Equality Outcomes and Mainstreaming Progress Report
2019-2021

Contents

1 Foreword

This document presents West Lothian Council's progress report on our equality mainstreaming commitments for the period of 2019 – 2021 and builds upon the progress reported in 2019. Our first mainstreaming report was published in April 2013 with subsequent updates published as required by the Public Sector Equality Duty in Scotland.

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.

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.

This report outlines the progress we have made in mainstreaming equality over the period of 2019 – 2021.

Councillor Lawrence Fitzpatrick   Graham Hope
Leader of the Council   **Chief Executive**

April 2021

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 the ninth largest local authority in Scotland serving a population of approximately 183,100, accounting for 3.4% of Scotland's population and one of the fastest growing and youngest in the country.

According to the National Records of Scotland in 2019, 19% of the West Lothian population is aged under 15, 64% is aged 16 to 64 and 17% is aged 65 or over.

The sex split in West Lothian is as follows;

Sex	Male	Female
Age 0 to 15	52%	48%
Age 16 to 64	49%	51%
Age 65+	45%	55%
Total*	49%	51%

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

Detailed diversity data for the West Lothian population was provided in the Equality Mainstreaming Progress Report 2019. Further diversity data for the West Lothian population will be included in the Equality and Diversity Framework 2021-25 following publication of the Census 2022 results.

The council 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.

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. 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 is provided in Appendix 1.

In 2019 the council provided details on the equality outcomes and mainstreaming actions for the period of 2017- 2019 (Equality Mainstreaming Progress Report 2017-19). The Councils Equality Outcome plan which details the equality outcomes and the progress made in the 2019-2021 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. This means taking equality into account in the way the authority exercises its functions. In other words, equality should be a

component of everything an authority does and become part of the structures, behaviours and culture of West Lothian Council

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, at relevant points within this report reference will be made to all three bodies.

5.   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.

5.1   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.

5.2   Corporate Equality Outcomes

The Council's Corporate Equality Outcomes have been developed through evidence gathering and engagement work. The Council's Corporate Equality Outcomes for the period 2019 - 2021 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. Improved 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

5.3   Corporate Plan 2018 – 2023

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, these are as follows:-

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

6.2   The Council has made good progress in mainstreaming equality since the publication of our update report in 2019. However, it should be noted that the breadth of activity and ability to report on progress has been significantly impacted by the Coivd19 pandemic as a result of staff being diverted to support the COVID-19 response and support communities to navigate this unprecedented time.

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 update report in 2019. 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.

6.3 Consultation and Engagement

6.3.1 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:-

- Skills Development Scotland to continue to develop a Modern Apprenticeship Scheme that supports underrepresented groups and young people with barriers to employment.

- The West Lothian Access Committee, continued work with this community group ensures that new build and refurbishment projects are designed and built with access at the core of design.

- West Lothian Race Forum, and the council delivered an online event to promote and celebrate Black History Month.

- West Lothian Faith Group held an online event as part of Scottish Interfaith Week. This community engagement event brought people together to talk about what 'connectivity' means to them throughout the pandemic.

- LGBT Youth Scotland an organisation who specialise in providing help support and guidance to young people and organisations to ensure people are welcomed, respected and valued. Our work with LGBT Youth Scotland has resulted in many of our schools achieving Gold charter mark status.

- The council continues to work closely with Stonewall Scotland to ensure we are an employer of choice for LGBT people.

6.3.2 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 West Lothian Parental Involvement Framework supports schools to work with partners to ensure engagement removes barriers for families. Schools have engaged with local charities and organisations to offer financial support including Food Banks, Clothing Banks, and local businesses.

- Family Support Workers or Lead Learners provide a link between schools and local organisations. In response to school closures, all schools considered access and provision to digital technology to support continuity of learning. Many schools provided equipment, resources and essentials to families in their local communities. Some schools ensured this was available within local shops to encourage uptake.

- Engagement activities for the **Strategic Commissioning Plan** involved both

targeted and open consultation processes with service users, carers, families, service providers from the third and independent sectors. This involved working with existing network groups, setting up face-to-face meetings and workshops with 3rd and Voluntary sector and their service users and carers to develop commissioning plans which include older people, people living with dementia, people living with a learning disability, people living with physical disabilities and people living with mental health problems.

- Service specific engagement events took place with regards to Transformational Change and employee feedback included in the wider consultation

- Implementation of the Pupil Voice Strategy enabling pupils to engage in and make decisions which affect them

- Development and implementation of a Corporate Parenting Plan to meet the needs of Children in Care

6.4   The Council as an Employer

6.4.1 The Council's People Strategy 2018 – 2023 recognises the positive difference our employees make to the everyday lives of West Lothian Citizens. Effectively recruiting, rewarding and retaining the right people will ensure that consistently high quality services continue to be delivered in the future. As the largest employer in West Lothian, we will continue to develop our reputation as an employer of choice and will strengthen a workplace culture that recognises employee contribution, values diversity and implements inclusive workforce practices.

The council also accepts its responsibility for ensuring the health, safety and welfare of employees whilst at work and we will work to support employees to develop resilience and achieve and maintain healthy working lives.

Outcome three of the People Strategy confirms the Council's commitment to providing equality of opportunity both as a service provider and an employer. In this regard the council has made changes to the annual employee survey with a specific focus on equality and diversity questions relating to protected characteristics and has consulted with our employees with regard to how inclusive our workplace is for LGBT employees

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.

6.4.2 Employee Health and Wellbeing Framework

The Council's Employee Health and Wellbeing Framework is regarded as applying to employee physical and mental health both inside and outside of the workplace and is seen as supporting a positive feeling of general physical, emotional and psychological wellness.

The Framework supports Outcome 3 in the council's People Strategy 2018/23 ' Being an Employer of Choice' which highlights the council's priorities in providing an inclusive and safe working environment whilst taking a proactive approach to ensuring there are positive outcomes for employee wellbeing.

Annual service action plans are targeted with regards to employee health and wellbeing, therefore enabling a proactive and inclusive approach.

6.4.3 Stonewall Diversity Champion

The Council continues 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 our HR policies to use gender neutral and inclusive language and we have supported a number of key LGBT events i.e. West Lothian Pride, LGBT History Month, Transgender Day of Visibility (TDoV) and International Day Against Homophobia, Biphobia, Intersexism and Transphobia (IDAHOBiT).

The council continues to be accredited as a "Positive about Disabled People" employer and is accredited as a disability level 2 Employer in the Disability Confident Scheme which maintains our commitment to demonstrating that we take positive action to attract, recruit and retain disabled people. The council continues to support and promote our Disability Confident status on all recruitment packs and on the recruitment portal.

6.4.4 Right to Request Flexible Working

The processes around the right to request flexible working have been reviewed to allow the council to link applications for flexible working to employee equality data to enable more effective monitoring of the policy particularly for those with protected characteristics.

6.4.5 Corporate Working Group for Equality and Equality Champions

This group continues to drive forward the mainstreaming of equality into day to day service delivery. They are further supported by Equality Champions who are representative of the senior management teams within service areas and ensure that equality and diversity remains a focus for senior managers.

6.5 Learning and Development

6.5.1 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. During 2017 – 2021 the council has invested in a variety of ways to train and raise awareness of issues relating to equality and diversity including:

- Completed the roll out of Corporate Equality and Diversity training to all council employees

- Introduction of an e-learning induction module for all new employees specifically relating to equality and diversity

- A programme of online training on Integrated Impact Assessments

- Review of both face to face and e-learning training to ensure gender neutral and inclusive language is used

- Review of the Recruitment and Selection training to raise awareness and embed equality and diversity into our processes to reflects best practice

6.6 Partnership Working

6.6.1 The council continues to work with partners in all service areas. Over the period of this outcomes and mainstreaming plan we have:

- Continued to support the Citizens Panel; the Panel helps us identify people's views on various aspects relating to living in West Lothian. A review of the panel highlighted the need to recruit underrepresented groups which has led to targeted recruitment drive

- Work in partnership with a number of community led equality groups and Third Sector Interface to ensure they are involved in decisions that affect them

- Work in partnership with Carers of West Lothian (CoWL) to develop a disability forum and a learning disability forum that will provide information, advice and provide a space to discuss issues and identify actions.

- Multi agency work with Police Scotland, NHS Lothian, Crown Office and Procurator Fiscals Office (COPFS) and our own internal Social Policy and Education Services, to provide a protective framework for children and families affected by gender based violence

- Work in partnership to develop and then deliver mental health services from 2 local community hubs. The service provides early intervention person-centered support through a Community Link Worker and Wellbeing Practitioner Service to adults (aged 18 to 65 years) with moderate Mental Health problems to assist them in managing their symptoms and improving their wellbeing. Services are delivered through partnership working between Primary and Secondary Care Practitioners, and the Third Sector.

- Work in partnership with Advocacy organisations to deliver a service for people with mental health and / or addiction problems. This service helps with a range of issues such as detention, care and treatment, housing, family, financial and accessing legal assistance

- Work in partnership with West Lothian Pride to deliver a community event that supports, promotes and celebrates the lives of LGBT people in West Lothian

- To better support children and families impacted by the Covid lockdown, a multi-agency Wellbeing Recovery Screening Group has been formed. This group meets weekly to discuss referrals from schools, parents, GPs and Social Policy colleagues and allows professionals from all agencies to share information, assess needs and quickly allocate appropriate services.

Policy Statement on
Equal Pay

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 those relating to a protected characteristic;

- 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 gender pay gap as at March 2021 is set out below:

Gender	Number of Staff	Combined Hourly Rate	Average Hourly Rate
Female	6056	£103,105.05	£17.03
Male	2165	£37,340.25	£17.25
Total	8221	£140,445.30	£17.08

Standard Calculation

Male average salary – Female average salary = paygap (monetary)
17.25 – 17.03 = 0.22

Paygap (monetary) / male average salary x 100 = **paygap (%)**
0.22 / 17.25 x 100 = 1.27 %

West Lothian Council Gender Pay Gap = 1.3 %

7.2 The council's mean gender pay gap for all employees has increased since last reported in the 2019 Equal Pay Statement when it was recorded as 0.52%. The council's current pay gap is lower than the average rate for Scottish Local Authorities (3.42%) as reported in the 2019/20 Local Government Benchmarking Framework.

8. Ethnicity Pay Gap

8.1 The council's ethnicity pay gap as at March 2021 is set out below:

Ethnicity	Number of Staff	Combined Hourly Rate	Average Hourly Rate
Ethnic Minority	147	£2,634.94	£17.92
Other	8074	£137,810.36	£17.07
Total	8221	£140,445.30	£17.08

Standard Calculation

Other average salary – Ethnic Minority average salary = paygap (monetary)
17.07 – 17.92 = -0.85

Paygap (monetary) / other average salary x 100 = **paygap (%)**
-0.85 / 17.07 x 100 = -4.97 %

West Lothian Council Ethnicity Pay Gap = -5 %

This is the first time the council has published its ethnicity pay gap. As part of a joint commitment, the Scottish Parliament's Equalities and Human Rights and Scottish Government are calling on employers in the public sector to review their recruitment procedures and publish the "pay gap" faced by ethnic

minority groups in order to confront, and address, issues of race inequality.

9.   Occupational Segregation

9.1   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.

9.2   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.

9.2.1   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.

9.2.2   Occupational segregation is identified within the council's Corporate Equality Outcomes 2021-2025 as a significant priority for focus over the period.

9.2.3   The tables below outline the council's data on sex 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 SEX AS AT FEBRUARY 2021

Service Area	Functional Area	Sex	Apprentice / Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Chief Officers	Psych	Teachers	Grand Total
Chief Executive, Finance & Property	Anti Poverty Service	F					2	35	19	12	1	2				1					72
		M						11	5	6		2									24
	Audit Risk and Counter Fraud	F								1			1								2
		M								2	1	1				1					5
	Chief Exec/Finance/Prop Management Team	F																			
		M															1			1
	Chief Executive Office Management and Support	F							1		2	2									5
		M							1							1					2
	Construction Services	F								5	6										11
		M				2				16	9	3	1								31
	Financial Management	F					5		4	4	4	4	2	3							26
		M					2	1	1	4	1	1	1				1				12
	Property Management and Development	F				1		5			3										9
		M				2	6		1	1	3	5		2		1					21
	Revenues	F				5		23	10		3										41
		M				1		7	5						1						14
Chief Executive/Finance/Property Total						11	15	82	47	51	33	20	5	5	1	4	1	1			276

Service Area	Functional Area	Sex	Apprentice / Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Chief Officers	Psych	Teachers	Grand Total
Corporate Services	Corporate Communications	F						1	1												**2**
		M								2		2			1						**5**
	Corporate Management Team	F																1			**1**
		M																2			2
	Corporate Services Management Team	F																1			**1**
		M																			
	HR & Support Services	F				15	14	16	10	5	3	5	2	1			1				**72**
		M				1	3		3	1	5	1									**14**
	Information Technology	F					1	2	2		4	4			1						**14**
		M						3	12		10	6	1		1		1				**34**
	Legal Services	F				2		4		7	5	2	3				1				**24**
		M							1		2										**3**
	Performance & Improvement	F						1		1	5				1						**8**
		M				1					2	1									**4**
	Procurement	F				2	1			3	2	1				1					**10**
		M					1			1	1	1									**4**
	Transformational Change	F									3	1	2	1		1					**8**
		M							2			1					1				**1**
Corporate Services Total						21	20	27	31	20	42	25	8	2	4	2	4	4			**210**

Service Area	Functional Area	Sex	Apprentice / Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Chief Officers	Psych	Teachers	Grand Total
											Salary Bands										
Education Services	Additional Support Need Schools	F				3	175	8	5										104	**295**
		M					10	5	1			1								28	**45**
	Education Psychology Service	F					1	1		1									11	1	**15**
		M																	2		**2**
	Education Services Management Team	F																			
		M														1					**1**
	Inclusion and Wellbeing	F					28	2		1					1					5	**37**
		M					1														**1**
	Learning Policy and Performance	F				3	22	12	14	13	3	1	2	1						1	**72**
		M				3	8	4	3	6	5					1				3	**33**
	Primary Schools	F		24		506	142	366	91		17									1102	**2248**
		M		1		11	1	8	1											104	**126**
	Quality Improvement Team	F					1	1	1	1	1									20	**25**
		M								2										7	**9**
	Secondary Schools	F		1		134	42	16	21		6	10								610	**840**
		M				8	2	14	11		2	2								298	**337**
	Strategic Resources	F					1	1		18						1				13	**34**
		M					1			7	1		1							9	**19**
Education Services Total				**26**		**668**	**435**	**438**	**148**	**49**	**35**	**14**	**3**	**1**		**3**		**1**	13	2305	**4139**

Service Area	Functional Area	Sex	Apprentice / Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Chief Officers	Psych	Teachers	Grand Total
Housing, Customer & Building	Building Services	F	2			2	8	10	5	3											30
		M	30			35	35	186	67	26	8	1	2			1					391
	Customer & Community Services	F	1			22	63	7		11		2									106
		M	1			4	24	3	1	1		1				1					36
	Customer Service Centre	F					26	23		9		1									59
		M					5	6													11
	Housing, Customer & Building Management Team	F																1			1
		M																			
	Housing Management and Community Safety	F				2		1	16	31	4				1						55
		M							8	7	2										17
	Housing Need	F					1	5	34	3	4	2					1				50
		M				1		1	14	3	2	2									23
	Housing Performance and Change	F								9		1			1						11
		M							2			2		1							5
	Housing Strategy and Development	F						1		3		3					1				8
		M								6	1	1	1		1						10
Housing Customer & Building Total			34			66	162	243	147	112	21	16	3	1	3	2	2	1			813

| | | | | Salary Bands | | | | | | | | | | | | | | | | | |
Service Area	Functional Area	Sex	Apprentice / Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Chief Officers	Psych	Teachers	Grand Total
Operational Services	Facilities and Support Services	F		529	34	26	75	5	4	2	1										676
		M		63		5	82		6		5					1					162
	NETs Land & Countryside	F				5	2	3		3	1		1								15
		M	6		26	17	55	59	12	10	1		3				1				190
	Operational Services Management Team	F																			
		M																1			1
	Public and Community Transport	F				15	5	1		1					1						23
		M				4	24		2												30
	Recycling, Waste and Fleet Services	F				1	2	1	4		2		1								11
		M	3			70	33	70	18	5	1		1	2		1					204
	Roads and Transportation	F				7	1	1		3	1										13
		M				4	1	54	18	15	13	7		3			1				116
Operational Services Total			**9**	**592**	**60**	**154**	**280**	**194**	**64**	**39**	**25**	**7**	**6**	**5**	**1**	**2**	**2**	1			**1441**

			Salary Bands																		
Service Area	Functional Area	Sex	Apprentice / Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Chief Officers	Psych	Teachers	Grand Total
Planning Economic Development & Regeneration	Economic Development & Regeneration	F					2	1		23	4	3	1				1				35
		M	1	1					1	3	6	1	1								14
	Environmental Health & Trading Standards	F					3		4		5										12
		M						3	2	1	5	3			2		1				17
	Planning Economic Development & Regeneration Management Team	F																			
		M														1					1
	Planning Services	F				3	6		1	4	3		1		1	1					20
		M	1			1			2	4	5	3	5		1		1				23
Planning Economic Dev & Regeneration Total			2	1		4	11	4	10	35	28	10	8	2	2	1	3	1			122

| | | | | Salary Bands | | | | | | | | | | | | | | | | | |
Service Area	Functional Area	Sex	Apprentice / Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Chief Officers	Psych	Teachers	Grand Total
Social Policy	Children and Families	F		2			6	5	74	21	78	26	1	3			1				**217**
		M				1			12	9	12	1	1								**36**
	Community Care	F		59		281	34	167	110	17	94	18		4			1				**785**
		M		5		16	12	15	12	2	17	11		2			1				**93**
	Criminal and Youth Justice	F					5	1	10		25	6		2							**49**
		M						4	10	2	7	3		1			1				**28**
	Social Policy Management Team	F																1			**1**
		M																			
Social Policy Total				66		298	57	192	228	51	233	65	2	12			4	1			**1209**
Grand Total			**45**	**685**	**60**	**1222**	**980**	**1180**	**675**	**357**	**417**	**157**	**35**	**28**	**11**	**14**	**16**	**10**	**13**	**2305**	**8210**

WEST LOTHIAN COUNCIL OCCUPATIONAL SEGREGATION BY ETHNICITY AS AT FEBRUARY 2021

Service Area	Functional Area	Ethnicity	Salary Bands															Chief Officers	Psych	Teachers	Grand Total
			Apprentice / Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N				
Chief Exec/Finance/Prop	Anti Poverty Service	EM						1	2			1									4
		Other					2	45	22	18	1	3				1					92
	Audit Risk and Counter Fraud	EM																			
		Other								3	1	1	1			1					7
	Chief Exec/Finance/Prop Management Team	EM																			
		Other																1			1
	Chief Executive Office Management and Support	EM																			
		Other							2		2	2				1					7
	Construction Services	EM									1										1
		Other				2				21	14	3	1								41
	Financial Management	EM																			
		Other					7	1	5	8	5	5	3	3			1				38
	Property Management and Development	EM																			
		Other				3	6	5	1	1	6	5		2		1					30
	Revenues	EM																			
		Other				6		30	15		3				1						55
Chief Executive/Finance/Property Total						11	15	82	47	51	33	20	5	5	1	4	1	1			276

Service Area	Functional Area	Ethnicity	Apprentice / Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Chief Officers	Psych	Teachers	Grand Total
Corporate Services	Corporate Management Team	EM																			
		Other																3			**3**
	Corporate Communications	EM																			
		Other						1	1	2		2			1						**7**
	Corporate Services Management Team	EM																			
		Other																1			**1**
	HR & Support Services	EM					1														**1**
		Other				16	16	16	13	6	8	6	2	1			1				**85**
	Information Technology	EM							1												**1**
		Other					1	5	13		14	10	1		2		1				**47**
	Legal Services	EM									1										**1**
		Other				2		4	1	7	6	2	3				1				**26**
	Performance & Improvement	EM																			
		Other				1		1		1	7	1			1						**12**
	Procurement	EM								1											**1**
		Other				2	2			3	3	2				1					**13**
	Transformational Change	EM									1										**1**
		Other							2		3	1	2	1		1	1				**11**
Corporate Services Total						**21**	**20**	**27**	**31**	**20**	**42**	**25**	**8**	**2**	**4**	**2**	**4**	**4**			**210**

Service Area	Functional Area	Ethnicity	Apprentice / Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Chief Officers	Psych	Teachers	Grand Total
Education Services	Additional Support Need Schools	EM					4													2	**6**
		Other				3	181	13	6			1								130	**334**
	Education Psychology Service	EM								1											**1**
		Other					1	1											13	1	**16**
	Education Services Management Team	EM																			
		Other																1			**1**
	Inclusion and Wellbeing	EM					1														
		Other					28	2		1						1				5	**37**
	Learning Policy and Performance	EM																			
		Other				6	30	16	17	19	8	1	2	1		1				4	**105**
	Primary Schools	EM				9	1	4	1											20	**35**
		Other		25		508	142	370	91		17									1186	**2239**
	Quality Improvement Team	EM																			
		Other					1	1	1	3	1									27	**34**
	Secondary Schools	EM				1														29	**30**
		Other		1		141	44	30	32		8	12								879	**1147**
	Strategic Resources	EM								1											**1**
		Other					2	1		24	1		1			1				22	**52**
Education Services Total				**26**		**668**	**435**	**438**	**148**	**49**	**35**	**14**	**3**	**1**		**3**		**1**	**13**	**2305**	**4139**

| | | | Salary Bands | | | | | | | | | | | | | | | | | | |
Service Area	Functional Area	Ethnicity	Apprentice / Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Chief Officers	Psych	Teachers	Grand Total
Housing, Customer & Building	Building Services	EM										1									1
		Other	32			37	43	196	72	29	8		2		1						420
	Customer & Community Services	EM				1	1														2
		Other	2			25	86	10	1	12		3			1						140
	Customer Service Centre	EM					1														1
		Other				30	29			9		1									69
	Housing, Customer & Building Management Team	EM																			
		Other														1					1
	Housing Management and Community Safety	EM								2											2
		Other				2		1	24	36	6				1						70
	Housing Need	EM							4												4
		Other				1	1	6	44	6	6	4								1	69
	Housing Performance and Change	EM																			
		Other							2	9		3		1	1						16
	Housing Strategy and Development	EM										1									1
		Other						1		9	1	4			1		1				17
Housing Customer & Building Total			34			66	162	243	147	112	21	16	3	1	3	2	2	1			813

