

# **DUNDEE CITY COUNCIL**

**REPORT TO:** Policy and Resources Committee - 13 September 2010

**REPORT ON:** Employment Equality Monitoring

**REPORT BY:** Head of Personnel

**REPORT NO.:** 372-2010

## **1 PURPOSE OF REPORT**

- 1.1 The purpose of this report is to advise Committee of the employment equality monitoring statistics for calendar year 2009.

## **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 In November 2009 Dundee City Council ceased to use the HR Director Recruitment Management System and began using the National Recruitment Portal. The portal is the national shared recruitment portal for Scotland which has been developed by the Scottish Government for all Scottish Local Authorities. It will help promote local government as an employer and highlight the benefits. It is intended to make it easier for applicants to search for vacancies in local government and refine their search according to vacancy type, salary and location etc., in addition, it will ensure a consistent approach across Scotland for recruitment including applicant equality information.
- 4.2 The Equality and Human Rights Commission acted in an advisory capacity with regard to categories of equality information to be requested on the national recruitment portal. Dundee City Council will adopt these categories contained in the recruitment portal as best practice and will apply these new categories to all systems including Resource Link (Payroll/Personnel system) to ensure consistent compliance once they have been finalised by COSLA.
- 4.3 Due to the recent implementation of the National Recruitment Portal it has not yet been possible to obtain equality information from the system. However, employee training has recently been completed and information will be available in the future.

- 4.4 The Corporate Training System currently being developed by the Information Technology Department will be introduced on a phased basis and it is anticipated that it will be fully implemented by the end of 2010. Once in operation the training system will ensure a consistent approach across the Council for the management and recording of training and development and will ensure equality and management information is readily available.
- 4.5 The Personnel Department requires to undertake an extensive manual exercise to obtain 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.
- 4.6 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.
- 4.7 The statistics detailed in this report have been generated from a number of different and independent information systems. These systems are, Resource Link (New Personnel/Payroll System), HR Director (Recruitment System) and individual departments training records/databases.
- 4.8 For data protection purposes no record of less than five has been reported in the attached appendices.
- 4.9 From the information detailed in the attached appendices 3.8% of job applicants stated that they had a disability and 1.5% of successful candidates stated that they had a disability. 5.1% of job applicants came from the Black, Minority Ethnic community (BME) with 1.65% of successful candidates coming from the BME community.
- 4.10 In 2009, the Council recruited 543 employees. The non disclosure rates for successful candidates have improved over the previous year with the exception of Gender. However, it should be noted that successful applicant gender will be available once they begin their employment. The table below details the non disclosure rates over the past two years for successful candidates by each of the equality strands. Religious Belief continues to have a highest rate of non disclosure.

|                         | <b>2009</b> | <b>2008</b> |
|-------------------------|-------------|-------------|
| <i>Disability</i>       | 3.5%        | 6%          |
| <i>Gender</i>           | 2.76%       | 0.5%        |
| <i>Ethnic Origin</i>    | 2.76%       | 6%          |
| <i>Religious Belief</i> | 15%         | 36%         |

- 4.11 An analysis of Dundee City Council's equality monitoring information for calendar year 2009 (2010 return) has been compared to the 2001 census information for Dundee and Scotland and also against the information provided in the three previous Equality Monitoring Reports. This analysis can be seen at appendices 5-6 and shows that the disclosure rate, amount of information reportable and quality of information have generally improved on a year by year basis. No disability information was obtainable from the 2001 census and as such no comparison can be made. The figures detailed in appendix 7 compare the last four years equality information for disability.

- 4.12 The Personnel department is continuing to ensure that the wider community are aware of employment opportunities within the Council and to ensure that every reasonable step is made to encourage the wider community to apply for council vacancies.

## 5 FUTURE ACTIONS

- 5.1 The equality monitoring statistics will be discussed by the Equality and Diversity Core Group and should any action be required the Group will remit the appropriate Equality Group to develop actions to address their concerns.
- 5.2 Once the new equality categories have been agreed at national level Resource Link will require to be updated to reflect the changes. The importance of full and accurate equality information will be communicated to all employees to ensure a high rate of disclosure.
- 5.3 Resource Link will be developed to ensure disciplinary and grievance information is recorded to ensure management information can be obtained easily.
- 5.4 The Personnel Department will ensure that employee equality information is taken into account by the Information Technology department during the design and development of the new Training and Development system. The system will require to record whether training resulted from the Staff Development Review process.

## 6 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/equanddiv/equimpact/>

There are no major issues.

## 7 CONSULTATION

- 7.1 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.

