

**EMPLOYMENT COMMITTEE  
23 JUNE 2010**

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**MONITORING THE COUNCIL'S WORKFORCE  
(Director of Corporate Services – Human Resources)**

**1. INTRODUCTION**

- 1.1 The Council has a responsibility to promote equality and recognise diversity. Understanding its own workforce and how it relates to the community it serves is an important part of that process.

The Council has legal duties to promote equality of opportunity, eliminate unlawful discrimination and harassment and promote good relations between people. The Council has an action plan to deliver on its equality objectives and has self assessed at the 'Achieving' level of the Equality Framework for Local Government which has replaced the Equality Standard; the Council is undergoing an IDeA peer review to verify that it meets the 'Achieving' level in July 2010. Effective workforce monitoring is an essential element of that review in order to help to ensure that it identifies and removes any potential barriers to employment for any sections of the community.

- 1.2 It is also important that the Council's workforce reflects the make up of its local community to ensure that fair and appropriate services are provided to all citizens. The demographic make up of Bracknell Forest is changing, the 2001 Census showed that 5% of the Borough's population was of an ethnic minority, since then there has been a significant growth in minority ethnic communities. The 2011 Census will give a more accurate picture of the make up of the Borough.
- 1.3 The Bracknell Forest 2010 Schools Census shows that there has been an increase in ethnic minority pupils, as a percentage of the total number of pupils, from 6.1% in 2001 to 15.2% in 2010, representing more than a doubling in less than a decade. The largest increase has been in pupils of Asian ethnicity from 1.4% to 4.8%. The population of the Borough is also aging, the number of people aged 65+ is expected to increase steadily from its current level of 12,000 to an estimated population of 17,600 in the 65+ age group in 2021.
- 1.4 This annual report contains statistical information on employees and applicants for jobs at the Council in terms of gender, disability, age, religion or belief and ethnicity, to ensure that the Council has a full understanding of the composition of its workforce and to identify what further action needs to be taken to ensure that it represents the local community. A full set of these figures are available at Appendix A.
- 1.5 The Council's equality schemes for Race, Gender and Disability each have, as a core requirement, the need to ensure that accurate workforce information is available to help plan actions and monitor progress in meeting expectations on these equalities schemes. The Race Relations (Amendment) Act 2000 (RRA) requires the organisation to ethnically monitor the following:
- (i) Numbers of staff in post.
  - (ii) Applicants for employment/training/promotion.

- (iii) Numbers receiving training.
  - (iv) Performance assessment outcomes.
  - (v) Grievance cases
  - (vi) Disciplinary cases
  - (vii) Leavers.
- 1.6 This is the first time that the Council has been able to report a full year of data on religion or belief for both workforce and job applicants. Last year the figures were available for the workforce only.
- 1.7 Data on the sexual orientation of the workforce has not been collected up to now. The collection of this data will be reviewed for the next workforce survey, particularly in the light of the duty on local authorities in the Equality Act 2010 to promote equality in relation to sexual orientation.
- 1.8 The Equality and Human Rights Commission (EHRC) requires information on the ethnicity of the workforce to be available to the public by 31 May each year. Inspection bodies such as CSCI enforce this requirement. This information will therefore already be on the Council's website when the Employment Committee meets.

## **2 THE COUNCIL'S STATISTICAL INFORMATION**

- 2.1 The Council has had a monitoring system in place for some time to collect figures in relation to its existing workforce and applicants for jobs with the exception of the "promotion" requirement mentioned in 1.4 (ii) above. This is because all posts are filled by open advertisements. Promotion is therefore covered under the general recruitment category for monitoring purposes.
- 2.2 With regard to "Performance Assessment Monitoring" paragraph 1.4 (iv), the EHRC requires information only where a benefit or disadvantage results from the performance assessment. As there is no financial benefit or penalty arising from the Council's appraisal system, there is no requirement to monitor it by ethnicity. Should the system change at any point in the future such that a benefit or disadvantage might arise from the appraisal, an appropriate monitoring system would be investigated.
- 2.3 Human Resources collect a range of statistics on applicants and current employees. These figures, attached as Appendix A show the following;
- (i) recruitment information from 1 April 2009 to 31 March 2010 split by ethnicity, age, gender, disability and religion and belief.
  - (ii) workforce information as at 1 April 2009 to 31 March 2010 split by ethnicity, age, gender, disability and religion or belief.
- 2.4 Following the introduction of a National Indicator Set, central government no longer monitors all of the information previously provided as Best Value Performance Indicators (BVPIs). The Council has decided to continue to

