

Report

4

Report to:	Equal Opportunities Forum
Date of Meeting:	8 December 2009
Report by:	Executive Director (Corporate Resources)

Subject:	Equal Opportunities Monitoring
----------	---------------------------------------

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide information about changes to the equal opportunities monitoring form and service monitoring procedures

2. Recommendation(s)

2.1. The Forum is asked to note the following recommendation(s):-

- (1) that the implementation of the new monitoring procedures across all Resources be noted.

3. Background

3.1. Under current equalities legislation, there is a statutory duty to report annually on monitoring of employees by racial group for:-

- ◆ employees in post
- ◆ applications for employment
- ◆ access to promotion
- ◆ access to training

As an organisation, which has over the minimum of 150 employees set out by the legislation, the Council must also monitor access to performance appraisals, grievances, disciplinary action and reasons for leaving employment, and publish these findings.

3.2. The public sector duties for disability and gender require that public bodies gather information on the effect of policies and practices on disabled persons and gender equality and, as with race, must impact assess these to ensure that they are complying with the general public sector duties.

3.3. Therefore, public bodies must have robust monitoring systems to capture this information in both employment and service delivery.

3.4. The Single Equality Bill was announced in July 2008 and is expected to come into force in April 2011. This Bill will cover 7 equality strands, namely race, disability, gender, gender identity, religion/belief, age and sexual orientation. It will extend the current general duties and therefore increase the requirement to properly monitor and assess strategies, policies and functions across these areas.

- 3.5. The Government Equalities Review in 2007 found that: 'The data available on inequality is utterly inadequate in many ways, limiting people's ability to understand problems and their causes, set priorities and track progress. And even where data does exist, it is not consistently used well or published in a way that makes sense.'
- 3.6. Key to improving employment practices and service delivery is the ability to benchmark and share information with other local and national bodies. As such, an agreed approach to equalities monitoring is required, one which covers all areas existing and new.
- 3.7. The General Register Office for Scotland has started to address the issue of inaccurate information and has recently published Scotland's new Official Ethnicity Classification and is examining the potential to include a question about individual's sexual orientation in the 2011 Census.
- 3.8. The Scottish Government and the Equality and Human Rights Commission (EHRC) have developed a series of guidance notes to assist in the collection of equality information which recommend not only how to ask questions but also how to analyse and disseminate the data.

4. Current Position Employees

- 4.1. South Lanarkshire Council's current equal opportunities monitoring form at present collects information relating to age, marital status, caring responsibilities, gender, disability and race. It is predominantly used for recruitment purposes although it is also included in individual employee records.
- 4.2. There are currently monitoring arrangements in place including:-
 - ◆ recruitment monitoring for race and disability
 - ◆ staffing watch
 - ◆ annual Statutory Performance Indicators of the percentage of women in the top 2% and 5% of earners

Service Delivery

- 4.3. In a number of service delivery areas monitoring is conducted covering race, disability, gender and age, e.g. library membership, schools, customer compliments, comments and complaints.
- 4.4. Monitoring carried out across Resources in relation to service delivery is not consistent and categories do vary e.g. Social Work Resources have detailed definitions of disability as set out by the Care Commission which are not those required for recruitment purposes.
- 4.5. The lack of a consistent approach on service delivery has led to monitoring which is neither robust nor clear and which cannot be analysed on an organisation wide basis. Often a barrier to collecting information is a perception that people will be unwilling to provide the information requested or that asking certain questions may cause offence. Crucially this has created a situation which means when impact assessing or reviewing policy or practice there is often limited information against which to make informed decisions.
- 4.6. It is proposed that the equal opportunities monitoring form be amended to ensure that all current and future equalities monitoring requirements can be met. This includes questions relating to sexual orientation, gender identity, religion/belief, as

well as more detailed questions relating to disability (refer to appendix 1). The form will be used in both employment and service delivery. The changes that have been suggested follow the new Census guidelines and those produced by the Scottish Government and EHRC.

- 4.7. The outcome of these changes will be to have clearer monitoring statistics of both the Council workforce and the community with the ability to identify areas for improvement in both employment practice and service delivery.

5. Implications for the Council

- 5.1. To adopt a standard monitoring approach for employees, Oracle monitoring fields will have to be created in order to capture the new information via the People Connect system and a change over date will need to be agreed for all Resources to implement the new monitoring system.
- 5.2. An employee verification exercise will be undertaken in a phased approach from July 2010 to ensure that in adopting the new monitoring system, figures are as accurate as possible for existing employees. This can be carried out in conjunction with the People Connect system and should involve a period of confidence building to ensure employees are aware of why the information is required and for what purposes it will be used. This will take place throughout April to June 2010.
- 5.3. Moving to a new monitoring system will allow the Council to meet its duties with regard to current equalities legislation and will specifically assist with the ongoing process of impact assessment. It will also ensure that when the Equality Bill comes into force in 2011, the Council will have the appropriate systems in place and have baseline figures from which to set priorities and outcomes.

6. Employee Implications

- 6.1. All employees will need to be encouraged to complete the information requested and to do so with confidence. As such, a period of consultation and awareness raising will be required.

