

## CHIEF EXECUTIVE'S DEPARTMENT EQUALITY REPORT

YEAR END 2002/03

### SUMMARY

This report summarises and comments on the monitoring of equal opportunities employment policies during the period 1 April 2002 to 31 March 2003. The figures are not directly comparable with previous years due to the transfer of the Harrow Contract Services Division from the Chief Executive's Department to the Environmental Services Department.

#### 1. APPLICANT MONITORING (Success Ratio)

Payband	2002/03	2001/02	2000/01	1999/00
1	0.61	0.37	0.45	0.73
2	0.37	0.41	0.27	0.61
3	0.32	0.78	0.66	0.88
4	0.56	0.00	4.00	0.43
<b>Overall</b>	<b>0.40</b>	<b>0.36</b>	<b>0.45</b>	<b>0.65</b>

The overall success ratio for ethnic minority applicants is 0.40 and is below the Council's target of 0.70. Previous reports have highlighted concerns in using the success ratio in isolation as a performance indicator.

Annex A gives a detailed breakdown of applicant monitoring.

During the course of the year 68 appointments were made. At the shortlisting stage the applications from ethnic minority and white applicants were approximately equal 51% and 48% respectively. At the appointment stage the corresponding figures were 36% and 63% respectively. The numbers of appointments are low and conclusions based on percentages are potentially misleading. Further analysis of this data is currently being undertaken. The findings will be reported to the appropriate managers and the Equalities Task Group.

#### 2. RECRUITMENT AUDIT

Since 1998/99, the Personnel Team has undertaken a series of audits of appointments made in the Department. The audits confirm that appointments follow the Council's recruitment and selection guidelines and there are no significant areas for improvement.

### 3. WORKFORCE PROFILE 2002/03

<b>PAYBAND</b>	<b>WHITE %</b>	<b>ETHNIC MINORITY %</b>	<b>UNKNOWN %</b>	<b>MALE %</b>	<b>FEMALE %</b>	<b>DISABLED %</b>
1	6.39	6.13	0.77	4.35	8.95	2.05
2	31.46	19.19	0.51	13.55	37.60	3.07
3	13.30	5.37	0.00	6.91	11.76	0.77
4	13.04	2.56	0.26	8.44	7.42	1.02
Misc	0.51	0.51	0.00	0.00	1.02	0.00
<b>TOTAL</b>	<b>64.70</b>	<b>33.76</b>	<b>1.54</b>	<b>33.25</b>	<b>66.75</b>	<b>6.91</b>
<b>00/01</b>	<b>71.04</b>	<b>23.76</b>	<b>5.20</b>	<b>46.45</b>	<b>53.55</b>	<b>4.61</b>

#### Ethnic Origin

The proportion of ethnic minority employees in the department is now 33.76%.

#### Disability

The proportion of employees with disabilities in the department is now 6.91%.

#### Gender

The proportion of women employed is now 66.75%. The proportion of women employed at senior level (pay bands 3 & 4) is 19.18% compared to 15.35% males.

### 4. EMPLOYEE RELATIONS MONITORING

Departmental monitoring information is set out in the table at annex B.

Across the Department there have been two disciplinary investigations, neither of which resulted in a disciplinary hearing.

There was one complaint of harassment which was resolved in line with the Council's employment procedures

### 5. EQUALITY TASK GROUP

The Chief Executive's Equalities Task Group met twice in this period. The group considered a range of other employment and service related matters including:

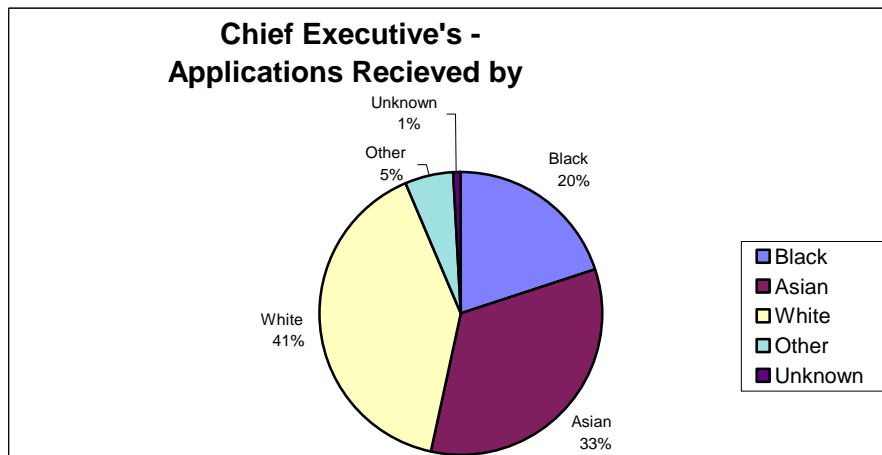
- Employment monitoring information provided by Personnel Services
- Revised Race Equality Scheme
- Equal Opportunities Policy
- Annual Equality Report
- Departmental Race Equality Plan

The group will continue to meet throughout the year and the dates have been circulated.

