

Report by: Head of Human Resources

To: Joint Staff Employer Forum – 29th June 2004

Wards: None affected

**ANALYSIS OF RACE RELATIONS (AMENDMENT) ACT MONITORING DATA
2003/04**

1. PURPOSE AND BACKGROUND

1.1 This report covers monitoring in accordance with the Race Relations Amendment Act 2000 (RRA), which places a legal duty on public authorities to monitor equalities in service delivery and employment. The requirements include a prescribed set of indicators looking at equality in employment issues.

1.1 This information has previously been reported as part of the Recruitment and Workforce Monitoring report. However at the October 2003 meeting of the Joint Staff Employer Forum it was agreed that the RRA monitoring data would be reported separately to the recruitment data to allow the RRA report to also be taken to the equalities panel (in October 2004) .

1.2 This report will be presented in a similar way to the recruitment monitoring report in that the information will be presented in a summarised format placing greater emphasis on using the data to track improvements or issues with clear actions for addressing these.

1.3 The RRA requires the Council to monitor the areas within employment detailed below by reference to the equality definition of race. However the Council has chosen to monitor all of the equality definitions.

- The number of staff in post. (Workforce analysis)
- The number of staff who received internal training
- The number of staff who benefited as a result of performance procedures.
- The number of staff who suffered a detriment as a result of performance procedures.
- The number of staff involved in formal grievance procedures.
- The number of staff subject to formal disciplinary procedures
- The number of staff who ceased employment.

1.4 The development of a recruitment and retention policy (due later in 2004) and workforce plan (due March 2005) will provide the basis for ensuring

that the Council has the skills, capacity and development opportunities required for the future.

1.5 The Action Plan included within the Recruitment and Workforce Monitoring Report 2003/04 also covers actions detailed within this report.

2. DECISION TO BE MADE

2.1 Endorsement of Actions and recommendations detailed within this report.

3. RECOMMENDATIONS

3.1 JSEF are asked to: -

- Note and endorse the actions proposed within this report.
- Agree what issues/recommendations need to be reviewed at Commercial and Human Resources Scrutiny Committee on 6th July 2004.

4. ANALYSIS OF WORKFORCE DATA - GENDER

4.1 The statistical analysis of the workforce by gender and City Pay Band is attached at **Appendix 1**.

4.2 The Council's workforce as a whole has a well-proportioned gender profile. However this is not replicated across all pay levels, female staff are particularly under-represented within pay bands 9 and at senior manager level.

4.3 To start addressing the issue of women in senior management posts a new development programme for women has been introduced into the Corporate Training Programme. The new 2 day training course is scheduled to run in November 2004. Women Aspiring to Management, is designed as a development programme for women who feel that they are ready to progress into a management role or who wish to progress into a management role in the future.

5. ANALYSIS OF WORKFORCE DATA - ETHNICITY

5.1 The statistical analysis of the workforce by ethnicity and pay band is attached at **Appendix 2**.

5.2 Overall 3.8 % of the Council's Workforce are from Black and Minority Ethnic (BME) backgrounds. The Council's BVPI target for 2009/10 for the % of employees from BME backgrounds is 4.5%. Increasing the overall numbers of BME employees within the Council is not the only issue highlighted by the analysis of the workforce data. BME employees are not represented at all within the City Pay Bands above Band 6.

5.3 The equalities action plan proposes a number of actions to increase the number of employees from BME groups, these include on-going work to

research publications and websites available to ensure the Council's job opportunities reach a diverse audience and to consult with local community groups to identify potential barriers to recruitment of under-represented groups.

- 5.4 The action plan also proposes the analysis of the training and development needs of ethnic minority staff to ensure that they are being adequately met and have equal access to training. This should include the support received during their induction to the City Council, which has a key role to play in staff retention. This is the first step to addressing the under-representation of BME staff above pay band 6.

