

Annex 1: Progress on Employment Equality Outcomes and Workforce Monitoring – Appendices 1-3

Appendix 1 – Council Workforce Monitoring

Appendix 1 provides summary information on the profile of our workforce as a Council and as an Education Authority, as well as gender, disability and race pay gap information. More detailed information on our workforce against each protected characteristic can be found at appendix 2 (Council) and appendix 3 (Education Authority)

Key Findings - Council Employees

On 31 December 2016, the Council had a total headcount of 5011 (including Education Authority workforce). The following analysis is based on the Council workforce profile on that date. No significant trends were identified:

- Our workforce remains predominantly female (73%), mirroring the position nationally across Local Authorities. Women also make up the majority of part-time workers (90%);
- The majority of employees are white and Scottish (81%) reflecting the population of the area;
- A significant number of employees (33.5%) are aged 46-55, representing no change since 2012;
- The percentage of employees aged 25 and under has increased slightly to 8% (from 7.36% in 2012);
- The highest number of job applications received were from young people aged 25 and under (28%);
- In a recent exercise to gather information on protected characteristics, 5% of employees stated they have a disability, with 13% preferring not to indicate if they had a disability or not;
- The majority of employees (61%) identify as heterosexual/straight, with 0.6% identifying as gay, lesbian or bisexual. 38% of employees preferred not to say;
- 0.1% of employees stated they identify or have identified, as a transgender or trans person. 39% preferred not to say.

Key Findings - Education Authority Employees

On 31 December 2016, our Education Authority had a headcount of 1913 and the following analysis is based on the workforce profile on that date. No significant trends were identified:

- The workforce remains predominantly female (84%). Women also make up the majority of part-time workers (96%);
- The majority of employees are white and Scottish (78%) reflecting the population of the area;
- Job applications from men increased by 4% and there was a 2% increase in men being appointed;
- 28% of job applications were from candidates in the 21-25 age bracket with 19% of successful applicants belonging to this age group;
- In a recent exercise to gather information on protected characteristics, 4% of Education Authority employees stated they have a disability, with 13% preferring not to indicate if they had a disability or not;
- The majority of employees (59%) identify as heterosexual/straight, with 0.7% identifying as gay, lesbian or bisexual. The remaining employees preferred not to say;
- 0.1% of employees stated they identify or have identified, as a transgender or trans person. 40% preferred not to say.

Pay Gap

Gender Pay Gap

In calculating the gender pay gap in 2016 we have used two methods as follows:

Council

1. In previous years we expressed our gender pay gap as the percentage difference between the average man and the average woman's annual salary. Using this calculation in 2015, our gender pay gap was 1.03% in favour of men. Using the same calculation in 2016, the pay gap now stands at 0.5% in favour of women.
2. New guidance from the Equality and Human Rights Commission (EHRC) states that the gender pay gap should be expressed as the percentage difference between men's average hourly pay and women's average hourly pay. Using this calculation, in 2016 our gender pay gap is 4.3% in favour of men.

Education Authority

1. The Education Authority gender pay gap expressed as the percentage difference between the average man and the average woman's annual salary is currently 14.8% in favour of men. This has narrowed since 2015, when it stood at 17.21% in favour of men.
2. The Education Authority gender pay gap expressed as the percentage difference between men's and women's average hourly pay is 21.6% in favour of men.

Disability Pay Gap

In calculating the disability pay gap we used the average hourly pay of employees who indicated a disability against those who indicated they did not have a disability, with the difference expressed as percentage.

Council - Based on information provided by employees, our disability pay gap is 9.3% in favour of non-disabled employees. It should be noted, however, that 13% of our workforce preferred not to say whether they had a disability or not.

Education Authority - Based on information provided by employees, the disability pay gap is 7.8% in favour of non-disabled employees. It should be noted, however, that 12% of our workforce preferred not to say whether they had a disability or not.

Race Pay Gap

In calculating the race pay gap we used the average hourly pay of employees who stated they were white, and those who stated they were not white, with the difference expressed as percentage.

Council - Based on information provided by our employees, the race pay gap is 11.9% in favour of those who stated they were not white.

Education Authority - Based on information provided by employees, the race pay gap is 3.6% in favour of those who stated they were white.

Appendix 2 - Council Workforce Profile

Appendix 2 shows data on the workforce of the Council by protected characteristic. Data used in this report was drawn from our HR Oracle system on the 31st December 2016 when Oracle showed a headcount of 5011 (including Education Authority). Data regarding recruitment, discipline and grievance relates to the period from 1st January to 31st December 2016.

Council Workforce by Gender

Figure 1 below shows the gender make up of the Council's workforce.

Figure 1

Council by Gender

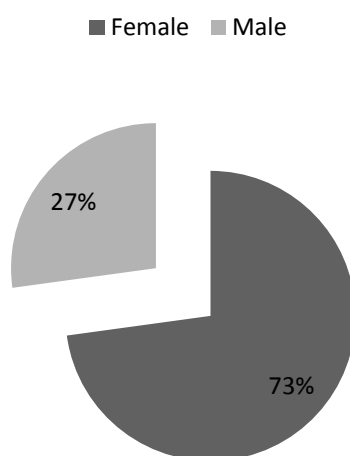


Figure 2 shows Council employment status by gender.

