

**REPORT TO: POLICY AND RESOURCES COMMITTEE - 22 SEPTEMBER 2008**

**REPORT ON: GENDER EQUALITY AND DIVERSITY SCHEME**

**REPORT BY: DIRECTOR OF LEISURE AND COMMUNITIES AND DEPUTE CHIEF EXECUTIVE (SUPPORT SERVICES)**

**REPORT NO: 455-2008**

**1. PURPOSE OF REPORT**

1.1 The report informs the Council of the progress made in implementing the Corporate Gender Equality and Diversity Scheme 2007-2010.

**2. RECOMMENDATIONS**

2.1 It is recommended that the Council:

- notes the progress made in implementing the Corporate Gender Equality and Diversity Scheme 2007-2010
- approves the First Annual Report on the Gender Equality and Diversity Scheme 2007-2010

**3. FINANCIAL IMPLICATIONS**

There are no financial implications.

**4. MAIN TEXT**

4.1 The Council published the Corporate Gender Equality and Diversity Scheme 2007-2010 in June 2007. This enabled the Council to meet its statutory duty under gender equality legislation.

4.2 There are general public sector duties associated with gender equality legislation along with a specific duty on the Council to publish and report annually on its Gender Equality and Diversity Scheme.

4.3 The Annual Report provides a review of progress made on the Action Plan contained in the Council's Gender Equality and Diversity Scheme 2007-2010.

4.4 Dundee City Council's duty as an Education Authority is covered in a separate Gender Equality Scheme 2007-2010 and in a separate Annual Report, as recommended under the legislation.

**5. POLICY IMPLICATIONS**

This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. There are no major issues.

**6. CONSULTATIONS**

The Chief Executive, Depute Chief Executive (Finance) and Head of Finance have been consulted in the compilation of this report.

7. **BACKGROUND PAPERS**

- Dundee City Council Gender Equality and Diversity Scheme 2007-2010
- Dundee City Council Education Department Gender Equality Scheme 2007 -2010
- Dundee City Council Policy on Domestic Abuse : Report No 627-2007
- Dundee City Council Procurement Policy : Report No 230-2008
- Dundee City Council Employment Equality Monitoring : Report No 237-2008
- Dundee City Council Equal Pay Statement : Report No 464-2007
- Dundee City Council Implementation of Single Status : Report No 578-2007

**Director of Leisure and Communities**

**Depute Chief Executive (Support Services)**

16/09/2008

**DUNDEE CITY COUNCIL**  
**GENDER EQUALITY AND DIVERSITY**  
**SCHEME 2007-2010**

**FIRST ANNUAL REPORT**  
**SEPTEMBER 2008**

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## 1. INTRODUCTION

### 1.1 **Background**

1.1.1 This is Dundee City Council's first Annual Report on their Gender Equality and Diversity Scheme published in June 2007.

1.1.2 This report is the Local Authority's response to the Public Sector Equality Duty under the Sex Discrimination (Public Authorities) (Statutory Duties) (Scotland) Order 2007.

1.1.3 This report also takes account of the Gender Equality Duty within the Equality Act 2006. This places a general duty on Dundee City Council to have due regard to the need to:-

- eliminate unlawful discrimination and harassment, and
- promote equality of opportunity between men and women

1.1.4 This report provides a review of the progress made on the Action Plan contained within Dundee City Council's Gender Equality and Diversity Scheme, 2007-2010.

1.1.5 Dundee City Council's duty as an Education Authority is covered in a separate Gender Equality Scheme, 2007-2010. A separate Annual Report is contained within Education Committee Report 342-2008. These documents are available under 'Publications' on the Education Department section of Dundee City Council's website.

### 1.2 **Dundee City Council**

1.2.1 Since its inception in 1996, Dundee City Council has demonstrated consistent commitment to the principles and practice of gender equality and diversity.

1.2.2 Equal opportunities policies have been reviewed in line with the Local Authority's commitment to social inclusion and legislative responsibilities culminating in the production of the Gender Equality Scheme, 2002-2005.

1.2.3 The development of the current Gender Equality and Diversity Scheme reviewed progress since the last scheme and identified priorities for action over the period 2007-2010.

