



Employment Equalities Monitoring Report & Equal Pay Gap Information

April 2019

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1.0 Introduction

As part of Shetland Islands Council's Equality Outcomes and Mainstreaming activities, this report is intended to satisfy the legal requirement to publish a Workforce Monitoring Report every two years in respect of 'protected characteristics' relating to equality. The report sets out the context, the source of the data, and links to other published information and has been collated taking account of both the Equality and Human Rights Commission publication "Employee Information and the Public Sector Equality Duty: A Guide for Public Authorities in Scotland" as well as the "Public Sector Equality Duty: Guidance for Reporting on Gender and Employment, Equal Pay, and Occupational Segregation," issued by Close the Gap.

1.1 Legal Context

The public sector equality duty, referred to as the 'general equality duty,' is set out in the Equality Act 2010. Under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, public authorities are also covered by specific duties, which are designed to help public authorities meet the general equality duty. Shetland Islands Council is covered by both the general and specific equality duties. More detail on the general and specific duties it set out in Shetland's Equality Outcomes and Mainstreaming Report 2017 - 2021. This is available on Shetland Islands Council's website – [Equality & Diversity](#)¹ For full link see footnote 1.

1.2 Local Context

In its Values Statement the Council sets out three core values of Excellent Service, Taking Personal Responsibility and Working Well Together. By working well together we expect all employees to demonstrate a positive attitude by being open-minded, fair, respectful, trustworthy and honest. Working fairly and with respect are essential components of meeting the general equality duty and form the backdrop for our equality outcomes and mainstreaming activities.

Shetland's Community Planning Partners (Shetland Islands Council, NHS Shetland, Shetland College, Schools Service, ZetTrans, Integrated Joint Board and Shetland Licensing Board) have set out their overall commitment to equality through their joint Equality Statement within Shetland's Equality Outcomes 2017-2021. Our Equality Outcomes are aimed at producing concrete improvements in people's lives that contribute to a fairer, more inclusive and more prosperous Shetland. Mainstreaming equality simply means integrating equality into our day-to-day working. This means taking equality into account in the way we go about our business when acting as an employer, or planning and providing services. For link see footnote 1.

Furthermore, in its Workforce Strategy 2016-2020 the Council notes that it will "enable its workforce to recognise and manage diversity appropriately and raise awareness of the benefits of greater diversity in employment that represents the Shetland community".

¹ http://www.shetland.gov.uk/communityplanning/equality_and_diversity.asp

Improvement activities include reducing occupational segregation by identifying and overcoming barriers.

Shetland Islands Council is committed to the principle of equal pay for all our employees. In March 2017 at the Policy and Resources Committee, Shetland Islands Council agreed a revised Equal Pay Statement for the period 2017-2021. For link see footnote 1.

1.3 What is Workforce Monitoring Information?

The Council is required as a public authority to take steps to gather information on the composition of our workforce and on the recruitment, development and retention of employees with respect to protected characteristics of age, disability, ethnicity, gender, marriage/civil partnership, pregnancy/maternity, religion/belief, sexual orientation and transgender status.

We must use the information gathered to improve our performance in terms of the general equality duty. By monitoring workforce equality information, we aim to be better able to:

- Identify discrimination in our employment functions and take action to remedy this.
- Identify and remedy any barriers to recruitment, development and progression for people with different protected characteristics.
- Measure the impact of our employment policies, practices and decisions on people with different protected characteristics.
- Take steps to meet the needs of staff and potential staff who share relevant protected characteristics.
- Inform our policies and practices based on evidence.
- Demonstrate to the public and to audit, scrutiny and regulatory bodies how we are performing on equality.
- Assess performance against that of similar organisations, nationally or locally.

1.3.1 Improving Workforce Monitoring Data

The Council is continuously working to improve the data available about our employees and applicants in regard to protected characteristics; during 2016 we ran an awareness campaign about the importance of having this information and how this can help us achieve our aims regarding equality and diversity. We also extended our monitoring to include Sexual Orientation and Religion in the data collation within our workforce.

The response to this piece of work was less successful than anticipated and therefore our ability to draw meaningful data and conclusions in relation to both sexual orientation and religion or belief remains limited. There is potential to improve response rates/data capture either through a repeat of the exercise undertaken in 2016, or possibly by enabling staff to update their own equality data on our self-service element of the HR system, through which staff already book annual leave.

1.4 Monitoring Data Collection – Effective Dates

Within the sections that follow, the information relates to the period from 1 April 2017 to 31 March 2018, and also where relevant includes information from our 2016 monitoring report in order to draw comparisons across the years.

The information relating to applicants is from recruitment in the financial year 2017/18. During the recruitment process applicants are asked to complete equal opportunities information on the online recruitment portal or on a paper application form. This provides data on Age, Gender, Disability, Race, Religion, Transgender, Marital Status and Sexual Orientation. Our recruitment process does not yet capture information relating to pregnancy and maternity. The selection panel does not see the monitoring form, and the information gathered is used by HR to run reports by protected characteristic.

The information available on our workforce composition is taken at 31 March 2018. The total was 2,560 full time equivalent employees (FTEs); the figure includes relief workers who worked/were paid at 31 March 2018. The headcount was 4,418 individual employees/workers; this includes individuals who have more than one contract. This represents an overall decrease in the total headcount of 395 people since 2016, but an increase in FTEs of 298 FTE. This indicates that, whilst the number of employees or individual employment contracts has decreased, those who remain in place are working more hours. This could also be explained by the high number of casual/relief workers classed as leavers in the 2017/18 monitoring period. The information in relation to leavers, discipline & grievance, appraisals and maternity leave returners is for the financial year 2017/18.

We believe that all staff, regardless of their gender, race, age, pregnancy and maternity status, transgender status, sexual orientation, religion or belief, marital status or disability should receive equal pay for the same or broadly similar work, for work rated as equivalent and for work of equal value. We aim to identify and eliminate any bias in our pay systems and work collaboratively with trades unions to identify equality issues within pay systems and take action to address these. The Equal Pay Objectives set out in the Equal Pay Statement 2017 - 2021 are to:

- Monitor pay gaps relating to gender, disability and race, occupational segregation and the availability of part-time and flexible working arrangements;
- Identify and eliminate any unfair, unjust or unlawful practices that impact on pay equality;
- Take appropriate remedial action;
- Have a workforce that is representative of the Shetland community;
- Ensure recruitment and employment practices promote equality of opportunity and eliminate discrimination.

More detailed findings relating to pay gap information is included in section 5 of this report.

2.0 Applicants

The applicant information relates to jobs advertised during the financial year 2017/18, during which time the Council received 2,526 job applications, interviewed 1,186 candidates and made 559 new appointments. In the following pages information relating to applicants is provided broken down by protected characteristic.

Applicants are asked to complete an equal opportunities form as part of the application process. This asks for information about: Age, Gender, Transgender Status, Marital Status, Disability, Race, Religion/Belief and Sexual Orientation.

The monitoring form is not seen by the selection panel, and the information gathered is used by Human Resources to run reports by protected characteristic.

An applicant may withdraw their application at any stage during the recruitment process. Applicants who withdrew from the recruitment process have been removed from the data; therefore the total number of candidates included in the analysis is 2526. Data is provided for 2015/2016 and 2017/18 with some narrative.

The Council continues to promote equality of opportunity in its recruitment activity, in particular in the context of occupational segregation. For example, our Inter-Island Ferry Operations team were able to support the 'Modern Apprentice for a Day' scheme in March 2019, captured in the photograph below.

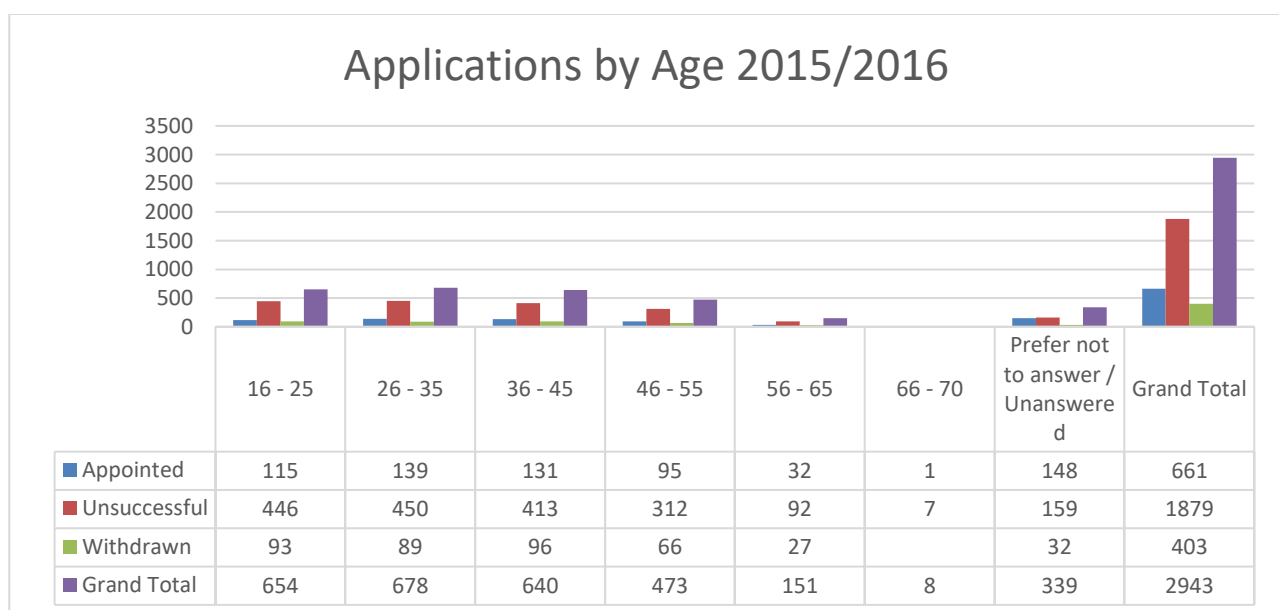
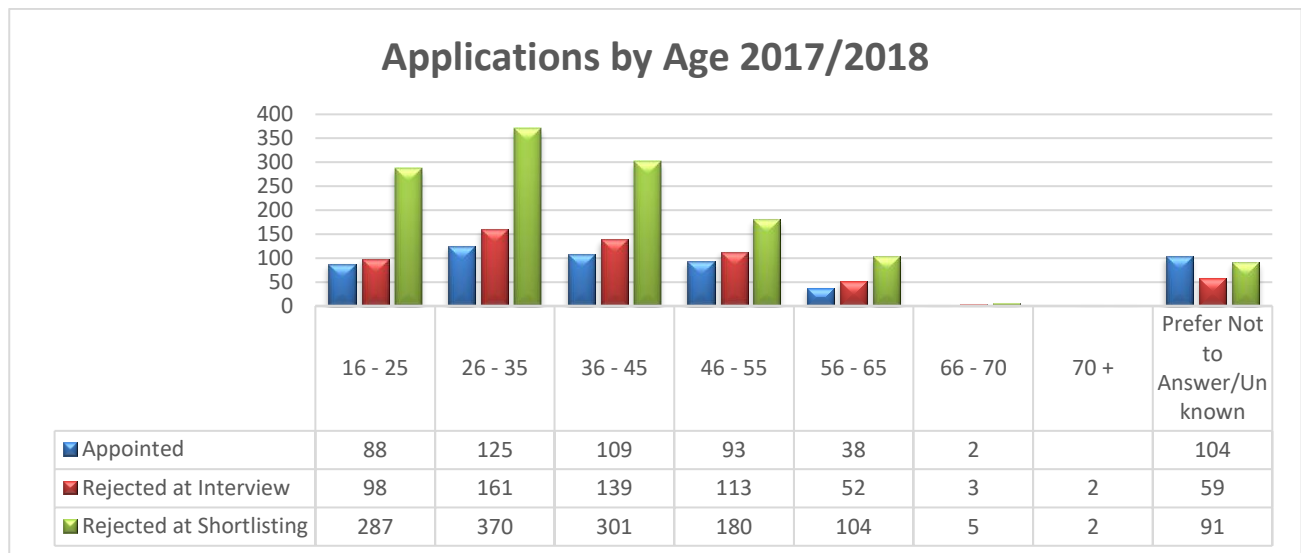


2.1 Applicants – Age

Of the applicants for positions in the 2017/18 monitoring period, 254 either did not provide a response in relation to their age, or noted that they preferred not to answer. This represents a slight reduction from the previous year, which is positive.

