

Employment Equalities Monitoring Report & Equal Pay Gap Information

2023 (data from 2021/2022)

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1.0 Introduction

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

1.1 Legal Context

The public sector equality duty, referred to as the 'general equality duty,' is set out in the Equality Act 2010. Under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, public authorities are also covered by specific duties, which are designed to help listed authorities meet the general equality duty. Shetland Islands Council is covered by both the general and specific equality duties. More detail on the general and specific duties is set out in Shetland's Equality Outcomes and Mainstreaming Report 2021 - 2025 This is available on Shetland Islands Council's website at <https://www.shetland.gov.uk/strategy-performance/equality-diversity>

1.2 Local Context

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

Shetland's Community Planning Partners (Shetland Islands Council, NHS Shetland, Schools Service, ZetTrans, Integrated Joint Board and Shetland Licensing Board) have set out their overall commitment to equality through their joint Equality Statement within Shetland's Equality Outcomes Progress and Mainstreaming Report 2021-2025. This states that Shetland's Community Planning Partners will:

- take effective action on equality,
- make the right decisions, first time round;
- develop better policies and practices, based on evidence;
- be transparent, accessible and accountable
- deliver improved outcomes for all.

The Council's Workforce Strategy 2022 - 2025 has a commitment to ensuring the workforce reflects the diversity within the Shetland community and to ensuring fair work drives success, equality, wellbeing and prosperity for all by supporting people to reach their potential.

Shetland Islands Council is committed to the principle of equal pay for all our employees and at November 2021 Shetland Islands Council agreed a revised Equal Pay Statement for the period 2021 – 2025.

In his introduction to Our Ambition 2021-2026, the Political Leader, Steven Coutts stated that "Shetland's sustainability as a community and a place where everyone can thrive is our council's ultimate measure of success".

1.3 What is Workforce Monitoring Information?

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

This helps the Council to:

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

1.4 Monitoring Data Collection – Effective Dates

Within the sections that follow, the information relates to the period from 1 April 2021 to 31 March 2022. Where relevant information from earlier monitoring reports is provided in order to draw comparisons over time.

This period includes the response to the COVID pandemic and there was an impact on both recruitment and workforce patterns in this time.

The information relating to applicants is from recruitment in the financial year 2021/22. During the recruitment process applicants are asked to complete equal opportunities information on the online recruitment portal or on a paper application form. This provides data on Age, Sex, Disability, Ethnicity, Religion, Transgender, Marital Status and Sexual Orientation. Our recruitment process does not yet capture information relating to pregnancy and maternity. The selection panel does not see the monitoring form, and the HR team use the information gathered to run reports by protected characteristic.

The information available on our workforce composition relates to the period from 1 April 2021 to 31 March 2022. In this period our total full time equivalent employees (FTEs) was 2,261. The figure doesn't include relief workers, as they are recorded as a notional 0.01 hpw, which gives an FTE of 0.027, so for the 1218 relief staff on the council's HR/Payroll system, gives a total of only 33 FTE. The headcount in this period was 4,884 individual employees/workers; this includes individuals who have more than one contract. If we look at only contracted staff, this figure is 3,666 as a head count, again this will include staff more than once, depending on how many contracts they have.

We believe that all staff, regardless of their sex, ethnicity, age, pregnancy and maternity status, transgender status, sexual orientation, religion or belief, marital status or disability should receive equal pay for the same or broadly similar work, for work rated as equivalent and for work of equal value. We aim to identify and eliminate any bias in our pay systems and work collaboratively with trades unions to identify equality issues within pay systems and take action to address these. The Equal Pay Objectives set out in the Equal Pay Statement 2021 - 2025 are to:

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

Section 5.0 of this report provides more information on the gender pay gap.

1.5 Broad Occupational Categories

To give us a clear picture of patterns of employment across particular protected characteristics we split our job roles into one of nine Broad Occupational Categories. The categories and typical jobs in these are as follows:

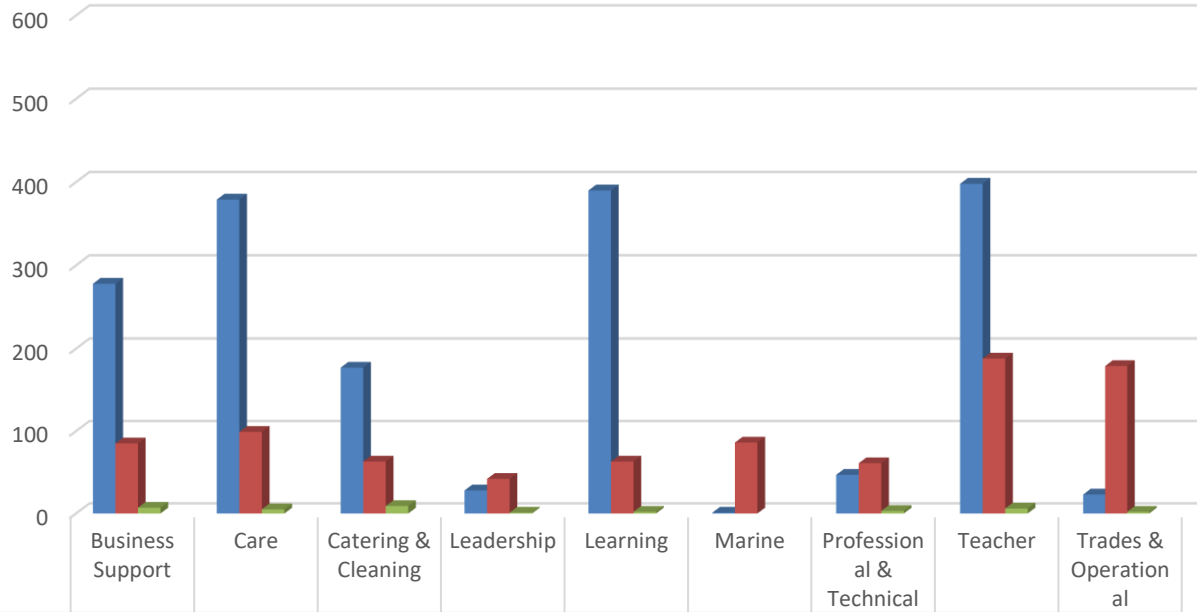
Broad Occupational Category	Typical roles
Business Support	Administrative, Clerical & Business Support Assistant; Library Assistant, Personal Assistant
Care	Social Care Worker, Home Help, Housing Support Worker
Catering and Cleaning	Cleaner, Kitchen Assistant, Cook
Leadership	Chief Executive, Directors, Executive Managers, Team Leaders
Learning	Learning Support Worker; Youth Worker; Early Years Worker
Marine	Deckhand; Mate; Marine Pilot; Skipper
Professional and Technical	Social Worker; Planning Officer; Solicitor
Teaching	Head Teacher; Principal Teacher; Teacher
Trades and Operational	Supervisory Assistant; Janitor; Road Worker

We use these broad occupational categories in our analysis of recruitment and workforce data, see below at section 2 and 3.

2.0 Applicants

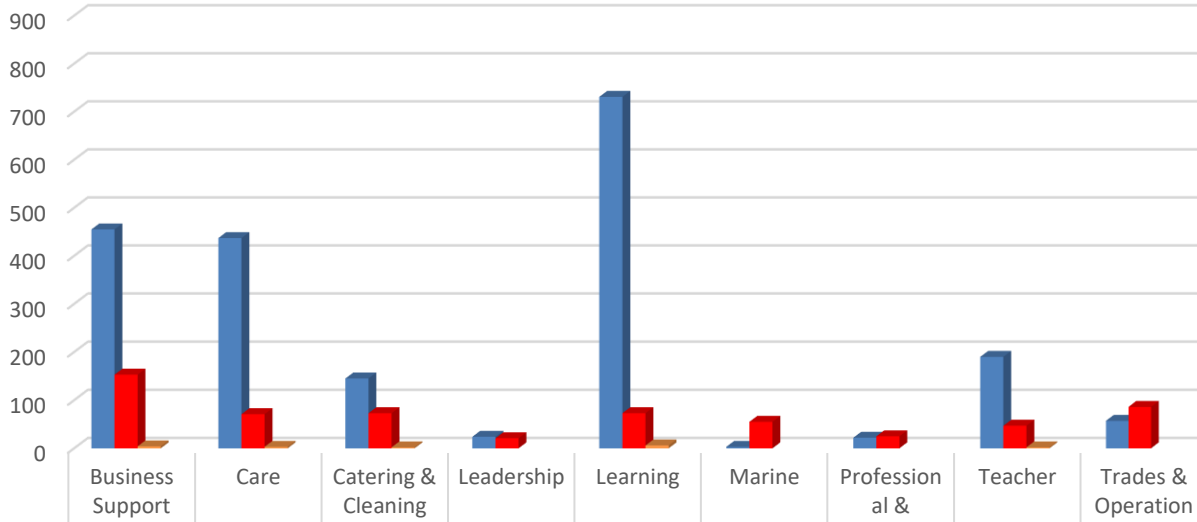
There were 2993 applicants during 2021/2022, this is an increase from the last report of 163 applicants. Those who applied by submitting paper applications did not always complete the Employee Monitoring sheet, so there may be differences in the total number of applications in some of the following charts.

Applicants - Sex & Broad Occupational Category - 2021/2022



Female	278	379	177	28	390	1	47	398	23
Male	85	99	63	42	63	86	61	188	179
Prefer not to answer	7	5	9	1	2		3	6	2
Total	370	483	249	71	455	87	111	592	204

Applicants - Sex & Broad Occupational Category - 2019/2021

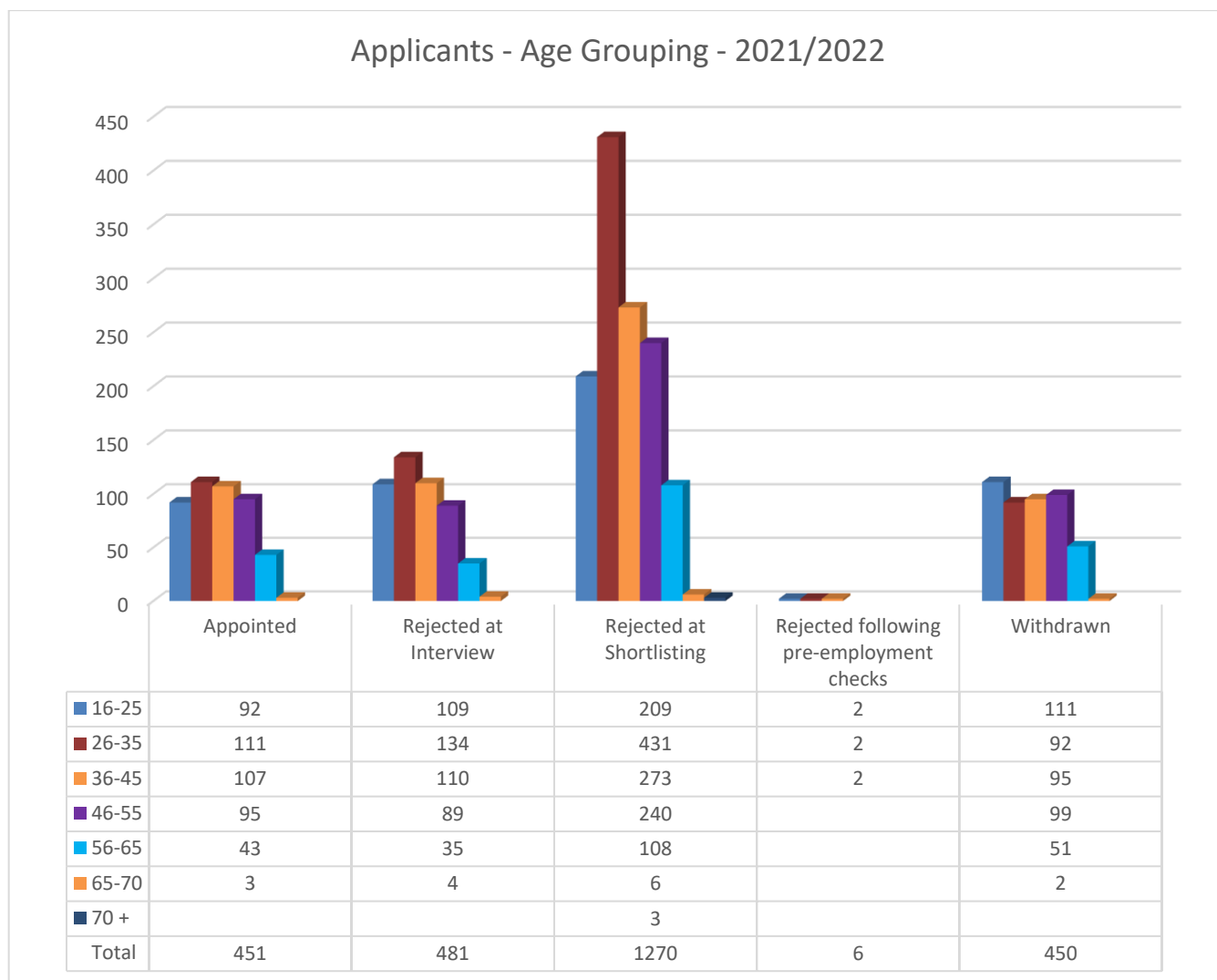


Female	455	437	145	24	731	3	22	190	57
Male	153	71	73	21	73	55	25	47	86
Prefer not to answer	4	3	2		6			2	
Total	612	511	220	45	810	58	47	239	143

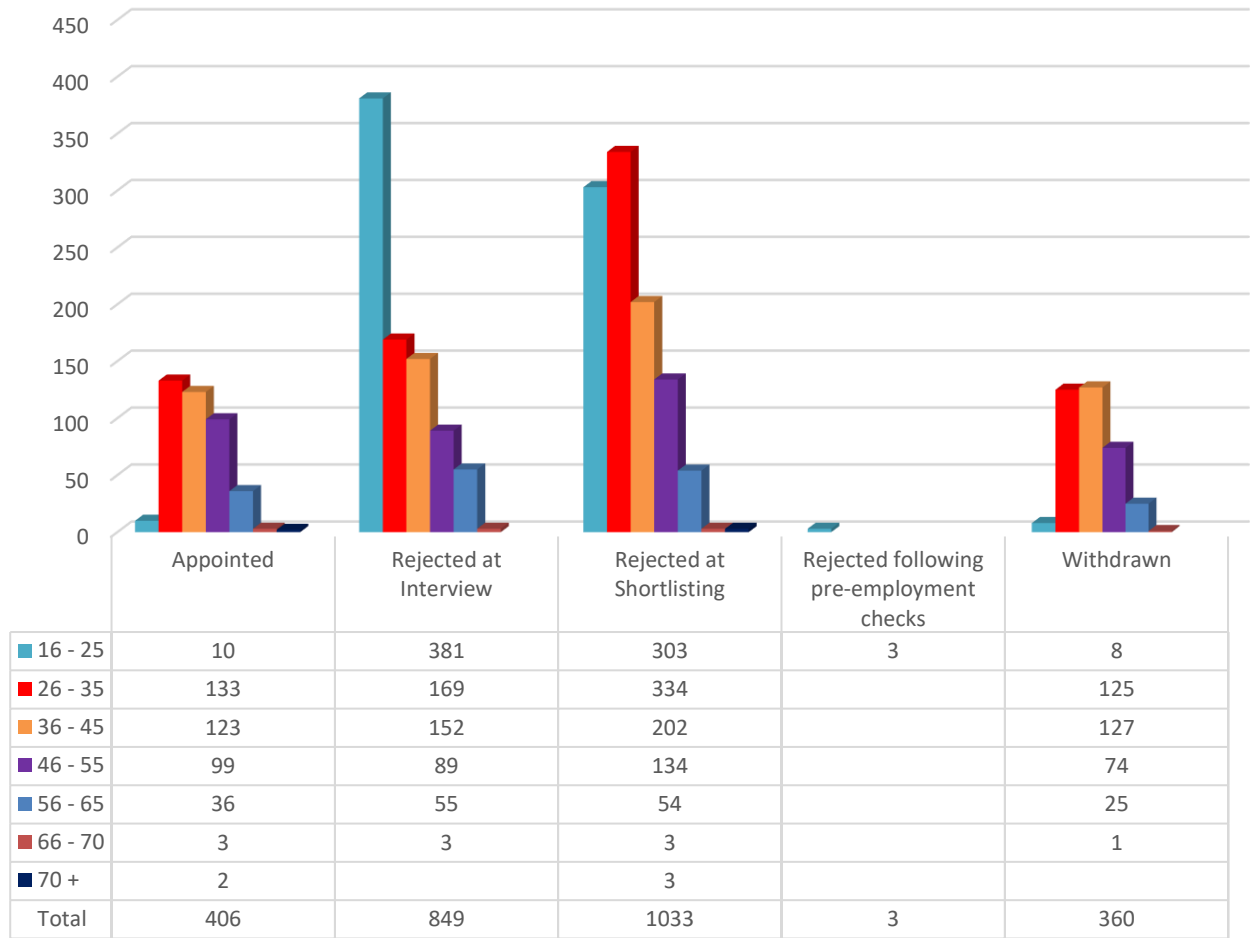
Some Broad Occupational Categories show an unequal distribution of applicants from women and men; for example in 2021/22 men comprised 60% applicants in Leadership; 99% in Marine, reducing to 21% in Care while women make up 86% of applicants in Learning and 71% in Catering and Cleaning.

This significant occupational segregation across the broad occupational categories is fairly similar in 2019/20 with women being 90% of applicants in Learning, 65% of applicants in Catering and Cleaning. In that period men comprised 95% of applicants in Marine, and 47% in Leadership.