			Salary Bands																			
Service Area	Functional Area	Ethnicity	Apprentice / Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Chief Officers	Psych	Teachers	Grand Total
Operational Services	Facilities and Support Services	EM		11	2																**13**
		Other		581	32	31	157	5	10	2	6					1					**825**
	NETs Land & Countryside	EM				2		1	1												**4**
		Other	6		26	20	57	61	11	13	2		4				1				**201**
	Operational Services Management Team	EM																			
		Other																1			**1**
	Public and Community Transport	EM					1														**1**
		Other				19	28	1	2	1					1						**52**
	Recycling, Waste and Fleet Services	EM				1															**1**
		Other	3			70	35	71	22	5	3		2	2		1					**214**
	Roads and Transportation	EM				1				1	1										**3**
		Other				10	2	55	18	17	13	7		3			1				**126**
Operational Services Total			9	592	60	154	280	194	64	39	25	7	6	5	1	2	2	1			**1441**

Salary Bands

Service Area	Functional Area	Ethnicity	Apprentice / Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Chief Officers	Psych	Teachers	Grand Total
Planning Economic Development & Regeneration	Economic Development & Regeneration	EM									1										1
		Other	1	1			2	1	1	26	9	4	2				1				48
	Environmental Health & Trading Standards	EM									1										1
		Other					3	3	6	1	9	3		2			1				28
	Planning Economic Development & Regeneration Management Team	EM																			
		Other														1					1
	Planning Services	EM										1									1
		Other	1			4	6		3	8	8	2	6		2	1	1				42
Planning Economic Dev & Regeneration Total			2	1		4	11	4	10	35	28	10	8	2	2	1	3	1			122

Salary Bands

Service Area	Functional Area	Ethnicity	Apprentice / Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Chief Officers	Psych	Teachers	Grand Total
Social Policy	Children and Families	EM									4	1									**5**
		Other		2		1	6	5	86	30	86	26	2	3			1				**248**
	Community Care	EM		2		7	1	4			4	1									**19**
		Other		62		290	45	178	122	19	107	28	6				2				**859**
	Criminal and Youth Justice	EM												1							**1**
		Other					5	5	20	2	32	9		2			1				**76**
	Social Policy Management Team	EM																			

Service Area	Functional Area	Ethnicity	Apprentice / Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Chief Officers	Psych	Teachers	Grand Total
															Salary Bands						
		Other																1			1
Social Policy Total				66		298	57	192	228	51	233	65	2	12				1			**1209**
Grand Total			**45**	**685**	**60**	**1222**	**980**	**1180**	**675**	**357**	**417**	**157**	**35**	**28**	**11**	**14**	**16**	**10**	**13**	**2305**	**8210**

WEST LOTHIAN COUNCIL OCCUPATIONAL SEGREGATION BY DISABILITY AS AT FEBRUARY 2021

Service Area	Apprentice/ Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Chief Officers	Psych	Teachers	Grand Total
							Number of Disabled Employees by Salary Bands												
Chief Executive, Finance and Property					1		3	5	3										12
Corporate Services						1				1					1				3
Education Services				22	6	12	2			1							1	25	69
Housing, Customer & Building Services				3	6		2	1		1									13
Operational Services	2	12		1	4	1	2		1										23
Planning, Economic Development & Regeneration							1	1	2										4
Social Policy		1		3		2	5		8	1									20
All Services	**2**	**13**		**29**	**17**	**16**	**15**	**7**	**14**	**4**					**1**		**1**	**25**	**144**

1

DATA LABEL: PUBLIC

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 its workforce and the recruitment, development and retention of its employees.

Information on the workforce has been gathered and reported on according to protected characteristics and is provided in the tables below for the period 1 January 2019 to 31 December 2020.

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 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

The council continues to develop its' equality monitoring processes to improve the quality and accuracy of the information held on employees and applicants for employment.

In January 2021 the council introduced a new HR and Payroll system (MyHR) which includes an employee self-service function allowing employees to provide and update their equality monitoring information at any time. As well as providing an additional level of confidentiality and accuracy by removing the need for any data input exercise by council officers, the self-service function allows staff to amend their equality monitoring information as their personal circumstances change. Previously the council did not have a mechanism to update the equality monitoring information after initial appointment.

However, it was not possible to pull all existing equality monitoring information from the outgoing HR and Payroll system into MyHR and therefore the council is only able to report on the information that has been entered to date by employees through the self-service function. Despite promotion of the new self-service function and the facility to provide and update equality information, only approximately 15-20% of staff have taken up this opportunity since January 2021. The council will continue to promote the benefits of having an accurate picture of the diverse make-up of its workforce and regularly remind staff to compete their monitoring information. It is hoped that there will be a significant improvement in the equality monitoring information held on employees when the Equality Outcomes and Mainstreaming Progress Report is published in April 2023.

Data Analysis and Highlights

Sex

The proportion of men and women working in the council has remained largely unchanged over the 14 years of monitoring with the workforce being split approximately 70% female, 30% male. There has however been a slight shift reported in the 2021 figures with the male/female split currently sitting at approximately 74% female and 26% male.

The static nature of the female/male split of the workforce has been perpetuated by the fact that the numbers of staff appointed and those leaving over the years of reporting largely reflects the same female/male split thereby maintaining the 70/30 ratio. It should be noted however that in 2019 only 58% of leavers were female and 42% were male and in 2020 the percentage of successful appointment were only 17% male. Both these changes would account for the slight shift in the makeup of the workforce.

Despite the 70/30 female/male split of the council's workforce, the split of employees applying for and receiving corporate training was closer to a 60/40 split in 2019 and a 50/50 split in 2020.

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 workforce. However, this is not significant due to the small number of cases.

Ethnicity

The information held on HR21 indicates that approximately 68% of the council's workforce is White-Scottish with only 1.7% of our workforce indicating that they are from an ethnic minority background. This has increased from 1.4% in 2019. The 2011 census reported that 2.5% of the West Lothian Community is from ethnic minority backgrounds. A new census was due to be undertaken in 2021, but this will be delayed until 2022 due to the impact of the COVID-19 pandemic.

Key to understanding whether these figures accurately represent the council's workforce would be to reduce the percentage of employees who choose not to disclose their ethnic background. Those choosing not to disclose their ethnic background has reduced from 23% in 2019 to 18% in 2021. Continuing to promote a culture where employees feel 'safe' disclosing their protected characteristics and helping employees to understand the value of disclosing such information will be vital in further reducing the number of employees who choose not to disclose their protected characteristics.

In both 2019 and 2020 the percentage of applicants to the council from the ethnic minority community is not reflected in the percentage of successful candidates appointed. In 2019, there was a drop from 4.4% ethnic minority applicants to 2.9% ethnic minority successful candidates and similarly in 2020, there was a drop from 4.9% ethnic minority applicants to 2.3% ethnic minority successful candidates. These figures are representative of the trend in previous years and suggest a need for training to ensure that there is no discrimination occurring in the council's recruitment processes.

With the exception of 2017 which saw a rise in the number of ethnic minority leavers (2.15%), in previous years the percentage of leavers from the ethnic minority community has generally been representative of the overall workforce. This reporting period however has seen a decrease in the percentage of ethnic minority leavers with 1.3% of leavers being from an ethnic minority background in 2019 and 0.9% in 2020.

Disability

Information on employees with a disability is one that is considered to have significant gaps on MyHR, with the disability status of 85% of employees unknown. The result is that the council is only able to report that 1.8% of its employees have declared that they have a disability. Like previous years, the most significant type of disability amongst employees is reported as 'a

longstanding illness or other health condition' at 27%.

In 2019, three disability types accounted for 66% of the disabilities of successful applicants, learning disability, longstanding illness and mental health condition, each accounting for approximately 22%. In 2020, however, the trend of disability types returned to that of previous years with 32% of disabilities amongst successful applicants being a learning disability, 23% being a longstanding illness and only 6% being a mental health condition. This trend will account for the increase in employees with a learning disability increasing from 3.1% in 2017 and 9.39% in 2019 to 12.5% in 2020.

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 14 years of equality monitoring despite the higher percentages of applicants from the lower age ranges. In 2019 and 2020 only the age brackets of under 21 and 21 – 30 saw a drop off from the percentage of applicants to the percentage of successful appointments, all other age brackets saw an increase in percentage between application and appointment.

The trend continues from 2015/16 and 2017/18 with a third of all corporate training being delivered to employees aged 51-60 in both 2019 and 2020.

Sexual Orientation

Like disability status, information on employee sexual orientation is also considered to have significant gaps on MyHR, with the sexual orientation of 83% of employees unknown. It is positive to note however that of those employees who have provided equality monitoring information on MyHR, only 0.8% have selected 'prefer not to say' in relation to sexual orientation.

Religion or Belief

The information on Religion or Belief is similar with the religion or belief of 82% of employees being unknown, but only 0.8% of those completing equality monitoring information on MyHR selecting 'prefer not to say' in relation to religion or belief.

Caring Responsibilities

While information on caring responsibilities is currently unknown for almost 90% of our workforce, the percentage of those choosing 'prefer not to say' is very low at 0.4%. As a result of information from the outgoing HR and Payroll system not being transferred to MyHR the council has caring responsibility information on less than half the number of employees for which it previously held information, reducing from 1990 in 2019 to 825 in 2021.

Information on the caring responsibilities of applicants suggests that the recruitment process is free from discrimination relating to caring responsibilities. This is evidenced by the percentage of applicants with caring responsibilities which remains relatively static throughout the process from application to appointment.

<u>Gender Identity</u>

A reduction in the information held on employees is also apparent in relation to gender identity. In 2019 the council held gender identity information on 1729 employees, but this has reduced to 874 in 2019 as a result of only a small percentage of employees so far having submitted equality monitoring information through MyHR self-service since its launch in January 2021.

EMPLOYMENT MONITORING STATISTICS
(1 January 2019 – 31 December 2020)

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 Sex as at January 2021

Sex	Number	Percentage
Female	6049	73.68
Male	2161	26.32
Prefer not to say	0	0
Unknown	0	0
Total	**8210**	**100**

1.2 Employees in Post by Ethnicity as at January 2021

Ethnicity	Number	Percentage
White – Scottish	5564	67.77
White - Other British	553	6.74
White – Irish	72	0.88
White - Gypsy/ Traveller	0	0
White - Eastern European (e.g. Polish)	32	0.39
White - Other ethnic group	0	0
Any mixed or multiple ethnic group	20	0.24
Pakistani, Pakistani Scottish or Pakistani British	30	0.37
Indian, Indian Scottish or Indian British	20	0.24
Bangladeshi, Bangladeshi Scottish or Bangladeshi British	2	0.02
Chinese, Chinese Scottish or Chinese British	9	0.11
Other Asian	15	0.18
African, African Scottish or African British	16	0.19
Other African	3	0.04
Caribbean, Caribbean Scottish or Caribbean British	16	0.19
Black, Black Scottish or Black British	2	0.02
Other Caribbean or Black	0	0
Arab, Arab Scottish or Arab British	1	0.01
Other Arab	0	0
Other	11	0.13
Prefer not to say	1485	18.09
Unknown	359	4.37
Total	**8210**	**100**

1.3   Employees in post by Disability as at January 2021

Disability	Number	Percentage
Yes	144	1.75
No	1050	12.79
Prefer not to say	41	0.50
Unknown	6975	84.96
Total	**8210**	**100**

1.4   Employees in post by Disability Type as at January 2021

Disability Type	Number	Percentage
A learning disability	18	12.50
A longstanding illness or other health condition	39	27.08
A mental health condition	30	20.83
A physical impairment	17	11.81
Sensory impairment	20	13.89
Other condition	20	13.89
Prefer not to say	0	0
Unknown	0	0
Total	**144**	**100**

1.5   Employees in Post by Age as at January 2021

Age	Number	Percentage
Under 21	84	1.02
21-30	1173	14.29
31-40	1776	21.63
41-50	2072	25.24
51-60	2350	28.62
61 Plus	755	9.20
Unknown	0	0
Total	**8210**	**100**

1.6   Employees in post by Sexual Orientation as at January 2021

Sexual Orientation	Number	Percentage
Bisexual	15	0.18
Gay	21	0.26
Heterosexual/ straight	1277	15.55
Lesbian	13	0.16
Prefer not to say	68	0.83
Unknown	6816	83.02
Total	**8210**	**100**

1.7 Employees in post by Religion or Belief as at January 2021

Religion or Belief	Number	Percentage
None	676	8.23
Church of Scotland	336	4.09
Roman Catholic	247	3.01
Other Christian	109	1.33
Muslim	11	0.13
Buddhist	1	0.01
Sikh	0	0
Jewish	1	0.01
Hindu	1	0.01
Humanist	6	0.07
Pagan	1	0.01
Other religion or belief	13	0.16
Prefer not to say	67	0.82
Unknown	6741	82.11
Total	**8210**	**100**

1.8 Employee in post by Caring Responsibility as at January 2021

Caring Responsibilities	Number	Percentage
Yes	452	5.51
No	373	4.54
Prefer not to say	30	0.37
Unknown	7355	89.59
Total	**8210**	**100**

1.9 Employees in post by Gender Identity as at January 2021

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	0.01
No	873	10.63
Prefer not to say	45	0.55
Unknown	7291	88.81
Total	**8210**	**100**

APPLICANTS FOR EMPLOYMENT

The following statistics are taken from the National Recruitment Portal.

2.1   SEX

2.1.1   Applicants for Employment 1 January 2019 – 31 December 2019 by Sex

SEX	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Female	9,020	70.36	2,891	70.17	865	72.38
Male	3,605	28.12	1,160	28.16	304	25.44
Prefer not to say	22	0.17	9	0.22	3	0.25
Unknown	172	1.34	60	1.46	23	1.92
Total	**12,819**	**100**	**4,120**	**100**	**1,195**	**100**

2.1.2   Applicants for Employment 1 January 2020 – 31 December 2020 by Sex

SEX	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Female	9,837	73.32	2,538	75.74	721	80.11
Male	3,369	25.11	755	22.53	160	17.88
Prefer not to say	57	0.42	17	0.51	4	0.44
Unknown	154	1.15	41	1.22	15	1.67
Total	**13,417**	**100**	**3,351**	**100**	**900**	**100**

2.2   ETHNICITY

2.2.1   Applicants for Employment 1 January 2019 – 31 December 2019 by Ethnicity

ETHNICITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
African - (Inc.Scottish/British)	69	0.54	22	0.55	3	0.25
African - Other	106	0.83	23	0.57	6	0.50
Any Mixed or Multiple	59	0.46	14	0.35	2	0.17
Asian - Bangladeshi (Inc.Scottish/British)	9	0.07	4	0.10	1	0.08
Asian - Chinese (Inc.Scottish/British)	19	0.15	4	0.10	1	0.08
Asian - Indian (Inc.Scottish/British)	73	0.57	11	0.27	3	0.25
Asian - Other (Inc.Scottish/British)	59	0.46	19	0.47	4	0.33
Asian - Pakistani (Inc.Scottish/British)	115	0.90	26	0.65	10	0.84
Black - (Inc.Scottish/British)	35	0.27	7	0.17	2	0.17
Caribbean - (Inc.Scottish/British)	4	0.03	1	0.02	0	0
Caribbean or Black (Other)	4	0.03	0	0	0	0
Other - Arab (Inc.Scottish/British)	14	0.11	4	0.10	1	0.08
White - Eastern European (eg Polish)	319	2.49	71	1.77	18	1.51
White - Gypsy/Traveller	1	0.01	0	0	0	0
White - Irish	87	0.68	33	0.82	9	0.75
White - Other British	797	6.22	288	7.18	87	7.28
White - Other white ethnic group	348	2.71	80	2	20	1.67
White - Scottish	10,328	80.57	3,402	84.86	991	82.93
Prefer not to say	99	0.77	37	0.92	11	0.92
Unknown	274	2.14	74	1.85	26	2.18
Total	**12,819**	**100**	**4,120**	**100**	**1,195**	**100**

2.2.2   Applicants for Employment 1 January 2020 – 31 December 2020 by Ethnicity

ETHNICITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
African - (Inc.Scottish/British)	68	0.51	21	0.63	4	0.44
African - Other	95	0.71	16	0.48	1	0.11
Any Mixed or Multiple	78	0.58	16	0.48	2	0.22
Asian - Bangladeshi (Inc.Scottish/British)	12	0.09	1	0.03	0	0
Asian - Chinese (Inc.Scottish/British)	19	0.14	3	0.09	0	0
Asian - Indian (Inc.Scottish/British)	91	0.68	12	0.36	2	0.22
Asian - Other (Inc.Scottish/British)	32	0.24	6	0.18	2	0.22
Asian - Pakistani (Inc.Scottish/British)	164	1.22	29	0.87	7	0.78
Black - (Inc.Scottish/British)	35	0.26	9	0.27	2	0.22
Caribbean - (Inc.Scottish/British)	3	0.02	0	0	0	0
Caribbean or Black (Other)	23	0.17	2	0.06	0	0
Other - Arab (Inc.Scottish/British)	31	0.23	3	0.09	1	0.11
White - Eastern European (eg Polish)	275	2.04	57	1.70	15	1.66
White - Gypsy/Traveller	2	0.01	1	0.03	0	0
White - Irish	144	1.07	30	0.90	4	0.44
White - Other British	870	6.48	254	7.58	63	7.00
White - Other white ethnic group	429	3.20	65	1.94	17	1.89
White - Scottish	10,569	78.77	2,724	81.29	749	83.22
Prefer not to say	138	1.03	36	1.07	8	0.89
Unknown	339	2.53	66	1.97	23	2.56
Total	**13,417**	**100**	**3,351**	**100**	**900**	**100**

2.3   DISABILITY

2.3.1   Applicants for Employment 1 January 2019 – 31 December 2019 by Disability

DISABILITY	Applicants for Employment (12,819)		Selected for Interview (4,120)		Successful Appointments (1,195)	
	No.	%	No.	%	No.	%
Disabled	690	5.38	285	6.92	55	4.60

2.3.2   Applicants for Employment 1 January 2020 – 31 December 2020 by Disability

DISABILITY	Applicants for Employment (13,417)		Selected for Interview (3,351)		Successful Appointments (900)	
	No.	%	No.	%	No.	%
Disabled	830	6.19	317	9.46	45	5.00

2.3.3   Applicants for Employment 1 January 2019 – 31 December 2019 by Disability Type

DISABILITY TYPE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Learning Disability	183	26.52	67	23.51	14	25.45
Longstanding Illness	130	18.84	61	21.40	14	25.45
Mental Health Condition	108	15.65	38	13.33	11	20.00
Physical Impairment	75	10.87	24	8.42	4	7.27
Sensory Impairment	15	2.17	6	2.11	5	9.09
Other	46	6.67	19	6.67	0	0
Prefer Not to Say	13	1.88	7	2.46	0	0
Unknown	120	17.39	63	22.11	7	12.73
Total	**690**	**100**	**285**	**100**	**55**	**100**

2.3.4   Applicants for Employment 1 January 2020 – 31 December 2020 by Disability Type

DISABILITY TYPE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Learning Disability	250	30.12	113	35.65	15	33.33
Longstanding Illness	144	17.35	49	15.46	10	22.22
Mental Health Condition	124	14.94	42	13.25	3	6.67
Physical Impairment	88	10.60	38	11.99	5	11.11
Sensory Impairment	7	0.84	1	0.32	5	11.11
Other	59	7.11	25	7.89	0	0
Prefer Not to Say	23	2.77	10	3.15	1	2.22
Unknown	135	16.27	39	12.30	6	13.33
Total	**830**	**100**	**317**	**100**	**45**	**100**

2.4   AGE

2.4.1   Applicants for Employment 1 January 2019 – 31 December 2019 by Age

AGE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Under 21	402	3.14	158	3.83	34	2.85
21-30	3,202	24.98	872	21.17	261	21.84
31-40	3,627	28.29	1,066	25.87	338	28.28
41-50	2,930	22.86	1,100	26.70	321	26.86
51-60	1,963	15.31	708	17.18	183	15.31
61 plus	425	3.32	132	3.20	31	2.59
Not Known	270	2.11	84	2.94	27	2.26
Total	**12,819**	**100**	**4,120**	**100**	**1,195**	**100**

2.4.2   Applicants for Employment 1 January 2020– 31 December 2020 by Age

AGE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Under 21	645	4.81	108	3.22	30	3.33
21-30	4,049	30.18	855	25.51	224	24.89
31-40	3,614	26.94	914	27.28	269	29.89
41-50	2,718	20.26	815	24.32	208	23.11
51-60	1,731	12.90	488	14.56	126	14.00
61 plus	347	2.59	88	2.63	21	2.33
Not Known	313	2.33	83	2.48	22	2.44
Total	**13,417**	**100**	**3,351**	**100**	**900**	**100**

2.5   SEXUAL ORIENTATION

2.5.1   Applicants for Employment 1 January 2019 – 31 December 2019 by Sexual Orientation

SEXUAL ORIENTATION	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Bisexual	140	1.09	42	1.02	12	1.00
Gay/Lesbian	276	2.15	75	1.82	16	1.34
Heterosexual/Straight	11,710	91.35	3,803	92.31	1,114	93.22
Unknown	308	2.40	84	2.04	30	2.51
Prefer not to say	361	2.82	109	2.65	22	1.84
Other	24	0.19	7	0.17	1	0.08
Totals	**12,819**	**100**	**4,120**	**100**	**1,195**	**100**

