

Meeting:	Employees' Consultative Forum
Date:	4 July 2006
Subject:	Equality Monitoring Report For 01 April 2005 To 31 March 2006
Responsible Officer:	Executive Director, Business Development
Contact Officer:	Lesley Clarke, Service Manager – Human Resources
Portfolio Holder:	Deputy Leader, Portfolio Holder For Business Development Cabinet Assistant for People Performance and Policy Portfolio Holder For Community Equality
Key Decision:	No
Status:	Part 1

Section 1: Introduction

This is Harrow's tenth annual workforce and equalities monitoring report. Every year the council provides a profile of our workforce by race, gender and disability, as well as information about our employment practices. There is also information, which sets out what progress we have made on our employment equality targets over the last year and sets the new targets for the coming year. In addition it reviews progress made in other equality and diversity work.

Decision Required

- That the monitoring information for 2005/06 be noted.
- That ECF recommend to the portfolio holder for Deputy Leader, Business Development, the Council's performance targets for 2005/06 as set out in Appendix 3.

Reason for report

- To provide the Forum with information on progress against the Council's

equality performance targets for 2006/2007, including the 'Corporate Health' Best Value Performance Indicators (BVPI's).

- To comply 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 and 15-12-05.**
- To report 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.**

Benefits

See above

Cost of Proposals

This report is for information and there are no direct financial implications.

Risks

This report must be published in order to meet the requirements of the Race Relations (Amendment) Act 2000 and Harrow's commitments under its Race Equality Scheme.

Implications if recommendations rejected

N/A

Section 2: Report

2.1 Brief History

- 2.1.1 This report details the Council's applicant monitoring information and workforce profile for 2005/06 and performance against the 'Corporate Health' Best Value Performance Indicators (BVPI's) as well as other local performance indicators such as the success ratio. The Council uses the success ratio recommended by the Commission for Racial Equality (CRE), to assess the Council's performance in equality in recruitment and measures the success rate for BME job applicants compared to white job applicants. It also reports progress made on other equality and diversity work.
- 2.1.2 The 'Corporate Health' BVPI's are detailed in the Council's Best Value Performance Plan and performance against these is measured quarterly.
- 2.1.3 The report also includes information about training and development and information relating to the Council's formal employment procedures such as grievance, discipline, harassment, redundancy, probation dismissals and ill health retirements and their impact from an equalities perspective.

- 2.1.4 In addition Directorates have produced summary annual reports. These reports are attached for information as part of the support documentation, appendix 8.
- 2.1.5 Actual Performance for the full year against the targets set for 2005/06 is set out in the table at appendix 2. The table also shows whether the performance indicates a positive or negative trend i.e. whether performance has improved or fallen compared to 2004/05. The Council has improved its performance against the majority of Corporate Health BVPIs, however it has not achieved all its performance targets.
- 2.1.6 Recommended performance targets for 2006/07 are set out in the table at appendix 3.

2.2 Presentation

2.2.1 This report includes separate reports attached as appendices to the overall corporate report. Where appropriate, monitoring information is presented using the six paybands (appendix 1). Separate reports on the following are attached:

- Council's Paybands (Appendix 1)
- Council's performance against BVPI targets (Appendix 2)
- BVPI Targets for 2006/07 (Appendix 3)
- Corporate Recruitment Monitoring and Workforce Profile (Appendix 4)
- Recruitment and Selection Audits (Appendix 5)
- Corporate Employment Procedures Monitoring (Appendix 6)
- Training and Development Monitoring and Progress (Appendix 7)
- Directorate Equality Reports for:
 - Business Development (Appendix 8a)
 - Chief Executives' (Appendix 8b)
 - People First (Appendix 8c)
 - Urban Living (Appendix 8d)

2.2.2 Any reference to black and minority ethnic (BME) groups in the report includes the following groups - Black, Asian, Mixed, Chinese and Others. Reference to white groups includes British, Irish and White Other.

2.2.3 Comparisons with the population of the community of Harrow are based on the representation of black and minority ethnic people, women and disabled people taken from the 2001 Census data.

2.3 Workforce Profile

- 2.3.1 The percentage of black and minority ethnic staff in the workforce profile has increased to 32.25% from 30.56% last year. The Council's target of 32.5% has not been achieved by a small margin, efforts will continue to be made to improve and a target of 34% has been set for 2006/07.
- 2.3.2 The percentage of staff that declared a disability in 2005/06 is 2.59%. The Council's target of 3.25% has not been met. There is a small increase in the representation of disabled employees in the workforce, which at 2.59% is slightly higher than last year's

figure of 2.52%. We will continue to work with Harrow Association of Disabled People to recruit and retain disabled people.

2.3.3 In comparison with last year, the proportion of women in the workforce is 74.55%, which continues to exceed the Council's target of 51.7%, the proportion of women in the local community. Women hold a significantly higher proportion of the posts in paybands 1, 2 and 3.

2.4 Recruitment & Selection Monitoring

Ethnic Origin - All Applicants Internal and External

2.4.1 The percentage of appointments from all (internal and external) black and minority ethnic (BME) applicants has increased to 40.8%, last year's figure was 36.7%. The Council's target is to match the economically active representation of black and ethnic minorities in Harrow, which stands at 42.7%.

Black and minority ethnic Applicant Monitoring			
Year	Applications	Shortlisted	Appointed
2005/06	62.2% (4860)	62.2% (3855)	40.8% (124)
2004/05	54.3% (2132)	45.1% (562)	36.7% (164)

2.4.2 There has been a downward trend in the Council's success ratio for 2005/06, which is 0.41. This compares with the success ratio of 0.47 for 2004/05. The Council has therefore been unsuccessful in meeting its target success ratio of 0.7.

2.4.3 Statistics indicate that there is a disproportionate adverse impact on BME Candidates at the appointment stage. There was a 21.4% decrease from the application received stage compared to the appointment stage. This explains why the percentage of BME appointments has increased but the success ratio has decreased. BME applicants have been less successful at the appointment stage.

2.4.4 The percentage of appointments for white applicants is 56.58%, this is an increase in the percentage compared to applications received which is 34.97%.

Ethnic Origin - Internal Applicants

2.4.5 The percentage of appointments from internal black and minority ethnic employees is 30.23%. There is approximately a 26% decrease from the application-received stage compared to the appointment stage.

Black and minority ethnic Applicant Monitoring - Internal			
Year	Applications	Shortlisted	Appointed
2005/06	56.90% (482)	56.79% (443)	30.23% (26)
2004/05	55.0% (328)	42.2% (128)	36.7% (61)

2.4.6 The overall success ratio for internal BME appointments (0.32) is lower than the Council's success ratio for all internal and external appointments of 0.41.

- 2.4.7 The disproportionate adverse impact on black and minority ethnic employees and the low appointment success ratio of BME staff is true for both internal and external applicants. The fall off for internal recruitment is also seen at the appointment stages.
- 2.4.8 The percentage of appointments from internal white applicants is 68.60% this is greater than the percentage of applications received, which is 41.44%.

Disability

- 2.4.7 The percentage of applicants who declared a disability is 2.93%. The percentage of applicants declaring a disability that were shortlisted is 3.26% and those appointed is 3.62%. This compares with last year's figures of 1.8% of applications received, 1.7% shortlisted and 2.0% appointed. Therefore, we have attracted an increased number of people that declared a disability, and they were increasingly successful through the selection process.

Gender

- 2.4.8 The proportion of women appointed is higher than men at payband 1 (66.67% women, 33.33% men), payband 2 (69.64% women, 30.36% men) and payband 3 (66.67% women, 33.33% men) and the proportion of male appointments is higher in payband 4 (58.62.% men, 41.38% women) and equal at payband 5 (50% men, 50% women). (Appendix 4, para 3.26 – 3.29).

Middle Management Review (MMR)

- 2.4.9 There have been 77 appointments made under the MMR process to date. There have been 12 (15.6%) BME appointments, 5 (6.5%) appointments from employees with disabilities, 27 (42%) women and 45 (58%) men have been appointed. The percentage of BME appointments does not reflect the percentage of BME employees of the total workforce (32.25%).
- 2.4.10 Analysis is included at Appendix 4, Annex 2 for the MMR process to date.

Recruitment and Selection Audits

- 2.5 Recruitment audits have been undertaken of a 35% sample of appointments. The lack of supporting documentation has made undertaking meaningful audits difficult, this has been identified as a point of concern. The audit process will be changed so that all information supporting a decision to recruit is obtained from the departments for analysis more speedily. (Appendix 5).

Corporate Employment Procedures Monitoring

- 2.6 The employment procedures monitoring information for 2005/06 indicates that black and minority ethnic employees may be disproportionately affected by the Council's disciplinary procedures and BME employees have raised more grievance complaints than white staff. However, the numbers of cases are generally so few that statistical interpretation is not reliable. An example of this is the disciplinary hearings of which there were 19 dealt with in 2005/06.

- 2.7 There has been a decrease in the number of disciplinary investigations compared to 2004/5; the number of cases that have progressed to disciplinary hearings has also decreased. There has been a large increase in the use by employees of the grievance procedure. The reason for the increase in the numbers of grievance complaints is due to the the new statutory regulations on discipline and grievance that was introduced on 1 October 2004. This gives employees a statutory right to raise grievances and employees have been exercising this right.
- 2.8 The number of probation dismissals has increased by one and the number of harassment cases has reduced to none.

Training and Development Monitoring and Progress

2.9 The main developments during the year have been:

- Procurement of an approved supplier to support diversity awareness training
- Continued access for a wide range of staff to diversity awareness elearning
- Increased positive action through access to the Diploma and the Certificate in Management Studies
- Further improved record keeping for more comprehensive monitoring statistics through the BTP MI and ERP systems

2.9 Work in 2006 – 07 will build on each of these key areas - workforce development, positive action, leadership and management development and more effective monitoring

2.10 Review of Progress made in Equality and Diversity Work and Initiatives during 2005/06

Equality and diversity work and initiatives have continued to develop, including: directorate Equality Task Groups, support to the black workers and employees with disabilities groups, further improvements in employment monitoring systems, e.g. the development of the SAP system, launch of the Council's one year Race Equality Scheme, implementation of the Corporate Equality Plan, carrying out an equal pay audit, achievement of Level 3 of the Equality Standard.

2.10.2 In addition, Human Resources continued to support managers in using the Council's equalities framework and follow a structured approach to equality impact assessment and reporting to meet the requirements of the Race Equality Scheme and the Equality Standard.

Race Equality Scheme (RES)

2.10.3 Harrow's Race Equality Scheme 2005 – 2006, is a one year scheme, which builds on the solid foundations of the previous three year RES 2002-2005.

2.10.4 The RES sets out Harrow's arrangements for carrying out the general duty and each of the specific duties under the Race Relations (Amendment) Act 2000 to promote racial equality and good relations between persons of different racial groups and eliminate unlawful discrimination.

2.10.5 The Race Equality Scheme includes an action plan summarising the Council's approach towards promoting racial equality and eliminating unlawful discrimination. The commitments made in the first RES are still applicable.

2.10.6 The Corporate Equality Group monitors progress against the RES.

Future of RES

2.10.7 The council has decided to take an integrated approach in developing a generic equality scheme to cover all the six equality strands, gender, race, disability, sexuality, age and religious belief. HCRE have expressed concerns that the Council's progress on race equality may be adversely affected by implementing a generic scheme.

2.10.8 The generic equality scheme will be subject to consultation with HCRE and our other partners and approval by Cabinet.

Equality Standard for Local Government

BV2a The level of the Equality Standard for Local Government to which the authority conforms

2.10.9 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. The Corporate Equality Plan is fundamental to achieving the Equality Standard. The Equality Standard recognises different levels of achievement on a scale of one to five, Level 5 being the highest. The Council is setting targets to achieve year on year incremental progress to achieve Level 5. The Council received external verification for achieving Level 3 of the Equality Standard in 2006. The Council set a target to achieve Level 4 for 2006/07.

2.10.10 Level 3 required setting equality objectives and targets, action planning to implement those targets, for them to be integrated within directorate service plans and embedded within Council policies, procedures and the way in which services are delivered to Harrow's diverse community and workforce.

2.10.11 The Corporate Equality Group is overseeing action planning to achieve the Level 4 target.

2.10.12 As part of the audit and assessment process, the Council's performance and self-assessment is extensively validated.

Corporate Equality Plan

2.10.13 The Plan has been developed to co-ordinate with the Race Equality Scheme (RES).

2.10.14 The Corporate Equality Plan is a timetabled action plan. It pulls together the various plans and strategies by which the Council seeks to achieve its vision to make equality a mainstream part of its service. It is intended to fulfill the commitments described in the

Council's Equal Opportunities Policy and Community Strategy, and to give cohesion to the different equalities plans and activities.

- 2.10.15 The Plan addresses different aspects of the Council's role in promoting equal access to its services and equal treatment of its service users and workforce. These different aspects focus on commitment to equality in practical terms, promotion of equality in the community as well as internally, communication and consultation with service users, making services responsive, and healthy management of diversity internally.
- 2.10.16 The Council has been working towards meeting the targets and outcomes detailed in the plan. The plan was updated with progress made against each of the targets in January 2005. The updated CEP was distributed to Harrow's managers at an Equalities seminar in January 2005 and was circulated to our key partners.

Employment Monitoring

- 2.10.17 Further improvements to employment monitoring systems to meet the third year requirements of the RES and the Equality Standard have been made in 2005/06. The Human Resources systems have been modified to monitor internal promotions, acting ups, secondments, interim posts, and honorariums by ethnicity, gender and disability. Further improvements will be made when the SAP system is implemented in the autumn.

Progress on Disability Issues

- 2.10.18 The Council continues to maintain its commitment to the two-tick disability symbol. Harrow Association of Disabled people (HAD) have assisted in reviewing the questionnaires used by the Council to gather information of its disabled employees and their managers on disability issues and the organisation's approach to employing disabled people. A further process of seeking the views of disabled employees is planned for this year.
- 2.10.19 In order to provide staff and managers with advice and support on disabilities, the Council has entered into a partnership arrangement with HAD to provide a support officer on a one day a week consultancy basis. HAD is also looking at ways to improve at a strategic level the recruitment of disabled people to the Council and supports DIAS the Disabled Awareness Information and Support Group.
- 2.10.20 HAD recommended a number of steps that could be taken to start turning aspirations of equality and opportunity into realities. The report identified that the priorities should be –
- To provide disability equality and awareness training to staff.
 - To introduce positive action such as an apprenticeship scheme to encourage and enable more disabled people to apply for and gain employment.
 - To nominate and give a high profile to Disability Champions within the Council Senior Management Team, and within Council Members.
 - To integrate the Disabled Employees Helpline into the HR function.

