

15 November 2007

Working for the Council – employment statistics 2006-2007

Aim of report/presentation

This year, we have produced our 2006-2007 equality employment statistics in a booklet, rather than in separate reports. The statistics cover recruitment and selection, workforce profile, training and development, disciplinary, grievances, and improving employee performance and setting equality targets.

Questions for discussion

We would like your thoughts on the presentation of the statistics and also on the content. For example do you prefer the old style reporting system? Are there any other equality employment statistics that you would like to see? Would you like to see the figures presented in charts or graphs?

Following your comments on the new style of reporting, we will be bringing a revised version back to the meeting in April 2008 which will also include equality employment targets and any amendments suggested by the Forum.

Your say...

Do you have any questions you would like to ask about the report/presentation or generally about the item being discussed?

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DERBY CITY COUNCIL

Working for the Council – employment statistics

April 2006 – March 2007

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Working for the Council – employment statistics

1 Introduction

Welcome to the new style of reporting our employment statistics. In previous years, we have produced three separate reports covering recruitment, complaints and the workforce profile.

We are now including statistics on training and development, and grievance and disciplinary. We thought it would be better to have all this information in one document so it is easier for people to find. 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. There will also be other styles available for those who need them.

In some sections we have included a short commentary about the findings from the statistics, so you can see where we have done well and areas where we need to improve.

The statistics cover the period from April 2006 – March 2007, except for the workforce profile, which was the position in July 2007.

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

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

Corporate Human Resources - Operations and Policy

August 2007

2 Recruitment

This section gives information about recruitment to the Council's vacancies that were advertised between April 2006 and March 2007. It explores the stages of the process and gives details of general 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 vacancies in Sport and Leisure as this information was not collated in a comparable format to the rest of the Council.

General

During 2006/7, the Council advertised around 900 vacancies, excluding schools vacancies and Sport and Leisure, but including re-advertised posts.

The Council received 10,504 applications and appointed 802 people from these applications, which is 7.6% of the applicants.

A full breakdown of the recruitment statistics is shown at the end of this section. These statistics have been collected from four separate databases, each different and incompatible. After some work the first amalgamation of the data realised only 50% of the total number of appointments. We needed to reach 100%, but to get the shortlisted information would mean going back to recruitment files and original application forms. In a lot of cases these would have been destroyed, because of data protection rules on keeping job application forms. So, we took the decision for these particular annual statistics, to exclude the shortlisted information and focus on applicants and appointees.

Ethnic origin

There were 2,615 applications from visible minority ethnic people, which is 24.9% - 20% in 2004/5 – of the total applications received. The 2001 census states that the economically active minority ethnic community in Derby is 12.09%. However, a number of these applications will be from people who live outside Derby.

Advertising, including targeted work through the Job Seekers Register is therefore continuing to work, which generates a good

response from minority ethnic people. It could also support the fact the potential minority ethnic applicants see the Council as an employer of choice.

Of the 2,615 applications from minority ethnic people, 144 of these were appointed which is 18% of the total number of appointees. This percentage is higher than the Council's existing workforce and the community of Derby according to the 2001 census.

However, the statistics evidence that white applicants have an 8.3% chance of being appointed, whereas minority ethnic applicants have a lower chance at 5.5%.

Gender

There were 6,523 applications from women, 62.1% of the total applications. Of the 6,523 applications from women, 584 were appointed which is 72.8% of the total number of appointees and this figure is fairly typical of the gender split in local government.

The statistics evidence that female applicants have an 8.9% chance of being appointed which is higher the average rate of 7.6%, however, this is a reduction from the rate in 2004/5, which was 12%.

There were 3,928 applications from men, 212 were appointed, which is 26.4% of the total number of appointees.

Please note that 0.8% of applicants did not specify their gender.

Disability

There were 487 applications from disabled people, 4.6% of the total applications. Of the 487 applications, 38 were appointed, which is 4.7% of the total number of appointees. This rate is also higher than the Council's existing workforce.

The appointment rate for disabled people is 7.8%, which is higher than the general appointment rate. The rate is also a significant increase from two years ago - 5% in 2004/5.

