

**BRISTOL CITY COUNCIL  
HUMAN RESOURCES COMMITTEE**

**TO BE CONSIDERED - 19th JANUARY 2006**

**Title: Equality Standard Level 3**

**Ward: City Wide**

**Report of: Equalities Standard Level 3**

**Officer presenting report: Pauline Davey**

**Contact telephone number: (0117) 922194**

**1. Purpose of Report**

To update the Committee on the progress of section 3.4 (Employment and Training) of the Equality Standard Level 3.

**2. Recommendation**

The report is noted.

**3. Policy**

This work is in line with the Integrated Equalities Policy and other relevant HR policies including recruitment & selection, Equal Pay, Worklife Balance.

**4. Consultation**

**(a) Internal**

Equalities and Social Inclusion Team, Departmental HR Teams. The views of the Trade Unions will be reported verbally at the meeting.

**(b) External**

See 5.2 below.

**5. Background and Assessment**

**5.1** BCC has committed itself to achieving Equalities Standard Level 3 by 31st March 2006. To help achieve this, Section 3.4 (Employment & Training) must be successfully completed, as outlined in Appendix A.

**5.2** A partial assessment of the evidence collated was undertaken by a Sub-Committee of the Sustainable Development and Social Justice Scrutiny Commission against the above standard.

### 5.3 The outstanding HR issues are now as follows:

- 3.4.1 – Equality Impact Assessments are required for new/revised policies, such as Staff Handbook, which has been requested. There is not an Equalities Impact Assessment for the Whistleblowing policy as when it was written, in 2000, there was not a requirement to do one. The policy document was revised during 2005 and, with only contact details being updated and therefore an Equalities Impact Assessment was not completed, and will now be achieved by June 2006.
- 3.4.2 - Details of positive action training and recruitment schemes being obtained. We currently have the BEDS scheme in operation, of which details will be used as evidence. N&HS have a BME manager scheme which will be incorporated into the evidence. PTSD have a low recognition of BME employees. Gillian Douglas is in the process of contacting the Windsor Fellowship to determine whether they could assist.
- Equality targets for staff retention are required. To rectify this, a report will be taken to HRMT meeting in order that targets can be discussed and approved. The workforce profile shows starters and leavers by equalities groups. We have a target for starters, BME 0.5% per annum, for example. We will need to set a target for leavers. Further work is being done to improve information from voluntary leavers via exit interviews and questionnaires.
- 3.4.3 – Report to be done upon completion of the Equal Pay Audit. Equal Pay Policy to be reviewed at that time. Staff handbook is very near completion, Sandra Hodgkinson has been contacted to ensure the staff handbook has reference to equal pay.
- 3.4.4 – Publicising to all staff as to where they can find employment and pay targets is required. It is proposed to write an article for the e-news, to raise awareness of the targets and achievements, together with support that is available from HR and the equalities section. It is also proposed to investigate recruitment files having key equalities messages/images on them which would serve as a prompt and a reminder to managers during the recruitment process, via the recruitment audit.
- 3.4.5 – examples of external job advertisements will be included in this section as supporting evidence.
- 3.4.6 – To supplement this section, case studies will be included from the Recruitment & Selection Audit.
- 3.4.7 – Disciplinary procedures need to be applied fairly to all employees, irrespective of race, gender and/or disability. Statistically, this does not appear to be the case and to rectify this, discussions are being held with Equalities & Social Inclusion Team to run workshops to help managers manage their staff equitably. These are planned for Spring 2006.

- 3.4.8 Examples of PMDS, 1<sup>st</sup> – 3<sup>rd</sup> tier PMDS's have been requested. Examples of PMDS's from other grades has been received.
- 3.4.9 – Presentation of 6 monthly workforce data to SD&SJ Commission, including targets. This will be diarised accordingly.
- 3.4.10 – To supplement the information required, a list of dates for the Recruitment & Selection training course will be submitted as evidence. It is also proposed for the Recruitment Auditor and the HR Advisor (Equalities) to attend interviews where there is a disabled applicant to assess whether process and procedure are being followed.
- 3.4.11 – A report will be produced pending the outcome of the Equal Pay audit, due March 2006.