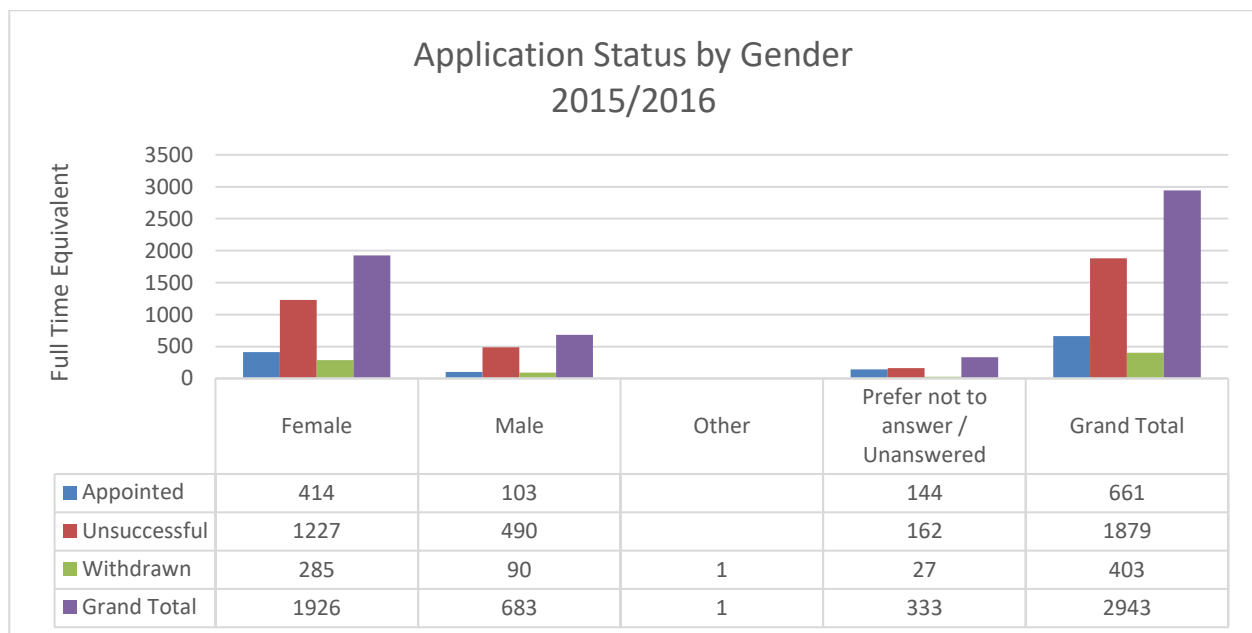
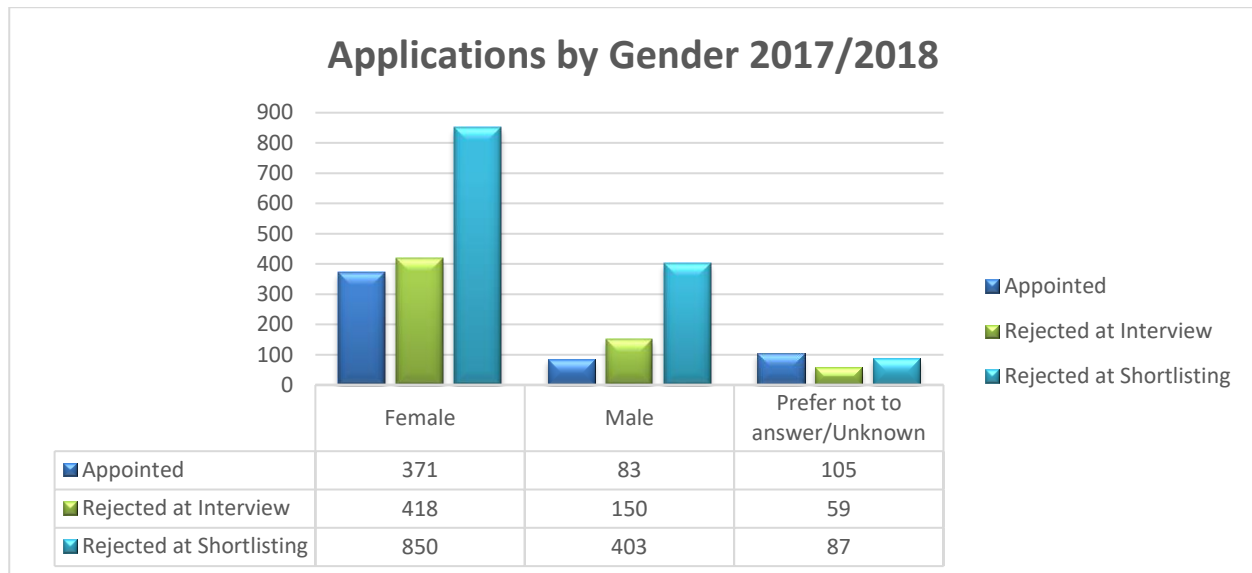
We received slightly less applications (18.72%) from those in the 16-25 age bracket compared to 22.2% in 2015/16. The bulk of applications received (63%) were from those aged 26-55, which we would expect to see. Similarly 58.5% of those appointed were in the same age range, with the success rates being similar for all three different age ranges within this data set.

208 applications (8.23%) were from applicants over the age of 55, compared to 5.5% in 2015/16, which fits with our expectations around the ageing population and the national shift of people living and working for longer.



2.2 Applicants – Gender

The Gender split for applicants is similar to the Council’s staffing population; in 2017/2018, 65% of all applicants were female, and 25% were male. The remaining 10% chose not to respond. As a proportion of all applications we appointed 14.7% of women and 3.3% of men, which remained broadly similar to previous years. Future reports will explore rates of success by gender in relation to the types and levels of roles applied for.



2.3 Applicants – Transgender

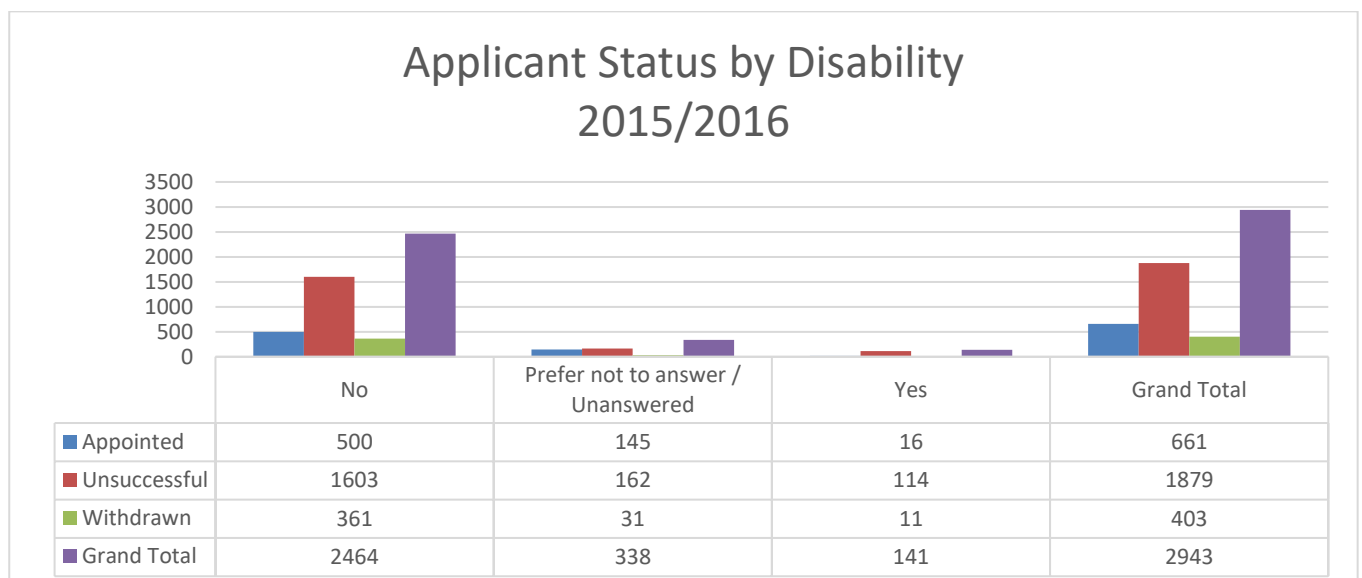
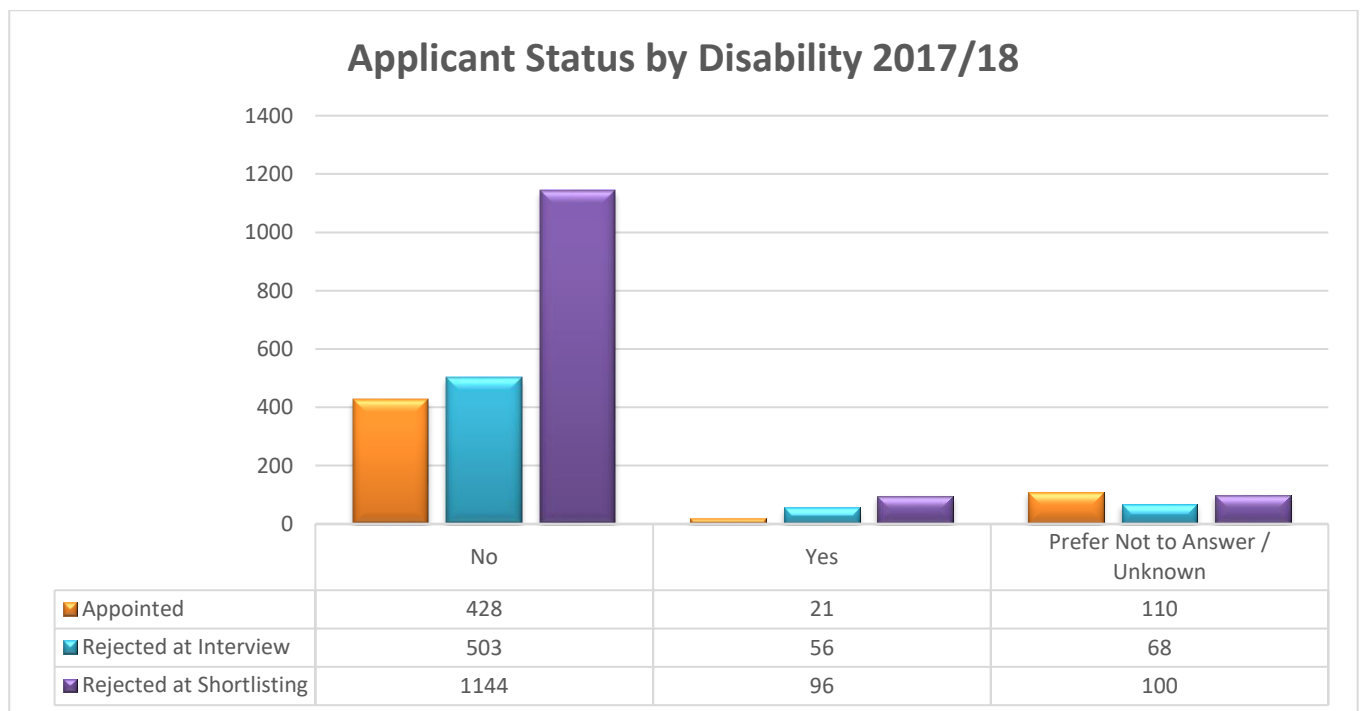
The council has not previously published data in relation to transgender applicants; the numbers are small, but relevant. Five applicants in the year identified as transgender, with less than five progressing to interview and/or being appointed. We are aware anecdotally that transgender etiquette is something of interest to staff and managers and this is something that we may explore as a learning need in the future.

2.4 Applicants - Disability

The number of applicants not disclosing their disability information was 11%, slightly less than the previous reporting period. Whilst this is a positive shift, we need to continue to encourage applicants to feel confident in disclosing disabilities.

In 2017/18, 7% of applicants disclosed a disability, compared to 5% in 2015/2016. However, only 3.8% of those appointed had a disability. Of the 173 disabled applicants, 77 were shortlisted for interview and 21 were appointed.

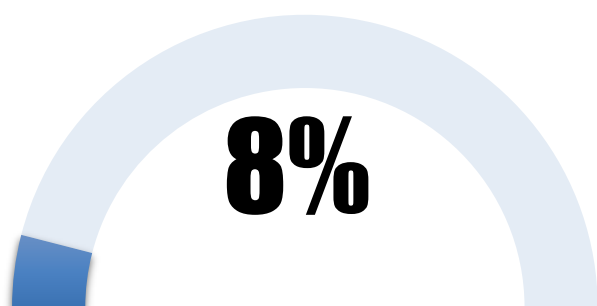
This data shows a low percentage of disabled applicants in comparison to general Shetland population (census), which shows that 17.3% of Shetland population have a limiting long term illness or a disability.



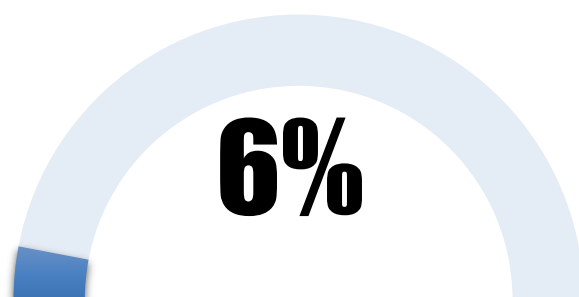
2.4.1 Reasonable Adjustments at Interview

Separate from the equal opportunities monitoring information on the Council's application form, we ask about disability again as part of the guaranteed interview scheme, whereby applicants can be guaranteed an interview if they meet all essential criteria for the role. We also ask whether candidates require any adjustments to enable them to attend for interview, e.g. interpreter, accessible building, hearing loop etc.

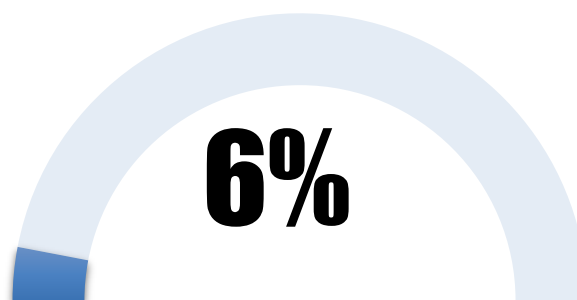
The following information relates to candidates who selected 'yes' to having a disability in relation to the guaranteed interview scheme, and whether they require any adjustments for interview. The disclosures made via this route were higher in number and presented a more positive picture of success for disabled applicants.



of candidates from 2017/18 selected "yes" to having a disability in their application form.



of disabled candidates who were shortlisted for interview requested reasonable adjustments.

