

# WEST DUNBARTONSHIRE COUNCIL

## Report by the Director of Corporate Services

### Corporate and Efficient Governance Committee – 22 December 2010

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#### Subject: Employment Equalities Monitoring Report

#### 1. Purpose

- 1.1 This report provides the Corporate and Efficient Governance Committee with an overview of the Employment Equalities statistics covering the period 1 April 2009 - 31 March 2010, and the comparison against the previous year.

#### 2. Background

- 2.1 The Council has a duty to produce and publish monitoring information with reference to racial groups. In addition to monitoring employment equalities on ethnicity the Council further agreed to monitor data in terms of gender, disability and age.
- 2.2 The Employment Equalities Monitoring information is reported to Committee on an annual basis and will also be published on the Council website.

#### 3. Main Issues:

##### Monitoring Obligations

- 3.1 The Council has a statutory duty to monitor and publish racial equality employment data and in terms of best practice the Council has committed to also monitor and publish gender, disability and age equality data on:
- employee profile
  - applications for employment, promotion and training
  - employees who receive training
  - employees who are involved in either disciplinary or grievance procedures
  - employees who benefit or suffer detriment as a result of the Council's personal development scheme
  - employees leaving the Council

##### Data Protection

- 3.2 In producing this monitoring data, the Council has to meet the requirements of the Data Protection Act in particular to protect the privacy of individuals. In line with this Act, and guidance from the Equality and Human Rights Commission, where there is a number less than 5, which may lead to the individuals being identifiable, an asterisk (\*) or percentage figure is used.

## Workforce Profile

**3.3** At 31 March 2010 the Council had a headcount of 6481 employees in post compared with 6121 at 31 March 2009.

### **3.3.1 Race**

The Council seeks a workforce which is reflective of the local community which it serves. West Dunbartonshire statistics from the Social and Economic Profile 2009/10 show that within the area 0.7% of the population is classed as Black Minority Ethnic (BME).

The Council has comparatively few BME employees, 0.2% of employees in 2009 and 0.23% of employees in 2010. This is lower than the BME reported for the population. The majority of the workforce who reported their ethnicity described themselves as White Scottish.

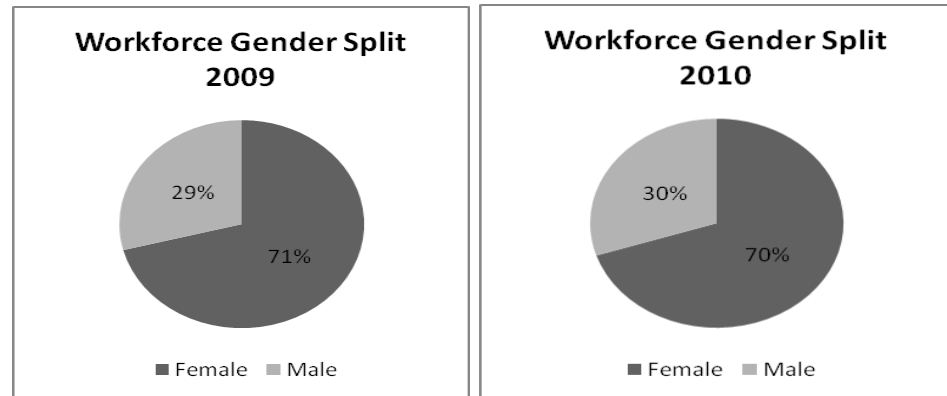
The categories used for ethnic monitoring are derived from Equality and Human Rights Commission guidance and the % for each category is shown at Table 1 below. A number of employees did not disclose this information.

