



DERBY CITY COUNCIL

# **Working for the Council – employment statistics**

**April 2007 – March 2008**

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# Working for the Council – employment statistics

## 1 Introduction

Welcome to our latest employment statistics covering the period from April 2007 to March 2008. The statistics include recruitment, workforce profile, training and development and disciplinary and grievances. They do not include statistics for people working in schools.

Since we produced our last employment statistics report, we have improved the data collection for recording disciplinary and grievances and also recruitment statistics.

In March 2008 each department set some equality employment objectives and these were presented to the three Diversity Forums and employee networks for comment during March, April and June 2008. The objectives and initiatives related to 2008/2009, so we have included them again in this booklet. We will be producing a six month progress report on these initiatives for the November round of Diversity Forums and employee network meetings.

We will be putting the booklet on our internal Derbynet following a request from our employee networks and also on our website at [www.derby.gov.uk](http://www.derby.gov.uk). There will also be other styles available for those who need them.

Please contact us if you have any queries about the figures or have any suggestions for improving the layout for future reports. Contact us on 01332 255384, minicom 01332 258427, fax 013332 255520 or email [ann.webster@derby.gov.uk](mailto:ann.webster@derby.gov.uk)

Many thanks, to colleagues in the Human Resources Division, of all departments, who pulled the statistics together.

Corporate Human Resources - Operations and Policy

August 2008

## **2 Recruitment**

This section gives information about recruitment to the Council's vacancies that were advertised between April 2007 and March 2008. It explores the stages of the process and gives details of numbers of applications and appointed candidates. It then focuses on ethnic origin, gender, disability and senior positions.

The numbers exclude school vacancies. It also excludes some vacancies in Sport and Leisure.

### **General**

During 2007/8, the Council advertised 824 vacancies, excluding schools vacancies and some Sport and Leisure, but including re-advertised posts.

The Council received 10,107 applications and appointed 680 people from these applications, which is 6.7% of the applicants. For senior positions, the Council received 127 applications and appointed 8 senior officers. However, we do not have the complete data for the applicants for the appointment of Assistant Director - Childrens.

A full breakdown of the recruitment statistics is shown at the end of this section. Unfortunately the CYP department did not record shortlisted applicants for the first quarter of the period, therefore the breakdown does not show shortlist data as this would have misrepresented the overall information. However, we do have shortlist data for 641 appointments, out of the total of 689. We will be using this data to inform and improve our recruitment initiatives and it can be made available on request.

### **Ethnic origin**

There were 2,210 applications from minority ethnic people, which is 21.9% - 24.9% in 2006/7 – of the total applications received. The 2001 census states that the economically active minority ethnic community in Derby is 12.09%.

Of the 2,210 applications from minority ethnic people, 105 of these were appointed which is 15.4% of the total number of 680 appointees – 18% in 2006/7. The success rate for minority ethnic

candidates is 4.8%, this compared to the success rate of 7.6% for White British candidates.

The proportion of our workforce made up of minority ethnic employees is 13.7%. The proportion of minority ethnic appointees as a percentage of all appointees last year was higher than this, so the proportion of our workforce made up of minority ethnic employees increased over the year, and now stands well above the census figure.

## **Gender**

There were 6,192 applications from women, 61.3% of the total applications – 72.8% in 2006/7. Of the 6,192 applications from women, 479 were appointed which is 70.3% of the total number of 680 appointees, much the same as our existing workforce profile.

The statistics show that female applicants have a 7.7% success rate, higher than the average success rate for all applicants.

There were 3,887 applications from men, 200 were appointed which is a 5.1% success rate.

Please note that 0.3% of applicants did not specify their gender.

## **Disability**

There were 429 applications from disabled people, 4.2% of the total applications – 4.6% in 2006/7. Of the 429 applications, 28 were appointed, which is 4.1% of the total number of 680 appointees.

The success rate is 6.5% which is similar to the average appointment rate, however, it is lower than last year – 7.8%. The proportion of our workforce made up of disabled employees is 6.1%.

It is worth noting that the statistics show that there were 7.8% of applicants and 5.1% of appointees where their disability status is not known. The majority of this unknown data comes from the Environmental Services who carry out telephone applications, and equality data is not collected through this process. We will look to address this issue for next year.

## Senior Positions

We have defined 'senior' as Head of Service, Assistant Director and Corporate Director for the purposes of this report.

We advertised 8 senior positions between April 2007 and March 2008. The equality monitoring information for these senior appointments information is:

<b>Vacancy</b>	<b>Applicants</b>	<b>Shortlisted</b>	<b>Appointed</b>
Corporate Director – Resources	1 – White other 18 – White British 16 – Not known	4 – White British 2 – Not known	White British
	6 – Female 13 – Male 16 – Not known	2 – Female 2 – Male 2 – Not known	Male
	1 – Disabled 18 – Non-disabled 16 – Not known	4 – Non-disabled 2 – Not known	Non-disabled
Corporate Director – Environmental Services	1 – Caribbean 1 – Indian 1 – Other Dual Heritage 2 – White other 40 – White British	1 – White other 7 – White British	White British
	5 – Female 40 – Male	2 – Female 6 – Male	Male
	2 – Disabled	None disabled	
Assistant Director – Corporate Finance and Performance	1 – Other Asian background 1 – Indian 1 – Other Dual Heritage background 1 – Pakistani 1 – White other 8 – White British	1 – Other Dual Heritage background 1 – Pakistani 4 – White British	Pakistani
	3 – Female 10 – Male	6 Male	Male
	None disabled		
Head of Information Services	1 – Chinese 1 – Indian 1 – White Irish 1 – White and Asian 6 – White British	1 – Indian 3 – White British	White British
	10 – Male		
	None disabled		
Head of	13 – White British	3 – White British	White British

Regeneration and Community	1 – Not known		
	1 – Female 13 – Male	1 – Female 2 – Male	Male
	None disabled		
Head of Catering, Cleaning and Caretaking	1 – White Irish 1 – White other 5 – White British	4 – White British	White British
	5 – Female 2 – Male	3 – Female 1 – Male	Female
	None disabled		
Acting Assistant Director – Commissioning	1 – Pakistani	Pakistani	Pakistani
	1 – Male	Male	Male
	None disabled		
Acting Assistant Director – Operations	2 – White British	2 – White British	White British
	2 – Female	2 – Female	Female
	None disabled		
Assistant Director - Childrens	Not known	5 – White British	White British
		5 – Male	Male
		None disabled	Non-disabled

Although there were no disabled people appointed, two people of Pakistani origin were, which is 25% of all senior appointments. There were two women appointed which is also 25% of all senior appointments.

