

Meeting:	Employees' Consultative Forum
Date:	Wednesday 2 February 2005
Subject:	Equality Monitoring Report For 01 April 2004 To 30 September 2004
Responsible Officer:	Executive Director, Organisational Development
Contact Officer:	Sue Styles, Director of HR and Organisational Effectiveness
Portfolio Holder:	Deputy Leader, Portfolio Holder For Business Connections Finance & Performance Management Portfolio Holder For Communications, Partnership & Human Resources Portfolio Holder For Strategic Overview & External Affairs
Key Decision:	No

Section 1: Summary

Executive Summary

- 1.1 This report sets out the progress made by the Council in the first half of the year, 01 April 2004 to 30 September 2004, in achieving its equality performance targets and progress on other equality work.

Ethnic Origin – All Applicants Internal & External

- 1.2 The percentage of black and minority ethnic employees of the total workforce for the first 6 months of the year is 29.8%. This is an increase from 28.55% for the full year 2003/04 and is marginally below the Council's 2004/05 target of 30%.
- 1.3 The success ratio for the first 6 months of the year is 0.41. There has been no significant improvement on the success ratio for the full year 2003/04, which was of 0.4. The Council has not achieved its target of 0.7 set for the full year.
- 1.4 Of the total appointments for the first 6 months of the year, 34.2% of all people appointed were from a black and minority ethnic background. This compares to 36% for the same period in last year and 45% in 2002/03 and is lower than the Council's target of 42.7%.

Ethnic Origin – Internal

- 1.5 There has been a significant increase in the percentage of applications received (54.7%) from internal black and minority ethnic applicants and in the number of appointments made compared to the full year 2003/04. The percentage of appointments from internal black and minority ethnic employees is 36.1%. This is disproportionate to the number of applications received.
- 1.6 The overall success ratio for internal appointments is 0.46. This is marginally higher than the Council's success ratio for all internal and external appointments of 0.41, but is lower than the Council's target of 0.7.

Disability

- 1.7 From the applicant monitoring figures for the first 6 months of the year, the proportion of applicants who declared a disability is 1.9%, the percentage shortlisted is 1.8% and 1.9% of disabled people were appointed. This is an improvement on last year's figures. For the same period last year, 0.9% of disabled people were appointed.
- 1.8 The percentage of employees of the total workforce that have declared that they have a disability for the half year is 2.79%. This compares to 3.0% for the same period last year and compares to 2.99% for the full year figure for 2003/04. The Council is below its 2004/05 target of 3.25% for the first six months of the year.

Gender

- 1.9 Overall the percentage of women appointed for the first 6 months of the year is 64.6% and the percentage for men is 35.4%. This compares to 58% women and 42% men for the first half of the year 2003/04.
- 1.10 The percentage of women appointed is higher than men at paybands 1 (52.6%), 2 (74.4%) and 3 (63.2%). At payband 4 there is an equal percentage of men and women appointments. At these paybands the percentage of women is lower than the projected population of women in the community of 51.7%.
- 1.11 The percentage of women in the total workforce for the first six months of the year is 75.65% compared to 75.3% for the same period last year and 75.64% for the full year 2003/04.
- 1.12 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.

Middle Management Review (MMR)

- 1.13 Applicant monitoring analysis for the middle management recruitment process is process is detailed at appendix 3.
- 1.14 For the first half of the year, there have been 16 appointments made under the MMR. There have been 3 (18.75%) BME appointments, 1 (6.25%) disabled person has been appointed, 7 (43.7%) women and 9 (56.3%) men have been appointed.

- 1.15 The middle management recruitment process is currently being reviewed by an external consultant.

Performance Indicators

- 1.16 Performance at half year against the targets set for 2004/05 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 2003/04.

Review of Progress on Equalities Work during 01 April 2004 to 30 September 2004

- 1.17 Partner organisations e.g. HCRE, Harrow Anti Racist Alliance, Trade Unions and the Black Workers Group have been consulted on the second year progress report on the Race Equality Scheme (RES), which was submitted, to Cabinet on 29th July 2004. Directorates are working through Year 3 priority areas.
- 1.18 The Council's achieved Level 2 against the criteria of the Equality Standard for Local Government. Work is currently underway to achieve Level 3.
- 1.19 The Asian Applicants Review Group (AARG) was established to investigate the disproportionate adverse impact of the recruitment and selection process on BME particularly Asian applicants. The group reported outcomes of their research and investigation and a proposed action plan that identified short to medium term actions to be taken to improve R&S procedures and training to The Employees Consultative Forum in July 2004.
- 1.20 The AARG were involved in the development of the selection process for the Middle Management Review (MMR). This process is now under review, and the development of the Council's revised R&S procedures will take into account the findings of the MMR review and recommendations within the action plan.
- 1.21 The Council has sponsored the DisabledGo project. This is internet site which provides detailed access information for disabled people across the UK. By linking this information into the Harrow website, it will provide detailed access information which will empower people to judge for themselves which hotels, cinemas, restaurants, pubs, train stations, shops and services- are accessible to them.

1.1 Decision Required

That the monitoring information for 1 April 2004 to 30 September 2004 be noted.

1.2 Reason for report

To provide the Forum with information on half year progress against the Council's equality performance targets for 2004/2005, including the 'Corporate Health' Best Value Performance Indicators (BVPI's) - **Employees' Consultative Forum 06-07- 04.**

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.**

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.**

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.

1.3 Benefits

See 1.2 above

1.4 Cost of Proposals

N/A

1.5 Risks

N/A

1.6 Implications if recommendations rejected

N/A

Section 2: Report

2.1 Brief History

2.1.1 This report details applicant monitoring information and progress made by the Council (excluding school based staff) in the first half of the year, 01 April 2004 to 30 September 2004, in achieving the equality performance targets for 2004/2005 as detailed at appendix 1.

2.1.2 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.

2.1.3 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.

2.2 Presentation

2.2.1 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.

- 2.2.2 Any reference to black and minority ethnic (BME) groups in this report includes the following groups - Black, Asian, Mixed, Chinese and Others.
- 2.2.3 The monitoring information used in this report is presented using the four paybands as shown in appendix 2.
- 2.2.4 In addition each directorate has produced a summary half year report. These reports are attached for information see appendix 4.

2.3 APPLICANT MONITORING FOR FIRST TWO QUARTERS (01 April 2004 – 30 September 2004)

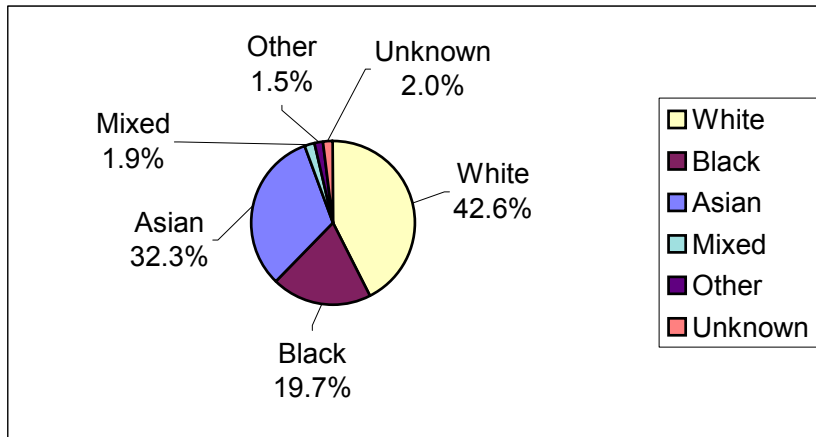
Ethnic Origin – All Applicants Internal and External

- 2.3.1 The Council's local performance indicator for 2004/05 was that the proportion of black and minority ethnic appointments reflects the proportion of black and minority ethnic people in the local population and was set at 42.7%. For the first half of the year, the proportion of black and minority ethnic appointments for is 34.2%. This compares to 36% for the same period last year and to 45% for the previous year. The Council has not met its target.
- 2.3.2 The pie charts on the next page show 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.
- 2.3.3 Summary reports and pie charts for individual for directorates are attached at appendix 4.