Senior positions

We advertised five second-tier jobs between April 2006 and March 2007, they were:

Senior Assistant Director – Adult, Community Care
 Assistant Director – Corporate Finance
 Assistant Director – Customer Services
 Assistant Director – Highways, Transportation and Waste Management
 Assistant Director – Regeneration

The equality monitoring information for these senior appointments information is:

Vacancy	Applicants	Shortlisted	Appointed
Senior Assistant Director – Adults, Community Care	13 – White British 2 – White Irish 1 – Indian 2 – Other ethnic group	5 – White British	White British
	13 – Female 5 – Male	2 – Female 3 – Male	Female
	None disabled		
Assistant Director – Corporate Finance	3 – White British 1 – White Irish	3 – White British 1 – White Irish	White British
	4 – Male	4 – Male	Male
	None disabled		
Assistant Director – Customer Services	10 – White British 1 – Indian 1 – White Irish 1 – Other ethnic origin	4 – White British 1 – White Irish 1 – Other ethnic origin	White British
	6 – Female 11 – Male	3 – Female 3 – Male	Female
	2 - Disabled	None disabled	
Assistant Director – Highways,	6 – White British 1 – African 2 – Not specified	3 – White British 1 – African	White British

Vacancy	Applicants	Shortlisted	Appointed
Transportation and Waste Management	2 – Female 7 – Male	1 – Female 3 – Male	Female
	None disabled		
Assistant Director - Regeneration	18 – White British	Shortlisting information is not available	White British
	4 – Female 14 – Male		Male
	1 – Disabled		Non-disabled

Although there were no disabled people appointed or minority ethnic people, three women were appointed to senior appointments, which is 60% of the total appointees.

Career Development

The Career Development section of the vacancy list was introduced in 2001 to support career progression within the Council. During the period April 2006 to March 2007, 119 jobs were advertised in this section, which is around 13% of the total number of vacancies.

Of the 119 jobs, 90 were successfully filled by employees already working for the Council.

The breakdown of those 90 appointees in terms of gender, ethnic origin and disability is:

- 67 women, 74.4 % of total
- 9 minority ethnic people, 10% of the total
- 5 disabled people, 5.5% of the total.

Conclusions

Advertising and positive action initiatives like the Job Seekers Registers and Guaranteed Interview Scheme are working to attract and appoint good numbers of minority ethnic and disabled people. The Council's vacancy sheets go to a wide range of community and voluntary organisations, as well as to people on the jobseekers registers.

The Council has increasing numbers of applicants from women, disabled people and minority ethnic people, which demonstrates we are an employer of choice. However, the Council cannot become complacent and must continue to target resources to continue to stimulate interest in our vacancies, but also at supporting minority ethnic people through the process to increase their appointment rate.

Currently, Employee Development in Corporate HR runs regular interview skills training courses for disabled and minority ethnic job seekers. The Recruitment Officer – Positive Action provides occasional training in the community on request.

As the Council is recruiting good numbers of people from all groups, we can focus more on ways to promote them up through the organisation.

The Council aims to increase the numbers of vacancies advertised internally through the Career Development section of the current Vacancy List. This will aid movement and development of staff. It is planned by December 2007 to assess internal advertising using an Equality Impact Assessment process.

The internet is increasingly the primary place that people look to when looking for a job. Over 30% of our applicants in 2006/7 stated that they had applied for a job after seeing it on the internet. Numbers of disabled applicants and minority ethnic applicants quoting the internet mirror this level. The Council has reduced its level of advertising in the press so that it can fund the development of a more effective online recruitment process.

We are working closely with our lesbian, gay, bi-sexual and transgender employee network to agree on how best to monitor sexuality and transgender on our job application forms. Hopefully next year we will be able to report on this monitoring decision, as this will help the Council identify what, if any, support is required to encourage applicants from the LGBT community. Equally, consideration will be given to the monitoring and reporting of applicants for the purposes of age and religion.

