West Lothian
Council

Equality Mainstreaming Report 2015

Corporate Services
April 2015

1. Foreword

This document presents West Lothian Council's update report on our equality mainstreaming commitments. We first published our mainstreaming report in April 2013.

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.

Our first report in 2013 focussed on highlighting the standard that the council had achieved under both the legacy public sector duties and in relation to the existing Public Sector Equality Duty. This report outlines the progress for the Authority in mainstreaming equality over period 2013 to 2015.

We will publish a final report on our progress and a revised mainstreaming report for the period 2013 to in 2017 as required by the Public Sector Equality Duty in Scotland.

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

April 2015

2. Public Sector Equality Duty

2.1 The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 came into force on 27 May 2012. The Equality Act 2010 came into force on 1 October 2010. The Equality Act contains a public sector equality duty covering the relevant protected characteristics of age, disability, gender, gender reassignment, pregnancy and maternity, race, religion or belief and sexual orientation.

The duty is in two parts – the public sector equality duty in the Equality Act 2010 itself (often referred to as the 'general duty'), and specific duties which are made by Scottish Ministers through regulations. The general duty requires public authorities, in the exercise of their functions, to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct;
- Advance equality of opportunity between people who share a relevant protected characteristic and those who do not; and
- Foster good relations between people who share a protected characteristic and those who do not.

2.2 One of the key specific duties requires public bodies to develop and publish an equality mainstreaming report, and to report on progress against that report every two years. With reference to the key principles of proportionality and relevance, public bodies must show what progress has been made on meeting the general equality duty. The progress report must also include data related to the specific duties on employment monitoring information. The council's employment equality information and analysis over the past two year period is provided in the appendix.

3. Progress on Mainstreaming Equality

3.1 This section provides a summary of key activities taken forward by the council in relation to mainstreaming of equality since the publication of our initial report in 2013. The report has been split into the themes identified by the council as of direct relevance to the council's ability to meet the requirements of the general duty. A brief context is provided along with agreed actions since the publication of our 2013 report and an update against progress.

3.2 <u>Organisational Leadership</u>

The council's Corporate Management Team remain directly involved in decision-making regarding strategic management of equality and diversity within the council. A member of the Corporate Management Team is both Chair of the council's Corporate Working Group on Equality (CWGE) and takes on the role of Lead Diversity Champion for the Authority. This role involves regular support for equality and diversity initiatives and attendance at events. The Executive and Corporate Management Teams are involved regularly in decision-making regarding equality and diversity.

Since 2008 the Council's Equality Champion has been the Leader of the council, taking a direct and pro-active role in providing the required profile and support for equality and diversity policy and initiatives. A quarterly briefing on equality governance remains a priority for the Council.

Table 1 sets out the Actions which were identified in relation to Organisational Leadership and progress made towards these.

Table 1

Actions	Progress
Senior management equality and diversity refresher training to be prioritised within wider approach to equality and diversity learning and development strategy.	The Executive Management Team approved a mandatory equality and diversity training programme for all council employees in 2014. The programme is due to commence roll out in Spring 2015. Senior management are a key initial target group.
Formalised continuous professional development programme to be put into place to support CWGE service representatives in their role.	The CWGE service representatives will be involved in the pilot programme for the equality and diversity training programme and many of them also will be trainers. Reinstatement of regular awareness sessions for service representatives will be progressed following implementation of the mandatory training programme.
Continue to support quarterly check-in meetings with 2 elected member champions on a quarterly basis.	Ongoing.
Provide high-profile opportunities for senior management and elected member champions to promote equality and communicate positive messages.	Various events and opportunities have been provided including events during LGBT History Month, International Women's Day, Black History Month

3.3 Corporate Governance

In June 2002 the council established the Corporate Working Group on Equality. The group is responsible for the strategic implementation of equality initiatives and legislation and provides a forum for developing and promoting good practice council wide. The group is chaired at Head of Service level and reports to the Corporate Management Team through the HR Programme Board. The group comprises representatives from each of our nine Service areas. Specifically, the Group is responsible for the corporate implementation and monitoring of our Corporate Equality Outcomes and mainstreaming activities.

Policy development related to equality and diversity is reported through the council's Committee structure both in order to involve elected members in the decision-making process as well as to support corporate governance.

No additional action has been identified for this theme area.

3.4   Ownership

Service representatives on the Corporate Working Group on Equality take lead responsibility for coordinating service level activity. Service representatives regularly attend service senior management teams and distribute service wide communications related 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.

Table 2 sets out the Actions which have been identified in relation to Corporate Governance and the progress made against these Actions.

Table 2

Actions	Progress
Regular CWGE representative attendance at Service Senior Management Team meetings. Recommended minimum of four meetings per year.	A guide has been produced to support CWGE representatives when attending senior management meetings in order to ensure the input is focussed and adding value. Engagement at management teams is monitored at CWGE meetings.
Service representatives identify who in their service requires to receive communications, updates and emails for information related to equality and diversity issues	This action is completed and CWGE regularly update their contacts as required.
Service specific/ led events to promote equality to be held in each service minimum of once per year.	While a number of service specific events continue to take place a consistent approach to this has not been progressed as yet and this will be a priority during 2015.

3.5   Business Planning Integration

In 2009 auditing of equality activity with particular focus on impact assessment was introduced to the council's corporate performance management system. This change enabled mainstream performance assessment to take direct account of performance issues related to equality within council functional areas for the first time. This activity assists to ensure that equality issues are considered on a more regular basis by a range of teams and services across the Authority.

The council's Corporate Equality Outcomes are managed through the council's performance management information system (Covalent). This innovative approach allows our performance related to equality outcomes to be managed electronically and mainstreamed within council management plans. Relevant service managers are assigned responsibility for implementation of appropriate actions in order to ensure that accountability sits within the appropriate service, assisting to directly mainstream equality throughout the organisation. Performance indicators for equality outcomes are managed in a similar way. Performance can therefore be tracked and managed as necessary.

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Table 3 sets out the Actions which have been identified in relation to Business Planning Integration and the progress made against these Actions.

Table 3

Actions	Progress
Discuss with the Quality Improvement Team the need to revise and update equality related standards within West Lothian Assessment Model process.	This action is complete. The West Lothian Assessment Model standards were reviewed. While it was felt that the questions and standards related to equality remained relevant and robust, given changes to the Quality Improvement Team an equality and diversity briefing for assessors was taken forward to assist with the assessment of the detail and quality of evidence produced by services.
CWGE to monitor implementation and progress with regard to equality outcome performance indicators.	The CWGE meetings were re-structured in 2014 to focus on compliance with the Public Sector Equality Duty. This has included a specific focus on regular monitoring on outcome performance indicators.

3.6   Learning and Development

Bite-sized sessions on "Introduction to Equality and Diversity" and "Equality Impact Assessment" have been available to all council employees over the past three years. In addition, various online equality and diversity training has been delivered to council employees via the council's in-house Learning and Development Team. The council's Equality Officer has provided various bespoke equality and diversity training and awareness sessions across all council services. These have been developed and delivered based on identified needs with council services or teams.

Table 4 sets out the Actions which have been identified in relation to Learning and Development and the progress made against these Actions.

Table 4

Actions	Progress
Devise and implement an equality and diversity learning and development strategy for the council.	A mandatory equality and diversity training strategy for all council employees was approved in 2014. A project team is currently developing the programme which will be piloted in spring 2015. The strategy aims to provide mandatory face-to-face and e-learning training to all council employees by April 2018. The roll out of the training is targeted towards key groups over years one and two, with remaining employees to be covered in year three.

3.7   Equality Impact Assessment (EQIA)

A revised "Equality Impact Assessment Toolkit" for council employees was introduced in June 2013. The toolkit provides step-by-step guidance and examples of assessment requirements for those conducting assessments as well as a template for completion and publication of assessments. The Equality Officer provides one-to-one support for policy leads throughout all council services conducting, or considering, equality impact assessments. The Equality Officer and Equalities Analyst offer support and facilitation of EQIA Panels in order to guide policy leads through the process and share learning as widely as possible within services.

Awareness sessions on EQIA are provided to: service management teams; Corporate Management Team; elected members and Committees. A bite-sized training session on EQIA is available to all council employees.

Minimum standards for EQIA are assessed within the West Lothian Assessment Model structure.

A specific EQIA training programme for managing budget reductions was initially implemented in 2013 and continues to be offered to council employees. This has been delivered to each service area to assist the EQIA and budget setting process.

Table 5 sets out the   Actions which have been identified in relation to Equality Impact Assessment and the progress made against these Actions.

Table 5

Actions	Progress
An online resource to manage EQIA across the council requires to be devised/ identified.	The council has pursued various options for enabling EQIA to be managed via an online process however no product or partnership opportunities have been deemed suitable to date. Given the redevelopment of the council's website in 2014 it is hoped that this new platform will enable opportunities to develop a resource in-house.
EQIA quality assurance process to be devised. Recommended structure: • Quality assurance panel to meet on a quarterly basis to review completed relevance assessments, full EQIAs and PDSP papers. • Membership to include Equality Officer, Equalities Analyst (temporary), X3 representatives of the CWGE, and X2 representatives of the Equality forums and networks. • Findings and recommendations to feed into the CWGE.	This quality assurance process has been created. The Group is now up and running and being led by the Equalities Analyst.

Table 5 (cont)

Actions	Progress
Equality impact assessment awareness training to be incorporated into wider equality and diversity learning and development strategy.	A bespoke training session for targeted officers, taking key financial and policy decisions is being progressed as part of the wider approach to equality and diversity training noted at section 3.6
Development of an EQIA evidence and practice learning hub to enable sharing of experience and evidence gathering exercises related to EQIA across the council.	This is currently under development and is directly linked to the council's website.

