

CORPORATE RESOURCES OVERVIEW AND SCRUTINY COMMITTEE

Committee Report

Public

10 April 2003

Date of
Meeting:

Title: PERFORMANCE INDICATORS FOR DISABLED/ETHNIC
MINORITY EMPLOYEES – PROGRESS REPORT

Report of: Head of Member Support and Employee Services

Report
reference: ME 3/03

Summary:

In an attempt to address low-quartile performance in certain HR-related areas this committee has previously asked that an Action Plan be produced to improve the numbers of disabled people and those from ethnic minorities employed within the authority. This report presents progress with these indicators. It explains how for a variety of reasons, previously accepted by this committee, progress has been slower than expected. However, we are now in a position to propose the contents of such a Plan in anticipation that it can then begin to impact positively upon our performance in this area.

Recommendations:

The committee is asked to comment upon this report and endorse the proposed approach.

Contact Officer: David Williams Ext: 7082

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: TC 172/02

Disability

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.

Current national performance:

Bottom quartile 1% and worse, average 2.4%, top quartile 3% and better.

Carlisle City performance:

i) BV16a – the number of staff with disabilities compared to the local authority area:

2000/01 0.91%

2001/02 0.82%

2002/03 0.9%

The latest figure amounts to just a handful of employees, which gives you an indication of the difficulties we face. Both when discussing our performance against this Indicator (we should not allow anyone to be identified), and because we are vulnerable to statistical 'jumps' distorted by say, just one individual employee.

ii) BV16b – the percentage of economically active disabled people in the district. This is 14.4% (Audit Commission figure).

Targets:

2001/02 0.98% of employees

2002/03 1.10%

2003/04 2%

It can be seen that we are currently just below target.

Annex 1 presents comprehensive data relating to our recruitment and selection performance across a number of measurable areas.

With regard to disability it shows that applications from disabled people have increased from 0.98% in 2000 to 2.15% in 2002.

I can now report that for 2003 the figure has again risen to 2.8%.

Numbers of disabled applicants short-listed has also increased from 0.98% in 2000 to 2.15% in 2002.

I can now report that for 2003 the figure has again risen to 4%.

If as we expect, there is a correlation between applicants, interviewees *and appointments* then this data suggests that we are on course to improve our performance. However, we are even then not in complete control of our destiny. We may offer jobs to identified disabled candidates but if they choose upon appointment not to self-assess themselves as disabled then our figures may not necessarily show an associated improvement.

Ethnicity

BV 17 – The percentage of local authority employees from ethnic minority backgrounds compared with the percentage of economically active disabled people in the authority area.

Current national performance:

Bottom quartile, 0.4% and worse, average 1.4%, top quartile 1.7% and better

Carlisle City performance:

i) BV17a - percentage of staff from ethnic minorities compared to the local authority area:

2000/01 0.28% employees

2001/02 0.18%.

2002/03 0.19%.

The latest figure amounts to just a handful of employees, which gives you an indication of the difficulties we face. Both when discussing our performance against this Indicator (we should not allow anyone to be identified), and because we are vulnerable to statistical 'jumps' distorted by say, just one individual employee.

ii) BV17b - the percentage of economically active people from ethnic minorities in the district. This is 1.6% (Audit Commission figure).

National targets:

2001/02 0.5%

2002/03 0.2%

2003/04 0.4%.

We are close to our target.

Annex 1 presents comprehensive data relating to our recruitment and selection performance across a number of measurable areas.

With regard to ethnic minorities it shows that applications from such people have increased from 1.1% in 2000 to 1.69% in 2002.

I can now report that for 2003 the figure has again risen to 2.9%.

Numbers of ethnic minority applicants short-listed is also shown to have increased from 0.6% in 2000 to 1.2% in 2002.

I can now report that for 2003 the figure has again risen to 2.3%.

If as we expect, there is a correlation between applicants, interviewees *and appointments* then this data suggests that we are on course to improve our performance. However, we

are even then not in complete control of our destiny. We may offer jobs to identified ethnic minority candidates but if they choose upon appointment not to self-assess themselves as such then our figures may not necessarily show an associated improvement.

Action Plan to address *both* indicators:

Although there is progress to report (see below), as yet we have no Plan as such.

Members were already aware of the difficulties that the Personnel Team (now located within the newly formed Business Unit of Member Support and Employee Services) faced since the last report was presented in September 2002. We will be working hard to make a significant contribution towards the achievement of the targets. The first task will be to produce an Action Plan.

Possible contents of an Action Plan:

- Encourage newly appointed staff at induction to self-assess themselves where appropriate, as being in either of the categories
- Ask and enable managers to survey existing staff with a view to sensitively encouraging where appropriate, staff to reassess themselves as being in either of the categories
- Continue to provide mandatory training for staff newly involved in the recruitment process
- Encourage established staff to attend refresher training in recruitment and selection
- Review the relevance of qualification requirements indicated on Person Specifications received from Business Units for job vacancies to ensure that there is no indirect discrimination on grounds of race
- Continue to monitor statistics
- Continue to report progress to senior levels (officer and Member)
- Consider targeted advertising where desirable, appropriate and cost-effective
- Continue to guarantee an interview to all applicants with a disability who meet the essential criteria on the Person Specification
- Personnel staff whilst dealing with relevant employees considering a return after extensive sickness absence to encourage them to re-classify themselves as falling within the DDA criteria
- Review the Equal Opportunities Policy to ensure continued relevance
- Review the effectiveness of existing actions taken as part of our meeting the standard *Positive about Disabled People*
- When appropriate, promote the fact that all adaptations to buildings have been undertaken to comply with DDA.

Next steps:

Once we have endorsement of this committee for our approach we shall:

1. Produce an Action Plan, which whilst pending formal endorsement at the next meeting of this committee and to avoid any further delay, shall become our interim Action Plan, which we shall use to guide our work from hereon

2. Issue the interim Action Plan to Business Unit Heads and report progress to CMT in April
3. Prioritise this work.

Recommendations:

That Members endorse and comment upon the report.

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Annex 1 follows