

REPORT TO: Members Library

BY: Executive Director for Council Resources

SUBJECT: **EQUALITY IN EMPLOYMENT MONITORING REPORT
(2022-23)**

1 INTRODUCTION

- 1.1 This report details the current workforce and recruitment profiles for East Lothian Council as outlined in the Equality Act 2010.

2 BACKGROUND

Statutory Context

- 2.1 The Equality Act 2010 was introduced in April 2010 bringing together existing individual pieces of equalities legislation into a single Act. This was completed to modernise and 'even up' the protections afforded to individuals under the law. This legislation aims to address discrimination and inequality and make it easier for individuals to know their legal rights, as well as, for services, organisations and listed public authorities to meet their legal responsibilities.
- 2.2 The purpose of the Act is to ensure that everyone, whether at work or in using a service, has the right to be fairly treated. It protects people from discrimination based on certain characteristics. These are known as protected characteristics. There are nine core protected characteristics; these are.
- Age
 - Disability
 - Gender reassignment
 - Marriage and Civil Partnership
 - Pregnancy and Maternity
 - Race
 - Religion or Belief
 - Sex
 - Sexual Orientation
- 2.3 To comply with the requirements of the Act, East Lothian Council has a legal duty to meet the conditions set out in the Public Sector Equality Duty or 'general equality duty'. (Section 149 of the Equalities Act 2010) and the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2016 or 'specific equality duty'.

- 2.4 Under the general duty the council must, in exercise of their functions, have due regard to the need to:
- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
 - 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.
- 2.5 Under the specific duty the council is required to publish relevant, proportionate information showing compliance with the Equality Duty, and to set equality objectives. The specific duties require each listed authority to take steps to gather information on the composition of the authority's employees, and information on the recruitment, development, and retention of people as employees of the authority in respect to the, in each year, the number and relevant protected characteristic of such people.
- 2.6 It is intended that if both duties are upheld, services will be inclusive, and designed to meet the diverse needs of those living and working in East Lothian.

East Lothian Equality Plan (2021-25)

- 2.7 The East Lothian Equality Plan 2021- 2025 sets out the Council's commitment to equality and shows how we comply with the requirements of the Equality Act 2010. In doing so it aims to achieve its overarching commitment to reduce inequalities within and across our communities. It also sets out the council's current equality outcomes.
- East Lothian Council services are accessible to, and will meet the needs of, all in the community including people who share protected characteristics.
 - The gap in educational outcomes for children and young people impacted by socio-economic disadvantage will be closed; and the health and wellbeing of children and young people with protected characteristics will be improved.
 - Everyone in East Lothian has access to a decent, affordable, warm and dry home.
 - In East Lothian we live healthier, more active, and independent lives.
 - People feel safe and experience less crime in their communities, and at home, there is zero tolerance of hate, abuse and violence against women and girls and people feel their communities are inclusive.
 - In East Lothian we are breaking the cycle of poverty so that fewer people experience poverty.
 - East Lothian Council is an Equal Opportunities employer, and our workplace feels inclusive to staff with protected characteristics.

An inclusive Equal Opportunities Employer

- 2.8 To achieve the employee outcomes detailed in East Lothian Equality Plan 2021-2025 and meet the duty to 'gather and use' employee information the Council strives to ensure that equal opportunities underpin all aspects of employment.
- 2.9 Our more recent work to promote inclusivity and equal opportunities in employment, include (but are not limited to):
- Use of Scottish Councils' Job Evaluation Scheme, our Job Grading Protocol and Salary Assessment and Progression Policy to ensure fair and equitable pay and grading Structures.
 - Equal Employment opportunities Policy
 - Terms and Conditions of service
 - Dedicated policies for the Prevention of Harassment at Work and Domestic Abuse
 - Menopause and Hormonal Conditions Policy
 - Homeworking and work smart (Flexible working) Policies.
 - Occupational Health referrals and appointments to inform reasonable adjustments for employees.
 - Mandatory annual Equality & Diversity Awareness training.

Equalities Monitoring Report

- 2.10 East Lothian Council conducts an annual analysis of its workforce demographic and reports any findings within the annual Equalities Monitoring Report. This analysis allows areas of potential improvement to be identified and subsequently, new policies and practices to be implemented to ensure any existing issues are addressed and improvements sought. Furthermore, this analysis provides East Lothian an opportunity to compare its workforce demographic with other local authorities and the Scottish average.

