



ARTICLE 55 – 5th Review

REPORT: 01/01/2001 – 01/01/2004

Date of Registration: 1/1/1990

REGISTRATION NO. 2706

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A. THE ORGANISATION

Relevant background information:

The Chief Electoral Officer is an independent officer of the Crown appointed by the Secretary of State for NI. The Electoral Office for Northern Ireland was set up, by statute, in 1972 and is responsible for running all NI elections including polling station schemes and maintaining an electoral register. Headquarters is based in Belfast with Area Electoral Offices based in 7 locations throughout NI.

Period covered by this Review (please insert years)

from

2001

to

2004

	Yes	No
Did you seek advice from the Equality Commission concerning the completion of any previous review(s)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Was any previous review(s) submitted to the Equality Commission?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Did you have follow up discussions with the Equality Commission following completion of any previous review(s)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you have answered **Yes**, to any of these questions please comment providing relevant dates

Second Section 31 Review Report submitted to Fair Employment Commission and subsequently returned by the Equality Commission in August 2004.

B. ANALYSIS OF COMPOSITION OF WORKFORCE

Composition of the workforce who normally worked 16 or more hours per week in the period from to

(insert start date and end date of review period)

Year		Protestant	Roman Catholic	Non - Determined	Total
2002	Number	16	7	1	24
	%	67%	29%	4%	
2003	Number	16	10	3	29
	%	55%	35%	10%	
2004	Number	30	16	0	46
	%	65%	35%	0	

Composition of workforce who normally worked less than 16 hours per week during the review period

Year		Protestant	Roman Catholic	Non-Determined	Total
2002	Number	2	3	0	5
	%	40%	60%		
2003	Number	2	3	0	5
	%	40%	60%		
2004	Number	1	3	0	4
	%	25%	75%		

Composition of the total workforce (Full-time and Part-time)

by sex

(insert end date of review period)

		Protestant	Roman Catholic	Non-Determined	Total
Male	Number	3	6	0	9
	%	33%	77%		100%
Female	Number	28	13	0	41
	%	68%	32%		100%
Total	Number	31	19	0	50
	%	62%	38%		100%

Composition of the total workforce (Full-time and Part-time)

By sex in the period from to

		Male	Female	Total
2002	Number	6	23	29
	%	21%	79%	100%
2003	Number	7	27	34
	%	21%	79%	100%
2004	Number	9	41	50
	%	18%	82%	100%

Composition by Job Group from to

(insert start date and end date of review period)

16 hours or more per week:

Job Group	Year	Protestant		Roman Catholic		Non-Determined		Total
		No	%	No	%	No	%	No
Management & Professional (SOC 1-3)	2001	11	65%	5	29%	1	6%	17
	2004	10	45%	12	55%			22
Other Posts (SOC 4-9)	2001	5	71%	2	29%			7
	2004	20	83%	4	17%			24

Less than 16 hours per week:

Job Group	Year	Protestant		Roman Catholic		Non-Determined		Total
		No	%	No	%	No	%	No
Management & Professional (SOC 1-3)	2001							0
	2004							0
Other Posts (SOC 4-9)	2001	2	40%	3	60%			5
	2004	1	25%	3	75%			4

Review of employment patterns and trends

1. On the basis of the information in **the preceding Tables**, since the last review(s) has there been any change in:

- the overall number of employees
- the Protestant and Roman Catholic proportions
- the employment pattern among men and women
- the overall numbers employed in any of the main job groups
- the Protestant and Roman Catholic proportions in any of the main job groups

	Yes	No
• the overall number of employees	X	
• the Protestant and Roman Catholic proportions	X	
• the employment pattern among men and women	X	
• the overall numbers employed in any of the main job groups	X	
• the Protestant and Roman Catholic proportions in any of the main job groups	X	

2. Is there any evidence that Protestants or Roman Catholics are well represented in one job group but not in another?

X	
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3. Please comment on the representation of both communities and on any changes or trends in the overall employment pattern and in the job groups since the time of the last review taking account of:

- any organisational change (e.g. restructuring, relocation);
- extent of recruitment or redundancies since the last review;
- the effects of any affirmative action taken, or changes to employment practices and procedures you may have made.

