

Employment Equalities Monitoring Report & Equal Pay Gap Information

2021 (data from 2019/2020)

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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 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 listed 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 is set out in Shetland's Equality Outcomes and Mainstreaming Report 2017 - 2021. This is available on Shetland Islands Council's website at <https://www.shetland.gov.uk/strategy-performance/equality-diversity>

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.

The Council's Workforce Strategy 2021-2026 has a commitment to ensuring the workforce reflects the diversity within the Shetland community and to ensuring fair work drives success, equality, wellbeing and prosperity for all by supporting people to reach their potential.

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. The Equal Pay Statement will be reviewed during 2021.

1.3 What is Workforce Monitoring Information?

Shetland Islands council as a listed authority must gather employee information and use it to help better perform the General Equality Duty. It must also gather and publish gender pay gap information and a statement on equal pay and as it is covered by the Specific Duty to gather and use employee information on the composition of the authority's employees and information on the recruitment, development and retention of people as employees of the authority with respect to, in each year, the number and relevant protected characteristics of such people.

This helps the Council to:

- Identify key issues in employment;
- Assess whether it is discriminating unlawfully in any of its employment functions and help identify action to remedy this;
- Identify any actions it can take to avoid discrimination and harassment, advance equality of opportunity or foster good relations;
- Understand the impact of its employment policies, practices and decisions on people with different protected characteristics and thereby plan them more effectively;
- Consider taking steps to meet the needs of staff and potential staff who share relevant protected characteristics.

1.4 Monitoring Data Collection – Effective Dates

Within the sections that follow, the information relates to the period from 1 April 2019 to 31 March 2020, and also where relevant includes information from earlier monitoring reports in order to draw comparisons across the years.

The information relating to applicants is from recruitment in the financial year 2019/20. 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, Sex, 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 2020. The total was 2,261 full time equivalent employees (FTEs); the figure includes relief workers who worked/were paid at 31 March 2020. The headcount was 4,244 individual employees/workers; this includes individuals who have more than one contract.

We believe that all staff, regardless of their sex, 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 sex, 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 during 2019/2020

The Council reviewed its Recruitment and Selection policy in this period and a new policy was approved in January 2020. It notes that “Shetland Islands Council promotes best practice, fairness and equity in recruitment and selection. All candidates will be given the opportunity to demonstrate their abilities regardless of age, disability, race, religion or belief, sex, sexual orientation, gender reassignment, marriage and civil partnership status, pregnancy and maternity”

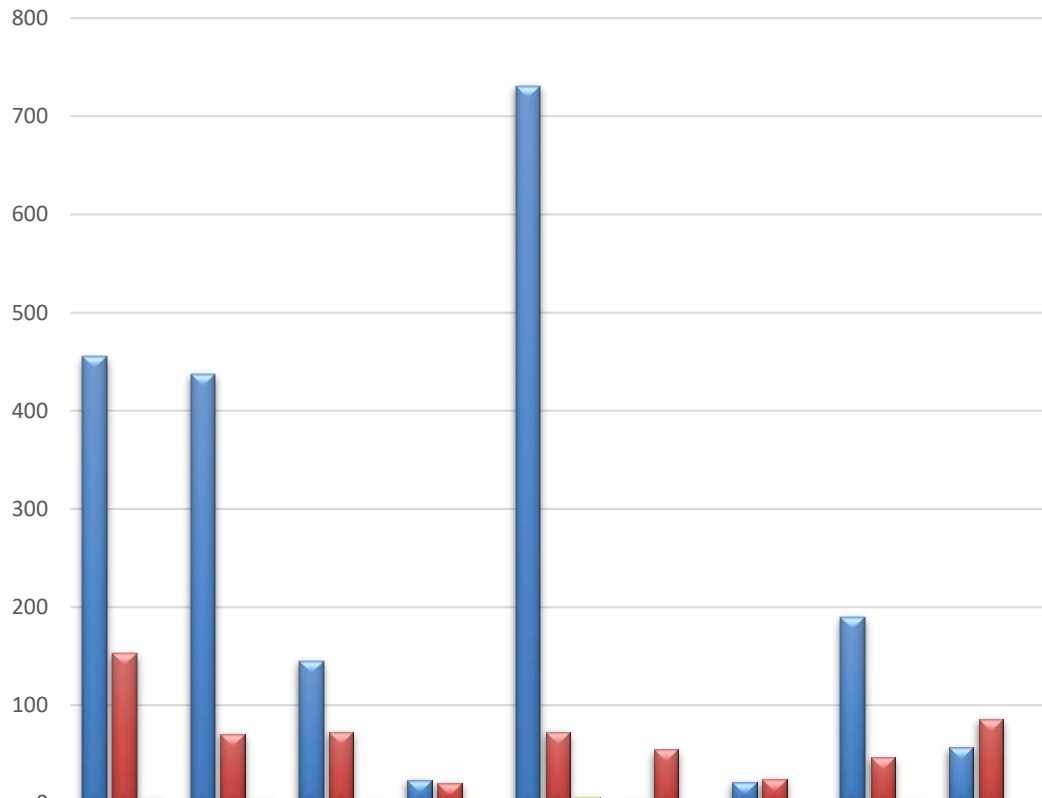
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During the financial Year 2019 / 2020, there were 2,830 applications made between 01/04/2019 and 31/03/2020. To help identify any issues and impact of employment practices and decisions roles within the Council have been split into nine “Broad Occupational Categories”.

Within the recruitment data set we have reflected actual numbers rather than state “less than 5”.

Occupational Category	Typical Job Title in Category
Business Support	Admin and Clerical Assistants; Library Assistant; PA's
Care	Social Care Worker; Home Help; Housing Support Worker
Catering & Cleaning	Cleaner, Kitchen Assistant; cook
Leadership	Director; Executive Manager; Team Leader
Learning	Learning Support Worker; Youth worker; Lecturer; Early Years Worker
Marine	Deckhand; Mate; Marin Pilot; Skipper
Professional & Technical	Social Worker; Planning Officer; Solicitor
Teaching	Head Teacher; Principal Teacher; Teacher

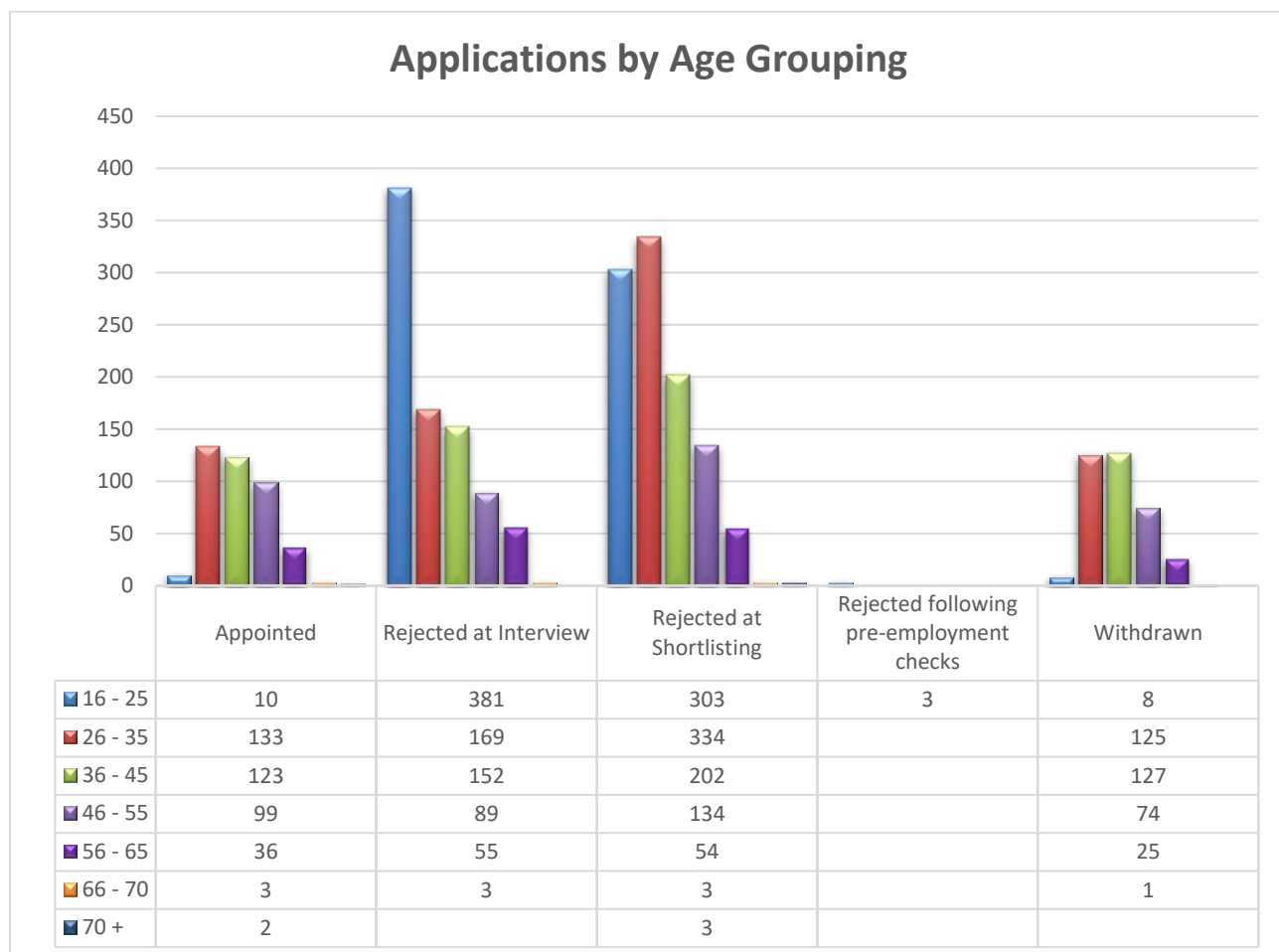
Applications by Broad Occupational Categories 2019/2020



	Business Support	Care	Catering & Cleaning	Leadership	Learning	Marine	Professional & Technical	Teacher	Trades & Operational
Female	455	437	145	24	731	3	22	190	57
Male	153	71	73	21	73	55	25	47	86
Prefer not to answer	4	3	2		6			2	

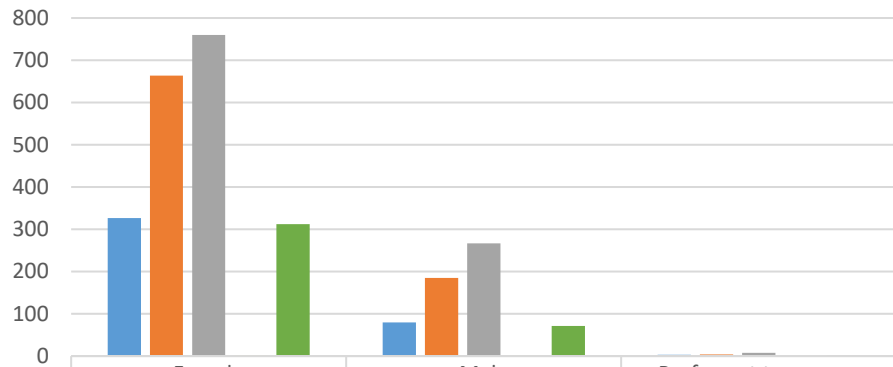
This breakdown of applicants by sex shows significant occupational segregation across the broad occupational categories. This is the first monitoring report where data is broken down in this way. This base data will be used to track progress on initiatives to encourage applications from women in male dominated roles, such as marine and from men in female dominated roles, for example in Early Years and Childcare.

