

REPORT

To: GENERAL PURPOSES COMMITTEE POLICY AND RESOURCES (PERSONNEL) SUB- COMMITTEE		Subject: UPDATE-DEPARTMENTAL RACE EQUALITY ACTION PLAN
From: DIRECTOR OF ADMINISTRATION		
Date: 16 October 2006	Ref: IW/RAMcB/FMCN	

**1 Introduction**

- 1.1 The purpose of this report is to provide an update of progress made to the departmental race equality action plan, attached in Appendix 1.

**2. Background**

- 2.1 It was agreed that annual update reports on the departmental race equality action plans would be submitted to the General Purposes Committee and the Policy and Resources (Personnel) Sub-Committee in line with the race relations legislation.


**3 Considerations**

- 3.1 The Corporate Race Equality Working Group developed a framework for the council's race equality scheme and associated action plans and this department has been working to provide an update on progress for presentation to this committee.
- 3.2 A number of the council's employment policies have been impact assessed in conjunction with the joint Lanarkshire black and minority ethnic (BME) employees' forum. As a result, audits of BME employees who have been promoted; trained; who are involved in grievances, those that are the subject of discipline and leavers have been introduced. It is still too early to draw conclusions from this data, however, this data now forms part of the council's performance indicators and will be reported on a regular basis.
- 3.3 Current monitoring of the recruitment statistics indicates a rising trend in the number of BME individuals getting jobs with the council, (figures included in Appendix 2).
- 3.4 In a year on year comparison, from 2004 to 2005, more BME applicants were successful,(0.7%) despite fewer BME applicants applying for (1.4%) and being interviewed (0.8%) for council jobs.
- 3.5 The council funds the work of the joint Lanarkshire black and minority ethnic employees' forum and corporate personnel continue to work in partnership with this forum and provide support.
- 3.6 The corporate training team carries out regular diversity training for employees and an on-line diversity module has been updated to reflect legislative changes. In addition, elected members of the council have been trained in the public sector equality duties.
- 3.7 The ethnic categories in the recruitment application form have been altered to reflect the Census 2001 categories and this form should be operational in the near future.

- 3.8 A database has now been established that will monitor users, specifically users with a disability, and black and minority ethnic users of the E-enquiry 2 system for the reception and switchboard. It is still too early to draw conclusions from this data, however, this will be reported at a future date.
- 3.9 It is important that the council has a system in place for assessing the likely effects of policies that it is proposing to introduce on different groups in the community. The race equality impact assessment process is a way of systematically assessing and consulting on the effects that a proposed policy will have on different individuals and communities. Consideration is being given to the appropriateness of mainstreaming this approach into the council's standard policy making processes and monitoring systems through the template for committee reports.

#### **4 Recommendations**

- 4.1 The Committee is asked to note the contents of this report and to continue to monitor ongoing race equality issues.

  
**Director of Administration**  
Encs.

For further information on the content of this report please contact Iris Wylie, Head of Personnel Services on (01698) 302215.

**APPENDIX 1**

**NORTH LANARKSHIRE COUNCIL  
RACE EQUALITY SCHEME  
ADMINISTRATION DEPARTMENTAL RACE ACTION PLAN**

<b>ITEM</b>	<b>ACTION</b>	<b>BY WHOM</b>	<b>DATE FOR COMPLETION</b>
<b>Central Services Division</b>			
Reception and Switchboard Services	Consideration of expansion of monitoring for users of E-nquiry 2 system	Chief Administrative Services Officer	April 2006
<b>Employment Policies</b>			
Harassment Policy	<ul style="list-style-type: none"> <li>• Draft policy currently under consideration</li> <li>• Timescales now included in draft policy</li> <li>• Consideration to be given to general awareness raising training for managers and employees.</li> <li>• Training on cultural awareness for everyone</li> <li>• Consideration to be given to BME representative on investigatory panel.</li> <li>• Continue to monitor harassment complaints</li> </ul>	Corporate Policy Development/ Training Teams/black employee forum members/Ops Team/ Personnel Practitioners/ Harassment Support Officers	August 2006
Discipline Policy	<ul style="list-style-type: none"> <li>• Consideration to be given to general awareness raising training for managers and employees.</li> <li>• Training on cultural awareness for everyone</li> <li>• Consideration to be given to BME representative on disciplinary panel.</li> <li>• Introduce audit of discipline cases</li> </ul>	Corporate Policy Development/ Training Teams/black employee forum members/ Ops Team	August 2006
Grievance Policy	<ul style="list-style-type: none"> <li>• Consideration to be given to general awareness raising training for managers and employees.</li> <li>• Training on cultural awareness for everyone</li> <li>• Consideration to be given to BME representative on investigatory panel</li> <li>• Introduce audit of grievances</li> </ul>	Corporate Policy Development/ Training Teams/black employee forum members/ Ops Team	August 2006
Equal Opportunities in Employment Policy	<ul style="list-style-type: none"> <li>• Consultation took place on this policy 17.9.05.</li> <li>• Impact assessment to be finalised following consultation on 17.9.05</li> </ul>	Policy Development Team/ BME	October 2005

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		community groups/ individuals	
<b>Flexible Working Policy</b>	<ul style="list-style-type: none"> <li>• Consultation to take place with BM employees</li> <li>• Introduce audit of applications for flexible working and reasons for refusal.</li> </ul>	Policy Development Team/ BME community groups	To be Confirmed following consultation event on 17.9.05 & meeting with LEMAG on 27.9.05
<b>Recruitment Policy</b>	<ul style="list-style-type: none"> <li>• Consultation took place on this policy 17.9.05.</li> <li>• Impact assessment to be finalised following consultation on 17.9.05</li> <li>• Recruitment application form ethnic categories to be amended to be in line with Census 2001 categories.</li> </ul>	Policy Development Team/ BME community groups/ individuals	November 2005
<b>Training and Development Policy</b>	<ul style="list-style-type: none"> <li>• Impact assessed</li> <li>• Corporate training administration system to be operational by April 2006.</li> </ul>	Training Team/ IT	April 2006
<b>Promoting Good Race Relations and Development</b>	<ul style="list-style-type: none"> <li>• Continue to promote working in partnership with the black and ethnic minorities employee forum</li> <li>• Continue to carry out consultation with appropriate BME groups</li> </ul>	Policy Development Team	November 2006 and ongoing
<b>Marketing and Corporate Image</b>	<ul style="list-style-type: none"> <li>• Review departmental race action plan</li> </ul>	Policy Development	October 2006
	<ul style="list-style-type: none"> <li>• Continue to impact assess policies, services, functions</li> </ul>	Heads of Service	November 2006

## APPENDIX 2

<b>Black and Minority Ethnic Applicants (BME)</b>		
	<b>2005</b>	<b>2004</b>
	<b>BME Applicants as % of Total Applicants</b>	<b>BME Applicants as % of Total Applicants</b>
<b>Applied</b>	1.4%	1.3%
<b>Interviewed</b>	0.8 %	1%
<b>Appointed</b>	0.7%	0.3%

<b>Black and Minority Ethnic Employees</b>		
	<b>No of BME Employees</b>	<b>No of BME Employees as % of total workforce</b>
<b>2005</b>	100	0.5%
<b>2004</b>	75	0.47%