



Midlothian

# Midlothian Council

EQUALITY EMPLOYEE INFORMATION ANALYSIS 2017/2018

## 1.0 Employee information analysis for the year 2017/2018

### 1.1 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 from 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. Further, the Council needs to look at attracting women into traditional male areas such as waste, transport, amenity, and STEM (science, technology, engineering and mathematics) professions.
- The Council continues to need to address an ageing workforce profile.

### 1.2 Workforce Profile Analysis (for period 01/04/17 – 31/03/18)

#### Age

During the year 2017/18 the age profile of the workforce was:

| Age Band | Number | Percentage |
|----------|--------|------------|
| 16-24    | 539    | 9.44       |
| 25-39    | 1551   | 27.16      |
| 40-55    | 2288   | 40.07      |
| 56-59    | 512    | 8.97       |

| <b>Age Band</b> | <b>Number</b> | <b>Percentage</b> |
|-----------------|---------------|-------------------|
| 60-64           | 430           | 7.53              |
| 65+             | 390           | 6.83              |
| <b>Total</b>    | <b>5710</b>   | <b>100.00</b>     |

The greatest number of employee remains as during 2015/16 and 2016/17 within the age band 40 – 55. There is a slight increase (0.22%) in the number of 16 – 24 year old employees since last year. However, the number of employee within the 60+ cohort continues to grow and is up 0.88% in 2017/18.

### Disability

During the year 2017/18 the disability profile of the workforce was:

| <b>Type of Disability</b>          | <b>Number</b> | <b>Percentage</b> |
|------------------------------------|---------------|-------------------|
| <b>Did Not Answer</b>              | <b>2843</b>   | <b>49.79</b>      |
| No disability                      | 2638          | 46.20             |
| Prefer not to answer               | 156           | 2.73              |
| Yes - Learning Disability          | 11            | 0.19              |
| Yes - Longstanding Illness         | 21            | 0.37              |
| Yes - Mental Health Condition      | 8             | 0.14              |
| Yes - Other, such as disfigurement | *             | *                 |
| Yes - Physical Impairment          | 20            | 0.35              |
| Yes - Sensory Impairment           | 8             | 0.14              |
| <b>Total</b>                       | <b>5710</b>   | <b>100.00</b>     |

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

Since last year there has been a slight reduction (3.58%) in the number of employees who did not answer the disability question, but it is still disappointingly high at 49.79%.

The number of employees who ‘prefer not to answer’ remains double the number 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 2016/17 percentages remain steady where employees have disclosed that they have a disability and the type of their disability (1.28% (16/17) and 1.28% (17/18)). 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

| <b>Answer</b>        | <b>Number</b> | <b>Percentage</b> |
|----------------------|---------------|-------------------|
| Did not answer       | 4781          | 83.73             |
| No                   | 907           | 15.88             |
| Prefer not to answer | 21            | 0.37              |
| Yes                  | *             | *                 |
| <b>Total</b>         | <b>5710</b>   | <b>100.00</b>     |

\* 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 2017/2018 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 period of the Plan.

Notwithstanding this, it is still very disappointing that only 15.90% employees are prepared to answer this question, (either yes or no), and flags up the need for detailed work to understand why this is the case within the workforce.

## Marriage and Civil Partnership

In 2017/2018 the workforce profile in this category was as follows:

| Status                    | Number      | Percentage    |
|---------------------------|-------------|---------------|
| Did Not Answer            | 871         | 15.25         |
| Divorced/Separated        | 239         | 4.19          |
| Living with partner       | 216         | 3.78          |
| Married/Civil Partnership | 2701        | 47.30         |
| Prefer not to answer      | 345         | 6.04          |
| Single                    | 1279        | 22.40         |
| Widowed                   | 59          | 1.03          |
| <b>Total</b>              | <b>5710</b> | <b>100.00</b> |

