

LONDON BOROUGH OF HARROW

Meeting:	Employees' Consultative Forum
Date:	Wednesday 4 February 2004
Subject:	Equality Monitoring Report For 01 April 2003 To 30 September 2003
Key decision:	No
Responsible Chief Officer:	Executive Director, Organisational Development
Relevant Portfolio Holders:	Deputy Leader, Portfolio Holder For Partnership & Property Portfolio Holder For Finance & Human Resources & Performance Management
Status:	Part 1
Ward:	N/A
Enclosures:	Appendix 1 – Council's Equality Performance Targets 2003/2004 Appendix 2 – Paybands as at 01 April 2003 Appendix 3 – Departmental Summary Reports for: (a) Chief Executives' Department (b) Education (c) Environmental Services (d) Social Services & Housing Appendix 4 – Applicant Monitoring Pie Charts for Individual Departments

1. EXECUTIVE SUMMARY

- 1.1 This report sets out the progress made by the Council in the first half of the year, 01 April 2003 to 30 September 2003, in achieving its equality performance targets and progress on other equality work.

Ethnic Origin

- 1.2 Of the total appointments for the first 6 months of the year, 36% of all people appointed were from black and ethnic minorities. This compares to 45% for the same period in 2002/03 and is lower than the Council's target of 42.7%.
- 1.3 The success ratio for the first 6 months of the year is 0.4. This compares to the success ratio of 0.56 for the first 6 months last year and 0.53 for the full year 2002/03. The Council has not achieved its target of 0.7 set for the full year.
- 1.4 The percentage of black and ethnic minority employees of the total workforce for the first 6 months of the year is 28.2%. This compares favourably to the overall percentage of

black and ethnic minority employees in the workforce, of 27.4% for the full year 2002/03 and is marginally below the Council's 2003/04 target of 30%.

Disability

- 1.5 From the applicant monitoring figures for the first 6 months of the year, the proportion of applicants who declared a disability is 2.4%, the percentage shortlisted is 1.7% and 0.9% of disabled people were appointed. This is an improvement on last year's figures. For the same period last year no disabled people were appointed and for the full year 2002/03, 0.8% of disabled people were appointed.
- 1.6 The percentage of employees of the total workforce that have declared that they have a disability for the half year is 3.0%. This compares to 2.3% for the same period last year and compares to 2.4% for the full year figure for 2002/03. The Council has met its 2003/04 target of 3% for the first six months of the year.

Gender

- 1.7 Overall the percentage of women appointed for the first 6 months of the year is 58% and the percentage for men is 42%. This compares to 70% women and 30% men for the first half of the year 2002/03.
- 1.8 The percentage of women appointed is higher than men at paybands 2 (71%) and 3 (75%). At payband 1(58%) and 4 (56%), the percentage of men appointed higher. At these paybands the percentage of women is lower than the projected population of women in the community of 51.7%.
- 1.9 The percentage of women in the total workforce for the first six months of the year is 75.3% compared to 76.8% for the same period last year and 76.0% for the full year 2002/03.
- 1.10 The Council has exceeded its target of 51.7%, i.e. the proportion of women appointments and the proportion of women in the workforce to reflect the proportion of women in the local community.

Performance Indicators

- 1.11 Performance at half year against the targets set for 2003/04 is set out in the table at appendix 1. The table also shows whether the half year performance indicates a positive or negative trend i.e. whether performance has improved or fallen compared to 2002/03.

Review of Progress on Equalities Work during 01 April 2003 to 30 September 2003

- 1.12 Harrow held a final Beacon exhibition event in July 2003 for Councillors from other Local authorities. The overall feedback from delegates attending the Beacon events has been positive.
- 1.13 A framework for working through the RES and each of Harrow's commitments to meet the specific duties has been developed to assist managers in carrying out monitoring, impact assessment and consultation to establish if Harrow's functions and policies have an adverse impact on race equality. This framework has been designed to meet the requirements for both the RES and the Equality Standard for Local Government. A workshop to agree the framework was held in April 2003 for Heads of Service and managers responsible for implementing the RES and Equality Standard.

- 1.14 Partner organisations e.g. HCRE, Harrow Anti Racist Alliance, Trade Unions and the Black Workers Group have been consulted on the first year progress report of the RES which was submitted to Cabinet on 15th July 2003.
- 1.15 A self-assessment and audit process to assess the Council's performance against the criteria of the Equality Standard for achieving Level 2 has been developed for the assessment process.
- 1.16 A joint review group recommended by the Employees' Consultative Forum in January 2003 has been set up. It is investigating the disproportionate adverse impact between black and ethnic minority and white job applicants and ways of improving the success of Asian job applicants. The group includes Members, representatives of Harrow Council for Racial Equality, Harrow Anti Racist Alliance, Unison and Harrow Black Workers Group.
- 1.17 The Best Value Report on First Contact considered disability issues and as a result portable induction loops and textphones were purchased for the busiest first contact sections in the Council. Funding was also agreed for the appointment of a BSL interpreter. Improved signage and improved access for wheelchair users and people with visual difficulties around the Civic Centre is being implemented. The Registrar's suite has been refurbished and is fully accessible with clear signage.
- 1.18 From 2003 Harrow introduced a new module to cover diversity on the Certificate in Management course. Harrow is one of the first bodies to introduce this.
- 1.19 An action learning set programme for black and minority ethnic managers is planned to commence in April 2004.
- 1.20 The Employment Equality (Sexual Orientation) Regulations came into force on 1st December 2003. These protect employees and job applicants from any act of discrimination or harassment on grounds of sexual orientation. See paragraph 9.37 and 9.38 for further information.
- 1.21 The Employment Equality (Religion or Belief) Regulations came into force on 2nd December 2003. These protect employees and job applicants from any act of discrimination or harassment on grounds of religion or belief. See paragraph 9.39 for further information.

2. RECOMMENDATIONS (for decision by the Forum)

- 2.1 That the monitoring information for 1 April 2003 to 30 September 2003 be noted.

3. CONSULTATION WITH WARD COUNCILLORS

- 3.1 N/A

4. POLICY CONTEXT (including Relevant Previous Decisions)

- 4.1 This report includes information on progress against the Council's equality performance targets for 2003/2004, including the 'Corporate Health' Best Value Performance Indicators (BVPI's) - **Employees' Consultative Forum 08-07-03.**
- 4.2 The report complies 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.**
- 4.3 The report is also 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.**

5. RELEVANCE TO CORPORATE PRIORITIES

- 5.1 This report addresses the Council's stated priority of striving for a community which is cohesive and strong, which strengthens Harrow's local community by valuing and celebrating the rich diversity of our local community.
- 5.2 This report includes information on progress against the following 'Corporate Health' Best Value Performance Indicators (BVPI's) for 2003/2004:
- BV2a - the level of the Equality Standard to which the Authority conforms
 - BV2b – the duty to promote race equality
 - BV11a - the percentage of senior management posts filled by women, based on the top 5% of earners
 - BV11b - the percentage of black and ethnic minority staff in senior management posts based on the top 5% of earners
 - BV16 (a & b) - the percentage of staff of the total workforce declaring that they meet the Disability Discrimination Act 1995 disability definition compared with the percentage of working age (18-65) people with disabilities in the local community.
 - BV17 (a & b) - the percentage of black and ethnic minority employees of the total workforce as compared with the percentage of working age (18-65) people from ethnic minorities in the local community.

