



# **DISABILITY EQUALITY SCHEME**

## **ANNUAL PROGRESS REPORT**

**The Report also incorporates the South Ayrshire Education Disability  
Equality Scheme Annual Progress Report**

**JANUARY 2008**

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## **Appendix 1 - Employee Equality Monitoring Statement**

# 1 Introduction

This is the first annual progress report to be prepared by South Ayrshire Council reviewing progress against the Disability Equality Scheme that it agreed in December 2006.

It reflects the statutory requirement a public authority must on an annual basis publish a report containing a summary of:

- the steps it has taken to fulfill its disability equality duty (the action plan); what has the authority done over the past year to eliminate discrimination and promote equality of opportunity and is it meeting its targets?
- the results of the information gathering which it has carried out – what evidence has been obtained and what does it indicate?
- what the authority has done with the information gathered – what actions will be taken as a result of what the information indicates?

The report has been structured to respond to each of these questions in turn.

Firstly, considering ‘the steps it has taken...’ the report starts by briefly reflecting on the approach that was set out in the Council’s own Disability Equality Scheme. It reviews the priorities that were identified through engagement with disabled people, and outlines the progress achieved to date in relation to these. It then goes on to look in more detail against the progress against the broader range of commitments contained in the action plan itself.

Secondly, reflecting on ‘the information gathering carried out’, the report reviews the information gathered in relation to the Employee Equality Monitoring Statement, the work undertaken in relation to delivering the Council’s disability duties as an Education Authority, and the broader work engaged in across the Council in terms of Equalities and Diversity Impact Assessments.

The response to the third question ‘what the authority has done with the information gathered’ is covered as an integral part of these previous sections, the specific section of this report taking the opportunity to briefly reflect on the need ensure that there is improved reporting and consideration of this aspect during the course of the year.

Preparation of this report has served to create a useful baseline for review after the first 12 months of the scheme, and indeed some ‘next steps’ are outlined within it. Further work will be undertaken as the report is taken through the Council’s decision-making and scrutiny process, the outcome of which will be picked up in the next annual report.

Whilst progress over the last year has in some respects been less than we would have hoped for, the Council’s overall commitment to equalities remains high, as evidenced in the development of the new vision for the Council ‘Securing the Future for South Ayrshire’.

The overall vision statement that ‘Our vision is to establish South Ayrshire as the most dynamic, inclusive and sustainable community in Scotland’ puts equalities at the heart of what we are about as a Council. This is further reflected in our guiding principles, one of which is to ‘promote equality by tackling discrimination and disadvantage’.

Over the course of the next few months we will be working through precisely how we take these matters forward, and the outcomes that we are seeking to achieve. We will endeavour to ensure that our overall commitments are matched in terms of progress on the ground, particular in relation to the Council’s Equality Schemes.

## **2 The steps we have taken to fulfil our disability equality duty**

### **2.1 Approach to the development of the scheme**

The content of the Disability Scheme 2006 was influenced by the involvement of disabled people in South Ayrshire and the views of organisations representing disabled people.

One of the main aspirations of the Scheme is that this involvement should continue through the life of the Scheme. Ongoing involvement has been achieved by the participation of a number of organisations in meetings of the Member Officer Group on Equality and Diversity. These include:

- a) South Ayrshire Access Panel
- b) South Ayrshire Forum on Disability
- c) South Ayrshire Elderly Forums Steering Group
- d) Ayrshire Independent Living Network

### **2.2 Progress on the priorities identified by disabled people**

At each meeting of the Member Officer Group on Equality and Diversity the progress of the priority issues identified by disabled people has been discussed and highlighted below are some examples of progress made.

#### *Access to Public Transport*

Disabled Groups had a number of unresolved and ongoing access problems, particularly in relation to buses and taxis. To promote better access to bus services a meeting between disabled organisations, Strathclyde Passenger Transport and Stagecoach was held on Wednesday 31 January 2007. A number of issues were discussed and agreement reached on a method of joint working to ensure comments and complaints are expedited.

Regarding taxis, the South Ayrshire Access Panel are now invited to attend all meetings of the Taxi Forum and the Council has worked with Ayr College on a disability awareness module that is now part of the Taxi Drivers Course - completion of which is a requirement for the granting of taxi licenses.

#### *Access to Parking*

Officers have progressed specific parking issues raised by disabled organisations with Strathclyde Police and Stagecoach. The South Ayrshire Access Panel met with Planning and Transportation officers and reviewed service consultation arrangements. Consultation arrangements have been agreed e.g. the South Ayrshire Access Panel are now consulted on Planning and Transportation Policies and Strategies.

#### *Access to Buildings*

In addition to providing ongoing support to the South Ayrshire Access Panel, the Council's Disablement Liaison Officer gives disability advice on Building Control and planning matters to both the private and public sectors.

