



Comhairle nan Eilean Siar

Employee Equalities Monitoring Statistics 2021

This report contains the employee equalities monitoring statistics, covering the period 1st January 2021 – 31st December 2021 for Comhairle nan Eilean Siar.

All data has been taken collated from various internal sources including the Comhairle's Payroll and HR systems. MyView is the self-service portal utilised by the Comhairle for employees to update their own Equal Opportunities data, which is linked to both HR and Payroll systems. All Comhairle employees are encouraged to review their equality monitoring data annually. Data relating to recruitment is collated through Myjobscotland.

Workforce Profile

In 2021, the Comhairle employed 2128 employees; this is a marginal increase from 2020 where there were 2125 employees. In some instances multiple part-time posts are held by one individual, these duplications have been omitted and each employee has only been counted once. The figures discussed throughout this report also exclude employees who hold relief or supply posts.

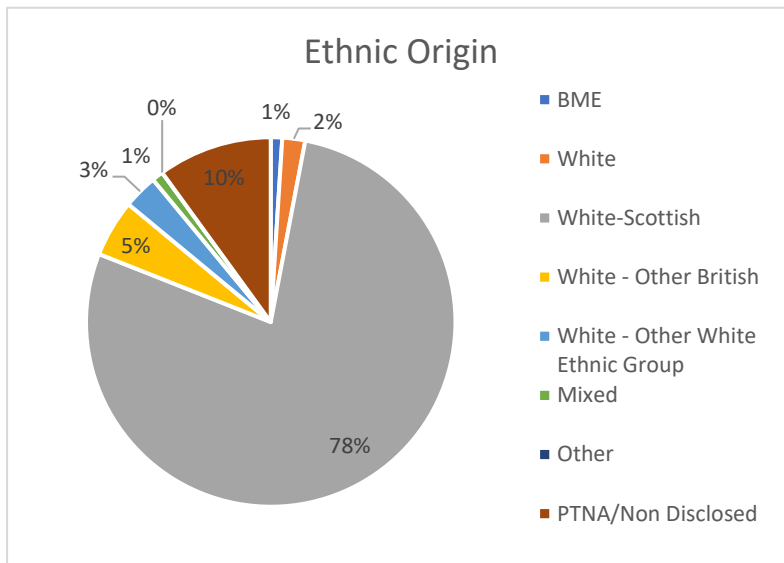
Workforce Ethnic Origin Profile

Figures included in the table below are based on the 2128 Comhairle employees. The ethnicity equality data for 2021 and the previous three years are given, for benchmarking purposes.

Ethnic Origin	2018	2019	2020	2021
BME	*	*	12	12
White	44	34	32	32
White – Scottish	1690	1696	1701	1667
White – Other British	66	55	56	113
White – Other White Ethnic Group	87	98	128	71
Mixed	*	*	*	*
Other	*	*	*	*
PNTA/Non Disclosed	155	185	188	221
Total	2068	2105	2125	2128

Table 1: Ethnic Origin Profile

* As per EHRC guidance where numbers are below 10 employee information is not disclosed.



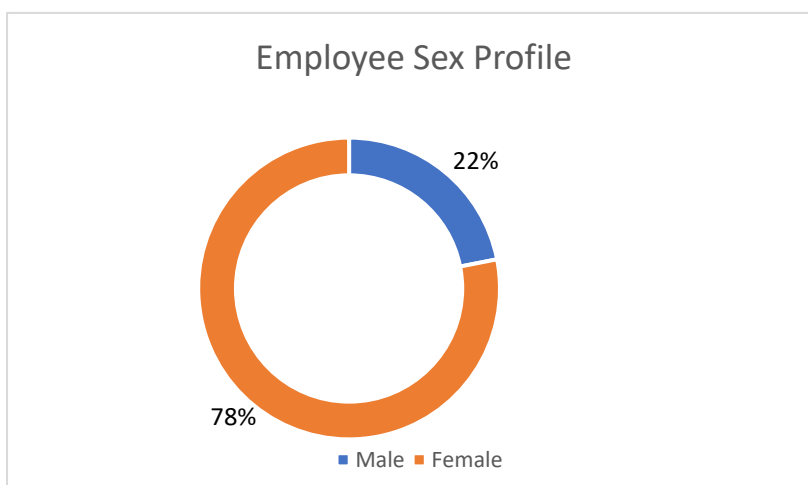
The majority, 78%, of Comhairle employees describe themselves as 'White – Scottish'. Similar to the last Scottish census in 2011, this reflects the local population, where 86.9% of the Western Isles describe themselves as 'White Scottish'. Figure 1 shows the breakdown of all ethnicities within the Comhairle's workforce.

Figure 1: Employee Ethnicity Profile

Ethnicity profiles of Comhairle employees have stayed stable relative to previous years. BME, as per the 2001 definition, are individuals that don't describe themselves as white. The Comhairle's workforce profile comprises of 0.6% BME employees, which is consistent with previous year's data.

Workforce Sex Profile

In 2021, of the 2128 Comhairle employees 466 were male and 1662 were female. Figure 2 depicts the sex breakdown of all Comhairle staff in 2021. The percentage of male and female employees has remained the same since 2020. Consistently for several years three quarters of Comhairle workforce have been female. Certain service sectors, including teaching and health & social care, have a high



representation of female employees. Emphasis on the care sector has increased immensely since the start of the pandemic in 2020. The Comhairle's flexible working policy allows a high proportion of female employees to work whilst accommodating caring responsibilities and childcare.

Figure 2: Employee Sex Profile



Table 2, below, details the percentage of Comhairle female employees who are in the top 2%, 5% and 10% of earners. In 2021 there has been a slight decrease, from 2020, of female employees in the top 2%, 5% and 10% of Comhairle earners. The job evaluation grading model is utilised to all Comhairle posts to ensure employees are paid alike for work of equal value.

