

SOCIAL 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.

1. APPLICANT MONITORING (Success Ratios)

Payband	2002/03	2001/02	2000/01	1999/00
1	2.22 (20)	0.36	0.86	0.71
2	0.68 (65)	0.76	0.42	0.84
3	0.88 (33)	0.80	0.43	0.73
4	0 (2)	0.00	1.10	0.91
Overall	0.80	0.64	0.58	0.73

There were 120 appointments made for the whole year. The Council has set a target for the success ratio of 0.70. The overall success ratio for Social Services and Housing for this period is 0.80.

904 completed applications were received in total. From these, 341 people were invited to attend for interview and 120 people took up employment with the Authority. The breakdown shows that from 27% of Black applicants, 30% Asian candidates, 34% white and 10% of other/unknown origin, the following % were appointed, Black 30%, Asian 20%, White 40% and other/unknown 10%. Annex A gives a detailed breakdown of applicant monitoring.

The overall proportion of applicants from ethnic minorities appointed was 60%, which has increased compared to the previous year's figure of 48%.

2. RECRUITMENT AUDIT

Personnel staff audit annually 10% of appointments, chosen at random from across all paybands. As in previous years it was found that compliance with Council policy was very good however performance is constantly monitored in order to improve our recruiting skills, share learning and deliver good practice.

3. WORKFORCE PROFILE 2002/03

PAYBAND	WHITE %	ETHNIC MINORITY %	UNKNOWN %	MALE%	FEMALE %	DISABLED %
1	11.48	7.39	0.11	3.53	15.56	0.88
2	28.92	18.32	0.11	8.5	39.07	1.77
3	17.33	7.74	0	7.62	17.55	0.88
4	6.95	0.99	0	4.3	3.64	0.33
TOTAL	64.68	34.44	0.22	24.86	75.94	3.86

01/02	68.64	30.93	0.44	19.88	80.12	2.83
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The number of staff within the Department has fallen from 1132 in April 2002 to 906 in March 2003. Of the 906 employees, distribution in the pay bands is as follows:

Payband 1	173	19.09%
Payband 2	431	47.57%
Payband 3	228	25.17%
Payband 4	72	7.95%
Misc	2	0.22%
	906	100.00%

These figures show that 66.66% of the workforce of the Department are employed in pay bands 1 and 2. This is a significant decrease from the figure of 78.18% of last year. The fall in the number of staff in the Department has resulted from the TUPE transfer of the homecare staff to BNA. These staff would have been in paybands 1 and 2.

Ethnic Origin

The proportion of ethnic minority staff within the Department is 34.44%. There has been an increase in representation at all pay bands apart from payband 1 which has decreased.

Disability

3.86% of the workforce within Social Services and Housing declared they have a disability. There has been an increase in the percentage from last year 2.83%.

Gender

The proportion of female staff within the department is 75.94% which is slightly lower than last years 80.12%.

4. EMPLOYEE RELATIONS MONITORING

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

There were a total of 0 cases of harassment made by staff.

48 disciplinary investigations were carried out. Nine went to hearings. Four were dismissed, four were given warnings and one had no action taken. 15 grievances were held. 26 ill health/early retirements.

Of the disciplinary investigations that were carried out 22 were ethnic minority staff.

This figure is consistent with the proportion of ethnic minority members in paybands 1 and 2.

The number of employees taking out grievances appears to have risen. However, it should be noted that six members of staff (five from an ethnic minority) took out a joint grievance that accounts for the increase from 11 last year to 16 cases this year.

5. EQUALITY TASK GROUP

The Equalities Task Groups (ETG's) continue to meet regularly every two to three months in both Social Services and Housing and Environmental Health. Over the past year they have considered a number of issues including:-

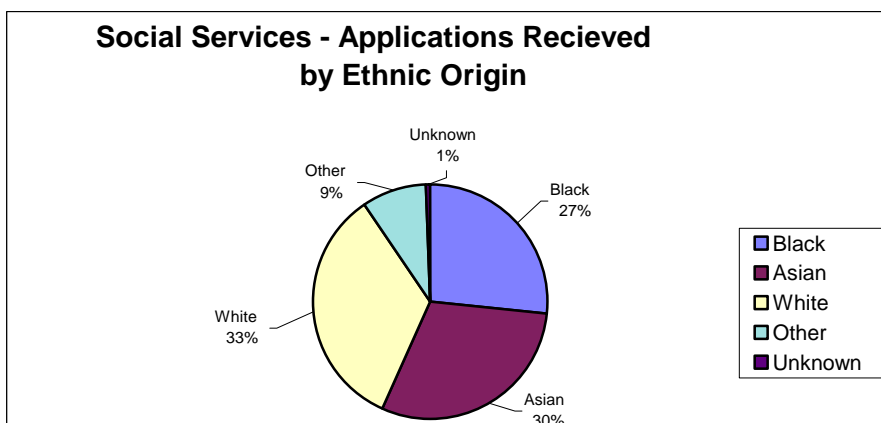
- Race Relations Amendment Act
- Racial Equality Scheme
- CRE Statutory Code of Practice
- Respond to stakeholder involvement in line with Care Standards
- Impact Assessments
- Completed a draft paper considering how to promote developmental transfers and secondments
- Discussed and reviewed the experience of Black and Asian staff participating in the recruitment and selection process

