



West Lothian
Council

Equality Mainstreaming Report 2015 - 2017

Corporate Services
April 2017

Contents

Section	Page
1. Foreword	3
2. West Lothian Context	4
3. Legal Context	4 - 5
4. Why Mainstreaming Equality is Important	5 - 6
5. Council Equality Outcomes	6 - 7
6. Progress on Mainstreaming Equality	7 - 12
Appendix 1 – Policy Statement on Equal Pay	
Appendix 2 – Corporate Equality Outcomes Plan 2015 - 2017	

1 Foreword

This document presents West Lothian Council's final report on our equality mainstreaming commitments for the period of 2015 – 2017. Our first mainstreaming report was published in April 2013 with a subsequent update published in 2015 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 and team across the Authority.

This report outlines the progress we have made in mainstreaming equality over the period of 2015 to 2017.

Councillor John McGinty
Leader of the Council

Graham Hope
Chief Executive

April 2017

2. West Lothian Context

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

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

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 (gender)

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.

The Councils Equality Outcome plan which details the equality outcomes and the progress made in the past two years (2015-2017) is provided in Appendix 2.

4. Why mainstreaming equality is important

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

Mainstreaming equality has a number of benefits including:

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

- 4.1** The Council as an Education Authority must also meet the requirements of the Equality Act 2010 and the (Specific Duties) (Scotland) Regulations 2012. The Council also administers the Licensing Board and must meet the requirements

of the Act and Regulations when undertaking its duties in this regard. Accordingly, 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 are:

- 1 Employability and skills opportunities are accessible and accessed proportionately, by people within the relevant protected characteristics in West Lothian
- 2 The council has a reduced level of gender based occupational segregation
- 3 Improved awareness of violence against women, improved protection against violence within services
- 4 People within the relevant characteristics in West Lothian understand the definition of hate crime and are knowledgeable and feel confident about reporting hate incidents
- 5 People with disabilities experience greater independence in their lives
- 6 People with the relevant protected characteristics in West Lothian feel involved in the processes by which the council makes decisions that affect them, and that they have appropriate information and resources to understand and influence those decisions
- 7 West Lothian Council is recognised internally and externally as an equal opportunities employer

- 8 Children and young people within the relevant protected characteristics in West Lothian's schools feel safe, supported and able to be themselves
- 9 Carers in West Lothian recognise an improved awareness of caring related issues amongst council employees when accessing and engaging with council services
- 10 People within the relevant protected characteristics in West Lothian have an improved awareness of, and access proportionately, income maintenance and maximisation opportunities

5.3 Corporate Plan 2013/2017

In setting the Equality Outcomes, the council have been mindful of the issues of proportionality, scale, severity and concern. Furthermore to maintain a consistent approach, our equality outcomes were developed to address the priorities of the Corporate Plan, these are as follows:-

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

6. Progress on Mainstreaming Equality

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

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

The Council has made good progress in mainstreaming equality since the publication of our update report in 2015. A summary of activities undertaken by the Council is set out in this section under the key headings of Consultation and Engagement, the Council as an Employer, Learning and Development and Partnership Working.

6.2 Consultation and Engagement

6.2.1 Corporate Activity

The Council has identified communication and engagement as a key activity in

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

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

- Stonewall Scotland who provide expertise to help the council support its lesbian, gay, bisexual and transgender employees. The council are ranked 1st out of all Scottish Local Authorities who submitted to the Stonewall Workplace Equality index and work with Stonewall to identify opportunities to increase awareness of LGBT issues in the workplace and to increase engagement and inclusion by members of staff who identify as LGBT.
- LGBT Youth Scotland who provide expertise to help the council support lesbian, gay, bisexual and transgender young people in the community of West Lothian who access our services.
- The West Lothian Access Committee, a sub group of Disability West Lothian. Disability West Lothian works across the private, public and third sector to remove physical and attitudinal barriers to equality and to promote all aspects of independent living within the West Lothian community. The council continues to consult with this group regarding disability access issues particularly in relation to new build council housing and refurbishments and the facilitation of the West Lothian Access Fund. This fund is available to charitable and voluntary organisations to improve access to and use of facilities or premises.
- The Race Forum acts as a consultation forum on race equality and issues around culture and religion in the development of policies and services.
- The Faith Group acts as a consultation forum on religion and belief based equality issues to inform policy and service development.
- The Council's Community, Learning and Development services support the LGBT Youth Group Glitter Cannons to work collectively to support other young people in the West Lothian Community, raise awareness of LGBT issues and promote equality, diversity and inclusion.

In April 2016 the council held its fifth Let's Talk Equalities event. This event brought together members from the community equality forums, partners and other groups and individuals operating in West Lothian with an interest in equalities such as Guide Dogs, Carers of West Lothian and Mental Health Service Users Forum. The focus of this event was to raise awareness, share experiences and explore the challenges people face on a day to day basis.

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

6.2.2 Service Activity

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

- The Licensing Team changed their customer survey form to include a question relating to whether customers felt that they were treated fairly in terms of their protected characteristic.
- Consultation with the Access Committee has resulted in a review of the Hire Car Conditions to improve the specification relating to Hearing Loops in taxis.
- Extensive engagement activity with local communities, equality forums and employees where new partnership centres are proposed, including consultation around the changes to frontline service delivery and accessibility.
- Social Policy continues to consult with Looked After Children about their views for their planned meetings, reviews and Children's Hearings.
- Consultation regarding building access and the introduction of gender neutral changing and toilet facilities at the New Service centre at Whitehill House has been undertaken at design stage with the Access Committee and the LGBT Youth Group Glitter Cannons. This will allow our employees to move freely around the building and enable them to make positive choices when accessing facilities and spaces that meet their needs and ensure members of the community can access services located at Whitehill House.
- Continued support of Library User Groups, which enable library users to have a say on how libraries are run.
- Housing launched a Tenant Participation Facebook page to allow us to engage with more tenants and increase the communication channels available to tenants.
- The Alcohol and Drug Partnership developed a Community Rehabilitation Programme in response to requests to provide a more intensive programme of intervention for those who might not wish to use residential rehabilitation out of the area.

6.3 The Council as an Employer

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

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

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

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

6.3.2 Employee Health and Wellbeing Framework

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

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

6.3.3 Stonewall Diversity Champion

The council has been a Stonewall Diversity Champion for a number of years enjoying a supportive partnership with the organisation. Champion status provides access to training, information and benchmarking opportunities and ensures we offer an inclusive environment for LGBT people. We continue to work very closely with Stonewall Scotland and submit to the Stonewall Workplace Equality Index to ensure we maintain our status as the top performing Local Authority in Scotland. For example we have changed a number of our HR policies to ensure they are more inclusive of gender identity as evidenced in our Equality Outcome Plan 2015-2017.

6.3.4 Disability Symbol Scheme

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

6.3.5 Flexible Working Hours Scheme

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

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

6.3.6 Corporate Working Group for Equality

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

6.4 Learning and Development

6.4.1 The council is committed to continuous improvement in service delivery and recognises that the continuing ability, skills and commitment of our employees is at the heart of what we do. During 2015 – 2016 the council has invested in a variety of ways to train and raise awareness of issues relating to equality and diversity including:

- Displaying of 'many hands, many stories' posters to raise awareness of domestic abuse
- Revision of the equality and diversity section of the corporate induction
- Various e-learning and face to face courses for employees and managers regarding mental health
- Displaying of Stonewall posters in staff areas to raise awareness of LGBT people in the workplace
- Roll out to all council employees of the corporate equality and diversity training

6.5 Partnership Working

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

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

- West Lothian Working Together Partnership is a collaboration between the Council, Jobcentre Plus, Skills Development Scotland and the West Lothian Chamber of commerce to develop the young workforce by developing links

between education and industry, helping to transform how education and industry collaborate and encouraging businesses to employ young people

- Work in partnership with Stonewall Scotland to ensure our policies, procedures and working practice are inclusive of LGBT people
- Work in partnership with Police Scotland to raise awareness of hate crime and encourage reporting
- Work in partnership with Capability Scotland to provide, an information and advice service to people with a disability
- Continue to have a strong partnership with West Lothian Citizens Panel to ensure they can comment on the satisfaction of services
- Work in partnership with Tenants Information Service, Scotland's Housing Network and Scottish Housing Regulator to ensure all tenants can be involved



West Lothian
Council

Policy Statement on Equal Pay

Human Resources
April 2017

WEST LoTHIAN COUNCIL
POLICY STATEMENT ON EQUAL PAY

1. Statement of Intent

- 1.1 The council's Policy on Equality - Employment and Service Provision sets out the organisation's commitment to eliminate discrimination, advance equality of opportunity and promote good relations between different groups.
- 1.2 A key consideration in meeting that commitment is the need to ensure that the council's pay, grading and benefit arrangements are transparent, based on objective criteria and free from unfair bias related to the protected characteristics covered by the Equality Act 2010. To achieve this objective the council will continuously monitor the application of its pay and grading systems with a view to identifying and eliminating any inequitable or unlawful pay practices.
- 1.3 The council will also monitor the application of other relevant employment policies and practices to ensure that they do not adversely impact on equality in respect of access to pay, benefits or career development.
- 1.4 By tackling the potential sources of pay discrimination and removing barriers to equality, the council believes it sends a positive message to both its workforce and customers alike.

2. Implementation

- 2.1 With appropriate resources, the policy will be implemented through the application of sound and legally robust pay and reward practices supported and complemented by the initiatives and measures set out in the council's Corporate Equality Outcomes and Equality Mainstreaming Report.
- 2.2 Any proposed changes to pay and other associated employment practices will be subject to consultation with the recognised trade unions and other relevant stakeholders.
- 2.3 Following the implementation of Single Status across the Authority in 2007, the council operates measures to continue to monitor issues related to equal pay within the organisation.

3. Scope

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

The national negotiating bodies are:

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

4. Specific Actions

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

- In consultation with relevant trade unions, conduct regular equal pay reviews within the council and thereby:
 - identify and understand the reasons for any differences in pay within and between employee groups;
 - eliminate pay gaps/ differences that cannot satisfactorily be explained on grounds other than sex, race or disability;
- Provide appropriate training and guidance on equal pay for those involved in determining pay and grading matters in terms of job evaluation, new appointments, progression, grievances and providing advice;
- Gather evidence of the impact of caring responsibilities on the workforce, to identify whether career continuity and pay progression is being adversely affected, and set appropriate objectives for remedial action; and
- Gather evidence on the extent of occupational segregation within the council and set appropriate objectives for remedial action as necessary.