As at December 2021	2018	2019	2020	2021
Total number of contracted council employees (minus 0 hours employees)	1707	1614	1758	1640
Total number of contracted council employees in top 2% of earners	34	32	36	33
Total number of female council employees in top 2% of earners	10	7	10	8
Percentage of female council employees in top 2% of earners	29%	22%	28%	24%
Total number of contracted council employees in top 5% of earners	85	80	141	138
Total number of female council employees in top 5% of earners	39	37	74	69
Percentage of female council employees in top 5% of earners	45%	46%	52%	50%
Total number of contracted council employees in top 10% of earners	170	160	187	164
Total number of female council employees in top 10% of earners	91	89	105	86
Percentage of female council employees in top 10% of earners	53%	56%	56%	52%

Table 2: Female employees in top 2%, 5% and 10% of earners

Workforce Disability Profile

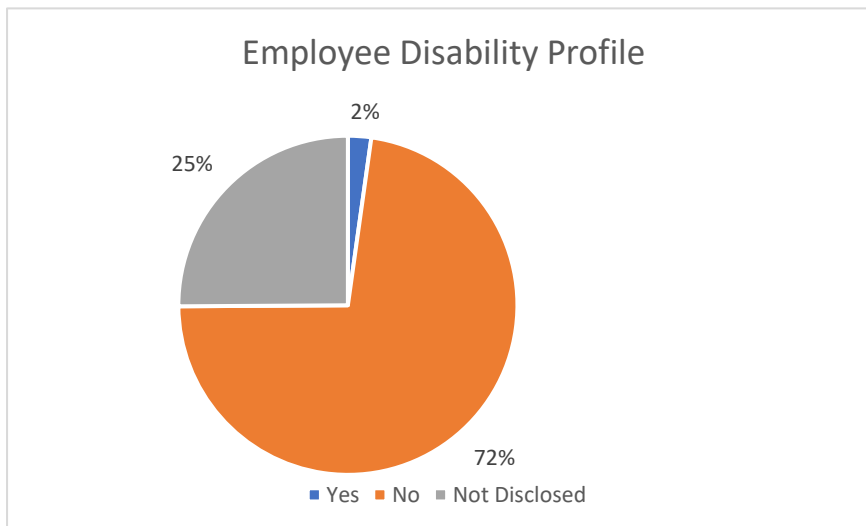


Figure 3: Employee Disability Profile

Since 2020 there has been a slight increase in the number of Comhairle employees reporting having a disability, from 42 to 47 individuals.

25% of Comhairle employees have not disclosed their disability status, as shown in Figure

3. Due to the high non-

disclosure rate, it can be assumed that the actual figure of disabled employees may be higher. The 2011 Census found that 9.8% of the authority's population were limited by a disability or health condition.



During the recruitment process the Comhairle will guarantee a job interview to an individual who declare they have a disability and meet all the essential criteria of the post. Reasonable adjustments will be made by the Comhairle to help ensure employees with a disability can continue to carry out the duties necessary of the post held.

Workforce Age Profile

Figure 4a illustrates the age profile of Comhairle employees for 2021, compared to data from 2020 and 2019. In 2021 there has been a reduction in the number of employees aged 55-64 and 65+. During this period the Comhairle has implemented a Voluntary Early Retirement (VER) scheme. In 2020 the median age of the Outer Hebrides population was estimated to be 49.9, the Comhairle's workforce age distribution reflects this local population statistic.

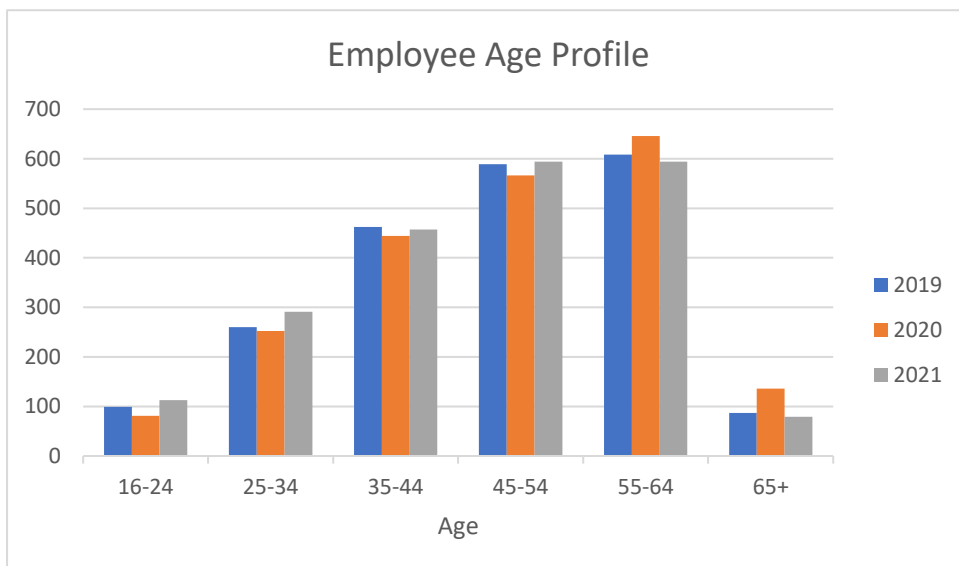
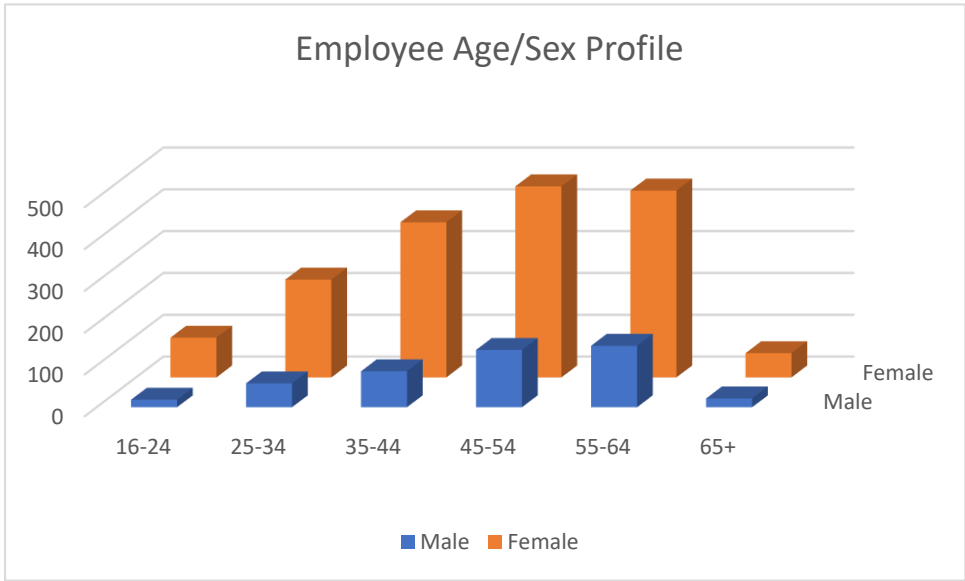