3.8   Involvement

Working in collaboration with our Community Planning Partners, the council has a number of formal and informal mechanisms for members of the public and our employees to be involved in equality and diversity related activity. The Disability Community Forum, Women's Forum and Community Race Forum are independent open Forums of volunteers from the community. The Forums assist to mainstream equality through regular monitoring of council and partner activity related to equality. The Forums are continually developing a "critical friend" role in relation to progress with the council's equality outcomes.

The Lesbian, Gay, Bisexual and Transgender (LGBT) Youth Forum is a support group for young LGBT people in West Lothian. Facilitated by the council, the Forum run events for and by young people, as well as engaging with council services and partner organisations on issues relevant to them.

The Religion or Belief Network represents the multi-faith community in West Lothian. The initial purpose of the group is to bring faith groups together in order to facilitate partnership working and sharing of experiences. However, the group have also shown willingness to engage in policy issues related to religion or belief and further progress on this will be reported in subsequent mainstreaming reports.

The council supports an online Employee Equality Network across each of the protected characteristics. The Network brings together council employees impacted by or interested in equality issues, and provides the opportunity to influence council employment policy and practice related to equality and diversity.

Table 6 sets out the   Actions which have been identified in relation Involvement and the progress made against these Actions.

Table 6

Actions	Progress
Develop online forum discussion for employee networks and re-launch with new branding. Support from Trade Unions required.	Completed. Promotion of the network and forum activity requires to be increased and this will be a key priority going forward.

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Table 6 (cont)

Actions	Progress
Remit and support to community forums to be reviewed in line with development of lay advisors scheme.	The lay-advisor scheme is on hold at present. The support and activity of the community forums is currently under review by the CWGE.
"Equalities landscape" discussions to create full picture of existing involvement mechanisms across council services and functions, with a view to rationalising and harmonising activities.	An audit of equality activity across West Lothian has been completed by the Community Planning Partnership. This information is currently being used to inform the review of involvement activity being progressed by the CWGE.
CWGE to create short-life working group to consider involvement of LGBT adult population and older people in relation to equality policy, and in promoting good relations work.	This action is on hold until the outcome of the review work on the existing involvement arrangements.

3.9   Promoting Good Relations

Since 2008 the council have recognised International Women's Day by hosting high profile awareness raising events, aimed at a wide range of audiences. Since 2009 a series of events have been hosted by the council to mark the 16 Days of Action against Gender Violence. This has included sessions on gender budgeting and a seminar hosted by the former Lord Advocate. The sixteen days programmes are designed to consider cross-cutting equality issues, reflecting the varying needs of women in relation to sexual orientation, gender identity and women from black and minority ethnic backgrounds. The profile of the International Women's Day events and 16 Days Programme within the Authority are utilised to launch innovative initiatives such as the Living in Safe Accommodation Project in order to provide support to awareness raising of such services.

The Community Race Forum have hosted a number of events designed to bring the diverse communities of West Lothian together. Going forward it is intended to support mainstreaming of good relations by integrating equality community events across all protected characteristics where possible.

Table 7 sets out the Actions which have been identified in relation to Promoting Good Relations and the progress made against these Actions.

Table 7

Actions	Progress
National and international "days" or "weeks" to raise the profile of equality issues to be pro-actively communicated to the CWGE. This will be a standing agenda item at meetings. The Group will then agree which initiatives the council should support and put appropriate plans/ resources in place.	This has been actioned. As examples, at time of writing the council are putting plans in place for LGBT History Month and International Women's Day.

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4. Data, Information and Research

Significant data, information and research has been sourced and utilised in the development of council policy and practice related to equality. Work towards the Corporate Equality Outcomes has improved the availability of local data across council services affected with regard to the impact of equality. While the council recognises that reliable data by protected characteristic is an ongoing challenge across the whole of Scotland, the importance of accurate information to inform policy and decision-making means that working to improve the local evidence base is a key priority for the Authority going forward.

Table 8 sets out the Actions which have been identified in relation to Data, Information and Research and the progress made against these Actions.

Table 8

Actions	Progress
Impact and potential business case to resource Equalities Analyst post beyond end September 2014 to be considered by the CWGE.	The Equalities Analyst post business case was devised and taken forward. The post is currently in place to July 2015 when the role will be reviewed again.
CWGE to monitor standard of data collection from equality outcome performance indicators.	Processes are in place for this and this is a regular agenda item for the CWGE.
Availability of Scottish Government Equality Finder tool to be better publicised to services and in particular those conducting EQIA.	This has been actioned via circulation of the link to council services.

5. Employment Data and Analysis

The council has a statutory duty, as a public sector employer, to publish employment monitoring statistics by age, disability, ethnicity, gender, gender identity, pregnancy and maternity, race, religion or belief and sexual orientation. In addition to information on the composition of its employees the council must take steps to gather information on the recruitment, development and retention of employees. Statistics for the period 1 January 2013 to 31 December 2014 are set out in the appendix.

Analysis of monitoring information will allow the council to track our progress in meeting the general duty and will enable the council to evaluate progress towards meeting the goals set out in this Equality Mainstreaming Report.

5.1 Sources of Information

In September 2014 the council issued an electronic survey to all council staff with email access in order to collect up to date equality data for monitoring purposes. Additionally the survey was made available on the council's external website in order for those without email access at their place of work to complete the questionnaire from home or using other internet facilities. The survey was promoted via payslips and a poster campaign. All questions within the survey were based on the questions set for Scotland's Census in 2011 with the exception of caring responsibility, which was based on good practice guidance from the Equality and Human Rights Commission. The responses received are considered to provide a more accurate

representation of the council's composition than the information currently held on the HR Management Information System in relation to the following protected characteristics:

- Ethnicity
- Disability
- Sexual Orientation
- Caring responsibility; and
- Religion or Belief

There are currently 8169 employees within the council and a total of 2150 responses were received to the survey.

Current HR Management Information provided statistics in relation to the protected characteristics of age and gender. The HR Management Information System also provided statistics on individuals who have received training over the monitoring period, those involved in discipline, grievance or bullying & harassment cases and individuals who have left the councils employment.

Recruitment and promotion information is provided from the National Recruitment Portal.

The following analysis of monitoring information refers frequently to the introduction of a new recording system, HR21, which was piloted during 2013 and is currently being rolled out across all services. The HR21 system will provide a mechanism for employees to populate the HR Management Information system with their personal information including equality monitoring details. Employees will be encouraged to provide this information which will allow the council to fill any gaps in equality monitoring information currently held on employees. Employees will also be encouraged to update their information at any time if their details change, for example, if an employee becomes disabled. With the continued development of HR21, equality monitoring reports in the future will provide a more accurate and up-to-date picture of the composition of the workforce.

5.2   Employees in Post by Gender

The information held on the gender make-up of the council is considered to be accurate and gathered at the time of appointment for each employee. There is not considered to be any requirement to alter the method of gathering this information.

The proportion of men and women working in the council has remained largely unchanged over the 8 years of monitoring with the workforce continuing to be split approximately 70% female, 30% male. For further details see table 1.1 in the appendix.

5.3   Employees in Post by Ethnicity

Information on the ethnicity of employees has been reported through the results of the employee diversity survey. The ethnicity categories in the questionnaire, match those of the 2011 Census for Scotland, which reflect the increasingly multi-cultural make-up of Scotland. Work is progressing to build new recording screens on the HR21 system which will allow employees to accurately record their ethnicity against these recommended categories.

The survey results indicate that the ethnic make-up of the council remains relatively static with 85.3% of respondents selecting White-Scottish. For further details see table 1.2 in the appendix.

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5.4   Employees in Post by Disability

Under the definition with the Equality Act 2010, 90.2% of respondents to the diversity survey did not consider themselves to have a disability, while 7.5% considered themselves to have a disability. This is an increase of 2.7% from the figures recorded following the last diversity survey conducted in 2011 and a considerable increase on the previous percentages obtained from the HR management information system which last reported 1.4% of employees as having a disability. For further details see table 1.3 in the appendix.

The 2.7% increase since the 2012 diversity survey may be attributed to employees having a better understanding of what constitutes a disability under the Equality Act. It may also be reflective of the council's activities to support employees who become disabled to remain in employment.

In order to more fully meet the council's equality duty and increase the percentage of employees for whom the council holds accurate disability information, future disability information will be gathered from the HR21 system which will be populated directly by employees. Employees will be encouraged to update their disability status should it change during employment.

5.5   Disability by Type

The diversity survey contained a supplementary question asking employees to identify the type of disability they have. A total of 160 respondents answered 'yes' to the first question and 245 disability types were selected in the supplementary question. It is unclear whether this increased figure is as a result of multiple disability types being selected by one respondent or whether individuals who have answered 'no' to the first question have then selected a disability type.

The most common form of disability is a longstanding illness or other health condition (28.73%) although this is a significant reduction in respondents for the same category in 2012 (42.9%). Conversely, there has been a significant increase in the number of individuals who consider themselves to have an 'other condition' (which is undefined in the guidance) increasing from 7.6% in 2012 to 21.45% in 2014. For further details see table 1.4 in the appendix.

As well as being populated by disability status as noted in section 5.4 above, the HR21 system will also allow employees to record the nature of their disability.

5.6   Employees in Post by 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 the appointment. There is not considered to be any requirement to alter the method of gathering this information.

The age demographic of the council has changed little over the 8 years of monitoring between 2008 - 2015. For further details on the current age demographic of the council see table 1.5 in the appendix.

5.7   Employees in Post by Sexual Orientation

The overwhelming majority of respondents (94.09%) to the diversity survey consider themselves to be heterosexual/straight. The results identify a total of 2.47% of respondents who consider themselves to be lesbian, gay or bisexual. 2.65% of respondents selected prefer not to say. There has been very little change in the

statistics for sexual orientation since the previous diversity survey. For further details see table 1.6 in the appendix.