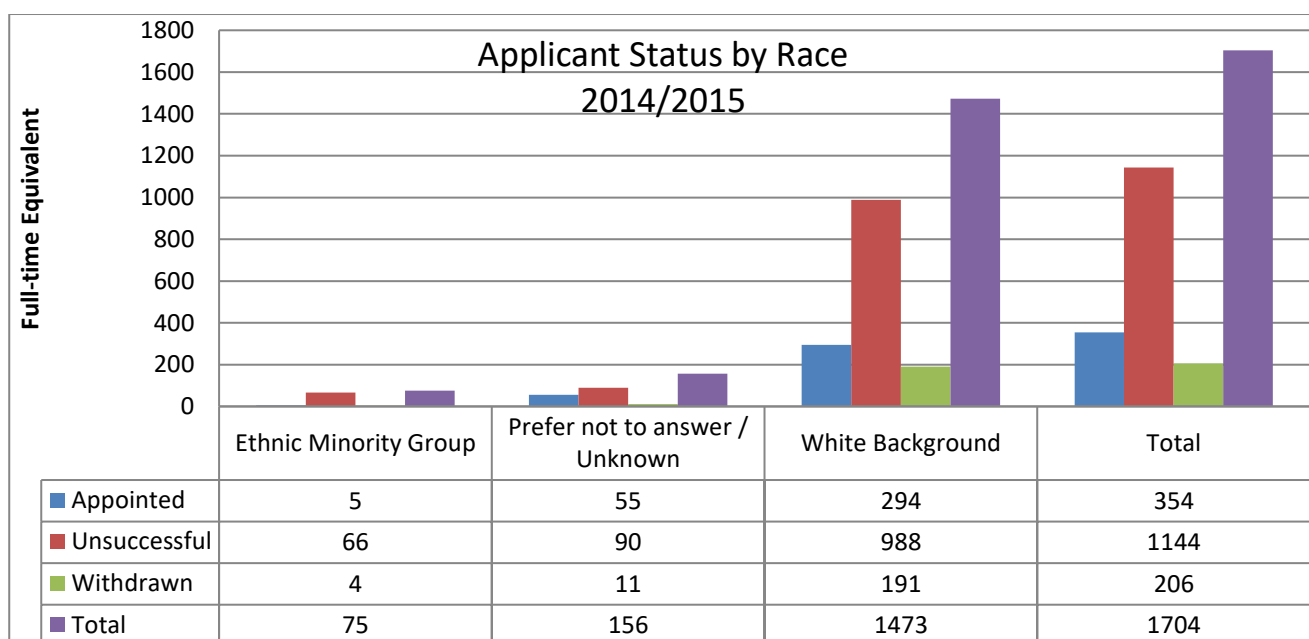
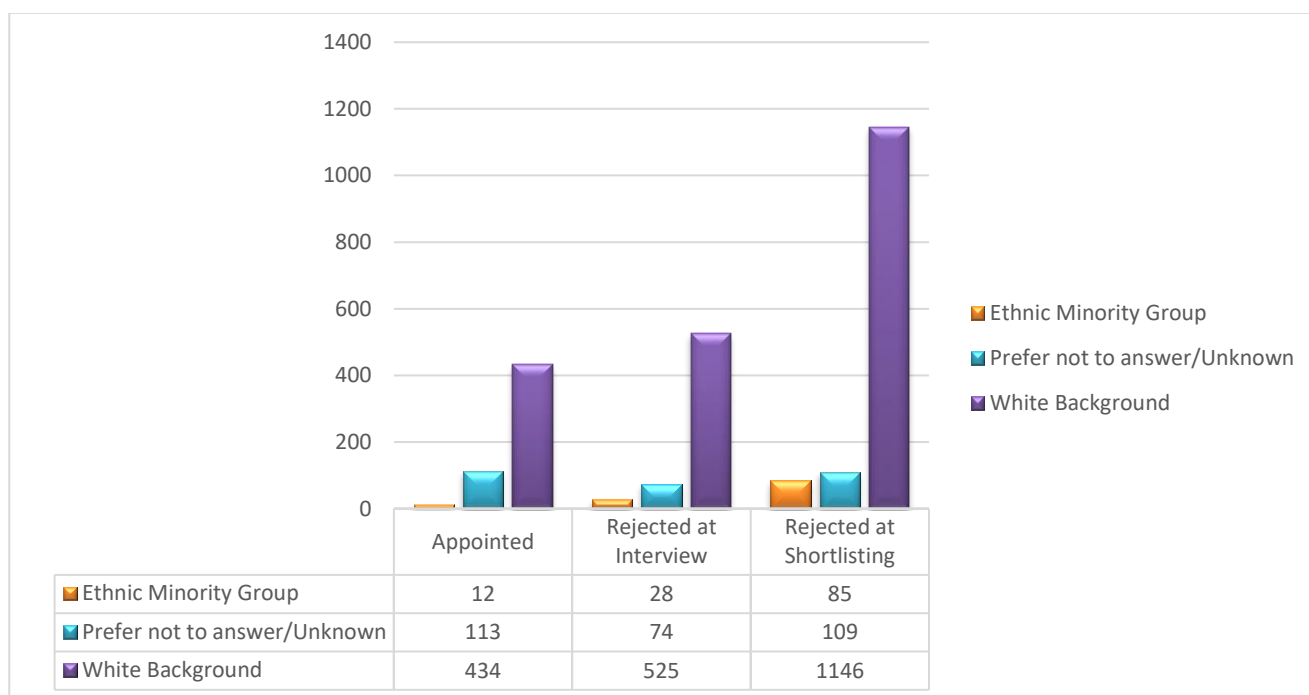


of disabled candidates who were shortlisted were successful following an interview.

2.5 Applicants - Race

In 2017/2018, 5% of all applications, and 2.14% of those appointed, were from people who identify as coming from an Ethnic Minority Group (EMG), compared to 4.4 % in the previous monitoring period.

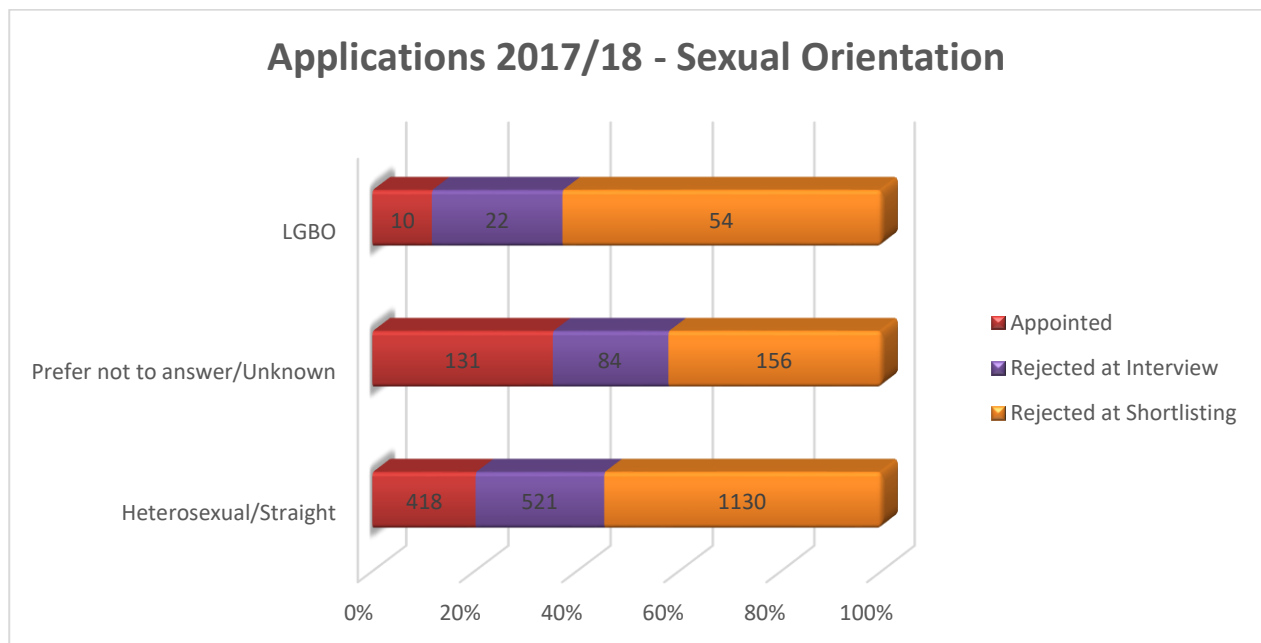
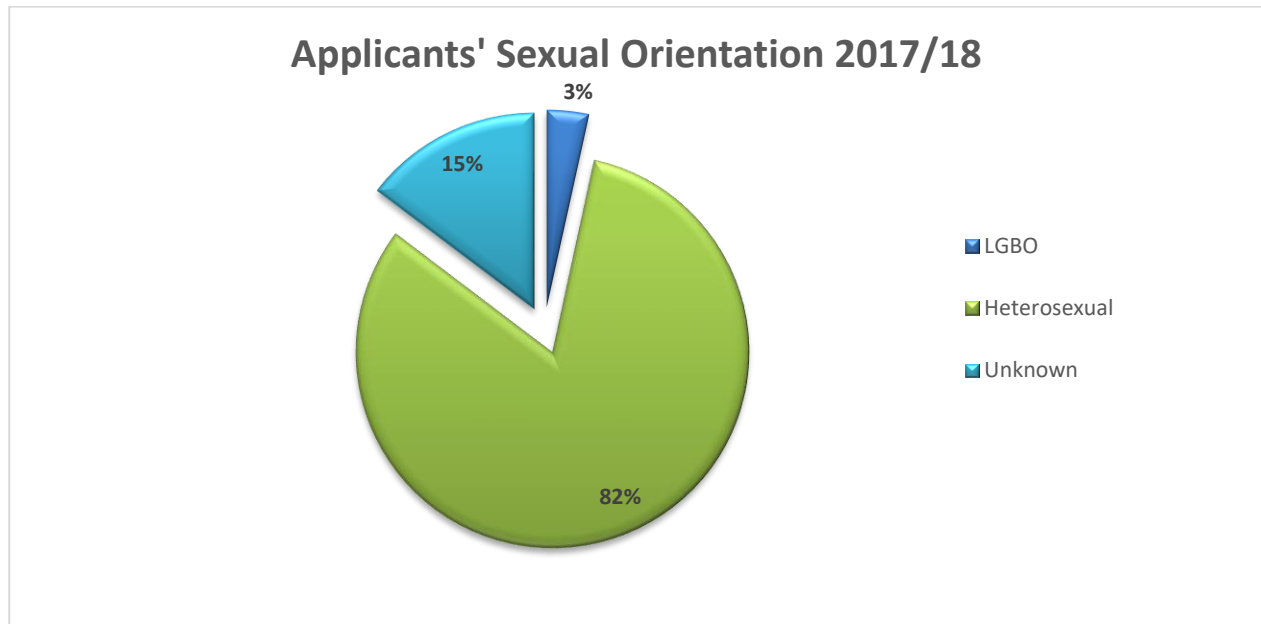
Of the 125 applicants from an EMG, 40 were shortlisted for interview and 12 were appointed. It is notable that Shetland has lower percentage EMG population than the Scottish average (1.5% rather than 5%), but applicant rates are higher. Success rates are lower than applicant rates, yet still higher than the wider population picture. It would therefore be interesting to understand the proportion of applicants from within the existing Shetland population, though this is not information that we currently analyse.



2.6 Applicants - Sexual Orientation

In 2017/18 14.7% of applicants declined to answer a question on their Sexual Orientation compared to 15.73% in 2015/2016. This shows an ongoing increase in responses.

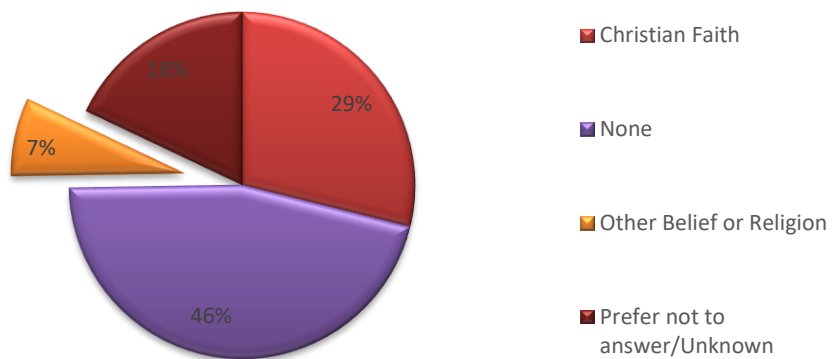
In 2015/2016 we received 81.28% of applications from people identifying as heterosexual, or straight and 2.55% of those who described themselves as LGBO. For 2017/18 this is similar, with 82% heterosexual or straight and 3% LGBO.



2.7 Applicants - Religion/Belief

Of all applications in 2017/18, 29% came from those who said they had a Christian Faith (including 7.8% Roman Catholic), 46% of all applications came from people who stated no religion/belief and 7% identified with an 'other' religion or belief. In 2015/2016, Christians accounted for 31.70% of applications and no religion/belief accounted for 40.74%.

Applicants' Religion or Belief 2017/18



Breakdown of 'other' religions or beliefs 2017/18

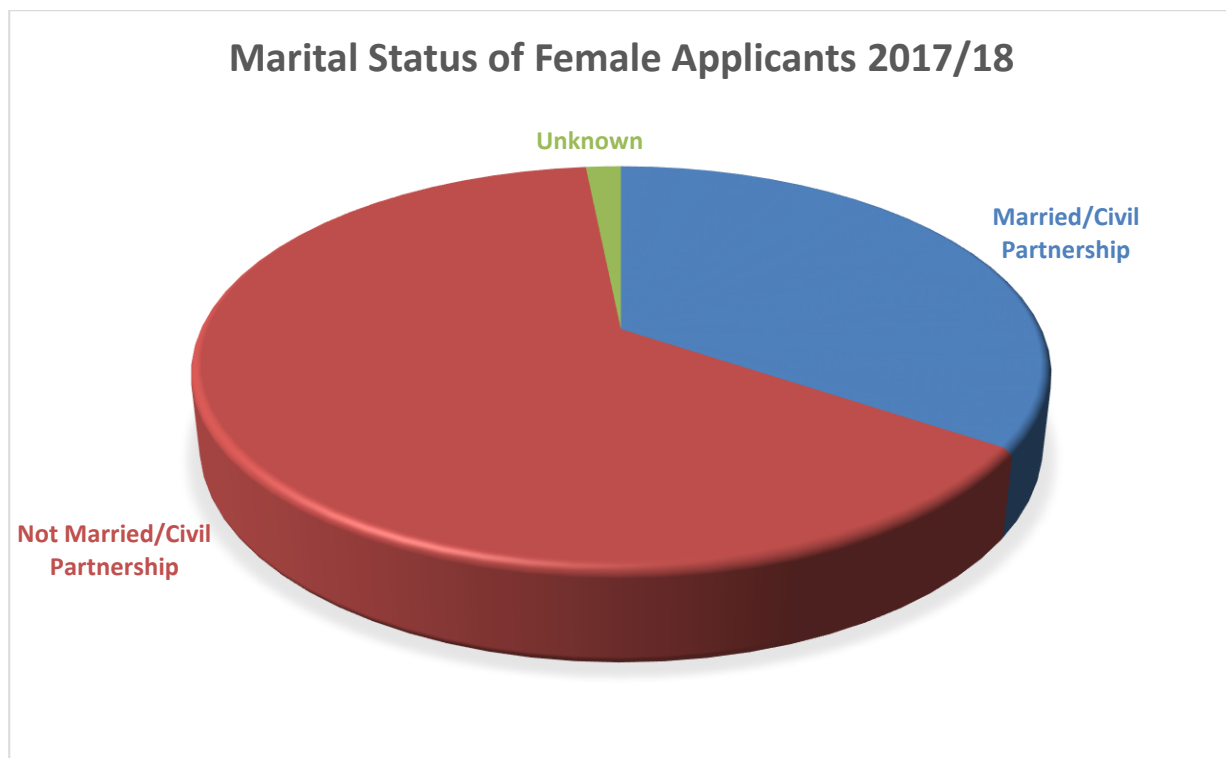


2.8 Applicants – Marriage & Civil Partnership

The council has not previously published data in relation to marriage and civil partnership for applicants. We are keen to ensure in particular that married women are not facing discrimination due to old fashioned assumptions about family responsibilities.