The details of the report were discussed at CEG and progress will reported to CEG on an on-going basis.

2.10.21 Human Resources also provide general consultancy advice including advice on equality and diversity in employment.

Corporate Equality Group

2.10.22 The Corporate Equality Group takes the lead for equality and diversity issues. The Group includes representatives from the Unions, the Black Workers Group and the Disability Information Advisory Service (DIAS). The Directors of Strategy for all directorates within Harrow Council have responsibility for equality and diversity for the Council.

2.10.23 The work of the group has focused on:

- Development of the Corporate Equality Plan and progress made against its targets and outcomes
- Steering work to achieve Level 3 of the Equality Standard for Local Government
- Participating in the audit and self assessment process for the Equality Standard
- Reviewing/regrouping the functions and policies of appendix 1 of the RES to streamline and simplify reporting for years 2 and 3 and align to the new Council structure.
- Reporting/consultation timescales for RES year 2 and 3 priorities.
- Prioritisation of corporate equality and diversity areas
- Reviewing facilities for Employee Support Groups
- Leading on the establishment and operation of departmental ETG's
- Commissioning Equality Impact Assessment training for managers
- Commissioning an equalities seminar for managers
- Commissioning the Equal Pay Audit
- The future of the Race Equality Scheme and the impact of the proposed Disability Discrimination Bill and the Equality Bill.
- Resourcing arrangements short-term for equality and diversity work

2.10.24 In the future, the group will continue to lead on implementing and monitoring progress of the Corporate Equality Plan. It will steer the development of the new generic equality scheme for the Council. The group will plan, develop and embed equality objectives and targets into service delivery and make arrangements for achieving the Level 4 target of the Equality Standard for Local Government. It will also consider other equality and diversity issues and changes in legislation as they arise.

Equality Task Groups

2.10.25 Directorates have established Equality Task Groups appropriate for each directorate's needs.

2.10.26 Details of directorate ETG's can be found in the departmental progress reports at appendix 8.

Employee Support Groups

2.10.27 The Council continues to support the operation of the Harrow Council Black Workers Group and DIAS. Representatives from these groups attend the Corporate Equality Group and the directorate Equality Task Groups. The Black Workers Group was closely involved in the work of the Asian Applicants Review Group.

'Diversity for All' – intranet site

2.10.28 Human Resources continue to maintain and develop the diversity intranet site entitled 'Diversity for All' providing information and guidance to managers and staff on diversity awareness. The site includes pages covering equality and diversity, information on staff support groups, corporate equalities management information, and links to directorate equality groups. Also included are links to key legislation and websites of general interest. In addition the top page has a news section for news items, to which all directorates can add diversity news and updates on activities in their areas.

2.11 Options considered

2.11.1 N/A

2.12 Consultation

2.12.1 Consultation with the Trade Unions, directors and members of the Corporate Equality Group on this report is scheduled to take place in June 2006.

2.12.2 The Trade Unions will also be consulted on the departmental monitoring information at departmental Joint Consultative meetings.

2.12.3 The following organisations have been consulted on this annual equality monitoring report:

Harrow Black Workers Group, DIAS, Harrow Council for Race Equality, Harrow Anti Racist Alliance, Harrow Association of Disabled People, Harrow Women's Centre, Age Concern, Unison, GMB and Harrow Teachers Consultative Consortium.

2.13 Financial Implications

2.13.1 There are no financial implications as a result of this report as it is for information only.

2.14 Legal Implications

2.14.1 The relevant legislation which governs Equality issues is contained in the report. This report could be cited in employment tribunal proceedings against the Authority by current and ex-employees.

2.15 Equalities Impact

2.15.1 This report presents information on the Council's workforce profile, recruitment and selection monitoring and application of employment procedures in a factual way and is designed to meet the Council's specific duty on race equality and employment, consistent with the provisions of the Race Relations Amendment Act 2000, the Equality Standard for Local Government and the Corporate Equality Plan.

2.15.2 The applicant monitoring analysis has shown that over a number of years there is a disproportionate adverse impact on black and minority ethnic applicants and particularly Asian applicants during the recruitment and selection process. Research indicates that it is the interview stage, which is adversely affecting BME applicants. Parallels with this trend can also be drawn for internal BME recruitment.

2.15.3 The Asian Applicants Review Group was established to investigate the adverse impact of the recruitment process on BME applicants. The group has proposed an action plan and recommendations made within it are being actioned and has been taken into account in the review of the recruitment and selection policy and development of the recruitment toolkit.

2.15.4 Consultation with partners listed in paragraph 2.5.3 was undertaken and comments received have been discussed and incorporated within the report as appropriate. The publication of this report is a positive step, which provides information on the Council's performance against equality and diversity targets.

Section 3: Supporting Information/ Background Documents

3.1 Supporting Information:

- Appendix 1 Council's Paybands
- Appendix 2 Council's performance against BVPI targets
- Appendix 3 BVPI Targets for 2006/07
- Appendix 4 Corporate Recruitment Monitoring and Workforce Profile
- Appendix 5 Recruitment and Selection Audits
- Appendix 6 Corporate Employment Procedures Monitoring
- Appendix 7 Training and Development Monitoring and Progress
- Appendix 8 Directorate Equality Reports for:
 - Business Development (Appendix 8a)
 - Chief Executives' (Appendix 8b)
 - People First (Appendix 8c)
 - Urban Living (Appendix 8d)

3.2 Background documents (available on request and/or on the intranet)

Employees' Consultative Forum – 1 Feb 2006

Employees Consultative Forum – 5 July 2005

Harrow's Race Equality Scheme 2002-2005

RES third year report to Cabinet 28 July 2005

Harrow's Equal Opportunity Policy

Chief Personnel Officer's report on Equal Opportunities Policy to Cabinet 25 /06/02

Chief Personnel Officer's report on the Race Equality Scheme to Cabinet 25/06/02

LB Harrow – Best Value Performance Plan 2005/2006

Minutes of the Asian Applicants Review Group 2003/04

Census 2001 Data

The Equality Standard for Local Government

PAYBANDS

April 2006

Pay Band	£	£	Broadly Equivalent To
Band 1	Upto	- 16,974	H1 to H3
Band 2	16,975	- 27,759	H4 to H8
Band 3	27,760	- 38,004	H9 to H11 + Psychologists + All Teachers
Band 4	37,062	51,480	All SMs & SP(L)
Band 5	47,358	75,153	All GMs & SP (H)
Band 6	75,154	And Above	Directors & Above

Table below shows the Council's performance for 01 April 2005 to 31 March 2006 against targets set for 2004/05

Performance Indicator	Apr 04- Mar 05 Actual Performance	2005/2006 Targets	2005 – 2006 Actual Performance	Trend
(a) BV2a – The level of the Equality Standard for Local Government to which the authority conforms.	Level 2	Level 3	Level 3	↑
(b) BV2b – The Duty to promote race equality	72.7%	83.33%	84.2%	↑
(c) Success Ratio for black and minority ethnic job applicants	0.47	0.7	0.41	↓
(d) The proportion of BME appointments reflects BV17b - The % of working age (18-65) people from BME's in the local community (42.7% in 2002/03).	36.7%	42.7%	41%	↑
(e) BV17a - The percentage of BME employees of the total workforce.	30.56%	32.5%	32.25%	↑
(f) BV11b – The percentage of top-paid 5% of local authority staff who are from a black and minority ethnic group.	11.74%	13.5%	13.67%	↑
(g) The proportion of women appointments reflect the proportion of women in the local community	50.6%	51.7%	59.8%	↑
(h) To achieve a balanced workforce which reflects the gender profile of the local community of Harrow.	74.74% women 25.26% men	51.7% women 48.3% men	74.55% women 25.45% men	↓
BV11a – The percentage of top-paid 5% of local authority staff who are women.	35.20%	37%	30.79%	↓
BV11c – The percentage of top paid 5% of local authority staff who have a disability	Previously not assessed	Previously not assessed	2.48%	↔
(i) BV16a The percentage of staff of the total workforce declaring a disability.	2.52%	3.5%	2.59%	↑
(j) The proportion of appointments of disabled people BV16b reflects the % of working age (18-65) people with disabilities in the local community (11% in 2002/03)	2.0%	11.0%	3.16%	↑
(k) The numbers of employees using or subject to HR procedures is proportionate to	Potentially adverse impact on BME staff in all employment	Proportionate to the workforce	Potentially adverse impact on BME staff in	↔

the workforce profile in terms of ethnicity, gender and disability.	procedures	profile.	all employment procedures	
(l) That access to training is at least proportionate to the workforce profile in terms of ethnicity, gender and disability.	Target exceeded for: BME 37% Disabled 4.5% Women 72%	Target will not prevent positive action for BME, women or disabled staff.	Target exceeded for BME 34% Disabled 4% Women 71%	

The table below shows the proposed equality performance targets for 2006/07

Performance Indicator	2006/2007 Proposed Targets
a) BV2a - The level of the Equality Standard for Local Government to which the authority conforms.	Level 4
b) BV2b - The duty to promote race equality	94.4%
c) Success Ratio for BME job applicants	0.7
d) The proportion of BME group 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) BV17a - The percentage of BME employees of the total workforce.	34%
f) BV11b – The percentage of BME staff in senior management in the top 5% of earners.	15%
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% women 48.3 men
i) BV11a – The percentage of Senior Management posts filled by women, based on the top 5% of earners.	35%
j) BV16a - 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 (11.1% in 2002/03)	3.25%
k) The proportion of appointments of disabled people BV16b reflects the percentage of working age (18-65) people with disabilities in the local community (11.0% in 2002/03)	11%
l) 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.
m) 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 BME staff, women or disabled staff.

CORPORATE WORKFORCE PROFILE AND RECRUITMENT MONITORING REPORT FOR THE PERIOD 30 APRIL 2005 - 31 MARCH 2006

1. BACKGROUND

- 1.1 This report provides the outcomes of the Workforce Profile and Recruitment Monitoring during the period 1 April 2005 to 31 March 2006. The report is presented using the Council's six pay bands. Any reference to black and minority ethnic (BME) groups includes Black, Asian, Chinese and Others. The information is divided into Ethnicity, Gender and Disability.
- 1.2 The Equality Panel in September 1998 agreed that the information in relation to success ratios should not include school-based staff. However, this additional information is attached at annex 1 for the Forum's information.

2. WORKFORCE PROFILE – 01 APRIL 2005 TO 31 MARCH 2006

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

Ethnic Origin

BV17a – Staff from minority ethnic groups

BV17a – The percentage of BME employees of the total workforce compared with BV17b the percentage of economically active minority ethnic community population in Harrow.

- 2.2 The Council aims to achieve a balanced workforce, i.e. the percentage of staff who have declared they are from a minority ethnic group (BV17a) is comparable to the working age (18-65) people from minority ethnic groups (BV17b). In 2004/5 the Council set a performance target of 30% for the Corporate Health Performance Indicator BV17a. The actual percentage of staff from minority ethnic groups in the workforce for 2005/06 is 32.25% compared to 30.56% for 2004/05. The Council has met its BV17a target.

BV17b – Working age (18-65) people from minority ethnic groups

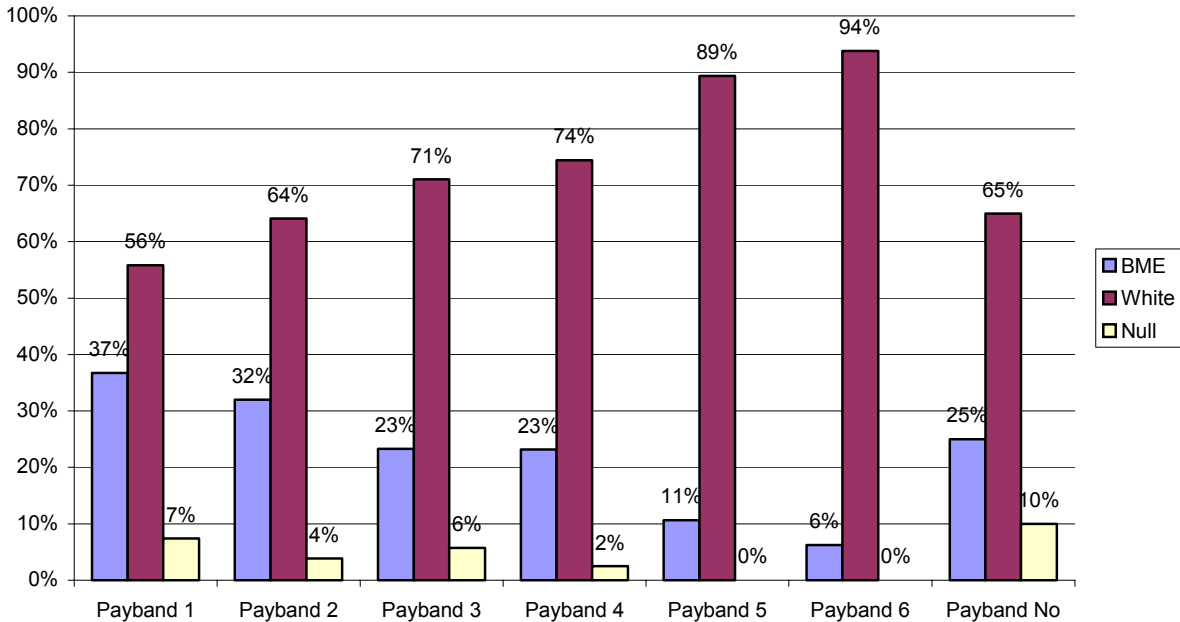
- 2.3 The BV Performance indicator requires a comparison with the working age (18-65) population from minority ethnic groups. Based on census 2001 data, the percentage of working age (18-65) people from BME's in the local community was 42.7%. The Council recognises that the composition of the workforce remains lower than both the general population and the working age population of Harrow.