2.1 Applicants – Age

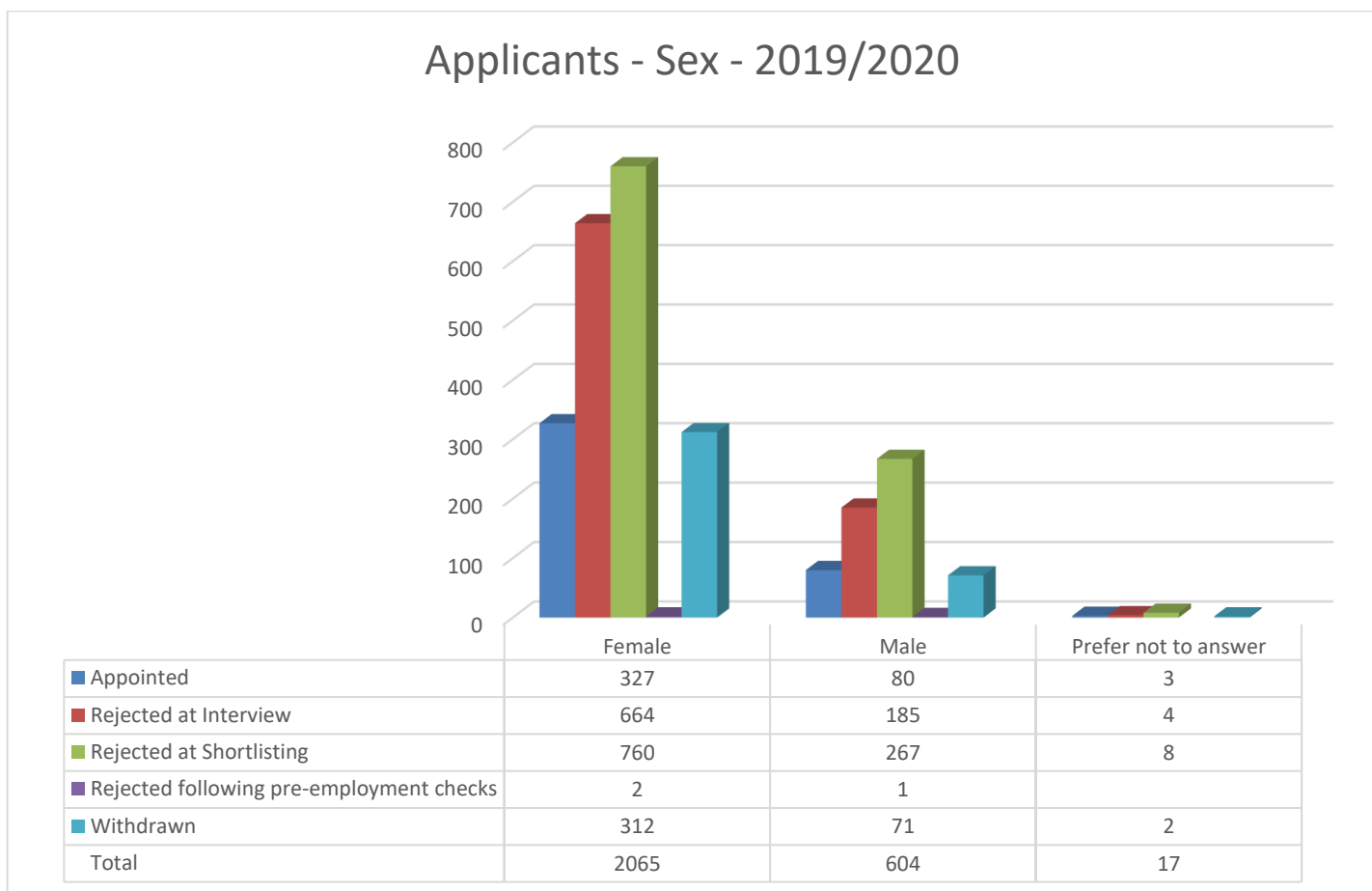
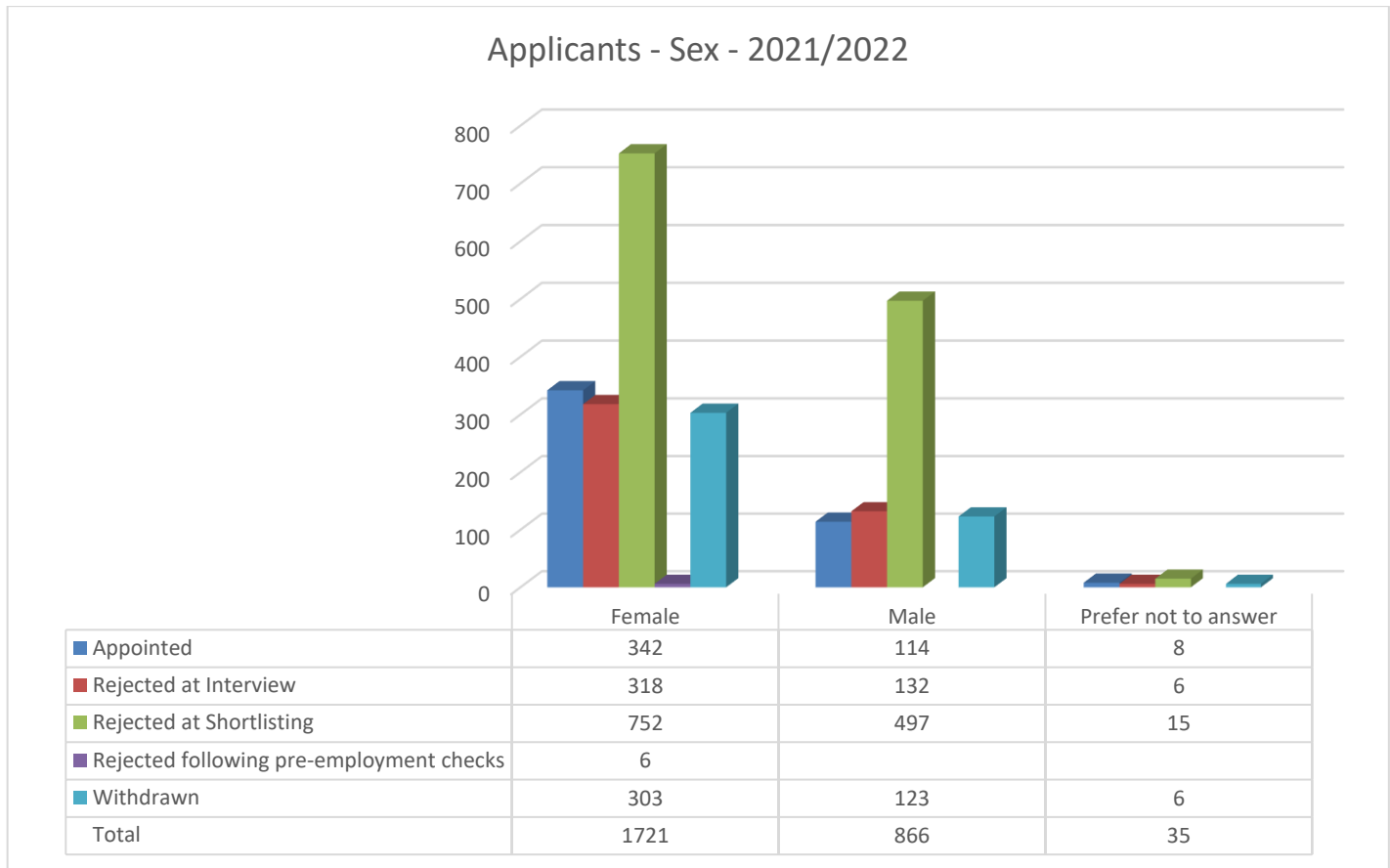


Applicants - Age Grouping - 2019/2020



The most significant change between the two periods is in the number of applicants of 16-25 years; in 21/22 of those appointed 20% fall into this age group compared with 2% in 2019/20 while 22% of those rejected at interview in 21/22 were in the 16-22 years group compared with 45% in 19/20.

2.2 Applicants – Sex

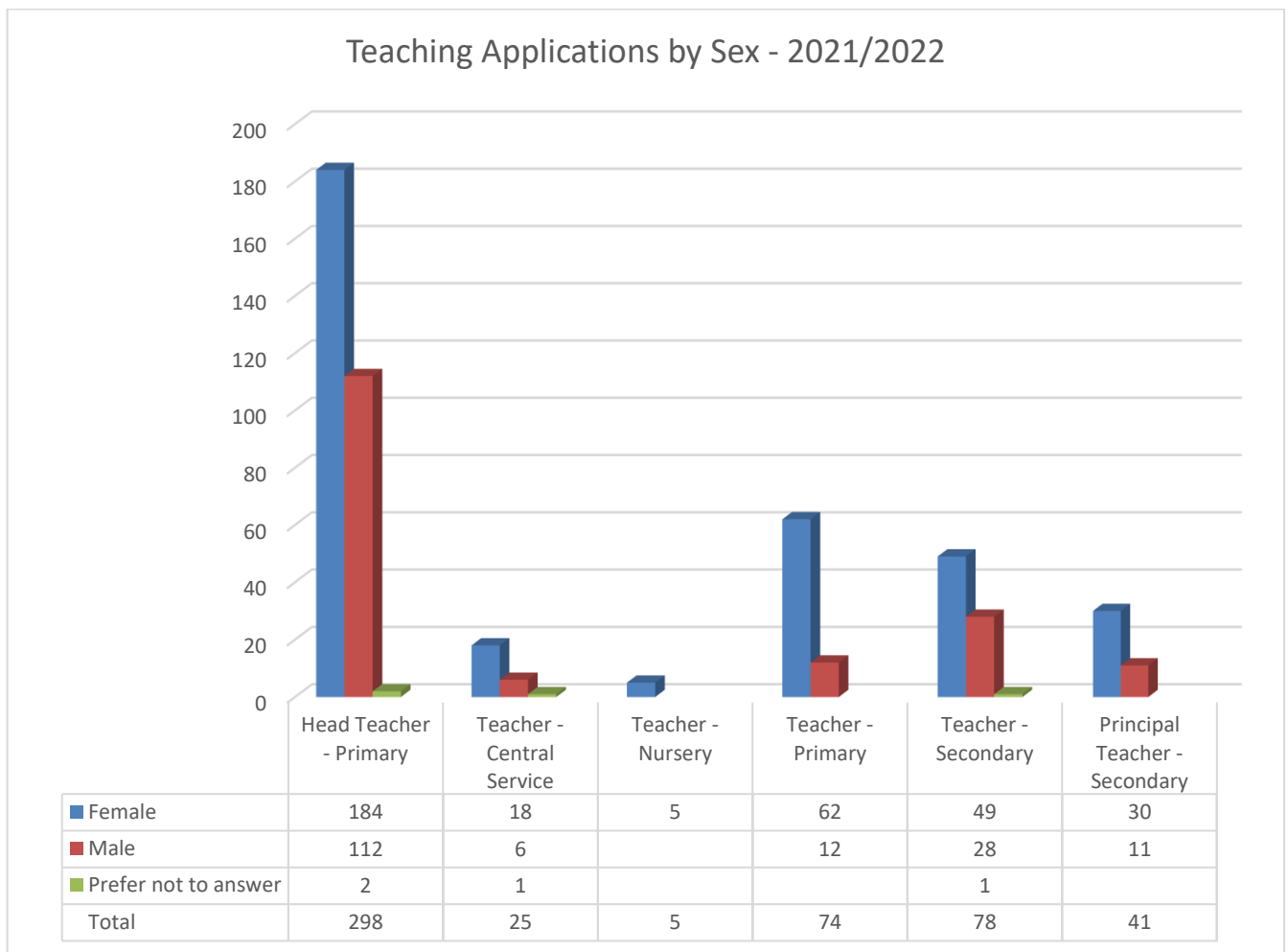


The Council's Recruitment Team have identified that there were vacancies where all, or most of the applications received were from one sex.

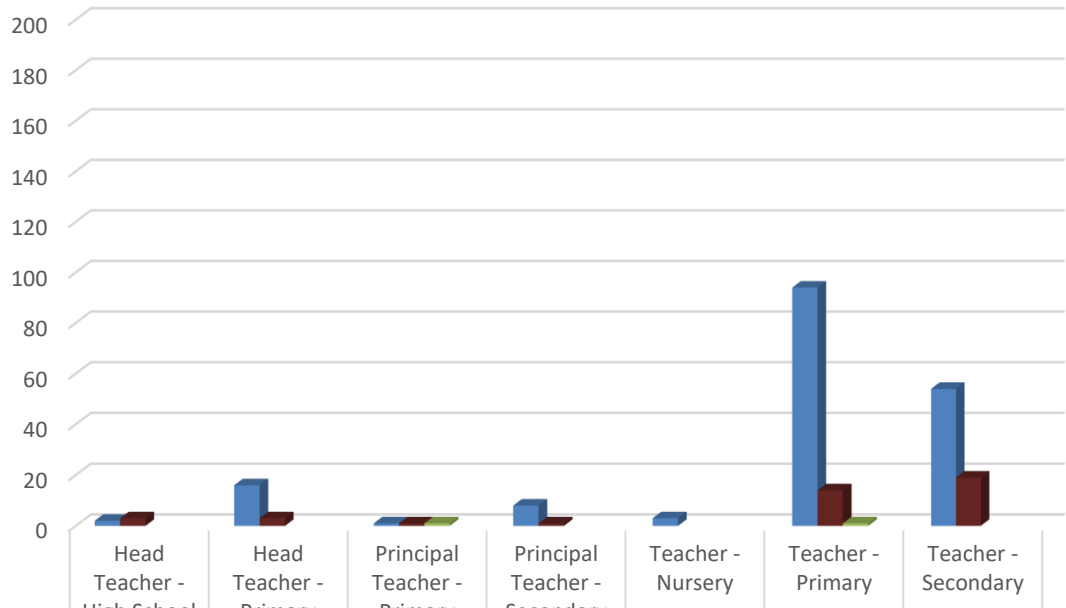
In 2021/22 there were a number of vacancies in Marine where all the applicants were male (Deckhand, VTS Operator, Master, Marine Pilot, Marine Engineer). This was also the case for some vacancies in Trades and Operational (Burial Services Operative, Quarry Operative, Road Worker, Handyperson). There were vacancies with all female applicants in Learning (Early Learning and Childcare Senior Practitioner); and in Care (Family Support worker)

Looking back at 2019/20 there were vacancies which attracted applications only from men in Marine (Ferry Deckhand; General Purpose Rating on a Tug); Trades and Operational (Joiner; Gravedigger; Janitor and Road Worker) while there were only female applicants to a vacancy in Learning (Educational Psychology Assistant; Graduate Apprentice – Early Learning and Childcare) and in Catering and Cleaning for a Cook.

There is an increase in applicants who prefer not to answer this question.



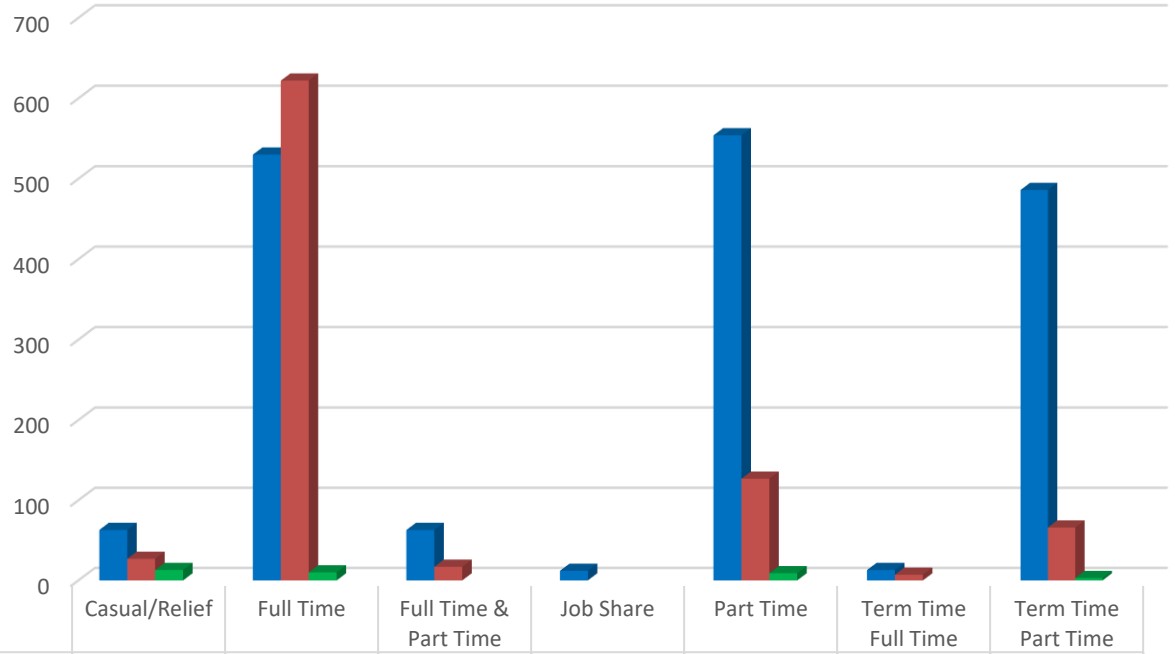
Teaching Applications by Sex - 2019/2020



Female	2	16	1	8	3	94	54
Male	3	3	1	1		14	19
Prefer not to answer			1			1	
Total	5	19	3	9	3	109	73

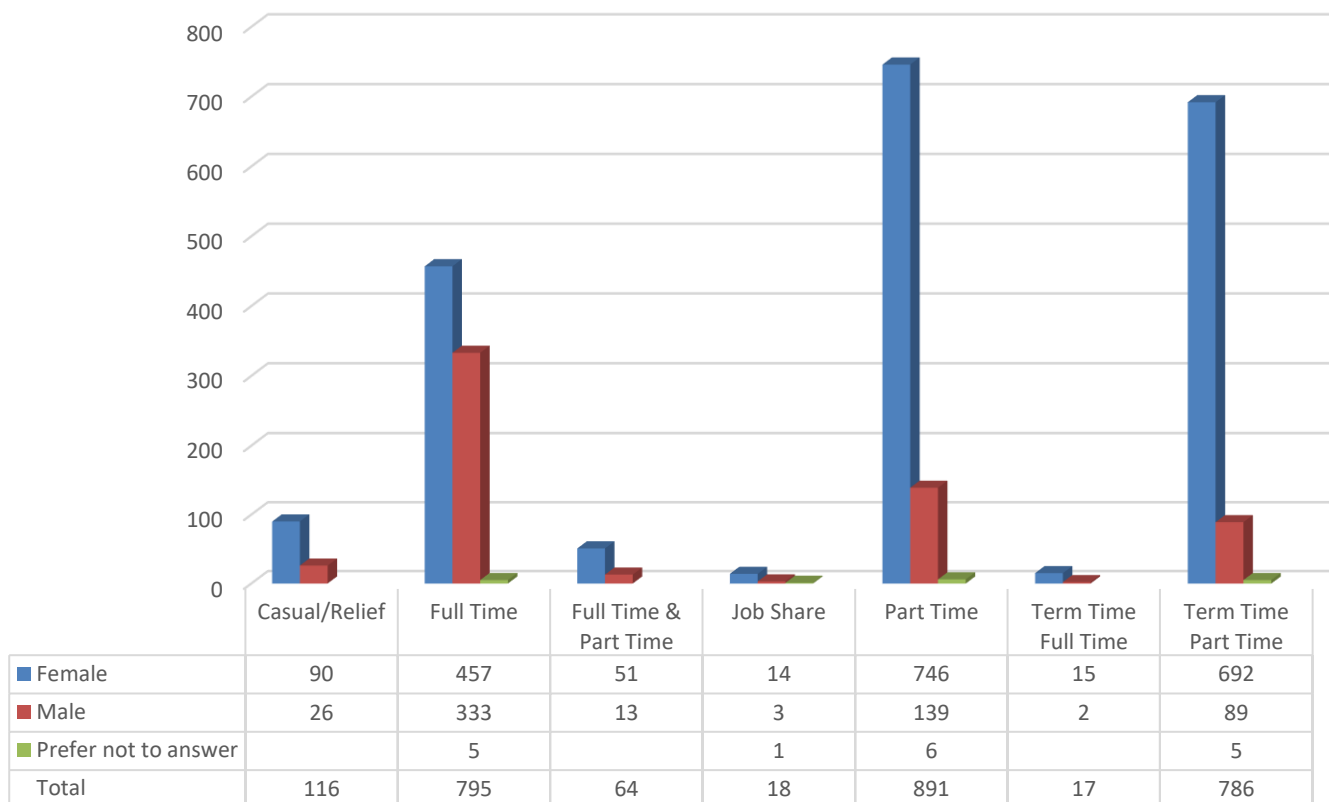
In 2021/22 there were 300 more teaching applications in total than in 2019/20. Almost all of this increase is represented by one Head Teacher post, in a unique setting which attracted international media attention.

Applicants - Position Type & Sex - 2021/2022



Female	63	530	63	12	554	13	486
Male	27	622	17		127	7	66
Prefer not to answer	13	10			9		3
Total	103	1162	80	12	690	20	555

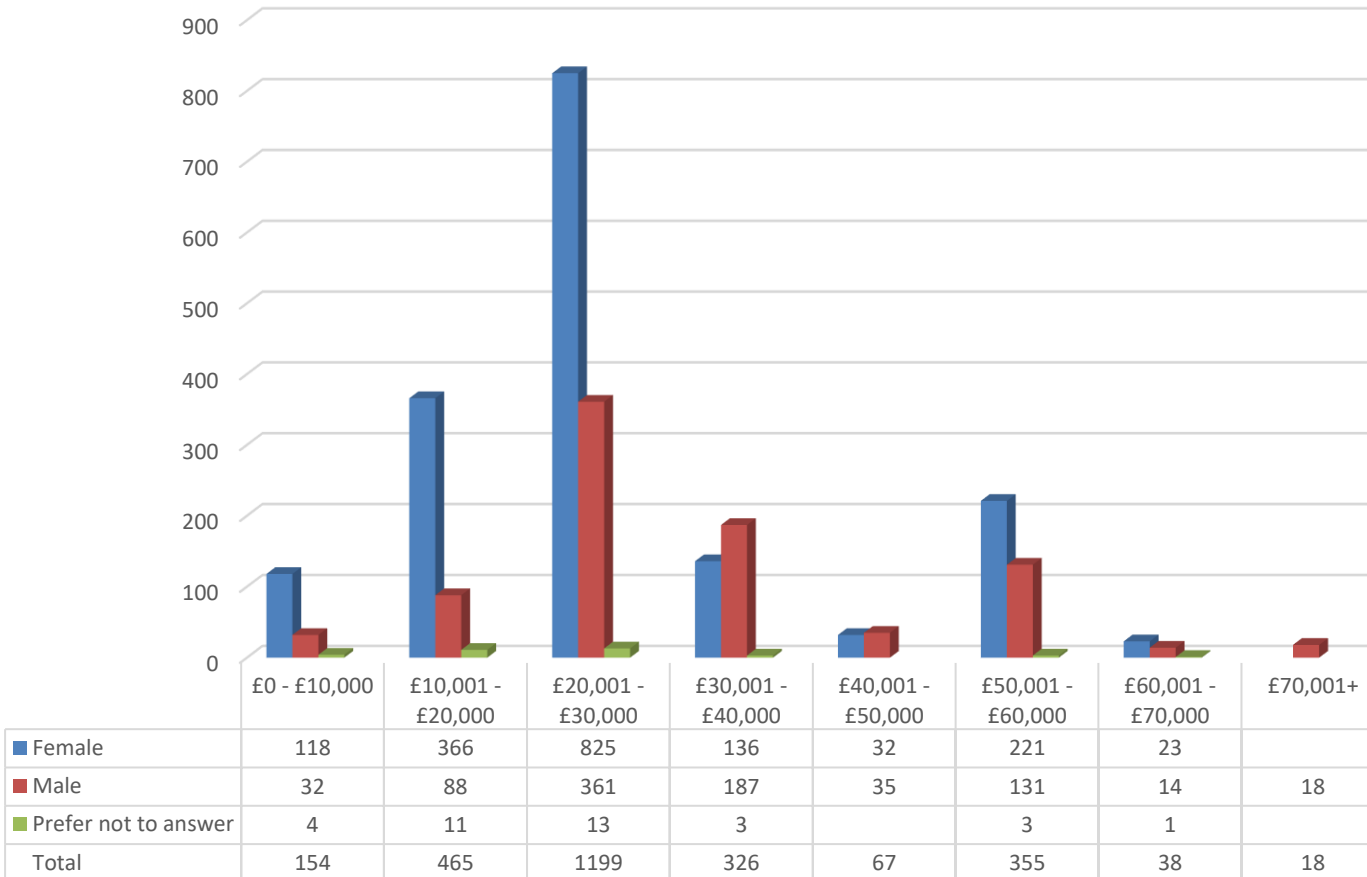
Applicants - Position Type & Sex - 2019/2020



The Equality and Human Rights Commission “Is Scotland Fairer? 2018 report noted that in 2017, part-time employment accounted for 42.3% of all women’s employment compared with 12.2% of all men’s employment.