5. Monitoring and Reporting

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

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

6. Review and Accountability

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

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

7. Gender Pay Gap

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

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

Standard Calculation

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

$$14.87 - 15.05 = -0.18$$

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

$$-0.18 / 14.87 \times 100 = -1.21$$

West Lothian Council Gender Pay Gap = -1.21%

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

8. Occupational Segregation

- 8.1 The council recognises that occupational segregation is one of the key barriers which prevents women and men from fulfilling their potential, and consequently contributes to the gender pay gap.
- 8.2 At the same time it can have a damaging impact due to the segmentation of men and women into different types of employment; segmentation that can fail to make the most efficient use of the potential workforce, can contribute to skills deficits and can hold back productivity.
- 8.3 The challenge for the council is therefore to address the inherent issues relating to horizontal segregation in the service areas currently dominated by either female or male employees.
- 8.4 Occupational segregation has been identified within the council's Corporate Equality Outcomes 2013-17 as one of ten significant priorities for focus over the period.
- 8.5 The tables below outline the council's data on gender based occupational segregation. In addition, in line with the reporting requirements, information is provided on occupational segregation in relation to ethnicity and disability.

WEST Lothian Council Occupational Segregation by Gender as at February 2017

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

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

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

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

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

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

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

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

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

WEST Lothian Council Occupational Segregation by Ethnicity as at February 2017

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

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

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

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

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

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

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

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

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

WEST Lothian Council Occupational Segregation by Disability as at February 2017

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

EMPLOYMENT MONITORING DATA AND ANALYSIS

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

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

Sources of Information

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

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

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

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

Monitoring Process Developments

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

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

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

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

Data Analysis and Highlights

Gender

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

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

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

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

Ethnicity

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

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

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

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

Disability

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

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

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

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

Age

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

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

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

Sexual Orientation

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

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

Religion or Belief

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

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

Caring Responsibilities

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

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

Gender Identity

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

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

1. STAFF IN POST

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

1.1 Employees in Post by Gender as at 31 December 2016

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

1.2 Employees in Post by Ethnicity as at 31 December 2016

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

1.3 Employees in post by Disability as at 31 December 2016

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

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

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

1.5 Employees in Post by Age as at 31 December 2016

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

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

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

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

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

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

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

1.9 Employees in post by Gender Identity as at 31 December 2016

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

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

2. APPLICANTS FOR EMPLOYMENT

The following statistics are taken from the National Recruitment Portal.

2.1 GENDER

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

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

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

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

2.2 ETHNICITY

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

ETHNICITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
White – Scottish	7988	78.9	2533	79.4	654	78.8
White - Other British	727	7.2	239	7.5	67	8.1
White – Irish	133	1.3	50	1.6	13	1.6
White - Gypsy/ Traveller	4	0.1	2	0.1	0	0
White - Eastern European (e.g. Polish)	146	1.4	24	0.7	6	0.7
White - Other ethnic group	266	2.6	63	1.9	15	1.8
Any mixed or multiple ethnic group	53	0.5	11	0.3	1	0.1
Pakistani, Pakistani Scottish/British	93	0.9	19	0.6	5	0.6
Indian, Indian Scottish/British	41	0.4	14	0.4	1	0.1
Bangladeshi, Bangladeshi Scottish/British	5	0.1	1	0.1	1	0.1
Chinese, Chinese Scottish/British	21	0.2	2	0.1	1	0.1
Other Asian	20	0.2	6	0.2	1	0.1
African, African Scottish/British	35	0.3	9	0.3	1	0.1
Other African	90	0.9	24	0.7	2	0.3
Caribbean, Caribbean Scottish/British	4	0.1	1	0.1	0	0
Black, Black Scottish/British	29	0.3	9	0.3	1	0.1
Other Caribbean or Black	2	0.1	0	0	0	0
Arab, Arab Scottish/British	16	0.1	4	0.1	2	0.3
Other Arab	0	0	0	0	0	0
Other	0	0	0	0	0	0
Prefer not to say	78	0.8	25	0.8	5	0.6
Unknown	379	3.7	153	4.8	54	6.5
Total	10127	100	3189	100	830	100

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

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

2.3 DISABILITY

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

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

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

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

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

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

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

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

2.4 AGE

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

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

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

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

2.5 SEXUAL ORIENTATION

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

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

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

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

2.6 RELIGION OR BELIEF

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

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

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

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

2.7 CARING RESPONSIBILITIES

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

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

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

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

2.8 GENDER IDENTITY

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

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

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

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

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

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

3. APPLICANTS FOR PROMOTION

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

3.1 GENDER

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

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

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

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

3.2 ETHNICITY

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

ETHNICITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
White – Scottish	779	86.8	373	86.8	99	86.8
White - Other British	50	5.6	28	6.5	8	7.0
White – Irish	22	2.5	11	2.6	1	0.9
White - Gypsy/ Traveller	0	0	0	0	0	0
White - Eastern European (e.g. Polish)	14	1.6	4	0.9	1	0.9
White - Other ethnic group	7	0.8	1	0.2	0	0
Any mixed or multiple ethnic group	3	0.3	1	0.2	0	0
Pakistani, Pakistani Scottish/British	2	0.2	0	0	0	0
Indian, Indian Scottish/British	0	0	0	0	0	0
Bangladeshi, Bangladeshi Scottish/British	2	0.2	1	0.2	1	0.9
Chinese, Chinese Scottish/British	0	0	0	0	0	0
Other Asian	1	0.1	1	0.2	0	0
African, African Scottish/British	0	0	0	0	0	0
Other African	2	0.2	2	0.5	0	0
Caribbean, Caribbean Scottish/British	1	0.1	1	0.2	0	0
Black, Black Scottish/British	0	0	0	0	0	0
Other Caribbean or Black	0	0	0	0	0	0
Arab, Arab Scottish/British	0	0	0	0	0	0
Other Arab	0	0	0	0	0	0
Other	0	0	0	0	0	0
Prefer not to say	1	0.1	0	0	0	0
Unknown	13	1.4	7	1.6	4	3.5
Total	897	100	430	100	114	100

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

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

3.3 DISABILITY

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

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

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

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

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

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

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

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

3.4 AGE

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

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

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

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

3.5 SEXUAL ORIENTATION

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

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

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

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

3.6 RELIGION OR BELIEF

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

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

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

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

3.7 CARING RESPONSIBILITIES

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

CARING RESPONSIBILITIES	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Yes (Children under 18)	379	42.3	188	43.7	46	40.4
Yes (Other)	15	1.7	5	1.2	3	2.6
No	491	54.7	231	53.7	61	53.5
Prefer Not to Say	5	0.5	2	0.5	1	0.9
Unknown	7	0.8	4	0.9	3	2.6
Total	897	100	430	100	114	100

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

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

3.8 GENDER IDENTITY

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

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

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

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

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

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

4. EMPLOYEES APPLYING FOR AND RECEIVING TRAINING

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

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

ETHNICITY	Number	Proportion (%)
White – Scottish	1560	65.3
White - Other British	85	3.6
White – Irish	19	0.8
White - Gypsy/ Traveller	0	0
White - Eastern European (e.g. Polish)	0	0
White - Other ethnic group	55	2.3
Any mixed or multiple ethnic group	2	0.1
Pakistani, Pakistani Scottish/British	2	0.1
Indian, Indian Scottish/British	0	0
Bangladeshi, Bangladeshi Scottish/British	0	0
Chinese, Chinese Scottish/British	0	0
Other Asian	1	0.0
African, African Scottish/British	2	0.1
Other African	0	0
Caribbean, Caribbean Scottish/British	4	0.2
Black, Black Scottish/British	0	0
Other Caribbean or Black	0	0
Arab, Arab Scottish/British	0	0
Other Arab	0	0
Other	6	0.3
Prefer not to say	652	27.3
Unknown	0	0
	2388	100
GENDER	Number	Proportion (%)
Female	1152	48.2
Male	1236	51.8
Unknown	0	0
	2388	100
DISABILITY	Number	Proportion (%)
Number of Disabled Employees	27	1.1
	27	1.1
AGE	Number	Proportion (%)
Under 21	40	1.7
21 - 30	323	13.5
31 - 40	372	15.6
41 - 50	645	27.0
51 - 60	822	34.4
61 plus	186	7.8
Unknown	0	0
	2388	100
SEXUAL ORIENTATION	Number	Proportion (%)
Bisexual	3	0.1
Gay	8	0.3
Heterosexual/Straight	537	22.5
Lesbian	3	0.1
Prefer Not to Say	13	0.5
Unknown	1824	76.4
	2388	100

RELIGION OR BELIEF	Number	Proportion (%)
Buddhist	1	0.0
Church of Scotland	41	1.7
Hindu	0	0
Humanist	2	0.1
Jewish	0	0
Muslim	0	0
None	59	2.5
Other Christian	9	0.4
Other Religion/Belief	2	0.1
Pagan	2	0.1
Roman Catholic	26	1.1
Sikh	0	0
Prefer Not to Say	8	0.3
Unknown	2238	93.7
	2388	100
CARING RESPONSIBILITY	Number	Proportion (%)
No	56	2.3
Yes (children under 18)	70	2.9
Yes (other)	17	0.7
Prefer Not to Say	8	0.3
Unknown	2237	93.7
	2388	100
GENDER IDENTITY	Number	Proportion (%)
Yes	1	0.0
No	133	5.6
Prefer Not to Say	4	0.2
Unknown	2250	97.2

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

ETHNICITY	Number	Proportion (%)
White – Scottish	2587	66.7
White - Other British	143	3.7
White – Irish	24	0.6
White - Gypsy/ Traveller	0	0
White - Eastern European (e.g. Polish)	0	0
White - Other ethnic group	85	2.2
Any mixed or multiple ethnic group	5	0.1
Pakistani, Pakistani Scottish/British	6	0.2
Indian, Indian Scottish/British	0	0
Bangladeshi, Bangladeshi Scottish/British	0	0
Chinese, Chinese Scottish/British	2	0.1
Other Asian	5	0.1
African, African Scottish/British	4	0.1
Other African	0	0
Caribbean, Caribbean Scottish/British	10	0.3
Black, Black Scottish/British	0	0
Other Caribbean or Black	0	0
Arab, Arab Scottish/British	0	0
Other Arab	0	0
Other	7	0.2
Prefer not to say	1001	25.8
Unknown	0	0
	3879	100
GENDER	Number	Proportion (%)
Female	2281	58.8
Male	1598	41.2
Unknown	0	0
	3879	100
DISABILITY	Number	Proportion (%)
Number of Disabled Employees	56	1.4
	56	1.4
AGE	Number	Proportion (%)
Under 21	83	2.1
21 - 30	462	11.9
31 - 40	600	15.5
41 - 50	1128	29.1
51 - 60	1289	33.2
61 plus	317	8.2
Unknown	0	0
	3879	100
SEXUAL ORIENTATION	Number	Proportion (%)
Bisexual	7	0.2
Gay	10	0.3
Heterosexual/Straight	874	22.5
Lesbian	6	0.2
Prefer Not to Say	32	0.8
Unknown	2950	76.1
	3879	100

