



# Annual Equality Report 2014

All our written information can be made available, on request, in a range of different formats and languages. If you would like this document in any other language or format please contact Marie Love, Policy Officer (Equalities) on 01856 873535 or email <mailto:marie.love@orkney.gov.uk>

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## Executive Summary

This report has been produced by us, as a council and education authority, to explain how we actively promote equality and integrate it into our work, both as an employer and as a service provider.

Like all public bodies we have a general equality duty to eliminate discrimination, advance equality of opportunity and foster good relations. We also have specific legal duties; these include publishing employment information and reporting on how we are integrating equality into our work.

Promoting equality and fairness is one of our key values. As an organisation we are committed to equality and all our employees and decision makers have a part to play in ensuring that we deliver it.

We also work closely with our partners within the Orkney Community Planning Partnership where Orkney Equality Forum has responsibility for national outcome 7 in our Single Outcome Agreement with the Scottish Government: We have tackled the significant inequalities in Scottish society. Our education services are founded on inclusive values and the vision that we want the best for everyone to ensure that children and young people get the best start in life.

As an employer we are committed to being fair and inclusive. We have gathered a wide range of employment information and the main findings are:

1. The number of staff in post as at 31 December 2013 was 2,645 including relief workers. (Without relief workers the total is 2,022.)
2. During 2013, we received a total of 4,583 non-teaching applications and 315 teaching applications. Of these, 1,528 non-teaching and 198 teaching candidates were called for interview and 622 non-teaching appointments and 74 teaching appointments were made in 2013.
3. During 2013, there were 571 non-teaching new starts and 92 new start teachers; 365 non-teaching staff and 62 teachers left the Council during the same period.
4. The figures for grievances, disciplinary and dignity at work cases show no indication of discrimination involving any particular equality strand. The relatively low level of grievances reflects our approach of having grievances resolved, wherever possible, informally at local level.
5. We are proud to be a 'two ticks' employer which means we make certain commitments regarding the recruitment, employment, retention and career development of disabled people. 3.11% of our non-teaching staff indicated they have a disability.
6. The Church of Scotland has the largest number of followers among non-teaching staff (22.1%) and 20.96% indicated that they have no religion.
7. The Church of Scotland has the largest number of followers among teachers (17.5%) and 15.56% of teachers indicated that they have no religion or faith.

8. Figures have been collected and analysed for sexual orientation and gender reassignment but have not been published because of the low numbers.
9. 27.28% of the population of Orkney is 60 years of age or older. Among non-teaching staff the largest percentage (32.04%) are in the 45-54 age group. The largest percentage of teachers (26.67%) is within the 55+ age group. Candidates in the 25-34 age group were the largest single group for non-teaching applicants, submitting 23.74% of the non-teaching applications. For teachers the 25-34 age group also submitted the most applications at 30.16%.
10. During 2013, 40 women started maternity leave and 46 were due to return from maternity leave. Of these, 10 chose not to come back and 11 have taken the option of returning to work but reducing their hours.
11. 33.13% of our non-teaching workforce and 33.33% of teachers are married or in a civil partnership.
12. In Scotland there are roughly equal numbers of males and females. Among non-teaching staff, 68.67% are female and 31.33% male. 75.83% of teachers are female and 24.17% male. This is reflective of trends within the public sector.

## Introduction

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

The 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 the elderly.

We have 21 councillors who meet regularly to make decisions about local services and about various aspects of life and these decisions are implemented by a workforce of just over 2,000 employees. We are the smallest local authority in Scotland.

Equality is at the heart of everything we do. This means recognising that everyone has different needs and taking positive action to ensure that everyone is able to participate in society. We never forget that we are here to serve the public, with a big role to play in improving the quality of life enjoyed by people throughout the islands.

Like all public authorities we have legal requirements to publish a range of information relating to equalities and this annual report will show statistics on our employees. Detailed information on equality outcomes and mainstreaming was included in the Annual Report 2013 and that information will be updated in our 2015 report.

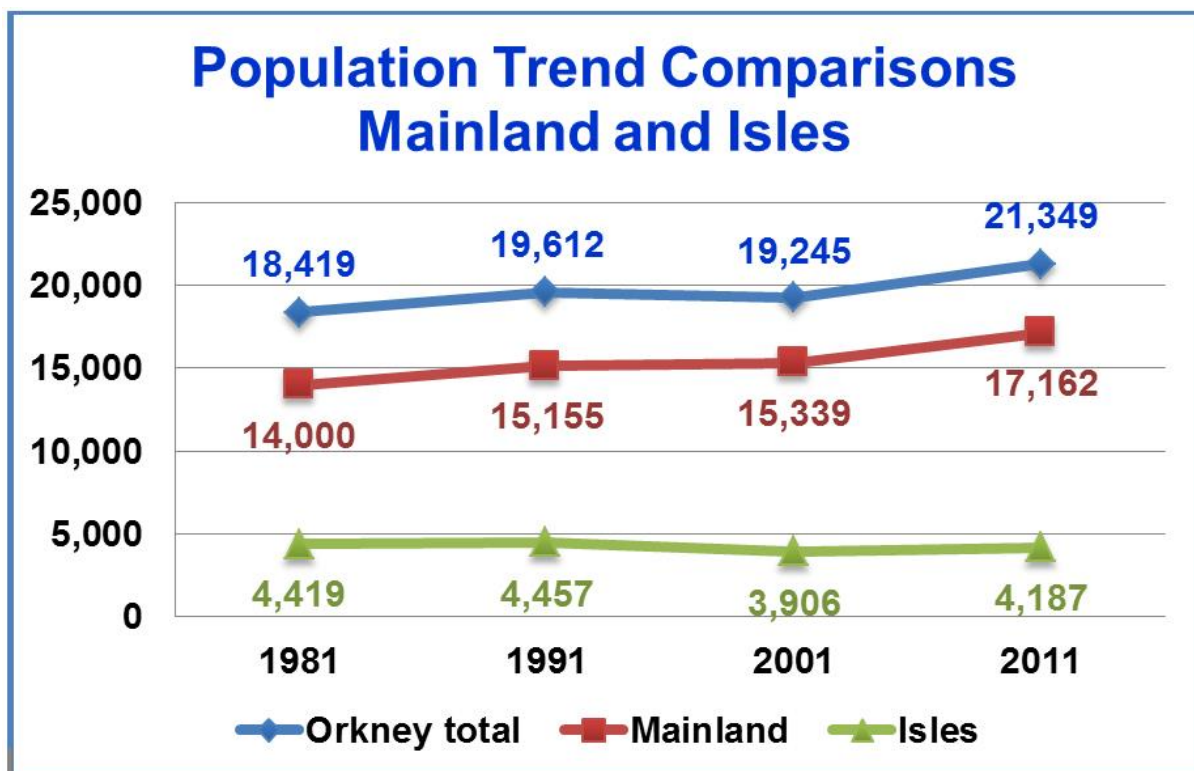
## A Profile of Orkney

[\(Reference 1\)](#)

Orkney comprises 70 or so islands and skerries, of which up to 19 may be inhabited depending on the time of year. The total land area of approximately 1,000 square kilometres raises some of the best livestock in Scotland, and Orkney enjoys an outstanding natural environment with clean air and water, fine scenery, diverse wildlife and a unique cultural heritage. But Orkney is not immune to the difficulties facing other remote and rural communities, including under-employment, low wages, a high cost of living, limited affordable housing, fuel poverty and access to essential services.

From a peak of 32,339 in the 1861 census, Orkney's resident population declined to a low of 17,077 in 1971. Since then, the population has recovered steadily. The natural growth rate (births minus deaths) is still negative, but birth numbers have been increasing and inward migration has boosted the population.

While the overall population may be growing, there has been a steady drift away from the isles towards mainland Orkney. In 1961, 28% of the total population lived on the isles, by 1981 this had fallen to 24% and by 2001 it was 20.4%. The 2011 census figures show a continuation of this trend at 19.6%.



The following table shows equalities Census data for Orkney for 2001 and 2011.  
(Note: percentages are rounded and may not sum to 100).

<b>Equalities census data for Orkney</b>					
	2001	%	2011	%	% change
Total population	19,245		21,349		10.93%
Population living on the Orkney mainland	15,339	79.70%	17,162	80.39%	11.88%
Population living on the isles	3,906	20.30%	4,187	19.61%	7.19%
Total male population	9,497	49.35%	10,566	49.49%	11.26%
Total female population	9,748	50.65%	10,783	50.51%	10.62%
Children (under 16)	3,840	19.95%	3,626	16.98%	-5.57%
Retirement age and over (65 and over)	3,804	19.77%	4,219	19.76%	10.91%
Average (median) age of the total population	40		42.6		6.50%
Ethnicity:					
White Scottish	16,193	84.14%	16,960	79.44%	4.74%
Other white: British/Irish/Other	2,968	15.42%	4,233	19.83%	42.62%
All other (non-white) groups	85	0.44%	156	0.73%	83.53%
Religion:					
Church of Scotland	10,138	52.68%	8,619	40.37%	-14.98%
Roman Catholic/Other Christian	2,202	11.44%	2,225	10.42%	1.04%
Other religion	175	0.91%	215	1.01%	22.86%
None	5,933	30.83%	8,363	39.17%	40.96%
No answer given	799	4.15%	1,927	9.03%	141.18%
People with a limiting long-term illness	3,354	17.43%	4,029	18.87%	20.13%
Carers (people who provide unpaid care)	1,706	8.86%	1,978	9.27%	15.94%
Source: General Register Office for Scotland, 2003 and 2013					



## Legal context

The Equality Act 2010 introduced a single equality duty covering the nine protected characteristics of: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The single equality duty is in two parts: the general duty and the specific duties.

The general duty covers the whole of the UK. It came into effect on 6 April 2011 and requires public authorities to have due regard to the need to:

- Eliminate discrimination, harassment and victimisation or other prohibited conduct.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not, by tackling prejudice and promoting understanding.

(Marriage and civil partnership is covered only by the first of these bullet points).

The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 came into force on 27 May 2012 and only apply to a certain number of listed public sector authorities in Scotland, including all local authorities and education authorities. The specific duties provide a framework to help public authorities meet their general duty.

The key legal duties are that the Council must:

- Report on mainstreaming the equality duty.
- Publish equality outcomes and report progress.
- Assess and review policies and practices.
- Gather and use employment information.
- Publish gender pay gap information.
- Publish statements on equal pay.
- Consider award criteria and conditions in relation to public procurement.
- Publish in a manner that is accessible.

Local authorities and education authorities are listed separately in the Regulations. There is nothing in the Regulations which prevents joint publication of this report as long as those elements which fall on the education authority can be distinguished from that of the local authority. For that reason some of the information which relates only to the education authority has been detailed separately.

## **Employment Information**

We are the largest employer in Orkney and are committed to being fair and inclusive.

Like all public authorities we have a legal duty to gather and publish information on our staff. Gathering and analysing employment information is important for a number of reasons. The information helps us to identify and understand what impact, if any, our policies and practices have on people with different protected characteristics. We can assess whether we are discriminating in any of our practices and consider whether we need to take action to advance equality of opportunity or foster good relations. We aim to ensure that there are no barriers to individuals seeking employment.

Publishing employment information enables external monitoring bodies such as the Equality and Human Rights Commission to monitor our compliance with current equality legislation and good practice guidelines.

We will publish information we have gathered on the composition of our workforce and the recruitment, development and retention of our employees in each annual report.

### **Gathering and Publishing Employment Information**

In 2010, in order to obtain a baseline staff profile for monitoring and reporting purposes, we issued a questionnaire to all employees, including relief staff. The responses to the questionnaire are added to the employees' records on the Resource Link HR System where they are retained solely for equalities monitoring and reporting purposes. The data is securely held and can only be accessed by a small number of named officers within HR and Performance. This provided us with monitoring information on approximately 59% of our staff, although not all staff who responded answered all the questions. A version of this questionnaire is also issued to new employees.

This gap in information was recognised in our equality outcome 2: Ensure there are no barriers in recruitment, training or promotion opportunities. To achieve this outcome we have made a commitment to developing a clear understanding of the local population breakdown and to seek to collect data by protected characteristic from 100% of Council employees by 2016 to ensure there are no barriers in recruitment, training or promotion, with a target response rate of 80%. This is an overall equality outcome which applies to the Council and education authority.

When applicants apply for jobs they are also asked to complete an equalities monitoring form. This is used solely for monitoring purposes and the information is not seen by officers on the selection panel.

It must be acknowledged that there are challenges in collecting and publishing information on employees. Employees and potential employees have the legal right not to disclose information about their protected characteristics; any information they supply is on a purely voluntary basis.

There are also issues around publishing information where numbers are low. To ensure anonymity for certain equality groups it has been decided not to publish the

figures in certain categories. Each decision was taken in accordance with guidance given in the 'Equality Act 2010: Specific Duties to Support the Equality Duty' guide for public sector organisations published by the Government Equalities Office in October 2011 and 'Anonymisation: managing data protection risk code of practice' published by the Information Commissioner's Office in November 2012. According to these documents, information published must not identify individuals and good practice indicates that this means not publishing sensitive personal information about groups of fewer than 10 people. Although the figures in these categories have not been published, they have been collected and analysed by us.

We have collected and analysed information on our staff profile, starters and leavers, recruitment and selection and disciplinary, grievance and dignity at work cases. The data has been collated from a number of sources, including the Resource Link HR System, the National Recruitment Portal and manual recording records. The aim is to fully utilise the Resource Link HR System to support improvements in data collection.

Where figures come under 'Information not provided' it means that the employee or prospective employee has either not returned their form to us or has returned the form but declined to answer that particular question.

Given the challenges in collecting and publishing employment information it should be viewed as indicative rather than definitive. We acknowledge that it will take time to develop systems to collect information for those few areas where data collection systems are not currently in place.

## **Training**

Information on training was not collected prior to the end of 2013. We fully recognise this gap in information and systems are currently being developed to ensure the data is available for future reports. The training data is important as analysis will show whether we are advancing equality of opportunity and will provide evidence that there is no discrimination.

## **Current Workforce**

The number of Council staff in post as at 31 December 2013 was 2,645. This was made up of 2,285 non-teaching staff and 360 teachers including part time staff. These figures also include relief workers. Those employees who hold more than one post are only counted once, in respect of their main post.

Excluding relief workers the number of staff in post as at 31 December 2013 was 2,022, made up of 1,731 non-teaching staff and 291 teachers.

