West Lothian Council

EQUALITY OUTCOMES AND MAINSTREAMING PROGRESS REPORT 2021 – 2023

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SECTION 1: INTRODUCTION

1.1 Foreword

Equality, diversity and equity is relevant to us all. As an organisation we strive to embed these values to help meet the needs of people from all of society and understand that everyone has right to fair and equal treatment.

Understanding equality, diversity and equity is important if we want to deliver person-centred, effective and efficient services. Equality is about creating a fairer society where everyone can participate and have the opportunity to fulfil their potential and no one is unfairly disadvantaged. Diversity is valuing peoples' differences and addressing their different needs and situations. Equity recognises that everyone has different circumstances, and characteristics, which means we have different needs to obtain access and opportunities.

The councils' Equality and Diversity Framework 2021- 25 sets out the council's ambition to tackle discrimination, advance equality of opportunity and promote good relations both in our workforce and community. It includes eight Corporate, Education and Licensing equality outcomes and mainstreaming actions which are intended to address the most significant inequalities emerging from local evidence and involvement activities that could have the greatest positive impact.

The framework looks forward and demonstrates how, through a wide range of policies, initiatives, and continuous improvement activities, we're working to embed equality and diversity throughout our organisation and meet our responsibilities as a public sector body.

This document presents West Lothian Council's Corporate, Education Authority and Licensing Board Equality Mainstreaming Progress Report for the period 2021 - 2023.

Finally, it is worth noting that during 2022 Scottish Ministers conducted a review of the effectiveness of the Public Sector Equality Duty. Review findings have not yet been agreed and this interim progress report aligns to the existing reporting criteria and timeline.

1.2 West Lothian Context

West Lothian is a great place to live, work and do business, West Lothian Council aims to improve the quality of life and opportunities for all citizens. We are a top performing council with a reputation for innovation, partnership working and customer focus.

In 2021 West Lothian had the 9th highest population out of all 32 Scottish council areas, serving a population of approximately 185,580. Thereby accounting for 3.4% of Scotland's population and one of the fastest growing and youngest in the country.

According to the National Records of Scotland in 2021, 19% of the West Lothian population is aged under 15, 64% is aged 16 to 64 and 17% is aged 65 or over.

In 2021, there were more females (50.9%) than males (49.1%) living in West Lothian.

The sex split in West Lothian is as follows;

Sex	Male	Female
Age 0 to 15	52%	48%
Age 16 to 64	49%	51%
Age 65+	45%	55%
Total*	49%	51%

* The total represents all age bands that live within West Lothian

The council is central to the provision of services that affect people's everyday lives, for example, housing, education, libraries, leisure and benefits. We therefore recognise that all services provided by the council need to reflect and consider the impact that they may have on equality. We aim to provide improved services that meet the needs and priorities of local communities.

1.3 Legal Context

Public Sector Equality Duty

Section 149 of The Equality Act 2010 came into force in April 2011, introducing a new Public Sector Equality duty. The Public Sector Equality Duty (often referred to as the 'general duty') requires public bodies in the exercise of their functions, to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct

- Advance equality of opportunity between those who share a protected characteristic and those who do not; and

- Foster good relations between those who share a protected characteristic and those who do not

A fourth duty is the Fairer Scotland Duty which came into force on a three-year implementation basis in April 2018. This duty places a legal responsibility on public bodies in Scotland to actively consider how they can reduce inequality of outcome caused by socio-economic disadvantage when making strategic decisions.

<u>Protected Characteristics</u>

Everyone is protected by the Act. Every person has one or more of the protected characteristics, so the Act protects all of us against unfair treatment. The protected characteristics are:

1. Age

2. Disability

3. Gender reassignment

4. Pregnancy and maternity

5. Race – this includes ethnic or national origin, nationality and also includes Gypsy/Travellers.

6. Religion or belief – this includes a lack of belief

7. Sex

8. Sexual orientation

9. Marriage and civil partnership (but only in respect of the duty to consciously consider the need to eliminate discrimination, harassment, victimisation and other conduct prohibited by The Equality Act 2010).

<u>The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012</u>

The Scottish Government has introduced a set of specific equality duties to support better performance of the general duty by public bodies. These duties include requirements to:

- Develop and publish a mainstreaming report

- Publish equality outcomes and report on progress (at least every two years)

- Assess and review policies and practices

- Gather and use employee information

- Publish gender pay gap information

- Publish statements on equal pay

- Consider award criteria and conditions in relation of public procurement

- Publish in a manner that is accessible

SECTION 2: MAINSTREAMING THE EQUALITY DUTY

2.1   Why Mainstreaming Equality is Important

Mainstreaming equality simply means integrating equality and diversity into the day-to-day workings of the council. This means taking equality into account in the way the authority exercises its functions.

The Equality and Human Rights Mainstreaming Guidance identifies that mainstreaming the equality duty has a number of benefits including:

- Equality becomes part of everything we do, within our structures, behaviours and culture
- We are more transparent and can demonstrate how, in carrying out our functions, we are promoting and embedding equality
- Mainstreaming equality contributes to continuous improvement and better performance.

The Council as an Education Authority must meet the requirements of the Equality Act 2010 and the (Specific Duties) (Scotland) Regulations 2012. The Council also administers the Licensing Board and must meet the requirements of the Act and Regulations when undertaking its duties in this regard. In light of the common responsibilities across the Council, Education Authority and Licensing Board with regard to the general equality duty and specific duties, the Equality Outcomes are presented together in one framework.

There are wider activities and processes that extend beyond the scope of this framework that ensure we are mainstreaming equalities throughout the councils' core business. The Equality and Diversity Framework is integral to the wider strategic framework of the council including the Councils Corporate Plan and strategies such as the Anti-Poverty Strategy, the People Strategy and the Local Development Plan. Education Authorities also have an annual requirement to report on the National Improvement framework and Reducing Inequalities of Outcome, which is in addition to corporate requirements. Here is the link to the West Lothian National Improvement Framework Improvement Plan.

When developing the Framework, officers began working closely with other public bodies in the Lothians to think about what is most important for us to do to reduce inequalities. Evidence that is published at a global, UK, Scottish, and local Lothian level was reviewed, in particular the publication Is Scotland Fairer? and the work of the local Anti-Poverty Task Force. Seven themes were consulted on internally with services across the council and then with communities, the third sector and other public bodies.

There are a number of service specific and cross council consultations that underpin this progress report. Information on engagement activity is imbedded in this report.

2.2   Mainstreaming activity

Integrated Impact Assessment

Assessing impact is an important part of the public sector's decision making process. Integrated Impact Assessment (IIA) is the mechanism that allows us to critically assess whether a 'policy' has wider impacts beyond its intended outcomes and if it impacts differentially on different groups in our communities.

Since 2021, West Lothian Council have been working with Integration Joint Boards, City of Edinburgh, Midlothian and East Lothian Councils and NHS Lothian to develop a revised assessment. The revised IIA includes consideration of potential impacts on the environment, sustainability and socio-economic disadvantage. This broader, integrated assessment strengthens the duties and considerations of the Climate Change Act, and the Fairer Scotland Duties in addition to those of the Equality Act and Human Rights Act. The IIA Steering Group, involving colleagues from the partners across the Lothians, lead the development of IIA, guidance, training and quality assurance of IIAs.

Reminders of the need to complete IIAs are circulated regularly to managers along with notification of IIA Facilitation Training which is delivered 5 times a year. Attendee feedback from training is positive with increased confidence to facilitate an IIA and increased recognition of the value and need for IIAs has been reported.

Learning and Development

The council has invested in a variety of ways to train and raise awareness of issues relating to equality and diversity including:

- Delivery of equality and diversity training as part of induction when joining the council
- E-learning and face to face courses for employees and managers regarding mental health
- Roll out to all council employees of the mandatory corporate equality and diversity training
- Development and delivery of online Integrated Impact Assessment training
- Delivery of bespoke training for services with regard to specific protected characteristics

The council has revised its Equality and Diversity e-learning module, which is now mandatory for all employees to complete on an annual basis. The e-learning module is reviewed annually to ensure that it is up to date with best practice, the council's equality duty and the changing landscape of equality and diversity. Compliance monitoring is undertaken annually and action to address non-compliance is taken by services.

In addition, an unconscious bias e-learning module has been developed to assist managers to avoid unconscious bias when decision making. Specifically, those undertaking recruitment and selection processes are asked to complete the module as a supplement to recruitment and selection training.

Digital transformation

Digital Service Design is one of the four themes of the council's Digital Transformation Strategy 2018-23. Over the past three years the council has invested in its Service Design capability and has grown a network of "Service Design Champions" who maintain up to date knowledge of Service Design techniques, working to develop services to ensure they meet user needs. At present 83 colleagues have undertaken Service Design training and are part of the Service Design Champions network. The Champions network works towards its annual Action Plan and assesses the organisation on the Scottish Government's Service Design Maturity Model which covers five key themes – Methods; Capacity and Capability; Focus on User and life events; User Engagement; and Accessibility and Inclusion.

Service Design Champions attended Visibility Scotland training in early 2022 which provided insight into the challenges faced by customers with sensory impairments. This training, alongside our in-house Service Design training, has enabled our champions to keep sensory impairments at the centre of new service developments, building in accessibility into new service developments from the outset. The Champions have access to an Accessibility channel on the councils Microsoft Teams site which provides training opportunities and reading materials to allow colleagues to expand their knowledge.

User Research is also a key Service Design activity which has been growing in use across the council. User Research involves speaking to and involving our customers early on in any service redesign work to ensure user needs are identified and subsequently met. Key projects such as the redesign of Cash in Social Policy, the redesign of the Community Equipment Store, and the development of the Inclusion and Support Service. This approach helps officers to understand what needs are missing for those with differing protected characteristics and build in these needs at an early stage in development and service delivery.

Procurement

The Corporate Procurement Unit continues to work with service areas to develop the Procurement Workplan and is committed to developing and improving its procurement practices to ensure that procurement activities are as effective and efficient as possible.

The council is focused on its commitment to maximising the benefits to its community through its procurement activity. Outcome 4 of the Corporate Procurement Strategy 2019-23 outlines the council's commitment to consider Community Benefit Clauses at contract strategy stage for all relevant and appropriate procurements of £50,000 and above. The council works closely with the community to identify and secure community benefits identified and prioritised by the community.

The council has made a firm commitment to work within the Scottish Governments current legislative Fair Work framework to encourage its contractors to consider Fair Work First matters. For example, providing fair pay for workers and payment of the real Living Wage, and appropriate channels for effective voice, such as trade union recognition. The council has developed a Construction Charter which supports training, welfare and union recognitions as well as employment rights. This allows West Lothian Council the opportunity, as part of the quality evaluation of a tender, to include criterion for Fair Work First, including the real Living Wage. Currently 11% of the council's current suppliers have committed to paying at least the real Living Wage and, as an employer, West Lothian Council also pays the living wage.

SECTION 3: PROGRESS - EQUALITY AND DIVERSITY OUTCOMES

An equality outcome is defined by the Equality and Human Rights Commission as a change that provides results for individuals or communities as a consequence of the action the council has taken.

West Lothian Council's Corporate, Education Authority and Licensing Outcomes for 2021-2025 are detailed below along with information on activities and actions to achieve the outcomes during the first two years of the framework:

Corporate Equality Outcomes

Equality Outcome 1: People in West Lothian have improved Access to Services

This outcome will help to advance equality of opportunity to access services that provide accessible information, appropriate assistance and support.

Outputs include:

- Improved methods for customers with specific access requirements.
- More awareness of mental health and accessibility of information and support.
- The council explores the use of other emerging technologies and physical devices.
- Schools will ensure pupils have digital literacy competency before leaving.
- Improved digital skills across equalities groups, vulnerable adults and families.

Achievements so far:

British Sign Language Plan

The West Lothian British Sign Language (BSL) Local Plan 2018 -2024 follows the BSL National Plan published on 24 October 2017, which was developed through extensive consultation and engagement with deaf and deafblind BSL users and those who work with them. It is framed around the same long term goals as the National Plan and sets out what the council will do to support BSL users in West Lothian. The Local Plan aims to protect and promote equal access to services and support for BSL users in West Lothian.

West Lothian Languages Team have purchased Highland Council's British Sign Language Education Pack. All schools can access the resources via the 1+2 Languages Sharepoint space. Two online training sessions were delivered by Highland Council in September 2022 for lead learners interested in developing BSL in their own schools. The training sessions were recorded so that staff can access these at any point.

Lipreading courses continue to be delivered. Groups are made up of no more than 12 people which means the seating can be arranged so everyone can see each other. Technology is used to give learners the best possible chance of understanding each other and personal listeners are provided for people with a hearing aid to help to make the sound clearer. With step-by-step lipreading activities and working with the tutor, participants have said that lipreading has helped fill gaps in their hearing.

Modern Apprentice Programme

West Lothian Council's Modern Apprentice Programme submits an equality report to Skills Development Scotland (SDS) on an annual basis. The project visits schools in WLC to promote the programme and ensure that opportunity is available to all young people. All young people who disclose that they have a disability on an application form, will

automatically be given an interview. The recruitment process advises the applicant of who to contact should any support with the process be required. When recruited all modern apprentices complete a full induction where any additional support needed is taken into account and Occupational Health referrals are made. Training providers/colleges who work with the young person are informed of any additional support needs and will plan educational support accordingly.

Libraries

West Lothian council's libraries are seen as a trusted space, integrated into the local community and accessible to all. They support and facilitate education and skills development and provide a resource for developing digital skills and literacy, cultural and educational outreach programmes that empower communities, facilitate community cohesion, and reduce isolation.   During 2021 and 2022 libraries have developed and delivered a wide range of services including:

- Read Woke West Lothian: Read Woke West Lothian - West Lothian Council – in partnership with James Young High School, helping young adults learn about social justice issues through reading challenges.

- West Lothian council have been working in partnership to deliver courses in British Sign Language, Mandarin and Gaelic which include Bookbug sessions and Bookbug bags for babies.

- Throughout the year libraries recognise and promote Diversity calendar awareness raising events with displays of reading materials, promoting campaigns in social media and coordinating activities with local partners. For example HI VIS fortnight: Reading Sight - supporting visually and print impaired people to access libraries

- All libraries are Breast feeding friendly certificated venues. Supporting people to feel more comfortable breastfeeding their child: https://www.mygov.scot/breastfeeding-and-your-business

- Homebound service - Home delivery service for library customers who are unable to visit the library due to disability or illness; library resources are selected to the customer's requirements and delivered to them at home: https://www.westlothian.gov.uk/article/30906/Homebound-service

- All West Lothian libraries are Dementia Friendly Venues. They promote independence, safety, security and comfort that supports wellbeing and participation in activities. For example, Playlist for Life Help Points providing locations that people affected by dementia can access free information, resources and in some cases support about creating and using a personalised playlist: https://www.playlistforlife.org.uk/

- All of West Lothian libraries are Autism friendly libraries promote an inclusive and supporting environment, by providing structured and calming environments with quiet or private spaces.

