



Orkney Islands Council

Annual Equality Report

2013

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 marie.love@orkney.gov.uk

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Executive Summary

This report has been produced by the Council 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 help them do this by keeping them informed through awareness raising activities and training events. When we ask elected members to make a decision we provide them with an assessment of any equality impacts to ensure that they are able to take these into consideration as well as feedback from our consultation and engagement activities. Engaging with the local community is done through a number of channels and formats. 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.

In addition to the work we already do to reduce inequality, we have developed eight equality outcomes that we believe will result in real changes to people's lives.

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 Council staff in post as at 7 March 2013 was 2659 including relief workers. (Without relief workers the total is 1905.)
2. During 2012, we received a total of 3690 non-teaching applications and 236 teaching applications. Of these, 1406 non-teaching and 120 teaching candidates were called for interview. 653 non-teaching appointments and 59 teaching appointments were made in 2012.
3. During 2012, 647 non-teaching staff and 77 teachers left the Council.
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. 3.35% 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 (22.97%) and 20.57% indicated that they had no religion or faith.

7. The Church of Scotland has the largest number of followers among teachers (17.5%) with Other Christian and Roman Catholic totalling 10%. 16.39% 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. During 2012, 40 women applied for maternity leave and 38 of these have taken the option of returning to work, a small number reducing their hours.
10. 27.6% of the population of Orkney is 60 years of age or older. Among non-teaching staff the largest percentage (32.14%) are in the 45-54 age group. The largest percentage of teachers (26.11%) also falls into this group. Candidates in the 25-34 age group were the largest single group for non-teaching applicants, submitting 23.28% of the non-teaching applications. For teachers the 25-34 age group also submitted the most applications.
11. 34.28% of our non-teaching workforce and 35.28% 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, 68.2% are female and 31.8% male. 73.89% of teachers are female and 26.11% male. This is reflective of trends within the public sector.
13. The Council's gender pay gap is 17.53% in favour of males for non-teaching staff. Scotland's gender pay gap is 17.8% in favour of males.
14. The gender pay gap for teachers is 2.91% in favour of females which reverses the national figure of 8.4% in favour of males.

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.

All public authorities such as local authorities and education authorities have legal requirements to publish a range of information relating to equalities. This is our first annual equality report and, as well as showing statistics on our employees, the report will explain how we actively promote equality and integrate equality into our work.

Legal background

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 from 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.

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.

Equality Outcomes

All public authorities now have a legal requirement to produce and publish a set of equality outcomes. Equality outcomes are objectives we aim to achieve in order to progress the requirements of the general equality duty. They are not what we do, but the changes or effects resulting from that; these changes may be for individuals, groups, families, organisations or communities.

Our equality outcomes do not encompass the work we already do to reduce inequality and ensure fairness. They have been developed in addition to this based on a range of sources of evidence that suggest that if efforts are also focussed on these areas it will result in real changes in people's lives.

The outcomes can be found in the document, 'Orkney Islands Council Equality Outcomes 2013-17'; this document explains the evidence which led us to set each outcome, the action we will take to deliver it and full details of the involvement and consultation processes. The document will be considered by the Council in April 2013 following which it will be published on the Council website. It will also be available on request by using the contact details on the front of this document.

The eight outcomes are listed below. We have shown whether each outcome applies to the Council, to the education authority or whether it is an overall outcome which applies to both. We have also indicated which protected characteristics each outcome applies to.

- **Equality Outcome 1 (Council Outcome)**
More young, disabled and long term unemployed people are in work and training
Protected Characteristics – Age and Disability
- **Equality Outcome 2 (Overall Outcome)**
Ensure there are no barriers in recruitment, training or promotion opportunities
Protected Characteristics – All
- **Equality Outcome 3 (Overall Outcome)**
Ensure terms of employment and Human Resource policies and procedures are applied fairly and consistently and in ways that promote equal opportunities and do not disadvantage employees
Protected Characteristics – All
- **Equality Outcome 4 (Overall Outcome)**
Ensure a skilled workforce and training in Orkney to optimise opportunities in the Renewables Sector
Protected Characteristic – Sex
- **Equality Outcome 5 (Overall Outcome)**
Greater sensitivity by employees to the diversity of service users and colleagues and to equality issues
Protected Characteristics - All
- **Equality Outcome 6 (Council Outcome)**
Improve access to the democratic process
Protected Characteristic – Disability and Age

- **Equality Outcome 7 (Overall Outcome)**
An increased proportion of Council communication adheres to the Principles of Inclusive Communication good practice standards
Protected Characteristics - All
- **Equality Outcome 8 (Education Outcome)**
Ensure there are no barriers to pupils for opportunities within education
Protected Characteristics – Age and Sex

We will publish a report on progress we have made to achieve these equality outcomes no later than 30 April 2015.

Mainstreaming Equality

This report will show what action we are taking to mainstream equality. This simply means integrating equality into our day-to-day work. We take equality into account in the way we go about our business when acting as an employer, planning and providing services and making decisions.

Mainstreaming ensures that equality becomes part of our culture. This benefits both employees and service users, who know that they will be treated fairly, and contributes to continuous improvement and better performance.

Reporting on mainstreaming helps us to demonstrate the ways we are fulfilling our general equality duty.

What is being done to Mainstream Equality

Vision and Values

Our Plan 2013-18 was developed through a process which considered the needs and rights of many different members of our community. It describes our ambitions and our values, one of which is: Promoting equality and fairness to encourage services to provide equal opportunities for everyone. This is value is fundamental to all that we do.

Our mission statement is, '**Working together for a better Orkney**'.

We value the contribution everyone makes to the distinctiveness of Orkney and want Orkney to be a community where we all have the opportunity to fulfil our potential.

Raising and Maintaining Awareness

It is important that Council staff and elected members are aware of the general equality duty so that it is considered in our work where relevant. We ensure that we supply appropriate information and use a combination of methods to build and maintain awareness including:

- Briefings for elected members.
- Briefings for Senior Management Team.
- Information to key contacts within the Council when required.
- Items and updates on our staff information portal and website.

We also carry out awareness raising on national and local equalities issues/events. For example, we have signed the See Me pledge and during Scottish Mental Health Week

each year we circulate information from the See Me campaign to employees and elected members. See Me is Scotland's national campaign to end the stigma of mental ill-health.

Orkney Minds is a local group made up of people with an interest in mental health issues as well as users of mental health services. They received a funding award from See Me to commission a film entitled 'Sound of Mind' which looks at four local people's lived experiences of mental ill health. The film was shown to elected members, executive directors and heads of service at a special screening in the Council chamber in February 2012, following which it was made available to all services to show at team meetings. The film was also shown to elected members and senior management team following the Local Government Election in May 2012 as part of the equalities session of their corporate induction workshops. We hope that by showing the film it will help us to tackle prejudice and promote understanding.

Work on raising and maintaining awareness of equalities issues will continue.

Learning and Development

The Council provides a number of different courses and approaches to learning and development on equality and diversity:

- The corporate induction event attended by new employees includes a presentation on equalities.
- Following the Local Government Election in May 2012 an induction programme for all elected members and senior management team included a half day equalities workshop.
- Bespoke training for specific staff groups is carried out.
- An iLearn course on equality and diversity is available to all employees.

All members of the Customer Services team have received face to face training and, at the time of writing, are working on the iLearn course. As they are the first contact many members of the public have with us it is important that they are aware of their equality duties.

Training workshops have also been held for all officers in the Council who carry out consultation and engagement. Consultation and engagement is a vital part of understanding the potential impact our policies and decisions could have on people and groups of people with different protected characteristics.

