

Race Equality Scheme Monitoring Report

1 April 2009 to 31 March 2010

The FC's Race Equality Monitoring Report for the period 1 April 2009 to 31 March 2010

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 2009-10.

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 Chair 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 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 2010* | |
|---|--|
| Table 1 | All Staff in post at 31 March 2010 |
| Table 2 | Full time / part time |
| Table 3 | Type of contract |
| Table 4 | Pay Band (grade) |
| Table 5 | Internal recruitment and promotion *during 2009/10 |
| Table 6 | External recruitment *during 2009/10 |

| | |
|-----------|------------------------------------|
| Table 7 | Performance marking |
| Table 8 | Internal training * during 2009/10 |
| Table 9 | External training * during 2009/10 |
| Table 10 | Leavers * during 2009/10 |
| Table 11 | Discipline * during 2009/10 |
| Table 11a | Grievance * during 2009/10 |
| 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 2010

The number of BAME staff in post at 31 March 2010 was 23, representing 0.6% of the Forestry Commission population. At March 2008, there were 16 and at March 2009, 21 BAME staff in post. This is a very small rise in numbers, but represents a positive increase.

Social Marketing research conducted during 2009 confirmed that forestry is not a career traditionally chosen by members of BAME groups. The conclusions of the social marketing exercise are shown in this report under Race Equality Initiatives, Internal initiatives, Research Commissioned for 2009.

Table 2. Full-time/part-time split

A larger proportion of staff from BAME groups are employed on a full time basis (96%) than White British staff (83%) or White Other staff (93%).

Table 3. Type of contract

More of our BAME staff are on a permanent contract (53%) than on a temporary contract and this represents an increase from last year, when less than 50% were permanently employed. However, a lower proportion of BAME staff are employed on a permanent basis than White British Staff (86%) or White Other Staff (58%) are. With so few BAME staff, a small change in the numbers employed as permanent will make a significant impact on the percentage figure.

Table 4. Pay Band (Grade)

The distribution of BAME staff through the Pay Bands in the organisation is very similar to the distribution of White staff. The number of BAME staff at Middle Management level has increased since 2008/09.

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. Success in an internal competition will result in promotion, when the job advertised is of a higher grade than the successful member holds at interview.

39% of all BAME staff applied for an internal competition, compared with only 3% of White British staff and 60% of all White Other staff, however BAME staff were less likely to be called for interview and no BAME staff were successful in their application. The number of applications from BAME staff has increased over the past three years, from 0 in 2007/8 and 1 in 2008/9 to 9 in 2009/10.

In response to so few BAME employees applying for an internal move during the years 2007/08 and 2008/09, we undertook to examine whether length of service had impact on BAME employees' likelihood to apply for an internal move. Due to the increase in numbers applying this year, we have not undertaken that examination, but we shall continue to monitor this area.

Table 6. External recruitment

The numbers of applicants from BAME from has risen from 66 in 2007/08, to 95 in 2008/9, to 168 in 2009/10. Whilst the rise in numbers has been positive, the proportion of applications from BAME groups has remained at 2% of all applicants.

5% of BAME applicants were invited to interview, compared to 10% of White British and 10% of White Other applicants. 22% of BAME all interviewees were successful, compared to 26% of all White British and 29% of all White Other interviewees.

The Social Marketing research we conducted during 2009 confirmed that forestry is not a career traditionally chosen by members of BAME groups. The conclusions of the social marketing exercise are shown in this report under Race Equality Initiatives, [Internal initiatives, Research Commissioned for 2009](#).

The Forestry Commission continued to place job vacancy adverts on BAME specific job websites and to promote itself as a potential employer in BAME specific magazines.

Table 7. Performance marking

There are three available performance markings – Top Performer, Good Performer and Not Fully Effective Performer. Table 7 has not been displayed, as it is disclosive. BAME staff appear to be less likely to receive a Top Performance marking than their White British (19%) or their White Other (22%) colleagues. The further analysis we hoped to undertake during 2009/10 to investigate possible causes for the lower performance marking was postponed, but will be completed during 2010/11.

Table 8. Internal Training (event attendance) during 2009/10

The average number of internal training events attended by BAME employees was slightly lower (2.2 events) than for White British (2.3 events) and for White Other (2.4 events). BAME staff received, on average, less Forest Management and Operational training than their colleagues. This training is focused specifically on the professional requirements of the forest industry. The average number of training events for IT, People Skills and Product Knowledge was almost equal for all staff.