Figure 2

Council Employment Status by Gender

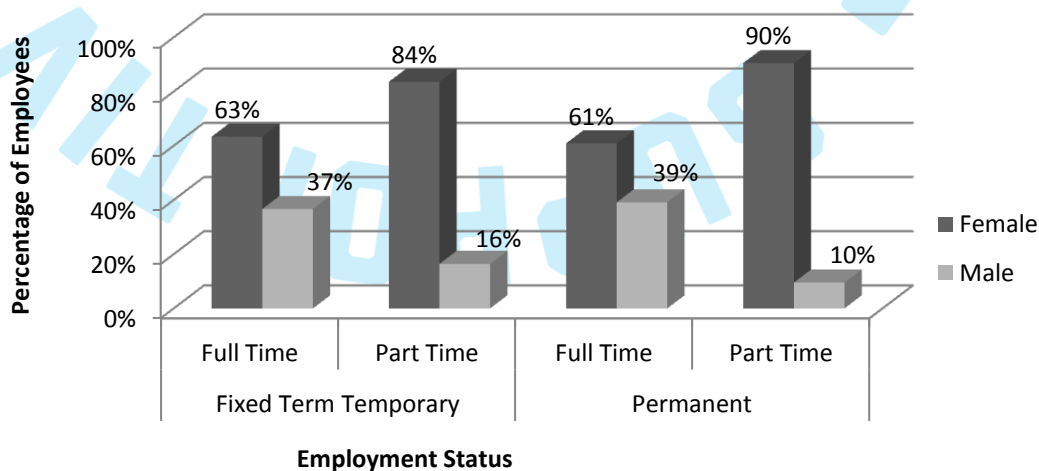
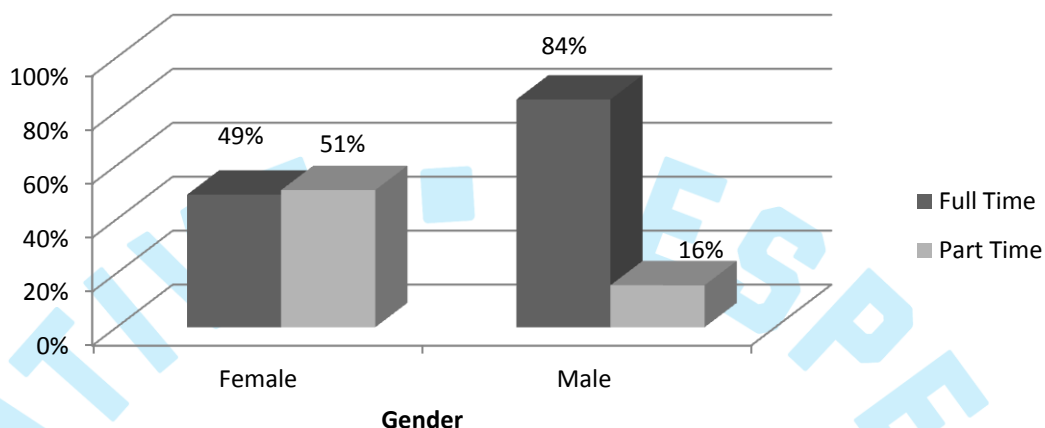


Figure 3 shows Council employee working patterns by gender.

Figure 3

Council Employee Working Pattern by Gender

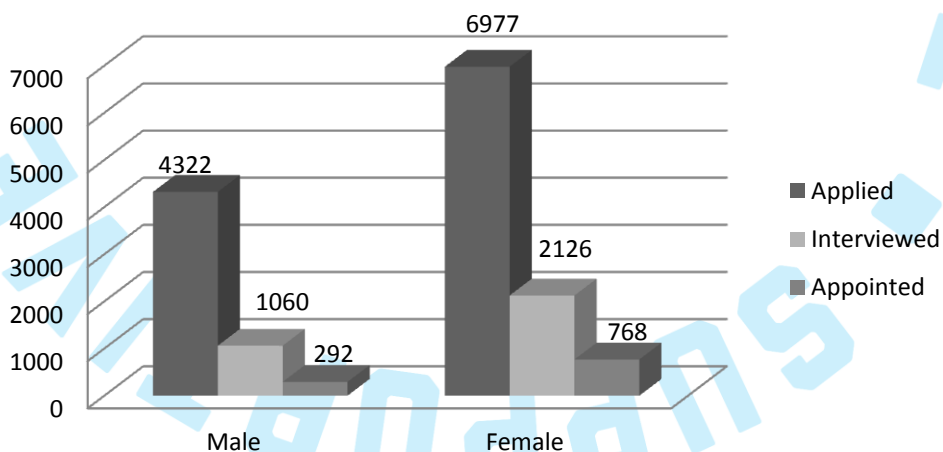


Recruitment

Of the 11,600 job applications received by the Council in 2016, 60% were from women, 37% were from men with the remainder either preferring not to say or not providing any information on gender. Figure 4 below, shows the total number of male and female applicants who were subsequently appointed.

Figure 4

Council Recruitment by Gender



Leavers

37% of employees who left the Council in 2016 were men and 63% were women.

Grievances and Discipline

Our Oracle HR system reports a total of 7 formal grievances in 2016 of which 3 were collective (or group) grievances. Of the 4 individual grievances lodged, 50% were from men and 50% from women.

32 formal disciplines were recorded, with 40.6% (13 in total) being brought against women.

Attendance at Training

43% of attendees at internal training were men and 57% were women. We do not hold information on attendance at externally provided training.

Gender and Occupational Segregation

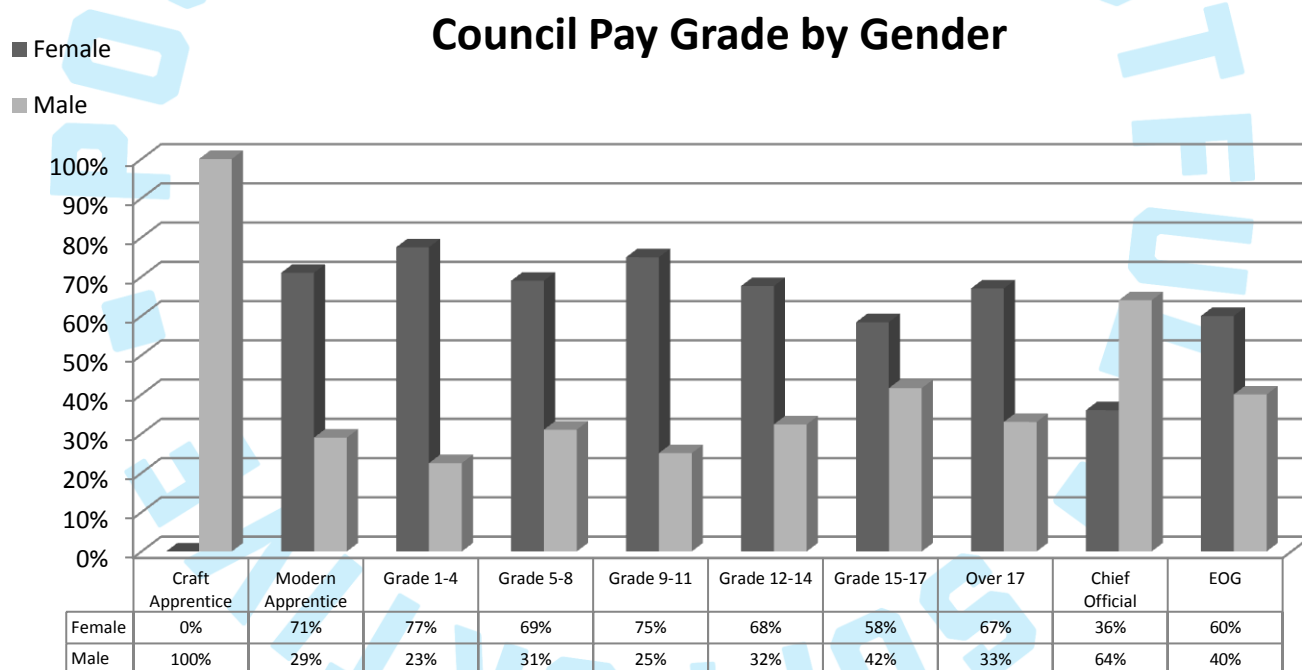
Occupational segregation is understood as the concentration of men and women:

- In different kinds of jobs (**horizontal** segregation)
- In different pay grades (**vertical** segregation)

In the Council, women are mostly concentrated in roles such as home care, catering, administration and clerical roles. In comparison, men are mostly concentrated in manual roles such as gardening, green-keeping and bricklaying.

