

Race Equality Scheme Monitoring Report

1 April 2008 to 31 March 2009

Introduction

The Forestry Commission

The Forestry Commission (FC) is the Government department responsible for the protection and expansion of Britain's forests and woodlands.

Forestry is a devolved subject and the FC answers separately to Ministers in England, Scotland and Wales. The Secretary of State for the Environment, Food and Rural Affairs has responsibility for forestry in England as well as certain activities such as international forestry affairs that remain reserved at Westminster. Scottish Ministers have responsibility for forestry in Scotland and the Welsh Assembly Government has responsibility for forestry in Wales. Therefore, the FC is responsible for advising Forestry Ministers within the Westminster Parliament, Scottish Parliament and National Assembly for Wales on forestry policy and for implementing the three separate forestry policy strategies across England, Scotland and Wales.

This devolved structure allows the FC to focus more clearly on delivering the policies of the individual Governments while still having the ability to take a GB-wide approach to 'cross-border' issues.

The FC has a Board of Commissioners with duties and powers prescribed by statute, consisting of a Chairman and up to ten other Forestry Commissioners, including its Director General, who are appointed by the Queen on the recommendation of Ministers. The Commissioners' programmes to deliver each country's forestry strategy are set out in Corporate Plans for England, Scotland and Wales. These programmes are directed and financed by the three administrations to which the FC is directly accountable.

The FC also has three executive agencies that work to targets set by Commissioners and Ministers:

- Public forests, woodlands and other lands in England and Scotland are managed by Forest Enterprise agencies on behalf of the FC in that country.
- Forest Research is a GB-wide agency that delivers high-quality scientific research and surveys, to inform the development of forestry policies and practices, and promote high standards of sustainable forest management.

Ministers have agreed that, whilst most of the FC's work is now done at country level, a number of the FC's functions would be funded directly by Westminster and operated on a cross-GB basis by Corporate and Forestry Support Division. In this GB role, the

FC provides advice and support to the UK Government and to the devolved administrations in Scotland and Wales on the standards for sustainable forest management and encourages good forestry practice. In addition, as the FC operates across GB, central support services such as HR are provided to the entire organisation on a GB basis.

The FC works with a whole range of partners from private sector landowners to sports clubs, local communities to national businesses, on a whole host of recreation, regeneration and educational schemes.

FC responsibilities span research, commercial timber production, sustainability programmes and policy, as well as learning and leisure.

The FC's goal is always to ensure that, at a practical level, Britain can use its forests to contribute positively to as many of the nation's needs as we can while sustaining this great resource for the future.

The Forestry Commission's Mission and Values

The FC's mission is to protect and expand Britain's forests and woodlands and increase their value to society and the environment.

The objective of the FC GB is to take the lead, on behalf of all three administrations, in the development and promotion of sustainable forest management and to support its achievement nationally.

We aim to be an organisation that values:

- **teamwork** - working as teams with colleagues and others to ensure that trees, woods and forests meet the needs of people in each part of Britain
- **professionalism** - enjoying and taking pride in our work, achieving high standards of quality, efficiency and sustainability
- **respect** - treating one another with consideration and trust, recognising each person's contribution
- **communication** - being open, honest and straightforward with colleagues and others, as willing to listen as to tell
- **learning** - always learning, from outside the Forestry Commission as well as from within
- **creativity** - not being afraid to try new ways of doing things.

Forestry Commission's People Strategy

Our People Strategy demonstrates our commitment to our staff and how it will attract, manage and develop them over the next three to five years.

The People Strategy outlines a fair and consistent approach in dealing with staff.

The People Strategy has the following high-level goals:

- to demonstrate excellence in the leadership and management of people
- to support people in their professional and personal development and improve organisational performance
- to maintain a safe and healthy environment and develop a diverse workforce
- to adopt people practices for the future, which support efficient and effective processes of delivery

The Race Equality Duty

The Race Relations (Amendments) Act 2000 places both general and specific duties on public sector organisations and government departments.

The General Duty

The General Duty requires public bodies to:

- eliminate unlawful race discrimination;
- promote equality of opportunity;
- promote good relations between persons of different racial groups

The Specific Duties

Specific Duties require public bodies to:

- assess and consult on the likely impact proposed policies will have on the promotion of race equality
- monitor policies for adverse impact
- publish the results of the impact assessments, consultation and monitoring
- make sure the public have access to information and services
- train staff on both the general and specific duties

- review the list of functions/policies at least every three years
- monitor staff by racial group for staff in post and applications for employment, promotion, training (and for employers with more than 150 staff) for performance appraisal, grievances, disciplinary action and reasons for leaving employment. These monitoring findings must be published annually.

