

# Public Document Pack



To: Councillor Copland, Convener; Councillor Al-Samarai, Vice-Convener; Councillor David Cameron, the Lord Provost; Councillor Steve Delaney, the Depute Provost; and Councillors Boulton, Davidson, Fairfull, Graham, Macdonald, MacGregor, McLeod and Thomson and one Conservative Member.

Trade Union Advisers: Ron Constable and Carole Thorpe (EIS); Kevin Masson and David Willis (GMB); Jason Currie and 1 vacancy (SSTA); Mark Musk and Alison Robertson (UNISON); Joe Craig and Mishelle Gray (UNITE); and Rob Stephen and 1 vacancy (VOICE).

Town House,  
ABERDEEN, 6 March 2023

## STAFF GOVERNANCE COMMITTEE

The Members of the **STAFF GOVERNANCE COMMITTEE** are requested to meet in the **Council Chamber - Town House on MONDAY, 13 MARCH 2023 at 10.00am**. This is a hybrid meeting and Members may also attend remotely.

The meeting will be webcast and a live stream can be viewed on the Council's website. <https://aberdeen.public-i.tv/core/portal/home>

JENNI LAWSON  
INTERIM CHIEF OFFICER - GOVERNANCE

## B U S I N E S S

### NOTIFICATION OF URGENT BUSINESS

1.1. There are no items at this time

### DETERMINATION OF EXEMPT BUSINESS

2.1. There are no items of exempt business

### DECLARATIONS OF INTEREST AND TRANSPARENCY STATEMENTS

3.1. Members are requested to declare any interests

## **DEPUTATIONS**

- 4.1. None at this time

## **MINUTE OF PREVIOUS MEETING**

- 5.1. Minute of Previous Meeting of 30 January 2023 - for approval (Pages 3 - 8)

## **COMMITTEE PLANNER**

- 6.1. Committee Business Planner (Pages 9 - 12)

## **NOTICES OF MOTION**

- 7.1. None at this time

## **REFERRALS FROM COUNCIL, COMMITTEES AND SUB COMMITTEES**

- 8.1. None at this time

## **HEALTH, SAFETY & WELLBEING OF STAFF**

- 9.1. Corporate Health and Safety - October - December 2022 - COM/23/078  
(Pages 13 - 34)
- 9.2. EAS Annual Progress Update, Occupational Health and Absence Annual Update January 2022 - December 2022 - CUS/23/080 (Pages 35 - 54)

## **ESTABLISHING AND PROMOTING VALUES FOR THE ORGANISATION**

- 10.1. Equality, Diversity and Inclusion - Progress Report Update - CUS/23/079  
(Pages 55 - 184)

IIAs related to reports on this agenda can be viewed [here](#)

To access the Service Updates for this Committee please click [here](#)

Website Address: [aberdeencity.gov.uk](http://aberdeencity.gov.uk)

Should you require any further information about this agenda, please contact Stephanie Dunsmuir, email [sdunsmuir@aberdeencity.gov.uk](mailto:sdunsmuir@aberdeencity.gov.uk)

## Staff Governance Committee

ABERDEEN, 30 January 2023. Minute of Meeting of the STAFF GOVERNANCE COMMITTEE. Present:- Councillor Copland, Convener; Councillor Al-Samarai, Vice-Convener; Councillor David Cameron, the Lord Provost (for articles 5 to 8); and Councillors Boulton, Davidson, Fairfull, Graham, Macdonald, MacGregor, McLellan (as substitute for Councillor David Cameron, the Lord Provost, for articles 1 to 4), McLeod, Radley (as substitute for Councillor Steve Delaney, the Depute Provost) and Thomson.

Trade Union Advisers:- Carole Thorpe and Ron Constable (EIS); Kevin Masson and David Willis (GMB); Mark Musk and Alison Robertson (UNISON); and Mishelle Gray (UNITE).

The agenda and reports associated with this minute can be viewed [here](#).

Please note that if any changes are made to this minute at the point of approval, these will be outlined in the subsequent minute and this document will not be retrospectively altered.

### DECLARATIONS OF INTEREST AND TRANSPARENCY STATEMENTS

1. There were no declarations of interest nor transparency statements made.

### MINUTE OF PREVIOUS MEETING OF 21 NOVEMBER 2022

2. The Committee had before it the minute of its previous meeting of 21 November 2022 for approval.

#### The Committee resolved:-

to approve the minute as a correct record.

### COMMITTEE BUSINESS PLANNER

3. The Committee had before it a planner of committee business as prepared by the Interim Chief Officer – Governance.

#### The Committee resolved:-

to note the planner.

### NOTICE OF MOTION BY COUNCILLOR TISSERA

4. The Committee had before it the following Notice of Motion in the name of Councillor Tissera:-

## Staff GOVERNANCE COMMITTEE

30 January 2023

That the Committee:

- (a) note the decision of the Council on 14 December 2022 regarding Statutory Services;
- (b) note that a response to Unison's questions was due to be circulated in January and requests that the response be placed before the Staff Governance Committee for further consideration;
- (c) agree that it is in the public interest, that answers to the 12 questions asked by UNISON were considered at this Committee which as part of its remit seeks to maintain good relationships and model a partnership approach between the Council and trade unions; provide a decision-making forum, for the resolution of staffing matters that cannot be resolved through normal processes including but not restricted to conditions of service.

1. Does the Council hold independent legal advice that supports the view that it is within the statutory competence of a local authority to seek to offload its statutory powers and duties? Will it publish such advice?
2. Does the Council hold independent legal advice that supports the view that it is within the statutory competence of a local authority to seek to offload its statutory powers and duties without having due regard to sustainability and the equal opportunity requirements? Will it publish such advice?
3. Will the Council publish a list of the agencies identified as possible transfer partners?
4. Will the Council publish the criteria used to make that initial assessment of possible transfer partners and publish any written assessment of the merits of each proposed transfer?
5. Has the Council consulted, formally or informally, with possible transfer agencies? If so, will the Council publish the findings of that consultation?
6. In assessing the suitability of proposed transfer partners, did the Council assess the capacity of the transfer partner to assume the role of duty bearer in relation to statutory obligations such as equality, human rights, Fairer Scotland Duty, environmental sustainability and climate change?
7. Has the Council consulted, formally or informally, with Scottish Government? If so, will the Council publish the notes, correspondence or findings of that engagement?
8. Has the Council consulted, formally or informally, with local government partners, SOLACE or CoSLA? If so, will the Council publish the notes, correspondence, or findings of that engagement?
9. Has the Council assessed the beneficial impact of local democratic control and accountability to the function under review and will the Council publish the findings of that assessment of local democracy for each individual activity?
10. Will the Council agree to engage with each of the statutory bodies tasked with promoting equality, human rights, socio-economic justice and environmental sustainability and act on any guidance they provide as to how to proceed?
11. Is there any document or information held by the Council that indicates in broad terms how such transfers are intended to generate a saving and the broad scale of the saving the council anticipates?

**Staff GOVERNANCE COMMITTEE**

30 January 2023

12. Does the Council hold any information that tends to indicate the basis on which any financial benefit will accrue to the Council and not transfer to the partner agency for the benefit of the continuing statutory function?

Councillor Tissera was in attendance and spoke to her Notice of Motion.

At this juncture, Councillor Tissera requested that she be permitted to add the following to her Notice of Motion:-

- (d) agrees that if Council wants to pursue the removal of Statutory Functions from local authorities it does so direct with COSLA as opposed to our Scottish Government.

In terms of Standing Order 12.17, the Convener ruled that he did not consider this to be a minor amendment and therefore did not agree to the wording being added to Councillor Tissera's Notice of Motion.

Councillor Tissera, seconded by Councillor Graham, moved her original Notice of Motion.

The Convener, seconded by the Vice Convener, moved as an amendment:-

That the Committee:-

- (a) note that officers had provided Trade Unions with answers to the questions raised and that these had also been circulated to all Elected Members for information;
- (b) note that the Council meeting in December 2022 only instructed the Chief Executive and Interim Chief Officer – Governance to discuss with the Scottish Government any opportunities to transfer functions through legislative change, and therefore agree that it was premature to discuss the matter further at this time, as there was nothing further to be reported at present;
- (c) agree therefore that no action be taken in relation to the Notice of Motion, but that officers continue to engage with Trade Unions, particularly in relation to any outcomes from discussions with the Scottish Government, ahead of any report back to Council on any specific opportunities proposed to be progressed; and
- (d) note the ongoing commitment of COSLA and the Scottish Government to the local governance review which was exploring fiscal, functional and community empowerment.

On a division, there voted:- for the motion (3) - Councillors Graham, Macdonald and Thomson; for the amendment (7) – the Convener; the Vice Convener; and Councillors Davidson, Fairfull, MacGregor, McLellan and Radley; declined to vote (3) – Councillors Boulton, Massey and McLeod.

**The Committee resolved:-**  
to adopt the amendment.

## Staff GOVERNANCE COMMITTEE

30 January 2023

### **PUBLIC HOLIDAY - CORONATION OF KING CHARLES III - CUS/23/038**

5. The Committee had before it a report by the Director of Customer Services which sought approval for an additional public holiday for staff on Monday 8 May 2023 to mark the celebration of the Coronation of His Majesty King Charles III.

A report requesting delegated authority for the Chief Officer - Education to make a formal request to the Scottish Government for an additional closure day for schools, subject to the Staff Governance Committee approving the recommendation contained in the report, had been considered and approved at the meeting of the Education and Children's Services Committee on 24 January 2023.

**The report recommended:-**

that the Committee approve the granting of an additional public holiday on 8 May 2023.

**The Committee resolved:-**

to approve the recommendation.

### **WORKFORCE DELIVERY PLAN - CUS/23/035**

6. The Committee had before it a report by the Director of Customer Services which presented the overarching plan for delivery of the approved workforce strategy which formed part of the Target Operating Model 1.2. The report advised that the strategy, and the delivery against it, was a key enabler in shifting the demand for, and increasing the efficiency of, Council services.

**The report recommended:-**

that the Committee –

- (a) note the delivery plan relating to the approved workforce strategy as part of TOM 1.2, contained within Appendix B to the report, and that the Chief Officer – People and Organisational Development would present reports where required as the work progressed; and
- (b) note the engagement exercises that had fed into the development of the plan, outlined at Appendix A to the report, and the approach to workforce engagement to be taken as the Council moves through the next phase of transformation and the implementation of the delivery plan.

**The Committee resolved:-**

to approve the recommendations.

### **JOB FAMILIES AND CAPABILITY FRAMEWORK - CUS/23/036**

7. The Committee had before it a report by the Director of Customer Services which sought approval for the proposed approach to job families in line with the approved

## Staff GOVERNANCE COMMITTEE

30 January 2023

workforce strategy within Target Operating Model 1.2 and the workforce delivery plan. The report also included the accompanying refreshed capability framework.

The report noted that employees would be supported to develop and nurture the capabilities needed to facilitate the organisational culture to strategically orient the Council to deliver the outcomes of TOM 1.2.

### **The report recommended:-**

that the Committee –

- (a) approve the Council's new approach to job families;
- (b) note the Council's refreshed capability framework and the approach to continuous improvement based on staff and trade union feedback;
- (c) note the approach to development which aligned to the job family approach and the workforce delivery plan;
- (d) note the extensive engagement that had taken place throughout 2021 and 2022 to develop the job families and refreshed capability framework; and
- (e) note that a similar approach to the development of two additional job families – Teachers and Chief Officers – would be taken with engagement and input from relevant stakeholders and consideration of their specific needs and requirements.

### **The Committee resolved:-**

to approve the recommendations.

## **USE OF LOCATING SYSTEMS AND DEVICES POLICY - CUS/23/041**

8. The Committee had before it a report by the Director of Customer Services which sought approval for the revised 'Use of Locating Systems in Vehicles and Devices Policy'. The report advised that the policy had last been updated in 2015 and set out the consultation work that had been undertaken with staff representatives and Trade Unions.

### **The report recommended:-**

that the Committee –

- (a) approve the Council's revised 'Use of Locating Systems in Vehicles and Devices Policy' shown at Appendix 1;
- (b) note the accompanying procedure and form to the policy at Appendix 2;
- (c) note the engagement and consultation already undertaken with Trade Unions; and
- (d) note that the policy had been agreed by the Council's Risk Board and had been reviewed by the data protection team as part of the risk process.

### **The Committee resolved:-**

to approve the recommendations.

- **COUNCILLOR NEIL COPLAND, Convener**

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	A	B	C	D	E	F	G	H	I
1	<b>STAFF GOVERNANCE COMMITTEE BUSINESS PLANNER</b> The Business Planner details the reports which have been instructed by the Committee as well as reports which the Functions expect to be submitting for the calendar year.								
2	Report Title	Minute Reference/Committee Decision or Purpose of Report	Update	Report Author	Chief Officer	Directorate	Terms of Reference	Delayed or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
3	<b>13 March 2023</b>								
4	Mental Health Action Plan Annual Update	To provide an update in relation to the employee mental health action plan		Fiona Lindsay	People & Organisational Development	Customer	3.3	D	This item is delayed by one cycle due to unforeseen circumstances
5	Equality Outcomes Report Update	To present to committee following consideration of the Equality Outcomes at Anti Poverty and Inequality Committee in March		Darren Buck	People & Organisational Development	Customer	2.6		
6	Whistleblowing Policy and Procedure	To seek approval of the policy		Isla Newcombe	People & Organisational Development	Customer	2.5	D	This item has been delayed due to long term sickness absence of a lead officer and a reallocation of the work - it is expected that this will now be available for the September meeting
7	Corporate Health & Safety Quarterly Update	For period to 31 December 2022		Colin Leaver	Governance	Commissioning	3.3		
8	EAS Annual Progress Update Occupational Health and Absence Annual Update January 2021 – December 2021	To present an annual report for the EAS/OH & Sickness Absence figures		Kirsten Foley	People & Organisational Development	Customer	2.7		
9	<b>15 May 2023</b>								
10	Employee Assistance Scheme/Occupational Health/Sickness Absence Six Monthly Report	To present the six monthly report for the EAS/OH & Sickness Absence figures		Kirsten Foley	People & Organisational Development	Customer	2.7	R	Due to the additional committee cycle, this report will fall too close to the annual report for data to be available, therefore it is recommended for removal with the next update due in November
11	Implementation of D365	To present an update on the D365 project		Lindsay MacInnes	People & Organisational Development	Customer	2.2		
12	Risk Register	To present the annual risk register update		Isla Newcombe	People & Organisational Development	Customer	GD 8.4		
13	Corporate Health & Safety Quarterly Update	For period to 31 March 2023		Colin Leaver	Governance	Commissioning	3.3		

	A	B	C	D	E	F	G	H	I
	Report Title	Minute Reference/Committee Decision or Purpose of Report	Update	Report Author	Chief Officer	Directorate	Terms of Reference	Delayed or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
2									
14	<b>26 June 2023</b>								
15	Developing Young Workforce / ABZ Works / Building Standards	To present an update - note, this will replace the planned Developing Young Workforce Update due to Committee in November		Lesley Strachan	People & Organisational Development	Customer	2.2		
16	Aberdeen Scientific Lab	To present an update		Hazel Stephenson / Lindsay MacInnes	People & Organisational Development	Customer	2.2		
17	Equality and Diversity Action Plan	To present the updated action plan		Darren Buck	People & Organisational Development	Customer	2.5		
18	Implementation of People Policies Review (to include mediation)	Following approval and implementation of core policies in 2021/22 to report back on the progress of implementation and to include a review of the use and uptake of mediation		Kirsten Foley	People & Organisational Development	Customer	2.5		
19	<b>4 September 2023</b>								
20	Corporate Health & Safety Quarterly Update	For period to 30 June 2023		Colin Leaver	Governance	Commissioning	3.3		
21	Equality and Diversity Policy	To report back on the revised policy		Darren Buck	People & Organisational Development	Customer	2.6		
22	Family Friendly Policy	To give an update on progress		Isla Newcombe	People & Organisational Development	Customer	2.5		
23	Special Leave Policy	To seek approval of the policy		Isla Newcombe	People & Organisational Development	Customer	2.5		
24	Staff Governance Committee Effectiveness Report	To present the annual effectiveness report		Isla Newcombe	People & Organisational Development	Customer	GD 8.5		
25	<b>13 November 2023</b>								
26	Employee Assistance Scheme/Occupational Health/Sickness Absence Six Monthly Report	To present the six monthly report for the EAS/OH & Sickness Absence figures		Kirsten Foley	People & Organisational Development	Customer	2.7		
27	Leadership and Management Development Update	SGC 03/10/22 - to agree that an annual update on the refreshed approach to leadership and management development be presented to Committee		Sandie Scott	People & Organisational Development	Customer	2.4		
28	Managing Substance Misuse Policy	To seek approval of the policy		Isla Newcombe	People & Organisational Development	Customer	2.5		
29	Corporate Health & Safety Quarterly Update	For period to 30 September 2023		Colin Leaver	Governance	Commissioning	3.3		
30	Corporate Health & Safety Policy	To present the revised Health & Safety Policy, subject to approval being required		Colin Leaver	Governance	Commissioning	2.5		

	A	B	C	D	E	F	G	H	I
	Report Title	Minute Reference/Committee Decision or Purpose of Report	Update	Report Author	Chief Officer	Directorate	Terms of Reference	Delayed or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
2									
31	Developing Young Workforce / Employability Update	To present the annual update		Lesley Strachan	People & Organisational Development	Customer	2.2	R	To be removed, as will now be presented to the June Committee
32	<b>2024</b>								
33	Employee Code of Conduct	To present an update on the Employee Code of Conduct		Isla Newcombe	People & Organisational Development	Customer	2.5		
34	Managing Performance Policy and Procedure	To seek approval of the policy		Isla Newcombe	People & Organisational Development	Customer	2.5		
35	People development policy / guidance	To seek approval of the policy		Isla Newcombe	People & Organisational Development	Customer	2.5		
36	Family Friendly Policy	To seek approval of the policy		Isla Newcombe	People & Organisational Development	Customer	2.5		
37	Supporting Attendance and Wellbeing Policy	To seek approval of the policy		Isla Newcombe	People & Organisational Development	Customer	2.5		

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## ABERDEEN CITY COUNCIL

<b>COMMITTEE</b>	Staff Governance Committee
<b>DATE</b>	13 March 2023
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	Corporate Health and Safety – October - December 2022
<b>REPORT NUMBER</b>	COM/23/078
<b>DIRECTOR</b>	Gale Beattie
<b>CHIEF OFFICER</b>	Jenni Lawson (acting)
<b>REPORT AUTHOR</b>	Colin Leaver
<b>TERMS OF REFERENCE</b>	3.3

### 1. PURPOSE OF REPORT

- 1.1 The appendix to this report summarises statistical health and safety performance information for the 3-month reporting period October to December 2022 to provide the Committee with the opportunity to monitor compliance with health and safety legislation.

### 2. RECOMMENDATION

That the Committee:

- 2.1 Note the report and provide comment on the health, safety policy, performance, trends, and improvements.

### 3. CURRENT SITUATION

- 3.1 The reporting of incidents and near misses moved to Core HR from 1 October 2022 to replace the then-existing reporting system on Your HR. This report is the first to be made from the new corporate system. The appendix to the report contains a dashboard of the statistical information in relation to health and safety activities for the three-month reporting period October – December 2022. The statistical information also contains an analysis of the key figures in each of the incident and near miss sections.

The Reporting of Injuries, Diseases and Dangerous Occurrences 2013 (RIDDOR) places duties on employers, the self-employed and people in control of work premises (the Responsible Person) to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses) to the Health and Safety Executive (HSE). This reporting duty includes incidents which result in an employee being absent from work for 7 days or longer, which have historically been the main reason for Aberdeen City Council's reports to HSE.

This report addresses the following matters:

- All incidents involving employees and members of the public (serious and minor)
- HSE Reportable Incidents
- Reportable Diseases
- Near Miss Information
- Enforcement Interventions
- Fire Risk Assessment
- Health and Safety Audits
- Compliance Monitoring
- Health and Safety Policies, Procedures and Guidance

### **3.2 Incidents (Oct-Dec 2022)**

All incident and near miss information in the appendix to this report has been provided to Cluster level in the appendix. However, within the Operations Function these have been reported to Service area level.

#### **Incident information**

- 3.3** The figures are reported to Cluster level for both employee and third-party incidents. Causation figures are also included within the appendix. There is also now comparison for each of the three years prior to this reporting period so the Committee has sight of the last reporting year prior to the pandemic. The comparative figures for this year are in a separate chart due to the change of system. Work is continuing to develop the reporting process on Power BI to have all of the figures in 1 chart.
- 3.4** When an incident is reported the corporate system generates an investigation report which the reporting officer is required to complete. This investigation report highlights categories of criteria which require to be considered including root cause, actions identified and completion dates.
- 3.5** Page five of the appendix details the breakdown of incidents within the Operations function which shows that the largest number of incidents within Operations occur within the Education Service.

These incidents often involve children/young people where a social, emotional, mental health need (SEMHN) has been identified.

Schools follow the staged intervention procedure, whereby support is accessed using school-based, community, and city-wide supports.

The Health and Safety Sub-Group, which was formed, with a membership of Education staff, Trade Unions and Corporate health and safety, to undertake analysis of health and safety data generated by schools, informs the direction of the overall workstream. This also ensures that appropriate support is made available to schools if required.

## HSE Reportable incidents (Oct-Dec 2022)

- 3.6** The table in the Appendix also shows the number of RIDDOR reportable incidents. During the reporting period between October and December 2022 11 incidents involving an employee required to be reported to the Health and Safety Executive, which was for an over 7-day injury.
- 3.7** All RIDDOR incidents are followed up by the Corporate Health and Safety Team to get assurance that the correct causation and remedial actions have been identified and that any identified remedial actions have been implemented.

### Incident (reportable employee) frequency rates

Period – Quarterly	Reportable Incidence rate	Reporting period
Oct-Dec 2022	1.02	2022/23

- 3.8** The above figures are calculated using the formula:

$$\text{Incidence rate} = \frac{\text{RIDDOR injuries per period} \times 1000}{\text{Number of employees}}$$

- 3.9** The figure for the corresponding period last year (Oct -Dec 2022) was 4 RIDDOR reportable incidents and a reportable incident rate of 0.5.

### Reportable Diseases

- 3.10** There were no reportable diseases reported under RIDDOR; which was also the case in the corresponding reporting period last year.

### Near Miss Information

- 3.11** Many safety activities are reactive, that is, they occur after an injury incident. By reporting near-miss incidents this promotes proactive safety, thereby raising awareness of potential hazards and mitigation strategies before an injury occurs. Recognising and reporting near-miss incidents can significantly improve employee safety and enhance the safety culture by allowing processes and systems to be altered before an incident occurs.
- 3.12** Reporting managers are required to investigate the near miss to identify the root cause and implement any new identified controls, where possible, to reduce the likelihood of any reoccurrence.
- 3.13** The appendix shows information on the number of near miss figures for this reporting period and again a comparison with the three previous reporting years.
- 3.14** Page eight of the appendix gives a breakdown of near misses within the Operations function. As with incidents, the majority are within the Education

services. Like incident figures, these are mainly because of distressed behaviours evident in some children with additional support needs. Risk assessments are reviewed after every near miss to consider any actions which can be taken to prevent or reduce the risk of reoccurrence.

### **Four-year comparison**

- 3.15** The annual comparative figures are displayed to show a comparison across the period which also included those years through the Covid pandemic. The figures are increased as the figures are representative of a return to full face to face interactions with service users post pandemic; but could also be as a result of work done by senior managers and Trade Unions to encourage staff to report all issues. Work continues to be undertaken in consultation with Clusters to reduce these incidents where trends are identified.

### **Regulator interventions (HSE / SFRS)**

- 3.16** There are occasions where HSE and Scottish Fire and Rescue Services (SFRS) contact Aberdeen City Council to request further information or ask for action to be taken regarding the way Aberdeen City Council undertake their legal duties.
- 3.17** The HSE carried out 3 visits to assess the management of asbestos in schools during this reporting period. HSE served an improvement notice on two of the sites requiring them to have building specific asbestos management plans on site. The Council has a central digital database which covers every Council building and identifies locations of asbestos on each site with actions required for the management of identified asbestos. However, the HSE required a written management plan to be in place at each building. Management plans have since been submitted to HSE who have reviewed the management plans and confirmed that they are satisfied that the Council has complied with the notices served.
- 3.18** SFRS carried out 3 site visits as part of their annual audit of ACC (Aberdeen City Council) care properties, homelessness accommodation and educational establishments and provided letters of their recommendations.
- 3.19** The identified actions from these audit visits have been added to the fire risk actions database and allocated to the responsible manager. These will be followed through the fire action dashboard to close out. Any actions which pass their compliance date are raised with the relevant Chief Officer and reported to the Risk Board.

### **Fire risk assessments**

- 3.20** Fire risk assessments are completed on a rolling 5-year programme. A total of 39 fire risk assessments, including 4 Bon Accord Care sites, were completed during this reporting period. The overall average compliance score was 84%. The issues identified are across the range of topics considered in the assessment process. These issues are given a priority level dependant on the



resultant risk which requires an action within a timeframe. No building is left at risk during this process.

- 3.21** Any identified actions are included into the fire risk actions database and monitored to a close. This database is available to all Chief Officers on the managers' portal, which shows live data on open, closed, and non-complied with actions. Should an action pass the compliance date these are escalated in writing to the Chief Officer.

### **Health and Safety Audits**

- 3.22** Compliance visits have been undertaken on several topics / premises within the ACC estate. Topics included Management of Contractors and Manual Handling 100% with an overall compliance respectively, Lone Working with an overall compliance of 93% and, Line manager Responsibilities 96%. Again, all action points raised are included in an action log, which is reviewed weekly and reported to the relevant Chief Officer. Managers who have had actions allocated to them are given access to the action log to record the action taken to remove the risk and to record the date completed. Follow up visits are also carried out to ensure actions have been completed and that controls continue to be suitable and sufficient and are being followed. Again, the actions are given a compliance date based on the level of risk which ensures that the risk is removed before it places anyone in greater danger.

- 3.23** Line Manager responsibility is one strand of the review of the health and safety policy. Compliance monitoring continues to be undertaken to understand the level of line managers' understanding of the health and safety responsibilities placed on them by the Council. The overall score on average is 96% across this quarter. The results of these compliance visits identify areas where managers may require additional support, explanation, or training to close that knowledge gap. Several areas have been identified as requiring action including risk assessment training, completion of a first aid needs assessment and understanding and complying with the workplace inspection procedure. Having identified the areas requiring further improvement and those managers who require that additional support the Corporate Health and Safety Team (CHST) are currently providing training to all management levels, and where required specific 1-2-1 training on manager responsibilities, risk assessment and reporting/investigating incidents.

- 3.24** The actions identified as requiring action are recorded in the compliance action log sheets and each is given a compliance date. Where actions in any audit or compliance process are not closed out on time these are initially raised with the relevant Chief Officer and reported through the relevant Risk and Performance Boards.

### **Health and safety policies, procedures, and guidance**

- 3.25** There are no health and safety procedures requiring approval during this reporting period. Health and safety procedures are scheduled for review across the year. Corporate procedures are reviewed by the CHST whilst local

procedures, specific to a service, are reviewed by the service with advice and input from the CHST.

- 3.26** When procedures are completed, they require to be approved by the relevant Chief Officer. Where the procedure is corporate these are communicated with the relevant services and step by step guidance is developed and made available to inform managers of what is required to be compliant.

**4. FINANCIAL IMPLICATIONS**

- 4.1** There are no direct financial implications arising from the recommendations of this report.

**5. LEGAL IMPLICATIONS**

- 5.1** The Health and Safety at Work etc Act 1974 requires that an organisation has a suitably robust safety management system to ensure the health, safety, and welfare of their employees. Where any incident is of sufficient seriousness there is a requirement to report these under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 which provides a potential for the Enforcing Authorities to become involved and carry out their own investigation into the circumstances of the incident. Any investigation could result in prosecution of the organisation and in some cases prosecution of managers and/or employee.

**6. ENVIRONMENTAL IMPLICATIONS**

- 6.1** There are no direct environmental implications because of this report.

**7. RISK**

**Risk Appetite**

The assessment of risk contained within the table below is consistent with the Council's Risk Appetite Statement

**Management Of Risk**

<b>Category</b>	<b>Risks</b>	<b>Primary Controls/Control Actions to achieve Target Risk Level</b>	<b>*Target Risk Level (L, M or H)</b>  <small>*Taking into account controls/control actions</small>	<b>*Does Target Risk Level Match Appetite Set?</b>
<b>Strategic Risk</b>	N/A	N/A		
<b>Compliance</b>	There is the risk that any injury or serious	Corporate Procedures require all tasks to be risk assessed and the controls implemented	L	<b>Yes</b>

	<p>health and safety incident could result in focus from the Health and Safety Executive which could result in enforcement action in the form of notices or prosecution.</p>	<p>and supervised by line managers.</p> <p>All employees are trained to a level where they are competent to carry out the work.</p> <p>Analysis of the causes of the incidents, near misses and work-related absences and resultant improvements to prevent, where possible, reoccurrences, can reduce the financial exposure to the Council.</p> <p>This effective health and safety management system in which risks are identified and either eliminated or reduced will result in a reduction of costs to the organisation.</p>		
<b>Operational</b>	<p>The risk is that any health and safety incident can lead to an injury to an employee which could have the potential to temporarily or permanently affect either or both their employment and/or their life.</p> <p>The risk to our citizens</p>	<p>The task has been risk assessed; employees are trained, competent and supervised then there should be less likelihood of incidents.</p>	<b>L</b>	<b>Yes</b>

	is that we are unable to provide the same level of service delivery due to staff absences from illness and injury sustained during their work. Also, there is the possibility of a reduced budget due to the associated financial costs.			
<b>Financial</b>	The risk is that any incident has the potential to bring a reduction in the overall budget in place to provide service delivery.	As per compliance above	L	<b>Yes</b>
<b>Reputational</b>	Local and National press coverage of any incident can present reputational damage to the organisation.	Each Function should have a robust safety management system in place. There are many facets to this which are important starting from ensuring employees are trained and competent, every hazard is risk assessed and employees are up to carrying out investigation of near misses to ensure controls are reviewed to consider whether	L	<b>Yes</b>

		remedial actions are required.		
<b>Environment / Climate</b>	N/A	N/A	N/A	

## 8. OUTCOMES

<a href="#"><u>Aberdeen City Local Outcome Improvement Plan</u></a>	
Prosperous Economy Stretch Outcomes	A healthy and safe workplace assists the overarching principles of the stretch outcomes within the LOIP (Local Outcome Improvement Plan) by ensuring that resource is directed at the services required by the city. Removing the level of lost resource to the financial penalties incurred through the Civil and Criminal Courts and from the Regulators will allow the available resource to be best used to ensure funding of the growth sectors of the local economy.
Prosperous People Stretch Outcomes	The areas reported on within this report allow Clusters a further opportunity to recognise areas which when acted upon can assist with engagement of staff and service users to support the meaningful educational progress of children and young people.

## 9. IMPACT ASSESSMENTS

Assessment	Outcome
<b>Integrated Impact Assessment</b>	Full Impact assessment not required
<b>Data Protection Impact Assessment</b>	Not required

## 10. BACKGROUND PAPERS

10.1 N/A

## 11. APPENDICES

11.1 Quarterly staff governance Health and safety dashboard July to September 2022

## 12. REPORT AUTHOR CONTACT DETAILS

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<b>Title</b>	Corporate Health and Safety Lead
<b>Email Address</b>	cleaver@aberdeencity.gov.uk
<b>Tel</b>	01224 523092

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# SG\_H&S\_Report\_Visuals\_V4

[View in Power BI](#) ↗

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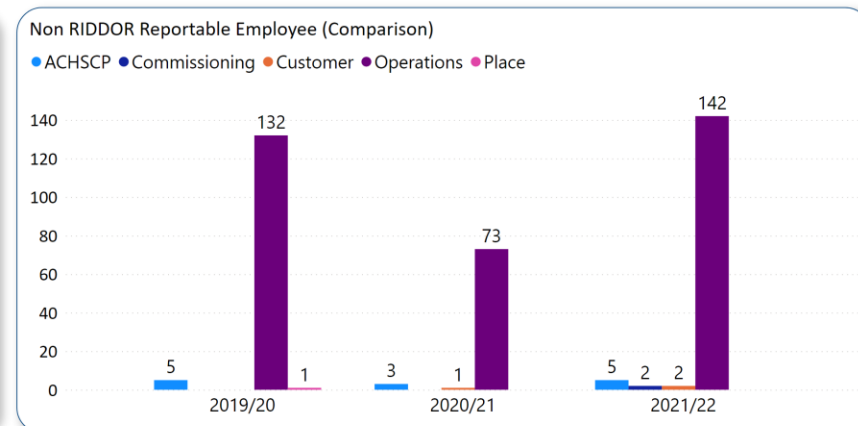
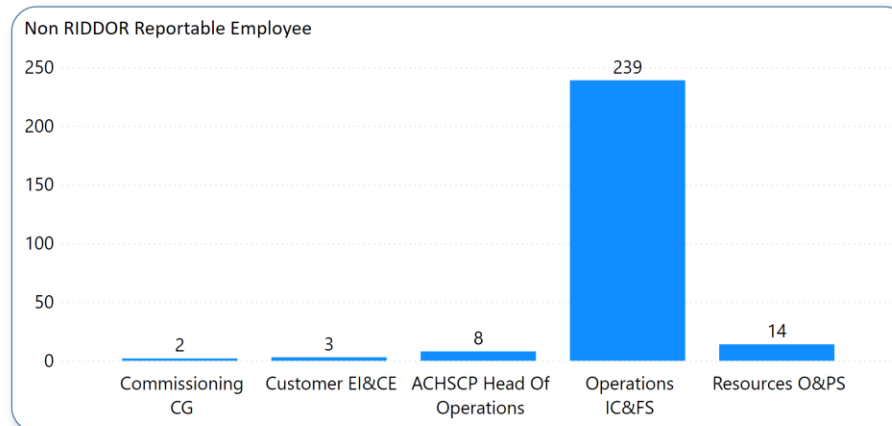
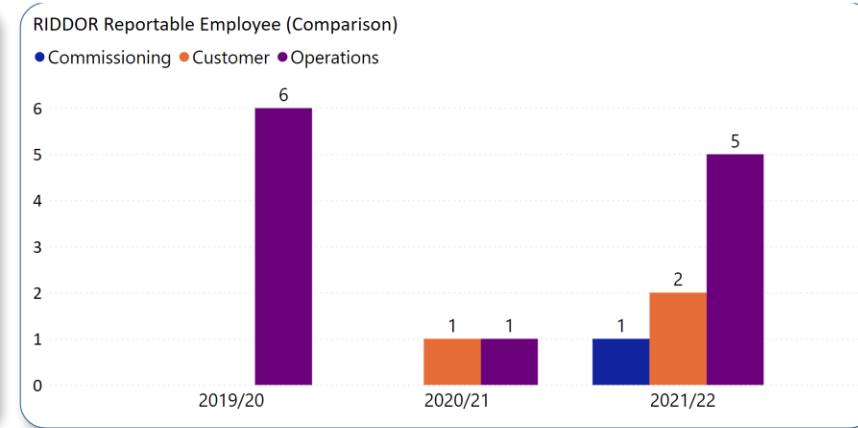
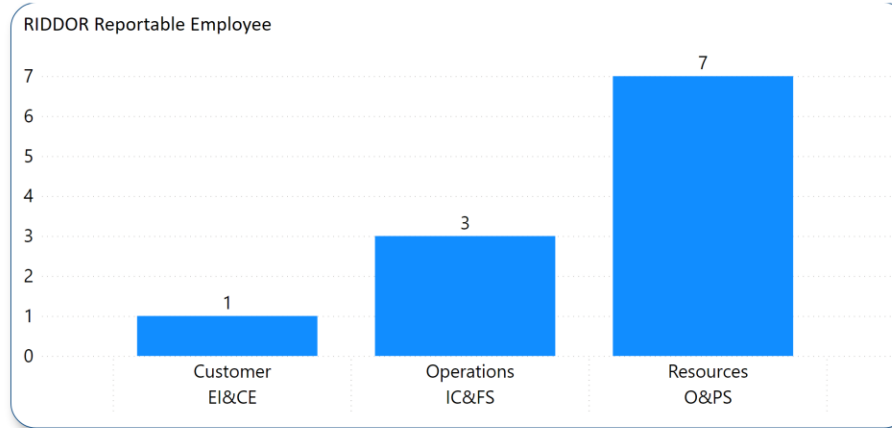
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# Staff Governance Health & Safety Report Quarter 3 2022/2023 (Oct 22 to Dec 22)



## Reported H&S Incidents (Employee) Between Oct to Dec 2022

The following tables give breakdown of all employee incidents across all Functions and Clusters in Aberdeen City Council. The tables on the left initially show the number of incidents for each Cluster this reporting period with those on the right giving a quarter 3 comparison for each Function from 2019/20 to 2021/22.



