

# **ARGYLL AND BUTE COUNCIL EQUALITIES MAINSTREAMING REPORT AND PROGRESS ON EQUALITY OUTCOMES 2015**



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## 1. Foreword

Our Council is forward looking and ambitious, continuously improving our relationship with our partners, customers and employees to ensure that we deliver the right services, by the best people, in the best way.

Our priority is to deliver on the Single Outcome Agreement with our partners, to increase our population and strengthen our economy this is underpinned by our values:

- We involve and listen to our customers and communities
- We take pride in delivering best value services
- We are open, honest, fair and inclusive
- We respect and value everyone
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We recognise that the work undertaken by the Council has led to improvements to some groups and individuals but we also recognise that we could do more to assist the groups who are disadvantaged.

Our Equality Outcomes were approved in 2013 and following recommendations by the Equality and Human Rights Commission, we have improved our outcomes and considered the updated evidence which has been made available at both a local and a national level.

As a major employer in the area we are determined to ensure that our HR policies eliminate any evidence of discrimination and promote equality of opportunity for all current and future staff regardless of their backgrounds.

We remain determined to improve relations between people who share a protected characteristic and as a public authority we will take a lead role in ensuring that the mechanisms are in place for this to happen.

Our new Single Outcome Agreement reemphasises that equality, diversity and inclusiveness is at the centre of all services and actions.

Whilst recognising that there is much still to achieve, this report outlines the main areas of work which the Council has undertaken in the period since April 2013.

**Councillor Dick Walsh**  
**Council Leader**  
**Argyll and Bute Council**

**Sally Loudon**  
**Chief Executive**  
**Argyll and Bute Council**

## 2. Argyll and Bute

Argyll and Bute is bounded by the Clyde and Loch Lomond to the east, the Mull of Kintyre to the south, Atlantic Islands to the west, and the sound of Mull and Appin to the north.

Argyll and Bute covers an area of 6,910 square kilometres, making it the second largest local authority by area in Scotland (2011 Census). Argyll and Bute has the third sparsest population density of the 32 Scottish local authority areas, with an average population density of just 13 persons per square kilometre (2011 Census). Argyll and Bute has a population of 88,050, divided between the council's four Administrative Areas.

- Bute and Cowal: population 21,060 (23.9% of the total for Argyll and Bute)
- Helensburgh and Lomond: 26,170 (29.7%)
- Mid Argyll, Kintyre and the Islands: 20,586 (23.4%)
- Oban, Lorn and the Isles: 20,234 (23.0%) (NRS 2013 Mid-Year Estimates, NRS 2013 Small Area Population Estimates)

The Argyll and Bute Community Planning Partnership recognises, and is responding to, the challenges presented by the area's ageing and declining population. The overarching outcome sought by the CPP's Single Outcome Agreement is that 'Argyll and Bute's economy is based on a growing population'.

Argyll and Bute has 23 inhabited islands, more than any other local authority in Scotland. Around 17% of our population lives on islands (2011 Census).

The area is also home to several long sea and fresh-water lochs, which bisect the landscape. The sea lochs, along with the islands, give Argyll and Bute a very long coastline, and a high reliance on ferries for transport.

Over 96% of Argyll and Bute's land area is classified by Scottish Government as being 'remote rural'. Over half of Argyll and Bute's population live in rural areas (which Scottish Government define as settlements with populations of less than 3,000), or outwith settlements altogether (Scottish Government 2011-2012 Urban-Rural Classification; NRS 2013-based Small Area Population Estimates).

Settlements tend to be small and scattered. Only five towns in Argyll and Bute have populations over 3,000. These are Rothesay (population 4,540), Campbeltown (4,800), Oban (8,540), Dunoon (9,540) and Helensburgh (15,590). A further 14 settlements have populations between 500 and 4,000 (NRS 2012-based Settlement Estimates).

The importance of Argyll and Bute's natural environment is indicated by the 121 sites of Special Scientific Interest that have been designated within the area (SNH, as at July 2014). Between them, these SSSI's cover almost 10% of Argyll and Bute's land area. In addition, almost 30% of the Loch Lomond and the Trossachs National Park falls within the local authority's boundaries.

The release of the 2011 census data provided a more accurate and up to date profile of the population of Argyll and Bute in comparison to what was available in 2013 when developing the Equality Outcomes.

## **2.1 The Equality Act 2010 and the General Equality Duty**

The Act came into force in 2010 providing a modern and single legal framework to tackle disadvantage and discrimination more effectively.

Prior to the Equality Act 2010, the Council, as a public authority, had specific equality duties for race, disability and gender.

The Act brings together the 9 areas of race, disability, gender, age, sexual orientation, religion and belief, gender reassignment, marriage and civil partnership and pregnancy and maternity.

The council in the exercise of its functions must:-

- 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.

(Marriage and civil partnership is covered only by the first duty)

The General Equality Duty allows the Council to:

- Take effective action on equality issues
- Make the right decision, first time round
- Develop better policies and practices, based on evidence
- Be more transparent, accessible and accountable
- Improve outcomes for all

## **2.2 Specific Equality Duties**

The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 came into force on May 2012. These specific duties are designed to help public sector organisations meet the general duty effectively.

The key duties are that the Council must

- Report on mainstreaming equality
- Publish equality outcomes and report on progress
- Assess and review policies and practices
- Gather and use employment information
- Publish gender pay gap information
- Publish statements on equal pay
- Consider award criteria and conditions in relation to public procurement

### 3 Why Mainstreaming is important

Mainstreaming equality simply means integrating equality into the day-to-day working of the council. This means taking equality into account in the way the council goes about its business when acting as an employer, or planning and providing services.

Mainstreaming the equality duty has a number of benefits including:

- Equality becomes part of the structures, behaviours and culture of the council
- The council knows and can demonstrate how, in carrying out its functions, it is promoting equality
- Mainstreaming equality contributes to continuous improvement and better performance

Equality outcomes aim to result in improvements in people's lives creating a fair and more inclusive society.

As one of the biggest employers in Argyll and Bute, the council aims to ensure that the make-up of our workforce reflects the diversity of the local population.

The Council's Education Service is covered separately by the specific duties and is therefore required to prepare and publish outcomes, report on mainstreaming within the service and to gather and use employment information. For the benefits of reporting purposes, the information for education has been included in this report.

#### 3.1 Mainstreaming Equality within Argyll and Bute Council

It is vital that all employees and staff are aware of the general equality duty and that it is considered in the day-to-day work of delivering services to our customers. To ensure that equalities is considered by all staff, the council has undertaken the following steps:

- We promote our commitment to equality in the Corporate Plan
- We include "Promoting Equality" in the Service Planning Guidance
- We include an "Equalities" section within the Service Planning Template
- We have established an inter-departmental Employee Equality Forum
- We carry out Equality Impact Assessments on new policies and functions
- We provide support for officers when developing impact assessments
- We have included an Equalities module as part of the Employee and Elected Member Development Programme which will be rolled out in the next cohort of managers
- We have delivered awareness raising events for elected members
- We provide face to face and e-learning modules for employees and managers on equalities
- We are making equalities training mandatory through our Job Roles and Training Needs Analysis project

- We have developed a section on the employee Hub providing information on equalities
- We promote equalities policies in our recruitment materials

### 3.2 Employee Equality Forum

The Council established an inter-departmental Employee Equality Forum in 2013. Members of the forum are volunteers and represent the interests of protected characteristics outlined in the Equality Act 2010 or have a general interest in equality issues. The purpose of the forum is to raise equality issues which affect staff and their employment. It also takes into consideration how equalities has wider impacts on the public of Argyll and Bute.

The Chair of the forum is the Executive Director – Community Services, The Head of Improvement and HR is the lead senior officer with departmental responsibility for equalities and there are representatives from HR, Improvement and Organisational Development and employees from a variety of services who have an interest in equality issues.

A revised Terms of Reference will be adopted in 2015 and an annual workplan will be produced to ensure that the forum has a focus on celebrating the diversity of our workforce as well as ensuring that any issues around equalities are raised and resolved using the appropriate mechanisms.

The forum has contributed to the development of the Equality Section on the Hub, reviews EQIAs and raises issues, local or national, that impact employees or services.

### 3.3 Employee Surveys

Throughout 2014, the Council conducted surveys, focus groups and roadshows. These were used as a method of employee engagement which allows us to form an understanding of our employees and their views of the Council as their employer. This identifies areas which are important to them as well as providing information to allow the Council to make the improvements that are needed to meet the workforce challenges of the future and deliver for success.

Within the 2014 Employee Survey, respondents were asked about dignity at work. 72% of those who completed the survey strongly agreed or agreed that they are fully aware of the protections afforded to all employees by the Equality Act 2010. Only 11% disagree or strongly disagree and the remaining 18% either gave a neutral response or did not know / did not answer this question.

The majority of respondents (71%, also 71% in 2012) are aware of the Council's policy and procedures which can be used in relation to bullying and harassment or discrimination at work. A further 28% (up from 25% in 2012) are not aware of the Council's policy and procedures and the remaining 1% did not answer this question.

Respondents were asked how far they agreed with the following statement; "I am fully aware of the difference between discrimination, harassment and victimisation of

employees.” Again, the majority of respondents (71%) agree or strongly agree that they are fully aware of the difference between discrimination, harassment and victimisation of employees. 12% disagree or strongly disagree and the remaining 18% either gave a neutral response or did not know / did not answer this question.

Overall this indicates that there is a good awareness amongst employees about equality issues, but there is room for improvement and further analysis will be undertaken to identify where there are specific issues that can be addressed through, for example, improved communications.

As part of our wellbeing agenda the Council is committed to providing a safe and healthy work experience for all employees. One priority within the scope of the wellbeing agenda is to tackle stress at work. In May 2014 a Stress Audit was issued to all employees of the Council. The survey was based on the Health & Safety Executive’s Management Standards Indicator Tool for work related stress.

The purpose of the survey was to capture information of how stress and pressure at work was impacting on staff across the Council and identify areas for action given that stress accounted for almost a quarter of the Council’s sickness absence in 2012/13. Over 1400 responses to the survey were received providing a response rate of 26%. This is an average level of response rate for the size and type of organisation.

Key performance data around equalities illustrates that there is still some work to be done across the Council in implementing some policies for our workforce. The audit found that over 8% of respondents were often or always subject to personal harassment in the form of unkind words or behaviour. Just over 4% of respondents were often or always subject to bullying at work and over 13% had sometimes been subject to bullying. This is an issue that is important for us to tackle and an intensive programme of face to face training on equalities was implemented immediately following the results of this survey. This is an area that the Council will continue to address.

### **3.4 Core Competency Framework**

The Council has identified a set of core competencies that reflect the strategic priorities of the organisation. They capture our commitment to excellence and to valuing our customers and our employees and they underpin all our learning and development programmes, modules and courses. Included within the competency framework is a set of behaviours for each level of competencies, which includes behaviours to promote equalities. At level 1, all staff should recognise individual differences; show respect for individual differences; and recognises that although they do not manage others, they can also lead by being a role model. As the level of responsibility increases as does the core competencies relating to equalities which are expected from employees.



### 3.5 Learning and Development

In 2013, the Council conducted a review of all corporate training courses and training providers. This included a review of the Equality and Diversity training which was offered to employees.

In line with the procurement duties placed upon the public sector, the council went through the normal tender process and procured Organisation and Social Development Consultants (OSDC) to deliver Equality and Diversity courses for employees. There have been 2 separate courses delivered – Equality and Diversity for Managers and Equality and Diversity for Non Managers. The Council is committed to removing discrimination and encouraging diversity amongst our workforce. Our Equality and Diversity training applies to all employees of Argyll and Bute Council and aims to raise awareness and provide employees with an introduction to equality and diversity. In addition, the training for managers considers responsibilities as an employer and as a service provider.

Positive feedback has been received from respondents who have attended the one day Equality and Diversity training course with some of the feedback highlighted below:

*“Very enjoyable, bring Equality and Diversity back into people’s daily role”*

*“Enjoyed the course, workshops made the day more interesting”*

*“This is once course I will remember. Has made me more aware of how I conduct myself within my team. Thoroughly enjoyed it! “*

*“Very thought provoking and good to challenge yourself and think about your behaviour in work and world”*

Since December 2013 when the training was procured, over 200 employees have attended the face-to-face training which has been delivered by OSDC. In addition to the face-to-face training, the Equality and Diversity e-learning modules available to employees have been completed over 400 times.

A mandate has been developed and issued to have a program of blended learning for Equalities which would involve an e-learning module and face-to-face training. An awareness session was held by for elected members in October 2014 which was delivered by OSDC. This was well received amongst those members who attended the session.

## 4 Equality Outcomes

Outcomes are the changes that result for individuals, communities, organisations or society as a consequence of the action the Council has taken. Outcomes can include short-term benefits such as changes in awareness, knowledge, skills and attitudes, and longer-term benefits such as changes in behaviours, decision-making and environmental conditions.

By focusing on outcomes rather than objectives, this specific duty aims to bring practical improvements in the life chances of those who experience discrimination and disadvantage.

### 4.1 Argyll and Bute Council's Equality Outcomes 2013 – 2017

The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 placed a number of requirements on public authorities. In line with the requirements, Argyll and Bute Council published a set of approved Equality Outcomes on 25<sup>th</sup> April 2013.

The Equality and Human Rights Commission carried out a project in 2013/14 to monitor how well Scottish public authorities had met the Public Sector Equality Duty (PSED) specific duties.

The Commission found that many public authorities, including Argyll and Bute Council (both the local authority and the education authority) could benefit from clearer more measureable outcomes.

In response to the project undertaken, the EHRC created a programme of work that directly supported the public authorities whose outcomes they feel would benefit most from improvement.

This programme, Improving Equality Outcomes Project, commenced in late June 2014 and support has been provided to Argyll and Bute Council by the EHRC in progressing with the review of our equality outcomes

The initial feedback provided by the EHRC was that the equality outcomes for Argyll and Bute Council (both the local authority and the education authority were published in the same report) would benefit from having an improved structure and rationale as to why the outcomes were chosen, clearer links to local and national evidence and the detail of how we will measure progress towards achieving the outcomes which has been set. In addition they recommended that it would be beneficial for the council to revise the wording of some of our published outcomes so in effect there were no changes to the focus of the outcomes, rather it was minor adjustment to wording to make the outcomes more structured.

Work was undertaken at analysing the latest local and national evidence against protected characteristics and to build an evidence base and justification as to why the proposed outcomes were the priority areas for Argyll and Bute Council.

At the Policy and Resources Committee meeting on 21st August 2014, the draft Equality Outcomes were approved for public consultation. The proposed outcomes were made available through the website and the staff intranet and were sent out by Argyll Voluntary Action on the Council's behalf to their network of contacts.

Following feedback received from employees and customers through the consultation process, the outcomes were revised and were approved by the Policy and Resources Committee on 18th December 2014. As a result of new outcomes having been set, work took place across all services to identify key performance measures which will help the Council to make progress in achieving the new set of outcomes. The performance indicators against the new outcomes were unchanged from the measures that services were working towards following the initial set of outcomes which were published in April 2013. This was due to the focus of the outcomes remaining the same.

The identified performance measures will now be referenced to departmental scorecards and will be scrutinised by strategic committees and the evidence gathered by the Council together with feedback from employees and service users will continue to help the authority identify the priority areas for the Council in continuing to improve our approach to equalities.

## 4.2 Argyll and Bute Council Equality Outcomes

The initial set of Equality Outcomes and those revised and approved in 2014 are listed in the table below.

<b>Equality Outcome published in April 2013</b>	<b>Equality Outcome approved in December 2014</b>	<b>Protected Characteristics</b>	<b>Duty</b>
More people are actively engaged in local decision making	More people are actively engaged in local decision making	Age, Disability, Gender, Gender Reassignment, Race, Religion and Belief, Sexual Orientation	Advance equality of opportunity; Foster good relations
Our service delivery is sensitive to the needs of all users	More people are confident that service delivery is sensitive to their needs	Age, Disability, Gender, Gender reassignment, Race, Religion and Belief, Sexual Orientation	Advance equality of opportunity; Eliminate discrimination; Foster good relations
The needs of individuals who provide unpaid care and support are recognised including young carers	Carers are more confident that their needs are recognised	Age, Disability, Gender	Advance equality of opportunity; Foster good relations
The individual needs of care are recognised	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 that are in place	Age, Disability, Gender, Religion and Belief	Advance equality of opportunity; Foster good relations
The gap in educational attainment between people with protected characteristics has been reduced	The gap in educational attainment between people with protected characteristics has been reduced	Disability, Gender	Advance equality of opportunity
Bullying of young people in schools is reduced	Bullying of young people in schools is reduced	Disability, Gender, Sexual Orientation	Foster good relations

<b>Equality Outcome published in April 2013</b>	<b>Equality Outcome approved in December 2014</b>	<b>Protected Characteristics</b>	<b>Duty</b>
We have improved engagement with protected groups	Our approach to engagement reflects the diversity of all our communities	Age, Disability, Gender, Gender reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sexual Orientation	Foster good relations

### 4.3 Equalities Action Plan

Progress made against the Equality Outcomes as at 31<sup>ST</sup> December 2014

Equality Outcome	Actions	Success Measure	Target/Timescale	Progress made as at December 2014
More people are actively engaged in local decision making	Revise Equality Impact Assessments and guidance	Updated EQIA in place with clear and accessible guidance	March 2016	On track Sample of rapid EQIA from Dundee City Council was considered by the Equality Forum as a model
	Provide Training on Equality Impact Assessments	Deliver training on new EQIA process once approved	2016	On track
	Improve availability of information to employees on equality groups	Increased number of groups identified and contact information made available to services	Oct 2015	On track
	Promote elections to all voters. Completion of publicity and promotion plan for elections	Maximise turnout for elections	Target will be specific to each election and outlined in each relevant promotion plan	The turnout at the Scottish Independence Referendum was 88.2%.
	Complete major review of polling places to ensure suitable access	All polling places are easily accessible	March 2016	The Electoral Registration and Administration Act 2013 requires the Council to undertake a review of polling places. Polling places will be reviewed on an on-going basis by the Returning Officer. No changes proposed at this time.
	Promote Community Council membership by	Increase in Membership of	70% membership	78.2% of Community Councils have more than 70% membership

	providing information on how to get involve in Council decision making.	Community Councils		
	Promote involvement in Community Council by elections	Maintain high % of by elections contested	100% of by elections for Community Councils contested	2 by elections contested out of 32 participating (6.25%)
	Arrange consultation events on the delivery of the SOA, involving strategic partners and SOA outcome leads to aid consultation and maximise participation	Development of the delivery plans completed	March 2015	Delivery plans are now agreed and quarterly performance information is being monitored and reported
	Public consultations held with community groups regarding changes to service delivery	Increase in consultation events	10 events by March 2015	Comprehensive service of Public/Community Council meetings relating to service delivery for Amenity Services and increased kerbside collections for waste
More people are confident that service delivery is sensitive to their needs	Provide Equality and Diversity training for all employees	Increase the number of employees who have undergone Equalities training	Review quarterly	Programme of Face to face training in place 132 employees have undertaken face to face training to date E-Learning courses are available on all individual protected characteristics
	Provide equalities training for all managers	Increase the number of managers who have undergone Equalities training	Review quarterly	Programme of face to face training for managers in place - 84 managers have undertaken training to date E-learning courses are available on all individual protected characteristics
	Improve information on	Equalities Hub	August 2014	Complete

	equalities available to services	page developed		
		Information campaigns on equality issues	Jan 2015 and ongoing	First planned campaign on LGBT History month Feb 2015, followed by Dyslexia Awareness
	Improve awareness of equality related policies and procedures amongst employees	Improved response rates to key questions in employee surveys	Dec 2016	Baseline and trends in awareness levels established in 2012 and 2014 employee surveys and 2014 stress audit.
		Improved reported levels of awareness	Dec 2016	Baseline and trends in awareness levels established in 2012 and 2014 employee surveys and 2014 stress audit.
	Reduce incidence of employees experiencing harassment through increased awareness and training	Reduction in number of employees reporting harassment in response to employee survey	Dec 2016	Baseline and trends in reported harassment levels established in 2012 and 2014 employee surveys and 2014 stress audit.
	Consultation takes place with equality forum and Trade Unions on new policies and procedures	Increased number of new policies and procedures referred to Equality Forum for consideration	Ongoing	Baseline to be established 2015
	Continued improvement in use of hub and HR advice line to make HR related equality issues more accessible.	Review of Hub content to ensure equality related policies and procedures are accessible	March 2016	Continuous updating takes place as policies/procedures are updated. Review will align with Web Team work plan