RELIGION OR BELIEF	Number	Proportion (%)
Buddhist	0	0
Church of Scotland	91	2.3
Hindu	0	0
Humanist	3	0.1
Jewish	1	0.0
Muslim	1	0.0
None	132	3.4
Other Christian	17	0.4
Other Religion/Belief	4	0.1
Pagan	2	0.1
Roman Catholic	55	1.4
Sikh	0	0
Prefer Not to Say	25	0.6
Unknown	3548	91.5
	3879	100
CARING RESPONSIBILITY	Number	Proportion (%)
No	101	2.6
Yes (children under 18)	122	3.1
Yes (other)	27	0.1
Prefer Not to Say	13	0.3
Unknown	3616	93.2
	3879	100
GENDER IDENTITY	Number	Proportion (%)
Yes	0	0
No	236	6.1
Prefer Not to Say	7	0.2
Unknown	3636	93.7
	3879	100

5. GRIEVANCE, DISCIPLINE AND BULLYING & HARASSMENT

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

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

	Grievance		Disciplinary		Bullying & Harassment	
ETHNICITY	No.	%	No.	%	No.	%
White – Scottish	0	0	27	58.7	7	0
White - Other British	0	0	1	2.2	2	0
White – Irish	0	0	0	0	0	0
White - Gypsy/ Traveller	0	0	0	0	0	0
White - Eastern European (e.g. Polish)	0	0	0	0	0	0
White - Other ethnic group	11	52.4	2	4.3	1	0
Any mixed or multiple ethnic group	0	0	0	0	0	0
Pakistani, Pakistani Scottish/British	0	0	1	2.2	0	0
Indian, Indian Scottish/British	0	0	0	0	0	0
Bangladeshi, Bangladeshi Scottish/British	0	0	0	0	0	0
Chinese, Chinese Scottish/British	0	0	0	0	0	0
Other Asian	0	0	0	0	0	0
African, African Scottish/British	0	0	0	0	0	0
Other African	0	0	0	0	0	0
Caribbean, Caribbean Scottish/British	0	0	1	2.2	0	0
Black, Black Scottish/British	0	0	0	0	0	0
Other Caribbean or Black	0	0	0	0	0	0
Arab, Arab Scottish/British	0	0	0	0	0	0
Other Arab	0	0	0	0	0	0
Other	0	0	0	0	0	0
Prefer not to say	10	47.6	14	30.4	5	0
Unknown	0	0	0	0	0	0
	21	100	46	100	15	100
GENDER	No.	%	No.	%	No.	%
Female	9	42.9	15	32.6	11	73.3
Male	12	57.1	31	67.4	4	26.7
	21	100	46	100	15	100
DISABILITY	No.	%	No.	%	No.	%
Number of Disabled Employees	0	0	1	2.2	0	0
	0	0	1	2.2	0	0
AGE	No.	%	No.	%	No.	%
Under 21	0	0	0	0	0	0
21 – 30	3	14.3	11	23.9	0	0
31 – 40	3	14.3	8	17.4	2	13.3
41 – 50	5	23.8	14	30.4	5	33.3
51 – 60	9	42.9	10	21.7	7	46.7
61 plus	1	4.8	3	6.5	1	6.7
	21	100	46	100	15	100
SEXUAL ORIENTATION	No.	%	No.	%	No.	%
Bisexual	0	0	0	0	0	0
Gay	0	0	0	0	0	0
Heterosexual/Straight	4	19.0	9	19.6	0	0
Lesbian	0	0	0	0	0	0
Prefer Not to Say	0	0	0	0	0	0
Unknown	17	81.0	37	80.4	15	100
	21	100	46	100	15	100

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

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

	Grievance		Disciplinary		Bullying & Harassment	
ETHNICITY	No.	%	No.	%	No.	%
White – Scottish	7	70	18	58.1	4	66.7
White - Other British	0	0	0	0	0	0
White – Irish	0	0	1	3.2	0	0
White - Gypsy/ Traveller	0	0	0	0	0	0
White - Eastern European (e.g. Polish)	0	0	0	0	0	0
White - Other ethnic group	1	10	0	0	0	0
Any mixed or multiple ethnic group	0	0	1	3.2	0	0
Pakistani, Pakistani Scottish/British	0	0	0	0	0	0
Indian, Indian Scottish/British	0	0	0	0	0	0
Bangladeshi, Bangladeshi Scottish/British	0	0	0	0	0	0
Chinese, Chinese Scottish/British	0	0	0	0	0	0
Other Asian	0	0	1	3.2	0	0
African, African Scottish/British	0	0	0	0	0	0
Other African	0	0	0	0	0	0
Caribbean, Caribbean Scottish/British	0	0	2	6.5	0	0
Black, Black Scottish/British	0	0	0	0	0	0
Other Caribbean or Black	0	0	0	0	0	0
Arab, Arab Scottish/British	0	0	0	0	0	0
Other Arab	0	0	0	0	0	0
Other	0	0	0	0	0	0
Prefer not to say	2	20.0	8	25.8	2	33.3
Unknown	0	0	0	0	0	0
	10	100	31	100	6	100
GENDER	No.	%	No.	%	No.	%
Female	2	20.0	11	35.5	3	50.0
Male	8	80.0	20	64.5	3	50.0
	10	100	31	100	6	100
DISABILITY	No.	%	No.	%	No.	%
Number of Disabled Employees	0	0	0	0	1	16.7
	0	0	0	0	1	16.7
AGE	No.	%	No.	%	No.	%
Under 21	0	0	0	0	0	0
21 – 30	0	0	12	38.7	0	0
31 – 40	3	30.0	3	9.7	2	33.3
41 – 50	4	40.0	3	9.7	3	50.0
51 – 60	2	20.0	11	35.5	1	16.7
61 plus	1	10.0	2	6.5	0	0
	10	100	31	100	6	100
SEXUAL ORIENTATION	No.	%	No.	%	No.	%
Bisexual	0	0	0	0	0	0
Gay	0	0	0	0	0	0
Heterosexual/Straight	2	20.0	5	16.1	0	0
Lesbian	0	0	1	3.2	0	0
Prefer Not to Say	0	0	0	0	0	0
Unknown	8	80.0	25	80.6	6	100
	10	100	31	100	6	100

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

6. EMPLOYEES LEAVING EMPLOYMENT

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

ETHNICITY	Number	Proportion (%)
White – Scottish	492	64.9
White - Other British	35	4.6
White – Irish	15	2.0
White - Gypsy/ Traveller	0	0
White - Eastern European (e.g. Polish)	0	0
White - Other ethnic group	17	2.2
Any mixed or multiple ethnic group	2	0.3
Pakistani, Pakistani Scottish/British	3	0.4
Indian, Indian Scottish/British	1	0.1
Bangladeshi, Bangladeshi Scottish/British	0	0
Chinese, Chinese Scottish/British	2	0.3
Other Asian	0	0
African, African Scottish/British	2	0.3
Other African	0	0
Caribbean, Caribbean Scottish/British	0	0
Black, Black Scottish/British	0	0
Other Caribbean or Black	0	0
Arab, Arab Scottish/British	0	0
Other Arab	0	0
Other	2	0.3
Prefer not to say	187	24.7
Unknown	0	0
	758	100
GENDER	Number	Proportion (%)
Female	472	62.3
Male	286	37.7
	758	100
DISABILITY	Number	Proportion (%)
Number of Disabled Employees	5	0.7
	5	0.7
AGE	Number	Proportion (%)
Under 21	26	3.4
21 – 30	160	21.1
31 – 40	132	17.4
41 – 50	127	16.8
51 – 60	128	16.9
61 plus	185	24.4
	758	100
SEXUAL ORIENTATION	Number	Proportion (%)
Bisexual	0	0
Gay	0	0
Heterosexual	203	26.8
Lesbian	0	0
Unknown	551	72.7
Prefer Not to Say	4	0.5
Other	0	0
	758	100

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

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

ETHNICITY	Number	Proportion (%)
White – Scottish	512	63.4
White - Other British	41	5.1
White – Irish	12	1.5
White - Gypsy/ Traveller	0	0
White - Eastern European (e.g. Polish)	0	0
White - Other ethnic group	39	4.8
Any mixed or multiple ethnic group	1	0.1
Pakistani, Pakistani Scottish/British	0	0
Indian, Indian Scottish/British	1	0.1
Bangladeshi, Bangladeshi Scottish/British	0	0
Chinese, Chinese Scottish/British	1	0.1
Other Asian	1	0.1
African, African Scottish/British	2	0.2
Other African	0	0
Caribbean, Caribbean Scottish/British	5	0.6
Black, Black Scottish/British	0	0
Other Caribbean or Black	0	0
Arab, Arab Scottish/British	0	0
Other Arab	0	0
Other	0	0
Prefer not to say	193	23.9
Unknown	0	0
	808	100
GENDER	Number	Proportion (%)
Female	508	62.9
Male	300	37.1
	808	100
DISABILITY	Number	Proportion (%)
Number of Disabled Employees	6	0.7
	6	0.7
AGE	Number	Proportion (%)
Under 21	33	4.1
21 – 30	172	21.3
31 – 40	137	17.0
41 – 50	138	17.1
51 – 60	175	21.7
61 plus	153	18.9
	808	100
SEXUAL ORIENTATION	Number	Proportion (%)
Bisexual	2	0.2
Gay	1	0.1
Heterosexual	215	26.6
Lesbian	3	0.4
Unknown	583	72.2
Prefer Not to Say	4	0.5
Other	0	0
	808	100