Of those applicants for positions in 2017/18, 22.3% were from women who are married or in a civil partnership. Of these, 53% were shortlisted for interview and, of these, 51% were appointed.

This indicates that there is no specific issue with discrimination in recruitment in relation to married women, however we will provide comparison data in 2020 to ensure this continues to be the case.



3.0 Workforce Data

This section provides workforce data relating to all employees who were employed during 2017/18, and includes relief workers paid during this period. We have provided information from previous years to allow comparisons to be made. The data has been collated to show age, gender, disability, race, sexual orientation and religion/belief.

In our 2016 report, we committed to separate out equality data for relief workers and contracted staff in 2018 as it was felt that there may be differing equality issues with both. However, because we are unable to estimate how many hours a relief worker will have worked, it is difficult to extract any meaningful information from the data.

For this reason, we have included relief staff in the overall workforce information and shown specific information for relief staff only in relation to gender, where it can be seen that there is a more stark difference in the percentage of female (81%) to male workers (19%) than the overall workforce, showing men being even more underrepresented in the number of relief hours worked, and similarly women over-represented.

Further work could be done in 2021 to identify which relief staff are used regularly to identify if there are any equality issues relating to protected characteristics and the use of relief staff. Including relief staff with contracted staff can change the data somewhat and it is important to remember that many staff who have a contracted post are also relief workers. The total workforce comprises of part-time and full-time workers, the following tables show the headcount in more detail:

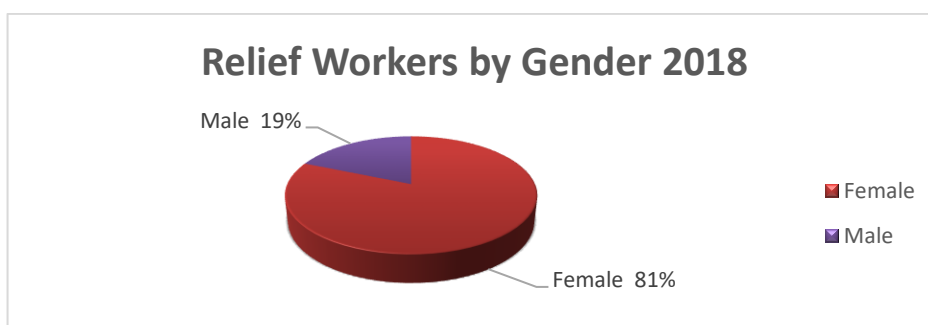
Headcount as at 31 March 2016	
Full-time	1272
Part-time	3541
Grand Total	4813

Headcount as at 31 March 2018	
Full-time	1378
Part-time	3040
Grand Total	4418

We have noted an overall 5% increase in the number of people working full-time hours compared to two years ago. This fits with the increase in FTE and decrease in overall headcount, confirming that we have less people than in 2016, but that those in post are working more hours than the 2016 workforce.

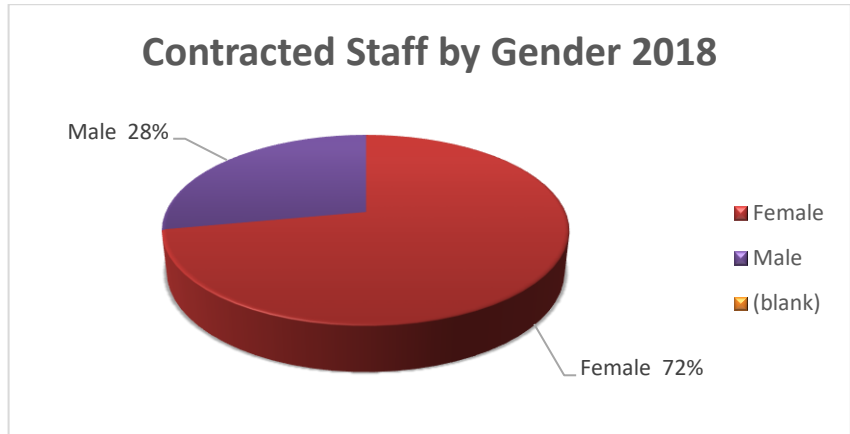
Gender Split Headcount of **Relief Workers 2018**:

Female	672
Male	154
Grand Total	826

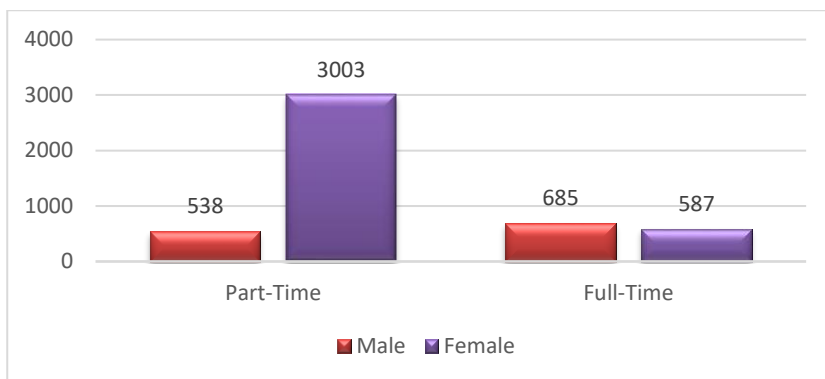


Gender Split Headcount of Contracted Staff 2018:

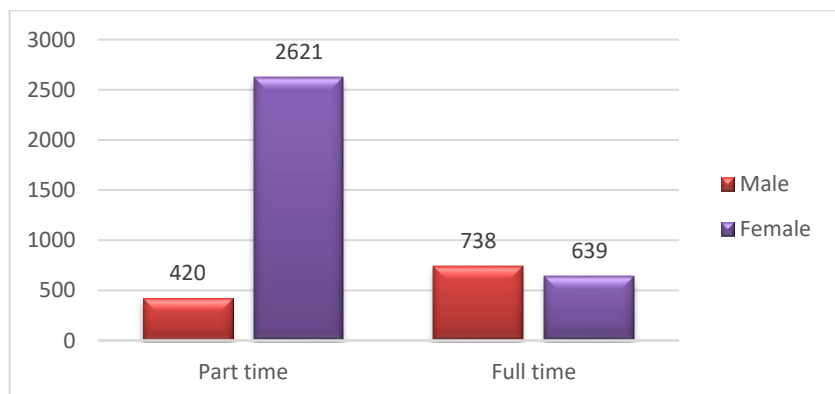
Female	2588
Male	1004
Grand Total	3592



Gender Split /Type for Headcount at 31 March 2016:

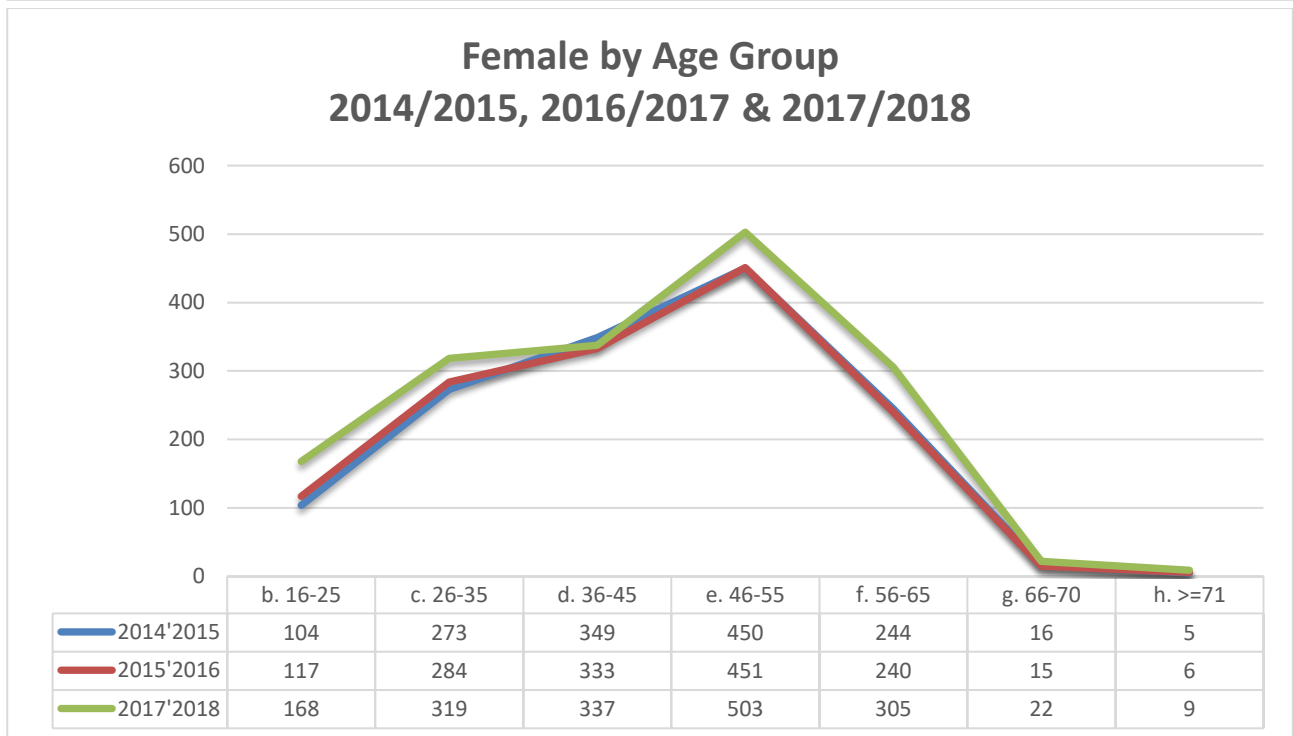
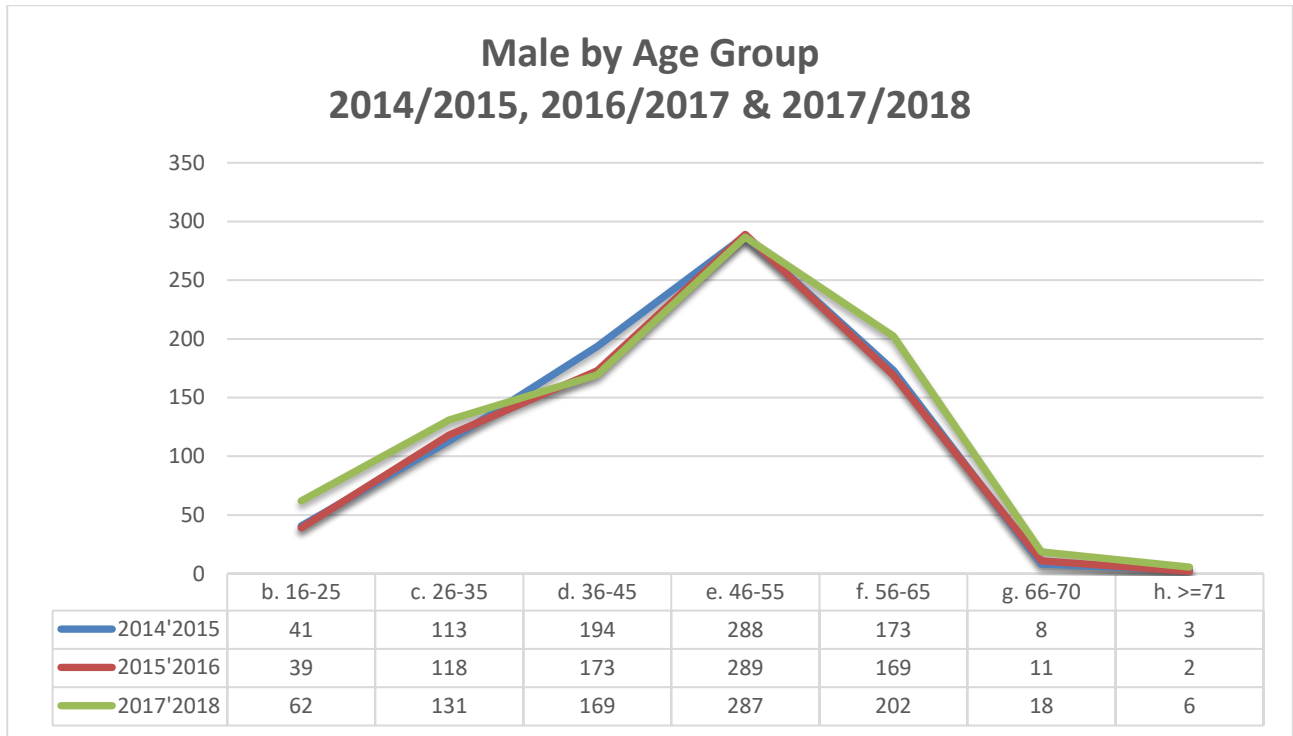