2.1 Applicants – Age



2.2 Applicants – Sex

Applications by Sex 2019/2020

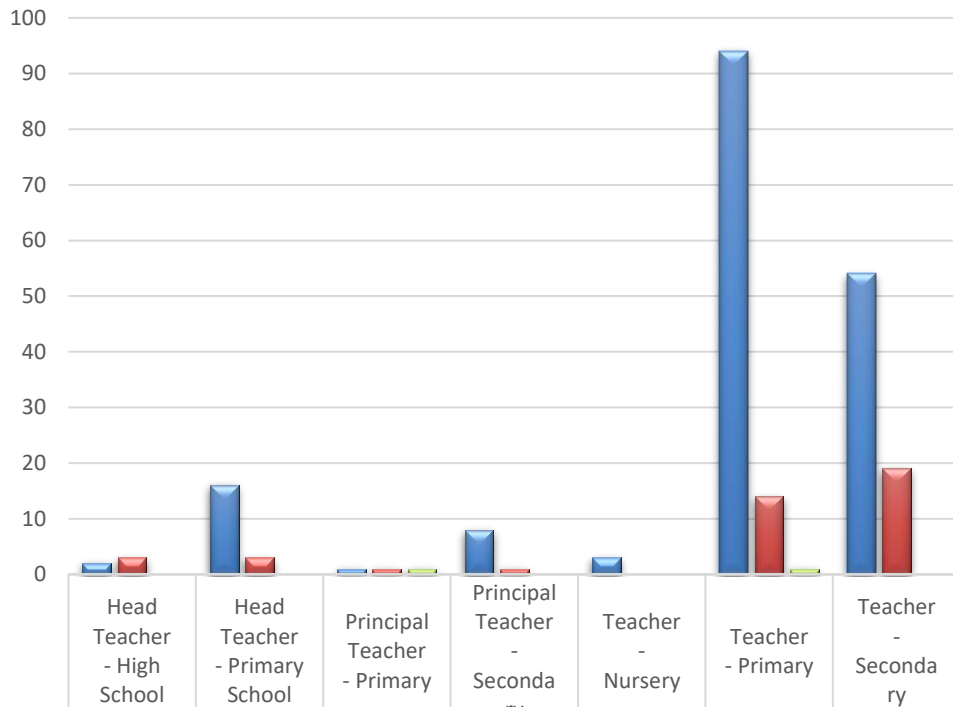


	Female	Male	Prefer not to answer
Appointed	327	80	3
Rejected at Interview	664	185	4
Rejected at Shortlisting	760	267	8
Rejected following pre-employment checks	2	1	
Withdrawn	312	71	2

The Council’s Recruitment Team have identified that within the applications received there are vacancies where all, or most of the applications received are from one sex. Further analysis is being done to allow this to be reflected in future Equalities Monitoring reports and to identify whether positive action should be explored.

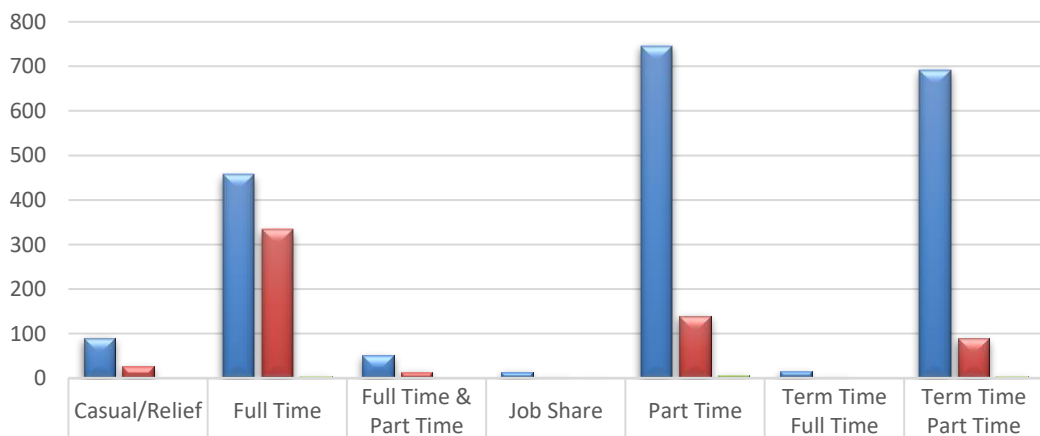
An example of vacancies which attracted only male applicants includes vacancies for a Modern Apprentice – ICT Network Assistant; Modern Apprentice – Joiner; Ferry Deckhand; General Purpose Rating on a Tug; Gravedigger; Janitor and Road Worker while there were only female applicants to a vacancy for an Educational Psychology Assistant; Graduate Apprentice – Early Learning and Childcare; Cook and Houseparent.

Teaching Applications by Sex



Female	2	16	1	8	3	94	54
Male	3	3	1	1		14	19
Prefer not to answer			1			1	

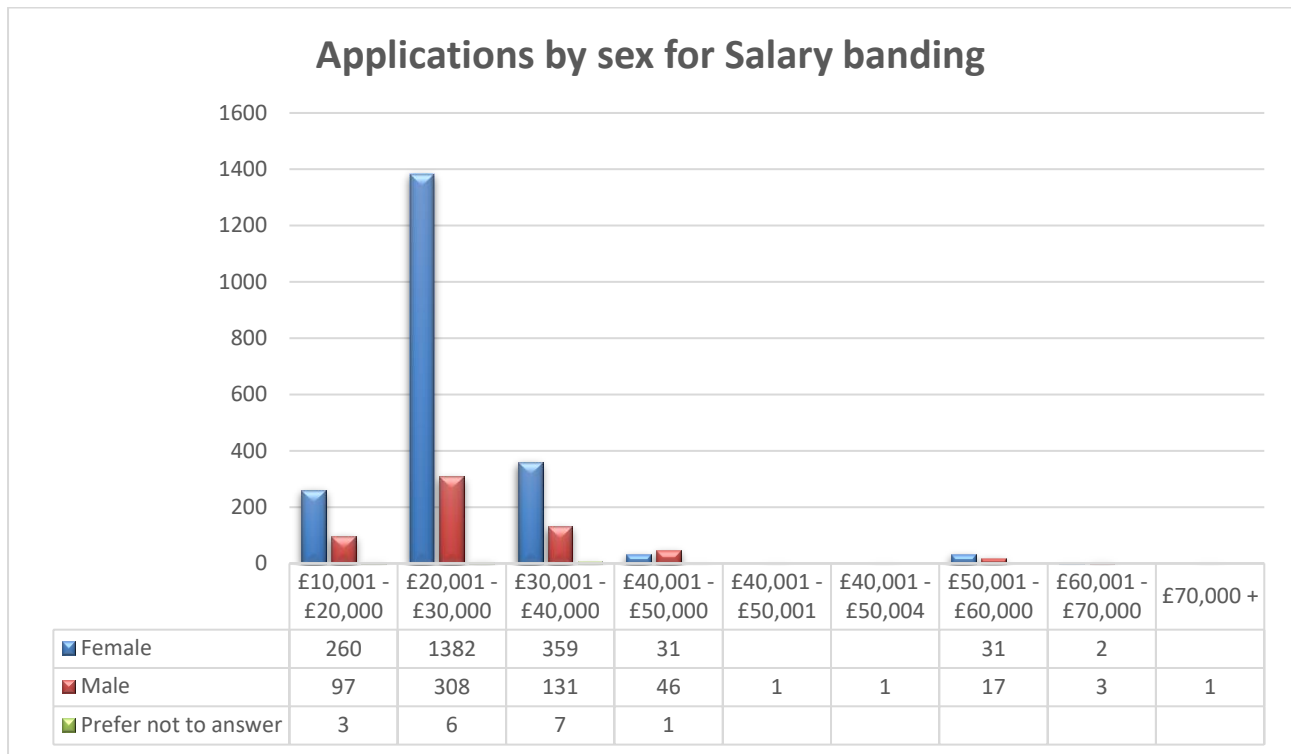
Applications by Position Type, broken down by sex



Female	90	457	51	14	746	15	692
Male	26	333	13	3	139	2	89
Prefer not to answer		5		1	6		5

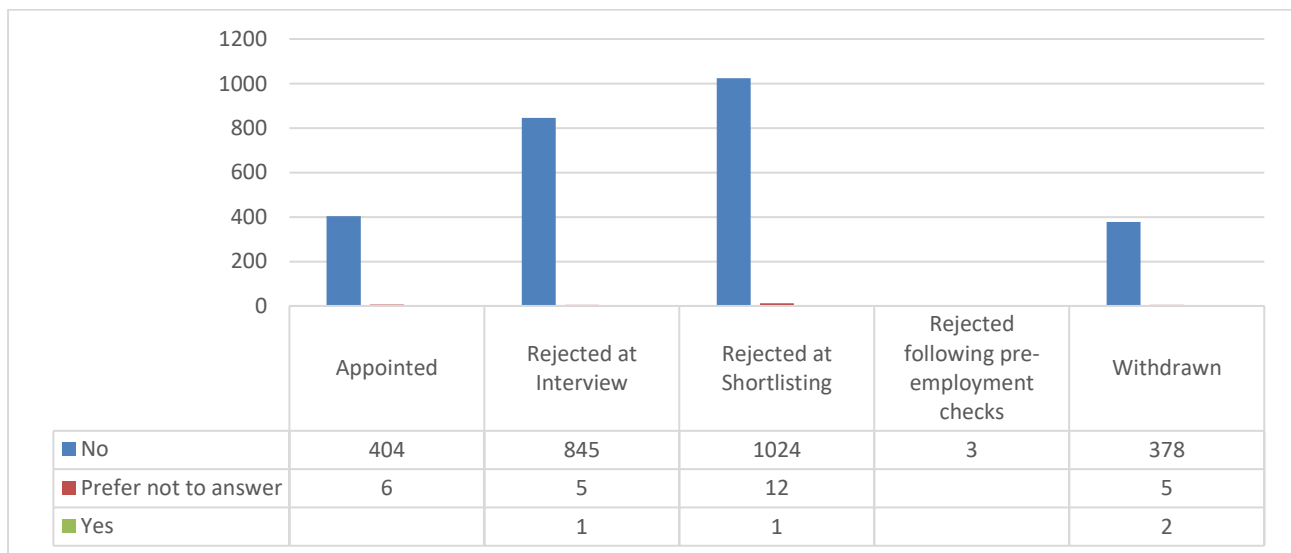
This table shows significant distinction by the sex of applicants for part-time and term time roles which is not observed in relation to full time roles. The Equality and Human Rights Commission “Is Scotland Fairer? 2018 report noted that in 2017, part-time employment

accounted for 42.3% of all women’s employment compared with 12.2% of all men’s employment.

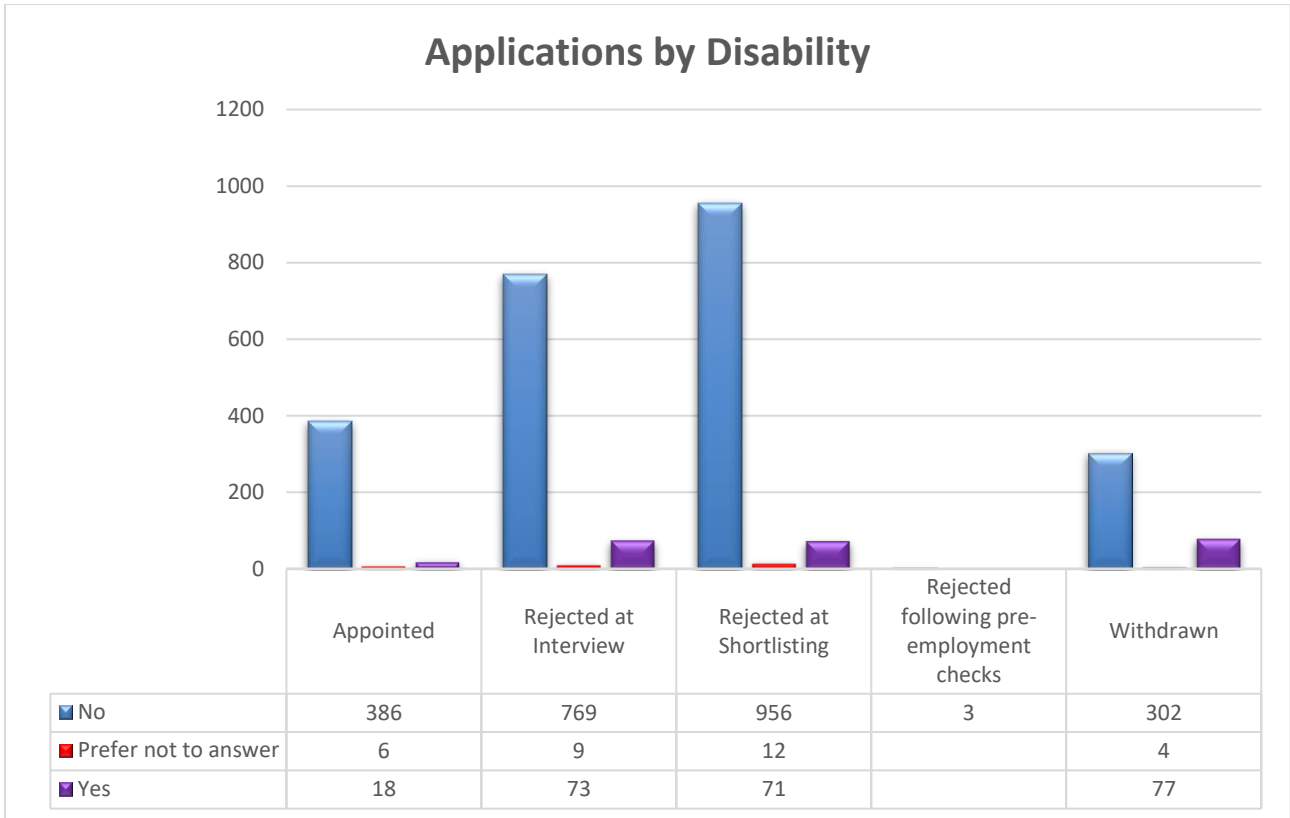


This table again shows a significant difference by the sex of the applicant, with greater numbers of women applying for lower graded vacancies.

