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Cambridge City Council

EQUALITIES PANEL

To: Attendees:

Chair: Antoinette Jackson

Public Members: Graham Lewis, Nicky Wrigley, Norah Al-Ani and Bintou Nigane

Staff Members: Bridget Keady, Nacer Dali and Jackie Hanson

Elected Members: Councillor Bird, Councillor Al Banda, Councillor Brown and Councillor Marchant-Daisley

Officers: John Frost, Paul Williams and Chris Williams

Despatched: Friday, 11 November 2011

Date: Monday, 21 November 2011

Time: 4.00 pm

Venue: Brown's Field Community Centre, 31a Green End Road, Cambridge
CB4 1RU

Contact: Toni Birkin

Direct Dial: 01223 457086

AGENDA

- 1 WELCOME, INTRODUCTIONS AND APOLOGIES**
- 2 DECLARATIONS OF INTEREST**
- 3 MINUTES OF PREVIOUS MEETING AND MATTERS ARISING** *(Pages 1 - 6)*

To agree the minutes of the meeting held on 20th June 2011. *(Pages 1 - 6)*

- 4 WELFARE REFORMS**
- 5 EQUALITY IN EMPLOYMENT** *(Pages 7 - 32)*

Six monthly update workforce report: April 2011 – September 2011 *(Pages*

7 - 32)

6 DIVERSITY PEER REVIEW

7 MEMBERSHIP OF THE EQUALITIES PANEL (*Pages 33 - 36*)

8 FUTURE WORK PROGRAMME OF EQUALITIES PANEL

DATE OF NEXT MEETING

4pm, 18th June 2012, venue tbc.

Information for the public

Public attendance

You are welcome to attend this meeting as an observer, although it will be necessary to ask you to leave the room during the discussion of matters which are described as confidential.

Public Speaking

You can ask questions on an issue included on either agenda above, or on an issue which is within this committee's powers. Questions can only be asked during the slot on the agenda for this at the beginning of the meeting, not later on when an issue is under discussion by the committee.

If you wish to ask a question related to an agenda item contact the committee officer (listed above under 'contact') **before the meeting starts**. If you wish to ask a question on a matter not included on this agenda, please contact the committee officer by 10.00am the working day before the meeting. Further details concerning the right to speak at committee can be obtained from the committee section.

Filming, recording and photography at council meetings is allowed subject to certain restrictions and prior agreement from the chair of the meeting.

Requests to film, record or photograph, whether from a media organisation or a member of the public, must be made to the democratic services manager at least three working days before the meeting.

Fire Alarm

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EQUALITIES PANEL20 June 2011
4.00 - 6.05 pm**Present:**

Chair – Antoinette Jackson

Councillors Al Bander, Bird, Brown, Marchant-Daisley, Dali, Hanson, Keady, Lewis, Niangane and Wrigley

Public members – Graham Lewis, Nicky Wrigley and Bintou Niangane

Staff members – Bridget Keady, nacer Dali and Jackie Hanson

Officers:

Deborah Simpson: Head of Human Resources

Andrew Limb: Head of Corporate Strategy

Vicki Davison: Organisational Development Manager

Toni Birkin: Committee Manager

FOR THE INFORMATION OF THE COUNCIL**11/24/EP Attendance and Apologies**

Apologies were received from public member Norah Al-Ani.

11/25/EP Welcome and Introductions

Introductions took place and the Chair welcomed all those present.

11/26/EP Declarations of Interest

Name	Item	Interest
Councillor Brown	6	Personal interest as her wife works for the Citizens Advice Bureau

11/27/EP Minutes of Previous Meeting and Matters Arising

The minutes of the meeting held on the 22nd November 2010 were approved and signed as a correct record subject to the following correction:

10/20/EP The panel had recommended an amendment to the report to include service provision for transgender individuals.

Matters Arising

10/17/EP Equalities Act 2010 – Briefing Note on provisions in force from 1 October 2010.

The Panel had recommended that equalities training be mandatory for Councillors. However, whilst all members are offered this training, it is not possible to make it mandatory. Members agreed that this might be something that could be encouraged using the Councillors who are Equality Champions. It was agreed that equalities training should include discrimination and harassment related to the protected characteristics.

10/21/EP Cambridgeshire Inequalities Charter.

This item was omitted from this agenda due to changes in personnel. The Charter has now been adopted and will be circulated to Panel members.

Change to Agenda Order.

Under paragraph 4.2.1 of the Council Procedure Rules, the Chair used her discretion to alter the order of the agenda items. However, for ease of the reader, these minutes will follow the order of the agenda.

11/28/EP Single Equality Scheme

The committee received a report from the Head of Corporate Strategy regarding the Single Equality Scheme. The document was not yet fully completed and was brought to this committee for initial comments. The Corporate Strategy Team had experienced changes to key personnel and it was expected that the new staff would take this report forward. The actions had been front-loaded. The panel asked why they had not yet seen the results of the Peer Review. The Chief Executive responded that the report was still under discussion and currently lacks detail and contains inaccuracies. When agreed, it would be circulated to panel members.

Councillor Brown was concerned that the Equalities Act focuses on protected characteristics rather than discrimination. The Leader agreed and suggested a comment to reflect this be added to the Single Equalities Scheme.

Panel members discussed the Single Equality Scheme Action Plan and the following points were raised:

- I. Google translations can be of questionable quality.
- II. In response to member questions the Chief Executive explained that poverty mapping was carried out periodically at a sub ward level to produce the most accurate picture possible.
- III. It was suggested that the Citizens Advice Bureau could supply useful statistics regards debt advice.
- IV. Panel members agreed that partnership working would improve understanding of mental health issues.
- V. A number of organisations are working on similar issues related to tracking the impact of welfare reforms on the local population.
- VI. The Housing Benefits team were reported to be working with agencies such as the Citizens Advice Bureau.
- VII. It was suggested that there could be some funding available from the County Council for advocacy and advice.

Members agreed that working with tenants to keep them informed of the changes to the welfare benefits system and to offer assistance where possible was the best way forward. Staff member Bridget Keady would be organising an event for Registered Social Landlords. Information on would also be available on the website. Members suggested inviting John Frost (Head of Revenues and Benefits) to a future Equalities panel meeting.

Action

Councillor Merchant-Daisley suggested area committees offered opportunities to work with local communities on these issues. The Leader suggested we also needed to think about area working, outside the committee structure and discussions could evolve out of issues communities identified for themselves.

Councillor Al Bander was concerned that leaflets in support of English Defence League (EDL) were in circulation. The planned EDL march was discussed. A pro-active approach was suggested and members suggested that factual information could be released to dispel myths. The Leader agreed that using a range of a media to get clear and correct information into the public domain was a good approach.