Gender Split/Type for Headcount at 31 March 2018:

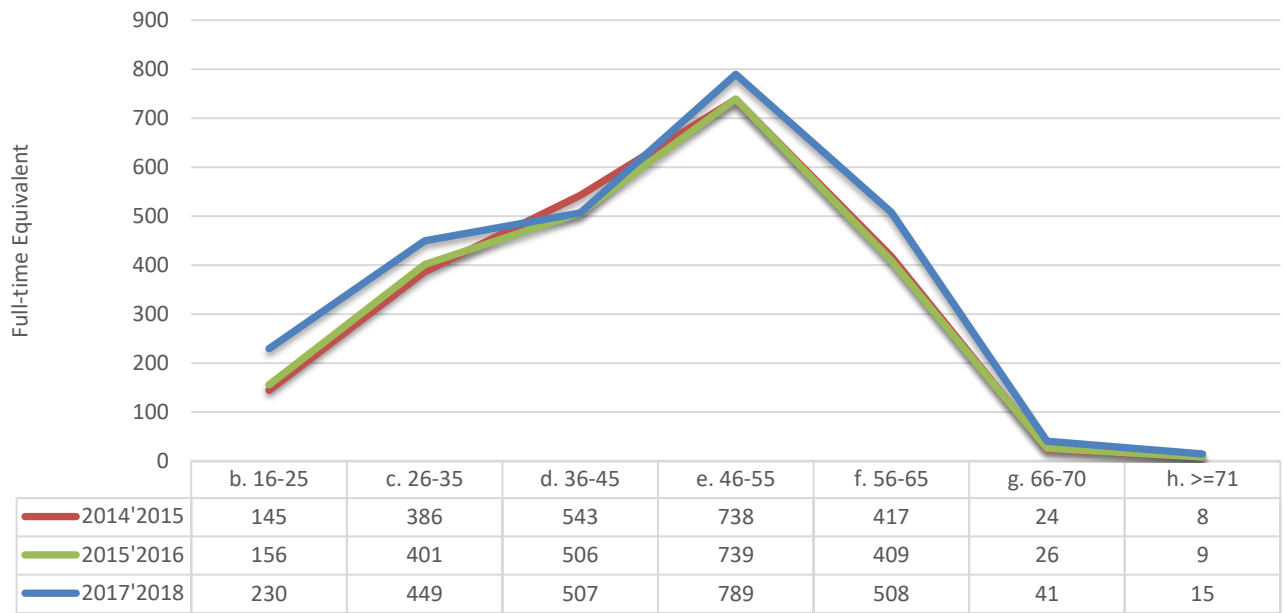


3.1 Workforce - Age

The council's staffing population in 2014/15, 2016/17 and 2017/18 is set out below, shown by age profile and gender. This shows an increase in the number of employees aged 16-35 (2%) and over 55 (2.4%) since 2016/17. This increase extends to the over 45 category for female employees (1.22% increase). The over 55 category increase was anticipated in relation to our ageing workforce and known ageing population.



FTE - All Workforce Comparison - 2014/2015, 2015/2016 & 2017/2018



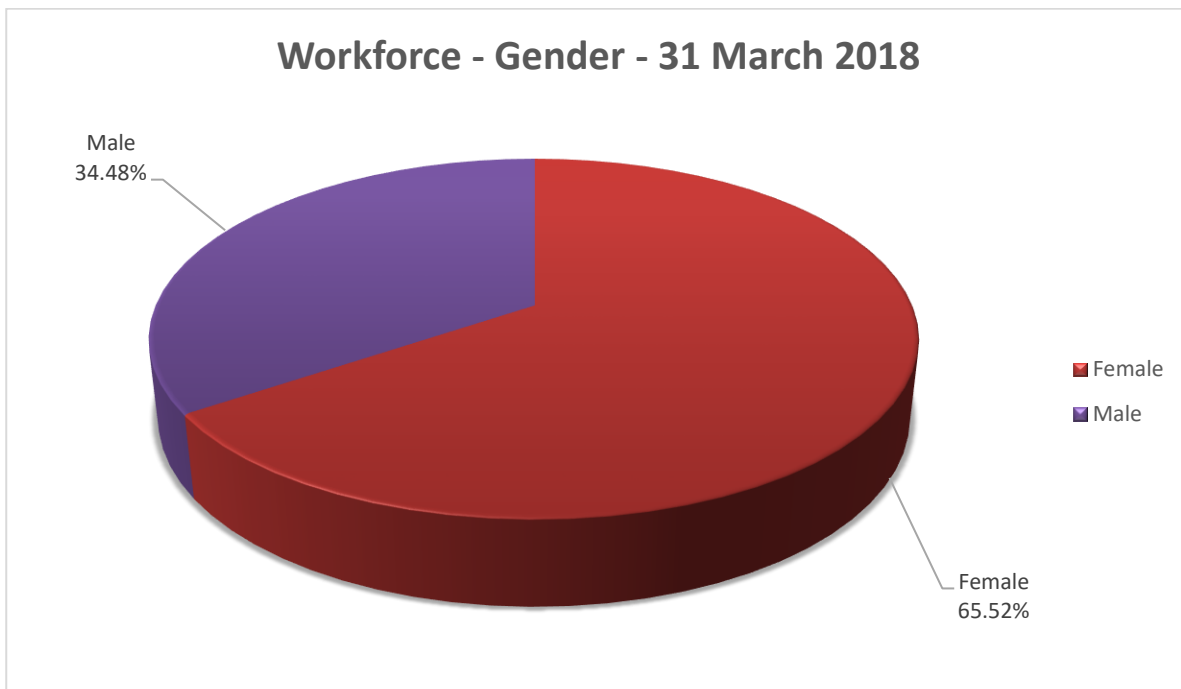
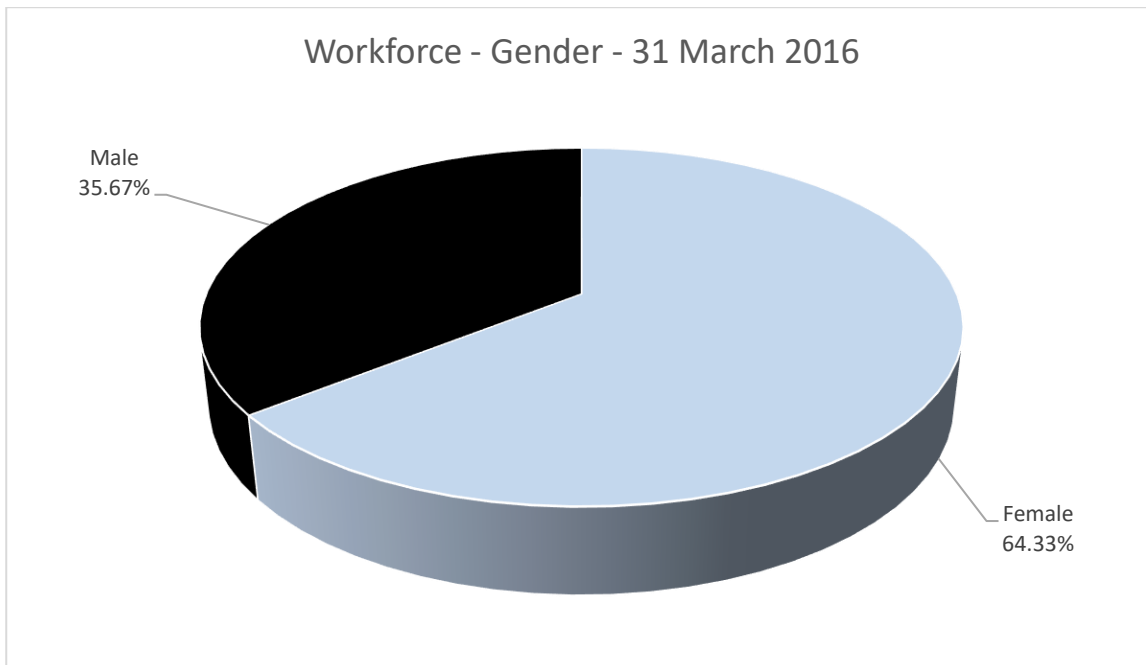
Most notable in relation to the age profile of the workforce is the 2.15% increase in employees aged 16-25 since 2016/17, despite a slight decrease in younger applicants for vacancies. In previous years we had seen a decrease in younger employees.

It may be that, due to our remote and rural location, a proportion of school leavers will continue to leave the islands to seek further education, work and lifestyle change. However this increase may indicate a shift towards younger people remaining in Shetland to take up employment.

3.2 Workforce - Gender

While the overall number of employees has reduced between 2015/16 and 2017/18, the gender balance has shown a very slight shift from 35.67% male workforce in 2016 to 34.48% in 2018.

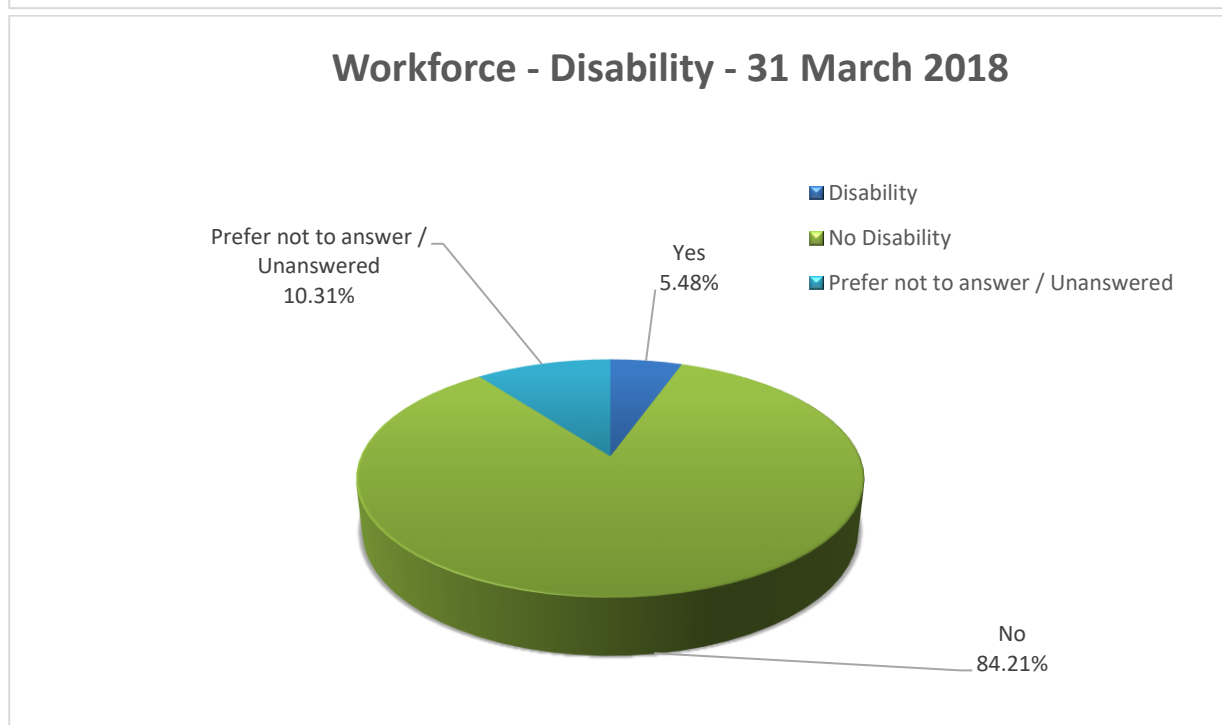
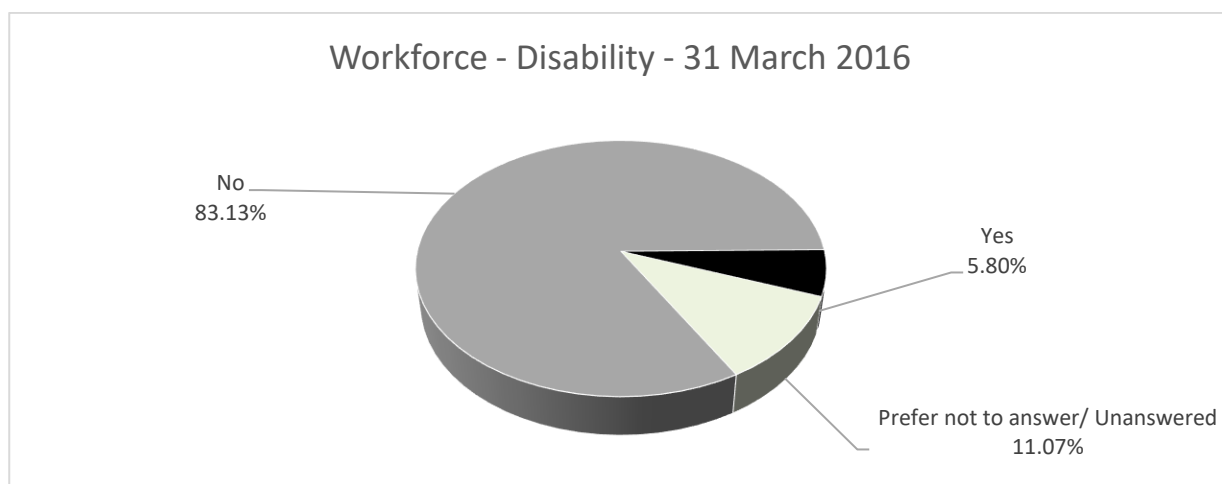
FTE



3.3 Workforce – Disability

The proportion of employees who describe themselves as disabled has decreased slightly in the monitoring period. With 5% of the workforce identifying as disabled, our workforce does not appear to be reflective of the wider Shetland population, of which 17.3% report having a limiting long term illness or disability (Census data 2011). It is important that we develop a broader understanding around the reasons for this difference and that we continue to work with managers and other stakeholders to reduce the stigma surrounding both physical and mental disabilities and eliminate discrimination.

