

# Commission for Racial Equality Employment Monitoring Data 2006

All public authorities listed in schedule 1A of the Race Relations Act 1976, as amended, are required to monitor their employment functions and policies for any adverse impact on race equality, and to make the results of their monitoring publicly available.

As such, the CRE monitors by ethnic origin, the numbers of:

- staff in post;
- applicants for employment;
- applicants for training;
- applicants for promotion;
- members of staff who receive training;
- members of staff who benefit or suffer disadvantage as a result of performance appraisals;
- members of staff who are involved in grievance procedures;
- members of staff who are subject to disciplinary procedures;
- members of staff who leave the CRE.

The information below relates to the CRE workforce profile as at 31 December 2006, which includes permanent staff, staff on fixed-term contracts and staff seconded to the CRE. This data was collated from relevant HR forms including job applications, new starter forms, training applications and appraisals. A summary of findings will be published in our Annual Report 2006.

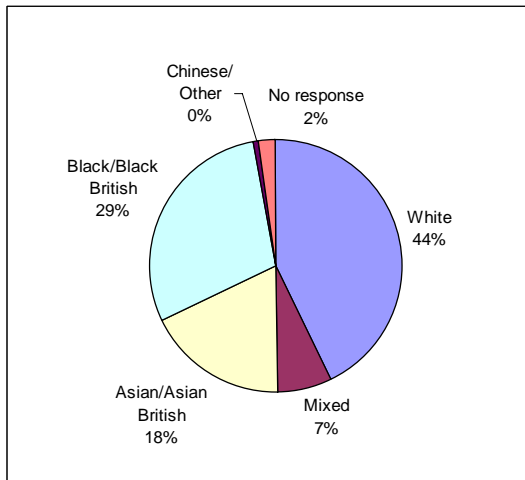
As the CRE will only exist until 31<sup>st</sup> September 2007, there is no section of recommendations in this report. However, we hope that the Commission for Equality and Human Rights (CEHR) will tackle any discrepancies found when it takes over the CRE's remit in October 2007.

## Findings

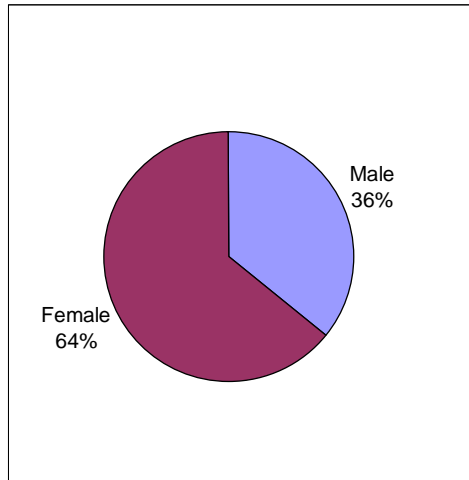
### Staff in Post

The CRE's workforce showed a good mix by ethnicity. Of the 215 staff in post at 31 December 2006, 92 (43%) were White, 15 (7%) were from a Mixed background, 39 (18%) were Asian/Asian British, 63 (29%) were Black/Black British and 1 was of Chinese origin (see Figure 1 overleaf). Five (2%) staff chose not to respond to the request for ethnic origin information. As the numbers are quite small, we have aggregated the data into the five broad ethnic categories listed above to make comparative analysis between the different groups more meaningful in this report. However, we did look more closely at the data by the 16 census sub-categories, and this revealed that certain ethnic groups (Chinese and Bangladeshi) were under-represented in our workforce last year. We do not know the reason for this, but found that these groups were also under-represented in our pool of job applicants, as mentioned in the section on recruitment (see p 3).