Figure 4a: Employee Age Profile



Figure 4b demonstrates the age distribution of the workforce, comparing male and female

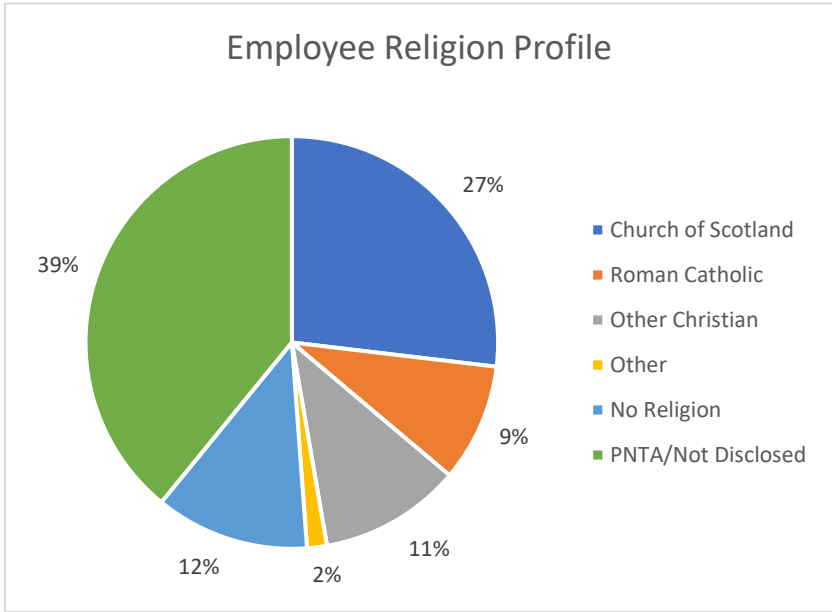


employees. Data for both male and female employees follow the same trend, with the mode being around 55.

Figure 4b: Employee Age/Sex Profile

Workforce Religion Profile

Employees stating their religion as The Church of Scotland accounts for 27% of the Comhairle’s workforce. Figure 5 shows the breakdown of religions for all Comhairle employees. There has been a significant reduction in the non-disclosure rate from 44% in 2020 to 39% in 2021. Employees stating their religion being Roman Catholic accounted for 9% of the workforce in 2021. Other religions,



including Hinduism and Buddhism, were reported by employees however the specific numbers are not listed as there are less than 10. Employees stating they have no religion in 2021 accounted for 12% of the workforce.

Figure 5: Employee Religion Profile



Workforce Sexual Orientation Profile

The majority of employees, 58%, stated that they are heterosexual in 2021. The level of non-disclosure for this protected characteristic during the same period was 41%; this is a reduction from 46% in 2020. Employees stating they are homosexual or bisexual accounted for only 1% of the Comhairle's workforce. Figure 6 depicts this breakdown of the sexual orientation profile.

