

PERTH AND KINROSS COUNCIL

Strategic Policy and Resources Committee – 19 September 2012

STATUTORY EQUALITY EMPLOYMENT MONITORING STATISTICS

Report by Head of Human Resources

ABSTRACT

This report provides corporate level employment equalities data for the 12 month period to 31 March 2012 and progress on actions since the last report dated 30 November 2011.

1 RECOMMENDATIONS

1.1 It is recommended that the Strategic Policy and Resources Committee:

- Notes and approves for publication on www.pkc.gov.uk the employment equality related data in Appendix 1.
- Notes the progress made since the last report and in particular action taken on the issue of occupational segregation.
- Agrees that Human Resources review the current monitoring and reporting arrangements in relation to equalities as recommended by the Equality and Human Rights Commission (EHRC) and bring forward an implementation plan with the next scheduled report to the Strategic Policy and Resources Committee to ensure compliance with equality legislation.
- Agrees that Human Resources review current arrangements for ensuring all Recruitment and Selection panel members understand the statutory obligations of the Equality Act (2010) and the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 when involved in recruitment activity.

2 BACKGROUND

2.1 The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 came into force on 27 May 2012. This report addresses the specific duty to gather, use and publish employment information.

2.2 The Equality and Human Rights Commission (EHRC) recommends in their non statutory guidance for listed public authorities that we work towards gathering and using information disaggregated by protected characteristics on the following;

- Recruitment and promotion
- Numbers of part-time and full-time staff

- Pay and remuneration
- Training and development
- Return to work of women on maternity leave
- Return to work of disabled employees following sick leave relating to their disability
- Appraisals
- Grievances (including about harassment)
- Disciplinary action (including for harassment)
- Dismissals and other reasons for leaving

- 2.3 The EHRC's recommendations will be considered and where appropriate included in a review of the current monitoring and reporting arrangements by Human Resources to prioritise developments which will ensure compliance with the new regulations and continuous improvement.

3 PROGRESS UPDATE

- 3.1 Progress made since the last report to the Strategic Policy and Resources Committee is summarised below;

Occupational Segregation

- 3.2 To encourage potential applicants to consider a more diverse range of jobs, including those typically carried out by the opposite gender;
- A leaflet (and interactive version) for use in recruitment and with community groups has been developed following consultation with Services. It is expected that this will be finalised in September 2012.
 - The Council's commitment to workforce diversity is published in the Council's micro site within www.myjobscotland.gov.uk
 - A hyperlink to the Equality and Human Rights Commission (EHRC) guidance on [Positive Action in Recruitment](#) has been added to the Council's micro site within www.myjobscotland.gov.uk
 - The [Vacancy Justification Form](#) has been revised to encourage managers to consider occupational segregation before job is advertised. Where appropriate a statement is now added to advert.
 - The gender profile of multi-occupancy jobs and a [How to ... Positive Action and Job Adverts](#) have been published on eric to support managers.

Minority Ethnic Access Development (MEAD) Project

- 3.3 Representatives from Human Resources met with the MEAD Project Leader to discuss how the Council can support local Black and Minority Ethnic (BME) communities seeking employment. It had previously been identified by the project that barriers include a lack of understanding of the Council's recruitment process and qualification requirements.
- 3.4 A demonstration of the National Recruitment Portal and the Council's recruitment process to MEAD project workers took place on 14 May 2012 to

enable them to provide direct support to potential applicants from their client group. In addition, the MEAD project are now included on the weekly distribution of the Council's Vacancy List.

Disability

- 3.5 A review of the Council's practice regarding the use of a driving licence as essential criteria in recruitment has been carried out. As a result guidance for managers has been published on the Council's intranet to clarify the limited circumstances when it may be appropriate to include this as a screening question, i.e. prevent potential applicants without a driving licence submitting an application. This guidance can be accessed via the following link; [How to... Make Reasonable Adjustments and Driving](#).
- 3.6 In other circumstances where a driving licence is sought this may be asked as an application question allowing potential applicants without a driving licence to apply under the Guaranteed Job Interview Scheme (GJIS). However, in some cases it is the ability to travel which is required and this should be reflected in the job profile.

Employment Monitoring

- 3.7 Monitoring by age bands is now included in the appendices.
- 3.8 Recruitment monitoring data is now captured on the National Recruitment Portal for religion/belief and sexual orientation.
- 3.9 The ethnic group definitions on Resourcelink are being updated to reflect the Census 2011. Future reporting will be in accordance with the revised definitions.