APPLICANT MONITORING SUMMARY BY DEPARTMENT
ALL DEPARTMENTS (excluding schools) - 1 April 2004 to 30 September 2004

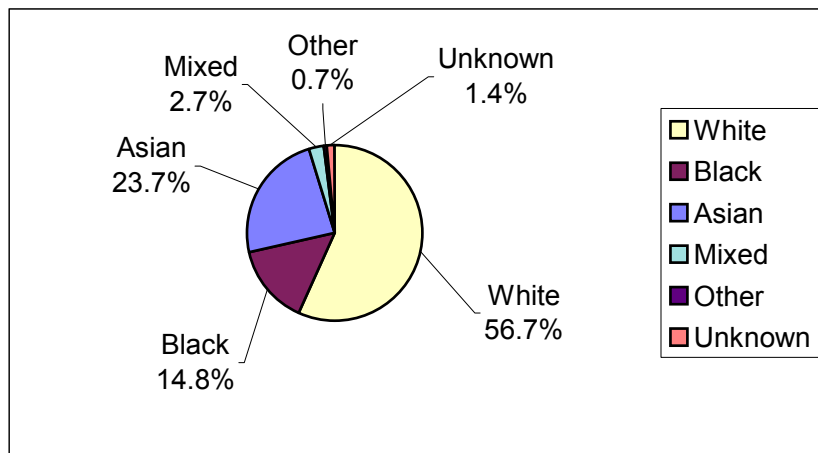
APPLICATIONS RECEIVED BY ETHNIC ORIGIN

White	587
Black	271
Asian	445
Mixed	26
Other	21
Unknown	28
Total	1378



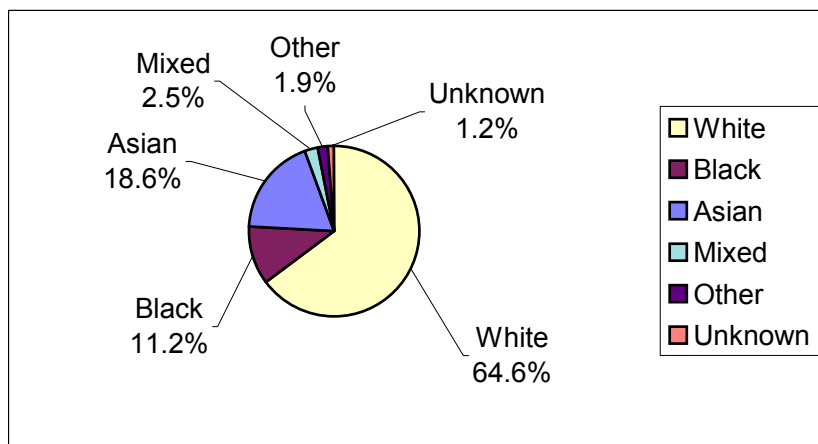
APPLICATIONS SHORTLISTED BY ETHNIC ORIGIN

White	249
Black	65
Asian	104
Mixed	12
Other	3
Unknown	6
Total	439



APPLICANTS APPOINTED BY ETHNIC ORIGIN

White	104
Black	18
Asian	30
Mixed	4
Other	3
Unknown	2
Total	161



2.3.4 The table below shows applicant monitoring information for the first half of the year and comparisons with the previous two years. The table sets out the percentage of applications received from black and minority ethnic applicants and the percentage shortlisted and appointed. Figures in brackets represent actual numbers.

Black and Minority Ethnic Applicant Monitoring			
Year	Applications	Shortlisted	Appointed
2004/05 (half year)	55.4% (763)	41.9% (184)	34.2% (55)
2003/04 (full year)	55.3% (1651)	45.8% (481)	32.9% (108)
2002/03 (full year)	59% (2422)	52% (678)	44% (167)

2.3.5 There has been a slight increase in the percentage of black and minority ethnic appointments. Although, the percentage (34.2%) is disproportionate to the percentage of applications received from BME applicants i.e. 55.4% and is also disproportionate to the percentage shortlisted i.e. 41.9%.

2.3.6 There is a continuing trend for the percentage of black and minority ethnic applicants to fall disproportionately compared to white applicants at shortlisting stage and at appointment stage. The fall off is most significant for Asian applicants i.e. 32.3% applications received, 23.7% shortlisted and 18.6% appointed. For black applicants, there is also a disproportionate fall off, the percentage of i.e. 19.7% applications received, 14.8% shortlisted and 11.2% appointed. The respective figures for white applicants are 42.6% applications received, 56.7% shortlisted and 64.6% appointed.

Success Ratio

2.3.7 The Council's target for 2004/05 was to achieve a success ratio for black and minority ethnic job applicants of 0.7. For the first half of the year, the Council's success ratio for black and minority ethnic applicants is 0.41. This does not meet the Council's target. There has been no significant improvement on the success ratio for the full year 2003/04 which was 0.4.

2.3.8 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.

Overall success rate for black and minority ethnic applicants is: 7.2% (55/763)

Overall success rate for white applicants is: 17.7% (104/587)

The overall success ratio for black and ethnic minority applicants is: 0.4 (7.2/17.7)

**Success ratios by paybands for all departments excluding schools
1 April 2004 to 30 September 2004**

Payband	April 04-Sep 04	2003/2004 Full Year	2002/2003 Full Year	2001/2002 Full Year
Band 1	0.45 (38)	0.4 (143)	0.64	0.34
Band 2	0.41 (82)	0.75 (130)	0.46	0.65
Band 3	0.57 (19)	0.32 (31)	0.63	0.71
Band 4	1.03 (22)	0.58 (24)	0.40	0.06
OVERALL	0.41 (161)	0.4 (328)	0.53 (382)	0.47 (450)

(figures in brackets are the number of appointments)

- 2.3.9 The overall level of recruitment has fallen significantly to 161 from 215 for the same period last year. The success ratios for the first half of the year in paybands 1 to 3 are below the Council's target of 0.7. Payband 4 (1.03) has exceeded the Council's target. The Middle Managers Review has accounted for a significant number of appointments in this payband.
- 2.3.10 The results at payband 1 to 3 show an apparent adverse disproportionate impact on black and minority ethnic applicants of going through the Council's recruitment and selection process. At payband 4, white and BME applicants have had equal success, as the success ratio is close to the ideal of 1.
- 2.3.11 The Employees Consultative Forum in January 2003 recommended that a project group be established to investigate the disproportionate adverse impact between black and minority ethnic and white job applicants and ways of improving the success of Asian job applicants, further information is set out in 2.5.12 to 2.5.14.

Ethnic Origin – Internal Applicants

- 2.3.12 Corporate information on the success of internal applicants is provided below. Departmental information on internal applicants can be seen at appendix 4.
- 2.3.13 The table below shows applicant monitoring information for the first six months of the year for all internal applicants. Figures for the full year 2003/04 are shown for comparison. The table sets out the percentage of applications received from black and minority ethnic applicants and the percentage shortlisted and appointed. Figures in brackets represent actual numbers.

Black and minority ethnic Applicant Monitoring (Internal)			
Year	Applications	Shortlisted	Appointed
Apr – Sept 2004	54.7% (121)	39.5% (52)	36.1% (26)
2003/04 full year	38.4% (48)	39% (36)	18.4% (7)

- 2.3.14 There has been a significant increase in the percentage of applications received (54.7%) from internal black and minority ethnic applicants and in the number of appointments made compared to the full year 2003/04. The percentage at all three stages of recruitment is higher than the current black and minority ethnic workforce profile (29.8%). However, at appointment stage the number of black and minority

ethnic staff appointed reduces to 36.1%, this is disproportionate to the number of applications received. The reverse is true for white staff.

2.3.15 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	Apr - Sept 2004	1/4/03 – 31/3/04 (full year)
Band 1	0.42 (5)	0.0 (6)
Band 2	0.43 (38)	0.49 (19)
Band 3	0.38 (10)	0.67 (6)
Band 4	1.71 (19)	0.44(7)
Overall Internal Success Ratio	0.46 (72)	0.36 (38)

2.3.16 The overall success ratio for internal appointments is 0.46. This is marginally higher than the Council's success ratio for all internal and external appointments of 0.41.