### Employee Incident Information

Operations and Protective Services has moved to the Resources Function this quarter.

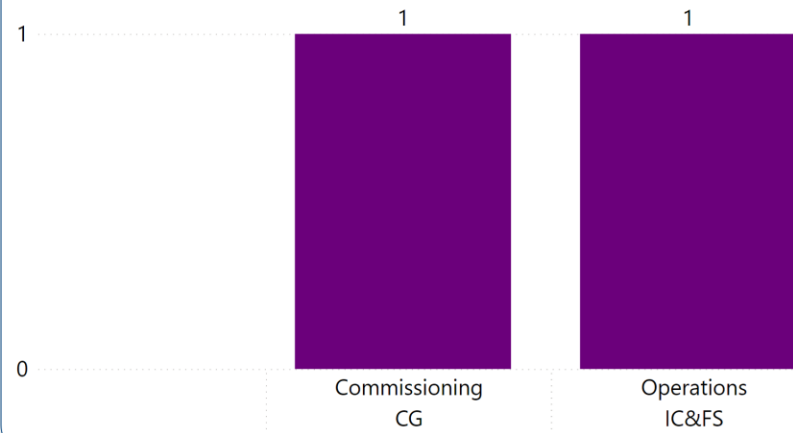
Largest number of incidents are still for unacceptable behaviours within Education largely due to the distressed behaviours of children with additional support needs. Education are continuing their work to address the root causes of these behaviours and shorter term to continue to reduce the risk of injury to staff.

Figures show an increase within Education due to further return from Covid pandemic and a continued promotion by senior managers and Trade Unions on the reporting of incidents and near misses.

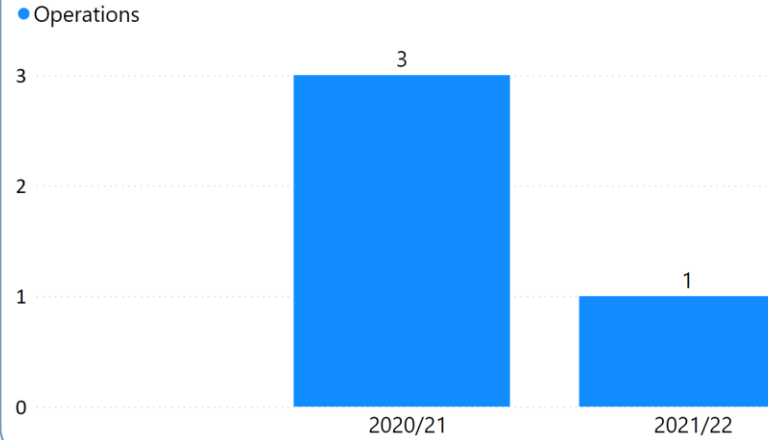
## Reported H&S Incidents (Third Party) Between Oct to Dec 2022

The tables below give information on those non-employee incidents which happened across all Functions and Clusters. Again the tables on the left show the current period for each Cluster, with those on the right giving a quarter 3 comparison for each function from 2019/20 to 2021/22.

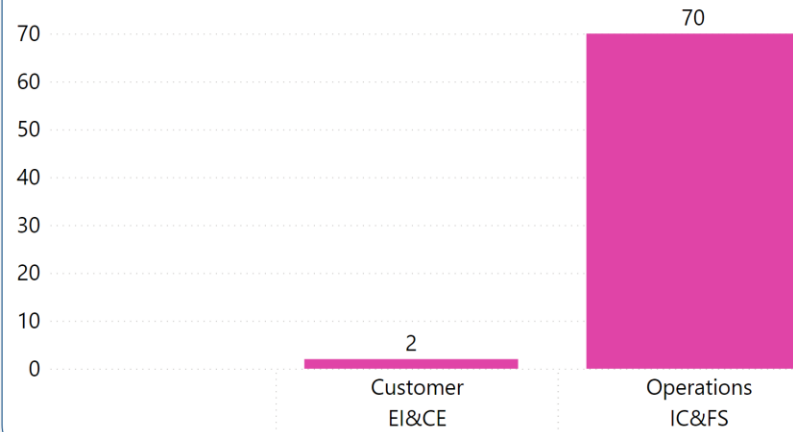
RIDDOR Reportable Non Employee



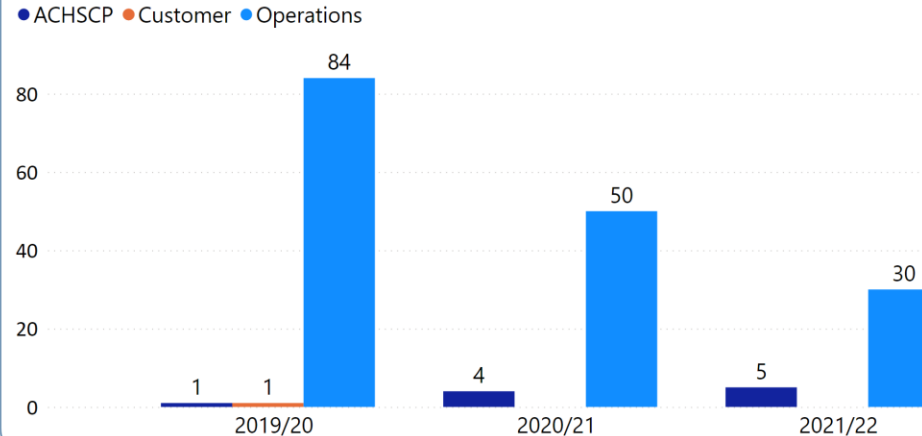
RIDDOR Reportable Non Employee (Comparison)



Non RIDDOR Reportable Non Employee

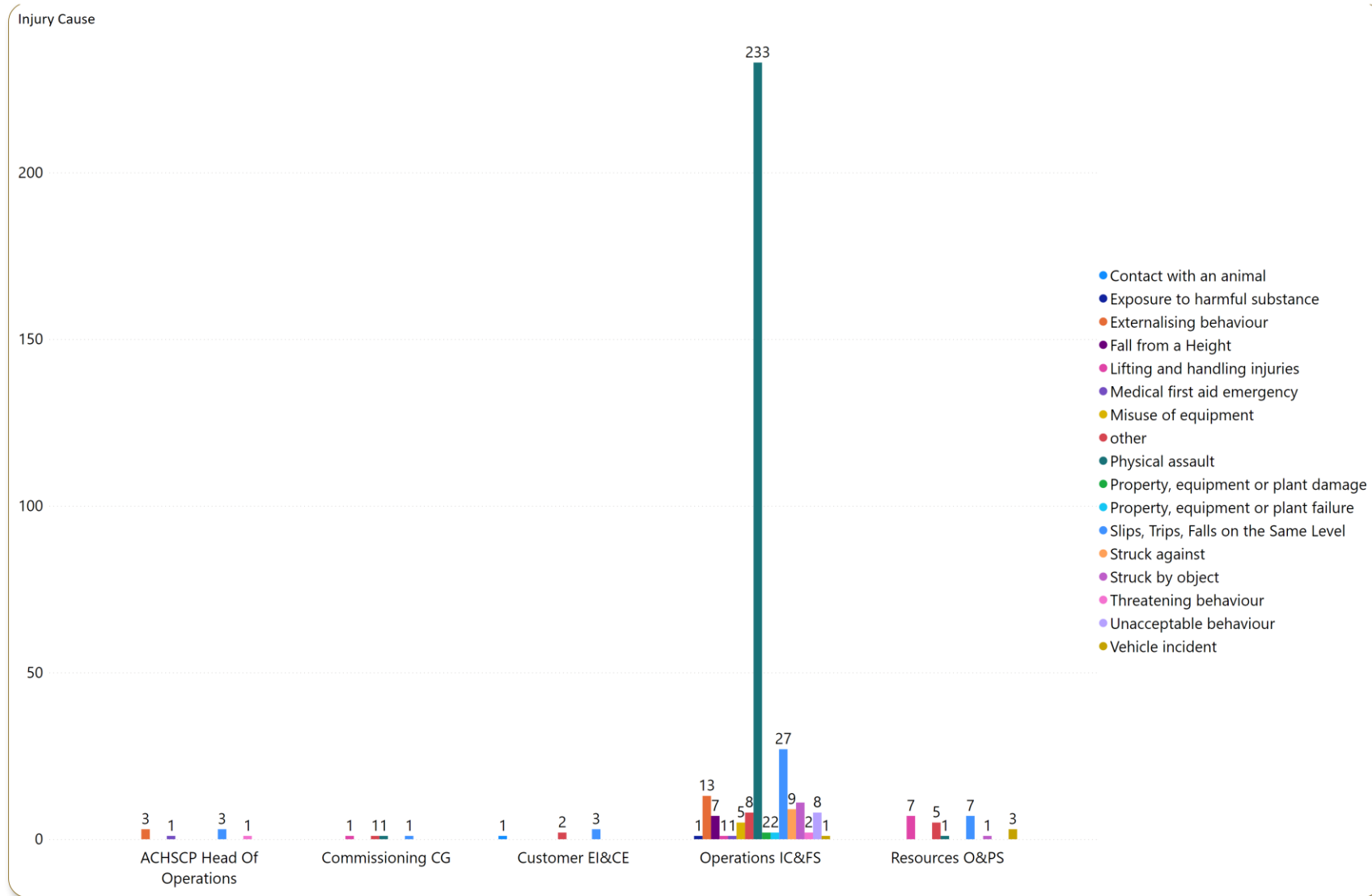


Non RIDDOR Reportable Non Employee (Comparison)

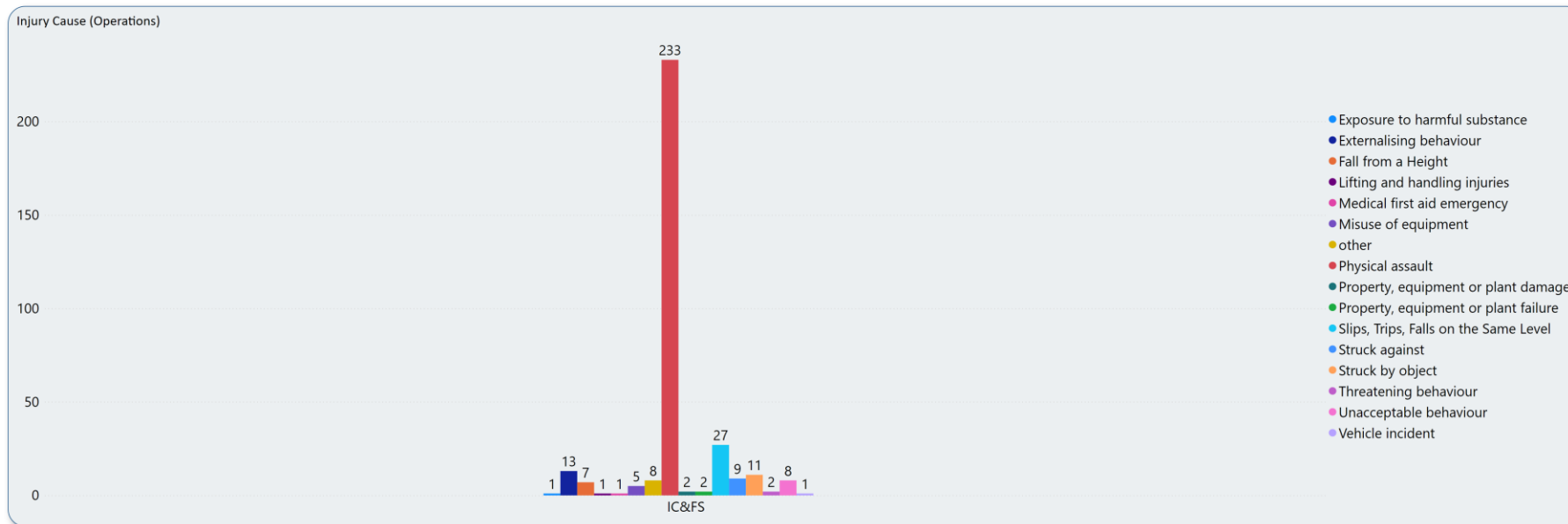
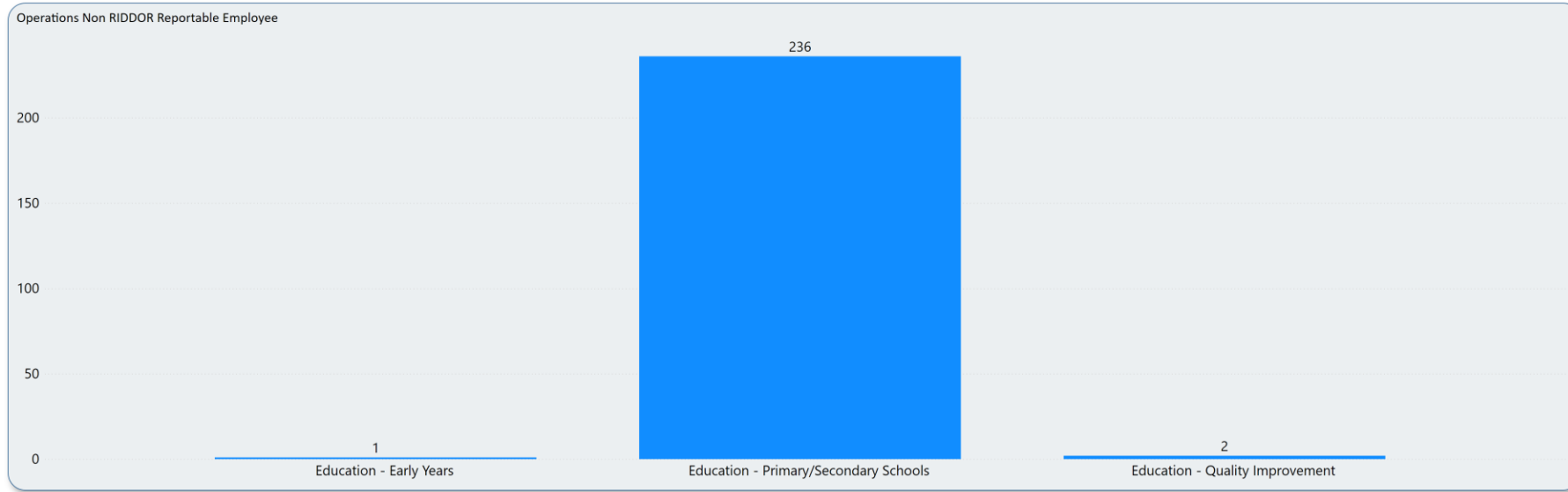


## H&S Incident Causation Reported between Oct to Dec 2022

The table shows incident causation for each Cluster colour-coded against the key for this reporting period.

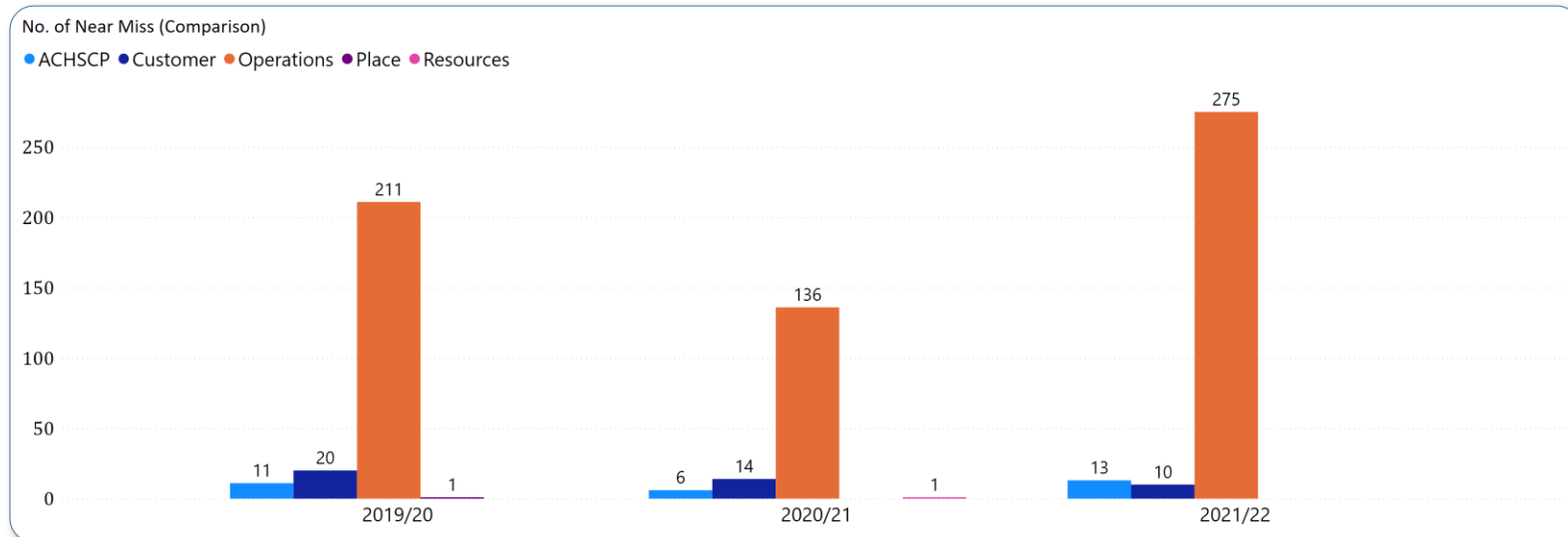
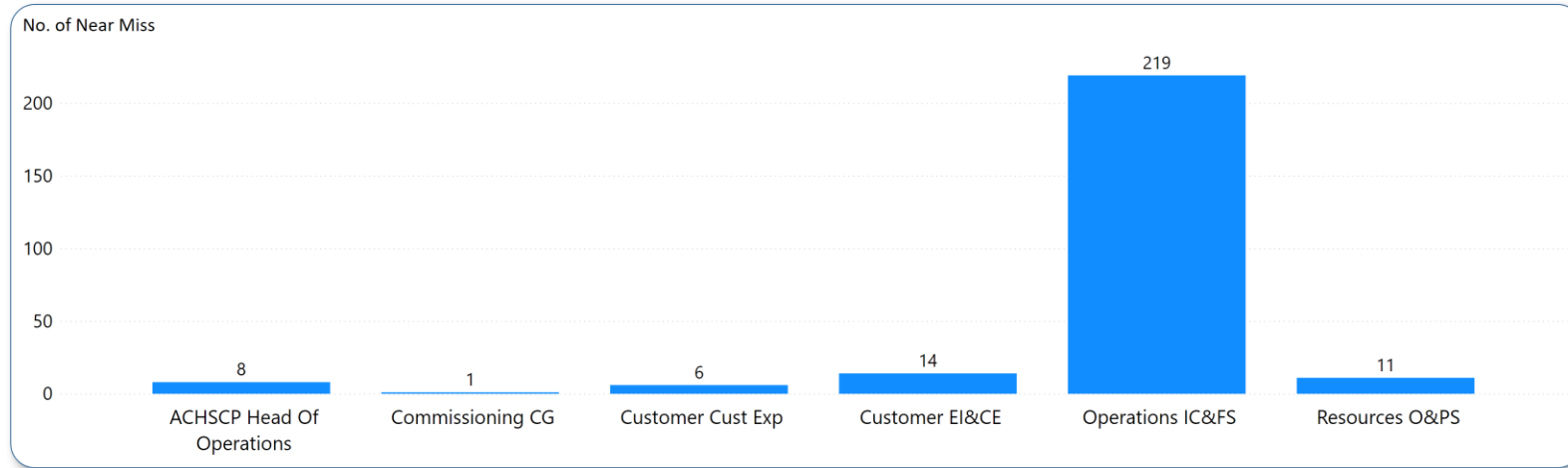


The following table give a breakdown of **Operations** Incidents down to service level and the bottom table to cluster.

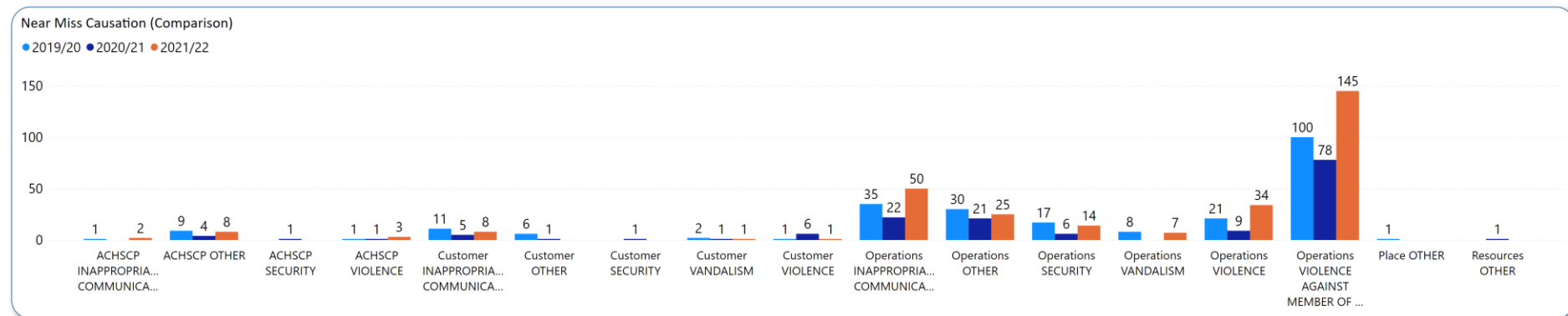
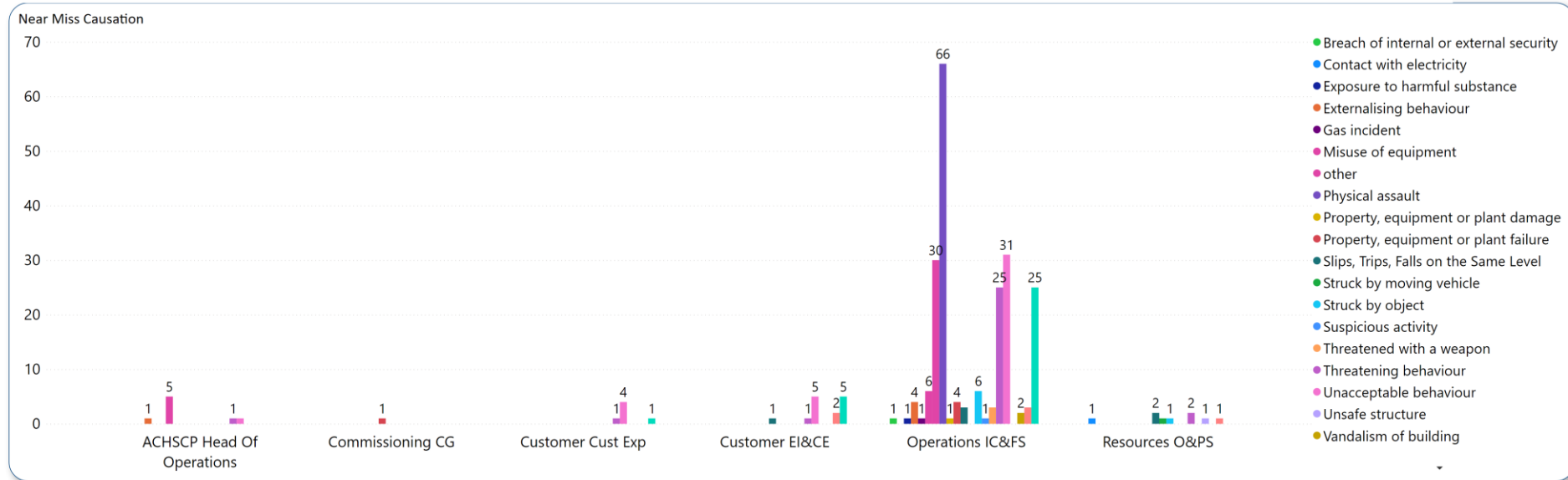


The tables below show information in relation to employee and non-employee near misses.

Top table: Total near misses for this reporting period for each Cluster. Bottom table: quarter 3 comparison of near misses for each Function from 2019/20 to 2021/22.



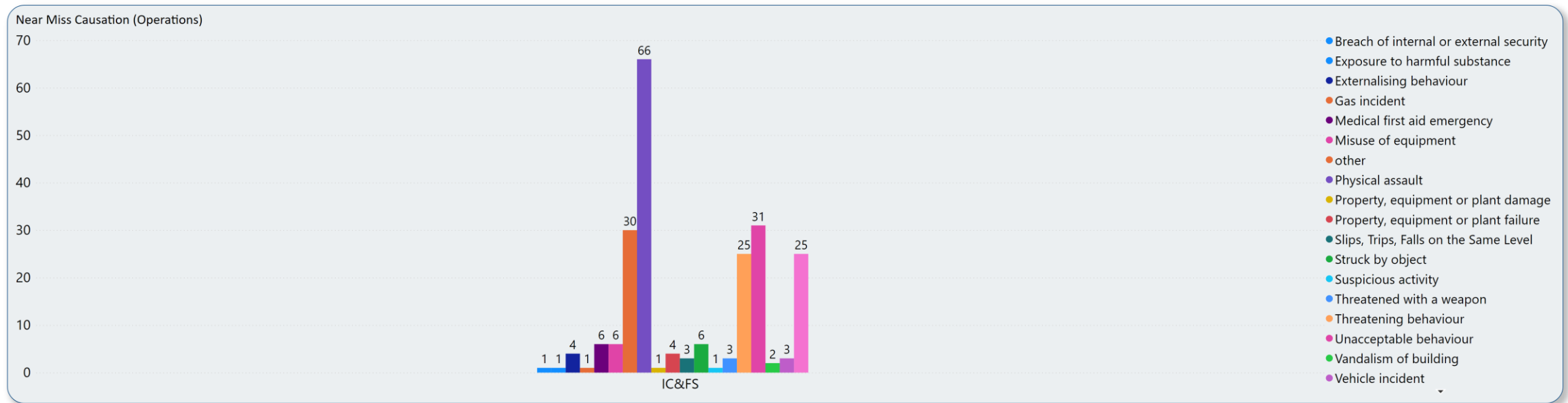
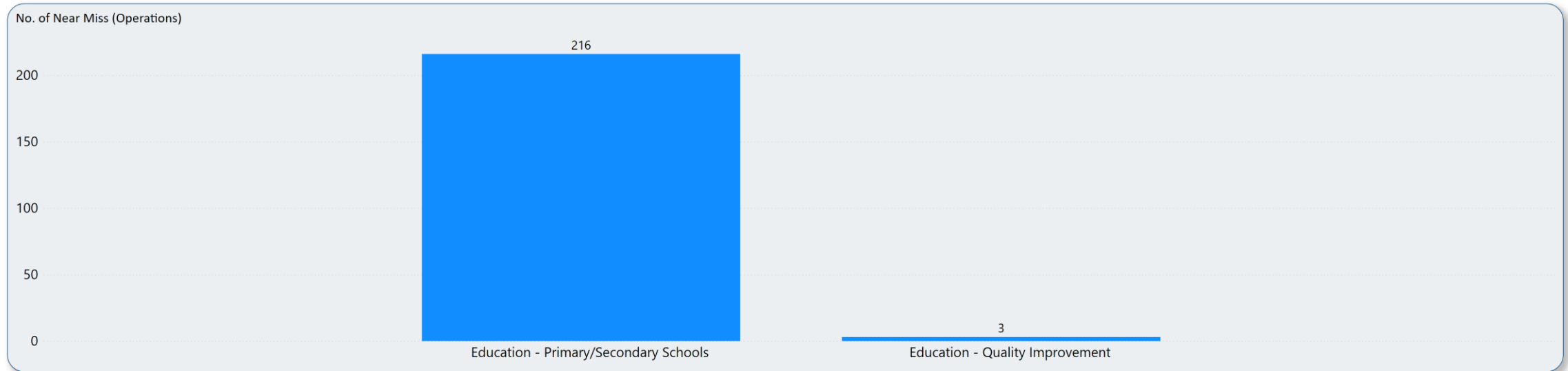
The tables below show information to a Function and Cluster level for employee and non-employee near misses. Top table: Near miss causation for reporting period for each Cluster. Bottom table: Near miss causation quarter 3 comparison for each Cluster from 2019/20 to 2021/22.



**Near Miss**  
Near misses similarly show a slight increase over the previous years reports. Education continues to provide the largest numbers due to distressed behaviours. Resources again listed separately and includes Operations and Protective Services. Reporting system now on Core HR resulting in incidents reported to Committee as unacceptable behaviours now being split into discreet categories for reporting officer to choose.

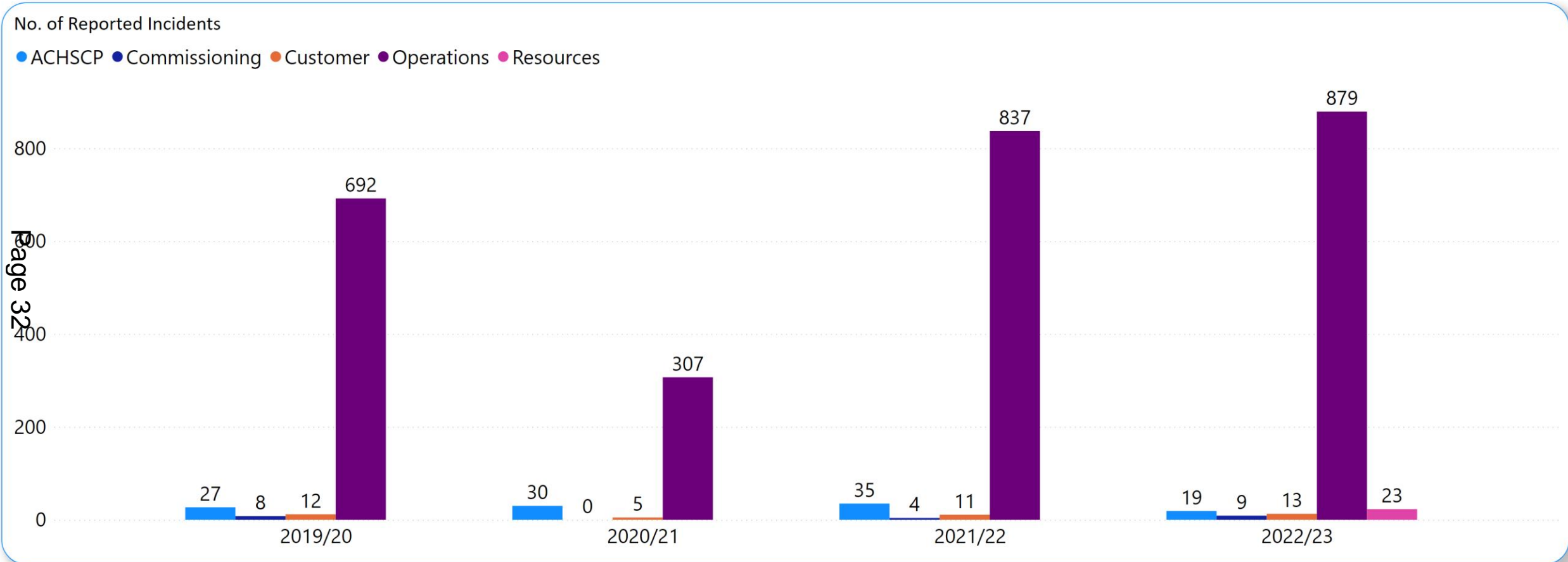
## Operations Reported H&S Near Miss Between Oct to Dec 2022

The following table gives a breakdown of **Operations** Near Miss down to service level and the bottom table to cluster.



