

**Argyll and Bute Council  
Equalities Mainstreaming  
Report and Equality Outcomes 2019**

**April 2019**

## Table of Contents

Section 1: Background context .....	3
1.1 Legislation .....	3
1.2 Mainstreaming Equality within Argyll and Bute .....	3
1.3 Key Documents.....	4
1.4 Learning and Development Activity .....	5
1.5 Workforce Planning.....	6
Section 2: Monitoring and Continuous Improvement .....	7
2.1 Review of our Equality Impact Assessment process .....	7
2.2 Review of the Council's Equality and Diversity Policy .....	7
2.3 Disability Confident accreditation.....	7
2.4 Joint Local British Sign Language (BSL) Plan for Argyll and Bute 2018 - 2024 .....	7
2.5 Review of Equality Forum Terms of Reference .....	8
2.6 Review of workforce data.....	8
2.7 Equal Pay Audit .....	8
2.8 Review of Equality Outcomes .....	8
Section 3: Equalities Outcomes: Looking back (2013 to 2019).....	10
Section 4: Equality Outcomes: Looking forwards (2019-2023) .....	19
4.1 Argyll and Bute's Equality Outcomes (2019-2023) .....	19
4.2 Drivers for change.....	22
4.3 Developing our new outcomes.....	22
4.4 Delivering our new outcomes and monitoring progress.....	24
Section 5: Workforce Monitoring .....	25
5.1 Our workforce .....	25
5.2 Review of workforce data.....	25
5.3 Workforce Planning.....	27
5.4 Health of the Organisation reporting .....	27
Appendix 1: Argyll and Bute Council's Corporate and Business Outcomes .....	28
A2.1. Workforce Profile .....	29
A2.2 Applications for Employment .....	30
A2.3 Applications for Promotion .....	33
A2.4 Applications for Training .....	36
A2.5 Employees who are involved in Disciplinary Procedures.....	37
A2.6 Employees who are involved in Grievance Procedures.....	38
A2.7 Employees Leaving the Council.....	38
A2.8 Gender Pay Gap .....	40
A2.9 Education: Equalities Monitoring Data on Teaching Staff.....	40
A2.10 Policy Statement with regard to Equal Pay:.....	43
A2.11 Equal Pay Audit .....	44

## **Section 1: Background context**

### **1.1 Legislation**

The Equality Act (2010) brought together for the first time legislation relating to the nine protected characteristics of race, disability, sex, age, sexual orientation, religion and belief, gender reassignment, marriage and civil partnership, and pregnancy and maternity.

The Act requires public authorities, when carrying out their functions, to:

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

The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 and subsequent amendments are designed to help public sector organisations meet their duties as set out in the Equality Act.

The requirements of the Public Sector Equality Duty include:

- Report on mainstreaming equality
- Publish equality outcomes and report on progress
- Assess and review policies and practices
- Gather and use employee information
- Publish gender pay gap information
- Publish statements on equal pay

This mainstreaming report describes how the three listed authorities it covers have been making progress in these areas.

This mainstreaming report covers three listed authorities:

- Argyll and Bute Council
- Argyll and Bute Education Authority
- Argyll and Bute Licensing Board

### **1.2 Mainstreaming Equality within Argyll and Bute**

Mainstreaming equality means integrating equality into an organisation's day-to-day working. This means taking equality into account when acting as an employer, or planning and providing services.

## 1.3 Key Documents

### *Argyll and Bute Outcome Improvement Plan and the Council's Corporate Plan*

Argyll and Bute Council and Argyll and Bute Community Planning Partnership share a set of common outcomes. These are articulated in the Argyll and Bute Outcome Improvement Plan (ABOIP) (available [https://www.argyll-bute.gov.uk/sites/default/files/aboip\\_v1\\_2018.pdf](https://www.argyll-bute.gov.uk/sites/default/files/aboip_v1_2018.pdf)) and the council's corporate plan (available at [https://www.argyll-bute.gov.uk/sites/default/files/corporate\\_plan\\_with\\_council\\_priorities.pdf](https://www.argyll-bute.gov.uk/sites/default/files/corporate_plan_with_council_priorities.pdf)).

The Community Planning Partnership makes explicit its commitment to equalities within the ABOIP (p26).

In addition to having Corporate Outcomes, the council also has a suite of Business Outcomes. These sit beneath, and feed into, the Corporate Outcomes. The Council sees equalities as a cross-cutting issue, relevant across all outcomes (see Appendix 1).

### *Argyll and Bute Improvement Framework*

In 2018, the Council began the implementation of a programme of team-level self-evaluation activity under the banner of the Argyll and Bute Improvement Framework. This includes consideration by managers and employees of how their teams incorporate equalities into their operations.

### *Performance management arrangements*

The main way in which progress towards delivering our Equality Outcomes has been managed is through our Equalities Action Plan. Actions and success measures, aligned to the relevant equality outcomes, are built into and monitored using the Council's performance management system.

### *Equality and Diversity Policy*

The purpose of the Council's Equality and Diversity Policy is to make sure that the organisation, employees and elected Members do not unlawfully discriminate against people with protected characteristics as set out in the Equality Act. It also ensures that we oppose and avoid all forms of unlawful discrimination, and ensures equality, fairness and respect for all in the council's employment. The Equality and Diversity Policy (available here: [https://www.argyll-bute.gov.uk/sites/default/files/approved\\_equality\\_and\\_diversity\\_policy.pdf](https://www.argyll-bute.gov.uk/sites/default/files/approved_equality_and_diversity_policy.pdf)) makes links to other relevant documents and resources:

- Manager's Guide to Recruitment and Selection
- Dignity at Work Policy: Eliminating Workplace Bullying and Harassment Policy and Procedure
- Disciplinary Procedures and Code of Practice
- Grievance Procedure
- Employee Code of Conduct
- Code of Conduct for Councillors
- Guidance on the Councillors' Code of Conduct

- Advice Note for Councillors on Bullying and Harassment:
- Equality and Socio-Economic Impact Assessment
- Phased Return to Work and Other Reasonable Adjustments: Manager's Guide

### *Equality and Socio-Economic Impact Assessments*

The council has a process in place for the carrying out of Equality and Socio-Economic Impact Assessments (EqSEIA). The EqSEIA is a joint impact assessment, which takes into account the nine protected characteristics, as well as socio-economic disadvantage and the needs of island communities. The creation of a joint impact assessment process reflects changes in legislation relating to the:

- Island (Scotland) Act (2018)
- The enactment of part one of the Equality Act (2010), also referred to as the Fairer Scotland Duty.

The Equality and Socio-Economic Impact Assessment serves the following purposes:

- It helps the officers who are designing a new proposal to check that they have considered all equalities implications, including socio-economic inequalities, as well as impacts on island communities.
- It helps officers to show that they have considered all equalities implications, including socio-economic inequalities, as well as impacts on island communities.
- It helps people who are interested in equalities, socio-economic inequalities, and island impacts to see that these have been considered, and how.
- It enables better / more informed consultation around proposals while they are still in development
- It enables better scrutiny around decision making as issues around equalities and socio-economic inequalities are made more transparent.

In addition, a joint impact assessment was produced to show the combined impact of all savings proposals submitted as part of the 2019 budget setting process.

## **1.4 Learning and Development Activity**

All staff are required to complete equalities training. Following an initial programme, where training was made available on a face-to-face basis to all staff, mandatory training is now available through our online e-learning platform, LEON.

In addition to the mandatory training, a number of additional courses are available through LEON that enable learners to get a deeper understanding of the individual protected characteristics. In addition we have a course relating to 'Autism Spectrum Disorder Basic Awareness'.

## **1.5 Workforce Planning**

The Council approved its Strategic Workforce Plan (2018-2022) in April 2018 (<https://www.argyll-bute.gov.uk/moderngov/documents/s125859/Strategic%20Workforce%20Plan%20Final%20version%20for%20Council%20April%202018.pdf>). The Strategic Workforce Plan sets out the council's approach to ensuring that we have a workforce for the future.

Workforce planning requires that we understand the current profile of our workforce and identifies how we can make sure that it will meet the future needs of the organisation. Key outcomes of the workforce plan include ensuring that we have a balance between younger and older employees, and that the health and wellbeing of our employees is supported.

## **1.6 Partnership working**

In addition to the Council's commitment to equalities as set out in the ABOIP, we have also developed close relationships with individual Community Planning partners. Police Scotland, Scottish Fire and Rescue, and the NHS / Argyll and Bute HSCP are all represented on the Council's Equality Forum. Other Community Planning Partners are also invited to attend Forum meetings.

The HSCP is adopting the Council's approach to Equality and Socio-Economic Impact Assessments, thereby bringing our processes into closer alignment.

In 2018, Argyll and Bute Council approved and published its British Sign Language Plan. This plan was developed jointly between, and is shared with, Live Argyll (an Arm's Length External Organisation) and the Health and Social Care Partnership.

## **Section 2: Monitoring and Continuous Improvement**

In the last two years, we have carried out a programme of work to review and improve our activities relating to equalities.

### **2.1 Review of our Equality Impact Assessment process**

The council has carried out Equality Impact Assessments for a number of years. Equality and Diversity Impacts were first developed and approved in the 2000s. These were subsequently updated in light of the Equality Act (2010) and an updated EqIA was approved by council in December 2012.

In light of changes to legislation, as well as a review of how effectively the previous EqIA was being used, the council's EqIA process was been reviewed and updated again, in 2018. This review has resulted in the Equality and Socio-Economic Impact Assessment (EqSEIA) process (see <https://www.argyll-bute.gov.uk/equality-legislation-and-reporting>).

### **2.2 Review of the Council's Equality and Diversity Policy**

In 2018, we reviewed and revised the Council's Equality and Diversity Policy. We looked at examples for best practice from elsewhere and then tailored an exemplar from ACAS (Advisory, Conciliation and Arbitration Service) to suit our requirements. We revised the text, strengthened the sections relating to elected Members, and checked and updated links to other, related, policies and procedures.

The new policy (available at [https://www.argyll-bute.gov.uk/sites/default/files/approved\\_equality\\_and\\_diversity\\_policy.pdf](https://www.argyll-bute.gov.uk/sites/default/files/approved_equality_and_diversity_policy.pdf)) was approved by Council in February 2019.

### **2.3 Disability Confident accreditation**

The Council reaccredited as a Disability Confident Employer in Autumn 2018.

### **2.4 Joint Local British Sign Language (BSL) Plan for Argyll and Bute 2018 - 2024**

The BSL (Scotland) Act 2015 requires public bodies in Scotland to publish local plans every six years, showing how they will promote and support BSL. The aim of the plan is to improve access for deaf and deafblind BSL users to information and public services, including healthcare and mental health support.

The Joint Local BSL Plan for Argyll and Bute (2018–2024) sets out actions to promote and support the use of BSL. It was developed with input from users of BSL in Argyll and Bute, and informed by consultation.