**Figure 1: Ethnicity of CRE staff**



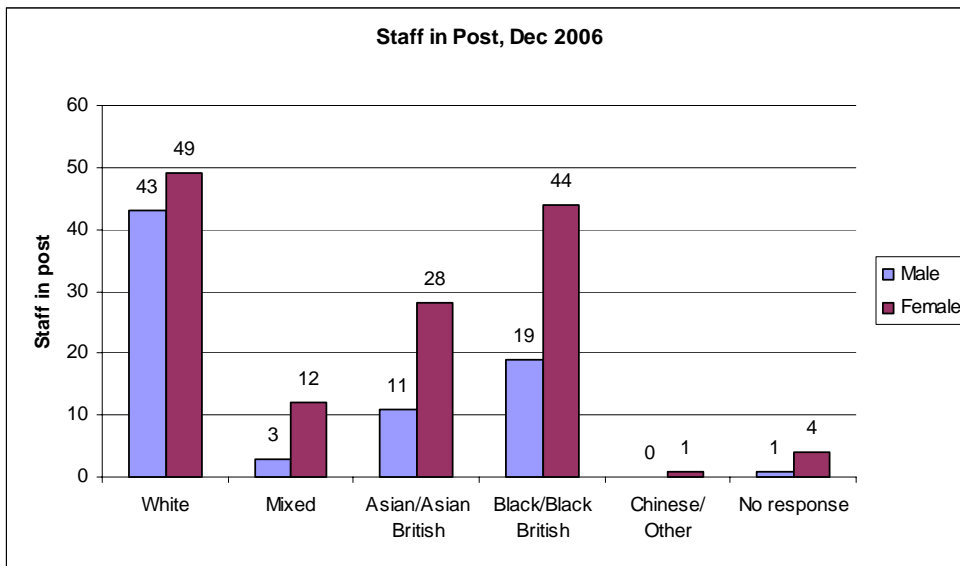
**Figure 2: Gender of CRE staff**



Overall, there were 77 (36%) male and 138 (64%) female staff (see Figure 2). The gender ratio was similar for all ethnic groups except White, which was split almost equally between men and women.

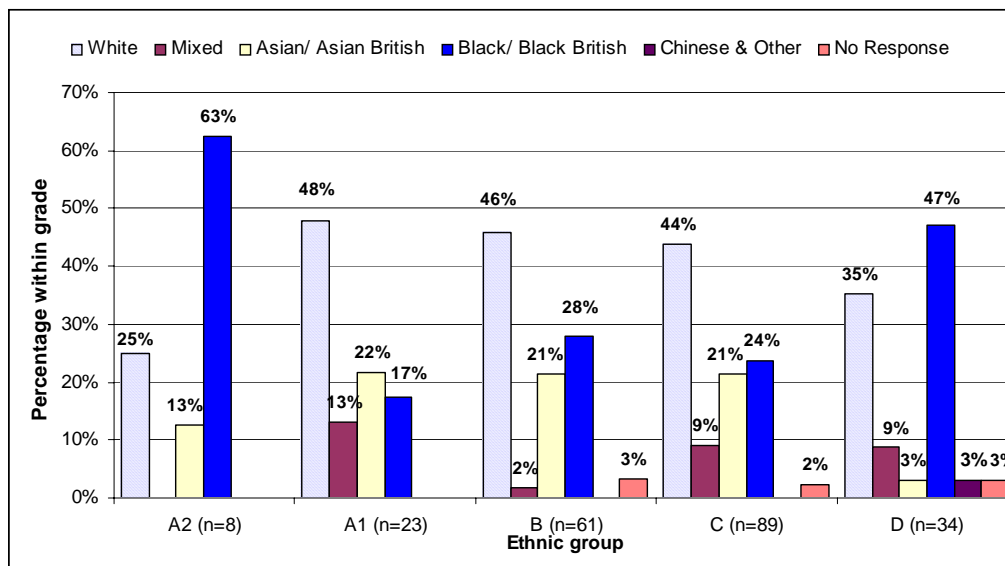
Collectively, ethnic minority women made up the largest group (40%) of the CRE's workforce in 2006. However, white women made up the largest single group (23%), followed by black women (20%). Further details are shown in Figure 3 below.

**Figure 3: Gender of CRE staff, by ethnic group**



White, Black/Black British and Asian/Asian British groups were represented at each grade. The Mixed group was represented at every grade except at the A2. The ethnic profile of staff at grades A1, B and C are similar, with almost half of staff from a White background (see figure 4 below). A majority of staff at grade A2 and D are from a Black/Black British background. These figures should be considered in line with the small numbers of staff members; the increase or decrease of one or two people can significantly alter percentages.

