

Item: 7

Policy and Resources Committee: 20 April 2021.

Annual Equality Report.

Report by Executive Director of Education, Leisure and Housing.

1. Purpose of Report

To present the Annual Equality and Mainstreaming Report for 2020.

2. Recommendations

It is recommended:

2.1.

That the Annual Equality Report 2020 for Orkney Islands Council and Education Authority and Orkney Islands Area Licensing Board, attached as Appendix 1 to this report, be approved in so far as it relates to the remit of the Council.

3. Annual Equality Report

3.1.

The Annual Equality Report, attached as Appendix 1 to this report, contains the necessary information to meet the requirements of the specific duties relating to equalities which require to be published by 30 April 2021.

3.2.

The Annual Equality Report, which is a combined report covering the Council, the Education Authority and the Orkney Islands Area Licensing Board, provides an annual update on statistics relating to employees by protected characteristic.

3.3.

The information contained in the Annual Equality Report is analysed for any emerging trends and used to inform ongoing and future priorities in terms of workforce planning, policy development and equalities actions.

4. Corporate Governance

This report relates to the Council complying with governance and procedural issues and therefore does not directly support and contribute to improved outcomes for communities as outlined in the Council Plan and the Local Outcomes Improvement Plan.

5. Financial Implications

There are no significant financial implications arising from this report recommendations.

6. Legal Aspects

6.1.

In terms of Regulation 6 of the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, the Council is under a duty to take steps to gather information on the composition of its employees, and the recruitment, development and retention of persons as employees of the Council with respect to, in each year, the number and relevant protected characteristics of such persons.

6.2.

In terms of Regulation 6 the Council must publish a report, at intervals of not more than two years, containing an annual breakdown of information gathered by it in accordance with paragraph 6.1 above.

7. Contact Officers

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8. Appendix

Appendix 1: Annual Equality Report 2020.

Annual equality report

2020

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Who we are

The Orkney Islands are an archipelago of 70 islands off the north coast of Scotland. Nineteen of the islands are populated, with 80 percent of the 21,850 population living on the main island, Mainland.

Orkney has the smallest population of any council area in Scotland making up 0.4 per cent of the Scottish population.

Orkney has a growing population. It increased from 19,200 in 2001 to approximately 22,190 in 2018, an increase of 3.6 per cent from 2011. It has an ageing population profile. The population aged 75 or over is expected to increase by 101 per cent by 2039. This presents a challenge in providing sustainable services, particularly in the outer islands. The outer islands show, in general, a gradual outward migration with a higher proportion of those leaving being younger people. This means the age profile of the outer islands is ageing at a higher level than the Mainland.

Maintaining good transport links is essential to ensure the social and economic sustainability of remote and sparsely populated communities. The council is responsible for major harbour operations at Scapa Flow, as well as a number of harbours, piers and six airfields, serving its islands communities. It also operates ferry services and works in partnership with service providers and the Scottish Government to maintain lifeline air services.

Orkney has a strong economy with very high employment levels. However, it has a relatively low wage economy with underemployment rather than unemployment as a significant factor. A third of jobs are in public administration, education and health sectors, with the Council being the largest employer on the islands.

About us

Our mission is to work together for a better Orkney and through our work with The Orkney Partnership, we have developed a set of shared values that support an embedded approach to equality and fairness.

The council has systematic arrangements in place to ensure that equalities issues are part of decision-making processes. The council works closely with community planning partners on equalities, sharing an Equality and Diversity Strategy that is adopted and adapted for our specific requirements.

Resilience
Enterprise
Equality
Fairness
Innovation
Leadership
Sustainability

Introduction

Purpose

We collect, publish and monitor information about the diversity of our staff to help us check that we are supporting a culture of inclusion.

The report complies with Regulation 6 of the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012: the duty to publish information with respect to the number and relevant protected characteristics of employees.

This report provides detailed information about the data and trends of our workforce diversity. In line with the duty, employee information has been gathered and this report highlights:

- the diverse characteristics of employees and,
- information on the recruitment, development and retention of people as employees.

The organisation

On 31 December 2020, Orkney Islands Council employed 2,692 people, including relief staff. Most of our employees are general staff (86.6 per cent) with the remaining 13.4 per cent teaching staff. The workforce headcount has remained relatively stable with a slight decrease of 1.82% in comparison with the same count for the 2019 headcount.

Our commitment

We are committed to promoting equality, which means recognising that everyone has different needs and taking action to ensure that we are all able to participate in society. Our aim is that Orkney is a community where we all have the opportunity to fulfil our potential.

Orkney Islands Council is the public body responsible for all local government services in Orkney. We have an impact on many aspects of everyday life and our activities touch the lives of everyone living in our island community, from schools to the care of older people. Our 21 councillors meet regularly to make decisions about local services and about various aspects of life. These decisions are then implemented by our workforce. With equality at the heart of everything we do, we never forget that we are here to serve the public and have a big role to play in improving the quality of life enjoyed by people throughout the islands.

Staff diversity and monitoring

When recruiting new staff, applicants are encouraged to fill out an equal opportunities monitoring questionnaire as part of their application. This part of the application process

is voluntary as it does not form part of the selection process. This information is used to ensure that equality of opportunity is provided to all and can help to inform future improvements or actions relating to equalities.

Employees can update their own personal information held on the electronic HR system My View. This includes the ability to update details relating to most of the protected characteristics and can be updated at any time through the self-service system.

The council undertakes its equality duty to monitor and report on specific information about staff to help ensure that policies and practices are not discriminatory. Whilst employees are asked to keep their diversity information up to date, the council recognises that this is voluntary and not all staff choose to disclose all information. Increasing disclosure rates on the diversity of our workforce is ongoing work.

Our workforce – key messages

Our workforce gender profile shows that the largest percentage of employees at Orkney Islands Council is female, reflecting the trends within the wider public sector. Recent Scottish population data shows 51% of the population are women and 49% are men.

The ethnicity breakdown of our workforce remains similar to previous years with around half of our employees being White Scottish. A slightly higher proportion (1.4%) are from ethnic minority groups compared with the Orkney population figure of 0.8%. Declaration rates for ethnicity have increased this year by 3.2% for teaching staff and 0.3% for general staff.

Events in the United States of America and across the world within the last year have again highlighted injustices and inequalities experienced by people from Black and Minority Ethnic backgrounds. Orkney Islands Council is committed as an employer and in our work as local authority to help improve the opportunities and life choices available to people from every part of Orkney's population.

4.1% of general staff at the council have declared a disability along with 3% of teaching staff. This is an increase from last year which was 3.6% and 2.97% respectively. Declaration rates for general staff have improved by just over 3% but have remained consistent for teaching staff.

Among those employees who have declared their religion or belief, the majority have no religion or are Church of Scotland. Declaration rates for this area have increased by 3.4% for general staff and have remained similar for teaching staff.

Of those who have shared information relating to their sexual orientation the majority of staff identify as heterosexual. Declaration rates have seen between a 2% and 3% increase for general staff and teaching staff this year.