Figure 5 gives a breakdown of the percentage of employees in each pay grade by gender. A full breakdown of Council workforce designation by gender is held by Employee & Customer Services.

Figure 5



Council Workforce by Disability

Current Workforce

5% of our workforce stated they have a disability with 13% preferring not to say.

Recruitment

The Council is a Disability Confident Employer whereby all applicants who are disabled and who meet the essential criteria for the role are guaranteed an interview.

Figure 6 shows the number and percentage of successful applicants by disabled; not disabled; and prefer not to say as provided by My Job Scotland.

Figure 6

Disability	Percentage of Applications (11,600)	Percentage of Total Selected For Interview (3273)	Percentage of Total Successful Appointments (1086)
Disabled	3.40%	3.94%	2.39%
Not Disabled	93.45%	92.91%	94.94%
Prefer Not To Answer	0.56%	0.46%	0.37%
Unknown	2.59%	2.69%	2.30%

Grievances and Discipline

Our Oracle HR system reports a total of 7 formal grievances in 2016 of which 3 were collective (or group) grievances. Of the 4 individual grievances lodged, none were brought by employees who stated they had a disability. 32 formal disciplines were recorded, with 9.4% being brought against employees who stated they had a disability.

Attendance at Training

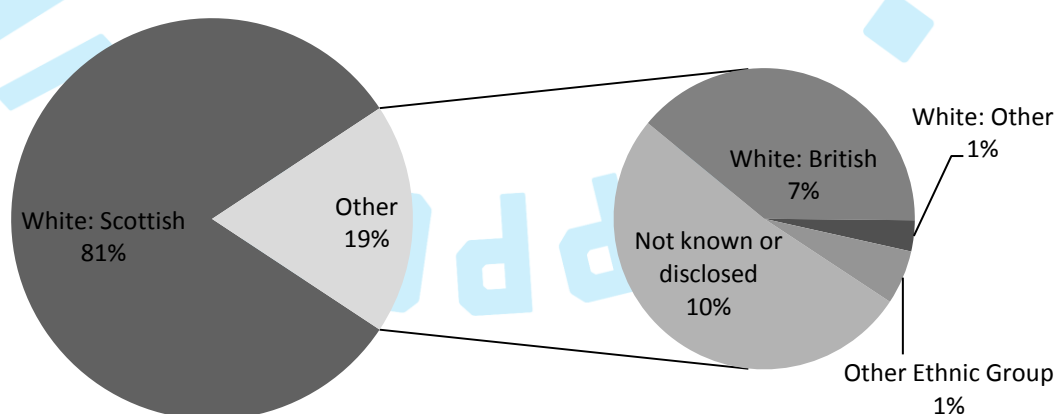
3.7% of attendees at training on internal courses stated they had a disability, with 31% preferring not to say. We do not hold information on attendance at externally provided training.

Council Workforce by Race

Figure 7 shows the ethnic profile of our workforce. The ethnic profile of our workforce is broadly reflective of our wider community where, according to the last Scottish census, 89.5% of residents in South Ayrshire were white, Scottish with 0.5% belonging to a variety of other ethnic minorities.¹

Figure 7

Council By Race



¹ <http://www.scotlandscensus.gov.uk/ods-web/area.html>

Recruitment

86% of applications received were from candidates who identified themselves as white Scottish. 87% of candidates who were selected for interview and 86% of appointments made in 2016 were of individuals who are white Scottish.

Grievances and Discipline

Our Oracle HR system reports a total of 7 formal grievances in 2016 of which 3 were collective (or group) grievances. Of the 4 individual grievances lodged, 100% were brought by employees who identified as white Scottish. Of the 32 recorded disciplines, 22 (69%) of disciplinary procedures were brought against employees who identified as white Scottish, 6 (19%) were brought against employees who elected not to disclose and the remaining *white other* or *other* ethnic group.

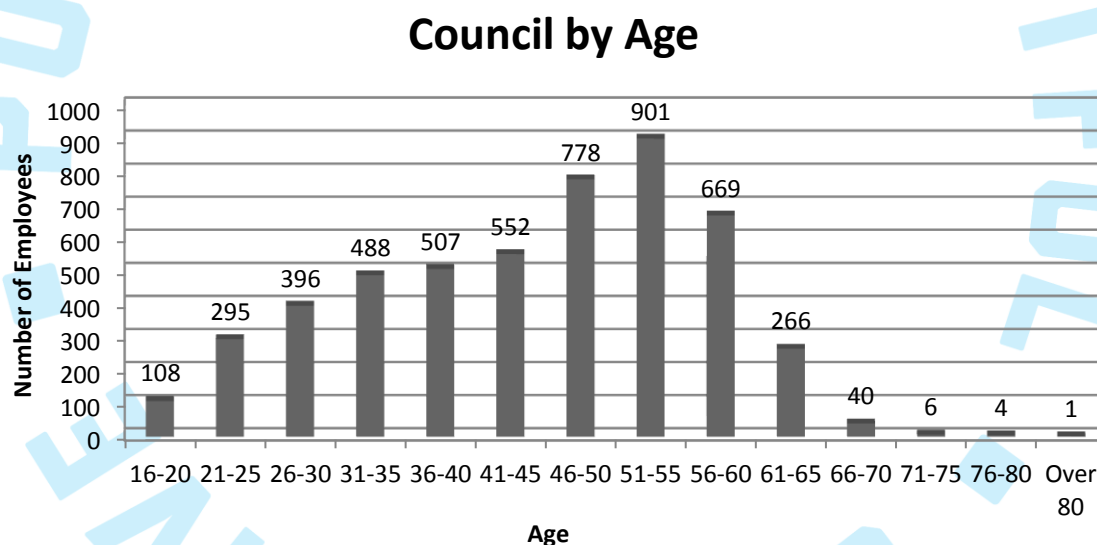
Attendance at Training

81% of employees who attended internal training courses were white Scottish. We do not hold information on attendance at externally provided training.

