<b>00/01</b>	<b>02/03</b>	<b>01/02</b>	<b>00/01</b>	<b>02/03</b>	<b>01/02</b>	<b>00/01</b>
Band 1	0.68	0.62	0.77	0.94	0.55	0.67	0.64	0.34	0.52
Band 2	0.75	0.86	0.77	0.61	0.75	0.70	0.46	0.65	0.57
Band 3	0.88	0.81	0.80	0.71	0.88	0.60	0.63	0.71	0.47
Band 4	0.66	0.59	1.10	0.61	0.10	0.70	0.40	0.06	0.85
<b>Overall</b>	<b>0.73</b>	<b>0.75</b>	<b>0.79</b>	<b>0.72</b>	<b>0.63</b>	<b>0.70</b>	<b>0.53</b>	<b>0.47</b>	<b>0.55</b>



- 8.19 The success ratio for applicants to shortlisted candidates (0.73) the success ratio for shortlisted candidates to appointments (0.72) are both just above the Council's target. As in previous years the applicants to shortlisted candidates success ratio of 0.73 is close to the CRE recommendation of 0.8 which indicates that the short-listing process is free of bias.
- 8.20 The success ratio at the appointment stage is 0.53, which is below the Council target of 0.7, and below the 0.8 recommended by the CRE. The continuing trend for the success ratio to fall at the appointment stage is a cause for concern and indicates that further investigation needs to take place to discover why the success ratio for black and ethnic minorities has not improved.
- 8.21 Officers from Employee Relations met with Harrow Council for Racial Equality to discuss the potential causes of low success ratio for black and ethnic minority applicants and in particular Asian applicants at interview/appointment stage of the recruitment and selection process.
- 8.22 The issues discussed at this meeting will be taken forward by the project group, detailed in paragraph 8.7 above.
- 8.23 It is proposed that the target success ratio for black and ethnic minorities for 2003/04 remains at 0.7.

### **Disability**

- 8.24 The number of applications received from people who declared that they considered themselves to have a disability is 92 (2.3%). The number of applicants with a disability shortlisted is 34 (2.6%), and 3 applicants with a disability were appointed out of 382 appointments (0.8%). This compares to last year's applicant monitoring figures for disability of 3.0% for applications, 4.0% for shortlisted and 3.0% for appointments.
- 8.25 An analysis of appointments by paybands and comparisons with the previous two years is shown in the table below:

<b>Appointment of Disabled Persons by Payband</b>			
<b>Payband</b>	<b>1/4/02 - 31/3/03</b>	<b>1/4/01 – 31/3/02</b>	<b>1/4/00 – 31/3/01</b>
Band 1 Non- disabled	111	176	144
Band 1 Disabled	0	2	3
Band 2 Non- disabled	187	176	128
Band 2 Disabled	2	6	2
Band 3 Non- disabled	61	53	41
Band 3 Disabled	1	3	0
Band 4 Non- disabled	20	33	16
Band 4 Disabled	0	1	1

- 8.26 The low proportion of appointments of disabled people across all paybands is cause for concern as is the decrease in the number of appointments from disabled people. Work is currently being undertaken to improve the number of applications from disabled people and to increase their chances of employment with the Council, see paragraph 9.24.

## Gender

- 8.27 The Council set a target of 51% for its local performance indicator that the proportion of women appointments reflects the proportion of women in the local community. The proportion of women appointments for 2002/03 was 64%. The Council has exceeded its performance target.
- 8.28 The proportion of women applying for posts is 63% compared with 37% for men. The proportion of women being shortlisted is 64% compared with 36% for men. The proportion of women appointed is 64% compared with 36% for men.
- 8.29 The success of women at each stage of the recruitment process has been proportional to the number of applications received.
- 8.30 An analysis of the number of appointments by payband and comparisons with the previous two years is shown below:

<b>Appointment of Women by Payband</b>			
<b>Payband</b>	<b>1/4/02 - 31/3/03</b>	<b>1/4/01 – 31/3/02</b>	<b>1/4/00 – 31/3/01</b>
Band 1 Men	43	88	45
Band 1 Women	68	90	102
Band 2 Men	66	50	39
Band 2 Women	123	132	91
Band 3 Men	21	32	20
Band 3 Women	41	24	21
Band 4 Men	8	14	5
Band 4 Women	12	20	12

- 8.31 The proportion of women appointed is higher than men at all paybands and is consistently at 60% or above.

## 9. WORKFORCE PROFILE

- 9.1 The information reported below in relation to the Council's workforce includes school-based staff.

### Ethnic Origin

**BV17 The percentage of black and ethnic minority employees of the total workforce compared with the percentage of economically active minority ethnic community population in Harrow. (Note: excludes staff who are null or unknown, see paragraph 9.10)**

### **BV17a - Staff from ethnic minorities**

- 9.2 The Council aims to achieve a balanced workforce i.e. the percentage of staff who have declared they are from ethnic minorities (BV17a) is comparable to the working age (18-65) people from ethnic minorities (BV17b). In 2002/03 the Council set a target of 25% for the Corporate Health Performance Indicator BV17a. The actual percentage of staff from

ethnic minorities in the workforce for 2002/03 is 27.4% compared to 23% for 2001/02. The Council has exceeded its BV17a target.

### **BV17b - Working age (18-65) people from ethnic minorities**

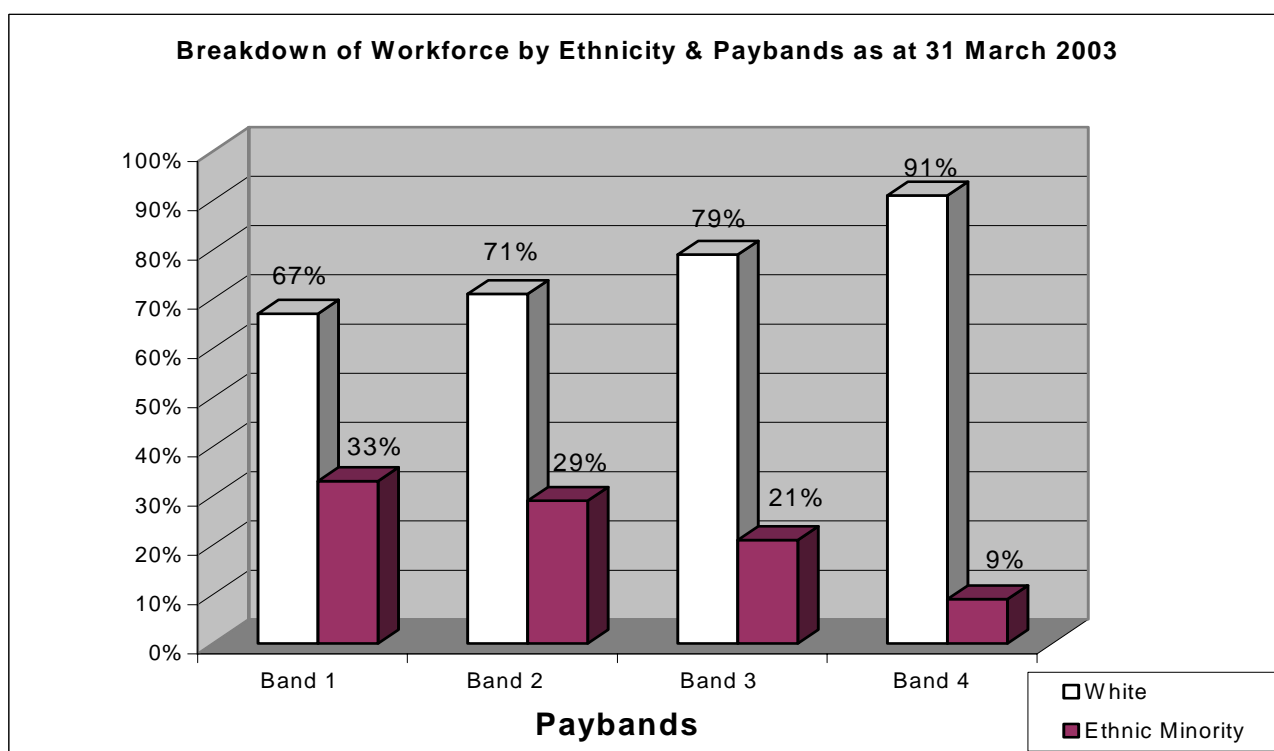
9.3 The BV Performance indicator requires a comparison with the economically active ethnic minority community population. Last year the comparison was based on figures from the Office for National Statistics Labour Force Survey March 2001 for the economically active population of Harrow which was 42%. This year the comparison is made with the working age (18-65) population from ethnic minorities based on census 2001 data, which is 43%. A further means of assessing the progress made towards a balanced workforce is by comparing the Council's workforce profile with that of the local general population. Based on the census 2001 data, the proportion of black and ethnic minorities in Harrow's resident population is 41%. The Council has met its target but the composition of the workforce remains lower than both the general population and the economically active population.