The FC's Race Equality Scheme

The FC's second Race Equality Scheme was published in October 2008 and is available [on our Internet pages](#). This outlines the FC's commitment to both the general and specific Race Equality Duties.

The Scheme also outlines the details of how the FC will:

- address the requirements of the Race Equality Employment Duties;
- provide services and initiatives that will embrace diversity and promote equality of opportunity; and
- meet both the general and specific duties of the Race Equality Duty.

The FC's Race Equality Monitoring Report for the period 1 April 2008 to 31 March 2009

The purpose of this report is to outline the progress made against the actions outlined in the Race Equality Scheme, to provide annual monitoring statistics and analysis of the FC's staff and to highlight some examples of good practice through various initiatives undertaken during 2008-09.

The Race Equality Monitoring Statistics

The FC's employment monitoring statistics are attached at Appendix 1 and comprise the following tables:

Tables will show Race, FC Management Unit and staff in post at 31 March 2009*	
Table 1	All Staff in post at 31 March 2009
Table 2	Full time / part time
Table 3	Type of contract
Table 4	Pay Band (grade)

Table 5	Internal recruitment and promotion *during 2008/09
Table 6	External recruitment *during 2008/09
Table 7	Performance marking
Table 8	Internal training *during 2008/09
Table 9	External training *during 2008/09
Table 10	Leavers *during 2008/09
Table 11	Discipline *during 2008/09
Table 11a	Grievance *during 2008/09
Table 12	Work pattern

Forestry Commission Management Units	
England	staff working directly for Forestry Commission and Forest Enterprise England
Scotland	staff working directly for Forestry Commission and Forest Enterprise Scotland
Wales	staff working directly for Forestry Commission Wales
Forest Research	staff working directly for the Forest Research Agency throughout Britain
Business Units	staff working directly for the Business Units (Civil and Mechanical Engineering, FC Nurseries and Renewable Energy) throughout Britain.
Silvan House	staff working in centralised divisions and serving every Management Unit of the Forestry Commission (e.g. HR, Finance, IT)

Analysis of Statistical Monitoring

Table 1. Race of all staff in post at 31 March 2009

The number of Black, Asian and Ethnic Minority staff in post at 31 March 2009 was 21, representing 0.6% of the Forestry Commission population. At 31 March 2008 it was 16, representing 0.4% of the population. This is a very small rise in numbers, but represents a positive increase.

Social research has shown that forestry is not a profession traditionally considered as a career by members of the BAME groups. The highest percentage is in our Silvan House management unit (2.2%), which recruits many administrative professionals and is based in Edinburgh. Forest Research Agency has the next highest percentage (1.4%) and is the only part of the Forestry Commission that recruits scientists.

Table 2. Full-time/part-time split

Staff from BAME groups are more likely to be engaged on a full time basis (95%) than White British staff (84%) or White Other staff (88%) in the Forestry Commission.

Table 3. Type of contract

BAME staff are less likely (43%) to be on a permanent contract than their White British colleagues (88%). Of those BAME staff not on a permanent contract, 7 (58%) are on a Fixed Term appointment, which types of appointment have increased in recent year. Staff on Fixed Term appointments are able to apply for all internally advertised positions in the Forestry Commission.

Table 4. Pay Band (Grade)

Table 4 shows that the majority (90%) of BAME staff are below Middle Management level, this is the same percentage as their White British colleagues. One BAME member of staff is represented at senior level, and one at middle level. With the small numbers involved, the addition of one BAME staff member in either of these groups would have a large effect on the BAME distribution across the pay bands in percentage terms.

Table 5. Internal recruitment and promotion

With the exception of Forest Research, which holds traditional promotion boards for its scientific staff, the Forestry Commission holds open competition for many of its vacancies. In 2008/09 150 of its vacancies were offered to internal staff first and a total of 220 vacancies were put to external recruitment, some of which recruited more

than one person. Success in an internal competition will result in promotion, when the job advertised is of a higher grade than the successful member of staff is.

One, of our population of 21 BAME staff, applied for an internal vacancy during the year and was not invited to interview. This is an increase from 2007/08 when no BAME staff applied. All staff on permanent and fixed term appointments are free to apply for posts for which they consider themselves suitable. During 2009/10 we will examine whether length of service has an impact of likelihood of application for an internal vacancy.

Table 6. External recruitment

The numbers of applicants from BAME groups rose from 66 in 2007/08 to 95 in 2008/09 but the percentage of all applicants remained unchanged at 2%. However, during 2008/09, BAME applicants were more likely to be recruited (7%) than White British applicants (5%) or White non-British applicants (6%). Whilst this is positive it does not move us towards an improved proportion of BAME staff very quickly.