2.3 Applicants – Transgender



2.4 Applicants – Disability



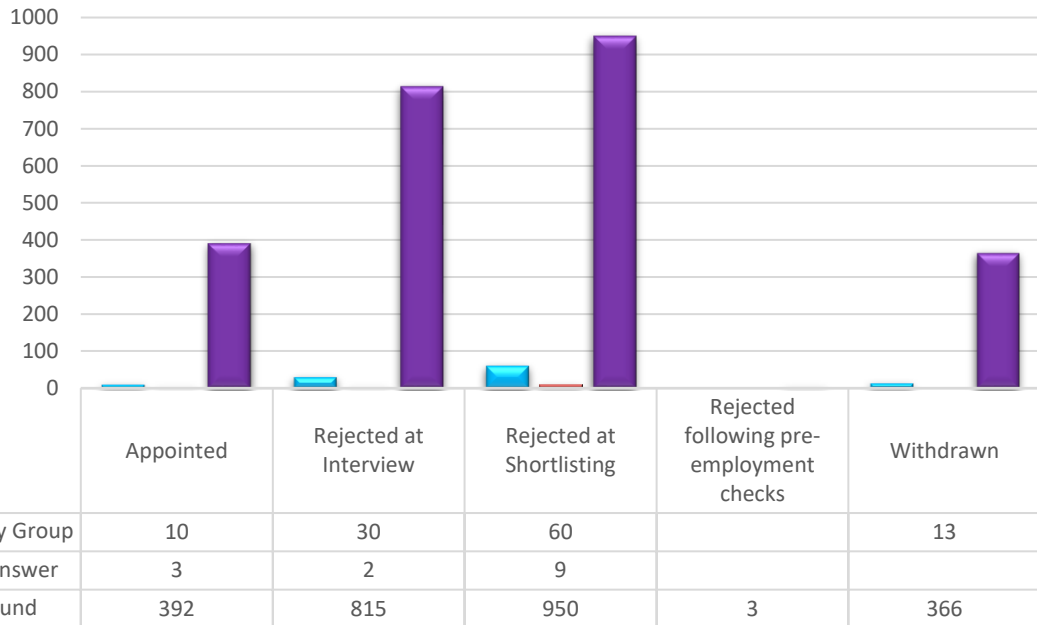
2.4.1 Reasonable Adjustments at Interview

Both the Council’s Recruitment and Selection policy and its Mental Health and Wellbeing policy state that “no applicant is refused employment solely on the grounds of mental health or disability. Applicants are provided with the opportunity to ask for adjustments to be made through the selection process and training on reasonable adjustments is provided to those taking part in selection decisions”. The Council’s application form asks applicants “Are there any particular arrangements required to enable you to attend for interview? For example, a sign language interpreter, location with a ramp or information in large print etc”. All interview invites includes the statement that “If you have a disability that requires reasonable adjustments or if you need any special arrangements for interview, please contact a member of our HR Recruitment Team on 01595 808 808”.

It is currently not possible to report on the numbers of applicants who respond positively to the question on reasonable adjustment in the application form, or request adjustments, but this will be addressed in future reports.

2.5 Applicants – Ethnic Group

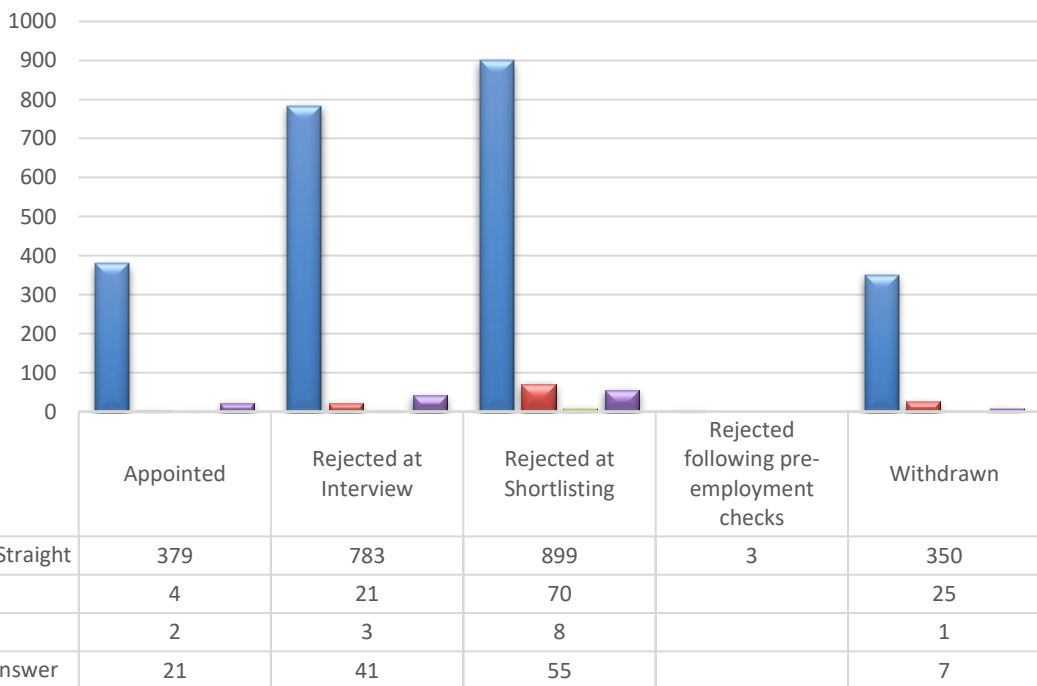
Applications by Ethnic Group



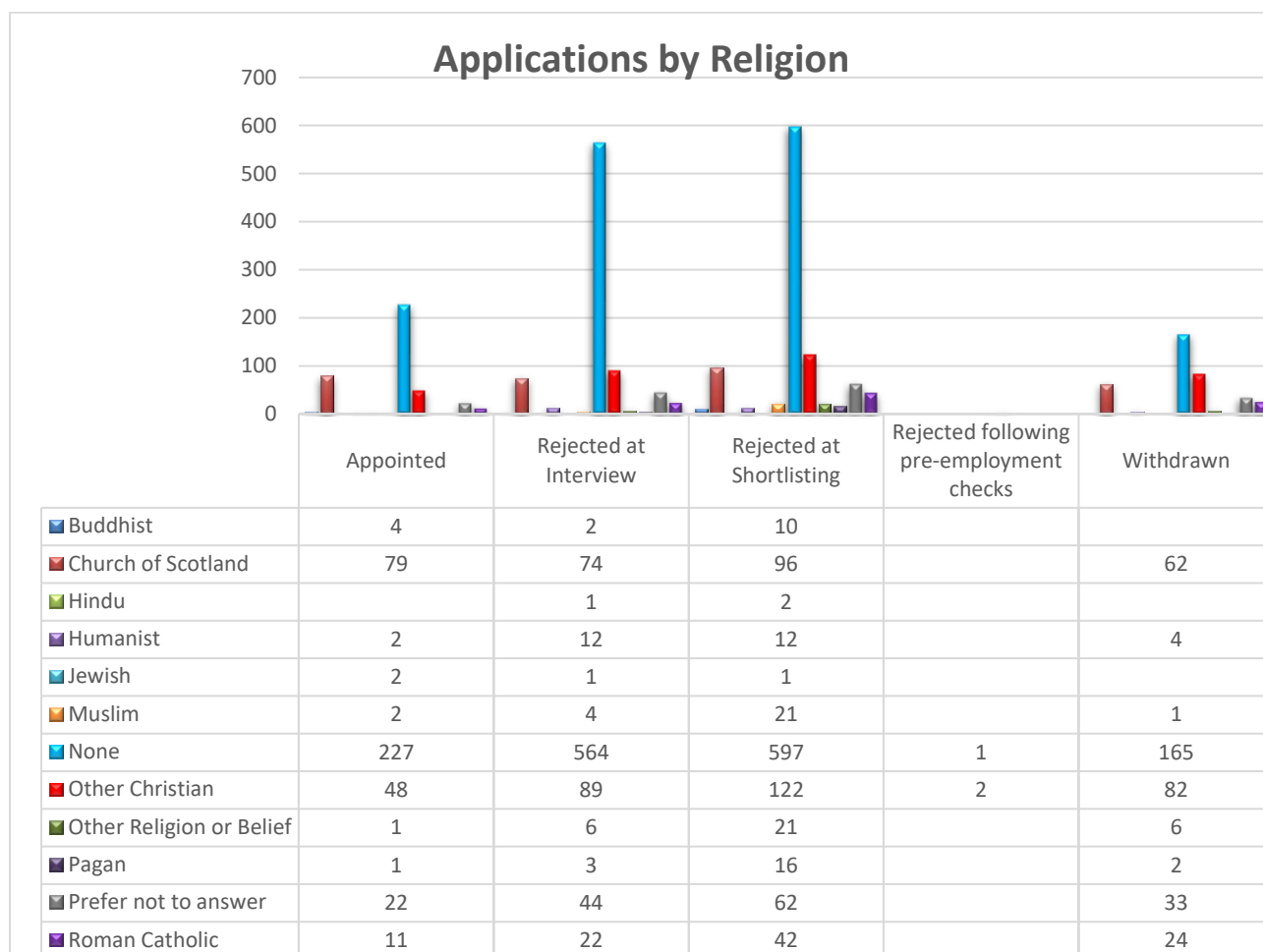
While 15.5% of all applicants who were successful this table also shows that this reduces to 8.8% of all those applicants of an Ethnic Minority Group were successful.