## Career Development

The Career Development section of the Council's Vacancy List contributes to the Council's commitment to support career progression within the organisation. During 2007/8, 112 jobs were advertised in this section, which is around 13.5% of the total number of vacancies.

To encourage employees to apply for jobs to support their career progression, we also upload all Council vacancies on the Council's intranet site – Derbynet.

43 jobs were successfully filled by employees using the Career Development section and 41 jobs were successfully filled by employees using the intranet. Of these 84 applicants, there were:

- 58 women, 69% of total
- 9 minority ethnic, 10.7% of the total
- 2 disabled people, 2.3% of the total.

## **Positive Action**

We have recently drafted a generic application form and hope to start using this soon. Whilst reviewing the form, we have consulted with the Council's employee networks – Disabled, Black Employees, Lesbian, Gay, Bi-sexual and Transgender – to help us develop the form but to focus on how best to monitor the equality data for future.

Advertising and positive action initiatives like the job seekers registers and guaranteed interview scheme are working to attract and appoint minority ethnic and disabled people. The Council's vacancy list goes out to a wide range of community and voluntary organisations, as well as to people on the job seekers register.

Details of the job seekers register can also be found on the Council website with the facility to register on-line. Currently, Employee Development delivers regular interview skills training courses for disabled and minority ethnic job seekers. The Recruitment Officer – Positive Action provides the opportunity for 1-1 jobs coaching and advice.

As part of our positive action initiatives we have met with a range of partners to look at development and signposting opportunities including the Pakistani Community Centre, Somalian Community, Livelihood Project, JET Project, Disability Direct, Disability Employment Project at Derbyshire County Council, Royal National Institute for the Deaf, Information Advice and Guidance Network, Remploy and Business in the Community.

The particular problem of chronic under-representation of Pakistani people among the Council's workforce has given rise to the partnering activity with JET, which has previously been reported to MCDF, and to a range of other activities that we hope will bear fruit and show an improvement with the figures for 2008/9 which are reported next year.



## Recruitment Statistics 2007/8

This table shows the breakdown of applicants and appointees based on the total number of vacancies. It also shows the success rate for each category, which is the percentage of appointments made against the number of applications for each category.

	No of Applicants	%	No of Appointees	%	Success rate (%)
<b>Asian or Asian British</b>					
Indian	684	6.8	37	5.4	5.4
Pakistani	540	5.3	12	1.8	2.2
Bangladeshi	40	0.4	1	0.1	2.5
Any other Asian background	72	0.7	0	0.0	0.0
<b>Black or Black British</b>					
Caribbean	244	2.4	16	2.3	6.6
African	250	2.5	16	2.3	6.4
Other black background	30	0.3	3	0.4	10.0
<b>Chinese or other ethnic group</b>					
Chinese	55	0.5	2	0.3	3.6
Any other ethnic group	60	0.6	5	0.7	8.3
<b>Dual Heritage</b>					
White and black Caribbean	117	1.2	6	0.9	5.1
White and black African	23	0.2	4	0.6	17.4
White and Asian	24	0.2	0	0.0	0.0
Other dual heritage background	71	0.7	3	0.4	4.2
<b>White</b>					
British	6931	68.6	530	77.8	7.6
Irish	61	0.6	13	1.9	21.3
Other	362	3.6	24	3.5	6.6
Not known	513	5.1	8	1.2	1.6
Personally withheld	30	0.3	1	0.1	3.3
Disabled	429	4.2	28	4.1	6.5
Non-disabled	8833	87.4	616	90.5	7.0
Not known	791	7.8	35	5.1	4.4
Personally withheld	54	0.5	2	0.3	3.7
Female	6192	61.3	479	70.3	7.7
Male	3887	38.5	200	29.4	5.1
Not known	28	0.3	2	0.3	7.1
<b>Total no of applicants</b>	<b>10107</b>		<b>681</b>		<b>6.7</b>

### **3 Workforce profile**

This section covers employees in post at 31 March 2008. Data is taken from the Vision HR/Payroll system, which stores information about all employees of the Council. Where an employee has more than one job the details are analysed separately for each job.

The statistics relate to the Quarter 4 2007/08 Best Value Performance Indicators and includes additional analysis by age and gender. Also included are departmental breakdowns of employees. The main report headings are:

- BVPI 17a – percentage of all minority ethnic employees
- BVPI 16a – percentage of all employees who are disabled people
- BVPI 11a – percentage of top 5% of earners who are women
- BVPI 11b – percentage of top 5% of earners who are minority ethnic people
- BVPI 11c – percentage of top 5% of earners who are disabled people
- age and gender profile.

Top 5% earners mean employees with a salary equal to or greater than SCP 41 £33,291 yearly.

These statistics do not include employees of Derby Homes and agency workers.

People employed in schools have also been excluded because a large amount of equalities data is still in the process of being collected for this group.

## Ethnic origin profile – BVPI 17a

	Non minority ethnic employees		Minority ethnic employees		All minority ethnic employees	Ethnic origin not known
	Male	Female	Male	Female		
<b>No of Employees</b>	2051	4555	288	757	1045	276
<b>As a % of employees with known ethnic origin</b>	26.81	59.53	3.76	9.89	13.66	

The Council's BVPI 17a target for 2007/08 was 12.00% including schools employees. The non schools figure of 13.66% is well above that target and would easily put us in the top quartile for unitary authorities.