		Maintain and increase user visits to HR and Equalities sections of Hub	Annual review	Baseline established at launch of Equality Hub section 2014.
	Deliver service improvements in response to findings of Employee Surveys	Action plan in place to address key issues raised	June 2015	Draft Action Plan presented to SMT December 2014
	Promote the use of the Positive about Disabled People symbol	Promotion action plan agreed	Dec 2015	
	External financial reports made available and accessible to all users.	Request for external reports in an alternative format completed.	Within 2 weeks of request.	No requests received to date
	Undertake review of instructional and guidance procedures to align with the needs of equality groups	% of financial guidance documents/procedures reviewed	100% by April 2017	This is a NEW measure
	Publicise same sex marriage	Council website updated for details on same sex marriage	31 December 2014	Information provided by registration service and updated on website by 18th December 2014.  The Marriage brochure will also include any pictures of same sex marriages
	Provision of civil partnership/same sex	Number of civil partnerships/same	Establish baseline by 2017	Registration Statistics updated to include volumes of same sex

	marriage ceremonies	sex marriages		marriages
		Obtain customer feedback from recipients of service	2017	First same sex marriage took place on 16.1.15. Feedback received from couple who were delighted with the service and allowed a photo to be taken and put on the Council's website.
	Elected members to participate in Equalities training as part of CPD framework	Increase % of members who have completed equalities training	70% by 31 <sup>st</sup> March 2015	32% of elected members have completed equalities training.
	Introduction of VC facilities for central committee meetings	Increase % of meetings available by VC	30% by 31 <sup>st</sup> December 2014	Central Committees: 37% (3/8)
	Review standard conditions for Civic Government licences to ensure consideration of equality and diversity	Review completed	30 <sup>th</sup> June 2015	On track
	Ensure that people accessing community care assessments report that they feel safe	Increased numbers of clients report they feel safe at the time of assessment	70% of people report they feel safe at assessment	Go –Live for March 2015
	Consider the needs of minority groups within policy and service development	Undertake EQIA on Integrated Children Services Plan	April 2015	An EqIA was completed for the Argyll and Bute Integrated Children and Young People's Service Plan 20014-17.
	Promote e-book service to assist housebound clients and rural communities	Number of e-books loaned	150 per quarter	1,061 e-books issued between April – December 2014 (working out at just under 354 per quarter).
	Conduct consultation in	Consultation	4 by March 2015	Arrangements made for events in

	each of four areas to initiate co-production on next local housing strategy	events held and local housing fora established in each area		February
	Improve the accessibility and quality of Planning and Regulatory Services information on the Council Website and through the customer contact centre	<p>Increased usage of Council web site and increased customer satisfaction returns</p> <p>Use social media to promote web page and engage with customers in Jan 2015.</p> <p>Customer Satisfaction Survey planned in Feb 2015.</p> <p>Review the webpage design.</p>	March 2015	<p>Website content updated in line with guidance from SOCITM. Public access software upgraded so maps are easier to navigate around, search functions are more intuitive and push notifications can be set up if applications are submitted in your neighbourhood.</p> <p>2014 - 240,000 unique webpage views by customers + 20,000 from 2013. Planning is most popular page on the website by volume. This demonstrates that high levels of exposure and continuing channel shift.</p> <p>Regulatory Services and building standards information on the website extended and updated with ongoing review</p>
	School meals service provides special diets as a result of health, cultural or religious beliefs	School meals available for pupils with special dietary needs	100% of pupils with special dietary needs catered for	100% of pupils with special dietary needs are catered for
	Building users are engaged in developing design brief for strategic	Buildings meet the needs of users	100% of strategic change projects involve	100% of strategic change projects involve consultation with building users – eg new Helensburgh Office Building

	change projects to ensure individual requirements are met		consultation with building users	
	School transport is adapted to fit the needs of pupils with Additional Support Needs	Maintain high level of requests met	100% of requests	100% of requests have been fulfilled
	Necessary design arrangements made for ASN pupils	Increase number of ASN pupils who have their design needs met	100% of requests	100% of requests have been fulfilled
	All council owned buildings where the public require access are suitable for and accessible to disabled people	Maximise number of accessible buildings	100% of council owned buildings accessible.	100% of council owned buildings accessible.
	Marine and Airports: Ferry timetables designed to maximise accessibility to the mainland for Islanders.	Capability to transport all users to Island communities safely.	Continue to review service provision on an annual basis	Public consultation carried out with all residents of Coll, Colonsay and Tiree. Over 90% of all residents consulted agreed local air services have enhanced community life.
	Assistance to mobility impaired people. Adaptations are provided for ease access to facilities. Customer feedback forms are available	Limited number of complaints		All Argyll and Bute Council airport terminal buildings are DDA compliant with disabled access friendly ramps, automated doors and disabled toilet. Argyll and Bute Council staff will also assist the pilot in providing assistance with members of the travelling public with reduced mobility. Island airport terminals and Oban airport terminal

				has a manual wheel chair to assist with transport to and from the terminal buildings.
	Assist people using public transport	Implement new equalities public transport card as part of HiTrans project	March 2015	A new equalities public transport card will be introduced in March 2015 that allows people to communicate with bus providers of any needs they have.
	Bin pull outs carried out where criteria is met	Maintain low levels of missed bins	Missed bins below 5%	On Target
	Burial options expanded to include woodland burial for those who do not wish traditional cemetery burial	Increase number of sites available for woodland burial	4 sites available by December 2014	Sites now available: Barbour Cemetary H & L Strachur Cemetary B&C Carrick Cementary Tarbert MAKI Perryfuir Cemetary OLI
	Introduction of pavement licences	Policy approved and process in place to apply for licences to use the public highway for café areas whilst maintaining sufficient space for pedestrian movement.	April 2015	On track
Carers are more confident that their needs are recognised	Policies are reviewed to include reference to carers	Revised and updated policies in place	Dec 2015	On track
	Council achieves carers kitemark	Application and assessment process is	2016	On track

		successful		
	Carry out consultation /involvement with equality groups on decisions that are likely to affect them	Number of consultation sessions held for fosters carers	April 2015	Two sessions offered. Next session March. Consultation with parents over 600 hours implementation.
	Carers assessments externalised to relevant carers groups	Increase the uptake of carers assessments	100% of people accessing carers centres will be offered a carers assessment	Ongoing- all carers where appropriate offered a carers assessment by the carers centres
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 that are in place	Support young people to allow them to live independently in their communities	100% of young people with pathway plan.	April 2014	100% pathway in place
		All appropriate young people are offered the option of self-directed support	April 2015	Children with disability are in the processes of being assessed.
		% of looked after children with universal child assessment plan in place	March 2015	In process. On line to being complete.
	Existing cases reviewed to comply for Self Directed Support legislation	Increase existing cases that have been reviewed to comply with SDS legislation	100% by March 2015	Work ongoing currently to establish current completion rate and work required to meet target by March 2015
	Advocacy services offered to service users who have been the	Increase % offered advocacy services	100% offered services	Base line of 45% of adults offered advocacy 2013/14, increased to 91% by Dec. 2014, reported in APC

	subject of an adult protection investigation			scorecard
The gap in educational attainment between people with protected characteristics has been reduced	Establishments will continue to monitor the educational attainment of pupils in relation to gender	There is a reduced gap in attainment between boys and girls without an overall deterioration in standards	June 2016	A new national attainment data system, called Insight, was launched in August 2014. This new tool allows attainment data to be interrogated against national and local information. This system will be used by senior leaders in secondary schools to look at data relating to the relative attainment between boys and girls once Insight has been fully implemented. Primary head teachers will look at gender attainment in relation to the Suffolk Reading Test in relation to gender attainment in literacy.
	Ongoing discussions with EO's and Education Manager regarding the attainment of boys and girls and discussions about steps being taken to support their attainment	Establishments are able to discuss and report on attainment by gender	June 2016	Managers and officers from the central team already have scheduled discussions with head teachers to discuss issues around attainment. These discussions will be expanded to include attainment relative to gender.
Bullying of young people in schools is reduced	Communicate and promote the revised anti- bullying policy and procedures through Headteachers meetings and Respect Me training events  Communicate the anti-	Respect me bi annually reports an increase in number of young people reporting confidence in their schools ability to deal with bullying	June 2017	The revised Education Service anti-bullying policy is on the Council website. The revised anti-bullying policy was shared with Headteachers in June 2014. RespectMe have been commissioned by the Scottish Government to assess the impact of the revised approach to bullying and will provide Argyll and Bute with

	bullying policy on the Council Website			disaggregated data every 2 years.
	Ensure each establishment implements, monitors, reviews and communicates their anti-bullying statement in line with the authority's policy (2013). This will include consultation with staff, parents and other users	All establishments will have updated anti-bullying statement to promote good behaviour and reduce bullying.	June 2015	The Health and Wellbeing Group have begun to quality assure these policies. This will be completed by June 2015.
	All schools will offer curriculum provision on anti bullying	Decrease in number of young people experiencing discrimination, harassment and victimisation in our establishments	December 2015	In our own September 2014 survey of schools 90% of schools reported offering curriculum provision on anti-bullying whilst the other 10% were revising this provision. All schools have access to a Respectme trainer and free resources.
	All establishments record and report incidents of bullying following the 2013 policy and procedures which includes an equality monitoring process for all relevant protected characteristics These will be analysed for changes in	All schools make a return quarterly return	May 2015	This data is currently collected by central support staff and returns are reviewed and analysed by the Health and Wellbeing Forum.



	involvement of pupils with disabilities, race and gender issues			
	All schools undertake training of all staff in the Respect Me methodology which emphasises all protected characteristics	All schools have delivered training to staff	June 2015	Headteachers and the central team received training in June 2014. Every school has access to a local trainer. A programme of training to all staff in schools is underway and should be completed by June 2015.
	Heads of Establishment ensure staff to undertake the corporate e training on equality and diversity to ensure improved awareness of protected characteristics.	Staff are knowledgeable of protected characteristic and the impact of bullying	June 2016	This will be discussed with head teachers with the expectation that all staff will complete the e-module as part of their professional learning
Our approach to engagement reflects the diversity of all our communities	Gather feedback from staff representing protected characteristics through the Employee Equality Forum	Equality Forum meets regularly and has input from protected groups	Ongoing	Regular meetings in place and issues are raised
	Gather feedback from community groups representing protected characteristics	Establish a framework for establishing feedback from community groups	March 2016	
	Identify groups representing different characteristics	Undertake equalities mapping exercise of groups with a presence in Argyll and Bute	2016	

	Encourage more participation in completing the equality monitoring form to more accurately reflect the composition of the workforce	Increased number of employees complete equalities monitoring information	2016	The desire for anonymity amongst employees is high in relation to survey completion, so disclosure of equalities information tends to be low. We work closely with the trades unions and forums such as Healthy Working lives, Equality Forum to reassure staff that this information will remain anonymous.
	Implement Modern Apprenticeship Framework to improve opportunities for young people in workforce	Number of council modern apprenticeships	Up to 25 in 2015	The council has a very small number of younger age employees, lower than the population profile. This is an important initiative to improve our age profile and provide opportunities for young people to get into employment.
	Ensure planning for Universal Credit implementation (including digital by default aspects) includes engagement with protected groups	<p>Relevant protected groups identified and consulted to identify service needs and built into service design.</p> <p>Consideration given to how best to fill gaps in provision of public access points and action plan prepared</p>	By December 2015	<p>Monthly multi-agency Welfare Reform Working Group Meetings take place. Work of the group includes the planning for UC implementation and any digital aspects.</p> <p>Customer research carried out by consultants to identify service needs of those affected by Welfare Reform:</p> <ul style="list-style-type: none"> <li>• Questionnaires issued</li> <li>• Interviews held in Job Clubs</li> <li>• Focus Groups in 3 main towns</li> </ul> <p>Universal Support Delivered Locally Trial running within Argyll and Bute from 1 September 2014 to 31 August 2015. Triage process set up with referrals being made to Housing Support Providers for Personal</p>

				<p>Budgeting Advice and Support and Community Learning and Development for Digital Support.</p> <p>Rural schools WiFi project will enable Community Learning and Development to run courses in the evenings for those in the rural communities</p>
	Following a survey of the youth forum develop an action plan to encourage engagement in local decision making	Action plan developed	December 2015	On track
	All pupils have the opportunity to contribute to menu development through focus groups held in schools	Ensure that pupils have a say in the menu provided for school lunches	Rolling programme over 12 months across a cross-section of school sizes and locations	<p>Pupil feedback has contributed to the development of the current autumn/winter menu. Focus groups are underway for the following schools to assist in the development of the spring/summer 2015 menu:</p> <ul style="list-style-type: none"> <li>• Kirn (as part of the Ask the Children Research)</li> <li>• St. Mun's</li> <li>• Clachan</li> <li>• Inveraray</li> <li>• Kilninver</li> <li>• Dunbeg</li> <li>• Cardross</li> <li>• Arrochar</li> </ul>
	Regular liaison meetings to be set up with local access panels	Increased number of local access panel consultation	Annual meetings to be held with all local access	Progress to date has been slow as we have had difficulty accessing the relevant groups / contact points.

	to discuss disability issues relevant to processing Planning applications and building warrants	responses leading to better built environment outcomes	panels	Based on an analysis of this information strategic meetings will be set up over the course of 2015
	Improve access for all children to Youth Services	Number of youths participating in Youth Services activities	4500 per quarter	Since April 2013, the number of youths participating in Youth Services has consistently been higher than the target set. For FQ3 2014/15 5,432 pupils has engaged in activities.
	Engage with gypsy travellers to ensure their needs are incorporated within the next local housing strategy	Focus groups held and gypsy traveller community representation	We have engaged with ten Gypsy/Travellers who live on two of the sites within Argyll & Bute, as well as those who live in mainstream housing. In addition, we have had lengthy consultation with one of the representative bodies of the Gypsy/Traveller community- MECOPP.	Report on outcome of consultation exercise in preparation
	Development of Joint Older Peoples Commissioning Plan	Service improvement and service delivery are jointly	Older people in Argyll & Bute are engaged and consulted with in	Ongoing

		commissioned to meet the needs of older people in Argyll & Bute	relation to future service commissioning and development	
	Marine and Airports: Staff with PVG checks for vulnerable people. Port security staff have CTC checks providing safe access for all users	Safe Service provision for all users	Continue to review on an annual basis	
	Increase range of engagement methods to include social media where possible	Trial proposed to use social media for traffic consultations	March 2016	Social media used to report service disruption during weather events Winter 15/16
	Hold public meetings in Oban regarding pedestrian access for individuals with mobility problems	Meetings held and actions agreed	March 2017	Previous meetings held – future meetings to be facilitated as demands require.

#### **4.4 Monitoring and Continuous Improvement**

The Equality Outcomes will be incorporated onto council scorecards and will be monitored through the council's performance management system and scrutiny provided by senior officers and elected members.

Through a program of self-assessments and improvement planning, the council will continue to identify improvements and actions to successfully deliver the Equality outcomes that have been set.

The Employee Equality Forum will provide a forum to address equality issues and to seek to deliver improvements for the workforce and to service users.

In addition, further analysis of the local and national evidence available will continue to inform any future areas for development to ensure that the council is delivering the services which meets the needs of our customers as well as ensuring that all out internal policies for the workforce are clear, robust and in line with employment law.

## 5 Appendix 1 Employment Data

### Workforce Profile

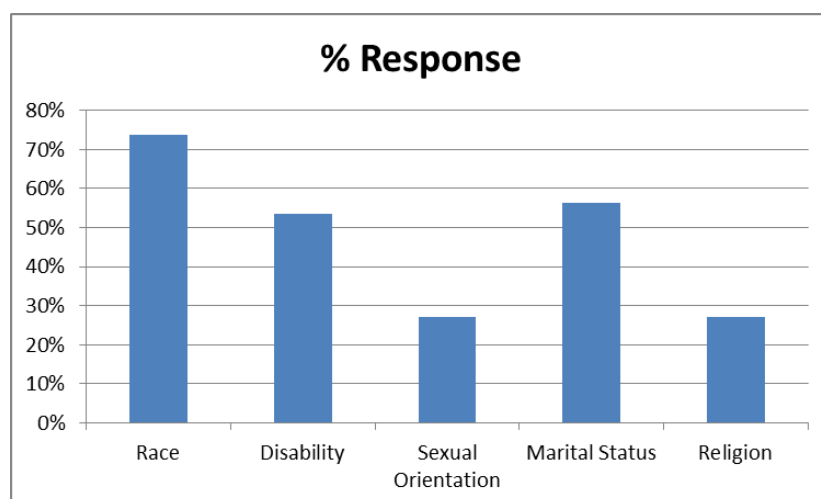
The Council aims to have a workforce which reflects the community the Council serves, recognising the benefits of having a diverse workforce that is broadly representative of the local population. We also aim to be an employer of choice, an employer who provides fair employment opportunities for all current and future employees.

Argyll and Bute has a population of 88,050 spread throughout remote rural settlements, 6 towns and 23 inhabited islands. Argyll and Bute exhibits low levels of ethnic minority groups in the overall population, an older than average population and a level of declared disability throughout the population that is just over 20%.

At 31<sup>st</sup> December 2014 the Council had 4592 employees compared to 31st March 2013 when there were 4577 employees and 4569 employees at 31 March 2012. This is a relatively static number.

The data in this section is gathered from employees. Some data such as gender and age is provided by all employees, other equality data is optional for job applicants, successful candidates and a questionnaire was sent to all employees in 2014. We have also made available through the HR/Expenses system the option for employees to update their own equality information.

*Response rates vary per characteristic; the 2013/14 Employee data has the following responses:*



This section of the report presents analysis of workforce data in 9 sections. These are:

- 1.0 Current Employees
- 2.0 Job applicants
- 3.0 Applicants for Promotion
- 4.0 Applications for Training

- 5.0 Employees involved in Disciplinary Procedures
- 6.0 Employees involved in Grievance Procedures
- 7.0 Leavers
- 8.0 Education
- 9.0 Equal Pay Gap

The overall analysis of the workforce is broadly similar to that of the general population in Argyll and Bute except in terms of age and disability. In terms of age, the council has an aging workforce, which parallels the overall age profile, but the younger age groups are under-represented in the workforce. We have put in place actions to address this in terms of workforce planning and the implementation of a Modern Apprenticeship scheme to promote employment opportunities for younger people to enter the workforce. We are now seeing a positive trend in terms of increasing numbers of employees in the 16-24 age band. In terms of disability, there are fewer disabled people in the workforce than in the population as a whole, but this data may be affected by employees choosing not to disclose this information. We are an equal opportunities, double tick employer and promote a positive approach to encouraging disabled job applicants and support the provision of reasonable adjustments for employees with disabilities. The council has been recognised with a national award for its HR policies and procedures supporting disabled employees.