2.6 Applicants – Sexual Orientation

Applications by Sexual Orientation

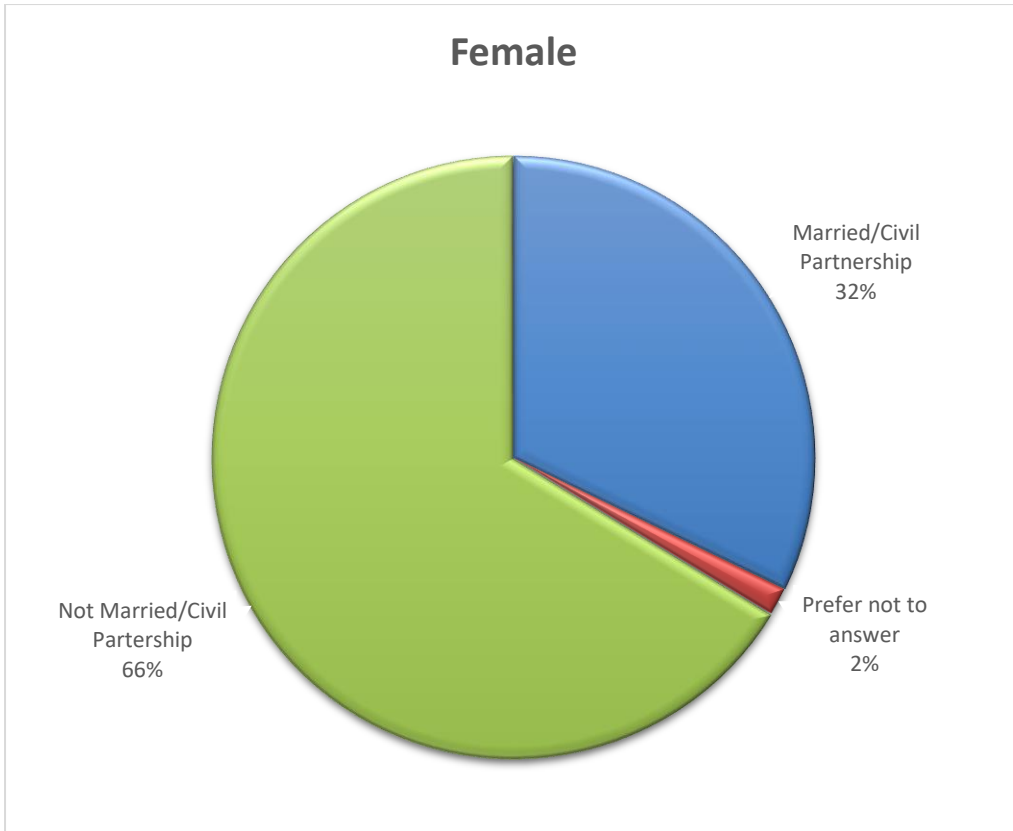


2.7 Applicants – Religion/Belief



The categories used for religion are taken from the online platform, 'My Job Scotland', which the council uses for recruitment. These mirror the categories used in the Census.

2.8 Applicants – Marriage/Civil Partnership



3.0 Workforce Data

This section provides workforce data relating to all employees who were employed during 2019/20, 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, sex, disability, race, sexual orientation and religion/belief.

In order to maintain confidentiality where there are fewer than 5 employees in any table this is reflected as less than 5.

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 sex, where it can be seen that there is a more stark difference in the percentage of female (80%) to male workers (20%) than the overall workforce, showing men being even more underrepresented in the number of relief hours worked, and similarly women over-represented. These figures are almost unchanged from the last report in 2017/18 where they were 81%/19%.

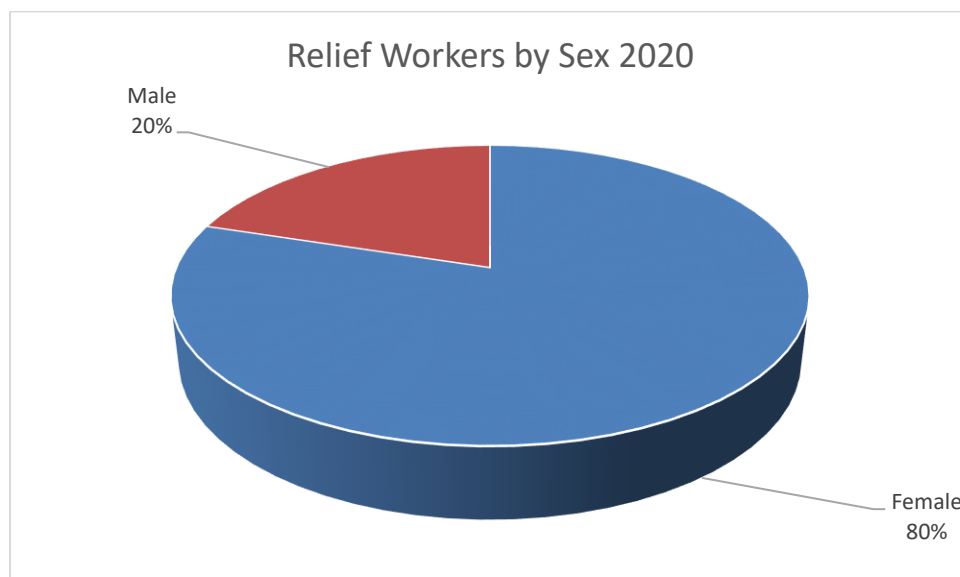
Further work could be done in 2021 to identify which relief staff are used regularly to identify if there are any equality issues relating to protected characteristics and the use of relief

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	2018	2020
Full-time	1272	1378	1347
Part-time	3541	3040	2897
Total	4813	4418	4244

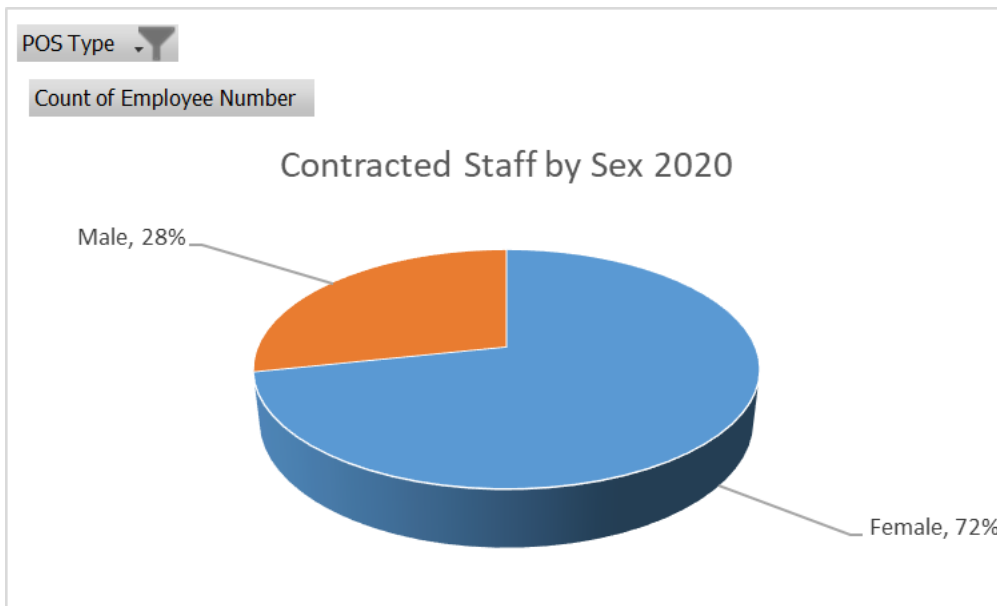
While the number of people working full-time hours has reduced slightly compared to two years ago, there has been a larger reduction in the number of people working part-time. The number of people working in total, including as a Relief Worker has reduced between the two periods. This fits with the increase 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. Do we want to remove, or reference.

Sex Split Headcount of Relief Workers		
	2018	2020
Female	672	650
Male	154	164
Total	826	814



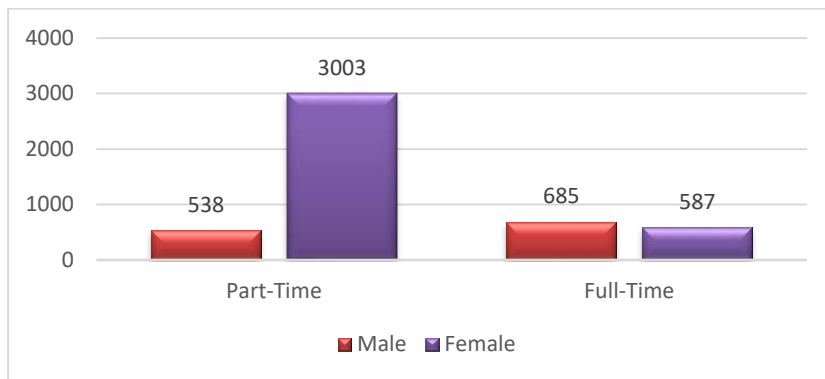
The female/male split within Relief staff is almost unchanged between 2020 and 2018.

Sex Split Headcount of Contracted Staff		
	2018	2020
Female	2588	2458
Male	1004	972
Total	3592	3430

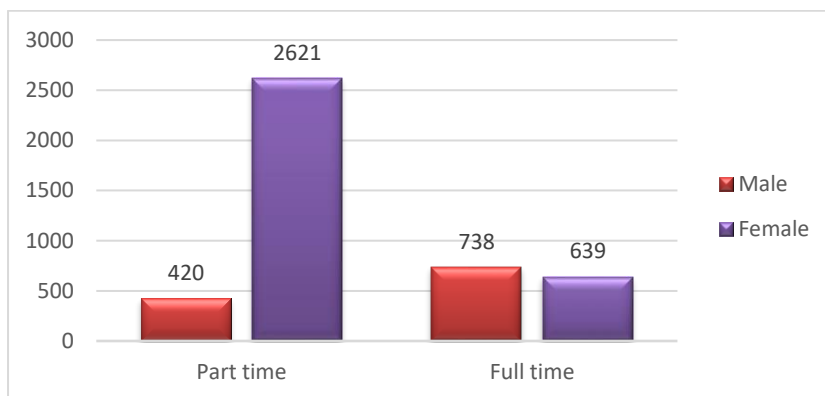


While the number of contracted employees has reduced between 2018 and 2020 the split by sex of employee remains 72% female and 28% male.

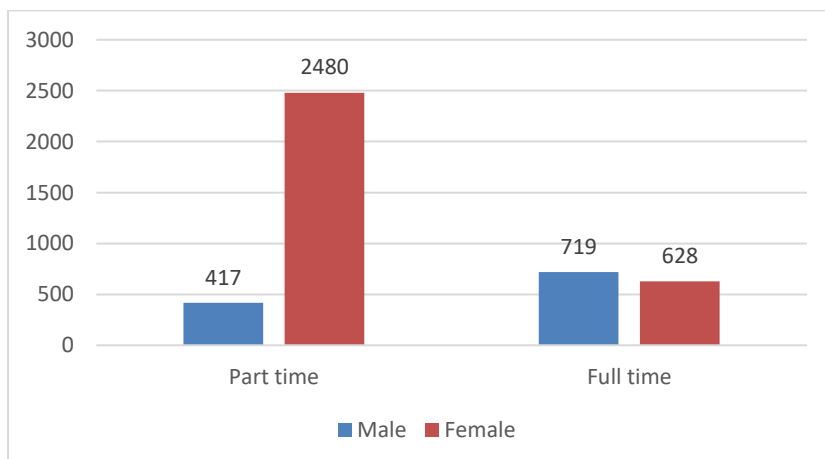
Sex Split /Type for Headcount at 31 March 2016:



Sex Split/Type for Headcount at 31 March 2018:



Sex Split/Type for Headcount at 31 March 2020

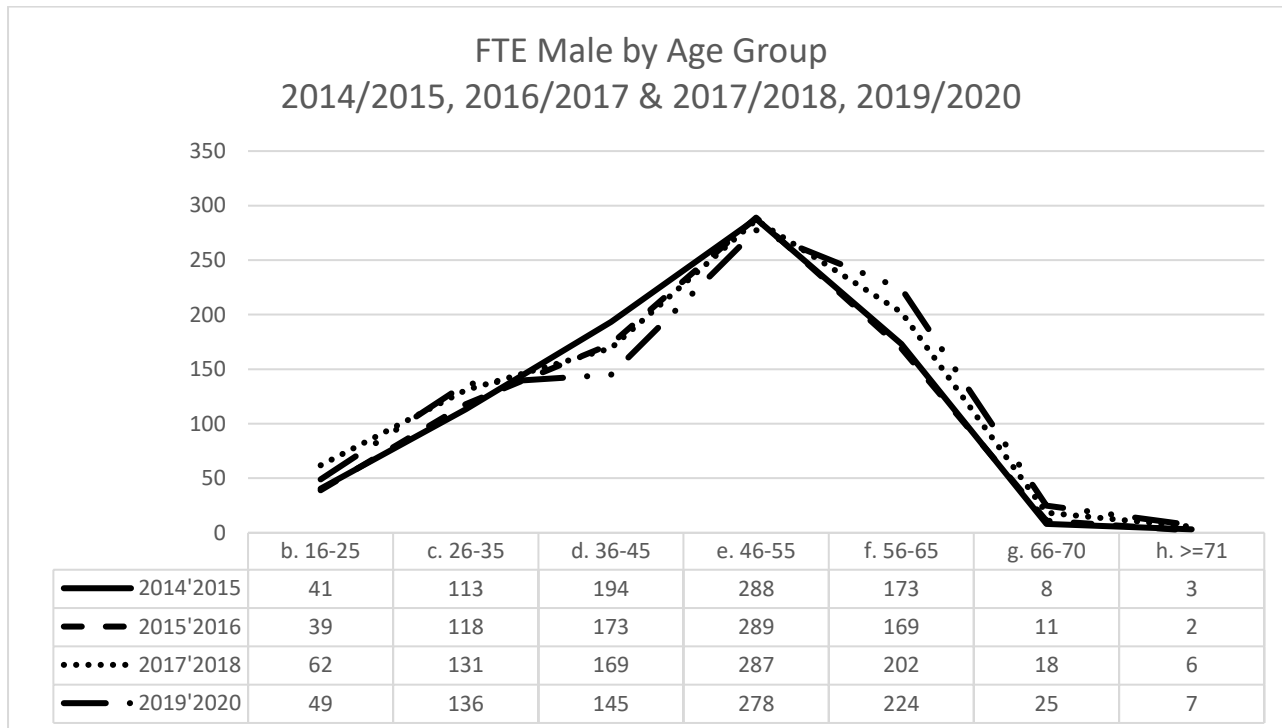


While overall numbers of people have reduced across both part-time and full-time between 2020 and 2018 the proportion of women and men employed in each category remains consistent across the three data sets. As described earlier, the Equality and Human Rights Commission Is Scotland Fairer? 2018 report notes that women are more likely to be in part-