6. BACKGROUND INFORMATION

- 6.1 This report sets out the progress made by the Council in the first half of the year (01 April 2003 to 30 September 2003) in achieving the equality performance targets for 2003/2004 as detailed at appendix 1. Data within this report is based on the old Council structure. Data on the new Council structure will be available in the annual report.
- 6.2 The success ratio is a measure, recommended by the Commission for Racial Equality (CRE), to assess the Council's performance in equality in recruitment and measures the success rate for black and ethnic minority job applicants compared to white job applicants.
- 6.3 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.

**7. APPLICANT MONITORING FOR FIRST TWO QUARTERS
(01 April 2003 – 30 September 2003)**

Ethnic Origin

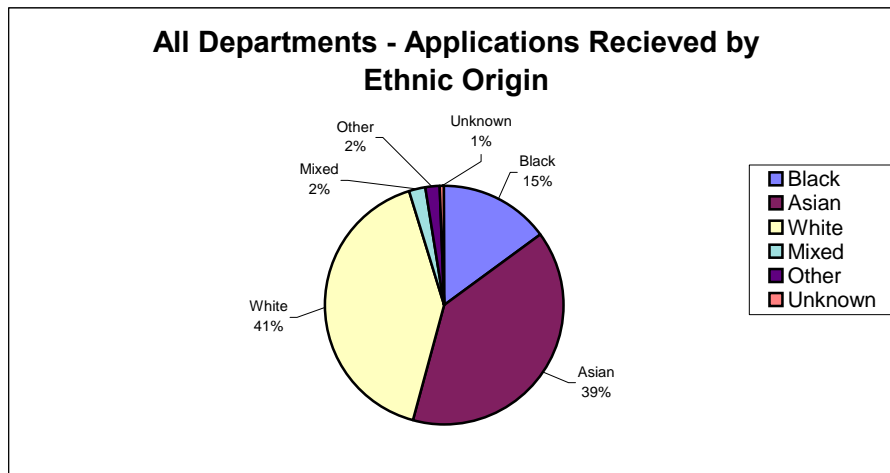
- 7.1 The pie charts on the next page show the applicant monitoring statistics for the whole Council at the application, shortlisting and appointment stages of the recruitment and selection process.
- 7.2 Summary reports and pie charts for individual for departments are attached at appendix 3 and 4.

APPLICANT MONITORING SUMMARY BY DEPARTMENT

ALL DEPARTMENTS (Excluding schools) - 1 April 2003 to 30 September 2003

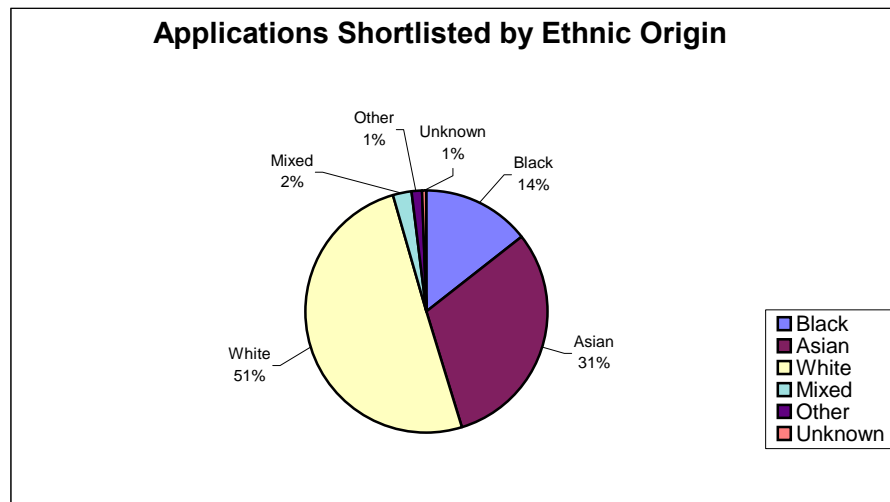
APPLICATIONS RECEIVED BY ETHNIC ORIGIN

Black	337
Asian	871
White	919
Mixed	50
Other	40
Unknown	15
Total	2232



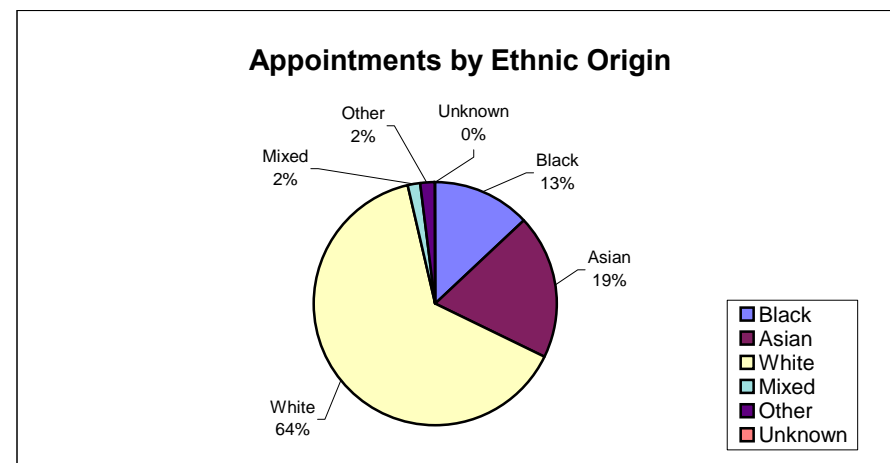
APPLICATIONS SHORTLISTED BY ETHNIC ORIGIN

Black	108
Asian	230
White	376
Mixed	18
Other	11
Unknown	4
Total	747



APPLICANTS APPOINTED BY ETHNIC ORIGIN

Black	28
Asian	41
White	138
Mixed	4
Other	4
Unknown	0
Total	215



Success Ratio

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

Overall success rate for black and ethnic minority applicants is 6.0% (77/1298)

Overall success rate for white applicants 15.0% (138/919)

The overall success ratio for black and ethnic minority applicants is 0.4 (6.0/15.0)

(For the purpose of calculating the success ratio, black and ethnic minority applicants include Black, Asian, Mixed and others).

- 7.2 The monitoring information used in this report is presented using the four paybands as shown in appendix 2.

Success ratios by paybands for all departments excluding schools 1 April 2003 to 30 September 2003

Payband	April 03-Sep 03	2002/2003 Full Year	2001/2002 Full Year	2000/01 Full Year
Band 1	0.34 (86)	0.64	0.34	0.52
Band 2	0.37 (91)	0.46	0.65	0.57
Band 3	0.52 (20)	0.63	0.71	0.47
Band 4	0.55 (18)	0.40	0.06	0.85
OVERALL	0.4(215)	0.53 (382)	0.47 (450)	0.55 (335)

(figures in brackets are the number of appointments)

Comment

- 7.3 The Commission for Racial Equality (CRE) has recommended the use of the success ratio as a measure for applicant monitoring. This ratio is obtained from the success rate of white and black and ethnic minority candidates. 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 black and ethnic minority group divided by the success rate for the white group.
- 7.4 The success ratio of 0.4 for the first 6 months of the year does not meet the Council's target of 0.7. It is lower than 0.56, the success ratio for the same period April 2002 to September 2002, when 180 appointments were made and lower than 0.53 for the full year 2002/03.
- 7.5 The proportion of black and ethnic minority appointments for the first half of the year is 36%. This compares to 45% for the same period last year. The Council has not met the local performance indicator of 42.7% for the proportion of black and ethnic minority appointments in the local community.