An analysis of BAME applications shows that the most popular vacancies are for Trainers, Scientists and Engineers and these represent a small proportion of our normal vacancies. We are working hard to improve our profile through advertising ourselves in BAME magazines and all our vacancies have been posted on The Diversity Group and Equality Britain websites since May 2008.

We are now undertaking Social Marketing research to coincide with a number of vacancies we know are going to occur soon at our Bristol Office. The results of that research will inform how we better attract people from BAME groups to apply for jobs with us.

Table 7. Performance marking

BAME staff are less likely to receive a Top Performance rating (7%) than their white colleagues (White British 18%, White Other 28%). No BAME staff member received a Not Fully Effective mark during the year. The numbers are small and any addition to those in the BAME groups receiving a Top Performance would have a large effect in percentage terms.

We shall do some further analysis to compare BAME performance marking with white staff with similar length of service.

Table 8. Internal Training (event attendance) during 2008/09

The number of internally held training events is lower for BAME staff (1.4 events) than for White British (1.8 events) and for White non-British (1.9 events). The small numbers of BAME staff and their length of service could be a factor. However, the figures for 2007/08 were more balanced and we shall continue to monitor this area.

Table 9. External Training

No BAME staff applied for external training (training not provided by the Forestry Commission) during the year. We have no previous data to compare this to and will continue to monitor to determine whether this figure represents the normal pattern.

Table 10. Leavers during 2008/09

Although the data indicates a high turn over of staff from BAME backgrounds, of the 12 BAME staff who left 10 did so because their Fixed Term or Short Term Temporary contracts of employment were at an end. One BAME member of staff resigned and one was dismissed. The dismissal was not as a result of a disciplinary procedure, but because of the expiry of a Work Permit and consequent inability to attend work.

Table 11. Discipline during 2008/09

No BAME staff were subject to Disciplinary procedures during the year.

Table 11a. Grievance during 2008/09

No BAME staff brought a grievance during the year.

Table 12. Work Pattern

The data shows no significant differences between working patterns for BAME staff and their White colleagues. 95% of BAME staff work a standard 5-day week, compared to 87% of White British and 89% of White non-British staff.

Race Equality Initiatives

Customer services

During 2009 three separate public opinion of forestry surveys were undertaken – across the UK, Scotland and Wales. These surveys give us a good indication of how people from BAME backgrounds consider forests as destinations for recreation.

Public Opinion Surveys 2009	Survey	BAME respondents	White respondents
Visited woodlands in the past few years	UK	52%	80%
Visited at least once a month in summer	UK	47%	61%
Visited at least once a month in winter	UK	13%	35%
Not interested in visiting woodlands	Scotland	9%	66%

The surveys show that people from BAME backgrounds have a wish to visit forests. The Forestry Commission has involved BAME groups establish what would encourage their members to visit forests more often and to create events that encourage attendance. The following examples indicate the type of work we are doing and more examples are shown at Appendix 2 of this Report.

External Initiatives

Information

Forestry Commission Scotland have produced leaflets in Punjabi and Urdu, aimed at residents in the Glasgow / Edinburgh Central Belt area of Scotland. These leaflets show what green spaces and woodlands in the Central Belt are available to visit, how to get there and what to find and do there.

Asylum Seekers

Forestry Commission Scotland, in partnership with Culture and Sport Glasgow aims to give diverse and minority teen groups access to the city's woodlands. The teens work coincides with the summer holidays and involves building shelters from natural materials, environmental art sessions and included a drum playing session.

Teenagers involved came from a variety of backgrounds including Pakistan, Algeria and Iran. The programme not only allows youngsters to experience the countryside and do some physical activity, it also improves confidence and allow people to relax.

Outreach work

The Forestry Commission is increasing the work it does with minority groups that rarely visit woodlands throughout GB. Forestry Commission Wales have engaged with the Muslim community in Port Talbot by arranging a visit to its Afan Forest Park by that group. The group received history of the park and enjoyed a wildlife / nature walk, finishing with lunch at the Visitor Centre. The natural amphitheatre in the park was considered to be an excellent venue for talks the Mosque is arranging on Islam and nature and made some constructive suggestions about how to attract more members of the community to the park, which is only six miles from Port Talbot.

Forestry Commission England has opened a Small Grants Fund to support activity focussed at attracting a wider diversity of people to visit woods and forests. The grants, worth up to £500 each, can be used in a number of ways, including providing transport to visit woodland. In the first two months since the Grant was announced, grants have been paid to ten community projects.