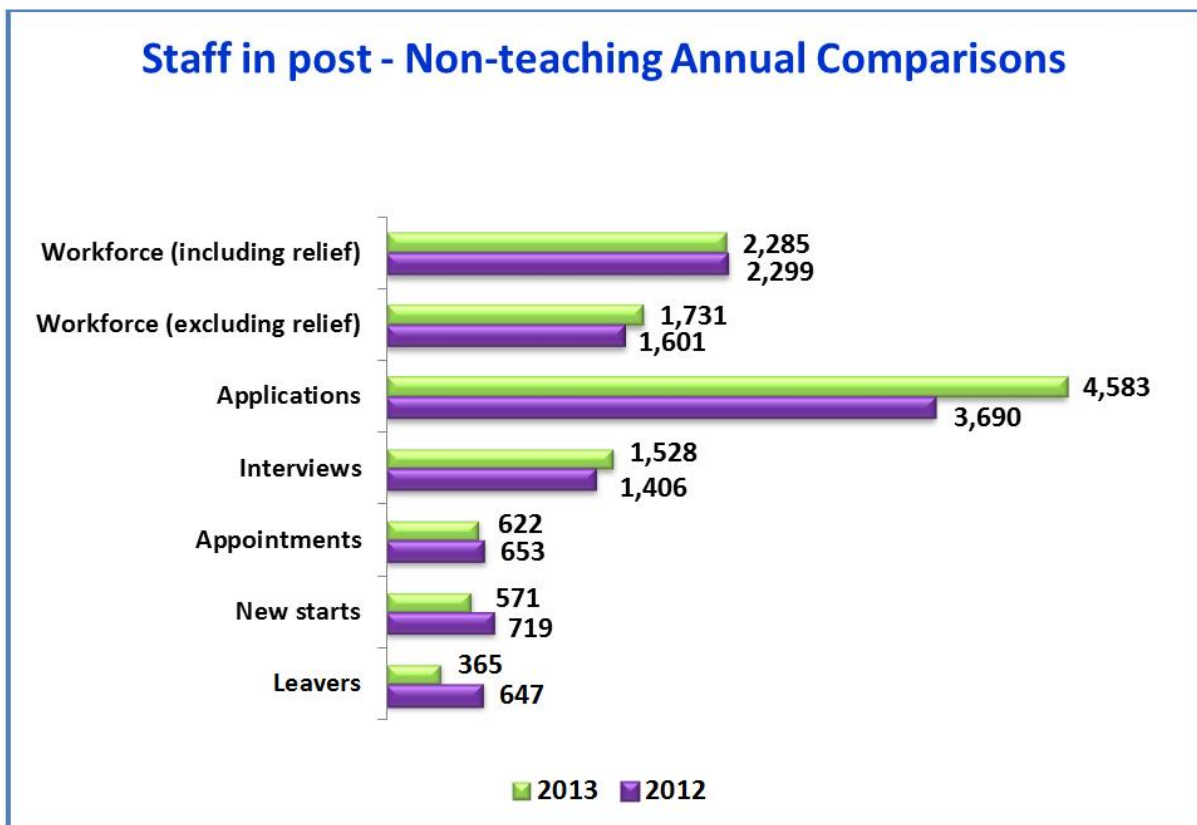
## **Recruitment, New Starts and Leavers**

During 2013, we received a total of 4,583 non-teaching applications and 315 teaching applications. Of these, 1,528 non-teaching and 198 teaching candidates were called for interview. This resulted in 622 non-teaching appointments and 74 teaching appointments being made in 2013.

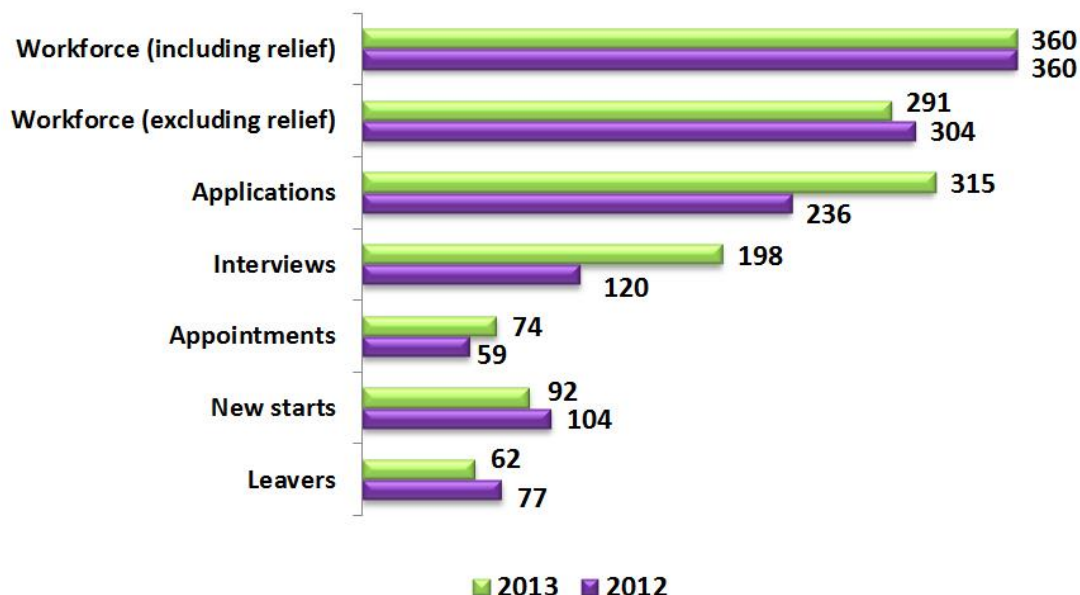
There were 571 non-teaching new starts during 2013 and 92 new start teachers. During the same period 365 non-teaching staff and 62 teachers left the Council.

The new start figures are different from appointments figures. This is because some new starts are appointed as relief workers or have filled supply posts; these are not counted as an appointment on the National Recruitment Portal, but are entered into our Resource Link HR System.

The figures for applications, interviews and appointments are obtained from the National Recruitment Portal and the figures for new starts and leavers are obtained from the Resource Link HR System.



## Staff in post - Teachers Annual Comparisons



### Disciplinary, Grievance or Dignity at Work Cases

We aim to ensure that employees have a route to raise concerns in the course of their employment. Collection and analysis of figures for these cases is important to ensure that disciplinary, grievance and dignity at work policies and procedures are applied consistently across the Council and as such the profile should be reflective of the workforce. The figures shown cover the period 1 January until 31 December 2013.

#### Disciplinary

- Non-teaching – There were a total of 18 disciplinary cases. In those cases where the information is available the employees involved were all White and Scottish or Other British and included both males and females. They came from different age groups.
- Teaching – There were no teaching disciplinary cases.

#### Grievance

- Non-teaching – The number of employees raising grievances was less than 10. In those cases where the information is available the employees were all White and Scottish or Other British and included both males and females. All were over 45 years of age.
- Teaching – The number of teachers raising grievances was less than 10. The figures have been analysed but are too low to allow us to publish further detail.

## **Dignity at Work**

- Non-teaching – The number of employees raising dignity at work complaints was less than 10. In those cases where the information is available the employees were all White and included both males and females. They came from different age groups.
- Teaching – No dignity at work cases were raised by teachers.

No equalities monitoring forms were completed for 2013 by employees involved in disciplinary procedures. The data has been gathered from the Resource Link HR System. The largest staff ethnic groups in the Council are 'White Scottish', then 'Other British'. Their numbers are roughly proportionate to the number of staff involved in disciplinary or grievance procedures.

These figures show no indication of discrimination involving any particular equality strand. The relatively low level of grievances reflects our approach of having grievances resolved, wherever possible, informally at local level.

## Race

### Census Information – Ethnicity

<b>Population of Orkney - Breakdown by ethnicity</b>		
Ethnic Categories	Number	% of population
White: Scottish	16,960	79.44%
White: Other British	3,777	17.69%
White: Irish	100	0.47%
White: Gypsy/Traveller	3	0.01%
White: Polish	84	0.39%
White: Other White	269	1.26%
Mixed or multiple ethnic groups	39	0.18%
Asian, Asian Scottish or Asian British: Pakistani, Pakistani Scottish or Pakistani British	15	0.07%
Asian, Asian Scottish or Asian British: Indian, Indian Scottish or Indian British	18	0.08%
Asian, Asian Scottish or Asian British: Bangladeshi, Bangladeshi Scottish or Bangladeshi British	7	0.03%
Asian, Asian Scottish or Asian British: Chinese, Chinese Scottish or Chinese British	18	0.08%
Asian, Asian Scottish or Asian British: Other Asian	31	0.15%
African: African, African Scottish or African British	13	0.06%
African: Other African	0	0.00%
Caribbean or Black: Caribbean Scottish or Caribbean British	3	0.01%
Caribbean or Black: Black, Black Scottish or Black British	1	0.00%
Caribbean or Black: Other Caribbean or Black	0	0.00%
Other ethnic groups: Arab, Arab Scottish or Arab British	6	0.03%
Other ethnic groups: Other ethnic group	5	0.02%
Source: 2011 Census General Register for Scotland		

## Staff in post – Ethnicity

Staff in post – Non-teaching		
Ethnic categories	Number	% of total
White Scottish	961	42.06%
White Other British	286	12.52%
White Irish	<10	<0.44%
Any other white background	22	0.96%
Mixed	<10	<0.44%
Asian Indian	<10	<0.44%
Asian Pakistani	0	0.00%
Asian Bangladeshi	<10	<0.44%
Asian Chinese	0	0.00%
Any other Asian background	<10	<0.44%
African	<10	<0.44%
Caribbean	<10	<0.44%
Black	0	0.00%
Other ethnic background	<10	<0.44%
Information not provided	1,002	43.85%



<b>Staff in post - Teachers</b>		
Ethnic categories	Number	% of total
White Scottish	129	35.83%
White Other British	46	12.78%
White Irish	<10	<2.78%
Any other white background	<10	<2.78%
Mixed	<10	<2.78%
Asian Indian	0	0.00%
Asian Pakistani	0	0.00%
Asian Bangladeshi	0	0.00%
Asian Chinese	0	0.00%
Any other Asian background	0	0.00%
African	<10	<2.78%
Caribbean	0	0.00%
Black	0	0.00%
Other ethnic background	0	0.00%
Information not provided	179	49.72%

The following table shows comparisons between figures for employees and Census figures. It is difficult to make any meaningful comparisons against the figures from the Census as employees have an option to refuse to provide the information and almost half of them did exercise this right. It can, however, be noted that the largest group of employees are White Scottish with the next largest group being White Other British which reflect the largest groups in the Census population figures.

<b>Ethnic groups Comparisons – Employees and Census</b>			
Ethnic group	Census	Non-teaching	Teachers
White: Scottish	79.44%	42.06%	35.83%
White: Other British	17.69%	12.52%	12.78%
White: Irish	0.47%	<0.44%	<2.78%
White: Gypsy/Traveller	0.01%	Not a category	Not a category
White: Polish	0.39%	Not a category	Not a category
White: Other White	1.67%	0.96%	<2.78%
Mixed or multiple ethnic groups	0.18%	<0.44%	<2.78%
Asian, Asian Scottish or Asian British: Pakistani, Pakistani Scottish or Pakistani British	0.07%	0.00%	0.00%
Asian, Asian Scottish or Asian British: Indian, Indian Scottish or Indian British	0.08%	<0.44%	0.00%
Asian, Asian Scottish or Asian British: Bangladeshi, Bangladeshi Scottish or Bangladeshi British	0.03%	<0.44%	0.00%
Asian, Asian Scottish or Asian British: Chinese, Chinese Scottish or Chinese British	0.08%	0.00%	0.00%
Asian, Asian Scottish or Asian British: Other Asian	0.15%	<0.44%	0.00%
African: African, African Scottish or African British	0.06%	<0.44%	0.00%
African: Other African	0.00%	0.00%	<2.78%
Caribbean or Black: Caribbean Scottish or Caribbean British	0.01%	<0.44%	0.00%
Caribbean or Black: Black, Black Scottish or Black British	0.00%	0.00%	0.00%
Caribbean or Black: Other Caribbean or Black	0.00%	0.00%	0.00%
Other ethnic groups: Arab, Arab Scottish or Arab British	0.03%	0.00%	0.00%
Other ethnic groups: Other ethnic group	0.02%	<0.44%	0.00%
Information not provided	0.00%	43.85%	49.72%

The annual comparisons in the following tables show that, for both non-teaching staff and teachers, figures are very similar to 2012.

<b>Staff in post - Non-teaching Annual Comparisons</b>		
Ethnic categories	2013	2012
White Scottish	42.06%	42.15%
White Other British	12.52%	12.75%
White Irish	<0.44%	<0.43%
Any other white background	0.96%	1.17%
Mixed	<0.44%	<0.43%
Asian Indian	<0.44%	<0.43%
Asian Pakistani	0.00%	<0.43%
Asian Bangladeshi	<0.44%	<0.43%
Asian Chinese	0.00%	0.00%
Any other Asian background	<0.44%	<0.43%
African	<0.44%	0.00%
Caribbean	<0.44%	<0.43%
Black	0.00%	0.00%
Other ethnic background	<0.44%	<0.43%
Information not provided	43.85%	43.28%

<b>Staff in post – Teachers Annual Comparisons</b>		
Ethnic categories	2013	2012
White Scottish	35.83%	35.56%
White Other British	12.78%	14.17%
White Irish	<2.78%	<2.78%
Any other white background	<2.78%	<2.78%
Mixed	<2.78%	<2.78%
Asian Indian	0.00%	0.00%
Asian Pakistani	0.00%	0.00%
Asian Bangladeshi	0.00%	0.00%
Asian Chinese	0.00%	0.00%
Any other Asian background	0.00%	0.00%
African	<2.78%	<2.78%
Caribbean	0.00%	0.00%
Black	0.00%	0.00%
Other ethnic background	0.00%	<2.78%
Information not provided	49.72%	48.33%

## New starts – Ethnicity

<b>New Starts – Non-teaching</b>		
Ethnic categories	Number	% of total
White Scottish	175	30.65%
White Other British	55	9.63%
White Irish	0	0.00%
Any other white background	<10	<1.75%
Mixed	<10	<1.75%
Asian Indian	0	0.00%
Asian Pakistani	0	0.00%
Asian Bangladeshi	0	0.00%
Asian Chinese	0	0.00%
Any other Asian background	<10	<1.75%
African	0	0.00%
Caribbean	0	0.00%
Black	0	0.00%
Other ethnic background	0	0.00%
Information not provided	337	59.02%

<b>New Starts - Non-teaching Annual Comparisons</b>		
<b>Ethnic categories</b>	<b>2013</b>	<b>2012</b>
White Scottish	30.65%	38.80%
White Other British	9.63%	15.58%
White Irish	0.00%	0.14%
Any other white background	<1.75%	<1.39%
Mixed	<1.75%	<1.39%
Asian Indian	0.00%	0.00%
Asian Pakistani	0.00%	<1.39%
Asian Bangladeshi	0.00%	<1.39%
Asian Chinese	0.00%	0.00%
Any other Asian background	<1.75%	0.00%
African	0.00%	<1.39%
Caribbean	0.00%	<1.39%
Black	0.00%	0.00%
Other ethnic background	0.00%	0.00%
Information not provided	59.02%	43.95%

<b>New Starts - Teachers</b>		
Ethnic categories	Number	% of total
White Scottish	31	33.70%
White Other British	<10	<10.87%
White Irish	0	0.00%
Any other white background	0	0.00%
Mixed	<10	<10.87%
Asian Indian	0	0.00%
Asian Pakistani	0	0.00%
Asian Bangladeshi	0	0.00%
Asian Chinese	0	0.00%
Any other Asian background	<10	<10.87%
African	0	0.00%
Caribbean	0	0.00%
Black	0	0.00%
Other ethnic background	<10	<10.87%
Information not provided	50	54.35%

<b>New Starts – Teachers Annual Comparisons</b>		
Ethnic categories	2013	2012
White Scottish	33.70%	23.08%
White Other British	<10.87%	10.58%
White Irish	0.00%	0.00%
Any other white background	0.00%	0.00%
Mixed	<10.87%	0.00%
Asian Indian	0.00%	0.00%
Asian Pakistani	0.00%	0.00%
Asian Bangladeshi	0.00%	0.00%
Asian Chinese	0.00%	0.00%
Any other Asian background	<10.87%	0.00%
African	0.00%	0.00%
Caribbean	0.00%	0.00%
Black	0.00%	0.00%
Other ethnic background	<10.87%	0.00%
Information not provided	54.35%	66.34%



## Leavers – Ethnicity

<b>Leavers – Non-teaching</b>		
Ethnic categories	Number	% of total
White Scottish	177	48.49%
White Other British	52	14.25%
White Irish	0	0.00%
Any other white background	<10	<2.74%
Mixed	0	0.00%
Asian Indian	0	0.00%
Asian Pakistani	0	0.00%
Asian Bangladeshi	0	0.00%
Asian Chinese	0	0.00%
Any other Asian background	0	0.00%
African	0	0.00%
Caribbean	0	0.00%
Black	0	0.00%
Other ethnic background	0	0.00%
Information not provided	134	36.71%

<b>Leavers – Non-teaching Annual Comparisons</b>		
Ethnic categories	2013	2012
White Scottish	48.49%	41.27%
White Other British	14.79%*	14.53%
White Irish		<2.74%
Any other white background		<2.74%
Mixed	0.00%	<2.74%
Asian Indian	0.00%	0.00%
Asian Pakistani	0.00%	0.00%
Asian Bangladeshi	0.00%	<2.74%
Asian Chinese	0.00%	0.00%
Any other Asian background	0.00%	0.00%
African	0.00%	<2.74%
Caribbean	0.00%	<2.74%
Black	0.00%	0.00%
Other ethnic background	0.00%	0.00%
Information not provided	36.71%	41.89%

\*Because of low numbers these groups have been put together into one category for publication purposes.

