Equality Commission

FOR NORTHERN IRELAND

ARTICLE 55 REVIEW

REPORT STRUCTURE

Revised September 2004 Updated April 2014

ORGANISATION NAME:

REGISTRATION NUMBER:

CONTENTS

INTR	ODUCTION		Page 3
Α.	THE ORGAN	NISATION	7
В.			8
C.	-		18
D.	TRAINING		31
E.	REVIEW OF	EMPLOYMENT POLICIES, PRACTICES EDURES	34
	Recruitm	nent and promotion procedures	
	• Leavers	and redundancy	
	Transfer	S	
	• Training		
F.	EQUALITY	OF OPPORTUNITY	44
G.	ASSESSME	NT OF FAIR PARTICIPATION	48
Н.	AFFIRMATI	VE ACTION	51
I.	GOALS ANI	D TIMETABLES	56
YOUF	R VIEWS COL	JNT	58
APPE	ENDIX 1 ENDIX 2 ENDIX 3	Making an assessment of fair participation Labour availability Affirmative action and goals and timetables	

What is an Article 55 Review?

Under Article 55 of the Fair Employment and Treatment (NI) Order 1998 all registered concerns are required to complete at least once every three years a review of their employment composition and practices. The purpose of the review is to let you as an employer determine whether or not you need to take action to ensure that Protestants and Roman Catholics are enjoying and are likely to continue to enjoy **fair participation** in employment in your concern. You are required by law to have regard to the **Fair Employment Code of Practice** when carrying out your Article 55 Review. The Code includes detailed guidance on Article 55 Reviews at Section 6.3.

This report structure, which takes account of the guidance in the Fair Employment Code of Practice, has been prepared to assist you in completing the formal report of your Article 55 Review. It includes a number of sections to assist you to review your **employment pattern**, **trends and practices** and to reach your own conclusions on **fair participation**, **affirmative action and goals and timetables**. These form the core components of your Article 55 Review.

THIS REPORT, IF FULLY AND ACCURATELY COMPLETED, WILL BE ACCEPTED BY THE EQUALITY COMMISSION AS A FORMAL ARTICLE 55 REVIEW REPORT.

When should the Article 55 Review report be returned to the Equality Commission?

Unlike your annual monitoring return there is no requirement to submit your Article 55 Review report to the Equality Commission by a specific date. The Equality Commission has a duty to ensure that employers comply with their legal obligation to carry out Article 55 Reviews and in pursuance of this duty you may be requested to submit your Review report to the Equality Commission. It is therefore very important that you complete your Review within the required period and that it is made available on request to the Equality Commission.

YOU SHOULD <u>NOT</u> SUBMIT YOUR COMPLETED ARTICLE 55 REVIEW REPORT TO THE EQUALITY COMMISSION UNTIL REQUESTED TO DO SO.

IF YOUR REVIEW IS REQUESTED BY THE COMMISSION PLEASE PROVIDE A HARD COPY.

What dates/period must the Article 55 Review cover?

As with your annual monitoring returns to the Equality Commission, the dates/period covered by your Article 55 Review relate to the date you first registered with the Equality Commission. This is known as your **registration date**.

Article 55 Review completion date

Your first Article 55 Review must be completed not later than the third anniversary of your registration date. Subsequent Reviews must be carried out at intervals of not more than three years after the previous Review.

Period to be covered

To give yourself the necessary time to complete a comprehensive Review, **you should not wait until the completion date to begin work** for the Review.

The beginning and end of the period to be covered by the Article 55 Review should:

- coincide with dates of annual monitoring returns to the Equality Commission
- for a **first** Review, the beginning of the period should be your date of registration and the end of the period should be **two** years later.
- for a **second, third or subsequent** Review, the beginning of the period should be the end date of the last Review and the end should be **three** years later.

Example 1	Registration date:	Feb 1990			
		4th Review	5th Review	6th Review	7th Review
Article 55 R	eview period				
Start	date	Feb 1998	Feb 2001	Feb 2004	Feb 2007
End c	late	Feb 2001	Feb 2004	Feb 2007	Feb 2010
Comp	pletion date	Feb 2002	Feb 2005	Feb 2008	Feb 2011

Example 2	2 Registration date:	May 2001		
		1st Review	2nd Review	3 rd Review
Article 55	Review period			
Sta	rt date	May 2001	May 2003	May 2006
End	l date	May 2003	May 2006	May 2009
Cor	npletion date	May 2004	May 2007	May 2010

What detail is required in the Article 55 Review report?

This report structure is provided for guidance and should not be viewed as prescriptive. As it is not possible to prepare a report structure which matches the circumstances in all concerns you may wish to amend it to suit your own organisation. However, it is important that all of the main elements as outlined in the "Contents Section" are covered.

Some small concerns may not need to complete such a detailed analysis. For larger complex organisations with more than one location, amendments to the structure of the report may be necessary. If you would like to provide additional information simply insert extra pages or include as an appendix (e.g. Equal Opportunities Policy, Copies of Job Documentation etc.)

Can I expand the scope of the Article 55 Review?

Some employers may be interested in expanding the scope of their tri-annual Review to include a review of employment practices, patterns and trends across other equality categories such as gender, race and/or disability. **This is not a statutory requirement**.

Such a review is different from the Article 55 Review, in that under Article 55 of the Fair Employment and Treatment (NI) Order 1998 registered employers are required by law to carry out such a review, however any review of the workforce focusing on other categories, is purely **voluntary**.

Fair employment legislation requires employers to collect monitoring information on community background and on gender. This information forms the basis for the review under Article 55 of employment patterns and trends. This means that your organisation will already have information on the gender composition of the workforce. An analysis of this information would include considerations as to whether, for example there are particular job groups that are more likely to be filled by men or women, or whether part time employees are concentrated in particular job-groups. Based on these considerations you may then determine whether there are any positive action measures that would be appropriate.

While it is not a legal requirement to monitor your workforce by race or disability, the relevant Codes of Practice recommend that you should do so. If you do not monitor on grounds other than community background and gender you can contact the Equality Commission for advice on doing so.

If you wish to broaden the scope of your review to include employment practices more generally or patterns and trends across the categories monitored by your organisation, the Equality Commission can offer you advice, assistance or feedback.

How can I get advice or assistance on completing my Article 55 Review report?

Advice on conducting an Article 55 Review is contained in:

- Section 6.3 of the Fair Employment Code of Practice. Remember that the law requires you to take this guidance into account when completing your review.
- Equality Commission advisory booklet "Article 55 Review: A Guide for Employers".

Copies of these publications can be obtained free of charge from the Equality Commission.

Equality Commission staff are also available to provide **free and confidential advice and assistance**. This includes **one-to-one** advice and a programme of **training seminars**.

Employment Development Equality Commission for Northern Ireland Equality House 7 – 9 Shaftesbury Square Belfast BT2 7DP

 Enquiry Line:
 028 90 890890

 Tel:
 028 90 500600

 Email
 edenquiries@equalityni.org

Fax: Textphone: (028) 90 238039 (028) 90 500589

REMEMBER!

IF YOU ARE UNSURE ABOUT WHAT YOU SHOULD INCLUDE IN YOUR REVIEW REPORT, THE DATES/PERIOD TO BE COVERED OR ANY OTHER ISSUE, PLEASE CONTACT THE EQUALITY COMMISSION FOR HELP

The Equality Commission also provides a range of publications on all areas of discrimination law and equality for which we have responsibility – religious belief and political opinion; sex discrimination and equal pay; race; disability; sexual orientation; and the statutory duties on public authorities.

A. THE ORGANISATION

1. ORGANISATION NAME:

3. Briefly outline any relevant background information e.g. ownership, nature of business, locations, trade unions (where applicable).

3. Period covered by this Review (please insert years)

from		to	
------	--	----	--

4. Did you seek advice from the Equality Commission concerning the completion of any previous review(s)?
 Was any previous review(s) submitted to the Equality Commission?

Did you have follow up discussions with the Equality Commission following completion of any previous review(s)?

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



B. ANALYSIS OF COMPOSITION OF WORKFORCE

This section has been designed to assist you to put together the information needed to review employment patterns and trends during the review period.

The information recorded in the tables should relate to the period covered by this review
REMEMBER!
• For a first review the review period runs from the date of registration until TWO years later
• For a second, third or subsequent review the review period runs from the end of the last review until THREE years later

IF YOU ARE IN ANY DOUBT CONTACT THE EQUALITY COMMISSION FOR HELP

In **Table 1** enter the composition of your organisation's workforce who normally worked **16 or more hours per week** during this review period.

Table 1: Composition of the workforce who normally worked 16 or more hours per

week in the period from

(insert start date and end date of review period)

to

Year		Protestant	Roman Catholic	Non-Determined	Total
	Number				
	%				
	Number				
	%				
	Number				
	%				
	Number				
	%				

In **Table 2** enter the composition of your organisation's workforce who normally worked **less than 16 hours per week**.