- 7.6 The decrease in the proportion of black and ethnic minority appointments is disappointing. The percentage of appointments of black and ethnic minority applicants (36%) is disproportionate to the percentage of applications received from black and ethnic minorities i.e. 58% and is also disproportionate to the percentage shortlisted i.e. 48%.
- 7.7 There is a continuing trend for black and ethnic minority applicants to fall disproportionately to white applicants at shortlisting stage and at appointment stage. The fall off is more significant for Asian applicants i.e. 39% applications received, 31% shortlisted and 19% appointed. For black applicants, the overall percentage of appointments (13%) is more or less in proportion with applications received (15%) and shortlisted (14%). The respective figures for white applicants are 41% applications received, 50% shortlisted and 64% appointed.
- 7.8 The Employees Consultative Forum in January 2003 recommended that a project group be established to investigate the disproportionate adverse impact between black and ethnic minority and white job applicants and ways of improving the success of Asian job applicants. Further details of the group can be found in Section 9, paragraph 9.14 to 9.17.

Disability

- 7.9 An analysis of appointments made for all departments for 1 April 2003 to 30 September 2003 is shown below. (These figures exclude school staff)

Payband	April 03-Sep 03	2002/2003 Full Year	2001/2002 Full Year	2000/2001 Full Year
Band 1 Non-disabled	85	111	176	144
Band 1 Disabled	1	0	2	3
Band 2 Non-disabled	90	187	176	128
Band 2 Disabled	1	2	6	2
Band 3 Non-disabled	20	61	53	41
Band 3 Disabled	0	1	3	0
Band 4 Non-disabled	18	20	33	16
Band 4 Disabled	0	0	1	1

Comment

- 7.10 The total number of applications received from persons who declared a disability is 54 (2.4%) out of a total of 2232. Of these 13 (1.7%) were shortlisted out of a total of 747, and there were 2 (0.9%) disabled applicants appointed out of a total of 215.

- 7.11 The target for the percentage of staff in the workforce who have declared a disability is set at 3%. For the first six months of the year, 3.0% of the workforce has declared a disability. This compares with 2.3% for the same period last year and with 2.4% for the full year 2002/03.

Gender

- 7.12 An analysis of appointments made for all departments for 1 April 2002 to 30 September 2002 is shown below. (These figures exclude school staff)

Payband	Apr 03-Sep 03	2002/2003 Full Year	2001/2002 Full Year	2000/2001 Full Year
Band 1 Men	50	43	88	45
Band 1 Women	36	68	90	102

Band 2 Men	26	66	50	39
Band 2 Women	65	123	132	91

Band 3 Men	5	21	32	20
Band 3 Women	15	41	24	21

Band 4 Men	10	8	14	5
Band 4 Women	8	12	20	12

Comment

- 7.13 The numbers of women appointed in paybands 2 and 3 is higher than men. In payband 1 and 4, there are more men appointed. Overall the percentage of women appointed for the first 6 months of the year is 58% and the percentage for men is 42%. This compares to 70% women and 30% men for the same period last year.
- 7.14 The Council has exceeded its target of 51.7%, i.e. the proportion of women appointments to reflect the proportion of women in the local community.

8. RECRUITMENT AND SELECTION AUDITS FOR: 1 April 2003 to 30 September 2003

- 8.1 The Equality Panel at its meeting in June 1999 requested that departments audit their recruitment processes with particular emphasis on the interview stage. Regular audits were also recommended as part of the 15 Point Action Plan introduced to increase the proportion of black and ethnic minorities in the workforce.
- 8.2 Details of each department's audits and a summary of their findings are attached in the departmental progress reports at appendix 3.

9. PROGRESS OF OTHER EQUALITIES WORK

Beacon Council Scheme 2001-2002 - Promoting Racial Equality

- 9.1 Harrow was awarded Beacon Status for its work in promoting racial equality in April 2002. Harrow received the award for its work over a number of years establishing trust and good working relationships with its local community. The award reflects Harrow's commitment to racial equality and gives Harrow a leadership role in matters of racial equality.
- 9.2 A number of showcase events organised by IDeA were held at which Harrow was able to share the work it had undertaken in promoting racial equality. Harrow held a final beacon exhibition event in July 2003 for Councillors from other Local authorities.
- 9.3 The overall feedback from delegates attending the Beacon events has been positive.

Race Equality Scheme (RES)

- 9.4 Harrow's Race Equality Scheme 2002 – 2005, 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.
- 9.5 The Race Equality Scheme includes an action plan summarising the Council's approach towards promoting racial equality and eliminating unlawful discrimination over the next three years.
- 9.6 A framework for working through the RES and each of Harrow's commitments to meet the specific duties has been developed to assist managers in carrying out monitoring, impact assessment and consultation to establish if Harrow's functions and policies have an adverse impact on race equality. This framework has been designed to meet the requirements for both the RES and the Equality Standard for Local Government.
- 9.7 A workshop to agree the framework was held in April 2003 for Heads of Service and managers responsible for implementing the RES and Equality Standard. The workshop was facilitated by a consultant approved by the Employers' Organisation.
- 9.8 A consistent format for reporting on the first year priority areas of the RES was developed and agreed with HCRE. Regular consultation with HCRE on progress made for the first year priority areas was maintained and appropriate action taken as a result.
- 9.9 Partner organisations e.g. HCRE, Harrow Anti Racist Alliance, Trade Unions and the Black Workers Group have been consulted on the first year progress of the RES. This report was submitted to Cabinet on 15th July 2003.
- 9.10 The Heads of Service Equality Group discusses progress against the RES year 1 & 2 priority areas.

Equality Standard for Local Government

BV2 The level of the Equality Standard for Local Government to which the authority conforms

- 9.11 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 Council has set a target to achieve Level 2 for 2003/04.

- 9.12 A self-assessment and audit process to assess the Council's performance against the criteria of the Equality Standard for achieving Level 2 has been developed for the assessment process.
- 9.13 Action planning to achieve Level 2 target during 2003/04 has commenced. This is being overseen by the Heads of Service Equality Group.

Asian Applicants Review Group

- 9.14 A review group recommended by the Employees' Consultative Forum in January 2003 to investigate the disproportionate adverse impact between black and ethnic minority and white applicants and ways of improving the success of Asian applicants has been established.
- 9.15 The group is a joint Member, partner organisations, trade unions and officer group. The group comprises of representatives of, all political parties, Harrow Council for Racial Equality, Harrow Anti Racist Alliance, Unison and Harrow Black Workers Group. The group has instigated the following work:
- Applicant monitoring statistics to include age as monitoring criteria from 01 October 2003.
 - To retrospectively include age as monitoring criteria for applicant monitoring statistics from 01 April 2003 to September 2003 for cross analysis of statistics between ethnicity, gender, and age by paybands.
 - To obtain feedback from unsuccessful black and ethnic minority applicants following interview (for period January 2003 to September 2003) via a recruitment and selection feedback questionnaire exercise.
 - To hold a workshop for unsuccessful Asian applicants following interview to find out their experience of going through Harrow's recruitment and selection process.
 - To investigate and compare good practice in recruitment and selection in other private and public sector organisations.
- 9.17 A full report of the review group will be submitted to the Employees' Consultative Forum in 2004.

