

7.0 Employee Information Analysis for the year 2015/2016

7.1 Key Findings

- Far too many employees are reluctant to answer equality monitoring questions and the reason/(s) for this must be a priority action for the Council within the next reporting period.
- The Council needs to address what data and information it gathers in relation to its workforce, those leaving the organisation and those being short-listed in recruitment exercises to fully understand and relate to its workforce, leaver and recruitment profiles.
- The organisation needs to try and attract a more diverse workforce to fully reflect those within its communities as detailed in the 2011 Census.
- The Council's workforce remains comprised of 72% female employees and 28% male employees.
- The number of female 'ad hoc' employees is more than double that of male 'ad hoc' employees.
- Job-share positions are predominantly held by female employees, and over a quarter of part-time positions are held by female employees as compared to under 5% of male employees.
- There is double the number of female employees to male employees in the displaced employee section known as SWITCH.

7.2 Workforce Profile Analysis

Age

During the year 2015/16 the age profile of the workforce was:

Age Band	Number	Percentage
16 - 24	534	9.5%
25 - 39	1619	28.8%
40 – 55	2418	43.0%
56 – 59	506	9.0%
60 – 64	356	6.3%
65+	185	3.3%
Total	5618	100.0%

The greatest number of employees falls into the 40 – 55 age band but employees in the 16 – 24 age band (9.5%) are now almost equal to the 60+ cohort.

The average age of a Midlothian Council employee is 43 a fall of one year since 2015, and the percentage of employees in the 16 – 24 age band has increased by 0.5%. For those aged 55 and over the percentage has dropped by 0.7%.

Disability

During the year 2015/16 the disability profile of the workforce was:

Type of Disability	Number	Percentage
DID NOT ANSWER	3342	59.5%
Learning Disability	13	0.2%
Longstanding Illness	20	0.4%
Mental Health Condition	13	0.2%
No disability	2121	37.8%
Other, such as disfigurement	5	0.1%
Physical Impairment	16	0.3%
Prefer not to answer	76	1.4%
Sensory Impairment	12	0.2%
Total	5618	100%

The number of employees who did not answer the disability question remains disappointingly high at 59.5% and the reason/(s) for this need full investigation during the period 2017 - 2021. Of the 1.4% of employees who did report a disability enquiries need to be made as to how they find the Council as an employer and what actions they consider would enable better reporting of this protected characteristic.

Gender Re-assignment

In answer to the question 'have you ever identified as a Transgender person or Trans person?' in 2015/2016 the following was recorded:

Answer	Number	Percentage
Did not answer	4597	81.8%
No	998	17.8%
Prefer not to answer	23	0.4%
Yes	0	0%
Total	5618	100%

With less than one fifth of employees answering this question as with disability this is very disappointing and again full investigations as to why employees are reluctant to answer this question need to be made during the period 2017 – 2021. It would also appear that those answering 'yes 'to the question in 2014/15 have either left

the organisation or are now unwilling to answer the question and again this needs investigation.

Marriage and Civil Partnership

In 2015/2016 the workforce profile in this category was as follows:

Status	Number	Percentage
Divorced/Separated	191	3.4%
Living with partner	185	3.3%
Married/Civil Partnership	2655	47.3%
No answer provided	953	17.0%
Prefer not to answer	409	7.3%
Single	1180	21.0%
Widowed	45	0.8%
Total	5618	100.0%

As with other protected characteristics the Council needs to look into why just under a quarter of its workforce are reluctant to provide details of their marriage, civil partnership or other status.

Pregnancy and Maternity

No data available at the time of reporting.

For those employees who are pregnant or on maternity leave their roles are risk assessed to determine any potential negative health impacts and they are, in line with statute and best practice, given special leave to attend appointments associated with their pregnancy. During maternity leave they are again, in line with statute, offered the opportunity and actively encouraged to take part in 'keep in touch days'. Employees on maternity leave are also communicated with on a regular basis in terms of keeping them up to date with any changes.

There is much emphasis on the importance to foster good relations in order that when an employee returns to work after a period of maternity leave the transition back to work is one where the employee feels fully integrated as soon as possible. Many of those returning from maternity leave apply for and are granted more part time and/or flexible working opportunities.

Race

Ethnic Origin	Number	Percentage
African (inc Scottish/British)	*	*
African Other	*	*
Asian Bangladeshi (inc Scottish/British)	*	*
Asian British	*	*
Asian Indian (inc Scottish/British)	*	*
Asian Other (inc Scottish/British)	*	*
Asian Pakistani (inc Scottish/British)	9	0.2%
Bangladeshi	*	*
Black (inc Scottish/British)	*	*
Caribbean or Black (other)	*	*
Other	*	*
Irish	*	*
Mixed - any other mixed background	11	0.2%
Pakistani	*	*
Prefer not to answer	40	0.7%
White - Eastern European (eg Polish)	8	0.1%
White and Black African	*	*
White and Black Caribbean	*	*
White Gypsy/Traveller	*	*
White Irish	27	0.5%
White Other	69	1.2%
White Other British	225	4.0%
White Scottish	2007	35.7%
DID NOT ANSWER	3193	56.8%
Total	5618	100.0%

- Where the number reported is five or less we are required to respect anonymity and the number is therefore withheld.

During the period 2017 – 2021 investigation needs to take place as to why over half the workforce do not wish to provide their ethnic origin details.

