

Meeting:	Employees' Consultative Forum
Date:	31 January 2007
Subject:	Equality Monitoring Report For 1 April 2006 to 30 September 2006
Responsible Officer:	Paul Najsarek Director of People Performance & Policy
Contact Officer:	Lesley Clarke Corporate HR Manager
Portfolio Holder:	Portfolio Holder of Community and Equalities
Key Decision:	No
Status:	Part 1
Enclosures:	Appendix 1 - Table showing the Council's performance for April 2006 to September 2006 against targets set for 2006/07 Appendix 2 - Summary of Departmental Recruitment Audits Appendix 3 - Equalities reporting by Directorate

## **SECTION 1: SUMMARY & RECOMMENDATIONS**

This report sets out the progress made by the Council (excluding school based staff) in the first half of the year, 01 April 2006 to 30 September 2006, in achieving its equality performance targets for 2006 as detailed at appendix 1 and progress on other equality work.

### **Recommendations:**

That the Equality Monitoring Report for 1 April 2006 to 30 September 2006 be noted.

## **SECTION 2: REPORT**

### **2.1 Brief History**

2.1.1 The purpose of this report is to set out the details on applicant monitoring information and progress made by the Council (excluding school based staff) in the first half of the year, 01 April 2006 to 30 September 2006, in achieving the equality performance targets for 2006 as detailed at appendix 1.

The 'Corporate Health' Best Value Performance Indicators (BVPI's) are detailed in the Council's Best Value Performance Plan and performance against these is measured quarterly.

### **2.2 Presentation**

As agreed by the Equality Panel in September 1998 the information in relation to the applicant monitoring within this report does not include school based staff. However, the information relating to schools will be provided as part of the annual report.

Any reference to black and minority ethnic (BME) groups in this report includes the following groups – Black African, Black Caribbean, Black Other, Caribbean Other Chinese, Any other ethnic Group, Asian Indian, Asian Other, Bangladeshi, Indian, Pakistani, Mixed Other, Mixed White and Black African, Mixed White and Black Asian, Mixed White and Black Caribbean.

### **2.3 RECRUITMENT AND SELECTION (R&S) AUDITS FOR: 1 April 2006 to 30 September 2006**

2.3.1 Human Resources Advisors have audited paperwork of appointments made across the directorates. There was incomplete paperwork provided by the panels/response handling team for 14% of processes. All panels audited satisfied the ethnicity balance. In total 14% of all the posts audited did not satisfy the gender balance requirement. A summary of findings from each directorate's audits are attached at appendix 2.

**2.4 Ethnic Origin - All Applicants Internal and External :  
1 April 2006 to 30 September 2006**

Further information by individual directorates is contained in appendix 3.

2.4.1 The percentage of appointments from all (internal and external) black and minority ethnic (BME) applicants is 40% - this is slightly lower than the full year figure for 2005/06 of 42.1%. The Council is close to its target of matching the economically active representation of black and ethnic minorities in Harrow, which stands at 42.7%.

<b>Black and minority ethnic Applicant Monitoring</b>			
<b>Year</b>	<b>Applications</b>	<b>Shortlisted</b>	<b>Appointed</b>
April 2006 to Sept 2006	57.3% (640)	51.6% (112)	40% (30)
2005/06	63.8% (2447)	55.1% (455)	42.1% (86)
2004/05	54.3% (2132)	45.1% (562)	36.7% (164)

2.4.2 The Council's success ratio for the period April 2006 to September 2006, is 0.41 this has remained the same as for the full year report for 2005/06. The Council's target success ratio is 0.7.

2.4.3 Statistics indicate that black and minority ethnic applicants fared less well than in the full year for 2005/06 although there is still an improvement in success at each stage of the recruitment and selection process over the 2004/05 full year. However, the decrease in the percentage from the application received stage to the appointed stage has improved to 17.3% from 21.7% in the full year report for 2005/06.

**2.5 Ethnic Origin - Internal Applicants**

2.5.1 The percentage of appointments from internal black and minority ethnic employees is 33.3%. There is a 13% decrease from the application-received stage compared to the appointed stage which is an improvement from the 27% decrease last year.