<b>Leavers - Teachers</b>		
Ethnic categories	Number	% of total
White Scottish	25	40.32%
White Other British	<10	<16.13%
White Irish	0	0.00%
Any other white background	0	0.00%
Mixed	<10	<16.13%
Asian Indian	0	0.00%
Asian Pakistani	0	0.00%
Asian Bangladeshi	0	0.00%
Asian Chinese	0	0.00%
Any other Asian background	0	0.00%
African	0	0.00%
Caribbean	0	0.00%
Black	0	0.00%
Other ethnic background	0	0.00%
Information not provided	28	45.16%

### Leavers – Teachers Annual Comparisons

Ethnic categories	2013	2012
White Scottish	40.32%	29.87%
White Other British	<16.13%	20.78%
White Irish	0.00%	0.00%
Any other white background	0.00%	0.00%
Mixed	<16.13%	0.00%
Asian Indian	0.00%	0.00%
Asian Pakistani	0.00%	0.00%
Asian Bangladeshi	0.00%	0.00%
Asian Chinese	0.00%	0.00%
Any other Asian background	0.00%	0.00%
African	0.00%	0.00%
Caribbean	0.00%	0.00%
Black	0.00%	0.00%
Other ethnic background	0.00%	0.00%
Information not provided	45.16%	49.35%

## New Starts and Leavers Comparisons

Ethnic categories	Non-teaching		Teachers	
	New starts	Leavers	New starts	Leavers
White Scottish	30.65%	48.49%	33.70%	40.32%
White Other British	9.63%	14.79%*	<10.87%	<16.13%
White Irish	0.00%		0.00%	0.00%
Any other white background	<1.75%		0.00%	0.00%
Mixed	<1.75%	0.00%	<10.87%	<16.13%
Asian Indian	0.00%	0.00%	0.00%	0.00%
Asian Pakistani	0.00%	0.00%	0.00%	0.00%
Asian Bangladeshi	0.00%	0.00%	0.00%	0.00%
Asian Chinese	0.00%	0.00%	0.00%	0.00%
Any other Asian background	<1.75%	0.00%	0.00%	0.00%
African	0.00%	0.00%	<10.87%	0.00%
Caribbean	0.00%	0.00%	0.00%	0.00%
Black	0.00%	0.00%	0.00%	0.00%
Other Ethnic Background	0.00%	0.00%	<10.87%	0.00%
Information not provided	59.02%	36.71%	54.35%	45.16%

\*Because of low numbers these groups have been put together into one category for publication purposes.

## Recruitment – Ethnicity

Recruitment - Non-teaching						
Ethnic categories	Applicants		Shortlisted		Appointed	
	Number	% of total	Number	% of total	Number	% of total
White Scottish	2,793	60.94%	994	65.05%	413	66.40%
White Other British	1,176	25.66%	384	25.13%	146	23.47%
White Irish	38	0.83%	10	0.65%	<10	<1.61%
Any other white background	264	5.76%	46	3.01%	14	2.25%
Mixed	15	0.33%	0	0.00%	0	0.00%
Asian Indian	15	0.33%	<10	<0.65%	0	0.00%
Asian Pakistani	<10	<0.22%	<10	<0.65%	0	0.00%
Asian Bangladeshi	<10	<0.22%	<10	<0.65%	0	0.00%
Asian Chinese	<10	<0.22%	<10	<0.65%	0	0.00%
Any other Asian background	19	0.41%	<10	<0.65%	<10	<1.61%
African	20	0.44%	<10	<0.65%	<10	<1.61%
Caribbean	<10	<0.22%	<10	<0.65%	0	0.00%
Black	<10	<0.22%	0	0.00%	0	0.00%
Other Ethnic Background	25	0.55%	<10	<0.65%	<10	<1.61%
Information not provided	203	4.43%	72	4.71%	41	6.59%

### Recruitment - Non-teaching Annual Comparisons

Ethnic categories	Applicants		Shortlisted		Appointed	
	2013	2012	2013	2012	2013	2012
White Scottish	60.94%	57.83%	65.05%	65.05%	66.40%	62.33%
White Other British	25.66%	27.94%	25.13%	25.13%	23.47%	25.11%
White Irish	0.83%	1.08%	0.65%	<0.71%	<1.61%	<1.53%
Any other white background	5.76%	4.25%	3.01%	3.01%	2.25%	2.60%
Mixed	0.33%	0.62%	0.00%	0.00%	0.00%	<1.53%
Asian Indian	0.33%	0.57%	<0.65%	<0.71%	0.00%	<1.53%
Asian Pakistani	<0.22%	<0.27%	<0.65%	<0.71%	0.00%	<1.53%
Asian Bangladeshi	<0.22%	<0.27%	<0.65%	<0.71%	0.00%	0.00%
Asian Chinese	<0.22%	<0.27%	<0.65%	<0.71%	0.00%	0.00%
Any other Asian background	0.41%	0.35%	<0.65%	<0.71%	<1.61%	<1.53%
African	0.44%	0.43%	<0.65%	<0.71%	<1.61%	0.00%
Caribbean	<0.22%	0.00%	<0.65%	<0.71%	0.00%	0.00%
Black	<0.22%	<0.27%	0.00%	0.00%	0.00%	0.00%
Other Ethnic Background	0.55%	<0.27%	<0.65%	<0.71%	<1.61%	<1.53%
Information not provided	4.43%	6.21%	4.71%	4.71%	6.59%	8.12%

<b>Recruitment - Teachers</b>						
Ethnic categories	Applicants		Shortlisted		Appointed	
	Number	% of total	Number	% of total	Number	% of total
White Scottish	195	61.90%	145	73.23%	52	70.27%
White Other British	75	23.81%	38	19.19%	14	18.92%
White Irish	<10	<3.17%	<10	<5.05%	<10	<13.51%
Any other white background	14	4.44%	<10	<5.05%	<10	<13.51%
Mixed	0	0.00%	0	0.00%	0	0.00%
Asian Indian	<10	<3.17%	0	0.00%	0	0.00%
Asian Pakistani	<10	<3.17%	0	0.00%	0	0.00%
Asian Bangladeshi	0	0.00%	0	0.00%	0	0.00%
Asian Chinese	0	0.00%	0	0.00%	0	0.00%
Any other Asian background	0	0.00%	0	0.00%	0	0.00%
African	<10	<3.17%	0	0.00%	0	0.00%
Caribbean	0	0.00%	0	0.00%	0	0.00%
Black	0	0.00%	0	0.00%	0	0.00%
Other Ethnic Background	<10	<3.17%	0	0.00%	0	0.00%
Information not provided	17	5.40%	<10	<5.05%	<10	<13.51%



<b>Recruitment – Teachers Annual Comparisons</b>						
Ethnic categories	Applicants		Shortlisted		Appointed	
	2013	2012	2013	2012	2013	2012
White Scottish	61.90%	51.27%	73.23%	55.00%	70.27%	54.24%
White Other British	23.81%	27.97%	19.19%	29.17%	18.92%	30.51%
White Irish	<3.17%	<4.24%	<5.05%	0.00%	<13.51%	0.00%
Any other white background	4.44%	6.36%	<5.05%	<8.33%	<13.51%	0.00%
Mixed	0.00%	<4.24%	0.00%	0.00%	0.00%	0.00%
Asian Indian	<3.17%	0.00%	0.00%	0.00%	0.00%	0.00%
Asian Pakistani	<3.17%	<4.24%	0.00%	<8.33%	0.00%	0.00%
Asian Bangladeshi	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Asian Chinese	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Any other Asian background	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
African	<3.17%	<4.24%	0.00%	<8.33%	0.00%	<16.95%
Caribbean	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Black	0.00%	<4.25%	0.00%	0.00%	0.00%	0.00%
Other Ethnic Background	<3.17%	0.00%	0.00%	<8.33%	0.00%	<16.95%
Information not provided	5.40%	8.05%	<5.05%	9.17%	<13.51%	<16.95%

## Summary – Ethnicity

While the information is indicative rather than definitive the results strongly suggest that Council recruitment processes are fair. The ethnicity of new starts mirrors that of leavers. This suggests that there are no issues causing staff of a particular ethnicity to leave. Although White Scottish is the largest single group in each category, our analysis of the figures shows that we are attracting applicants from a range of ethnic backgrounds and short listing and appointments show proportionate results. The analysis suggests that there are no indications of discrimination in our recruitment processes, nor in staff retention.

### Staff in post

- The biggest single group of staff in post are those with a White Scottish ethnicity totalling 42.06% of non-teaching staff and 35.83% of teachers.

### Starters and Leavers

- 30.65% of starters and 48.49% of leavers among non-teaching staff were White Scottish. Although there is a difference of 17.84% in this group there are no

significant variances between starters and leavers in the other groups. It should be noted that 59.02% of starters chose not to provide an answer to this question compared to 36.71% of leavers.

- The figures for teachers showed that 33.70% of starters and 40.32% of leavers were White Scottish.

### **Applications**

- Candidates with a White Scottish ethnicity were the biggest single group, submitting 60.94% of the non-teaching applications and 61.90% of the teaching applications. However, the analysis shows we are attracting applicants from a wide range of ethnic backgrounds and short listing and appointments show proportionate results.

### **Shortlisted candidates**

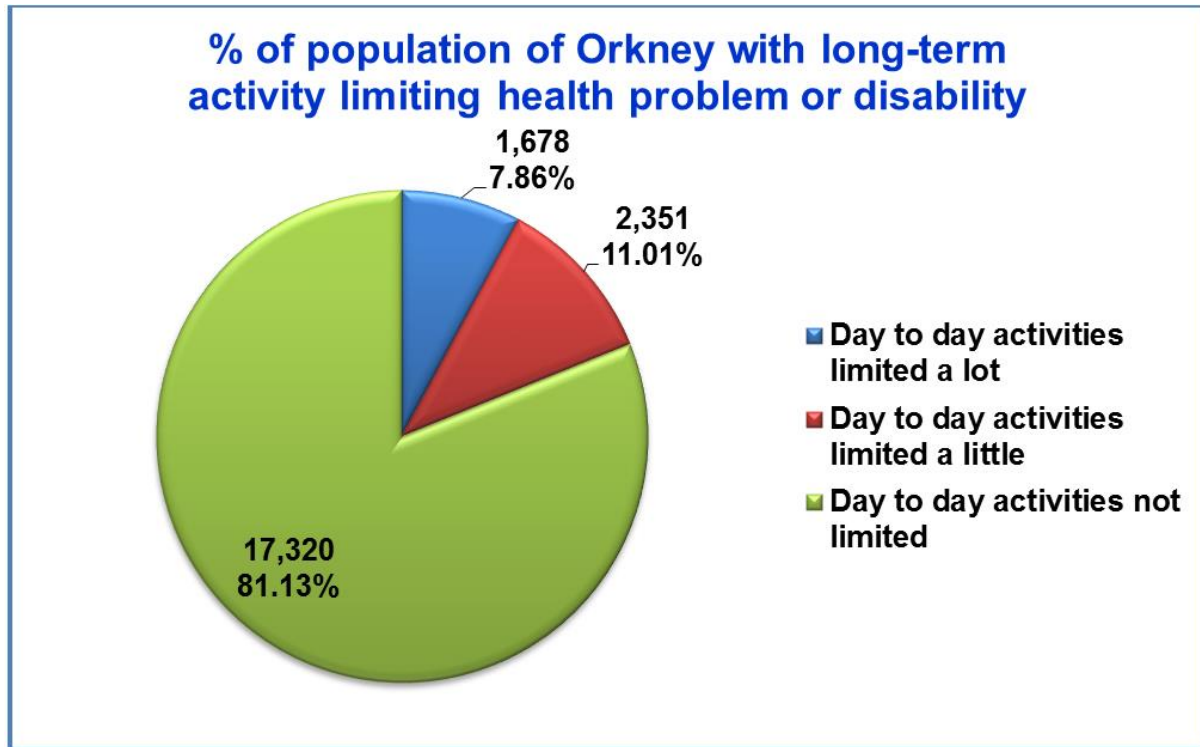
- The ethnicity of candidates shortlisted, in relation to the ethnicity of applicants, suggests that our short listing processes are fair and equitable.

### **Staff appointed**

- The two largest ethnic groups in terms of applications, shortlisted candidates and staff appointed were people with a 'Scottish' ethnic origin and an 'Other British' ethnic origin respectively.
- There is a high degree of consistency between the numbers in each ethnic group applying for posts, and those being shortlisted and appointed which can be used as an indicator of fairness in recruitment and retention arrangements.

## Disability

### Census Information – Disability



Many disability organisations in Scotland now believe that currently approximately 1 in 4 of the population have some form of disability.

We appreciate the difficulties that someone with a disability can experience when seeking employment. As a 'two ticks' employer we guarantee to interview all applicants with a disability, providing they meet the minimum essential criteria of the job they are applying for, and we commit to assessing their suitability solely in terms of their abilities. We are regularly assessed on our ability to meet the criteria of the 'two ticks' scheme and are proud to have consistently maintained membership since 1997. The 'two ticks' symbol is awarded by the Jobcentre Plus to recognise employers who have agreed to meet certain commitments regarding the recruitment, employment, retention and career development of disabled people.

Our equality outcome 1 is that more young, disabled and long term unemployed people are in work and training. We will offer a range of work experience opportunities to people facing barriers to employment, including disabled people. This will advance equality of opportunity and may help to tackle prejudice.

Our Managing Sickness Absence Policy and Procedure recognises our commitment to supporting employees who have a disability. This includes information on making reasonable adjustments in relation to disabled employees, including those who become disabled or whose condition worsens.