monitor these statistics but to make it part of this report in order to set and monitor standards.

- (i) Of the top 5% of earners in the organisation, 31.62% were women. This is close to the average of all Councils in England, which is 34.1%.
- (ii) Of the top 5% of earners in the Council, 1.42% were disabled. This is in accordance with the percentage of staff with a disability in the total Council workforce. The average for all Councils in England is 3.8%, which is higher than the Council.
- (i) Of the top 5% of earners, 2.99% were from a non-white (BME) background. This is lower than the average for all Councils in England, which is 3.4%.

2.5 Although the national data set for the BVPI's has been reduced and therefore no official aims are set for the Council, it is important to continue to monitor the relevant ones on a local level. Looking forward, the expectations for the top 5% of earners by the Chief Officer: HR for 2010/11 are 35% female; 2% with a disability and 3.25% who are from a non-white (BME) background.

2.6 The Committee should note that the following caveats apply to the information;

- (i) For some indicators, because of the small numbers in the comparator group, a small increase or decrease in the head count can have a disproportionate effect. For example, the top 5% of earners totals 70 staff so 1% represents a 0.7 Full Time Equivalent.
- (ii) In relation to the recruitment statistics only, none of the returns include schools based staff. Schools have delegated responsibility for recruitment and the collection of recruitment statistics, so are required to undertake the recording of this information. Monitoring of their compliance including reporting annually to their Governing Body should be undertaken as part of the routine audit programme of schools.
- (iii) Information on disability, ethnicity and religion/belief is collected by self declared returns from employees and candidates and, as there is no compulsion to return this information, some choose not to (or return selected information only). Information on gender and age are automatically collected as basic employee data.
- (iv) The information relating to the economically active Bracknell population by ethnicity is from the 2001 Census, and has been quoted as a comparison with the workforce statistics in this report. "Economically active" means the population aged between 16 and 65 who are working, self employed, registered unemployed or full time students, but excludes those who are permanently sick and disabled, those who are looking after the home or family members, or those who have retired. This should make a comparison with the workforce at the Council reasonably appropriate. However, as with all Census data, the information on the Bracknell Population is almost ten years out of date – the next Census is due in 2011.

- (v) The recruitment statistics show the activity level over the year of 1 April 2009 to 31 March 2010 as recorded by the recruiting departments.
- (vi) Departmental year on year comparisons are not as helpful this year as previously. The large scale reorganisation in October last year has altered the composition and size of the departments; The Council increased its main departments from 3 to 4, so there is no direct comparison with the previous year. Whole workforce comparisons are more reliable.
- (vii) Training course information relates to internal courses booked through the Corporate Learning and Development team. It does not therefore include, for example, external courses, courses booked directly by departments, longer courses such as a degree in Social Work or Diploma in Human Resource Management, courses undertaken through day release arrangements. The statistics relate to the training places taken up and it should be noted that the same person undertaking more than one training event will therefore appear in the statistics more than once.

