

REPORT TO: Members Library

BY: Executive Director for Council Resources

SUBJECT: Equality in Employment Monitoring Report (2023 - 2024)

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 2012 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 equality duty, 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 for all staff.

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 two-fold process:

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

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

Stage 2: Employee's update their equality data via iTrent HR & Payroll employee self-service portal called 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.

Age Profile

- 2.16 The age group with the highest percentage of employees is the 46-55's. Continuing the downward trend from last year, we have seen a decrease in employees in the lower age bracket of 16-25. This is in part as a result of fewer Modern Apprenticeship opportunities. The 26-35 age bracket has also decreased as a new development this year. The percentage of employees aged 36-45 has increased by 0.99% since 2022-2023. The percentage of employees aged 56-65 has increased by 0.87% since 2022-2023. This data is in line with the National Records of Scotland Mid 2022 Population Estimates that state East Lothian has a greater percentage of older population compared to larger cities such as Edinburgh and Glasgow.

Disability Profile

- 2.17 The disability profile of East Lothian Council lies broadly in line with the most recent Census. 71.36% of East Lothian Council employees identify as being non-disabled compared with the most recent Census figures of 81.9% of the working age population. 6.7% in the working age population state their activities are 'limited a lot'. The percentage of respondents choosing to respond to this characteristic has increased and then remained consistent for the 4th year in a row.

Gender Reassignment Profile

- 2.18 We have seen a decrease in the number of employees responding to this characteristic. The percentage choosing not to respond increased from 66.63% to 87.00% between 2021/22 and 2022/23. It has however decreased from 87% to 85% between 2022/23 and 2023/24.

Marital Status Profile

- 2.19 Although decreasing year on year, married remains the most common response to this characteristic, with 48.20% of employees opting for this response.

Ethnic Profile

- 2.20 The ethnic group with the highest percentage within East Lothian Council remains 'White' with 80.88% of employees. This has decreased since 2022/23, The percentage of employees selecting other ethnic backgrounds remains around 1%

for the fifth year in a row. (* - denotes below 10 but above zero). The census data from 2022 reveals that 96.7% of the working age population are 'White'. Mixed or multiple ethnic group is 0.9%, Asian/Asian Scottish/British 1.4%, African 0.3% Caribbean Black 0.1% Other ethnic groups 0.5%.

Religion & Belief Profile

- 2.21 Akin to all previous years recorded, the most predominant response is 'No religion, faith or belief' followed by Church of Scotland.

Sex Profile

- 2.22 The percentage sex split within the council remains around 70% female to 30% male. This differs to the most recent census (2022) of 52% female to 48% male.

Sexual Orientation Profile

- 2.23 The amount of employees identifying as Heterosexual/ Straight has decreased from 83% in 2022/2023 to 77% in 2023/2024. The percentage of the workforce identifying as lesbian, gay or bisexual (LGB) in 2023/24 lies at 2.18% which is a slight increase than the previous four years (1.69%, 1.76%, 2.07 and 2.14% respectively)

Additional Analysis

2. 24 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.

2.25 Action Plan

East Lothian Council continues to operate as an equal opportunities 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.

2.26 Conclusion

The 2023-24 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. 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 Appendix 1 – Workforce Analysis
- 6.2 Appendix 2 – Action Plan
- 6.3 Appendix 3 – Ethnicity Pay Gap
- 6.4 Appendix 4 – Disability Pay Gap

| | |
|----------------------|--|
| AUTHOR'S NAME | |
| DESIGNATION | Service Review Officer/TM – Performance & Business Support |
| CONTACT INFO | |
| DATE | 14/10/2024 |