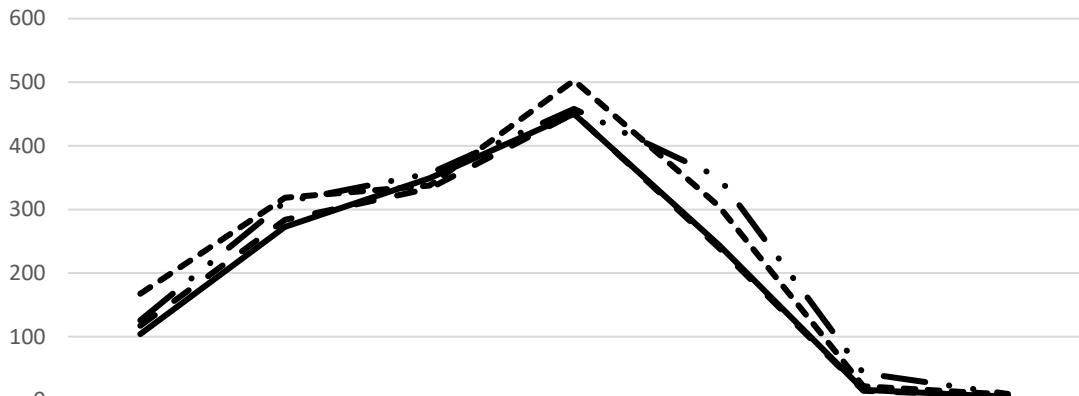
time work. Further analysis will be carried out on part-time/full-time split including across the broad occupational categories, and other protected characteristics such as ethnicity and disability.

3.1 Workforce - Age

The council's staffing population in 2014/15, 2016/17, 2017/18 and 2019/20 is set out below, shown by age profile and sex. This shows a reduction in the number of male employees aged 16-25 (20%) since 2017/18 but the numbers of employees over 55 since 2016/17 continues to increase. The pattern for female employees is very similar with the number of 16-25's decreasing while the over 56 increases. The over 55 category increase was anticipated in relation to our ageing workforce and known ageing population.

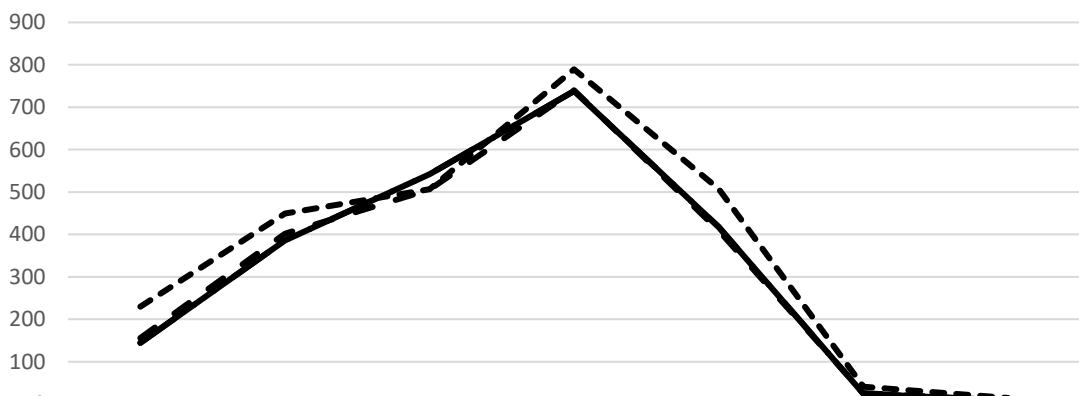


FTE Female by Age Group
2014/2015, 2016/2017 & 2017/2018, 2019/2020



	b. 16-25	c. 26-35	d. 36-45	e. 46-55	f. 56-65	g. 66-70	h. >=71
— 2014'2015	104	273	349	450	244	16	5
- - 2015'2016	117	284	333	451	240	15	6
- - - 2017'2018	168	319	337	503	305	22	9
— • 2019/2020	126	312	357	458	350	43	10

FTE All Workforce by Age Group
2014/2015, 2016/2017 & 2017/2018, 2019/2020



	b. 16-25	c. 26-35	d. 36-45	e. 46-55	f. 56-65	g. 66-70	h. >=71
— 2014'2015	145	386	543	738	417	24	8
- - 2015'2016	156	402	506	740	409	26	8
- - - 2017'2018	230	449	507	789	508	41	15
— • 2019/2020	145	386	543	738	417	24	8

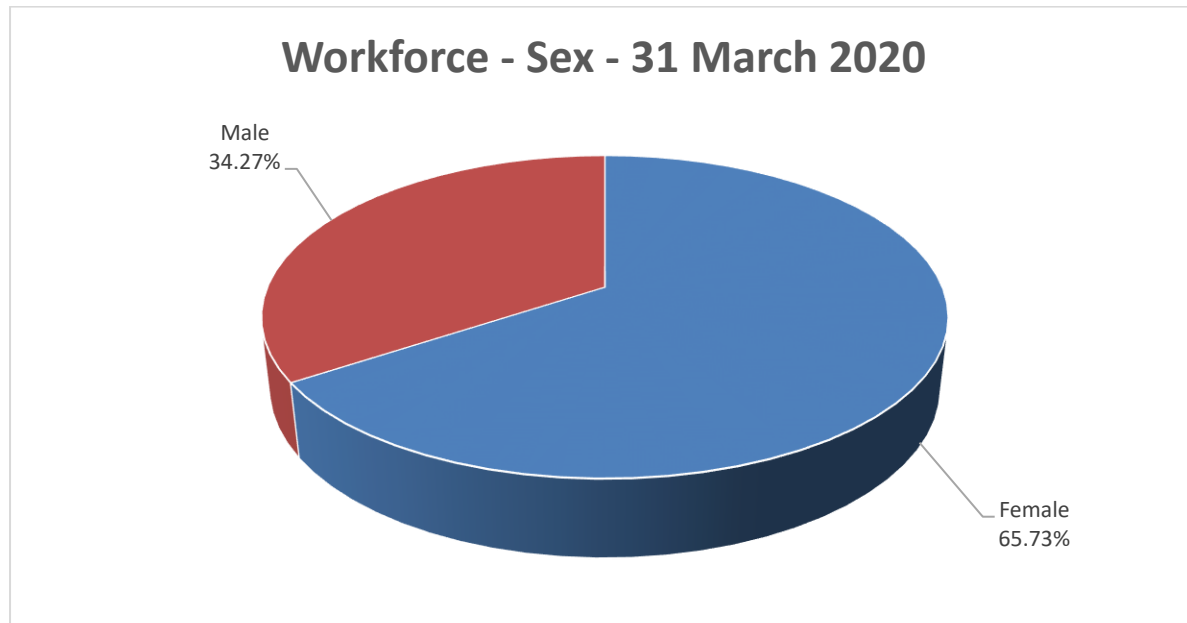
Most notable in relation to the age profile of the workforce is the change in the number of employees aged 16-25 returning to the number employed in 2014/15

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.

3.2 Workforce - Sex

While the overall number of employees continues the reduction seen from 2015/16, 2017/18, and 2019/20 the sex balance has shown a very slight shift from 35.67% male workforce in 2016 to 34.27% in 2020. This is an increase of 1.4% of the proportion of women in the workforce over the 4 year period.

FTE

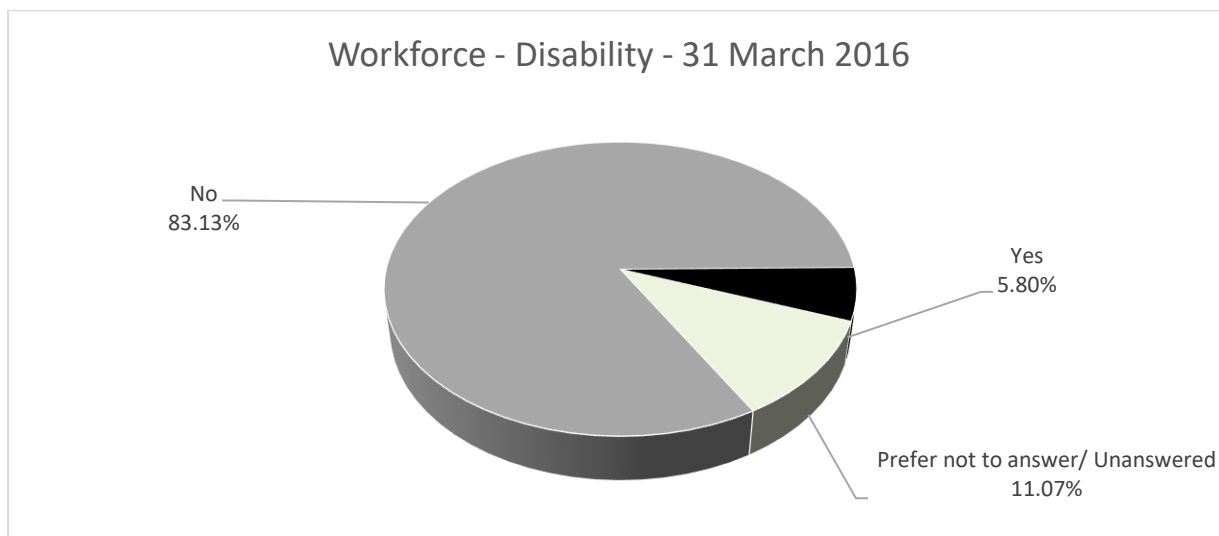


3.3 Workforce – Disability

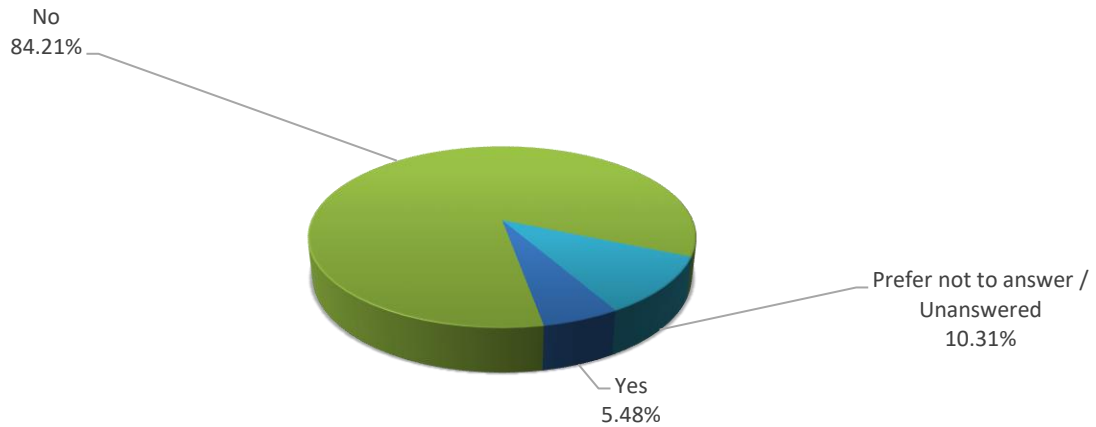
The proportion of employees who describe themselves as disabled has again decreased slightly in the monitoring period. In 2016 the figure was 5.8%, reducing to 5.48% in 2018 and again to 5.1% in 2020. With 5% of the workforce identifying as disabled, our workforce does not appear to be reflective of 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 continue 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 and has reduced slightly again to 9.71% in 2020.

