

# **LONDON BOROUGH OF BRENT**

## **Forward Plan Select Committee**

### **Report from the Director of Human Resources and Diversity**

Wednesday, 2<sup>nd</sup> February 2005

#### **Brent Council's Annual Workforce and Equalities Monitoring Report 2004**

##### **1.0 INTRODUCTION**

- 1.1 This report summarises the findings of the Council's Annual Workforce and Equalities Monitoring Report 2004 (see attachment). The report provides a profile of Brent's workforce by gender, ethnicity, and disability. It also reports on the impact of Brent's employment practices.
- 1.2 This draft will be put to the Executive in February for final approval, before becoming published as a public document.

##### **2.0 BACKGROUND**

- 2.1 This is Brent Council's third Annual Workforce and Equalities Monitoring Report. It provides a profile of the workforce as at the 31<sup>st</sup> March 2004 and reports on the impact of employment practices for the period 1<sup>st</sup> April 2003 to 31<sup>st</sup> March 2004. Please see Appendix 1 for sample sizes.
- 2.2 The information for the report has been extracted from the Human Resources Employee Information System (HR Pro), providing information on 2,893 employees. This includes all permanent employees and those contracted to work for a fixed period. It excludes the Mayor, Councillors, temporary and agency staff, consultants and external secondees.

- 2.3 School based staff such as teaching and support staff are reported on separately within the report. This information is based on returns through the Annual National Census Survey of School Staff.
- 2.4 All profile information is based on self-classification by employees and is submitted on a voluntary basis.
- 2.5 For ease of reporting and in line with previous reports, pay scales have been used to divide jobs into management and non-management posts.
- 2.6 Salaries equal to or above £25,407 have been classified as management posts (equivalent to PO1 and above). A further distinction has been made between those that have salaries equal to or above £46,893 (equivalent to PO9 and above). These are referred to as the most senior management posts in the council.
- 2.7 For the purposes of this report, management posts have been further defined as junior, middle and senior management posts. A breakdown of the criteria used is detailed in table 1.

Table 1: Criteria for management post classification

<b>Post Classification</b>	<b>Salary Range</b>	<b>Guide Information</b>
Non-Management	£10,560 to £25,407	Clerical and Supervisory Grades.
Junior Management	£25,407 to £32,217	PO1 to PO3
Middle Management	£33,009 to £40,104	PO4 to PO6
Senior Management	£40,104 to £46,050	PO7 to PO8
Most Senior Management	£46,893	Chief Officer, PO9 and above.

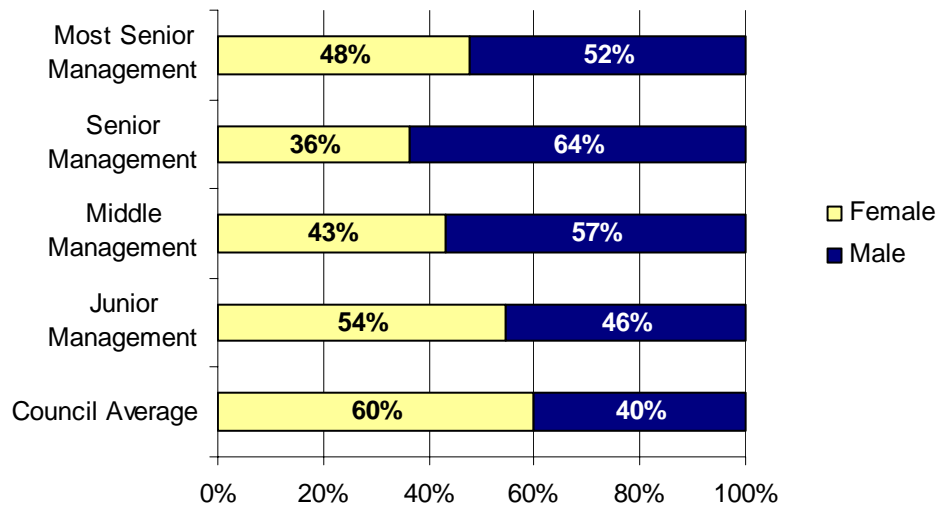
- 2.8 For ethnic profiles, data has been grouped and the term Black and minority ethnic has been used to include all people apart from White/British, White/Irish, and White/Other. This term therefore refers to visible Black and minority ethnic people.

