West Lothian Council

Equality Mainstreaming Report 2017 – 2021

Corporate Services
April 2017

Contents

1.   Foreword

This document presents West Lothian Council's Equality Mainstreaming Report for the period 2017 - 2021.

The council is committed to tackling discrimination, advancing equality of opportunity and promoting good relations both within our workforce and the wider community. Mainstreaming equality is the process by which we will work towards achieving this as an organisation.

Our objective in mainstreaming equality is to integrate an equality perspective into the everyday work of the council, involving managers and policy makers across all council services, as well as equality specialists and community planning partners to ensure that 'Equality, Diversity and Inclusion is at the heart of everything we do'.

Equality mainstreaming is a long term approach that aims to make sure that policy making within the council is fully sensitive to the diverse needs and experiences of everyone affected. The approach will help to provide better information, transparency and openness in the way we make decisions about our services and resources.

The council recognises that mainstreaming requires leadership and commitment over the long term to the principles and processes of mainstreaming equality, as well as ownership and integration within every service and team across the Authority.

Our Mainstreaming Reports during the period 2013 – 2017 outlined and evidenced our key commitments to ensuring that equality mainstreaming was further embedded into the way we do business.

Councillor John McGinty   Graham Hope
Leader of the Council   **Chief Executive**

April 2017

2   West Lothian Context

2.1   West Lothian is a great place to live, work and do business, West Lothian Council aims to improve the quality of life and opportunities for all citizens. We are a top performing Council with a reputation for innovation, partnership working and customer focus.

West Lothian is central to the provision of services that affect people's everyday lives, for example, housing, education, libraries, leisure and benefits. We therefore recognise that all services provided by the Council need to reflect and consider the impact that they may have on equality. We aim to provide improved services that meet the needs and priorities of local communities.

2.2   The diversity of our Community

2.2.1   West Lothian is the ninth largest local authority in Scotland serving a population of approximately 178,500, accounting for 3.3% of Scotland's population and one of the fastest growing and youngest in the country.

2.2.2   In 2015 there was 1969 births (11 per 1,000 compared to 10 in Scotland) and 1479 deaths (8 per 1,000 compared to 11 for Scotland) in West Lothian.

2.2.3   According to the National Records of Scotland, 20% of West Lothians population is aged under 15, 59% is aged 15 to 60 and 21% is aged 60 or over.

2.2.4   The gender split in West Lothian is as follows;

Gender	Male	Female
Age 0 to 15	51%	49%
Age 15 to 60	49%	51%
Age 60+	47%	53%
Total*	48%	52%

* The total represents all age bands that live within the West Lothian

2.2.5   The National Records of Scotland (Census 2011) details that 29% of the West Lothian population have a disability and/or a long term health condition (deaf or partially hearing impaired; blind or partially vision impaired; learning disability; learning difficulty; developmental disorder; physical disability; mental health condition; or other long-term health condition).

2.2.6 The Scottish Survey Core Questions 2015 identifies that 1% of the adult population of West Lothian identifies as Lesbian, Gay, Bisexual (LGB) and other.

2.2.7 The Scottish Survey Core Questions 2015 details the ethnicity of the West Lothian population as follows:

Ethnicity	West Lothian	Scotland
White: Scottish	77%	78%
White: Other British	12%	12%
White: Polish	5%	2%
White: Other**	3%	4%
Asian	3%	2%
Other ethnic groups	1%	1%

*Note that percentages are rounded and may not add to 100%. Data confidence levels can affect estimates with small sample size of the survey.

**includes White: Irish, Gypsy/Traveller, Other White Ethnic

2.2.8 The Scottish Survey Core Questions 2015 details the religion and/or belief of the West Lothian population as follows;

Religion	West Lothian	Scotland
None	52%	47%
Church of Scotland	24%	28%
Roman Catholic	17%	15%
Other Christian	4%	7%
Muslim	1%	2%
Other Religion	2%	2%

*Note that percentages are rounded and may not add to 100%. Data confidence levels can affect estimates with small sample size of the survey.

2.2.9   17% of children in West Lothian live in low income households (Her Majesty's Revenue & Customs 2014 - published 2016)

2.2.10 The Scottish Household Survey 2015 details that 29% of households in West Lothian are in fuel poverty with 7% in extreme fuel poverty.

2.2.11 The National Records for Scotland details the life expectancy of the people of West Lothian is as follows:

	West Lothian		Scotland	
	Male	Female	Male	Female
At Birth	79.3	82.5	77.1	81.1
At Age 65	18.4	20.6	17.4	19.7

2.2.12 The Office of National Statistics / ASHE 2016* details the average earnings of those living in West Lothian is as follows:

Gross Weekly Pay

Male F-Time Workers = **£539** (Scotland = £570)

Female F-Time Workers = **£438** (Scotland = £482)

*Figures are for average earnings of those living in West Lothian

2.2.13 SEEMIS the Education Information System details that over 66 different languages are spoken in West Lothian schools. The ten most popular languages spoken in our schools are;

English	Latvian
Polish	Romanian
Urdu	Arabic
Punjabi	Russian
Hungarian	Slovak

2.3 Our Services

2.3.1 Chief Executive's Office

The Chief Executive is responsible for carrying out the agreed policies of the council and the overall management of council services. The Chief Executive office works collaboratively with senior management to support the Chief Executive in their role. The key functions of the office include Corporate Code of Governance, complaints and enquiries, Elections Administration, Emergency Planning, Standards Commission complaints, Standing Orders and West Lothian Lord-Lieutenant. In addition, the office is responsible for organising and coordinating a range of activities related to the development and implementation of corporate priorities, policies, strategies, initiatives and governance.

2.3.2 Education Services

West Lothian Council's 67 primary schools, 11 secondary schools, 14 pre-school establishments and five additional support needs schools deliver Education Services to over 26,000 pupils and over 4,000 pre-school children, their parents/carers and the wider community.

2.3.3 Housing, Customer and Building Services

Housing, Customer and Building Services' vision is to improve lives and properties by designing and maintaining communities, homes and buildings. The service covers the functional arears of Housing Operations, Housing Need, Customer and Community Services, Customer Service Centre and Building Services.

2.3.4 Operational Services

Operational Services plays a key role in the managements and direct delivery of front line services to those who reside, visit and work in West Lothian. This service is grouped in to seven functional areas; Facilities Management, Fleet and Community Transport, Inprint and Support Services, Nets, Land and Countryside, Public Transport, Roads & Transportation and Waste Services.

2.3.5 Corporate Services

Corporate Services plays a key role as an enabling service and provides a wide range of services covering all aspects of Information and Communication Technology (ICT), Human Resources (HR), Legal Services, Corporate Communications.

2.3.6 Finance and property Services

Finance and Property Services plays a key role in providing positive leadership so that the council along with our Community Planning Partners continue to modernise and provide high quality services, fulfil the needs of our communities, and secure targeted outcomes.

2.3.7 Planning, Economic Development and Regeneration

West Lothian Council's Planning, Economic Development & Regeneration Service grouping covers the functional areas of Economic Development, Employability, Environmental Health & Trading Standards, Planning Services which includes the Education Planning, Environment and Climate Change teams, and Regeneration. The service has also taken over the co-ordinating role in the Community Planning Partnership.

2.3.8 Social Policy

Social Policy encompasses a wide range of services planned with and delivered to a large number of people with a spectrum of differing needs: Children and Families, Adults with a Disability, Older People, those with a Learning Disability, those with Mental Health problems, as well as the Criminal and Youth Justice Service.

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3 Legal context

3.1 Public Sector Equality Duty

Section 149 of The Equality Act 2010 came into force in April 2011, introducing a new Public Sector Equality duty. The Public Sector Equality Duty (often referred to as the 'general duty') requires public bodies in the exercise of their functions, to have due regard to the need to:

1. Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct

2. Advance equality of opportunity between those who share a protected characteristic and those who do not; and

3. Foster good relations between those who share a protected characteristic and those who do not

3.2 What are the Protected Characteristics?

Everyone is protected by the Act. Every person has one or more of the protected characteristics, so the Act protects all of us against unfair treatment.

The protected characteristics are:

1. Age

2. Disability

3. Gender reassignment

4. Pregnancy and maternity

5. Race – this includes ethnic or national origin, nationality and also includes Gypsy/Travellers.

6. Religion or belief – this includes a lack of belief

7. Gender(Sex)

8. Sexual orientation

9. Marriage and civil partnership (but only in respect of the duty to consciously consider the need to eliminate discrimination, harassment, victimisation and other conduct prohibited by The Equality Act 2010).

3.3 The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012

The Scottish Government has introduced a set of specific equality duties to support the better performance of the general duty by public bodies. These

duties include requirements to:

- Develop and publish a mainstreaming report

- Publish equality outcomes and report on progress (at least every two years)

- Assess and review policies and practices

- Gather and use employee information

- Publish gender pay gap information

- Publish statements on equal pay

- Consider award criteria and conditions in relation of public procurement

- Publish in a manner that is accessible

The Councils Equal Pay statement and our employment and gender pay gap information are provided in Appendix 1.

The Councils Equality Outcome plan which details the equality outcomes for 2017 – 2021 is provided in Appendix 2.

4   Why mainstreaming equality is important

Mainstreaming equality simply means integrating equality and diversity into the day-to-day workings of the council. We aim to do this by taking equality into account as we exercise our functions and deliver our services.

Mainstreaming equality has a number of benefits including:

- It helps ensure that council services are fit for purpose and meet the needs of our community.
- It helps attract and retain a productive workforce, rich in diverse skills and talents.
- It helps the council work toward social inclusion and supports the communities we serve to improve the lives of everyone who lives in West Lothian.
- It helps the Council to continually improve and better perform through growing knowledge and understanding of the benefits of an inclusive organisation.

4.1   The Council as an Education Authority must also meet the requirements of the Equality Act 2010 and the (Specific Duties) (Scotland) Regulations 2012. The Council also administers the Licensing Board and must meet the requirements of the Act and Regulations when undertaking its duties in this regard. Accordingly, the Education Service and the Licensing Board will publish a Mainstreaming Report and Equality Outcomes for the period of 2017 – 2021.

5. What is an Equality Outcome

An equality outcome is defined by the Equality and Human Rights Commission as a change that provides results for individuals or communities as a consequence of the action the council has taken.

Outcomes include short-term benefits such as changes in awareness, knowledge, skills and attitudes, and longer-term benefits such as changes in behaviours, decision-making, or social and environmental conditions.

5.1 Council Equality Outcomes

Under the Equality Act in Scotland, the council has a specific duty to produce a set of equality outcomes which are informed by engagement with different equality groups and stakeholders. The outcomes are designed to help the council achieve its vision and meet the general duty to eliminate discrimination and harassment; promote equality of opportunity and promote good relations.

The Council's Corporate Equality Outcomes for the next four year period of 2017-2021 have been developed through evidence gathering and engagement work. The engagement work through face to face consultation with our Community Equality Groups and an online survey has resulted in some small meaningful changes to our Equality Outcomes. The Council's Corporate Equality Outcomes are:

1. Employability and skills opportunities are accessible to the communities of West Lothian

2. Improved awareness of gender based violence and protection against violence

3. Raise awareness of Hate Crime to improve knowledge and confidence to report hate incidents

4. People with disabilities experience greater independence in their lives

5. Improve engagement and involvement of our communities in the decisions made by the Council that affect them

6. West Lothian Council is recognised internally and externally as an equal opportunities employer

7. Children and young people in West Lothian's schools feel safe, supported and able to be themselves

8. Improve awareness of carers and the issues they face when accessing services

9. Improve awareness of and access to information, assistance, advice and support to alleviate poverty and increase disposable income

5.2   Corporate Plan 2013/2017

In setting the Equality Outcomes, the council have been mindful of the issues of proportionality, scale, severity and concern. Furthermore to maintain a consistent approach, our equality outcomes were developed to address the priorities of the Corporate Plan and furthermore align themselves with the priorities set out in our Single Outcome Agreement 'Achieving Positive Outcomes'. Our corporate priorities are as follows:-

- Delivering positive outcomes and early interventions for early years
- Improving the employment position in West Lothian
- Improving attainment and positive destinations for school children
- Improving the quality of life for older people
- Minimising poverty, the cycle of deprivation and promoting equality
- Reducing crime and improving community safety
- Delivering positive outcomes on health
- Protecting the built and natural environment

6.   Progress on Mainstreaming Equality

6.1   The Council's Executive and Corporate Management Teams continue to be directly involved in decision making regarding equality and diversity. The Council's Corporate Working Group for Equality has taken forward responsibility for the monitoring and implementation of measures and actions to work towards the Equality Outcomes.

The Chair of the Corporate Working Group for Equality who is a member of the Corporate Management Team and Head of Corporate Services regularly updates the Human Resources Programme Board regarding our progress towards achieving our Equality Outcomes.

The Council has made good progress in mainstreaming equality since the publication of our first Equality Mainstreaming Report in 2013. A summary of activities undertaken by the Council is set out in this section under the key headings of Consultation and Engagement, the Council as an Employer, Learning and Development and Partnership Working.

6.2   Consultation and Engagement

6.2.1 Corporate Activity

The Council has identified communication and engagement as a key activity in promoting and mainstreaming equalities in West Lothian. The Council has communicated and engaged with a wide range of services, partners and organisations to raise awareness share experiences and explore the challenges people face on a day to day basis.

In particular, the Council has worked with the following organisations:-

• Stonewall Scotland who provide expertise to help the council support its lesbian, gay, bisexual and transgender employees. The council are ranked 1ˢᵗ out of all Scottish Local Authorities who submitted to the Stonewall Workplace Equality index and work with Stonewall to identify opportunities to increase awareness of LGBT issues in the workplace and to increase engagement and inclusion by members of staff who identify as LGBT.

• LGBT Youth Scotland who provide expertise to help the council support lesbian, gay, bisexual and transgender young people in the community of West Lothian who access our services.

• The West Lothian Access Committee, a sub group of Disability West Lothian. Disability West Lothian works across the private, public and third sector to remove physical and attitudinal barriers to equality and to promote all aspects of independent living within the West Lothian community. The council continues to consult with this group regarding disability access issues particularly in relation to new build council housing and refurbishments and the facilitation of the West Lothian Access Fund. This fund is available to charitable and voluntary organisations to improve access to and use of facilities or premises.

• The Race Forum acts as a consultation forum on race equality and issues around culture and religion in the development of policies and services.

• The Faith Group acts as a consultation forum on religion and belief based equality issues to inform policy and service development.

• The Council's Community, Learning and Development services support the LGBT Youth Group Glitter Cannons to work collectively to support other young people in the West Lothian Community, raise awareness of LGBT issues and promote equality, diversity and inclusion.

In April 2016 the council held its fifth Let's Talk Equalities event. This event brought together members from the community equality forums, partners and

other groups and individuals operating in West Lothian with an interest in equalities such as Guide Dogs, Carers of West Lothian and Mental Health Service Users Forum. The focus of this event was to raise awareness, share experiences and explore the challenges people face on a day to day basis.

A wide range of services, partners and organisations working in areas relevant to our equality outcomes, covering the following sectors – independent living, carers, crime prevention, education, housing, health and social care and employability took part in the event. Feedback was extremely positive with all participants agreeing that the structure and content of the event was appropriate, that the presentations were informative and made them think about how they can become more involved in advancing equalities in West Lothian.

6.2.2 Service Activity

Engagement on service specific activity takes place across the council to bring about agreement on and solutions to local issues in a number of ways, examples of which are:-

- The Licensing Team changed their customer survey form to include a question relating to whether customers felt that they were treated fairly in terms of their protected characteristic.

- Consultation with the Access Committee has resulted in a review of the Hire Car Conditions to improve the specification relating to Hearing Loops in taxis.

- Extensive engagement activity with local communities, equality forums and employees where new partnership centres are proposed, including consultation around the changes to frontline service delivery and accessibility.

- Social Policy continues to consult with Looked After Children about their views for their planned meetings, reviews and Children's Hearings.