Members requested more information on the planned march and it was agreed that this would be circulated.

Action

The panel discussed page 25 regarding Cambridge City Council's employment practices. The Organisational Development Manager outlined what training staff received on diversity issues and Domestic Violence. Complaints are also used to inform training needs.

The initial draft of the Diversity Peer Review had suggested that the Equality panel should meet quarterly. Members suggested this should be kept under review and that additional, ad hoc meetings could be useful if community relations were deteriorating. The Chief Executive suggested possibly having themed around a single issue with experts invited to inform the debate. Members felt the informal nature of the meetings should be preserved.

The Peer Review had also suggested that staff groups felt they should be offered more support. This will be discussed next time the staff groups meet with the Strategic Leadership Team.

11/29/EP Future Work Programme of Equalities Panel - Discussion

The panel discussed their future work programmes and made the following suggestions:

- I. The panel asked for an additional meeting in late July to allow them to reflect on the actions of the English Defence League. Councillor Bick would be invited to this meeting.
- II. Welfare benefit reforms to be discussed in November and the Head of Revenues and Benefits would be invited to attend.
- III. A further review of the Single Equalities Scheme to be included on the November agenda.
- IV. To continue to use Lion House for meetings rather than committee rooms in the Guildhall for accessibility reasons.

11/30/EP HR Workforce Report

The Committee received a report from the Head of Human Resources regarding the Annual Workforce Report. Future editions of this report would not be confidential. Due to recent restructures, some direct comparisons would not be possible. Staff numbers were reducing by around

50 per year. Some community groups are not represented in the workforce and the reasons behind this are currently being explored.

Councillor Al Bander was concerned about the high number of staff who had chosen not to disclose sexual orientation or faith information. He suggested this showed a lack of confidence in the organisation and presented a negative view of the Council to the general public. Other panel members felt there could be a number of reasons for this and that it did not indicate a lack of trust.

The Head of Human Resources suggested that there was a perceived view that women were more vulnerable to redundancy than men. The Leader asked if the figures could be broken down to show if there is a greater redundancy risk for part time staff.

Panel members suggested it would be helpful if the statistics on new appointments could be separated into internal and external candidates. This would allow gender analysis of promotions.

The meeting ended at 6.05 pm

CHAIR

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Agenda Item 5

CAMBRIDGE CITY COUNCIL

To: Equalities Panel Meeting

Date: 21st November 2011

Report by: HR Diversity Adviser

**Equality in Employment – 6 Monthly Update Workforce Report,
April 2011 - September 2011**

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1. Purpose

- 1.1 The purpose of this report is to update the Equalities Panel on the workforce profile as at September 2011.

2. Workforce Profile – Employee numbers and targets

- 2.1 The Equality Act 2010 was implemented on 1st October 2010 and covers nine protected characteristics on the grounds upon which discrimination is unlawful. These are race, disability, gender, gender reassignment, sexual orientation, age, religion or belief, marriage and civil partnership, pregnancy and maternity.

- 2.2 The following information sets out the Council's workforce profile as at 31st September 2011 in relation to ethnicity, disability, gender, age, religion or belief and sexual orientation. All the data shown is in headcount – not full time equivalents. The Council will be undertaking a further data validation exercise for all staff in November 2011, to validate all our data.

2.3 Ethnicity

In September 2011, 7.50% of all staff declared themselves to be BAME (Black, Asian and Minority Ethnic), which is up slightly from 6.85% in March 2011. This equates to 77 BAME members of staff in September 2011 in comparison with 73 BAME members of staff in March 2011. Our target for 2011/12 is 8.5%.

- Please see appendices 1 and 2 for the Council's workforce profile.
- The highest representation of minority ethnic staff is shared between Asian or Asian British: Indian (1.07%), Asian or Asian British: Other (1.07%), Black or Black British: African (1.07%) and Black or Black British: Caribbean (1.07%),. Mixed: White & Asian (0.68%) are then followed by Mixed: Other (0.58%).
- Our lowest number of BAME staff continues to be from the Chinese community with only 0.10% of our staff being Chinese. This figure remains very low considering that the Chinese community is the highest single ethnic minority in Cambridge City with 3% of the total population being Chinese (CCC Best Value Residence Survey Sept/Nov 2006).
- The overall staff numbers have reduced by 37 from 1079 in April 2011 to 1042 in September 2011.
- According to the census in 2001 around 10% of Cambridge population are from the BAME community (Black, Asian and Minority Ethnic). BAME refers to those in Mixed, Asian or Asian British, Black or Black British, Chinese and Other ethnic groups.

2.4 Disability

Currently, 4.13% of the Council's workforce declares themselves as disabled, which equates to 43 staff. This is the same number of staff as in March 2011 and has increased slightly from 3.99% at the end of March 2011. Our target for the total number of disabled employees is 4.5% for 2011/12.

- Please see appendix 3 for the Council's workforce profile.
- We continue our work with the Papworth Trust to improve the representation of the City's workforce by increasing the number of disabled people applying for jobs with the Council. The Council has a 'Work Choice' agreement with the Papworth Trust (formerly known as Workstep), which offers help and support to disabled employees.

2.5 Gender

Of our staff, 46.07% are female and 53.93% are male. In March 2011 45.69% of the workforce were female and 54.31% were male.

- Please see appendix 4 for the Council's workforce profile.
- Part time female employees make up 20.25% (211 members of staff) of all staff and part time male employees make up 8.93% (93 members of staff) as detailed below:

Gender	Full Time	Part Time	Total	% Full Time	% Part Time
Male	469	93	562	45.01	8.93
Female	269	211	480	25.82	20.25
Total	738	304	1042	70.83	29.17

2.6 Age

The majority of Council staff are now in the 45-54 (30.90%) age group. This is followed by the 35-44 (26.49%) age group, which was 25.95% in March 2011, then the 25-34 (21.31%) age group, which was 21.59% in March 2011. The age profile has remained very similar since March 2011.

- Please see appendix 5 for the Council's workforce profile.
- Appendix 6 shows that 45.69% of Council staff who are 55 years or over work in Environment, which means that this department has the oldest workforce. 14 staff (56.00%) aged 24 or under work in Customer & Community Services, compared to 9 staff (36.00%) in Environment and 2 staff (8%) in Resources.
- We have 25 staff aged 24 or under and 6 staff aged 65 or over.
- There are 2 apprentices employed in Waste and Fleet. Streets and Open Spaces have started working in partnership with

Nordic Pioneer to offer 12 young people apprenticeships as Neighbourhood Assistants.

- 18.91% of the Council's workforce is 55 or over.
- Appendix 8 shows that 417 staff (40.02%) have been working for the Council 10 years or more and 66 staff (6.33%) have been working for the Council less than a year.
- The abolition of the Default Retirement Age (DRA) on 1st October 2011 means that statutory retirement procedures can no longer be used. More employees will be able to choose when they wish to retire.