Recruitment Statistics 2006/7

	No of Applicants	%	No of Appointees	%
Asian or Asian British				
Indian	863	8.2	37	4.6
Pakistani	493	4.7	16	2.0
Bangladeshi	38	0.4	0	0
Any other Asian background	61	0.6	2	0.3
Black or Black British				
Caribbean	270	2.6	27	3.4
African	380	3.6	28	3.5
Other black background	42	0.4	1	0.1
Chinese or other ethnic group				
Chinese	75	0.7	1	0.1
Any other ethnic group	223	2.1	15	1.9
Dual Heritage				
White and black Caribbean	53	0.5	5	0.6
White and black African	8	0.1	1	0.1
White and Asian	26	0.2	0	0
Other dual heritage background	83	0.8	11	1.4
White				
British	7331	69.8	593	73.9
Irish	47	0.4	6	0.7
Other	409	3.9	36	4.5
Not known	102	1.0	23	2.9
Disabled	487	4.6	38	4.7
Non-disabled	9364	89.2	717	89.4
Not known	653	6.2	47	5.9
Female	6523	62.1	584	72.8
Male	3928	37.4	212	26.4
Not known	53	0.5	6	0.8
Total no of applicants	10504		802	

3 Workforce profile

This report covers employees in post at 1 July 2007. 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 1 2007/08 Best Value Performance Indicators and includes additional analysis by age and gender. We have also included a departmental breakdown of employees...

- 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 £32,487 yearly

These statistics do not include employees of Derby Homes and agency staff

Ethnic origin profile – BVPI 17a

	Non ethnic minority employees		Minority ethnic employees		All minority ethnic employees	Ethnic origin not known
	Male	Female	Male	Female		
No of Employees	2877	9789	368	1293	1661	2514
As a % of employees with known ethnic origin	20.08	68.32	2.57	9.02	11.59	

Analysis of employee ethnic origin by 2001 Census categories

Ethnic Origin	No of Female s	%	No of Males	%	Total	%
Asian or Asian British						
Indian	553	3.28	85	0.50	638	3.79
Pakistani	208	1.24	58	0.34	266	1.58
Bangladeshi	3	0.02	3	0.02	6	0.04
Any Other Asian Background	23	0.14	10	0.06	33	0.20
Black or Black British						
Caribbean	263	1.56	108	0.64	371	2.20
African	55	0.33	19	0.11	74	0.44
Other Black Background	21	0.12	20	0.12	41	0.24
Chinese or other ethnic group						
Chinese	23	0.14	2	0.01	25	0.15
Any Other Ethnic Group	35	0.21	11	0.07	46	0.27
Dual Heritage						
White And Black Caribbean	51	0.30	21	0.12	72	0.43
White And Black African	11	0.07	1	0.01	12	0.07
White And Asian	20	0.12	7	0.04	27	0.16
Other Dual Heritage Background	27	0.16	23	0.14	50	0.30
White						
British	9510	56.47	2794	16.59	12304	73.06
Irish	90	0.53	31	0.18	121	0.72
Other	189	1.12	52	0.31	241	1.43
Not Known	2103	12.49	362	2.15	2465	14.64
Personally Withheld	33	0.20	16	0.10	49	0.29
Grand Total	13218	78.49	3623	21.51	16841	100.00

Departmental analysis of the percentage of minority ethnic employees

Department	Minority ethnic employees	Non minority ethnic employees	Personally withheld	Unknown ethnic origin	% of workforce
Chief Executive's	2	20			9.1
Corporate and Adult Services	287	1665	4	7	14.7
Resources	40	283			12.4
Environmental Services	239	2505	3	86	8.7
Regeneration and Community	137	910	28	10	12.7
Children and Young People	956	7293	14	2362	11.6
Total	1661	12666	49	2465	

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		
No. of Employees	217	209	13	18	31	4
As a % of all employees	47.07	45.34	2.81	3.90	7.59	

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

Department	All employees	Minority ethnic employees	%
Chief Executive's	6	1	16.67
Corporate and Adult Services	123	9	7.32
Resources	38	0	0
Environmental Services	37	0	0
Regeneration and Community	81	7	8.64
Children and Young People	176	18	10.23
Total	461	35	

