

DUNDEE CITY COUNCIL

REPORT TO: Policy and Resources Committee

REPORT ON: Employment Equality Monitoring

REPORT BY: Head of Human Resources

REPORT NO.: 404-2012

1 PURPOSE OF REPORT

- 1.1 The purpose of this report is to advise Committee of the employment equality monitoring information for calendar year 2011.

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 April 2011 sets out new requirements for Local Authorities in terms of publishing employment information. Public organisations are required to report on an annual basis on the composition of their workforce and information on the recruitment, development and retention of employees relating to the relevant protected characteristics. The first of which must be published no later than April 2013. Currently there is no legal requirement to report equality information, however 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 disciplinary and grievance, and for employees who have left the authority. In line with good practice, 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 Resource Link (Payroll/Personnel system) and the National Recruitment Portal (Recruitment system).
- 4.4 For data protection purposes no record of less than five has been reported in the attached appendices.

- 4.5 The HR Division have met with the Disability and Age Action group to communicate council initiatives and identify barriers preventing people whose interest they represent from applying for council vacancies. The HR Division along with the Employment Unit of the Social Work Department have also attended Careers Events and the "Equalities in Partnership" event organised by the Dundee Partnership advising prospective candidates how to apply for Council Vacancies and what support can be provided once in employment. Questionnaires were issued at all events in order to better understand how best to encourage applications from minority groups.
- 4.6 The HR Division has recently been reaccredited with the Positive about Disabled People double tick symbol demonstrating the Council's continued commitment to supporting people with disabilities.
- 4.7 The council has recently introduced an e-learning package greatly increasing the accessibility of its training courses. The HR Division are currently developing courses on Equality and Diversity and once developed all council employees will require to complete the training raising the understanding of diversity and equality issues within the council.
- 4.8 In late 2010 the number of applicants failing to answer the disability question (detailed in table below) has greatly increased. An investigation will require to be undertaken in order to establish the underlying cause.

| | 2010 | 2011 |
|-------------------------|------|------|
| <i>Disability</i> | 4.9% | 23% |
| <i>Ethnic Origin</i> | 3.6% | 2.9% |
| <i>Gender</i> | 3.8% | 0.3% |
| <i>Religious Belief</i> | 9.5% | 6% |

- 4.9 99% of job applicants now apply online via the National Recruitment portal or its associated sites.
- 4.10 An analysis of Dundee City Council's equality monitoring information for calendar year 2011 (2012 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 information.
- 4.11 In 2011 the Council recruited on 483 occasions. From the Information detailed in the attached appendices 3.95% of applicants stated that they have a disability and 3.11% of successful candidates advised that they have a disability. 4.52% of applicants came from the Black, Minority Ethnic Community (BME) with 1.66% of successful candidates advising they came from the BME community.
- 4.12 The HR Division 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 HR Division are looking at alternative methods of producing this information.
- 4.13 An exercise is currently underway to change the equality categories currently held on the Resource Link (Payroll/Personnel) to ensure that it ties in with the recently reviewed national standards enabling a consistent form of recording across all systems. In order to complete this exercise all Council employees will be required to

complete a form detailing this information. All employees will be made aware of the benefits of full disclosure of equality information through staff supervision, team meetings and an all staff email.

4.14 FUTURE ACTIONS

- 4.15 The HR Division in conjunction with the Equality and Diversity Steering Group will continue to work with partners to identify barriers preventing minority groups applying for Council vacancies and identify actions, as required.
- 4.16 The equality monitoring statistics will be discussed by the Equality and Diversity Steering Group and will remit the appropriate officer(s) to develop actions where required.
- 4.17 The HR Division will continue to review the current Employee Equality Monitoring systems and procedures to ensure that the Dundee City Council meets its obligation under the Equality Act.
- 4.18 Resource Link will 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/equanddiv/equimpact/>

There are no major issues.