Internal initiatives

All staff training

A series of Diversity training events commenced delivery in February 2009. There are four different Diversity training events, each aimed at specific sectors of the organisation. It is compulsory for all staff in the Forestry Commission to attend one of these events. The training will be complete by summer 2010 and plans are in hand to ensure new entrants will continue to receive this training after that date. The training looks at all aspects of diversity, including race awareness. Sessions are also being run during each New Entrant (induction) course and all new and existing training events managed by the Forestry Commission will be reviewed to ensure diversity messages (including race) are included appropriately.

DVD – Changing Focus

The Forestry Commission has created a DVD to be shown on all Equality and Diversity training courses and on all New Entrant (induction) courses. One element of the DVD features a Forest School group, meeting in a small woodland in inner Birmingham. The group consists of children from a wide mix of ethnic backgrounds and shows them exploring the woodland, building a fire (supervised) and story telling.

Research Commissioned for 2009

The Forestry Commission and Forestry Commission England have commissioned Social Marketing work to help us understand how to attract a higher percentage of Black and Ethnic Minority applicants as we commence a recruitment campaign in the Bristol area. The results of that work, due in 2009/10, will help us to understand how

to better advertise the vacancies we have to attract a higher proportion of applicants from ethnic minority groups.

Factsheets for staff and managers

We have prepared a Factsheet 'Religion and Belief in the Workplace' as guidance for both staff and managers. This has been checked by Faithnet and will be published as part of the People Matters suite of HR guidance.

Equality and Diversity Staff Forum

The Forum is now fully established and includes staff from a range of BAME backgrounds in its membership. The Forum reviews all HR policies for their equality and diversity impact on FC staff and will consider other initiatives that have the potential to affect staff.

Staff Survey

In order to obtain a better understanding of how staff from BAME groups experience working for the Forestry Commission, we will analyse the results of the Staff Survey (held during September 2009). The analysis is intended to help us to find out whether the responses received from BME staff members are significantly different from the responses made by their white British colleagues. This will be the first time we have made such analysis and the findings will help us to understand what issues exist for priority action.

Action Plans

Progress against 2008/09 Action Plan

Action Plan for 2008/09	Progress during 2008/09
Social Research	Social Marketing research has commenced to increase our understanding of how to attract more BAME applicants to apply for our vacancies.
Diversity Ambassador Events	The Diversity Team attended one event in London to establish how it works. A low recruitment level and the Social Marketing research have put further action on hold.
Ask a wider range of questions in the next Staff Survey to obtain a better feel of any perception of discrimination that might be	The Staff Survey was appropriately designed and full analysis is in progress.

taking place in the organisation.	
Conduct a diversity audit of the FC to identify good practice within the FC that can be shared and utilised to support a variety of functions.	Whilst we have not completed a formal audit, we are publicising instances of best practise both in our in-house newspaper and on our Intranet pages.
Take action to establish cause of low BAME representation within the FC.	Social Marketing research and analysis of the Staff Survey will provide valuable information.

2009/10 Action Plan

The FC will take the following actions this year to further promote and support disability equality:

1. Continue to assess the impact of our HR policies through the EqIA process in order to ensure that the needs of BAME staff and customers are fully considered.
2. Continue to develop the profile of the FC as an employer in order to attract more applications from the BAME population, using evidence from the Social Marketing research.
3. Assess the results of the staff survey (conducted in September 2009) and if any BAME bias or discrimination is identified, take the necessary actions to tackle the problem(s).
4. Continue to encourage and support our Forest District teams to provide initiatives that promote BAME equality.
5. Continue to monitor the take-up of training within the FC. Explore with the Learning and Development team, the types of courses on offer and the suitability of those courses for attendance by staff of BAME origin, to ensure that a wide range of development opportunities are offered and available to BAME employees.
6. Examine whether length of service (BAME staff compared to White staff) can help to explain the lack of internal movement (promotion and job changes) by BAME staff.
7. Examine whether length of service (BAME staff compared to White staff) can help to explain why BAME staff members are less likely to receive a Top Performance marking in their annual review than their white colleagues.

Summary

This report, detailing employment monitoring data and progress in meeting the general and specific Race Equality Duties, supports the Forestry Commission's aim of mainstreaming equality of opportunity and diversity of workforce and customer services. The report will be published on the Forestry Commission's Internet and Intranet and hard copies will be sent to the Equality and Human Rights Commission.