2.3.17 The pie charts on the next page 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.

Middle Management Review (MMR)

2.3.18 Applicant monitoring analysis for the middle management recruitment process is process is detailed at appendix 3.

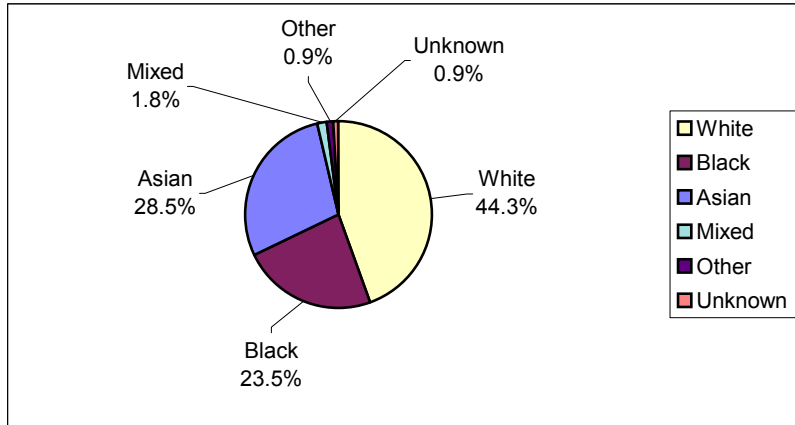
2.3.19 For the first half of the year, there have been 16 appointments made under the MMR. There have been 3 (18.75%) BME appointments, 1 (6.25%) disabled person has been appointed, 7 (43.8%) women and 9 (56.3%) men have been appointed.

2.3.20 A review of the middle management recruitment process is currently underway by an external consultant. The purpose of the review is to decide whether to continue with the current arrangements or to refine the process. The review is being conducted in consultation with Executive Directors, Directors, trade unions and participants in the process.

**INTERNAL APPLICANT MONITORING SUMMARY FOR THE COUNCIL
ALL DEPARTMENTS (excluding schools) - 1 April 2004 to 30 September 2004**

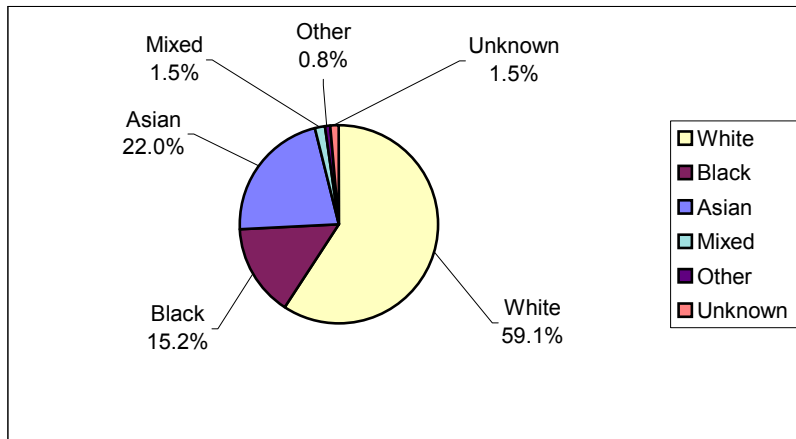
APPLICATIONS RECEIVED BY ETHNIC ORIGIN

White	98
Black	52
Asian	63
Mixed	4
Other	2
Unknown	2
Total	221



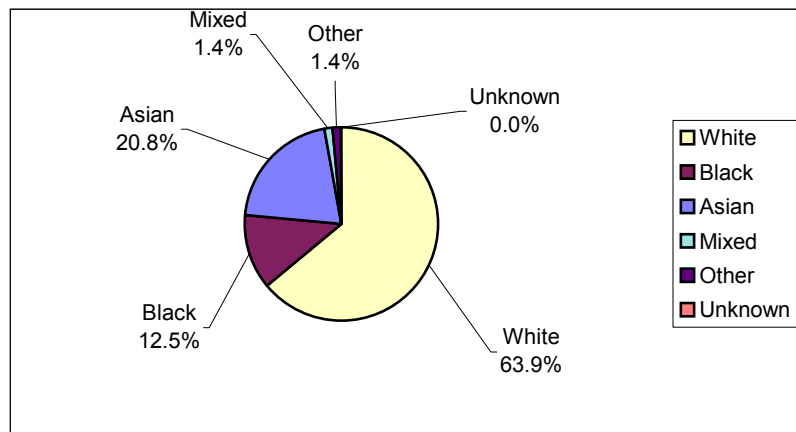
APPLICATIONS SHORTLISTED BY ETHNIC ORIGIN

White	78
Black	20
Asian	29
Mixed	2
Other	1
Unknown	2
Total	132



APPLICANTS APPOINTED BY ETHNIC ORIGIN

White	46
Black	9
Asian	15
Mixed	1
Other	1
Unknown	0
Total	72



Disability

2.3.21 An analysis of appointments made for all departments for 1 April 2004 to 30 September 2004 is shown below. (These figures exclude school staff)

Payband	April 04-Sep 04	2003/2004 Full Year	2002/2003 Full Year	2001/2002 Full Year
Band 1 Non-disabled	38	141	111	176
Band 1 Disabled	0	2	0	2
Band 2 Non-disabled	80	126	187	176
Band 2 Disabled	2	4	2	6
Band 3 Non-disabled	19	31	61	53
Band 3 Disabled	0	0	1	3
Band 4 Non-disabled	21	24	20	33
Band 4 Disabled	1	0	0	1

2.3.22 The total number of applications received from people who declared a disability is 26 (1.9%) out of a total of 1378. Of these 8 (1.8%) were shortlisted out of a total of 439, and there were 3 (1.9%) disabled applicants appointed out of a total of 161.

2.3.23 The 2004/05 target for the percentage of staff in the workforce who have declared a disability is set at 3.25%. For the first six months of the year, 2.79% of the workforce has declared a disability. This compares with 3.0% for the same period last year and with 2.99% for the full year 2003/04.

Gender

2.3.24 An analysis of appointments made for all departments for 1 April 2004 to 30 September 2004 is shown below. (These figures exclude school staff)

Payband	Apr 04-Sep 04	2003/2004 Full year	2002/2003 Full Year	2001/2002 Full Year
Band 1 Men	18	92	43	88
Band 1 Women	20	51	68	90
Band 2 Men	21	50	66	50
Band 2 Women	61	80	123	132

Band 3 Men	7	8	21	32
Band 3 Women	12	23	41	24
Band 4 Men	11	15	8	14
Band 4 Women	11	9	12	20

2.3.25 The numbers of women appointed in paybands 1, 2 and 3 is higher than men. In payband 4 the same number of women and men were appointed. Overall the percentage of women appointed for the first 6 months of the year is 64.6% and the percentage for men is 35.4%. This compares to 58% women and 42% men for the same period last year.

2.3.26 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.

2.4 RECRUITMENT AND SELECTION AUDITS FOR: 1 April 2004 to 30 September 2004

2.4.1 The Equality Panel at its meeting in June 1999 requested that departments audit their recruitment processes with particular emphasis on the interview stage.

2.4.2 Human Resources Officers have audited 10% of appointments made within each directorate. The audits identified minor procedural issues and inconsistencies but no significant problems were identified. Details of each department's audits and a summary of their findings are attached in the departmental progress reports at appendix 4.

2.5 PROGRESS OF OTHER EQUALITIES WORK

Race Equality Scheme (RES)

2.5.1 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.

2.5.2 The Race Equality Scheme includes an action plan summarising the Council's approach towards promoting racial equality and eliminating unlawful discrimination.

2.5.3 During 2003/04 a review of the RES appendix 1 was undertaken to re-assign functions and policies identified under the old Council structure to the newly established directorates. The review also provided the opportunity to re-assess the functions/policies identified for year 2 and 3 of the RES, re-group or amalgamate areas for future reporting and add functions/policies that had been missed off previously.

