



CORPORATE RESOURCES OVERVIEW AND SCRUTINY COMMITTEE

A9

Committee Report

Public

Date of Meeting: 5th September 2002

Title: DISABILITY AND ETHNICITY PERFORMANCE INDICATORS

Report of: Town Clerk and Chief Executive

Report reference: TC 172/02

Summary:

The report provides background information to enable Members to understand these two Performance Indicators and the Council's performance in relation to them. It is intended to assist Members in questioning the responsible officer (Head of Personnel Services) in relation to the indicators themselves, the reasons for current performance and ways of improving such performance.

Recommendations:

1. That Members question the responsible officer.
2. That the responsible officer be asked to come back to the next meeting of the committee with a draft Action Plan for the Council to improve performance. The plan to include timescales, targets, any costs involved and proposals for funding the same.

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Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers: None

1. The Indicators Defined

BV16 – The percentage of local authority employees declaring that they meet the Disability Discrimination Act 1995 disability definition compared with the percentage of economically active disabled people in the authority area.

BV17 – The percentage of local authority employees from minority ethnic communities compared with the percentage of the economically active minority ethnic community population in the authority area.

Both these indicators are likely to be included in the Comprehensive Performance Assessment and will therefore influence the outcome of that assessment.

2. Changed Definitions

Both these indicators are defined as measuring the authority's employment as against the make-up of the local population i.e. comparing the City Council to Carlisle's citizens generally. However, these are new definitions for this year, previously the percentages were not compared to the local population.

The former definitions mean that for ethnicity for example our performance is currently compared and ranked in absolute terms (rather than by comparison to local population) against that of authorities with significant, and indeed high, populations from ethnic minority backgrounds. The comparison and rankings can, therefore, be said to be produced on an inappropriate basis.

The new definitions will (once statistics are available nationally) move away from this inequitable comparison and be much fairer. The City Council's relative performance will change once the new definitions are used for comparison.

In the meantime it is obviously important to improve performance as far as is possible.

3. Current Performance and Targets – Disability

For Disability the Council is currently in the bottom quartile.

Current national performance – bottom quartile 1.0% and worse, average 2.4%, top quartile 3.0% and better.

City Council Performance: -

Year	Performance	Target
2000/01	0.95% of employees	-
2001/02	0.81 % of employees	0.98% of employees
2002/03	N/A	0.9% of employees
2003/04	N/A	1% of employees

The current percentage of economically active disabled people in Carlisle as determined in the manner prescribed by the indicator is 14.4%.

4. Current Performance and Targets - Ethnicity

For Ethnicity the Council is also in the bottom quartile.

Current national performance – bottom quartile 0.40% and worse, average 1.40%, top quartile 1.70% and better.

City Council Performance; -

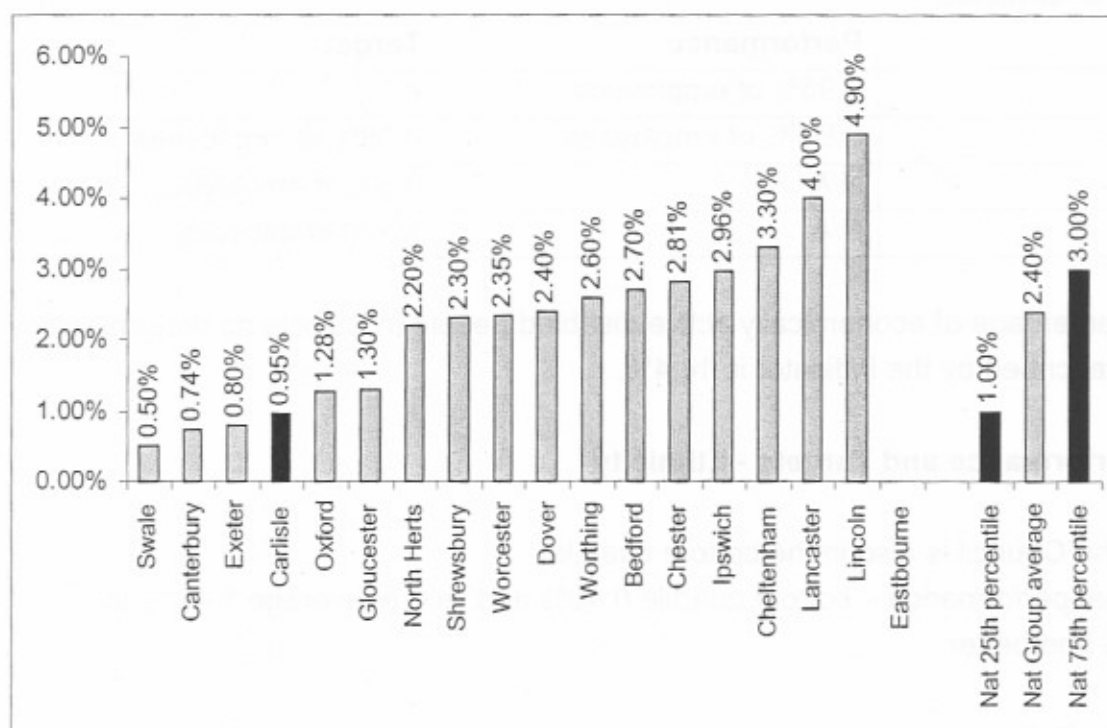
Year	Performance	Target
2000/01	0.28% of employees	-
2001/02	0.18% of employees	0.5% of employees
2002/03	N/A	0.2% of employees
2003/04	N/A	0.4% of employees