1.2.4 Prior to the publication of the Gender Equality and Diversity Scheme 2007-2010, Dundee City Council developed an Equality Impact Assessment (EQIA) Toolkit. This has facilitated the screening of Council functions and policies and their relevance to gender equality and diversity.

1.2.5 The Gender Equality and Diversity Scheme has been placed on Dundee City Council's Online Plan Monitoring database and is monitored on a quarterly basis. Regular reports are also provided to the Council Management Team.

1.2.6 Dundee City Council also has a Gender Equality and Diversity Action Group (GEDAG). This is a corporate review body which monitors overall performance relating to gender equality and diversity objectives, including:-

- Analysing data produced by the Personnel Department to identify areas of gender under-representation in the Council workforce
- Providing feedback and recommendations to departments regarding areas of positive action that could be taken to increase the numbers of men and women working in gender segregated services

- Monitoring and providing feedback to departments in relation to the full impact assessments and gender equality action plans
- Analysing monitoring data produced across all departments and identifying any potential barriers to accessibility relating to gender
- Providing departmental training reports
- Providing input to the Council's consultation response to new policy/legislation relating to gender
- Collecting good practice case studies on gender equality and diversity
- Assisting in the preparation of gender equality and diversity schemes and in the development of generic equality and diversity policy

### 1.3 **Annual Report**

1.3.1 This report provides a review of progress in respect of Dundee City Council's Gender Equality and Diversity Scheme 2007-2010. The report covers:-

- a review of progress on action contained within the Gender Equality and Diversity Action Plan
- an overview of performance of each Council department in undertaking the actions identified in the Action Plan
- an outline of the employee equality monitoring process
- a progress report on implementation of the equal pay policy

## 2. **REVIEW OF THE GENDER EQUALITY AND DIVERSITY ACTION PLAN 2007-2010**

### 2.1 **Gender Equality Actions**

2.1.1 Dundee City Council published the Gender Equality and Diversity Action Plan in 2007. The Plan outlines gender equality and diversity objectives and identifies priorities for action.

2.1.2 The plan includes 54 actions to be undertaken across the Council for existing functions and policies during 2007-2010.

2.1.3 The following table shows the Council's progress in undertaking actions identified in the Action Plan.

#### Action Plan Progress

<b>Progress</b>	<b>Actions</b>
Completed	10 (18%)
Ahead of Schedule	1 (2%)
On Schedule	38 (70%)
Behind Schedule	3 (6%)
Unlikely to be achieved	-
Abandoned	2 (4%)
<b>Total</b>	<b>54</b>

2.1.4 Each Council department has responsibility for undertaking and achieving the actions covered by their area of work. The following tables show the progress made by each department, while the text below each table highlights some particular achievements.

2.1.5 Housing

<b>Progress</b>	<b>Action</b>
Completed	4
Ahead of Schedule	-
On Schedule	4
Behind Schedule	-
Unlikely to be achieved	-
Abandoned	1
<b>Total</b>	<b>9</b>

The Housing Department now delivers training on equality and diversity issues to Registered Tenants Organisations in the city. The department has also produced customer care employee guidelines for staff and there is a dedicated equalities information section on the Housing Department intranet for staff to access. The Housing Department publicise and provide single sex interviews for clients on request.

2.1.6 Leisure and Communities

<b>Progress</b>	<b>Action</b>
Completed	1
Ahead of Schedule	-
On Schedule	4
Behind Schedule	3
Unlikely to be achieved	-
Abandoned	-
<b>Total</b>	<b>8</b>

The Leisure and Communities Department provides swimming sessions for women with modesty issues at one of the City's Leisure Centres. There are female lifeguards in attendance and no male spectators. A representative of Dundee International Women's Centre also attends to help with language issues. Swimming lessons are provided within a similar context.

## 2.1.7 Personnel

<b>Progress</b>	<b>Action</b>
Completed	2
Ahead of Schedule	-
On Schedule	12
Behind Schedule	-
Unlikely to be achieved	-
Abandoned	-
<b>Total</b>	<b>14</b>

A Council-wide policy on Domestic Abuse was developed and implemented in 2007. Training on the policy has been provided by Personnel for managers of all departments. Support and assistance is also available for Council employees who are experiencing domestic abuse.