Working with HCRE

- 9.18 Meetings with Officers from the Employee Relations section and the Director of HCRE and other HCRE officers have been held. Discussions have focussed on Harrow's first year progress on its RES. HCRE contributed in finalising the reporting format for the RES first year priorities. They were also consulted on the RES framework, see paragraph 9.6.
- 9.19 Discussions were also held with HCRE about the recruitment and selection procedure and the improvement of appointments of black and ethnic minority applicants. HCRE are also part of the Asian Applicants Review Group, see paragraph 9.14 to 9.17 above.

Job Fair

- 9.20 On 31st May 2003, a successful Job Fair in conjunction with Harrow Association for the Disabled was held in Byron Hall, Harrow. Harrow Association of Disabled people and Job centre plus also had stands. Disabled applicants were particularly welcomed to this fair. About 100 disabled people attended out of a total of 800 visitors. Seminars were

held on interviews, person specifications and returning to work. General support and guidance was also offered to encourage applicants to apply for jobs with the Council. One of the aims of the event was to improve the numbers of disabled people who apply for jobs.

Staff Training – British Sign Language

- 9.21 There is a national shortage of British Sign Language (BSL) interpreters. Consequently, interpreters have to be booked 4 - 6 weeks in advance, which does not cater for the needs of hearing impaired customers calling at the Civic Centre. The Council sponsored 9 staff to undertake British Sign Language Stage 1 training with Harrow College. The course started in June 2003 and exams are to be taken in October.

Induction Loop

- 9.22 The Access Officer consulted the Royal National Institute for the Deaf about the poor operation of the induction loop systems at the Civic Centre and as a result, the Council has agreed to install an infra-red system in all the committee rooms and the Council Chamber.

First Contact Group

- 9.23 The Best Value Report on First Contact considered disability issues and as a result 45 portable induction loops were purchased for the busiest first contact sections in the Council plus 6 textphones currently without these. These were distributed at the launch of the first contact report in May.
- 9.24 This report also recommended that every employee be given a copy of 'Reaching Everyone', a guidance document on communicating with disabled people and that all managers have the document 'Accessible Services for All'. Both are available on the intranet and the internet.
- 9.25 Funding was also agreed for the appointment of a BSL interpreter to be available once a week based at main reception and operate on an appointment system.
- 9.26 Signage is to be improved around the Civic Centre improving access for wheelchair users and people with visual difficulties. The Registrar's suite has been refurbished and is fully accessible with clear signage.
- 9.27 98 first contact staff achieved a City and Guilds Certificate in Disability Awareness by the end of September and it is hoped a further group will achieve the certificate by March 2004.

Training Work Programme

- 9.28 The following progress has been made on the training work programme:
- The Council has joined the IDeA learning pool and so has access to a range of e-learning materials, including basic race awareness training programmes. These will be accessible via the intranet in due course. Discussions are taking place with companies for tailored e-learning programmes on race awareness.

- A training programme on diversity in relation to current competencies took place in May. Competencies are currently under review in the light of the review of the middle management structure.
- A project is underway to develop a computerised training database, which will provide management information in relation to diversity on development activities.
- Training programmes are being reviewed as new courses are commissioned. An additional module on diversity has been integrated into the 2003/04 Certificate in Management. This is the first module and is designed to inform all others.
- A small structured work experience placement programme has been developed with the Bridge Mental Health Day Centre and 1 placement was found in the period.
- A Discrimination and Employment Law seminar took place in November 2003.
- The Springboard programme for women was started in October 2003.
- The Council's e-induction package is being developed and will have a basic outline on diversity as a part of the package, induction checklists are also being amended accordingly.

Supporting Career Development For Black & Ethnic Minority Staff

Certificate in Management

- 9.29 From 2003 Harrow introduced a new module to cover diversity. The module is covered immediately following the induction module so that the concept of diversity is mainstreamed throughout the remainder of the Course. This is not required by the awarding body but is intended to inform all assignments from other compulsory modules. Harrow is one of the first bodies to introduce this. As a positive action initiative, there are reserved places for Black and Ethnic Minority staff and women on the Certificate in Management.

Diploma in Management

- 9.30 From 2004 the Council will be running the Diploma Course for the first time and as positive action, priority will be given to black and minority ethnic staff that have attained the Certificate in Management.

First Line Manager Training

- 9.31 The Council recognises that black and minority ethnic first line managers have specific needs. The 'first line manager' training is currently being reviewed with the intention of establishing an 'Action Learning Set' for black and minority ethnic managers.
- 9.32 The action learning sets will provide support and development for managers. An action learning set programme for black and minority ethnic managers is planned to commence in April 2004.

Equality Task Groups

- 9.33 Each of the departmental Equality Task Groups (ETG's) has met at least once. They receive quarterly departmental equality monitoring statistics for consideration and

comment. Discussions have centred on the progress being made on the Race Equality Scheme action plan for the first and second year and impact assessments. Groups have also discussed the audit and assessment process to achieve Level 2 of the Generic Equality Standard.

- 9.34 In light of the new Council organisation structure, the current ETGs will be reconfigured as appropriate for their departments needs.

Heads of Service Equality Group

- 9.35 The group has discussed progress made by departments against the RES first and second year action plan. They have also agreed to regroup the functions and policies to streamline and simplify reporting for years 2 and 3. In addition, the process for audit and assessment to achieve Level 2 of the Equality Standard was discussed and agreed by the group.
- 9.36 From October 2003 under the new Council structure, the group will change to form the Corporate Equality Group and the Directors of Strategy will have responsibility for equality and diversity for the Council.

New Discrimination Provisions and Legislation

- 9.37 Amendments to the Race Relations Act 1976 came into force on 19th July 2003. Guidance notes on the implications of these amendments have been circulated to all managers and staff via Harrow update and the intranet. The amendments introduce key changes to the current law in the following areas:
- ◆ Indirect Discrimination
 - ◆ Harassment
 - ◆ Burden of Proof
 - ◆ Post –employment discrimination
- 9.38 The Employment Equality (Sexual Orientation) Regulations came into force on 1st December 2003. These protect employees and job applicants from any act of discrimination or harassment on grounds of sexual orientation.
- 9.39 The Employment Equality (Religion or Belief) Regulations came into force on 2nd December 2003. These protect employees and job applicants from any act of discrimination or harassment on grounds of religion or belief.
- 9.40 Guidance notes on the implications of these Regulations have been circulated to all managers and staff via the Harrow update and the intranet.
- 9.41 The Disability Discrimination Act (Amendment) Regulations come into force in October 2004. The regulations will prohibit harassment and remove the defence of justification for direct discrimination and the small business exemption.
- 9.42 The Council will be reviewing its policies and informing staff, in line with the new legislation.