- Physical access in libraries continues to improve with the installation of a variety of support aids such as large button keyboards on public access computers, and Text-to-Speech (TTS) tools.

- Libraries have introduced a number of activities that aim to tackle social isolation for all ages. There are games clubs for older adults e.g. Jigsaws, board games, the Young at Heart craft afternoons and projects such as Gift o' the Gab which aims are to reduce social isolation for adults living or working in West Lothian who experience

speech, language and communication difficulties. During the sessions participants are encouraged to socialise, share stories and have the opportunity to have their story made into a booklet which is professionally printed and with their approval published on BorrowBox West Lothian, which is the council's digital book platform. Those who are not comfortable having their booklet published will still receive hard copies to keep and share with family and friends as they wish.

- West Lothian Council have been working in partnership with Heriot-Watt University to develop the Eco-Ableism project. The project has been working with groups to identify the difficulties disabled people face in their daily life choices, exploring how this impacts upon their ability to engage with policy and process changes as councils and other government organisations seek to align with post-COP26 agendas: https://www.hw.ac.uk/uk/research/engage/case-studies/ecoableism.htm

Museums

The Museums Service have developed a project to assist the Museums Service with youth engagement. The project aims to expand the museum's collection with a particular focus on traditionally underrepresented groups. The project will take the form of an exhibition curated by young people about LGBTQ+ history in West Lothian and what it's like for queer, young people growing up in West Lothian today.

Resources have been developed and implemented to reduce barriers and increase engagement with Black Asian and Minority Ethnic children and families. The transatlantic slavery loan box has been designed to allow upper primary school pupils to engage in hands-on object based learning focusing on transatlantic slavery. A video has been created to complement the box which sets the scene, describes the objects and talks about some of the West Lothian connections to transatlantic slavery. The script for this was reviewed by the West Lothian Race forum prior to filming.

Active schools and community sport

Active Schools and Community Sport have a vision of inclusive access for all that upholds everyone's right to participate in physical activity and sport. They use a cohesive approach that aligns the provision of physical education, physical activity and sport. The project supports people who face the greatest barriers; people with disabilities, older adults, minority ethnic groups and those on low incomes.

Within West Lothian, core investment from Sportscotland and West Lothian Council equates to 10 FTE Active Schools Coordinators and 1 Senior Active Schools and Community Sport Coordinator that support the delivery of quality sporting opportunities for children and young people across all secondary, primary and Additional Support Needs (ASN) schools.

The main aim of Active Schools is to provide more and higher quality opportunities to take part in sport and physical activity before school, during lunchtime and after school, and to develop effective pathways between schools and sports clubs in the local community.

Additionally, core investment from Sportscotland and West Lothian Council currently equates to 2 FTE Community Sport Coordinators. Coordinators take a targeted approach to working with local community clubs, along with other organisations, to support their growth, sustainability, governance, meet community need, empower community leaders and foster community collaboration.

West Lothian Xcite, who manage and develop sports and leisure activities on behalf of West Lothian Council, provide Additional Support Needs sessions across their pools so people can experience a quieter and calmer environment whilst swimming with carers.

Community Learning and Development

The Community Learning and Develop Service have worked in partnership with the education and employment service to provide community-based provision for young LGBTQ+ people, children/young people with additional support needs, girls and young woman to raise aspirations, wellbeing and achievement.

There has been increased promotion of opportunities for targeted groups for girls and young women through the 'Girls into Construction' scheme. West Lothian Council currently has over 150 apprentices working across a range of disciplines and in March 2022 three of West Lothian Council's apprentices were recognised at the recent Association for Public Service Excellence awards.

West Lothian is the first local authority in Scotland to have My World of Work Ambassadors in place throughout all of its secondary schools. My World of Work Ambassadors act as peer advocates within their schools for Scotland's careers web service.

Beginner Gaelic language classes have been delivered by the Adult Learning team since January 2022. Classes can accommodate up to 12 learners and demand is increasing for places and follow on classes.

Digital skills across equalities groups, vulnerable adults and families.

The Digital Inclusion Group, a Community Planning Partnership led initiative, agreed and updated a detailed action plan to support customers who are digitally excluded. Over the period 2021- 2022 the group has widened its membership and has been particularly active as a response to the Covid 19 pandemic and the need to support digitally excluded individuals. West Lothian received over 1800 devices across four phases of the Scottish Government's Connecting Scotland programme, to distribute initially to those people who were shielding but needed support to get online. The second wave of the programme saw a particular focus on care experienced young people and families and the third wave of the programme concentrated on unemployed people. A fourth phase was introduced in late 2022 to support new refugees.

The council's Adult Learning team worked to support individuals with their digital skills. The service adapted their digital programme to be able to deliver support online rather than face to face. To supplement this learning, new printed resources have been created to help people get started in their digital journeys.

The Adult Learning Team has also designed and delivered a 'Tea 'n' Tablet' course to communities across West Lothian to give learners confidence and skills to access the internet and use email and social media. The course has initially been targeted to regeneration areas and older people.

Digital Schools Status

To date 75 West Lothian schools have registered for the Digital Schools Award and are gathering the required evidence prior to formal validation. In March 2022, 16 Primary Schools, 4 Secondary, 1 ASN and 1 Nursery have been awarded the Digital School status.

Period Products (Free Provision) (Scotland) Act 2021

The free period product provision act (2021) received Royal Assent on the 12th January 2021. Under the Period Products (Free Provision) (Scotland) Act 2021, local authorities and education providers are legally responsible for providing free period products to anyone who may require them. West Lothian was and is well placed to deliver on the act as it had for several years provided free period products as part of addressing poverty. This has seen

access to free period products primarily being delivered in schools, community buildings and local sports centres. In our schools our young people and staff have access to a range of period products including re-usable items.

A Period Products consultation was carried out within West Lothian between May and July 2022. This process was carried out to engage with the local community regarding the accessibility of free period products which has subsequently informed the West Lothian Council Delivery Statement and Provision Plan.

Since August 2022, the council has continued to promote a number of community venues where people, can pick up what they require and made more reusable products available through the Food Network and schools.

The My Period app is available for download which provides information regarding where products can be accessed and which products will be available. The app will be updated to reflect any changes in the delivery of the service (e.g. changes in opening hours, changes in the availability of products) on a regular basis.

The council has a free online ordering process in place to help people who do not have access to local venues. There are a small range of products available for delivery. Anyone is welcome to use this free service, but a person must live in West Lothian and provide a West Lothian post code for delivery.

Equality Outcome 2:   There will be a better understanding and intolerance of discrimination and violence against people with protected characteristics.

This outcome aims to advance equality of opportunity for adults, children and young people who experience gender-based violence to access support and help us to eliminate race discrimination and discrimination based on religion, advance equality of opportunity and foster good relations between different racial and religious/belief groups.

Outputs include:

- Victims, witnesses and partner agencies feel more confident in reporting hate incidents through a variety of methods
- Raised awareness on the legacy of slavery in West Lothian.
- Incidents involving harassment of people based on their protected characteristics are recorded.
- Raised awareness on Modern Slavery.

Achievements so far:

Gender Based Violence

In 2021 the council's Gender Based Violence Strategy was developed which builds on the Scottish Government's Equally Safe Strategy and details how partners in West Lothian will work to tackle gender-based violence. Violence against women and girls cuts across all sections of society but not all women and girls are at equal risk. There are factors that increase vulnerability to abuse such as age, poverty, ethnicity, mental health and substance misuse, disability and homelessness. The Strategy has aligned to the 4 strategic priorities of Equally Safe and subsequent quality standards.

The Equally Safe Quality Standards were published by the Scottish Government, COSLA and the Improvement Service in May 2018 (updated in April 2019), in close collaboration with the National VAW Network and other stakeholders.

The councils Lead Officer for the Gender Based Violence Committee is part of the National Violence against women and girls training and workforce development working group which explore and scope opportunities for a national learning hub/portal; considering the key asks, aims and challenges associated with developing a centralised learning space.

At a local level, there is work being carried out to develop a Gender Based Violence Training strategy and calendar that can be accessed by all partners of The Gender Based Violence Committee. As part of the recent 16 days of Action against Gender Based Violence campaign, the Domestic Abuse Awareness Raising Tool (DAART) e-module was made available to all council staff in November 2022. To date, DAART has been completed by 211 members of staff, and the councils GBV module has been completed by 638 staff members in 2021/22 and from 2022 to present by 28. Further promotion of learning opportunities has been undertaken as a part of the 16 days of action activity.

Plans are in place for members of the Learning and Development Team and the Domestic and Sexual Assault Team (DASAT) to become certified in the delivery of the Safe and Together core training. The 4 day training course will then be extended across partner agencies as well as council supervisors and managers to create a robust framework for a training and development model in West Lothian. Gender based violence has increased nationally year on year for the last 5 years and the gender based violence partnership has been working hard to increase safety, raise awareness, highlight the nature and prevalence of gender-based violence and strengthen local work to tackle gender based violence.

The national 16 Days of Action campaign runs from International Day for the Elimination of Violence Against Women on November 25, to the International Human Rights Day on December 10. In 2022, representatives from organisations across the West Lothian Community Planning Partnership joined local school pupils and members of the community to take part in a 16 Days of Action march from Howden Park Centre to West Lothian Civic Centre in order to highlight the plight of women and girls who face violence and harassment.

Following the march, a rally took place at West Lothian Civic Centre to mark the campaign, with those in attendance getting to hear a series of empowering speeches from representatives from local community planning partners, charities and pupils from West Calder High School.

As part of the campaign, survivors of domestic abuse created a special video to share their experiences and encourage others to reach out for help. The video can be viewed online.
Other activities include training sessions and an art exhibition at Howden Park Centre featuring artwork from survivors of domestic abuse and High School Pupils from across West Lothian. The local campaign culminated in a survivor's vigil.

The council has developed an Employee Gender Based Violence (GBV) policy to support the welfare of staff affected by current or previous gender based violence. The council is committed to ensuring gender equality in the workplace and preventing gender based violence. The impact of gender based violence on the health and wellbeing of staff is a serious and recognisable problem. By increasing awareness of the signs of gender based violence, and providing a safe and supportive working environment, the council can help to support the welfare of an individual experiencing or who has experienced gender based violence. The policy provides guidance and support to any employee experiencing GBV in their personal lives and assists managers to identify and support employees currently (or previously) experiencing GBV.

The council delivers the UP2U programme, which is a domestic abuse behaviour change programme designed to help people make positive changes to their behaviour in their relationships. The programme is for men or women aged 16 or over and who have been convicted of a domestic abuse offence and are subject to social work supervision in West Lothian. UP2U is an assessment led intervention offering tailored treatment packages to suit the individual's needs and level of risk.

The programme can be undertaken in a group setting or 1:1 and range from 6 to 40 sessions, with the option of extended sessions where risk and need indicate. Between 1st April 2021 and 31st March 2022 64 men were subject to a programme. Between 1st April 2022 and present there has been 59 UP2U Requirements started (46 People) 1 women.

Women and Girls in Public spaces consultation

In May 2021 the Council approved a composite motion which recognised that the onus of keeping women safe should not rest with women and that a wider conversation is needed around the safety of our public places and spaces.

Officers conducted a consultation with women in West Lothian and organisations/agencies working with local women; to include but not limited to:

- General concerns about safety in public places and spaces
- Concerns about particular areas
- How fears may manifest in changes to their own behaviour.

Officers also engaged with community partners to determine interest and support in the consultation and to consider any data they may hold which will support an analysis of incidents of violence against women and girls in public spaces and places and any

examples of good practice in terms of policy interventions to alleviate or prevent violence against women and girls in public spaces. At the meeting of the Community Planning Partnership Board, members gave a commitment to promoting and publicising the consultation to ensure maximum response rates. The consultation responses and an update on the action plan developed by the Community Safety Board was reported to the Community Planning Partnership Board in Feb 2022.

Following on from the consultation, a new Supporting Women and Girls initiative has been developed to:

- help women feel safer in West Lothian's public spaces and places.

- provide a way for women and girls in West Lothian to speak up about the public spaces and places where they feel unsafe

- highlight to men the role they can have in helping women and girls feel safer.

The West Lothian Community Safety Partnership (CSP) - which is made up of West Lothian Council, Police Scotland, Scottish Fire and Rescue Centre, Voluntary Organisations and the Health and Social Care Partnership are encouraging women and girls living in West Lothian to make the CSP aware of public spaces where they feel unsafe by using a new online form which can be found at: www.westlothian.gov.uk/womenandgirls The information will then be collated and appropriate action will be undertaken to make improvements where possible.

The Community Safety Strategic Plan 2022 – 2025, approved at the Community Safety Board on 8 August 2022, includes the safety of women and girls as a key action within the plan.

Hate crime incidents - confidence in reporting

Police Scotland continues to work with the council's Safer Neighbourhood Teams and West Lothian communities to reduce Hate Crime and Incidents. The statistics for monitoring progress against this action continue to be reviewed and assessed as soon as they are made available from Police Scotland. The quarterly Hate Crime information is supplied by Police Scotland and presented to the Services for the Community Policy Development and Scrutiny Panel Activity with preventions officers promoting the continued roll-out of the Keep Safe Campaign and Third Party Reporting, raising awareness of disability hate crime.

In 2021 – 2022 the overall number of Hate Crimes and Incidents have decreased against the five year average. The council, Police Scotland and 3rd sector work together to create and support new reporting mechanisms. There are now eight 3rd party reporting centres in West Lothian that are listed and publicised on a number of websites including victim support, Police Scotland and the council. These facilities are regularly promoted on social media platforms Facebook and Twitter. West Lothian Courier run a regular column highlighting any planned events or initiatives, which includes 3rd party reporting.

Although numbers are slow to increase, the council's Preventions Officer continues to work with premises and provide information to those businesses who may be thinking of participating. Details can be found on Police Scotland website searching under 'Third Party Reporting'.

Mentors in Violence Prevention

Mentors in Violence Prevention (MVP) is a peer education programme jointly organised by Police Scotland's Violence Reduction Unit and Education Scotland. All secondary schools in West Lothian are now taking part and using senior pupils to educate younger pupils about gender-based violence. These discussions around gender equality, healthy relationships, consent and sexual violence help pupils to challenge the attitudes, beliefs and stereotypes

which can lead to harassment, bullying and gender-based violence. It uses a 'bystander' approach and looks to empower young people with the ability to support and challenge these situations in a safe way.

The MVP programme looks to help create young people who are respectful and who understand healthy relationships so that they grow up to be adults with those same values, therefore reducing the amount of incidents of gender based violence. Once embedded, the programme is also shown to improve other outcomes in school such as behaviour, attendance and attainment through creating a more respectful and supportive ethos and environment. Senior mentors also develop important leadership and presentation skills which can contribute toward their qualifications.

Legacy of Chattel Slavery Working Group

At the meeting of Council Executive on 23 March 2021, it was agreed to establish a working group to consider the legacy of the slave trade in West Lothian. The working group includes representation from individuals with knowledge and expertise of Scotland's role in the transatlantic slave trade, the history of West Lothian, education and curricular matters, diversity and equality, communications, community development, and representation from community members from Black, Asian and Minority Ethnic communities.