As with other protected characteristics the Council needs to look into why 21.29%, nearly one 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        | 126        | 85.71         |
| 40-55        | 20         | 13.61         |
| <b>Total</b> | <b>147</b> | <b>100.00</b> |

| Disability Type      | Number | Percentage |
|----------------------|--------|------------|
| Did Not Answer       | 105    | 71.43      |
| No                   | 38     | 25.85      |
| Prefer not to answer | *      | *          |

| <b>Disability Type</b>        | <b>Number</b> | <b>Percentage</b> |
|-------------------------------|---------------|-------------------|
| Yes - Mental Health Condition | *             | *                 |
| Yes – Sensory Impairment      | *             | *                 |
| <b>Total</b>                  | <b>147</b>    | <b>100.00</b>     |

| <b>Gender Re-assignment</b> | <b>Number</b> | <b>Percentage</b> |
|-----------------------------|---------------|-------------------|
| Did Not Answer              | 122           | 82.99             |
| No                          | 25            | 17.01             |
| <b>Total</b>                | <b>147</b>    | <b>100.00</b>     |

| <b>Marital Status</b>     | <b>Number</b> | <b>Percentage</b> |
|---------------------------|---------------|-------------------|
| Did Not Answer            | 18            | 12.24             |
| Divorced/Separated        | *             | *                 |
| Living with partner       | *             | *                 |
| Married/Civil Partnership | 86            | 58.50             |
| Prefer not to answer      | 9             | 6.12              |
| Single                    | 28            | 19.05             |
| <b>Total</b>              | <b>147</b>    | <b>100.00</b>     |

| <b>Ethnic Origin</b>                   | <b>Number</b> | <b>Percentage</b> |
|--|---------------|-------------------|
| Did Not Answer                         | 100           | 68.03             |
| White - Eastern European (e.g. Polish) | *             | *                 |
| White Other                            | *             | *                 |
| White Other British                    | 8             | 5.44              |
| White Scottish                         | 34            | 23.13             |
| <b>Total</b>                           | <b>147</b>    | <b>100.00</b>     |

| <b>Nationality</b>    | <b>Number</b> | <b>Percentage</b> |
|-----------------------|---------------|-------------------|
| British               | 33            | 22.45             |
| Did Not Answer        | 76            | 51.70             |
| English               | *             | *                 |
| Other, please specify | *             | *                 |
| Scottish              | 34            | 23.13             |
| <b>Total</b>          | <b>147</b>    | <b>100.00</b>     |

| <b>Religion or Belief</b> | <b>Number</b> | <b>Percentage</b> |
|---------------------------|---------------|-------------------|
| Church of Scotland        | 6             | 4.08              |
| Did Not Answer            | 120           | 81.63             |
| None                      | 15            | 10.20             |
| Other Christian           | *             | *                 |
| Prefer not to answer      | *             | *                 |
| Roman Catholic            | *             | *                 |
| <b>Total</b>              | <b>147</b>    | <b>100.00</b>     |

| <b>Sex (Gender)</b> | <b>Number</b> | <b>Percentage</b> |
|---------------------|---------------|-------------------|
| Female              | 147           | 100.00            |
| <b>Total</b>        | <b>147</b>    | <b>100.00</b>     |

| <b>Sexual Orientation</b> | <b>Number</b> | <b>Percentage</b> |
|---------------------------|---------------|-------------------|
| Did Not Answer            | 119           | 80.95             |
| Heterosexual/Straight     | 26            | 17.69             |
| Prefer not to answer      | *             | *                 |
| <b>Total</b>              | <b>147</b>    | <b>100.00</b>     |

| <b>Caring Responsibilities</b> | <b>Number</b> | <b>Percentage</b> |
|--------------------------------|---------------|-------------------|
| Did Not Answer                 | 122           | 82.99             |
| No                             | 17            | 11.56             |
| Yes - Under 18                 | 8             | 5.44              |
| <b>Total</b>                   | <b>147</b>    | <b>100.00</b>     |

\* 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.