The workforce also exhibits a lower than average representation of LGBT employees than the wider population. Again this may be as a result of no disclosure of information by employees. The promotion of the Equalities Forum and related activities should have a positive impact on this.

It must be noted that some of the data in the report represent very small numbers of employees and so are not statistically significant.

## **1.0 Current Employees**

### **1.1 Race**

The proportion of Black and Ethnic Minority employees has increased slightly from 0.81% in 2011/12 and 0.89% at 2012/13 to 1.02% in 2014. Census data indicates that the local Black Minority Ethnic population is 1.25% of the community. This is a positive result as it highlights an increasing trend in Ethnic minority employees, approaching the level of ethnic minorities within the community. The percentage of employees identifying as white has decreased. This can be explained by a slightly higher percentage of employees not disclosing information, up 2% and an increase in ethnic minorities.



**Figure 1 – Workforce Profile – Race**

Ethnic Origin	2011/12	2012/13	2013/14	2013/14 adjusted*	2011 Census
African - Other	0.02%	0.02%	0.05%	0.07%	0.00%
African - (inc. Scottish/British)	0.00%	0.02%	0.05%	0.07%	0.01%
Asian - Chinese (inc. Scot/Brit)	0.02%	0.04%	0.02%	0.03%	0.17%
Asian - Indian (inc. Scot/Brit)	0.02%	0.02%	0.04%	0.05%	0.13%
Asian - Other (inc. Scot/Brit)	0.02%	0.04%	0.04%	0.05%	0.18%
Asian, Asian Scottish, Asian British	0.07%	0.07%	0.05%	0.07%	0.12%
Black (inc. Scottish/British)	0.09%	0.04%	0.02%	0.03%	0.01%
Mixed or Multiple Race	0.20%	0.20%	0.19%	0.26%	0.31%
Other Ethnic Background	0.09%	0.09%	0.02%	0.03%	0.07%
Other White Ethnic Group	0.28%	0.35%	0.54%	0.73%	0.04%
<b>Total Ethnic Minority</b>	<b>0.81%</b>	<b>0.89%</b>	<b>1.02%</b>	<b>1.38%</b>	<b>1.25%</b>
White	60.32%	54.93%	37.97%	51.41%	
White - Eastern European	0.07%	0.07%	0.07%	0.09%	0.58%
White - Irish	0.15%	0.20%	0.25%	0.34%	0.82%
White - Other British	2.19%	2.93%	4.87%	6.59%	16.64%
White - Scottish	13.70%	16.65%	28.88%	39.10%	78.83%
<b>Total White</b>	<b>76.43%</b>	<b>74.78%</b>	<b>72.03%</b>	<b>97.54%</b>	<b>98.75%</b>
Prefer Not to Answer	0.11%	0.15%	0.18%	0.24%	
Unknown	22.65%	24.19%	26.14%		

\* = Unknowns removed

## 1.2 Gender

There has been a slight change in the workforce gender profile as the male/female split which was relatively static has increased slightly. The Council workforce is predominately female (72%). The gender profile reflects the trends within the public sector where the majority of the workforce is female (64%) from the Scottish Governments Equality Statement: Scotland's Budget 2011-12.

	Gender	
	Male	Female
2011/12	28.78%	71.22%
2012/13	28.86%	71.14%
2013/14	27.68%	72.32%

### 1.3 Disability

The disability profile has decreased slightly from 1.66% in 2012/13 to 1.60% in 2014 of the workforce identifying themselves as having a disability. This is low compared with the most recent Argyll and Bute Census figure giving a figure of 20.6% of those within the working age population in Argyll and Bute who have a disability. It is recognised that 1.60% may not be a true reflection of the workforce disability profile as many staff have chosen not to answer this option.

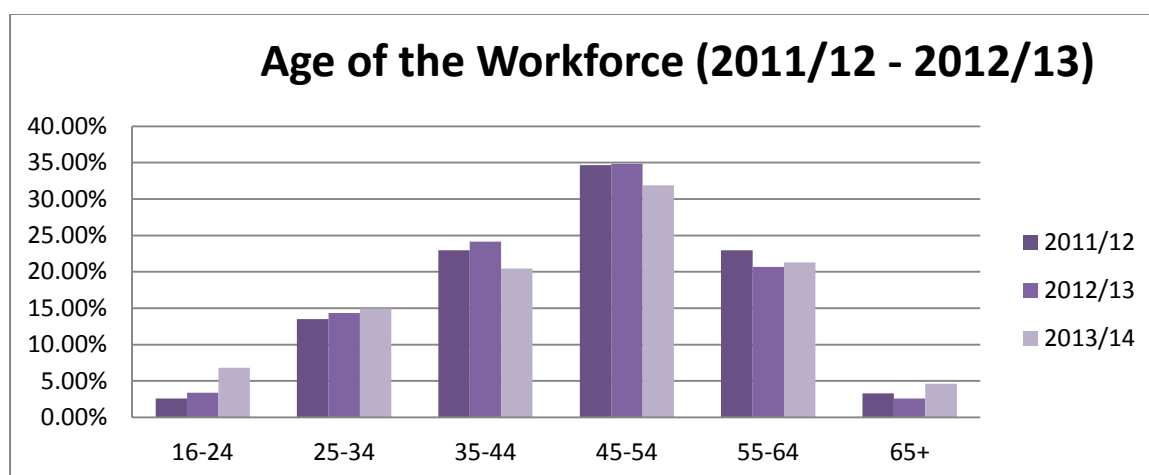
Disabilities	2011/12	2012/13	2013/14	2013/14 adjusted*
Yes	1.51%	1.66%	1.60%	2.99%
No	58.31%	56.72%	51.93%	96.99%
Unknown	40.18%	41.62%	46.46%	

\* = Unknowns removed

### 1.4 Age

The NRS 2013-based Mid-Year Estimates identify that in the local population the average age for males is 42 and for females 43 which is broadly reflective of the age split within the workforce. The Council age profile includes small numbers of younger and older employees however the removal of the default retirement age appears to have resulted in an increase the number of employees in the higher age bands. There is also positive movement in the number of employees in the 16 to 24 age band.

**Figure 2 – Workforce Profile - Age**



Comparison with the working age profile of the local population reveals that the 16 to 24 age group is under represented. The recent introduction of a modern apprenticeship scheme and a plan in 2015 to reinvigorate the council's Growing Our Own scheme should continue to increase this age group's representation.

Age group	Proportion of Working Age population (16 to 65), based on NRS 2013 Mid-Year Estimates
16-24	16%
25-34	15%
35-44	18%
45-54	25%
55-64	23%
65+ (for workforce) / 65 for NRS 2013 MYE)	3%

### 1.5 Sexual Orientation

Of the 2014 data 0.3 % of employees identified themselves as gay, lesbian or bisexual, this would appear under-representative of the population. Statistics are limited, the Integrated Household Survey 2009 showed 1.4% of the population of Scotland as gay, lesbian or bisexual. This is still a positive trend over the 2012/13 data of 0.18% identifying as gay, lesbian or bisexual.

Sexual Orientation	2011/12	2012/13	2013/14	2013/14 adjusted*
Bisexual	0.02%	0.04%	0.07%	0.26%
Gay	0.02%	0.07%	0.12%	0.44%
Heterosexual/Straight	15.47%	16.93%	25.98%	95.55%
Lesbian	0.02%	0.07%	0.11%	0.40%
Prefer Not to Answer	0.85%	0.87%	0.91%	3.35%
Unknown	83.61%	82.02%	72.81%	

\* = Unknowns removed

### 1.6 Pregnancy/Maternity

Of the 2014 data 2.46 % of employees took maternity leave, this will be reviewed as a trend in future reports.

Pregnancy/Maternity	2013/14
Not	97.26%
On Maternity Leave	2.46%

### 1.7 Marital Status

The 2014 data was adjusted to compare with the 2011 census data. Married and civil partnership is the largest group as in the census, while Divorced/Separated appears under represented.

Marital Status	2013/14	2013/14 adjusted*	2011 Census
Divorced/Separated	1.35%	2.40%	11.67%
Living with partner	2.39%	4.25%	
Married/Civil Partnership	34.38%	61.07%	50.10%
Prefer not to answer	12.78%		
Single	17.86%	31.06%	38.24%
Not disclosed	43.70%		

\*not disclosed and prefer not to answer removed

## 1.8 Religion and Belief

Just over 27% of employees have declared this characteristic, to compare with census data the unknown was removed and the relative percentages compared with 2011 census data for Argyll and Bute. The religious data quite closely correlates with the census data, with the exception of Church of Scotland is better represented while the figure for atheists is low.

Religion and Belief	2013/14	2013/14 adjusted*	2011 Census
Atheist/none	6.79%	25.03%	32.04%
Buddhist	0.07%	0.26%	0.24%
Catholic	3.16%	11.67%	11.3%
Church of Scotland	12.37%	45.65%	40.04%
Hindu	0.07%	0.26%	0.06%
Humanist	0.32%	1.17%	
Jewish	0.02%	0.06%	0.05%
Muslim	0.07%	0.26%	0.21%
No Religious Group	0.00%	0.00%	
Other Christian	2.37%	8.75%	7.69%
Pagan	0.04%	0.13%	
Sikh	0.02%	0.06%	0.01%
Unknown	72.90%		
Prefer not to answer	1.27%	4.67%	8.00%
Other	0.54%	2.01%	0.36%

\*Unknown removed

## 2.0 Applications for Employment

The Council aims to ensure that there are no barriers to individuals seeking employment and that it is an employer of choice.

The Council participates in the development and use of the National Recruitment Portal ([www.myjobscotland.gov.uk](http://www.myjobscotland.gov.uk)) and whilst this offers opportunities for improving reporting and analysis of recruitment data, submitting equalities data is not mandatory for applicants. Links to the council's equalities information is promoted on the Argyll and Bute Council front page of MyJobScotland to encourage applicants from protected groups.

### 2.1 Race

There has been a decrease in the number of Black Minority Ethnic applicants from 4.27% in 2012/13 to 2.61% in 2014. Though a significant decrease, this is still a higher proportion of applications received from those of Black Minority Ethnic groups than the proportion of the local population at less than 1.25%.

**Figure 3 – Applications for Employment - Race**

Ethnic Group	2011/12	2012/13	2013/14
African	0.70%	0.95%	0.60%
Any Mixed	0.28%	0.55%	0.51%
Black Scottish	0.11%	0.20%	0.07%
Bangladeshi	0.15%	0.15%	0.00%
Caribbean	0.00%	0.23%	0.10%
Chinese	0.11%	0.14%	0.11%
Gypsy/Traveller	0.02%	0.07%	0.02%
Indian	0.60%	0.53%	0.33%
Other Ethnic Group	0.59%	0.76%	0.54%
Other South Asian	0.28%	0.26%	0.18%
Pakistani	0.33%	0.45%	0.15%
<b>Black Minority Ethnic Total</b>	<b>3.15%</b>	<b>4.27%</b>	<b>2.61%</b>
White British	14.82%	14.06%	15.80%
White Irish	1.19%	1.04%	1.08%
White Scottish	73.28%	72.78%	74.13%
Other White	2.49%	3.12%	3.63%
<b>White Total</b>	<b>91.78%</b>	<b>91.00%</b>	<b>94.63%</b>
Not Disclosed	5.02%	4.69%	2.76%

The highest percentage of employees identify as Scottish which is consistent with the information provided for race. The 2011 Scottish census data indicates 76% of the population of Argyll and Bute was born in Scotland, with the next significant

group born in England at over 17%. These groups appear underrepresented in job applications. This may be explained by the larger geographic pool of applicants for posts than the local area and the high proportion of retired people who are likely to belong to those nationalities in the local area e.g. the 17.7% of English born inhabitants of Argyll and Bute are down to just over 12% between 16 and 64 from the 2011 census.

National Identity	2011/12	2012/13	2013/14
British	17.94%	20.30%	22.39%
English	5.05%	5.15%	5.58%
Northern Irish	1.05%	0.74%	0.48%
Other	4.80%	5.82%	5.78%
Prefer not to answer	0.72%	0.67%	0.81%
Scottish	64.97%	65.64%	62.76%
Welsh	0.38%	0.40%	0.46%
Unknown	5.10%	1.26%	1.74%

## 2.3 Gender

Applications for posts exhibit a female dominated gender consistent with the workforce profile.

	Gender	
	Male	Female
2011/12	40.37%	59.63%
2012/13	38.36%	61.64%
2013/14	39.64%	60.36%

## 2.4 Disability

The Council is a “disability symbol” user. This is a double tick symbol which is awarded by Jobcentre Plus and supports positive action for disabled applicants. This supports the Council’s commitment to employ, keep and develop the abilities of disabled people. As part of this commitment the Council operates a guaranteed interview scheme for disabled applicants who meet the essential criteria for a vacant post. The statistics across the years to 2014 indicate consistent levels of applicants are identifying their disability status which supports the Council in maintaining its commitment to positive action for disabled applicants. The data available illustrates that though there is a consistent level of applications from the disabled population, it is under representative of the local population.

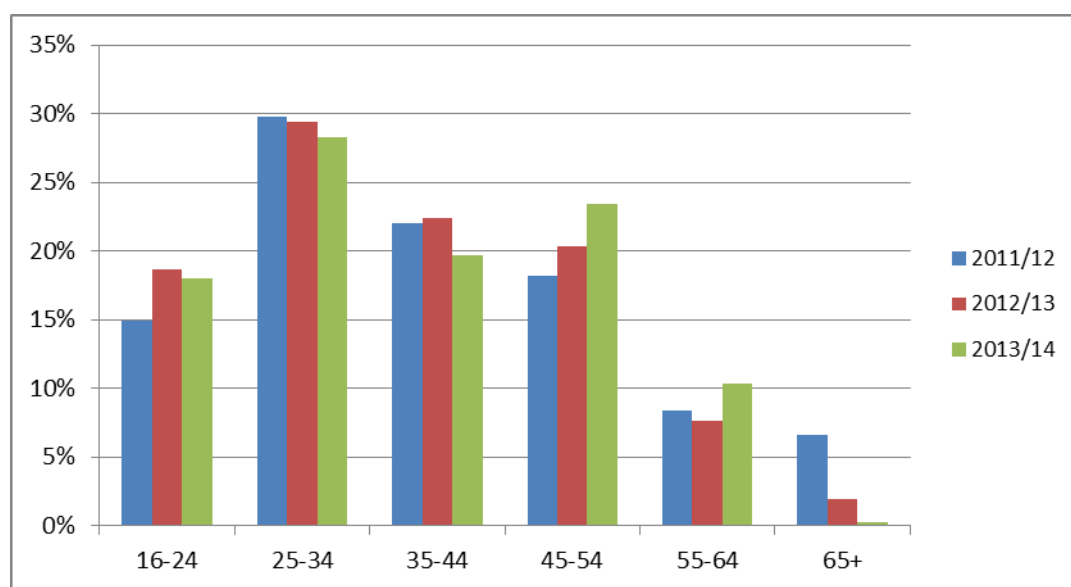
Disabilities	2011/12	2012/13	2013/14
Yes	5.33%	5.27%	5.30%
No	93.24%	93.43%	92.12%
Unknown	1.43%	1.30%	2.57%

## 2.5 Age

The workforce profile shows that whilst less than 7% of staff are within the age 16-24 category, a significant number of applications come from those in this age group.

This is reflective of the local population seeking employment.

**Figure 4 –Applications for Employment – Age**



As previously indicated, the implementation of a Modern Apprenticeship Scheme and the reinstatement of the Growing Our Own scheme will have a positive impact in providing opportunities for young people to join the council's workforce.

## 2.5 Pregnancy/Maternity

A higher percentage of applicants have not disclosed this information compared with last year, but similar to that in 2011/12. The reasons for this are unclear. The Council provides advice and has comprehensive policies and procedures for supporting employees who are pregnant or on maternity leave. We are clear as an employer that we value our employees and wish to support them positively through their pregnancy and maternity leave, enabling them to return to work. In order to support return to work, We have a nationally recognised flexible working policy and procedure, which enables our employees to agree with their manager a work pattern that meets their needs, whilst continuing to deliver services. Argyll and Bute Council's single outcome agreement is focussed on growing the population, so our approach to pregnancy and maternity is an essential mechanism to support this. Promotion of our policies and procedures on pregnancy and maternity are made available to employees and will now be included on our external facing website in order to raise awareness of this support.

Pregnancy/Maternity	2011/12	2012/13	2013/14
No	9.23%	27.13%	8.23%
Not Disclosed	90.23%	66.58%	91.58%
On Maternity Leave	0.16%	0.00%	0.18%
Pregnant	0.38%	6.30%	0.01%

### **Marriage/Civil Partnership**

A high percentage of applicants have provided detailed information across this protected characteristic. There is no significant change in 2014. The highest percentage of applicants identify as single, which is not represented in the workforce profile or the census statistics.

Marital Status	2011/12	2012/13	2013/14
Divorced/Separated	6.83%	5.29%	8.03%
Living with partner	13.95%	14.23%	13.55%
Married/Civil Partnership	33.07%	34.88%	32.83%
Prefer not to answer	0.92%	1.27%	1.09%
Single	40.71%	42.51%	42.64%
Unknown	4.52%	1.82%	1.88%

## **2.6 Religion and Belief**

The 2014 data is compared against the 2011 Census data for Argyll and Bute: Atheist/none (37.10%) which is relatively high compared to the local population with 32.04% of individuals identifying as having no religion. Applicants identifying as members of the Church of Scotland at 24.73% are a significantly lower representation compared to the local census population which states the Church of Scotland group at 40.04%. All other groups are relatively representative of the national population.



Religion and Belief	2011/12	2012/13	2013/14	2011 Census
Atheist/none	30.15%	31.62%	37.10%	32.04%
Buddhist	0.23%	0.25%	0.47%	0.24%
Catholic	14.78%	15.27%	13.35%	11.3%
Church of Scotland	26.16%	27.71%	24.73%	40.04%
Hindu	0.30%	0.30%	0.20%	0.06%
Humanist	0.68%	0.38%	0.41%	
Jewish	0.09%	0.05%	0.07%	0.05%
Muslim	0.60%	0.86%	0.37%	0.21%
No Religious Group	0.08%	0.00%	0.00%	
Other Christian	9.61%	9.78%	9.90%	7.69%
Pagan	0.15%	0.08%	0.23%	
Sikh	0.19%	0.08%	0.03%	0.01%
Unknown	9.14%	6.33%	2.87%	
Prefer not to answer	7.80%	7.27%	7.91%	8.00%
Other	0.04%	0.00%	2.38%	0.36%

## 2.7 Sexual Orientation

Only 3.95% did not disclose this information. Local population information is not available. A question on sexual orientation was included in the Integrated Household Survey (administered by the Office for National Statistics) in 2009 which shows that the number of people who identified as lesbian, gay or bisexual in Scotland was 1.4%. The applicants represent 2.09% of the total, which appears consistent with national figures.

Sexual Orientation	2011/12	2012/13	2013/14
Bisexual	0.36%	0.36%	0.82%
Gay	0.70%	0.67%	0.88%
Heterosexual	88.91%	93.11%	93.48%
Lesbian	0.38%	0.29%	0.39%
Other	5.91%	1.62%	0.33%
Prefer not to answer	3.73%	3.95%	4.10%

## 3.0 Applications for Promotion

The Council aims to have a diverse and skilled workforce and offer a wide range of opportunities for staff development. The National Recruitment Portal system is used for monitoring applications for promotions in certain roles.