10. CONSULTATION

- 10.1 Consultation with the Trade Unions on this report will take place in January 2004.
- 10.2 The Trade Unions will also be consulted on the departmental monitoring information at departmental Joint Consultative meetings.
- 10.3 As agreed at the ECF meeting in January 2003, the following organisations have also been consulted on this half year equality monitoring report:

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

11.0 FINANCE OBSERVATIONS

- 11.1 There are no additional financial implications.

12. LEGAL OBSERVATIONS

- 12.1 Included within the Report.

13. CONCLUSION

- 13.1 The monitoring information in the report identifies that the Council's performance is positive in a number of areas and identifies areas where there is a downward trend in performance. These areas require further work to improve performance to meet the targets set for 2003/04.

14. BACKGROUND PAPERS

Employees' Consultative Forum - 28-01-03
Employees Consultative Forum – 8 July 2003
Employees Consultative Forum – 7 July 2002
Harrow's Race Equality Scheme 2002-2005
RES first year report to Cabinet 15 July 2003
Harrow's Equal Opportunity Policy
LB Harrow – Best Value Performance Plan 2003/2004
The Equality Standard for Local Government
The Employment Equality, Sexual Orientation & Religion or Belief Regulations 2003
Amendments to the Race Relations Act 1976
The Disability Discrimination Act (Amendment) Regulations October 2004.
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

15. AUTHOR

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The table below shows the Council's performance for period April 2003 to September 2003 against targets for 2003/04.

Performance Indicator	2003/2004 Targets	2002/2003 Full Year Actual Performance	Apr 03-Sep 03 Actual Performance	Trend
a) BV2a - The level of the Equality Standard for Local Government to which the authority conforms.	Level 2	Level 1	To be reported at full year	
b) BV2b - The duty to promote race equality	60%	0.53	To be reported at full year	
c) Success Ratio for black and ethnic minority job applicants	0.7	44%	0.4	↓
d) The proportion of black and ethnic minority 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%	27.4%	36.0%	↓
e) BV17a - The percentage of black and ethnic minority employees of the total workforce.	30%	5.3%	28.2%	↑
f) BV11b – The percentage of black and ethnic minority staff in senior management in the top 5% of earners.	7.5%	27.4%	7.0%	↑
g) The proportion of women appointments reflect the proportion of women in the local community	51.7%	64%	58.0%	↑
h) To achieve a balanced workforce which reflects the proportion of women in the local community.	51.7 % women 48.3% men	76% women 24% men	75.3% women 24.7% men	↑
i) BV11a – The percentage of Senior Management posts filled by women, based on the top 5% of earners.	37.5%	35%	32.7%	↓
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% in 2002/03)	3%	2.4%	3.0%	↑
k) 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.	Potentially adverse impact on BME staff only appears in the disciplinary & probationary procedures	To be reported at full year	
l) 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, women or disabled staff.	Target exceeded for: BEM 39% Disabled 4% Women 71%	To be reported at full year	

PAYBANDS as at 01 April 2003 including London Weighting

Pay Band	£	£	Broadly Equivalent To
Band 1	12,027	- 16,487	Scale 1– 3
Band 2	16,488	- 26,807	Scale 4 – SO2
Band 3	26,808	- 34,031	POA – POB
Band 4	34,032	and above	M1 and above

Chief Executives

Success Ratios by Payband - April 03 to September 03

Payband	Apr-Sept 03	2002/2003	2001/2002	2000/2001
1	0.00 (1)	0.61	0.37	0.45
2	0.37 (10)	0.37	0.41	0.27
3	0.57 (5)	0.32	0.78	0.66
4	0.67 (8)	0.56	0.00	0.40
Overall	0.53 (24)	0.40	0.36	0.45

Figures in brackets show total number of appointments
Further Analysis is shown at Appendix 4.

These figures relate to the divisions within the former Chief Executive's Department and include Finance, IT, Law and Administration, Payroll Pensions and Personnel Services, Press and Public Relations.

There were 24 appointments made in the first half of the year. The overall success ratio does not meet the Council's target of 0.70. Given the small numbers of appointments in each pay bands, the success ratio figures should be treated with caution and in isolation cannot be taken as a reliable indicator.

Ethnicity

The proportion of applicants appointed from ethnic minorities is 46%.

Gender

The ratio of appointments by gender is Male 42% and Female 58%.

Disability

Disabled candidates constituted 5% of the total applications received. One disabled person was appointed in this period.

Recruitment Audit

Personnel Officers audited all appointments to jobs within the Chief Executive's Department. Nearly all recruitment panels were balanced in terms of ethnicity and gender. The audits identified minor procedural issues and inconsistencies but no significant problems were identified.

Equalities Task Group

The Equalities Task Group has met on one occasion in this period. The Group has considered a range of employment and service related including

- Employment monitoring information
- Race Equality Scheme
- Equality Standard
- Race Relations Act Amendment Regulations
- Disability News
- Corporate Equality Group

Education Department (Former Education department excluding schools)

1 APRIL to 30 SEPTEMBER 2003

Success Ratios by Payband (figure in brackets is the number of appointments)

Payband	Apr-Sep 03	2002/3	2001/02	2000/01	1999/00	1998/99
1	0.28 (3)	0.30	0.22	0.30	0.32	0.51
2	0.19 (15)	0.50	0.83	1.22	0.91	0.42
3	0.00 (1)	0.45	0.29	0.77	0.00	1.67
4	0.00 (4)	0.78	0.00	0.00	0.00	0.00
Overall	0.16 (23)	0.43	0.39	0.81	0.41	0.48

Figures in brackets show total number of appointments

There were 23 appointments made in the 1st half of the year. Further analysis is shown at appendix 4.

Ethnic Origin

The overall success ratio for these appointments is 0.16. Given the small number of appointments (23) and the 0.00 figures for pay bands 3 and 4 (above column 2), the success ratio figures should be treated with caution. The proportion of applicants from ethnic minorities appointed is 17% and reflects the lack of ethnic minority appointments at bands 3 and 4.

Gender

At pay band 3 and 4 the proportion of women appointed was 80%.

Disability

10 applicants out of 547 declared a disability and no disabled applicants were appointed. The department needs to continue to encourage applications and to support applicants in the selection process. Managers have been issued with guidance.

Monitoring checks

Personnel Officers undertake checks covering a selection of appointments made in the Department. The checks confirm that appointments follow the Council's recruitment and selection guidelines. No complaints have been received in the period.

Equality Task Group

The Departmental Equality Task Group (Education) addressed three priorities within its work programme: social inclusion/exclusion, reviewing progress towards the generic equality standards and reviewing staff development from an equalities perspective. New arrangements for People First are being considered. Schools staff have been sent the Council equality policy and schools have been strongly recommended to adopt it formally through their governing body. School inspections by OFSTED include a check on equality policy.

Environmental Services

Success Ratios by Payband - April 03 to September 03

Payband	Apr-Sept 03	2002/2003	2001/2002	2000/2001
1	0.40 (70)	0.68	0.43	0.39
2	0.23 (31)	0.21	0.36	0.00
3	0.73 (9)	0.37	1.00	0.41
4	0.00 (1)	0.00	0.46	N/A
Overall	0.38 (111)	0.42	0.61	0.28

Figures in brackets show total number of appointments

Further Analysis is shown at Appendix 4.

These figures relate to the former Environmental Services Directorate and include appointments within Environmental Services, Contract Services and Housing and Environmental Health.