## Reported Incidents From 2019/20 to 2022/23 YTD

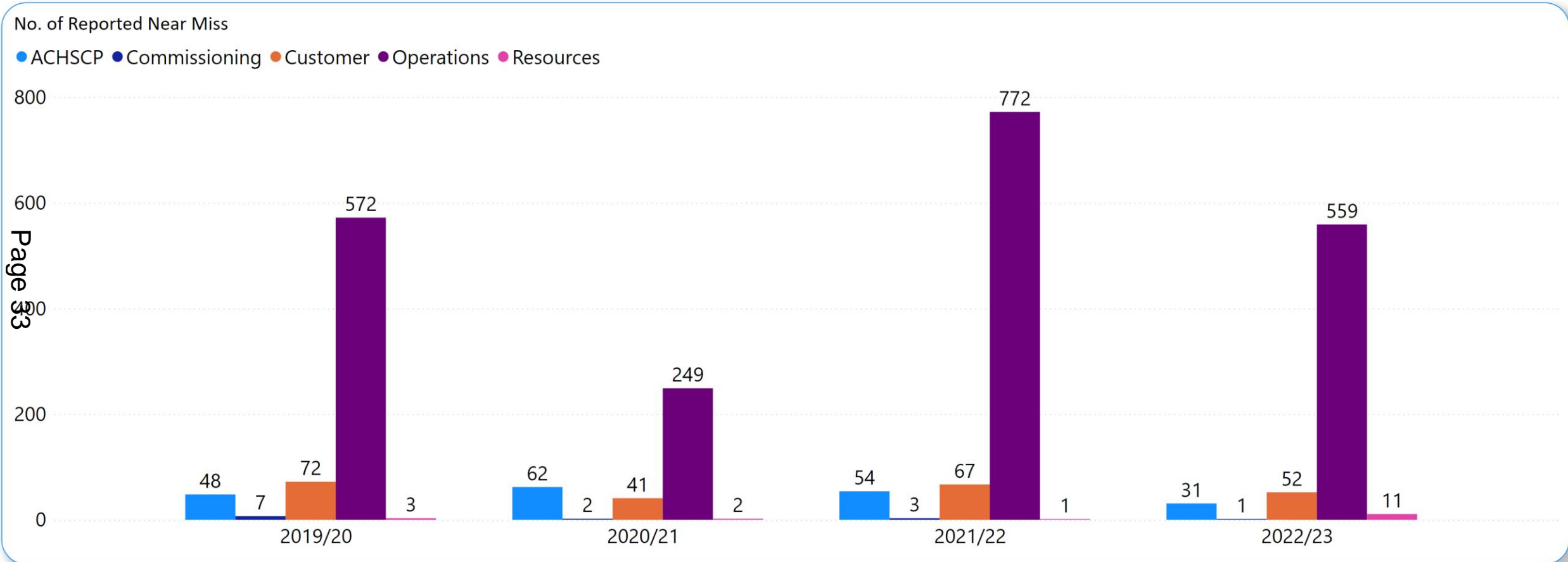
The table provides information on the **total number** of incidents for the last four reporting years (including current year to date) to Function level.





## Reported Near Miss From 2019/20 to 2022/23 YTD

The table provides information on the **total number** of near miss for the last four reporting years (including current year to date) to Function level.



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## ABERDEEN CITY COUNCIL

<b>COMMITTEE</b>	Staff Governance
<b>DATE</b>	13 March 2023
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	EAS Annual Progress Update Occupational Health and Absence Annual Update January 2022 – December 2022
<b>REPORT NUMBER</b>	CUS/23/080
<b>DIRECTOR</b>	Andy MacDonald
<b>CHIEF OFFICER</b>	Isla Newcombe
<b>REPORT AUTHOR</b>	Kirsten Foley
<b>TERMS OF REFERENCE</b>	2.7

### 1. PURPOSE OF REPORT

- 1.1 This report updates the Committee on utilisation of the Employee Assistance Service (EAS) provided by Time for Talking and VIVUP during the last 12 month period January 2022 – December 2022 and provides a 12 monthly update on the Occupational Health and Absence period 1<sup>st</sup> January 2022 – 31<sup>st</sup> December 2022.

### 2. RECOMMENDATION

- 2.1 That Committee considers the contents of the report.

### 3. CURRENT SITUATION

#### 3.1 Employee Assistance Programme

- 3.1.1 For the period January 2022 – September 2022 the Employee Assistance Programme was provided by Time for Talking. The contract then moved to VIVUP, who provide other Employee Benefits.

- 3.1.2 There was an overlap during the month of October 2022 to allow employees who had commenced counselling with Time for Talking to complete their counselling sessions with the same provider.

- 3.1.3 The table below provides a breakdown of the usage of the Time for Talking service during the period January – September 2022, showing the breakdown by function and reason for the referral.

- 3.1.4 In total, 112 employees contacted the service for counselling support and 4 dependents/family members of employees sought support over this period. In addition, over the period October – December 2022 a total of 35 employees sought counselling support from the new EAP provider, VIVUP, giving a total of **147** employees accessing counselling support during the calendar year. This

compares to 121 referrals made during the period January – December 2021. This reflects the national pattern reported in Personnel Today in January 2023, which reported a 0.6% increase in the usage of EAP services nationally. [What's driving the increase in EAP usage? \(personneltoday.com\)](#)

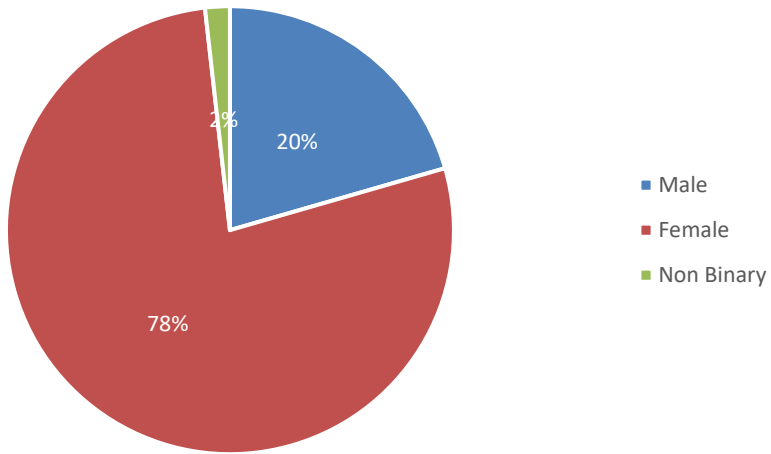
3.1.5 The majority of referrals during the period January 2022 – September 2022 were related to personal issues (78 referrals, 63% of the referrals made), with stress/depression and anxiety being the most common reason for referral, followed by bereavement and family illness.

3.1.6 Work related issues accounted for 46 referrals over the period (27% of referrals), with the most prevalent reason being demands being placed on the employee.

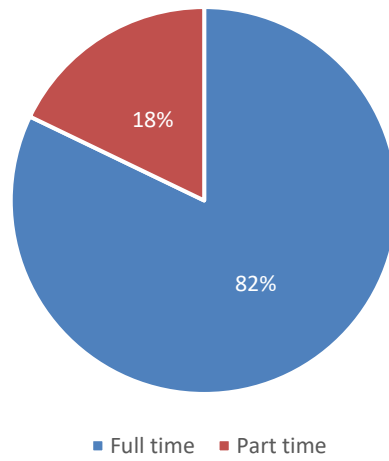
Functions	Number of Staff within Service	% of Staff usage	Number of referrals	Helpline Calls	Work Related Issues	Change (Organisational/redundancy)	Demands (Workload/Stress/Anxiety)	Relationships (with colleagues)	Relationships with manager (Bullying/Harassment)	Role (Understanding of)	Support (discipline & grievance)	Control	Personal Issues	Health/Bereavement	Addiction/Abuse	Relationship/Family Issues	Personal Stress/Depression/Anxiety/Anger	Traumatic Incident
Commissioning	338	2.96	10	0		2							2		2	4		
Customer	1189	1.09	13	0		5	1		1				1		2	3		
Operations	5151	1.18	61	4		12	1	2	9	2	1		9		6	21	3	
Health & Social Care Partnership	607	3.46	21	2		8	1						2		2	11	1	
Resources	327	2.14	7	0		1							1			3	1	
Foster Carers	0	#DIV/0!	0	0														
Elected Members	0	#DIV/0!	0	0														
Family Member	0		4	0									1		1	2		
<b>Total Number of Referrals/C'ling</b>	<b>7612</b>	<b>1.52</b>	<b>116</b>	<b>6</b>	<b>46</b>	<b>0</b>	<b>28</b>	<b>3</b>	<b>2</b>	<b>10</b>	<b>2</b>	<b>1</b>	<b>78</b>	<b>16</b>	<b>0</b>	<b>13</b>	<b>44</b>	<b>5</b>

3.1.7 As can be seen from the charts below, the highest usage of the service between January and September was by female employees, full time employees and employees who were still attending work.

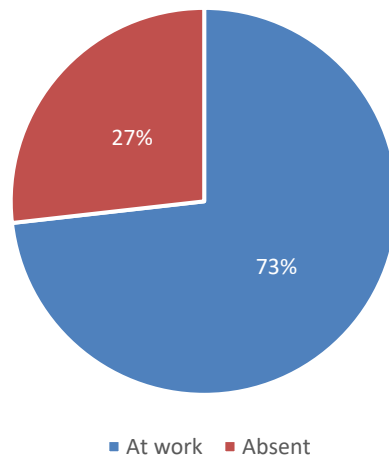
Service usage by gender



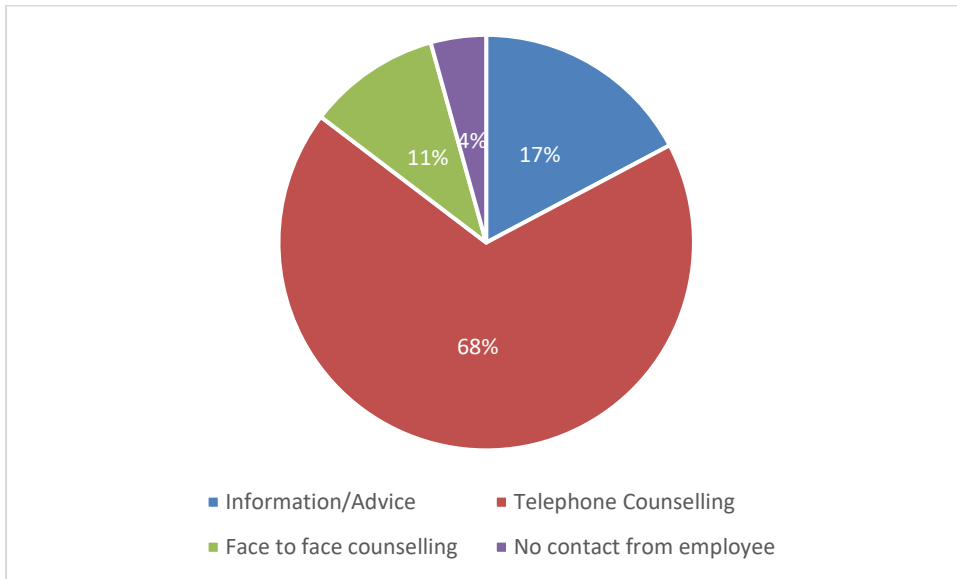
Service usage by contract type



Service usage by absence status

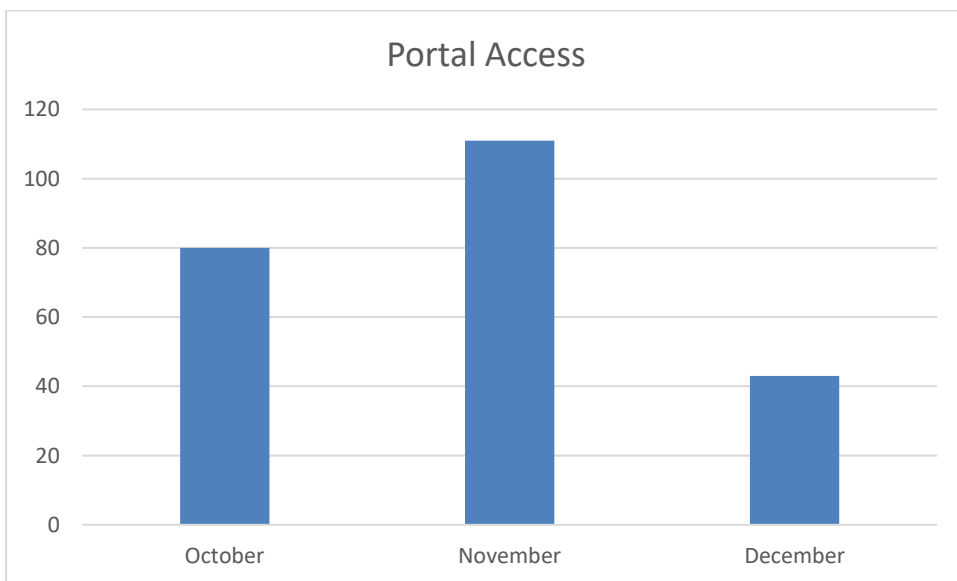


3.1.8 The graph below details the support that was provided. Most support was provided via telephone counselling (68%), which is consistent with the usage of the service since the pandemic.



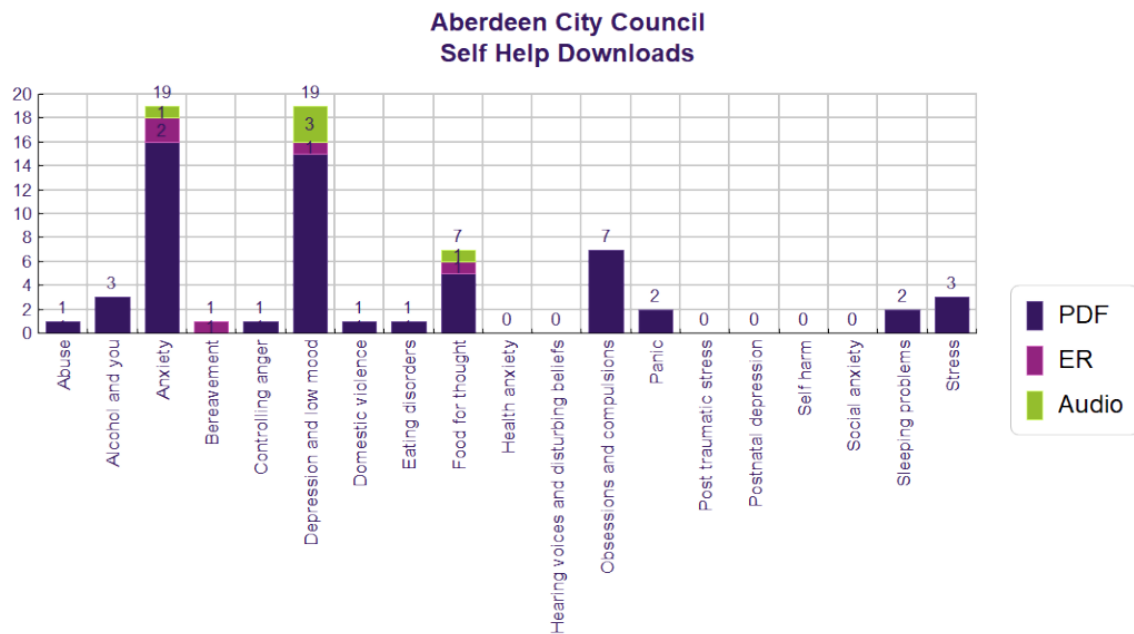
3.1.9 For the period October 2022 – December 2022, new referrals for employee assistance were made using the VIVUP Employee Assistance portal. This is a very different way of providing support to employees from that previously offered by Time for Talking. Time for Talking was predominantly a counselling service. Whilst VIVUP does offer counselling, the portal offers a far wider range of supports including self help guides, webinars, podcasts, workbooks and other resources.

3.1.10 The table below shows the number of times the VIVUP portal was accessed during the period October – December 2022

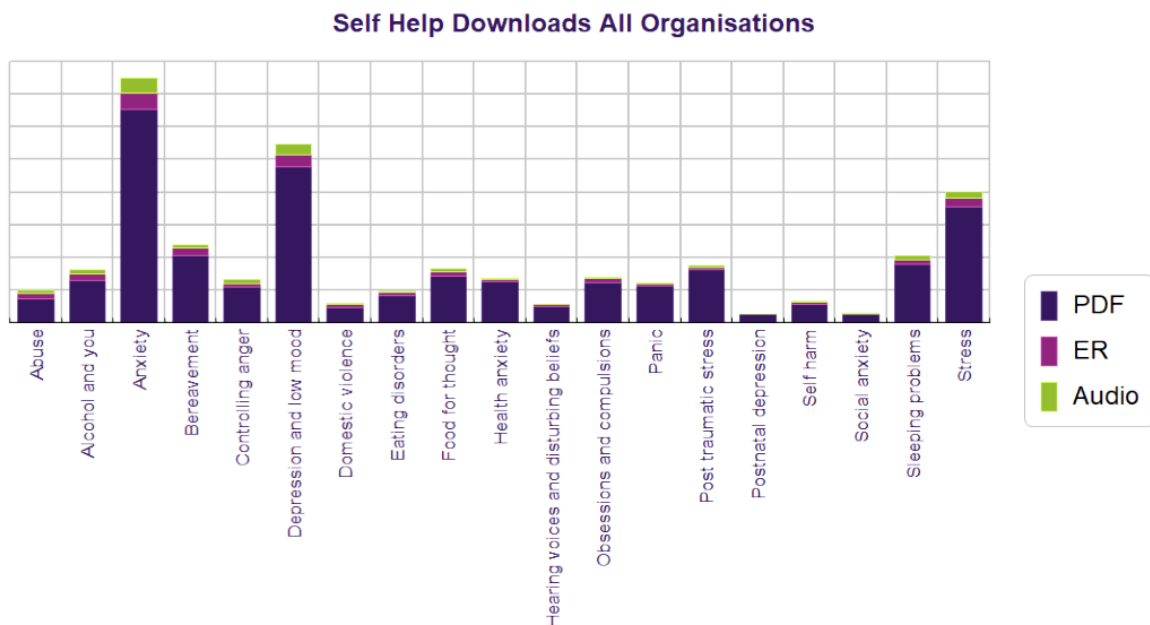


3.1.11 In total, 79 self help resources have been downloaded from the portal by ACC employees over the period October – December 2022, with the most commonly

accessed resources being those relating to anxiety and depression. The table below sets out the detail of the resources accessed by ACC employees.

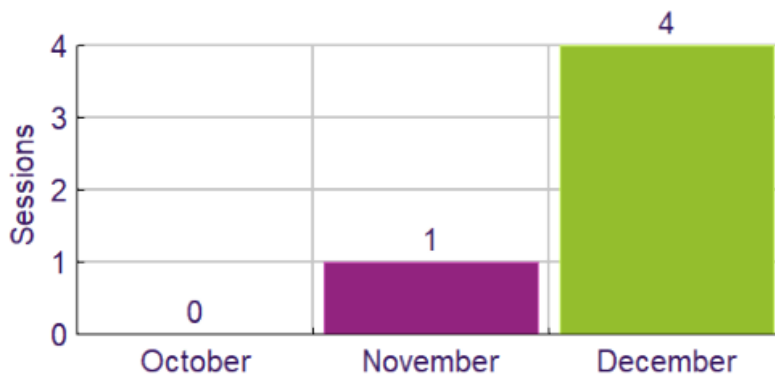


3.1.12 As can be seen from the table below, which details the downloads of self help resources across all employers using the VIVUP EAP, the pattern of access by ACC employees largely mirrors that across all organisations.

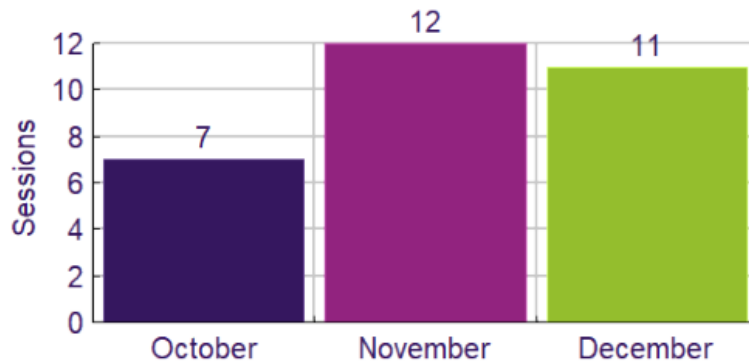


3.1.13 In total, 35 employees accessed telephone counselling support through the portal over the period October – December 2022, as detailed in the graphs below.

### Telephone Counselling

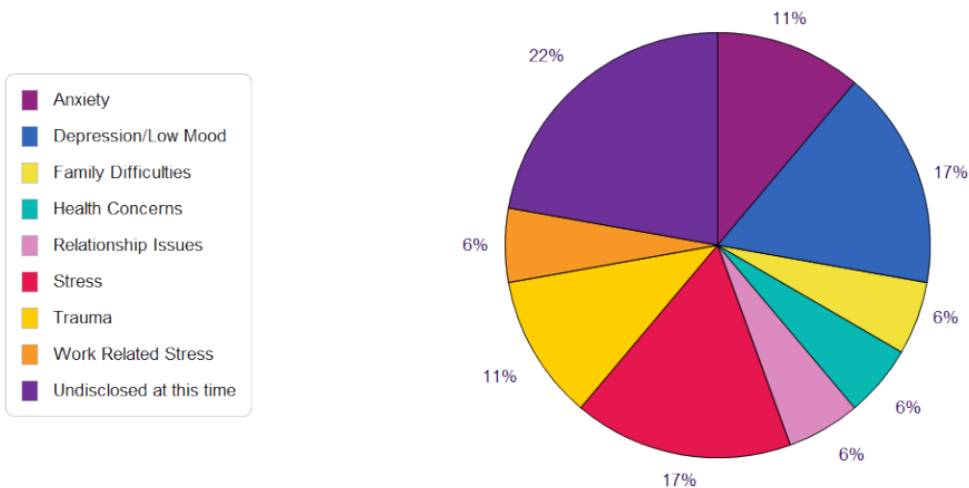


### Enhanced Tel Counselling



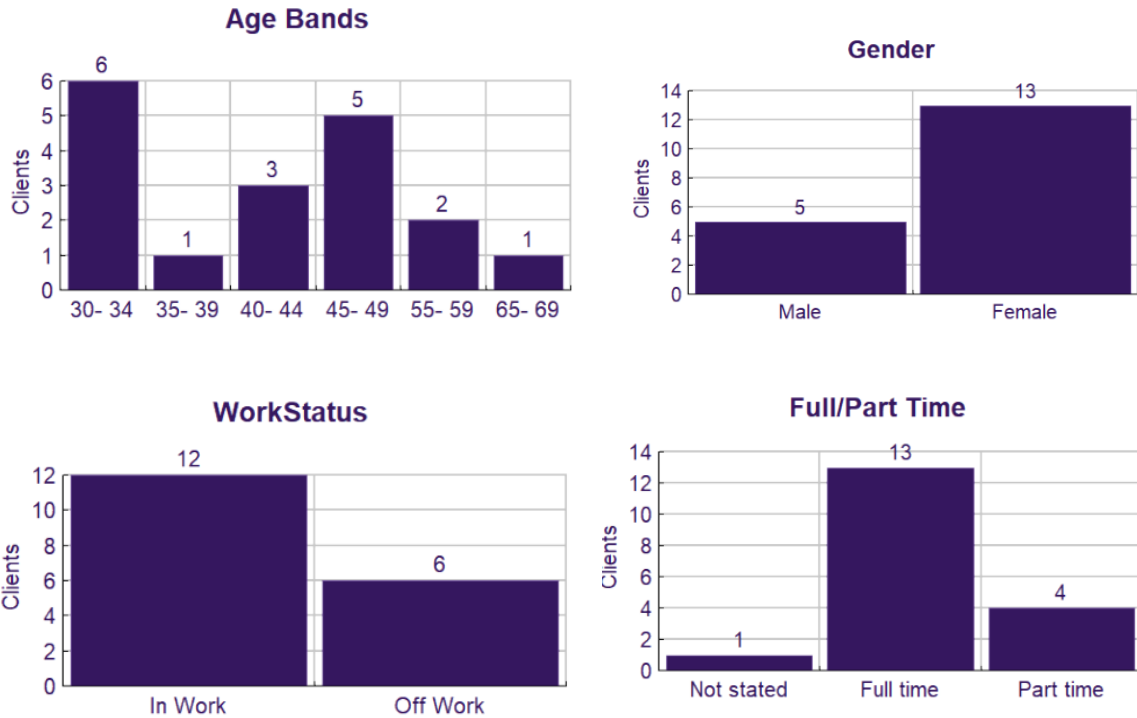
3.1.14 The chart below illustrates the issues raised by employees contacting the EAP. The most prevalent issues (where the issue was identified by the employee) were depression and stress, which mirrors the pattern of those accessing the self help resources.

### Aberdeen City Council Presenting Issue





3.1.15 The demographics of those accessing the employee assistance programme are set out in the graphs below. These demographics concur with those accessing the Time for Talking service, with more female, full time and in work employees accessing the support. We have requested that in future reports gender also identifies non binary.



3.1.16 Feedback received to date from employees who have accessed the VIVUP employee assistance programme includes the following statements:



### 3.2 Occupational Health Service

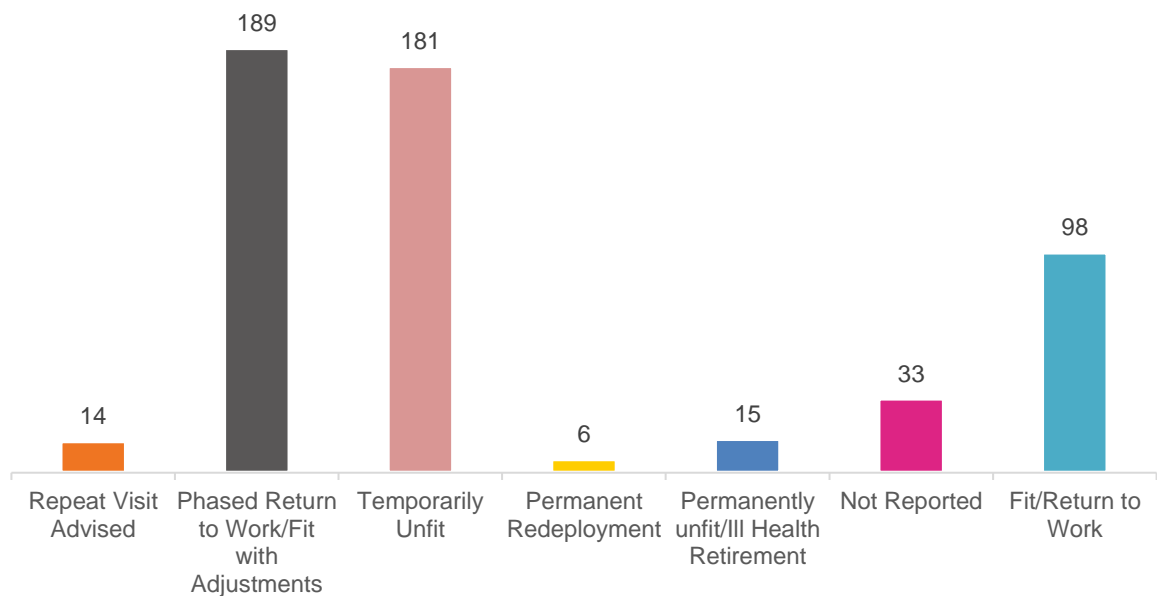
- 3.2.1 The Occupational Health contract sits with International SOS (formerly trading as Iqarus).
- 3.2.2 The current contract comes to an end in August 2023, and a tendering process will be undertaken to identify the provider who will provide the service that best meets the needs of the council within the budget.
- 3.2.3 The table below shows the volume of appointments for the period January – December 2022.
- 3.2.4 These figures include all appointments, including health surveillance assessments and pre employment screening as well as management referrals.
- 3.2.5 The cancelled appointments were either re-booked for a time that was more suitable for the employee or were cancelled as the employee had returned to work.
- 3.2.6 An appointment is recorded as did not attend if the employee fails to answer the initial telephone call from the OH provider; all dna appointments are identified and followed up with the service. In some cases, it became apparent that the phone calls were being made by the provider either before the notified time or later than advised, and the employee was no longer free to take the call. This issue was identified in October as the number of dna meetings had increased; this was raised with the OH provider who undertook to ensure that telephone

appointments were taking place at the pre-arranged times. The number of dna appointments has dropped since October and this continues to be monitored.

	Jan 22	Feb 22	Mr 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22
No of Appts	83	87	142	92	90	95	89	104	126	119	107	125
Cancelled	13	13	19	13	9	10	15	4	28	16	8	10
Did not attend	4	11	10	5	7	13	7	13	8	18	11	6

## Management Referral Outcomes

3.2.7 The graph below shows the outcomes from management referrals made during the period January – December 2022.



3.2.8 A total of 189 referrals for employees who were off sick resulted in employees being supported to return to work on a phased basis/with adjustments, with a further 98 referrals for employees who were off sick at the time identifying that the employee was fit to return to work with no adjustments. Together, these represent 53.5% of the management referrals made over the period.

3.2.9 181 appointments confirmed that the employee remained unfit for work, however only 14 of these required a repeat appointment to be made.

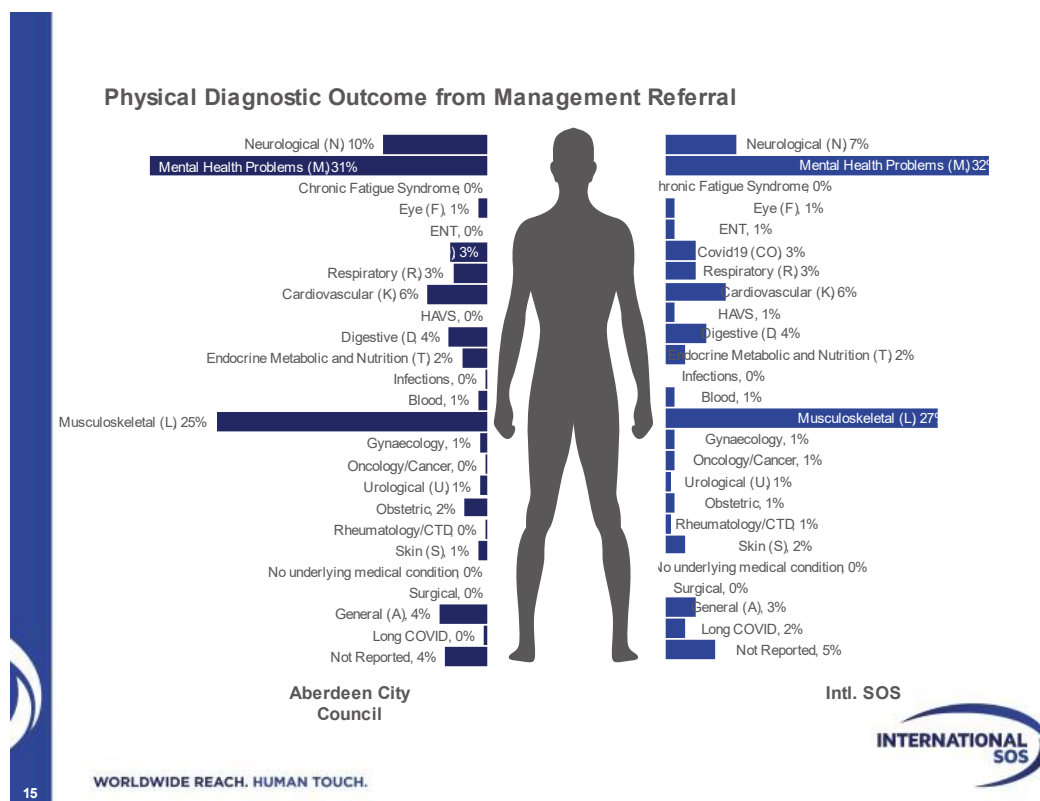
3.2.10 15 employees were identified as meeting the criteria for ill health retirement, and 6 employees were placed on the redeployment register as the OH advice was that they would not be able to return to their substantive roles. Of these 6 individuals, only 3 wished to enter the redeployment process, with the other 3 choosing to resign from their post. Of the 3 who were placed on medical redeployment, 1 individual was successfully redeployed, 1 was dismissed on the grounds of ill health capability and 1 applied for, and was granted, ill health retirement.

3.2.11 In 33 cases no OH report was issued to the employer. As the Occupational Health report is classed as the employee’s medical information, the employee can request that the report is withheld. In such circumstances, management continues to manage the employee’s absence on the basis of the information that is available (for example the information contained on fit notes from the GP.)

3.2.12 The pictogram below illustrates the medical reasons for the management referrals, and compares the ACC referral levels for each category (on the left of the diagram) with the overall number of referrals International SOS are receiving (on the right).

This demonstrates that the spread of absence reasons leading to referrals within the Council are very much in line with the reasons other organisations are making OH referrals.

3.2.13 The 2 most common reasons for referring to OH are mental health and musculoskeletal, which is consistent with the absence data.

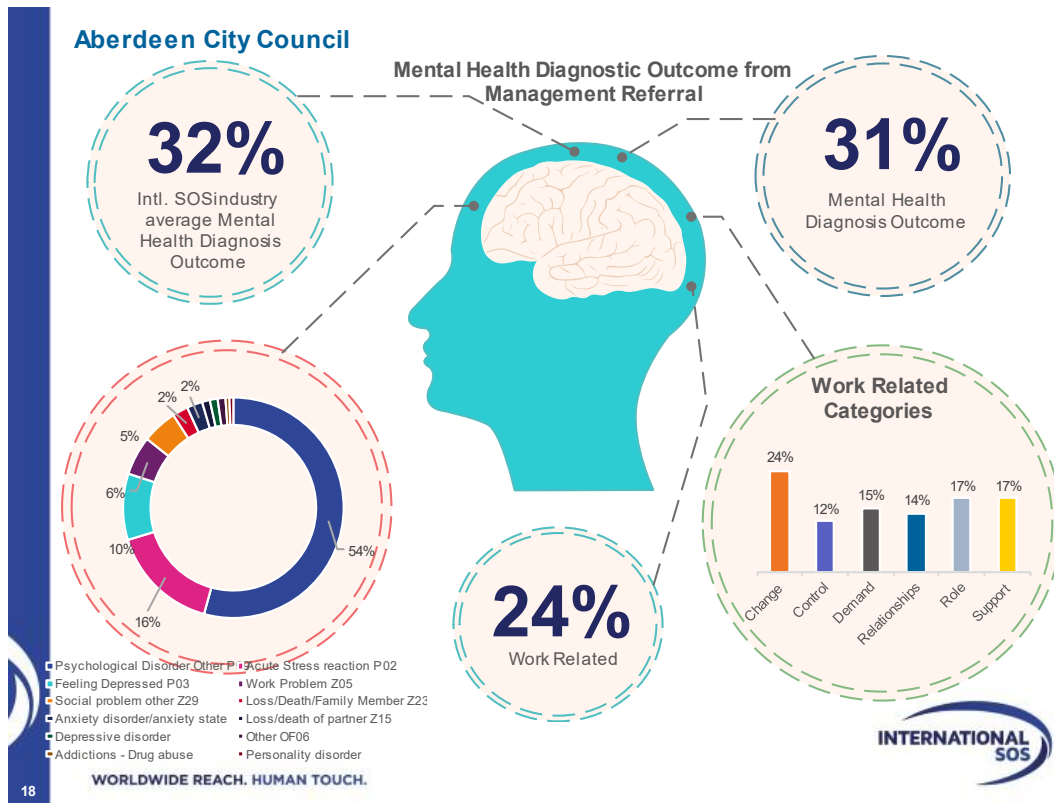


3.2.14 The breakdown of referral reasons by age of the employee referred shows that for employees under the age of 44, the most prevalent reason for referral was mental issues, with between 41% and 44% of referrals for each of these age groups being due to mental health issues.

