
Report To:	Policy & Resources Committee	Date:	11 August 2015
Report By:	Head of Organisational Development, Human Resources & Communications	Report No:	HR/13/15/AW
Contact Officer:	Allan Wilson, Service Manager Organisational Development	Contact No:	Ext 2015
Subject:	Equality Mainstreaming – Workforce Equality Action Plan		

1.0 PURPOSE

- 1.1 A report on mainstreaming equality was considered by the Policy and Resources Committee on 24 March 2015 which reported progress against a number of equality outcomes. The report also provided a detailed analysis of our workforce demographics against various equality measures and it was agreed that a further report be brought back to the Committee outlining the key actions being progressed to address the workforce profile issues highlighted.
- 1.2 The purpose of this report is to inform the Committee of the key proposals and actions being progressed. Appendix 1 of this report outlines our workforce profile against various equality measures and details key proposals and actions being progressed which aim to achieve a balanced workforce for the future.

2.0 SUMMARY

- 2.1 The Policy and Resources Committee at its meeting on 24 March 2015 considered a report on 'Equality Mainstreaming and Progress against Achieving Equality Outcomes'. The Committee endorsed the publication of a range of equality information contained in the report and requested that a further report and action plan be submitted to the Committee specific to the workforce issues highlighted in the report.
- 2.2 This report advises the Committee of the work currently being progressed and some further proposals and actions designed to address any potential equality issues across the workforce and ensure we achieve a balanced workforce for the future.
- 2.3 Appendix 1 of this report outlines our workforce profile against various equality measures which were highlighted in the previous report to Committee on 24 March 2015 and details the key proposals and actions being progressed.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Policy and Resources Committee:
- Note the content of the report and in particular the proposals and actions being progressed as outlined in Appendix 1.

Steven McNab
Head of Organisational Development,
Human Resources and Communications

4.0 BACKGROUND

4.1 A report was presented to the Policy and Resources Committee on the 24th of March 2015 titled 'Equality Mainstreaming Report and Progress Against Equality Outcomes'. The report included reference to the 19 Equality Outcomes established in 2013 and reported on their progress. The report also included certain workforce profile information in relation to:

- Recruitment and Selection
- Learning and Development activity
- Equal opportunities monitoring including, age, disability, ethnicity, gender etc.
- Grading and pay
- Employees with caring responsibilities

4.2 The Committee endorsed the publication of a range of equality information contained in the report and requested that a further report and action plan be submitted to the Committee specific to the workforce issues.

4.3 Appendix 1 of this report outlines our workforce profile against various equality measures which were highlighted in the previous report to Committee on 24 March 2015 and details the key proposals and actions being progressed with the aim of achieving a more balanced workforce for the future.

4.4 The Council has a duty to ensure that it meets its responsibilities and duties under the Equality Act 2010 and a key element in achieving this is ensuring our employees are equipped with the knowledge and capability to mainstream equality and diversity within their every day practices. To support our employees in this area a number of measures and activities have been put in place and will continue. These include:

- The delivery of equality and diversity training for staff with recognition that in-depth training is required for specific roles,
- Guidance and training provided on undertaking equality impact assessments and ensuring these are conducted in a timeous and appropriate manner,
- Effective monitoring and analysis of workforce information,
- Using the Council's employee appraisal system to ensure employees have the necessary skills and awareness in relation to equality responsibilities,
- The Council's Corporate Equality Group has a key role in driving the Council's commitment to Equalities consistently to ensure better equality outcomes,
- Review of HR Policies and Procedures to ensure they reflect good practice and comply with equality legislation.

A Workforce Information and Activity Report (commonly known as WIAR) is reported quarterly to the Corporate Management Team and Directorate Management Teams providing important workforce planning and equality information to management highlighting areas where action may be required.

4.5 The Council continues to monitor its workforce equality data against other Councils and is currently recording broadly similar statistics to national averages. The gender composition of our workforce for example reflects the position across all Scottish councils being on or around 70%/30% female/male respectively. Within this overall position there are large groups of jobs which are predominately female (e.g. home care, catering/cleaning) and other posts which historically male dominated (e.g. refuse collection, road worker). The Council's gender pay gap of 10.5% is also in line with the average for local authorities across Scotland which is currently reported as 10%.

