

Arts and Recreation Committee
Ethnic Minorities Committee
Staff Committee
Finance and General Purposes Committee

Report (1.12.84) by

Director of Recreation and the Arts

11	AR 1907
DEPARTMENT FOR RECREATION AND THE ARTS - ESTABLISHMENT OF RACE EQUALITY UNIT	

RECOMMENDATIONS

1 That a Race Equality Unit - organised as detailed in the Appendix - be established within the Department for Recreation and the Arts, and the APTEC staffing complement of the Department be increased accordingly by:
1 x SO5, 1 x SO6, 1 x MG7, 3 x MG9, 2 x MG11, 2 x MG12.

2 That the Finance and General Purposes Committee be asked to approve additional revenue resources of £20, 000 in the current financial year.

RP141

1 On considering report AR1761 entitled 'Department for Recreation and the Arts - Action Programme in Relation to Ethnic Minorities and Establishment of Race Equality Unit', the Committee resolved (26.7.84) that agreement in principle be given to expenditure of £30,000 in the current year for staffing the proposed Unit, and that a further report be submitted. Submission of this report has been deferred and only £20,000 will be required to meet the cost of the unit in this financial year.

2 The 'action programme' outlined in that report related to the employment of ethnic minority staff and has now been the subject of a separate report (AR1779).

3 As indicated in the earlier report (AR1761), I have carried out a review, in consultation with the Council's Principal Race Relations Adviser, of the existing resources for developing and implementing race equality initiatives in relation to the employment of staff within the Department, and in relation to the services provided by the Department, particularly in the arts and sport.

4 The employment targets incorporated in my action programme for redressing racial imbalances within the Department will make heavy demands upon existing personnel officers who are already under considerable pressure to cope with the effects of equal opportunities policies generally, particularly in terms of recruitment. I consider that additional staffing is required if the Department is to achieve those targets within a reasonable time-scale.

5 Under the present arrangements for the arts and sport, three posts in the Department's Grants Branch deal specifically with ethnic arts grants, whilst the responsibility for ethnic sports grants is shared by officers in the sports group on a geographical basis. In addition, four Community Sports Leaders are being recruited to the Branch to carry out development work with ethnic minority groups. Outside the Department, in the Council's Ethnic Minorities Unit, three posts have been allocated to the arts and recreation programmes.

6 It is considered that these arrangements do not make it possible to give sufficient impetus to the Council's race equality programmes, and that there is accordingly a need to establish a Race Equality Unit within the Department for Recreation and the Arts which, in addition to providing specialist advice, will have the specific role of policy development and coordination.

7 It is proposed that the new unit be headed by an officer at S05 level, designated Race Equality Officer, who will report directly to me. The function of the post will be to manage equality programmes covering both services and employment aspects of the Department's operations. The postholder will be responsible for the development of all the existing ethnic arts and recreation programmes together with employment initiatives (which have been identified separately), and for the development and implementation of the anti-racist initiatives in mainstream arts programmes (which have also been the subject of a separate report (AR1778)).

8 Under the Race Equality Officer there will be nine posts in the Unit; SO6 x 1, MG7 x 1, MG9 x 3, MG11 x 2, MG12 x 2. Four posts will be allocated to the arts, sports and entertainments programmes, one post to training and employment and four posts to administrative support. A chart showing the proposed organisation and staffing of the Unit is attached as an appendix to the report.

9 The SO6 officer will be responsible for liaising closely on the grants programmes for ethnic minorities; for developing a policy on ethnic arts and sports; for ensuring a race dimension in the Council's arts and entertainments programmes generally; and for pursuing new initiatives in relation to the promotion of black/ethnic arts in London. Two project development officers (MG9) will report to the SO6, and liaise closely with officers of the Grants Branch.

10 The MG7 officer will liaise closely with community arts funded projects and mainstream arts institutions to ensure the implementation of anti-racist policies and objectives. Apart from the monitoring role, the postholder will give advice and assistance to arts organisation who may require this service in order to implement equal opportunities policies.

11 An MG9 officer will be responsible for training and employment aspects. He/she will seek out new initiatives, do outreach work to ensure that minority groups are aware of the job prospects in the Department, assist the training officer in developing awareness training amongst existing staff and co-ordinate the action programme designed to redress imbalances. The post also encompasses oversight of a training scheme in arts administration (which is the subject of a separate report).

