

EAST HERTS COUNCIL

HUMAN RESOURCES COMMITTEE - 4 OCTOBER 2017

REPORT BY HEAD OF HUMAN RESOURCES AND  
ORGANISATIONAL DEVELOPMENT

EQUALITY AND DIVERSITY ANNUAL REPORT 2016/17

WARD(S) AFFECTED:      NONE

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**Purpose/Summary of Report**

- To outline the Equality and Diversity Annual Report 2016/17 as now submitted.

**RECOMMENDATIONS FOR HUMAN RESOURCES COMMITTEE:**

**That:**

(A)	the Equality and Diversity Annual Report 2016/17 be noted
(B)	the recommendations for 2017/18 as detailed in paragraph 2.2 be approved

1.0 Background

1.1 The Equality and Diversity Annual Report 2016/17 updates the council on equalities and diversity data.

1.2 The Equality Act (2010) consolidates the legislation for groups protected by previous equalities legislation and expanded the definition to include; age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation. These are called 'protected' characteristics

1.3 The Equality Act 2010 (Specific Duties) Regulations 2011 require public sector bodies with more than 150 employees to publish data on equality in their workforces.

## 2.0 Report

2.1 Please see **Essential Reference Paper 'B'** for the full report

## 2.2 Recommendations

Following analysis of the equalities data in 2016/17, the following recommendations are made:

1. To ensure that the new HR and Payroll System can capture equalities data during the recruitment process.
2. To continue to explore initiatives to attract more applicants in the under 20 age group to apply for jobs at the council. For example, to have a more structured approach to offering work placements by listing available opportunities and case studies on the website.
3. To consider placing job adverts on disability websites to attract disabled people to apply for jobs at the council.
4. To continue to implement the Recruitment Review 2016 action plan by ensuring that recruitment paperwork e.g. shortlisting forms, interview sheets, internal application form are user-friendly.
5. To ensure that recruitment procedures and paperwork complies with the new General Data Protection Regulations (GDPR).
6. To collect data on sexual orientation at the recruitment stage during 2017/18.
7. To ensure that the council's procedures with regard to personal data, including equalities data, complies with the new General Data Protection Regulations (GDPR).
8. To conduct the next Equal Pay Audit in 2017/2018 to include the additional obligations required by law on mandatory gender pay gap reporting.
9. HR to continue to undertake spot checks on PDR documentation to ensure that they are of good quality and provide sufficient evidence to justify the rating given, particularly for those achieving 'exceptional performance' and 'exceeding

expectations.’

10. Continue to monitor equalities data for all disciplinaries and grievances.
11. Continue to monitor equalities data for course participants.
12. HR to review the exit interview process including implementing a more robust process for chasing exit questionnaires.
13. To link this work with the recommendations from the Turnover Report 2016/17 that was considered and approved by the HR Committee in July 2017.

### 3.0 Implications/Consultations

- 3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper ‘A’**.

### Background Papers

None

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