<b>Ethnic Group</b>	<b>2009</b>	<b>%</b>	<b>2010</b>	<b>%</b>
African	0	0.00%	*	0.02%
Any Mixed	*	0.03%	*	0.06%
Black Scottish	0	0.00%	0	0.00%
Bangladeshi	0	0.00%	0	0.00%
Caribbean	*	0.02%	*	0.02%
Chinese	*	0.02%	*	0.02%
Gypsy/Traveller	0	0.00%	0	0.00%
Indian	6	0.10%	6	0.09%
Other Black	0	0.00%	0	0.00%
Other Ethnic Group	0	0.00%	0	0.00%
Other South Asian	0	0.00%	0	0.00%
Pakistani	*	0.03%	*	0.03%
<b>Black Minority Ethnic Total</b>	<b>12</b>	<b>0.20%</b>	<b>15</b>	<b>0.23%</b>
<b>Ethnic Group</b>	<b>2009</b>	<b>%</b>	<b>2010</b>	<b>%</b>
White British	196	3.20%	80	1.23%
White Irish	49	0.80%	45	0.69%
White Scottish	4452	72.73%	4113	63.46%
Other White	19	0.31%	121	1.87%
<b>White Total</b>	<b>4716</b>	<b>77.05%</b>	<b>4359</b>	<b>67.26%</b>
Not Disclosed	1393	22.76%	2107	32.51%
<b>Council-wide Total</b>	<b>6121</b>	<b>100 %</b>	<b>6481</b>	<b>100 %</b>

### 3.3.2 Gender

Detailed below is the gender split within the workforce as at 1 April for both 2009 and 2010. The split remains fairly static between the two years with 70 – 71% of staff being female.

Just over 78% of the workforce live within the West Dunbartonshire area. The workforce gender split does not reflect the population of West Dunbartonshire where 53% of the “working age” (16-74) are female.



### 3.3.3 Disability

In 2009 a total of 108 employees (1.76%) considered themselves as disabled; this figure decreased in 2010 to 100 employees (1.54%).

### 3.3.4 Age

The graph below provides information on the age of the workforce at 1 April 2009 and 1 April 2010. This shows that the Council has a high level of employees aged 45–54. This follows national trends for the age of public sector workers, detailed by the Office for National Statistics in their “Characteristics of people employed in the Public Sector” 2007 report. This also reflects the age profile of the working age of the West Dunbartonshire population (as detailed in the Social and Economic Profile 2009/10).



## Applications for Employment

- 3.4** In 2008 the Council along with other Scottish Councils and other public authorities committed to participate in the development and use of the National Recruitment Portal ([www.myjobscotland.gov.uk](http://www.myjobscotland.gov.uk)). The National Recruitment Portal aims to ensure efficient and effective recruitment and selection processes for all involved. The development of the portal offers opportunities for improved reporting and analysis of data on recruitment.

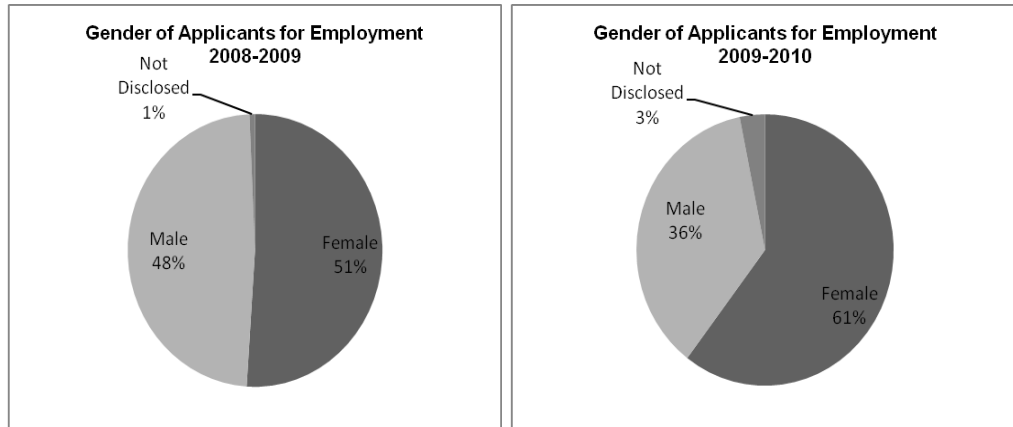
### **3.4.1 Race**

Despite falling by 6% White Scottish applicants still comprise 84% of all candidates. There has been an increase in the number of BME applicants which has risen from 1.61% in 2008/2009 to 3.9% in 2009/2010.