5.4 To conclude, the attached Appendix is a summary of the evidence required to achieve Equalities Standard Level 3. Although some sections are not yet completed, the information above provides a summary of what is required, together with the proposals to address the emerging issues.

## **6. Other Options Considered**

None

## **7. Risk Assessment**

Failure to satisfactorily complete the Section mentioned may result in BCC not achieving Equalities Standard, Level 3.

## **8. Equalities Impact Assessment**

This work enables the Authority to progress its work to improve equal treatment and fair access of opportunity to all groups of people.

## **9. Legal and Resource Implications**

**Legal:** Not applicable

**Financial:**

- (a) Revenue**
- 3.4.2 There is a £20K p.a. amount for Positive Action initiatives within the Chief Executive's Policy, Performance & Equalities' budget. This will be used to fund encouragements to positive action training as required.
  - 3.4.4 Costs of publicising to staff will be charged to Departments as required.
  - 3.4.7 Departments will be responsible for funding anti-harassment training needs.

3.4.8 The 6-monthly workforce data is produced at no extra charge by HR Business Services by e-mail as part of their base SLA.

*(Advice from Phil Hodges, Chief Accountant)*

**(b) Capital** Not applicable

**Land:**

**Personnel:**

**As set out in paragraph 5.3 above.**

**Appendix A: Section 3.4 (Employment & Training), Equalities Standard Level 3**

## APPENDIX A

Equality Standard Level 3 Employment	Checklist item	Evidence	Bristol evidence	responsibility	Completed
3.4.1 complete employment section of CEP and ensure consistency with the RES	<p>Has the employment section of the CEP been completed?</p> <p>Is the employment section consistent with the authority's RES?</p>	<p>Appropriate section included in CEP been completed</p> <p>Documented cross-checking/embedding of RES within CEP</p>	<p>Employment actions to be evidenced in EAPs including workforce data and targets and data required under RRAA</p>	<p>All depts/HR</p>	
3.4.2 set employment equality targets for recruitment, staff retention, workforce profiles	<p>Have employment objectives and targets been set detailing equality targets for recruitment, staff training, development and staff retention?</p> <p>Have targets been informed by the LLMA and workforce profile assessment?</p> <p>Are parental, family or adoptive leave, flexible working arrangements, maternity leave, childcare facilities and career breaks offered to employees of all grades?</p> <p>Where appropriate are you giving special encouragement to and providing specific training, as permitted by the positive action provisions of the equality legislation?</p>	<p>Documentation of objectives and targets for each area; minuted cabinet and/or committee endorsement</p> <p>Documentation linking LLMA assessment, workforce profile and employment targets</p> <p>Details of schemes</p> <p>Details of positive action training and recruitment schemes; applications for external funding to support schemes</p>	<p>BVPP HR Strategy</p> <p>HR report</p> <p>WLB Policy and case studies BAND scheme Maternity/maternity support leave policies</p> <p>HR report re work with CEED to access external funding</p> <p>EAPs to list positive action initiatives in place</p>	<p>HR</p> <p>All depts</p>	<p>Completed.</p> <p>Completed.</p>

3.4.3 conduct an equal pay review and plan for equal pay adjustment	<p>Has an equal pay review been conducted?</p> <p>Are there plans to correct any pay inequality identified by the review?</p> <p>Are there equality guidelines on pay e.g. on starting pay and pay on promotion?</p> <p>Are there written recruitment and promotion procedures which specifically address the importance of barriers, accessibility and reasonable adjustment in recruitment, retention and promotion?</p>	<p>Equal pay review report</p> <p>Minute recording equal pay action targets; cabinet and/or committee endorsement</p> <p>Guidelines on equal pay</p> <p>Establish that policies and procedures associated with equality are part of staff handbook and are understood by staff</p> <p>Recruitment guidelines document with appropriate section; evidence of staff training</p>	<p>Report on equal pay review once completed</p> <p>Report on review outcomes and actions to HR Committee?</p> <p>Review Equal Pay policy and produce guidelines</p> <p>Corporate/departmental induction training</p> <p>R&amp;S policy and procedures and mandatory training course</p>	<p>HR</p> <p>HR</p> <p>Equalities Team/HR</p> <p>CDT and departmental training teams</p> <p>HR/CDT</p>	Completed.
3.4.4 ensure that staff and members are aware of action plans and the implications of services and employment		<p>Corporate circulation of equal employment and pay targets to all staff with detailed information</p>	<p>Weekly news item and information in payslip re where to find information on intranet/internet</p> <p>Pay targets?</p>	<p>HR/Equalities Team</p>	
3.4.5 provide training for managers on the implementation of the Standard with contractors and partners	<p>Has training been provided for all service managers on the detailed implementation of equality action objectives and associated targets (including updates on legal and other developments) in relation to</p>	<p>Details of training provided and attendance at training</p> <p>Details of documentation for external providers and details of circulation;</p>	<p>Training to be organised in support of equalities in procurement code of practice</p>	<p>Equalities Team/corporate procurement</p> <p>HR/Equalities Team</p>	Completed.