Data Protection

- 2.11 When producing this monitoring data, the Council is obligated to meet the requirements set out the Data Protection Act 2018. They must ensure the privacy and safety of employees is protected, and more specifically, that no individual can be personally identified through the results. Therefore, where the number of employees within a given data category is lower than 10, an asterisk is used.

Data Collection

- 2.12 The collection of data for equality monitoring purposes is a three-fold process:

Stage 1: Pre-employment Equalities Questionnaire on 'myjobscotland'.

(This questionnaire is maintained by COSLA to ensure that local authorities are complying with the legislation outlined in the Equality Act 2010.)

Stage 2: Employee updates via the employee HR Self-Service Portal myHR

Stage 3: Employee updates via the employee HR Self-Service Portal myHR

Eliminating Barriers to Disclosing Sensitive Information

- 2.13 Although all personal sensitive information, including protected characteristic data is held in line with UK Government Data Protection Laws? and shared with neither recruiting nor line-managers, it is a common employee misconception that disclosing equalities information can affect both recruitment and job progression prospects.
- 2.14 Collecting equalities information post-employment gives employees the chance to provide equalities information free from the possible anxiety that it may affect their employment prospects, while the service portal allows employees to personally update their information without it being passed through managers/administration staff.

Further Reporting

- 2.15 The annual Employment Equalities' data is presented to the Council Management Team for information, to the Joint Trade Unions for comment and discussion. The report is also made publicly available via the Council's Website and to all employees, via the Intranet.

Main Workforce Analysis

Age Profile

Response	2019/2020		2020/2021		2021/2022		2022/2023	
	Count	%	Count	%	Count	%	Count	%
16-25	207	4.53	225	4.80	282	5.68	259	5.18
26-35	808	17.68	836	17.83	927	18.67	944	18.89
36-45	1028	22.49	1064	22.69	1179	23.74	1141	22.83
46-55	1402	30.68	1417	30.22	1426	28.72	1443	28.87
56-65	1034	22.63	1057	22.54	1059	21.33	1092	21.85
>65	91	1.99	88	1.88	91	1.83	113	2.26
Unknown	*	*	*	*	*	*	*	*

The age group with the highest percentage of employees is the 46-55's. Contrary the previous three years, we have seen a decrease in employees in some of the lower age brackets (16-25, and 36-45). The percentage of employees aged 26-35 has increased by 0.22% since 2021-2022. The percentage of employees aged 56-65 has increased by 0.52% since 2021-2022. This data is in line with the National Records of Scotland Mid 2021 Population Estimates that state East Lothian has a greater percentage of older population compared to larger cities such as Edinburgh and Glasgow.

Disability Profile

Response	2019/2020		2020/2021		2021/2022		2022/2023	
	Count	%	Count	%	Count	%	Count	%
Yes	154	3.37	165	3.52	213	4.29	221	4.42
No	3656	80.00	3798	81.00%	4062	81.80%	3888	77.80
Prefer not to Answer	*	*	*	*	*	*	*	*
Unknown	760	16.63	726	15.48	691	13.91	888	17.77

The disability profile of East Lothian Council lies broadly in line with the most recent Census. 77.80% of East Lothian Council employees identify as being non-disabled which is similar to the Census category for 'Long-term health problem or disability' of 81.5%. Again, the percentage of respondents choosing to respond to this characteristic has increased for the 3rd year in a row.

Please note the most recent census data available at the time of data capture was 2011.

Gender Reassignment Profile

Response	2019/2020		2020/2021		2021/2022		2022/2023	
	Count	%	Count	%	Count	%	Count	%
Yes	*	*	*	*	*	*	*	*
No	438	9.58	1059	22.58	1628	32.78	651	13.00
Prefer not to Answer	*	*	22	0.47	25	0.50	21	0.42
Unknown	4122	90.20	3606	76.90	3309	66.63	4325	87.00

We have seen a decrease in the number of employees responding to this characteristic. The percentage choosing not to respond decreased from 76.9 % to 66.63% between 2020/21 and 2021/22. It has however increased from 66.63% to 87.00% between 2021/22 and 2022/23.

