

**BRIDGEND COUNTY BOROUGH COUNCIL**

**CYNGOR BWRDEISTREF SIROL PEN-Y-BONT AR OGWR**

**REPORT TO THE CABINET EQUALITIES COMMITTEE**

**REPORT OF THE EXECUTIVE DIRECTOR – STRATEGIC CHANGE**

7<sup>th</sup> February 2008

**Report on Employment Equality Monitoring**

**1. Purpose**

- 1.1 The purpose of this report is to update the Cabinet Equalities Committee on arrangements to monitor employment equality across the Council.
- 1.2 The report includes a basic comparative report with local and national population profiles.
- 1.3 Finally the report sets out proposals on how the authority will seek to improve the employment data held for equalities reporting and the format and frequency of future reports for the committee to consider.

**2. Connection to Corporate Improvement Plan & other Corporate Priorities**

- 2.1 The information set out in this report will help mitigate the risk of failure to meet the Authority's statutory duties in respect of equalities that was identified in the Corporate Improvement Plan 2006/09. This information will support all of the Authority's corporate priorities, especially supporting our disadvantaged communities.

**3. Background**

- 3.1 Reliable employment data is essential to meet the Authority's statutory duties under the Welsh Language Act 1993, the Race Relations (Amd) Act 2000, the Disability Discrimination Act 2005 and the Equality Act 2006. It will also be a crucial part of meeting the requirements of the new Equality Improvement Framework for Local Government in Wales which was launched on 22<sup>nd</sup> January 2008 by the Welsh Local Government Association.
- 3.2 In addition the Wales Programme for Improvement requires the Authority to report annually on ethnicity and disability rates in the workforce.
- 3.3 It should be noted that under the Race Relations Act 1976 (Statutory Duties) Order 2006 Act the authority must put in place arrangements to monitor its workforce by ethnicity in the following areas:
  - Current workforce
  - Recruitment and selection
  - Training
  - Performance assessment
  - Promotion and progression

- Grievances
- Disciplinary
- Staff ceasing employment

**3.4** Such a cyclical process of data collection and data monitoring will also enable the Council to demonstrate that due regard has been given to the need to eliminate unlawful discrimination and to actively promote equality in employment on grounds of gender, disability, sexual orientation, gender reassignment, religion and belief.

#### **4. Current status and proposal**

##### **4.1 Comparative Analysis of employment equality data**

**4.2** The tables set out in Appendix 1 provide a basic comparison of the authority's workforce with local and national population profiles by the following categories:

- Gender;
- Ethnicity;
- Disability;
- Age;
- Welsh skills
- Unpaid carers

**4.3** It is proposed that further analysis of this data be undertaken in preparing the authority's Corporate Equality Scheme and revising the Welsh Language Scheme. The aim will be to identify certain groups who are under or over represented within the workforce against local and national comparators and to consider the wider implications of these issues in terms of employment practices and service delivery improvements. However, for such analysis to be meaningful steps will need to be taken to improve the data collection and rates of disclosure, notably around ethnicity, disability, Welsh language and carer status.

##### **4.4 Proposal to improve data collection**

**4.5** The Trent HR/Payroll system holds all information relating to equalities. The Committee will be aware that at present information held is either not complete or in some cases no information is stored. This report outlines the key areas where improvements will be made to capture all information required and also to monitor information that is input.

**4.6** There are a number of actions that are being put into place to ensure that all information is captured and also to monitor the integrity of the data being entered. These are outlined below:

##### **4.6.1 Business Process Review**

Throughout the Authority business process reviews are taking place. A review of the HR function is planned for February 2008. As part of this review all processes and transactions that take place will be documented and changes to process will be recommended.

Equalities information will be reviewed at part of the HR review and steps will be put in place to ensure that all information required is entered correctly and in the relevant parts of the process. To achieve this goal the current working practice will be mapped and reviewed. Areas of inefficiency will be identified and a new working practice will be mapped and documented.

#### **4.6.2 Equality Data Audit**

On collating the equalities information it was identified that information was part complete or in some cases certain fields were blank. A Business Objects report has been written to identify the employees within the authority that do not have equality information.

