

EAST LOTHIAN COUNCIL MAINSTREAMING EQUALITY PROGRESS REPORT 2013 - 2015

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1.0 Purpose of Report

The purpose of this report is to demonstrate progress in mainstreaming equality throughout East Lothian Council both in the observance of its duties and functions and within its workforce during the period 2013 – 2015.

1.1 This mainstreaming equality report uses the terms 'East Lothian Council/Council' as shorthand for the Council, Education Authority and Licensing Board (all three bodies).

2.0 Background

2.1 In October 2010 the Equality Act 2010 came into force. This was a consolidating piece of legislation designed to strengthen the rights of the individual against harassment, victimisation and discrimination at work, at home, and in the wider community as well as advancing equality of opportunity and fostering good relations between those who share protected characteristics and those who do not.

2.2 Created by the Equality Act 2010, on 05 April 2011 the Public Sector Equality Duty came into force. This Duty consisted of a general equality duty and specific equality duties, the latter being given as a framework for 'listed bodies' to follow in order to achieve the general duty.

2.3 The general equality duty required all listed bodies, of which East Lothian Council is one, to have 'due regard' in the exercise of their functions to the need to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it

2.4 Having 'due regard' in relation to advancing equality of opportunity included:

- Removing or minimising disadvantages suffered by persons who share a protected characteristic that are connected to that characteristic;
- Taking steps to meet the needs of persons with protected characteristics that are different from persons who do not share it; and
- Encouraging participation in public life and other areas where representation is disproportionately low

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2.5 Having 'due regard' in relation to the need to foster good relations between those who have a protected characteristic and those who do not required particular attention to the need to:

- Tackle prejudice; and
- Promote understanding

2.6 The Protected Characteristics are:

- Age
- Disability
- Gender Re-assignment
- Marriage & Civil Partnerships (restricted to elimination of unlawful discrimination in employment)
- Pregnancy & Maternity
- Race
- Religion or Belief
- Sex (formerly known as gender)
- Sexual Orientation

2.7 This is the Council's 1st Mainstreaming Equality Progress Report 2013 – 2015. As part of the Council's Equality Plan 2013-2016 five key areas were identified as key areas where we could demonstrate commitment to mainstreaming equality as part of everything the Council does.

2.8 It is important to note that the Council as an Education Authority must also meet the requirements of the Equality Act 2010 and Regulations 2012. Further, the Council also administers the Licensing Board and needs to meet the requirements of the Act and Regulations when undertaking its duties in this regard. Accordingly, at the relevant points within this report reference will be made to all three bodies.

3.0 Mainstreaming Equality 2013 - 2015 – context

3.1 In the Council's first Mainstreaming Report 2013 it was considered that:

- Mainstreaming equality meant making equality part of the day to day business of the Council, Education Authority & Licensing Board both as service planners, providers and employers, rather than a 'bolt-on' at the end of projects and other programmes of work;
- By mainstreaming equality, the Council, Education Authority & Licensing Board could ensure that equality of opportunity was part of the culture of the organisations, and that both employees and customers could benefit from organisations where they felt valued and their interests and issues on a level par with all others' issues and values;
- Further, by mainstreaming equality the Council, Education Authority & Licensing Board could demonstrate its commitment to the general duty by publicly demonstrating that they would not condone unlawful discrimination, victimisation and harassment; and that
- The Council, Education Authority & Licensing Board could also demonstrate that they would work to advance equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not within their own organisations and through partnership and joint working practices with neighbours and community planning partners.

The Council, Education Authority & Licensing Board remain committed to these considerations, and during the period 2013 – 2015 have worked hard to embed each of the needs of the General Equality Duty for each protected characteristic throughout all of its work.

4.0 Progress made during 2013 - 2015 to mainstream equality throughout the Council, Education Authority & Licensing Board (all three bodies)

4.1 Ensuring high level commitment to Equality through all levels of the Council Structures and planning procedures

The service planning structure of the Council includes the Single Outcome Agreement, Council Plan and lower levels plans including business plans. In 2013 the Single Outcome Agreement has strengthened its commitment to tackling inequality including a reference to equal opportunities within the Partnerships Statement of Intent (We will work in Partnership to build an East Lothian where everyone has the opportunity to lead a fulfilling life and which contributes to a fair and sustainable future').

The East Lothian Partnership has identified an overarching priority for its work which is reflected throughout the desired outcomes of the Partnership. This priority is to **'reduce**

inequality both within and between our communities'. This commitment provides a direct link between the six national priorities and East Lothian's local priorities and outcomes.

A full copy of the Single Outcome Agreement can be viewed

http://www.eastlothian.gov.uk/info/200135/east_lothian_partnership_priorities/1586/community_planning_in_east_lothian/3

The Council Plan continues to have a prominent commitment to Equal Opportunities and to the requirements of the Equality Act 2010. A copy of the Council Plan can be found

http://www.eastlothian.gov.uk/news/article/1189/council_approves_new_five-year_plan_for_east_lothian

4.2 Understanding the Impact of our Work

4.2.1 The new Integrated Impact Assessment (IIA) process

Working in partnership with NHS Lothian, Mid & West Lothian, and the City of Edinburgh Council a new Integrated Impact Assessment has been developed. This IIA looks not only to equality issues but to socio-economic inequality, health inequalities, environmental and sustainability matters thereby giving service providers the bigger picture that allows them to identify priorities now and in the future.

The consultation for the IIA was carried out over the summer of 2014 and the resultant version has been piloted within the NHS for the last few months. All parties are due to meet on 05 May to start final sign-off, and it is hoped that other public organisations will look to use this system for impact assessment purposes.

Completed impact assessments are published on the Council website

4.2.2 Equalities Monitoring

The Council continues to use equalities monitoring to gather and analyse information about service users. The Council's Guide 'A Guide to Monitoring Equalities in Council Services' provides guidance for employees on how to monitor effectively.

4.2.3 Self Evaluation

'How Good is our Council' (HGIOC) is used across East Lothian Council to assist services and the Council as a whole to evaluate how well it is doing in a robust and systematic way. HGIOC is implemented on a phased approach offering the opportunity to focus on specific areas of work and time for improvement between evaluations.