These training events will continue and link to equality outcome 5 – Greater sensitivity by employees to the diversity of service users and colleagues and to equality issues. To achieve this outcome we will raise awareness by ensuring training (face-to-face or i-Learning) is available to all employees and mandatory for new employees. Refresher training will be mandatory every three years. This equality outcome will help us to eliminate unlawful discrimination, harassment and victimisation and to foster good relations. The different formats of the training events advance equality of opportunity.

Assessing Impact

The Council has carried out equality impact assessments (EqIAs) since 2008.

EqIAs are carried out when we are developing any new policy, plan or function, or making changes to an existing policy, plan or function, including the reduction or

termination of a service, and for the Council's annual budget proposals. EqlAs identify any impacts on people or groups of people who possess any of the nine protected characteristics and on people who have caring responsibilities. Existing policies are screened when they are reviewed or if a change in the law or case law suggests they should be.

EqlAs help ensure our services are fair. They provide an opportunity to stop or revise a policy or function which is potentially unfair or unlawful. They identify mitigating actions wherever possible to minimise any adverse impacts. They also identify opportunities for positive impacts such as advancing equality of opportunity and fostering good relations. We use internal and external data to provide evidence for the EqlA and consult directly with equalities groups as required.

A procedure has been in place since the beginning of 2012 to ensure that the full EqlA is attached to the committee report. This ensures elected members are fully aware of any equality issues when considering a report. They are also aware of any cumulative effects on any of the protected characteristics of recommendations contained within a number of committee reports. The Equality and Human Rights Commission were involved in the development of the procedure and have also had sight of our EqlA form to quality assure it.

EqlA was included in the equalities workshop as part of the induction programme for elected members. They have also been provided with briefing notes and 'Using the Equality duties to support fair financial decisions' published by the Improvement Service and the Equality and Human Rights Commission in 2011.

Completed EqlAs are published on our website unless the EqlA contains confidential information which could identify individuals. A redacted version of the EqlA may be provided upon request in those circumstances.

The external scrutiny bodies for local authorities carry out a risk assessment every year and produce an Assurance and Improvement Plan for each Council. Orkney Health and Care's governance was scrutinised as part of this process, taking place over various points in 2011. One of the questions was, 'Do policies, procedures and practices comply with equality and human rights legislation and are there services that seek to remove obstacles in society that exclude people?' The Scrutiny Report published by Audit Scotland in 2012 found that, 'Orkney social services evidenced strong and positive values and principles. Their policies and procedures were well developed and there was evidence of equalities impact assessments being completed.'

An iLearn module on EqlA will be developed for staff during 2013.

Policy, Procedure and Guidance

We have started a programme of workshops/training events for staff to ensure that our HR policies and procedures are understood. This includes training on our policies and procedures on Recruitment and Selection, Grievance, Managing Sickness Absence and Performance, Learning and Development; and Performance, Review and Development Training.

Accessibility of documents and information

All Council documents can be translated or made available in different formats or languages upon request. Signage to this effect is displayed within our Customer Services areas, on our website and on individual documents.

Most members of Orkney's local ethnic communities can speak English. However, to help those who cannot, we are contracted to a telephone interpretation service with Language Line, a company which can offer a 24/7 interpretation service in 150 languages and which only uses fully qualified interpreters.

There are induction loops in the Council chamber and we have portable induction loops which can be used in other parts of the Council building or at external premises. These devices provide hearing assistance to people who use hearing aids.

The majority of people with a sight problem can read written material without adaptation if it is clearly written. Information has been provided to employees on the Royal National Institute for the Blind Good Practice Guidelines on making information accessible for people with sight problems. While not legally binding, we ask employees to follow them as a matter of good practice.

Our equality outcome 7 is that an increased proportion of Council communication adheres to the Principles of Inclusive Communication good practice standards published by the Scottish Government in 2011 through training and awareness raising. This will advance equality of opportunity and ensure we are not being discriminatory in the ways we communicate.

Our Housing Service has an Accessibility Policy and a Staff Procedure for providing information in other languages and formats and these were reviewed in 2012 to ensure they were compliant with best practice and the Equality Act 2010.

Staff within the Housing Service have mainstreamed equality throughout their services for some considerable time and continue to look at that process to see how they can improve. As part of this self-improvement, in September 2012 they launched an online housing options guide which provides housing advice across all tenures. It is part of our website so meets accessibility requirements and can be used with other programmes to assist people with particular needs. Staff feel the guide has allowed their services to become even more accessible and they have had positive feedback from a range of people.

Working Together

The Council is one of the partners within the Orkney Community Planning Partnership which is the umbrella planning framework for joint working in Orkney. Within the Partnership there are a number of groups who champion key priorities for Orkney and report to a Steering Group. Community Planning is about public sector organisations working better together to improve and deliver public services.

The Partnership has made representations in the past to the Scottish Government about the inadequacy of the Scottish Index of Multiple Deprivation (SIMD) as a measure of deprivation in rural, remote and island communities. In rural areas such as Orkney deprivation is disseminated, unlike in urban communities where it tends to collect in pockets which is what the SIMD is designed to identify. It is a matter of concern to us and the other partner agencies that, as a result, individuals and families in rural areas

may be struggling but will be hidden in statistics which show that an area is generally well off.

The wide ranging review of the welfare system introduced by the Welfare Reform Act 2012 has been described by the UK Government as the biggest change to the welfare system in over 60 years. A Welfare Reform Working Group has been established under the Partnership to bring together organisations with a shared interest in the welfare reforms agenda to discuss the implications and, where possible, address issues that arise locally in the implementation of the reforms. The Council and Orkney Housing Association Limited are providing advice for tenants who may be affected by changes to the Housing Benefit rules.

Orkney Equality Forum (the Forum) is one of the multi-agency groups which form an integral part of Orkney's community planning framework and membership includes the main public and voluntary agencies.

The Orkney Community Plan 2011-14 set out the long term vision for the Partnership. It also functions as Orkney's Single Outcome Agreement with the Scottish Government and explains how the Partnership will contribute to achieving the Government's 16 national outcomes. The Forum has lead responsibility for national outcome 7: We have tackled the significant inequalities in Scottish society.

The Forum selected the following performance indicators for inclusion in the Plan to demonstrate progress on equality:

7.1	Number of hate crime incidents per 10,000 population (source: Northern Constabulary)			
	2010-11 Baseline	2011-12	2012-13	2013-14
	1.5	Maintain below 5	Maintain below 5	Maintain below 5
7.2	Equal opportunities policy – percentage of highest paid 5% of earners among council employees that are women (source: Audit Scotland)			
	2010-11 Baseline	2011-12	2012-13	2013-14
	28%	33%	33%	33%
7.3	Public Access – percentage of public service buildings that are suitable and accessible to disabled people (source: Audit Scotland)			
	2010-11 Baseline	2011-12	2012-13	2013-14
	53.45%	55%	56%	57%
7.4	Number of new people aged 60+ registered to volunteer in past 12 months (source: Voluntary Action Orkney)			
	2010-11 Baseline	2011-12	2012-13	2013-14
	12 new volunteers	13 new volunteers	15 new volunteers	17 new volunteers
7.5	Number of people with support needs enabled to volunteer (source: Voluntary Action Orkney Annual Report)			
	2010-11 Baseline	2011-12	2012-13	2013-14
	47	55	58	60

These indicators are currently being reviewed by the Forum following the Scottish Government's review of community planning in 2012. This includes a requirement to reissue the Single Outcome Agreement with effect from 1 April 2013 according to a new set of criteria. At the time of writing the new indicators are not yet available and will be included in the Equality Report 2014.

The Forum is an active group which meets four times each year. It has developed an Equality and Diversity Strategy which expands on the group's remit to:

- Engage actively with all minority and remote communities.
- Challenge discrimination whenever it occurs.
- Promote awareness, understanding and inclusivity.
- Fulfil our statutory duties in letter and spirit.
- Strive towards best practice individually and in partnership.