## Staff in post – Disability

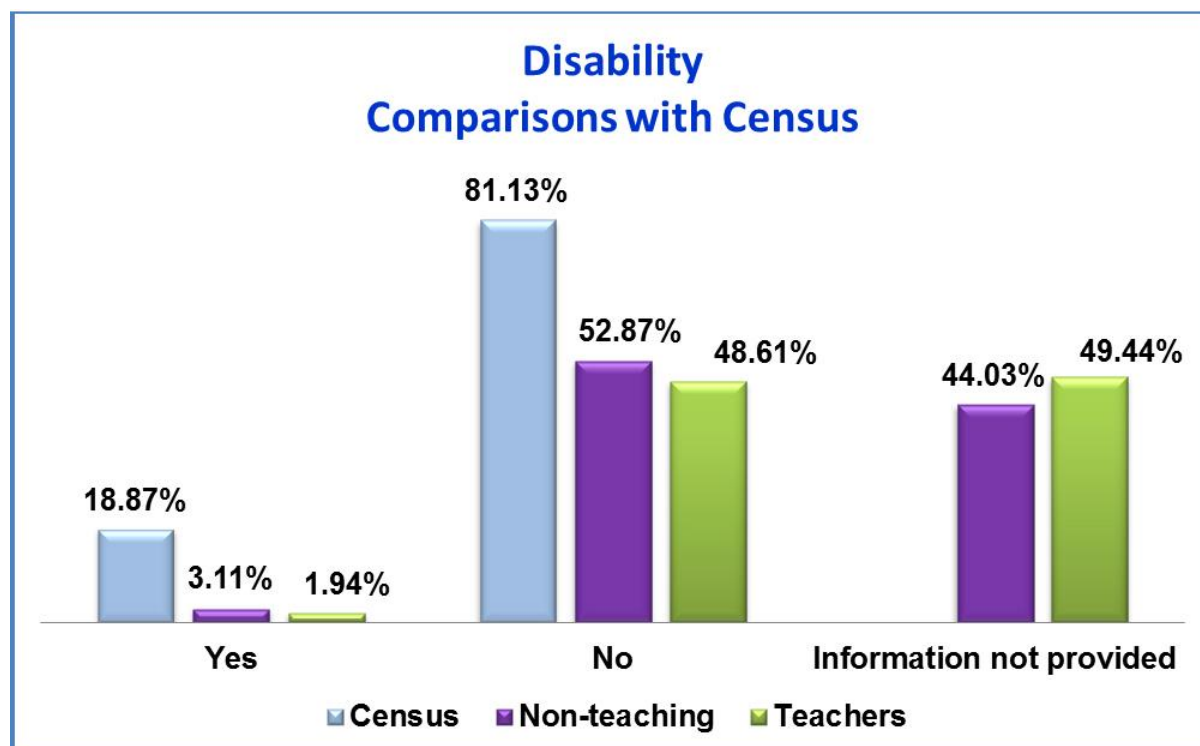
71 non-teaching Council employees consider themselves to have a disability compared to 1,208 who do not. 1,006 did not provide the information.

Comparisons with the previous year show the results to be very similar:

Staff in post - Non-teaching Annual Comparisons		
People who consider themselves to have a disability	2013	2012
Yes	3.11%	3.35%
No	52.87%	53.28%
Information not provided	44.03%	43.36%

The results for teachers cannot be published in full given the low numbers but have been collated and analysed. The percentage of teachers who have indicated they have a disability is less than that for non-teaching staff.

The following chart shows comparisons between staff figures and the figures from the 2011 Census. It should be noted that the Census did not have an option not to provide the information. In this chart the Census 'yes' figures include the 'Day to day activities limited a lot' and 'Day to day activities limited a little'.



## New starts and Leavers – Disability

A breakdown of non-teaching new starters and leavers at the Council in 2013 is as follows:

<b>New starts and Leavers – Non-teaching</b>				
People who consider themselves to have a disability	New Starts		Leavers	
	Number	% of total	Number	% of total
Yes	17	2.98%	13	3.56%
No	215	37.65%	214	58.63%
Information not provided	339	59.37%	138	37.81%

<b>New starts and Leavers – Non-teaching Annual Comparisons</b>				
People who consider themselves to have a disability	New Starts		Leavers	
	2013	2012	2013	2012
Yes	2.98%	2.64%	3.56%	2.16%
No	37.65%	53.55%	58.63%	55.95%
Information not provided	59.37%	43.71%	37.81%	41.89%

The percentage of staff with a disability who leave is slightly higher than new starts for 2013. However, there is a large increase in the number of new starts who have chosen not to provide the information so it is not possible to draw any meaningful conclusions from this.

The teaching results have not been published in full given the low numbers but have been collated and analysed.

## Recruitment – Disability

<b>Recruitment and Selection - Non-teaching</b>						
People who consider themselves to have a disability	Applicants		Shortlisted		Appointed	
	Number	% of total	Number	% of total	Number	% of total
Yes	441	9.62%	117	7.66%	32	5.14%
No	3,987	87.00%	1,347	88.15%	555	89.23%
Information not provided	155	3.38%	64	4.19%	35	5.63%

<b>Recruitment and Selection - Non-teaching Annual Comparisons</b>						
People who consider themselves to have a disability	Applicants		Shortlisted		Appointed	
	2013	2012	2013	2012	2013	2012
Yes	9.62%	7.34%	7.66%	5.48%	5.14%	4.29%
No	87.00%	86.56%	88.15%	86.06%	89.23%	87.29%
Information not provided	3.38%	6.10%	4.19%	8.46%	5.63%	8.42%

The totals have increased since 2012 as more people have provided this information. The analysis shows we are attracting applicants with disabilities and short listing and appointments show proportionate results.

The teaching results have not been published in full because of low numbers but have been collated and analysed. They are similar to 2012 and again show that we are attracting applicants with disabilities and short listing and appointments show proportionate results. There were no leavers with disabilities.

### **Summary – Disability**

While the information is indicative rather than definitive the results strongly suggest that Council recruitment processes are fair, we are not discriminatory, are promoting equal opportunities and making reasonable adjustments where necessary. The figures for teachers are too low to publish, but have been analysed and indicate that the number of new starts with disabilities is higher than the number of leavers.

The following is a summary of the figures for non-teaching staff:

#### **Staff in post**

3.1% of staff indicated they have a disability.

#### **Starters and Leavers**

2.98% of starters and 3.56% of leavers indicated they have a disability.

#### **Applications**

9.62% of candidates indicated they have a disability.

#### **Shortlisted candidates**

7.66% of candidates who were called for interview indicated they have a disability.

#### **Staff appointed during 2012**

5.14% of applicants appointed indicated they have a disability.

## Religion or belief

### Census Information – Religion or belief

<b>Religion – 2011 Census figures for population of Orkney</b>		
Church of Scotland	8,619	40.37%
Roman Catholic	606	2.84%
Other Christian	1,619	7.58%
Buddhist	44	0.21%
Hindu	13	0.06%
Jewish	4	0.02%
Muslim	20	0.09%
Sikh	3	0.01%
Other religion	131	0.61%
No religion	8,363	39.17%
Not stated	1,927	9.03%
Source: 2011 Census General Register for Scotland		

### Staff in post – Religion or belief

<b>Staff in post – Non-teaching</b>		
Religion or belief	Number	% of workforce
Christian - Church of Scotland	505	22.10%
Christian - Roman Catholic	29	1.27%
Other Christian	122	5.34%
Buddhist	<10	<0.44%
Hindu	0	0.00%
Jewish	0	0.00%
Muslim	<10	<0.44%
Sikh	0	0.00%
Pagan	10	0.44%
Other religion	28	1.23%
No religion	479	20.96%
Information not provided	1,105	48.36%

<b>Staff in post - Teachers</b>		
Religion or belief	Number	% of workforce
Christian - Church of Scotland	63	17.50%
Christian - Roman Catholic	<10	<2.78%
Other Christian	28	7.78%
Buddhist	<10	<2.78%
Hindu	0	0.00%
Jewish	0	0.00%
Muslim	<10	<2.78%
Sikh	0	0.00%
Pagan	<10	<2.78%
Other religion	<10	<2.78%
No religion	56	15.56%
Information not provided	195	54.17%

<b>Staff in post - Comparisons with Census</b>			
Religion or belief	Census	Non-teaching	Teachers
Church of Scotland	40.37%	22.10%	17.50%
Roman Catholic	2.84%	1.27%	<2.78%
Other Christian	7.58%	5.34%	7.78%
Buddhist	0.21%	<0.44%	0.28%
Hindu	0.06%	0.00%	0.00%
Jewish	0.02%	0.00%	0.00%
Muslim	0.09%	<0.44%	<2.78%
Sikh	0.01%	0.00%	0.00%
Pagan	Not an option	0.44%	<2.78%
Other religion	0.61%	1.23%	<2.78%
No religion	39.17%	20.96%	15.56%
Not stated	9.03%	48.36%	54.17%



**Staff in post - Non-teaching Annual Comparisons**

Religion	2013	2012
Buddhist	<0.44%	<0.43%
Christian - Church of Scotland	22.10%	22.97%
Christian - Roman Catholic	1.27%	<0.43%
Hindu	0.00%	0.00%
Jewish	0.00%	0.00%
Muslim	<0.44%	<0.43%
Other Christian	5.34%	5.39%
Sikh	0.00%	0.00%
Pagan	<0.44%	<0.43%
Other religion	1.23%	<0.43%
No religion	20.96%	20.57%
Information not provided	48.36%	47.85%

**Staff in post – Teachers Annual Comparisons**

Religion	2013	2012
Buddhist	<0.44%	<0.43%
Christian - Church of Scotland	17.50%	16.15%
Christian - Roman Catholic	1.27%	10.00%
Hindu	0.00%	0.00%
Jewish	0.00%	0.00%
Muslim	<0.44%	<0.43%
Other Christian	7.78%	7.69%
Sikh	0.00%	0.00%
Pagan	<0.44%	*
Other religion	1.67%	1.54%
No religion	15.56%	15.13%
Information not provided	54.17%	48.97%

\*Information not available in 2012.

## Recruitment – Religion or belief

Recruitment - Non-teaching						
Religion	Applicants		Shortlisted		Appointed	
	Number	% of total	Number	% of total	Number	% of total
Buddhist	14	0.31%	<10	<0.65%	<10	<1.61%
Christian - Church of Scotland	932	20.34%	409	26.77%	164	26.37%
Christian - Roman Catholic	256	5.59%	59	3.86%	23	3.70%
Hindu	13	0.28%	0	0.00%	0	0.00%
Jewish	<10	<0.22%	0	0.00%	0	0.00%
Muslim	11	0.24%	<10	<0.65%	0	0.00%
Other Christian	587	12.81%	194	12.70%	79	12.70%
Sikh	<10	<0.22%	0	0.00%	0	0.00%
Other	91	1.99%	32	2.09%	<10	<1.61%
Pagan	29	0.63%	<10	<0.65%	<10	<1.61%
No Religion	2,149	46.89%	635	41.56%	266	42.77%
Information not provided	499	10.89%	189	12.37%	80	12.86%

<b>Recruitment - Teachers</b>						
Religion	Applicants		Shortlisted		Appointed	
	Number	% of total	Number	% of total	Number	% of total
Buddhist	<10	<3.17%	<10	<5.05%	<10	<13.51%
Christian - Church of Scotland	87	27.62%	65	32.83%	18	24.32%
Christian - Roman Catholic	32	10.16%	13	6.57%	<10	<13.51%
Hindu	<10	<3.17%	0	0.00%	0	0.00%
Jewish	0	0.00%	0	0.00%	0	0.00%
Muslim	<10	<3.17%	0	0.00%	0	0.00%
Other Christian	59	18.73%	31	15.66%	13	17.57%
Sikh	0	0.00%	0	0.00%	0	0.00%
Other	<10	<3.17%	<10	<5.05%	0	0.00%
Pagan	0	0.00%	0	0.00%	0	0.00%
No Religion	80	25.40%	57	28.79%	23	31.08%
Information not provided	48	15.24%	30	15.15%	16	21.62%

## Summary – Religion or belief

These figures show that:

- The Church of Scotland has the largest number of followers among non-teaching staff (22.1%) and teachers (17.5%).
- 20.96% of non-teaching staff and 15.56% of teachers indicated that they have no religion or faith.
- The largest group of applicants for non-teaching posts have no religion (46.89%). This is also the largest group of those appointed (42.77%).
- The largest group of applicants for teaching posts is Church of Scotland (27.62%) and the largest group of those appointed is people who have no religion (31.08%).

Information on new starts and leavers in respect of religion or belief has not been analysed for this report but may be included in future years.

## **Sexual orientation**

Information on sexual orientation is something that many people feel uncomfortable divulging. The General Register Office for Scotland considered including a lesbian, gay, bisexual and transgender (LGBT) question in the 2011 Scottish census. A pilot was carried out in 2005 involving 4,400 households. They found: 'Overall only 2.2% of respondents declared non-heterosexual orientation.'

Most respondents felt that sexual orientation was too sensitive and too intrusive a question to include in a Census. Accordingly, no sexual orientation question was included.

The official UK Government estimate is that 6% of the population are gay, lesbian or bisexual. The size of the LGBT community in Orkney is not known.

The staffing figures in respect of sexual orientation have been collected and analysed but could not be published because of low numbers. The figures for recruitment, starters, leavers and promotions suggest that Council procedures are free from any discrimination on the grounds of sexual orientation.

The figures have been compared with those from the previous year and the percentages are very similar, although there was a small increase in the percentage of people who had provided the information which is to be welcomed.

According to 'Living Together: Scottish Attitudes to lesbian, gay, bisexual and transgender people in 2012' a research document published by Stonewall Scotland in 2012 states that in the last five years 6% of people (162,000 Scots of working age) have witnessed verbal homophobic or transphobic bullying at work and 2% (54,000 Scots of working age) have witnessed physical homophobic or transphobic bullying at work. The report goes on to say that all public sector organisations should embrace the provisions of the general equality duty to ensure they address inequalities experienced by their lesbian, gay, bisexual and transgender staff.

## **Gender reassignment**

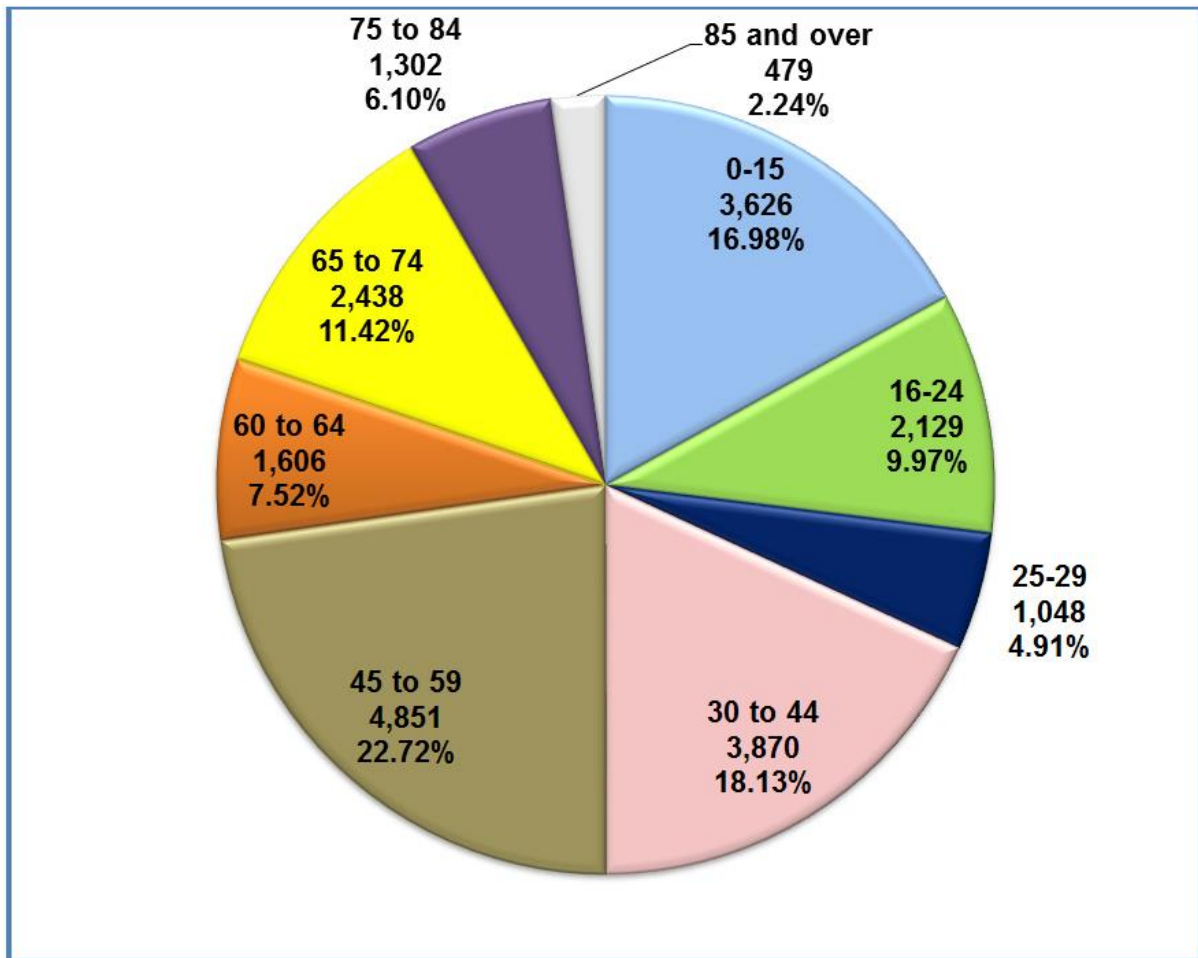
There is no reliable information on the numbers of people in Scotland who have transitioned from one sex to another. Various studies have shown that 70% of people who transition do so from male to female. The average age at which people realise they have gender dysphoria (a condition where a person feels that they are in a body of the wrong sex) is 14 and the average age to transition is 42.