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

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

	Contract Expired	Deceased	Dismissed	Dismissed – capability	Early Retiral	Ill Health Retiral	Leaving Area	Other Employment	Personal reasons	Reason not disclosed	Retirement	Voluntary Severance	Totals
ETHNICITY													
White Scottish	84	8	10	15	22	19	5	138	44	29	100	18	492
White Other British	5	1	0	1	3	1	2	11	2	3	5	1	35
White Irish	0	0	0	0	0	0	3	10	0	0	0	2	15
White Gypsy/Traveller	0	0	0	0	0	0	0	0	0	0	0	0	0
White Eastern European	0	0	0	0	0	0	0	0	0	0	0	0	0
White Other Ethnic Group	4	0	0	0	0	0	0	9	2	1	0	1	17
Any Mixed or Multiple ethnic group	0	0	0	0	0	0	0	2	0	0	0	0	2
Pakistani, Pakistani Scottish/British	1	0	1	0	0	0	0	1	0	0	0	0	3
Indian, Indian Scottish/British	0	0	0	0	0	0	0	1	0	0	0	0	1
Bangladeshi, Bangladeshi Scottish/British	0	0	0	0	0	0	0	0	0	0	0	0	0
Chinese, Chinese Scottish/British	0	0	0	0	0	0	1	1	0	0	0	0	2
Other Asian	0	0	0	0	0	0	0	0	0	0	0	0	0
African, African Scottish/British	0	0	0	0	0	0	0	1	0	1	0	0	2
Other African	0	0	0	0	0	0	0	0	0	0	0	0	0
Caribbean, Caribbean Scottish/British	0	0	0	0	0	0	0	0	0	0	0	0	0
Black, Black Scottish/British	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Caribbean or Black	0	0	0	0	0	0	0	0	0	0	0	0	0
Arab, Arab Scottish or Arab British	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Arab	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	1	1	0	0	0	2
Prefer not to say	31	1	2	10	2	7	5	76	24	10	14	5	187
Unknown	0	0	0	0	0	0	0	0	0	0	0	0	0
	125	10	13	26	27	27	16	251	73	44	119	27	758

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

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

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

	Contract Expired	Deceased	Dismissed	Dismissed – capability	Early Retiral	Ill Health Retiral	Leaving Area	Other Employment	Personal reasons	Reason not disclosed	Retirement	Voluntary Severance	Totals
ETHNICITY													
White Scottish	56	7	2	13	19	14	10	179	35	42	97	38	512
White Other British	3	0	0	1	0	1	3	19	5	2	7	0	41
White Irish	0	0	0	0	0	0	0	0	0	0	0	0	0
White Gypsy/Traveller	0	0	0	0	0	0	0	0	0	0	0	0	0
White Eastern European	0	0	0	0	0	0	0	0	0	0	0	0	0
White Other Ethnic Group	10	0	1	0	0	0	2	19	4	1	2	0	39
Any Mixed or Multiple ethnic group	0	0	1	0	0	0	0	0	0	0	0	0	1
Pakistani, Pakistani Scottish/British	0	0	0	0	0	0	0	0	0	0	0	0	0
Indian, Indian Scottish/British	0	0	0	0	0	0	0	1	0	0	0	0	1
Bangladeshi, Bangladeshi Scottish/British	0	0	0	0	0	0	0	0	0	0	0	0	0
Chinese, Chinese Scottish/British	0	0	0	0	0	0	0	1	0	0	0	0	1
Other Asian	0	0	1	0	0	0	0	0	0	0	0	0	1
African, African Scottish/British	1	0	0	1	0	0	0	0	0	0	0	0	2
Other African	0	0	0	0	0	0	0	0	0	0	0	0	0
Caribbean, Caribbean Scottish/British	0	0	1	0	0	0	0	2	2	0	0	0	5
Black, Black Scottish/British	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Caribbean or Black	0	0	0	0	0	0	0	0	0	0	0	0	0
Arab, Arab Scottish or Arab British	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Arab	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	1	1	7	1	0	1	1	12
Prefer not to say	17	3	5	6	2	5	9	80	14	21	19	12	193
Unknown	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	87	10	11	21	21	21	25	308	61	66	126	51	808
GENDER													
Female	39	6	2	15	12	12	21	207	40	39	74	41	508
Male	48	4	9	6	9	9	4	101	21	27	52	10	300
	87	10	11	21	21	21	25	308	61	66	126	51	808

	Contract Expired	Deceased	Dismissed	Dismissed – capability	Early Retiral	Ill Health Retiral	Leaving Area	Other Employment	Personal reasons	Reason not disclosed	Retirement	Voluntary Severance	Totals
DISABILITY													
Number of Disabled Employees	0	0	0	0	0	2	1	1	0	0	2	0	6
	0	0	0	0	0	2	1	1	0	0	2	0	6
AGE													
Under 21	17	0	0	0	0	0	0	13	1	2	0	0	33
21 – 30	34	0	3	3	0	0	10	100	12	10	0	0	172
31 – 40	14	0	3	1	0	1	2	89	17	8	0	2	137
41 – 50	7	1	3	4	0	3	6	74	14	19	0	7	138
51 – 60	10	5	2	2	16	13	7	32	13	20	31	24	175
61 plus	5	4	0	11	5	4	0	7	4	0	95	18	153
	87	10	11	21	21	21	25	308	61	66	126	51	808
SEXUAL ORIENTATION													
Bisexual	1	0	0	0	0	0	0	0	0	0	1	0	2
Gay	0	0	0	0	0	0	0	1	0	0	0	0	1
Heterosexual/ Straight	48	2	3	1	0	0	9	119	19	11	2	1	215
Lesbian	1	0	0	0	0	0	0	1	1	0	0	0	3
Other	0	0	0	0	0	0	0	0	0	0	0	0	0
Prefer not to say	1	0	0	0	0	1	0	1	1	0	0	0	4
Unknown	36	8	8	20	21	20	16	186	40	55	123	50	583
	87	10	11	21	21	21	25	308	61	66	126	51	808
RELIGION/BELIEF													
Buddhist	0	0	0	0	0	0	0	0	0	0	0	0	0
Church of Scotland	1	0	0	0	0	0	0	2	2	0	0	1	6
Hindu	0	0	0	0	0	0	0	0	0	0	0	0	0
Humanist	0	0	0	0	0	0	0	0	0	0	0	0	0
Jewish	0	0	0	0	0	0	0	0	0	0	0	0	0
Muslim	0	0	0	0	0	0	0	0	0	0	0	0	0
None	0	0	1	0	0	0	1	4	3	1	0	0	10
Other Christian	1	0	0	0	0	0	0	0	0	0	0	0	1
Other Religion/Belief	0	0	0	0	0	0	0	0	0	0	0	0	0
Pagan	1	0	0	0	0	0	0	0	0	0	0	0	1
Roman Catholic	0	0	0	0	0	0	0	0	1	0	0	0	1
Sikh	0	0	0	0	0	0	0	0	0	0	0	0	0
Prefer Not to Say	0	0	0	0	0	0	0	0	0	0	0	0	0
Unknown	84	10	10	21	21	21	24	302	55	65	126	50	789
	87	10	11	21	21	21	25	308	61	66	126	51	808

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



**West Lothian
Council**

Corporate Equality Outcomes Plan 2015 – 2017

Corporate Services
April 2017

Contents

Section	Page
1. Foreword	3
2. Legal Context	4
3. Monitoring and Scrutiny	4
4. Outcome Progress	5
Appendix 2 – Corporate Equality Outcomes Plan 2015 - 2017	

2 Foreword

This document presents the final progress report on West Lothian Council's Equality Outcomes for the period of 2015 – 2017. Our Outcomes reflect our commitment to fulfilling both our statutory duties as well as pro-actively meeting the needs of the diverse community that we serve.

The Outcomes set in 2013 were designed as the Council's plan for breaking down barriers to services and employment opportunities and to improving outcomes for everyone who lives, works or does business in West Lothian.

The Council is committed to focusing our efforts on tackling some of the most persistent challenges of inequality in our society. Our Corporate Equality Outcomes focus on the issues identified by evidence, and those affected by inequality, as priorities for West Lothian.

Through developing closer links with our partners, involving our community and workforce and continuing to improve the way in which we monitor and review our progress, we hope to have achieved the outcomes set out in our plan and ensure that equality becomes part of everything we do.

Councillor John McGinty
Leader of the Council

Graham Hope
Chief Executive

April 2017

2. Legal Context

2.1 Public Sector Equality Duty

Section 149 of The Equality Act 2010 came into force in April 2011, introducing a new Public Sector Equality duty that became law across Scotland. 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 victimization 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.

2.2 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

3. Monitoring and Scrutiny

As previously reported in our 2015 progress report, the Council's Executive and Corporate Management Teams remain directly involved in decision making regarding the strategic management of equality and diversity in the council. The Chair of the Council's Corporate Working Group for Equality is a member of the Corporate Management Team and the Diversity Champion for the Authority.

The Corporate Working Group for Equality continues to take forward responsibility for the monitoring and implementation of measures and actions relating to our Equality Outcomes.

A set of performance indicators have been developed to support progress against each Equality Outcome. A selection of performance indicators and progress being made against each of the Outcomes is set out in this progress report.

4. Outcome Progress

Since the introduction of our Equality Outcomes, the Council has undertaken considerable amounts of work to help move closer to achieving them.

(Appendix 2) sets out the equality outcomes and provides details of the Equality Outcomes and the progress we have made in working towards achieving the Outcomes.

It should be noted that each Outcome is not relevant to or monitored by all protected characteristics. The full information on which protected characteristics are deemed relevant to each Outcome can be viewed within the original Equality Outcomes report, which can be accessed by following the link below.

<https://www.westlothian.gov.uk/media/4270/Corporate-Equality-Outcomes-2013-17/pdf/corporateequalityoutcomes2013-17.pdf>

If you have any queries on the content of our equality outcomes progress, or wish to discuss any of the issues further, please contact the councils Equality and Diversity Advisor via the details below:

Equality and Diversity Advisor
West Lothian Council
Ground Floor (North), Civic Centre
Howden South Road
Livingston
EH54 6FF
T: 01506 281343
E: Maggie.Archibald@westlothian.gov.uk

Outcome 1: Employability and skills opportunities are accessible and accessed proportionately, by people within the relevant protected characteristics in 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.

A selection of performance indicators have been developed to support the delivery of Outcome 1.