2.5.2 Applicants for Employment 1 January 2020 – 31 December 2020 by Sexual Orientation

SEXUAL ORIENTATION	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Bisexual	237	1.77	61	1.82	11	1.22
Gay/Lesbian	368	2.74	97	2.89	24	2.67
Heterosexual/Straight	12,095	90.15	3,012	89.88	818	90.89
Unknown	266	1.98	65	1.94	22	2.44
Prefer not to say	414	3.09	110	3.28	25	2.78
Other	37	0.28	6	0.18	0	0
Totals	**13,417**	**100**	**3,351**	**100**	**900**	**100**

2.6   RELIGION OR BELIEF

2.6.1 Applicants for Employment 1 January 2019 – 31 December 2019 by Religion or Belief

RELIGION OR BELIEF	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Buddhist	18	0.14	5	0.12	1	0.08
Church of Scotland	1,860	14.51	703	17.06	177	14.81
Hindu	31	0.24	5	0.12	2	0.17
Humanist	116	0.90	40	0.97	11	0.92
Jewish	11	0.09	4	0.10	2	0.17
Muslim	182	1.42	44	1.07	14	1.17
None	6,679	52.10	2,057	49.93	640	53.56
Other Christian	897	7	256	6.21	80	6.69
Other Religion/Belief	109	0.85	30	0.73	5	0.42
Pagan	15	0.12	7	0.17	2	0.17
Roman Catholic	614	4.79	658	15.97	173	14.48
Sikh	1,923	15	2	0.05	1	0.08
Prefer Not to Say	9	0.07	201	4.88	50	4.18
Unknown	355	2.77	108	2.62	37	3.10
Total	**12,819**	**100**	**4,120**	**100**	**1,195**	**100**

2.6.2 Applicants for Employment 1 January 2020 – 31 December 2020 by Religion or Belief

RELIGION OR BELIEF	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Buddhist	30	0.22	8	0.24	1	0.11
Church of Scotland	1,938	14.44	533	15.91	141	15.67
Hindu	53	0.40	4	0.12	1	0.11
Humanist	135	1.01	39	1.16	10	1.11
Jewish	5	0.04	1	0.03	0	0
Muslim	220	1.64	30	0.90	9	1.00
None	7,156	53.34	1,749	52.19	482	53.56
Other Christian	934	6.96	236	7.04	62	6.89
Other Religion/Belief	80	0.60	27	0.81	6	0.67
Pagan	12	0.09	2	0.06	0	0
Roman Catholic	1,822	13.58	453	13.52	131	14.56
Sikh	13	0.10	3	0.09	1	0.11
Prefer Not to Say	648	4.83	171	5.10	28	3.11
Unknown	371	2.77	95	2.83	28	3.11
Total	**13,417**	**100**	**3,351**	**100**	**900**	**100**

2.7 CARING RESPONSIBILITIES

2.7.1 Applicants for Employment 1 January 2019 – 31 December 2019 by Caring Responsibilities

CARING RESPONSIBILITIES	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Yes (Children under 18)	5,220	40.72	1,742	42.28	557	46.61
Yes (Other)	276	2.15	94	2.28	24	2.01
No	7,054	55.03	2,193	53.23	586	49.04
Prefer Not to Say	77	0.60	29	0.70	8	0.67
Unknown	192	1.50	62	1.50	20	1.67
Total	**12,819**	**100**	**4,120**	**100**	**1,195**	**100**

2.7.2 Applicants for Employment 1 January 2020 – 31 December 2020 by Caring Responsibilities

CARING RESPONSIBILITIES	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Yes (Children under 18)	5,131	38.24	1,354	40.41	413	45.89
Yes (Other)	326	2.43	94	2.81	20	2.22
No	7,584	56.53	1,811	54.04	441	49.00
Prefer Not to Say	114	0.85	30	0.90	5	0.56
Unknown	262	1.95	62	1.85	21	2.33
Total	**13,417**	**100**	**3,351**	**100**	**900**	**100**

2.8 GENDER IDENTITY

2.8.1 Applicants for Employment 1 January 2019 – 31 December 2019 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	20	0.16	7	0.17	2	0.17
No	12,530	97.75	4,019	97.55	1,163	97.32
Prefer Not to Say	73	0.57	27	0.66	7	0.59
Unknown	196	1.53	67	1.63	23	1.92
Total	**12,819**	**100**	**4,120**	**100**	**1,195**	**100**

2.8.2 Applicants for Employment 1 January 2020 – 31 December 2020 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	33	0.25	10	0.30	2	0.22
No	13,071	97.42	3,266	97.46	873	97.00
Prefer Not to Say	96	0.72	26	0.78	6	0.67
Unknown	217	1.62	49	1.46	19	2.11
Total	**13,417**	**100**	**3,351**	**100**	**900**	**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 SEX

3.1.1 Applicants for Promotion 1 January 2019 – 31 December 2019 by Sex

SEX	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Female	764	64.80	377	64.55	102	57.30
Male	414	35.11	207	35.45	76	42.70
Prefer not to say	1	0.08	0	0	0	0
Total	1,179	100	584	100	178	100

3.1.2 Applicants for Promotion 1 January 2020 – 31 December 2020 by Sex

SEX	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Female	666	70.18	282	73.82	99	77.95
Male	279	29.40	98	25.65	28	22.05
Prefer not to say	4	0.42	2	0.52	0	0
Total	949	100	382	100	127	100

3.2 ETHNICTY

3.2.1 Applicants for Promotion 1 January 2019 – 31 December 2019 by Ethnicity

ETHNICITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
African - (Inc.Scottish/British)	2	0.17	1	0.17	1	0.56
African - Other	5	0.42	0	0	0	0
Any Mixed or Multiple	1	0.08	1	0.17	1	0.56
Asian - Bangladeshi (Inc.Scottish/British)	1	0.08	0	0	0	0
Asian - Chinese (Inc.Scottish/British)	0	0	0	0	0	0
Asian - Indian (Inc.Scottish/British)	1	0.08	0	0	0	0
Asian - Other (Inc.Scottish/British)	6	0.51	4	0.68	0	0
Asian - Pakistani (Inc.Scottish/British)	7	0.59	1	0.17	1	0.56
Black - (Inc.Scottish/British)	0	0	0	0	0	0
Caribbean - (Inc.Scottish/British)	0	0	0	0	0	0
Caribbean or Black (Other)	0	0	0	0	0	0
Other - Arab (Inc.Scottish/British)	3	0.25	2	0.34	1	0.56
White - Eastern European (eg Polish)	4	0.34	0	0	0	0
White - Gypsy/Traveller	0	0	0	0	0	0
White - Irish	10	0.85	5	0.86	2	1.12
White - Other British	52	4.41	33	5.65	12	6.74
White - Other white ethnic group	7	0.59	0	0	0	0
White - Polish	24	2.04	8	1.37	2	1.12
White - Scottish	1,035	87.79	524	89.73	156	87.64
Prefer not to say	18	1.53	4	0.68	2	1.12
Unknown	3	0.25	1	0.17	0	0
Total	1,179	100	584	100	178	100

3.2.2 Applicants for Promotion 1 January 2020 – 31 December 2020 by Ethnicity

ETHNICITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
African - (Inc.Scottish/British)	6	0.63	2	0.52	0	0
African - Other	4	0.42	0	0	0	0
Any Mixed or Multiple	6	0.63	3	0.79	0	0
Asian - Bangladeshi (Inc.Scottish/British)	0	0	0	0	0	0
Asian - Chinese (Inc.Scottish/British)	2	0.21	0	0	0	0
Asian - Indian (Inc.Scottish/British)	4	0.42	1	0.26	0	0
Asian - Other (Inc.Scottish/British)	0	0	0	0	0	0
Asian - Pakistani (Inc.Scottish/British)	1	0.11	0	0	0	0
Black - (Inc.Scottish/British)	0	0	0	0	0	0
Caribbean - (Inc.Scottish/British)	0	0	0	0	0	0
Caribbean or Black (Other)	0	0	0	0	0	0
Other - Arab (Inc.Scottish/British)	1	0.11	0	0	0	0
White - Eastern European (eg Polish)	15	1.58	8	2.10	1	0.79
White - Gypsy/Traveller	0	0	0	0	0	0
White - Irish	10	1.05	0	0	0	0
White - Other British	45	4.74	22	5.76	8	6.30
White - Other white ethnic group	7	0.74	2	0.52	1	0.79
White - Scottish	833	87.78	337	88.22	113	88.98
Prefer not to say	8	0.84	5	1.31	3	2.36
Unknown	7	0.74	2	0.52	1	0.79
Total	**949**	**100**	**382**	**100**	**127**	**100**

3.3   DISABILITY

3.3.1   Applicants for Promotion 1 January 2019 – 31 December 2019 by Disability

DISABILITY	Applicants for Employment (1,179)		Selected for Interview (584)		Successful Appointments (178)	
	No.	%	No.	%	No.	%
Disabled	48	4.07	22	3.77	4	2.25

3.3.2   Applicants for Promotion 1 January 2020 – 31 December 2020 by Disability

DISABILITY	Applicants for Employment (949)		Selected for Interview (382)		Successful Appointments (127)	
	No.	%	No.	%	No.	%
Disabled	31	3.27	15	3.93	3	2.36

3.3.3   Applicants for Promotion 1 January 2019 – 31 December 2019 by Disability Type

DISABILITY TYPE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Learning Disability	19	39.58	7	31.82	0	0
Longstanding Illness	16	33.33	10	45.45	3	75.00
Mental Health Condition	1	2.08	0	0	0	0
Physical Impairment	7	14.58	4	18.18	1	25.00
Sensory Impairment	0	0	0	0	0	0
Other	1	2.08	0	0	0	0
Prefer Not to Say	1	2.08	1	4.55	0	0
Unknown	3	6.25	0	0	0	0
Total	**48**	**100**	**22**	**100**	**4**	**100**

3.3.4   Applicants for Promotion 1 January 2020 – 31 December 2020 by Disability Type

DISABILITY TYPE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Learning Disability	22	70.97	8	53.33	0	0
Longstanding Illness	3	9.68	3	20	2	66.67
Mental Health Condition	0	0	0	0	0	0
Physical Impairment	2	6.45	2	13.33	0	0
Sensory Impairment	0	0	0	0	0	0
Other	3	9.68	1	6.67	0	0
Prefer Not to Say	0	0	0	0	0	0
Unknown	1	3.23	1	6.67	1	33.33
Total	**31**	**100**	**15**	**100**	**3**	**100**

3.4   AGE

3.4.1   Age Profile of Applicants for Promotion 1 January 2019 – 31 December 2019

AGE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Under 21	15	1.27	3	0.51	0	0
21-30	167	14.16	68	11.64	24	13.48
31-40	349	29.60	162	27.74	49	27.53
41-50	372	31.55	212	36.30	63	35.39
51-60	257	21.80	128	21.92	38	21.35
61 plus	18	1.53	11	1.88	4	2.25
Not known	1	0.08	0	0	0	0
Total	**1,179**	**100**	**584**	**100**	**178**	**100**

3.4.2   Age Profile of Applicants for Promotion 1 January 2020 – 31 December 2020

AGE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Under 21	21	2.21	6	1.57	2	1.57
21-30	164	17.28	56	14.66	16	12.60
31-40	339	35.72	119	31.15	38	29.92
41-50	292	30.77	137	35.86	44	34.65
51-60	115	12.12	54	14.14	23	18.11
61 plus	11	1.16	6	1.57	3	2.36
Not known	7	0.74	4	1.95	1	0.79
Total	**949**	**100**	**382**	**100**	**127**	**100**

3.5   SEXUAL ORIENTATION

3.5.1 Applicants for Promotion 1 January 2019 – 31 December 2019 by Sexual Orientation

SEXUAL ORIENTATION	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Bisexual	3	0.25	2	0.34	1	0.56
Gay/Lesbian	20	1.70	7	1.20	3	1.69
Heterosexual/Straight	1,121	95.08	556	95.21	171	96.07
Unknown	4	0.34	3	0.51	1	0.56
Prefer Not to Say	31	2.63	16	2.74	2	1.12
Other	0	0	0	0	0	0
Total	**1,179**	**100**	**584**	**100**	**178**	**100**

3.5.2 Applicants for Promotion 1 January 2020 – 31 December 2020 by Sexual Orientation

SEXUAL ORIENTATION	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Bisexual	4	0.42	0	0	0	0
Gay/Lesbian	22	2.32	10	2.62	4	3.15
Heterosexual/Straight	902	95.05	363	95.03	120	94.49
Unknown	0	0	0	0	0	0
Prefer Not to Say	21	2.21	9	2.36	3	2.36
Other	0	0	0	0	0	0
Total	**949**	**100**	**382**	**100**	**127**	**100**

3.6   RELIGION OR BELIEF

3.6.1   Applicants for Promotion 1 January 2019 – 31 December 2019 by Religion or Belief

RELIGION OR BELIEF	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Buddhist	2	0.17	0	0	0	0
Church of Scotland	223	18.91	120	20.55	30	16.85
Hindu	0	0	0	0	0	0
Humanist	5	0.42	3	0.51	1	0.56
Jewish	0	0	0	0	0	0
Muslim	15	1.27	7	1.20	3	1.69
None	553	46.90	274	46.92	95	53.37
Other Christian	65	5.51	28	4.79	8	4.49
Other Religion/Belief	24	2.04	11	1.88	1	0.56
Pagan	2	0.17	0	0	0	0
Roman Catholic	213	18.07	101	17.29	28	15.73
Sikh	0	0	0	0	0	0
Prefer Not to Say	67	5.68	32	5.48	5	2.81
Unknown	10	0.85	8	1.37	7	3.93
Total	**1,179**	**100**	**584**	**100**	**178**	**100**

3.6.2 Applicants for Promotion 1 January 2020 – 31 December 2020 by Religion or Belief

RELIGION OR BELIEF	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Buddhist	1	0.11	0	0	0	0
Church of Scotland	159	16.75	70	18.32	24	18.90
Hindu	2	0.21	0	0	0	0
Humanist	14	1.48	2	0.52	0	0
Jewish	0	0	0	0	0	0
Muslim	5	0.53	0	0	0	0
None	458	48.26	180	47.12	59	46.46
Other Christian	52	5.48	27	7.07	6	4.72
Other Religion/Belief	5	0.53	4	1.05	0	0
Pagan	0	0	0	0	0	0
Roman Catholic	191	20.13	84	21.99	32	25.20
Sikh	0	0	0	0	0	0
Prefer Not to Say	52	5.48	13	3.40	5	3.94
Unknown	10	1.05	2	0.52	1	0.79
Total	**949**	**100**	**382**	**100**	**127**	**100**

3.7 CARING RESPONSIBILITIES

3.7.1 Applicants for Promotion 1 January 2019 – 31 December 2019 by Caring Responsibilities

CARING RESPONSIBILITIES	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Yes (Children under 18)	554	46.99	290	49.66	88	49.44
Yes (Other)	43	3.65	21	3.60	3	1.69
No	575	48.77	271	46.40	86	48.31
Prefer Not to Say	6	0.51	2	0.34	1	0.56
Unknown	1	0.08	0	0	0	0
Total	**1,179**	**100**	**584**	**100**	**178**	**100**

3.7.2 Applicants for Promotion 1 January 2020 – 31 December 2020 by Caring Responsibilities

CARING RESPONSIBILITIES	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Yes (Children under 18)	480	50.58	195	51.05	62	48.82
Yes (Other)	26	2.74	11	2.88	3	2.36
No	423	44.57	167	43.72	60	47.24
Prefer Not to Say	7	0.74	4	1.05	0	0
Unknown	13	1.37	5	1.31	2	1.57
Total	**949**	**100**	**382**	**100**	**127**	**100**

3.8   GENDER IDENTITY

3.8.1   Applicants for Promotion 1 January 2019 – 31 December 2019 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	0.08	0	0	0	0
No	1,167	98.98	576	98.63	178	100
Prefer Not to Say	8	0.68	5	0.86	0	0
Unknown	3	0.25	3	0.51	0	0
Total	**1,179**	**100**	**584**	**100**	**178**	**100**

3.8.2   Applicants for Promotion 1 January 2020 – 31 December 2020 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	925	97.47	379	99.21	126	99.21
Prefer Not to Say	22	2.32	3	0.79	1	0.79
Unknown	2	0.21	0	0	0	0
Total	**949**	**100**	**382**	**100**	**127**	**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 2019 – 31 December 2019

ETHNICITY	Number	Proportion (%)
White – Scottish	2891	66.95
White - Other British	172	3.98
White – Irish	30	0.69
White - Gypsy/ Traveller	0	0
White - Eastern European (e.g. Polish)	10	0.23
White - Other ethnic group	75	1.74
Any mixed or multiple ethnic group	14	0.32
Pakistani, Pakistani Scottish/British	7	0.16
Indian, Indian Scottish/British	3	0.07
Bangladeshi, Bangladeshi Scottish/British	0	0
Chinese, Chinese Scottish/British	4	0.09
Other Asian	6	0.14
African, African Scottish/British	7	0.16
Other African	0	0
Caribbean, Caribbean Scottish/British	7	0.16
Black, Black Scottish/British	1	0.02
Other Caribbean or Black	0	0
Arab, Arab Scottish/British	0	0
Other Arab	0	0
Other	3	0.07
Prefer not to say	943	21.84
Unknown	145	3.36
SEX	Number	Proportion (%)
Female	2729	63.20
Male	1589	36.80
Unknown	0	0
DISABILITY	Number	Proportion (%)
Number of Disabled Employees	88	2.04
AGE	Number	Proportion (%)
Under 21	43	1.00
21 - 30	543	12.58
31 - 40	788	18.25
41 - 50	1027	23.78
51 - 60	1389	32.17
61 plus	528	12.23
Unknown	0	0

SEXUAL ORIENTATION	Number	Proportion (%)
Bisexual	18	0.42
Gay/Lesbian	40	0.93
Heterosexual/Straight	1776	41.13
Prefer Not to Say	67	1.55
Unknown	2417	55.97
RELIGION OR BELIEF	Number	Proportion (%)
Buddhist	3	0.07
Church of Scotland	333	7.71
Hindu	0	0.00
Humanist	9	0.21
Jewish	1	0.02
Muslim	5	0.12
None	726	16.81
Other Christian	69	1.60
Other Religion/Belief	11	0.25
Pagan	5	0.12
Roman Catholic	207	4.79
Sikh	1	0.02
Prefer Not to Say	65	1.51
Unknown	2883	66.77
CARING RESPONSIBILITY	Number	Proportion (%)
No	699	16.19
Yes (children under 18)	477	11.05
Yes (other)	68	1.57
Prefer Not to Say	30	0.69
Unknown	3044	70.50
GENDER IDENTITY	Number	Proportion (%)
Yes	0	0
No	628	14.54
Prefer Not to Say	19	0.44
Unknown	3671	85.02

4.2   Employees who applied for and received training during period 1 January 2020 – 31 December 2020

ETHNICITY	Number	Proportion (%)
White – Scottish	1349	65.84
White - Other British	70	3.42
White – Irish	9	0.44
White - Gypsy/ Traveller	0	0
White - Eastern European (e.g. Polish)	5	0.24
White - Other ethnic group	29	1.42
Any mixed or multiple ethnic group	5	0.24
Pakistani, Pakistani Scottish/British	1	0.05
Indian, Indian Scottish/British	1	0.05
Bangladeshi, Bangladeshi Scottish/British	0	0
Chinese, Chinese Scottish/British	2	0.10
Other Asian	3	0.15
African, African Scottish/British	3	0.15
Other African	0	0
Caribbean, Caribbean Scottish/British	5	0.24
Black, Black Scottish/British	0	0
Other Caribbean or Black	0	0
Arab, Arab Scottish/British	0	0
Other Arab	0	0
Other	2	0.10
Prefer not to say	474	23.13
Unknown	91	4.44
SEX	Number	Proportion (%)
Female	1022	49.88
Male	1027	50.12
Unknown	0	0
DISABILITY	Number	Proportion (%)
Number of Disabled Employees	41	2.00
AGE	Number	Proportion (%)
Under 21	34	1.66
21 - 30	237	11.57
31 - 40	325	15.86
41 - 50	462	22.55
51 - 60	719	35.09
61 plus	272	13.27
Unknown	0	0
SEXUAL ORIENTATION	Number	Proportion (%)
Bisexual	8	0.39
Gay/Lesbian	8	0.39
Heterosexual/Straight	775	37.82
Prefer Not to Say	20	0.98
Unknown	1238	60.42

RELIGION OR BELIEF	Number	Proportion (%)
Buddhist	1	0.05
Church of Scotland	169	8.25
Hindu	1	0.05
Humanist	2	0.10
Jewish	0	0.00
Muslim	3	0.15
None	305	14.89
Other Christian	21	1.02
Other Religion/Belief	10	0.49
Pagan	1	0.05
Roman Catholic	78	3.81
Sikh	0	0.00
Prefer Not to Say	10	0.49
Unknown	1448	70.67
CARING RESPONSIBILITY	Number	Proportion (%)
No	295	14.40
Yes (children under 18)	196	9.57
Yes (other)	37	1.81
Prefer Not to Say	10	0.49
Unknown	1511	73.74
GENDER IDENTITY	Number	Proportion (%)
Yes	1	0.05
No	268	13.08
Prefer Not to Say	14	0.68
Unknown	1766	86.19

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 2019 – 31 December 2019

	Grievance		Disciplinary		Bullying & Harassment	
ETHNICITY	No.	%	No.	%	No.	%
White – Scottish	11	57.89	51	76.12	3	100
White - Other British	1	5.26	1	1.49		
White – Irish			1	1.49		
White - Gypsy/ Traveller						
White - Eastern European (e.g. Polish)						
White - Other ethnic group						
Any mixed or multiple ethnic group						
Pakistani, Pakistani Scottish/British						
Indian, Indian Scottish/British						
Bangladeshi, Bangladeshi Scottish/British						
Chinese, Chinese Scottish/British						
Other Asian						
African, African Scottish/British						
Other African						
Caribbean, Caribbean Scottish/British						
Black, Black Scottish/British						
Other Caribbean or Black						
Arab, Arab Scottish/British						
Other Arab						
Other						
Prefer not to say	6	31.58	11	16.42		
Unknown	1	5.26	3	4.48		
SEX	No.	%	No.	%	No.	%
Female	9	47.37	29	43.28		
Male	10	52.63	37	55.22	3	100
Unknown			1	1.49		
DISABILITY	No.	%	No.	%	No.	%
Number of Disabled Employees			1	1.49		
AGE	No.	%	No.	%	No.	%
Under 21						
21 – 30			10	14.93	1	33.33
31 – 40	1	5.26	8	11.94		
41 – 50	3	15.79	26	38.81	1	33.33
51 – 60	11	57.89	14	20.90	1	33.33
61 plus	4	21.05	8	11.94		
Unknown			1	1.49		