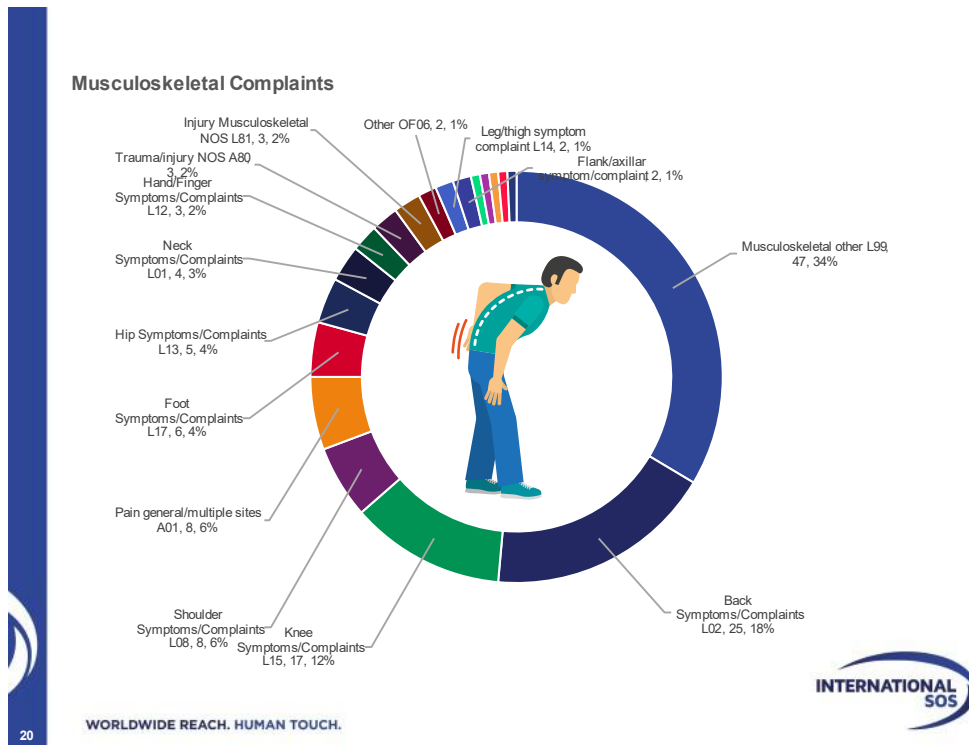
3.2.15 For employees between 45 and 54 years of age, mental health referrals and musculoskeletal referrals each account for 26% of the total referrals made, with these being the 2 most common reasons for referral.

3.2.16 The most common reason for referral for employees over the age of 55 is musculoskeletal issues, with 33% of the referrals for employees between 55 and 64 years of age and 36% of the referrals for employees aged over 65 relating to musculoskeletal conditions.

3.2.17 A further analysis of the referrals relating to mental health issues shows that 24% of these referrals are in relation to perceived work related issues, with the most prevalent identified stressor being Change.



3.2.18 34% of musculoskeletal referrals have been categorised as “other”. This includes conditions such as arthritis, fibromyalgia, muscular spasm and rheumatology; the largest single category is back issues (18%) followed by knee complaints (12%)

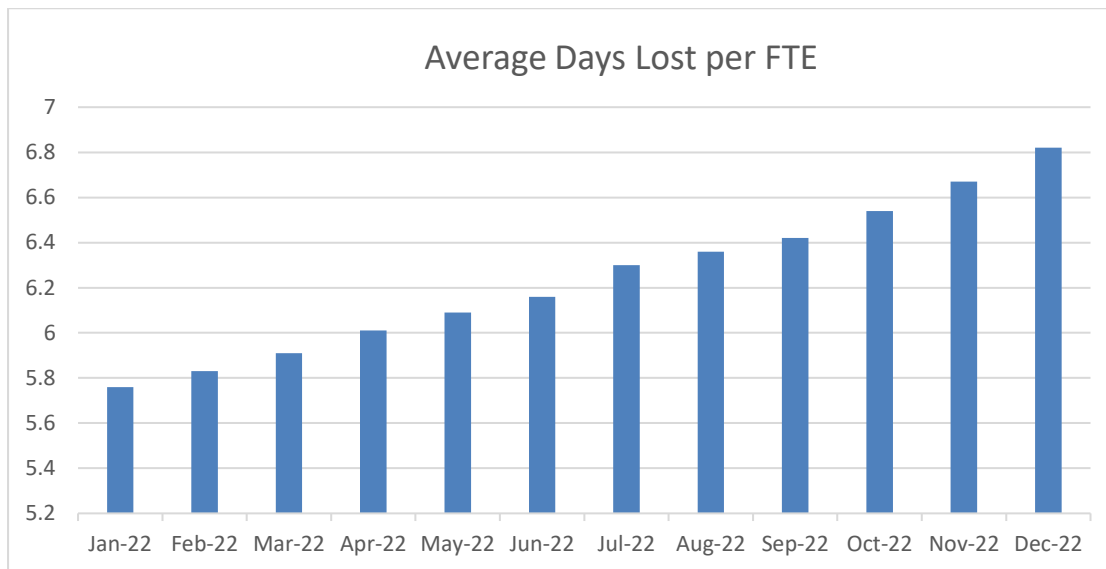


### 3.2.1 Sickness Absence

#### Data

3.3.1 The table below shows the average number of days lost per fte for the period January – December 2022 compared to the days lost in the period January – December 2021. As can be seen, the average number of days lost has continued to increase on a monthly basis throughout the year. This increase is illustrated in a bar graph below.

Month	Days Lost 2021	Days Lost 2022
January	4.79	5.76
February	4.73	5.83
March	4.76	5.91
April	4.85	6.01
May	5	6.09
June	5.15	6.16
July	5.25	6.3
August	5.32	6.36
September	5.38	6.42
October	5.49	6.54
November	5.59	6.67
December	5.69	6.82



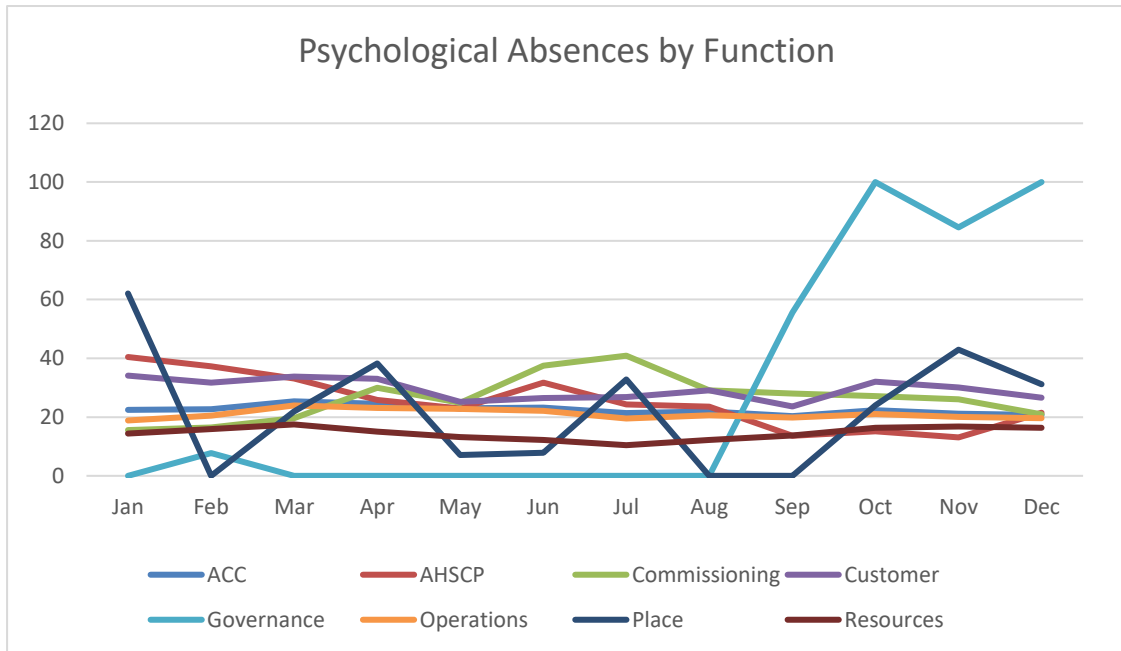
3.3.2 The table below sets out the breakdown of absence reasons for each month. Psychological and musculoskeletal continue to be the most prevalent reasons for absence, and this is reflected in the data received from the Occupational Health service.

Sickness Category Breakdown, Monthly

SICKNESS_CATEGORY	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022	July 2022	August 2022	September 2022	October 2022	November 2022	December 2022
Bacterial	0.28%	0.25%	0.24%	0.27%	0.24%	0.26%	0.32%	0.29%	0.24%	0.23%	0.20%	0.20%
Cardiovascular	0.45%	0.56%	0.69%	0.87%	1.19%	1.36%	1.22%	1.29%	1.29%	0.86%	1.26%	1.24%
Covid-19 Related	1.36%	1.48%	1.72%	2.38%	2.16%	2.44%	1.74%	2.47%	2.12%	1.98%	1.87%	1.80%
Dermatological	1.19%	1.18%	1.53%	1.64%	1.86%	1.44%	5.50%	5.96%	6.56%	6.11%	5.61%	4.20%
Endocrine	1.30%	0.75%	0.94%	1.15%	0.69%	0.99%	0.72%	0.90%	0.64%	0.87%	0.95%	0.57%
Gastro-intestinal	0.03%	0.03%	0.06%	0.17%	0.23%	0.24%		0.07%	0.02%	0.03%	0.16%	0.14%
Gynaecological	5.85%	7.45%	7.46%	6.48%	8.99%	8.40%	5.71%	7.49%	8.93%	6.83%	7.25%	5.40%
Hospitalisation	1.18%	1.14%	1.82%	1.94%	2.10%	1.80%	0.98%	1.27%	1.36%	0.92%	1.31%	1.45%
Malignancy	7.45%	7.17%	8.33%	10.09%	8.89%	9.37%	8.58%	7.70%	6.93%	8.42%	9.15%	9.82%
Musculoskeletal	3.26%	2.86%	2.56%	3.73%	3.32%	3.51%	4.05%	3.57%	3.64%	3.34%	2.90%	3.39%
Neurological	19.33%	21.14%	19.36%	21.59%	19.41%	20.84%	22.45%	22.42%	19.62%	20.83%	20.15%	19.17%
Ophthalmic	5.63%	6.17%	5.69%	5.61%	6.17%	6.30%	7.78%	8.36%	8.88%	7.70%	6.44%	5.46%
Other	0.42%	0.51%	0.52%	0.30%	0.76%	1.10%	0.60%	0.09%	0.24%	0.78%	0.72%	0.41%
Psychological	17.49%	13.65%	7.94%	7.05%	6.27%	5.59%	6.11%	5.36%	4.61%	3.59%	2.58%	2.54%
Respiratory	22.47%	22.65%	25.36%	24.52%	22.97%	23.19%	21.32%	21.93%	20.32%	22.37%	21.16%	20.74%
Urological	10.69%	10.63%	12.11%	9.24%	11.57%	9.84%	10.02%	7.67%	11.03%	12.27%	15.04%	20.36%
Viral	0.53%	0.89%	1.32%	0.99%	0.99%	1.20%	1.48%	1.32%	0.96%	0.79%	0.56%	0.39%
Total	1.10%	1.51%	2.34%	2.01%	2.20%	2.13%	1.41%	1.86%	2.59%	2.08%	2.68%	2.71%
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>

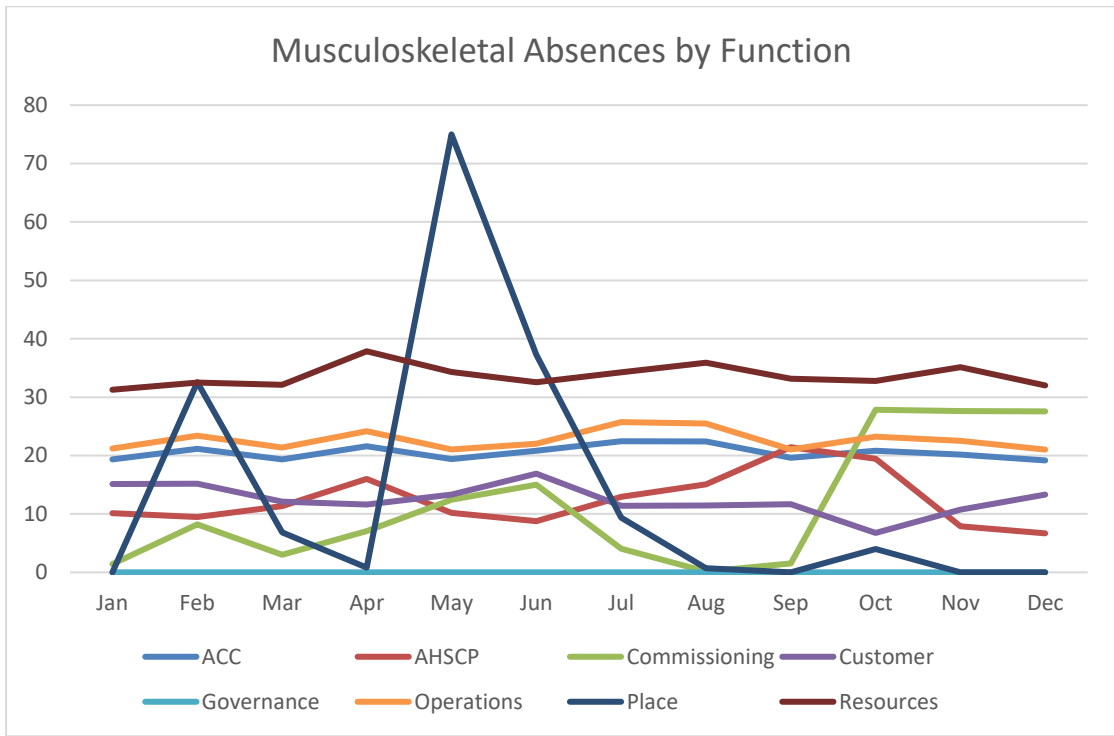
3.3.3 As illustrated by the graph below, the Functions within which psychological absences were highest (as a percentage of total absence within the Function) were AHSCP, Commissioning and Customer.

- 3.3.4 The level of sickness absence attributable to psychological absence in Operations closely mirrored the level of psychological absence across ACC as a whole.
- 3.3.5 The Resources Function showed a lower level of psychological absence as a percentage of total absences than the ACC level.
- 3.3.6 Both Place and Governance show dramatic spikes in psychological absence, however due to the fact that these are smaller clusters and the overall level of absence is much lower, these can be explained by a single absence/small numbers of absences.

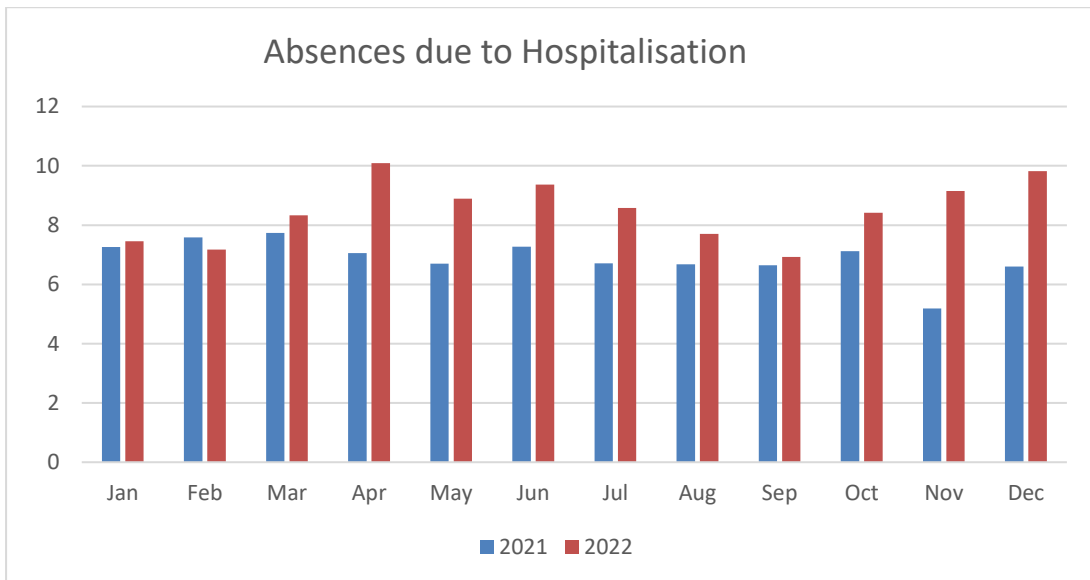


- 3.3.7 The graph below breaks down the musculoskeletal absences by Function. As with the breakdown of the psychological absences, the spikes and apparently high levels in the smaller functions (Commissioning, Governance and Place) are attributable to a small number of absences given the lower level of overall absences in these smaller Functions.
- 3.3.8 The highest levels of musculoskeletal absences are within the Resources Function, and these are in the main within the Operations and Protective Services Cluster, where the highest numbers of frontline manual workers are employed.





3.3.9 The period January - December 2022 also saw an increase in the number of absences due to hospitalisation. The graph below shows the comparison between the 2021 and 2022 figures. This is due to hospitals returning to a more normal operating schedule following the pandemic, and the backlog of operations that resulted from operations being cancelled.



3.3.10 Covid related absences are now recorded in line with normal absence procedures. Covid rates were low at the start of 2022, however in the summer rates began to rise again as the Omicron strain of the virus continued to mutate and new strains were identified.

## **Improvement Plan**

- 3.3.11 The continued increase in absence levels across the organisation has resulted in a decision to refresh the Absence Improvement Project.
- 3.3.12 A refreshed Improvement Charter will be presented to the Performance Board on 11 April 2023 for approval. This charter will set out the aims and change ideas along with measures for each change to be trialled.
- 3.3.13 Key areas of focus for improvement will be data, management support (including the provision of toolkits for managers), process review and improvement and early intervention/prevention.
- 3.3.14 Progress against each measure will be reported to the Performance Board.

## **4. FINANCIAL IMPLICATIONS**

- 4.1 The direct financial costs associated with sickness absence relate to the payment of occupational sick pay and cover of essential services. The indirect costs relate to impact on service delivery.
- 4.2 There is also the potential for employment tribunal associated costs if an employee were to make an employment related claim against the Council.

## **5. LEGAL IMPLICATIONS**

- 5.1 Failure to comply with legislation in ensuring a safe and healthy workplace has the potential to result in enforcement action by the Health and Safety Executive (HSE). Such intervention can result in potential prosecution (criminal) equally, employees (civil claims) are more likely to succeed following a successful HSE prosecution. Changes in the Sentencing and Fines Guidance for health and safety non-compliances are resulting in increased financial penalties. Fine starting points are based on an organisation's turnover. As Local Authorities do not have turnover; Annual Revenue Budget is deemed to be the equivalent. This amount is then altered depending on the culpability of the organisation and harm factors to employees and members of the public.
- 5.2 Under the Health and Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999 there is a legal requirement to ensure the health safety and welfare at work of our employees. This includes minimising the risk of stress-related illness or injury to employees.
- 5.3 The provision of an EAS is in line with guidance produced by the HSE as one of the measures to control that risk. One person in four in the UK will experience a mental health problem in their lives.
- 5.4 HSE potential prosecution (criminal) can attract fines, imprisonment and remedial orders. There is also the possibility of employee claims (civil). Provision of an EAS can be used as mitigation against potential claims from employees exposed to work related stress.

**6. ENVIRONMENTAL IMPLICATIONS**

6.1 There are no environmental implications associated with this report.

**7. RISK**

<b>Category</b>	<b>Risks</b>	<b>Primary Controls/Control Actions to achieve Target Risk Level</b>	<b>*Target Risk Level (L, M or H)</b>  <small>*taking into account controls/control actions</small>	<b>*Does Target Risk Level Match Appetite Set?</b>
<b>Compliance</b>	Compliance with legal requirements ensures the health and safety of employees. Poor management of the risks and lack of support has the potential to attract enforcement action (criminal and civil)	Assessment of risk via stress and QWL's risk assessments with identification and implementation of safe working arrangements. Functions acting on utilisation, trend and root cause information to develop and implement controls to prevent a reoccurrence. Completion of Line Manager Competency Indicator Tool (HSE) by line managers acting on feedback. Provision of specialist support / advice.	M	Yes
<b>Operational</b>	Risk to service delivery if absence levels are high and employees are not supported back to work timeously	Provision of information, instruction and training as identified in Job Profiles, skills and training matrices and in risk assessment. Open and clear two-way communication at all levels within the organisation. Non-judgmental and proactive support	M	Yes

		provided to employees who experience mental health problems. Good self-management of personal wellbeing and resilience.		
<b>Financial</b>	If no action is taken to support individuals and address trends, then the organisation will incur both direct and indirect costs	Implementation of the Mental Health and Wellbeing in the Workplace Policy and supporting Stress Procedure. Effective management and maintenance of a mentally healthy workplace and provision of appropriate support. Review and identification of EAS use and related absence to act on lessons learned. Corporate and individual awareness of mental health in the workplace. Active monitoring of workloads.	M	Yes
<b>Reputational</b>	Without ensuring suitable employee support there is a risk of the organisation not being seen as an employer of choice and having recruitment and retention issues	As above	L	Yes

## 8. OUTCOMES

<u>COUNCIL DELIVERY PLAN 2022-2023</u>	
	<b>Impact of Report</b>
<b>Aberdeen City Council Policy Statement</b>  <u>Working in Partnership for Aberdeen</u>	The provisions within this report support the delivery of the Policy Statement through ensuring that sufficient resources are available to deliver the Council services which will achieve the policy priorities.
<u>Aberdeen City Local Outcome Improvement Plan 2016-26</u>	
Prosperous People Stretch Outcomes	The Prosperous People theme in the LOIP indicates that all people in the City are entitled to feel safe, protected from harm and supported where necessary, which would include employees of the Council. Adopting the approach outlined in the report will support the workforce.
Workforce Plan	As set out in the Workforce Plan, the emphasis on developing internal capacity and the need for flexibility and efficiency in our reducing workforce, there is a need to focus on supporting employee health and wellbeing.

## 9. IMPACT ASSESSMENTS

Assessment	Outcome
<b>Integrated Impact Assessment</b>	Not required
<b>Data Protection Impact Assessment</b>	Not required

## 10. BACKGROUND PAPERS

None

## 11. APPENDICES

None

## 12. REPORT AUTHOR CONTACT DETAILS

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## ABERDEEN CITY COUNCIL

<b>COMMITTEE</b>	Staff Governance Committee
<b>DATE</b>	13 March 2023
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	Equality, Diversity and Inclusion – Progress Report Update
<b>REPORT NUMBER</b>	CUS/23/079
<b>DIRECTOR</b>	Andy MacDonald, Director - Customer
<b>CHIEF OFFICER</b>	Isla Newcombe, Chief Officer – People and Organisational Development
<b>REPORT AUTHOR</b>	Darren Buck, Acting People Development Manager
<b>TERMS OF REFERENCE</b>	2.6

### 1. PURPOSE OF REPORT

- 1.1 To provide Committee with the employee information presented as part of the [2023 Equality Outcomes Progress Report](#) presented to Anti-Poverty and Inequality Committee on 8 March 2023; and
- 1.2 To provide an update on and assurance that work is being undertaken to meet our employer Equality Outcomes in line with our Equality, Diversity and Inclusion Action Plan.
- 1.3 To instruct the Chief Officer – People and Organisational Development to provide an update to Staff Governance Committee at a future meeting of the Committee on any impact this report has on the Equality, Diversity and Inclusion Action Plan as well as any changes, updates or new areas of focus based on the data and analysis

### 2. RECOMMENDATIONS

That Committee:-

- 2.1 notes the employee information update presented as part of the 2023 Equality Outcomes Progress Report presented to Anti-Poverty and Inequality Committee attached at Appendix 1 and Appendix 2; and
- 2.2 notes the work undertaken to date, provided within the Progress Report at Appendix 1 and Appendix 2, as part of the Council’s Equality, Diversity and Inclusion Action Plan to meet our Equality Outcomes as an employer.

### 3. CURRENT SITUATION

#### 3.1 Public Sector Specific Duties

3.1.1. The public sector equality duty, which is set out in sections 149-157 and schedules 18 and 19 of the Equality Act, came into force on the 5th of April 2011. It replaces the previous public sector equality duties, the Race Equality Duty (2002), the Disability Equality Duty (2006) and the Gender Equality Duty (2007).

3.1.2 The specific duties were created by the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012. The duties were implemented from 2013 and the first reports required under the legislation on Equality Outcomes, Mainstreaming and Equal Pay were published on 30 April 2013. There is a reporting duty on listed authorities every two years by the 30th of April.

3.1.3 Specific Duties listed authorities must report on progress relating to mainstreaming equality and progress on outcomes; policies and practices; employee information; procurement and publish a report in a manner that is accessible.

3.1.4 Protected characteristics as defined by the Equality Act 2010 include:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

3.1.5 A full progress report against all of Aberdeen City Council's Equality Outcomes which included all statutory data was presented at the [Anti-Poverty and Inequality Committee on 8 March 2023](#).

## **3.2 Employer Outcomes and Equality, Diversity and Inclusion Action Plan**

3.2.1 Aberdeen City Council has two employer [Equality Outcomes](#) which were approved at Operational Delivery Committee on 11 March 2021 and are for the period 2021-2025.

3.2.2 These Equality Outcomes are:

- Improve the diversity of our workforce and address any areas of underrepresentation, ensuring that there are equal opportunities for all protected groups (with consideration for both internal employees and external applicants), with a particular and prioritised focus on Age, Disability, Race and Sex.
- Ensure that all of our employees who have protected characteristics feel fully valued, safe and included at work, with a particular and prioritised focus on Age, Disability, Gender Reassignment, Race, Sex and Sexual orientation.



- 3.2.3 Following approval of these Equality Outcomes, the Council's [Equality, Diversity and Inclusion Action Plan](#) was approved at Staff Governance Committee on 12 April 2021.
- 3.2.4 Following approval of the Equality, Diversity and Inclusion Action Plan, a number of working groups were created to take forward equality, diversity and inclusion initiatives, facilitated by People and Organisational Development.
- 3.2.5 These initiatives are outlined in Appendix 1 of this report.
- 3.2.6 In addition to the above, equality, diversity and inclusion work is included within and is an important element of the Council's [Workforce Delivery Plan](#) and [Capability Framework](#), both approved at Staff Governance Committee on 30 January 2023.

### **3.3 Employee Data**

- 3.3.1 As part of the 2023 Equality Outcomes Progress Report, the Council's workforce diversity data was presented in line with our statutory duties.
- 3.3.2 This data includes workforce profile, recruitment and selection data, training data, leavers data, grievance data and disciplinary data.
- 3.3.3 This data is presented for the whole Council workforce and additional data is presented for the Education Authority (anyone who works within our Education teams).
- 3.3.4 This data, alongside a summary of each data set, can be found within Appendix 2.
- 3.3.5 In addition, as part of the employee section of the 2023 Equality Outcomes Progress Report, found in Appendix 1, a summary analysis of this data has been completed to outline progress against our Equality Outcomes to date and areas of future focus.

### **3.4 Next Steps**

- 3.4.1 The 2023 Equality Outcomes Progress Report outlines some highlighted areas of focus that will support the achievement of the employer equality outcomes. This is found in Appendix 1.
- 3.4.2 These areas of focus, as well as the data and analysis, will be reviewed by People and Organisational Development, in collaboration with our Equality, Diversity and Inclusion staff working groups, to determine what further actions or priorities will be required over the next two years in advance of the next Mainstreaming Report.
- 3.4.3 Any changes, updates or new areas of focus based on the data and analysis from the 2023 Equality Outcomes Progress Report will be highlighted and approval sought through a future meeting of the Staff Governance Committee.

3.4.4 In line with our [Equality, Diversity and Inclusion Action Plan](#), we will continue to adjust and adapt actions based on data, feedback and active listening from employees and protected groups.

#### 4. FINANCIAL IMPLICATIONS

4.1 There are no direct financial implications arising from the recommendation of this report.

#### 5. LEGAL IMPLICATIONS

5.1 Delivering on the published progress on mainstreaming the Equalities Outcomes will help public authorities comply with their legal duties under:

- Section 149 of the Equality Act 2010 (the public sector equality duty), and;
- The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012

#### 6. ENVIRONMENTAL IMPLICATIONS

6.1 There are no direct environmental implications arising from the recommendations of this report.

#### 7. RISK

Category	Risks	Primary Controls/Control Actions to achieve Target Risk Level	*Target Risk Level (L, M or H)  *taking into account controls/control actions	*Does Target Risk Level Match Appetite Set?
<b>Strategic Risk</b>	Inability to deliver on LOIP, TOM 1.2 or Workforce Strategy given importance of equality, diversity and inclusion to these.	Equality, Diversity and Inclusion Action Plan - Actions undertaken, including awareness raising, reviews of policies, procedures and guidance, as well as a review of training and development.	L	Yes
<b>Compliance</b>	Requirement to meet the General Duty under the Public Sector Equality Duty and produce	The progress report provides assurances of meeting our public sector duties.  Equality, Diversity and Inclusion Action Plan - Actions undertaken,	L	Yes

	statutory reports.  Ensuring that Aberdeen City Council complies with the Equality Act (2010) and does not discriminate.	including awareness raising, reviews of policies, procedures and guidance, as well as a review of training and development.		
<b>Operational</b>	No significant risks identified			
<b>Financial</b>	No significant risks identified			
<b>Reputational</b>	Risks of treating staff unfairly or discriminating and not providing an inclusive environment could impact on Council reputation and employer brand.	Equality, Diversity and Inclusion Action Plan - Actions undertaken, including awareness raising, reviews of policies, procedures and guidance, as well as a review of training and development.	L	Yes
<b>Environment / Climate</b>	No significant risks identified			

## 8. OUTCOMES

<b><u>COUNCIL DELIVERY PLAN 2022-2023</u></b>	
	<b>Impact of Report</b>
<p><b>Aberdeen City Council Policy Statement</b></p> <p><b><u><a href="#">Working in Partnership for Aberdeen</a></u></b></p>	<p>By working towards equality, diversity and inclusion as an employer, we are working towards diversifying our workforce which in turn, supports the delivery of services for our diverse communities.</p> <p>Equality, diversity and inclusion is an important part of the Council's workforce delivery plan which aims to meet the Council's Target Operating Model 1.2 and ultimately its strategic goals.</p> <p>Specifically, within the policy statement, this report impacts positively on:</p> <ul style="list-style-type: none"> <li>• Support the implementation of Developing the Young Workforce, seek to gain the highest level of investors in young people</li> </ul>

	<p>accreditation and ensure there is a focus on supporting pupils excel in STEM subjects.</p> <p>In addition, with the Working in Partnership for Aberdeen Statement, this report supports with:</p> <ul style="list-style-type: none"> <li>• Promote the number of apprenticeships on offer through the council.</li> <li>• Work to ensure that every school community provides a safe and respectful environment for young people and staff.</li> <li>• Recognise that the Council depends upon its staff to deliver the services it provides and believe the Council must properly reward, train and support its staff.</li> <li>• Double paternity leave for Aberdeen City Council staff and encourage other employers in the city to do likewise.</li> </ul>
<p><a href="#">Aberdeen City Local Outcome Improvement Plan 2016-26</a></p>	
<p>Prosperous Economy Stretch Outcomes</p>	<p>This report supports:</p> <ul style="list-style-type: none"> <li>• 400 unemployed Aberdeen City residents supported into Fair Work by 2026</li> <li>• 500 Aberdeen City residents upskilled/reskilled to enable them to move into, within and between economic opportunities as they arise by 2026.</li> </ul>
<p>Prosperous People Stretch Outcomes</p>	<p>This report supports:</p> <ul style="list-style-type: none"> <li>• As corporate parents we will ensure 95% of care experienced children and young people will have the same levels of attainment in education, health and emotional wellbeing, and positive destinations as their peers by 2026.</li> <li>• 95% of children living in our priority neighbourhoods will sustain a positive destination upon leaving school by 2026.</li> <li>• Child friendly city where all decisions which impact on children and young people are informed by them by 2026.</li> </ul>

## 9. IMPACT ASSESSMENTS

Assessment	Outcome
<b>Integrated Impact Assessment</b>	Not required for this report as Integrated Impact Assessment completed for the Mainstreaming Report previously.
<b>Data Protection Impact Assessment</b>	Not required

## 10. BACKGROUND PAPERS

10.1 [Equality Outcomes and Mainstreaming Progress Report, Anti-Poverty and Inequality Committee, 8 March 2023](#)

10.2 [Equality Outcomes and Mainstreaming Report, Operational Delivery Committee, 11 March 2021, CUS/21/051](#)

10.3 [Equality, Diversity and Inclusion Action Plan, Staff Governance Committee, 12 April 2021, RES/21/077](#)

10.4 [Workforce Delivery Plan, Staff Governance Committee, 30 January 2023, CUS/23/035](#)

10.5 [Job Families and Capability Framework, Staff Governance Committee, 30 January 2023, CUS/23/036](#)

## 11. APPENDICES

11.1 Appendix 1 – Employee Information section of the 2023 Equality Outcomes Progress Report

11.2 Appendix 2 - Employment data provided in the 2023 Equality Outcomes Progress Report

## 12. REPORT AUTHOR CONTACT DETAILS

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## **Appendix 1 – Employee Information section of the 2023 Equality Outcomes Progress Report**

### 4 Employee Information

#### 4.1 Introduction to Employee Information

One of the duties under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 is to gather and use employee information. Employees may provide their diversity data during recruitment and may add or update their diversity data at any point during their employment through the Council's HR and Payroll system, CoreHR.

The duty requires the organisation to gather annual information on the composition of its employees as well as annual information on recruitment, development, and retention of employees with respect to the number and relevant protected characteristics of employees. The information must be used to better perform the general equality duty.

The mainstreaming report must include an annual breakdown of the information gathered and must also include details of the progress that the organisation has made in gathering and using the information to enable it to better perform the general equality duty.

The employee information in this 2023 Mainstreaming Report comprises the following by protected characteristic as shown in Appendix G **(for the purposes of Staff Governance Committee – this is Appendix 2)**:

- Composition of employees for 2021 and 2022;
- Recruitment information, namely applicants shortlisted applicants and successful applicants for calendar years 2021 and 2022;
- Development information, namely employees who undertook corporate training in calendar years 2021 and 2022;
- Retention information, namely employees who left the organisation in calendar years 2021 and 2022;
- Discipline and grievance data in calendar years 2021 and 2022;
- Gender pay gap data.