APPENDIX 1 – Workforce Analysis

Main Workforce Analysis

Age Profile

| | 2020/2021 | | 2021/2022 | | 2022/2023 | | 2023/2024 | |
|----------|-----------|------------|-----------|------------|-----------|------------|-----------|------------|
| Response | Count | Percentage | Count | Percentage | Count | Percentage | Count | Percentage |
| 16-25 | 225 | 4.80% | 282 | 5.68% | 259 | 5.18% | 241 | 4.82% |
| 26-35 | 836 | 17.83% | 927 | 18.67% | 944 | 18.89% | 941 | 18.84% |
| 36-45 | 1064 | 22.69% | 1179 | 23.74% | 1141 | 22.83% | 1190 | 23.82% |
| 46-55 | 1417 | 30.22% | 1426 | 28.72% | 1443 | 28.87% | 1378 | 27.58% |
| 56-65 | 1057 | 22.54% | 1059 | 21.33% | 1092 | 21.85% | 1135 | 22.72% |
| >65 | 88 | 1.88% | 91 | 1.83% | 113 | 2.26% | 105 | 2.10% |

Disability Profile

| | 2020/2021 | | 2021/2022 | | 2022/2023 | | 2023/2024 | |
|----------------------|-----------|------------|-----------|------------|-----------|------------|-----------|------------|
| Response | Count | Percentage | Count | Percentage | Count | Percentage | Count | Percentage |
| Yes | 165 | 3.52% | 213 | 4.29% | 221 | 4.42% | 228 | 4.56% |
| No | 3798 | 81.00% | 4062 | 81.80% | 3888 | 77.80% | 3565 | 71.36% |
| Prefer not to Answer | * | * | * | * | * | * | 0 | 0 |
| Unknown | 726 | 15.48% | 691 | 13.91% | 888 | 17.77% | 1203 | 24.08% |

*- denotes less than 10 but above zero

NOTE: The 'Unknown' number has increased due to employees either leaving the disability option field either blank or stating 'not known'

Gender Reassignment Profile

| | 2020/2021 | | 2021/2022 | | 2022/2023 | | 2023/2024 | |
|----------------------|-----------|------------|-----------|------------|-----------|------------|-----------|------------|
| Response | Count | Percentage | Count | Percentage | Count | Percentage | Count | Percentage |
| Yes | * | * | * | * | * | * | * | * |
| No | 1059 | 22.58% | 1628 | 32.78% | 651 | 13.00% | 719 | 14.39% |
| Prefer not to Answer | 22 | 0.47% | 25 | 0.50% | 21 | 0.42% | 21 | 0.42% |
| Unknown | 3606 | 76.90% | 3309 | 66.63% | 4325 | 87.00% | 4255 | 85% |

*- denotes less than 10 but above zero

Marital Status Profile

| | 2020/2021 | | 2021/2022 | | 2022/2023 | | 2023/2024 | |
|-------------------|-----------|------------|-----------|------------|-----------|------------|-----------|------------|
| Response | Count | Percentage | Count | Percentage | Count | Percentage | Count | Percentage |
| Civil Partnership | 16 | 0.34% | 21 | 0.42% | 18 | 0.36% | 17 | 0.34% |
| Married | 2569 | 54.79% | 2630 | 52.96% | 2553 | 51.09% | 2408 | 48.20% |

| | | | | | | | | |
|----------------------|------|--------|------|--------|------|--------|------|--------|
| Not Married | 1738 | 37.07% | 1953 | 39.33% | 1885 | 37.72% | 1714 | 34% |
| Prefer not to answer | 253 | 5.40% | 240 | 4.83% | 203 | 4.06% | 179 | 3.58% |
| Unknown | 113 | 2.41% | 122 | 2.46% | 338 | 6.76% | 678 | 13.57% |

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

Ethnic Profile

| | 2021/2022 | | 2022/2023 | | 2023/2024 | |
|--|-----------|------------|-----------|------------|-----------|------------|
| Response | Count | Percentage | Count | Percentage | Count | Percentage |
| Asian or Asian British | 32 | 0.64% | 27 | 0.54% | 28 | 0.56% |
| Black, Black British, Caribbean or African | * | * | * | * | * | * |
| Mixed or multiple ethnic groups | 11 | 0.22% | 13 | 0.26% | 12 | 0.24% |
| Other ethnic group (including Arab) | 18 | 0.36% | 18 | 0.36% | 18 | 0.36% |
| Prefer not to answer | 166 | 3.34% | 150 | 3.00% | 135 | 2.70% |
| Unknown | 165 | 3.32% | 398 | 7.96% | 755 | 15.11% |
| White | 4565 | 91.93% | 4384 | 87.73% | 4041 | 80.88% |