## Departmental analysis of the percentage of minority ethnic employees

Department	Minority ethnic employees	Non minority ethnic employees	Personally withheld	Unknown ethnic origin	% of workforce
<b>Chief Executive's</b>		10			0.0
<b>Corporate and Adult Services</b>	274	1553	4	8	15.0
<b>Resources</b>	42	282			13.0
<b>Environmental Services</b>	230	2187	5	77	9.5
<b>Regeneration and Community</b>	131	906	22	8	12.4
<b>Children and Young People</b>	368	1668	5	147	18.0
<b>Total</b>	<b>1045</b>	<b>6606</b>	<b>36</b>	<b>240</b>	

## Analysis of employee ethnic origin by 2001 Census categories

<b>Ethnic Origin</b>	<b>No of Females</b>	<b>%</b>	<b>No of Males</b>	<b>%</b>	<b>Total</b>	<b>%</b>	<b>2001 Census Data %</b>
<b>Asian or Asian British</b>							
Indian	285	3.60	64	0.81	349	4.40	3.84
Pakistani	101	1.27	45	0.57	146	1.84	3.96
Bangladeshi	2	0.03	3	0.04	5	0.06	0.09
Any Other Asian Background	10	0.13	12	0.15	22	0.28	0.46
<b>Black or Black British</b>							
Caribbean	188	2.37	77	0.97	265	3.34	1.40
African	48	0.61	24	0.30	72	0.91	0.20
Other Black Background	17	0.21	17	0.21	34	0.43	0.16
<b>Chinese or other ethnic group</b>							
Chinese	14	0.18	1	0.01	15	0.19	0.39
Any Other Ethnic Group	25	0.32	12	0.15	37	0.47	0.26
<b>Dual Heritage</b>							
White And Black Caribbean	28	0.35	18	0.23	46	0.58	1.03
White And Black African	8	0.10	1	0.01	9	0.11	0.09
White And Asian	13	0.16	4	0.05	17	0.21	0.44
Other Dual Heritage Background	19	0.24	14	0.18	33	0.42	0.22
<b>White</b>							
British	4376	55.20	1993	25.14	6369	80.35	84.39
Irish	53	0.67	18	0.23	71	0.90	1.38
Other	125	1.58	36	0.45	161	2.03	1.68
Not Known	187	2.36	53	0.67	240	3.03	
Personally Withheld	21	0.26	15	0.19	36	0.45	
<b>Grand Total</b>	<b>5520</b>	<b>69.64</b>	<b>2407</b>	<b>30.36</b>	<b>7927</b>	<b>100.00</b>	<b>100.00</b>

## Disability profile – BVPI 16a

	Non Disabled Employees		Disabled Employees		All Disabled Employees	DDA Status not known
	Male	Female	Male	Female		
<b>No. of Employees</b>	2217	5124	159	322	481	105
<b>As a % of employees with known DDA status</b>	28.34	65.51	2.03	4.12	6.15	

The Council's BVPI 16a target for 2007/08 was 3.50% including schools employees. The non schools figure of 6.15% far exceeds that target and would easily put us in the top quartile for unitary authorities.

## Departmental analysis of disabled employees

Department	Disabled employees	Non-disabled employees	Personally withheld	Unknown	% disabled employees
<b>Chief Executive's</b>		10			0.0
<b>Corporate and Adult Services</b>	142	1690		7	7.8
<b>Resources</b>	41	282		1	12.7
<b>Environmental Services</b>	120	2345	8	26	4.9
<b>Regeneration and Community</b>	81	967	7	12	7.7
<b>Children and Young People</b>	97	2047		44	4.52
<b>Total</b>	<b>481</b>	<b>7341</b>	<b>15</b>	<b>90</b>	

## Analysis of ethnic origin of disabled employees

Ethnic origin	No of Females	%	No of Males	%	Total	%
<b>Asian or Asian British</b>						
Indian	16	3.33	3	0.62	19	3.95
Pakistani	4	0.83	4	0.83	8	1.66
<b>Black or Black British</b>						
Caribbean	7	1.46	2	0.42	9	1.87
African			2	0.42	2	0.42
Other Black Background	3	0.62	1	0.21	4	0.83
<b>Dual Heritage</b>						
White And Black Caribbean	2	0.42			2	0.42
White And Black African	1	0.21			1	0.21
Other Dual Heritage Background	4	0.83	1	0.21	5	1.04
<b>White</b>						
British	269	55.93	138	28.69	407	84.62
Irish	3	0.62	2	0.42	5	1.04
Other	4	0.83	5	1.04	9	1.87
Any Other Ethnic Group	2	0.42	1	0.21	3	0.62
Not Known	7	1.46			7	1.46
<b>Grand Total</b>	<b>322</b>	<b>66.94</b>	<b>159</b>	<b>33.06</b>	<b>481</b>	<b>100.00</b>

## Departmental analysis of the top 5% earners who are women BVPI 11a

Department	All employees	Male employees	%	Female employees	%
<b>Chief Executive's</b>	4	2	50.00	2	50.00
<b>Corporate and Adult Services</b>	130	67	51.54	63	48.46
<b>Resources</b>	41	24	58.54	17	41.46
<b>Environmental Services</b>	38	28	73.68	10	26.32
<b>Regeneration and Community</b>	87	65	74.71	22	25.29
<b>Children and Young People</b>	198	57	28.79	141	71.21
<b>Total</b>	<b>498</b>	<b>243</b>	<b>48.80</b>	<b>255</b>	<b>51.20</b>

The Council's BVPI 11a target for 2007/08 was 51.50%. Although our actual figure of 51.20% is slightly below target, it would still put us in the top quartile for unitary authorities.

## Ethnic origin profile of Top 5% Earners – BVPI 11b

	Non Ethnic Employees		Minority Ethnic Employees		All Minority Ethnic Employees	Ethnicity not known
	Male	Female	Male	Female		
<b>No. of Employees</b>	224	232	17	20	37	5
<b>As a % of all employees</b>	44.98	46.59	3.41	4.02	7.43	

The Council's BVPI 11b target for 2007/08 was 8.00%. Although our actual figure of 7.43% is below target, it would still put us in the top quartile for unitary authorities.

