

Employee Management Software Discussion Paper

The Council needs a robust system to capture employee information, including equal opportunities information, some of which we have a statutory duty to provide. At present equal opportunities monitoring information is incomplete and we are failing to meet the Race Equality Specific Duty to monitor by ethnicity:

- 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.

A similar duty comes into effect in regard to Disability in December 2006, and a Gender Equality Duty will come into effect in April 2007. New Age Discrimination legislation coming into effect in October 2006 also has an impact on the Council and the information it needs to have about employees.

In order to meet the variety of equality duties it is important that the Council has robust monitoring software to capture the information. However, a need has been identified by Personnel Officers that we not only need better employee monitoring software, but we need a new Employee Management System.

This system will be used to create individual employee records, capturing information such as:

- Employee name, creating a unique identifier for them
- Directorate and Service/department
- Job title
- Grade
- Full time/part time
- Age, Gender, Ethnicity, Disability
- Caring responsibilities
- Contact details and emergency contact
- Involvement in disciplinary process
- Involvement in grievance process
- Training applied for
- Training received
- Qualifications
- Sickness/attendance including being able to distinguish between absence because of disability, pregnancy related sick leave etc. Also will

- have drop down menu to identify what type of absence it is, e.g. self certificate, medical certificate, stress, industrial injury etc.
- Assessments and adjustments to workplace and on duties to take account of this
 - Career/Employment history within the Council including redeployments
 - Maternity leave
 - Dignity at work
 - Pay details – that can be amended e.g. when pay increases are agreed
 - Trade Union Membership
 - Membership of superannuation scheme
 - Redundancies
 - Retirement dates
 - Long service

The system would save time and money by holding all the relevant employee information in one central database, and it would facilitate the returns that have to be made to the various agencies on a regular basis.

The reports that would be run from this system would be able to provide information for statutory returns, and other information requested, to Audit Scotland, CoSLA, APSE, SPDS, Equal Opportunities Commission, Disability Rights Commission, the Commission for Racial Equality, Scottish Executive etc.

In order to populate the system, it is important that information from the payroll system, Cyborg, is able to be uploaded on to it. The system would need to link to the Payroll system, over and above the initial population of information, in order to update information on grades etc. Confidentiality and security would be built in to protect information held.

There would be multi-user access to the system, so that each Directorate would be responsible for keeping their employee information up to date.

Having a centrally held database, would also mean that whenever the Council restructures, the information held could be easily amended to show where that post now sits. At present information is rendered useless by restructuring as it is generally held on an access database, which is not sophisticated enough to update usefully.

The system will be used to identify where there are missing pieces of information for employees and self completion questionnaires could be sent out to those members of staff who have access to computers and the email system. These questionnaires will have mandatory fields for all the areas where we must collect information. Paper versions of questionnaires would be used to gather information from staff who do not have access to computers.

Having a clear picture of who are staff are, where they are and what they are paid, will assist with implementing the new Gender Equality Duty, and

identifying where we have problems with gender segregation and gender stereotyping, lack of women in promoted posts etc.

It will also assist with the implementation of the Age Discrimination Employment regulations coming into effect in October 2006.

The system will help us to have clear and consistent information on staff, all held on one database, and thereby reducing errors and potential errors.

Next Steps:

- Agreement to request that IS source appropriate software, or contractors who will be able to build a system to fit the needs of West Dunbartonshire Council, and identify associated costs
- Commitment to allocate a budget to the development of a system once costs have been identified