Analysis of ethnic origin of top 5% earners

Ethnic origin	No of Females	%	No of Males	%	Total	%
Asian or Asian British						
Indian	6	1.30	4	0.87	10	2.17
Pakistani		0.00	4	0.87	4	0.87
Any Other Asian Background		0.00	1	0.22	1	0.22
Black or Black British						
Caribbean	7	1.52	3	0.65	10	2.17
African		0.00	1	0.22	1	0.22
Other Black Background	1	0.22		0.00	1	0.22
Chinese or other ethnic group						
Chinese	1	0.22		0.00	1	0.22
Any Other Ethnic Group	1	0.22		0.00	1	0.22
Dual Heritage						
White And Black Caribbean	1	0.22		0.00	1	0.22
White And Asian	1	0.22		0.00	1	0.22
White						
British	203	44.03	207	44.90	410	88.94
Irish	3	0.65	4	0.87	7	1.52
Other	3	0.65	6	1.30	9	1.95
Not Known		0.00	2	0.43	2	0.43
Personally Withheld	1	0.22	1	0.22	2	0.43
Grand Total	228	49.46	233	50.54	461	100.00

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

DDA Status	No of Females	%	No of Males	%	Total	%
Non Disabled	216	46.85	226	49.02	442	95.88
Disabled	12	2.60	7	1.52	19	4.12
Grand Total	228	49.46	233	50.54	461	100.00

Departmental analysis of top 5% earners who are disabled people

Department	All employees	Disabled employees	%
Chief Executive's	5	0	0
Corporate and Adult Services	123	9	7.32
Resources	38	2	5.26
Environmental Services	37	2	5.41
Regeneration and Community	81	1	1.23
Children and Young People	176	5	2.84
Total	461	19	

Disability profile – BVPI 16a

	Non Disabled Employees		Disabled Employees		All Disabled Employees	DDA Status not known
	Male	Female	Male	Female		
No. of Employees	3379	12571	171	346	517	374
As a % of employees with known DDA status	20.52	76.34	1.03	2.10	3.14	

Analysis of ethnic origin of disabled employees

Ethnic origin	No of Females	%	No of Males	%	Total	%
Asian or Asian British						
Indian	24	4.64	3	0.58	27	5.22
Pakistani	3	0.58	5	0.97	8	1.55
Any Other Asian Background	2	0.39		0.00	2	0.39
Black or Black British						
Caribbean	7	1.35	2	0.39	9	1.74
African		0.00	1	0.19	1	0.19
Other Black Background	3	0.58	1	0.19	4	0.77
Dual Heritage						
White And Black Caribbean	4	0.77		0.00	4	0.77
White And Black African	1	0.19		0.00	1	0.19
Other Dual Heritage Background	3	0.58		0.00	3	0.58
White						
British	262	50.68	148	28.63	410	79.30
Irish	5	0.97	3	0.58	8	1.55
Other	4	0.77	5	0.97	9	1.74
Any Other Ethnic Group	1	0.19	1	0.19	2	0.39
Not Known	27	5.22	2	0.39	29	5.61
Grand Total	346	66.92	171	33.08	517	100.00

Departmental analysis of disabled employees

Department	Disabled employees	Non-disabled employees	Personally withheld	Unknown	% disabled employees
Chief Executive's	1	21			4.5
Corporate and Adult Services	129	1830		4	6.6
Resources	34	289			10.5
Environmental Services	112	2692	10	19	4.0
Regeneration and Community	74	1001	2	8	6.9
Children and Young People	167	10117		331	1.6
Total	517	15950	12	362	

Age and Gender Profile

Age Range	No, of Females	%	No, of Males	%	Total	%
Under 20	88	0.52	101	0.60	189	1.12
20-24	645	3.83	369	2.19	1014	6.02
25-29	1126	6.69	339	2.01	1465	8.70
30-34	1282	7.61	325	1.93	1607	9.54
35-39	1926	11.44	438	2.60	2364	14.04
40-44	2354	13.98	448	2.66	2802	16.64
45-49	2016	11.97	449	2.67	2465	14.64
50-54	1603	9.52	445	2.64	2048	12.16
55-59	1403	8.33	385	2.29	1788	10.62
60-64	591	3.51	241	1.43	832	4.94
65 and over	184	1.09	83	0.49	267	1.59
Grand Total	13218	78.49	3623	21.51	16841	100.00