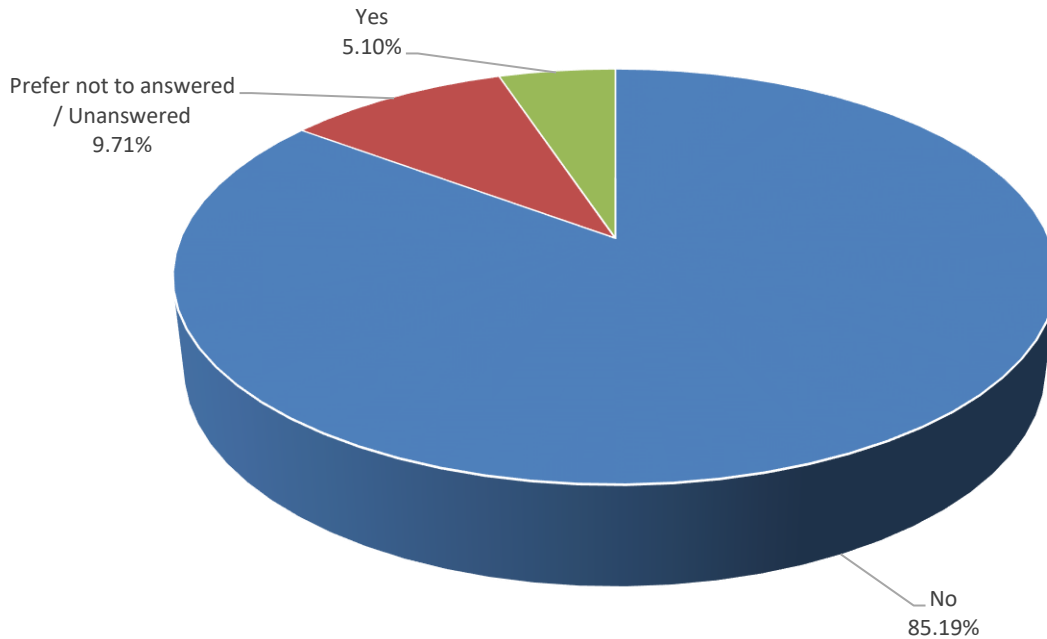
The charts below show the breakdown of data in relation to disability across the reporting periods of 2016, 2018 and 2020:



Workforce - Disability - 31 March 2018



Workforce - Disability - 31 March 2020



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. In the period 2019 – 2020 there were seventy

one staff who returned to work on a phased return to work. This shows that the use of phased returns to work as a reasonable adjustment has become well established and will continue to be offered.

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. The number of people who were redeployed for this reason has remained the same in 2019/20 as in 2017/18 and is much reduced from the position in 2015-16 when nine employees were redeployed for this reason.

During 2019/2020 ten employees were granted ill-health retirement. This compares with 2017/2018 figure of thirteen employees, which was also the number of ill health retirements granted in 2015/16.

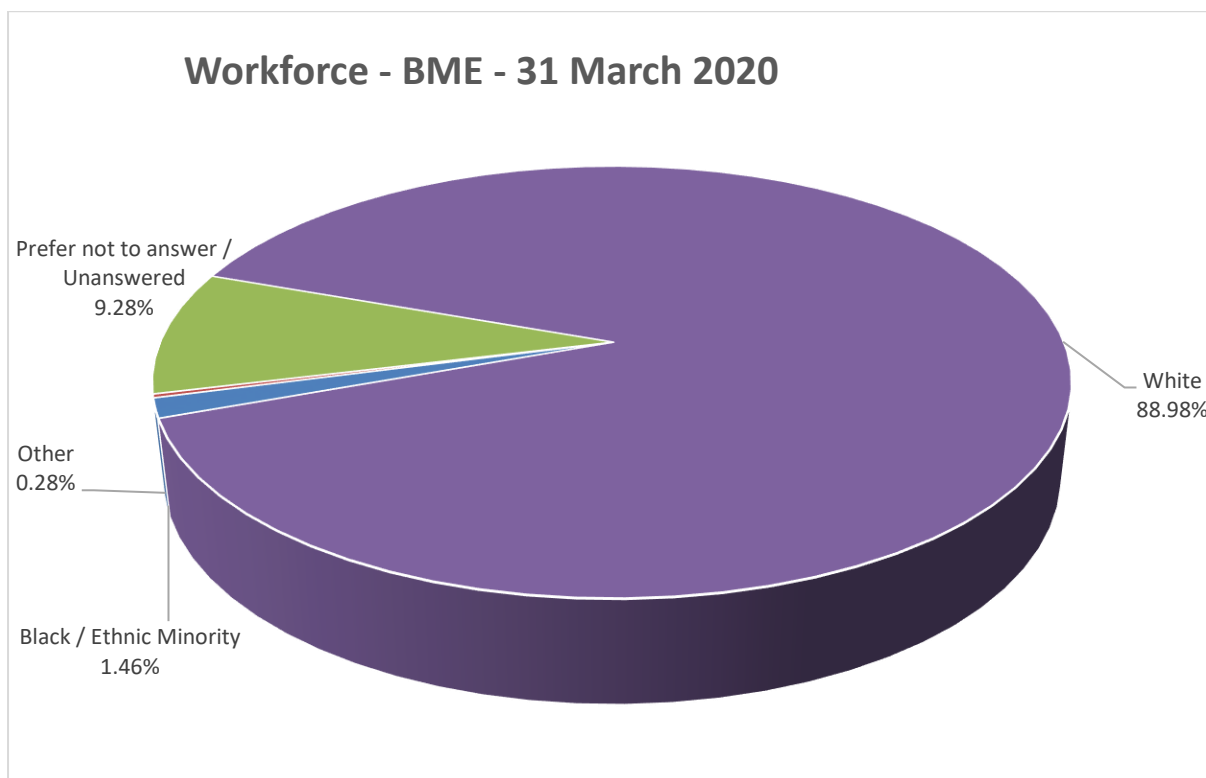
3.3.2 Disability Confident

Shetland Islands Council continues to be a member of the Disability Confident scheme. It was re-certified as a Disability Confident Employer, at level 2, in December 2020 showing an ongoing 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 a Black or Minority Ethnic Group (BME) has increased again to 1.46% in 2019/20, from 0.98% in 2017/18 which was a slight increase from 0.91% in 2015/16. This is similar to the Shetland population of 1.5% BME shown in the 2011 Census data.

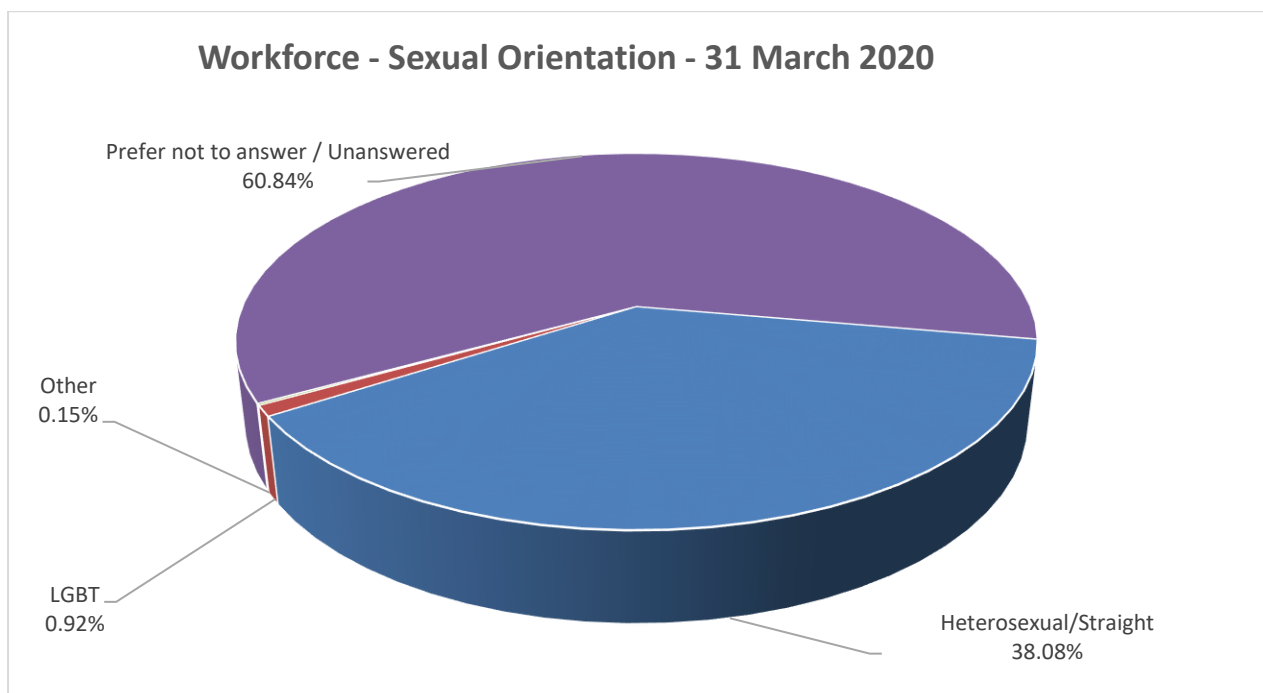
Interestingly, the 2011 Census data also showed us that 13% of households in Shetland contained persons not from the same ethnic group (i.e. mixed race households), 3% higher than the Scottish average. Combined with a 2.5% less BME overall, this is indicative of anecdotal information suggesting that 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 did not change significantly in relation to the percentage of the workforce who described themselves as Heterosexual/Straight at 29.83% and as LGBO was 0.40%. The number of employees for whom we do not hold information or who chose not to disclose the information reduced by 18%, but remained high at 69.78%.

In 2020 although the change again is small the number of employees who described themselves as LGBO increased slightly to 0.92%, and the number of employees for whom we do not hold information or who chose not to disclose the information reduced further to 60.84%.