There were 111 appointments made in the first half of the year. The overall success ratio does not meet the Council's target of 0.70. Given the small numbers of appointments in pay bands 3 and 4 the success ratio figures should be treated with caution and in isolation cannot be taken as a reliable indicator.

Ethnicity

The proportion of applicants appointed from ethnic minorities is 33%.

Gender

The ratio of appointments by gender is Male 63% and Female 37%.

Disability

Disabled candidates constituted 3% of the total applications received. One disabled person was appointed in this period.

Recruitment Audit

Personnel Officers have audited all appointments to jobs at the Civic Centre within Environmental Services. Nearly all recruitment panels were balanced in terms of ethnicity and gender and all included a representative from Personnel. The audits identified minor procedural issues and inconsistencies but no significant problems were identified.

Equalities Task Group

The Equalities Task Group has met on two occasions in this period. The Group has considered a range of employment and service related including

- Employment monitoring information
- Race Equality Assessment Progress
- Feedback from other Equalities Task Groups
- Disability News
- Applicant Monitoring

Social Services

April 1 2003 to September 30 2003

Success Ratios by Payband (figure in brackets is the number of appointments)

Payband	Apr – Sept 03	2002/03	2001/02	2000/01	1999/00
1	0.38 (12)	1.00 (7)	0.36	0.86	0.71
2	0.58 (35)	0.66 (46)	0.76	0.42	0.84
3	0.25 (5)	0.81 (24)	0.80	0.43	0.73
4	1.13 (3)	0.00 (0)	0.00	1.10	0.91
Overall	0.48 (55)	0.69 (60)	0.64	0.58	0.73

Further analysis is shown as appendix 4.

There were 55 appointments made in the 1st half of the year. The overall success ratio for these appointments is 0.48%. This figure falls below the ECC agreed target of 0.7 by 0.22 and it is hope that over the course of the year the target can be achieved.

Ethnic Origin

The proportion of applicants from ethnic minorities appointed is 50%.

Gender

The ratio of appointments by gender is Male 10.9% and Female 89.1%.

Disability

Of all candidates applying 0.7% stated that they were disabled, none of which were appointed.

Recruitment Audit

Personnel Services continues to undertake checks covering a selection of appointments made in the Department. The checks confirm that appointments follow the Council's recruitment and selection guidelines.

A working party has been set up to look at promoting good practice in involving people with learning difficulties in recruiting staff. Learning to recruit staff is a complex process and requires learning and practising a set of skills which will be new to most people with learning difficulties. The working party is currently investigating setting up opportunities for training, practice and preparation.

Equalities Task Group

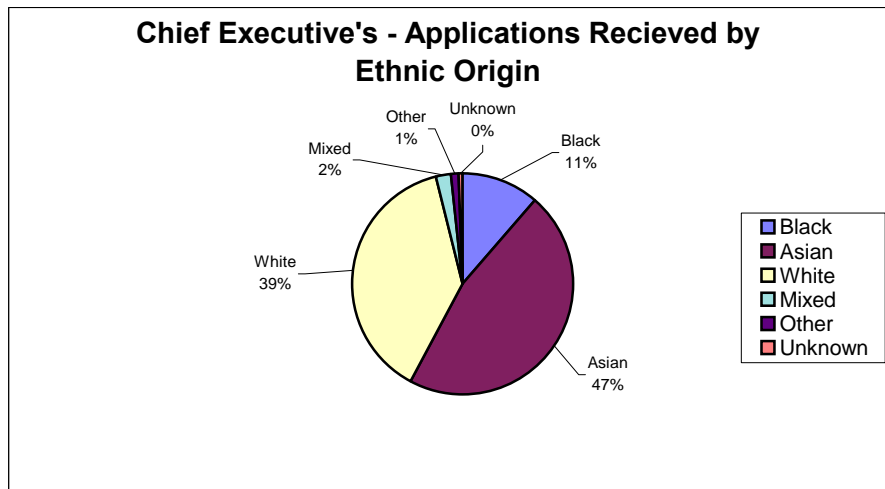
The Directorate of Social Services has put in place a number of initiatives to encourage and promote awareness of equality issues for all of it's staff. The National Minimum Standards have set a standard for equalities issues in recruitment. The role of clients within this process has been examined and explored

APPLICANT MONITORING CHIEF EXECUTIVE'S DEPARTMENT

1 April 2003 to 30 September 2003

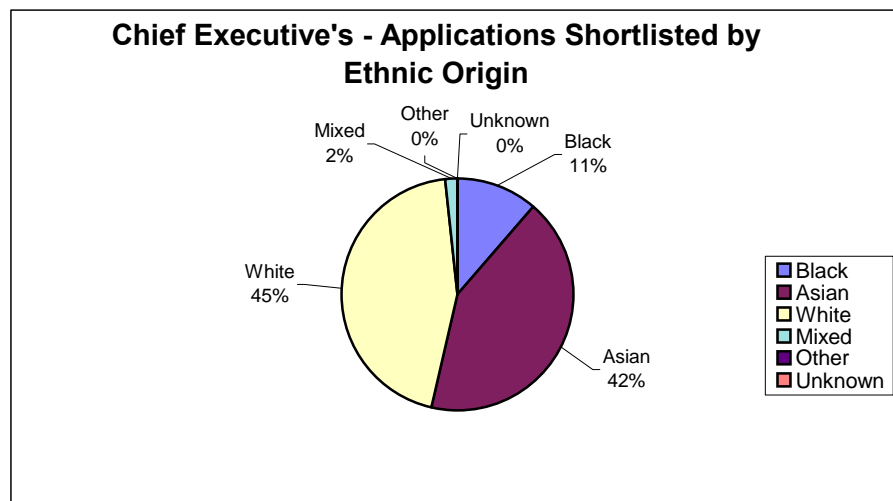
APPLICATIONS RECEIVED BY ETHNIC ORIGIN

Black	50
Asian	202
White	167
Mixed	10
Other	5
Unknown	2
Total	436



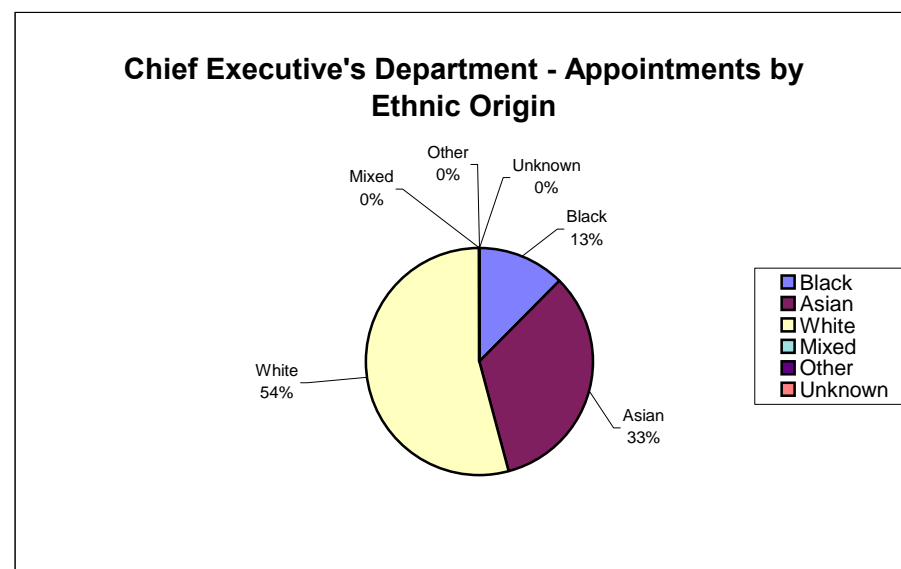
APPLICATIONS SHORTLISTED BY ETHNIC ORIGIN