BV11b – the percentage of top 5% of earners from BME communities

- 2.4 The Council's performance for employing BME staff in senior management is measured separately. The Council set a target of 13.5% for BV11b; the percentage of the top 5% of earners from BME communities for 2005/06 is 13.67%. The Council has exceeded its target.

2.5 The chart below shows the workforce profile broken down by ethnicity and paybands.

Workforce by Ethnicity by Payband as at 31 March 2006



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

2.6 The overall proportion of BME employees in the workforce is 32.25% (excluding employees whose ethnicity is 'unknown' or those for whom data is incomplete - 'Null' category). The percentage for the previous year was 30.56% and the trend since 1991 has been for an increase in the percentage of BME employees each year. This distribution shows that of the 32.25% of the workforce that are from BME groups, the majority hold posts in payband 1 and 2 (13.91% and 7.92%).

2.7 The table below shows the overall composition of the workforce by ethnicity as at 31 March each year and makes comparisons with previous years. Percentages have been rounded up or down to the nearest whole number.

The Overall composition of the workforce is as follows

	2006		2005		2004		2003		2002	
Black	529	8.35%	495	8.11%	446	7.7%	417	7.4%	390	6.9%
Asian	1233	19.45%	1139	18.66%	1019	17.5%	940	16.7%	795	14.0%
Other	74	1.17%	83	1.36%	84	1.4%	74	1.3%	111	2.0%
White	4047	63.84%	4083	66.89%	4054	69.7%	3971	70.5%	4066	74.8%
Unknown			29	0.48%	37	0.6%	30	0.5%	46	1.0%
Mixed *	91	1.44%	81	1.33%	71	1.2%	69	1.2%	9	0.1%
Null **	365	5.76%	194	3.18%	103	1.8%	136	2.4%	272	5.0%
Total	6339		6104		5814		5637		5689	

*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. In 2006 this category includes those previously included in unknown.

Disability

BV16a – Staff with disabilities

BV16a The percentage of staff of the total workforce declaring that they meet the Disability Discrimination Act 1995 disability definition compared with BV16b the percentage of economically active disabled people in the authority area.

- 2.8 2.9 The Council set a target of 3.25% for the Corporate Health Performance Indicator BV16a – the percentage of staff of the total workforce declaring a disability. The percentage of staff of the total workforce declaring a disability in 2005/06 is 2.59%, which is slightly higher than last year's figure of 2.56%. The Council has not met its target and significant effort will be required to improve this figure. The Council will continue to work closely with HAD in order to identify improvement of the recruitment, selection and retention practices that will enhance disabled people's perception of the authority as an employer.

BV16b – Working age (18-65) people with disabilities

- 2.10 BV16b requires a comparison with the local population of working age (18-65) of people with a disability. 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 2.59%, which is lower than the economically active proportion of the community with disabilities.

- 2.9 The Council continues to encourage applications from disabled applicants by stating its commitment to the two-tick symbol in the vacancy bulletin and in the information pack for job applicants.

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 People (HAD).

Gender

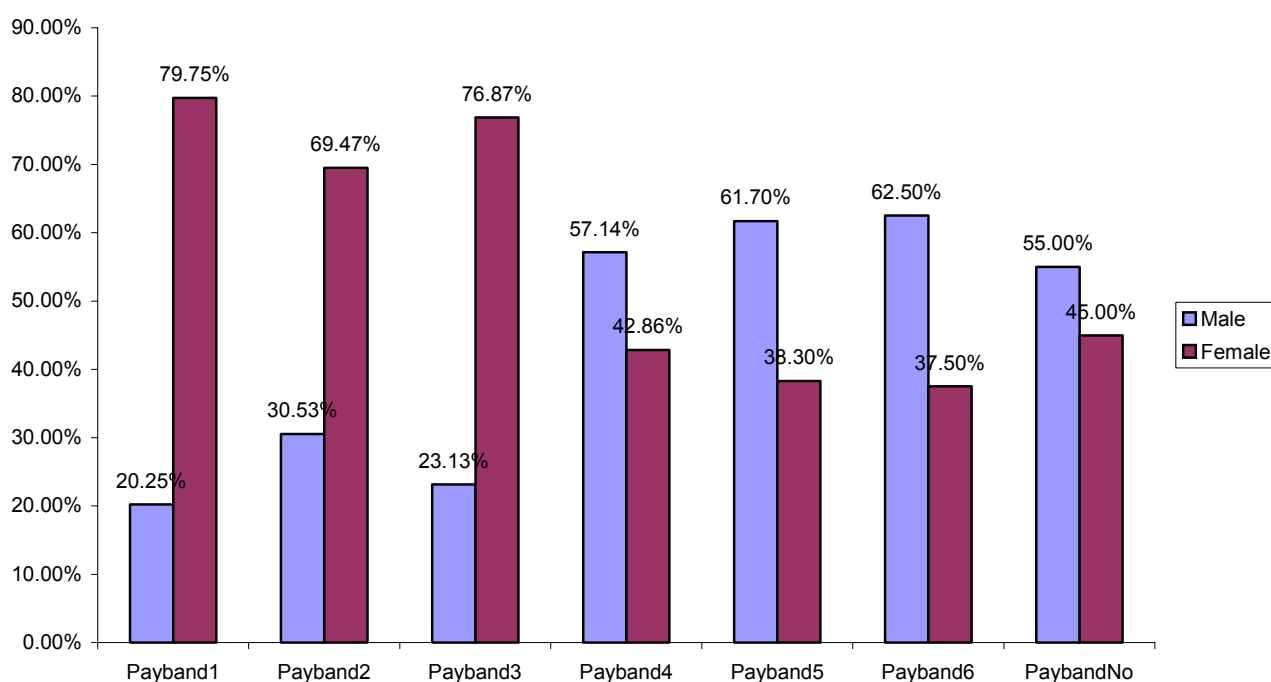
- 2.13 The Council set a target of 51.7% for its local performance indicator that the proportion of women in the workforce reflects the proportion of women in the local community. The proportion of women in the workforce for 2004/05 was 74.55%. The Council has far exceeded its performance target.
- 2.14 The distribution of women in the workforce (74.55%) is in the lower paybands. The majority of women hold posts in payband 1, 2 and 3 (30.19%, 17.20% and 25.27% respectively).
- 2.15 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	47.3%	51.7%
1991	42%	58%

2.16 The Council aims to achieve a balanced workforce, which reflects the gender composition of the community at all levels of the organisation. The chart below shows the workforce profile broken down by gender and paybands.

2.17 The proportion of women in paybands 1,2 & 3 is higher than men and higher than the representation of women in the community. In payband 4 the proportion of women employed has slightly decreased to 42.86% compared to 49% last year and is below the local population of 51.7%. This year, paybands 5 (38.30%) & 6 (37.50%) are included.

Gender Profile by Payband for workforce - 31 March 06



BV11a – The percentage of top 5% of earners that are women

2.18 The Council's performance for employing women in senior management positions is measured separately. The Council set a target of 37.0% for BV11a. The percentage of the top 5% of earners that are women for 2005/06 is 30.79%. The Council has not met its target.

3 APPLICANT MONITORING REPORT – 01/04/05 – 31/03/06

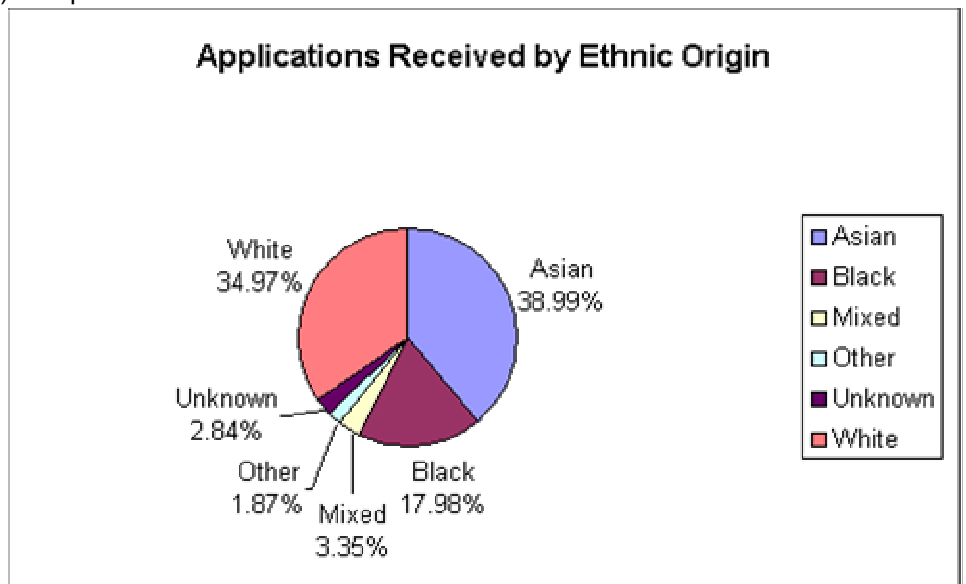
Ethnic Origin - All Applicants Internal and External

3.14 The Council's local performance indicator for 2005/06 was that the proportion of BME appointments reflects the proportion of BME people in the local population and was set at 42.7%. The proportion of BME appointments for 2005/06 is 40.8%. This has increased compared to 36.7% last year and although a significant improvement, the Council has not met its target.

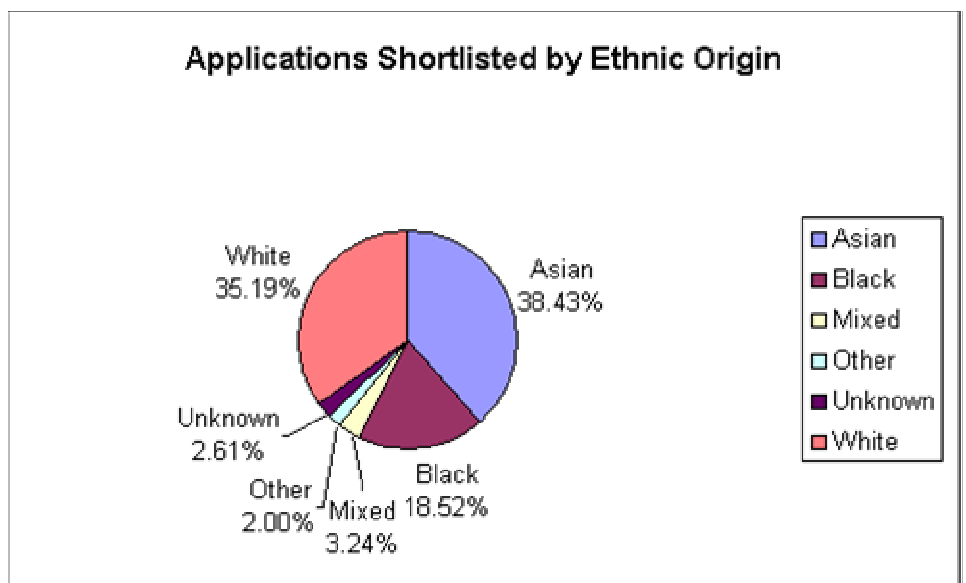
3.15 The pie charts below set out the applicant monitoring statistics for all applicants (internal and external) for the Council at the application, shortlisting and appointment stages of the recruitment and selection process.

Applicant Monitoring Summary by Department
 All Departments (Excluding Schools) - 1 April 2005 to 31 March 2006

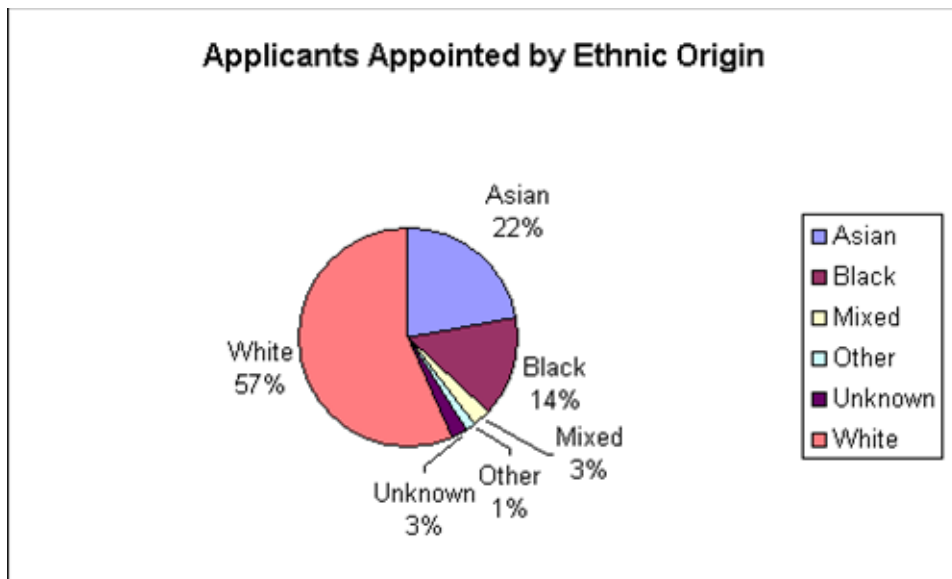
Asian	3047
Black	1405
Mixed	262
Other	146
Unknown	222
White	2733
Total	7815



Asian	2382
Black	1148
Mixed	201
Other	124
Unknown	162
White	2181
Total	6198



Asian	68
Black	44
Mixed	8
Other	4
Unknown	8
White	172
Total	304



3.16 The table below shows applicant monitoring information for 2005/06 and comparisons with the previous three years. The table sets out the percentage of applications received from BME candidates and the percentage shortlisted and appointed. Figures in brackets represent actual numbers.

Black and minority ethnic Applicant Monitoring			
Year	Applications	Shortlisted	Appointed
2005/06	62.2% (4860)	62.2% (3855)	40.8% (124)
2004/05	54.3% (2132)	45.1% (562)	36.7% (164)
2003/04	55.3% (1651)	45.8% (481)	32.9% (108)
2002/03	59% (2422)	52% (678)	44% (167)

3.17 The overall percentage of applications received from BME applicants has increased to 62.2% compared to last year (54.3%), this is still significantly in excess of the economically active representation of BME people in Harrow, which is 42.7%. This indicates that the Council is successful in consistently attracting applicants from the BME community.

3.18 There is a similar increase in the proportion of BME applicants shortlisted from 45.1% to 62.2% and an increase in the proportion of BME appointments to 40.8% compared to 36.7% last year.