*- denotes less than 10 but above zero

Religion & Belief Profile

| | 2020/2021 | | 2021/2022 | | 2022/2023 | | 2023/2024 | |
|----------------------|-----------|------------|-----------|------------|-----------|------------|-----------|------------|
| Response: | Count | Percentage | Count | Percentage | Count | Percentage | Count | Percentage |
| Buddhist | * | * | 15 | 0.30% | 12 | 0.24% | * | * |
| Church of Scotland | 1330 | 28.36% | 1324 | 26.66% | 1228 | 24.57% | 1096 | 21.94% |
| Hindu | * | * | * | * | * | * | * | * |
| Jewish | * | * | * | * | * | * | * | * |
| Muslim | 10 | 0.21% | 13 | 0.26% | 12 | 0.24% | 14 | 0.28% |
| None | 1870 | 39.88% | 1875 | 37.76% | 1881 | 37.64% | 1805 | 36.13% |
| Other Christian | 305 | 6.50% | 310 | 6.24% | 293 | 5.86% | 254 | 5.08% |
| Prefer not to answer | 452 | 9.64% | 584 | 11.76% | 558 | 11.16% | 483 | 9.67% |
| Roman Catholic | 473 | 10.09% | 497 | 10.01% | 471 | 9.42% | 426 | 8.53% |
| Sikh | * | * | * | * | * | * | * | * |
| Other | 71 | 1.51% | 154 | 3.10% | 118 | 2.36% | 134 | 2.68% |
| Unknown | 163 | 3.48% | 185 | 3.73% | 417 | 8.34% | 768 | 15.37% |

*- denotes less than 10 but above zero

Sex Profile

| | 2020/2021 | | 2021/2022 | | 2022/2023 | | 2023/2024 | |
|----------|-----------|------------|-----------|------------|-----------|------------|-----------|------------|
| Response | Count | Percentage | Count | Percentage | Count | Percentage | Count | Percentage |

| | | | | | | | | |
|-------------|------|--------|------|--------|------|--------|------|--------|
| Female | 3401 | 72.53% | 3623 | 72.96% | 3649 | 73.00% | 3632 | 72.70% |
| Male | 1288 | 27.47% | 1343 | 27.04% | 1348 | 27.00% | 1362 | 27.26% |
| Unspecified | * | * | * | * | | * | * | * |

*- denotes less than 10 but above zero

Sexual Orientation Profile

| | 2020/2021 | | 2021/2022 | | 2022/2023 | | 2023/2024 | |
|--------------------------|-----------|------------|-----------|------------|-----------|------------|-----------|------------|
| Response | Count | Percentage | Count | Percentage | Count | Percentage | Count | Percentage |
| Bisexual | 17 | 0.36% | 33 | 0.66% | 34 | 0.68% | 38 | 0.76% |
| Gay | 41 | 0.87% | 47 | 0.95% | 49 | 0.98% | 49 | 0.98% |
| Heterosexual / Straight | 4120 | 87.87% | 4350 | 87.60% | 4179 | 83.63% | 3854 | 77.14% |
| Lesbian | 25 | 0.53% | 23 | 0.46% | 24 | 0.48% | 22 | 0.44% |
| Other Sexual orientation | | | | | | | * | * |
| Prefer not to answer | 339 | 7.23% | 347 | 6.99% | 318 | 6.36% | 275 | 5.50% |
| Unknown | 147 | 3.13% | 166 | 3.34% | 393 | 7.92% | 757 | 15.15% |

*- denotes less than 10 but above zero

Additional Analysis

Casual Workforce Analysis

Age Profile – Casual Workforce

| Response | Count | Percentage |
|----------|-------|------------|
| 16-25 | 88 | 7.10% |
| 26-35 | 208 | 16.79% |
| 36-45 | 296 | 23.89% |
| 46-55 | 265 | 21.39% |
| 56-65 | 279 | 22.52% |
| >65 | 103 | 8.31% |