Table 9. External Training

The average number of external training events attended by BAME employees was 0.43, which is comparable to the average number attended by their colleagues (0.40).

Table 10. Leavers during 2009/10

The analysis indicates that BAME staff were, proportionate to their total numbers, more likely to resign than other staff during 2009/10. This is an increase from 2008/09 when the resignation levels for BAME staff were comparable to those for all other staff. We shall continue to monitor this area.

Table 11. Discipline during 2009/10

No BAME employees were subject to disciplinary procedures during the year.

Table 11a. Grievance during 2009/10

No BAME employees raised a grievance during the year.

Table 12. Work Pattern

BAME employees (91%) are more likely to work a standard five day week than their White British colleagues (84%), but less likely to do so than their White Other colleagues (94%).

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% |
| Of whom | | | |
| Visited at least once a month in summer | UK | 47% | 61% |
| Visited at least once a month in winter | UK | 13% | 35% |

The surveys show that people from BAME backgrounds have a wish to visit forests. The Forestry Commission has engaged with BAME groups to establish what would encourage their members to visit forests more often and to create events that encourage attendance.

External Initiatives

Advertising and promotion

We continued to place advertisements in a range of BAME specific magazines, both to consider FC as an employer and to consider visiting FC land for recreation. We had small editorial features on recreation opportunities in two of those magazines. We subscribed to two on-line BAME specific Job Vacancy sites and posted all our vacancies on those sites as well as in more traditional media.

We placed a half page pictorial advert in the UK Metro paper, with images of people (including those of different ethnic origin) visiting our forests and the word 'welcome' in nine languages. With details of our website and our strap line 'Diverse woodlands, diverse communities' we hoped to encourage a wide range of people from all backgrounds to consider visiting our forests.

Challenge Funding

Forestry Commission Scotland awarded a number of grants under its Woods In and Around Towns and its Forests for People Challenge Funds, targeted to help revitalise existing woodlands for local people and encourage community based education and

health initiatives. One award was to Edinburgh and Lothian's Greenspace Trust to assist in a programme of guided walks for diverse ethnic groups who do not traditionally use woodlands.

Forestry Commission England repeated its 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, were available to not-for-profit organisations throughout England to run activities or events in woodlands. The Scheme supported 27 projects, mostly at local level, which included developing English language skills and running beginner natural history classes for newly arrived migrants and asylum seekers, and an Art in the Outdoors project for Granby Toxteth Activity Club, which works with BAME children.

Outreach

We continue to attend events and make local contact with BAME groups. Forestry Commission Scotland was a participant at Ecofusion 2010, held in Holyrood Park, Edinburgh, through its membership of the Working with Difference Partnership (WWDP). The primary intention of WWDP was to facilitate the coming together of environmental sector service providers and BAME community groups from all over Scotland, with the aim of identifying and overcoming barriers to minority groups accessing the outdoors. 4000 people attended the multicultural event and we made new contacts with BAME groups, which we will be following up.

Internal initiatives

All staff training

A series of Diversity training events commenced in February 2009 and continued until March 2010. There are four different Diversity training events, each aimed at specific sectors of the organisation; each event is designed to meet the needs of staff depending upon their level of exposure to customers and their involvement in policy making. It was compulsory for all staff in the Forestry Commission to attend one of these events.

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 have been reviewed to ensure diversity messages (including race) are included appropriately.

Staff Survey

We conducted, in partnership with a private company, a staff survey in September 2009. For the first time, the survey included specific questions seeking employees' responses to a number of equality questions. We also asked respondents to identify their ethnic origin, gender, age, sexual orientation, disabled status and religion. We received a 61% response rate.

We have been able to analyse the results of the Survey in a number of ways, particularly looking at minority group responses in relation to the majority and to gain an understanding of all staff attitude towards the equality and diversity agenda. Results indicated that most of our BAME employees had completed the survey.

The analysis showed that those employees who identified themselves as BAME appeared to be as content with the FC and with their position in the FC as all other staff who completed the survey. In some cases BAME staff were more positive than the rest of the FC, particularly in relation to morale in their unit and in having confidence to report any bullying or harassment that they experienced. This is reassuring and indicates that BAME employees are as comfortable in the FC as their white colleagues.