From 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

| <b>Ethnic Origin</b>                     | <b>Number</b> | <b>Percentage</b> |
|--|---------------|-------------------|
| African (inc Scottish/British)           | *             | *                 |
| African Other                            | *             | *                 |
| Any other Asian background               | *             | *                 |
| 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)   | 7             | 0.12              |
| Bangladeshi                              | *             | *                 |
| Black (inc Scottish/British)             | *             | *                 |
| Caribbean or Black (other)               | *             | *                 |
| Did Not Answer                           | 2744          | 48.06             |
| Ethnicity, if Other please specify       | *             | *                 |
| Irish                                    | *             | *                 |

| <b>Ethnic Origin</b>                   | <b>Number</b> | <b>Percentage</b> |
|--|---------------|-------------------|
| Mixed - any other mixed background     | 16            | 0.28              |
| Pakistani                              | *             | *                 |
| Prefer not to answer                   | 31            | 0.54              |
| White - Eastern European (e.g. Polish) | 6             | 0.11              |
| White and Asian                        | *             | *                 |
| White and Black African                | *             | *                 |
| White and Black Caribbean              | *             | *                 |
| White Gypsy/Traveller                  | *             | *                 |
| White Irish                            | 38            | 0.67              |
| White Other                            | 89            | 1.56              |
| White Other British                    | 267           | 4.68              |
| White Scottish                         | 2477          | 43.38             |
| <b>Total</b>                           | <b>5710</b>   | <b>100.00</b>     |

\* 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 just under half the workforce do not wish to provide their ethnic origin details.

#### Nationality

| <b>Nationality</b>    | <b>Number</b> | <b>Percentage</b> |
|-----------------------|---------------|-------------------|
| British               | 1451          | 25.41             |
| Did Not Answer        | 2318          | 40.60             |
| English               | 31            | 0.54              |
| Northern Irish        | 18            | 0.32              |
| Other, please specify | 114           | 2.00              |
| Prefer not to answer  | 27            | 0.47              |

| <b>Nationality</b> | <b>Number</b> | <b>Percentage</b> |
|--------------------|---------------|-------------------|
| Scottish           | 1748          | 30.61             |
| Welsh              | *             | *                 |
| <b>Grand Total</b> | <b>5710</b>   | <b>100.00</b>     |

Since last year there has been a 4.45% 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

| <b>Religion or Belief</b> | <b>Number</b> | <b>Percentage</b> |
|---------------------------|---------------|-------------------|
| Buddhist                  | 8             | 0.14              |
| Church of Scotland        | 374           | 6.55              |
| Did Not Answer            | 4554          | 79.75             |
| Hindu                     | *             | *                 |
| Muslim                    | 6             | 0.11              |
| None                      | 428           | 7.50              |
| Other Christian           | 65            | 1.14              |
| Other Religion or Belief  | 8             | 0.14              |
| Prefer not to answer      | 145           | 2.54              |
| Roman Catholic            | 121           | 2.12              |
| <b>Total</b>              | <b>5710</b>   | <b>100.00</b>     |

\* 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)

| <b>Sex (Gender)</b> | <b>Number</b> | <b>Percentage</b> |
|---------------------|---------------|-------------------|
| Female              | 4027          | 70.53             |
| Male                | 1683          | 29.47             |
| <b>Total</b>        | <b>5710</b>   | <b>100.00</b>     |

The gender mix of the Council's workforce remains very much as previously reported in 2016/2017 (female 71.78% and male 28.22%).

### Sexual Orientation

| <b>Sexual Orientation</b> | <b>Number</b> | <b>Percentage</b> |
|---------------------------|---------------|-------------------|
| Bisexual                  | *             | *                 |
| Did Not Answer            | 4498          | 78.77             |
| Gay                       | 9             | 0.16              |
| Heterosexual/Straight     | 961           | 16.83             |
| Lesbian                   | *             | *                 |
| Prefer not to answer      | 234           | 4.10              |
| <b>Grand Total</b>        | <b>5710</b>   | <b>100.00</b>     |

\* 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

Last year and this employees were asked 'do you have caring responsibilities'. The table below shows data received in relation to this question.

| <b>Do you have caring responsibilities?</b> | <b>Number</b> | <b>Percentage</b> |
|---|---------------|-------------------|
| Did Not Answer                              | 4750          | 83.19             |
| No  | 565           | 9.89              |
| Prefer not to answer                        | 14            | 0.25              |
| Yes - Over 18                               | 93            | 1.63              |
| Yes - Under 18                              | 266           | 4.66              |
| Yes - Under and Over 18                     | 22            | 0.39              |
| <b>Total</b>                                | <b>5710</b>   | <b>100.00</b>     |

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

Less than five disciplinary actions have been taken on the grounds of any of the protected characteristics.