Disabled Organisations had raised a number of concerns about the Ayr Central Development. During 2006 and 2007 Planning and Transportation officers arranged meetings with the developer and the South Ayrshire Access Panel and as a result some remedial minor works have been undertaken and discussion is on-going.

As at 31 March 2007, the Council reported that 49% of its public service buildings (this figure excludes schools) were suitable and accessible to disabled people. This remains at same the level reported 12 months previously, the Council's performance being ranked 18<sup>th</sup> out of the 32 councils across Scotland for this measure.

As part of the action to ensure accessibility of the County Buildings, the project to improve lighting to main reception, corridors and staircases has been completed. The main reception area has also been upgraded, including the provision of fully automatic entrance doors. In addition work is continuing with Historic Scotland to pilot stair tread highlights and evaluation of the findings.

In addition, the Council has supported the South Ayrshire Access Panel in the production of the Accessible Guide to Ayr in 2006 and then in 2007 two new Accessible Guides were also been produced for Troon/Prestwick and Maybole/Girvan.

### *Awareness Training*

As part of the Council's "Promoting the Equality and Diversity Agenda in South Ayrshire" training programme for Elected Members, Disability Equality awareness training was scheduled for July 2007. Unfortunately, this did not proceed as the officer delivering the programme left the Council's employment.

To progress this training requirement, Human Resources staff have been sourcing training for elected members, general awareness training for staff and departmental specific training and are at present in contact with the Clyde Valley Project to establish if it is possible to access the work undertaken on Equality and Diversity. In the absence of formal training, briefing sessions have been held for elected members with an equalities remit.

The Recruitment and Selection Procedures training course has also been updated to include disability equality awareness.

### *Communications*

There has continued to be good progress with the accessibility of the Council Website. Ongoing reviews of the website show that we have obtained 99% of the WAI Accessibility Standard on existing pages and 100% on new sections.

The website has a Browsealoud speech recognition software on all council websites and this was extended to the Ayrshire Valuation Joint Board in October 2007. Disabled organisation representatives have stated that they are very satisfied with the Website. The Browsealoud software is also available in all our libraries with headsets provided to maintain privacy.

In addition to the wide range of information on the website on council tax statute covering billing, liability, benefits/reliefs and recovery, as with all residents, disabled people can contact specialist staff at dedicated telephone numbers or personal interviews can be arranged to provide support as required.

In addition, an Equalities and Diversity webpage has been added in 2007, which acts as a home page for the Councils equalities schemes, including the Disability Equality Scheme. The minutes and papers of the Member Officer Group on Equality and Diversity are linked to this webpage as are the Equalities Monitoring Statements.

### **2.3 Summary of progress against Action Plan**

The Council's Disability Equality Scheme Action Plan identifies 33 objectives that it has committed to take forward over the three years of the Scheme to December 2009.

Their achievement is underpinned by a series of 132 key tasks that form part of the service plans of the respective departments. Progress against these has been subject to regular monitoring through the Council's Performance Management System.

The assessment of progress incorporated into this annual report reflects the position as updated by officers to the end of November 2007. The associated detailed working reports have been shared with the Corporate Management Team and Heads of Service, as part of building this into our on going management processes. They have reflected on progress to date, and are seeking to refocus and reprioritise our efforts for the 2<sup>nd</sup> year of the scheme. Their recommendations will be discussed with our Member Officer Group on Equalities and Diversity, to ensure there is appropriate commitment and support to make significant progress in the coming year.

To avoid swamping this report with a level of management detail that would distract from what has been achieved, and what requires to be addressed in year 2 and 3, an overview is presented on the following pages, in terms of the five main areas that were targeted within the action plan:

- To promote disability equality, raise awareness and embed the scheme across the Council
- To promote disability equality across a range of front line services
- To promote disability equality within Education
- To improve disabled access to services and properties
- To a promote disability equality within the Council's employment practices

The 33 objectives that we set ourselves have been presented under each of these areas, together with a summary of the main outcomes that have been achieved to date.

**To promote disability equality, raise awareness and embed the scheme across the Council**

**Objectives:**

Promote disability equality through implementation of the Disability Equality Scheme 2006.

Promote disability equality awareness across the Council and comply with relevant legislation

Establish monitoring, reviewing and reporting processes to ensure compliance with the Council's Disability Equality Scheme

**Outcomes achieved to date:**

- Equality and Diversity Impact Assessments are starting to become embedded into the Council's review processes
- Options for provision of generic equalities training have been investigated
- Profile of monitoring and assessing progress against the Disability Equality Scheme has been raised across the Council's officers

**Next Steps:**

Re-energise the reporting, evaluation and scrutiny of equalities within the Council's decision making structures – *through reporting to the Leadership panel in January 2008 and the Member Officer Group on Equalities and Diversity in February 2008*

Roll out generic equalities training – *by following through on the opportunities available through the Clyde Valley Project.*

## **To promote disability equality across a range of front line services**

### **Objectives:**

Provide high quality accessible Revenues and Benefits services.