3.19 As in previous years, this year's statistics indicate that there is a disproportionate adverse impact on BME candidates, particularly at the appointment stage.

Success Ratio and Success Rates

3.20 The Council's target for 2005/06 was to achieve a success ratio for BME job applicants of 0.7. The Council's overall success ratio for BME applicants is 0.41. This is a decrease compared to last year's figure of 0.47.

3.21 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 BME and white applicants. The success rate is the number of appointments made from a particular group, divided by the number of applications received from that group. The success ratio is the success rate for the BME group divided by the success rate for the white group.

- 3.22 The ideal situation would be to achieve a success ratio of 1 i.e. where BME applicants and white applicants are equally successful at being appointed. 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.
- 3.23 The success ratio is an important measure for the Council in monitoring the comparative success of BME 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.
- 3.24 The table below shows the variations in success ratios by paybands for the whole Council excluding schools (figures in brackets are the number of appointments). Figures for the previous three years are also shown for comparison.

Payband	1/4/05 – 31/3/06	1/4/04 – 31/3/05	1/4/03 – 31/3/04	1/4/02- 31/3/03
Band 1	0.90 (42)	0.38 (149)	0.4 (143)	0.64 (111)
Band 2	0.82 (112)	0.60 (172)	0.75 (130)	0.46 (189)
Band 3	1.29 (45)	0.76 (41)	0.32 (31)	0.63 (62)
Band 4	0.31 (29)	0.51 (85)	0.58 (24)	0.40 (20)
Band 5	0.42 (6)	*	*	*
Overall Success Ratio	0.41 (304)	0.47 (447)	0.4 (328)	0.53 (382)

- 3.25 Comparison with last year's figures shows that the success ratio has increased in paybands 1, 2 and 3 and has decreased in payband 4. The success ratio for paybands 1, 2 and 3 exceed the Council's target (0.7).
- 3.26 The success ratio over the last few years has averaged around 0.45 mark. Monitoring figures over the years have shown that the disproportionate impact on BME groups during the recruitment process should be continually monitored to check for any forms of non-compliance to Council policy or discrimination legislation.

This trend is common among many public sector employers and the Council's success ratio is comparable to other London Local Authorities, (e.g. Lewisham 0.42). Support will be sought from the ALG with a view to taking a joint approach in addressing these issues.

Ethnic Origin - Internal Applicants

- 3.27 Since April 2003, the Council has been monitoring internal appointments. Corporate information is provided below on the success of internal applicants.
- 3.28 The table below shows applicant monitoring information for 2005/06 for all internal applicants. The table sets out the percentage of applications received from BME candidates and the percentage shortlisted and appointed. Figures in brackets represent actual numbers. The figures for 2004/05 are included for comparison.

Black and minority ethnic Applicant Monitoring			
Year	Applications	Shortlisted	Appointed

2005/06	57% (482)	57% (443)	30% (26)
2004/05	55.0% (328)	42.2% (128)	36.7% (61)

3.29 The percentage of applications received from BME applicants is (57%) the percentage remains consistent at shortlisting stage (57%) and is reduced to 30% at appointment stage. The impact on black and minority staff at appointment is disproportionate to the number of applications received and numbers shortlisted.

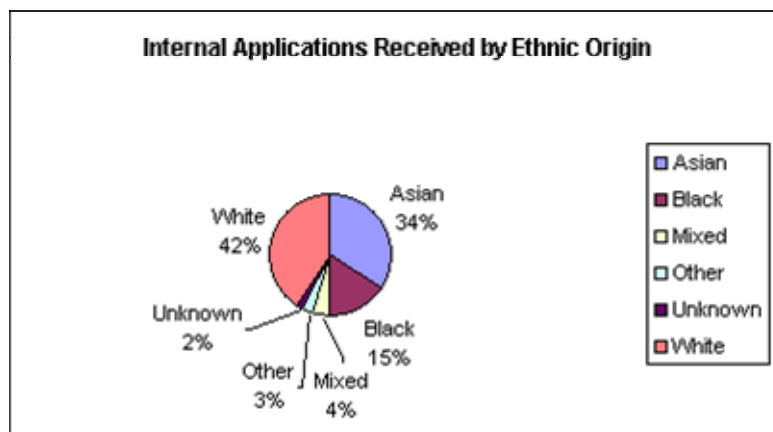
3.30 The table below shows the variations in internal success ratios by paybands for the whole Council excluding schools (figures in brackets are the number of appointments).

Payband	1/4/05 – 31/3/06	1/4/04 – 31/3/05
Band 1	0.59 (9)	0.38 (8)
Band 2	0.38 (35)	0.55 (69)
Band 3	0.21 (20)	0.63 (20)
Band 4	0.44 (17)	0.98 (69)
Band 5	0.00 (2)	*
Overall Internal Success Ratio	0.32 (86)	0.47 (166)

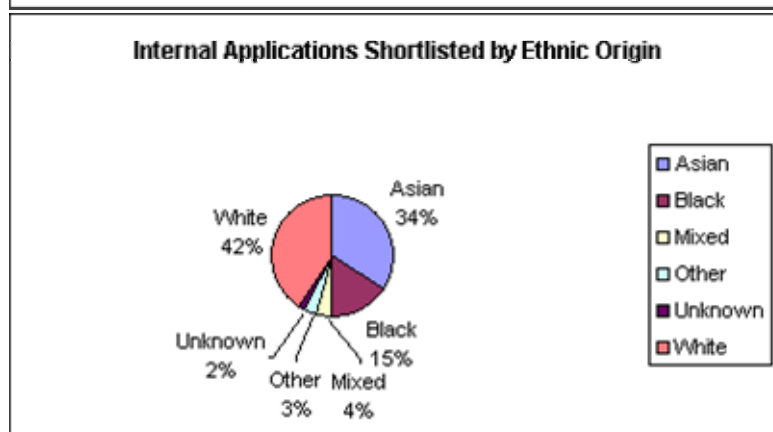
3.31 The overall success ratio for internal appointments is 0.32. This is lower than the Council's success ratio for all internal and external appointments (0.41).

3.32 The pie charts below set out the applicant monitoring statistics for all internal applicants for the whole Council at the application, shortlisting and appointment stages of the recruitment and selection process.

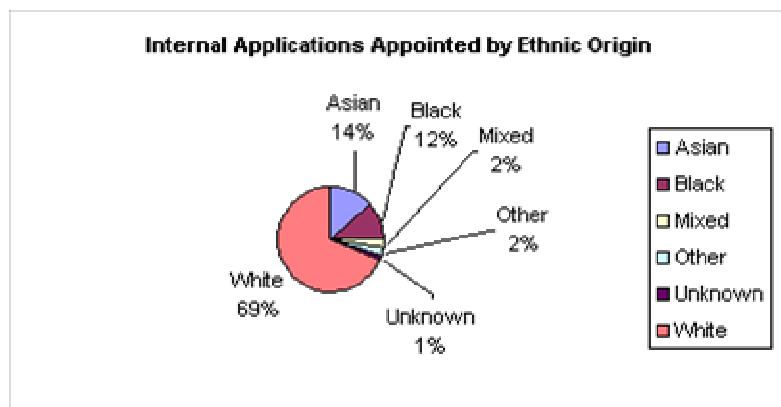
Asian	292
Black	130
Mixed	37
Other	23
Unknown	14
White	351
Total	847



Asian	267
Black	119
Mixed	35
Other	22
Unknown	13
White	324
Total	780



Asian	12
Black	10
Mixed	2
Other	2
Unknown	1
White	59
Total	86



3.33 The applicant monitoring statistics for internal recruitment is not significantly different to external recruitment. The disproportionate adverse impact on BME employees and the low appointment success ratio of BME staff is true for both internal and external applicants. As before, the fall off for internal recruitment is seen at the shortlisting and appointment stages.

Middle Management Review (MMR)

3.34 For the complete year, there have been 40 appointments made under the MMR. There have been 6 (15.0%) BME appointments, 2 (5%) appointments of employees with disabilities, 11 (27.5%) women and 29 (72.5%) men have been appointed.

3.35 Applicant monitoring analysis for the middle management recruitment process is detailed at annex 2.

Disability

3.36 The number of applications received from people who declared that they considered themselves to have a disability is 229 (2.93%). The number of applicants with a disability shortlisted is 202 (3.26%), and 11 applicants with a disability were appointed out of 304 appointments (3.62%). This compares to last year's applicant monitoring figures for disability of 1.8% for applications, 1.7% for shortlisted and 2.0% for appointments.

3.37 An analysis of appointments by paybands and comparisons with the previous two years is shown in the table below:

Appointment of Disabled Persons by Payband			
Payband	1/4/05 – 31/3/06	1/4/04 – 31/3/05	1/4/03 – 31/3/04
Band 1 Non- disabled	40	149	141
Band 1 Disabled	2	0	2
Band 2 Non- disabled	110	168	126
Band 2 Disabled	2	4	4
Band 3 Non- disabled	39	41	31
Band 3 Disabled	6	0	0

Band 4 Non- disabled	28	80	24
Band 4 Disabled	1	5	0

Band 5 Non-Disabled	70	*	*
Band 5 Disabled	0	*	*

* Band 5 did not exist prior to 1/4/05.

3.38 The number of appointments (11) of disabled people this year is an increase compared to 9 appointments last year. Work is continuing to be undertaken to encourage the number of applications from disabled people and to increase their chances of employment with the Council.

Gender

3.39 The Council set a target of 51.7% for it's local performance indicator that the proportion of women appointments reflects the proportion of women in the local community. The proportion of women appointments for 2005/06 is 59.5% compared to 50.6% last year.

3.40 The proportion of women applying for posts is 60.8% compared with 37.1% for men. The proportion of women being shortlisted is 61.2% compared with 36.6% for men. The proportion of women appointed is 59.5% compared with 40.5% for men.

3.41 An analysis of the number of appointments by payband and comparisons with the previous two years is shown below:

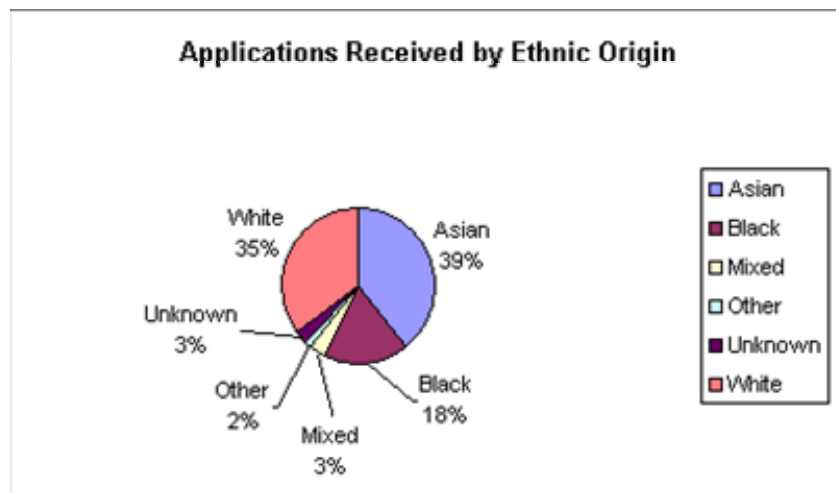
Appointment by Gender by Payband			
Payband	1/4/05 – 31/3/06	1/4/04-31/03/05	1/4/03 – 31/3/04
Band 1 Men	14 (33.3%)	112 (75.2%)	92 (64.3%)
Band 1 Women	28 (66.7%)	37 (24.8%)	51 (35.7%)
Band 2 Men	34 (30.4%)	44 (25.6%)	50 (38.5%)
Band 2 Women	78(69.6%)	128 (74.4%)	80 (61.5%)
Band 3 Men	15 (33.3%)	21 (51.2%)	8 (25.8%)
Band 3 Women	30 (66.6%)	20 (48.8%)	23 (74.2%)
Band 4 Men	17 (58.6%)	44 (51.8%)	15 (62.5%)
Band 4 Women	12 (41.4%)	41 (48.2%)	9 (37.5%)
Band 5 Men	3 (50%)	*	*
Band 5 Women	3 (50%)	*	*

* Band 5 did not exist prior to 1/4/05.

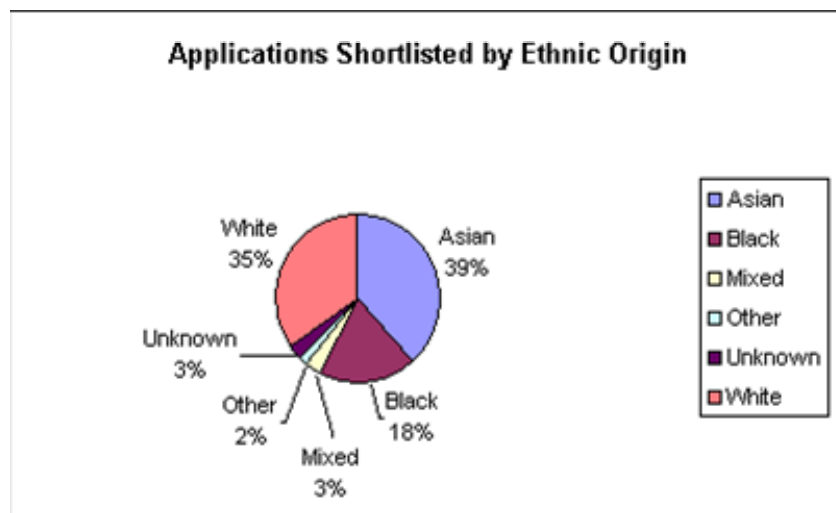
3.42 The proportion of women appointed is higher than men at paybands 2 and 3, and the proportion of male appointments is higher in paybands 1 and 4, the appointments are equal in payband 5.