## 8 BACKGROUND PAPERS

- 8.1 Equality Impact Assessment.

I Martin  
Head of Personnel

2 September 2010

### Job Applicants and Existing Employees broken down by Religious Belief for 2009

| Religious Belief   | Job Applicants | Successful Applicants | Applicants 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* |
|--------------------|----------------|-----------------------|-------------------------------|-------------------|------------------------------|--|------------------------------|---------------------------|---|---|
| Buddhist           | 43             |                       | Less than 5                   | 8                 |                              |  | Less than 5                  | Less than 5               | 17  | Less than 5                               |
| Church of England  |                |                       |                               | 106               | Less than 5                  | Less than 5                              | 11                           | 121                       | 165                                       | 92  |
| Church of Scotland | 3696           | 117                   | 115                           | 2125              | 8                            | 24                                       | 177                          | 3442                      | 4314                                      | 3085                                      |
| Hindu              | 138            |                       | Less than 5                   | 12                |                              |  | 0                            | 11                        | 21  | 10  |
| Jewish             |                |                       |                               | Less than 5       |                              |  | 0                            | Less than 5               | Less than 5                               | Less than 5                               |
| Muslim             | 378            | 5                     | 7                             | 41                |                              |  | 7                            | 69                        | 77  | 63  |
| No Entry           | 2219           | 84                    | 23                            | 1488              | Less than 5                  | 13                                       | 172                          | 4923                      | 5219                                      | 4630                                      |
| No Religion        | 9487           | 217                   | 189                           | 1749              | 10                           | 13                                       | 161                          | 1902                      | 2744                                      | 1466                                      |
| Other Christian    | 702            | 13                    | 20                            | 528               | Less than 5                  | Less than 5                              | 48                           | 709                       | 929                                       | 551                                       |
| Other Religion     | 151            | Less than 5           | Less than 5                   | 165               |                              | Less than 5                              | 13                           | 122                       | 254                                       | 88  |
| Roman Catholic     | 2932           | 103                   | 106                           | 1497              | 7                            | 13                                       | 120                          | 2799                      | 3569                                      | 2515                                      |
| Sikh               |                |                       |                               | 8                 |                              |  | Less than 5                  | 18                        | 6   | Less than 5                               |
| Unspecified        |                |                       |                               | 1644              | 8                            | 28                                       | 148                          | 1780                      | 2277                                      | 1033                                      |

\* Performance and Development Review

No Entry - No information available or left blank by employee

***The Commission for Racial Equality's 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 2009

| Ethnic Origin           | Job Applicants | Successful Applicants | Applicants 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                 | 226            | Less than 5           | Less than 5                   | Less than 5       |                              | Less than 5                              | Less than 5                  |                           | Less than 5                               |   |
| Bangladeshi             | 41             | Less than 5           | Less than 5                   | 5                 |                              |  | Less than 5                  | Less than 5               | 5   | Less than 5                               |
| British                 | 3845           | 105                   | 96                            |                   |                              |  |                              |                           |   |   |
| Caribbean               | 9              |                       |                               | Less than 5       |                              |  |                              | Less than 5               | Less than 5                               | Less than 5                               |
| Chinese                 | 77             |                       |                               | 14                |                              |  | Less than 5                  |                           | Less than 5                               |   |
| English                 | 362            | 12                    | 5                             | 323               | Less than 5                  | Less than 5                              | 39                           | 463                       | 571                                       | 317                                       |
| Gypsy                   |                |                       |                               |                   |                              |  |                              |                           |   |   |
| Indian                  | 205            | Less than 5           | Less than 5                   | 17                |                              |  | Less than 5                  | 29                        | 25  | 12  |
| Irish                   | 176            | 5                     | Less than 5                   | 75                | Less than 5                  | Less than 5                              | 11                           | 127                       | 193                                       | 104                                       |
| Mixed                   | 63             | Less than 5           | Less than 5                   | 16                |                              |  | Less than 5                  | 25                        | 36  | 15  |
| No Entry                | 562            | 15                    | Less than 5                   | 1289              | Less than 5                  | 9  | 139                          | 4828                      | 5008                                      | 4542                                      |
| Other Asian             | 56             |                       | Less than 5                   | 22                |                              |  | Less than 5                  | 74                        | 68  | 73  |
| Other Black             |                |                       |                               | Less than 5       |                              |  | Less than 5                  | Less than 5               | Less than 5                               |   |
| Other British           | 13             |                       |                               | 98                |                              | Less than 5                              | 10                           | 193                       | 253                                       | 192                                       |
| Other Ethnic Background | 90             |                       | Less than 5                   | 6                 |                              |  | Less than 5                  | 10                        | 7   | 5   |
| Other White             | 649            | 7                     | 16                            | 111               |                              | Less than 5                              | 17                           | 147                       | 184                                       | 96  |
| Pakistani               | 241            | Less than 5           | 7                             | 17                |                              |  | Less than 5                  | 35                        | 38  | 24  |
| Scottish                | 13099          | 390                   | 326                           | 6625              | 30                           | 69                                       | 544                          | 9405                      | 12434                                     | 7959                                      |
| Unspecified             |                |                       |                               | 736               | 6                            | 13                                       | 83                           | 548                       | 744                                       | 187                                       |
| Welsh                   | 32             |                       |                               | 10                |                              | Less than 5                              |                              | 5                         | 16  | Less than 5                               |