No specific recommendations or immediate action points to support BAME staff could be identified from the Staff Survey. However, we recognised the potential for difficulty from the high numbers of staff who preferred not to disclose their ethnicity and who responded negatively about the diversity agenda. We concluded that it would be important to continue to provide information and guidance and examples of best practice to inform, support and guide all FC staff in their relations towards staff and customers from different backgrounds. Therefore, we agreed the following actions:

- Produce Fact Sheets available to all staff giving information about different ethnic origins.
- Maintain profile of best practice work with customers from minority ethnic backgrounds in internal media.

Diverse Woodlands, Diverse Communities

The new strap line for diversity within the Forestry Commission reflects the Commission's environmental biodiversity agenda. A 21 page A4 booklet was designed in-house and distributed to all staff. The booklet serves to inform all staff of the importance of diversity, explains some equality terms and responsibilities and has separate sections for each strand of diversity. Although issued before the Equality Act 2010 received royal assent, it references that Act. A foreword by the Director General

and a Forestry Commissioner and an end note by the Commission's Chair, demonstrates senior level commitment to this agenda. Featuring profiles of both staff and customer services, the race element focuses on one of our BAME staff members and his experience of working in our organisation.

Additionally we commissioned the design of posters to be displayed in each office and these incorporate real life images of staff and of visitors to FC woods, including images of BAME visitors. Pull up banners using the same design have been purchased and distributed to major FC offices for use in their reception areas and at external events where we have display capacity.

Research Commissioned for 2009

The Forestry Commission and Forestry Commission England commissioned Social Marketing work to help us to understand how to attract a higher percentage of Black and Ethnic Minority applicants as we commenced a recruitment campaign in the Bristol area. The final report '[Social Diversity in the Forestry Profession](#)' was published in March 2010.

The Key findings of the Report were;

- In general the "environment" is an unpopular sector amongst BAME individuals. Science, engineering and technology (SET), finance, medicine law and social care continue to draw larger numbers from BAME backgrounds.
- The wide range of roles on offer in the Forestry Commission, including those connected with SET and finance were not recognised.
- The Commission was perceived to be an organisation linked with strong environmental values and a nature conservation culture.
- Certain aspects of the Forestry Commission prospectus were particularly attractive. These included: civil service terms and conditions; the provision of training; possibilities for flexible working; and diversity in the roles on offer.
- For BAME individuals to respond to job adverts, they need first to recognise, know and understand the Forestry Commission as an organisation and the values it stands for.
- Approaches to recruitment should use 'community outreach' methods to increase knowledge of the Commission and what it does amongst BAME populations, as well as target mainstream media used by BAME people when placing advertisements for job vacancies within the Forestry Commission.

The Commission will bear these findings in mind and take the following action:

- Continue to increase the profile of the Forestry Commission by placing articles in BAME magazines.
- Consider outreach events when recruiting a number of people in areas that are close to large BAME populations.

Present Government restrictions on advertising and promotional spend and on recruitment have prevented us from taking any action since the Report was published.

Factsheets for staff and managers

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

In recognition of the contact we have with Gypsies and Travellers, who sometimes stay on FC land, we have been researching Gypsy and Traveller culture and legal protection and the frequency and type of contact we have with those groups in our forests. We plan to publish a People Matters Guide to educate and guide staff through their encounters with the Gypsy Traveller community. We shall seek validation of the guide from Gypsy Traveller community representatives before publishing.

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.

Action Plans

Progress against 2009/10 Action Plan

| Action Plan for 2009/10 | Progress during 2009/10 |
|---|--|
| 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. | Continuing and including reference of all policies through our Equality Staff Forum, which has a number of BAME members. |
| 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. | Advertised FC as an employer in a number of BAME magazines and posted vacancies on BAME Job websites. Unable to proceed with action from the research due to recruitment freeze. |
| Continue to encourage and support our Forest District teams to provide initiatives that promote BAME equality. | A number of new initiatives were commenced. Our in-house was magazine used to 'tell the story' of specific initiatives to staff. The booklet 'Diverse Woodlands, Diverse Communities', which was distributed to all staff, contained some positive features of BAME staff and customers. |
| 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). | Completed and reported to the Equality Staff Forum. The analysis showed that those employees who identified themselves as of minority ethnic origin appeared to be as content with the FC and with their position in the FC as all other staff who completed the Staff Survey. |
| 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. | Monitoring has continued and the data of attendance (Tables 8 and 9) shows that event take-up has been similar for all staff. Specific monitoring of our Management Development Programme is underway to ensure even uptake across all protected characteristics. |

| | |
|---|---|
| <p>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.</p> | <p>Plans to examine whether length of service had impact on BAME employees' likelihood to apply for an internal move were cancelled due to the noted and significant increase in numbers applying for internal posts this year. We shall continue to monitor this area.</p> |
| <p>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.</p> | <p>The further analysis we hoped to undertake during 2009/10 to investigate possible causes for the lower performance marking was postponed, but will be completed during 2010/11, particularly as the data indicates no improvement during 2009/10.</p> |