### Resolution Cases

Less than six resolution cases were lodged on the grounds of any of the protected characteristics.

### 1.3 Leavers Profile Analysis

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

For the period 01/04 2017 – 31/03/2018 the figures/percentages are as follows:

#### Age Profile

| <b>Age Band</b> | <b>Number</b> | <b>Percentage</b> |
|-----------------|---------------|-------------------|
| 16-24           | 92            | 13.28             |
| 25-39           | 235           | 33.91             |
| 40-55           | 192           | 27.71             |
| 56-59           | 64            | 9.24              |
| 60-64           | 67            | 9.67              |
| 65+             | 43            | 6.20              |
| <b>Total</b>    | <b>693</b>    | <b>100.00</b>     |

In 2017/18 as in the previous year, 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

| <b>Type of Disability</b>  | <b>Number</b> | <b>Percentage</b> |
|----------------------------|---------------|-------------------|
| Did Not Answer             | 301           | 43.43             |
| No                         | 374           | 53.97             |
| Prefer not to answer       | 13            | 1.88              |
| Yes - Learning Disability  | *             | *                 |
| Yes - Longstanding Illness | *             | *                 |
| Yes – Sensory Impairment   | *             | *                 |
| <b>Total</b>               | <b>693</b>    | <b>100.00</b>     |

\* 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

| <b>Response</b>      | <b>Number</b> | <b>Percentage</b> |
|----------------------|---------------|-------------------|
| Did not Answer       | 612           | 88.31             |
| No                   | 78            | 11.26             |
| Prefer not to answer | *             | *                 |
| <b>Total</b>         | <b>693</b>    | <b>100.00</b>     |

\* 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 just under 90% of the leaving workforce do not wish to answer a question regarding gender re-assignment.

#### Marriage & Civil Partnership

| <b>Marital Status</b>     | <b>Number</b> | <b>Percentage</b> |
|---------------------------|---------------|-------------------|
| Did not answer            | 123           | 17.75             |
| Divorced/Separated        | 19            | 2.74              |
| Living with partner       | 27            | 3.90              |
| Married/Civil Partnership | 287           | 41.41             |
| Prefer not to answer      | 22            | 3.17              |
| Single                    | 211           | 30.45             |
| Widowed                   | *             | *                 |
| <b>Total</b>              | <b>693</b>    | <b>100.00</b>     |

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

### Race

| <b>Ethnic Origin</b>                     | <b>Number</b> | <b>Percentage</b> |
|--|---------------|-------------------|
| African (inc Scottish/British)           | *             | *                 |
| African Other                            | *             | *                 |
| Arab (inc Scottish/British)              | *             | *                 |
| Asian Bangladeshi (inc Scottish/British) | *             | *                 |
| Asian British                            | *             | *                 |
| Asian Indian (inc Scottish/British)      | *             | *                 |
| Asian Pakistani (inc Scottish/British)   | *             | *                 |
| Chinese                                  | *             | *                 |
| Did Not Answer                           | 269           | 38.82             |
| Mixed - any other mixed background       | *             | *                 |
| Prefer not to answer                     | *             | *                 |
| White – Eastern European (e.g. Polish)   | *             | *                 |
| White Irish                              | 7             | 1.01              |
| White Other                              | 20            | 2.89              |
| White Other British                      | 41            | 5.92              |
| White Scottish                           | 336           | 48.48             |
| <b>Total</b>                             | <b>693</b>    | <b>100.00</b>     |

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



There has been a 10% increase this year in workforce leavers answering a question about ethnic origin. This is a positive movement and needs to be built on the succeeding years.