**Figure 4: Ethnic group of CRE staff, by grade**



### Recruitment and promotion

The CRE advertises vacancies through *The Guardian* newspaper (print and online). This has always drawn applicants from a wide range of ethnic groups.

In 2006, HR received a total of 851 applications. This is an improvement on the previous year, when 357 applications were received. Of the 851 applications, 28 were from internal candidates (18 for promotion to a higher grade and 10 for same-level transfers) and the rest were external.

Of the 18 applicants for promotion, 10 were from a White background, four Asian/Asian British, two Black/Black British, one Mixed background and one who did not specify his/her ethnicity. This may seem like an over-representation of White employees; however, the numbers are too small to draw any firm conclusions. They were split equally by gender.

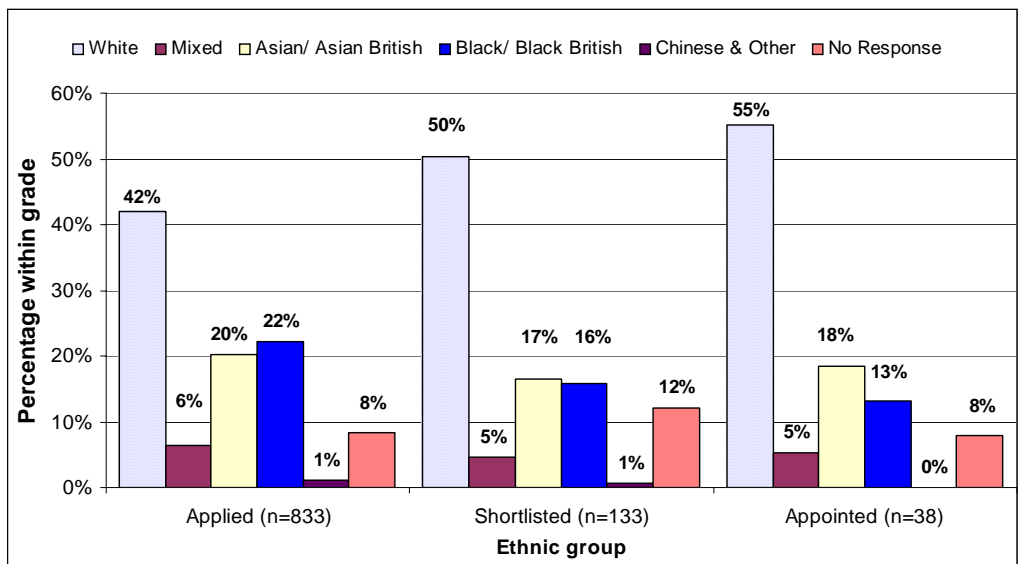
Eleven promotions were made in 2006. Of the successful candidates, six were White and the rest were from other ethnic groups. Three were male and eight were female candidates.

Of the 833 external job applications, 349 (42%) were from White applicants, 184 (22%) were from Black/Black British applicants, 169 (20%) were from Asian/Asian British applicants, 53 (6%) were from applicants from a Mixed background and 9 (1%) were from Chinese or other applicants. 69 (8%) chose not to respond to the request for ethnic origin information. As mentioned earlier, when the data was analysed by the 16 census sub-categories, we found that certain groups (Chinese and Bangladeshi) were under-represented in our applicant pool and consequently, our workforce last year. There is no clear reason for this.

In terms of gender, 326 (39%) of the applications were from men, while 507 (61%) were from women. This gender ratio was fairly consistent across the ethnic groups.

In 2006, 38 (5%) of the applicants were successful. Of the successful applicants, 21 (55%) were White, seven (18%) were Asian/Asian British, five (13%) were Black/Black British, two (5%) were from a Mixed background and three (8%) chose not to respond to the request for ethnic origin information. This suggests a possible disparity between the success rates of White and Black job applicants. While the numbers are too small to draw any firm conclusions at this stage, the CRE would recommend that the CEHR monitors this forwarding future and if the trend continues, examines possible reasons for it and implements relevant changes in policy or practice. The Asian/Asian British and the Mixed groups appeared to have a similar success rate through the application process (see Figure 5 below).

**Figure 5: External job applicant profile**



Of the successful candidates, 12 (32%) were men and 26 (68%) were women. Six (50%) of the successful men and 15 (58%) of the successful women were White and the rest were from other ethnic groups.