Promote equalities in the delivery of Building Standards services ; Community Safety services; Economic Development services; Licensing services; Neighbourhood services; Planning services; Planning and Transportation services; Roads Maintenance services; Roads and Transportation services; and Sustainable Development services

Provide high quality accessible social work and social care services.

Provide quality services for individuals with 'assessed needs'

Ensure effective service user involvement/participation in the delivery of assessed/targeted services.

Provide high quality accessible housing management services

Provide affordable housing for people in housing need

Ensure effective tenant participation

Promote regeneration of disadvantaged communities

### **Outcomes achieved to date:**

- Active support for disabled people and associated issues within Building Standards
- Disability awareness now included within training for taxi drivers
- Improved linkages with, and use of the expertise of, the Local Access Panel
- Improved procedures to help disabled people to use local bus services
- Inclusive design being pursued in design of play areas and open spaces
- Improved occupational therapy services through partnership working with NHS Ayrshire & Arran.
- Partnership in Practice Agreements are being delivered in a format accessible to those with a learning disability.
- On-going programme of work to upgrade council housing to make accessible to those with disabilities together with provision of aids and adaptations
- Continuing support of Older People Forum and Disability Forum

### **Next Steps:**

Improve monitoring of use of services by people with disabilities and improve feedback mechanisms – *by taking account of best practice used elsewhere and through agreement at CMT level as to how this should be taken forward and resourced.*

## **To promote disability equality within Education**

### **Objectives:**

Provide an inclusive learning environment for disabled children and young people.

Remove barriers to ensure greater participation of disabled pupils, parents and staff.

Further improve physical access to schools.

### **Outcomes achieved to date:**

- Accessibility Strategy Group in place, that is helping to promote best practice in schools in relation to disabilities equalities
- Training materials in use in schools to raise awareness of the requirements of the disability equality duty
- Consultation exercise on progress to better understand the accessibility needs of disabled children and young people
- Development of Inclusion Squad at Dundonald Primary, which has won national recognition for what the pupils have achieved.
- Following on from this, Inclusion Network established, which involves 12 primary schools
- On going programme to improve access to schools for children with specific additional support needs.
- Development of improved involvement for disabled stakeholders
- Tracking procedures in place to monitor progress of disabled pupils
- Development of Supporting Children's Learning – Manual for Inclusion

### **Next Steps:**

Roll out Impact Assessment training to staff

Introduce the new 'equality, inclusion and anti-discrimination - induction for staff in schools' (Scottish Government, 2008) pack to Head Teachers

## **To improve disabled access to services and properties**

### **Objectives:**

Ensure the Accessibility of the County Buildings, Town Buildings and premises used as Polling Stations.

Ensure Council IT systems are accessible to all communities.

Promote Equalities in the delivery of Corporate Safety services

Ensure that the Council's non-housing buildings comply with the requirements of the DDA

### **Outcomes achieved to date:**

- Access has been improved to the County Buildings
- Council Website scores highly for levels of accessibility
- Improved access to Council Training facilities (Links Road, Prestwick)
- Programme for provision of joint health and social work services that will be co-located in accommodation that is accessible to people with physical disability is being progressed.
- Capital Programme for 2007/8 includes adaptations and alterations at Prestwick Swimming Pool and Newton House in Ayr.

### **Next Steps:**

Progress scheme to create physical access and disabled toilet facilities for the Rozelle complex in Ayr, following consultation and agreement with Historic Scotland.

## **To a promote disability equality within the Council's employment practices**

### **Objectives:**

Enhance access to employment opportunities for disabled applicants and ensure equal treatment of applicants in the recruitment and selection process.

Ensure disabled employees have equal ability to continued employment and access to all types of post, promotion opportunities, flexible working and working beyond retirement

Ensure disabled employees are treated equally with regard to termination of employment

Ensure equal treatment of disabled employees in accessing development opportunities

Ensure that terms and conditions and policies and procedures, including job grading/salary and benefits are communicated and applied equally to disabled employees

### **Outcomes achieved to date:**

- Equality and Diversity Impact Assessments being undertaken as part of rolling programme of review of employment policies
- Training on employment policies includes awareness of responsibilities towards disabled employees
- Guidelines prepared on 'Supporting people with a disability in South Ayrshire Council'

### **Next Steps:**

To further develop employment monitoring in relation to disabilities and to further promote its use as critical management information to help inform our employment practices – *latest report to be taken to the Leadership panel in January 2008*

Take forward the Disabled Employee's Forum – *first meeting to be held during February 2008*

### **3 The results of the information gathering we have carried out**

#### **3.1 Employee Equalities Monitoring Statement**

Since August 2005 the Council has been recording Equality and Diversity employment information including ethnicity, gender and disability which is considered by elected members and thereafter published on the Council website.