<b>Black and minority ethnic Applicant Monitoring - Internal</b>			
<b>Year</b>	<b>Applications</b>	<b>Shortlisted</b>	<b>Appointed</b>
April 2006 to Sept 2006	46.3% (64)	38.8% (33)	33.3% (16)
2005/06	60.0% (256)	51.0% (98)	33.3% (21)
2004/05	55.0% (328)	42.2% (128)	36.7% (61)

2.5.2 The overall success ratio for internal BME appointments (0.52) is higher than the overall success ratio for all internal and external appointments of 0.41.

2.5.3 The percentage of appointments from internal white applicants is 67.3%; this is greater than the percentage of applications received, which is 50%.

## **2.6 Disability**

The percentage of applicants who declared a disability is 3.4%. 4.6% of those applicants shorted declared a disability and of those appointed, 2.67%. This compares with last year's figures of 2.93% of applications received, 3.26% of applicants who were shortlisted declared a disability and 3.62% of those appointed declared a disability.

There has been a positive increase in the number of applications received from applicants who declared a disability and a positive increase in success at shortlisting although a smaller proportion of applicants who were appointed declaring a disability in comparison with last year.

Officers will be carrying out a survey of disabled employees and their managers in 2007 to gauge perspectives on how well we manage the requirements of disabled employees. This will assist us in identifying what further measures may be appropriate to attract disabled employees. It will also assist the council in retaining its Two Ticks symbol as an employer of disabled people.

## **2.7 Gender**

The proportion of women appointed is higher than men at payband 1 (66.67% women, 33.33% men) and payband 3 (68.8% women, 31.3% men), while the proportion of male appointments is higher in payband 2 (52.6% men, 47.4% women), payband 4 (66.67% men, 33.33% women) and in payband 5 (75% men, 25% women).

## **2.8 Progress on other Equalities work**

### **2.8.1 Disability Equality**

Harrow Council is in the process of publishing a draft Disability Equality Scheme which sets out the way in which we aim to make things better for our disabled residents and staff. It aims to make sure that disability equality is built into how we work day by day, and how we plan to improve our services.

We know that this will be challenging for us, but are fully committed to making sure that we deliver what we commit to in the scheme.

In 2007/08, this scheme will be replaced by a generic equality scheme bringing together schemes for all six categories covered by discrimination legislation. Our actions in 2006/7 will be designed to ensure equality issues are considered as part of our new strategic priorities and to help us prepare for this generic equality scheme.

### **2.8.2 Age Legislation**

The council introduced a new retirement policy including transitional arrangements in response to the new age regulations. Other HR Policies with age implications have been identified and have been programmed for review.

### **2.8.3 Equality Standard for Local Government**

BV2 The level of the Equality Standard for Local Government to which the authority conforms. The council successfully achieved level 3 in 2005/06 and is targeting level 4 for 2006/07.

### **2.8.4 Corporate Equalities Group**

The Corporate Equality Group met in May, July and September 2006. Matters considered by the Group included: Equality Standard Level 3 review, Generic Equality Scheme and Equal Pay Audit. The Group also received regular reports from Directorates on progress against the Race Equality Scheme and the work of Equality Task Groups.

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

The partnership between the Council and HAD has continued with HR and management working closely on disability issues.

### **2.8.7 Working with D.I.A.S**

Work with D.I.A.S is scheduled for early 2007 to improve the Council's disability information collection.

### **2.8.8 Supporting Career Development For Black and Minority Ethnic Staff**

The Certificate in Management studies continues to have places reserved as positive action. 84% of the total places have been taken up black and minority ethnic employees for 2006/2007.

A Diploma in Management studies continues with 17% of places taken up by black and minority Ethnic employees.

## **2.9 Consultation**

Consultation with the Trade Unions on this report will have taken place by the time ECF members receive this report. As agreed at the ECF meeting in January 2003, the following organisations will have also been consulted on this half year equality monitoring report:

Harrow Black Workers Group, Disability Information Advice Support, Harrow Council for Race Equality, Harrow Anti Racist Alliance, Harrow Association of Disabled People, Harrow Women's Centre and Age Concern.

## **2.10 Financial Implications**

Any staffing costs associated with providing monitoring data will be contained within approved budgets and no additional resources are sought.

## **2.11 Legal Implications**

Included within the report.

## **2.12 Equalities Impact**

The report includes monitoring information which identifies areas of potential adverse impact, these areas will be the focus of future work.