2.7 Religion or Belief

The Council's current workforce profile in relation to religion or belief is shown below:

Count of Employees Religion/Belief	September 2011		March 2011	
	Total	%	Total	%
Buddhist	3	0.29	3	0.28
Christian	426	40.88	444	41.15
Hindu	6	0.58	5	0.46
Jewish	1	0.10	1	0.09
Muslim	13	1.25	13	1.20
Sikh	2	0.19	2	0.19
None	272	26.10	279	25.86
Other	34	3.26	33	3.06
Refuse/Not Specified	285	27.35	299	27.71
Grand Total	1042	100.00	1079	100.00

- 40.88% of the Council's staff declare themselves as Christians down slightly from 41.15% in March 2011. 26.10% state that they have no religion or belief, which has increased from 25.86% in March 2011.

2.8 Sexual Orientation

The Council's current workforce profile in relation to sexual orientation is shown below:

Count of Employees Sexual Orientation	September 2011		March 2011	
	Total	%	Total	%
Bisexual	10	0.96	10	0.93
Gay	6	0.58	6	0.56
Heterosexual	638	61.23	654	60.61
Lesbian	3	0.29	5	0.46
Other	3	0.29	5	0.46
Questioning	5	0.48	4	0.37
Refuse/Not Specified	377	36.18	395	36.61
Grand Total	1042	100.00	1079	100.00

- 61.23% of the Council's staff declare themselves as heterosexual, which is slightly higher than the figures from March 2011 (60.61%).
- 1.82% declare their sexual orientation as being lesbian, gay or bisexual, which has decreased slightly from 1.95% in March 2011 and 36.18% prefer not to say (36.61% in March 2011).

3. Recruitment Profile

3.1 Ethnicity

Appendices 8 and 9 show ethnicity in relation to recruitment April 2011 - September 2011 compared to April 2010 - March 2011. The figures below are a summary and reflect numbers of applicants who were successful at interviews.

Applications	April 2011 – Sep 2011		April 2010 – March 2011	
	All applicants	BAME	All applicants	BAME
Received	1188	167 (14.06%)	1223	185 (15.13%)
Shortlisted	291	32 (11.0%)	342	39 (11.40%)
Appointed	63	7 (11.11%)	108	12 (11.11%)

- Almost as many applications from the BAME community have been received in the last 6-months (167) compared to entire previous 12-month period (185), however whilst the total number of applications we are receiving has increased, the percentage of applications from the BAME community has decreased.
- A similar percentage of applicants from the BAME community have gone on to be shortlisted than during April 2010 - March 2011.
- The number of BAME candidates who were successful in being appointed from April 2011 – September 2011 is proportionate to the number of shortlisted BAME applicants and are the same as figures from April 2010 – March 2011.
- Our profile of BAME staff is 7.5% and our target is 8.5%, the figures shown above exceed our profile and target.

3.2 Disability

Appendices 8 and 9 show disability in relation to recruitment April 2011 - September 2011 compared to April 2010 - March 2011. The figures below are a summary and reflect numbers of applicants who were successful at interviews.

	April 2011 – Sep 2011		April 2010 – March 2011	
Applications	All applicants	Disabled	All applicants	Disabled
Received	1188	41 (3.45%)	1223	48 (3.92%)
Shortlisted	291	12 (4.12%)	342	12 (3.51%)
Appointed	63	1 (1.59%)	108	2 (1.85%)

- The percentage of applications received from disabled applicants has fallen slightly from 3.92% between April 2010-March 2011 to 3.45% between April 2011-September 2011.
- However, the percentage of shortlisted disabled applicants is higher in the time frame from April 2011 – September 2011 (4.12%) in comparison to April 2010 – March 2011 (3.51%).
- One disabled applicant was appointed during April 2011 – September 2011, which equals a lower percentage than from April 2010 – March 2011.
- Having and displaying the “Two Ticks” symbol remains a Council commitment. The symbol is a recognition, which Jobcentre Plus gives to employers who have agreed to make certain positive commitments regarding the employment, retention, training and career development of disabled people.
- The Council will continue our work with the Papworth Trust to increase the number of disabled applicants applying to us.

3.3 Age

Appendices 8 and 9 show age in relation to recruitment April 2011 - September 2011 compared to April 2010 - March 2011.

- The Council is continuing to attract a high number of applicants per job, which may be a reflection of the economic climate. Average applications per job have increased from 11.32 in April 2010 – March 2011 to 18.85 in April 2011 to September 2011.
- At application stage and appointment stage the 25 – 34 year age group is predominant
- There has been a decrease in the amount of 45 – 54 year olds who are shortlisted. The percentage has dropped from 28.95% in April 2010 – March 2011 to 19.93% from April 2011 – September 2011.

4. Training

The Council monitors attendance at Corporate Learning and Development staff training courses in terms of diversity. A total of 43 courses were held from April 2011 – September 2011 compared to 136 courses (excluding corporate induction courses) from April 2010 - March 2011 (see information below):

April 2011 – September 2011

Non BAME	BAME	Not given	Female	Male	Not given	54 and Under	55 and over	Not given	Disabled	Non disabled	Not given
444	40	2	300	186	0	398	88	0	35	451	0
486			486			486			486		
91.4%	8.2%	0.4%	61.7%	38.3%	0%	81.9%	18.1%	0%	7.2%	92.8%	0%

April 2010 – March 2011

Non BAME	BAME	Not given	Female	Male	Not given	54 and Under	55 and over	Not given	Disabled	Non disabled	Not given
652	47	0	302	397	0	555	144	0	34	665	0
699			699			699			699		
93.3%	6.7%	0%	43.2%	56.8%	0%	79.4%	20.6%	0%	4.9%	95.1%	0%

- 8.23% of staff attending training in April 2011 to September 2011 declared themselves as BAME, which is in line with the percentage of BAME people in the workforce 7.5% (some staff have attended more than one course). From April 2010 – March 2011, 6.72% of BAME staff attending training and 6.85% of the total workforce declared themselves as BAME.
- The percentage split of the council's workforce is 46.07% females and 53.93% males. 61.73% of staff attending training are female and 38.27% are male. More women than men attended training over this the 6-month period.
- 81.9% of staff were 54 and under and 18.1% of staff were 55 and over. This profile is similar to the 2009/10 and the 2010/11 profile for age
- 35 staff on training declare themselves as disabled and 451 as non disabled. These figures show that the percentage of disabled staff attending training (7.20%) is higher than the total percentage of disabled staff employed by the council (4.13%). From April 2010 – March 2011 4.86% of staff attending training declared themselves as disabled.
- As part of the HR induction training a ½ day training session is delivered for all new staff on equalities. There is also a shorter 30 minutes diversity slot delivered as part of the full day's staff induction.
- The Corporate Learning and Development Programme includes a diversity course (staff and managers). All equalities training sessions have been updated to reflect changes to legislation following the implementation of the Equality Act 2010.