In order to more fully meet the council's equality duty and increase the percentage of employees for whom the council holds accurate information, future sexual orientation information will be gathered from the HR21 system which will be populated directly by employees.

5.8   Employees in Post by Caring Responsibility

Almost half (48.24%) of respondents to the diversity survey did not consider themselves to have caring responsibilities. 38.36% of respondents considered themselves to have caring responsibilities for children under eighteen. 12.03% of respondents considered themselves to have other caring responsibilities. The guidance definition provided would suggest that these are adult dependents (for example older parents or adult children with disabilities). There has been little change in the statistics for employees with caring responsibilities since this information was gathered for the first time in 2012. For further details see table 1.7 in the appendix.

In the future, information on caring responsibility will be gathered from the HR21 system which once populated, directly by employees, will fill the gaps in information currently held.

5.9   Employees in Post by Religion or Belief

Church of Scotland was the single largest religion amongst respondents (32.33%). However the largest category was respondents who identified themselves as having no religion or belief (34.19%). There has been little change in the statistics for religion or belief since this information was gathered for the first time in 2012 with an overall decrease of 4% in the largest religions of Church of Scotland and Roman Catholic being accounted for by a 2% increase in those having no religion or belief and a 2% increase in the minority religions. For further details see table 1.8 in the appendix.

In the future, information on religion or belief will be gathered from the HR21 system which once populated, directly by employees, will fill the gaps in information currently held.

5.10   Employees in Post by Transgender

For the first time employees participating in the 2014 diversity survey were asked: Have you ever identified as a transgender person or as undergoing any part of a gender reassignment process? The overwhelming majority of respondents (98%) answered 'no' to this question. For further details see table 1.9 in the appendix.

5.11   Employees in Post with Flexible Working Arrangements

For the first time employees participating in the 2014 diversity survey were asked: Do you have flexible working arrangements in place? 567 (26.37%) employees answered 'yes' to this question. A supplementary question was asked to identify the type of flexible working arrangements in place to which 604 answers were received indicating that more than one option was chosen by some respondents. Almost half (47.52%) of employees with flexible working arrangements indicated that they work part-time. For further details see tables 1.10 and 1.11 in the appendix.

5.12   Recruitment of Applicants by Gender

Applications received from women made up 52.86% of all applicants in 2013 and 47.83% in 2014. These figures increased to 67.36% and 58.99% respectively for women successfully appointed which is reflective of the council's current gender make-up of 70% women.   For further details see tables 2.1.1 and 2.1.2 in the appendix.

5.13   Recruitment of Minority Ethnic Applicants

The majority (90.52% in 2013 and 91.06% in 2014) of applicants to the council are White Scottish or White Other British, while 7.53% of applicants in 2013 and 7.32% in 2014 are from minority groups.   This trend continues throughout the recruitment process where 91.12% (2013) and 90.65% (2014) of interview candidates and 91.45% (2013) and 92.4% (2014) of appointments are made from the White Scottish and White Other British groups. For further details see tables 2.2.1 and 2.2.2 in the appendix.

5.14   Recruitment of Applicants with Disabilities

The number of disabled applicants has decreased from 7.5% in 2012 to 6.21% in 2013 and 6.8% in 2014.   As with previous years, the percentage of disabled individuals appointed is approximately half of disabled applicants (3.51% in 2013, 3.74% in 2014). Having said this, it would appear that the guaranteed job interview scheme is being applied appropriately with 6.21% of interview candidates in 2013 and 6.7% in 2014 having a disability. For further details see tables 2.3.1 and 2.3.2 in the appendix.

The recruitment of applicants by disability type has been recorded since 2012.   In 2013 and 2014 the majority of disabled applicants report having a learning disability (32.47% and 32.97% respectively).   There is some movement however, in the disability type of successful candidates with the largest category being those with a long standing illness (46.15% in 2013 and 32.26% in 2014). For further details see tables 2.3.3 and 2.3.4 in the appendix.

5.15   Recruitment of Applicants by Age

The age profile of applicants for employment and promotion provides evidence of fair recruitment processes. In most cases the percentage of applicants from each age band is reflected in the number of successful candidates from that age band with the exception of the under 21 group. 11.96% of applications in 2013 and 15.44% in 2014 were received from individuals under age 21, while only 5.22% of successful candidates in 2013 and 8.44% in 2014 were from that age group. It should be noted that a high volume of applications for apprentice positions are received from under 21s with a limited number of positions available. For further details see tables 2.4.1 and 2.4.2 in the appendix.

5.16   Recruitment of Applicants by Sexual Orientation

A downward trend was evident in 2012 in the number of applicants whose sexual orientation is unknown or who prefer not to say. This trend has continued with the sexual orientation of 4.48% of applicants in 2013 and 4.38% in 2014 being unknown or applicants selecting prefer not to say. This trend is encouraging and may be indicative of the culture and reputation of the council as an equal opportunities employer.

In addition, the information available indicates that the recruitment process is fair with the percentages of applicants, interview candidates and appointments remaining fairly static for each group throughout the process. For further details see tables 2.5.1 and 2.5.2 in the appendix.

5.17   Recruitment of Applicants by Religion or Belief

The statistics for religion or belief have remained relatively static since they were first recorded in 2012 with the majority of applicants (44.36% in 2013 and 48.08% in 2014) indicating that they have no religious belief, while 34.66% in 2013 and 34.49% in 2014 are recorded as Church of Scotland or Roman Catholic. For further information see tables 2.6.1 and 2.6.2 in the appendix.

5.18   Recruitment of Applicants by Caring Responsibility

The statistics for caring responsibility have remained relatively static since they were first recorded in 2012 with two thirds of applicants reporting having no caring responsibilities, while 27.61% in 2013 and 26.52% in 2014 reporting having responsibility for children under 18. For further details see tables 2.7.1 and 2.7.2 in the appendix.

5.19   Recruitment of applicants by Transgender

Recruitment of applicants was recorded by Transgender for the first time during 2013 and 2014. In both years a small minority of applicants (0.17% in 2013 and 0.07% in 2014) indicated that they consider themselves to be transgender, however no successful applicants were appointed from this group in either 2013 or 2014. For further details see tables 2.8.1 and 2.8.2 in the appendix.

5.20   Employees Applying for and Receiving Training

The equality monitoring information available on employees who have received corporate training continues to be proportionate with the make-up of the workforce. For further details see tables 4.1 and 4.2 in the appendix.

The population of the HR21 system will see a reduction in the gaps in equality information held on employees receiving training particularly in relation to disability, sexual orientation and religion or belief.

5.21   Grievances, Disciplinaries and Bullying & Harassment Complaints

Despite the 70/30 female to male make-up of the workforce and following the trend of previous years, 59.09% of grievances in 2013 were raised by men. Continuing the trend, men were the subject of disciplinaries in 71.43% of cases in 2013 and 56.67% of cases in 2014. Bucking the trend in 2014 were the 81.82% of women raising grievances. For further details see tables 5.1 and 5.2 in the appendix.

The population of the HR21 system will see a reduction in the gaps in equality information held on employees involved in grievance, disciplinary and bullying & harassment cases particularly in relation to disability, sexual orientation and religion or belief.

5.22   Employees Leaving Employment

The equality monitoring information available on employees leaving the council is generally proportionate with the make-up of the workforce. For further details see tables 6.1 and 6.2 in the appendix.

5.23   Maternity Survey

The Public Sector Equality Duty extended the positive duty on public bodies to promote equality, bringing issues related to pregnancy and maternity into that duty for the first time in 2012. Therefore, the council introduced a bi-annual maternity survey to gather information which will help the council understand the experiences of women who have returned to work following a period of maternity leave and to assess what additional support, policies or awareness raising may be necessary to ensure the council is an organisation positive about pregnancy and maternity going forward.

The second maternity survey issued in January 2015 was issued to 313 women who have been on maternity leave in the last two years. 102 responses were received to the survey which represents a 32.6% response rate.

In most cases (in excess of 70% of responses), women responded with positive results and strongly agreed or agreed that they felt supported and informed of their rights during pregnancy and before going on maternity leave. Similarly 67% of respondents strongly agreed or agreed that there was sufficient flexibility in working arrangements on their return to work. Less than half (48%) of respondents strongly agreed or agreed that they were kept informed of any changes, service reorganisations or other team information while on maternity leave, however this represents a 10% increase on the results from the 2013 survey. For further details see section 7 in the appendix.

EMPLOYMENT MONITORING STATISTICS
(1 January 2013 – 31 December 2014)

1.   STAFF IN POST

The following tables contain equality monitoring information obtained from the councils HR Management System and an Employee Diversity Survey carried out during the Autumn of 2014.