## Departmental analysis of the top 5% earners who are minority ethnic employees

Department	All employees	Minority ethnic employees	%
<b>Chief Executive's</b>	4		0.00
<b>Corporate and Adult Services</b>	130	11	8.46
<b>Resources</b>	41	1	2.44
<b>Environmental Services</b>	38		0.00
<b>Regeneration and Community</b>	87	7	8.05
<b>Children and Young People</b>	198	18	9.09
<b>Total</b>	<b>498</b>	<b>37</b>	

## Analysis of ethnic origin of top 5% earners

Ethnic origin	No of Females	%	No of Males	%	Total	%
<b>Asian or Asian British</b>						
Indian	6	1.20	5	1.00	11	2.21
Pakistani			6	1.20	6	1.20
Any Other Asian Background			2	0.40	2	0.40
<b>Black or Black British</b>						
Caribbean	9	1.81	3	0.60	12	2.41
African			1	0.20	1	0.20
Other Black Background	1	0.20			1	0.20
<b>Chinese or other ethnic group</b>						
Any Other Ethnic Group	2	0.40			2	0.40
<b>Dual Heritage</b>						
White And Black Caribbean	1	0.20			1	0.20
White And Asian	1	0.20			1	0.20
<b>White</b>						
British	223	44.78	215	43.17	438	87.95
Irish	4	0.80	4	0.80	8	1.61
Other	5	1.00	5	1.00	10	2.01
Not Known	2	0.40	1	0.20	3	0.60
Personally Withheld	1	0.20	1	0.20	2	0.40
<b>Grand Total</b>	<b>255</b>	<b>51.20</b>	<b>243</b>	<b>48.80</b>	<b>498</b>	<b>100.00</b>



## Analysis of DDA status of top 5% earners – BVPI 11c

	Non Disabled Employees		Disabled Employees		All Disabled Employees	Disability not known
	Male	Female	Male	Female		
<b>No. of Employees</b>	235	238	8	15	23	2
<b>As a % of all employees</b>	47.19	47.79	1.61	3.01	4.62	

The Council's BVPI 11c target for 2007/08 was 4.50%. Our actual figure of 4.62% exceeds the target and would easily put us in the top quartile for unitary authorities.

## Departmental analysis of top 5% earners who are disabled people

Department	All employees	Disabled employees	%
<b>Chief Executive's</b>	4		0.00
<b>Corporate and Adult Services</b>	130	10	7.69
<b>Resources</b>	41	2	4.88
<b>Environmental Services</b>	38	2	5.26
<b>Regeneration and Community</b>	87	1	1.15
<b>Children and Young People</b>	198	8	4.04
<b>Total</b>	<b>498</b>	<b>23</b>	

## Age and Gender Profile

Age Range	No, of Females	%	No, of Males	%	Total	%
Under 20	60	0.76	72	0.91	132	1.67
20-24	268	3.38	216	2.72	484	6.11
25-29	476	6.00	218	2.75	694	8.75
30-34	490	6.18	201	2.54	691	8.72
35-39	700	8.83	252	3.18	952	12.01
40-44	942	11.88	315	3.97	1257	15.86
45-49	844	10.65	328	4.15	1172	14.78
50-54	727	9.17	305	3.85	1032	13.02
55-59	601	7.58	265	3.34	866	10.92
60-64	322	4.06	165	2.08	487	6.14
65 and over	90	1.15	70	0.88	160	2.02
<b>Grand Total</b>	<b>5520</b>	<b>69.64</b>	<b>2407</b>	<b>30.36</b>	<b>7927</b>	<b>100.00</b>

## 4 Training and Development

This table shows the incidence of employees taking part in a training event, broken down by monitoring groups. Distribution is broadly in line with representation in the workforce as shown in column 3. This is employee training, so the positive action work like job seekers training for people on the minority job seekers register and users of Jet is not shown. The Positive Steps management development programme for minority ethnic employees is now in its second year. Having delivered the formal training elements we are now concentrating on career management and on the job learning opportunities.

<b>Ethnic origin</b>	<b>1 Number of events</b>	<b>2 %</b>	<b>3 Workforce %</b>
<b>Asian or Asian British</b>			
Indian	347	3.7	4.40
Pakistani	167	1.7	1.84
Bangladeshi	6	0.06	0.06
Any Other Asian Background	25	0.2	0.28
<b>Black or Black British</b>			
Caribbean	359	3.8	3.34
African	130	1.3	0.91
Other Black Background	41	0.4	0.43
<b>Chinese or other ethnic group</b>			
Chinese	11	0.1	0.19
Any other ethnic group	9	0.09	0.47
<b>Dual Heritage</b>			
White And Black Caribbean	49	0.5	0.58
White And Black African	0	0	0.11
White and Asian	9	0.09	0.21
Other Dual Heritage Background	56	0.6	0.42
<b>White</b>	36	0.3	
British	7692	82.7	80.35
Irish	87	0.9	0.90
Other	141	1.5	2.03
Withheld	18	0.1	3.03
Any Other Ethnic Group	21	0.2	0.45
Not Known	95	1	
<b>Grand Total</b>	<b>9299</b>		

<b>Gender</b>	<b>Events</b>	<b>%</b>	<b>% employees</b>
Female training places	6,441	69.2	69.4
Male training places	2,858	30.7	30.6
<b>Grand Total</b>	<b>9299</b>		

<b>Disability</b>	<b>Events</b>	<b>%</b>	<b>% Employees</b>
Disabled people	218	2.3	6.15
Non Disabled people	9005	96.8	93.15
Information withheld	21	0.2	
Unknown	55	0.5	
<b>Grand Total</b>	<b>9299</b>		

## **5a Disciplinaries**

This section gives information about disciplinaries and grievances that were investigated and submitted between April 2007 and March 2008. Each table focuses on the ethnic origin, gender and disability status of each employee and then compares the total for each group against the workforce profile. School based employees are not included in the figures.

The Vision HR/Payroll system has been developed and extended to allow disciplinary and grievance data storage. Training was also provided to departments to ensure that all data was correctly recorded. This has resulted in improvements in data collection and data quality with all departments now using a consistent method of recording any cases.

### **Disciplinaries**

#### **Disciplinary Investigations**

During 2007/08 the Council undertook 80 disciplinary investigations. Of these 49 proceeded to a disciplinary hearing, which is 61.25% of all the disciplinary investigations. In 2006/07 the Council investigated 67 disciplinaries of which 83.6% or 56 in total proceeded to a disciplinary hearing.

A full breakdown of all the disciplinary investigations for 2007/08 is provided in figures 5.1 to 5.5.

#### **Ethnic Origin**

Figure 5.1 shows that the percentage number of disciplinary investigations involving Caribbean employees was 6.2 %, Pakistani employees it was 5.0%, African employees it was 2.5% and Other Dual Heritage Background employees it was 2.5%. These figures are significantly higher than the percentage of these groups in the workforce.