### **BV11b - The percentage of top 5% of earners from black and ethnic minority communities**

9.4 The Council's performance for employing black and ethnic minority staff in senior management is measured separately in accordance with the new Best Value performance indicator for 2002/03. The Council set a target of 10% for BV11b, the percentage of the top 5% of earners from black and ethnic minority communities for 2002/03 is 5.3%. The Council has not met its target.

9.5 The recruitment to senior posts arising from the New Harrow Project re-structuring will potentially provide the Council with an opportunity to improve the numbers of black and ethnic minorities employed in senior posts.

9.6 The chart below shows the workforce profile broken down by ethnicity and paybands. This information and comparisons with the previous two years is also shown in the table at appendix 3.



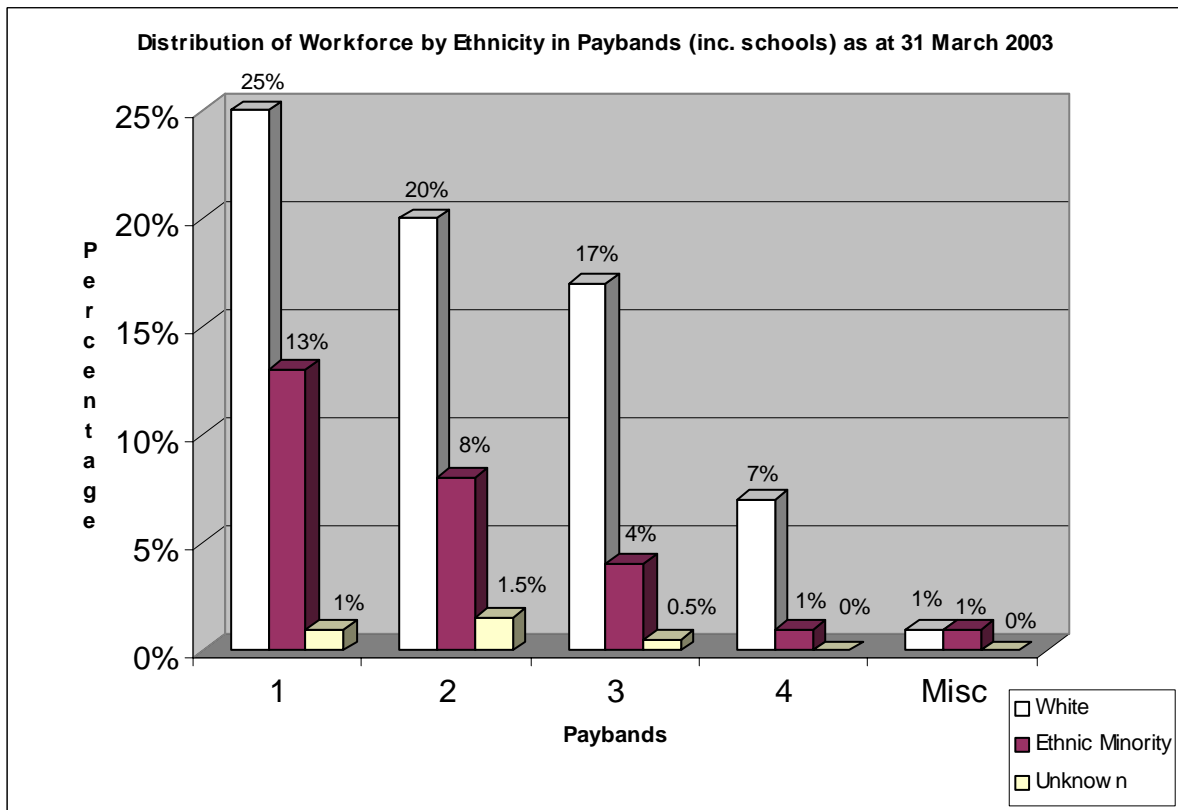
- 9.7 The overall proportion of black and ethnic minority employees in the workforce (excluding employees whose ethnicity is 'Unknown' or those for whom data is incomplete - 'Null' category) has increased to 27.4%. The percentage for the previous year was 23% and the trend since 1991 has been for an increase in the percentage of black and minority ethnic employees each year.
- 9.8 In January 2002 a re-classification exercise commenced in order to collect accurate data regarding the ethnicity and numbers of disabled employees in the workforce. The workforce profile figures reported in this report are based on results of the reclassification exercise. The proportion of employees that appear in the 'Null' and 'Unknown' categories is 2.9%. The Council's aim is to obtain a 100% return from staff to complete the reclassification exercise and departments are chasing staff to achieve a 100% return.
- 9.9 The increase in the proportion of black and ethnic minority employees in the workforce this year, is attributed to the workforce reclassification exercise and the improvement in the percentage of appointments of black and ethnic minorities.
- 9.10 The table below shows the overall composition of the workforce by ethnicity as 31st March each year and makes comparisons with previous years. Percentages have been rounded up or down to the nearest whole number.

<b>The overall composition of the workforce is as follows</b>								
	<b>2003</b>		<b>2002</b>		<b>2001</b>		<b>2000</b>	
Black	417	7.4%	390	6.9%	373	6.7%	364	6.4%
Asian	940	16.7%	795	14.0%	740	13.3%	722	12.5%
Other	74	1.3%	111	2.0%	247	4.4%	210	3.7%
White	3971	70.5%	4066	71.0%	4165	74.8%	4356	76.8%
Unknown	30	0.5%	46	1.0%	43	0.8%	33	0.6%
Mixed *	69	1.2%	9	0.1%				
Null **	136	2.4%	272	5.0%				
<b>Total Workforce</b>	5637		5689		5568		5674	

\* The 'Mixed' ethnicity category was introduced in April 2001 in line with the revised 2001 Census categories.

\*\* The 'Null' category, also introduced in 2001 identifies employees for whom data is incomplete.

- 9.11 The chart below shows the distribution of the workforce by ethnicity and payband.
- 9.12 This distribution shows that of the 27.4% of the workforce that are from an ethnic minority, the majority hold posts in payband 1 and 2 (13% & 8% respectively).