1.1   Employees in Post by Gender (full council)

Gender	Numbers	Percentage
Female	5756	70.46
Male	2413	29.54
Total	**8169**	**100**

1.2   Employees in Post by Ethnicity (survey results)

Ethnicity	Responses	Percentage
White – Scottish	1834	85.3
White - Other British	198	9.21
White – Irish	19	0.88
White - Gypsy/ Traveller		
White - Eastern European (e.g. Polish)	6	0.28
White - Other ethnic group	24	1.12
Any mixed or multiple ethnic group	9	0.42
Pakistani, Pakistani Scottish or Pakistani British	4	0.19
Indian, Indian Scottish or Indian British	6	0.28
Bangladeshi, Bangladeshi Scottish or Bangladeshi British		
Chinese, Chinese Scottish or Chinese British	2	0.09
Other Asian	3	0.14
African, African Scottish or African British	6	0.28
Other African		
Caribbean, Caribbean Scottish or Caribbean British	2	0.09
Black, Black Scottish or Black British	6	0.28
Other Caribbean or Black	1	0.05
Arab, Arab Scottish or Arab British	1	0.05
Other Arab		
Other		
Prefer not to say	21	0.98
Not answered	8	0.37
Total	**2150**	

1.3   Employees in post by Disability (survey results)

Disability	Responses	Percentage
Yes	160	7.5
No	1933	90.2
Prefer not to say	51	2.4
Not answered	6	2.4
Total	**2150**	**100**

1.4   Employees in post by Disability Type (survey results)

Disability Type	Responses	Percentage
A learning disability	12	4.36
A longstanding illness or other health condition	79	28.73
A mental health condition	32	11.64
A physical impairment	27	9.82
Sensory impairment	33	12.00
Other condition	59	21.45
Prefer not to say	33	12.00
Response total	**275**	**100**

1.5   Employees in Post by Age (full council)

Age	Numbers	Percentage
Under 21	127	1.55
21-30	1117	13.67
31-40	1659	20.31
41-50	2381	29.15
51-60	2314	28.33
61 Plus	571	6.99
Total	**8169**	**100**

1.6   Employees in post by Sexual Orientation (survey results)

Sexual Orientation	Responses	Percentage
Bisexual	14	0.65
Gay	30	1.40
Lesbian	18	0.84
Heterosexual/ straight	2023	94.09
Prefer not to say	57	2.65
Not answered	8	0.37
Total	**2150**	**100**

1.7   Employee in post by Caring Responsibility (survey results)

Caring Responsibilities	Responses	Percentage
Yes (children under 18)	839	38.36
Yes other	263	12.03
No	1055	48.24
Prefer not to say	30	1.37
Response total	**2187**	**100**

1.8   Employees in post by Religion or Belief (survey results)

Religion or Belief	Responses	Percentage
None	735	34.19
Church of Scotland	695	32.33
Roman Catholic	369	17.16
Other Christian	158	7.35
Muslim	5	0.23
Buddhist	5	0.23
Sikh	1	0.05
Jewish	1	0.05
Hindu	2	0.09
Humanist	12	0.56
Pagan	12	0.56
Other religion or belief	26	1.21
Prefer not to say	121	5.63
Not answered	8	0.37
Total	**2150**	**100**

1.9   Employees in post by Transgender (survey results)

Respondents to the diversity survey answered as detailed in the table below to the following question: Have you ever identified as a transgender person or as undergoing any part of the gender reassignment process?

Transgender	Responses	Percentage
Yes	3	0.14
No	2107	98.00
Prefer not to say	32	1.49
Not answered	8	0.37
Response total	**2150**	**100**

1.10   Employees in post with Flexible Working Arrangements (survey results)

Respondents to the diversity survey answered as detailed in the table below to the following question: Do you have a flexible working arrangement in place?

Flexible Working	Responses	Percentage
Yes	567	26.37
No	1575	73.26
Not answered	8	0.37
Response total	**2142**	**100**

1.11   Employees in post by Flexible Working Type (survey results)

Flexible Working Type	Responses	Percentage
Job share	21	3.48
Part-time	287	47.52
Compressed hours	71	11.75
Annualised hours	82	13.58
Other	143	23.67
Response total	**581**	**100**

DATA LABEL: PUBLIC

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 2013 – 31 December 2013 by Gender

GENDER	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Female	6609	52.86	1839	60.22	749	67.36
Male	5760	46.07	1166	38.18	344	30.94
Unknown	107	0.86	45	1.47	17	1.53
Prefer not to say	26	0.21	4	0.13	2	0.18
Total	12502	100	3054	100	1112	100

2.1.2 Applicants for Employment 1 January 2014 – 31 December 2014 by Gender

GENDER	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Female	5114	47.83	1621	59.01	489	58.99
Male	5495	51.39	1088	39.61	317	38.24
Unknown	67	0.63	36	1.31	23	2.77
Prefer not to say	17	0.16	2	0.07		
Total	10693	100	2747	100	829	100

2.2 ETHNICITY

2.2.1 Applicants for Employment 1 January 2013 – 31 December 2013 by Ethnicity

ETHNICITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
White – Scottish	10420	83.35	2530	82.84	914	82.19
White - Other British	896	7.17	253	8.28	103	9.26
White – Irish	139	1.11	44	1.44	18	1.62
White - Gypsy/ Traveller	1	0.01	1	0.03	1	0.09
White - Eastern European (e.g. Polish)	227	1.82	27	0.88	8	0.72
White - Other ethnic group	205	1.64	50	1.64	20	1.80
Any mixed or multiple ethnic group	41	0.33	9	0.29	5	0.45
Pakistani, Pakistani Scottish/British	71	0.57	15	0.49	3	0.27
Indian, Indian Scottish/British	39	0.31	11	0.36	2	0.18
Bangladeshi, Bangladeshi Scottish/British	4	0.03				
Chinese, Chinese Scottish/British	22	0.18	5	0.16	2	0.18
Other Asian	15	0.12	3	0.10	1	0.09
African, African Scottish/British	31	0.25	7	0.23	1	0.09
Other African	62	0.50	9	0.29	1	0.09
Caribbean, Caribbean Scottish/British	1	0.01				
Black, Black Scottish/British	22	0.18	4	0.13		
Other Caribbean or Black	3	0.02				
Arab, Arab Scottish/British	7	0.06				
Other Arab						
Other	52	0.42	11	0.36	4	0.36
Prefer not to say	70	0.56	10	0.33	5	0.45
Unknown	174	1.39	65	2.13	24	2.16
Total	12502	100	3054	100	1112	100

2.2.2   Applicants for Employment 1 January 2014 – 31 December 2014 by Ethnicity

ETHNICITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
White – Scottish	8916	83.38	2259	82.24	698	84.20
White - Other British	821	7.68	231	8.41	68	8.20
White – Irish	83	0.78	26	0.95	4	0.48
White - Gypsy/ Traveller						
White - Eastern European (e.g. Polish)	151	1.41	23	0.84	6	0.72
White - Other ethnic group	172	1.61	48	1.75	11	1.33
Any mixed or multiple ethnic group	51	0.48	13	0.47	2	0.24
Pakistani, Pakistani Scottish/British	78	0.73	24	0.87	4	0.48
Indian, Indian Scottish/British	42	0.39	16	0.58	3	0.36
Bangladeshi, Bangladeshi Scottish/British						
Chinese, Chinese Scottish/British	13	0.12	5	0.18	1	0.12
Other Asian	15	0.14	8	0.29	1	0.12
African, African Scottish/British	39	0.36	4	0.15		
Other African	50	0.47	11	0.40		
Caribbean, Caribbean Scottish/British	1	0.01				
Black, Black Scottish/British	56	0.52	9	0.33	2	0.24
Other Caribbean or Black	1	0.01	1	0.04		
Arab, Arab Scottish/British	4	0.04	2	0.07		
Other Arab						
Other	27	0.25	10	0.36	4	0.48
Prefer not to say	75	0.70	22	0.80	4	0.48
Unknown	98	0.92	35	1.27	21	2.53
Total	10693	100	2747	100	829	100

2.3   DISABILITY

2.3.1   Applicants for Employment 1 January 2013 – 31 December 2013 by Disability

DISABILITY	Applicants for Employment (12502)		Selected for Interview (3054)		Successful Appointments (1112)	
	No.	%	No.	%	No.	%
Disabled	776	6.21	187	6.21	39	3.51

2.3.2   Applicants for Employment 1 January 2014 – 31 December 2014 by Disability

DISABILITY	Applicants for Employment (10693)		Selected for Interview (2747)		Successful Appointments (829)	
	No.	%	No.	%	No.	%
Disabled	728	6.80	184	6.70	31	3.74

2.3.3   Applicants for Employment 1 January 2013 – 31 December 2013 by Disability Type

DISABILITY TYPE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Learning Disability	252	32.47	44	23.53	8	20.51
Longstanding Illness	159	20.49	59	31.55	18	46.15
Mental Health Condition	107	13.79	23	12.30	2	5.13
Physical Impairment	84	10.82	20	10.70	4	10.26
Sensory Impairment	54	6.96	16	8.56	3	7.69
Other	70	9.02	16	8.56	3	7.69
Prefer Not to Say	22	2.84	2	1.07		0.00
Unknown	28	3.61	7	3.74	1	2.56
Total	776	100	187	100	39	100

2.3.4   Applicants for Employment 1 January 2014 – 31 December 2014 by Disability Type

DISABILITY TYPE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Learning Disability	240	32.97	54	29.35	9	29.03
Longstanding Illness	148	20.33	42	22.83	10	32.26
Mental Health Condition	105	14.42	23	12.50	6	19.35
Physical Impairment	69	9.48	21	11.41	3	9.68
Sensory Impairment	59	8.10	13	7.07		
Other	57	7.83	16	8.70	3	9.68
Prefer Not to Say	19	2.61	7	3.80		
Unknown	31	4.26	8	4.35		
Total	728	100	184	100	31	100

2.4   AGE

2.4.1   Applicants for Employment 1 January 2013 – 31 December 2013 by Age

AGE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Under 21	1495	11.96	283	9.27	58	5.22
21-30	4094	32.75	826	27.05	361	32.46
31-40	2682	21.45	719	23.54	286	25.72
41-50	2407	19.25	707	23.15	255	22.93
51-60	1451	11.61	407	13.33	113	10.16
61 plus	173	1.38	47	1.54	17	1.53
Not Known	200	1.60	65	2.13	22	1.98
Totals	12502	100	3054	100	1112	100

2.4.2   Applicants for Employment 1 January 2014 – 31 December 2014 by Age

AGE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Under 21	1619	15.14	343	12.49	70	8.44
21-30	3326	31.10	735	26.76	229	27.62
31-40	2278	21.30	651	23.70	208	25.09
41-50	2008	18.78	598	21.77	177	21.35
51-60	1172	10.96	319	11.61	95	11.46
61 plus	147	1.37	49	1.78	24	2.90
Not Known	143	1.34	52	1.89	26	3.14
Totals	10693	100	2747	100	829	100