These tables show a significant distinction by the sex of applicants for part-time and term time roles. There continues to be a markedly greater interest in part-time, term-time and casual vacancies from female applicants which reflects a gendered view of childcare responsibilities.

Applicants - Sex & Salary Banding - 2021/2022



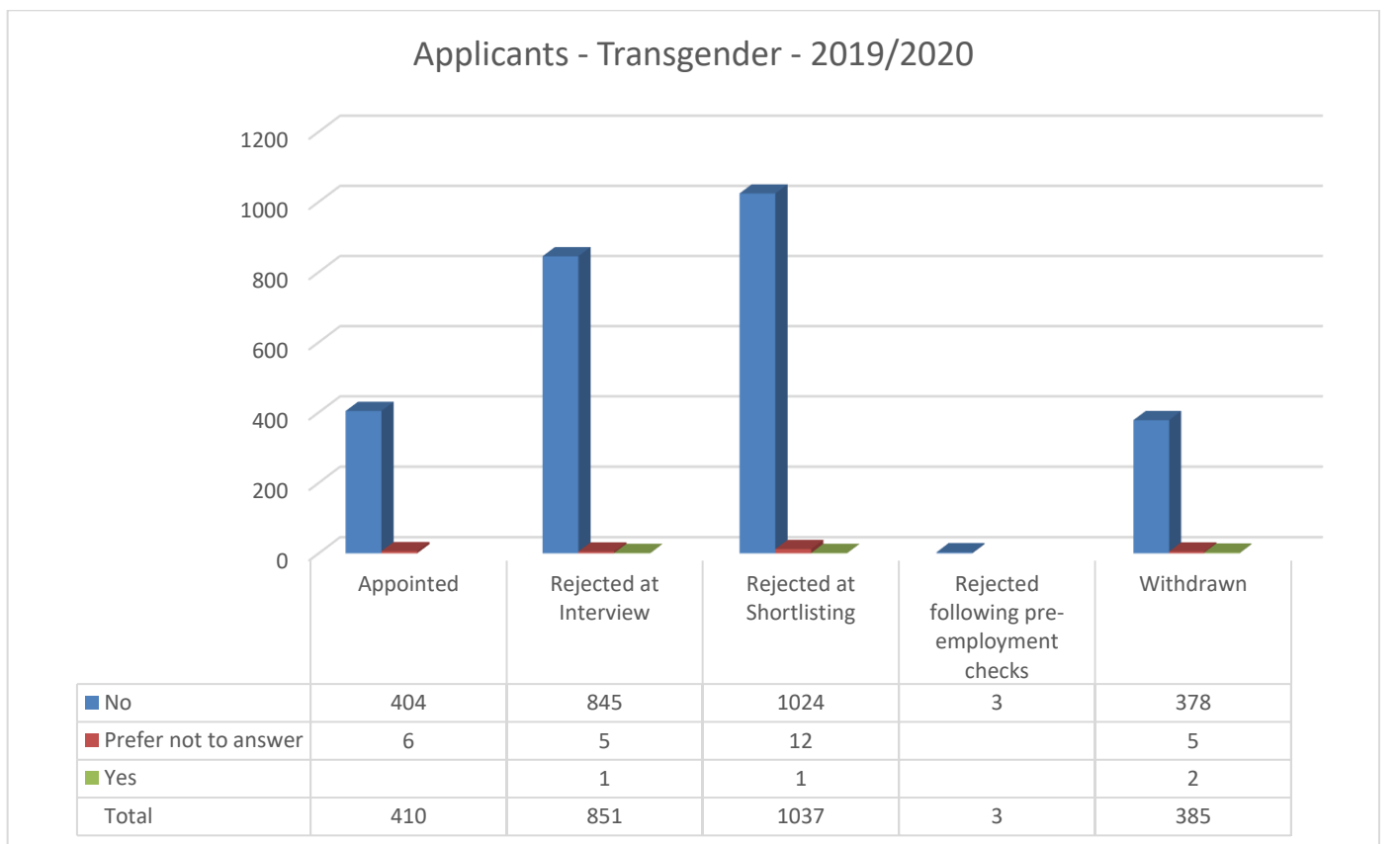
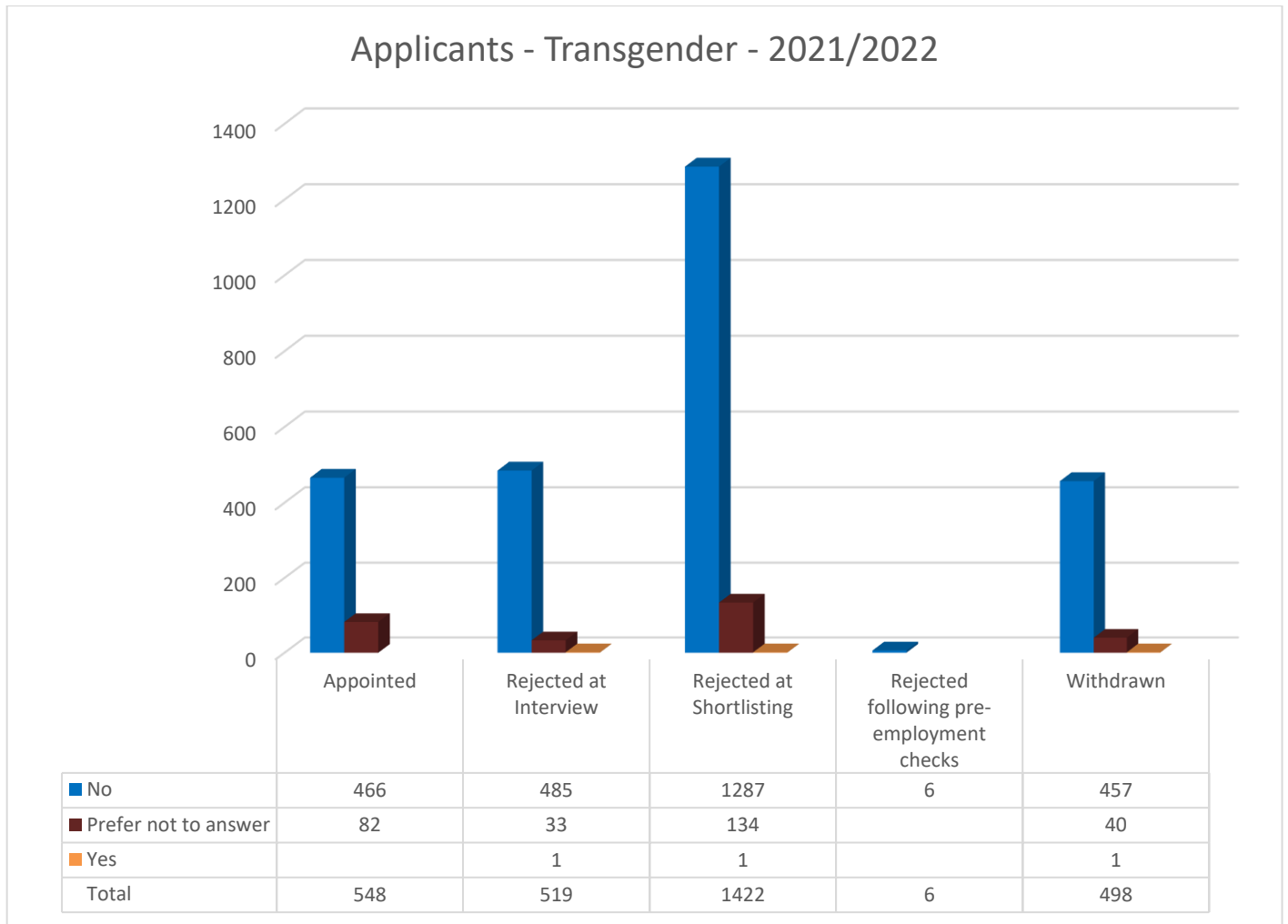
Applicants - Sex & Salary Banding - 2019/2022



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

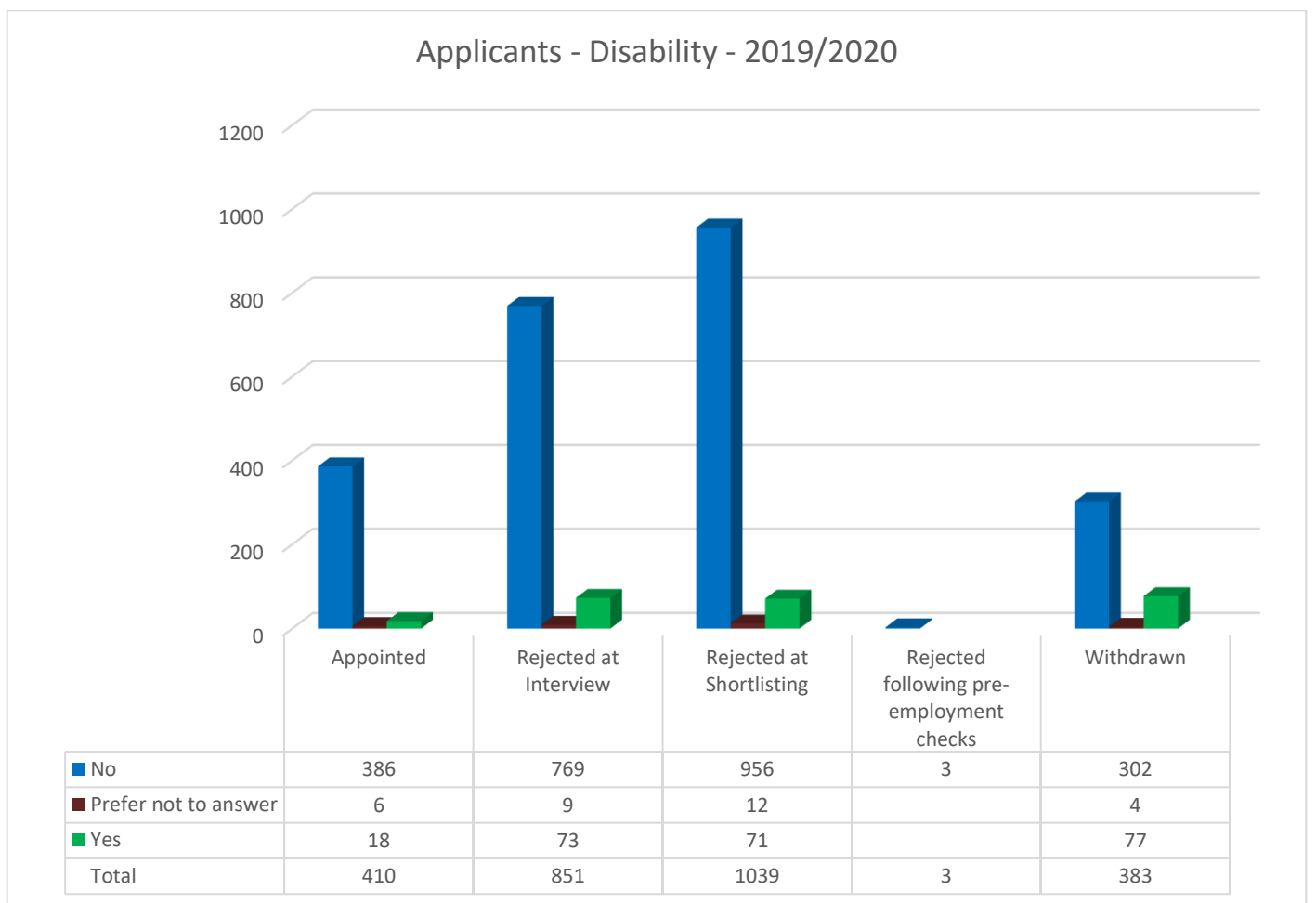
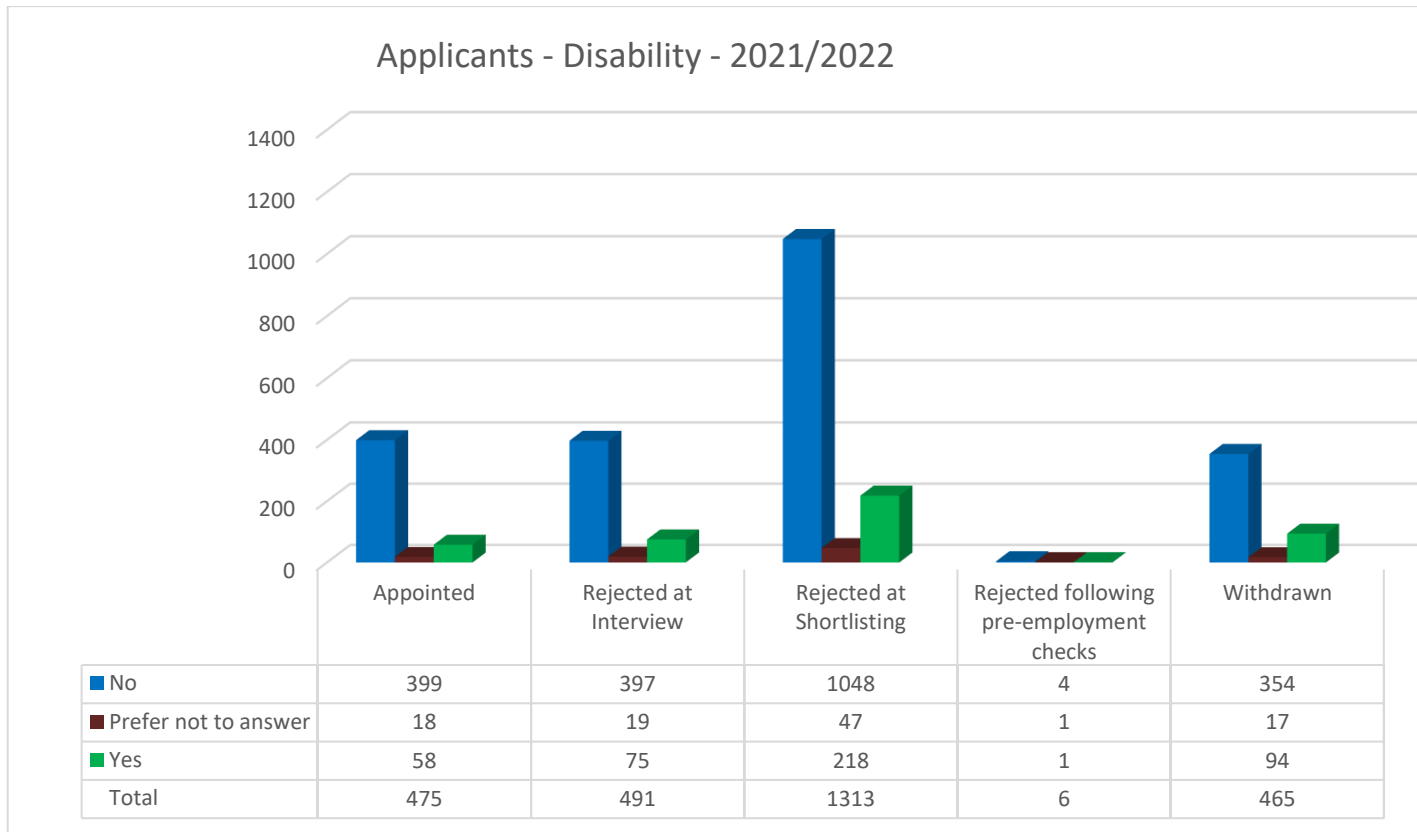
Comparisons between 2019/20 and 2021/22 are difficult to make as during the earlier period posts were advertised with the full time salary while the pro-rata amount was used in the later one. However, we have identified that this was not consistent across the period which further complicates analysis.

2.3 Applicants – Transgender



There is the significant increase in those who “prefer not to answer” in response to the transgender question in the period.

2.4 Applicants – Disability



Looking at 2021/22 the proportion of those applicants with a disability who were successful increased to 12.2% compared to 2019/20 where the percentage of those with a disability who were successful was 4.4%.

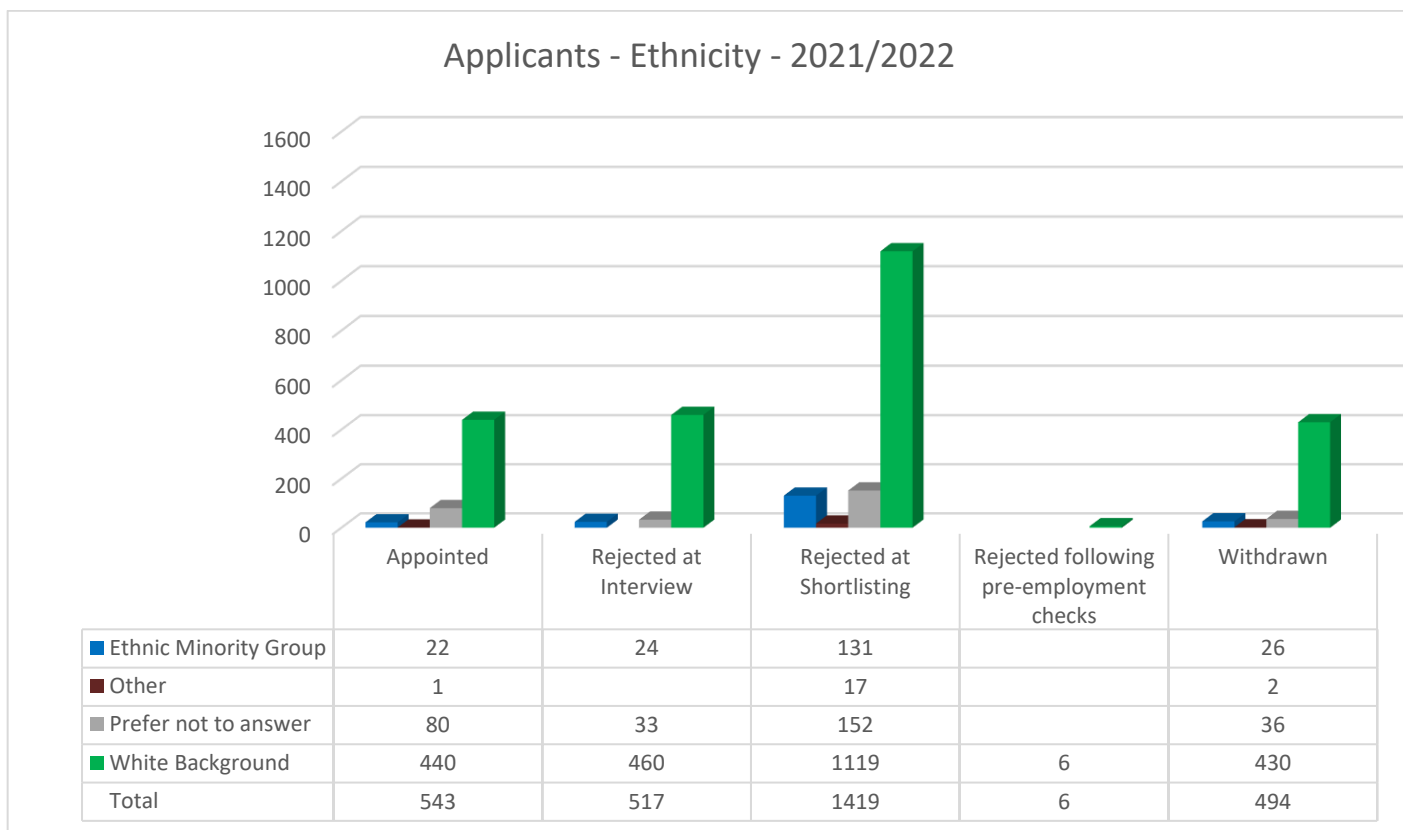
Again the number of applicants who prefer not to answer has significantly increased between the two periods.