In 2013 questions in relation to equality and diversity were included in the self-evaluation process. Areas for improvement were included in the Corporate Improvement Plan. The next self-evaluation process which will include equalities consideration is in 2016.

Examples of the self-evaluation questions are:

- 'how effectively does the service understand the diversity and inequality within its communities'
- How effectively can the service demonstrate improved outcomes for diverse communities

4.3 Gathering Information about the experiences of equality groups

The Council continues to recognise that gathering information/ evidence about the needs and experiences of those with protected characteristics is an important way for the Council to deliver services that meet the needs of the community. The Council does this in different ways including community engagement, participation and desk based research. Since the publication of the Equality Plan a number of key developments have strengthen the knowledge we have about our communities:

- Development of 6 'Ward Area Profiles' which provide detailed information about populations and economies and more in each ward area, allowing for a better understanding of differences within and between wards (incorporating information collected as part of the Equality Evidence Review prepared to inform the Equality Plan 2013-2016)
- Development of the East Lothian Citizen's Panel as a mechanism to gather the views of local people on key issues
- Launch of 'People's Voice' – East Lothian partnerships framework for engaging people and communities
- Launch of the 'The Champions' Board' whose remit is to provide a platform for looked after children to engage with their corporate parent and make their needs known.
- Continuation of engagement with local stakeholder groups including East Lothian Access Panel, Family Lead Information Point and others.
- Successful working relationships with regional and national equality groups to provide information / evidence about particular groups that have no local representation
- Use of National Resources including 'Equality Evidence Finer' developed by the Scottish Government/ Improvement Service.

Good Practice Example: Establishment of the East Lothian Diversity Network

The East Lothian Diversity Network brings together individuals, community organisations and groups that are interested in equality and diversity issues. It was established to engaged with local communities about equalities issues in a new and innovative way (recognising that previous approaches using more traditional methods had limited success).

Key focuses of the Diversity Network

- Celebration: celebrating East Lothian's rich diversity
- Policy: helping to shape our services and practices
- Information: gathering information about the needs and ambitions of minority groups
- Campaigns: improving the understanding of equality and diversity amongst the residents of East Lothian

Events and campaigns have a range of initiatives including East Lothian Multi-Cultural Day, LGBT History Month celebrations, International Women's Day events, World Autism Day and more.

Good Practice Example: LGBT History Month 2014 'Voices of the Commonwealth'

In 2014, the Diversity Network celebrated LGBT History Month by connecting with the theme of the Commonwealth Games. Events included an exhibition about LGBT equality across the Commonwealth countries. The exhibition was launched in a special event with speakers from Kaleidoscope UK, LGBT Youth Scotland; Stonewall Scotland and the Council's Equality Champion Cllr. Mc Neil. The event also featured the Loud and Proud Choir. The exhibition was then on display in three East Lothian Libraries and two East Lothian secondary schools. Pupils and teachers from East Lothian Schools attend the event and this further facilitated discussion about LGBT equality in Schools.

LGBT Youth have been working with young people and pupils at North Berwick High Schools to undertake workshops with pupils and teachers about LGBT equality. Three special youth groups were held to support young LGBT people living in the North Berwick area.

4.4 Building Organisational Capacity

Equality & Diversity Training

Training continues to be an important method of mainstreaming equality and diversity. The Council developed an Equality Training Plan in 2010 and its aims continue to be to:

- Ensure that East Lothian Council is able to meet its general and specific duties under equalities and human rights legislation.
- Provide employees with opportunities for learning and awareness of their role and responsibilities under equality and human rights legislation.
- Develop a skilled, motivated and culturally capable workforce that can bring about changes that will improve services and tackle inequalities.

Examples of Equality and Diversity Training have included:

- Development of a series of 'Equality Guides' tailored specifically to employees, Elected members and covering a range of topics including equality monitoring, harassment and the Equality Act
- Development of online E-learning modules allowing employees to learn at their own pace
- Delivery of bespoke training sessions for individual service areas e.g. Museums service session for them to improve understand of equality and customer experience and support them to strengthen their equality action in their business plan
- Inclusion of equality information as part of the Council's Induction for new employees
- Programme of topic based face to face learning sessions including Understanding Islam, Autism Awareness, Deafblind Awareness and Domestic Abuse
- In 2014 a specific equality and diversity general awareness course was developed and delivered for Enjoy Leisure staff. This course is currently being rolled out across Enjoy Leisure with feedback to date being good.
- Updates for Council's Management Team on the new Integrated Impact Assessment focusing on the benefits that this process gives to service planning and delivery as well as staff wellbeing

It is anticipated that within the next two years all staff will be encouraged to undergo refresher equality and diversity training, and those involved in developing service planning

and delivery more detailed training in the need for and use of the new Integrated Impact Assessment tool.

Good Practice Example: Equality in Early Years Project

The Equality in Early Years Project seeks to support those working in early years services to understand more about equality and diversity and why it is important in early years services. The project aims to encourage all those working with children and young people to:

- Recognise the impact of discrimination and social inequalities on children and families
- Recognise the importance of what is learned in childhood and how this lays the foundation for a more just and equal society
- Value diversity and difference – this includes differences in identities, cultures, beliefs, abilities and social practices
- Challenge negative labels and attitudes.

The Project delivered

- A specially designed Guide to Equality In Early Years which was distributed to practitioners across East Lothian
- Tailored equalities training sessions for those working in Early Years including sessions on social inclusion, working with LGBT families, additional support needs, understanding autism and general introduction to equal opportunities
- Online training modules on Equality in Early Years

A copy of the guide is available:

http://www.eastlothian.gov.uk/info/751/equality_diversity_and_citizenship/835/equality_and_diversity/4

4.5 Ensure that those who provide services on our behalf also consider equality

In 2013 the Council noted that it *'ensures that all duties under the Equality Act will be integral to the procurement process,and that staff involved in procurement work will be offered training in order that they fully understand the provisions of the Equality Act and how this impacts on their area of work'*.