### SECTION 3 - STATUTORY OFFICER CLEARANCE

Chief Finance Officer	<input checked="" type="checkbox"/>	Name: Barry Evans
		Date: January 2007
Monitoring Officer	<input checked="" type="checkbox"/>	Name: Linda Cohen
		Date: January 2007

### SECTION 4 - CONTACT DETAILS AND BACKGROUND PAPERS

**Contact:** Lesley Clarke Corporate HR Manager – 020 8863 5611 x 5309

- Harrow's Race Equality Scheme 2005-2006
- Harrow's Equal Opportunity Policy
- The Equality Standard for Local Government
- Age Regulation
- Disability Discrimination Act
- Gender Equalities Duty

Table below shows the Council's performance for April to September 2006 against targets set for 2006 and including a year on year comparison

Performance Indicator	2004/2005 Full Year Actual Performance	2005/2006 Full Year Actual Performance	Apr to Sept 06 Actual Performance	Target for 2006/07	Trend
(a) <b>BV2a –</b> The level of the Equality Standard for Local Government to which the authority conforms.	Level 2	Level 3	Full year report	Level 4	
(b) <b>BV2b –</b> The Duty to promote race equality	72.7	84.2%	84.2% (as at full year)	94.4%	
(c) Success Ratio for black and minority ethnic job applicants	0.47	0.41	0.41	0.7	-
(d) The proportion of BME appointments reflects BV17b - The % of working age (18-65) people from BME's in the local community	36.7%	41%	40%	42.7%	↓



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(e) <b>BV17a</b> - The percentage of BME employees of the total workforce.	30.56	32.25%	Awaiting from SAP	34%	
(f) The proportion of women appointments reflect the proportion of women in the local community	50.6	59.8%	47%	51.7%	↓
(g) To achieve a balanced workforce which reflects the gender profile of the local community of Harrow.	74.74% Female 25.26% Male	74.5% Female 25.45% Male	Full year report	51.7% Female 48.3% Male	
<b>BV11a</b> – The percentage of Senior Management posts filled by women, based on the top 5% of earners.	35.20	30.79%	36.77%	35%	↑
<b>BV11b</b> – The percentage of BME	11.74	13.67%	18.11%	15%	↑

staff in senior management in the top 5% of earners.					
(h) <b>BV16a</b> The percentage of staff of the total workforce declaring a disability.	2.52	2.59%	2.44%	-	↓
(i) The proportion of appointments of disabled people BV16b reflects the % of working age (18-65) people with disabilities in the local community	2.0%	3.16%	2.67%	11%	↓
(j) 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 exceeded for: BME 34% Disabled 4% Women 71%	Full year report		

## Recruitment Audits

### Business Development

Human Resources Advisors have audited 6 posts of the appointments made within Business Development which represents 85% of all appointments for the period. There was incomplete paperwork provided by the panels/response handling team for 16.6% of posts. The role profile or job description was missing for 29% of the posts audited. In all other areas of assessment the Directorate performed well demonstrating effective short-listing, interview questions and clear decision making.

### Chief Executive's

Human Resources Advisors have audited 3 posts for the Directorate. In one of the audits the panel failed to appoint, therefore the sample represents just 22% of all appointments for the period and limits the reliability of its findings.

Of this sample, one of the posts had incomplete paperwork provided by the panels/response handling team which represents 11% of all posts appointed for the period. In all other areas of assessment the Directorate performed well demonstrating effective short-listing, interview questions and clear decision making.

### Urban Living

Human Resources Advisors have audited 10 posts of appointments made within Urban Living which represents 26% of all appointments for the period. There was incomplete paperwork provided by the panels/response handling team for 5% of posts. The role profile or job description was missing from 29% of the posts audited. In 2 of the interviews (5%) the panel was only balanced by ethnicity and not gender.

The Directorate performed well demonstrating effective interview questions and clear decision making. 2 of the audits highlighted that potentially inappropriate use of specialist criteria/competencies were used.

### People First

Human Resources Advisors have audited 15 posts of the appointments made within People First which represents 71% of all appointments for the period. There was incomplete paperwork provided by the panels/response handling team for 14% of posts. The role profile or job description was missing for 9.5% of the posts audited. The audit noted that there was the potentially inappropriate use of specialist criteria/competencies in 1 of the sample (4%).

In all other areas of assessment the Directorate performed well demonstrating effective use interview questions and clear decision making.

## Analysis by Directorate

### BUSINESS DEVELOPMENT EQUALITY IN EMPLOYMENT REPORT April 2006 – September 2006

#### 1. SUMMARY

This report summarises the monitoring of equal opportunities employment policies during the period 1 April 2006 to 30 September 2006.