The group has met regularly since February 2022 and the business of the group has been divided into three subgroups: recording local history connections; education; and community engagement and events.

The work of the recording local history connections subgroup is focussed on the identification and exploration of West Lothian's historic links to chattel slavery. This work is incorporating an audit of local collections and features in the West Lothian area as well as research into notable individuals and institutions. It has been informed by preliminary research undertaken by the council's Museums Officer and the Fair Justice System for Scotland Group.

In order to facilitate future community consultation, this work is being categorised by the subgroup under the following themes: 1. The Growth of West Lothian 2. Politics and Patronage in Great Britain and colonies 3. Inspiring Individual Stories 4. The role of the military in sustaining slavery and colonialism 5. Funding Educational Foundations from the profits of slavery 6. West Lothian and the Abolition Movement.

Once this research and categorisation work is complete, it is proposed to launch a community consultation including a short online survey, community meetings and targeted focus groups. These will be used to gather the public's views on West Lothian's links to chattel slavery and will inform the recommendations of the working group.

The aim of the Education subgroup is to develop educational input using the West Lothian Connections publication and material produced by the Local History Connections Sub-Group that will be integrated across West Lothian schools. The group are currently considering how we better ensure that young people in our schools learn about West Lothian's historical links with the slave trade and will then facilitate the production of quality resources to support learning and teaching. This work will be informed by working with and consulting young people and teachers who are keen to engage collaboratively to produce the learning resources.

The Community Engagement and Events sub group is focussing on developing an engagement plan which will consider techniques and engagement methods under each activity. A key focus is to adopt a flexible approach to ensure all engagement activity is accessible.

It is proposed to bring a report to Council Executive in August 2023 setting out any reparatory actions for the council that are recommended as a result of this work.

Equality Outcome 3: People experience easier access to the provision of inclusive housing

Work to achieve this outcome will help us to provide opportunities for inclusive and sustainable housing.

Outputs include:

- Help households struggling with fuel costs.
- Identified pathways for vulnerable people in transition and at risk of homelessness.
- Support for young people and others who are homeless or at risk of homelessness.
- Housing for older people and those with a disability to achieve greater independence.

Achievements so far:

Accessible housing

In October 2022 the council approved the location for a new build housing facility for Young people. The new £4 million facility will provide accommodation for young people requiring supported and temporary accommodation. The unit will have 12 one bedroom flats with one onsite support and up to 16 x one bedroom mainstream flats.

The Housing Needs Service have developed processes to ensure that prisoners are provided with advice to prevent the loss of secure accommodation or plan for their early release through housing options advice and homelessness assistance. The service has established links with criminal justice partners and has updated its Data Sharing Agreement with Scottish Prison Services and implemented a local Data Sharing Agreement to assist in preventing the loss of Registered Social Landlord tenants who become incarcerated.

The Housing Capital Programme provides a number of schemes targeted at making provision for older people, these include home security, aids and adaptations and the assisted decoration scheme.

Home security for pensioners scheme provides options including; the provision of locks, external lighting, door viewers, door chains, window locks and door intercom systems. To date around 3,000 council houses have had security measures fitted under this scheme.

The refreshed Scheme of Assistance is a welcome update for an important statement about the services and support available from the Council to disabled persons in private sector homes. It provides practical information for private homeowners about the types of support, advice or services they can expect to receive from the council. The Scheme supports continued repairs and works to mixed tenure estates, excluding private sector homeowners where possible or ensuring recovery of costs for works from private homeowners, in line with the Council's Corporate Debt Policy. The Scheme is available online, with an Easy Read version and leaflet to summarise the key points contained in the scheme and contact numbers for relevant 5 services. Services will continue to work together to support homeowners keep their properties in repair and adapted for independent living.

Housing First Model

West Lothians Housing First Model, was developed by the council in partnership with NHS Lothian, and the third sector during 2019/20 with the establishment of the Housing First Co-ordination and Assessment Team which has been developed following the success of the Vulnerable Persons Resettlement Service. The service was initially funded through the West Lothian Alcohol and Drug Partnership (ADP), and has recruited a Manager and Support

Worker. Following an evaluation and review of ongoing funding, the RRTP will continue funding Housing First for Adults until March 2024 with the Service provided in-house for the final year of the RRTP with a view to mainstreaming the service and seeking future joint funding thereafter.

Tenancy Progression Award

A new National Progression Award in Tenancy at SCQF Level 4 has been successfully developed and launched. An analysis of recent school leavers by Education Inclusion and Wellbeing Skills Centre team highlighted vulnerable learners at the Skills Centre were at risk of homelessness and sought to add a new aspect to the curriculum. The team undertook extensive research to identify the most appropriate learning programme and worked with the SQA and other partners to develop the award which enables young people to be better prepared for life after school and to secure and sustain a tenancy. The Skills Centre team has worked in partnership with the council's Anti-Poverty Service and Housing teams to support the delivery of the qualification and to ensure the learning experience relates to real life scenarios. Partnerships will be further strengthened to connect the learning to real life and also expand the use of the qualification to other vulnerable young people, including learners on the Level Up (Looked After Children) Project.

Financial Support

The council's Anti-Poverty Service has developed a new approach in partnership with Education to embed advice and financial support services through education settings. Working with 7 pilot schools, the project aims to strengthen links with teaching and support staff to raise awareness of poverty and to establish robust referral mechanisms to ensure families and young people have access to advice to meet their needs.

The Anti-Poverty Service has worked closely with Housing and Education to embed income maximisation advice and support with housing issues for young people as part of the Young Person's Emergency Prevention pathway. Working alongside the Young Persons Emergency Prevention Service (YEP), a Youth Housing Options service was launched in October 2022 for anyone aged 16-18 years old with the aim of preventing homelessness through maximising housing options, and providing support such as conflict resolution, mediation and family support. The service also aims to ensure that young people are supported to navigate the homeless system when homelessness is unavoidable. Officers are working with the Rock Trust to utilise the Nightstop service to prevent the use of unsuitable accommodation, offer respite and find ways to avoid homelessness.

Work has also been undertaken with West Lothian College to improve referral routes for young students at risk of homelessness via the Fast Online Referral Tracking (FORT) system which allows supporting professionals to make secure online referrals for a wide range of support needs. The council has worked with the college to provide a grant fund for young students aged 24 and under and impacted by poverty. One-off grants of up to £200 are available to help with the cost of undertaking an access course, for example travel costs/equipment/digital connectivity etc to ensure that poverty is not a barrier to education.

The More Choices, More Chances (MCMC) team support young people to move into a positive destination. The programme has resulted in 86% of MCMC young people achieving a positive destination and sustaining it for more than 6 months, exceeding the target of 84%.

The West Lothian Fuel Grant is available to anyone with a low income who is experiencing fuel poverty or is at risk of disconnection from supply. Since the grant was launched in December 2021, over 2,200 households have been supported with grants totalling £225,425.

The council's Disability Energy Grant is also available to anyone with a low income with increased energy costs associated with a disability or long-term health condition. This can be paid along with the standard fuel grant. To date, grants have been paid to 42 individuals, totalling £4800. Crisis Grants awarded for food and fuel costs now include an additional Winter Support Payment of £80 paid to the following groups to support with increased living costs, including fuel:

- Lone Parents – In receipt of Universal Credit
- Disabled Pensioners – In receipt of Council Tax Reduction (CTR) and Disability Living Allowance Middle or Higher Rate of the Care Component and Personal Independence Payment Enhanced Rate
- People with limited capability for work in receipt of Universal Credit
- Carers- CTR recipients in receipt of the Carers Premium
- Anyone who applies and is successful in their application for a crisis grant from October 2022– March 2023 is provided with £20 fuel assistance payment to help with the increased cost of fuel.

The Feeling the Pinch fund has now reopened. This fund can provide up to £300 toward essential items or unexpected costs where the applicant is unable to access financial support elsewhere. To date, 125 awards have been paid totalling £25,283

Local Housing Strategy Consultation

Engagement on the Local Housing Strategy began in December 2021. It has been done differently as a result of the pandemic although it has enabled more people to participate either through questionnaires or online workshops, combined with some face to face meetings as appropriate.

There has been close working with the Tenants Panel to discuss the Local Housing Strategy and to obtain their input on the key themes. The themes covered between February and May 2022 included;

- Developing an LHS survey and discussion on equalities
- Session on Fuel Poverty and Climate Change
- Placemaking Session
- House Condition

The LHS questionnaire was developed in April 2022. It was available on the council's internet page, on the Tenants' Facebook page and to staff. There were over 600 responses to the consultation. To further inform the LHS, there has been engagement with Disability West Lothian, the Voluntary Sector Gateway and the Race Forum. The importance of provision of specialist housing to meet a range of housing needs was noted in the consultation and a commitment to this will be included in the LHS. The LHS is currently being drafted with the aim of it being in place during Summer 2023.

Equality Mainstreaming Outcome 4: West Lothian Council is a positive and inclusive place to work

This intention of this outcome is for all employees to have equality of opportunity to support services, and to foster good relations in their place of work.

Outputs include:

- Support for employees to continue in work while managing caring responsibilities.
- Employees have access to appropriate information and advice about mental, physical, financial and workplace wellbeing.
- A diverse workforce that reflects the communities we serve.

Achievements so far:

Flexible working pilot

As the council remobilised from the Covid 19 pandemic, there was a desire to maximise the benefits that had been realised from the enforced homeworking situation. The council therefore conducted a review of the council's suite of flexible working policies and introduced a Flexible Working Pilot in April 2022.

The Flexible Working Pilot introduced Workstyle categories for each post in the council, one of which is Hybrid Working, a new concept for the council. The workstyle categories also formalised full-time homeworking arrangements for employees in suitable posts. Along with the introduction of hybrid and homeworking, the council extended the bandwidths of the flexi-time scheme and introduced more flexibility within the working day. The flexible working pilot will be reviewed at the end of the 12 month pilot period.

The council continues to offer flexibility to all staff that goes beyond the statutory right to request flexible working, along with the option to purchase additional annual leave and utilise special leave in line with council policy.

The council's Leave for Family Care Purposes Policy is currently under review with a view to the introduction of further provisions to support employees who manage caring responsibilities while working. Following approval of the revised policy, the council will seek to achieve Carer Positive accreditation.

Healthy Working Lives

Healthy Working Lives representatives actively circulate details of the four pillars of wellbeing particularly when raising awareness of wellbeing events. HR continue to promote the Four Pillars of Wellbeing (FPOW) toolkit to all managers and employees as part of absence discussions. In addition, during the council's Healthy Working Lives week there is active promotion of the FPOW toolkit included in the material distributed to advise staff of events. HR also attends any wellbeing events to promote the FPOW webpage and relevant toolkits. Work is ongoing to revise the layout of the website due to the volume of the materials, with the aim of easier access. Links to the FPOW are also contained in the recently launched new employee benefits package.

Equality monitoring data

The council has a corporate question set for gathering equality monitoring data. The question set mirrors the information gathered from employees during the recruitment process and is used to inform processes such as the bi-annual employee engagement survey and health and wellbeing surveys conducted during the pandemic. Services will use

the corporate question set when gathering equality monitoring data from customers, enabling them to further tailor services to customer needs.

In an ever changing equalities landscape the council will keep its corporate question set under review. At the same time COSLA are considering inconsistencies between the question set used in the 2021 Census and the national recruitment portal Myjobscotland. The council will make any necessary changes as appropriate.

The council has promoted the benefits of staff providing up to date equality monitoring information. Activity has included global emails and prompts within the HR management portal – MyHR. For instance, when an employee changes sensitive information within MyHR, the automatic confirmation email recognises that a change to disability status may impact on their employment and if they need additional support or adjustments they are encouraged to discuss this with their line manager. Further promotion and encouragement of staff to provide monitoring will be an ongoing feature.

Employee Network

The council is committed to developing a new employee network that brings together officers from various services who would discuss challenges, and consult on policies, plans and national topics. Resourcing has prevented progress on this action to date, however work to promote and generate interest in an employee equality network will be a priority for 2023.

Transgender policy statement

A draft transgender policy which highlights the Council's commitment to support trans employees and those undergoing a transitioning process has been prepared and will be considered during 2023.

Recruitment and Selection

The council's Recruitment and Selection Policy and Procedure have been reviewed against the Scottish Government's Minority Ethnic Recruitment Toolkit and improvements to the recruitment processes identified. A wider review of the council's approach to Recruitment and Selection is planned for 2023 in order to address recruitment and retention challenges.

<u>Education Authority Outcomes</u>

Equality Outcome 5: Pupils have a greater sense of belonging and safety in schools

This outcome will help to eliminate discrimination, harassment and victimisation and advance equality of opportunity for children in school services.

Outputs include:
- Increased engagement with ethnic minority children and families.

- Increased awareness in our schools of gender-based bullying and harassment.

- United Nations Convention on the Rights of the Child (UNCRC) is reflected in the Children's Services Plan (CSP) 2020-2023.

- All schools are able to access and analyse inclusion data which enables them to plan interventions at individual, group and at whole school level.

Achievements so far:

<u>Engagement</u>

All schools are involved in evaluating and increasing parental engagement and family learning opportunities through the implementation of the West Lothian Parental involvement and Engagement Framework.

Schools use results from the annual Parent/Carer ethos surveys to inform school improvement priorities and activities within their own unique context. In 2022, school leaders have been building upon effective approaches to re-engage parents/carers in their own settings, and continuing to develop flexible and inclusive communication methods with parents/carers.

In 2022, a new Moving Forward in Learning Group was created to focus on supporting and increasing involvement and engagement of children and parents/carers. The group are working in partnership with Community Learning and Development and Forth Valley and West Lothian Regional Improvement Collaborative to refresh the West Lothian Parental Involvement and Engagement Framework and the creation of a Family Learning Action Plan.

<u>Anti-Bullying</u>

Pupil Ethos surveys show that 69% of pupils across West Lothian feel that bullying is being dealt with effectively. The feedback from these surveys has been used to develop revised Anti-Bullying guidance which all schools received on the 14th November 2022. From there the council hopes to see an increase in the number of pupils who feel that their schools procedures are effective.

Schools have continued to raise awareness of trauma informed service delivery including all pupils having access to a trusted adult. By June 2022 18 schools had piloted Trauma Informed Training part 1. Feedback shows that all schools who took part learned something that would impact positively on their practice and that the training had improved their knowledge of Trauma Informed Practice.

<u>UN Convention on the Rights of the Child (UNCRC)</u>

In August 2021 a UNCRC officer was appointed to join the Forth Valley and West Lothian Regional Improvement Collaborative team. All West Lothian schools, Education Psychology

Services and Community Learning and Development took part in online awareness training for UNCRC in November 2021.