12 The support group will consist of a personal assistant to the Race Equality Officer (MG11) an office manager (MG11) and clerical assistance (MG12 x 2)

13 In the light of the proposal to set up a Race Equality Unit in the Department, a report reviewing the staffing and organisation of the Council's Ethnic Minorities Unit (S912) recommended that three posts associated with arts and recreation be deleted from the complement of the Director-General's Department. These posts, which are now supernumerary, are: Race Relations Adviser (Arts and Recreation), (SO6), ethnic arts project development worker (MG8) and administrative support (MG11). It is proposed that the postholders be relocated in the new Race Equality Unit in the Department for Recreation and the Arts, and be held against suitable posts until the posts have been filled by advertisement in the normal manner.

ACCOMMODATION

14 The additional staff cannot be accommodated within the Department's existing accommodation and further provision will need to be made.

CONSULTATION

15 The Staff Sides have been consulted and any observations received will be reported to the Committees.

COSTS

16 The full year cost of these proposals is £192,027, as detailed below:

	<u>Basic Salary</u>	<u>NI</u>	<u>Superannuation</u>	<u>On-costs</u>	<u>Total</u>
+1 x SO5	18,486	898	1,525	7,257	28,666
+1 x SO6	16,716	898	1,379	7,046	26,039
+1 x MG7	16,125	898	1,330	6,813	25,166
+3 x MG9	37,539	2,601	3,096	16,049	59,285
+2 x MG11	17,972	1,286	1,482	7,699	28,439
+2 x MG12	15,422	1,124	1,272	6,614	24,432

	122,260	7,705	10,084	51,978	192,027

Appropriate provision will be sought for this expenditure in the revenue estimates for 1985/86.

The cost in the current financial year would be of the order of £20,000, ie 3 months costs (£15,000) of the transferred staff and partial costs of the remainder of the staff recruited towards the end of the financial year.

There is no provision in the base revenue estimates or reserves for the expenditure falling in 1984/85 and if this proposal is to proceed it will be necessary for Finance and General Purposes Committee to allocate additional funds.

ETHNIC MINORITY AND WOMEN'S CONSIDERATIONS

17 Given the particular circumstances of the work which will be undertaken by the Unit, special attention will need to be given during the recruitment exercise to efforts to attract suitably qualified applicants from these groups which could substantially assist the department in achieving the interim ethnic minority targets, particularly among the more senior grades.

IMPLICATIONS FOR PEOPLE WITH DISABILITIES

18 The proposals should enhance the employment prospects of disabled people from ethnic minority groups, not only within the Department, but also in outside organisations in the arts and recreational fields.

5.

ESTABLISHMENT OF RACE EQUALITY UNIT

Report (4.12.84) by the Director of Finance

1. The report seeks approval to an additional 10 staff (1 x SO5, 1 x SO6, 1 x MG7, 3 x MG9, 2 x MG11 and 2 x MG12) in the Department for the Recreation and the Arts for the setting up of a Race Equality Unit. Approval in principle to the proposal was given by the Committee at its meeting on 26 July 1984.
2. The full year cost of staffing the unit is £192,027, a breakdown of which is given in paragraph 16 of the main report. The cost in 1984/5 has been estimated at £15,000 which includes the cost of the 2 transferred staff from Director-General's Department (£10,000) and costs for recruiting staff between 1 January and 31 March 1985 (£5,000). Savings in the Director-General's Department resulting, from the transfer of their 2 staff, were taken into account in the report on staffing levels and structure of the Ethnic Minorities Unit (S912 - 23.7.84).
3. There is no specific provision in the 1984/5 base revenue estimates or reserves for expenditure of £15,000 falling in this financial year. The proposal can only proceed, therefore if the Finance and General Purposes Committee agree to allocate additional revenue resources. Gross expenditure of £192,000 arising next year was included in the Committee's 1985/6 budget report (AR 1898) as a new initiative likely to be approved before 31 March 1985. Approval to the expenditure now will correspondingly reduce the Committee's scope in making adjustments to its revenue estimates should any prove necessary later in the budget process.
4. Under financial standing orders, this report requires the approval of the Finance and General Purposes Committee.

