

WEST DUNBARTONSHIRE COUNCIL

Report by Head of Personnel Services

Joint Consultative Forum –25th May 2006

Subject: Race Relations (amendment) Act Employee Monitoring Duty and Revised Notice of Grievance Appeal

1. Purpose

- 1.1** To advise the JCF members of the revisions to recruitment and grievance/discipline forms to ensure Council meets the employment duty of the Race Relations Act as amended, and to notify members of the revised Notification of Grievance Appeal Form (PER/GP/1/01).

2. Background

- 2.1** Under the Race Relations (amendment) Act the council has a statutory duty to monitor, by ethnicity the following:

- Employees in post
- Job applications
- Applications for training
- Internal applications for promotion
- Employees who are involved in grievance procedures
- Employees who are involved in disciplinary procedures
- Employees leaving the Council

- 2.2** Although ethnicity can be reported on a number of the categories detailed above, at present there is no statistical monitoring of information relating to:-

- Internal applications for promotion
- Employees involved in grievance/disciplinary procedures

- 2.3** As a result of the amendment to the Race Relations Act a review of monitoring processes has been undertaken to ensure a robust monitoring system is in place. This has also resulted in the Notification of Grievance Appeal Form (PER/GP/1/01) being revisited and amended.

3. Main Issues

Equal Opportunities Monitoring Form - Recruitment

- 3.1** Employees applying for posts with the Council are asked to complete an Equal Opportunities Monitoring Form. This Form is used to measure the effectiveness of the Council's Equal Opportunities Policy by providing

statistical information in relation to gender, age, disability, responsibility for care and ethnicity.

- 3.2** The form has been updated to include a section for internal applicants to complete in relation to internal promotion. This section will enable Corporate Personnel to monitor the ethnicity of internal applications for promotion. The revised form is attached at Appendix 1.

Notification of Grievance Appeal Form – PER/GP/1/01

- 3.3** Form PER/GP/1/01 which provides written notification of a grievance appeal lodged by an employee has been revised to enhance current grievance reporting procedures. The revised form will enable Corporate Personnel to report on grievance categories, number of grievances within each Department and also monitor timescales for completion of the grievance process. Revised form is attached at Appendix 2.

Equal Opportunities Monitoring Form – Grievance/Discipline Procedures

- 3.4** The implementation of the revised form provides an opportunity to introduce an Equal Opportunities Monitoring Form to enable the Council to meet its statutory duty under the Act in relation to monitoring the ethnicity of employees involved in grievance or discipline procedures. Employees submitting a grievance will be asked to complete and return an Equal Opportunities Monitoring Form as part of the process.
- 3.5** Employees who are subject to discipline procedures will be asked by their Manager to complete the monitoring form. The information gathered will be used for the monitoring of ethnicity and statistical purposes, and information contained within the forms will be treated as confidential.
- 3.6** A copy of the Equal Opportunities Monitoring Form to be used in relation to either grievance or discipline procedures is attached at Appendix 3.

4. Personnel Issues

- 4.1** Corporate Personnel will ensure that revised forms are circulated to management, employees and trades unions for information.
- 4.2** Corporate Personnel will work closely with the Policy and Development Officer – Diversity to undertake a further review of all forms to ensure the Council meets legislative and statutory requirements in respect of equal opportunity monitoring.

5. Financial Implications

- 5.1** There are no financial implications associated with this report.

6. Conclusions

- 6.1** Revisions to the current Equal Opportunities Monitoring Form, Notification of Grievance Appeals Form, and introduction of Equal Opportunities Monitoring Forms for both grievance and disciplinary procedures will ensure the Council's meets its employment duty under the Race Relations Act as amended.

7. Recommendations

- 7.1** Members are asked to note the revisions to the forms.

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Background Papers: No background papers

Wards Affected: Not applicable.