During the period 2015 – 2017 the Equality section intends to further work with the procurement section in order to:

- Develop further equality issues within our procurement strategy such as buying with other community planning partners and increasing supplier diversity;
- Identify need and build a business case by reviewing the current provision for equality in procurement; building equality into the business case; and engaging with service users;

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- Introduce equality requirements in contract specifications including;
- Specify positive action and reasonable adjustments as well as workforce requirements;
- Use more inclusive advertising and selection of tenderers' processes;
- Develop an inclusive award process as well as implementing equality contract conditions and monitoring them;
- Learn lessons at the end of a contract

This will ensure that the procurement team understand their responsibilities and obligations within the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, particularly to consider the use of award criteria and conditions in relation to public procurement.

4.5 Working in Partnership with others

Good Practice Example: Travellers Site refurbishment.

A Gypsy Travellers site is currently operational at Smeaton on the East Lothian/ Midlothian border. Midlothian Council and East Lothian Council currently lease the site which is a rural setting, approximately 1km south of the East Lothian village of Whitecraig and approximately 1.5km north of the town of Dalkeith. The site was opened in October 1994 with 20 pitches for Gypsy/Travellers. In recent years, conditions on the site had deteriorated.

The refurbishment project is completed and involved the commitment, dedication and team work of Midlothian Council, East Lothian Council and Shelter, who have overcome huge challenges, including complex leasing negotiations, to deliver an upgraded gypsy/travellers' site that more than meets the statutory requirement in the Local Housing Strategy to provide suitable accommodation for this group within our community. By consulting extensively with the gypsy/travelling community on, for example, prioritising the work schedules and even colours for the new portacabins, relations between the authorities and this community has improved significantly. Securing a permanent site for the travelling people will also help them access education, health and employment opportunities and make for a more balanced and equal community in Midlothian. Further benefits to the Council and wider community include increased rent revenue and a rise in the number of people applying for a place on the site

Good Practice Example: Hate Crime Awareness Event

During the winter of 2013/14 East Lothian Council in association with Midlothian Council, Police Scotland and ELREC carried out a Hate Crime questionnaire consultation with local shop keepers in the East and Midlothian areas. This campaign was driven by an increase of hate incidents at 'points of sale' noted by Police Scotland.

Participation in the event was good and the event hosts decided to thank those who had participated and any other interested parties by putting on a Bowling event at East Lothian Indoor Bowling Club.

This event again demonstrated the need to involve all in the community and to confront issues such as hate crime within our towns and villages

5. Other ongoing work in support of equal opportunities include:

- Funding and promotion of Disabled Go providing free access information to over 1200 local venues
- Establishment of the Public Protection Unit which brings together Adult and Child Protection and Violence Against Women and Girls staff into one place . This will take forward our vision of an integrated approach to all aspects of Public Protection "across the lifespan" and will promote the understanding of the impact of trauma at all ages and stages of life
- Continued membership of Stonewall Scotland to improve workplace policy and practice for LGBT employees
- Corporate membership of the White Ribbon Campaign to engage men to support an end to violence against women
- Establishment of a Youth Citizens Panel to increase the voice of 14 – 25 year olds.
- Investment in local Rights and Advice Services to meet the needs of all those who need them in East Lothian, including specific support for vulnerable groups including families with disabled children and carers.

6.0 Areas of development for 2015 - 2017

6.1 In addition to ongoing projects noted in section 4, the following areas of work will be entered into during 2015 – 2017:

- The Council will address gaps in employee monitoring information and other evidence legislation and good practice requires us to have;
- We (the Council) will conduct an interim evaluation to make sure we are up to speed with the actions and outputs needed to meet our equality duties;
- Build relationships with individuals and organisations who can assist us by getting involved in the 2017 outcome setting process;
- Meet with managers and other stakeholders within the Council who can assist the Equality & Diversity Officer in mainstreaming progress and plans for the future;
- Consider how we prepare for the inclusion of race and disability in our equal pay policy and occupational segregation information from 2017 onwards;
- Evaluate and improve further our approach to the duties on Equality Impact Assessment and Procurement
- Further develop the process to be followed in the gathering of data and information for the mainstreaming report 2015 – 2017;
- Make sure that the people we involve with in equality outcome setting are empowered and have the capacity to be involved;
- Ensure that the Equal Pay Statement and the Gender Pay Gap information covers all the requirements of the Act

6.0 Employee Information analysis for the year 2013/14

6.1 Key Findings 2013/14

- The Council's headcount has fallen by 117 people over the past year (a total of 473 over five years). The number of male applicants for Council positions reduced marginally by 0.8% in 2013/14 with the number of female applicants reducing by 1.4%. 426 jobs were advertised by the Council – a decrease of 93 jobs on the previous year. Competition for jobs has decreased with an average of 21 people applying for each post.
- The number of applicants to the Council has decreased by over 4,436, giving a total of 9,055 applications. This reduction is due to a marked decrease in the number of recruitment campaigns (reduction of almost 100 on 2012/13).

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- 567 employees left the organisation within the reporting period.
- The number of both female and male applicants decreased significantly, however, this was due to the reduction in the number of posts advertised.
- The Council's workforce remains comprised of 71% female employees and 29% male employees.
- Men and women are employed in the workforce in different ways. 33% of female employees were working part time (a decrease of 2%) of the Council workforce compared with 3% of men (a decrease of 0.6%).
- There are a higher number of female employees undertaking flexible working arrangements than male colleagues - only 1 male compared to 62 female are taking up job share opportunities.
- 3.6% of the workforce declared having a disability. The number of employees reluctant to answer by either giving no reply or preferring not to answer this question remains the same as 2012/13.
- The religious profile of employees has not changed significantly this year. Slightly less than half of employees have declared a Christian faith, with a quarter of employees stating that they have no religion and 25% choosing not to provide an answer to this question.
- The Council has an aging workforce with a high percentage (33%) of employees aged between 46 and 55. The number of employees aged 16-25 has risen slightly. The number of employees aged 16-25 years was 264, an increase of 16 employees on 2012-13. This significant increase is due the Council's Youth Unemployment Initiatives and this trend is set to continue as a result (See Appendix 3a). The number of employees aged 36-45 also fell in 2013/14 (by 40).
- Employees remain sensitive about declaring their sexual orientation in the workplace with 24% of staff (combined 'prefer not to answer' and 'no reply') choosing not to disclose this information
- In 2013/14 a very small percentage of employees declared themselves transsexual.
- In 2013/14 58% of the workforce were married, with 32% declaring themselves single and less than 1% were in Civil Partnerships.
- In 2013/14 84% of women reaching the end of Maternity Leave, returned to work (16% chose not to return to work at the end of their Maternity Leave).
- In 2013/14 there were no disciplinary or grievance cases taken on the grounds of equality or diversity issues.