The written version of the BSL plan is available here: [https://www.argyll-bute.gov.uk/sites/default/files/appendix\\_1\\_joint\\_local\\_bsl\\_plan\\_2018\\_-\\_2024.pdf](https://www.argyll-bute.gov.uk/sites/default/files/appendix_1_joint_local_bsl_plan_2018_-_2024.pdf).

The BSL version of the plan may be accessed via the Council's YouTube channel, here: [https://www.youtube.com/watch?v=2mR-GvOCG\\_o](https://www.youtube.com/watch?v=2mR-GvOCG_o).

## **2.5 Review of Equality Forum Terms of Reference**

In 2018, we reviewed the terms of reference for the Council's Equality Forum to ensure that they reflected changes in legislation as well as the forum's current activities and practices. The revised Terms of Reference were approved by the Council's Strategic Management Team in March 2018.

Membership of the Equality Forum includes representatives from HR and Organisational Development, the HSCP, other interested community planning partners, Trades Unions, and all departments of the council. The Equality Forum is chaired by a member of the council's Strategic Management Team.

## **2.6 Review of workforce data**

In 2018, we reviewed the equalities-related data we hold for our workforce. We have also reviewed the data collected by Talentlink, our recruitment portal. This highlighted a number of issues relating to the quality and consistency of the monitoring data available to us. We have developed actions to improve these data, going forward. See section 5.

## **2.7 Equal Pay Audit**

The Council commissioned NGAHR to carry out an equal pay audit on its behalf in autumn 2018. This updates a previous audit (2014), carried out by the same consultants. Results are included in Appendix 2 of this mainstreaming report.

## **2.8 Review of Equality Outcomes**

We reviewed our Equality Outcomes in 2018. This review was driven by:

- The requirement that outcomes should be reviewed every four years.
- A number of changes have occurred that have affected the strategic context within which we work.

Since we adopted our first set of Equality Outcomes, the following changes have taken place:

- The Council adopted the SOA / ABOIP outcomes as its Corporate Outcomes
- A change in administration
- The creation of a new Corporate Plan
- Changes to the organisational structure, which have seen some functions being removed to an ALEO



- The setting up of the Argyll and Bute HSCP, which has adopted its own Equality Outcomes
- The Community Empowerment Act has put additional emphasis on community engagement, and how we involve people in local decision making.

All these factors have been drivers for change in the Equalities Outcomes we seek to deliver. See Section 4.

### **Section 3: Equalities Outcomes: Looking back (2013 to 2019)**

The main way in which progress towards delivering our outcomes has been managed and monitored is through our Equalities Action Plan (2015-2019). See Table 1, which includes information with regards to performance. As this plan is coming to an end, many of the actions are now complete. A new plan will be developed with regard to the new Equality Outcomes (see Section 5).

**Table 1: Equalities Action Plan (2015-2019)**

Performance element	Status	Trend	Target	Actual	Comments
<b>Equalities Action Plan 2015-19</b>					
<b>More people are actively engaged in local decision making</b>					
Revise Equality Impact Assessments and guidance (Strategic Support)	●	⇒	FQ3 18/19	FQ3 18/19 Complete	The Equality Impact Assessment process was revised in 2018. New guidance has been produced, and the EqIA has been combined with socio-economic and islands impact assessments. The revised process and procedure has been rolled out across the Council.
Improve availability of information to employees on equality groups (Strategic Support)	●	⇒	FQ3 18/19	FQ3 18/19 Complete	Information is available internally, via the Council's Intranet. Material is also included on LEON, the Council's e-learning platform.
Promote elections to all voters. Completion of publicity and promotion plan for elections (Elections)	●		FQ3 18/19	FQ3 18/19	Action Complete
Complete major review of polling places to ensure suitable access (Elections)	●	⇒	FQ3 18/19	FQ3 18/19 Complete	Action Complete
Percentage of Community Councils who have membership levels of at least 70% (Community Councils)	●	↑	FQ3 18/19 75.0 %	FQ3 18/19 77.6 %	Area Breakdown as at December 2018:
<b>More people are confident that service delivery is sensitive to their needs</b>					
No of employees who have undertaken equalities training (Strategic Support)			FQ3 18/19	FQ3 18/19	Since 2016 we have revised our method of delivery of equalities training. All employees are required to complete a mandatory e-learning course; manager numbers are rolled up into this. Regular reports will be provided to senior managers detailing completion within their service in order that they can meet the 100% target. Alternative delivery methods eg toolbox talks will be developed to enable employees without access to a computer to undertake this training. As at the 18/01/19 1353 employees have complete Equality and Diversity training out of the 4342 current employees.

Performance element	Status	Trend	Target	Actual	Comments
<b>Equalities Action Plan 2015-19</b>					
No of managers who have undertaken equalities training (Strategic Support)			FQ3 18/19	FQ3 18/19	Since 2016 we have revised our method of delivery of equalities training. All employees are required to complete a mandatory e-learning course; manager numbers are rolled up into this. Regular reports will be provided to senior managers detailing completion within their service in order that they can meet the 100% target. Alternative delivery methods eg toolbox talks will be developed to enable employees without access to a computer to undertake this training.
Improve information on equalities available to services via Equalities page on Council's intranet (Strategic Support)	●	⇒	FQ3 18/19	FQ3 18/19 Complete	Action Complete
% of Members who have undertaken equalities training (Strategic Support)	●		FQ3 18/19	FQ3 18/19	70% Target met. Seminar on the Equality Act was held for Members as part of their training after the local government elections in 2017. In addition, a presentation about the EqSEIA process was included at the Members Seminar, 28 January, 2019.
External financial reports made available and accessible to all users (SF Corporate Support)	●	↑	FQ3 18/19 Complete	FQ3 18/19 Complete	No requests received.
Instructional and guidance procedures aligned with the needs of equality groups (SF Corporate Support)			FQ3 18/19	FQ3 18/19	Action Complete
Publicise same sex marriage (Communications)	●	⇒	FQ3 18/19	FQ3 18/19 Complete	Action Complete
% of Council committee meetings available by VC (Governance and Law)	●	⇒	FQ3 18/19 30 %	FQ3 18/19 42 %	Out of 7 Committee arrangements there is a facility for 3 to be available by VC as per Council Constitution.
Provision of civil partnership/same sex marriage ceremonies [1] No of Civil Partnerships (Registration)		↑	FQ3 18/19	FQ3 18/19 1	Volumes too low for meaningful reporting
Provision of civil partnership/same sex marriage ceremonies. Customer feedback (Registration)	●	⇒	FQ3 18/19	FQ3 18/19 Complete	Action Complete
Review standard conditions for Civic Government licences to ensure consideration of equality ... (Insurance & Licensing)			FQ3 18/19	FQ3 18/19	Action Complete

Performance element	Status	Trend	Target	Actual	Comments
<b>Equalities Action Plan 2015-19</b>					
Conduct consultation in each of four areas to initiate co-production on next local housing strategy (Housing Services)	●	⇒	FQ3 18/19	FQ3 18/19 Complete	Commentary January 2019: The co-production target was complete in 2014/15. We learnt from this exercise and took forward the good practice and learning points into the development of the Local Housing Strategy which was published in 2016.
Assist people using public transport (Transportation Policy)	●	⇒	FQ3 18/19 Complete	FQ3 18/19 Complete	Action Complete. We secure annual funding via SPT to improve accessibility to public transport services.
Burial options expanded to include woodland burial (StreetScene)	●	⇒	FQ3 18/19	FQ3 18/19 Complete	Action Complete
Introduction of pavement licences (Insurance & Licensing)	●		FQ3 18/19	FQ3 18/19	Action Complete
<i>Transferred To Live Argyll</i>		<i>FQ3 18/19</i>	<i>FQ3 18/19</i>		
<i>Number of e-books loaned (Culture, Archives, Libraries &amp; Museums)</i>			<i>FQ3 18/19</i>	<i>FQ3 18/19</i>	<i>Target exceeded. No longer measured.</i>
<i>Policies are reviewed to include reference to carers (Care Co-ordination)</i>	●		<i>FQ3 18/19</i>	<i>FQ3 18/19</i>	<i>Action Complete</i>
<i>Council achieves carers kitemark (Care Co-ordination)</i>	●		<i>FQ3 18/19</i>	<i>FQ3 18/19</i>	<i>Action Complete</i>
<b>People who use social care are more confident that their personal outcomes are being recognised ...</b>					
CA34 - % of Care Leavers with a Pathway Plan (C&F After Care)	●	↑	FQ3 18/19 74 %	FQ3 18/19 95 %	
<b>The gap in educational attainment between people with protected characteristics has been reduced</b>					
Establishments will continue to monitor the educational attainment of pupils in relation to gender (Authority Data)	●	⇒	FQ3 18/19	FQ3 18/19 Complete	This is monitored and analysed on an annual basis. There are robust discussions taking place with Head Teachers
Ongoing discussions with Education Officers and Education Manager re attainment of boys and girls and about steps (Authority Data)	●	⇒	FQ3 18/19	FQ3 18/19 Complete	Information is reviewed at Education Management Team and Education Officers discuss with schools attainment of boys and girls during the Quality Improvement visits. Visits set up to each school on an annual basis; the first visits took place between August and October 2018.
<b>Bullying of young people in schools is reduced</b>					

Performance element	Status	Trend	Target	Actual	Comments
<b>Equalities Action Plan 2015-19</b>					
Communicate and promote the revised anti-bullying policy and procedures through Headteachers meeting (Authority Data)	●	⇒	FQ3 18/19	FQ3 18/19 Complete	Policy and procedures are presented to HT at annual HT meetings
Communicate the anti-bullying policy on the Council Website (Authority Data)	●	⇒	FQ3 18/19	FQ3 18/19 Complete	The anti bullying policy is on the schools pages of the council website <a href="https://www.argyll-bute.gov.uk/sites/default/files/anti-bullying_policy_-_september_2013_updated_june_2014_0.pdf">https://www.argyll-bute.gov.uk/sites/default/files/anti-bullying_policy_-_september_2013_updated_june_2014_0.pdf</a>
Ensure each establishment implements, monitors, reviews and communicates their anti-bullying state (Authority Data)	●	⇒	FQ3 18/19	FQ3 18/19 Complete	Action Complete
All schools will offer curriculum provision on anti bullying (Authority Data)	●	⇒	FQ3 18/19	FQ3 18/19 Complete	Action Complete
All establishments record and report incidents of bullying following the 2013 policy and procedures (Authority Data)	●	⇒	FQ3 18/19	FQ3 18/19 Complete	Action Complete
All schools undertake training of all staff in the Respect Me methodology which emphasises all prote (Authority Data)	●	⇒	FQ3 18/19	FQ3 18/19 Complete	Action Complete
Heads of Establishment ensure staff undertake the corporate e-training on equality and diversity ... (Authority Data)	●	⇒	FQ3 18/19	FQ3 18/19 Complete	Action Complete
<b>Our approach to engagement reflects the diversity of all our communities</b>					
1.8.3a/3.2.4a Number of modern apprenticeships (HR)	●		FQ3 18/19 60	FQ3 18/19 53	We have worked over the last 2 years to introduce new apprenticeship areas in line with our business needs. Publicity has been undertaken with schools on a regular basis and good use made of social media. We have steadily progressed the number of Modern Apprenticeships commenced with the Council. We have created Development Days for our MAs to meet and learn from each other and we have a significant positive detination rate, mostly with the Council. We are on track to reach our target of 60 by March 2020.