Departmental analysis of the top 5% earners who are women BVP! 11a

Department	All employees	Male employees	%	Female employees	%
Chief Executive's	6	2	33.3	4	66.67
Corporate and Adult Services	123	66	57.3	57	46.34
Resources	38	22	57.9	16	42.11
Environmental Services	37	29	78.4	8	21.62
Regeneration and Community	81	61	75.3	20	24.69
Children and Young People	176	53	30.1	123	69.89
Total	461	233		228	

4 Training and Development

Relative distribution of training activity is broadly inline with representation in the workforce in most cases. Two areas call for further investigation. White British people account for 74.7% of the workforce but 81.5% of training activity and men represent 29% of training activity but only 21% of the workforce. We will try to understand the implications of this data in the coming year. We are concerned that the data tells us only about training that has happened rather than access to training. We will look to the 2007 employee survey to fill this gap.

Ethnic origin		%
Asian or Asian British		
Indian	729	5.1
Pakistani	291	2
Bangladeshi	24	0.2
Any Other Asian Background	43	0.3
Black or Black British		
Caribbean	580	4.1
African	227	1.6
Other Black Background	48	0.3
Chinese or other ethnic group		
Chinese	37	0.3
Any other ethnic group	53	0.4
Dual Heritage		
White And Black Caribbean	40	0.3
White And Black African	19	0.1
White and Asian	26	0.2
Other Dual Heritage Background	57	0.4
White		
British	11549	81.5
Irish	141	1
Other	200	1.9
Withheld	15	0.1
Any Other Ethnic Group	3	0
Not Known	58	0.4
Grand Total	14168	

Gender		%
Female training places	9,991	71
Male training places	4,177	29
Grand Total	14168	

Disability		%
Disabled people	844	6
Non Disabled people	13,253	95.5
Information withheld	23	0.2
Unknown	48	0.3
Grand Total	14168	

Qualification and Leading Manager Training 2006/07 by monitoring groups

Areas of concern here are similar to those for training as a whole. White British people take what seems to be a disproportionately large amount of qualification training. Probably the biggest surprise is that men get over twice level that workforce figures suggest would be appropriate. There may be a link between full time working and access higher level, longer term education and training. Further investigation is needed.

	Leading Manager Program	Regen and Comm	Env Service	Social Services	Corporate and Adult Services	Children and Young People	Total	%
Asian or Asian British								
Indian		2		2	3	1	8	4.7
Pakistani		1	1				2	1.2
Bangladeshi		1					1	0.6
Other Asian								
Black or Black British								
Caribbean		1	2		2	1	6	3.5
African						1	1	0.6
Other Black								
Chinese or other ethnic group								
Chinese								
Other								
Dual Heritage								
White and Black Caribbean								
White and Black African								
White and Asian								
Other								
White								
British	21	30	39	12	46	3	151	88.8
Irish			1				1	0.6
Other								
Male	11	21	24	2	17		75	44.1
Female	10	14	19	12	34	6	95	55.9
Disabled		7		2	2	1	12	7.1

Positive Steps - Management Development Programme

To address the current under representation of visible minority ethnic middle and senior managers, the Council successfully piloted a development programme for minority ethnic employees. The programme was advertised amongst employees and 23 minority ethnic people came forward to go on the programme.

The programme included psychometric testing to discover personal strengths and weaknesses and various training workshops took place using drama, external consultancy, classroom based delivery and guest speakers. To meet their development needs, delegates collectively chose the topic areas with the support of Employee Development Section. Line managers of the employees were kept informed about the workshops so they could hold discussions at achievement and development and other meetings.

During and after the programme, four members of the group have secured promotion and one has taken a side ways job move. This is a small step change and will be continually monitored. Others have attended the Council's ILM course and PRINCE 2 project management courses to further develop themselves.

The programme has been evaluated and a report is to be presented to the Assistant Director Group for phase two of the programme. Line managers of the employees have supported the continuance of the programme to further develop this group. Where there are places, these will be opened up to other minority ethnic employees within the Council under the positive action framework.