Disability Profile – Casual Workforce

| Response | Count | Percentage |
|----------|-------|------------|
| No | 713 | 57.55% |
| Yes | 65 | 5.25% |
| Unknown | 461 | 37.21% |

Gender Reassignment Profile – Casual Workforce

| Response | Count | Percentage |
|----------|-------|------------|
| Yes | 0 | 0 |

| | | |
|----------------------|------|--------|
| No | 123 | 10.17% |
| Prefer not to Answer | * | * |
| Unknown | 1112 | 89.51% |

* - denotes below 10 but above zero

Marital Status Profile – Casual Workforce

| Response | Count | Percentage |
|----------------------|-------|------------|
| Civil Partnership | * | * |
| Married | 480 | 38.65% |
| Not Married | 382 | 30.76% |
| Prefer not to answer | 33 | 2.66% |
| Unknown | 344 | 27.70% |

* - denotes below 10 but above zero

Maternity Profile – Casual Workforce

| Response | Count | Percentage |
|-----------------------------|-------|------------|
| Left in Period | * | * |
| Returned in Period | * | * |
| Left and Returned in Period | * | * |
| No Mat Leave in Period | 1225 | 98.63% |

* - denotes below 10 but above zero

Race Profile – Casual Workforce

| Response | Count | Percentage |
|---|-------|------------|
| Asian or Asian British | 11 | 0.89% |
| Black, Black British, Caribbean, or African | * | * |
| Mixed or multiple ethnic groups | * | * |
| Other ethnic group (including Arab) | * | * |
| White | 792 | 63.77% |
| Prefer not to answer | 53 | 4.27% |
| Unknown | 372 | 30.19% |

* - denotes below 10 but above zero

Religion & Belief Profile – Casual Workforce

| Response | Count | Percentage |
|--------------------|-------|------------|
| Buddhist | 5 | * |
| Church of Scotland | 189 | 15.25% |
| Jewish | * | * |
| Muslim | * | * |
| Other Christian | 70 | 5.65% |
| Roman Catholic | 87 | 7.02% |

| | | |
|----------------------|-----|--------|
| Other | 33 | 2.66% |
| None | 322 | 25.99% |
| Prefer not to answer | 151 | 12.19% |
| Unknown | 375 | 30.27% |

* - denotes below 10 but above zero

Sex Profile – Casual Workforce

| Response | Count | Percentage |
|----------|-------|------------|
| Female | 995 | 80.31% |
| Male | 244 | 19.69% |

Sexual Orientation Profile – Casual Workforce

| Response | Count | Percentage |
|-------------------------|-------|------------|
| Bisexual | 13 | 1.05% |
| Gay | * | * |
| Heterosexual / Straight | 765 | 61.74% |
| Lesbian | * | * |
| Prefer not to answer | 81 | 6.54% |
| Unknown | 374 | 29.94% |

* - denotes below 10 but above zero

Leaver Analysis

Age Profile – Leavers

| Response | Count | Percentage of all leavers |
|----------|-------|---------------------------|
| 16-25 | 76 | 10.08% |
| 26-35 | 174 | 23.08% |
| 36-45 | 149 | 19.76% |
| 46-55 | 128 | 16.98% |
| 56-65 | 144 | 19.10% |
| >65 | 82 | 10.88% |

Disability Profile – Leavers

| Response | Count | Percentage |
|----------|-------|------------|
| Yes | 34 | 4.51% |
| No | 449 | 59.55% |
| Unknown | 271 | 35.94% |

Gender Reassignment Profile – Leavers

| Response | Count | Percentage |
|----------|-------|------------|
|----------|-------|------------|

| | | |
|----------------------|-----|--------|
| No | 100 | 13.26% |
| Prefer not to Answer | * | * |
| Yes | * | * |
| Unknown | 649 | 86.07% |

* - denotes below 10 but above zero

Marital Status Profile – Leavers

| Response | Count | Percentage: |
|----------------------|-------|-------------|
| Civil Partnership | * | * |
| Married | 284 | 37.67% |
| Not Married | 237 | 31.43% |
| Prefer not to answer | 21 | 2.79% |
| Unknown | 211 | 27.98% |