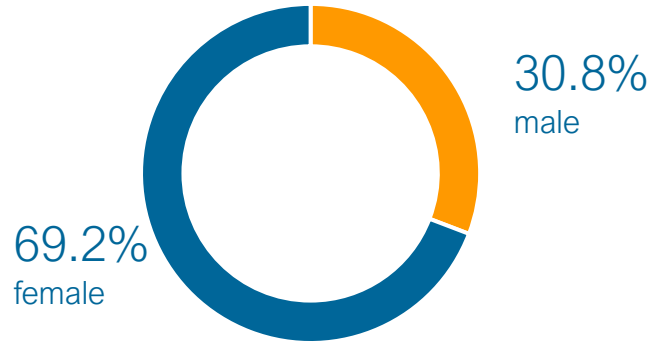
Around half (54.7%) of general staff at the council are aged 45 to 64. Just over 32% of general staff are aged 55+. Around half (56.3%) of teaching staff are aged between 35 to 54.

We know that the Covid-19 pandemic has had a disproportionate impact on some communities and our work will look to address this in the future.

About our workforce

Gender

general staff

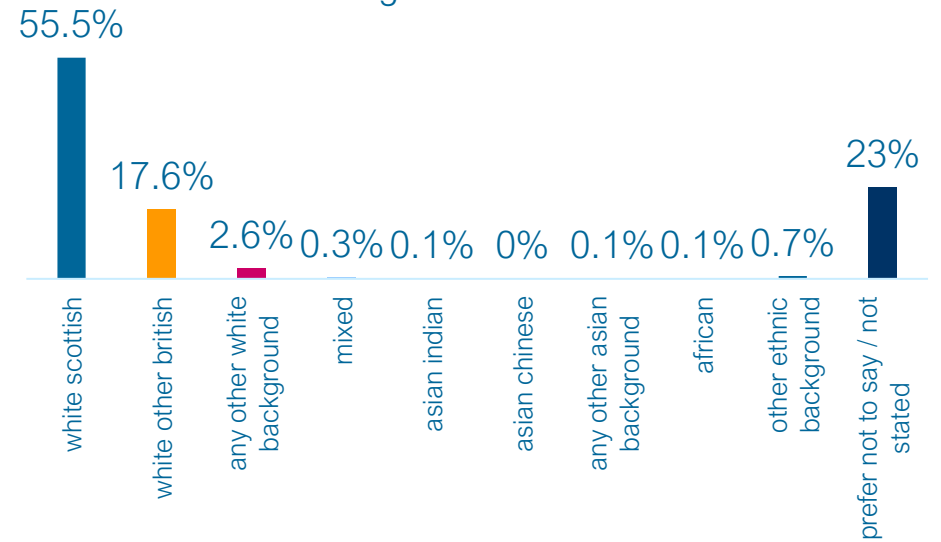


teaching staff

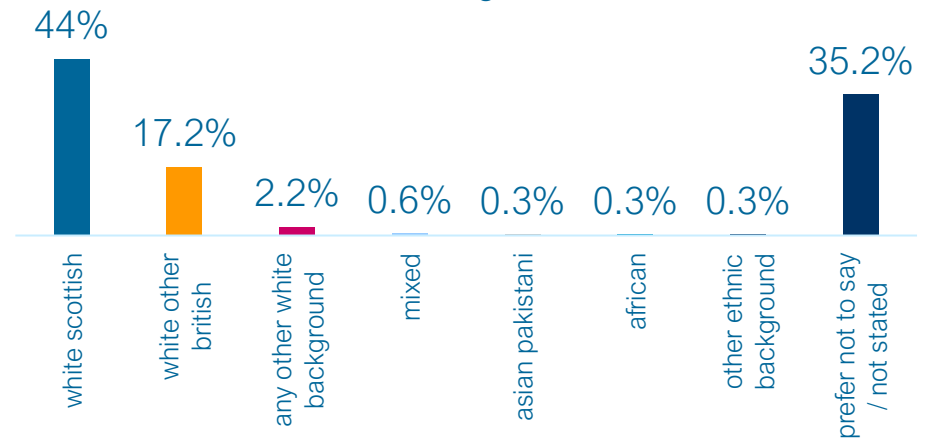


Ethnicity

general staff

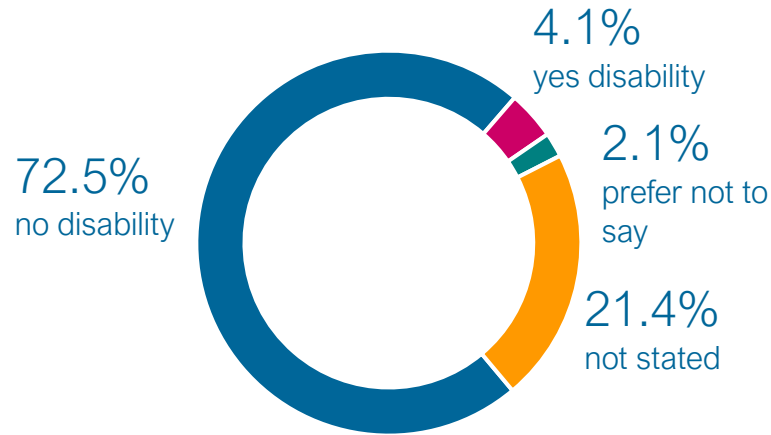


teaching staff

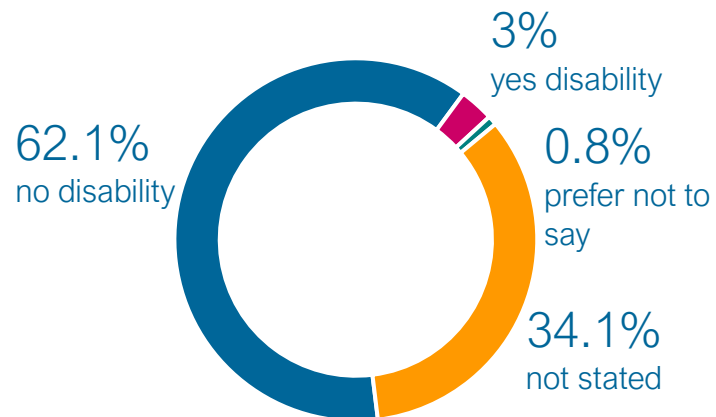


Disability

general staff

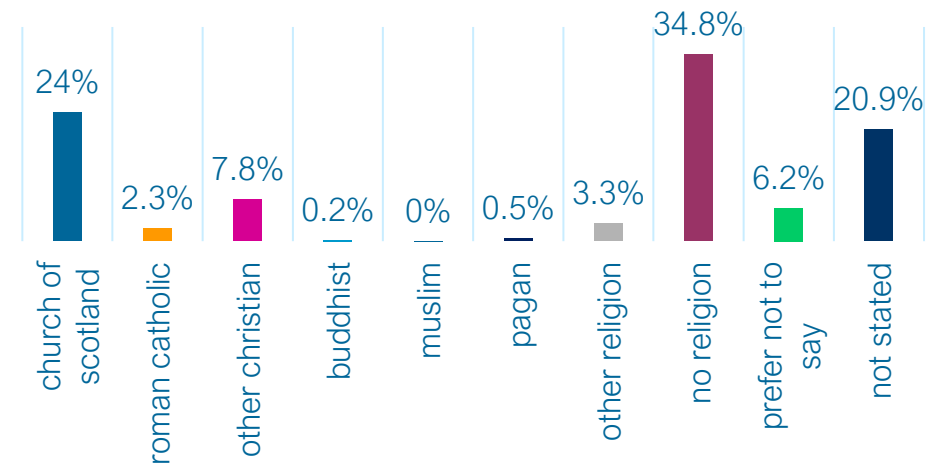


teaching staff