### 3.1 Race

There has been an increase in applications for promotion received from black minority and ethnic groups, up to 3.34%, this figure is encouraging.

Ethnic Group	2011/12	2012/13	2013/14
African	0.00%	1.10%	0.53%
Any Mixed	0.00%	0.66%	1.05%
Black Scottish	0.00%	0.22%	0.00%
Bangladeshi	0.00%	0.00%	0.00%
Caribbean	0.00%	0.00%	0.00%
Chinese	0.00%	0.00%	0.18%
Gypsy/Traveller	0.00%	0.00%	0.00%
Indian	0.00%	0.00%	0.00%
Other Ethnic Group	0.00%	0.22%	0.70%
Other South Asian	0.00%	0.00%	0.88%
Pakistani	0.00%	0.00%	0.00%
<b>Black Minority Ethnic Total</b>	<b>0.00%</b>	<b>2.20%</b>	<b>3.34%</b>
White British	21.96%	14.29%	14.41%
White Irish	0.93%	0.88%	0.88%
White Scottish	72.90%	77.80%	78.03%
Other White	4.21%	3.08%	2.11%
<b>White Total</b>	<b>100.00%</b>	<b>96.04%</b>	<b>95.43%</b>
Not Disclosed	0.00%	1.76%	1.23%

The national identity of applicants for promoted posts closely mirrors that of job applicants.

National Identity	2011/12	2012/13	2013/14
British	18.14%	21.68%	22.67%
English	3.80%	4.65%	4.75%
Northern Irish	0.84%	0.44%	0.70%
Other	5.06%	4.20%	3.16%
Prefer not to answer	0.00%	0.00%	0.70%
Scottish	70.46%	68.36%	67.14%
Welsh	0.00%	0.22%	0.00%
Unknown	1.69%	0.44%	0.88%

### 3.2 Gender

Applications for promotion in 2014 had a female dominated gender split. There has been a trend of increasing male applicants for promotion by around 8%.

	Gender	
	Male	Female
2011/12	21.52%	78.48%
2012/13	24.44%	75.56%
2013/14	32.63%	67.37%

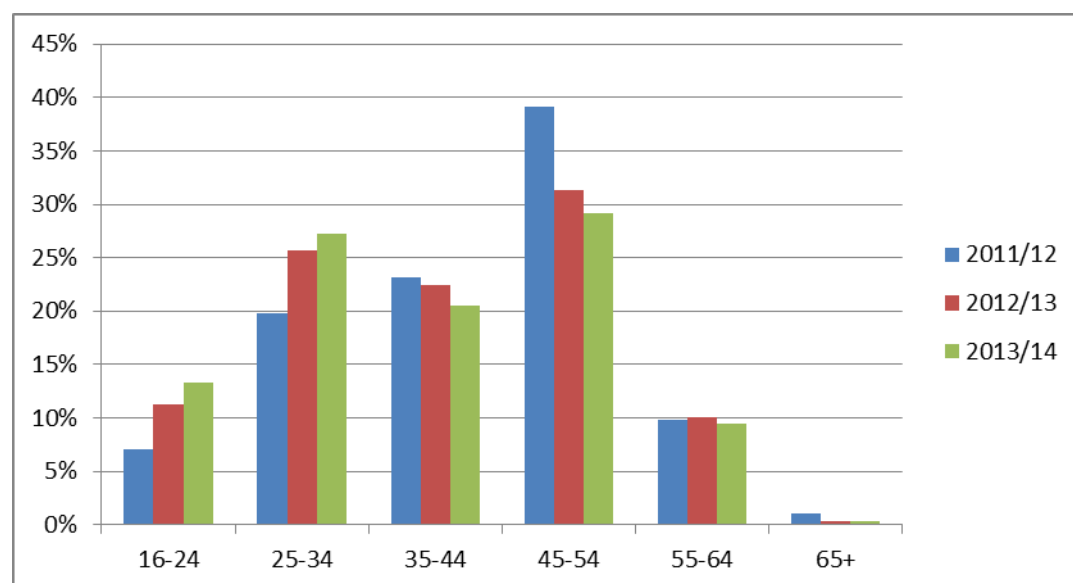
### 3.3 Disability

4.22% of applicants identified themselves as disabled in 2014, this is an improvement over 2012/13.

Disabilities	2011/12	2012/13	2013/14
Yes	5.60%	2.20%	4.22%
No	93.53%	97.36%	94.20%
Unknown	0.86%	0.44%	1.58%

### 3.4 Age

The 2014 data shows a continuing trend to younger applicants for promotion particularly in the 16 to 34 range. As the council has a relatively high proportion of long serving employees.



### 3.5 Pregnancy / Maternity

A higher proportion of applicants have not disclosed this information so it is difficult to draw conclusions bar there may be a reluctance to disclose.

Pregnancy/Maternity	2011/12	2012/13	2013/14
No	4.64%	18.07%	4.04%
Not Disclosed	93.30%	80.72%	95.96%
On Maternity Leave	0.00%	0.00%	0.00%
Pregnant	2.06%	1.20%	0.00%

### 3.6 Marriage / Civil Partnership

No significant trends are observed between 2011/12, 2012/13 and 2013/14. A higher proportion of staff applying for promoted posts are married or living with a partner than those applying for jobs.

Marital Status	2011/12	2012/13	2013/14
Divorced/Separated	7.66%	6.64%	7.21%
Living with partner	18.72%	17.04%	18.28%
Married/Civil Partnership	45.11%	48.01%	42.53%
Prefer not to answer	0.00%	0.22%	1.58%
Single	25.53%	27.21%	29.53%
Unknown	2.98%	0.88%	0.88%

### 3.7 Religion and Belief

This group broadly mirrors the data for employees as a whole, with a slight increase in followers of the Church of Scotland. Though this is less than the 2011 census figures.

Religion and Belief	2011/12	2012/13	2013/14	2011 Census
Atheist/none	30.34%	28.95%	34.97%	32.04%
Buddhist	0.00%	0.22%	0.00%	0.24%
Catholic	16.67%	14.03%	12.65%	11.3%
Church of Scotland	32.91%	36.53%	32.69%	40.04%
Hindu	0.00%	0.00%	0.00%	0.06%
Humanist	0.00%	1.11%	0.18%	
Jewish	0.00%	0.00%	0.00%	0.05%
Muslim	0.00%	0.22%	0.18%	0.21%
No Religious Group	0.00%	0.00%	0.00%	
Other Christian	5.98%	10.24%	9.84%	7.69%
Pagan	0.00%	0.00%	0.00%	
Sikh	0.00%	0.00%	0.00%	0.01%
Unknown	3.42%	3.12%	0.70%	
Prefer not to answer	10.68%	5.57%	7.38%	8.00%
Other	0.00%	0.00%	1.41%	0.36%

### 3.8 Sexual Orientation

No significant trends are observed between 2011/12 and 2012/13. It is encouraging that fewer people prefer not to answer and the proportion of gay and lesbians is representative of the workforce for 2012/13. Though no lesbians are identified this is a small sample of the workforce.

Sexual Orientation	2011/12	2012/13	2013/14
Bisexual	0.00%	0.00%	0.53%
Gay	0.00%	0.67%	2.64%
Heterosexual	86.92%	92.43%	89.96%
Lesbian	0.42%	0.45%	0.00%
Other	4.22%	1.78%	0.00%
Prefer not to answer	8.44%	4.68%	6.87%

## 4.0 Applications for training

Applications for training are recorded for eligible employees through our Performance Review and Development process. This currently applies to approximately 50% of employees. The remainder of our employees, who mainly work outside office environments receive training specific to their jobs. The process of annual PRD assessment and planning will be improved in 2015/16 to encompass all council employees. Our job roles and training needs analysis project, which is currently underway, identifies specific training requirements for all council posts. This will support future improvements in the planning, delivery and recording of training. A programme of mandatory training for employees who require SSSC registration to practice in Social Work is supported by the council's SVQ centre. Programmes of service based mandatory training are recorded by services.

### 4.1 Race

In both years the majority of applications were White British and White Scottish which is in line with the workforce profile. All applications for training were supported. There is some variation in the proportion of Black Minority Ethnic employees received training this is an area that should be examined for future trends.

Ethnic Group	2011/12	2012/13	2013/14	2013/14 adjusted*
African	0.00%	0.29%	0.06%	0.08%
Any Mixed	0.13%	0.29%	0.13%	0.18%
Black Scottish	0.00%	0.00%	0.00%	0.00%
Bangladeshi	0.00%	0.00%	0.00%	0.00%
Caribbean	0.00%	0.00%	0.00%	0.00%
Chinese	0.00%	0.00%	0.00%	0.00%
Gypsy/Traveller	0.00%	0.00%	0.00%	0.00%
Indian	0.00%	0.00%	0.00%	0.00%
Other Ethnic Group	0.13%	0.29%	0.32%	0.43%
Other South Asian	0.00%	0.57%	0.13%	0.18%
Pakistani	0.00%	0.00%	0.00%	0.00%
<b>Black Minority Ethnic Total</b>	<b>0.25%</b>	<b>1.44%</b>	<b>0.65%</b>	<b>0.87%</b>
White British	61.49%	51.72%	43.12%	58.59%
White Irish	0.51%	0.00%	0.19%	0.26%
White Scottish	15.91%	24.14%	28.28%	38.42%
Other White	3.28%	5.46%	1.03%	1.40%
<b>White Total</b>	<b>81.19%</b>	<b>81.32%</b>	<b>72.63%</b>	<b>98.67%</b>
Not Disclosed	18.56%	17.24%	26.40%	

\* = Unknowns removed

### National Identity

The high percentage of staff with a UK default nationality on our system makes analysis not meaningful. Though we have given employees access to their own equality information to update on our HR system this data has not improved indicating the need to publicise this to employees.

National Identity	2011/12	2012/13	2013/14
Northern Irish	0.53%	0.00%	0.06%
Other	0.53%	1.14%	1.42%
Prefer not to answer	0.71%	0.85%	0.26%
Scottish	21.67%	21.65%	23.05%
Welsh	0.00%	0.00%	0.13%
Unknown - UK Default	64.48%	64.67%	67.53%

### 4.2 Gender

The majority of applications continue to be from female employees, which is consistent with the workforce profile. This is a consistent pattern.

	Gender	
	Male	Female
2011/12	30.78%	69.22%
2012/13	28.77%	71.23%
2013/14	29.83%	70.17%

### 4.3 Disability

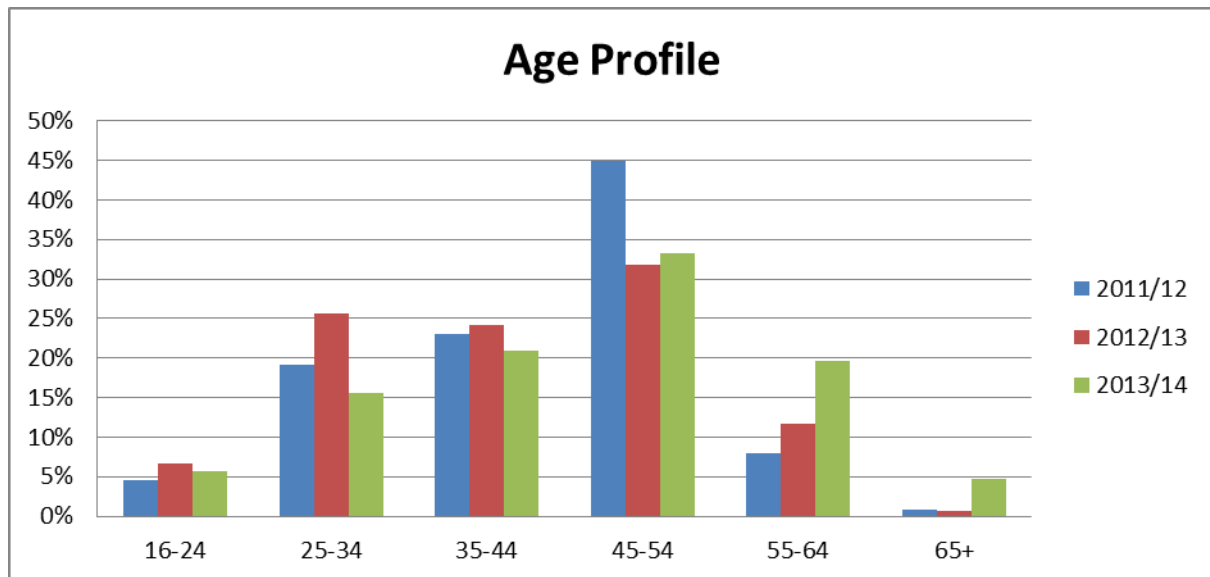
Applications from disabled employees have dropped in the past year and are lower than that of the workforce profile, currently 1.60%. Monitoring of this figure in the future will demonstrate if this is a trend that needs addressed, though it is noted that a higher percentage of employees have not indicated whether they have a disability than the previous employee populations.

Disabilities	2011/12	2012/13	2013/14	2013/14 adjusted*
Yes	2.76%	2.96%	1.29%	2.46%
No	71.13%	70.12%	51.07%	97.54%
Unknown	26.12%	26.92%	47.64%	

\* = Unknowns removed

#### 4.4 Age

Though the figures show that older employees are slightly less likely to apply for training, there is reasonable a correlation between applicants age profile.



#### 4.5 Marriage / Civil Partnership

A higher proportion of staff applying for training are married or living with a partner than the workforce profile.

Marital Status	2013/14	2013/14 adjusted*
Divorced/Separated	1.58%	3.24%
Living with partner	3.24%	6.64%
Married/Civil Partnership	39.05%	80.09%
Prefer not to answer	0.53%	1.09%
Single	4.36%	8.94%
Not disclosed	51.24%	

\* = Unknowns removed



## 4.6 Religion and Belief

This very much reflects the same profile as the workforce overall.

Religion and Belief	2013/14	2013/14 adjusted*	2011 Census
Atheist/none	6.05%	21.44%	32.04%
Buddhist	0.07%	0.25%	0.24%
Catholic	3.16%	11.20%	11.30%
Church of Scotland	13.29%	47.09%	40.04%
Hindu	0.07%	0.25%	0.06%
Humanist	0.39%	1.38%	
Jewish	0.07%	0.25%	0.05%
Muslim	0.07%	0.25%	0.21%
No Religious Group	0.00%	0.00%	
Other Christian	2.63%	9.32%	7.69%
Pagan	0.07%	0.25%	
Sikh	0.07%	0.25%	0.01%
Unknown	71.78%	254.36%	
Prefer not to answer	1.97%	6.98%	8.00%
Other	0.33%	1.17%	0.36%

\* = Unknowns  
removed

## 4.7 Sexual Orientation

Only 27% did disclose this information. Local population information is not available. The results again broadly reflect the workforce profile.

Sexual Orientation	2013/14	2013/14 adjusted*
Bisexual	0.13%	0.46%
Gay	0.13%	0.46%
Heterosexual/Straight	26.86%	95.66%
Lesbian	0.06%	0.21%
Prefer Not to Answer	0.90%	3.21%
Unknown	71.92%	

\* = Unknowns  
removed

## 5.0 Employees who are involved in disciplinary procedures

The Council strives to ensure that no equality groups are detrimentally impacted by the application of disciplinary procedures. The Council's aim is to ensure that disciplinary policies and procedures are applied consistently across the Council.

### 5.1 Race

The percentage of disciplinary procedures involving BME employees was significantly higher than the workforce profile in 2011/12, however in 2012/13 no BME employees were involved in disciplinary procedures and this trend has continued to 2014 HR professionals are involved in disciplinary proceedings and would ensure that the policies are being followed to avoid discrimination. This highlights the disproportionate impact of very small numbers of employees on the statistics.

Ethnic Group	2011/12	2012/13	2013/14	2013/14 adjusted*
African	0.00%	0.00%	0.00%	0.00%
Any Mixed	0.00%	0.00%	0.00%	0.00%
Black Scottish	0.00%	0.00%	0.00%	0.00%
Bangladeshi	0.00%	0.00%	0.00%	0.00%
Caribbean	0.00%	0.00%	0.00%	0.00%
Chinese	0.00%	0.00%	0.00%	0.00%
Gypsy/Traveller	0.00%	0.00%	0.00%	0.00%
Indian	0.00%	0.00%	0.00%	0.00%
Other Ethnic Group	3.33%	0.00%	0.00%	0.00%
Other South Asian	0.00%	0.00%	0.00%	0.00%
Pakistani	0.00%	0.00%	0.00%	0.00%
Black Minority Ethnic Total	3.33%	0.00%	0.00%	0.00%
White British	60.00%	52.17%	3.45%	5.27%
White Irish	0.00%	0.00%	0.00%	0.00%
White Scottish	0.00%	13.05%	41.38%	63.16%
Other White	0.00%	0.00%	20.69%	31.58%
White Total	60.00%	65.22%	65.52%	100.00%
Not Disclosed	36.67%	34.78%	34.48%	

\* = Unknowns removed

### 5.2 Gender

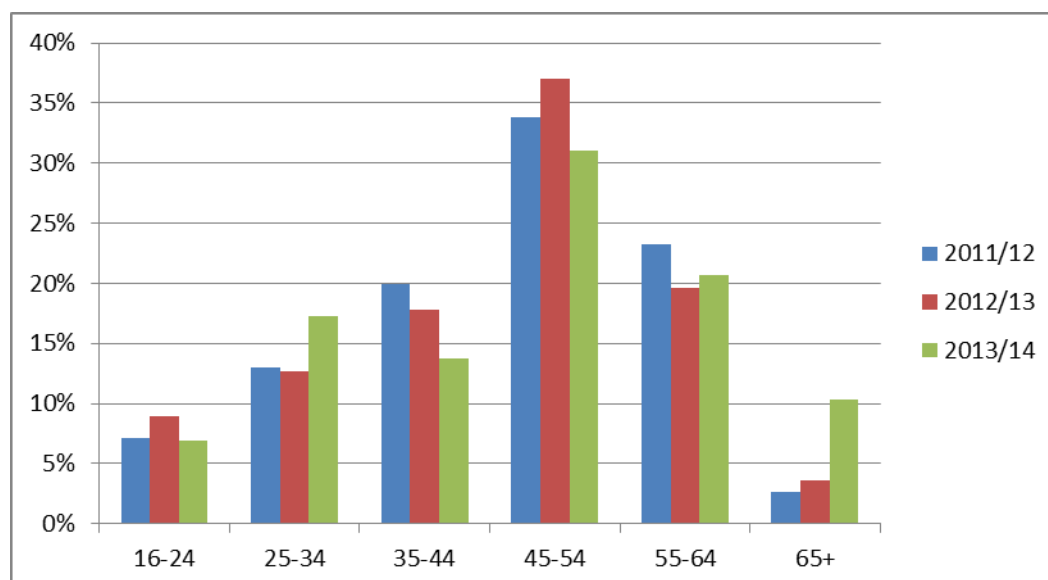
The gender split is not comparable to the workforce profile with the majority of employees that are involved in disciplinary procedures being male despite making up only 28% of the workforce. This figure follows a trend documented in academic papers of male manual workers having the highest incidence of disciplinary issues.

Further monitoring and research is required to establish if this is an unusual split and if there are any particular determining factors that must be addressed.

	Gender	
	Male	Female
2011/12	57%	43%
2012/13	54%	46%
2013/14	51.72%	48.28%

### 5.3 Age

The age profile of those involved in disciplinary procedures is broadly consistent with the workforce profile.