<b>Ethnic Group</b>	<b>2008-2009</b>	<b>%</b>	<b>2009-2010</b>	<b>%</b>
African	30	0.47%	166	1.40%
Any Mixed	19	0.30%	46	0.39%
Black Scottish	0	0.00%	0	0.00%
Bangladeshi	*	0.02%	*	0.04%
Caribbean	*	0.03%	*	0.01%
Chinese	*	0.08%	19	0.16%
Gypsy/Traveller	0	0.00%	0	0.00%
Indian	12	0.19%	105	0.88%
Other Black	*	0.02%	10	0.08%
Other Ethnic Group	8	0.13%	21	0.18%
Other South Asian	13	0.20%	35	0.29%
Pakistani	12	0.19%	55	0.46%
<b>Black Minority Ethnic Total</b>	<b>103</b>	<b>1.61%</b>	<b>463</b>	<b>3.90%</b>
<b>Ethnic Group</b>	<b>2008-2009</b>	<b>%</b>	<b>2009-2010</b>	<b>%</b>
White British	299	4.68%	636	5.36%
White Irish	42	0.66%	128	1.08%
White Scottish	5758	90.19%	9978	84.03%
Other White	138	2.16%	317	2.67%
<b>White Total</b>	<b>6237</b>	<b>97.70%</b>	<b>11059</b>	<b>93.14%</b>
Not Disclosed	44	0.69%	352	2.96%
<b>Council-wide Total</b>	<b>6384</b>	<b>100.00%</b>	<b>11874</b>	<b>100.00%</b>

### **3.4.2 Gender**

In 2008-2009 a total of 51% of applications received were from females, this figure rose by 10% in 2009/2010; and female applicants now represent 61% of the total applications.

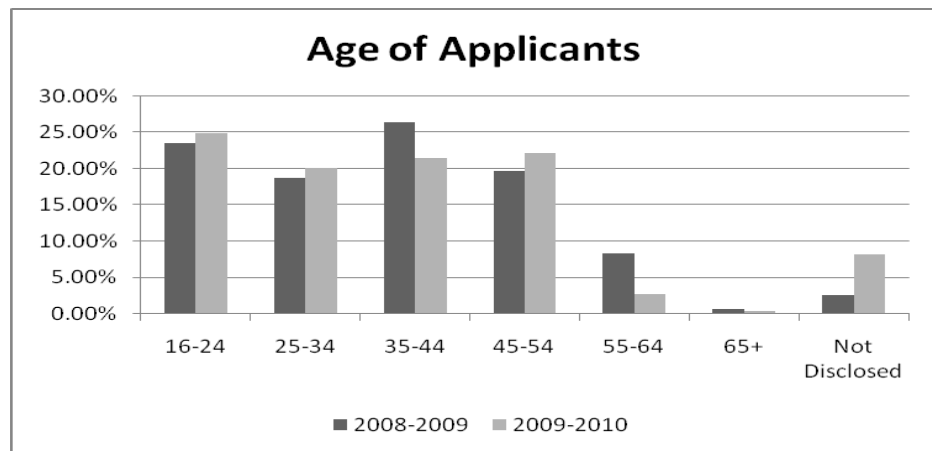


### 3.4.3 Disability

In 2008/2009 2.35% of job applicants declared their disability. This figure slightly increased in 2009/2010 to 2.41%. The increase could be attributed to the introduction of the Recruitment Portal. The number of job applications nearly doubled and the increase in the number of job applications from disabled applicants has also risen.

### 3.4.4 Age

National statistics from the Department of Work and Pensions show that the age breakdown of those applying for posts with the Council reflect those applying for posts nationally.



## Applications for Promotion

- 3.5** Information is gathered on those applying for internal promotion within the Council. The Recruitment Portal does not separate out information on internal promotions from standard applications; therefore the information for 2009-2010 is based on paper applications only.

### 3.5.1 Race

In 2008/2009 there were 29 applications for promotion; of these 26 employees classed themselves as White Scottish, 1 as BME and 2 as Other White. In 2009/2010 there were only 4 recorded applications for promotion. All 4 classed themselves as White Scottish.