Performance Information

Traffic Light Icon	Code & Short Name	Last Update	Current Value	Current Target
✓	Percentage of council internal work placements taken by applicants aged 16-24	2015/16	40%	34%
✓	Percentage of West Lothian residents supported by West Lothian Council employability services who are Female	2015/16	48%	50%
✓	Percentage of West Lothian residents supported by West Lothian Council employability services who are from an Ethnic Minority	2015/16	7%	5%
✓	Percentage of West Lothian residents supported by West Lothian Council employability services that progress into a positive destination (employment, training or education) who are Female	2015/16	47%	49%
✓	Percentage of West Lothian residents supported by West Lothian Council employability services that progress into a positive destination (employment, training or education) who are from an Ethnic Minority	2015/16	6%	5%

Our Action

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

Development of our Modern Apprenticeship programme to increase equality of opportunity.

Worked in partnership with Capability Scotland to provide work experience within the Ability Centre and with external placement providers to remove barriers to gaining work and promote inclusion as well as providing pre-employment skill building, help with CV's and advocacy with employers.

Extension of our apprenticeship programme from two to three years to allow apprentices more opportunity to apply for permanent posts.

Provided ESOL classes to migrant communities with low levels of written or spoken English to develop skills, further learning and increase employability.

More Choices More Chances team providing support to young people to allow them to progress into employment, education or training.

Access2Employment provides West Lothian residents with support and information on finding employment, training and education. These support sessions are available at all West Lothian libraries to make employability and skills opportunities as accessible as possible.

Our Community Learning and Development Youth Services have co-produced a Toolkit of resources which will be available to every local authority in Scotland to support young people to develop skills for life learning and work.

The West Lothian Dyslexia Network has supported joint working of local services to better support access for adults with Dyslexia. Training has been delivered to 101 individuals from 25 separate organisations and services including housing providers, employability services, family centres and key staff across libraries and community centres.

Evidence to Support Our Activity

What we've done	The difference this has made
The Schools Vocational Programme includes a mix of both vocational related skills and personal development opportunities to address barriers to employability. The options included a variety of programmes running between 10 and 13 weeks and are targeted at the More Choices More Chances young people. The options available included Motor Vehicle,	Young people have evaluated the programmes very positively with some young people participating in the Hospitality course requesting an extension to the programme. 80% of young people passed the Motor Vehicle course and are guaranteed an interview for courses with West Lothian College

<p>Construction and Hospitality at (West Lothian College); and Construction at Blackburn Local Employment Scheme (BLES).</p>	<p>The impact has been that these young people have achieved in areas which they would not have done without the support of the service and participation has enabled them to move onto a positive destination.</p>
<p>Project Search is a year-long employability programme for young people aged 16 to 24 with a learning disability or autism in West Lothian. The project involves a partnership between West Lothian Council, West Lothian College and Jabil, a manufacturing employer based in Livingston. Young people are immersed in the business with support provided on site from a job coach, lecturer and business mentors.</p> <p>The aim is to develop skills and experience with a view to securing employment at the end of the programme.</p>	<p>Comments from student engaged in the programme indicated that their confidence had improved and they felt more positive about the ability to find work based on the experience they had gained. These include;</p> <ul style="list-style-type: none"> • It has really built my confidence’. • ‘I believe I will be able to get a job because of my experience in Project Search’. • ‘This has given me experience in different work areas’. • ‘Project Search has helped me change my life in many ways and has given me excellent work experience’. • ‘It has improved my confidence and given me valuable work experience’. • ‘I have really enjoyed the experience of working with other colleagues, and learning how a large, fast environment works’.
<p>Our Youth Enterprise Adviser engages with pupils with particular needs – those who come from disadvantaged backgrounds, supported learning, looked-after children and some who have been excluded from school.</p> <p>The intention is to provide extra support for vulnerable groups through structured group sessions, one-to-one work, and mock interviews delivered through various programmes designed to equip young people with decision making skills, raise self-esteem, aspirations and self-responsibility.</p>	<p>Positive feedback on the programmes includes:</p> <p>The personality and knowledge of the Youth Enterprise Advisor has been invaluable while working with some of our more challenging pupils which has led to a better understanding of both how business works and how employers decide on the best candidates at interview. The mock interviews have given the pupils the opportunity to learn interview skills and put those into practice. Through the feedback given the pupils have learnt from their mistakes and actioned the areas of development mentioned in the feedback which has built on the pupil’s confidence and therefore ability to achieve a positive destination.”</p> <p>Work with Nurture groups has helped young people with social, emotional and behavioural difficulties who are failing at school. Recently the Youth Enterprise Advisor worked with one individual with autism into college, and another individual with a disadvantaged background and behavioural difficulties with few qualifications into college.</p>

	"The school benefited from engaging with the Youth Enterprise Adviser. Young people developed their employability and/or enterprise skills and improved in confidence and self-esteem."
--	---





Outcome 2: The council has a reduced level of gender based occupational segregation

Context

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

A selection of performance indicators have been developed to support the delivery of Outcome 2.

Performance Information

Traffic Light Icon	Code & Short Name	Last Update	Current Value	Current Target
	Percentage of council internal work placement who are female.	2015/16	25%	20%
	Gender balance of posts identified with high levels of female occupancy	2015/16	90%	85%
	Gender balance of posts identified with high levels of male occupancy	2015/16	94%	85%
	Percentage of council employees in top 5% of earners that are women.	2015/16	53%	52%

Good progress has been made towards achieving this outcome.

Performance against the indicator "Percentage change in the gender balance of posts identified with high levels of female occupancy" is currently reporting amber. The council employs 2736 people in posts relating to residential and personal care; facilities management and domestic posts and primary teachers. In this year 89.95% these posts were occupied by female employees. There were 289 new employees recruited in 2015/16 with 252 being women (87.2%) and 31 being men (12.8%).

Performance against the indicator "Percentage change in the gender balance of posts identified with high levels of male occupancy" is currently reporting amber. The council employs 506 people in Construction, and Building Services. In this year 93.87% (475 people) of these posts were occupied by male employees. There were 60 new employees recruited in 2015/16, 59 men and 1 woman.

Our Action

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

Continue to monitor gender balance in segregated posts.

Engaged with long term unemployed women to improve their chances of employment.

Evidence to Support Our Activity

What we've done	The difference this has made
Ongoing work within service areas and partners to encourage girls to apply for jobs in non-traditional roles. Employees from the Modern Apprenticeship team visited all secondary schools and provided information relating to the Modern Apprenticeship Programme. Case studies and promotional materials were used to challenge the stereotypical views that trade apprenticeships are only for males.	We recruited our first female road worker who has reported that she has learned valuable skills which had a direct impact on her desire and ability to secure a Modern Apprenticeship with West Lothian Council.
A Women's Network Group for Roads and Transportation staff has been initiated.	This Network Group is in the early stages of development; however it has created new connections between female staff based in different locations.
In February 2016 Building Services launched a pilot project called "Girls into Construction". This project involved delivering workshops and information sessions on building and construction trades at two high schools, with the aim of encouraging more young women to apply for trade apprenticeships. The pupils took part in various 'have a go' workshops including plastering, electrical, joinery, painting, plumbing and bricklaying.	This project work has seen a positive outcome in the recent recruitment process for trade apprenticeships. With six females making it through to the testing stage (which is up from zero on the previous year), 3 females through to interview and two recruited into the positions of painter and decorator and mechanic.


Outcome 3: Improved awareness of violence against women, improved protection against violence within services

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.

The following is a performance indicator which has been developed to support the delivery of Outcome 3.

Performance Information

Traffic Light Icon	Code & Short Name	Last Update	Current Value	Current Target
	Percentage of women who report that they feel safer as a result of intervention by the Domestic and Sexual Assault Team	Q3 2016/17	100%	90%

Good progress has been made towards this outcome with 100% of women who engaged with the Domestic and Sexual Abuse team reporting that they felt safer as a result of the team's intervention.

Our Action

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

Implemented an alternative means of processing Housing Benefit to protect the identity of those fleeing domestic violence.

Continued commitment to the delivery of a specialist Domestic Abuse and Sexual Assault Team (DASAT).

Ongoing and regular training is delivered to Education and Social Policy employees to maintain high levels of awareness of issues such as forced marriage.

Delivery of the annual '16 days of action' event with the aim of raising awareness of gender based violence to a wider audience and not just those working within Social Policy, Health, Police or Education.

Offering group work through the CEDAR (Children Affected by Domestic Abuse Recovery) Project to women and children to improve their relationships.

Ongoing multi-agency partnerships ensure that those most at risk, those most needing support and any risk to the community is continually reviewed.

Displayed posters and leaflets on the LISA Project (Living in Safe Accommodation) in women only staff areas to heighten awareness and offers opportunities for staff experiencing domestic violence to talk confidentially with the DASAT Team.

All services commissioned by the Alcohol and Drugs Partnership (ADP) are required to complete a VAW (violence against women) checklist with female clients within the first few sessions of engagement with the service. It is essential to use in a substance misuse setting given the high prevalence of violence against women who are also using substances as a coping strategy.

Evidence to Support Our Activity

What we've done	The difference this has made
Implemented the 'Safe and Together' model in relation to domestic abuse, where the emphasis is on partnering with the non-abusive parent.	This has changed the language, understanding and perception of coercive control, enabling women and children to be more appropriately protected.
Implemented Adult Support and Protection training for staff providing an introduction to the Adult Support and Protection (Scotland) Act 2007, related legislation and what to do if you witness, suspect or receive information about abuse or harm involving an adult at risk.	This training equips staff to act appropriately when faced with violent situations, helping to improve service and protection for service users.
Delivered a briefing on violence against women to Customer Information Services staff.	Increased staff awareness of the signs of domestic abuse has allowed those most at risk to be referred to the DASAT team, via the Customer Service Centre, more timeously.
<p>Presentation from the Domestic and Sexual Assault Team (DASAT) at the Let's Talk Equalities event in 2016.</p> <p>The purpose of the presentation was to increase awareness of the prevalence of domestic abuse in West Lothian and the</p>	Positive feedback received from the event indicated that the presentations were useful and increased attendees' awareness.

services available to adults and children.	
Community Arts worked in partnership with Open Secret to create a weekly art group for women who have suffered domestic abuse. Open Secret is a community based organisation that provides confidential support to individuals and families whose lives have been impacted by childhood abuse or trauma.	<p>Art workshops have:</p> <ul style="list-style-type: none"> • Created a network of support • Provided a safe environment for people with shared experience of violence • Allowed participants to learn new skills and build confidence <p>The success of the workshops initiated by Community Arts has led to the group continuing on the work giving a legacy ensuring ongoing benefit to participants.</p>

Outcome 4: People within the relevant protected characteristics in West Lothian understand the definition of hate crime and are comfortable and feel confident about reporting 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.