The fields that will be reported on are displayed below:

<b>Field Name</b>
Staff Number
Forename
Surname
Sex
Disabled
Ethnic Group
Age
Age Grouping
Religion
Sexual Orientation
Nationality
Unpaid Carers
Welsh Reader
Welsh Speaker
Welsh Writer
Start Date – Continuous Service
End Date – Continuous Service

#### **4.6.3 Data Conversion**

Staff identified from the equality report will be contacted and a spreadsheet will be sent requiring information to be completed. Once all information is returned all data will be imported into the Trent HR/Payroll system.

#### **4.6.4 Data Integrity Reports**

To ensure that no further gaps in data occur, integrity reports will be run on a month by month basis. This will identify any information that is missed and a process will be put in place to deal with corrections to data.

**4.6.5** Implementing the proposed actions will help reduce the data entry issues in the authority and also will ensure that all information required in relation to equalities is accurate.

#### **4.7 Proposal to improve awareness on employment monitoring**

The actions set out above will be supported by the production of additional information for staff and managers on employment equality reporting and monitoring to promote awareness and encourage disclosure. Information will be gathered sensitively, with appropriately worded questions, and confidentiality will be ensured.

#### **4.8 Proposal on production of employment monitoring reports**

It is proposed that progress reports on the actions set out above are reported to the Corporate Equalities Management Group and quarterly anonymised employment equality monitoring reports will be submitted to the Cabinet Equalities Committee. Annual employment monitoring reports will be produced in line with the requirements of the authority's statutory equality schemes and Welsh Language Scheme.

### **5. Effect on Policy Framework and Procedure Rules**

**5.1** The report has no direct effect upon the policy framework or procedure rules but is required to effectively implement the Authority's statutory duties in relation to equalities and human rights.

### **6. Legal implications**

**6.1** The proposal contained within this report will help to ensure the effective implementation of relevant equality and human rights legislation.

### **7. Financial implications**

**7.1** The proposal contained within this report will ensure the efficient use of corporate resources and budgets and help to mitigate any potential legal claims.

### **8. Recommendation**

It is recommended that:

- the contents of the comparative equality analysis set out in Appendix 1 be noted;
- the Equalities Co-ordinator continue to work with the Human Resources officers and TRENT/Payroll team to implement the measures set out above and report to the Corporate Equalities Management Team on progress;
- the Equalities Co-ordinator continue to work with the Human Resources officers and TRENT/Payroll team to identify ways to improve reporting in line with statutory requirements;
- quarterly anonymised employment equality monitoring reports be produced and submitted to the Cabinet Equalities Committee;

**Tony Garthwaite**  
**Executive Director – Strategic Change**  
**30<sup>th</sup> January 2008**

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**Background papers:**

- Race Relations Act 1976 and 2000 and 2003
- Welsh Language Act 1993
- Disability Discrimination Act 1995 and 2005
- Employment Equality (Religion or Belief) Regulations 2003
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Age) Regulations 2006
- Equality Act (Sexual Orientation) Regulations 2007

**COMPARATIVE DATA ANALYSIS**

Below is a basic comparative analysis between local and national population profiles and the summary of employee data held on Trent as at 31<sup>st</sup> December 2007.

**Gender**

<b>WORKING AGE POPULATION</b>	<b>BCBC WORKFORCE</b>	<b>BRIDGEND COUNTY</b>	<b>WALES</b>
Total	7931	80,500	1,791,404
Male	<b>24.22%</b> 1921	<b>52.17%</b> 42,000	<b>51.86%</b> 929,006
Female	<b>75.78%</b> 6010	<b>47.83%</b> 38,500	<b>48.14%</b> 862,398

Comparative analysis based on the workforce report run on 31 December 2007 and the ONS statistics for the working age population estimates (2006). Working age population refers to males aged 16 – 64 years and females aged 16 – 59 years.

**Ethnicity**

<b>ETHNICITY IN POPULATION</b>	<b>BCBC WORKFORCE</b>	<b>BRIDGEND COUNTY</b>	<b>WALES</b>
Ethnic White	<b>73.20%</b> 5805	<b>98.6%</b> 126,878	<b>97.88%</b> 2,841,505
Other Ethnic groups	<b>0.79%</b> 63	<b>1.4%</b> 1,767	<b>2.12%</b> 61,580

Comparative analysis based on the workforce report run on 31 December 2007 and the ONS census statistics for the whole population 2001.

Please note that the Council's employment records show that there is currently a 26.01% (2063) rate of not known records.