Performance element	Status	Trend	Target	Actual	Comments
<b>Equalities Action Plan 2015-19</b>					
Ensure planning for Universal Credit implementation includes engagement with protected groups (Housing and Council Tax Benefit)	●	⇒	FQ3 18/19 Complete	FQ3 18/19 Complete	Action Complete
Following a survey of the youth forum develop an action plan to encourage engagement in local decisi (Youth Services)	●	⇒	FQ3 18/19	FQ3 18/19 Complete	Youth Services Plan in place and being implemented
CC17 Pupils accessing Youth Services (Youth Services)	●		FQ3 18/19	FQ3 18/19	Action complete, target met. Measure no longer reported in this way.
Engage with gypsy travellers to ensure their needs are incorporated within the next local housing st (Housing Services)	●	⇒	FQ3 18/19	FQ3 18/19 Complete	Action Complete
Development of Joint Older Peoples Commissioning Plan (Joint Older People Measures)	●	⇒	FQ3 18/19	FQ3 18/19 Complete	Action Complete

In addition to the actions set out in the plan, some services have carried out initiatives that have supported our equality outcomes.

Additional narrative relating to activities carried out to enable the delivery of our outcomes is provided below.

### **Equality Outcome 1 - More people are actively engaged in local decision making**

**Duty:** Advance equality of opportunity; Foster good relations

**Protected Characteristic:** Age, Sex, Race, Religion and Belief, Sexual Orientation, Gender reassignment

**Contributing services:** Improvement and HR; Governance and Law.

- We have revised our Equality Impact Assessment process and guidance, and have promoted the new approach across the organisation. The new process is more streamlined than previously, and introduces sections that relate to equality impacts on employees and other service deliverers as well on service users. Although the effort put into carrying out an impact assessment should be proportionate to the proposal being made, the guidance emphasises the need to consult with all groups. The guidance also stresses that equalities should be considered while a proposal is being developed, and not as an afterthought.
- We have carried out a review of all polling places within Argyll and Bute to ensure that they offer suitable access arrangements.

### **Equality Outcome 2 – More people are confident that service delivery is sensitive to their needs**

**Duty:** Advance equality of opportunity; Eliminate discrimination; Foster good relations

**Protected Characteristic:** Age, Sex, Disability, Race, Religion and Belief, Sexual Orientation, Gender reassignment

**Contributing Services:** Improvement and HR; Customer and Support Services

- Information relating to equalities is available to Services through the Council's intranet.
- Information relating to, and promotion of, same sex marriages is included on the Council's website and on the Council's online wedding resource (see: <https://www.argyll-bute.gov.uk/marriage/> ).
- All Council staff are required to complete equalities training. Following a programme several years ago, where this was made available on a face-to-face basis to all existing staff, the mandatory training is now available as an e-learning course. We monitor uptake of mandatory training, and require that all new staff complete the training as part of their induction. Work is in progress to enable non-networked staff to access equalities training.
- In addition to the mandatory training, a suite of detailed and specific equalities courses are available through our e-learning portal that enable the delivery of this outcome.



- Ensuring that equality briefings on the application of equality principles are delivered to all Head Teachers. All new Head Teachers undertake the LEON training.
- Head teachers deliver an update on equalities at the start of each new academic session, in August.
- The Education Authority works to increase the percentage of Additional Support Needs (ASN) pupils who achieve qualifications.
- The Education Authority works to make sure that arrangements for the continuing support of pupils with Additional Support Needs is in place as they transition to adulthood.
- The Education Authority works to make sure that the percentage of young people with Additional Support Needs who are not in school full time is reduced.
- All proposals for changes in service delivery must follow the Council's Equality and Socio-Economic Impact Assessment procedure. Justification must be provided if an EqSEIA is not required. Where an EqSEIA is required, it must accompany proposals through the Council's approval processes.

### **Equality Outcome 3 – Carers are more confident that their needs are recognised**

**Duty:** Advance equality of opportunity; Foster good relations

**Protected Characteristic:** Age, Disability

**Contributing Services:** Adult Services; Children and Families (now both part of HSCP)

Since the action plan was first developed, the Argyll and Bute Health Social Care Partnership has come into being. The HSCP has produced its own Equality Outcomes. Progress towards their delivery is detailed in the HSCP's 'Equality Outcomes Framework', available here:

<https://www.nhshighland.scot.nhs.uk/OurAreas/ArgyllandBute/abhscp/Documents/AandB%20HSCP%20Equalities%20framework%20Reporting%20measures%202016-2018.pdf>.

### **Equality Outcome 4 - People who use social care are more confident that their personal outcomes are being recognised because they feel they are at the centre of decision making about their lives and the supports in place**

**Duty:** Advance equality of opportunity; Foster good relations

**Protected Characteristic:** Age, Sex, Disability, Race

**Contributing Services:** Adult Services: Children and Families (now both part of HSCP)

Since the action plan was first developed, the Argyll and Bute Health Social Care Partnership has come into being. The HSCP has produced its own Equality Outcomes. Progress towards their delivery is detailed in the HSCP's 'Equality Outcomes Framework', available here:

<https://www.nhshighland.scot.nhs.uk/OurAreas/ArgyllandBute/abhscp/Documents/AandB%20HSCP%20Equalities%20framework%20Reporting%20measures%202016-2018.pdf>.

### **Equality Outcome 5 - The gap in educational attainment between people with protected characteristics has been reduced**

**Duty:** Advance equality of opportunity

**Protected Characteristic:** Age, Disability, Sex, Race

**Contributing Services:** Education

- The Education Authority monitors the educational attainment of pupils in relation to gender. Attainment is monitored on an annual basis, with robust discussions taking place with head teachers.
- The Education Authority has worked to increase the percentage of pupils with Additional Support Needs achieving qualifications.

### **Equality Outcome 6 - Bullying of children and young people in schools is reduced**

**Duty:** Foster good relations

**Protected Characteristic:** Disability, Gender, Race, Religion or Belief, Sexual Orientation

**Contributing Services:** Education

- All education establishments have updated anti-bullying statements, which have been quality assured by the authority's Health and Wellbeing Group. They have been communicated to make sure that young people understand and are respectful of protected characteristics, and have an enhanced understanding of what bullying is. Education has monitored the percentage of pupils who say that their school is good at dealing with bullying.
- All schools have undertaken training of all staff in the Respect Me methodology, which emphasises all protected characteristics.

### **Equality Outcome 7 – Our approach to engagement reflects the diversity of all our communities**

**Duty:** Foster good relations

**Protected Characteristic:** All

**Contributing Services:** Education: All Services

- The Education Authority has worked to make sure that the range of protected characteristics are represented in self-evaluation activities.
- All education establishments have a Pupil Council that is representative of the young people within that establishment.

## Section 4: Equality Outcomes: Looking forwards (2019-2023)

### 4.1 Argyll and Bute's Equality Outcomes (2019-2023)

The Council, Education Authority and Licensing Board have developed new Equality Outcomes for the period 2019-2023. These are set out in Figure 1.

**Figure 1: Equality Outcomes (2019-2023).**

	Education Authority	Rest of Council	Licensing Board
Workforce	We support our workforce, encouraging participation across all age groups		
	We promote diversity across occupational groups		
Engagement	We have improved engagement with protected groups		
Services	People with protected characteristics have improved experiences of services		
	We take the views of people from protected groups into account when we change our services		
Education	We do not tolerate bullying and harassment of people from protected groups		
	The gap in educational attainment between people with and without protected characteristics is reduced.		

#### Workforce:

**We support our workforce, encouraging participation across all age groups**

**Duty:** Advance equality of opportunity

**Protected characteristics:** All, with particular attention to age

**Purpose:** We believe that all employees, including those from all the protected characteristics, should be encouraged, and have equal opportunity, to participate fully within the workforce. This principle is set out in the council's Equality and Diversity Policy.

We recognise that the Council, in common with the population of Argyll and Bute more widely, has particular issues and risks relating to the age of our workforce. This is why this outcome emphasises age.

We actively encourage young people to join our workforce, to provide long-term opportunities for them in our area and to create our workforce for the future.

### **We promote diversity across occupational groups**

**Duty:** Advance equality of opportunity

**Protected characteristics:** All, with particular emphasis on sex

**Purpose:** The Council has a highly segregated workforce in some types of job. For example, people working in home care are 99% female. By contrast, employees in Roads and Amenities and IT are predominantly male. We aim to widen opportunity for people in job roles that they may not have considered otherwise and create opportunity for all.

### **Engagement:**

#### **We have improved engagement with protected groups**

**Duty:** Foster good relations

**Protected characteristics:** All

**Purpose:** We aim to make sure the voices and opinions of people from protected groups are heard when we engage with our service users. This is particularly important when people from particular protected groups may have different experiences or needs and whose voices may not be heard so clearly.

We can demonstrate examples of good practice in how we engage with our service users. For example, when developing its Child Poverty Action Plan, the Council / Education Authority produced versions of the draft plan tailored to primary age children and to young people. These tailored documents ensured that the voices of children and young people were more effectively heard during the consultation on the plan's content.

However, we recognise that we can learn from these kinds of examples and we wish to make sure that they become the norm.

The Council is finalising a new consultation toolkit, along with an employee engagement strategy. These, along with a 'You said, we did' section on website and a section on our intranet describing lessons learned from previous consultations and engagement activity will help to improve the way we engage with our service users, customers and other stakeholders.

### **Services:**

#### **People with protected characteristics have improved experiences of services**

**Duty:** Advance equality of opportunity; foster good relations

**Protected characteristics:** All

**Purpose:** We aim to make sure that, as far as possible, our services meet the needs and aspirations of people from protected groups and that we work to improve their experience of our services.

### **We take the views of people from protected groups into account when we change our services.**

**Duty:** Advance equality of opportunity; foster good relations

**Protected characteristics:** All

**Purpose:** We aim to make sure that the needs and opinions of people from protected groups are taken into account when we make changes to the way we deliver our services. This helps us to make sure that people with one or more protected characteristics have equal opportunity to access the services we provide as those who do not share a protected characteristic.

We require that an EqSEIA is completed when service redesign takes place. We aim to demonstrate that consultation with protected groups has taken place, and that due regard has been paid when proposals are developed and decisions made.

### **Education:**

#### **We do not tolerate bullying and harassment of people from protected groups**

**Duty:** Foster good relations; eliminate discrimination

**Protected characteristics:** All

**Purpose:** As part of wider work to tackle bullying in schools, we will take action to reduce bullying on the basis of one or more of the protected characteristics.