2.4.1 Reasonable Adjustments at Interview

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

Our monitoring still does not allow us to report on adjustments at recruitment. We plan to gather this information going forward.

2.5 Applicants – Ethnicity



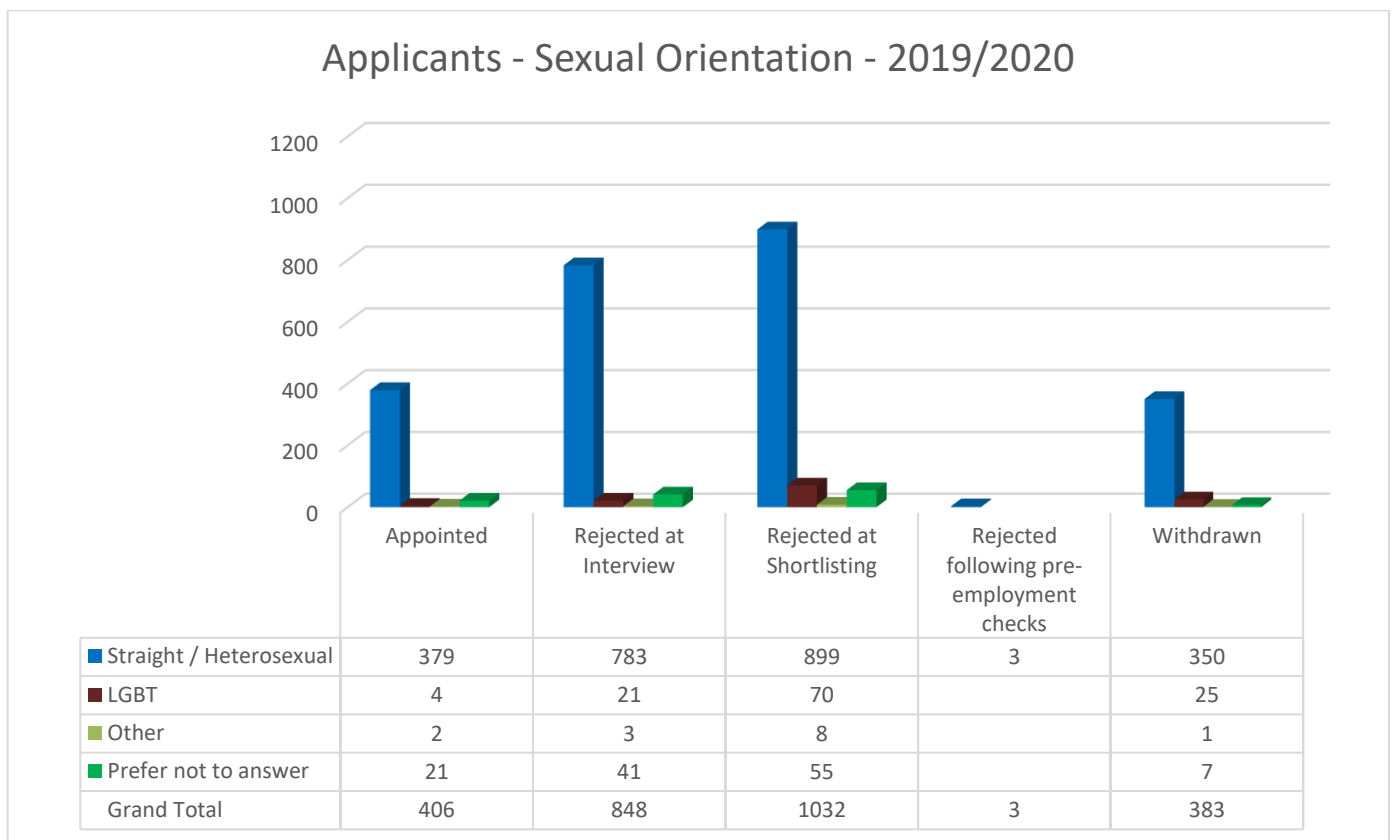
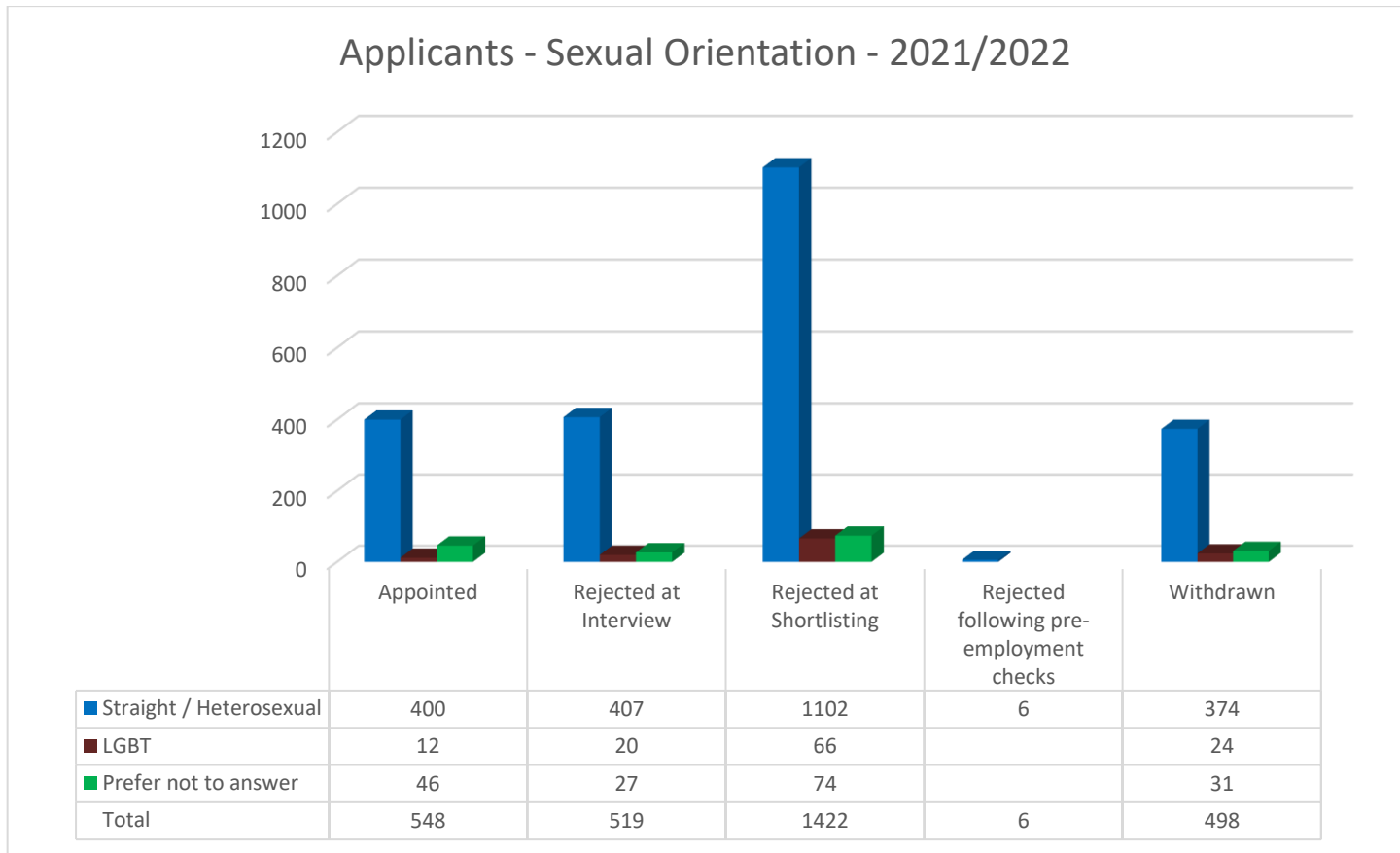
Applicants - Ethnicity - 2019/2020



The most significant increase between the two periods is in the numbers of applicants who prefer not to answer this question.

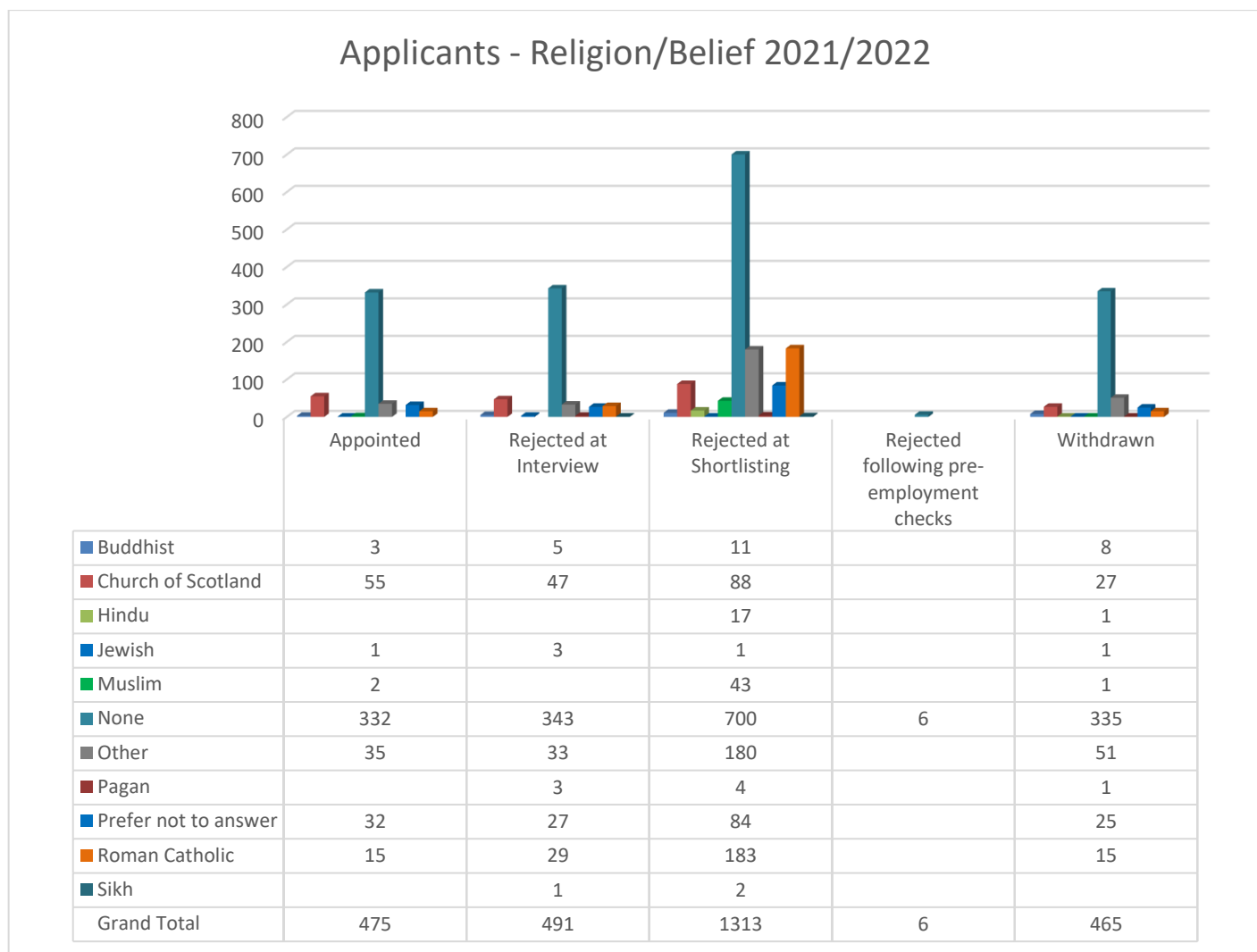
For those who do respond the percentage of those who were successful at interview has increased from 2.5% to 4%.

2.6 Applicants – Sexual Orientation

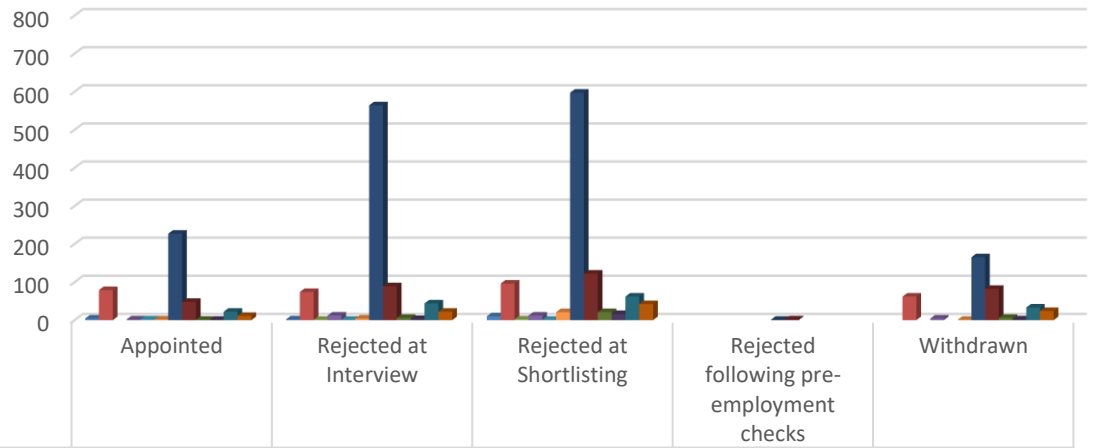


The number of applicants who prefer not to answer has increased between the two periods.

2.7 Applicants – Religion/Belief



Applicants - Religion/Belief - 2019/20



	Appointed	Rejected at Interview	Rejected at Shortlisting	Rejected following pre-employment checks	Withdrawn
Buddhist	4	2	10		
Church of Scotland	79	74	96		62
Hindu		1	2		
Humanist	2	12	12		4
Jewish	2	1	1		
Muslim	2	4	21		1
None	227	564	597	1	165
Other Christian	48	89	122	2	82
Other Religion or Belief	1	6	21		6
Pagan	1	3	16		2
Prefer not to answer	22	44	62		33
Roman Catholic	11	22	42		24
Total	399	822	1002	3	379

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

3.0 Workforce Data

This section provides workforce data relating to all employees employed during 2021/22, and includes relief workers. We have included information from previous years to allow for comparisons. The data shows age, sex, disability, ethnicity, sexual orientation and religion/belief.

In order to maintain confidentiality where there are fewer than 5 employees in any table this is reflected as less than 5. We include all religion/belief as advised.

We had previously committed to separate out equality data for relief workers and contracted staff as it was felt that equality issues may differ between the two groups. However, because we are unable to estimate how many hours a relief worker will have worked, it is difficult to extract any meaningful information from the data.

We therefore have included relief workers in the overall workforce information, while separating this for relief staff only in relation to sex. This is because there is a more stark difference in the percentage of female (82%) to male workers (18%) than the overall workforce, showing men being even more underrepresented in the number of relief hours worked, and similarly women over-represented. These figures are almost unchanged from the last report in 2019/20 (female 80% and male 20%) and indeed in 2017/18 where they were female workers 81% and male workers made up 19%.

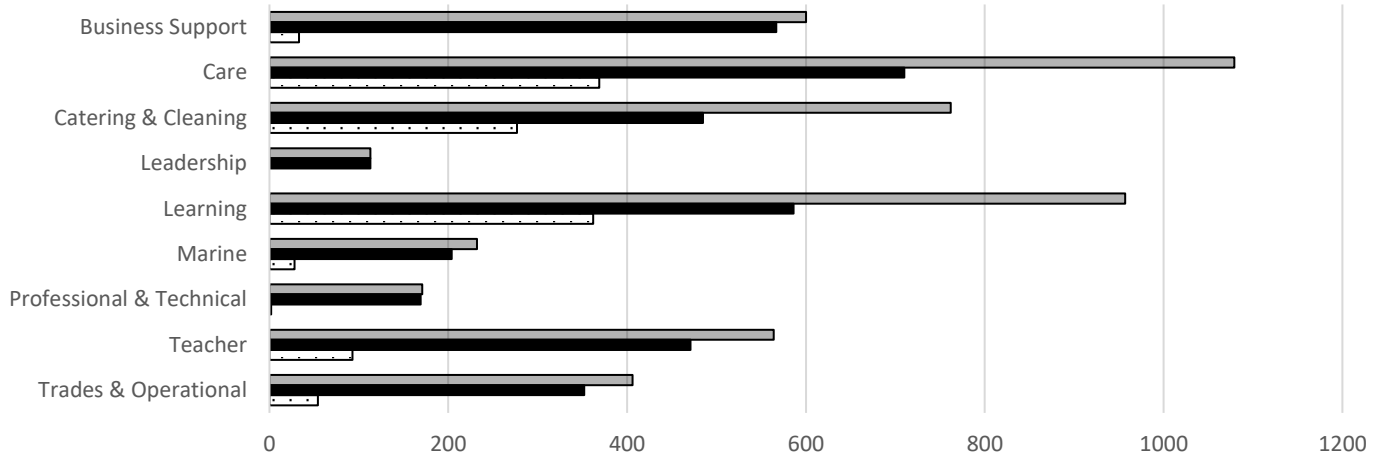
Relief workers provide cover as and when required, and are paid on submission of timesheets. We developed a database which can monitor the actual hours worked by relief workers. This allows us to identify if there are any equality issues relating to protected characteristics and the use of relief staff. It is important to remember that many staff who have a contracted post are also relief workers. The total workforce comprises of part-time and full-time workers, the following tables show the headcount in more detail:

Headcount by Financial Year				
	2015/16	2017/18	2019/20	2021/22
Full-time	1272	1378	1347	1390
Part-time	3541	3040	2897	3496
Total	4813	4418	4244	4886

While the number of people working full-time hours has increased slightly compared to two years ago, there has been a larger increase in the number of people working part-time. The number of people working in total, including as a Relief Worker has increased between the two periods.

The chart below uses our Broad Occupational Categories (see 1.5 for typical roles in each category) and shows a breakdown by contract type. This shows that there are more relief/supply workers engaged in the traditionally female dominated areas of Care, Catering and Cleaning, Learning and Teaching.