Table 2: Composition of workforce who normally worked less than 16 hours per week during the review period

Year		Protestant	Roman Catholic	Non-Determined	Total
	Number				
	%				
	Number				
	%				
	Number				
	%				
	Number				
	%				

Double click to open an excel worksheet with self calculating totals and %

In **Table 3** enter the composition of male and female employees who normally worked **16** hours or more (F/T) at the end of this period

Table 3: Composition of the workforce who normally worked 16 or more hours per

week by sex					(insert end date of review period)				
Pr		Pre	otestant	R	oman Catholic	Non-Determined	Total		
Male	Number								
Male	%								
Female	Number								
remale	%								
Total	Number								
	%								

Double click to open an excel worksheet with self calculating totals and %

In **Table 4** enter the composition of the male and female employees who normally worked **less than 16 hours** (P/T) per week at the end of this review period

Table 4: Composition of the workforce who normally worked less than 16 hours

per week by sex					(insert end date of review period)			
		Prote	estant	Rom	nan Catholic	Non-Determined	Total	
Male	Number							
Maie	%							
Female	Number							
remale	%							
Total	Number							
	%							

Job Groups

The purpose of this section is to assist you to review the employment pattern in your main job groups. Job groups should contain jobs which have similar content, wage rates and opportunities.

The job groups noted in this report structure are examples of common job groups. These job groups are taken broadly from groupings of the job categories used for annual fair employment monitoring returns. It is important that the analysis in your review is appropriate to the nature of work being undertaken. The job groups should be amended accordingly.

To review patterns and trends since your last review it would be important to maintain the same job groups you used in your previous review(s). This may not however be practicable if for example there have been organisational changes during the intervening period. If you are in any doubt about this, please contact the Equality Commission.

In **Table 5** list the job titles and wage rates for each of your main job groups.

Job Group	Job Titles Included	Wage Rates
Management &		
Professional		
(SOC 1-3)		
Administrative &		
Secretarial		
(SOC 4)		
Skilled Trades		
(SOC 5)		
Manual		
(SOC 6-8)		
()		
Other		
(SOC 9)		
(/		

Table 5: Job Groups

In **Table 6** please enter the composition of employees who normally worked **16 hours or more** per week in each of your main job groups at the beginning and end of the review period (as for Table 1). Please insert appropriate dates in year column.

Table 6: Composition by Job Group from

to

(insert start date and end date of review period)

		Prote	Protestant		nan nolic		Non - Determined	
Job Group	Year	No	%	No	%	No	%	Total
Management & Professional	*							
(SOC 1 - 3)	**							
Administrative & Secretarial	*							
(SOC 4)	**							
Skilled Trades	*							
(SOC 5)	**							
Manual	*							
(SOC 6 - 8)	**							
Other	*							
(SOC 9)	**							
Totals:	*							
	**							

Double click to open an excel worksheet with self calculating totals and %

* Please insert start date of this review period e.g.1998

** Please insert end date of this review period e.g. if the start date was 1998, the end date would be 2001

In **Table 7** enter the composition of employees who normally worked **less than 16 hours** per week in each of your main job groups during this review period (as for Table 2).

		Roman Protestant Catholic						
Job Group	Year	No	%	No	%	No	%	Total
Management & Professional	*							
(SOC 1 - 3)	**							
Administrative & Secretarial	*							
(SOC 4)	**							
Skilled Trades	*							
(SOC 5)	**							
Manual	*							
(SOC 6 - 8)	**							
Other	*							
(SOC 9)	**							
Tatalı	*							
Total:	**							

Table 7: Composition by Job Group

- * Please insert start date of this review period e.g.1998
- ** Please insert end date of this review period e.g. if the start date was 1998, the end date would be 2001

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

Please comment:

	Yes	No
ons		
omen		
main job groups		
ons in any of the		
an Catholics are		



Is there evidence that Protestants or Roman Catholics are represented in different proportions between those who normally worked 16 hours or more per week and those who normally worked less than 16 hours per week during this period?

Please comment:

- 4. 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:

Analysis of composition by location

In **Table 8** enter the composition at each of your main locations, of employees who normally worked 16 hours or more per week, at the beginning and the end of the review period (as for Table 1)

If you have a significant proportion of employees who normally worked less than 16 hours per week at any of your main locations you should analyse this information separately and insert additional tables.

If you have more than one location employing more than 50 employees you should carry out a detailed review for each separate location.

If you are in any doubt about whether or not you should complete this section please contact the Equality Commission for help.

Table 8: Composition by location from

to

(insert start and end dates of review period)

				Ror	nan	No	n -	
		Prote	Protestant		Catholic		Determined	
Location	Year	No	%	No	%	No	%	Total
	*							
	**							
	*							
	**							
	*							
	**							
	*							
	**							

Analysis of pattern and trends by location

- 5. Since the last review, has there been any change in:
 - the overall number employed at any of the location(s)
 - the Protestant and Roman Catholic proportions at any location(s)
- 6. Is there any evidence that Protestants/Roman Catholics are well represented at one location but not at another?

Yes No

Yes

No

Please comment on the representation of both communities and any changes or trends in the employment pattern by location since the time of the last review

7. Is there any evidence that Protestants and Catholics are represented in different proportions between those who normally worked 16 hours or more per week and those who normally worked less than 16 hours per week at the different locations

If you have answered **Yes**, please comment:

REVIEW OF WORKFORCE FLOWS

Recruitment and selection – publicly advertised posts

The aim here is to analyse the pattern and trends of applicants for employment and their success in obtaining posts.

The dates to be entered in tables should relate to the period covered by this Review

IF YOU ARE IN ANY DOUBT CONTACT THE EQUALITY COMMISSION FOR HELP

In **Table 9** list all recruitment exercises to fill **posts which were publicly advertised** during the review period. You may need to use continuation tables. Alternatively, if you have collected this information in another way e.g. on computer or by maintaining a recruitment register of individual exercises, you may include a computer printout or the register as an appendix to this report.

Table 9: Individual recruitment exercises (publicly advertised) during the review period

Job Title, Location & Date	Perm or	Where	Where Protestant Catholic		Protestant					
advertised	Temp	Advertised*		No	%	No	%	No	%	Total
			Applicants							
			Short-listed							
			Appointees							
			Applicants							
			Short-listed							
			Appointees							
			Applicants							
			Short-listed							
			Appointees							
			Applicants							
			Short-listed							
			Appointees							
			Applicants							
			Short-listed							
			Appointees							

Double click to open an excel worksheet with self calculating totals and %

• If advertised in newspaper(s) please specify the newspaper(s) used

In **Table 10** enter the overall numbers and percentages for **publicly advertised posts** for each of the job groups. You will have to collate information from **Table 9** to do this. Each year should correspond to a monitoring year with the first year beginning on the start date of the review period.

For example: If the review period is 2001 – 2004

Year 1 is 2001/2002 Year 2 is 2002/2003 Year 3 is 2003/2004

Table 10: Overall recruitment in job groups in the period from

to

	(Insert the start and end dates of the review perio							
	Prote	estant	Roman	Catholic	Non - de	termined	Total	
	No	%	No	%	No	%	No	
Management	& Professi	onal						
Year 1								
Applicants								
Shortlisted								
Appointees								
Year 2		-						
Applicants								
Shortlisted								
Appointees								
Year 3								
Applicants								
Shortlisted								
Appointees								
Administrative	e & Secreta	arial						
Year 1								
Applicants								
Shortlisted								
Appointees								
Year 2	1	•	1		1		1	
Applicants								
Shortlisted								
Appointees								
Year 3		I						
Applicants								
Shortlisted								
Appointees								

(Insort the start and and dates of the review perio

	Prote	estant	Roman Catholic		Non - de	termined	Total
	No	%	No	%	No	%	No
Skilled Trades	5						
Year 1							
Applicants							
Shortlisted							
Appointees							
Year 2							
Applicants							
Shortlisted							
Appointees							
Year 3							
Applicants							
Shortlisted							
Appointees							
Manual							
Year 1							
Applicants							
Shortlisted							
Appointees							
Applicants							
Shortlisted							
Appointees							
Year 3							
Applicants							
Shortlisted							
Appointees							
Other							
Year 1							
Applicants							
Shortlisted							
Appointees							
Year 2		·			·		
Applicants							
Shortlisted							
Appointees							
Year 3							
Applicants							
Shortlisted							
Appointees							

Using the information collected in **Tables 9 and 10** you should now calculate and enter in **Table 11** the overall success rates for Protestants and Roman Catholics for each job group over the three years of the review period.

The success rate is the number of appointees expressed as a percentage of applicants.

For example: In the management group in Year 1 there were 100 Protestant and 50 Roman Catholic applicants and there were 10 Protestant and 10 Roman Catholic appointees.

The Protestant success rate	=	<u>10</u> 100	=	0.1	=	10%
the Roman Catholic success rate	=		=	0.2	=	20%

	SUCCESS RATES									
Job Group	YEA	R 1	YEAR 2		YEAR 3		YEAR 4			
	Prot	RC	Prot	RC	Prot	RC	Prot	RC		
Management &										
Professional										
Administrative										
& Secretarial										
Skilled Trades										
Manual										
Other										

Table 11: Overall success rates in job groups

Patterns and trends – individual exercises

You should examine closely the details of individual recruitment exercises in Table 9 before completing the following questions.

1. Are there any particular exercises:

> which attracted a low number of applicants from the Protestant community?

Which attracted a low number of applicants from the Roman Catholic community?