Nationality

Nationality	Number	Percentage
British	1151	20.5%
English	32	0.6%
Northern Irish	12	0.2%
Other	88	1.6%
Prefer not to answer	33	0.6%
Scottish	1605	28.6%
Welsh	6	0.1%
DID NOT ANSWER	2691	47.9%
Grand Total	5618	100.0%

Again, during the period 2017 – 2021 investigation needs to take place as to why just under a half of the workforce does not wish to provide details of their nationality.

Religion or Belief

Religion or Belief	Number	Percentage
Buddhist	8	0.1%
Church of Scotland	424	7.5%
Hindu	*	*
Muslim	6	0.1%
None	439	7.8%
Other Christian	67	1.2%
Other Religion or Belief	9	0.2%
Prefer not to answer	180	3.2%
Roman Catholic	124	2.2%
DID NOT ANSWER	4360	77.6%
Total	5618	100.0%

- Where the number reported is five or less we are required to respect anonymity and the number is therefore withheld.

With over 75% of the workforce not being prepared to state their religion or belief there is again a great need to investigate the reason for this during the period 2017 – 2021.

Sex (Gender)

Sex (Gender)	Number	Percentage
Female	4034	71.8%
Male	1584	28.2%
Total	5618	100%

The gender mix of the Council's workforce remains very much as previously reported in 2014/2015 (71% and 29% respectively).

Sexual Orientation

Sexual Orientation	Number	Percentage
Bisexual	*	*
Gay	7	0.1%
Heterosexual/Straight	1048	18.7%
Lesbian	*	*
Prefer not to answer	282	5.0%
DID NOT ANSWER	4273	76.1%
Grand Total	5618	100.0%

- Where the number reported is five or less we are required to respect anonymity and the number is therefore withheld.

With over 75% of the workforce not being prepared to state their sexual orientation, there is again a great need to investigate the reason for this during the period 2017 – 2021.

Caring Responsibilities

In 2015/2016 employees were asked 'do you have caring responsibilities'. The table below shows data received in relation to this question.

Do you have caring responsibilities?	Number	Percentage
No	623	11.1%
Prefer not to answer	17	0.3%
Yes - Over 18	92	1.6%
Yes - Under 18	297	5.3%
Yes - Under and Over 18	22	0.4%
DID NOT ANSWER	4567	81.3%
Total	5618	100.0%

As with previous characteristics investigation needs to take place as to why over four fifths of the workforce does not wish to divulge if they have caring responsibilities.

Disciplinary Cases

No disciplinary action has been taken, regardless of the outcome, and analysis has shown no evidence of disproportionate treatment on the grounds of any of the protected characteristics.

Grievance Cases

No grievance cases were lodged, regardless of the outcome, and analysis has shown no evidence of disproportionate treatment on the grounds of any of the protected characteristics.

7.3 Leavers Profile Analysis

Data/information on this will be collected and analysed as from 2016/17.

7.4 Recruitment Profile Analysis

Age Profile

Data/information not available at the time of reporting

Disability

Job Applicants	Number	Percentage
Yes	346	3.76%
No	8420	91.58%
Prefer not to answer	77	0.84%
Unknown	351	3.82%
Total	9194	100.00%

Successful Candidates	Number	Percentage
Yes	25	3.09%
No	739	91.23%
Prefer not to answer	*	*
Unknown	44	5.43%
Total	810	100.00%

Gender Re-assignment

Data/information not available at the time of reporting

Marriage & Civil Partnership

Job Applicants	Number	Percentage
Married/Civil Partnership	2768	30.11%
Not Married	5960	64.82%
Prefer not to answer	100	1.09%
Unknown	366	3.98%
Total	9194	100.00%

Successful Candidates	Number	Percentage
Married/Civil Partnership	327	40.37%
Not Married	434	53.58%
Prefer not to answer	*	*
Unknown	45	5.56%
Total	810	100.00%

Pregnancy and Maternity

Data/information not available at the time of reporting

Race

Job Applicants	Number	Percentage
African - (Inc. Scottish/British)	35	0.4%
African - Other	83	0.9%
Any Mixed or Multiple	54	0.6%
Asian - Bangladeshi (Inc. Scottish/British)	23	0.3%
Asian - Chinese (Inc. Scottish/British)	20	0.2%
Asian - Indian (Inc. Scottish/British)	70	0.8%
Asian - Other (Inc. Scottish/British)	17	0.2%
Asian - Pakistani (Inc. Scottish/British)	74	0.8%
Black - (Inc. Scottish/British)	14	0.2%
Caribbean - (Inc. Scottish/British)	*	*
Caribbean or Black (Other)	12	0.1%
Other - Arab (Inc. Scottish/British)	8	0.1%
Prefer not to answer	61	0.7%
White - Eastern European (e.g. Polish)	56	0.6%
White - Irish	163	1.8%
White - Other British	795	8.6%
White - Other white ethnic group	348	3.8%
White - Polish	125	1.4%
White - Scottish	6802	74.0%
Did not answer	429	4.7%
Total	9194	100.0%

- Where the number reported is five or less we are required to respect anonymity and the number is therefore withheld.

Successful Candidates	Number	Percentage
African Other	*	*
Any Mixed or Multiple	*	*
Asian – Indian (Inc. Scottish/British)	*	*
Asian - Bangladeshi, Chinese, Pakistani	*	*
Prefer not to answer	*	*
Did not answer	51	6.30%
White – Eastern European	*	*
White - Polish	8	1.11%
White - Scottish	620	76.54%
White - Irish	14	1.73%
White – Other British	74	9.14%
White – Other White Ethnic Group	28	3.46%
Total	810	100.00%

- Where the number reported is five or less we are required to respect anonymity and the number is therefore withheld.

