

	<p>Executive 13th February 2006</p> <p>Report from the Director of Human Resource and Diversity</p>
<p>Wards Affected: ALL</p>	
<p>Brent Council's Workforce and Equalities Monitoring Report 2005</p>	

Forward Plan Ref: HR-05/06-03

1.0 Summary

This is Brent Council's fourth annual Workforce and Equalities Monitoring Report. It provides a profile of Brent's workforce by gender, ethnicity and disability and the impact of Brent's employment practices. This is the first time that the councillors' profile is included in this report. There is an up date on the action plan from last year's report and a new action plan for 2006-07.

1.1 Recommendations

Members approve the draft annual Workforce Monitoring Report 2005 for publication.

2.0 Detail

2.1 The main body of this report covers the period April 2004 to March 2005. But we have also included an annexe which shows our progress from April 2005 to September 2005. The information for the report has been extracted from the Human Resources Employee Information System called HR Pro. 3,085 employees were in post on 31st March 2005 and 3,039 were in post on 30th September 2005. This includes all permanent and fixed term contracted employees but excludes temporary and agency staff. Profile information is based on self-classification by employees.

2.2 Pay scales have been used to divide jobs between management and non management jobs. PO1 and above have been classified as management jobs. Hay grades have been referred to as the most senior posts.

2.3 School based staff includes teaching and support staff and are reported separately within Section Three of the report. This information is based on returns through the Annual National Census Survey of School Staff.

2.4 The term 'Black and Minority Ethnic' has been used to include all people apart from White British, White Irish and White Other.

3.0 Main Findings

Looking at the most recent figures of September 2005, 3,039 people were employed by the council at that time. 62 per cent of the total employees were women, 3.76 per cent were disabled people, 56 per cent were from Black and minority ethnic groups and 6 per cent were Irish. 45 per cent of all management posts were held by Black and ethnic minority groups, 54 per cent by women and 3.3 per cent by disabled people. The percentage of top five per cent earners from Black and ethnic minority employees was 19 per cent; and for women it was 41 per cent.

3.1 Gender Profile (excludes school based employees)

For the **financial year 2004-05**, women made up 61 per cent of the workforce. This figure is higher in comparison to 46 per cent of economically active women in the local population and the proportion of women in the local population i.e. 51 per cent.

3.2 Over the last few years the proportion of women in the workforce at the council has remained relatively constant. In 2002 women made up 61 per cent of the workforce, 63 per cent in 2003 and 60 per cent in 2004. A higher proportion of women have jobs within the fields of Social Care, Education and Customer Care. This is not a surprise element as this pattern is consistent with historical trends of gender specific jobs.

3.3 Women held 53 percent of all management posts. This is an increase of 5 per cent on 2004, where women held 49 per cent of all management posts. 44 per cent of women are the top five percent of earners in the council (salary of £46,893 and above). There has been a steady increase in the proportion of women in the most senior management roles across the council. Women held 33 per cent of all the most senior management posts in 2002, 40 per cent in 2003, 48 per cent in 2004 and 47 per cent in 2005.

4.0 Ethnic Profile (excludes school based employees)

4.1 Ethnic origin information is now available for 92 per cent or 2,824 of Brent's employees. This is an increase on previous years and is probably due to improved data collection techniques through HR Pro System and greater confidence of employees in the use of this information.

4.2 Black and minority ethnic employees now make up 55 per cent of the workforce. The proportion for 2003 was 53 per cent and in 2002 it was 54 per cent. This figure is representative of the local community, since 55 per cent of the local community and 53 per cent of the local working population are from a black or minority ethnic group.

4.3 7 per cent of residents in Brent describe themselves as Irish. This is largely reflected within the composition of Brent Council's workforce where 6 per cent of employees describe themselves as Irish indicating no change in this from last year's report.

4.4 Black and minority ethnic employees held 41 per cent of all management posts. This has remained the same as last year but is down from 49 per cent in 2003. 18 per cent of the Black and minority ethnic employees are in the top five percent of earners in the council where as the average for London is 10.9 per cent.

5.0 Disability Profile (excludes school based employees)

5.1 On 31 March 2005, 3.4 per cent of staff considered themselves to have a disability. This is slightly less than the year before when it was 3.6 per cent and less than 2002/03 when the figure was 3.9 per cent. The percentage of disabled employees has remained stable. However, the council is determined to increase the proportion of disabled employees. 2006 will see a targeted poster campaign to raise awareness of different types of disabilities, and encourage reporting for monitoring purposes to redress under-reporting by disabled employees.