The most recent Equalities Monitoring Statement will be considered by the Leadership Panel on 29th January 2008 and it is included for information as Appendix 1. We have now started to analyse the information gathered and this Statement includes for the first time some basic interpretation of the data.

During 2008 we will prepare more detailed analysis and interpretation of our employment information (including trend analysis) for each of the equality strands to illustrate the Council's progress, with recommendations for improvement actions for consideration by the Leadership Panel.

To date the main issue arising from the data remains the low number of disabled people employed by the Council and work is scheduled within the Scheme action plan to more accurately record the number of employees with disabilities, especially given the wide definition of disability introduced by the DDA 2005.

However, there has been some progress in the number of disabled employees recorded. From December 2006 to December 2007 there has been rise in the proportion of disabled staff from 0.7% to 1.2%. with the proportions of applicants, interview candidates and appointments for disabled candidates remaining relevantly constant throughout the recruitment and selection process, showing fairness and consistency.

With regard to the establishment of a disabled employees forum, a Disabled Employees Forum Steering Group was set up to progress this task. The Steering Group has taken this forward and the Forum will be chaired and the agenda set by disabled employees, supported by Human Resources officers.

The current position is that arrangements are in hand for invitations to be sent out in February 2008 to all disabled employees, and employees with an interest in disability equality, to attend the inaugural meeting of the Forum.

### **3.2 Delivery of the Council's disability duties as an Education Authority**

This section of the report outlines the steps that Education Culture and Lifelong Learning has taken to fulfil its responsibilities in relation to the disability equality duty over the period 2006-2007. The work carried out represents the department's commitment to ensure compliance with the disability equality duty and to promote understanding on work required to combat discrimination against disabled children and young people.

#### Information gathered:

The Accessibility Strategy Group (comprising head teachers, Senior Psychologist, Senior Occupational Therapist, Sports Development, Quality Improvement Officer) has carried out a pilot questionnaire to enable consultation with disabled pupils, parents, teachers and support staff. Three schools have participated in the trial and we have analysed the findings which have been generally very positive. One pupil reported difficulties and this was followed up by the Senior Educational Psychologist. The questionnaire is being designed to be sent out to a wider group of children, young people, parents and staff. The group identified is those children within the Staged Intervention System at level 3 and above. In order to ensure as large a response as possible a Freepost questionnaire will be distributed to each of the three groups. This will be posted back to South Ayrshire Council for analysis by the Accessibility Strategy Group.

The Accessibility Strategy Group has also prepared training materials for staff in schools. The group produced a PowerPoint presentation for Head Teachers and Senior Staff to deliver to all their school staff in August 2007. The PowerPoint was accompanied by a Project Outline for the School Improvement Plan, an information flyer 'A Curriculum for Independence'. This information pack covered all the requirements to fulfil the disability equality duty. Highlighted within the information pack is the need for all schools to ensure that information regarding the needs of disabled pupils is gathered and importantly that all children are aware of the requirements to ensure that disabled children are not discriminated against.

An example of good practice that has been recognized at a national level is the Inclusion Squad at Dundonald Primary. A group of Primary 7 pupils worked together to identify all the barriers to inclusion in the school. This included access to physical education for disabled pupils. This work resulted in additional resource input from the Sports Development Team with the introduction of inclusive sports such as Boccia and New Age Curling. Dundonald Primary won first place in the Scottish Education Awards 'Schools for All' category. The Inclusion Squad also came second in the Scottish Support for Learning 'Good Practice' Awards. ECLL and the Sports Development Section are now rolling out the Inclusion Squad model to other schools in South Ayrshire with schools being represented in each cluster across the authority.

As part of our ongoing work to improve the physical environment for our pupils the Accessibility Strategy has an ongoing programme of upgrades and adaptations in place. Referrals are taken from colleagues in Occupational Therapy who link closely with Head Teachers to identify the needs of children and young people.

ECLL identified a key target to improve services for disabled stakeholders. In taking forward the Parental Involvement Strategy a consultation exercise on the implementation of this new legislation has enabled a focus on identifying ways of ensuring barriers to parental involvement are removed. An 'Open Space' event was organized for parents in March 2007 and a full report produced.

Impact Assessment Training for all policies and procedures has been carried out with Senior Managers in ECLL and this will be rolled out to Head Teachers to ensure compliance with equalities legislation.