* - denotes below 10 but above zero

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 | 13 | 1.72% |
| Unknown | 219 | 29.05% |
| White | 512 | 67.90% |

* - denotes below 10 but above zero

Religion & Belief Profile – Leavers

| Response: | Count | Percentage |
|----------------------|-------|------------|
| Buddhist | * | * |
| Church of Scotland | 143 | 18.97% |
| Jewish | * | * |
| Muslim | * | * |
| None | 174 | 23.08% |
| Other Christian | 51 | 6.76% |
| Prefer not to answer | 72 | 9.55% |
| Roman Catholic | 54 | 7.16% |
| Sikh | * | * |
| Other | 26 | 3.45% |
| Unknown | 226 | 29.97% |

* - denotes below 10 but above zero

Sex Profile – Leavers

| Response | Count | Percentage |
|----------|-------|------------|
| Female | 587 | 77.85% |
| Male | 166 | 22.02% |

Sexual Orientation Profile – Leavers

| Response | Count | Percentage |
|-------------------------|-------|------------|
| Bisexual | * | * |
| Gay | * | * |
| Heterosexual / Straight | 477 | 63.26% |
| Lesbian | * | * |
| Prefer not to answer | 41 | 5.44% |
| Unknown | 223 | 29.58% |

* - denotes below 10 but above zero

Recruitment Analysis

Age Profile – Recruitment

| Age Range | Applied | | Taken to Interview | | Offered Position | |
|-------------------|---------|------------|--------------------|------------|------------------|------------|
| | Total | Percentage | Total | Percentage | Total | Percentage |
| 16-25 | 1271 | 16.10% | 252 | 12.49% | 75 | 11.18% |
| 26-35 | 2926 | 37.06% | 643 | 31.86% | 170 | 25.34% |
| 36-45 | 1916 | 24.27% | 523 | 25.92% | 195 | 29.06% |
| 46-55 | 1137 | 14.40% | 383 | 18.98% | 140 | 20.86% |
| 56-65 | 435 | 5.51% | 160 | 7.93% | 64 | 9.54% |
| >65 | 34 | 0.43% | * | * | * | * |
| Prefer not to say | 176 | 2.23% | 48 | 2.38% | 25 | 3.73% |

* - denotes below 10 but above zero

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 | 247 | 3.13% | 82 | 4.06% | 22 | 3.28% |
| No | 7452 | 94.39% | 1876 | 92.96% | 619 | 92.25% |
| Prefer not to say | 196 | 2.48% | 60 | 2.97% | 30 | 4.47% |

Gender Reassignment Profile – Recruitment

| | Applied | | Taken to Interview | | Offered Position | |
|--|---------|------------|--------------------|------------|------------------|------------|
| Do you consider yourself to be trans, or have a trans history? | Total | Percentage | Total | Percentage | Total | Percentage |
| Yes | 17 | 0.22% | * | * | * | * |
| No | 7702 | 97.56% | 1962 | 97.22% | 643 | 95.83% |
| Prefer not to say | 176 | 2.23% | 51 | 2.53% | 27 | 4.02% |

Marital Status Profile – Recruitment

| | Applied | | Taken to Interview | | Offered Position | |
|--|---------|------------|--------------------|------------|------------------|------------|
| What is your legal marital or registered civil partnership status? | Total | Percentage | Total | Percentage | Total | Percentage |
| Never married and never registered in a civil partnership | 4006 | 51% | 869 | 43% | 255 | 38% |
| Married | 2771 | 35% | 829 | 41% | 286 | 43% |
| In a registered civil partnership | 48 | 1% | * | * | * | * |
| Separated, but still legally in a civil partnership | * | * | * | * | * | * |
| Separated, but still legally married | 122 | 1.55% | 34 | 2% | 15 | 2% |
| Divorced | 376 | 5% | 111 | 6% | 43 | 6% |
| Formerly in a civil partnership which is now legally dissolved | * | * | * | * | * | * |
| Widowed | 53 | 1% | 15 | 0.74% | * | * |
| Surviving partner from a civil partnership | * | * | 0 | 0 | 0 | 0 |
| Prefer not to say | 500 | 6% | 147 | 7% | 59 | 9% |