- Is there any difference in the pattern of applicants for permanent 2. and temporary posts?
- Are there any individual exercises where one community appears 3. to have fared less well at any stage of selection?

Management & Professional

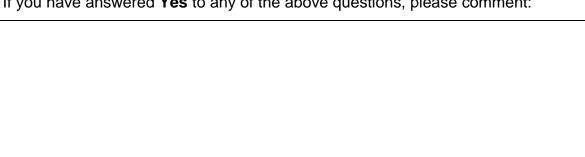
Administrative & Secretarial

Skilled Trades

Manual

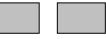
Other

If you have answered **Yes** to any of the above questions, please comment:



If you find any exercises like this, you should review the recruitment file and records paying particular attention to the procedures and criteria which were used. If there is any evidence that procedures were not followed or that selection criteria adversely affected one community you will need to take remedial action.

No Yes



Patterns, trends and success rates in job groups

You should examine closely the details of the overall pattern of recruitment and success rates in the various **job groups** (**Tables 10 and 11**) before completing the following.

4. Is there any evidence of change in the proportion of applicants from each community since the time of the last review?

Management & Professional

Administrative & Secretarial

Skilled Trades

Manual

Other

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

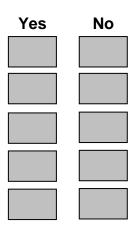
Management & Professional

Administrative & Secretarial

Skilled Trades

Manual

Other



Yes	No

If you have answered **Yes** to any of the above questions, please comment:

If you find any evidence that either Protestants or Roman Catholics have been less successful in obtaining posts in any job group you should conduct a more detailed analysis. You should seek advice from the Equality Commission on this.

Promotions

You should consider as promotions those posts which were filled internally **without any external advertisement**. Promotions would therefore include:

- those promoted through internal competition
- those promoted in other ways such as regarding, staff appraisal or management decision.

If you are an employer who is required to monitor promotees under the new monitoring regulations and require assistance on how to record them in this review please contact the Equality Commission for help.

In **Table 12**, list details of all promotions since the time of the last review. You may need to use a continuation table or amend the table as required.