### 5.4 Disability

The disability profile for disciplinary procedures is not consistent with the workforce profile of 1.66%. Employees with a disability represent a higher percentage than identified in the workforce profile in 2011/12 and no employees identified as having a disability were involved in this process in 2012/13, whereas this jumps up to 10% in 2014. It is a relatively low population: 0.5% of all employees involved in the disciplinary process, so this figure is easily skewed. Future monitoring will indicate if this is a trend and whether there are any particular determining factors that require action.

Disabilities	2011/12	2012/13	2013/14	2013/14 adjusted*
Yes	3.33%	0%	10.00%	13.33%
No	46.67%	54.35%	65.00%	86.67%
Unknown	50.00%	45.65%	25.00%	

\* = Unknowns  
removed

## 5.5 Marriage / Civil Partnership

A higher proportion of staff subject to the disciplinary procedures are divorced/separated than the workforce profile. Again the small sample of the workforce involved in disciplinary proceedings may be the reason as in not a large enough sample to be representative.

Marital Status	2013/14	2013/14 adjusted*
Divorced/Separated	6.90%	14.29%
Living with partner	0.00%	0.00%
Married/Civil Partnership	31.03%	64.27%
Prefer not to answer	0.00%	0.00%
Single	10.34%	21.42%
Unknown	51.72%	

\* = Unknowns  
removed

## 5.6 Religion and Belief

This generally reflects the same profile as the workforce overall, the proportion of Catholic employees is relatively high though again this may be a result of the small population compared to the workforce overall.

Religion and Belief	2013/14	2013/14 adjusted*	2011 Census
Atheist/none	3.45%	7.70%	32.04%
Buddhist	0.00%	0.00%	0.24%
Catholic	10.34%	23.06%	11.30%
Church of Scotland	20.69%	46.15%	40.04%
Hindu	0.00%	0.00%	0.06%
Humanist	0.00%	0.00%	
Jewish	0.00%	0.00%	0.05%
Muslim	0.00%	0.00%	0.21%
No Religious Group	0.00%	0.00%	
Other Christian	3.45%	7.70%	7.69%
Pagan	0.00%	0.00%	
Sikh	0.00%	0.00%	0.01%
Unknown	55.17%	123.06%	
Prefer not to answer	6.90%	15.39%	8.00%
Other	0.00%	0.00%	0.36%

\* = Unknowns  
removed

## 5.7 Sexual Orientation

As heterosexuals and no responses are the largest groups in the workforce profile, it is not a surprise that they are the only groups represented.

Sexual Orientation	2013/14	2013/14 adjusted*
Bisexual	0.00%	0.00%
Gay	0.00%	0.00%
Heterosexual	34.48%	100.00%
Lesbian	0.00%	0.00%
Other	0.00%	0.00%
Prefer not to answer	65.52%	

\* = Unknowns  
removed

## 6.0 Employees who are involved in grievance procedures

The Council aims to ensure that employees have a route to raise concerns in the course of their employment. All information on policies and procedures are available on the Hub, with clear guidance. Information can be provided in hard copy for those employees who do not have access to the Hub. In addition advice and support is available from hr advice enquiries helpline, which is staffed during working hours. The Council must continue to ensure that grievance policies and procedures are applied consistently across the Council and as such the grievance profile should be reflective of the workforce. The delivery of the Argyll and Bute Manager Programme, including as it does a module on the grievance process, is continuing to improve management skills in this area.

### 6.1 Race

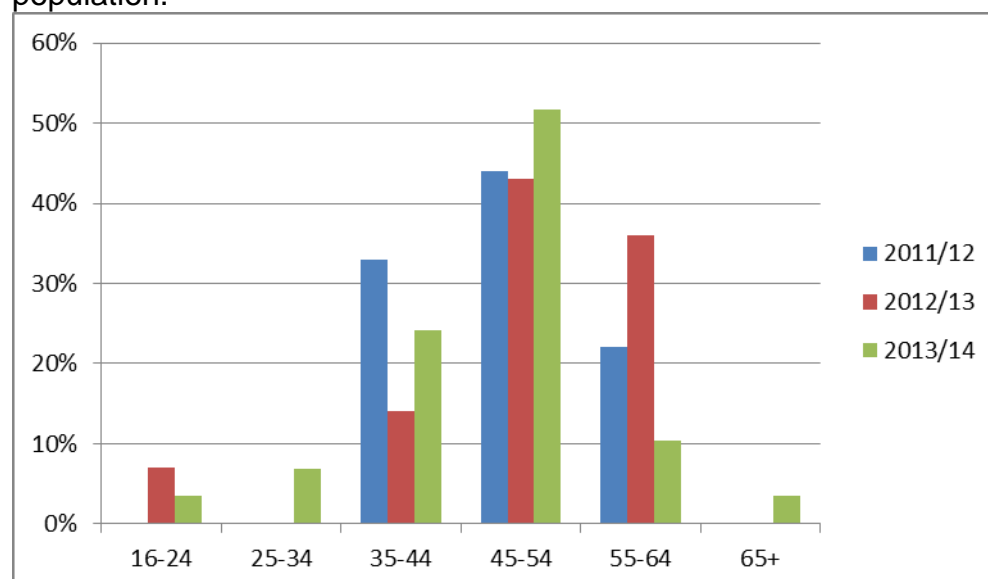
No grievance procedures involved BME groups with 100% of grievance cases involving White employees in 2012/13 and of those declaring an ethnic background in the 2014 data all were white. Again this is a small sample of the workforce population, comparable to the disciplinary population at 0.5% of the workforce.

Ethnic Group	2011/12	2012/13	2013/14	2013/14 adjusted*
African	0.00%	0.00%	0.00%	0.00%
Any Mixed	0.00%	0.00%	0.00%	0.00%
Black Scottish	0.00%	0.00%	0.00%	0.00%
Bangladeshi	0.00%	0.00%	0.00%	0.00%
Caribbean	0.00%	0.00%	0.00%	0.00%
Chinese	0.00%	0.00%	0.00%	0.00%
Gypsy/Traveller	0.00%	0.00%	0.00%	0.00%
Indian	0.00%	0.00%	0.00%	0.00%
Other Ethnic Group	3.33%	0.00%	0.00%	0.00%
Other South Asian	0.00%	0.00%	0.00%	0.00%
Pakistani	0.00%	0.00%	0.00%	0.00%
<b>Black Minority Ethnic Total</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>
White British	55.56%	85.72%	0.00%	0.00%
White Irish	0.00%	0.00%	0.00%	0.00%
White Scottish	0.00%	7.14%	37.93%	52.38%
Other White	0.00%	7.14%	34.48%	47.62%
<b>White Total</b>	<b>55.56%</b>	<b>100.00%</b>	<b>72.41%</b>	<b>100.00%</b>
Not Disclosed	44.44%	0.00%	27.59%	

\* = Unknowns removed

## 6.2 Age

The age profile is not consistent with the workforce profile except the highest percentage of those involved in grievance procedures being in the age group 45-54. Again the small sample size makes it difficult to compare to the workforce population.



### 6.3 Gender

The gender profile for those involved in grievance procedures was inverted against the workforce gender profile in 2011/12, with over 76% individuals being male. However, this has been brought more into line with the workforce profile in 2012/13 and 2013/14. There is, however, a slightly higher incidence of male employees involved in grievances than the current workforce profile.

	Gender	
	Male	Female
2011/12	67%	33%
2012/13	36%	64%
2013/14	31.03%	68.97%

### 6.4 Disability

The disability profile for those involved in grievance procedures has been zero for 2013 and 2014.

Disabilities	2011/12	2012/13	2013/14	2013/14 adjusted*
Yes	11.11%	0%	0.00%	0.00%
No	33.33%	78.57%	13.79%	100.00%
Unknown	55.56%	21.43%	86.21%	

\* = Unknowns removed

### 6.5 Marriage / Civil Partnership

A higher proportion of staff accessing the grievance procedures are married/civil partnership than the workforce profile. Again the small sample of the workforce involved in grievance proceedings may be the cause.

Marital Status	2013/14	2013/14 adjusted*
Divorced/Separated	0.00%	0.00%
Living with partner	3.45%	6.67%
Married/Civil Partnership	48.28%	93.35%
Prefer not to answer	0.00%	0.00%
Single	0.00%	0.00%
Unknown	48.28%	

\* = Unknowns removed

## 6.6 Religion and Belief

This generally reflects the same profile as the workforce overall.

Religion and Belief	2013/14	2013/14 adjusted*	2011 Census
Atheist/none	6.90%	20.01%	32.04%
Buddhist	0.00%	0.00%	0.24%
Catholic	3.45%	10.01%	11.30%
Church of Scotland	17.24%	50.00%	40.04%
Hindu	0.00%	0.00%	0.06%
Humanist	0.00%	0.00%	
Jewish	0.00%	0.00%	0.05%
Muslim	0.00%	0.00%	0.21%
No Religious Group	0.00%	0.00%	
Other Christian	3.45%	10.01%	7.69%
Pagan	0.00%	0.00%	
Sikh	0.00%	0.00%	0.01%
Unknown	65.52%		
Prefer not to answer	3.45%	10.01%	8.00%
Other	0.00%	0.00%	0.36%

\* = Unknowns  
removed

## 6.7 Sexual Orientation

As heterosexuals and no responses are the largest groups in the workforce profile, it is not a surprise that they are the only groups represented.

Sexual Orientation	2013/14	2013/14 adjusted*
Bisexual	0.00%	0.00%
Gay	0.00%	0.00%
Heterosexual	31.03%	100.00%
Lesbian	0.00%	0.00%
Other	0.00%	0.00%
Prefer not to answer	68.97%	

\* = Prefer not to  
answer removed



## 7.0 Employees leaving the Council

Through monitoring the equalities profile of leavers, The Council can use this information to influence workforce planning strategies on employee retention and identify any improvements we can make in encouraging equality.

### 7.1 Race

The race profile of leavers is consistent with the workforce profile with the majority of leavers being in the White category and under 0.6% of leavers being from BME groups. No trend is evident and the increase in white Scottish from white is in the main due to updates to the data held.

Ethnic Origin	2011/12	2012/13	2013/14	2013/14 adjusted*	2011 Census
African – Other	0.00%	0.00%	0.09%	0.13%	0.00%
African - (inc. Scottish/British)	0.00%	0.00%	0.00%	0.00%	0.01%
Asian - Chinese (inc. Scot/Brit)	0.00%	0.00%	0.00%	0.00%	0.17%
Asian - Indian (inc. Scot/Brit)	0.00%	0.00%	0.00%	0.00%	0.13%
Asian - Other (inc. Scot/Brit)	0.00%	0.00%	0.00%	0.00%	0.18%
Asian, Asian Scottish, Asian British	0.00%	0.00%	0.00%	0.00%	0.12%
Black (inc. Scottish/British)	0.13%	0.16%	0.00%	0.00%	0.01%
Mixed or Multiple Race	0.00%	0.31%	0.18%	0.27%	0.31%
Other Ethnic Background	0.13%	0.16%	0.27%	0.40%	0.07%
<b>Total BME</b>	<b>0.26%</b>	<b>0.63%</b>	<b>0.54%</b>	<b>0.81%</b>	<b>1.25%</b>
White	66.41%	57.34%	38.91%	58.14%	
White - Eastern European	0.00%	0.00%	0.45%	0.67%	0.58%
White - Irish	0.00%	0.16%	0.09%	0.13%	0.82%
White - Other British	0.13%	1.56%	4.55%	6.80%	16.64%
White - Scottish	0.13%	9.22%	22.39%	33.45%	78.83%
<b>Total White</b>	<b>66.67%</b>	<b>68.44%</b>	<b>66.99%</b>	<b>99.19%</b>	<b>98.75%</b>
Unknown	33.07%	30.94%	32.38%		

\* = Unknowns removed

### 7.2 Gender

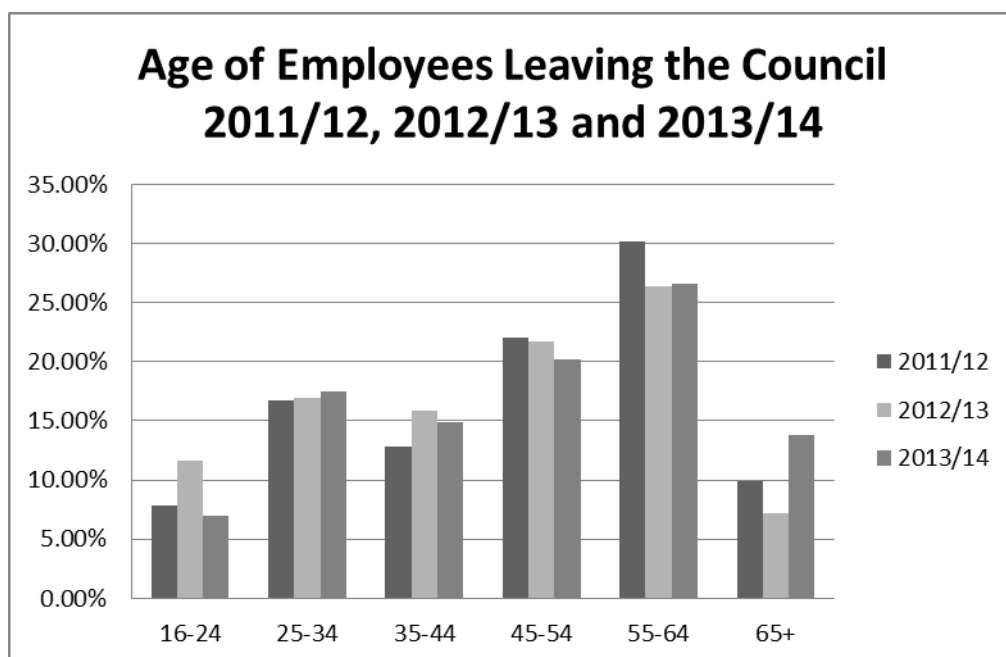
The gender profile of leavers is broadly comparative to the workforce profile with the highest percentage of leavers being female.

	Gender	
	Male	Female
2011/12	32.43%	67.57%
2012/13	25.31%	74.69%
2013/14	32.56%	67.44%

### 7.3 Age

The highest percentages of leavers are in age groups 45-54 and 55-64 which are reflected in the workforce profile. The period for reporting the data includes the implementation of service reviews, which resulted in an overall reduction in FTEs

across the organisation, with some employees opting for voluntary severance. This accords with the age groups identified. The 65+ age group can access their pension scheme hence may choose to retire.



#### 7.4 Disability

Leavers identified as having a disability remained at just over 1% from 2011/12 to 2013/14.

Disabilities	2011/12	2012/13	2013/14	2013/14 adjusted*
Yes	1.04%	1.41%	1.16%	2.28%
No	46.69%	52.19%	49.78%	97.72%
Unknown	52.27%	46.41%	49.06%	

\* = Unknowns  
removed

## 7.5 Marriage / Civil Partnership

A higher proportion of leavers are married/civil partnership than the workforce profile. There is a high level of undisclosed data as longer serving staff are less likely to have provided equality data.

Marital Status	2013/14	2013/14 adjusted*
Divorced/Separated	0.54%	3.50%
Living with partner	0.71%	4.60%
Married/Civil Partnership	9.01%	58.39%
Prefer not to answer	0.09%	0.58%
Single	2.85%	18.47%
Not disclosed	84.57%	

\* = Unknowns removed

## 7.6 Religion and Belief

This generally reflects the same profile as the workforce overall, though a high percentage of unknown..

Religion and Belief	2013/14	2013/14 adjusted*	2011 Census
Atheist/none	6.07%	29.08%	32.04%
Buddhist	0.09%	0.43%	0.24%
Catholic	2.41%	11.55%	11.30%
Church of Scotland	9.72%	46.57%	40.04%
Hindu	0.00%	0.00%	0.06%
Humanist	0.27%	1.29%	
Jewish	0.00%	0.00%	0.05%
Muslim	0.00%	0.00%	0.21%
No Religious Group	0.00%	0.00%	
Other Christian	1.87%	8.96%	7.69%
Pagan	0.00%	0.00%	
Sikh	0.00%	0.00%	0.01%
Unknown	79.13%		
Prefer not to answer	0.36%	1.72%	8.00%
Other	0.09%	0.43%	0.36%

\* = Unknowns removed

## 7.7 Sexual Orientation

As heterosexuals and no responses are the largest groups in the workforce profile, this is reflected in the leaver data.

Sexual Orientation	2013/14	2013/14 adjusted*
Bisexual	0.09%	0.43%
Gay	0.36%	1.73%
Heterosexual/Straight	20.25%	97.40%
Lesbian	0.00%	0.00%
Prefer Not to Answer	0.09%	0.43%
Unknown	79.21%	

\* = Unknowns  
removed

## Improving Our Approach

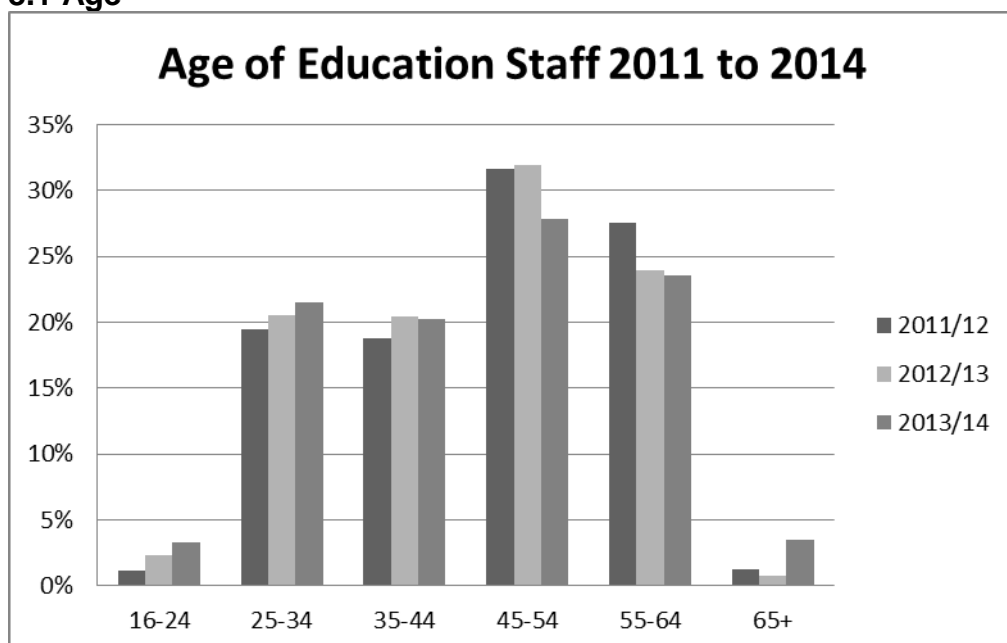
To improve the equality data held by the Council for employees the following actions were undertaken:-

- The Council has worked with Trade Unions to promote the provision of equality data, an Equality monitoring Questionnaire was issued to all employees.
- The option to update personal equality data directly by employees has been made available to those employees who can access the Council's self-service MyView system. This provides access to pay information, online expenses and overtime claims and holds personal employee information,
- An electronic questionnaire was also utilised for staff without access to MyView and hard copy questionnaires were issued to all other employees
- The Council has instituted an Employee Equality Forum that meets on a quarterly basis and raises the profile of equalities throughout the organisation.

## 8.0 Education; Equalities Monitoring Data on Teaching Staff

Specific equalities information on teaching staff is presented below:-

## 8.1 Age



The age profile of teaching staff is significantly different from that of the Council overall, with a greater proportion in the 25-34 band. This is fairly typical of the overall situation in Scotland. The latest data sees an increase in staff over 65.