Of the 49 cases which proceeded to a disciplinary hearing, 4 involved Caribbean employees, which is 8.2% of the total number which proceeded to a disciplinary hearing. In addition to this, 3 of the 14 employees who were dismissed were Caribbean employees, which is 21.43% of all the dismissals. The percentage

of employees who were dismissed who were White British decreased from 94.12% in 2006/07 to 71.43% in 2007/08.

## DDA Status and Gender Profile

The number of disciplinary investigations involving disabled employees broadly corresponds to the workforce profile. However, the number of investigations involving male employees is almost double that of the gender profile of the workforce with 58.75% of all disciplinaries involving males, who only account for 30.36% of the workforce.

### 5.1 Disciplinary Investigations by Ethnic Origin

<b>Ethnic Origin</b>	<b>Total number of Disciplinary Investigations by Ethnic Origin</b>	<b>% of total Disciplinary investigations</b>	<b>% Ethnic Origin of the Workforce</b>
<b>Asian or Asian British</b>			
Indian	4	5.0	4.40
Pakistani	4	5.0	1.84
Bangladeshi			0.06
Any Other Asian Background			0.28
<b>Black or Black British</b>			
Caribbean	5	6.2	3.34
African	2	2.5	0.91
Other Black Background			0.43
<b>Chinese or other ethnic group</b>			
Chinese			0.19
Any Other Ethnic Group	1	1.2	0.47
<b>Dual Heritage</b>			
White And Black Caribbean	1	1.2	0.58
White And Black African			0.11
White And Asian	1	1.2	0.21
Other Dual Heritage Background	2	2.5	0.42
<b>White</b>			
British	57	71.3	80.35
Irish			0.90
Other	1	1.2	2.03
Not Known			3.03
Personally Withheld	2	2.5	0.45
<b>Total</b>	<b>80</b>	<b>100%</b>	<b>100%</b>

## 5.2 Analysis of Disciplinary Investigations by Ethnic Origin and the Proposed Action

Ethnic Origin	Proposed Action - 2007/08									Proposed Action 2006/07			
	Proceeded to Disciplinary Hearing						Investigation Ongoing		Total	Proceeded to Disciplinary Hearing			
	No	%	Other Informal Action Taken	%	Yes	%				No	%	Yes	%
Indian	1	7.1	1	16.7	2	4.1			4			1	1.8
Pakistani	1	7.1			2	4.1	1	9.1	4				
Caribbean					4	8.2	1	9.1	5			4	7.1
African					2	4.1			2				
Other Black Background												2	3.6
Any Other Ethnic Group			1	16.7					1				
White And Black Caribbean					1	2			1				
White And Asian					1	2			1				
Other Dual Heritage Background	1	7.1					1	9.1	2				
White British	10	71.4	4	66.7	36	73.5	7	63.6	57	10	90.9	47	83.9
White Other	1	7.1							1	1	9.1	2	3.6
Personally Withheld					1	2	1	9.1	2				
<b>Total</b>	<b>14</b>		<b>6</b>		<b>49</b>		<b>11</b>		<b>80</b>	<b>11</b>		<b>56</b>	

### 5.3 Analysis of Disciplinary Dismissals by Ethnic Origin

	2007/08		2006/07	
<b>Ethnic Origin</b>	<b>Total Number of Dismissals by Ethnic Origin</b>	<b>% of total Dismissals</b>	<b>Total Number of Dismissals by Ethnic Origin</b>	<b>% of total Dismissals</b>
Indian	1	7.14	0	0
Caribbean	3	21.43	1	5.88
White British	10	71.43	16	94.12
<b>Total</b>	<b>14</b>	<b>100%</b>	<b>17</b>	<b>100%</b>

### 5.4 Analysis of Disciplinary Investigations by DDA Status

<b>DDA Status</b>	<b>Total number of Disciplinary Investigations by DDA Status</b>	<b>% of total Disciplinary investigations</b>	<b>% known DDA Status of the Workforce</b>
Non Disabled	73	91.25	93.85
Disabled	7	8.75	6.15
<b>Total</b>	<b>80</b>	<b>100%</b>	<b>100%</b>

### 5.5 Analysis of Disciplinary Investigations by Gender

<b>Gender</b>	<b>Total number of Disciplinary Investigations by Gender</b>	<b>% of total Disciplinary investigations</b>	<b>% Gender profile of the Workforce</b>
Female	33	41.25	69.64
Male	47	58.75	30.36
<b>Total</b>	<b>80</b>	<b>100%</b>	<b>100%</b>

## **5b Grievances**

During 2007/08 the Council received 98 grievances. A full breakdown of the grievances received is included in figures 5.6 to 5.9.

### **Ethnic Origin and Grounds for Grievances**

Figure 5.6 shows that the number of grievances received from Indian, African and Other Black Background employees is significantly higher than the percentage of these groups in the workforce. However, figure 5.9 gives a full breakdown of the grounds for all the grievances received and this shows that only 3 of the grievances received involved any equality issues, which is 3% of the total number of grievances received. This tends to suggest that equality issues are not an area of concern, however the Council will continue to monitor all grievances received to see whether there is a trend that suggests that any groups are being discriminated against based on their race, gender, disability status, age, sexuality or religious belief.

During 2007/08, 43 of the 98 grievances received were Equal Pay grievances, which is 43.9% of all grievances received. Equal Pay grievances are currently being dealt with by all authorities that, like Derby, have yet to implement new pay arrangements based on the single status agreement. In addition to this, under the Disputes Resolution Regulations 2004 any complaint received in writing from an employee must be treated as a grievance and this may explain the increasing number of grievances received by the Council.

A further 52 grievances that were received were based on 'other' grounds; that is they did not involve any equality issues such as gender, sexuality, religious belief, age, disability, race, or equal pay.

### **DDA Status**

The number of grievances involving disabled employees was 13, this accounts for 13.3% of all the grievances received, which is considerably higher than the percentage DDA status of the workforce which is 6.15%.



## Gender Profile

The percentage of grievances from males and females broadly reflects the gender profile of the workforce with 64 grievances from females, which is 65.3% of all grievances received, and 34 grievances from males, which is 34.7% of all grievances received.