Alternative Format and Contact Details

If you have any questions on the content of this report, or if you need this publication in an alternative format, for example in large print or in another language, please contact

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Table 1. All staff in post at 31 March 2009

	England	Scotland	Wales	Forest Research	Business Units	Silvan House	Totals
Asian	3	1	1	3		4	12
Black	3			1		1	5
Chinese / Other	1					1	2
Mixed Race					1	1	2
Total Ethnic Minority	7	1	1	4	1	7	21
Percentage Ethnic Minority in Management Unit	0.6%	0.1%	0.3%	1.4%	0.3%	2.2%	0.6%
White Other	15	14	4	19	15	7	74
Percentage White Other in Management Unit	1.3%	1.5%	1.1%	6.8%	4.4%	2.2%	2.2%
White British	1133	903	354	257	323	299	3269
No response	3	9	1				13
Percentage White British and No Response in Management Unit	98.1%	98.4%	98.6%	91.8%	95.3%	95.5%	97.2%
Total	1158	927	360	280	339	313	3377

Appendix 1

Table 2. Full time / part time split at 31 March 2009

	Ethnic Minority	% Ethnic Minority by Management Unit	White Other	% White Other by Management Unit	White British	% White British by Management Unit
England Full Time	7	100%	11	73%	891	78%
England Part Time			4	27%	245	22%
Total England	7		15		1136	
Scotland Full Time	1	100%	13	93%	798	88%
Scotland Part Time			1	7%	114	13%
Total Scotland	1		14		912	
Wales Full Time	1	100%	3	75%	304	86%
Wales Part Time			1	25%	51	14%
Total Wales	1		4		355	
Forest Research Full Time	4	100%	18	95%	209	81%
Forest Research Part Time			1	5%	48	19%
Total Forest Research	4		19		257	
Business Units Full Time	1	100%	15	100%	295	91%
Business Units Part Time					28	9%
Total Business Units	1		15		323	
Silvan House Full Time	6	86%	5	71%	248	83%
Silvan House Part Time	1	14%	2	29%	51	17%
Total Silvan House	7		7		299	
Total Full Time	20	95%	65	88%	2745	84%
Total Part Time	1	5%	9	12%	537	16%

Appendix 1

Table 3. Type of contract at 31 March 2009

	Permanent Appointment	Other Appointment	% all Permanent in Ethnic Group	% all Other in Ethnic Group	Totals
Asian	3	9			12
Black	3	2			5
Chinese / Other	2	0			2
Mixed Race	1	1			2
Total Ethnic Minority	9	12	43%	57%	21
Percentage Ethnic Minority of all staff	0.3%	2.6%			
White Other	28	46	38%	62%	74
Percentage White Other of all staff	1.0%	10.1%			
White British	2886	383	88%	12%	3269
No response	0	13			13
Percentage White British and No Response of all staff	98.7%	87.2%			
Total	2923	454			3377

Other Appointment	Asian	Black	Mixed	White Other
Fixed Term	6	1		15
Short Term Temporary	3			15
Part Year			1	12
Office Holder		1		3
New Deal				1
Total Other Apt.	9	2	1	46

Appendix 1

Table 4. Pay Band (Grade) at 31 March 2009

	Asian	Black	Chinese or other ethnic group	Mixed Race	Total Ethnic Minority	% of all Ethnic Minority Staff	White Other	% of all White Other Staff	White British	% of all White British Staff
Total Senior Staff	0	1	0	0	1	4.8%	0	0.0%	24	0.7%
Total Middle Management	1	0	0	0	1	4.8%	3	4.1%	318	9.7%
PB 4	3	1			4		11		367	
PB 5	2		2		4		10		305	
PB 5 (Ops)	1	1		1	3		8		390	
PB 6A	1				1		8		516	
PB 6A (Ops)	1	2			3		4		249	
PB 6B	3			1	4		10		897	
PB 7							17		188	
Cont & Office Holds							3		28	
Total Other	11	4	2	2	19	90.5%	71	95.9%	2940	89.6%
Grand Total	12	5	2	2	21		74		3282	

Appendix 1

Table 5. Internal recruitment and promotion during 2008/09

	Applicants	Invited to Interview	% of Applicants Invited to interview	Successful	% of Applicants Successful	% of Interviewees Successful	Promoted	% of Interviewees Promoted
Total Ethnic Minority	1	0						
White Other	12	7	58%	2	17%	29%	2	29%
White British	354	275	78%	140	40%	51%	107	39%
Total all applicants	367	282	77%	142	39%	50%	109	39%

Appendix 1

Table 6. External recruitment during 2008/09

	Applicants	% of all Applicants	Invited to Interview	% of Applicants Invited to interview	Successful	% of Applicants Successful	% of Interviewees Successful
Asian	52	1%	9	17%	6	12%	67%
Black	20	0%	1	5%	0		
Chinese/Other	13	0%	0	0%	0		
Mixed Race	10	0%	1	10%	1	10%	100%
Total Ethnic Minority	95	2%	11	12%	7	7%	64%
White Other	148	3%	22	15%	9	6%	41%
No Response	723	13%	84	12%	20	3%	24%
White British	4617	83%	863	19%	211	5%	24%
Total all applicants	5583		980	18%	247	4%	25%