The following is a performance indicator which has been developed to support the delivery of Outcome 4.

Performance Information

Code & Short Name	Last Update	Current Value
Detection rate for hate crime	2015/16	69%

Performance against this indicator is the responsibility of Police Scotland as part of our Single Outcome Agreement. Police Scotland continues to work with our Safer Neighbourhood Teams and our communities to reduce Hate Crime.

Our Action

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

Embedded Hate Crime awareness into Personal and Social Education (PSE) and Religious and Moral Education (RME) lessons in secondary schools.

Implemented an anti-sectarian module into the Personal and Social Education lesson programme.

Partnership working with the voluntary sector to provide information to older people (65+) regarding hate crime.

Roll out of Prevent training to all council employees. This training develops knowledge around the risks of radicalisation.

Identified 12 venues within the voluntary sector as remote reporting sites for Hate Crime.

Multi agency work to support asylum seekers, refugees, unaccompanied refuge children and trafficked young people.

Ongoing partnership working between Police Scotland and the LGBT Youth Group Glitter Cannons regarding raising awareness of Hate Crime.

In partnership with Police Scotland, providing a dedicated Hate Crime officer with a portfolio that covers West Lothian to provide further support where required.

Evidence to Support Our Activity

What we've done	The difference this has made
<p>West Lothian Council supports Police Scotland's campaign to promote HOPE which stands for;</p> <ul style="list-style-type: none"> • Hate Crime Awareness • Operational responses to Hate Crime • Preventing Hate Crime, and • Empowering communities to report Hate Crime and access Victim Support services. <p>The Community Safety Unit work closely with Partners to monitor all crimes and incidents on a daily basis to reduce Hate Crime across West Lothian. West Lothian Council Safer Neighbourhood Team Officers investigate antisocial behaviour (including Hate Crime incidents) that is reported to them and liaise with Police Scotland as appropriate.</p> <p>The council provides remote reporting sites which are safe confidential spaces within a non-police environment that allows vulnerable people within our communities to report hate crimes and/or incidents.</p>	<p>In West Lothian, awareness around Hate Crime has been promoted through joint initiatives which have included visits to schools, colleges, prisons, community groups (including Senior Peoples Forums, LGBT groups, Disability groups), gypsy/travellers and further education classes to provide Hate Crime awareness, cyber bullying workshops</p> <p>West Lothian Council has supported national campaigns and continues to promote prevention through these joint initiatives and via the West Lothian Council website and a variety of media releases and social media sites.</p>
<p>Continued partnership working with West Lothian Faith Group and Police Scotland with the aim of reducing hate crime and increasing awareness.</p> <p>Police Scotland has an ongoing presence at the Faith Group</p>	<p>The Faith Group always welcomes input from Police Scotland and as a result has an increased awareness of hate crime, counter-terrorism and crime prevention as a result.</p>

<p>which has been really well received. For example, there have been inputs on crime prevention in churches, counter-terrorism and hate crime reporting. This is part of the community safety unit's general approach to raising awareness of hate crime.</p>	
<p>The Community Safety Unit and local police work with diversity groups in West Lothian, including LGBT Youth Group Glitter Cannons, MILAN (Asian women's group) disability groups and older people groups. At these meetings officers can discuss issues relating to hate crime with members of the public.</p> <p>The Community Safety Unit have recently completed work with Capability Scotland and worked with new officers and inmates at Addiewell Prison to make sure they know the correct procedures relating to hate crime and receive appropriate interventions.</p>	<p>Prison Officers and other colleagues within service provisions across West Lothian have been supported and encouraged to report all Hate Crimes and Incidents to the Police for investigation.</p> <p>Offenders are educated in the effects of Hate Crime on individuals, families and communities and that all Hate Crimes and incidents will not be tolerated.</p>




Outcome 5: 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.

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

Performance Information

Traffic Light Icon	Code & Short Name	Last Update	Current Value	Current Target
	Percentage of council house properties with needs based equipment and adaptations installed or carried out	2015/16	5%	5%
	Percentage of all operational buildings from which the council delivers services that are fully accessible for disabled persons	2015/16	73%	73%
	Percentage of residents with access to an hourly or more frequent bus service	2015/16	90%	90%

The Council has performed well against this Outcome, with all indicators developed to support the Outcome reporting green.

Our Action

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

Worked in partnership with West Lothian Access Committee regarding ongoing improvements to the design of our schools, housing stock and public buildings to ensure they are accessible.

Delivery of Disability Sports Inclusion training in schools to ensure pupils with a disability are able to participate in physical education, physical activity and sport.

Implementation of a Wellbeing and Inclusion Service within Education which is inclusive of Autism Outreach, Hearing and/or Visual Impairment and ADHD specialists to support pupils.

Continue to work in partnership with parent-led organisations to provide youth club opportunities to young people with additional support needs.

Provide Lip-reading classes to adults experiencing isolation due to hearing loss, we have worked with over 60 learners since 2015.

All Ability Cycling was launched this year with funding which has supported the purchase of 25 adapted bikes and the introduction of weekly try-out/activity sessions.

Continued delivery of the Travel Concession Scheme. This scheme is designed to help West Lothian disabled people get around by making travel in West Lothian cheaper to use.

The appointment of a Support Worker who works directly with vulnerable young people particularly those who have experienced mental health issues, substance misuse and deprivation to enable them to get advice, help and support to escape the poverty trap.

Worked with local sports clubs and organisations to provide targeted opportunities for those with additional support needs and provide grant funding to support inclusive clubs.

Commitment to the 'six steps to library services for blind and partially sighted people'. This national initiative aims to improve accessibility of library services for people with sight loss or other print disabilities.

Evidence to Support Our Activity

What we've done	The difference this has made
NETs, Land & Countryside Services participated in a Citizen Led Inspection "Look See" pilot within the 3 Country Parks. This project considered how accessible our parks were for people with disabilities.	<p>An Improvement Plan was devised which has resulted in several improvements being made for example:</p> <ul style="list-style-type: none"> • Relocation of 6 parking bays within Polkemmet Country Park to a more suitable car park surface to encourage wheelchair access. • Installation/replacement of signs at Beecraigs and Almondell Country Parks to improve access for disabled people • Installation of a new picnic bench at the parking area at Almondell Country Park to allow disabled visitors to enjoy the fresh air without the need to travel far

<p>We are in the process of building 1,000 new council houses. 13% of these homes will be bungalows which will give physically disabled and elderly tenants a home that meets their needs and the opportunity to sustain their tenancy and live more independent of support services they may otherwise have relied on.</p>	<p>Housing Strategy and Development consulted with the Access Committee to assess the new build design for people with disabilities. During this consultation wheelchair users visited one of the first bungalows to be built in the programme to assess the functionality of the layout. Following comments made, aspects like the height of gate latches and bathroom layouts were changed for future builds.</p>
<p>We have continued to adapt our current housing stock to make them more accessible to meet the needs of our tenants.</p>	<p>In 2015/16, 703 applications for medical adaptations were approved by the service, of which 673 medical adaptations were completed. This has allowed tenants to continue to live independently in their own homes.</p>
<p>In 2016 we reviewed and then implemented a new Housing Allocations Policy to make our housing more accessible for all residents of West Lothian.</p> <p>The new policy promotes equal opportunities in a variety of ways, for example, housing that is not accessible for disabled people is regarded as being unsatisfactory housing. This recognises the barrier that disabled people experience in relation to the inadequacies of the housing in which they live.</p>	<p>Housing that has been adapted to meet the needs of disabled people is offered to disabled applicants as a priority and based on need.</p>

Outcome 6: People within the relevant protected characteristics in West Lothian feel involved in the processes by which the council makes decisions that affect them, and that they have appropriate information and resources to understand and influence those decisions

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 6.

Performance Information

Traffic Light Icon	Code & Short Name	Last Update	Current Value	Current Target
✓	Percentage of individuals involved in Community Councils who are women	2014/15*	52%	50%
✓	Percentage of individuals involved in Community Councils who are from an Ethnic Minority	2014/15*	19%	20%
✓	Percentage of individuals involved in Community Councils who class themselves as having a disability	2014/15*	34%	35%
✓	Percentage of individuals involved in Community Councils who consider themselves to be of a certain religion	2014/15*	74%	70%
✓	Percentage of people on the West Lothian Citizens Panel who feel involved in their Community by age	2014/15*	41%	40%
✓	Percentage of the West Lothian Equality Community Forum who feel that the work of the forum has made some or a significant difference in terms of equality	2015/16	87%	80%

*Performance against this Outcome is measured from data taken from the Community Council Survey which is conducted every two years. In 2014/15 the indicators all reported green. 2016/17 data from the Community Council survey will be available to report in March 2017.

Our Action

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

Delivered a bespoke film project for Looked after Young People called 'Having Your Say'. This project allowed young people to share their thoughts and experiences of being in the care system with others in similar circumstances in a safe and supportive environment

Translation of an NHS Basic Parenting Book into Arabic for refugee parents arriving with babies and infants

Conducted a review of our Citizens Panel to ensure its representative of the West Lothian Community. Part of the review included extending the equality monitoring questions to include gender identity

Independent strategic needs assessments including extensive service user consultation were undertaken to inform the Learning Disability, Physical Disability, Older People, Mental Health and Alcohol and Drug Partnership's Commissioning Plans

Provided bespoke support to refugee children to enable them to integrate seamlessly into our communities

Implemented a range of engagement programmes including focus groups, 1:2:1 meetings and feedback forms to shape the provision of services provided by Active Schools and Community Sport Service. This has allowed the service to understand and address barriers to participation by certain groups

Commissioning of Advocacy services to continue to support people with a range of protected characteristics to ensure their views are heard

Alcohol and Drugs Partnership (ADP) redesigned their rehabilitation service following consultation with service users

Delivery of one-off focus group meetings to continue to improve on our performance as a landlord, resulting in an increase in tenant engagement with previously disengaged tenants. Evidence suggests that such disengagement may be linked to protected characteristics.