The Strategy will be adapted by the partners who can add their own operational detail and actions. The Strategy reinforces the importance of mainstreaming equalities and having a consistent approach across the partner organisations. We are appending an action plan to the Strategy to help us to ensure we achieve our outcomes and meet our equality duties.

The Forum is proactive in seeking the views of the equality and diversity communities in Orkney on a wide range of topics. It recently carried out a survey into attitudes to discrimination and positive action in Orkney. The results are broadly similar to those of the Scottish Social Attitudes Survey; only a minority of people felt there was sometimes good reason to be prejudiced while two-thirds felt Orkney should do everything it can to get rid of all kinds of prejudice. A number of the responses in the Orkney survey were more positive than the Scottish results. For example 75.2% of people in Orkney responded that they would rather live in an area with lots of different kinds of people, compared to 37% from the Scottish survey. These results will be invaluable for the Forum and the partners as they will be used to help inform future areas for awareness raising and improvement. They have been used as evidence during the development of our equality outcomes.

The Forum has been involved in the development of our equality outcomes. In a small community some members of particular equality and diversity communities would prefer to remain anonymous and the Forum provides opportunities for people and groups to provide input through its membership while retaining that anonymity.

The Forum publishes an annual report on its activities.

Consultation and Engagement

The Council has a well-developed range of consultation approaches based on partnership working and the National Standards for Community Engagement. The Orkney Community Planning Partnership developed guidance on consultation and engagement in 2009 and this was reviewed and updated in 2012. The guidance has been produced to ensure that:

- Communities are placed at the heart of community planning.
- There is a co-ordinated approach to community engagement across the Partnership.
- The methods of engagement are inclusive and appropriate for the purpose.
- Engagement activity follows best practice.
- Where possible, duplication and overlap are avoided.

Orkney has a relatively small population so careful thought is required to ensure that the local equality and diversity communities do not suffer 'involvement fatigue'. It is also important to recognise that in a small community some members of particular equality

and diversity communities might feel uncomfortable about identifying themselves publicly as members of that community. Accordingly, the main vehicle for involving members of local equality and diversity communities in consultation and engagement activities is Orkney Equality Forum.

The results of any consultation and engagement activities are included in our equality impact assessments.

Community Awareness

We use a number of different channels to maintain awareness of equality issues within our local communities. These include press releases, items and updates on the Council's public website and noticeboards as well as direct contact with local groups.

Mainstreaming Summary

As an organisation we are committed to equality and we use a range of methods to ensure that we deliver it. All our employees and decision makers have their part to play and we help them do this by keeping them informed through awareness raising activities and training events. When we ask elected members to make a decision we provide them with an assessment of any equality impacts to ensure that they are able to take these into consideration as well as feedback from our consultation and engagement activities. Engaging with the local community is done through a number of channels and formats and we work closely with our partners within the Orkney Community Planning Partnership.

What is being done to Mainstream Equality in Education

Many of the actions we are taking to mainstream equality cover all the Council's work, both as local authority and education authority. This section details specific steps which relate only to the education authority.

Vision and Values

The services provided by us as an education authority in Orkney are founded on inclusive values and seek to provide a wide range of high quality services to all. These values are:

- Enjoyment
- Respect
- Responsibility
- Being Healthy, Being Active
- Being Safe
- Being all we can be

Our vision is, '**This is our community, we want the very best for everyone**'

We believe that the argument for equality in service provision is fundamentally a matter of requirement and need. Services should be available to all that need them and delivered in an appropriate manner.

We also have specific aims. Our schools are expected to prioritise their actions to ensure that children and young people: get the best start in life; become successful learners, confident individuals, effective contributors and responsible citizens; and are better educated, more skilled and more successful.

As part of this comes an understanding that realising the principles of fairness is not easy or straightforward because there is a range of sometimes hidden barriers to the access of services by particular individuals or groups. We strive to develop an understanding and awareness of those barriers and act to eliminate them. This approach is principally concerned with tackling discrimination and prejudice and the barriers faced by individuals and community groups.

In the (schools) service plan we reference geographical issues in relation to access to learning: 'The remoteness of some schools is a significant factor in the authority's management of educational provision. While the learning opportunities created in these settings almost always outweigh any disadvantage, ensuring appropriate staffing levels in the remoter island schools presents an on-going challenge for the authority'. Equality outcome 8 is an education outcome to ensure that there are no barriers to pupils for opportunities within education. To achieve this, we will identify any under-representation on specific courses and, where possible, increase the number of people accessing the courses from groups who have previously been under-represented thus far, ensuring that pupils will have equal opportunities to develop personal ambitions, interests and talents. This will ensure we eliminate discrimination and advance equality of opportunity. The outcome will apply to the protected characteristics of age and sex initially with the intention of widening it to include other protected characteristics in the future.

Raising and Maintaining Awareness

All new teachers participate in an equalities workshop as part of their induction programme each year. The workshop raises awareness on a number of equalities matters, including our legal duties, and offers a range of scenarios for discussion.

Curriculum for Excellence

Our schools are implementing Curriculum for Excellence. The Curriculum for Excellence initiative aims to achieve a transformation in education by providing a coherent, flexible and enriched curriculum for young people from 3-18.

16+ Learning Choices acts as the delivery of the senior phase of Curriculum for Excellence and is the model we are using to ensure that every young person has an appropriate, relevant 'offer' of learning made to them, well in advance of their school leaving date. An 'offer' can be full or part-time further education, full or part-time higher education, national training programmes, employment, personal/skills development (Get Ready for Work, personal programmes, the Connect Project*) and volunteering. Working closely with Skills Development Scotland we want to ensure there is relevant provision for young people in Orkney to build on current skills and interests with the aim of moving into a positive destination and decreasing the numbers of young people in a negative destination.

*The Orkney Connect Project gives supported opportunities for young people. The project provides dedicated space and staff to deliver tailored, personal skills development and training opportunities for young people who have left school with few or no qualifications.

Getting It Right For Every Child

In conjunction with the Curriculum for Excellence we are currently developing staff understanding of Getting It Right For Every Child (GIRFEC). Through GIRFEC staff will be able to determine proportionate, timely and appropriate help for young people

improving each child's situation and reducing risk. The approach supports the achievement of good outcomes for all children. All children have the entitlement to personal support which is appropriately developed and monitored by using the GIRFEC practice model.

The overarching concept of 'Getting It Right For Every Child' is a common approach across all agencies that supports the delivery of appropriate, proportionate and timely help to all children and young people as they need it. This is expressed as: '...the right help, at the right time, in the right way'.

Mainstreaming in Education Summary

The services provided by us as an education authority are founded on inclusive values and the vision that we want the best for everyone. We are implementing Getting It Right For Every Child in conjunction with the Curriculum for Excellence and raising staff awareness of inclusiveness to ensure that our children and young people have the best start in life.

Equalities and Procurement

The Council is committed to promoting fairness and equality in our procurement activities. This commitment is supported by specific guidance which sets out how we procure goods and services and works in line with that which is set out in the Scottish Government Procurement Journey best practice toolkit. Information on the specific duty to consider contract award criteria and conditions, where they are related and proportionate to the subject matter of the contract, has been disseminated to relevant staff.

As required by the specific duties, we give due regard to whether conditions of contract should include considerations to enable us to better perform the equality duty. We also pay due regard to whether award criteria should include considerations to enable us to better perform the duty. Our conditions of contract have been amended to ensure the contractor confirms their commitment to the Equality Act 2010, including the public sector equality duty, and the Human Rights Act 1998 or any other relevant legislation.