As part of this work, actions will be carried out to make sure that there is an ethos of LGBTI inclusion in all education establishments, with participation and positive relationships across the whole community of learners. All educational establishments will take effective action to prevent and tackle homo-, bi- and transphobic bullying, and anti-LGBTI prejudice, building a positive and safe culture, and to help parents and wider communities understand the value of LGBTI inclusive education.

#### **The gap in educational attainment between people with and without protected characteristics is reduced.**

**Duty:** Advance equality of opportunity

**Protected characteristics:** All

**Purpose:** We work to provide a high standard of education to all pupils, and we want to reduce gaps in attainment between people with, and without, protected characteristics. This will help us to advance equality of opportunity for young people who share one or more of the protected characteristics.

All education establishments routinely discuss and report on the attainment by sex and of looked after children.

## 4.2 Drivers for change

Over the last six years, since we published our first mainstreaming report, a number of changes have occurred that have affected the strategic context within which we have been working.

Since our first mainstreaming report was published, in 2013:

- The Council has adopted the Single Outcome Agreement / Argyll and Bute Outcome Improvement Plan outcomes as its Corporate Outcomes
- There has been a change in Administration
- A new Corporate Plan, with a new set of strategic priorities was approved by Council in 2017.
- Changes to the organisational structure, which have seen some functions being removed to an ALEO
- The setting up of the Argyll and Bute HSCP

The setting up of the Argyll and Bute Health and Social Care Partnership, which came into being in April 2016, has been a particularly notable change. The Integrated Joint Board / HSCP is recognised as being a listed authority in its own right, and has published its own mainstreaming report and its own suite of Equality Outcomes. Thus, some of our previous outcomes, and the activities associated with delivering them, have become part of the remit of the HSCP. (See: Argyll and Bute Health and Social Care Partnership Integrated Joint Board, MAINSTREAM REPORT AND EQUALITIES OUTCOME FRAMEWORK – 2016 – 2020, available at: [https://www.argyll-bute.gov.uk/sites/default/files/equalities\\_outcome\\_framework\\_-\\_final\\_1\\_6\\_16v2.pdf](https://www.argyll-bute.gov.uk/sites/default/files/equalities_outcome_framework_-_final_1_6_16v2.pdf) )

The legislative environment in which we operate has also changed. The Community Empowerment Act has put additional emphasis on community engagement, and how we involve people in local decision making.

All these factors have been drivers for change in the Equalities Outcomes we seek to deliver.

## 4.3 Developing our new outcomes

We took the following steps to develop our Equality Outcomes:

- Discussed the development of our outcomes the Equality Forum (15 August 2018), where it was suggested that we should explore the possibility of having a set of outcomes common across community planning partners.
- The council's HROD Performance and Improvement Team looked at the equality outcomes currently in use by: NHS Highland; the Argyll and Bute Health and Social Care Partnership; Police Scotland; Scottish Fire and Rescue; Argyll and Bute Council. We concluded that, while there are some areas of overlapping interest and activity, we cannot duplicate the equalities outcomes used by partner organisations as some outcomes are tailored to specific areas of activity that are not shared by all partners. While outcomes from both Police Scotland and the Health and Social Care

Partnership influenced the first draft of our proposed outcomes, the wording was changed to reflect the council's 'style'.

- The council's HROD Performance and Improvement Team also considered the key issues and challenges facing the council, and took these, and associated evidence, into account when drafting the new outcomes.
- A meeting of selected members of the Equality Forum took place on 4 November 2018 to further discuss the sharing of equality outcomes. The conclusion was that, while desirable, this would be problematic in part for the reasons outlined above. Additionally, organisations do not currently share common reporting schedules, which means that we could bring outcomes into full alignment only after a period of several years. In the shorter term, we should, however, make sure that all partners are aware of each other's activities with regards to their equalities agendas.
- In October 2018, officers from HROD Performance and Improvement contacted Council Heads of Service with a first draft of new equality outcomes for their comments, along with suggestions for actions and / or success measures that might underpin these. We received comments from around half of the people we contacted.
- Further discussion at the Equality Forum (5 November 2018) led to further refinement of our proposed outcomes.
- The draft equalities outcomes were reported to the council's Strategic Management Team (12 November 2018), along with a request to carry out a public consultation. This led to further refinement of the proposed outcomes.
- Public consultation took place between 22 November and 13 December 2018. To try to reach as many people with protected characteristics we:
  - Targeted local groups using a list provided by Community Development Officers. In addition, Community Development Officers, who were delivering a series of Equalities training events to local groups during this period, promoted the consultation at these sessions.
  - Mapped the interests of the groups we knew about against the nine protected characteristics and recognised that there was a bias towards the protected characteristics of age and disability.
  - Attempted to reach groups and individuals who come from other protected groups, as well as the rest of the population, by promoting the consultation externally through the council's social media channels and internally via a newsflash. Details of the consultation were promoted on the council's website.
  - Respondents to the consultation were encouraged to forward information to anyone who might have been interested.
  - Invited elected Members to respond to the consultation.
  - Particular effort was made to try to reach young people and looked after children by promoting the consultation through officers in Youth Services and Children and Families.
- Consultation responses were collected using an online survey as the primary means of data collection. However, a downloadable Word document was also provided. Respondents were also given the option to email comments without using the survey.

- On the basis of the analysis of the consultation results, the wording of two of the Equalities Outcomes was refined further. Results and analysis of the consultation are published here: [https://www.argyll-bute.gov.uk/sites/default/files/equality\\_outcomes\\_-\\_analysis\\_of\\_consultation\\_results.pdf](https://www.argyll-bute.gov.uk/sites/default/files/equality_outcomes_-_analysis_of_consultation_results.pdf)
  - The draft outcome, 'Bullying of young people with one or more protected characteristics is reduced' was changed in light of the strength of feeling around this issue, and the widely held view that bullying in any form is unacceptable. The wording has been changed to '**We do not tolerate bullying and harassment of people from protected groups**'.
  - The draft outcome, 'The gap in educational attainment between people with protected characteristics is reduced' was amended to '**The gap in educational attainment between people with and without protected characteristics is reduced**'. This change was made to be clearer about what this outcome is trying to achieve.
- The draft outcomes were presented to the Policy and Resources Committee on 14 February, 2019, who agreed that they should be forwarded to Council for approval.
- The Equalities Outcomes were approved by Council on 21 February, 2019.
- In parallel to the work outlined above, discussions took place with the Licensing Board with regard to the equality outcomes it wished to use. The Licensing Board approved its Equality Outcomes on 26 February, 2019.

#### 4.4 Delivering our new outcomes and monitoring progress

We will develop an action plan to deliver these outcomes and monitor progress via the council's performance management system. Progress on delivering the outcomes will be reported annually to the Equality Forum.



## Section 5: Workforce Monitoring

### 5.1 Our workforce

On the basis of the data we currently hold, along with a comparison with other data, we can make the following comments with regard to the workforce:

- The most obvious difference between the workforce profile and working-age population of the area more general relates to the high proportion of females (approximately three-quarters) within the council workforce.
- With regard to marital status: on the basis of the Census data from 2011, we might expect a little over a third of our workforce to be single. Even allowing for the large amount of missing data, the low figures of 'single' and 'not married' within the workforce appear out of sync with the wider population.
- When compared to the age profile of the wider working-age population (NRS 2017 Mid-Year Estimates), our workforce appears to be broadly in line with what might be expected. There is a gap in the youngest cohort, which covers the final year of secondary education and the period when many people go on to higher education. In older age groups, there is no indication that the age profile of our workforce is out of line with the wider working-age population of the area. It should be noted that the ageing of Argyll and Bute's population is a challenge across the area, more widely.
- It is hard to make comparisons between 2011 Census data and our workforce data with regard to sex, disability and religion because of the high proportion of missing data and 'prefer not to say' within the workforce data.
- Limited information is available about sexual orientation. Data from 2016 (Scottish Household Survey) suggested that 97.9% of Scottish adults identified as being heterosexual / straight. On this basis, we would expect proportions of staff identifying as LGB to be low. However, there is reason to believe that there is underreporting of LGB within the survey (see: Annex 2 of the SHS Annual Report, available: <https://www.gov.scot/publications/scotlands-people-annual-report-results-2016-scottish-household-survey/pages/15/> ). No conclusions can be drawn with regard to under / overrepresentation of LGB people within our workforce.

Three separate strands of activity are currently underway with regard to how we monitor and manage our workforce. These relate to:

- Review of workforce data we are required to report under equality legislation
- Workforce planning
- Health of the organisation reporting.

Each of these is considered in more detail below.

### 5.2 Review of workforce data

In 2018, we reviewed the equalities-related data we hold for our workforce. We have also reviewed the data collected by Talentlink, our recruitment portal. This highlighted a number

of issues relating to the quality and consistency of the monitoring data available to us. We have developed actions to improve these data, going forward.

Data reported comes from two main sources:

- Internally held administrative data, held in our HR and payroll database, Resourcelink
- Data collected via Talentlink as part of the online recruitment process

Both of these sources rely on individuals to voluntarily submit equalities information. The year for which we had the most complete information was 2014, which followed a campaign to encourage employees to update their information. Since then, the amount of data we hold has reduced, the result of:

- People for whom we held information leaving the Council's employ
- New starts being added to the system without their equalities information being added to their employee records
- A period of time during which the equalities module of Resourcelink was disabled, preventing employees from updating their information themselves.

The module has now been re-enabled. We plan to have another campaign to encourage the disclosure of more equalities information.

In the course of our review of our workforce data, the following issues have come to light:

- We currently hold complete equalities information for a minority of employees. For some protected characteristics, we have information for only a little over a quarter of the workforce; this is due to missing data or individuals stating that they would prefer not to disclose information. (See for example data relating to sexual orientation, and religion and belief.)
- Resourcelink contains inconsistent information. Long serving members of staff may have equalities information that use obsolete data categories. This means that we have conflicting and overlapping categories in the system.
- Resourcelink and Talentlink use different categories for equal opportunities monitoring. This means that the two sets of data are not directly comparable.
- The information in Talentlink is collected using overlapping categories, which makes analysis difficult.
- We have identified issues relating to our data collection processes as well as a lack of documentation with regard to how data reports should be generated and the data interpreted.

In light of these issues, we have developed a series of actions to improve data quality in future years.

We will:

- Continue to lobby and liaise with CoSLA to improve the data categories used in Talentlink. This will be of benefit to all users of the system, not just to Argyll and Bute.
- When data categories are confirmed for Talentlink, we will work to align these and categories used in Resourcelink.

- We will carry out another campaign to encourage employees to update their equalities data. This will hopefully increase the amount of data we hold and reduce the number of 'legacy' categories within the dataset.
- We will produce documentation detailing exactly how the data are to be extracted from the system and the methods used to analyse them. This will ensure that data are more consistent over time, and changes in personnel will not cause data discontinuities.

Each of these actions have been reflected in the Equality Action Plan for the period 2019-2023.

The data, itself, is reported in Appendix 2.