Please comment:

A review of the Electoral Office was carried out by Business Consultancy Service which produced recommendations in February 2002 and involved a modernisation and change programme. An additional number of staff were recruited and this has resulted in a rise of female staff although men are currently under-represented within the clerical and typing grades.

Although the previous review highlighted under-representation in respect of women and Roman Catholics, the composition of Roman Catholics continues to increase particularly within SOC Group 1 (Managers & Administrators) and the Electoral Office continues to ensure that all sections of the community are aware of job opportunities. There is evidence that Protestants are well represented in SOC 4.

C. REVIEW OF WORKFORCE FLOW

Individual permanent recruitment exercises during the review period (all externally advertised and full-time) – based at Headquarters unless otherwise indicated:

SOC 1-3: MANAGEMENT AND PROFESSIONAL POSTS

Post Information		Protestant	Roman Catholic	Non-Determined	Total
		%	%	%	No.
Information Officer	Applicants	49	39	12	75
	Shortlisted	60	20	20	15
	Appointees	-	100	-	1
Human Resources Officer	Applicants	17	66	17	12
	Shortlisted	20	80	-	5
	Appointees	-	100	-	1
Area Electoral Officer (Omagh)	Applicants	10	90	-	10
	Shortlisted	14	86	-	7
	Appointees	-	100	-	
Area Electoral Officer (Newtownards)	Applicants	100	-	-	12
	Shortlisted	100	-	-	5
	Appointees	100	-	-	1
Area Electoral Officer (Banbridge)	Applicants	58	29	13	24
	Shortlisted	56	44	-	9
	Appointees	50	50	-	2
IT Support Officer	Applicants	42	42	16	24
	Shortlisted	50	40	10	10
	Appointees	100			1
Finance Officer	Applicants	55	45	-	9
	Shortlisted	-	100	-	3
	Appointees		100		1
Head Area Office Services	Applicants	75	25	-	12
	Shortlisted	100	-	-	2
	Appointees	100	-	-	1
Operations Manager	Applicants	67	33	-	9
	Shortlisted	75	25	-	4
	Appointees	100	-	-	1

Post Information		Protestant	Roman Catholic	Non-Determined	Total
		%	%	%	No.
Assistant CEO	Applicants	67	23	-	3
	Shortlisted	100	-	-	2
	Appointees	100	-	-	1

SOC 4-9: ADMIN AND SECRETARIAL

Administrative Officer (Finance)	Applicants	53	39	8	61
	Shortlisted	55	45	-	9
	Appointees	-	100	-	1
Administrative Officer (Information)	Applicants	51	44	5	45
	Shortlisted	71	29	-	7
	Appointees	-	100	-	1
Administrative Officer (Human Resources)	Applicants	56	36	8	75
	Shortlisted	58	42	-	12
	Appointees	100	-	-	1

Overall Applicants for permanent and short-term posts in job groups in the period from

2001 to 2004

	Protestant	Roman Catholic	Non-Determined
	%	%	%
MANAGEMENT & PROFESSIONAL (SOC 1-3)			
2002	-	-	-
2003	50%	39%	11%
2004	65%	27%	8%
OTHER POSTS (INCLUDES STAFF TO COVER REGISTRATION PERIOD)			
2002	64%	32%	4%
2003	65%	32%	3%
2004	53%	43%	4%

Patterns and trends – Individual Exercises

Are there any particular exercises?

	Yes	No
- which attracted a low number of applicants from the Protestant Community?	X	
- which attracted a low number of applicants from the Roman Catholic community	X	

Are there any individual exercises where one community appears to have fared less well at any stage of selection?

	Yes	No
Management and Professional Posts	X	
Other Posts	X	

Is there any evidence that either community has been less successful in obtaining posts in any of the **job groups**?