*\* Misc – as information is from a live database, some employees had not been assigned to a payband when the report was run.*

- 9.13 Work will continue in order to make progress in closing the gap between the proportion of black and ethnic minorities employed and the representation of black and ethnic minorities in the general population of the local community.
- 9.14 Work will also be undertaken to improve the appointment of ethnic minorities in the higher paybands.
- 9.15 In May 2002 a Job and Careers Fair was held at Norbury School in Harrow in partnership with the community to widen access to jobs and provide advice on the Council's recruitment processes. The event was aimed for everyone in the community but in particular it was intended to ensure that black and ethnic minorities were made aware of and encouraged to apply for employment opportunities with the Council. The event included seminars and workshops specifically aimed at providing support and guidance to potential applicants from minority groups. An estimated 600 people attended the Job Fair of whom over 60% were from the black and minority ethnic community. The event was repeated in May 2003 - see paragraph 9.23 below.
- 9.16 The Council will also be undertaking work to widen access to our information and services through technology and make full use of the internet and intranet to promote e-learning.

## **Disability**

**BV16 The percentage of staff of the total workforce declaring that they meet the Disability Discrimination Act 1995 disability definition compared with the percentage of economically active disabled people in the authority area.**

### **BV16a - Staff with disabilities**

- 9.17 The Council set a target of 3% for the Corporate Health Performance Indicator BV16a – the percentage of staff of the total workforce declaring a disability. This was related to the quota set in previous disability legislation. The percentage of staff of the total workforce declaring a disability in 2002/03 is 2.4%. The Council has not achieved its target.
- 9.18 There has been a slight increase in the representation of disabled employees in the workforce, which at 2.4% is marginally higher than last year's figure of 2.1%. This increase may be partly attributed to the workforce re-classification exercise in which employees were encouraged to declare any disability under the criteria of the Disability Discrimination Act.

### **BV16b - Working age (18-65) people with disabilities**

- 9.19 A further means of assessing the progress made towards a balanced workforce is by comparing the Council's workforce profile with that of the economically active population. BV16b requires a comparison with the local population of working age (18-65) of people with a disability. Last year data from the 1991 census for residents living in households in Harrow who declared themselves to have long term limited illness was used i.e. 3.5%.
- 9.20 From the 2001 Census data, the number of economically active disabled people is not available separately. Therefore, the Audit Commission has recommended using the 'Limiting long-term illness' category. From the Census 2001 data, the percentage of working age (18-65) people with disabilities in Harrow is 11%. The proportion of disabled people in the workforce is 2.4% which is lower than Harrow's target of 3% and lower than the economically active proportion of the community with disabilities.
- 9.21 The Council continues to encourage applications from disabled applicants by stating its commitment to the double tick symbol in the vacancy bulletin and in the information pack for job applicants.
- 9.22 The Council also continues to consult local disability groups about ways in which the representation of disabled people in the workforce can be improved and works closely with Harrow Association of Disabled (HAD) people.
- 9.23 Most recently work has been undertaken in partnership with the community and HAD to widen access to jobs and provide advice on the Council's recruitment processes. In May 2003 a Jobs Fair was held at the Byron Hall in Harrow. The event was aimed for everyone in the community but the principal focus was to encourage disabled people to apply for employment opportunities with the Council and feel confident about declaring their disabilities when applying for jobs. The event included seminars and video showings on relevant topics specifically provided individual support and guidance to potential disabled applicants on training and careers. An estimated 800 people attended the Job Fair.
- 9.24 The Employment Development Unit in Personnel Services currently provides a work placement service to a number of local organisations assisting disabled people including

the Phoenix Project, Mencap and Wiseworks. Plans to extend this placement process to clients at the Bridge, mental health day centre are being put in place.

9.25 Further work on progress made in the disabilities is reported in paragraphs 12.25 to 12.36.

### Gender

9.26 The Council set a target of 51% for its local performance indicator that the proportion of women in the workforce reflects the proportion of women in the local community. The proportion of women in the workforce for 2002/03 was 76%. The Council has exceeded its performance target.

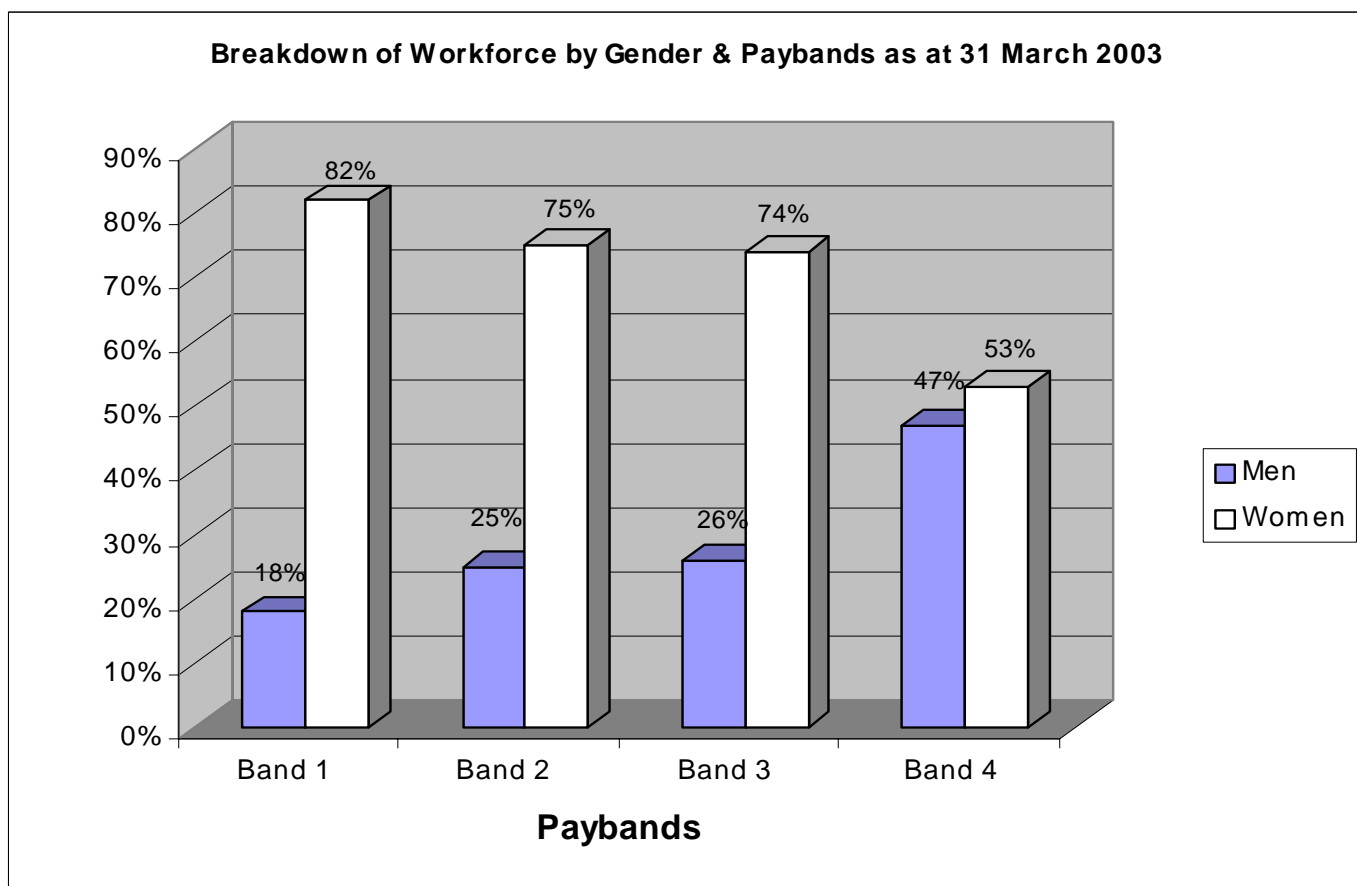
9.27 The distribution of women (76%) in the workforce is in the lower paybands. The majority of women hold posts in payband 1 and 2 (32% & 23% respectively).