Table 12: Composition of all promotees during the period from

to

(insort start and and dates of review perio

	Nature and	Specify method of	Comm	unity Backg	ground
Job Group	duration of promotion (e.g. permanent or temporary and expected duration)	promotion (e.g. internal competition, regrading, staff appraisal)	Protestant	Roman Catholic	Non - Determ'd
Management & Professional					
(SOC 1 - 3)		Total:			
Administrative & Secretarial (SOC 4)		Total:			
Skilled Trades (SOC 5)		Total:			
Manual (SOC 6 - 8)		Total:			
Other (SOC 9)					
```'		Total:			

(insert start and end dates of review period)

## Promotions following internal competition

In Table 13 provide information relating to all promotions which were filled as a result of internal competition.

# Table 13: Composition of applicants and promotees resulting from internal competitions

	Promotion	Protestant				Ron Cath		Non - Determined		
Job Group	Stage	No	%	No	%	No	%	Total		
Management &	Applied									
Professional	Interviewed									
(SOC 1 - 3)	Promoted									
Administrative &	Applied									
Secretarial	Interviewed									
(SOC 4)	Promoted									
Skilled Trades	Applied									
(SOC 5)	Interviewed									
(300 3)	Promoted									
Manual	Applied									
(SOC 6 - 8)	Interviewed									
(500 0 - 0)	Promoted									
Other	Applied									
(SOC 9)	Interviewed									
(300 9)	Promoted									
	Applied									
Total:	Interviewed									
	Promoted									

Double click to open an excel worksheet with self calculating totals and %

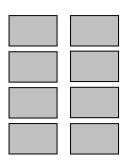
- 6. On the basis of the information in Tables 12 and 13 is there any evidence that one community is less successful than the other in obtaining promotions?
- 7. Are there any differences in the composition of those promoted for any job group?

Management & Professional

Administrative & Secretarial

Skilled Trades/Manual

Other



Yes

No

- 8. Is there any evidence that one community is more likely to be promoted by any particular method than another?
- Does the composition of those who applied for promotion reflect the 9. composition of those in the internal "feeder" job group?

Management & Professional

Administrative & Secretarial

Skilled Trades/Manual

Other

10. If any of the posts had been externally advertised, would you have expected the community background of applicants to be different?

Management & Professional

Administrative & Secretarial

Skilled Trades/Manual

Other

11. Is there any evidence that one community is less successful than the other in internal competitions for promotion in any of the job groups?

Management & Professional

Administrative & Secretarial

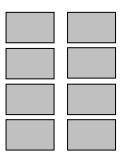
Skilled Trades/Manual

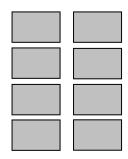
Other

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

ZO







### Leavers

In **Table 14** enter the composition of those who have left the organisation's employment since the time of the last review.

Table 14:         Leavers and reasons for leaving from		to	
--------------------------------------------------------	--	----	--

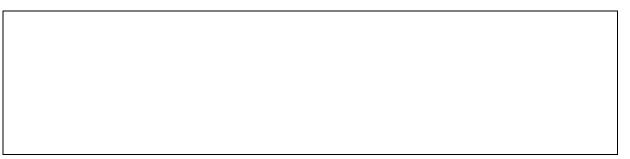
(insert start and end dates of review period)

	Reason for		Roman	Non -	
Job Group	Leaving	Protestant	Catholic	Determined	Total
	Voluntary				
Management &	Retired				
Professional	Redundant				
(SOC 1 - 3)	Dismissed				
	Contract Expired				
	Voluntary				
Administrative &	Retired				
Secretarial	Redundant				
(SOC 4)	Dismissed				
	Contract Expired				
	Voluntary				
Skilled Trades	Retired				
	Redundant				
(SOC 5)	Dismissed				
	Contract Expired				
	Voluntary				
Manual	Retired				
	Redundant				
(SOC 6 - 8)	Dismissed				
	Contract Expired				
	Voluntary				
Other	Retired				
Other	Redundant				
(SOC 9)	Dismissed				
	Contract Expired				
	Total:				

Please rank the reasons for people leaving the organisation's employment in numerical order. (e.g. the most common reason should be ranked as 1, the next most common as 2 etc.)

Volu	ntary		Redundant		
Retir	ed		Dismissed		
Cont	ract Expired				
4.0	1 4 1 4		и. н. н. н. н.	Yes	No
12.	Is there any evidence that than another	at one commun	ity is more likely to leave		

### If Yes, please comment:



### Transfers

In **Table 15**, enter the composition of those who have been transferred within departments or across locations during the review period. In many organisations transfer is part of flexible working arrangements.

# If you are in doubt about whether or not you should complete this section, please contact the Equality Commission for help.

Table 15:	Transfers during the period from
-----------	----------------------------------

	to			
(incort start and and datas of review pariod)				

(insert start and end dates of review period)

	Prote	estant	Roman Catholic		Non - De			
	No	%	No	%	No	%	Total	
Total:								

# Review of pattern and trends

13. Is there any evidence that either community is less likely to benefit from transfers within the concern?

Yes	No

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

## D. TRAINING

This section has been designed to assist you to put together the information needed to review access to training for employment in your concern and training of employees in your concern.

#### You should consider as training

- (i) training for employees. This **does not** include training to enable employees to do their jobs or re-training associated with new employment methods. It **does** include training such as management development training, further education, or special skills training which would benefit employees in terms of career development.
- (ii) training for those not employed by the organisation, such as trainees in Government funded training initiatives. If you do not have monitoring information on such trainees, the T&EA may be able to help.
- (iii) any training provided under Articles 72 and 76 of the Fair Employment and Treatment (NI) Order 1998. These are specific forms of affirmative action protected under the Order.

# If you had a significant proportion of your workforce working less than 16 hours per week during this review period you should also examine access to training for this group.

In **Table 16** enter the composition of those **employees** in your organisation who have received training which would be of benefit in terms of career development.

In **Table 17** please enter the composition of those persons, **not employed by your organisation** who have received training as part of a Government training initiative and specify the type of training scheme(s).

You should also complete the final section on affirmative action training.

#### Table 16: Composition of employees who have received training from

(insert dates of review period)

to

	Prote	estant	Roman	Catholic	-	on - mined	Total
Job Group	No	%	No	%	No	%	No
Management & Professional							
Administrative & Secretarial							
Skilled Trades							
Manual							
Other							
Apprentices							

# Table 17: Composition of those who have received training in your organisation aspart of a Government training initiative during the review period

					Nc	n -	
	Prote	estant	Roman	Catholic	deter	mined	Total
Type of Training	No	%	No	%	No	%	No
Total:							

Double click to open an excel worksheet with self calculating totals and %

# Affirmative Action training under Article 72 or Article 76 of the Fair Employment and Treatment (NI) Order 1998

 Have you provided any affirmative action training under Article 72 or Article 76 of the Fair Employment and Treatment (NI) Order 1998?

If **Yes**, please describe the scheme(s) and the number of trainees in each case:

On the basis of the information in Table 16

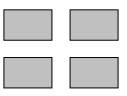
2. Is there any evidence that:

either community is less likely than the other to have access to training and development opportunities?

either community is less likely than the other to avail of training and development opportunities?

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





On the basis of the information in Table 17

3. Is there any evidence that either community is less successful in obtaining training opportunities sponsored by the organisation?



If you have answered  $\boldsymbol{Yes}$  to Q3 please comment

### E. EMPLOYMENT POLICIES, PRACTICES & PROCEDURES

This section has been designed to assist you to review policies, practices and procedures which have an impact on equality. The purpose of this review is not simply to record what your employment policies, practices and procedures are but rather to enable you to identify where action for change may be necessary. At the end of each section there is space for you to summarise your findings and any action points identified as a result of this review.

### **Recruitment and promotion procedures**

To fully complete this part of your review you will need to:

- review your recruitment and promotion policies, procedures and practices to ensure that they comply with the recommendations included in Section 5.3 of the Fair Employment Code of Practice and;
- examine a sample of recruitment and promotion files to assess how your procedures have been implemented
- examine the criteria used in selection for recruitment, promotion, training and redundancy to ensure that they are strictly job related, appropriate in every case and do not have an adverse impact on either community.

The following questions have been designed to take you through the main stages in the recruitment and selection process and to focus on equality issues. They should not be seen as prescriptive - you may wish to look more closely at other aspects of your procedures.

You should consult Section 5.3 of the Fair Employment Code of Practice before completing the following.

# Job documentation Recruitment Always Sometimes Never Internal Promotions Always Sometimes Never 1. Have job descriptions been prepared? Image: Comparison of the prepared of the

### Advertising

- 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)
- 5. Are informal methods (e.g. 'word of mouth') ever used as a main or sole source of applicants?
- Have you used any procedures by which applicants are mainly or wholly identified through restricted groups? (paragraph 5.3.5 of Code of Practice)

If **Yes**, has this resulted in a disproportionately high number of one community coming forward?

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

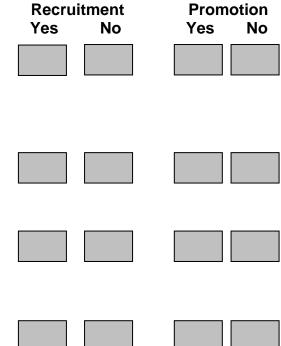
Recruitment

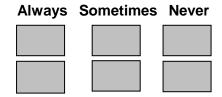
Promotion

What statement(s) do you generally use?

Recruitment

#### Promotion





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

	4
Recruitment	
Promotion	

Always	Sometimes	Never

What statement(s) do you generally use?

#### Recruitment

Promotion



	Province wide papers	local papers	T&EA	other agencies
Management & Professional				
Administrative & Secretarial				
Skilled Trades				
Manual				
Other				
Having examined the applicant	information in	vour review	Yes	No

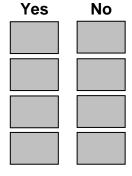
10. Having examined the applicant information in your review of workforce flows are you satisfied that your existing practice is encouraging the widest possible field of applicants?