6.2 Workforce Profile Analysis (Appendix 1)

Gender

- The Council retains a workforce comprised of 71% female employees and 29% male employees.
- 3% of the workforce is comprised of males working part time while female part time employees comprise 34% of the workforce. The number of employees working on a job share basis has decreased from 81 to 63, with 98% of job share positions held by women.
- The number of females in the top 2% of salaries remains unchanged (42.6%).

Disability

- 3.6% or 171 of Council employees have declared that they are disabled, a slight decrease on 2012/13.
- A combined 'prefer not to answer' and 'no reply' of 22% may indicate that the real figure for disabled employees could be higher. The number of people reluctant to answer this question remained unchanged.
- Further work may be required to ensure that employees feel confident in declaring that they have a disability.

Ethnic Origin

- The Council's workforce is predominantly White Scottish at 66%, a negligible increase on last year. This remains consistent with the employee profile over the past four years and broadly reflective of the population of East Lothian (as per Census 2011).
- Very slight percentage changes can be seen across all other ethnic profiles reflecting the movement of one or two employees.

Religion, Faith and Belief

- Church of Scotland remains the predominant religious denomination (32.1%), with 8.6% declaring Roman Catholic as their religion.
- Other Christian faiths (7.3%), Buddhists, Muslims, Jews and Hindu are represented in small numbers across the employee population.

Age

- The total number of Council employees over the age of 65 remained static.
- The largest percentage of employees are aged between 46 and 55 and the number of employees in this category dropped by 48 people on last year.
- The number of employees aged 16-25 continues to rise to 264, an increase of 16 on last year (See Appendix 3a).
- Numbers of employees within the ages 26-35 and 36-45 continue to decrease.

Sexual Orientation

- 74% of Council employees declared themselves to be heterosexual, a slight decrease of 1% on last year.
- 1.2% of employees are gay, lesbian or bisexual (decrease of 0.1%).
- A combined 'prefer not to answer' and 'no reply' of 24% may suggest that the number of lesbian, gay and bisexual employees is higher than that recorded. It also reflects sensitivity around answering this question within the workplace.

Gender Reassignment

- In 2013/14 0.9% of employees declared themselves transsexual. **NB: The equalities monitoring returns were manually checked in relation to this question as the figure was disproportionate to East Lothian's demographic. It is assumed, therefore, that some individuals ticked the wrong box in error.*

Marriage/Civil Partnership

- In 2013/14 58% of the workforce were married, with 32% declaring themselves single and a small number were in Civil Partnerships.

Pregnancy/Maternity

- In 2013/14 84% of women reaching the end of Maternity Leave, returned to work (16% chose not to return to work at the end of their Maternity Leave).
- In line with statute, employees who are pregnant are given special leave to attend appointments associated with their pregnancy. In addition, during maternity leave they are offered the opportunity and actively encouraged to take part in "keep in touch" days. Employees on maternity leave are also communicated with on a regular basis in terms of keeping them up to date with any changes.

Disciplinary Cases

- Where disciplinary action has been taken, regardless of the outcome, analysis has shown no evidence of disproportionate treatment on the grounds of any of the protected characteristics.

Grievance Cases

- Where grievance cases were lodged, regardless of the outcome, analysis has shown no evidence of disproportionate treatment on the grounds of any of the protected characteristics.

6.3 Leavers Profile Analysis

- See Appendix 1a.

6.4 Recruitment Profile Analysis (Appendix 2)

Gender

- The number of applicants to the Council has decreased by over 4,436, giving a total of 9,055 applications.
- This reduction is due to a marked decrease in the number of recruitment campaigns (reduction of 92 on 2012/13).
- The number of both female and male applicants decreased significantly, however, this was due to the reduction in the number of posts advertised.
- Female candidates continue to have a higher percentage chance of being shortlisted for jobs, with 73.2% of shortlisted applications being female (up 5.9%) and 26.2% male shortlisted candidates (down by 5.5%). The Council continues to work to remove stereotypical attitudes to gender roles and will continue to do so in the future.
- Of those candidates who accepted a position with the Council, 76.1% were female and 22.9% were male, with a combined 'prefer not to answer' and 'unknown' of 0.9%. These figures show a small increase in female appointments of 1% from last year and a decrease in male appointments of 0.7%.
- The rate of appointment for male/female candidates still reflects a higher percentage of female appointments which, over time, will impact on the gender balance within the Council as a whole.

Disability

- 5.3% or 481 job applicants declared their disability in 2013/14.
- The number of people who preferred not to answer the question remained static which indicates that people remain comfortable declaring that they have a disability despite the job market being more competitive.
- 5.5% of all candidates who were shortlisted for interview declared they had a disability.
- 3.1% of disabled interviewed candidates went on to accept a job with the Council.
- It should be noted that the Council holds the Two-Tick Disability Award, the Mental Health Commendation Award and the Healthy Working Lives Gold Award, and actively promotes these in recruitment practices.

Ethnic Origin

- White Scottish applicants comprise 76% of all candidates, an increase of 1.5% on last year.
- No significant percentage variations in applicants from other ethnic origin categories are obvious.
- Of all applicants shortlisted, 73% were White Scottish, 15% were White - Other British, with the remaining 12% from other ethnic groups.
- Of all successful applicants, 76% were White Scottish, 15% were White – Other British, with the remaining 9% from other ethnic groups.