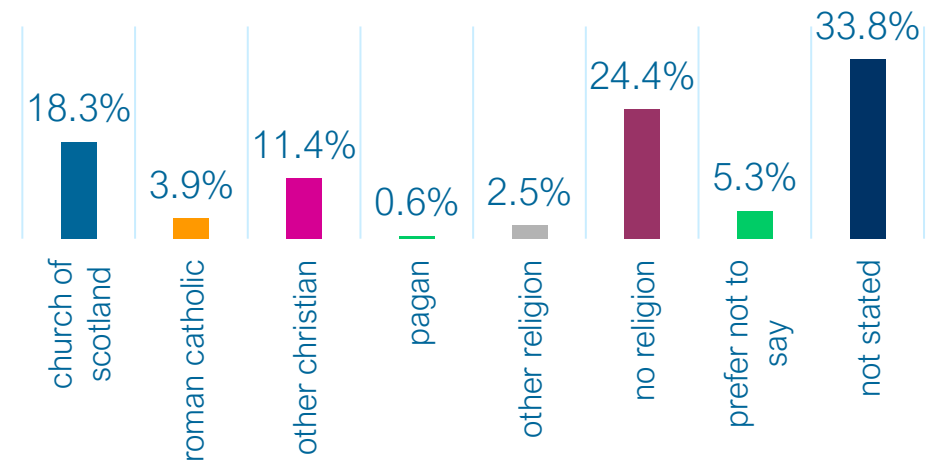


Religion

general staff

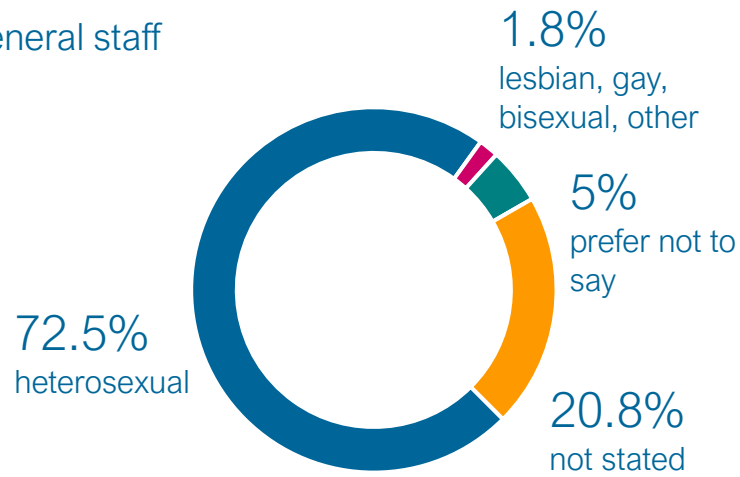


teaching staff

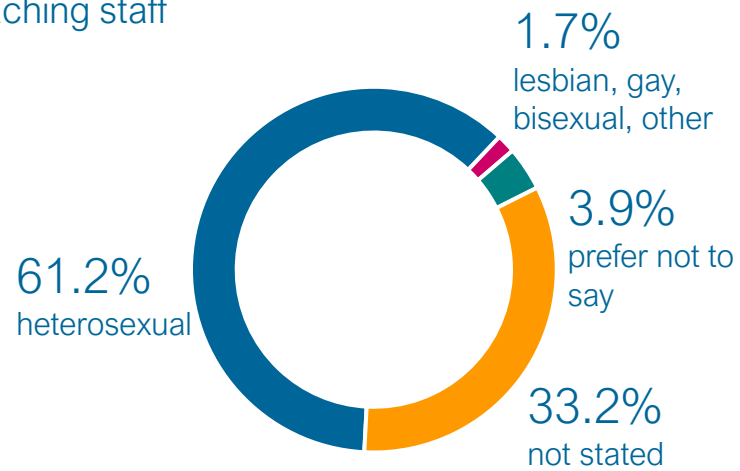


Sexual orientation

general staff

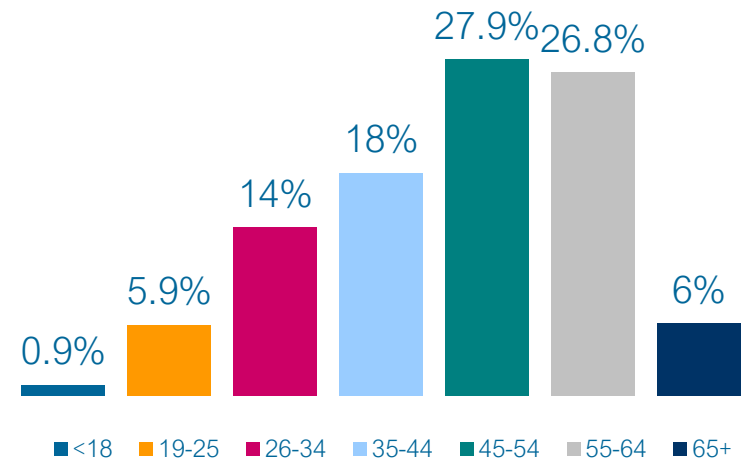


teaching staff

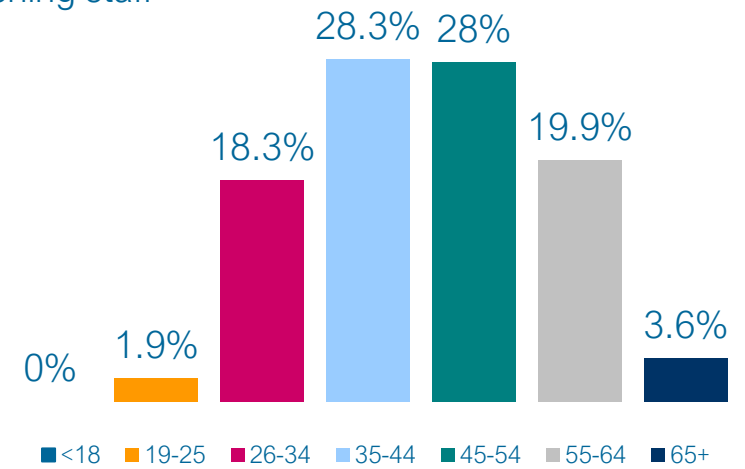


Age

general staff



teaching staff



Recruitment

Orkney Islands Council is committed to ensuring that its recruitment process is inclusive and accessible to all. Candidates are assessed solely on the basis of their competency to do the job.

Orkney Islands Council is a Disability Confident Committed Employer. This recognises the commitment to encouraging job applications from people with disabilities and supporting employees who have a disability.