APPLICANT MONITORING SOCIAL SERVICES

1 April 2002 to 31 March 2003

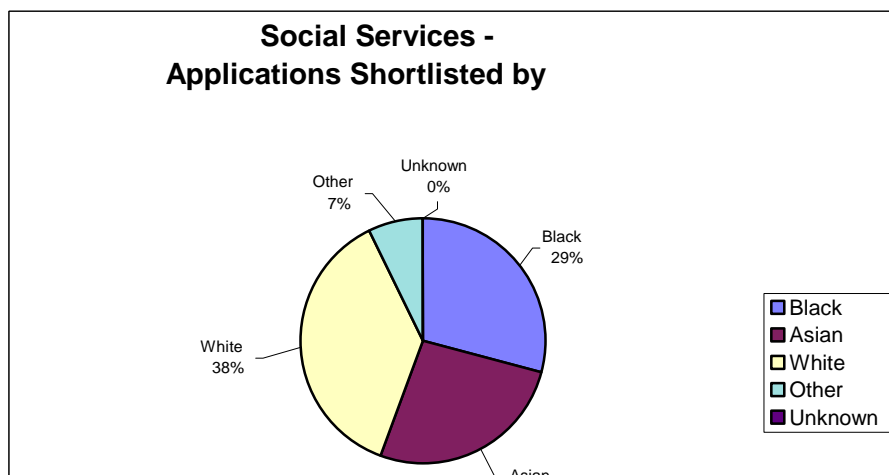
APPLICATIONS RECEIVED BY ETHNIC ORIGIN

Black	240
Asian	273
White	306
Other	79
Unknown	6
Total	904



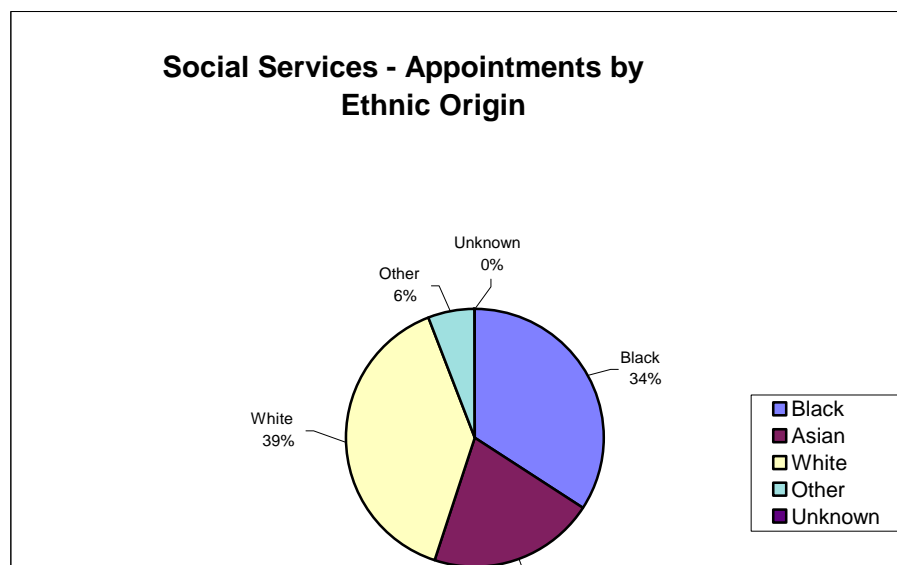
APPLICATIONS SHORTLISTED BY ETHNIC ORIGIN

Black	99
Asian	90
White	127
Other	25
Unknown	0
Total	341



APPLICANTS APPOINTED BY ETHNIC ORIGIN

Black	41
Asian	25
White	47
Other	7
Unknown	0
Total	120



Employee Relations Equality Monitoring Information 2002/03

Department: Social Services

MONITORING CATEGORY	Probation Dismissals		Disciplinary Investigations		Disciplinary Hearings		Grievances		Management OHS Referrals		Ill-Health Dismissals (inc early)		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	0	0	22	26	5	4	3	12	20	54	4	16	1	5
TOTAL NUMBER	0		48		9		15		74		20		6	

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

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) or 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

NOTES

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