5. Disciplinary, Capability, Grievance and Redundancy

Disciplinary, Capability, Grievance and Redundancy cases are monitored in terms of diversity as outlined below.

5.1 Disciplinary

During the period from April 2011 – September 2011, 2 people (0.19%) have been involved in disciplinary cases, compared to 20 people from April 2010 – March 2011, which is broken down as follows:

	Non BAME	BAME	Not given	Female	Male	Not given	Under 55	55 or over	Not given	Disabled	Non disabled	Not given
April 2011 – Sep 2011	2	0	0	1	1	0	2	0	0	0	2	0
April 2010 – March 2011	20	0	0	5	15	0	15	5	0	0	20	0

- 1 male and 1 female worker were involved in disciplinary cases.
- No BAME staff or disabled staff have had a disciplinary case in this period and no members of staff who were 55 years of age or over were involved in a case.

5.2 Capability

There were no capability processes in the period April 2011 – September 2011.

	Non BAME	BAME	Not given	Female	Male	Not given	Under 55	55 or over	Not given	Disabled	Non disabled	Not given
April 2011 – Sep 2011	0	0	0	0	0	0	0	0	0	0	0	0
April 2010 – March 2011	2	2	0	0	4	0	4	0	0	1	3	0

5.3 Grievance

3 people (0.29%) raised individual grievances during April - September 2011 compared to 7 people during April 2010 - March 2011. Two were female, none were disabled, none were BAME and 3 were under 55.

	Non BAME	BAME	Not given	Female	Male	Not given	Under 55	55 or over	Not given	Disabled	Non disabled	Not given
April 2011 – Sep 2011	3	0	0	2	1	0	3	0	0	0	3	0
April 2010 – March 2011	5	2	0	3	4	0	6	1	0	1	6	0

5.4 Redundancy

In the same time period the Council made 5 people (0.48%) redundant, compared to 19 people from April 2010 – March 2011, which can be broken down as follows:

	Non BAME	BAME	Not given	Female	Male	Not given	Under 55	55 or over	Not given	Disabled	Non disabled	Not given
April 2011 – Sep 2011	5	0	0	4	1	0	5	0	0	0	5	0
April 2010 – March 2011	18	1	0	11	8	0	8	11	0	1	18	0

Full Time/Gender	Part Time/Gender
4 3 Male 1 Female	1 Female

- No people aged 55 or over were made redundant compared to 57.89% between April 2010 – March 2011.
- No BAME staff or disabled staff were made redundant compared to one BAME member of staff and one disabled member of staff between April 2010 – March 2011.

5.5 **Bullying and Harassment**

There have been no new bullying and harassment cases from April 2011 – September 2011.

The Bullying and Harassment Policy (formerly Dignity at Work Policy) has undergone a review and has been re-launched in June 2011. This has included a policy workshop for managers to inform them of the changes and to increase awareness of the policy and the support representatives.

6. **Starters**

All new appointments made are monitored in terms of race, gender and disability (please see Appendices 11 and 12) and cover internal as well as external recruitment.

- The Council has made 63 new appointments from April 2011 – September 2011 whereas 108 appointments were made between April 2010 - March 2011.
- 36 (57%) were external appointments and 27 (43%) were internal appointments, compared to 66 (61%) external and 42 (39%) internal appointments between April 2010 – March 2011. Of the 27 internal appointments between April 2011 and September 2011, 9 were promotions (increased pay band) and of the 9, 7 were female, 2 male, none were disabled or BAME and all were under 55.
- 1 appointment was disabled, 39 were women and 7 were from the BAME community. Between April 2010 – March 2011 a total of 108 new appointments were made of these 2 were disabled, 60 were women and 12 were BAME.

7. **Leavers**

The purpose of monitoring leavers in terms of diversity (see Appendices 12 and 13) is to highlight whether a disproportionate number of women, disabled or BAME people are leaving the council in comparison to our overall staff turnover.

From April 2011 – September 2011 83 staff left the Council and figures show that out of these 2 were disabled, 38 were women and 4 were BAME. These figures show changes from the April 2010 – March 2011 figures as displayed below.

- The total number of staff leaving the Council April 2011 – September 2011 was 83 (7.97% of all staff). 22 of these (26.51% of all leavers) were voluntary leavers, 1 left because of dismissal, 6 because of end of contract, 2 death in service, 2 because of career break, 5 because of redundancy, 15 because of retirement and 30 TUPE.

- From April 2011 – September 2011 2.41% of all leavers were disabled against 4.35% from April 2010 – March 2011.
- From April 2011 – September 2011 4.82% of all leavers were BAME against 10.53% from April 2010 – March 2011.
- From April 2011 – September 2011 45.78% of all leavers were women against 53.04% from April 2010 – March 2011.
- This pattern is in line with the Council's workforce profile.

8. Pay Band

8.1 Ethnicity

We are performing well against our set target of 8.5% for 2011/12 of BAME representation within the lower pay bands 1 and 2.

- Please see appendices 1 and 2 for the Council's workforce profile.
- However, we are below target for the higher pay bands particularly 8 and 9 where we do not have any BAME staff represented.
- Representation of BAME staff in pay bands 1, 2, 4 and 6 has increased since March 2011.

8.2 Disability

Our current target for disabled employees 2011/12 is 4.5% (see appendix 3) and we are achieving our target in over half of our paybands (bands 1, 3, 4, 8, 9 and JNC).

8.3 Gender

Of our 1042 members of staff, 46.07% are female and 53.93% are male (see appendix 4).

- Women outnumber men in pay bands 4 and 9. In pay band 9 (£38,042 – £46,370), there is now a higher representation of women (61.11%) than men (38.89%).
- At JNC level the gender split is 36.36% female and 63.64% male. There is no apparent evidence of a glass ceiling.

8.4 Age

All younger employees (18 or under and 19-24) are in the low to mid pay bands 1-6 (see appendix 6). For our remaining age bands there is representation across all grades.

9. Summary

We have set ourselves targets for both BAME (8.5%) and disabled (4.5%) staff as a percentage of the workforce. The percentage of staff who declare themselves as BAME has increased slightly from 6.85% at the end of March 2011 to 7.50% in September 2011. The percentage of staff who declare themselves as disabled has increased slightly from 3.99% at the end of March 2011 to 4.13% in September 2011, although the number of staff has remained the same.

Our representation of male and female members is consistent with figures reported at the end of March 2011. Women are now more represented than men in pay band 9, although men are still more represented at JNC level.