### 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?						
12.	Do you ensure that where practicable there is cross community representation on selection panels?						
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:
  - selection methods?
  - the Fair Employment legislation and its implications?
  - the Fair Employment Code of Practice?
  - the Company's Equal Opportunity Policy?
- 15. Do members of selection panels meet formally before shortlisting and interview to decide:
  - on relevant and appropriate criteria (e.g. qualifications, experience etc) to be used in the selection process?
    - on the importance to be given to each factor at each stage of selection?
- 16. Do interview panels meet formally to agree the structure and conduct of interviews?
- 17. Are marking systems used at interview?

Recruitment Yes No		Promo Yes	tion No
	_		



- 18. Do these reflect the criteria for the job?
- 19. Are weightings used to rank the importance of the various criteria?
- 20. Can these weightings be justified?

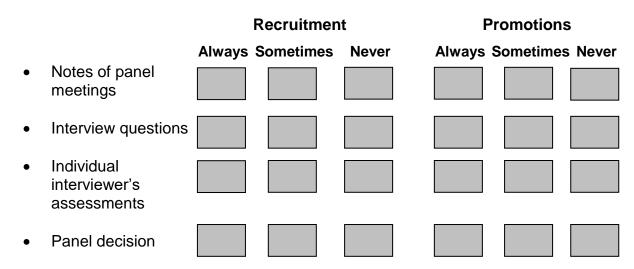
### Shortlisting Records

21. Have the following formal records been retained:

		Recruitment Always Sometimes Never			Promotions Always Sometimes Never		
•	Job description						
•	Personnel specification						
•	Application forms						
•	Notes of panel meetings						
•	Shortlisting criteria						
•	Reason for selection or rejection of individual applicants						

### Interview Records

22. Have the following formal records been retained:



 
 Recruitment Yes
 Promotion Yes

 No
 Image: State of the state of the

#### Selection Criteria

To complete this part of the review you will need to :

- examine job documentation and records maintained of the selection process and
- examine the information in your review of workforce flows on the composition of those shortlisted and appointed
- 23. Are you satisfied that selection criteria are:
  - strictly job-related
  - appropriate in every case
  - not having an adverse impact on either community

#### **Selection Tests**

- 24. Are tests used for any recruitment exercises?
- 25. Are you satisfied that all tests used are:
  - appropriate to the job
  - do not adversely impact on either community
  - marked in a fair and consistent manner
  - supervised by staff trained in their use

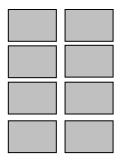
#### **Other Selection Methods**

26. Have any other selection methods been used? (e.g. random sampling)

If **Yes** please list those used and why they were used? Please comment on the outcome:

Recruitment		Prom	Promotion		
Yes No		Yes	No		





Yes	No



#### Summary

Please consider all your answers to the above questions and comment below including any action points arising from this review. Remember you will have to take action if you find that:

- procedures are not in line with the Fair Employment Code of Practice or
- procedures have not been consistently followed or
- selection criteria are not appropriate or having an adverse impact on either community

#### Leavers and redundancy

27.	Do you monitor the composition of those who leave the organisation's employment?	Yes	No
28.	Is there any evidence from the information on leavers that a disproportionately high number of either community have left for any reason?		
29.	Do you conduct exit interviews for leavers?	netimes	Never
30.	Are leavers' views on the provision of equal opportunities within the organisation requested on exit interview forms?	Yes	No
31.	Have any equal opportunities issues been identified as a result of exit interviews?		
	If Yes, has any follow up action been taken?		

Please comment:

32. Does the organisation have a formal written redundancy procedure?

Yes No

If **No**, do you have any plans to introduce a formal redundancy procedure? Please comment:

33. Are you satisfied that your selection criteria for redundancy:

		Yes	No
	are appropriate?		
	<ul> <li>do not adversely impact on either community?</li> </ul>		
34.	Is length of service included as a selection criterion for redundancy?		
	If <b>Yes</b> , have you reviewed the use of length of service to assess if this adversely impacts on either community?		
	If <b>Yes</b> , is there any evidence of adverse impact?		
35.	Have you considered how the use of length of service in selection for redundancy might impact on any affirmative action measures you may be taking?	No	N/A
36.	Have you any plans to review the use of length of service as a selection criterion for redundancy?		

Please review the information on leavers and redundancy and comment below including any action points arising from this review. In particular you should take action where you find that there is a disproportionate number of one community leaving the organisation for any reason or the selection criteria for redundancy are not appropriate or adversely impact on either community.

# Transfers

- 37. Does the organisation have:
  - a written transfer policy?
  - a written transfer procedure?
- 38. 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

# Training

#### Training for employees

- 39. Does the organisation have:
  - a written training and development policy?
  - a written training and development procedure?
- 40. 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?
- 41. Is there any evidence that one community is not availing of training opportunities?
- 42. Do you plan to review your staff training and development policy/procedure?

Yes	No



# Training for persons not employed by the company

		Yes	No
43.	Has the organisation participated in any Government training initiatives for groups not already employed in the workforce?		
44.	Having examined the information on training are you satisfied that:		
	<ul> <li>training opportunities are advertised widely and suitably eligible and qualified persons are made aware and encouraged to apply</li> </ul>		
	opportunities are not limited or confined to one community		
	<ul> <li>formal systematic and objective methods are in place for selecting those to avail of training opportunities</li> </ul>		
45.	Do you have a formal written policy relating to training opportunities provided by the Company?		
46.	Do you have a formal written procedure relating to training opportunities provided by the Company?		
47.	Do you plan to review your policy/procedures for selection for this type of training?		

Please review the information on transfers and training and comment below including any action points arising from this review.

# F. EQUALITY OF OPPORTUNITY

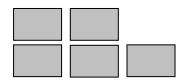
Consideration of equal opportunities within the organisation

- 1. Does your organisation have a written policy on equality of opportunity in Northern Ireland?
- 2. Has overall responsibility for equal opportunities been allocated to a senior member of staff within the organisation?
- 3. Is this stated in the Policy?
- 4. Was the report of the organisation's last review formally considered:
  - at a senior level?
  - by the Board of Directors?
- 5. How often have equal opportunities issues been formally considered at a senior level since the time of the last review?:
  - Twice Yearly
  - More Often (Please Specify)
  - Less Often (Please Specify)
- 6. Has the workforce been made aware of the organisation's Equal Opportunities Policy?

Please comment:

Yes	No	N/A









- 7. Are there recognised trade unions in the organisation?
- Yes No

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

8.	Have the findings of the last review been discussed with the trade unions?	Yes	No	N/A
9.	Has there been any consultation with trade unions concerning this review?			
10.	Has there been any consultation with trade unions on any other equal opportunities issues?			
	Please comment:			

### Action to ensure a harmonious working environment

dealing with harassment?

Yes No N/A
Has the organisation sought to agree a Joint Declaration of Protection with the trade unions?
Has a Joint Declaration of Protection been agreed?
Has a Joint Declaration have a written statement of policy on a harmonious working environment?
If Yes, is this included in the Equal Opportunities Policy?
Does the organisation have a policy statement on harassment? (distinct from the Equal Opportunities Policy)
Does the organisation have a specific procedure for

- 16. Does the organisation's Equal Opportunities Policy make it clear that:
  - discrimination is a disciplinary offence
  - harassment is a disciplinary offence?
- 17. Has the workforce been made aware of the organisation's policy on a harmonious working environment?
- 18. Has the workforce been made aware of the organisation's policies and procedures on harassment?

### Equal opportunities training

19. Has the organisation provided any specific equal opportunities training?

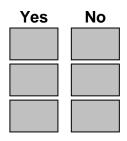
If **Yes**, please indicate by ticking the appropriate box(es) in Table 18.

### Table 18: 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				
Supervisory staff				
Employees				
Trade union representatives				

* Communication/implementation of the organisation's affirmative action plan

- 20. Was training conducted by:
  - the organisation?
  - consultants?
  - Equality Commission?



Yes	No	

• other?

If **Other** (please specify)

# Complaints of discrimination or harassment

21. During the review period have any complaints of discrimination or harassment been raised either through?

internal procedures?

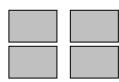
the Fair Employment Tribunal?

If Yes, what was the outcome?

22. Has any action been taken following the conclusion of these complaints?

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

Please consider the information collected in this section and comment below including any action points arising from this review.



No

Yes

Yes No

Yes No



# G. ASSESSMENT OF FAIR PARTICIPATION

The aim of this section is to allow you to assess if you need to take action in order to secure or maintain fair participation of Protestants and Roman Catholics in your organisation. This is the primary purpose of your review and it must be clearly addressed.

Article 55(1) of the Fair Employment and Treatment (NI) Order 1998 makes it clear that employers' reviews are "for the purposes of determining whether members of each community are enjoying, and are likely to continue to enjoy, fair participation in employment in the concern"

This section has been designed to assist you to assess the situation concerning fair participation of both Protestants and Roman Catholics in employment in your concern. The tables are a guide and should be amended or additional ones inserted, where appropriate, to reflect the structure of your organisation. This may be necessary where you employ a significant proportion of employees who normally work less than 16 hours per week or where you have employees at a number of different locations.

The assessment of fair participation should include for each job group:

- an outline of what you consider to be the relevant catchment area;
- what you consider to be the appropriate comparator (Appendix 2 includes information on labour availability)
- a comparison of those employed with the appropriate comparator