5.0 PROPOSALS

5.1 It is proposed that the Committee note the content of the report and in particular the proposals and actions being progressed as outlined in Appendix 1.

6.0 IMPLICATIONS

Finance

6.1 Not applicable

Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
N/A					

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact £000	Virement From (if Applicable)	Other Comments
N/A					

Legal

6.2 Not applicable.

Human Resources

6.3 Human Resource issues are outlined in the report.

Equalities

6.4 Has an Equality Impact Assessment been carried out?

YES (see attached appendix)

NO - This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required as this change would apply to all employees.

Repopulation

6.5 Not applicable.

7.0 CONSULTATIONS

7.1 Feedback from OD, HR & Communication Service Managers informed this report.

8.0 LIST OF BACKGROUND PAPERS

8.1 Equality Mainstreaming Report and Progress Against Equality Outcomes, Policy and Resources Committee 24/03/15.

Appendix 1: Equality Mainstreaming – Workforce Equality Action Plan

Equality Measure (Key workforce data reported to Committee in March)	Background	Proposals / Actions
<p><u>Workforce Profile</u></p> <p>Inverclyde Council Position: Female employees = 73.88% Male employees = 26.12%.</p> <p>The Scottish Average Position: Female employees = 71.84% Male employees = 28.15%</p>	<p>This female dominant profile is common in a local authority environment. This is partly due to large employee groups which are predominantly female e.g. home care, cleaning and catering.</p>	<p>Managers and employees continue to be trained on equality and diversity and recruitment and selection.</p> <p>Continue to raise employee awareness of equality responsibilities through communications and campaigns.</p> <p>Collate and analyse our workforce composition data.</p> <p>Continue to promote via the Workforce Information and Activity Report, which includes an action checklist</p> <p>Continue positive recruitment advertising and promote jobs as gender neutral.</p> <p>Benchmark data and good practice by comparing diversity and equality approaches of other organisations</p>
<p><u>Recruitment</u></p> <p>We are attracting more applications from older people (>50 years).</p>	<p>Good example of reaching older applicants. Reflects local job market. However, will need to continue to aspire to achieving a balanced workforce demographic.</p>	<p>Recognise there are succession planning issues associated with an older workforce</p> <p>Continue to monitor and analyse job applicant information.</p> <p>Work with our community partners promoting relevant vacancies and how to apply etc.</p> <p>Continue to engage with Schools, Colleges and Universities to promote job opportunities e.g. Modern Apprenticeships, Graduate Placements</p> <p>Highlight in appropriate recruitment adverts that we welcome applications from under-represented groups</p> <p>Analysis exit interview data</p> <p>Ask applicants to give feedback on their experience of our recruitment and selection processes.</p>

Equality Measure (Key workforce data reported to Committee in March)	Background	Proposals / Actions
<p><u>Equal Opportunities Monitoring</u></p> <p>Equal Opportunities Monitoring Form: There are fewer 'Blank' or 'Prefer Not To Answer' responses for most protected characteristics.</p> <p>Approximately 40% of forms are returned prefer not to answer or left blank.</p>	<p>This follows a positive campaign to encourage our employees to provide the Council with equal opportunity information for monitoring purposes.</p> <p>Monitoring forms part of safe recruitment however, not all forms completed – not mandatory</p>	<p>Continue campaigns asking employees to provide the Council with their equal opportunity information.</p> <p>Managers continue to encourage all employees to complete the monitoring form.</p> <p>PC users can now complete on line via HR21 ; non pc users are provided with manual version. Both measures will continue to be promote to increase completion rates.</p> <p>Continue to introduce and review our policies and procedures in consultation with partners and trade unions.</p>
<p><u>Disability</u></p> <p>A slight increase in the proportion of disabled people appointed to jobs (+0.22%).</p>	<p>We undertake reasonable adjustments to provide specialist equipment to disabled employees.</p> <p>We are a Double Tick Employer, award from the Jobcentre Plus for demonstrating that the Council's practices are fair and positive. For example a (disabled) job applicant who meets the essential criteria for the vacancy – as expressed in the person specification – is guaranteed an interview.</p>	<p>Continue to link with Inverclyde Council on Disability to ensure their clients are aware how we advertise and provide training if required.</p> <p>The Council will continue to take workplace students from James Watt College who have various learning disabilities as part of the Step 1 & 2 programme to give disabled students practical work experience.</p> <p>Continue to undertake reasonable adjustments to provide specialist equipment to disabled employees.</p> <p>Continue to retain the Double tick award from the Jobcentre Plus.</p> <p>Continue to monitor and analyse applicant data and recruitment decisions</p>