#### Nationality

| <b>Nationality</b>    | <b>Number</b> | <b>Percentage</b> |
|-----------------------|---------------|-------------------|
| British               | 208           | 30.01             |
| Did Not Answer        | 239           | 34.49             |
| English               | *             | *                 |
| Northern Irish        | *             | *                 |
| Other, please specify | 28            | 4.04              |
| Prefer not to answer  | *             | *                 |
| Scottish              | 205           | 29.58             |
| <b>Total</b>          | <b>693</b>    | <b>100.00</b>     |

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

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

| <b>Religion or Belief</b> | <b>Number</b> | <b>Percentage</b> |
|---------------------------|---------------|-------------------|
| Church of Scotland        | 33            | 4.76              |
| Did Not Answer            | 598           | 86.29             |
| Muslim                    | *             | *                 |
| None                      | 29            | 4.18              |
| Other Christian           | 7             | 1.01              |
| Prefer not to answer      | 15            | 2.16              |
| Roman Catholic            | 10            | 1.44              |

| Religion or Belief | Number     | Percentage    |
|--------------------|------------|---------------|
| <b>Total</b>       | <b>693</b> | <b>100.00</b> |

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

Since last year there has been a 3.96% drop in the percentage of leavers who either did not answer or preferred not to answer the religion, faith or belief question.

#### Gender

| Sex (Gender) | Number     | Percentage    |
|--------------|------------|---------------|
| Female       | 476        | 68.69         |
| Male         | 217        | 31.31         |
| <b>Total</b> | <b>693</b> | <b>100.00</b> |

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

#### Sexual Orientation

| Sexual Orientation    | Number     | Percentage    |
|-----------------------|------------|---------------|
| Did Not Answer        | 591        | 85.28         |
| Gay                   | *          | *             |
| Heterosexual/Straight | 83         | 11.98         |
| Prefer not to answer  | 18         | 2.60          |
| <b>Total</b>          | <b>693</b> | <b>100.00</b> |

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

With over 85% 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. However, on a positive note, this figure is down 4.69% on last year.

### Caring Responsibilities

| <b>Do you have caring responsibilities?</b> | <b>Number</b> | <b>Percentage</b> |
|---|---------------|-------------------|
| Did Not Answer                              | 610           | 88.02             |
| No  | 52            | 7.50              |
| Prefer not to answer                        | *             | *                 |
| Yes - Over 18                               | 10            | 1.44              |
| Yes - Under 18                              | 17            | 2.45              |
| Yes – Under and Over 18                     | *             | *                 |
| <b>Total</b>                                | <b>693</b>    | <b>100.00</b>     |

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

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

#### 1.4 Recruitment Profile Analysis

##### Age Profile

| <b>Age Band</b> | <b>Number</b> | <b>Percentage</b> |
|-----------------|---------------|-------------------|
| 16 - 24         | 1653          | 18.64             |
| 25 - 39         | 3911          | 44.09             |
| 40 - 55         | 2564          | 28.91             |
| 56 - 59         | 314           | 3.54              |
| 60 - 64         | 177           | 2.00              |
| 65 +            | 42            | 0.47              |
| Did not Answer  | 209           | 2.36              |
| <b>Total</b>    | <b>8870</b>   | <b>100.00</b>     |

| <b>Successful Candidates</b> | <b>Number</b> | <b>Percentage</b> |
|------------------------------|---------------|-------------------|
| 16 - 24                      | 121           | 15.86             |
| 25 - 39                      | 317           | 41.55             |
| 40 - 55                      | 251           | 32.90             |
| 56 - 59                      | 28            | 3.67              |
| 60 - 64                      | 18            | 2.36              |
| 65 +                         | *             | *                 |
| Did not Answer               | 24            | 3.15              |
| <b>Total</b>                 | <b>763</b>    | <b>100.00</b>     |

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

It is interesting to note that there are small percentages of both applicants and successful candidates who did not answer the age question. Enquiries into why this is should be undertaken.