7. Financial Implications

- 7.1. System development costs will be met from existing resources.

8. Other Implications

- 8.1. None.

9. Equality Impact Assessment and Consultation Arrangements

- 9.1. An equality impact assessment has been carried out on the recommendations contained in this report and, where issues were identified, remedial action has been taken. The assessment is that the proposals do not have any adverse impact on any part of the community covered by equalities legislation, or on community relations, and the results of the assessment will be published on the Council website.
- 9.2. Consultation on the proposals contained in this report has been carried out as part of the development process with managers, trade union and Employee Forum representatives.

Robert McIlwain
Executive Director (Corporate Resources)

5 November 2009

Link(s) to Council Objectives

- ◆ Fair and open
- ◆ Excellent employer
- ◆ Accountable, effective and efficient

Previous References

None

List of Background Papers

None

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

Gill Bhatti, Employee Development and Diversity Manager

Ext: 5604 (Tel: 01698 455604)

E-mail: gill.bhatti@southlanarkshire.gov.uk



CONFIDENTIAL

EQUAL OPPORTUNITIES MONITORING FORM

Post	
Advert ref	
Location	

To help the Council monitor its' Equal and Diversity Policy, would you please provide the information requested below and return it sealed in the envelope provided. This information is kept separate from your application.

Thank you for your co-operation. It is essential that you complete all sections of this form.

Please use black felt pen or ball point to mark the relevant box in each of sections 2-7 with an 'X'.

1. Name

Surname	
First Name	

2. Age

What is your date of birth?

3. Gender

Are you?

Male Female

Prefer not to say

Do you identify as transgender?

(For the purpose of this question "transgender" is defined as an individual who lives, or wants to live, full time in the gender opposite to that they were assigned at birth)

Yes No

Prefer not to say

4. Caring responsibilities

Do you have caring responsibilities?

Yes, Childcare (children under age 14)

Yes, other

No Caring Responsibilities

5. Disability

The Disability Discrimination Act 1995 (DDA) protects disabled people. The DDA defines a person as disabled if they have a physical or mental impairment, which has a substantial and long term (i.e. has lasted or is expected to last at least 12 months) and has an adverse effect on the person's ability to carry out normal day-to-day activities

Do you consider yourself to have a disability according to the terms given in the DDA:

Yes No

If you have answered yes, please indicate the type of impairment which applies to you.

People may experience more than one type of impairment, in which case tick all types that apply. If your disability does not fit any of these types, please mark other.

- Physical impairment, such as difficulty using your arms or mobility issues which means using a wheelchair or crutches
- Sensory impairment, such as being blind / having a serious visual impairment or being deaf / having a serious hearing impairment.
- Mental health condition, such as depression or schizophrenia.
- Learning disability, (such as Down's syndrome or dyslexia) or cognitive impairment (such as autism or head-injury)
- Longstanding illness or health condition such as cancer, HIV, diabetes, chronic heart disease or epilepsy.
- Other, such as disfigurement.

6. Ethnic origin

What do you consider your national identity to be?
(Please choose as many or as few as apply)

- | | |
|----------------------------------|-----------------------------------|
| <input type="checkbox"/> British | <input type="checkbox"/> Scottish |
| <input type="checkbox"/> English | <input type="checkbox"/> Welsh |
| <input type="checkbox"/> Irish | <input type="checkbox"/> Other |

What is your ethnic group/background?

(Choose one section from A to E, then tick one box which best describes your ethnic group or background)

A. White

- Scottish
- English
- Welsh
- Northern Irish
- British
- Irish
- Gypsy/Traveller
- Polish
- Any other white ethnic group, please write in

B. Mixed or multiple ethnic groups

- Any mixed or multiple ethnic groups, please write in

C. Asian, Asian Scottish or Asian British

- Indian, Indian Scottish or Indian British
- Pakistani, Pakistani Scottish or Pakistani British
- Bangladeshi, Bangladeshi Scottish or Bangladeshi British
- Chinese, Chinese Scottish or Chinese British
- Other, please write in

D. African, Caribbean or Black

- African, African Scottish or African British
- Caribbean, Caribbean Scottish, or Caribbean British
- Other, please write in

E. Other ethnic group

- Arab
- Other, please write in

7. Religion or belief

What religion, religious denomination or body do you belong to?

- No religion or belief
- Buddhist
- Christian
- Hindu
- Jewish
- Muslim
- Sikh
- Another religion or belief, please write in

8. Sexual Orientation

Which of the following best describes your sexual orientation?

- Bisexual
- Lesbian / Gay
- Prefer not to say
- Heterosexual/Straight
- Other

9. To be completed by existing South Lanarkshire council employees only

Compared with your present post, if successful in obtaining this post, would you view this as promotion?

- Yes
- No



In terms of the Data Protection Act 1998, I consent to the information which I have provided being used to monitor the effectiveness of the Council's Equal Opportunities Policy. I understand that if I am successful in my application, this information will be entered on to the Council's computerised personnel/payroll system.

Signed Date