- Consultation regarding building access and the introduction of gender neutral changing and toilet facilities at the New Service centre at Whitehill House has been undertaken at design stage with the Access Committee and the LGBT Youth Group Glitter Cannons. This will allow our employees to move freely around the building and enable them to make positive choices when accessing facilities and spaces that meet their needs and ensure members of the community can access services located at Whitehill House.

- Continued support of Library User Groups, which enable library users to have a say on how libraries are run.

- Housing launched a Tenant Participation Facebook page to allow us to engage with more tenants and increase the communication channels

available to tenants.

- The Alcohol and Drug Partnership developed a Community Rehabilitation Programme in response to requests to provide a more intensive programme of intervention for those who might not wish to use residential rehabilitation out of the area.

6.3   The Council as an Employer

6.3.1   The Council's People Strategy 2013 – 2017 acknowledges the critical role that a motivated, skilled and capable workforce plays in every aspect of service delivery and continuous improvement and sets out a plan for the key activities and actions which will support and drive the development and effective leadership of our employees.

Underpinning the People Strategy is a commitment to promote and celebrate diversity throughout the council by consulting, engaging and acting on the views and concerns of employees and embedding these issues into service delivery, policy development and employment practice.

Outcome 4 of the People Strategy – Ensuring Equality for All – confirms the Council's commitment to providing equality of opportunity both as a service provider and an employer.

The council recognises the benefits of a diverse workforce and is committed to the goal of eliminating discrimination and promoting equality and diversity across the organisation. Underpinning the People Strategy is a commitment to promote and celebrate diversity throughout the council by consulting, engaging and acting on the views and concerns of employees and embedding these issues into service delivery, policy development and employment practice.

6.3.2   Employee Health and Wellbeing Framework

The Council implemented an Employee Health and Wellbeing Framework that provides for a proactive and structured approach to supporting employee wellbeing.

The council has retained a Healthy Working Lives Gold accreditation since 2009. The criterion for retaining this includes a specific focus on health inequalities.

6.3.3   Stonewall Diversity Champion

The council has been a Stonewall Diversity Champion for a number of years enjoying a supportive partnership with the organisation.   Champion status provides access to training, information and benchmarking opportunities and ensures we offer an inclusive environment for LGBT people.   We continue to

work very closely with Stonewall Scotland and submit to the Stonewall Workplace Equality Index to ensure we maintain our status as the top performing Local Authority in Scotland. For example we have changed a number of our HR policies to ensure they are more of inclusive of gender identity as evidenced in our Equality Outcome Plan 2015-2017 and we will make further improvements moving forward to ensure we have an inclusive a workplace as possible.

6.3.4 Disability Symbol Scheme

The council continues to be accredited as a "Positive about Disabled People" employer. We recently successfully applied to be a disability level 2 Employer in the newly introduced Disability Confident Scheme which maintains our commitment to demonstrating that we take positive action to attract, recruit and retain disabled people.

6.3.5 Flexible Working Hours Scheme

The Council's Flexible Working Hours scheme continues to provide flexibility in the patterns of working hours to support employees in the workplace. The scheme is supplemented by the:

- Reduced Working Hours Policy
- Job Sharing Scheme
- Right to Request Flexible Working Policy

6.3.6 Corporate Working Group for Equality

Service representatives on the Corporate Working Group for Equality continue to take lead responsibility for coordinating service level activity. Service representatives regularly attend service senior management team meetings and distribute service wide communication in relation to equality and diversity policy, initiatives and events. Service representatives also act as a direct link to the decision making process where specific issues related to equality may arise within individual services. They can assist to resolve issues and concerns as they arise and feed in to the corporate equality function as necessary.

6.4   Learning and Development

6.4.1 The council is committed to continuous improvement in service delivery and recognises that the continuing ability, skills and commitment of our employees is at the heart of what we do. The council has invested in a variety of ways to train and raise awareness of issues relating to equality and diversity including:

- Displaying of 'many hands, many stories' posters to raise awareness of domestic abuse

- Revision of the equality and diversity section of the corporate induction

- Various e-learning and face to face courses for employees and managers regarding mental health

- Displaying of Stonewall posters in staff areas to raise awareness of LGBT people in the workplace

- Roll out to all council employees of the corporate equality and diversity training

6.5   Partnership Working

6.5.1   The council has a strong history of partnership working in all of its service areas.

Listed below are some examples of those partnerships and initiatives that promote equality:-

- West Lothian Working Together Partnership is a collaboration between the Council, Jobcentre Plus, Skills Development Scotland and the West Lothian Chamber of commerce to develop the young workforce by developing links between education and industry, helping to transform how education and industry collaborate and encouraging businesses to employ young people

- Work in partnership with Stonewall Scotland to ensure our policies, procedures and working practice are inclusive of LGBT people

- Work in partnership with Police Scotland to raise awareness of hate crime and encourage reporting

- Work in partnership with Capability Scotland to provide, an information and advice service to people with a disability

- Continue to have a strong partnership with West Lothian Citizens Panel to ensure they can comment on the satisfaction of services

- Work in partnership with Tenants Information Service, Scotland's Housing Network and Scottish Housing Regulator to ensure all tenants can be involved

West Lothian
Council

Policy Statement on

Equal Pay

Human Resources
April 2017

WEST LOTHIAN COUNCIL

POLICY STATEMENT ON EQUAL PAY

1.   Statement of Intent

1.1   The council's Policy on Equality - Employment and Service Provision sets out the organisation's commitment to eliminate discrimination, advance equality of opportunity and promote good relations between different groups.

1.2   A key consideration in meeting that commitment is the need to ensure that the council's pay, grading and benefit arrangements are transparent, based on objective criteria and free from unfair bias related to the protected characteristics covered by the Equality Act 2010. To achieve this objective the council will continuously monitor the application of its pay and grading systems with a view to identifying and eliminating any inequitable or unlawful pay practices.

1.3   The council will also monitor the application of other relevant employment policies and practices to ensure that they do not adversely impact on equality in respect of access to pay, benefits or career development.

1.4   By tackling the potential sources of pay discrimination and removing barriers to equality, the council believes it sends a positive message to both its workforce and customers alike.

2.   Implementation

2.1   With appropriate resources, the policy will be implemented through the application of sound and legally robust pay and reward practices supported and complemented by the initiatives and measures set out in the council's Corporate Equality Outcomes and Equality Mainstreaming Report.

2.2   Any proposed changes to pay and other associated employment practices will be subject to consultation with the recognised trade unions and other relevant stakeholders.

2.3   Following the implementation of Single Status across the Authority in 2007, the council operates measures to continue to monitor issues related to equal pay within the organisation.

3.   Scope

3.1   This policy statement covers the four discrete employee groups comprising the council's workforce. Pay and conditions of service for each of those groups derive from separate Schemes of Pay and Conditions of Service negotiated nationally and supplemented where appropriate by local collective agreements.

The national negotiating bodies are:

- Scottish Joint Council for Local Government Employees;
- Scottish Joint Council for Craft Operatives;
- Scottish Negotiating Committee for Teachers; and
- Joint Negotiating Committee for Chief Officials of Local Authorities (Scotland).

4. Specific Actions

4.1 In addition to addressing the priorities set out within the wider Corporate Equality Outcomes, the council is committed to implementing a number of other specific actions in relation to equal pay. Those actions are to:

- In consultation with relevant trade unions, conduct regular equal pay reviews within the council and thereby:

  - identify and understand the reasons for any differences in pay within and between employee groups;

  - eliminate pay gaps/ differences that cannot satisfactorily be explained on grounds other than sex, race or disability;

- Provide appropriate training and guidance on equal pay for those involved in determining pay and grading matters in terms of job evaluation, new appointments, progression, grievances and providing advice;

- Gather evidence of the impact of caring responsibilities on the workforce, to identify whether career continuity and pay progression is being adversely affected, and set appropriate objectives for remedial action; and

- Gather evidence on the extent of occupational segregation within the council and set appropriate objectives for remedial action as necessary.

5. Monitoring and Reporting

5.1 In accordance with the requirement under the Public Sector Equality Duty, to publish data on the gender pay gap every two years, data on gender pay and gender occupational segregation in the council will be addressed in the biennial review of this policy. Information on the recruitment, development and retention of employees will also be published every two years as part of the council's Equality Mainstreaming Report.

5.2 Details of actions taken to implement the outcome of equality impact assessments will also be posted on the council's website and as part of the council's Equality Mainstreaming Report.

6. Review and Accountability

6.1 This policy will be reviewed every two years through involvement with all relevant stakeholders and reported to the Council's Executive Committee.

6.2 The Head of Corporate Services, on behalf of the council's Corporate Management Team, has overall responsibility for implementation of the commitments outlined within this policy.

7.   Gender Pay Gap

7.1   The council's equal pay gap as at February 2017 is set out below:

Gender	Number of Staff	Combined Hourly Rate	Average Hourly Rate
Female	5671	85,358	15.05
Male	2419	35,959	14.87
Total	8090	121,318	29.92
Mean Gender Pay Gap for All Employees			**-1.21 %**

Standard Calculation

Male average salary – Female average salary = paygap (monetary)

14.87 – 15.05 = - 0.18

Paygap (monetary) / male average salary x 100 = paygap (%)

-0.18 / 14.87 x 100 = - 1.21

West Lothian Council Gender Pay Gap = -1.21%

7.2   The council's gender pay gap for all employees has improved by 0.72% since last reported in the 2015 Equal Pay Statement and is at present 6.19% lower than the average rate for Scottish Local Authorities (4.98%) as reported in the 2015/16 Local Government Benchmarking Framework.

8.   Occupational Segregation

8.1   The council recognises that occupational segregation is one of the key barriers which prevents women and men from fulfilling their potential, and consequently contributes to the gender pay gap.

8.2   At the same time it can have a damaging impact due to the segmentation of men and women into different types of employment; segmentation that can fail to make the most efficient use of the potential workforce, can contribute to skills deficits and can hold back productivity.

8.3   The challenge for the council is therefore to address the inherent issues relating to horizontal segregation in the service areas currently dominated by either female or male employees.

8.4   Occupational segregation has been identified within the council's Corporate Equality Outcomes 2013-17 as one of ten significant priorities for focus over the period.

8.5   The tables below outline the council's data on gender based occupational segregation. In addition, in line with the reporting requirements, information is provided on occupational segregation in relation to ethnicity and disability.

WEST LOTHIAN COUNCIL OCCUPATIONAL SEGREGATION BY GENDER AS AT FEBRUARY 2017

Service Area	Functional Area	Gender	App/ Graduate	A	B	C	D	E	E1	E2	F	F2	G	H	I	J	K	L	M	N	Chief Officer	Psych	QI Scale	Teacher	Grand Total
Chief Exec, Finance and Property	Advice Shop	F						10			14		6	4			1								35
		M						3			6		4	1											14
	Audit & Risk Mngt	F											1			1									2
		M											1	1	1				1						4
	Chief Exec. – Mngt & Supp.	F		1							2			1	2										6
		M																							0
	Const. Services	F									1		2	5					1						9
		M				1					1		20	8	6		1								37
	Estates	F	1																						1
		M	1								1				1										3
	Financial Mngt	F					8				6		3	7	3	1	4								32
		M	1	1			3	1			3		2	3	1	2			1	1					19
	Mngt Team – Chief Exec.	F												1											1
		M																	1						1
	Mngt Team – Finance	F																							0
		M																		1					1
	Property Mngt & Dev.	F				1		5						3											9
		M				4	1						1	2	4				1						13

Service Area	Functional Area	Gender	App/ Graduate	A	B	C	D	E	E1	E2	F	F2	G	H	I	J	K	L	M	N	Chief Officer	Psych	QI Scale	Teacher	Grand Total
	Revenues & Benefits	F	2			4		56			11			2	5		1								81
		M				1		16			12			2	2			1							34
Corporate Mgmt Team	Mngt Team	F																			1				1
		M																			2				2
Corporate Services	Civic Centre Support	F				18	4	5						1											28
		M				1	1																		2
	Corporate Comms.	F			1		1				3					1									6
		M									2				2			1							5
	HR Services	F				1	16	13			4			3	4	5	1	1		1					49
		M									1			2	4	1		1							9
	Information Technology	F					1	2			4			5	4	1		1		1					19
		M						3			15			14	2	2		1							37
	Legal Services	F				2		3			1			8	5		3			1					23
		M						1						3	1										5
	Mngt Team – Corporate	F																			1				1
		M																							0
	Perf. Improvement.	F					1	3					1	3			1								9
		M				2								3	2										7
	Procurement	F											4	2	2										8
		M					3								2										5

DATA LABEL: PUBLIC

Service Area	Functional Area	Gender	App/ Graduate	A	B	C	D	E	E1	E2	F	F2	G	H	I	J	K	L	M	N	Chief Officer	Psych	QI Scale	Teacher	Grand Total
Education Services	Active Schools	F											9	2											11
		M											7	1	1									1	10
	Adult Basic Education	F					1						2	1											4
		M	1																						1
	Adult Learning	F					1						11	1		1									14
		M											3	3		1									7
	Community Arts	F				2	4	1					4	1		1									13
		M					6	3					1												10
	Community High Schools	F				11	1	6			2			1											21
		M				5	2									1									8
	Comm. Youth Services	F				8	19	2			8		6	3	1		1							1	49
		M				5	14	1			3		3	2											28
	Customer Care & Comm	F					1							1											2
		M																							0
	Education Development	F											1						1				3	9	14
		M												1									2	4	7
	Ed. Resources Team	F									1														1
		M												1											1
	Instrumental Music	F																						16	16
		M																						13	13

Service Area	Functional Area	Gender	App/ Graduate	A	B	C	D	E	E1	E2	F	F2	G	H	I	J	K	L	M	N	Chief Officer	Psych	QI Scale	Teacher	Grand Total
	Management & Support	F						1			1								1					5	8
		M																							0
	Management Team CMT	F																							0
		M																	1						1
	Mngt Team Ed. Services	F																				1			1
		M																			2				2
	Nursery Schools	F				12	3	73			6														8	102
		M																							0
	PPP	F					1																			1
		M												1												1
	Primary Schools	F		62		373	97	137			14														1057	1740
		M		3		7																			98	108
	Psychological Services	F					1	1															11			13
		M																					2			2
	Pupil Placement	F					6				1															7
		M												1												1
	Secondary Schools	F		2		152	19	13			22			6	8										596	818
		M				8	7	14			12			2	3										317	363
	Special Education	F						5			2														2	9
		M																							0

Service Area	Functional Area	Gender	App/ Graduate	A	B	C	D	E	E1	E2	F	F2	G	H	I	J	K	L	M	N	Chief Officer	Psych	QI Scale	Teacher	Grand Total
	Special Schools	F				5	150	8			3														87	253
		M					6	3			1				1									23	34
	Sport & Outdoor Ed.	F		8		7	1				1				1										18
		M		1		2	1						7	1	1										13
	Support for Learning	F					1	1																	2
		M																							0
	Support Services	F						1							1									4	6
		M									1				3										4
Housing Customer & Building	Building Services	F	2				10	5	1	1	4		1												24
		M	63			27	36	3	163	29	1	74	29	9	1	1			1						437
	Cust & Comm Services	F	1	2		30	68	7					13	1	2				1						125
		M	1			6	31	3			1		2		2										46
	Customer Service	F	1				30	23					9		1										64
		M					6	6																	12
	Housing Need	F					1	2			30		1	3	2					1					40
		M				1					8		2	2											13
	Housing Operations	F				2		1			21		32	5				1							62
		M				1					8		7	2											18
	Housing Strat. & Supp.	F				1					1		1		3										6
		M									1		6	1	1	1		1		1					12