#### 2. APPLICANT MONITORING – SUCCESS RATIOS

Payband	April 2006 to Sept 2006	2005/06	2004/05	2003/04 (April – Sept)
1	0	0.42	0	0
2	0.49	0.31	0.48	0.37
3	0	0.17	1.07	0.57
4	0	0.32	0.31	0.67
Overall	0.62	0.34	0.40	0.53

During the period 1 April 2006 to 30 September 2006, 7 appointments were made.

At the Application stage 65.5% of forms received were from BME applicants. At the short-listing stage the figure was 64.5% BME applicants. At the appointment stage the corresponding figure was 57.1%. The success ratio for all applicants was 0.63 and for internal applicants was 1.33.

Of those appointed, 0% were registered as disabled and 28.6% were female. 85.7% of those appointed were aged 25-39, 14.3% aged 40-54.

# CHIEF EXECUTIVE DEPARTMENT'S EQUALITY IN EMPLOYMENT REPORT April 2006 – September 2006

## 1. SUMMARY

This report summarises the monitoring of equal opportunities employment policies during the period 1 April 2006 to 30 September 2006.

## 2. APPLICANT MONITORING – SUCCESS RATIOS

Payband	April 2006 to Sept 2006	2005/06	2004/5	2003/4
1	0	0	0.53	0
2	2.00	0.12	0.13	0.37
3	1.02	0	0.41	0.57
4	0	0.50	0	0.67
Overall	0.58	0.39	0.16	0.53

During the period 1 April 2006 to 30 September 2006, 9 appointments were made.

At the Application stage 57.7% of forms received were from BME applicants. At the short-listing stage the figure was 57.8% BME applicants. At the appointment stage the corresponding figure was 44.4%. The success ratio for all applicants was 0.58 and for internal applicants was 0.67.

Of those appointed, 0% were registered as disabled and 77.8% were female. 0% of those appointed were aged 16-24, 66.7% were aged 25-39, 22.2% aged 40-54 and 11.1% (being one appointee) over 55 years.

## URBAN LIVING EQUALITY IN EMPLOYMENT REPORT April 2006 – September 2006

### 1. SUMMARY

This report summarises the monitoring of equal opportunities employment policies during the period 1 April 2006 to 30 September 2006.

### 2. APPLICANT MONITORING – SUCCESS RATIO

Payband	April 2006 to Sept 2006	2005/06	2004/05	2003/04
1	0	0.10	0.44	0.63
2`	1.36	0.32	0.59	0.20
3	0.55	0.35	0.19	0.00
4	0.60	1.17	1.50	0.33
5	0.60			
Overall	0.33	0.27	0.47	0.43

During the period 1 April 2006 to 30 September 2006, 38 appointments were made.

At the Application stage 42.4% of forms received were from BME applicants. At the short-listing stage the figure was 30.2% BME applicants. At the appointment stage the corresponding figure was 23.70%. The success ratio for all applicants was 0.29 and for internal applicants was 0.63.

Of those appointed, 2.7% was recorded as disabled and 32.3% were female. 7.9% of those appointed were aged 18-24, 18.4% were aged 25-39, 44.7% aged 40-54 and 28.9% over 55 years.

## PEOPLE FIRST EQUALITY IN EMPLOYMENT REPORT April 2006 – September 2006

### 1. SUMMARY

This report summarises the monitoring of equal opportunities employment policies during the period 1 April 2006 to 30 September 2006.

### 2. APPLICANT MONITORING – SUCCESS RATIOS (excluding schools)

Payband	April 2006 to Sept 2006	2005/06	2004/5	2003/4
1	0.07	0.97	0.44	0.64
2	0.84	0.50	0.68	0.42
3	0.39	0.36	0.59	0.09
4	1.00	0.77	0.64	1.44
5	0	51	*	*
Overall	0.94	0.55	0.51	0.42

\* information not available

During the period 1 April 2006 to 30 September 2006, 21 appointments were made (excluding schools).

At the Application stage 54.4% of forms received were from BME applicants. At the short-listing stage the figure was 61.3% BME applicants. At the appointment stage the corresponding figure was 61.9%. The success ratio for all applicants was 0.94 and for internal applicants was 1.23.

Of those appointed, 5% were registered as disabled and 63% were female. 9.5% of those appointed were aged 16-24, 52.4% were aged 25-39, 33.3% aged 40-54 and 4.8% (being one appointee) over 55 years.