### 3.5.2 Gender

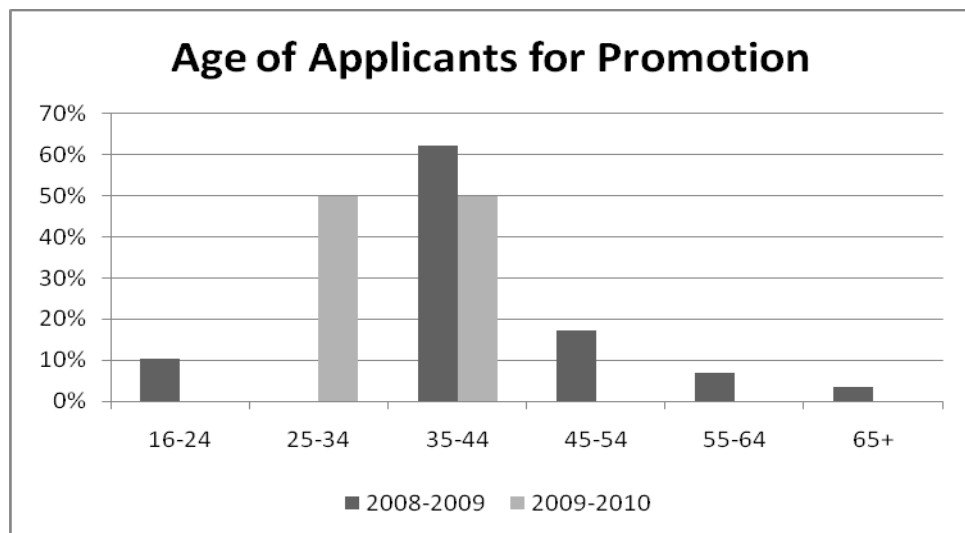
The gender split of applicants for promotion in 2008/2009 was 76% female and 25% male (this is similar to the 71% female to 29% male split of the profile of the workforce). In 2009/2010 there was a 50/50 gender split on applications received.

### 3.5.3 Disability

From the 29 application forms received in 2008/2009 and 4 from 2009/2010 none were received from those considered to have a disability.

### 3.5.4 Age

With the low numbers of paper based applicants it is difficult to draw conclusions on the age profile of applicants for promotion. Detailed below is a breakdown of the applicants' age range.



### Applications for Training

- 3.6** The Organisational Development Section collates information on training carried out within the Council. The information detailed below covers training that requires applications such as Management Training. Mandatory training such as Customer Care, Health and Safety and Equalities Induction is not included in the figures as no application is required. The implementation of the Workforce Management System will support the establishment of a consistent method of capturing external training activities.