	Yes	No
Management & Professional		X
Other Posts		X

Comments

Applicants from the Roman Catholic community are lower with regard to the overall distribution of community background within all the Standard Occupational Classifications. There is evidence that the composition of applicants is adversely affected depending on the location of Area Office with regards to recruiting Electoral Officers, eg Omagh and Newtownards. Although the TTWA of economically active persons for this grade is Northern Ireland, it is recognised that this trend may continue.

Promotions – through internal competition

Composition of all promotees during the period from to

Job Group		Protestant	Roman Catholic	Non-Determined
Management & Professional	2002	3	1	-
	2003	4	1	1
	2004	3	-	-
Other Posts	2002	-	-	-
	2003	-	-	-
	2004	-	-	-
TOTAL		10	2	1

On the basis of the information in the table above is there any evidence that one community is less successful than the other in obtaining promotions?

Yes No

Are there any differences in the composition of those promoted for any job group?

Management & Professional

Other Posts

If you have answered **Yes** to any of these questions please comment:

The community background of promotees within the Electoral Office reflects the composition of the workforce as a whole, ie under-representation of the Roman Catholic Community.

Leavers – Voluntary Resignations:

Leavers from

2001	to	2004
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Job Group		Protestant	Roman Catholic	Non-Determined
Management & Professional	2002	-	-	-
	2003	3	1	-
	2004	1	-	-
Other Posts	2002	1	-	-
	2003	-	-	-
	2004	4	1	-
TOTAL		9	2	-

Is there any evidence that one community is more likely to leave than another

Yes

No

 X*

If **Yes**, please comment:

** The rate of voluntary leavers during the period of review is small. The trend for a greater proportion of Protestants to leave is relative to the distribution of community backgrounds within the Electoral Office.*

D. EMPLOYMENT POLICIES, PRACTICES & PROCEDURES

Job documentation

	Recruitment			Internal Promotions		
	Always	Sometimes	Never	Always	Sometimes	Never
1. Have job descriptions been prepared?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Have personnel specifications been prepared?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you use standard application forms?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Advertising

	Recruitment		Promotion	
	Yes	No	Yes	No
4. When recruiting, does your organisation advertise all vacancies for employment widely, ensuring members of both communities are aware of them? (e.g. via press, T&EA, others etc)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Are informal methods (e.g. 'word of mouth') ever used as a main or sole source of applicants?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Have you used any procedures by which applicants are mainly or wholly identified through restricted groups? (paragraph 5.3.5 of Code of Practice)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If Yes , has this resulted in a disproportionately high number of one community coming forward?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* *Comment - Staff review procedure is carried out using a standing list of existing canvassers and assistants to cover the registration period. Current imbalance of standing list affects men and Roman Catholics. The Electoral Office intends to review this procedure but needs to balance any recommendation with the need to retain skilled staff available at short notice.*

7. Do you use an Equal Opportunity Statement in job advertisements?

	Always	Sometimes	Never
Recruitment	X		
Promotion		X	

8. Has a statement **specifically** encouraging applicants from any under-represented community been included in any job advertisements?

	Always	Sometimes	Never
Recruitment			X
Promotion			X

9. Which of the following are used when advertising positions?

	Province wide papers	local papers	T&EA	other agencies
Management & Professional	X			
Other	X	X		

10. Having examined the applicant information in your review of workforce flows are you satisfied that your existing practice is encouraging the widest possible field of applicants?

Yes	No
	X*

Comment - It is recognised that a statement **specifically encouraging applicants from any under-represented community should be included in job advertisements.*

Shortlisting/Interviewing panels

	Recruitment			Promotions		
	Always	Sometimes	Never	Always	Sometimes	Never
11. Do you ensure that selection panels are comprised of two or more people?	X			X		
12. Do you ensure that where practicable there is cross community representation on selection panels?	X			X		

13. Do you ensure that the same panel is used at shortlisting and interview?

14. Are all members of selection panels provided with training/guidance on:

	Yes	No
• selection methods?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• the Fair Employment legislation and its implications?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• the Fair Employment Code of Practice?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• the Company's Equal Opportunity Policy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