Service Area	Functional Area	Gender	App/ Graduate	A	B	C	D	E	E1	E2	F	F2	G	H	I	J	K	L	M	N	Chief Officer	Psych	QI Scale	Teacher	Grand Total
	Management Team	F																							0
		M																			1				1
	Performance & Change	F									1		7		1			1							10
		M											2		2		1								5
Operatio-nal Services	Facilities Management	F		525	48	37	64	4					2												680
		M		52	2	3	92				5		3					1							158
	Fleet & Comm Transport	F	1			21	5																		27
		M	1			2	30	1		14	1	4	1	1				1							56
	Imprint	F																							0
		M				2																			2
	Management Team	F					1	1																	2
		M																		1					1
	NETs Land & Countryside	F				11	2	4					2	1		1									21
		M	7		23	45	51	73		3	16	1	12	2	3	1				1					238
	Public Transport	F				1					1							1							3
		M						1																	1
	Roads and Transportation	F	1			4	1	1			2		3	1											13
		M	9			3	2	72		7	21		16	15	7	1	3			1					157
	Support Services	F					3	4			2		2												11
		M				1					3		2												6
	Waste Services	F			2	3	2				2		2												11
		M				88	40	50			4		7			1		1		1					192

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DATA LABEL: PUBLIC

Service Area	Functional Area	Gender	App/ Graduate	A	B	C	D	E	E1	E2	F	F2	G	H	I	J	K	L	M	N	Chief Officer	Psych	QI Scale	Teacher	Grand Total
Planning, Econ. Dev. & Regen.	Community Planning	F											2				1								3
		M																							0
	Community Regeneration	F	8				1				8		2	2		1									22
		M	7	1							3			3					1						15
	Economic Development	F	1				2	2					9	3			1								18
		M											3	5	2										10
	Env. Health & Trading Stand.	F					1				5		1	5											12
		M						4			3		2	5	3		2		1						20
	Management Team	F																							0
		M																	1						1
	Planning	F		1			2						1	3		1		1							9
		M									2			5	7	3	4		1						22
	Support Services	F					1																		1
		M																							0
	Tech. Support Service	F				5	2	1			1			1											10
		M									1			1											2

Service Area	Functional Area	Gender	App/Graduate	A	B	C	D	E	E1	E2	F	F2	G	H	I	J	K	L	M	N	Chief Officer	Psych	QI Scale	Teacher	Grand Total
Social Policy	Adult Assess. and Care	F				1	5	5			1		1	16	4										33
		M						1						2	1		2								6
	Adults Day Service	F		4		5		21			27		7	1	2										67
		M				3	1	7			8		1		2										22
	Adults Residential	F		1		1		2			13		1	2	1										21
		M						1			1														2
	Care Homes	F		47		74	5	63			8		1	3	1										202
		M		3		5	2	7						1	3										21
	Child Care & Protection	F				1	1				21		2	50	12										87
		M									2			6											8
	CMT CHCP	F																				1			1
		M																							0
	Criminal & Youth Justice	F					5	1			9			18	5		1								39
		M						6			10		2	9	5										32
	Early Interven. Programme	F		1			3				7			2	1										14
		M									3					1									4
	Early Interven. and LAC	F		3		9	6	1			64		21	25	6	1	3								139
		M				1					7		16	9	1	1									35
	Health Improvement	F					1						9		1										11
		M											1												1

Service Area	Functional Area	Gender	App/Graduate	A	B	C	D	E	E1	E2	F	F2	G	H	I	J	K	L	M	N	Chief Officer	Psych	QI Scale	Teacher	Grand Total
	Housing with Care	F		12		28	4	57			1		1	6											109
		M				5		3						1			1								10
	Mental Health	F						1					1	7											9
		M											1	2	1										4
	Occupational Therapy	F				5	1	5					1	18	3		1								34
		M				5	1	1						2											9
	Old People Assess & Care	F					1	7			20			16	3		1								48
		M									3			2	4										9
	Protection & Emergency	F				1	6	3			2			7	8										27
		M					1				1			1			1								4
	Management & Support	F														1				2					3
		M																		2					2
	Support	F		1		26	5	2			7		2	3	7										53
		M				4	1				2				2	1									10
	Support at Home	F				109		24			11			3											147
		M				2								1											3
	SWAT	F					1						6	2	1										10
		M																							0
All Services		F	18	671	50	971	575	595	1	1	376	0	204	268	91	15	15	6	5	6	4	11	3	1785	5671
		M	91	61	25	240	338	284	163	53	173	79	169	148	75	17	13	6	9	7	8	2	2	456	2419
Grand Total			109	732	75	1211	913	879	164	54	549	79	373	416	166	32	28	12	14	13	12	13	5	2241	8090

WEST LOTHIAN COUNCIL OCCUPATIONAL SEGREGATION BY ETHNICITY AS AT FEBRUARY 2017

Service Area	Functional Area	Ethnicity	App/ Graduate	A	B	C	D	E	E1	E2	F	F2	G	H	I	J	K	L	M	N	Chief Officer	Psych	QI Scale	Teacher	Grand Total
Chief Exec, Finance and Property	Advice Shop	BME						1			1			1												3
		Other						12			19		10	4			1									46
	Audit & Risk Mngt	BME																								0
		Other											2	1	1	1			1							6
	Chief Exec. – Mngt & Supp.	BME																								0
		Other		1							2			1	2											6
	Const. Services	BME																								0
		Other				1					2		22	13	6		1		1							46
	Estates	BME																								0
		Other	2								1			1												4
	Financial Mngt	BME																								0
		Other	1	1			11	1			9		5	10	4	3	4		1	1						51
	Mngt Team – Chief Exec.	BME																								0
		Other													1				1							2
	Mngt Team – Finance	BME																								0
		Other																				1				1
	Property Mngt & Dev.	BME																								0
		Other				5	1	5					1	5	4				1							22

Service Area	Functional Area	Ethnicity	App/Graduate	A	B	C	D	E	E1	E2	F	F2	G	H	I	J	K	L	M	N	Chief Officer	Psych	QI Scale	Teacher	Grand Total
	Revenues & Benefits	BME						1																	1
		Other	2			5		71			23		4	7		1		1							114
Corporate Mgmt Team	Mngt Team	BME																							0
		Other																				3				3
Corporate Services	Civic Centre Support	BME																							0
		Other				19	5	5						1											30
	Corporate Comms.	BME																							0
		Other			1			1			5				2	1		1							11
	HR Services	BME					1						1												2
		Other				1	15	13			5		4	8	6	1	2				1					56
	Information Technology	BME																							0
		Other					1	5			19			19	6	3		2		1					56
	Legal Services	BME																							0
		Other				2		4			1		8	8	1	3				1					28
	Mngt Team – Corporate	BME																							0
		Other																	1						1
	Perf. Improvement.	BME																							0
		Other				2	1	3					1	6	2			1							16
	Procurement	BME																							0
		Other					3						4	2	4										13

Service Area	Functional Area	Ethnicity	App/ Graduate	A	B	C	D	E	E1	E2	F	F2	G	H	I	J	K	L	M	N	Chief Officer	Psych	QI Scale	Teacher	Grand Total
Education Services	Active Schools	BME												1											1
		Other											16	2	1										1	20
	Adult Basic Education	BME																							0
		Other	1				1						2	1												5
	Adult Learning	BME																							0
		Other					1						14	4		2										21
	Community Arts	BME											1													1
		Other				2	10	4					4	1		1										22
	Community High Schools	BME																							0
		Other				16	3	6			2			1		1										29
	Comm. Youth Services	BME																							0
		Other				13	33	3			11		9	5	1		1								1	77
	Customer Care & Comm	BME																							0
		Other						1						1												2
	Education Development	BME																							0
		Other											1	1					1					5	13	21
	Ed. Resources Team	BME																							0
		Other										1				1										2
	Instrumental Music	BME																							0
		Other																							29	29

Service Area	Functional Area	Ethnicity	App/ Graduate	A	B	C	D	E	E1	E2	F	F2	G	H	I	J	K	L	M	N	Chief Officer	Psych	QI Scale	Teacher	Grand Total
	Management & Support	BME									1														1
		Other						1											1					5	7
	Management Team CMT	BME																							0
		Other																	1						1
	Mngt Team Ed. Services	BME																							0
		Other																				3			3
	Nursery Schools	BME																							0
		Other				12	3	73			6													8	102
	PPP	BME																							0
		Other					1							1											2
	Primary Schools	BME				4		1																15	20
		Other		65		376	97	136			14													1140	1828
	Psychological Services	BME																							0
		Other					1	1														13			15
	Pupil Placement	BME																							0
		Other					6				1				1										8
	Secondary Schools	BME				1																		24	25
		Other		2		159	26	27			34				8	11									889	1156
	Special Education	BME																							0
		Other						5			2													2	9

Service Area	Functional Area	Ethnicity	App/ Graduate	A	B	C	D	E	E1	E2	F	F2	G	H	I	J	K	L	M	N	Chief Officer	Psych	QI Scale	Teacher	Grand Total
	Special Schools	BME					5																	1	6
		Other				5	151	11			4				1										109	281
	Sport & Outdoor Ed.	BME																							0
		Other		9		9	2				1		8	1	1										31
	Support for Learning	BME																							0
		Other					1	1																	2
	Support Services	BME																							0
		Other						1			1				4									4	10
Housing Customer & Building	Building Services	BME											1												1
		Other	65			27	46	8	164	30	5	74	29	9	1	1			1						460
	Cust & Comm Services	BME					1																		1
		Other	2	2		36	98	10			1		15	1	4				1						170
	Customer Service	BME					1																		1
		Other	1				35	29					9		1										75
	Housing Need	BME						1			1														2
		Other				1	1	1			37		6	5	2					1					51
	Housing Operations	BME											3												3
		Other				3		1			29		36	7				1							77
	Housing Strat. & Supp.	BME																							0
		Other				1					2		7	1	4	1		1		1					18

Service Area	Functional Area	Ethnicity	App/ Graduate	A	B	C	D	E	E1	E2	F	F2	G	H	I	J	K	L	M	N	Chief Officer	Psych	QI Scale	Teacher	Grand Total
	Management Team	BME																							0
		Other																	1						1
	Performance & Change	BME																							0
		Other									1		9		3		1	1							15
Operatio-nal Services	Facilities Management	BME		5	2																				7
		Other		572	48	40	156	4			5			5					1							831
	Fleet & Comm Transport	BME																							0
		Other	2			23	35	1		14	1	4	1	1					1							83
	Imprint	BME																							0
		Other				2																				2
	Management Team	BME																							0
		Other					1	1												1						3
	NETs Land & Countryside	BME			1																				1
		Other	7		22	56	53	77		3	16	1	14	3	3	2			1							258
	Public Transport	BME																							0
		Other				1		1			1							1								4
	Roads and Transportation	BME																							0
		Other	10			7	3	73		7	23		19	16	7	1	3		1							170
	Support Services	BME																							0
		Other				1	3	4			5		2	2												17
	Waste Services	BME				1		1																		2
		Other			2	90	42	49			6		7	2	1		1		1							201

Service Area	Functional Area	Ethnicity	App/Graduate	A	B	C	D	E	E1	E2	F	F2	G	H	I	J	K	L	M	N	Chief Officer	Psych	QI Scale	Teacher	Grand Total
Planning, Econ. Dev. & Regen.	Community Planning	BME																							0
		Other											2				1								3
	Community Regeneration	BME												1											1
		Other	15	1				1			11		2	4		1		1							36
	Economic Development	BME																							0
		Other	1				2	2					12	8	2			1							28
	Env. Health & Trading Stand.	BME																							0
		Other					1	4			8		3	10	3		2		1						32
	Management Team	BME																							0
		Other																	1						1
	Planning	BME											1												1
		Other		1			2				2		5	10	3	5		2							30
	Support Services	BME																							0
		Other					1																		1
	Tech. Support Service	BME																							0
		Other				5	2	1			2		2												12

Service Area	Functional Area	Ethnicity	App/ Graduate	A	B	C	D	E	E1	E2	F	F2	G	H	I	J	K	L	M	N	Chief Officer	Psych	QI Scale	Teacher	Grand Total
Social Policy	Adult Assess. and Care	BME																							0
		Other				1	5	6			1		1	18	5		2								39
	Adults Day Service	BME				1																			1
		Other		4		7	1	28			35		8	1	4										88
	Adults Residential	BME																							0
		Other		1		1		3			14		1	2	1										23
	Care Homes	BME		1		3		1						1											6
		Other		49		76	7	69			8		1	3	4										217
	Child Care & Protection	BME												2	1										3
		Other				1	1				23		2	54	11										92
	CMT CHCP	BME																							0
		Other																				1			1
	Criminal & Youth Justice	BME															1								1
		Other					5	7			19		2	27	10										70
	Early Interven. Programme	BME																							0
		Other		1				3			10			2	1	1									18
	Early Interven. and LAC	BME												1	1										2
		Other		3		10	6	1			71		37	33	6	2	3								172
	Health Improvement	BME																							0
		Other					1							10		1									12

Service Area	Functional Area	Ethnicity	App/ Graduate	A	B	C	D	E	E1	E2	F	F2	G	H	I	J	K	L	M	N	Chief Officer	Psych	QI Scale	Teacher	Grand Total
	Housing with Care	BME				1																			1
		Other		12		32	4	60			1		1	7			1								118
	Mental Health	BME																							0
		Other						1					2	9	1										13
	Occupational Therapy	BME																							0
		Other				10	2	6					1	20	3		1								43
	Old People Assess & Care	BME												1	1										2
		Other					1	7				23		17	6		1								55
	Protection & Emergency	BME																							0
		Other				1	7	3			3			8	8		1								31
	Management & Support	BME																							0
		Other														1				4					5
	Support	BME																							0
		Other		1		30	6	2			9		2	3	9	1									63
	Support at Home	BME						1																	1
		Other				111		23			11			4											149
	SWAT	BME												1											1
		Other					1						6	1	1										9
All Services		BME	0	6	3	11	8	7	0	0	3	0	7	9	3	0	1	0	0	0	0	0	0	40	98
		Other	109	726	72	1200	905	872	164	54	546	79	366	407	163	32	27	12	14	13	12	13	5	2201	7992
Grand Total			**109**	**732**	**75**	**1211**	**913**	**879**	**164**	**54**	**549**	**79**	**373**	**416**	**166**	**32**	**28**	**12**	**14**	**13**	**12**	**13**	**5**	**2241**	**8090**

DATA LABEL: PUBLIC

WEST LOTHIAN COUNCIL OCCUPATIONAL SEGREGATION BY DISABILITY AS AT FEBRUARY 2017

Service Area	App/ Graduate	A	B	C	D	E	E1	E2	F	F2	G	H	I	J	K	L	M	N	Chief Officer	Psych	QI Scale	Teacher	Grand Total
Chief Executive, Finance and Property					1	3			1		2			1									8
Corporate Management Team																							0
Corporate Services				1								2	1										4
Education Services				3	1	2			2				1	1						1		11	22
Housing Customer & Building Services				1	4	1			2	1	5		1										15
Operational Services		4	2	1	8	3		1	1														20
Planning, Economic Development & Regeneration		1							1														2
Social Policy				5	1	5			6		2	3	3		1								11
All Services	0	5	2	11	15	14	0	1	13	1	9	5	6	2	1	0	0	0	0	1	0	11	97

EMPLOYMENT MONITORING DATA AND ANALYSIS

The council has a statutory duty, as a public sector employer, to publish employment monitoring statistics in relation to the composition of our workforce and the recruitment, development and retention of our employees.

Information on our employees has been gathered and reported on according protected characteristics and is provided in the tables below for the period 1 January 2015 to 31 December 2016.

Sources of Information

The council's HR Management Information System has been used to gather and report on the following:

- Staff currently in post
- Employees applying for and receiving training
- Employees involved in grievance, disciplinary or bullying and harassment cases
- Employees leaving the council

The National Recruitment Portal has been used to gather and report on the following:

- Applicants for employment and promotion
- Candidates selected for interview
- Candidates successfully appointed

Monitoring Process Developments

In previous years the council has aimed to fill gaps in equality monitoring information held on employees by carrying out Diversity Surveys. The information gathered by means of the Diversity Surveys was anonymous and provided valuable information at the point in time, however it did not provide the council with an ongoing record of the composition of the council.

Therefore, to further improve the quality of the equality monitoring information held on council employees the HR Management Information System was developed in late 2016 to allow employees to use the self-service area of the system (HR21) to add to or amend the equality monitoring information held on them by the council.