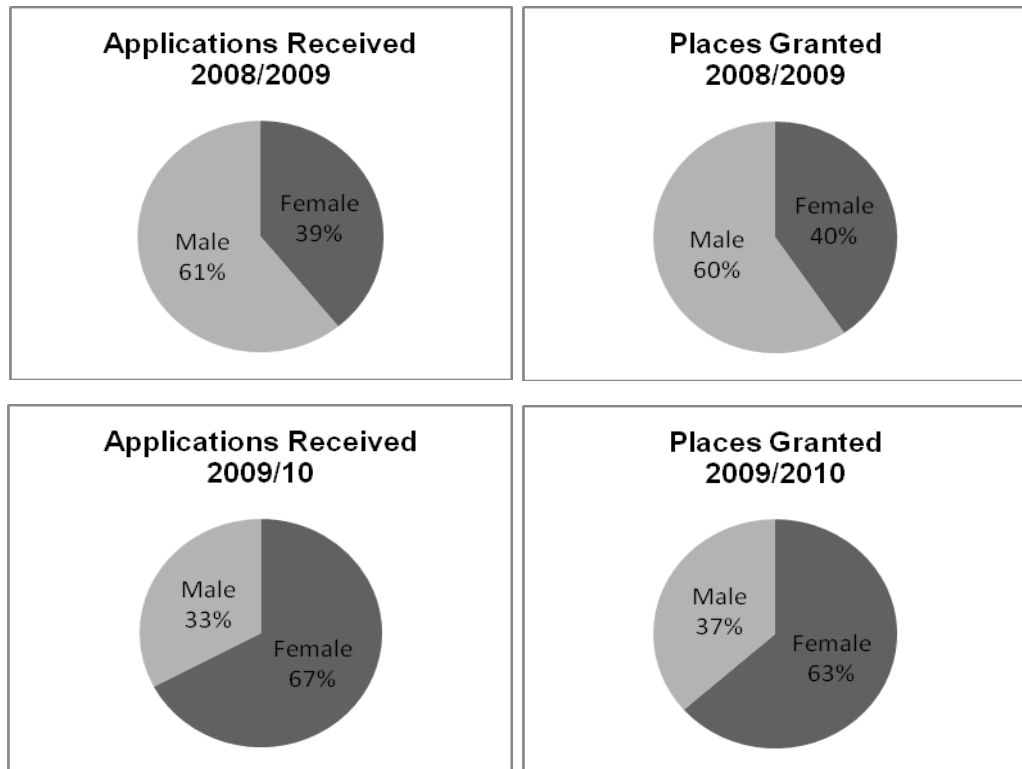
#### 3.6.1 Race

In 2008/2009 there were 69 applications for training, 2 of which were from employees classed as BME and 67 applications were from employees classed as White. Both BME employees and 40 White employees received the training that they applied for. In 2009/2010 there were 58 applications for training, with only 1 from employees classed as BME. The BME employee and 51 White employees received the training that they applied for.

In both years, where training was not granted this was due to it not being required to undertake the post or an application was made for the wrong level of management training.

### 3.6.2 Gender

Detailed below is the gender split for those staff applying for training and the gender split of those granted places. In both 2008/2009 and 2009/2010 the split remains fairly similar between those applying and those granted places.



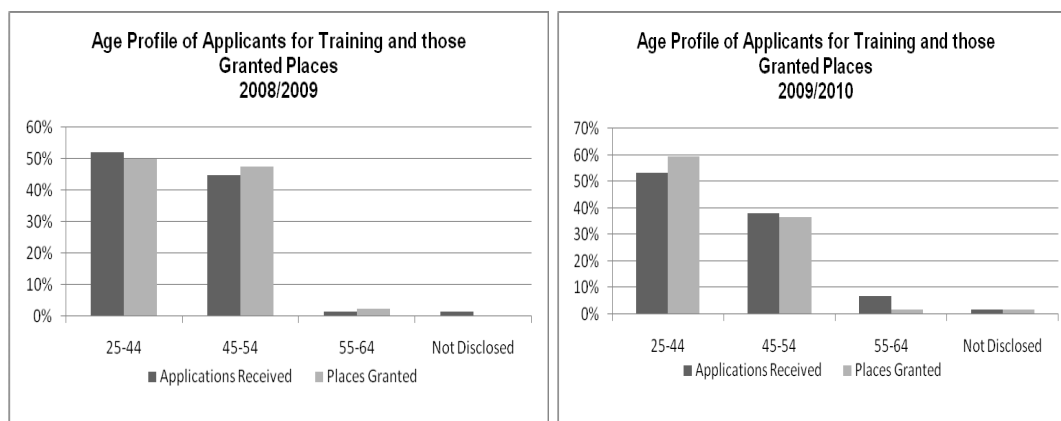
### 3.6.3 Disability

In 2008/2009 out of 69 applications for training there were 2 applicants that identified themselves as disabled and both received the training applied for.

In 2009/2010 none of the 58 applicants disclosed that they had a disability.

### 3.6.4 Age

Detailed below is the age profile of those employees applying for training, compared to those who were granted places for both 2008/2009 and 2009/2010. Only the age ranges that applied are shown (excluded are 16-24 and over 65 as these had a null return). The monitoring shows that there is an even spread of those applying within age ranges receiving training.



### Training Received

**3.7** Detailed below are the figures for mandatory training such as Customer Care, Health & Safety and Equalities Induction.

#### **3.7.1 Race**

The breakdown of race in relation to those receiving mandatory training in 2008/2009 shows the same breakdown as that shown for the employee profile (0.2% BME). In 2009/2010 this increased to 1.2% of those undertaking mandatory training being BME compared to 0.23% of the workforce.