9.28 The table below shows the proportion of women and men in the general population of Harrow based on the 2001 Census data.

General Population of Harrow		
Year	Male	Female
2001	48%	52%
1991	42%	58%

9.29 The Council aims to achieve a balanced workforce, which reflects the gender composition of the community at all levels of the organisation.

9.30 The chart below shows the workforce profile broken down by gender and paybands. This information and comparisons with the previous two years is also shown in the table at appendix 3.



9.31 The proportion of women in all paybands is higher than men and higher than the representation of women in the community. The proportions are similar to those in previous years. In payband 4 the proportion of women employed has increased to 53% compared to 51% last year and exceeds the local population of women of 52%.

**BV11a - The percentage of top 5% of earners that are women**

9.32 The Council's performance for employing women in senior management positions is measured separately in accordance with the new Best Value performance indicator for 2002/03. The Council set a target of 40% for BV11a, the percentage of the top 5% of earners that are women for 2002/03 is 35.3%. The Council has not met its target.

9.33 The recruitment to senior posts arising from the New Harrow Project re-structuring will potentially provide the Council with an opportunity to improve the numbers of women in senior posts, also see paragraph 9.5 above.

**10. EMPLOYEE RELATIONS MONITORING INFORMATION**

10.1 The Council set a local performance indicator that the numbers of employees using or subject to employment procedures is proportionate to the ethnic profile of the workforce. The procedures monitored are harassment complaints, grievances, probationary dismissals, management occupational health referrals, ill health dismissals, disciplinary investigations and hearings.

10.2 The employment procedures monitoring information for 2002/03 indicates that black and ethnic minority employees may be disproportionately affected by the Council's disciplinary and probationary procedures. However, in most cases the numbers of cases are so few that statistical interpretation is not reliable.

10.3 The tables below show the number of employees (including school-based staff) who have made use of, or been subject to each procedure and comparisons with previous years.

**Harassment Complaints**

<b>Harassment Complaints by Category of Complaint</b>						
<b>Period</b>	<b>Racial</b>		<b>Sexual</b>		<b>Other</b>	
	<b>Black and ethnic minority</b>	<b>White</b>	<b>Black and ethnic minority</b>	<b>White</b>	<b>Black and ethnic minority</b>	<b>White</b>
2002/03	0	0	0	0	0	5(100%)
2001/02	3 (37.5%)	0	0	0	1 (12.5%)	4 (50%)
2000/01	3 (37%)	0	0	0	3 ( 37%)	2(25%)

<b>Period</b>	<b>Total Harassment Complaints</b>	
	<b>Black and ethnic minority</b>	<b>White</b>
2002/03	0 (0%)	5 (100%)
2001/02	4 (50%)	4 (50%)
2000/01	6 (75%)	2 (25%)



- 10.4 The reporting categories for harassment complaints identify the types of complaints made.
- 10.5 There were no complaints of sexual or racial harassment. There were 5 complaints of other harassment, which were all made by white employees. Overall there were fewer harassment complaints than last year.

**Grievances**

Period	Grievances	
	Black and ethnic minority	White
2002/03	5 (24%)	16 (76%)
2001/02	12 (50%)	12 (50%)
2000/01	2 (15.4%)	11 (84.6%)

- 10.6 The total number of grievances recorded has reduced from 24 to 21 this year. The percentage of grievances raised by black and ethnic minority employees has reduced from 50% to 24% this year. The number of black and ethnic minority employees' (5) raising grievances is lower than white employees' (16). This is less than the proportion of black and ethnic minorities in the workforce.
- 10.7 The grievance and harassment procedures are currently being reviewed.

**Probationary Dismissals**

Period	Probationary Dismissals	
	Black and ethnic minority	White
2002/03	2 (50%)	2 (50%)
2001/02	3 (60%)	2 (40%)
2000/01	1 (100%)	0 (0%)

- 10.8 The number of employees failing to satisfactorily complete their probationary period has reduced to 4. The number of black and ethnic minority employees dismissed is the same as white employees and disproportionate to the percentage of black and ethnic minorities in the workforce.
- 10.9 The monitoring information for 2002/03 indicates that black and ethnic minority employees have been disproportionately affected by the Council's probationary procedure. However, the numbers of cases are so few that statistical interpretation is not reliable.

## Management OHS Referrals and Ill Health Dismissals

Period	Management OHS Referrals		Ill Health Dismissals	
	Black and ethnic minority	White	Black and ethnic minority	White
2002/03	41 (24%)	127 (76%)	5 (16%)	27 (84%)
2001/02	44 (22%)	157 (78%)	6 (17%)	30 (83%)
2000/01	60 (28%)	150 (72%)	8 (13%)	52 (87%)

- 10.10 In June 2000, the Employees' Consultative Committee requested that future reports include monitoring information on the numbers of staff referred, by management, to the Council's Occupational Health Service. In 2002/03, 24% of referrals involved black and ethnic minority employees, which is lower than the overall proportion of black and ethnic minority employees in the workforce (27.4%).
- 10.11 The proportion of black and ethnic minority employees dismissed on ill health grounds in 2002/03 is 16%. This compares to 17% last year and remains lower than the overall proportion of black and ethnic minority employees in the workforce (27.4%).

## Disciplinary Investigations and Hearings

Period	Disciplinary investigations		Disciplinary Hearings	
	Black and ethnic minority	White	Black and ethnic minority	White
2002/03	27 (39%)	42 (61%)	9 (41%)	13 (59%)
2001/02	17 (40%)	25 (60%)	6 (32%)	13 (68%)
2000/01	18 (28%)	45 (72%)	5 (20%)	19 (80%)

- 10.12 The proportion of disciplinary investigations involving black and ethnic minority staff is 39%, and the proportion of hearings for black and ethnic minority staff is 41%. The total number of investigations has significantly increased. The numbers of investigations and hearings for white staff and for black and ethnic minority staff have increased. This is disproportionate to the percentage of black and ethnic minority employees in the workforce in both disciplinary investigations and hearings.
- 10.13 The monitoring information for 2002/03 indicates that black and ethnic minority employees have been disproportionately affected by the Council's disciplinary procedure.

## Redundancies

Period	Redundancies	
	Black and ethnic minority	White
2002/03	2 (13%)	13 (87%)
2001/02	6 (33%)	12 (67%)
2000/01	0 (0%)	8 (100%)

- 10.14 The total number of employees made redundant has increased reduced compared to last year (18). The proportion of black and ethnic minority employees made redundant has reduced to 13%.
- 10.15 The disciplinary procedure has been identified within the CPA/I&DeA action plan as a key policy to review. The employee relations monitoring information will be taken into account in this review.

## 11. TRAINING MONITORING INFORMATION

### Participation in training courses

- 11.1 The Council's local performance indicator target is that access to training is at least proportionate to the to the workforce profile in terms of ethnicity, gender and disability.
- 11.2 The table below provides monitoring information for employees participating in corporate training courses run by the central Training Unit during 2002 –03.