Staff by Category and Type - 2021/22

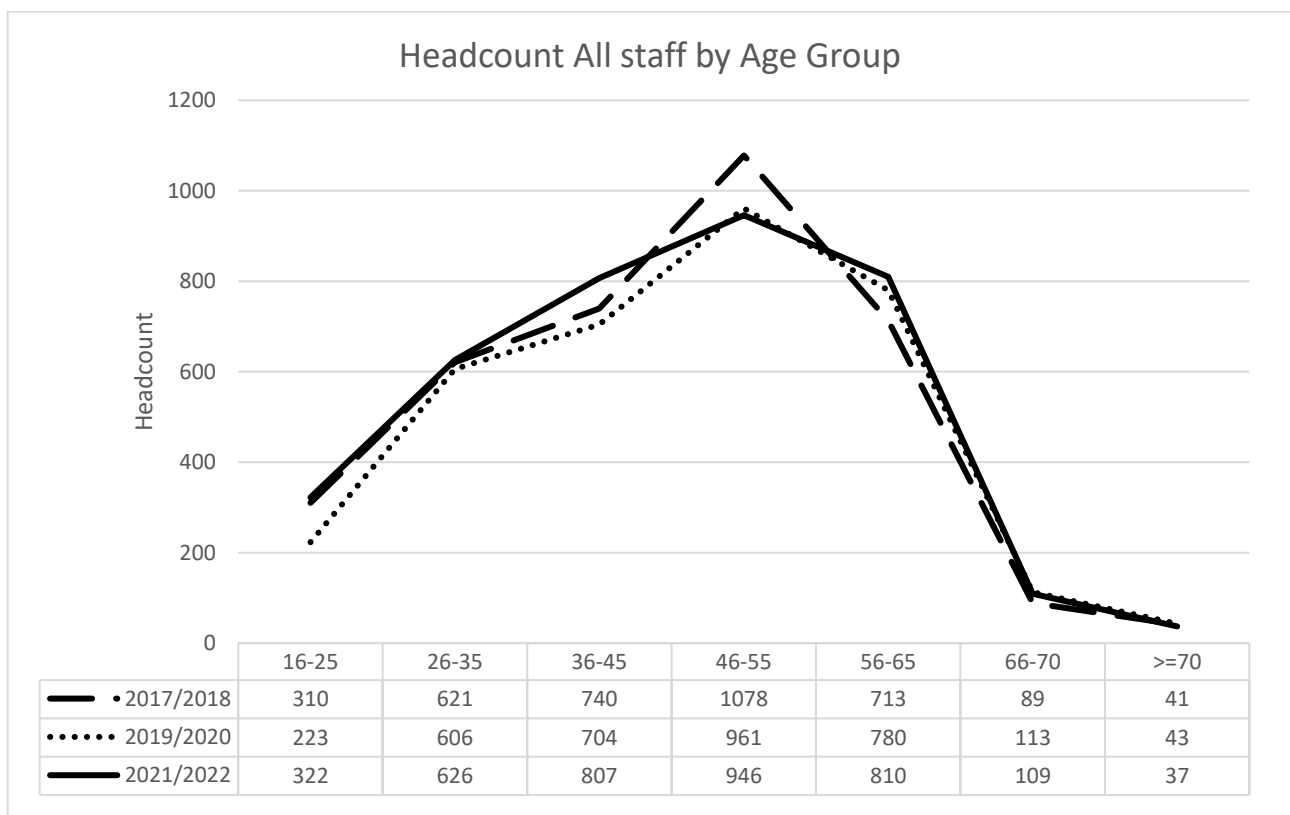


	Trades & Operational	Teacher	Professional & Technical	Marine	Learning	Leadership	Catering & Cleaning	Care	Business Support
■ All Staff	406	564	171	232	957	113	762	1079	600
■ Contracted	352	471	169	204	586	113	485	710	567
□ Relief/Supply	54	93	2	28	362	0	277	369	33

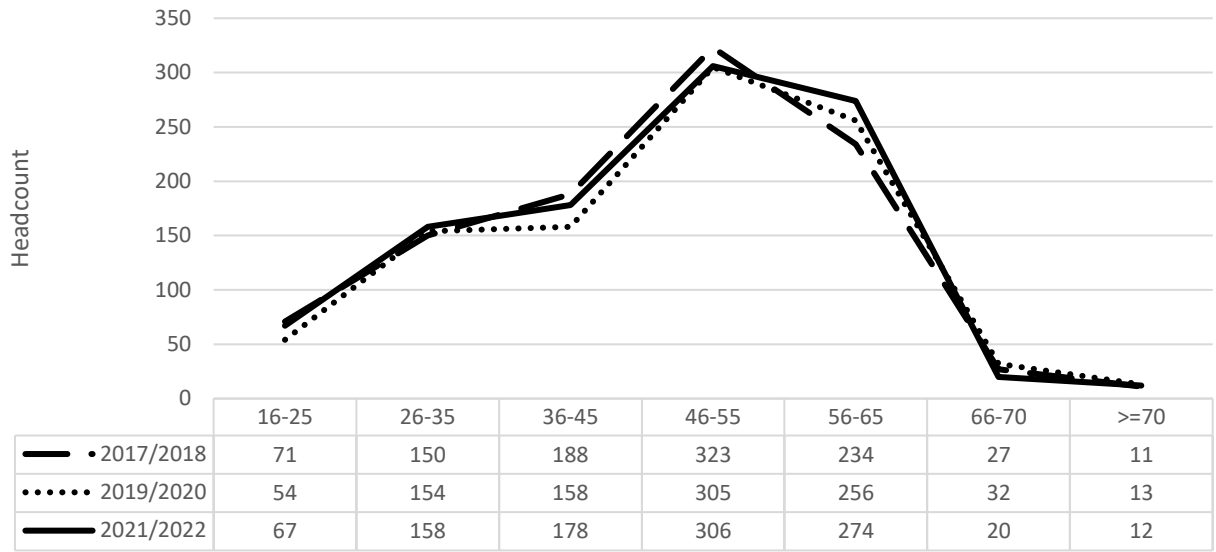
3.1 Workforce - Age

We have tracked our age profile over the period 2017-2022. This shows that the age range with most employees has consistently been the 46-55 category throughout the period. However, the number of employees in that age range has reduced in each of the data set periods and is nearer to the age ranges at each side. That means the curve has flattened.

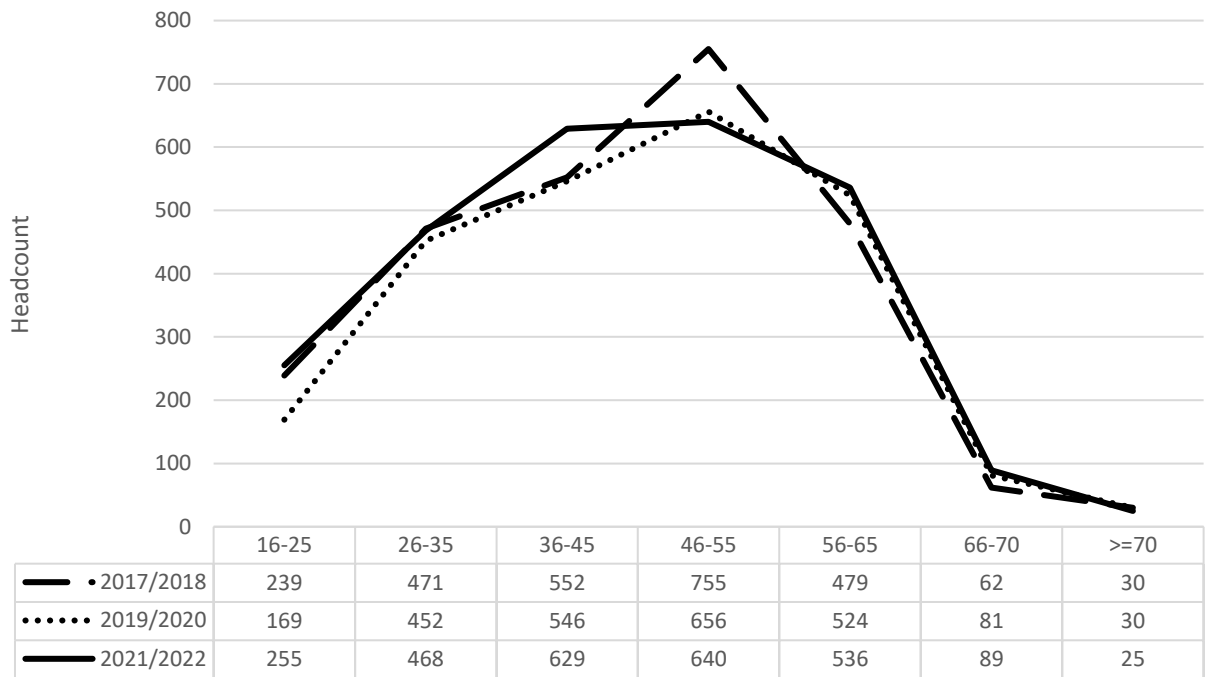
The total number of employees has increased between 2019/20 and 2021/22. Most age categories have seen an increase with a reduction in 46-55, 66-70 and over 70 groups. The largest increase in 2021/22 is in the number of employees in the 16-25 years category, both for male and female.



Headcount Male by Age Group



Headcount Female by Age group



The Table below shows the median age within each Broad Occupational Category (See Section 1.5), the median is the value separating the higher half from the lower half of a data sample. For a data set, it may be thought of as "the middle" value.

Category 2021/2022	Median Age
Business Support	44
Care	42
Catering & Cleaning	49
Leadership	52
Learning	40
Marine	50
Professional & Technical	45
Teacher	47
Trades & Operational	52
Overall	45

This is the first time we have provided this data so we cannot compare it with another data set.

Setting it in a national context, the median age for the total Scottish population aged 16 and over is 49 years. The median age for those between 16 and 65 years old (the traditional working age population) in Scotland is 41 years (National Records of Scotland, 2022).

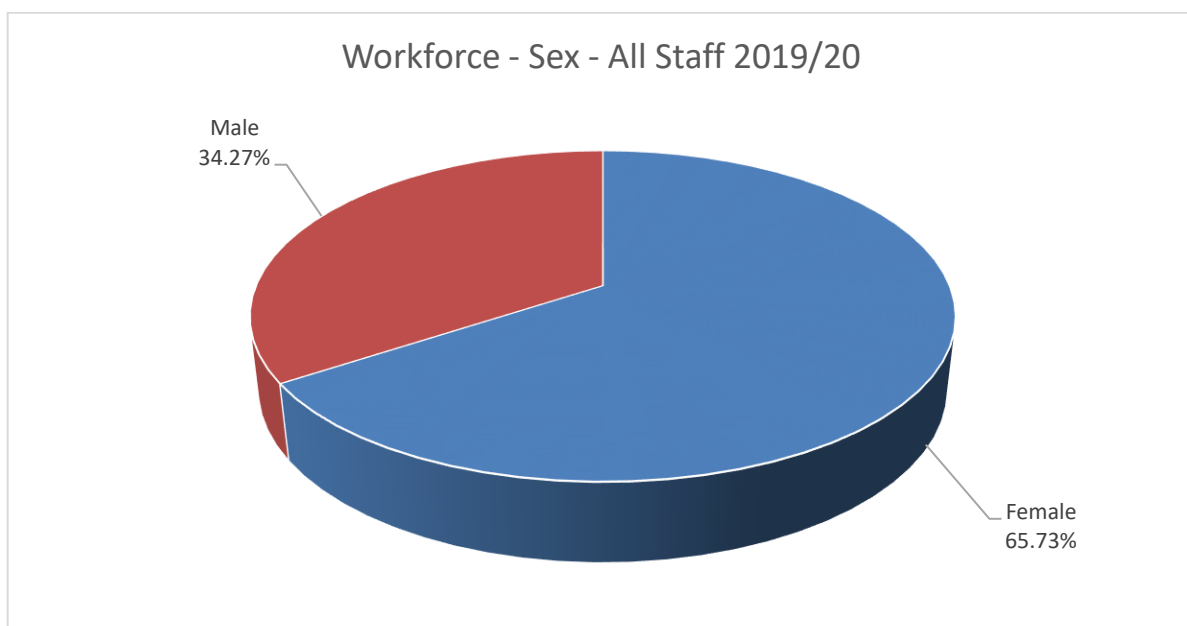
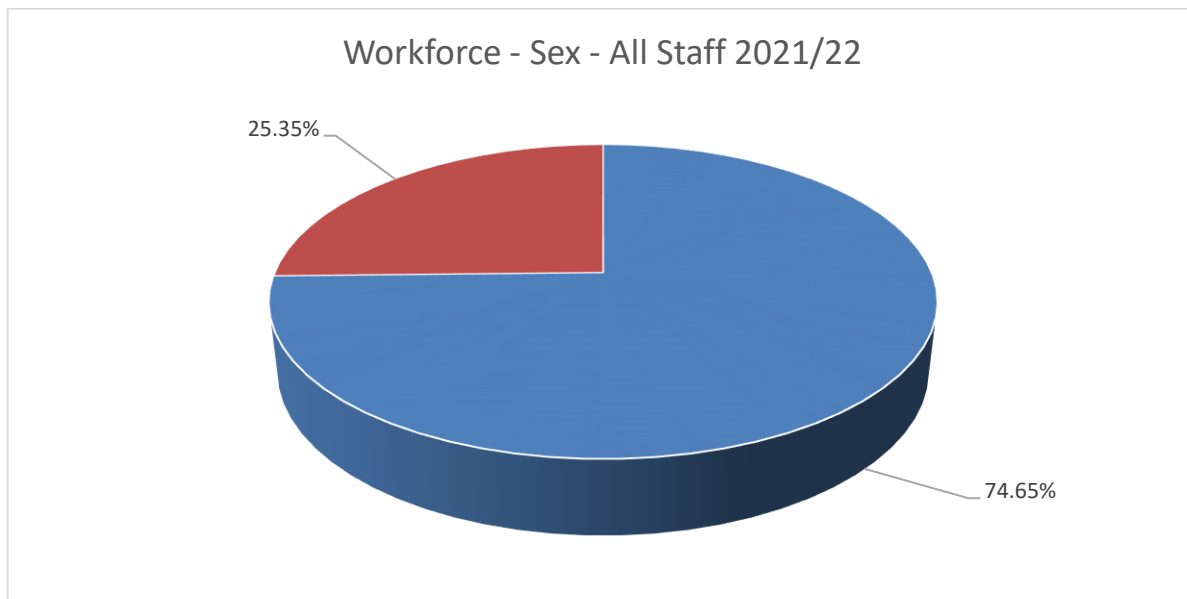
The Scottish Social Services Council (SSSC) provide a report each year on workforce data which includes analysis by equalities characteristics. The median age across the SSSC workforce is 43 years, and within the Care public sector it is 47 years.

If we compare with the "traditional working age population" median then our overall median age is higher. Using either the median for the whole Scottish population over 16, or the 16 to 65 population, our median age is higher in Leadership, Marine and Trades & Operational, and at the higher figure for Catering and Cleaning.

This is interesting data in relation to workforce planning.

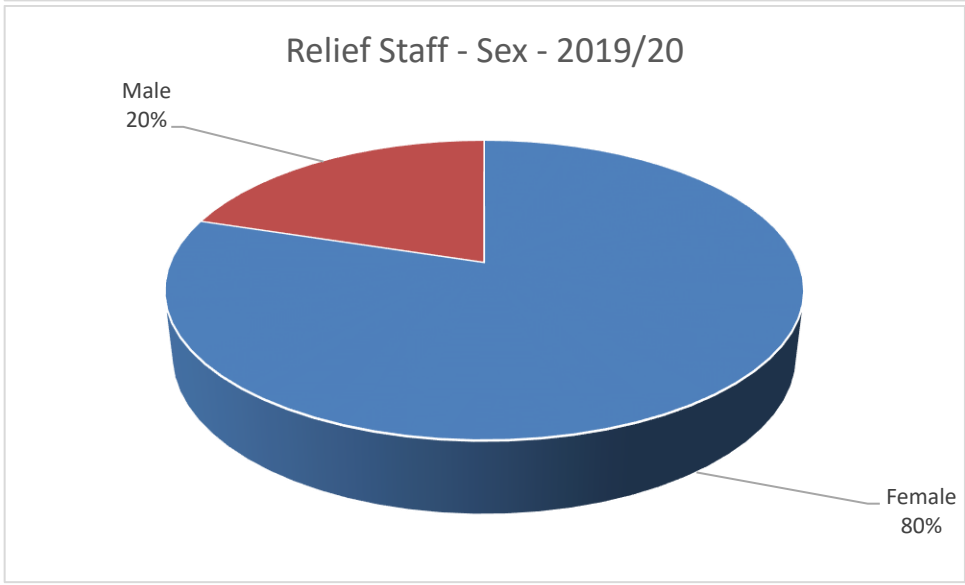
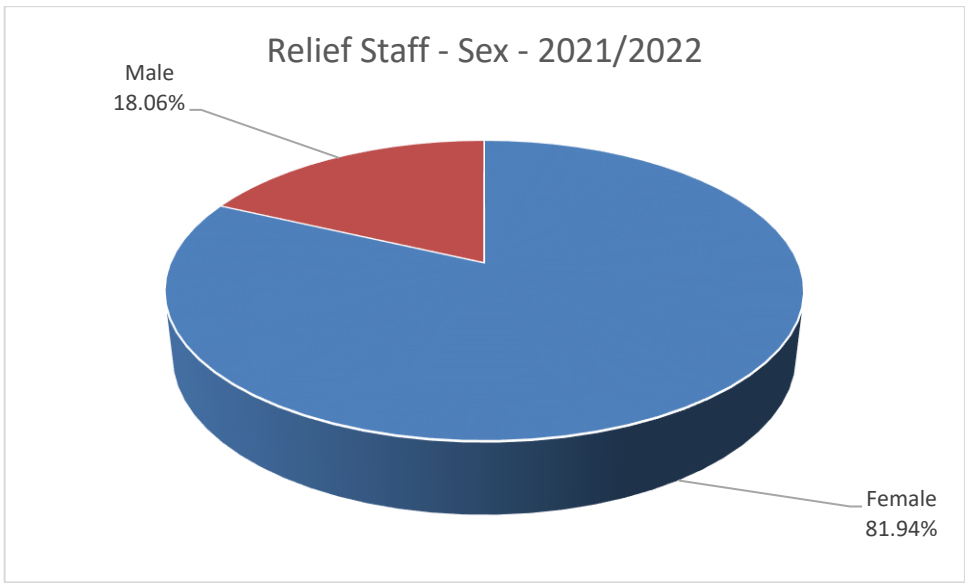
3.2 Workforce - Sex

The proportion of males to females has changed since the last report, for 2021/22 there are 25.35% males and 74.65% females.



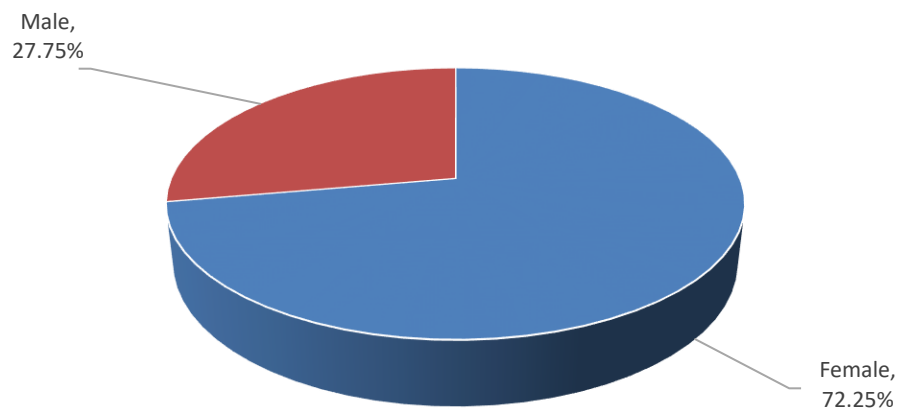
Sex Split Headcount of Relief Workers			
	2017/18	2019/20	2021/22
Female	672	650	998
Male	154	164	220
Total	826	814	1218

While the number of male and number of female relief workers have both increased in this period, the scale of the increase is greater for women.