Council Workforce by Age

Figure 8 shows the age profile of Council employees.

Figure 8

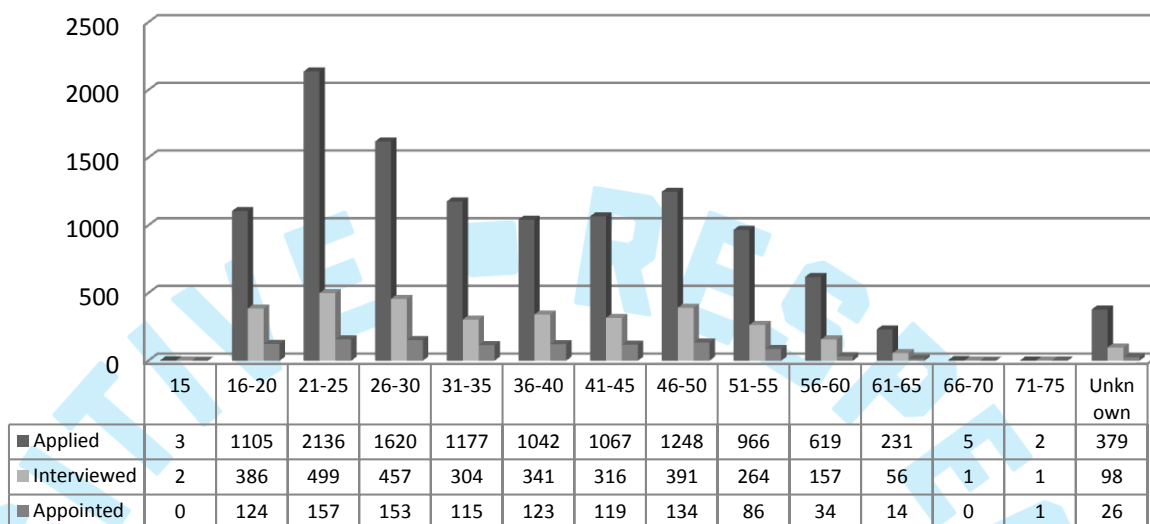


Recruitment

Figure 9 shows the number of applications received, applicants interviewed and successful applicants by age bracket.

Figure 9

Council Recruitment By Age



Grievances and Discipline

Our Oracle HR system reports a total of 7 formal grievances in 2016 of which 3 were collective (or group) grievances. Of the 4 individual grievances lodged, 50% were brought by employees in the 56-60 age range. Of the 32 recorded disciplines, 22% were brought against employees in the 46-50 age group and 18.75% were brought against employees in the 36-40 age group.

Attendance at Training

In 2016, a high proportion of places at internal training sessions were taken by those within the 51-60 (28.7%) and 41-50 (24.7%) age brackets. We do not hold information on attendance at externally provided training.

Council by Pregnancy and Maternity

Return to Work of Woman on Maternity

86 women were due to return to work after maternity leave. Of those, 2 did not return to work preferring to take a career break.

Grievances and Discipline

Our Oracle HR system reports a total of 7 formal grievances in 2016 of which 3 were collective (or group) grievances. Of the 4 individual grievances lodged, none were brought by employees who were pregnant or on maternity leave. Of the 32 recorded disciplines, 0 were brought against employees who were pregnant or on maternity leave.

Council by Marital Status and Civil Partnership

Figure 10 below shows the marital and civil partnership status of our workforce.

Figure 10

Marital Status	Percentage of Total Workforce
Divorced/Separated	6%
Legally Separated	1%
Living with Partner	10%
Married/Civil Partnership	51%
Prefer not to say	11%
Single	20%
Widowed	1%

Recruitment

43% of applications received were from candidates who were single, with 32% from candidates who were either married or in a civil partnership. 40% of those interviewed and 39% of appointments made were to individuals who were single. Those who had identified themselves as either being married or in a civil partnership made up 36% of those interviewed and 38% of appointments.

Grievances and Discipline

Our Oracle HR system reports a total of 7 formal grievances in 2016 of which 3 were collective (or group) grievances. Of the 4 individual grievances lodged, 50% were by employees who were married/in a civil partnership. Of the 32 recorded disciplines, 41% were brought against employees who were single, 28% who were married/in a civil partnership and 22% who preferred not to say.

Attendance at Training

44% of attendees at internal training were married or in a civil partnership. We do not hold information on attendance at externally provided training.

Council by Sexual Orientation

Current Workforce

61% of our current workforce identify as being heterosexual/straight with 38% preferring not to disclose. The remaining 1% are either unknown or have indicated that they are Gay (0.3%), Lesbian (0.2%), Bisexual (0.1%) or 'other' (0.2%).

Recruitment

Data from *My Job Scotland* shows that 92.80% of applications received were from candidates who identified themselves as heterosexual/straight. Figure 11 gives the full breakdown of the sexual orientation of all applicants, interviewees and appointees.

Figure 11

Sexual Orientation	Percentage of Applications (11,600)	Percentage of Total Selected For Interview (3273)	Percentage of Total Successful Appointments (1086)
Bisexual	0.43%	0.31%	0.37%
Gay	0.93%	1.01%	1.01%
Straight	92.8%	92.88%	93.65%
Lesbian	0.37%	0.31%	0.28%
Other	0.25%	0.31%	0.28%
Prefer Not To Say	2.28%	2.26%	1.57%
Unknown	2.93%	2.93%	2.85%

Grievances and Discipline

Our Oracle HR system reports a total of 7 formal grievances in 2016 of which 3 were collective (or group) grievances. Of the 4 individual grievances lodged, 75% were from employees who intimated they were heterosexual/straight. Of the 32 recorded disciplines, 59% were brought against employees who preferred not to indicate their sexual orientation. The remainder were brought against heterosexual/straight employees.

Attendance at Training

64.6% of attendees at internal training indicated they were heterosexual/straight, with 34.39% preferring not to say, 0.11% lesbian, 0.11% gay, 0.05% bisexual and 0.69% other. We do not hold information on attendance at externally provided training.

Council by Religion or Belief

Figure 12 shows Council employees by religion or belief.