### ECLL Service Plan monitoring and review meeting disability equality requirements:

As part of the target to ensure the improvement of educational achievement of disabled pupils tracking procedures to monitor progress are now in place. The School Improvement Directorate Visit, Standards and Quality Review Programme and Link Officer School Improvement Visits, all monitor equalities objectives.

ECLL developments to support children under the Education (Additional Support for Learning) (Scotland) Act 2004 include the publication of 'Supporting Children's Learning – Manual for Inclusion'.

The new document reflects the good practice which already exists in schools and is intended to help realize the vision that every school is a centre of excellence in relation to bringing together the different services needed to support children, young people and their families. The Additional Support for Learning Strategy Group, which included partners from health, social work, Careers Scotland, the voluntary sector and school staff, was largely responsible for producing the Manual for Inclusion.

### **3.3 Impact Assessments**

As outlined in the Council's Disability Equality Scheme, we have developed a generic approach to impact assessment that includes disability equality impact assessment. The approach makes impact assessment part of the policy development process, such that any major new policy or review of an existing policy requires to be impact assessed.

The process involves officers using an impact assessment tool consisting of a checklist and supporting guidance. During the year training was rolled out to senior officers across the Council to assist them in using this tool.

A number of policies have been impact assessed following on from this, the current position being as follows:

- Improving service provision in Carrick South under the Rural Service Priority Area initiative
- Community Regeneration in South Ayrshire
- Code of Conduct for Employees
- Data protection code of practice for personnel records
- Discipline policy
- Flexi-time agreement
- Travelling and disturbance allowances scheme

The range of coverage evidenced above shows that we are still at an early stage of ensuring Impact Assessments are undertaken as a matter of course, and this will be an issue for consideration by the Member Officer Group on Equality and Diversity. The intention remains that they will review the progress of impact assessment and suggest any changes or improvements to ensure its effectiveness.

#### **Next Steps:**

An early report will be prepared for the Member Officer Group on Equality and Diversity on how impact assessment is progressing and what influence it has had to date on the Council's policies.

## **4 What the authority has done with the information gathered**

The proceeding sections have given an indication of what the authority has already done with the information gathered, within the three discrete areas of employee monitoring, educational responsibilities and impact assessments.

The original Disability Equality Scheme envisaged drawing on a far broader range of information across services, but to date, refinements to monitoring and subsequent performance reporting are still at a relatively early stage. This is clearly an area that we would wish to refocus our efforts upon over years 2 and 3 of the Scheme.

The Council as a whole is re-examining its performance management arrangements in the light of the agreement of its new Vision document, and this gives a further opportunity to ensure that monitoring of equalities issues are embedded within this process, rather than being dealt with as an after thought.

Within the Council's decision making structures, as amended in June 2007, responsibility for equalities lies with the Leadership Panel, with the specific remit lying with the 'portfolio carrier' for Community Services. A standing scrutiny panel mirrors the remit of the portfolio carrier, in addition to which we have the Member Officer Group on Equality and Diversity.

We therefore have clear channels for focussed consideration of progress in relation to our equality schemes and our equalities performance in general, and we will ensure that there is improved reporting and consideration of these aspects over the next 12 months.

## SOUTH AYRSHIRE COUNCIL

## EQUALITIES MONITORING STATEMENT AS AT DECEMBER 2007

## 1. Employees In Post

The number of staff in post, as at the date of the Statement, by ethnic background, gender and disability by department, is as follows: -

**Fig 1: Breakdown of Employees by Ethnicity**

Department	Asian or Asian British - Indian	Asian or Asian British - Pakistani	Black or Black British - African	Chinese	Mixed - Other	Other	Unknown	White - British	White - English	White - Irish	White - Other	White - Scottish	White - Welsh	Not Recorded	Total
Chief Executives	1	0	0	0	0	1	1	6	10	3	1	283	0	0	306
Development Safety and Regulation	0	0	0	0	0	2	1	17	9	2	2	560	1	41	635
Education Culture and Lifelong Learning	0	1	1	3	1	6	143	372	75	28	66	2884	9	117	3706
Social Work Housing and Health	0	0	0	2	0	0	1	20	44	15	4	1534	2	13	1635
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>5</b>	<b>1</b>	<b>9</b>	<b>146</b>	<b>415</b>	<b>138</b>	<b>48</b>	<b>73</b>	<b>5261</b>	<b>12</b>	<b>171</b>	<b>6282</b>

- Where recorded, 0.3% of the Council's employees are of non-white ethnicity, from a non-white proportion (2001 Census) of 0.7% of the population of South Ayrshire
- In neighbouring Authorities where figures are available, the proportion of non-white staff is 0.2% (2003 figures), also from a non-white population of 0.7%