The current percentage of economically active ethnic minority population in Carlisle is 1.6%.

5. Comparative Performance

The following charts and tables show the City Council's performance compared to that of the Audit Commission Family Group and with Cumbrian Districts and the average for all district authorities.

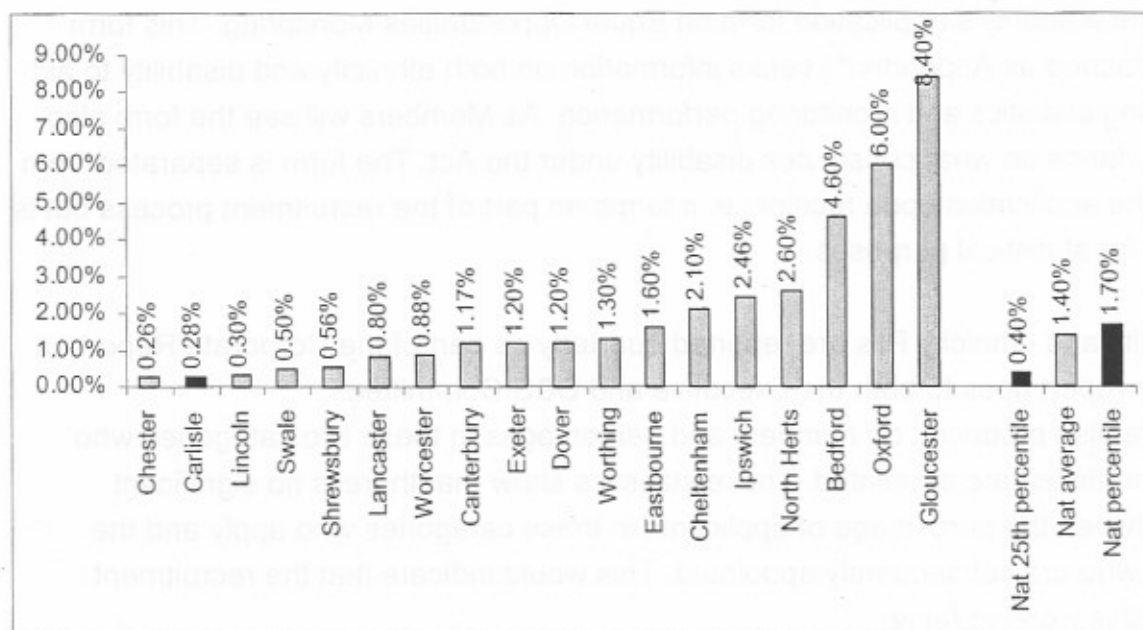
BV16 % of staff who have a disability



Carlisle is ranked 4th worst in the group with the majority of the group performing between twice and five times as well.

Carlisle	Copeland	Eden	Barrow	South Lakeland	Allerdale	District Average
0.95	1.7	0.6	3.8	0	0	2.45

BV17 % of staff from ethnic minority



Carlisle has the second worst performance of the group, only three of the group are in the bottom quartile, although the majority are below the national average. The majority are better than Carlisle by a factor of four or more. The composition of the local population may well be a factor in some of those authorities with the highest performance.

Carlisle	Copeland	Eden	Barrow	South Lakeland	Allerdale	District Average
0.28	0	0	0.6	0	0	1.43

6. Collection and Monitoring Arrangements

Baseline disability data for Council employees was collected by means of a staff survey, which asked individuals to declare themselves to be disabled within the terms of the Disability Discrimination Act 1995.

The survey was carried out in 1997 but unfortunately resulted in very few individuals declaring themselves to be disabled. There is concern that employees who do meet the definition may not declare themselves as such because they do not wish to appear different or because they fear that they may be disadvantaged in some way.