Religion, Faith or Belief

Job Applicants	Number	Percentage
Buddhist	31	0.34%
Church of Scotland	1559	16.96%
Hindu	32	0.35%
Humanist	20	0.22%
Jewish	7	0.08%
Muslim	113	1.23%
None	4557	49.56%
Other Christian	655	7.12%
Other Religion or Belief	100	1.09%
Pagan	*	*
Prefer not to Answer	631	6.86%
Roman Catholic	951	10.34%
Sikh	11	0.12%
Did not Answer	526	5.72%
Total	9194	100.00%

- Where the number reported is five or less we are required to respect anonymity and the number is therefore withheld.

Successful Candidates	Number	Percentage
Buddhist	*	*
Church of Scotland	152	18.77%
Humanist	*	*
Jewish	*	*
Muslim	*	*
None	400	49.38%
Other Christian	48	5.93%
Other Religion or Belief	7	0.86%
Pagan	*	*
Prefer not to Answer	53	6.54%
Roman Catholic	85	10.49%
Did not Answer	58	7.16%
Total	810	100.00%

- Where the number reported is five or less we are required to respect anonymity and the number is therefore withheld.

Sex (Gender)

Job Applicants	Number	Percentage
Female	6010	65.37%
Male	2821	30.68%
Prefer not to Answer	26	0.28%
Did not Answer	337	3.67%
Total	9194	100.00%

Successful Candidates	Number	Percentage
Female	574	70.86%
Male	191	23.58%
Prefer not to Answer	*	*
Did not Answer	43	5.31%
Total	810	100.00%

- Where the number reported is five or less we are required to respect anonymity and the number is therefore withheld.

Sexual Orientation

Job Applicants	Number	Percentage
Bisexual	77	0.84%
Gay	65	0.71%
Heterosexual/Straight	8230	89.51%
Lesbian	55	0.61%
Other	11	0.12%
Prefer not to Answer	348	3.79%
Did not Answer	408	4.44%
Total	9194	100.00%

Successful Candidates	Number	Percentage
Bisexual	6	0.74%
Gay	*	*
Heterosexual/Straight	720	88.89%
Lesbian	*	*
Other	*	*
Prefer not to Answer	28	3.46%
Did not Answer	49	6.05%
Total	810	100.00%

- Where the number reported is five or less we are required to respect anonymity and the number is therefore withheld.

7.5 Training Profile Analysis

The Council uses different approaches to training such as one-to-one, group coaching sessions and leadership management courses for identified learning needs. This move away from a one size fits all classroom training approach continues to facilitate inclusion for all employees irrespective of protected characteristic.

7.6 Conclusion

The Council is fully committed to the ethos of the Equality Act 2010 and is determined to provide employees with a workplace that is fit-plus for the 21st century.

Gathering data and information for this analysis has highlighted a number of areas for the Council to focus on in the years ahead. The main points of note are:

- The Council must continue to ensure that all employees are aware of the benefits of flexible working. Particular effort needs to be made to ensure that employees working in areas which are traditionally less likely to avail themselves of employee benefits are made aware of the opportunities available to them.
- The age profile of the Council continues to represent challenges to workforce planning within the organisation.
- A considerable amount of work needs to be done to ensure that the Council is a positive workplace for lesbian, gay, bi-sexual and transgender employees and new recruits. Continuing and promoting our work with Stonewall Scotland is an important element in this work.
- Engagement with employees in relation to equal opportunities is an important means of giving the Council a more qualitative insight into the issues concerning employees, and allows the Council to take these on board when reviewing and developing new policies. The Council needs to encourage employees to feel confident about declaring their disability, sexual orientation or information about other protected characteristics.
- The Council needs to work on its reputation as a modern, inclusive and welcoming workplace both for existing employees and for new recruits.
- The Council needs to develop the data and information it gathers on existing employees, leavers, and new potential new recruits in order to be a modern employer of choice.

8.0 Employee information analysis for the year 2016/2017

8.1 Key Findings

- It is still the case that far too many employees are reluctant to answer equality monitoring questions, and understanding and resolving the reason/(s) for this continues to be a priority action for the Council within the period 2018 – 2021.
- The Council continues to need to address what data and information it gathers in relation to its standing workforce, those leaving the organisation, and those it attracts to apply for positions within the organisation. This will give the Council a robust knowledge about its workforce, the reasons why individuals leave, and what attracts new applicants to want to work for the authority.
- Action/(s) are required to attract a more diverse workforce across all protected characteristics that will fully reflect those within Midlothian's communities.
- In round terms the organisation attracts and recruits on a 70% female, 30% male basis which is in sync with the standing workforce. The Council needs to look into ways of attracting more males into the workforce particularly into traditionally seen female roles such as teaching.
- The Council continues to need to address an ageing workforce profile.

8.2 Workforce Profile Analysis (for period 01/04/16 – 31/03/17)

Age

During the year 2016/17 the age profile of the workforce was:

Age Band	Number	Percentage
16-24	516	9.22
25-39	1560	27.86
40-55	2260	40.36
56-59	508	9.07
60-64	378	6.75
65+	377	6.73
Total	5599	100.00

The greatest number of employees remains as during 2015/16 within the age band 40 – 55. However, there has been an increase (3.88%) in the 60+ cohort with the 16 – 24 cohort showing a slight decline from the 15/16 figure, (9.5% to 9.22%).