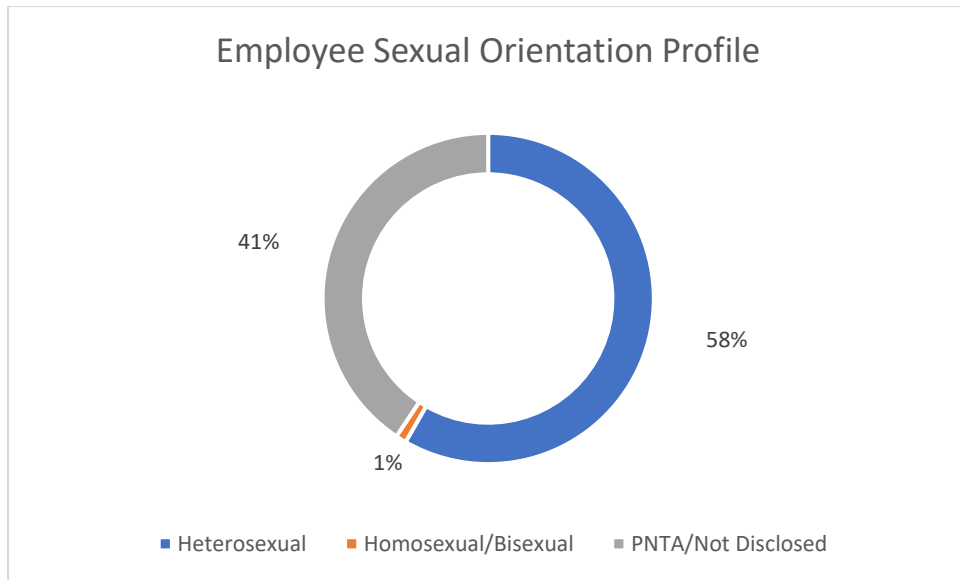


Figure 6: Employee Sexual Orientation Profile

Workforce Transgender Profile

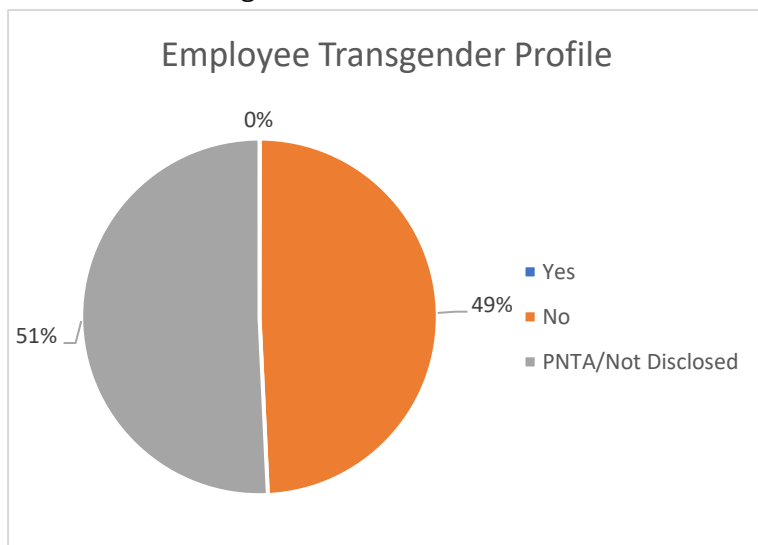


Figure 7: Employee Transgender Profile

Figure 7 shows the transgender profile of the Comhairle's workforce. Since 2020 there has been a reduction of non-disclosure rate for this protected characteristic, from 57% to 51% in 2021. Comhairle employees identifying as transgender account for less than 1% of the total workforce. 49% of employees stated that they do not identify as transgender.



Equality Profile of Councillors

In 2021 there were 30 elected members, representing an estimated population of 26,500 across the local authority area. The islands are separated into nine ward areas, of which the elected members serve.

Since the elections in 2017 all councillors have continued to be male. Prior to the 2022 elections encouragement has been given to women to stand for political office. Over 70 women registered to attend workshops provided by Elect Her.

Figure 8 shows the age profile of the 30 councillors in 2021, displaying the majority are aged over 55. No councillor reported having a disability in 2021. The breakdown of other protected characteristics can not be reported on as the numbers are too low.

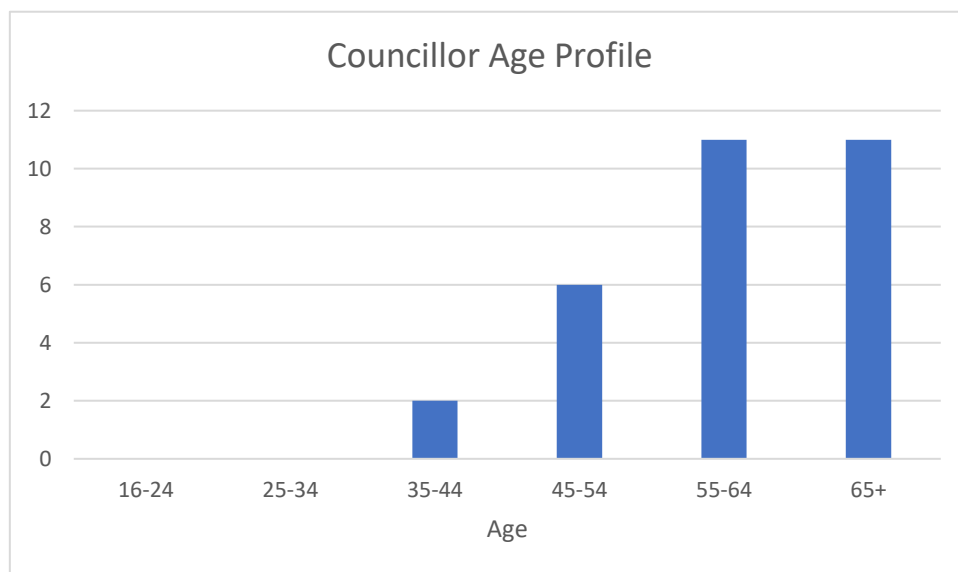


Figure 8: Councillor Age Profile



Equality Profile of Recruitment Applications

Through 2021, 625 posts were advertised on the My Job Scotland portal, and a total of 1671 applications were received for the posts advertised. Table 3 shows the ratio of applications to posts advertised over the last four years. There has been a significant reduction in applications per post from 4.0 in 2020 to 2.7 in 2021.

Year	No of posts advertised	No of applications received	Average Ratio
2021	625	1671	2.7 applications per post
2020	303	1231	4.0 applications per post
2019	381	1607	4.2 applications per post
2018	380	1926	5.0 applications per post

Table 3: Ratio of applications received to posts advertised

Many of the 625 posts advertised through 2021 were for part-time or temporary posts; these have been required to meet the needs of the service. There has been difficulty recently recruiting for posts of a senior level in the Comhairle. Therefore posts may have been advertised on more than one occasion before an appointment was made. This will be giving a false, higher, number of posts advertised for 2021.

Recruitment Applications Ethnic Origin Profile

The majority of applicants through 2021 described themselves as 'White – Scottish', this has been the case for numerous years. 'White – Scottish' applicants account for 70% of all application received. Applications were received from individuals identifying with a variety of ethnicities, including African and Chinese, however these numbers cannot be disclosed as they are less than 10.

Applications received from individuals of a BME ethnicity (as per the 2001 census definition – "people who do not identify themselves as white") has decreased from 2020. In 2020 2.6% of all applicants identified their ethnicity as BME, however in 2021 figure was 0.82%. The non-disclosure rate in 2021 was 5%, a reduction from 9.6% in 2020.



Figure 9 illustrates the ethnicity of all individuals that applied for posts in the Comhairle in 2021.