The majority of Council staff (30.90%) are now in the 45-54 age group and 45.69% of Council staff who are aged 55 years or over work in Environment. 14 staff (56.00%) aged 24 or under work in Customer & Community Services, compared to 9 staff (36.00%) in Environment and 2 staff (8%) in Resources.

The number of BAME candidates who were successful in being appointed is also proportionate to the number of shortlisted BAME applicants. The percentage of shortlisted disabled applicants is higher in this period at 4.12% in comparison to April 2010 – March 2011, which was 3.51%.

The Council is continuing to attract a high number of applicants per job. Average applications per job have increased from 11.32 in April 2010 – March 2011 to 18.85 in April 2011 to September 2011.

BAME/Pay Band Profile
Information Date: 30/09/2011

Ethnic Origin	BAND 1	BAND 2	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	JNC	Grand Total	% Ethnicity
Asian or Asian British:Bangladeshi			2	1		1					4	0.39%
Asian or Asian British:Indian	2		1	1	3	1	2			1	11	1.07%
Asian or Asian British:Other	1	7	1	1	1						11	1.07%
Asian or Asian British:Pakistani		1		1		1					3	0.29%
Black or Black British:African		3	2	2	2	2					11	1.07%
Black or Black British:Caribbean		2	4	3	1		1				11	1.07%
Black or Black British:Other		1	1	2							4	0.39%
Chinese or other Ethnic:Chinese			1								1	0.10%
Chinese or other Ethnic:Other		1				1					2	0.19%
Mixed:Other		1		2	3						6	0.58%
Mixed:White&Asian		3	1	1	1						7	0.68%
Mixed:White&Black African		1	1	1							3	0.29%
Mixed:White&Black Caribbean		1	1			1					3	0.29%
White:British	12	96	200	150	150	130	70	31	18	18	875	85.20%
White:Irish		2	3	2	3	1	1			2	14	1.36%
White:Other	2	15	18	12	5	6	2			1	61	5.94%
Total BAME Employees	3	21	15	15	11	8	3	0	0	1	77	
Total in Payband (BAME Data supplied)	17	134	236	179	169	145	75	32	18	22	1027	7.50%
BAME %	17.65%	15.67%	6.36%	8.38%	6.51%	5.52%	4.00%	0.00%	0.00%	4.55%		
Prefer not to say		2	3	4	3	3					15	1.46%

Total Workforce within Payband	17	136	239	183	172	148	75	32	18	22	1042	
Percent	1.63%	13.05%	22.94%	17.56%	16.51%	14.20%	7.20%	3.07%	1.73%	2.11%	100.00%	

BAME/Pay Band Profile
Information Date: 31/03/11

Appendix 2

Ethnic Origin	BAND 1	BAND 2	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	JNC	OTHER	Grand Total	% Ethnicity
Asian or Asian British:Bangladeshi			2	1	1	1						4	0.37%
Asian or Asian British:Indian	2		1	1	3	1	2			1		11	1.02%
Asian or Asian British:Other	1	7	1	1	1							11	1.02%
Asian or Asian British:Pakistani			1			1						2	0.19%
Black or Black British:African		1	2	2	4	1						10	0.93%
Black or Black British:Caribbean		3	5	3	1		1					13	1.20%
Black or Black British:Other		1	1	2								4	0.37%
Chinese or other Ethnic:Chinese			1									1	0.09%
Chinese or other Ethnic:Other						1						1	0.09%
Mixed:Other		1	1	2	3							7	0.65%
Mixed:White&Asian		2		1	1							5	0.46%
Mixed:White&Black African		1		1								2	0.19%
Mixed:White&Black Caribbean		1										2	0.19%
White:British	11	100	201	159	168	138	68	38	15	18	1	917	84.99%
White:Irish		3	3	1	4	1		1		2		15	1.39%
White:Other	2	13	18	13	6	6	2			1		61	5.65%
Total BAME Employees	3	17	15	14	13	7	3	0	0	1	0	73	
Total in Payband (BAME Data supplied)	16	133	237	187	191	152	73	39	15	22	1	1066	6.85%
BAME %	18.75%	12.78%	6.33%	7.49%	6.81%	4.61%	4.11%	0.00%	0.00%	4.55%	0.00%		

Prefer not to say		1	3	3	3	3						13	1.20%
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Total Workforce within Payband	16	134	240	190	194	155	73	39	15	22	1	1079	
Percent	1.48%	12.42%	22.24%	17.61%	17.98%	14.37%	6.77%	3.61%	1.39%	2.04%	0.09%	100.00%	

Appendix 3

Disability Profile

Information Date 30/09/2011

	BAND 1	BAND 2	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	JNC	Total Employees	% of Staff
NO	16	133	225	174	166	145	73	30	16	21	999	95.87%
YES	1	3	14	9	6	3	2	2	2	1	43	4.13%
% Disabled	5.88%	2.21%	5.86%	4.92%	3.49%	2.03%	2.67%	6.25%	11.11%	4.55%		
Total in Payband	17	136	239	183	172	148	75	32	18	22	1042	
% of Payband	1.63%	13.05%	22.94%	17.56%	16.51%	14.20%	7.20%	3.07%	1.73%	2.11%		

Disability Profile

Information Date 31/03/2011

	BAND 1	BAND 2	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	JNC	OTHER	Total Employees	% of staff
NO	15	131	226	181	188	152	71	37	13	21	1	1036	96.01%
YES	1	3	14	9	6	3	2	2	2	1		43	3.99%
% Disabled	6.25%	2.24%	5.83%	4.74%	3.09%	1.94%	2.74%	5.13%	13.33%	4.55%	0.00%		
Total pay band	16	134	240	190	194	155	73	39	15	22	1	1079	
% of payband	1.48%	12.42%	22.24%	17.61%	17.98%	14.37%	6.77%	3.61%	1.39%	2.04%	0.09%		

Gender Profile

Information Date 30/09/2011

Gender	BAND 1	BAND 2	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	JNC	Total Gender
Female	6	58	91	105	77	73	37	14	11	8	480
Percentage	35.29%	42.65%	38.08%	57.38%	44.77%	49.32%	49.33%	43.75%	61.11%	36.36%	46.07%
Male	11	78	148	78	95	75	38	18	7	14	562
Percentage	64.71%	57.35%	61.92%	42.62%	55.23%	50.68%	50.67%	56.25%	38.89%	63.64%	53.93%
Total Pay Band	17	136	239	183	172	148	75	32	18	22	1042
Percentage	1.63%	13.05%	22.94%	17.56%	16.51%	14.20%	7.20%	3.07%	1.73%	2.11%	