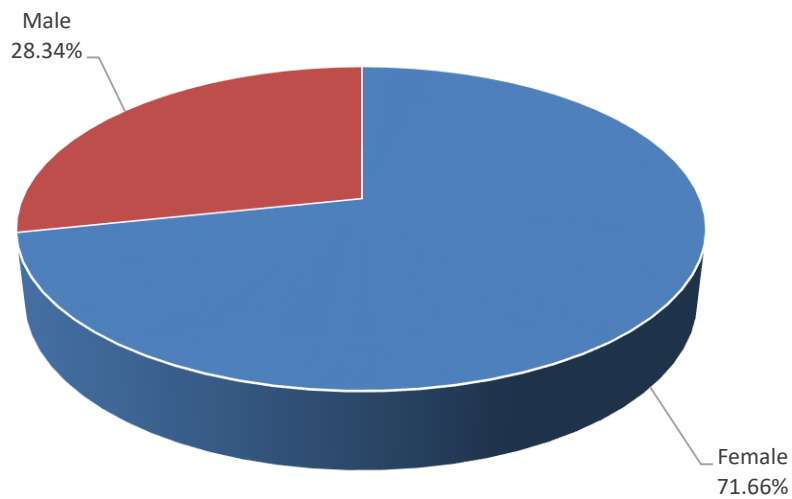


Sex Split Headcount of Contracted Staff			
	2017/18	2019/20	2021/22
Female	2588	2458	2643
Male	1004	972	1015
Total	3592	3430	3658

Contracted Staff - Sex - 2021/2022

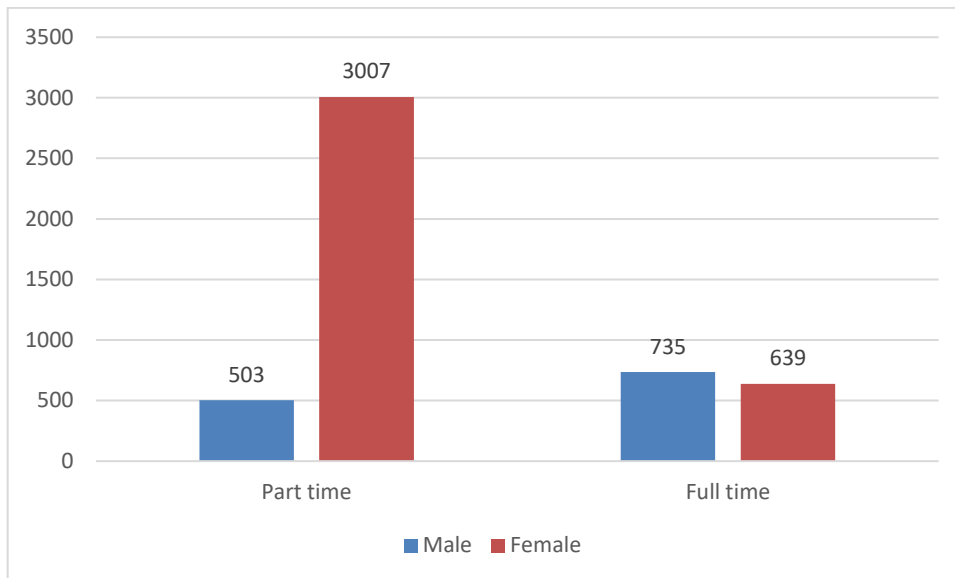


Contracted Staff - Sex - 2019/2020

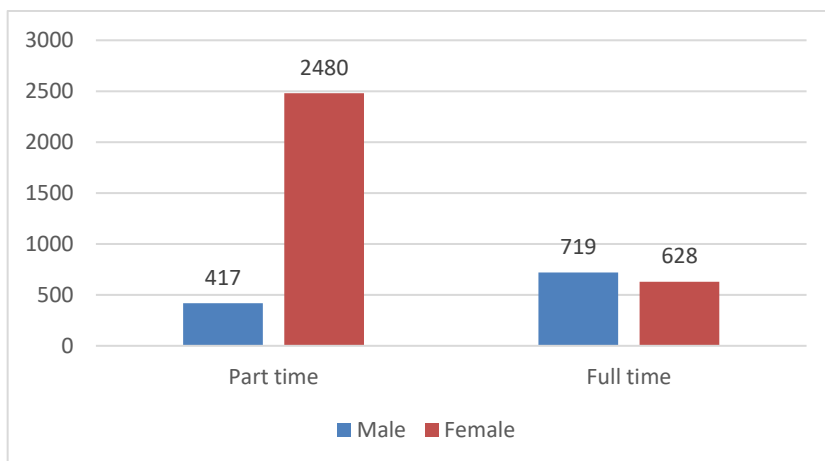


In 2021/22 the number of contracted staff has increased. The split between male and female has remained nearly the same.

Sex Split/Type for Headcount at 2021/22



Sex Split/Type for Headcount 2019/20



The latest data for 2021/22 shows an increase, quite significantly for part-time staff. As can be seen earlier in the data the largest increase is for relief staff.

3.2 Horizontal Segregation by Sex & Broad Occupational Categories

The table below shows the Horizontal Segregation of contracted employees split into Broad Occupational Categories (See 1.5) and includes the number and percentage of employees by sex, three time periods are included for comparison purposes.

Contracted Employees					
	Female		Male %		Total
	Count	%	Count	%	Count
Business Support					
2015/2016	473	82.4	101	17.6	574
2019/2020	451	82.6	95	17.4	546
2021/2022	474	83.6	93	16.4	567
Care					
2015/2016	704	89	87	11	791
2019/2020	632	88.64	81	11.36	713
2021/2022	619	87.18	91	12.82	710
Catering & Cleaning					
2015/2016	375	88.03	51	11.97	426
2019/2020	333	84.73	60	15.27	393
2021/2022	412	84.95	73	15.05	485
Leadership					
2015/2016	36	41.38	51	58.62	87
2019/2020	42	44.68	52	55.32	94
2021/2022	57	50.44	56	49.56	113
Learning					
2015/2016	408	85.71	68	14.29	476
2019/2020	457	88.74	58	11.26	515
2021/2022	520	88.74	66	11.26	586
Marine					
2015/2016	4	2.55	153	97.45	157
2019/2020	6	3.75	154	96.25	160
2021/2022	8	3.92	196	96.08	204
Professional & Technical					
2015/2016	95	57.23	71	42.77	166
2019/2020	81	51.92	75	48.08	156
2021/2022	85	50.3	84	49.7	169
Teacher					
2015/2016	389	78.11	109	21.89	498
2019/2020	368	79.83	93	20.17	461
2021/2022	374	79.41	97	20.59	471
Trades & Operational					
2015/2016	68	20.67	261	79.33	329
2019/2020	88	24.93	265	75.07	353
2021/2022	93	26.42	259	73.58	352
Total 15/16					3504
Total 19/20					3430
Total 21/22					3657

3.3 Workforce – Disability

The proportion of employees who describe themselves as disabled has decreased slightly in the monitoring period. In 2016 the figure was 5.8%, reducing to 5.48% in 2018 to 5.1% in 2020. In 2021/2022 less than 5% of the workforce identified as disabled. This means that our workforce does not appear to be reflective of the wider Shetland population, of which 17.3% report having a limiting long term illness or disability (Census data 2011).

It is important that we develop a broader understanding around the reasons for this difference and that we continue to work with managers and other stakeholders to reduce the stigma surrounding both physical and mental disabilities and eliminate discrimination.

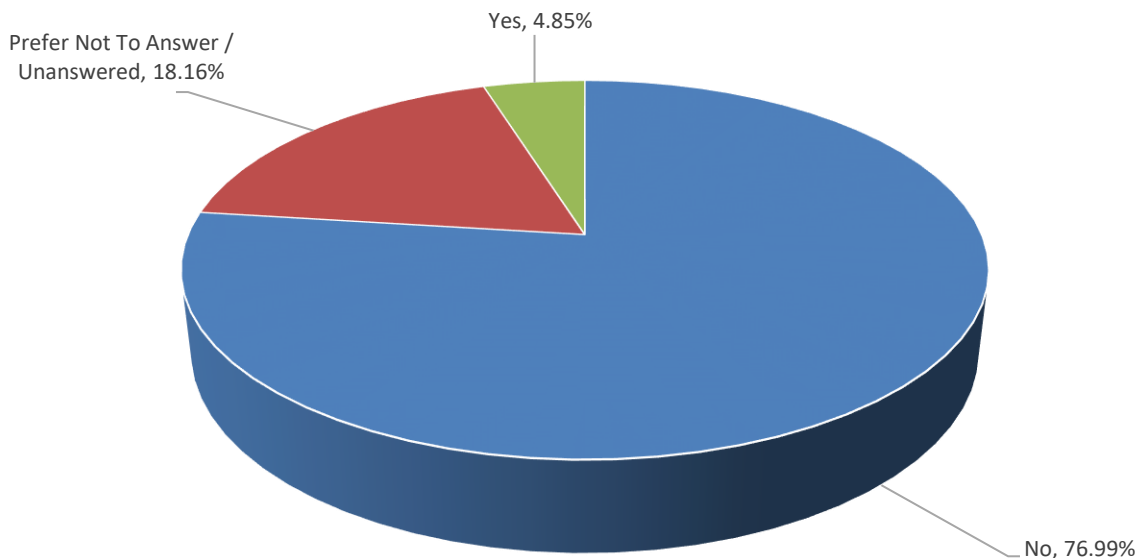
To this end our HR Service participated in an Employer Assessment carried out by SUSE (Scottish Union of Supported Employment) and APT, a Public Social Partnership funded by the Scottish Government, who have a mission to reduce the Disability Employment Gap. This resulted in an action plan to help us build our capacity to attract, recruit and retain disabled people and those with long term health conditions. This includes an action to establish a Disabled Staff focus group so that employment plans, policies and practices can be shaped by a lived experience perspective.

To support this work a Council HR team member is undertaking a certificated NIDMAR (National Institute of Disability Management and Research) training programme. This will support the review and development of employment practices of employees with a health condition or disability to gain and retain employment.

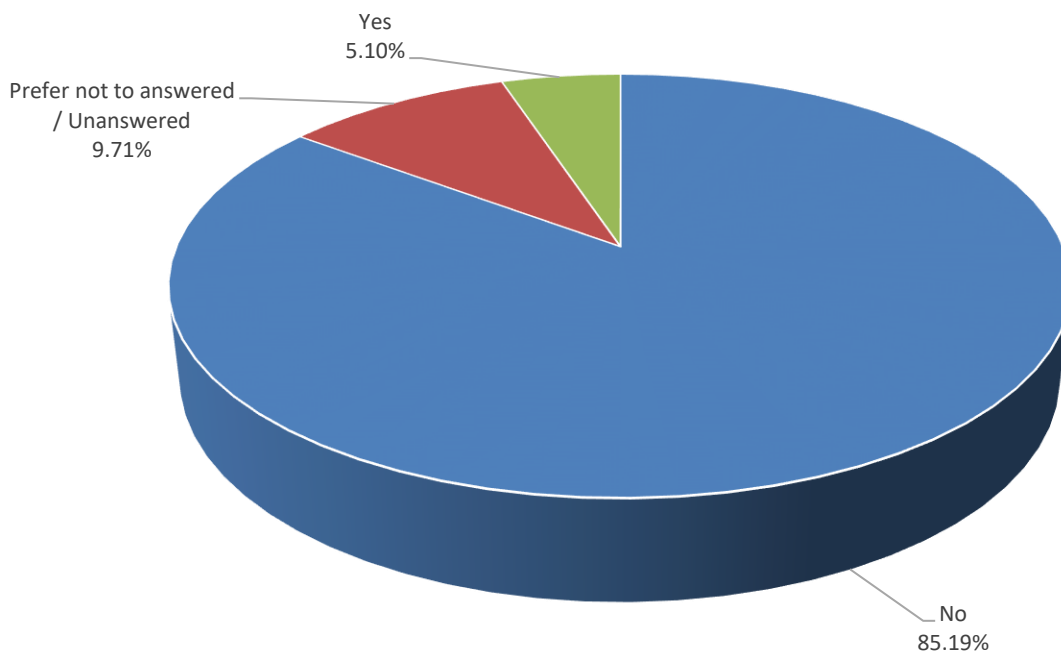
We also provided training by Enable Works, covering Learning Disability and Autism Awareness, Disability Awareness and Rethinking Recruitment.

We continue to raise awareness of the benefits of having accurate equality data and look to reduce the number of not disclosed/information not held so we provide a more complete picture of our workforce. The number of staff either not disclosing or not answering the question had decreased from 11.07% in 2016 to 10.31% in 2018, to 9.71% in 2020, it is unfortunate that this figure has increased to 18.16% in 2021/22.

Workforce - Disability - All Staff - 2021/22



Workforce - Disability - All Staff 2019/20



3.3.1 Reasonable Adjustments

Shetland Islands Council in its Maximising Attendance Policy requires that managers, at each formal stage of the process, explore adjustments that may lead to an early return to work and/or improved attendance.. We do not presently record whether these employees describe themselves as disabled, however the approach towards reasonable adjustments accords with the provisions of the Equality Act in this regard. In the period 2021/22, seventy five staff utilised the phased return process to return to work. Forty seven were formal in nature and twenty five were informal, using annual leave to cover the absent hours. Three used a mixture of formal and informal. This shows that the use of phased

returns to work as a reasonable adjustment has become well established and will continue to offered.

Where reasonable adjustments are recommended by the GP and/or Occupational Health, and it is not possible to to implement these within an employee's contractual role, redeployment may be sought, however this is quite rare. The number of people who were redeployed for this reason has remained at fairly stable over the recent reporting periods.. For 2021/22 there were less than five staff who were redeployed for this reason, so we are still seeing very low numbers for redeployment where we were not able to implement adjustments recommended by OH or a GP.

In 2021/2022, we granted ill-health retirement to seven employees. This compares with a 2015/2016 figure of thirteen employees, which was also the number of ill health retirements granted in2017/2018. During 2019/2020 ten employees were granted ill-health retirement .

3.3.2 Disability Confident

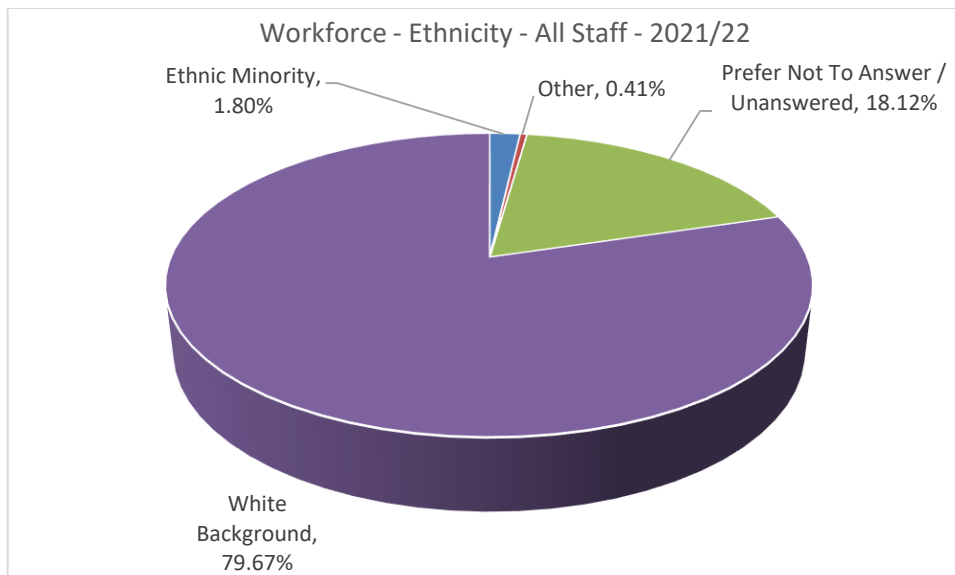
Shetland Islands Council continues to be a member of the Disability Confident scheme. We are certified as a Disability Confident Employer (Level 2) , this shows an ongoing commitment to employ and retain disabled people and those with health conditions.

3.4 Workforce – Ethnicity

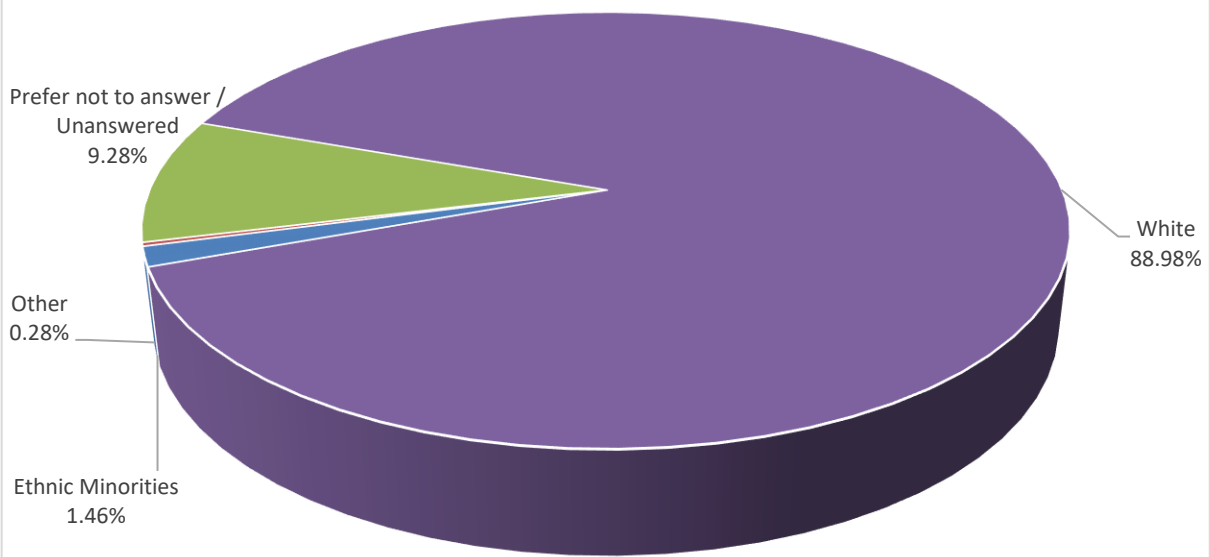
The proportion of employees who describe themselves as being from a minority ethnic group in 2021/22 was 1.80% up from 1.46% in 2019/20, and from 0.98% in 2017/18, from 0.91% in 2015/16. This an overall increasing trend, although the figures are small.

This means our workforce now closely represents the Shetland population of 1.5% BME shown in the 2011 Census data. The Scottish Census 2022 is due to be published some time throughout 2023, so it will be interesting to see how those figures have changed in ten years.

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



Workforce - Ethnicity - All Staff 2019/2020

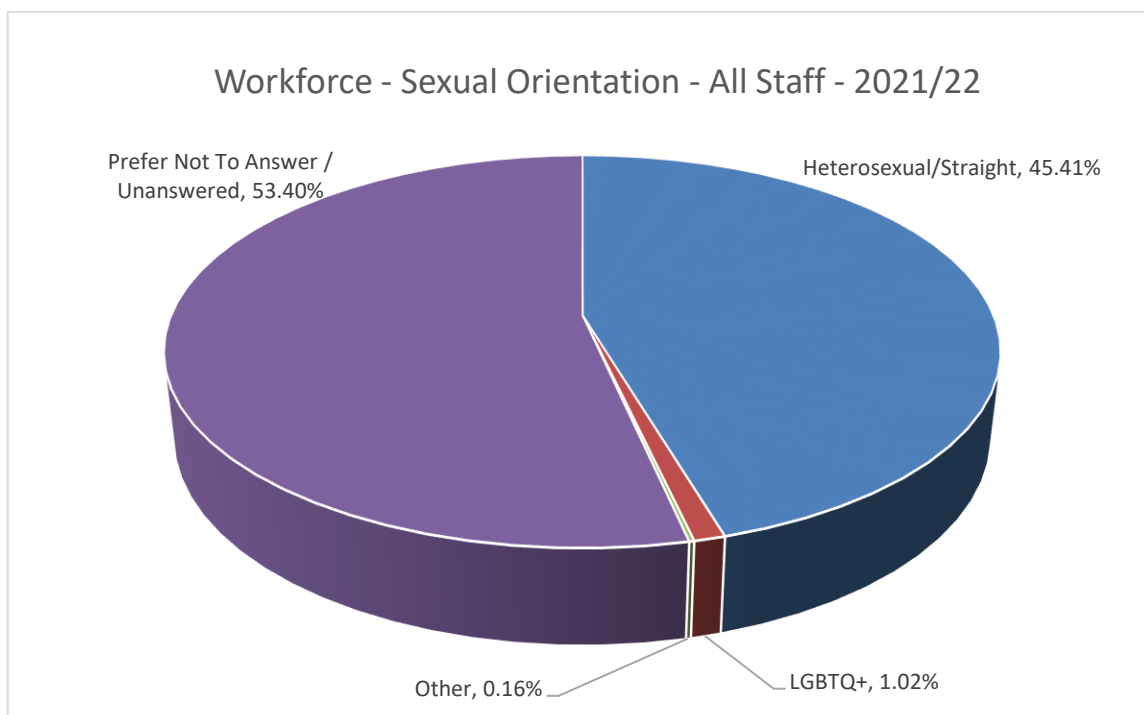


3.5 Workforce - Sexual Orientation

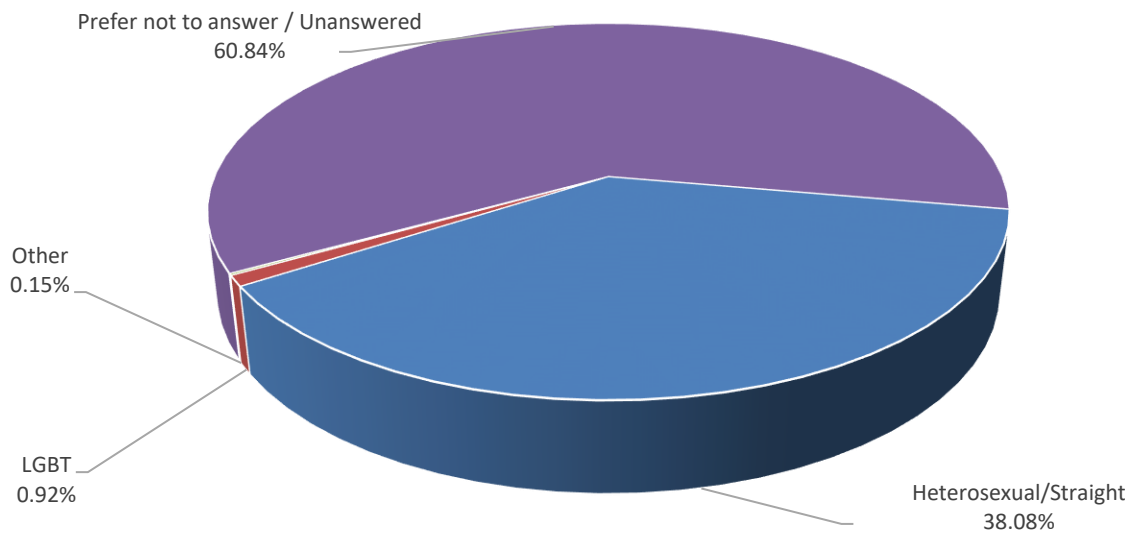
In 2016 Shetland Islands Council asked employees to complete Equality Monitoring Forms that included Sexual Orientation for the first time. At that time, 88.41% of employees chose not to answer this question or chose not to return a monitoring form, while 11.41% of the workforce described themselves as Heterosexual/Straight and 0.19% as LGBO (Lesbian, Gay, Bisexual, Other). The picture in 2018 did not change significantly in relation to the percentage of the workforce who described themselves as Heterosexual/Straight at 29.83% and as LGBO was 0.40%. The number of employees for whom we do not hold information or who chose not to disclose the information reduced by 18%, but remained high at 69.78%.