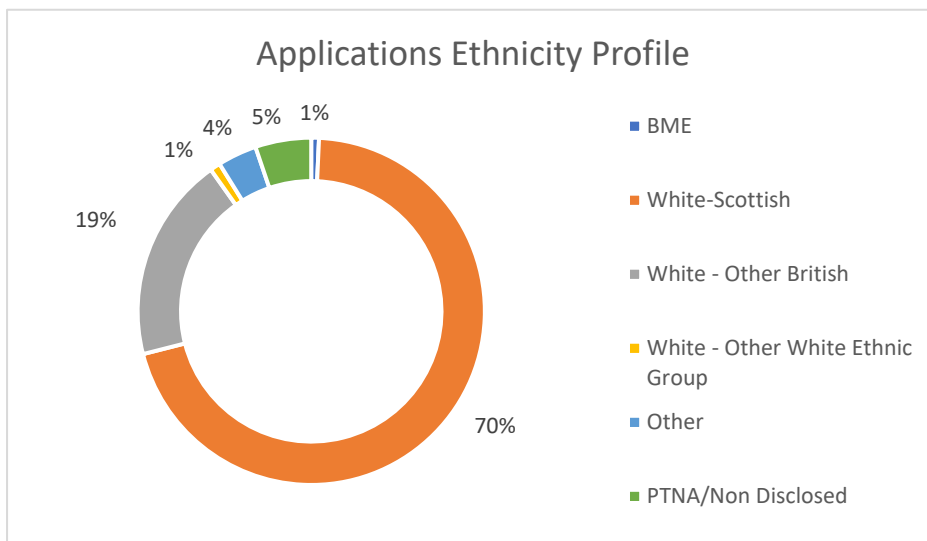


Figure 9: Applications Ethnicity Profile

Recruitment Applications Sex Profile

In 2021 the majority, 71%, of applications were submitted by females. This is similar to the previous year's data where 67% of applicants were female. The level of non-disclosure for this protected characteristic has significantly reduced from 8% in 2020 to 1% in 2021.

Figure 10 shows the apportionment of male to female applications.

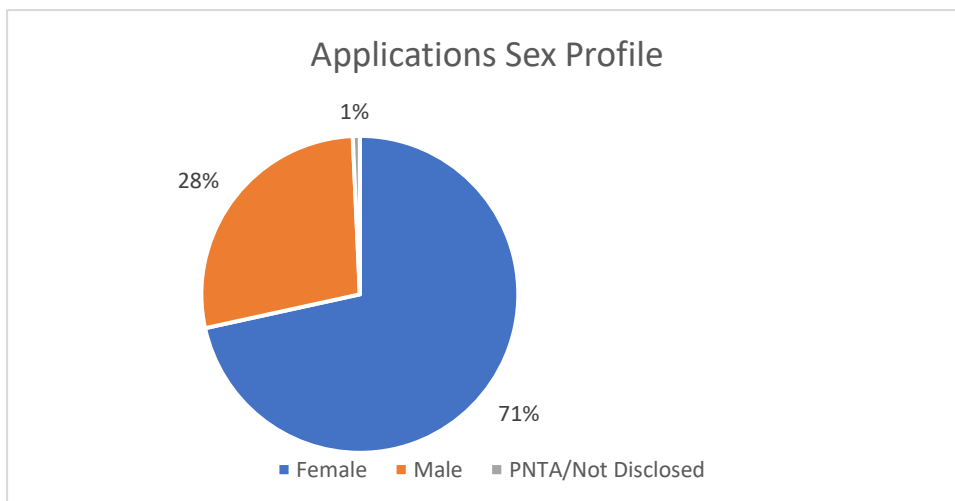


Figure 10: Applications Sex Profile



Recruitment Applications Disability Profile

Of the 1671 applications received through 2021 104 applicants considered themselves disabled; this equates to 6% of applications. The non-disclosure rate for 2021 is 3%, down from 8% in 2020. Figure 11 shows the breakdown of disability profile for all applicants.

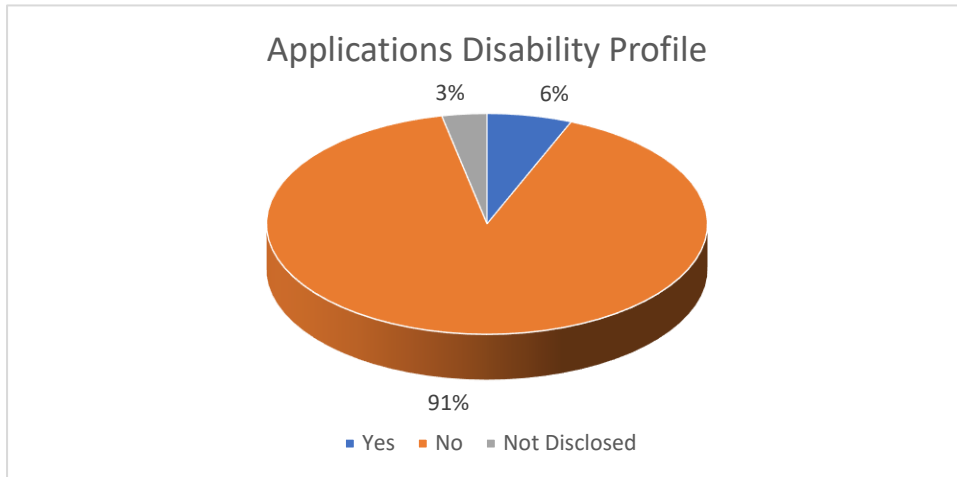
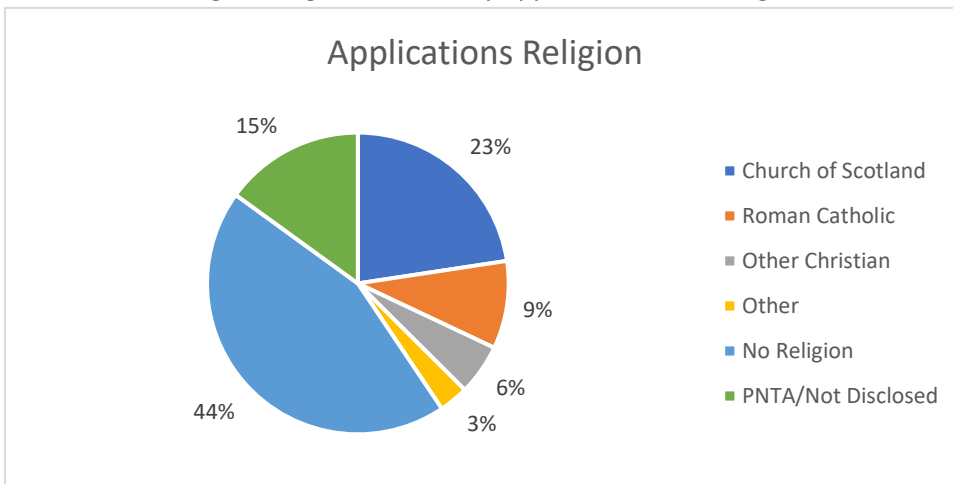