Religion, Faith or Belief

- Church of Scotland members decreased slightly by 1% to 23.3% of all candidates, with Roman Catholic decreasing by 0.8% to 10.3%, and a combined 'prefer not to answer' and 'unknown' of 9% of applicants choosing not to disclose their religion, faith or belief.
- Of all applicants shortlisted, 25.2% were Church of Scotland and 11.2% Roman Catholic.
- Of all successful applicants;
- 43.3% stated "No Religion" (slight increase of 2.4%).
- 28.1% stated Church of Scotland (a decrease of 1.4%).

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- 10.5% stated Roman Catholic (a decrease of 0.6%).
- 8% stated “Other Christian” (static on last year).
- A combined ‘prefer not to answer’ and ‘unknown’ of 8%.
- 3.8% stated Buddhist, Other Religion or Belief or Unknown.

Age

- 29.9% of all candidates were aged between 26-35 years.
- 23.6% aged between 16-25 years.
- 20.4% aged between 36-45.
- 18.5% aged between 46-55.
- 5.4% aged between 56-65.
- 0.2% aged over 65.
- 1.7% unknown.
- Of all applicants shortlisted, 29.8% were aged between 26-35, 21.2% were aged between 36-45, 23.4% aged between 46-55 and 18.5% were aged between 16-25.
- Of all successful applicants;
- 14% were aged between 16-25 years.
- 31.2% were aged between 26-35 years.
- 26.7% were aged between 36-45 years.
- 19.6% were aged between 46-55 years.
- 6% were aged between 56-65 years.
- 0.8% were aged over 65 years.
- 1.7% unknown.

Sexual Orientation

- Heterosexual/Straight applicants remained static at 92% of all candidates.

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- Of all applicants shortlisted, 93% were Heterosexual/Straight, with a combined 'prefer not to answer' and 'unknown' of 5%.
- No significant percentage variations in applicants from other Sexual Orientation categories are obvious.
- Of all successful applicants;
- 92% were Heterosexual/Straight.
- 0.9% were Bisexual.
- 1.5% were Gay or Lesbian.
- 5.8% combined 'prefer not to answer' and 'unknown'.

Gender Reassignment

- 97% of job applicants answered No, 0.08% answered yes, with a combined 'prefer not to answer' and 'unknown' of 3.2%.
- Of all applicants shortlisted, 97.6% answered No, with a combined 'prefer not to answer' and 'unknown' of 2.4%.
- Of all successful applicants, 96% answered No, with a combined 'prefer not to answer' and 'unknown' of 3.8%.

Married/Civil Partnership

- 17.5% of job applicants were married, 37.3% were not married, with a combined 'prefer not to answer' and 'unknown' of 45%.
- Of all applicants shortlisted, 22% were married, 37% were not married, with a combined 'prefer not to answer' and 'unknown' of 40.6%.
- Of all successful applicants, 18.6% were married, 32.7% were not married, with a combined 'prefer not to answer' and 'unknown' of 48.6%.

6.5 Training Profile Analysis

Different approaches such as one-to-one, group coaching sessions and leadership management courses for identified learning needs. This move away from a one size fits all classroom training approach continues to facilitate inclusion for all employees, irrespective of protected characteristic.

6.6 Conclusion

The 2013/14 employee monitoring information highlights the importance of the work that the Council does to ensure it is an employer of choice, providing modern and fair employment opportunities and experiences. The analysis of this year's information highlights a number of areas for the Council to focus on in the year ahead.

The main points of note, agreed with the Joint Trades Union Secretary, are:

- The Council needs to ensure that all employees are aware of the benefits of flexible working. Particular effort should be made to ensure that employees working in areas which are traditionally less likely to avail themselves of employee benefits are made aware of the opportunities available to them.
- The age profile of the Council continues to represent challenges to workforce planning within the Council.
- Work remains to be done to ensure the Council is a positive workplace for lesbian, gay and bisexual employees. Continuing our work with Stonewall Scotland is an important element in this work.
- Engagement with employees in relation to equal opportunities is an important means of giving the Council a more qualitative insight into the issues concerning employees and allows the Council to take these on board when reviewing and developing new policies. The Council continues to encourage employees to feel confident about declaring their disability, sexual orientation or information about other protected characteristics. This year's data continues to show an increased confidence in disclosing equalities information.
- There have been no disciplinary or grievance cases taken on the grounds of equality or diversity issues.
- The Council's Local Government Employee Groups Equal Pay Audit now includes all protected characteristics.

Human Resources, aided by the Council's Equalities Officer and in collaboration with the Joint Trades Unions, lead the Council's approach to employment equalities across all departments. The preparation of the equalities in employment annual report is a significant piece of work for the department as it informs key aspects of the work of the overall service.

Appendix 1 – Workforce Profile 2013-14

1. Gender Profiles (of total workforce)

Full Time Employees

Male	1057 (22%)	Female	1391 (29%)
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Part Time Employees

Male	141 (3%)	Female	1574 (33%)
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Casual workers

Male	189 (3.9%)	Female	360 (7%)
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Job Share

Male	1 (0.02%)	Female	62 (1.3%)
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Women in Top 2% and 5% Salaries

Top 2%	42.6%	Top 5%	52.4%
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2. Disability Profile

No	74.5%	Yes	3.5%
Prefer not to answer	1.9%	Unknown	20%

3. Ethnic Origin

African(Scot/UK)	*	
African-Other	*	
Any Mixed or Multiple	*	
Asian-Bangladesh Scot/UK	*	
Asian-Chinese(Scot/UK)	*	
Asian-Indian(Scot/UK)	6	0.1%
Asian-Other(Scot/UK)	*	
Asian-Pakistan(Scot/UK)	*	
Black(Scot/UK)	*	
Caribbean(Scot/UK)	*	
Other	20	0.4%
Other-Arab (Scot/UK)	0	
Prefer not to answer	69	1.4%
Unknown	935	19.5%
White - East European	35	0.7%
White - Irish	47	0.9%
White - Other British	467	9.7%
White - Other Ethnic Grp	23	0.4%
White - Scottish	3148	65.9%

NB * Where less than 5 employees under any category the exact numbers are not published to protect individual identity

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4. Religion, Faith or Belief Profile

Buddhist	13	0.2%
Church of Scotland	1533	32.1%
Hindu	*	
Jewish	*	
Muslim	*	
Other Christian	276	5.7%
Other Religion or Belief	62	1.3%
Prefer not to answer	266	5.5%
Roman Catholic	409	8.5%
None	1266	26.5%
Unknown	939	19.6%

