

# **DUNDEE CITY COUNCIL**

**REPORT TO:** Policy and Resources Committee

**REPORT ON:** Employment Equality Monitoring

**REPORT BY:** Head of Personnel

**REPORT NO.:** 312-2011

## **1 PURPOSE OF REPORT**

- 1.1 The purpose of this report is to advise Committee of the employment equality monitoring information for calendar year 2010.

## **2 RECOMMENDATIONS**

It is recommended that the Committee notes the employment equality monitoring statistics detailed in the attached appendices 1-7.

## **3 FINANCIAL IMPLICATIONS**

- 3.1 None.

## **4 MAIN TEXT**

- 4.1 The Equality Act 2010 (Statutory Duties) (Scotland) Regulations 2011 which came into effect on 6 April 2011 sets out new requirements for Local Authorities in terms of publishing employment information. The first of which must be published no later than 6 April 2012. Whilst there is no legal requirement currently to report equality information the council continues to report on a range of workplace monitoring areas by disability, ethnicity and gender for employees in post, applicants for vacancies, promotion and training as well as disciplinary and grievance, performance appraisal and for employees who have left the authority. In line with good practice, the Dundee City Council also monitors these workforce areas by religious belief.
- 4.2 Equality monitoring allows the Council to highlight possible inequalities, investigate the underlying causes and remove any unfairness or disadvantage in employment and recruitment. Monitoring also checks that the Council's equality policies are working.
- 4.3 The information detailed in this report has been compiled from a number of different and independent information systems. These systems are Resource Link (Payroll/Personnel system), National Recruitment Portal (Recruitment system), and individual Departments training records/databases.
- 4.4 For data protection purposes no record of less than five has been reported in the attached appendices.
- 4.5 In November 2009 Dundee City Council began using the National Recruitment Portal to administer and recruit Council vacancies. The portal has been developed by the

Scottish Government for all Scottish Local Authorities and will ensure a consistent approach across Scotland for Recruitment including applicant equality information.

- 4.6 The Equality and Human Rights Commission acted in an advisory capacity with regard to the categories of equality information requested on the National Recruitment Portal. Dundee City Council has adopted these equality categories and is currently in the process of updating Resource Link (Payroll/Personnel system).
- 4.7 The Personnel Department is currently engaging with community groups to identify barriers preventing the wider community from applying for Council vacancies. This will involve a series of meetings, looking at our recruitment and selections practices and the issuing of questionnaires to these groups to ascertain how best to encourage applications.
- 4.8 Due to the transitional arrangements for the introduction of the National Recruitment Portal equality information on paper based applications submitted before mid April was not input into the portal. This has inflated the non disclosure rates for each equality strand. The paper based applications for this period have therefore been excluded from the non disclosure figures detailed below for 2010. For information the figures including the omissions have are shown in brackets.

	2008	2009	2010
<i>Disability</i>	6%	3.5%	2.1% (4.9%)
<i>Ethnic Origin</i>	6%	2.76%	0.8% (3.6%)
<i>Gender</i>	0.5%	2.76%	1% (3.8%)
<i>Religious Belief</i>	36%	15%	6.8% (9.5%)

- 4.9 93% of job applicants now apply online via the National Recruitment portal or it associated sites. Due to the structure of the online application form job applicants are more likely to disclose their equality information with 89% answering the questions associated with the four equality strands detailed in this report.
- 4.10 An analysis of Dundee City Council's equality monitoring information for calendar year 2010 (2011 return) has been compared to the 2001 census information for Dundee and Scotland and also against the information provided in the four previous Equality Monitoring Reports. This analysis can be seen at appendices 5-6. The general distribution amongst the categories within the equality strands remains broadly similar to the census even though there is a significant proportion of employees who failed to answer the religious belief and ethnic origin questions.
- 4.11 In 2010 the Council recruited 467 employees. From the Information detailed in the attached appendices 3.4% of applicants stated that they have a disability and 2.4% of successful candidates stated that they have a disability. 5.7% of applicants came from the Black, Minority Ethnic Community (BME) with 2.1% of successful candidates coming from the BME Community. The Council's BME percentage is in line with the Scottish figure however it less than the census information for Dundee.
- 4.12 The Personnel Department undertakes an extensive manual exercise to obtain the information on employees who are subject to disciplinary and grievance procedures. In order to reduce the time taken, the Personnel Department is looking at alternative methods of producing this information.
- 4.13 The Corporate Training System has been completed and will be rolled out to Departments from April. Once implemented equality information relating to

employees who have undertaken training courses will be readily available as will the ability to report on training courses relating to the equality strands.