Applicant Monitoring Summary - Whole Council - Inc Schools - 1 April 05 - 31 March 06

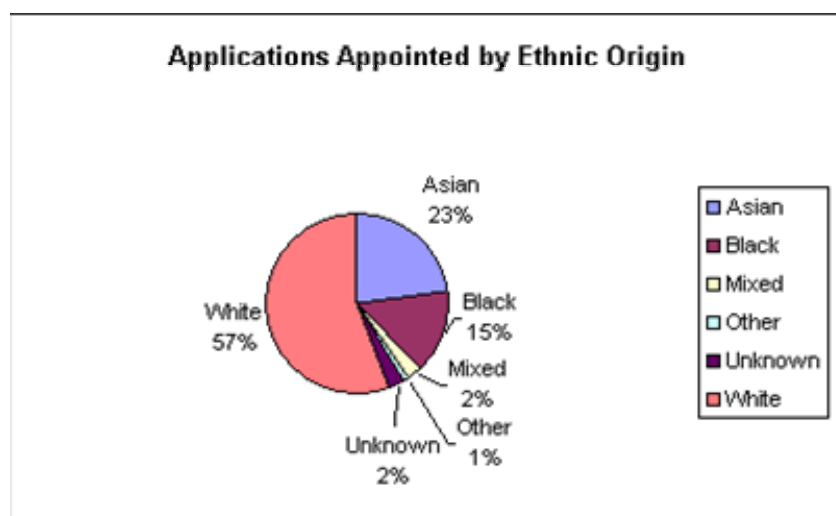
Asian	3171
Black	1428
Mixed	265
Other	146
Unknown	222
White	2848
Grand Total	8080



Asian	2407
Black	1155
Mixed	201
Other	124
Unknown	162
White	2216
Grand Total	6265



Asian	77
Black	48
Mixed	8
Other	4
Unknown	8
White	186
Grand Total	331



Applicant Monitoring Analysis for the Middle Management Review (MMR)

Process to Date

The following is an analysis of the equality monitoring information of the recruitment process for the MMR.

Posts that have been included in the MMR analysis are; Senior Professionals, Service Managers, Group Managers and appointments have been made from existing internal staff that were previously on Harrow M grades and above.

The total number of applications made under MMR is 159 and 77 appointments have been made.

The tables below shows applicant monitoring information for the process to date.

Ethnic Origin

The table sets out the percentage of applications received from BME applicants and the percentage shortlisted and appointed. Figures in brackets represent actual numbers.

Black and Minority Ethnic Applicant Monitoring (MMR)			
Applicants	Applications	Shortlisted	Appointed
MMR	18.9% (30)	18.9%(28)	15.9% (12)

Disability

The table sets out the percentage of applications received from disabled applicants and the percentage shortlisted and appointed. Figures in brackets represent actual numbers.

Disability Applicant Monitoring (MMR)			
Applicants	Applications	Shortlisted	Appointed
MMR	5.7% (9)	6% (9)	6.5% (5)

Gender

The table sets out the percentage of applications received from men and women applicants and the percentage shortlisted and appointed. Figures in brackets represent actual numbers.

Gender Applicant Monitoring (MMR)						
Applicants	Applications		Shortlisted		Appointed	
	Male	Female	Male	Female	Male	Female
MMR	66% (105)	34% (54)	65% (95)	35% (52)	58% (45)	42% (27)

RECRUITMENT AND SELECTION AUDITS REPORT – 2005/06**1. Introduction**

1.1 Recruitment audits were undertaken by Human Resources Advisers on an approximate 35% sample of appointments made during the year.

2. Findings

2.1 Whilst conducting the recruitment and selection audit process, it became evident that a number of recruitment files lacked supporting documentation relating to recruitment decisions and this is a point of concern. In addition, directorates appear to have been using a range of different forms to record recruitment and selection information. Details of audit findings broken down by directorate can be found in the directorate reports.

2.2 In the absence of essential documents e.g. person specifications, application forms, shortlisting information and interview assessments including scoring, undertaking meaningful audits was difficult.

3. Conclusions

3.1 At present the audit process is not robust enough to ensure that the recruitment and selection of new employees is being carried out in accordance with our current recruitment and selection Policy, Equal Opportunity Policy and Race Equality Scheme.

3.2 The recommendations of the Asian Applicants Review Group (AARG) relating to recruitment and selection audits have not been implemented as yet, however, they will be incorporated into the Recruitment and Selection Toolkit, which will be launched in the summer.

4. Recommendations

4.1 The review of recruitment and selection currently being undertaken in order to develop a Recruitment and Selection Toolkit, will encompass the recommendations made in the AARG recruitment and selection action plan.

4.2 A more robust audit process of recruitment and selection will be developed to enable detailed auditing to be conducted and a process to ensure that all the information supporting a decision to recruit is available for analysis as soon as possible after the appointment has been made, i.e. real time auditing introduced.

4.3 The proposed Recruitment and Selection toolkit includes the need and reason for robust auditing of Recruitment and Selection and forms specially designed for completion by the Chair of the Panel to provide the required information for auditing purposes.

4.4 The Chair of the Panel is made aware of their responsibility to provide the requisite information (through the toolkit and recruitment and selection training).

4.5 Clarification is being be given to the Council's recruitment and selection response handling provider, 'Contact III' so that they are fully aware of the information they should be providing HR for auditing purposes.

CORPORATE EMPLOYMENT PROCEDURES MONITORING REPORT - 1 APRIL 2005 TO 31 MARCH 2006

1. BACKGROUND INFORMATION

- 1.1 This report provides the outcomes of employment procedure monitoring during the period 1 April 2005 to 31 March 2006.
- 1.2 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, disciplinary investigations and hearings, probationary dismissals, ill health dismissals and redundancies.
- 1.3 The workforce profile figure (the proportion of the workforce who are BME employees) for 2005/06 is 32.25%.
- 1.4 The Council has enhanced its monitoring arrangements in line with the employment duty under the Race Relations (Amendment) Act 2000 as detailed in Harrow's Race Equality Scheme (RES) Year 3 Employment Plan. The monitoring categories of ethnicity, gender, disability and age are now applied to various stages of the procedures.
- 1.5 The sections below show corporate figures for the number of employees (including school-based staff) who have made use of, or been subject to each procedure. Comparisons for gender, disability and age can only be made for 2003/04, 2004/05 and 2005/06.
- 1.6 Departmental statistics and analysis can be found in the departmental reports attached to this report.

3. 2. HARASSMENT COMPLAINTS

Period	RACIAL									
	BME					White				
	Male	Female	Disabled	Ageband	Total	Male	Female	Disabled	Ageband	Total
2005/2006	0	0	0	0	0	0	0	0	0	0
2004/2005	1	1	0	30-49	2 (100.00%)	0	0	0	0	0
2003/2004	1	0	0	45-64	1 (100.00%)	0	0	0		0

Period	SEXUAL									
	BME					White				
	Male	Female	Disabled	Ageband	Total	Male	Female	Disabled	Ageband	Total
2005/2006	0	0	0	0	0	0	0	0	0	0
2004/2005	0	0	0	0	0	0	0	0	0	0
2003/2004	0	0	0		0	0	0	0		0

OTHER										
Period	BME					White				
	Male	Female	Disabled	Ageband	Total	Male	Female	Disabled	Ageband	Total
2005/2006	0	0	0	0	0	0	0	0	0	0
2004/2005	0	0	0	0	0	0	1	0	30-49	1 (100.00%)
2003/2004	1	0	0	45-64	1 (33.33%)	1	1	0	40-59	2 (66.67%)

TOTAL HARASSMENT CASES										
Period	BME					White				
	Male	Female	Disabled	Ageband	Total	Male	Female	Disabled	Ageband	Total
2005/2006	0	0	0	0	0	0	0	0	0	0
2004/2005	1	1	0	30-49	2 (66.67%)	0	1	0	30-49	1 (33.33%)
2003/2004	2	0	0	45-64	2 (50.00%)	1	1	0	40-59	2 (50.00%)

* Monitoring by Gender/Disability and Age band came into effect from 1 April 2003, therefore this information is not available for previous years.

2.1 The reporting categories for harassment complaints identify the types of complaints made i.e. racial, sexual or other.

2.2 There were no complaints of racial harassment or sexual harassment.

3 DISCIPLINARY INVESTIGATIONS AND HEARINGS

Disciplinary Investigations										
Period	BME					White				
	Male	Female	Disabled	Ageband	Total	Male	Female	Disabled	Ageband	Total
2005/2006	11	4	0	25-64	15 (48.38%)	12	4	0	25-64	16 (51.61%)
2004/2005	18	4	1	20-64	23 (41.8%)	23	9	0	20-64	32 (58.2%)
2003/2004	10	4	0	20-64	14 (34.15%)	19	8	1	20-64	27 (65.85%)
2002/2003	*	*	*		27 (39.13%)	*	*	*		42 (60.87%)

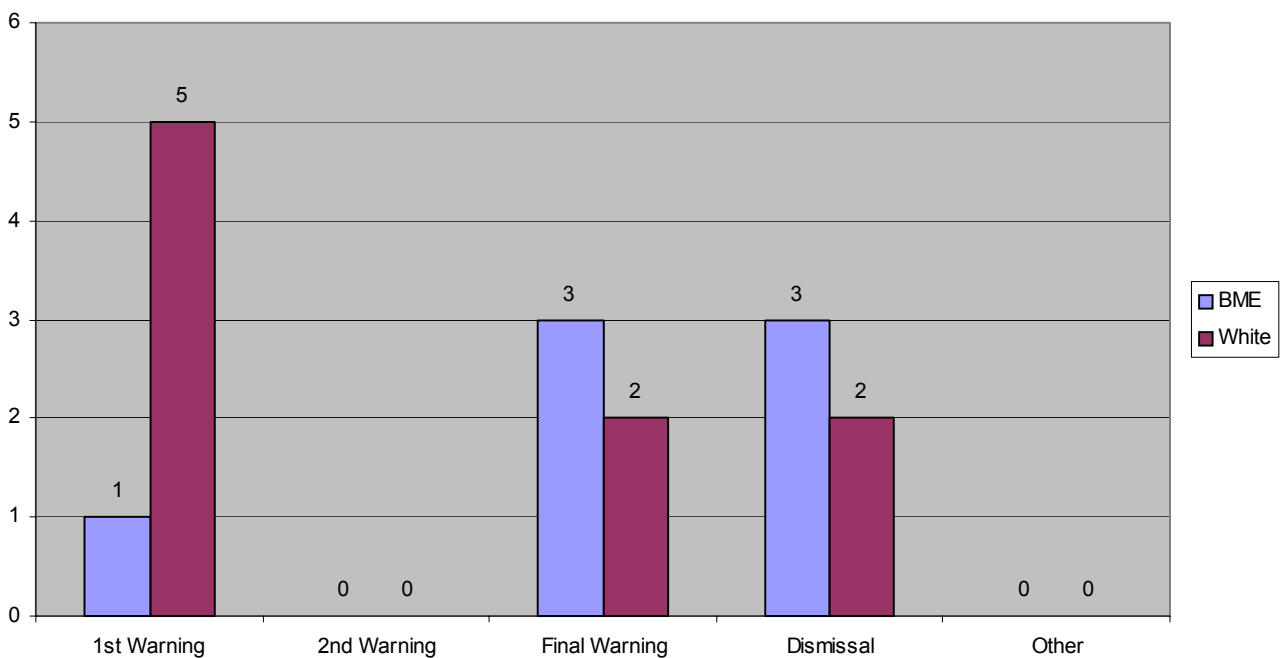
Disciplinary Hearings										
Period	BME					White				
	Male	Female	Disabled	Ageband	Total	Male	Female	Disabled	Ageband	Total
2005/2006	4	4	0	25-64	8 (42.10%)	7	4	0	25-64	11 (57.89%)
2004/2005	8	2	1	20-64	11 (47.83%)	12	0	0	20-64	12 (52.17%)
2003/2004	6	1	0	30-64	7 (31.82%)	10	5	0	30-64	15 (68.18%)

2002/2003	*	*	*	*	9 (40.91%)	*	*	*	*	13 (59.09%)

* Monitoring by Gender/Disability and Ageband came into effect from 1 April 2003, therefore this information is not available for previous years.

- 3.1 The proportion of disciplinary investigations involving BME staff is 48.38%, and the proportion of hearings for BME staff is 42.10%. The total number of investigations for both BME staff and white staff has decreased. The total number of BME staff who experience disciplinary hearings has also decreased (11 in 2004/05 to 8 in 2005/06) and white staff has decreased (12 in 2004/05 to 11 in 2005/06). The total number of BME staff is still disproportionate to the percentage of BME employees in the workforce (32.25%) for both disciplinary investigations and hearings.
- 3.2 The proportion of investigations that resulted in hearings involving BME staff is 42.10% compared with 57.89% for white staff. Comparisons of the outcomes of the 19 hearings are shown graphically in the charts below by BME staff and white staff.

Outcome of Disciplinary Hearing by Ethnicity



Other = cases which did not result in a formal outcome.

- 3.3 Out of the 31 investigations, 21 were carried out within the procedure timescales, 8 outside of the timescales but agreement made with the employee and trade union and 2 cases outside of the procedure where no agreement was sought or reached.
- 3.4 Out of the 16 hearings carried out, 10 were carried out within the procedure timescales, 5 outside of the timescales but agreement made with the employee and trade union and 1 case was outside of the procedure where no agreement was sought or reached.

- 3.5 The monitoring information for 2005/06 indicates that BME employees have been disproportionately affected by the Council's disciplinary procedure. The age band of employees involved in the disciplinary process spans right across the lower to the upper bands, ages 25-64.
- 3.6 The disciplinary procedure is being reviewed in 2006/2007. The employment procedures monitoring information will be taken into account in this review.