Appendix 1

Table 7. Performance marking for year ending 31 March 2009

	Top Performer	Good Performer	Not Fully Effective	Total receiving PMS	% Top Performers	% Good Performers	% Not Fully Effective
Total Ethnic Minority	1	13	0	14	7%	93%	
White Other	18	46	0	64	28%	72%	
White British	558	2545	4	3107	18%	82%	0.1%
Grand Total	577	2604	4	3185	18%	82%	

Appendix 1

Table 8. Internal training (event attendance) 2008/09

	Ethnic Minority	As a % of all Ethnic Minority Staff	White Other	As a % of all White Other Staff	White British	As a % of all White British Staff
Forest Management (FM)	12		31		1893	
Operational (Ops)	2		71		2210	
Total FM & Ops	14	67%	102	138%	4103	126%
Information Technology (IT)	2		6		211	
Product Knowledge (PK)	2				172	
People Skills (PS)	11		29		1383	
Total Other (IT, PK, PS)	15	71%	35	47%	1766	54%
Grand Total All Training	29	138%	137	185%	5869	180%
Average number of training events attended per person, for staff in post at 31 March 2009 (within ethnic origin)						
	1.4		1.9		1.8	

Appendix 1

Table 9. External training (number of events) during 2008/09

	Total events applied for	
	Ethnic Minority	White British and White Other
Interpersonal Skills	0	66
Information Technology	0	130
Management Training	0	223
Personal Development	0	344
Technical Training	0	782
Grand Total	0	1545

Appendix 1

Table 10. Leavers during 2008/09

Reason For Leaving	Ethnic Minority	White Other	White British	Total
End of Casual/STT Appt	7	37	320	364
Resignation	1	4	114	119
Age Retirement			58	58
End of Fixed-Term Appt	3	3	10	16
Re-employed Pensioner Retired			10	10
Break in Perm Part-Year Appt			7	7
Approved B Retirement			6	6
Dismissal	1		5	6
Transfer out of FC			6	6
End of Secondment to FC			4	4
Medical Retirement			4	4
Compulsory Redundancy			3	3
Death in Service			3	3
Actuarially Reduced Retirement			3	3
Voluntary Redundancy			2	2
Career Break			1	1
Total Leavers	12	44	556	612
As a percentage of Staff in Post at 31 March 2009				
	57%	59%	17%	18%

Appendix 1

Table 11. Discipline during 2008/09

Ethnicity	Local Discipline Action	Investigation	Hearing	Appeal	Penalty
White British	Yes				Written Warning
White British	Yes				Noted Verbal Warning
White British	Yes				Noted Verbal Warning
White British		Yes			Written Warning
White British		Yes			Written Warning
White British					Resignation Before Penalty
White British		Yes			Written Warning
White British	Yes				Written Warning
White British	Yes				Noted Verbal Warning
White British		Yes			Final Written Warning
White British		Yes	Yes	Yes	Noted Verbal Warning
White British		Yes			Written Warning
White British	Yes				Noted Verbal Warning
White British	Yes				Written Warning
White British		Yes	Yes		Final Written Warning
White British		Yes	Yes		Final Written Warning
16					

Appendix 1

Table 11a. Grievances during 2008/09

Ethnicity	Informal Meeting	Writing	Investigation Meeting	Upheld
White British		Yes	Yes	No
White British		Yes	Yes	Yes
White British		Yes	Yes	No
White British	Yes	Yes	Yes	Withdrawn
White British		Yes	Yes	No
White British		Yes	Yes	No
White British		Yes	Yes	No
White British		Yes	Yes	Withdrawn
White British		Yes	Yes	No
White British		Yes	Yes	No
White British		Yes	Yes	Yes
White British		Yes	No	No
White British		Yes	Yes	Yes
13				

Appendix 1

Table 12. Work Pattern for staff in post 31 March 2009

	Ethnic Minority	% Ethnic Minority	White Other	% White Other	White British	% White British	Grand Total
5 Weekdays	20	95%	66	89%	2854	87%	2940
Annualised Hrs	1	5%			44	1%	45
Rostered			2	3%	157	5%	159
1 Weekday					7	0%	7
2 Weekdays					16	0%	16
3 Weekdays			4	5%	92	3%	96
4 Weekdays			2	3%	73	2%	75
Other					39	1%	39
Total not working a standard five day week							
	1	5%	8	11%	428	13%	437
Total	21		74		3282		3377

Appendix 2

Best practice examples of race initiatives during 2008/09

Example 1

Initiative/Project Name: **Forest School Programme**

FC Department: FC Wales, Woodlands for Learning Team - Education

Background: Support Forest School leaders and their settings to increase their skills and confidence.