Disability

During the year 2016/17 the disability profile of the workforce was:

Type of Disability	Number	Percentage
Did Not Answer	2988	53.37
No disability	2373	42.38
Prefer not to answer	166	2.96
Yes - Learning Disability	13	0.23
Yes - Longstanding Illness	20	0.36
Yes - Mental Health Condition	10	0.18
Yes - Other, such as disfigurement	*	*
Yes - Physical Impairment	17	0.30
Yes - Sensory Impairment	8	0.14
Total	5599	100.00

* Where the number reported is five or less we are required to respect anonymity and the number is therefore withheld.

There has been a slight reduction (6.13%) in the number of employees who did not answer the disability question, but it is still disappointingly high at 53.37%. Further, the number of employees who 'prefer not to answer' has doubled since 2015/16 and the reason/(s) for this along with the number who 'did not answer' will be fully investigated during the period of the new Equality Plan 2017 – 2021.

In relation to the year 2015/16 percentages remain relatively steady where employees have disclosed that they have a disability and the type of their disability (1.4% (15/16), 1.28% (16/17)). A confidential survey needs to be undertaken to understand why these employees are prepared to provide details and to contrast this with reasons given from the majority of employees who do not provide any information.

Gender Re-assignment

Answer	Number	Percentage
Did not answer	4652	83.09
No	923	16.49
Prefer not to answer	22	0.39
Yes	*	*
Total	5599	100.00

* Where the number reported is five or less we are required to respect anonymity and the number is therefore withheld.

In answer to the question 'have you ever identified as a Transgender person or Trans person?' in 2015/2016 no positive responses were recorded. As the table above shows in 2016/2017 positive responses were recorded. This would indicate that

those responding feel safe and happy to do so within the organisation, and it would be a very positive step forward if they would share with the Equality officer why this is so. (It would also be important to ascertain if they had previously recorded a 'yes' to this question, as there were positive responses in 2014/15, and had not felt confident to do so in 2015/16). Sensitive enquiries in this regard will be carried out during the next year.

Notwithstanding this, it is still very disappointing that only 16.5% employees are prepared to answer this question and flags up the need for detailed work to understand why this is the case within the workforce.

Marriage and Civil Partnership

In 2016/2017 the workforce profile in this category was as follows:

Status	Number	Percentage
Did Not Answer	897	16.02
Divorced/Separated	201	3.59
Living with partner	197	3.52
Married/Civil Partnership	2692	48.08
Prefer not to answer	382	6.82
Single	1175	20.99
Widowed	55	0.98
Total	5599	100.00

As with other protected characteristics the Council needs to look into why just under a quarter of its workforce are reluctant to provide details of their marriage, civil partnership or other status.

Pregnancy and Maternity workforce profile (period 01/04/16 – 31/03/17)

Age	Number	Percentage
16-24	*	*
25-39	151	90.96
40-55	11	6.63
Total	166	100.00

Disability Type	Number	Percentage
Did Not Answer	116	69.88
No	45	27.11
Prefer not to answer	*	*
Yes - Mental Health Condition	*	*
Total	166	100.00

Gender Re-assignment	Number	Percentage
Did Not Answer	139	83.73
No	27	16.27
Total	166	100.00

Marital Status	Number	Percentage
Did Not Answer	24	14.46
Divorced/Separated	*	*
Living with partner	7	4.22
Married/Civil Partnership	91	54.82
Prefer not to answer	10	6.02
Single	33	19.88
Total	166	100.00

Ethnic Origin	Number	Percentage
Did Not Answer	112	67.47
White - Eastern European (e.g. Polish)	*	*
White Other	*	*
White Other British	9	5.42
White Scottish	39	23.49
Total	166	100.00

Nationality	Number	Percentage
British	38	22.89
Did Not Answer	86	51.81
English	*	*
Northern Irish	*	*
Other, please specify	*	*
Prefer not to answer	*	*
Scottish	36	21.69
Total	166	100.00

Religion or Belief	Number	Percentage
Church of Scotland	7	4.22
Did Not Answer	136	81.93
None	16	9.64
Other Christian	*	*
Prefer not to answer	*	*
Roman Catholic	*	*
Total	166	100.00

Sex (Gender)	Number	Percentage
Female	166	100
Total	166	100.00

Sexual Orientation	Number	Percentage
Did Not Answer	136	81.93
Heterosexual/Straight	28	16.87
Prefer not to answer	*	*
Total	166	100.00

Caring Responsibilities	Number	Percentage
Did Not Answer	139	83.73
No	21	12.65
Yes - Under 18	6	3.61
Total	166	100.00

* Where the number reported is five or less we are required to respect anonymity and the number is therefore withheld.

In 2015/16 no data was available at the time of reporting for pregnancy and maternity.

In 2016/17 data across all protected characteristics is available for pregnancy and maternity. What this data shows is that within the specific characteristic of pregnancy and maternity there is still a substantial reluctance to record disability, gender re-assignment, race, religion and faith, sexual orientation and caring responsibility.

The reason/(s) for this reluctance to record needs to be understood if the Council is to be considered an employer of choice. This action will be carried out within the period of the Equality Plan 2017 – 2021.

As for the previous year, for those employees who are pregnant or on maternity leave their roles are risk assessed to determine any potential negative health impacts and they are, in line with statute and best practice, given special leave to attend appointments associated with their pregnancy. During maternity leave they are again, in line with statute, offered the opportunity and actively encouraged to take part in 'keep in touch days'. Employees on maternity leave are also communicated with on a regular basis in terms of keeping them up to date with any changes.

There is much emphasis on the importance to foster good relations in order that when an employee returns to work after a period of maternity leave the transition back to work is one where the employee feels fully integrated as soon as possible. Many of those returning from maternity leave apply for and are granted more part time and/or flexible working opportunities.