This development will allow all employees, new and existing, to provide information not currently held by the council or to update equality monitoring information where individual circumstances change. The self-service mechanism removes the need for form filing or data input by a third party, therefore minimising error and ensuring confidentiality.

A campaign to advertise the new self-service mechanism for equality monitoring information was carried out in autumn 2016. The desired improvement in equality monitoring information held by the council is yet to be fully realised however and further awareness-raising and ongoing training in the use of the self-service mechanism will be required.

Data Analysis and Highlights

Gender

The proportion of men and women working in the council has remained largely unchanged over the 10 years of monitoring with the workforce continuing to be split approximately 70% female, 30% male.

The recruitment statistics for 2015 and 2016 report approximately 60% of applicants and successful candidates as female. During the same period approximately 60% of those leaving the council were female, therefore there was no impact on the overall gender split of the organisation.

Despite the 70/30 gender split of the council's employees, the split of employees applying for and receiving corporate training was approximately 50/50 in 2015 and 60/40 in 2016.

Similarly, the proportion of women and men involved in Grievance, Disciplinary and Bullying and Harassment cases often does not follow the 70/30 split of the organisation. However, this is not significant due to the small number of cases.

Ethnicity

The information held on HR21 indicates that approximately 65% of the council's workforce is White-Scottish. The 2014 Diversity Survey however indicated that 85% of the workforce was White-Scottish. This difference may be accounted for by the 26% of employees whose ethnicity is not known on the HR21 system.

Current information indicates that 1.2% of our workforce is from Black and Minority Ethnic (BME) backgrounds. The 2011 census reported that 2.5% of the West Lothian Community is from BME backgrounds.

In both 2015 and 2016 the percentage of applicants to the council from the BME community is not reflected in the percentage of successful candidates appointed. In 2015, there was a drop from 4.0% BME applicants to 1.9% BME successful candidates and similarly in 2016, there was a drop from 4.2% BME applicants to 1.9% BME successful candidates.

The percentage of leavers from the BME community was representative of the overall workforce at 1.3% and 1.5% in 2015 and 2016 respectively.

Disability

The difference between the information held on HR21 for the percentage of employees with a disability (1.2%) and that reported in the 2014 diversity survey (7.5%) suggests there is much work to be done to fill the gaps in the HR21 system.

The most significant disability type reported by applicants and successful candidates during both 2015 and 2016 is Learning Disability (over 30%). However this is not reflected in the information we have on current employees which reports the number of employees with a learning disability as only 3.1%.

The new HR21 self-service mechanism will be particularly useful in filling these gaps and keeping this information up-to-date going forward as employees will be able to update their information if they become disabled while working for the council.

The recruitment information indicates that the Guaranteed Job Interview Scheme for applicants with a disability is continuing to work appropriately, with a higher percentage of interview candidates having a disability than the percentage of initial applicants.

Age

The information held on the age profile of the council is considered to be accurate with employee date of birth gathered at the time of appointment.

The age demographic of the council has remained relatively unchanged over the 10 years of equality monitoring despite the higher percentages of applicants from the lower age ranges.

A third of all corporate training is applied for and received by employees aged 51-60.

Sexual Orientation

The information held on the HR21 system on sexual orientation continues to have significant gaps with the sexual orientation of 74% of employees unknown. In contrast, the sexual orientation of applicants to the council is only unknown in approximately 6% of cases.

It is hoped that the work being done to encourage employees to complete their equality monitoring information on HR21 will improve the information the council holds on the sexual orientation of its employees going forward.

Religion or Belief

The information held on the HR21 system on religion or belief continues to have significant gaps with the religion or belief of 90% of employees unknown. In contrast, the religion or belief of applicants to the council is only unknown in approximately 12% of cases.

It is hoped that the work being done to encourage employees to complete their equality monitoring information on HR21 will improve the information the council holds on the religion or belief of its employees going forward.

Caring Responsibilities

While information on caring responsibilities was captured during the 2014 diversity survey, this is the first time that information on caring responsibilities has been captured on the HR21 system via the self-service mechanism. To date 472 employees have provided information on their caring responsibilities. We would seek to improve this information going forward.

It is evident that no discrimination on the grounds of caring responsibilities is taking place in the recruitment of employees as the percentage of applicants with caring responsibilities remains relatively static throughout the process.

<u>Gender Identity</u>

While information on gender identity was captured during the 2014 diversity survey, this is the first time that information on gender identity has been captured on the HR21 system via the self-service mechanism. To date 484 employees have provided information on their gender identity. We would seek to improve this information going forward.

EMPLOYMENT MONITORING STATISTICS
(1 January 2015 – 31 December 2016)

1.   STAFF IN POST

The following tables contain equality monitoring information obtained from the councils HR Management Information System.

1.1   Employees in Post by Gender as at 31 December 2016

Gender	Number	Percentage
Female	5671	70.1
Male	2419	29.9
Prefer not to say	0	0
Unknown	0	0
Total	**8090**	**100**

1.2   Employees in Post by Ethnicity as at 31 December 2016

Ethnicity	Number	Percentage
White – Scottish	5229	64.6
White - Other British	330	4.1
White – Irish	87	1.1
White - Gypsy/ Traveller	0	0
White - Eastern European (e.g. Polish)	3	0.0
White - Other ethnic group	209	2.6
Any mixed or multiple ethnic group	12	0.1
Pakistani, Pakistani Scottish or Pakistani British	19	0.2
Indian, Indian Scottish or Indian British	18	0.2
Bangladeshi, Bangladeshi Scottish or Bangladeshi British	1	0.0
Chinese, Chinese Scottish or Chinese British	2	0.0
Other Asian	5	0.1
African, African Scottish or African British	11	0.1
Other African	0	0
Caribbean, Caribbean Scottish or Caribbean British	18	0.2
Black, Black Scottish or Black British	0	0
Other Caribbean or Black	0	0
Arab, Arab Scottish or Arab British	0	0
Other Arab	0	0
Other	12	0.1
Prefer not to say	2134	26.4
Unknown	0	0
Total	**8090**	100

1.3   Employees in post by Disability as at 31 December 2016

Disability	Number	Percentage
Yes	97	1.2
No	505	6.2
Prefer not to say	19	0.2
Unknown	7469	92.3
Total	**8090**	**100**

1.4   Employees in post by Disability Type as at 31 December 2016

Disability Type	Number	Percentage
A learning disability	3	3.1
A longstanding illness or other health condition	14	14.4
A mental health condition	9	9.3
A physical impairment	5	5.2
Sensory impairment	7	7.2
Other condition	4	4.1
Prefer not to say	1	1.0
Unknown	54	55.7
Total	**97**	**100**

1.5   Employees in Post by Age as at 31 December 2016

Age	Number	Percentage
Under 21	106	1.3
21-30	1147	14.2
31-40	1636	20.2
41-50	2241	27.7
51-60	2378	29.4
61 Plus	582	7.2
Unknown	0	0
Total	**8090**	**100**

1.6   Employees in post by Sexual Orientation as at 31 December 2016

Sexual Orientation	Number	Percentage
Bisexual	11	0.1
Gay	27	0.3
Lesbian	18	0.2
Heterosexual/ straight	2015	24.9
Other	0	0
Prefer not to say	65	0.8
Unknown	5954	73.6
Total	**8090**	**100**

1.7   Employees in post by Religion or Belief as at 31 December 2016

Religion or Belief	Number	Percentage
None	344	4.3
Church of Scotland	205	2.5
Roman Catholic	133	1.6
Other Christian	53	0.7
Muslim	3	0.0
Buddhist	3	0.0
Sikh	2	0.0
Jewish	1	0.0
Hindu	0	0
Humanist	3	0.0
Pagan	3	0.0
Other religion or belief	6	0.1
Prefer not to say	49	0.6
Unknown	7285	90.0
Total	**8090**	**100**

1.8   Employee in post by Caring Responsibility as at 31 December 2016

Caring Responsibilities	Number	Percentage
Yes (children under 18)	227	2.8
Yes other	39	0.5
No	206	2.5
Prefer not to say	22	0.3
Unknown	7596	93.9
Total	**8090**	**100**

1.9   Employees in post by Gender Identity as at 31 December 2016
The statistics in the table below are provided in response to the following question: Have you ever
identified as a transgender person or as undergoing any part of the gender reassignment process?

Gender Identity	Number	Percentage
Yes	1	0.0
No	483	6.0
Prefer not to say	11	0.1
Unknown	7595	93.9
Total	**8090**	**100**

2. APPLICANTS FOR EMPLOYMENT

The following statistics are taken from the National Recruitment Portal.

2.1 GENDER

2.1.1 Applicants for Employment 1 January 2015 – 31 December 2015 by Gender

GENDER	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Female	5755	56.8	2011	63.0	497	59.9
Male	4065	40.2	1042	32.7	287	34.6
Prefer not to say	22	0.2	9	0.2	2	0.2
Unknown	285	2.8	128	4.1	44	5.3
Total	10127	100	3189	100	830	100

2.1.2 Applicants for Employment 1 January 2016 – 31 December 2016 by Gender

GENDER	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Female	8758	64.7	2401	62.5	649	60.3
Male	4440	32.8	1306	34.0	358	33.2
Prefer not to say	35	0.3	12	0.3	3	0.3
Unknown	301	2.2	121	3.2	67	6.2
Total	13534	100	3840	100	1077	100

2.2 ETHNICITY

2.2.1 Applicants for Employment 1 January 2015 – 31 December 2015 by Ethnicity

ETHNICITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
White – Scottish	7988	78.9	2533	79.4	654	78.8
White - Other British	727	7.2	239	7.5	67	8.1
White – Irish	133	1.3	50	1.6	13	1.6
White - Gypsy/ Traveller	4	0.1	2	0.1	0	0
White - Eastern European (e.g. Polish)	146	1.4	24	0.7	6	0.7
White - Other ethnic group	266	2.6	63	1.9	15	1.8
Any mixed or multiple ethnic group	53	0.5	11	0.3	1	0.1
Pakistani, Pakistani Scottish/British	93	0.9	19	0.6	5	0.6
Indian, Indian Scottish/British	41	0.4	14	0.4	1	0.1
Bangladeshi, Bangladeshi Scottish/British	5	0.1	1	0.1	1	0.1
Chinese, Chinese Scottish/British	21	0.2	2	0.1	1	0.1
Other Asian	20	0.2	6	0.2	1	0.1
African, African Scottish/British	35	0.3	9	0.3	1	0.1
Other African	90	0.9	24	0.7	2	0.3

ETHNICITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Caribbean, Caribbean Scottish/British	4	0.1	1	0.1	0	0
Black, Black Scottish/British	29	0.3	9	0.3	1	0.1
Other Caribbean or Black	2	0.1	0	0	0	0
Arab, Arab Scottish/British	16	0.1	4	0.1	2	0.3
Other Arab	0	0	0	0	0	0
Other	0	0	0	0	0	0
Prefer not to say	78	0.8	25	0.8	5	0.6
Unknown	379	3.7	153	4.8	54	6.5
Total	10127	100	3189	100	830	100

2.2.2   Applicants for Employment 1 January 2016 – 31 December 2016 by Ethnicity

ETHNICITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
White – Scottish	10515	77.7	3049	79.4	833	77.3
White - Other British	1056	7.8	308	8.0	89	8.3
White – Irish	181	1.3	69	1.8	17	1.6
White - Gypsy/ Traveller	3	0.0	2	0.1	0	0
White - Eastern European (e.g. Polish)	269	2.0	50	1.3	14	1.3
White - Other ethnic group	447	3.3	83	2.2	25	2.3
Any mixed or multiple ethnic group	75	0.6	23	0.6	3	0.3
Pakistani, Pakistani Scottish/British	102	0.8	16	0.4	4	0.4
Indian, Indian Scottish/British	86	0.6	11	0.3	4	0.4
Bangladeshi, Bangladeshi Scottish/British	4	0.0	0	0	0	0
Chinese, Chinese Scottish/British	30	0.2	3	0.1	0	0
Other Asian	56	0.4	12	0.3	1	0.1
African, African Scottish/British	37	0.3	7	0.2	4	0.4
Other African	98	0.7	18	0.5	4	0.4
Caribbean, Caribbean Scottish/British	2	0.0	4	0.1	0	0
Black, Black Scottish/British	48	0.4	8	0.2	1	0.1
Other Caribbean or Black	11	0.1	0	0	0	0
Arab, Arab Scottish/British	0	0	0	0	0	0
Other Arab	17	0.1	2	0.1	0	0
Other	0	0	0	0	0	0
Prefer not to say	86	0.6	26	0.7	5	0.5
Unknown	411	3.0	149	3.9	73	6.8
Total	13534	100	3840	100	1077	100

2.3   DISABILITY

2.3.1 Applicants for Employment 1 January 2015 – 31 December 2015 by Disability

DISABILITY	Applicants for Employment (10127)		Selected for Interview (3189)		Successful Appointments (830)	
	No.	%	No.	%	No.	%
Disabled	345	3.4	136	4.3	21	2.5

2.3.2 Applicants for Employment 1 January 2016 – 31 December 2016 by Disability

DISABILITY	Applicants for Employment (13534)		Selected for Interview (3840)		Successful Appointments (1077)	
	No.	%	No.	%	No.	%
Disabled	494	3.6	187	4.9	30	2.9

2.3.3 Applicants for Employment 1 January 2015 – 31 December 2015 by Disability Type

DISABILITY TYPE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Learning Disability	125	36.3	44	32.4	9	42.8
Longstanding Illness	56	16.2	33	24.3	5	23.8
Mental Health Condition	59	17.1	20	14.7	2	9.5
Physical Impairment	56	16.2	21	15.5	1	4.8
Sensory Impairment	16	4.6	9	6.6	3	14.3
Other	11	3.2	1	0.7	0	0
Prefer Not to Say	9	2.6	4	2.9	0	0
Unknown	13	3.8	4	2.9	1	4.8
Total	345	100	136	100	21	100

2.3.4 Applicants for Employment 1 January 2016 – 31 December 2016 by Disability Type

DISABILITY TYPE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Learning Disability	190	38.5	70	37.4	11	36.7
Longstanding Illness	93	18.8	48	25.7	9	30.0
Mental Health Condition	34	6.9	12	6.4	2	6.7
Physical Impairment	80	16.2	25	13.4	3	10.0
Sensory Impairment	27	5.5	11	5.9	1	3.3
Other	14	2.8	3	1.6	1	3.3
Prefer Not to Say	13	2.6	3	1.6	0	0
Unknown	43	8.7	15	8.0	3	10.0
Total	494	100	187	100	30	100

2.4   AGE

2.4.1   Applicants for Employment 1 January 2015 – 31 December 2015 by Age

AGE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Under 21	821	8.1	158	5.0	40	4.8
21-30	3202	31.6	788	24.7	203	24.5
31-40	2317	22.9	860	27.0	206	24.8
41-50	1896	18.7	691	21.7	184	22.2
51-60	1210	11.9	432	13.5	110	13.2
61 plus	239	2.4	91	2.8	33	4.0
Not Known	442	4.4	169	5.3	54	6.5
Total	10127	100	3189	100	830	100

2.4.2   Applicants for Employment 1 January 2016 – 31 December 2016 by Age

AGE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Under 21	962	7.1	223	5.8	67	6.2
21-30	3970	29.3	961	25.0	288	26.7
31-40	3427	25.3	970	25.3	262	24.3
41-50	2787	20.6	889	23.2	224	20.8
51-60	1663	12.3	538	14.0	131	12.2
61 plus	263	1.9	89	2.3	26	2.4
Not Known	462	3.4	170	4.4	79	7.3
Total	13534	100	3840	100	1077	100