Evidence to Support Our Activity

What we've done	The difference this has made
<p>Bespoke LGBT specific training was delivered by LGBT Youth Scotland to a number of employees within Social Policy, specifically those who work within the Children & Young People Team.</p> <p>This was requested due to the number of young people in schools struggling with gender identity.</p>	<p>This training has improved employee awareness of the challenges LGBT children and young people face and assisted staff in identifying how support might best be offered.</p> <p>Positive feedback from participants included:</p> <ul style="list-style-type: none"> • improved knowledge about language and the issues around LGBT young people • more confidence in supporting and signposting young people to appropriate services • more awareness of young people's feelings.
<p>An Information and Advice Service is commissioned specifically for people with a disability through a contract with Capability Scotland West Lothian Information and Advice Service. This ensures that the information and advice can be given in a more appropriate way to meet the needs of people with a disability and ensure appropriate inclusion in access to this service.</p>	<p>As part of this remit a number of "information" events have been organised, including one specifically focused on people with hearing loss and BSL users. Capability Scotland organise such events bi-monthly based on issues identified by people with a disability, the most recent event was held on the subject of "Accessible Housing".</p>
<p>The Faith Group, a Community Planning Partnership Equality Forum facilitated by the council, 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.</p> <p>The group also provides a mechanism for the council and partners to engage on religion and belief based equality issues to inform policy and service development and gain an understanding of diverse communities to ensure services better meet the needs of our local communities.</p>	<p>Facilitation of the Faith Group supports the council's work towards meeting the general duty of fostering good relations between those who share a protected characteristic and those who do not, as demonstrated by the quote below from a Faith Group member:</p> <p>"The West Lothian Interfaith Group provides a space to share an understanding of how people from different religious faiths put into practise their beliefs, fostering a strong sense of mutual trust, respect and friendship. It also provides opportunities to interact with the wider community through organised events and has the potential for doing good collectively."</p>
<p>The Faith Group developed a 'Faith Handbook' to increase awareness and understanding of different beliefs and practices, aimed at service providers, employers and members of the community. This was intended to enhance engagement between service providers and customers to improve how</p>	<p>The handbook has been used within the council in the following ways:</p> <ul style="list-style-type: none"> • Whitdale Family Centre has used the handbook to increase staff understanding of local multi-cultural needs and cultural routines of families, with the handbook enabling practitioners to reflect on

<p>services are delivered and has been circulated widely across the council and community planning partners.</p>	<p>questions to be asked to new families and on how to support families at crisis point.</p> <ul style="list-style-type: none"> the handbook has been circulated to all headteachers as a suggested tool for planning religious education and observance and its use is promoted in school libraries. <p>The handbook received a bronze award at the 2016 COSLA Excellence Awards. It is the first document of its kind in Scotland and has been recognised as a useful tool by Interfaith Scotland. A version has been circulated to all local faith groups across Scotland for use in their own areas.</p>
--	--




Outcome 7: 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.

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

Performance Information

Traffic Light Icon	Code & Short Name	Last Update	Current Value	Current Target
	Performance on Stonewall Workplace Equality Index	2015/16	67	100
	Percentage of employees who have completed equality and diversity training	2016/17	63%	70%
	Percentage of council employees in top 5% of earners that are women.	2015/16	53%	52%

The indicator relating to our performance on the percentage of employees who have completed equality and diversity training is currently reporting at amber. This training is mandatory for all employees and all Council Services have developed a plan to ensure that all employees receive this training by September 2017.

Our Action

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

Implemented an Employee Health and Wellbeing Framework that provides a proactive and structured approach to supporting employee wellbeing. 1670 employees have participated/engaged with health and wellbeing activities and provisions during 2015/2016 including Weigh& Go, Bodychecks, Cycle to Work Day, Physiotherapy and Smoking Cessation.

Successfully retained a Healthy Working Lives Gold Accreditation.

Reviewed our Counselling Service to ensure it is inclusive of Sexual Orientation and Gender Identity.

Improved our computerised self-service system HR21 to enable employees to update at any time the equality monitoring data we hold about them and enabled us to raise awareness amongst our employees in relation to why we hold this data.

Continued to offer a wide range of learning and development opportunities to employees which incorporates the principles of diversity and inclusion and were appropriate have specific content that reinforces the council's commitment to equality and diversity.

Reviewed our Bullying and Harassment Code of Practice and Policy to ensure it is more inclusive of Gender Identity.

Continued to conduct employee surveys, asking employees for their perception on a range of issues including equality and diversity.

Successfully achieved Disability Confident level 2 status in the newly introduced Disability Confident Scheme. This scheme demonstrates our commitment to a continued zero tolerance approach to disability discrimination in our recruitment and selection practices and as such ensures we are committed to demonstrating that we take positive action to attract, recruit and retain disabled people.

Introduction of a revised annual appraisal process Appraisal and Development Review (ADR). The new process is built around a set of core behavioural competencies which apply across all employee groups. These competencies reflect standards expected of managers and employees and some of the competencies relate directly to equality and diversity such as 'Promote the benefits of diversity and challenge prejudice, discrimination and bias.

Evidence to Support Our Activity

What we've done	The difference this has made
<p>The council began rolling out mandatory equality and diversity training to all 8,090 employees in February of 2016. This is to ensure employees have an awareness of equality and diversity issues and provides evidence of the council's compliance with the requirements of the Equality Act 2010.</p> <p>This training was designed internally to ensure it met the needs of all areas of the council and it is delivered face-to-face by a group of 22 trainers from across all council services. The training is largely interactive and explores and challenges employee attitudes and behaviours through a number of specifically designed practical exercises.</p>	<p>Out of the 8090 employees in West Lothian Council 5071 employees have attended the training.</p> <p>Individual service areas continue to roll out the training with future sessions already planned.</p> <p>The evaluation of the training with those attending has been very positive with some of the feedback on what employees found most useful below:</p> <ul style="list-style-type: none"> • "Group discussion and understanding that everyone is different". • "Allowed open and upfront conversation which included others points of view".

	<ul style="list-style-type: none"> • “The case studies were good as it made you relate to real life situations that can occur”. • “Scenarios demonstrating inherent stereotypes and exercises to challenge assumption and bias”. • “Reinforces how to interact with others in a professional capacity”. <p>Employees attending were also asked how they would put this learning into practice in the workplace, some of the responses are below:</p> <ul style="list-style-type: none"> • “Challenge inappropriate remarks when first heard”. • “By being more aware of other people / issues. To offer more assistance to those who may need it”. • “Always be considerate and aware of everyone’s rights”. • “Be aware of my language and understand and respect others”. • “Be more aware of terminology which is acceptable and when to intervene in situations”.
Learning and Development Advisers attended train the trainer courses on achieving a Mentally Healthy Workplace in October 2014. This training has been rolled out to 121 managers since 2015 and has been targeted at services with the highest levels of mental and behavioural absence. In 2016 the training materials were further adapted with 18 managers attending to date.	<p>Mental health absences are being monitored in services where the managers have received this training to measure whether this training has made a difference in terms of reducing mental and behavioural absences. The feedback from participants has been very positive with comments such as:</p> <ul style="list-style-type: none"> • “I am looking at what I can now implement in the workplace”. • “It has opened up discussions about changes that could be made to improve morale, some small & inexpensive”. • “Better understanding of mental health in the working environment”.
We continue to corporately support important equality events/days linked to LGBT i.e. LGBT (Lesbian, Gay, Bisexual, Transgender) History Month, IDAHOBiT (International Day against Homophobia, Biphobia and Transphobia) and West Lothian Pride, as well as Black History Month, Interfaith Week, World Aids Day, International Women’s Day and Holocaust Memorial Day	<p>We continue to demonstrate that we offer an inclusive, equal and inspiring environment for our employees and the wider communities of West Lothian.</p> <p>We continue to actively support and facilitate West Lothian Pride, this celebrates LGBT culture and allows LGBT people to express themselves without fear of retribution or reprisal and brings together people of different backgrounds, ethnicity and age groups within the local community. By bringing those people together we are able to make connections, build positive relationships, create community cohesion,</p>

	reduce isolation and raise awareness. The wider benefits of this event makes LGBT people of West Lothian feel more included in their communities and reduce prejudice based attitudes and reactions to LGBT people.
In partnership with Deaf Action Scotland, the council delivered a number of bespoke British Sign Language (BSL) awareness raising courses to employees across all service areas in preparation for the introduction of the new legislation relating to British Sign Language (British Sign Language (Scotland) Act 2015).	<p>This training has allowed employees to have a better understanding of the barriers deaf and hard of hearing face when accessing services and within their daily lives.</p> <p>Evaluations from the training were positive, feedback from employees included:</p> <ul style="list-style-type: none"> • “excellent course, you don’t really fully understand how difficult it is for people to access services until you attend courses like this” • “trying to communicate with the trainer and each other without speech was so hard, but thoroughly enjoyed learning some basic sign language, great course and a must attend for any employee”



Outcome 8: Children and young people within the relevant protected characteristics 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 an equality 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 LGB or T 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 8.

Performance Information

Traffic Light Icon	Code & Short Name	Last Update	Current Value	Current Target
	Percentage of Pupils in Primary Seven Rating the Equality & Fairness in Their School as Good or Excellent.	2015/16	75%	77%
	Customer Satisfaction: Percentage of Students in Secondary Schools Rating the Equality & Fairness in Their School as Good or Excellent.	2015/16	59%	62%

The council has performed well in meeting this outcome with all indicators reporting green.

Our Action

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

Implemented the 'Safe and Together' model in relation to domestic abuse where the emphasis is on partnering with the non-abusing parent. Each school now has a trained domestic abuse 'champion'.

Ensuring designs within schools incorporates open plan areas to reduce bullying.

Delivered a series of creative workshops targeted at groups for whom English is a second language.

Implemented a self-evaluation document to enable partners and stakeholders to reflect on the service provided by Active Schools and Community Sport to ensure a fun, safe and inclusive environment for all pupils.

Targeted work with disenfranchised parents and carers through the facilitation of Bookbug sessions which encourage reading and learning.