<b>Employees participating in training courses</b>						
Period	Black and minority ethnic	White	Unknown	Male	Female	Disabled
2001/02	26%	74%	0%	28%	72%	3%
2002/03	39%	61%	0%	29%	71%	4%

- 11.3 Percentages show an increase in both ethnic minority and disabled staff participation in training courses. There is no direct link between these statistics and any specific actions taken. It is more likely to be the result of a cumulation of small activities.
- 11.4 The Springboard women's development programme is now in its 7<sup>th</sup> year. 85% of women on the 2002-03 programme were from ethnic minority groups.
- 11.5 The IDeA programme to raise disability awareness amongst staff has been piloted with 10 staff and will form the first module of the First Contact training programme in 2003/04.
- 11.6 The corporate induction programme has been changed to place a greater emphasis on equality issues.
- 11.7 The Employment Development Unit has provided information and advice and on careers and training opportunities, as outlined in the table below.

### Provision of careers and training information and advice

<b>Provision of careers and training information and advice</b>						
Period	Black and minority ethnic	White	Unknown	Male	Female	Disabled
2001/02	No statistics kept					
2002/03	73	70	5	61	87	2

- 11.8 The statistics demonstrate the focus of the external job fair and internal roadshows, which were, however, open to all. The unit has also found a limited number of placements for Refugees into Jobs, Wiseworks, the Phoenix Project and Mind.

## **Work programme in 2003 – 04**

11.9 The training work programme for 2003/04 is as follows:

- ◆ Develop a race awareness e-learning programme through the IdeA
- ◆ Review core management competencies in relation to diversity
- ◆ Further Discrimination and Employment Law conference and Springboard programme for women
- ◆ Develop training records for all formal training activities in relation to diversity
- ◆ Review Certificate in Management programme to increase access to under-represented groups
- ◆ Ensure diversity issues are addressed on all training programmes – e.g. project management
- ◆ Develop a structured work experience programme for disabled people

## **12. REVIEW OF PROGRESS DURING 2002/03**

### **Beacon Council Scheme 2001 – Promoting Racial Equality**

- 12.1 Harrow was awarded Beacon Status for its work in promoting racial equality in April 2002. The Council received the award for its work over a number of years establishing trust and good working relationships with its local community. The award reflects Harrow's commitment to racial equality and the award gives the Council a leadership role in matters of racial equality.
- 12.2 The Beacon status has involved Harrow presenting its achievements, disseminating information and sharing good practice with other Councils and communities. A number of showcase events organised by IDeA were held at which Harrow was able to share the work it had undertaken in promoting racial equality.
- 12.3 Harrow hosted a very successful Beacon Conference on 29 October 2002 aimed at enabling other Councils to learn from Harrow's experience. Local community organisations as well as other local authorities attended the Conference. Speakers included the Chief Executive, Leading Members, HCRE, IDeA. In addition a series of workshops were held on listening and responding to the community and on community leadership as well as a Personnel workshop.

### **Revised Equal Opportunities Policy**

- 12.4 The revised Equal Opportunity Policy – 'Making a Difference' was approved by Cabinet on 25 June 2002 following extensive consultation with staff, management, partners and trade unions. The revised policy covers both employment and service delivery.
- 12.5 The policy was launched on 23 September 2002 at a half-day equality seminar for managers chaired by the Chief Executive. Speakers included the Deputy Leader, Resources Portfolio holder, directors and heads of service. Harrow's commitment to equality of opportunity was made clear and reinforced by all speakers.
- 12.6 The policy is part of the Harrow Scheme for Pay and Conditions of Service. A copy of the policy has been issued to each member of staff and new employees are issued with a copy as part of their appointment papers. The policy is also available on the intranet.

## **Race Equality Scheme**

- 12.7 Harrow's Race Equality Scheme 2002 – 2005 was also approved by Cabinet on 25th June 2002 and launched at the Equality Seminar, see paragraph 12.5 above.
- 12.8 Harrow's Race Equality Scheme meets the Council's requirements under the amended Race Relations Act and sets out the arrangements of how the Council plans to carry out each of the specific duties. It also sets out an action plan that summarises Harrow's approach towards promoting racial equality and eliminating unlawful discrimination over the next three years.
- 12.9 All managers, Council Members and Harrow's partners have been issued with a copy of Harrow's Race Equality Scheme and it is available on the intranet and internet. Copies are also available in all Harrow's libraries, reception areas and in youth and community centres.
- 12.10 A framework for working through the RES and each of Harrow's commitments to meet the specific duties has been developed to assist managers in carrying out monitoring, impact assessment and consultation to establish if Harrow's functions and policies have an adverse impact on race equality. This framework has been designed to meet the requirements for both the RES and the Equality Standard for Local Government.
- 12.11 A workshop to agree the framework was held in April 2003 for Heads of Service and managers responsible for implementing the RES and Equality Standard. The workshop was facilitated by a consultant approved by the Employers Organisation.
- 12.12 Further training and support for departmental managers on undertaking impact assessments is being planned in conjunction with consultants approved by the Employers Organisation for Local Government.
- 12.13 Partner organisations e.g. HCRE, Harrow Anti Racist Alliance, Trade Unions and Worker Support Groups e.g. Black Workers Group have been consulted on the first year progress of the RES. This report is being submitted to Cabinet on 15<sup>th</sup> July 2003.

## **Equality Standard for Local Government**

### **BV2 The level of the Equality Standard for Local Government to which the authority conforms**

- 12.14 From 1st April 2002 the level of the Equality Standard achieved is a Best Value Performance Indicator. The Council set a target for 2002/2003 to achieve Level 1. The Council has met this target.
- 12.15 The Equality Standard for Local Government is a generic standard to enable authorities to mainstream gender, race and disability issues into council policy and practice at all levels of service delivery and employment. It aims to provide a logical guide to improving equality practice and producing equitable outcomes in service delivery, employment and pay.
- 12.16 A seminar/workshop to launch the Equality Standard for Local Government was held on 17<sup>th</sup> October 2002. The seminar gave an outline of the standard, the implementation process and audit and assessment against the standard. The workshops covered how the equality standard related to Harrow's management and performance structures and action planning for achieving levels 1 and 2 of the Standard.

- 12.17 The framework detailed in paragraph 12.10 above will also be used to work through the Equality Standard.
- 12.18 A self-assessment and audit process to assess the Council's performance against the criteria of the Equality Standard for achieving Level 1 was developed has been used for the assessment process. Consultant's from the Employers Organisation also undertook an initial assessment that looked at the documentary evidence produced by Harrow in relation to the Equality Standard.
- 12.19 Action planning to achieve Level 2 target during 2002/03 has commenced. This is being overseen by the Head of Services Equality Group.

### **Planning Development Grant - Tomorrow's Planners**

- 12.20 The allocation of the Planning Development Grant for 2003/04 includes funding for 2 black and ethnic minority trainees from the ODPM Tomorrow's Planners programme.

### **Member Training**

- 12.21 A training session for Elected Members was held on 21<sup>st</sup> November 2002 on race equality issues. The training covered implementing Harrow's Race Equality Scheme and managing racist incidents and raising race awareness.

### **Working with Harrow Council for Racial Equality (HCRE)**

- 12.22 HCRE supported the Council's Beacon bid for promoting race equality, HCRE's input for this was greatly appreciated, as was their contribution to the revised Equality Policy and Race Equality Scheme.
- 12.23 A series of meetings with Personnel staff and the Director of HCRE and other HCRE officers have been held during the course of 2002/03. Discussions have focussed on Harrow's first year progress on its RES. HCRE contributed in finalising the reporting format for the RES first year priorities. They were also consulted on the RES framework, see paragraph 12.10.
- 12.24 Discussions were also held with HCRE about the recruitment and selection procedure and the improvement of appointments of black and ethnic minority applicants. The issues and comments raised will be taken forward to the project group see paragraph 8.7.