Figure 12

Religion or Belief	Percentage of Total Workforce
Buddhist	0.14%
Church of Scotland	24.37%
Hindu	0.02%
Humanist	0.12%
Jewish	0.02%
Muslim	0.20%
None	19.12%
Other Christian	3.15%
Other religion or belief	1.38%
Pagan	0.08%
Roman catholic	7.68%
Sikh	0.04%
Prefer not to say	28.20%

Recruitment

Figure 13 shows the percentage of applicants, those selected for interview and successful appointees by religion and belief.

Figure 13

Religion or Belief	Percentage of Applications (11,600)	Percentage of Total Selected For Interview (3273)	Percentage of Total Successful Appointments (1086)
Buddhist	0.28%	0.27%	0.18%
Church of Scotland	26.81%	26.86%	27.26%
Hindu	0.08%	0.12%	0.28%
Humanist	0.63%	0.73%	0.92%
Jewish	0.07%	0.03%	0%
Muslim	0.37%	0.27%	0.28%
None	45.75%	43.66%	43.28%
Other Christian	6.78%	6.54%	6.63%
Other Religion or Belief	0.62%	0.55%	0.55%
Pagan	0.12%	0.06%	0.09%
Prefer Not To Answer	5.66%	6.90%	6.45%
Roman Catholic	8.37%	9.65%	10.50%
Sikh	0.13%	0.03%	0.09%
Unknown	4.43%	4.31%	3.50%

Grievances and Discipline

Our Oracle HR system reports a total of 7 formal grievances in 2016 of which 3 were collective (or group) grievances. Of the 4 individual grievances lodged, 75% were from employees who preferred not to indicate their religion or belief, or who indicated no religion at all. Of the 32 recorded disciplines, 62.5% were brought against employees who preferred not to indicate their religion or belief, 15.6% were brought against employees who indicated no religion at all.

Attendance at Training

42.4% of attendees at internal training preferred not to indicate their religion. 24.1% advised they were Church of Scotland, with 22.1% indicating no religion at all. We do not hold information on attendance at externally provided training.

Council by Gender Reassignment

Current Workforce

0.1% of our workforce indicated that they identify or have identified as a transgender or trans person. 39% of our employees chose 'prefer not to say' when asked this during our data collection exercise.

Recruitment

Data from *My Job Scotland* shows that 6 (0.05%) applications were received from candidates who identify or have identified as a transgender or trans person. 2 candidates were interviewed with 1 being appointed.

Grievances and Discipline

Our Oracle HR system reports a total of 7 formal grievances in 2016 of which 3 were collective (or group) grievances. Of the 4 individual grievances lodged, none were lodged by employees who identify or have identified as a transgender or trans person. Of the 32 recorded disciplines, no disciplinary action was brought against employees who identify or have identified as a transgender or trans person.

Attendance at Training

0.03% of training places (4 in total) were taken up by delegates who identify or have identified as a transgender or trans person. 28.85% (3779 places) were taken up by delegates who referred not to say. We do not hold information on attendance at externally provided training.

Appendix 3 - Education Authority Workforce Profile

Appendix 3 shows data on the workforce of the Education Authority by protected characteristic. The information relates to employees on both teaching and non-teaching terms and conditions within the Education Authority. Roles on teaching terms and conditions include Head Teachers, Depute Head Teachers, Principal Teachers, Teachers, Educational Psychologists and Quality Improvement Officers. Roles on non-teaching terms and conditions include Early Years staff, School Assistants, School Technicians, School Librarians, clerical and administration and Support Assistants.

Data relating to workforce profile used in this report was drawn from our HR Oracle system on the 31st December 2016 when Oracle showed a headcount of 1913. Data regarding recruitment, discipline and grievance relates to the period from 1st January to 31st December 2016.

Education Authority by Gender

Figure 1 shows the gender composition of the Education Authority workforce

Figure 1

Education Authority by Gender



Figure 2 shows Education Authority employment status by gender.

Figure 2

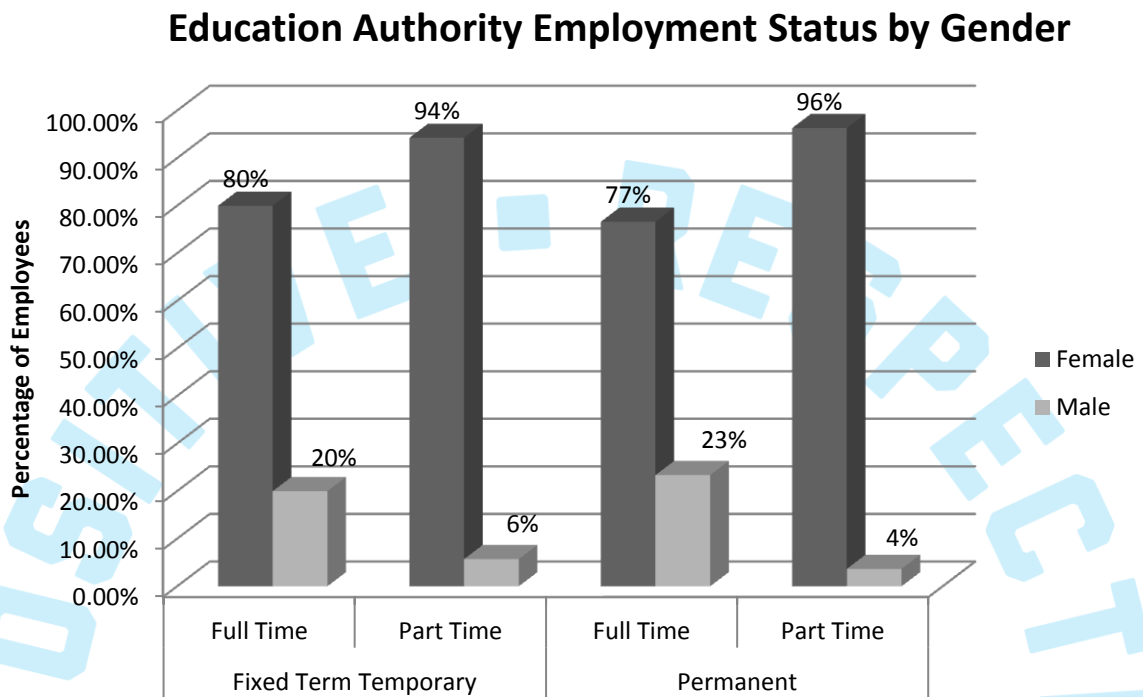
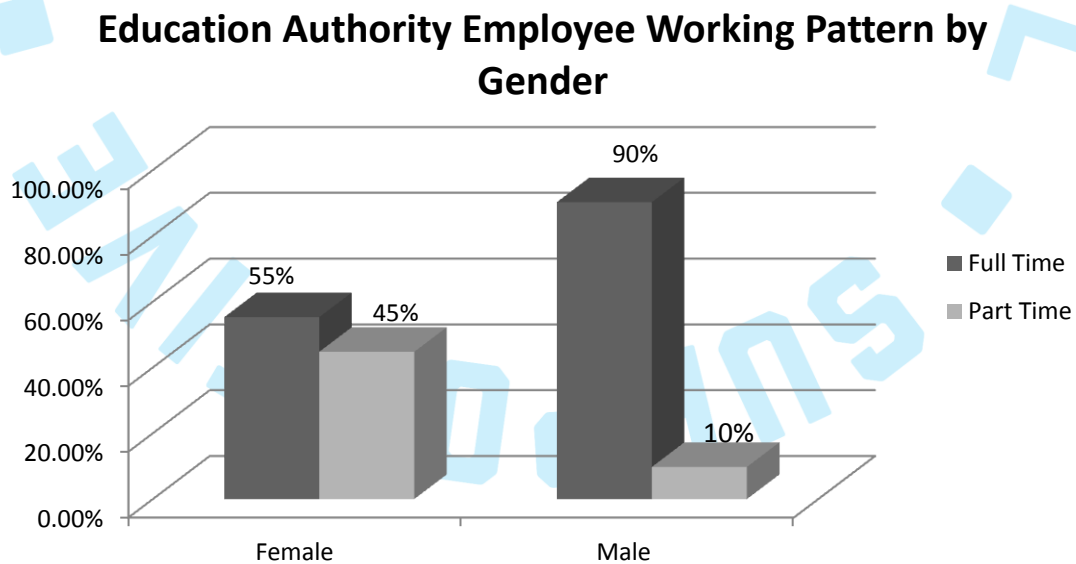