### 3. GENDER

#### 3.1 The highlight statistics for Gender are as follows:

- (i) A significant majority of the Council's employees are female (79%) compared to male (21%) which reflects little change on previous years' figures, although the trend is steadily upwards. This pattern has remained very stable over the last few years and is typical of local government in the UK. The number of female employees is greatest in Children, Young People and Learning (85%) and Adult Social Care and Health (86%). Education and care are occupations which tend to attract larger numbers of women than men nationally. Environment, Culture and Communities is closer to a 50/50 split, with 57% of employees being female.
- (ii) 70% (last year 64%) of applicants for jobs with the Council are female, so the proportion of male applicants has decreased by 6% in the past year. This figure is more comparable with the figures from 2007/8. The department which attracted the largest proportion of female applicants was Children, Young People and Learning with 80%.
- (iii) 75% (last year 70%) of the successful applicants for all jobs with the Council were female, which is broadly consistent with the number of applicants and has increased from last year in line with the amount of female applicants.
- (iv) Of the leavers, 77% (76% last year) were female and 23% (24% last year) were male, this is very similar to the workforce comparison.
- (v) 74% of training course places arranged through Corporate Learning and Development were taken up by female employees, which is the same as the composition of the workforce.

- (vi) Out of 46 employees studying for National Vocational Qualifications (NVQs) this year, 36 (78%) were female. This is still a high percentage, although it is lower than last year (90%), and reflects the large number of trainees from a care background and with an administrative background, both of which are occupations mainly filled by women. It is also in proportion with the work force in general.

### 3.2 Gender Summary

The proportion of male to female employees remains fairly consistent and is consistent with the national workforce composition as recorded by the LGA's Local Government Employment statistics (75.1% female and 24.9% male).

The percentage of females in the top 5% of earners is lower than the proportion of females in the workforce and there is a clear expectation to increase the percentage. The Council is still slightly below the national average for Councils in England (34%) in this respect and our current requirement is designed to equal it. The Director of Children, Young People and Learning started in March 2010 and her appointment has already increased the percentage representation of women at director level.

## 4. **AGE**

### 4.1 The highlight statistics for age are as follows:

- (ii) The Council's workforce up to the age of 29 is 18% with 2% of those being under the age of 19, however, the past year has seen both of these age groups increase, but only marginally. 6% of staff are over 60 with 1% of those being over 65, even though employees have the opportunity to work beyond retirement age. The main body of staff are aged between 30 to 39 (22%), 40 to 49 (30%) and 50 to 59 (25%).
- (iii) The Council has low numbers of applicants for vacancies under the age of 19 (3.9%) and over the age of 60 (1.2%). The higher numbers of applicants were aged between 20 to 29 (36%), 30 to 39 (22.7%), 40 to 49 (22.6%) and 50 to 59 (13.6%). There has been a decrease of younger people applying for positions within the Council in the past year, compared with last years figures of 6.5%. As part of the Council's recruitment strategy, Apprentices are actively being recruited. Also the Council advertises all of its jobs widely on the web and younger people tend to use this when searching for vacancies. However, the Government's drive to get young people to go on to higher education may also have an impact on why there are comparably few applicants under 20 years old.
- (iii) The ages of the successful candidates are similar to the numbers of applicants in each age band, however, the numbers of successful candidates under the age of 19 has decreased from 5.5% in 2008/9 to 2.7% this year. The percentage of successful applicants between the age of 60 and 65 has dropped to 2.7%. There were no successful candidates over the age of 65, although 6 people over the age of 65 applied for positions at the Council last year.

The higher numbers of successful candidates are aged 20 to 29 (25%), 30 to 39 (24.5%), 40 to 49 (32%) and 50 to 59 (13%).

- (iv) Of the Council's leavers, 5% were under 19 years of age, 24% aged between 20 to 29, 22% between 30 to 39, 18% aged between 40 to 49, 16% between 50 to 59, 13% between 60 to 65 and 2% were over 65 years. Compared to the workforce, this shows that a higher percentage of under 39 year olds are leaving the Council, whilst between 40 to 59, a higher percentage are staying. This is similar to the figures last year. It seems that those in the 40 to 59 age band are more inclined to remain in the Council's employment, and a higher proportion of employees over 60 have left the Council during this period compared to the workforce.
- (v) The ages of employees who take up training courses is very similar to the work force figures. Again, low numbers under the age of 29 (14%) and particularly under the age of 19 (1%) with only 7% being over 60 years old, with 2% of those being over 65. Staff aged between 30 to 39 (20%), 40 to 49 (31%) and 50 to 59 (28%) are the main attendees on the internally run courses.
- (vi) Of the employees studying for NVQs, 9% were 19 or under; 15% were 20-29; 11% were 30-39; 26% were 40-49; 32% were 50-59; and 7% 60 or over which is much higher than the 2% figure from last year.