Black	13
Asian	48
White	51
Mixed	2
Other	0
Unknown	0
Total	114



APPLICANTS APPOINTED BY ETHNIC ORIGIN

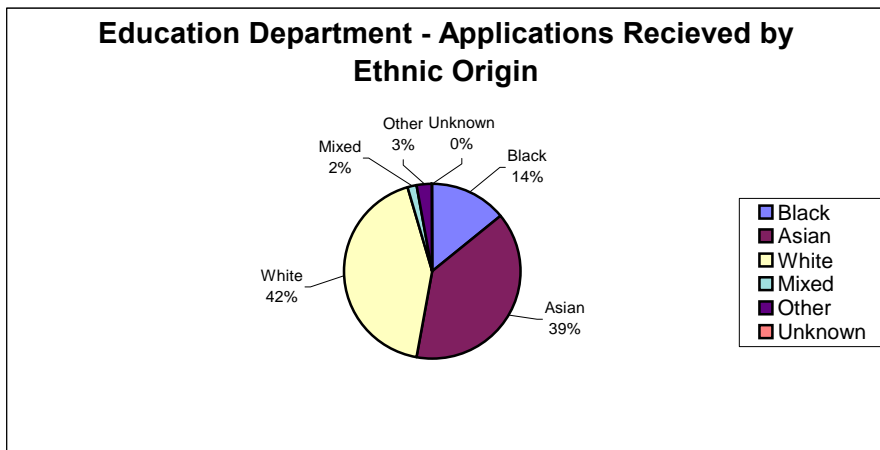
Black	3
Asian	8
White	13
Mixed	0
Other	0
Unknown	0
Total	24



**APPLICANT MONITORING EDUCATION DEPARTMENT (EXCLUDING SCHOOLS)
1 April 2003 to 30 September 2003**

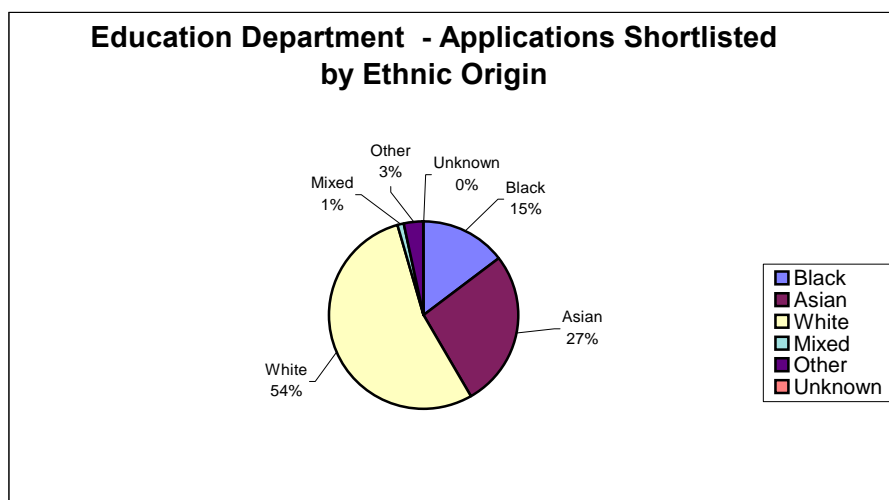
APPLICATIONS RECEIVED BY ETHNIC ORIGIN

Black	77
Asian	211
White	234
Mixed	10
Other	15
Unknown	0
Total	547



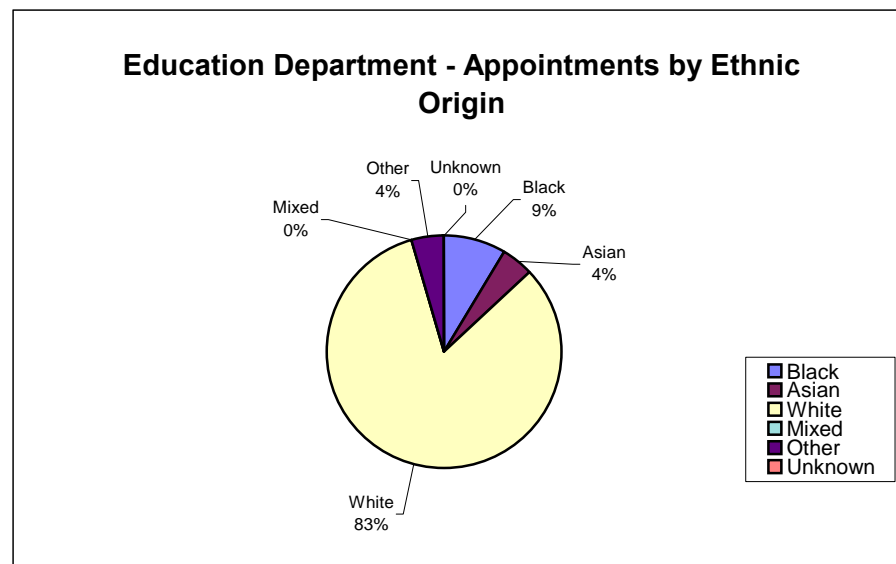
APPLICATIONS SHORTLISTED BY ETHNIC ORIGIN

Black	13
Asian	24
White	48
Mixed	1
Other	3
Unknown	0
Total	89



APPLICANTS APPOINTED BY ETHNIC ORIGIN

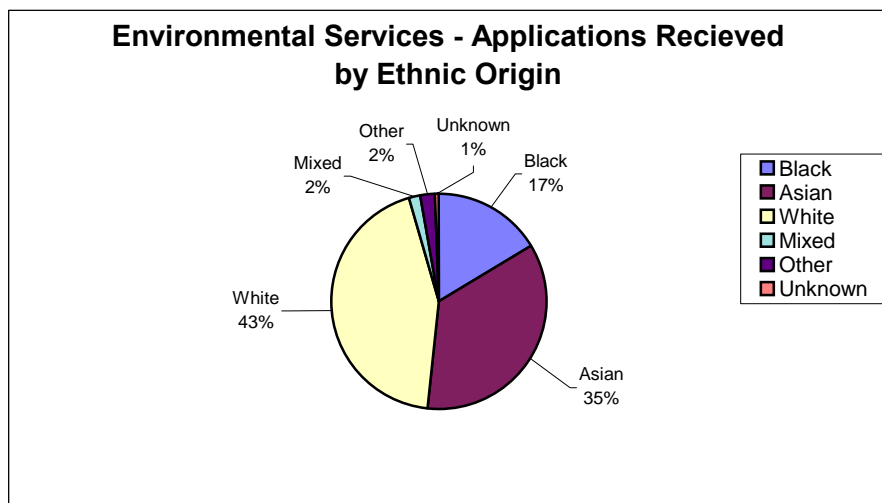
Black	2
Asian	1
White	19
Mixed	0
Other	1
Unknown	0
Total	23



