



DERBY CITY COUNCIL

MINORITY ETHNIC COMMUNITIES ADVISORY COMMITTEE 17 NOVEMBER 2005

Report of the Director of Policy

Positive Action Training - Update

RECOMMENDATION

1. To consider the report.

SUPPORTING INFORMATION

- 2.1 We brought a report to Committee in April 2005 about the progress made on interview skills training for minority ethnic and disabled job seekers. We also informed Committee about Chief Officers' approval of a pilot management development programme for minority ethnic employees.

Interview Skills for Job Seekers

- 2.2 Appendix 2 shows that five training courses have been held for 93 job seekers who expressed an interest in attending. Of the 93 people showing interest, 41 people attended the training events, representing 44% of job seekers expressing an interest.
- 2.3 The course was rated overall in the "excellent" and "very good" categories. Here is a list of responses from delegates who were asked what they found most useful:
 - mock interviews
 - how to complete application forms
 - how to prepare for interviews
 - interview performance feedback
 - explanation of recruitment paperwork
 - using the person specification to prepare for interview
 - providing real working examples to questions asked at interviews
 - writing CVs.
- 2.4 When we asked what they found least useful, they responded:
 - being interviewer at mock interview
 - not having another course to follow up with
 - CV preparation
 - the theoretical part at the start of the session because it was not new information – "I've been taught the topic before in communication skills".

Most people either left this section blank or wrote N/A.

2.5 It was also reported to you in April 2005 that the Recruitment Officer - Positive Action will continuously monitor and record any job successes that stem from the training. Although it is early stages yet, we know from information provided from job seekers who attended the training, that:

- 5% applied for posts and were not short-listed
- 7% were short-listed and not appointed
- 5% were appointed.

Plans for the future

2.6 We have set up a waiting list for job skills training. We will organise an event each time there are sufficient numbers of job seekers showing interest in training. We have also agreed to hold training sessions out in the community if people feel they need them.

Positive Steps – BME Management Development

2.7 The report sent to Chief Officers recommended that mentoring, work placement and shadowing be built into the programme so that minority ethnic managers can gain first hand experience at senior levels. Chief Officers agreed to accommodate such requests within their departments.

2.8 Employee Development issued an article in the Council's Leading Manager newsletter, e-mailed all managers and potential delegates, inviting them to apply. To date, 20 employees have expressed an interest and we have received 16 applications for the programme. Two senior managers and three middle managers have registered to receive training on mentoring and have asked to mentor delegates on the Positive Steps Programme.

2.9 We hope to hold an induction event in December 2005.

2.10 We propose to bring a report to Committee providing an update on the programme.

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Background papers:	Appendix 1 – Implications
List of appendices:	Appendix 2 – Job Seeker training evaluation

IMPLICATIONS

Financial

- 1.1 LSC has approved £5,470 for the Interview Skills Training.
- 1.2 Positive Steps – Management Development Programme is estimated to cost around £6,348 for 20 delegates; around £317 for each employee. Employee Development will draw funds from departmental budgets as and when costs occur.

Legal

- 2.1 The Race Relations Amendment Act 2000 places a legal duty on public authorities to promote race equality and good race relations between different racial groups.
- 2.2 The Sex Discrimination Act 1975 sets out the basic principle that men and women should not receive less favourable treatment on the grounds of their sex.
- 2.3 The Disability Discrimination Act is currently consulting on the positive duty to promote disability. This duty, which is similar to the Race Duty, will come into force in December 2005.
- 2.4 The positive action permitted in legislation will support the Council's aim to have a diverse workforce at all levels within the organisation. Some employees may be protected by all three pieces of legislation.

Personnel

3. Co-ordinating and facilitating the two programmes will involve a considerable amount of time from two officers in the Employee Development Team.

Equalities impact

4. The programmes will positively contribute to addressing under-representation and improve prospects for equality target groups identified.

Corporate objectives and priorities for change

5. Positive action training comes under the Council's objectives of a stimulating and high quality learning environment and healthy, safe and independent communities.

Interview Skills for Job Seekers - evaluations

Attendance				Full scores of evaluations of training by job seekers			
Date of event	Number showing interest	Number attending	% Attendance	25 – 30 Excellent – very good	16-24 Good	11-15 Satisfactory	5-10 Poor – very poor
31 January 2005	13	9	69%	8	1	0	0
22 February 2005	11	3	27%	2	0	0	0
11 April 2005	17	7	41%	5	1	1	0
13 May 2005	18	6	33%	4	0	0	0
20 June 2005	34	16	47%	13	2	0	0
Total	93	41	44%	32	4	1	0

	6 - Excellent	5 – Very good	4 – Good	3 – Satisfactory	2 – Poor	1 – Very poor
Timetable and pace ok?	12	16	5	4	0	0
How relevant was the course	17	17	1	1	0	1
Rate tutor's knowledge of subject	27	9	1	1	0	0
Rate tutor's method of delivery	18	15	2	1	0	0
Overall impression of the course	16	18	2	1	0	0