The baseline figures are updated using information gathered from new recruits (see below).

The sole source of information regarding ethnicity of Council employees comes from a section of the authority's application form on Equal Opportunities Monitoring. This form (which is attached as Appendix 1) seeks information on both ethnicity and disability to aid with compiling statistics and monitoring performance. As Members will see the form also includes guidance on what constitutes disability under the Act. The form is separated from the rest of the application upon receipt i.e. it forms no part of the recruitment process but is used solely for statistical purposes.

Both disability and ethnicity PI's are reported quarterly as part of the Corporate Report on all PI's. This report goes to both the Executive and O&S Committees.

Statistics are also produced on numbers and percentages in these two categories who apply/are shortlisted/are appointed. These statistics show that there is no significant disparity between the percentage of applicants in these categories who apply and the percentage who are subsequently appointed. This would indicate that the recruitment process itself is working fairly.

7. Council Policy

All recruitment material includes the following statement – 'The Council has adopted and is actively pursuing an equal opportunities policy, including job share'.

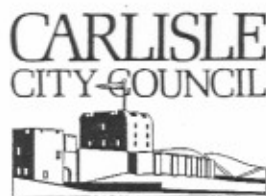
All managers who interview applicants must have had approved equal opportunities training.

All applicants who declare themselves to be disabled are guaranteed an interview.

The Council meets the 'Positive about Disability' standards, uses the logo on all stationery and regularly submits information on policy and practise to maintain this status.

8. Recommendations

1. That Members question the responsible officer.
2. That the responsible officer be asked to come back to the next meeting of the committee with a draft Action Plan for the Council to improve performance. The plan to include timescales, targets, any costs involved and proposals for funding the same.



EQUAL OPPORTUNITIES MONITORING

At Carlisle City Council we monitor our recruitment processes to ensure that all applicants are fairly assessed and that we meet our obligations under the various Acts of Parliament and related Codes of Practice concerned with race relations, sex discrimination and the employment of disabled persons. Please help us to carry out this monitoring by answering the questions below. They are placed on a separate page to the application form to emphasise that they relate only to monitoring

This page will be detached, and will not form part of the selection procedure but will be used only for statistical purposes. Please tick appropriate boxes.

1. **Gender**
Male ☐ Female ☐ (Please tick appropriate box)

2. **Preferred Title**
Miss ☐ Mr ☐ Mrs ☐ Ms ☐ Other ☐

Full Name

3. **Marital Status**
Married ☐ Single ☐
Separated/
divorced ☐ Widowed ☐

4. **Ethnic Origin**

I would describe my ethnic origin as: (Please tick appropriate box)

a) White British	<input type="checkbox"/>	b) White Irish	<input type="checkbox"/>
c) White Other	<input type="checkbox"/>	d) Black or Black British	<input type="checkbox"/>
e) Asian or Asian British	<input type="checkbox"/>	f) Chinese	<input type="checkbox"/>
g) Mixed	<input type="checkbox"/>	h) Other	<input type="checkbox"/>

5. **Disablement**

Do you consider yourself to be disabled under the Disability Discrimination Act ?
(See Note 1 overleaf)

Yes ☐ No ☐

6. **Age Range**

16-24

25-35

36-45

46+

Date of Birth

☐
☐
☐
☐

Note 1: Criteria for classification as disabled under the Disability Discrimination Act.

To classify as disabled, a person has a physical or mental impairment which has a substantial and long term adverse effect on his / her ability to carry out normal day to day activities.

Long term is usually defined as a year or longer.

Impairment may affect:-

- mobility
- manual dexterity
- continence
- ability to lift, carry or otherwise move everyday objects
- memory or ability to concentrate, learn or understand, or
- perception of the risk of physical danger
- speech, hearing or eyesight (but see below)

(If a person's sight is corrected by wearing spectacles or contact lenses, this is **not** regarded as a disability).

These notes are for guidance only.

Note 2: Data Protection

The information you supply on the application form will be used to assess your suitability for the post applied for (or another relevant post). These details will only be disclosed to those persons involved in the selection process or Personnel administration.

Carlisle City Council will retain the forms of unsuccessful applicants for 12 months - in accordance with current guidance.

Should you be successful, certain details from this form may be checked, and data matched to help prevent fraud. Some of the information will be entered into the Personnel Computer System, which will allow Carlisle City Council to administer your employment. This form will then be placed into your Personnel file, and retained until after you complete your employment with Carlisle City Council - for as long as legislation dictates.

Please be assured that Carlisle City Council will protect your information, and treat as confidential at all times.