- 2.5.4 Partner organisations e.g. HCRE, Harrow Anti Racist Alliance, Trade Unions and the Black Workers Group have been consulted on the second year progress of the RES. This report was submitted to Cabinet on 29th July 2004.
- 2.5.5 Directorates are working on the priority areas identified in year 3 of the revised appendix. The Corporate Equality Group monitors progress against the RES.

Equality Standard for Local Government

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

- 2.5.6 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 achieved Level 2 for 2003/04 and has set a target to achieve Level 3 for 2004/05.
- 2.5.7 Levels 1 and 2 have been about the Council's commitment to a comprehensive equality policy and establishing assessment and consultation mechanisms. Level 3 requires setting equality objectives and targets and action planning to implement those targets and to be integrated within directorate service planning.
- 2.5.8 The Corporate Equality Group is overseeing action planning to achieve Level 3 target during 2004/05.

Corporate Equality Plan (CEP)

- 2.5.9 The Corporate Equality Plan is fundamental to achieving the Equality Standard, which recognises different levels of quality 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 Plan has been developed to co-ordinate with the Race Equality Scheme (RES).
- 2.5.10 The Corporate Equality Plan is a timetabled action plan. It is intended to pull together the various plans and strategies whereby 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.
- 2.5.11 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.

Asian Applicants Review Group

- 2.5.12 The Asian Applicants Review Group (AARG) was established in September 2003 and reported outcomes of their research and investigation to The Employees Consultative Forum in July 2004.
- 2.5.13 The group developed a recruitment and selection action plan that identified short to medium term actions to be taken to improve R&S procedures and training. Many of the recommendations within the action plan will be implemented as part of the development of the Council's revised R&S policy.
- 2.5.14 The AARG were involved in the development of the selection process for the Middle Management Review (MMR). Progress in the MMR is currently being reviewed and the development of the Council's revised R&S procedures will take into account the findings of the MMR review.

Working with Harrow Council for Racial Equality (HCRE)

- 2.5.15 Directorates have consulted with HCRE on Harrow's second year progress on its RES.
- 2.5.16 HCRE were part of the Asian Applicants Review Group, see paragraph 2.3.24 to 2.3.26 and made useful contributions to the development of the recruitment and selection action plan.

Working with Harrow Association of the Disabled People (HAD)

- 2.5.17 HAD continues to be consulted about the Council's commitment to assisting and improving access to services and employment for disabled people.
- 2.5.18 HAD were also included in discussions the Asian Applicants Review Group had on the Middle Management Review selection process. In conjunction with officers in the Employee Relations Section, HAD have assisted in the review of annual questionnaires for disabled employees and managers.

British Sign Language

- 2.5.19 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 staff to undertake British Sign Language Stage 1 training at Harrow College.
- 2.5.20 Progress has been made in increasing the number of staff able to respond to the needs of hearing impaired people. By September 2004, 7 employees had graduated in Level 1. Of these, 3 employees are working towards level 2. Two further employees are being sponsored by their departments to undertake Level 1 in their own time.
- 2.5.21 The Council's BSL interpreter post has been very valuable. There has been high demand for this service, which is expected to increase as wider awareness grows. Currently, the service is mainly used by existing Council departments and existing clients.

Induction Loop

2.5.22 Infra-red induction loops recommended by the Royal National Institute for the Deaf have been installed and are in operation in all the committee rooms and the Council Chamber.

Alarms for People with Hearing Difficulties

2.5.23 Alerter alarms have been purchased by Facilities Management and are currently being issued to staff with hearing difficulties.

Disabledgo Project

2.5.24 This is a nationwide Internet based service, which aims to transform the daily choices available to millions of disabled people, their family and friends.

2.5.25 DisabledGo internet site provides detailed access information for disabled people across the UK. By linking this information into the Harrow website, it will provide detailed access information which will empower people to judge for themselves which hotels, cinemas, restaurants, pubs, train stations, shops and services are accessible to them.

2.5.26 The Disabledgo project initiative was presented at the Association of Local Government Disability Forum. Following this, a presentation was made to the Corporate Management Team (CMT) in May 2004. CMT agreed to sponsor the disabledgo project and work is currently underway to launch the project.

Training Work Programme

2.5.27 The following progress has been made:

- The development of e-learning programmes has been the main focus for the first half of the year. A diversity programme, which has been tailored to Harrow is now available on the intranet, and staff are floor walking to encourage all staff to undertake it. It is now possible to track take up of this programme. E-learning programmes are also now available to staff on Disability Discrimination and Amendments to the Race Relations Act. The Council's new induction programme also contains a module on diversity.
- A Discrimination and Employment Law conference is planned in December 2004.
- Managers Induction checklists have been amended to include diversity and e-learning
- A computerised training database has been introduced. This will be able to provide more comprehensive and accurate information for monitoring course applications and attendance

Supporting Career Development For Black and Ethnic Minority Staff

2.5.28 The Certificate in Management course continues to have places reserved as positive action. This year the figure was in line with the percentage of the population from black

and minority ethnic communities who are economically active. 40% of the total places were taken up through this route.

2.5.29 A Diploma in Management course has started in September 2004. 50% of places were reserved for black and minority staff as a positive action initiative. All places were taken up.

Equality Task Groups (ETG's)

2.5.30 In light of the new Council organisation structure, directorates are establishing new Equality Task Groups which will be reconfigured as appropriate for each directorate's needs.

2.5.31 Details of directorate ETG's can be found in the departmental progress reports at appendix 4.

Corporate Equality Group (CEG)

2.5.32 A new representative and inclusive Corporate Equality Group to take the lead for equality and diversity issues was established in March 2004. The Directors of Strategy have responsibility for equality and diversity for the Council.

2.5.33 The work of the group has focused on:

- Development of the Corporate Equality Plan
- Steering work to achieve Level 2 of the Equality Standard for Local Government
- Participating in the audit and self assessment process for the Equality Standard
- Reviewing of RES appendix 1 for regrouping the functions and policies to streamline and simplify reporting for years 2 and 3.
- 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

2.5.34 Future work for the group will include leading on implementing the Corporate Equality Plan. The group will continue to ensure that work towards meeting the RES action plan for year 3 is progressing on target. In addition, the group will steer the development of a new generic equality scheme for the Council. It will also plan to develop and embed arrangements to meet Level 3 of the Equality Standard for Local Government as well as other equality and diversity issues.

Draft Disability Discrimination Bill

2.5.35 The government announced that it would be introducing major changes to the way the public sector works with disabled people. The draft Disability Discrimination Bill will complete the government's reforms of civil rights legislation to deliver effective rights for disabled people.

2.5.36 The Department of Works and Pensions issued a consultation document 'Delivering equality for disabled people', on the extension of the disability discrimination act to cover functions of public authorities, and to introduce a positive duty on public bodies to

eliminate discrimination and harassment, and promote equality of opportunity for disabled people. The Council has responded to this consultation document. The government consultation paper can be viewed at the following website:
<http://www.dwp.gov.uk/publications/dwp/2004/equality>

2.6 Options considered

N/A

2.7 Consultation

2.7.1 Consultation with the Trade Unions on this report will take place in January 2005.

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

2.7.3 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.

2.8 Financial Implications

2.8.1 There are no financial implications as a result of this report.

2.9 Legal Implications

2.9.1 Included within the report.

2.10 Equalities Impact

2.10.1 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.

2.10.2 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 this will be taken into account as part of the proposed review of the R&S policy.