#### 4.2 Age Summary

The LGA's Local Government Workforce Overview gives percentages of employees by age bands working in councils in England. 40% of Bracknell Forest Council employees are under the age of 39, compared with the national average of 34.8%. 30% of Council employees are between the age of 40 and 49 compared with 31.3% nationally and 25% of Council employees are between 50 and 59 compared with 25.5% nationally. Employees over the age of 60 (6%) are slightly less well represented at Bracknell Forest compared to the 8.5% nationally.

Measures have already been put in place to allow individuals to continue in employment beyond 65, where appropriate. Other measures to improve age diversity of job applications including using the web, particularly use of media like Facebook and Twitter to advertise job vacancies and reach a younger audience. The Council continues to use the apprenticeship scheme and is also participating in the Future Jobs Fund, a Government initiative aimed to help 18 to 24 year olds who are out of work.

### 5. **DISABILITY**

5.1 The highlight statistics for disability are as follows:

5.2 The published Census information indicates that 3% of the population of Bracknell Forest aged 16-65 are either permanently sick or disabled, and are not considered part of the economically active population. No census figure is available for disabled people who are part of the working population in the Bracknell Forest area.

- (i) 1.34% (1.7% last year) of the Council's workforce declared themselves as having a disability, which is a reduction compared to last years figures.
- (ii) 1.4% of applicants for jobs at the Council declared themselves as having a disability, which is higher than the 0.5% last year.
- (iii) No disabled applicants were successful in gaining employment with the Council this year. However, because the numbers are very low, care must be taken in attaching any significance to these figures.
- (iv) Of leavers, 1.47% had declared a disability, which is consistent with 1.52% last year.
- (v) 2.3% of training places were taken by those who declared a disability, which is slightly higher than the workforce composition and an increase on last years figure of 2%.
- (vi) 6.5% of those studying for NVQs had a disability, which is an increase on last years figure of 4%.

### 5.3 Disability Summary

The proportion of disabled employees in the Council is lower than that in the Bracknell Forest population shown in the census. This is likely to be due to the fact that not all disabled people in the Bracknell Forest population may be seeking employment. It is not clear whether applicants feel that declaring a disability may hinder their application for a job and therefore may not declare that they are disabled on their application forms. However, the Council does publicise that it meets the "two tick" disability standard which welcome applications from the disabled and remains committed to the principles of that system; it continues to raise awareness and train managers on disability issues.

The percentage of disabled employees in the top 5% of earners is 1.42%, which is slightly higher than the Council's workforce generally, but still comparable.

## 6. ETHNICITY

6.1 The highlight statistics for ethnicity are as follows:

6.2 For the purposes of this report, “non white ethnic origin” includes all the categories except “White British” and “white other”. For the purposes of comparison, the economically active population of the Bracknell Forest area as described in the 2001 Census had 90% of white British, 5% of other white ethnic origin and 5% of non-white ethnic origin.