- a comparison of applicant/appointee information with the appropriate comparator
- your conclusion on whether or not further action is needed to secure or maintain fair participation.

A further step by step guide to assist you in making an assessment of fair participation has been included in Appendix 1. This includes detailed guidance on defining catchment areas and the availability of both communities in these catchment areas.

#### IF YOU ARE IN ANY DOUBT ABOUT HOW TO COMPLETE THIS SECTION YOU SHOULD CONSULT THE EQUALITY COMMISSION FOR ADVICE

Please complete Tables 19 and 20 taking account of the guidance in Appendix 1

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)		Comp	force osition s 6 & 7		cants le 10		intees le 10
		P%	RC%	P%	RC%	P%	RC%	P%	RC%
Management & Professional									
Administrative & Secretarial									
Skilled Trades									
Manual									
Other									

# Table 19: Catchment areas and comparators - using year 3 information and excluding non-determined

### Table 20: Assessment of fair participation

Taking account of the information collected in **Table 19** complete the following for each job group by ticking one appropriate box in each case.

Job Group	Workforce in line with comparator		Applicants in line wit		
	Yes	No	Yes	No	
Management &					
Professional					
Administrative &					
Secretarial					
Skilled Trades					
Manual					
Other					

Workforce

1.

Roman Catholic representation is lower than would be • expected?

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

Protestant representation is lower than would be expected?

representation of both communities is in line with what would • be expected?

#### **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?

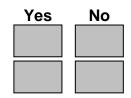
If you have identified any areas of under-representation, either among those employed or applicants for employment, please identify the relevant job-group(s) and the community under-represented.

- 3. Have you concluded for any job groups that:
  - further action is needed to secure fair participation?
  - further action is needed to ensure fair participation is • maintained?

Please comment below

No

Yes	No



In this section you should identify any affirmative action measures which you propose to take as a result of this Review.

# Remember if you have identified any under-representation of either community you must determine appropriate affirmative action to remedy the situation.

While the Equality Commission encourages employers to develop affirmative action which best fits their own organisations there are some key areas in which it is common to identify affirmative action measures.

# Further guidance on affirmative action can be found in:

- Appendix 3
- The Fair Employment Code of Practice and
- The Equality Commission publication 'Taking Affirmative Action: A Guide for Employers'

Please complete the following indicating any affirmative action measures which you have already taken or you intend to take as a result of this Review.

AFFIRMATIVE ACTION MEASURES	Already Taken	Planned	Not Planned	Not Applicable
Equal Opportunities Policies and Proce	dures			
Amend equal opportunities policies				
Allocate overall responsibility for equal opportunities issues to a senior member of management				
Introduce training on equal opportunities policies/ procedures for:				
managers / supervisors				
• the workforce				
Consult with trade union/employee representatives about your equal opportunities policies and procedures				

AFFIRMATIVE ACTION MEASURES	Already Taken	Planned	Not Planned	Not Applicable
The Working Environment				
Review disciplinary procedures to ensure that discrimination and harassment are covered				
Develop a separate policy and procedure on harassment				
Seek to agree a Joint Declaration of Protection with trade unions				
Employment Practices				
Amend/formalise practices and procedures for:				
recruitment				
• promotion				
mend selection criteria related to employment / experience for:				
recruitment				
• promotion				
Review seniority practices in relation to promotion				
End the use of internal methods as the sole means of promotion by publicly advertising all vacancies				
Introduce training on equal opportunities issues for those involved in:				
recruitment				
• promotion				

AF	FIRMATIVE ACTION MEASURES	Already Taken	Planned	Not Planned	Not Applicable
	roduce cross community presentation on selection panels				
Int	roduce:				
•	monitoring of leavers				
•	exit interviews for all leavers				
	nend/develop a formal redundancy ocedure				
	eview the use of length of service as a lection criterion for redundancy				
	nend/introduce formal policies and ocedures for:				
•	training of employees				
•	transfer of employees				
Int	roduce monitoring of:				
•	training of employees				
•	transfer of employees				
Οι	utreach Measures				
Ac	tion specifically targeted at under-re	presented	groups		
rea	acing advertisements in newspapers ad by the under-represented mmunity				
ad	clude a statement in public vertisements specifically welcoming plications from the:				
•	Protestant community				
ad	clude a statement in public vertisements specifically welcoming plications from the:				
•	Roman Catholic community				

#### **AFFIRMATIVE ACTION MEASURES**

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

	Already Taken	Planned	Not Planned	Not Applicable
d				

#### AFFIRMATIVE ACTION MEASURES

# 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:

No

Considering

Yes

## **Religion Specific Training**

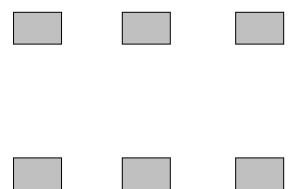
Undertake religion specific training in accordance with Article 76 of Fair Employment and Treatment (NI) Order 1998.

### **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				
Please Specify:				



## I. GOALS AND TIMETABLES

Yes

No

The aim of this section is to enable you to set goals and timetables against which you can measure the progress you are making with your affirmative action programme.

FURTHER GUIDANCE ON GOALS AND TIMETABLES CAN BE FOUND IN APPENDIX 3.

If you are in any doubt about how to complete this section you should contact the Equality Commission for advice.

You should consider setting goals for applicants/appointees and your workforce. You may wish to confine these to those particular job groups in which you believe there is a need to take affirmative action to secure or maintain fair participation.

- 1. Do you consider that as a result of **this Review** it is appropriate to set numeric goals and timetables for **any** job group:
  - applicants/appointees
  - the workforce

If you have answered **No**, please comment:

If **Yes**, please complete **Table 21** and **Table 22** identifying the numeric goals and timetables and the job group as appropriate.

#### Table 21: Applicants/Appointees for ______ job group(s)

This organisation will aim to increase applicants/appointees from the

Protestant/Roman Catholic* community to ______ % over the next _____ year(s).

* Delete as appropriate

#### Table 22:Workforce

This organisation will aim to increase the Protestant/Roman Catholic* proportion of the									
workforce in		job	group	(please	specify)	to			
	%								
* Delete as appropriate									

Please add below any further information you would like to include as part of your Article 55 Review.

## This report has been completed by:

Signed:

**Position:** 

Date:

# YOUR VIEWS COUNT

# To assist us in the preparation of future advisory materials, we would welcome feed-back from employers on the report structure for this review.

Name of organisation:		
Was the report structure of practical value?	Yes	No
How would you rate the various sections of the report Please tick the appropriate boxes	structure?	
	Very Helpful	Helpful Unhelpful
Analysis of composition of workforce		
Review of workforce flows		
Review of training		
Review of employment policies, practices and procedures		
Equality of opportunity		
Assessment of fair participation		
Affirmative action		
Goals and timetables		

Which part of the report structure did you find most helpful?

Which part of the report structure did you find least helpful?

What changes would you recommend?

# MAKING AN ASSESSMENT OF FAIR PARTICIPATION

#### STEP 1 - Define catchment areas

# The catchment area is the area from which you would reasonably be expected to recruit. You should define a catchment area for each job group.

Generally, the catchment area is closely related to your location and any skills, qualifications or experience required for the job but there are a number of other factors which you should take into account. These are:

- requirements to undertake shift work/unsociable hours or to work at more than one location
- levels of pay and hours worked
- travelling conditions e.g. if public transport is infrequent or non-existent, this may limit some jobs to those in the immediate area
- supply and demand when jobs are in short supply people may be prepared to travel greater distances
- any information you may have on the residence pattern of applicants but remember to take account of any "chill" factors
- any other relevant factors

**For example:** - for a senior management post the catchment area would be Northern Ireland while for a basic manual post the catchment area may be the local district council area or the travel to work area.

#### STEP 2 - Identify comparators

# The comparator is the availability of members of each community within the catchment area. You should identify a suitable comparator for each job group.

For each job group you should consider the composition of:

- the economically active population
- the unemployed
- school leavers/younger populations
- those with the necessary skills and/or qualifications

You should decide on the most appropriate comparator taking into account the nature of the job.

### Generally

- for jobs which do not require special skills or experience you should take into account the composition of both the economically active population and the unemployed
- for jobs requiring specific qualifications, skills or experience you should take into account the composition of the younger population and/or those with the required skills.

**Appendix 2** includes information on labour availability i.e. the religious composition of those available for work in each District Council Area, Travel to Work Area and in Northern Ireland as a whole.

# STEP 3 - Compare composition of workforce and applicants with appropriate comparator to enable you to make an assessment of fair participation.

Compare the composition of the workforce and applicants by job group with the comparators identified at Step 2.

Fair participation will <u>not</u> be present where:

- the composition of the job group is not broadly in line with what you would expect and/or
- either Protestants or Roman Catholics are applying in fewer numbers than might be expected for employment, promotion or training.

If any of these features exist it does not necessarily imply a lack of fair practice, but it does mean that affirmative action may be necessary.