A self-evaluation toolkit was developed to support schools and service areas to track progress in the 5 key areas of UNCRC: Recognising and realising children's rights; Culture values and ethos; Skills and attitudes; Links to the curriculum; Targeted support. All senior leaders benefitted from training and ongoing support.

UNICEF Rights Respecting Schools is the world's leading organisation working for children and their rights. The 'Rights Respecting Schools Award' (RRSA) helps pupils to grow into confident, caring, responsible young citizens both in school and within the wider community. By learning about their rights pupils also learn about the importance of respecting the rights of others. 100% of West Lothian schools are currently engaging with the RRS accreditation and validation process. This is the highest percentage across all local Scottish education authorities with all schools achieving improved levels of accreditation this session.

Early Years Centres across West Lothian have prioritised the principles of UNCRC into their planning for learner voice and learner participation with emerging best practice exemplifying WL commitment to raising awareness of UNCRC.

Attainment

There are a number of key actions in schools to further improve levels of attainments and embed an inclusive approach to service planning including:

- A more robust and challenging programme of tracking and monitoring across all sectors

- A focus on improving attainment across the Senior Phase, ensuring access to a broad range of qualifications and awards

- Central Quality Improvement officers and school leaders working collaboratively to drive improvement

- All schools involved in evaluating and increasing parental engagement and family learning opportunities through the implementation of the West Lothian Parental involvement and Engagement Framework.

Secondary schools continue to evolve their systems for tracking and monitoring to ensure that staff at all levels have the knowledge of young people's needs that they require. This enables them to plan for the right support at the right time to enable young people to maximise their outcomes throughout their secondary learning journey. Central Quality Improvement officers support with collaborative learning with the aim of ensuring consistency in the robust use of data to support planning, tracking and monitoring. They gather Senior Phase attainment prediction data from secondary schools at key points in the year, which includes a focus on specific groups such as care experienced young people. The central team look closely at this and meet individually with schools to discuss any required follow-up actions.

Our schools regularly review the Senior Phase curriculum to ensure equity of provision for learners at all levels, leading to positive outcomes and destinations. There is currently a collaborative group of senior leaders and partners working together to ensure there are equal opportunities to access a variety of different pathways. This group also works collaboratively with West Lothian College in a range of ways to plan pathways that enable young people to maximise progression in their learning and future opportunities.

Central Quality Improvement officers work collaboratively with school leaders in a range of ways. This includes networks supporting improvement themes such as Senior Phase curriculum pathways, regular collaborative Head Teacher and Depute Head Teacher networks and working individually with schools as required. Every school benefits from the support and challenge provided by the Quality Improvement team. Underpinning all of this is the pursuit of excellence and equity for all young people in West Lothian.

Community Learning & Development colleagues worked with schools, Social Policy, Regeneration, Anti-Poverty and third sector colleagues to plan an extensive summer programme. This planning process involved all providers both consulting with key stakeholders and using experience from the "Summer of Play 2021" to inform the programme. This work evidenced that providers had listened to the views of children, young people and families and had designed activities that were relevant and met need. Through wider engagement the opportunities for 2022 had been enhanced with specific activities for children and young people with disabilities and for children and young people from ethnic minority communities.

Outcome 6: Better mental health and wellbeing of pupils

This outcome will help to advance equality opportunity for children to achieve their full potential, and be free from any artificial barriers, such as prejudice or discrimination.

Outputs include:

- Strategic planning is sufficient to enable children and young people to access services and support for their mental health and emotional wellbeing within their community.

- Development of Health and Wellbeing curriculum that includes building resilience

- Children and young pupils voice within schools helps to promote autonomy and equality

- All children and young people have support for their wellbeing through a staged intervention process

Achievements so far:

Mental Health

In Session 2019-2020, there was one person in each school trained in Mental Health First Aid. The intention was that this would then be available to all staff. In September 2021 NHS Lothian informed Education Services that further Mental Health First Aid Training was no longer available, however if schools have staff who are trained they are continuing to provide inputs at school level on this. All West Lothian schools have been signposted to https://www.cypmh.co.uk/ and place2be training to support mental health in all schools. In June 2022 data informed us that 52% of schools have at least 1 member of staff trained in one of the above courses.

The Educational Psychological Service (EPS) has continued to offer loss and bereavement group work sessions such Give Us A Break (GUAB). GUAB sessions have gathered information immediately following training with a follow up discussion to look at the impact planned for later in the session.

Over the last 2 years, the Educational Psychology Service has significantly increased the online learning and development it offers for Education colleagues, accessed through the GLOW Sharepoint platform. This has enabled greater access to key resources and training on a range of topics relating to mental health and wellbeing for those who would traditionally have accessed our training in person. The new approach has enabled greater access to the information across education colleagues. It can also be accessed anywhere and at anytime from an appropriate device.

The Educational Psychology Service has worked closely with internal and external partners to ensure access to School Counselling Services across all schools through careful administration of the Scottish Government ring-fenced funding for this initiative. All schools now have access to counselling to support children and young people who will benefit from this service.

Anxiety Management groupwork has been developed and improved evaluation reports. Provide feedback from young people on their experience of the group. Pre-and post measures of anxiety are also gathered.

West Lothian Council have piloted an Eye Movement Desensitisation and Reprocessing intervention to support young people affected by trauma. Please access the website below for details.
[EMDR Association UK - Overcoming trauma with expert help - Overcoming trauma with expert help](#)

Access to specialist interventions to support trauma by using a case study approach to pilot the programme. Case study analysis of Eye-Movement De-sensitisation and Reprogramming intervention ongoing.

The case study work will be pulled together over summer (2023) and we will be considering, as part of a wider service refresh, how we can free up more time within our system to widen access to the intervention for those for whom it will be most appropriate.

Construction Services have undertaken a number of building alterations in schools which includes accessible toilets and lifts. 5 primary schools received toilet refurbishments in this financial year.

Lift upgrades were completed at Murrayfield Primary School in Easter 2022. A lift upgrade is planned for Inveralmond Community High School in Easter 2023. Accessibility works are being carried out at Broxburn Academy and Armadale Academy for pupil transitions in Easter 2023.

The Children and Young People's Mental Health Taskforce was jointly commissioned by the Scottish Government and COSLA in June 2018. The aim of the Taskforce was that children, young people, their families and carers should know that they are supported in good mental health and will be able to access services which are local, responsive and delivered by people with the right skills.

In response to this, a Community Mental Health and Wellbeing Supports and Services Framework was developed and a lead officer for children and young people's mental health was recruited. Key developments include:

- Develop a Public Social Partnership to deliver the [Roots](#) Programme
- Developed the Voice 24/7 text message service linking young people to volunteers
- [West Space](#) website is utilised to ensure it contains information on mental health and wellbeing resources and support.
- Listen and Link internal service was developed.

<u>Licencing Board Outcomes</u>

Outcome 7: The Licensing Board will seek to promote equal opportunity of access to premises licensed for the sale of alcohol in West Lothian

Work to achieve this outcome will help us to advance equality of opportunity for disabled people, foster good relations and eliminate discrimination.

Outputs include:

- The Licensing Board better understands the diversity of needs of West Lothian's equalities groups
- Accessible information is available on the functions of the Board, and the process of making an application
- The Board continues to work in partnership with agencies including Police Scotland and the local Licensing Forum, who each have a separate statutory role to play under the Licensing (Scotland) Act 2005, with equal regard to the interests of persons with protected characteristics
- Require applicants for new premises licences and provisional licences to undertake detailed Disability Access and Facilities Assessments (DAFS)
- Reasonable adjustments to assist applicants, objectors and the public to engage in the licensing process are available on request

Achievements so far:

The Annual meeting between the Licensing Forum, Police Scotland and the Licensing Board took place in December 2021 to allow an opportunity for equality issues to be raised. One action from this was to review and update information on the Boards webpages on the functions of the Board, policies and information on completing applications. All of these pages have been embedded in the council's webpages so that the ReciteMe (assistive technology) function can make information accessible and inclusive through a range of features such as text to speech functionality, fully customisable styling features, reading aids and a translation tool with over 100 languages, including 35 text to speech voices.

As part of the alcohol licensing application process applicants are directed to information on the Equality Act 2010 and the requirement to complete a detailed DAFS for new premises licence and provisional licence applications. Applicants are advised that the Board expects them to give detailed consideration to accessibility of their premises prior to completing the form and that DAFSs that are incomplete will be returned. The Board has processed and granted 20 new applications for premises licences that included DAFSs.

No equality issues were raised at the Annual meeting between the Board and the Licensing Forum held in December 2022.

Recently updated equality training provided by West Lothian Council has been completed by all Board staff.

Outcome 8 - The community of West Lothian is able to engage effectively in the exercise of the Board's licensing functions

The Board recognises the need to ensure that the alcohol licensing process is accessible to all. They recognise that people who find it difficult to get involved (for example, because of language barriers, disability, poverty or discrimination) can help to influence the decisions that affect their lives.

Outputs include:

- The Board will seek to ensure that the service it provides offers equal opportunity for engagement by persons with protected characteristics
- The Board's policy statement signposts licence holders to their duties under the Equality Act 2010.
- The Board will work in partnership with Police Scotland and the Licensing Forum to identify any issues arising in connection with persons with protected characteristics and address such concerns.
- The Board will seek to identify, monitor and address any service concerns specific to persons with protected characteristics

Achievements so far:

Customer surveys are sent to all customers at the conclusion of each application process which have a specific section requesting detailed comments about any equality issues. The survey responses are regularly reviewed to identify any concerns specific to persons with protected characteristics in order to monitor and address such concerns, as appropriate. There have been no comments received regarding equality issues.

The Board's gambling policy document was reviewed in 2021 and a new policy published in January 2022. As part of the review a consultation was carried out with the public and stakeholders. No equality related issues were raised in responses to the consultation.

Recently updated equality training provided by West Lothian Council has been completed by all Board staff.

End of progress information on the equality outcomes for the period 2021 to 2023.

EMPLOYMENT MONITORING DATA AND ANALYSIS

The council has a statutory duty, as a public sector employer, to publish employment monitoring statistics in relation to the composition of its workforce and the recruitment, development and retention of its employees.

Information on the workforce has been gathered and reported on according to protected characteristics and is provided in the tables below for the period 1 January 2021 to 31 December 2022.

Sources of Information

The council's HR Management Information System has been used to gather and report on the following:

- Staff currently in post
- Employees applying for and receiving training
- Employees involved in grievance, disciplinary or bullying and harassment cases
- Employees leaving the council

The National Recruitment Portal has been used to gather and report on the following:

- Applicants for employment and promotion
- Candidates selected for interview
- Candidates successfully appointed

Monitoring Process Developments

The council continues to develop its' equality monitoring processes to improve the quality and accuracy of the information held on employees and applicants for employment.

In January 2021 the council introduced a new HR and Payroll system (MyHR) which includes an employee self-service function allowing employees to provide and update their equality monitoring information at any time. As well as providing an additional level of confidentiality and accuracy by removing the need for any data input exercise by council officers, the self-service function allows staff to amend their equality monitoring information as their personal circumstances change. Previously the council did not have a mechanism to update the equality monitoring information after initial appointment.

Promotion of the self-service function and the facility to provide and update equality information has resulted in some increase in equality monitoring information (most notably since the last report in 2021, however it is still the case that significant numbers of staff have not provided any equality monitoring information. Work is being done to benchmark with other authorities on how to increase the numbers of staff providing equality monitoring information and the council will continue to promote the benefits of having an accurate picture of the diverse make-up of its workforce with the aim of creating a culture where individuals feel comfortable providing such information.

Data Analysis and Highlights

Sex

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The proportion of men and women working in the council has in the last two reporting periods years been split approximately 75% female, 25% male. Previously the proportion had remained largely unchanged over the previous 14 years of monitoring with the workforce being split approximately 70% female, 30% male.

The recent change in the female/male split of the organisation can be accounted for by considering the split of staff newly appointed to the council and also that of leavers. It should be noted that in 2020 only 17% of successful appointees were male and in 2022 only 14%. Similarly, in 2019 42% of leavers were male and 31% of leavers in 2022 were male.

Despite the 75/25 female/male split of the council's workforce, the proportion of women and men involved in Disciplinary cases generally does not follow the 75/25 split of the workforce. In 2021 the subject of 62% of disciplinary cases was male and in 2022 the subject of 78% of disciplinary cases was male. However, this is not significant due to the relatively small number of cases.

Ethnicity

The information held on HR21 indicates that approximately 70% of the council's workforce is White-Scottish with only 2.2% of our workforce indicating that they are from an Ethnic Minority (EM) background. This has increased from 1.4% in 2019 and 1.7% in 2021. The 2011 census reported that 2.5% of the West Lothian Community is from EM backgrounds. A new census was undertaken in 2022, but the results are not yet available.

Key to understanding whether these figures accurately represent the council's workforce would be to reduce the percentage of employees who choose not to disclose their ethnic background. Those choosing not to disclose their ethnic background has reduced from 23% in 2019, 18% in 2021 and 15% in 2023. Continuing to promote a culture where employees feel 'safe' disclosing their protected characteristics and helping employees to understand the value of disclosing such information will be vital in further reducing the number of employees who choose not to disclose their protected characteristics.

In both 2021 and 2022 the percentage of applicants to the council from an EM community is not reflected in the percentage of successful candidates appointed. In 2021, there was a drop from 5.8% EM applicants to 2.6% successful EM candidates and similarly in 2022, there was a drop from 10% BME applicants to 8.3% EM successful candidates. These figures are representative of the trend in previous years.

The last reporting period saw a decrease in the percentage of leavers from EM communities, however this year, in line with previous years, the percentage of leavers from an EM community is generally representative of the overall workforce.

Disability

Information on employees with a disability continues to have significant gaps on MyHR, with the disability status of 67% of employees unknown. Although this has improved from 85% in the last reporting period. Bearing this in mind, only 3.7% of the council's employees have declared that they have a disability (increased from 1.8% in 2021). Like previous years, the most significant type of disability amongst employees is reported as 'a longstanding illness or other health condition' at 25%.

In 2019 the council saw an increase in successful candidates with a mental health condition (20%) and despite a return to previous trends in 2020 (6%), there was again a rise in the percentage of successful applicants with a mental health condition in 2021 (28.57%) to nearly a third of all disability types. However, this drops again in 2022, with long standing illness being the top disability type amongst successful applicants at 40%.

The recruitment information indicates that the Guaranteed Job Interview Scheme for applicants with a disability is continuing to work appropriately, with a higher percentage of interview candidates having a disability than the percentage of initial applicants.

Age

The information held on the age profile of the council is considered to be accurate with employee date of birth gathered at the time of appointment.

The age demographic of the council has remained relatively unchanged over the 16 years of equality monitoring despite the higher percentages of applicants from the lower age ranges.   In 2021 and 2022 the age bracket of successful appointments is generally consistent with the age bracket of all applicants.

In 2021, the age of internal applicants successful in obtaining promoted posts is fairly evenly split between the ages of 21-60, however in 2022 the number of successful applicants in the 51-60 age range dropped significantly to 8.8%.