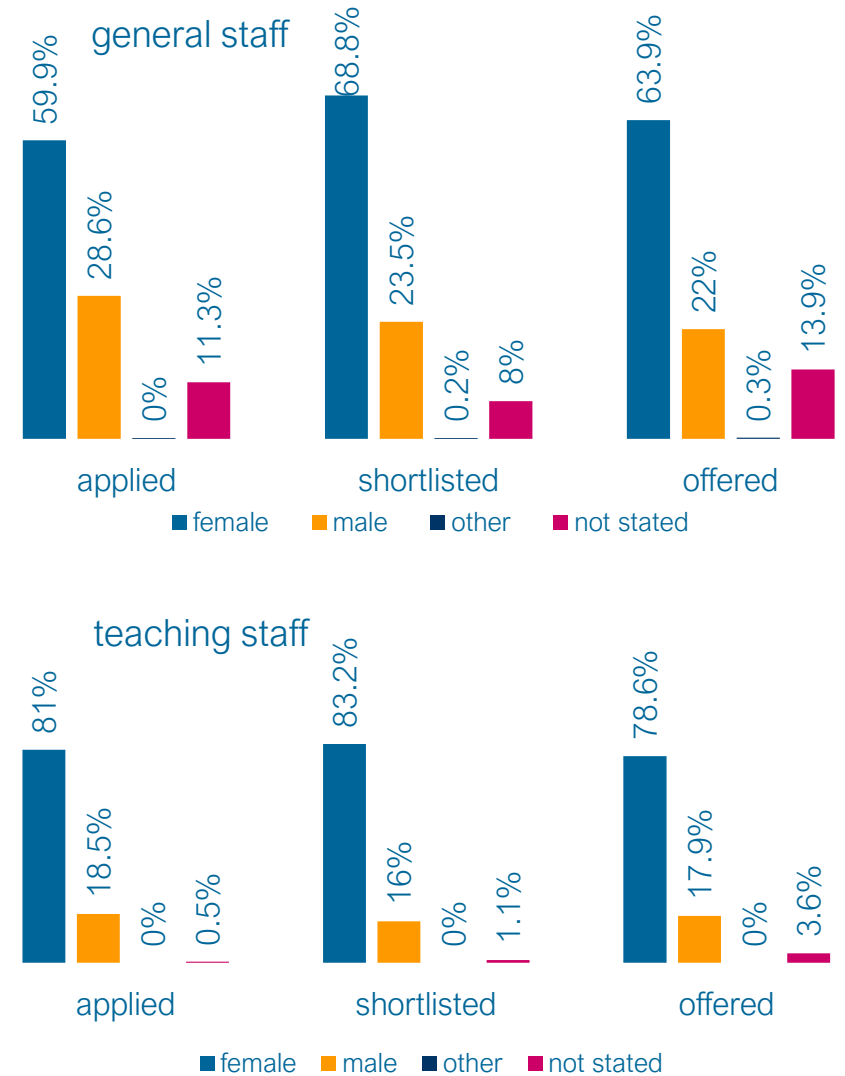
The data in this section covers the period from 1 January until 31 December 2020.

The Education Authority is an integral part of Orkney Islands Council with a remit that covers a range of services. For the purposes of this report, separate statistics have been produced for teaching staff.

Orkney Islands Area Licensing Board does not have any employees and therefore there are no separate statistics listed. The staff who support the work of the Board are council employees.

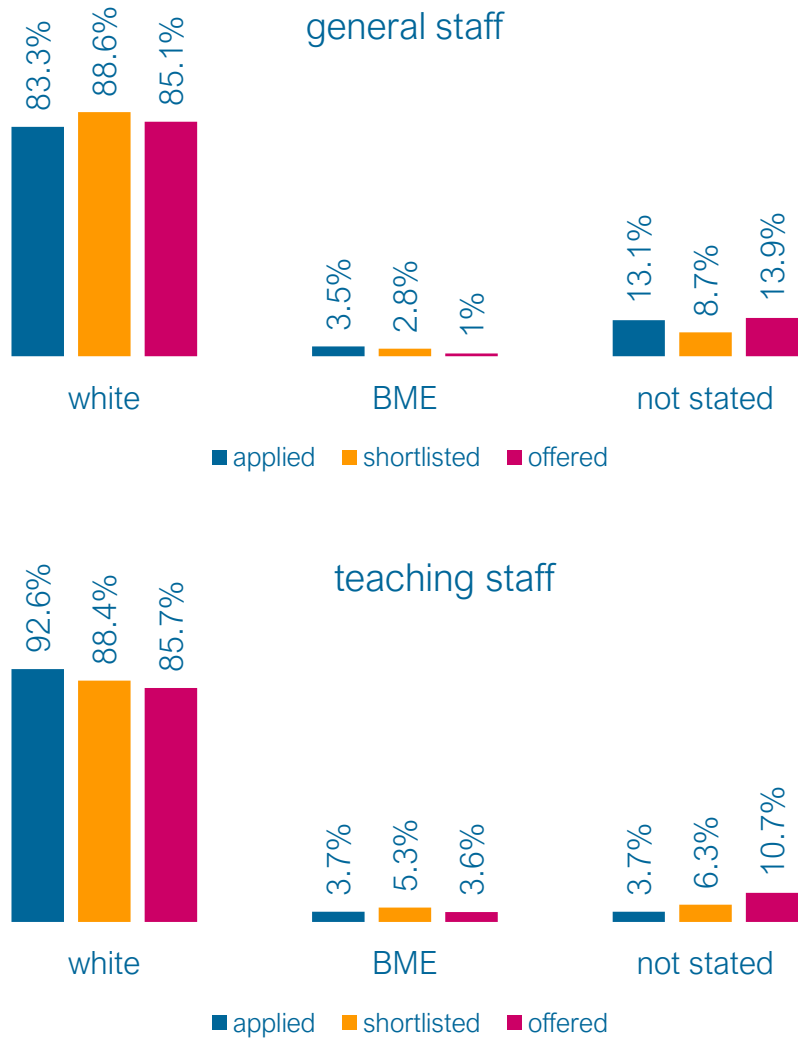
Gender

Proportion of applied, shortlisted and offered general and teaching candidates by gender.