<b>Ethnic Group</b>	<b>2008-2009</b>	<b>%</b>	<b>2009-2010</b>	<b>%</b>
African	0	0.0%	0	0.0%
Any Mixed	0	0.0%	0	0.0%
Black Scottish	0	0.0%	0	0.0%
Bangladeshi	0	0.0%	0	0.0%
Caribbean	0	0.0%	0	0.0%
Chinese	*	0.1%	*	0.4%
Gypsy/Traveller	0	0.0%	0	0.0%
Indian	0	0.0%	0	0.0%
Other Black	0	0.0%	0	0.0%
Other Ethnic Group	0	0.0%	0	0.0%
Other South Asian	*	0.1%	8	0.8%
Pakistani	0	0.0%	0	0.0%
<b>BLACK MINORITY ETHNIC TOTAL</b>	<b>2</b>	<b>0.2%</b>	<b>3</b>	<b>1.2%</b>
White British	40	0.0%	0	0.0%
White Irish	9	0.0%	0	0.0%
White Scottish	760	91.3%	218	84.5%
Other White	7	0.8%	29	11.2%
<b>WHITE TOTAL</b>	<b>816</b>	<b>98.1%</b>	<b>247</b>	<b>95.7%</b>
Not Disclosed	14	1.7%	8	3.1%
<b>Council-wide TOTAL</b>	<b>832</b>	<b>100.0%</b>	<b>258</b>	<b>100.0%</b>



### 3.7.2 Gender

The gender split of those who received training in 2008/2009 was 78% female and 22% male. In 2009/2010 this was 78% female, 21% male and 1% did not disclose their gender.

### 3.7.3 Disability

Out of the 832 employees who received training in 2008/2009 15 noted that they were classed as disabled. In 2009/2010 there were 5 employees classed as disabled out of the 238 employees that received training.

### 3.7.4 Age

Detailed below are the age ranges of those employees receiving mandatory training.



## Disciplinary Procedures

**3.8** Employees involved in the disciplinary process are asked to complete equal opportunities monitoring forms. It would appear from the low return that these are not always completed and returned. In future years more comprehensive information will be made available from the Workforce Management System.

### 3.8.1 2008 – 2009

Only one equal opportunities monitoring form had been completed for 2008-2009. For confidentiality reasons, in line with statutory guidance, the information is not reproduced within this report.

### 3.8.2 2009 – 2010

Three equal opportunities monitoring forms were completed in 2009–2010. For confidentiality reasons, in line with statutory guidance, the information is not reproduced within this report.

## Grievance Procedures

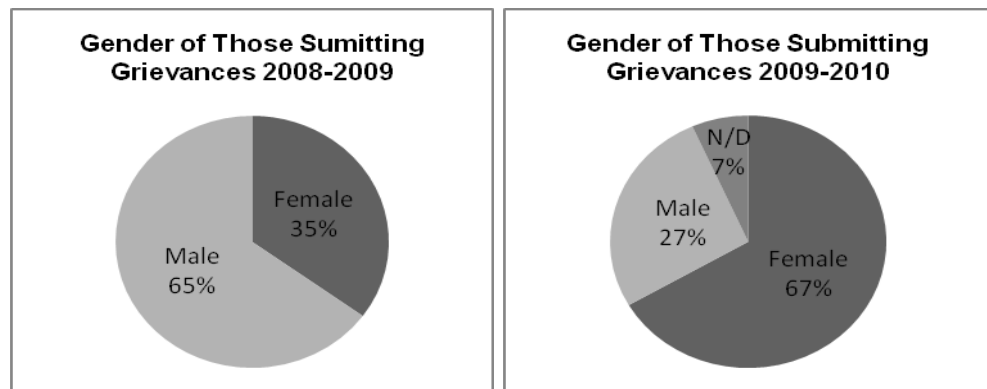
**3.9** Employees involved in the grievance process are asked to complete equal opportunities monitoring forms. Again from the low return it would appear that these are not always completed and returned. The results of the completed forms are detailed below. In future years more comprehensive information will be made available from the Workforce Management System.

### **3.9.1** Race

In 2008-2009 there were 20 equal opportunities forms completed in relation to grievances. All of these were from people classified as White Scottish. In 2009-2010 there were 15 equal opportunities forms; 14 of which were from employees classified as White Scottish and 1 employee did not disclose their ethnicity.