Equality Measure (Key workforce data reported to Committee in March)	Background	Proposals / Actions
<p><u>Training & Development</u></p> <p>The average number of courses undertaken by male employees (11.35) is significantly greater than the average number undertaken by female employees (7.90).</p>	<p>Due to the increased use in e-learning modules there has been significantly more training reported.</p>	<p>Include diversity and equality issues in our induction programmes</p> <p>Ensure that all employees have the opportunity to maximise their potential and enhance their self-development.</p> <p>Continue to analyse training statistics to explore if fewer part time females are undertaking training. If so, explore what are any issues/barriers and put resolutions in place.</p> <p>Maximise the use of e-learning facilities at Port Glasgow hub allowing employees without PC access to complete e-learning courses.</p> <p>Continue to utilise portable devices to take training to employees.</p> <p>Provide training for those not familiar with e-learning and computers, those with literacy issues.</p>
<p><u>Ethnicity</u></p> <p>The Council is overwhelmingly White Scottish</p> <p>The percentage of staff who did not positively declare their ethnicity has dropped from 33.62% in 2012 to 25.62% in 2014 resulting in just under 75% of employees completed this section.</p> <p>The percentage of non-white applicants for positions within the Council has dropped from 2.17% in 2012 to 1.80% in 2014.</p>	<p>After White Scottish, the next largest ethnic group is White Irish</p> <p>Increasing numbers of employees providing their equal opportunities information have contributed to this reduction in percentage.</p> <p>As fewer minority applicants are applying for posts within the Council, the success rate for non-white applicants in being appointed to a job with the Council has fallen from 1.91% in 2012 to 0.93% in 2014.</p>	<p>Analyse of ethnicity statistics from last census return to compare demographics of local population.</p> <p>Continue to encourage employees to declare their equal opportunities data at the time of recruitment and via campaigns to update staff equalities data.</p> <p>Add statement in recruitment material that the Council particularly welcomes applications from under-represented protected characteristics e.g. Minority Ethnic Communities.</p> <p>Continue to benchmark data and good practice by comparing diversity and equality approaches of other organisations</p>

Equality Measure (Key workforce data reported to Committee in March)	Background	Proposals / Actions
<p><u>Caring Responsibilities</u></p> <p>28.34% of staff indicated they have caring responsibilities</p>	<p>33.86% of staff declared that they have no caring responsibilities, and 37.8% declined to tell us whether they have caring responsibilities or not.</p>	<p>Continue to monitor and review our Family Friendly Policies and Work Life Balance Policy to help employees balance home and work commitments.</p> <p>Continue to engage with trade unions and continue to support employees with caring responsibilities.</p>
<p><u>Grading & Pay</u></p> <p>The Mainstreaming Equality Report indicated a gender pay gap of 10.52%.</p> <p>The Scottish Average is 10.37%.</p>	<p>This is a reduction from 11.6%, 2 years ago. The figure being reported by the Council is similar to many other councils and mainly relates to the large number of female employees in part time lower paid job e.g. home care, cleaning and catering.</p> <p>The Council reports annually on the top 5% of earners broken down by gender. This year the Council reported a 50/50 split.</p>	<p>We will continue to ensure robust job evaluation processes and procedures are implemented to ensure that everyone who is carrying out work of equal value is paid equally.</p> <p>The Council's pay and grading structure was independently assessed in 2008 and 2013 as being non-discriminatory and addressing past inequalities. We will continue to undertake a programme of equal pay audits.</p>