NB * Where less than 5 employees under any category the exact numbers are not published to protect individual identity

5. Age Profile

• 16 – 25	264	5.5%
• 26 - 35	750	15.7%
• 36 - 45	1165	24.4%
• 46 – 55	1595	33.4%
• 56 – 65	912	19.1%
• > 65	89	1.8%

6. Sexual Orientation

• Bisexual	16	0.3%
• Gay	31	0.6%
• Lesbian	15	0.3%
• Heterosexual/Straight	3557	74.4%
• Prefer not to answer	203	4.2%
• Unknown	953	19.9%

7. Gender Reassignment

• No	4639	97.1%
• Yes	45	0.9%
• Prefer not to answer	91	1.9%
• Unknown	0	0%

8. Married/Civil Partnership

• Civil Partnership	7	0.1%
• Married	2764	57.8%
• Not Married	1551	32.4%
• Prefer not to answer	103	2.1%
• Unknown	350	7.3%

9. Pregnancy/Maternity

- 84% of women reaching end of Maternity Leave returned to work, 16% still remain on Maternity Leave.

NB * Where less than 5 employees under any category the exact numbers are not published to protect individual identity

Appendix 1a – Leavers Profile 2013-14

10. Gender Profiles (of total workforce)

Full Time Employees

Male	130 (23%)	Female	175 (31%)
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Part Time Employees

Male	18 (3%)	Female	152 (27%)
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Casual workers

Male	23 (4%)	Female	63 (11%)
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Job Share

Male	0	Female	6 (1%)
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11. Disability Profile

No	72.3%	Yes	6%
Prefer not to answer	2%	Unknown	19%

12. Ethnic Origin

African-Other	*	
Any Mixed or Multiple	*	
Asian-Bangladesh Scot/UK	*	
Asian-Other (Scot/UK)	*	
Other	5	0.9%
Other-Arab (Scot/UK)	*	
Prefer not to answer	10	1.8%
Unknown	104	18.3%
White – East European	*	
White – Irish	8	1.4%
White – Other British	63	11.1%
White – Other Ethnic Group	*	
White – Scottish	364	64.2%

NB * Where less than 5 employees under any category the exact numbers are not published to protect individual identity

13. Religion, Faith or Belief Profile

Church of Scotland	162	28.6%
Jewish	*	
None	157	28%
Other Christian	45	7.9%
Other Religion or Belief	8	1.4%
Prefer not to answer	39	6.8%
Roman Catholic	47	8.2%
Unknown	252	42.4%

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Muslim	*
Buddhist	*

NB * Where less than 5 employees under any category the exact numbers are not published to protect individual identity

14. Age Profile

• 16 – 25	50	8.8%
• 26 - 35	111	19.5%
• 36 - 45	87	15.3%
• 46 – 55	94	16.5%
• 56 – 65	198	34.9%
• > 65	27	4.7%

15. Sexual Orientation

• Bisexual	*	0.1%
• Gay	*	0.7%
• Lesbian	*	0.7%
• Heterosexual/Straight	425	74.9%
• Prefer not to answer	24	4.2%
• Unknown	109	19.2%

16. Gender Reassignment

• No	442	77.9%
• Yes	7	1.2%
• Prefer not to answer	9	1.5%
• Unknown	109	19.2%

17. Married/Civil Partnership

• Civil Partnership	*	0.1%
• Married	295	52%
• Not Married	194	34.2%
• Prefer not to answer	13	2.2%
• Unknown	64	11.2%

NB * Where less than 5 employees under any category the exact numbers are not published to protect individual identity

18. Pregnancy/Maternity

- No women reaching end of Maternity Leave left the Council.

Appendix 2 – Recruitment Profiles 2013/14

1. Gender Profiles

Job Applicants		
Female	6019	66.4%
Male	2928	32.3%
Prefer not to answer	15	0.1%
Unknown	93	1.0%
	9055	100.00%

Short listed candidates		
Female	1169	73.2%
Male	418	26.2%
Prefer not to answer	*	0.0%
Unknown	7	0.4%
	1595	100.00%

Successful candidates		
Female	558	76.1%
Male	168	22.9%
Prefer not to answer	*	0.1%
Unknown	6	0.8%
	733	100.00%

2. Disability Profile

Job Applicants		
Yes	481	5.3%
No	8388	92.6%
Prefer not to answer	49	0.5%
Unknown	137	1.5%
	9055	100.00%

Short listed candidates		
Yes	88	5.5%
No	1474	92.4%
Prefer not to answer	12	0.7%
Unknown	21	1.3%
	1595	100.00%

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Successful candidates		
Yes	23	3.1%
No	695	94.8%
Prefer not to answer	*	0.5%
Unknown	11	1.5%
	733	100.00%

3. Ethnic Origin

Job Applicants		
Asian- Pakistani (Inc.Scottish/British)	61	0.6%
Caribbean or Black (Other)	9	0.1%
African- (Inc.Scottish/British)	21	0.2%
African- Other	41	0.4%
Any Mixed or Multiple	47	0.5%
Asian- Bangladeshi(Inc.Scottish/British)	7	0.0%
Asian- Chinese (Inc.Scottish/British)	20	0.2%
Asian- Indian (Inc.Scottish/British)	41	0.4%
Asian- Other (Inc.Scottish/British)	5	0.0%
Black (Inc.Scottish/British)	7	0.0%
Caribbean (Inc.Scottish/British)	*	0.0%
Other- Arab (Inc.Scottish/British)	*	0.0%
Other, please specify	65	0.7%
Prefer not to answer	70	0.7%
Unknown	161	1.7%
White – Eastern European	43	0.4%
White – Polish	96	0.9%
White - Scottish	6850	75.6%
White- Eastern European (eg Polish)	5	0.0%
White- Irish	131	1.4%
White- Other British	1049	11.5%
White- Other white ethnic group	322	3.5%
Grand Total	9055	100.00%