### **3.9.2** Gender

Due to the low numbers of those returning there is limited opportunity for analysis of the gender profile of those submitting grievances.

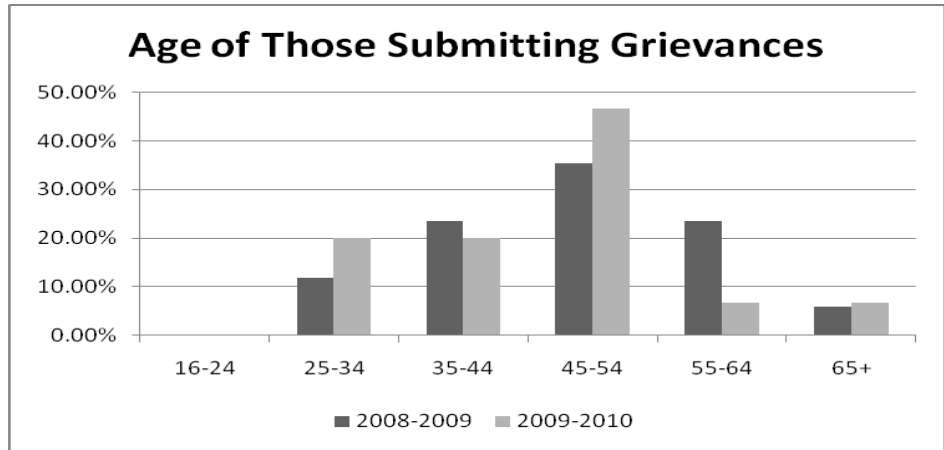


### **3.9.3** Disability

In both years 2008-2009 and 2009-2010 there was one person who indicated that they considered themselves disabled.

### **3.9.4** Age

The age ranges of those submitting grievances are detailed below. No inference can be made from the figures due to the low numbers submitted. In future years information contained within the Workforce Management System will facilitate greater analysis.



Personal Development Scheme

**3.10** The Councils Performance and Development Planning (PDP) policy and procedure is about defining work objectives and supporting employees in their achievement of these; PDP does not impact on pay or benefits, therefore this area is not reported.

Leavers

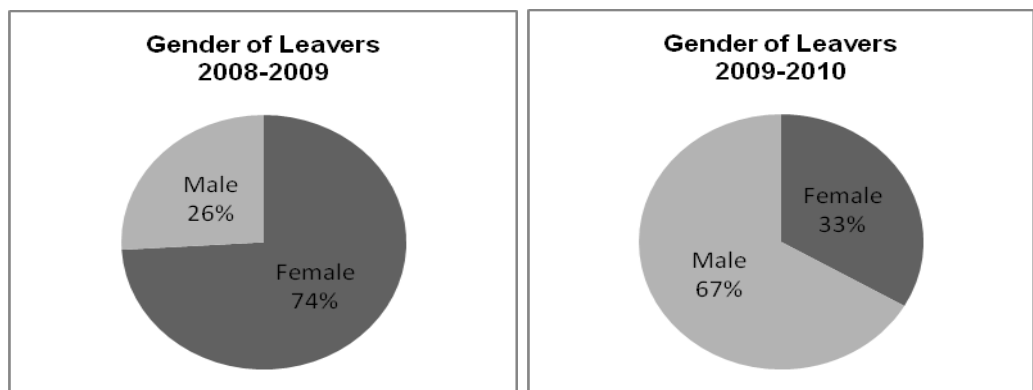
**3.11** Equalities Monitoring Forms are issued to all employees leaving the Councils employment. These are not always completed by leavers. The implementation of the Workforce Management System and the implementation of the revised Exit Interview process should address this and comprehensive information on leavers will be available in the future.

**3.11.1** Race

The 27 leavers in 2008-2009 and the 3 leavers in 2009-2010 who completed the equalities monitoring form all indicated that they were White.