4 ANALYSIS OF DATA - 1 APRIL 2011 TO 31 MARCH 2012

- 4.1 In 2011/12 there has been an increase in the percentage of male applications (40.7%) from the previous year (33.8%) and an increase in the selection rate to 29.3% from 26.1% in 2010/11.
- 4.2 As agreed in the last report to the Strategic Policy and Resources Committee an analysis of the gender application rate compared to the success rate for a representative sample of frequently advertised jobs has been carried out. Seven advertisements were selected;

3 x Class Teachers
Community Support Worker
Payment Support Assistant
15 x Reablement Assistants
Senior Clerical Assistant

- 4.3 In all cases the majority of applicants were female and job offers made were to females. Nine offers were to internal applicants and four offers were to

external applicants. There is no indication to suggest any unlawful gender discrimination in the Recruitment and Selection process.

- 4.4 In the last report to the Strategic Policy and Resources Committee it was recommended that following implementation of a new delivery model the Corporate Learning and Development Forum would progress developments in respect of data capture of participation in a broader range of learning and development interventions, and re-define appropriate and meaningful measures. In the interim no analysis of training requests or participation rates by gender, race, disability and age is available for reporting.
- 4.5 Aligning mechanisms capturing learning and development data with Resourcelink will be crucial to progress. It is anticipated that a realistic timescale for completion is June 2013.

5 PROPOSALS

- 5.1 The following proposals are being made:
- The Council publishes the employment related data in Appendix 1 on www.pkc.gov.uk
 - The Strategic Policy and Resources Committee notes the progress made since the last report and in particular action taken on the issue of occupational segregation.
 - Human Resources review the current monitoring and reporting arrangements in relation to equalities as recommended by the Equality and Human Rights Commission (EHRC) and bring forward an implementation plan with the next scheduled report to the Strategic Policy and Resources Committee to ensure compliance with equality legislation.
 - Human Resources review current arrangements for ensuring all Recruitment and Selection panel members understand the statutory obligations of the Equality Act (2010) and the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 and Council policy when involved in recruitment activity.

6 RESOURCE IMPLICATIONS

- 6.1 The costs associated with the equality leaflet including the interactive version are around £900. There are no other resource implications arising from this report.

7 CONSULTATION

- 7.1 The Chief Executive, Executive Officer Team and the Corporate Organisational Development Manager were consulted in the preparation of this report.

- 7.2 Consultation has also taken place with Services in developing the equality leaflet to be used in recruitment and with community groups. The Employment Services Team and Legal Services contributed to the equality impact assessment on the use of a driving licence as essential criteria in recruitment.

8 COUNCIL CORPORATE PLAN OBJECTIVES 2009-2012

- 8.1 The actions contained within the report will ensure that the Council is promoting confident, active and inclusive communities.

9 EQUALITIES ASSESSMENT

- 9.1 This report was considered under the Corporate Equality Assessment Framework and assessed in relation to the race, gender and disability and other relevant protected characteristics. The determination was made that the items summarised in this report are expected to support and advance equality.

10 STRATEGIC ENVIRONMENTAL ASSESSMENT

- 10.1 Strategic Environmental Assessment (SEA) is a legal requirement under the Environmental Assessment (Scotland) Act 2005 that applies to all plans, programmes and strategies, including policies (PPS).
- 10.2 The plan, programme or strategy presented in this report was considered under the Environmental Assessment (Scotland) Act 2005 and the determination was made that the items summarised in this report do not require further action as they do not qualify as a plan, programme or strategy as defined by the Act.

11 CONCLUSION

- 11.1 The implementation of the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 and the EHRC's non statutory guidance for listed public authorities provides an opportunity for the Council to review the current arrangements and prioritise developments to ensure compliance with the new regulations and continuous improvement.

Hugh L Mackenzie
Head of Human Resources

Contact Officer: Sheila Munro
Telephone No: 01738 475427
Email: ssmunro@pkc.gov.uk

Address of Service: Council Building, 2 High Street, PERTH, PH1 5PH

3 September 2012

Race, Gender, Age and Disability Employment Monitoring Statistics for the Twelve Month Period 1 April 2011 – 31 March 2012

1 Workforce Profile as at 31 March 2012

Workforce Profile	Number	Percentage	Population Statistics for Perth & Kinross as a %
Male Employees	1,635	28.6%	48.3%
Female Employees	4,073	71.4%	51.7%
All Employees	5,708	100%	
Included in the above numbers:			
Minority Ethnic Employees	38	0.7%	0.97%
Disability	34	0.6%	
Age-Under 20	30	0.5%	
Age 20-29	565	9.9%	
Age 30-39	1,101	19.3%	
Age 40-49	1,808	31.7%	
Age 50-59	1,748	30.6%	
Age 60-64	384	6.7%	
Age 65+	72	1.3%	

As disclosure of equality data is voluntary by employees and job applicants the totals for the protected equality groups may not add up to the overall totals in the following tables. This also affects the reliability of the data.