We have made continued efforts to raise awareness of the benefits of having accurate equality data and we have reduced the number of not disclosed/information not held which allows us to provide a more complete picture of our workforce. The number of staff either not disclosing or not answering the question has decreased from 11.07% in 2016 to 10.31% in 2018. We will continue to promote equality monitoring with the aim to continue to reduce this figure when we report again in 2021. During this time we will look to understand any barriers staff feel they face to disclosing disabilities and to challenge any real or perceived discrimination in relation to staff with disabilities.



3.3.1 Reasonable Adjustments

Shetland Islands Council in its Maximising Attendance Policy requires that managers, at each formal stage of the process, explore adjustments that may lead to an early return to work and/or improved attendance. In 2014-15 there were fifty five phased return to work plans agreed for employees which supported them back to work and in 2015-16 there were fifty four. We do not presently record whether these employees describe themselves as disabled, however the approach towards reasonable adjustments accords with the provisions of the Equality Act in this regard. During 2017-18 forty one staff returned to working on a phased return to work plan. As a percentage of the overall workforce, the use of phased return to work as a reasonable adjustment has remained steady for the past 5 years.

Where reasonable adjustments are recommended by the GP and/or Occupational Health, and it is not possible to implement these within an employee's contractual role, redeployment is sought in the first instance and in 2015-16 nine employees were redeployed for this reason. Less than five employees were redeployed for this reason in 2017-18.

Thirteen employees were granted ill-health retirement during 2017/2018, this compares to the same number leaving due to ill health retirement in the same period during 2015/16.

3.3.2 Disability Confident

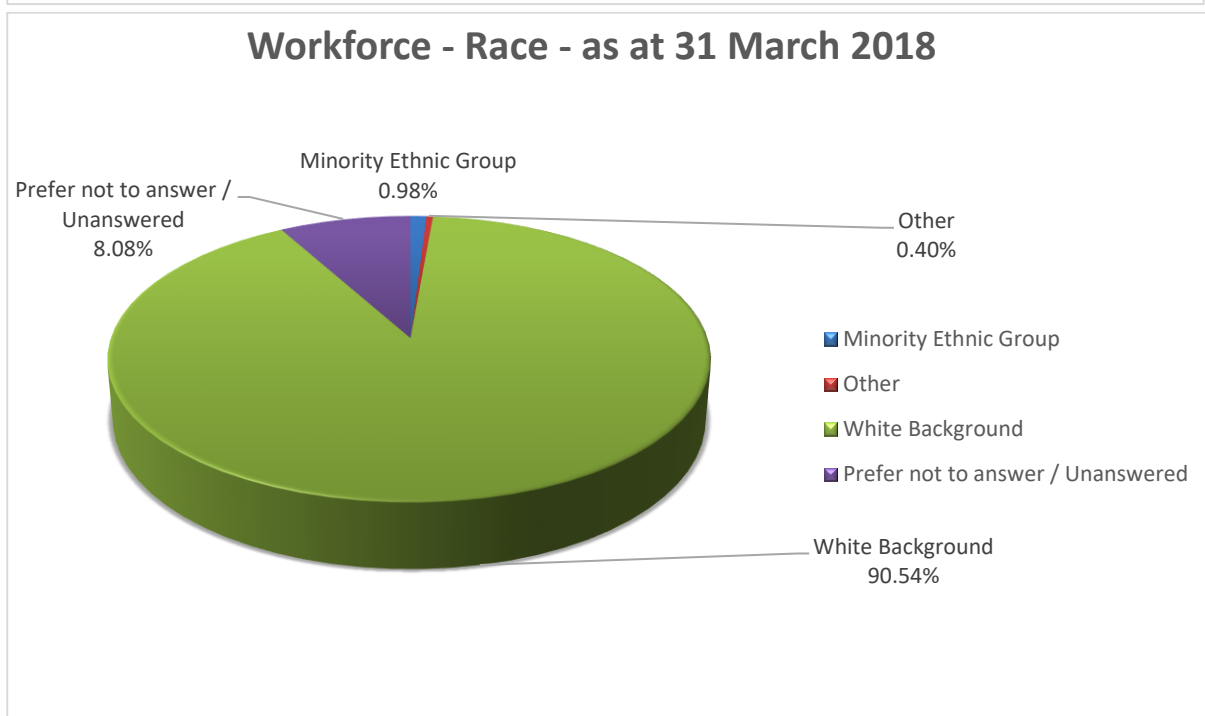
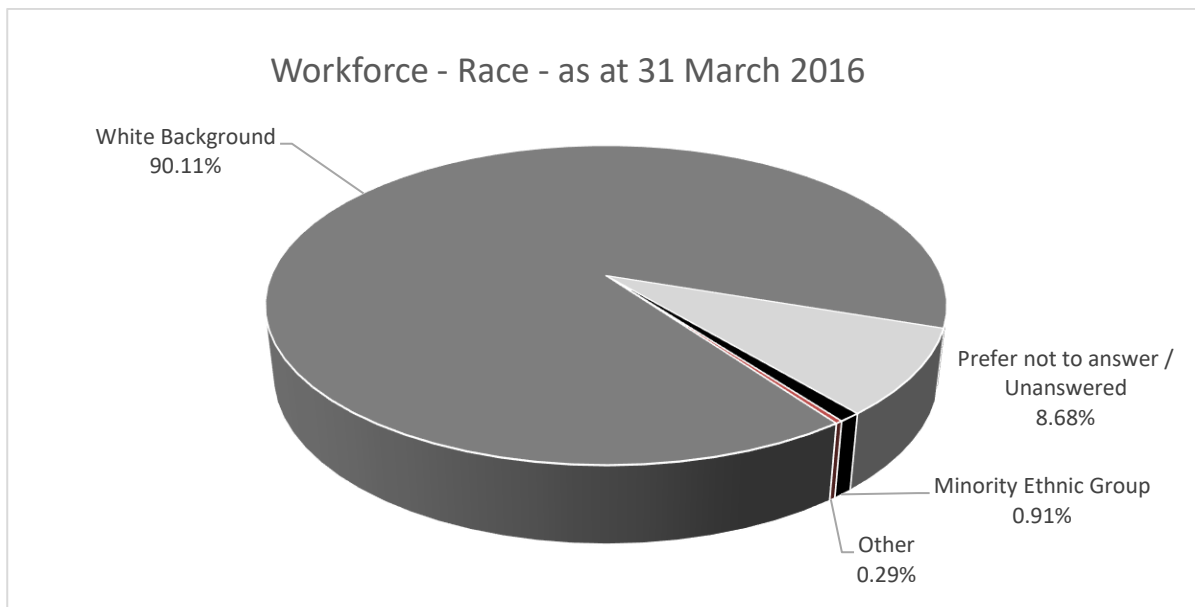
Shetland Islands Council continues to be a member of the Disability Confident scheme. This means that the Council is certified as a Disability Confident Employer, at level 2, which shows our commitment to employ and retain disabled people and those with health conditions.

3.4 Workforce - Race

The proportion of employees who describe themselves as being from an Ethnic Minority Group (EMG) has increased to 0.98% in 2017/18 from 0.91% in 2015/16. This is slightly nearer to the Shetland population of 1.5% EMG shown in the 2011 Census data.

This is encouraging, and having raised awareness of the benefits of having accurate equality data we have reduced the number of employees in the prefer not to answer/unanswered category to 8.08% from 8.68% in 2015/16.

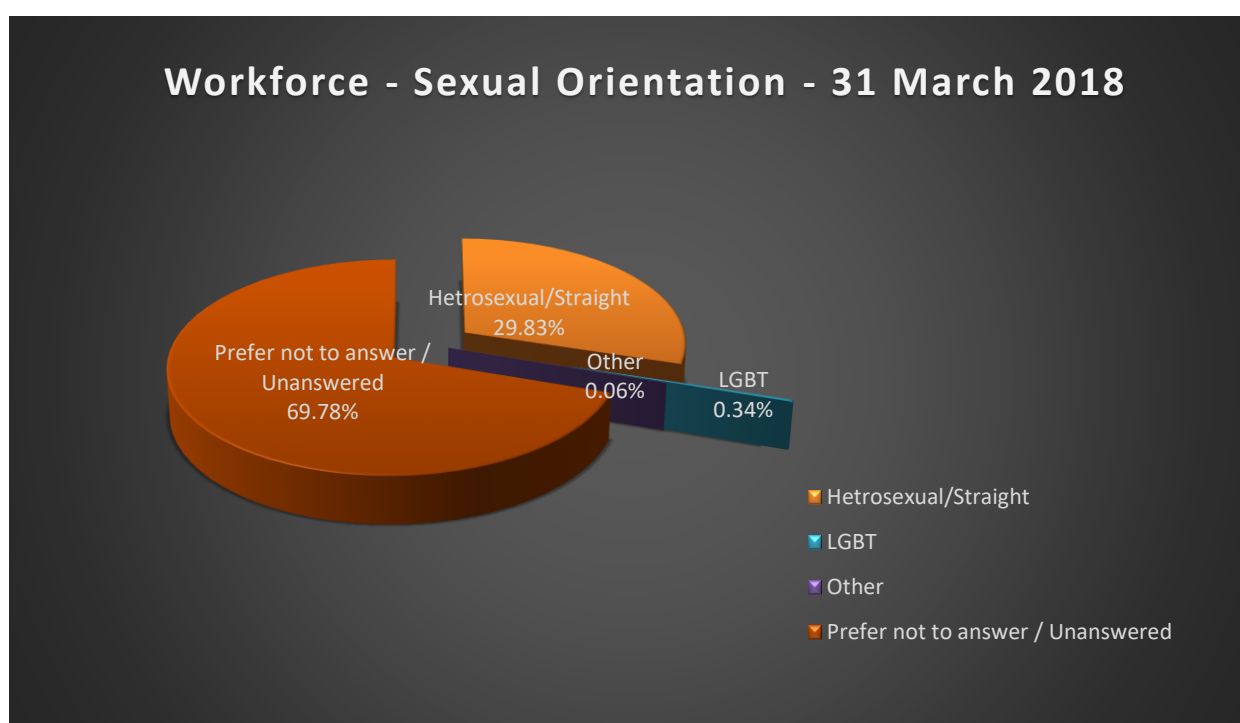
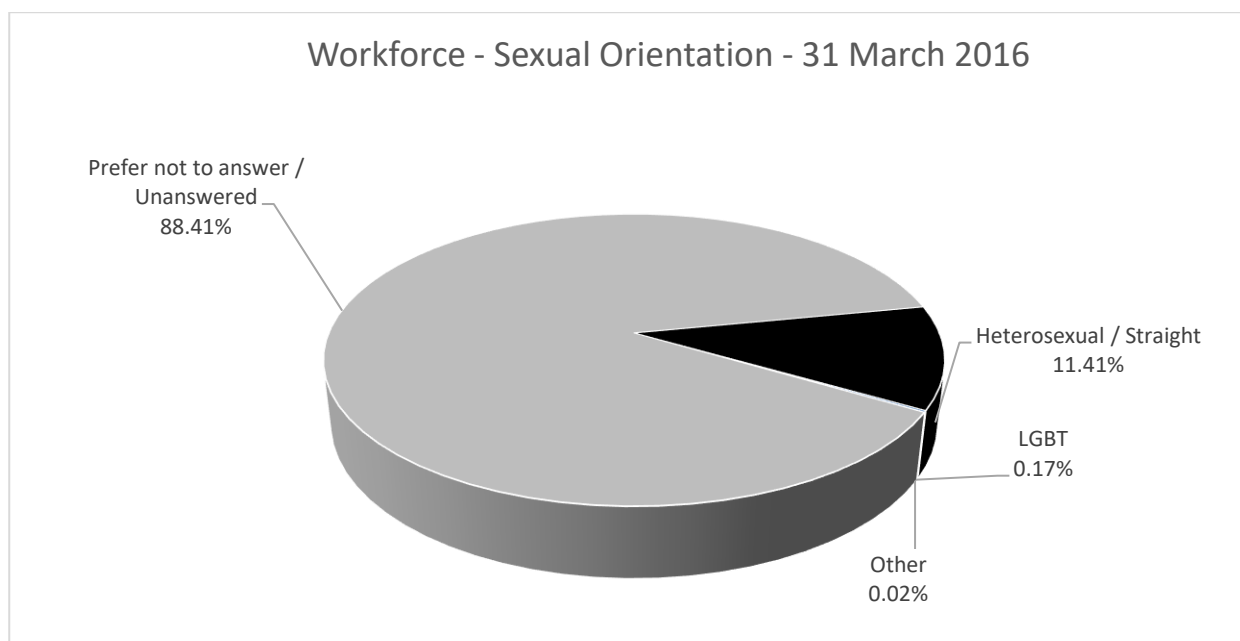
Interestingly, the 2011 Census data also showed us that 13% of households in Shetland contained persons not from the same ethnic group (i.e. mixed race households), 3% higher than the Scottish average. Combined with a 2.5% less EMG overall, this is indicative of anecdotal information suggesting that Shetland does not have a concentration of specific ethnic or religious communities in the same way as larger more urban areas.