#### Disability

| <b>Job Applicants</b>           | <b>Number</b> | <b>Percentage</b> |
|---------------------------------|---------------|-------------------|
| 1. Learning disability          | 161           | 1.82              |
| 2. Longstanding illness         | 75            | 0.85              |
| 3. Mental health condition      | 80            | 0.90              |
| 4. Physical impairment          | 53            | 0.60              |
| 5. Sensory impairment - Visual  | 8             | 0.09              |
| 6. Sensory impairment - Hearing | 14            | 0.16              |
| Did Not Answer                  | 8463          | 95.41             |
| Prefer not to answer            | 16            | 0.18              |
| <b>Total</b>                    | <b>8870</b>   | <b>100.00</b>     |

| <b>Successful Candidates</b>    | <b>Number</b> | <b>Percentage</b> |
|---------------------------------|---------------|-------------------|
| 1. Learning disability          | 11            | 1.44              |
| 2. Longstanding illness         | *             | *                 |
| 3. Mental health condition      | *             | *                 |
| 4. Sensory impairment - Hearing | *             | *                 |
| Did Not Answer                  | 745           | 97.64             |
| Prefer not to answer            | *             | *                 |
| <b>Total</b>                    | <b>763</b>    | <b>100.00</b>     |

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

In both applicants and successful candidates the number not answering the disability question remains far too high. Investigations as to why this is needs to be undertaken.

#### Gender Re-assignment

| <b>Job Applicants</b> | <b>Number</b> | <b>Percentage</b> |
|-----------------------|---------------|-------------------|
| Did not Answer        | 135           | 1.52              |
| No                    | 8645          | 97.46             |
| Prefer not to answer  | 58            | 0.65              |
| Yes                   | 32            | 0.36              |
| <b>Total</b>          | <b>8870</b>   | <b>100.00</b>     |

| <b>Successful Candidates</b> | <b>Number</b> | <b>Percentage</b> |
|------------------------------|---------------|-------------------|
| Did not Answer               | 21            | 2.75              |
| No                           | 738           | 96.72             |
| Prefer not to answer         | *             | *                 |
| Yes                          | *             | *                 |

| <b>Successful Candidates</b> | <b>Number</b> | <b>Percentage</b> |
|------------------------------|---------------|-------------------|
| <b>Total</b>                 | <b>763</b>    | <b>100.00</b>     |

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

The Council needs to work on its reputation to be an employer of choice for trans-gender individuals.

#### Marriage & Civil Partnership

| <b>Job Applicants</b>     | <b>Number</b> | <b>Percentage</b> |
|---------------------------|---------------|-------------------|
| Did not answer            | 145           | 1.63              |
| Divorced                  | 364           | 4.10              |
| Living with partner       | 1292          | 14.57             |
| Married/Civil Partnership | 2939          | 33.13             |
| Prefer not to answer      | 94            | 1.06              |
| Separated                 | 200           | 2.25              |
| Single                    | 3774          | 42.55             |
| Widowed                   | 62            | 0.70              |
| <b>Total</b>              | <b>8870</b>   | <b>100.00</b>     |

| <b>Successful Candidates</b> | <b>Number</b> | <b>Percentage</b> |
|------------------------------|---------------|-------------------|
| Did not answer               | 21            | 2.75              |
| Divorced                     | 30            | 3.93              |
| Living with partner          | 112           | 14.68             |
| Married/Civil Partnership    | 310           | 40.63             |
| Prefer not to answer         | 7             | 0.92              |
| Separated                    | 11            | 1.44              |
| Single                       | 267           | 34.99             |

| <b>Successful Candidates</b> | <b>Number</b> | <b>Percentage</b> |
|------------------------------|---------------|-------------------|
| Widowed                      | *             | *                 |
| <b>Total</b>                 | <b>763</b>    | <b>100.00</b>     |

Neither applicants nor successful candidates appear to have issues with reporting marriage and civil partnership status whereas around one fifth 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

| <b>Job Applicants</b>                       | <b>Number</b> | <b>Percentage</b> |
|---|---------------|-------------------|
| African - (Inc. Scottish/British)           | 28            | 0.32              |
| African - Other                             | 50            | 0.56              |
| Any Mixed or Multiple                       | 57            | 0.64              |
| Asian - Bangladeshi (Inc. Scottish/British) | 17            | 0.19              |
| Asian - Chinese (Inc. Scottish/British)     | 40            | 0.45              |
| Asian - Indian (Inc. Scottish/British)      | 68            | 0.77              |
| Asian - Other (Inc. Scottish/British)       | 20            | 0.23              |
| Asian - Pakistani (Inc. Scottish/British)   | 59            | 0.67              |
| Black - (Inc. Scottish/British)             | 24            | 0.27              |
| Caribbean - (Inc. Scottish/British)         | *             | *                 |
| Caribbean or Black (Other)                  | 7             | 0.08              |
| Did not Answer                              | 190           | 2.14              |
| Other - Arab (Inc. Scottish/British)        | 28            | 0.32              |
| Prefer not to answer                        | 68            | 0.77              |
| White - Eastern European (e.g. Polish)      | 80            | 0.90              |