Marital Status Profile

Response	2019/2020		2020/2021		2021/2022		2022/2023	
	Count	%	Count	%	Count	%	Count	%
Civil Partnership	15	0.33	16	0.34	21	0.42	18	0.36
Married	2567	56.00	2569	54.79	2630	52.96	2553	51.09
Not Married	1663	36.28	1738	37.07	1953	39.33	1885	37.72
Prefer not to answer	275	6.00	253	5.40	240	4.83	203	4.06
Unknown	64	1.40	113	2.41	122	2.46	338	6.76

(Please Note: Not Married was denoted single in 2019/20)

Although decreasing year on year, married remains the most common response to this characteristic, with just over 51% of employees opting for this response.

Maternity Profile

Response:	2021/2022		2022/2023	
	Count	Percentage	Count	Percentage
Left in Period	61	1.23%	63	1.26%
Returned in Period	66	1.33%	60	1.20%
Left and Returned in Period	20	0.40%	19	0.38%
No Mat Leave in Period	4819	97.04%	4885	97.75%

(Please Note: A change in data recording of responses to this characteristic means comparisons to previous years cannot be drawn)

In 2021/22 the percentage of employees returning from a period of maternity leave, reflect that of those leaving for a period of maternity leave.

Race Profile

Response	2021/2022		2022/2023	
	Count	Percentage	Count	Percentage
Asian or Asian British	32	0.64%	27	0.54%
Black, Black British, Caribbean or African	*	*	*	*
Mixed or multiple ethnic groups	11	0.22%	13	0.26%
Other ethnic group (including Arab)	18	0.36%	18	0.36%
Prefer not to answer	166	3.34%	150	3.00%
Unknown	165	3.32%	398	7.96%
White	4565	91.93%	4384	87.73%

The most predominant race within East Lothian Council remains 'White' – with just under 88% of employees. Although slightly decreased from 2021/22. The percentage of employees selecting other ethnic backgrounds remains around 1% for the fourth year in a row. This aligns with the most recent census data for East Lothian.

Please note the most recent census data available at the time of data capture was 2011.

Religion & Belief Profile

Response:	2019/2020		2020/2021		2021/2022		2022/2023	
	Count	%	Count	%	Count	%	Count	%
Buddhist	*	*	*	*	15	0.30	12	0.24
Church of Scotland	1347	29.47	1330	28.36	1324	26.66	1228	24.57
Hindu	*	*	*	*	*	*	*	*
Jewish	*	*	*	*	*	*	*	*
Muslim	*	*	10	0.21	13	0.26	12	0.24
None	1866	40.83	1870	39.88	1875	37.76	1881	37.64
Other Christian	301	6.59	305	6.50	310	6.24	293	5.86
Prefer not to answer	426	9.32	452	9.64	584	11.76	558	11.16
Roman Catholic	460	10.07	473	10.09	497	10.01	471	9.42
Sikh	*	*	*	*	*	*	*	*
Other	25	0.55	71	1.51	154	3.10	118	2.36
Unknown	124	2.71	163	3.48	185	3.73	417	8.34

Akin to 2019/2020 2020/21 and 2021/22, the most predominant response is 'No religion, faith or belief' followed by Church of Scotland.

Sex Profile

Response	2019/2020		2020/2021		2021/2022		2022/2023	
	Count	%	Count	%	Count	%	Count	%
Female	3293	72.06	3401	72.53	3623	72.96	3649	73.00
Male	1277	27.94	1288	27.47	1343	27.04	1348	27.00
Unspecified	*	*	*	*	*	*	*	*

The percentage sex split within the council remains around 70% female to 30% male. This differs to the most recent census (2011) of 52% female to 48% male.

Please note the most recent census data available at the time of data capture was 2011.