## 8.2 Sex

Gender	2011/12	2012/13	2013/14
Male	24.93%	24.88%	25.86%
Female	75.07%	75.12%	74.14%

Over 24% of teachers in its schools are male, less than the proportion of males in the rest of the workforce. Again this is typical of the pattern nationally, and it is recognised nationally that it would be desirable to have more male teachers, especially in primary schools. The 2013/14 figures show a marginal increase in male teachers of just under 1%.

### 8.3 Ethnicity

Ethnic Origin	2011/12	2012/13	2013/14	2013/14 adjusted*	2011 Census
African - Other	0.00%	0.00%	0.00%	0.00%	0.00%
African - (inc. Scottish/British)	0.00%	0.00%	0.00%	0.00%	0.01%
Asian - Chinese (inc. Scot/Brit)	0.00%	0.00%	0.00%	0.00%	0.17%
Asian - Indian (inc. Scot/Brit)	0.00%	0.00%	0.00%	0.00%	0.13%
Asian - Other (inc. Scot/Brit)	0.00%	0.00%	0.00%	0.00%	0.18%
Asian, Asian Scottish, Asian British	0.10%	0.10%	0.09%	0.10%	0.12%
Black (inc. Scottish/British)	0.20%	0.00%	0.00%	0.00%	0.01%
Mixed or Multiple Race	0.00%	0.10%	0.09%	0.10%	0.31%
Other Ethnic Background	0.10%	0.00%	0.00%	0.00%	0.07%
<b>Total BME</b>	<b>0.40%</b>	<b>0.20%</b>	<b>0.18%</b>	<b>0.21%</b>	<b>1.25%</b>
Other White Ethnic Group	0.20%	0.50%	1.20%	1.39%	
White	80.64%	71.66%	51.55%	59.77%	
White - Eastern European	0.00%	0.00%	0.09%	0.10%	0.58%
White - Irish	0.30%	0.40%	0.26%	0.30%	0.82%
White - Other British	1.59%	1.78%	4.98%	5.77%	16.64%
White - Scottish	11.32%	15.96%	27.98%	32.44%	78.83%
<b>Total White</b>	<b>94.05%</b>	<b>90.30%</b>	<b>86.06%</b>	<b>99.78%</b>	<b>98.75%</b>
Unknown	5.46%	9.42%	13.75%		

\* = Unknowns removed

There are very few teachers from non white backgrounds. It is likely that there is significant underrepresentation from non white ethnicities, when compared to their numbers in the local population. The requirement to hold a Scottish Teaching qualification may be a factor in limiting applicants from non white ethnicities. The 2014 figures see a further slight decline in BME employees.

### 8.4 Disability

Disabilities	2011/12	2012/13	2013/14	2013/14 adjusted*
Yes	0.79%	0.79%	0.69%	1.12%
No	66.04%	62.54%	61.00%	98.90%
Unknown	33.17%	36.67%	38.32%	

\* = Unknowns removed

There is a high proportion of 'Unknowns', however given the very small number of teachers who identified as disabled it is likely that there is a significant under representation of disabled people in teaching.

### 8.5 Pregnancy/Maternity

Pregnancy/Maternity	2013/14
On Maternity Leave	1.98%
Not	95.96%

There is a reduction in the number of staff taking maternity leave among teachers in comparison to the Council overall by almost 0.5%. Given the higher proportion of females and staff in the 25-34 age group, this figure is surprising.

### 8.6 Marital Status

Marital Status	2013/14	2013/14 adjusted*
Divorced/Separated	0.95%	1.46%
Living with partner	1.72%	2.65%
Married/Civil Partnership	38.06%	58.68%
Prefer not to answer	0.69%	1.06%
Single	23.45%	36.15%
Not disclosed	35.14%	

\* = Unknowns removed

The marital status statistics are broadly in line with the Council workforce overall.

## 8.7 Religion and Belief

Religion and Belief	2013/14	2013/14 adjusted*	2011 Census
Atheist/none	4.64%	22.22%	32.04%
Buddhist	0.00%	0.00%	0.24%
Catholic	2.15%	10.30%	11.30%
Church of Scotland	9.79%	46.89%	40.04%
Hindu	0.00%	0.00%	0.06%
Humanist	0.09%	0.43%	
Jewish	0.00%	0.00%	0.05%
Muslim	0.00%	0.00%	0.21%
No Religious Group	0.00%	0.00%	
Other Christian	3.01%	14.42%	7.69%
Pagan	0.00%	0.00%	
Sikh	0.00%	0.00%	0.01%
Unknown	79.12%		
Prefer not to answer	0.86%	4.12%	8.00%
Other	0.34%	1.63%	0.36%

\* = Unknowns  
removed

The religion and belief categories are in the same proportion as the workforce profile overall bar there are 6% more unknowns.

## 8.8 Sexual Orientation

Sexual Orientation	2013/14	2013/14 adjusted*
Bisexual	0.17%	0.75%
Gay	0.09%	0.40%
Heterosexual/Straight	21.82%	96.21%
Lesbian	0.09%	0.40%
Prefer Not to Answer	0.52%	2.29%
Unknown	77.32%	

\* = Unknowns  
removed

The proportion of teaching staff identifying themselves as Gay, Lesbian or bisexual at 0.34% is comparable to the entire workforce profile at 0.30%. It is noted that equality data unknown is higher than for the Council overall within teaching by 5%.

## 8.9 Addressing under representation of equality groups in teaching

Further work is required to explore more specific barriers to education staff relating to disability and racial group.



## **8.10 Improving Equality Data on Teaching Staff**

The data on teaching staff generally exhibits a higher proportion of unknowns than the rest of the workforce. It would be beneficial to better publicise how and why to provide relevant equality data. Note that Teaching staff have access to the Council's MyView system for travel expenses, this also gives them access to input their own equality data.

## **9.0 Equal Pay Gap**

As per the specific duties of the Equality Act 2010 the Council commissioned an independent equal pay audit to identify any pay gap. This was undertaken in December 2014, see Appendix 3. It therefore includes the most up-to-date information available on the Council's workforce.

The report identifies the following results and summaries:

### **9.1 Gender:**

This audit identified that the average hourly rate for a Council male employee is £14.28 and the average hourly rate for female employees is £12.96 resulting in a gender pay gap in favour of male employees of 9.23% on the basis of the percentage difference. The previous audit demonstrated a pay gap of 10.69%, so some improvement has been made. This figure has been calculated based on all posts held by each employee.

Argyll and Bute Council operate a positive gender pay environment. In running the statistical analysis no gender pay gap is reported with the exception of the overall organisational pay gap, which is a reflection of the recruitment profile of males to more senior positions in relative comparison to females. The presented pay gap is not anomalous with the wider national average within Local Government and the fact that single status has now been in place for several years has presented a situation of a positive pay environment for gender pay. The persistence of the overall organisational pay gap is, like most local authorities, mainly caused by the relative numbers of lower paid female dominant roles.

### **9.2 Disability:**

The average hourly rate for a Council non-disabled employee is £13.89 and the average hourly rate for disabled employees is £12.26 resulting in a disability pay gap in favour of non-disabled employees of 11.7% on the basis of the percentage difference between average total hourly rate pay (excluding overtime) between non-disabled and disabled employees.

In analysing the proposals in relation to Disability relatively few employees have a declared disability. From the data we can analyse however, the reported pay gap issues relates to the placement of a number of the disabled employee lower on the pay band relative to non-disabled colleagues. In addition non-disabled employees work more unsocial hours and therefore receive night duty payments. The pay gaps

will mostly be removed with application of pay progression. The comments relating to the gender pay implications of potential future challenges for pay progression also apply here and care must be taken in any future revisions to reward strategies.

### **9.3 Ethnicity:**

The average hourly rate for a Council ethnic minority employee is £14.49 and the average hourly rate for ethnic majority (white) employees is £13.94 resulting in a ethnicity pay gap in favour of ethnic minority employees of 3.94% on the basis of the percentage difference between average total hourly rate pay (excluding overtime) between White and ethnic minority employees.

The majority of Argyll & Bute Council employees are declared within the 'White' or 'White-Scottish' ethnic groups. The reported pay gaps in two grades will be resolved with the application of incremental progression within the grade structure.

## **6 Appendix 3 Equal Pay Audit**

**ARGYLL & BUTE COUNCIL**

**EQUAL PAY AUDIT  
DECEMBER 2014**

**GRAEME STEPHEN  
PRINCIPAL REWARD CONSULTANT  
NORTHGATEARINSO REWARD SOLUTIONS  
DECEMBER 2014**

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## **1. Introduction**

This report presents an Equal Pay Audit as at December 2014 for Argyll & Bute Council. The report is an independent assessment of pay equity. This report also includes summary extracts for publication under the Equality Act 2010 (Specific Duties) (Scotland) Regulations.

Northgate Arinso Reward Solutions 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.

## **2. Equality Act 2010 (Specific Duties) (Scotland) 2012 Regulations Summary Extracts.**

A listed authority must publish pay gap information every two years after 30 April 2013. Pay gap information is the percentage difference between average hourly pay (excluding 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.

## Gender

**Table 1: Occupational Segregation by Gender by Grade**

Equal Work Group	Organisation	Male			Female		
	Count	Count	% of Group	% of Male	Count	% of Group	% of Female
NONSPINAL GRADE	46	10	21.74	0.75	35	76.09	0.98
Modern Apprentice	2	0	0	0	2	100	0.06
New Deal - 16hrs per week	1	0	0	0	0	0	0
NEWDEAL30	5	4	80	0.3	0	0	0
2	285	61	21.4	4.58	224	78.6	6.27
3	362	51	14.09	3.83	311	85.91	8.7
4	636	216	33.96	16.23	420	66.04	11.75
5	722	160	22.16	12.02	562	77.84	15.72
6	361	79	21.88	5.94	282	78.12	7.89
7	296	66	22.3	4.96	230	77.7	6.43
8	237	65	27.43	4.88	172	72.57	4.81
9	249	96	38.55	7.21	153	61.45	4.28
10	135	39	28.89	2.93	96	71.11	2.69
11	242	101	41.74	7.59	141	58.26	3.94
12	112	53	47.32	3.98	59	52.68	1.65
13	45	25	55.56	1.88	20	44.44	0.56
14	44	22	50	1.65	22	50	0.62
Quality Improvement Officer	7	3	42.86	0.23	4	57.14	0.11
Quality Improvement Manager	2	2	100	0.15	0	0	0
Education Psychologist	9	5	55.56	0.38	4	44.44	0.11
Depute/Principal Psychologist+	1	0	0	0	1	100	0.03
Music Instructors	34	21	61.76	1.58	13	38.24	0.36
Education Support Worker	3	2	66.67	0.15	1	33.33	0.03
Teachers	695	136	19.57	10.22	559	80.43	15.64
Chartered Teachers	49	15	30.61	1.13	34	69.39	0.95
Principal Teacher	189	62	32.8	4.66	127	67.2	3.55
Head and Depute Head Teachers	125	27	21.6	2.03	97	77.6	2.71
Chief Officer SCP 29	12	8	66.67	0.6	4	33.33	0.11
Chief Officer SCP 43	3	2	66.67	0.15	1	33.33	0.03
Chief Executive	1	0	0	0	1	100	0.03
	4910	1331	27.11	100	3575	72.81	100

Argyll & Bute Council have 4910 employee records. Of this 1331 are male or 27.1% of the overall population. For females the figures are 3575 or 72.9%. This female dominant profile is common in a local authority environment. It is notable that within Grades 2 through to 8 we note a significant proportion of females in these lowest grades. This represents 2,201 employees or 61.5% of total female employment.

**Table2: Occupational Segregation by Gender by Role:**

**Roles which are female dominant (greater than 70% occupation and with greater than 10 employees) are summarised as follows:**

<b>Job Title</b>	<b>F</b>	<b>%</b>	<b>M</b>	<b>%</b>	<b>Grand Total</b>
TEACHER	585	79.81%	148	20.19%	733
ADDITIONAL SUPPORT NEEDS ASSISTANT	200	98.04%	4	1.96%	204
CLERICAL ASSISTANT	179	95.21%	9	4.79%	188
CATERING ASSISTANT	166	98.81%	2	1.19%	168
CLASSROOM ASSISTANT	145	96.67%	5	3.33%	150
PRINCIPAL TEACHER	122	67.03%	60	32.97%	182
CLEANER	117	83.57%	23	16.43%	140
HOME CARER	111	98.23%	2	1.77%	113
CATERING MANAGER	66	100.00%		0.00%	66
CHILDCARE & EDUCATION WORKER	65	100.00%		0.00%	65
SOCIAL WORKER	64	81.01%	15	18.99%	79
HEADTEACHER	63	84.00%	11	14.67%	75
SCHOOL CLEANER	60	89.55%	7	10.45%	67
SOCIAL CARE WORKER	53	88.33%	7	11.67%	60
ADMINISTRATIVE SUPPORT WORKER	47	97.92%	1	2.08%	48
ADMINISTRATIVE ASSISTANT	47	92.16%	4	7.84%	51
ADDITIONAL SUPPORT NEEDS	45	95.74%	2	4.26%	47
PUPIL SUPPORT ASSISTANT	38	100.00%		0.00%	38
JANITOR/CLEANER	33	76.74%	10	23.26%	43
SENIOR CLERICAL ASSISTANT	30	90.91%	3	9.09%	33
DOMESTIC ASSISTANT	26	92.86%	2	7.14%	28
SENIOR SOCIAL CARE WORKER	26	89.66%	3	10.34%	29
CUSTOMER SERVICES CENTRE AGENT	23	95.83%	1	4.17%	24
ASSISTANT COOK	21	100.00%		0.00%	21
ESCORT	20	95.24%	1	4.76%	21
SCHOOL CLEANER IN CHARGE	20	90.91%	2	9.09%	22
BENEFITS ASSESSOR	19	86.36%	3	13.64%	22
SUPPORT WORKER	19	82.61%	4	17.39%	23

ADMINISTRATIVE OFFICER	18	94.74%	1	5.26%	19
DEVELOPMENT WORKER	18	85.71%	3	14.29%	21
HOUSEPARENT	16	100.00%		0.00%	16
LIBRARY ASSISTANT	16	94.12%	1	5.88%	17
TUTOR OUT OF SCHOOL	16	80.00%	4	20.00%	20
ASSISTANT DEVELOPMENT WORKER	15	83.33%	3	16.67%	18
ASSISTANT SOCIAL CARE WORKER	14	100.00%		0.00%	14
COMMUNITY CARE ASSISTANT	14	100.00%		0.00%	14
LOCAL TAX ASSISTANT	14	100.00%		0.00%	14
SOCIAL CARE WORKER - CHILDREN'S UNIT	14	93.33%	1	6.67%	15
UNIT MANAGER	14	93.33%	1	6.67%	15
SENIOR ADMIN SUPPORT WORKER	12	100.00%		0.00%	12
TEAM LEADER	12	75.00%	4	25.00%	16
ADMINISTRATIVE SUPPORT OFFICER	10	90.91%	1	9.09%	11

**Roles noted as male dominant (greater than 70% occupation with greater than 10 employees) are noted as follows:**

Job Title	F	%	M	%	Grand Total
DRIVER/ESCORT	20	0.00%	47	70.15%	67
REFUSE COLLECTOR		0.00%	36	100.00%	36
JANITOR/CARETAKER	10	0.00%	33	76.74%	43
ROADWORKER 2 (SEMI SKILLED)		0.00%	30	100.00%	30
LOCAL ENVIRONMENT TEAM OPERATIVE	1	0.00%	30	96.77%	31
DRIVER 2		0.00%	25	100.00%	25
ROADWORKER 3 (SKILLED)		0.00%	25	100.00%	25
PIER OPERATIVE	2	0.00%	16	88.89%	18
MUSIC INSTRUCTOR	6	0.00%	14	70.00%	20
GARDENER3/GRAVEDIGGER		0.00%	13	100.00%	13
ROADSWEEPER	1	0.00%	13	92.86%	14
ICT TECHNICIAN	1	0.00%	10	90.91%	11

The above tables highlight gender dominant roles. These roles reflect the broader occupational segregation experienced across the Local Government sector. There is strong gender based segregation noted in traditional 'female' roles of Teaching, Caring and Catering and for 'male' roles in former manual worker categories such as Roadworker, Drivers and Refuse Collection.



**Table 3: Gender pay gap.**

Equal Work Group	Male	Avg Total	Female	Avg Total		
	Count	Hourly Rate	Count	Hourly Rate	Difference (£)	Pay Gap (%)
NONSPINAL GRADE	10	1.05	35	0.6	0.44	42.26
Modern Apprentice	0		2	2.68		
New Deal - 16hrs per week	0		0			
NEWDEAL30	4	6.72	0			
2	61	7	224	7	0	0.03
3	51	7.59	311	7.66	-0.07	-0.98
4	216	8.43	420	8.44	0	-0.05
5	160	9.67	562	9.45	0.22	2.31
6	79	10.72	282	10.39	0.33	3.11
7	66	11.6	230	11.43	0.17	1.47
8	65	12.71	172	12.73	-0.02	-0.13
9	96	14.55	153	14.23	0.31	2.16
10	39	16.49	96	16.84	-0.35	-2.14
11	101	18.88	141	18.74	0.14	0.72
12	53	21.19	59	20.95	0.24	1.13
13	25	23.69	20	23.59	0.11	0.44
14	22	26.8	22	26.61	0.19	0.71
Quality Improvement Officer	3	30.83	4	29.99	0.84	2.72
Quality Improvement Manager	2	32.12	0			
Education Psychologist	5	27.25	4	25.8	1.46	5.35
Depute/Principal Psychologist+	0		1	30.67		
Music Instructors	21	17.14	13	17.11	0.04	0.23
Education Support Worker	2	23.41	1	23.41	0	0
Teachers	136	17.95	559	18.13	-0.19	-1.04
Chartered Teachers	15	21.66	34	21.32	0.34	1.57
Principal Teacher	62	23.27	127	22.35	0.91	3.92
Head and Depute Head Teachers	27	28.59	97	26.31	2.28	7.98
Chief Officer SCP 29	8	38.49	4	38.44	0.05	0.13
Chief Officer SCP 43	2	51.99	1	51.78	0.21	0.4
Chief Executive	0		1	65.01		
	1331	14.28	3575	12.96	1.32	9.23

The average hourly rate for a Council male employee is £14.28 and the average hourly rate for female employees is £12.96 resulting in a gender pay gap in favour of male employees of 9.23% on the basis of the percentage difference between average total hourly rate pay (excluding overtime) between men and women.