## 2.1.8 Social Work

<b>Progress</b>	<b>Action</b>
Completed	2
Ahead of Schedule	1
On Schedule	7
Behind Schedule	-
Unlikely to be achieved	-
Abandoned	-
<b>Total</b>	<b>10</b>

The Social Work Department has introduced additional equality and diversity training to ensure employees are more aware of equality and diversity issues: 70 staff have already attended training with further courses planned throughout 2008. Social Work staff induction programmes are currently being reviewed and revised to accommodate equality and diversity issues.



## 2.1.9 Other Departments

Progress	Corporate Planning	Economic Development	Environmental Health & Trading Standards	Finance	IT	Planning & Transportation	Public Relations
Completed	1	-	-	-	-	-	-
Ahead of Schedule	-	-	-	-	-	-	-
On Schedule	2	1	2	1	1	3	1
Behind Schedule	-	-	-	-	-	-	-
Unlikely to be achieved	-	-	-	-	-	-	-
Abandoned	-	-	1	-	-	-	-
Total	3	1	3	1	1	3	1

- The Corporate Planning Department has introduced service planning guidelines across the Council that now require all departments to complete an equality impact screening on all the actions contained in their service plans. All reports to Council Committees also require to be screened regarding equality and diversity impacts.
- The Economic Development Department is currently delivering the initiative 'Working for Families'. This is aimed at helping parents overcome barriers to employment for training. Within this context, single fathers have been specifically identified and, to date, 90 fathers have registered for support with 44 taking positive steps towards employment.
- The Finance Department have developed and put in place a strategic approach to corporate procurement. Within this context, the Finance Department will monitor procurement activity to confirm compliance with appropriate equalities legislation and Dundee City Council's Procurement Strategy 2007.

3. **WORKFORCE MONITORING**3.1 **Employee Equality Monitoring**

3.1.1 The Gender Equality Duty within the Equality Act 2006 places a general duty on local authorities to report on progress made in gathering information on the effect of policies and practices on men and women. In particular, progress has to be reported on the extent to which:-

- equality is promoted between male and female staff
- provision of services and functions take account of the needs of men and women

3.1.2 Dundee City Council is currently transferring information to a new Personnel/Payroll system that will help to meet monitoring requirements. This transfer was recently completed at the end of April 2008. As part of this process, employees were asked to complete a transfer form which included equality monitoring information.

- 3.1.3 The statistics detailed in this report have been generated from a number of different and independent information systems. These systems are ISIS (Outgoing Personnel/Payroll System), Resource Link (New Personnel/Payroll Systems), HR Director (Recruitment System), Organisational Development's Training Database, Information Technology's Training Database and individual departments' training records/databases.
- 3.1.4 All Dundee City Council staff have now completed a transfer form which when added to the information gained from the systems referred to above, have enabled the Local Authority to report equality details of its employees.
- 3.1.5 Paragraphs 3.1.6 to 3.1.9 below show the Council's monitoring of gender equality on the following topics:
- i) Dundee City Council job applications by gender/employees in post
  - ii) Employee/population gender profiles
  - iii) Employees who lodged formal grievances/attended disciplinary hearings/ceased employment
  - iv) Employees applying for/receiving training
- 3.1.6 During January-December 2007, there were 21,367 job applications to Dundee City Council. Of this number, 61% were female compared with 39% male applicants. Of the 625 successful job applicants over the period, a greater number of female applicants were successful: the gender breakdown being 71% female applicants and 29% male applicants. This trend continued with more female than male employees reported in post at December 2007: of 8,995 employees, 66% were female compared with 34% male employees.

#### **Job Applicants/Successful Applications/Employees in Post - January-December 2007**

<b>Gender</b>	<b>Job Applicants</b>	<b>Successful Applications</b>	<b>Employees Reported in post at December 2007</b>
MALE	8,378 (39%)	184 (29%)	3,073 (34%)
FEMALE	12,989 (61%)	441 (71%)	5,922 (66%)
	21,367	625	8,995

- 3.1.7 According to the 2001 Census, Dundee has a population of just over 145,000 with a gender split of 52% female and 48% male. This also reflects the gender split in Scotland as a whole where the 2001 Census reported that 48% of the Scottish population was male and 52% female. Contrasting with this is the gender profile of Dundee City Council employees at December 2007 where there is a greater number of female to male employees: the split being 66% female and 34% male.