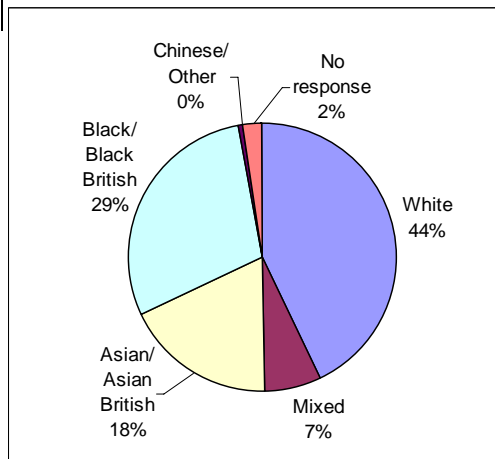
The majority of applications were for jobs at grade levels B and C. There were no major discrepancies found between the ethnicity of applicants for different grade levels.

**Staff attending training**

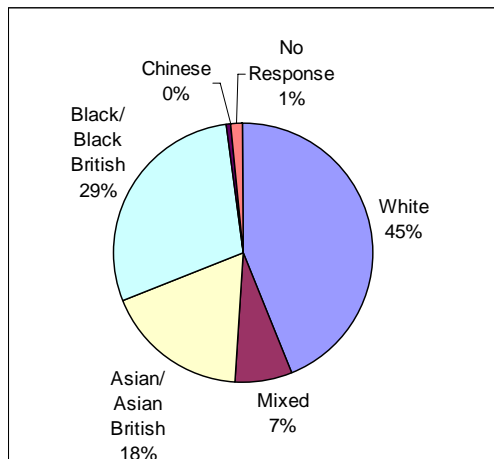
The CRE offers staff a wide range of in-house training opportunities through our comprehensive employee-training programme, ACTION. This includes training on the race, disability and gender duties. Training is also provided on human rights, age, sexual orientation and religion and belief. Courses are advertised on the intranet, from where staff can download application forms. All staff who applied for in-house training in 2006 received it.

In 2006, the in-house training department registered a total of 212 attendees (some employees attended more than one training session). Of these, 93 (44%) were White employees, 62 (29%) were Black/Black British, 38 (18%) were Asian/Asian British and 15 (7%) were from a Mixed background. One person was Chinese and three (1%) did not reveal their ethnic origin. The proportion of staff from each ethnic group attending training in 2006 reflected the overall profile of the organisation, indicating that there is no difference by ethnicity in terms of access to training (see Figures 6 and 7).

**Figure 6: Staff in Post, Dec 2006**

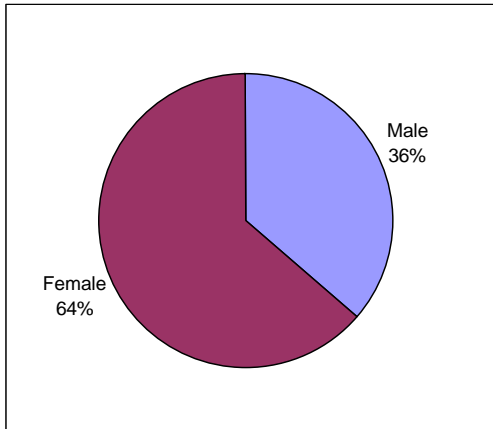


**Figure 7: Staff attending training 2005-6**

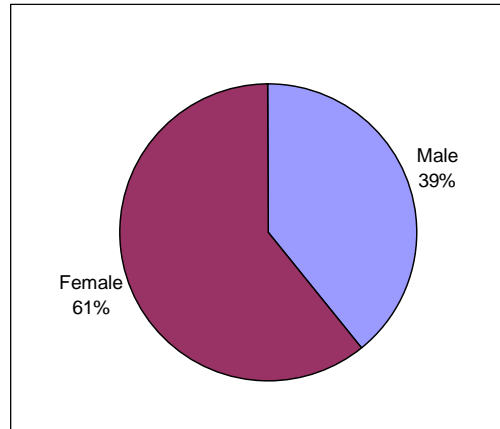


Of the 212 attendees, 83 (39%) were male and 129 (61%) were female, which is similar to their representation in the workforce (see Figures 8 and 9).