### **3.0 MAIN FINDINGS**

#### **Gender Profile (excluding School based employees)**

- 3.1 Women make up 60% of the overall workforce, a figure which is relatively consistent with previous years (61% in 2002 and 63% in 2003), and the pattern for local government (where women tend to make up a larger proportion of the workforce). However there is considerable variability in the proportion of women within different service areas. Individual proportions range from 37% in Environmental Services to 72% in Education, Arts and Libraries and Social Services.
- 3.2 Women are still less likely to occupy management posts, with just under half of all management posts held by women (49%: see figure 1 for a breakdown). However, there has been a steady increase in the proportion of women in the most senior management posts. This has risen from 33% in 2002, to 40% in 2003 and now stands at 48%.

Figure 1: The proportion of women management levels across the council.



**Ethnic Profile (excluding School based employees)**

3.3 The council has seen an increase in the proportion of Black and minority ethnic employees within the workforce (from 53% in 2003 to 56% in 2004). Also, Black and minority ethnic employees make up the majority of the workforce within most service areas.

3.4 Black and minority ethnic employees are still less likely to hold management posts across the council, especially the most senior posts. This year’s figures reveal that 41% of all management posts and 12% of the most senior management posts are held by Black and minority ethnic employees. Therefore, work still needs to be done by Human Resources to address this under-representation.

**Disability Profile (excluding School based employees)**

3.5 The proportion of employees who are known to be disabled has remained relatively constant since last year (3.9% in 2003 and, 3.6% in 2004). However, it is worth noting that there may still be some under-reporting by disabled employees. For example, the results of the 2004 staff attitude survey indicate that 7% of employees describe themselves as disabled.

- 3.6 2.4% of all management posts and 4% of the most senior management posts are held by disabled employees.

### **Individual Service Areas**

- 3.7 **Corporate Centre:** There has been a small decrease in the proportion of women within the Corporate Centre. However, the proportion of women in management posts (45%) is comparable to that of the council average. The proportion of Black and minority ethnic employees (54%) is also comparable to the council average and represents a sizeable increase on last year's 46%. 4% of the workforce is known to be disabled, just over the council average.
- 3.8 **Education, Arts, and Libraries:** Women make up 72% of the workforce, well above the council average. This is also true of the proportion of women in management posts (66%) and the most senior management posts (69%). The proportion of Black and minority ethnic employees is also comparable to the council average. However, the proportion holding management posts is less than the council average (33%).
- 3.9 **Environmental Services:** Substantially fewer women (37%) hold posts in this service area compared to the council as a whole. However, a comparable proportion hold management posts (32%). Although there has been a small increase in the proportion of Black and minority ethnic employees this is still lower than the council average, as is the proportion of Black and Minority ethnic employees holding management posts (35%).
- 3.10 **Housing Services:** The proportion of women is below the council average and has seen a small decrease over the last year (down from 48% to 47%). There has been a larger decrease in the proportion of women in management posts (from 50% last year to 39% this year). In contrast, the proportion of Black and minority ethnic employees (69%)

is greater than the council average, as is the proportion in management posts (53%).

3.11 **Social Services:** The proportion of women (72%) is well above the council average and this proportion is reflected in the proportion of women in management posts (66%). Black and minority ethnic employees also make up a larger proportion (62%) of the workforce and hold more management posts (51%) compared to the council as a whole. Finally, 9% of employees are known to be disabled.

3.12 **School Based Employees:** The positive effect of our policies and procedures is evident in the increasing percentage of BME teaching and support staff in our schools and in how we compare with authorities across London and England. The percentage of teaching staff in Brent schools that belong to Black and minority ethnic groups (28%) is higher than all but one LEA in the country and is increasing year-on-year. Also, the percentage of support staff in Brent schools from BME groups (55%) is comparable to the Council average and in line with the BME population of Brent.