15. Do members of selection panels meet formally before shortlisting and interview to decide:

	Recruitment		Promotion	
	Yes	No	Yes	No
• on relevant and appropriate criteria (e.g. qualifications, experience etc) to be used in the selection process?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• on the importance to be given to each factor at each stage of selection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Do interview panels meet formally to agree the structure and conduct of interviews?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Are marking systems used at interview?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18. Do these reflect the criteria for the job?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Are weightings used to rank the importance of the various criteria?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Can these weightings be justified?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Shortlisting Records

21. Have the following formal records been retained:

	Recruitment			Promotions		
	Always	Sometimes	Never	Always	Sometimes	Never
• Job description	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Personnel specification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Application forms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

• Notes of panel meetings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Shortlisting criteria	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Reason for selection or rejection of individual applicants	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Interview Records

22. Have the following formal records been retained:

	Recruitment			Promotions		
	Always	Sometimes	Never	Always	Sometimes	Never
• Notes of panel meetings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Interview questions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Individual interviewer's assessments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Panel decision	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Selection Criteria

23. Are you satisfied that selection criteria are:

	Recruitment		Promotion	
	Yes	No	Yes	No
• strictly job-related	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• appropriate in every case	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• not having an adverse impact on either community	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Selection Tests

24. Are tests used for any recruitment exercises?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

Leavers and redundancy

		Yes	No	
26.	Do you monitor the composition of those who leave the organisation's employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
27.	Is there any evidence from the information on leavers that a disproportionately high number of either community have left for any reason?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
		Always	Sometimes	Never
28.	Do you conduct exit interviews for leavers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Yes	No
29.	Are leavers' views on the provision of equal opportunities within the organisation requested on exit interview forms?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
30.	Have any equal opportunities issues been identified as a result of exit interviews?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
			Yes	No
31.	Does the organisation have a formal written redundancy procedure?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32.	Are you satisfied that your selection criteria for redundancy:		Yes	No
	• are appropriate?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• do not adversely impact on either community?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
33.	Is length of service included as a selection criterion for redundancy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* *Comment – EONI Redundancy Policy stipulates length of service to be considered only if there is no other way of distinguishing between employees based on skills, qualifications, ability, standard of work performance, attendance or disciplinary records.*

Transfers

36.	Does the organisation have:	Yes	No
	• a written transfer policy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• a written transfer procedure?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

37. Having examined the information on transfers, are you satisfied that:

- all staff are made fully aware of transfer opportunities
- equal access is afforded to each community

X	
X	

Training

Training for employees

38. Does the organisation have:

- a written training and development policy?
- a written training and development procedure?

	X*
X*	

** Comment - Training & development needs are identified through the staff appraisal process. There is a written procedure for staff who wish to apply for assistance and undertake Adult Further Education.*

39. Having examined the information on training, are you satisfied that:

- all staff have been made fully aware of training and development opportunities?
- equal access to training is afforded to each community?

X	
X	

40. Is there any evidence that one community is not availing of training opportunities?

	X
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41. Do you plan to review your staff training and development policy/procedure?

X	
---	--

Training for persons not employed by the company

42. Has the organisation participated in any Government training initiatives for groups not already employed in the workforce?

Yes	No
	X

E. EQUALITY OF OPPORTUNITY

Consideration of equal opportunities within the organisation

	Yes	No	N/A
1. Does your organisation have a written policy on equality of opportunity in Northern Ireland?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Has overall responsibility for equal opportunities been allocated to a senior member of staff within the organisation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Is this stated in the Policy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Was the report of the organisation's last review formally considered:			
• at a senior level?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
• by the Board of Directors?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. How often have equal opportunities issues been formally considered at a senior level since the time of the last review?:			
• At least Twice Yearly			
	Yes	No	
6. Has the workforce been made aware of the organisation's Equal Opportunities Policy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Yes	No	
7. Are there recognised trade unions in the organisation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

If **Yes**, which trade unions are recognised in the organisation?