20010/11 Action Plan

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

1. On recommencing external recruitment, to implement the recommendations contained in the Social Marketing research report '[Social Diversity in the Forestry Profession](#)', with a view to further increasing the number of BAME applicants for our advertised vacancies.
2. 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 are.
3. Contribute questions to the proposed 2011 Staff Survey that will indicate BAME employees' responses to the Forestry Commission as a service provider and as an employer. Proposed questions will be considered by our Equality Staff Forum before inclusion in the survey.
4. 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.

5. 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.

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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Appendix 1

Table 1. All staff in post at 31 March 2010

| | England | Scotland | Wales | Forest Research | Business Units | Silvan House | Totals |
|---|-------------|-------------|------------|-----------------|----------------|--------------|-------------|
| Asian Origin | 3 | 2 | 2 | 4 | | 2 | 13 |
| Black Origin | 3 | | | 1 | | 1 | 5 |
| Chinese Origin | 2 | | | | | 1 | 3 |
| Mixed Race | | | | | 1 | 1 | 2 |
| Total BAME | 8 | 2 | 2 | 5 | 1 | 5 | 23 |
| Percentage BAME in Management Unit | 0.7% | 0.2% | 0.5% | 1.8% | 0.3% | 1.6% | 0.6% |
| White Other | 16 | 13 | 3 | 18 | 20 | 11 | 81 |
| Percentage White Other in Management Unit | 1.3% | 1.3% | 0.8% | 6.6% | 5.9% | 3.4% | 2.3% |
| White British | 1171 | 990 | 370 | 249 | 319 | 306 | 3405 |
| No response | | 5 | | | | | 5 |
| Percentage White British and No Response in Management Unit | 98.0% | 98.5% | 98.7% | 91.5% | 93.8% | 95.0% | 97.0% |
| Total | 1195 | 1010 | 375 | 272 | 340 | 322 | 3514 |

Appendix 1

Table 2. Full time / part time split at 31 March 2010

| | BAME | % BAME by Management Unit | White Other | % White Other by Management Unit | White British | % White British by Management Unit |
|---------------------------|------|---------------------------|-------------|----------------------------------|---------------|------------------------------------|
| England Full Time | 8 | 100% | 15 | 94% | 924 | 79% |
| England Part Time | | | 1 | 6% | 247 | 21% |
| | 8 | | 16 | | 1171 | |
| Scotland Full Time | 2 | 100% | 12 | 92% | 828 | 83% |
| Scotland Part Time | | | 1 | 8% | 167 | 17% |
| | 2 | | 13 | | 995 | |
| Wales Full Time | 2 | 100% | 2 | 67% | 318 | 86% |
| Wales Part Time | | | 1 | 33% | 52 | 14% |
| | 2 | | 3 | | 370 | |
| Forest Research Full Time | 5 | 100% | 16 | 89% | 205 | 82% |
| Forest Research Part Time | | | 2 | 11% | 44 | 18% |
| | 5 | | 18 | | 249 | |
| Business Units Full Time | 1 | 100% | 20 | 100% | 286 | 90% |
| Business Units Part Time | | | | | 33 | 10% |
| | 1 | | 20 | | 319 | |
| Silvan House Full Time | 4 | 80% | 10 | 91% | 255 | 83% |
| Silvan House Part Time | 1 | 20% | 1 | 9% | 51 | 17% |
| | 5 | | 11 | | 306 | |
| Total Full Time | 22 | 96% | 75 | 93% | 2816 | 83% |
| Total Part Time | 1 | 4% | 6 | 7% | 594 | 17% |