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Short-listed Candidates		
Asian- Pakistani (Inc.Scottish/British)	8	0.5%
African- Other	6	0.3%
Any Mixed or Multiple	10	0.6%
Asian- Indian (Inc.Scottish/British)	*	0.1%
Black (Inc.Scottish/British)	*	0.0%
Other, please specify	16	1.0%
Prefer not to answer	9	0.5%
Unknown	17	1.0%
White – Eastern European	6	0.3%
White – Polish	11	0.6%
White - Scottish	1170	73.3%
White- Eastern European (eg Polish)	*	0.1%
White- Irish	41	2.5%
White- Other British	240	15.0%
White- Other white ethnic group	54	3.3%
Grand Total	1595	100.00%

Successful Candidates		
African- Other	*	0.1%
Any Mixed or Multiple	*	0.2%
Asian- Indian (Inc.Scottish/British)	*	0.2%
Other, please specify	5	0.6%
Prefer not to answer	*	0.4%
Unknown	10	1.3%
White – Eastern European	*	0.1%
White – Polish	7	0.9%
White - Scottish	559	76.2%
White- Irish	14	1.9%
White- Other British	113	15.4%
White- Other white ethnic group	16	2.1%
Grand Total	733	100.00%

4. Religion, Faith or Belief Profile

Job Applicants		
Buddhist	16	0.1%
Church of Scotland	2111	23.3%
Hindu	17	0.1%
Humanist	5	0.0%
Jewish	5	0.0%
Muslim	77	0.8%
None	4142	45.7%
Other Christian	740	8.1%
Other Religion or Belief	182	2.0%
Pagan	*	0.0%
Prefer not to answer	534	5.9%
Roman Catholic	937	10.3%
Sikh	7	0.0%
Unknown	280	3.0%
Grand Total	9055	100.00%

Short listed candidates		
Buddhist	5	0.3%
Church of Scotland	403	25.2%
Hindu	*	0.0%
Humanist	*	0.1%
Muslim	10	0.6%
None	670	42.0%
Other Christian	146	9.1%
Other Religion or Belief	34	2.1%
Prefer not to answer	104	6.5%
Roman Catholic	178	11.1%
Sikh	*	0.1%
Unknown	40	2.5%
Grand Total	1595	100.00%

Successful candidates		
Buddhist	*	0.2%
Church of Scotland	206	28.1%
None	318	43.3%
Other Christian	60	8.1%
Other Religion or Belief	9	1.2%
Prefer not to answer	44	6.0%
Roman Catholic	77	10.5%
Unknown	17	2.3%
Grand Total	733	100.00%

5. Age Profile

Job applicants		
16-25	2143	23.7%
26-35	2707	29.9%
36-45	1849	20.4%
46-55	1682	18.6%
56-65	493	5.4%
>65	19	0.2%
Unknown	162	1.7%
Grand Total	9055	100.00%

Short-listed candidates		
16-25	295	18.5%
26-35	476	29.8%
36-45	339	21.2%
46-55	374	23.4%
56-65	91	5.7%
>65	*	0.1%
Unknown	18	1.1%
Grand Total	1595	100.00%

Successful candidates		
16-25	103	14.0%
26-35	229	31.2%
36-45	196	26.7%
46-55	144	19.6%
56-65	44	6.0%
>65	6	0.8%
Unknown	11	1.5%
Grand Total	733	100.00%

6. Sexual Orientation Profiles

Job applicants		
Bisexual	41	0.4%
Gay	80	0.8%
Heterosexual/Straight	8356	92.2%
Lesbian	43	0.4%
Other	20	0.2%
Prefer not to answer	324	3.5%
Unknown	191	2.1%
Grand Total	9055	100.00%

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Short-listed candidates		
Bisexual	6	0.3%
Gay	14	0.8%
Heterosexual/Straight	1466	91.9%
Lesbian	9	0.5%
Other	*	0.2%
Prefer not to answer	69	4.3%
Unknown	27	1.6%
Grand Total	1595	100.00%

Successful candidates		
Bisexual	*	0.2%
Gay	5	0.6%
Heterosexual/Straight	691	94.2%
Lesbian	*	0.1%
Other	*	0.1%
Prefer not to answer	19	2.5%
Unknown	14	1.9%
Grand Total	733	100.00%

7. Gender Reassignment Profile

Job Applicants		
No	8847	97.7%
Prefer not to answer	55	0.6%
Unknown	151	1.6%
Yes	*	0.0%
Grand Total	9055	

Short listed candidates		
No	1570	98.4%
Prefer not to answer	6	0.3%
Unknown	19	1.1%
Grand Total	1595	100.00%

Successful candidates		
No	718	97.9%
Prefer not to answer	*	0.5%
Unknown	11	1.5%
Yes	0	0%
Grand Total	733	100.00%

8. Married/Civil Partnership

Job Applicants		
Married/Civil Partnership	1589	17.5%
Not Married	3384	37.3%
Prefer not to answer	50	0.5%
Unknown	4032	44.5%
Grand Total	9055	100.00%

Short listed candidates		
Married/Civil Partnership	354	22.1%
Not Married	592	37.1%
Prefer not to answer	12	0.7%
Unknown	637	39.9%
Grand Total	1595	100.00%

Successful candidates		
Married/Civil Partnership	137	18.6%
Not Married	240	32.7%
Prefer not to answer	5	0.6%
Unknown	351	47.8%
Grand Total	733	100.00%

Married/Civil Partnership is reported as one category within myjobscotland, therefore, cannot be split to be reported separately.

NB * Where less than 5 employees under any category the exact numbers are not published to protect individual identity

7.0 Employee Information analysis for the year 2014/15

7.1 Analysis of the 2014/15 employee data is not available at the time of this publication. Accordingly, it is only possible to provide data for Workforce Profile (Appendix 1) and Leavers Profile (Appendix 1a). The full analysis will be published later this year on the Council website under equality and diversity.