Sexual Orientation

Like disability status, information on employee sexual orientation continues to have significant gaps on MyHR, with the sexual orientation of 63% of employees unknown. Although this has improved from 83% in the last reporting period.

Religion or Belief

A similar improvement has been seen in the information held on Religion or Belief, with the percentage of unknown reducing from 82% in 2021 to 61% in 2023.

Caring Responsibilities

Information on caring responsibilities continues to be unknown for a high number of staff, with only a small improvement since 2021 from 90% to 83%. However, it is positive to note that only 0.4% of employees have chosen the 'prefer not to say' option.

Information on the caring responsibilities of applicants suggests that the recruitment process is free from discrimination relating to caring responsibilities. This is evidenced by the percentage of applicants with caring responsibilities which remains relatively static throughout the process from application to appointment.

Gender Identity

The number of employees for whom the council holds Gender Identity information has increased from 874 in 2021 to 2066 in 2023, representing almost a quarter of the organisation.

EMPLOYMENT MONITORING STATISTICS
(1 January 2021 – 31 December 2022)

1. STAFF IN POST

The following tables contain equality monitoring information obtained from the councils HR Management Information System.

1.1 Employees in Post by Sex as at February 2023

Sex	Number	Percentage
Female	6322	74.39
Male	2177	25.61
Prefer not to say		
Unknown		
Total	**8499**	**100**

1.2 Employees in Post by Ethnicity as at February 2023

Ethnicity	Number	Percentage
White – Scottish	5979	70.35
White - Other British	466	5.48
White – Irish	72	0.85
White - Gypsy/ Traveller		
White - Eastern European (e.g. Polish)	56	0.66
White - Other ethnic group	175	2.06
Any mixed or multiple ethnic group	28	0.33
Pakistani, Pakistani Scottish or Pakistani British	41	0.48
Indian, Indian Scottish or Indian British	25	0.29
Bangladeshi, Bangladeshi Scottish or Bangladeshi British	2	0.02
Chinese, Chinese Scottish or Chinese British	13	0.15
Other Asian	17	0.20
African, African Scottish or African British	13	0.15
Other African	11	0.13
Caribbean, Caribbean Scottish or Caribbean British	14	0.16
Black, Black Scottish or Black British	7	0.08
Other Caribbean or Black		
Arab, Arab Scottish or Arab British	2	0.02
Other Arab		
Other	11	0.13
Prefer not to say	1268	14.92
Unknown	299	3.52
Total	**8499**	**100**

1.3   Employees in post by Disability as at February 2023

Disability	Number	Percentage
Yes	318	3.74
No	2437	28.67
Prefer not to say		
Unknown	5744	67.58
Total	**8499**	**100**

1.4   Employees in post by Disability Type as at February 2023

Disability Type	Number	Percentage
A learning disability	57	17.92
A longstanding illness or other health condition	82	25.79
A mental health condition	61	19.18
A physical impairment	35	11.01
Sensory impairment	32	10.06
Other condition	51	16.04
Prefer not to say		
Unknown		
Total	**318**	**100**

1.5   Employees in Post by Age as at February 2023

Age	Number	Percentage
Under 21	81	0.95
21-30	1263	14.86
31-40	1896	22.31
41-50	2029	23.87
51-60	2383	28.04
61 Plus	847	9.97
Unknown		
Total	**8499**	**100**

1.6   Employees in post by Sexual Orientation as at February 2023

Sexual Orientation	Number	Percentage
Bisexual	50	0.59
Gay	52	0.61
Heterosexual/ straight	2782	32.73
Lesbian	37	0.44
Prefer not to say	181	2.13
Unknown	5397	63.50
Total	**8499**	**100**

1.7   Employees in post by Religion or Belief as at February 2023

Religion or Belief	Number	Percentage
None	1662	19.56
Church of Scotland	603	7.09
Roman Catholic	499	5.87
Other Christian	186	2.19
Muslim	31	0.36
Buddhist	3	0.04
Sikh		
Jewish	4	0.05
Hindu	6	0.07
Humanist	12	0.14
Pagan	8	0.09
Other religion or belief	29	0.34
Prefer not to say	210	2.47
Unknown	5246	61.72
Total	**8499**	**100**

1.8   Employee in post by Caring Responsibility as at February 2023

Caring Responsibilities	Number	Percentage
Yes	787	9.26
No	594	6.99
Prefer not to say	35	0.41
Unknown	7083	83.34
Total	**8499**	**100**

1.9   Employees in post by Gender Identity as at February 2023

The statistics in the table below are provided in response to the following question: Have you ever identified as a transgender person or as undergoing any part of the gender reassignment process?

Gender Identity	Number	Percentage
Yes	8	0.09
No	2058	24.21
Prefer not to say	95	1.12
Unknown	6338	74.57
Total	**8499**	**100**

APPLICANTS FOR EMPLOYMENT

The following statistics are taken from the National Recruitment Portal.

2.1 SEX

2.1.1 Applicants for Employment by Sex - 2021

SEX	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Female	3865	71.79	1874	79.37	347	76.26
Male	1490	27.67	472	19.99	103	22.64
Prefer not to say	22	0.41	9	0.38	5	1.10
Unknown	7	0.13	6	0.25		
Total	**5384**	**100**	**2361**	**100**	**455**	**100**

2.1.2 Applicants for Employment by Sex - 2022

SEX	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Female	4177	79.81	1869	82.12	497	82.97
Male	1000	19.11	375	16.48	85	14.19
Prefer not to say	32	0.61	12	0.53	5	0.83
Unknown	25	0.48	20	0.88	12	2.00
Total	**5234**	**1000**	**2276**	**100**	**599**	**100**

2.2 ETHNICITY

2.2.1 Applicants for Employment by Ethnicity - 2021

ETHNICITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
African - (Inc.Scottish/British)	87	1.62	32	1.36	5	1.10
African - Other	12	0.22	9	0.38		
Any Mixed or Multiple	51	0.95	14	0.59	2	0.44
Asian - Bangladeshi (Inc.Scottish/British)				0.00		
Asian - Chinese (Inc.Scottish/British)	3	0.06	2	0.08		
Asian - Indian (Inc.Scottish/British)	13	0.24	10	0.42		
Asian - Other (Inc.Scottish/British)	114	2.12	31	1.31	3	0.66
Asian - Pakistani (Inc.Scottish/British)	13	0.24	4	0.17		
Black - (Inc.Scottish/British)	3	0.06		0.00		
Caribbean - (Inc.Scottish/British)				0.00		
Caribbean or Black (Other)	8	0.15	7	0.30	1	0.22
Other - Arab (Inc.Scottish/British)	8	0.15	3	0.13	1	0.22
White - Eastern European (eg Polish)	127	2.36	47	1.99	5	1.10
White - Gypsy/Traveller	6	0.11	2	0.08	1	0.22
White - Irish	41	0.76	23	0.97	6	1.32
White - Other British	274	5.09	156	6.61	28	6.15
White - Other white ethnic group	148	2.75	59	2.50	8	1.76
White - Scottish	4406	81.84	1925	81.53	391	85.93
Prefer not to say	45	0.84	18	0.76	4	0.88
Unknown	25	0.46	19	0.80		0.00
Total	**5384**	**100**	**2361**	**100**	**455**	**100**

2.2.2 Applicants for Employment by Ethnicity - 2022

ETHNICITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
African - (Inc.Scottish/British)	15	0.29	10	0.44	5	0.83
African - Other	206	3.94	77	3.38	16	2.67
Any Mixed or Multiple	31	0.59	5	0.22	1	0.17
Asian - Bangladeshi (Inc.Scottish/British)	4	0.08				
Asian - Chinese (Inc.Scottish/British)	70	1.34	17	0.75	4	0.67
Asian - Indian (Inc.Scottish/British)	68	1.30	27	1.19	6	1.00
Asian - Other (Inc.Scottish/British)	26	0.50	8	0.35		
Asian - Pakistani (Inc.Scottish/British)	69	1.32	17	0.75	5	0.83
Black - (Inc.Scottish/British)	0	0.00	0	0.00	0	0.00
Caribbean - (Inc.Scottish/British)	13	0.25	8	0.35	3	0.50
Caribbean or Black (Other)						
Other - Arab (Inc.Scottish/British)	24	0.46	17	0.75	10	1.67
White - Eastern European (eg Polish)	138	2.64	49	2.15	8	1.34
White - Gypsy/Traveller	5	0.10	3	0.13	2	0.33
White - Irish	38	0.73	17	0.75	4	0.67
White - Other British	278	5.31	138	6.06	39	6.51
White - Other white ethnic group	258	4.93	123	5.40	34	5.68
White - Scottish	3912	74.74	1726	75.83	451	75.29
Prefer not to say	54	1.03	24	1.05	7	1.17
Unknown	25	0.48	10	0.44	4	0.67
Total	**5234**	**100**	**1677**	**100**	**599**	**100**

2.3 DISABILITY

2.3.1 Applicants for Employment by Disability - 2021

DISABILITY	Applicants for Employment (5384)		Selected for Interview (2361)		Successful Appointments (455)	
	No.	%	No.	%	No.	%
Disabled	233	4.33	131	5.55	14	3.08

2.3.2 Applicants for Employment by Disability - 2022

DISABILITY	Applicants for Employment (5234)		Selected for Interview (1677)		Successful Appointments (599)	
	No.	%	No.	%	No.	%
Disabled	213	4.07	105	6.26	30	5.01

2.3.3 Applicants for Employment by Disability Type - 2021

DISABILITY TYPE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Learning Disability	42	18.03	24	18.32	4	28.57
Longstanding Illness	51	21.89	32	24.43	2	14.29
Mental Health Condition	42	18.03	21	16.03	4	28.57
Physical Impairment	40	17.17	22	16.79	1	7.14
Sensory Impairment	13	5.58	7	5.34	1	7.14
Other						
Prefer Not to Say	9	3.86	5	3.82	2	14.29
Unknown	36	15.45	20	15.27		
Total	**233**	100	**131**	**100**	**14**	**100**

2.3.4 Applicants for Employment by Disability Type - 2022

DISABILITY TYPE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Learning Disability	21	9.86	10	9.52	3	10.00
Longstanding Illness	73	34.27	33	31.43	12	40.00
Mental Health Condition	32	15.02	19	18.10	5	16.67
Physical Impairment	50	23.47	23	21.90	7	23.33
Sensory Impairment	17	7.98	11	10.48	1	3.33
Other	14	6.57	7	6.67	2	6.67
Prefer Not to Say	6	2.82	2	1.90		
Unknown	0	9.86				
Total	**213**	**100**	**105**	**100**	**30**	**100**

2.4   AGE

2.4.1   Applicants for Employment by Age - 2021

AGE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Under 21	417	7.75	50	2.12	24	5.27
21-30	1586	29.46	604	25.58	93	20.44
31-40	1277	23.72	600	25.41	121	26.59
41-50	1027	19.08	523	22.15	98	21.54
51-60	720	13.37	401	16.98	92	20.22
61 plus	227	4.22	127	5.38	22	4.84
Not Known	130	2.41	56	2.37	5	1.10
Total	**5384**	**100**	**2361**	**100**	**455**	**100**

2.4.2   Applicants for Employment by Age - 2022

AGE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Under 21	176	3.36	77	3.38	19	3.17
21-30	1500	28.66	533	23.42	127	21.20
31-40	1421	27.15	595	26.14	146	24.37
41-50	1118	21.36	552	24.25	155	25.88
51-60	762	14.56	387	17.00	107	17.86
61 plus	154	2.94	79	3.47	24	4.01
Not Known	103	1.97	53	2.33	21	3.51
Total	**5234**	**100**	**2276**	**100**	**599**	**100**

2.5   SEXUAL ORIENTATION

2.5.1   Applicants for Employment by Sexual Orientation - 2021

SEXUAL ORIENTATION	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Bisexual	103	1.91	51	2.16	8	1.76
Gay/Lesbian	116	2.15	62	2.63	11	2.42
Heterosexual/Straight	5000	92.87	2155	91.27	416	91.43
Other	14	0.26	8	0.34	2	0.44
Prefer not to say	133	2.47	71	3.01	18	3.96
Unknown	18	0.33	14	0.59		
Totals	**5384**	**100**	**2361**	**100**	**455**	**100**

2.5.2   Applicants for Employment by Sexual Orientation - 2022

SEXUAL ORIENTATION	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Bisexual	109	2.08	45	1.98	16	2.67
Gay/Lesbian	131	2.50	54	2.37	16	2.67
Heterosexual/Straight	4804	91.78	2102	92.36	543	90.65
Other	5	0.10	4	0.18		
Prefer not to say	159	3.04	61	2.68	20	3.34
Unknown	26	0.50	10	0.44	4	0.67
Totals	**5234**	**100**	**2276**	**100**	**599**	**100**

2.6   RELIGION OR BELIEF

2.6.1   Applicants for Employment by Religion or Belief - 2021

RELIGION OR BELIEF	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Buddhist	4	0.07	3	0.13	1	0.22
Church of Scotland	701	13.02	320	13.55	61	13.41
Hindu	29	0.54	3	0.13	1	0.22
Humanist	9	0.17	6	0.25		
Jewish	4	0.07	2	0.08		
Muslim	60	1.11	12	0.51	1	0.22
None	3358	62.37	1403	59.42	284	62.42
Other Christian	197	3.66	108	4.57	10	2.20
Other Religion/Belief	105	1.95	46	1.95	11	2.42
Pagan	8	0.15	4	0.17		
Roman Catholic	700	13.00	334	14.15	66	14.51
Sikh	5	0.09	4	0.17		
Prefer Not to Say	175	3.25	92	3.90	17	3.74
Unknown	29	0.54	24	1.02	3	0.66
Total	**5384**	**100**	**2361**	**100**	**455**	**100**

2.6.2   Applicants for Employment by Religion or Belief - 2022

RELIGION OR BELIEF	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Buddhist	13	0.25	6	0.26	1	0.17
Church of Scotland	568	10.85	297	13.05	81	13.52
Hindu	34	0.65	15	0.66	6	1.00
Humanist						
Jewish	1	0.02				
Muslim	99	1.89	33	1.45	14	2.34
None	3193	61.00	1422	62.48	371	61.94
Other Christian	246	4.70	100	4.39	25	4.17
Other Religion/Belief	108	2.06	41	1.80	12	2.00
Pagan	16	0.31	10	0.44	3	0.50
Roman Catholic	716	13.68	253	11.12	57	9.52
Sikh	3	0.06				
Prefer Not to Say	212	4.05	89	3.91	25	4.17
Unknown	25	0.48	10	0.44	4	0.67
Total	**5234**	**100**	**2276**	**100**	**599**	**100**

2.7   CARING RESPONSIBILITIES

2.7.1   Applicants for Employment by Caring Responsibilities - 2021

CARING RESPONSIBILITIES	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Yes	1175	21.82	637	26.98	92	20.22
No	4131	76.73	1686	71.41	354	77.80
Prefer Not to Say	60	1.11	27	1.14	9	1.98
Unknown	18	0.33	11	0.47		
Total	**5384**	**100**	**2361**	**100**	**455**	**100**

2.7.2   Applicants for Employment by Caring Responsibilities - 2022

CARING RESPONSIBILITIES	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Yes	785	15.00	311	13.66	74	12.35
No	4357	83.24	1929	84.75	514	85.81
Prefer Not to Say	67	1.28	26	1.14	7	1.17
Unknown	25	0.48	10	0.44	4	0.67
Total	**5234**	**100**	**2276**	**100**	**599**	**100**

2.8   GENDER IDENTITY

2.8.1   Applicants for Employment by Gender Identity - 2021

The statistics in the table below are provided in response to the following question: Have you ever identified as a transgender person or as undergoing any part of the gender reassignment process?