4 GRIEVANCES

RACIAL										
Period	BME					White				
	Male	Female	Disabled	Ageband	Total	Male	Female	Disabled	Ageband	Total
2005/2006	1	2	0	35-49	3 (50%)	1	2	1	25-54	3 (50%)
2004/2005	0	1	0	20 - 64	1 (100.00%)	0	0	0	0	0
2003/2004	0	0	0		0	0	0	0		0
2002/2003	*	*	*	*	0	*	*	*	*	0

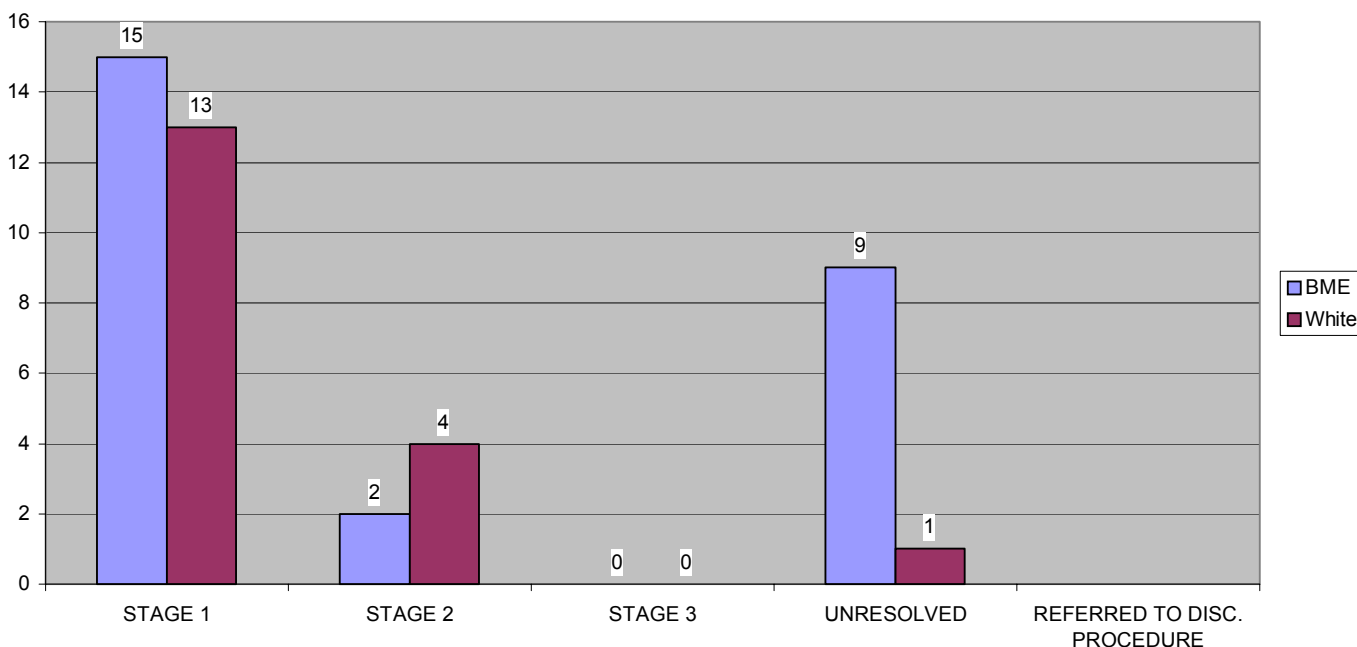
OTHER										
Period	BME					White				
	Male	Female	Disabled	Ageband	Total	Male	Female	Disabled	Ageband	Total
2005/2006	14	9	6	20-64	23 (60.52%)	4	11	1	20-64	15 (39.47%)
2004/2005	0	3	0	20-64	3 (37.50%)	2	3	1	20-64	5 (62.50%)
2003/2004	1	1	0	30-54	2 (50.00%)	2	0	0	35-39	2 (50.00%)
2002/2003	*	*	*	*	5 (23.81%)	*	*	*	*	16 (76.19%)

TOTAL GRIEVANCE CASES										
Period	BME					White				
	Male	Female	Disabled	Ageband	Total	Male	Female	Disabled	Ageband	Total
2005/2006	15	11	6	20-64	26 (59.09%)	5	13	2	25-64	18 (40.90%)
2004/2005	0	4	0	20-64	4 (44.44%)	2	3	1	20-64	5 (55.55%)
2003/2004	1	1	0	30-54	2 (50.00%)	2	0	0	35-39	2 (50.00%)
2002/2003	*	*	*	*	5 (23.81%)	*	*	*	*	16 (76.19%)

* Information not available

- 4.1 The total number of grievances recorded has increased from 9 to 44 this year. The proportion of grievances rose by BME staff is 59.09%, and the proportion of grievances raised by white staff is 40.90%. This is disproportionate to the workforce profile. The age band of employees making grievance complaints is 20-64.
- 4.2 Out of the 44 grievance complaints, 8 were carried out within the procedure timescales, 19 outside of timescales but agreed with the employee and trade union, and 17 cases were outside of timescales with no agreement being sought or reached.
- 4.3 The grievance and harassment procedures are currently being reviewed and updated.
- 4.4 Comparisons of grievances raised and resolved at the various stages are broken down below into black and minority staff and white staff.

Grievance Stages by Ethnicity - Whole Council



5 PROBATIONARY DISMISSALS

Probationary Dismissal		
	BME	White
2005/2006	2 (33.33%)	4 (66.66%)
2004/2005	3 (60.00%)	2 (40.00%)
2003/2004	8 (44.44%)	10 (55.56%)
2002/2003	2 (50.00%)	2 (50.00%)

- 5.1 The number of employees failing to satisfactorily complete their probationary period has increased from 5 to 6 in the last year. The number of BME employees dismissed is 33.33% and is proportionate to the percentage of BME employees in the workforce (32.25%).
- 5.2 The monitoring information for 2005/06 indicates that BME employees have not been disproportionately affected by the Council's probationary procedure.

6 ILL HEALTH DISMISSALS

Ill Health Dismissals (including ill health retirement)										
Period	BME					White				
	Male	Female	Disabled	Ageband	Total	Male	Female	Disabled	Ageband	Total
2005/2006	0	1	1	55-59	1 (10%)	6	3	2	50-64	9 (90%)
2004/2005	1	3	1	35-64	4 (30.77%)	4	5	1	35-64	9 (69.23%)
2003/2004	0	1	0	55-59	1 (8.33%)	4	7	3	45-64	11 (91.67%)
2002/2003	*	*	*		5 (15.62%)	*	*	*		27 (84.38%)

* Information not available

- 6.1 The proportion of BME employees dismissed on ill health grounds in 2005/06 is 10%. This compares with 30.77% for 2004/05. Overall the proportion of BME employees dismissed on ill health grounds is lower than the proportion of the workforce who are BME employees (32.25%).

7 REDUNDANCIES

Redundancies										
Period	BME					White				
	Male	Female	Disabled	Ageband	Total	Male	Female	Disabled	Ageband	Total
2005/2006	0	2	0	30-64	2 (66.67%)	0	1	0	55-59	1 (33.30%)
2004/2005	3	2	0	35-64	5 (62.50%)	2	1	0	35-64	3 (37.50%)
2003/2004	0	0	0		0	2	0	0	50-59	2 (100.00%)
2002/2003	*	*	*		2 (13.33%)	*	*	*		13 (86.67%)

* Information not available

- 7.1 The total number of employees made redundant (3) has decreased compared to 2004/05 (8).
- 7.2 The proportion of BME employees made redundant in 2005/06 is 66.7%.

7.3 The monitoring information for 2005/06 indicates that BME employees have been disproportionately affected through redundancies.

8 CONCLUSION

8.1 The employment procedures monitoring information for 2005/06 indicates that BME employees may be disproportionately affected by the Council's disciplinary procedures and have raised more grievance complaints than white staff. Additionally, there has been an increase in the percentage of BME employees who have experienced redundancy from 62.5% to 66.7% (although the total number has decreased to only 3).

8.2 The grievance procedure has the highest use of these employment procedures with 44 grievances being raised in 2005/06 (44 employees is 0.69% of the workforce). Although the numbers of employees raising the grievance processes is relatively small, it is noted that BME employees are disproportionately affected by this procedure in that they raise more grievances relative to white staff.

The disciplinary, absence, grievance and harassment procedures are being reviewed in 2006/2007 in order to provide employees and the organisation with effective mechanisms for constructively dealing with any of these issues. Particular attention will be given to questioning the impact of these procedures on BME staff.

8.4 The capability procedure newly introduced will be added to the procedures, which are monitored effective from 1 October 2006.

**Training & Development Monitoring and Progress Report
Period 01 April 2005 to 31 March 2006**

1. Executive Summary & Conclusion

1.1 Primary developments during the year have been:

- Procurement of an approved supplier to support diversity awareness training
- Continued access for a wide range of staff to diversity awareness elearning
- Increased positive action through access to the Diploma and the Certificate in Management Studies
- Further improved record keeping for more comprehensive monitoring statistics through the BTP MI and ERP systems
-

1.2 Work in 2006 – 07 will build on each of these key areas- workforce development, positive action, leadership and management development and more effective monitoring.

2. RES year 3 action plan

2.1 Harrow Council continues to increase access to training as part the Harrow Corporate University. The basic skills training programme, supported by Unison in association with Stanmore College has expanded to include 63 staff working through accredited programmes in 05/06, with Further development of the HCU to take place through 2006/07.

3. Provision of careers training information & advice

3.1 The Council's learning and development service has Matrix accreditation for the quality of its advice and guidance on careers in local government and gaining employment at the Council. The unit has provided advice through a number of routes including at Job Centre Plus, workshops / drop in sessions at schools and nurseries, job fairs, road shows and one to one interviews. In 2005/6 143 1:1 interviews have taken place. Approximately 5% of interviewees have a disability; approximately 60% are female and 30% male. The unit also offers CV advice workshops to staff and members of the public; starting in February 2005 13 people have so far attended.

4. Supporting career development for black and minority ethnic staff

4.1 The Certificate in Management course continues to have places reserved as positive action. This year the figure was in line with the % of the population from BME communities who are economically active. 40% of the total places were taken up through this route.

4.2 The Diploma in Management runs annually and starts in September. Annually 50% of places are reserved for black and minority staff as a positive action initiative. All 2005/2006 places have been taken up.

5. Training work programme

5.1 Learning and development activities during the year include:

- A revised workbook on Managing Disabled Customers has been produced as part of the revised corporate induction pack. This will be provided to all new starters and managers.
- The annual Discrimination and Employment Law conference took place in February 2006.
- Equality Impact Assessment training has been run for 89 managers to support service delivery
- Specialised diversity training has been run for Community Care staff, and 13 members of staff have attended.
- The intranet area, named Diversity for All has been developed
- Following a national procurement advertisement and a pilot phase, GSL have been commissioned as the chosen provider of on demand diversity awareness and team building training. This training was piloted with 60 members of staff over two one-day sessions in Planning Services.
- The BTP project is providing a SAP based training system which will provide accurate, detailed information for monitoring course applications and attendance
- Recruitment and selection training has been redesigned and recommissioned to include the most current legislation and updated Harrow Council policy. 105 staff have attended recruitment and selection training, which includes diversity and ethnicity content.
- Diversity elearning continues to be available through the intranet
- Progress has been made in increasing the number of staff able to respond to the needs of hearing impaired people. 5 staff have now successfully completed British Language Stage 1 training. 3 staff have been sponsored to continue to level 2.

6. Course attendance statistics

Ethnicity	Totals for the Council	BC	OD	CE	PF	UL	MISC
B & ME	34%	1%	1%	1%	71%	10%	16%
White	47%	0%	0%	4%	63%	18%	15%
Unclassified	19%	1%	1%	1%	65%	5%	27%

Gender	Totals for the Council	BC	OD	CE	PF	UL	MISC
Male	25%	1%	0%	3%	47%	30%	19%
Female	71%	1%	0%	2%	76%	7%	14%
Unclassified	4%	0%	1%	0%	14%	6%	79%

Disability	Totals for the Council	BC	OD	CE	PF	UL	MISC
Disabled	4%	0%	0%	2%	66%	13%	19%
Non Disabled	80%	0%	3%	0%	67%	15%	15%
Unclassified	16%	1%	1%	0%	64%	4%	30%

- 6.1 Improved record keeping has provided more accurate information on internal training. This now includes all Social Care training, HITS training and health and safety training. Statistics no evidence of discrimination in training provision. Variation in the departmental figures broadly follows variations in workforce profile.

BUSINESS DEVELOPMENT EQUALITY IN EMPLOYMENT REPORT 2005/06**1. SUMMARY**

This report summarises the monitoring of equal opportunities employment policies during the period 1 April 2005 to 31 March 2006.

2. APPLICANT MONITORING – SUCCESS RATIOS

Payband	2005/06	2004/05	2003/04 (April – Sept)
1	0.48	0	0
2	0.42	0.48	0.37
3	0.42	1.07	0.57
4	0.28	0.31	0.67
Overall	0.44	0.40	0.53

The figures should be considered along with other workforce profile data because they tend to be volatile as a result of the relatively small numbers being recruited. During the period 1 April 2005 to 31 March 2006, 39 appointments were made.

At the Application stage 62% of forms received were from BME applicants. At the short-listing stage the figure was 62% BME applicants. At the appointment stage the corresponding figure was 39%. The success ratio for all applicants was 0.44 and for internal applicants was 0.45.

Of those appointed, 5% were registered as disabled and 74% were female. 26% of those appointed were aged 18-24, 26% were aged 25-39, 41% aged 40-54.

Since 1998/99, audits of the recruitment process have been carried out. The audits cover 35% of appointments and it is clear that the current process needs to be more robust as a number of Business Development records lacked full supporting information to check compliance to the council's standards. It was apparent that one panel wasn't balanced for ethnicity and one panel wasn't balanced for gender. Not all panels used the recommended scoring system (0,1,2) and some used ½ marks.

3. WORKFORCE PROFILE 2005/06 BUSINESS DEVELOPMENT

PAYBAND	WHITE %	BME %	MALE%	FEMALE %	DISABLED%
1	50	50	34	66	23.7
2	57	43	25	75	15.4
3	55	45	30	70	4.9
4	67	33	53	47	7
5	92	8	77	23	10
6	100	0	40	60	0
TOTAL	59	41	28	72	5

Ethnic Origin

The proportion of BME employees has risen to 41% from 38% last year.

Disability

The proportion of employees with disabilities has fallen to 5% from 7% last year.

Gender

The proportion of women employed has increased to 72% from 61% last year. The proportion of women employed at senior level (pay bands 4,5 & 6) is 44% compared to 56% for males.

4. EMPLOYEE RELATIONS CASEWORK MONITORING

Monitoring information is set out in the table in the main report. Generally, the small numbers of cases in Business Development make statistical interpretation inappropriate. There were 2 grievance cases a BME employee raised one and a white employee raised the other. There were no disciplinary investigations. There were no harassment cases and there were 2 Ill Health Retirement cases, both of which were white employees.