\* Performance and Development Review

No Entry - No information available or left blank by employee

**The Commission for Racial Equality's 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 Disability for 2009

| Disability                         | Job Applicants | Successful Applicants | Applicants 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                                | 743            | 8                     | 18                            | 156               |                              | Less than 5                              | 21                           | 117                       | 160                                       | 72  |
| Hearing Impairment (Full/Partial)  | 74             | Less than 5           | Less than 5                   | 14                |                              |  | Less than 5                  | 20                        | 22  | 19  |
| Learning Difficulties/Disabilities |                |                       |                               | 9                 |                              | Less than 5                              |                              | 18                        | 17  | 12  |
| Mental Health Problem              | 109            | Less than 5           | Less than 5                   | Less than 5       |                              |  | Less than 5                  | 5                         | Less than 5                               |   |
| Multiple Disabilities              | 27             |                       |                               | 5                 |                              |  | Less than 5                  | 8                         | 13  | 7   |
| Other Chronic Illness/Disability   | 143            |                       | Less than 5                   | 27                |                              |  | Less than 5                  | 30                        | 28  | 23  |
| Physical or Motor Impairment       | 130            | Less than 5           |                               | 15                |                              | Less than 5                              | Less than 5                  | 20                        | 14  | 6   |
| Unspecified                        |                |                       |                               | 23                |                              |  | Less than 5                  | 6                         | 16  |   |
| Visual Impairment (Full/Partial)   | 50             |                       | Less than 5                   | 7                 |                              |  | 7                            |                           | Less than 5                               |   |
| Yes - No Entry                     | 210            | Less than 5           | 10                            | 53                |                              |  |                              | 10                        | 42  | 5   |
| No                                 | 18423          | 516                   | 444                           | 7323              | 37                           | 79                                       | 624                          | 10395                     | 13750                                     | 8757                                      |
| No Entry                           | 580            | 19                    | Less than 5                   | 1893              | Less than 5                  | 16                                       | 215                          | 5386                      | 5683                                      | 4708                                      |

\* Performance and Development Review

No Entry - No information available or left blank by employee

***The Commission for Racial Equality's 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 Gender for 2009

| Gender   | Job Applicants | Successful Applicants | Applicants 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     | 8748           | 164                   | 171                           | 3278              | 20                           | 59                                       | 295                          | 2264                      | 3489                                      | 1494                                      |
| Female   | 10374          | 364                   | 289                           | 6095              | 20                           | 39                                       | 565                          | 12066                     | 14693                                     | 10667                                     |
| No Entry | 624            | 15                    | 6                             |                   |                              |  |                              | 1568                      | 1411                                      | 1376                                      |

\* Performance and Development Review

No Entry - No information available or left blank by employee

***The Commission for Racial Equality's 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 |      |                     |      |                     |      |                     |      |
|--------------------|--------------------|------|--------|------|-------------------------------|------|---------------------|------|---------------------|------|---------------------|------|
|                    | Scotland           | %    | Dundee | %    | 2006                          |      | 2007                |      | 2008                |      | 2009                |      |
|                    |                    |      |        |      | 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 |
| 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 |
| 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 |
| Other Christian    | 344,562            | 6.8  | 9,637  | 6.6  | 728                           | 8.4  | 542                 | 6.0  | 667                 | 6.9  | 634                 | 6.8  |
| Buddhist           | 6,830              | 0.1  | 240    | 0.2  | 9                             | 0.1  | 12                  | 0.1  | 11                  | 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  |
| 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  |
| Muslim             | 42,557             | 0.8  | 2,859  | 2.0  | 22                            | 0.3  | 24                  | 0.3  | 30                  | 0.3  | 41                  | 0.4  |
| Sikh               | 6,572              | 0.1  | 206    | 0.1  | 7                             | 0.1  | 6                   | 0.1  | 6                   | 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  |
| 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 |
| Unspecified        | -                  | -    | -      | -    | 1,021                         | 11.7 | 1,145               | 12.7 | 1,826               | 19.0 | 1,644               | 17.5 |

