

**SOUTH KESTIVEN DISTRICT COUNCIL**

**EQUALITIES IN EMPLOYMENT**

**MONITORING REPORT**

**APRIL 2010**

## **INTRODUCTION AND BACKGROUND**

The Council has a legal obligation to monitor its workforce to meet the employment duties of the Race Relations Amendment Act 1976 (amended 2000). This report is produced to meet those requirements and, more importantly, we will use the information to review the way in which we recruit and employ individuals to ensure that the way we work is free from discrimination.

The Council has collected data on its employees and applicants across the key equality strands and the analysis of this data is a tool to use to assess progress in removing barriers to equality of opportunity.

Currently there are differing pieces of legislation relating to the different equality strands and it is expected that in autumn 2010 the Equality Bill will be enacted to consolidate all the strands under the same piece of legislation and include with the 6 equality strands of race/ ethnic origin, gender, disability, age, sexual orientation and religion and belief. new duties in respect of gender reassignment, marriage and civil partnership, pregnancy and maternity.

The collection of data for compliance purposes only would be a missed opportunity. It is crucial that the information gained from undertaking equalities data monitoring of employees is of a meaningful quality to inform policy and procedures to prevent discrimination in the workplace.

We recognised in 2009 that we were not confident about our data as being fully up to date across all 6 of the equality strands. We therefore made the decision to delay composing the 2008 – 2009 report until we had undertaken a significant data validation exercise to check data on record and to add in data that had not been previously requested in relation to religious belief and sexual orientation. This piece of work was started in April 2009 and work was ongoing through 2009 to ensure data quality in line with the Councils policy on Data Quality. It proved to be a very time consuming exercise to ensure a satisfactory response rate. With a response rate of over 96% we are satisfied that the data we are using for monitoring purposes is fit for purpose. We recognised that some of the data could not be obtained from leavers and from staff on long term sick leave and over time the response gap will reduce.

Since the validation exercise was undertaken the Council has redefined its equalities monitoring form as part of its work on the equalities scheme.

### **Race / Ethnic Origin legal requirements**

The requirement of the Race Relations (Amendment Act) 2000 and the statutory code of practice is to monitor and publish, by reference to racial groups a count of:

1. Staff in post
2. Applicants for employment
3. Applicants for promotion
4. Staff who cease employment with the Council
5. Applicants for training
6. Staff who receive training
7. Staff who are involved in Grievance or disciplinary procedures
8. Staff who are the subject of Grievance procedures
9. Staff who benefit or suffer detriment as a result of its performance assessment procedures.

The Council holds data in respect of duties 1, 2, 3,4,6,7 and 8.

The Council does not have a formal process by which individuals apply for training and as training needs are identified in performance and development reviews and there is no process for employees to apply or compete for training places. It therefore has no data in respect of duty 5.

The data relating to duty 6 is based on the validation data and it is recognised that on the job / informal training and coaching is not recorded in detail. The data therefore reflects formal training and development activity.

The Council has a performance and development review process for staff. It has not been designed as a process to determine benefit or disadvantage and it is primarily for the delivery of priority and service plans and for developmental purposes. The Council has no data therefore in respect of duty 8. An analysis has been undertaken on those performance and development reviews undertaken during 2008 and 2009.

Appendix 1 contains the data relating to ethnic origin and the specific legal requirements, Appendix 2 contains the data relating to the other equalities strands.

### **Context**

The data relating to the District ethnic profile is derived from the 2001 census and it is known that the demographic profile for the District has changed considerably recently. Profile data beyond 2001 is based on estimates only. Work is ongoing to establish the current profile of the district in a community mapping exercise so that informed judgements can be made as to the extent to which the employee profile is representative of the district as it is now. The GP registrations data shows an increase in population of some 14%, to 136,353 however the ethnic origin breakdown of this figure is not yet available.

It is a matter of fact that the number of vacancies has fallen considerably since 2008 – 2009 so that the scope for demographic changes to be quickly reflected in the workforce profile is diminished.