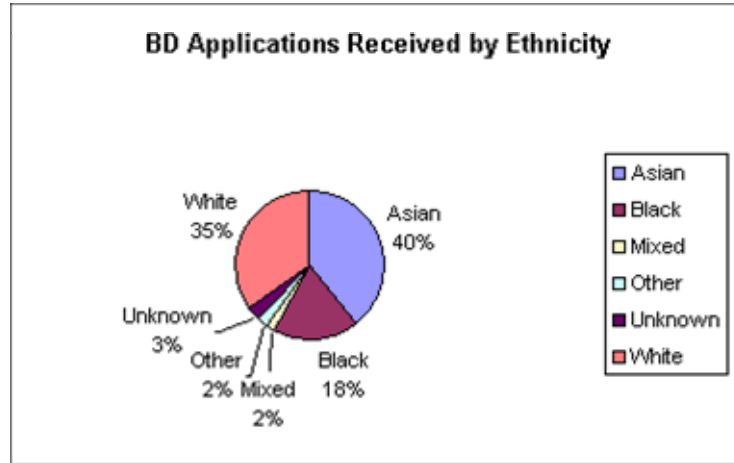
5. EQUALITY TASK GROUP

The Director of Finance and Business Strategy for Business Development chairs the Business Development and Chief Executive's Diversity and Equalities Group. The group has met 4 times since it was set up in August 2005. The group co-ordinates the directorate's work on the race equality scheme and other equality and diversity matters. Key workstreams include,

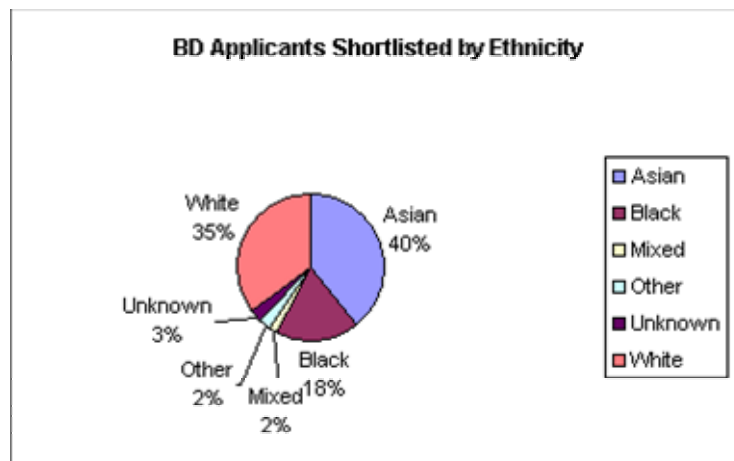
- * Ensuring that Equalities Impact Assessments are carried out on key priority areas and Improvement Plans are monitored across BD/CE
- * Supporting the development of equalities and diversity in Procurement
- * Reviewing Contract Procedure Rules
- * Working towards achieving Equalities Standard Level 4 in 2007-08
- * Ensuring equalities PIs are appropriately reflected in Scorecards (including monitoring of BVPI 174 and BVPI 175 within BD/CE)
- * Monitoring of samples of recruitment adverts and role profiles to ensure equalities and diversity issues are taken into consideration

Applicant Monitoring Summary - Business Development - 1 April 2005 - 31 March 2006

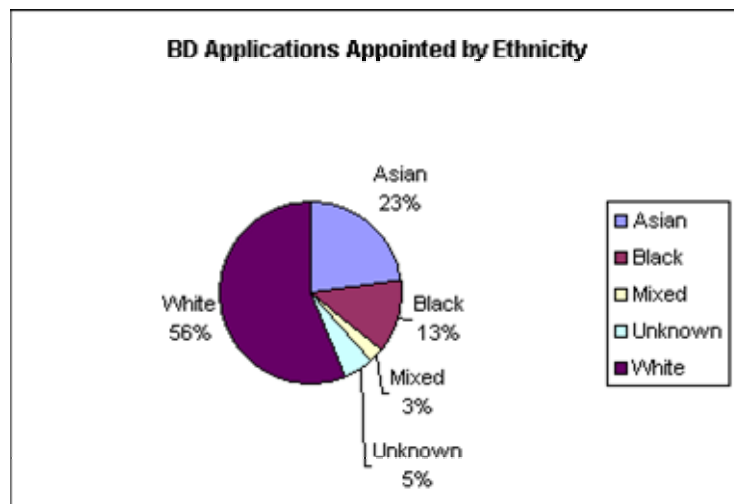
Asian	259
Black	122
Mixed	13
Other	15
Unknown	20
White	233
Total	662



Asian	240
Black	112
Mixed	12
Other	15
Unknown	16
White	217
Total	612



Asian	9
Black	5
Mixed	1
Unknown	2
White	22
Total	39



CHIEF EXECUTIVE DEPARTMENT'S EQUALITY IN EMPLOYMENT REPORT 2005/06

1. SUMMARY

This report summarises the monitoring of equal opportunities employment policies during the period 1 April 2005 to 31 March 2006.

2. APPLICANT MONITORING – SUCCESS RATIOS

Payband	2005/06	2004/5	2003/4
1	1.0	0.53	0
2	0.11	0.13	0.37
3	1.75	0.41	0.57
4	0.54	0	0.67
Overall	0.34	0.16	0.53

The figures should be considered along with other workforce profile data because they tend to be volatile as a result of the relatively small numbers being recruited. During the period 1 April 2005 to 31 March 2006, 12 appointments were made.

At the Application stage 56.65% of forms received were from BME applicants. At the short-listing stage the figure was 55% BME applicants. At the appointment stage the corresponding figure was 33.33%. The success ratio for all applicants was 0.34 and for internal applicants was 0.00.

Of those appointed, 2.97% were registered as disabled and 67.76% were female. 27.23% of those appointed were aged 16-24, 52.43% were aged 25-39, 14.71% aged 40-54 and 2.19% over 55 years.

3. WORKFORCE PROFILE 2005/06 FOR CHIEF EXECUTIVE'S DEPARTMENT

PAYBAND	WHITE %	BME %	MALE%	FEMALE %	DISABLED%
1	25	75	12.50	87.50	0
2	76.74	18.60	23.25	76.74	4.65
3	54.55	40.91	36.36	63.63	0
4	76.92	15.38	38.46	61.54	7.69
5	100	0	75	25	0
6	100	0	75	25	0
TOTAL	69.15	26.60	32	68	3.19

Ethnic Origin

The proportion of BME employees total has decreased to 26.60% since last year (29%).

2.10.1 Disability

The proportion of employees with disabilities has fallen to 3.19% from 4 % last year.

2.10.2 Gender

The proportion of women employed has fallen to 68 % from 72% last year. The proportion of women employed at pay band 3 has decreased to 63.63% from 75%; payband 4 has also decreased to 61.54% from 75% last year. This year paybands 5 &6 are introduced, both with 25% women.

4. EMPLOYEE RELATIONS CASEWORK MONITORING FOR CHIEF EXECUTIVE'S DEPARTMENT

Monitoring information is set out in the table in the main report. There were 2 grievances, both raised by BME employees. There were no disciplinary or harassment cases raised this year. There was 1 redundancy, which was a BME employee.

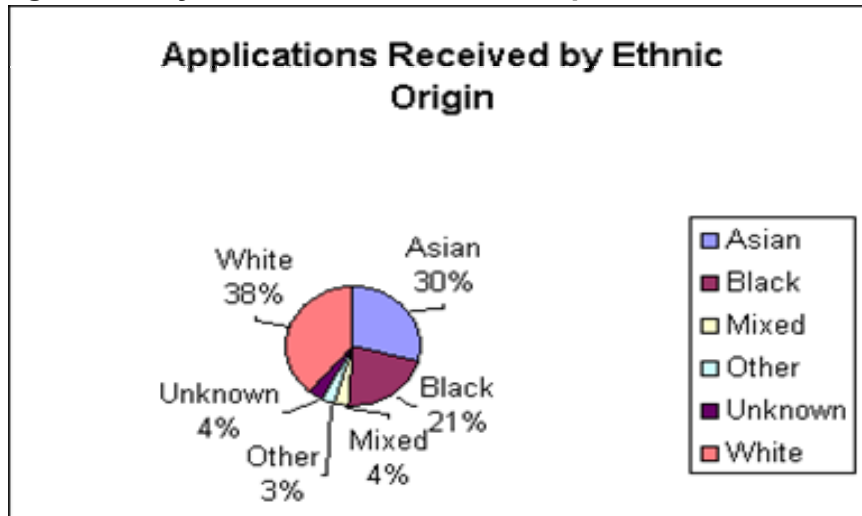
5. EQUALITY TASK GROUP

The Director of Finance and Business Strategy for Business Development chairs the Business Development and Chief Executive's Diversity and Equalities Group. The group has met 4 times since it was set up in August 2005. The group co-ordinates the directorate's work on the race equality scheme and other equality and diversity matters. Key workstreams include,

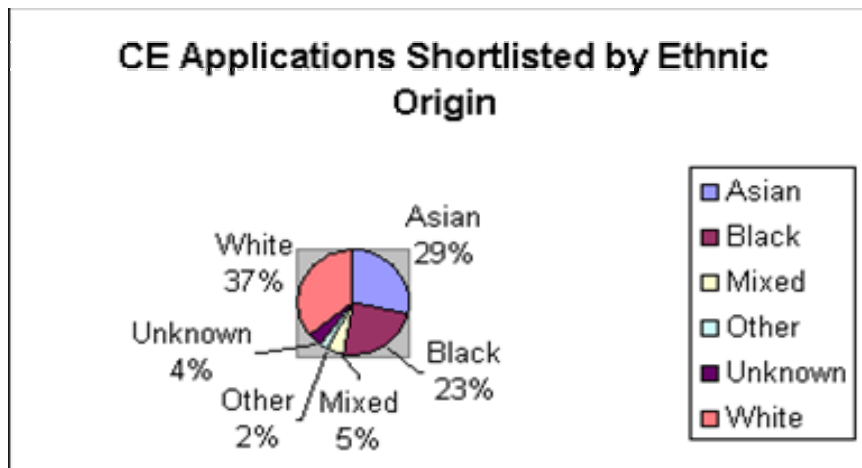
- * Ensuring that Equalities Impact Assessments are carried out on key priority areas and Improvement Plans are monitored across BD/CE
- * Supporting the development of equalities and diversity in Procurement
- * Reviewing Contract Procedure Rules
- * Working towards achieving Equalities Standard Level 4 in 2007-08
- * Ensuring equalities PIs are appropriately reflected in Scorecards (including monitoring of BVPI 174 and BVPI 175 within BD/CE)
- * Monitoring of samples of recruitment adverts and role profiles to ensure equalities and diversity issues are taken into consideration

Applicant Monitoring Summary – Chief Executive’s – 1 April 05 – 31 March 06

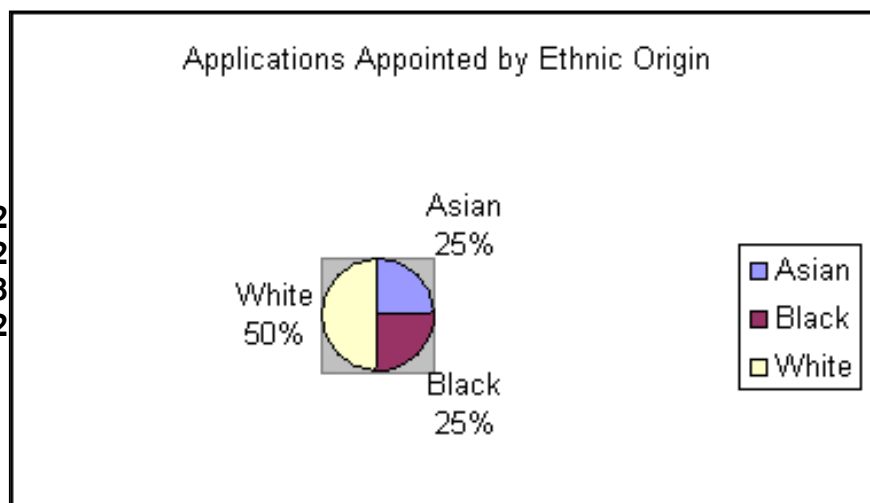
Asian	189
Black	132
Mixed	24
Other	17
Unknown	27
White	250
Total	639



Asian	156
Black	109
Mixed	20
Other	16
Unknown	22
White	225
Total	548



Asian	2
Black	2
White	8
Total	12



PEOPLE FIRST EQUALITY IN EMPLOYMENT REPORT 2005/06

1. SUMMARY

This report summarises the monitoring of equal opportunities employment policies during the period 1 April 2005 to 31 March 2006.

2. APPLICANT MONITORING – SUCCESS RATIOS (excluding schools)

Payband	2005/06	2004/5	2003/4
1	0.78	0.44	0.64
2	0.43	0.68	0.42
3	0.52	0.59	0.09
4	1.19	0.64	1.44
5	0.73	*	*
Overall	0.55	0.51	0.42

* information not available

The figures should be considered along with other workforce profile data because they tend to be volatile as a result of the total numbers being recruited. During the period 1 April 2005 to 31 March 2006, 132 appointments were made.

At the Application stage 64% of forms received were from BME applicants. At the short-listing stage the figure was 64% BME applicants. At the appointment stage the corresponding figure was 50%. The success ratio for all applicants was 0.55 and for internal applicants was 0.47.

Of those appointed, 4.5% were registered as disabled and 74% were female. 16.66% of those appointed were aged 16-24, 45.45% were aged 25-39, 28.03% aged 40-54 and 6.06% over 55 years.

Since 1998/99, audits of the recruitment process have been carried out. The audits cover 35% of appointments and it is clear that the current process needs to be more robust as most of the People First records lacked full supporting information to check compliance to the council's standards.

3. WORKFORCE PROFILE 2005/06 PEOPLE FIRST including schools

Schools figures in brackets

PAYBAND	WHITE %	BME %	MALE%	FEMALE %	DISABLED%
1	56.44	43.56	15	85	2.48
2	57.54	42.46	18	82	4.71
3	68.14	31.86	21	79	3.75
4	76.12	23.88	43	57	4.29
5	84.62	15.38	50	50	3.85
6	80	20	60	40	0
TOTAL	61.47 (64%)	38.53 (27.80%)	20 (13%)	80 (87%)	3.86 (1.41%)

Ethnic Origin

The BME employees total has risen to 38.53% from 29.54% last year.