Equalities and procurement staff work together, and with other officers, in situations where procurement of goods, services and works has a specific equalities dimension.

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 of staff who responded answered all the questions. A version of this questionnaire is also issued to new employees.

This gap in information is recognised in 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. It was not possible to produce all the figures as at 31 December 2012. Some figures are for the calendar year 2012 and others figures are correct as at 7 March 2013. This issue will be resolved prior to publication of the Equality Report 2014.

Where figures are 'Not known' it means that the employee or prospective employee has either not returned their form to us or has 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. The equality report will be developed and improved and, in future, comparisons will be made between figures year on year and any trends will be highlighted. This report should be looked upon as a starting point.

Training

Information on training is not currently collected. We fully recognise this gap in information and are taking action to develop systems 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 7 March 2013 was 2659. This was made up of 2299 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 7 March 2013 is 1905, made up of 1601 non-teaching staff and 304 teachers.

Recruitment and Leavers

During 2012, we received a total of 3690 non-teaching applications and 236 teaching applications. Of these, 1406 non-teaching and 120 teaching candidates were called for interview. 653 non-teaching appointments and 59 teaching appointments were made in 2012.

There were 719 non-teaching new starts during 2012 and 104 new start teachers. During the same period 647 non-teaching staff and 77 teachers left the Council.

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.

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 and have not been counted as an appointment on the National Recruitment Portal, but have been entered into our Resource Link HR System.

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 2012.

Disciplinary

- Non-teaching – There were a total of 11 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. All were over 45 years of age.
- 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. They came from different age groups.
- Teaching – The number of teachers raising grievances was less than 10. In those cases where the information is available the employees were all White and Scottish or Other British.

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 Scottish or Other British 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 2012 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

The results from the 2011 Census will not be available until later in 2013. Accordingly, there is currently no meaningful comparator between the ethnic make-up of the Council workforce and the ethnic make-up of the population of Orkney. This comparator will be included in the Equality Report 2014.

What is known is that the local ethnic communities in Orkney are small in number and mostly from Asia and Eastern Europe. Orkney has not attracted the large number of mostly Eastern European migrant workers and their families seen in many parts of the UK.

Staff in post – Ethnicity

The ethnic make-up of the current Council workforce as at 07.03.13 is shown in the following table:

Staff in Post - Non-teaching		
Ethnic categories	Number	% of total
a) White		
Scottish	969	42.15%
Other British	293	12.75%
Irish	*	
Any other white background	27	1.17%
b) Mixed	*	
c) Asian		
Indian	*	
Pakistani	*	
Bangladeshi	*	
Chinese	*	
Any other Asian background	*	
d) African, Caribbean or Black		
African	*	
Caribbean	*	
Black	*	
e) Other Ethnic Background	*	
Not known	995	43.28%
Total	2299	

* These figures have been collected and analysed but could not be published because of low numbers.

The ethnic make-up of Teachers as at 07.03.13 is as follows:

Staff in Post - Teachers		
Ethnic categories	Number	% of total
a) White		
Scottish	128	35.56%
Other British	51	14.17%
Irish	*	
Any other white background	*	
b) Mixed	*	
c) Asian		
Indian	*	
Pakistani	*	
Bangladeshi	*	
Chinese	*	
Any other Asian background	*	

d) African, Caribbean or Black		
African	*	
Caribbean	*	
Black	*	
e) Other Ethnic Background	*	
Not known	174	48.33%
Total	360	

* These figures have been collected and analysed but could not be published because of low numbers.

New starts – Ethnicity

The ethnic make-up of new non-teaching new starts at the Council in 2012 is as follows:

New starts - Non-teaching		
Ethnic categories	Number	%
a) White		
Scottish	279	38.80%
Other British	112	15.58%
Irish	*	
Any other white background	*	
b) Mixed	*	
c) Asian		
Indian	*	
Pakistani	*	
Bangladeshi	*	
Chinese	*	
Any other Asian background	*	
d) African, Caribbean or Black		
African	*	
Caribbean	*	
Black	*	
e) Other Ethnic Background	*	
Not known	316	43.95%
Total	719	

* These figures have been collected and analysed but could not be published because of low numbers.

The ethnic make-up of new start teachers at the Council in 2012 is as follows:

New starts - Teachers		
Ethnic categories	Number	%
a) White		
Scottish	24	23.08%
Other British	11	10.58%
Irish	0	0.00%
Any other white background	0	0.00%
b) Mixed		
c) Asian		
Indian	0	0.00%
Pakistani	0	0.00%
Bangladeshi	0	0.00%
Chinese	0	0.00%
Any other Asian background	0	0.00%
d) African, Caribbean or Black		
African	0	0.00%
Caribbean	0	0.00%
Black	0	0.00%
e) Other Ethnic Background		
Not known	69	66.34%
Total	104	

Leavers – Ethnicity

The ethnic make-up of non-teaching staff who left the Council in 2012 is as follows:

Leavers - Non-teaching staff		
Ethnic categories	Number	%
a) White		
Scottish	267	41.27%
Other British	94	14.53%
Irish	*	
Any other white background	*	
b) Mixed		
c) Asian		
Indian	*	
Pakistani	*	
Bangladeshi	*	
Chinese	*	
Any other Asian background	*	
d) African, Caribbean or Black		
African	*	
Caribbean	*	
Black	*	

e) Other Ethnic Background		
Not known	271	41.89%
Total	647	

* These figures have been collected and analysed but could not be published because of low numbers.

The ethnic make-up of teachers who left the Council in 2012 is as follows:

Leavers - Teachers		
Ethnic categories	Number	%
a) White		
Scottish	23	29.87%
Other British	16	20.78%
Irish	0	0.00%
Any other white background	0	0.00%
b) Mixed	0	0.00%
c) Asian		
Indian	0	0.00%
Pakistani	0	0.00%
Bangladeshi	0	0.00%
Chinese	0	0.00%
Any other Asian background	0	0.00%
d) African, Caribbean or Black		
African	0	0.00%
Caribbean	0	0.00%
Black	0	0.00%
e) Other Ethnic Background	0	0.00%
Not known	38	49.35%
Total	77	

Recruitment and Selection – Ethnicity

We collect ethnicity data at every stage of the recruitment and selection process.

The following table shows the ethnic make-up of applicants for employment, applicants who have been shortlisted and appointments in respect of non-teaching posts in 2012:

Recruitment and Selection - Non-teaching posts						
Ethnic categories	Applicants		Shortlisted		Appointed	
	No	% of total	No	% of total	No	% of total
a) White						
Scottish	2134	57.83%	834	59.32%	407	62.33%
Other British	1031	27.94%	394	28.02%	164	25.11%

Irish	40	1.08%	11	0.78%	*	
Eastern European	47	1.27%	17	1.21%	*	
Any other white background	110	2.98%	24	1.71%	*	
b) Mixed	23	0.62%	*		*	
c) Asian						
Indian	21	0.57%	*		*	
Pakistani	*		*		*	
Bangladeshi	*		*		*	
Chinese	*		*		*	
Any other Asian background	13	0.35%	*		*	
d) African, Caribbean or Black						
African	16	0.43%	*		*	
Caribbean	*		*		*	
Black	*		*		*	
e) Other Ethnic Background	*		*		*	
Not known	229	6.20%	111	7.90%	53	8.12%
Total	3690		1406		653	

* These figures have been collected and analysed but could not be published because of low numbers.