## **OBSERVATIONS FROM THE DATA**

### **Race/ Ethnic Origin**

Of concern is the question as to whether applicants from minority ethnic groups are discriminated against in the recruitment process. The high number of people who chose not to disclose this information on the equalities monitoring form, approximately 60% of applicants is significant. The Council is receiving applications from black and minority ethnic community members and initial research shows that many of these applicants are responses to regional and national recruitment to specialist skilled roles rather than derived from local labour market. Further work will be undertaken following on from the Human Resources & Organisational Development service-based equality impact assessment to explore these issues in detail.

The data shows no evidence of discrimination on racial / ethnic origin grounds in relation to disciplinary action or the handling of grievances however it must be noted that the number of cases is low. Evidence of discrimination is not evident in the data relating to training undertaken nor in labour turnover, as the number of leavers from black and minority ethnic community groups is low.

### **Gender**

The gender profile of the Council is not atypical. There are gender stereotypes in relation to certain areas of work and whilst the Council employs women in street

scene and repairs in traditionally male occupations and employs men in supported housing and customer services, regarded as typically female occupations, the numbers are low. In addition the Council is well regarded for its flexible working arrangements and the numbers of individuals who work part time are also those with caring responsibilities and, in the main, female. Further work on the flexible working policy and procedures is scheduled for 2010 and the gender profile will form part of the consultation.

## **Disability**

The Council has a good reputation for supporting staff with a disability and actively works with Access to Work, the Shaw Trust, Jobcentre plus and other agencies to enable both work experience placements and employment of individuals with a wide range of disabilities and makes adjustments to meet individual needs. With 8.3% of employees declaring themselves to have a disability within the meaning of the Disability Discrimination Act the Council is one of the top performing councils in relation to the employment of disabled people and in the CIPFA benchmarking report summer 2008 the Council was the second highest authority.

## **Age**

The Council has an age profile somewhat typical of local government. Of note is that the Council has retained the skills and knowledge of staff and actively considers each request to consider continuing working after the age 65. At the other end of the spectrum it is of significant concern that the Council employs few young people (16 – 20 year olds). As part of the pan Lincolnshire work on Use of Resources and workforce planning. The Lincolnshire Human Resources Network is looking at a collaborative project on apprenticeships. The Council has had apprentices from time to time however the numbers have always been low and there has been a greater focus on trainee schemes for professional skill shortage areas.

## **Sexual orientation**

The validation exercise was used to request this information for the first time, and despite concerns as to how staff might react to the questions, the responses were better than hoped. Many staff chose not to state, commenting that they regarded this as very personal.

The research from Stonewall would suggest that for a district of our size some 8,500 individuals would regard themselves as members of the lesbian, gay, bisexual and transgender community and if these estimates are correct the proportion would be approximately 6.2% of the population. With less than 1% of staff confident to be open about their membership of the lesbian, gay, bisexual and transgender community it is essential that in the Human Resources & Organisational Development service impact assessment the employment issues of the LGBT community is explored in detail to ensure confidence in fair and equitable treatment.

## **Religion and belief**

The validation also requested information about religion and belief. The Muslim community was not represented in our employee profile and this warrants some investigation to ensure that we are not excluding such individuals from seeking and obtaining employment with us.

## **CONCLUSIONS**

The monitoring data has raised some questions regarding specific equality strands and these will need to be investigated in some detail. The data for 2009 – 2010 will become available from June 2010 and it will be examined to note any trends and comparisons to inform consultation and research as part of the human resources and organisational development service impact assessment. The data will also be used to inform the pan-Lincolnshire collaborative workforce planning project supporting the use of resources work.