Gender Profile

Information Date 31/03/11

Gender	BAND 1	BAND 2	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	JNC	OTHER	Total Gender
Female	6	58	95	108	82	70	40	18	8	8		493
Percentage	37.50%	43.28%	39.58%	56.84%	42.27%	45.16%	54.79%	46.15%	53.33%	36.36%	0.00%	45.69%
Male	10	76	145	82	112	85	33	21	7	14	1	586
Percentage	62.50%	56.72%	60.42%	43.16%	57.73%	54.84%	45.21%	53.85%	46.67%	63.64%	100.00%	54.31%
Total Pay Band	16	134	240	190	194	155	73	39	15	22	1	1079
Percentage	1.48%	12.42%	22.24%	17.61%	17.98%	14.37%	6.77%	3.61%	1.39%	2.04%	0.09%	

Age Profile

Information Date 30/09/2011

	BAND 1	BAND 2	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	JNC	Total in Age band	Percent
18 or Under	0	0	0	0	0	0	0	0	0	0	0	0.00%
19-24	1	5	10	5	3	1					25	2.40%
25-34	1	37	41	61	39	34	7		2		222	21.31%
34-44	4	42	48	41	52	41	29	13	4	2	276	26.49%
45-54	6	23	88	50	49	49	23	12	9	13	322	30.90%
55-64	5	29	50	26	28	22	15	7	3	6	191	18.33%
65 and over			2		1	1	1			1	6	0.58%
Total in Pay Band	17	136	239	183	172	148	75	32	18	22	1042	
Percent	1.63%	13.05%	22.94%	17.56%	16.51%	14.20%	7.20%	3.07%	1.73%	2.11%		

Age Profile

Information Date 31/03/2011

	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8	Band 9	JNC	OTHER	Total in Age band	Percent
18 or Under												0	0%
19 - 24	2	6	8	4	3	1					1	25	2.32%
25 - 34		39	44	67	40	35	6	2				233	21.59%
35 - 44	4	33	47	39	62	44	28	16	5	2		280	25.95%
45 - 54	5	27	86	53	59	49	24	12	7	12		334	30.95%
55 - 64	5	27	55	26	30	25	14	9	3	7		201	18.63%
65 and Over		2		1		1	1			1		6	0.56%
Total in Pay Band	16	134	240	190	194	155	73	39	15	22	1	1079	
Percent	1.48%	12.42%	22.24%	17.61%	17.98%	14.37%	6.77%	3.61%	1.39%	2.04%	0.09%		

Age Profile

Information Date 30/09/2011

Age Band	Chief Executives	Customer & Community Services	Environment	Resources	Total in Age bands	Percent
18 or Under	0	0	0	0	0	0.00%
19-24		14	9	2	25	2.40%
25-34	9	101	86	26	222	21.31%
34-44	7	110	113	46	276	26.49%
45-54	9	100	141	72	322	30.90%
55-64	3	57	90	41	191	18.33%
65 and over		4		2	6	0.58%
Total in Department	28	386	439	189	1042	
% in Department	2.69%	37.04%	42.13%	18.14%		

Information Date 31/03/2011

Age Band	Chief Executives	Customer & Community Services	Environment	Resources	Total in Age Bands	Percent
18 or Under					0	0%
19 - 24		11	13	1	25	2.32%
25 - 34	6	100	95	32	233	21.59%
35 - 44	8	104	107	61	280	25.95%
45 - 54	11	101	144	78	334	30.95%
55 - 64	3	58	90	50	201	18.63%
65 and Over		3	1	2	6	0.56%
Total in Department	28	377	450	224	1079	
% in Department	2.59%	34.94%	41.71%	20.76%		

Appendix 7

Length of Service Profile

Information Date 30/09/2011

Department	Up to 6 months	6 months to 1 yr	1 yr to 2 yrs	2 yrs to 5 yrs	5 yrs to 10 yrs	10 yrs to 20 yrs	20 years +	Total
Chief Executives	3	3	1	9	5	6	1	28
Customer & Community Services	31	6	16	74	123	84	52	386
Environment	8	11	17	92	129	109	73	439
Resources	3	1	2	22	69	47	45	189
Grand Total	45	21	36	197	326	246	171	1042
Percentage	4.32%	2.02%	3.45%	18.91%	31.29%	23.61%	16.41%	

Information Date 31/03/2011

Department	Up to 6 months	6 months to 1 yr	1 yr to 2 yrs	2 yrs to 5 yrs	5 yrs to 10 yrs	10 yrs to 20 yrs	20 years +	Total
Chief Executives	3	1	3	6	6	7	2	28
Customer & Community Services	6	11	22	85	125	75	53	377
Environment	14	12	14	103	136	98	73	450
Resources	1	1	2	29	91	49	51	224
Grand Total	24	25	41	223	358	229	179	1079
Percentage	2.22%	2.32%	3.80%	20.67%	33.18%	21.22%	16.59%	

Recruitment Equal Opportunities Profile April 2011- September 2011

Appendix 8

Ethnic Origin	Applications Received				Applicants Shortlisted				Applicants Successful						
	Male	Female	Not Given	Disabled	Age Profile	Male	Female	Not Given	Disabled	Age Profile	Male	Female	Not Given	Disabled	Age Profile
Asian or Asian British:Bangladeshi	14	10	0	0	Under 18 37	7	1	0	0	Under 18 3	1	0	0	0	Under 18 0
Asian or Asian British:Indian	7	17	0	0	19 -24 246	0	1	0	0	19 -24 38	0	0	0	0	19 -24 9
Asian or Asian British:Other	8	6	0	0	25-34 418	0	1	0	0	25-34 106	0	0	0	0	25-34 28
Asian or Asian British:Pakistani	4	7	0	1	35-44 202	0	1	0	0	35-44 60	0	1	0	0	35-44 17
Black or Black British:African	16	12	0	0	45-54 185	6	3	0	0	45-54 58	1	0	0	0	45-54 5
Black or Black British:Caribbean	5	6	0	0	55-64 71	1	1	0	0	55-64 20	0	0	0	0	55-64 3
Black or Black British:Other	1	0	0	0	65+ 2	0	0	0	0	65+ 0	0	0	0	0	65+ 0
Chinese or other Ethnic:Chinese	0	5	0	0	Not Given 27	0	0	0	0	Not Given 6	0	0	0	0	Not Given 1
Chinese or other Ethnic:Other	0	0	0	0		0	0	0	0		0	0	0	0	
Mixed:Other	1	6	0	0		1	0	0	0		0	0	0	0	
Mixed:White&Asian	4	13	0	0		2	1	0	0		1	1	0	0	
Mixed:White&Black African	5	6	0	0		2	1	0	0		2	0	0	0	
Mixed:White&Black Caribbean	9	5	0	0		1	2	0	0		0	0	0	0	
White:British	387	478	0	35		99	127	0	12		16	35	1		
White:Irish	4	10	0	0		0	3	0	0		0	0	0	0	
White:Other	37	69	0	5		9	13	0	0		3	1	0	0	
Not Given	6	9	3	0		1	1	2	0		0	0	0	0	
Prefer not to say	8	10	0	0		2	2	0	0		0	1	0	0	
	516	669	3	41	Total 1188	131	158	2	12	Total 291	24	39	1	1	Total 63