5.2 23 disabled employees (2 percent) held management posts, a slight decrease of 0.4 per cent from the year before. 2 disabled employees (2.7 percent) held some of the most senior management posts within the council. There is no change in the most senior management posts.

5.3 The council will have a new public duty to promote disability equality, and a specific duty to publish a Disability Equality Scheme by December 2006. The government hopes this new duty on all Local Authorities will help promote disability equality in the same way as the Race Relations Amendment Act helped focus attention on the promotion of race equality.

6.0 Profile of schools

6.1 The 30 per cent of Black and minority ethnic teaching staff in Brent schools is highest in the country. Also, the 56 per cent of Black and minority ethnic support staff in Brent schools reflects the Black and minority ethnic population of Brent.

6.2 Brent schools employ a total of 2,571 teachers across community, voluntary aided and foundation schools, and we have ethnic data for 94 per cent of all teaching staff. 721 or 30 per cent of teachers are from Black and minority ethnic groups, an increase of 2 per cent from last year. This figure is now the highest in the country. 87.5 per cent of teaching staff work full-time

6.3 2,372 support staff were employed in Brent and 56 per cent of these were from Black and minority ethnic groups. This is an increase of 1 per cent from 2003-04. This is comparable with the Black and minority ethnic population of Brent. 62 per cent of support staff work full-time.

7.0 Employee Turnover

7.1 From 1st April 2004 to 31st March 2005 the council experienced an employee turnover rate of 12 per cent which is an improvement in last year's figure of 18 per cent.

8.0 The Councillors' Profile

This is the first time that we are reporting on the profile of our Councillors. The IDeA and Employers Organisation survey of 20,000 councillors after the May 2004 elections found that 3.5 per cent were from ethnic minority backgrounds, in comparison a recent survey in Brent which found that 39 per cent of Councillors in Brent are from Black and ethnic minority backgrounds. The Brent survey of councillors was based on a 57 per cent response rate.

9.0 Financial Implications

The cost of publishing the report will be met from the Corporate Diversity Team's budget. 500 copies will be printed and widely distributed via One Stop Shops and Libraries. Copies will also be sent to first and second tier managers, all councillors, members of Diversity Reference Group and Disability Equality Liaison Group.

10.0 Legal Implications

The Race Relations Act 1976 (Statutory Duties) Order 2001, states that it is the specific duty of this authority to monitor by reference to racial groups, the number of:

1. staff in post
2. application for employment, training, promotion from each group
3. staff who receive training
4. staff who receive a benefit or detriment as a result of an appraisal
5. staff who are involved in grievance procedures
6. staff who are subject of disciplinary procedures
7. staff who cease their employment with us.

The council is also obliged to publish these results on an annual basis and this report is in satisfaction of this obligation.

11.0 Diversity Implications

11.1 Little progress has been made around employment of disabled people. We are also concerned about "gaps" in the data around recruitment and selection, and about the ways in which we monitor training in the council. Each of these is dealt with in the action plan, which sets out a number of targets for the council to achieve.

12.0 Staffing Implications (if appropriate)

None apart from redressing imbalances in our workforce profile.

Background Papers

Brent Council's Annual Workforce Monitoring Report 2004
Brent Council's Annual Workforce Monitoring Report 2003
Brent Council's Annual Workforce Monitoring Report 2002
Brent Council's Staff Survey 2004 "Your verdicts on working for Brent Council."

Contact Officers

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APPENDIX FOUR: Impact Needs/Requirement Assessment Completion Form

1: What is the name of the service/policy/procedure/project etc to be assessed?
Brent Council's Annual Workforce and Equalities Monitoring Report and action plan 2004-05.
2: Briefly describe the aim of the service/policy etc? What needs or duties are it designed to meet? How does it differ from any existing services/policies etc in this area?
<p>This is the council's fourth annual workforce monitoring report. Its purpose is to help the council comply with equalities legislation relating to race, gender and disability. The report presents information relating to the council's workforce profile in some detail and is designed specifically to meet the council's specific duty on race equality and employment, consistent with the provisions of the Race Relations Amendment Act.</p> <p>This year's monitoring report also includes councillor's profile for the first time and an action plan to focus on target areas and measure progress on employment and equality issues.</p>
3: Are the aims consistent with the council's Comprehensive Equality policy?
Yes, this report reflects the council's commitment to promote equality and diversity in employment and there is consistency and continuity between the two documents.
4: Is there any evidence to suggest that this could affect some groups of people? Is there an adverse impact around race/gender/disability/faith/sexual orientation/age/health etc? What are the reasons for this adverse impact?
<p>Yes, there are concerns over some of the data presented in this report hence the action plan has been drawn to focus attention on those areas with the requirement to report on their findings, and remedy any adverse impact as necessary.</p> <p>It must be noted that any remedy which is put in place will have an impact on others so Human Resources, will need to "weigh" each remedy to see whether the impact can be justified.</p>
5: Please describe the evidence you have used to make your judgement. What existing data for example (qualitative or quantitative) have you used to form your judgement? Please supply us with the evidence you used to make your judgement separately (by race, gender and disability etc).