GENDER IDENTITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Yes	10	0.19	8	0.34	1	0.22
No	5318	98.77	2320	98.26	447	98.24
Prefer Not to Say	47	0.87	26	1.10	7	1.54
Unknown	9	0.17	7	0.30	0	0.00
Total	**5384**	**100**	**2361**	**100**	**455**	**100**

2.8.2   Applicants for Employment by Gender Identity - 2022

The statistics in the table below are provided in response to the following question: Have you ever identified as a transgender person or as undergoing any part of the gender reassignment process?

GENDER IDENTITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Yes	28	0.53	11	11	1	0.17
No	5133	98.07	2219	2219	579	96.66
Prefer Not to Say	48	0.92	26	26	7	1.17
Unknown	25	0.48	20	20	12	2.00
Total	**5234**	**100**	**2276**	**100**	**599**	**100**

3. APPLICANTS FOR PROMOTION

The following figures are taken from the National Recruitment Portal. Due to changes applied to the recruitment portal, we are unable to identify individuals who have applied for a promotion, therefore the information below relates to internal candidates only. It has been assumed that the majority of internal candidates are applying for a post at a more senior level.

3.1 SEX

3.1.1 Applicants for Promotion by Sex - 2021

SEX	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Female	739	84.17	357	86.65	73	83.91
Male	137	15.60	54	13.11	14	16.09
Prefer not to say	2	0.23	1	0.24		
Total	**878**	**100**	**412**	**100**	**87**	**100**

3.1.2 Applicants for Promotion by Sex – 2022

SEX	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Female	808	84.70	405	86.35	85	93.41
Male	144	15.09	63	13.43	6	6.59
Prefer not to say	2	0.21	1	0.21		
Total	**954**	**100**	**469**	**100**	**91**	**100**

3.2 ETHNICTY

3.2.1 Applicants for Promotion by Ethnicity - 2021

ETHNICITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
African - (Inc.Scottish/British)	15	1.71	4	0.97	3	3.45
African - Other	1	0.11				
Any Mixed or Multiple	13	1.48	5	1.21		
Asian - Bangladeshi (Inc.Scottish/British)						
Asian - Chinese (Inc.Scottish/British)						
Asian - Indian (Inc.Scottish/British)	7	0.80	4	0.97		
Asian - Other (Inc.Scottish/British)	18	2.05	7	1.70		
Asian - Pakistani (Inc.Scottish/British)	4	0.46	1	0.24		
Black - (Inc.Scottish/British)						
Caribbean - (Inc.Scottish/British)						
Caribbean or Black (Other)	2	0.23	2	0.49	1	1.15
Other - Arab (Inc.Scottish/British)	2	0.23				
White - Eastern European (eg Polish)	14	1.59	6	1.46	2	2.30
White - Gypsy/Traveller	1	0.11				
White - Irish	21	2.39	16	3.88	3	3.45
White - Other British	39	4.44	24	5.83	5	5.75
White - Other white ethnic group	13	1.48	2	0.49	1	1.15
White - Scottish	715	81.44	335	81.31	71	81.61
Prefer not to say	8	0.91	3	0.73	1	1.15
Unknown	5	0.57	3	0.73		
Total	**878**	**100**	**412**	**100**	**87**	**100**

3.2.2 Applicants for Promotion by Ethnicity - 2022

ETHNICITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
African - (Inc.Scottish/British)	1	0.10	1	0.21		
African - Other	11	1.15	2	0.43	1	1.10
Any Mixed or Multiple	5	0.52				0.00
Asian - Bangladeshi (Inc.Scottish/British)						0.00
Asian - Chinese (Inc.Scottish/British)	10	1.05	4	0.85	1	1.10
Asian - Indian (Inc.Scottish/British)	5	0.52	2	0.43		0.00
Asian - Other (Inc.Scottish/British)	1	0.10				0.00
Asian - Pakistani (Inc.Scottish/British)	18	1.89	7	1.49	3	3.30
Black - (Inc.Scottish/British)						0.00
Caribbean - (Inc.Scottish/British)						0.00
Caribbean or Black (Other)						0.00
Other - Arab (Inc.Scottish/British)	3	0.31	2	0.43		0.00
White - Eastern European (eg Polish)	20	2.10	10	2.13	1	1.10
White - Gypsy/Traveller	1	0.10	1	0.21	1	1.10
White - Irish	4	0.42	3	0.64		0.00
White - Other British	46	4.82	25	5.33	5	5.49
White - Other white ethnic group	42	4.40	22	4.69	5	5.49
White - Scottish	776	81.34	385	82.09	72	79.12
Prefer not to say	4	0.42	3	0.64	1	1.10
Unknown	7	0.73	2	0.43	1	1.10
Total	**954**	**100**	**469**	**100**	**91**	**100**

3.3 DISABILITY

3.3.1 Applicants for Promotion by Disability - 2021

DISABILITY	Applicants for Employment (878)		Selected for Interview (412)		Successful Appointments (87)	
	No.	%	No.	%	No.	%
Disabled	44	5.01	24	5.82	1	1.15

3.3.2 Applicants for Promotion by Disability - 2022

DISABILITY	Applicants for Employment (954)		Selected for Interview (469)		Successful Appointments (91)	
	No.	%	No.	%	No.	%
Disabled	39	4.09	22	4.69	4	4.39

3.3.3 Applicants for Promotion by Disability Type - 2021

DISABILITY TYPE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Learning Disability	7	15.91	4	16.67		
Longstanding Illness	15	34.09	10	41.67		
Mental Health Condition	10	22.73	2	8.33	1	100
Physical Impairment	6	13.64	3	12.50		
Sensory Impairment	1	2.27	1	4.17		
Other						
Prefer Not to Say						
Unknown	5	11.36	4	16.67		
Total	**44**	**100**	**24**	**100**	**1**	**100**

3.3.4 Applicants for Promotion by Disability Type - 2022

DISABILITY TYPE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Learning Disability	4	10.26	2	9.09		
Longstanding Illness	13	33.33	9	40.91	4	100
Mental Health Condition	9	23.08	5	22.73		
Physical Impairment	9	23.08	3	13.64		
Sensory Impairment	3	7.69	3	13.64		
Other						
Prefer Not to Say	1	2.56				
Unknown						
Total	**39**	**100**	**22**	**100**	**4**	**100**

3.4   AGE

3.4.1   Age Profile of Applicants for Promotion - 2021

AGE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Under 21	17	1.94	1	0.24	1	1.15
21-30	256	29.16	96	23.30	18	20.69
31-40	201	22.89	99	24.03	26	29.89
41-50	199	22.67	98	23.79	21	24.14
51-60	154	17.54	87	21.12	20	22.99
61 plus	38	4.33	25	6.07	1	1.15
Not known	13	1.48	6	1.46		
Total	**878**	**100**	**412**	**100**	**87**	**100**

3.4.2   Age Profile of Applicants for Promotion - 2022

AGE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Under 21	9	0.94	1	0.21		
21-30	221	23.17	92	19.62	20	21.98
31-40	260	27.25	129	27.51	32	35.16
41-50	233	24.42	127	27.08	27	29.67
51-60	189	19.81	93	19.83	8	8.79
61 plus	35	3.67	22	4.69	3	3.30
Not known	7	0.73	5	1.07	1	1.10
Total	**954**	**100**	**469**	**100**	**91**	**100**

3.5   SEXUAL ORIENTATION

3.5.1   Applicants for Promotion by Sexual Orientation - 2021

SEXUAL ORIENTATION	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Bisexual	14	1.59	7	1.70	1	1.15
Gay/Lesbian	20	2.28	9	2.18		
Heterosexual/Straight	825	93.96	384	93.20	83	95.40
Other	1	0.11	1	0.24		
Prefer Not to Say	14	1.59	9	2.18	3	3.45
Unknown	4	0.46	2	0.49		
Total	**878**	**100**	**412**	**100**	**87**	**100**

3.5.2 Applicants for Promotion by Sexual Orientation - 2022

SEXUAL ORIENTATION	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Bisexual	18	1.89	8	1.71	1	1.10
Gay/Lesbian	19	1.99	5	1.07		
Heterosexual/Straight	897	94.03	449	95.74	88	96.70
Other						
Prefer Not to Say	13	1.36	5	1.07	1	1.10
Unknown	7	0.73	2	0.43	1	1.10
Total	**954**	**100**	**469**	**100**	**91**	**100**

3.6 RELIGION OR BELIEF

3.6.1 Applicants for Promotion by Religion or Belief - 2021

RELIGION OR BELIEF	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Buddhist						
Church of Scotland	152	17.31	76	18.45	15	17.24
Hindu	2	0.23	1	0.24		0.00
Humanist	1	0.11	2	0.49		0.00
Jewish						0.00
Muslim	11	1.25				0.00
None	485	55.24	221	53.64	51	58.62
Other Christian	35	3.99	14	3.40	4	4.60
Other Religion/Belief	12	1.37	8	1.94	1	1.15
Pagan	4	0.46	4	0.97		0.00
Roman Catholic	133	15.15	62	15.05	12	13.79
Sikh	3	0.34	3	0.73		0.00
Prefer Not to Say	35	3.99	17	4.13	3	3.45
Unknown	5	0.57	4	0.97	1	1.15
Total	**878**	**100**	**412**	**100**	**87**	**100**

3.6.2 Applicants for Promotion by Religion or Belief - 2022

RELIGION OR BELIEF	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Buddhist	1	0.10	1	0.21		
Church of Scotland	137	14.36	84	17.91	8	8.79
Hindu						
Humanist						
Jewish						
Muslim	22	2.31	9	1.92	4	4.40
None	614	64.36	308	65.67	66	72.53
Other Christian	33	3.46	14	2.99	3	3.30
Other Religion/Belief	14	1.47	5	1.07	1	1.10
Pagan	1	0.10				
Roman Catholic	96	10.06	35	7.46	5	5.49
Sikh						
Prefer Not to Say	29	3.04	11	2.35	3	3.30
Unknown	7	0.73	2	0.43	1	1.10
Total	**954**	**100**	**469**	**100**	**91**	**100**

3.7 CARING RESPONSIBILITIES

3.7.1 Applicants for Promotion by Caring Responsibilities - 2021

CARING RESPONSIBILITIES	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Yes	220	25.06	110	26.70	19	21.84
No	639	72.78	294	71.36	68	78.16
Prefer Not to Say	14	1.59	5	1.21		
Unknown	5	0.57	3	0.73		
Total	**878**	**100**	**412**	**100**	**87**	**100**

3.7.2 Applicants for Promotion by Caring Responsibilities - 2022

CARING RESPONSIBILITIES	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Yes	148	15.51	61	13.01	7	7.69
No	790	82.81	399	85.07	82	90.11
Prefer Not to Say	9	0.94	7	1.49	1	1.10
Unknown	7	0.73	2	0.43	1	1.10
Total	**954**	**100**	**469**	**100**	**91**	**100**

3.8   GENDER IDENTITY

3.8.1   Applicants for Promotion by Gender Identity - 2021

The statistics in the table below are provided in response to the following question: Have you ever identified as a transgender person or as undergoing any part of the gender reassignment process?

GENDER IDENTITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Yes						
No	875	99.66	410	99.51	86	98.85
Prefer Not to Say	1	0.11	1	0.24	1	1.15
Unknown	2	0.23	1	0.24		
Total	**878**	**100**	**412**	**100**	**87**	**100**

3.8.2   Applicants for Promotion by Gender Identity - 2022

The statistics in the table below are provided in response to the following question: Have you ever identified as a transgender person or as undergoing any part of the gender reassignment process?

GENDER IDENTITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Yes						
No	948	99.37	465	99.15	91	100
Prefer Not to Say	4	0.42	3	0.64		
Unknown	2	0.21	1	0.21		
Total	**954**	**100**	**469**	**100**	**91**	**100**

4.   EMPLOYEES APPLYING FOR AND RECEIVING TRAINING

The table below contains information on employees who have received training centrally. The majority of training carried out centrally is mandatory. Therefore, there have not been any employees who have applied for training centrally who have not received the training or are currently awaiting the training.