Appendix 1 – Workforce Profile 2014-15

1. Gender Profiles (of total workforce)

Full Time Employees

Male	1063 (22%)	Female	1376 (29%)
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Part Time Employees

Male	158 (3%)	Female	1647 (35%)
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Casual workers

Male	135 (3%)	Female	305 (6%)
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Job Share

Male	1 (0.02%)	Female	50 (1%)
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Women in Top 2% and 5% Salaries

Top 2%	Not yet available	Top 5%	Not yet available
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2. Disability Profile

No	76%	Yes	3.4%
Prefer not to answer	1.7%	Unknown	19%

3. Ethnic Origin

African (Scot/UK)	5	0.1%
African-Other *		
Any Mixed or Multiple	10	0.2%
Asian-Bangladesh Scot/UK	*	
Asian- Chinese (Scot/UK)	*	
Asian- Indian (Scot/UK)	8	0.2%
Asian- Other (Scot/UK)	5	0.1%
Asian- Pakistan (Scot/UK)	*	
Black (Scot/UK)	*	
Caribbean/Black (Other)	*	
Caribbean (Scot/UK)	*	
Other	18	0.4%
Prefer not to answer	62	1.3%
Unknown	875	18.5%
White - East European	36	0.8%
White - Irish	54	1.1%
White - Other British	473	10%
White - Other Ethnic Grp	22	0.5%
White - Scottish	3155	66.6%

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NB * Where less than 5 employees under any category the exact numbers are not published to protect individual identity

4. Religion, Faith or Belief Profile

Buddhist	10	0.2%
Church of Scotland	1474	31.1%
Hindu	*	
Jewish	*	
Muslim	7	0.1%
Other Christian	287	6.1%
Other Religion or Belief	57	1.2%
Prefer not to answer	261	5.5%
Roman Catholic	424	8.9%
None	1329	28%
Unknown	880	18.6%

NB * Where less than 5 employees under any category the exact numbers are not published to protect individual identity

5. Age Profile

• 16 – 25	229	4.8%
• 26 - 35	744	15.7%
• 36 - 45	1136	24%
• 46 – 55	1593	33.6%
• 56 – 65	927	19.6%
• > 65	106	2.2%

6. Sexual Orientation

• Bisexual	17	0.3%
• Gay	37	0.8%
• Lesbian	16	0.3%
• Heterosexual/Straight	3581	75.6%
• Prefer not to answer	190	4%
• Unknown	894	18.9%

7. Gender Reassignment

• No	4608	97.3%
• Yes	44	0.9%
• Prefer not to answer	83	1.7%
• Unknown	0	0%

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8. Married/Civil Partnership

• Civil Partnership	8	0.2%
• Married	2740	57.9%
• Not Married	1516	32%
• Prefer not to answer	94	2%
• Unknown	377	8%

9. Pregnancy/Maternity

- 54% of women reaching end of Maternity Leave returned to work, 46% still remain on Maternity Leave.

NB * Where less than 5 employees under any category the exact numbers are not published to protect individual identity

Appendix 1a – Leavers Profile 2014-15

1. Gender Profiles (of total workforce)

Full Time Employees

Male	101 (17%)	Female	146 (24.6%)
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Part Time Employees

Male	24 (4%)	Female	166 (28%)
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Casual workers

Male	48 (8%)	Female	103 (17.3%)
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Job Share

Male	0	Female	5 (0.8%)
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2. Disability Profile

No	71.5%	Yes	4.9%
Prefer not to answer	2.4%	Unknown	21.2%

3. Ethnic Origin

African-Other	*	
African (Scot)/UK	*	
Any Mixed or Multiple	*	
Asian-Chinese (Scot/UK)	*	
Asian-Indian (Scot/UK)	*	
Other	5	0.8%
Other-Arab (Scot/UK)	*	
Prefer not to answer	10	1.7%
Unknown	119	20%
White – East European	5	0.8%
White – Irish	6	1%
White – Other British	62	10.5%
White – Other Ethnic Group	7	1.2%
White – Scottish	373	62.9%

NB * Where less than 5 employees under any category the exact numbers are not published to protect individual identity

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4. Religion, Faith or Belief Profile

Church of Scotland	170	28.7%
None	179	30.2%
Other Christian	44	7.4%
Other Religion or Belief	7	1.2%
Prefer not to answer	35	5.9%
Roman Catholic	33	5.6%
Unknown	120	20.2%
Sikh	*	
Buddhist	*	

NB * Where less than 5 employees under any category the exact numbers are not published to protect individual identity

5. Age Profile

• 16 – 25	114	19.2%
• 26 - 35	124	21%
• 36 - 45	101	17%
• 46 – 55	101	17%
• 56 – 65	135	22.8%
• > 65	18	3%

6. Sexual Orientation

• Bisexual	0	
• Gay	*	0.3%
• Lesbian	*	0.1%
• Heterosexual/Straight	436	73.5%
• Prefer not to answer	28	4.7%
• Unknown	126	21.2%

7. Gender Reassignment

• No	458	77.2%
• Yes	2	0.3%
• Prefer not to answer	11	1.8%
• Unknown	122	20.6%

8. Married/Civil Partnership

• Civil Partnership	*	
• Married	258	43.5%
• Not Married	264	44.5%
• Prefer not to answer	10	1.7%
• Unknown	59	10%

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NB * Where less than 5 employees under any category the exact numbers are not published to protect individual identity

9. Pregnancy/Maternity

- 7 women reaching end of Maternity Leave left the Council.

8.0 Section 7: Get Involved & Keep in Touch

You can get involved in supporting East Lothian's work on equalities in a number of ways.

- Contact our Equality Champions
- Come along to a Diversity Network event
- Respond to consultations via the Consultation Hub
- Get involved in your local community group or forum
- Read the East Lothian Diversity Newsletter

You can find out more information about equalities work in East Lothian by visiting our webpage

http://www.eastlothian.gov.uk/info/751/equality_diversity_and_citizenship/835/equality_and_diversity

You can also find out more about Diversity Network via the Facebook page.

9.0 Contact us

You can get in touch with us by:

- Email: equalities@eastlothian.gov.uk
- Phone: 01620 827134
- Write to: Equalities Officer
East Lothian Council
John Muir House
Haddington
EH41 2HA
- Facebook: Search for East Lothian Diversity Network

This document is available in different formats and in different languages. If you would like a copy in another language or format, please email equalities@eastlothian.gov.uk or phone 01620 827134