In accordance with the requirements stated in the guidance, the above has been produced for the organisation as a whole and in relation to the Education Authority (which comprises teachers and other employees in the Education Service). Appropriate analysis has been undertaken in relation to the figures.

It should be noted that where there were minimal numbers of employees in a category, the actual figure has been removed from the table and replaced with the

words 'Under 5'. This is to help ensure that no individual employees can be identified so that confidentiality in relation to sensitive personal data can be maintained.

The employee information contained in this report is to be used in relation to the planning of current and future employment equality related initiatives, in order to make progress towards our Equality Outcomes.

#### 4.2 Equality, Diversity and Inclusion Action Plan

To support with the delivery of our employer equality outcomes, an [Equality, Diversity and Inclusion Action Plan](#) was developed. This Action Plan was co-created following engagement with our workforce, Equality Ambassadors Network and partner organisations. This Action Plan also supports with the organisation's various accreditations and pledges such as Investors in Young People, Disability Confident and Equally Safe at Work.

While proposing [some suggested actions](#), the Action Plan sought to establish employee working groups for the purposes of ongoing listening and development and so that any actions taken forward were meaningful and co-created by our diverse employees.

In 2021, we established five working groups, in addition to maintaining our existing Equality Ambassadors Network:

Age Working Group
Disability Working Group
LGBT+ Working Group
Race Working Group (known as 'RED' – Race Equality and Diversity)
Working Group for Sex as a protected characteristic

Each of these working groups is made up of employees who either have a protected characteristic, are an ally or are interested in Equality, Diversity and Inclusion. Membership of these groups is flexible, with employees giving their time as and when they are able.

Each group is facilitated by a People and Organisational Development Advisor who all form part of an oversight working group which ensures that all of the work is co-ordinated, joined up and takes into consideration intersectionality.

#### 4.3 Existing Employee Equalities Networks

For several years, the organisation has had an Equality Ambassadors Network who regularly communicate and use a Microsoft Teams Channel to share learning, ask questions and organise and promote talks, events and discussions about equality, diversity and inclusion topics. As of January 2023, there are 81 employees who form this network from across the organisation.



The Council also has a Young Employee Network, giving young employees the opportunity to have their voices heard. In the last year the Network has input to the review of the Council's Recruitment and Selection process, the Council's Smarter Working Test and Trial, and has also organised information sessions for young employees on Pensions and Mental Health and Wellbeing.

#### 4.4 Employer Accreditations, Pledges and Commitments

Aberdeen City Council, as an employer, has several accreditations, pledges and commitments which, in addition to the Outcomes, provide frameworks and requirements for equality, diversity and inclusion purposes. These are below:

- *Carer Positive* – acknowledges Aberdeen City Council as a positive employer for those with caring responsibilities.
- *Disability Confident* – acknowledges Aberdeen City Council as a positive employer for disabled people.
- *Equally Safe at Work* – acknowledges Aberdeen City Council as a safe and supportive workplace for women.
- *Investors in Young People* – acknowledges Aberdeen City Council as a positive and supportive employer for young people.
- *Young Person's Guarantee Employer* – acknowledges that Aberdeen City Council has committed to the Young Person's Guarantee 'Asks' in supporting young people into and during employment.
- *Menopause Workplace Pledge* – acknowledges that Aberdeen City Council commits to supporting employees through menopause.
- *Pregnancy Loss Pledge* – acknowledges that Aberdeen City Council is a supportive employer for those who experience pregnancy loss.
- *Public Sector Joint Commitment to Tackling Racism in Employment* – acknowledges Aberdeen City Council as committed to tackling racism in employment practice.

#### 4.5 Existing Council Initiatives

The Council is committed to equality, diversity and inclusion for all current and future employees. Indeed, in the organisation's recent [Workforce Delivery Plan](#), equality, diversity and inclusion continue to be a focus of work for the foreseeable future. In addition, the recently approved and refreshed [Capability Framework](#) for employees focuses on a core capability theme called 'Care' which strengthens the focus on and the importance and visibility of equality, diversity and inclusion across the organisation.

The Council already has a significant number of initiatives and activities which support equality, diversity and inclusion including:

- A range of policies and guidance documents including an equality and diversity policy, flexible working guidance, family friendly policies and guidance, disability in the workplace guidance, supporting carers at work

guidance, supporting attendance policy and guidance, transgender equality and transitioning in the workplace guidance, equal pay policy, gender-based violence policy, special leave policy, IVF guidance, and career break policy;

- A robust and fair approach to recruitment and selection, including recruitment and selection guidance for managers covering equality, discrimination and unconscious bias;
- A Guaranteed Interview Scheme which includes schemes for disabled people, young people, care-experienced young people and 'New Scots';
- Flexible and smarter working for many roles across the organisation including options such as part-time hours, term-time, flexi-time, compressed working weeks and annualised hours;
- Support for mental health and wellbeing, including a counselling and occupational health service for employees.

#### 4.6 Actions Taken April 2021 – March 2023

The work that the groups have either done themselves or have been supported by People and Organisational Development to do since being established following Staff Governance Committee in April 2021 is:

##### 4.6.1 Equality Outcome 1

###### **Equality Outcome 1**

Improve the diversity of our workforce and address any areas of underrepresentation, ensuring that there are equal opportunities for all protected groups (with consideration for both internal employees and external applicants), with a particular and prioritised focus on **Age, Disability, Race and Sex**.

###### **Summary of Actions Taken April 2021 – March 2023**

Each of the Equality, Diversity and Inclusion Working Groups that were established undertook sessions, facilitated by People and Organisational Development, in which they reviewed the Council's existing recruitment and selection process. This provided key feedback around barriers and challenges. The sessions were also made open to key contacts from external equalities groups such as Autism Understanding Scotland and North-East Sensory Services so that subject matter expertise could be included. As a result, guidance was created for recruiting managers on making their processes more inclusive. In addition, the recruitment and selection training available is being updated to reflect key points raised by our working groups. This training, along with the Council's Code of Conduct, has already been updated recently to reflect the Council's Equally Safe at Work accreditation.

In addition to the above, the Council's Race working group, RED (Race Equality and Diversity) has reviewed the Council's recruitment and selection process against the Scottish Government's Minority Ethnic Recruitment Toolkit to ensure that it follows best practice.

Representatives from People and Organisational Development have also joined the University of Aberdeen's Anti-Racism Roundtable with other local

organisations to address racism in employment, including exploring how joined up working with other organisations can support more people from minority ethnic backgrounds into employment with the Council.

This further supports the Public Sector Joint Commitment that Aberdeen City Council committed to, to tackle racism in employment.

We have been committed to sharing all senior vacancies and development opportunities with our equalities groups and Equality Ambassadors Network to ensure that the vacancies are visible and to allow for any queries or questions about support. This has included programmes such as the Association of Chief Officers of Scottish Voluntary Organisations (ACOSVO) Leadership Exchange Programme for which ten out of fourteen participants over the last two years have been women.

We are committed to attracting, retaining and to be an employer of choice for young people. Our Apprenticeship Programme continues to develop and since 2019 we have introduced 10 new Modern Apprentice Frameworks (it has traditionally been trades apprentices we have recruited) to the Council increasing the options and opportunities for young people. In 2022 we worked nationally to introduce a new Building Standards Framework and recruited a new Modern Apprentice to this role. Of the new Modern Apprentice frameworks (non-craft / trades) introduced in 2019, 16 of the 19 apprentices secured roles after successfully completing their Apprenticeship. We work closely with our Employability Team and recently supported the UK Government Kickstart Scheme which provided funding to employers, with the aim of employing young people aged 16-24, at risk of long-term unemployment. Over the duration of the highly successful scheme, we employed 83 young people who met the criteria for the scheme on 6 month paid Internships at the Living Wage rate. Of these, as at January 2023, 34 are still employed by the Council, having secured either a further fixed term contract or permanent employment, 3 of those starting Modern Apprenticeships. We continue to link with Schools, Colleges and Universities and attend events such as careers fairs. We also support the Career Ready Programme providing Mentors and paid internships as part of the 2-year mentoring programme.

Conversations have started with Grampian Regional Equalities Council as well as with other public sector partners such as NHS Grampian and Police Scotland to co-ordinate and join together on further employer engagement activities with communities so as to support and encourage applications to the Council, as well as get feedback and undertake active listening, whilst at the same time avoiding 'consultation fatigue'.

Our recruitment and selection data in relation to equalities now includes details of shortlisted candidates throughout the process by protected characteristic so that the Council can further monitor and report on this.

It is worth noting that many of those actions whose primary impact is on our Outcome 2 will have an indirect impact on Outcome 1 as they serve as 'Employer of Choice' activity for Aberdeen City Council, positively impacting our 'employer brand', which will encourage more applicants from diverse backgrounds to apply for our vacancies or to continue / progress their career with Aberdeen City Council.

#### 4.6.2 Equality Outcome 2

##### **Equality Outcome 2**

Ensure that all of our employees who have protected characteristics feel fully valued, safe and included at work, with a particular and prioritised focus on **Age, Disability, Gender Reassignment, Race, Sex and Sexual orientation**.

##### **Summary of Actions Taken April 2021 – March 2023**

To support with making our workplaces as inclusive as possible, People and Organisational Development have been working closely with our staff working groups. The initial meetings reflected on the Equality, Diversity and Inclusion Action Plan and suggested actions and then the groups have been taking forward some of those actions, or others they felt to be of higher priority to make our workplace more inclusive. Some of these actions are included below:

##### **Disability**

- Introduction of Deaf Awareness and British Sign Language for Beginners to 99 targeted employees
- Guidance on reasonable adjustments launched.
- Mental Health Awareness Intranet page created for managers.
- Various internal communications on topics such as neurodiversity, Tinnitus, Parkinson's, Autism, Access to Work, Carers Week, Tourette's, UK Disability History Month, Scottish Learning Disability Week, International Day of Disabled Persons, Multiple Sclerosis Society
- Posters created to raise awareness of Sensory Awareness
- Reasonable Adjustments Passports approved at Committee (due to be implemented)
- Promotion of 'quiet space' virtual working sessions organised by Autism Understanding Scotland
- Confidential survey undertaken on mental health & wellbeing during the Covid-19 pandemic
- Implementation new online courses on mental health in the workplace and a series of mental health and wellbeing webinars for staff were run in partnership with the Scottish Association for Mental Health (SAMH).

##### **Race**

- Race terminology document created for People and Organisational Development Advisors
- 2021 and 2022 Intranet posts for Black History Month
- Internal promotion and staff tours of the Art Gallery's 'Reframing the Collection' exhibition.

##### **Sex**

- Staff communications and Intranet awareness raising for International Women's Day 2022
- Launch of a colleague recognition / celebration nomination process for International Women's Day 2023
- University of Aberdeen webinars for International Women's Day promoted to ACC employees
- Intranet posts on Empowering Women in Digital Leadership including an example of a woman's experience as a conference panellist in a digital transformation / cyber security environment
- During the Covid-19 pandemic, communications were issued to staff about domestic violence and support available, including the Council's Gender-Based Violence policy

### **Multiple**

- CoreHR imaging amended to reflect Lunar New Year 2023 (Race, Religion or Belief)
- A large focus has been placed on supporting employees through menopause including:
  - A menopause intranet page created with advice and guidance
  - Menopause co-lab café's organised and promoted in partnership with partner organisations
  - Internal menopause peer group created on Yammer
  - Promotion of event for autistic people going through menopause run by Autism Understanding Scotland (Age, Disability, Sex)
- Black History Month 2022 – panel discussions organised including employees and external partners, including a panel on the intersectionality of race and disability (Disability, Race)
- Updating of the Employee Maternity Checklist to ensure that those who are breastfeeding get access to a private room in the workplace for expressing (Pregnancy and Maternity, Sex)
- 'Mx' introduced as a title option on CoreHR (Gender Reassignment, Sex)
- Grampian Pride promoted to internal employees and experiences of staff attendees shared with the workforce (Gender Reassignment, Sexual Orientation)
- Introduction of a number of initiatives which focus on digital inclusion and accessibility including accessibility bot, live captions, immersive reader and translate in teams (Disability, Race)

### **All**

- Introduction of a Star Award for Diversity and Inclusion, the first winner of which was selected at the Star Awards 2022
- Creation of various Yammer employee peer support groups in topics such as mental health and wellbeing, tinnitus and hearing loss and general equality, diversity and inclusion
- Input from staff working groups into the Smarter Working review and creation of an intranet page with guidance and advice for managers on ensuring inclusivity when considering smarter working options for their team(s)
- Socially inclusive events for employees interested in diversity and inclusion, organised by our LGBT+ working group

- Creation of a Microsoft Teams channel for equality, diversity and inclusion communications with the development of a shared diversity calendar
- Introduction of a Dignity and Respect at Work policy and guidance to replace the Council Managing Bullying and Harassment at Work policy and guidance.

#### 4.7 Employee Data Summaries

The data for 2021 and 2022, which is outlined in Appendix G (**for the purposes of Staff Governance Committee – this is Appendix 2**), has been used for the below key point summaries to support and reflect progress towards our employer equality outcomes and further areas for improvement, in addition to [2020 data](#) provided from the most recent mainstreaming report to allow for trend analysis.

##### Whole Council

The percentage of the Council's workforce has remained constant at approximately 70% female to 30% male. 2021 saw an increase in females represented across all stages of the recruitment process from application to successful hire. While this has since fallen in 2022, there is still an upwards trend since 2020. At the same time, the percentage of females leaving the organisation has also decreased from 73.07% of leavers in 2020 to 65.57% of leavers in 2022. On the reverse, we are seeing an increase in the proportion of males leaving the organisation from 26.93% in 2020, to 34.43% in 2022. Whole there has been an increase in successful male applicants since 2021, from 20.72% to 28.13% in 2022, it is worth exploring this further to determine if this is something to address. For training and development purposes, the majority of those who undertake training in the organisation are female, in line with our workforce population, though we have seen an increase in more males attending training from 12.33% in 2020 to 22.21% in 2022.

The percentage of those under 20 in the workforce has slightly increased since 2020 coming out of the Covid-19 pandemic. 2019 had a higher number within this category due to the early years expansion which resulted in a large number of modern apprenticeships available. The largest group in the Council remains at 50-59, closely followed by 30-39. These numbers have remained relatively consistent over last 3 years. We have seen an increase in the number of applications from under 20s, from 217 in 2020 (1.38% of applications) to 612 in 2022 (3.7% of applications). This may evidence that the Council is improving its employer brand with this age category or that more roles suitable to the younger workforce are being made available. At the same time, under 20s made up 2.53% of successful hires in 2022, while the highest proportion were in the 30-39 age category. Under 20s were 1.51% of leavers in 2022, which evidences that we are recruiting and retaining at a higher rate within this category than the rate at which they are leaving the organisation. In addition, we are seeing an increase in 20–29-year-olds undertaking training, up from 11.2% in 2020 to 17.88% in 2022. With an older workforce, there is an added importance on ensuring that there is sufficient talent pipelining and knowledge transfer across the organisation.

While we have increased the number of disabled people employed by the Council since 2020, the proportion of the workforce declaring themselves to have a disability has decreased very minimally. The number of those who choose not to disclose their disability has also increased minimally. It is worth noting that our grievance data shows that 7.14% of people who raised a grievance are those who also have a disability. Compared to disabled people making up 3.65% of the workforce, this seems disproportionate. Given the small number of grievances, it may just need some further exploration to ensure that there is nothing which is the cause of this which disproportionately affects disabled employees, if we are seeing an increase in people confident to raise issues and concerns or if this is just coincidental given the small number of grievances in the organisation. The proportion of leavers who are disabled has decreased since 2021 from 4.71% to 3.70%. This shows that currently any impact on grievances may not be having an impact on retention or turnover but should still be explored, alongside more exploration around recruitment of disabled people.

Since 2020, we have seen a very slight increase in number of non-white employees from 2.57% of the workforce to 3.34% of the workforce. Headcount across these different groups has also increased, showing an upwards trend. The successful recruitment of non-white groups is currently sitting at 9.53% of all recruits which supports the upward trend. To further support this, we have seen an increase in applications from non-white groups with candidates from these groups making up 19.9% of applicants in 2022. Data from 2021 shows that this was previously 13.94%. However, it is also worth noting that the proportion of leavers from these groups has increased since 2020 from 1.68% to 3.44%. This will need to be explored further to ensure that we are retaining ethnically diverse employees at the same time as recruiting them.

There has been a year on year increase in the workforce population across all sexual orientation categories except for heterosexual which has seen a slight drop. There has also been a year on year increase for successful recruitment and training access for people from these groups. It is worth noting that grievances made by Gay or Bisexual employees made up 14.28% of total grievances, compared to these two groups making up only 2.14% of the workforce combined. This should also be explored further to determine if the cause of this is something which may disproportionately affect gay or bisexual employees, if we are seeing an increase in people confident to raise issues and concerns or if this is just coincidental given the small number of grievances in the organisation. Leavers data is showing a slight proportional increase of leavers who are Gay and Bisexual but only minimally, but this further supports the need to explore this.

## **Education Authority**

The percentage of the Education workforce has remained consistent at approximately 87% female to 13% male. This is a large difference to the overall proportions of the Council workforce as a whole. While we have seen a slight increase in the proportion of male successful hires which now sits at 18.77%,

similarly to the Council workforce as a whole, Education has also seen an increase in the proportion of males leaving the organisation from 15.49% in 2020 to 20.93% in 2022. It may be worth exploring if this is something to address. For training and development purposes, the majority of those who undertake training in the Education Authority are female, in line with the workforce population, though we have seen an increase in more males attending training from 4.94% in 2020 to 10.88% in 2022.

The current gender pay gap for Education employees in this council is 18.95% (in favour of men). There is a significant gender pay gap for this group with male employees being paid, on average, a higher hourly rate than females. This gender pay gap results from an under-representation of men in the lower pay bands, particularly in school administration and support roles. This compares with a gender pay gap of 18.65% reported in the Mainstreaming Report of 2021 (hence a moderate increase of 0.3%). This should also be addressed in considering the above alongside occupational segregation and any potential underrepresentation at leadership and management levels.

The percentage of those under 20 in the Education workforce has slightly increased since 2020, though this took a dip in 2021. The largest group remains the 30-39 group with 50-59 second. Numbers across the different age groups have remained relatively consistent over the last 3 years. While 2022 has seen a very slight decrease in applications from under 20s for Education roles since 2021, there is an overall increase when compared to 2020 from 0.88% to 1.70%. We have also seen a slight decrease in successful applications from under 20s since 2021. This number is expected to be lower compared to the workforce as a whole given the volume of roles in the Education Authority being teachers which require a university qualification, though it is still worth exploring this further. The 20-29 age group has seen an increase in applications since 2021 from 23.54% to 27.57% in 2022. This age group has also seen the largest increase in training uptake since 2020, from 11.22% to 17.48% in 2022. We are, at the same time, seeing fewer leavers in this age category since 2020, from 20.09% to 22.38% in 2022.

Since 2020 the number of disabled people employed within Education has increased and the proportion of the Education workforce declaring themselves to have a disability has also slightly increased, albeit minimally. At the same time, we have seen a very slight decrease since 2020 of job applications for Education roles from those who have a disability, as well as a very slight increase in those not disclosing anything related to disability at application stage. This is therefore worth exploring further.

We have seen a very slight increase in the number of non-white employees from 2% of the workforce to 3% of the Education workforce since 2020. Headcount across these different groups has also increased, showing an upwards trend. At the same time, we are seeing an increase in job applications for Education roles from non-White groups, increasing from 9.26% in 2020 to 18.85% in 2022. Successful hires from these groups in 2022 also sits at 9.1% of all successful hires across Education. While we have seen a very slight increase in the proportion of leavers from non-White groups since 2020, from 1.32% to 2.03%, these numbers are still low in comparison to the Education workforce profile and our successful hires.



#### 4.8 Gender Identity Data

It should be noted that Gender Identity figures are currently not available due to an identified inaccuracy with this data. This is in the process of being corrected alongside the full data improvement on our HR and Payroll system, CoreHR. This improvement will see a change to diversity questions and categories in line with the Scottish Government guidance on best-practice diversity data collection and analysis. Work is currently underway to implement this improvement.

We are, however, currently able to analyse Gender Identity data within TalentLink, our recruitment management system.

#### 4.9 Further Action

To support with achieving the employer equality outcomes based on the above summaries, the Council:

- Has plans to introduce Diversity Packs for recruitment adverts which support candidates with any requests for reasonable adjustments to our selection processes, as well as guidance on what to do if trans or transitioning;
- Is developing an 'Accelerator' leadership development programme for those underrepresented at leadership level. This will provide additional support for employees from these groups to ensure training and development is delivered in a way that is accessible, inclusive and meaningful, removing the barriers from traditional development programmes. This is being co-designed with our staff working groups;
- Has included occupational segregation as part of its review into workforce planning and training spend for 2023/24 to address areas of highest need
- Will work closely with community groups and partner organisations to address underrepresentation;
- On 28<sup>th</sup> March, will host an event for employees and employers on supporting disabled people in the workplace (this was rescheduled to 2023 from December 2022 as a result of adverse weather);
- Will be undertaking a review of its family friendly policies and procedures
- Will create an ED&I Intranet Hub;
- Will create a function as part of the Hub which allows employees to provide feedback, ideas and suggestions for inclusion outwith working groups;
- Is reviewing its ED&I training in light of Staff Governance Committee approving Job Families on 30<sup>th</sup> January 2023.

People and Organisational Development will also review the data analysis with our staff working groups and relevant areas to gather feedback and take forward further actions for improvement.



## **Appendix 2 – Employment data provided in the 2023 Equality Outcomes Progress Report**

### **Council Workforce - Composition of Employees for period 2021 (01/01/21 – 31/12/21) & for period 2022 (01/01/22 - 31/12/22)**

#### **Employees in Post by Sex**

	<b>2021</b>		<b>2022</b>	
<b>Sex</b>	<b>Numbers</b>	<b>%</b>	<b>Numbers</b>	<b>%</b>
Female	5829	70.20	6015	69.90
Male	2475	29.80	2590	30.10
Not Completed	0	0.00	0	0.00
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows that the majority of Aberdeen City Council's workforce is female and continues to remain at approximately 70%.

#### **Employees in Post by Age**

	<b>2021</b>		<b>2022</b>	
<b>Age</b>	<b>Numbers</b>	<b>%</b>	<b>Numbers</b>	<b>%</b>
Under 20	44	0.53	50	0.58
20-29	1015	12.22	1109	12.89
30-39	2028	24.42	2155	25.04
40-49	1909	22.99	1989	23.11
50-59	2310	27.82	2272	26.40
60+	998	12.02	1030	11.97

<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>
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The table shows that most of our employees fall between the age brackets of 30 – 59. The group making up the largest proportion of the workforce - at approximately 26% - are within the age bracket of 50 – 59 years old.

### Employees in Post by Marital Status

Marital Status	2021		2022	
	Numbers	%	Numbers	%
Divorced	331	3.99	325	3.78
Separated	154	1.85	143	1.66
Living with Partner	964	11.61	1017	11.82
Married/Civil Partnership	3343	40.26	3385	39.34
Single	1545	18.61	1671	19.42
Widowed	87	1.05	83	0.96
Not Completed	1621	19.52	1728	20.08
Prefer Not to Answer	259	3.12	253	2.94
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows that those that are Married/Civil Partnership make up the largest group of employees in the organisation at roughly 39%. 23.02% employees have either not completed this question or have answered 'Prefer Not to Answer'.

## Employees in Post by Disability

Disability	2021		2022	
	Numbers	%	Numbers	%
Yes	307	3.70	314	3.65
No	5076	61.13	5216	60.62
Not Completed	2637	31.76	2792	32.45
Prefer Not to Answer	284	3.42	283	3.29
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows that 3.6% of the council workforce have self-identified as having a disability. Nearly 61% of our workforce states that they do not have a disability and 32.45% have not answered this question.

## Employees in Post by Ethnicity

Ethnicity	2021		2022	
	Numbers	%	Numbers	%
African	40	0.48	43	0.50
African - Other	17	0.20	30	0.35
Other - Arab	16	0.19	16	0.19
Asian -Bangladeshi	8	0.10	11	0.13
Asian - Chinese	20	0.24	20	0.23
Asian - Indian	50	0.60	55	0.64
Asian - Other	24	0.29	27	0.31
Asian - Pakistani	11	0.13	15	0.17
Black	16	0.19	17	0.20
Caribbean	Under 5	0.05	5	0.06

Other Caribbean or Black	8	0.10	6	0.07
Mixed or Multiple	38	0.46	42	0.49
Other	30	0.36	29	0.34
White - Polish	109	1.31	116	1.35
White - Eastern European	65	0.78	72	0.84
White - Gypsy/Traveller	Under 5	0.01	Under 5	0.02
White - Irish	79	0.95	78	0.91
White - Other White Ethnic Group	383	4.61	389	4.52
White - Other British	1965	23.66	2001	23.25
White - Scottish	3324	40.03	3340	38.81
Not Completed	1440	17.34	1697	19.72
Prefer Not to Answer	656	7.90	594	6.90
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table suggests that the largest proportion of our workforce is White – Scottish (38.81%), followed by White – Other British (23.25%). The rest of the data may be grouped in two ways:

- Those who are in non-White categories make up 3.68% of our workforce.
- The above in addition to those who are grouped into other ethnic groups so as to include White – Polish, White – Eastern European, White – Gypsy / Traveller and White – Other White ethnic group make up 10.41% of our workforce.

### Employees in Post by Religion

Religion	2021		2022	
	Numbers	%	Numbers	%
Buddhist	18	0.22	21	0.24
Other Christian	734	8.84	760	8.83

Church of Scotland	979	11.79	916	10.64
Roman Catholic	368	4.43	357	4.15
Hindu	23	0.28	28	0.33
Humanist	53	0.64	54	0.63
Jewish	Under 5	0.05	Under 5	0.05
Muslim	47	0.57	58	0.67
None	3146	37.89	3268	37.98
Other Religion or Belief	79	0.95	77	0.89
Pagan	27	0.33	24	0.28
Sikh	Under 5	0.04	Under 5	0.03
Not Completed	1667	20.07	1951	22.67
Prefer Not to Answer	1156	13.92	1084	12.60
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table suggests that the largest proportion of our workforce has no religion (37.98%). There is also a large proportion of employees not completing this question (22.67%). The largest religions in the workforce according to our data are Church of Scotland (10.64%), Other Christian (8.83%) and Roman Catholic (4.15%). With other religions and beliefs being less than 1% of the workforce each.

## Employees in Post by Sexual Orientation

Sexual Orientation	2021		2022	
	Numbers	%	Numbers	%
Bisexual	66	0.79	88	1.02
Gay	82	0.99	96	1.12
Heterosexual/Straight	5134	61.83	5199	60.42
Lesbian	39	0.47	46	0.53
Other	22	0.26	28	0.33
Not Completed	1749	21.06	2010	23.36
Prefer Not to Answer	1212	14.60	1138	13.22
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The data shows that the largest proportion of our workforce are heterosexual (60.42%). Those who do not identify as heterosexual, and who have answered this question, total 3% of the organisation's workforce. 36.58% of our workforce have either not completed this question have preferred not to answer.

## Employees in Post by Gender Identity

It should be noted that Gender Identity figures are currently not available due to an identified inaccuracy with this data. This is in the process of being corrected alongside the full data improvement on our HR and Payroll system, CoreHR. This improvement will see a change to diversity questions and categories in line with the Scottish Government guidance on best-practice diversity data collection and analysis. Work is currently underway to implement this improvement.



**Education Authority - Composition of Employees for period 2021 (01/01/21 – 31/12/21) & for period 2022 (01/01/22 - 31/12/22)**

**Education Authority: Employees in Post by Sex**

	2021		2022	
<b>Sex</b>	<b>Numbers</b>	<b>%</b>	<b>Numbers</b>	<b>%</b>
Female	3128	86.41	3496	86.62
Male	492	13.59	540	13.38
Not Completed	0	0	0	0
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows that the majority of Aberdeen City Council's Education Authority is female at approximately 86.62%. This differs from the whole Council workforce data breakdown which shows the whole workforce as 69.90% female.

**Education Authority: Employees in Post by Age**

	2021		2022	
<b>Age</b>	<b>Numbers</b>	<b>%</b>	<b>Numbers</b>	<b>%</b>
Under 20	Under 5	0.03	9	0.22
20-29	552	15.25	599	14.84
30-39	971	26.82	1127	27.92
40-49	868	23.98	975	24.16
50-59	925	25.55	992	24.58
60+	303	8.37	334	8.28
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows that the majority of Aberdeen City Council's Education Authority fall between the age brackets of 30 – 59, with the largest section of the workforce - approximately 28% - within the age bracket of 30 – 39 years old.

### Education Authority: Employees in Post by Marital Status

Marital Status	2021		2022	
	Numbers	%	Numbers	%
Divorced	129	3.56	143	3.54
Separated	74	2.04	0	0.00
Living with Partner	375	10.36	432	10.70
Married/Civil Partnership	1540	42.54	1670	41.38
Single	605	16.71	712	17.64
Widowed	0	0.00	0	0.00
Not Completed	33	0.91	34	0.84
Prefer Not to Answer	766	21.16	858	21.26
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows that those who are Married/Civil Partnership are the largest group of employees of Aberdeen City Council Education Authority at 41.38%. 21.26% of Education employees opted not to provide a response to this question.

### Education Authority: Employees in Post by Disability

Disability	2021		2022	
	Numbers	%	Numbers	%
Yes	98	2.71	118	2.92
No	2086	57.62	2408	59.66
Not Completed	1334	36.85	1395	34.56
Prefer Not to Answer	102	2.82	115	2.85
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

This table shows that 2.92% of Aberdeen City Council's Education Authority have self-identified as having a disability, compared to 3.65% in the Council workforce as a whole. Nearly 60% of Aberdeen City Council's Education workforce states that they do not have a disability and 34.56% have not answered this question.

### Education Authority: Employees in Post by Ethnicity

Ethnicity	2021		2022	
	Numbers	%	Numbers	%
African	16	0.44	17	0.42
African - Other	Under 5	0.08	7	0.17
Other - Arab	5	0.14	8	0.20
Asian -Bangladeshi	Under 5	0.11	6	0.15
Asian - Chinese	7	0.19	11	0.27
Asian - Indian	15	0.41	25	0.62
Asian - Other	7	0.19	9	0.22
Asian - Pakistani	7	0.19	11	0.27
Black	Under 5	0.11	Under 5	0.07

Caribbean	Under 5	0.03	Under 5	0.07
Other Caribbean or Black	Under 5	0.06	Under 5	0.02
Mixed or Multiple	14	0.39	22	0.55
Other	10	0.28	10	0.25
White - Polish	27	0.75	38	0.94
White - Eastern European	13	0.36	14	0.3
White - Gypsy/Traveller	0	0.00	0	0.00
White - Irish	48	1.33	47	1.16
White - Other white ethnic group	113	3.12	138	3.42
White - Other British	943	26.05	1054	26.11
White - Scottish	1375	37.98	1537	38.08
Not Completed	796	21.99	879	21.78
Prefer Not to Answer	210	5.80	196	4.86
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table suggests that the largest proportion of our workforce is White – Scottish (38.08%), followed by White – Other British (26.11%). The rest of the data can be grouped in two ways:

- Those who are in non-White categories: 3.28% of Aberdeen City Council's Education Authority.
- The above with the addition of those who are grouped into other ethnic groups so as to include White – Polish, White – Eastern European, White – Gypsy / Traveller and White – Other White ethnic group: 5.87% of Aberdeen City Council's Education Authority.

## Education Authority: Employees in Post by Religion

Religion	2021		2022	
	Numbers	%	Numbers	%
Buddhist	6	0.16	9	0.22
Other Christian	375	10.01	387	9.59
Church of Scotland	484	12.91	456	11.30
Roman Catholic	177	4.72	184	4.56
Hindu	8	0.22	15	0.37
Humanist	30	0.80	29	0.72
Jewish	Under 5	0.03	Under 5	0.02
Muslim	17	0.47	31	0.77
None	1240	34.25	1448	35.88
Other Religion or Belief	28	0.77	31	0.77
Pagan	Under 5	0.08	5	0.12
Sikh	Under 5	0.03	Under 5	0.02
Not Completed	916	25.30	1042	25.82
Prefer Not to Answer	401	11.08	397	9.84
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table suggests that the largest proportion of Aberdeen City Council's Education Authority has no religion (35.88%). Additionally, a large proportion of employees opted to not complete this question (25.82%). The largest religions in the workforce according to our data are Church of Scotland (11.30%), Other Christian (9.59%) and Roman Catholic (4.56%). With other religions and beliefs being less than 1% of Aberdeen City Council's Education Authority each.

## Education Authority: Employees in Post by Sexual Orientation

Sexual Orientation	2021		2022	
	Numbers	%	Numbers	%
Bisexual	23	0.64	40	0.99
Gay	29	0.80	43	1.07
Heterosexual/Straight	2182	61.52	2444	60.56
Lesbian	15	0.41	18	0.45
Other	6	0.17	13	0.32
Not Completed	948	26.19	1042	25.82
Prefer Not to Answer	417	11.52	436	10.80
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows that the largest proportion of Aberdeen City Council's Education Authority are heterosexual (60.56%). Those who do not identify as heterosexual, and who have answered this question, total 2.83% of Aberdeen City Council's Education Authority.

### **Education Authority: Employees in Post by Gender Identity**

It should be noted that Gender Identity figures are currently not available due to an identified inaccuracy with this data. This is in the process of being corrected alongside the full data improvement on our HR and Payroll system, CoreHR. This improvement will see a change to diversity questions and categories in line with the Scottish Government guidance on best-practice diversity data collection and analysis. Work is currently underway to implement this improvement.

**Council Workforce – Recruitment Information for period 2021 (01/01/21 – 31/12/21) & for period 2022 (01/01/22 - 31/12/22)**

Please note that in April 2021, TalentLink, our recruitment management system owned by CoSLA, changed its diversity questions and categories. This therefore means that we have a mixture of data which takes into account those who were recruited between January and March 2021. As the questions and categories were worded differently, they are presented separately within tables.

**Recruitment Information by Sex**

Sex	2021						2022					
	Applicants for Employment		Shortlisted Applicants		Successful Applicants		Applicants for Employment		Shortlisted Applicants		Successful Applicants	
	Numbers	%	Numbers	%	Numbers	%	Numbers	%	Numbers	%	Numbers	%
Female	12624	76.67	3459	77.71	686	77.69	11266	68.18	2509	68.89	476	70.83
Male	3702	22.48	954	21.43	183	20.72	5125	31.01	1103	30.29	189	28.13
Prefer Not to Answer	118	0.72	27	0.61	6	0.68	108	0.65	19	0.52	Under 5	0.45
Not Completed	22	0.13	11	0.25	8	0.91	26	0.16	11	0.30	Under 5	0.60
<b>Total</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>

The table suggests that in 2021, when it came to sex, the proportion of those who applied for roles at the Council, who were shortlisted and who were successful remained relatively consistent with those who were female - increasing in proportion through the selection process by 1.02% and those who are male decreasing in proportion by 1.76%. A similar pattern could be seen in the data for the 2022 period.