SEXUAL ORIENTATION	No.	%	No.	%	No.	%
Bisexual						
Gay/Lesbian			1	1.49		
Heterosexual/Straight			10	14.93	1	33.33
Prefer Not to Say			2	2.99		
Unknown	19	100	54	80.60	2	66.67
RELIGION OR BELIEF	No.	%	No.	%	No.	%
Buddhist						
Church of Scotland	1	5.26	3	4.487	1	33.33
Hindu						
Humanist						
Jewish						
Muslim						
None			4	5.97		
Other Christian			2	2.99		
Other Religion/Belief						
Pagan						
Roman Catholic			3	4.48		
Sikh						
Prefer Not to Say						
Unknown	18	94.74	55	82.09	2	66.67
CARING RESPONSIBILITY						
No	3	15.79	17	25.37	1	33.33
Yes (children under 18)	2	10.53	2	2.99		
Yes (other)	2	10.53	3	4.48		
Prefer Not to Say						
Unknown	12	63.16	45	67.16	2	66.67
GENDER IDENTITY						
Yes						
No			4	5.97		
Prefer Not to Say						
Unknown	19	100	63	94.03	3	100

5.2 Grievance Procedures, Disciplinary Procedures and Bullying & Harassment Complaints for period 1 January 2020 – 31 December 2020

	Grievance		Disciplinary		Bullying & Harassment	
ETHNICITY	No.	%	No.	%	No.	%
White – Scottish	11	57.89	51	76.12	2	66.67
White - Other British	1	5.26	1	1.49		
White – Irish			1	1.49		
White - Gypsy/ Traveller						
White - Eastern European (e.g. Polish)						
White - Other ethnic group						
Any mixed or multiple ethnic group						
Pakistani, Pakistani Scottish/British						
Indian, Indian Scottish/British						
Bangladeshi, Bangladeshi Scottish/British						
Chinese, Chinese Scottish/British						
Other Asian						
African, African Scottish/British						
Other African						
Caribbean, Caribbean Scottish/British						
Black, Black Scottish/British						
Other Caribbean or Black						
Arab, Arab Scottish/British						
Other Arab						
Other						
Prefer not to say	6	31.58	11	16.42	1	33.33
Unknown	1	5.26	3	4.48		
SEX	No.	%	No.	%	No.	%
Female	4	80.00	21	45.65	2	66.67
Male	1	20.00	24	52.17	1	33.33
			1	2.17		
DISABILITY	No.	%	No.	%	No.	%
Number of Disabled Employees						
AGE	No.	%	No.	%	No.	%
Under 21			1	2.17		
21 – 30			8	17.39		
31 – 40	1	20	8	17.39		
41 – 50	1	20	7	15.22	2	66.67
51 – 60	2	40	16	34.78	1	33.33
61 plus	1	20	5	10.87		
Unknown			1	2.17		
SEXUAL ORIENTATION	No.	%	No.	%	No.	%
Bisexual						
Gay/Lesbian						
Heterosexual/Straight	2	40.00	2	4.35		
Prefer Not to Say					1	33.33
Unknown	3	60.00	44	95.65	2	66.67

RELIGION OR BELIEF	No.	%	No.	%	No.	%
Buddhist						
Church of Scotland	1	20.00	1	2.17		
Hindu						
Humanist						
Jewish						
Muslim						
None			1	2.17	1	33.33
Other Christian						
Other Religion/Belief						
Pagan						
Roman Catholic			1	2.17		
Sikh						
Prefer Not to Say					1	33.33
Unknown	4	80.00	43	93.48	1	33.33
CARING RESPONSIBILITY						
No	2	40.00	6	13.04		
Yes (children under 18)			3	6.52		
Yes (other)			1	2.17		
Prefer Not to Say			1	2.17		
Unknown	3	60.00	35	76.09	3	100
GENDER IDENTITY						
Yes						
No			1	2.17		
Prefer Not to Say					1	33.33
Unknown	5	100	45	97.83	2	66.67

6.   EMPLOYEES LEAVING EMPLOYMENT

6.1   Employees leaving employment during period 1 January 2019 – 31 December 2019

ETHNICITY	Number	Proportion (%)
White – Scottish	516	65.40
White - Other British	42	5.32
White – Irish	7	0.89
White - Gypsy/ Traveller		
White - Eastern European (e.g. Polish)	4	0.51
White - Other ethnic group	21	2.66
Any mixed or multiple ethnic group	3	0.38
Pakistani, Pakistani Scottish/British	1	0.13
Indian, Indian Scottish/British		
Bangladeshi, Bangladeshi Scottish/British		
Chinese, Chinese Scottish/British	1	0.13
Other Asian		
African, African Scottish/British	5	0.63
Other African		
Caribbean, Caribbean Scottish/British		
Black, Black Scottish/British		
Other Caribbean or Black		
Arab, Arab Scottish/British		
Other Arab		
Other		
Prefer not to say	145	18.38
Unknown	44	5.58
SEX	Number	Proportion (%)
Female	460	58.30
Male	329	41.70
DISABILITY	Number	Proportion (%)
Number of Disabled Employees	24	3.04
AGE	Number	Proportion (%)
Under 21	14	1.77
21 – 30	154	19.52
31 – 40	144	18.25
41 – 50	143	18.12
51 – 60	155	19.65
61 plus	179	22.69
SEXUAL ORIENTATION	Number	Proportion (%)
Bisexual	5	0.63
Gay/Lesbian	15	1.90
Heterosexual	387	49.05
Prefer Not to Say	14	1.77
Unknown	368	46.64
Other	0	0

RELIGION OR BELIEF	Number	Proportion (%)
Buddhist	1	0.13
Church of Scotland	51	6.46
Hindu		
Humanist		
Jewish	2	0.25
Muslim	1	0.13
None	167	21.17
Other Christian	26	3.30
Other Religion/Belief	1	0.13
Pagan	1	0.13
Roman Catholic	55	6.97
Sikh		
Prefer Not to Say	19	2.41
Unknown	465	58.94
CARING RESPONSIBILITY	Number	Proportion (%)
No	178	22.56
Yes (children under 18)	84	10.65
Yes (other)	18	2.28
Prefer Not to Say	8	1.01
Unknown	501	63.50
GENDER IDENTITY	Number	Proportion (%)
Yes	0	0
No	114	14.45
Prefer Not to Say	1	0.13
Unknown	674	85.42

6.2   Employees leaving employment during period 1 January 2020 – 31 December 2020

ETHNICITY	Number	Proportion (%)
White – Scottish	343	60.39
White - Other British	27	4.75
White – Irish	5	0.88
White - Gypsy/ Traveller		
White - Eastern European (e.g. Polish)	2	0.35
White - Other ethnic group	10	1.76
Any mixed or multiple ethnic group	1	0.18
Pakistani, Pakistani Scottish/British		
Indian, Indian Scottish/British	3	0.53
Bangladeshi, Bangladeshi Scottish/British		
Chinese, Chinese Scottish/British		
Other Asian		
African, African Scottish/British		
Other African		
Caribbean, Caribbean Scottish/British		
Black, Black Scottish/British		
Other Caribbean or Black		
Arab, Arab Scottish/British		
Other Arab		
Other	1	0.18
Prefer not to say	108	19.01
Unknown	68	11.97
SEX	Number	Proportion (%)
Female	417	73.42
Male	151	26.58
DISABILITY	Number	Proportion (%)
Number of Disabled Employees	2	0.35
AGE	Number	Proportion (%)
Under 21	2.29	2.29
21 – 30	15.32	15.32
31 – 40	18.49	18.49
41 – 50	17.08	17.08
51 – 60	24.30	24.30
61 plus	22.54	22.54
SEXUAL ORIENTATION	Number	Proportion (%)
Bisexual		
Gay/Lesbian	1	0.18
Heterosexual	65	11.44
Prefer Not to Say	3	0.53
Unknown	499	87.85
Other		

RELIGION OR BELIEF	Number	Proportion (%)
Buddhist		
Church of Scotland	10	1.76
Hindu	1	0.18
Humanist		
Jewish		
Muslim		
None	37	6.51
Other Christian	2	0.35
Other Religion/Belief		
Pagan		
Roman Catholic	5	0.88
Sikh	1	0.18
Prefer Not to Say	4	0.70
Unknown	508	89.44
CARING RESPONSIBILITY	Number	Proportion (%)
No	21	3.70
Yes (children under 18)	9	1.58
Yes (other)		
Prefer Not to Say		
Unknown	538	94.72
GENDER IDENTITY	Number	Proportion (%)
Yes	0	0
No	25	4.4
Prefer Not to Say	0	0
Unknown	543	95.60

6.3   Reasons for leaving during period 1 January 2019 – 31 December 2019

	Deceased	Dismissed - capability	Dismissed – misconduct	ERVS	End of Contract	Ill Health Retirement	Leaving Area	Other Employment	Other reasons not disclosed	Personal Reasons	Redundancy	Retirement	Totals
ETHNICITY													
White Scottish	6	15	2	25	68	17	8	167	44	47	34	83	516
White Other British		2			5	1	1	18	1	6		8	42
White Irish		1					1	2		1	1	1	7
White Gypsy/Traveller													
White Eastern European					1			3					4
White Other Ethnic Group		1			2	1	2	8		4		3	21
Any Mixed or Multiple ethnic group					2			1					3
Pakistani, Pakistani Scottish/British					1								1
Indian, Indian Scottish/British													
Bangladeshi, Bangladeshi Scottish/British													
Chinese, Chinese Scottish/British						1							1
Other Asian													
African, African Scottish/British					1			2	1	1			5
Other African													
Caribbean, Caribbean Scottish/British													
Black, Black Scottish/British													
Other Caribbean or Black													
Arab, Arab Scottish or Arab British													
Other Arab													
Other													
Prefer not to say	4	5	3	5	12	8	1	45	10	22	7	23	145
Unknown					15		1	17	6	5			44

	Deceased	Dismissed - capability	Dismissed – misconduct	ERVS	End of Contract	Ill Health Retirement	Leaving Area	Other Employment	Other reasons not disclosed	Personal Reasons	Redundancy	Totals
SEX												
Female	6	16	2	14	42	16	13	155	45	58	15	460
Male	4	8	3	16	65	11	2	103	17	28	27	329
DISABILITY												
Number of Disabled Employees					5	3		9	2	2	1	24
AGE												
Under 21								3	2	2		14
21 – 30		3	1		45		9	70	11	15		154
31 – 40		2	1		17		4	81	14	25		144
41 – 50	4	7	1	17	20	2	1	74	10	20	3	143
51 – 60	2	7		14	13	16	1	32	14	15	22	155
61 plus	4	5	2	15	5	9		3	11	9	17	179
SEXUAL ORIENTATION												
Bisexual					3			1		1		5
Gay/Lesbian					3			10		2		15
Heterosexual/Straight	3	9		5	75	3	12	165	36	48	16	387
Prefer Not to Say				1	4	1		4		1	1	14
Unknown	7	24	5	24	22	3		83	26	34	25	368
RELIGION/BELIEF												
Buddhist		1										1
Church of Scotland	1			1	10		1	13	4	8	4	51
Hindu												
Humanist												
Jewish								2				2
Muslim					1							1
None	1	1		2	43	1	6	63	20	22	5	167
Other Christian					3	1	2	14	3	3		26
Other Religion/Belief												1
Pagan					1	1						1
Roman Catholic		1		2	14	1	1	21	3	9	2	55
Sikh												
Prefer Not to Say				1	8			6	2		2	19
Unknown	8	21	5	24	27	23	5	144	30	44	29	465

	Deceased	Dismissed - capability	Dismissed – misconduct	ERVS	End of Contract	Ill Health Retirement	Leaving Area	Other Employment	Other reasons not disclosed	Personal Reasons	Redundancy	Retirement	Totals
CARING RESPONSIBILITY													
No		1		4	53		6	66	16	20	7	5	178
Yes (children under 18)	1	1		1	15	1	1	31	11	15	3	4	84
Yes (other)					5	1		4		1	3	4	18
Prefer Not to Say				1	1			1	1		3		8
Unknown	8	22	5	24	33	25	8	161	34	50	26	105	501
GENDER IDENTITY													
Yes													
No				1	40		4	30	18	16	2	3	114
Prefer Not to Say					1								1
Unknown	10	24	5	29	66	27	11	233	44	70	40	115	674

6.4   Reasons for leaving during period 1 January 2020 – 31 December 2020

	Deceased	Dismissed - capability	Dismissed – misconduct	ERVS	End of Contract	Ill Health Retirement	Leaving Area	Other Employment	Other reasons not disclosed	Personal Reasons	Redundancy	Retirement	Totals
ETHNICITY													
White Scottish	5	22	2	7	25	12	8	108	64	7		83	343
White Other British		1			2	1	3	9	4	1		6	27
White Irish				1				2	1			1	5
White Gypsy/Traveller													
White Eastern European									2				2
White Other Ethnic Group	1	1		1	1			1	3	1		1	10
Any Mixed or Multiple ethnic group								1					1
Pakistani, Pakistani Scottish/British													
Indian, Indian Scottish/British								2	1				3
Bangladeshi, Bangladeshi Scottish/British													
Chinese, Chinese Scottish/British													
Other Asian													
African, African Scottish/British													
Other African													
Caribbean, Caribbean Scottish/British													
Black, Black Scottish/British													
Other Caribbean or Black													
Arab, Arab Scottish or Arab British													
Other Arab													
Other								1					1
Prefer not to say	3	7		6	1	6	6	38	22			19	108
Unknown					15		4	29	18	1		1	68

	Deceased	Dismissed - capability	Dismissed – misconduct	ERVS	End of Contract	Ill Health Retirement	Leaving Area	Other Employment	Other reasons not disclosed	Personal Reasons	Redundancy	Retirement	Totals
SEX													
Female	1	18	1	12	26	13	19	129	103	8		87	417
Male	8	13	1	3	18	6	2	62	12	2		24	151
DISABILITY													
Number of Disabled Employees					1		1						2
AGE													
Under 21					10			2		1			13
21 – 30		1			11		5	52	15	3			87
31 – 40		1	1		6		5	64	27	1			105
41 – 50	2	9		1	10	4	6	45	19	1			97
51 – 60	5	10	1	7	2	11	2	24	29	4		43	138
61 plus	2	10		7	5	4	3	4	25			68	128
SEXUAL ORIENTATION													
Bisexual													
Gay/Lesbian							1						1
Heterosexual/Straight					14		3	25	15	8			65
Prefer Not to Say			1		1			1					3
Unknown	9	31	1	15	29	19	17	165	100	2		111	499
RELIGION/BELIEF													
Buddhist													
Church of Scotland					2			3	5				10
Hindu								1					1
Humanist													
Jewish													
Muslim													
None					13		2	12	7	3			37
Other Christian							1		1				2
Other Religion/Belief													
Pagan													
Roman Catholic								2	1	2			5
Sikh									1				1
Prefer Not to Say													
Unknown	9	31	2	15	29	19	18	171	99	4		111	508

	Deceased	Dismissed - capability	Dismissed – misconduct	ERVS	End of Contract	Ill Health Retirement	Leaving Area	Other Employment	Other reasons not disclosed	Personal Reasons	Redundancy	Retirement	Totals
CARING RESPONSIBILITY													
No					3		2	10	1	5			21
Yes (children under 18)					3		1	4	1				9
Yes (other)													
Prefer Not to Say													
Unknown	9	31	2	15	38	19	18	177	113	5		111	538
GENDER IDENTITY													
Yes													
No					5		2	11	6	1			25
Prefer Not to Say													
Unknown	9	31	2	15	39	19	19	180	109	9		111	543

Corporate Equality Outcomes Progress Report 2019 – 2021

Corporate Services

April 2021

Corporate Equality Outcome Plan Progress

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

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 Information

The following are a selection of the performance indicators which have been developed to monitor progress of the actions which will support the delivery of Outcome 1.

Traffic Light Icon	Code & Short Name	Last Update	Current Value	Current Target
🟢	CorEO001a % of residents supported by West Lothian Council Employability services who progress into a positive destination who have a disability	2019/20	6.9%	7%
🟢	CorEO001b % of residents supported by West Lothian Council Employability Services that progress into a positive destination (of an Ethnic Minority)	2019/20	4.3%	4.6%
🔴	P:EDCYS062_9b.1b The annual percentage of More Choices More Chances (MCMC) young people supported moving into a positive destination.	2019/20	86%	92%
🟢	OPSHQ016_7b.7 Percentage of females who are part of the Modern Apprentice (trades) scheme	2020/21	4%	4%
🔴	OPSHQ018_7b.7 Percentage of females who are part of the Modern Apprentice (non–trades) scheme	2020/21	28.6%	45%
🟢	CP:EDR028_9a.2a Number of Steps N2 Work Wage Subsidy places created	2019/20	64	70

Note, from supporting commentary, given the red status:
More Choices More Chances Performance in 2019/20 was 86%. The service has performed well over the past four years, but experienced a drop in performance by six percentage points from 92% in 2018/19 to 86% in 2019/20. Performance has been impacted by staff capacity as well as there being fewer opportunities locally for young people to progress onto. The service aims to improve performance and has set a target of 88% positive destinations for 2020/21; this takes into account further staff changes.

Modern Apprenticeships (MA) - The reduction of the percentage of females in 2020/21 who are part of the MA scheme is due to the council not recruiting any new MAs because of the Covid-19 pandemic and existing MAs completing the scheme.

Our Action

The Council has undertaken a number of activities in working towards achieving the desired outcome. These include:

The **Modern Apprenticeship Programme** aims to increase equality of opportunity by attracting a more diverse pool of applicants and support those with protected characteristic whilst in employment. In working towards this aim the council has continued to offer additional support to young people through programmes such as the **Skills Training Programme**, the **West Lothian Job Fund**, **Access to Employment/Steps into Work** and **Adult Basic Education**. These programmes offer young people the opportunity for work experience, training, recruitment process support and learning opportunities (including literacy, numeracy and digital learning)

During 2019/20 the council engaged with pupils from disadvantaged backgrounds, pupils needing supported learning, looked-after children, and young carers in the following ways:

My Skills My Future Programme: This is a suite of resources which aims to support individuals by identifying the skills they have gained through informal learning and other experiences out with formal qualifications.   These skills are then benchmarked against SCQF so individuals can see the level of their learning and start to plan for the future. On the 31st March 2020 a total of 27 individuals have been trained to take the programme forward with pupils across West Lothian schools.

The Career Ready Programme was piloted in 3 schools in 2016 and has continued to be rolled out across other schools in West Lothian.
To date Career Ready has worked with around 58 employers in West Lothian. 30 organisations supported the 2019-2021 cohort and canvassing is underway for the 2020-22 cohort. The programme aims to bridge the skills gap, improve young people's life chances, and provide a talent pipeline for local employers. This is done through the provision of a combined programme of mentoring, workplace visits and masterclasses, enabling young people aged 15-18 to develop skills and confidence to transition from education to employment.

In the 2019 **National Careers Week and National Apprenticeship Week** council advisers, West Lothian College, local employers and 3rd Sector were part of a programme delivering mock interviews. This support has continued throughout the year to schools by the Employability Team and feedback has shown that this experience has been very positive for the young people and interviewers. Young people felt that the exercise gave them confidence and the opportunity to recognise their achievements and experiences. During 2019/2020 7 secondary schools were enrolled in the programme with over 70 students taking part.

As part of the National Apprenticeship Week – advisors took part in the Apprenticeship Showcase on the 5th March at West Lothian College and delivered a presentations to West Lothian College and schools, that promoted the benefits of undertaking typically non-traditional roles such as girls in construction and the opportunities of council apprenticeship in Trades, Building Services, Land Services and Council Wide Apprenticeships. Advisers have also attended Internal Hub meetings at Cedarbank ASN School to assist in directing them to services and initiatives to help reach positive destinations. The council has been working closely with Skills Development Scotland (SDS) equality representative to identify possibly improvements within the MA programme.

Part of the toolkit has been incorporated into **Access 2 Employment Transferable Skills Workshop** and delivered throughout the year by the Employability team. The toolkit was also delivered to a group of Syrian Refugees who took part in Women N2 Work programme

Resources to increase knowledge of equalities have continued to be developed and reviewed with partners such as Skills Development Scotland. Ongoing training organised through SDS has increased knowledge of equalities and diversity/protected characteristics

Resources available to staff include:
Skills Development Scotland's Guide to Engaging BME Communities
Additional Support Needs resource guide is available to staff:
ASN Resource Guides

Delivery of **Women N2 Work**, a 6 week course for women from disadvantaged groups including long-term unemployed, lone parents, women living with health problems or those who have had life changing issues. The course aims to improve access to employment by developing the self-esteem, confidence, motivation, personal/career goals, skills and education of the participants. During 2019 and 2020, 5 courses were delivered to 42 women, 42 of whom completed the course achieving 1 SVQ award and 36 completed 2 SQA awards. Ten participants progressed in to employment and 26 continued to other positive destinations for instance I.T. training.

The women undertook a FORT personal development plan prior to referral onto this training provision. Many of the women who attended were in their mid-40's and had not worked or had been away from the labour market for a significant number of years. Confidence was an issue for many, as was awareness of the labour market and how to access and apply for employment.

A discrete Women N2 Work course was provided for local Syrian refugees. Delivered in partnership with the Council's Housing team, eleven women started the course and achieved their wellbeing award with a further eight going on to achieve the SQA Level 3 Employability award. Supported by ESOL and a translator, the women also significantly improved language and communication skills, cultural awareness and the programme was nominated for a COSLA Award. It also featured in a Home Office video, highlighting best practice in support for our refugee community. When developing the course, tutors engaged with the Scottish Refugee Counsel to identify best practice, and ensured guest speakers were appropriate and supportive.