Recruitment Equal Opportunities Profile April 2010- March 2011

Appendix 9

Ethnic Origin	Applications Received					Applicants Shortlisted					Applicants Successful				
	Male	Female	Not Given	Disabled	Age Profile	Male	Female	Disabled	Age Profile	Male	Female	Disabled	Age Profile	Total	
														Under 18	19-24
Asian or Asian British:Bangladeshi	5	6	0	0	20	0	0	0	Under 18	2	0	0	Under 18	0	0
Asian or Asian British:Indian	16	22	0	1	163	5	3	1	19-24	31	1	2	19-24	13	0
Asian or Asian British:Other	8	16	0	0	403	1	6	0	25-34	97	1	3	25-34	38	0
Asian or Asian British:Pakistani	11	4	0	2	245	4	0	1	35-44	70	0	0	35-44	15	0
Black or Black British:African	24	12	0	0	242	2	5	0	45-54	99	1	1	45-54	35	0
Black or Black British:Caribbean	5	5	0	1	86	1	1	0	55-64	23	0	0	55-64	7	0
Black or Black British:Other	5	0	0	0	3	1	0	0	65+	0	0	0	65+	0	0
Chinese or other Ethnic:Chinese	0	12	0	0	61	0	1	0	Not Given	20	0	0	Not Given	0	0
Chinese or other Ethnic:Other	2	2	0	0		0	1	0			0	0		0	0
Mixed:Other	7	5	0	1		2	2	0			1	1		0	0
Mixed:White&Asian	2	3	0	0		2	0	0			0	0		0	0
Mixed:White&Black African	5	5	0	4		1	0	1			0	0		0	0
Mixed:White&Black Caribbean	2	1	0	0		1	0	0			1	0		0	0
White:British	474	382	0	33		144	120	7			39	41		2	0
White:Irish	8	3	0	0		3	0	0			0	1		0	0
White:Other	58	74	0	5		12	16	1			3	10		0	0
Prefer not to say	21	17	1	1		3	5	1			1	1		0	0
	653	569	1	48	1223	182	160	12	Total	342	48	60	Total	108	0

New Starters Profile

Appendix 10

New Starters Profile
April 2011 – September 2011

	Female		Male		Total Starters	% total BAME Starters
	Non-Disabled	Disabled	Non-Disabled	Disabled		
	Asian or Asian British: Bangladeshi	0	0	1		
Asian or Asian British: Indian	0	0	0	0	0	0.00%
Asian or Asian British: Other	0	0	0	0	0	0.00%
Asian or Asian British: Pakistani	1	0	0	0	1	1.61%
Black or Black British: African	0	0	1	0	1	1.61%
Black or Black British: Caribbean	0	0	0	0	0	0.00%
Black or Black British: Other	0	0	0	0	0	0.00%
Chinese or other Ethnic: Other	0	0	0	0	0	0.00%
Chinese or other Ethnic: Chinese	0	0	0	0	0	0.00%
Mixed White & Asian	1	0	1	0	2	3.23%
Mixed White & Black African	0	0	2	0	2	3.23%
Mixed White & Black Caribbean	0	0	0	0	0	0.00%
Mixed: Other	0	0	0	0	0	0.00%
White: British	34	1	16	0	51	82.26%
White: Irish	0	0	0	0	0	0.00%
White: Other	1	0	3	0	4	6.45%
Total Disabled Female / Male	37	1	24	0	62	100.00%
Total BAME Female/Male	2	0	5	0	7	
Total BAME Percentage Female/Male	3.23%		8.06%			11.29%

Prefer not to say	1	0	0	0	1	1.59%
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Total Female/Male	38	1	24	0	63	
Total %	60.32%	1.59%	38.10%	0.00%	100.00%	

	Female		Male		Total Starters	% total BAME Starters
	Disabled		Disabled			
	Non-Disabled	Disabled	Non-Disabled	Disabled		
Asian or Asian British:Bangladeshi					0	0.00%
Asian or Asian British: Indian	2		1		3	2.83%
Asian or Asian British:Other	3		1		4	3.77%
Asian or Asian British: Pakistani					0	0.00%
Black or Black British:African	1		1		2	1.89%
Black or Black British:Caribbean					0	0.00%
Black or Black British:Other					0	0.00%
Chinese or other Ethnic: Other					0	0.00%
Chinese or other Ethnic: Chinese					0	0.00%
Mixed White & Asian					0	0.00%
Mixed White & Black African					0	0.00%
Mixed White & Black Caribbean			1		1	0.94%
Mixed:Other	1		1		2	1.89%
White:British	40	1	38	1	80	75.47%
White:Irish	1				1	0.94%
White:Other	10		3		13	12.26%
Total Disabled Female / Male	58	1	46	1	106	100.00%
Total BAME Female/Male	7	0	5	0	12	
Total BAME Percentage Female/Male	6.60%		4.72%			11.32%

Prefer not to say	1		1		2	1.85%
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Total Female/Male	59	1	47	1	108	
Total %	54.63%	0.93%	43.52%	0.93%	100.00%	

New Leavers Profile

Appendix 12

New Leavers Profile April 2011 - September 2011	Female		Male		Total Leavers	% Total BAME Starters
	Non-Disabled	Disabled	Non-Disabled	Disabled		
Asian or Asian British:Bangladeshi					0	0.00%
Asian or Asian British:Indian					0	0.00%
Asian or Asian British:Other	1				1	1.20%
Asian or Asian British:Pakistani					0	0.00%
Black or Black British:African					0	0.00%
Black or Black British:Caribbean	2				2	2.41%
Black or Black British:Other					0	0.00%
Chinese or other Ethnic:Chinese					0	0.00%
Chinese or other Ethnic:Other					0	0.00%
Mixed:Other	1				1	1.20%
Mixed:White&Asian					0	0.00%
Mixed:White&Black African					0	0.00%
Mixed:White&Black Caribbean					0	0.00%
White:British	29		43	2	74	89.16%
White:Irish	1				1	1.20%
White:Other	4				4	4.82%
Total Disabled Female/Male	38	0	43	2	83	100.00%
Total BAME Female/Male	4	0	0	0	4	4.82%
Total BAME Percentage Female /Male	10.53%		0.00%			
Prefer not to say	0	0	0	0	0	0.00%
Total Female/Male	38	0	43	2	83	
Total %	45.78%	0.00%	51.81%	2.41%	100.00%	