Appendix 1

Table 3. Type of contract at 31 March 2010

| | Permanent Appointment | Other Appointment | % all Permanent in Ethnic Group | % all Other in Ethnic Group | Totals |
|---|-----------------------|-------------------|---------------------------------|-----------------------------|-------------|
| Asian Origin | 5 | 8 | | | 13 |
| Black Origin | 3 | 2 | | | 5 |
| Chinese Origin | 3 | 0 | | | 3 |
| Mixed Race | 1 | 1 | | | 2 |
| Total BAME | 12 | 11 | 52% | 48% | 23 |
| Percentage BAME of all staff | 0.40% | 2.12% | | | |
| White Other | 47 | 34 | 58% | 42% | 81 |
| Percentage White Other of all staff | 1.57% | 6.54% | | | |
| White British | 2935 | 470 | 86% | 14% | 3405 |
| No response | 0 | 5 | | | 5 |
| Percentage White British and No Response of all staff | 98% | 76% | | | |
| Total | 2994 | 520 | | | 3514 |

| Other Appointment | Asian | Black | Mixed | White Other |
|-------------------------|----------|----------|----------|-------------|
| Fixed Term | 6 | 1 | | 15 |
| Short Term Temporary | 2 | | | 4 |
| Part Year | | | 1 | 15 |
| Office Holder | | 1 | | |
| Total Other Apt. | 8 | 2 | 1 | 34 |

Appendix 1

Table 4. Pay Band (Grade) at 31 March 2010

| | Asian | Black | Chinese or other ethnic group | Mixed Race | Total BAME | % of all BAME Staff | White Other | % of all White Other Staff | White British | % of all White British Staff |
|-------------------------|-------|-------|-------------------------------|------------|------------|---------------------|-------------|----------------------------|---------------|------------------------------|
| Total Senior Staff | 0 | 1 | 0 | 0 | 1 | 4.3% | 0 | 0% | 22 | 0.6% |
| Total Middle Management | 2 | 0 | 0 | 0 | 2 | 8.7% | 6 | 7.4% | 335 | 9.8% |
| PB 4 | 2 | 1 | | | 3 | 15% | 12 | 16% | 390 | 13% |
| PB 5 | 3 | | 2 | | 5 | 25% | 13 | 17% | 311 | 10% |
| PB 5 (Ops) | 0 | 1 | | 1 | 2 | 10% | 9 | 12% | 391 | 13% |
| PB 6A | 2 | 2 | | | 4 | 20% | 6 | 8% | 527 | 17% |
| PB 6A (Ops) | 1 | | | | 1 | 5% | 3 | 4% | 261 | 9% |
| PB 6B | 3 | | 1 | 1 | 5 | 25% | 9 | 12% | 908 | 30% |
| PB 7 | | | | | | | 23 | 31% | 137 | 4% |
| Cont & Office Holds | | | | | | | | | 128 | 4% |
| Total Other | 11 | 4 | 3 | 2 | 20 | 87% | 75 | 93% | 3053 | 89% |
| Grand Total | | | | | 23 | | 81 | | 3410 | |

Appendix 1

Table 5. Internal recruitment and promotion during 2009/10

| | % of Applicants from different races | % of Applicants Invited to Interview | % of Applicants Successful | % of Interviewees Successful | % of Interviewees Promoted |
|----------------------|--------------------------------------|--------------------------------------|----------------------------|------------------------------|----------------------------|
| BAME | 39% | 33% | 0% | | |
| White Other | 60% | 43% | 4% | 10% | |
| White British | 3% | 90% | 53% | 58% | 39% |
| Total all applicants | 194 | 70% | 35% | 49% | 32% |

Appendix 1

Table 6. External recruitment during 2009/10

| | Applicants | % of all Applicants | Invited to Interview | % of Applicants invited to interview (from each race category) | Successful | % of Applicants Successful (from each race category) | % of Interviewees Successful (from each race category) |
|----------------------|------------|---------------------|----------------------|--|------------|--|--|
| Asian | 76 | 1% | 3 | 4% | 1 | 1% | 33% |
| Black | 52 | 1% | 2 | 4% | 0 | | |
| Chinese | 19 | 0% | 2 | 11% | 1 | 5% | 50% |
| Other Ethnic | 10 | 0% | 1 | 10% | 0 | | |
| Mixed Race | 11 | 0% | 1 | 9% | 0 | | |
| Total BAME | 168 | 2% | 9 | 5% | 2 | 1% | 22% |
| White Other | 355 | 5% | 34 | 10% | 10 | 3% | 29% |
| No Response | 1968 | 27% | 127 | 6% | 1 | 0% | 1% |
| White British | 4757 | 66% | 488 | 10% | 128 | 3% | 26% |
| Total all applicants | 7248 | | 658 | 9% | 141 | 2% | 21% |

TABLE 7 Performance marking for the year ending 31 March 2010.