The following table shows the ethnic make-up of applications for employment, applicants who have been shortlisted and appointments in respect of teacher posts in 2012:

Recruitment and Selection - Teachers						
Ethnic Categories	Applicants		Shortlisted		Appointed	
	No	% of total	No	% of total	No	% of total
a) White						
Scottish	121	51.27%	66	55.00%	32	54.24%
Other British	66	27.97%	35	29.17%	18	30.51%
Irish	*		*		*	
Eastern European	*		*		*	
Any other white background	15	6.36%	*		*	
b) Mixed	*		*		*	
c) Asian						
Indian	*		*		*	

Pakistani	*		*		*	
Bangladeshi	*		*		*	
Chinese	*		*		*	
Any other Asian background	*		*		*	
d) African, Caribbean or Black						
African	*		*		*	
Caribbean	*		*		*	
Black	*		*		*	
e) Other Ethnic Background	*		*		*	
Not known	19	8.05%	11	9.17%	*	*
Total	236		120		59	

* These figures have been collected and analysed but could not be published because of low numbers.

Promotions - Ethnicity

Figures show that 48 non-teaching Council staff and 14 teachers were promoted during 2012. The promoted staff were predominantly White and either Scottish or Other British. The numbers of employees who fall into the other groups who were promoted are less than 10.

It should be noted that there is a low return rate for this question and therefore, as the data is limited, it may not be truly representative.

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 closely 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 wide range of ethnic backgrounds and short listing and appointments show proportionate results. Promoted staff were predominantly White and either Scottish or Other British, however there is a low return rate for this question. The analysis suggests that there are no indications of discrimination in our recruitment processes, nor in staff retention.

The following is a summary of the figures:

Staff in post

- The biggest single group of staff in post are those with a White Scottish ethnicity totalling 42.15% of non-teaching staff and 35.56% of teachers.

Starters and Leavers

- 38.8% of starters and 41.27% of leavers among non-teaching staff were White Scottish.
- The figures for teachers showed that 23.08% of starters and 29.87% of

leavers were White Scottish.

Applications

- Candidates with a White Scottish ethnicity were the biggest single group, submitting 2134 (57.83%) of the non-teaching applications and 121 (51.27%) 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 during 2012

- 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

The 2001 Census figures for Orkney showed that 17.43% of the population had a 'limiting long term illness' and 6.66% of the population had 'not good health'.

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 was updated in March 2012 and 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

The following table shows the number of non-teaching Council employees who consider themselves to have a disability as at 07.03.13:

Staff in Post – Non-teaching		
Response to the question - do you have a disability	Number	% of workforce
Yes	77	3.35%
No	1225	53.28%
Not known	997	43.36%
Total	2299	

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

New starts and Leavers - Disability

A breakdown of non-teaching new starters and leavers at the Council in 2012 is as follows:

Non-teaching staff				
Staff who consider themselves to have a disability	New starts during 2012		Leavers during 2012	
	Number	% of total	Number	% of total
Yes	19	2.64%	14	2.16%
No	385	53.55%	362	55.95%
Not known	315	43.81%	271	41.89%
Total	719		647	

While the information is indicative rather than definitive the results strongly suggest that Council recruitment processes are fair and the number of new starts with disabilities is slightly higher than that of leavers. These figures suggest that we are not discriminatory, are promoting equal opportunities and making reasonable adjustments where necessary.

The teaching results have not been published in full given the low numbers but have been collated and analysed. The number of new starts with disabilities is also higher than the number of leavers.

Recruitment and selection – Disability

The following table shows information obtained from applicants for employment, applicants who have been shortlisted and appointments in respect of non-teaching posts in 2012:

Recruitment and Selection - Non-teaching posts						
People who consider themselves to have a disability	Applicants		Shortlisted		Appointed	
	No	% of total	No	% of total	No	% of total
Yes	271	7.34%	77	5.48%	28	4.29%
No	3194	86.56%	1210	86.06%	570	87.29%
Not known	225	6.10%	119	8.46%	55	8.42%
Total	3690		1406		653	

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. The data will be used as a comparator for future reports.

Promotions - Disability

Of the 48 non-teaching Council staff who were promoted, less than 10 stated that they were disabled. No teachers who were promoted identified themselves as disabled. Given that only 77 Council employees and less than 10 teachers have identified themselves as disabled, it is not possible to draw any meaningful conclusions from this data.

Summary - Disability

While the information is indicative rather than definitive the results strongly suggest that Council recruitment processes are fair and the number of new starts with disabilities is slightly higher than that of leavers. The figures suggest that 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

- 3.35% of staff indicated they have a disability.

Starters and Leavers

- 2.64% of starters and 2.16% of leavers indicated they have a disability.

Applications

- 7.34% of candidates indicated they have a disability.

Shortlisted candidates

- 5.48% of candidates who were called for interview indicated they have a disability.

Staff appointed during 2012

- 4.29% of applicants appointed indicated they have a disability.

Religion or belief

In the 2001 Scottish Census, for the first time, a question on religion was included. However, the vast majority of the population of Orkney exercised their right not to answer this question. Accordingly, there is currently no meaningful comparator between the religions and beliefs, if any, held by the Council workforce and that of the population of Orkney.

Staff in post – Religion or belief

The figures for Council staff who indicated that they have a religion or faith, or no religion or faith are shown in the following table:

Staff in post - Non-teaching		
Religion	Number	% of workforce
Non-Christian	48	2.09%
Christian - Church of Scotland	528	22.97%
Christian - Roman Catholic	26	1.13%
Other Christian	124	5.39%
No Religion	473	20.57%
Not known	1100	47.85%
Total	2299	

For the existing non-teaching workforce, non-Christian religions have been put together into one category for publication purposes. Because of the low numbers it was felt that a further breakdown could reveal personal and sensitive information about individuals.

These figures show that:

- The Church of Scotland has the largest number of followers among Council staff (22.97%).
- 20.57% of staff indicated that they have no religion or faith.

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

- The Church of Scotland has the largest number of followers (17.5%) with Other Christian and Roman Catholic totalling 10%.
- 16.39% of teachers indicated that they have no religion or faith.

Promotions – Religion or belief

As stated earlier there is a low return rate for this question, therefore data is limited and the figures are too low for publication. They have been collected and analysed and show that for both the non-teaching and teaching groups the highest number of promoted posts fall within the No Religion group with Church of Scotland following closely behind.

Information on new starts, leavers and recruitment 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.

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 it has been decided not to publish them.

The question used for determining whether or not a member of staff is transgender is: Do you identify as transgender? (For the purpose of this question 'transgender' is defined as an individual who lives, or wants to live, full time in the gender opposite to that they were assigned at birth).

This question is asked in the 'gender' section of the form following the question on whether someone thinks of themselves as 'male', 'female' or 'in another way'. The number of non-teaching staff who declined to answer this question (48.1%) was considerably higher than teachers where only 14.72% refused to answer. This could either indicate that people felt uncomfortable answering the question or that they did not understand that this was a separate question from the question on gender.

The results from those who did respond are not consistent with information from the Equality Network on the number of people who have been through the gender reassignment process and are currently living in Orkney which is an indication that people did not understand the question. Consideration is being given to the placing of the question in the form and advice will also be sought from Stonewall Scotland to find ways of obtaining more reliable data in the future.

Age

The National Records of Scotland Demographic Factsheet for 2011 shows that the Orkney population age profile is as follows:

Age profile of the Population of Orkney		
Age Band	Numbers	% of total Population
0-15	3379	16.8%
16-29	2926	14.5%
30-44	3658	18.1%
45-59	4641	23.0%
60-74	3847	19.1%
75+	1709	8.5%

It can be seen that 27.6% of the population are 60 years of age or older, while the numbers in the age group 0-15 comprise 16.8% of the population. This suggests that Orkney has an aging population and that deaths are greater in number than births.

The average life expectancy at birth for males in Scotland is 75.5 years, in Orkney it is 77.3 years. For females in Scotland average life expectancy is 79.7 years, in Orkney it is 81.4 years.