Appendix 13

New Leavers Profile April 2010 - March 2011	Female		Male		Total Leavers	% total BAME Starters
	Non-Disabled	Disabled	Non-Disabled	Disabled		
Asian or Asian British:Bangladeshi			2		2	1.75%
Asian or Asian British:Indian					0	0.00%
Asian or Asian British:Other					0	0.00%
Asian or Asian British:Pakistani					0	0.00%
Black or Black British:African	2		3		5	4.39%
Black or Black British:Caribbean	2				2	1.75%
Black or Black British:Other					0	0.00%
Chinese or other Ethnic:Other					0	0.00%
Chinese or other Ethnic:Chinese					0	0.00%
Mixed White & Black Asian					0	0.00%
Mixed White & Black Caribbean			1		1	0.88%
Mixed:White&Black African				1	1	0.88%
Mixed:Other	1				1	0.88%
White:British	47	3	43	1	94	82.46%
White:Irish	2				2	1.75%
White:Other	4		2		6	5.26%
Total Disabled Female / Male	58	3	51	2	114	100.00%
Total BAME Female/Male	5	0	6	1	12	
Total BAME Percentage Female/Male	8.20%		13.21%			10.53%
Prefer not to say	0	0	1	0	0	0.00%
Total Female/Male	58	3	52	2	115	
Total %	50.43%	2.61%	45.22%	1.74%	100.00%	

Agenda Item 7

Cambridge City Council

Report of: Chris Williams, Strategy Officer

To: Equalities Panel (21 November 2011)

Wards: All

Membership of the Equalities Panel

1. Introduction

1.1 Membership of the Equalities Panel for public and staff representatives lasts for three years, with the option of a second term. After this, vacancies must be filled by open selection. Two existing staff members and one public member of the Equalities Panel have now served two terms and the Council needs to open up the opportunity to new people. There is also one existing staff member vacancy. Panel members can re-apply through the open recruitment process.

2. Recommendation

2.1 That the Equalities Panel:

- a) thank Nicky Wrigley, Bridget Keady and Nacer Dali for their contribution to the Equalities Panel.
- b) comment on the recruitment and selection process set out in paragraphs 3.2 to 3.5.

3. Background

3.1 In November 2006 the Equalities Panel agreed to limit membership for public and staff representatives to three years, with the option of a second term. The aim of this was to provide continuity of knowledge and expertise. After members have served two terms, it was agreed that vacancies must be filled by open selection. The table below shows when each of the current members was appointed to the Panel. It highlights that Nicky Wrigley, Bridget Keady and Nacer Dali have all now served six years. There is also one existing staff member vacancy.

Name	Role	Date Appointed	Length of service in November 2011
Antoinette Jackson	Chair	June-11	5 months
Graham Lewis	Public Member	June-10*	1 year 5 months
Nicky Wrigley	Public Member	November-05	6 years
Norah Al-Ani	Public Member	June-09	2 years 5 months
Bintou Niangane	Public Member	June-10	1 year 5 months
Bridget Keady	Staff Member	November-04	7 years

Jackie Hanson	Staff Member	November-07	4 years
Nacer Dali	Staff Member	November-05	6 years
Vacancy	Staff Member	N/A	N/A
Cllr Gail Marchant-Daisley	Councillor Member	June-10	1 year 5 months
Cllr Sarah Brown	Councillor Member	June-10	1 year 5 months
Cllr Gerri Bird	Councillor Member	June-11	5 months
Cllr Salah Al Bander	Councillor Member	June-11	5 months

*Graham was originally appointed in October 2003, and successfully reapplied to be a member of the Panel in June 2010.

3.2 The Equalities Panel has also previously agreed that:

- Panel members can re-apply through the open recruitment process.
- Panel membership will strive to reflect the six diversity strands.
- There will be regular skills and knowledge audits of Panel members to identify areas of expertise, as well as any training needs.
- Panel members must live within Cambridge City Council's boundaries.
- Panel meetings must have a quorum of 6, made up of at least 2 representatives each from the public, staff and elected members.
- Panel members that miss two consecutive formal meetings should undertake 'capacity checks'.

3.3 Recruitment to the four vacancies will start in December 2011. The City Council's Independent Remuneration Panel also currently has a vacancy. In order to appeal to the widest pool of people and to make the best use of our resources we will jointly advertise for new members. We will use a variety of means to advertise the posts, including our website and proactively writing to a wide range of community groups.

3.4 The application pack will include the Panel's existing Terms of Reference and the Person Specification attached at Appendix A. Candidates will be required to complete a short form, which will ask for details about any relevant experience and training, as well as their skills, abilities and knowledge. Interviews will then be held to further assess the candidates suitability.

3.5 The Strategy Officer will hold introductory meetings with the new members prior to the Panel's next formal meeting on the 18th of June 2012.

4. Conclusion

4.1 The City Council benefits greatly from the knowledge and expertise provided by members of the Equality Panel. Recruiting new members will enable the Panel to continue to play an important role in supporting the Council to tackle discrimination, advance equality of opportunity and promote social cohesion.

Appendix A



Cambridge City Council Equalities Panel



Terms of Reference

The Panel will support Council-led initiatives that:

- Play a leading role in the promotion of equalities and diversity.
- Celebrate the diversity of lifestyles, faiths and cultures of the local population.
- Respect and value differences.
- Challenge and aim to eradicate discrimination.
- Encourage the identification and sharing of good practice.
- Establish networks and joint/partnership working internally and externally.
- Develop and implement positive action to achieve cultural change.
- Improve workforce representation in recruitment, training and promotion.
- Promote positive relations and tolerance in the workplace and community.

The Panel will:

- Monitor progress against the implementation of the Council's Single Equality Scheme.
- Monitor relevant national and local performance indicators and the Council's progress against the Equality Framework for Local Government.
- Monitor the Council's progress against the implementation of existing and future equalities legislation.
- Consider the equalities implications of the results of Council consultation.
- Evaluate the work the Council is undertaking to help communities directly affected by equalities issues become more fully engaged in the work of the Council.
- Consider the results of annual employment monitoring.

Person Specification

- A strong interest in and a personal commitment to wide ranging equalities issues and diversity.
- Social awareness and respect for people from all different ethnic, cultural or social backgrounds.
- Demonstrable experience of involvement with minority or disadvantaged communities.
- Ability to understand and deal with complex and detailed information, and differing viewpoints.
- Ability to work as part of a team and possess good communication skills.
- Not been a Councillor or officer of Cambridge City Council, nor a relative or close friend of any current elected member or officer of the Council (within the previous two years).
- The absence of any matter that might bring the candidate or the Equalities Panel into disrepute.
- Must live within the city of Cambridge.

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