

ENVIRONMENTAL SERVICES DEPARTMENT EQUALITY REPORT

YEAR END 2002/2003

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 Ratios)

Payband	2002/2003	2001/02	2000/01	1999/00
1	0.68	0.43	0.39	0.26
2	0.21	0.36	0.00	0.54
3	0.37	1.00	0.41	0.92
4	0	0.46	N/A	0.00
Overall	0.42	0.61	0.28	0.44

The overall success ratio for ethnic minority applicants is 0.42, which is below the Council's target of 0.70.

Annex A gives a detailed breakdown of applicant monitoring.

During the course of the year 107 appointments were made. At the application stage the forms received from ethnic minority and white applicants were approximately equal 51% and 48% respectively. At the shortlisting stage the corresponding figures were 42% and 58% respectively. At the appointment stage the corresponding figures were 31% and 68% 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 1998/1999, Personnel Officers have undertaken a series of audits covering 100% of appointments made in the Department. The audits confirm that all recruitment panels have been balanced and include a representative from Personnel (except Contract Services).

Previous audits have identified minor procedural issues and recording inconsistencies, however the department has demonstrated continuous improvement in these areas and most recent audits have concluded that appointments follow the Council's recruitment and selection guidelines and there are no significant areas for improvement.

3. WORKFORCE PROFILE 2002/3

PAYBAND	WHITE %	ETHNIC MINORITY %	UNKNOWN %	MALE%	FEMALE %	DISABLED %
1	38.82	14.20	0.87	31.78	22.11	2.14
2	17.71	3.88	0.00	12.19	9.42	0.88
3	6.53	1.89	0.13	7.04	1.51	1.01
4	6.91	0.38	0.13	6.53	0.88	0.25
Misc.	4.65	3.40	0.50	3.02	5.53	0.13
TOTAL	74.62	23.75	1.63	60.20	39.80	6.46

01/02	81.58	17.65	0.75	61.28	38.73	5.63
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Ethnic Origin

The proportion of ethnic minority employees in the department is now 23.75%.

Disability

The proportion of employees with disabilities in the department is now 6.46%.

Gender

The proportion of women employed is now 39.80%. The proportion of women employed at senior level (pay bands 3 & 4) is 2.39% compared to 13.57% males.

4. EMPLOYEE RELATIONS MONITORING

Departmental monitoring information is set out in annex B.

Generally, the number of cases is so few that percentage comparisons have little value, however, the cases have been checked to ensure consistency of treatment and that procedures were followed in all cases.

There were three allegations of harassment two of which were resolved in line with the harassment procedure. In the other case the individual left the Council, for reasons unconnected with the complaint, prior to the conclusion of the procedure.

5. EQUALITY TASK GROUP

The Environmental Services' Equalities Task Group met on seven occasions 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, including information from the individual departments on progress so far.
- Fairness of testing at interview stage
- Fairness of ringfencing procedures

A newsletter was produced by a member of the group and agreed and circulated to every member of staff in the department.

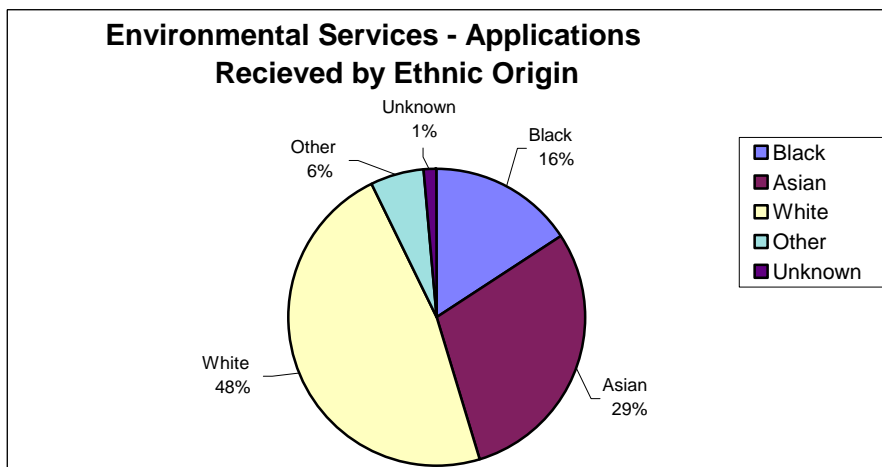
The group will continue to meet throughout the year and the dates have been circulated.