2.5 SEXUAL ORIENTATION

2.5.1 Applicants for Employment 1 January 2013 – 31 December 2013 by Sexual Orientation

SEXUAL ORIENTATION	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Bisexual	91	0.73	22	0.72	2	0.18
Gay	99	0.79	17	0.56	9	0.81
Heterosexual/Straight	11654	93.22	2839	92.96	1034	92.99
Lesbian	75	0.60	15	0.49	6	0.54
Unknown	241	1.93	82	2.69	35	3.15
Prefer not to say	319	2.55	76	2.49	24	2.16
Other	23	0.18	3	0.10	2	0.18
Totals	12502	100	3054	100	1112	100

2.5.2 Applicants for Employment 1 January 2014 – 31 December 2014 by Sexual Orientation

SEXUAL ORIENTATION	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Bisexual	62	0.58	14	0.51	3	0.36
Gay	87	0.81	21	0.76	5	0.60
Heterosexual/Straight	10014	93.65	2531	92.14	755	91.07
Lesbian	49	0.46	9	0.33	3	0.36
Unknown	172	1.61	75	2.73	38	4.58
Prefer not to say	296	2.77	94	3.42	23	2.77
Other	13	0.12	3	0.11	2	0.24
Totals	10693	100	2747	100	829	100

2.6 RELIGION OR BELIEF

2.6.1 Applicants for Employment 1 January 2013 – 31 December 2013 by Religion or Belief

RELIGION OR BELIEF	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Buddhist	21	0.17	7	0.23		
Church of Scotland	2401	19.20	666	21.81	266	23.92
Hindu	20	0.16	5	0.16	2	0.18
Humanist	41	0.33	12	0.39	3	0.27
Jewish	5	0.04	2	0.07		0.00
Muslim	101	0.81	21	0.69	5	0.45
None	5546	44.36	1188	38.90	425	38.22
Other Christian	837	6.69	267	8.74	103	9.26
Other Religion/Belief	200	1.60	40	1.31	17	1.53
Pagan	27	0.22	4	0.13	1	0.09
Roman Catholic	1933	15.46	514	16.83	172	15.47
Sikh	10	0.08	3	0.10	2	0.18
Prefer Not to Say	800	6.40	180	5.89	61	5.49
Unknown	560	4.48	145	4.75	55	4.95
Total	12502	100	3054	100	1112	100

2.6.2   Applicants for Employment 1 January 2014 – 31 December 2014 by Religion or Belief

RELIGION OR BELIEF	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Buddhist	21	0.20	4	0.15		
Church of Scotland	2122	19.84	585	21.30	188	22.68
Hindu	17	0.16	8	0.29	1	0.12
Humanist	30	0.28	10	0.36	3	0.36
Jewish	6	0.06	5	0.18	3	0.36
Muslim	86	0.80	26	0.95		
None	5141	48.08	1176	42.81	370	44.63
Other Christian	673	6.29	180	6.55	52	6.27
Other Religion/Belief	141	1.32	27	0.98	7	0.84
Pagan	15	0.14				
Roman Catholic	1566	14.65	451	16.42	111	13.39
Sikh	9	0.08	3	0.11	2	0.24
Prefer Not to Say	625	5.84	185	6.73	50	6.03
Unknown	241	2.25	87	3.17	42	5.07
Total	10693	100	2747	100	829	100

2.7   CARING RESPONSIBILITIES

2.7.1   Applicants for Employment 1 January 2013 – 31 December 2013 by Caring Responsibilities

CARING RESPONSIBILITIES	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Yes (Children under 18)	3452	27.61	930	30.45	380	34.17
Yes (Other)	265	2.12	60	1.96	18	1.62
No	8395	67.15	1955	64.01	670	60.25
Prefer Not to Say	92	0.74	24	0.79	8	0.72
Unknown	298	2.38	85	2.78	36	3.24
Total	12502	100	3054	100	1112	100

2.7.2   Applicants for Employment 1 January 2014 – 31 December 2014 by Caring Responsibilities

CARING RESPONSIBILITIES	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Yes (Children under 18)	2836	26.52	797	29.01	250	30.16
Yes (Other)	234	2.19	70	2.55	22	2.65
No	7310	68.36	1775	64.62	510	61.52
Prefer Not to Say	67	0.63	22	0.80	10	1.21
Unknown	246	2.30	83	3.02	37	4.46
Total	10693	100	2747	100	829	100

2.8   TRANSGENDER

2.8.1   Applicants for Employment 1 January 2013 – 31 December 2013 by Transgender

TRANSGENDER	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Yes	21	0.17	1	0.03		
No	12246	97.95	2971	97.28	1078	96.94
Prefer Not to Say	39	0.31	4	0.13	2	0.18
Unknown	196	1.57	78	2.55	32	2.88
Total	12502	100	3054	100	1112	100

2.8.2   Applicants for Employment 1 January 2014 – 31 December 2014 by Transgender

TRANSGENDER	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Yes	8	0.07	1	0.04		
No	10516	98.34	2673	97.31	796	96.02
Prefer Not to Say	42	0.39	10	0.36	1	0.12
Unknown	127	1.19	63	2.29	32	3.86
Total	10693	100	2747	100	829	100

3.   APPLICANTS FOR PROMOTION

The following figures 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 2013 – 31 December 2013 by Gender

GENDER	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Female	702	66.60	347	66.60	109	69.43
Male	349	33.11	174	33.40	48	30.57
Unknown	2	0.19				
Prefer not to say	1	0.09				
Total	1054	100	521	100	157	100

3.1.2   Applicants for Promotion 1 January 2014 – 31 December 2014 by Gender

GENDER	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Female	641	62.05	343	67.65	122	78.71
Male	392	37.95	164	32.35	33	21.29
Unknown						
Prefer not to say						
Total	1033	100	507	100	155	100

3.2   ETHNICTY

3.2.1   Applicants for Promotion 1 January 2013 – 31 December 2013 by Ethnicity

ETHNICITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
White – Scottish	937	88.90	471	90.40	141	89.81
White - Other British	61	5.79	31	5.95	9	5.73
White – Irish	7	0.66	3	0.58	1	0.64
White - Gypsy/ Traveller						
White - Eastern European (e.g. Polish)	10	0.95				
White - Other ethnic group	15	1.42	5	0.96	3	1.91
Any mixed or multiple ethnic group	2	0.19	1	0.19	1	0.64
Pakistani, Pakistani Scottish/British	1	0.09				
Indian, Indian Scottish/British						
Bangladeshi, Bangladeshi Scottish/British						
Chinese, Chinese Scottish/British						
Other Asian	1	0.09				
African, African Scottish/British	1	0.09	1	0.19		
Other African	1	0.09				
Caribbean, Caribbean Scottish/British						
Black, Black Scottish/British						
Other Caribbean or Black						
Arab, Arab Scottish/British						
Other Arab						
Other	8	0.76	5	0.96	2	1.27
Prefer not to say	2	0.19				
Unknown	8	0.76	4	0.77		
Total	1054	100	521	100	157	100

3.2.2   Applicants for Promotion 1 January 2014 – 31 December 2014 by Ethnicity

ETHNICITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
White – Scottish	902	87.32	450	88.76	141	90.97
White - Other British	74	7.16	39	7.69	11	7.10
White – Irish	4	0.39	3	0.59		
White - Gypsy/ Traveller						
White - Eastern European (e.g. Polish)	11	1.06	5	0.99	2	1.29
White - Other ethnic group	9	0.87	3	0.59	1	0.65
Any mixed or multiple ethnic group	1	0.10				
Pakistani, Pakistani Scottish/British	3	0.29	1	0.20		
Indian, Indian Scottish/British	2	0.19	1	0.20		
Bangladeshi, Bangladeshi Scottish/British						
Chinese, Chinese Scottish/British						
Other Asian	5	0.48	3	0.59		
African, African Scottish/British	5	0.48				
Other African	1	0.10				
Caribbean, Caribbean Scottish/British						
Black, Black Scottish/British	5	0.48				
Other Caribbean or Black						
Arab, Arab Scottish/British						
Other Arab						
Other	1	0.10				
Prefer not to say	5	0.48	1	0.20		
Unknown	5	0.48	1	0.20		
Total	1033	100	507	100	155	100

3.3   DISABILITY

3.3.1   Applicants for Promotion 1 January 2013 – 31 December 2013 by Disability

DISABILITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Disabled	45	4.27	21	4.03	4	2.55

3.3.2   Applicants for Promotion 1 January 2014 – 31 December 2014 by Disability

DISABILITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Disabled	38	3.68	13	2.56	3	1.94

3.3.3   Applicants for Promotion 1 January 2013 – 31 December 2013 by Disability Type

DISABILITY TYPE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Learning Disability	19	42.22	5	23.81		
Longstanding Illness	4	8.89	3	14.29	1	25.00
Mental Health Condition	1	2.22	1	4.76		
Physical Impairment	6	13.33	1	4.76		
Sensory Impairment	3	6.67	2	9.52		
Other	11	24.44	8	38.10	3	75.00
Prefer Not to Say						
Unknown	1	2.22	1	4.76		
Total	45	100	21	100	4	100

3.3.4   Applicants for Promotion 1 January 2014 – 31 December 2014 by Disability Type

DISABILITY TYPE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Learning Disability	13	34.21	4	30.77	1	33.33
Longstanding Illness	12	31.58	4	30.77		
Mental Health Condition	3	7.89	2	15.38	1	33.33
Physical Impairment	2	5.26				
Sensory Impairment	4	10.53				
Other	3	7.89	2	15.38	1	33.33
Prefer Not to Say						
Unknown	1	2.63	1	7.69		
Total	38	100	13	100	3	100