FN/C3/CR/2259

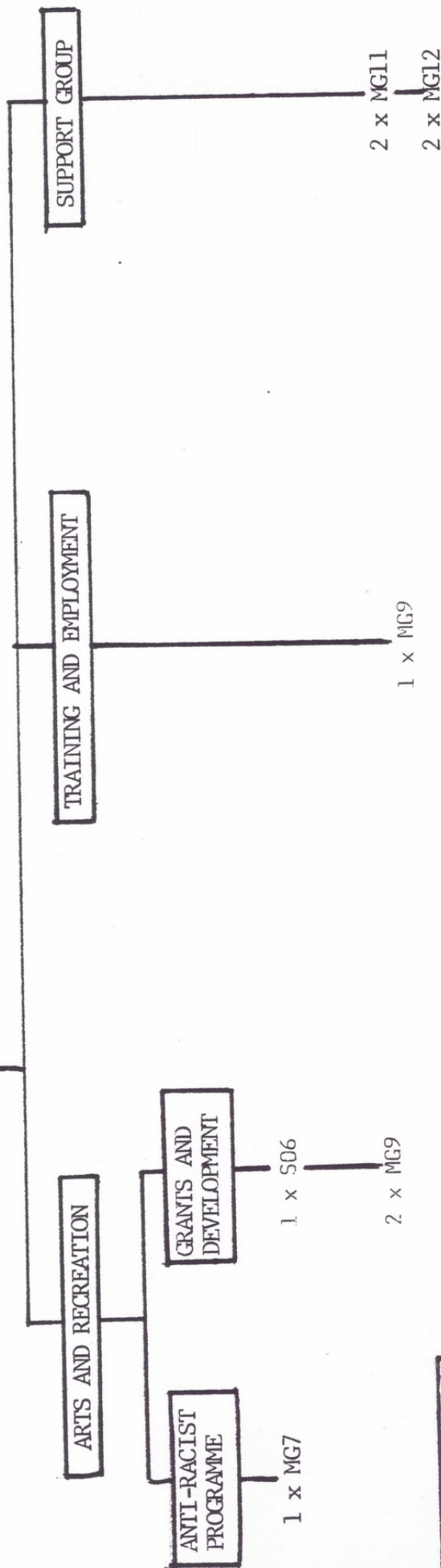
DEPARTMENT FOR RECREATION AND THE ARTS

RACE EQUALITY UNIT

Proposed organisation and staffing

DIRECTOR

RACE EQUALITY OFFICER (SO5)



STAFF NUMBERS	
SO5	1
SO6	1
MG7	1
MG9	3
MG11	2
MG12	2

TOTAL	10

7.
Arts and Recreation Committee
Ethnic Minorities Committee
Staff Committee

11	AR 1907A
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Supplementary report No.1 (4.12.84) by

Director of Recreation and the Arts

DEPARTMENT FOR RECREATION
AND THE ARTS - ESTABLISHMENT
OF RACE EQUALITY UNIT

The TUJNC have sent their observations on the main report and a copy of their letter is attached. My comments on their observations are as follows:-

First Paragraph - The proposal to set up a race equality unit in the department is recommended as a result of discussions between the Head of the Ethnic Minorities Unit and myself as the most effective way of ensuring that the best advice and guidance can be given to the department. There is no reason to doubt that the overall control of the unit should be relaxed by where it is located.

Second paragraph - The primary aim of the unit will be to give specialist advice and assistance in the race equality field and it is considered to be essential to employ people who are suitably experienced to provide this if the unit is to be effective. The posts will be widely advertised and anyone who meets the criteria will be welcome to apply. The department will consult with the TUJNC on the best means of maximising responses from GLC Manual Workers to these vacancies. In order to be successful and retain credibility the unit must be "even handed" in its approach to all sections of society.

RA/AEO/3483

T.U.J.N.C.

Room 212
20 Albert Embankment
London S.E.1. 7SS.
tel: 633 5102
633 4201

Trade Union Joint Negotiating Committee for G.L.C./I.L.E.A. Staff.