Staffing figures in respect of gender reassignment have been collected but are not being published.

## **Age**

From a peak of 32,339 in the 1861 census, Orkney's resident population declined to a low of 17,077 in 1971. Since then, the population has recovered steadily and was 21,349 in the 2011 Census. The natural growth rate (births minus deaths) is still negative, but birth numbers have been increasing and inward migration has boosted the population.

## Census Information – Age



It can be seen that 27.28% of the population is 60 years of age or older, while the numbers in the age group 0-15 comprise 16.98% of the population. This suggests that Orkney has an ageing population and that deaths are greater in number than births.

Figures released during 2013 from the 2011 census results ([References 2 and 3](#))

show some dramatic changes since 2001 ([Reference 4](#)).

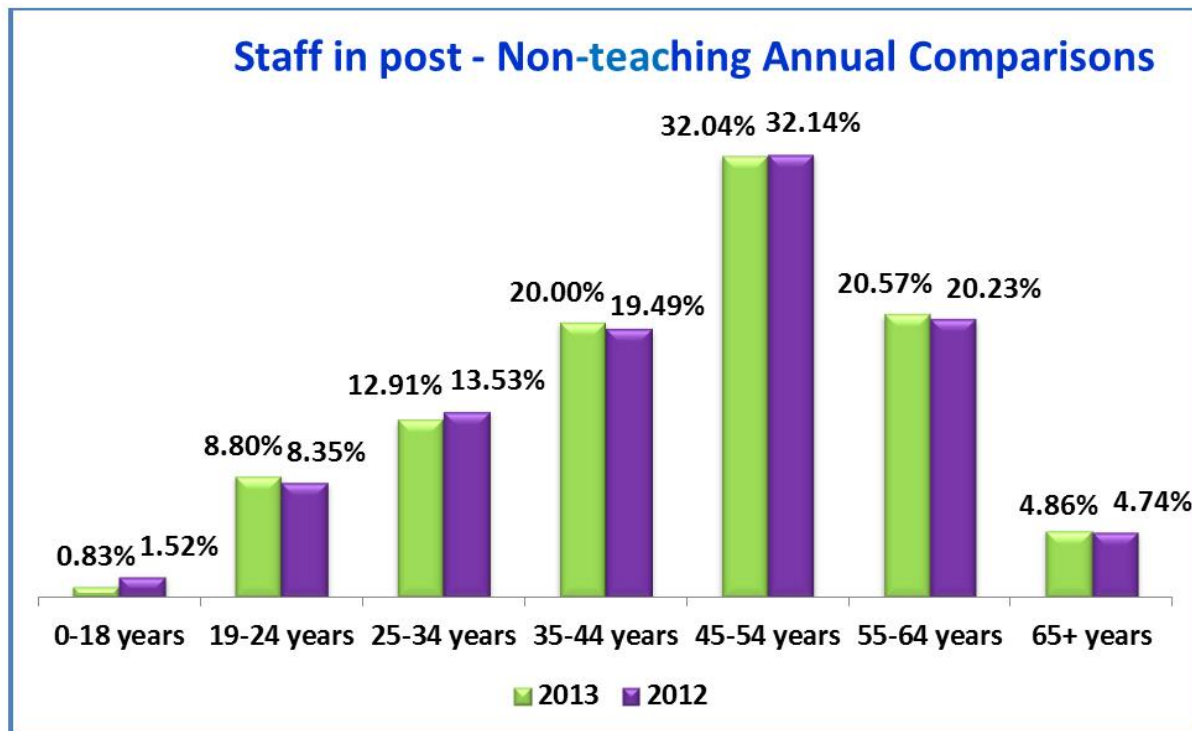
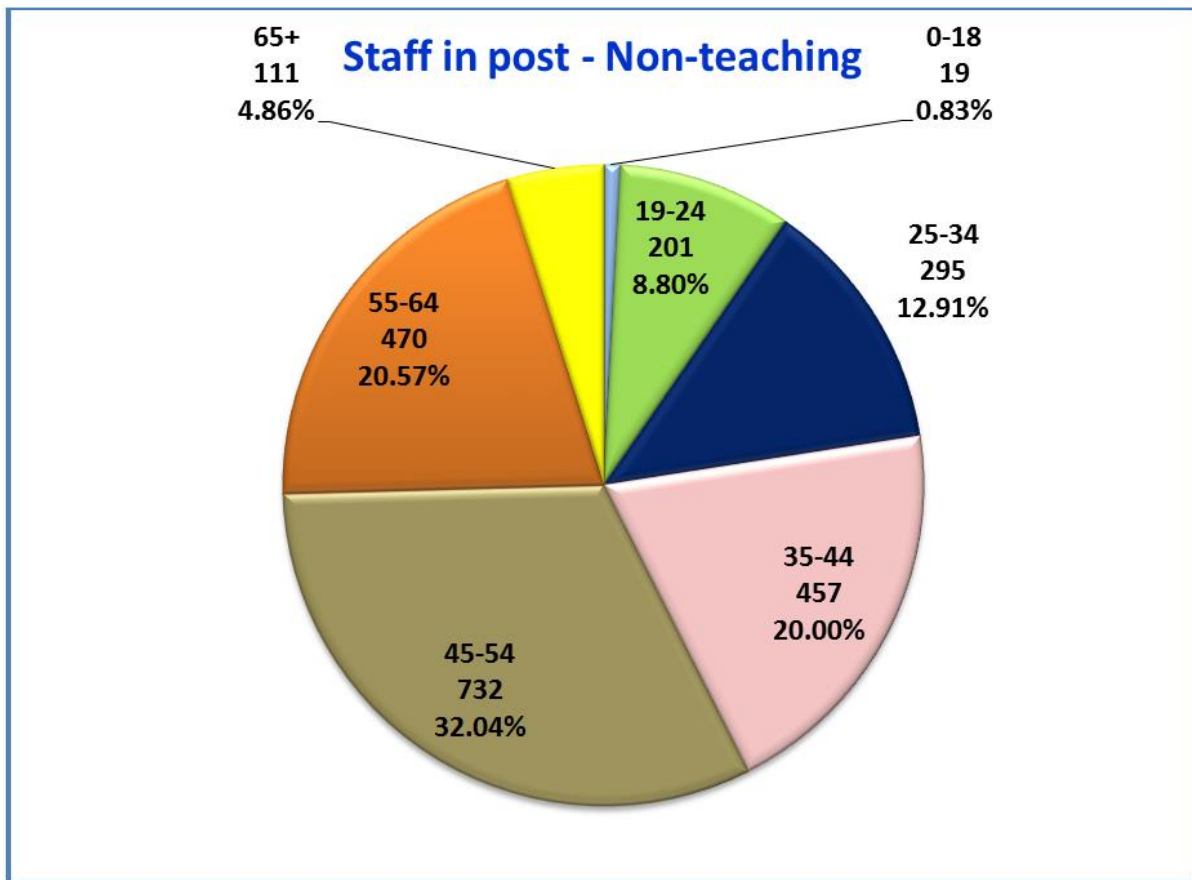
<b>Population of Orkney</b>			
	2001	2011	% change
Total population	19,245	21,349	10.90%
Population aged under 15	3,572	3,316	-7.20%
Population aged 15-64	12,453	13,814	10.90%
Population aged 65+	3,220	4,219	31.10%
Population aged 85+	405	479	18.30%
Number of households*	8,340	9,730	16.70%
Average household size (people)	2.28	2.05	-4.00%

\*Household Data are rounded to the nearest 10

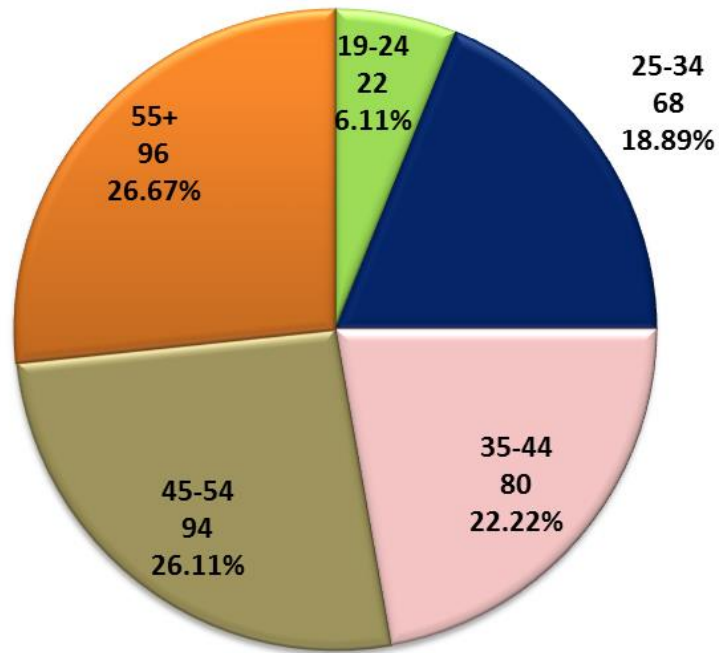
While we should celebrate the fact that we are living longer, and we look forward to a future where our older people are active and independent citizens, enabled to stay in their own homes and contribute to community life for as long as they wish, if this trend continues there are implications for the future when there might not be sufficient people of working age to provide health and social care for older people. This highlights the importance of inward migration to enable us to continue to have the staff to provide social care services. The National Records of Scotland Demographic Factsheet ([Reference 5](#)) shows that from 2010 - 2012 there was a net inflow of 122 people into Orkney per year, including 30 aged 0-15 and 9 aged 65+. In total 738 people arrived and 616 left per year. The largest migrant group both ways was 16 to 29 year olds.

Our equality outcome 1 is that more young, disabled and long term unemployed people are in work and training. We will offer 12 work experience placements, 4 modern apprenticeships and 4 graduate traineeships each year for the three years 2013 - 2015. This will advance equality of opportunity by providing work opportunities at the Council for young people.

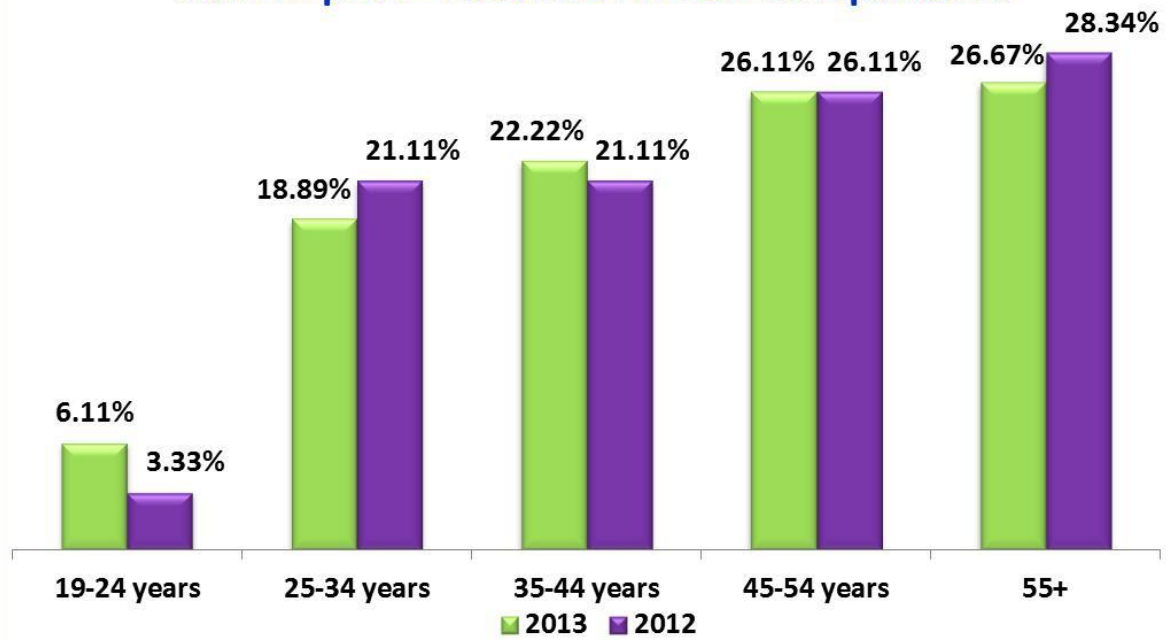
## Staff in post – Age



### Staff in post - Teachers



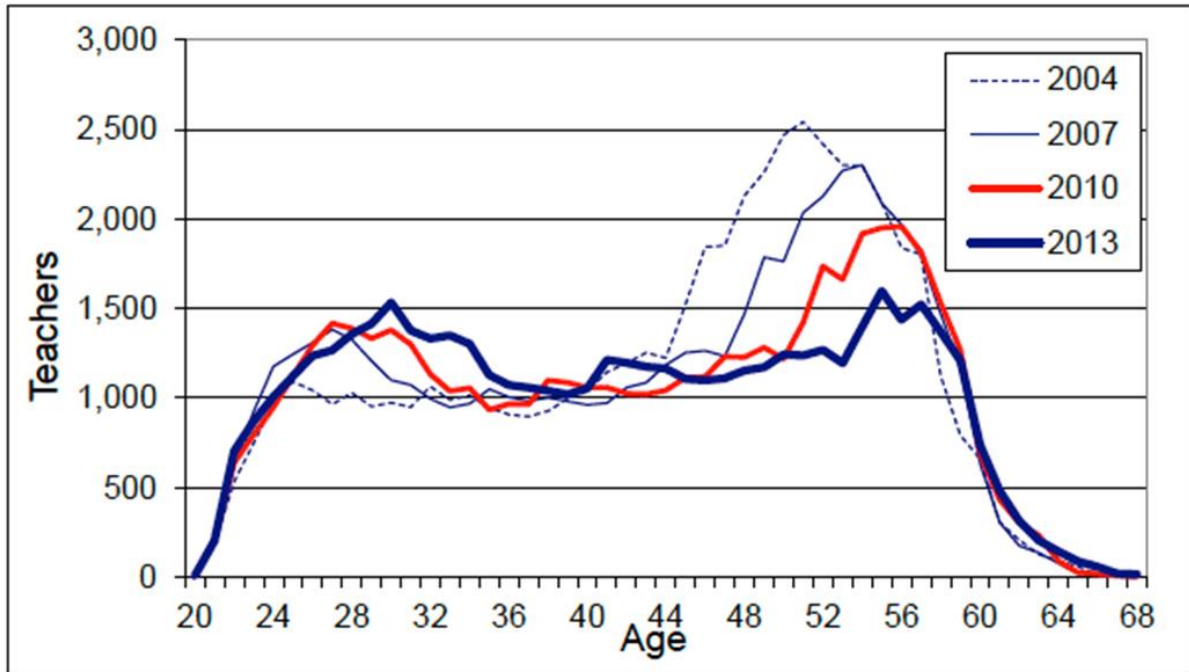
### Staff in post - Teachers Annual Comparisons



The figures for 55-64 and 65+ in respect of teachers have been amalgamated because of decreasing numbers in the 65+ figure.