There is a Recognition and Procedural Agreement in place with the Northern Ireland Public Service Alliance. Although this agreement incorporates a negotiating and consultation process, there is a lack of arrangements in place to facilitate discussion. The CEO intends to agree a JCC process which enables regular information and consultation with representatives.

Action to ensure a harmonious working environment

	Yes	No	N/A
8. Has the organisation sought to agree a Joint Declaration of Protection with the trade unions?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Has a Joint Declaration of Protection been agreed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Yes	No	
10. Does the organisation have a written statement of policy on a harmonious working environment*?		<input checked="" type="checkbox"/>	

* Comment - The existing Code of Conduct forbids the display of political or sectarian materials. The Equal Opportunities Policy affirms that the principles of equality of opportunity and non-discrimination will be actively pursued in the work place. It is recognised that a specific Policy reference is needed with regard to maintaining a harmonious working environment making it clear that discrimination and harassment are disciplinary offences. There is currently no specific Policy on Harassment but the Equal Opportunities Policy specifies an internal complaints procedure available through the grievance process – the workforce is aware of the existing Policy

Equal opportunities training

	Yes	No
11. Has the organisation provided any specific equal opportunities training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Equal opportunities training carried out during the review period

	Good practice in recruitment & selection	Training to overcome sectarian harassment	Equality awareness	Other (please specify)
Managers	X		X	
Supervisory staff			X	
Employees	X		X	
TU Reps	X		X	

	Yes	No
12. Was training conducted by:		
• the organisation?	<input type="checkbox"/>	<input type="checkbox"/>
• consultants?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Equality Commission?	<input type="checkbox"/>	<input type="checkbox"/>

Complaints of discrimination or harassment

- | | Yes | No |
|--|-------------------------------------|-------------------------------------|
| 13. During the review period have any complaints of discrimination or harassment been raised either through? | | |
| internal procedures? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| the Fair Employment Tribunal? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| If Yes , what was the outcome? | | |

Religious discrimination complaint from casual staff lodged with Tribunal was settled before hearing.

- | | Yes | No |
|---|-------------------------------------|--------------------------|
| 14. Has any action been taken following the conclusion of these complaints? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

If you have answered **Yes** to the above question please comment:

Making staff aware of the legal framework with regard to unfair discrimination and equal opportunity for employment, and the need to select casual electoral assistants (used as and when required) on a fair and rotational basis, monitored centrally through the introduction of a casual working register.

F. ASSESSMENT OF FAIR PARTICIPATION

Catchment areas and comparators – 03/04 (excluding non-determined)

Job Group	Catchment Area (e.g. N.I/District Council Area/ Travel To Work Area)	Comparator (e.g. Economically Active/Unemployed etc – See App. 2)		Workforce Composition		Applicants		Appointees	
		P%	RC%	P%	RC%	P%	RC%	P%	RC%
M'ment & Professional	NI	60.6	39.4	45	55	71	29	50	50
Other	NI	60.3	39.7	83	17	55	45	75	25

Assessment of fair participation

Job Group	Workforce in line with comparator		Applicants in line with comparator	
	Yes	No	Yes	No
Management & Prof.		X		X
Other		X		X

Workforce

1. Have you concluded for any job group in your workforce that:

- Protestant representation is lower than would be expected?
- Roman Catholic representation is lower than would be expected?
- representation of both communities is in line with what would be expected?

Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>

Applicants for employment

2. Have you concluded for **applicants for any job group** that:

- Protestant representation is lower than would be expected?
- Roman Catholic representation is lower than would be expected?
- representation of both communities is in line with what would be expected?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you have identified any areas of under-representation, either among those employed or applicants for employment, please identify the relevant job-group(s) and the community under-represented.

3. Have you concluded for any job groups that:

	Yes	No
• further action is needed to secure fair participation?	X	
• further action is needed to ensure fair participation is maintained?	X	

Comments:

With regard to workforce composition, the pattern is different among the SOC groups. 55% of SOC Group 1 are Roman Catholics, however, this community is under-represented in Other Posts ie 17%. The comparison with economically active population for these SOC groups is 39.4% and 39.7% respectively. Overall, 62% of the workforce are Protestant and 35% is Roman Catholic-Protestant representation is above the proportion in the economically active population ie (57.3%) and Roman Catholics are below ie (42.7%). Also approximately 82% of the total workforce composition is female.