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

In 2021/2022, 1.02% of staff identified as LGBTQ+, this is a slight increase from 0.92% in 2019/2020. Those who preferred not to answer or did not answer this question has decreased from 60.84% in 2019/2020 to 53.40% for 2021/2022. Those describing themselves as Heterosexual/Straight has increased from 38.08% in 2019/2020 to 45.41% in 2021/2022. It is encouraging that more staff are happy to answer this question.



Workforce - Sexual Orientation - All Staff 2019/2020

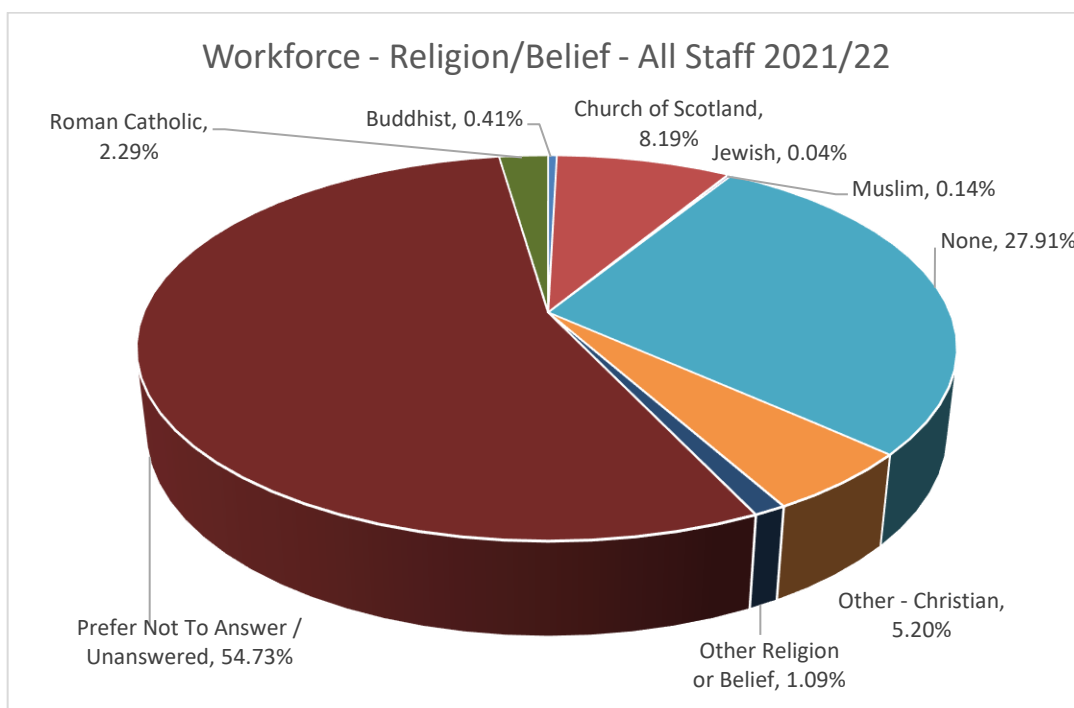


3.6 Workforce – Religion/ Belief

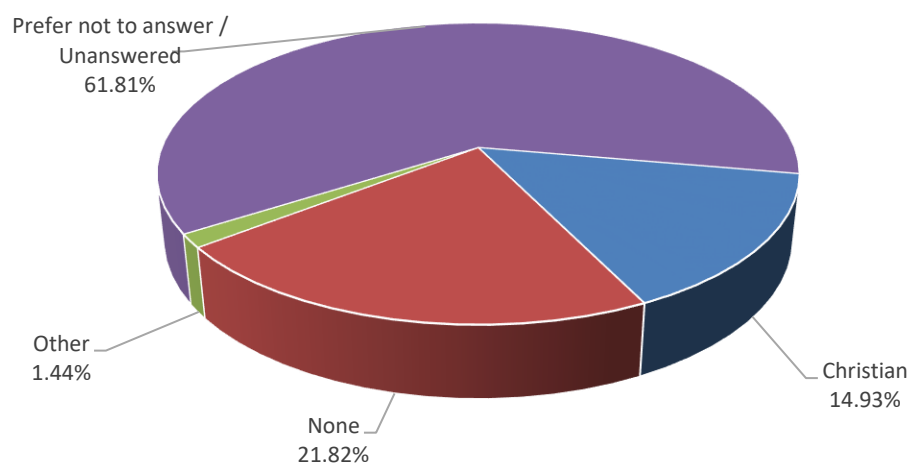
In 2016, Shetland Islands Council asked employees to complete Equality Monitoring Forms that included Religion and Belief for the first time. 88.57% of employees chose not to answer this question or chose not to return a form, while 5.44% described themselves as Christian and 5.63% as None, while 0.35%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

The number of employees who prefer not to answer, or do not answer has reduced from 89% in 2016 to 70% in 2018 to, 62% in 2020, the latest figure for 2022 is 58%.

We know from 2011 census data that 44.6% of the Shetland population identify as belonging to a Christian religion (including 4.1% Roman Catholic) and 1.5% with Muslim and ‘other’ religions, as well as 45.4% having no religion. In time, we would expect our workforce data to reflect this information. Again, the 2022 census is due to be published in 2023.



Workforce - Religion/Belief - All Staff 2019/20



We have previously received feedback asking us to provide a further breakdown of religion/belief. We have therefore provided more in depth statistics in our monitoring information, captured in the table below.

Religion / Belief	2019/2020	2021/2022
Buddhist	14	20
Church of Scotland	272	400
Jewish	< 5	<5
Muslim	< 5	7
None	716	1363
Roman Catholic	60	112
Sikh	< 5	0
Other - Christian	176	254
Other Religion or Belief	29	53
Prefer not to answer / Unanswered	2156	2673

4.0 Other Data

4.1 Pregnancy / Maternity

All pregnant employees, regardless of length of service, are entitled to Maternity Leave. Entitlement to enhanced maternity pay depends on length of continuous service in line with relevant national conditions of service. In 2017/2018, 88 employees took maternity leave, comparing with 98 in 2015/16. This fell to 57 employees on maternity leave in 2019/2020 and 60 employees took maternity leave in 2021/2022.

We plan to look more closely at pregnancy and maternity before the next reporting period, using surveys and focus groups so that we understand more clearly what factors shape decisions and choices on employment during and following maternity leave.

4.1.1 Return from Maternity Leave

The decision to return to work after maternity leave and/or to request a change in working conditions is a personal choice for parents and can depend on many factors, including financial circumstances, childcare and personal preference. Fourteen women resigned from Shetland Islands Council following maternity leave in 2017/18, compared to just five in 2015/16. In 2019/20 this reduced to seven employees (12%) and in 2021/2022 five employees resigned either immediately or within 3 months of their return from maternity leave.

Resignations following Maternity Leave – Summary by Year				
	15/16	17/18	19/20	21/22
Number	5	14	7	5

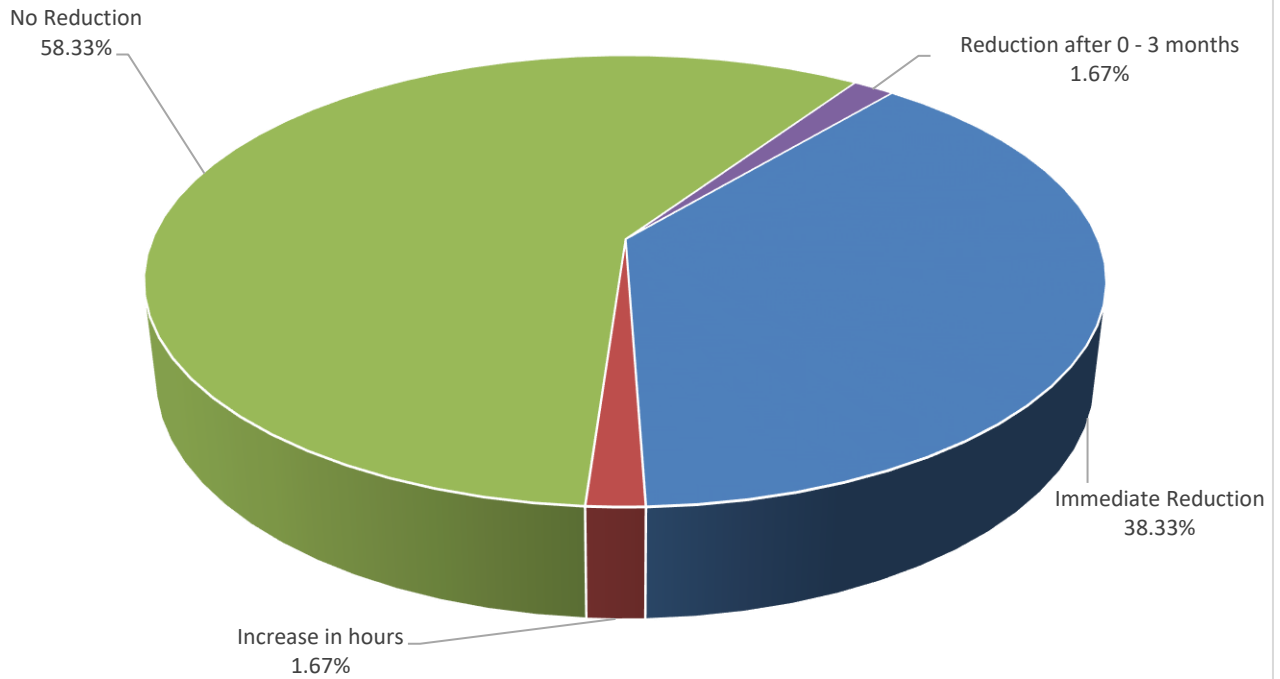
The number of employees resigning after a period of maternity leave has stayed quite stable, with the exception of financial year 17/18.

Changing hours of work on return from Maternity Leave

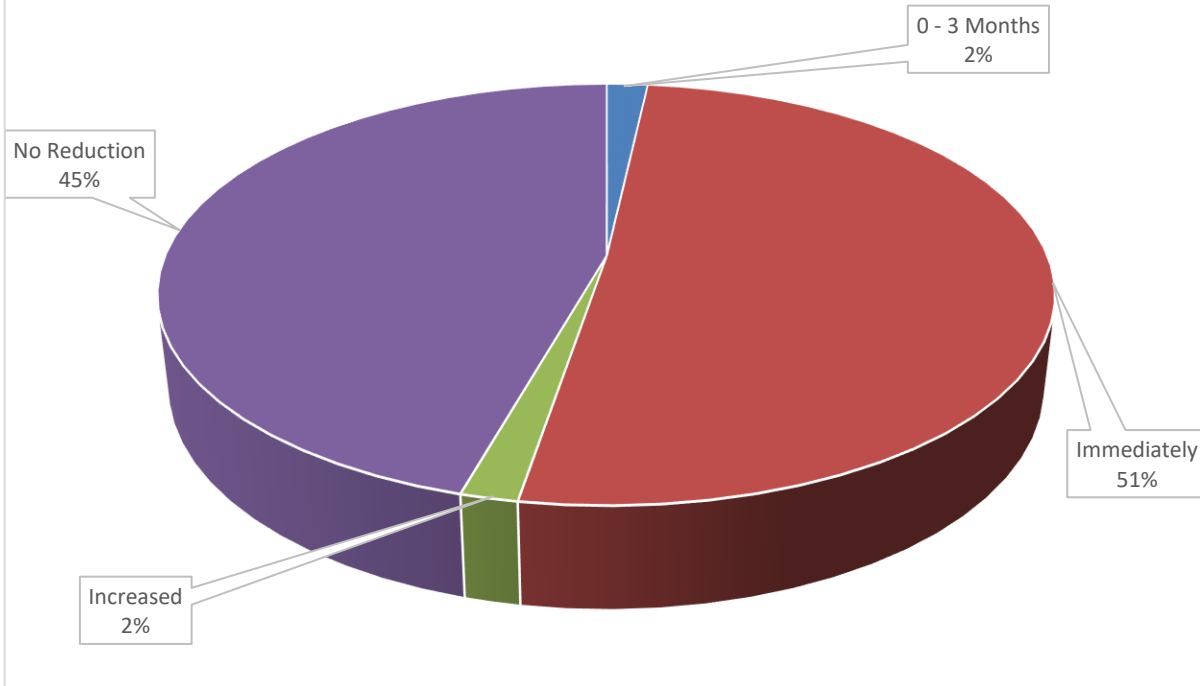
It is understood that some employees who were working full-time before maternity leave return to work on a full-time basis, but use accrued leave to work part-time. They may then submit a flexible working request to work part-time once they have used up their accrued leave. We therefore looked over a longer period as well as looking at the twelve month period:

The charts below show fewer employees reducing their hours following maternity leave than in the preceding period.

Maternity Returners Decreasing Hours of Work - 2021/2022



Maternity Returners Decreasing Hours of Work 2019/2020



In order to analyse maternity in more depth, we looked over a longer period of time i.e., 01/01/2020 to 31/03/2022. This included 123 staff members. This showed the following changes in hours for staff who had been on maternity leave, noting that over half of returners did not change their hours.

Change in hours	No. of employees
Decreased immediately	6
Decreased 1 to 3 months	25
Decreased 4 to 6 months	11
Decreased 7 to 9 months	4
Decreased 10 to 12 months	3
Transferred to a relief role	6
Increased hours	4
No change in hours	64
Total	123

4.1.2 Keeping in touch days (KIT)

During maternity leave, an employee can agree to work for the Council (or to attend training) for up to 10 days, without that work bringing the period of the maternity leave to an end and without loss of a week's SMP. These are known as 'keeping-in-touch' days. Any work carried out on a day shall constitute a day's work for these purposes.

During 2021/2022, records show that 27 staff utilised KIT days of some kind, this is 45% of those on maternity leave in this period. The hours attend range from 3 hours up to 70 hours. The average worked was 18.62 hours.

4.2 Discipline and Grievance (Including Harassment and Bullying)

During 2021/22 the Council held 25 formal hearings in relation to grievance or discipline, an increase to previous years. Of these, 68% involved male employees and 32% female, which is a significant increase in the proportion of men than in the last report, when it was 21% male and 79% female. The number of men involved in grievance or discipline is not representative of their incidence in the workforce.

Almost all of the employees involved identified as being from a white background, none from an ethnic minority background. A small proportion of employees involved in discipline and grievance were disabled. Religion or belief information was not held for the majority of employees, but of those who provided that information 8% had disclosed a Roman Catholic or Other Christian faith, and 20% had no religion or belief.

Disciplinary & Grievances 2021/2022. Total number was 25 cases.							
Sex		Age Group		Disability		Ethnicity	
Female	32%	16-25	8%	No	76%	Prefer Not To Answer / Unanswered	16%
Male	68%	26-35	28%	Prefer Not To Answer / Unanswered	4%	White Background	84%
		36-45	32%	Yes	4%		
		46-55	20%				
		56-65	12%				

Sexual Orientation		Religion / Belief	
Heterosexual/Straight	20%	Other - Christian	4%
Prefer Not To Answer / Unanswered	80%	None	20%
		Prefer Not To Answer / Unanswered	72%
		Roman Catholic	4%

Disciplinary & Grievances 2019/2020. Total number was 29 cases.							
Sex		Age Group		Disability		Ethnicity	
Female	79.31%	16-25	13.79%	No	62.07%	Prefer Not To Answer / Unanswered	17.24%
Male	20.69%	26-35	13.79%	Prefer Not To Answer / Unanswered	24.14%	White Background	82.76%
		36-45	37.93%	Yes	13.79%		
		46-55	24.14%				
		56-65	10.34%				

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

4.3 Training and Development

4.3.1 Promotion

Promotion							
There were 113 promotions identified during financial year - 2021/2022							
Sex	%	Age Group	%	Ethnicity	%	Disability	%
Female	73.45%	16-25	16.81%	BME	4.42%	No	81.42%
Male	26.55%	26-35	29.20%	Other	0.88%	Yes	5.31%
		36-45	21.24%	Prefer Not to Answer / Unanswered	12.39%	Prefer Not to Answer / Unanswered	13.27%
		46-55	23.89%	White Background	82.30%		
		56-65	8.85%				

Religion & Belief	%	Sexual Orientation	%
Church of Scotland	7.08%	Heterosexual/Straight	51.33%
None	38.94%	LGBT	2.65%
Prefer Not to Answer / Unanswered	46.02%	Prefer Not to Answer / Unanswered	46.02%
Other - Christian	5.31%		
Other Religion / Belief	0.88%		
Roman Catholic	1.77%		

113 promotions were identified for 2021/22, a decrease from 154 in the last report.

Of those promoted 73% were female and 27% male – this is broadly representative of the workforce as a whole.

The majority of promoted staff identified as having a white background, 4.42% identified as belonging to an Ethnic minority group.

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

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

4.3.2 Personal Development Plan (Appraisals)

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

The number of PDP's recorded in 2021/22 as taking place were 161, compared with those recorded in 2019/20 as taking place of 368, which was similar to the 373 Employee Review & Development Meetings which were recorded electronically during the Financial Year 2017/2018. The Council has agreed a new approach, introducing Crucial Conversations so we cannot carry out work to understand the reasons for the reduction in recorded PDP's over time.

The table below provides details by protected characteristic. There are no significant differences to previous years, and the data in relation to sexual orientation and religion or belief is not particularly meaningful due to the number of unanswered responses.

Review Meetings - A total of 161 review sessions were recorded for financial year 2021/22							
Age Group		Sex		Disability		Ethnicity	
16-25	2.48%	Female	83.85%	No	86.34%	Ethnic Minority Group	1.24%
26-35	11.80%	Male	16.15%	Prefer not to answer / Unanswered	10.56%	Prefer not to answer / Unanswered	10.56%
36-45	26.71%			Yes	3.11%	White Background	88.20%
46-55	32.30%						
56-65	22.98%						
66-70	3.73%						

Religion / Belief		Sexual Orientation	
Buddhist	0.62%	Heterosexual/Straight	44.10%
Church of Scotland	11.80%	Prefer not to answer/Unanswered	55.90%
Jewish	1.24%		
None	20.50%		
Other - Christian	4.97%		
Prefer not to answer/Unanswered	58.39%		
Roman Catholic	2.48%		

Employee Review & Development Meetings 2019/20 - A total of 368 Review meetings were recorded							
Age Group	%	Sex	%	Disability	%	Ethnicity	%
16 – 25	5.16%	Female	78.75%	No	83.97%	Ethnic Minority Group	0.82%
26 – 35	16.85%	Male	21.25%	Prefer not to answer / Unanswered	11.96%	Prefer not to answer / Unanswered	10.60%
36 – 45	22.83%			Yes	4.08%	White Background	88.59%
46 – 55	33.15%						
56 – 65	19.57%						
66 – 70	1.36%						
>+71	1.09%						

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

4.3.3 Training and Qualifications

During 2021/2022 there were 19,160 individual training events/courses/qualifications undertaken by our employees, including e-learning. This involved 1,872 individual staff members and there were 527 individually named events.