The evidence from the HR Pro 2004-05 Workforce and Equalities Monitoring Report, Staff Survey 2004, and data from schools have been used to make my judgement.

6: Are there any unmet needs/requirements that can be identified that affect specific groups? (Please refer to provisions of Disability Discrimination Act and the regulations on sexual orientation and faith if applicable)

Yes, there are unmet needs/requirements for specific groups as outlined in the report. Although good progress has been made, the council would still like to see more Black and minority ethnic staff represented in senior management posts, and we are keen to tackle under-reporting among disabled staff. We are also concerned about “gaps” in the data around recruitment and selection, and about the ways in which we monitor training in the council. Each of these is dealt with in the action plan, which sets out a number of targets for the council to achieve.

7: Have you consulted externally as part of your assessment? Who have you consulted? What methods did you use? And what have you done with the results i.e. how do you intend to use the information gathered as part of the consultation?

No, external consultation did not take place for this specific document but the extensive consultation has taken place with the Strategic Human Resources Group, Diversity Reference Group, the Leadership Group Corporate Management Team. The council has also consulted with its own staff through 2004 Staff Survey.

8: Have you published the results of that consultation, if so, where?

Yes, the results of the staff survey are published on the HR web page and all staff received notification of the main “headline” results in the form of a leaflet with their payslips in January 2005.

9: Is there a public concern (in the media etc) that this function or policy is being operated in a discriminatory manner?

No there has been no negative concerns in the media. The positive press relates to the progress we have made around women in senior posts and flexible working.

10: If in your judgement, the proposed service/policy etc does have an adverse impact, can that impact be justified? You need to think whether the proposed service/policy etc will have a positive or negative effect on the promotion of equality opportunity, if it will help eliminate discrimination in any way, or encourage or hinder community relations.

The publication of this report together with the action plan to help the council measure its progress against its employment targets is a positive step forward.

11: If the impact cannot be justified, how do you intend to deal with it?

Not appropriate
12: What can be done to improve access to/take up of services?
<p>Ensure that there are adequate resources in place to progress the attached action plan</p> <p>Investigate and remedy any apparent “adverse impact”</p> <p>Close the “gaps” in data collection</p> <p>Put positive action measures in place to address imbalances</p> <p>Agree to report back again in August 2006 to the Executive.</p>
13: What is the justification for taking these measures?
<p>To make improvements in the lives of Brent’s employees, to actively work towards becoming an equal opportunities employer and an employer of choice and to ensure we’re compliant with current legislation.</p>
14: Kindly provide us with separate evidence of how you intend to monitor in future.
<p>Monitoring of the action plan will be done through Human Resources and Diversity and is the responsibility of the Director of HR and Diversity.</p> <p>The Strategic Human Resource Group will assume some responsibility for ensuring that they receive quarterly reports from HR on recruitment and selection figures, and the Tribunal Panel will continue to meet and feedback to members.</p> <p>Ultimately, the author of the 2006 Annual Workforce Monitoring Report will report on progress made against the action plan, and members will then have the opportunity to measure the real progress made.</p>
15: What are your recommendations based on the conclusions and comments of this assessment?
<p>The action plan needs to be implemented and regularly reviewed to measure progress. Outstanding actions from last year’s plan need to be carried forward and this has been done.</p>
16: If equality objectives and targets need to be developed, please list them here.
<p>See the action plan in Appendix 2</p>
What will your resource allocation for action comprise of?
<p>The Director of HR and Diversity is responsible to ensure adequate resources are in place to implement the action plan.</p>

Signed by the manager undertaking the assessment	
Full name (in capitals please)	Manjula Shah Principal Diversity Officer Corporate Diversity Team Tel 020 8937 1023
Signature	Manjula Shah
Dated	January 2006