Sexual Orientation Profile

Response	2019/2020		2020/2021		2021/2022		2022/2023	
	Count	%	Count	%	Count	%	Count	%
Bisexual	16	0.35	17	0.36	33	0.66	34	0.68
Gay	36	0.79	41	0.87	47	0.95	49	0.98
Heterosexual / Straight	4015	87.86	4120	87.87	4350	87.60	4179	83.63
Lesbian	25	0.55	25	0.53	23	0.46	24	0.48
Prefer not to answer	366	8.01	339	7.23	347	6.99	318	6.36

Unknown	112	2.45	147	3.13	166	3.34	393	7.92
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The amount of employees identifying as Heterosexual/ Straight has decreased from 87% in 2021/2022 to 83% in 2022/2023. The percentage of the workforce identifying as lesbian, gay or bisexual (LGB) in 2022/23 lies at 2.14% which is a slight increase = than the previous three years (1.69%,1.76% and 2.07% respectively)

Additional Analysis

2.16 Casual Workforce Analysis

Points to Note:

*To provide more accurate reflections of each workforce, casual and main workforces are analysed separately

** Duplicate entries for people with multiple contracts have been removed in the casual Workforce analysis. However, in the situation whereby a permanent/temporary employee also has a casual contract, their equality information has been recorded under the Casual and Workforce profile.

Age Profile – Casual Workforce

Response	Count	Percentage
16-25	90	7%
26-35	225	17%
36-45	295	23%
46-55	273	21%
56-65	285	22%
>65	123	10%

Disability Profile – Casual Workforce

Response	Count	Percentage
No	878	68%
Yes	69	5%
Unknown	344	27%

Gender Reassignment Profile – Casual Workforce

Response	Count	Percentage
Yes	*	*
No	105	8%
Prefer not to Answer	*	*
Unknown	1181	91%

Marital Status Profile – Casual Workforce

Response	Count	Percentage
Civil Partnership	*	*
Married	584	45%
Not Married	465	36%
Prefer not to answer	43	3%
Unknown	195	15%

Maternity Profile – Casual Workforce

Response	Count	Percentage
Left in Period	*	*
Returned in Period	*	*
Left and Returned in Period	*	*
No Mat Leave in Period	1276	99%

Race Profile – Casual Workforce

Response	Count	Percentage
Asian or Asian British	*	*
Black, Black British, Caribbean or African	*	*
Mixed or multiple ethnic groups	*	*
Other ethnic group (including Arab)	*	*
White	960	74%
Prefer not to answer	79	6%
Unknown	230	18%

Religion & Belief Profile – Casual Workforce

Response	Count	Percentage
Buddhist	*	*
Church of Scotland	253	20%
Hindu	*	*
Jewish	*	*
Muslim	*	*
Other Christian	81	6%
Roman Catholic	110	9%
Sikh	*	*
Other	36	3%
None	360	28%
Prefer not to answer	203	16%
Unknown	238	18%

Sex Profile – Casual Workforce

Response	Count	Percentage
Female	1023	79%
Male	268	21%
Unspecified	*	*

Sexual Orientation Profile – Casual Workforce

Response	Count	Percentage
Bisexual	16	1.23%
Gay	*	*
Heterosexual / Straight	923	71%
Lesbian	*	*
Prefer not to answer	110	9%
Unknown	232	18%

2.17 Leaver Analysis

Age Profile – Leavers

Response	Count	Percentage
16-25	77	10%
26-35	209	27%
36-45	144	19%
46-55	134	18%
56-65	153	20%
>65	47	6%

Disability Profile – Leavers

Response	Count	Percentage
Yes	47	6%
No	575	75%
Unknown	142	19%

Gender Reassignment Profile – Leavers

Response	Count	Percentage
No	47	6%
Prefer not to Answer	*	*
Unknown	716	94%

Marital Status Profile - Leavers

Response	Count	Percentage:
Civil Partnership	*	*
Married	298	39%
Not Married	340	45%
Prefer not to answer	26	3%
Unknown	95	12%

Maternity Profile – Leavers

No Maternity Leavers in Period

Race Profile - Leavers

Response	Count	Percentage
Asian or Asian British	*	*
Black, Black British, Caribbean or African	*	*
Mixed or multiple ethnic groups	*	*
Other ethnic group (including Arab)	*	*
Prefer not to answer	17	2%
Unknown	100	13%
White	633	83%

Religion & Belief Profile – Leavers

Response:	Count	Percentage
Church of Scotland	163	21%
Muslim	*	*
None	234	31%
Other Christian	45	6%
Prefer not to answer	120	16%
Roman Catholic	60	8%
Sikh	*	*
Other	31	4%
Unknown	105	14%