APPLICANT MONITORING ENVIRONMENTAL SERVICES

1 April 2002 to 31 March 2003

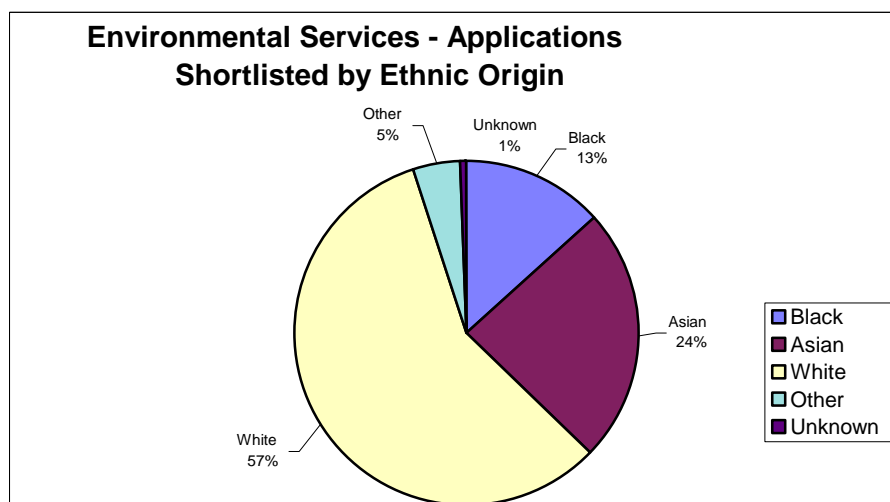
APPLICATIONS RECEIVED BY ETHNIC ORIGIN

Black	151
Asian	280
White	453
Other	56
Unknown	12
Total	952



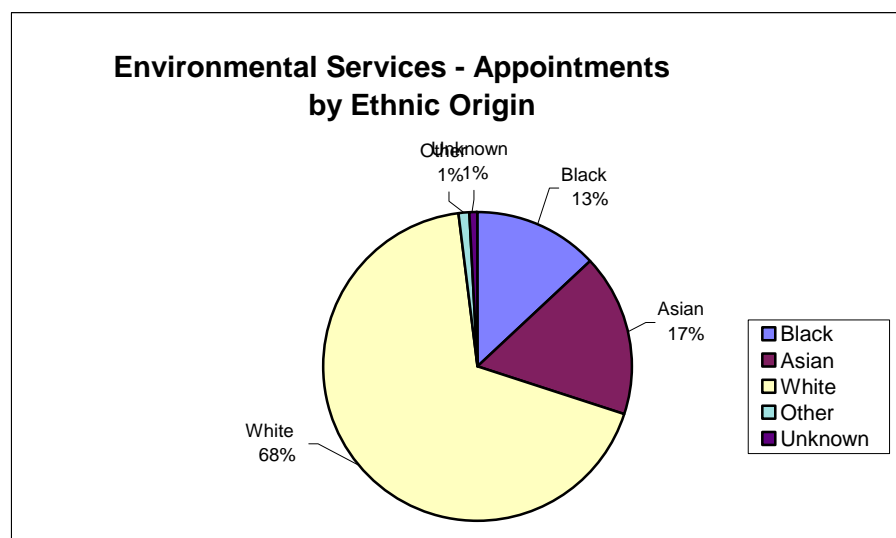
APPLICATIONS SHORTLISTED BY ETHNIC ORIGIN

Black	50
Asian	90
White	216
Other	17
Unknown	2
Total	375



APPLICANTS APPOINTED BY ETHNIC ORIGIN

Black	14
Asian	18
White	73
Other	1
Unknown	1
Total	107



Employee Relations Equality Monitoring Information 2002/03

Department: Environmental Services

MONITORING CATEGORY	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
NUMBER OF CASES	2	1	3	10	3	6	0	1	5	33	1	7	1	6
TOTAL NUMBER	3		13		9		1		38		8		7	

	Disciplinary Hearing		
	No Action	Warning	Dismissal
Eth. Min.	1	1	1
White	4	0	2
	5	1	3

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
	WM	M	W	M
	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