Figure 3 shows Education Authority employee working patterns by gender.

Figure 3

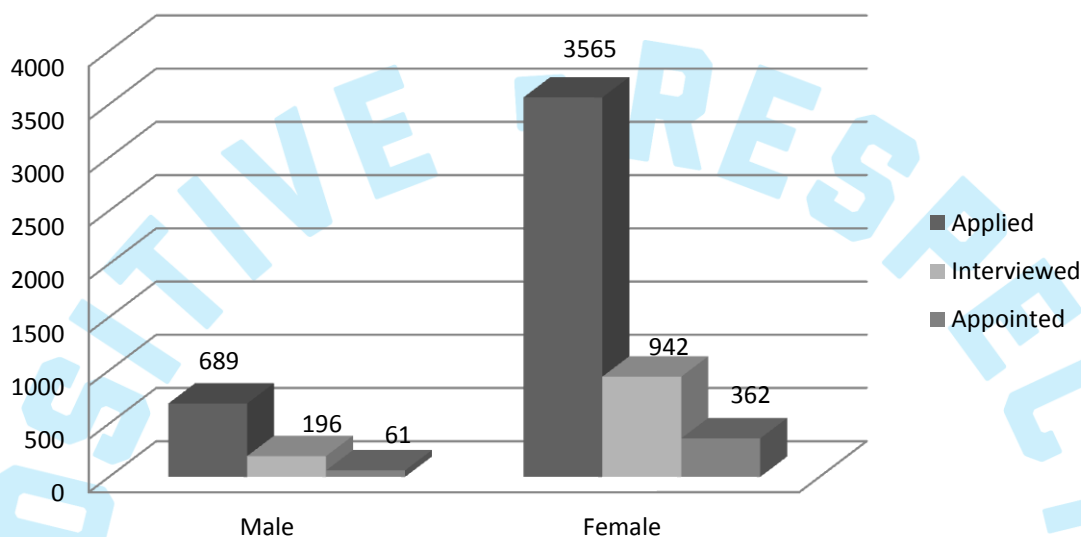


Recruitment

Figure 4 shows the total number of applications received and, of these, how many were interviewed and appointed by gender.

Figure 4

Education Authority Recruitment by Gender



Leavers

17% of leavers were men and 82% were women.

Grievances and Discipline

Our Oracle HR system reports 1 formal grievance was lodged. As a result, it would not be appropriate to highlight the employee's gender as this may lead to identification. 6 formal disciplines were recorded, with 83% being brought against women.

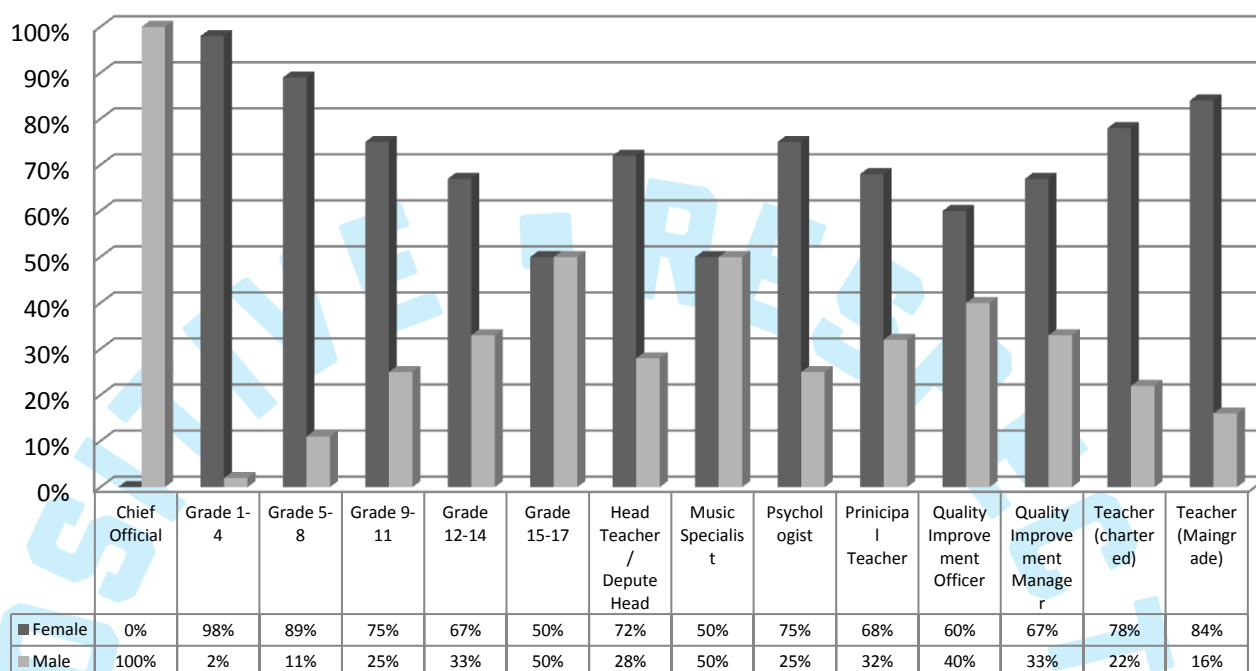
Gender and Occupational Segregation

Women are concentrated in roles such as teaching, early years and school assistants.