Action: Worked with Maindee Primary School in Newport in summer term 2009 as part of a 10 week Forest School Programme to continue support for teachers who had trained with Forestry Commission Wales in 2008. The community is made up of predominantly Asian residents and the group was made up of Year 5 pupils aged between 9-10 years old.

Objective/(s): To engage with a new setting in an inner city area. Work with ethnic minority group and evaluate the role of women in the Asian community.

Outcome: Programme completed mainly in school grounds but ended with a visit to local Forestry Commission woodland outside the city.

Project Time, Funding, Evaluation & Future Plans: April – June 2009. A successful programme, with all-inclusive sessions for all participants. The Forest School Leader gained more confidence and skills including using larger woodland sites. Continue to engage with school through Forest Education Initiative cluster group in Newport.

Appendix 2

Best practice examples of race initiatives during 2008/09

Example 2

Initiative/Project Name: Pre Edinburgh Mela 2008- Activity with Nepal Scotland Association

FC Department: FC Scotland, Central Scotland Conservancy

Background: Central Scotland Conservancy took part in the successful Edinburgh Mela 2008, an Asian Festival to celebrate culture and the arts, as part of our Treefest programme in Central Scotland. Forestry Commission funded and helped organising the Children and Family Zone 'Through the Forest', raising awareness of climate change issues and the role of trees in adapting to climate change and reducing our impact. Running up to the event in August 2008, the Forestry Commission explored opportunities to engage with some of the groups involved in the Children and Family Zone. Nepal Scotland Association approached the Forestry Commission in order to organise a family day out in a local woodland in Edinburgh.

Action: We contacted Nepal Scotland Association through Creative Artwork, the lead organiser of the interactive Children and Family Zone at the Edinburgh Mela, and organised for a one-day visit to a local woodland area. We chose a location that was reasonably near to the 'hub' of the Nepalese community in Edinburgh and liaised with the Council's Ranger Service in order to organise transport and activities and to check the conditions of the site.

Objective/(s):

To raise awareness of Forestry Commission Scotland and its work by:

- delivering successful shows in different parts of Central Scotland;
- targeting different audiences, especially communities from priority WIAT areas;
- targeting Ethnic and Black Minorities.
- developing new working partnerships;
- promoting the Active Woods and the Woods for Health messages;
- increasing awareness and use of local woods.

Outcome: The day was a success with a group of 12-15 people from different age groups joining FCS staff at Craiglockhart Hill Local Nature Reserve in August 2008. Several activities took place during the day, including building a shelter, sensory activities (smelly cocktail, nature postcard) and nature sculpture / art. The group was also taken on a short walk to familiarise themselves with the woodland.

Appendix 2

Best practice examples of race initiatives during 2008/09

Example 2 continued

The feedback received was very positive, the group enjoyed the day and the activities and asked for more opportunities to be explored in order to get out and visit other sites in Edinburgh.

Project Time, Funding, Evaluation & Future Plans:

The visit was organised with the help of Creative Artwork in a relative short time and was funded by Forestry Commission Scotland, as part of the Treefest programme. The feedback received was very positive and it was agreed to organise more visits to urban woods and parks after the Edinburgh Mela 2008 event. Future plans include a programme of activities pre and post event, with the involvement of Nepal Scotland Association, as well as other ethnic minority groups that are involved in the Festival. Planned activities include Forest School sessions, health walks and art projects.

Appendix 2

Best practice examples of race initiatives during 2008/09

Example 3

Initiative/Project Name: **Glasgow and Edinburgh Mela**

FC Department: [FC Scotland, Central Scotland Conservancy](#)

Background: Central Scotland was involved with the Edinburgh Mela in 2007, an Asian Festival to celebrate culture and the arts. There had been no previous involvement with the Glasgow Mela.

Involvement with these events allow the Forestry Commission to engage with a wider range of people who may not know who the Forestry Commission are and would not consider visiting woodlands on a regular basis.

At the Edinburgh Mela the Forestry Commission funded and helped with the organisation of the Children and Family Zone 'Through the Forest', raising awareness of climate change issues and the role of trees in adapting to climate change and reducing human impact.

At the Glasgow Mela the involvement was through a marketplace stall with information about local woodlands in central Scotland.

Action: The aim was to link into large multicultural events and raise awareness of the Forestry Commission with minority groups.

A wide variety of groups visited the children's area at the Edinburgh Mela and marketplace stall at the Glasgow Mela. The groups engaged with included South Asian, Chinese, African and Eastern European.