### **Progress on Disability issues**

#### **Guidance for Implementing the Disability Discrimination Act**

- 12.25 After consultation with local groups and the wider community via the internet, guidance documents on implementing the Disability Discrimination Act 1995, (DDA) were launched, at a disability seminar on 3<sup>rd</sup> December 2002, International Disability Day. The event was chaired by the Chief Executive and the speaker was Alan Counsell. A lively quiz ended a stimulating and informative day. The guidance notes can be found on the intranet and the internet.

## **Access to Work Seminar**

- 12.26 An Access to Work Seminar was held in September, with presentations from the Manager of the Access to Work Business Centre in Wembley, and the Disability Employment Adviser. The presentations included examples of the new technology available and demonstrations of how it can be used assist disabled people in employment. The seminar was attended by 30 - 40 managers and employees.

## **First Contact Group**

- 12.27 The First Contact Group (part of the Best Value Review) has considered disability issues every step of the way. All recommendations made by the group have been accepted by Cabinet, including that the DDA guidance document on communicating with disabled people "Reaching Everyone" be given to every employee and that "Accessible Services for All" be available to every manager/supervisor.
- 12.28 Funding was made available for providing portable induction loops for 45 top first contact points and 6 text phones for departments currently without these. It is hoped to provide the remainder in next few years.
- 12.29 Funding was agreed for a part-time BSL signer who will be based at main reception and operate an appointment system.
- 12.30 Signage is to be improved around the Civic Centre improving access for wheelchair users and people with visual difficulties.
- 12.31 An IDeA DDA awareness training questionnaire project was piloted by a number of staff and will be extended to include all front line staff.

## **Staff Training**

- 12.32 The DDA is now a regular part of all Induction Training for new staff. Some departments have also made it a regular agenda item for staff meetings. It is the Council's aim to include disability matters in every training session and to provide separate training when necessary.

## **British Sign Language**

- 12.33 Stage 1 British Sign Language (BSL) training for 10 employees, self-funded or department funded, started in June 2003. Following this, 5 employees will undertake BSL Stage 2. Tutors are from Harrow College.

## **Job Fair**

- 12.34 On 31<sup>st</sup> May 2003 a Job Fair in conjunction was held in Byron Hall, Harrow, see paragraph 9.23. Disabled applicants were particularly welcomed to this fair. Seminars were held on interviews, person specifications and returning to work. General support and guidance was also offered to encourage applicants to apply for jobs with the Council. One of the aims of the event was to aid the Council's project to improve ways of attracting disabled applicants to apply for jobs.

## **Working with Harrow Association of Disabled People (HAD)**

- 12.35 Local disability groups in particular HAD, continue to be consulted about the Council's commitment to assisting and improving access to services and employment for disabled people, see also paragraph 9.24 above.
- 12.36 The recommendations following HAD's Audit of Council Buildings in line with Part 111 of the DDA, were accepted by Cabinet in February 2003 with a list of priorities. The whole area occupied by the Registrar of Births, Marriages and Deaths has been refurbished with appropriate signage, and it is now fully accessible.

## **Equality Task Groups (ETGs)**

- 12.37 Departmental Equality Task Groups meet quarterly to discuss diversity issues in employment and service provision. This year, the focus was on producing action plans for departmental Race Equality Schemes and strategies to meet the new Generic Equality Standards. Many areas have achieved level 1 and are aiming for level 2. Several members attended the training workshop facilitated by an Employers Organisation consultant on the Equality Standard see paragraph 12.16 above.
- 12.38 All ETGs continued to look at the employment monitoring figures noting ethnicity, gender and disability of applicants and appointees and the analysis of the annual questionnaire to disabled employees. All groups discussed the Staff Development Policy in connection with service planning and performance; discussed and attended the launches of the new Equal Opportunities Policy 'Making a Difference', and the Guidance Documents for Managers on Implementing the Disability Discrimination Act 1995. News from the Disability Project Officer, the Black Workers Group, the Employees with Disabilities Group, and the First Contact Review Group was part of every agenda.
- 12.39 Individual departments also addressed the following:
- ◆ **Chief Executive's** - Continued concern about the low number of ethnic minority appointments and the need for training about the RES.
  - ◆ **Education** - Social Inclusion Conference and the work to be taken forward, outcome of the adult inspection, the use of council employees to assist in translation, and the registration of children in the Library service.
  - ◆ **Environment** - Equality testing from 50 candidates produced only 1 reply, ring fencing posts, equality testing at the interview stage produced 22 replies from 48 posts with positive results, and reports from the Burial service and CCTV department - consultation with HCRE recommended. Launch of an Equalities Newsletter to all departmental staff was well received.
  - ◆ **Social Services** - Chasing up of the reclassification forms, staff satisfaction survey report, Mentoring scheme, transfer guidelines, absence and disciplinary procedures, impact assessment, and hosting the Beacon Status and Peer Review.
  - ◆ **Housing** - Best Value Review of Housing Services 'Your Home Your Needs', Housing Quality Network Review of Race Equality Schemes.
- 12.40 ETGs have continued to provide information to their staff on equality issues by producing newsletters, using internal bulletin systems, and producing discussion papers.



12.41 The operation of the ETGs will need to be reviewed as a result of the re-structuring of the Council under the New Harrow Project, this will be part of the work programme for the Heads of Service Equality Group.

### **Heads of Service Equality Group**

12.42 The focus of the group this year has been to:

- Discuss the Beacon status progress for the Council for 'Promoting Racial Equality' and work required.
- Examine last year's annual equality report.
- Examine April – Sept half year report
- Monitor progress of work on disability issues
- Consider the work required to implement the Council's Race Equality Scheme
- Considered and discussed progress made by departments against the RES first year action plan
- Reporting format for first year RES priorities and consultation and reporting arrangements
- RES & Equality Standard Framework
- Act as a steering group to launch the Equality Standard for Local Government
- Developing a audit and self - assessment process for achieving Level 1 of the Equality Standard
- Considering training requirements for meeting the requirements of both the RES and Equality Standard
- Monitor progress of the workforce re-classification exercise
- Membership of recruitment and selection panels

12.43 Future work for the group will include taking a lead in the development of the Corporate Equality Plan and reviewing the operation of departmental ETGs. In addition the group will continue to work towards meeting the RES action plan for year 2 and to develop arrangements to meet Level 2 of the Equality Standard for Local Government.

### **Worker Support Groups**

#### **Black Workers' Group**

12.44 Departmental Black Workers' Groups (BWG) continue to meet on a regular basis to provide support and advice to their black staff. The chairs and core group members also meet with senior management in their respective departments to discuss issues raised by black employees.

12.45 The departmental BWG's have undertaken a ballot of their members to merge the three separate groups into one combined BWG for Harrow. Results of this ballot were a 'Yes' in favour of a merger.

12.46 Members of the Black Workers' Steering Group, comprising of the chairs and core group members of departmental groups have recently met with the Interim Head of Personnel to discuss the role and future of the group.

12.47 The BWG also acts as a consultative forum for the Council to consult on various policies and reports. Most recently, the BWG have been consulted on the progress of the first year RES report and the annual equality report.

12.48 BWG representatives continue to attend departmental Equalities Task Groups.

## **Employees with Disabilities Group**

12.49 The Employees with Disabilities Group meets quarterly. Speakers during the year included Brian Shewry, Unison Chair reporting on Unison's National Disabled Members Congress in Glasgow; Ali Aziz, Harrow's Access Officer, and Robert Azevedo-Gilbert; the acting Chief Executive of HAD reported on the 'New HAD'. The Group also discussed the Best Value Interim Challenge, 'Your Home Your Needs' Review.