## Recruitment Information by Age

Age	2021						2022					
	Applicants for Employment		Shortlisted Applicants		Successful Applicants		Applicants for Employment		Shortlisted Applicants		Successful Applicants	
	Numbers	%	Numbers	%	Numbers	%	Numbers	%	Numbers	%	Numbers	%
Under 20	245	1.49	82	1.84	25	2.83	612	3.70	139	3.82	17	2.53
20-29	4385	26.63	1095	24.60	204	23.10	4850	29.35	1026	28.17	194	28.87
30-39	5108	31.02	1348	30.29	261	29.57	4765	28.84	1007	27.65	199	29.61
40-49	3709	22.53	1022	22.96	203	23.00	3610	21.85	815	22.38	153	22.77
50-59	2003	12.16	629	14.13	123	13.92	1703	10.31	432	11.86	75	11.16
60+	467	2.84	132	2.97	39	4.41	466	2.82	93	2.55	15	2.23
Not Completed	549	3.33	143	3.21	28	3.17	519	3.14	130	3.57	19	2.83
<b>Total</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>

The table shows that in 2021 that the largest age grouping, throughout each stage of the recruitment process in 2021 was the 30-39 category – which made up roughly 30% of successful applicants for the period. In 2022, the largest group applying; and shortlisted for roles within the council were in the 20-29 group, whereas those that made up the highest proportion of successful applicants were 30-39.



## Recruitment Information by Marital Status

Marital Status	2021						2022					
	Applicants for Employment		Shortlisted Applicants		Successful Applicants		Applicants for Employment		Shortlisted Applicants		Successful Applicants	
	Numbers	%	Numbers	%	Numbers	%	Numbers	%	Numbers	%	Numbers	%
Divorced	683	4.15	211	4.75	29	3.28	683	4.15	211	4.75	29	3.28
Divorced (Pre Apr 21)	109	0.66	22	0.50	6	0.68	109	0.66	22	0.5	6	0.68
Formally in a civil partnership which is now legally dissolved	38	0.23	13	0.29	Under 5	0.23	38	0.23	13	0.29	Under 5	0.23
In a registered civil partnership	147	0.89	48	1.08	6	0.68	147	0.89	48	1.08	6	0.68
Married	4659	28.29	1456	32.71	271	30.70	4659	28.29	1456	32.71	271	30.7
Married/Civil Partnership (Pre Apr 21)	1442	8.76	239	5.37	80	9.06	1442	8.76	239	5.37	80	9.06
Living With Partner (Pre Apr 21)	541	3.29	69	1.55	22	2.49	541	3.29	69	1.55	22	2.49
Never married and never	5927	36.00	1721	38.66	336	38.05	5927	36	1721	38.66	336	38.05

registered in a civil partnership												
Single (Pre Apr 21)	1320	8.01	175	3.93	57	6.46	1320	8.01	175	3.93	57	6.46
Separated but still legally in a civil partnership	20	0.12	Under 5	0.07	Under 5	0.11	20	0.12	Under 5	0.07	Under 5	0.11
Separated but still legally married	360	2.19	122	2.74	21	2.38	360	2.19	122	2.74	21	2.38
Separated (Pre Apr 21)	85	0.52	10	0.22	Under 5	0.11	85	0.52	10	0.22	Under 5	0.11
Surviving partner from registered civil partnership	17	0.10	6	0.13	0	0.00	17	0.1	6	0.13	0	0
Widowed	59	0.36	25	0.56	Under 5	0.45	59	0.36	25	0.56	Under 5	0.45
Widowed (Pre Apr 21)	30	0.18	7	0.16	Under 5	0.11	30	0.18	7	0.16	Under 5	0.11
Not Completed	36	0.22	11	0.25	6	0.68	36	0.22	11	0.25	6	0.68
Prefer not to say	993	6.03	313	7.03	40	4.53	993	6.03	313	7.03	40	4.53
<b>Total</b>	<b>-</b>	<b>100</b>	<b>-</b>	<b>100</b>	<b>-</b>	<b>100</b>	<b>-</b>	<b>100</b>	<b>-</b>	<b>100</b>	<b>-</b>	<b>100</b>

The table shows that both in 2021 and 2022, the largest proportion of those across all stages of the recruitment process were Never married and never registered in a civil partnership.

## Recruitment Information by Disability

Disability	2021						2022					
	Applicants for Employment		Shortlisted Applicants		Successful Applicants		Applicants for Employment		Shortlisted Applicants		Successful Applicants	
	Numbers	%	Numbers	%	Numbers	%	Numbers	%	Numbers	%	Numbers	%
Yes (Pre April 2021)	205	1.24	54	1.21	8	0.90	-	-	-	-	-	-
Yes, limited a little	409	2.48	145	3.26	18	2.04	647	3.92	141	3.87	20	2.98
Yes, limited a lot	37	0.22	11	0.25	Under 5	0.22	79	0.48	10	0.27	0	0.00
No	15511	94.20	4149	93.21	834	94.45	15486	93.71	3415	93.77	641	95.39
Not Completed	26	0.16	12	0.27	6	0.69	26	0.16	11	0.30	Under 5	0.60
Prefer not to say	278	1.70	80	1.80	15	1.70	287	1.74	65	1.78	7	1.04
<b>Total</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>

This table shows that roughly 3% of Aberdeen City Council's successful applicants in 2022 have self-identified as having a disability. Those with a disability decrease in proportion through the selection process by 1.06% and those who do not have a disability increase in proportion through the process.

**Recruitment Information by Disability Type (January – March 2021)**

Disability Types** (Jan – Mar 2021)	2021					
	Applicants for Employment		Shortlisted Applicants		Successful Applicants	
	Number	%	Number	%	Number	%
Learning disability	56	1.54%	10	1.86%	Under 5	1.72%
Longstanding illness	31	0.85%	12	2.23%	0	0.00%
Mental health condition	37	1.02%	13	2.42%	Under 5	1.15%
Physical impairment	25	0.69%	7	1.30%	Under 5	0.57%
Sensory impairment - Hearing	11	0.30%	Under 5	0.19%	0	0.00%
Prefer not to answer	14	0.39%	Under 5	0.37%	0	0.00%
Not Completed	3462	95.21%	492	91.62%	168	96.55%
<b>Total</b>	<b>3636</b>	<b>100.00%</b>	<b>537</b>	<b>100.00%</b>	<b>174</b>	<b>100.00%</b>

\*\* Each category is the number of people who said they either have each disability from the total number of applications/shortlisted/hired during the period January – March 2021 only – not the percentage of the whole year.

## Recruitment Information by Disability Type (April – December 2021)

Disability Types* (APR-DEC 2021)	2021					
	Applicants for Employment		Shortlisted Applicants		Successful Applicants	
	Number	%	Number	%	Number	%
<b>No Condition</b>						
Yes	190	1.48%	74	1.89%	15	2.12%
No	12640	98.52%	3840	98.11%	694	97.88%
<b>Physical</b>						
Yes	121	0.94%	37	0.95%	9	1.27%
No	12709	99.06%	3877	99.05%	700	98.73%
<b>Sight</b>						
Yes	24	0.19%	6	0.15%	Under 5	0.14%
No	12806	99.81%	3908	99.85%	708	99.86%
<b>Learning Disability</b>						
Yes	127	0.99%	40	1.02%	7	0.99%
No	12703	99.01%	3874	98.98%	702	99.01%
<b>Developmental Disorder</b>						
Yes	68	0.53%	23	0.59%	Under 5	0.56%
No	12762	99.47%	3891	99.41%	705	99.44%
<b>Mental Health</b>						
Yes	598	4.66%	180	4.60%	29	4.09%
No	12232	95.34%	3734	95.40%	680	95.91%
<b>Hearing</b>						
Yes	112	0.87%	26	0.66%	Under 5	0.56%
No	12718	99.13%	3888	99.34%	705	99.44%

Speech						
Yes	19	0.15%	Under 5	0.05%	0	0.00%
No	12811	99.85%	3912	99.95%	709	100.00%
Learning Difficulty						
Yes	190	1.48%	74	1.89%	15	2.12%
No	12640	98.52%	3840	98.11%	694	97.88%
Long-Term						
Yes	515	4.01%	174	4.45%	26	3.67%
No	12315	95.99%	3740	95.55%	683	96.33%
Prefer not to say						
Yes	547	4.26%	186	4.75%	26	3.67%
No	12283	95.74%	3728	95.25%	683	96.33%

\*Each category is the number of people who said they either have or do not have each disability from the total number of applications/shortlisted/hired during the period April – December 2021 only – not the percentage of the whole year.

#### Recruitment Information by Disability Type (2022)

Disability Types (2022)*	2022					
	Applicants for Employment		Shortlisted Applicants		Successful Applicants	
	Number	%	Number	%	Number	%
No Condition						
Yes	14101	85.33%	3045	83.61%	576	85.71%
No	2424	14.67%	597	16.39%	96	14.29%
Physical						
Yes	181	1.10%	30	0.82%	2	0.30%

No	16344	98.90%	3612	99.18%	670	99.70%
<b>Sight</b>						
Yes	43	0.26%	15	0.41%	3	0.45%
No	16482	99.74%	3627	99.59%	669	99.55%
<b>Learning Disability</b>						
Yes	208	1.26%	35	0.96%	3	0.45%
No	16317	98.74%	3607	99.04%	669	99.55%
<b>Developmental Disorder</b>						
Yes	67	0.41%	21	0.58%	0	0.00%
No	16458	99.59%	3621	99.42%	672	100.00%
<b>Mental Health</b>						
Yes	833	5.04%	212	5.82%	32	4.76%
No	15692	94.96%	3430	94.18%	640	95.24%
<b>Hearing</b>						
Yes	161	0.97%	18	0.49%	4	0.60%
No	16364	99.03%	3624	99.51%	668	99.40%
<b>Speech</b>						
Yes	11	0.07%	0	0.00%	0	0.00%
No	16514	99.93%	3642	100.00%	672	100.00%
<b>Learning Difficulty</b>						
Yes	319	1.93%	92	2.53%	12	1.79%
No	16206	98.07%	3550	97.47%	660	98.21%
<b>Long-Term</b>						
Yes	661	4.00%	155	4.26%	23	3.42%
No	15864	96.00%	3487	95.74%	649	96.58%
<b>Prefer not to say</b>						
Yes	644	3.90%	170	4.67%	28	4.17%
No	15881	96.10%	3472	95.33%	644	95.83%

The tables show that over the two years reported, the proportion of employees by disability type remained consistent throughout the recruitment process.

### Recruitment Information by Ethnicity

Ethnicity	2021						2022					
	Applicants for Employment		Shortlisted Applicants		Successful Applicants		Applicants for Employment		Shortlisted Applicants		Successful Applicants	
	Number s	%	Number s	%	Number s	%	Number s	%	Number s	%	Number s	%
A White	10598	64.36	3346	75.19	627	71.01	12472	75.47	3047	86.66	593	88.24
White - Eastern European E.g. Polish (Pre Apr 21)	73	0.44	6	0.13	Under 5	0.11	-	-	-	-	-	-
White – Irish (Pre Apr 21)	16	0.09	Under 5	0.09	Under 5	0.11	-	-	-	-	-	-
White - Other British (Pre Apr 21)	310	1.88	60	1.35	22	2.50	-	-	-	-	-	-
White - Gypsy/Travelle r	0	0.00	0	0.00	0	0.00	-	-	-	-	-	-



White - Other White Ethnic Group (Pre April 21)	207	1.26	22	0.49	Under 5	0.34	-	-	-	-	-	-
White – Polish (Pre Apr 21)	84	0.51	8	0.18	Under 5	0.34	-	-	-	-	-	-
White – Scottish (Pre Apr 21)	2423	14.71	366	8.22	128	14.50	-	-	-	-	-	-
B Mixed Or Multiple Ethnic Groups	205	1.25	44	0.99	6	0.68	216	1.31	37	1.02	9	1.34
Any Mixed Or Multiple (Pre Apr 21)	31	0.19	Under 5	0.09	Under 5	0.11	-	-	-	-	-	-
C Asian, Scottish Asian Or British Asian	894	5.43	196	4.40	31	3.52	1415	8.56	201	5.52	21	3.13
Asian - Bangladeshi Inc. Scottish/British (Pre Apr 21)	19	0.12	5	0.11	Under 5	0.22	-	-	-	-	-	-
Asian - Chinese Inc. Scottish/British (Pre Apr 21)	14	0.09	Under 5	0.07	Under 5	0.11	-	-	-	-	-	-
Asian - Indian Inc. Scottish/British (Pre Apr 21)	99	0.60	11	0.25	Under 5	0.45	-	-	-	-	-	-

Asian - Other Inc. Scottish/British (Pre Apr 21)	45	0.27	Under 5	0.09	0	0.00	-	-	-	-	-	-
Asian - Pakistani Inc. Scottish/British (Pre Apr 21)	41	0.25	Under 5	0.04	0	0.00	-	-	-	-	-	-
D African, Scottish African Or British African	587	3.57	175	3.93	20	2.27	1526	9.23	185	5.08	22	3.27
African - Inc. Scottish/British (Pre Apr 21)	37	0.22	9	0.20	0	0.00	-	-	-	-	-	-
African – Other (Pre Apr 21)	42	0.26	Under 5	0.07	0	0.00	-	-	-	-	-	-
E Caribbean Or Black	46	0.28	20	0.45	Under 5	0.11	99	0.60	12	0.33	Under 5	0.60
Black - Inc. Scottish/British (Pre Apr 21)	32	0.19	Under 5	0.02	0	0.00	-	-	-	-	-	-
Caribbean - Inc. Scottish/British (Pre Apr 21)	6	0.04	Under 5	0.02	0	0.00	-	-	-	-	-	-
Caribbean Or Black Other (Pre Apr 21)	Under 5	0.02	Under 5	0.02	Under 5	0.11						

F Other Ethnic Group	191	1.16	44	0.99	10	1.13	344	2.0	51	1.40	8	1.19
Other - Arab Inc. Scottish/British (Pre Apr 21)	14	0.09	0	0.00	0	0.00	-	-	-	-	-	-
Not Completed	95	0.58	24	0.54	8	0.91	26	0.16 %	11	0.30	Under 5	0.60
Prefer not to say	353	2.14	92	2.07	13	1.47	427	2.58	98	2.69	11	1.64
<b>Total</b>	<b>-</b>	<b>100</b>	<b>-</b>	<b>100</b>	<b>-</b>	<b>100</b>	<b>-</b>	<b>100</b>	<b>-</b>	<b>100</b>	<b>-</b>	<b>100</b>

In both 2021 and 2022, the proportion of White employees increased throughout the recruitment process, with a 6.65% increase in 2021 and 12.77% increase in 2022. The proportion of White hires in 2022 was greater than the proportion of White current employees, at 88.24% to 69.7%.

As part of TalentLink's changes to their diversity questions and categories, they included optional sub-options for candidates to select if they chose 'White', 'Asian' or 'Other Ethnic Group'. This means that if a candidate chose 'White' they would then get various additional options if they wished to select one of them to better describe their ethnicity. The below outlines those selections and shows the number of people who provided a sub-option and the percentage breakdown for that specific ethnicity category:

		April – December 2021						
WHITE	Applicants for Employment	Shortlisted Applicants	Successful Applicants					
	Number	%		Number	%	Number	%	
Gypsy / Traveller	11	0.09%	Under 5	0.08%	Under 5		0%	
Irish	91	0.71%	33	0.84%	9		1.27%	
Other British	780	6.08%	276	7.05%	51		7.19%	
Other white ethnic group	238	1.86%	73	1.87%	10		1.41%	
Polish	449	3.50%	143	3.65%	21		2.96%	
Roma	7	0.05%	Under 5	0.05%	0		0%	
Scottish	8156	63.57%	2572	65.71%	492		69.39%	
Showman / Showwoman	0	0%	0	0%	0		0%	

	April – December 2021					
ASIAN, SCOTTISH ASIAN OR BRITISH ASIAN	Applicants for Employment		Shortlisted Applicants		Successful Applicants	
	Number	%	Number	%	Number	%
Bangladeshi, Scottish Bangladeshi or British Bangladeshi	62	0.48%	17	0.43%	Under 5	0.14%
Chinese, Scottish Chinese or British Chinese	61	0.48%	16	0.41%	Under 5	0.56%
Indian, Scottish Indian or British Indian	461	3.59%	98	2.50%	16	2.26%
Pakistani, Scottish Pakistani or British Pakistani	146	1.14%	30	0.77%	Under 5	0.28%

	April – December 2021					
OTHER ETHNIC GROUP	Applicants for Employment		Shortlisted Applicants		Successful Applicants	
	Number	%	Number	%	Number	%
Arab, Scottish Arab or British Arab	88	0.69%	16	0.41%	0	0%

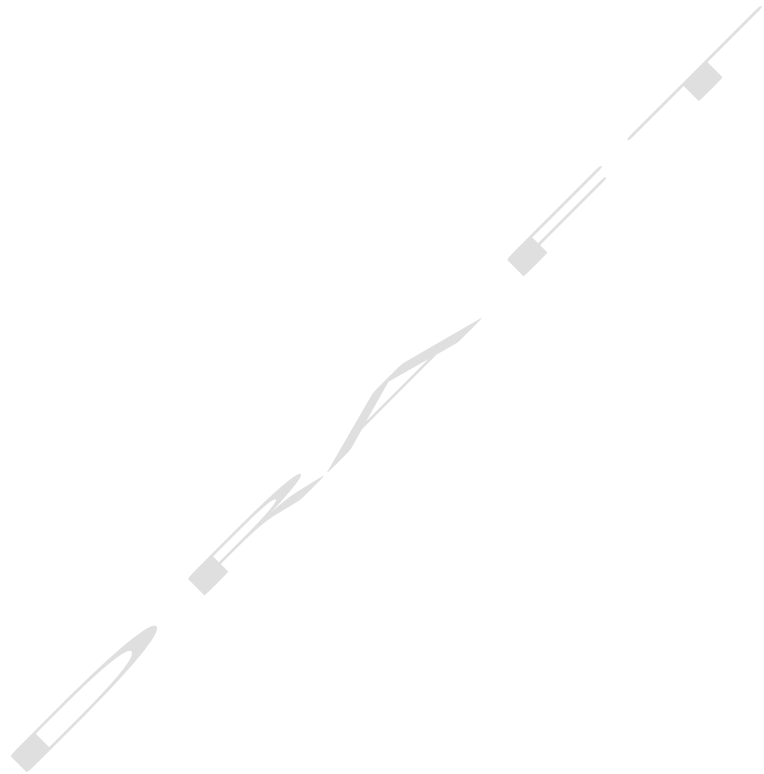
	2022					
WHITE	Applicants for Employment		Shortlisted Applicants		Successful Applicants	
	Number	%	Number	%	Number	%
Gypsy/Traveller	Under 5	0.01%	0	0.00%	0	0.00%
Irish	95	0.57%	24	0.66%	9	1.34%

Other British	973	5.89%	238	6.53%	49	7.29%
Other White ethnic group	453	2.74%	77	2.11%	13	1.93%
Polish	647	3.92%	117	3.21%	14	2.08%
Roma	8	0.05%	0	0.00%	0	0.00%
Scottish	9242	55.93%	2372	65.13%	465	69.20%
Showman / Showwoman	0	0.00%	0	0.00%	0	0.00%

	2022					
ASIAN, SCOTTISH ASIAN OR BRITISH ASIAN	Applicants for Employment		Shortlisted Applicants		Successful Applicants	
	Number	%	Number	%	Number	%
Bangladeshi, Scottish Bangladeshi or British Bangladeshi	116	0.70%	16	0.44%	Under 5	0.15%
Chinese, Scottish Chinese or British Chinese	103	0.62%	14	0.38%	Under 5	0.30%
Indian, Scottish Indian or British Indian	754	4.56%	103	2.83%	14	2.08%
Pakistani, Scottish Pakistani or British Pakistani	187	1.13%	29	0.80%	Under 5	0.15%

	2022					
OTHER ETHNIC GROUP	Applicants for Employment		Shortlisted Applicants		Successful Applicants	
	Number	%	Number	%	Number	%

Arab, Scottish Arab or British Arab	123	0.74%	26	0.71%	Under 5	0.30%
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## Recruitment Information by Religion

Religion	2021						2022					
	Applicants for Employment		Shortlisted Applicants (April - December only)		Successful Applicants		Applicants for Employment		Shortlisted Applicants		Successful Applicants	
	Numbers	%	Numbers	%	Numbers	%	Numbers	%	Numbers	%	Numbers	%
Buddhist	106	0.64	17	0.38	Under 5	0.34	100	0.61	11	0.30	Under 5	0.45
Church of Scotland	1482	9.00	427	9.59	104	11.78	1259	7.62	283	7.77	52	7.74
Hindu	326	1.98	59	1.33	12	1.36	488	2.95	61	1.67	7	1.04
Jewish	5	0.03	Under 5	0.07	0	0.00	20	0.12	Under 5	0.05	0	0.00
Humanist (Pre Apr 21)	51	0.31	6	0.13	Under 5	0.34	-	-	-	-	-	-
Muslim	450	2.73	84	1.89	9	1.02	624	3.78	79	2.17	11	1.64
None	10043	61.00	2809	63.11	554	62.74	9362	56.65	2318	63.65	450	66.96
Other Religion or Belief	38	0.23	Under 5	0.09	0	0.00	16	0.10	Under 5	0.05	0	0.00
Other Christian	844	5.13	185	4.16	36	4.08	1352	8.18	189	5.19	31	4.61



Pagan	37	0.22	14	0.31	5	0.57	58	0.35	8	0.22	Under 5	0.15
Roman Catholic	1527	9.27	416	9.35	73	8.27	1460	8.84	301	8.26	53	7.89
Sikh	9	0.06	0	0.00	0	0.00	11	0.07	Under 5	0.05	0	0.00
Not completed	728	4.42	199	4.47	32	3.62	826	5.00	183	5.02	30	4.46
Prefer not to say	820	4.98	228	5.12	52	5.88	949	5.74	203	5.57	34	5.06
<b>Total</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>

The highest proportion of applicants; shortlisted applicants and successful hires were non-religious across both reported years. With proportion of successful applicants in this category increasing from 62.74% in 2021 to 66.96% in 2022.

### Recruitment Information by Sexual Orientation

Sexual Orientation	2021						2022					
	Applicants for Employment		Shortlisted Applicants		Successful Applicants		Applicants for Employment		Shortlisted Applicants		Successful Applicants	
	Numbers	%	Numbers	%	Numbers	%	Numbers	%	Numbers	%	Numbers	%
Bisexual	542	3.29	143	3.21	21	2.38	558	3.38	123	3.38	23	3.42
Gay or Lesbian	430	2.61	119	2.67	24	2.72	443	2.68	122	3.35	23	3.42

(Previously Split)												
Gay (Pre April 2021)	-	-	-	-	-	-	-	-	-	-	-	-
Lesbian (Pre Apr 2021)	-	-	-	-	-	-	-	-	-	-	-	-
Straight / Heterosexual	14434	87.66	3893	87.47	771	87.31	14579	88.22	3181	87.34	583	86.76
Other	13	0.08	6	0.13	0	0.00	33	0.20	9	0.25	Under 5	0.3
Not Completed	104	0.63	31	0.70	10	1.13	100	0.61	28	0.77	7	1.04%
Prefer not to say	943	5.73	259	5.82	57	6.46	812	4.91	179	4.91	34	5.06
<b>Total</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>

The highest proportion of applicants; shortlisted applicants and successful hires were heterosexual across both reported years. Heterosexual employees made up a higher proportion number of hires across both years compared to workforce diversity as a whole, making up 61.83% of current employees in 2021 and 87.31% of hires; and 60.42% of current employees in 2022 and 86.76% of hires.

## Recruitment Information by Gender Identity

Gender Identity*	2021						2022					
	Applicants for Employment		Shortlisted Applicants		Successful Applicants		Applicants for Employment		Shortlisted Applicants		Successful Applicants	
*Considering self to be trans or have a trans history	Numbers	%	Numbers	%	Numbers	%	Numbers	%	Numbers	%	Numbers	%
Yes	8	0.05	Under 5	0.02	Under 5	0.11	57	0.34	7	0.19	Under 5	0.15
No	16159	98.14	4369	98.16	860	97.40	16151	97.74	3556	97.64	659	98.07
Not Completed	76	0.46	22	0.49	7	0.79	255	1.54	60	1.65	8	1.19
Prefer not to say	223	1.35	59	1.33	15	1.70	62	0.38	19	0.52	Under 5	0.60
Total	-	100	-	100	-	100	-	100	-	100	-	100

The table shows that the proportion of individuals in each of the gender identity groupings remains consistent throughout each stage of the recruitment process. Those that answered “No” to considering self to be trans or have a trans history make up the largest proportion of individuals with 98.07% of successful applicants making up this category in 2022.

**Education Authority - Recruitment Information for period 2021 (01/01/21 – 31/12/21) & for period 2022 (01/01/22 - 31/12/22)**

Please note that in April 2021, TalentLink, our recruitment management system owned by CoSLA changed its diversity questions and categories. This therefore means that we have a mixture of data which takes into account those who were recruited between January and March 2021.

**Education Authority: Recruitment Information by Sex**

Sex	2021						2022					
	Applicants for Employment		Shortlisted Applicants		Successful Applicants		Applicants for Employment		Shortlisted Applicants		Successful Applicants	
	Numbers	%	Numbers	%	Numbers	%	Numbers	%	Numbers	%	Numbers	%
Female	8921	87.62	2248	88.68	450	87.55	6550	85.24	1472	83.83	274	80.35
Male	1208	11.87	276	10.89	58	11.28	1095	14.25	274	15.60	64	18.77
Prefer Not to Answer	38	0.37	6	0.24	Under 5	0.39	28	0.36	6	0.34	Under 5	0.59
Not Completed	14	0.14	5	0.19	Under 5	0.78	11	0.14	Under 5	0.23	Under 5	0.29
<b>Total</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>

This table suggests that in 2021, when it came to sex, the proportion of those who applied for Education roles at the Council, who were shortlisted and who were successful remained relatively consistent and closely in line with our Education workforce statistics. The data shows that those at shortlisting stage, men made up 10.89% of candidates compared to 11.87% at application stage, while women made up 88.68% compared to 87.62% at application stage.

## Education Authority: Recruitment Information by Age

Age	2021						2022					
	Applicants for Employment		Shortlisted Applicants		Successful Applicants		Applicants for Employment		Shortlisted Applicants		Successful Applicants	
	Numbers	%	Numbers	%	Numbers	%	Numbers	%	Numbers	%	Numbers	%
Under 20	139	1.37	51	2.01	18	3.50	131	1.70	30	1.17	Under 5	1.17
20-29	2668	26.21	645	25.44	121	23.54	2316	30.14	482	27.45	94	27.57
30-39	3302	32.43	773	30.50	157	30.54	2405	31.30	569	32.40	112	32.84
40-49	2484	24.39	625	24.65	122	23.74	1830	23.82	414	23.58	79	23.17
50-59	1129	11.09	326	12.86	68	13.23	685	8.91	186	10.59	38	11.14
60+	179	1.76	51	2.01	15	2.92	122	1.59	30	1.71	9	2.64
Not Completed	280	2.75	64	2.53	13	2.53	195	2.54	45	2.56	5	1.47
<b>Total</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>

The table shows a consistency across the proportion of employees by age throughout the recruitment process. In both years reported, those in the 30-39 age category made up the highest proportion of applicants and successful applicants – accounting for a total of 32.8% of successful hires in 2022.

## Education Authority: Recruitment Information by Marital Status

Marital Status	2021						2022					
	Applicants for Employment		Shortlisted Applicants		Successful Applicants		Applicants for Employment		Shortlisted Applicants		Successful Applicants	
	Numbers	%	Numbers	%	Numbers	%	Numbers	%	Numbers	%	Numbers	%
Divorced	350	3.43	103	4.06	14	2.72	319	4.15	87	4.95	17	4.99
Divorced (Pre Apr 21)	75	0.74	13	0.51	4	0.80	-	-	-	-	-	-
Formally in a civil partnership which is now legally dissolved	31	0.31	9	0.36	Under 5	0.19	6	0.08	0	0.00	0	0.00
In a registered civil partnership	87	0.85	23	0.91	Under 5	0.19	98	1.28	14	0.80	Under 5	0.88
Married	2955	29.02	866	34.16	163	31.71	3173	41.29	685	39.01	135	39.59
Married/Civil Partnership (Pre Apr 21)	1101	10.81	157	6.19	53	10.31	-	-	-	-	-	-
Living With Partner (Pre Apr 21)	401	3.94	44	1.74	12	2.33	-	-	-	-	-	-
Never married and never registered in a civil partnership	3289	32.31	921	36.33	191	37.16	3386	44.07	811	46.18	156	45.75

Single (Pre Apr 21)	904	8.88	109	4.29	37	7.19	-	-	-	-	-	-
Separated but still legally in a civil partnership	13	0.13	Under 5	0.08	Under 5	0.19	9	0.12	Under 5	0.11	0	0.00
Separated but still legally married	225	2.21	70	2.76	13	2.53	191	2.49	42	2.39	10	2.93
Separated (Pre Apr 21)	69	0.68	6	0.24	Under 5	0.19	-	-	-	-	-	-
Surviving partner from registered civil partnership	8	0.08	Under 5	0.12	0	0.00	20	0.26	8	0.46	0	0.00
Widowed	31	0.30	9	0.36	Under 5	0.19	35	0.46	9	0.51	Under 5	0.29
Widowed (Pre Apr 21)	23	0.23	6	0.24	0	0.00	-	-	-	-	-	-
Not Completed	26	0.26	5	0.19	Under 5	0.80	11	0.14	Under 5	0.23	Under 5	0.29
Prefer not to say	593	5.82	189	7.46	18	3.50	436	5.67	94	5.35	18	5.28
<b>Total</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>

The table shows a consistency in the proportion of employees by marital status through the recruitment process. Those that have never been married/registered in a civil partnership make up the highest proportion of overall applicants and successful hires (at 44.07% and 45.75% respectively in 2022)

## Education Authority: Recruitment Information by Disability

Disability	2021						2022					
	Applicants for Employment		Shortlisted Applicants		Successful Applicants		Applicants for Employment		Shortlisted Applicants		Successful Applicants	
	Numbers	%	Numbers	%	Numbers	%	Numbers	%	Numbers	%	Numbers	%
Yes (Pre April 2021)	138	1.35	29	1.14	6	1.17	-	-	-	-	-	-
Yes, limited a little	206	2.02	71	2.80	12	2.33	231	3.01	44	2.51	9	2.64
Yes, limited a lot	19	0.19	5	0.20	0	0.00	25	0.33	Under 5	0.06	0	0.00
No	9672	95.00	2389	94.24	486	94.55	7296	94.95	1682	95.79	328	96.19
Not Completed	18	0.18	6	0.24	Under 5	0.78	11	0.14	Under 5	0.23	Under 5	0.29
Prefer not to say	128	1.26	35	1.38	6	1.17	121	1.57	25	1.42	Under 5	0.88
<b>Total</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>

The table shows a consistency in the proportion of employees by disability across each stage of the recruitment process for both years reported. Applicants without a disability made up the largest proportion of figures for both years, rising from 94.55% in 2021 to 96.18% in 2022.



**Education Authority: Recruitment Information by Disability Type (January 2021 – March 2021)**

Disability Types** (Jan – Mar 2021)	2021					
	Applicants for Employment		Shortlisted Applicants		Successful Applicants	
	Number	%	Number	%	Number	%
Learning disability	39	1.47%	Under 5	1.17%	Under 5	1.80%
Longstanding illness	17	0.64%	5	1.47%	0	0.00%
Mental health condition	27	1.02%	8	2.35%	Under 5	1.80%
Physical impairment	14	0.53%	Under 5	1.17%	Under 5	0.90%
Sensory impairment - Hearing	10	0.38%	Under 5	0.29%	0	0.00%
Prefer not to answer	11	0.41%	Under 5	0.59%	0	0.00%
Not Completed	2537	95.56%	317	92.96%	106	95.50%
<b>Total</b>	<b>2655</b>	<b>100.00%</b>	<b>341</b>	<b>100.00%</b>	<b>111</b>	<b>100.00%</b>

\*\* Each category is the number of people who said they either have each disability from the total number of applications/shortlisted/hired **during the period January – March 2021 only – not the percentage of the whole year.**

Education Authority: Recruitment Information by Disability Type (April 2021 – December 2021)

Disability Types* (APR-DEC 2021)	2021					
	Applicants for Employment		Shortlisted Applicants		Successful Applicants	
	Number	%	Number	%	Number	%
<b>No Condition</b>						
Yes	6561	87.18%	1878	85.60%	344	85.36%
No	965	12.82%	316	14.40%	59	14.64%
<b>Physical</b>						
Yes	70	0.93%	24	1.09%	6	1.49%
No	7456	99.07%	2170	98.91%	397	98.51%
<b>Sight</b>						
Yes	8	0.11%	Under 5	0.09%	0	0.00%
No	7518	99.89%	2192	99.91%	403	100.00%
<b>Learning Disability</b>						
Yes	59	0.78%	20	0.91%	Under 5	0.74%
No	7467	99.22%	2174	99.09%	400	99.26%
<b>Developmental Disorder</b>						
Yes	38	0.50%	8	0.36%	0	0.00%
No	7488	99.50%	2186	99.64%	403	100.00%
<b>Mental Health</b>						
Yes	297	3.95%	92	4.19%	14	3.47%
No	7229	96.05%	2102	95.81%	389	96.53%
<b>Hearing</b>						
Yes	68	0.90%	13	0.59%	Under 5	0.50%
No	7458	99.10%	2181	99.41%	401	99.50%

Speech						
Yes	6	0.08%	0	0.00%	0	0.00%
No	7520	99.92%	2194	100.00%	403	100.00%
Learning Difficulty						
Yes	106	1.41%	39	1.78%	10	2.48%
No	7420	98.59%	2155	98.22%	393	97.52%
Long-Term						
Yes	279	3.71%	91	4.15%	12	2.98%
No	7247	96.29%	2103	95.85%	391	97.02%
Prefer not to say						
Yes	279	3.71%	97	4.42%	15	3.72%
No	7247	96.29%	2097	95.58%	388	96.28%

\*Each category is the number of people who said they either have or do not have each disability from the total number of applications/shortlisted/hired during the period April – December 2021 only – not the percentage of the whole year.