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 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 for 2011 shows that from 2009-11 there was an average net inflow of 107 people into Orkney per year, including 28 aged 0-15 and 15 aged 65+. On average 729 arrived and 622 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 2013-15. This will advance equality of opportunity by providing work opportunities at the Council for young people.

Staff in post - Age

The following tables provides age profiles for non-teaching staff and teachers, as at 07.03.13:

Staff in post - Non-teaching		
Age Group	Number	% of workforce
0-18 years	35	1.52%
19-24 years	192	8.35%
25-34 years	311	13.53%
35-44 years	448	19.49%
45-54 years	739	32.14%
55-64 years	465	20.23%
65+ years	109	4.74%
Total	2299	

Staff in post - Teachers		
Age Group	Number	% of workforce
0-18 years	0	0.00%
19-24 years	12	3.33%
25-34 years	76	21.11%
35-44 years	76	21.11%
45-54 years	94	26.11%
55-64 years	92	25.56%

65+ years	10	2.78%
Total	360	

At present, there is no useful comparator for these figures. When the results of the 2011 Census become available, it will be possible to compare the age profile of Council employees, against the age profile figures for people of working age in Orkney.

According to, 'Summary Statistics for Schools in 'Scotland, No 3: 2012 Edition' published by the Scottish Government in December 2012, the age profile of teachers in Scotland shows a peak at ages 54 and 56.

It is interesting to note that in the results of the survey on Attitudes to Discrimination and Positive Action, referred to on page 14, 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

A breakdown by age of non-teaching new starters and leavers at the Council in 2012 is shown in the following table:

Non-teaching staff				
Age Group	New starts during 2012		Leavers during 2012	
	Number	% of total	Number	% of total
0-18	53	7.37%	8	1.24%
19-24	120	16.69%	82	12.67%
25-34	152	21.14%	106	16.38%
35-44	147	20.45%	126	19.48%
45-54	174	24.20%	158	24.42%
55-64	61	8.48%	130	20.09%
65+	12	1.67%	37	5.72%
Total	719		647	

A breakdown by age of teaching new starters and leavers at the Council in 2012 is as follows:

Teachers				
Age Group	New starts during 2012		Leavers during 2012	
	Number	% of total	Number	% of total
0-34	44	42.31%	23	29.87%
35-44	25	24.04%	13	16.88%
45-54	18	17.31%	15	19.48%
55-65+	17	16.34%	26	33.77%
Total	104		77	

Because of low numbers the 0-18, 19-24 and 25-34 age groups have been put together into one category for publication purposes. This has also been done for the 55-64 and 65+ age groups.

Recruitment and selection - Age

The following table shows a breakdown by age of applications for employment, applicants who have been shortlisted and appointments in respect of non-teaching posts for 2012:

Recruitment and Selection - Non-teaching Staff						
Age Group	Applicants		Shortlisted		Appointed	
	Number	% of total	Number	% of total	Number	% of total
0-18	245	6.64%	68	4.84%	27	4.13%
19-24	714	19.35%	210	14.94%	89	13.63%
25-34	859	23.28%	313	22.26%	146	22.36%
35-44	650	17.62%	267	18.99%	131	20.06%
45-54	674	18.27%	275	19.56%	128	19.60%
55-65+	244	6.61%	112	7.97%	47	7.20%
Not known	304	8.24%	161	11.45%	85	13.02%
Total	3690		1406		653	

Because of low numbers the 55-64 and 65+ age groups have been put together into one category for publication purposes.

The following table shows a breakdown by age of applications for employment, applicants who have been shortlisted and appointments in respect of teaching posts for 2012:

Recruitment and Selection - Teachers						
Age Group	Applicants		Shortlisted		Appointed	
	Number	% of total	Number	% of total	Number	% of total
0-34	118	50%	54	45.00%	23	38.98%
35-44	35	14.83%	21	17.50%	14	23.73%
45-64	67	28.39%	36	30.00%	15	25.42%
65+	0	0.00%	0	0.00%	0	0.00%
Not known	16	6.78%	9	7.50%	7	11.86%
	236		120		59	

Because of low numbers the 0-18, the 19-24 and the 25-34 age groups and the 45-54 and 55-64 age groups have been put together for publication purposes.

Promotions - Age

Information on promotion in respect of age groups has not been analysed for this report but it is recognised that this is a gap which could hide evidence of age discrimination and will therefore be included in future years.

Summary - Age

Over half of our employees are aged 45 and over. The largest group of non-teaching new starts falls into this age group, although the figures for teachers show the largest group of starters to be 34 and under. The analysis of the results suggests that there are

no indications of age discrimination in our recruitment processes, nor in staff retention. Figures on promotion will be analysed for future reports.

The following is a summary of the figures:

Staff in post

- The biggest single group of non-teaching staff in post are those in the 45-54 age group at 32.14%. This is also the highest group for teachers at 26.11%, closely followed by the 55-64 age group at 25.56%.

Starters and Leavers

- Among non-teaching staff, the largest number of starters (24.2%) were in the 45-54 age group. This is closely mirrored in the leavers' figures with that age group being the largest (24.42%).
- The figures for teachers showed that the largest number of starters (42.31%) were 34 and under. The figures for leavers show this as the second largest group at 29.87%, the largest group being those aged 55 and over (33.77%).

Applications

- Candidates in the 25-34 age group were the largest single group for non-teaching applicants, submitting 23.28% of the non-teaching applications. For teachers the 34 and under age group submitted 50% of applications (with the 25-34 age group submitting the largest percentage.)

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.
- For teaching posts no appointments were made in the category which had the highest number of applicants - the 25-34 age group. It is hard to draw any firm conclusions based on such a small data set, however this has been highlighted to be looked at again once the figures are available for the next annual report.

Pregnancy and maternity

The National Records of Scotland Demographic Factsheet for 2011 shows:

Births in Orkney			
2010		2011	
Males	Females	Males	Females
111	86	98	107

In the period 2006 - 2011, General Fertility Rates in Orkney have been above the Scottish National Average. Orkney has the lowest teenage pregnancy rate of any Health Board area in Scotland.

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 for during pregnancy and is a point of contact for women who have opted to return to work.

The following figures are available:

Maternity Leave

- During 2012, 40 women applied for maternity leave. Of these 38 have taken the option of returning to work.
- No women took the 'undecided option' (deferring their decision on whether to return to work or not until after they had delivered their baby).
- Out of 38 who returned to work, a small number took the option to reduce their hours. A further 24 had not made the decision at the time of writing the report.
- No member of staff has ever been refused maternity leave.

Marriage and civil partnership

The National Records of Scotland Demographic Factsheet for 2011 shows that in the period 2001 to 2011, pro rata, there have been fewer marriages in Orkney than the 'All Scotland Average'. It provides the following figures:

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

Civil Partnerships in Orkney			
2010		2011	
Male	Female	Male	Female
0	0	0	1

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 as at 07.03.13:

Marital Status				
Marital Status	Non-teaching staff		Teachers	
	Number in post	% of workforce	Number in Post	% of workforce
Civil Partnership / Married	788	34.28%	127	35.28%
Divorced	55	2.39%	9	2.50%
Living with Partner	178	7.74%	18	5.00%
Single	218	9.48%	26	7.22%
Widowed	31	1.35%	*	

Separated	31	1.35%	*	
Not known	998	43.41%	175	48.61%
Total	2299		360	

* These figures have been collected and analysed but could not be published because of low numbers.

When the results of the 2011 Census become available, it will be possible to compare the marital status figures of Council staff, against the marital status figures for 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.