## **New Discrimination Provisions and Legislation**

12.50 Amendments to the Race Relations Act 1976 come into force on 19<sup>th</sup> July 2003 and will introduce key changes to the current law in the following areas:

- ◆ Indirect Discrimination
- ◆ Harassment
- ◆ Burden of Proof
- ◆ Post –employment discrimination

12.51 The Employment Equality (Sexual Orientation) Regulations come into force on 1<sup>st</sup> December 2003. These will protect employees and job applicants from any act of discrimination or harassment on grounds of sexual orientation.

12.52 The Employment Equality (Religion or Belief) Regulations come into force on 2<sup>nd</sup> December 2003. These will protect employees and job applicants from any act of discrimination or harassment on grounds of religion or belief.

12.53 The Disability Discrimination Act (Amendment) Regulations come into force in October 2004. The regulations will prohibit harassment and remove the defence of justification for direct discrimination and the small business exemption.

12.54 The only exception allowed in the above legislation would be where a particular sexual orientation, religious belief or disability is a genuine occupational requirement.

12.55 The Council will be reviewing its policies and informing staff, in line with the new legislation.

## **13. AMENDMENTS TO BEST VALUE PERFORMANCE INDICATOR (BVPI)**

13.1 For 2003/04 the Audit Commission has added an additional indicator to the Corporate Health Performance Indicator **BV2**:

**BV2b** – The duty to promote race equality

13.2 BV2b requires authorities to set targets and assess their performance against a checklist of items the performance being expressed as the percentage of the items on the checklist achieved.

13.3 This change will be reflected in the Council's Best Value Performance Plan for 2003/04 and the Council will be reporting against these performance indicators. See appendix 5 for table showing the proposed performance targets for 2003/04.

## **14. CONSULTATION**

14.1 As agreed at the ECF meeting in January 2003, the following organisations have been consulted on this annual equality monitoring report:

Harrow Black Workers Group, Harrow Disability Group, Harrow Council for Race Equality, Harrow Anti Racist Alliance, Harrow Association for the Disabled, Harrow Women's Centre, Age Concern and Unison.

14.2 In addition consultation with Harrow Trade Unions will take place at the Corporate Joint Committee on 24 June 2003.

14.3 The Trade Unions have been consulted on the departmental monitoring information at departmental Joint Consultative meetings and it has also been considered by departmental Equality Task Groups.

## **15. FINANCE OBSERVATIONS**

15.1 There are no additional financial implications.

## **16. LEGAL OBSERVATIONS**

16.1 Included in the report.

## **17. CONCLUSION**

17.1 The monitoring information in the report identifies that overall the Council has continued to improve its performance on equal opportunities in employment matters and has achieved or exceeded the targets set for 2002/2003 in most key areas. The report also identifies where targets have not been met, the action that will be taken to achieve improvements in performance in these areas and recommends performance targets for 2003/04.

## **18. BACKGROUND PAPERS**

Equal Opportunities Consultative Committee – March 1997

Equal Opportunities Monitoring Group – November 1998

Employees' Consultative Committee– 26 June 2000

Employees' Consultative Committee– 5 September 2001

Employees' Consultative Committee– 9 July 2002

Employees' Consultative Committee– 28 January 2003

LB Harrow – Best Value Performance Plan 2002/2003

Census 2001 Data

Best Value Performance Indicators – further guidance from Audit Commission

Disability Discrimination Act 1995

Race Relations (Amendment) Act 2000

CRE's Statutory Code of Practice and Guidance on Promoting Race Equality

The Equality Standard for Local Government

Chief Personnel Officer's report on Equal Opportunities Policy to Cabinet 25 June 2002

Chief Personnel Officer's report on the Race Equality Scheme to Cabinet 25 June 2002

Race Equality Scheme First Year Progress Report to Cabinet 15 July 2003

**19. AUTHOR**

- 19.1 Sangeeta Jerath, Principal Employee Relations Officer, Tel: 020 8424 1952  
e-mail: [sangeeta.jerath@harrow.gov.uk](mailto:sangeeta.jerath@harrow.gov.uk)

The table below summarises the Council's performance for 2002/03 against set targets.

Performance Indicator	2001/2002 Actual Performance	2002/2003 Proposed Targets	2002/2003 Actual Performance
(a) <b>BV2</b> The level of the Equality Standard for Local Government to which the authority conforms.	BVPI amended	Level 1	Level 1
(b) Success Ratio for black and ethnic minority job applicants	0.47	0.7	0.53
(c) The proportion of black and ethnic minority appointments reflect the proportion of black and ethnic minorities in the local community.	39%	42%	44%
(d) <b>BV17</b> The percentage of black and ethnic minority employees of the total workforce.	23%	25%	27.4%
(e) <b>BV11b</b> – The percentage of black and black and ethnic minority staff in senior management in the top 5% of earners.	BVPI amended	10%	5.3%
(f) To achieve a balanced workforce which reflects the economically active ethnic profile of the local community of Harrow.	23%	25%	27.4%
(g) The proportion of women appointments reflect the proportion of women in the local community	59%	51%	64%
(h) To achieve a balanced workforce which reflects the gender profile of the local community of Harrow.	77% women 23% Men	51% women 49% men	76% women 24% men
<b>BV11a</b> – The percentage of Senior Management posts filled by women, based on the top 5% of earners.	BVPI amended	40%	35%
(i) <b>BV16</b> The percentage of staff of the total workforce declaring a disability.	2.1%	3%	2.4%
(j) The numbers of employees using or subject to the procedures is proportionate to the workforce profile in terms of ethnicity, gender and disability.	Overall black and ethnic minority staff appear to be disproportionately affected except in relation to ill health dismissals.	Proportionate to the workforce profile.	Potentially adverse impact on black and ethnic minority staff only appears in the disciplinary & probationary procedures
(k) That access to training is at least proportionate to the workforce profile in terms of ethnicity, gender and disability.	Target achieved except for black and ethnic minority employees participating in training courses, which is 22%.	Target will not prevent positive action for black and ethnic minority staff, women or disabled staff.	Target exceeded for: BEM 39% Disabled 4%  Women 71%

**PAYBANDS****Oct 2002**

<b>Pay Band</b>	<b>£</b>	<b>£</b>	<b>Broadly Equivalent To</b>
Band 1	11,508	- 15,929	Scale 1– 3
Band 2	15,930	- 25,901	Scale 4 – SO2
Band 3	25,902	- 32,879	POA – POB
Band 4	32,880	and above	M1 and above

### Workforce Profile by Ethnicity and Payband

The table below shows the workforce profile broken down by ethnicity and paybands. This table also includes comparison statistics of ethnicity profile of the workforce over the previous 2 years.

<b>Workforce Profile by Ethnicity and Payband</b>			
<b>Payband</b>	<b>Workforce Profile as at 31.3.03</b>	<b>Workforce Profile as at 31.3.02</b>	<b>Workforce Profile as at 31.3.01</b>
Band 1 White	67%	70%	68%
Band 1 Black and ethnic minority	33%	30%	32%
Band 2 White	71%	77%	79%
Band 2 Black and ethnic minority	29%	23%	21%
Band 3 White	79%	82%	79%
Band 3 Black and ethnic minority	21%	18%	21%
Band 4 White	91%	93%	92%
Band 4 Black and ethnic minority	9%	7%	8%
Overall	27%	23%	25%

### Workforce Profile by Gender and Payband

The table below shows the workforce profile broken down by gender and paybands. This table also includes comparison statistics of gender profile of the workforce over the previous 2 years.