5 Disciplinary and grievance and improving employee performance

Disciplinaries in schools by ethnic origin

Group	Proceed to Disciplinary Hearing		Disciplinary Action						Outcome Appealed			
	Yes	No	No Action	Verbal Warning	Written Warning	Final Written Warning	Dismissal	Other	Sanction Upheld	Dismissed	Substituted	Other
White British			3									
White Other			1	1	1	3	1		1	1	1	
Total			4	1	1	3	1		1	1	1	

Disciplinaries in schools by gender

Group	Proceed to Disciplinary Hearing		Disciplinary Sanction						Outcome Appealed			
	Yes	No	No Action	Verbal Warning	Written Warning	Final Written Warning	Dismissal	Other	Sanction Upheld	Dismissed	Substituted	Other
Female			4		1	1			1		1	
Male				1		2	1			1		
Total			4	1	1	3	1		1	1	1	

Disciplinary in schools by disability

Group	Proceed to Disciplinary Hearing		Disciplinary Sanction						Outcome Appealed			
	Yes	No	No Action	Verbal Warning	Written Warning	Final Written Warning	Dismissal	Other	Sanction Upheld	Dismissed	Substituted	Other
Disabled												
Non Disabled			4	1	1	3	1		1	1	1	
Total			4	1	1	3	1		1	1	1	

Grievances in schools by ethnic origin

Group	Outcome				
	Upheld	Not Upheld	Partially Upheld	Withdrawn	Ongoing
Indian		1			
Pakistani		1			1
White British		2		3	1
Total		4		3	2

Grievances in schools by gender

Group	Outcome				
	Upheld	Not Upheld	Partially Upheld	Withdrawn	Ongoing
Female		3		2	1
Male		1		1	1
Total		4		3	2

Grievances in schools by disability

Group	Outcome				
	Upheld	Not Upheld	Partially Upheld	Withdrawn	Ongoing
Disabled					
Non Disabled		4		3	2
Total		4		3	2

Fairness at work grievances in schools by ethnic origin

Group	Outcome				
	Upheld	Not Upheld	Partially Upheld	Withdrawn	Ongoing
White British				2	
Total				2	

Fairness at work grievances in schools by gender

Group	Outcome				
	Upheld	Not Upheld	Partially Upheld	Withdrawn	Ongoing
Female				2	
Male					
Total				2	

Fairness at work grievances in schools by disability

Group	Outcome				
	Upheld	Not Upheld	Partially Upheld	Withdrawn	Ongoing
Disabled					
Non Disabled				2	
Total				2	

Disciplinaries in the Council by ethnic origin

Group	Proceed to Disciplinary Hearing		Outcome						Outcome Appealed			
	Yes	No	No Action	Verbal Warning	Written Warning	Final Written Warning	Dismissal	Other	Sanction Upheld	Dismissed	Substituted	Other
Caribbean	4			1	1	1	1					
Indian	1							1				
White British	47	10	4	6	6	8	16	7	2	1	2	
White Other	2	1		1		1						
Other Black Background	2				1	1						
Total	56	11	4	8	8	11	17	8	2	1	2	

Note 3 cases ongoing - 2 White British and 1 Black Caribbean

Disciplinaries in the Council by gender

Group	Proceed to Disciplinary Hearing		Outcome						Outcome Appealed			
	Yes	No	No Action	Verbal Warning	Written Warning	Final Written Warning	Dismissal	Other	Sanction Upheld	Dismissed	Substituted	Other
Female	15	9	1	2	1	3	6	2	1		1	
Male	41	2	3	6	7	8	11	6	1	1	1	
Total	56	11	4	8	8	11	17	8	2	1	2	

Note 3 cases ongoing: 2 females, 1 male.

Disciplinary in the Council by disability

Group	Proceed to Disciplinary Hearing		Outcome						Outcome Appealed			
	Yes	No	No Action	Verbal Warning	Written Warning	Final Written Warning	Dismissal	Other	Sanction Upheld	Dismissed	Substituted	Other
Disabled	5	1				2	3				1	
Non Disabled	49	10	4	7	7	9	14	8	2	1	1	
Not known/ declared	2			1	1							
Total	56	11	4	8	8	11	17	8	2	1	2	

Note 3 cases ongoing: 1 disabled employee, 2 non-disabled employees.

