

**REPORT FOR: EMPLOYEE
CONSULTATIVE FORUM**

Date of Meeting: 30 June 2010

Subject: INFORMATION REPORT -
Sub-Group of Corporate Equalities
Group

Responsible Officer: Jon Turner, Divisional Director of
Human Resources and Development

Exempt: No

Enclosures: Appendix 1 Initial Action Plan on
Monitoring Information

Section 1 – Summary

This report updates ECF on the role of the Sub-Group of the Corporate Equalities Group and related actions

FOR INFORMATION

Section 2 – Report

Introductory paragraph

At the last meeting of ECF, the Forum received the Annual Equalities in Employment report for 2007-09. At that meeting it was noted that there were a number of issues that it was felt warranted further exploration and that a Sub-Group of the Corporate Equalities Group was being established to consider them.

This report provides a brief update on the sub-group as requested by ECF.

Sub-group terms of reference

At the first meeting, the Sub-Group established the following terms of reference and have started to address points 1 and 2 below:

Phase 1

1. To identify and agree what workforce measures we should be monitoring and reporting on.
2. To develop an action plan to gather this data based on prioritisation - statutory requirements; whether data is held by the council or others; how accessible the data is; and the workload involved in accessing it.
3. To consider how best to present the information in our Annual Equality Monitoring report in a user-friendly format.

Phase 2

Directorate representatives join the sub-group from 4 below

4. To consider the issues the data raises; agree whether investigation is necessary to understand the issues better; and the options to address them.
5. To develop a programme of work to take options forward.

The outcomes of points 1 and 2 above have been considered by the Corporate Equalities Group and modified and are attached.

Current position

A report will be considered by the Corporate Strategy Board on the costs arising from seeking to update the employment records of employees in relation to their social identity, e.g. disability, sexuality, etc. There will be a need to balance what we are statutorily required to monitor and publish (the information currently monitored and presented in the Annual Equality in Employment report) and that which we would wish to monitor.

The additional measures (over those we currently report on such as the application of the Conduct procedure) are readily accessible through SAP. We do not anticipate this will pose any difficulty to including this additional information in the Annual Equalities Report for 2009-10 which will be presented to ECF at its October 2010 meeting.

Section 3 – Further Information

None

Section 4 – Financial Implications

The costs of any actions recommended by the Sub Group will be contained within existing budgets.

Section 5 – Corporate Priorities

N/A

Name: Steve Tingle	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Date: 21 June 2010		

Section 6 - Contact Details and Background

Contact: Lesley Clarke, Organisational Development Manager, 0208 420 9309

Background Papers: Annual Equalities in Employment Report for 2007/09

**Sub-group of Corporate Equalities Group – progress update to CEG on 22 March (and modified by them)
Initial action plan on monitoring information**

Social identity	Currently available internally	Comment	Costs?	Priority	By when
Monitor against the measures below by all 6 equality strands, i.e. gender, ethnicity, age, disability, sexuality and religion and belief	For gender, ethnicity, age and disability only.	Action will require: <ol style="list-style-type: none"> 1. confirming SAP is able to capture this information 2. confirming Shared Services will record the information 3. modifying the recruitment process 4. informing the workforce (including schools) of the requirement and intent behind monitoring 5. gathering the information from the existing workforce 	May be costs arising from any modifications to SAP; the monitoring exercise and the uploading of data	1	1/10/2010
Monitor against the measures for carers	No	There is no legislative requirement to capture this information. It is expected that this may prove too complex to capture and maintain, i.e. the status will change over the period of a worker's employment with the council. Corporate Equalities Group are keen to capture this information if possible and therefore wish to consider the implications at it's next meeting.	Would be costs arising from any modifications to SAP	1	Report to CEG at it's next meeting on 18 June 2010

Measures	Currently available internally	Comment	Costs	Priority	By when
Leavers - Redundancy, voluntary severance, early retirement, ill-health retirement	Yes	This information is readily available and will be reported in the 2009-10 Annual Equalities Employment report.	None	1	1/10/2010
Redeployment	Yes	It is assumed that this information is easy to capture and that SAP records redeployment (as opposed to promotion or transfer to another job)	May be costs arising from any modifications to SAP	2	31/12/2010
Training – numbers of applications for training and those approved	Not yet. From July 2010, Coursebooker will be available for staff to request / book training.	Although some information is presented in the Annual Equalities in Employment report, this is not as comprehensive as we would wish. Coursebooker will be available to those with PC access only	Not anticipated to be any. We have received confirmation that the information will be available because of the link to SAP	2	31/3/2011 although an exercise will be carried out by 1/10/2010 to determine if the 3 months available data can be accessed
Workforce profiles for key council partners, e.g. Capita, Kier, Mouchel and PWC	No	This should be possible to access	None anticipated	1	1/10/2010