Race

Ethnic Origin	Number	Percentage
African (inc Scottish/British)	*	*
African Other	*	*
Any other White background	*	*
Asian Bangladeshi (inc Scottish/British)	*	*
Asian British	*	*
Asian Chinese (inc Scottish/British)	*	*
Asian Indian (inc Scottish/British)	*	*
Asian Other (inc Scottish/British)	*	*
Asian Pakistani (inc Scottish/British)	6	0.11
Bangladeshi	*	*
Black (inc Scottish/British)	*	*
Caribbean or Black (other)	*	*
Ethnicity, if Other please specify	*	*
Irish	*	*
Mixed - any other mixed background	14	0.25
Pakistani	*	*
Prefer not to answer	37	0.66
White - Eastern European (e.g. Polish)	7	0.13
White and Black African	*	*
White and Black Caribbean	*	*
White Gypsy/Traveller	*	*
White Irish	32	0.57
White Other	79	1.41
White Other British	240	4.29
White Scottish	2238	39.97
Did Not Answer	2917	52.10
Total	5599	100.00

* Where the number reported is five or less we are required to respect anonymity and the number is therefore withheld.

During the period 2017 – 2021 investigation will take place as to why over half the workforce do not wish to provide their ethnic origin details.

Nationality

Nationality	Number	Percentage
British	1295	23.13
Did Not Answer	2518	44.97
English	30	0.54
Northern Irish	15	0.27
Other, please specify	103	1.84
Prefer not to answer	31	0.55
Scottish	1604	28.65

Nationality	Number	Percentage
Welsh	*	*
Grand Total	5599	100.00

Since last year there has been a 2.96% reduction in the number of employees who did not provide details of their nationality. This is a positive sign but further work must be undertaken during 2018 – 2021 to reduce this further.

Religion or Belief

Religion or Belief	Number	Percentage
Buddhist	7	0.13
Church of Scotland	391	6.98
Did Not Answer	4441	79.32
Hindu	*	*
Muslim	6	0.11
None	408	7.29
Other Christian	63	1.13
Other Religion or Belief	7	0.13
Prefer not to answer	157	2.80
Roman Catholic	118	2.11
Total	5599	100.00

* Where the number reported is five or less we are required to respect anonymity and the number is therefore withheld.

With over 75% of the workforce not being prepared to state their religion or belief there is again a great need to investigate the reason for this during the period 2018 – 2021.

Sex (Gender)

Sex (Gender)	Number	Percentage
Female	4019	71.78
Male	1580	28.22
Total	5599	100.00

The gender mix of the Council's workforce remains very much as previously reported in 2015/2016 (female 71.8% and male 28.2%).

Sexual Orientation

Sexual Orientation	Number	Percentage
Bisexual	*	*
Did Not Answer	4367	78.00
Gay	8	0.14
Heterosexual/Straight	970	17.32

Sexual Orientation	Number	Percentage
Lesbian	*	*
Prefer not to answer	246	4.39
Grand Total	5599	100.00

* Where the number reported is five or less we are required to respect anonymity and the number is therefore withheld.

With over 75% of the workforce not being prepared to state their sexual orientation, there is again a great need to investigate the reason for this during the period 2018 – 2021.

Caring Responsibilities

In 2016/2017 employees were asked 'do you have caring responsibilities'. The table below shows data received in relation to this question.

Do you have caring responsibilities?	Number	Percentage
Did Not Answer	4626	82.62
No	580	10.36
Prefer not to answer	13	0.23
Yes - Over 18	87	1.55
Yes - Under 18	272	4.86
Yes - Under and Over 18	21	0.38
Total	5599	100.00

As with previous characteristics investigation needs to take place as to why over four fifths of the workforce does not wish to divulge if they have caring responsibilities.

Disciplinary Cases

No disciplinary action has been taken, regardless of the outcome, and analysis has shown no evidence of disproportionate treatment on the grounds of any of the protected characteristics.

Resolution Cases

No resolution cases were lodged, regardless of the outcome, and analysis has shown no evidence of disproportionate treatment on the grounds of any of the protected characteristics.

8.3 Leavers Profile Analysis

Data/information was collected and analysed as from 2016/17.

Age Profile

Age Band	Number	Percentage
16-24	116	17.60
25-39	229	34.75
40-55	179	27.16
56-59	47	7.13
60-64	54	8.19
65+	34	5.16
Total	659	100.00

In 2016/17 over one third of leavers from the Council were in the age bracket 25 – 39. Investigations need to be undertaken as to how the Council can make itself more attractive with regard to career progression of this cohort rather than losing this talent and resource.

Disability

Type of Disability	Number	Percentage
Did Not Answer	327	49.62
No	315	47.80
Prefer not to answer	11	1.67
Yes - Learning Disability	*	*
Yes - Longstanding Illness	*	*
Yes - Mental Health Condition	*	*
Yes - Other, such as disfigurement	*	*
Total	659	100.00

* Where the number reported is five or less we are required to respect anonymity and the number is therefore withheld.

With less than one percent of leavers declaring information on disability when leaving, the Council needs to understand why there is such a reluctance to acknowledge disability by the leaving workforce.

Gender Re-assignment

Response	Number	Percentage
Did not Answer	613	93.02
No	45	6.83
Prefer not to answer	*	*
Total	659	100.00

* Where the number reported is five or less we are required to respect anonymity and the number is therefore withheld.