Evidence to Support Our Activity

What we've done	The difference this has made
Continuing to embed 'How Good is Our School 4' recognising that pupils learn in different ways. Respect and tolerance are integrally taught and build confidence in individuals.	Formal groups supporting LGBT young people are active in six of our 11 secondary schools and are being increasingly valued by both management teams and pupils as demonstrated by a doubling of participant schools developing LGBT groups. Events such as the Stonewall Rainbow Laces campaign and Purple Friday are actively promoted. Broxburn Academy are one of only three Scottish secondary schools to have achieved LGBT Youth Scotland Silver Charter mark.
Delivery of the Catapluf's Musical Journey – to Additional Support Need (ASN) pupils at Beattie School Campus. The musicians took percussion and a cello into the school and engaged with pupils with a variety of profound additional needs. Previous engagement with ASN schools using music as a medium has shown impact and benefit for pupils with additional support needs.	Community Art undertook consultation with artists to ensure the 3 musicians engaged for the project all had experience of working with children who have profound needs. The project delivered a one off workshop within the school and children attended a performance at Howden park Centre. The children all had a positive reaction to the rhythm, beat and sounds of the instruments.
Sound Stories was a series of eight weekly workshops aimed at engaging with pupils from Cedarbank ASN School in music making, by encouraging them to explore their emotional responses to music. Pupils worked with professional composer/Musician Dave Trouton.	The sessions encouraged pupils to work as a group to devise and perform their own music, providing great opportunities to learn and develop skills in collaboration, turn taking, active listening, sharing, self-expression and self-confidence. Pupils explored the use of music in film and television and learned how music helps to communicate ideas and tell stories. Teacher's comments – 'The sessions allowed the pupils to develop social skills such as listening, turn taking, and working together as well as

	developing their knowledge of music and musical instruments. It was greatly enjoyed by all.'
Active Schools and Community Sport have produced a GIRFEC Strategic Self-Evaluation document to support stakeholders and partners reflect on the service provided by Active Schools and Community Sport through the GIRFEC Health and Wellbeing Indicators. This document provides partners with the opportunity to review and reflect on the opportunities provided to pupils across PE, school sport and club sport to ensure that all pupils, including those with protected characteristics feel safe, supported and able to be themselves.	The strategic self-evaluation has enabled schools and community clubs to undertake self-reflection with regards to activities and to identify the support that is available through Active Schools and Community Sport. The document provides a focus approach to assisting partners and stakeholders provide a fun, safe and inclusive environment for PE, physical activity and sport. Schools are recognised for outstanding provision through the School Sport Awards. Currently 16 West Lothian primary and secondary schools have attained bronze with 27 on silver and 10 achieving gold.



Outcome 9: Carers in West Lothian recognise an improved awareness of caring related issues amongst employees when accessing and engaging with council 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.

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

Performance Information

Traffic Light Icon	Code & Short Name	Last Update	Current Value	Current Target
	Percentage of community care service users and carers satisfied with their involvement in the design of care packages	2015/16	92%	90%
	Percentage of carers who feel supported and able to continue in their role as a carer	2015/16	72%	75%

Our Action

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

Continue to provide flexibility to young carers who are within a school setting.

Continue to work in partnership with Carers of West Lothian and MECOPP (Minority Ethnic Carers of Older people Project) to provide support services, information, advice, training, consultation and representation for carers.

Evidence to Support Our Activity

What we've done	The difference this has made
<p>All staff involved in assessment and care management of older people have had specific training in Self Directed Support (S.D.S.) which came into force in April 2015. Carers' assessments are integral to this process, focusing on both the needs of the individual and those of the client's carers/family.</p>	<p>Carers participate in decision-making and receive the support they need to continue to offer care.</p> <p>For example, a client with Alzheimer's disease cared for by her husband chose to use their support budget to continue to receive a befriending and sitter service as an alternative to traditional day care.</p>
<p>The Introduction of Self Directed Support in April 2015 allows families to choose options of provision for children with a disability: to choose council commissioned services, self-purchased support, or a mix of both. Included in this are day and respite services for children; education tailored to specific needs of children either included in mainstream schools, in specialist provision locally or (more rarely) in specialised units outside West Lothian, e.g. specialist autism units. All needs are carefully assessed, working in partnership with families and other support agencies to identify the best resource for each child and each carer's needs.</p>	<p>This approach has allowed families and carers to have and make informed choices in terms of need. Examples of this are:</p> <p>One family chose to have respite in the form of childminding and animal therapy for their children with autism. They choose the option where the Child Disability Service (CDS) pay for and arrange this.</p> <p>Another family chose to have CDS arrange services for respite which meant they could have breaks from caring through overnight breaks, short breaks and holiday activities.</p>



Outcome 10: People within the relevant protected characteristics in West Lothian have an improved awareness of, and access proportionately income maintenance and maximisation opportunities

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 10.

Performance Information

Traffic Light Icon	Code & Short Name	Last Update	Current Value	Current Target
	Number of customers receiving disability related benefits	Q3 2016/17	622	530
	Total quarterly amount the Advice Shop has gained in extra benefits for older people (Aged 60 and over).	Q3 2016/17	£1,636,126	£1,500,000

Good progress has been made in this Outcome, with the performance indicators which support the outcome reporting green.

Our Action

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

Worked in partnership with external organisations to ensure young people have access to information, advice and guidance in relation to managing and maximising their income.

Actively working with our housing tenants to help them manage rent arrears.

The Advice Shop trains, manages and deploys IT buddies to assist those who require additional support to access benefits on-line and learn

to use digital media.

Extension of our Advice Shop outreach provision to ensure vulnerable adults can still access the service at a venue/facility which best suits their needs.

Signposted families and kinship carers to the Advice Shop to ensure they receive benefits advice and are able to maximise their income.

Continued to provide front facing customer service support at customer service centres to maximise access to benefits by assisting customers to complete forms and signposting customers to other agencies who may be able to offer more support.

Provide additional support and advice to older people who access assessment and care management services to ensure they have the opportunity to maximise their income via benefits advice.

Work in partnership with third sector to improve income maintenance and maximisation opportunities for the residents of West Lothian.

Provide a 'buddy' volunteer to support very vulnerable clients who need to attend a medical assessment to meet eligibility criteria for benefits.

Evidence to Support Our Activity

What we've done	The difference this has made
<p>Through close partnership working with the Mental Health Advocacy Project (MHAP) a number of multiple debt cases have been referred to the Corporate Debt Team from the MHAP and also cases from the Corporate Debt Team to the MHAP.</p> <p>The approach aims to:</p> <ul style="list-style-type: none"> • Provide all reasonable assistance to those customers who have difficulty in paying so they can pay what they are due. • Provide appropriate advice and assistance to customers to maximise their income. • Treat all customers as individuals and consider, wherever possible, individual circumstances when taking action to recover debts. 	<p>The MHAP have commented that “ the service offered has been superb, efficient and a great help to mental health service users in West Lothian who can find themselves in very difficult and complex situations in relation to welfare benefits, debt and related housing issues. The team communicate especially well with our client group, listen to the issues and are persistent in helping to resolve problems and getting good outcomes. The team have helped us to uphold our service users rights, and have actively prevented issues of debt, poverty and deterioration of mental health arising for our often hard to reach client group”</p>

<p>The 'Better off' Anti-Poverty Strategy aims to help minimise the impact of poverty on the people of West Lothian.</p> <p>The strategy identifies seven cross-cutting themes of poverty: Economy/Income, Employability/Economic Development, Education, Housing, Health, Community and Inequality. Its object is to ensure that people are equipped to cope with the challenges they currently face, in terms of their disposable income, and the impact that this has on their health, education and community involvement.</p>	<p>The Advice Shop has improved the financial circumstances of West Lothian residents by over £27million. Income has been maximised through detailed benefits work to reduce the levels of financial hardship, stress and isolation.</p> <p>According to report, Contribution Of The Advice Shop To The Anti-Poverty Strategy, in June 2016:</p> <p>"The Anti-Poverty Strategy is clear about the need to reduce the inequalities gap and tackle the causes of inequality. This translates into targeted services for the poorest and most vulnerable in society resulting in West Lothian citizens being less at risk of financial exclusion as a result of having their disposable income maximised. The Advice Shop has made sure that resources are targeted at those most in need. It has continued to identify gaps in provision, raise awareness of entitlement, develop campaigns and ensure that those seeking advice have their needs met, where possible, at first point of contact."</p>
<p>The 'Pamper Me' event offers advice and support to people who are homeless or at risk of becoming homeless (often from protected groups).</p>	<p>The event provides the opportunity for people to access advice and support from many agencies, including The Advice Shop, Women's Aid, Foodbank and Business Gateway, in one accessible event. All of these organisations work with people to raise awareness and access to income maintenance.</p> <p>It is also a chance for people, who may not otherwise have the opportunity or funds, to try out some new therapies, fun activities and exercise.</p>

هذه المعلومات متوفرة بلغة بريل وعلى شريط وبخط كبير وبلغات الجالية.
الرجاء الاتصال بخدمة الترجمة على الهاتف 01506 280000

এই তথ্য আপনি ব্রইল, টেপ, বড় অক্ষরে এবং কমিউনিটির বিভিন্ন ভাষাগুলিতেও পাবেন। অনুগ্রহ করে ইন্টারপ্রেটেশন অ্যান্ড ট্রান্সলেশন সার্ভিসের সঙ্গে যোগাযোগ করুন। টেলিঃ 01506 280000

這份資料是可以凸字、錄音帶、大字印刷及社區語言的式本提供。請聯絡傳譯及翻譯服務部，電話：01506 280000

ਇਹ ਜਾਣਕਾਰੀ (ਬ੍ਰੇਲ) ਠੇਡੂਰੀਨ ਦੇ ਪੜ੍ਹਣ ਵਾਲੀ ਲਿਪੀ, ਟੇਪ, ਵੱਡੇ ਪ੍ਰਿੰਟ ਅਤੇ ਸਮਾਜ ਦੀਆਂ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ ਉਪਲਬਧ ਹੈ। ਕ੍ਰਿਪਾ ਕਰਕੇ ਇੰਟਰਪ੍ਰੈਟੇਸ਼ਨ ਅਤੇ ਟਰਾਂਸਲੇਸ਼ਨ ਸਰਵਿਸ ਨੂੰ ਇਸ ਨੰਬਰ 'ਤੇ ਸੰਪਰਕ ਕਰੋ : 01506 280000

یہ معلومات بریل (اندھوں کے رسم الخط)، ٹیپ، بڑے حروف کی طباعت اور کمیونٹی میں بولی جانے والی زبانوں میں دستیاب ہے۔
براؤمر بانی انٹرپرائزنگ اینڈ ٹرانسلیٹنگ سروس سے ٹیلیفون نمبر 01506 280000 پر رابطہ قائم کریں۔

Informacje te mogą być przełożone na język Braille'a, dostępne na taśmie magnetofonowej lub wydane dużym drukiem oraz przetłumaczone na języki mniejszości narodowych.
Prosimy o kontakt z Usługami Tłumaczeniowymi pod numerem 01506 280000

Information is available in braille, tape, large print and community languages. Contact the interpretation and translation service on **01506 280000**.

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.

Published by West Lothian Council