3.5 Workforce - Sexual Orientation

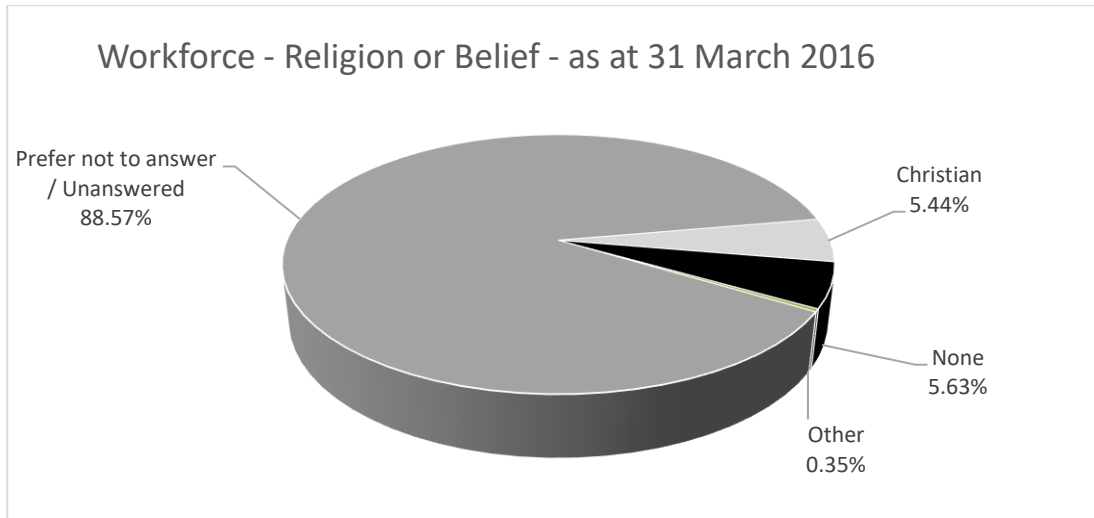
In 2016 Shetland Islands Council asked employees to complete Equality Monitoring Forms that included Sexual Orientation for the first time. At that time, 88.41% of employees chose not to answer this question or chose not to return a monitoring form, while 11.41% of the workforce described themselves as Heterosexual/Straight and 0.19% as LGBO (Lesbian, Gay, Bisexual, Other).

The picture in 2018 has not changed significantly; although the number of employees for whom we do not hold information or who chose not to disclose the information has reduced by 18%, it remains high at 69.78%. The percentage of the workforce who describe themselves as Heterosexual/Straight is 29.83% and as LGBO is 0.40%, which represents a slight increase.



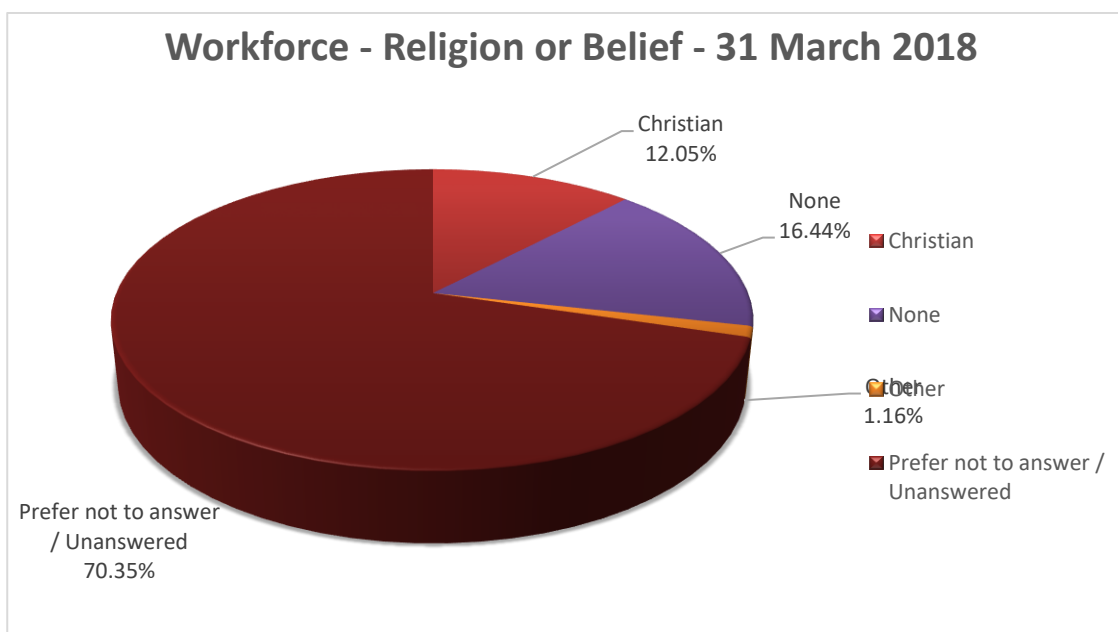
3.6 Workforce – Religion/ Belief

In 2016, Shetland Islands Council asked employees to complete Equality Monitoring Forms that included Religion and Belief for the first time. 88.57% of employees chose not to answer this question or chose not to return a form, while 5.44% described themselves as Christian and 5.63% as None, while 0.35% reported as having an “other” religion or belief.



The profile for 2018 has notably changed, with 18.22% more of the workforce choosing to respond to this question. Of the overall workforce, 12.05% identify as Christian, 16.44% as having no religion or belief and 1.16% as having an ‘other’ religion or belief. Whilst all of these figures show an increase, it is difficult to extract any meaningful information from this with such a large proportion of data still unknown.

We know from 2011 census data that 44.6% of the Shetland population identify as belonging to a Christian religion (including 4.1% Roman Catholic) and 1.5% with Muslim and ‘other’ religions, as well as 45.4% having no religion. In time, we would expect our workforce data to reflect this information.



We have previously received critical feedback for not providing a further breakdown of religions. We therefore felt it pertinent to provide more in depth statistics in our monitoring information, captured in the table below.

Row Labels	Number of Employees
Buddhist	15
Church of Scotland	268
Hindu	Less than 5
Information not held	3026
Jewish	Less than 5
Muslim	Less than 5
None	725
Not Disclosed	98
Other - Christian	174
Other Religion or Belief	40
Roman Catholic	67
Sikh	Less than 5
Grand Total	4418

4.0 Other Data from 2017/18

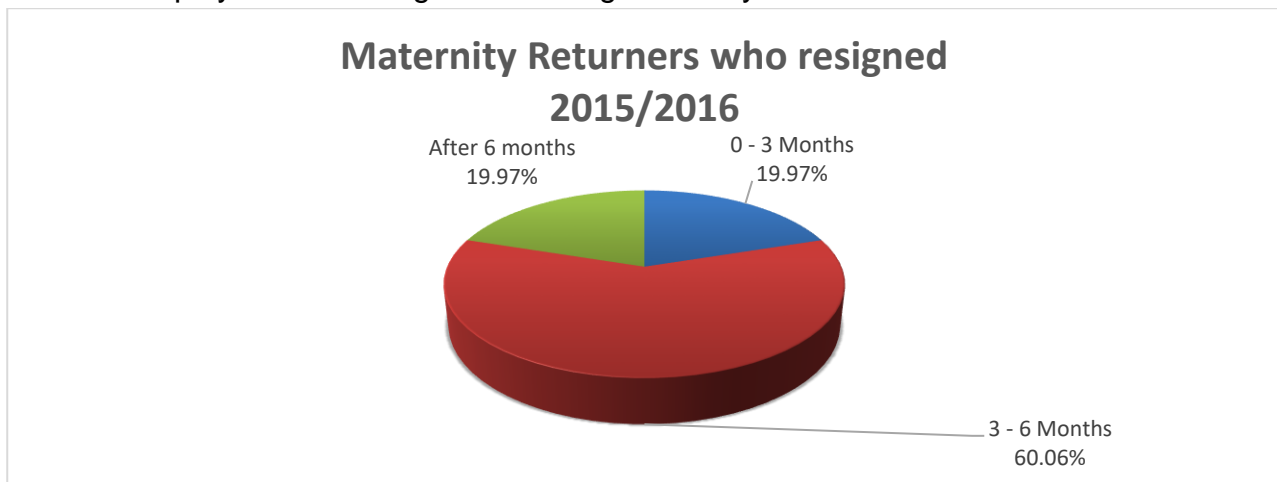
4.1 Pregnancy / Maternity

All pregnant employees, regardless of length of service, are entitled to Maternity Leave. Entitlement to enhanced maternity pay depends on length of continuous service in line with relevant national conditions of service. In 2017/2018, 88 employees took maternity leave, comparing with 98 in 2015/16.

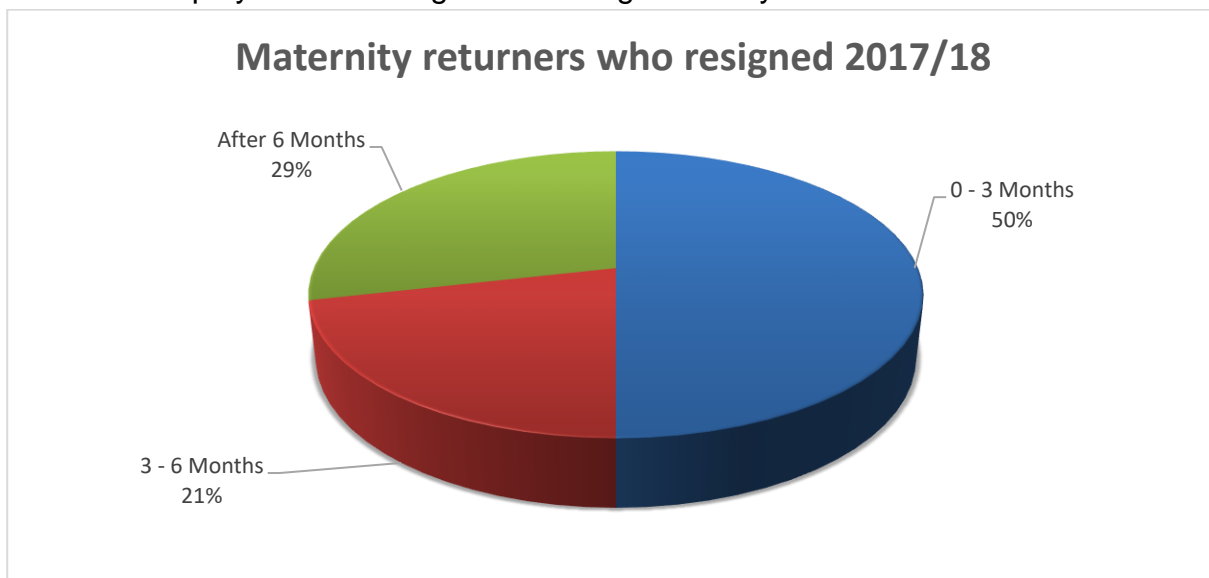
4.1.1 Return from Maternity Leave

The decision to return to work after maternity leave and/or to request a change in working conditions is a personal choice for parents and can depend on many factors, including personal finances, childcare and emotional needs. Fourteen women resigned from Shetland Islands Council following maternity leave in 2017/18, compared to just 5 in 2015/16. Whilst as a percentage of the overall workforce this is a small number of leavers, it is a stark increase in the proportion of women leaving following maternity leave from 5% in 2015/16 to 15% in 2017/18.

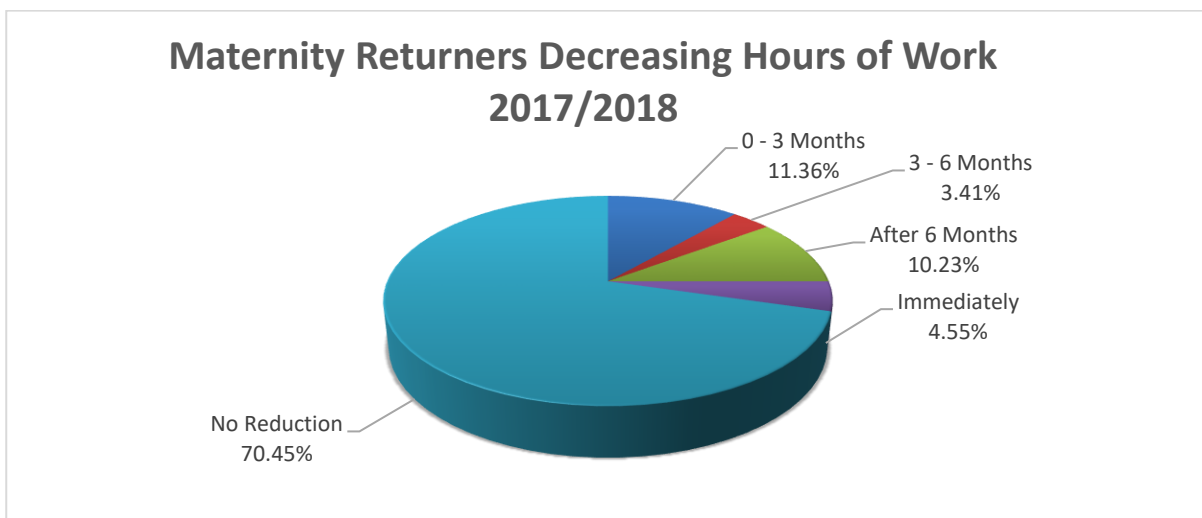
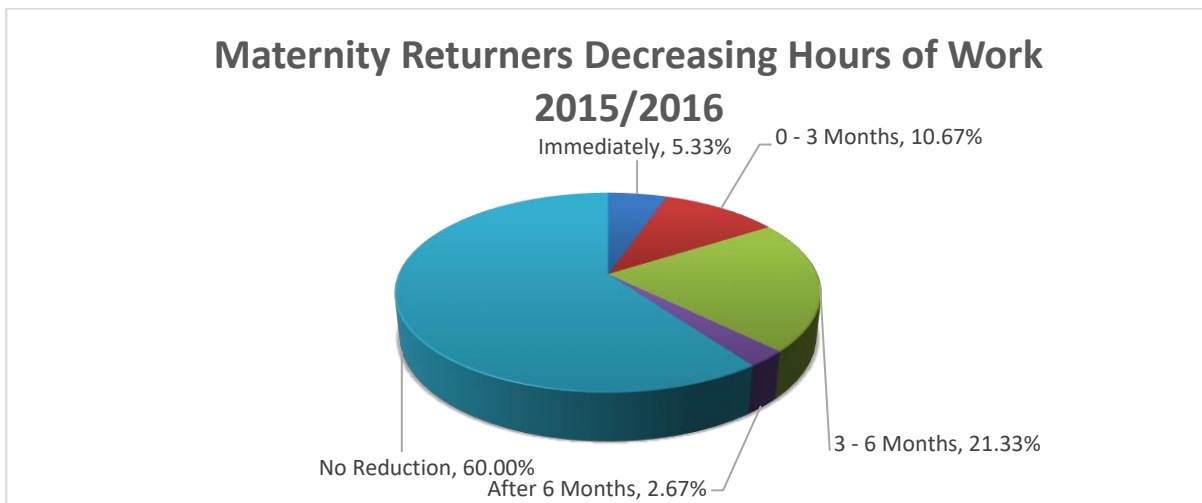
Of the 5 employees who resigned following maternity leave in 2015/16:



Of the 14 employees who resigned following maternity leave in 2017/18:



Interestingly, this increase in women leaving following maternity leave mirrors a reduction in women reducing their hours; the number of women reducing their hours when returning to work has decreased by a notable 10% since 2015/16 to 30% in 2017/18, as shown below.