2.10.3 The consultation undertaken ensures that the reporting process does not adversely affect minority groups.

Section 3: Supporting Information/ Background Documents

3.1 Supporting Information:

- Appendix 1 The table showing the Council's performance for April 2004 to September 2004 against targets set for 2004/05
- Appendix 2 Paybands as at 01 April 2004
- Appendix 3 MMR Applicant Monitoring Analysis
- Appendix 4 Departmental Summary Reports for:
 - 4(a) Business Connections
 - 4(b) Chief Executives' Department
 - 4(c) Organisational Development
 - 4(d) People First
 - 4(e) Urban Living

3.2 Background documents (available on request)

- Employees' Consultative Forum - 28-01-03
- Employees Consultative Forum – 6 July 2004
- Employees Consultative Forum – 7 July 2002
- Harrow's Race Equality Scheme 2002-2005
- RES first year report to Cabinet 29 July 2004
- Harrow's Equal Opportunity Policy
- LB Harrow – Best Value Performance Plan 2004/2005
- The Equality Standard for Local Government
- The Disability Discrimination Act (Amendment) Regulations October 2004
- Delivering equality for disabled people – DWP consultation paper
- 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

Appendix 1

Table below shows the Council's performance for April to September 2004 against targets set for 2004/05

Performance Indicator	2004/2005 Targets	2003/2004 Full Year Actual Performance	Apr to Sept 04 Actual Performance	Trend
(a) BV2a – The level of the Equality Standard for Local Government to which the authority conforms.	Level 3	Level 2	To be reported at full year	↑
(b) BV2b – The Duty to promote race equality	77.7%	66.6%	To be reported at full year	↑
(c) Success Ratio for black and minority ethnic job applicants	0.7	0.4	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).	42.7%	32.9%	34.2%	↑
(e) BV17a - The percentage of BME employees of the total workforce.	30%	28.55%	29.8%	↑
(f) BV11b – The percentage of BME staff in senior management in the top 5% of earners.	7.5%	5.9%	7.2%	↑
(g) The proportion of women appointments reflect the proportion of women in the local community	51.7%	49.7%	64.6%	↓
(h) To achieve a balanced workforce which reflects the gender profile of the local community of Harrow.	51.7% women 48.3% men	75.64% women 24.36% men	75.65% women 24.35% men	
BV11a – The percentage of Senior Management posts filled by women, based on the top 5% of earners.	38.0%	36.24%	32.30%	↓
(i) BV16a The percentage of staff of the total workforce declaring a disability.	3.25%	2.99%	2.79%	↓
(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)	11.1%	New local indicator	1.9%	
(k) The numbers of employees using or subject to HR 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: BME 42% Disabled 4% Women 69%	To be reported at full year	

Appendix 2

PAYBANDS

April 2004

Pay Band	£	£	Broadly Equivalent To
Band 1	Upto	- 16,781	H1 to H3
Band 2	16,782	- 27,494	H4 to H8
Band 3	27,495	- 34,565	H9 to H10
Band 4	34,566	and above	H11 and above

Applicant Monitoring Analysis for the Middle Management Review (MMR) April 2004 to September 2004

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 who were previously on Harrow M grades and above. These appointments have been included in the overall applicant monitoring analysis for the Council in payband 4.

The total number of posts advertised under MMR is 23 and 16 appointments have been made.

The tables below shows applicant monitoring information for the first six months of the year for all MMR applicants. Figures for all internal & external appointments are shown for comparison.

Ethnic Origin

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

Black and Minority Ethnic Applicant Monitoring (MMR) April to Sept 2004 half year			
Applicants	Applications	Shortlisted	Appointed
MMR	15.0% (6)	13.2% (5)	18.75% (3)
All Internal	54.7% (121)	39.5% (52)	36.1% (26)
All Internal & External	55.4% (763)	41.9% (184)	34.2% (55)

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) April to Sept 2004 half year			
Applicants	Applications	Shortlisted	Appointed
MMR	7.5% (3)	7.9% (3)	6.25% (1)
All Internal & External	1.9% (26)	1.8% (8)	1.9% (3)

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) April to Sept 2004 half year						
Applicants	Applications		Shortlisted		Appointed	
	Male	Female	Male	Female	Male	Female
MMR	72.5% (29)	27.5% (11)	73.7% (28)	26.3% (10)	56.3% (9)	43.7% (7)
All Internal & External	44.2% (609)	55.8% (769)	39.2% (172)	60.8% (267)	35.4% (57)	64.6% (104)

Business Connections

Success Ratios by Payband – April 04 – September 04

Payband	April 04 – September 04
1	0.0 (0)
2	0.29 (9)
3	0.62 (4)
4	1.57 (8)
Overall	0.3 (21)

Figures in brackets show total number of appointments.
Further details are shown at annex 4a

These figures relate to the divisions within the Business Connections Department.

There were 21 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 number of appointments in each payband, 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 52% and Female 48%.

Disability

Disabled candidates constituted 1.9% of the total applications received. No disabled people were appointed in this period.

Age

24% (5) of applicants appointed were in the 25 – 29 age group.

19% (4) of applicants appointed were in the 35 – 39 and 50 – 54 age groups.

14% (3) of applicants appointed were in the 30 – 34 and 45 - 49 age groups.

10 % (2) of applicants appointed were in the group 20 - 24.

There were no appointments from the 16 – 17, 18 – 19, 40 – 44, 55 – 59, 60 – 64 and 65+ age group.

Internal Appointments

There were 13 internal appointments made in total, with an overall success ratio of 0.50.

77% of appointments were white.

23% of appointments were from ethnic minorities.

Recruitment Audit

Human Resources Officers have audited 10% of appointments made within Business Connections. 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.

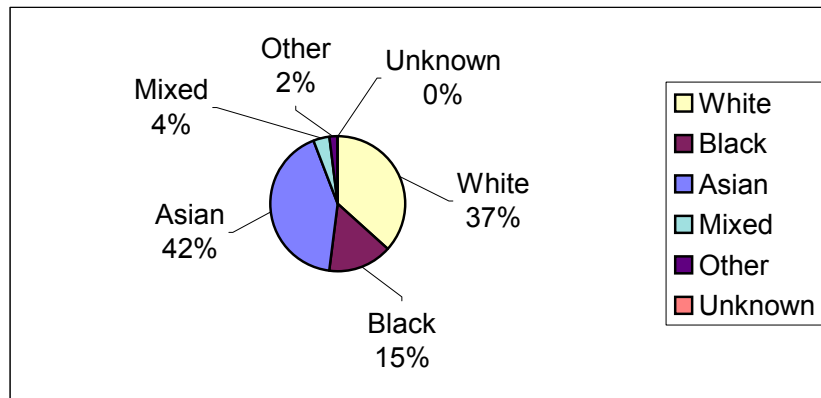
Equalities Task Group

The Equalities Task Group has not met in this period.

APPLICANT MONITORING SUMMARY BY DEPARTMENT
BUSINESS CONNECTIONS (April 04 to September 04)

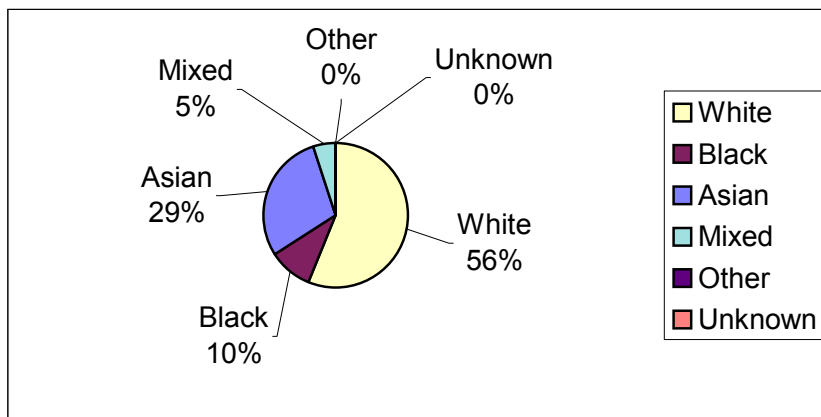
APPLICATIONS RECEIVED BY ETHNIC ORIGIN

White	38
Black	16
Asian	44
Mixed	4
Other	2
Unknown	0
Total	104



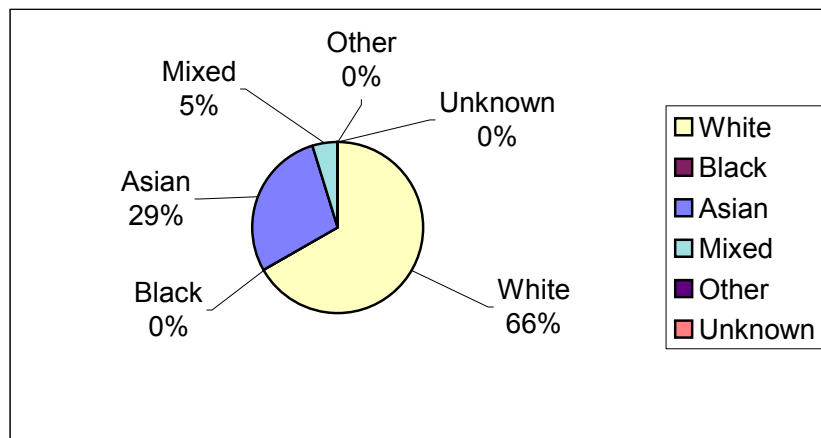
APPLICATIONS SHORTLISTED BY ETHNIC ORIGIN