- 4.14 The Equality Act 2010 (Statutory Duties) (Scotland) Regulations 2011 came into force from 6 April 2011 and requires Local Authorities who employ more than 150 employees to publish their equality information not later than 6 April 2012. As a result of the introduction of the Equality Act Dundee City Council will require to review its current employment equality practices to ensure that it complies with the new statutory requirements.

#### 4.15 **FUTURE ACTIONS**

- 4.16 The Personnel Department will continue to work with partners to identify barriers preventing protected communities applying for Council vacancies and identify actions, as required.
- 4.17 The equality monitoring statistics will be discussed by the Equality and Diversity Core Group and will remit the appropriate officer(s) to develop actions where required.
- 4.18 The Personnel department to review the current Employee Equality Monitoring systems and procedures to ensure that the Dundee City Council meets its obligation under the Equality Act.
- 4.19 Resource Link to be developed to ensure that disciplinary and grievance information is recorded to ensure management information can be obtained easily.

#### 5 **POLICY IMPLICATIONS**

- 5.1 This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti Poverty, and Risk Management. An Equality Impact Assessment has been carried out and will be made available on the Council website <http://www.dundee.gov.uk/equandiv/equimpact/>

There are no major issues.

#### 6 **CONSULTATION**

- 6.1 The Chief Executive, Director of Finance, Depute Chief Executive (Support Services), Director of Education, Director of Leisure and Communities and the Chairs of the equality groups have been consulted and are in agreement with this report.

#### 7 **BACKGROUND PAPERS**

- 7.1 Equality Impact Assessment

I Martin  
Head of Personnel

**(DATE)**

### Job Applicants and Existing Employees broken down by Religious Belief for 2010

Religious Belief	Job Applicant	Successful Applicants	Applications for Promoted Posts	Employees in Post	Employees Lodging Grievances	Employees Subject to Disciplinary Action	Employees Ceasing Employment	Applications for Training	Instances of Employees Receiving Training	Instances of Training Resulting from PDR*
Atheist	688	16	157							
Buddhist	27	Less than 5	5	8			Less than 5	Less than 5	14	
Church of England										
Church of Scotland	2,169	94	495	2,058	Less than 5	13	175	2,881	3,147	180
Hindu	136		43	12			Less than 5	9	8	
Jewish	18		7	Less than 5				Less than 5	Less than 5	
Muslim	271	5	62	41			Less than 5	57	44	
No Entry	1,260	62	84	1,556	10	21	203	3,397	2,655	170
No Religion	4,464	150	941	1,828	7	26	182	1,714	2,845	130
Other Christian	1,227	42	257	637		Less than 5	79	950	1,037	67
Other Religion	206	Less than 5	44	157		Less than 5	16	105	194	25
Roman Catholic	1,962	68	444	1,507	8	15	134	2,249	2,410	159
Sikh	12			8				20	21	9
Prefer not to Say	881	25	155	1,667	5	22	182	1,428	2,053	256

\* Performance and Development Review

No Entry - No information available or left blank by employee

***The Equality and Human Rights Commissions guidance states that sub-sets of less than 5 should not be published. The guidance also ensures compliance with the Data Protection Act. Sub-sets of less than 5 are reported as "Less than 5" above.***

### Job Applicants and Existing Employees broken down by Ethnic Origin for 2010

Ethnic Origin	Job Applicant	Successful Applicants	Applications for Promoted Posts	Employees in Post	Employees Lodging Grievances	Employees Subject to Disciplinary Action	Employees Ceasing Employment	Applications for Training	Instances of Employees Receiving Training	Instances of Training Resulting from PDR*
African	178		49	Less than 5					Less than 5	
Bangladeshi	31		7	Less than 5				Less than 5	Less than 5	
Caribbean	9		Less than 5	Less than 5				Less than 5	Less than 5	
Chinese	29		9	12					12	
English	907	30	198	327	Less than 5	Less than 5	49	377	421	25
Gypsy				Less than 5				Less than 5	Less than 5	
Indian	189	Less than 5	48	18				29	28	9
Irish	160	Less than 5	27	70		Less than 5	8	144	170	5
Mixed	94	Less than 5	16	16			Less than 5	15	48	Less than 5
Other Asian	57	Less than 5	17	21			5	75	37	
Other Black	16		5	Less than 5			Less than 5			
Other British				94		Less than 5	8	144	139	5
Other Ethnic Background	22		7	5			Less than 5	Less than 5	Less than 5	Less than 5
Other White	835	24	155	118	Less than 5	Less than 5	19	138	203	25
Pakistani	145	Less than 5	28	16				17	18	
Scottish	10,042	358	2,104	6,734	21	64	628	8,129	10,259	658
Welsh	33	Less than 5	6	13			Less than 5	7	16	
No Entry	480	36	Less than 5	1,329	9	17	155	3,318	2,373	155
Prefer not to say	94	Less than 5	13	696	Less than 5	13	101	408	693	111