#### Education Authority: Recruitment Information by Disability Type (2022)

Disability Types*	2022					
	Applicants for Employment		Shortlisted Applicants		Successful Applicants	
	Number	%	Number	%	Number	%
No Condition						
Yes	6689	87.05%	1509	85.93%	289	84.75%
No	995	12.95%	247	14.07%	52	15.25%
Physical						
Yes	50	0.65%	4	0.23%	1	0.29%

No	7634	99.35%	1752	99.77%	340	99.71%
<b>Sight</b>						
Yes	12	0.16%	3	0.17%	3	0.88%
No	7672	99.84%	1753	99.83%	338	99.12%
<b>Learning Disability</b>						
Yes	62	0.81%	11	0.63%	0	0.00%
No	7622	99.19%	1745	99.37%	341	100.00%
<b>Developmental Disorder</b>						
Yes	31	0.40%	10	0.57%	0	0.00%
No	7653	99.60%	1746	99.43%	341	100.00%
<b>Mental Health</b>						
Yes	339	4.41%	93	5.30%	20	5.87%
No	7345	95.59%	1663	94.70%	321	94.13%
<b>Hearing</b>						
Yes	60	0.78%	6	0.34%	4	1.17%
No	7624	99.22%	1750	99.66%	337	98.83%
<b>Speech</b>						
Yes	0	0.00%	0	0.00%	0	0.00%
No	7684	100.00%	1756	100.00%	341	100.00%
<b>Learning Difficulty</b>						
Yes	135	1.76%	39	2.22%	5	1.47%
No	7549	98.24%	1717	97.78%	336	98.53%
<b>Long-Term</b>						
Yes	269	3.50%	63	3.59%	11	3.23%
No	7415	96.50%	1693	96.41%	330	96.77%
<b>Prefer not to say</b>						
Yes	269	3.50%	1681	95.73%	15	4.40%
No	7415	96.50%	75	4.27%	326	95.60%

The tables show that in early 2021 those with no condition made up the highest proportion of total applicants at each stage of the recruitment process (making up 85.36% of successful applicants). A similar finding can be reported for the April-December period of 2021 – with 85.36% of successful applicants reporting to have no condition; and in 2022 at 84.75% of successful candidates.

## Education Authority: Recruitment Information by Ethnicity

Ethnicity	2021						2022					
	Applicants for Employment		Shortlisted Applicants		Successful Applicants		Applicants for Employment		Shortlisted Applicants		Successful Applicants	
	Number s	%	Number s	%	Number s	%	Number s	%	Number s	%	Number s	%
A White	6257	61.56	1887	74.43	353	68.70	6048	78.71	1507	85.82	303	88.86
White - Eastern European E.g. Polish (Pre Apr 21)	51	0.50	Under 5	0.12	Under 5	0.19	-	-	-	-	-	-
White – Irish (Pre Apr 21)	8	0.08	Under 5	0.04	0	0.00	-	-	-	-	-	-
White - Other British (Pre Apr 21)	228	2.24	39	1.54	10	1.95	-	-	-	-	-	-
White - Gypsy/Traveller	0	0.00	0	0.00	0	0.00	-	-	-	-	-	-
White - Other White Ethnic Group (Pre April 2021)	163	1.60	13	0.51	Under 5	0.39	-	-	-	-	-	-
White – Polish (Pre Apr 21)	61	0.60	Under 5	0.16	Under 5	0.39	-	-	-	-	-	-

White – Scottish (Pre Apr 21)	1778	17.46	243	9.59	86	16.7 3	-	-	-	-	-	-
B Mixed Or Multiple Ethnic Groups	112	1.10	26	1.03	Under 5	0.78	92	1.20	18	1.03	5	1.47
Any Mixed Or Multiple (Pre Apr 21)	17	0.16	Under 5	0.12	Under 5	0.19	-	-	-	-	-	-
C Asian, Scottish Asian Or British Asian	603	5.92	139	5.48	21	4.08	765	9.96	108	6.15	11	3.23
Asian - Bangladeshi Inc. Scottish/British (Pre Apr 21)	15	0.14	Under 5	0.12	Under 5	0.19	-	-	-	-	-	-
Asian - Chinese Inc. Scottish/British (Pre Apr 21)	8	0.07	Under 5	0.04	0	0.00	-	-	-	-	-	-
Asian - Indian Inc. Scottish/British (Pre Apr 21)	80	0.78	8	0.32	Under 5	0.78	-	-	-	-	-	-
Asian - Other Inc. Scottish/British (Pre Apr 21)	27	0.26	0	0.00	0	0.00	-	-	-	-	-	-
Asian - Pakistani Inc. Scottish/British (Pre Apr 21)	30	0.29	Under 5	0.04	0	0.00	-	-	-	-	-	-

D African, Scottish African Or British African	269	2.64	55	2.17	9	1.75	398	5.18	48	2.73	9	2.64
African - Inc. Scottish/British (Pre Apr 21)	24	0.23	7	0.27	0	0.00	-	-	-	-	-	-
African – Other (Pre Apr 21)	25	0.24	Under 5	0.04	0	0.00	-	-	-	-	-	-
E Caribbean Or Black	14	0.13	8	0.32	0	0.00	29	0.38	5	0.28	Under 5	0.59
Black - Inc. Scottish/British (Pre Apr 21)	23	0.22	0	0.00	0	0.00	-	-	-	-	-	-
Caribbean - Inc. Scottish/British (Pre Apr 21)	Under 5	0.02	0	0.00	0	0.00	-	-	-	-	-	-
Caribbean Or Black Other (Pre Apr 21)	Under 5	0.03	Under 5	0.04	Under 5	0.19	-	-	-	-	-	-
F Other Ethnic Group	117	1.14	27	1.06	6	1.17	164	2.13	26	1.48	Under 5	1.17
Other - Arab Inc. Scottish/British (Pre Apr 21)	13	0.12	0	0.00	0	0.00	-	-	-	-	-	-
Not Completed	68	0.67	12	0.47	5	0.97	11	0.14	Under 5	0.23	Under 5	0.29



Prefer not to say	183	1.80	53	2.09	8	1.55	177	2.30	40	2.28	6	1.76
<b>Total</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>

The table shows that White employees made up the largest proportion of those represented throughout each stage of the recruitment process, increasing in proportion at each stage to contribute to 88.86% of new hires for 2022.

As part of TalentLink's changes to their diversity questions and categories, they included optional sub-options for candidates to select if they chose 'White', 'Asian' or 'Other Ethnic Group'. This means that if a candidate chose 'White' they would then get various additional options if they wished to select one of them to better describe their ethnicity. The below outlines those selections and shows the number of people who provided a sub-option and the percentage breakdown for that specific ethnicity category:

	April – December 2021					
	Applicants for Employment		Shortlisted Applicants		Successful Applicants	
<b>WHITE</b>	Numbers	%	Numbers	%	Numbers	%
Gypsy / Traveller	10	0.13%	Under 5	0.14%	0	0%
Irish	55	0.73%	21	0.96%	7	1.74%
Other British	406	5.39%	152	6.93%	29	7.20%
Other white ethnic group	147	1.95%	38	1.73%	Under 5	0.99%
Polish	240	3.19%	69	3.14%	8	1.99%
Roma	5	0.07%	Under 5	0.05%	0	69.48%
Scottish	4894	65.03%	1475	67.23%	280	0%

	April – December 2021					
ASIAN, SCOTTISH ASIAN OR BRITISH ASIAN	Applicants for Employment		Shortlisted Applicants		Successful Applicants	
	Numbers	%	Numbers	%	Numbers	%
Bangladeshi, Scottish Bangladeshi or British Bangladeshi	40	0.53%	12	0.55%	Under 5	0.25%
Chinese, Scottish Chinese or British Chinese	33	0.44%	9	0.41%	Under 5	0.74%
Indian, Scottish Indian or British Indian	326	4.33%	74	3.37%	12	2.98%
Pakistani, Scottish Pakistani or British Pakistani	100	1.33%	24	1.09%	Under 5	0.5%

	April – December 2021					
OTHER ETHNIC GROUP	Applicants for Employment		Shortlisted Applicants		Successful Applicants	
	Number	%	Number	%	Number	%
Arab, Scottish Arab or British Arab	64	0.85%	13	0.59%	0	0%

	2022					
WHITE	Applicants for Employment		Shortlisted Applicants		Successful Applicants	
	Number	%	Number	%	Number	%
Gypsy / Traveller	0	0.00%	0	0.00%	0	0.00%

Irish	59	0.77%	14	0.80%	5	1.47%
Other British	521	6.78%	122	6.95%	26	7.62%
Other White ethnic group	188	2.45%	36	2.05%	5	1.47%
Polish	259	3.37%	46	2.62%	Under 5	0.88%
Roma	Under 5	0.03%	0	0.00%	0	0.00%
Scottish	4517	58.78%	1181	67.26%	248	72.73%
Showman / Showwoman	0	0.00%	0	0.00%	0	0.00%

	2022					
ASIAN, SCOTTISH ASIAN OR BRITISH ASIAN	Applicants for Employment		Shortlisted Applicants		Successful Applicants	
	Number	%	Number	%	Number	%
Bangladeshi, Scottish Bangladeshi or British Bangladeshi	73	0.95%	13	0.74%	Under 5	0.29%
Chinese, Scottish Chinese or British Chinese	33	0.43%	5	0.28%	Under 5	0.29%
Indian, Scottish Indian or British Indian	445	5.79%	65	3.70%	7	2.05%
Pakistani, Scottish Pakistani or British Pakistani	90	1.17%	11	0.63%	Under 5	0.29%

	2022		
OTHER ETHNIC GROUP	Applicants for Employment	Shortlisted Applicants	Successful Applicants

	<b>Number</b>	<b>%</b>	<b>Number</b>	<b>%</b>	<b>Number</b>	<b>%</b>
Arab, Scottish Arab or British Arab	72	0.94%	16	0.91%	Under 5	0.29%
Not Completed	7612	99.06%	1740	99.09%	340	99.71%
<b>Total</b>	<b>7684</b>	<b>100.00%</b>	<b>1756</b>	<b>100.00%</b>	<b>341</b>	<b>100.00%</b>

## Education Authority: Recruitment Information by Religion

Religion	2021						2022					
	Applicants for Employment		Shortlisted Applicants (April - December only)		Successful Applicants		Applicants for Employment		Shortlisted Applicants		Successful Applicants	
	Numbers	%	Numbers	%	Numbers	%	Numbers	%	Numbers	%	Numbers	%
Buddhist	68	0.67	7	0.28	Under 5	0.19	62	0.81	5	0.28	0	0.00
Church of Scotland	900	8.84	251	9.90	62	12.06	583	7.59	149	8.49	31	9.09
Hindu	235	2.31	45	1.78	9	1.76	283	3.68	36	2.05	Under 5	0.88
Jewish	Under 5	0.02	Under 5	0.04	0	0.00	15	0.20	Under 5	0.06	0	0.00
Humanist (Pre Apr 21)	43	0.42	Under 5	0.12	Under 5	0.39	-	-	-	-	-	-
Muslim	317	3.11	60	2.37	7	1.36	327	4.26	48	2.73	5	1.47
None	6141	60.32	1590	62.72	310	60.31	4416	57.47	1107	63.04	222	65.10
Other Religion or Belief	29	0.28	Under 5	0.16	0	0.00	Under 5	0.03	0	0.00	0	0.00
Other Christian	587	5.77	107	4.23	25	4.87	471	6.13	75	4.27	13	3.81

Pagan	11	0.11	5	0.19	Under 5	0.39	29	0.38	Under 5	0.11	0	0.00
Roman Catholic	1005	9.87	247	9.74	49	9.53	671	8.73	141	8.03	28	8.21
Sikh	7	0.07	0	0.00	0	0.00	9	0.12	Under 5	0.11	0	0.00
Not completed	413	4.06	99	3.90	20	3.89	394	5.13	95	5.41	19	5.57
Prefer not to say	423	4.15	116	4.57	27	5.25	422	5.49	95	5.41	20	5.87
<b>Total</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>

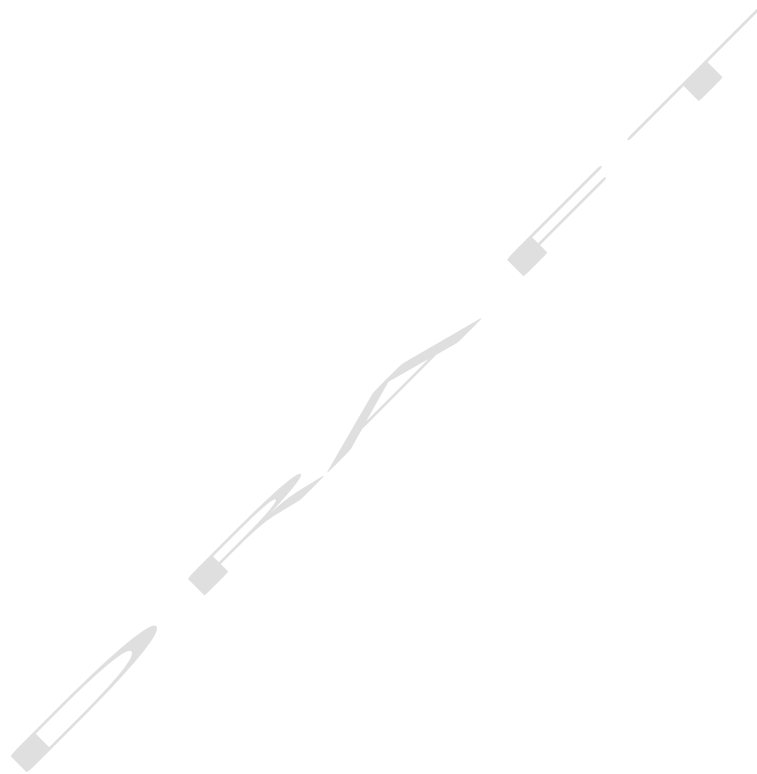
The table shows an even distribution of employees by religion across both years. Across the 2021-2022 period there was an ever so slight increase in applicants not completing or checking "Prefer not to say".

**Education Authority: Recruitment Information by Sexual Orientation**

Sexual Orientation	2021						2022					
	Applicants for Employment		Shortlisted Applicants		Successful Applicants		Applicants for Employment		Shortlisted Applicants		Successful Applicants	
	Number s	%	Number s	%	Number s	%	Number s	%	Number s	%	Number s	%
Bisexual	280	2.75	73	2.88	14	2.72	192	2.50	53	3.02	6	1.76
Gay or Lesbian (Previously Split)	250	2.46	58	2.29	14	2.72	185	2.41	60	3.42	12	3.52
Gay (Pre April 2021)	-	-	-	-	-	-	-	-	-	-	-	-
Lesbian (Pre Apr 2021)	-	-	-	-	-	-	-	-	-	-	-	-
Straight / Heterosexual	9067	89.05 %	2250	88.76 %	449	87.36 %	6933	90.23	1548	88.15	294	86.22
Other	Under 5	0.04	Under 5	0.04	0	0.00	15	0.20	5	0.28	Under 5	0.29
Not Completed	50	0.49%	11	0.43%	6	1.17%	38	0.49	12	0.68	Under 5	0.88
Prefer not to say	530	5.21%	142	5.60%	31	6.03%	321	4.18	78	4.44	25	7.33

<b>Total</b>	-	100	-	100	-	100	-	100	-	100	-	100
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The table shows an even distribution of applicants progressing through the recruitment process by sexual orientation. Those that are heterosexual made up the largest proportion of applicants in 2021 and 2022.





## Education Authority: Recruitment Information by Gender Identity

Gender Identity*	2021						2022					
	Applicants for Employment		Shortlisted Applicants		Successful Applicants		Applicants for Employment		Shortlisted Applicants		Successful Applicants	
*Considering self to be trans or have a trans history	Numbers	%	Numbers	%	Numbers	%	Numbers	%	Numbers	%	Numbers	%
Yes	Under 5	0.01	0	0.00	0	0.00	5	0.07	0	0.00	0	0.00
No	10061	98.82	2506	98.86	504	98.05	7571	98.53	1729	98.46	334	97.95
Not Completed	33	0.33	8	0.31	Under 5	0.78	88	1.15	22	1.25	6	1.76
Prefer not to say	86	0.84	21	0.83	6	1.17	20	0.26	5	0.28	Under 5	0.29
Total	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>	-	<b>100</b>

The table shows that the proportion of employees across each category remained consistent throughout the process for both 2021 and 2022. Across both reported years, no individual that self-identified as trans or having a trans history was a successful applicant.

**Training Information for the Council as a whole for period 2021 (01/01/21 – 31/12/21) & for period 2022 (01/01/22 - 31/12/22)**

**Training Completion by Sex**

Sex	2021		2022	
	Numbers	%	Numbers	%
Female	13,275	78.11	20,276	77.79
Male	3,720	21.89	5,788	22.21
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows that for both years reported, despite making up roughly 70% of the workforce, female employees made up approximately 80% of training completion. Male employees made up roughly 30% of the workforce whilst accounting for 20% of training completion.

**Training Completion by Age**

Age	2021		2022	
	Numbers	%	Numbers	%
Under 20	88	0.52	209	0.80
20-29	2643	15.55	4,661	17.88
30-39	4143	24.38	6,952	26.67
40-49	4088	24.05	6,408	24.59
50-59	4723	27.79	5,963	22.88
60+	1310	7.71	1,871	7.18
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

This table shows there to be little difference in training completion across age categories between the two reported years. In 2021, the group with the highest

proportion of training completion were the 50-59 age category at 27.79% - this group made up the highest proportion of employees at the time (at 27.82%).

In 2022, the group with the highest proportion of training completion were the 30-39 age category at 26.67% - for the same period, this group makes up the second highest proportion of employees at 25.04% (those in the 50-59 age category being the highest proportion at 26.40%).

### Training Completion by Marital Status

Marital Status	2021		2022	
	Numbers	%	Numbers	%
Divorced / Separated	1262	7.43	1,482	5.69
Living with Partner	2406	14.16	3,552	13.63
Married/Civil Partnership	6908	40.65	10,555	40.50
Single	3449	20.29	5,602	21.49
Widowed	148	0.87	183	0.70
Not Completed	2369	13.94	4,051	15.54
Prefer Not to Answer	453	2.67	639	2.45
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows that consistently over the two-year period, those Married/Civil Partnership make up the highest proportion of those accessing and completing training. This is harmonious with the workforce population – showing 39.34% of employees to be Married/Civil Partnership in 2022, with a 40.50% rate of training completion.

## Training Completion by Disability

Disability	2021		2022	
	Numbers	%	Numbers	%
Yes	871	5.13	1,051	4.03
No	11074	65.16	17,127	65.71
Not Completed	4398	25.88	7,080	27.16
Prefer Not to Answer	652	3.84	806	3.09
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows that consistently over the two-year period, those that do not have a disability make up the highest proportion of those accessing and completing training. This is in fitting with the overall employee population – showing 60.62% of employees reported to not being disabled in 2022, with a 65.71% rate of training completion.

## Training Completion by Ethnicity

Ethnicity	2021		2022	
	Numbers	%	Numbers	%
African	88	0.52	163	0.63
African - Other	51	0.30	166	0.64
Other - Arab	0	0.00	50	0.19
Asian -Bangladeshi	27	0.16	26	0.10
Asian - Chinese	70	0.41	54	0.21
Asian - Indian	196	1.15	179	0.69
Asian - Other	97	0.57	137	0.53
Asian - Pakistani	10	0.06	42	0.16

Black	45	0.26	38	0.15
Caribbean	11	0.06	19	0.07
Other Caribbean or Black	25	0.15	7	0.03
Mixed or Multiple	93	0.55	148	0.57
Other	107	0.63	107	0.41
White - Polish	299	1.76	390	1.50
White - Eastern European	117	0.69	279	1.07
White - Gypsy/Traveller	0	0.00	0	0.00
White - Irish	157	0.92	271	1.04
White -Other white ethnic group	545	3.21	1,081	4.15
White - Other British	5151	30.31	6,995	26.84
White - Scottish	6503	38.26	10,237	39.28
Not Completed	2866	16.86	4,878	18.72
Prefer Not to Answer	537	3.16	797	3.06
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows a consistency in training completion by ethnicity across the two years reported. Those reported to be White – Scottish made up the highest proportion by training completion at 39.28% for 2022, this group makes up the highest proportion of employees at 38.81% for the same period.

## Training Completion by Religion

Religion	2021		2022	
	Numbers	%	Numbers	%
Buddhist	56	0.33	55	0.21
Other Christian	1457	8.57	2,713	10.41
Church of Scotland	1963	11.55	2,264	8.69
Roman Catholic	769	4.52	1,083	4.16
Hindu	107	0.63	108	0.41
Humanist	115	0.68	154	0.59
Jewish	Under 5	0.02	0	0.00
Muslim	65	0.38	170	0.65
None	7410	43.60	11,278	43.27
Other Religion or Belief	143	0.84	243	0.93
Pagan	73	0.43	102	0.39
Sikh	13	0.08	8	0.03
Not Completed	3339	19.65	5,782	22.18
Prefer Not to Answer	1481	8.71	2,104	8.07
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows a consistency in training completion by religion across the two years reported. Those with no religious affiliation made up the highest proportion by training completion at 43.27% for 2022, this group makes up the highest proportion of employees at 37.98% for the same period.

## Training Completion by Sexual Orientation

Sexual Orientation	2021		2022	
	Numbers	%	Numbers	%
Bisexual	284	1.67	513	1.97
Gay	202	1.19	381	1.46
Heterosexual/Straight	11196	65.88	16,629	63.80
Lesbian	136	0.80	223	0.86
Other	114	0.67	123	0.47
Not Completed	3441	20.25	5,977	22.93
Prefer Not to Answer	1622	9.54	2,218	8.51
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows a consistency in training completion by sexual orientation across the two years reported. Heterosexual employees made up the highest proportion by training completion at 63.80% for 2022, this group makes up the highest proportion of employees at 60.42% for the same period.

## Training Completion by Gender Identity

It should be noted that Gender Identity figures are currently not available due to an identified inaccuracy with this data. This is in the process of being corrected alongside the full data improvement on our HR and Payroll system, CoreHR. This improvement will see a change to diversity questions and categories in line with the Scottish Government guidance on best-practice diversity data collection and analysis. Work is currently underway to implement this improvement.

**Training Information for Education Authority for period 2021 (01/01/21 – 31/12/21) & for period 2022 (01/01/22 - 31/12/22)**

**Education Authority: Training completion by Sex**

	2021		2022	
Sex	Numbers	%	Numbers	%
Female	7,599	90.31	12,208	89.12
Male	815	9.69	1,491	10.88
Not Completed	0	0.00	0	0.00
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows that the proportion of female employees who completed training in 2022 was closely aligned with the workforce demographic at 89.12% for a group making up 86.62% of the overall workforce.

A similar relationship exists between training completion and workforce make-up for males, with a population of 13.38% completing 10.88% of training in 2022.

**Education Authority: Training completion by Age**

	2021		2022	
Age	Numbers	%	Numbers	%
Under 20	31	0.37	66	0.48
20-29	1,331	15.82	2,395	17.48
30-39	2,010	23.89	3,717	27.13
40-49	2,042	24.27	3,547	25.89
50-59	2,487	29.56	3,054	22.29
60+	513	6.10	920	6.72
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>



The table shows training completion to remain consistent across the age categories for the two years reported. In 2022 the group with the highest proportion of training completion were those in the 30-39 category at 27.13% – this group makes up 27.92% of the overall Education workforce.

**Education Authority: Training completion by Marital Status**

Marital Status	2021		2022	
	Numbers	%	Numbers	%
Divorced	538	6.39	791	5.77
Living with Partner	991	11.78	1,545	11.28
Married/Civil Partnership	3,630	43.14	5,694	41.57
Single	1,443	17.15	2,529	18.46
Widowed	51	0.61	93	0.68
Not Completed	1,579	18.77	2,764	20.18
Prefer Not to Answer	182	2.16	283	2.07
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows training completion to remain consistent across the marital status groupings for the two years reported. The group with the greatest proportion of training completion (at 43.14% in 2021, and 41.57% in 2022) were Married/Civil Partnership. This same slight decrease across the two-year period for this category can be shown in the Education workforce population figures (at 42.54% in 2021, and 41.38% in 2022).

### Education Authority: Training completion by Disability

Disability	2021		2022	
	Numbers	%	Numbers	%
Yes	341	4.05	444	3.24
No	5,101	60.63	8,423	61.49
Not Completed	2,761	32.81	4,398	32.10
Prefer Not to Answer	211	2.51	434	3.17
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows training completion for the Education workforce to remain consistent across the groupings by disability for the two-year period. In 2022, the largest proportion of employees did not have a disability – at 59.66% of the population – this group made up 61.49% of training completion.

### Education Authority: Training completion by Ethnicity

Ethnicity	2021		2022	
	Numbers	%	Numbers	%
African	41	0.49	82	0.60
African - Other	9	0.11	19	0.14
Other - Arab	0	0.00	50	0.36
Asian -Bangladeshi	16	0.19	19	0.14
Asian - Chinese	38	0.45	38	0.28
Asian - Indian	108	1.28	68	0.50
Asian - Other	13	0.15	63	0.46
Asian - Pakistani	Under 5	0.01	37	0.27

Black	Under 5	0.05	5	0.04
Caribbean	11	0.13	16	0.12
Other Caribbean or Black	10	0.12	0	0.00
Mixed or Multiple	47	0.56	74	0.54
Other	10	0.12	36	0.26
White - Polish	122	1.45	152	1.11
White - Eastern European	53	0.63	52	0.38
White - Gypsy/Traveller	0	0.00	0	0.00
White - Irish	61	0.72	160	1.17
White -Other white ethnic group	305	3.62	518	3.78
White - Other British	2,575	30.60	3,746	27.35
White - Scottish	3,104	36.89	5,192	37.90
Not Completed	1,580	18.78	2,965	21.64
Prefer Not to Answer	306	3.64	407	2.97
<b>Total</b>	<b>-</b>	<b>100.00</b>	<b>-</b>	<b>100.00</b>

The table shows training completion to remain consistent across the ethnicity groupings for the two years reported. Within the Education workforce, White Scottish employees made up the highest proportion of those completing training, at 37.90% for 2022 – this group made up 38.08% of the workforce for the same period.

#### Education Authority: Training completion by Religion

Religion	2021		2022	
	Numbers	%	Numbers	%
Buddhist	20	0.24	32	0.23
Other Christian	836	9.94	1,449	10.58

Church of Scotland	997	11.85	1,263	9.22
Roman Catholic	360	4.28	609	4.45
Hindu	62	0.74	49	0.36
Humanist	72	0.86	75	0.5
Jewish	Under 5	0.01	0	0.00
Muslim	25	0.30	129	0.94
None	3,412	40.55	5,424	39.59
Other Religion or Belief	50	0.59	88	0.64
Pagan	22	0.26	19	0.14
Sikh	Under 5	0.04	Under 5	0.03
Not Completed	1,874	22.27	3,596	26.25
Prefer Not to Answer	680	8.08	962	7.02
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows training completion to remain consistent across the religion groupings for the two years reported. Within the Education workforce, those with no religious affiliation made up the highest proportion of those completing training, at 39.59% for 2022 – this group made up 35.88% of the workforce for the same period.

### Education Authority: Training Completion by Sexual Orientation

Sexual Orientation	2021		2022	
	Numbers	%	Numbers	%
Bisexual	89	1.06	147	1.07
Gay	61	0.72	147	1.07
Heterosexual/Straight	5,412	64.32	8,506	62.09
Lesbian	36	0.43	103	0.75
Other	13	0.15	78	0.57
Not Completed	1,953	23.21	3,557	25.97
Prefer Not to Answer	850	10.10	1,161	8.48
Total	8,414	100.00	13,699	100.00

The table shows a consistency in training completion by sexual orientation across the two years reported. Heterosexual employees made up the highest proportion by training completion at 62.09% for 2022, this group makes up the highest proportion of employees at 60.56% for the same period.

### Education Authority: Training Completion by Gender Identity

It should be noted that Gender Identity figures are currently not available due to an identified inaccuracy with this data. This is in the process of being corrected alongside the full data improvement on our HR and Payroll system, CoreHR. This improvement will see a change to diversity questions and categories in line with the Scottish Government guidance on best-practice diversity data collection and analysis. Work is currently underway to implement this improvement.

**Leavers Information for the Council as a whole for period 2021 (01/01/21 – 31/12/21) & for period 2022 (01/01/22 - 31/12/22)**

**Leavers Information by Sex**

Sex	2021		2022	
	Numbers	%	Numbers	%
Female	440	71.43	478	65.57
Male	176	28.57	251	34.43
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows that the proportion of female employees who left the organisation in 2022 was less than the workforce demographic at 65.57% compared to 69.90% of the workforce. For males, the proportion leaving the organisation is slightly higher than the workforce demographic at 34.43% compared to 30.10% of the workforce.

**Leavers Information by Age**

Age	2021		2022	
	Numbers	%	Numbers	%
Under 20	11	1.78	11	1.51
20-29	119	19.32	159	21.81
30-39	142	23.05	153	20.99
40-49	80	12.98	117	16.05
50-59	83	13.47	120	16.46
60+	181	29.40	169	23.18
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows that the proportion of leavers by age remained consistent across the two years reported. The group with the highest proportion of leavers were the 60+ category, making up 29.4% of leavers in 2021 and 23.18% in 2022.

### Leavers Information by Marital Status

Marital Status	2021		2022	
	Numbers	%	Numbers	%
Divorced	22	3.57	32	4.39
Separated	5	0.81	11	1.51
Living with Partner	56	9.09	59	8.09
Married/Civil Partnership	221	35.88	272	37.31
Single	120	19.48	162	22.2
Widowed	0	0.00	0	0.00
Not Completed	10	1.62	Under 5	0.41
Prefer Not to Answer	165	26.79	175	24.01
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows that the proportion of leavers by marital status remained consistent across the two years reported. Those that are Married/Civil Partnership make up the highest population of employees for the 2021 and 2022 periods, these groups also make up the highest proportion of leavers (at 35.88% and 37.31% for 2021, 2022 respectively).

### Leavers Information by Disability

Disability	2021		2022	
	Numbers	%	Numbers	%
Yes	29	4.71	27	3.70
No	354	57.47	410	56.24
Not Completed	213	34.58	266	36.49
Prefer Not to Answer	20	3.25	26	3.57
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows that the proportion of leavers by disability remained consistent across the two years reported. Employees with a disability made up 3.65% of the employee population in 2022 and a corresponding 3.7% of the leaver's population for the same period.

### Leavers Information by Ethnicity

Ethnicity	2021		2022	
	Numbers	%	Numbers	%
African	Under 5	0.65	Under 5	0.55
African - Other	Under 5	0.16	Under 5	0.55
Other - Arab	Under 5	0.32	0	0.00
Asian -Bangladeshi	0	0.00	Under 5	0.14
Asian - Chinese	0	0.00	Under 5	0.27
Asian - Indian	Under 5	0.32	Under 5	0.55
Asian - Other	0	0.00	Under 5	0.14
Asian - Pakistani	Under 5	0.32	Under 5	0.14
Black	Under 5	0.65	Under 5	0.27



Caribbean	0	0.00	0	0.00
Other Caribbean or Black	0	0.00	Under 5	0.14
Mixed or Multiple	Under 5	0.65	5	0.69
Other	Under 5	0.49	Under 5	0.41
White - Polish	5	0.81	Under 5	0.27
White - Eastern European	Under 5	0.32	5	0.69
White - Gypsy/Traveller	0	0.00	0	0.00
White - Irish	8	1.30	5	0.69
White -Other white ethnic group	33	5.36	29	3.98
White - Other British	128	20.78	168	23.05
White - Scottish	234	37.99	252	34.57
Not Completed	133	21.59	195	26.75
Prefer Not to Answer	51	8.28	45	6.17
<b>Total</b>	<b>-</b>	<b>100.00</b>	<b>-</b>	<b>100.00</b>

The table shows that the proportion of leavers by ethnicity remained consistent across the two years reported. The highest proportion of leavers identified as White – Scottish (at 34.57% for the 2022 period), this group made up 38.81% of the employee population for the same period.

### Leavers Information by Religion

Religion	2021		2022	
	Numbers	%	Numbers	%
Buddhist	Under 5	0.16	0	0.00
Other Christian	72	11.69	70	9.62
Church of Scotland	89	14.45	81	11.13

Roman Catholic	31	5.03	26	3.57
Hindu	Under 5	0.16	Under 5	0.27
Humanist	Under 5	0.32	Under 5	0.55
Jewish	Under 5	0.16	0	0.00
Muslim	Under 5	0.32	Under 5	0.41
None	174	28.25	245	33.65
Other Religion or Belief	Under 5	0.49	Under 5	0.27
Pagan	Under 5	0.16	Under 5	0.41
Sikh	Under 5	0.16	0	0.00
Not Completed	158	25.65	209	28.71
Prefer Not to Answer	80	12.99	83	11.40
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows that the proportion of leavers by religion remained consistent across the two years reported. Those reporting no religious affiliation and those not completing this question showed an increase across the 2021/22 period (25.25%-33.65% and 28.25%-33.65% respectively). These categories make up the largest proportion of employees. These categories also saw an increase in the overall employee population for the same period.

### Leavers Information by Sexual Orientation

Sexual Orientation	2021		2022	
	Numbers	%	Numbers	%
Bisexual	7	1.14	12	1.65
Gay	Under 5	0.65	7	0.96
Heterosexual/Straight	350	56.82	409	56.10
Lesbian	Under 5	0.32	Under 5	0.41

Other	Under 5	0.32	Under 5	0.27
Not Completed	153	24.84	211	28.94
Prefer Not to Answer	98	15.91	85	11.66
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows that the proportion of leavers by sexual orientation remained consistent across the two years reported. The largest group were heterosexual, making up 56.82% of leavers in 2021 and 56.10% of leavers in 2022. This is in line with the overall population findings, with this group representing 60.42% of the employee population in 2022.

### **Leavers Information by Gender Identity**

It should be noted that Gender Identity figures are currently not available due to an identified inaccuracy with this data. This is in the process of being corrected alongside the full data improvement on our HR and Payroll system, CoreHR. This improvement will see a change to diversity questions and categories in line with the Scottish Government guidance on best-practice diversity data collection and analysis. Work is currently underway to implement this improvement.

**Leavers Information for the Education Authority for period 2021 (01/01/21 – 31/12/21) & 2022 (01/01/2022 – 31/12/2022)**

**Education Authority: Leavers Information by Sex**

	2021		2022	
Sex	Numbers	%	Numbers	%
Female	248	85.22	272	79.07
Male	43	14.78	72	20.93
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The data suggests that the proportion of female employees in Education who left the organisation in 2022 was less than the workforce demographic at 79.07% compared to 86.62% of the workforce. For males, the proportion leaving the organisation is slightly higher than the workforce demographic at 20.93% compared to 13.38% of the workforce.