### **5.3 Workforce Planning**

In 2018 the Council approved a Strategic Workforce Plan, and put in place a programme of workforce planning activity. Included in this has been team profiling across the council. All third tier managers have been supplied with data highlighting the proportions of their staff aged 50 and over, and under 25. They have also been provided with information relating to the male / female split in their workforce.

This has led to the identification of areas where gender segregation is a particular challenge to the organisation. In turn, this will help to inform actions to deliver on our outcome, *We promote diversity across occupational groups*.

### **5.4 Health of the Organisation reporting**

The Council is in the process of developing scorecards that will show workforce data and profiles. This will enable better monitoring of issues and changes in the workforce, and for interventions to be made in a timely manner.

## Appendix 1: Argyll and Bute Council's Corporate and Business Outcomes

Joint Over-arching Vision	Argyll and Bute's Economic Success is built on a growing population						
Council Mission	Making Argyll and Bute a place people choose to Live, Learn, Work and do Business						
	Choose Argyll, Love Argyll						
	A Place people choose to Live			A Place people choose to Learn	A Place people choose to Work and Do Business		Getting It Right
Corporate Outcomes	People live active healthier and independent lives	People will live in safer and stronger communities	Children and young people have the best possible start	Education, Skills and training maximise opportunities for all	Our economy is diverse and thriving	We have an infrastructure that supports sustainable growth	
Business Outcomes	We Ensure Information And Support Is Available For Everyone	Our Communities Are Protected And Supported	Our Looked After Young People Are Supported By Effective Corporate Parenting	All Our Children And Young People Are Supported To Realise Their Potential.	We Support Businesses, Employment And Development Opportunities	Our Infrastructure Is Safe And Fit For The Future	We Are Efficient And Cost Effective
	We Provide Support, Prevention And Opportunities To Help People Make Better Lifestyle Choices	Our Natural And Built Environment Is Protected And Respected	The Support And Lifestyle Needs Of Our Children, Young People, And Their Families Are Met.	All Our Adults Are Supported To Realise Their Potential	We Influence And Engage With Businesses and Policy Makers	Our Communities Are Cleaner And Greener	We Engage And Work With Our Customers, Staff And Partners
	We Enable A Choice Of Suitable Housing Options				Argyll & Bute Is Promoted To Everyone		We Encourage Creativity And Innovation To Ensure Our Workforce Is Fit For The Future
CROSS-CUTTING	<b>Socio-Economic Duty, Equalities, Gaelic</b>						
OUR VALUES	<b>Caring, Committed, Collaborative &amp; Creative Cùramach, Dealasach, Cruthachail agus Com-pàirteach</b>						

## Appendix 2: Employment Data

### A2.1. Workforce Profile

Data source: Internal HR system (Resourcelink)

Because of the small numbers involved in the more detailed ethnicity categories, data have been aggregated for reporting purposes and figures have been rounded to the nearest whole percentage.

Employees with long service may have supplied Equal Opportunities data when previous data categories were used. These legacy categories persist in our records. One of these categories is 'White'; this cannot be broken down into any of the more detailed categories that are currently in use. For this reason, all subcategories of 'white' have been aggregated together for reporting purposes.

(Note that 'other white ethnic group' is included in Ethnic minority. However, 'white -- any other' is included under 'white'. Because of the small numbers involved, this has a negligible impact on the overall results.)

The Council workforce profile data include employees in Education. In addition, teachers are reported separately. (See below.)

<b>RACE</b>	<b>2016/17</b>	<b>2017/18</b>
Ethnic Minority	1%	1%
White	66%	63%
Unknown / prefer not to say	33%	36%
<i>Total number of staff</i>	<i>5721</i>	<i>5119</i>

<b>SEX</b>	<b>2016/17</b>	<b>2017/18</b>
Male	26%	25%
Female	74%	75%
<i>Total number of staff</i>	<i>5721</i>	<i>5119</i>

<b>DISABILITY</b>	<b>2016/17</b>	<b>2017/18</b>
Yes	1%	1%
No	47%	47%
Unknown	51%	52%
<i>Total number of staff</i>	<i>5721</i>	<i>5119</i>

<b>AGE</b>	<b>2016/17</b>	<b>2017/18</b>
16-24	6%	4%
25-34	14%	14%
35-44	20%	21%
45-54	31%	31%
55-64	24%	25%
65+	6%	5%
<i>Total number of staff</i>	<i>5721</i>	<i>5119</i>

<b>SEXUAL ORIENTATION</b>	<b>2016/17</b>	<b>2017/18</b>
Bisexual	0%	0%
Gay	0%	0%
Heterosexual / straight	26%	26%
Lesbian	0%	0%
Prefer not to say / unknown	74%	73%
<i>Total number of staff</i>	5721	5119

<b>MARITAL STATUS</b>	<b>2016/17</b>	<b>2017/18</b>
Divorced	1%	1%
Divorced / separated	0%	0%
Separated	1%	1%
Living with partner	3%	3%
Marriage / Civil Partnership	31%	22%
Single	5%	4%
Widowed	1%	1%
Not Married	9%	18%
Prefer not to say / unknown	50%	50%
<i>Total number of staff</i>	5721	5119

<b>RELIGION AND BELIEF</b>	<b>2016/17</b>	<b>2017/18</b>
Church of Scotland	13%	13%
Roman Catholic	3%	3%
Other Christian	2%	2%
Buddhist	0%	0%
Hindu	0%	0%
Muslim	0%	0%
Pagan	0%	0%
Sikh	0%	0%
Humanist	0%	0%
Other religion or belief	1%	1%
None	8%	7%
Prefer not to say / unknown	73%	73%
<i>Total number of staff</i>	5721	5119

## **A2.2 Applications for Employment**

Source: this data comes from the recruitment portal (MyJobScotland / Talentlink). There are issues with this data, which have been flagged up to CoSLA.

A review of the equalities data collected highlighted that no information has been collected regarding successful candidates. This is an oversight we are seeking to rectify.

The applications for employment figures include applications for promoted posts, which are also reported on separately. (See below.)

<b>RACE</b>		<b>2016/17</b>	<b>2017/18</b>
Black Minority Ethnic	African	1%	1%
	Any Mixed	1%	1%
	Asian	1%	1%
	Black	0%	0%
	Caribbean	0%	0%
	Other Ethnic Group	0%	0%
<i>Subtotal: All black minority ethnic</i>		4%	3%
White	White Scottish	65%	68%
	White British (including English)	16%	16%
	White Irish	1%	1%
	White Other	5%	5%
<i>Subtotal: All white</i>		87%	90%
<i>Prefer not to answer / unknown</i>		8%	7%
<b>Total</b>		<b>100%</b>	<b>100%</b>
<i>Total number of applications</i>		4860	6130

Although applications appear to include greater representation from minority ethnic groups than the current workforce, this conclusion should be treated with caution, given the large amount of missing data in the workforce dataset.

The majority of applications come from individuals who identify themselves as white Scottish, with 'white British' forming the second largest category of applicants. This is in line with what we know about the wider demography of the area, where much in-migration comes from other parts of the UK, while most outmigration goes to other parts of Scotland.

<b>NATIONALITY</b>	<b>2016/17</b>	<b>2017/18</b>
British (including Scottish, Northern Irish, English, Welsh, and combinations thereof)	85%	87%
Irish	0%	0%
Other	7%	6%
<i>Prefer not to answer / none / unknown</i>	8%	7%
<i>Number</i>	4860	6130

In both years, 59% of applicants identified themselves as being Scottish.

<b>MARITAL STATUS</b>	<b>2016/17</b>	<b>2017/18</b>
Single	40%	38%

Married / civil partnership	30%	33%
Separated	3%	3%
Divorced	5%	4%
Widowed	1%	1%
Living with partner	14%	13%
Prefer not to answer / unknown	8%	7%
<i>Number</i>	<i>4860</i>	<i>6130</i>

The marital status data is problematic because of overlapping categories caused notably by the inclusion of a 'living with partner' response option. As a result, these data cannot easily be compared with data from other sources (e.g. the Census).

<b>RELIGION OR BELIEF</b>	<b>2016/17</b>	<b>2017/18</b>
Church of Scotland	19%	20%
Roman Catholic	10%	10%
Church of England	0%	0%
Other Christian	10%	10%
Buddhist	0%	0%
Hindu	0%	0%
Jewish	0%	0%
Muslim	1%	1%
Sikh	0%	0%
Humanist	1%	1%
Other religion or belief	2%	3%
None	41%	40%
Prefer not to answer / unknown	15%	14%
<i>Number</i>	<i>4860</i>	<i>6130</i>

<b>GENDER</b>	<b>2016/17</b>	<b>2017/18</b>
Male	39%	36%
Female	54%	58%
Other	0%	0%
Prefer not to say / unknown	7%	6%
<i>Number</i>	<i>4860</i>	<i>6130</i>

It should be noted that the question posed by MyJobScotland explicitly asks about gender. For this reason, the data is reported in this way, even though the protected characteristic is described in the legislation as 'sex'.

The proportion of male applicants is higher than the proportion of males within the current workforce. This pattern has been apparent for at least four consecutive years.

<b>DISABILITY</b>	<b>2016/17</b>	<b>2017/18</b>
Yes	4%	4%
No	89%	89%



Prefer not to say / unknown	8%	7%
<i>Number</i>	4860	6130

<b>SEXUAL ORIENTATION</b>	<b>2016/17</b>	<b>2017/18</b>
Bisexual	1%	1%
Gay	1%	1%
Lesbian	0%	0%
Heterosexual/straight	87%	88%
Other	0%	0%
Prefer not to answer / unknown	11%	10%
<i>Number</i>	4860	6130

Percentages have been rounded to the nearest whole number. This may lead to the apparent 'erasure' of some orientations.

<b>AGE</b>	<b>2016/17</b>	<b>2017/18</b>
16-24	19%	17%
25-34	24%	24%
35-44	19%	20%
45-54	21%	19%
55-64	9%	11%
65+	0%	1%
Unknown	8%	9%
<i>Number</i>	4860	6130

## **PREGNANCY AND MATERNITY**

No questions are asked, and consequently no data collected, with regard to pregnancy or maternity during the recruitment process.

### **A2.3 Applications for Promotion**

Source: this data comes from the recruitment portal (MyJobScotland / Talentlink). There are issues with this data, which have been flagged up to CoSLA.

A review of the equalities data collected highlighted that no information has been collected regarding successful candidates.

<b>RACE</b>		<b>2016/17</b>	<b>2017/18</b>
Black Minority Ethnic		3%	2%
White	White Scottish	79%	79%
	White British	14%	16%
	Other white	4%	2%
Prefer not to say / unknown		1%	0%

Because of the small numbers involved in the more detailed ethnicity categories, data has been aggregated for reporting purposes.

<b>NATIONALITY</b>	<b>2016/17</b>	<b>2017/18</b>
British (including Scottish, Northern Irish, English, Welsh, and combinations thereof)	94%	98%
Irish	0%	0%
Other	4%	1%
Prefer not to answer / none / unknown	3%	0%
<i>Number</i>	278	407

In both years, 71% of applicants for promoted posts identified themselves as being Scottish.