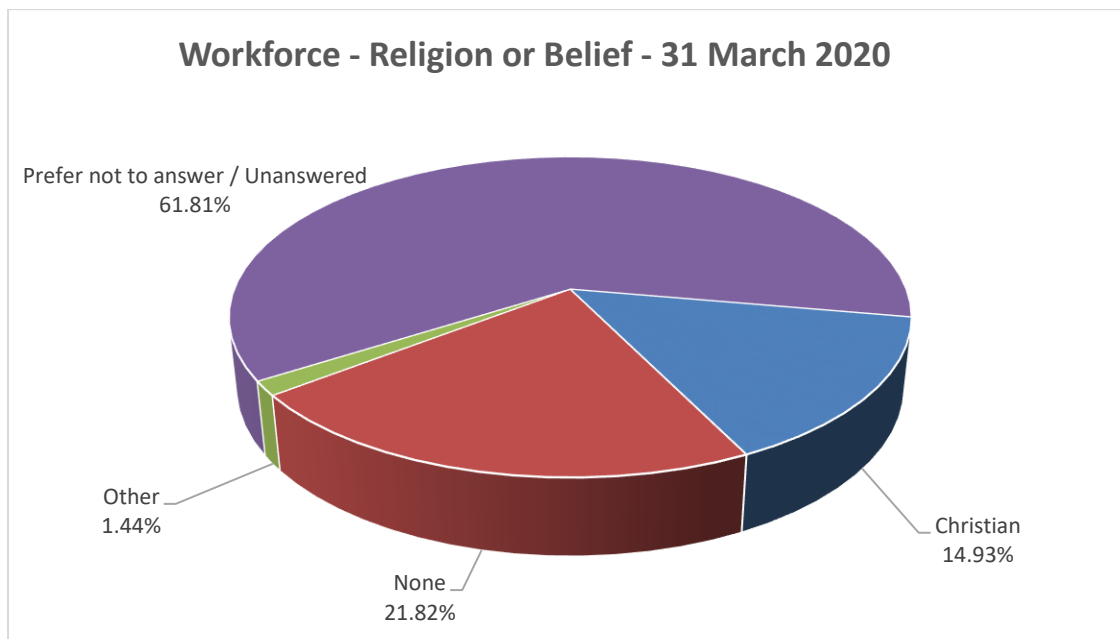
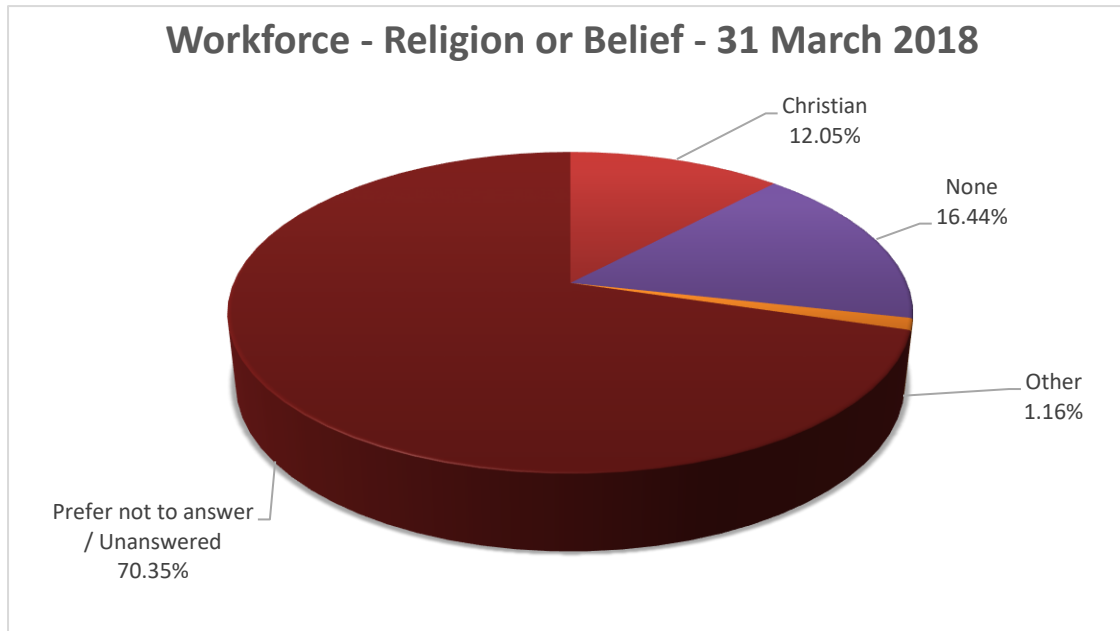


3.6 Workforce – Religion/ Belief

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 number of employee who prefer not to answer, or do not answer has reduced from 89% in 2016 to 70% in 2018 and further reduced to 62% in 2020.

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.

Religion / Belief	31 March 2018	31 March 2020
Buddhist	15	21
Church of Scotland	268	337
Hindu	< 5	< 5
Not held	3026	2426
Jewish	< 5	< 5
Muslim	< 5	5
None	725	987
Other - Christian	174	220
Other Religion or Belief	40	36
Prefer not to answer	98	127
Roman Catholic	67	80
Sikh	< 5	< 5
Grand Total	4418	4244

4.0 Other Data from 2019/20

4.1 Pregnancy / Maternity

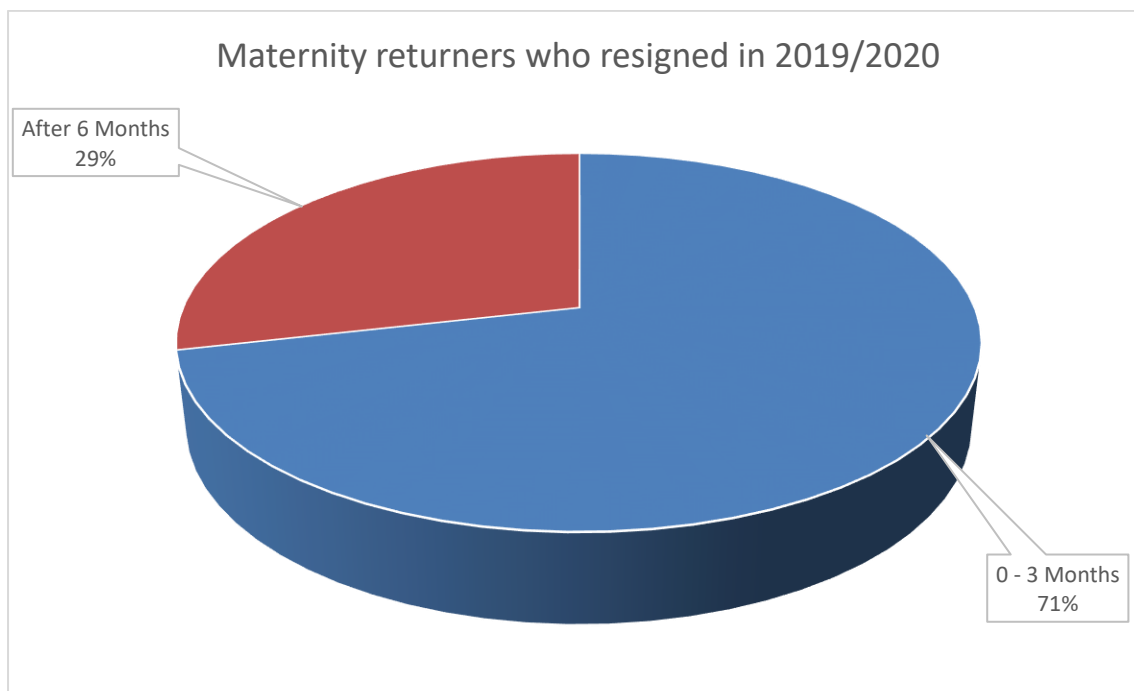
All pregnant employees, regardless of length of service, are entitled to Maternity Leave. Entitlement to enhanced maternity pay depends on length of continuous service in line with relevant national conditions of service. In 2017/2018, 88 employees took maternity leave, comparing with 98 in 2015/16.

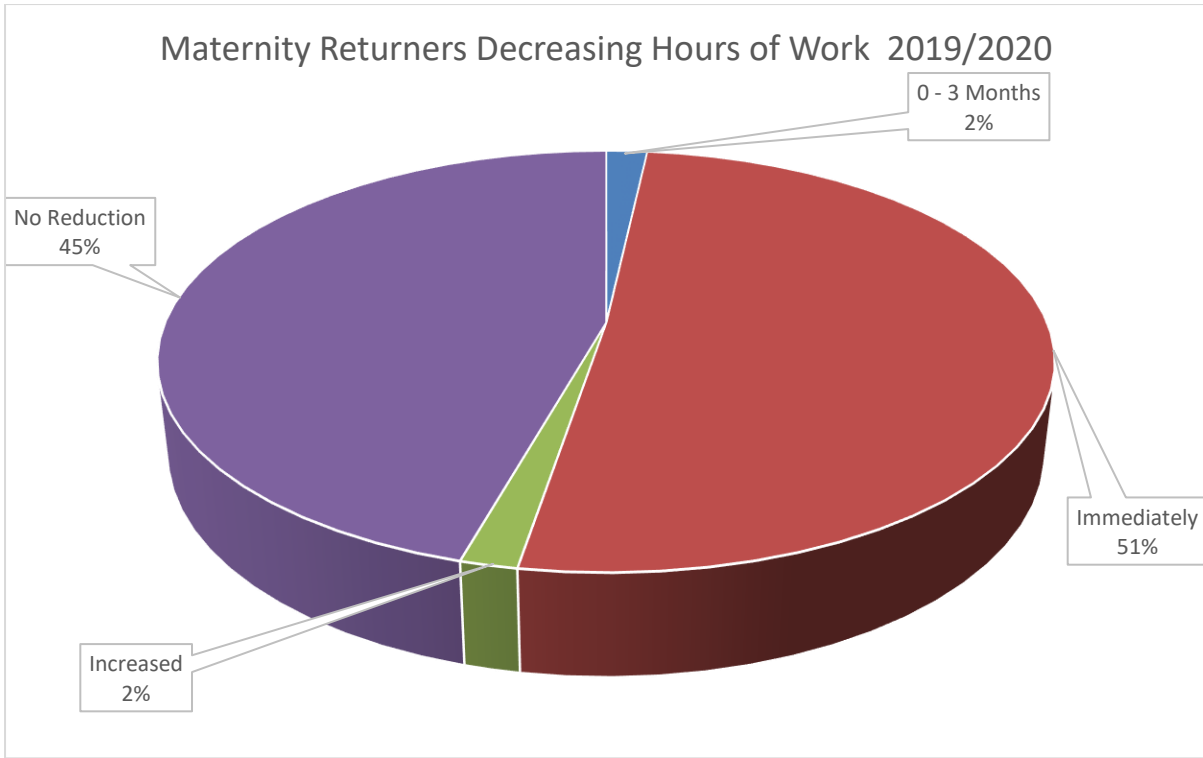
57 staff took maternity leave in 2019/2020.

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. In 2019/20 this reduced to seven employees (12%).

Of the 7 employees who resigned following maternity leave in 2019/20:





The pattern of decreasing hours on return maternity looks quite different from that of 2017/18. It is important to understand the factors behind these decisions so we will carry out further work ahead of the next report.

4.2 Discipline and Grievance (Including Harassment and Bullying)

During 2019-20 the Council held 29 formal hearings in relation to grievance or discipline, an increase to previous years. Of these, 21% involved male employees and 79% female, which is a significant increase in the proportion of women than in the last report.

Almost all of the employees involved identified as being from a white background, none from a black or ethnic minority background. A small proportion of employees subject to discipline and grievance were disabled. Religion or belief information was not held for the majority of employees, but of those who provided that information 17% had disclosed a Christian faith, and over 13% had no religion or belief.

Disciplinary & Grievances 19/20. Total number was 29 cases.							
Sex		Age Group		Disability		Ethnicity	
Female	79.31%	16-25	13.79%	No	62.07%	Prefer Not To Answer / Unanswered	17.24%
Male	20.69%	26-35	13.79%	Prefer Not To Answer / Unanswered	24.14%	White Background	82.76%
		36-45	37.93%	Yes	13.79%		
		46-55	24.14%				
		56-65	10.34%				

Sexual Orientation		Religion / Belief	
Heterosexual/Straight	24.14%	Christian	17.24%
Prefer Not To Answer / Unanswered	75.86%	None	13.79%
		Prefer Not To Answer / Unanswered	68.97%

4.3 Training and Development

4.3.1 Promotion

There were 154 promotions identified during 2019/2020, an increase of 75% on the figure of 88 in the previous monitoring period.

Of those promoted, 83.77% were from a white background, and 1.30% 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 29%:72%, which is slightly off our workforce ratio of 34%:66%, but not significantly different.

The numbers of those 'prefer not to answer/unanswered' remains significant.

Promotions Identified – 2019/2020							
There were 154 promotions identified during the Financial Year 2019/2020							
Age Group	%	Sex	%	Race	%	Disability	%
16 – 25	25.97%	Female	71.43	Prefer not to answer / Unanswered	14.94%	No	83.77
26 – 35	27.92%	Male	28.57	White Background	83.77%	Prefer not to answer / Unanswered	14.29
36 – 45	25.32%			Other	1.30%	Yes	1.95
46 – 55	14.29%						
56 – 65	6.49%						
66 – 70							

Religion/Belief	%	Sexual Orientation	%
Christian	14.94%	Heterosexual / Straight	51.30%
Prefer not to answer / Unanswered	48.70%	LGBT	0.65%
Other	1.30%	Prefer not to answer / Unanswered	48.05%
None	35.06%		

4.3.2 Personal Development Plan (Appraisals)

In June 2017 the Council approved the introduction of Personal Development Plans (PDP), which replaced the previous Employee Review and Development process. This process supports managers and staff to have, at least annually, personal development plan conversations which is crucial to good people and performance management. It is underpinned by the Council's values and behaviours framework.