2.5   SEXUAL ORIENTATION

2.5.1   Applicants for Employment 1 January 2015 – 31 December 2015 by Sexual Orientation

SEXUAL ORIENTATION	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Bisexual	71	0.7	25	0.8	5	0.6
Gay	95	0.9	42	1.3	9	1.1
Heterosexual/Straight	9192	90.8	2833	88.8	735	88.5
Lesbian	58	0.6	20	0.6	3	0.4
Unknown	327	3.2	150	4.7	48	5.8
Prefer not to say	364	3.6	110	3.5	29	3.5
Other	20	0.2	9	0.3	1	0.1
Totals	10127	100	3189	100	830	100

2.5.2 Applicants for Employment 1 January 2016 – 31 December 2016 by Sexual Orientation

SEXUAL ORIENTATION	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Bisexual	81	0.6	20	0.5	3	0.3
Gay	185	1.4	56	1.5	11	1.0
Heterosexual/Straight	12279	90.7	3436	89.5	962	89.3
Lesbian	96	0.7	27	0.7	5	0.5
Unknown	383	2.8	150	3.9	75	7.0
Prefer not to say	480	3.5	143	3.7	21	1.9
Other	30	0.2	8	0.2	0	0
Totals	13534	100	3840	100	1077	100

2.6 RELIGION OR BELIEF

2.6.1 Applicants for Employment 1 January 2015 – 31 December 2015 by Religion or Belief

RELIGION OR BELIEF	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Buddhist	13	0.1	1	0.1	1	0.1
Church of Scotland	1830	18.1	654	20.5	175	21.1
Hindu	17	0.2	5	0.1	1	0.1
Humanist	50	0.5	14	0.4	4	0.5
Jewish	4	0.1	2	0.1	0	0
Muslim	127	1.2	30	0.9	8	1.0
None	4635	45.7	1332	41.8	342	41.2
Other Christian	710	7.0	222	7.0	52	6.3
Other Religion/Belief	91	0.9	26	0.8	6	0.7
Pagan	3	0.1	1	0.1	0	0
Roman Catholic	1465	14.4	469	14.7	116	14.0
Sikh	5	0.1	1	0.1	0	0
Prefer Not to Say	652	6.4	219	6.7	56	6.7
Unknown	525	5.2	213	6.7	69	8.3
Total	10127	100	3189	100	830	100

2.6.2 Applicants for Employment 1 January 2016 – 31 December 2016 by Religion or Belief

RELIGION OR BELIEF	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Buddhist	34	0.3	11	0.3	5	0.5
Church of Scotland	2455	18.1	803	20.9	230	21.4
Hindu	47	0.3	3	0.1	2	0.2
Humanist	146	1.1	47	1.2	17	1.6
Jewish	3	0.0	0	0	0	0
Muslim	145	1.1	18	0.5	4	0.4
None	6212	45.9	1570	40.9	417	38.7
Other Christian	1070	7.9	286	7.4	74	6.9
Other Religion/Belief	85	0.6	20	0.5	4	0.4
Pagan	9	0.1	3	0.1	1	0.1
Roman Catholic	1958	14.5	628	16.4	174	16.2
Sikh	18	0.1	4	0.1	1	0.1
Prefer Not to Say	772	5.7	245	6.4	53	4.9
Unknown	580	4.3	202	5.3	95	8.8
Total	13534	100	3840	100	1077	100

2.7 CARING RESPONSIBILITIES

2.7.1 Applicants for Employment 1 January 2015 – 31 December 2015 by Caring Responsibilities

CARING RESPONSIBILITIES	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Yes (Children under 18)	3105	30.7	1054	33.1	286	34.4
Yes (Other)	230	2.3	75	2.3	20	2.4
No	6376	62.9	1892	59.3	472	56.9
Prefer Not to Say	64	0.6	22	0.7	4	0.5
Unknown	352	3.5	146	4.6	48	5.8
Total	10127	100	3189	100	830	100

2.7.2 Applicants for Employment 1 January 2016 – 31 December 2016 by Caring Responsibilities

CARING RESPONSIBILITIES	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Yes (Children under 18)	4880	36.1	1340	34.9	385	35.7
Yes (Other)	307	2.3	104	2.7	19	1.8
No	7892	58.3	2232	58.1	598	55.5
Prefer Not to Say	99	0.7	30	0.8	4	0.4
Unknown	356	2.6	134	3.5	71	6.6
Total	13534	100	3840	100	1077	100

2.8   GENDER IDENTITY

2.8.1   Applicants for Employment 1 January 2015 – 31 December 2015 by Gender Identity

The statistics in the table below are provided in response to the following question: Have you ever

identified as a transgender person or as undergoing any part of the gender reassignment process?

GENDER IDENTITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Yes	8	0.1	2	0.1	2	0.2
No	9713	95.9	3020	94.7	776	93.5
Prefer Not to Say	65	0.6	22	0.7	3	0.4
Unknown	341	3.4	145	4.5	49	5.9
Total	10127	100	3189	100	830	100

2.8.2   Applicants for Employment 1 January 2016 – 31 December 2016 by Gender Identity

The statistics in the table below are provided in response to the following question: Have you ever

identified as a transgender person or as undergoing any part of the gender reassignment process?

GENDER IDENTITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Yes	30	0.2	4	0.1	0	0
No	13047	96.4	3657	95.2	998	92.7
Prefer Not to Say	112	0.8	46	1.2	9	0.8
Unknown	345	2.5	133	3.5	70	6.5
Total	13534	100	3840	100	1077	100

3. APPLICANTS FOR PROMOTION

The following figures are taken from the National Recruitment Portal and are based on a candidate's own determination as to whether the post they are applying for constitutes a promotion.

3.1 GENDER

3.1.1 Applicants for Promotion 1 January 2015 – 31 December 2015 by Gender

GENDER	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Female	582	64.9	290	67.4	73	64.0
Male	314	35	140	32.6	41	36.0
Prefer not to say	0	0	0	0	0	0
Unknown	1	0.1	0	0	0	0
Total	**897**	**100**	**430**	**100**	**114**	**100**

3.1.2 Applicants for Promotion 1 January 2016 – 31 December 2016 by Gender

GENDER	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Female	819	73.2	356	72.7	96	70.6
Male	297	26.5	132	26.9	40	29.4
Unknown	3	0.3	2	0.4	0	0
Prefer not to say	0	0	0	0	0	0
Total	**1119**	**100**	**490**	**100**	**136**	**100**

3.2 ETHNICTY

3.2.1 Applicants for Promotion 1 January 2015 – 31 December 2015 by Ethnicity

ETHNICITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
White – Scottish	779	86.8	373	86.8	99	86.8
White - Other British	50	5.6	28	6.5	8	7.0
White – Irish	22	2.5	11	2.6	1	0.9
White - Gypsy/ Traveller	0	0	0	0	0	0
White - Eastern European (e.g. Polish)	14	1.6	4	0.9	1	0.9
White - Other ethnic group	7	0.8	1	0.2	0	0
Any mixed or multiple ethnic group	3	0.3	1	0.2	0	0
Pakistani, Pakistani Scottish/British	2	0.2	0	0	0	0
Indian, Indian Scottish/British	0	0	0	0	0	0
Bangladeshi, Bangladeshi Scottish/British	2	0.2	1	0.2	1	0.9
Chinese, Chinese Scottish/British	0	0	0	0	0	0
Other Asian	1	0.1	1	0.2	0	0

ETHNICITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
African, African Scottish/British	0	0	0	0	0	0
Other African	2	0.2	2	0.5	0	0
Caribbean, Caribbean Scottish/British	1	0.1	1	0.2	0	0
Black, Black Scottish/British	0	0	0	0	0	0
Other Caribbean or Black	0	0	0	0	0	0
Arab, Arab Scottish/British	0	0	0	0	0	0
Other Arab	0	0	0	0	0	0
Other	0	0	0	0	0	0
Prefer not to say	1	0.1	0	0	0	0
Unknown	13	1.4	7	1.6	4	3.5
Total	897	100	430	100	114	100

3.2.2 Applicants for Promotion 1 January 2016 – 31 December 2016 by Ethnicity

ETHNICITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
White – Scottish	916	81.9	425	86.7	118	86.8
White - Other British	100	8.9	40	8.2	13	9.6
White – Irish	8	0.7	6	1.2	1	0.7
White - Gypsy/ Traveller	0	0	0	0	0	0
White - Eastern European (e.g. Polish)	19	1.7	3	0.6	0	0
White - Other ethnic group	33	2.9	4	0.8	3	2.2
Any mixed or multiple ethnic group	1	0.1	1	0.2	0	0
Pakistani, Pakistani Scottish/British	4	0.4	1	0.2	0	0
Indian, Indian Scottish/British	2	0.2	0	0	0	0
Bangladeshi, Bangladeshi Scottish/British	0	0	0	0	0	0
Chinese, Chinese Scottish/British	3	0.3	0	0	0	0
Other Asian	1	0.1	0	0	0	0
African, African Scottish/British	5	0.4	0	0	0	0
Other African	3	0.3	0	0	0	0
Caribbean, Caribbean Scottish/British	0	0	0	0	0	0
Black, Black Scottish/British	2	0.2	0	0	0	0
Other Caribbean or Black	0	0	0	0	0	0
Arab, Arab Scottish/British	0	0	0	0	0	0
Other Arab	2	0.2	0	0	0	0
Other	0	0	0	0	0	0
Prefer not to say	14	1.3	7	1.4	0	0
Unknown	6	0.5	3	0.6	1	0.7
Total	1119	100	490	100	136	100

3.3 DISABILITY

3.3.1 Applicants for Promotion 1 January 2015 – 31 December 2015 by Disability

DISABILITY	Applicants for Employment (897)		Selected for Interview (430)		Successful Appointments (114)	
	No.	%	No.	%	No.	%
Disabled	14	1.6	7	1.6	2	1.8

3.3.2 Applicants for Promotion 1 January 2016 – 31 December 2016 by Disability

DISABILITY	Applicants for Employment (1119)		Selected for Interview (490)		Successful Appointments (136)	
	No.	%	No.	%	No.	%
Disabled	21	1.9	15	3.1	0	0

3.3.3 Applicants for Promotion 1 January 2015 – 31 December 2015 by Disability Type

DISABILITY TYPE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Learning Disability	4	28.6	1	14.3	0	0
Longstanding Illness	2	14.3	1	14.3	0	0
Mental Health Condition	0	0	0	0	0	0
Physical Impairment	1	7.1	0	0	0	0
Sensory Impairment	1	7.1	1	14.3	1	50
Other	1	7.1	1	14.3	0	0
Prefer Not to Say	2	14.2	1	14.3	0	0
Unknown	3	21.4	2	28.5	1	50
Total	14	100	7	100	2	100

3.3.4 Applicants for Promotion 1 January 2016 – 31 December 2016 by Disability Type

DISABILITY TYPE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Learning Disability	2	9.5	1	6.7	0	0
Longstanding Illness	11	52.4	9	60.0	0	0
Mental Health Condition	0	0	0	0	0	0
Physical Impairment	3	14.3	3	20.0	0	0
Sensory Impairment	3	14.3	1	6.7	0	0
Other	0	0	0	0	0	0
Prefer Not to Say	1	4.8	0	0	0	0
Unknown	1	4.8	1	6.7	0	0
Total	21	100	15	100	0	0

3.4 AGE

3.4.1 Age Profile of Applicants for Promotion 1 January 2015 – 31 December 2015

AGE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Under 21	31	3.5	15	3.5	1	0.9
21-30	150	16.7	52	12.1	16	14.0
31-40	294	32.8	152	35.3	34	29.8
41-50	252	28.1	120	27.9	41	36.0
51-60	149	16.6	79	18.4	17	14.9
61 plus	17	1.9	9	2.1	4	3.5
Not known	4	0.4	3	0.7	1	0.9
Total	897	100	430	100	114	100

3.4.2 Age Profile of Applicants for Promotion 1 January 2016 – 31 December 2016

AGE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Under 21	42	3.8	9	1.8	3	2.2
21-30	183	16.4	79	16.1	30	22.1
31-40	373	33.3	141	28.8	36	26.5
41-50	344	30.7	175	35.7	43	31.6
51-60	145	13.0	73	14.9	19	14.0
61 plus	14	1.3	7	1.4	3	2.2
Not known	18	1.6	6	1.2	2	1.5
Total	1119	100	490	100	136	100

3.5 SEXUAL ORIENTATION

3.5.1 Applicants for Promotion 1 January 2015 – 31 December 2015 by Sexual Orientation

SEXUAL ORIENTATION	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Bisexual	2	0.2	1	0.2	0	0
Gay	9	1.0	5	1.2	2	1.8
Heterosexual/Straight	835	93.1	404	93.9	105	92.1
Lesbian	2	0.2	2	0.5	0	0
Unknown	9	1.0	3	0.7	2	1.8
Prefer Not to Say	28	3.1	13	3.0	5	4.3
Other	12	1.4	2	0.5	0	0
Totals	897	100	430	100	114	100

3.5.2 Applicants for Promotion 1 January 2016 – 31 December 2016 by Sexual Orientation

SEXUAL ORIENTATION	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Bisexual	0	0	0	0	0	0
Gay	25	2.2	15	3.1	0	0
Heterosexual/Straight	1006	89.9	439	89.6	131	96.3
Lesbian	5	0.4	4	0.8	1	0.7
Unknown	9	0.8	3	0.6	0	0
Prefer Not to Say	65	5.8	24	4.9	4	2.9
Other	9	0.8	5	1.0	0	0
Totals	1119	100	490	100	136	100

3.6   RELIGION OR BELIEF

3.6.1   Applicants for Promotion 1 January 2015 – 31 December 2015 by Religion or Belief

RELIGION OR BELIEF	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Buddhist	0	0	0	0	0	0
Church of Scotland	264	29.4	123	28.6	30	26.3
Hindu	0	0	0	0	0	0
Humanist	2	0.2	1	0.2	1	0.9
Jewish	0	0	0	0	0	0
Muslim	8	0.9	3	0.7	1	0.9
None	297	33.1	149	34.7	42	36.8
Other Christian	57	6.4	29	6.7	2	1.7
Other Religion/Belief	3	0.3	2	0.5	1	0.9
Pagan	1	0.1	0	0	0	0
Roman Catholic	202	22.5	93	21.6	27	23.7
Sikh	0	0	0	0	0	0
Prefer Not to Say	44	4.9	19	4.4	5	4.4
Unknown	19	2.1	11	2.6	5	4.4
Total	897	100	430	100	114	100

3.6.2 Applicants for Promotion 1 January 2016 – 31 December 2016 by Religion or Belief

RELIGION OR BELIEF	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Buddhist	4	0.4	1	0.2	1	0.7
Church of Scotland	298	26.6	141	28.8	37	27.2
Hindu	1	0.1	0	0	0	0
Humanist	4	0.4	2	0.4	1	0.7
Jewish	0	0	0	0	0	0
Muslim	5	0.4	0	0	0	0
None	430	38.4	179	36.5	47	34.6
Other Christian	100	8.9	34	6.9	11	8.1
Other Religion/Belief	10	0.9	1	0.2	0	0
Pagan	0	0	0	0	0	0
Roman Catholic	204	18.2	95	19.4	31	22.8
Sikh	1	0.1	0	0	0	0
Prefer Not to Say	52	4.6	32	6.5	8	5.9
Unknown	10	0.9	5	1.0	0	0
Total	1119	100	490	100	136	100

3.7 CARING RESPONSIBILITIES

3.7.1 Applicants for Promotion 1 January 2015 – 31 December 2015 by Caring Responsibilities

CARING RESPONSIBILITIES	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Yes (Children under 18)	379	42.3	188	43.7	46	40.4
Yes (Other)	15	17	5	1.2	3	2.6
No	491	54.7	231	53.7	61	53.5
Prefer Not to Say	5	0.5	2	0.5	1	0.9
Unknown	7	0.8	4	0.9	3	2.6
Total	897	100	430	100	114	100

3.7.2 Applicants for Promotion 1 January 2016 – 31 December 2016 by Caring Responsibilities

CARING RESPONSIBILITIES	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Yes (Children under 18)	541	48.3	234	47.8	71	52.2
Yes (Other)	40	3.6	23	4.7	6	4.4
No	523	46.7	225	45.9	57	41.9
Prefer Not to Say	11	1.0	6	1.2	0	0
Unknown	4	0.4	2	0.4	2	1.5
Total	1119	100	490	100	136	100

3.8 GENDER IDENTITY

3.8.1 Applicants for Promotion 1 January 2015 – 31 December 2015 by Gender Identity

The statistics in the table below are provided in response to the following question: Have you ever
identified as a transgender person or as undergoing any part of the gender reassignment process?