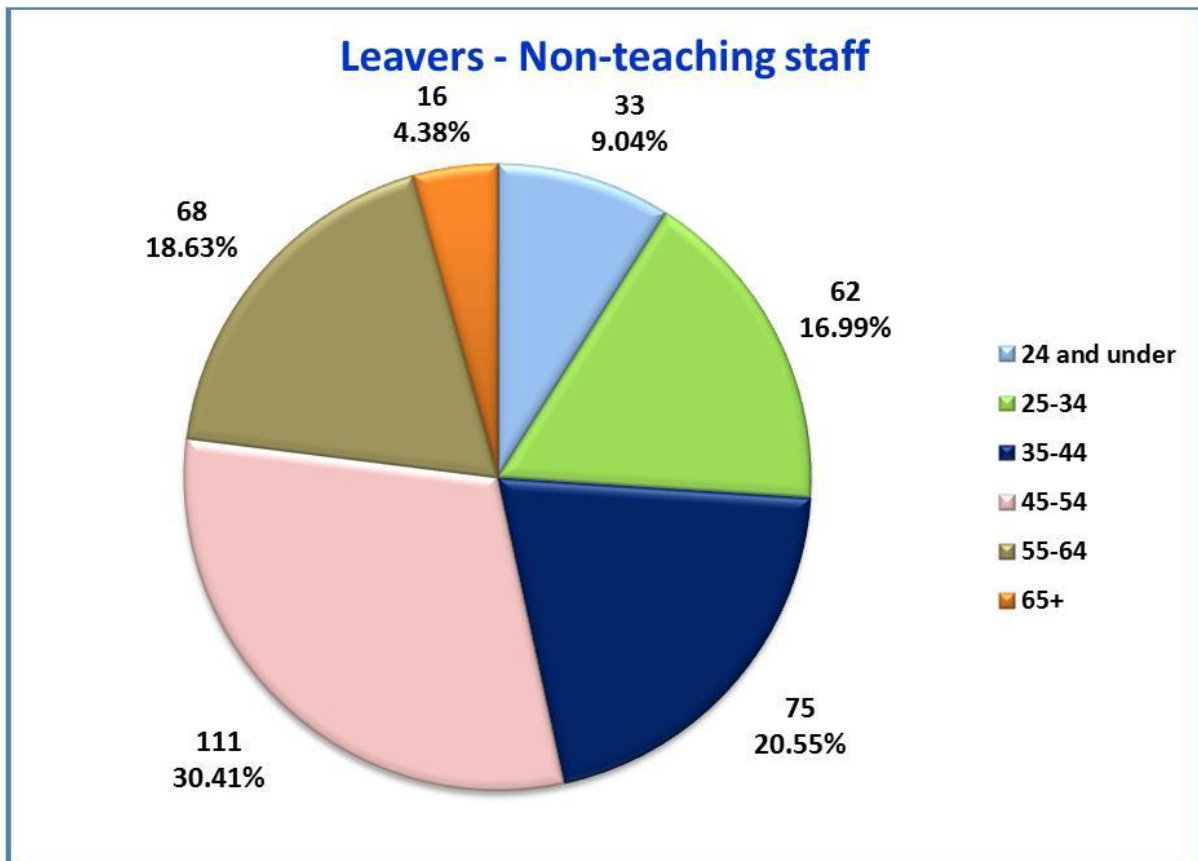
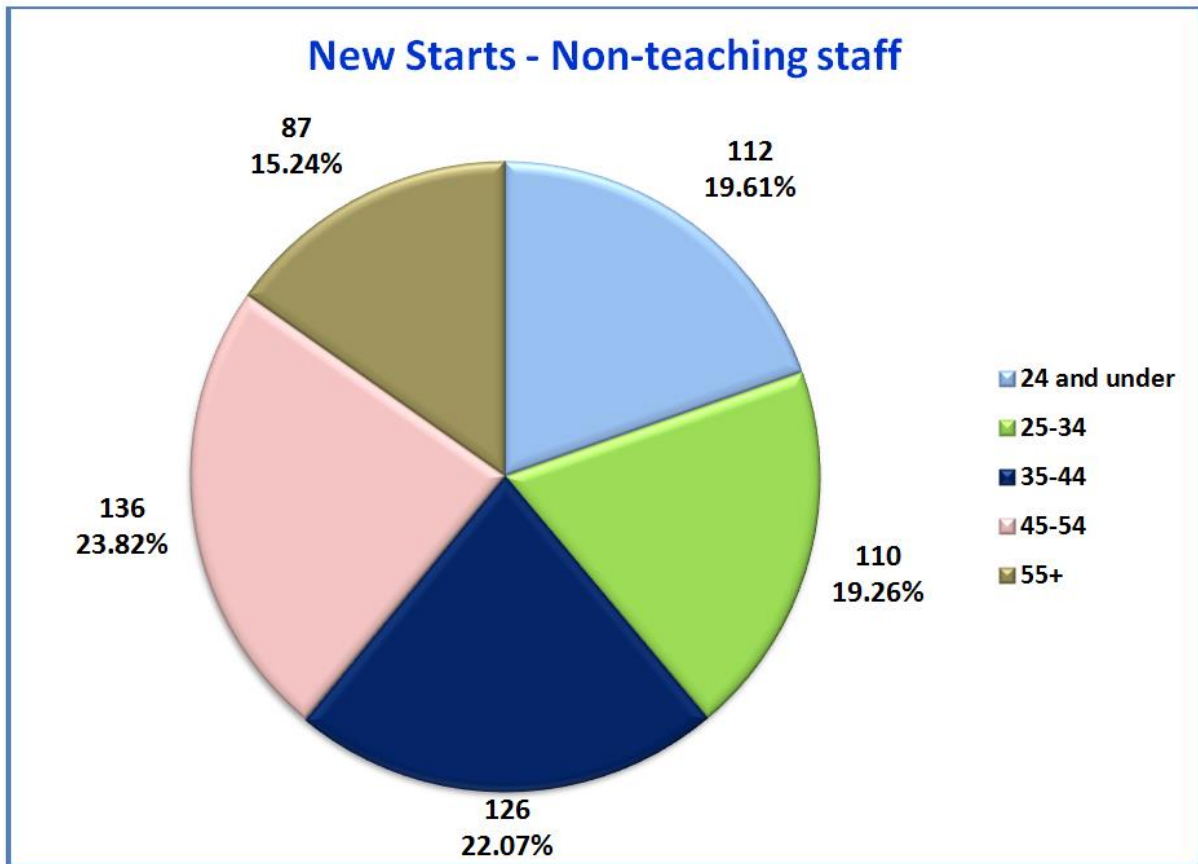


'Summary Statistics for Schools in Scotland, No 4: 2013 Edition' published by the Scottish Government in December 2013 provides some interesting facts about the age profile of teachers in Scotland and includes the following chart showing the change since 2004. The age profile shows a peak at age 55 and 57, however the proportion of teachers aged 50+ has reduced since early in the last decade. There is also now a peak forming in the late twenties and early thirties.



It is interesting to note that in the results of the survey on the Attitudes to Discrimination and Positive Action published by Orkney Equality Forum in 2013 ([Reference 6](#)), although 67.8% of people thought it was wrong to make someone retire because they had reached a certain age, 38.4% felt that someone aged 70 was unsuitable to be a primary school teacher.

## New Starts and Leavers – Age



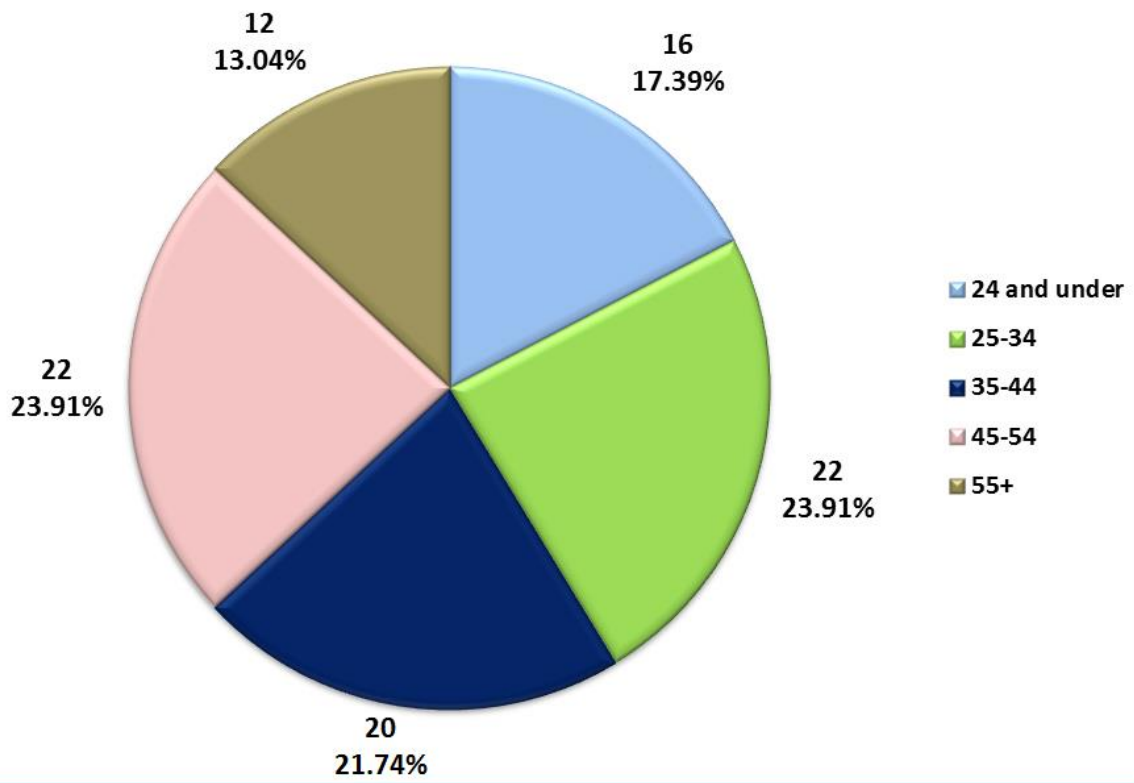
## New Starts and Leavers Non-teaching Comparisons



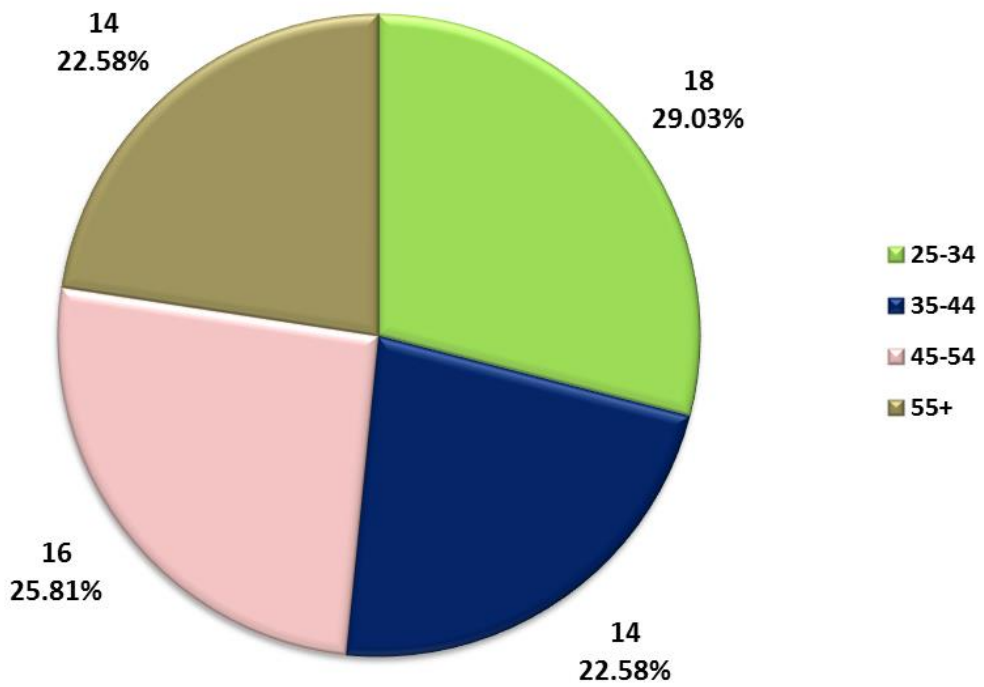
### New Starts and Leavers – Non-teaching Annual Comparisons

Age	New Starts		Leavers	
	2013	2012	2013	2012
24 and under	19.61%	24.06%	9.04%	13.91%
25-34	19.26%	21.14%	16.99%	16.38%
35-44	22.07%	20.45%	20.55%	19.48%
45-54	23.82%	24.20%	30.41%	24.42%
55+	15.24%	10.15%	23.01%	25.81%

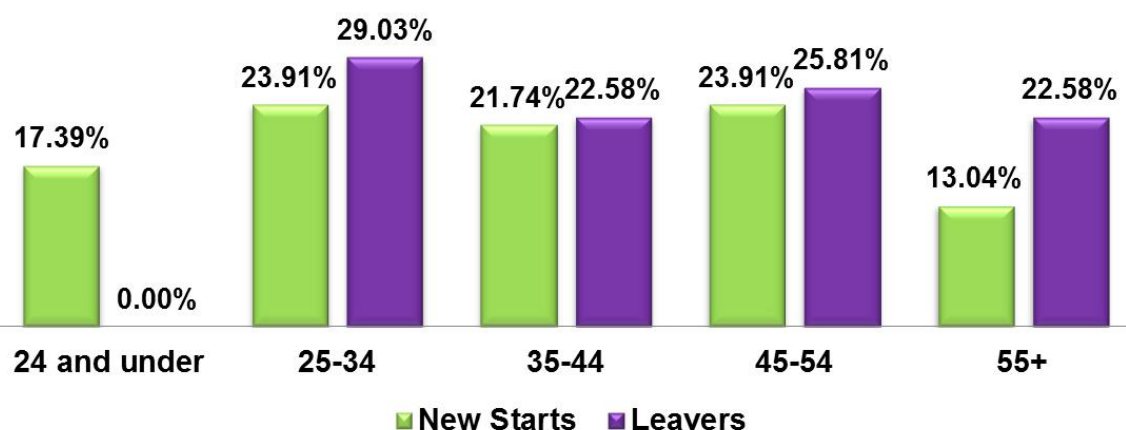
### New Starts - Teachers



### Leavers - Teachers



## New Starts and Leavers -Teachers Comparisons



### Annual Comparisons – Teachers New starts and Leavers

Age	New Starts		Leavers	
	2013	2012	2013	2012
34 and under	41.30%	42.31%	29.03%	29.87%
35-44	21.74%	24.04%	22.58%	16.88%
45-54	23.91%	17.31%	25.81%	19.48%
55+	13.04%	16.34%	22.58%	33.77%

### Recruitment – Age

#### Recruitment - Non-teaching applicants

Age	Applicants		Short Listed		Appointed	
	Total	% of total	Total	% of total	Total	% of total
0-18	79	1.72%	24	1.57%	15	2.41%
19-24	968	21.12%	277	18.13%	114	18.33%
25-34	1,088	23.74%	323	21.14%	122	19.61%
35-44	982	21.43%	349	22.84%	135	21.70%
45-54	942	20.55%	341	22.32%	140	22.51%
55+	377	8.23%	145	9.49%	60	9.65%
Information not provided	147	3.21%	69	4.52%	36	5.79%

<b>Recruitment Comparisons - Non-teaching applicants</b>						
	Applicants		Short Listed		Appointed	
Age	2013	2012	2013	2012	2013	2012
0-18	1.72%	6.64%	1.57%	4.84%	2.41%	4.13%
19-24	21.12%	19.35%	18.13%	14.94%	18.33%	13.63%
25-34	23.74%	23.28%	21.14%	22.26%	19.61%	22.36%
35-44	21.43%	17.62%	22.84%	18.99%	21.70%	20.06%
45-54	20.55%	18.27%	22.32%	19.56%	22.51%	19.60%
55+	8.23%	6.61%	9.49%	7.97%	9.65%	7.20%
Information not provided	3.21%	8.24%	4.52%	11.45%	5.79%	13.02%

<b>Recruitment - Teachers</b>						
	Applicants		Short Listed		Appointed	
Age	Total	% of total	Total	% of total	Total	% of total
24 and under	32	10.16%	28	14.14%	<10	<13.51%
25-34	95	30.16%	66	33.33%	26	35.14%
35-44	63	20.00%	39	19.70%	18	24.32%
45-54	77	24.44%	43	21.72%	15	20.27%
55+	33	10.48%	15	7.58%	<10	<13.51%
Information not provided	15	4.76%	<10	<5.05%	<10	<13.51%

<b>Recruitment Comparisons - Teachers</b>						
	Applicants		Short Listed		Appointed	
Age	2013	2012	2013	2012	2013	2012
24 and under	10.16%	13.98%	14.14%	10.00%	<13.51%	39.98%
25-34	30.16%	36.02%	33.33%	35.00%	35.14%	0.00%
35-44	20.00%	14.83%	19.70%	17.50%	24.32%	23.73%
45-54	24.44%	20.76%	21.72%	20.00%	20.27%	22.03%
55+	10.48%	7.63%	7.58%	10.00%	<13.51%	<16.95%
Information not provided	4.76%	6.78%	<5.05%	7.50%	<13.51%	<16.95%

In the 2013 Annual Equality Report it was highlighted that no appointments were made in the category which had the highest number of applicants for teachers – the 25-34 age group. Once again this group had the highest number of applicants, but also has the highest number of appointments.