The table has been withheld because it is disclosive. Text is included in the Report.

Appendix 1

Table 8. Internal training (event attendance) 2009/10

| | BAME | Average number of events attended by BAME staff | White Other | Average number of events attended by White Other staff | White British | Average number of events attended by White British staff |
|---------------------------------|-----------|---|-------------|--|---------------|--|
| Forest Management (FM) | 8 | | 35 | | 1519 | |
| Operational (Ops) | 7 | | 47 | | 1873 | |
| Total FM & Ops | 15 | 0.7 | 82 | 1.0 | 3392 | 1.0 |
| Information Tech (IT) | 2 | | 2 | | 229 | |
| Product Knowledge (PK) | 1 | | 7 | | 200 | |
| People Skills (PS) | 33 | | 132 | | 4376 | |
| Total Other (IT, PK, PS) | 36 | 1.6 | 141 | 1.7 | 4805 | 1.4 |
| Total All Training | 51 | 2.2 | 223 | 2.8 | 8197 | 2.4 |

Appendix 1

Table 9. External training (number of events) during 2009/10

| | Events Attended | | | Total External Training |
|--|-----------------|-------------|---------------|-------------------------|
| | BAME | White Other | White British | |
| Interpersonal Skills | | 2 | 109 | 111 |
| Information Technology | 4 | 1 | 166 | 171 |
| Management Training | 2 | 6 | 198 | 206 |
| Personal Development | 2 | 12 | 392 | 406 |
| Technical Training | 2 | 11 | 493 | 506 |
| Grand Total | 10 | 32 | 1358 | 1400 |
| Average number of events per member of staff (31 March 2010) | 0.43 | 0.40 | 0.40 | 0.40 |

Table 10. Leavers during 2009/10

| | BAME | White Other | White British | Total |
|---|----------|-------------|---------------|------------|
| End of Casual/Short Term Appt | 3 | | 324 | 327 |
| Resignation | 3 | | 73 | 76 |
| Age Retirement | | | 45 | 45 |
| End of Fixed-Term Appt | | | 17 | 17 |
| Voluntary Redundancy | | | 11 | 11 |
| Re-employed Pensioner Retired | | | 9 | 9 |
| Dismissal | | | 8 | 8 |
| Break in Perm Part-Year Appt | | | 7 | 7 |
| Death in Service | | | 7 | 7 |
| Flexible Early Retirement | | | 6 | 6 |
| Compulsory Redundancy | | | 4 | 4 |
| Actuarially Reduced Retirement | | | 4 | 4 |
| End of Secondment to FC | | | 3 | 3 |
| Medical Retirement | | | 3 | 3 |
| Career Break | | | 3 | 3 |
| Approved B Retirement | | | 2 | 2 |
| Transfer out of FC | | | 2 | 2 |
| Compulsory Early Retirement | | | 2 | 2 |
| Total Leavers | 6 | 0 | 530 | 536 |
| Resignation only | 23% | 0% | 2% | |
| As a percentage of Staff in Post at 31 March 2009 | | | | |
| | 46% | 0% | 16% | 16% |

Table 11. Discipline during 2009/10

No BAME employees were disciplined during 2009/10

Table 11a. Grievances during 2009/10

No BAME staff raised a grievance during 2009/10.

Appendix 1

Table 12. Work Pattern for staff in post 31 March 2010

| | BAME | % BAME | White Other | % White Other | White British | % White British | Grand Total |
|---|-----------|--------|-------------|---------------|---------------|-----------------|-------------|
| Five Weekdays | 21 | 91% | 76 | 94% | 2877 | 84% | 2974 |
| Annualised Hrs | 1 | 4% | | | 46 | 1% | 47 |
| Rostered | | | 3 | 4% | 249 | 7% | 252 |
| 1 Weekday | | | | | 12 | 0% | 12 |
| 2 Weekdays | | | | | 15 | 0% | 15 |
| 3 Weekdays | | | 2 | 2% | 103 | 3% | 105 |
| 4 Weekdays | | | | | 67 | 2% | 67 |
| Other | 1 | 4% | | | 41 | 1% | 42 |
| Total not working a standard 5 day week | | | | | | | |
| | 2 | 9% | 5 | 6% | 533 | 16% | 540 |
| Total | 23 | | 81 | | 3410 | | 3514 |

Best practice examples of race initiatives during 2009/10

Example 1

Edinburgh Mela and associated events programme

Central Scotland Conservancy part-funded the children's area, which included a 'Through the Forest' display. This was the fourth year that the FC has had a presence at the Edinburgh Mela. Forestry Commission Scotland is an official sponsor and supporter of the Edinburgh Mela.