Figure 11: Applications Disability Profile

Recruitment Applications Religion Profile

The majority, 44%, of applicants stated they had no religion in 2021. The non-disclosure rate in 2021 was 15%, this is a slight decrease from 17% not disclosing their religion in 2020. Church of Scotland remains the largest religion selected by applicants, accounting for 23% of all applications in 2021 and



25% in 2020. Figure 12 shows the breakdown of religion profile for applications received in 2021.

Figure 12: Applications Religion Profile



Recruitment Applications Sexual Orientation Profile

Applicants declaring that they are heterosexual accounted for 88% of all applications received in 2021. Just 5% of individuals stated that they were homosexual or bisexual. Figure 13 illustrates this summary.

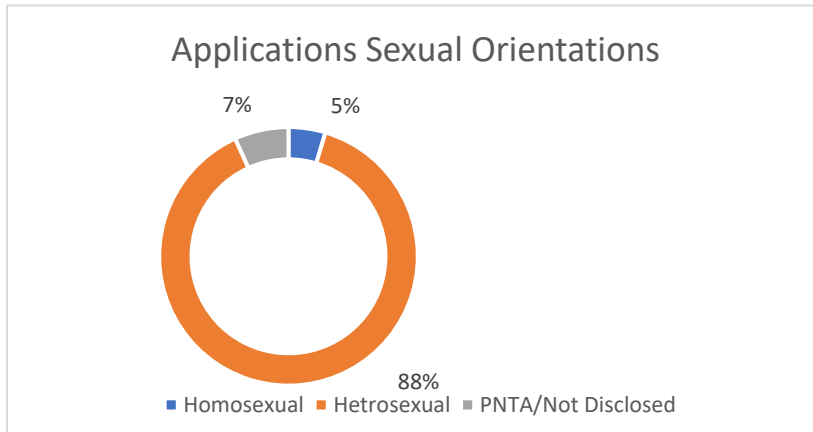


Figure 13: Applications Sexual Orientation

Recruitment Applications Transgender Profile

In 2021 no applicants declared that they identify as a transgender person. Just under 2% of all individuals who applied did not disclose whether they identified as transgender. 98% of applicants stated they were not a transgender person.

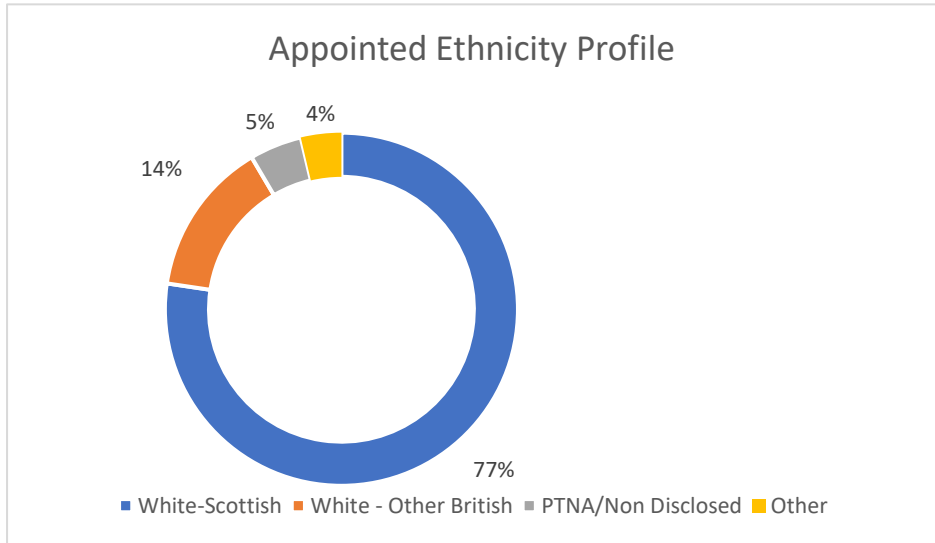


Appointed Candidates

From the 1671 applications 459 candidates were appointed to a post within the Comhairle. In some instances more than one appointment may have been made to a post, for example to establish a pool of carers.