**APPLICANT MONITORING CHIEF EXECUTIVE'S DEPARTMENT**  
**1 April 2002 to 31 March 2003**

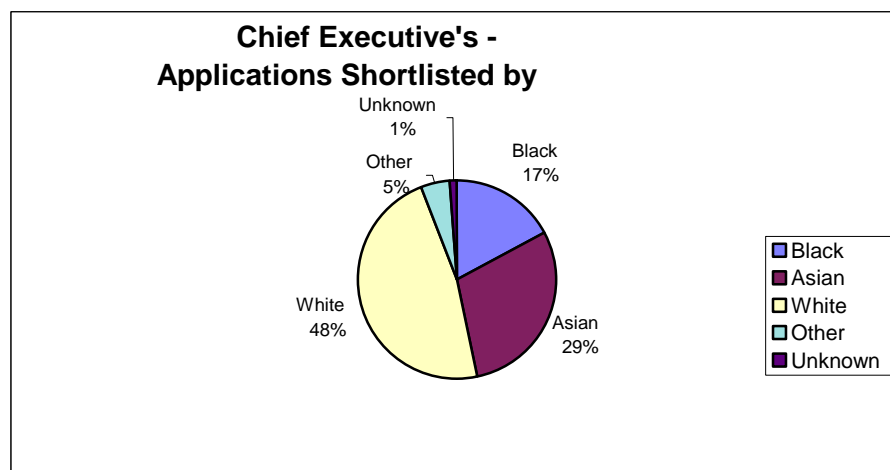
**APPLICATIONS RECEIVED BY ETHNIC ORIGIN**

Black	258
Asian	434
White	523
Other	71
Unknown	11
<b>Total</b>	<b>1297</b>



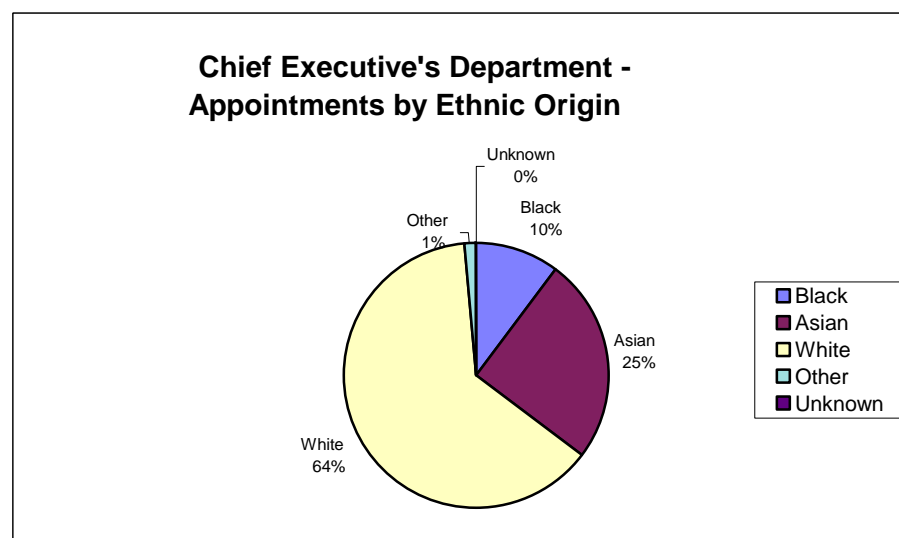
**APPLICATIONS SHORTLISTED BY ETHNIC ORIGIN**

Black	51
Asian	87
White	141
Other	14
Unknown	3
<b>Total</b>	<b>296</b>



**APPLICANTS APPOINTED BY ETHNIC ORIGIN**

Black	7
Asian	17
White	43
Other	1
Unknown	0
<b>Total</b>	<b>68</b>



Employee Relations Equality Monitoring Information 2002/03

Department: Chief Executive's

**MONITORING  
CATEGORY**  
**ETHNIC GROUP**  
**NUMBER OF CASES**  
**TOTAL NUMBER**

Probation Dismissals	Disciplinary Investigations	Disciplinary Hearings	Grievances	Management OHS Referrals	Ill-Health Dismissals (inc	Redundancy (inc early
Eth. Min. White	Eth. Min. White	Eth. Min. White	Eth. Min. White	Eth. Min. White	Eth. Min. White	Eth. Min. White
0 0	1 1	0 0	1 1	6 6	0 2	0 2
0	2	0	2	12	2	2

	Disciplinary Hearing		
	No Action	Warning	Dismissal
Eth. Min.	0	0	0
White	0	0	0
	0	0	0

**HARASSMENT CASES** Please list all cases inserting additional rows as necessary  
Please indicate ethnic group as either EM (Ethnic Minority) or W (White) and Gender as either M (Male) of F (Female)

Racial Harassment	Person Harassed		Person Harassing	
	Ethnic Group	Gender	Ethnic Group	Gender

Sexual Harassment	Person Harassed		Person Harassing	
	Ethnic Group	Gender	Ethnic Group	Gender

Other Harassment	Person Harassed		Person Harassing	
	Ethnic Group	Gender	Ethnic Group	Gender
	W	M	W	M

**NOTES**

Where cases involve more than 1 employee please add explanatory notes  
Only include cases which have been concluded in the accounting year