When combined with the information we have noted regarding the overall workforce showing a reduced headcount, an increased FTE and increase in full-time employment, we may conclude that this is having a detrimental impact on our ability to offer flexible working and other family friendly support to new parents. This requires further investigation to fully understand the emerging picture, particularly given the apparent reduction in the gender pay gap detailed in section 5 below.

4.1.2 Maternity Survey

In 2016 we carried out a survey of employees returning from maternity leave. The survey questions centred on what would help returners and potential returners to keep in touch, come back, remain at work and progress at work. The picture emerging from the 2017/18 data suggests a need to repeat this survey in 2019/20 in order to understand the changes we have identified.

4.2 Discipline and Grievance (Including Harassment and Bullying)

During 2017-18 the Council held 21 formal hearings in relation to grievance or discipline, a similar number to previous years. Of these, 33.33% involved male employees and 66.67% female, which is nearer in line to the overall workforce gender split than it has been in previous years.

Almost all of the employees involved identified as being from a white background, none from a black or ethnic minority background. A very small proportion of employees subject to discipline and grievance were disabled. Religion or belief information was held for only 29% of employees, all of whom had disclosed a Christian faith.

4.3 Training and Development

4.3.1 Promotion

There were 88 promotions identified during 2017/2018, a similar number to the previous monitoring period.

Of those promoted, 90.91% were from a white background, and 1.14% from another ethnic background which is more representative of our overall workforce than the previous monitoring period. The male to female ratio of promotion was 27%:73%, which is slightly off our workforce ratio of 34%:66%, but not significantly different.

10% of those promoted disclosed a disability, however the data in relation to sexual orientation and religion or belief is not particularly meaningful information due to the number of unanswered responses.

Promotions Identified – 2017/2018							
There were 88 promotions identified during the Financial Year 2017/2018							
Age Group	%	Gender	%	Race	%	Disability	%
16 - 25	17.05	Female	72.73	Prefer not to answer / Unanswered	7.95	No	82.95
26 - 35	25.00	Male	27.27	White Background	90.91	Prefer not to answer / Unanswered	6.82
36 - 45	36.36			Other	1.14	Yes	10.23
46 - 55	13.64						
56 - 65	6.82						
66 - 70	1.14						
Religion/Belief			%	Sexual Orientation			%
Christian			17.05	Heterosexual / Straight			44.32
Prefer not to answer / Unanswered			56.81	Prefer not to answer / Unanswered			55.68
Other			1.14				
None			25.00				

4.3.2 Employee Review and Development (Appraisals)

There were 373 employee Review & Development Meetings recorded electronically during the Financial Year 2017/2018. We have included the 2015/16 statistics for completeness.

There are no significant differences to previous years that are not explained by changes in the overall workforce detailed in section 3 above. Again, the data in relation to sexual orientation and religion or belief is not particularly meaningful due to the number of unanswered responses.

Employee Review & Development Meetings 2015/2016							
Age Group	%	Gender	%	Disability	%	Race	%
16 - 25	5.07	Female	63.71	No	87.24	Ethnic Minority Group	0.55
26 - 35	17.67	Male	36.29	Prefer not to answer / Unanswered	2.77	Other	0.40
36 - 45	24.01			Unknown	4.04	Prefer not to answer / Unanswered	4.28
46 - 55	32.65			Yes	5.94	White Background	94.77
56 - 65	18.46						
66 - 70	1.74						
>+71	0.4						
Religion/Belief				%	Sexual Orientation		%
Christian				9.90	Heterosexual / Straight		22.11
None				11.57	LGBT		0.24
Other				0.87	Prefer not to answer / Unanswered		77.64
Prefer not to answer /Unanswered				77.66			

Employee Review & Development Meetings 2017/2018							
Age Group	%	Gender	%	Disability	%	Race	%
16 - 25	1.07%	Female	65.15%	No	87.13%	Ethnic Minority Group	1.07%
26 - 35	5.63%	Male	34.85%	Prefer not to answer / Unanswered	8.58%	Other	0.27%
36 - 45	16.62%			Yes	4.29%	Prefer not to answer / Unanswered	6.70%
46 - 55	18.50%					White Background	91.96%
56 - 65	30.30%						
66 - 70	25.47%						
>+71	2.41%						
Religion/Belief				%	Sexual Orientation		%
Christian				12.06	Heterosexual / Straight		28.15%
None				15.28	LGBT		0.80%
Other				1.34	Prefer not to answer / Unanswered		71.05%
Prefer not to answer /Unanswered				71.32			

4.3.3 Training

During 2017/2018, 14,853 individual training events/courses/qualifications were undertaken, including e-learning. This involved 2,398 individual staff members and there were 712 individually named events or courses.

The picture is broadly representative of the wider workforce and no significant issues are raised in relation to access to development. There are no significant differences to previous years and again, the data in relation to sexual orientation and religion or belief is not particularly meaningful due to the number of unanswered responses.

All Training undertaken during 2017 / 2018 Total – 14,853							
Gender		Age Range		Disability		Race	
Female	78.91%	16-25	12.25%	No Disability	80.26%	Minority Ethnic Group	1.52%
Male	21.09%	26-35	18.58%	Prefer not to answer / Unanswered	13.21%	Prefer not to answer / Unanswered	11.12%
		36-45	20.36%	Disability	4.52%	Other	0.12%
		46-55	29.77%			White Background	85.84%
		56-65	17.13%				
		66-70	1.33%				
		>70	0.60%				
Religion/Belief				Sexual Orientation			
Christian		13.00%		Heterosexual/Straight		32.20%	
Prefer not to answer / Unanswered		40.66%		LGBT		0.21%	
None		17.24%		Prefer not to answer / Unanswered		40.26%	
Other		1.24%		Other		0.20%	

4.4 Apprentices 2017/18

Occupational Area	Male	Female
Construction	Less than 5	
Health & Social Care	Less than 5	21
Children & Young People		Less than 5
Engineering	Less than 5	

This table shows the development opportunities for apprentices, split by gender. The bulk of apprenticeships during this period were in Community Health and Social Care, 87.5% of which were held by female apprentices. All of the traditionally 'male' occupations, namely Construction and Engineering, were filled by male apprentices.

Through our Equal Pay action plan, we are committed to developing programme of work experience and developing advertising materials for careers and recruitment events that will encourage applicants from unrepresented genders for that work area, and will challenge gender norms and stereotyping. This will help us address the gender typical breakdown in our current apprentice cohort.

4.5 Flexible Working Applications

Employees who have at least 26 weeks' continuous service with their employer have the right to make a statutory request to work flexibly. Employees may request to change the hours they work, change the times they are required to work or request to work from home. We also encourage discussion with new applicants about different working patterns; every recruitment advert contains a line 'happy to talk flexibly.'

We have not previously recorded or reported on requests for flexible working; however, having reviewed the policy we have built in a recording process, which we anticipate enabling reporting in our next equalities monitoring report. This will be limited to formal requests for flexible working, but the wider picture of informal arrangements may be more flexible. During 2017/18, there were no grievances or complaints received related to requests for flexible working being denied.

4.6 Leavers

During 2017-18, 1139 staff left the Council; 609 (53%) of these were relief or casual workers terminating their agreements. Of the remaining 530 leavers, 243 (46%) were leaving at the end of a temporary or fixed-term contract. This shows that the proportion of the established workforce exiting the organisation is relatively low, with a basic raw turnover of 6.5% (established leavers as a percentage of overall headcount).

Of these 530 leavers (excluding relief workers), 26% were male and 74% female; this represents more women leaving the organisation than represented in the wider workforce,

which is 65% female employees. Similarly disproportionate were LGBO people, who represented 1.3% of leavers compared to just 0.48% of the workforce, disabled leavers at 7.7% of leavers compared to 5% of the workforce and those with 'other' religions at 1.5% of leavers compared to 0.53% of the overall workforce. Given the small numbers involved, this may not be indicative of a problem with discrimination, however the information does suggest that further analysis is required to ensure that there is no discrimination and should be scrutinised for comparison in the next monitoring report. Exit questionnaire data is collected; less than five of those returned cited discrimination as a reason for leaving.

Those leavers who identify as from a black or ethnic minority background were representative of the overall workforce at 1.1%. The age profile of those leaving the organisation is broadly representative of the wider workforce, apart from a higher proportion of those leaving age 70+, which we would expect through natural retirement.

4.7 Transgender Employees

The Council recognises its responsibilities as an employer of transgender people. We must ensure that transgender people are not discriminated against or disadvantaged in their employment or as candidates for employment. We also recognise that being transgender is only one aspect of the individual's identity and therefore it is not a case of "one size fits all". Each person will have different needs and as such, a person-centred approach is important in supporting.

A very small number of employees identify as transgender; it is not currently feasible to report data on this protected characteristic or to draw any meaningful information from this. Transgender status has been captured as equality monitoring information in the Council for a relatively short period of time; with awareness raising we anticipate an increase in the data held to give us more accurate and meaningful information. No one leaving the organisation disclosed that they identified as transgender.

People have the right to live with dignity and privacy in the gender with which they identify, and that there must be no exceptions to this when a transgender person is an employee. In order to acknowledge the broad spectrum of gender diversity within society and that traditional gender stereotypes can be inadequate in reflecting the lives of employees, consideration could be given to a specific transgender employee policy, setting out how transitioned and/or transitioning employees will be supported in the workplace.

4.8 Marriage and Civil Partnership

The Public Sector Equality Duty also covers marriage and civil partnerships, with regard to eliminating unlawful discrimination in employment. Half of our workforce are married or in a civil partnership and we have no indication that discrimination on the grounds of marital status is in any way an issue.

5.0 Equal Pay Gap Information

Shetland Islands Council is required to publish its gender pay gap, which is the percentage difference between men's and women's hourly pay, excluding overtime. This information relates to data from the financial year 2017/2018. In order to establish this figure, and to identify pay inequalities and identify how these can be put right, the Council carried out an equal pay analysis.

Data and management information was processed and produced using data held by the Council's Payroll and HR system. We also referred to the Public Sector Equality Duty guidance from Close the Gap and guidance set out by the Equality and Human Rights Commission.

5.1 Gender Analysis

Within the scope of the equal pay analysis the gender split shows a typical female dominant local authority gender split of 65.5% female and 34.5% male.

5.2 The Pay Gap

In the assessment of equal pay risk, the Equality and Human Rights Commission (EHRC) advise that any gender pay gap within a defined 'equal pay work set' of greater than 5% is of a concern and action be taken to address this gap. A gap of between 3-5% is cautionary and advises that the reason for this be investigated.

The Gender Pay Gap for Shetland Islands Council in 2017/18 based on Basic Pay is **7.99%**. This means that on average, men are paid 7.99% more than women. We note that this is of concern and requires further investigations. However we are also pleased to note that this represents a reduction in the pay gap of 3.22% from 11.21% in 2015/16.

5.3 Equal Pay Audit and Action Plan 2019

Whilst this is a positive picture in terms of closing the pay gap in respect of basic pay, we are aware that there is a wider pay gap once other elements of pay and remuneration are added into the calculation, e.g. overtime, market forces etc.

As part of our work towards achieving accreditation for the Equally Safe at Work Scheme, and in line with the commitments set out in our 2017-2021 Equal Pay Statement, the Council plans to conduct a more detailed Equal Pay Audit in the coming months.

This work will explore in more depth whether the Council is providing equal pay and rewarding employees fairly in practice, including equal pay analysis by type and grade of work, as well as both vertical and horizontal analysis of occupational segregation. It will also explore the apparent improvement in the gender pay gap to understand what this means in reality and what has made the difference in the past two years.

6.0 Actions Identified

The following actions have been identified through the analysis in section 2-5 and will feed into the wider mainstreaming actions for the Council as well as being taken forward in the Human Resources Service Plan:

Desired Outcome	Action Identified
Equality data is accurate and up to date at the time of reporting.	<ul style="list-style-type: none"> – Further awareness raising exercise with staff. – Explore self-service options for equality data held in HR information systems and/or send out update forms.
Our employment application processes are inclusive and free from bias.	<ul style="list-style-type: none"> – Future reports will explore rates of success by gender in relation to the types and levels of roles applied for. – Explore transgender etiquette as a learning need.
We understand whether there are any equality issues relating to protected characteristics and the use of relief staff.	<ul style="list-style-type: none"> – Identify which relief staff are used regularly and run equality analysis.
We understand why our disability data is not currently reflective of the wider Shetland population.	<ul style="list-style-type: none"> – Work with managers and other stakeholders to reduce the stigma surrounding both physical and mental disabilities and eliminate discrimination. – Understand any barriers staff feel they face to disclosing disabilities and to challenge any real or perceived discrimination in relation to staff with disabilities.
We can demonstrate that we are a family friendly employer.	<ul style="list-style-type: none"> – Repeat maternity survey. – Ensure exit data from maternity leavers. – Revisit recording process for flexible working requests.
Discrimination is not tolerated in our organisation.	<ul style="list-style-type: none"> – Further analysis of exit information.
We support the needs of our transgender employees.	<ul style="list-style-type: none"> – Consideration of Transgender Employee Policy.
We are closing the gender pay gap.	<ul style="list-style-type: none"> – Carry out an Equal Pay Audit and publish key findings. – Develop an Equal Pay Improvement Action Plan.

7.0 Further Review

Under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, Shetland Islands Council is required to publish equality monitoring and equal pay data every two years. Our next report will be published by 30th April 2021 and will provide information in relation to the workforce during the period 2019/20.