6 CONSULTATION

- 6.1 The Chief Executive, Director of Corporate Services, Head of Democratic and Legal Services, Director of Education, Director of Leisure and Communities and the Equality and Diversity Steering Group have been consulted and are in agreement with this report.

7 BACKGROUND PAPERS

- 7.1 Equality Impact Assessment

Job Applicants and Existing Employees broken down by Religious Belief for 2011

| Religious Belief | Job Applicant | Successful Applicants | Applications for Promoted Posts | Employees in Post | Employees Lodging Grievances | Employees Subject to Disciplinary Action | Employees Ceasing Employment |
|--------------------------|---------------|-----------------------|---------------------------------|-------------------|------------------------------|--|------------------------------|
| Buddhist | 23 | | | 6 | | | |
| Church of Scotland | 1589 | 85 | 148 | 1859 | Less than 5 | 11 | 168 |
| Hindu | 60 | Less than 5 | Less than 5 | 11 | | | |
| Jewish | 9 | Less than 5 | Less than 5 | Less than 5 | | | Less than 5 |
| Muslim | 199 | Less than 5 | Less than 5 | 37 | | | 5 |
| No Entry | 478 | 29 | 8 | 1399 | 5 | 13 | 153 |
| None | 4891 | 173 | 265 | 1649 | 16 | 35 | 158 |
| Other Christian | 1249 | 68 | 97 | 540 | Less than 5 | Less than 5 | 54 |
| Other Religion or Belief | 429 | 12 | 17 | 141 | | Less than 5 | 14 |
| Prefer Not to Answer | 721 | 22 | 36 | 1377 | 12 | 28 | 160 |
| Roman Catholic | 1611 | 87 | 147 | 1366 | 5 | 9 | 106 |
| Sikh | 10 | | | 8 | | | Less than 5 |

* 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 2011

| Ethnic Origin | Job Applicant | Successful Applicants | Applications for Promoted Posts | Employees in Post | Employees Lodging Grievances | Employees Subject to Disciplinary Action | Employees Ceasing Employment |
|---|---------------|-----------------------|---------------------------------|-------------------|------------------------------|--|------------------------------|
| African - (Inc.Scottish/British) | 46 | | Less than 5 | Less than 5 | | | Less than 5 |
| African - Other | 48 | | 5 | | | | |
| Asian - Bangladeshi(Inc.Scottish/British) | 13 | | Less than 5 | Less than 5 | | | |
| Asian - Chinese (Inc.Scottish/British) | 22 | | Less than 5 | 10 | | | Less than 5 |
| Asian - Indian (Inc.Scottish/British) | 100 | Less than 5 | Less than 5 | 18 | | | Less than 5 |
| Asian - Other (Inc.Scottish/British) | 32 | Less than 5 | Less than 5 | 19 | | | Less than 5 |
| Asian - Pakistani | 108 | Less than 5 | Less than 5 | 16 | | | Less than 5 |
| Black (Inc.Scottish/British) | 20 | | Less than 5 | | | | |
| Caribbean (Inc.Scottish/British) | 5 | | | Less than 5 | | | |
| Caribbean or Black (Other) | Less than 5 | | | | Less than 5 | | |
| Gypsy | | | | Less than 5 | | | |
| Mixed or Multiple Ethnic Group | 66 | Less than 5 | Less than 5 | 16 | | Less than 5 | Less than 5 |
| No Entry | 326 | 23 | Less than 5 | 1194 | Less than 5 | 8 | 118 |
| Other - Arab (Inc.Scottish/British) | 6 | | | | | | |
| Other Ethnic Background | 39 | Less than 5 | | 6 | | | Less than 5 |
| Prefer Not to Answer | 80 | Less than 5 | Less than 5 | 506 | 5 | 12 | 65 |
| White - Eastern European | 109 | Less than 5 | 6 | | | | |
| White - Irish | 116 | Less than 5 | 6 | 61 | | Less than 5 | 9 |
| White - Other British | 1028 | 45 | 53 | 378 | 5 | Less than 5 | 37 |
| White - Other White Ethnic Group | 163 | 7 | 6 | 95 | | Less than 5 | 16 |
| White - Scottish | 8938 | 393 | 630 | 6069 | 28 | 73 | 566 |

