

## Appendix 2

### Progress Update – Review of Under-representation of BME Communities in the SBC Workforce

<b>SCRUTINY MONITORING – PROGRESS UPDATE</b>	
<b>Review:</b>	<b>Scrutiny Review of Under-representation of BME Communities in the SBC Workforce</b>
<b>Link Officer/s:</b>	<b>Jill Douglas</b>
<b>Action Plan Agreed:</b>	<b>July 2019</b>

Updates on the progress of actions in relation to agreed recommendations from previous scrutiny reviews are required approximately 12 months after the relevant Select Committee has agreed the Action Plan. Progress updates must be detailed, evidencing what has taken place regarding each recommendation – a grade assessing progress should then be given (see end of document for grading explanation). Any evidence on the impact of the actions undertaken should also be recorded for each recommendation.

<b>Recommendation 1:</b>	<b>Further work be undertaken to investigate and follow-up on undeclared ethnicity of Council staff, ensuring clarity around why the Council is requesting ethnicity data and what it will be used for, and providing a paper copy of the equality monitoring form for those staff not within a traditional office base.</b>
Responsibility:	HR Organisational Development
Date:	July 2019
Agreed Action:	Equality & Diversity Advisor has had early discussions with HR OD manager exploring on how to move forward.
Agreed Success Measure:	To be transparent in relation to our understanding of the ethnicity of the workforce with supported data & clarity.  Provide equality monitoring form for those staff not within a traditional office base.
Evidence of Progress (September 2021):	Electronic and Paper monitoring forms are available for completion.  Work has been undertaken to contact employees who have not declared their ethnicity – this has been undertaken by e mail and telephone calls directly to “undeclared” employees.  We have managed to contacted 310 employees shown as undeclared of which 9 have declared that they are BAME , there are 56 employees who remain undeclared.  We will also now be better placed to track, audit and report on ethnicity in our recruitment process due to the implementation of North East Jobs from April 2021.
Assessment of Progress	1 - Fully achieved

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(September 2021): (include explanation if required)	
Evidence of Impact (September 2021):	This has had a small positive impact on our %BAME representation in the workforce.

<b>Recommendation 2:</b>	<b>Discussions be held at Senior Management level to understand variances of BME representation across directorates and encourage shared corporate responsibility in increasing workforce diversity. Consideration be given to directorate-specific Action Plans to identify and promote potential employment opportunities to the BME community.</b>
Responsibility:	CMT / Equality & Diversity Advisor
Date:	October 2019
Agreed Action:	Open discussion regards with CMT in terms of representation within their directorates.
Agreed Success Measure:	Equality & Diversity Advisor to have a discussion with CMT in relation to BME representation and other protected groups in the workforce.
Evidence of Progress (September 2021):	<p>Workforce data including public sector equality data continues to be considered 6 monthly/annually by CMT, most recently at a half day CMT session on 24<sup>th</sup> June 2021.</p> <p>The Council's weekly Jobs Bulletin is shared via Catalyst reaching a wide number of voluntary and community organisations including BAME groups:</p> <p>Whilst in person promotions and events have not been possible over the last 18 months due to the pandemic we have established networks and contacts in relevant organisations which we will use when appropriate.</p> <p>Specific promotions have taken place, for example apprenticeship opportunities and consideration will be given to further opportunities as they arise.</p>
Assessment of Progress (September 2021): (include explanation if required)	<p>1– Fully achieved</p> <p>A corporate responsibility for understanding and increasing workforce diversity is shared by CMT. Actions to address any variances across Directorates will be taken if identified and required.</p> <p>Specific actions to promote employment opportunities to the BAME community have been limited due to the pandemic but all Directorates have continued to support the promotion of opportunities within the BAME community including apprenticeship and Kickstart opportunities. Arrangements are in place to share opportunities and we will continue to do so.</p>