At both events there was a variety of activities to attract the children, including building wooden animals, tree cookies and animal masks. While the children engaged in these activities their parents and guardians were provided with information about the Forestry Commission and where their local woodlands were.

Objective/(s):

- Presence at the Edinburgh and Glasgow Mela events.
- Engage with Children at both events through wooden animal building, mask painting and arts and crafts.
- Raise awareness of FCS and the work the commission is involved with.
- Promote the different leisure and recreation opportunities that are available on the forest estate.
- Promote the health and wellbeing benefits that can be gained by accessing woodland on a regular basis.

Appendix 2

Best practice examples of race initiatives during 2008/09

Example 3 continued

Outcome: Successful attendance at both events. The information stalls and children's activities were hugely popular. A large proportion of the people approaching the stalls did not realise the depth of work that Forestry Commission Scotland is involved with and a large number had never accessed their local woodlands.

Due the success of the events an expanded programme of engagement has been planned for the 2009 Melas.

Project Time, Funding, Evaluation & Future Plans:

The Glasgow Mela was over one day in June 2008 and the Edinburgh Mela was over 2 days in August 2008. In the lead up to both events there was additional work through the Khush Dil programme in the West and the Craiglockhart visit in the East.

FCS provided £5000 towards the children's area at the Edinburgh Mela.

Future plans are to develop the pre-Mela engagement programme with a variety of the BME groups who attend the events.

Appendix 2

Best practice examples of race initiatives during 2008/09

Example 4

Initiative/Project Name: **Involvement with Port Talbot Mosque**FC Department: FC Wales, Coed Y Cymoedd Forest District

Background: Afan Forest Park is close to urban centres in South Wales. These towns have significant BME populations, but very few BME people visit Forestry Commission woodlands.

Action: Forestry Commission staff arranged a visit to Afan Forest Park by members of the Port Talbot Mosque. During the visit by 6 adults and 15 children, there was a guided tour of the Park and talks on its history and the range of activities it has to offer. The children went on a guided nature walk and adults toured the forest, including a visit to the outdoor amphitheatre at Ty Maen; the visit concluded with lunch in the Visitor Centre.

Objective/(s): To introduce the Muslim community from Port Talbot Mosque to their local woodland and encourage them to make regular visits to it in future.

- Promote the forest in hard to reach communities.
- Engage with the Muslim community and promote Forestry Commission Wales and its work.
- Demonstrate the benefits that forestry has to offer to communities and individuals.
- Strengthen existing relationships.
- Encourage use of the forest and its facilities for public enjoyment.
- Promote respect for the environment and forest in particular.

Outcome: A successful visit that produced enthusiasm for future visits, particularly from the women and children of the Mosque.

Future Plans: To invite a member of Forestry Commission staff to give a presentation to the Port Talbot Mosque one Friday and to use the outdoor amphitheatre as a venue for Islamic lectures on nature.

Appendix 2

Best practice examples of race initiatives during 2008/09

Example 5

Initiative/Project Name: **Black Environment Network Rainbow Project**

FC Department: [Forestry Commission England, North West Forest District](#)

Background: Although close to urban centres, there is a low number of visitors from BAME communities to the Forest District woodlands.

Action: Three members of FC staff are training with the Black Environment Network (BEN) to learn how to make contact with hard to reach BAME communities in Rochdale and Manchester. The training involves site visits by community leaders, to give them an idea of what is available and to listen to what might attract those communities to visit.

Objective/(s): To increase the number of visitors from BAME backgrounds.

Example 6

Initiative/Project Name: **Provision of activities for BAME Groups**

FC Department: [Forestry Commission England, Westonbirt Arboretum](#)

Background: The Wiltshire Wildlife Trust Diversity Team approach Westonbirt and asked whether they could provide guided walks for a number of BAME organisations.

Action: A variety of groups including Bangladeshi Ladies, AN African Caribbean group and a Multi-faith Moroccan group have each paid two visits. They have enjoyed guided walks, activity walks and craft workshops.

Appendix 2

Best practice examples of race initiatives during 2008/09

Example 7

Initiative/Project Name: **Encouraging visits from BAME communities**

FC Department: [Forestry Commission England, Kielder Forest District](#)

Background: A number of woodlands in the District are close to urban populations but the number of people visiting from BAME communities is low.

Action: A member of staff attended the Gateshead Diversity Forum, to promote Chopwell Woods (close to Newcastle).

Outcome: A visit to Chopwell Woods is being arranged for members of the Gateshead Diversity Forum. FC has also led a visit from an Asian Women's group, who are based in Gateshead and describe themselves as a BME Women's mental health group.