### 5.6 Analysis of Grievances received by Ethnic Origin

<b>Ethnic Origin</b>	<b>Total number of Grievances by Ethnic Origin</b>	<b>% of total Grievances</b>	<b>% Ethnic Origin of the Workforce</b>
<b>Asian or Asian British</b>			
Indian	6	6.1	4.40
Pakistani	1	1.0	1.84
Bangladeshi			0.06
Any Other Asian Background			0.28
<b>Black or Black British</b>			
Caribbean	3	3.1	3.34
African	2	2.0	0.91
Other Black Background	3	3.1	0.43
<b>Chinese or other ethnic group</b>			
Chinese			0.19
Any Other Ethnic Group	1	1.0	0.47
<b>Dual Heritage</b>			
White And Black Caribbean			0.58
White And Black African			0.11
White And Asian	1	1.0	0.21
Other Dual Heritage Background	1	1.0	0.42
<b>White</b>			
British	73	74.5	80.35
Irish	5	5.1	0.90
Other	1	1.0	2.03
Not Known			3.03
Personally Withheld	1	1.0	0.45
<b>Total</b>	<b>98</b>	<b>100%</b>	<b>100%</b>

## 5.7 Analysis of Grievances received by DDA Status

DDA Status	Total number of Grievances by DDA Status	% of total Grievances	% known DDA Status of the Workforce
Non Disabled	85	86.7	93.85
Disabled	13	13.3	6.15
<b>Total</b>	<b>98</b>	<b>100%</b>	<b>100%</b>

## 5.8 Analysis of Grievances received by Gender

Gender	Total number of Grievances by Gender	% of total Grievances	% Gender profile of the Workforce
Female	64	65.3	69.64
Male	34	34.7	30.36
<b>Total</b>	<b>98</b>	<b>100%</b>	<b>100%</b>

## 5.9 Grounds for Grievances

Grounds	Total Number of Grievances	% of total grievances
Race	2	2.0
Gender (Excluding Equal Pay Claims)	1	1.0
Gender (Equal Pay Claims)	43	43.9
Disability		
Age		
Sexuality		
Religious Belief		
Other	52	53.1
<b>Total</b>	<b>98</b>	<b>100%</b>

## 6 Moving Forward

This section appeared in our previous year's employment statistics, but as they mostly contain initiatives and objectives for this current year 2008/2009, we have included them in this booklet too as a reminder.

Updates on the Best Value Performance Indicator targets that were set for 2007/2008, are mentioned in the commentary for Section 3 – workforce profile.

The employment initiatives and objectives were reported to our three Diversity Forums and Employee Networks. This section gives the details of those initiatives and the latest Best Value Performance Indicator employment aims set for 2008/2009.

Our latest Best Value Performance Indicator employment aims for 2008/2009 are...

<b>Performance indicator</b>	<b>2008/2009</b>
BVPI 11a - % of top 5% earners who are women	52%
BVPI 11b - % of top 5% earners who are minority ethnic people	8%
BVP1 11c - % of top 5% earners who are disabled people	5%
BVPI 16a – the number of disabled employees declaring they meet the DDA definition	4%
BVPI 17a – the number of minority ethnic employees	12%

Our Strategic Human Resources Group, which comprises officers from each Council department, discussed the findings of all these employment statistics. They looked at each department's figures and the best value performance indicator aims. From these, they came up with a set of initiatives to further improve our performance in equality in employment at the council. These initiatives have been endorsed by their Departmental Senior Management Teams and the Council's Assistant Director Group, as well as our three Diversity Forums and Employee Networks.

Here are the initiatives set by each department. The BVPI Council targets mentioned in this section however, relate to what they were in March 2008 and not the latest ones....

## **Corporate and Adult Social Services**

### **BVPI 11a – Percentage of top 5% earners who are women**

By the end of 2008/9 the Council is looking to achieve a percentage of 52%. According to the figures, Corporate and Adult Services has 46.34%. However based on the latest information for the current year this has fallen back to 45.66%. There are now 58 women managers at SCP 41 and above out of a total of 127 posts at this level. To achieve the best value performance indicator, our figures would need to increase by 8 women employees.

The possibility of achieving this aim in step changes of 2 to 3 posts a year over the next 3 years is however constrained by the availability of funded posts. Recruitment activity for these types of post in the current year has been flat and this is a trend that may continue. Our achievement of these aims is also dependant upon the existing base of female employees already at this level not deteriorating within the time frame, and one of our aims will be to work to avoid this by developing effective working arrangements.

### **BVPI 11b – Percentage of top 5% earners who are minority ethnic people**

By the end of 2008/9 the Council is looking to achieve a percentage of 8.5% of minority ethnic employees in the top 5% of earners. Corporate and Adult Services has currently achieved 6.3%, which is out of 127 posts there are 8 minority ethnic employees, 3 of whom are Pakistani. To achieve our aim, our figures would need to increase by 3. Even at the rate of recruitment at 1 each year, given present levels of recruitment this will be a challenging aim. And will again depend on the existing base figures not being eroded. In setting this target we will also attempt to increase the representation from the Pakistani community.

### **BVPI 11c – Percentage of top 5% earners who are disabled people**

By the end of 2008/2009 the Council hopes to achieve 5% of disabled people in the top 5% earners. Corporate and Adult Services has already achieved this with 9 disabled people at this

level out of 127 employees. We recognise, however the requirement both to maintain this and if possible to increase representation by a further 1%, which is one disabled employee.

**BVPI 16a – Percentage of the number of disabled employees declaring they meet the DDA definition**

The statistics show that Corporate and Adult Services has a good overall record in terms of the employment of disabled people, latest figures showing 7.21% as opposed to a Council figure of 3.1%. We currently have 140 disabled people working for us. The Directorate's aim is to maintain and enhance the overall percentage of disabled employees in 2008/09 and to encourage any of our disabled employees to self declare to us that they consider themselves to be disabled people. We aim to increase our figures by a further 1% - 15 disabled people.

In Adult Services, we have the Learning Difficulty Service and a further aim of ours over the coming year will be to secure employment for 5 people from that service who are job ready. The people will require jobs appropriate for their impairment and skills. We will do this by working with the Job Coaches who work in that service.

As previously mentioned, any increase in numbers recruited however, is dependant upon there being posts available. Given the changes to services and their funding we are no recruiting at a high level, particularly in Adult Services, and this will affect our ability to achieve our aims.