## **Summary – Age**

Over half of our employees are aged 45 and over. The largest group of non-teaching new starts is 45-54 (23.82%). The figures for teachers show the largest groups of starters to be 25-34 and 45-54 (both 23.91%). The smallest number of starters for both is in the 55+ age group (15.24% for non-teaching and 13.04% for teachers). The analysis of the results suggests that there are no indications of age discrimination in our recruitment processes, nor in staff retention.

The following is a summary of the figures:

### **Staff in post**

- The largest single group of non-teaching staff in post are those in the 45-54 age group at 32.04%. The 55+ is the largest group for teachers at 26.67%, closely followed by the 45-54 age group at 26.11%.

### **Starters and Leavers**

- Among non-teaching staff, the largest number of starters (23.82%) were in the 45-54 age group. That was also the group with the largest number of leavers (30.41%).
- The figures for teachers showed that the largest number of starters were in the 25-34 and 45-54 age groups, both at 23.91%. The figures for leavers show the 25-34 group as the largest at 29.03%, with the 45-54 group being 25.81%.

### **Applications**

- Candidates in the 25-34 age group were the largest single group for non-teaching applicants, submitting 23.74% of the non-teaching applications. For teachers the 25-34 age group submitted 30.16% of applications.

### **Shortlisted candidates**

- There is a high degree of consistency between the numbers in each age group applying for posts and those being shortlisted.

### **Staff appointed during 2012**

- There is a high degree of consistency between the numbers in each age group applying for posts and those being appointed for non-teaching posts.

## Pregnancy and maternity

The National Records of Scotland Demographic Factsheet [\(Reference 7\)](#) shows 201 births were registered in Orkney in 2012:

Births in Orkney		
	2011	2012
Males	98	120
Females	107	81

The most popular names in 2012 were James for boys and Ava for girls.

Fertility in Orkney decreased from 59.9 births per 1,000 women aged 15 to 44 in 2011 to 54.8 in 2012. For Scotland as a whole, the general fertility rate decreased from 56.4 births per 1,000 women aged 15 to 44 in 2011 to 55.2 in 2012.

We have in place procedures to ensure that every pregnant woman is made aware of her maternity leave rights at an early stage as well as her entitlement to payments, as appropriate. These procedures also provide advice and support to line managers on maternity leave issues.

Human Resources acts as a channel of communication during pregnancy and is a point of contact for women who have opted to return to work.

The following figures are available:

- During 2013, 40 women started maternity leave.
- 46 women were due to return from maternity leave.
- Out of that 46, 10 chose not to come back and 11 reduced their hours when returning from leave.
- A small number of staff formally reserved their position on returning to work.



## Marriage and civil partnership

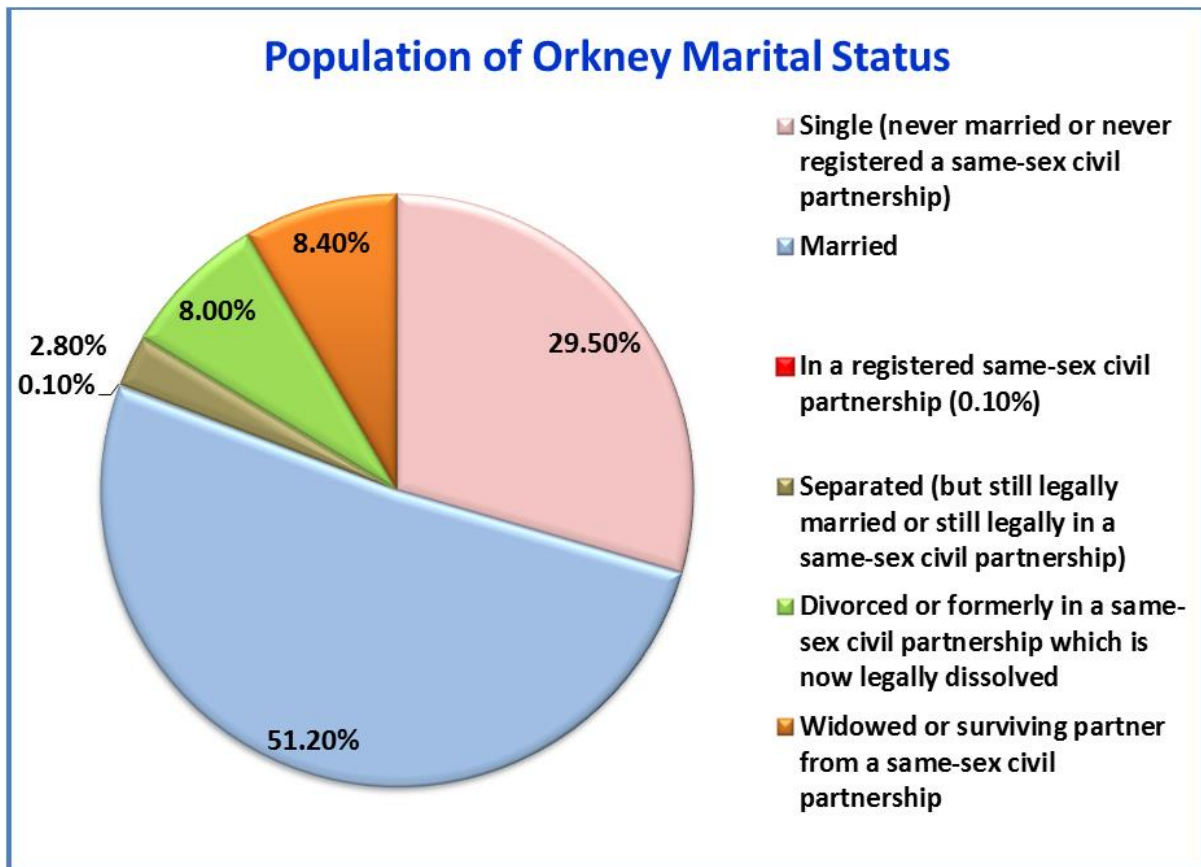
The National Records of Scotland Demographic Factsheet ([Reference 8](#)) shows that there were 114 marriages in Orkney in 2012, a decrease of 6.6% from 2011. Of those getting married in 2012, 39.9% were aged 25-34. In Scotland as a whole 48.9% of marriages were in this age group. Since 2002 the number of marriages in Orkney has risen by 22.6%. Scotland has also seen an increase during the same period of time. The following table shows figures from 2008-2012:

Marriages in Orkney	
Year	No of Marriages
2008	120
2009	126
2010	94
2011	122
2012	114

The figure for civil partnerships for 2012 has remained the same as that for 2011.

Civil Partnerships in Orkney		
	2011	2012
Males	0	0
Females	1	1

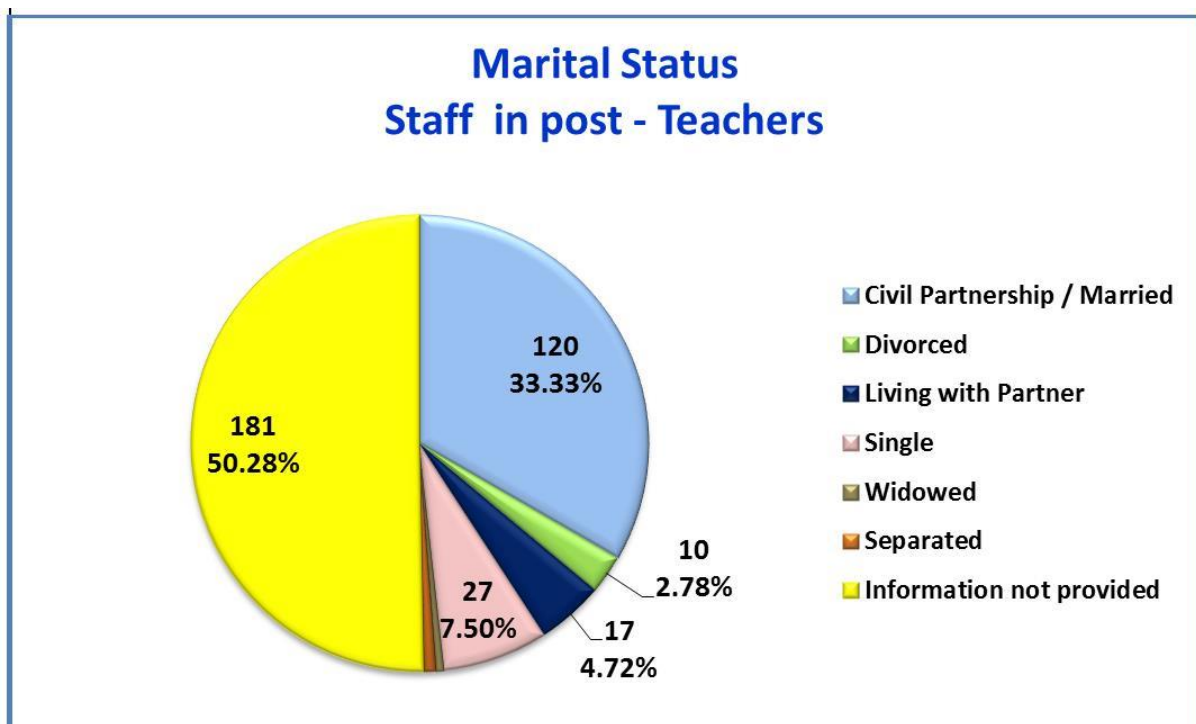
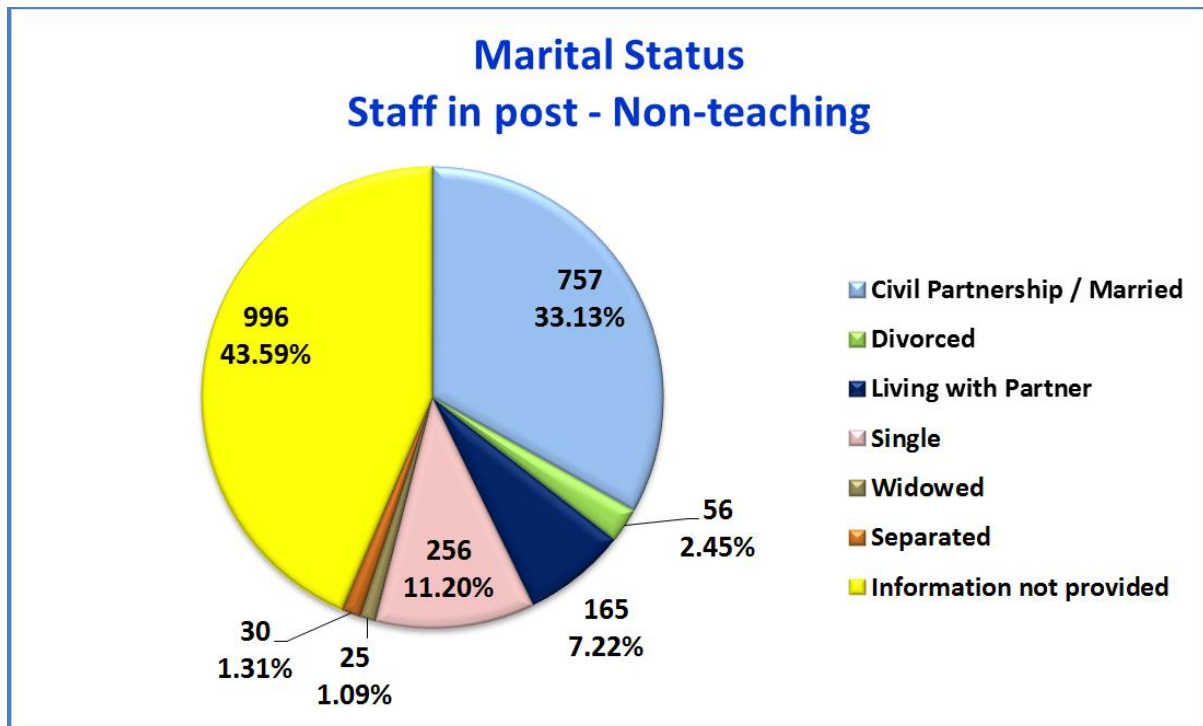
## Census Information – Marital Status



There are no statistics available on the number of Common Law partners in Orkney.

## Staff in post – Marriage and civil partnership

The following table shows a breakdown of the marital status for all employees, both non-teaching and teachers.



The figures for teachers who are widowed and separated have been collected and analysed but the actual figures have not been published because of low numbers.

The figures for both non-teaching staff and teachers show the highest number of respondents are either married or in a civil partnership which reflects the 2011 census results for the population of Orkney.

Information on new starts, leavers, recruitment and promotion in respect of marriage and civil partnerships has not been analysed for this report but may be included in future years.