Figure 5 shows the percentage of employees in each pay grade by gender. A full breakdown of designation by gender is held by Employee & Customer Services.

Figure 5

Education Authority Pay Grade by Gender



Education Authority by Disability

Current Workforce

4 % of our Education workforce stated they have a disability with 12% preferring not to say.

Grievances and Discipline

Our Oracle HR system reports 1 formal grievance was lodged by an employee who intimated they did not have a disability. 6 formal disciplines were recorded, with 50% being brought against employees who indicated no disability, the remainder being brought against employees who chose not to indicate whether they had a disability or not.

Recruitment

Our Education Authority is a Disability Confident Employer whereby all applicants who are disabled and who meet the essential criteria for the role are automatically guaranteed an interview.

Figure 6 shows the percentage of successful applicants by disabled; not disabled; and *prefer not to say* as provided by *My Job Scotland*.

Figure 6

Disability	Percentage of Applications (4401)	Percentage of Total Selected For Interview (1166)	Percentage of Total Successful Appointments (426)
Disabled	3.11% (137)	3.86% (45)	2.58% (11)
Not Disabled	93.37% (4109)	93.40% (1089)	96.24% (410)
Prefer Not To Answer	0.23% (10)	0.34% (4)	0.47% (2)

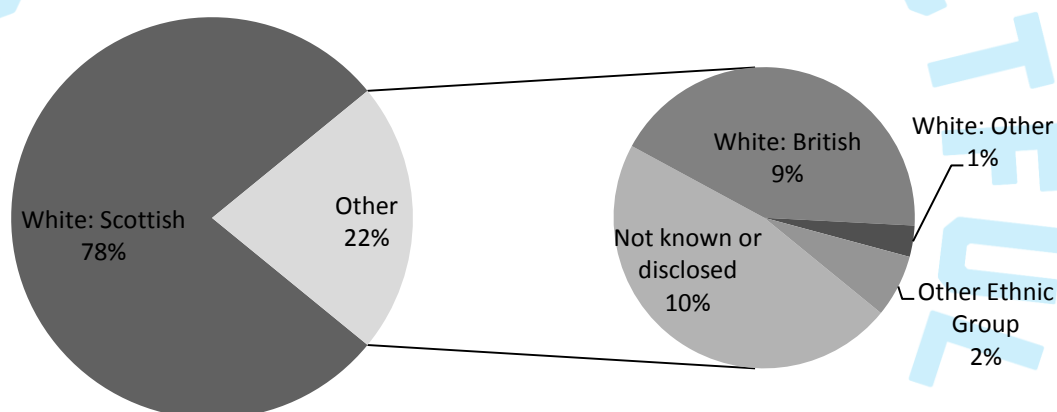
Education Authority by Race

Current Workforce

Figure 7 shows the racial profile of the workforce.

Figure 7

Education Authority By Race



Recruitment

86% of applications received by our Education Authority were from candidates who identified themselves as white Scottish. Similarly 87% of candidates who were selected for interview and 86% of appointments made in 2016 were to individuals who are white Scottish.

Grievances and Discipline

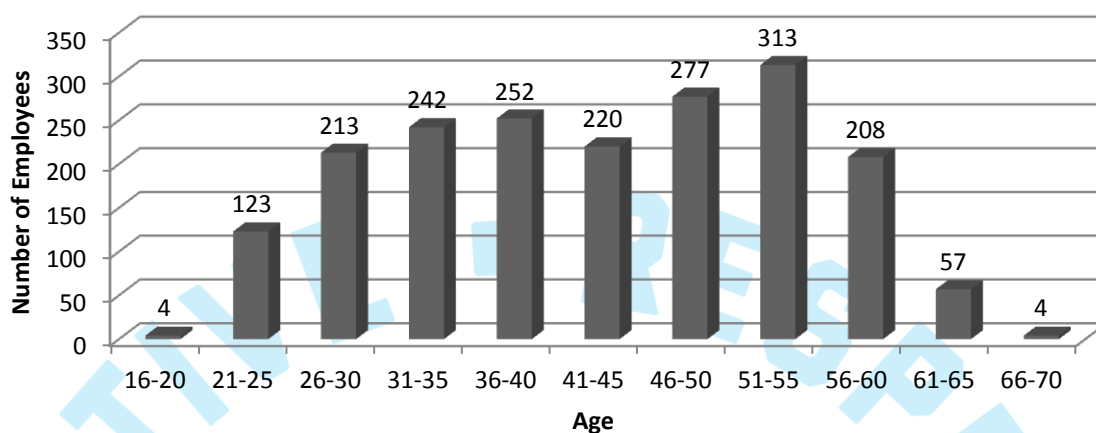
Our Oracle HR system reports 1 formal grievance was lodged by a white Scottish employee. 6 formal disciplines were recorded, with 50% brought against employees who identified as white Scottish, 50% were brought against employees who elected not to disclose and the remaining *white other* or *other* ethnic group.

Education Authority by Age

Figure 8 shows the age profile of the Education Authority workforce.