| <b>Job Applicants</b>            | <b>Number</b> | <b>Percentage</b> |
|----------------------------------|---------------|-------------------|
| White - Irish                    | 102           | 1.15              |
| White - Other British            | 776           | 8.75              |
| White - Other white ethnic group | 562           | 6.34              |
| White - Polish                   | 171           | 1.93              |
| White - Scottish                 | 6520          | 73.51             |
| <b>Total</b>                     | <b>8870</b>   | <b>100.00</b>     |

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

| <b>Successful Candidates</b>              | <b>Number</b> | <b>Percentage</b> |
|---|---------------|-------------------|
| African - Other                           | *             | *                 |
| Any Mixed or Multiple                     | *             | *                 |
| Asian - Chinese (Inc. Scottish/British)   | *             | *                 |
| Asian - Pakistani (Inc. Scottish/British) | *             | *                 |
| Black (inc Scottish/British)              | *             | *                 |
| Did not Answer                            | 23            | 3.01              |
| Prefer not to answer                      | *             | *                 |
| White - Eastern European (e.g. Polish)    | *             | *                 |
| White - Irish                             | 14            | 1.83              |
| White - Other British                     | 74            | 9.70              |
| White - Other white ethnic group          | 24            | 3.15              |
| White - Polish                            | *             | *                 |
| White - Scottish                          | 610           | 79.95             |
| <b>Total</b>                              | <b>763</b>    | <b>100.00</b>     |



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

Disclosure rates for applicants and successful candidates are on the whole better than for the standing and leaving workforce. Why this is needs to be looked into.

Nationality

| <b>Job Applicants</b> | <b>Number</b> | <b>Percentage</b> |
|-----------------------|---------------|-------------------|
| British               | 1565          | 17.64             |
| Did not Answer        | 1163          | 13.11             |
| English               | 201           | 2.27              |
| Northern Irish        | 49            | 0.55              |
| Prefer not to answer  | 103           | 1.16              |
| Scottish              | 5772          | 65.07             |
| Welsh                 | 17            | 0.19              |
| <b>Total</b>          | <b>8870</b>   | <b>100.00</b>     |

| <b>Successful Candidate</b> | <b>Number</b> | <b>Percentage</b> |
|-----------------------------|---------------|-------------------|
| British                     | 132           | 17.30             |
| Did not Answer              | 71            | 9.31              |
| English                     | 17            | 2.23              |
| Northern Irish              | 6             | 0.79              |
| Prefer not to answer        | 9             | 1.18              |
| Scottish                    | 528           | 69.20             |
| <b>Total</b>                | <b>763</b>    | <b>100.00</b>     |

Again as for some 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

| <b>Job Applicants</b>    | <b>Number</b> | <b>Percentage</b> |
|--------------------------|---------------|-------------------|
| Buddhist                 | 27            | 0.30              |
| Church of Scotland       | 1181          | 13.31             |
| Did Not Answer           | 344           | 3.88              |
| Hindu                    | 27            | 0.30              |
| Humanist                 | 112           | 1.26              |
| Jewish                   | *             | *                 |
| Muslim                   | 102           | 1.15              |
| None                     | 4975          | 56.09             |
| Other Christian          | 758           | 8.55              |
| Other Religion or Belief | 42            | 0.47              |
| Pagan                    | 11            | 0.12              |
| Prefer not to answer     | 434           | 4.89              |
| Roman Catholic           | 849           | 9.57              |
| Sikh                     | *             | *                 |
| <b>Total</b>             | <b>8870</b>   | <b>100.00</b>     |