**Fig 2: Breakdown of Employees by Gender**

Department	Female	Male	Total
Chief Executives	192	114	306
Development Safety and Regulation	185	450	635
Education Culture and Lifelong Learning	2881	825	3706
Social Work Housing and Health	1165	470	1635
<b>Total</b>	<b>4423</b>	<b>1859</b>	<b>6282</b>

- 70.4% of the Council's employees are female, and 29.6% are male

**Fig 3: Breakdown of Employees by Disability**

Department	Not Disabled	Disabled	Not Recorded	Total
Chief Executives	301	3	2	306
Development Safety and Regulation	612	10	13	635
Education Culture and Lifelong Learning	3289	28	389	3706
Social Work Housing and Health	1595	28	12	1635
<b>Total</b>	<b>5797</b>	<b>69</b>	<b>416</b>	<b>6282</b>

- Where recorded, 1.2% of the Council's employees are disabled

## 2. Applicants for Employment/Promotion

All applicants for employment are required to complete an Equal Opportunities Monitoring Form. Information from these forms is collated on a quarterly basis by Corporate Human Resources.

This information is currently recorded in a discrete HR database, from which the relevant information can be extracted. This recording will subsequently transition to the Oracle HRMS system as part of planned software implementation.

The total number of external applicants by ethnic background, gender and disability for the most recent quarter for which figures are available (Jan-Sept 07) was as follows: -

- The proportions of male and female applicants, interview candidates and successful appointees were generally consistent throughout the recruitment process
- The proportions of non-white applicants, interview candidates and successful appointees were above the population proportion, and were generally consistent throughout the recruitment process

Applicants for Employment		Total No: 1769	
<b>Gender</b>	<b>Number</b>	<b>Proportion (%)</b>	
Male	655	37	
Female	1108	62.6	
Not Disclosed	6	0.3	
<b>Ethnic Origin</b>	<b>Number</b>	<b>Proportion (%)</b>	
White Scottish	1629	92	
White English	54	3	
White Welsh	0	0	
White Irish	12	0.7	
Other White British	18	1	
Any Other White Background	8	0.4	
Any Mixed Background	0	0	
Indian	0	0	
Pakistani	0	0	
Bangladeshi	0	0	
Chinese	2	0.1	
Any Other Asian Background	1	0.1	
Caribbean	0	0	
African	3	0.2	
Any Other Black Background	0	0	
Any Other Background	3	0.2	
Not Disclosed	39	2.2	
<b>Disability</b>	<b>Number</b>	<b>Proportion (%)</b>	
Disabled	33	1.9	
Not Disabled	1676	94.7	
Not Disclosed	60	3.4	

Selected for Interview		Total No 896	
<b>Gender</b>	<b>Number</b>	<b>Proportion (%)</b>	
Male	320	35.8	
Female	574	64	
Not Disclosed	2	0.2	
<b>Ethnic Origin</b>	<b>Number</b>	<b>Proportion (%)</b>	
White Scottish	830	92.6	
White English	28	3.1	
White Welsh	0	0	
White Irish	5	0.5	
Other White British	10	1.1	
Any Other White Background	3	0.3	
Any Mixed Background	0	0	
Indian	0	0	
Pakistani	0	0	
Bangladeshi	0	0	
Chinese	2	0.2	
Any Other Asian Background	1	0.1	
Caribbean	0	0	
African	0	0	
Any Other Black Background	0	0	
Any Other Background	1	0.1	
Not Disclosed	16	1.8	
<b>Disability</b>	<b>Number</b>	<b>Proportion (%)</b>	
Disabled	22	2.4	
Not Disabled	846	94.4	
Not Disclosed	28	3.1	

Successful Appointments		Total No: 284	
<b>Gender</b>	<b>Number</b>	<b>Proportion (%)</b>	
Male	106	37.3	
Female	177	62.3	
Not Disclosed	1	0.4	
<b>Ethnic Origin</b>	<b>Number</b>	<b>Proportion (%)</b>	
White Scottish	269	94.7	
White English	8	2.8	
White Welsh	0	0	
White Irish	1	0.4	
Other White British	1	0.4	
Any Other White Background	3	1	
Any Mixed Background	0	0	
Indian	0	0	
Pakistani	0	0	
Bangladeshi	0	0	
Chinese	0	0	
Any Other Asian Background	0	0	
Caribbean	0	0	
African	0	0	
Any Other Black Background	0	0	
Any Other Background	1	0.4	
Not Disclosed	1	0.4	
<b>Disability</b>	<b>Number</b>	<b>Proportion (%)</b>	
Disabled	7	2.5	
Not Disabled	268	94.3	
Not Disclosed	9	3.2	