GENDER IDENTITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Yes	1	0.1	0	0	0	0
No	892	99.5	428	99.5	114	100
Prefer Not to Say	0	0	0	0	0	0
Unknown	4	0.4	2	0.5	0	0
Total	897	100	430	100	114	100

3.8.2 Applicants for Promotion 1 January 2016 – 31 December 2016 by Gender Identity

The statistics in the table below are provided in response to the following question: Have you ever
identified as a transgender person or as undergoing any part of the gender reassignment process?

GENDER IDENTITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Yes	0	0	0	0	0	0
No	1097	98.0	481	98.2	135	99.3
Prefer Not to Say	17	1.5	8	1.6	1	0.7
Unknown	5	0.4	1	0.2	0	0
Total	1119	100	490	100	136	100

4. EMPLOYEES APPLYING FOR AND RECEIVING TRAINING

The table below contains information on employees who have received training centrally. The majority of training carried out centrally is mandatory. Therefore, there have not been any employees who have applied for training centrally who have not received the training or are currently awaiting the training.

4.1 Employees who applied for and received training during period 1 January 2015 – 31 December 2015

ETHNICITY	Number	Proportion (%)
White – Scottish	1560	65.3
White - Other British	85	3.6
White – Irish	19	0.8
White - Gypsy/ Traveller	0	0
White - Eastern European (e.g. Polish)	0	0
White - Other ethnic group	55	2.3
Any mixed or multiple ethnic group	2	0.1
Pakistani, Pakistani Scottish/British	2	0.1
Indian, Indian Scottish/British	0	0
Bangladeshi, Bangladeshi Scottish/British	0	0
Chinese, Chinese Scottish/British	0	0
Other Asian	1	0.0
African, African Scottish/British	2	0.1
Other African	0	0
Caribbean, Caribbean Scottish/British	4	0.2
Black, Black Scottish/British	0	0
Other Caribbean or Black	0	0
Arab, Arab Scottish/British	0	0
Other Arab	0	0
Other	6	0.3
Prefer not to say	652	27.3

	Number	Proportion (%)
Unknown	0	0
	2388	100
GENDER	Number	Proportion (%)
Female	1152	48.2
Male	1236	51.8
Unknown	0	0
	2388	100
DISABILITY	Number	Proportion (%)
Number of Disabled Employees	27	1.1
	27	1.1
AGE	Number	Proportion (%)
Under 21	40	1.7
21 - 30	323	13.5
31 - 40	372	15.6
41 - 50	645	27.0
51 - 60	822	34.4
61 plus	186	7.8
Unknown	0	0
	2388	100
SEXUAL ORIENTATION	Number	Proportion (%)
Bisexual	3	0.1
Gay	8	0.3
Heterosexual/Straight	537	22.5
Lesbian	3	0.1
Prefer Not to Say	13	0.5
Unknown	1824	76.4
	2388	100

RELIGION OR BELIEF	Number	Proportion (%)
Buddhist	1	0.0
Church of Scotland	41	1.7
Hindu	0	0
Humanist	2	0.1
Jewish	0	0
Muslim	0	0
None	59	2.5
Other Christian	9	0.4
Other Religion/Belief	2	0.1
Pagan	2	0.1
Roman Catholic	26	1.1
Sikh	0	0
Prefer Not to Say	8	0.3
Unknown	2238	93.7
	2388	100
CARING RESPONSIBILITY	Number	Proportion (%)

	Number	Proportion (%)
No	56	2.3
Yes (children under 18)	70	2.9
Yes (other)	17	0.7
Prefer Not to Say	8	0.3
Unknown	2237	93.7
	2388	100
GENDER IDENTITY	Number	Proportion (%)
Yes	1	0.0
No	133	5.6
Prefer Not to Say	4	0.2
Unknown	2250	97.2

4.2 Employees who applied for and received training during period 1 January 2016 – 31 December 2016

ETHNICITY	Number	Proportion (%)
White – Scottish	2587	66.7
White - Other British	143	3.7
White – Irish	24	0.6
White - Gypsy/ Traveller	0	0
White - Eastern European (e.g. Polish)	0	0
White - Other ethnic group	85	2.2
Any mixed or multiple ethnic group	5	0.1
Pakistani, Pakistani Scottish/British	6	0.2
Indian, Indian Scottish/British	0	0
Bangladeshi, Bangladeshi Scottish/British	0	0
Chinese, Chinese Scottish/British	2	0.1
Other Asian	5	0.1
African, African Scottish/British	4	0.1
Other African	0	0
Caribbean, Caribbean Scottish/British	10	0.3
Black, Black Scottish/British	0	0
Other Caribbean or Black	0	0
Arab, Arab Scottish/British	0	0
Other Arab	0	0
Other	7	0.2
Prefer not to say	1001	25.8
Unknown	0	0
	3879	100
GENDER	Number	Proportion (%)
Female	2281	58.8
Male	1598	41.2
Unknown	0	0
	3879	100
DISABILITY	Number	Proportion (%)
Number of Disabled Employees	56	1.4
	56	1.4

AGE	Number	Proportion (%)
Under 21	83	2.1
21 - 30	462	11.9
31 - 40	600	15.5
41 - 50	1128	29.1
51 - 60	1289	33.2
61 plus	317	8.2
Unknown	0	0
	3879	100
SEXUAL ORIENTATION	Number	Proportion (%)
Bisexual	7	0.2
Gay	10	0.3
Heterosexual/Straight	874	22.5
Lesbian	6	0.2
Prefer Not to Say	32	0.8
Unknown	2950	76.1
	3879	100

RELIGION OR BELIEF	Number	Proportion (%)
Buddhist	0	0
Church of Scotland	91	2.3
Hindu	0	0
Humanist	3	0.1
Jewish	1	0.0
Muslim	1	0.0
None	132	3.4
Other Christian	17	0.4
Other Religion/Belief	4	0.1
Pagan	2	0.1
Roman Catholic	55	1.4
Sikh	0	0
Prefer Not to Say	25	0.6
Unknown	3548	91.5
	3879	100
CARING RESPONSIBILITY	Number	Proportion (%)
No	101	2.6
Yes (children under 18)	122	3.1
Yes (other)	27	0.1
Prefer Not to Say	13	0.3
Unknown	3616	93.2
	3879	100
GENDER IDENTITY	Number	Proportion (%)
Yes	0	0
No	236	6.1
Prefer Not to Say	7	0.2

Unknown			3636			93.7
			3879			100

5. GRIEVANCE, DISCIPLINE AND BULLYING & HARASSMENT

The total number of employees involved in grievance procedures, who were the subject of disciplinary procedures or who raised Bullying & Harassment at work complaints was as follows:

5.1 Grievance Procedures, Disciplinary Procedures and Bullying & Harassment Complaints for period 1 January 2015 – 31 December 2015

	Grievance		Disciplinary		Bullying & Harassment	
ETHNICITY	No.	%	No.	%	No.	%
White – Scottish	0	0	27	58.7	7	0
White - Other British	0	0	1	2.2	2	0
White – Irish	0	0	0	0	0	0
White - Gypsy/ Traveller	0	0	0	0	0	0
White - Eastern European (e.g. Polish)	0	0	0	0	0	0
White - Other ethnic group	11	52.4	2	4.3	1	0
Any mixed or multiple ethnic group	0	0	0	0	0	0
Pakistani, Pakistani Scottish/British	0	0	1	2.2	0	0
Indian, Indian Scottish/British	0	0	0	0	0	0
Bangladeshi, Bangladeshi Scottish/British	0	0	0	0	0	0
Chinese, Chinese Scottish/British	0	0	0	0	0	0
Other Asian	0	0	0	0	0	0
African, African Scottish/British	0	0	0	0	0	0
Other African	0	0	0	0	0	0
Caribbean, Caribbean Scottish/British	0	0	1	2.2	0	0
Black, Black Scottish/British	0	0	0	0	0	0
Other Caribbean or Black	0	0	0	0	0	0
Arab, Arab Scottish/British	0	0	0	0	0	0
Other Arab	0	0	0	0	0	0
Other	0	0	0	0	0	0
Prefer not to say	10	47.6	14	30.4	5	0
Unknown	0	0	0	0	0	0
	21	100	46	100	15	100
GENDER	No.	%	No.	%	No.	%
Female	9	42.9	15	32.6	11	73.3
Male	12	57.1	31	67.4	4	26.7
	21	100	46	100	15	100
DISABILITY	No.	%	No.	%	No.	%
Number of Disabled Employees	0	0	1	2.2	0	0
	0	0	1	2.2	0	0
AGE	No.	%	No.	%	No.	%
Under 21	0	0	0	0	0	0
21 – 30	3	14.3	11	23.9	0	0

	No.	%	No.	%	No.	%
31 – 40	3	14.3	8	17.4	2	13.3
41 – 50	5	23.8	14	30.4	5	33.3
51 – 60	9	42.9	10	21.7	7	46.7
61 plus	1	4.8	3	6.5	1	6.7
	21	100	46	100	15	100
SEXUAL ORIENTATION	No.	%	No.	%	No.	%
Bisexual	0	0	0	0	0	0
Gay	0	0	0	0	0	0
Heterosexual/Straight	4	19.0	9	19.6	0	0
Lesbian	0	0	0	0	0	0
Prefer Not to Say	0	0	0	0	0	0
Unknown	17	81.0	37	80.4	15	100
	21	100	46	100	15	100

RELIGION OR BELIEF	No.	%	No.	%	No.	%
Buddhist	0	0	0	0	0	0
Church of Scotland	0	0	3	6.5	0	0
Hindu	0	0	0	0	0	0
Humanist	0	0	0	0	0	0
Jewish	0	0	0	0	0	0
Muslim	0	0	0	0	0	0
None	0	0	0	0	0	0
Other Christian	0	0	0	0	0	0
Other Religion/Belief	0	0	0	0	0	0
Pagan	0	0	0	0	0	0
Roman Catholic	1	4.8	0	0	0	0
Sikh	0	0	0	0	0	0
Prefer Not to Say	0	0	0	0	0	0
Unknown	20	95.2	43	93.5	15	100
	21	100	16	100	15	100
CARING RESPONSIBILITY	0	0	0	0	0	0
No	0	0	1	2.2	0	0
Yes (children under 18)	1	4.8	1	2.2	0	0
Yes (other)	0	0	0	0	0	0
Prefer Not to Say	0	0	0	0	0	0
Unknown	20	95.2	44	95.7	15	100
	21	100	46	100	15	100
GENDER IDENTITY	0	0	0	0	0	0
Yes	0	0	0	0	0	0
No	1	4.8	2	4.3	0	0
Prefer Not to Say	0	0	0	0	0	0
Unknown	20	95.2	44	95.7	15	100
	21	100	46	100	15	100

5.2 Grievance Procedures, Disciplinary Procedures and Bullying & Harassment Complaints for period 1 January 2016 – 31 December 2016

	Grievance		Disciplinary		Bullying & Harassment	
ETHNICITY	No.	%	No.	%	No.	%
White – Scottish	7	70	18	58.1	4	66.7
White - Other British	0	0	0	0	0	0
White – Irish	0	0	1	3.2	0	0
White - Gypsy/ Traveller	0	0	0	0	0	0
White - Eastern European (e.g. Polish)	0	0	0	0	0	0
White - Other ethnic group	1	10	0	0	0	0
Any mixed or multiple ethnic group	0	0	1	3.2	0	0
Pakistani, Pakistani Scottish/British	0	0	0	0	0	0
Indian, Indian Scottish/British	0	0	0	0	0	0
Bangladeshi, Bangladeshi Scottish/British	0	0	0	0	0	0
Chinese, Chinese Scottish/British	0	0	0	0	0	0
Other Asian	0	0	1	3.2	0	0
African, African Scottish/British	0	0	0	0	0	0
Other African	0	0	0	0	0	0
Caribbean, Caribbean Scottish/British	0	0	2	6.5	0	0
Black, Black Scottish/British	0	0	0	0	0	0
Other Caribbean or Black	0	0	0	0	0	0
Arab, Arab Scottish/British	0	0	0	0	0	0
Other Arab	0	0	0	0	0	0
Other	0	0	0	0	0	0
Prefer not to say	2	20.0	8	25.8	2	33.3
Unknown	0	0	0	0	0	0
	10	100	31	100	6	100
GENDER	No.	%	No.	%	No.	%
Female	2	20.0	11	35.5	3	50.0
Male	8	80.0	20	64.5	3	50.0
	10	100	31	100	6	100
DISABILITY	No.	%	No.	%	No.	%
Number of Disabled Employees	0	0	0	0	1	16.7
	0	0	0	0	1	16.7
AGE	No.	%	No.	%	No.	%
Under 21	0	0	0	0	0	0
21 – 30	0	0	12	38.7	0	0
31 – 40	3	30.0	3	9.7	2	33.3
41 – 50	4	40.0	3	9.7	3	50.0
51 – 60	2	20.0	11	35.5	1	16.7
61 plus	1	10.0	2	6.5	0	0
	10	100	31	100	6	100
SEXUAL ORIENTATION	No.	%	No.	%	No.	%
Bisexual	0	0	0	0	0	0
Gay	0	0	0	0	0	0

	No.	%	No.	%	No.	%
Heterosexual/Straight	2	20.0	5	16.1	0	0
Lesbian	0	0	1	3.2	0	0
Prefer Not to Say	0	0	0	0	0	0
Unknown	8	80.0	25	80.6	6	100
	10	100	31	100	6	100

RELIGION OR BELIEF	No.	%	No.	%	No.	%
Buddhist	0	0	0	0	0	0
Church of Scotland	0	0	0	0	0	0
Hindu	0	0	0	0	0	0
Humanist	0	0	0	0	0	0
Jewish	0	0	0	0	0	0
Muslim	0	0	0	0	0	0
None	0	0	1	3.2	0	0
Other Christian	0	0	0	0	0	0
Other Religion/Belief	0	0	0	0	0	0
Pagan	0	0	0	0	0	0
Roman Catholic	0	0	0	0	0	0
Sikh	0	0	0	0	0	0
Prefer Not to Say	1	10.0	0	0	0	0
Unknown	9	90.0	30	96.8	6	100
	10	100	31	100	6	100
CARING RESPONSIBILITY	0	0	0	0	0	0
No	0	0	0	0	0	0
Yes (children under 18)	1	10.0	0	0	0	0
Yes (other)	0	0	0	0	0	0
Prefer Not to Say	0	0	0	0	0	0
Unknown	9	90.0	31	100	6	100
	10	100	31	100	6	100
GENDER IDENTITY	0	0	0	0	0	0
Yes	0	0	0	0	0	0
No	1	10.0	0	0	0	0
Prefer Not to Say	0	0	0	0	0	0
Unknown	9	90.0	31	100	6	100
	10	100	31	100	6	100

6. EMPLOYEES LEAVING EMPLOYMENT

6.1 Employees leaving employment during period 1 January 2015 – 31 December 2015

ETHNICITY	Number	Proportion (%)
White – Scottish	492	64.9
White - Other British	35	4.6
White – Irish	15	2.0
White - Gypsy/ Traveller	0	0
White - Eastern European (e.g. Polish)	0	0
White - Other ethnic group	17	2.2
Any mixed or multiple ethnic group	2	0.3
Pakistani, Pakistani Scottish/British	3	0.4
Indian, Indian Scottish/British	1	0.1
Bangladeshi, Bangladeshi Scottish/British	0	0
Chinese, Chinese Scottish/British	2	0.3
Other Asian	0	0
African, African Scottish/British	2	0.3
Other African	0	0
Caribbean, Caribbean Scottish/British	0	0
Black, Black Scottish/British	0	0
Other Caribbean or Black	0	0
Arab, Arab Scottish/British	0	0
Other Arab	0	0
Other	2	0.3
Prefer not to say	187	24.7
Unknown	0	0
	758	100
GENDER	Number	Proportion (%)
Female	472	62.3
Male	286	37.7
	758	100
DISABILITY	Number	Proportion (%)
Number of Disabled Employees	5	0.7
	5	0.7
AGE	Number	Proportion (%)
Under 21	26	3.4
21 – 30	160	21.1
31 – 40	132	17.4
41 – 50	127	16.8
51 – 60	128	16.9
61 plus	185	24.4
	758	100
SEXUAL ORIENTATION	Number	Proportion (%)
Bisexual	0	0
Gay	0	0