- (i) Across the workforce, of those who declared their ethnicity, 4% said they have a non-white ethnic origin (compared to 3.9% last year), 4.1% (4.1% last year) declare they have other white ethnic origin and 91.9% (91.9% last year) declare they have a white British ethnic origin. Although a marginal increase, the trend of non-white ethnic origin in the workforce continues to move gradually upwards, to become more reflective of the general population. The number of applicants of a non-white ethnic origin is encouraging in this respect as it is higher than the proportions in the current workforce which indicates that the Council remains an attractive employer to applicants from those communities.
- (ii) 18% of applicants declared themselves as having a non-white ethnic origin compared to 14.9% last year. 6.7% of applicants declared themselves as having a white other ethnic origin, which is similar to the 6.2% declared last year.
- (iii) 9.1% (last year 4.2%) of successful applicants are of non-white ethnic origin, more than double last year. 5.9% (5.6% last year) are of other white ethnic origin. As the percentage of BME successful applicants was lower than the BME applicants last year, an audit was conducted. The focus of the audit was to assess why BME's may not have been shortlisted. As with a similar audit conducted a few years ago, it was found that in the main, many of the BME applicants were not always suitably qualified for the positions they applied for and failed to meet the essential requirements of the person specification. The areas of the Council where the figures highlighted concerns were more thoroughly investigated and further training plus more robust systems for objective selection processes have been put in place.
- (iv) Of the leavers who declared their ethnicity, 8.2% were from a non-white ethnic group (4.96% last year). A further 6.8% (4.7% last year) of leavers declared themselves as having other white ethnic origin. As reported last year, much of the workforce have been employed by the Council for many years, and started when the workforce was less ethnically diverse. One possible explanation for the figure being higher than last year is that employees recruited in the last few years have been more ethnically diverse. It is a recognized phenomenon that many leavers come to an organization and then move on after a comparatively short time – the non white leavers in this sample typically do not have very long service – their ethnicity is therefore more reflective of the percentages currently recruited, rather than of the whole workforce including longer serving employees.

- (v) For the period 1 April 2009 to 31 March 2010 there were a total of 4169 placements on internal training courses, although the way the statistics are gathered may mean that the same person may have attended more than one training course. 89.9% were White British and 6.6% from a non-white ethnic background and 3.5% from a white other ethnic origin. Compared to the workforce these figures indicate that non-white groups are getting fair access to training within the Council.
- (vi) Out of the employees completing NVQs in 2009/10 who declared their ethnic origin, 91% were White British, 4.5% White Other, and 4.5% were non-white. These figures are very comparable with the workforce.

### 6.3 Ethnicity Summary

The proportion of non-white employees working in the Council is still lower than that in the Bracknell Forest population, as measured by the 2001 Census and on current estimates as exemplified by the School Census. The Council is successfully attracting and recruiting a higher percentage of non-white applicants, with more than double the percentage recruited this year compared with last years figures. As stated in previous reports, attrition rates often are highest amongst people with lower lengths of service, there is also a similar percentage leaving the organisation. This means that the net change in overall workforce composition is happening quite slowly, but improving year on year.

The percentage of non-white employees in the top 5% of earners is 2.99%, which is less than the percentage in the workforce generally. The average for Councils in England is a little higher at 3.4%; our expectation is to at least equal the average.

## 7. **RELIGION/BELIEF**

7.1 The highlight statistics for religion/belief are as follows:

7.2 The Council has a duty to ensure that it does not discriminate on the basis of religion and belief and in April 2010 the enacted Equality Bill included a duty that public bodies promote equality of opportunity in relation to religion and belief. The Council has collated figures on the workforce for religion and belief to ensure that there is a better understanding of the make up of the workforce. Whilst the Office for National Statistics publishes a breakdown of religion or belief for the Bracknell Forest area, this information was collected through the Census in 2001 and statistics for today's more diverse population may have changed considerably.

7.3 For the purposes of comparison, the figures in brackets show the population of the Bracknell Forest area in 2001; The 2010 figures are likely to be significantly different. As with the ethnicity of the population in Bracknell Forest, the schools census was considered, but unfortunately figures on religion and belief are not collated.