Sex Profile – Leavers

Response	Count	Percentage
Female	558	73%
Male	206	27%

Sexual Orientation Profile - Leavers

Response	Count	Percentage
Bisexual	*	*
Gay	*	*
Heterosexual / Straight	577	76%
Lesbian	*	*
Prefer not to answer	57	7%
Unknown	107	14%

2.18 Recruitment Analysis

Points to Note:

* The Pre-employment Equalities Questionnaire on 'myjobscotland' used by East Lothian Council to compile recruitment statistics was updated within the collection year. In the interest of data reporting, responses from the old-style questionnaire were, where possible, converted into equivalent responses from the new style questionnaire. Where an equivalent response did not exist, responses were converted into 'Applicant provided an answer which cannot be converted to new questionnaire format'.

Age Profile – Recruitment

Age Range	Applied		Taken to Interview		Offered Position	
	Total	Percentage	Total	Percentage	Total	Percentage
16-25	1281	19%	282	15%	87	12%
26-35	2414	36%	543	28%	192	27%
36-45	1479	22%	458	24%	174	25%
46-55	911	13%	377	19%	148	21%
56-65	477	7%	186	10%	67	9%
>65	29	0%	8	0%	*	*
Prefer not to say	148	2%	70	4%	33	5%
Unknown	46	1%	13	1%	*	*

Disability Profile – Recruitment

Do you have any health condition lasting or expected to last at least 12 months?	Applied		Taken to Interview		Offered Position	
	Total	Percentage	Total	Percentage	Total	Percentage
Yes	916	14%	315	16%	91	13%
No	5587	82%	1520	78%	571	81%
Prefer not to say	282	4%	102	5%	46	6%

Gender Reassignment Profile – Recruitment

	Applied		Taken to Interview		Offered Position	
	Total	Percentage	Total	Percentage	Total	Percentage
Do you consider yourself to be trans, or have a trans history?						
Yes	7	0%	*	*	*	*
No	6653	98%	1880	97%	677	96%
Prefer not to say	125	2%	57	3%	31	4%

Marital Status Profile – Recruitment

	Applied		Taken to Interview		Offered Position	
	Total	Percentage	Total	Percentage	Total	Percentage
What is your legal marital or registered civil partnership status?						
Never married and never registered in a civil partnership	3652	54%	875	45%	291	41%
Married	2118	31%	736	38%	295	42%
In a registered civil partnership	63	1%	13	1%	6	1%
Separated, but still legally in a civil partnership	*	*	*	*	*	*
Separated, but still legally married	150	2%	43	2%	12	2%
Divorced	365	5%	130	7%	44	6%
Formerly in a civil partnership which is now legally dissolved	9	0%	*	*	*	*
Widowed	22	0%	*	*	*	*
Surviving partner from a civil partnership	*	*	*	*	*	*
Prefer not to say	404	6%	131	7%	55	8%

Maternity Profile – Recruitment

Maternity and pregnancy information is not collected during the recruitment process.

Race Profile – Recruitment

	Applied		Taken to Interview		Offered Position	
	Total	Percentage	Total	Percentage	Total	Percentage
Please select your ethnic group from options A-F						
A White	6296	93%	1822	94%	668	94%
B Mixed or multiple ethnic groups	66	1%	8	0%	*	0%
C Asian, Scottish Asian or British Asian	178	3%	39	2%	*	0%
D African, Scottish African or British African	99	1%	6	0%	*	0%
E Caribbean or Black	9	0%	*	*	*	0%
F Other ethnic group	17	0%	*	*	*	0%
Prefer not to say	120	2%	56	3%	30	4%

Religion & Belief Profile – Recruitment

	Applied		Taken to Interview		Offered Position	
	Total	Percentage	Total	Percentage	Total	Percentage
What religion, religious denomination or body do you belong to?						
Church of Scotland	877	13%	291	15%	104	15%
Roman Catholic	639	9%	167	9%	51	7%
Other Christian	134	2%	35	2%	10	1%

Buddhist	17	0%	9	0%	*	*
Hindu	28	0%	*	*	*	*
Humanist	*	*	*	*	*	*
Jewish	9	0%	6	0%	*	*
Muslim	87	1%	14	1%	*	*
Pagan	7	0%	*	*	*	*
Sikh	11	0%	*	*	*	*
None	4445	66%	1247	64%	466	66%
Another religion or body	9	0%	*	*	*	*
Prefer not to say	521	8%	155	8%	70	10%