2 Recruitment Activity

Breakdown	Applications		Appointments	
	Number	Percentage	Number	Percentage
Total Number	7,403	100%	593	100%
Male Applicants	3,014	40.7%	174	29.3%
Female Applicants	4,348	58.7%	413	69.6%
Gender Not Disclosed	41	0.6%	6	1.0%
Minority Ethnic Applicants	261	3.5%	12	2.0%
Disabled Applicants	275	3.7%	15	2.5%
Age-Under Age 20	582	7.9%	56	9.4%
Age 20-29	2,550	34.4%	228	38.4%
Age 30-39	1,581	21.4%	128	21.6%
Age 40-49	1,698	22.9%	120	20.2%
Age 50-59	764	10.3%	42	7.1%
Age 60+	63	0.9%	7	1.2%
Age-Not Disclosed	165	2.2%	12	2.0%

As the Council uses local and national media to attract applicants, data has therefore been compared with minority ethnic population figures for Perth and Kinross and nationally in Scotland in the 2001 Census.

Geographic Area	Minority Ethnic Population
Perth and Kinross	0.97%
Scotland	2.01%

3 Internal Promotions

Protected Equality Group	Internal Promotion Applicants	Percentage	Internal Promotion Appointments	Percentage
Ethnicity				
White Irish/NI/Any British/UK	662	97.9%	156	100%
Minority Ethnic	7	1.0%	0	0%
Not Disclosed	7	1.0%	0	0%
Total	676	100%	156	100%
Gender				
Male	237	35.1%	46	29.5%
Female	438	64.8%	110	70.5%
Not Disclosed	1	0.1%	0	0%
Total	676	100%	156	100%
Disabled				
Disabled	23	3.4%	2	1.3%
Age				
Age-Under Age 20	50	7.4%	2	1.3%
Age 20-29	143	21.1%	27	17.3%
Age 30-39	135	20.0%	37	23.7%
Age 40-49	237	35.1%	60	38.5%
Age 50-59	98	14.5%	22	14.1%
Age 60+	6	0.9%	4	2.5%
Age-Not Disclosed	7	1.0%	4	2.5%
Total	676	100%	156	100%

4 Employee Relations – Discipline

Category	Number of Cases	Percentage of equality workforce profile	Percentage of discipline cases
Male	33	28.6%	46.5%
Female	38	71.4%	53.5%
Total	71		
Ethnic Minority	0	0.7%	0%
Disabled	2	0.6%	2.8%
Age – Under 20	1	0.5%	1.4%
Age 20-29	9	9.9%	12.7%
Age 30-39	12	19.3%	16.9%
Age 40-49	22	31.7%	31%
Age 50-59	25	30.6%	35.2%
Age 60-64	1	6.7%	1.4%
Age 65+	1	1.3%	1.4%

5 Employee Relations - Grievance and Dignity at Work

Category	Number of Cases	% of equality workforce profile	% of discipline cases
Male	4	28.6%	40%
Female	6	71.4%	60%
Total	10		
Ethnic Minority	0	0.7%	0%
Disabled	0	0.6%	0%
Age – Under 20	0	0.5%	0%
Age 20-29	0	9.9%	0%
Age 30-39	1	19.3%	10%
Age 40-49	3	31.7%	30%
Age 50-59	5	30.6%	50%
Age 60-64	1	6.7%	10%
Age 65+	0	1.3%	0%

6 Exits from the Council

Measure is number of permanent contracts ended.

Exits	Number	Percentage	Workforce Profile %
Total Number of Leavers	400	100%	
Male Leavers	134	33.5%	28.6%
Female Leavers	266	66.5%	71.4%
<i>Included in the above numbers:</i>			
Minority Ethnic Leavers	0	0	0.7%
Disability	3	0.7%	0.6%
Age – Under 20	1	0.2%	0.5%
Age 20-29	24	6%	9.9%
Age 30-39	41	10.3%	19.3%
Age 40-49	59	14.7%	31.7%
Age 50-59	116	29%	30.6%
Age 60-64	116	29%	6.7%
Age 65+	43	10.8%	1.3%

Perth & Kinross Council is in the process of rolling out an on-line system which allows employees to self classify their personal equality information.