\* Performance and Development Review

No Entry - No information available or left blank by employee

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### Job Applicants and Existing Employees broken down by Disability for 2010

Disability	Job Applicant	Successful Applicants	Applications for Promoted Posts	Employees in Post	Employees Lodging Grievances	Employees Subject to Disciplinary Action	Employees Ceasing Employment	Applications for Training	Instances of Employees Receiving Training	Instances of Training Resulting from PDR*
Yes	455	11	87	154	Less than 5	Less than 5	21	133	157	15
Hearing Impairment (Full/Partial)				14			Less than 5	22	16	
Learning Difficulties/Disabilities	74		10	9			Less than 5	11	23	
Longstanding Illness or Health Condition	69	Less than 5	5							
Mental Health Problem	58		10	Less than 5				Less than 5	Less than 5	
Multiple Disabilities				Less than 5				Less than 5	Less than 5	
Other Chronic Illness/Disability	52	Less than 5	16	25	Less than 5	Less than 5	5	55	33	
Physical or Motor Impairment	45		16	15				16	24	5
Prefer Not to Say	31	Less than 5	5	19		Less than 5	Less than 5	8	13	
Sensory Impairment	38		9							
Visual Impairment (Full/Partial)				7				8	5	Less than 5
Yes - No Entry	88	5	16	59		Less than 5	9	9	40	8
No	12,215	417	2,573	7,455	21	71	710	8,988	11,277	751
No Entry	651	39	34	1,870	12	29	247	3,691	2,995	230

\* Performance and Development Review

No Entry - No information available or left blank by employee

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### Job Applicants and Existing Employees broken down by Gender for 2010

Gender	Job Applicant	Successful Applicants	Applications for Promoted Posts	Employees in Post	Employees Lodging Grievances	Employees Subject to Disciplinary Action	Employees Ceasing Employment	Applications for Training	Instances of Employees Receiving Training	Instances of Training Resulting from PDR*
Male	5,533	126	1,139	3,389	10	45	405	2,378	3,785	388
Female	7,251	304	1,551	6,091	16	51	573	10,425	10,590	608
Other	Less than 5									
Prefer no to Say	22	Less than 5	Less than 5							
No Entry	511	36	Less than 5		8	8		9	54	

\* Performance and Development Review

No Entry - No information available or left blank by employee

***The Equality and Human Rights Commissions guidance states that sub-sets of less than 5 should not be published.  
The guidance also ensures compliance with the Data Protection Act. Sub-sets of less than 5 are reported as "Less than 5" above.***

### Dundee City Council Employees broken down by Religious Belief compared to Census

Religious Belief	Census Information				Dundee City Council Employees									
	2007 Return		2008 Return		2009 Return		2010 Return		2011 Return					
	Scotland	%	Dundee	%	Dundee City Council	%	Dundee City Council	%	Dundee City Council	%	Dundee City Council	%	Dundee City Council	%
No Religion	1,394,460	27.5	42,192	29.0	1,363	15.7	1,388	15.4	1,638	17.0	1,749	18.7	1,828	19.5
Church of Scotland	2,146,251	42.4	50,787	34.9	2,053	23.6	1,763	19.6	2,185	22.7	2,125	22.7	2,058	22.0
Roman Catholic	803,732	15.9	29,328	20.1	1,390	16.0	1,222	13.6	1,498	15.6	1,497	16.0	1,507	16.1
Other Christian	344,562	6.8	9,637	6.6	728	8.4	542	6.0	667	6.9	634	6.8	637	6.8
Buddhist	6,830	0.1	240	0.2	9	0.1	12	0.1	11	0.1	8	0.1	8	0.1
Hindu	5,564	0.1	380	0.3	9	0.1	9	0.1	11	0.1	12	0.1	12	0.1
Jewish	6,448	0.1	60	0.0	Less than 5	0.0	Less than 5	0.0	Less than 5	0.0	Less than 5	0.0	Less than 5	0.0
Muslim	42,557	0.8	2,859	2.0	22	0.3	24	0.3	30	0.3	41	0.4	41	0.4
Sikh	6,572	0.1	206	0.1	7	0.1	6	0.1	6	0.1	8	0.1	8	0.1
Another Religion	26,974	0.5	940	0.6	128	1.5	153	1.7	161	1.7	165	1.8	157	1.7
No Entry	278,061	5.5	9,034	6.2	1,968	22.6	2,730	30.4	1,578	16.4	1,488	15.9	1,556	16.6
Unspecified	-	-	-	-	1,021	11.7	1,145	12.7	1,826	19.0	1,644	17.5	1,667	17.8
Totals	5,062,011		145,663		8,700		8,995		9,613		9,373		9,480	

