

## MORAY COUNCIL RACE EQUALITY WORKFORCE MONITORING REPORT 2009/10

### Introduction

This is the Moray Council's Racial Equality Workforce Monitoring Report for 2009/2010. We produce this to show that the Moray Council is applying the principles of racial equality to its own workforce and to prospective employees.

### Background

As an employer the Moray Council is required to collect ethnic minority monitoring data and publish it on an annual basis. This is to highlight any potential difference between racial groups, to investigate the reasons behind the differences and to deal with any unfairness, disadvantage or discrimination.

The areas covered are:

- The current workforce
- Applicants for employment, training and promotion
- Staff who receive training
- Staff who benefit or suffer detriment as a result of the Council's staff performance assessment procedures i.e. the Council's Employee Review & Development Programme (ERDP)
- Staff who are involved in grievance procedures
- Staff who are the subject of disciplinary procedures
- Staff who cease employment with the Council

All employees and prospective employees have a legal right not to disclose their ethnicity.

#### i. The ethnic make up of the Moray Council workforce

<b><u>Category of employee</u></b>	<b><u>Number</u></b>	<b><u>Percentage</u></b>
All employees	5217	100
Male employees	1427	27.3
Female employees	3790	72.7

<b><u>Staff in post</u></b>	<b><u>Number</u></b>	<b><u>Percentage</u></b>
Total number	5217	100
<b>Ethnic minority employees:</b>		
<b>A White:</b>	1771	33.9
Scottish		
English	250	4.49
Welsh	11	0.2
Irish	9	0.17
Northern Irish	13	0.24
Polish	4	0.07
Scottish: Polish	0	0.00

Any other white background	175	3.35
<b>B Mixed:</b> Any mixed background	4	0.07
<b>C Asian, Asian Scottish, Asian English, Asian Welsh or other British Asian:</b>		
Indian	2	0.04
Pakistani	0	0
Bangladeshi	1	0.02
Chinese	1	0.02
Any other Asian background	1	0.02
<b>D Black, black Scottish, Black English, Black Welsh or other Black British:</b>		
Caribbean	1	0.02
African	1	0.02
Any other Black background	0	0
<b>E Other ethnic background:</b>		
Any other background	1	0.02
<b>F Unidentified</b>		
No response	2970	56.9
Unknown	2	0.04

## ii. Information on the ethnic origins of job applicants

Applicants for jobs are now recorded by an online national recruitment portal, as part of this process the applicant is required to complete equal opportunities data before submitting their application, however they have the option not to disclose any information they wish. The facility to apply offline (paper application forms) is still available and the equal opportunities data is collected on paper for this group – again the applicant can choose not to disclose any information.

The information below is based on the information given voluntarily by both online and offline applicants.

- Applicants for Employment  
(covers all applicants from April 2009 to end Mar 2010)

<b><u>Applicants</u></b>	<b><u>Number</u></b>	<b><u>Percentage</u></b>
<b>Total number</b>	10841	100
<b>Ethnic minority employees:</b>		
<b>A White:</b>	6900	63.6
Scottish		
English	1962	18.09
Welsh	102	0.94
Irish	123	1.13
Any other white background	579	5.34

<b>B Mixed:</b> Any mixed background	45	0.41
<b>C Asian, Asian Scottish, Asian English, Asian Welsh or other British Asian:</b>		
Indian	54	0.49
Pakistani	21	0.19
Bangladeshi	4	0.03
Chinese	12	0.11
Any other Asian background	26	0.24
<b>D Black, black Scottish, Black English, Black Welsh or other Black British:</b>		
Caribbean	4	0.03
African	76	0.70
Any other Black background	3	0.03
<b>E Other ethnic background:</b>		
Any other background	11	0.10
<b>F Unidentified</b>		
Prefer not to say	39	0.36
Unknown	880	8.12

The information below is collated from online applications, however we can only provide information where a shortlisted applicant is indicated, we hope to improve the recording of this data in the very near future and provide improved reporting for the next financial year.

Information on shortlisted applicants is unavailable for offline applications as equal opportunities data is gathered on paper forms and is not matched into those whom are shortlisted on the online system.

<b><u>Applicants Shortlisted</u></b>	<b><u>Number</u></b>	<b><u>Percentage</u></b>
<b>Total number</b>	154	100
<b>Ethnic minority employees:</b>		
<b>A White:</b>		
Scottish	109	70.7
English	26	16.8
Welsh		
Irish	4	2.59
Any other white background		
<b>B Mixed:</b>		
Any mixed background	3	1.95
<b>C Asian, Asian Scottish, Asian English, Asian Welsh or other British Asian:</b>		
Indian		
Pakistani		
Bangladeshi		
Chinese		

Any other Asian background		
<b>D Black, black Scottish, Black English, Black Welsh or other Black British:</b>		
Caribbean	1	0.64
African		
Any other Black background		
<b>E Other ethnic background:</b>		
Any other background	1	0.64
<b>F Unidentified</b>		
Prefer not to say		
Unknown		

### iii. Training records

The Equality and Human Rights Commission (EHRC) require the Moray Council to keep detailed training records on the ethnicity of our staff applying for, and who undertake training. An Equal Opportunities Form is given to all staff who receiving training, however completion of this form is voluntary. The Employee Development Service delivers the training to all that apply and attend such training.