This compares with 20,020 individual training events/courses/qualifications being undertaken by our employees, including e-learning in 2019/2020, This involved 3,153 individual staff members and there were 663 individually named events. The comparative figures for 2017/2018 were 14,853 individual training events/courses/qualifications undertaken, including e-learning, involving 2,398 individual staff members and there were 712 individually named events or courses.

The increased engagement with on-line training shows an increase in events and removes barriers related to place of work and travel restrictions through cost or distance.

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

The table below provides data broken down by protected characteristic for all training activity during 2021/2022:

All Training undertaken during 2021 / 2022							
Total – 19,160							
Sex		Age Range		Disability		Ethnicity	
Female	80.11%	16-25	10.31%	No Disability	71.75%	Ethnic Minority Group	1.68%
Male	19.89%	26-35	18.88%	Prefer not to answer / Unanswered	23.74%	Prefer not to answer / Unanswered	23.25%
		36-45	25.66%	Disability	4.50%	Other	0.17%
		46-55	25.61%			White Background	74.90%
		56-65	17.12%				
		66-70	1.39%				
		>70	1.03%				

Religion/Belief		Sexual Orientation	
Buddhist	0.91%	Heterosexual/Straight	33.42%
Church of Scotland	5.61%	LGBT	0.49%
Jewish	0.03%	Prefer not to answer / Unanswered	65.88%
Muslim	0.01%	Other	0.21%
None	18.96%		
Other - Christian	4.24%		
Other Religion or Belief	1.25%		
Prefer not to answer/Unanswered	66.66%		
Roman Catholic	2.34%		

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

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

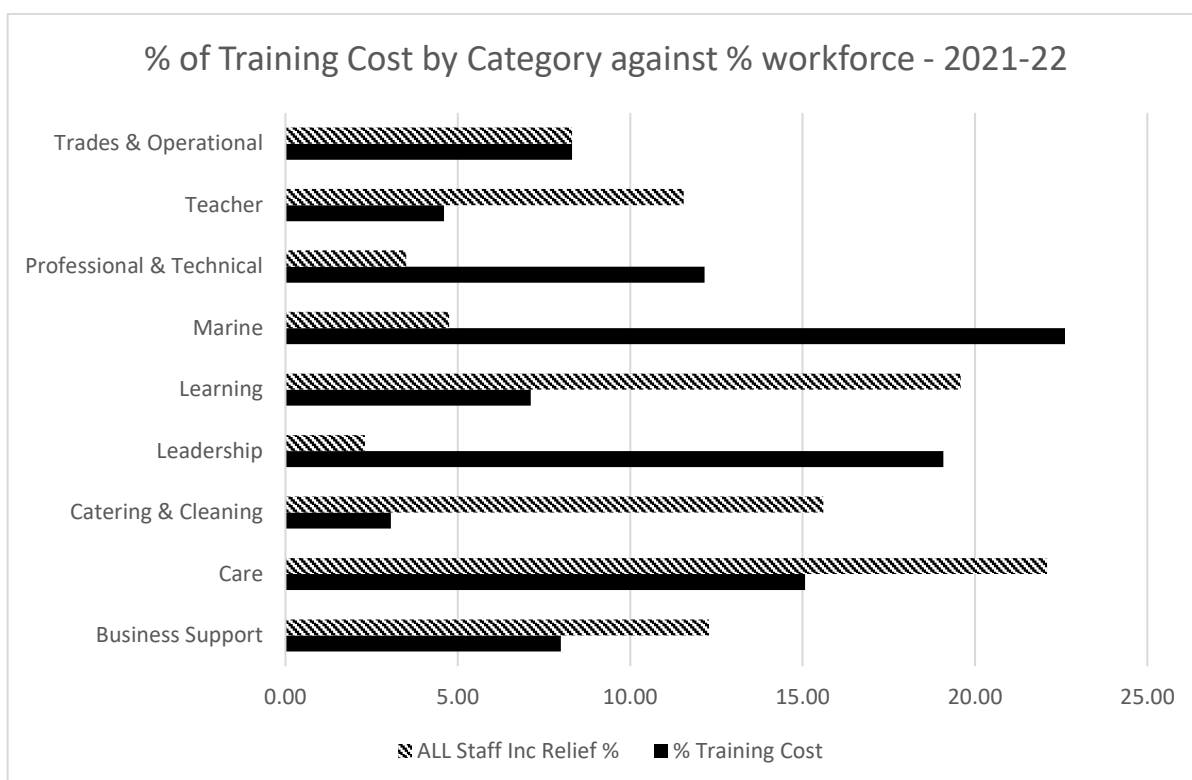
Religion/Belief		Sexual Orientation	
Christian	18.72%	Heterosexual/Straight	49.51%
Prefer not to answer / Unanswered	50.64%	LGBT	0.95%
None	29.73%	Prefer not to answer / Unanswered	49.22%
Other	0.91%	Other	0.32%

In 2021/22 we used Broad Occupational Categories, (see 1.5 for more details of examples of jobs in each category) to analyse spend on training and qualifications.

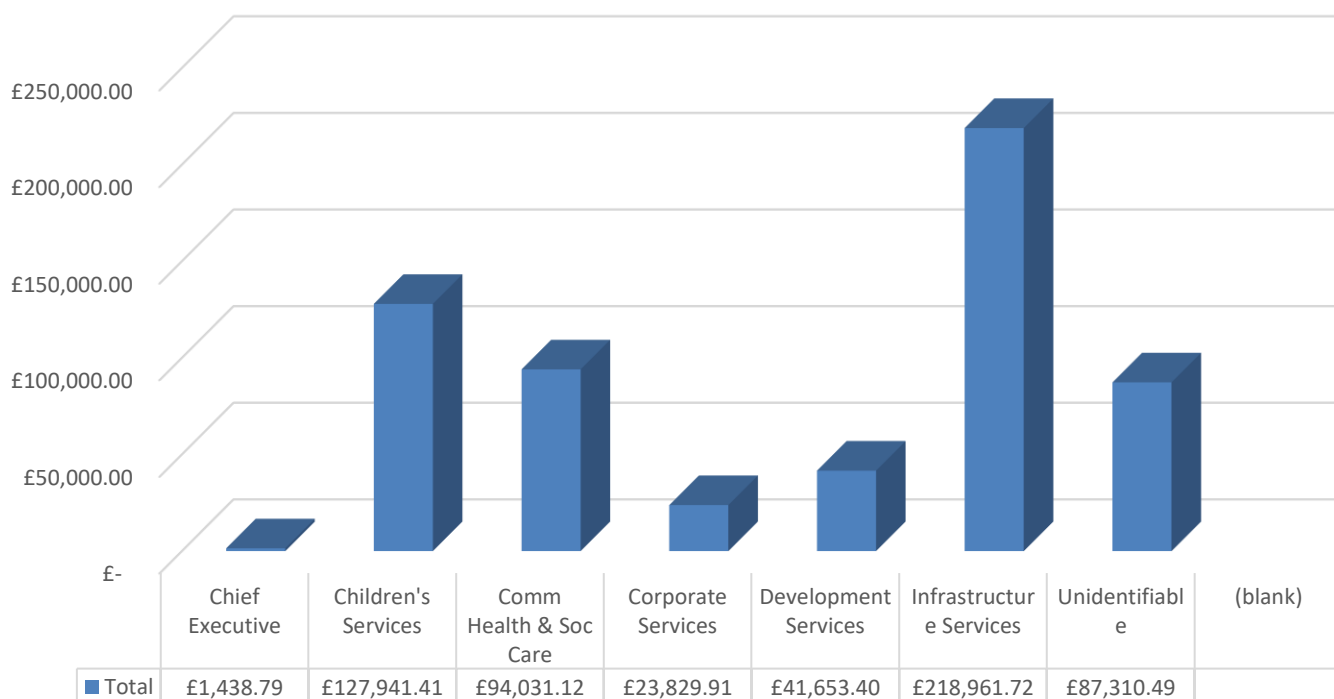
The Council’s training budget is used to purchase training and formal qualifications from external providers. It includes travel costs which can be significant for training which cannot be provided locally. We also have an internal training team who deliver core training and development activities primarily to our employees in social care services and schools (approx 1,000 staff). These internal staff costs are not reflected in the total annual training spend. The training delivered by our internal training team is mostly provided to those in Care and Learning broad occupational categories.

E-learning content is also included within the budget spend and all staff can access this through a dedicated licence on a work or personal device, 24/7. This includes access to training on TURAS, the NHS e-learning system.

In the table below the shaded bar indicates the percentage of staff (including reliefs) who are in the Broad Occupational Category. The black bar represents the percentage of the total training spend in 2021/2022.



Training Costs (£s) by Department - 2021/2022



Our marine staff have to do Manila training required to demonstrate competency in their role. There is a five yearly programme and 2021/22 coincided with a period when this training took place. This means that the training spend in the Marine category is higher than usual in this period. These staff fall into Infrastructure department in the second chart above and again this spend looks higher than usual in this period.

4.4 Apprentices

In 2021/22 the Council employed 49 apprentices.

Category	Female	Male
Business/Admin	12	< 5
Children & Young People	10	
Construction/Trade	< 5	8
Health & Social Care	12	< 5

For 2021/22 we have more females in Business/Admin roles. The males have remained the same with less than 5. We now have no male apprentices in Children & Young people. In Construction/Trades we continue to have less than 5 females and 8 males. In 2019/20 there were no males in Health & Social Care, we now have figure of less than 5.

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

Apprentices 19/20	Female	Male
Business/Admin	7	< 5
Children & Young People	9	< 5
Construction/Trades	< 5	8
Engineering		< 5
Health & Social Care	6	

We remain committed to a programme of work experience and developing advertising materials for careers and recruitment events that will encourage female or male applicants from the under-represented Sex for that work area, and will challenge sex norms and stereotyping. This will help us address the typical breakdown by sex which is apparent in our apprentice cohort. Because of COVID we have not been able to provide work experience or focussed opportunities for young people to consider occupationally segregated work areas or traditionally male or female areas of work. We are planning an event shortly now that we are able to do so.

The table below shows a breakdown by other protected characteristics in 2021/2022 and 2019/2020.

Apprentices 2021/2022

Age Group	Number	Sexual Orientation	Number	Ethnicity	Number
16 - 25	34	Bisexual	< 5	Ethnic Minority Group	< 5
26 - 35	11	Heterosexual/Straight	34	White Background	35
36 – 45	< 5	Prefer Not To Answer	< 5 (2)	Prefer Not To Answer	< 5
		Unanswered	12	Unanswered	12

Disability	Number	Religion & Belief	Number
No	29	Church of Scotland	< 5
Yes	7	None	30
Prefer Not To Answer	0	Other - Christian	< 5
Unanswered	13	Other Religion or Belief	< 5
		Prefer Not To Answer	0
		Unanswered	12

Apprentices 2019/2020

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

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

The biggest difference relates to the disability data. The 'prefer not to answer/unanswered' has increased in 2021/22. Also the number of Modern Apprentices in 2021/22 with a disability has increased to over 14%.

4.5 Flexible Working Applications

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

During 2021/22 the Council had 51 requests for flexible working

Flexible Working Applications 2021/22 - 51 Applications							
Sex		Age Group		Disability		Ethnicity	
Female	90.20%	16 - 25	5.88%	No Disability	92.16%	Prefer Not to Answer / Unanswered	3.92%
Male	9.80%	26 - 35	31.37%	Prefer Not to Answer / Unanswered	7.84%	White Background	96.08%
		36 - 45	41.18%				
		36 - 65	5.88%				
		46 - 55	15.69%				

Sexual Orientation		Religion or Belief	
Heterosexual/Straight	52.94%	Church of Scotland	7.84%
Prefer Not to Answer / Unanswered	47.06%	None	33.33%
		Other - Christian	9.80%
		Prefer Not to Answer / Unanswered	49.02%

As part of the recovery from the covid pandemic, Return to Office Based Working guidance was developed. In addition to this guidance, the Council's Policy & Resources Committee approved a new Homeworking Policy in November 2020 which supports Council jobs and roles being positively considered for their suitability for permanent home worker status and encourages employees to request to work from home where this is compatible with their working role. During stage 1, managers and employees reflected on the experiences of the last two years and discussed what might work going forward. Stage 1 ended in September 2022. At stag2, anyone who wished to continue to work from home in a hybrid way beyond the end of stage 1, on a permanent basis were asked to refer to the Homeworking Policy and submit a Flexible/Home Working Application to their line manager.

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

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

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

4.6 Leavers

During 2021/22, 842 staff left their employment with the Council. Of these, 29% were male and 71% were female. The wider workforce is 28% male and 72% so this is very similar. The number of leavers identifying as disabled has gone up from 4.93% to 7.96%.

Looking at earlier data, in 2019/20, 873 staff left their employment with the Council. Of these 873 leavers 23% were male and 77% female; this represents more women leaving the organisation than represented in the wider workforce, which is 66% female / 34% male employees. Similarly disproportionate were LGBO people, who represented 2.3% of leavers compared to just 0.92 of the workforce, and those with 'other' religions at 2.6 % of leavers compared to 1.4 % of the overall workforce. This is similar to the picture in 2017/18 other than for disabled leavers where in 2019/20 the proportion of leavers was slightly less than the number of disabled employees in the workforce data. Given the small numbers involved, this may not be indicative of a problem with discrimination, however the information does suggest that further analysis is required to ensure that there is no discrimination.

Those leavers who identify as from an ethnic minority background (1.8%) were broadly representative of the overall workforce at 1.46%. The age profile of those leaving the organisation shows a higher proportion of leavers in the 26-35 bracket than in the workforce overall, and a much lower proportion of leavers in the 46-55 age bracket than in the workforce overall.

Sex		Age Group		Ethnicity		Disability	
Female	71.24%	16-25	12.61%	Ethnic Minority Group	2.65%	No	75.44%
Male	28.76%	26-35	15.49%	Other	0.66%	Yes	7.96%
		36-45	21.68%	White Background	79.42%	Prefer not to answer/ Unanswered	16.59%
		46-55	18.81%	Prefer not to answer/ Unanswered	17.26%		
		56-65	19.47%				
		66-70	9.07%				
		>70	2.88%				

Religion / Belief		Sexual Orientation	
Buddhist	1.11%	Heterosexual/Straight	53.98%
Church of Scotland	9.29%	LGBT	1.33%
Hindu	0.00%	Other	0.00%
Muslim	0.44%	Prefer not to answer/Unanswered	44.69%
None	32.08%		
Other - Christian	5.31%		
Other Religion or Belief	1.99%		
Roman Catholic	3.10%		
Prefer not to answer/Unanswered	46.68%		

The table below provides a breakdown of leavers by protected characteristic for 2019/2020:

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

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

4.7 Transgender Employees

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

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

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

4.8 Marriage and Civil Partnership

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

5.0 Equal Pay Gap Information

Shetland Islands Council is required to publish its gender pay gap, the gender pay gap is the percentage difference between men's and women's hourly pay, excluding overtime. This information relates to data from the financial year 2019/2020.

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

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

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

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

5.1 Sex Analysis

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

5.2 The Pay Gap & Top 5% of employees who are female

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

Summary of calculation

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

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

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

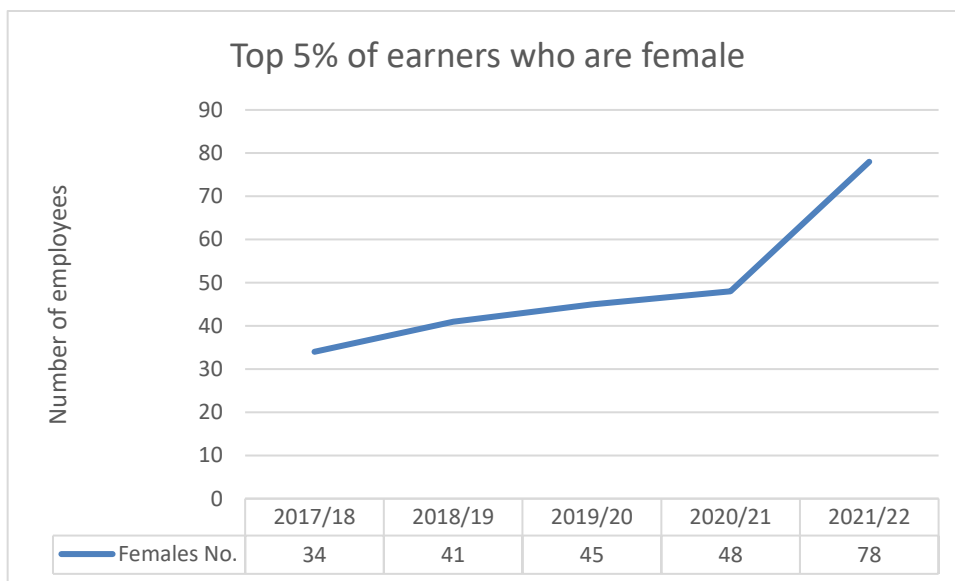
It is also recommended that we calculate the median gender pay gap which is calculated by listing all employees' hourly rate of pay, and finding the midpoint. The median is not skewed by very low hourly rates of pay or very high hourly rates of pay, and gives a more accurate representation of the 'typical' difference.

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

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

	2018	2019	2020	2022
Mean pay gap	8.44%	6.81%	5.99%	6.58%
Median pay gap	11.02%	11.09%	11.09%	9.69%

The Top 5% of employee who are female is shown in the following table, this figure is calculated and reported to the Improvement Service on an annual basis.



5.3 Equally Safe at Work Employee Accreditation

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

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

The Equally Safe at Work accreditation programme means we have a framework to help us gather data from our employees about their perception and experiences of gender equality and violence against women in the workplace. We heard more detailed information on the experience of female employees through focus groups and this fed into the policies we

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

We are now in the re-accreditation period and are looking to retain our Bronze award.

6.0 Actions Identified

The following actions have been identified through the analysis in section 2-5 and will feed into the wider mainstreaming actions for the Council as well as being taken forward through delivery of the Council's Workforce Strategy and the linked Workforce Plan:

Desired Outcome	Action Identified
Equality data is accurate and up to date at the time of reporting, and more of our employees and applicants complete equalities monitoring forms	<ul style="list-style-type: none"> – Raise awareness of the benefits in disclosing equality data. – Promote and encourage employees to use the self-service option to update equality data held in HR information systems.
Our processes at recruitment and during employment provide an opportunity to request reasonable adjustments and where made these requests are given careful consideration	<ul style="list-style-type: none"> – We will collect data including recording when reasonable adjustments are requested, and where these have been put in place. – Where it has been identified that a requested adjustment is not considered to be reasonable we will record the basis of the decision. – We will provide training/guidance for interview panel members and managers on reasonable adjustments.
We understand how our employment practices impact on employee decisions relating to periods of adoption leave, maternity leave or shared maternity leave.	<ul style="list-style-type: none"> – We will carry out surveys of our employees who have taken family leave, to understand what factors influenced the decisions and choices they made regarding returning to work. – We will review our policies and processes taking account of the data gathered..
Our current and future workforce who have a disability will face fewer barriers and challenges in the workplace.	<ul style="list-style-type: none"> – We will establish an Employee Focus Group for our Disabled Employees to bring a lived experience perspective to reviews of employment policies and practices. – Our elected members and senior leadership team will develop their understanding of disability in the workplace and the Disability Employment Gap agenda.
We can demonstrate that we are a family friendly employer.	<ul style="list-style-type: none"> – We record Flexible Working Requests and reasons for refusals – We will develop a Carer's Leave policy.
We are closing the gender pay gap	<ul style="list-style-type: none"> – We carry out analysis of our employee data to identify the causes of our Gender Pay Gap. – This includes calculating a gender pay gap, and a median pay gap and publishing these. – We develop an action plan to track progress on measures identified to address the causes of occupational segregation.
We are an Equally Safe at Work employer at Bronze level	<ul style="list-style-type: none"> – Demonstrate that we continue to meet the standards set by Close the Gap at Bronze level