* Performance and Development Review

No Entry - No information available or left blank by employee

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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 2011

| Disability | Job Applicant | Successful Applicants | Applications for Promoted Posts | Employees in Post | Employees Lodging Grievances | Employees Subject to Disciplinary Action | Employees Ceasing Employment |
|---|---------------|-----------------------|---------------------------------|-------------------|------------------------------|--|------------------------------|
| Yes | 445 | 15 | 26 | 128 | | Less than 5 | 20 |
| Yes - No Entry | 52 | | 6 | 21 | | | Less than 5 |
| Yes - Sensory Impairment | 32 | | Less than 5 | 19 | | | Less than 5 |
| Yes - Physical Impairment | 59 | | 7 | 14 | | | |
| Yes - Longstanding Illness or Health Condition | 98 | 6 | 7 | Less than 5 | | | Less than 5 |
| Yes - Mental Health Condition | 44 | Less than 5 | Less than 5 | Less than 5 | | | |
| Yes - Other | 26 | Less than 5 | | 21 | | | Less than 5 |
| Yes - Learning Disability or Cognitive Impairment | 125 | Less than 5 | Less than 5 | 6 | | | Less than 5 |
| Yes - Prefer not to Answer | 9 | | | 40 | | Less than 5 | 11 |
| No | 8130 | 338 | 416 | 6738 | 35 | 86 | 649 |
| Prefer Not to Answer | 31 | | Less than 5 | | | | 153 |
| No Entry | 2663 | 130 | 282 | 1530 | 7 | 12 | |

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Job Applicants and Existing Employees broken down by Gender for 2011

| Gender | Job Applicant | Successful Applicants | Applications for Promoted Posts | Employees in Post | Employees Lodging Grievances | Employees Subject to Disciplinary Action | Employees Ceasing Employment |
|----------------------|---------------|-----------------------|---------------------------------|-------------------|------------------------------|--|------------------------------|
| Female | 5798 | 327 | 446 | 5414 | 21 | 32 | 448 |
| Male | 5051 | 142 | 280 | 2982 | 19 | 59 | 374 |
| No Entry | 388 | 14 | | | Less than 5 | 8 | |
| Other | Less than 5 | | | | | | |
| Prefer Not to Answer | 30 | | | | | | |

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No Entry - No information available or left blank by employee

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

| | Census Information | | | | Dundee City Council Employees | | | | | | | | | |
|--------------------|--------------------|------|-------------|------|-------------------------------|------|---------------------|------|---------------------|------|---------------------|------|---------------------|------|
| | 2007 Return | | 2008 Return | | 2009 Return | | 2010 Return | | 2011 Return | | | | | |
| Religious Belief | 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

| | Census Information | | | | Dundee City Council Employees | | | | | | | | | |
|--------|--------------------|------|-------------|------|-------------------------------|------|---------------------|------|---------------------|------|---------------------|------|---------------------|------|
| | 2007 Return | | 2008 Return | | 2009 Return | | 2010 Return | | 2011 Return | | | | | |
| Gender | 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 Ethic Origin compared to Census

| Ethnic Group | Census Information | | | | Dundee City Council Employees | | | | | | | | | |
|----------------------|--------------------|------|---------|------|-------------------------------|------|---------------------|------|---------------------|------|---------------------|------|---------------------|------|
| | Scotland | % | Dundee | % | 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 | % |
| 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

| | 2007 Return | | 2008 Return | | 2009 Return | | 2010 Return | | 2011 Return | |
|---------------------------------------|----------------------------|--------------|----------------------------|--------------|----------------------------|-------------|----------------------------|-------------|----------------------------|-------------|
| Disability | 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