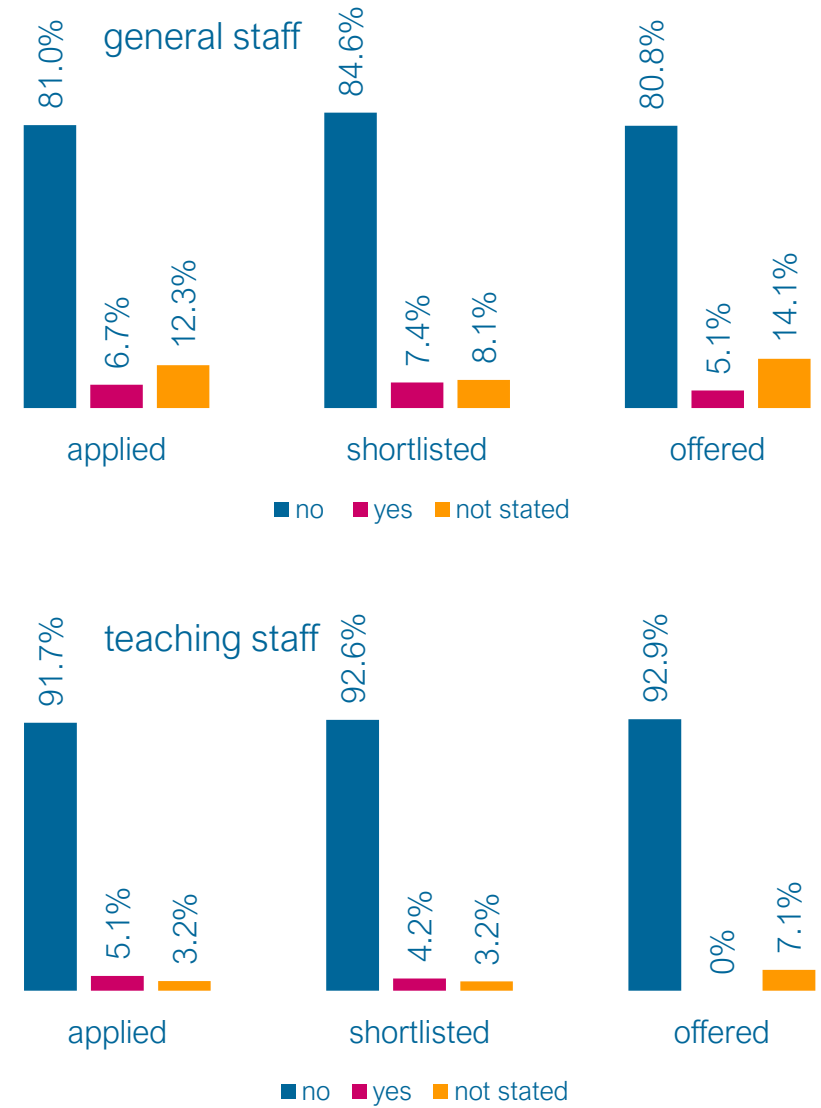
Ethnicity

Proportion of applied, shortlisted and offered general and teaching candidates by ethnicity. (BME = Black Minority Ethnic).



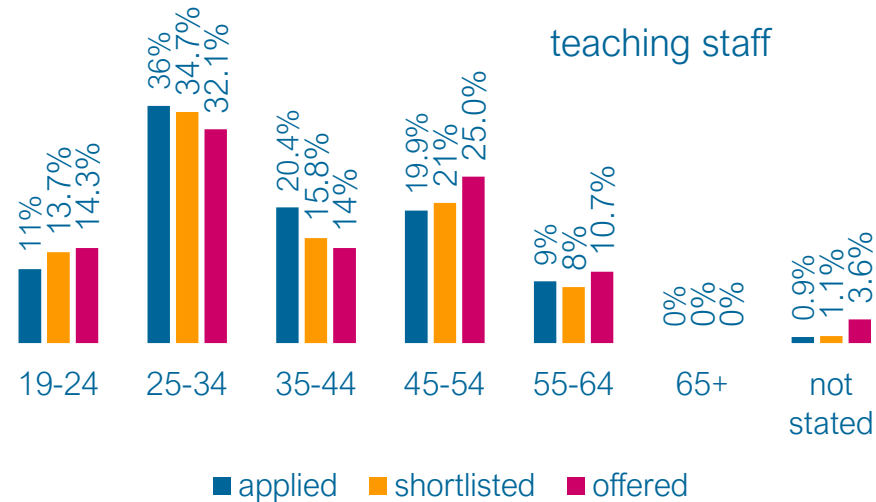
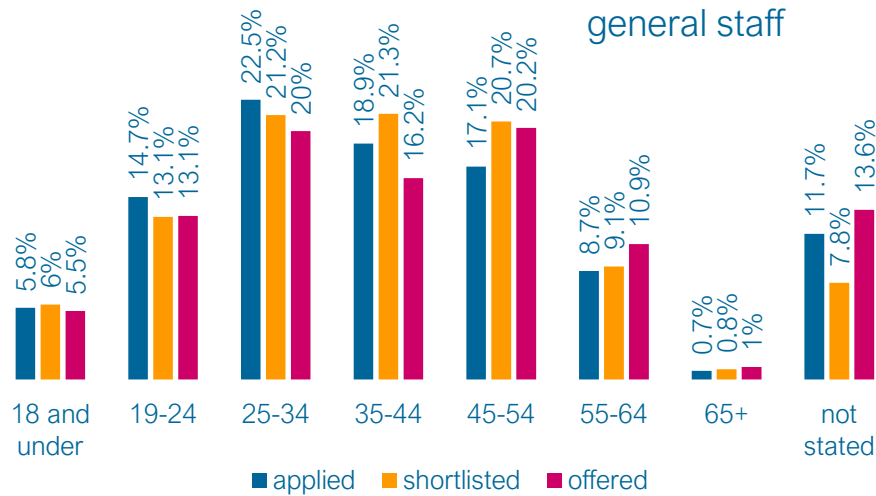
Disability

Proportion of applied, shortlisted and offered general and teaching candidates by disability.



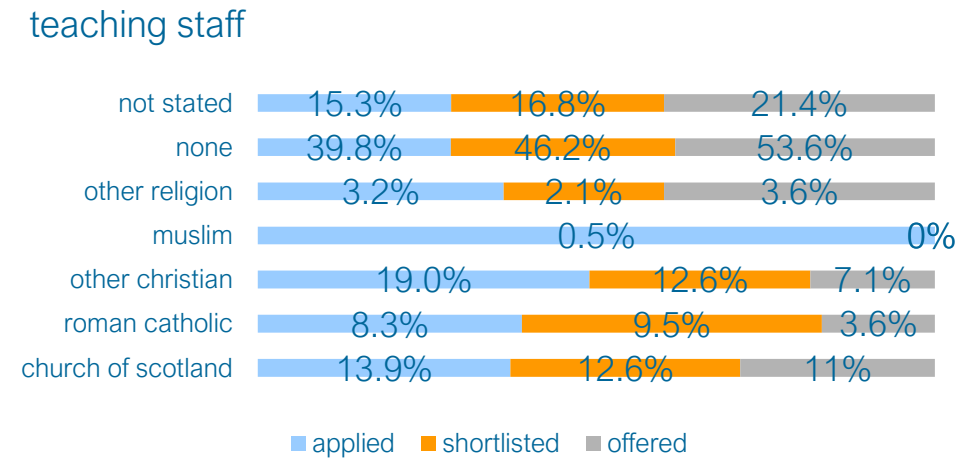
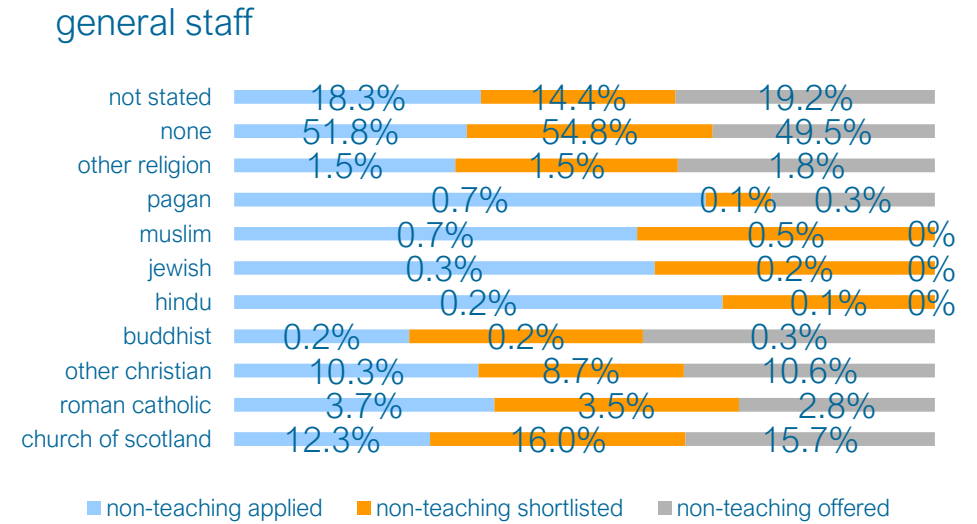
Age

Proportion of applied, shortlisted and offered general and teaching candidates by age.