	contracts/partnerships?  Are job centres, careers advisers and employment agencies aware of your policy?	advertising and coverage in local press	Equalities Policy and covering letter to go out to Jobcentre Plus etc		Ranstad documentation received
3.4.6 training for all staff involved in recruitment on the Equality Standard, setting service objectives, action planning, and monitoring, consistent with the training arrangements set out in the RES	Has a system of guidance and training on equality issues been established for short-listing panels and all interviewers?  Is there a training programme which ensures that at every level employees receive comparable training?  Are all staff involved in recruitment aware of the equality action plan and its implications for employment practice?  Is training consistent with the arrangements set out in the authority's RES?	Interview guidelines for recruitment Training based on guidelines delivered to all staff  Details of staff training progs incorporating equality guidelines. Monitoring of take up by all staff and evaluation through assessment of staff awareness  Documented cross-checking/embedding of RES training elements within CEP	Within existing guidelines?  Details of R&S training content  Review R&S training programme content on equalities including RES elements  EAPs to include details of training related to RES	HR  CDT  HR/Equalities Team  All depts	Completed.  Completed.  Recruitment Auditor monitoring recruitment & selection standards. Case studies to be included.  Completed.
3.4.7 provide training for all staff on the detailed implementation of the Equality Standard including action plans and updates on legal and other developments	Do disciplinary procedures specifically state that they must be applied fairly to all employees irrespective of race, gender and/or disability?  Are breaches of the equality and harassment policies dealt with	All disciplinary regulation documents to contain appropriate equality clauses/sections; guidelines for use of regulations  Specific inclusion in disciplinary regs of details	Review disciplinary procedure and produce explicit equalities/harassment case guidelines  Deliver departmental anti-harassment training	HR/Equalities Team	

	under the disciplinary procedures?	for dealing with harassment			
3.4.8 build equality objectives and targets into management appraisal mechanisms	Has the achievement of equality objectives been incorporated into the appraisal systems for managers?	Appraisal guidelines regs include equality target achievement criteria; anonymous examples of appraisal reports	Pmnds – 1 <sup>st</sup> to 3 <sup>rd</sup> tier  Examples of appraisal report with detail of performance against equalities competences and follow up action	CDT  CDT	
3.4.9 provide information and appropriate training on action plans to support scrutiny process	Are cabinet members aware of action plans and targets for employment and pay equality?  Has information and appropriate training on race equality action plan to support scrutiny process been provided?	Minutes of appropriate meeting with briefing details; endorsement by cabinet or committee  Details of training for evaluation of action plans	Engage external trainer re level 3 – ES subcommittee  Provide information to scrutiny re RES  Present 6 monthly workforce data to SD&SJ Commission including targets  Pay targets?	Equalities Team  Equalities Team  HR	
3.4.10 establish a system of guidance and training on relevant equality issues to short-listing panels and interviewers	Are there equality guidelines for short-listing and interviewing?  Has a system of training for all members of panels been established?	Published guidelines consistent with recommendations from equalities commissions  Training programme; material; timetable	See 3.4.6	HR	Completed  Completed, but dates of course to be included.
3.4.11 start action on all employment and pay targets		Minuted/reported details of action started for employment and pay target achievement	Report to be produced based on outcomes of equal pay review?	HR	