**BVPI 17a – The number of minority ethnic people as a proportion of the workforce**

Corporate and Adult Services has a good record in employing minority ethnic people. Our latest figures show we currently have 14.3% of our workforce in this group against a Council average of 11.6%. This means that we currently have 278 minority ethnic people working for us, including 37 from the Pakistani community. Our aim for 2008/9 must be at minimum to sustain this level of employment and to increase it by a further 1% during this period if at all possible. This would require the employment of a further 14 minority ethnic people, from which we will also attempt to encourage Pakistani people to apply.

The constraints on recruitment are mentioned in the section above and apply equally to this target area.

## **Initiatives**

In Adult Services many initiatives are already under way in respect of recruitment and retention of employees from minority groups. This is because of the thrust over a number of years towards improving recruitment and retention in Social Care. Much work has been done in schools and the community to make people aware of the range of jobs available and to encourage applications. Similarly it has a Foundation Management Programme that encourages the training and development of potential managers.

Here are some actions we intend to take to help increase the diversity of the workforce in this Directorate...

- 1 Continue to maintain a presence and profile at Careers and Recruitment Fairs to showcase the opportunities available within Corporate and Adult Services.
- 2 Conduct specific Corporate Services focussed outreach work in communities, targeting specific groups, to develop awareness of employment opportunities, as an extension of the work already done in Adult Services
- 3 Establish a group of Corporate and Adult Services Mentors and Ambassadors that could work with business partnerships and schools to publicise amongst younger people the opportunities available, and to attempt to avoid stereotyping of employment possibilities. This again would be an extension of the work in Adult Services.
- 4 Conduct a Corporate Services Open Day or Days that are targeted at minority groups so that people can see what is done within the department and develop awareness of what is available in employment terms. This could potentially be done with other Council House-based Departments. This is an activity already conducted in Adult Services

- 5 Extend the principal of Mentorship to managing internal talent from Minority Groups so that there is a conversion of people that are generally employed at the lower grade levels into management grades so that there is progression within the organisation.
- 6 Use the JET-based agreement that the Council has entered into to improve representation of people from the Pakistani community by establishing traineeships.
- 7 Continue to support people from under-represented groups on positive training initiatives, such as the Positive Steps programme, and to work with Corporate Employee Development to see how this can be adapted for women and disabled people.

## **Resources**

### **BVPI 11a – Percentage of top 5% earners who are women**

The Directorate has 42.1% women in the top 5% earners, compared to the Council's overall aim of 52% for 2008/2009. To achieve the best value performance indicator, our figures would need to increase by 3 women employees. It may not be possible to achieve this aim within one year, given that there has been little turnover of posts at this level this year. We will aim to attempt to recruit women at this level at the rate of one a year for the next three years. Achieving this aim is dependant upon funded posts becoming available, and the existing base of women employees already at this level not deteriorating during this timescale.

### **BVPI 11b – Percentage of top 5% earners who are minority ethnic people**

According to the latest workforce statistics, the Directorate currently has achieved only 2.63% minority ethnic employees at this level compared to the Council's aim of 8.5%. We intend to do our best to try to recruit another 2 minority ethnic employees at this level over a two year period, depending on posts becoming available.

### **BVPI 11c – Percentage of top 5% earners who are disabled people**

The Directorate has already exceeded the Council's aim of 5% disabled people at this level, with 5.3%, but we recognise that

there is a requirement both to maintain this and if possible to increase representation. So, our aim is to increase this by at least one further disabled person within the timescales set.

#### **BVPI 16a – Percentage of the number of disabled employees declaring they meet the DDA definition**

Resources, has a good overall record in terms of the employment of disabled people -11.05% from our very latest figures as opposed to a Council figure of 3.14%. Our aim is to maintain and enhance the overall percentage of disabled employees in 2008/09 and to encourage existing disabled employees to let us know they are disabled people, if they haven't already done so.

#### **BVPI 17a – The number of minority ethnic people as a proportion of the workforce**

Resources, has a good record in employing minority ethnic people, with the current figures of 11.3%, which includes 8 Pakistani employees, in its workforce compared to a Council average of 11.6%. Our aims for 2008/9 are to increase this by a further 1%, which is a further 3 employees.

### **Initiatives**

Here are the initiatives we have come up with to help increase the diversity of our workforce...

- 1 Continue to maintain a presence and profile at Careers and Recruitment Fairs to showcase the opportunities available within Resources.
- 2 Provide Directorate specific outreach work in communities, targeting specific groups, to develop awareness of employment opportunities.
- 3 Establish a group of Mentors and Ambassadors that could work with business partnerships and schools to publicise amongst younger people the opportunities available in the Directorate, and to attempt to avoid stereotyping.
- 4 Conduct Open Events, possibly in conjunction with other Directorates, to target minority groups, so that people can see what we do in the Directorate. The events will also help to develop awareness amongst groups of what jobs are available.



- 5 Extend the principal of mentoring, to managing internal talent, from minority groups, so that existing employees are ready to apply for management vacancies when posts become available.
- 6 Use the JET-based agreement that the Council has entered into to improve representation of people from the Pakistani community by establishing traineeships.
- 7 Continue to support people from under-represented groups on positive training initiatives, such as the Positive Steps programme, and to work with Corporate Employee Development to see how this can be adapted for women and disabled people.

## **Regeneration and Community**

We have examined the employment statistics for this Directorate and need to take specific action in these particular areas...

### **BVPI 11a – Percentage of top 5% earners who are women**

The Directorate only has 24.69%, of women at this level, compared to a Council aim of 52%. So our aim will be to do our best to increase this percentage by 3 posts, depending on posts becoming available.

### **BVPI 11c – Percentage of top 5% earners who are disabled people**

The Directorate only has 1.23% disabled people at this level, compared to a Council aim of 5%. We realise we need to do all we can to attract more disabled people and we will do our best to try to recruit a further disabled person in 2008/2009. We will also encourage our existing disabled employees to self declare they are disabled people.

We are already over the Council's aims for 2008/2009 for...

### **BVPI b – % of top 5% earners who are minority ethnic people**

The Council's overall aim is 8.5% and we have 8.64%

### **BVPI 16a – the number of disabled employees declaring they meet the DDA definition**

The Council's overall aim is 4% and we have 6.9%

### **BVPI 17a – the number of minority ethnic employees**

The Council's overall aim is 12.5% and we have 12.7%

#### **Initiatives**

Here are the initiatives we have come up with to help increase the diversity of our workforce...