ETHNICITY	Number	Proportion (%)
Heterosexual	203	26.8
Lesbian	0	0
Unknown	551	72.7
Prefer Not to Say	4	0.5
Other	0	0
	758	100

RELIGION OR BELIEF	Number	Proportion (%)
Buddhist	0	0
Church of Scotland	0	0
Hindu	0	0
Humanist	0	0
Jewish	0	0
Muslim	0	0
None	0	0
Other Christian	0	0
Other Religion/Belief	0	0
Pagan	0	0
Roman Catholic	0	0
Sikh	0	0
Prefer Not to Say	0	0
Unknown	758	100
	758	100
CARING RESPONSIBILITY	Number	Proportion (%)
No	0	0
Yes (children under 18)	0	0
Yes (other)	0	0
Prefer Not to Say	0	0
Unknown	758	100
	758	100
GENDER IDENTITY	Number	Proportion (%)
Yes	0	0
No	0	0
Prefer Not to Say	0	0
Unknown	758	100
	758	100

6.2 Employees leaving employment during period 1 January 2016 – 31 December 2016

ETHNICITY	Number	Proportion (%)
White – Scottish	512	63.4
White - Other British	41	5.1
White – Irish	12	1.5
White - Gypsy/ Traveller	0	0
White - Eastern European (e.g. Polish)	0	0
White - Other ethnic group	39	4.8
Any mixed or multiple ethnic group	1	0.1
Pakistani, Pakistani Scottish/British	0	0
Indian, Indian Scottish/British	1	0.1
Bangladeshi, Bangladeshi Scottish/British	0	0
Chinese, Chinese Scottish/British	1	0.1
Other Asian	1	0.1
African, African Scottish/British	2	0.2
Other African	0	0
Caribbean, Caribbean Scottish/British	5	0.6
Black, Black Scottish/British	0	0
Other Caribbean or Black	0	0
Arab, Arab Scottish/British	0	0
Other Arab	0	0
Other	0	0
Prefer not to say	193	23.9
Unknown	0	0
	808	100
GENDER	Number	Proportion (%)
Female	508	62.9
Male	300	37.1
	808	100
DISABILITY	Number	Proportion (%)
Number of Disabled Employees	6	0.7
	6	0.7
AGE	Number	Proportion (%)
Under 21	33	4.1
21 – 30	172	21.3
31 – 40	137	17.0
41 – 50	138	17.1
51 – 60	175	21.7
61 plus	153	18.9
	808	100
SEXUAL ORIENTATION	Number	Proportion (%)
Bisexual	2	0.2
Gay	1	0.1
Heterosexual	215	26.6
Lesbian	3	0.4

ETHNICITY	Number	Proportion (%)
Unknown	583	72.2
Prefer Not to Say	4	0.5
Other	0	0
	808	100

RELIGION OR BELIEF	Number	Proportion (%)
Buddhist	0	0
Church of Scotland	6	0.7
Hindu	0	0
Humanist	0	0
Jewish	0	0
Muslim	0	0
None	10	1.2
Other Christian	1	0.1
Other Religion/Belief	0	0
Pagan	1	0.1
Roman Catholic	1	0.1
Sikh	0	0
Prefer Not to Say	0	0
Unknown	789	97.6
	808	100
CARING RESPONSIBILITY	Number	Proportion (%)
No	3	0.4
Yes (children under 18)	2	0.2
Yes (other)	0	0
Prefer Not to Say	0	0
Unknown	803	99.4
	808	100
GENDER IDENTITY	Number	Proportion (%)
Yes	0	0
No	4	0.5
Prefer Not to Say	0	0
Unknown	804	99.5
	808	100

6.3   Reasons for leaving during period 1 January 2015 – 31 December 2015

	Contract Expired	Deceased	Dismissed	Dismissed – capability	Early Retiral	Ill Health Retiral	Leaving Area	Other Employment	Personal reasons	Reason not disclosed	Retirement	Voluntary Severance	Totals
ETHNICITY													
White Scottish	84	8	10	15	22	19	5	138	44	29	100	18	492
White Other British	5	1	0	1	3	1	2	11	2	3	5	1	35
White Irish	0	0	0	0	0	0	3	10	0	0	0	2	15
White Gypsy/Traveller	0	0	0	0	0	0	0	0	0	0	0	0	0
White Eastern European	0	0	0	0	0	0	0	0	0	0	0	0	0
White Other Ethnic Group	4	0	0	0	0	0	0	9	2	1	0	1	17
Any Mixed or Multiple ethnic group	0	0	0	0	0	0	0	2	0	0	0	0	2
Pakistani, Pakistani Scottish/British	1	0	1	0	0	0	0	1	0	0	0	0	3
Indian, Indian Scottish/British	0	0	0	0	0	0	0	1	0	0	0	0	1
Bangladeshi, Bangladeshi Scottish/British	0	0	0	0	0	0	0	0	0	0	0	0	0
Chinese, Chinese Scottish/British	0	0	0	0	0	0	1	1	0	0	0	0	2
Other Asian	0	0	0	0	0	0	0	0	0	0	0	0	0
African, African Scottish/British	0	0	0	0	0	0	0	1	0	1	0	0	2
Other African	0	0	0	0	0	0	0	0	0	0	0	0	0
Caribbean, Caribbean Scottish/British	0	0	0	0	0	0	0	0	0	0	0	0	0
Black, Black Scottish/British	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Caribbean or Black	0	0	0	0	0	0	0	0	0	0	0	0	0
Arab, Arab Scottish or Arab British	0	0	0	0	0	0	0	0	0	0	0	0	0

Other Arab	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	1	1	0	0	0	2
Prefer not to say	31	1	2	10	2	7	5	76	24	10	14	5	187
Unknown	0	0	0	0	0	0	0	0	0	0	0	0	0
	125	10	13	26	27	27	16	251	73	44	119	27	758

	Contract Expired	Deceased	Dismissed	Dismissed – capability	Early Retiral	Ill Health Retiral	Leaving Area	Other Employment	Personal reasons	Reason not disclosed	Retirement	Voluntary Severance	Totals
GENDER													
Female	42	6	12	19	21	22	12	166	52	31	81	19	472
Male	83	4	12	7	6	5	4	85	21	13	38	8	286
	125	10	13	26	27	27	16	251	73	44	119	27	758
DISABILITY													
Number of Disabled Employees	0	0	0	0	0	0	0	1	1	0	2	1	5
	0	0	0	0	0	0	0	1	1	0	2	1	5
AGE													
Under 21	18	0	0	0	0	0	0	5	2	1	0	0	26
21 – 30	47	1	7	0	0	0	10	85	4	6	0	0	160
31 – 40	24	1	1	2	0	2	2	71	17	7	0	2	132
41 – 50	12	2	2	4	0	7	1	67	18	13	0	1	127
51 – 60	13	3	2	11	19	6	2	19	21	14	6	12	128
61 plus	8	3	1	9	8	12	1	4	11	3	113	12	185
	125	10	13	26	27	27	16	251	73	44	119	27	758
SEXUAL ORIENTATION													
Bisexual	0	0	0	0	0	0	0	0	0	0	0	0	0
Gay	0	0	0	0	0	0	0	0	0	0	0	0	0
Heterosexual/Straight	74	3	5	3	0	0	3	89	11	13	1	1	203
Lesbian	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0
Prefer not to say	1	0	0	0	0	0	0	2	0	1	0	0	4
Unknown	50	7	8	23	27	27	13	160	62	30	118	26	551
	125	10	13	26	27	27	16	251	73	44	119	27	758
RELIGION/BELIEF													
Buddhist	0	0	0	0	0	0	0	0	0	0	0	0	0
Church of Scotland	0	0	0	0	0	0	0	0	0	0	0	0	0
Hindu	0	0	0	0	0	0	0	0	0	0	0	0	0
Humanist	0	0	0	0	0	0	0	0	0	0	0	0	0
Jewish	0	0	0	0	0	0	0	0	0	0	0	0	0
Muslim	0	0	0	0	0	0	0	0	0	0	0	0	0
None	0	0	0	0	0	0	0	0	0	0	0	0	0

Other Christian	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Religion/Belief	0	0	0	0	0	0	0	0	0	0	0	0	0
Pagan	0	0	0	0	0	0	0	0	0	0	0	0	0
Roman Catholic	0	0	0	0	0	0	0	0	0	0	0	0	0
Sikh	0	0	0	0	0	0	0	0	0	0	0	0	0
Prefer Not to Say	0	0	0	0	0	0	0	0	0	0	0	0	0
Unknown	125	10	13	26	27	27	16	251	73	44	119	27	758
	125	10	13	26	27	27	16	251	73	44	119	27	758

	Contract Expired	Deceased	Dismissed	Dismissed – capability	Early Retiral	Ill Health Retiral	Leaving Area	Other Employment	Personal reasons	Reason not disclosed	Retirement	Voluntary Severance	Totals
CARING RESPONSIBILITY													
No	0	0	0	0	0	0	0	0	0	0	0	0	0
Yes (children under 18)	0	0	0	0	0	0	0	0	0	0	0	0	0
Yes (other)	0	0	0	0	0	0	0	0	0	0	0	0	0
Prefer Not to Say	0	0	0	0	0	0	0	0	0	0	0	0	0
Unknown	125	10	13	26	27	27	16	251	73	44	119	27	758
	125	10	13	26	27	27	16	251	73	44	119	27	758
GENDER IDENTITY													
Yes	0	0	0	0	0	0	0	0	0	0	0	0	0
No	0	0	0	0	0	0	0	0	0	0	0	0	0
Prefer Not to Say	0	0	0	0	0	0	0	0	0	0	0	0	0
Unknown	125	10	13	26	27	27	16	251	73	44	119	27	758
	125	10	13	26	27	27	16	251	73	44	119	27	758

6.4 Reasons for leaving during period 1 January 2016 – 31 December 2016

	Contract Expired	Deceased	Dismissed	Dismissed – capability	Early Retiral	Ill Health Retiral	Leaving Area	Other Employment	Personal reasons	Reason not disclosed	Retirement	Voluntary Severance	Totals
ETHNICITY													
White Scottish	56	7	2	13	19	14	10	179	35	42	97	38	512
White Other British	3	0	0	1	0	1	3	19	5	2	7	0	41
White Irish	0	0	0	0	0	0	0	0	0	0	0	0	0
White Gypsy/Traveller	0	0	0	0	0	0	0	0	0	0	0	0	0
White Eastern European	0	0	0	0	0	0	0	0	0	0	0	0	0
White Other Ethnic Group	10	0	1	0	0	0	2	19	4	1	2	0	39
Any Mixed or Multiple ethnic group	0	0	1	0	0	0	0	0	0	0	0	0	1
Pakistani, Pakistani Scottish/British	0	0	0	0	0	0	0	0	0	0	0	0	0
Indian, Indian Scottish/British	0	0	0	0	0	0	0	1	0	0	0	0	1
Bangladeshi, Bangladeshi Scottish/British	0	0	0	0	0	0	0	0	0	0	0	0	0
Chinese, Chinese Scottish/British	0	0	0	0	0	0	0	1	0	0	0	0	1
Other Asian	0	0	1	0	0	0	0	0	0	0	0	0	1
African, African Scottish/British	1	0	0	1	0	0	0	0	0	0	0	0	2
Other African	0	0	0	0	0	0	0	0	0	0	0	0	0
Caribbean, Caribbean Scottish/British	0	0	1	0	0	0	0	2	2	0	0	0	5
Black, Black Scottish/British	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Caribbean or Black	0	0	0	0	0	0	0	0	0	0	0	0	0
Arab, Arab Scottish or Arab British	0	0	0	0	0	0	0	0	0	0	0	0	0

Other Arab	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	1	1	7	1	0	1	1	12
Prefer not to say	17	3	5	6	2	5	9	80	14	21	19	12	193
Unknown	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	87	10	11	21	21	21	25	308	61	66	126	51	808
GENDER													
Female	39	6	2	15	12	12	21	207	40	39	74	41	508
Male	48	4	9	6	9	9	4	101	21	27	52	10	300
	87	10	11	21	21	21	25	308	61	66	126	51	808

	Contract Expired	Deceased	Dismissed	Dismissed – capability	Early Retiral	Ill Health Retiral	Leaving Area	Other Employment	Personal reasons	Reason not disclosed	Retirement	Voluntary Severance	Totals
DISABILITY													
Number of Disabled Employees	0	0	0	0	0	2	1	1	0	0	2	0	6
	0	0	0	0	0	2	1	1	0	0	2	0	6
AGE													
Under 21	17	0	0	0	0	0	0	13	1	2	0	0	33
21 – 30	34	0	3	3	0	0	10	100	12	10	0	0	172
31 – 40	14	0	3	1	0	1	2	89	17	8	0	2	137
41 – 50	7	1	3	4	0	3	6	74	14	19	0	7	138
51 – 60	10	5	2	2	16	13	7	32	13	20	31	24	175
61 plus	5	4	0	11	5	4	0	7	4	0	95	18	153
	87	10	11	21	21	21	25	308	61	66	126	51	808
SEXUAL ORIENTATION													
Bisexual	1	0	0	0	0	0	0	0	0	0	1	0	2
Gay	0	0	0	0	0	0	0	1	0	0	0	0	1
Heterosexual/ Straight	48	2	3	1	0	0	9	119	19	11	2	1	215
Lesbian	1	0	0	0	0	0	0	1	1	0	0	0	3
Other	0	0	0	0	0	0	0	0	0	0	0	0	0
Prefer not to say	1	0	0	0	0	1	0	1	1	0	0	0	4
Unknown	36	8	8	20	21	20	16	186	40	55	123	50	583
	87	10	11	21	21	21	25	308	61	66	126	51	808
RELIGION/BELIEF													
Buddhist	0	0	0	0	0	0	0	0	0	0	0	0	0
Church of Scotland	1	0	0	0	0	0	0	2	2	0	0	1	6
Hindu	0	0	0	0	0	0	0	0	0	0	0	0	0
Humanist	0	0	0	0	0	0	0	0	0	0	0	0	0
Jewish	0	0	0	0	0	0	0	0	0	0	0	0	0
Muslim	0	0	0	0	0	0	0	0	0	0	0	0	0
None	0	0	1	0	0	0	1	4	3	1	0	0	10
Other Christian	1	0	0	0	0	0	0	0	0	0	0	0	1
Other Religion/Belief	0	0	0	0	0	0	0	0	0	0	0	0	0
Pagan	1	0	0	0	0	0	0	0	0	0	0	0	1

Roman Catholic	0	0	0	0	0	0	0	0	1	0	0	0	1
Sikh	0	0	0	0	0	0	0	0	0	0	0	0	0
Prefer Not to Say	0	0	0	0	0	0	0	0	0	0	0	0	0
Unknown	84	10	10	21	21	21	24	302	55	65	126	50	789
	87	10	11	21	21	21	25	308	61	66	126	51	808

	Contract Expired	Deceased	Dismissed	Dismissed – capability	Early Retiral	Ill Health Retiral	Leaving Area	Other Employment	Personal reasons	Reason not disclosed	Retirement	Voluntary Severance	Totals
CARING RESPONSIBILITY													
No	0	0	0	0	0	0	0	1	1	0	0	1	3
Yes (children under 18)	0	0	0	0	0	0	0	2	0	0	0	0	2
Yes (other)	0	0	0	0	0	0	0	0	0	0	0	0	0
Prefer Not to Say	0	0	0	0	0	0	0	0	0	0	0	0	0
Unknown	87	10	11	21	21	21	25	305	60	66	126	50	803
	87	10	11	21	21	21	25	308	61	66	126	51	808
GENDER IDENTITY													
Yes	0	0	0	0	0	0	0	0	0	0	0	0	0
No	0	0	0	0	0	0	0	2	1	0	0	1	4
Prefer Not to Say	0	0	0	0	0	0	0	0	0	0	0	0	0
Unknown	87	10	11	21	21	21	25	306	60	66	126	50	804
	87	10	11	21	21	21	25	308	61	66	126	51	808

Outcome Plan 2017 – 2021

Equality outcome 1: Employability and skills opportunities are accessible to the communities of West Lothian

Relevant Protected Characteristics: Age (young people), Gender (women), Disability, Ethnicity, Sexual Orientation (LGB), Gender Reassignment (Transgender/Trans)

Context

Unemployment, particularly amongst young people, is a key priority for the Council. Statistics highlight the disproportionate number of young people not in employment, education or training in West Lothian compared against the total population. The ongoing economic situation is also having a disproportionate impact on other groups, specifically women, people with disabilities and people from black and ethnic minority backgrounds. Given the economic growth projections, this issue is likely to remain a key mainstream and equalities priority over the four year period of the equality outcome cycle.