<b>MARITAL STATUS</b>	<b>2016/17</b>	<b>2017/18</b>
Single	24%	27%
Married / civil partnership	42%	51%
Separated	3%	2%
Divorced	8%	5%
Widowed	0%	0%
Living with partner	21%	14%
Prefer not to answer / unknown	1%	0%
<i>Number</i>	278	407

<b>RELIGION OR BELIEF</b>	<b>2016/17</b>	<b>2017/18</b>
Church of Scotland	30%	32%
Roman Catholic	10%	13%
Church of England	0%	1%
Other Christian	13%	6%
Buddhist	0%	0%
Hindu	1%	0%
Jewish	0%	0%
Muslim	1%	0%
Sikh	0%	0%
Humanist	1%	1%
Other religion or belief	1%	5%
None	34%	32%
Prefer not to answer / unknown	8%	9%
<i>Number</i>	278	407

<b>GENDER</b>	<b>2016/17</b>	<b>2017/18</b>
Male	27%	36%
Female	73%	64%
Other	0%	0%
Prefer not to say / unknown	0%	0%
<i>Number</i>	278	407

The question explicitly asks about gender, so results have been reported this way.

<b>DISABILITY</b>	<b>2016/17</b>	<b>2017/18</b>
Yes	3%	2%
No	96%	97%
Prefer not to say / unknown	0%	0%
<i>Number</i>	278	407

<b>SEXUAL ORIENTATION</b>	<b>2016/17</b>	<b>2017/18</b>
Bisexual	0%	0%
Gay	0%	0%
Lesbian	0%	0%
Heterosexual/straight	92%	97%
Other	0%	0%
Prefer not to answer / unknown	8%	2%
<i>Number</i>	278	407

Numbers may not add up due to rounding.

In practice, we may have small numbers of applicants from minority sexual orientations.

<b>AGE</b>	<b>2016/17</b>	<b>2017/18</b>
16-24	18%	13%
25-34	20%	18%
35-44	22%	28%
45-54	26%	28%
55-64	14%	9%
65+	1%	4%
Unknown	0%	0%
<i>Number</i>	278	407

## **PREGNANCY AND MATERNITY**

No questions are asked, and consequently no data collected, with regard to pregnancy or maternity during the recruitment process.

## A2.4 Applications for Training

Source: Resourcelink

Applications for training refers to requests made for training through the Council's PRD (Performance Review and Development) process. Not all staff were eligible for PRDs in the years being reported.

As PRDs only occur once a year, they do not capture information about all training that is offered or delivered. Nor does engagement in the PRD process ensure that training requested has been received.

How we monitor training requests by protected characteristic is under review.

<b>RACE</b>	<b>2016/17</b>	<b>2017/18</b>
Ethnic minority	1%	1%
White	79%	78%
Prefer not to say / unknown	20%	21%
<i>Number</i>	<i>2516</i>	<i>2404</i>

Because of the small numbers involved in the more detailed ethnicity categories, data has been aggregated for reporting purposes.

Additionally, there are some issues regarding the 'white' categories, which prevents easy interpretation of the data contained within them. For this reason, all subcategories of 'white' have been aggregated together.

(Note that 'other white ethnic group' is included in Ethnic minority. However, 'white -- any other' is included under 'white'. Because of the small numbers involved, this has a negligible impact on the overall results.)

<b>NATIONALITY</b>	<b>2016/17</b>	<b>2017/18</b>
British (including Scottish, Northern Irish, English, Welsh, and UK default)	98%	97%
European Economic Area	0%	2%
Other	1%	0%
Prefer not to answer	0%	1%
<i>Number</i>	<i>2516</i>	<i>2404</i>

Numbers may not add up due to rounding.

### **MARITAL STATUS**

Data has not been extracted.

### **RELIGION OR BELIEF**

Data has not been extracted.

<b>SEX</b>	<b>2016/17</b>	<b>2017/18</b>
Male	22%	22%
Female	78%	78%
<i>Number</i>	2516	2404

<b>SEX</b>	<b>2016/17</b>	<b>2017/18</b>
Male	22%	22%
Female	78%	78%
<i>Number</i>	2516	2404

### **SEXUAL ORIENTATION**

Data has not been extracted.

<b>AGE</b>	<b>2016/17</b>	<b>2017/18</b>
16-24	1%	2%
25-34	14%	13%
35-44	22%	22%
45-54	37%	36%
55-64	24%	26%
65+	2%	2%
<i>Number</i>	2516	2404

### **PREGNANCY AND MATERNITY**

Data has not been extracted.

## **A2.5 Employees who are involved in Disciplinary Procedures**

Source: information on disciplinaries has been manually extracted from our records and then related to data held in Resourcelink.

During the period 2016/17, the way the council undertakes its disciplinary procedures was changed. This led to disruption in the collection of data; no data was collated for 2016/17.

31 disciplinaries were recorded in the year ending 31 March 2018.

We hold information related to race, sex, age and disability with regard to the employees subjected to disciplinary procedures. The only patterns that appear out of line with the wider workforce relates to 'sex' of those individuals being disciplined.

Although our workforce is approximately 75% female and 25% male, disciplinaries are closer to showing a 50-50 split. Although numbers involved are small, this suggests that a disproportionately high percentage of employees being disciplined are male.

The main reasons for disciplinary action being taken relate to 'conduct' and 'attendance'. There are no known reasons to explain the higher than expected numbers of disciplinaries being taken out on male members of staff. However, this has been a pattern over several years.

## A2.6 Employees who are involved in Grievance Procedures

Source: information on grievances has been manually extracted from our records and then related to data held in Resourcelink.

There were 23 Grievances filed in 2017/18. As total numbers are small, limited conclusions can be drawn from the data.

We hold information related to race, sex, age and disability with regard to the employees who filed grievances. The areas where the profile of people submitting grievances appear out of line with the wider workforce relates to 'sex' and 'age'.

As with disciplinaries, it is worth noting the almost 50-50 split between men and women, which suggests that a higher than expected number of men are involved.

It is also worth noting that grievances come from older members of the workforce, with 22 out of the 23 grievances reported relating to employees aged 45 and over. This is higher than expected.

## A2.7 Employees Leaving the Council

Source: Resourcelink

<b>RACE</b>	<b>2016/17</b>	<b>2017/18</b>
Ethnic minority	1%	1%
White	59%	54%
Prefer not to say / unknown	40%	45%
<i>Number</i>	<i>398</i>	<i>539</i>

Because of the small numbers involved in the more detailed ethnicity categories, data has been aggregated for reporting purposes.

Additionally, there are some issues regarding the 'white' categories, which prevents easy interpretation of the data contained within. For this reason, all subcategories of 'white' have been aggregated together for reporting purposes.

(Note that 'other white ethnic group' is included in Ethnic minority. However, 'white -- any other' is included under 'white'. Because of the small numbers involved, this has a negligible impact on the overall results.)

## **NATIONALITY**

No data was extracted.

## MARITAL STATUS

No data was extracted.

## RELIGION OR BELIEF

No data was extracted.

<b>SEX</b>	<b>2016/17</b>	<b>2017/18</b>
Male	32%	28%
Female	68%	72%
<i>Number</i>	398	539

<b>DISABILITY</b>	<b>2016/17</b>	<b>2017/18</b>
Yes	1%	1%
No	45%	33%
Prefer not to say / unknown	54%	66%
<i>Number</i>	398	539

## SEXUAL ORIENTATION

Data has not been extracted.

<b>AGE</b>	<b>2016/17</b>	<b>2017/18</b>
16-24	12%	13%
25-34	16%	17%
35-44	15%	17%
45-54	18%	17%
55-64	26%	23%
65+	13%	12%
<i>Number</i>	398	539

## PREGNANCY AND MATERNITY

No data relating to pregnancy and maternity was extracted.







<b>RELIGION AND BELIEF</b>	<b>2016/17</b>	<b>2017/18</b>
Church of Scotland	9%	9%
Roman Catholic	2%	2%
Other Christian	3%	3%
Buddhist	0%	0%
Hindu	0%	0%
Muslim	0%	0%
Pagan	0%	0%
Sikh	0%	0%
Humanist	0%	0%
Other religion or belief	1%	0%
None	5%	5%
Prefer not to say / unknown	80%	81%

Total number of staff	1146	1111
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## **A2.10 Policy Statement with regard to Equal Pay:**

Argyll and Bute Council is committed to the principle of equal opportunities in employment to ensure that employees are not discriminated against irrespective of their age, race, disability, sexual orientation, gender, gender re-assignment, marriage/civil partnership, pregnancy, maternity, religion or belief.

Argyll and Bute Council is committed to ensuring that that all staff, irrespective of gender should receive equal pay for the same or broadly similar work, for work rated as equivalent and for work of equal value.

The Council's equal pay objectives are to:

- Eliminate any unfair, unjust or unlawful practices that impact on pay;
- Take appropriate action to address these accordingly;
- Regularly monitor and review the application of policies and procedures and;
- Conduct an equal pay review to monitor existing pay practices in line with the Equality and Human Rights Commission's Equal Pay Statutory Code of Practice.

In order to achieve equal pay for employees, the Council operates a pay system which is transparent, based on clear criteria and free from unlawful bias through the application of the nationally agreed job evaluation scheme and relevant legislation.

For Teachers the Council complies with nationally agreed pay and conditions of service.

Argyll and Bute Council is committed to ensuring equal pay structures for all its employees and will:

- Conduct regular audits to monitor the impact of its pay structure.
- Provide training and guidance for those involved in determining pay
- Respond to grievances on equal pay in accordance with the council's Grievance Policy
- Work in partnership with recognised trade unions to ensure that the Council provides equal pay
- Review progress every 4 years.

## **A2.11 Equal Pay Audit**

NGA Human Resources carried out an Equal Pay Audit on behalf of Argyll and Bute Council in November 2018. The report produced by the consultants is below. However, the appendices have not been included in the mainstreaming report; as they include small numbers, the data they contain are potentially disclosive and have been withheld. Potentially disclosive data has also been redacted from the report (section 5.31).

# **ARGYLL & BUTE COUNCIL**

## **EQUAL PAY AUDIT November 2018**

Andrew Worth  
Principal Reward Consultant  
NGAHR  
November 2018

## Table of Contents

1.0	Introduction.....	3
2.0	Background .....	3
3.0	5 Step Approach.....	4
4.0	Scope of review .....	4
5.0	Findings.....	5
5.1	Composition of the Workforce .....	5
5.6	Gender Pay Gap Analysis – Basic Pay .....	6
5.10	Full / Part Time Employees .....	7
5.14	Ethnicity .....	7
5.17	Disability .....	8
5.19	Age .....	8
5.21	Gender Pay Gap Analysis – Total Pay.....	8
5.24	Additional Pay Elements .....	10
5.32	Total Pay Gaps by Gender and Length of Service.....	11
5.34	Pay Gap by Job Title and Band.....	12
6.0	Conclusions.....	12
7.0	Recommendations .....	13

## 1.0 Introduction

1.1 This report presents an Equal Pay Audit as at November 2018 for Argyll & Bute Council. The report is an independent assessment of pay equity.