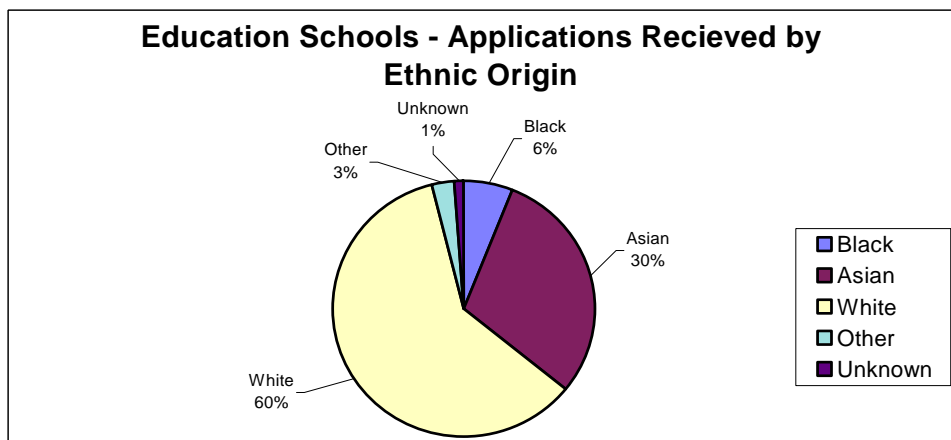
<b>Workforce Profile by Gender and Payband</b>			
<b>Payband</b>	<b>Workforce Profile as at 31.3.02</b>	<b>Workforce Profile as at 31.3.02</b>	<b>Workforce Profile as at 31.3.01</b>
Band 1 Men	18%	16%	12%
Band 1 Women	82%	84%	88%
Band 2 Men	25%	25%	22%
Band 2 Women	75%	75%	78%
Band 3 Men	26%	27%	36%
Band 3 Women	74%	73%	64%
Band 4 Men	47%	49%	50%
Band 4 Women	53%	51%	50%

**APPLICANT MONITORING EDUCATION DEPARTMENT (SCHOOLS)**

1 April 2002 to 31 March 2003

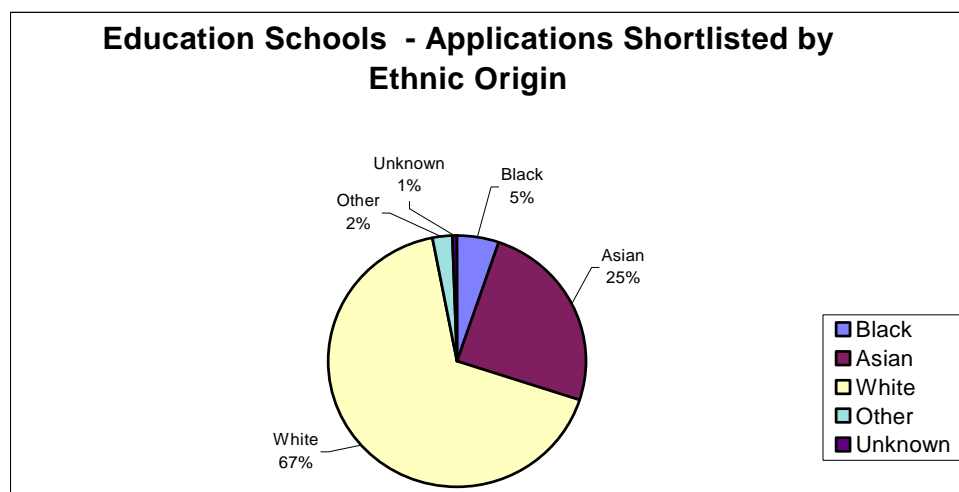
**APPLICATIONS RECEIVED BY ETHNIC ORIGIN**

Black	47
Asian	232
White	470
Other	23
Unknown	8
<b>Total</b>	<b>780</b>



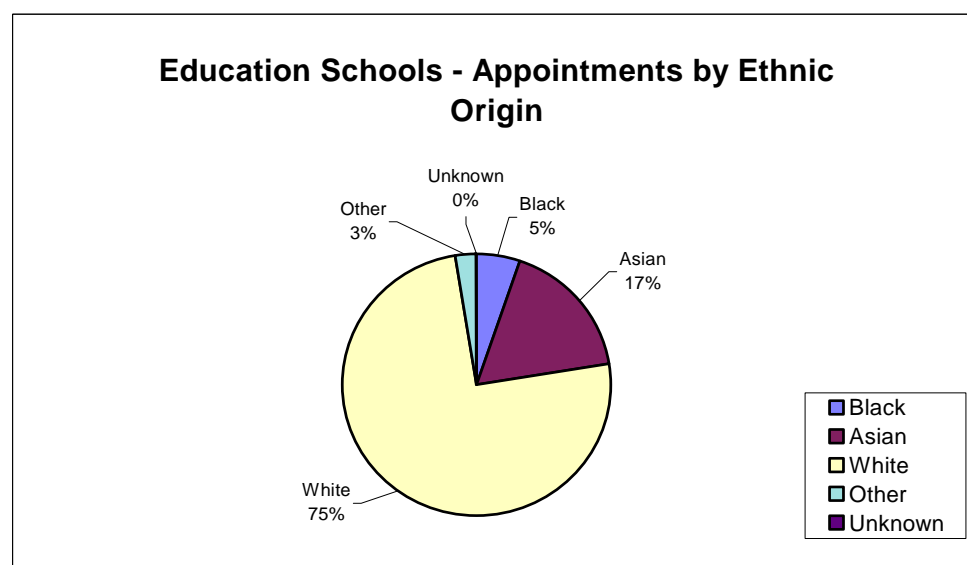
**APPLICATIONS SHORTLISTED BY ETHNIC ORIGIN**

Black	16
Asian	75
White	204
Other	7
Unknown	2
<b>Total</b>	<b>304</b>



**APPLICANTS APPOINTED BY ETHNIC ORIGIN**

Black	6
Asian	20
White	86
Other	3
Unknown	0
<b>Total</b>	<b>115</b>





The table below shows the proposed performance targets for 2003/04

Performance Indicator	2003/2004 Proposed Targets
a) <b>BV2a</b> - The level of the Equality Standard for Local Government to which the authority conforms.	Level 2
b) <b>BV2b</b> - The duty to promote race equality	60%
c) Success Ratio for black and ethnic minority job applicants	0.7
d) The proportion of black and ethnic minority appointments reflects BV17b - The percentage of working age (18-65) people from ethnic minorities in the local community (42.7% in 2002/03).	42.7%
e) <b>BV17a</b> - The percentage of black and ethnic minority employees of the total workforce.	30%
f) <b>BV11b</b> – The percentage of black and ethnic minority staff in senior management in the top 5% of earners.	7.5%
g) The proportion of women appointments reflect the proportion of women in the local community	51.7%
h) To achieve a balanced workforce which reflects the proportion of women in the local community.	51.7 %
i) <b>BV11a</b> – The percentage of Senior Management posts filled by women, based on the top 5% of earners.	37.5%
j) <b>BV16a</b> - The percentage of staff of the total workforce declaring a disability, reflects BV16b – The percentage of working age (18-65) people with disabilities in the local community (11% in 2002/03)	3%
k) The numbers of employees using or subject to the procedures is proportionate to the workforce profile in terms of ethnicity, gender and disability.	Proportionate to the workforce profile.
l) That access to training is at least proportionate to the workforce profile in terms of ethnicity, gender and disability.	Target will not prevent positive action for black and ethnic minority staff, women or disabled staff.