In relation to applicants the pattern is also different among SOC groups – although SOC 4 compares well with the economically active population of NI, SOC 1 applicants are 71% Protestant and 29% Roman Catholic. There is a noticeable greater proportion of Protestant Appointees for SOC Group 4.

G. AFFIRMATIVE ACTION

AFFIRMATIVE ACTION MEASURES	Already Taken	Planned	Not Planned	Not Applicable
Equal Opportunities Policies and Procedures				
Amend equal opportunities policies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allocate overall responsibility for equal opportunities issues to a senior member of management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Introduce training on equal opportunities policies/ procedures for:				
• managers / supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• the workforce	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consult with trade union/employee representatives about your equal opportunities policies and procedures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Working Environment				
Review disciplinary procedures to ensure that discrimination and harassment are covered	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop a separate policy and procedure on harassment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seek to agree a Joint Declaration of Protection with trade unions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employment Practices				
Amend/formalise practices and procedures for:				
• recruitment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• promotion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
amend selection criteria related to employment / experience for:				

• recruitment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• promotion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review seniority practices in relation to promotion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
End the use of internal methods as the sole means of promotion by publicly advertising all vacancies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Introduce cross community representation on selection panels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Introduce:				
• monitoring of leavers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• exit interviews for all leavers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amend/develop a formal redundancy procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Review the use of length of service as a selection criterion for redundancy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Amend/introduce formal policies and procedures for:				
• training of employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• transfer of employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Introduce monitoring of:				
• training of employees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• transfer of employees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Outreach Measures				
Placing advertisements in newspapers read by the under-represented community	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Include a statement in public advertisements specifically welcoming applications from the:				
• Roman Catholic community	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AFFIRMATIVE ACTION MEASURES

**Already
Taken**

Planned

**Not
Planned**

**Not
Applicable**

Include a statement in internal advertisements/ promotion notices specifically welcoming applications from the:

- Protestant community

- Roman Catholic community

Specifically target schools/community organisations to encourage applications for employment, training or work experience:

- Protestant community targeted

- Roman Catholic community targeted

Hold meetings with influential individuals or organisations to encourage applications for employment, training or work experience within the:

- Protestant community

- Roman Catholic community

Circulate vacancies to job clubs/community organisations to encourage applications from the:

- Protestant community

- Roman Catholic community

Target sponsorship of sports/youth/community events at any under-represented community

AFFIRMATIVE ACTION MEASURES

Yes

No

Considering

Encouraging recruitment from those not in employment

Take action to recruit from those not in employment, in accordance with Article 75 of the Fair Employment and Treatment (NI) Order 1998.

If **Yes**, please give details of action taken:

Religion Specific Training

Undertake religion specific training in accordance with Article 76 of Fair Employment and Treatment (NI) Order 1998.

Affirmative Action Training

Provide affirmative action training under Article 72 of the Fair Employment and Treatment (NI) Order 1998.

Note: If you have answered Yes or Considering to the above questions on encouraging recruitment from those not in employment, religious specific training or affirmative action training you should contact the Equality Commission for advice or approval, as necessary.

AFFIRMATIVE ACTION MEASURES

Already Taken

Planned

Not Planned

Not Applicable

Other Action

H. GOALS AND TIMETABLES

Goals for applicants and the workforce January 2004 – January 2007.

Having examined the organisation's employment practices and assessed fair participation with regard to the workforce composition, applicants and appointees, the Electoral Office will encourage applications from the Roman Catholic Community and men. The aim is to change overall workforce imbalances with regard to community background and gender over the next 3 years, in accordance with the principle of appointing the best person for the job.

This report has been completed by:

Signed: *LISA CHERRY*

Position: *HR OFFICER*