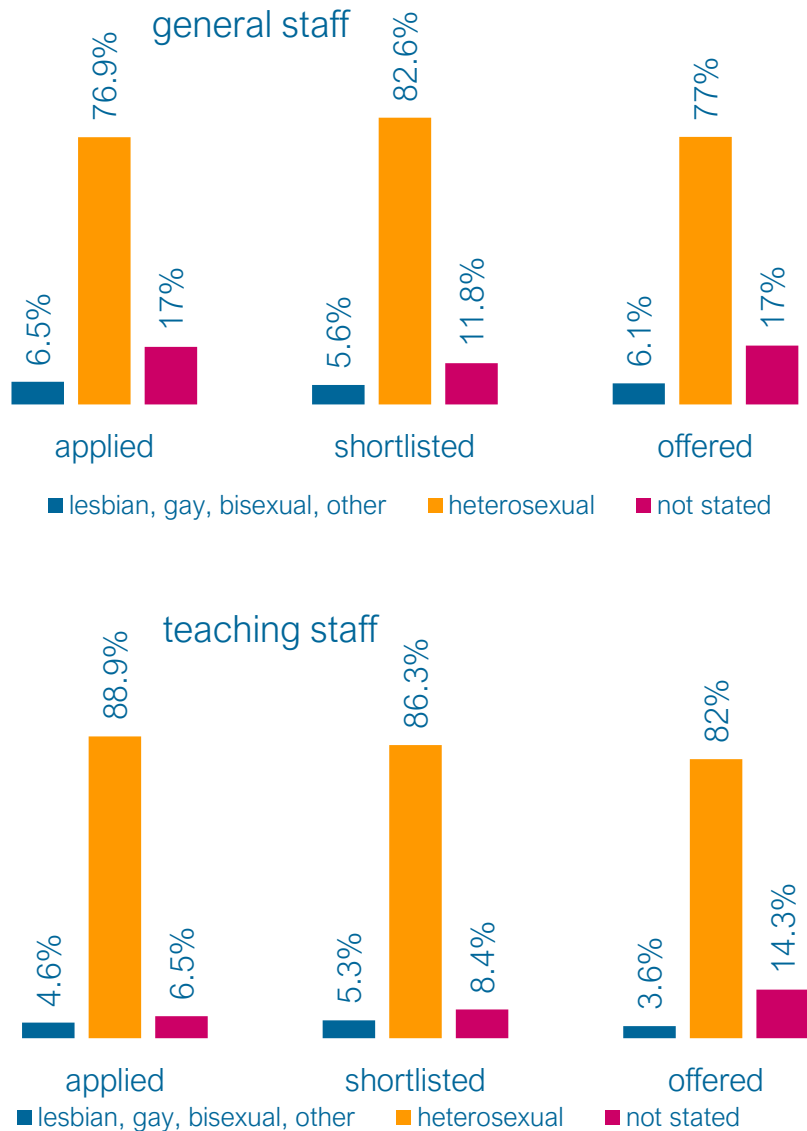
Religion and belief

Proportion of applied, shortlisted and offered general and teaching candidates by religion and belief.



Sexual orientation

Proportion of applied, shortlisted and offered general and teaching candidates by sexual orientation.



Summary

The general and teaching figures show that a significant majority of applications, shortlisted and offered candidates were female.

Candidates with a White ethnicity were the largest group submitting 83.3% of general applications and 92.6% of teaching applications. Although we are still attracting applicants from a range of ethnic minority backgrounds, figures show proportionate results in comparison to the diversity of our community.

6.7% of general applicants indicated they have a disability and 5.1% of teaching applicants indicate a disability. There has been an increase of 1.5% in the number of successful candidates indicating a disability being offered general jobs compared with last year's figures.

For general jobs the number of applicants, shortlisted and offered candidates is higher between the age groups of 25 to 54, which is consistent with previous reports. For teaching posts candidates are fairly evenly spread between the age ranges from 25 to 54.

For general posts the largest group (49.5%) of applicants, shortlisted and offered candidates have no religion or belief. For teaching posts, the largest group (53.6%) offered jobs also identified no religion or belief.

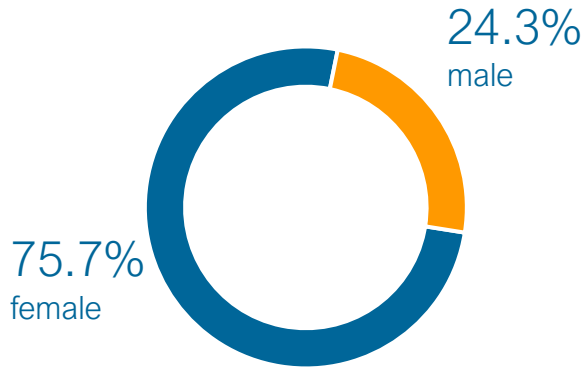
There has been an increase in applications from people identifying as lesbian, gay, bisexual or other sexual orientation across council posts (up by 3.8%) and teaching posts (up by 1.5%).

Promotions

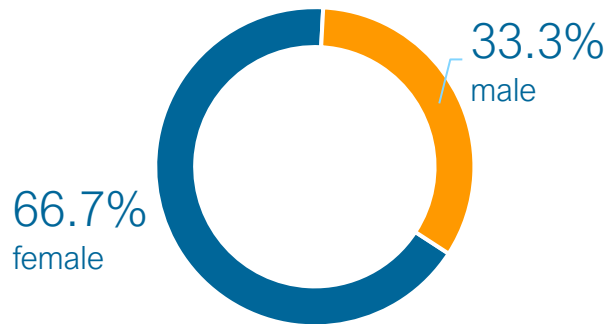
Gender

Proportion of promotions for general and teaching staff by gender.