Leading up to and in collaboration with the 2009 Edinburgh Mela, Central Scotland Conservancy arranged a number of events for BAME groups. These were;

- Guided walk through greenspace in Edinburgh with Bangladeshi women, arranged through Nari Kallyan Shangho, which is a health and welfare project for South Asian women and children living in Edinburgh. Women and their children used pedometers and learned about the benefits of walking for health. They photographed themselves in the natural environment, collected blackberries and wild raspberries and ended the walk with a curry, rice and salad picnic. All enjoyed the event and felt they would be confident to repeat it.
- A walk through Burdiehouse Woods in Edinburgh with the Chinese Knotting Group. The walk included bird spotting and identification, den building for the children, a picnic lunch, a mini bug hunt and pond dipping. The women made knotted dragonflies from cloth and silks. All enjoyed the day and the interaction between the families and hoped to be able to repeat the experience.
- A trip to Carron Valley outside Glasgow was arranged for Eritrean and Palestinian children and teenagers with the Scottish Eritrean Society. Transport was arranged from Glasgow city centre and it was clear that most of the participants had not previously been outside the city. Activities included story telling, learning about the woods and trees, building fires and cooking over them, den building and a picnic. Feedback from the participants was excellent, "I'll absolutely visit the woods again, it was brilliant."
- A trip was organised to Craigmillar Castle Park, on the edge of Edinburgh, for the Nepalese community (through the Nepal Scotland Association) and Pakistani Women and Sikh women (through the Minority Ethnic Health Inclusion Project). The group consisted of families, including fathers. Pedometers were used to encourage walking and learning about the connection between walking and health. Activities were fire building and cooking, making 'Green Man' models and bark rubbing. The interaction between the different groups was successful, with much recipe swapping and comparing of traditions; they requested more mixed trips of the same style.

Best practice examples of race initiatives during 2009/10

Example 2

Faith Woodlands Communities Project

Sherwood and Lincs Forest District (FC England) have been working with Luton Council of Faiths and Bedford Council of Faiths to create a new Faith Woodlands Community project. Assisted by Access to Nature lottery funding, the groups have employed 4 part-time workers. The project is centred on Maulden Woods in Bedfordshire and aligned with the Luton in Harmony campaign, which is aimed at bringing people together to develop mutual understanding and promote peace. The FC is assisting in re-installing the labyrinth in the Sacred Space area, giving training on building shelters, assisting preparation for events centred on the theme of harvest and devising a programme of school visits to the woodland.

Example 3

Community involvement in Community Woodland

North West Forest District (FC England) has engaged with leaders of the local Asian community as part of their continuing community development work and to raise awareness of the new community woodland and the Newlands site. The aim is to help the Asian community to feel more confident about using the site, despite a culture of separation and exclusion. The FC helped to organise a fun-day event at Rochdale with the Kashmir Youth Group and have organised two tree planting days for the Ashen Women's Group.

North West Forest District have worked with the Black Environmental Network (BEN) to organise a visit to another new community woodland, introducing the group to the facilities available and providing tours and information to help people feel more comfortable in that environment and more confident to use the site in the future.

Best practice examples of race initiatives during 2009/10

Example 4

Iranian New Year Celebrations

South East England Forest District has been working with the Iranian community over a number of years to support the Iranian celebrations for New Year, which occurs on 20th / 21st March each year. The 13th day of the New Year is 'Sizdah Bedar' and is spent mainly outside, with celebrants going to local parks or other open spaces for a festive picnic. FC's Wendover Woods are a popular destination and the FC provides free barbecue facilities. 12 separate Iranian groups used Wendover Woods for barbecues and music in 2010.

Example 5

Newcastle Mela

North East England Forest District and Region had a stall at the Newcastle Mela. The aim was to inform people about the importance of trees, forests and woodland in relation to climate change and to encourage a mainly urban audience to visit the forests and woodlands in the area. The stall created a lot of interest from community leaders, families and individuals. It was good to learn that many who attended the Mela were already familiar with Kielder Forest.