As a result of the success of the Women n2 Work programme and impact on the clients, the service developed a Men n2 Work course in 2019 which provide support to men who were further from the labour market and need support.

Supporting clients into work, education or training through the **Access 2 Employment More Choices More Chances** scheme. The scheme supports clients through training, workshops, one-2-one advice and information on job / education opportunities. Services have focused support on clients with multiple barriers. In 2019/20 6.9 % (target 7%) of employability clients that progressed into a positive destination had a disability and 4.3% (target 9%) were from an ethnic minority background. It is expected that more clients are from an ethnic minority background, but a quarter of clients did not specify their ethnicity.

The **Skills Training Programme** is open to 16 to 19 year old schools leavers who need support to move into employment or training. They have 26 weeks

work experience 4 days a week in a placement within council services, plus a day of self-development and employability training. This gives young people the opportunity to gain the vocational and personal skills required to progress onto further education, training or into work.

An Activity Agreement can be a learning option for a young person aged 16-19, (up to their 20th birthday) who is regarded as being the farthest from the labour market. An Activity Agreement is a learning contract between a trusted professional and a young person who faces barriers to progression. The learning is tailored to their individual needs. In the reporting period, 17 young people have been referred to and engaged in an Activity Agreement. 16 young people have progressed beyond an Activity Agreement, 15 of who have moved to a positive destination (94%).

The service moved to an alternative model of support for young coaches and introduced the Coach Academy West Lothian programme in 2018-19. This has resulted in a greater number of secondary pupils actively supporting the delivery of activity whilst holding a sporting qualification. The programme also provides a greater range of training and support for pupils and provides them with placement opportunities to put newfound knowledge and skills into practice.

Keyworkers support the hardest to reach young people (those requiring more choices more chances interventions) to access further education, training or employment; and in many cases this can take up to a year or more. The Keyworkers provide intensive support to identified young people and cover all eleven mainstream secondary schools, as well as exceptional entrants, attending West Lothian College. Keyworkers also support those young people who are participating in post school employability programmes delivered by the service; Skills Training Programme and HYPE Learning Agreements.

From 1 April 2019 to 31 March 2020, 215 young people have been actively engaging with Keyworkers. 184 out of 215 progressed to positive destinations (86%). 247 youth awards were achieved by the young people participating in these group work programmes. All Inclusion Wellbeing Service programmes are geared towards supporting children and young people to develop skills for learning, life and work with pathways onto positive destinations. All programmes in the secondary side of the service offer a pathway onto a positive destination.

The council continues to work with Skills Development Scotland equality officer to establish improvement plan.
West Lothian equality summary attached,
https://www.skillsdevelopmentscotland.co.uk/media/45969/west-lothian.pdf

Through COVID-19 a huge move towards digital learning and improving employability skills through digital learning was developed in March 2020. All schools moved to online learning platforms and have continued to develop their skills through this and the landscape of the working world moving forward.
An 'Agile Learning' model is also being implemented across schools to remove barriers of learning. Organisational Development are in the process of working with the digital transformation team to create a Webpage/App that gives the additional support needed to complete the training programme successfully.

Project Search is an innovative employability partnership for young people aged 16 to 24 with learning disabilities and/or autism which prepares students for competitive, integrated employment. The West Lothian partnership, based in Livingston, involves a host employer (St. John's Hospital), West Lothian College and West Lothian Council's Supported Employment team. Eight students participated in project search during 2017 and 2018, 6 graduated and 100% job outcome target was achieved. In 2018-2019, 8 students participated and graduated, and again 100% Job Outcomes were achieved and West Lothian enjoyed the success of the highest performing Project SEARCH in the UK. For our 2019-2020 year, 8 students participated and graduated, and 80% of Job Outcomes were achieved and again an award was won as the second highest performing project in the UK. Due to COVID, the 2020-2021 project SEARCH was put on

hold, as the students were unable to undertake their placements at St.John's Hospital. The students have however been taught remotely and have completed their college studies, and will begin their placements in August 2021.

Our supported employment service continues to provide specialist employability and training support to individuals with a range of disabilities. This year they were short listed for Employment Related Service Association (ERSA) Employability Awards 2020 Team of the Year which provided great national recognition for the work undertaken by the team. There has also been further national acknowledgement of the work of the service through the DFN Project Search Awards where their success was recognised in achieving 80% job outcomes for the participants involved in Project Search.

In line with the **Corporate Parenting Strategy** for looked after children, cultural awareness training has been delivered to staff working with trafficked young people from Asia who are now accommodated. In 2019 training has raised awareness of the cultural influences on these young people and ensures that staff are better able to build relationships with these young people and be more aware of their needs.

The **West Lothian Corporate Parenting Plan** is an integral part of the West Lothian Children's Services Plan 2020-2023 which is currently in draft and due to be published in February 2021

The Plan outlines the vision that Corporate Parents in West Lothian have for Looked After Children and Young People. It identifies the key priorities that the Corporate Parenting Strategic Group will take forward collectively to make a difference and deliver improvements to our looked after children's wellbeing and outcomes. The corporate parenting group has continued to meet regularly to ensure this issue is considered and monitored.

A key priority in the Corporate Parenting Plan 2019-2022 is:

Raising attainment and promoting positive destinations
- Improving attainment levels for looked after children and young people and ensuring that their learning needs are identified and addressed
- Increasing the number of children residentially looked after who are engaging meaningfully with their educations and who are routinely attending school
- Increasing training and employment opportunities for looked after young people and care-experienced young people
- Increasing the numbers of looked after young people who are sustaining a positive destination after leaving school

The Looked After Children attainment project is funded by the Scottish Attainment Challenge fund and was developed through collaboration between Education Services and Social Policy. The aim of the project is to provide bespoke packages to support these young people to attain qualifications and achieve positive destinations, linking with their mainstream school placements as far as possible. The 2019-20 cohort of young people supported by the project was identified on a multi-agency basis, with specific criteria including supporting children and young people who have limited engagement with education and are particularly at risk of care placement breakdown. All of the young people who left in summer 2019 to go onto further education sustained their course places for a full year, and were successful in securing spaces at college for term 2020/2021. The success of the project has so far been supported by multiagency working and a core focus on building and maintaining positive relationships with the young people and the adults around them.

Aftercare Services and access to employment, education or training

- Development of opportunities to ensure our care leavers have access to employment, education or training are being progressed by assisting young people to secure opportunities through the StepsN2 Work programme.
- There is also a dedicated Employment Worker in the Inclusion and Aftercare team that focuses on quality and sustainable education, training and employment outcomes.

As Corporate Parents we are committed to getting it right for every looked after child, young person and care leaver in West Lothian. The Children and Young People (Scotland) Act 2014 puts Corporate Parenting on a statutory footing and is defined *as "the formal and local partnerships between all services responsible for working together to meet the needs of looked after children, young people and care leavers".*

We are committed and determined to improve the life experiences of our looked after children by narrowing the gap in outcomes between looked after children and young people and their peers. For us this means more love, better understanding of rights and less stigma. We are committed to supporting the Independent Care Reviews vision of Scotland leading the way to be the 'best care system in the world'.

Partners in West Lothian remain committed to improving outcomes for our looked after children and young people. We are already working towards shifting the balance of care for looked after children and will work together take forward the findings of the Independent Care Review – The Promise.

In keeping with our vision and aims in 2019-20 there has been a continuing positive downward trend in the use of residential school placements outwith West Lothian. At the end of quarter 4 of 2016-17 there had been 29 young people placed in such resources. By the end of 2019-20 22 young people had been placed in residential care settings outwith West Lothian. This constitutes a 24% reduction over a three year period and demonstrates our commitment to reducing the numbers of children and young people receiving care and education outwith West Lothian. Services have been working positively to ensure that young people at risk of moving to external care placements are supported to remain within West Lothian. There was a slight increase in the use of secure care with 5 young people requiring such provision. All secure placements made during the year were for short time periods. Services have also worked well in reducing the number of young people receiving their day education outwith West Lothian with this figure reducing in 2019-20 by 35% when compared to the figures for 2018-19

There remains to be effective joint working between Social Work and Education services to improve the position as outlined above. In the longer term, we aim to further shift the balance of care to ensure that, where possible, children are looked after in community settings rather than in residential care, regardless of whether these services are provided by council or by an external provider.

West Lothian National Improvement Framework for 2019-2020
https://www.westlothian.gov.uk/media/27700/West-Lothian-NIF-Improvement-Plan-2019-2020/pdf/West_Lothian_NIF_Improvement_Plan_2019-2020.pdf?m=637038100480700000

The Moving Forward in Learning Overview 2018 outlines the working groups are key drivers for Learning in West Lothian.
https://www.westlothian.gov.uk/media/21362/Moving-Forward-in-Learning-Overview-2018/pdf/Moving_Forward_in_Learning_Overview_2018.pdf

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

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 Information

The following are a selection of the performance indicators which have been developed to monitor progress of the actions which will support the delivery of Outcome 2.

Traffic Light Icon	Code & Short Name	Last Update	Current Value	Current Target
✅	corEO013_9b.1c Percentage of council employees aware of Gender Based Violence policy and support	January 2019	100%	100%
🔴	corEO021_9b Percentage of staff from each relevant service area who have received up to date training on Violence Against Women (VAW)	January 2020	50%	100%

Performance in training staff on Violence against Women has not yet reached target. The council has developed an e-learning module on Gender Based Violence. This was rolled out to Social Policy staff in January 2019. 50% of staff completed the module before it was removed later in 2019 for updating due to changes in legislation and to make the module easier to access and understand. Staff have been reviewing the current GBV module and making necessary changes. Work on this was delayed due to staff needing to focus on service delivery during the pandemic. In June 2021 the module will be rolled out to staff across the council on the My Learning platform. The council is also in the process of uploading the DAART (Domestic Abuse Awareness Raising Tool) to MyLearning and this will be available only to Social Policy staff due to the practice related focus of the training. Both modules will be mandatory.

Our Action

The Council has undertaken a number of activities in working towards achieving the desired outcome. These include:

The annual **16 Days of Action Against Gender-Based Violence** is an international campaign to challenge and eradicate violence against women and girls. It commences on the International Day for the Elimination of Violence against Women and culminates on Human Rights Day and also incorporates White ribbon day, World Aid's day and the anniversary of the Montreal Massacre.

Due to the COVID19 pandemic many of the actions planned were delivered on online where possible

- There were several multi–agency events across the duration of campaign including:
- A heightened response from Police Scotland with 2 specific 'days of action'
- A Q and A event where members of the public could chat live with Police and DASAT around the Domestic Abuse Disclosure Scheme
- Inputs to West Lothian College students and secondary school pupils around healthy relationships and how to access support

During the 16 days of Action there were also multiple joint training events including:
- Development of an online social media campaign raising awareness and offering useful links to support
- An instruction video to 16 days is in the process of being completed with the message being 'You are not alone';
- CEDAR training (Children Experiencing Domestic Abuse Recovery) for women and their children
- Training around court ordered child contact in the context of domestic abuse facilitated by the Court Contact Children's Rights Officer
- Sexual violence prevention training for multi-agency staff working with young people
- VAWG webpage has been developed and listed on the Public Protection website.

Development and training
The Gender Based Violence module was launched in February 2019 and as at July 2020, 682 employees have successfully completed the e-learning. These employees are largely in Social Policy although it has also been completed by some Education and Housing employees. Develop links with supported employment schemes/partnerships/volunteer opportunities and learning and development for vulnerable women.
Mandatory and statutory training remains a priority to ensure our workforce is meeting legislative and policy requirements. There are robust arrangements in place to identify and address current and emergent development needs and to deliver and track completion of mandatory and statutory training.

Adult Protection Training is available to ensure vulnerable adults are protected from harm

- Adult Protection Basic Awareness Training
- Adult Protection Training
- Adult Protection Council Officer Training
- Home Fire Safety Training
- Self Neglect & Hoarding Training

The following Adult Protection workshops and events were also held:

- The Dewis Choice Initiative - Two sessions were delivered to a multi-agency audience and this training included sharing 'lived experiences' of older survivors of domestic abuse, how the initiative sits within the Adult Support and Protection Framework and the barriers facing older people experiencing abuse.
- The Financial Harm Reduction Group held numerous events with partners to engage communities who may be at risk of financial harm including workshops for people with early onset dementia.

West Lothian's Domestic Abuse and Sexual Assault Team (DASAT) is a unique, public service hosted by West Lothian council and co-located with police, courts, SCRA, social work, housing, health. DASAT serves adults and children who are experiencing or have experienced domestic abuse, sexual

assault, other forms of violence. Workers are cross-trained to provide support for both domestic abuse and sexual violence. DASAT continues to be the site of innovation for integrated Violence Against Women (VAW) support provided as a public service.

West Lothian Domestic and Sexual Assault Team (DASAT) offers a framework of integrated services which respond to both domestic abuse and sexual assault including:

- The Court Advocacy Service
- Living In safe Accommodation (LISA)
- DASAT Children's Service
- West Lothian CEDAR project.

Staff in 5 secondary schools are trained in the **Mentors in Violence Prevention Programme.** This peer education programme jointly organised by Police Scotland's Violence Reduction Unit and Education Scotland focuses on gender based violence. Other schools were due to be trained in the summer of 2020, however due to COVID-19 this has been put on hold.

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

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 Information

Police Scotland continues to work with our Safer Neighbourhood Teams and our communities to reduce Hate Crime. The statistics for monitoring progress against this action will be reviewed and assessed as soon as they are made available from Police Scotland. The quarterly Hate Crime information is supplied by Police Scotland and presented to the Services for the Community Policy Development and Scrutiny Panel

Activity continued with preventions officers promoting the continued roll-out of the Keep Safe Campaign and Third Party Reporting, raising awareness of disability hate crime.

Our Action

The Council has undertaken a number of activities in working towards achieving the desired outcome. These include:

The council aims to reduce hate crime and increase awareness through collaboration between the **West Lothian Faith Group**, the **West Lothian Race Forum** and Police Scotland. Police Scotland regularly attend the West Lothian Faith Group and the West Lothian Race Forum to keep the group updated on relevant local and national initiatives.   As part of their regular updates, police officers attended the meetings and events to provide an overview of hate crime and third party reporting, ensuring the groups have an up-to-date awareness of the 12 local third party reporting sites. The officers also informed members of the groups about the work Police Scotland are doing with I Am Me Scotland to establish 'Keep Safe' spaces within communities, where vulnerable people can go if they feel unsafe, promoting inclusion and safety in the community. The council and Police Scotland have continued to communicate via social media posts highlighting the issues and reiterating the message hate crime being unacceptable within West Lothian.
The council's **Neighbourhood Response Team** continue to work with Police Scotland and Victim Support to ensure communities are aware of what constitutes hate crime, know how to report it and feel safe in doing so. This partnership working has included activities such as: • Reviewing daily/monthly reported hate crime;

- Undertaking Environmental Visual Audits to highlight any safety risks within the built environment and provide appropriate advice for increasing security of property/individuals;
- Promoting National Hate Crime Week by disseminating information received from Police Scotland to encourage victims to report hate crime and help target resources to support victims to take action.

The quarterly performance data is supplied by Police Scotland and presented to the Services for the Community Policy Development and Scrutiny Panel

As a partner in the West Lothian Community Planning Partnership, **Carers of West Lothian** are an established third party reporting centre for hate crime. Clients are therefore supported to report hate crime to an organisation that they are already involved with and whom they trust.

Equality outcome 4: People with disabilities experience greater independence in their lives

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 Information

The following are a selection of the performance indicators which have been developed to monitor progress of the actions to support the delivery of Outcome 4.

Traffic Light Icon	Code & Short Name	Last Update	Current Value	Current Target
✅	corEO505 Percentage of council house properties with needs based equipment and adaptations installed or carried out	2019/20	3.32%	5%
✅	P:PAMP501_9b.2 Percentage of all operational buildings from which the council delivers services that are fully accessible for disabled persons.	2019/20	75.8	78%
✅	P:PTS092_9b.1b Percentage of residents with access to an hourly or more frequent bus service	2020/21	91%	90%

The majority of bus services in West Lothian are profitable and operate on a commercial basis without council subsidy. These services need no council approval and the council cannot influence their availability or design. Commercial services tend to be the busiest routes and the busiest times of operation. Councils can only legally provide services they deem to be socially necessary once the extent of the commercial network is known. Council contract bus services build on this commercial core and can increase the number of residents with access to services at the level defined by the indicator by either providing new bus or Taxibus services to places otherwise unserved or by adding additional subsidised journeys onto otherwise commercial bus services to bring their availability up to the standard to meet the indicator definition.

The local bus network has been severely impacted by the Covid 19 pandemic with patronage levels falling by approximately 85% in the first 6 months of the pandemic and, as a result, the 2 large local bus operators significantly reduced their network coverage to minimise the financial impact on the company. From the engagement with suppliers there is an understanding that the overall reduction in patronage is having a significant impact on commercial business and the temporary reduction in the network is necessary to mitigate some of the impact of this. At this point it is unclear how the network will recover post Covid 19 and highly unlikely that the commercial network will be reinstated without change.

Our Action

The Council has undertaken a number of activities in working towards achieving the desired outcome. These include:

To ensure good access to public transport for disabled residents in West Lothian, all bus services within the local bus network are low floored and Equality Act compliant therefore providing greater choice of travel options for people with disabilities. 86% of West Lothian residents have access to an hourly, or better, bus service. Where people with disabilities cannot access local bus provision, **Dial-A-Ride** and **Dial-A-Bus** services can provide a service from a passenger's home address to various destinations in West Lothian. The vehicles are specially adapted to carry combinations of wheelchair users and other passengers safely and comfortably. In addition, a Door-to-Door transport service can be provided to meet personal mobility needs by providing assistance needed at the start and end of a journey. This may include assisting people with getting their coat on or ensuring that they are settled safely in their home after the journey. Dial a ride was operational during lockdown, but limited to urgent medical appointments and funerals. The Public Transport Unit has continued to provide transport for pupils with additional support needs when the pandemic restrictions permitted school openings. This ensures that pupils with additional support needs are transported to and from school in transport which is specific for their individual needs.
Prior to the pandemic restrictions the **Community Transport** function continues to provide 25 different daily routes transporting over 200 service users to 7 different day care centres. This ensures that service users are transported to and from centres in transport which is specific to their individual needs.
Assisted waste collection services were provided to service users at around 2600 properties to ensure greater independence for residents that are infirm, have a medical condition or disability which prevents them from presenting their bins for collection. In 2019/20 we provided collections to 2,610 properties through the assisted bin take out scheme, a slight increase on the 2,601 properties on the scheme in 2018/19. This supports people staying independently in their own homes for longer.
The Building Standards service continues to consult with **Disability West Lothian** to ensure the needs of disabled people are considered in relation to applications for building warrants. Consultation is carried out if the application proposes an alternative means of compliance which is not in line with guidance currently published in technical handbooks. This is not restricted to council projects but covers all projects. Building Standards service continues to consult with the local Disability West Lothian Organisation to ensure the views of this section of the community are noted in relation to applications for building warrants. Consultation is carried out if the application proposes an alternative means of compliance which is not in line with guidance currently published in technical handbooks. This is not restricted to council projects but covers all projects
The **Local Housing Strategy** (LHS) 2017 – 2022 ensures that the council's housing development strategy does not disadvantage or adversely impact older people or those with a disability and provides the basis for determining the type of housing that should be provided. All new build council housing is built to the Housing for Varying Needs standards.

The West Lothian Senior People's Forum were consulted on the development of the LHS along with disabled people through the Tenants' Network and through consultation events and surveys. Details on the consultation can be found in Appendix 3 of the LHS at:

http://coins.westlothian.gov.uk/coins/viewDoc.asp?c=e%97%9Df%97nz%8E

New build council housing has been completed that meets the needs of wheelchair users, following engagement with Occupational Therapists to review the house types. In 2017/18 sixteen new council homes that are suitable for wheelchair users were built and twenty were built in 2018/19.

The council's **Housing Needs Service** continues to support residents with identified support needs to sustain their tenancies and reduce repeat homelessness. Tenants can be supported to explore their housing options to remain in their own home (as a result of the installation of adaptations or provisions) or seek more appropriate accommodation if required. Referrals can be made to other agencies and services such as The Advice Shop for money advice and help with benefits. Housing with Care provides onsite staff to deliver care and support to clients in housing developments where they have their own tenancies allocated based on their assessed needs in line with the eligibility criteria.

Proposals are being considered which will streamline the delivery of care and support for clients in housing with care tenancies to ensure they are empowered to maintain their abilities but supported as/when required within the parameters of the housing with care model.

The council's **Education Service** continues to deliver services specifically designed to support children and young people with disabilities. A small outreach teaching team supports children and young people with visual and auditory disabilities. Sign along is the main resource utilised by schools with hearing impaired children.

In mainstream schools bespoke packages are developed which are appropriate to the individual child e.g. providing specialist screen reading software and braille; adaptation of the physical environment including use of specialist equipment; training of staff; and use of services such allied health professionals.

Active Schools and Community Support aim to provide under-represented groups with opportunities to participate in physical activity and sport through understanding and addressing the barriers to participation. 31% of pupils in mainstream school with a disability took part in extracurricular activity. Details of non-participant pupils with a disability will be considered in order to identify and tackle barriers to participation.

Training offered by **Disability Sport Scotland** to staff working with pupils who have a physical disability has been accessed by West Lothian Teachers (mainly teachers of PE).

The council continues to signpost children and young people to a variety of third sector organisations offering clubs supporting children and young people with a disability in activities such as football, badminton, swimming, basketball and the multi -sports club (No Limits).

The **Arts and Wellbeing programme** provides older people and people with disabilities the opportunity to participate in the arts and is designed to contribute to a range of wellbeing outcomes.

Participants in the Arts and Wellbeing programme strongly agreed that their mental and physical health and wellbeing had improved as a result of participating. Participants also agreed that they would be more likely to become more active in their community by engaging in more community activities. Participants in qualitative evaluations have noted that participation has; improved mental wellbeing; reduced isolation and loneliness; prevented against slips trips and falls; and increased community engagement, cohesion and pride.