Sex Profile – Recruitment

What is your sex?	Applied		Taken to Interview		Offered Position	
	Total	Percentage	Total	Percentage	Total	Percentage
Male	1652	24%	507	26%	162	23%
Female	5051	74%	1384	71%	518	73%
Prefer not to say	82	1%	46	2%	28	4%

Sexual Orientation Profile – Recruitment

Sexual orientation?	Applied		Taken to Interview		Offered Position	
	Total	Percentage	Total	Percentage	Total	Percentage
Bisexual	195	3%	35	2%	10	1%
Gay or Lesbian	167	2%	44	2%	14	2%
Straight / Heterosexual	6134	90%	1748	90%	631	89%
Other	13	0%	*	*	*	*
Prefer not to say	276	4%	105	5%	53	7%

2.19 Action Plan

East Lothian Council continues to operate as an equal opportunity's employer. We will continue to support employees with our future actions in our commitment to providing equal opportunities and promoting diversity within our workplace. This work contributes to supporting staff and encourages applications from people from different protected characteristic groups.

Since the implementation of the Equality Act 2010, the council has taken part in developed work and adopted pledges which raise awareness and contribute to the council being an inclusive workplace.

East Lothian Council has:

- Adopted an 'Integrated Impact Assessment' framework and guidance to inform development of policies and practice.
- Is recognised as a Carer Positive accredited Employer.
- Taken the See Me campaign pledge.
- Taken part in the, now disbanded, Healthy Working Lives National Award Scheme
- Flexible employment policies and practices in place
- Increased the renewal frequency of the mandatory Equality and Diversity Awareness training to annual for all employees.

All East Lothian Employees have access to:

- A comprehensive Employee Assistance Programme including counselling, support, and advice on a range of personal matters.
- Occupational health and physiotherapy provision
- Educational and Personal Development Training Courses – via face-to-face sessions and remote learning
- Online council learning resources via LearnPro
- Free Period Products in Council Buildings
- Sign Language Support
- Listening Ears Service
- Carers Information Hub, signposting support services
- Flexible work and Family/Special Leave policies

2.20 Future Actions

East Lothian Council will endeavour to:

- Carry out a review of recruitment procedures and practice against the Scottish Government's Minority Ethnic Recruitment Toolkit and make any necessary changes.
- Review the Annual Equal Pay Audit to assess whether it should include information and actions to address pay gaps faced by employees with protected characteristic groups along with the gender pay gap.
- Carry out a stress and mental health audit of employees correlated against the protected characteristics and use the results to inform the development of mental health and wellbeing training and support services.
- Become an "Equally Safe at Work" accredited employer.
- Update the Post-employment Equalities Questionnaire to mirror the current 'myjobscotland' questionnaire.
- Make appropriate adjustments to support neuro divergent employees.
- Revision of the domestic abuse and gender-based violence policy
- Increase the number of targeted recruitment initiatives to promote employment with East Lothian Council to people from underrepresented groups.
- Further enhance employee engagement in relation to equal opportunities to gain a more qualitative insight into any issues concerning employees – including barriers to disclosing equalities information.
- Monitor Government Updates on the Equal Pay Audit, for example on the possible introduction of Ethnicity & Race Pay Gap reporting.

2.21 Conclusion

The 2022-23 employee monitoring information highlights the importance of the work that the Council does to ensure that it is an employer of choice; provides modern and fair employment opportunities and experiences; and is committed to robust self-evaluation and proactive improvement action. Throughout the year East Lothian Council has continued to encourage employees to feel confident about declaring their disability, sexual orientation, or information about other protected characteristics and this is reflected within the data. The analysis of this year's information also highlights several areas for the Council to focus on in the year ahead, which it intends to target through the initiatives and actions detailed in this report.

3 POLICY IMPLICATIONS

- 3.1 Findings contained within this report will inform development of employee policies and procedures.

4 INTEGRATED IMPACT ASSESSMENT

- 4.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

5 RESOURCE IMPLICATIONS

- 5.1 Financial – none.
- 5.2 Human Resources - none.
- 5.3 Other – none.

6 BACKGROUND PAPERS

- 6.1 None