Appointed Candidates Ethnicity Profile

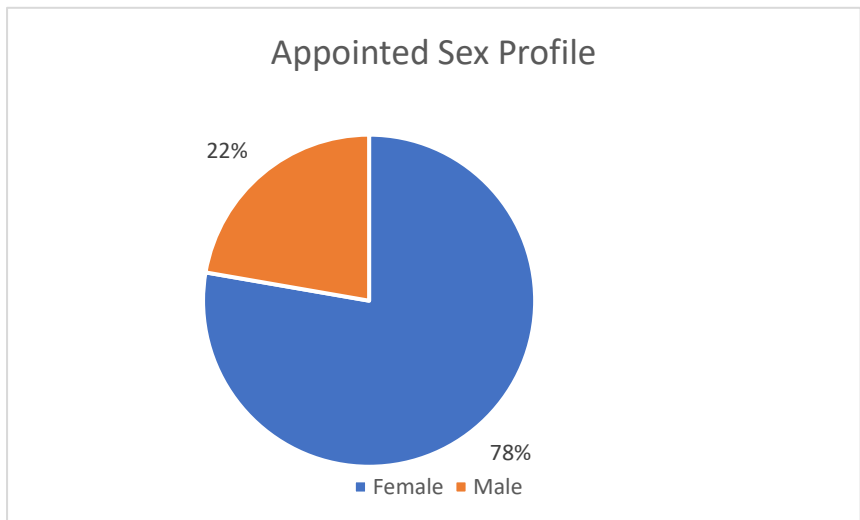
The majority of appointed candidates in 2021 identified as 'White -Scottish', accounting for 77% of



all appointments. Successful candidates not disclosing their ethnicity fell from 12% in 2020 to 5% in 2021. Figure 14 shows the ethnicity profile of appointed candidates.

Figure 14: Appointed Candidate's Ethnicity Profile

Appointed Candidates Sex Profile



Of the 459 candidates appointed in 2021 78% described their sex as female. The remaining 22% of appointed candidate identified as a male, as shown on Figure 15. For this protected characteristic there was a full disclosure rate.

Figure 15: Appointed Candidate's Sex Profile



Appointed Candidates Disability Profile

All appointed candidates in 2021 disclosed their disability status. Of the 459 individuals 3% disclosed that they have a disability, the remaining 97% stating they are not disabled. This summary is demonstrated by Figure 16.

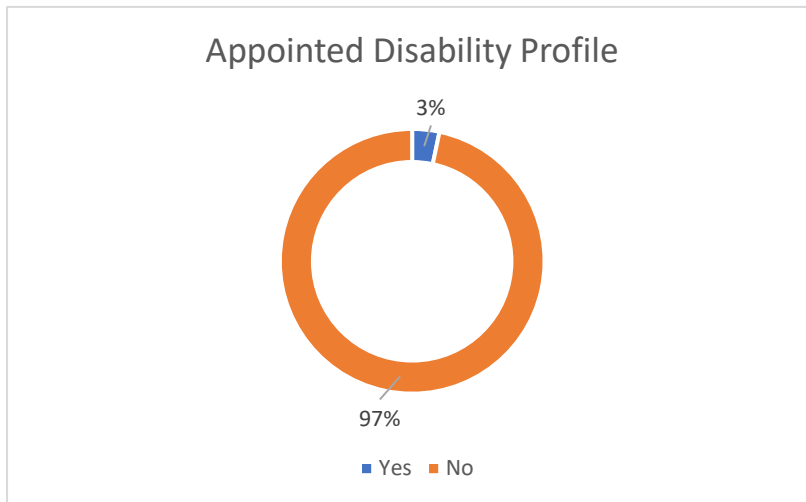


Figure 16: Appointed Candidate's Disability Profile

Appointed Candidates Religion Profile

29% of the appointed candidates stated that their religion was Church of Scotland, an increase from 26% in 2020. A further 12% of the candidates disclosed their religion as Roman Catholic. Candidates disclosing they have no religion accounted for 36% of all appointed through 2021. The percentage of candidates not disclosing their religion has reduced from 20% in 2020 to 15% in 2021.

Appointed Candidates Sexual Orientation

The majority, 93%, of appointed candidates identified themselves as heterosexual. This is an increase from 81% in 2020. The non-disclosure rate for this protected characteristic has reduced vastly from 17% in 2020 to 4% in 2021.

Appointed Candidates Transgender Profile

All 459 appointed candidates in 2021 declared that they do not identify as a transgender person.



Leavers

In 2021 a total of 212 employees left the Comhairle's employment, this includes those whose fixed term contracts came to an end.

Leavers Ethnicity Profile

Through 2021 the majority of individuals that left the Comhairle were defined as 'White – Scottish'. This is in proportion to the current workforce of the Comhairle.

Leavers Sex Profile

155 of the 212 leavers in 2021 were female, accounting for 73% of all leavers. The remaining 27% were identified as male. This percentage divide is in line with the Comhairle's current workforce sex profile.

Leavers Disability Profile

68% of the individuals that left Comhairle employment in 2021 did not consider themselves disabled. Less than 10, out of the 212 leavers, disclosed that they were disabled.

Leavers Religion Profile

45% of leavers in 2021 did not disclose their religion, 18% identified their religion as Church of Scotland and a further 11% of leavers declared they had no religion.

Leavers Sexual Orientation

The majority, 50%, of leavers in 2021 identified themselves as heterosexual. 49% of leavers did not disclose their sexual orientation.

Leavers Transgender Profile

No leavers identified themselves as a transgender person, however 54% of leavers did not disclose this information

Leavers Age Profile

33% of leavers were aged between 55-64, a further 20% were aged over 65.



Performance Assessment

The Comhairle do not record equality monitoring information during their Performance Appraisal procedures. Emphasis has been increased on self-appraisals on an annual basis in the Comhairle. The Comhairle does not operate any policy in which employees may suffer or benefit as a result of their performance.

Disciplinary, Grievance and Respect at Work

Through 2021 there were only five instances where disciplinary action was required. It has been consistent in recent years that the number of disciplinary procedures and sanctions issued has remained particularly low.

As only five disciplinaries were processed through 2021, specific numbers can not be reported regarding the protected characteristics discussed through this report. All employees involved in disciplinary procedures were female, and their age profiles were mixed. None of these employees disclosed that they were disabled or transgender.

Grievance

No grievances were formally processed through the Grievance Procedure during 2021.

Respect at Work

This policy allows complaints to be resolved informally, where this is not possible a formal approach will be implemented.