Community Arts will continue to work with key local partners on projects that encourage older people to be more physically active, reduce isolation, increase confidence and highlight the achievements of older people in the region.

Participation in the arts can support:
- improved mental wellbeing
- reduced isolation and loneliness
- increased community engagement, cohesion and pride

Social Policy continues to review and identify product potential to support older people and carers and will make recommendations to the Technology Enabled Care Board and seek their approval to commission technology enabled care and support which is deemed to have the potential to improve the lives of older people and carers.

The **use of technology** can support people to stay at home for longer, it can offer flexibility and choice around daily living routines, can act as a safeguarding measure, and can relieve carer stress and anxiety. The Older People commissioning plan highlights what we need to do going forward. We will continue to focus on prevention, early intervention and promotion of independence by developing further our approach to technology enabled care. In addition, we will explore how we can better support our staff to use technology in their work to improve both staff and service user experience.

We want people to get the support and services which are right for them in order to maximise their independence. Giving people more involvement, choice and control over decisions which affect them, help them get the support which works best for them and in turn lead to better outcomes and improved wellbeing. Outcome focussed assessments continue to be promoted and offered within Older Peoples and Adults services. The number of completed assessments reflects the high volume of cases that the teams manage. There has been an updating to the option 2 contract which now provides more safeguards to service users who choose their own care agency, thus promoting choice and equality. This has been embraced across the community care teams within Social Policy. Some examples of such technology being used in practice are:
- providing an individual with a GPS device which is used when they go out shopping or for a walk or to take part in community activities. The device can be used, by the person carrying it to contact a named person and speak to them. It can also identify the location of the person using it and avoid the potential to go missing.
- Being able to send text messages directly to someone's mobile phone which alerts them to take their medication and enables the individual to go out, rather than having to wait in for care visits.
- Installing technology, which through the use of infra-red sensors placed in appropriate settings, for example on a kettle, on a fridge door, on a tap can build up a picture through the production of a graph, over a specific timeframe of the daily living activities an individual is undertaking within their own home. Based on the evidence it is possible to determine the longer term care needs for someone and can help to design the most appropriate care package that will meet a person's needs.

- Supports are in place from staff within the home safety service to encourage wider uptake of the use of technology as part of the assessment process. The home safety service works in partnership with a range of suppliers in order to be able to provide the most up to date, appropriate technology with the aim of supporting individuals and their carers'.
- Recommendations in relation to new and or up to date technology requirements are identified and discussed with appropriate staff and services throughout social policy

The use of technology can support people to stay at home for longer, it can offer flexibility and choice around daily living routines, can act as a safeguarding measure, and can relieve carer stress and anxiety.

During the last planning cycle, we extended use of range of technologies which support self-management and encourage independence. For example, a 'myCOPD' app was used within general practice to support people with Chronic Obstructive Pulmonary Disease (COPD) to self-manage their respiratory conditions. In addition, we piloted a medication prompt service which reminds people by text message to take their medication and encourages independence. We continue to use 'just 16 checking' sensors to monitor service user activity, and to help in the assessment and evaluation of care.

Housing with Care provides onsite staff to deliver care and support to clients in housing developments where they have their own tenancies allocated based on their assessed needs. Proposals are being considered which will streamline the delivery of care and support for clients in housing with care tenancies to ensure they are empowered to maintain their abilities but supported as and when required within the parameters of the housing with care model.

Following the review of the **Mental Health Strategic Needs Assessment** the following services are now in place covering both adults and older people:
- Acute Care and Support Team (ACAST) - ACAST is a nursing team that works to prevent admission to hospital and to facilitate successful discharge. The team receives approximately 130 referrals per month. On average, less than 15% of patients assessed and supported by ACAST require a hospital admission and over 60% can be supported at home as a direct alternative to hospital admission.
- Post Diagnostic Support Service - The service comprises a team of 4 that works to provide 12-months' support to people newly diagnosed with dementia (as per Scottish Government expectations). Dementia Cafes are established in every Council ward in West Lothian. The Early Onset Dementia service commissioned and provided by Alzheimer's Scotland has recently been extended.
- West Lothian Psychological Approaches Team (WeLPAT) - WelPAT is a psychologically-led/informed model working in Care Homes to sustain placements and prevent hospital admissions. 98% of referrals where WeLPAT has been involved have remained in the same placement and not been admitted to an inpatient ward or another escalated care unit. All referrals identified as having care placement at risk of breakdown at the point of referral have maintained their care home placements to date.

Two new **Community Mental Health Wellbeing Hubs** were opened with an aim to deliver a patient-centred model of delivery in West Lothian to meet the needs of patients with mild to moderate mental health issues. New pathways will be developed within West Lothian by increasing activities/services as a result of gaps identified in service provision and increase 3rd Sector involvement and joint working.

Strategic commissioning plans for mental health, older people, physical disability and learning disability services in West Lothian were presented to the Integration Joint Board (IJB) for approval. These commissioning plans were approved on 21st January 2020.The Mental Health Commissioning Plan sets out

how the West Lothian Health and Social Care Partnership aims to improve the way in which health and social care services are delivered to people within our population who need mental health care and support.

We have adopted a whole system approach to reviewing and developing mental health commissioning for adults in West Lothian. This means that we are thinking about how we invest our resources in hospital, community health and social care services in the future, recognising that in many instances' services are best when they are delivered locally. We are working on the principle of offering health and care services in community settings unless there is a very good reason not to. We are focusing on how we shift the balance of care towards delivery of care and support at the right time in local communities.

Development of the commissioning plan for mental health services has involved both targeted and open consultation with service users, carers, families, service providers from the third and independent sectors and staff from across the West Lothian Health and Social Care Partnership (WLHSCP). Specific service user feedback was gathered through and facilitated by the Mental Health Advocacy Project (MHAP) Community Representatives Group. The Community Representatives Group offers a supported structure for groups of service users to have their collective voices and views heard to inform planning.

The consultation and engagement undertaken has allowed the WLHSCP to identify what matters most to those directly affected by the commissioning of existing and new services in West Lothian.

Over the past year there has been significant improvement in addictions services in West Lothian. Previously services had come under pressure due to changes to funding and staff shortages which had a detrimental impact on waiting times performance against the national target. The A11 target states that 90% of clients should be in treatment within 3 weeks of referral and no people should be waiting more than 6 weeks. Services can now evidence a significant improvement in performance which has resulted in the A11 waiting times target being met every month since June 2019. This progress is the result of an A11 recovery plan which included 3rd Sector partners receiving additional resources to support clients transferring from statutory services.

A pilot project, hosted by **West Lothian Drug and Alcohol Service** (WLDAS), has been put in place with the aim of providing support for young people with problematic alcohol or drug use or those affected by other problematic use. The pilot will be evaluated to establish effectiveness and inform future developments.

In 2019/2020, the **West Lothian Alcohol and Drug Partnership** provide additional funding to support those coming out of hospital. Referrals to addictions services in West Lothian continue to grow, with 1040 referrals in 2019/20 representing a 10% increase on the previous year. There were an additional 257 referrals to HMP Addiewell.

In September 2020 a strategic commissioning plan for Alcohol and Drug Partnership (ADP) Services in West Lothian was approved by the Integrated Joint Board. A crucial part of updating the new plan was extensive consultation and engagement with service users, key stakeholders and staff. The aim of the engagement was to get feedback on what was working well and to gather suggestions on areas for future development.

Areas of development have been included in an action plan to be taken forward over the next 3 years and some of these include:
- People are supported to live at home in their community and those who are homeless or risk of being homeless are given the right advice and support
- Ensure people who need services have access to them within agreed timescales
- Focus on market development to ensure people have access to opportunities which enable personal outcomes to be met.

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

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 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.

A selection of performance indicators have been developed to support the delivery of Outcome 5.

Performance Information

The following are a selection of the performance indicators which have been developed to monitor progress of the actions to support the delivery of Outcome 5.

Traffic Light Icon	Code & Short Name	Last Update	Current Value	Current Target
✅	corEO015_9b Percentage of individuals involved in Community Councils who are women	2019/20	48.5%	50%
🔴	corEO017_9b Percentage of individuals involved in Community Councils who are from an Ethnic Minority	2019/20	1.5%	20%
✅	corEO026_9b Percentage of disabled people on the West Lothian Citizens Panel who feel involved in their Community *	2016/17	39%	40%
✅	corEO026_9b Percentage of women on the West Lothian Citizens Panel who feel involved in their Community *	2016/17	43%	40%
✅	corEO026_9b Percentage of BME people on the West Lothian Citizens Panel who feel involved in their Community *	2016/17	46%	40%

Note, from supporting commentary:
The Percentage of individuals involved in Community Councils who are from an ethnic minority has not reached target. The 4-yearly community council elections are due to take place in October 2021. Nominations for election will be invited from all residents across West Lothian who are interested in getting involved in their local community council. The Council will continue to work with Community Councils to provide support for election to Community Councils and engagement with other community groups to support Community Councils to encourage involvement from individuals who are from an ethnic minority.

The data on Citizen Panels was taken from Quality of life survey conducted in 2016. A refreshment exercise was planned for 2019, however due to wider considerations around engagement and involvement, this was postponed in order to consider other options. It was agreed that the Citizens Panel would continue, and that a refreshment exercise would take place. Unfortunately, this has not happened due to Covid19 but is planned for the future. The current panel membership

is therefore broadly similar to that of the 2016 membership (detailed below)

Sex: In terms of the sex profile of the Panel, sex was analysed using 2011 census data. This revealed that the overall population of West Lothian had slightly more females (51%) than males (49%). Compared to the Panel, males were slightly under represented (-2%) and females were slightly over represented (2%).

Disability: In terms of disability, the 2011 Census suggested that West Lothian had an overall population of 29% who said they had a health condition or disability. The disability profile of the Panel is under represented in terms of those who said they had a health condition or disability by 7%. 78% of the panel stated they had no condition and 22% stated that they did have a disability or health condition.

Race: In terms of the ethnic profile of respondents, the Panel holds a total of 130 members who are of non-White British ethnic origin, representing 4.5% of the Panel.

Age: The age profile of West Lothian residents was analysed on the basis of multi-member ward using 2011 census data. Analysis of the age profile by multi-member ward indicates that the profile is very much in line with the population on this basis. The greatest difference between the population profile and the panel profile is an over representation of the 64-75 age groups which is over represented by 1.4% in Livingston South. It is interesting to note that although the age profile is relatively in line with the population at the multi-member ward level, when analysed for West Lothian as a whole all age groups are over represented with the largest over representation in terms of the 65-74 age group which is over represented by 8.5%.

Our Action

The Council has undertaken a number of activities in working towards achieving the desired outcome. These include:

The **West Lothian Citizens Panel** provides residents with an opportunity to give their opinions and comment on council services. It is the council's aim that membership of the panel is representative of the West Lothian Community and refreshment of the panel takes place every 3 years. The last refreshment took place in 2016 with targeted recruitment to ensure that under-represented groups are represented on the panel. Proposals are in development for further recruitment and refreshment of the panel for the future which will include reviewing the equalities data that is collected.

As part of the refreshment and recruitment of the Citizens Panel, targeted recruitment will be carried out to try and ensure under-represented groups are represented on the panel. In the past, this has taken the form of targeted phone recruitment focused on specific geographical areas and publicity through equality forums and other community groups, and publicity through partner.

Boosting engagement is a key focus for the refreshment exercise. Boosting recruitment through specific networks relevant to the particular groups is important. This would seek to ensure the recruitment exercise is as open as possible, and provide an opportunity to target key population groups likely to be under-represented by response to postal recruitment. The Panel is therefore expected to include a cross-section of the West Lothian population.

To date, the main activity for the Panel has been the Quality of Life Survey conducted every 3 years, although CPP partners have also used the Panel for other consultation and engagement purposes. Surveys have been the predominant consultation method used to date.

The **West Lothian Faith Group** is an informal interfaith network for representatives of the different faiths in West Lothian to get together, share ideas and experiences and discuss issues of common concern while promoting a better mutual understanding among believers of different faiths and beliefs. The group also acts as one of the Community Planning Partnership's (CPP) equality forums, creating an opportunity to engage with the council and its partners on religion and belief based equality issues, and to inform policy and service development.

In addition to its quarterly meetings, the Faith Group held an event called 'Connecting' in November 2020 as part of Scottish Interfaith Week. The purpose of the event was to bring people together to talk about the how we have connected with our communities in a pandemic. There were inputs from different members of the group in the form of speeches and readings, followed by an opportunity to network and talk about the common themes discussed. Around 20 people from different faiths attended this successful and positive event.

The Faith Group continued to meet quarterly in different places of worship across West Lothian in 2019/20, moving to online meetings as a result of COVID-19. Discussion topics have included prison chaplaincy, interfaith activity in schools and planning for an interfaith exercise. The group has been involved in discussions around policy and service development, e.g. consultation on the new LOIP, the Outcomes and mainstreaming Framework for 2021-2025 and the Integrated Impact Assessment for the Livingston South by-election.

The West Lothian Faith Group organised activities such as an interfaith walk, a tour and discussion at the Deans Mosque, a 'Curry & Conversation' event and are also planning an event to mark Scottish Interfaith Week in November 2020. The theme is 'connecting' and members of different faiths will discuss what this means within their faith and how people have connected in different ways during lockdown. The group were also planning a multi-faith assembly at Inveralmond High School but this has been put on hold due to COVID-19.

The **West Lothian Race Forum** gives individuals from the BME community an opportunity to be involved in the development of policies and services. Work is ongoing to raise the profile of the Race Forum and ensure membership is representative of the West Lothian Community.

The Race Forum also continued to meet regularly in 2019/20 and moved to online meetings from March 2020. Discussion topics have included employment barriers for ethnic minority groups, Black Lives Matter and hate crime. The forum has been involved in discussions around policy and service development, e.g. consultation on the new LOIP, the Outcomes and mainstreaming Framework for 2021-2025 and the Integrated Impact Assessment for the Livingston South by-election

A key focus for the Race Forum has always been on organising community events to celebrate cultural diversity. The forum held a community event to mark Black History Month in 2019 and also carried out an online awareness-raising campaign in collaboration with West Lothian Council. In 2020 the forum held another very successful virtual event with prominent speakers discussing and celebrating Black History Month. Speakers included Professor Sir Geoff Palmer who discussed historic links with slavery, Wezi Mhura, the driving force behind the Black Lives Matter mural trail in Scotland, and Etienne Kubwabo, the creator of the first Black comic book hero in Scotland. The event was very well received with positive feedback from participants.

The CPP continues to support community equality forums in order to gain an understanding of the diverse experiences of our communities. Third sector and community groups with a focus on equalities are consulted on various policy developments, for example the West Lothian Community Race Forum, Faith Group, Carers of West Lothian and the Glitter Cannons were involved in discussions around developing a new LOIP in 2019/20.

A **Syrian Community Group** was set up in August 2018 to support refugees, raise awareness of refugee issues and encourage integration. The group meets on a monthly basis and has encouraged the Syrian community to take responsibility for their own support and development needs and allowed them to have a view on how to shape the service. Multi agency input from Police Scotland, Education and The Conservation Society has had a significant impact on delivery of service and how to best support the families.

Last year the group received £1000 from The Refugee Council to host an event in West Lothian to celebrate World Refugee Day. Unfortunately, the event

had to be cancelled due to COVID restrictions therefore the money was used for the families to hold an online event amongst the group.

The group were also recently awarded £3400 Improving Community Resilience Funding. This was to buy laptops to improve digital inclusion and for 12 ladies to complete an online training course "Start a new Business."

A variety of **Tenant Participation Groups** are supported to offer all tenants the opportunity to have their say in the services delivered by the council. A range of methods are used, including digital and face to face mediums, to inform, consult and collaborate with tenants in shaping our service development, management plans and processes. The tenant led inspection process has delivered significant process and practice improvements in housing services to minimise delays in tenants gaining access to accommodation, review the allocations policy, and influence the design of new builds. For more information please see the West Lothian newsletter for tenants - Tenants News

People's Commissioner has shown that the level of participation of children and young people within schools can have a significant impact on attainment, so empowerment matters for them. Wellbeing self - assessments and tracking and monitoring of the Wellbeing Indicators is being piloted and undertaken by pupils. Through implementation of the **Pupil Voice Strategy**, pupils are engaging in decision making that affects them, improving their outcomes and destinations. Pupil views are taken into account at Authority Attendance Groups and Child Planning meetings. The Inclusion and Wellbeing Service capture the learner voice through the use of the Pupil Passport programme, the case study modernisation cycle and via Pupil Forums. Young people are also involved in Individual Education Plans in terms of setting and evaluating their learning targets.

Improving learner conversations are being held across all sectors. These are universal with all pupils and targeted to specific needs. Young people are also involved in Individual Education Plans in terms of setting and evaluating their learning targets.

As a result of the above actions pupils are engaging in the making the decisions which affect them, which improved their outcomes and destinations.
All schools have a baseline Health and Wellbeing report of where children have reported themselves in terms of the wellbeing indicators. This is being used to aid in pupil voice. Due to COVID-19 we focused on the children being safe but their report told us they were more concerned about being included and achieving across the authority. Schools are now addressing this need with a variety of interventions to improve these aspects of pupil wellbeing.

Inclusion and Wellbeing Service capture the learner voice through the use of the Pupil Passport programme, through our case study moderation cycle and via our Pupil Forums. The learner is at the heart of the service model and our children have provided the best feedback which has driven changes in the service model.

The service has now identified 'Leadership' as a key area of work. Opportunities for pupils to engage in programmes has increased and the local development of the Young Ambassadors programme has allowed 5 pupils across years 2018-19 and 2019-20 to become part of the national Young Ambassador delivery team.

Parksmart is an example of a campaign where pupils (usually Junior Road Safety Officers) may lead the whole school community in tackling driver behaviour, parking and promoting active travel through a rights based approach. Where implemented successfully pupils see the impact that their voices and a planned approach to campaigning can have e.g. Inveralmond campus and Howden St Andrew's PS., St Nicholas P.S. Winchburgh and Holy Family campus are now embarking on a joint campaign with the community council.

Group call is particularly effective in accessing hard to reach families in terms of immediate contact, information and invitations to meetings, safe arrivals etc. The technology allows for multiple devices access and translation. Staff report this is the one tool which has significantly had a positive impact of the speed and clarity of communication.

The Corporate Parenting strategy was agreed and a participation strategy has set up a champions board and uses a range of methods to obtain service users feedback. West Lothian Council utilises Viewpoint to provide the tools for tracking a child or young person's journey and experiences, both on an individual and an aggregated group basis. Report formats automatically display an individual child or young person's responses over time against key criteria or on a well-being wheel. This provides a focus for discussion with the young person, and enables the outcomes and effects of interventions to be compared over time.

In West Lothian we want to ensure that all care experienced children, young people, care leavers, parents and carers have the opportunity to have a real say in matters that affect them. We currently have a range of ways of engaging and involving our care experienced children and carers including:

- Having Your Say forum
- Viewpoint
- Advocacy services and Children's Rights service
- Residential House Activities
- Carers Consultative Forum
- Kinship Care Group
- Champions Board

Care experienced children and carers are also actively encouraged to attend all meetings where their needs and outcomes are to be discussed. If they choose not to attend, we ensure their views and voices are heard at their meetings and ensure they receive feedback on what was discussed after the meeting.
We recognise that while there is a range of activities taking place to promote the participation of our children and young people our approach could be streamlined and we are committed to making improvements. In particular we will find more effective ways of engaging with our older care-experienced young people and our looked after children who are cared for at home.
An engagement working group is established and is reviewing the ways we currently communicate and listen to our care experienced children and carers. The working group will develop a clear structure and framework for our future activities.

The council recognises the benefits of **parental engagement**. We know that when parents are fully involved in their child's learning, and in the life and work of their local school, that we see better outcomes for children, parents and schools. That is why we will work to ensure that parents are supported to play an active role in their child's learning, and that parents and communities play a bigger role in the day-to-day lives of their schools. Parents and teachers in particular will become key decision makers.

All schools are GDPR compliant most schools across the authority have active social media accounts and have their own school app to share information and learning with parents. All schools in WL also now have an active school website. WLC Sports Club Accreditation Scheme application, sporting grants application and ESSP applications all developed to submission via the Active West Lothian Website.

IWS run a Parents Forum which is in partnership with CLD, Signpost and The Larder. This group meet to discuss challenges at home and engage in family learning activities over a lunch prepared and served by our children and young people. This session takes place monthly. Our primary provision at Connolly School Campus have regular parental sessions in a nurturing session on a class-by-class basis. Parents are involved in the ongoing Child's Planning Process for every child we support.

Active Schools produced their first e-newsletter in 2019. Newsletters are now being produced termly and are being shared widely amongst all education staff, parents and stakeholders.

Schools across the authority have participated in Parents as Equal Partners (PEEP), Families Connect and FAST sessions to support parents to become involved in the school community who many need support / English as an additional language.

The **Public Art Programme** provides communities with the opportunity to contribute to decisions regarding the improvement of their local built and natural environments. Funding awarded from the Grassroots Public Art Grant scheme has enabled many community groups to improve local spaces using commissioning of public art. Grassroots Public Arts grant scheme will continue to be delivered on a rolling programme basis.

The commissioning group consultation method supported by the Grassroots grant process, continues to encourage and enable local people to participate in the design and creation of new art works which demonstrate a lasting benefit to the community and which make people feel better about themselves and their community. A new public art plan for 2021 -2026 is currently in development which will outline further opportunities for access to public art projects and funding for local residents and schools to participate in shaping local shared spaces and events.