- 1 Identify suitable entry level vacancies that can be converted into temporary traineeships and we will aim for 5 over 3 years.
  - 2 Traineeships that can be filled through JET nominations and our aim is for 1 traineeship
  - 3 The Director and two Assistant Directors have volunteered to act as mentors, and one of these is a woman.
  - 4 Assistant Directors will ask for volunteers for senior manager mentors at their Management Teams
  - 5 Look into converting some suitable management vacancies into six months temporary traineeships, following more information about the positive Steps Programme.
- 
- 1 Assistant Directors to think about a diverse representation for nominees for the Leading Manager Course and the Heads of Service Succession Planning Pool.

#### **Environmental Services**

##### **BVPI 11a – Percentage of top 5% earners who are women**

The Directorate has 21.6% of women at this level, compared to the Council's aim for 2008/2009 of 52%. Our aim is to try to do our best to employ another 3 women to increase the diversity of our Directorate.

##### **BVPI 11b – Percentage of top 5% earners who are minority ethnic people**

The Directorate had no minority ethnic employees at this level when the 2006/2007 statistics were collected, but this may have changed for the latest statistics. The Council's aim is 8.5% for

2008/2009. So, our aim is to do our best to employ another one person, in addition to any latest workforce statistics.

**BVPI 11c – Percentage of top 5% earners who are disabled people**

The Directorate has 5.4% of disabled employees at this level, compared to a Council aim for 2008/2009 of 5%. Our aim for 2008/2009 is to do our best to employ another one disabled person.

**BVPI 16a – Percentage of the number of disabled employees declaring they meet the DDA definition**

The Directorate has 4% of employees who are disabled people compared with a Council aim for 2008/2009 of 4%. We want to increase this percentage so our aim is to do our best to employ another 5 disabled employees.

**BVPI 17a – The number of minority ethnic people as a proportion of the workforce**

The Directorate has 8.7% minority ethnic employees, compared with a Council aim of 12.5% for 2008/2009. Our aim is to employ another 30 minority ethnic employees to improve the diversity of the workforce in the Directorate.

**Initiatives**

There is a range of initiatives that the department can participate in to have a workforce that better represents the local Census information and that goes some way to achieving the BVPI measures. We will continue to work closely with Corporate HR colleagues to try to address under representation in the workforce where it exists. Here are the initiatives...

- 1 Continue to review our recruitment advertising methods for professional and other vacancies to try to attract more minority ethnic applicants.
- 2 Work with corporate HR colleagues in relation to the JET scheme to try to identify appropriate posts for traineeships for recruitment in the Pakistani community. Section 37 of the Race Relations Act 1976 allows employers organisations to give under-represented racial groups access to training to assist them to take up employment in that organisation.

- 3 Hold open days to raise awareness of the Council as an employer of choice, and to raise the profile of job opportunities in the department. A number of open days have in the past been held in the community and there is scope for the department to do this again. We can also use the feedback to better inform our future recruitment.
- 4 Continue to attend careers and jobs fairs to highlight the range of job opportunities.
- 5 Review our work experience practices and actively work with corporate HR to explore linking applicants on the job seeker registers for disabled people and for the minority ethnic communities into work experience placements in the department.
- 6 Consider using work placements and shadowing opportunities for employees to develop their skills. This could be an opportunity for employees to get tangible knowledge about jobs which could be more senior. Such placements can give employees a realistic picture of management roles and could assist in us making progress against BVPI 11a and 11b.
- 7 Explore with Employee Development the introduction of the previously proposed mentoring scheme for black and minority community employees.
- 8 Work with Employee Development on supporting positive training initiatives such as the positive steps programme, and support the programme being implemented for women, as detailed in the Workforce Development Plan 2007/10.
- 9 Continue to promote the role of the three employee networks – Black Employee Support Network, Disabled Employees Network and Lesbian, Gay, Bi-sexual and Transgender Employee Network LGBT - and ask them for specific feedback on actions and initiatives we could consider.

## **Children and Young People**

### **BVPI 11a - % of top 5% earners who are women**

The Directorate has 69.9% compared to a Council aim of 52% by the end of 2008-2009. Although we have exceeded this aim we recognise the importance of maintaining this level.

**BVPI 11b - % of top 5% earners who are minority ethnic people**

The Directorate has 10.23% compared with a Council aim of 8.5% by the end of 2008-2009. We clearly want to maintain this level, but also hopefully increase it in certain areas too.

**BVPI 11c - % of top 5% earners who are disabled people**

The Directorate has achieved 2.84% compared to the Council's aim of 5% by the end of 2008-2009. We will do all we can to increase representation and remove barriers to disabled people securing senior posts by taking reasonable steps to provide and adapt premises, facilities or equipment wherever possible. We aim to increase our figures by one disabled person for 2008-2009.

**BVPI 16a - % of the number of disabled employees declaring they meet the DDA definition**

The Directorate has achieved 1.6% compared to the Council's aim of 4%. There are still significant numbers of employees in the department where we do not know if they are disabled people or not. So, we intend to do all we can to encourage our disabled employees to declare that they are disabled people, if they haven't already done so. We aim to increase our figures by one disabled person for 2008-2009.

**BVPI 17a – % of the number of minority ethnic people as a proportion of the workforce**

The Directorate has achieved 11.6% compared to a Council aim of 12.5%. There are still significant areas of the service where the ethnic origin of our employees is not known, particularly in the schools' workforce. We will do all we can to collate this information to provide a true reflection of the workforce. We aim to increase our figures by one minority ethnic employee.

**Initiatives**

- 1 Make sure that the department is represented at Recruitment and Careers fairs organised corporately.

- 2 Actively support corporate initiatives to raise the profile of under-represented groups such as Positive Steps, the JET scheme and job seekers registers.
- 3 Consider the feasibility of holding recruitment events in the Community such as the 2006 events we held at the Pakistani Community Centre and St. James Centre, Normanton.
- 4 Liaise with head teachers in secondary schools so we can 'promote' the City Council as a good employer and employer of choice.

## **Monitoring**

All Directorates will be monitoring the aims and initiatives identified through their Departmental Management Teams and a six month progress report will be presented to the November 2008 round of meetings of our Diversity Forums and Employee Networks.