

# **WEST DUNBARTONSHIRE COUNCIL**

## **Report by Chief Executive**

**Audit and Performance Review Committee: 20 September 2006**

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**Subject: Equal Opportunities Monitoring of West Dunbartonshire Council Employees**

### **1. Purpose:**

- 1.1** The purpose of this report is to inform the Committee of the monitoring, by age, ethnicity, gender and disability of:
- job applicants;
  - staff in post across the Council and;
  - employees who receive training;

and what further work is required in order to meet the Race Equality Scheme specific duty on Employment.

### **2. Background:**

- 2.1** Under the Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000 (RRA(A)), West Dunbartonshire Council has a duty to monitor, by ethnicity, numbers of:

- employees in post
- job applications
- applications for training
- internal applications for promotion
- employees who receive training
- employees who are involved in grievance procedures
- employees who are involved in disciplinary procedures
- employees who benefit or suffer detriment as a result of its personal development scheme
- employees leaving the Council.

- 2.2** Monitoring of employees has been extended to cover age, disability and gender due to the introduction of new public sector duties on disability and gender, and the employment regulations in regard to age.

- 2.3** The Council must report on, and publish this data on an annual basis. This is the second of these reports. The first, focussing solely on ethnicity, was presented to the Audit and Performance Committee on 14 September 2005.

### **3. Main Issues:**

- 3.1** Due to the recent restructuring across the Council, monitoring information is not available for all Directorates. Additionally, lack of appropriate software and available personnel has meant that in some instances it has not been possible to collect information for the current monitoring report.

#### Staff in Post

- 3.2** The Education and Cultural Services Directorate carried out an Employee Information check with all schools staff, teaching and non teaching, at an in-service day in May 2005. This information is included at Appendix One.
- 3.3** The information from the Chief Executive's Department, prior to the inclusion of Corporate Services, is also attached at Appendix One, along with the information currently available from Social Work Services. Social Work Services are working to complete the gaps in the current information.
- 3.4** The restructure of Housing and Technical Services and Development and Environmental Services into Housing, Regeneration and Environmental Services means that there is no equal opportunities monitoring information on employees available. This information will be gathered over the current year as the restructure is completed. At present the service does not have suitable software for monitoring employees. The current Servitor planning and costing database is not suitable for such information gathering and analysis.

#### Job Applicants

- 3.5** Corporate Personnel gathers information from the Equal Opportunities monitoring forms returned with job applications, but these are not always completed, with a return rate of under 50%. The information available is included at Appendix Two.
- 3.6** Corporate Personnel has also amended the Grievance and Disciplinary forms to include Equal Opportunities monitoring forms. These have recently been introduced and it is anticipated that this information will be available in the near future. The job application form has also been adjusted so that information on internal applications for promotion will include gender, ethnicity, age, disability and responsibility for care.

#### Employee Training

- 3.7** Information on people who have attended training courses carried out by Employee Development and Information Services is attached at Appendix Three.

### **4. Personnel Issues**

- 4.1** Issues for Personnel include the time required by employees to complete employee information checks. There is also an issue in regard to the

input required by Personnel employees responsible for gathering the information. A significant amount of time is required to input and analyse the information gathered.

## **5. Financial Implications**

- 5.1** Financial implications lie with a lack of software systems across the organisation to enable equal opportunities monitoring to be carried out. Funding is required to invest in the development of employee management/workforce planning software, which can be rolled out across the Council, to enable the effective storage, retrieval and analysis of equal opportunities monitoring information.

Appendix Four records the result of discussions with Personnel staff from across the Council. This paper highlights the need for software which can not only record equal opportunities monitoring, but which can store accurate employee records and manage the information required to fulfil a number of statutory duties.

## **6. Conclusions**

- 6.1** The Council has a legal obligation to carry out this monitoring and it is of great importance that this takes place. The Council are currently unable to fully meet the specific duty as laid out in the Race Relations (amended) Act 2002 as outlined in 2.1 above.
- 6.2** The Scottish Executive will be carrying out a review of how Race Equality Schemes have made a difference to service delivery in local authorities in Scotland. This review will highlight where duties are still not being met. It is imperative that the Council make further progress in its monitoring duty.

## **7. Recommendations**

- 7.1** It is recommended that the Committee:
- note the information contained in this report; and
  - ask ICT and Business Development to investigate an appropriate software model and cost, and report back to Committee.

**Tim Huntingford**  
**Chief Executive**

## Background Papers:

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1. Race Equality Scheme 2005 - 2008
2. Race Equality Scheme Progress Report 2004– 2005
3. Race Equality Scheme Action Plan, 2005 – 2006
4. Equal Opportunities Monitoring Guidance, Employment

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