#### **Disability**

**Table 4: Occupational Segregation by Disability by Grade**

Equal Work Group	Organisation	Non-Disabled	% of	% of	Disabled	% of	% of
	Count	Count	Group	Non-Disabled	Count	Group	Disabled
NONSPINAL GRADE	46	17	36.96	0.59	1	2.17	1.08
Modern Apprentice	2	0	0	0	0	0	0
New Deal - 16hrs per week	1	0	0	0	0	0	0
NEWDEAL30	5	1	20	0.03	0	0	0
2	285	152	53.33	5.28	10	3.51	10.75
3	362	191	52.76	6.63	5	1.38	5.38
4	636	334	52.52	11.6	16	2.52	17.2
5	722	400	55.4	13.89	12	1.66	12.9
6	361	223	61.77	7.75	6	1.66	6.45
7	296	162	54.73	5.63	1	0.34	1.08
8	237	142	59.92	4.93	8	3.38	8.6
9	249	171	68.67	5.94	7	2.81	7.53
10	135	87	64.44	3.02	5	3.7	5.38
11	242	155	64.05	5.38	7	2.89	7.53
12	112	76	67.86	2.64	6	5.36	6.45
13	45	33	73.33	1.15	0	0	0
14	44	34	77.27	1.18	0	0	0
Quality Improvement Officer	7	4	57.14	0.14	0	0	0
Quality Improvement Manager	2	2	100	0.07	0	0	0
Education Psychologist	9	4	44.44	0.14	0	0	0
Depute/Principal Psychologist+	1	1	100	0.03	0	0	0
Music Instructors	34	23	67.65	0.8	2	5.88	2.15
Education Support Worker	3	2	66.67	0.07	0	0	0
Teachers	695	419	60.29	14.55	5	0.72	5.38
Chartered Teachers	49	23	46.94	0.8	1	2.04	1.08
Principal Teacher	189	124	65.61	4.31	0	0	0
Head and Depute Head Teachers	125	88	70.4	3.06	1	0.8	1.08
Chief Officer SCP 29	12	8	66.67	0.28	0	0	0
Chief Officer SCP 43	3	2	66.67	0.07	0	0	0
Chief Executive	1	1	100	0.03	0	0	0
	4910	2879	58.64	100	93	1.89	100

Argyll & Bute Council have 4910 employee records. However only 2,972 have declared either a 'yes' response or a 'no' response to disability. This means that we have a partial disability profile for all employees. Of those who have declared a

disability we have 93 employees which represents c3.2% of those who have declared 'no' to a disability.

**Table 5: Occupational Segregation by Disability by Role:**

Roles which have greater than 2 declared disabled employees are summarised as follows:

Job Title	N	Y	%	Grand Total
ADDITIONAL SUPPORT NEEDS ASSISTANT	142	7	3.43%	204
CLERICAL ASSISTANT	106	6	3.19%	188
TEACHER	432	6	0.82%	733
CLASSROOM ASSISTANT	89	5	3.33%	150
DRIVER/ESCORT	39	4	5.97%	67
CLEANER	84	4	2.86%	140
PUPIL SUPPORT ASSISTANT	23	3	7.89%	38
CLERK OF WORKS/BRIDGE INSPECTOR		2	100.00%	2
COMMUNITY PAYBACK OFFICER	2	2	40.00%	5
ENVIRONMENTAL HEALTH OFFICER	5	2	20.00%	10
UNIT MANAGER	8	2	13.33%	15
MUSIC INSTRUCTOR	13	2	10.00%	20
SCHOOL CROSSING PATROLLER	14	2	6.67%	30
SCHOOL CLEANER	37	2	2.99%	67

The occupational profile of disability by role does not indicate any significant occupational groups. The numbers with a declared disability do not provide enough statistical validity to provide a definitive picture of occupational segregation.

**Table 6: Disability pay gap.**

Equal Work Group	Non-Disabled	Avg Total	Disabled	Avg Total		
	Count	Hourly Rate	Count	Hourly Rate	Difference (£)	Pay Gap (%)
NONSPINAL GRADE	17	1.22	1			
Modern Apprentice	0		0			
New Deal - 16hrs per week	0		0			
NEWDEAL30	1	6.46	0			
2	152	6.95	10	6.85	0.1	1.45
3	191	7.7	5	7.4	0.3	3.84
4	334	8.45	16	8.44	0.01	0.09
5	400	9.52	12	9.49	0.03	0.28
6	223	10.47	6	10.46	0	0.04
7	162	11.52	1	10.78	0.74	6.39
8	142	12.78	8	12.78	-0.01	-0.06
9	171	14.38	7	14.2	0.18	1.26
10	87	16.84	5	16.18	0.66	3.89
11	155	18.84	7	18.98	-0.14	-0.74
12	76	21.14	6	20.77	0.37	1.76
13	33	23.8	0			
14	34	26.72	0			
Quality Improvement Officer	4	30.02	0			
Quality Improvement Manager	2	32.12	0			
Education Psychologist	4	27.25	0			
Depute/Principal Psychologist+	1	30.67	0			
Music Instructors	23	17.03	2	17.66	-0.62	-3.66
Education Support Worker	2	23.41	0			
Teachers	419	18.4	5	17.17	1.23	6.68
Chartered Teachers	23	21.58	1	23.41	-1.83	-8.46
Principal Teacher	124	22.52	0			
Head and Depute Head Teachers	88	27.25	1	27.6	-0.35	-1.27
Chief Officer SCP 29	8	38.49	0			
Chief Officer SCP 43	2	51.99	0			
Chief Executive	1	65.01	0			
	2879	13.89	93	12.26	1.63	11.7

The average hourly rate for a Council non-disabled employee is £13.89 and the average hourly rate for disabled employees is £12.26 resulting in a disability pay gap in favour of non-disabled employees of 11.7% on the basis of the percentage

difference between average total hourly rate pay (excluding overtime) between non-disabled and disabled employees.

## Ethnicity

**Table 7: Occupational Segregation by Ethnicity by Grade**

Equal Work Group	Organisation	White			Ethnic Minority		
	Count	Count	% of Group	% of White	Count	% of Group	% of Minority
NONSPINAL GRADE	46	20	43.48	0.53	0	0	0
Modern Apprentice	2	2	100	0.05	0	0	0
New Deal - 16hrs per week	1	0	0	0	0	0	0
NEWDEAL30	5	1	20	0.03	0	0	0
2	285	156	54.74	4.13	0	0	0
3	362	202	55.8	5.35	1	0.28	2.33
4	636	471	74.06	12.47	4	0.63	9.3
5	722	561	77.7	14.85	8	1.11	18.6
6	361	285	78.95	7.55	5	1.39	11.63
7	296	228	77.03	6.04	2	0.68	4.65
8	237	187	78.9	4.95	1	0.42	2.33
9	249	209	83.94	5.53	1	0.4	2.33
10	135	113	83.7	2.99	0	0	0
11	242	195	80.58	5.16	4	1.65	9.3
12	112	88	78.57	2.33	3	2.68	6.98
13	45	36	80	0.95	1	2.22	2.33
14	44	40	90.91	1.06	0	0	0
Quality Improvement Officer	7	7	100	0.19	0	0	0
Quality Improvement Manager	2	2	100	0.05	0	0	0
Education Psychologist	9	7	77.78	0.19	0	0	0
Depute/Principal Psychologist+	1	1	100	0.03	0	0	0
Music Instructors	34	30	88.24	0.79	0	0	0
Education Support Worker	3	3	100	0.08	0	0	0
Teachers	695	576	82.88	15.25	11	1.58	25.58
Chartered Teachers	49	47	95.92	1.24	1	2.04	2.33
Principal Teacher	189	181	95.77	4.79	0	0	0
Head and Depute Head Teachers	125	117	93.6	3.1	1	0.8	2.33
Chief Officer SCP 29	12	9	75	0.24	0	0	0
Chief Officer SCP 43	3	3	100	0.08	0	0	0
Chief Executive	1	0	0	0	0	0	0
	4910	3777	76.92	100	43	0.88	100

Argyll & Bute Council have 4910 employee records. However only 43 employees have declared a response which represents an ethnic minority. This accounts for 1.1% 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 conclusive. However, for comparison we can compare a 'White' group against all other groups (excluding not declared). An analysis by role will be inconclusive.

**Table 8: Ethnicity pay gap.**

Equal Work Group	White	Avg Total	Ethnic Minority	Avg Total		
	Count	Hourly Rate	Count	Hourly Rate	Difference (£)	Pay Gap (%)
NONSPINAL GRADE	20	1.58	0			
Modern Apprentice	2	2.68	0			
New Deal - 16hrs per week	0		0			
NEWDEAL30	1	6.46	0			
2	156	6.97	0			
3	202	7.65	1	7.3	0.35	4.62
4	471	8.43	4	8.47	-0.04	-0.51
5	561	9.49	8	9.4	0.1	1
6	285	10.46	5	10.21	0.24	2.31
7	228	11.49	2	11.43	0.06	0.54
8	187	12.76	1	11.8	0.96	7.5
9	209	14.36	1	14.49	-0.13	-0.92
10	113	16.75	0			
11	195	18.83	4	18.57	0.25	1.35
12	88	21.07	3	21.27	-0.2	-0.96
13	36	23.68	1	24.18	-0.5	-2.11
14	40	26.68	0			
Quality Improvement Officer	7	30.35	0			
Quality Improvement Manager	2	32.12	0			
Education Psychologist	7	27.25	0			
Depute/Principal Psychologist+	1	30.67	0			
Music Instructors	30	17.06	0			
Education Support Worker	3	23.41	0			
Teachers	576	18.26	11	17.57	0.68	3.75
Chartered Teachers	47	21.38	1	21.68	-0.3	-1.4
Principal Teacher	181	22.67	0			
Head and Depute Head Teachers	117	26.89	1	29.2	-2.3	-8.56
Chief Officer SCP 29	9	38.47	0			
Chief Officer SCP 43	3	51.92	0			
Chief Executive	0		0			
	3777	13.94	43	14.49	-0.55	-3.94

The average hourly rate for a Council ethnic minority employee is £14.49 and the average hourly rate for ethnic majority (white) employees is £13.94 resulting in a ethnicity pay gap in favour of ethnic minority employees of 3.94% on the basis of the

percentage difference between average total hourly rate pay (excluding overtime) between White and ethnic minority employees.

### **3. Equal Pay Audit**

This audit will follow the five step approach as recommended by the Equalities and Human Rights Commission (EHRC) thus:

- Step 1. Decide the scope of the review and identify the data required;
- Step 2. Select jobs of like work, work rated as equivalent or work of equal value;
- Step 3. Apply a standard set of reporting templates to help identify the pay gaps in the organisation;
- Step 4. Find out which aspects of your pay system are contributing to any pay gaps;
- Step 5. Obtain expert advice and guidance on the steps needed to implement equal pay.

#### **Step 1: Decide the scope of the review and identify the data required.**

This audit will examine the equality of pay by reference to the 'protected characteristics' as defined in the Equality Act 2010. In the act the protected groups are defined as:

- Gender
- Disability
- Age
- Marriage and civil partnerships
- Pregnancy and maternity
- Race
- Religion and belief
- Sexual orientation
- Gender re-assignment

The Equality Act 2010 (Specific Duties) (Scotland) Regulations specify the requirement to publish a number of key statistics by 30 April 2013 and every two years thereafter. In particular:

- 1. Pay gap information. (see section 2 above);
- 2. Equal Pay statement relating to equal pay policies for:
  - (i) women and men, disabled people and non-disabled people, people in a minority racial group and people who are not;  
occupational segregation within its workforce, being the concentration of:
  - (i) women and men, disabled people and non-disabled people, people in a minority racial group and people who are not.

**This audit is to include an analysis by:**

- Gender
- Disability
- Ethnicity



The audit will incorporate an analysis of pay including base pay and total pay including other additional pay elements.

The data provided for the analysis contained details of all current employees including their salary position at October 2014 values plus all individual pay element allowances on an annualised basis. This data was imported into the 'Equal Pay Reviewer' software tool for analysis.

The scope of this audit covers all employees with the exception of the following specific exclusions from the data:

- Councillors;
- Teachers;
- New Deal;
- Casual employees

In total this provides for a population of 3,741 employee records. Pay and grade arrangements for Teaching staff are out with the control of Argyll & Bute Council and whilst they are employees of the Council, the pay levels are not within Council control and are therefore excluded from the following analysis. Casual employee records are also excluded.

**Step 2: Select jobs of like work, work rated as equivalent or work of equal value;**

A critical step in the assessment of equal pay is the measure used for comparison of the various categories of employees. The clearest and most appropriate measure is the 'work rated as equivalent' one whereby employees have been evaluated under an appropriate scheme of job evaluation.

Argyll & Bute Council has applied the SJC job evaluation scheme up to and including those of Grade 14. Implementation of the 'single status agreement' took place several years ago.

The scheme of job evaluation applied, the SJC is an objective robust mechanism for the assessment of roles against the 'work rated as equivalent' measure of the Equality Act. The additional Senior Management employees are presented in their own respective grade groups for presentation here.

**Step 3&4: Apply a standard set of reporting templates to help identify the pay gaps in the organisation and find out which aspects are contributing to any gaps;**

This section is the bulk of our analysis and will be broken down into component parts thus:

- i. Equality Impact Assessment of the grading structure
- ii. Gender Pay Analysis
- iii. Disability Pay Analysis
- iv. Ethnicity Pay Analysis

i. **Equality Impact Assessment of the Argyll & Bute Council pay Structure**

**The pay structure**

This section will take a top level review of the pay and grading structure currently applied by Argyll & Bute Council.

The pay structure for all single status staff can be summarised as follows:

**LOCAL GOVERNMENT EMPLOYEES**

GRADE	COSLA SCP's					INC STEPS
2	3	5	7			2
3	9	11	13	15		3
4	17	19	21			2
5	23	25	27	29		3
6	31	33	35			2
7	37	39	41			2
8	43	45	47	49		3
9	51	53	55	57		3
10	59	61	63	65	67	4
11	69	71	73	75		3
12	77	79	81	83		3
13	85	87	89	91		3
14	93	95	97	99		3

The current single status pay structure is underpinned by the following key principles.

**Pay structure based on the SJC Pay Spine**

The model analysed is based on the SJC pay spine. The pay structure contains a number of key elements.

- i. Progression through the grade is by one annual step incremental progression equivalent to two SJC scale points as per the grade structure.
- ii. No grades contain 'overlapping' points whereby a lower increment in the higher grade applies than in the preceding grade.

From a pure design point of view, the assurance of Equal Pay directs us to a number of key principles. Failing to achieve these principles is not a definitive statement of pay inequity; however, the failure to achieve these principles may give rise to challenge in the future.

- Good practice encourages us to avoid the adoption of tenure based annual increments beyond five steps.

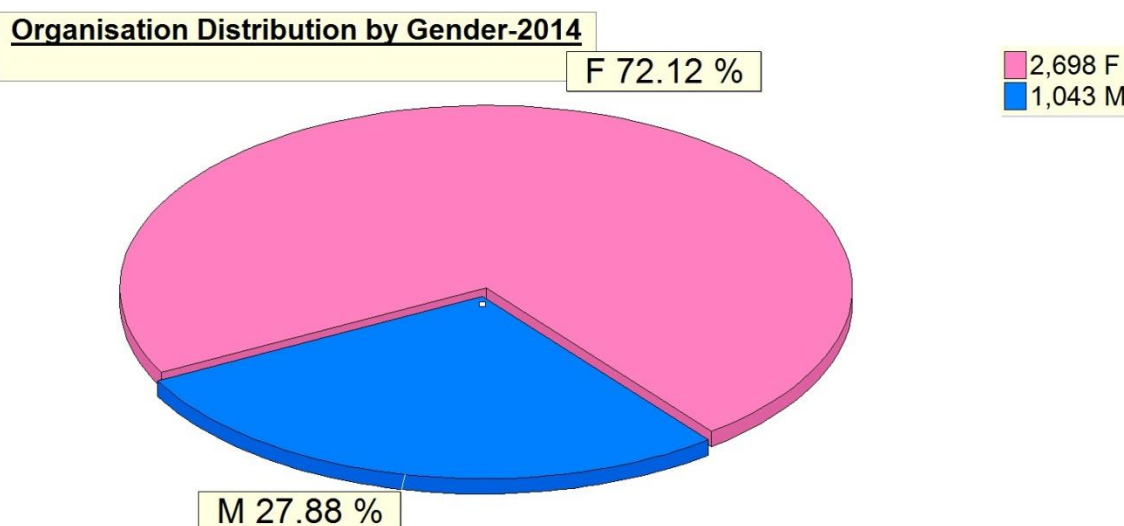
No grades contain greater than five increment steps. Indeed, the highest number is contained in one grade (grade 10) which has four steps. This, in 'good practice' terms, is acceptable.

- The adoption of overlapping points between grades is potentially discriminatory.

The issue of utilising overlapping points is not always apparent when undertaking an Equal Pay Audit. Where we do have an overlap, there is a potential for an employee to challenge their pay point if this is lower than an overlapping grade on the basis of equal value. In the case of Argyll & Bute, no grade point 'overlaps'.

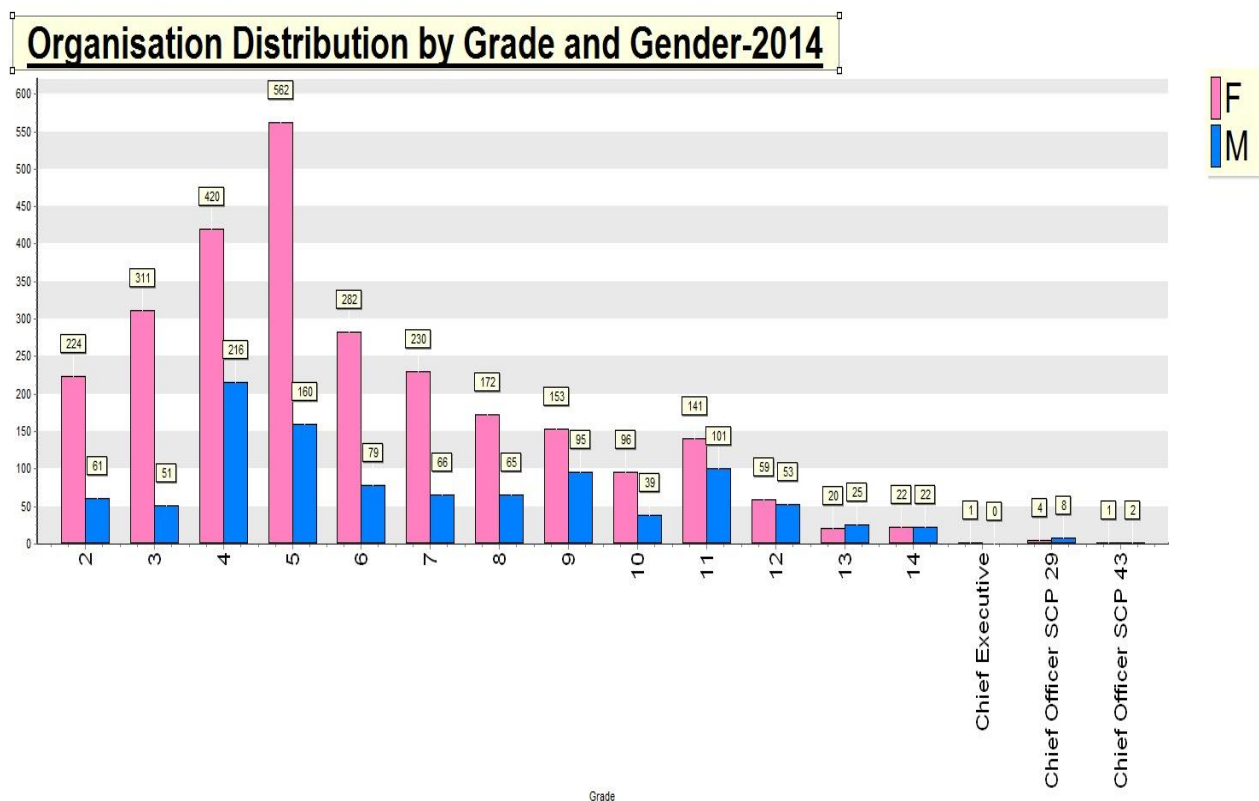
## ii. Gender Pay Analysis.

The greatest risk from an Equal Pay challenge remains from a potential gender pay gap. Firstly an overall examination of the gender breakdown of the population sets the scene.



Subject to the exclusions noted earlier in the report, Argyll & Bute Council employs an overall staff population of 3,741 employees as at October 2014. Of these employees, 2,698 are female (72%) against 1,043 male staff (28%). Commonly in a local authority environment, we would note a particular female dominant workforce. The Argyll & Bute Council environment is reflective of this.