* - denotes below 10 but above zero

Maternity Profile – Recruitment

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

Race Profile – Recruitment

| | Applied | | Taken to Interview | | Offered Position | |
|--|---------|------------|--------------------|------------|------------------|------------|
| Please select your ethnic group from options A F | Total | Percentage | Total | Percentage | Total | Percentage |
| A. White | 6691 | 85% | 1848 | 92% | 622 | 93% |
| B. Mixed or multiple ethnic groups | 61 | 1% | 16 | 1% | * | * |
| C. Asian, Scottish Asian or British Asian | 449 | 6% | 58 | 3% | 11 | 2% |
| D. African, Scottish African or British African | 415 | 5% | 36 | 2% | * | * |
| E. Caribbean or Black | 20 | 0.25% | * | * | 0 | 0 |
| F. Other ethnic group | 47 | 1% | * | * | * | * |
| Prefer not to say | 212 | 3% | 50 | 2% | 28 | 4% |

* - denotes below 10 but above zero

Religion & Belief Profile – Recruitment

| | Applied | | Taken to Interview | | Offered Position | |
|---|---------|------------|--------------------|------------|------------------|------------|
| What religion, religious denomination or body do you belong to? | Total | Percentage | Total | Percentage | Total | Percentage |
| Buddhist | 24 | 0.30% | * | * | * | * |
| Church of Scotland | 783 | 9.92% | 228 | 11.30% | 87 | 12.97% |
| Hindu | 99 | 1.25% | * | * | 0 | 0 |
| Jewish | * | * | * | * | * | * |
| Muslim | 272 | 3.45% | 31 | 1.54% | * | * |
| None | 4727 | 59.87% | 1269 | 62.88% | 432 | 64.38% |
| Other religion or body | 576 | 7.30% | 108 | 5.35% | 26 | 3.87% |
| Pagan | 12 | 0.15% | * | * | 0 | 0 |
| Prefer not to say | 533 | 6.75% | 161 | 7.98% | 64 | 9.54% |
| Roman Catholic | 848 | 10.74% | 193 | 9.56% | 51 | 7.60% |
| Sikh | 15 | 0.19% | * | * | * | * |

* - denotes below 10 but above zero

Sex Profile – Recruitment

| | Applied | | Taken to Interview | | Offered Position | |
|-------------------|---------|------------|--------------------|------------|------------------|------------|
| What is your sex? | Total | Percentage | Total | Percentage | Total | Percentage |
| Male | 1173 | 15% | 401 | 20% | 121 | 18% |
| Female | 6014 | 76% | 1578 | 78% | 525 | 78% |
| Prefer not to say | 108 | 1% | 39 | 2% | 25 | 4% |

Sexual Orientation Profile – Recruitment

| | Applied | | Taken to Interview | | Offered Position | |
|-------------------------|---------|------------|--------------------|------------|------------------|------------|
| Sexual orientation? | Total | Percentage | Total | Percentage | Total | Percentage |
| Bisexual | 215 | 2.72% | 60 | 2.97% | * | * |
| Gay or Lesbian | 192 | 2.43% | 44 | 2.18% | 17 | 2.53% |
| Straight / Heterosexual | 7028 | 89.02% | 1800 | 89.20% | 602 | 89.72% |
| Other | 25 | 0.32% | * | * | * | * |
| Prefer not to say | 424 | 5.37% | 111 | 5.50% | 42 | 6.26% |
| Unknown | 11 | 0.14% | 0 | 0 | 0 | 0 |