As with previous characteristics investigation needs to take place as to why over 90% of the leaving workforce do not wish to answer a question regarding gender re-assignment.

Marriage & Civil Partnership

Marital Status	Number	Percentage
Did not answer	160	24.28
Divorced	21	3.19
Living with partner	20	3.03
Married/Civil Partnership	240	36.42
Prefer not to answer	22	3.34
Single	187	28.38
Widowed	9	1.37
Total	659	100.00

Again, as with previous characteristics investigation needs to take place as to why over a quarter of the leaving workforce do not wish to divulge their marital status.

Race

Ethnic Origin	Number	Percentage
African Other	*	*
Asian British	*	*
Asian Indian (inc Scottish/British)	*	*
Asian Pakistani (inc Scottish/British)	*	*
Did Not Answer	315	47.80
Mixed - any other mixed background	*	*
Prefer not to answer	*	*
White Irish	*	*
White Other	17	2.58
White Other British	15	2.28
White Scottish	297	45.07
Total	659	100.00

* Where the number reported is five or less we are required to respect anonymity and the number is therefore withheld.

Just under half of workforce leavers in 2016/17 either did not answer or preferred not to answer a question about ethnic origin. The reason for this needs to be understood.

Nationality

Nationality	Number	Percentage
British	172	26.10
Did Not Answer	251	38.09
English	*	*
Northern Irish	*	*
Other, please specify	25	3.79
Prefer not to answer	*	*
Scottish	202	30.65
Welsh	*	*
Total	659	100.00

* Where the number reported is five or less we are required to respect anonymity and the number is therefore withheld.

As with ethnic origin, the Council needs to understand why over a third of leavers either did not answer or preferred not to answer the nationality question.

Religion, Faith or Belief

Religion or Belief	Number	Percentage
Buddhist	*	*
Church of Scotland	17	2.58
Did Not Answer	598	90.74
None	20	3.03
Other Christian	*	*
Other Religion or Belief	*	*
Prefer not to answer	11	1.67
Roman Catholic	7	1.06
Total	659	100.00

* Where the number reported is five or less we are required to respect anonymity and the number is therefore withheld.

As with ethnic origin and nationality, the Council needs to understand why over 90% of leavers either did not answer or preferred not to answer the religion, faith or belief question.

Gender

Sex (Gender)	Number	Percentage
Female	458	69.50
Male	201	30.50
Total	659	100.00

The leavers profile corresponds to the staying working profile at a 70/30 female/male split.

Sexual Orientation

Sexual Orientation	Number	Percentage
Did Not Answer	594	90.14
Gay	*	*
Heterosexual/Straight	48	7.28
Prefer not to answer	16	2.43
Total	659	100.00

* Where the number reported is five or less we are required to respect anonymity and the number is therefore withheld.

With over 90% of leavers not prepared to answer the sexual orientation question, the Council needs to investigate any negative undercurrents that may be causing this to happen.

Caring Responsibilities

Do you have caring responsibilities?	Number	Percentage
Did Not Answer	613	93.02
No	27	4.10
Prefer not to answer	*	*
Yes - Over 18	6	0.91
Yes - Under 18	11	1.67
Total	659	100.00

* Where the number reported is five or less we are required to respect anonymity and the number is therefore withheld.

With over 90% of leavers not prepared to answer the caring responsibilities question, the Council needs to investigate why this is the case.

8.4 Recruitment Profile Analysis

Age Profile

Age Band	Number	Percentage
16 - 24	1706	14.34
25 - 39	5386	45.26
40 - 55	3654	30.71
56 - 59	451	3.79
60 - 64	270	2.27
65 +	24	0.20
Did not Answer	408	3.43

Age Band	Number	Percentage
Total	11899	100.00

Successful Candidates	Number	Percentage
16 - 24	103	10.03
25 - 39	446	43.43
40 - 55	357	34.76
56 - 59	42	4.09
60 - 64	20	1.95
65 +	*	*
Did not Answer	55	5.36
Total	1027	100.00

* Where the number reported is five or less we are required to respect anonymity and the number is therefore withheld.

It is noticeable that the number of candidates not answering the age question both in applicants and successful candidates is considerably less than within the existing and leaving workforce. Why this is requires investigation.

Disability

Job Applicants	Number	Percentage
1. Learning disability	204	1.71
2. Longstanding illness	79	0.66
3. Mental health condition	50	0.42
4. Physical impairment	67	0.56
5. Sensory impairment - Visual	56	0.47
6. Other, such as disfigurement	22	0.18
7. Sensory impairment - Hearing	*	*
Did Not Answer	418	3.51
No Disability	10980	92.28
Prefer not to answer	19	0.16
Total	11899	100.00

* Where the number reported is five or less we are required to respect anonymity and the number is therefore withheld.

Successful Candidates	Number	Percentage
1. Learning disability	17	1.66
2. Longstanding illness	*	*
3. Mental health condition	*	*
4. Physical impairment	*	*
5. Sensory impairment - Visual	*	*
6. Other, such as disfigurement	*	*

Successful Candidates	Number	Percentage
7. Sensory impairment - Hearing	*	*
Did Not Answer	49	4.77
No Disability	946	92.11
Prefer not to answer	*	*
Total	1027	100.00

* Where the number reported is five or less we are required to respect anonymity and the number is therefore withheld.

Again it is noticeable that the disability applicants and successful candidates are far more willing to disclose information than the standing and leaving workforce. Investigation as to why this is will benefit the organisation.