A further breakdown of by grade is also informative.



The above chart demonstrates the 'bias' of employment for female employees in a number of key grades. Grades 2 through 5 employ 56% of all females employed. It is within these grades that the greatest 'risk' to the Council from Equal Pay challenge would come.

## The Pay Gap

In the assessment of equal pay risk, the Equalities and Human Rights Commission (EHRC) advise that any gender pay gap within a defined 'equal pay work set' of greater than 5% is of concern and action be taken to address this gap. A gap of between 3-5% is cautionary and the reasons for this be investigated. Any pay gap is a concern, but we shall focus on any significant or cautionary pay gap. All elements of pay and associated terms and conditions need to be examined individually for a full analysis of the pay gap to be presented.

The single status grading structure can be used as a valid 'equal work group' for the purposes of comparing one role against another. The application of the SJC scheme can be declared as a valid descriptor for Equal Pay by using grades as the 'equal pay work group'.

## Base Pay Gap

All salaries are presented as annual base pay figures to a full-time equivalent value. This is important in as much as for comparison purposes, all part-time staff must have their pay raised to full-time equivalent values. This overall pay gap can be further broken down into the 'Equal Work Groups' for analysis.

The basic pay gap male against female average pay is as follows:

Equal Work Group	Male		Female			
	Count	Avg Basic Hourly Rate	Count	Avg Basic Hourly Rate	Difference (£)	Pay Gap (%)
2	61	7	224	7	0	0.04
3	51	7.58	311	7.65	-0.08	-1
4	216	8.39	420	8.43	-0.04	-0.45
5	160	9.48	562	9.43	0.04	0.47
6	79	10.41	282	10.36	0.04	0.4
7	66	11.33	230	11.34	-0.02	-0.14
8	65	12.69	172	12.69	0	0.04
9	95	14.31	153	14.21	0.1	0.67
10	39	16.41	96	16.47	-0.06	-0.37
11	101	18.8	141	18.71	0.09	0.48
12	53	21.15	59	20.9	0.25	1.19
13	25	23.66	20	23.58	0.07	0.31
14	22	26.76	22	26.61	0.15	0.56
Chief Officer SCP 29	8	38.44	4	38.42	0.03	0.07
Chief Officer SCP 43	2	51.92	1	51.78	0.14	0.27
Chief Executive	0		1	64.96		
	1043	12.61	2698	10.92	1.69	13.38

In total we have a significant pay gap of 13.38% in favour of male employees. The gender gap profile is however, not anomalous in a local authority context. We note that there are no grades reporting any notable pay gap. This is an extremely positive outcome and reflects well on the Council implementation of single status several years ago. It is from within each grade that any valid equal pay comparison is likely to arise rather than an overall organisational pay gap.

### **Total Pay Gap:**

The Equality Act (Specific Duty) Regulations request that overtime is excluded from the submitted statistical analysis for publication. For this reason, the analysis of total pay here will also exclude overtime. If we include all additional pay elements (excluding overtime) in our analysis to present total pay we note the following pay gap analysis:

Equal Work Group	Male	Avg Total	Female	Avg Total		
	Count	Hourly Rate	Count	Hourly Rate	Difference (£)	Pay Gap (%)
2	61	7	224	7	0	0.03
3	51	7.59	311	7.66	-0.07	-0.98
4	216	8.43	420	8.44	0	-0.05
5	160	9.67	562	9.45	0.22	2.31
6	79	10.72	282	10.39	0.33	3.11
7	66	11.6	230	11.43	0.17	1.47
8	65	12.71	172	12.73	-0.02	-0.13
9	95	14.62	153	14.23	0.39	2.68
10	39	16.49	96	16.84	-0.35	-2.14
11	101	18.88	141	18.74	0.14	0.72
12	53	21.19	59	20.95	0.24	1.13
13	25	23.69	20	23.59	0.11	0.44
14	22	26.8	22	26.61	0.19	0.71
Chief Officer SCP 29	8	38.49	4	38.44	0.05	0.13
Chief Officer SCP 43	2	51.99	1	51.78	0.21	0.4
Chief Executive	0		1	65.01		
	1043	12.73	2698	10.95	1.78	13.96

An overall pay gap is presented in favour of males of 13.96%. One cautionary pay gap is reported in favour of male employees in Grade 5.

#### Grade 5 – Pay Gap 3.11%

This cautionary pay gap is created as a result of a significant group of male employees working Standby arrangements. The effect of Standby on gender pay is noted later in this report.

If we reverse the gender comparison to compare total male pay (excluding overtime) with female pay the following is noted:

Equal Work Group	Female	Avg Total	Male	Avg Total		
	Count	Hourly Rate	Count	Hourly Rate	Difference (£)	Pay Gap (%)
2	224	7	61	7	0	-0.03
3	311	7.66	51	7.59	0.07	0.97
4	420	8.44	216	8.43	0	0.05
5	562	9.45	160	9.67	-0.22	-2.36
6	282	10.39	79	10.72	-0.33	-3.21
7	230	11.43	66	11.6	-0.17	-1.5
8	172	12.73	65	12.71	0.02	0.13
9	153	14.23	95	14.62	-0.39	-2.75
10	96	16.84	39	16.49	0.35	2.09
11	141	18.74	101	18.88	-0.14	-0.73
12	59	20.95	53	21.19	-0.24	-1.14
13	20	23.59	25	23.69	-0.11	-0.45
14	22	26.61	22	26.8	-0.19	-0.72
Chief Officer SCP 29	4	38.44	8	38.49	-0.05	-0.13
Chief Officer SCP 43	1	51.78	2	51.99	-0.21	-0.4
Chief Executive	1	65.01	0			
	2698	10.95	1043	12.73	-1.78	-16.22

There are no reported pay gaps.

If we examine each of the major pay elements that the Council currently pays a review of the gender impact can be noted thus:

## **PAY ELEMENTS BY GENDER**

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.

### **Distant Islands**

An annual allowance is paid to employees employed by Island Councils and those based on Tiree, Coll and Colonsay. The payment is made to compensate for a circumstantial situation and no gender concern is noted.

## 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 as a result of the payment in Grader 10, no action is required.

## 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.

Of significance here is the gender profile for Standby payments.

<b>Female</b>	<b>70</b>
SOCIAL WORKER	32
<b>Male</b>	<b>209</b>
ROADWORKER 2 (SEMI SKILLED)	27
ROADWORKER 3 (SKILLED)	21
LOCAL ENVIRONMENT TEAM OPERATIVE	11
CLERK OF WORKS INSPECTOR	8
DRIVER 2	7
WORKING FOREPERSON ROADS MAINTENANCE	7
FERRY OPERATIVE (2ND MAN)	5
MECHANIC	5
REFUSE COLLECTOR	5
SUPERINTENDENT	5
FERRY OPERATIVE	5
GARDENER	4
PROPERTY OFFICER/CLERK OF WORKS	4
TEAM LEADER	3
AMENITY SUPERVISOR	3
LOCAL ENVIRONMENT TEAM CHARGEHAND	3
ROADWORKER (SKILLED)	3
ROADWORKER CHARGEHAND	3
TECHNICAL OFFICER	3
WASTE DISPOSAL OPERATIVE 2	3
WORKING FOREMAN	3



The above profile highlights a male dominant group. Key roles (at least three jobholders listed only with overall totals) include Road workers on standby. This reflects the nature of the role and the fact that in general males tend to be available to work out of standard hours with females in proportion having primary care duties.

## **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.

## **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.

The gender profile is as follows:

<b>Job Title</b>	<b>F</b>	<b>M</b>
SOCIAL WORKER	11	2
HEAD OF SERVICE	2	7
CLERK OF WORKS		
INSPECTOR		3
JANITOR/CARETAKER		3
SUPERINTENDENT		4
TECHNICAL OFFICER		5
<b>Grand Total</b>	<b>26</b>	<b>52</b>

The above profile highlights a male dominant group. Key roles (at least three jobholders listed only with overall totals) include Superintendents and Technical Officers. Telephone allowance is a payment depending on the needs of the particular service provision. Whilst more male employees receive this payment, the circumstantial nature of the requirement to have access to a telephone does not present a specific gender concern.

## **Gender Impact Analysis -Conclusion**

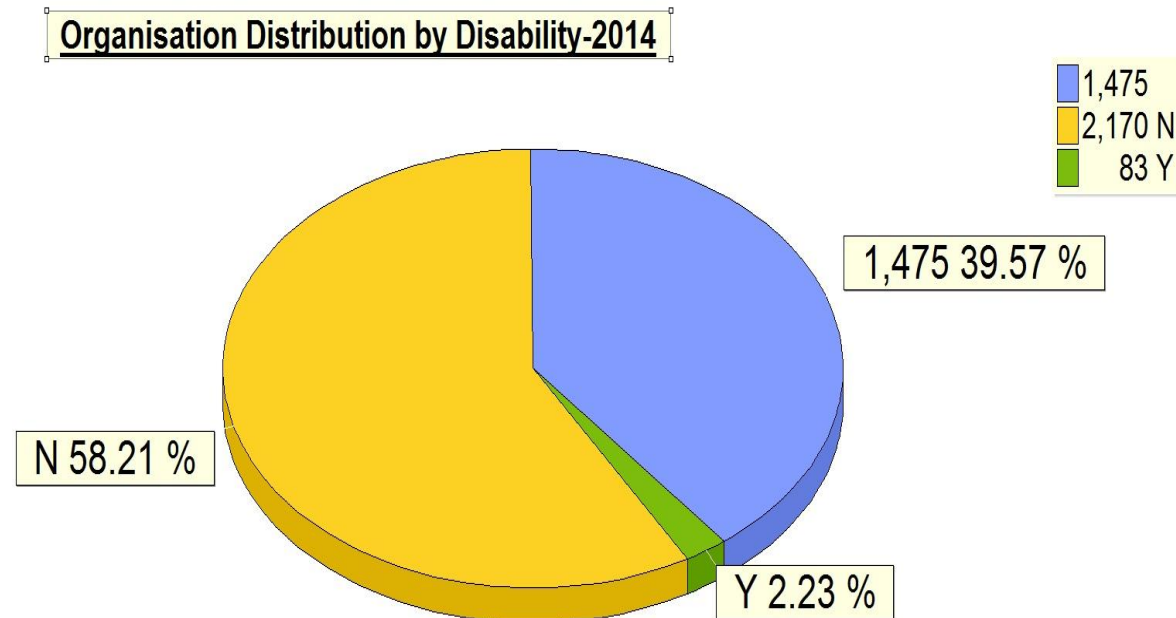
The gender pay analysis provides us with the following summary:

Argyll and Bute Council operate a positive gender pay environment. In running the statistical analysis no gender pay gap is reported with the exception of the overall organisational pay gap which is a reflection of the recruitment profile of males to more senior positions in relative comparison to females. The presented pay gap is not anomalous with the wider national average within Local Government and the fact that single status has now been in place for several years has presented a situation

of a positive pay environment for gender pay. The persistence of the overall organisational pay gap is, like most local authorities, mainly caused by the relative numbers of lower paid female dominant roles.

### iii. Disability Pay Analysis

An overall examination of the disability breakdown of the population sets the scene.



At this stage, it is particularly important to stress that clear conclusions relating to disability pay are limited due to the small population of employees who have declared a disability (83 employees out of a total of 2,253 who have made a declaration or 3.7%). This small representative sample does not allow us the opportunity to identify clear patterns. It is worth noting that 1,475 records are blank. However we can examine a top level overview of those who are disabled in comparison with those who are not. In other words 83 employees have declared a disability compared to 2,170 who have declared no disability.

With a disability pay audit we are not concerned should a positive pay gap be noted in favour of disabled employees so we will concentrate on any areas where a negative pay gap exists.

## The Pay Gap: Total Pay

Equal Work Group	Non-Disabled	Avg Total	Disabled	Avg Total		
	Count	Hourly Rate	Count	Hourly Rate	Difference (£)	Pay Gap (%)
2	152	6.95	10	6.85	0.1	1.45
3	191	7.7	5	7.4	0.3	3.84
4	334	8.45	16	8.44	0.01	0.09
5	400	9.52	12	9.49	0.03	0.28
6	223	10.47	6	10.46	0	0.04
7	162	11.52	1	10.78	0.74	6.39
8	142	12.78	8	12.78	-0.01	-0.06
9	170	14.42	7	14.2	0.22	1.55
10	87	16.84	5	16.18	0.66	3.89
11	155	18.84	7	18.98	-0.14	-0.74
12	76	21.14	6	20.77	0.37	1.76
13	33	23.8	0			
14	34	26.72	0			
Chief Officer SCP 29	8	38.49	0			
Chief Officer SCP 43	2	51.99	0			
Chief Executive	1	65.01	0			
	2170	11.88	83	11.66	0.22	1.84

From the above table we see an overall pay gap in favour of non-disabled staff of 1.84%. One significant pay gap is reported in Grade 7 and two cautionary pay gaps are reported in Grades 3 and 10.

### Pay Gap – Grade 3 – 3.84%

We have five employees with a Disability of which three are currently on the lowest three spinal column points of the Grade. Only by incremental progression will the pay gap be removed. In addition, some of the non-disabled group work and receiving Night Duty and Distant Islands Allowance to a greater degree than the Disabled group.

### Pay Gap – Grade 7 – 6.39%

One employee with a declared disability has been recruited to the minimum point of the pay band. Only by incremental progression will the pay gap be removed.

### Pay Gap – Grade 10 – 3.89%

The reported pay gap here is the result of a number of non-disabled employees claiming night duty allowance. None of the Disabled employees do so.

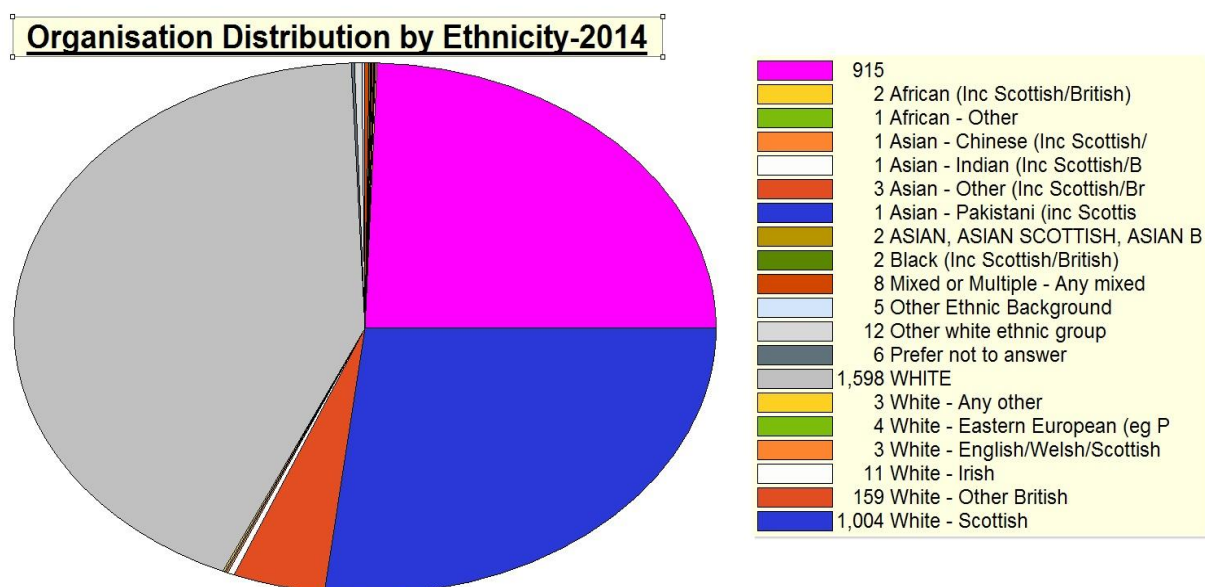
## Disability Impact Analysis-Conclusion

In analysing the proposals in relation to Disability, we note that relatively few employees have a declared disability. From the data we can analyse however, the reported pay gap issues relates to the placement of a number of the disabled employee lower on the pay band relative to non-disabled colleagues. In addition non-disabled employees work more unsocial hours and therefore receive night duty payments. The pay gaps will mostly be removed with application of pay progression. The comments relating to the gender pay implications of potential future challenges for pay progression also apply here and care must be taken in any future revisions to reward strategies.

The Council is encouraged to further improve data collation in relation to Disability to reduce the number of undeclared records.

### iv. Ethnicity Pay Analysis

An overall examination of the ethnicity breakdown of the population sets the scene.



In Argyll & Bute, the employment profile is strongly weighted towards those who are declared against the 'White' or 'White-Scottish' categories. This reflects the local demographic population. This relates to 93.1% of the total declared ethnicity. This leaves a small proportion of 218 employees with a declared Ethnic minority of which 180 are White but not Scottish. Therefore, like Disability, any patterns are unlikely to be conclusive. However, for comparison we will compare a 'White' group against all other groups (excluding not declared).

The total pay gap analysis is as follows:

Equal Work Group	White	Avg Total	Ethnic Minority	Avg Total		
	Count	Hourly Rate	Count	Hourly Rate	Difference (£)	Pay Gap (%)
2	156	6.97	0			
3	202	7.65	1	7.3	0.35	4.62
4	471	8.43	4	8.47	-0.04	-0.51
5	561	9.49	8	9.4	0.1	1
6	285	10.46	5	10.21	0.24	2.31
7	228	11.49	2	11.43	0.06	0.54
8	187	12.76	1	11.8	0.96	7.5
9	208	14.39	1	14.49	-0.1	-0.68
10	113	16.75	0			
11	195	18.83	4	18.57	0.25	1.35
12	88	21.07	3	21.27	-0.2	-0.96
13	36	23.68	1	24.18	-0.5	-2.11
14	40	26.68	0			
Chief Officer SCP 29	9	38.47	0			
Chief Officer SCP 43	3	51.92	0			
Chief Executive	0		0			
	2782	11.77	30	12.63	-0.86	-7.29

The above analysis reports an overall pay gap in favour of ethnic minority groups of 7.29%.

Within each grade, however, we note one significant and one cautionary pay gap.

### Grade 3 – Pay Gap 4.62%

This pay gap is a result of the fact that the one identified employee from ethnic minority is currently placed at the minimum of the grade. The majority of ethnic majority employees are placed at grade maximum. This has the effect, in relative comparison, to create the pay gap. Only by incremental progression will this pay anomaly be removed.

### Grade 8 – Pay Gap 7.5%

This pay gap is a result of the fact that the employee from a declared ethnic minority group is placed on the minimum point of Grade 8. This has the effect, in relative comparison, to create the pay gap. Only by incremental progression will this pay anomaly be removed.

## **Ethnicity Summary**

The majority of Argyll & Bute Council employees are declared within the 'White' or 'White-Scottish' ethnic groups. The reported pay gaps in two grades will be resolved with the application of incremental progression within the grade structure.

### **4. Step 5: Action plan and Recommendation:**

Argyll & Bute Council operate a positive pay environment for pay equality. Very few areas of concern have been noted within the pay gap analysis. This is as a result of the successful implementation of single status several years ago and the subsequent progression of employees through the pay structure in tandem with the ending of arrangements for pay protection.

The remaining organisational pay gap is mostly reflective of the relative large numbers of lower paid female employees in high number occupancy roles. This is not anomalous in a local authority context.

The few remaining pay gap concerns relate to the placement of limited numbers of Disabled or Ethnic minority groups on lower incremental points of the pay structure. The resolution of these pay gaps will be via the mechanism of pay progression. Any restriction of pay progression due to financial restriction which is based on circumstance of current pay could be problematic from an Equal Pay point of view, although the overall risk appears small to the Council at this time.

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