Example 6

Refugee Group Volunteer Sessions

East Anglia Forest District (FC England) manages Jeskyns Farm. Situated between Gravesend and Cobham, North Kent, Jeskyns is 147hectares of greenspace that is being created by the Forestry Commission with and for the local community. The many activities include the Naturally Active Project, which encourages groups, including an Asian Women's Group, to take regular exercise at Jeskyns. The FC has also arranged a volunteer session for a local Refugee Group, in which 8 asylum seekers, between 16 – 18 yrs old, took part in bulrush clearance.

Best practice examples of race initiatives during 2009/10

Example 7

Teenage holiday activities

Central Scotland Conservancy jointly organised, with Culture and Sport Glasgow, a project that ran for 6 weeks over the school holidays for teenagers from socially diverse backgrounds. Attendees included teens from Pakistani, Algerian and Iranian backgrounds. During the project activities were held in one of the woodlands in Glasgow and included the chance to build shelters, take part in environmental art and learn to play drums with Glasgow band 'Sambayabama'. At the end of the programme, the teenagers received certificates at an awards ceremony. The objective of the programme was to help teenagers become familiar with and confident in woodland, and to build their own confidence and social skills through participation.

Example 8

Chopwell Wood Diversity Project

North East England Forest District attended Gateshead Diversity Forum and hosted a visit from an Asian Women's mental health group, through which they created a project plan to improve the knowledge of local BME community about woodlands and increase their confidence to visit the woodlands close to their homes. They attended Gateshead Lohri Festival and Mini Mela to promote woodlands and the recreation opportunities available in them. An event was organised to introduce those who had expressed an interest to visit Chopwell Woods, which is very close to Gateshead. A coach was hired to collect participants from a number of locations in Gateshead. 34 BAME people attended the day, from India, Pakistan, Bangladesh, Kenya and Sri Lanka. Activities included den building, a guided walk and a nature based treasure hunt. Participants also learned to follow way-marked trails and a little about the forest environment. Lunch was provided by a local Asian catering company. Participants left with information packs about Chopwell Wood, which included bus timetables and maps to show people how to visit independently.

Appendix 2

Best practice examples of race initiatives during 2009/10

Example 9

International Women's Group

Tay Forest District (FC Scotland) hosted a visit to Tentsmuir Forest by Dundee International Women's group as part of that group's project to introduce women, with particular reference to women from ethnic minority backgrounds, to Scotland's special places for nature. Following discussions with the group, about recreation opportunities in woodlands, there has been an increase in the number of visits to Tentsmuir by Asian families.

Example 10

Muslim community visit to Hafod

The Hafod Trust, formed in partnership with Forestry Commission Wales and based near Aberystwyth is working to save and restore the designed landscape of Hafod Estate. Visits from two Muslim groups from South Wales were arranged with Gateways Garden Trust and the New Muslim Network. About 70 people, mainly family groups, visited for guided walks and picnics.

Example 11

Green Horizon – Scottish Muslims for the Environment

The Green Horizon Group contacted Central Scotland Conservancy to arrange a visit to Cowal and Trossachs' David Marshal Lodge, near Aberfoyle. Islamic teachings encourage Muslims to contemplate their surroundings and interact with them in ways that bring physical, mental and spiritual benefits. However, many Muslims do not visit the countryside. The Group wishes to work with organisations like the Forestry Commission to enable more countryside visits and are particularly keen to include the disabled and elderly members of their community. The first visit was arranged in March and more are planned.

Appendix 2

Best practice examples of race initiatives during 2009/10

Example 12

Celebrating Eritrean Martyr's Day

Central Scotland Conservancy established links with the Eritrean community in Scotland and facilitated visits to Campsie Glen, on the edge of Glasgow. The first visit was to prepare the ground and plant tree saplings. A return visit was made on Martyr's Day in June, when a plaque was established and where a cairn will be built by Eritrean volunteers. Martyr's Day is an important celebration for Eritreans; traditionally, Eritreans take a long walk to Martyr's Park and plant trees in memory of all those who died in the long struggle for independence. Children particularly are encouraged to take care of trees, to act as their 'guardians' and to look to ways to reduce their own impact on the environment. The Ambassador of Eritrea to the UK and the Republic of Ireland attended the ceremony and outlined the importance of the initiative in strengthening Eritrean culture and values and in promoting new relationships and understanding between Eritrea and Scotland.