## **APPENDICES**

**Appendix 1 Equalities monitoring data relating to ethnic origin**

**Appendix 2 Equalities monitoring data relating to gender, disability, age, sexual orientation and religious belief**

## Equalities Monitoring Data – Ethnic Origin

ETHNIC ORIGIN	DISTRICT PROFILE 2001	STAFF IN POST	APPLICANTS FOR EMPLOYMENT	APPLICANTS FOR PROMOTION	PDR'S	STAFF WHO HAVE RECEIVED TRAINING
<b>White</b>	122836	0	21	0	0	0
<b>White: British</b>	120585	662	516	4	159	633
<b>White: Irish</b>	781	0	2	0	0	0
<b>White: Other White</b>	1470	8	18	0	0	8
<b>Mixed</b>	652	0	1	0	0	0
<b>Mixed: White and Black Caribbean</b>	195	1	1	0	0	1
<b>Mixed: White and Black African</b>	69	0	0	0	0	0
<b>Mixed: White and Asian</b>	226	0	0	0	0	0
<b>Mixed: Other Mixed</b>	162	0	1	0	0	0
<b>Asian or Asian British</b>	581	0	1	0	0	0
<b>Asian or Asian British: Indian</b>	389	1	5	0	1	1
<b>Asian or Asian British: Pakistani</b>	60	0	0	0	0	0
<b>Asian or Asian British: Bangladeshi</b>	55	0	0	0	0	0
<b>Asian or Asian British: Other Asian</b>	77	0	2	0	0	0
<b>Black or Black British</b>	192	0	2	0	0	0
<b>Black or Black British: Caribbean</b>	90	1	3	0	0	1
<b>Black or Black British: African</b>	83	1	12	0	0	0
<b>Black or Black British: Other Black</b>	19	0	0	0	0	0
<b>Chinese or Other Ethnic Group: Chinese</b>	952	3	3	0	2	1
<b>Chinese or Other Ethnic Group: Other Ethnic Group</b>	110	0	0	0	0	0
<b>Not Stated</b>	0	0	709	0	0	0
<b>TOTAL</b>	<b>124,792</b>	<b>677</b>	<b>1297</b>	<b>4</b>	<b>162</b>	<b>645</b>

ETHNIC ORIGIN	DISTRICT PROFILE 2001	STAFF IN POST	GRIEVANCES INVOLVED	GRIEVANCES SUBJECT OF	LEAVERS
<b>White</b>	122836	0	0	0	0
<b>White: British</b>	120585	662	9	3	86
<b>White: Irish</b>	781	0	0	0	0
<b>White: Other White</b>	1470	8	0	0	1
<b>Mixed</b>	652	0	0	0	0
<b>Mixed: White and Black Caribbean</b>	195	1	0	0	0
<b>Mixed: White and Black African</b>	69	0	0	0	0
<b>Mixed: White and Asian</b>	226	0	0	0	0
<b>Mixed: Other Mixed</b>	162	0	0	0	0
<b>Asian or Asian British</b>	581	0	0	0	0
<b>Asian or Asian British: Indian</b>	389	1	0	0	1
<b>Asian or Asian British: Pakistani</b>	60	0	0	0	0
<b>Asian or Asian British: Bangladeshi</b>	55	0	0	0	0
<b>Asian or Asian British: Other Asian</b>	77	0	0	0	0
<b>Black or Black British</b>	192	0	0	0	0
<b>Black or Black British: Caribbean</b>	90	1	0	0	0
<b>Black or Black British: African</b>	83	1	0	0	0
<b>Black or Black British: Other Black</b>	19	0	0	0	0
<b>Chinese or Other Ethnic Group: Chinese</b>	952	3	0	0	2
<b>Chinese or Other Ethnic Group: Other Ethnic Group</b>	110	0	0	0	0
<b>Not Stated</b>	0	0	0	0	0
<b>TOTAL</b>	<b>124,792</b>	<b>677</b>	<b>9</b>	<b>3</b>	<b>90</b>

## Equalities monitoring data relating to gender, disability, age, sexual orientation and religious belief

### Gender

		Percentage %
Male	347	46.21%
Female	404	53.79%
	751	100.00%

### Disability

		Percentage %
Disability	62	8.26%
No Disability	689	91.74%
	751	

### Age

		Percentage %
Under 20	7	0.93%
20-29	74	9.85%
30-39	140	18.64%
40-49	215	28.63%
50-59	190	25.30%
60-64	87	11.58%
65-69	29	3.86%
70 +	9	1.20%
	751	100.00%

### Sexual orientation

	Percentage %
Bisexual	0.27%
Gay	0.27%
Heterosexual	56.59%
Lesbian	0.27%
Not Stated	42.61%
	100.00%

### Religion and belief

	Percentage %
Buddhism	0.13%
Christian	51.00%
Church of England	0.40%
Hinduism	0.13%
Methodist	0.13%
Muslim	0.00%
Non Conformist	0.13%
None	11.05%
Not Stated	10.79%
Other	0.27%
Prefer Not to say	25.97%
	100.00%