### Dundee City Council Employees broken down by Gender compared to Census

Gender	Census Information				Dundee City Council Employees									
	2007 Return		2008 Return		2009 Return		2010 Return		2011 Return					
	Scotland	%	Dundee	%	Dundee City Council	%	Dundee City Council	%	Dundee City Council	%	Dundee City Council	%	Dundee City Council	%
Male	2,432,494	48.1	69,140	47.5	3,063	35.2	3,073	34.2	3,452	35.9	3,278	35.0	3,389	36.2
Female	2,629,517	51.9	76,523	52.5	5,637	64.8	5,922	65.8	6,161	64.1	6,095	65.0	6,091	65.0
Totals	5,062,011		145,663		8,700		8,995		9,613		9,373		9,480	

### Dundee City Council Employees broken down by Ethnic Origin compared to Census

Ethnic Group	Census Information				Dundee City Council Employees									
	2007 Return		2008 Return		2009 Return		2010 Return		2011 Return					
	Scotland	%	Dundee	%	Dundee City Council	%	Dundee City Council	%	Dundee City Council	%	Dundee City Council	%	Dundee City Council	%
White	4,960,334	98.0	140,330	96.3	5,370	61.7	7,102	79.0	7,246	75.4	7,242	77.3	7,356	78.5
Indian	15,037	0.3	1,023	0.7	11	0.1	12	0.1	13	0.1	17	0.2	18	0.2
Pakistani	31,793	0.6	1,723	1.2	5	0.1	11	0.1	15	0.2	17	0.2	16	0.2
Bangladeshi	1,981	0.0	233	0.2	Less than 5	0.0	5	0.1	Less than 5	0.0	5	0.1	Less than 5	0.0
Other Asian	6,196	0.1	416	0.3	10	0.1	17	0.2	16	0.2	22	0.2	21	0.2
Chinese	16,310	0.3	699	0.5	Less than 5	0.0	11	0.1	13	0.1	14	0.1	12	0.1
Black	8,025	0.2	383	0.3	16	0.2	6	0.1	8	0.1	8	0.1	6	0.1
Any Mixed Background	12,764	0.3	395	0.3	9	0.1	15	0.2	13	0.1	16	0.2	16	0.2
Other Ethnic Group	9,571	0.2	461	0.3	84	1.0	51	0.6	6	0.1	6	0.1	6	0.1
No Entry	0	0.0	0	0.0	2,965	34.1	1,345	15.0	1,373	14.3	1,289	13.8	1,329	14.2
Unspecified	-	-	-	-	224	2.6	420	4.7	907	9.4	736	7.9	696	7.4
Totals	5,062,011		145,663		8,700		8,995		9,613		9,372		9,480	

### Dundee City Council Employees broken down by Disability

Disability	2007 Return		2008 Return		2009 Return		2010 Return		2011 Return	
	Dundee City Council	%	Dundee City Council	%	Dundee City Council	%	Dundee City Council	%	Dundee City Council	%
Yes	107	1.2	145	1.6	162	1.7	156	1.7	154	1.6
Physical or Motor Impairment	9	0.1	Less than 5	0.0	17	0.2	15	0.2	15	0.2
Mental Health Problem	Less than 5	0.0	Less than 5	0.0	Less than 5	0.0	Less than 5	0.0	Less than 5	0.0
Learning Difficulties/Disabilities	Less than 5	0.0	Less than 5	0.0	5	0.1	9	0.1	9	0.1
Hearing Impairment - Full/Partial	11	0.1	Less than 5	0.0	20	0.2	14	0.1	14	0.1
Visual Impairment - Full/Partial	Less than 5	0.0	Less than 5	0.0	8	0.1	7	0.1	7	0.1
Multiple Disabilities	Less than 5	0.0		0.0	Less than 5	0.0	5	0.1	Less than 5	0.0
Other Chronic Condition or Disability	18	0.2	5	0.1	29	0.3	27	0.3	25	0.3
Unspecified	108	1.2		0.0	Less than 5	0.0	23	0.2	19	0.2
Yes - No Entry		0.0		0.0	71	0.7	53	0.6	59	0.6
No	6454	74.2	7085	78.8	5643	58.7	7323	78.1	7455	78.6
No Entry	1,985	22.82	1,748	19.43	3808	39.6	1893	20.2	1870	19.7

2007, 2008, 2009, 2010, 2011 DCC Equality Monitoring Figures