- (i) Across the workforce, of those who declared their religion/belief, 0.36% (0.28%) said their religion was Buddhist, 71.2% (72.1%) said their religion was Christian, 0.27% (0.17%) said their religion was Jewish, 0.72% (0.68%) said their religion was Muslim, 0.45% (0.19%)

said their religion was Sikh and 0.04% (0%) said their religion was Hindu. 4.47% (0.29%) employees declared that they had another religion/belief and 22.47% (17.96%) employees stated that they had no religion/belief. Overall, almost 45% of staff did not declare their religion/belief, although an exercise to gather the statistics was carried out in late 2008. As shown above, these figures are comparable to the wider population at the time of the last Census. A significantly higher proportion of staff declared that they had another religion or belief than the general population did in the 2001 census.

- (ii) Of those applicants who declared their religion/belief, 1.3% said their religion was Buddhist, 54.6% said their religion was Christian, 0.3% said their religion was Jewish, 5.1% said their religion was Muslim, 1.1% said their religion was Sikh and 2.3% said their religion was Hindu. 3.5% of applicants declared that they had another religion/belief and 31.8% stated that they had no religion/belief.
- (iii) Of the successful applicants who declared their religion/belief, 0% said their religion was Buddhist, 50.9% said their religion was Christian, 0% said their religion was Jewish, 3.5% said their religion was Muslim, 0% said their religion was Sikh and 0% said their religion was Hindu. 1.7% of applicants declared that they had another religion/belief and 43.9% stated that they had no religion/belief.
- (iv) Of the employees studying for NVQs who declared their religion/belief, 33% were Christian, 2% Buddhist, 65% said they had no religion/belief, or did not wish to declare it.
- (v) Of those attending training courses who declared their religion/belief, 0.91% Buddhists, 64.3% were Christian, 0.78% Jewish, 0.52% Muslim, 0.43% Sikh, 0.13 Hindu and 4.7% said they had other religion/beliefs. 28.2% stated that they had no religion.
- (vi) Of the leavers that declared their religion/belief, 70.7% stated that they were Christian, 0.8% were Jewish, 1.2% were Sikh, 3.7% stated that they had another religion/belief and 23.6% said they had no religion/belief. There are no figures available from leavers last year to compare, as information on the religion/belief of the workforce was only collected towards the end of 2008 and the religion/belief of those who left the authority in the earlier part of that year was not known.
- (vii) The Council should reasonably expect its workforce to reflect the profile of the community it serves which the recently collected information from employees does.

#### 7.4 Religion/Belief Summary

Religion/belief is a new indicator, only adopted last year and only having statistics on all categories monitored for the first time this year. The area is difficult to monitor comprehensively, as a high proportion of employees and applicants have chosen not to state their religion/belief. There appears to be little comparative information available across Local Government to measure

against. However, information on religion and belief in the population from the 2001 census is available, so it is important to work towards being representative of those population figures and especially when the new census information becomes available after 2011.

## **8. GRIEVANCES AND DISCIPLINARIES**

- (i) In the period 1 April 2009 to 31 March 2010, there were 29 disciplinary cases. None of these cited diversity issues eg racist or sexist behaviour as the basis of the case. 55% of those disciplined were male. No employees were 19 or under, 14% were 20-29, 17% were 30-39, 20.5% were 40-49, and 31% were 50-59. 4 employees were of a non-white ethnic origin. None were disabled. 38% of those disciplined were Christian, 17% stated that they had no religion/belief and 45% did not wish to declare their religion/belief.
- (ii) In the period 1 April 2009 to 31 March 2010 there were 6 grievances lodged. None of these cited diversity issues eg racist or sexist behaviour as the basis of the case. 5 of the complainants were female. No employees were 19 or under, 1 was between 20-29, none were 30-39, 1 was between 40-49 and 3 were between 50-59 and 1 was between 60 and 65 years old. 5 employees were white British and one was white other. None were disabled. One employee stated that they had no religion/belief and the other 5 had not declared their religion/belief.