New extensive mapping of all public artworks in West Lothian has been developed for the purposes of encouraging access to outdoor spaces and improved health and well being through engaging in self-guided public art walking routes now available online for PC and mobile devices.

https://www.westlothian.gov.uk/publicart

The **Senior Peoples Forum** was set up in response to recommendations in the Review of Services for Older People in West Lothian, in August 2009 and held the first meeting in November 2009; It has an approved constitution, which defines the Forums purpose as being to act as a partnership between the council and local senior people, providing an opportunity for experiences, opinions and desires to be expressed on a wide range of issues. In addition, it identifies the Forum's function as being to establish and maintain communication between senior people (those aged 60 plus) the council and its community planning partners, enabling the council to consult on developing its local response to the Scottish Strategy for an Ageing Population. The Forum has been the consultative organisation in relation to Older Peoples issues since then. The Forum provided representation on several WLC Policy Development and Scrutiny Panels and provided views on the Strategic Commissioning Plan for Older People, People Living with Dementia 2019-2023 and Housing Allocation Policy. The Forum provided representation on several WLC Policy Development and Scrutiny Panels where new and amended council policy is discussed and scrutinised before going to Council Executive for approval.

Engagement activities for the **Strategic Commissioning Plan** involved both targeted and open consultation processes with service users, carers, families, service providers from the third and independent sectors (such as Carers of West Lothian) and staff from across the West Lothian Health and Social Care Partnership (WLHSCP) in the identification of our priorities. The engagement activity was tailored within each care group to the needs of stakeholders. This involved working with existing network groups, setting up face-to-face meetings and workshops with 3rd and Voluntary sector and their service users and

carers. Engagement with staff groups across health and social care services also took place. Feedback forms were completed by adult community health and social care rehabilitation teams, district nurses, older people social work teams, GP practices and inpatient hospital teams. The two public engagements events were held covering the commissioning plans which included older people, people living with dementia, people living with a learning disability, people living with physical disabilities and people living with mental health problems.

Two dedicated Dementia engagement events were also held in partnership with Alzheimer Scotland, to offer a supported structure for groups of 10 service users and their families to have their collective voices and views heard. Specific focus was given to understanding the needs of both early onset dementia affecting people under 65 yrs and over 65 yrs.

To ensure people with a learning disability and their families and carers have the opportunity to have their views heard and shape future services. Ongoing engagement through the learning disability forum to explore approaches to ensure that people are supported to contribute their views and shape future services. An event to inform the learning disability community of the work of the Learning Disability Forum has been planned for Autumn 2021.

West Lothian Council Advocacy is a commissioned service to provide independent advocacy for adults with mental health problems and/or addiction problems. The project aims to: Improved access to entitled public services and resources; ensure that services users feel more listened to and understood by services and professionals; increase understanding amongst service users of their rights and available options; ensure service users feel more confident and empowered; and ensure service users have better opportunities to participate in decisions affecting them.

West Lothian Council Advocacy services are commissioned through several advocacy organisations. A contract is in place with West Lothian Mental Health Advocacy service, an organisation that represents adults with continuing and enduring mental health issues to ensure their views are heard and represented accurately. The service is managed by a Management Committee (with a majority of service users) and it employed six workers.
the outcomes for the project as follows:-
- Improved access to entitled public services and resources
- Mental health services users felt more listened to and understood by services and professionals.
- Increased understanding about rights and available options.
- Mental health service users felt more confident and empowered.
- Mental health service users had better opportunities to participate in decisions which affected them.

West Lothian Alcohol and Drugs Partnership had developed a model **Public Social Partnership** (PSP) to support those who are recovering from substance misuse by developing community based rehabilitation and recovery services. The model reflects the needs of the community as communicated to the PSP steering group and changes driven by the community include: a focus on aftercare with tailored community rehabilitation; and increase in peer mentoring and peer employment opportunities.

Changes driven by the needs of the community included removing the through care aspects of the model with a focus on aftercare, a stronger focus on tailored community re-habitation for West Lothian and increasing peer mentoring and peer employment opportunities in the model.

A West Lothian Recovery Service was piloted and evaluated as part of a Public Social Partnership (PSP). Ongoing services were commissioned from Change, Grow, Live (CGL). The work has resulted in more recovery sites being opened, the development of peer support networks and workforce training.

The **Joint Forum of Community Councils in West Lothian** is operated by community councils with support from West Lothian Council.
The Forum aims to share knowledge and experience on subjects of common interest and formulate questions for the council's Policy, Development and Scrutiny Panels (PDSPs) and to influence community planning decisions. The Forum is open to every community council across West Lothian and holds a number of meetings and events per year. They have ordinary and special meetings that can be requested by members and the West Lothian liaison officer for community councils. Community councils have work with the 3rd sector, council and volunteers to support local communities. Examples include support for the Food Poverty Strategy – the Big Lunch plans, Participatory Budgeting – community choices and Town Centre Funding.

Equality outcome 6: West Lothian Council is recognised internally and externally as an equal opportunities employer

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.

Performance Information

The following are a selection of the performance indicators which have been developed to monitor progress of the actions to support the delivery of Outcome 6.

Traffic Light Icon	Code & Short Name	Last Update	Current Value	Current Target
✅	corEO007_9b.1c Performance on Stonewall Workplace Equality Index *	2018/19	80	62
✅	SCORP03c_9b Gender Pay Gap	2019/20	0.54%	0.69%
✅	SCORP03b_7b Percentage of council employees in top 5% of earners that are women.	2019/20	56.58%	55.96%

West Lothian Council did not submit an application in 2019 to the Stonewall Workplace Equality Index and the 2020 submission was postponed due to the Covid 19 pandemic.
As West Lothian Council did not submit to the workplace equality index in 2019 we did not receive any feedback from Stonewall. In 2020, the council received information on the postponement and revised workplace index criteria.

Our Action

The Council has undertaken a number of activities in working towards achieving the desired outcome. These include:

Before the forced closure of schools, 7 high schools in West Lothian were visited in 2019/20 to provide promotional talks and information to secondary pupils during career events targeted at S1-S6 pupils and 2 events at West Lothian College. At such events pupils are encouraged to consider apprenticeships in non-traditional roles. In addition **Girls into Work** taster sessions are carried out every year to attract women into construction. The council has recently recruited one female apprentice into each of the following trades: road-working, mechanics, joinery and plastering. A previous female road-worker apprentice has now been successful in gaining a permanent position. In 2019/2020 there are:
- Females in Construction - 4%
- Females in Non-Construction frameworks – 48%

- Females with the Modern Apprenticeships programme – 32.6%

The council continues to work with the **Access Committee** to ensure that all council buildings and facilities are accessible to all. Construction Services have a representative on the Access Committee which meets monthly to ensure that access issues are addressed at the planning stage in relation to refurbishments/new build projects.

Construction services continue to attend access committee meetings and have presented a range of projects to committee for comment.

Access Audit reports and attendance at meetings has increased the accessibility of buildings throughout the WLC property portfolio. This activity has also ensured that access issues can be addressed during the initial planning stages

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Corporate Leadership Programme

The council delivered a Leadership Programme to all its managers including Head Teachers between February 2018 and March 2020. 294 managers attended seminars. Although the programme largely focused on change participants were reminded of the need for effective Integrated Impact Assessments and other equality issue.

Ongoing Corporate Training

Training was designed internally to ensure it met the needs of all of the council's services. It was delivered by internal trainers face-to-face over a 2 hour training session. The training was very interactive to explore and challenge employee attitudes and behaviours through a number of specifically designed practical exercises. The content has generated greater awareness among employees although the evidence of this is largely anecdotal e.g. discussions at other corporate training events. Some of the comments from participants is provided below:

"How important it is not to judge people, working on reception I deal with people from all walks of life and can admit I need to be more patient and understanding in future."

"Think more carefully when joining in 'banter' as to how it makes others feel."

"I liked the exercise where we read about someone and their experiences at work and were asked to consider what was wrong. It was very easy to jump to the obvious conclusion which in all the examples was wrong. It was an eye opener."

The training session delivered to all council employees as detailed above is still offered with a further 137 employees attending since the corporate rollout was complete in 2019. There are other training course and bitesize sessions that include equality and diversity content. Training courses are continually reviewed to ensure they reflect the council's current policy, procedures and practices.

Employee Information Briefings

Services are required to communicate Employee Information Briefings on a quarterly basis the content of many of these will cover different aspects of equality and diversity. The briefings continue to raise employee awareness of the width and breadth of equalities issues helping to mainstream issues. Some of briefing issues are:

- Employee Mental Well-being Policy
- Policy for Supporting Attendance at Work
- Equality in employment and service provision

New policies, plans and service changes must be subject to an Integrated Impact Assessment (IIA) to ensure they meet relevant legal duties re Equality, Fairer Scotland, Human Rights and Climate Change. A programme of face to face training events for staff who are involved in producing IIAs was organised for 2020 but with the onset of the pandemic the materials were transferred in to an online format and 5 **online IIA training sessions** were delivered with colleagues from other Lothian local authorities and NHS Lothian.

An **e-learning induction module** covering equality and diversity issues was launched on the Mylearning platform and made mandatory for all new starts from 1 April 2019. A mandatory e-learning module was launched for all new employees from 1 May 2019 and as at 10 August 2020 a total of 1777 employees had completed the module. The module covers the key points of legislation and how it relates to the role of individuals as well as the council's code of conduct and values. Anecdotal evidence has said that the module has raised awareness in the workplace and helps to drive employee discussion on equality issues.

Other e-learning modules that have been developed or transferred onto the e-learning platform have been reviewed to ensure gender neutral and inclusive language is used.

The council has mandatory e-learning module on 'Delivering to Council Values' which was rolled out to all employees for completion in February 2020. This module focuses on conduct that's expected of employees with one of the council values being 'Providing Equality of Opportunity'. There is a lesson within the module that focuses on equality and diversity. All recruiting managers are required to complete the 'Providing Equality of Opportunity' e-learning module since 1 May 2019 with 342 employees having completed it by 10 August 2020. This module details the council procedures and processes that are in place to ensure all recruitment is undertaken fairly and highlights the responsibility on the recruiters to apply it correctly. An 'Unconscious Bias' module has been developed to be partnered with this and other learning. This will launched in April 2021.

There is other content on equality and diversity in other mandatory and non-mandatory e-learning modules. E-learning content is continually reviewed to ensure they reflect the council's current policy, procedures and practices.

E-learning has been developed for recruiting staff to ensure they are aware of the relevant legislation and good practice. This is mandatory for all those in involved in recruitment with two year refresh period.

The content of the recruitment and selection seminar which partners the e-learning has been reviewed to ensure it reflects current good practice specifically in relation to equality. Partly this has been prompted by complaints raised previously in relation to poor recruitment practice.

The purpose of both the recruitment and selection e-learning and the seminar is to ensure improved practice.

The council continues to promote the inclusion of LGBT employees as a **Stonewall Diversity Champion**. Some of the events that evidence the council's work as a diversity champion include:
- Celebrate **Transgender Day of Visibility** (TDOV) and raise awareness of **International Day Against Homophobia, Biphobia and Transphobia (IDAHOBiT)** and **LGBT History Month**
- **West Lothian Pride** is a community event that enables LGBT individuals, their friends, families and allies to come together in a safe and welcoming place to celebrate their diversity. Due to the pandemic the sixth West Lothian Pride event was a Digital Pride Event featuring Rachel Shelley, Rhonda Jones, Martin Blunden and our very own Miss Tish Ewe to name just a few of the special guests.

Employee Health and Wellbeing Plans are in place to ensure the council is proactive in supporting employees who maybe more vulnerable by addressing health inequalities. The corporate **Employee Wellbeing Action Plans** for 2019 and 2020 have delivered health weeks where the Healthy Working Lives Steering Group has worked with organisations such as MacMillan Cancer Care to ensure employees have an awareness and access to support and help where they need it. Events have been specifically targeted at specific groups of employees such as those on low income or who have financial difficulties.

The impact of providing information and signposting support available is difficult to measure however there is anecdotal evidence that employees find this beneficial. MacMillan clearly see this as a worthwhile partnership as they have printed specific literature for council staff.

The council is aware of the impact that the COVID-19 pandemic and our current working arrangements is likely to have had on employee wellbeing. Therefore in 2020 the council issued the first of a 6-weekly programme of wellbeing pulse surveys to all council employees. The ongoing feedback from regular pulse surveys is being used to inform, tailor and target ongoing work to support the wellbeing of council employees. Examples of wellbeing work have included, wellbeing workshops, promotion of opportunities to have online social events to combat isolation, development of a wellbeing campaign to highlight the support available to employees through the Four Pillars of Wellbeing toolkit and positive stories from throughout the pandemic from 'lockdown legends'.

West Lothian Council has continued to work hard with regards to becoming a more inclusive employer, a revised **Equality Calendar** was agreed and implemented in January 2021 by the HR Programme Board. This means that there is an increase in the number of corporate and service specific days/weeks and months that are celebrated including: Deaf Awareness week, Black History Month, Autism Awareness Week, Interfaith Week, World Aids Day, Mental Health Awareness Week, Carers Week and World Refugee Day.

Promotion of the events contained in the calendar enables the council to raise awareness of the equality and diversity issues and signpost employees to key areas of support. These significant events are promoted via the council's social media accounts, by issuing emails to all staff email accounts, and in our employee magazine.

The council continues to ensure that its policies, procedures and practices are inclusive and meet the needs of employees with protected characteristics by **consulting with employees**. For example, a series of service specific engagement events took place with regards to the council Transformational Change agenda and an annual employee survey is conducted amongst all staff followed by focus groups to analyse results and generate action plans.

In the last employee survey 88% of employees answered strongly agree or agree that they have not experienced discrimination at work in relation to a protected characteristic.

The council continues to improve mechanisms for gathering equality information and to encourage employees to provide equalities information to ensure a comprehensive data set is available to inform decision making. The **equality monitoring questions** have been reviewed resulting in the question set relating to gender identity being widened and the wording of the trans and non-binary question improved to meet best practice.

We have continued to work with COSLA on the development of a centralised recruitment portal 'My Job Scotland' to ensure the equality data held in this system matches that held on the council's system to achieve consistency and best practice. Further work is being done by COSLA to ensure that the equality monitoring questions on 'My Job Scotland' meet current best practice and to ensure alignment with the planned 2021 census.

The **recruitment process** is gender neutral and this balance is reflected by the applicants for posts.

All recruitment complies with legislative requirements.

The council has been working to ensure **Consolidation of the Scottish Local Government Living Wage** into the council's pay structure with effect from 1 April 2021. Plans to consolidate the living wage have been developed in consultation with recognised trade unions and in line with the SJC Guiding Principles for Consolidation, which include the preparation of an Integrated Impact Assessment.

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

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 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.

A selection of performance indicators have been developed to support the delivery of Outcome 7.

Performance Information

The following are a selection of the performance indicators which have been developed to monitor progress of the actions which have been developed to support the delivery of Outcome 7.

Traffic Light Icon	Code & Short Name	Last Update	Current Value	Current Target
✅	EDSCH001_6a.6 Percentage of Primary Pupils Rating the Equality & Fairness in Their School as Good or Excellent.	2019/20	93%	92%
✅	EDSCH002_6a.6 Percentage of Secondary Pupils Rating the Equality & Fairness in Their School as Good or Excellent.	2019/20	85%	87%

Our Action

The Council has undertaken a number of activities in working towards achieving the desired outcome. These include:

The **Inclusion and Wellbeing Service** was established in 2016 to support children and young people with Additional Support Needs (ASN) from age 3-18 across West Lothian. The service supports the presumption of mainstream education for all children and young people and offers a flexible and dynamic variety of targeted interventions to support schools, families and children and young people. The tiered intervention model was introduced in 2018 and is set out in the West Lothian Continuum of Support: https://www.westlothian.gov.uk/media/29575/Education-Services-Continuum-of-Support/pdf/Education_Services_Continuum_of_Support_Oct_2018_(A9149300).pdf

The Inclusion and Wellbeing Service now supports over 600 children and young people covering all aspects of ASN with exclusions being reduced across the authority and improvements in attainment through the targeted intervention programmes. ASN schools and the Inclusion and Wellbeing Service liaise with agencies such as West Lothian College and Oatridge College to support positive destinations extended work experience placements are available to pupils with additional needs.

The Inclusion and Wellbeing Service offers a wide range of learning opportunities for children and young people with ASN. The programmes are offered as part of mainstream school timetables with learners supported into programmes such as Consequential Thinking, Horse Management, Retailing, Hairdressing, Rural Skills, Construction Crafts, Sound Production, Junior Gardening, Swimming, Lifeskills, Personal Fitness. All programmes are linked to relevant awards to support our children and young people to succeed and improve their life chances.

- Reduction in fixed-term exclusions
- Improved wellbeing of children and young people
- Improved attainment
- Improved positive destinations
- More learners with ASN being successful in mainstream settings
- Successful HMI inspections of ASN settings
- Improved attainment and positive destinations for looked after children (LAC Attainment Project)
- Improved range of resources and strategies to support young people with ASN in mainstream leading to improved outcomes funded by the Pupil Equity Fund, Scottish Attainment Challenge and ASL Implementation Fund.

Education Services is focused on improving wellbeing for all children and young people supported by the service. The service has introduced a council wide counselling service following analysis of the needs of children and young people being referred for support. The service also aligns all interventions to the wellbeing indicators with the ambition of supporting children and young people to have better outcomes in education and onto a post-school positive destination. The wellbeing indicators are central to the planning process for each child as part of their Pupil Passport completed with their key adult. This approach ensures wellbeing is central to all interventions and enables tracking of next steps and signposting of possible further interventions.

The highly successful and evidenced programme "Roots of Empathy" runs in our schools where a new Mum brings in her baby, usually to P3, and they follow the developmental process together over the period of a year. Cohorts average 10 -12 schools and is now administered by the Children and Young People's team in Social Policy.

Schools and early years centres across the authority have been effectively implementing the revised Realising the Ambition: being me (2020) document which explores a range of interactions, experiences and spaces we need to provide for babies and children to help them and grow best from their earliest days through to being a young child in early primary school. Early Years gender friendly nurseries project -The main aim of the project is to work with early years establishments to examine all aspects of nursery life and practice to ensure that children and staff are not in any way limited because of gender or gender stereotyping. The new Relationships Sexual Health and Parenthood resource (trialled by 50 schools) explores family make up, similarity, diversity and respect - gender and sexuality, LGBT and gender equality across early to senior phase of learning.

In 2016/17, West Lothian had 6 **Schools Sports Gold Awards**. The total figure held following 2018/19 is now 22. The awards were suspended for 2019-20. Further sporting leadership opportunities were offered to pupils in 2018-19 with the launch of the **Coach Academy West Lothian Programme**. Following a successful pilot, the programme continued into 2019-20 and the number of qualified secondary pupils delivering or supporting extracurricular activity increased in 2019-20 to 105, a 14% increase on the original figure reported in 2017-18.

Young people in the Glitter Cannons Youth supported CLD Youth Services towards achieving LGBT Youth Scotland Gold Charter in 2018.

CLD Youth Services Youth Work in Schools 'Dignity Box' project with Armadale Academy students won a Stellar Award in 2019.

Information on hate crimes is currently rolled out in 5 schools with a roll out intended across the authority in subsequent years. It has been very well received and is supported by Education Scotland Officers. Cedarbank School are also engaging in a pilot of Mentors in Violence Protection in ASN settings. Since January 2020, most of our secondary schools have chosen to fund School Link Officers (SLO)from their own budgets. There are four SLOs shared across eight of our secondary schools and our Inclusion and Wellbeing Service. This has enabled officers to form positive relationships with pupils and support the delivery of PSE. We now have four School Campus Officers working across seven secondary schools in West Lothian. Where requested they will assist schools in the delivery of hate crime within the current curriculum. Schools are now reporting bullying incidents and interventions through SEEMIS pastoral notes.

CLD Youth service continues to support West Lothian Pride, which is now a constituted group; in particular ensuring that young people's voices are heard and that there is a co-design and co-production approach. CLD Youth Services has the **LGBT Youth Scotland** Gold Charter Mark.

We have a small outreach teaching team supporting children and young people who have a visual/ auditory disability. The Continuum of Support outlines their remit.

Moving Forward in Your Learning overview
https://www.westlothian.gov.uk/media/21362/Moving-Forward-in-Learning-Overview-2019/pdf/Moving_Forward_in_Learning_Overview_2019.pdf

In mainstream schools bespoke packages are developed which are appropriate to the individual child e.g. providing specialist screen reading software and braille; adaptation of the physical environment such as specialist equipment such as lifts, tracking systems etc. and training of staff, training for staff; use of services such allied health professionals.

Policy on Equality and Diversity Education Services was developed in January 2020.

West Lothian Council participates in the 16 Days of Action against Gender Based Violence. During these 16 days there are a range of activities, events and media releases designed to raise awareness of the importance of tackling domestic violence, how to report abuse and how to seek support.
Activity within schools include:
- Secondary schools delivered specific 16 Days lessons around gender, relationship and consent.
- Primary schools participated in a competition called #hecanshecan focused around challenging harmful gender stereotypes. Pupils were challenged to use a media of their choice to convey the message that no child's choices, ambitions or dreams should be limited by their gender.
- All Secondary schools planned to take part in this peer education programme Mentors in Violence Prevention (MVP) which is jointly organised by Police Scotland's Violence Reduction Unit and Education Scotland. 5 schools are currently trained – the others were due to be trained after summer however due to COVID-19 this has been put on hold.

The 2018-19 and 2019-20 academic years saw the introduction of several Girls' only secondary sports competitions across the sports of handball, football

and basketball and rugby. The enforced schools' lockdown meant no comparison or trend could be established.

All schools in 2020 are now being asked to have at least a the Unicef's Rights Respecting Schools Bronze Award. All schools which have out of date awards are being reassessed. Due to COVID-19 these will take place online.

The **expansion plan of early years education** is progressing at pace with the requirement of additional hours offered and inclusion of 2 year olds. Creative thinking in the use of spaces inclusive of outdoors; staffing and managing of numbers of children logistically and in terms of quality learning provision is being employed. As significant transformation and extension in Early Years and Childcare with additional hours childcare reaching 1140 per year in 2020 inclusive of 2 year olds with parents receiving qualifying benefits. The central Support Team offer training and support in alternative Early Years approaches such as Outdoor Learning. 6 schools have trained staff in Raising Children with Confidence – a 6 session parental workshop.