Mr A. J. Neale
Department of Recreation and the Arts
Sixth Floor
The County Hall
London
SE1 7PB

Our Ref: PLB/US/TUJNC/c

15 November 1984

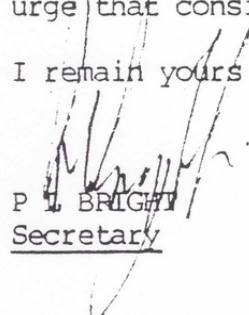
Dear Mr Neale,

DEPARTMENT FOR RECREATION AND THE ARTS - ESTABLISHMENT OF RACE EQUALITY UNIT

The TUJNC considered the proposals in the above report at their meeting on 13 November and are of the opinion that firstly unit's of this type ought to be set up centrally and under tight control since it is our view that if they are to be set up on a departmental basis they will clearly lead to duplication of effort wastage and possible departmental empire building.

We are also of the opinion that some of the posts on offer should be made available to manual workers for secondment into these positions since we feel that by creating a series of posts of this nature the department and indeed the Council are in severe danger of setting up a section which will represent the views of the middle classes and not be representatives of the working class opinion and we would strongly urge that consideration be given to this aspect of this situation.

I remain yours fraternally,


P L BRIGHT
Secretary

Arts and Recreation Committee
Ethnic Minorities Committee
Staff Committee

11 AR 1907B

Supplementary report No 2 (4.12.84) by

The Director General
Director of Recreation and the Arts

DEPARTMENT FOR RECREATION
AND THE ARTS, ESTABLISHMENT
OF A RACE EQUALITY UNIT

1 Regarding paragraph 13 of the main report it is intended that the MG8 postholder will be retained in the Director General's Ethnic Minorities Unit to act as liaison officer between the Ethnic Minorities Unit and the Recreation and the Arts Race Equality Unit. Only two postholders will therefore be relocated and the 1984/85 costs referred to in paragraph 16 are reduced from £20,000 to £15,000.

2 Recommendation 2 of the main report be deleted and the following be substituted. "That the Finance and General Purposes Committee be asked to approve additional revenue reserves of £15,000 in the current financial year".

DEPARTMENT FOR RECREATION
AND THE ARTS-ESTABLISHMENT
OF A RACE EQUALITY UNIT

Concurrent report (12.11.84) by
Director of Management & Central Services

Paragraph 14 of the main report indicates the need for additional space for the Department for Recreation and the Arts.

Presently, the only vacant central office accommodation is at 20/21 Albert Embankment, Middlesex House and Vauxhall Cross. A programme of moves is now being planned to transfer staff from the County Hall complex to this accommodation. The various demands for accommodation within the County Hall complex will then be considered but it will not be possible to meet all of the bids of extra space submitted by various departments. It is unlikely that any of the accommodation which does become vacant will be in the Main Building, where the department for Recreation and the Arts are currently located, unless a number of moves take place to release accommodation in the appropriate place.

Arts and Recreation Committee
Ethnic Minorities Committee
Staff Committee

AR Item 11 1907(d)

DEPARTMENT FOR RECREATION AND THE
ARTS - ESTABLISHMENT OF RACE
EQUALITY UNIT.

Supplementary report No.3. (5.12.84) by
Director of Recreation and the Arts

The observations of the Senior Officers Staff Side have been received and are attached. My comments are as follows:

1. Organisation

The employment issues relating to the Race Equality Unit are outlined in paragraph 11 of the main report. The unit will advise and assist the Establishment Officer who retains the responsibility for implementing the Councils personnel policies in the department.

2. Grading

I understand that a service wide review of the gradings of Establishment Officers is being undertaken and the responsibilities and grading of the departmental Administrative and Establishment Officer will be closely examined.

There is no reason to defer the report. As indicated in 1. above no change is envisaged in the Establishment Officers personnel responsibilities.

Redeployment

This appears to be a valid point and I will arrange for the issue to be re-examined within the Code of Practice for redeployment of surplus staff.

Accommodation

The position on accommodation is explained in the Personnel Department's concurrent report.

RA/AED/3483

GLC/ILEA JNC for Senior Officers (Staff Side)

Room
The County Hall, London, SE1 7PB
01-633

Senior Staff Side Observations

Comment

Organisation

1. We do not see how the implementation of the Councils Equal Opportunity policies, which must be an integral part of any departments personnel policies, can be divorced from the role of the Establishment Officer as is implied in the proposal in para 7 that the new Race Equality Officer should be responsible for "equality programmes of employment aspects" and report to the Director.