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Evidence of Impact (September 2021):	<p>There has been an increase in BAME representation in the workforce. Our % BAME representation in the workforce has shown a steady increase since evidence was given to the People Select Committee:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Year ending</th> <th style="width: 25%;">%BAME Employees</th> <th style="width: 25%;">Number of Employees</th> <th style="width: 25%;">Undeclared ethnicity</th> </tr> </thead> <tbody> <tr> <td>31<sup>st</sup> March 2017</td> <td>2%</td> <td>74</td> <td>7%</td> </tr> <tr> <td>31<sup>st</sup> March 2021</td> <td>4%</td> <td>113</td> <td>1.8%</td> </tr> </tbody> </table> <p>This compares well against our neighbouring authorities :</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Local Authority</th> <th style="width: 25%;">Year</th> <th style="width: 25%;">Percentage of BME employees</th> <th style="width: 25%;">Undeclared ethnicity</th> </tr> </thead> <tbody> <tr> <td>Middlesbrough</td> <td>March 2021</td> <td>4.01%</td> <td>unknown</td> </tr> <tr> <td>Hartlepool</td> <td>2019/20</td> <td>0.59%</td> <td>35.42%</td> </tr> <tr> <td>Redcar and Cleveland</td> <td>March 2021</td> <td>1%</td> <td>unknown</td> </tr> <tr> <td>Darlington</td> <td>March 2021</td> <td>2.3%</td> <td>6.5%</td> </tr> <tr> <td>Stockton</td> <td>March 2021</td> <td>4%</td> <td>1.8%</td> </tr> </tbody> </table>	Year ending	%BAME Employees	Number of Employees	Undeclared ethnicity	31 <sup>st</sup> March 2017	2%	74	7%	31 <sup>st</sup> March 2021	4%	113	1.8%	Local Authority	Year	Percentage of BME employees	Undeclared ethnicity	Middlesbrough	March 2021	4.01%	unknown	Hartlepool	2019/20	0.59%	35.42%	Redcar and Cleveland	March 2021	1%	unknown	Darlington	March 2021	2.3%	6.5%	Stockton	March 2021	4%	1.8%
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<b>Recommendation 3:</b>	<b>Senior Management should continue to periodically promote all Council staff forums (including the BME Staff Forum) and take positive action to ensure Officers are supported to attend and engage.</b>
Responsibility:	Equality & Diversity Advisor
Date:	October 2019
Agreed Action:	Develop an article for KYIT in August.  Explore developing a STS sessions with the new CPM.
Agreed Success Measure:	Delivering sessions at STS in relation to staff forums. Also support senior officers to release staff wherever possible to attend forum meetings.
Evidence of Progress (September 2021):	Details of the Staff Forums have been shared via KYIT , through our recruitment and at corporate induction. The Forums are supported by the SBF Manager.

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	Staff Forums have understandably not been very active through the pandemic. The BAME Staff Forum met for the first time since lockdown in June 2021 and are now looking to meet quarterly.
Assessment of Progress (September 2021): (include explanation if required)	<p>1- Fully achieved</p> <p>Staff Forums will be asked to deliver STS sessions and will continue to be involved in corporate induction.</p> <p>Due to the pandemic staff forum activity has understandably slowed down. Support by the SBF Manager is being given to reinvigorate the forums and membership.</p>
Evidence of Impact (September 2021):	N/A

<b>Recommendation 4:</b>	<b>Interview evaluation be developed to allow any Council job applicant to comment on the interview process (organisation, documentation, interview panel, questions, etc.) which may identify areas for improvement.</b>
Responsibility:	HR Organisational Development
Date:	September 2019
Agreed Action:	HR OD manager to develop the process and forms for evaluation feedback form with E&D advisor.
Agreed Success Measure:	Develop an interview evaluation feedback form and monitor results for areas of improvements.
Evidence of Progress (September 2021):	A new recruitment system was implemented in April 2021 (North East Jobs) which will enable development of feedback/evaluation to be provided via North East Jobs
Assessment of Progress (September 2021): (include explanation if required)	<p>2 – On target</p> <p>There has been delay due to consideration being given to implementation of a “back office” recruitment system which will provide a more efficient, manager led automated process and also a better applicant experience. The North East Jobs recruitment system has been developed to meet the Council’s recruitment needs and processes and can be further developed to include a monitoring/feedback form together with automated reporting on evaluation. The target date for implementation of an evaluation process through NE Jobs is October 2021.</p>
Evidence of Impact (September 2021):	N/A

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Recommendation 5:	To increase awareness of the Council, what it provides, and potential routes for employment (including apprenticeships, work placements, etc.), SBC promote itself as a diverse employer across a large and varied range of services through multiple mediums (e.g. via social media, in schools / colleges, at targeted job fairs, with established BME community groups).
Responsibility:	Equality & Diversity Advisor
Date:	May 2019
Agreed Action:	<p>Send out apprenticeships information to Refugee communities networks 20<sup>th</sup> of May.</p> <p>Planned awareness session at Marlborough House Mosque at Friday Pray time and the Stockton Sikh temple (24<sup>th</sup> &amp; 26<sup>th</sup> of May).</p> <p>Raise the awareness at the learning disability partnership board on the 22<sup>nd</sup> of May.</p> <p>Attended Stockton Sixth form college to promote apprenticeships and SBC jobs.</p>
Agreed Success Measure:	<p>Promote BME communities to attend apprenticeships fairs on social media networks What app's, emails local Facebook.</p> <p>Promote apprenticeships to local Mosques in Stockton and Sikh Temple in Thornaby.</p> <p>Information was presented at the learning disability partnership board to encourage people with disabilities to apply.</p> <p>Attended with the Hr Team Manager for organisational development and promoted apprenticeships and SBC jobs.</p>
Evidence of Progress (September 2021):	<p>Whilst 'in person' events and promotional opportunities have not been possible over the last 18 months we have continued to promote the Council as a diverse employer providing a range of services in our corporate communications and social media campaigns. The following are examples:</p>

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Job opportunities continue to be shared with various BAME community groups

Stockton News Article :

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# DAY IN THE LIFE

**Roisin McKenzie**  
Lead Solicitor

**Roisin McKenzie is the Council's lead solicitor for children's social care. She has the important and often challenging job of helping to keep children and young people safe from harm, working closely with families and social workers to get the best outcomes for them.**

"I spend a lot of time researching, preparing and making assessments for meetings and case hearings," says Roisin.