* - denotes below 10 but above zero

APPENDIX 2 – Action Plan

| What | Who | When | Measure |
|---|-------------------------------------|--|---|
| Workplace | | | |
| Applying the Job Evaluation Scheme to ensure equal pay for work of equal value | HR | Ongoing | No successful claims for equal pay |
| Continue to apply and improve policies that help support a diverse workforce: Flexible working, Special Leave Policy, Worksmart Domestic Abuse Policy, Family and Maternity Leave, Flexible retirement, Menopause and hormonal conditions, Shared Parental leave. | HR with TU and staff input | All policies reviewed in line with legislative changes or other drivers as appropriate | Up to date policy is in place. No successful employment tribunal discrimination cases. |
| Develop new policy on Harassment (including sexual harassment) in line with legislation | HR Adviser Policy & Equality leads | 2024 – review in line with legislative changes or other drivers as appropriate | A policy is in place. Training is in place for all employees |
| Continue to be recognised as a Carer Positive accredited Employer. | Community Care/Adult Wellbeing / HR | Annually | Accreditation is in place |
| Continue to be recognised as a Disability Confident employer | HR | Ongoing | Accreditation is in place |
| Maintain a Healthy Working Lives Working Group. | HWL group | Ongoing | HWL group meet up to 12 times a year |
| Continue to provide the Employee Assistance Programme | HR | Ongoing | Employee Assistance Programme is in place. Staff are reminded of its availability regularly. Number of staff using the service is monitored and reported anonymously to HR. |
| Occupational health and physiotherapy provision | HR | Ongoing | Employee utilisation rate. Treatment outcome improvement |

| | | | |
|--|-------------------------------|-----------------------------------|--|
| Listening Ears Service | HWL Group | Ongoing | 28 Listening Ears available. Promotion of service every quarter. Development opportunities for LE's every quarter. |
| Menopause: support Menopause Group | Menopause Champion /HWL Group | Ongoing | Support has been provided for regular meetings, monthly when possible. Promotion of group to staff 4 times a year. |
| Recruitment | | | |
| Continue to advertise all vacancies through myjobscotland, enabling potential candidates to easily access information on vacancies | HR | Ongoing | All vacancies have been advertised through myjobscotland. Paper applications to remain available |
| Increase the number of targeted recruitment initiatives to promote employment with East Lothian Council to people from underrepresented groups. | HR | Ongoing | Increase in percentage of applications from under-represented groups; reported in annual monitoring report |
| Introduce part time working opportunities statement in adverts for middle management | HR | Ongoing | Middle management posts are identified and this statement is included in all adverts. |
| Signposting to East Lothian Works to be added to all apprenticeships job adverts – includes guidance on completing applications, interview skills, training, and further learning opportunities. | HR | During apprenticeship recruitment | Information is added to all relevant adverts |
| Governance | | | |
| A member of Senior Management Team is named as responsible for Equalities. | SMT | Ongoing | There is a named member of SMT responsible for equalities |

| | | | |
|--|--|--|---|
| All staff to complete mandatory Equality and Diversity Awareness training annually | Organisational Development/ all staff | Review training at least every 2 years | Training has been reviewed within the last 2 years All staff have completed the training annually. |
| Continue the Equality Working Group with members from teacher and non-teacher Trade Unions, council employees and management with monthly meetings to analyse and challenge potential inequalities. | HR/ Departmental Representatives/Trades Unions | Ongoing | Group has met at least 6 times in the year. |
| Continue with ongoing participation in the Society of Personnel Development Scotland Equality Portfolio Group and associated Equalities Working Groups with focus on developing consistent equalities pay gap reporting and improving inclusive recruitment practices. | HR | Ongoing | East Lothian is represented on group |
| Continue to utilise an 'Integrated Impact Assessment' framework (includes Equalities issues) and guidance to inform development of policies and practice. | Equalities Officer | Ongoing | All relevant policies have had IIA. |
| | | | |
| Monitoring | | | |

| | | | |
|--|--|------------------|--|
| Improve the equalities information acquired through the annual staff survey to ensure we gain a clearer understanding of staff's equality experience while in the organisation | Transformation & Digital Portfolio Team / Equalities Working group | Annual | Equalities information is captured in the staff survey and reported to staff annually |
| Continue to monitor equalities information on the workforce Consider how to improve collection of up to date information on staff characteristics | HR | Annual | Information on workforce composition, recruitment and leavers included in annual Equalities Report. % of staff not choosing 'prefer not to say' options increases |
| Continue to monitor gender pay gap in line with legislation | HR | Annual | Annual gender pay gap report |
| Collect information on the gender of the victim in Health and Safety reporting | Health and Safety | 2025 and ongoing | Collect information on the gender of victims in health and safety reporting; include in regular reports to JCG's. |
| Monitor disability and ethnic pay gap | HR | Annual | Information included in annual pay gap report |