Grading

2. The senior gradings proposed throw into sharp perspective the inadequacy of the grading of the Admin and Estab Officer in this department. We understand, though we have not been consulted, that there are current proposals for a re-organisation of the personnel function, service wide, with some re-grading to take into account of a long-standing claim.

We suggest that this report should be deferred till the Establishment Officer proposals are considered and the structure should then be modified with responsibility for all staffing matters passing to the Chief Officer through his senior personnel officer.

Redeployment

There is an agreed redeployment procedure for Senior Officers which we would expect to apply in the case mentioned in para 13.

Accommodation

We hope this will be covered satisfactorily in the concurrent report from Personnel Department.

DEPARTMENT FOR RECREATION AND THE
ESTABLISHMENT OF A RACE EQUALITY
UNIT

Supplementary report No.4 (S.12.84) by
Director of Recreation and the Arts

The observations of the APTEC Staff Side have been received and their letter is attached. For ease of reference the paragraphs have been numbered. My comments on the observations are as follows:

Paragraph 1. - I do not understand the gist of this observation. The proposal for the Race Equality Unit was developed by me personally, in consultation with the Head of the Director General's Ethnic Minority Unit. It is certainly not "ill considered".

Paragraph 2 - The proposal to set up the unit is not as a result of any shortcomings of staff working in the Recreation and the Arts Department. Their commitment to the Council's policies is not in any doubt and their performance and ability in handling the issues is and always has been appreciated by me and all concerned. The duties of officers who will work in the proposed unit are described in paragraphs 7 to 11 in the main report and the functional distribution of the staff has been decided on the basis of the anticipated workload for the unit. I am confident that the unit will greatly assist departmental officers in the execution of their duties so far as racial issues are concerned.

The Race Equality Unit is intended to assist me in the achievement of race equality objectives across a wide range of functions and the needs of women and the disabled will be dealt with separately.

Paragraph 3

Currently, advice and assistance on the implementation of race equality policies is given to the department by the Ethnic Minorities Unit who have had three staff allocated to this task. I believe that the decentralisation of the main elements of this role from the Ethnic Minorities Unit to the department will substantially benefit the department and the setting up of a separate unit will facilitate effective direction and give the opportunity for flexible working.

Paragraph 4 - I have no doubts about my ability to oversee the activities of the Unit as it will be managed by a relatively senior officer who will liaise closely with other branch heads in the department. Recruitment and the preparation of the job descriptions will be effected through the normal approved procedures.

Staff Response To Draft Report "Race Equality Unit"

1. Staff are very well aware of the pressures from other quarters forcing the Director of Recreation and the Arts to present the case for a Race Equality Unit in such an ill considered fashion.
2. Staff are surprised that the emphasis of the report is focused on arts grants, sports grants, and entertainments which are areas where special efforts have been and are continuing to be made - (with proven success) to carry out the Council's policies on race equality. Report AR 1761 drew attention to the racial imbalance of both white and blue collar staff in this department yet the report places the responsibility for employment policies, recruitment and training on a single MG 9 officer, whilst thrusting an SO 6, an MG 7 and two MG 9's to work on arts grants, sports grants and the entertainment programme which are areas where the commitment to and the execution of the Council's policies are strongest. The proposals in the report are likely to hinder rather than help the implementation of the Council's race equality programme and we ask that the Director withdraws the report since we note that there is no current proposal to cater for the needs of women or the disabled. We recommend therefore the establishment of an Equal Opportunities Unit otherwise there must be a real danger of a creation of a whole plethora of units.
3. We deplore the establishment of independent units and recommend the strengthening of individual section since the department can ill afford the luxury of yet more non-accountable 'advisers'. It is "doers" in the MG 7, 8 and 9 grades that are required - not more advisers at senior officer level.
4. It is foolhardy to seriously contemplate that the Director has the time or energy to act as the sole co-ordinating point for the Race Equality Unit and the service elements of the department where the policies are actually implemented. It is particularly undesirable to create one post to develop policy for both ethnic arts and sports. If the proposal proceeds staff insist that those appointed should have proven experience. As a guide the senior officer should have a minimum of five years experience of community recreation. It is particularly important that job descriptions should be drawn up by the section themselves.

15-Nov '84

GREATER LONDON COUNCIL	
ACK'D	
DATE	- 5 DEC 1984 REC'D
SECRETARIAT	
Dept. for Recreation and the Arts.	