White	23
Black	4
Asian	12
Mixed	2
Other	0
Unknown	0
Total	41



APPLICATIONS APPOINTED BY ETHNIC ORIGIN

White	14
Black	0
Asian	6
Mixed	1
Other	0
Unknown	0
Total	21



Chief Executives

Success Ratios by Payband – April 04 – September 04

Payband	April 04 – September 04
1	0.33 (2)
2	0.16 (5)
3	0 (0)
4	0 (0)
Overall	0.25 (7)

Figures in brackets show total number of appointments.
Further details are shown at annex 4b

These figures relate to the divisions within the Chief Executive's Department.

There were 7 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 number of appointments in each payband, 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 29%.

Gender

The ratio of appointments by gender is Male 29% and Female 71%.

Disability

Disabled candidates constituted 1.9% of the total applications received. No disabled people were appointed in this period.

Age

57% (4) of applicants were in the 20 – 24 age group.

14% (1) applicants were in each of the 30 – 34, 50 – 54 and 55 – 59 age groups.

Internal Appointments

There were 4 internal appointments made in total, with an overall success ratio of 0.43.

50% of appointments were white.

50% of appointments were from ethnic minorities.

Recruitment Audit

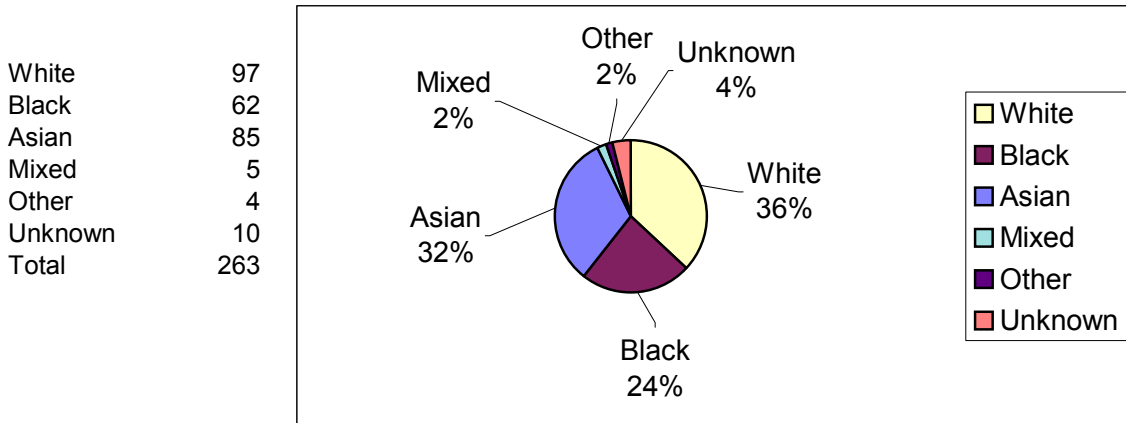
Human Resources Officers have audited 10% of appointments made within Chief Executives. Nearly all recruitment panels were balanced in terms of ethnicity and gender. The audits identified minor procedural issues and inconsistencies but no significant problems were identified.

Equalities Task Group

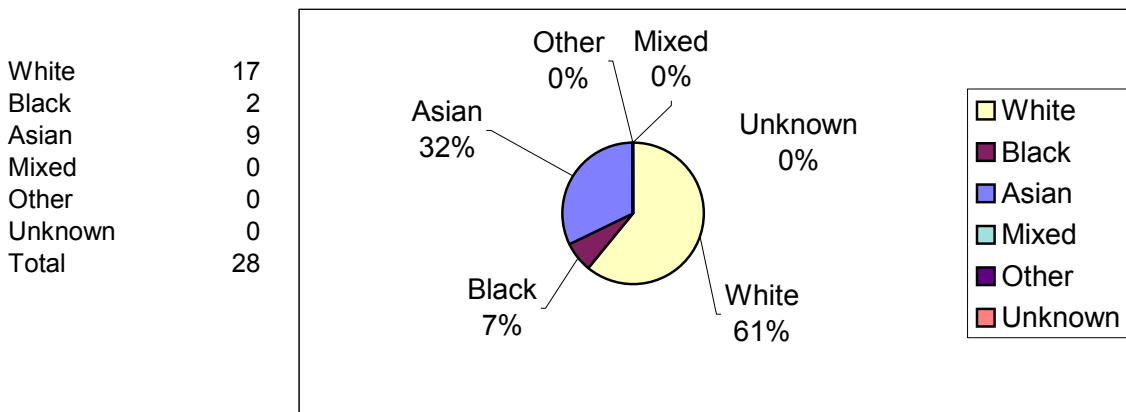
The Equalities Task Group has not met in this period.

APPLICANT MONITORING SUMMARY BY DEPARTMENT
CHIEF EXECUTIVE'S (April 04 to September 04)

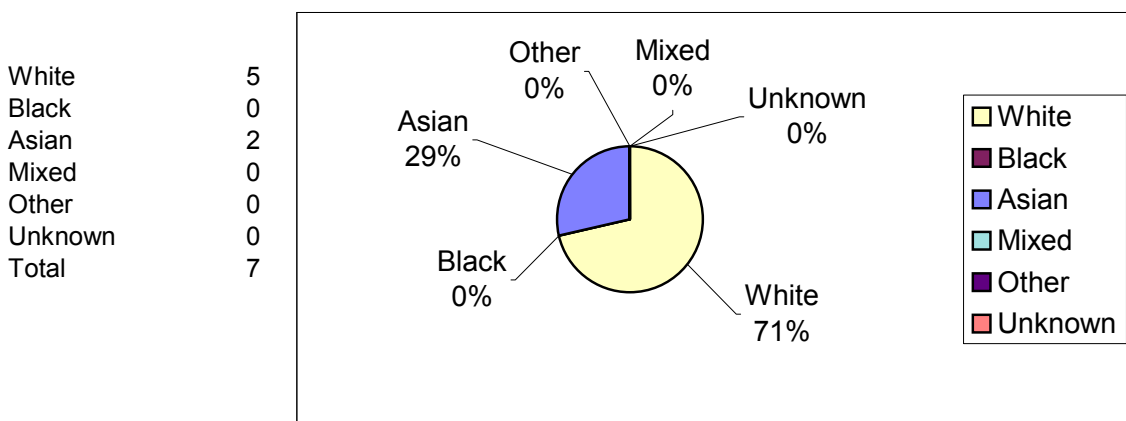
APPLICATIONS RECEIVED BY ETHNIC ORIGIN



APPLICATIONS SHORTLISTED BY ETHNIC ORIGIN



APPLICATIONS APPOINTED BY ETHNIC ORIGIN



Organisational Development

Success Ratios by Payband – April 04 – September 04

Payband	April 04 – September 04
1	0.45 (3)
2	0.81 (5)
3	0.0 (1)
4	3.0 (3)
Overall	0.38 (12)

Figures in brackets show total number of appointments.
Further details are shown at annex 4c

These figures relate to the divisions within the Organisational Development Department.