The total number of internal applicants for promotion by ethnic background, gender and disability for the most recent quarters for which figures are available (Jan-Sept 07) was as follows: -

- The proportions of male and female internal applicants, interview candidates and successful appointees were all in line with the proportions of male and female staff (see Section 1 above)
- The proportions of non-white and disabled internal applicants, interview candidates and successful appointees were all above or in line with the proportions of non-white and disabled staff (see Section 1 above)

Applicants for Promotion		Total No: 778
<b>Gender</b>	<b>Number</b>	<b>Proportion (%)</b>
Male	231	29.7
Female	546	70.1
Not Disclosed	1	0.2
<b>Ethnic Origin</b>	<b>Number</b>	<b>Proportion (%)</b>
White Scottish	736	94.6
White English	16	2
White Welsh	0	0
White Irish	5	0.6
Other White British	6	0.7
Any Other White Background	1	0.1
Any Mixed Background	0	0
Indian	0	0
Pakistani	0	0
Bangladeshi	0	0
Chinese	2	0.3
Any Other Asian Background	0	0
Caribbean	0	0
African	0	0
Any Other Black Background	0	0
Any Other Background	1	0.1
Not Disclosed	11	1.4
<b>Disability</b>	<b>Number</b>	<b>Proportion (%)</b>
Disabled	7	0.9
Not Disabled	752	96.6
Not Disclosed	19	2.4

Selected for Interview		Total No: 528
<b>Gender</b>	<b>Number</b>	<b>Proportion (%)</b>
Male	146	27.6
Female	381	72.1
Not Disclosed	1	0.2
<b>Ethnic Origin</b>	<b>Number</b>	<b>Proportion (%)</b>
White Scottish	499	94.5
White English	12	2.3
White Welsh	0	0
White Irish	2	0.4
Other White British	4	0.7
Any Other White Background	1	0.2
Any Mixed Background	0	0
Indian	0	0
Pakistani	0	0
Bangladeshi	0	0
Chinese	2	0.4
Any Other Asian Background	0	0
Caribbean	0	0
African	0	0
Any Other Black Background	0	0
Any Other Background	1	0.2
Not Disclosed	7	1.3
<b>Disability</b>	<b>Number</b>	<b>Proportion (%)</b>
Disabled	5	0.9
Not Disabled	510	96.6
Not Disclosed	13	2.5

Successful Appointments		Total No: 174
<b>Gender</b>	<b>Number</b>	<b>Proportion (%)</b>
Male	52	29.9
Female	122	70.1
<b>Ethnic Origin</b>	<b>Number</b>	<b>Proportion (%)</b>
White Scottish	168	96.5
White English	2	1.1
White Welsh	0	0
White Irish	1	0.6
Other White British	1	0.6
Any Other White Background	1	0.6
Any Mixed Background	0	0
Indian	0	0
Pakistani	0	0
Bangladeshi	0	0
Chinese	0	0
Any Other Asian Background	0	0
Caribbean	0	0
African	0	0
Any Other Black Background	0	0
Any Other Background	1	0.6
Not Disclosed	0	0
<b>Disability</b>	<b>Number</b>	<b>Proportion (%)</b>
Disabled	2	1.1
Not Disabled	168	96.6
Not Disclosed	4	2.3

### 3. Employees Applying for and Receiving Training

All applicants for, and employees who receive training are required to complete an Equal Opportunities Monitoring Form. Arrangements are being adjusted to ensure that this information is recorded at an earlier stage in the process by Corporate HR.

This information is currently recorded in a discrete HR database, from which the relevant information can be extracted. This recording will subsequently transition to the Oracle HRMS system as part of the planned software implementation.

The total number of employees receiving training by ethnic background, gender and disability for the year to date (**Jan 07 – Dec 07**) is given in the table below. Information on employees applying for training is currently being collated.

Employees applying for and receiving training 871			Total No. Receiving 598	
	Applying		Receiving	
Gender	Number	Proportion (%)	Number	Proportion (%)
Male	188	21.6	141	23.6
Female	665	76.3	439	73.4
Not Disclosed	18	2.1	18	3
Ethnic Origin	Number	Proportion (%)	Number	Proportion (%)
White Scottish	626	71.9	447	74.7
White English	18	2.1	14	2.3
White Welsh	2	0.2	1	0.2
White Irish	3	0.3	0	0
Other White British	0	0	0	0
Any Other White Background	6	0.7	0	0
Any Mixed Background	0	0	0	0
Indian	0	0	0	0
Pakistani	0	0	0	0
Bangladeshi	0	0	0	0
Chinese	3	0.3	2	0.3
Any Other Asian Background	0	0	0	0
Caribbean	0	0	0	0
African	0	0	0	0
Any Other Black Background	0	0	0	0
Any Other Background	0	0	0	0
Not Disclosed	213	24.5	134	22.4
Disability	Number	Proportion (%)	Number	Proportion (%)
Disabled	4	0.5	3	0.5
Not Disabled	582	66.8	387	64.7
Not Disclosed	285	32.7	208	34.7

#### 4. Performance Assessment

The Council operates a Performance Development and Review (PDR) system. This system is not linked to salary review and thus staff do not receive any financial benefit or detriment as a result of the system.