Sex

In Scotland, there are roughly equal numbers of males and females. The National Records of Scotland Demographic Factsheet for 2011 showed an Orkney profile of 10,194 females and 9,966 males.

Staff in post – Sex

The following is a profile of Council employees broken down into female and male.

On 7 March 2013 the figures relating to non-teaching staff in post were: female 1568 (68.2%) and male 731 (31.8%). The figures for teachers in post were: female 266 (73.89%) and male 94 (26.11%)

The gender profile reflects the trends within the public sector where the majority of the workforce is female (source: The Scottish Government Equality Statement: Scotland's Budget 2011-12.)

New starts and Leavers - Sex

The following tables show new starts and leavers for 2012:

Non-teaching staff					
New starts during 2012			Leavers during 2012		
Sex	Number	% of total	Sex	Number	% of total
Female	538	74.83%	Female	470	72.64%
Male	181	25.17%	Male	177	27.36%
Total	719		Total	647	

Teachers					
New starts during 2012			Leavers during 2012		
Sex	Number	% of total	Sex	Number	% of total
Female	79	75.96%	Female	55	71.43%
Male	25	24.04%	Male	22	28.57%
Total	104		Total	77	

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 and selection – Sex

The following table shows a breakdown of applications for employment, applicants who have been shortlisted and appointments in respect of non-teaching posts for 2012:

Recruitment and Selection - Non-teaching Staff						
Sex	Applicants		Shortlisted		Appointed	
	Number	% of total	Number	% of total	Number	% of total
Female	2432	65.91%	985	70.06%	473	72.43%
Male	1106	29.97%	334	23.76%	140	21.44%
Not known	152	4.12%	87	6.19%	40	6.12%
Total	3690		1406		653	

The following table shows a breakdown by sex of applications for employment, applicants who have been shortlisted and appointments in respect of teaching posts for 2012:

Recruitment and Selection - Teachers						
Sex	Applicants		Shortlisted		Appointed	
	Number	% of total	Number	% of total	Number	% of total
Female	151	63.98%	85	70.83%	40	67.80%
Male	72	30.51%	28	23.33%	13	22.03%
Not known	13	5.51%	7	5.83%	6	10.17%
Total	236		120		59	

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.

Promotions - Sex

As stated earlier there is a low return rate for this question, therefore data is limited and the figures are too low for publication. They have been collected and analysed and show a higher number of females being promoted. This percentage rate is consistent with the staff profile and shows no evidence of any sex discrimination.

Gender balance among managers

To date the gender equalities Statutory Performance Indicators on the top 2% and 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 31.03.13:

PI	Target	%	Number
The number and percentage of the highest paid 2% of earners among Council employees that are female	50%/50% to 60%/40% = Green 61%/39% to 70%/30% = Amber 71%/29% to 100%/0% = Red	Male = 76% Female = 24%	Male 25 employees Female 8 employees
The number and percentage of the highest paid 5% of earners among Council employees that are female	50%/50% to 60%/40% = Green 61%/39% to 70%/30% = Amber 71%/29% to 100%/0% = Red	Male = 74% Female = 26%	Male 65 employees Female 23 employees
The number and percentage of the highest paid 10% of earners among Council employees that are female	50%/50% to 60%/40% = Green 61%/39% to 70%/30% = Amber 71%/29% to 100%/0% = Red	Male = 62% Female = 38%	Male 119 employees Female 72 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.

Corporate Management Team

The Corporate Management Team of the Council is made up of 17 people as at 25.03.12. There are 7 females and 10 males broken down by service as follows:

Corporate Management Team		
	Male	Female
Chief Executive's Services	1	1
Orkney Health & Care	0	2
Education, Leisure and Housing	2	2
Corporate Services	4	1
Development and Infrastructure	3	1
Total	10	7

Although individuals can be identified by the figures shown within this table, it has been published because the information could easily be obtained by looking at our website and is not therefore seen as sensitive personal information.

These figures suggest that there is no sex discrimination in the appointment of staff to senior posts. In terms of our recruitment and selection processes the best person for

the post is appointed. Recruitment and selection training is carried out regularly and was updated to include our requirements under the Equality Act 2010.

It must be acknowledged that some service areas traditionally attract more male candidates or more female candidates - for example Marine Services employ more males and care services employ more females – and this can affect all our gender balance statistics.

Gender pay gap

The Council is required to produce and publish Information on any gender pay gap, shown as any difference: ‘...between men’s average hourly pay (excluding overtime) and women’s average hourly pay (excluding overtime).’ The following information is correct as at 31.12.12:

Non-Education Authority		
	Average hourly rate	Gender Pay Gap
Female	£10.21	17.53%
Male	£12.38	

The headline gender pay gap figure is derived from mean hourly earnings (excluding overtime) for males and females. These figures have been calculated based on each employee’s main post to remove duplication and relief workers have not been included.

There are several ways of measuring the pay gap but our figure has been calculated using the average (or mean) to determine the pay gap. We followed guidance for publishing information on gender and employment, equal pay and occupational segregation, published by Close the Gap in August 2012, when preparing the information contained within this section of the report. The Close the Gap project works across Scotland with employers to encourage and enable actions to address the gender pay gap. Its partners include the Scottish Government and the Equality and Human Rights Commission. By using the same method of measuring the pay gap will ensure consistency and allow us to measure the trend in future years.

According to provisional figures for 2012 published by Close the Gap’s Working Paper 9, the mean gender pay gap in Scotland is 17.8%.

The reason for the 17.53% pay gap is largely down to the high numbers of female staff employed in lower grade posts, such as cleaners, catering, home carers and domestic staff whereas higher grade professional posts are filled by larger numbers of male staff.

Education Authority		
	Average hourly rate	Gender Pay Gap
Female	£19.38	2.91%
Male	£19.96	

There does not appear to be any current comparative gender pay gap data available on Scottish Teaching Staff, although data in a 2010 Equality and Human Rights Commission report indicated an 8.4% pay gap in favour of male teaching staff. This gap is reversed in favour of female teachers in Orkney. The average hourly rate is high partly due to the fact that a considerable number of teachers have been in post for some time and have reached the top of their salary scale.

Occupational Segregation

This section contains details of occupation segregation as at 31.12.12. Occupational segregation is the concentration in particular grades and in particular occupations of females and males:

Occupational Segregation – Breakdown by Service										
Grade	Corporate		Chief Executive		Development & Infrastructure		Education, Leisure & Housing		OHAC	
	M	F	M	F	M	F	M	F	M	F
1	12	82					10	4		2
2	4	44		1	5	1	21	59	8	38
3		28		2	17	10	18	95	7	37
4	3	22		4	115	15	11	32	29	199
5	1	11		14	13	6	8	43	3	10
6		8	8	6	13	9	29	34	9	103
7		9		5	17	7	5	19	3	30
8	1	6			23	6	6	10	4	20
9	1	8	5	2	24	3	6	7		6
10	1	4	3	1	7	7	1	3	7	28
11	8	5	2	1	12		3	5	2	5
12-14	6	2	3		12	1	2	1	2	3
CO	4	1	2	1	3	1	2	2		2
Orkney College Academic staff							19	20		
Total	41	230	23	37	261	66	141	334	74	483

These figures differ marginally from the staff profile. Relief workers are not included and neither are teachers. In addition, some employees in this table have been counted more than once as they are multiple post holders.

Data shows occupational segregation along gender lines. The highest concentration of females is within Grade 4. This grade contains the traditionally female dominated roles such as Social Care Assistants and Home Care workers.