APPLICANT MONITORING ENVIRONMENTAL SERVICES
1 April 2003 to 30 September 2003

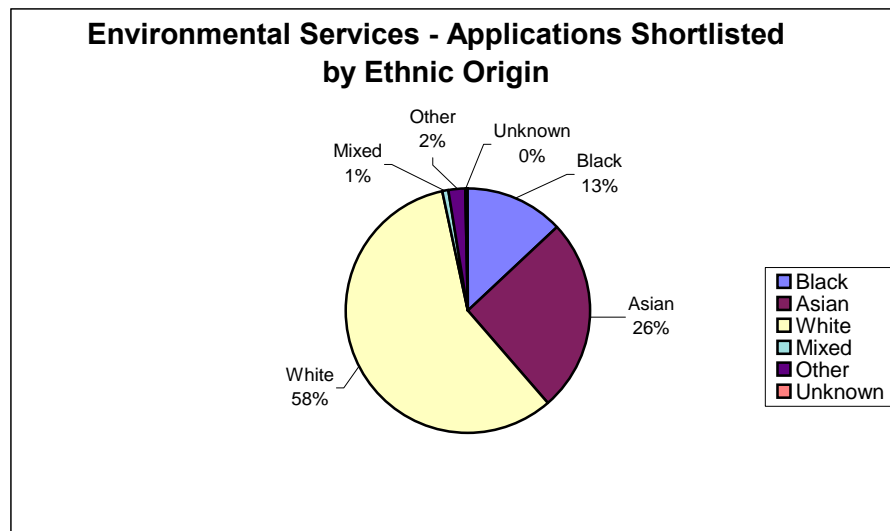
APPLICATIONS RECEIVED BY ETHNIC ORIGIN

Black	132
Asian	281
White	350
Mixed	14
Other	17
Unknown	5
Total	799



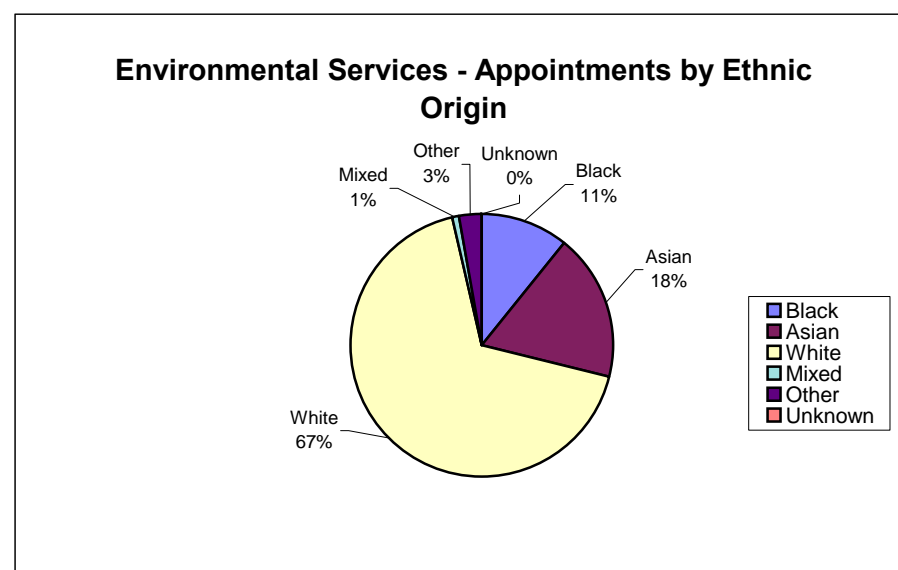
APPLICATIONS SHORTLISTED BY ETHNIC ORIGIN

Black	38
Asian	75
White	170
Mixed	3
Other	6
Unknown	1
Total	293



APPLICANTS APPOINTED BY ETHNIC ORIGIN

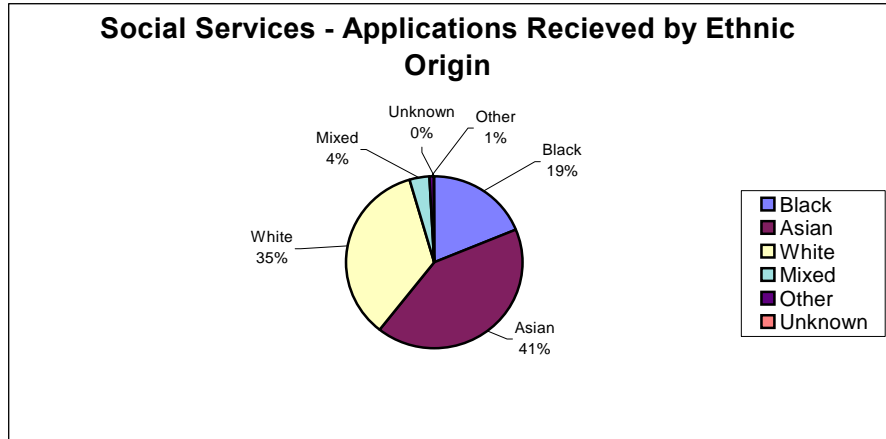
Black	12
Asian	20
White	75
Mixed	1
Other	3
Unknown	0
Total	111



APPLICANT MONITORING SOCIAL SERVICES
1 April 2003 to 30 September 2003

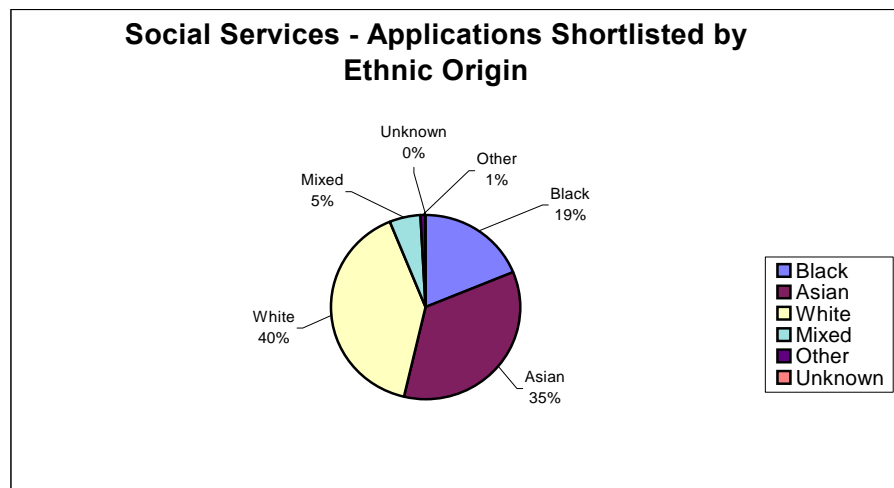
APPLICATIONS RECEIVED BY ETHNIC ORIGIN

Black	78
Asian	171
White	144
Mixed	15
Other	3
Unknown	0
Total	411



APPLICATIONS SHORTLISTED BY ETHNIC ORIGIN

Black	44
Asian	81
White	94
Mixed	12
Other	2
Unknown	0
Total	233



APPLICANTS APPOINTED BY ETHNIC ORIGIN

Black	11
Asian	12
White	29
Mixed	3
Other	0
Unknown	0
Total	55