Appendix 3 Ethnicity pay gap

The ethnic background of East Lothian Council employees at the snapshot date of 31st March 2024 was as follows:

| Ethnic Group | Headcount | % of Total |
|----------------------|-------------|------------|
| Not Known | 703 | 14.63 |
| Minority Ethnic | 64 | 1.33 |
| Prefer not to answer | 132 | 2.75 |
| White | 3905 | 81.29 |
| Total | 4804 | 100 |

Mean Ethnicity Pay Gap

The mean of a group of values is the sum of all values added together and then divided by the number of values in the dataset. The mean ethnicity pay gap represents the pay gap across the entire organisation between the mean hourly wage for White employees and mean hourly wage for Minority Ethnic employees. NB "not known" and "prefer not to answer" values were excluded from the calculation.

The mean average pay gap between White and Minority Ethnic employees is shown in the table below.

| Mean Average Hourly Rate | | Mean Average pay gap between Minority Ethnic and White Employees |
|---------------------------|-----------------|--|
| Minority Ethnic Employees | White Employees | |
| £20.48 | £21.00 | 2.51% |

The mean average ethnicity pay gap was 2.51%. For every £1.00 a White employee earns, on average an employee from a Minority Ethnic background earns £0.97 (rounded to the nearest penny).

Median Ethnicity Pay Gap

The median hourly rate for each ethnic group is calculated by ranking all employees by ethnicity (data for “not known” and “prefer not to answer” values were excluded from the calculation) from the highest paid to the lowest paid and taking the hourly wage of the person in the middle. The median ethnicity pay gap is the difference between the median hourly wage of Minority Ethnic employees and the median hourly wage of White employees.

The median average hourly rate of pay for Minority Ethnic employees at the report date was £18.52. The median average hourly rate of pay for White employees was also £18.52. There was therefore no median ethnicity average pay gap.

Appendix 4 Disability pay gap

The composition of East Lothian Council's workforce by disability grouping at the snapshot date of 31st March 2024 was as follows:

| Group | Headcount | % of Total |
|----------------------|-------------|------------|
| Disabled | 212 | 4.41 |
| Not Disabled | 3452 | 71.86 |
| Not Known | 1114 | 23.19 |
| Prefer not to answer | 26 | 0.54 |
| Total | 4804 | 100 |

Mean Disability Pay Gap

The mean of a group of values is the sum of all values added together and then divided by the number of values in the dataset. The mean disability pay gap represents the pay gap across the entire organisation between the mean hourly wage for Non-Disabled employees and mean hourly wage for Disabled employees. NB “not known” and “prefer not to answer” values were excluded from the calculation.

The mean average pay gap between Non-Disabled and Disabled employees is shown in the table below.

| Mean Average Hourly Rate | | Mean Average pay gap between Minority Ethnic and White Employees |
|--------------------------|--------------|--|
| Disabled | Not Disabled | |
| £19.45 | £21.16 | 8.04% |

The mean average disability pay gap was 8.04%. For every £1.00 a Non-Disabled employee earns, on average a Disabled employee earns £0.92 (rounded to the nearest penny).

Median Disability Pay Gap

The median hourly rate for each disability group is calculated by ranking all employees by disability from the highest paid to the lowest paid and taking the hourly wage of the person in the middle. The median disability pay gap is the difference between the median hourly wage of Disabled employees and the median hourly wage of Non-Disabled employees. NB “not known” and “prefer not to answer” values were excluded from the calculation.

| Median Average Hourly Rate | | Median Average pay gap between Minority Ethnic and White Employees |
|----------------------------|--------------|--|
| Disabled | Not Disabled | |
| £17.55 | £18.52 | 5.24% |

The median average hourly rate of pay for Disabled employees at the report date was £17.55. The median average hourly rate of pay for Non Disabled employees was also £18.52. The median disability pay gap was 5.24%. For every £1.00 a Non-Disabled employee earns, on average a Disabled employee earns £0.95 (rounded to the nearest penny).