<b><u>Attendees for training</u></b>	<b><u>Number</u></b>	<b><u>Percentage</u></b>
<b>Total number</b>	413	100
<b>Ethnic minority employees:</b>		
<b>A White:</b>		
Scottish	311	75.3
English	69	16.7
Welsh	11	2.66
Irish	5	1.21
British	2	0.48
Any other white background	9	2.17
<b>B Mixed:</b>		
Any mixed background	0	
<b>C Asian, Asian Scottish, Asian English, Asian Welsh or other British Asian:</b>		
Indian	0	
Pakistani	0	
Bangladeshi	0	
Chinese	0	
Any other Asian background	2	0.48
<b>D Black, black Scottish, Black English, Black Welsh or other Black British:</b>		
Caribbean	1	0.24
African	0	
Any other Black background	0	

<b>E Other ethnic background:</b>		
Any other background	0	
<b>F. Declined to specify</b>	3	0.72

#### iv. Promotion within the Moray Council

The Council does not operate a policy where an employee may suffer detriment or benefit as a result of the Council's staff performance assessment procedures i.e. the Council's Employee Review Development Programme. However we have identified those within the Council who have been successful in securing a position on a higher grade. Due to the voluntary nature of the Equal Opportunities Monitoring Form only 41 employees who moved to a higher grade provided such information.

<b>Applicants for Promotion</b>	<b>Number</b>	<b>Percentage</b>
	86	100
<b>Ethnic minority employees:</b>		
<b>A White:</b>	27	31.39
Scottish		
English	10	11.63
Welsh	1	1.16
Irish		
Any other white background	1	1.16
<b>B Mixed:</b>	1	1.16
Any mixed background		
<b>C Asian, Asian Scottish, Asian English, Asian Welsh or other British Asian:</b>		
Indian		
Pakistani		
Bangladeshi	1	1.16
Chinese		
Any other Asian background		
<b>D Black, black Scottish, Black English, Black Welsh or other Black British:</b>		
Caribbean		
African		
Any other Black background		
<b>E Other ethnic background:</b>		
Any other background		
<b>F. Declined to specify</b>	45	52.3

**v. Staff who benefit or suffer detriment as a result of the Council's staff performance assessment procedures**

As stated above, the Council does not operate a policy where an employee may suffer detriment or benefit as a result of the Council's staff performance assessment procedures i.e. the Council's Employee Review Development Programme.

**vi. Are involved in grievances**

Of all employees involved in the grievance procedure 5 have provided any information on their ethnic group and they are all white Scottish.

• **Grievance Procedures**

<b><u>Employees</u></b>	<b><u>Number</u></b>	<b><u>Percentage</u></b>
<b>Total number</b>	12	100
White Scottish	5	41.7
Ethnic minority employees	0	0
Declined to specify	7	58.3

**vii. Have disciplinary action taken against them**

The figures for employees involved in the disciplinary procedures indicates that employees from ethnic minority groups are not being treated adversely compared to other employees.

• **Disciplinary Procedures**

<b><u>Employees</u></b>	<b><u>Number</u></b>	<b><u>Percentage</u></b>
<b>Total number</b>	23	100
Scottish	4	17.4
White Other	4	17.4
Declined to specify	15	65.2

**viii. End employment with the Council**

Of the leavers none have completed an equal opportunities form, therefore of the numbers noted below we are unable to disclose any ethnicity information.

Involuntary and voluntary leavers make up the total number of leavers. Within the involuntary leavers column are those who have left due to normal retirement, ill-health retirement, death in service, redundancy, dismissal or contract end. The number of involuntary leavers can fluctuate due to transfer of payroll for example. The voluntary leavers are those who have chosen to leave for reasons including new job, maternity or early retirement.

- **Exit Monitoring Information**

<b><u>Leavers</u></b>	<b><u>Number</u></b>	<b><u>Percentage</u></b>
<b>Total number</b>	669	100
<b>Ethnic minority employees:</b>		
<b>A White:</b>		
Scottish		
English		
Welsh		
Irish		
Any other white background		
<b>B Mixed:</b>		
Any mixed background		
<b>C Asian, Asian Scottish, Asian English, Asian Welsh or other British Asian:</b>		
Indian		
Pakistani		
Bangladeshi		
Chinese		
Any other Asian background		
<b>D Black, black Scottish, Black English, Black Welsh or other Black British:</b>		
Caribbean		
African		
Any other Black background		
<b>E Other ethnic background:</b>		
Any other background		

<b><u>Leavers</u></b>	<b><u>Number</u></b>	<b><u>Percentage</u></b>
<b>Total number of leavers</b>	669	100
<b>Ethnic minority employees</b>		
<b>Involuntary leavers</b>	214	31.9
<b>Voluntary leavers</b>	455	68.1