general staff



teaching staff



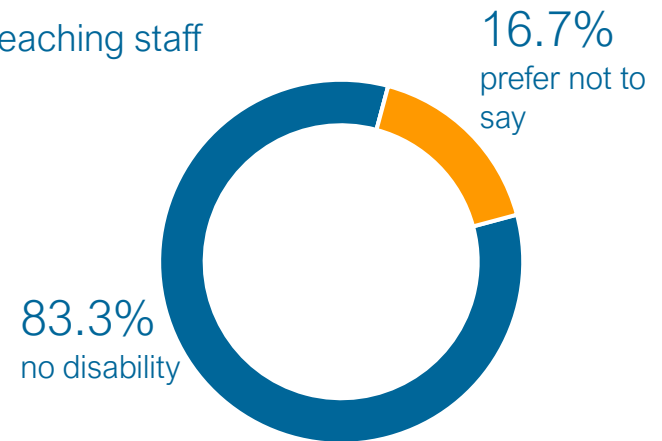
Disability

Proportion of promotions for general and teaching staff by disability.

general staff



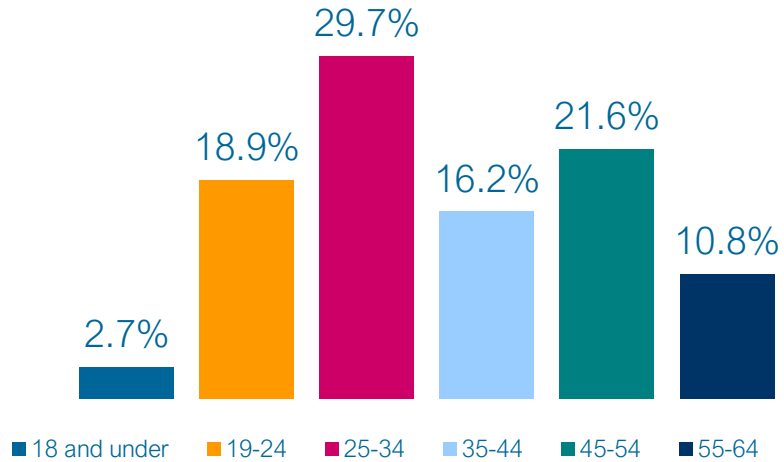
teaching staff



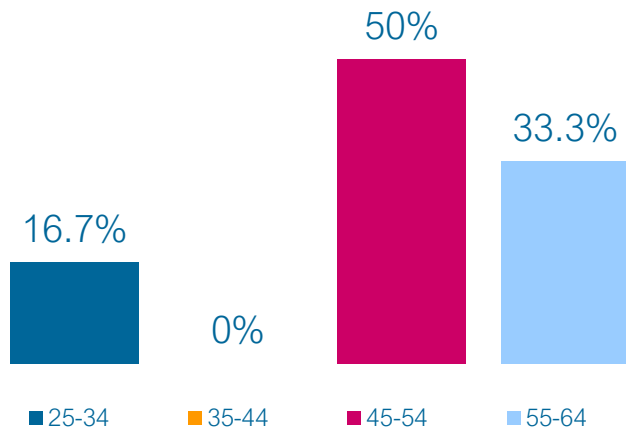
Age

Proportion of promotions for general and teaching staff by age.

general staff



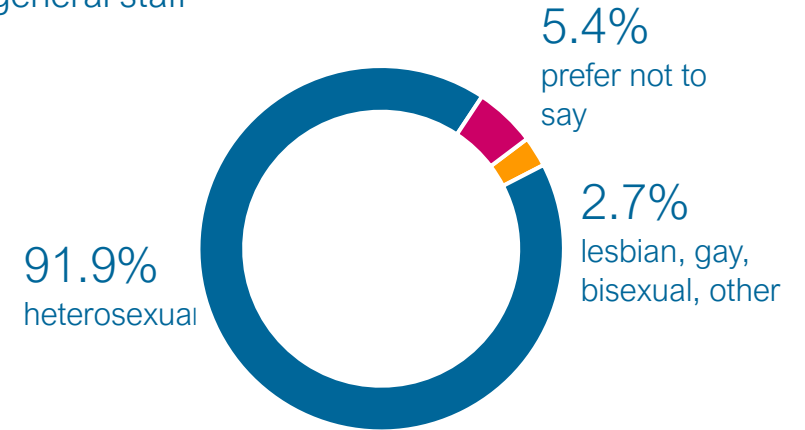
teaching staff



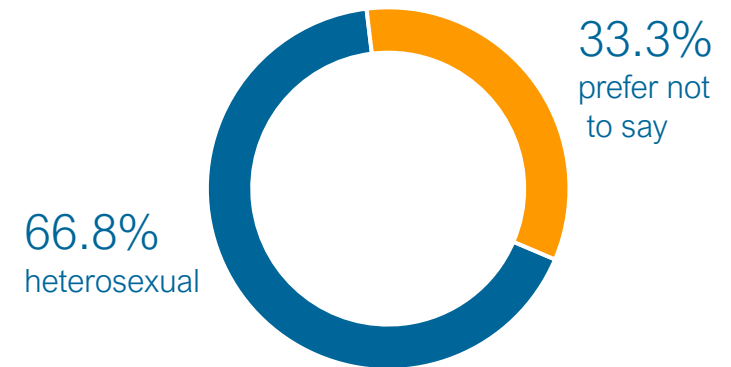
Sexual orientation

Proportion of promotions for general and teaching staff by sexual orientation.

general staff



teaching staff



Performance Management

Gender

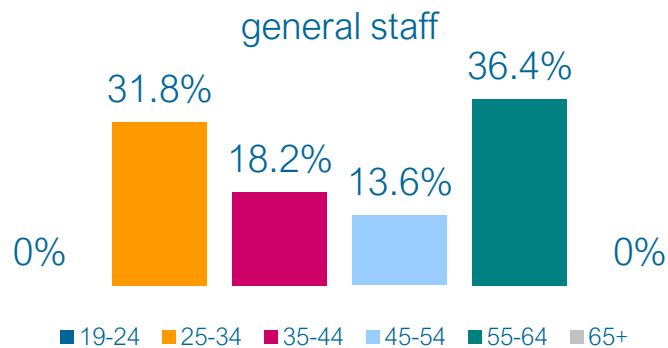
Grievance, disciplinary and dignity at work cases by gender for general staff. Figures for cases relating to teaching staff are too low to publish.

general staff



Age

Grievance, disciplinary and dignity at work cases by age for general staff. Figures for cases relating to teaching staff are too low to publish.