There were 12 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 number of appointments in each payband, 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 42%.

Gender

The ratio of appointments by gender is Male 50% and Female 50%.

Disability

Disabled candidates constituted 3.6% of the total applications received. No disabled people were appointed in this period.

Age

25% (3) of applicants appointed were in the 20 – 24 age group.

17% (2) of applicants appointed were in the 18 – 19, 30 – 34 and 50 – 54 age groups.

8% (1) of applicants appointed were in the 20 – 24, 40 – 44 and 55 - 59 age groups.

There were no appointments from the 16 – 17, 35 – 39, 45 – 49, 60 – 64 and 65+ age group.

Internal Appointments

There were 7 internal appointments made in total, with an overall success ratio of 1.0.

71% of appointments were white.

29% of appointments were from ethnic minorities.

Recruitment Audit

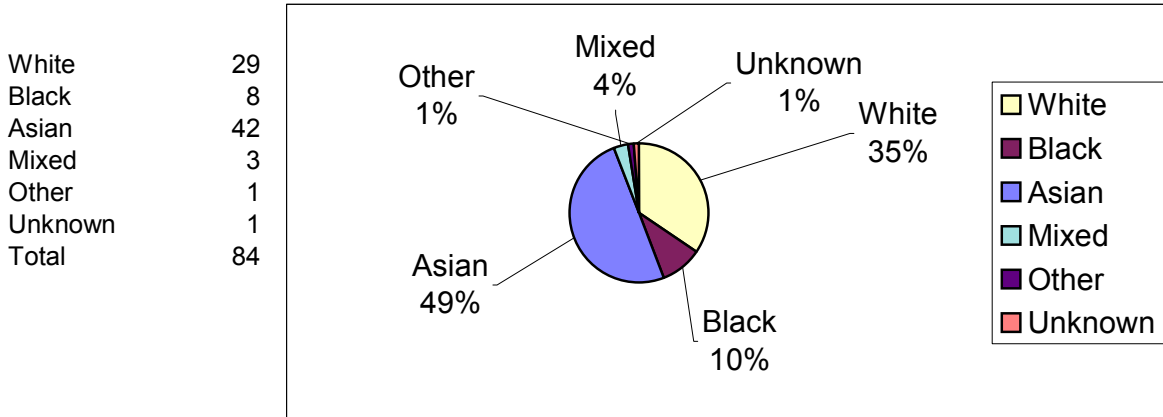
Human Resources Officers have audited 10% of appointments made within Organisational Development. Nearly all recruitment panels were balanced in terms of ethnicity and gender. The audits identified minor procedural issues and inconsistencies but no significant problems were identified.

Equalities Task Group

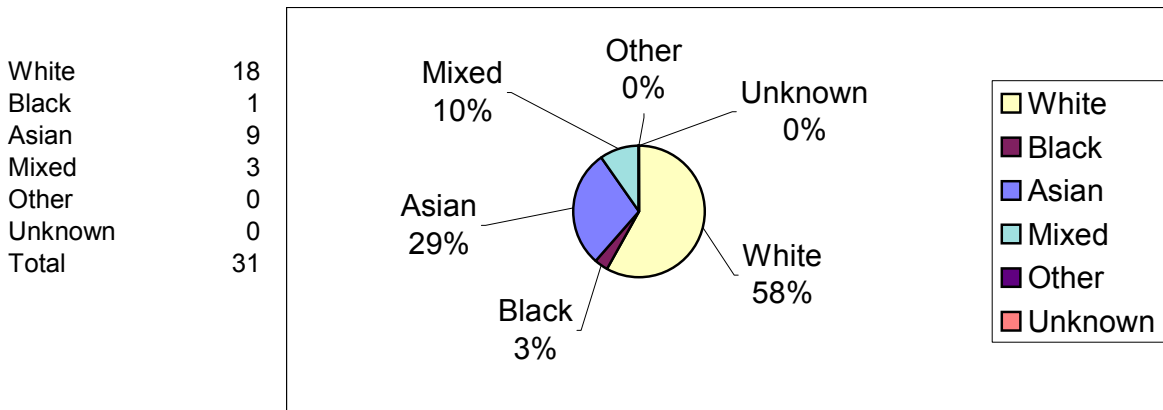
The Equalities Task Group has not met in this period.

APPLICANT MONITORING SUMMARY BY DEPARTMENT
 ORGANISATIONAL DEVELOPMENT (April 04 to September 04)

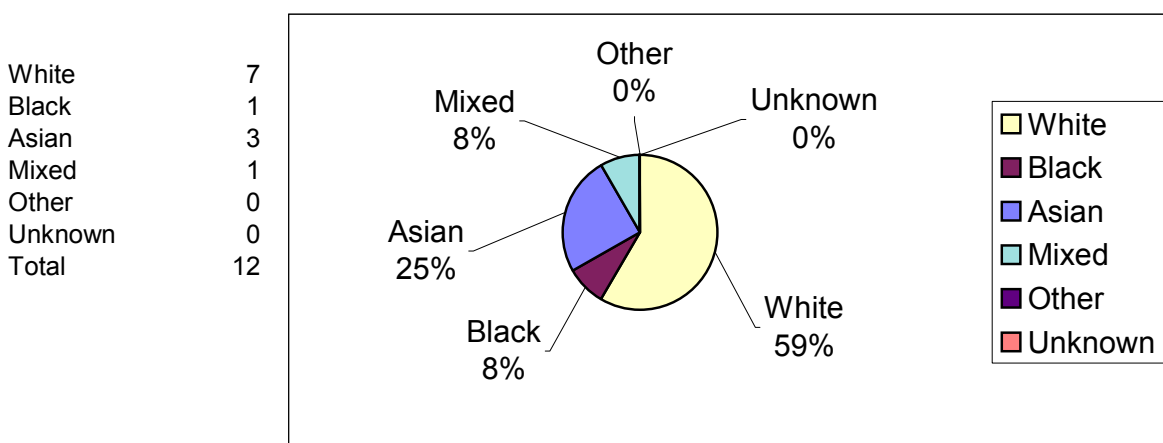
APPLICATIONS RECEIVED BY ETHNIC ORIGIN



APPLICATIONS SHORTLISTED BY ETHNIC ORIGIN



APPLICATIONS APPOINTED BY ETHNIC ORIGIN



People First Directorate

Success Ratio for appointments recorded by Payband

Payband	Appointments	Success Ratio
1	17	0.51
2	50	0.48
3	9	0.56
4	10	1.08
Total	86	0.5

Further details are shown at annex 4d

Ethnic Origin

59% of all applicants were from BME groups, this reduced to 47% at shortlisting and 40% at appointment. The comparable figures for internal applicants were, 61%, 45% and 42%.

Gender

Three-quarters of all applicants were female and this was maintained at shortlisting and appointment across the pay bands.

Disability

8 applicants out of 559 were recorded as disabled, and of the 86 appointments, 3 disabled applicants were appointed.

Age

30% of females appointed were aged over 50 and 8% of females appointed were under 20
15% of males appointed were aged over 50 and 10% of males appointed were under 20.

Selection process Audit

Routine paperwork checks of around 10% of appointments did not reveal any non-compliance issues and no complaints were received.

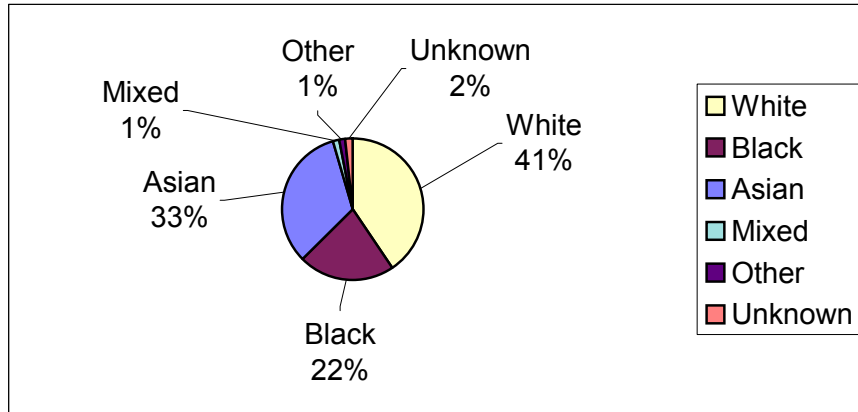
People First Diversity and Equality Group

The previous groups in Education and Social Care have been replaced by this new group, chaired by the Director of Strategy, that is developing a work programme to support and monitor progress on improvement projects across People First.