NGAHR are specialist reward consultants utilising tailored software solutions to provide reward consulting services.

Data and management information relating to this assessment has been processed and produced by the 'Equal Pay Reviewer' software tool.

1.2 The purpose of this report is to undertake an Equal Pay Review by providing a summary and detailed analysis. The primary aim of the report is to assess the impact of the Councils pay practices and policies in relation to equal pay and demonstrate any improvements and identify areas for further investigation.

1.3 The report provides a brief background to the law regarding equal pay, it gives details of the information gathered using the Equal Opportunities Commission Equal Pay Review Model, and concludes with recommendations contained in the Equal Pay Action Plan.

## 2.0 Background

2.1 The law relating to equal pay is governed by the Equality Act 2010, the core provisions which came into force on 1<sup>st</sup> October 2010. To bring a claim under the Equal Pay Act, the claimant must show that their comparator:

- Is employed by the same employer or by an associated employer; and
- Works at the same establishment (which can be made up of more than one workplace) as them, or at a different establishment where common terms and conditions apply.

2.2 In defence of an equal pay claim an employer can argue that, although a female employee has not been paid equivalently with a male employee who does equal work, the difference is due to a genuine '**material factor**' that is a material difference between the woman's case and the man's case. If the factor is shown to be indirectly discriminatory, the employer can justify it provided that it is a '**proportionate means of achieving a legitimate aim**'.

2.3 Examples of factors that may be material factors are as follows:

- Length of service;
- Seniority;
- Merit, qualifications or skill;
- Economic factors or administrative efficiency;
- Salary protection;
- Unsocial hours of work.

- 2.4 The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 prohibit discrimination against part-time workers on the grounds of their part-time status, unless this can be objectively justified.
- 2.5 This protection applies to women and men part-timers equally and the comparison for equal pay is made between part-time and full time workers, irrespective of their gender. (There is an exception to the rule that allows employers to pay overtime rates to part-timers only once they have exceeded their full time hours).

### **3.0 5 Step Approach**

- 3.1 Guidance on how to carry out an Equal Pay Review is based upon the Equal Opportunities Commission Equal Pay Review Model which includes the following five step plan:

**Step 1-** Decide the scope of the review and collate the data required;

**Step 2 -** Identify where men and women are doing equal work;

**Step 3 -** Compare pay data to identify any significant equal pay gaps;

**Step 4 -** Establish the causes of any significant pay gaps and decide whether these are free from discrimination and objectively justified;

**Step 5 -** Develop an Equal Pay Action Plan.

- 3.2 The Equal Pay Review Model states that as a general guide, any differences of 5% or more, or any patterns of 3% or more will require further exploration and explanation. In other words if any of the checks reveal either:

- Significant differences between average basic pay (or other elements of pay) of men and women performing equal work (differences of 5% or more), or
- Patterns of basic pay difference for example women consistently earning less than men for equal work or visa versa (differences of 3% or more).

### **4.0 Scope of review**

- 4.1 The 'scope of the review' will follow the previous review of 2014 as discussed and agreed with key stakeholders.

#### **Scope and Assumptions**

- Council staff in gender groups male and female;
- Time period for analysis – Basic data provided from the October pay run 2018, Allowance data Tax period 1- 7 divided by 7 and multiplied by 12 to give annualised amounts.



- Pay gap information is the percentage difference between average hourly pay (excluding non-contractual overtime) between gender, disability and ethnic minority groups. This is produced as one set of comparative figures for the whole workforce.
- All staff, including part-time and temporary employees are included.
- Part-time workers in this report are identified as anyone working less the 99% FTE.
- Casual Staff are excluded.
- Overall figures are provided for Teaching staff and Apprentices however these are excluded from the actual audit as their pay level is not controlled by the Council.
- Basic Pay;
- Total Pay (basic pay and additional allowances).

## 5.0 Findings

### 5.1 Composition of the Workforce

- 5.2 In undertaking any equal pay audit it is important to first set out the composition of the workforce at the time of the audit, in order to provide context to the findings and recommendations.
- 5.3 Argyll and Bute Council including Teachers has a total of 5300 employees, of which 76.34% are female and 23.66% are male. In the case of APTC and Manual Council employees there are 3800 of which 74.74% are female and 25.26% are male. It is important to note that a higher proportion of the female workforce is concentrated at the lower levels of the grading structure. 53.44% of male employees (APTC) are in grades 2 to 7, whereas 76.80% of females are within these grades. This should be take into account in any overall pay gap figures.
- 5.4 This data would suggest that male employees are less likely to populate lower paid roles, which is a socio-economic feature that prevails generally across both the region and nationally.

Equal Work Group	Organisation	Male all			Female all		
	Count	Count	% of Group	% of Male all	Count	% of Group	% of Female all
LGE2	263	58	22.05%	6.04%	205	77.95%	7.22%
LGE3	311	39	12.54%	4.06%	272	87.46%	9.58%
LGE4	652	187	28.68%	19.48%	465	71.32%	16.37%
LGE5	823	156	18.96%	16.25%	667	81.04%	23.49%
LGE6	381	77	20.21%	8.02%	304	79.79%	10.70%
LGE7	322	54	16.77%	5.63%	268	83.23%	9.44%
LGE8	243	57	23.46%	5.94%	186	76.54%	6.55%
LGE9	213	92	43.19%	9.58%	121	56.81%	4.26%
LGE10	133	37	27.82%	3.85%	96	72.18%	3.38%
LGE11	240	95	39.58%	9.90%	145	60.42%	5.11%
LGE12	122	55	45.08%	5.73%	67	54.92%	2.36%

LGE13	41	21	51.22%	2.19%	20	48.78%	0.70%
LGE14	41	24	58.54%	2.50%	17	41.46%	0.60%
Chief Officer and Heads Of Service	15	8	53.33%	0.83%	7	46.67%	0.25%
Overall APTC Staff	3,800	960	25.26%	100.00%	2,840	74.74%	100.00%

5.5 A further analysis has been undertaken to identify the composition of the workforce based on those employees working full or part-time. There are a significantly higher percentage of male employees working full-time.

<b>Table 2 – Workforce distribution by Part Time and Full Time by Gender</b>					
<b>Composition of the Workforce - % of male and female working full and part-time</b>					
Males (All)	960	100%	Females (All)	2840	100%
Males (FT)	700	72.92%	Females (FT)	760	26.76%
Males (PT)	260	27.08%	Females (PT)	2080	73.24%

## 5.6 Gender Pay Gap Analysis – Basic Pay

5.7 The purpose of the gender pay gap analysis is to illustrate the difference between male and female pay by grade and also by Job Title and Grade. These two groupings are used as they demonstrate work rated as equivalent using the current JE scheme approach by Argyll and Bute Council.

<b>Table 3 – Average Basic Pay Gap by Gender and Grade</b>						
Equal Work Group	Male all		Female all			
	Count	Avg Basic Hourly Rate	Count	Avg Basic Hourly Rate	Difference (£)	Pay Gap (%)
LGE2	58	£7.19	205	£7.18	0.01	0.20%
LGE3	39	£7.90	272	£8.00	-0.10	-1.26%
LGE4	187	£8.78	465	£8.83	-0.05	-0.55%
LGE5	156	£9.84	667	£9.73	0.11	1.07%
LGE6	77	£10.80	304	£10.79	0.01	0.12%
LGE7	54	£11.81	268	£11.74	0.07	0.57%
LGE8	57	£13.10	186	£13.17	-0.07	-0.55%
LGE9	92	£14.75	121	£14.77	-0.02	-0.15%
LGE10	37	£17.12	96	£17.08	0.04	0.23%
LGE11	95	£19.35	145	£19.31	0.04	0.21%
LGE12	55	£21.73	67	£21.73	0.01	0.03%
LGE13	21	£24.58	20	£24.70	-0.13	-0.52%
LGE14	24	£27.57	17	£27.74	-0.17	-0.62%
Chief Officer and Heads Of Service	8	£44.65	7	£43.67	0.98	2.20%
	960	£13.21	2,840	£11.29	1.91	14.48%

- 5.8 Table 3 above shows a gender pay gap of 14.48% in favour of male employees based on average basic pay for APTC and Manual staff. There are no grades with a pay gap of over 3% in terms of basic pay. If teaching staff are included the overall average basic pay gap is 7.58% in favour of male employees.
- 5.9 The median gender pay gap for basic pay is 8.62% in favour of male employees. With no pay gaps at any grade or work rated as equivalent for APTC and Manual employees.

Equal Work Group	Male all	Median Basic Hourly Rate	Female all	Median Basic Hourly Rate	Difference (£)	Pay Gap (%)
LGE2	58	£7.24	205	£7.24	£0.00	0.00%
LGE3	39	£8.14	272	£8.14	£0.00	0.00%
LGE4	187	£8.87	465	£8.87	£0.00	0.00%
LGE5	156	£9.97	667	£9.97	£0.00	0.00%
LGE6	77	£10.91	304	£10.91	£0.00	0.00%
LGE7	54	£11.90	268	£11.90	£0.00	0.00%
LGE8	57	£13.38	186	£13.38	£0.00	0.00%
LGE9	92	£15.04	121	£15.04	£0.00	0.00%
LGE10	37	£17.45	96	£17.45	£0.00	0.00%
LGE11	95	£19.64	145	£19.64	£0.00	0.00%
LGE12	55	£22.13	67	£22.13	£0.00	0.00%
LGE13	21	£24.92	20	£24.92	£0.00	0.00%
LGE14	24	£28.08	17	£28.08	£0.00	0.00%
Chief Officer and Heads Of Service	8	£39.70	7	£39.70	£0.00	0.00%
	960	£10.91	2,840	£9.97	£0.94	8.62%

## 5.10 Full / Part Time Employees

- 5.11 When comparing male full time employees to female full time employees the average basic pay gap is 4.23% in favour of Female employees, with no grade being in excess of 3%.
- 5.12 The average basic gender pay gap when comparing male part time employees with female part time employees is 2.30% in favour of Female employees. Grade 12 has a pay gap of 7.32% in favour of female employees due to the one part time male employee being at the bottom of the grade.
- 5.13 When comparing female part time employees to male full time employees the pay gap is 31.99% in favour of Male employees, however no band shows a pay gap of more than 5%. This demonstrates there are a high proportion of part time female employees in lower grades.

## 5.14 Ethnicity

- 5.15 Argyll & Bute Council have 2456 employee records stating an Ethnicity (Appendix A and B). 65 employees have declared a response which represents an ethnic minority. This accounts for 2.65% of the population who have a declared ethnicity. In Argyll & Bute, the employment profile is strongly weighted towards those who are declared against the 'White-Scottish' categories. This reflects the local demographic population. This leaves a small proportion of employees with a declared Ethnic minority of which the majority are White but not Scottish. Therefore, any statistical patterns are unlikely to be relevant.
- 5.16 The average Basic pay gap using the data is in 3.26% in favour of the minority grouping employees and the average total pay gap is 3.14%. (Appendix C)

## 5.17 Disability

- 5.18 The number of employees that have declared a disability within the workforce is 60 (3.17%). (Appendix D). The analysis shows an overall basic pay gap of 4.31% in favour of non-disabled employees and a 4.99% total average pay gap. The pay gap is marginally in favour of disabled employees in grades 5,6,7,8 and 12. The disability pay gap does not suggest any discrimination. See Appendix E.