# LABOUR AVAILABILITY - ECONOMICALLY ACTIVE AND UNEMPLOYED

The tables in this Appendix present information which you should find useful when assessing the religious breakdown of the workforce in your catchment area. All of the information has been derived from the Summary Report of the Northern Ireland 2011 Population Census. The information is provided at a Northern Ireland level and for District Council and travel to work areas. Travel to work areas are made up from a number of District Council Areas. For example, the Belfast Travel to Work Area is made up of 10 District Council Areas in the Greater Belfast area.

- **Table A:** includes information on the community composition of economically active persons aged 16-74 by District Council Area and travel to work area. The figures for the economically active include those individuals unemployed and actively seeking work.
- **Table B:**provides information on the community composition of unemployed persons<br/>for each District Council Area and travel to work area throughout Northern<br/>Ireland. For many basic posts many applications will be drawn from those<br/>currently unemployed. Employers should therefore have regard to the<br/>composition of the unemployed when assessing the proportions of each<br/>community you would reasonably expect to obtain for these posts.
- **Table C:**provides information on the community composition of economically active<br/>persons aged 16 to 74 by Standard Occupational Classification group.
- **Table D:**provides information on the community composition of economically active<br/>persons aged 16 to 74 by the highest level of academic qualification.

Further information on labour availability and how to use it can be obtained from the Equality Commission at Belfast (02890) 500600. Please do not hesitate to contact the Equality Commission for assistance. TABLE A:Percentages of Protestant, Roman Catholics (Community Background: Religion or<br/>Religion brought up in) and those of Other Religions and No Religion for<br/>Economically Active Persons aged 16-74 years by District Council Area

Note:

- You should give consideration to which groupings of District Council Areas (DCAs) best approximate the catchment area for the type of employment being considered.
- To assist the reader we have also grouped the DCAs¹ in the table below to approximate the Travel to Work Areas (in capitalised bold) identified from Census 2001 data^{2 3}.
- It should be noted that these groupings are only an approximation as Census 2011 data on Travel to Work Areas is not yet available and DCAs do not correspond directly to Travel to Work Areas (TTWA) for example, Ballymena TTWA a small portion of Moyle and Ballymoney DCA as well as Ballymena DCA.

	Protestant a Christian (in Christian re	ncluding	Cath (Roman C		Other Religi	on	No Religion		Total	
	[%]	No.	[%]	No.	(%)	No.	(%)	No.	No.	
BALLYMENA Ballymena	[75.2%]	22,808	[24.8%]	7,511	(0.9%)	274	(4.5%)	1,427	32,020	
BELFAST										
Antrim	[54.9%]	13,922	[45.1%]	11,434	(1.0%)	284	(6.3%)	1,721	27,361	
Ards	[85.4%]	29,886	[14.6%]	5,094	(1.0%)	397	(7.8%)	2,994	38,371	
Belfast	[45.8%]	55,164	[54.2%]	65,167	(1.9%)	2,501	(7.4%)	9,834	132,666	
Carrickfergus	[88.3%]	15,662	[11.7%]	2,069	(1.0%)	198	(8.5%)	1,667	19,596	
Castlereagh	[72.5%]	22,456	[27.5%]	8,528	(1.3%)	454	(7.5%)	2,544	33,982	
Down	[34.6%]	11,114	[65.4%]	21,029	(0.6%)	197	(3.9%)	1,308	33,648	
Larne	[73.5%]	11,021	[26.5%]	3,970	(0.6%)	96	(5.5%)	875	15,962	
Lisburn	[61.7%]	33,932	[38.3%]	21,101	(0.9%)	555	(5.9%)	3,473	59,061	
Newtownabbey	[72.9%]	28,676	[27.1%]	10,640	(1.1%)	472	(7.2%)	3,071	42,859	
North Down	[82.8%]	28,772	[17.2%]	5,977	(1.2%)	482	(10.7%)	4,238	39,469	
TOTAL	[61.8%]	250,605	[38.2%]	155,009	(1.3%)	5,636	(7.2%)	31,725	442,975	
COLERAINE										
Ballymoney	[66.8%]	9,465	[33.2%]	4,694	(0.6%)	91	(3.3%)	490	14,740	
Coleraine	[69.0%]	18,095	[31.0%]	8,125	(0.9%)	252	(4.8%)	1,323	27,795	
Moyle	[38.2%]	2,906	[61.8%]	4,710	(0.5%)	36	(2.4%)	185	7,837	
TOTAL	[63.5%]	30,466	[36.5%]	17,529	(0.8%)	379	(4.0%)	1,998	50,372	
CRAIGAVON										
Armagh	[50.7%]	14,168	[49.3%]	13,769	(0.6%)	179	(2.7%)	795	28,911	
Craigavon	[51.3%]	21,821	[48.7%]	20,717	(0.9%)	393	(4.6%)	2,078	45,009	
TOTAL	[51.1%]	35,989	[48.9%]	34,486	(0.8%)	572	(3.9%)	2,873	73,920	
DUNGANNON										
Dungannon	[35.2%]	9,541	[64.8%]	17,574	(0.6%)	181	(2.1%)	585	27,881	
ENNISKILLEN										
Fermanagh	[39.6%]	11,499	[60.4%]	17,534	(0.6%)	186	(2.1%)	633	29,852	
LONDONDERRY										
Derry	[24.6%]	11,320	[75.4%]	34,776	(0.9%)	410	(2.0%)	941	47,447	
Limavady	[39.8%]	5,855	[60.2%]	8,850	(0.4%)	66	(2.0%)	296	15,067	
TOTAL	[28.2%]	17,175	[71.8%]	43,626	(0.8%)	476	(2.0%)	1,237	62,514	

(Table A continued on next page)

¹ A map of corresponding DCAs is supplied and can be found at <u>http://www.doeni.gov.uk/existing and new lg districts - aug 12 - pdf.pdf</u>

² Coombes M and Bond S (2007). Travel-to-Work Areas: the 2007 review. ONS: UK

³ Census 2011 data on Travel to Work Areas is not yet available.

#### Table A (continued)

	Protestant and Other Christian (including Christian related)		Catholic (Roman Catholic)		Other Religion		No Religion		Total	
	[%]	No.	[%]	No.	(%)	No.	(%)	No.	No.	
MID-ULSTER										
Magherafelt	[32.2%]	6,767	[67.8%]	14,257	(0.5%)	109	(1.7%)	372	21,505	
Cookstown	[40.4%]	6,842	[59.6%]	10,091	(0.5%)	83	(2.3%)	402	17,418	
TOTAL	[35.9%]	13,609	[64.1%]	24,348	(0.5%)	192	(2.0%)	774	38,923	
NEWRY										
Newry and Mourne	[19.5%]	8,761	[80.5%]	36,235	(0.5%)	238	(2.1%)	973	46,207	
Banbridge	[66.0%]	15,169	[34.0%]	7,822	(0.6%)	157	(4.3%)	1,039	24,187	
TOTAL	[35.2%]	23,930	[64.8%]	44,057	(0.6%)	395	(2.9%)	2,012	70,394	
OMAGH										
Omagh	[28.9%]	6,706	[71.1%]	16,509	(0.5%)	108	(1.6%)	370	23,693	
STRABANE										
Strabane	[36.2%]	6,161	[63.8%]	10,854	(0.3%)	59	(0.9%)	149	17,223	
NORTHERN IRELAND	[52.4%]	428,489	[47.6%]	389,037	(1.0%)	8,458	(5.0%)	43,783	869,767	

Notes: 1. Source: Census 2011 (Table DC2626NI)

'Economically active' relates to whether or not a person who was aged 16 to 74 was working or looking for work in the week before 2. the Census.

3. 'Total' includes all those whose Community Backgrounds were 'Catholic' or 'Protestant and Other Christian' or 'Other Religion' or

'No Religion'. Square bracket '[%'] percentages are a percentage of total Catholics and Protestants only. Round bracket percentages '(%') are a percentage of the overall 'Total' of all economically active persons aged 16-74 years. 4.

TABLE B:Percentages of Protestant, Roman Catholics (Community Background: Religion or<br/>Religion brought up in) and those of Other Religions and No Religion for<br/>Unemployed Persons aged 16-74 years by District Council Area.

Note:

- You should give consideration to which groupings of District Council Areas (DCAs) best approximate the catchment area for the type of employment being considered.
- To assist the reader we have also grouped the DCAs⁴ in the table below to approximate the Travel to Work Areas (in capitalised bold) identified from Census 2001 data^{5 6}.
- It should be noted that these groupings are only an approximation as Census 2011 data on Travel to Work Areas is not yet available and DCAs do not correspond directly to Travel to Work Areas (TTWA) for example, Ballymena TTWA includes a small portion of Moyle and Ballymoney DCA as well as Ballymena DCA.

	Protestant and Other Christian (including Christian related)		Catholic (Roman Catholic)		Other Religion		No Religion		Total
	[%]	No.	[%]	No	(%)	No.	(%)	No.	No.
BALLYMENA				•					
Ballymena	[71.1%]	1,199	[28.9%]	488	(1.2%)	23	(7.4%)	137	1,847
BELFAST									
Antrim	[49.3%]	665	[50.7%]	683	(1.3%)	20	(9.1%)	137	1,505
Ards	[81.6%]	1,622	[18.4%]	365	(0.9%)	22	(13.7%)	318	2,327
Belfast	[42.3%]	4,479	[57.7%]	6,109	(2.3%)	269	(8.2%)	975	11,832
Carrickfergus	[87.0%]	953	[13.0%]	142	(0.9%)	12	(13.2%)	168	1,275
Castlereagh	[81.3%]	1,117	[18.7%]	257	(1.4%)	22	(11.9%)	189	1,585
Down	[25.1%]	581	[74.9%]	1,732	(0.9%)	21	(4.8%)	117	2,451
Larne	[67.6%]	596	[32.4%]	286	(1.0%)	10	(9.6%)	95	987
Lisburn	[49.7%]	1,586	[50.3%]	1,603	(1.3%)	46	(8.3%)	293	3,528
Newtownabbey	[75.8%]	1,563	[24.2%]	498	(1.4%)	32	(10.8%)	253	2,346
North Down	[83.4%]	1,473	[16.6%]	293	(1.9%)	41	(17.4%)	381	2,188
TOTAL	[55.0%]	14,635	[45.0%]	11,968	(1.6%)	495	(9.7%)	2,926	30,024
COLERAINE									
Ballymoney	[63.2%]	707	[36.8%]	411	(0.7%)	8	(6.2%)	75	1,201
Coleraine	[67.7%]	1,291	[32.3%]	615	(1.1%)	22	(7.1%)	147	2,075
Moyle	[37.8%]	279	[62.2%]	459	(0.5%)	4	(4.5%)	35	777
TOTAL	[60.5%]	2,277	[39.5%]	1,485	(0.8%)	34	(6.3%)	257	4,053
CRAIGAVON									
Armagh	[31.6%]	635	[68.4%]	1,375	(0.5%)	11	(3.9%)	81	2,102
Craigavon	[39.3%]	1,168	[60.7%]	1,803	(1.4%)	46	(7.3%)	237	3,254
TOTAL	[36.2%]	1,803	[63.8%]	3,178	(1.1%)	57	(5.9%)	318	5,356
DUNGANNON									
Dungannon	[24.4%]	474	[75.6%]	1,466	(0.6%)	12	(3.2%)	65	2,017
ENNISKILLEN									
Fermanagh	[28.6%]	577	[71.4%]	1,443	(0.2%)	5	(3.2%)	68	2,093
LONDONDERRY									
Derry	[17.8%]	1,015	[82.2%]	4,676	(0.6%)	36	(3.0%)	177	5,904
Limavady	[33.4%]	547	[66.6%]	1,093	(0.4%)	7	(3.0%)	51	1,698
TOTAL	[21.3%]	1,562	[78.7%]	5,769	(0.6%)	43	(3.0%)	228	7,602

(Table B continued on next page)

⁴ A map of corresponding DCAs is supplied and can be found at <u>http://www.doeni.gov.uk/existing and new lg districts - aug 12 - pdf.pdf</u>

⁵ Coombes M and Bond S (2007). Travel-to-Work Areas: the 2007 review. ONS: UK

⁶ Census 2011 data on Travel to Work Areas is not yet available.

#### Table B (continued)

	Protestant and Other Christian (including Christian related)		Catholic (Roman Catholic)		Other Religion		No Religion		Total	
	[%]	No.	[%]	No.	(%)	No.	(%)	No.	No	
MID-ULSTER										
Magherafelt	[27.7%]	371	[72.3%]	966	(0.6%)	8	(3.7%)	52	1,397	
Cookstown	[28.5%]	344	[71.5%]	863	(0.7%)	9	(3.0%)	37	1,253	
TOTAL	[28.1%]	715	[71.9%]	1,829	(0.6%)	17	(3.4%)	89	2,650	
NEWRY										
Newry and Mourne Banbridge	[12.1%] [56.7%]	505 728	[87.9%] [43.3%]	3,660 555	(0.6%) (0.5%)	26 7	(2.9%) (7.9%)	124 111	4,315 1,401	
TOTAL	[22.6%]	1,233	[77.4%]	4,215	(0.6%)	33	(4.1%)	235	5,716	
OMAGH										
Omagh	[20.2%]	354	[79.8%]	1,395	(0.6%)	11	(2.7%)	48	1,808	
STRABANE										
Strabane	[25.7%]	514	[74.3%]	1,489	(0.2%)	5	(1.1%)	22	2,030	
NORTHERN IRELAND	[42.2%]	25,343	[57.8%]	34,725	(1.1%)	735	(6.7%)	4,393	65,196	

Notes: 1. Source: Census 2011 (Table DC2626NI)

2. 'Total' includes all those whose Community Backgrounds were 'Catholic' or 'Protestant and Other Christian' or 'Other Religion' or 'No Religion'.

Square bracket '[%'] percentages are a percentage of total Catholics and Protestants only. Round bracket percentages '(%') are a percentage of the overall 'Total' of all economically active persons aged 16-74 years.

# Table C: Northern Ireland Economically Active population aged 16-74 years by Occupation and Community Background (Religion or Religion brought up in)

Source: Census 2011

SOC Group	Protestant and Other Christian (including	Catholia	
	Christian related)	Catholic	Total
Managers, directors and senior officials	<b>34,781</b> [56.1%]	<b>27,168</b> [43.9%]	65,941
Professional occupations	<b>65,485</b> [49.9%]	<b>65,833</b> [50.1%]	139,292
Associate professional and technical occupations	<b>37,290</b> [56.1%]	<b>29,232</b> [43.9%]	71,819
Administrative and secretarial occupations	<b>62,066</b> [56.4%]	<b>47,972</b> [43.6%]	116,170
Skilled trades occupations	<b>60,788</b> [51.4%]	<b>57,432</b> [48.6%]	124,787