**APPLICANT MONITORING SUMMARY BY DEPARTMENT
PEOPLE FIRST (Exc.Schools) (April 04 to September 04)**

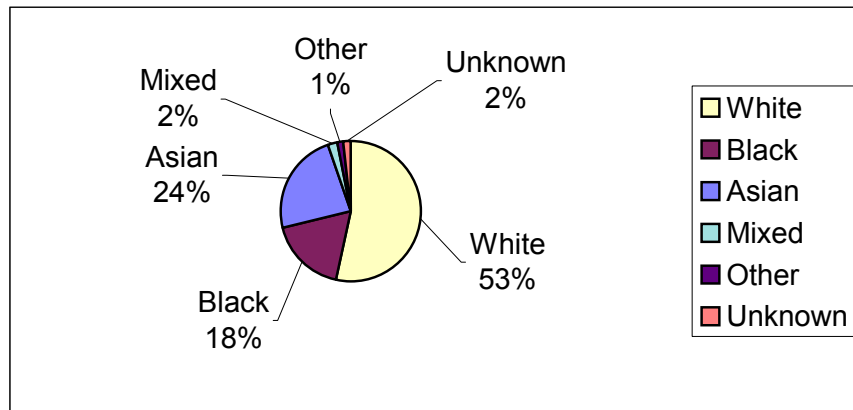
APPLICATIONS RECEIVED BY ETHNIC ORIGIN

White	227
Black	123
Asian	184
Mixed	8
Other	8
Unknown	9
Total	559



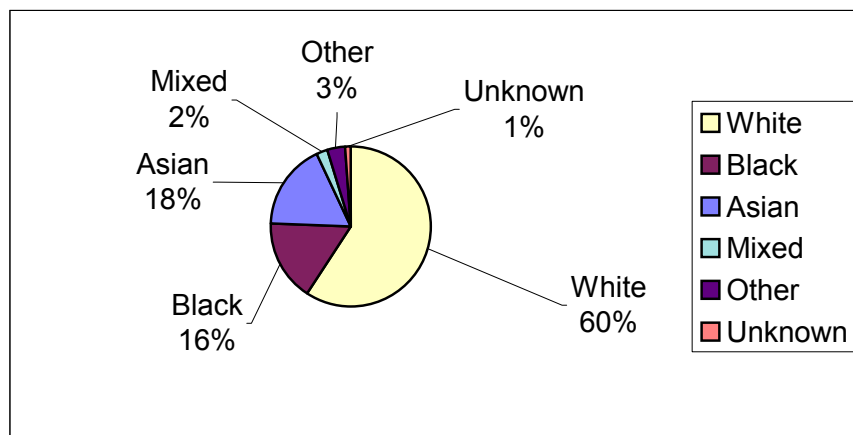
APPLICATIONS SHORTLISTED BY ETHNIC ORIGIN

White	123
Black	41
Asian	55
Mixed	5
Other	3
Unknown	4
Total	231



APPLICATIONS APPOINTED BY ETHNIC ORIGIN

White	51
Black	14
Asian	15
Mixed	2
Other	3
Unknown	1
Total	86



Urban Living

Success Ratios by Payband – April 04 – September 04

Payband	April 04 – September 04
1	0.27 (16)
2	0.27 (13)
3	0.38 (5)
4	0 (1)
Overall	0.31 (35)

Figures in brackets show total number of appointments.

Further details are shown at annex 4e

These figures relate to the divisions within the Urban Living Department.

There were 35 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 number of appointments in each payband, 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 23%.

Gender

The ratio of appointments by gender is Male 49% and Female 51%.

Disability

Disabled candidates constituted 0.3% of the total applications received. No disabled people were appointed in this period.

Age

23% (8) of applicants appointed were in the 40 – 44 age group.

20% (7) of applicants appointed were in the 25 – 29 age group.

14% (5) of applicants appointed were in the 20 – 24 age group

9 % (3) of applicants appointed were in the groups 30 – 34, 35 – 39, 45 – 49 and 55 – 59.

3% (1) applicant was appointed in the age groups 16 – 17, 18 – 19 and 50 – 54.

There were no appointments from the 60 – 64 and 65+ age group.

Internal Appointments

There were 12 internal appointments made in total, with an overall success ratio of 0.50.

67% of appointments were white.

33% of appointments were from ethnic minorities.

Recruitment Audit

Human Resources Officers have audited 10% of appointments made within Urban Living. 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.

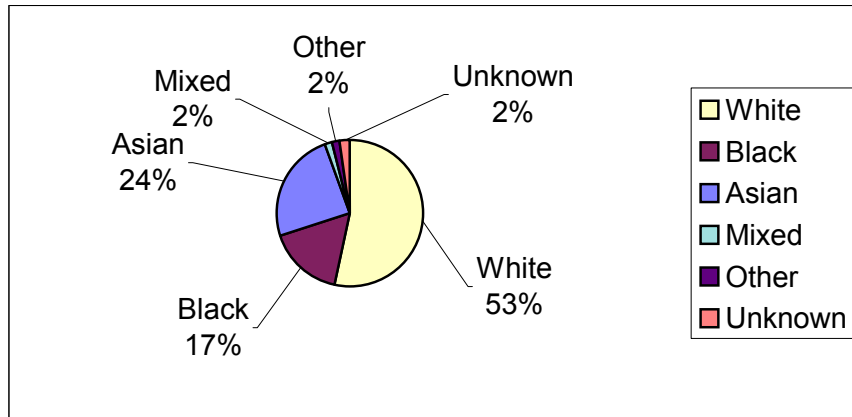
Equalities Task Group

The Equalities Task Group has not met in this period.

APPLICANT MONITORING SUMMARY BY DEPARTMENT
URBAN LIVING (April 04 to September 04)

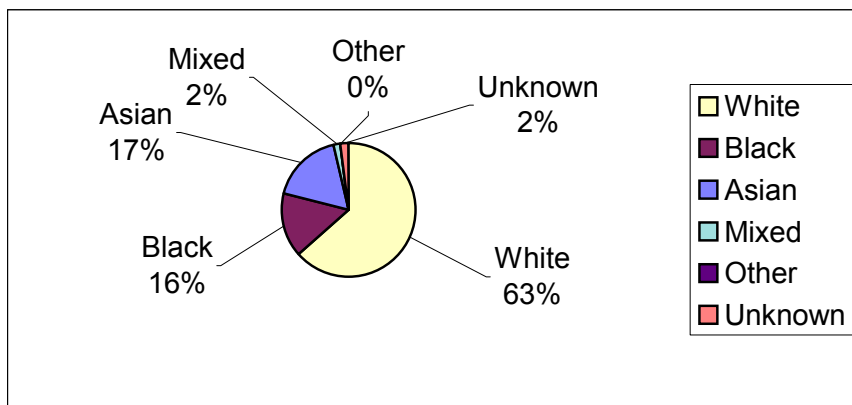
APPLICATIONS RECEIVED BY ETHNIC ORIGIN

White	196
Black	62
Asian	90
Mixed	6
Other	6
Unknown	8
Total	368



APPLICATIONS SHORTLISTED BY ETHNIC ORIGIN

White	69
Black	17
Asian	19
Mixed	2
Other	0
Unknown	2
Total	109



APPLICATIONS APPOINTED BY ETHNIC ORIGIN

White	27
Black	3
Asian	4
Mixed	0
Other	0
Unknown	1
Total	35