"It's really important that we communicate with other professionals including medical professionals, mental health services, the police, schools and legal experts to assess each case. We always try to work with the family unless the child is at immediate risk. My colleagues are very supportive and we work together to provide advice, especially in urgent cases.

"Sometimes you have to tell people news they don't want to hear which can be really difficult but we have a duty to represent the Council and protect vulnerable people. No two days are the same. It's a lot of responsibility but it's a really interesting job which keeps me on my toes."

Roisin joined the Council as a trainee solicitor in 2003 and qualified in 2005. Since then she has provided legal support for teams such as adults services, licensing and housing before focussing on children's services.

"Not many people know there are legal jobs at the Council and you don't have to be a qualified lawyer to work as a support officer within legal services. I'd encourage anyone interested in working for the Council to find out more and get to know what it's like to work for a local authority."

For further information on children's services visit [www.stockton.gov.uk/cyp](http://www.stockton.gov.uk/cyp)

To see the latest job vacancies at the Council visit [www.stockton.gov.uk/jobs](http://www.stockton.gov.uk/jobs)



Promotional videos on Working for the Council internet site:

<https://www.youtube.com/watch?v=Um1xYNSiBms>

<https://youtu.be/Eui-ZVG1OPM>

Assessment of  
Progress

1 – fully achieved



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(September 2021): (include explanation if required)	Planned promotion opportunities were attended during 2019 but due to the pandemic further opportunities to promote opportunities in schools/colleges, job fairs and community events has not been possible but we have continued to promote via social media and directly with community groups.
Evidence of Impact (September 2021):	% Recruitment of BAME to job opportunities in 2020/21 was at 5.9% (14 employees) which is slightly above the % representation of BAME in the community, being 5%.

<b>Recommendation 6:</b>	<b>A poster / social media campaign be developed (similar to ‘Be a Councillor’) to promote the diversity of the Council’s staff and the roles they undertake.</b>
Responsibility:	Equality & Diversity Advisor
Date:	July 2019
Agreed Action:	Equality & Diversity Adviser to develop a range of resources.
Agreed Success Measure:	A Positive poster to be developed representing the diverse work force of SBC and promoted to social media networks, website and Catalyst e-bulletin Newsletter which reaches 800 voluntary and community organisations.
Evidence of Progress (September 2021):	Please see Recommendation 5 above. Job opportunities have continued to be shared with Catalyst and corporate communications to raise profile of the Council as a diverse employer have taken place including social media.
Assessment of Progress (September 2021): (include explanation if required)	1 – Fully achieved
Evidence of Impact (September 2021):	N/A

<b>Recommendation 7:</b>	<b>The responses from BME staff to the Employee Survey 2018 are explored, particularly around opportunities to learn, develop and progress.</b>
Responsibility:	HR Organisational Development
Date:	September 2019
Agreed Action:	HR Organisational Development manager in partnership with Equality & Diversity Advisor to extract information from ‘Employee Survey 2018’.
Agreed Success Measure:	Extract BME data from ‘Employee Survey 2018’ to look at opportunities to learn, develop and progress.
Evidence of Progress (September 2021):	Analysis of the Employee Survey data did not highlight any particular issues or concerns.

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Assessment of Progress (September 2021): (include explanation if required)	1 – fully achieved
Evidence of Impact (September 2021):	N/A

<b>Recommendation 8:</b>	<b>Subject to a review of who is responsible for each identified action, a final draft BME Staff Forum Action Plan be endorsed by the Council, and the proposed report on progress of this Action Plan be shared with the People Select Committee.</b>
Responsibility:	Equality & Diversity Advisor
Date:	July 2019
Agreed Action:	Equality & Diversity Advisor working with BME Staff forum chair & group to identify final actions and shared with People Select Committee.
Agreed Success Measure:	To develop one action plan with set time scales for delivery of Under-representation of BME Communities in the SBC Workforce.
Evidence of Progress (September 2021):	The Action Plan was agreed by the People Select Committee on 19 <sup>th</sup> July 2019 and agreed recommendations completed (Recommendation 4 due to be completed October 2021)
Assessment of Progress (September 2021): (include explanation if required)	1 – Fully achieved
Evidence of Impact (September 2021):	N/A

<b>Assessment of Progress Gradings:</b>	<b>1</b> Fully Achieved	<b>2</b> On-Track	<b>3</b> Slipped	<b>4</b> Not Achieved
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