There were no complaints formally processed during 2021 through the Respect at Work policy.



Training

During 2021 a total of 591 Comhairle employees undertook training, either online or face-face. This is a slight increase from 538 employees in 2020.

Training is provided for employees internally to meet requirements of their post, undertake duties of the post or for professional career development. Training includes introductions to the organisation and its policies and procedures. In addition to this training is given to cover a variety of subjects including manual handling, first aid and recruitment & interview training.

All staff that enrol onto an internal training course is given an Equal Opportunities Form to complete, however this is voluntary. All information disclosed within these forms are recorded and held by the Comhairle's Human Resources section. Equal opportunities data is not held for employees who complete external or online training

Digital platforms are being utilised more frequently to provide online training to employees, thus providing a more flexible approach. Learnpro is used by the Comhairle to provide this style of training, with over 6000 programmes available, covering a wide range of topics.

Training Ethnic Origin Profile

The majority, 85%, of employees attending internal training in 2021 described themselves as 'White – Scottish', this is consistent with previous years which can be compared in Table 4 below. The non-disclosure rate has reduced from 6% in 2020 to 4% in 2021. Specific numbers of ethnicities can not be disclosed if there are less than 10 employees selecting them, these are therefore combined into the 'Other' category.

Ethnic Origin	2018	2019	2020	2021
White – Scottish	80%	81%	86%	85%
Other White British	6%	7%	6%	8%
Not disclosed/PNTA	9%	9%	6%	4%
Other	4%	3%	2%	3%

Table 4: Training Ethnicity Profile



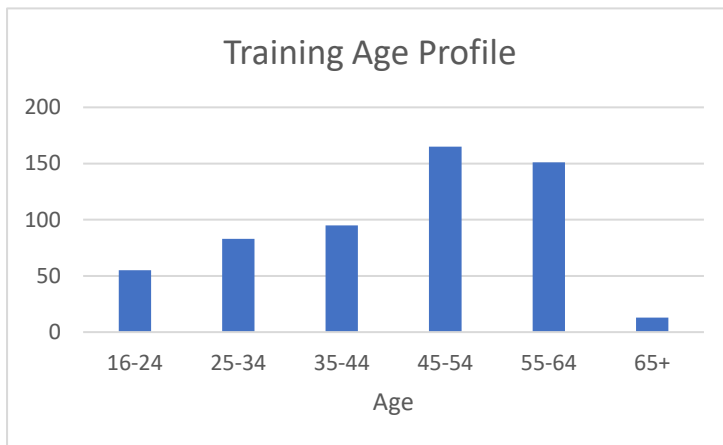
Training Sex Profile

Full disclosure rates were obtained for this protected characteristic. The sex profile for employees attending training in 2021 was 86% women and 14% men.

Training Disability Profile

Employees attending training that consider themselves to have a disability accounted for 4% of all attendees, an increase from 1.5% in 2020. 6% of participants did not disclose whether they had a disability.

Training Age Profile

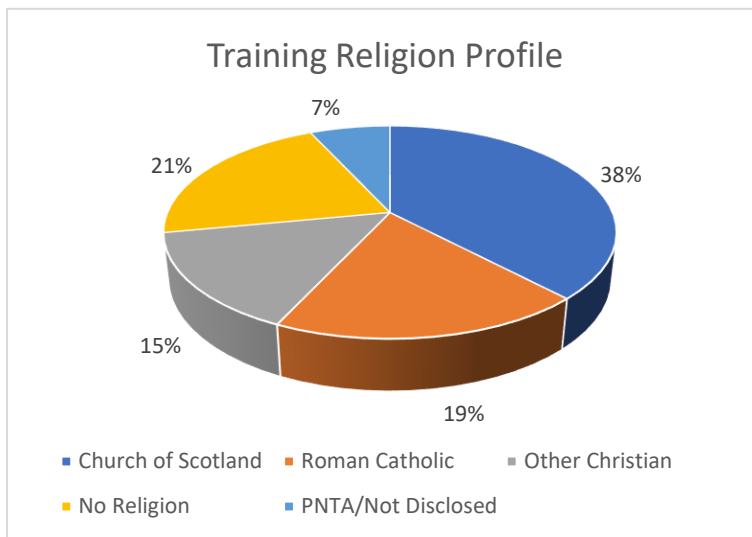


Of the 591 employees attending training through 2021 562 disclosed their age, a vast increase from 197 (37%) last year. The highest number of employees attending training sat within the 45-54 age bracket, as shown on figure 17.

Figure 17: Training Age Profile



Training Religion Profile



As shown on figure 18, 38% of employees attending training identified their religion as Church of Scotland, with a further 15% identifying as 'Other Christian'. 7% of employees did not disclose their religion.

Figure 18: Training Religion Profile

Training Sexual Orientation Profile

93% of training attendees through 2021 described themselves as heterosexual. Those identifying as homosexual accounted for just over 2% of employees. The remaining 5% of employees did not disclose their sexual orientation

Training Transgender Profile

No employee identified themselves as a transgender person whilst completing training, however 17% of all attendees did not disclose any information. 83% of employees stated they were not transgender.



Improving the Workforce Disclosure Rate

Employees are encouraged to update their Equal Opportunity data on an annual basis. This can be done on 'MyView', a self-service facility used by the Comhairle which is linked to their HR and Payroll systems. Paper forms can also be provided for any employee who does not have access to the internet. This is encouraged with the aim to reduce the non-disclosure rates across the protected characteristic groups discussed through this report. Table 5 shows the employee's disclosure rates over the last four years.

Characteristic	2018	2019	2020	2021
Disability	29%	27%	26%	25%
Ethnicity	8%	9%	9%	10%
Religion	49%	45%	44%	39%
Sexual Orientation	56%	47%	46%	41%
Transgender	65%	58%	57%	51%

Table 5: Non-disclosure Rates