#### **Employee/Population Gender Profiles**

<b>Gender</b>	<b>Dundee City Council</b>	<b>Dundee City</b>	<b>Scotland</b>
MALE	3,073 (34%)	69,140 (48%)	2,432,494 (48%)
FEMALE	5,922 (66%)	76,523 (52%)	2,629,517 (52%)
	8,995	145,663	5,062,011

- 3.1.8 The Personnel Department reported that 29 employees formally lodged grievances during January-December 2007. Of that number, 59% were female employees and 41% were male. Within the same timeframe, 88 employees attended disciplinary hearings with 55% of these employees being male compared with 45% female employees. There were 748 employees who ceased employment with the Council during this time with more female employees ceasing employment than male; being 60% and 40% respectively. The Education Department reported separately on employees who formally lodged grievances, attended disciplinary hearings and who ceased employment.

**Employees who have formally lodged grievances/attended disciplinary hearings/ceased employment - January-December 2007**

<b>Gender</b>	<b>Employees who have formally lodged grievances</b>	<b>Employees who have attended disciplinary hearings</b>	<b>Employees who have ceased employment</b>
MALE	12 (41%)	48 (55%)	299 (40%)
FEMALE	17 (59%)	40 (45%)	449 (60%)
	29	88	748

**Education employees who have formally lodged grievances/attended disciplinary hearings/ceased employment - January - December 2007**

<b>Gender</b>	<b>Education employees who have formally lodged grievances</b>	<b>Education employees who have attended disciplinary hearings</b>	<b>Education employees who have ceased employment</b>
MALE	Less than 5	6	87
FEMALE	Less than 5	8	218

In compliance with the Data Protection Act, sub sets of less than 5 have been reported as "Less than 5" above.

- 3.1.9 Training information is held in a number of information databases and departmental training records across the Council. The training information is available as a total figure, split by gender, over a two year period 2006-2007. The Education Department has reported separately. More integrated data on training is needed to fully indicate gender trends in training approaches. Work is continuing in the Council on developing more integrated training information systems.

**Employees applying for training/receiving training 2006-2007**

<b>Gender</b>	<b>Employees applying for training</b>	<b>Employees receiving training</b>
MALE	1,979	2,832
FEMALE	11,651	8,432
*NO ENTRY	165	-
	15,774	11,264

\* NO ENTRY - no information available or left blank by employee

### Education employees applying for training/receiving training 2006-2007

Gender	Education employees applying for training	Education employees receiving training
MALE	352	293
FEMALE	179	162
	531	455

### 3.2 **Dundee City Council Employee Survey**

- 3.2.1 Dundee City Council undertakes an employee survey every three years. The most recent employee survey took place in 2007 with 3381 employees submitting a completed questionnaire. This return suggests a response rate of around 38% given the total number of Council employees in post at December 2007 as reported in paragraph 3.1.6. For the first time the survey included a question on gender equalities awareness. Employees were asked to agree/disagree with the following statement:

*'I am aware of the Council's approach to gender equality and our Gender Equality Scheme'*

In response to the above question, the survey highlighted that 90% of Dundee City Council employees who took part agreed with the statement.

### 3.3 **Equal Pay Policy**

- 3.3.1 Dundee City Council published an Equal Pay Policy Statement in November 2007. It was also agreed that progress reports on the implementation of the policy would be published annually as part of the arrangements for reporting on the Council's Gender Equality and Diversity Scheme.
- 3.3.2 Dundee City Council has developed a new pay and grading structure which was implemented on 1 April 2008. This structure was the subject of an equality impact assessment carried out by an external consultant to ensure no gender bias.
- 3.3.4 All Council employees subject to Single Status job evaluation have been issued with letters containing details of their new grade, salary scale, placing on the scale and affording them the right of appeal against the new grade. Appeal hearings are currently taking place in accordance with the procedure agreed with the trade unions. It is envisaged that all appeals will be heard by the end of 2008.

**Dundee City Council**  
**22 September 2008**