4.1   Employees who applied for and received training during 2021

ETHNICITY	Number	Proportion (%)
White – Scottish	214	66.25
White - Other British	15	4.64
White – Irish	4	1.24
White - Gypsy/ Traveller		
White - Eastern European (e.g. Polish)	5	1.55
White - Other ethnic group	6	1.86
Any mixed or multiple ethnic group	3	0.93
Pakistani, Pakistani Scottish/British		
Indian, Indian Scottish/British		
Bangladeshi, Bangladeshi Scottish/British		
Chinese, Chinese Scottish/British		
Other Asian	1	0.31
African, African Scottish/British	1	0.31
Other African	1	0.31
Caribbean, Caribbean Scottish/British		
Black, Black Scottish/British	1	0.31
Other Caribbean or Black		
Arab, Arab Scottish/British		
Other Arab		
Other		
Prefer not to say	72	22.29
Unknown		
SEX	Number	Proportion (%)
Female	291	90.09
Male	32	9.91
DISABILITY	Number	Proportion (%)
Number of Disabled Employees	10	3.09
AGE	Number	Proportion (%)
Under 21		
21 - 30	26	8.05
31 - 40	54	16.72
41 - 50	80	24.77
51 - 60	106	32.82
61 plus	57	17.65

SEXUAL ORIENTATION	Number	Proportion (%)
Bisexual	2	0.62
Gay/Lesbian	3	0.93
Heterosexual/Straight	87	26.93
Prefer Not to Say	5	1.55
Unknown	226	69.97
RELIGION OR BELIEF	Number	Proportion (%)
Buddhist		
Church of Scotland	19	5.88
Hindu		
Humanist		
Jewish		
Muslim		
None	51	15.79
Other Christian	6	1.86
Other Religion/Belief	2	0.62
Pagan		
Roman Catholic	20	6.19
Sikh		
Prefer Not to Say	4	1.24
Unknown	221	68.42
CARING RESPONSIBILITY	Number	Proportion (%)
No	19	5.88
Yes	49	15.17
Prefer Not to Say		
Unknown	255	78.95
GENDER IDENTITY	Number	Proportion (%)
Yes		
No	36	11.15
Prefer Not to Say	2	0.62
Unknown	285	88.24

4.2   Employees who applied for and received training during 2022

ETHNICITY	Number	Proportion (%)
White – Scottish	362	67.66
White - Other British	26	4.86
White – Irish	3	0.56
White - Gypsy/ Traveller		
White - Eastern European (e.g. Polish)	7	1.31
White - Other ethnic group	12	2.24
Any mixed or multiple ethnic group	3	0.56
Pakistani, Pakistani Scottish/British		
Indian, Indian Scottish/British	2	0.37
Bangladeshi, Bangladeshi Scottish/British		
Chinese, Chinese Scottish/British		
Other Asian	1	0.19
African, African Scottish/British	2	0.37
Other African	2	0.37
Caribbean, Caribbean Scottish/British	2	0.37
Black, Black Scottish/British		
Other Caribbean or Black		
Arab, Arab Scottish/British		
Other Arab		
Other	1	0.19
Prefer not to say	112	20.93
Unknown	0	0.00
SEX	Number	Proportion (%)
Female	486	90.84
Male	49	9.16
DISABILITY	Number	Proportion (%)
Number of Disabled Employees	20	3.74
AGE	Number	Proportion (%)
Under 21	2	0.37
21 - 30	45	8.41
31 - 40	94	17.57
41 - 50	131	24.49
51 - 60	184	34.39
61 plus	79	14.77
SEXUAL ORIENTATION	Number	Proportion (%)
Bisexual	4	0.75
Gay/Lesbian	12	2.24
Heterosexual/Straight	174	32.52
Prefer Not to Say	13	2.43
Unknown	332	62.06

RELIGION OR BELIEF	Number	Proportion (%)
Buddhist		
Church of Scotland	39	7.29
Hindu		
Humanist	1	0.19
Jewish		
Muslim		
None	102	19.07
Other Christian	13	2.43
Other Religion/Belief	1	0.19
Pagan	2	0.37
Roman Catholic	27	5.05
Sikh		
Prefer Not to Say	17	3.18
Unknown	333	62.24
CARING RESPONSIBILITY	Number	Proportion (%)
No	42	7.85
Yes	75	14.02
Prefer Not to Say	2	0.37
Unknown	416	77.76
GENDER IDENTITY	Number	Proportion (%)
Yes		
No	90	16.82
Prefer Not to Say	4	0.75
Unknown	441	82.43

5. GRIEVANCE, DISCIPLINE AND BULLYING & HARASSMENT

The total number of employees involved in grievance procedures, who were the subject of disciplinary procedures or who raised Bullying & Harassment at work complaints was as follows:

5.1 Grievance Procedures, Disciplinary Procedures and Bullying & Harassment Complaints for 2021

	Grievance		Disciplinary		Bullying & Harassment	
ETHNICITY	No.	%	No.	%	No.	%
White – Scottish	3	100	25	67.57	2	66.67
White - Other British			1	2.70		
White – Irish						
White - Gypsy/ Traveller						
White - Eastern European (e.g. Polish)						
White - Other ethnic group			1	2.70	1	33.33
Any mixed or multiple ethnic group						
Pakistani, Pakistani Scottish/British						
Indian, Indian Scottish/British						
Bangladeshi, Bangladeshi Scottish/British						
Chinese, Chinese Scottish/British						
Other Asian						
African, African Scottish/British						
Other African						
Caribbean, Caribbean Scottish/British						
Black, Black Scottish/British						
Other Caribbean or Black						
Arab, Arab Scottish/British						
Other Arab						
Other						
Prefer not to say			10	27.03		
Unknown						
SEX	No.	%	No.	%	No.	%
Female	2	66.67	14	37.84	2	66.67
Male	1	33.33	23	62.16	1	33.33
DISABILITY	No.	%	No.	%	No.	%
Number of Disabled Employees	0	0	3	8.11	0	0
AGE	No.	%	No.	%	No.	%
Under 21			2	5.41		
21 – 30			4	10.81		
31 – 40			9	24.32		
41 – 50			7	18.92	2	66.67
51 – 60	3	100	7	18.92	1	33.33
61 plus			8	21.62		
Unknown						

SEXUAL ORIENTATION	No.	%	No.	%	No.	%
Bisexual						
Gay/Lesbian						
Heterosexual/Straight	2	66.67	8	21.62	1	33.33
Prefer Not to Say			1	2.70		
Unknown	1	33.33	28	75.68	2	66.67
RELIGION OR BELIEF	No.	%	No.	%	No.	%
Buddhist						
Church of Scotland			2	5.41		
Hindu						
Humanist						
Jewish						
Muslim						
None	1	33.33	4	10.81		
Other Christian			1	2.70		
Other Religion/Belief						
Pagan						
Roman Catholic			1	2.70		
Sikh						
Prefer Not to Say			1	2.70		
Unknown	2	66.67	28	75.68	3	100
CARING RESPONSIBILITY						
No			2	5.41		
Yes	1	33.33	2	5.41		
Prefer Not to Say						
Unknown	2	66.67	33	89.19	3	100
GENDER IDENTITY						
Yes						
No			5	13.51		
Prefer Not to Say						
Unknown	3	100	32	86.49	3	100

5.2   Grievance Procedures, Disciplinary Procedures and Bullying & Harassment Complaints for 2022

	Grievance		Disciplinary		Bullying & Harassment	
ETHNICITY	No.	%	No.	%	No.	%
White – Scottish	3	100	40	71.43	3	100
White - Other British			6	10.71		
White – Irish						
White - Gypsy/ Traveller						
White - Eastern European (e.g. Polish)						
White - Other ethnic group						
Any mixed or multiple ethnic group			1	1.79		
Pakistani, Pakistani Scottish/British						
Indian, Indian Scottish/British						
Bangladeshi, Bangladeshi Scottish/British						
Chinese, Chinese Scottish/British						
Other Asian						
African, African Scottish/British						
Other African						
Caribbean, Caribbean Scottish/British						
Black, Black Scottish/British						
Other Caribbean or Black						
Arab, Arab Scottish/British						
Other Arab						
Other						
Prefer not to say			8	14.29		
Unknown			1	1.79		
SEX	No.	%	No.	%	No.	%
Female	2	66.67	12	21.43	2	66.67
Male	1	33.33	44	78.57	1	33.33
DISABILITY	No.	%	No.	%	No.	%
Number of Disabled Employees	0	0	2	3.57	0	0
AGE	No.	%	No.	%	No.	%
Under 21						
21 – 30	1	33.33	5	8.93		
31 – 40	1	33.33	13	23.21	2	66.67
41 – 50			13	23.21		
51 – 60	1	33.33	21	37.50	1	33.33
61 plus			4	7.14		
Unknown						
SEXUAL ORIENTATION	No.	%	No.	%	No.	%
Bisexual						
Gay/Lesbian	1	33.33	1	1.79	1	33.33
Heterosexual/Straight	1	33.33	7	12.50		
Prefer Not to Say						
Unknown	1	33.33	48	85.71	2	66.67

RELIGION OR BELIEF	No.	%	No.	%	No.	%
Buddhist						
Church of Scotland			1	1.79	1	33.33
Hindu						
Humanist						
Jewish			1	1.79		
Muslim						
None			6	10.71		
Other Christian						
Other Religion/Belief						
Pagan						
Roman Catholic			1	1.79		
Sikh						
Prefer Not to Say					1	33.33
Unknown			47	83.93	1	33.33
CARING RESPONSIBILITY						
No	1	33.33	4	7.14		
Yes	1	33.33	1	1.79	1	33.33
Prefer Not to Say						
Unknown	1	33.33	51	91.07	2	66.67
GENDER IDENTITY						
Yes						
No	2	66.67	4	7.14	1	33.33
Prefer Not to Say						
Unknown	1	33.33	52	92.86	2	66.67

6. EMPLOYEES LEAVING EMPLOYMENT

6.1 Employees leaving employment during 2021

ETHNICITY	Number	Proportion (%)
White – Scottish	470	69.63
White - Other British	30	4.44
White – Irish	8	1.19
White - Gypsy/ Traveller	0	0.00
White - Eastern European (e.g. Polish)	1	0.15
White - Other ethnic group	18	2.67
Any mixed or multiple ethnic group	2	0.30
Pakistani, Pakistani Scottish/British	1	0.15
Indian, Indian Scottish/British	2	0.30
Bangladeshi, Bangladeshi Scottish/British	1	0.15
Chinese, Chinese Scottish/British	1	0.15
Other Asian	2	0.30
African, African Scottish/British	3	0.44
Other African	1	0.15
Caribbean, Caribbean Scottish/British	2	0.30
Black, Black Scottish/British	0	0.00
Other Caribbean or Black	0	0.00
Arab, Arab Scottish/British	0	0.00
Other Arab	0	0.00
Other	1	0.15
Prefer not to say	83	12.30
Unknown	49	7.26
SEX	Number	Proportion (%)
Female	505	74.81
Male	170	25.19
DISABILITY	Number	Proportion (%)
Number of Disabled Employees	18	2.67
AGE	Number	Proportion (%)
Under 21	7	1.04
21 – 30	117	17.33
31 – 40	122	18.07
41 – 50	119	17.63
51 – 60	139	20.59
61 plus	171	25.33
SEXUAL ORIENTATION	Number	Proportion (%)
Bisexual	6	0.89
Gay/Lesbian	4	0.59
Heterosexual	186	27.56
Prefer Not to Say	13	1.93
Unknown	466	69.04

RELIGION OR BELIEF	Number	Proportion (%)
Buddhist		
Church of Scotland	49	7.26
Hindu		
Humanist	3	0.44
Jewish		
Muslim	1	0.15
None	99	14.67
Other Christian	15	2.22
Other Religion/Belief		
Pagan	1	0.15
Roman Catholic	28	4.15
Sikh	1	0.15
Prefer Not to Say	12	1.78
Unknown	466	69.04
CARING RESPONSIBILITY	Number	Proportion (%)
No		
Yes (children under 18)		
Yes (other)		
Prefer Not to Say		
Unknown	675	100
GENDER IDENTITY	Number	Proportion (%)
Yes	1	0.15
No	123	18.22
Prefer Not to Say	5	0.74
Unknown	546	80.89

6.2   Employees leaving employment during 2022

ETHNICITY	Number	Proportion (%)
White – Scottish	557	69.89
White - Other British	48	6.02
White – Irish	12	1.51
White - Gypsy/ Traveller		
White - Eastern European (e.g. Polish)	5	0.63
White - Other ethnic group	18	2.26
Any mixed or multiple ethnic group	6	0.75
Pakistani, Pakistani Scottish/British	3	0.38
Indian, Indian Scottish/British	1	0.13
Bangladeshi, Bangladeshi Scottish/British		
Chinese, Chinese Scottish/British		
Other Asian	3	0.38
African, African Scottish/British	1	0.13
Other African	2	0.25
Caribbean, Caribbean Scottish/British	1	0.13
Black, Black Scottish/British	1	0.13
Other Caribbean or Black		
Arab, Arab Scottish/British		
Other Arab		
Other	2	0.25
Prefer not to say	105	13.17
Unknown	32	4.02
SEX	Number	Proportion (%)
Female	549	68.88
Male	248	31.12
DISABILITY	Number	Proportion (%)
Number of Disabled Employees	44	5.52
AGE	Number	Proportion (%)
Under 21	19	2.38
21 – 30	163	20.45
31 – 40	144	18.07
41 – 50	104	13.05
51 – 60	180	22.58
61 plus	187	23.46
SEXUAL ORIENTATION	Number	Proportion (%)
Bisexual	11	1.38
Gay/Lesbian	8	1.00
Heterosexual	288	36.14
Prefer Not to Say	36	4.52
Unknown	454	56.96

RELIGION OR BELIEF	Number	Proportion (%)
Buddhist	4	0.50
Church of Scotland	62	7.78
Hindu		
Humanist		
Jewish	1	0.13
Muslim	5	0.63
None	182	22.84
Other Christian	19	2.38
Other Religion/Belief	4	0.50
Pagan		
Roman Catholic	45	5.65
Sikh		
Prefer Not to Say	26	3.26
Unknown	449	56.34
CARING RESPONSIBILITY	Number	Proportion (%)
No		
Yes (children under 18)		
Yes (other)		
Prefer Not to Say		
Unknown	797	100
GENDER IDENTITY	Number	Proportion (%)
Yes		
No	214	26.85
Prefer Not to Say	11	1.38
Unknown	572	71.77

6.3   Reasons for leaving during 2021

	Deceased	Dismissed - capability	Dismissed – misconduct	ERVS	End of Contract	Leaving Area	Other Employment	Other reasons not disclosed	Retirement	Retirement – Ill Health	Totals
ETHNICITY											
White Scottish	7	18	4	15	27	12	222	117	108	27	557
White Other British		1	1	3	7	2	17	8	8	1	48
White Irish		1				2	4	2	3		12
White Gypsy/Traveller											
White Eastern European						1	3	1			5
White Other Ethnic Group					2		6	6	4		18
Any Mixed or Multiple ethnic group					1		4	1			6
Pakistani, Pakistani Scottish/British					1	1		1			3
Indian, Indian Scottish/British							1				1
Bangladeshi, Bangladeshi Scottish/British											
Chinese, Chinese Scottish/British											
Other Asian		1				1		1			3
African, African Scottish/British											
Other African					1		1	1			3
Caribbean, Caribbean Scottish/British							1				1
Black, Black Scottish/British								1			1
Other Caribbean or Black											
Arab, Arab Scottish or Arab British											
Other Arab											
Other							1		1		2
Prefer not to say	3	6		2	9		29	19	30	7	105
Unknown			1	1	3	1	21	5			32

	Death in Service	Dismissed - capability	Dismissed – misconduct	ERVS	End of Contract	Leaving Area	Other Employment	Other reasons not disclosed	Retirement	Retirement – Ill Health	Totals
GENDER											
Female	6	17	1	16	28	19	197	134	105	26	549
Male	4	10	5	5	23	1	113	29	49	9	248
DISABILITY											
Number of Disabled Employees	1	3	1	1	8	1	8	9	8	4	44
AGE											
Under 21					6		5	8			19
21 – 30		5			19	9	88	42			163
31 – 40		6	1		11	5	84	37			144
41 – 50			2		7	3	73	18		1	104
51 – 60	6	10	3	10	6	2	54	40	37	12	180
61 plus	4	6		11	2	1	6	18	117	22	187
SEXUAL ORIENTATION											
Bisexual					2		5	4			11
Gay/Lesbian	1				1		4	2			8
Heterosexual/Straight		4	1	6	35	11	114	85	27	5	288
Prefer Not to Say		1			9	1	10	12	3		36
Unknown	9	22	5	15	4	8	177	60	124	30	454
RELIGION/BELIEF											
Buddhist		1			1		2				4
Church of Scotland		1		5	7	1	16	20	10	2	62
Hindu											0
Humanist											0
Jewish								1			1
Muslim					2	1	1	1			5
None		3	1	1	22	7	81	55	10		180
Other Christian				1	3	2	7	3	3		19
Other Religion/Belief		1			1		1	1			4
Pagan											0
Roman Catholic	1			1	2	1	19	12	9		45
Sikh											0
Prefer Not to Say					9		7	8	2	2	28
Unknown	9	21	5	13	4	8	176	62	120	31	449