**Disability**

<b>DISABILITY IN POPULATION</b>	<b>BCBC WORKFORCE</b>	<b>BRIDGEND COUNTY</b>	<b>WALES</b>
With a disability	<b>1.01%</b> 80	<b>25%</b> 32,164	<b>23.72%</b> 675,662
Without a disability	<b>57.19%</b> 4536	<b>75%</b> 96,481	<b>76.28%</b> 2,227,423

Comparative analysis based on the workforce report run on 31<sup>st</sup> December 2007 and the ONS census statistics for the whole population 2001 using a definition of with or without a limiting long-term illness.

Please note that the Council's employment records show that there is currently a 41.8% (3315) rate of not known records.

Additional data is available from the Department of Work and Pension and the table below shows the number and percentage of people of working age claiming incapacity benefit and/or disability related benefits at county, national and GB level (May 2007).

DISABILITY-RELATED BENEFITS IN POPULATION	BRIDGEND COUNTY	WALES	GB
Incapacity benefit claimant	<b>13%</b> 10,505	<b>11%</b> 197,050	<b>7.2%</b>
Disability-related benefits	<b>1.5%</b> 1,230	<b>1.3%</b> 22,395	<b>0.9%</b>

### Unpaid Carers

UNPAID CARERS IN POPULATION	BCBC WORKFORCE	BRIDGEND COUNTY	WALES
Unpaid carers	<b>3.83%</b> 304	<b>13%</b> 16,189	<b>12%</b> 340,745

Comparative analysis based on the workforce report run on 31<sup>st</sup> December 2007 and the ONS census statistics for the whole population 2001. The figure shows the cumulative figure of the 3 categories of carers set out in the census: people providing 1-19 hours of care per week; people providing 20-49 hours of care per week; and people providing 50 + hours of care per week.

Additional data is available from the Department of Work and Pension and the table below shows the number and percentage of people of working age claiming carer benefits at the county, national and GB level (May 2007).

	BRIDGEND COUNTY	WALES	GB
Carer benefit claimant	<b>1.5%</b> 1,245	<b>1.4%</b>	<b>1%</b>

## Welsh Language Skills

WELSH LANGUAGE SKILLS IN POPULATION	BRIDGEND COUNTY	WALES
Total population (over 3 years)	124,284	2,805,701
Total population either speaks, reads or writes Welsh	<b>15.65%</b> 19,449	<b>23.5%</b> 659,301
Total population who can neither speak, read or write Welsh	<b>84.35%</b> 104,835	<b>76.5%</b> 2,146,400

WELSH LANGUAGE SKILLS IN POPULATION	ALL BCBC WORKFORCE	BCBC WORKFORCE [EXCLUDING SCHOOL STAFF]	BRIDGEND COUNTY	WALES
Welsh reader	<b>3.77%</b> 299	<b>2.32%</b> 109	<b>13.55%</b> 16,835	<b>20.21%</b> 567,152
Welsh writer	<b>2.93%</b> 232	<b>1.79%</b> 84	<b>9.99%</b> 12,415	<b>17.66%</b> 495,519
Welsh speaker	<b>2.67%</b> 212	<b>1.57%</b> 74	<b>10.78%</b> 13,397	<b>20.76%</b> 582,368

Comparative analysis based on the workforce report run on 31 December 2007 and the ONS census statistics for the population aged 3 and over, 2001.

Cumulative data for employees who either speak, read or write Welsh is not currently available.

## Age

AGE IN POPULATION	BCBC WORKFORCE	BRIDGEND COUNTY	WALES
Under 16	N/R	<b>20.44%</b> 26,299	<b>20.23%</b> 587,155
16-25	<b>10.36%</b> 822	<b>10.73%</b> 13,807	<b>11.93%</b> 346,433
26-35	<b>21.26%</b> 1686	<b>13.94%</b> 17,930	<b>12.97%</b> 376,388
36-45	<b>27.58%</b> 2187	<b>14.7%</b> 18,915	<b>13.85%</b> 402,200
46-55	<b>25.92%</b> 2056	<b>13.41%</b> 17,247	<b>13.5%</b> 391,961
56-65	<b>14.16%</b> 1123	<b>11.23%</b> 14,442	<b>11.13%</b> 323,209
65 +	<b>0.72%</b> 57	<b>15.55%</b> 20,005	<b>16.39%</b> 475,739

Comparative analysis based on the workforce report run on 31 December 2007 and the ONS census 2001 statistics for the population aged 16 and over.