#### 5. Grievance/Disciplinary Procedures

The total number of employees involved in Disciplinary and Grievance processes by ethnic background, gender and disability, in the period January – December 2007, was as follows: -

- Grievance: 13 recorded (6 female - 3 White Scottish, 2 White British and 1 not recorded; 7 male – 1 White Irish, 6 White Scottish, all not disabled).
- Disciplinary: 20 recorded (14 female, 6 male, all White Scottish, all not disabled)

In addition two groups, the first group of 7 males all White Scottish raised a group grievance regarding salaries. The second group of approximately 30; 2 female, 28 male, 29 White Scottish and 1 White English raised a grievance regarding the car lease scheme.

#### 6. Employees Leaving Employment

The number of leavers in the period January – December 2007 by ethnic background, gender and disability by department is as noted below.

**Fig 1: Breakdown of Leavers by Ethnicity**

Department	Asian or Asian British - Other	Black or Black British - Caribbean	Black or Black British - Other	Unknown	White - British	White - English	White - Irish	White - Other	White - Scottish	Not recorded	Total
Chief Executives	0	0	0	0	0	0	0	3	79	0	82
Development Safety and Regulation	2	1	0	0	0	2	0	2	53	55	115
Education Culture and Lifelong Learning	0	0	3	124	80	20	13	18	734	62	1054
Social Work Housing and Health	0	0	0	0	3	5	1	0	231	7	247
<b>Total</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>124</b>	<b>83</b>	<b>27</b>	<b>14</b>	<b>23</b>	<b>1097</b>	<b>124</b>	<b>1498</b>

- Where recorded, 0.4% of leavers were of non-white ethnicity

**Fig 2: Breakdown of Leavers by Gender**

Department	Female	Male	Total
Chief Executives	44	38	82
Development Safety and Regulation	33	82	115
Education Culture and Lifelong Learning	839	215	1054
Social Work Housing and Health	170	77	247
<b>Total</b>	<b>1086</b>	<b>412</b>	<b>1498</b>

- 72.5% of leavers were female
- 27.5% of leavers were male

**Fig 3: Breakdown of Leavers by Disability**

Department	Not Disabled	Disabled	Not Recorded	Total
Chief Executives	39	1	42	82
Development Safety and Regulation	107	1	7	115
Education Culture and Lifelong Learning	851	6	197	1054
Social Work Housing and Health	237	4	6	247
<b>Total</b>	<b>1234</b>	<b>12</b>	<b>252</b>	<b>1498</b>

- Where recorded, 0.9% of leavers were disabled

## 7. Interpretation of Statistics

This section aims to identify changes in statistical data from the previous monitoring statement (as at December 2006), where possible the reasons for any changes, issues by the statistical trends and recommended actions for addressing these issues.

### 7.1 Employees in Post

The proportion of employees of non-white ethnicity (where recorded) has risen from 0.2% in December 2006 to 0.3% in December 2007. The proportions of male and female employees are exactly the same. The proportion of disabled staff (where recorded) has risen from 0.7% to 1.2%.

### 7.2 Applicants for Employment/Promotion

The proportions of applicants, interview candidates and appointments for female and disabled candidates remained relevantly constant throughout the recruitment and selection process, showing fairness and consistency. However, although six applications were received from applicants of non-white ethnicity, only three were interviewed and none appointed.

### 7.3 Training

The proportions of female, non-white ethnic and disabled employees receiving training were in line with proportions of these staff as a whole.

#### 7.4 **Performance Assessment**

As our Performance Development and Review (PDR) process concentrates on future development needs, the only possible detriment is failure to offer appropriate training opportunities. This is analysed in Section 7.3 above.

#### 7.5 **Grievance/Disciplinary Procedures**

The proportions of female, non-white ethnic and disabled employees involved in grievance and disciplinary procedures were in line with, or lower than, the proportions of these staff as a whole.

#### 7.6 **Employees Leaving Employment**

The high number of leavers during this period is partly explained by the release and rehiring of large numbers of temporary staff during the summer holidays and the hiring and release of seasonal staff. In general the proportions of female, non-white ethnic and disabled leavers were in line with the proportions of these staff as a whole.