3.4   AGE

3.4.1   Age Profile of Applicants for Promotion 1 January 2013 – 31 December 2013

AGE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Under 21	76	7.21	17	3.26	4	2.55
21-30	198	18.79	85	16.31	31	19.75
31-40	277	26.28	146	28.02	46	29.30
41-50	299	28.37	165	31.67	46	29.30
51-60	173	16.41	90	17.27	25	15.92
61 plus	15	1.42	10	1.92	2	1.27
Not known	16	1.52	8	1.54	3	1.91
Totals	1054	100	521	100	157	100

3.4.2   Age Profile of Applicants for Promotion 1 January 2014 – 31 December 2014

AGE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Under 21	87	8.42	21	4.14	5	3.23
21-30	215	20.81	88	17.36	29	18.71
31-40	288	27.88	156	30.77	53	34.19
41-50	288	27.88	162	31.95	48	30.97
51-60	146	14.13	73	14.40	18	11.61
61 plus	7	0.68	6	1.18	2	1.29
Not known	2	0.19	1	0.20		
Totals	1033	100	507	100	155	100

3.5   SEXUAL ORIENTATION

3.5.1   Applicants for Promotion 1 January 2013 – 31 December 2013 by Sexual Orientation

SEXUAL ORIENTATION	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Bisexual	5	0.47	1	0.19	1	0.64
Gay	3	0.28	2	0.38	2	1.27
Heterosexual/Straight	989	93.83	490	94.05	140	89.17
Lesbian	3	0.28	1	0.19	1	0.64
Unknown	23	2.18	12	2.30	7	4.46
Prefer Not to Say	26	2.47	13	2.50	5	3.18
Other	5	0.47	2	0.38	1	0.64
Totals	1054	100	521	100	157	100

3.5.2   Applicants for Promotion 1 January 2014 – 31 December 2014 by Sexual Orientation

SEXUAL ORIENTATION	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Bisexual	3	0.29	2	0.39	1	0.65
Gay	1	0.10				
Heterosexual/Straight	999	96.71	487	96.06	151	97.42
Lesbian	3	0.29	1	0.20		
Unknown	7	0.68	4	0.79	1	0.65
Prefer Not to Say	20	1.94	13	2.56	2	1.29
Other						
Totals	1033	100	507	100	155	100

3.6   RELIGION OR BELIEF

3.6.1   Applicants for Promotion 1 January 2013 – 31 December 2013 by Religion or Belief

RELIGION OR BELIEF	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Buddhist	1	0.09	1	0.19		
Church of Scotland	258	24.48	153	29.37	50	31.85
Hindu						
Humanist	3	0.28	2	0.38	1	0.64
Jewish						
Muslim	5	0.47	4	0.77	2	1.27
None	382	36.24	163	31.29	41	26.11
Other Christian	72	6.83	42	8.06	12	7.64
Other Religion/Belief	14	1.33	8	1.54	3	1.91
Pagan						
Roman Catholic	235	22.30	116	22.26	35	22.29
Sikh						
Prefer Not to Say	50	4.74	20	3.84	7	4.46
Unknown	34	3.23	12	2.30	6	3.82
Total	1054	100	521	100	157	100

3.6.2   Applicants for Promotion 1 January 2014 – 31 December 2014 by Religion or Belief

RELIGION OR BELIEF	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Buddhist	1	0.10				
Church of Scotland	280	27.11	142	28.01	43	27.74
Hindu						
Humanist						
Jewish						
Muslim						
None	359	34.75	183	36.09	63	40.65
Other Christian	100	9.68	41	8.09	10	6.45
Other Religion/Belief	10	0.97	4	0.79	1	0.65
Pagan						
Roman Catholic	222	21.49	101	19.92	31	20.00
Sikh						
Prefer Not to Say	51	4.94	33	6.51	6	3.87
Unknown	10	0.97	3	0.59	1	0.65
Total	1033	100	507	100	155	100

3.7   CARING RESPONSIBILITIES

3.7.1   Applicants for Promotion 1 January 2013 – 31 December 2013 by Caring Responsibilities

CARING RESPONSIBILITIES	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Yes (Children under 18)	396	37.57	218	41.84	64	40.76
Yes (Other)	29	2.75	14	2.69	4	2.55
No	597	56.64	272	52.21	82	52.23
Prefer Not to Say	12	1.14	6	1.15	1	0.64
Unknown	20	1.90	11	2.11	6	3.82
Total	1054	100	521	100	157	100

3.7.2   Applicants for Promotion 1 January 2014 – 31 December 2014 by Caring Responsibilities

CARING RESPONSIBILITIES	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Yes (Children under 18)	403	39.01	219	43.20	63	40.65
Yes (Other)	28	2.71	14	2.76	5	3.23
No	596	57.70	272	53.65	87	56.13
Prefer Not to Say	2	0.19	1	0.20		
Unknown	4	0.39	1	0.20		
Total	1033	100	507	100	155	100

3.8   TRANSGENDER

3.8.1   Applicants for Employment 1 January 2013 – 31 December 2013 by Transgender

TRANSGENDER	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Yes	1	0.09				
No	1031	97.82	509	97.70	151	96.18
Prefer Not to Say	1	0.09				
Unknown	21	1.99	12	2.30	6	3.82
Total	1054	100	521	100	157	100

3.8.2   Applicants for Employment 1 January 2014 – 31 December 2014 by Transgender

TRANSGENDER	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Yes						
No	1031	99.81	506	99.80	155	100
Prefer Not to Say	2	0.19	1	0.20		
Unknown						
Total	1033	100	507	100	155	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 have been trained by Ethnicity, Gender, Disability, Age, Sexual Orientation & Religion or Belief for period 1 Jaury 2013 – 31 December 2013

ETHNICITY	Number (1228)	Proportion (%)
White – Scottish	541	44.06
White - Other British	83	6.76
White – Irish	13	1.06
White - Gypsy/ Traveller		
White - Eastern European (e.g. Polish)		
White - Other ethnic group	5	0.41
Any mixed or multiple ethnic group	1	0.08
Pakistani, Pakistani Scottish/British	2	0.16
Indian, Indian Scottish/British		
Bangladeshi, Bangladeshi Scottish/British		
Chinese, Chinese Scottish/British	1	0.08
Other Asian		
African, African Scottish/British	4	0.33
Other African		
Caribbean, Caribbean Scottish/British		
Black, Black Scottish/British		
Other Caribbean or Black		
Arab, Arab Scottish/British		
Other Arab		
Other		
Prefer not to say		
Unknown	578	47.07
GENDER	Number	Proportion (%)
Female	510	41.53
Male	313	25.49
Unknown	405	32.98
DISABILITY	Number	Proportion (%)
Number of Disabled Employees	12	0.97
AGE	Number	Proportion (%)
Under 21	24	1.95
21 - 30	71	5.78
31 - 40	175	14.25
41 - 50	255	20.77
51 - 60	241	19.63
61 plus	57	4.64
Unknown	405	32.98
SEXUAL ORIENTATION	Number	Proportion (%)
Bisexual		
Gay	1	0.08
Heterosexual/Straight	135	10.99
Lesbian	1	0.08
Prefer Not to Say	3	0.24
Unknown	1088	88.60

Employees who have been trained by Ethnicity, Gender, Disability, Age, Sexual Orientation & Religion or Belief for period 1 January 2013 – 31 December 2013 (cont)

RELIGION OR BELIEF	Number	Proportion (%)
Buddhist	1	0.08
Church of Scotland	35	2.85
Hindu		
Humanist		
Jewish		
Muslim		
None	62	5.05
Other Christian	7	0.57
Other Religion/Belief	3	0.24
Pagan		
Roman Catholic	26	2.12
Sikh		
Prefer Not to Say	4	0.33
Unknown	1090	88.76

4.2   Employees who have been trained by Ethnicity, Gender, Disability, Age, Sexual Orientation & Religion or Belief for period 1 January 2014 – 31 December 2014

ETHNICITY	Number (3631)	Proportion (%)
White – Scottish	2321	63.92
White - Other British	167	4.60
White – Irish	35	0.96
White - Gypsy/ Traveller		
White - Eastern European (e.g. Polish)		
White - Other ethnic group	35	0.96
Any mixed or multiple ethnic group	3	0.08
Pakistani, Pakistani Scottish/British	8	0.22
Indian, Indian Scottish/British		
Bangladeshi, Bangladeshi Scottish/British		
Chinese, Chinese Scottish/British		
Other Asian	1	0.03
African, African Scottish/British	15	0.41
Other African		
Caribbean, Caribbean Scottish/British	2	0.06
Black, Black Scottish/British	1	0.03
Other Caribbean or Black		
Arab, Arab Scottish/British		
Other Arab		
Other	3	0.08
Prefer not to say		
Unknown	1040	28.64
GENDER	Number	Proportion (%)
Female	1741	47.95
Male	1632	44.95
Unknown	258	7.11
DISABILITY	Number	Proportion (%)
Number of Disabled Employees	31	0.85

Employees who have been trained by Ethnicity, Gender, Disability, Age, Sexual Orientation & Religion or Belief for period 1 January 2014 – 31 December 2014 (cont)

AGE	Number	Proportion (%)
Under 21	164	4.52
21 - 30	532	14.65
31 - 40	538	14.82
41 - 50	1125	30.98
51 - 60	843	23.22
61 plus	171	4.71
Unknown	258	7.11
SEXUAL ORIENTATION	Number	Proportion (%)
Bisexual	1	0.03
Gay		
Heterosexual/Straight	631	17.38
Lesbian		
Prefer Not to Say	11	0.30
Unknown	2988	82.29
RELIGION OR BELIEF	Number	Proportion (%)
Buddhist		
Church of Scotland	160	4.41
Hindu		
Humanist		
Jewish	2	0.06
Muslim		
None	267	7.35
Other Christian	71	1.96
Other Religion/Belief	13	0.36
Pagan		
Roman Catholic	102	2.81
Sikh		
Prefer Not to Say	16	0.44
Unknown	3000	82.62