Figure 8

Education Authority by Age

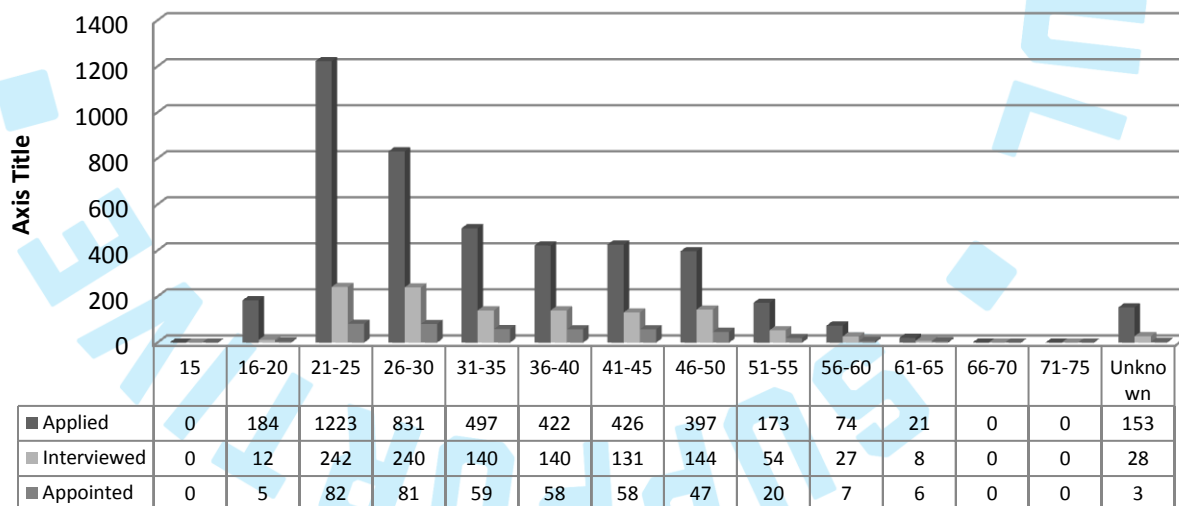


Recruitment

Figure 9 shows the number of applications received, applicants interviewed and successful applicants by age bracket.

Figure 9

Education Authority Recruitment By Age



Grievances and Discipline

Our Oracle HR system reports 1 formal grievance was lodged by an employee in the 56-60 age range. Of the 6 recorded disciplines, 50% were brought against employees in the 46-50 age group.

Education Authority - Pregnancy and Maternity

Return to Work of Woman on Maternity Leave

43 women were due to return to work after maternity leave, and all 43 returned.

Grievances and Discipline

No grievances were brought by employees who were pregnant or on maternity leave. Of the 6 recorded disciplines, 0 were brought against employees who were pregnant or on maternity leave.

Education Authority by Marital Status and Civil Partnership

Current Workforce

Figure 10 below shows the marital and civil partnership status of the Education Authority workforce as a percentage.

Figure 10

Marital Status	Percentage of Total Workforce
Divorced/Separated	5%
Legally Separated	1%
Living with Partner	8%
Married/Civil Partnership	56%
Prefer not to say	11%
Single	18%
Widowed	1%

Recruitment

Similar to the previous year, 45% of applications received were from candidates who were single, with 34% from candidates who were either married or in a civil partnership. 46% of total appointments were to individuals who were either married or in a civil partnership and 35% of appointments were made to individuals who were single.

Grievances and Discipline

Our Oracle HR system reports 1 formal grievance was lodged by an employee who intimated they were married/in a civil partnership. Of the 6 recorded disciplines, 33.3% were brought against employees who were single, 33.3% were married/in a civil partnership and 16.6% indicated they were divorced/separated.

Education Authority by Sexual Orientation

Current Workforce

58.76% of the workforce identify as being heterosexual with 11.76% preferring not to disclose their sexual orientation. The remaining 28.8% are either unknown or have indicated that they are Gay (0.31%), Lesbian (0.21%) or Bisexual (0.16%).

Grievances and Discipline

Our Oracle HR system reports 1 formal grievance was lodged by an employee intimating they were heterosexual/straight.

Of the 6 recorded disciplines, 50% were brought against employees who preferred not to indicate their sexual orientation. The remaining 50% were brought against heterosexual/straight employees.

Recruitment

Figure 11 gives the full breakdown of the sexual orientation of all applicants, interviewees and appointees.

Figure 11

Sexual Orientation	Percentage of Applications (4401)	Percentage of Total Selected For Interview (1166)	Percentage of Total Successful Appointments (426)
Bisexual	0.25%	0.17%	0.47%
Gay	0.55%	0.86%	1.17%
Straight	93.07%	93.57%	94.60%
Lesbian	0.48%	0.17%	0.23%
Other	0.11%	0.17%	0%

Education Authority by Religion or Belief

Figure 12 shows the workforce by religion and belief.

Figure 12

Religion or Belief	Percentage of Total Workforce
Buddhist	0.16%
Church of Scotland	25.14%
Hindu	0%
Humanist	0.05%
Jewish	0.05%
Muslim	0.21%
None	16.99%
Other Christian	3.55%
Other religion or belief	0.94%
Pagan	0%
Roman catholic	8.63%
Sikh	0.1%
Prefer not to say	44.17%

Grievances and Discipline

Our Oracle HR system reports 1 formal grievance was lodged by an employee who intimated they had no religion or belief. Of the 6 recorded disciplines, 67% of disciplines were brought against employees who preferred not to indicate their religion or belief.

Recruitment

Figure 13 shows the percentage of applicants, those selected for interview and successful appointees by religion and belief.

Figure 13

Religion or Belief	Percentage of Applications (4401)	Percentage of Total Selected For Interview (1166)	Percentage of Total Successful Appointments (426)
Buddhist	0.36%	0.43%	0%
Church of Scotland	28.95%	31.30%	32.63%
Hindu	0.07%	0.17%	0.47%
Humanist	0.66%	0.69%	1.17%
Jewish	0.02%	0%	0%
Muslim	0.20%	0.26%	0.23%
None	41.10%	34.39%	33.57%
Other Christian	8.02%	9.26%	8.69%
Other Religion or Belief	0.52%	0.69%	0.94%
Pagan	0.05%	0.09%	0.23%
Prefer Not To Say	5.59%	6.26%	7.04%
Roman Catholic	9.84%	12.78%	12.91%
Sikh	0.20%	0.09%	0.23%

Education Authority by Gender Reassignment

Current Workforce

0.1% of the workforce in our Education Authority identify or have identified as a transgender or trans person. 40% of employees indicated that they preferred not to say.

Grievances and Discipline

Our Oracle HR system reports no formal grievances were brought by employees who identify or have identified as a transgender or trans person. Of the 6 recorded disciplines, no disciplines were brought against employees who identify or have identified as a transgender or trans person. 50% were brought against employees who chose 'prefer not to say' when asked this during our data collection exercise.

Recruitment

Data from *My Job Scotland* shows that only 1 application was from a candidate who stated that they were undergoing or had undergone gender reassignment. The candidate was interviewed and subsequently appointed.