Performance Indicators (Indicative)

% of West Lothian residents supported by West Lothian Council employability Services who are female
% of internal work placements taken by applicants aged 16-24
% of West Lothian residents supported by West Lothian Council employability services that progress into a positive destination (employment, training or education) who are from an Ethnic Minority
% of West Lothian residents supported by West Lothian Council employability services that progress into a positive destination (employment, training or education) who are female
% of females who are part of the Modern Apprenticeship Scheme

Outputs/Actions

- Implement an equality monitoring process covering all protected characteristics for all people accessing or exiting employability and skills programmes resourced or supported by the council.
- Implement an equality monitoring process covering all protected characteristics for all people who apply and enter the Modern Apprenticeship Programme.
- Develop and implement the Skills Development Scotland Equality and Diversity Action Plan in relation to Modern Apprenticeships.
- Develop and deliver bespoke equality and diversity training for employees who managing/delivering the Modern Apprenticeship Scheme with specific focus on raising awareness and improving knowledge of the protected characteristics and Unconscious Bias.

- Continue to deliver the B4 and ON2 Work Service to support people into work experience and employment.
- Engage with pupils from disadvantaged backgrounds, those in supported learning, looked after children and those excluded from school through the Career Ready and My Skills My Future Programmes.
- Work in partnership with external partners to develop the Project Search Programme to support those with a learning disability into work.
- Continue to deliver the Women N2 Work project as part of the wider Access2Employment Programme.

Equality outcome 2: Improved awareness of gender based violence and protection against violence

Relevant Protected Characteristics: Age (younger and older women), Gender, Disability, Race (Ethnicity), Sexual Orientation, Gender Reassignment (Transgender/Trans), Pregnancy and Maternity, Religion and Belief

Context

Gender based violence is a function of gender inequality and results in physical, sexual and psychological harm or suffering to women and children, or affront to their human dignity, including threats of such acts, coercion or arbitrary deprivation of liberty, whether occurring in public or private life. Violence against women includes: domestic abuse; rape; sexual harassment and intimidation at work and in the public sphere; commercial sexual exploitation, including prostitution and trafficking; child sexual abuse; forced and child marriages; female genital mutilation.

Performance Indicators (Indicative)

% of employees from each relevant service area who have received up to date training on Violence against women (VAW)
% of women and children feeling safe following intervention from Domestic Abuse and Sexual Assault Team (DASAT)

Outputs/Actions

- Devise and implement a violence against women (VAW) training strategy to be integrated into the existing Learning and Development structure.
- Develop gender based violence training for all employees including more specialist training on issues such as Forced Marriage, LGBT experiences of gender based violence, Female Genital Mutilation (FGM) and so called 'honour based violence'.
- Develop DASAT Service to ensure they are inclusive of LGBT clients.
- Revise and implement Equality Monitoring Data questions that cover all protected characteristics.
- Enable the voice of children affected by domestic abuse to be heard with the continued support of a Court Contact Rights Officer.

Equality outcome 3: Raise awareness of Hate Crime to improve knowledge and confidence to report hate incidents

Relevant Protected Characteristics: Race (Ethnicity), Sexual Orientation, Transgender Identity, Disability, Religion

Context

Evidence shows that victims of non-biased crime can experience a decrease in symptoms such as anxiety, depression and post-traumatic stress within two years. Victims of bias, or hate crime, may need as long as five years to overcome their ordeal. Whilst all crime can increase the fear of being targeted in people other than the victim, fear of hate crime escalates dramatically in those who share with an immediate victim, the same group identity that has made a victim a target. Hate crime therefore has a deep rooted effect in our communities and impacts upon all three elements of the General Equality Duty.

Performance Indicators (Indicative)

% of hate crimes reported in West Lothian

Outputs/Actions

- Promote and raise awareness of the existing 3rd party reporting sites that are in West Lothian.
- Increase awareness of Hate Crime amongst our employees and the wider communities of West Lothian.
- Involve Equality Groups in the development of an action plan to increase awareness and knowledge of hate crime.
- Undertake Environmental Visual Audits (EVAs) with partners to highlight any safety risks within the built environment.
- Raise awareness of Hate Crime in our schools and record and report any incidents.

Equality outcome 4: People with disabilities experience greater independence in their lives
Relevant Protected Characteristics: Disability, Age
Context
Evidence shows that providing greater independence for people with disabilities assists to reduce inequality and improve the standard of living for those affected by disability. Suitability of housing, transportation, access to public amenities, accessibility of the built environment, care packages, aids and adaptations and access to education, employment and training all have an impact on the ability of people with disabilities to achieve improvements in living independently. While this outcome is broad, the council will focus on the areas of most relevance and impact within our influence to support people with disabilities.

Performance Indicators (Indicative)

% of council housing properties with needs based equipment and adaptations installed or carried out
% of public service buildings that are suitable for and accessible to disabled people
% of residents who have access to an hourly or more frequent bus service

Outputs/Actions

- Build new homes that will allow older people and those with a disability greater independence.
- Continue to provide an aids and adaptations service to ensure people can live independently.
- Set up a working group to identify future options in the review of affordable housing options.
- Consult with adults with long term mental health conditions regarding their care and support needs.
- Conduct a review of service provision for people aged 55+ with a learning disability to ensure their needs are being met.
- Continue to provide community transport service and subsidised and concessionary travel to ensure disabled people can live independently.
- Continue to consult with Community Equality Groups regarding any new build or refurbishment projects including schools.
- Evaluate the 'Strengthening the Commitment' project and develop an action plan to promote the uptake of health screening for people with a learning disability.
- Establish a service/user led organisation specifically for people with a learning disability to develop natural networks and friendships.
- Develop 'core and cluster' provision in local communities in partnership with housing to ensure people with a learning disability have access to good quality, local accommodation and are supported to live independent lives.

Equality outcome 5: Improve engagement and involvement of our communities in the decisions made by the council that affect them

Relevant Protected Characteristics: Age, Disability, Race (Ethnicity), Gender, Gender Reassignment (Transgender/Trans), Religion and Belief, Pregnancy and Maternity, Sexual Orientation

Context

As well as being an essential element of the Public Sector Equality Duty in Scotland, effective involvement of people from the equality protected characteristics in the policies and practices of the council that affect them adds significant value to the council, ensuring that we are meeting the needs and aspirations of individuals that access our services. Engaging individuals from, or with expertise in, particular areas of equality in our mainstream opportunities for community engagement will assist to widen the responsiveness of our services.

Performance Indicators (Indicative)

% of individuals who are involved in community councils who are women
% of individuals who are involved in community councils who are from a BAME background
% of people on the West Lothian Citizens Panel who are disabled
% of people on the West Lothian Citizens Panel who feel involved in their Community by age

Outputs/Actions

- Continue to consult with Community Equality Forums regarding new or refurbished building projects to ensure they are accessible and any key changes that the Council may make that could affect them.
- Revise and implement Equality Monitoring Data questions covering all protected characteristics across all services to ensure consistent approach to analysing data.
- Develop and support a variety of Tenant Participation Groups to ensure our tenants are involved in decisions that may affect them.
- Promote the Senior People's Forum to enable older people to have direct access to policy makers and participate in consultations on issues that affect them.
- Provide an Independent advocacy service for people with mental health and/or addiction problems who reside or are in hospital in West Lothian or HMP Addiewell.
- Develop an Engagement Plan that will allow Looked After Children (LAC) to contribute to the planning and review of services.
- Introduce a bi-annual consultation event specifically for people with a learning disability and their families to allow them to have

their views heard and shape future service delivery.
- Implement the Pupil Voice Strategy to ensure young people can have a say regarding decisions that may affect them.
- Devise and implement parent/guardian surveys to support and improve parental engagement in schools to ensure parents are playing an active role in their child's learning.
- Establish a Refugee Forum to support refugees, raise awareness of refugee issues and encourage integration.
- Consult with adult mental health and substance misuse groups' regarding their care and support needs to inform and identify future priorities.
- Improve knowledge about services for individuals, parents, families and communities affected by their own or someone else's substance misuse by increasing community engagement in service redesign.

Equality outcome 6: West Lothian Council is recognised internally and externally as an equal opportunities employer
Relevant Protected Characteristics: Age, Disability, Race (Ethnicity), Gender, Gender Reassignment (Transgender/Trans), Religion and Belief, Pregnancy and Maternity, Sexual Orientation

Context

The council has made significant progress in relation to implementation of structures, processes and employee engagement on equality and diversity in recent years. Further focus on increasing the diversity of our workforce and raising employee and management awareness and capacity to understand the specific needs of customers within the equality protected characteristics is required to ensure that we have a workforce which is confident and in a position to be authentic in the workplace.

Occupational segregation is a significant cause of women and children's poverty. Poverty is a likely outcome of low-paid employment over a lifetime. Women with children also face constraints in finding work that is commensurate to their skills and aspirations as well as flexible in terms childcare and other caring responsibilities. A lack of options can force women into part-time, low paid work, thus affecting the lives, health, and opportunities of their children. Resulting from the impact of the economy, there is growing evidence of a disability and ethnicity pay gap which requires to be monitored.

Performance Indicators (Indicative)

Increase placing on the Stonewall Workplace Index
% of employees who have completed Equality and Diversity training
% of council employees in the top 5% of earners that are women
% of council internal work placements taken by applicants 16 - 24
% of females who are part of the Modern Apprenticeship Scheme

Outputs/Actions

- Complete the roll out of mandatory Equality and Diversity training for all employees.
- Develop e-learning modules covering general Equality and Diversity as well as bespoke modules for each of the protected characteristics.
- Review induction process to provide equality and diversity training to all new employees.
- Develop and implement an Online Integrated Equality Impact Assessment toolkit.
- Develop and implement training for all relevant employees relating to the Online Integrated Equality Impact Assessment Toolkit.
- Revise and implement Equality Monitoring Data questions covering all protected characteristics across all services to ensure

consistent approach to analysing the data.
- Implement a corporately supported programme of equality events/days and promote both internally and externally.
- Continue to submit to the Stonewall Workplace Equality Index to promote and focus on the inclusion of LGBT people in our workforce.
- Relaunch employee network groups to further support employee engagement.
- Develop further the employee survey and expand the question set relating to equality and diversity.
- Develop and implement a policy relating to Transgender Inclusion.
- Review suite of policies relating to flexible working to ensure we have an inclusive workforce which recognises the contribution of all employees.
- Review Recruitment and Selection processes and practices with a particular focus on positive action and unconscious bias.
- Deliver promotional talks and information days in schools to breakdown the barriers associated with Modern Apprenticeships.
- Continue to develop the Girls into Work Model to increase the amount of young females working in construction/non- traditional roles.
- Promote equality, support good practice and monitor compliance of commissioned services.

Equality outcome 7: Children and young people in West Lothian's schools feel safe, supported and able to be themselves
Relevant Protected Characteristics: Age (Young people), Disability, Race (Ethnicity), Gender, Gender Reassignment (Transgender/Trans), Religion and Belief, Sexual Orientation
Context National research highlights that bullying in schools as a result of having a protected characteristic, remains a persistent and significant equality issue. Bullying has a severe impact on all pupils who are victims. However, in a similar context to hate crime, a pupil bullied because they are black or from an ethnic minority, have a disability or are perceived to be Lesbian, Gay, Bisexual or Transgender/Trans (LGBT) are likely to face more severe impacts on their attainment and future life chances. Bullying related to gender remains a growing issue which requires to be considered a priority within the four year equality outcomes cycle.
Performance Indicators (Indicative)
% of Pupils in Primary Seven Rating the Equality & Fairness in Their School as Good or Excellent Customer Satisfaction: % of Students in Secondary Schools Rating the Equality & Fairness in Their School as Good or Excellent.
Outputs/Actions
• Develop a process for ensuring that bullying and harassments incidents relating to all the relevant protected characteristics are recorded and monitored effectively within all West Lothian Schools. • Increase awareness in our schools of gender based bullying and harassment, inclusive of those identifying as LGBT. • Improve participation in physical activity particularly amongst pupils who are disabled, BAME, female and LGBT.

Equality outcome 8: Improve awareness of carers and the issues they face when accessing services

Relevant Protected Characteristics: Age, Disability, Race (Ethnicity), Gender, Pregnancy and Maternity

Context

Whether caring for children or adult dependents, unpaid care work has a significant impact on the ability of carers to access mainstream council services. Carers may require services to be provided on a flexible basis or at specific times which work around caring responsibilities. Caring responsibilities are likely to impact significantly on the ability of carers to interact and access council services, as well as having a significant impact on life chances, including health and employment.

Performance Indicators (Indicative)

% of carers who feel supported and able to continue in their role as a carer
% of community care service users and carers satisfied with their involvement in the design of care packages

Outputs/Actions

- Review the current Human Resources (HR) processes and practice in place to ensure employees who are carers are supported effectively.
- In partnership with the NHS deliver training to Carers that will help improve the oral health of people with a learning disability.
- Promote and raise awareness of the full range of Self Directed Support (SDS) options that are available to ensure people have access to the right information and support to enable them to make informed choices.
- Improve access to information on the availability of older people services by creating a central information hub.
- Improve access to information on the availability of services for adult mental health and substance misuse care groups by providing a knowledge base resource.

Equality outcome 9: Improve awareness of and access to information, assistance, advice and support to alleviate poverty and increase disposable income
Relevant Protected Characteristics: Age, Disability, Race (Ethnicity), Gender, Pregnancy and Maternity, Sexual Orientation, Gender Reassignment (Transgender/Trans)
Context The combined effects of the economic situation and reform to welfare are having a detrimental impact on poverty. Ensuring that people affected by poverty have information and support to ensure that they are making the most of financial opportunities available to them is a key priority for the council going forward. Awareness and access to these opportunities by people within the relevant protected characteristics is critical to promoting equality. Given economic projections, this issue is likely to remain a key mainstream and equalities priority over the four year period of the equality outcome cycle.

Performance Indicators (Indicative)
Number of customers receiving disability related benefits Total quarterly amount the Advice Shop has gained in extra benefits for older people (Aged 60 and over).

Outputs/Actions
• Revise and implement Equality Monitoring Data questions covering all protected characteristics for all people accessing income maximisation initiatives resourced or supported by the council to ensure consistent approach to analysing data. • Work in partnership with The Advice Shop to support vulnerable tenants to sustain tenancies, elevate rent arrears and possible eviction by signposting them to the various services that are available. • Continue to implement the 'Better Off' Anti-Poverty Strategy to help minimise the impact of poverty on the most vulnerable people in West Lothian. • Create a network of outreach locations across West Lothian to ensure that the services of The Advice Shop can be accessed by all members of the community.

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