**3.11.2** Gender

The gender split is vastly different between the two years (2008/2009 and 2009/2010)

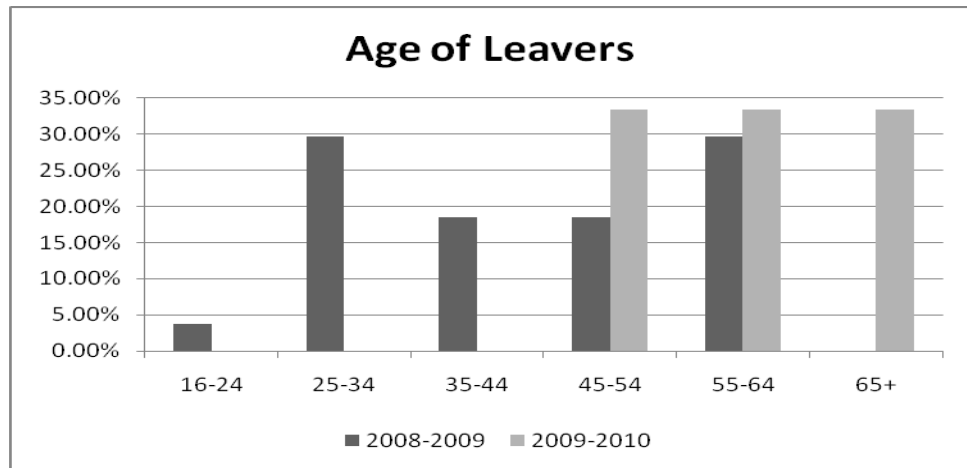


### 3.11.3 Disability

In 2008-2009 a total of 3 leavers indicated that they would class themselves as disabled. In 2009-2010 none of the leavers indicated that they would class themselves as disabled.

### 3.11.4 Age

In 2008/2009 there were 30 leavers and their ages were spread across the age ranges. In 2009/2010 it is difficult to identify any trends or patterns as there were only 3 leavers who completed and returned their forms



## 4. People Implications

- 4.1 The benefits of having a diverse workforce that reflects the local population ensures that the Council is seen as an employer of choice that provides fair employment opportunities and experiences.
- 4.2 In 2009, the Council developed a Workforce Planning strategy. This strategy is about ensuring our workforce meet the needs of the organisational objectives going forward, identifying in advance, training and recruitment needs. Equality Impact Assessments have been undertaken to ensure that these activities will not have a detrimental effect on minority groups, and it is recognised that engagement with employees in regard to equal opportunities is an important area and can be conducted in a number of ways including staff surveys.

## 5. Financial Implications

- 5.1 Good equalities monitoring practice helps to support the organisation in taking 'reasonable steps' to prevent discrimination, and ensure compliance with legislative requirements.

## 6. Risk Analysis

- 6.1 Failure to monitor and report equalities monitoring information will result in non compliance with statutory duties under all strands of Equalities legislation.

Should the Council fail to meet this duty the Equality and Human Rights Commission could issue a compliance note.

## **7. Equalities Impact**

- 7.1** An Equalities Impact Assessment Screening has been undertaken on the Employment Equalities Monitoring Report for West Dunbartonshire Council.
- 7.2** The Equalities Impact Assessment Screening noted that the Employment Equalities Monitoring Report covers the areas required by the Commission for Racial Equalities' (CRE) Statutory Code of Practice on Racial Equality in Employment, and CRE Guide for Public Authorities in Scotland on Ethnic Monitoring. The report also covers the areas of gender, disability and age in line with Council commitments.
- 7.3** Areas for action that the Equalities Impact Assessment Screening noted were in relation to utilising the Workforce Management System to support equalities monitoring and that the Council should continue to feed into the work of the National Recruitment Portal groups to drive improvements in data collection and reporting.

## **8. Conclusions and Recommendations.**

- 8.1** The analysis of the Employment Equalities Monitoring information for 2009/2010 highlights a number of areas for the Council to consider for the year ahead including improved reporting mechanisms through the Workforce Management System. The main points of note are:
- The Council retains a workforce composition of 71% female.
  - There are significant gaps in the collection of equalities information and steps are being taken to improve data collection.
  - Future reporting will be revised to take account of changes in equalities legislation.

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**Appendix One:** Equalities Impact Assessment Screening - Employment Equalities Monitoring Report

**Background Papers:** Social and Economic Profile 2009/10

Office for National Statistics *“Characteristics of People  
Employed in the Public Sector”*

**Wards Affected:**

N/A