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

| Gender | Census Information |      |        |      | Dundee City Council Employees |      |                     |      |                     |      |                     |      |
|--------|--------------------|------|--------|------|-------------------------------|------|---------------------|------|---------------------|------|---------------------|------|
|        | Scotland           | %    | Dundee | %    | 2006                          |      | 2007                |      | 2008                |      | 2009                |      |
|        |                    |      |        |      | 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 |
| 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 |



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

| Ethnic Origin        | Census Information |      |         |      | Dundee City Council Employees |      |                     |      |                     |      |                     |      |
|----------------------|--------------------|------|---------|------|-------------------------------|------|---------------------|------|---------------------|------|---------------------|------|
|                      | Scotland           | %    | Dundee  | %    | 2006                          |      | 2007                |      | 2008                |      | 2009                |      |
|                      |                    |      |         |      | 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 |
| Indian               | 15,037             | 0.3  | 1,023   | 0.7  | 11                            | 0.1  | 12                  | 0.1  | 13                  | 0.1  | 17                  | 0.2  |
| Pakistani            | 31,793             | 0.6  | 1,723   | 1.2  | 5                             | 0.1  | 11                  | 0.1  | 15                  | 0.2  | 17                  | 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  |
| Other Asian          | 6,196              | 0.1  | 416     | 0.3  | 10                            | 0.1  | 17                  | 0.2  | 16                  | 0.2  | 22                  | 0.2  |
| Chinese              | 16,310             | 0.3  | 699     | 0.5  | Less than 5                   | 0.0  | 11                  | 0.1  | 13                  | 0.1  | 14                  | 0.1  |
| Black                | 8,025              | 0.2  | 383     | 0.3  | 16                            | 0.2  | 6                   | 0.1  | 8                   | 0.1  | 8                   | 0.1  |
| Any Mixed Background | 12,764             | 0.3  | 395     | 0.3  | 9                             | 0.1  | 15                  | 0.2  | 13                  | 0.1  | 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  |
| No Entry             | 0                  | 0.0  | 0       | 0.0  | 2,965                         | 34.1 | 1,345               | 15.0 | 1,373               | 14.3 | 1,289               | 13.8 |
| Unspecified          | -                  | -    | -       | -    | 224                           | 2.6  | 420                 | 4.7  | 907                 | 9.4  | 736                 | 7.9  |
| Totals               | 5,062,011          |      | 145,663 |      | 8,700                         |      | 8,995               |      | 9,613               |      | 9,372               |      |

### Dundee City Council Employees broken down by Disability

|                                       | 2006                |      | 2007                |      | 2008                |      | 2009                |      |
|---------------------------------------|---------------------|------|---------------------|------|---------------------|------|---------------------|------|
| Disability                            | 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  |
| Physical or Motor Impairment          | 9                   | 0.1  | 4                   | 0.0  | 17                  | 0.2  | 15                  | 0.2  |
| Mental Health Problem                 | 2                   | 0.0  | 1                   | 0.0  | 4                   | 0.0  | 4                   | 0.0  |
| Learning Difficulties/Disabilities    | 2                   | 0.0  | 2                   | 0.0  | 5                   | 0.1  | 9                   | 0.1  |
| Hearing Impairment - Full/Partial     | 11                  | 0.1  | 3                   | 0.0  | 20                  | 0.2  | 14                  | 0.1  |
| Visual Impairment - Full/Partial      | 3                   | 0.0  | 2                   | 0.0  | 8                   | 0.1  | 7                   | 0.1  |
| Multiple Disabilities                 | 1                   | 0.0  |                     | 0.0  | 4                   | 0.0  | 5                   | 0.1  |
| Other Chronic Condition or Disability | 18                  | 0.2  | 5                   | 0.1  | 29                  | 0.3  | 27                  | 0.3  |
| Unspecified                           | 108                 | 1.2  |                     | 0.0  | 4                   | 0.0  | 23                  | 0.2  |
| Yes - No Entry                        |                     | 0.0  |                     | 0.0  | 71                  | 0.7  | 53                  | 0.6  |
| No                                    | 6454                | 74.2 | 7085                | 78.8 | 5643                | 58.7 | 7323                | 78.1 |
| No Entry                              | 1,985               | 22.8 | 1,748               | 19.4 | 3808                | 39.6 | 1893                | 20.2 |

2006, 2007, 2008, 2009, DCC Equality Monitoring Figures