	Death in Service	Dismissed - capability	Dismissed – misconduct	ERVS	End of Contract	Leaving Area	Other Employment	Other reasons not disclosed	Retirement	Retirement – Ill Health	Totals
CARING RESPONSIBILITY											
No											
Yes (children under 18)											
Yes (other)											
Prefer Not to Say											
Unknown	10	27	6	21	51	20	310	163	154	35	797
GENDER IDENTITY											
Yes											
No	1	5	1	2	29	12	78	68	16	2	214
Prefer Not to Say					1		4	4	2		11
Unknown	9	22	5	19	21	8	228	91	136	33	572

6.3 Reasons for leaving during 2022

	Deceased	Dismissed - capability	Dismissed – misconduct	ERVS	End of Contract	Leaving Area	Other Employment	Other reasons not disclosed	Retirement	Retirement – Ill Health	Totals
ETHNICITY											
White Scottish	5	17	3	13	18	11	183	101	115	4	470
White Other British	1			1	1	3	14	7	3		30
White Irish						2	5		1		8
White Gypsy/Traveller											0
White Eastern European					1						1
White Other Ethnic Group					1	2	8	5	2		18
Any Mixed or Multiple ethnic group						1			1		2
Pakistani, Pakistani Scottish/British							1				1
Indian, Indian Scottish/British							1	1			2
Bangladeshi, Bangladeshi Scottish/British					1						1
Chinese, Chinese Scottish/British					1						1
Other Asian						1		1			2
African, African Scottish/British			1				1	1			3
Other African							1				1
Caribbean, Caribbean Scottish/British							1		1		2
Black, Black Scottish/British											0
Other Caribbean or Black											0
Arab, Arab Scottish or Arab British											0
Other Arab											0
Other						1					1
Prefer not to say	4	3	1	5	2	1	25	19	19	4	83
Unknown		3			3	4	24	14	1		49

	Death in Service	Dismissed - capability	Dismissed – misconduct	ERVS	End of Contract	Leaving Area	Other Employment	Other reasons not disclosed	Retirement	Retirement – Ill Health	Totals
GENDER											
Female	6	15	4	15	21	22	180	121	113	8	505
Male	4	8	1	4	7	4	84	28	30		170
DISABILITY											
Number of Disabled Employees					3		10	4	1		18
AGE											
Under 21					5		1	1			7
21 – 30		2			9	9	69	28			117
31 – 40		3	2		3	7	77	29		1	122
41 – 50	3	1	1		7	4	67	34	1	1	119
51 – 60	3	6	2	10	2	5	43	42	23	3	139
61 plus	4	11		9	2	1	7	15	119	3	171
SEXUAL ORIENTATION											
Bisexual					2		3	1			6
Gay/Lesbian							4				4
Heterosexual/Straight			1	1	14	7	91	58	13	1	186
Prefer Not to Say				1	3		8	1			13
Unknown	10	23	4	17	9	19	158	89	130	7	466
RELIGION/BELIEF											
Buddhist											
Church of Scotland				1	2	1	21	15	9		49
Hindu											0
Humanist							2	1			3
Jewish											0
Muslim					1						1
None			1		10	2	53	29	3	1	99
Other Christian					1	3	8	2	1		15
Other Religion/Belief											0
Pagan					1						1
Roman Catholic				1	1	2	10	10	4		28
Sikh								1			1
Prefer Not to Say					3		6	3			12
Unknown	10	23	4	17	9	18	164	88	126	7	466

	Death in Service	Dismissed - capability	Dismissed – misconduct	ERVS	End of Contract	Leaving Area	Other Employment	Other reasons not disclosed	Retirement	Retirement – Ill Health	Totals
CARING RESPONSIBILITY											
No											
Yes (children under 18)											
Yes (other)											
Prefer Not to Say											
Unknown	10	23	5	19	28	26	264	149	143	8	675
GENDER IDENTITY											
Yes							1				1
No				1	12	5	62	36	6	1	123
Prefer Not to Say					2		1	2			5
Unknown	10	23	5	18	14	21	200	111	137	7	546

End of monitoring information report

**Policy Statement on
Equal Pay**

WEST LOTHIAN COUNCIL

POLICY STATEMENT ON EQUAL PAY

1.   Statement of Intent

1.1   The council's Policy on Equality - Employment and Service Provision sets out the organisation's commitment to eliminate discrimination, advance equality of opportunity and promote good relations between different groups.

1.2   A key consideration in meeting that commitment is the need to ensure that the council's pay, grading and benefit arrangements are transparent, based on objective criteria and free from unfair bias related to the protected characteristics covered by the Equality Act 2010. To achieve this objective the council will continuously monitor the application of its pay and grading systems with a view to identifying and eliminating any inequitable or unlawful pay practices.

1.3   The council will also monitor the application of other relevant employment policies and practices to ensure that they do not adversely impact on equality in respect of access to pay, benefits or career development.

1.4   By tackling the potential sources of pay discrimination and removing barriers to equality, the council believes it sends a positive message to both its workforce and customers alike.

2.   Implementation

2.1   With appropriate resources, the policy will be implemented through the application of sound and legally robust pay and reward practices supported and complemented by the initiatives and measures set out in the council's Equality Outcomes and Mainstreaming Framework 2021 -2025.

2.2   Any proposed changes to pay and other associated employment practices will be subject to consultation with the recognised trade unions and other relevant stakeholders.

2.3   Following the implementation of Single Status across the Authority in 2007, the council operates measures to continue to monitor issues related to equal pay within the organisation.

3.   Scope

3.1   This policy statement covers the four discrete employee groups comprising the council's workforce. Pay and conditions of service for each of those groups derive from separate Schemes of Pay and Conditions of Service negotiated nationally and supplemented where appropriate by local collective agreements.

The national negotiating bodies are:

- Scottish Joint Council for Local Government Employees;
- Scottish Joint Council for Craft Operatives;
- Scottish Negotiating Committee for Teachers; and
- Joint Negotiating Committee for Chief Officials of Local Authorities (Scotland).

4. Specific Actions

4.1 In addition to addressing the priorities set out within the wider Corporate Equality Outcomes, the council is committed to implementing a number of other specific actions in relation to equal pay. Those actions are to:

- In consultation with relevant trade unions, conduct regular equal pay reviews within the council and thereby:

  - identify and understand the reasons for any differences in pay within and between employee groups;

  - eliminate pay gaps/ differences that cannot satisfactorily be explained on grounds other than those relating to a protected characteristic;

- Provide appropriate training and guidance on equal pay for those involved in determining pay and grading matters in terms of job evaluation, new appointments, progression, grievances and providing advice;

- Gather evidence of the impact of caring responsibilities on the workforce, to identify whether career continuity and pay progression is being adversely affected, and set appropriate objectives for remedial action; and

- Gather evidence on the extent of occupational segregation within the council and set appropriate objectives for remedial action as necessary.

5. Monitoring and Reporting

5.1 In accordance with the requirement under the Public Sector Equality Duty, to publish data on the gender pay gap every two years, data on gender pay and gender occupational segregation in the council will be addressed in the biennial review of this policy. Information on the recruitment, development and retention of employees will also be published every two years as part of the council's Equality Mainstreaming Report.

5.2 Details of actions taken to implement the outcome of equality impact assessments will also be posted on the council's website and as part of the council's Equality Mainstreaming Report.

6. Review and Accountability

6.1 This policy will be reviewed every two years through involvement with all relevant stakeholders and reported to the Council's Executive Committee.

6.2 The Head of Corporate Services, on behalf of the council's Corporate Management Team, has overall responsibility for implementation of the commitments outlined within this policy.

7. Gender Pay Gap

7.1 The council's gender pay gap as at 31st March 2023 is set out below:

Gender	Number of Staff	Combined Hourly Rate	Average Hourly Rate
Female	6318	£118,971.30	£18.83
Male	2177	£41,200.21	£18.93
Total	8495	£160,171.51	£18.85

Standard Calculation

Male average salary – Female average salary = paygap (monetary)
18.93 – 18.83 = 0.10

Paygap (monetary) / male average salary x 100 = **paygap (%)**
0.10 / 18.93 x 100 = 0.53 %

West Lothian Council Gender Pay Gap = 0.53%

The council's mean gender pay gap for all employees has decreased since last reported in the 2021 Equal Pay Statement when it was recorded as 1.3%. The council's current pay gap is lower than the average rate for Scottish Local Authorities (3.54%) as reported in the 2021/22 Local Government Benchmarking Framework. Based on this, in 2021/22, West Lothian ranked 5th (best) of all 32 Scottish Local Authorities for gender pay gap.

8. Ethnicity Pay Gap

8.1 The council's ethnicity pay gap as at March 31st 2023 is set out below:

Ethnicity	Number of Staff	Combined Hourly Rate	Average Hourly Rate
Ethnic minorities	188	£3,537.16	£18.81
Other	8307	£156,634.35	£18.86
Total	8495	£160,171.51	£18.85

Standard Calculation

Other average salary – Ethnic minorities average salary = paygap (monetary)
18.81 – 18.86 = 0.05

Paygap (monetary) / Other average salary x 100 = **paygap (%)**
0.05 / 18.86 x 100 = 0.27 %

West Lothian Council Ethnicity Pay Gap = 0.27 %

9.   Disability Pay Gap

9.1   The council's disability pay gap as at March 31st 2023 is set out below:

Disability	Number of Staff	Combined Hourly Rate	Average Hourly Rate
Disabled	316	£5,431.56	£17.19
Non-Disabled	2487	£42,999.86	£17.29
Unknown	5692	£111,740.09	£19.63
Total	8495	£160,171.51	£18.85

Standard Calculation

Non-Disabled average salary – Disabled average salary = paygap (monetary)
17.29 – 17.19 = 0.10

Paygap (monetary) / Other average salary x 100 = **paygap (%)**
0.10 / 17.29 x 100 = 0.58 %

West Lothian Council Disability Pay Gap = 0.58 %

9.2   This is the first time the council has published it's disability pay gap. Given the significant number of employees for which disability status is unknown. The pay gap has been calculated with reference only to employees where their disability status is known.

10.   Occupational Segregation

10.1   The council recognises that occupational segregation is one of the key barriers which prevents women and men from fulfilling their potential, and consequently contributes to the gender pay gap.

10.2   At the same time, it can have a damaging impact due to the segregation of men and women into different types of employment; segregation that can fail to make the most efficient use of the potential workforce, can contribute to skills deficits and can hold back productivity.

10.3   The challenge for the council is therefore to address the inherent issues relating to horizontal segregation in the service areas currently dominated by either female or male employees.

10.4   The tables below outline the council's data on gender based occupational segregation. In addition, in line with the reporting requirements, information is provided on occupational segregation in relation to ethnicity and disability.

WEST LOTHIAN COUNCIL OCCUPATIONAL SEGREGATION BY GENDER AS AT FEBRUARY 2023

Service Area	Gender	Apprentice / Graduate	1	2	3	4	5	6	7	8	9	10	11	12	13	Chief Officers	Psych	Teachers	Grand Total
Chief Exec, Finance & Property	F			4	9	60	42	19	20	9	2	4		1		6			176
	M			2	15	17	12	32	14	12	3	2	1	2	2	6			120
Corporate Services	F		1	13	11	25	11	14	17	11	4	5	3	2	2				119
	M		1	3	6	3	18	3	16	10	3		2		2				67
Education	F		47	684	441	458	132	32	29	12	2	1		2			11	1926	3777
	M			27	34	34	17	9	7	3	1			1			2	477	612
Housing Customer & Building Services	F	5	4	28	95	46	59	68	10	12			1		2				330
	M	50	196	105	31	13	25	46	14	5	3		1	2					491
Operational Services	F	1	587	116	90	10	16	8	8	1	2			1					840
	M	10	59	133	192	169	46	37	19	6	5	4		1	3				684
Planning, Economic Dev & Regeneration	F		3	2	8	3	7	26	13	4	1	1		1	1				70
	M		4	4	2	3	6	6	16	6	4	3	1		2				57
Social Policy	F		38	246	47	160	209	36	203	58		9			4				1010
	M		7	16	12	21	34	10	26	14	1	4			1				146
TOTALS		11	800	1380	1198	1022	634	346	412	163	31	33	9	13	19	12	13	2403	8499

WEST LOTHIAN COUNCIL OCCUPATIONAL SEGREGATION BY ETHNICITY AS AT FEBRUARY 2023

Service Area	Ethnicity	Apprentice / Graduate	1	2	3	4	5	6	7	8	9	10	11	12	13	Chief Officers	Psych	Teachers	Grand Total
Chief Executive Finance & Property	Ethnic Minorities					3	2	1	1					1					8
	Other			6	24	74	31	52	34	38	6	6	1	2	2	12			288
Corporate Services	Ethnic Minorities			1	1	1	1	1	2	1									8
	Other		2	15	16	27	28	16	31	20	7	5	5	2	4				178
Education	Ethnic Minorities		3	21	12	6		1										58	101
	Other		44	690	463	486	149	40	36	15	3	1		3			13	2345	4288
Housing Customer & Building Services	Ethnic Minorities			1	3		2	2		1	1								10
	Other	55	200	37	141	61	101	160	25	22	3		2	2	2				811
Operational Services	Ethnic Minorities		14	4	3	1			2	2									26
	Other	11	636	241	279	178	62	45	25	5	7	4		2	3				1498
Planning, Economic Dev & Regeneration	Ethnic Minorities								1	1									2
	Other		7	6	10	6	13	32	29	8	5	4	1	1	3				125
Social Policy	Ethnic Minorities		2	10		5	1		8	2		1							29
	Other		43	253	58	176	242	46	221	70	1	12			5				1127
TOTALS		66	951	1285	1010	1024	632	396	415	185	33	33	9	13	19	12	13	2403	**8499**

WEST LOTHIAN COUNCIL OCCUPATIONAL SEGREGATION BY DISABILITY AS AT FEBRUARY 2023

Service Area	Apprentice/Graduate	Number of Disabled Employees by Salary Bands														Chief Officers	Psych	Teachers	Grand Total
		1	2	3	4	5	6	7	8	9	10	11	12	13				
Chief Executive, Finance and Property		2	2	3	3	3	1											**14**
Corporate Services			3	3	3	1		4	1					1				**16**
Education Services		2	46	5	21	1		1	2							2	69	**149**
Housing, Customer & Building Services	2	1	5	5	5	7	3						1					**29**
Operational Services	1	24	9	10	3	1	2		3		1			1				**55**
Planning, Economic Development & Regeneration		1			2	2	2	2	1									**10**
Social Policy		1	9	2	5	9	3	16										**45**
All Services	3	31	74	28	42	24	11	23	7	0	1	0	1	2	0	2	69	**318**

End of Policy Statement on Equal Pay
End of Equality and Diversity Framework progress report 2021 - 2023