| <b>Successful Candidates</b> | <b>Number</b> | <b>Percentage</b> |
|------------------------------|---------------|-------------------|
| Church of Scotland           | 126           | 16.51             |
| Did Not Answer               | 34            | 4.46              |
| Humanist                     | 14            | 1.83              |
| Muslim                       | *             | *                 |
| None                         | 419           | 54.91             |

| <b>Successful Candidates</b> | <b>Number</b> | <b>Percentage</b> |
|------------------------------|---------------|-------------------|
| Other Christian              | 65            | 8.52              |
| Other Religion or Belief     | *             | *                 |
| Prefer not to answer         | 38            | 4.98              |
| Roman Catholic               | 62            | 8.13              |
| <b>Total</b>                 | <b>763</b>    | <b>100.00</b>     |

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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.

Sex (Gender)

| <b>Job Applicants</b> | <b>Number</b> | <b>Percentage</b> |
|-----------------------|---------------|-------------------|
| Female                | 5636          | 63.54             |
| Male                  | 3076          | 34.68             |
| Prefer not to answer  | 26            | 0.29              |
| Did not Answer        | 132           | 1.49              |
| <b>Total</b>          | <b>8870</b>   | <b>100.00</b>     |

| <b>Successful Candidates</b> | <b>Number</b> | <b>Percentage</b> |
|------------------------------|---------------|-------------------|
| Female                       | 521           | 68.28             |
| Male                         | 221           | 28.96             |
| Prefer not to answer         | *             | *                 |
| Did not Answer               | 20            | 2.62              |
| <b>Total</b>                 | <b>763</b>    | <b>100.00</b>     |

\* 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

| <b>Job Applicants</b> | <b>Number</b> | <b>Percentage</b> |
|-----------------------|---------------|-------------------|
| Bisexual              | 123           | 1.39              |
| Did not Answer        | 191           | 2.15              |
| Gay                   | 133           | 1.50              |
| Heterosexual/Straight | 8000          | 90.19             |
| Lesbian               | 74            | 0.83              |
| Other                 | 40            | 0.45              |
| Prefer not to answer  | 309           | 3.48              |
| <b>Total</b>          | <b>8870</b>   | <b>100.00</b>     |

| <b>Successful Candidates</b> | <b>Number</b> | <b>Percentage</b> |
|------------------------------|---------------|-------------------|
| Bisexual                     | *             | *                 |
| Did not Answer               | 21            | 2.75              |
| Gay                          | 9             | 1.18              |
| Heterosexual/Straight        | 701           | 91.87             |
| Lesbian                      | *             | *                 |
| Prefer not to answer         | 26            | 3.41              |
| <b>Total</b>                 | <b>763</b>    | <b>100.00</b>     |

\* 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

| <b>Do you have caring responsibilities?</b> | <b>Number</b> | <b>Percentage</b> |
|---|---------------|-------------------|
| Did Not Answer                              | 153           | 1.72              |
| No  | 5490          | 61.89             |
| Prefer not to answer                        | 59            | 0.67              |
| Yes (Children under 18)                     | 2988          | 33.69             |
| Yes, other                                  | 180           | 2.03              |
| <b>Total</b>                                | <b>8870</b>   | <b>100.00</b>     |

| <b>Successful Candidates</b> | <b>Number</b> | <b>Percentage</b> |
|------------------------------|---------------|-------------------|
| Did Not Answer               | 21            | 2.75              |
| No                           | 464           | 60.81             |
| Prefer not to answer         | *             | *                 |
| Yes (Children under 18)      | 262           | 34.34             |
| Yes, other                   | 13            | 1.70              |
| <b>Total</b>                 | <b>763</b>    | <b>100.00</b>     |

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

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.

## 1.5 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.

## 1.6 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 21<sup>st</sup> 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.

## **2.0 Gender Pay Gap**

- 2.1 The gender pay gap between average hourly rates of pay for male and female – all Council employees as at 31<sup>st</sup> March 2018 was 2.32%.

## **3.0 Equal Pay Statement**

### **3.1 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 2018/2019.



This document can be made available in different formats and in different languages. If you would like a copy in another language or format, please email [equalities@midlothian.gov.uk](mailto:equalities@midlothian.gov.uk) or telephone 0131 271 3658.