## 5.19 Age

- 5.20 81% of the APTC and Manual workforce is between the age of 34 and 64. Table 5 demonstrates the pay gap between male and female employees' increases with age until the 65+ age group where 122 of the 181 employees occupy Manual work roles in grades 2 to 6.

Age Range	Male all		Female all				
	Count	Avg Basic Hourly Rate	Count	Pay Gap (%)	Avg Basic Hourly Rate	Difference (£)	Pay Gap (%)
16 - 24	35	£9.89	81	6.18%	£9.46	£0.43	4.33%
25 - 34	87	£11.75	320	6.55%	£11.13	£0.62	5.30%
35 - 44	136	£13.80	605	18.38%	£11.35	£2.46	17.79%
45 - 54	308	£13.69	1,008	16.33%	£11.56	£2.12	15.52%
55 - 64	315	£14.03	724	19.15%	£11.39	£2.64	18.81%
65+	79	£10.10	102	4.44%	£9.64	£0.46	4.55%
	960	£13.21	2,840	15.20%	£11.29	£1.91	14.48%

## 5.21 Gender Pay Gap Analysis – Total Pay

- 5.22 When taking into account allowances the total pay gap can be reviewed. 464 employees are in receipt of allowances 231 (24.06%) male and 233 (8.2%) female. When allowances are included the overall average pay gap increases from 14.48% to 15.12%. The median total pay gap increases to 10.6%.

Equal Work Group	Male		Female			

	all		all			
	Count	Avg Total Pay	Count	Avg Total Pay	Difference (£)	Pay Gap (%)
LGE2	58	£7.24	205	£7.20	0.05	0.66%
LGE3	39	£7.92	272	£8.01	-0.09	-1.13%
LGE4	187	£8.95	465	£8.84	0.11	1.20%
LGE5	156	£10.15	667	£9.77	0.38	3.76%
LGE6	77	£11.07	304	£10.91	0.16	1.43%
LGE7	54	£12.04	268	£11.92	0.12	1.01%
LGE8	57	£13.37	186	£13.22	0.15	1.12%
LGE9	92	£15.04	121	£14.84	0.20	1.36%
LGE10	37	£17.46	96	£17.72	-0.26	-1.49%
LGE11	95	£19.39	145	£19.36	0.03	0.13%
LGE12	55	£21.75	67	£21.80	-0.05	-0.22%
LGE13	21	£24.66	20	£24.74	-0.08	-0.32%
LGE14	24	£27.65	17	£27.82	-0.16	-0.60%
Chief Officer and Heads Of Service	8	£44.72	7	£43.69	1.03	2.30%
	960	£13.39	2,840	£11.37	2.02	15.12%

5.23 Table 7 shows the median total pay gap increases to 10.60% with the inclusion of allowances.

Equal Work Group	Male all			Female all		
	Count	Median Total Hourly Rate	Count	Median Total Hourly Rate	Difference (£)	Pay Gap (%)
LGE2	58	£7.24	205	£7.24	0.00	0.00%
LGE3	39	£8.14	272	£8.14	0.00	0.00%
LGE4	187	£8.87	465	£8.87	0.00	0.00%
LGE5	156	£9.97	667	£9.97	0.00	0.00%
LGE6	77	£11.06	304	£10.91	0.15	1.37%
LGE7	54	£11.90	268	£11.90	0.00	0.00%
LGE8	57	£13.38	186	£13.38	0.00	0.00%
LGE9	92	£15.04	121	£15.04	0.00	0.00%
LGE10	37	£17.45	96	£0.00	0.00	
LGE11	95	£19.64	145	£19.64	0.00	0.00%
LGE12	55	£22.13	67	£22.13	0.00	0.00%
LGE13	21	£24.92	20	£24.92	0.00	0.00%
LGE14	24	£28.08	17	£28.08	0.00	0.00%
Chief Officer and Heads Of	8	£39.77	7	£39.77	0.00	0.00%

Service						
	960	£11.15	2,840	£9.97	1.18	10.60%

## 5.24 Additional Pay Elements

5.25 A summary of the average allowance payments by Gender is included in appendix F.

The volume of allowances paid is not significant in terms of total pay but they do present minor gender pay gaps in one area of the pay structure. It is prudent to review each category of allowance from a gender point of view.

### 5.26 Distant Islands

An annual allowance is paid to employees based on Tiree, Coll and Colonsay. Whilst an overall pay gap exists this is due to the annualised figures. The fixed payment is made to compensate for a circumstantial situation and no gender concern is noted.

### 5.27 Night Working

Night Work is paid at the rate of time and a third of the hourly rate for each hour worked on recognised night shifts between 10pm and 6am. The allowance is claimed by key roles such as Social Care Worker which are female dominant. This payment for 'unsocial hours' is a reasonable recompense for work within a 24hour service cycle and whilst a pay gap has been noted no action is required.

### 5.28 Call Out/Standby

A range of standby/call-out payments are in place to compensate employees who are on a standby duty or are called out to work out of normal hours. There are proportionally more male employees 176 (18.33%) than female 83 (2.92%) in receipt of Standby payments

Male employees in receipt of Standby payments are predominantly in Road worker, Mechanic, Local Environment, Refuse and Social Work type roles whereas Female employees tend to be in Social Work and Social Care roles. It is important to ensure the Standby policy and payments are consistently applied in both amounts and application.

### 5.29 Sleep in

Employees required to sleep-in as part of their normal duties receive sleep-in compensation payments. The key roles claiming this allowance include Houseparent and Social Support Worker roles required to stay away from home as part of their duties and no concern is noted.

### 5.30 Telephone Allowance

Telephone allowances are paid incorporating basic line rental and rental cost of one handset.

Payment for business calls also applies where Directors determine employees eligible to receive telephone allowance based on the exigency of the service. Whilst more male employees (33) receive

this payment, the circumstantial nature of the requirement to have access to a telephone does not present a specific gender concern.

### 5.31 Contractual Overtime

Contractual overtime is currently paid to 32 male employees and 1 female employee(s), the male employees occupy Pier, Ferry and Harbour Roles the one female employee also works as a pier operative. There is not a significant gender pay gap in the amounts paid however it is important to ensure this is monitored in future.

### 5.32 Living Wage Note:

Argyll & Bute Council pays a Living Wage Supplement in addition to Basic Pay to those employees who are graded in the Council's job evaluation scheme below the Scottish Local Government Living Wage to top up their wages to the current living wage rate of £8.51 per hour.

The figures contained in this report exclude the Living Wage Supplement as its payment is a voluntary policy decision rather than an element of Basic Pay. There has been agreement at national level that the living wage should be consolidated into the Council's pay and grading model and the Council has allocated funding for a temporary project to undertake this activity.

It is anticipated that once the living wage has been fully integrated into the pay and grading system there will be a positive impact on pay differentials highlighted in this report

## 5.32 Total Pay Gaps by Gender and Length of Service

5.33 Starting Salary analysis is important to ascertain whether there is any gender bias in recruitment within pay bands. Table 8 shows the Total average pay gaps by gender for each band employees with less than one year's service. There are patterns of difference in grades 7 and 12 and a significant difference in grade 8 which require further investigation.

Table 8 Total pay Gap for employees with less than 1 years' service by Grade and Gender						
Equal Work Group	Male all		Female all			
	Count	Avg Basic Hourly Rate	Count	Avg Basic Hourly Rate	Difference (£)	Pay Gap (%)
LGE2	4	£6.88	14	£6.89	-0.01	-0.11%
LGE3	11	£7.51	11	£7.51	0.00	0.00%
LGE4	17	£8.44	39	£8.23	0.21	2.47%
LGE5	14	£9.19	47	£9.13	0.05	0.60%
LGE6	8	£10.36	17	£10.37	-0.01	-0.13%
LGE7	2	£11.23	10	£10.83	0.40	3.54%

LGE8	3	£10.71	6	£12.70	-1.98	-18.51%
LGE9	7	£13.77	4	£13.87	-0.10	-0.74%
LGE11	6	£18.32	5	£18.29	0.03	0.19%
LGE12	4	£20.84	1	£20.21	0.63	3.02%
LGE13	1	£24.92	1	£24.92	0.00	0.00%
LGE14	2	£26.05	0			
	79	£11.22	155	£9.56	1.66	14.78%

### 5.34 Pay Gap by Job Title and Band

5.35 When pay gaps are investigated in more detail there are a number of role titles in each Band which show a gender pay gap of greater than 5% both in favour of male employees and in favour of female employees. There is a list of these roles in Appendix G which have the same title but a pay gap of greater than 3% the main reason for the gap is the job title is the same but the jobs are in different grades. They should be reviewed further to determine if this is the case and to ensure the Job Evaluation outcomes of these roles ensures they are in different grades.

## 6.0 Conclusions

- 6.1 In conclusion the overall findings of this report have established that the average (Mean) basic pay equal pay gap for APTC and Manual staff basic pay is 14.48% (Table 3) and the Median is 8.62% (Table 4) in favour of male employees.
- 6.2 The Overall Total **Mean** gender pay gap 15.12% (Table 6). The Total Median gap is 10.6% (Table 7) this is predominantly due to the workforce distribution of female and male employees with proportionally more males being in higher grades.
- 6.3 The pay gap for part time employees of 2.3% in favour of female employees (Section 5.10)
- 6.4 The very low number of Ethnic minority employees does not support relevant statistical analysis however there is no pay gap over 5% in any grade with the exception of the Chief Officer Head of Service Group. (Appendix C)
- 6.5 The disability pay gap of 4.31% on basic pay and 4.99% on total pay does not suggest any discrimination in pay for disabled employees. (Appendix E)
- 6.4 The pay structure is designed within equalities guidelines demonstrate no significant pay gaps on a grade by grade basis.

## 7.0 Recommendations



- 7.1 An investigation of each pay gap by job Title should be undertaken to establish the causes are due to job titles being different grades and therefore different job evaluation outcomes.
- 7.2 Argyll and Bute Council should continue to maintain and monitor its approach to Job Evaluation to ensure a consistent approach to the allocation of grades and determination of pay and additional allowances for all employees.
- 7.3 The Council should continue to monitor the allowance payments made across the Organisation, and in each case ensure that differences in payment levels or eligibility are not related to gender, race or disability.
- 7.4 The Council should consider more detailed analyses to confirm the initial findings that the equal work pay gaps identified for ethnicity and disability are due to causes other than the ethnicity or disability of the job holders.
- 7.5 An investigation of starting salaries for employees with less than one year's service should be undertaken to ensure there is no gender bias in starting salaries and any policy is being adhered to.