Gender Re-assignment

Job Applicants	Number	Percentage
Did not Answer	331	2.78
No	11473	96.42
Prefer not to answer	70	0.59
Yes	25	0.21
Total	11899	100.00

Successful Candidates	Number	Percentage
Did not Answer	48	4.67
No	974	94.84
Prefer not to answer	*	*
Yes	*	*
Total	1027	100.00

* Where the number reported is five or less we are required to respect anonymity and the number is therefore withheld.

The percentage of those unwilling to answer the gender re-assignment question is markedly less than that recorded for the standing and leaving workforce. Why this is needs to be looked into and any negative issues uncovered put right.

Marriage & Civil Partnership

Job Applicants	Number	Percentage
Did not answer	318	2.67
Divorced	547	4.60
Living with partner	1625	13.66
Married/Civil Partnership	3944	33.15
Prefer not to answer	150	1.26
Separated	318	2.67

Single	4922	41.36
Widowed	75	0.63
Total	11899	100.00

Successful Candidates	Number	Percentage
Did not answer	46	4.48
Divorced	47	4.58
Living with partner	143	13.92
Married/Civil Partnership	402	39.14
Prefer not to answer	10	0.97
Separated	29	2.82
Single	340	33.11
Widowed	10	0.97
Total	1027	100.00

Neither applicants nor successful candidates appear to have issues with reporting marriage and civil partnership status whereas over quarter of the standing and leaving workforce do. The organisation would benefit from understanding why.

Pregnancy and Maternity

Data/information not available at the time of reporting

Race

Job Applicants	Number	Percentage
African - (Inc. Scottish/British)	55	0.46
African - Other	99	0.83
Any Mixed or Multiple	97	0.82
Asian - Bangladeshi (Inc. Scottish/British)	21	0.18
Asian - Chinese (Inc. Scottish/British)	32	0.27
Asian - Indian (Inc. Scottish/British)	61	0.51
Asian - Other (Inc. Scottish/British)	26	0.22
Asian - Pakistani (Inc. Scottish/British)	109	0.92
Black - (Inc. Scottish/British)	34	0.29
Caribbean - (Inc. Scottish/British)	*	*
Caribbean or Black (Other)	7	0.06
Did not Answer	325	2.73
Other	39	0.33
Other - Arab (Inc. Scottish/British)	26	0.22
Prefer not to answer	98	0.82
White - Eastern European (e.g. Polish)	115	0.97
White - Gypsy/Traveller	*	*
White - Irish	194	1.63
White - Other British	1037	8.72
White - Other white ethnic group	543	4.56

Job Applicants	Number	Percentage
White - Polish	190	1.60
White - Scottish	8785	73.83
Total	11899	100.00

* Where the number reported is five or less we are required to respect anonymity and the number is therefore withheld.

Successful Candidates	Number	Percentage
African - (Inc. Scottish/British)	*	*
African - Other	*	*
Any Mixed or Multiple	6	0.58
Asian - Bangladeshi (Inc. Scottish/British)	*	*
Asian - Chinese (Inc. Scottish/British)	*	*
Asian - Indian (Inc. Scottish/British)	*	*
Asian - Pakistani (Inc. Scottish/British)	*	*
Caribbean or Black (Other)	*	*
Did not Answer	47	4.58
other	*	*
Other - Arab (Inc. Scottish/British)	*	*
Prefer not to answer	*	*
White - Eastern European (e.g. Polish)	*	*
White - Gypsy/Traveller	*	*
White - Irish	20	1.95
White - Other British	88	8.57
White - Other white ethnic group	35	3.41
White - Polish	9	0.88
White - Scottish	799	77.80
Total	1027	100.00

* Where the number reported is five or less we are required to respect anonymity and the number is therefore withheld.

As for previous categories of applicants and successful candidates disclosure rates are greater here than for the standing and leaving workforce. Why this is needs to be looked into.

Nationality

Job Applicants	Number	Percentage
British	2221	18.67
Did not Answer	419	3.52
English	258	2.17
Northern Irish	95	0.80

Job Applicants	Number	Percentage
Other	1164	9.78
Prefer not to answer	128	1.08
Scottish	7601	63.88
Welsh	13	0.11
Total	11899	100.00

Successful Candidate	Number	Percentage
British	188	18.31
Did not Answer	61	5.94
English	14	1.36
Northern Irish	18	1.75
Other	58	5.65
Prefer not to answer	8	0.78
Scottish	679	66.11
Welsh	*	*
Total	1027	100.00

* Where the number reported is five or less we are required to respect anonymity and the number is therefore withheld.

Again as for previous categories of applicants and successful candidates disclosure rates are greater here than for the standing and leaving workforce. Why this is needs to be looked into.

Religion, Faith or Belief

Job Applicants	Number	Percentage
Buddhist	29	0.24
Church of Scotland	1915	16.09
Did Not Answer	462	3.88
Hindu	44	0.37
Humanist	111	0.93
Jewish	16	0.13
Muslim	158	1.33
None	6015	50.55
Other Christian	1035	8.70
Other Religion or Belief	194	1.63
Pagan	9	0.08
Prefer not to answer	733	6.16
Roman Catholic	1169	9.82
Sikh	9	0.08
Total	11899	100.00

Successful Candidates	Number	Percentage
Buddhist	*	*
Church of Scotland	196	19.08
Did Not Answer	57	5.55
Humanist	8	0.78
Jewish	*	*
Muslim	*	*
None	504	49.07
Other	*	*
Other Christian	71	6.91
Other Religion or Belief	6	0.58
Prefer not to answer	68	6.62
Roman Catholic	105	10.22
Total	1027	100.00

*Where the number reported is five or less we are required to respect anonymity and the number is therefore withheld.