6. ANALYSIS OF WORKFORCE DATA - DISABILITY

- 6.1 The statistical analysis of the workforce by disability and pay band is attached at **Appendix 3**.
- 6.2 The distribution of staff with a disability across the pay bands is fairly evenly spread. Increasing the overall numbers of disabled people employed by the Council is the first priority. Only 1.8% of Council staff are disabled compared to 10.75% within the local population. (In comparing the Council's workforce to the local population, it is important to remember that the way, in which disability was defined within the census impacts on the figures obtained, the Council needs to review the definition it uses in comparison. The census also includes individuals that are not seeking employment or are unable to work.)
- 6.3 The equalities action plan does not specifically cover the recruitment of disabled people, the overall aim to ensure that the Council's job opportunities reach a diverse audience and the identification of barriers to recruitment of under-represented groups also includes disabled people.
- 6.4 Corporate Human Resources and the Trade Unions are working to actively encourage staff to declare if they have a disability.

7. ANALYSIS OF WORKFORCE DATA - AGE

- 7.1 The statistical analysis of the workforce by age and pay band is attached at **Appendix 4**.
- 7.2 The age profile of the Council in respect of the age distribution across the pay bands follows the predictable pattern. No employees within the age range 16-24 appear above city pay band 6. In all other age ranges the distribution is evenly spread. The main issue highlighted by the analysis of the workforce by age is the % of staff aged 50 and above, 28% of the Council's workforce will be reaching retirement age within the next 5-10 years.
- 7.3 An application for funding to implement the National Graduate Recruitment scheme with neighbouring District Councils will be explored for a funding bid for 2005/06. This action was proposed to increase the numbers of staff within the 16-24 age ranges.

8. ANALYSIS OF TRAINING

- 8.1 In 2002/03 a training database was designed and implemented to allow the collation of training records for each employee across the council. The database is aligned with the Council's Annual Performance Review cycle to ensure that as individual training needs are identified and met they are recorded. (Some departments have not provided a training return for this report. e.g. Finance and City Services)
- 8.2 The statistical analysis of this information per department is attached at **Appendix 5**.
- 8.3 On average the information analysed shows that 1.81 training days per employee are provided across the 4 departments that produced information. The number of training days per employee by department varies from 2.57 days in Environment and Planning and 0.77 days within Central Services. The Council needs to increase the total number of training days per employees in the first instance. It is difficult to draw any conclusions at this time in respect of training provide to underrepresented groups as the data does not cover the Council as a whole.
- 8.4 Further guidance also needs to be provided to departments to ensure that all learning and development being undertaken is being recorded and not just formal training courses.
- 8.5 A Corporate Learning and Development group has been set up to review learning and development priorities within the Council. Some new funding separate to the Corporate Learning and Development programme has been made available from Single Status to supplement budgets held corporately and by departments. The funding will help resource new initiatives.

9. ANALYSIS OF PERFORMANCE PROCEDURES

- 9.1 In April 2005 incremental progression within City Pay Bands will be based on a range of criteria yet to be determined but likely to include performance and continuation and evidence of learning. Recommendations for progression will be monitored for apparent anomalies that may indicate discrimination.

10. ANALYSIS OF GRIEVANCE, PERFORMANCE & DISCIPLINARY PROCEDURES.

- 10.1 During 2003/04 51 cases were formally dealt with under the Management of Performance, Management of Absence or Disciplinary Procedures.
- 10.2 Of these cases 27 involved female staff. The data does not suggest any discriminatory practices in the use of these procedures.
- 10.3 There was one formal grievance during the year.

11. ANALYSIS OF LEAVERS

- 11.1 Staff turnover due to voluntary resignations is analysed in the Recruitment and Workforce Monitoring Report. This report will focus on non-voluntary leavers.
- 11.2 During 2003/04 17 left the Council's employment involuntarily, either as a result of ill health retirement, redundancy or dismissal. The table below shows a breakdown of these reasons by reference to the equalities categories. The data does not suggest any discriminatory practice.

	Dismissal	Ill Health Retirement	Redundancy
Total	10	3	4
Male	8	2	3
Female	2	1	1
White	10	3	2
BME	0	3	2
Disabled	0	2	1

12. CONCLUSIONS.

- 12.1 Due to the size of the City Council's workforce and the small number of employees identified within minority groups it is difficult to draw conclusions and identify trends from this data.
- 12.2 Many of the reporting systems used to collate information for this report are manual and lack sophistication. The implementation of the new HR system by November 2004 and the current work being conducted to review business processes will help to address this.
- 12.3 Resources pressures in Human Resources impact on the time available to analyse, devise action plans and address the issues being identified.

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