## **9. REVIEW OF LAST YEARS STRATEGIES**

- 9.1 This is the eighth year of collecting statistical information on the workforce and applicants for Council vacancies.
- 9.2 The number of leavers this year, 482 is greatly reduced compared to the 772 employees who left the Council in 2008/9. It may be that employees are less likely to take a risk on changing employers during a difficult economic climate.
- 9.3 In 2009/10, the Council put in place a number of strategies to progress it's equality work and to move towards achieving its aim of its workforce being representative of the population it serves. Looking back on progress made in respect of those strategies, the Council has:
  - (i) Completed a significant training and development programme on equalities at all levels throughout the Council. All Chief Officers, managers, team managers, team leaders and supervisors have attended workshops run by IODA Limited, an external organisation which specialises exclusively in equalities and diversity issues. Further this has been supported by recruitment training emphasising the importance of objectives and fair recruitment and the promotion of the "Two Tick" system.
  - (ii) Placed a greater emphasis on equalities and diversity as part of induction training.

- (iii) Included equalities issues as part of the training programme delivered to all staff engaged in face to face or other direct contact with the public to meet the Council's obligations as part of NI14.
- (iv) Developed and launched two revised competency frameworks covering managers and supervisors/team leaders, in order to ensure that person specifications are free from bias.
- (v) Produced a fourth Pay and Workforce Strategy which reflected the key issues arising from the annual workforce planning cycle and which included a strong equalities thread.
- (vi) Further developed Equalities Action Planning with particular reference to increasing part-time and job sharing opportunities.
- (vii) Improved the skills and knowledge of HR Advisers, so that they could provide better advice at the start of the recruitment process, especially with regard to promoting reduced hours opportunities and increasing the diversity of applicants.
- (viii) Continued to promote the use of the internet to publicise vacancies, to reach the widest possible audience.
- (ix) Undertook a detailed audit of recruitment to better understand the balance between the percentage of applicants of non-white origin and the percentage of non-white applicants recruited.

## 10. STRATEGIES FOR 2010/11

The following strategies have been put in place to ensure Equalities issues are foremost in ensuring continuous improvement in this important area:

- (i) Assessment against the "Achieving" Level in the Equality Framework set for July 2010.
- (ii) Implementation of an equality proofed job evaluation scheme and associated new pay structure to remove any possible discrimination.
- (iii) Continuation of work to improve access for disabled people to Council owned premises eg Easthampstead Park Conference Centre.
- (iv) The delivery of an Equalities and Diversity Masterclass for senior managers the Equalities Sub Group to expand knowledge and understanding.
- (v) Provide 3 managers the opportunity to undertake the Certificate in Managing Diversity qualification offered by Newcastle College.
- (vi) The development of the approach to flexible working in order to increase the opportunities available to employees.
- (vii) The introduction of a pilot scheme examining how social media eg Facebook/Twitter, etc could be used as a better interface with young people and other groups.

- (viii) The delivery of an “Everybody Matters” workshop aimed at enabling employees and partner organisations to reach out and engage better with hard to reach groups in the community.
- (ix) The delivery of Procurement training to include equalities and diversity considerations.
- (x) Participation in the Future Jobs Fund programme enabling longer term unemployed people to gain valuable work experience within the Council.
- (xi) Provision of support to both employees and people within the community to enable them to work towards achieving the NVQ 2 standard in English and Mathematics eg Gurka community in Sandhurst.
- (xii) The creation of an action plan aimed at achieving a better understanding of religion and belief differences within the workforce and community. This plan includes working towards an interfaith/culture day in November 2010 during interfaith week.
- (xiii) Development of e-learning material in order to help people access appropriate training in a range of different ways, to meet their individual circumstances.

## 11. CONCLUSION

The Council has worked hard to achieve results in the areas outlined in this report and is continuing to strive for improvement year on year.

### Equalities Impact Assessment

Equalities issues are discussed in the report.

### Strategic Risk Management Issues

No strategic risk issues identified.

### Background Papers

Departmental returns figures.

### Contact for further information

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### Doc. Ref

CO:HR/h/equal opps monitoring/2010 reports/equal opps report 2010