Again as for previous categories of applicants and successful candidates disclosure rates are greater here than for the standing and leaving workforce. Why this is needs to be looked into.

Further, as with other protected characteristics, the organisation might benefit from attracting a more diverse range of applicants as here and in other protected characteristic categories we attract and recruit a similar cohort of applicant/successful candidate year on year.

Sex (Gender)

Job Applicants	Number	Percentage
Female	7605	63.91
Male	3970	33.36
Prefer not to answer	40	0.34
Did not Answer	284	2.39
Total	11899	100.00

Successful Candidates	Number	Percentage
Female	692	67.38
Male	288	28.04
Prefer not to answer	*	*
Did not Answer	46	4.48
Total	1027	100.00

* Where the number reported is five or less we are required to respect anonymity and the number is therefore withheld.

In round terms the organisation attracts and recruits on a 70% female, 30% male basis which is in sync with the standing workforce. It would be considered good practice to look into ways of attracting more males into the workforce particularly into traditionally seen female roles such as teaching.

Sexual Orientation

Job Applicants	Number	Percentage
Bisexual	86	0.72
Did not Answer	347	2.92
Gay	105	0.88
Heterosexual/Straight	10795	90.72
Lesbian	76	0.64
Other	25	0.21
Prefer not to answer	465	3.91
Total	11899	100.00

Successful Candidates	Number	Percentage
Bisexual	*	*
Did not Answer	48	4.67
Gay	6	0.58
Heterosexual/Straight	926	90.17
Lesbian	*	*
Other	*	*
Prefer not to answer	37	3.60
Total	1027	100.00

* Where the number reported is five or less we are required to respect anonymity and the number is therefore withheld.

The organisation needs to make itself more an employer of choice for Lesbian, Gay, Bisexual and Transgender (LGBT) applicants. During the period 2018 – 2021 the Council will work to increase its standing with LGBT applicants through its membership of Stonewall Scotland’s Diversity Champion’s programme.

Caring Responsibilities

Do you have caring responsibilities?	Number	Percentage
Did Not Answer	315	2.65
No	7259	61.01
Prefer not to answer	86	0.72
Yes (Children under 18)	4054	34.07
Yes, other	185	1.55
Total	11899	100.00

Successful Candidates	Number	Percentage
Did Not Answer	46	4.48
No	559	54.43
Prefer not to answer	6	0.58
Yes (Children under 18)	403	39.24
Yes, other	13	1.27
Total	1027	100.00

Although the percentage not answering or preferring not to answer is very small in comparison to the standing or leaving workforce, the organisation still needs to understand why there is any reluctance to answer this question. Work to understand why will be undertaken during the period 2018 – 2021.

8.5 Training Profile Analysis

The Council continues to use different approaches to training such as one-to-one, group coaching sessions and leadership management courses for identified learning needs. This move away from a one size fits all classroom training approach continues to facilitate inclusion for all employees irrespective of protected characteristic.

8.6 Conclusion

The Council remains fully committed to the ethos of the Equality Act 2010 and is determined to provide employees with a workplace of choice that is fit-plus for the 21st century.

Gathering data and information for this analysis has highlighted a number of areas for the Council to focus on in the years ahead. The main points of note are:

- The age profile of the Council continues to represent challenges to workforce planning within the organisation.
- A considerable amount of work needs to be done to ensure that the Council is a positive workplace for lesbian, gay, bi-sexual and transgender (LGBT) employees and new recruits. Continuing and promoting our work with Stonewall Scotland is an important element in this work.
- Engagement with employees in relation to equal opportunities is an important means of giving the Council a more qualitative insight into the issues concerning employees, and allows the Council to take these on board when reviewing and developing new policies. The Council needs to encourage employees to feel

confident about declaring their disability, sexual orientation or information about other protected characteristics.

- The Council needs to work on its reputation as a modern, inclusive and welcoming workplace both for existing employees and for new recruits.
- The Council needs to develop the data and information it gathers on existing employees, leavers, and new potential new recruits in order to be a modern employer of choice.

9.0 Gender Pay Gap

9.1 The gender pay gap between average hourly rate of pay for male and female – all Council employees as at 31st March 2017 was 2.96%.

10.0 Equal Pay Statement

10.1 Equal Pay Statement

Midlothian Council believes in equal opportunities in employment and is committed to the fundamental principle that procedures to determine the pay and conditions of employment of all our employees do not discriminate unlawfully and aims to eliminate any sex bias or any form of discrimination. The Council recognises that in order to achieve equitable pay it should operate a pay system which is transparent and based on objective criteria.

The Council believes that pay is one of the key factors affecting motivation and relationships at work and therefore considers it important to develop pay arrangements that reward employees fairly. The Council 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 which cannot be justified will as far as is possible be eliminated.

The Council will aim to:

- Continue to use objective, justifiable and proportionate job-related information and an analytical job evaluation scheme to determine the salaries of jobs and the Council's salary structures.
- Monitor existing and future pay practices and the impact or potential impact on men and women.

- Assess and review the findings of monitoring activities and take action where necessary.
- Provide development and guidance for managers and others directly involved in decisions about pay and benefits.
- Continue to work with the recognised Trade Unions on equal pay and equalities in employment.
- Inform employees of how our pay practices work and how their own pay is determined.
- Respond promptly and investigate where necessary grievances on equal pay.

Our commitment to equal pay extends to both race and disability and whilst able to monitor this as our systems are developed to check for bias we will be in a position to more accurately report this in late 2018.