Support for Syrian Refugee families is provided in schools by teaching staff trained in English as an Additional Language along with translated teaching resources. The Syrian Re-Settlement Group has established a community group which organises whole family events giving opportunities to practise English in a supported environment in real contexts. Preventative measures are also in place with Police Scotland to support refugee adults and young people with events around the law and culturally acceptable practice in Scotland.

Six secondary schools are working directly with LGBT Youth Scotland with 2 schools achieving Silver Charter mark. A West Lothian LGBT Youth Network has been set up. The Stonewall Education Index Submission for 2018 improved score by 6 points and placed 2nd in Scotland.
Guidance around Supporting Young Trans People is now in Education policies and can be found at:
https://www.westlothian.gov.uk/media/15334/Supporting-Transgender-Young-People-in-West-Lothian/pdf/Supporting_Transgender_young_people_in_West_Lothian.pdf

In order to improve and support child and young people's health and wellbeing every school now has one or more trained **Health and Wellbeing (HWB) Champion/s**, supported by a designated Network Leader. Practitioners are working in multi- agency partnerships on projects such as One Trusted Adult and Adverse Childhood Experiences. Many schools now have processes in place to track and monitor the wellbeing of pupils through the wellbeing indicators to identify key strengths and gaps.

Through the COVID-19 HWB recovery plan HWB in champions in each school had training and lead the recovery process in their school. This ensured 100% of primary and secondary schools now have processes in place to track and monitor the wellbeing of pupils through the indicators and a RAG (red, amber, green). They have also all implemented a trauma-informed practice - trusted adult approach where any pupils have access to discussion with an adult they have chosen in school whenever they need it based on their needs. A continuum of support model was implemented, in partnership with EPS and IWS, in all schools with interventions to support pupils' mental and emotional wellbeing at curricular (universal), targeted and enhanced support.

In West Lothian Duke of Edinburgh Award is supported by a dedicated team of school and community volunteers. This approach enables young people to participate in the Duke of Edinburgh Award programme through their school or locally run open awards group. 93% of participants feel that DofE has helped them to work in a team and 84% feel that they have become a more responsible person.

The multi-agency **Mental Health and Wellbeing Screening Group** meets fortnightly and triages referrals and signposts families who are engaging or at risk to appropriate support. We provide a one point referral process which means parents, young people and professional's only need to fill in one form to

access a number of services. We have increased the age of referrals from 4 up until the age of 25.

To better support children and families impacted by the Covid lockdown, a multi-agency Wellbeing Recovery Screening Group has been formed. This group meets weekly to discuss referrals from schools, parents, GPs and Social Policy colleagues and allows professionals from all agencies to share information, assess needs and quickly allocate appropriate services.

In recognition of the importance of mental health and wellbeing for children and young people in West Lothian we have recruited a dedicated post to ensure that strategic planning is sufficient to enable children and young people are able to access services and support for their mental health and emotional wellbeing within their community.

Partners in West Lothian remain committed to improving outcomes for children in care and young people. We are working together to take forward the findings of the Independent Care Review – The Promise.

In support of this intention the use of **Family Group Decision Making** was further extended during 2019-20 to ensure that more children and young people are able to experience wider family network support where they may not otherwise have had the opportunity to do so. We continue to review how we position and provide services to support families at the earliest point and that intensive support is provided to ensure, that where it is safe to do so, that children at risk of being accommodated remain placed within their own families, family networks and communities.

A Glow **Mental Health Support Sharepoint** with tiered interventions is now live with the aim of assisting schools to access relevant and appropriate support for pupils. In terms of services for children and in recognition of the importance of mental health and wellbeing for children and young people in West Lothian we are recruiting to a dedicated post to lead to ensure that strategic planning is sufficient to enable children and young people are able to access services and support for their mental health and emotional wellbeing within their community.

Active Sports & Community Sports (AS&CS) staff have taken part in 'Inclusion in Sport' workshops to broaden knowledge and to challenge current practice. Learning is being used to shape service plans and community sports clubs will be provided with an opportunity to attend similar sessions as part of a series of support sessions. AS &CS have fully embedded a 'Changing Lives Through Sport' approach to service delivery. The approach seeks to deliver wider outcomes for individual and communities through sport and physical activity. Community Sports club support is driven by the approach and work is being carried out with support of sportscotland to integrate the approach within Active Schools.

This comes at an opportune time when the focus on health and wellbeing of pupils is paramount. The service have been successful in gaining places for 2 staff on the 'Changing Lives Champions' programme for 2020-21 that will further support the service development lead by the current service 'champion'. Co-ordinated Support plans are in place. (These are statutory for a small targeted group of pupils.)

AS&CS partnered with Team United to ensure provision of sporting opportunities for children with autism. Programmes were delivered at 2 venues within West Lothian. Participation in extracurricular activity of pupils with a disability increased from 2017-18 to 2018-19 by 2% to 33%. Active Schools & Community Sport staff attended 'Equality Through Sport' training delivered by the Fair Pay Foundation. The training increased staff knowledge and confidence in challenging bullying and gender related inclusivity issues within sport. Training is scheduled to be delivered to pupils in sporting leadership roles in schools i.e. Young Ambassadors.

In addition to supporting teachers and individual pupils, **Psychological services** (EPS) continue to offer group work sessions such as 'Give us a Break';

Bereavement / Loss and Anxiety groups which support young people. These are very well received and young people's recovery is recognised as being improved by their participation. Psychological services (EPS) continue to offer group work sessions such as Give us a Break; Bereavement / Loss and Anxiety groups which support young people. These are very well received in that young people's recovery is recognised as being improved by their participation. This in addition to EPS role in schools supporting teachers and individual pupils.

The **Youth Work in Schools** programme provides a diverse range of learning opportunities and is specifically tailored to meet the needs of the young people referred. In the reporting period, the programmes delivered focused on building confidence and self-esteem, resilience, personal safety, addressing risk taking behaviours, employability skills and raising aspirations. 12 participants achieved Dynamic Youth Awards and 7 participants gained Level 4 SQA Preparing for Employment Units. The Youth Work in Schools programme provides a diverse range of learning opportunities and is specifically tailored to meet the needs of the young people referred. This work is mainly focused on improving mental health and wellbeing, developing employability skills and removing barriers to learning. In the reporting period, programmes delivered focused on building confidence and self-esteem, resilience, personal safety, addressing risk taking behaviours, employability skills and raising aspirations. Some of the young people referred to the youth work in schools programme took up the opportunity to have their learning and achievements formally recognized through youth awards. 41 participants achieved Dynamic Youth Awards, 10 gained Level 4 SQA Preparing for Employment and 6 completed the Hi 5 Award. CLD Youth Services HYPE project won a Creative Scotland Arts Award in 2019. The service set up a CLD Youth Services dedicated Facebook page in May 2020 to maintain engagement with young people and showcase young people's achievements.

All West Lothian Schools have agreed to continue to support the Unicef **Rights Respecting School Award** (RRSA) service level agreement There is an ongoing roll out of schools awarded under Unicef's new assessment system. To date 6 primary schools and 1 ASN school have been awarded Gold, and 2 secondary schools and 5 primary schools have been awarded Silver. The Inclusion and Wellbeing Service have achieved the Bronze Rights Respecting School Award (the first service of its type in Scotland to achieve this) and is working toward the Silver Award.

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

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 Information

The following are a selection of the performance indicators which have been developed to monitor progress of the actions to support the delivery of Outcome 8.

Traffic Light Icon	Code & Short Name	Last Update	Current Value	Current Target
✅	EDSCH003 - percentage of parents/carers rating the Equality and Fairness in their child's school and good or excellent	2019/20	91%	90%
✅	PTS006 - percentage of Parents and Carers of Service users who rated the Community Transport service's staff experience and knowledge as good or excellent	2019/20	92.9%	95%

Our Action

The Council has undertaken a number of activities in working towards achieving the desired outcome. These include:

The Carers (Scotland) Act 2016 came into effect on 1 April 2018. The purpose of the Act is to help carers continue in their caring role whilst being supported to look after their own health and wellbeing. The act places a requirement for carers to be offered or to request an Adult Carers Support Plan or Young Carer Statement. Engagement with Carers of West Lothian has been a feature of the implementation of the Carers (Scotland) Act 2016 which was implemented in 2017. This was backed through significant briefings for the community care staff. Promotion of the importance of carers is an ongoing feature of the work within community care and supports cared for people in remaining in the environment of their choice. The application of critical and substantial eligibility criteria is resulting in focussing on strength-based assessments and encouraging and promoting more independence. The introduction of the Contributions Policy in 2019 explains the Self Directed Support options available to customers to support their choice of independent living and this information is also available on the website and in hard copy.

In line with statutory requirements, Social Policy staff undertaking an 'All About Me' assessment for a service user which will identify carers' needs and offer carers support, training and access to information including a **Carers Assessment**.

Community Care Teams with Social Policy have been conducting outcome focussed assessments in partnership with people who use our services, their families and carers in order to encourage and promote independence and support cared for people in remaining in the environment of their choice. Promotion of the importance of carers is an ongoing feature of the work within community care and the council continues to engage with Carers of West Lothian as a feature of the implementation of the Carers (Scotland) Act 2016.

Following the introduction of the Carers (Scotland) Act which came into effect on 1 April 2018, West Lothian Council has implemented the **Carer Strategy** (2019-2022) in partnership with Carers of West Lothian which is designed to involve carers in the planning and delivery of services. This strategy reflects on the vision and aims from the Integration Joint Board (IJB) Strategic Plan, the principles from Equal Partners in Care, the Scottish Government's Carers Strategic Policy Statement, and from our commitment to Getting It Right For Every Child (GIRFEC)

A collaborative approach was taken in developing the Strategy, with carers and the organisations that support them at the centre of the process. This included the consultation and feedback from the IJB strategic plan and commissioning plan process and a survey undertaken by Carers of West Lothian. Over 645 carers / advocates, service users, service providers, members of the public received direct face to face contact and responded to the engagement activity.

Feedback from the 2019 Carer Survey:
80 carers registered with Carers of West Lothian (COWL) responded to the 2019 annual survey. Carers were asked about the type of information or advice they received through COWL and how helpful or unhelpful this was. 88% of those receiving financial or benefits advice said it was either extremely helpful or helpful. Respondents generally said the quality of information and advice received is excellent, with no improvements needed and that the information provided is clear, informative and professional.

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

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.

A selection of performance indicators have been developed to support the delivery of Outcome 9.

Performance Information

The following are a selection of the performance indicators which have been developed to monitor progress of the actions to support the delivery of Outcome 9.

Traffic Light Icon	Code & Short Name	Last Update	Current Value	Current Target
✅	FEADS063_9b.1a Number of customers receiving disability related benefits	2020/21	2484	2400
✅	APS081_9b.1a Total quarterly amount the Advice Shop has gained in extra benefits for older people (Aged 60 and over).	2020/21	£8,062,217	£7.6M

Our Action

The Council has undertaken a number of activities in working towards achieving the desired outcome. These include

The council's **Anti-Poverty Strategy** 2018-2023 aims to tackle inequality, minimise the impact of poverty on the people of West Lothian and reduce the differences in income and life chances between different parts of the community. The refreshed West Lothian Anti-Poverty Strategy and action plan was approved at Council Executive in June 2018 and by the Community Planning Partnership Board in September 2018, and was collaboratively designed with engagement and support from local people. Over 450 individuals and more than 15 community groups and partner organisations participated in surveys and focussed discussions about poverty and inequality. Additionally, over 45,000 comments received through the 'Transforming Your Council' consultation have been analysed to identify opinions, good ideas and suggestions. Further feedback was gathered from 456 professionals in customer facing roles though a programme of poverty awareness training. The Strategy and action plan is the result of careful consideration of the current landscape and the changing nature of poverty, combined with the voices of local communities, organisations and people with direct, lived experience of poverty. Elaine Nisbet who is West

Lothian Council's Anti-Poverty Service Manager, has been appointed as a Member of the British Empire (MBE) in recognition of her team's excellent work to help the West Lothian community affected by the COVID19 pandemic.

The Anti-poverty Taskforce oversee the anti poverty activity in West Lothian and extra scrutiny is provided by panel of volunteers with lived experience of surviving on a low income or struggling to make ends meet.

Local Child Poverty Action Report progress

Housing staff have continued to work in partnership with the Advice Shop to support tenants to improve their financial stability through income maximisation and advice. Since April 2018 there have been 806 referrals for **Income Maximisation and Energy Advice**.

106 Housing and Customer Information Service Staff attended **Welfare Reform training** to increase staff awareness and equip them to assist tenants with welfare reform and in particular the challenge of Universal Credit.

In order to ensure that the services of the **Advice Shop** can be accessed by all members of the community, the Advice Shop annually reviews advice provision across West Lothian and develops outreach sessions based on customer and stakeholder insight. The service consults with partners, customers and other stakeholders in relation to advice provision in local communities through Local Area Committee Meetings, Cross partner meetings and customer comments cards. Feedback is reviewed to ensure all customers have the ability to access the service.

Following consultation with Carers of West Lothian and their client group, one outreach location has been changed to a different venue and is now for one full day rather than half a day. All outreach sessions are now held in fully functional buildings such as Partnership Centres and partners' premises. There is a risk assessment undertaken for every outreach location to ensure it meets service standards and requirements.
The Advice Shop has worked with partners through the West Lothian Advice Network to ensure the availability of community advice outreach sessions within all 9 multi-member ward areas. By the end of March 2020, the Advice Shop offered appointments in all 9 ward areas with multiple dates, times and locations available to suit the needs of individual customers for whom access may be a barrier.

The Advice Shop has also broadened the availability of advice in health settings with a view to improving access to advice for people whose health may be a barrier. This has been achieved through an increased presence at St John's Hospital. Between April 2019 to March 2020, 958 people accessed advice through health settings resulting in increased income of £1,178,334 for this period, an average financial gain of £1229 per person per annum.
Targeted activity has led to increased awareness of entitlement for key groups:

Work with pregnant women and families with the aim of mitigating the impact of child poverty. Targeted activity has included:
- Promotion of the new Best Start Grant administered by Social Security Scotland
- Work with schools to offer direct referral pathways for families in need of financial advice and support
- Work with the Whole Family Support Service to provide income maximisation advice and support for vulnerable families.

The Advice Shop has worked with 361 families between April 2019 and March 2020 to generate extra income of £597, 043. This is an average financial gain of £1653 per family per year.

Work has also been targeted to help those most at risk of fuel poverty to access help and support. The Warm Home Discount is a national scheme delivered by major energy suppliers. The discount is paid in the form of a £140 grant to help toward winter fuel costs. The discount is aimed at low income households at highest risk of fuel poverty; people over pension age, families with children under the age of 5 and households with at least one person with a disability. The Advice Shop helped 77 customers successfully apply for Warm Home Discount in the 2019/20 winter period, which will result in a reduction in electricity costs of £10,780.

A range of menstrual products worth £25,600 was made available, free of charge in community venues including council partnership centres, community centres, GP surgeries, police stations, housing associations, country parks and community fridges. Additionally, £11,330 was provided in the form of a £5 top up payment alongside Crisis Grants awarded to help of 2200 people who menstruate with the cost of period products.

The Scottish Welfare Fund for Community Care Grant's has been able to order items to suit individual customer needs, such as a cooker for someone with sight loss, additional carpeting for children / people with sensory issues and specific vinyl for people who may be wheelchair bound (to prevent it ripping).

We have introduced additional payment provisions for the SWF at the start of the pandemic with payments of Crisis Grant's being able to be paid with Paypoint vouchers and / or BACS transfer. This has allowed customers to stay safe, social distance and has supported our Cash Offices by reducing the volume of customers collecting an award.

All children entitled to free school meals were able to collect a packed lunch or takeaway hot meal as well as breakfast cereal or a cereal bar daily throughout the duration of coronavirus lockdown and during summer. Parents of children eligible for free school meals received a payment of £10 per child per week until school resumed to help ease financial strain for families. The provision of free school meals to all eligible children and young people has been a key policy objective of the council during the period of school closures. This support has been continued during subsequent school holiday periods, in recognition of the ongoing detriment to low income families caused by the coronavirus pandemic.

The **Scottish Social Security Agency** has presented several opportunities to engage with national agencies to improve awareness and uptake of entitlement. In particular, responses have been drafted in partnership with local organisations on the subjects of: Best Start Grant for pregnancy/maternity and early years payments; Funeral Assistance Allowance; and Attendance Allowance.

Work has been undertaken in partnership with the Department for Work and Pensions (DWP) and other services within the local authority to provide tailored advice and support to households affected by the overall benefit cap. The benefit cap predominantly affects large families in West Lothian with 3 or more children and a number of householders are impacted. Data sharing with DWP allowed the impacted households to be identified and contacted to offer advice, income maximisation and Discretionary Housing Payment to mitigate the impact of the cap.

The introduction of Universal Credit full service has led to strengthened partnership work with the DWP. An Operational Delivery Group comprised of local authority and DWP representatives as well as local registered social landlord representation met regularly ahead of the roll out of Universal Credit to identify ways to target activity to support clients most likely to find Universal Credit difficult to manage. A guidebook for anyone seeking to claim UC has been produced with input from local and national agencies (DWP) and consultation with tenant participation group.

West Lothian Schools are working to the to West Lothian Raising Attainment Gap Strategy 2018-2023 in order to improvement attainment and close the gap between young people living in disadvantage and their peers.

The following document has been produced and Education is working to these in order to improve attainment and close the gap.

West Lothian Raising Attainment Strategy
https://www.westlothian.gov.uk/media/29938/Raising-Attainment-Strategy-201819-to-202223/pdf/Raising_Attainment_Strategy.pdf

IWS offer a range of targeted programmes to raise attainment of children and young people with ASN. This team is targeting looked after children who are disengaged from learning and offering different learning pathways to close the attainment gap.

Community Arts is working with schools to develop creativity and cultural projects which will contribute to closing the attainment gap in line with Pupil Equity Fund (PEF) aims. PEF strategies can be found in School Improvement Plans such as Armadale Academy:
https://www.westlothian.gov.uk/media/4783/Armadale-Academy-Improvement-Plan/pdf/2018_SIP_final_(1).pdf

Examples are:
- Holiday Activity Clubs, where young people are provided with food in addition to opportunities to participate in physical activities.
- School of Football utilised as an attendance strategy and to access learning opportunities through football
- Library club attached to breakfast clubs
- The School Bank – charitable organisation for supply of school uniform and equipment to access school.
- Purchase of a school Mini-bus at Armadale Academy has allowed young people to access opportunities and experiences which were previously inaccessible. This is particularly supported by the Family Liaison officer and Pupil Support staff, during holiday periods.

Community Arts works in partnership with multiple music based organisations such as the National Youth Choir Of Scotland and Royal Conservatoire of Scotland as part of the grant funded Youth Music Initiative (YMI) programme. The aim for YMI as outlined by the Scottish Government, is that every school pupil in Scotland Is offered 12 hours of free music tuition by the time they leave primary school.   For projects delivered beyond this commitment the purpose is to tackle inequality and engage young people (of any school age) who otherwise would not participate with meaningful, quality music making opportunities. West Lothian's varied YMI programme, delivered by professional musicians and organisations, engages nursery, primary, secondary and ASN pupils in quality music provision. Teachers' have noted by engaging in these music projects their pupils have:

- developed confidence and self-esteem, team work and listening skills

- developed musical and performance skills

- learned how to play an instrument

- gained a sense of achievement

- bought their own instruments to continue playing at home

- enabled children to play in end of term concerts, local care homes and gala day events e.g. a child with muscular atrophy plays in the school band with support in physically accessing the required skills in playing the cornet/ trumpet.

- provided a real sense of purpose and belonging

- look forward to the music sessions which create a feeling of joy and happiness.

Community Arts aims to deliver high quality services that meet people's needs and expectations and ensures that customers are treated fairly and given equal access to the services we provide. Community Arts has a range of impact Performance Indicators which measure how the key activities of the service contribute to a range of outcomes and align to the Local Outcomes Improvement Plan 2013/23. Performance Indicators are measured using customer satisfaction surveys which give respondents five possible responses from strongly agree to strongly disagree and the majority of customers report very high satisfaction with the activities on offer. All customer satisfaction responses are broken down into segmented groups according to the specific part of the service they access and analysed to identify trends, provide insight into service delivery and, where possible, identify areas for improvement and what action is required to rectify problems when required.

Community Arts also works in partnership with West Lothian Leisure to co facilitated the theatre and galley programmes at Howden Park Centre. There are currently new partnerships being developed and explored with Firefly and the Regal as other creative organisations and enterprises in West Lothian. Core funding from West Lothian Council and Link Officer support from Community Arts enables Firefly Arts to offer children and young people and young people with a range of special needs high quality, affordable and progressive arts opportunities. Firefly Arts generates new community partnerships, provides training and work experience for young adults and deliver specialist projects to support West Lothian's most vulnerable communities.

The public art programme of West Lothian is funded by Developer contributions and overseen by the Public Art Strategy Group. The funding is disbursed through Grassroots Public Art grants targeting community based groups to work with artists who involve Children and young people from local schools as well as local residents in public art projects that improve and enhance local shared spaces. This interaction to enhance local spaces helps people feel safer when these environments are improved.

To ensure maximisation of income and accurate financial assessments, all social policy clients/service users who are not approved for service provision will automatically be referred to the Advice Shop for a **Personal Income Check**.

Adult Social Care Enquiry Team (ASCET) will discuss finances on contact with the client and with the clients permission will offer a personal income check. ASCET staff will use a direct link on the intranet to send initial information to the advice shop. All clients who are not approved for any service provision will be automatically referred to the Advice Shop for a Personal Income Check.

To address anti-poverty measures the Community Justice Partnership has "Improving Stability and Lifestyles" as one of its five key priorities going forward in the Strategic Plan 2019-24. Within this priority we are working to improve life chances through needs, including health, financial inclusion, housing and safety. An example of work progressing within this priority is to ensure that there is a clear path for those with convictions to access employability support and opportunities. We are also addressing the needs of those serving sentences within the community and those on release from custody to ensure they have a reasonable level of income to support desistance from offending.

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Text phones offer the opportunity for people with a hearing impairment to access the council. The text phone number is **18001 01506 464427**. A loop system is also available in all offices.

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