Disability

The proportion of employees with disabilities has risen to 3.86% from 2.14% last year.

Gender

The proportion of women employed has decreased slightly to 80% from 85% last year. The proportion of women employed at senior level (pay bands 5 & 6) is 50% and 40%.

4. EMPLOYEE RELATIONS CASEWORK MONITORING including schools

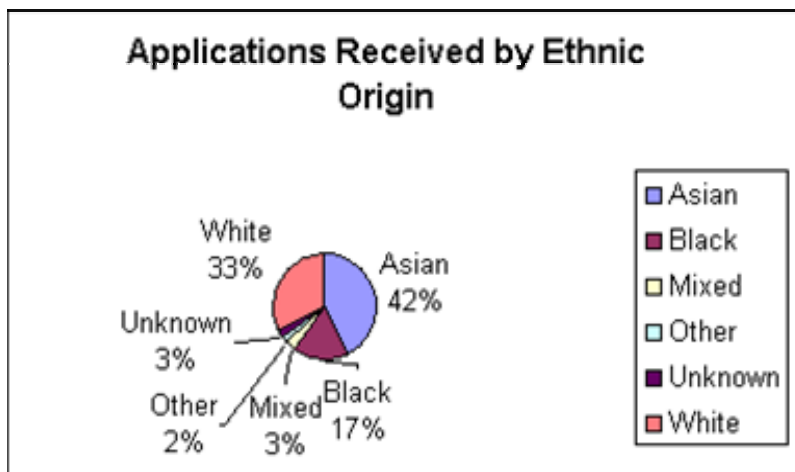
Monitoring information is set out in the table in the main report. Generally, the small number of cases in People First make statistical interpretation inappropriate. There were 23 grievances, 14 involved BME employees. With regard to the 27 cases where the council's disciplinary procedure was invoked, 12 involved white employees and 15 BME employees. There were 2 probation dismissals of one white and one BME employee. There were 4 Ill health retirements of which one was a BME employee. There was 1 redundancy of a white employee. There were no harassment cases.

5. EQUALITY TASK GROUP

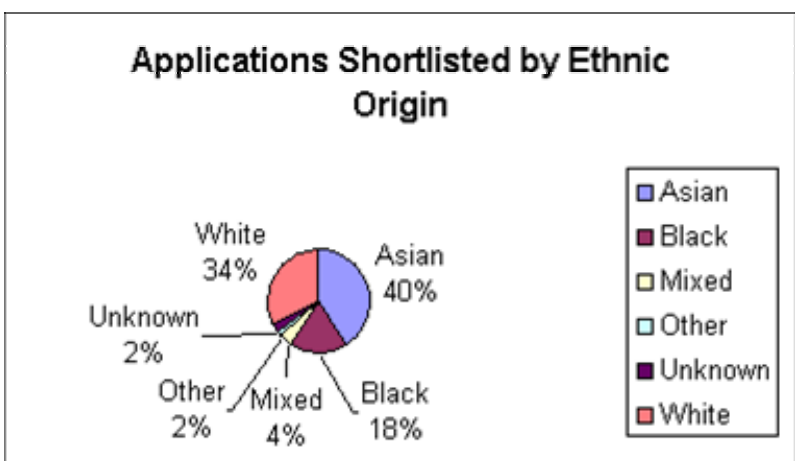
The Director of Strategy for People First chairs a People First Diversity and Equalities Group that is concerned with equalities in services and employment. The group co-ordinates the directorate's work on the race equality scheme and other equality and diversity matters. This work is linked into the business and service planning processes in each of the People First departments via a lead officer and departmental working group.

Applicant Monitoring Summary by Department – People First – Excluding Schools
 1 April 2005 – 31 March 2006

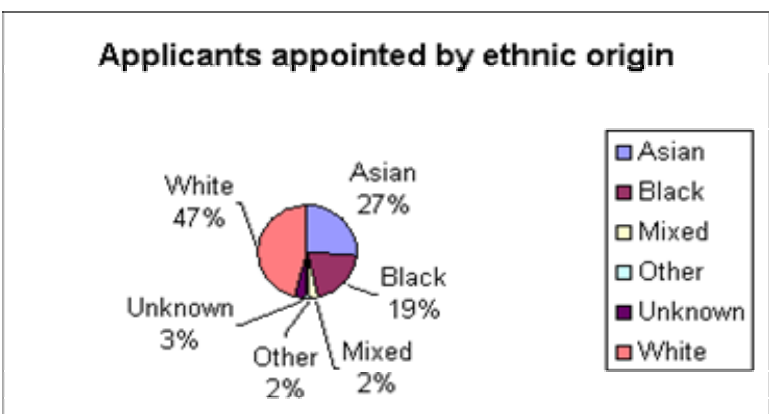
Asian	1715
Black	686
Mixed	137
Other	66
Unknown	119
White	1343
Total	4066



Asian	1403
Black	612
Mixed	122
Other	54
Unknown	85
White	1154
Total	3403

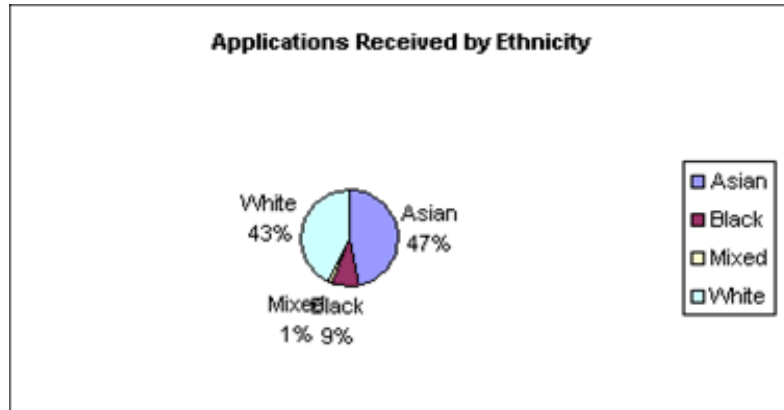


Asian	36
Black	25
Mixed	3
Other	2
Unknown	4
White	62
Total	132

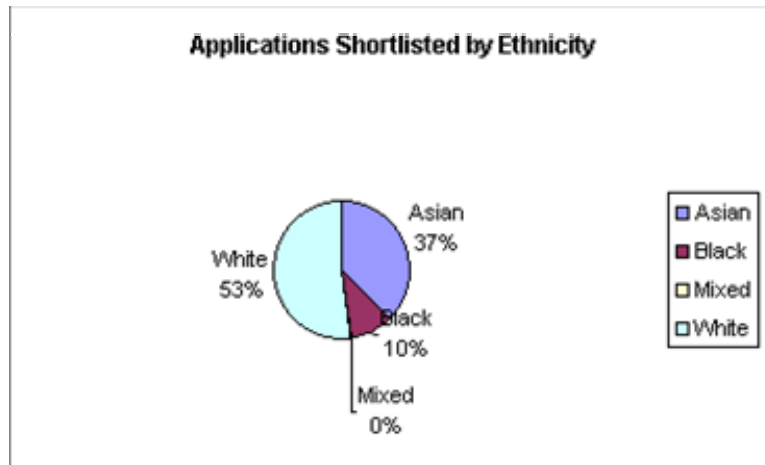


Applicant Monitoring Summary by Department - Schools - 1 April 2005 - 31 March 2006

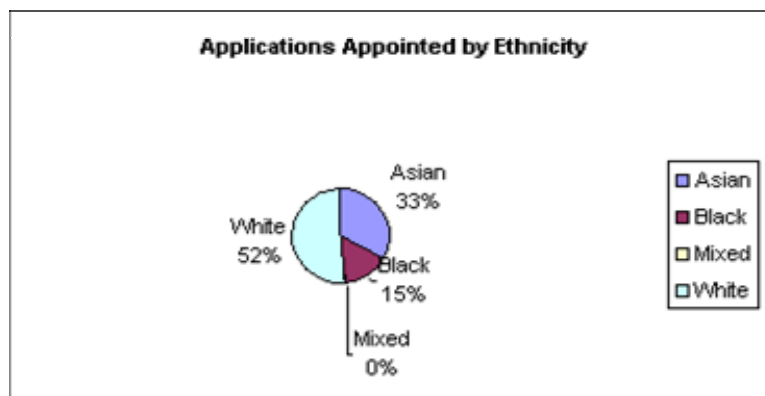
Asian	124
Black	23
Mixed	3
White	115
Total	265



Asian	25
Black	7
Mixed	0
White	35
Total	67



Asian	9
Black	4
Mixed	0
White	14
Total	27



URBAN LIVING EQUALITY IN EMPLOYMENT REPORT 2005/06

1. SUMMARY

This report summarises the monitoring of equal opportunities employment policies during the period 1 April 2005 to 31 March 2006.

2. APPLICANT MONITORING – SUCCESS RATIO

Payband	2005/06	2004/05	2003/04
1	0.09	0.44	0.63
2	0.26	0.59	0.20
3	0.27	0.19	0.00
4	0	1.50	0.33
5	0		
Overall	0.33	0.47	0.43

The figures should be considered along with other workforce profile data. During the period 1 April 2005 to 31 March 2006, 103 appointments were made.

At the Application stage 61.2% of forms received were from BME applicants. At the short-listing stage the figure was 61.7% BME applicants. At the appointment stage the corresponding figure was 35.0%. The success ratio for all applicants was 0.33 and for internal applicants was 0.06.

Of those appointed, 1.94% was recorded as disabled and 60% were female. 12% of those appointed were aged 18-24, 52% were aged 25-39, 32% aged 40-54 and 5% over 55 years.

3. WORKFORCE PROFILE 2005/06 FOR URBAN LIVING

PAYBAND	WHITE %	BME %	MALE%	FEMALE %	DISABLED%
1	67.74	29.23	64.16	35.84	3.94
2	69.92	27.32	59.15	40.85	3.26
3	74.81	21.37	66.41	33.59	3.05
4	85.45	14.55	89.09	10.91	1.82
5	100	0	75	25	0
6	100	0	100	0	0
TOTAL	70.32	27.18	64.11	35.89	3.54

Ethnic Origin

The proportion of BME employees total has increased slightly to 27.18% from 26.38% last year.

Disability

The proportion of employees with disabilities has increased to 3.54 from 2.16% last year.

Gender

The proportion of women employed has decreased to 35.89% from 37.46% last year. The proportion of women employed at senior level pay band 5 is 25% and at payband 6 is 0%.

4. EMPLOYEE RELATIONS CASEWORK MONITORING

Monitoring information is set out in the table in the main report. Generally, given the proportion of black and BME employees to white employees in Urban Living, there appears to be a proportionate number of BME employees who were subject to disciplinary investigations and hearings. A total of 1 BME employee and 5 white employees were subject to disciplinary investigations. A total of 1 BME employee and 5 white employees were subject to disciplinary hearings.

There were 17 grievances raised in total, of these 8 were from BME employees and 9 from white employees. One of the grievances was a collective grievance that was raised by 12 people (5 BME, 7 white).

There were 4 probationary dismissals, one of which was a BME employee.

There was 1 redundancy of one BME employee.

5. EQUALITY TASK GROUP

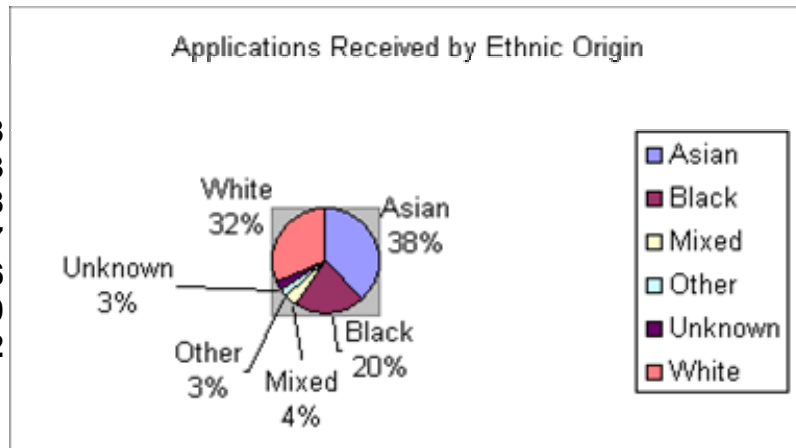
The Urban Living Diversity and Equalities Group was formed in the Autumn of 2005 and has met regularly every two months since then.

It has focused on:-

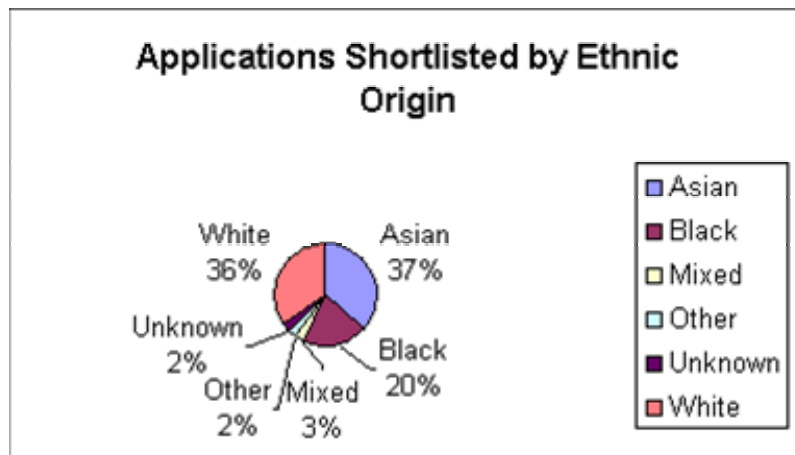
- The completion of Equality Impact Assessments and internal challenge processes.
- Achievement of Level 3 of the Equality Standard.
- Sharing of good practice between teams.
- Integrating equality issues into service planning.
- Discussions on consultation arrangements, third party reporting and customer engagement.
- Updating representatives on corporate equalities issues.

**Applicant Monitoring Summary by Department
Urban Living (April 05 – March 06)**

Asian	878
Black	463
Mixed	88
Other	47
Unknown	56
White	880
Total	2412



Asian	577
Black	314
Mixed	47
Other	38
Unknown	39
White	566
Total	1581



Asian	19
Black	12
Mixed	4
Other	1
Unknown	2
White	65
Total	103