**Figure 8: Staff in Post, Dec 2006**



**Figure 9: Staff attending training, 2005-6**



It is worth noting that although this method of record-keeping is similar across many public sector organisations, it is not the most accurate. In the future, we would recommend that the CEHR looks at ways of monitoring training attendees by counting the number of people (rather than number of attendees or forms) to get at actual numbers of staff without duplication.

### **Applications for financially-assisted training**

All 10 (5%) employees (eight female, two male) who applied for financial assistance with further training and higher education courses were successful. Eight of these employees were White, one was from a Mixed background and one was Black/Black British.

### **Staff involved in grievance procedures**

There were seven grievances over this reporting period, of which four were not upheld, one was resolved by mediation and two are ongoing from the previous year (due to ill-health).

Due to the small numbers involved, no further breakdown can be provided on this data in order to protect employee confidentiality. However, it may suffice to note that the grievances came from men and women from a range of ethnic groups.

### **Staff subject to disciplinary procedures**

No member of staff was subjected to disciplinary procedures in 2006.

## **Leavers**

During the period monitored, 35 staff members (16% of the work force) left the CRE's employment (28 resigned, six took redundancy and one retired). Of those who left, 19 (54%) were White, two (6%) were from a Mixed background, five (14%) were Asian/Asian British, seven (20%) were Black/Black British, one (3%) was Chinese and one (3%) chose not to respond to the request for ethnic origin information.

Of the leavers, 12 (34%) were male and 23 (66%) were female, reflecting the current gender profile of the organisation.

In terms of grade level, four of the leavers were A1s, 11 were grade level B, 11 were C and nine were D. Within each level, there was a mix of ethnic groups represented.

There is no evidence to suggest that the profile of leavers is not representative of the overall staff profile and that any of the reasons for leaving were in any way linked to equality issues.

## **Performance Appraisal**

The CRE uses four ratings when conducting performance appraisals: 'excels in role'; 'performing well'; 'acceptable'; and 'below standard'. In 2005-6, 123 appraisals were completed, which means 92 employees did not submit a completed appraisal form. This is believed to be partly due to the fact that an employee who is already at the top of their salary scale has no financial incentive to complete an appraisal, as there are no prospects for further pay increments without a promotion.

The CRE would suggest that the CEHR considers this issue if a similar appraisal system is implemented in the new body.

Any employee who is rated 'excels in role', 'performing well' or 'acceptable' receives a salary increment (of one point). Of the 123 appraisals completed last year (47 men and 76 women), 32 (26%) employees were rated as 'excels in role', 89 (72%) as 'performing well' and two (2%) as 'acceptable'. There was no case where a 'below standard' marking was recorded.

Within most ethnic groups, about a third were appraised as 'excels' and two thirds as 'performing well', except for the Black/Black British group, where 10% received an 'excels' rating and 85% were appraised as 'performing well'.

Nine (19%) of the men appraised received an 'excels' rating, compared with 23 (30%) of the women.

<b>Staff in Post at December 2006 (full time equivalents)</b>			
	M	F	Total
<b>White</b>			
British	8	8	16
English	18	19	37
Scottish	4	4	8
Welsh	2	5	7
Irish	8	3	11
Other White Background	3	10	13
<b>Sub total</b>	43	49	92
<b>Mixed background</b>			
White & Black Caribbean	1	3	4
White & Black African	0	1	1
White & Asian	2	4	6
Other mixed background	0	4	4
<b>Sub total</b>	3	12	15
<b>Asian or Asian British</b>			
Indian	8	16	24
Pakistani	2	5	7
Bangladeshi	0	2	2
Other Asian background	1	5	6
<b>Sub total</b>	11	28	39
<b>Black or Black British</b>			
Caribbean	10	26	36
African	5	13	18
Other Black background	4	5	9
<b>Sub total</b>	19	44	63
<b>Chinese, Chinese British or other ethnic group</b>			
Chinese	0	1	1
Other background	0	0	0
<b>Sub total</b>	0	1	1
No Response	1	4	5
<b>Total</b>	<b>77</b>	<b>138</b>	<b>215</b>