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 and harassment at work complaints by Ethnicity, Gender, Disability, Sexual Orientation and Religion or Belief was as follows:

5.1 Grievances Procedures, Disciplinary Procedures and Bullying & Harassment Complaints for period 1 January 2013 – 31 December 2013

	Grievance (22)		Disciplinary (77)		Bullying & Harassment (28)	
ETHNICITY	No.	%	No.	%	No.	%
White – Scottish	12	54.55	46	59.74	18	64.29
White - Other British			5	6.49	1	3.57
White – Irish			1	1.30		
White - Gypsy/ Traveller						
White - Eastern European (e.g. Polish)						
White - Other ethnic group			1	1.30		
Any mixed or multiple ethnic group						
Pakistani, Pakistani Scottish/British						
Indian, Indian Scottish/British						
Bangladeshi, Bangladeshi Scottish/British						
Chinese, Chinese Scottish/British						
Other Asian						
African, African Scottish/British						
Other African						
Caribbean, Caribbean Scottish/British						
Black, Black Scottish/British						
Other Caribbean or Black						
Arab, Arab Scottish/British						
Other Arab						
Other					1	3.57
Prefer not to say						
Unknown	10	45.45	24	31.17	8	28.57
GENDER	No.	%	No.	%	No.	%
Female	9	40.91	22	28.57	20	71.43
Male	13	59.09	55	71.43	8	28.57
DISABILITY	No.	%	No.	%	No.	%
Number of Disabled Employees	1	4.55				
AGE	No.	%	No.	%	No.	%
Under 21			3	3.90		
21 – 30			16	20.78	3	10.71
31 – 40			15	19.48	2	7.14
41 – 50	12	54.55	21	27.27	11	39.29
51 – 60	8	36.36	16	20.78	6	21.43
61 plus	2	9.09	6	7.79	6	21.43
SEXUAL ORIENTATION	No.	%	No.	%	No.	%
Bisexual						
Gay						
Heterosexual/Straight	1	4.55	10	12.99	3	10.71
Lesbian						
Prefer Not to Say						
Unknown	21	95.45	67	87.01	25	89.29

Grievances Procedures, Disciplinary Procedures and Bullying & Harassment Complaints for period 1 January 2013 – 31 December 2013 (cont)

RELIGION OR BELIEF	No.	%	No.	%	No.	%
Buddhist						
Church of Scotland			1	1.30	1	3.57
Hindu						
Humanist						
Jewish						
Muslim						
None						
Other Christian	1	4.55	2	2.60	2	7.14
Other Religion/Belief						
Pagan						
Roman Catholic			4	5.19		
Sikh						
Prefer Not to Say			2	2.60		
Unknown	21	95.45	68	88.31	25	89.29

5.2 Grievances Procedures, Disciplinary Procedures and Bullying & Harassment Complaints for period 1 January 2014 – 31 December 2014

	Grievance (11)		Disciplinary (60)		Bullying & Harassment (5)	
ETHNICITY	No.	%	No.	%	No.	%
White – Scottish	8	72.73	38	63.33	5	100
White - Other British	1	9.09	2	3.33		
White – Irish						
White - Gypsy/ Traveller						
White - Eastern European (e.g. Polish)						
White - Other ethnic group						
Any mixed or multiple ethnic group						
Pakistani, Pakistani Scottish/British						
Indian, Indian Scottish/British						
Bangladeshi, Bangladeshi Scottish/British						
Chinese, Chinese Scottish/British						
Other Asian						
African, African Scottish/British						
Other African						
Caribbean, Caribbean Scottish/British						
Black, Black Scottish/British						
Other Caribbean or Black						
Arab, Arab Scottish/British						
Other Arab						
Other						
Prefer not to say						
Unknown	2	18.18	20	33.33		
GENDER	No.	%	No.	%	No.	%
Female	9	81.82	26	43.33	4	80.00
Male	2	18.18	34	56.67	1	20.00
DISABILITY	No.	%	No.	%	No.	%
Number of Disabled Employees	-		-		-	
AGE	No.	%	No.	%	No.	%
Under 21			5	8.33		
21 – 30			13	21.67	1	20.00
31 – 40	1	9.09	9	15.00	2	40.00
41 – 50	5	45.45	16	26.67	1	20.00
51 – 60	3	27.27	15	25.00	1	20.00
61 plus	2	18.18	2	3.33		

Grievances Procedures, Disciplinary Procedures and Bullying & Harassment Complaints for period 1 January 2014 – 31 December 2014 (cont)

SEXUAL ORIENTATION	No.	%	No.	%	No.	%
Bisexual						
Gay						
Heterosexual/Straight	2	18.18	11	18.33	1	20.00
Lesbian						
Prefer Not to Say						
Unknown	9	81.82	49	81.67	4	80.00
RELIGION OR BELIEF	No.	%	No.	%	No.	%
Buddhist						
Church of Scotland			2	3.33		
Hindu						
Humanist						
Jewish						
Muslim						
None			5	8.33		
Other Christian					1	20.00
Other Religion/Belief	2	18.18				
Pagan						
Roman Catholic			2	3.33		
Sikh						
Prefer Not to Say			1	1.67		
Unknown	9	81.82	50	83.33	4	60.00

6.   EMPLOYEES LEAVING EMPLOYMENT

6.1   Employees leaving employment by Ethnicity, Gender, Disability, Age, Sexual Orientation & Religion or Belief for period 1 January 2013 – 31 December 2013

ETHNICITY	Number	Proportion (%)
White – Scottish	403	60.51
White - Other British	37	5.56
White – Irish	13	1.95
White - Gypsy/ Traveller		
White - Eastern European (e.g. Polish)	16	2.40
White - Other ethnic group	2	0.30
Any mixed or multiple ethnic group		
Pakistani, Pakistani Scottish/British		
Indian, Indian Scottish/British		
Bangladeshi, Bangladeshi Scottish/British		
Chinese, Chinese Scottish/British	2	0.30
Other Asian		
African, African Scottish/British	1	0.15
Other African		
Caribbean, Caribbean Scottish/British		
Black, Black Scottish/British		
Other Caribbean or Black		
Arab, Arab Scottish/British		
Other Arab		
Other	2	0.30
Prefer not to say		
Unknown	190	28.53
GENDER	Number	Proportion (%)
Female	397	59.61
Male	269	40.39
DISABILITY	Number	Proportion (%)
Number of Disabled Employees	11	1.65
AGE	Number	Proportion (%)
Under 21	32	4.80
21 – 30	140	21.02
31 – 40	120	18.02
41 – 50	93	13.96
51 – 60	118	17.72
61 plus	163	24.47
SEXUAL ORIENTATION	Number	Proportion (%)
Bisexual		
Gay		
Heterosexual	114	17.12
Lesbian	1	0.15
Unknown	546	81.98
Prefer Not to Say	4	0.60
Other	1	0.15

Employees leaving employment by Ethnicity, Gender, Disability, Age, Sexual Orientation & Religion or Belief for period 1 January 2013 – 31 December 2013 (cont)

RELIGION OR BELIEF		
Buddhist		
Church of Scotland	28	4.20
Hindu		
Humanist		
Jewish	1	0.15
Muslim		
None	56	8.41
Other Christian	13	1.95
Other Religion/Belief	1	0.15
Pagan	1	0.15
Roman Catholic	14	2.10
Sikh		
Prefer Not to Say	5	0.75
Unknown	547	82.13

6.2   Employees leaving employment by Ethnicity, Gender, Disability, Age, Sexual Orientation & Religion or Belief for period 1 January 2014 – 31 December 2014

ETHNICITY	Number	Proportion (%)
White – Scottish	483	63.97
White - Other British	32	4.24
White – Irish	10	1.32
White - Gypsy/ Traveller		
White - Eastern European (e.g. Polish)		
White - Other ethnic group	23	3.05
Any mixed or multiple ethnic group	5	0.66
Pakistani, Pakistani Scottish/British	4	0.53
Indian, Indian Scottish/British	2	0.26
Bangladeshi, Bangladeshi Scottish/British		
Chinese, Chinese Scottish/British	1	0.13
Other Asian		
African, African Scottish/British	2	0.26
Other African		
Caribbean, Caribbean Scottish/British	1	0.13
Black, Black Scottish/British		
Other Caribbean or Black		
Arab, Arab Scottish/British		
Other Arab		
Other		
Prefer not to say		
Unknown	192	25.43
GENDER	Number	Proportion (%)
Female	462	61.19
Male	293	38.81
DISABILITY	Number	Proportion (%)
Number of Disabled Employees	7	0.93
AGE	Number	Proportion (%)
Under 21	48	6.36
21 – 30	168	22.25
31 – 40	137	18.15
41 – 50	134	17.75
51 – 60	143	18.94
61 plus	125	16.56

Employees leaving employment by Ethnicity, Gender, Disability, Age, Sexual Orientation & Religion or Belief for period 1 January 2014 – 31 December 2014 (cont)

SEXUAL ORIENTATION	Number	Proportion (%)
Bisexual	3	0.40
Gay		
Heterosexual	181	23.97
Lesbian		
Unknown	567	75.10
Prefer Not to Say	4	0.53
Other		
RELIGION OR BELIEF	Number	Proportion (%)
Buddhist	1	0.13
Church of Scotland	44	5.83
Hindu		
Humanist		
Jewish		
Muslim	3	0.40
None	86	11.39
Other Christian	16	2.12
Other Religion/Belief	4	0.53
Pagan	1	0.13
Roman Catholic	25	3.31
Sikh		
Prefer Not to Say	10	1.32
Unknown	565	74.83