Caring, leisure and other service occupations	<b>38,537</b> [52.3%]	<b>35,127</b> [47.7%]	77,493
Sales and customer service occupations	<b>42,591</b> [51.3%]	<b>40,411</b> [48.7%]	89,288
Process, plant and machine operatives	<b>33,942</b> [51.2%]	<b>32,396</b> [48.8%]	70,132
Elementary occupations	<b>47,142</b> [51.5%]	<b>44,446</b> [48.5%]	98,571
er worked	<b>5,867</b> [39.4%]	<b>9,020</b> [60.6%]	16,274
Economically Active	<b>428,489</b> [52.4%]	<b>389,037</b> [47.6%]	869,767
	Professional occupations Associate professional and technical occupations Administrative and secretarial occupations Skilled trades occupations Caring, leisure and other service occupations Sales and customer service occupations Process, plant and machine operatives Elementary occupations er worked	Professional occupations65,485 [49.9%]Associate professional and technical occupations37,290 [56.1%]Administrative and secretarial occupations62,066 [56.4%]Skilled trades occupations60,788 [51.4%]Caring, leisure and other service occupations38,537 [52.3%]Sales and customer service occupations42,591 [51.3%]Process, plant and machine operatives33,942 [51.2%]Elementary occupations47,142 [51.5%]er worked5,867 [39.4%]Economically Active428,489	Professional occupations       65,485       65,833         [49.9%]       [50.1%]         Associate professional and technical occupations       37,290       29,232         occupations       [56.1%]       [43.9%]         Administrative and secretarial occupations       62,066       47,972         occupations       60,788       [57,432         Skilled trades occupations       60,788       57,432         Caring, leisure and other service occupations       38,537       35,127         occupations       [52.3%]       [47.7%]         Sales and customer service occupations       151.3%]       40,411         occupations       [51.2%]       40,411         occupations       [51.2%]       [48.8%]         Process, plant and machine operatives       33,942       32,396         [51.2%]       [48.8%]       [48.8%]         Elementary occupations       47,142       44,446         [51.5%]       [48.5%]       [60.6%]         er worked       5,867       9,020         [60.6%]       389,037       389,037

Notes:

1. Religion' indicates religion, religious denomination or body.

- 3. Square bracket '[%'] percentages are a percentage of total Catholics and Protestants only.
- 4. Catholic' includes those who gave their religion or their religion brought up in as Catholic or Roman Catholic.
- 5. Age' is age at last birthday.
- 6. The occupation classification is based on the Standard Occupation Classification 2010 (SOC2010).

^{2. &#}x27;Total' includes all those whose Community Backgrounds were 'Catholic' or 'Protestant and Other Christian' or 'Other Religion' or 'No Religion'.

Table D:Northern Ireland economically active population aged 16-74 years by highest<br/>level of Academic Qualification and Community Background (Religion or<br/>Religion brought up in)

Kengion brought up m)								
Highest Academic Qualification	Protestant and Other Christian (including Christian related)		Cath	nolic	Total			
Level 4 and above								
	128,118	[50.7%]	124,717	[49.3%]	269,771			
Level 3		·	•					
	66,716	[52.8%]	59,685	[47.2%]	134,428			
Level 2								
	74,529	[54.6%]	61,879	[45.4%]	145,055			
Level 1								
	58,702	[55.7%]	46,743	[44.3%]	112,011			
No Qualifications								
	64,432	[53.0%]	57,167	[47.0%]	127,817			
Apprenticeship								
	21,802	[54.7%]	18,066	[45.3%]	41,593			
Other Qualifications								
	14,190	[40.6%]	20,780	[59.4%]	39,092			
TOTAL	428,489	[52.4%]	389,037	[47.6%]	869,767			

Notes:

1. 'Religion' indicates religion, religious denomination or body.

2. 'Total' includes all those whose Community Backgrounds were 'Catholic' or 'Protestant and Other Christian' or 'Other Religion' or 'No Religion'.

3. Square bracket '[%'] percentages are a percentage of total Catholics and Protestants only. Round bracket percentages '(%') are a percentage of the overall 'Total' of all economically active persons aged 16-74 years

4. 'Catholic' includes those who gave their religion or their religion brought up in as Catholic or Roman Catholic.

5. Level 1: 1-4 O Levels/CSE/GCSEs (any grades), Entry Level, Foundation Diploma, NVQ level 1, Foundation GNVQ, Basic/Essential

 Level 2: 5+ O Level (Passes)/CSEs (Grade 1)/GCSEs (Grades A*-C), School Certificate, 1 A Level/2-3 AS Levels/VCEs, Intermediate/Higher Diploma, Intermediate Diploma, NVQ level 2, Intermediate GNVQ, City and Guilds Craft, BTEC First/General Diploma, RSA Diploma.

7. Level 3: 2+ A Levels/VCEs, 4+ AS Levels, Higher School Certificate, Progression/Advanced Diploma, NVQ Level 3; Advanced GNVQ, City and Guilds Advanced Craft, ONC, OND, BTEC National, RSA Advanced Diploma.

 Level 4+: Degree (for example BA, BSc), Higher Degree (for example MA, PhD, PGCE), NVQ Level 4-5, HNC, HND, RSA Higher Diploma, BTEC Higher level, Foundation degree, Professional qualifications (for example teaching, nursing, accountancy).

9. No qualifications: No academic or professional qualifications.

10. Apprenticeship.

11. Other: Vocational/Work-related Qualifications, Qualifications gained outside the UK (Not stated/ level unknown).

12. 'Age' is age at last birthday.

# For further information on the census data please visit the Northern Ireland Research and Statistic Agency (NISRA) website at www.nisra.gov.uk

# AFFIRMATIVE ACTION AND GOALS AND TIMETABLES

The Fair Employment Code of Practice describes affirmative action as "a mechanism for change". If you have concluded that action is needed to secure or maintain fair participation you must determine appropriate affirmative action to remedy the situation. The Code of Practice also strongly recommends that you set complementary goals and timetables where you consider that affirmative action is necessary.

# This Appendix includes notes on affirmative action and goals and timetables to guide you in completing this very important aspect of your review.

## AFFIRMATIVE ACTION

While the Equality Commission encourages employers to develop affirmative action which best fits their own organisations there are some key areas in which it is common to identify affirmative action measures.

These are:

#### **Equal Opportunities Policies and Procedures**

Action may include:

- re-affirmation/review of equal opportunities policy;
- allocation of responsibility for equal opportunities issues to a senior member of management;
- allocation of responsibility to management and supervisory staff;
- communication equal opportunities awareness training for all staff.

#### The Working Environment

Action to ensure that there is a harmonious working environment such as:

- development of a policy and procedure for dealing with harassment;
- reviewing disciplinary procedures to ensure that discrimination and harassment are covered;
- seeking to agree a Joint Declaration of Protection with trade unions;
- communication sectarian harassment awareness training.

### **Employment Practices**

Action to bring all employment practices and procedures into line with the recommendations of the Fair Employment Code of Practice such as:

- revising job documentation and record keeping;
- developing guidelines for those involved in selection;
- training for panel members;
- cross community representation on selection panels;
- reviewing internal promotion practices;
- reviewing redundancy procedures.

## Training

Action to:

• ensure that employees of both communities are being provided with opportunities to realise their full potential,

#### **Outreach Measures**

Action to positively encourage under-represented groups to apply for employment, promotion or to participate in training or non-employment activities such as:

- using a "welcoming" statement in public advertisements;
- developing links with influential individuals, community organisations, schools or job clubs, from the under-represented community;
- targeting sponsorship of community events and/or competitions at the underrepresented community;
- offering work experience and tours of the company or advice on job hunting to groups from the under-represented community;
- undertaking religion specific training for potential employees in accordance with Article 76 of the legislation;
- target training either internal or external under Article 73 of the legislation;
- assisting the recruitment and selection of persons not in employment in accordance with Article 75 of the legislation.

### Further guidance on affirmative action can be found in:

- The Fair Employment Code of Practice and
- The Equality Commission publication 'Taking Affirmative Action: A Guide for Employers'

#### Note: If you are involved in or considering the recruitment of unemployed persons, undertaking religion specific training or affirmative action training, you should contact the Equality Commission for advice or approval as necessary.

### **GOALS AND TIMETABLES**

If you have concluded that affirmative action measures are necessary to secure or maintain fair participation you are strongly recommended to consider setting numeric goals and timetables for applicants, appointees and the workforce.

It is common for employers to set targets for business activities against which they can measure how effective they have been. The same principle applies to affirmative action. Goals and timetables are set to assist in the evaluation of the success of affirmative action programmes. They are designed as targets to aim for within a specified time period.

It is very important to stress that goals and timetables are consistent with the principle of appointing the best person for the job. They are not quotas. Quotas reserve jobs for people simply on the basis of their community background. This is unlawful in Northern Ireland. Under no circumstances should employers attempt to meet goals by unlawful means.

Employers who have not met targets cannot be criticised for failing to do so - as long as good faith efforts have been made to meet them. Where targets are not met there might be a need to amend the affirmative action programme or to revise the targets in light of experience.

Targets should be realistic and challenging, provide a meaningful indicator of progress and include;

- goals and timetables for applicants and appointees;
- goals for the overall workforce.

In considering the <u>level</u> of goals employers should consider:

- the proportion of the under-represented group in the job group/location;
- the percentage availability of that group as determined following a consideration of the composition of its relevant labour market (see Table 19 on page 49).

In considering timetables:

- for applicants and appointees employers should set time periods e.g. 1 year/2 years within which they would expect affirmative action to produce results;
- for the workforce employers may wish to give an indication of the progress to be made within a particular time period. The Equality Commission recognises that in many cases it is difficult to set timetables for achieving changes in overall workforces since the rate of progress is influenced to a large extent by labour turnover and recruitment rates which are difficult to predict.