The number of cases for Caribbean employees at 6% is higher than the current % for this group in the workforce but the four cases are spread across three departments. The % of males with formal action being taken against them is higher than expected at 61% and this is significantly higher than the % of males in the workforce which is 22.1%.

Grievances in the Council by ethnic origin

Group	Outcome				
	Upheld	Not Upheld	Partially Upheld	Withdrawn	Ongoing
White British		4		1	9
Total		4		1	9

Grievances in the Council by gender

Group	Outcome				
	Upheld	Not Upheld	Partially Upheld	Withdrawn	Ongoing
Female		3			7
Male		1		1	2
Total		4		1	9

Grievances in the Council by disability

Group	Outcome				
	Upheld	Not Upheld	Partially Upheld	Withdrawn	Ongoing
Disabled		2			3
Non Disabled		2		1	6
Total		4		1	9

Fairness at work grievances at the Council by ethnic origin

Group	Outcome					
	Upheld	Not Upheld	Partially Upheld	Withdrawn	Ongoing	Other
Caribbean		1				
Pakistani		1				
White British		3	1	3	1	1
Total		5	1	3	1	1

Fairness at work grievances at the Council by gender

Group	Outcome					
	Upheld	Not Upheld	Partially Upheld	Withdrawn	Ongoing	Other
Female		4	1	2		
Male		1		1	1	1
Total		5	1	3	1	1

Fairness at work grievances at the Council by disability

Group	Outcome					
	Upheld	Not Upheld	Partially Upheld	Withdrawn	Ongoing	Other
Disabled		1				
Non Disabled		4	1	3	1	1
Total		5	1	3	1	1

There is no evidence from the number of grievances or Fairness At Work cases lodged to raise concerns in relation to any group of employees in the Council, however this will be monitored. Fairness At Work is no longer a separate procedure but complaints of bullying and harassment including those related to race, age, gender, disability, sexuality and religion or belief are now dealt with under the new Complaints and Grievance procedure.

Improving employee performance cases by ethnic origin

Group	Proceed to Disciplinary Hearing		Outcome						Outcome Appealed			
	Yes	No	No Action	Verbal Warning	Written Warning	Final Written Warning	Dismissal	Other	Sanction Upheld	Dismissed	Substituted	Other
African					1							
White British					3			1				
Total					4			1				

Improving employee performance cases by gender

Group	Proceed to Disciplinary Hearing		Outcome						Outcome Appealed			
	Yes	No	No Action	Verbal Warning	Written Warning	Final Written Warning	Dismissal	Other	Sanction Upheld	Dismissed	Substituted	Other
Female					2							
Male					2			1				
Total					4			1				

Improving employee performance cases by disability

Group	Proceed to Disciplinary Hearing		Outcome						Outcome Appealed			
	Yes	No	No Action	Verbal Warning	Written Warning	Final Written Warning	Dismissal	Other	Sanction Upheld	Dismissed	Substituted	Other
Disabled												
Non Disabled					4			1				
Total					4			1				

With a low number of cases being taken into the formal procedures under Improving Employee Performance there is nothing to indicate any problem in the application of the procedure however, with steps being taken to improve individual performance management across the Council these figures are likely to rise and ongoing monitoring will be needed.

6 Setting targets

Now we have collated these statistics, our next task is to examine them in more detail and look at setting some equality targets to further improve equality and fairness in all areas of employment at the Council.

Our Best Value Performance Indicator employment targets up to 2008/2009 are...

Performance indicator	2007/2008	2008/2009
BVPI 11a - % of top 5% earners that are women	51.5%	52%
BVPI 11b - % of top 5% earners who are minority ethnic people	8%	8.5%
BVPI 11c - % of top 5% earners who are disabled people	4.5%	5%
BVPI 16a – the number of disabled employees declaring they meet the DDA definition	3.5%	4%
BVPI 17a – the number of minority ethnic employees	12%	12.5%

We will be discussing the findings of all these employment statistics with our Strategic Human Resources Group, which has officers from each Council department attending. They will be setting some departmental equality targets to work on in line with our Workforce Development Plan.

We will revise this document to include these equality targets in time for the April 2008 round of meetings of the three Diversity Forums.