The following table shows a percentage breakdown by service of female and male employees:

Service	% Female	% Male
Chief Executive IT and Support Services Communications Democratic Services Customer Services Information Services Committees	60.66%	39.34%
Corporate Services Finance & Pensions HR & Performance Legal Services Building and Facilities Estate Management Catering & Cleaning Health and Safety Emergency Planning Strategic Policy Internal Audit Registration Procurement	84.87%	15.13%
D&I Transport and Amenities Environmental Services Engineering Services Strategic Transportation Marine Services Quarry Staff Road Operations Staff Waste Operations Environmental Health Facilities Building Standards Strategic Development and Regeneration Design Development and Regeneration Works and Inspection	20.18%	79.82%
Education, Leisure and Housing Education Support Community Learning and Development Housing and Homelessness Libraries Arts, Museums and Heritage Orkney College Sport and Leisure	86.69%	13.31%

Orkney Health and Care Children and Families Directorate Support All Age Learning Disabilities Health and Community Care Residential and Day Care Services Community Mental Health Occupational Therapy Home Carers,	70.32%	29.68%
Teachers	73.89%	26.11%

Our workforce gender profile shows that, with the exception of Development and Infrastructure, the largest percentage of employees in each service are female. This Service contains the traditionally male populated roles such as road workers, waste operatives, quarries operatives and marine services.

Grade 1 is paid to those employees who are undertaking roles such as:

- Cleaning Staff
- School Crossing Patrol Officers
- Laundry Domestics
- Leisure Attendants
- Dining Room Supervisors

Grade 2 is paid to those employees who are undertaking roles such as:

- Janitorial Staff
- School Auxiliaries
- Kitchen Domestics
- Toothbrush supervisors
- Handymen
- Mobile Toilet Attendants

Grade 3 is paid to those employees who are undertaking roles such as:

- Clerical Assistants
- Lifeguards
- Support for Learning Assistants
- Sheltered Housing Operatives
- Cooks
- Drivers
- Refuse Collectors
- Store Persons

Grade 4 is paid to those employees who are undertaking roles such as:

- Airfield Coordinators
- Home Care workers
- Council Caretakers
- Social Care Assistants
- Mobile Library Drivers
- Support For Learning Assistants
- Mobile Community Responders
- Road Operatives
- Waste Disposal Operatives
- Pier masters
- Refuse Drivers
- Drivers
- Administrative Assistants
- Library Assistants

Grade 5 is paid to those employees who are undertaking roles such as:

- Electrical Mechanical Technicians
- Early Year Workers
- Social Care Workers
- Senior Clerical Assistants
- Secretaries
- Classroom Assistants
- Head Cooks (Secondary Schools)

Grade 6 is paid to those employees who are undertaking roles such as:

- Community Learning Tutors
- Social Care Workers Qualified
- Housing Officers
- Early Years Workers

- Day Centre Officers
- House Parents
- Senior Clerical Assistants – Finance
- IT Technicians
- Forepersons
- School Technicians

Grade 7 is paid to those employees who are undertaking roles such as:

- Assistant Planners
- Early Years Workers
- Roads Operations Technician
- Adult Basic Education Workers
- Qualified Day Centre Officers
- Senior Technician Schools
- Electrical/Mechanical Technicians
- Quarry Services Supervisor
- Personnel Support Officers
- Social Care Coordinators

Grade G8 is paid to professional staff undertaking roles such as:

- Senior Social Care Workers
- Senior Day Centre Officers
- Development Officers
- Planning Officers
- Clerk Of Works
- Marine Officers

Grade G9 is paid to professional staff such as:

- Accounting Officers
- Finance Officers
- Unit Leaders – OHAC
- Building Surveyors
- Community Education Officers
- Data Base Support Officers
- Planners
- Office Managers
- Engineers

Grade G10 is paid to professional staff such as:

- Chartered Surveyors
- Chartered Engineers
- Social Workers
- Environmental Health Officers
- Senior Planners

Grade 11 is paid to professional staff such as:

- Solicitors
- School Business Managers
- Team Managers
- Senior HR Advisors

Grade 12 is paid to staff such as Service Managers

Our equality outcome 8, an education outcome, is to ensure that there are no barriers to pupils for opportunities within education. We will identify under-representation on specific courses (by sex initially) to ensure that pupils will have equal opportunities to develop personal ambitions, interests and talents. We hope that this will identify and help break gender stereotype moulds.

Equal pay statement

Orkney Islands Council supports the principle of equal opportunities in employment to ensure that employees are not discriminated against irrespective of: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

We are committed to ensuring that males and females should receive equal pay for the same or broadly similar work, for work rated as equivalent and for work of equal value. When new posts are created, or existing posts re-graded, it is the post that is graded, not the post holders.

We are committed to the fundamental principle that procedures to determine the pay and conditions of employment of all our employees should not discriminate unlawfully and are free from bias. We understand that equal pay between men and women is a legal right under both domestic and European law. In order to achieve equitable pay, we will operate a pay system which is transparent and based on objective criteria. This will be achieved through application of the nationally agreed job evaluation scheme and relevant legislation. For Teachers we will comply with nationally agreed pay and conditions of service.

We will work with Trade Unions to develop fair and non-discriminatory pay and progression systems which are understood and accepted by employees and by the managers who operate the system. All aspects of the pay package will be reviewed and monitored regularly to ensure it delivers equal pay. Any pay inequalities identified which cannot be justified will be eliminated.

Our objectives are to:

- Eliminate any unfair, unjust or unlawful practices that impact on pay.
- Take appropriate remedial action where required.

We are committed to equal pay in practice and will continue to:

- Review existing pay and conditions systems in operation and plan and implement appropriate actions in partnership with the recognised trade unions.
- Implement transparent pay and conditions packages ensuring relevant information is available to employees.
- Provide training and guidance for managers and supervisory staff involved in decisions about pay and benefits.
- Undertake regular monitoring to examine existing and future pay practices for all its employees.
- Respond to grievances on equal pay timeously, openly and fairly in accordance with our grievance procedure.

Work will take place to develop systems which will allow us to expand on the information published on occupational segregation and our policy on equal pay to cover disabled people and minority racial groups as well as women and men as required by the specific duties.

Summary - Sex

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

Staff in post

- 68.2% of non-teaching staff and 73.89% of teachers are female.

Starters and Leavers

- Among non-teaching staff 74.83% of starters and 72.64% of leavers were female.
- The figures for teachers showed 75.96% of starters and 71.43% of leavers were female.

Applications, Shortlisted and Appointed

- The non-teaching figures show that 65.91% of applicants, 70.06% of candidates who were shortlisted and 72.43% of appointments were female
- 63.98% of applicants for teaching posts, 70.83% of candidates who were shortlisted and 67.80% of those appointed were female.

Promotion figures show a higher number of females being promoted. This percentage rate is consistent with the staff profile and shows no evidence of any sex discrimination, however there is a low return rate for this question. The gender balance within our Corporate Management Team would suggest there is no sex discrimination in the appointment of staff to senior posts. However, it must be acknowledged that we have a gender pay gap of 17.63% among non-teaching staff and have not met our performance indicator targets for the number and percentage of the highest paid 2% and 5% of earners among Council employees that are female.

We are committed to the principle of equal opportunities in employment and will continue to monitor these figures. If the trend shows no improvement during 2013 we will carry out an equal pay audit in 2014.

Living Wage

In 2012 the Council voluntarily adopted a minimum Living Wage as part of its commitment to social justice. This followed promotion of the concept of a Living Wage by the Joseph Rowntree Foundation, a British Social Policy research and development charity. The Foundation regarded the Living Wage as the required income people needed in order to achieve a socially acceptable standard of living. The Living Wage figure was set at a rate to reflect cost of living factors, but was independent of the Retail Price Index and the Consumer Price Index. The equality impact assessment which was carried out at the time showed that, although the Living Wage applied to all employees who fell below a specified pay level regardless of gender, the majority who were affected were female.