#### **4.0 FINANCIAL IMPLICATIONS**

4.1 The cost of publishing the report will be met from the Human Resources budget. 1000 copies will be printed and widely distributed both internally and externally.

#### **5.0 STAFFING IMPLICATIONS**

5.1 There are none. However the very nature of this report means that any work undertaken in future to help redress imbalances in our workforce profile, will inevitably have some staffing implications.

## **6.0 LEGAL IMPLICATIONS**

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

The Council is also obliged to publish these results on an annual basis.

## **7.0 DIVERSITY IMPLICATIONS**

- 7.1 The report by its nature raises issues about the council's policies, procedures and practices relating to employment. Not least, the report points to "gaps" in data, where the council has only a partial picture of what is happening.
- 7.2 The report also highlights a number of areas which should be investigated further by Human Resources to ensure that no adverse impact has occurred, notably around the figures for recruitment and selection in relation to Black and minority ethnic job applicants.
- 7.3 The report however, also highlights that whilst the council has made progress appointing more women into senior management, there are now proportionately fewer women in general management grades, an issue the Council does need to address.

- 7.4 There should also be further work undertaken to look at the figures around disciplinary hearings; at first glance, it appears that Black and Minority Ethnic staff and men are more likely than white or women staff to be subject to a disciplinary hearing.
- 7.5 Finally, it also appears that little progress has been made around the employment of disabled staff, and given that the council will have to meet a new public duty around promoting disability equality and a specific duty on the employment of disabled people, we need to address these issues now, rather than delay.
- 7.6 This report will be subject to a formal equality impact and needs led assessment before it goes before Committee on February 14<sup>th</sup> which will be completed by the Corporate Diversity Team.
- 7.7 This year's monitoring report differs from previous years in that it also includes an all-important action plan, which will help the council focus on target areas. It will also provide a very useful means by which the council can measure progress on employment and equality issues.

## **8.0 CONCLUSION**

- 8.1 Overall, the results highlight improvements in certain areas. In particular, the steady increase in the proportion of women in the most senior management posts and the proportion of Black and ethnic minority employees across the council. However there are areas of concern.
- 8.2 Women are still under-represented at higher levels within the organisation, as are Black and minority ethnic employees. This is also true within most service areas.



## **9.0 BACKGROUND PAPERS**

Brent Council's Annual Workforce Monitoring Report 2003, Brent Council's Annual Workforce Monitoring Report 2002, and Brent Council's Staff Survey 2004 "Your verdicts on working for Brent Council" are all available from Val Jones, Director of HR & Diversity.

## 11.0 APPENDIX 1

The samples sizes for each analysis are detailed in the following table.

Reference	Analysis Description	Sample Size
4.1	Gender profile within workforce	100%
4.2	Women in management posts	90%
4.3	Ethnic profile within workforce	88%
4.4	BME employees in management posts	81%
4.5	Disability profile within workforce	71%
4.6	Disabled employees in management posts	69%
4.7	<b>Corporate Centre:</b>	
	Women in workforce	100%
	BME employees in workforce	96%
	Disabled employees in workforce	84%
	Women in management posts	95%
	BME employees in management posts	93%
4.8	<b>Education, Arts and Libraries:</b>	
	Women in workforce	100%
	BME employees in workforce	78%
	Women in management posts	88%
	BME employees in management posts	71%
4.9	<b>Environmental Services:</b>	
	Women in workforce	100%

	BME employees in workforce	83%
	Women in management posts	95%
	BME employees in management posts	80%
4.10	<b>Housing Services:</b>	
	Women in workforce	100%
	BME employees in workforce	82%
	Women in management posts	98%
	BME employees in management posts	82%
4.11	<b>Social Services:</b>	
	Women in workforce	100%
	BME employees in workforce	99%
	Disabled employees in workforce	59%
	Women in management posts	82%
	BME employees in management posts	81%