Training courses completed

Gender

Training courses completed by gender for general and teaching staff.

general staff



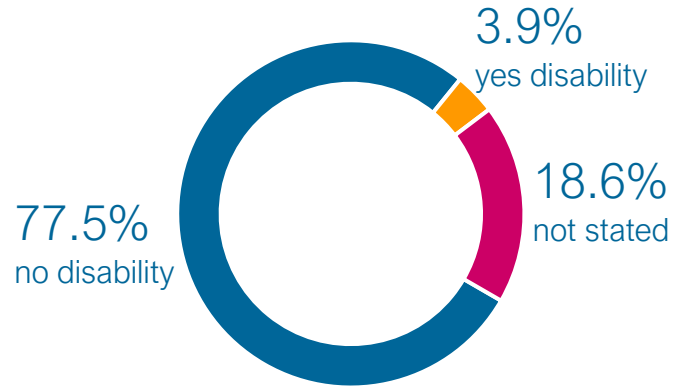
teaching staff



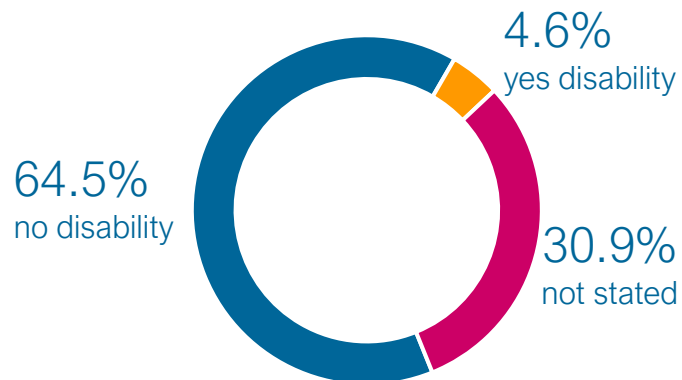
Disability

Training courses completed by disability for general and teaching staff.

general staff



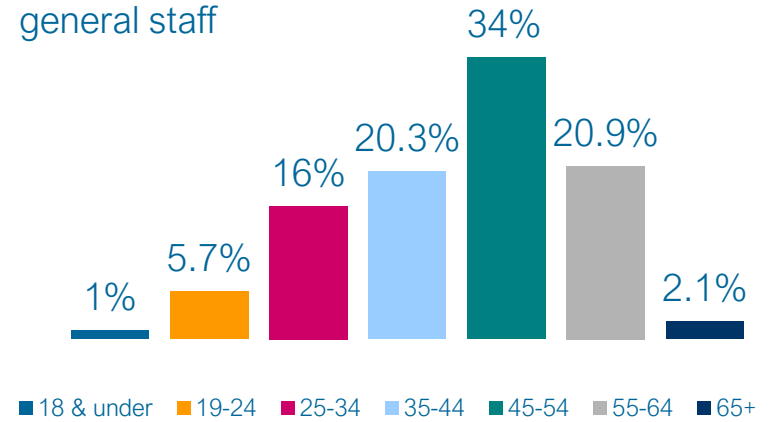
teaching staff



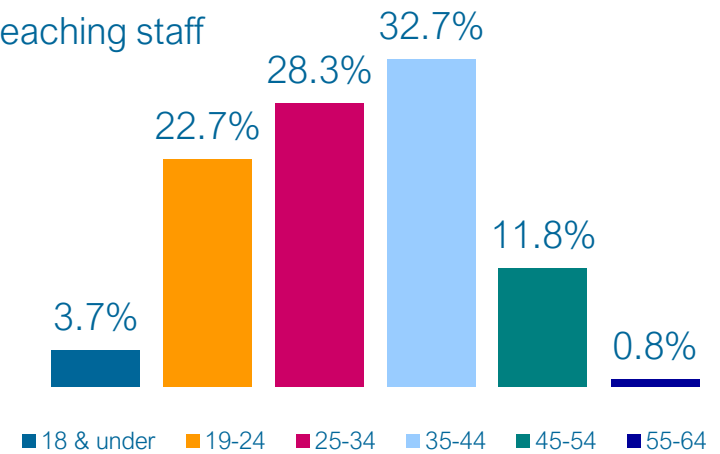
Age

Training courses completed by age for general and teaching staff.

general staff



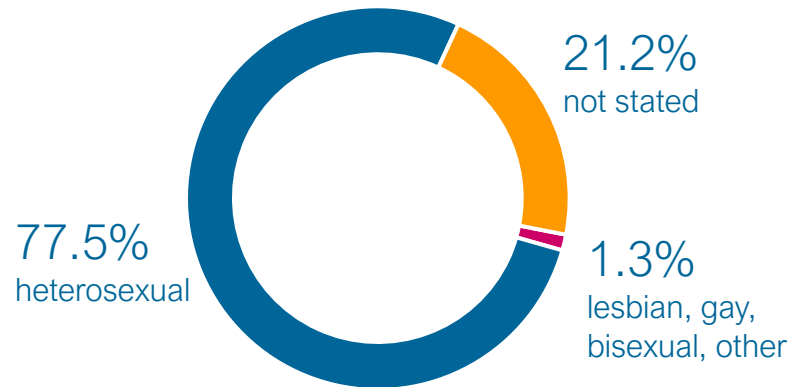
teaching staff



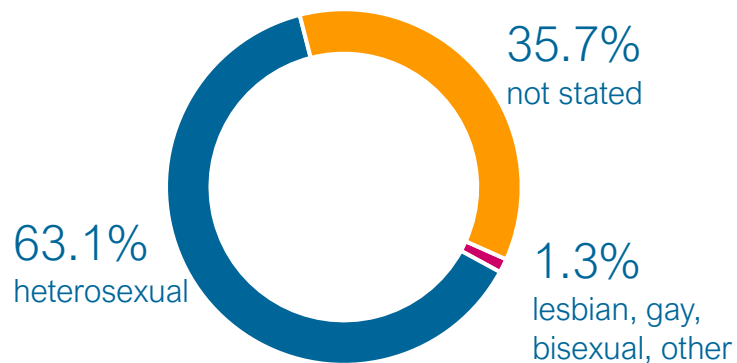
Sexual orientation

Training courses completed by sexual orientation for general and teaching staff.

general staff



teaching staff



Maternity and Paternity leave

In 2020:

- 51 employees started maternity leave.
- Fewer than 10 employees started adoption leave.
- 12 employees took paternity leave.
- Fewer than 10 employees reserved their position on returning to work.

44 employees were due to return from maternity leave in 2020 and fewer than 10 employees decided not to return to work, and no flexible working requests were made when returning from leave.

These figures are consistent with previous years.

Summary

Figures for promotions, performance management, training courses and maternity and paternity leave are consistent with previous reports.

The highest proportion of promotions by age for general staff has moved from the 35 to 44 age group from the last report to the 25 to 34 age group.

For teaching promotions, the highest proportion is from the 45 to 54 age group. This is a change from the last report where the highest proportion was from the 25 to 44 age group.

Meeting the specific duties of the Equality Act

Duty.	Requirements.	Frequency.	Last published.
Mainstreaming progress.	Publish a report on progress made to make the equality duty integral to the exercise of functions.	At least every two years.	April 2019.
Equality outcomes.	Publish a set of equality outcomes using available evidence relating to protected characteristics.	At least every four years.	September 2018.
Progress against equality outcomes.	Publish a report on the progress made to achieve the equality outcomes.	At least every two years.	September 2019.
Equality Impact Assessments.	Conduct equality impact assessments for new and revised policies, plans and processes and publish these.	Ongoing.	Ongoing on our website.
Gather and use employee information.	Gather information on staffing mix and recruitment and development against protected characteristics.	Annual.	This report April 2021.
Include employee information in mainstreaming report.	Include employee information and progress made in gathering and using this in mainstreaming report.	At least every two years.	April 2019.
Gender pay gap information.	Publish percentage difference between hourly pay rates for men and women.	At least every two years.	April 2019.
Statement on equal pay policy and occupational segregation.	Publish equal pay policy and analysis of employment by grade or role for men and women, disability and race.	At least every four years.	April 2019.