The number of PDP's recorded in 2019/20 as taking place were 368, which is similar to the 373 Employee Review & Development Meetings which were recorded electronically during the Financial Year 2017/2018.

The table below provides details by protected characteristic. There are no significant differences to previous years, and 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 2019/2020 - A total of 368 Review meetings were recorded							
Age Group	%	Sex	%	Disability	%	Race	%
16 – 25	5.16%	Female	78.75%	No	83.97%	Ethnic Minority Group	0.82%
26 – 35	16.85%	Male	21.25%	Prefer not to answer / Unanswered	11.96%	Prefer not to answer / Unanswered	10.60%
36 – 45	22.83%			Yes	4.08%	White Background	88.59%
46 – 55	33.15%						
56 – 65	19.57%						
66 – 70	1.36%						
>+71	1.09%						

Religion/Belief	%	Sexual Orientation	%
Christian	17.39%	Heterosexual / Straight	28.15%
None	22.01%	LGBT	0.80%
Other	0.82%	Prefer not to answer / Unanswered	71.05%
Prefer not to answer /Unanswered	59.78%		

4.3.3 Training – 2019-20

During 2019/2020, 20,020 individual training events/courses/qualifications were undertaken, including e-learning. This involved 3,153 individual staff members and there were 663 individually named events. This compares with 2017/2018, when there were 14,853 individual training events/courses/qualifications undertaken, including e-learning, involving 2,398 individual staff members and there were 712 individually named events or courses. The increased engagement with on-line training shows an increase in events and removes barriers related to place of work and travel restrictions through cost or distance.

The picture remains 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.

The table below provides data broken down by protected characteristic for all training activity during 2019/2020:

All Training undertaken during 2019 / 2020 Total – 20,020							
Sex		Age Range		Disability		Race	
Female	85.42%	16-25	11.89%	No Disability	79.93%	Minority Ethnic Group	1.27%
Male	14.58%	26-35	21.07%	Prefer not to answer / Unanswered	14.76%	Prefer not to answer / Unanswered	13.14%
		36-45	23.40%	Disability	5.31%	Other	0.48%
		46-55	26.00%			White Background	85.11%
		56-65	15.52%				
		66-70	1.80%				
		>70	0.32%				

Religion/Belief		Sexual Orientation	
Christian	18.72%	Heterosexual/Straight	49.51%
Prefer not to answer / Unanswered	50.64%	LGBT	0.95%
None	29.73%	Prefer not to answer / Unanswered	49.22%
Other	0.91%	Other	0.32%

There are plans to analyse training spend for 2019/20 and further years by Broad Occupational Categories, and by protected characteristic. This will be considered during the review of the Equal Pay Statement during 2021 and reflected in the resulting action plan.

4.4 Apprentices 2019/2020

In 2019/20 the council had a total of 39 Modern Apprentices

The first table below shows the development opportunities for apprentices, split by sex.

	Female	Male
Business/Admin	7	< 5
Children & Young People	9	< 5
Construction/Trades	< 5	8
Engineering		< 5
Health & Social Care	6	

We remain committed to a programme of work experience and developing advertising materials for careers and recruitment events that will encourage female or male applicants from the under-represented Sex for that work area, and will challenge sex norms and stereotyping. This will help us address the typical breakdown by sex which is apparent in our apprentice cohort.

When comparing with 2017/18 data when all of the traditionally 'male' occupations, namely Construction and Engineering, were filled by male apprentices, the 2019/20 data is less stark, although Engineering again has no female apprentices. While Health and Care in 2019/20 still has all female apprentices there is an improvement in Children and Young People where the cohort includes male and female apprentices.

The table below shows a breakdown by other protected characteristics.

Age Group	Number	Sexual Orientation	Number	Ethnicity	Number
16-25	33	LGBT	< 5	Black / Ethnic Minority	< 5
26-35	< 5	Heterosexual/Straight	34	White	34
36-45	< 5	Prefer not to answer / Unanswered	< 5	Prefer not to answer / Unanswered	< 5

Disability	Number	Religion / Belief	Number
No	31	Christian	9
Yes	< 5	None	25
Prefer not to answered / Unanswered	< 5	Other	< 5
		Prefer not to answer / Unanswered	< 5

4.5 Flexible Working Applications

In October 2018 Shetland Islands Council agreed a revised Flexible Working policy which gives all employees the right to request flexible working arrangements irrespective of the length of service. Recruiting managers are encouraged to use the strapline 'Happy to Talk Flexible Working' developed by the Working Families organisation in line with Action 43 in the Fairer Scotland Action Plan which recommends that the public sector do so, as is the approach for Scottish Government recruitment. In extending the right to apply for flexible working the Council believes that by improving visibility at the recruitment stage will support individuals with personal, professional or caring responsibilities to join the Council.

During 2019/20 there were 25 flexible working requests recorded. The table below breaks this down by protected characteristic:

Sex		Age Group		Disability		Ethnicity	
Female	76%	16-25	8%	No Disability	80%	White Background	80%
Male	24%	26-35	48%	Prefer Not to Answer / Unanswered	20%	Prefer Not to Answer / Unanswered	20%
		36-45	16%				
		46-55	16%				
		56-65	12%				

Sexual Orientation		Religion / Belief	
Heterosexual/Straight	24%	Christian	4%
Prefer Not to Answer / Unanswered	76%	None	24%
		Prefer Not to Answer / Unanswered	72%

4.6 Leavers

During 2019-20, excluding reliefs 873 staff left their employment with the Council. Of these 873 leavers (excluding relief workers), 23% were male and 77% female; this represents more women leaving the organisation than represented in the wider workforce, which is 66% female / 34% male employees. Similarly disproportionate were LGBO people, who represented 2.3% of leavers compared to just 0.92 of the workforce, and those with 'other' religions at 2.6 % of leavers compared to 1.4 % of the overall workforce. This is similar to the picture in 2017/18 other than for disabled leavers where in 2019/20 the proportion of leavers was slightly less than the number of disabled employees in the workforce data. 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.

Those leavers who identify as from a black or ethnic minority background (1.8%) were broadly representative of the overall workforce at 1.46%. The age profile of those leaving the organisation shows a higher proportion of leavers in the 26-35 bracket than in the

workforce overall, and a much lower proportion of leavers in the 46-55 age bracket than in the workforce overall.

The table below provides a breakdown of leavers by protected characteristic:

Sex		Age Group		Ethnicity		Disability	
Female	77.21%	16-25	15.92%	Black / Ethnic Minority	1.83%	No	74.68%
Male	22.79%	26-35	21.31%	Other	0.23%	Yes	4.93%
		36-45	18.21%	White Background	77.55%	Prefer Not to Answer / Unanswered	20.39%
		46-55	18.44%	Prefer Not to Answer / Unanswered	20.39%		
		56-65	18.44%				
		66-70	5.96%				
		>70	1.72%				

Religion/Belief		Sexual Orientation	
Christian	15.69%	Heterosexual/Straight	45.93%
None	28.98%	LGBT	2.29%
Other	2.06%	Other	0.23%
Prefer Not to Answer / Unanswered	53.26%	Prefer Not to Answer / Unanswered	51.55%

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 sex 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 sex diversity within society and that traditional sex 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, the gender pay gap is the percentage difference between men's and women's hourly pay, excluding overtime. This information relates to data from the financial year 2019/2020.

Shetland Islands Council is required to publish Statutory Performance figures on a yearly basis. One of these is 'CORP 3c: The gender pay gap'. This indicator provides a picture of the gap in pay between men and women employed by the Council.

To calculate the gender pay gap, we take the basic average hourly rate of pay for male employees, and female employees. To calculate the mean average we add together all the individual hourly rates of pay, and then divide this by the total number of employees. We do this separately for male employees and female employees.

We take the average female value away from the average male value, the resultant figure is then divided by the average male figure and multiplied by 100 to give the percentage.

All council staff are included in this calculation. The figures reported is the number of staff employed by the council at 31 March 2020.

5.1 Sex Analysis

Within the scope of the equal pay analysis the sex split shows a typical female dominant local authority sex 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 sex 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.

Summary of calculation

To calculate the mean pay gap, use the following formula.

$$\frac{A - B}{A} \times 100$$

A = mean hourly rate of pay of male employees
B = mean hourly rate of pay of female employees

It is also recommended that we calculate the median gender pay gap which is calculated by listing all employees' hourly rate of pay, and finding the midpoint. The median is not skewed

by very low hourly rates of pay or very high hourly rates of pay, and gives a more accurate representation of the 'typical' difference.

The council uses the published Close the Gap guidance document '*Public sector equality duty: Guidance for reporting on gender and employment, equal pay, and occupational segregation*'. This is available online here:

<https://www.closesthegap.org.uk/content/resources/Close-the-Gap-PSED-guidance-on-gender-and-employment-2016.pdf>

	2018	2019	2020
Mean pay gap	8.44%	6.81%	5.99%
Median pay gap	11.02%	11.09%	11.09%

5.3 Equally Safe at Work Employee Accreditation

In 2018 we applied to be part of Close the Gap's accreditation programme, "Equally Safe at Work", more details of which can be found at: www.equallysafeatwork.scot. This innovative programme was being piloted in Scottish local government, and was promoted as aiming to help councils "to make a dent in the causes of their pay gap". We received bronze accreditation at an on-line event on 9 March 2021. Through 2019/2020 we worked to demonstrate how the Council met the levels set out in the six standards covering:

- Leadership
- Data
- Flexible Working
- Occupational Segregation
- Workplace Culture; and
- Violence against Women

In November 2019 the Council's Policy and Resources Committee approved a policy to support employees who experience or perpetrate violence against women, including domestic abuse. Developing this policy was an essential element of the Council's commitment to addressing gender inequality and also delivered an action within the Shetland Domestic Abuse and Sexual Violence Strategy 2018 - 2023 to "Develop and adopt a gender based violence policy for Shetland Islands Council". The Committee also approved an updated Equality and Diversity Policy which was reviewed in relation to specific elements of workplace culture, and in March 2020 a revised Code of Conduct for Employees was agreed which contains a new section on Gender Equality and Violence against Women.

By taking part in the Equally Safe at Work accreditation programme we were able to use the framework to help us gather data from our employees about their perception and experiences of gender equality and violence against women in the workplace. We heard more detailed information on the experience of female employees through focus groups and this fed into the policies we reviewed and developed and our ongoing action plans. We

delivered training in Violence against Women and Flexible Working. We've also refreshed our equalities reporting as a result of our learning as part of the pilot.

The accreditation period began on 9th March 2021 and lasts two years until 9th March 2023. To maintain the bronze award after the accreditation period has ended, Shetland Islands Council will be required to participate in a review with Close the Gap to confirm that the council is still meeting the bronze criteria.

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 through delivery of the Council's Workforce Strategy and the linked Workforce Plan:

Desired Outcome	Action Identified
Equality data is accurate and up to date at the time of reporting.	<ul style="list-style-type: none"> – Continue to raise awareness of staff of the benefits in disclosing equality data. – Promote and encourage employees to use the self-service option to update equality data held in HR information systems.
Our employment application processes provide the opportunity to request reasonable adjustments. These are put in place when requested.	<ul style="list-style-type: none"> – We will record when reasonable adjustments at interview are requested. – We will record where these have been put in place. – Where it has been identified that a requested reasonable adjustment at interview was not put in place we will explore the reasons and provide training for the panel.
We understand whether there are barriers in our recruitment adverts or employment practices which contribute to occupational segregation.	<ul style="list-style-type: none"> – We will analyse responses to our vacancies by sex of candidates, looking at broad occupational categories, status of post such as part-time/full-time/term time and salary. – We will analyse training spend by broad occupational categories – We will consider whether there are measures we can explore to improve occupational segregation.
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"> – We record Flexible Working Requests and reasons for refusals
We are closing the sex 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
We are an Equally Safe at Work employer at Bronze level	<ul style="list-style-type: none"> – Demonstrate that we continue to meet the standards set by Close the Gap at Bronze level