DATA LABEL: PUBLIC

6.3   Reasons for leaving by Ethnicity, Gender, Disability, Age, Sexual Orientation & Religion or Belief for period 1 January 2013 – 31 December 2013

	Contract Expired	Deceased	Dismissed	Dismissed – capability	Domestic/Personal reasons	Early Retiral	Ill Health Retiral	Leaving Area	Other Employment	Reason not disclosed	Retirement	Voluntary Severance	Totals
ETHNICITY													
White Scottish	81	5	3	13	39	23	12	11	92	18	90	16	403
White Other British	5		1		2	3		4	16	1	3	2	37
White Irish	2				2			1	5		2	1	13
White Gypsy/Traveller													
White Eastern European (eg Polish)													
White Other Ethnic Group	6	1						4	5				16
Any Mixed or Multiple ethnic group									1	1			2
Pakistani, Pakistani Scottish/British													
Indian, Indian Scottish/British													
Bangladeshi, Bangladeshi Scottish/British													
Chinese, Chinese Scottish/British	1								1				2
Other Asian													
African, African Scottish/British								1					1
Other African													
Caribbean, Caribbean Scottish/British													
Black, Black Scottish/British													
Other Caribbean or Black													
Arab, Arab Scottish or Arab British													
Other Arab													
Other	1								1				2
Prefer not to say													
Unknown	70	2	3	5	20		5	10	43	9	20	3	190
Total	166	8	7	18	63	26	17	31	164	29	115	22	666

Reasons for leaving by Ethnicity, Gender, Disability, Age, Sexual Orientation & Religion or Belief for period 1 January 2013 – 31 December 2013 (cont)

	Contract Expired	Deceased	Dismissed	Dismissed – capability	Domestic/Personal reasons	Early Retiral	Ill Health Retiral	Leaving Area	Other Employment	Reason not disclosed	Retirement	Voluntary Severance	Totals
GENDER													
Female	54	2	2	15	45	18	8	25	114	25	75	14	397
Male	112	6	5	3	18	8	9	6	50	4	40	8	269
DISABILITY													
Number of Disabled Employees				1	1	1	2		1		4	1	11
AGE													
Under 21	19		1		4				5	3			32
21 – 30	70	1	2		14			8	42	3			140
31 – 40	30				10		1	12	60	6		1	120
41 – 50	18	2	2	5	10		1	5	42	6		2	93
51 – 60	16	2	2	8	14	15	10	6	14	11	10	10	118
61 plus	13	3		5	11	11	5		1	105		9	163
SEXUAL ORIENTATION													
Bisexual													
Gay													
Heterosexual/Straight	53	1			8			8	38	6			114
Lesbian									1				1
Unknown	113	7	7	18	54	26	17	23	124	20	115	22	546
Prefer not to say					1				1	2			4
Other										1			1
RELIGION/BELIEF													
Buddhist													
Church of Scotland	12	1			4			2	8	1			28
Hindu													
Humanist													
Jewish									1				1
Muslim													
None	26				3			5	19	3			56
Other Christian	3				2				6	2			13
Other Religion/Belief								1					1
Pagan	1												1
Roman Catholic	6							1	6	1			14
Sikh													
Prefer Not to Say	3								1	1			5
Unknown	115	7	7	18	54	26	17	22	123	21	115	22	547

25

6.4 Reasons for leaving by Ethnicity, Gender, Disability, Age, Sexual Orientation & Religion or Belief for period 1 January 2014 – 31 December 2014

	Contract Expired	Deceased	Dismissed	Dismissed – capability	Domestic/Personal reasons	Early Retiral	Ill Health Retiral	Leaving Area	Other Employment	Reason not disclosed	Retirement	Voluntary Severance	Totals
ETHNICITY													
White Scottish	107	5	4	9	41	22	20	9	139	29	84	14	483
White Other British	3		1		1	1	3	2	13	1	7		32
White Irish	1				1			2	4	1	1		10
White Gypsy/Traveller													
White Eastern European (eg Polish)													
White Other Ethnic Group	4				3	1	1	1	10	1	2		23
Any Mixed or Multiple ethnic group	1								4				5
Pakistani, Pakistani Scottish/British	1						1		2				4
Indian, Indian Scottish/British									2				2
Bangladeshi, Bangladeshi Scottish/British													
Chinese, Chinese Scottish/British									1				1
Other Asian													
African, African Scottish/British									1	1			2
Other African													
Caribbean, Caribbean Scottish/British											1		1
Black, Black Scottish/British													
Other Caribbean or Black													
Arab, Arab Scottish or Arab British													
Other Arab													
Other													
Prefer not to say													
Unknown	43	8	2	5	13	5	3	7	75	13	14	4	192
Total	160	13	7	14	59	29	28	21	251	46	109	18	755

Reasons for leaving by Ethnicity, Gender, Disability, Age, Sexual Orientation & Religion or Belief for period 1 January 2014 – 31 December 2014 (cont)

	Contract Expired	Deceased	Dismissed	Dismissed – capability	Domestic/Personal reasons	Early Retiral	Ill Health Retiral	Leaving Area	Other Employment	Reason not disclosed	Retirement	Voluntary Severance	Totals
GENDER													
Female	48	10	4	11	41	22	17	15	169	32	84	9	462
Male	112	3	3	3	18	7	11	6	82	14	25	9	293
DISABILITY													
Number of Disabled Employees				1		1	1				3	1	7
AGE													
Under 21	27				4			2	12	3			48
21 – 30	64		1	2	6			7	79	9			168
31 – 40	26	1	1		15			5	78	11			137
41 – 50	22	4	4	3	15		5	5	63	11		2	134
51 – 60	16	3	1	7	12	26	19	1	14	10	26	8	143
61 plus	5	5		2	7	3	4	1	5	2	83	8	125
SEXUAL ORIENTATION													
Bisexual	1								2				3
Gay													
Heterosexual/Straight	87			1	14			3	63	12	1		181
Lesbian													
Unknown	71	13	7	13	45	29	28	18	183	34	108	18	567
Other													
Prefer not to say	1								3				4
RELIGION/BELIEF													
Buddhist									1				1
Church of Scotland	17				5			1	18	3			44
Hindu													
Humanist													
Jewish													
Muslim	1								2				3
None	49				4			1	27	5			86
Other Christian	5				1				8	1	1		16
Other Religion/Belief	1				1				2				4
Pagan	1												1
Roman Catholic	13			1	2			1	7	1			25
Sikh													
Prefer Not to Say	3				1				5	1			10
Unknown	70	13	7	13	45	29	28	18	181	35	108	18	

27

7. MATERNITY SURVEY

A survey of all women returning to work following maternity leave in the last five years was carried out in January 2012. The survey was issued to 313 women, 102 responses to the survey were received which represents a 32.6% response rate.

A tenth question was asked, allowing for an open response as follows: What could the council do to improve the working environment/arrangements for women going on or returning from maternity leave? The responses to this question will be examined further to determine what improvements can be made to policy and practice in relation to pregnancy and maternity.

Question	Responses by Percentage (actual number displayed in brackets)				
	Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree
1. I felt supported during my pregnancy at work.	43.1 (44)	43.1 (44)	10.8 (11)	2.9 (3)	
2. Any adjustments required to my working environment or duties during my pregnancy were accommodated.	36.3 (37)	34.3 (35)	26.5 (27)	2.9 (3)	
3. Prior to going on maternity leave, I was informed of my rights and entitlements.	20.6 (21)	50 (51)	14.7 (15)	12.7 (13)	2 (2)
4. I was kept informed of any changes, service reorganisations or other team information while on maternity leave.	10.8 (11)	37.3 (38)	23.5 (24)	23.5 (24)	4.9 (5)
5. There was sufficient flexibility in working arrangements on my return from maternity leave to suit my needs.	32.7 (33)	34.7 (35)	17.8 (18)	9.9 (10)	5 (5)
6. I was updated with team developments and with the information/training required to do my job on my return.	14.7 (15)	44.1 (45)	17.6 (18)	21.6 (22)	2 (2)

Question	Yes	No	Don't Know
7. Did you make use of your keeping in touch days for training purposes or other team briefings?	32.4 (33)	61.8 (63)	5.9 (6)
8. Do you feel that you missed out on any development opportunities as a result of your maternity leave?	15.8 (16)	84.2 (85)	

Question	Part-time	Full-time
9. Did you return to work on a full-time or part-time basis?	78.4 (80)	21.6 (22)

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

এই তথ্য আপনি ব্রেইল, টেপ, বড় অক্ষরে এবং কমিউনিটির বিভিন্ন ভাষাগুলিতেও পাবেন। অনুগ্রহ করে ইন্টারপ্রেটেশান 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) ਨੇਤਰਹੀਨ ਦੇ ਪੜ੍ਹਨ ਵਾਲੀ ਲਿਪੀ, ਟੇਪ, ਵੱਡੇ ਪ੍ਰਿੰਟ ਅਤੇ ਸਮਾਜ ਦੀਆ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ ਉਪਲਬਧ ਹੈ। ਕ੍ਰਿਪਾ ਕਰਕੇ ਇੰਟਰਪ੍ਰੇਟੇਸ਼ਨ 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۔ براہ مہربانی انٹرپرینگ اینڈ ٹرانسلیٹنگ سروس سے ٹیلیفون نمبر 01506 280000 پر رابطہ قائم کریں۔

Informacje te moga byc przelozone na jezyk Braille'a, dostepne na tasmie magnetofonowej lub wydane duzym drukiem oraz przetlumaczone na jezyki mniejszosci narodowych. Prosimy o kontakt z Uslugami Tlumaczeniowymi 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.

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1