## Gender

### Census Information – Gender

In Scotland, there are roughly equal numbers of males and females. The 2011 Census figures for Orkney reflect this and show the population figures as:

- Male 10,566 (49.49%)
- Female 10,783 (50.51%)

Results from the 2011 Census also show that ([Reference 9](#)):

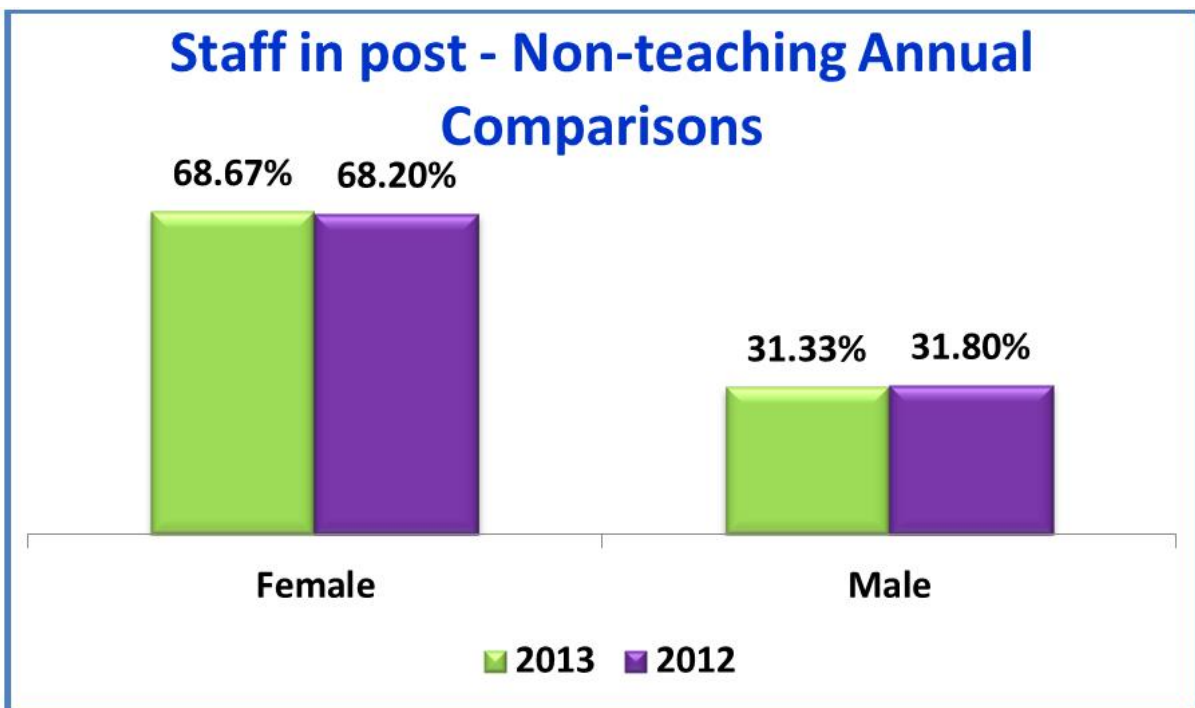
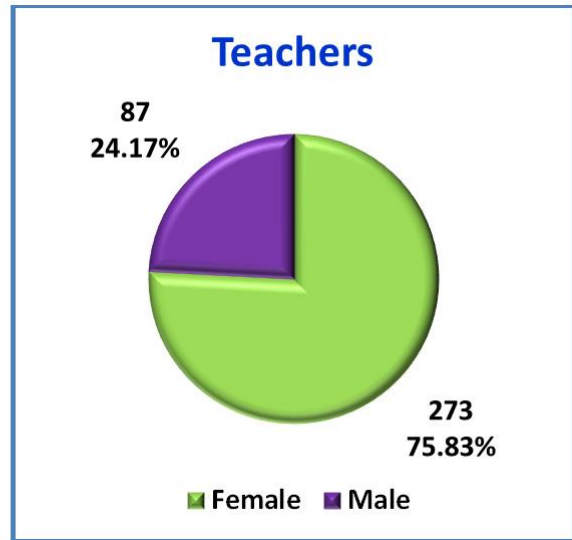
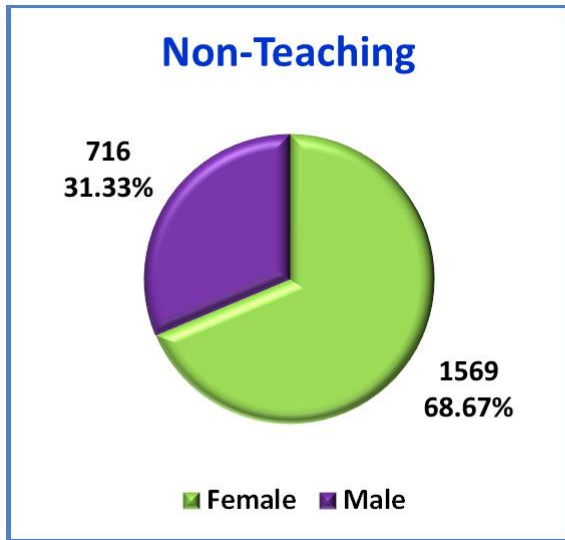
- Almost five times more females were part-time employees compared with males (33 per cent of economically active females compared with 7 per cent of economically active males).
- The proportion of males working in the 'Construction' (14%), 'Manufacturing' (11%) and 'Transport and Storage' (7.8%) sectors was much higher than the proportion of females, while there were higher proportions of females than males working in 'Health and Social Work' (24.8%) and 'Education' (12.4%) sectors.
- Around nine times more males than females worked in 'Skilled trades occupations' and seven times more males than females worked as 'Process, plant and machine operatives'.
- In contrast, around five times more females than males worked in 'Caring, leisure and other service occupations' and four times more females worked in 'Administrative and secretarial occupations'.

According to the Annual Population Survey ([Reference 10](#)) in 2013 in Scotland:

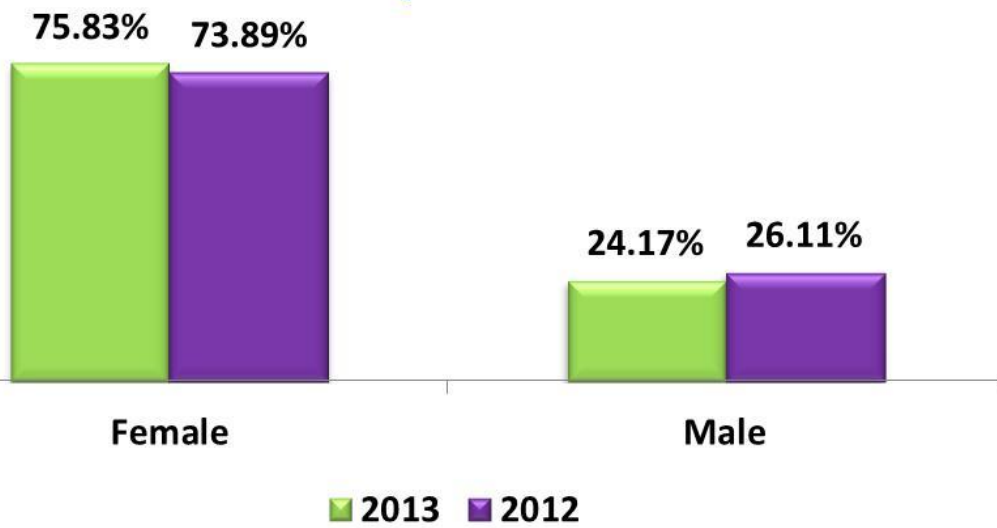
- 87.0% of males in employment are in full time employment compared to 57.4% of women.
- 18.0% of men in employment work in the public sector compared to 35.9% of women. This split is broadly similar to that in 2008 when 19.0% of men and 37.9% of women in employment were employed in the public sector.
- 29.3% of economically inactive women are looking after the family or the home compared to 6.4% of economically inactive men.
- Across all age groups, except older workers (50+), the changes in employment rate since 2008 are larger for males than for females. This may indicate a greater degree of stability in women's employment or that males (or the jobs they hold) reacts faster to changes in labour market conditions.

## Staff in post – Gender

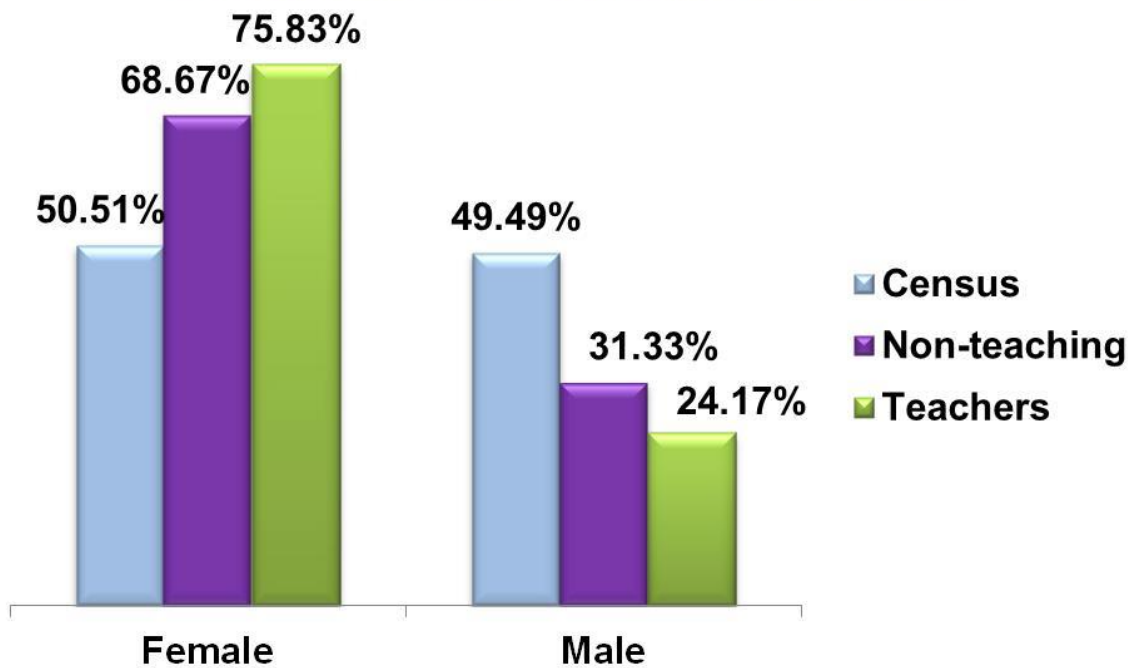
The following is a gender breakdown of staff in post in 2013.



## Staff in post - Teachers Annual Comparisons



## Comparisons with population



## New starts and Leavers – Gender

In 2013 the non-teaching new starts and leavers were as follows:

- Female New Starts 446 (78.11%) Leavers 306 (83.84%)
- Male New Starts 125 (21.89%) Leavers 59 (16.16%)

The Teaching new starts and leavers were as follows:

- Female New Starts 68 (73.91%) Leavers 47 (75.81%)
- Male New Starts 24 (26.09%) Leavers 15 (24.19%)

New starts and Leavers – Non-teaching Annual Comparisons				
Gender	New Starts		Leavers	
	2013	2012	2013	2012
Female	78.11%	74.83%	83.84%	72.64%
Male	21.89%	25.17%	16.16%	27.36%

New starts and Leavers – Teachers Annual Comparisons				
Gender	New Starts		Leavers	
	2013	2012	2013	2012
Female	73.91%	75.96%	75.81%	71.43%
Male	26.09%	24.04%	24.19%	28.57%

These figures indicate that there is no evidence of any sex discrimination in our recruitment or retention policies. The figures for starters and leavers are consistent. The gender profile of starters and leavers is broadly comparative to the workforce profile.

## Recruitment – Gender

Recruitment– Non-teaching						
Gender	Applicants		Short Listed		Appointed	
	Total	% of total	Total	% of total	Total	% of total
Female	2,764	60.31%	1,061	69.44%	438	70.42%
Male	1,719	37.51%	418	27.36%	154	24.76%
Information not provided	100	2.18%	49	3.21%	30	4.82%
	4,583		1,528		622	



### Recruitment - Teachers

Gender	Applicants		Short Listed		Appointed	
	Total	% of total	Total	% of total	Total	% of total
Female	208	66.03%	153	77.27%	54	72.97%
Male	96	30.48%	39	19.70%	15	20.27%
Information not provided	11	3.49%	6	3.03%	5	6.76%

These figures show that, for both teaching and non-teaching staff, more applications were received from females. The figures show a high degree of consistency between the gender of applicants and those short listed and appointed which indicates recruitment and selection processes are fair and there is no discrimination.

### Recruitment - Non-teaching Annual Comparisons

Gender	Applicants		Short Listed		Appointed	
	2013	2012	2013	2012	2013	2012
Female	60.31%	65.91%	69.44%	70.06%	70.42%	72.43%
Male	37.51%	29.97%	27.36%	23.76%	24.76%	21.44%
Information not provided	2.18%	4.12%	3.21%	6.19%	4.82%	6.12%

### Recruitment - Non-teaching Annual Comparisons

Gender	Applicants		Short Listed		Appointed	
	2013	2012	2013	2012	2013	2012
Female	60.31%	65.91%	69.44%	70.06%	70.42%	72.43%
Male	37.51%	29.97%	27.36%	23.76%	24.76%	21.44%
Information not provided	2.18%	4.12%	3.21%	6.19%	4.82%	6.12%

### Gender balance among managers

To date the gender equalities Statutory Performance Indicator on the top 5% of Council earners who are female, and the local Council Performance Indicator on the top 10% of Council earners who are female, have been reported annually within service performance monitoring reports.

Gender equality will now be monitored within the annual equality report, allowing this to be considered alongside information on staff profiles, the gender pay gap and occupational segregation.

The Performance Indicators and targets are as follows and present a snapshot as at 31.03.14:

PI	Target	%	Number
The number and percentage of the highest paid 5% of earners among Council employees that are female	50%/50% to 60%/40% = <b>Green</b> 61%/39% to 70%/30% = <b>Amber</b> 71%/29% to 100%/0% = <b>Red</b>	<b>Male = 82%</b> <b>Female = 18%</b>	Male 64 employees Female 14 employees
The number and percentage of the highest paid 10% of earners among Council employees that are female	50%/50% to 60%/40% = <b>Green</b> 61%/39% to 70%/30% = <b>Amber</b> 71%/29% to 100%/0% = <b>Red</b>	<b>Male = 62%</b> <b>Female = 38%</b>	Male 120 employees Female 73 employees

The purpose of these performance indicators is to ensure that there are no barriers for females and the existing targets have been maintained. The small numbers of employees who are in the highest 2% of earners mean the balance could be tipped based on a few individuals. Future reports will highlight any trends. In the meantime, to investigate whether there are barriers for females, information on the Council's Corporate Management Team was broken down by gender and is detailed in the next section.

## Summary – Gender

Our gender profile reflects trends within the public sector where the majority of the workforce is female.

### Staff in post

- 68.67% of non-teaching staff and 75.83% of teachers are female.

### Starters and Leavers

- Among non-teaching staff 78.11% of starters and 83.84% of leavers were female.
- The figures for teachers showed 73.91% of starters and 75.81% of leavers were female.

### Applications, Shortlisted and Appointed

- The non-teaching figures show that 60.31% of applicants, 69.44% of candidates who were shortlisted and 70.42% of appointments were female.
- The teaching figures show 66.03% of applicants, 77.27% of candidates who were shortlisted and 72.97% of those appointed were female.

## References

1. [Orkney Community Planning Partnership's Orkney Community Plan, incorporating Orkney's Single Outcome Agreement 2014 – 2017.](#)
2. [Scotland's 2001 Census Release 2 Statistical Bulletin.](#)
3. [2011 Census Reconciliation Report - Households GRO Scotland.](#)
4. [Scotland's 2001 Census Results Online \(SCROL\).](#)
5. [National Records of Scotland Orkney Islands Council Area Demographic Factsheet.](#)
6. [Orkney Equality Forum Attitudes to Discrimination and Positive Action 2013.](#)
7. [National Records of Scotland Orkney Islands Council Area Demographic Factsheet.](#)
8. [National Records of Scotland Orkney Islands Council Area Demographic Factsheet \(Link no longer valid\).](#)
9. [Scotland's Census 2011, Release 2B.](#)
10. [Annual Population Survey, January - December 2013 \(Office for National Statistics\).](#)