**Education Authority: Leavers Information by Age**

	2021		2022	
Age	Numbers	%	Numbers	%
Under 20	0	0.00	0	0.00
20-29	66	22.68	77	22.38
30-39	75	25.77	78	22.67
40-49	36	12.37	62	18.02
50-59	38	13.06	53	15.41
60+	76	26.12	74	21.51
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows that the proportion of leavers by age remained consistent across the two years reported for the Education workforce. In 2021, the group with the

highest proportion of leavers were the 60+ category (at 26.12%). In 2022, the 30-39 group had the highest proportion of leavers at 22.67%.

### Education Authority: Leavers Information by Marital Status

Marital Status	2021		2022	
	Numbers	%	Numbers	%
Divorced	13	4.47	12	3.49
Separated	Under 5	0.34	Under 5	0.87
Living with Partner	31	10.65	24	6.98
Married/Civil Partnership	108	37.11	139	40.41
Single	50	17.18	69	20.06
Widowed	0	0.00	0	0.00
Not Completed	3	1.03	Under 5	0.58
Prefer Not to Answer	80	27.49	91	26.45
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows that the proportion of leavers by marital status remained consistent across the two years reported. Those that are Married/Civil Partnership make up the highest population of Education employees for the 2021 and 2022 periods, these groups also make up the highest proportion of leavers (at 37.11% and 40.41% for 2021, 2022 respectively).

### Education Authority: Leavers Information by Disability

Disability	2021		2022	
	Numbers	%	Numbers	%
Yes	14	4.81	8	2.33
No	159	54.64	196	56.98
Not Completed	104	35.74	130	37.79
Prefer Not to Answer	14	4.81	10	2.91
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows that the proportion of leavers by disability remained consistent across the two years reported for the Education workforce. Employees with a disability made up 2.92% of the employee population in 2022 and a corresponding 2.3% of the leaver's population for the same period.

### Education Authority: Leavers Information by Ethnicity

Ethnicity	2021		2022	
	Numbers	%	Numbers	%
African	0	0.00	Under 5	0.29
African - Other	0	0.00	0	0.00
Other - Arab	Under 5	0.34	0	0.00
Asian -Bangladeshi	0	0.00	Under 5	0.29
Asian - Chinese	0	0.00	0	0.00
Asian - Indian	0	0.00	Under 5	0.58
Asian - Other	0	0.00	0	0.00
Asian - Pakistani	Under 5	0.34	Under 5	0.29
Black	Under 5	0.34	Under 5	0.58

Caribbean	0	0.00	0	0.00
Other Caribbean or Black	0	0.00	0	0.00
Mixed or Multiple	Under 5	1.37	0	0.00
Other	Under 5	0.69	Under 5	0.58
White - Polish	Under 5	1.03	0	0.00
White - Eastern European	0	0.00	Under 5	0.29
White - Gypsy/Traveller	0	0.00	0	0.00
White - Irish	6	2.06	Under 5	0.87
White -Other white ethnic group	17	5.84	12	3.49
White - Other British	67	23.02	88	25.58
White - Scottish	100	34.36	116	33.72
Not Completed	64	21.99	94	27.33
Prefer Not to Answer	25	8.59	20	5.81
<b>Total</b>	<b>-</b>	<b>100.00</b>	<b>-</b>	<b>100.00</b>

The table shows that the proportion of leavers by ethnicity across the Education workforce remained consistent across the two years reported. The highest proportion of leavers identified as White – Scottish (at 33.72% for the 2022 period), this group made up 38.08% of the employee population for the same period. Across the two reported years, a sharp increase was shown in those not completing the question, jumping from 21.99% of respondents to 27.33% from 2021 to 2022.

## Education Authority: Leavers Information by Religion

Religion	2021		2022	
	Numbers	%	Numbers	%
Buddhist	Under 5	0.34	0	0.00
Other Christian	40	13.75	38	11.05
Church of Scotland	40	13.75	39	11.34
Roman Catholic	19	6.53	13	3.78
Hindu	0	0.00	Under 5	0.58
Humanist	Under 5	0.69	Under 5	0.58
Jewish	Under 5	0.34	0	0.00
Muslim	Under 5	0.34	Under 5	0.58
None	71	24.40	111	32.27
Other Religion or Belief	0	0.00	Under 5	0.29
Pagan	0	0.00	Under 5	0.29
Sikh	0	0.00	0	0.00
Not Completed	78	26.80	103	29.94
Prefer Not to Answer	36	12.37	32	9.30
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows that the proportion of leavers by religion remained consistent across the two years reported. Those with no religious affiliation made up the largest proportion of Education employees for 2021 and 2022 at 34.25% and 35.88% respectively – this group also saw the highest proportion of leavers at 24.40% for 2021 and 32.27 for 2022.



## Education Authority: Leavers Information by Sexual Orientation

Sexual Orientation	2021		2022	
	Numbers	%	Numbers	%
Bisexual	Under 5	0.34	5	1.45
Gay	Under 5	0.69	Under 5	0.58
Heterosexual/Straight	167	57.39	202	58.72
Lesbian	Under 5	0.34	Under 5	0.29
Other	Under 5	0.69	0	0.00
Not Completed	74	25.43	98	28.49
Prefer Not to Answer	44	15.12	36	10.47
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows that the proportion of leavers by sexual orientation within the Education workforce remained consistent across the two years reported. The largest group were heterosexual, making up 57.39% of leavers in 2021 and 58.72% of leavers in 2022. This is in line with the overall population findings, with this group representing 60.56% of the employee population in 2022.

## Education Authority: Leavers Information by Gender Identity

It should be noted that Gender Identity figures are currently not available due to an identified inaccuracy with this data. This is in the process of being corrected alongside the full data improvement on our HR and Payroll system, CoreHR. This improvement will see a change to diversity questions and categories in line with the Scottish Government guidance on best-practice diversity data collection and analysis. Work is currently underway to implement this improvement.

**Disciplinary Information for the Council as a whole for period 2021 (01/01/21 – 31/12/21) & 2022 (01/01/2022 – 31/12/2022)**

**Disciplinary Information by Sex**

Sex	2021		2022	
	Numbers	%	Numbers	%
Female	21	39.62%	34	40.48%
Male	32	60.38%	50	59.52%
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows that the proportion of female employees involved in disciplinary processes in both 2021 and 2022 was less than the workforce demographic. Females made up 70.2% of the workforce in 2021 and 69.9% in 2022; whilst accounting for 39.2% and 40.48% of disciplinary cases for the two periods respectively.

**Disciplinary Information by Age**

Age	2021		2022	
	Numbers	%	Numbers	%
Under 20	0	0.00	Under 5	2.38
20-29	Under 5	5.66	12	14.29
30-39	20	37.74	23	27.38
40-49	8	15.09	18	21.43
50-59	14	26.42	14	16.67
60+	8	15.09	15	17.86
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows that the group with the highest proportion of employees undergoing disciplinary cases were the 30-39 age category for both years, making up 37.74% in 2021 and 27.38% in 2022.

### Disciplinary Information by Marital Status

Marital Status	2021		2022	
	Numbers	%	Numbers	%
Divorced	Under 5	1.89	Under 5	2.38
Separated	Under 5	3.77	Under 5	1.19
Living with Partner	Under 5	5.66	9	10.71
Married/Civil Partnership	16	30.19	28	33.33
Single	16	30.19	23	27.38
Widowed	0	0.00	0	0.00
Not Completed	15	28.30	20	23.81
Prefer Not to Answer	0	0.00	Under 5	1.19
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The group with the highest proportion of employees undergoing disciplinary cases in 2022 were those Single (27.38%) and Married/Civil Partnership (33.33%). The same is true of 2021, with employees in both Single and Married/Civil Partnerships each making up 30.19% of those undergoing a disciplinary case.

## Disciplinary Information by Disability

Disability	2021		2022	
	Numbers	%	Numbers	%
Yes	5	9.43	Under 5	3.57
No	28	52.83	44	52.38
Not Completed	17	32.08	35	41.67
Prefer Not to Answer	Under 5	5.66	Under 5	2.38
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows a consistency in the proportion of employees undergoing disciplinary processes by disability. Those with a disability made up 3.65% of the overall employee population in 2022, and 3.57% of disciplinary cases.

## Disciplinary Information by Ethnicity

Ethnicity	2021		2022	
	Numbers	%	Numbers	%
African	Under 5	3.77	0	0.00
African - Other	0	0.00	0	0.00
Other - Arab	0	0.00	0	0.00
Asian -Bangladeshi	0	0.00	0	0.00
Asian - Chinese	0	0.00	0	0.00
Asian - Indian	0	0.00	0	0.00
Asian - Other	0	0.00	0	0.00
Asian - Pakistani	0	0.00	0	0.00
Black	0	0.00	0	0.00
Caribbean	0	0.0	0	0.00

Other Caribbean or Black	Under 5	1.89	0	0.00
Mixed or Multiple	Under 5	1.89	Under 5	2.38
Other	Under 5	1.89	Under 5	1.19
White - Polish	Under 5	1.89	Under 5	2.38
White - Eastern European	0	0.00	Under 5	1.19
White - Gypsy/Traveller	0	0.00	Under 5	
White - Irish	Under 5	3.77	Under 5	1.19
White -Other white ethnic group	Under 5	7.55	Under 5	2.38
White - Other British	11	20.75	12	14.29
White - Scottish	15	28.30	33	39.29
Not Completed	7	13.21	21	25.00
Prefer Not to Answer	8	15.09	9	10.71
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows a consistency in the proportion of employees undergoing disciplinary processes by ethnicity. The group with the highest proportion of employees undergoing disciplinary cases were White - Scottish for both years, making up 28.30% in 2021 and 39.29% in 2022.

### Disciplinary Information by Religion

Religion	2021		2022	
	Numbers	%	Numbers	%
Buddhist	0	0.00	0	0.00
Other Christian	6	11.32	11	13.10
Church of Scotland	6	11.32	Under 5	4.76
Roman Catholic	Under 5	7.55	5	5.95

Hindu	0	0.00	0	0.00
Humanist	Under 5	1.89	0	0.00
Jewish	0	0.00	0	0.00
Muslim	0	0.00	0	0.00
None	15	28.30	22	26.19
Other Religion or Belief	0	0.00	Under 5	2.38
Pagan	0	0.00	0	0.00
Sikh	0	0.00	0	0.00
Not Completed	8	15.09	24	28.57
Prefer Not to Answer	13	24.53	16	19.05
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows a consistency in the proportion of employees undergoing disciplinary processes by religion. The group with the highest proportion of employees undergoing disciplinary cases in 2021 had no religious affiliation. The group with the highest proportion of employees undergoing disciplinary cases in 2022 did not complete the question.

### Disciplinary Information by Sexual Orientation

Sexual Orientation	2021		2022	
	Numbers	%	Numbers	%
Bisexual	0	0.00	Under 5	1.19
Gay	0	0.00	0	0.00
Heterosexual/Straight	31	58.49	44	52.38
Lesbian	Under 5	1.89	Under 5	2.38
Other	0	0	0	0

Not Completed	8	15.09	21	25.00
Prefer Not to Answer	13	24.53	16	19.05
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows a consistency across the two years in the proportion of employees undergoing disciplinary processes by sexual orientation. Heterosexual/Straight employees made up 60.42% of the overall employee population in 2022, and 52.38% of disciplinary cases.

### **Disciplinary Information by Gender Identity**

It should be noted that Gender Identity figures are currently not available due to an identified inaccuracy with this data. This is in the process of being corrected alongside the full data improvement on our HR and Payroll system, CoreHR. This improvement will see a change to diversity questions and categories in line with the Scottish Government guidance on best-practice diversity data collection and analysis. Work is currently underway to implement this improvement.

**Disciplinary Information for the Education Authority for period 2021 (01/01/21 – 31/12/21) & 2022 (01/01/2022 – 31/12/2022)**

**Education Authority: Disciplinary Information by Sex**

	2021		2022	
<b>Sex</b>	<b>Numbers</b>	<b>%</b>	<b>Numbers</b>	<b>%</b>
Female	6	50.00	28	73.68
Male	6	50.00	10	26.32
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows that the proportion of female employees involved in disciplinary processes in both 2021 and 2022 was less than the workforce demographic. Females made up 70.2% of the workforce in 2021 and 69.9% in 2022; whilst accounting for 39.2% and 40.48% of disciplinary cases for the two periods respectively.

**Education Authority: Disciplinary Information by Age**

	2021		2022	
<b>Age</b>	<b>Numbers</b>	<b>%</b>	<b>Numbers</b>	<b>%</b>
Under 20	0	0.00	Under 5	5.26
20-29	0	0.00	5	13.16
30-39	5	41.66	9	23.68
40-49	Under 5	25.00	5	13.16
50-59	Under 5	16.67	9	23.68
60+	Under 5	16.67	8	21.05
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>



The table shows disciplinary information by age for those in the Education Authority. Given the low number of disciplinary statistics spread across the protected characteristics, it's difficult to draw any useful insights or conclusions.

### Education Authority: Disciplinary Information by Marital Status

	2021		2022	
Marital Status	Numbers	%	Numbers	%
Divorced	0	0.00	Under 5	5.26
Separated	Under 5	8.33	Under 5	2.63
Living with Partner	Under 5	8.33	Under 5	2.63
Married/Civil Partnership	6	50.00	16	42.11
Single	Under 5	25.00	8	21.05
Widowed	0	0.00	0	0.00
Not Completed	Under 5	8.33	10	26.32
Prefer Not to Answer	0	0.00	0	0.00
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows disciplinary information by marital status for those in the Education Authority. Given the low number of disciplinary statistics spread across the protected characteristics, it's difficult to draw any useful insights or conclusions.

### Education Authority: Disciplinary Information by Disability

Disability	2021		2022	
	Numbers	%	Numbers	%
Yes	0	0.00	Under 5	2.63
No	7	58.33	21	55.26
Not Completed	Under 5	25.00	15	39.47
Prefer Not to Answer	Under 5	16.67	Under 5	2.63
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows disciplinary information by disability for those in the Education Authority. Given the low number of disciplinary statistics spread across the protected characteristics, it's difficult to draw any useful insights or conclusions.

### Education Authority: Disciplinary Information by Ethnicity

Ethnicity	2021		2022	
	Numbers	%	Numbers	%
African	0	0.00	0	0.00
African - Other	0	0.00	0	0.00
Other - Arab	0	0.00	0	0.00
Asian -Bangladeshi	0	0.00	0	0.00
Asian - Chinese	0	0.00	0	0.00
Asian - Indian	0	0.00	0	0.00
Asian - Other	0	0.00	0	0.00
Asian - Pakistani	0	0.00	0	0.00
Black	0	0.00	0	0.00

Caribbean	0	0.00	0	0.00
Other Caribbean or Black	0	0.00	0	0.00
Mixed or Multiple	0	0.00	Under 5	5.26
Other	Under 5	8.33	Under 5	2.63
White - Polish	0	0.00	0	0.00
White - Eastern European	0	0.00	Under 5	2.63
White - Gypsy/Traveller	0	0.00	0	0.00
White - Irish	Under 5	8.33	Under 5	2.63
White -Other white ethnic group	0	0.00	Under 5	2.63
White - Other British	6	50.00	5	13.16
White - Scottish	Under 5	25.00	16	42.11
Not Completed	Under 5	8.33	11	28.95
Prefer Not to Answer	0	0.00	0	0.00
<b>Total</b>	<b>-</b>	<b>100.00</b>	<b>-</b>	<b>100.00</b>

The table shows disciplinary information by ethnicity for those in the Education Authority. Given the low number of disciplinary statistics spread across the protected characteristics, it's difficult to draw any useful insights or conclusions.

### Education Authority: Disciplinary Information by Religion

Religion	2021		2022	
	Numbers	%	Numbers	%
Buddhist	0	0.00	0	0.00
Other Christian	0	0.00	9	23.68
Church of Scotland	Under 5	16.67	Under 5	2.63
Roman Catholic	Under 5	16.67	Under 5	2.63

Hindu	0	0.00	0	0.00
Humanist	Under 5	8.33	0	0.00
Jewish	0	0.00	0	0.00
Muslim	0	0.00	0	0.00
None	5	41.67	8	21.05
Other Religion or Belief	0	0.00	Under 5	2.63
Pagan	0	0.00	0	0.00
Sikh	0	0.00	0	0.00
Not Completed	Under 5	8.33	14	36.84
Prefer Not to Answer	Under 5	8.33	Under 5	10.53
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows disciplinary information by religion for those in the Education Authority. Given the low number of disciplinary statistics spread across the protected characteristics, it's difficult to draw any useful insights or conclusions.

### Education Authority: Disciplinary Information by Sexual Orientation

Sexual Orientation	2021		2022	
	Numbers	%	Numbers	%
Bisexual	0	0.00	0	0.00
Gay	0	0.00	0	0.00
Heterosexual/Straight	9	75.00	20	52.63
Lesbian	0	0.00	Under 5	5.26
Other	0	0.00	0	0.00
Not Completed	Under 5	16.67	12	31.58

Prefer Not to Answer	Under 5	8.33	Under 5	10.53
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows disciplinary information by sexual orientation for those in the Education Authority. Given the low number of disciplinary statistics spread across the protected characteristics, it's difficult to draw any useful insights or conclusions.

### **Education Authority: Disciplinary Information by Gender Identity**

It should be noted that Gender Identity figures are currently not available due to an identified inaccuracy with this data. This is in the process of being corrected alongside the full data improvement on our HR and Payroll system, CoreHR. This improvement will see a change to diversity questions and categories in line with the Scottish Government guidance on best-practice diversity data collection and analysis. Work is currently underway to implement this improvement.

**Grievance Information for the Council as a whole for period 2021 (01/01/21 – 31/12/21) & 2022 (01/01/2022 – 31/12/2022)**

**Grievance Information by Sex**

	2021		2022	
<b>Sex</b>	<b>Numbers</b>	<b>%</b>	<b>Numbers</b>	<b>%</b>
Female	5	45.45	8	57.14
Male	6	54.55	6	42.86
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows that the proportion of female employees involved in grievance processes in both 2021 and 2022 was less than the workforce demographic. Females made up 70.2% of the workforce in 2021 and 69.9% in 2022; whilst accounting for 39.2% and 40.48% of grievance cases for the two periods respectively.

**Grievance Information by Age**

	2021		2022	
<b>Age</b>	<b>Numbers</b>	<b>%</b>	<b>Numbers</b>	<b>%</b>
Under 20	0	0.00	0	0.00
20-29	Under 5	9.09	Under 5	14.29
30-39	5	45.46	5	35.71
40-49	Under 5	18.18	Under 5	28.57
50-59	Under 5	9.09	Under 5	14.29
60+	Under 5	18.18	Under 5	7.14
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows that those in the 30-39 age category make up the highest proportion of those undergoing grievance processes in 2021 (at 45.46%) and 2022 (at 35.71%).

### Grievance Information by Marital Status

Marital Status	2021		2022	
	Numbers	%	Numbers	%
Divorced	0	0.00	0	0.00
Separated	0	0.00	0	0.00
Living with Partner	0	0.00	Under 5	14.29
Married/Civil Partnership	Under 5	27.27	5	35.71
Single	Under 5	36.36	Under 5	28.57
Widowed	0	0.00	0	0.0
Not Completed	Under 5	27.27	Under 5	14.29
Prefer Not to Answer	Under 5	9.09	Under 5	7.14
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows that those that are Single and Married/Civil Partnership make up the highest proportion of those undergoing grievance processes in 2021 (at 36.36% and 27.27% respectively) and 2022 (at 28.57% and 35.71% respectively).

## Grievance Information by Disability

Disability	2021		2022	
	Numbers	%	Numbers	%
Yes	Under 5	18.18	Under 5	7.14
No	5	45.45	5	35.71
Not Completed	Under 5	27.27	8	57.14
Prefer Not to Answer	Under 5	9.09	0	0.00
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows that those with a disability made up 18.18% of those undergoing grievance procedures in 2021, and 7.14% in 2022. The population figure for this group remained much lower across the two years, at 3.7% and 3.65% respectively.

## Grievance Information by Ethnicity

Ethnicity	2021		2022	
	Numbers	%	Numbers	%
African	0	0.00	0	0.00
African - Other	Under 5	9.09	0	0.00
Other - Arab	0	0.00	0	0.00
Asian -Bangladeshi	0	0.00	0	0.00
Asian - Chinese	0	0.00	0	0.00
Asian - Indian	0	0.00	0	0.00
Asian - Other	0	0.00	0	0.00
Asian - Pakistani	0	0.00	0	0.00
Black	0	0.00	0	0.00
Caribbean	0	0.00	0	0.00



Other Caribbean or Black	0	0.00	0	0.00
Mixed or Multiple	0	0.00	0	0.00
Other	0	0.00	0	0.00
White - Polish	0	0.00	0	0.00
White - Eastern European	0	0.00	0	0.00
White - Gypsy/Traveller	0	0.00	Under 5	7.14
White - Irish	0	0.00	0	0.00
White -Other white ethnic group	Under 5	9.09	Under 5	7.14
White - Other British	Under 5	9.09	Under 5	28.57
White - Scottish	Under 5	27.27	Under 5	7.14
Not Completed	Under 5	27.27	6	42.86
Prefer Not to Answer	Under 5	18.18	Under 5	7.14
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows that those not completing the Ethnicity question made up the highest proportion of all those undergoing grievance processes; at 27.27% in 2021 and 42.86% in 2022.

### Grievance Information by Religion

Religion	2021		2022	
	Numbers	%	Numbers	%
Buddhist	0	0.00	0	0.00
Other Christian	Under 5	9.09	Under 5	14.29
Church of Scotland	0	0.00	0	0.00
Roman Catholic	0	0.00	Under 5	7.14
Hindu	0	0.00	0	0.00

Humanist	0	0.00	0	0.00
Jewish	0	0.00	0	0.00
Muslim	0	0.00	0	0.00
None	Under 5	27.27	Under 5	21.43
Other Religion or Belief	0	0.00	0	0.00
Pagan	0	0.00	0	0.00
Sikh	0	0.00	0	0.00
Not Completed	Under 5	27.27	7	50.00
Prefer Not to Answer	Under 5	36.36	Under 5	7.14
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows that those not completing the Religion question made up the highest proportion of all those undergoing grievance processes; at 27.27% in 2021 and 50% in 2022.

### Grievance Information by Sexual Orientation

Sexual Orientation	2021		2022	
	Numbers	%	Numbers	%
Bisexual	0	0.00	Under 5	7.14
Gay	0	0.00	Under 5	7.14
Heterosexual/Straight	7	63.64	5	35.71
Lesbian	0	0.00	0	0.00
Other	0	0	0	0
Not Completed	Under 5	18.18	5	35.71
Prefer Not to Answer	Under 5	18.18	Under 5	14.29

<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>
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The table shows that in both reported years, those identifying as Heterosexual made up the highest proportion of those undergoing grievance processes (at 63.64% in 2021 and 35.71% in 2022). This group accounted for 61.38% and 60.42% of all employees for the same periods respectively.

### **Grievance Information by Gender Identity**

It should be noted that Gender Identity figures are currently not available due to an identified inaccuracy with this data. This is in the process of being corrected alongside the full data improvement on our HR and Payroll system, CoreHR. This improvement will see a change to diversity questions and categories in line with the Scottish Government guidance on best-practice diversity data collection and analysis. Work is currently underway to implement this improvement.

**Grievance Information for the Education Authority for period 2021 (01/01/21 – 31/12/21) & 2022 (01/01/2022 – 31/12/2022)**

**Education Authority: Grievance Information by Sex**

	2021		2022	
Sex	Numbers	%	Numbers	%
Female	Under 5	66.67	6	85.71
Male	Under 5	33.33	Under 5	14.29
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows that the proportion of female employees involved in grievance processes in both 2021 and 2022 was proportionate to the composition of employees for the Education Authority. With females accounting for 86.41% of employees in 2021 and 66.67% of grievances; and 86.62% of the population in 2022 and 85.71% of grievances.

**Education Authority: Grievance Information by Age**

	2021		2022	
Age	Numbers	%	Numbers	%
Under 20	0	0.00	0	0.00
20-29	Under 5	33.33	Under 5	14.29
30-39	Under 5	33.33	Under 5	42.86
40-49	0	0.00	Under 5	42.86
50-59	0	0.00	0	0.00
60+	Under 5	33.33	0	0.00
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows grievance information by age for those in the Education Authority. Given the low number of grievance statistics spread across the protected characteristics, it's difficult to draw any useful insights or conclusions.

### Education Authority: Grievance Information by Marital Status

	2021		2022	
Marital Status	Numbers	%	Numbers	%
Divorced	0	0.00	0	0.00
Separated	0	0.00	0	0.00
Living with Partner	0	0.00	Under 5	14.29
Married/Civil Partnership	Under 5	33.33	Under 5	42.86
Single	Under 5	33.33	Under 5	14.29
Widowed	0	0.00	0	0.00
Not Completed	Under 5	33.33	Under 5	14.29
Prefer Not to Answer	0	0.00	Under 5	14.29
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows grievance information by marital status for those in the Education Authority. Given the low number of grievance statistics spread across the protected characteristics, it's difficult to draw any useful insights or conclusions.

### Education Authority: Grievance Information by Disability

Disability	2021		2022	
	Numbers	%	Numbers	%
Yes	0	0.00	0	0.00
No	Under 5	33.33	Under 5	28.57
Not Completed	Under 5	33.33	5	71.43
Prefer Not to Answer	Under 5	33.33	0	0.00
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows grievance information by disability for those in the Education Authority. Given the low number of grievance statistics spread across the protected characteristics, it's difficult to draw any useful insights or conclusions.

### Education Authority: Grievance Information by Ethnicity

Ethnicity	2021		2022	
	Numbers	%	Numbers	%
African	0	0.00	0	0.00
African - Other	0	0.00	0	0.00
Other - Arab	0	0.00	0	0.00
Asian -Bangladeshi	0	0.00	0	0.00
Asian - Chinese	0	0.00	0	0.00
Asian - Indian	0	0.00	0	0.00
Asian - Other	0	0.00	0	0.00
Asian - Pakistani	0	0.00	0	0.00
Black	0	0.00	0	0.00

Caribbean	0	0.00	0	0.00
Other Caribbean or Black	0	0.00	0	0.00
Mixed or Multiple	0	0.00	0	0.00
Other	0	0.00	0	0.00
White - Polish	0	0.00	0	0.00
White - Eastern European	0	0.00	0	0.00
White - Gypsy/Traveller	0	0.00	0	0.00
White - Irish	0	0.00	0	0.00
White -Other white ethnic group	0	0.00	Under 5	7.14
White - Other British	0	0.00	Under 5	28.57
White - Scottish	Under 5	33.33	0	0.00
Not Completed	0	0.00	Under 5	57.14
Prefer Not to Answer	Under 5	66.67	0	0.00
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows grievance information by ethnicity for those in the Education Authority. Given the low number of grievance statistics spread across the protected characteristics, it's difficult to draw any useful insights or conclusions.

### Education Authority: Grievance Information by Religion

Religion	2021		2022	
	Numbers	%	Numbers	%
Buddhist	0	0.00	0	0.00
Other Christian	0	0.00	Under 5	28.57
Church of Scotland	0	0.00	0	0.00
Roman Catholic	0	0.00	0	0.00

Hindu	0	0.00	0	0.00
Humanist	0	0.00	0	0.00
Jewish	0	0.00	0	0.00
Muslim	0	0.00	0	0.00
None	0	0.00	0	0.00
Other Religion or Belief	0	0.00	0	0.00
Pagan	0	0.00	0	0.00
Sikh	0	0.00	0	0.00
Not Completed	Under 5	33.33	5	71.43
Prefer Not to Answer	Under 5	66.67	0	0.00
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows grievance information by religion for those in the Education Authority. Given the low number of grievance statistics spread across the protected characteristics, it's difficult to draw any useful insights or conclusions.

### Education Authority: Grievance Information by Sexual Orientation

Sexual Orientation	2021		2022	
	Numbers	%	Numbers	%
Bisexual	0	0.00	0	0.00
Gay	0	0.00	0	0.00
Heterosexual/Straight	Under 5	33.33	Under 5	28.57
Lesbian	0	0.00	0	0.00
Other	0	0.00	0	0.00
Not Completed	Under 5	33.33	Under 5	57.14



Prefer Not to Answer	Under 5	33.33	Under 5	14.29
<b>Total</b>	-	<b>100.00</b>	-	<b>100.00</b>

The table shows grievance information by sexual orientation for those in the Education Authority. Given the low number of grievance statistics spread across the protected characteristics, it's difficult to draw any useful insights or conclusions.

### **Education Authority: Grievance Information by Gender Identity**

It should be noted that Gender Identity figures are currently not available due to an identified inaccuracy with this data. This is in the process of being corrected alongside the full data improvement on our HR and Payroll system, CoreHR. This improvement will see a change to diversity questions and categories in line with the Scottish Government guidance on best-practice diversity data collection and analysis. Work is currently underway to implement this improvement.

## **Gender Pay Gap Information**

The Council's gender pay gap information required under the Scottish Specific equality duties is shown below, with details for the Council as a whole and for the Education Authority.

### **Gender Pay Gap Information for the Council as a whole**

The current gender pay gap information for the Council as a whole is based on the percentage difference, among our employees, between men's average hourly pay (excluding overtime) which is £17.79 per hour and women's average hourly pay (excluding overtime) which is £18.76 per hour.

The current gender pay gap for all Council employees is -5.5% (in favour of women). This is a negative figure as, on average, female employees are paid at a higher hourly rate than male employees across the Council (i.e. £0.97 per hour difference). This compares with a gender pay gap of -3.7% reported in the Mainstreaming Report of 2021 indicating a 1.8% increase in the gap (still in favour of women).

The current gender pay gap is still regarded as relatively modest and will continue to be monitored on an on-going basis.

### **Gender Pay Gap Information in Education Authority**

The current gender pay gap information for the Education Authority (comprising employees in the Council's Education Service) is based on the percentage difference, among our employees, between men's average hourly pay (excluding overtime) which is £25.28 per hour and women's average hourly pay (excluding overtime) which is £20.49 per hour.

The current gender pay gap for Education employees in this council is 18.95% (in favour of men). There is a significant gender pay gap for this group with male employees being paid, on average, a higher hourly rate than females. This gender pay gap results from an under-representation of men in the lower pay bands, particularly in school administration and support roles. This compares with a gender pay gap of 18.65% reported in the Mainstreaming Report of 2021 (hence a moderate increase of 0.3%).

The gender pay gap of 18.95% remains significant. Senior management within the function/cluster will be made aware of the gap, with a view to identifying and implementing measures to aim to close it.

### **Gender Pay Gap – wider data set**

The Council also compiles a wider set of gender pay gap information required for the Equally Safe at Work employer accreditation programme, which includes not just the mean figure but also a median figure and a breakdown by full-time and part-time employees. In addition, it involves compiling gender pay gap figures in relation to allowances and a gender breakdown by pay quartile. Details are shown below, along with an accompanying narrative.

**In this section you will find:**

- 1) Mean gender pay gap in hourly pay, including combined, full-time, and part-time figures;
- 2) Median gender pay gap in hourly pay, including combined, full-time and part-time figures;
- 3) Mean allowance gender gap, including combined, full-time and part-time figures;
- 4) Median allowance gender gap, including combined, full-time and part-time figures;
- 5) Proportion of men and women receiving a bonus payment;
- 6) Proportion of men and women in each pay quartile.

**1) Mean Gender Pay Gap**

1 a) Mean Gender Pay Gap in Hourly Pay - Combined		b) Mean Gender Pay Gap in Hourly Pay - Full Time		c) Mean Gender Pay Gap in Hourly Pay - Part Time	
Total Mean average	£18.46	Total Mean Full Time	£20.11	Total Mean Part Time	£15.94
Mean Average - Women	£18.76	Mean FT - Women	£21.42	Mean PT - Women	£15.99
Mean Average - Men	£17.79	Mean FT - Men	£18.25	Mean PT - Men	£15.63
Mean Gender Pay gap	-5.5%	Mean Gender Pay gap (full time)	-17.4%	Mean Gender Pay Gap (part time)	-2.3%

**Calculating the mean average pay**

The mean average is calculated by adding all individual employees' hourly rates of pay and dividing by the total number of employees.

$A = \text{mean hourly of male}$ ,  $B = \text{mean hourly of females}$  =  $(A-B)/A * 100$  (to calculate the mean gender pay gap).

**2) Median Gender Pay Gap**

2 a) Median Gender Pay Gap		b) Median Gender Pay Gap - Full Time		c) Median Gender Pay Gap - Part Time	
Median Pay	£16.91	Median FT Pay	£19.15	Median PT Pay	£13.61
Median Pay - Women	£16.91	Median FT - Women	£21.67	Median PT - Women	£13.61
Median Pay - Men	£14.96	Median FT Pay - Men	£14.97	Median PT - Men	£13.61
Median Gender Pay Gap	-13.0%	Median Gender Full Time	-45%	Median Gender Part-time	0.0%

**Calculating the median average pay**

The median average is calculated by listing all employees' hourly rates 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. It gives a more accurate representation of the typical difference; however, because of this it can obscure gendered pay differences.

To calculate the median pay gap, use the following formula:

C = median hourly rate of pay of male employees  
D = median hourly rate of pay of female employees  
 $(C - D)/C * 100$

### 3) Mean Allowance Gender Gap

3 a) Mean Allowances Gender Gap		b) Mean Average Allowances - Full Time		c) Mean Allowances - Part Time	
Total Mean Allowances	148.42	Total Mean Allowances - FT	150.28	Total Mean Allowances - PT	146.4
Mean Allowances - women	138.76	Mean Allowances - FT - Women	139.88	Mean Allowances - PT - Women	137.94
Mean Allowances - men	158.44	Mean Allowances - FT - Men	155.46	Mean Allowances - PT - Men	171.59
Mean Gender Allowance Gap	12.4%	Mean Gender Allowance Gap FT	10.02%	Mean Gender Allowance Gap PT	19.6%

### 4) Median Allowance Gender Gap

4 a) Median Average Allowances Gender Gap		b) Median Average Allowances Gender Gap FT		c) Median Average Allowances Gender Gap PT	
Total Median Allowance	74.97	Total Median Allowance - FT	65.95	Total Median Allowance - PT	88.06
Median Allowance - women	73.71	Median Allowance - FT - Women	63.78	Median Allowance - PT - Women	79.395
Median Allowance - Men	75.64	Median Allowance - FT - Men	67.38	Median Allowance - PT - Men	118.8
Median Gender Allowance Gap	3%	Median Gender Allowance Gap FT	5.3%	Median Gender Allowance Gap PT	33.2%

### Calculating Allowances

This is the average of the total allowance payments made to employees in a complete payroll year.

### 5) Proportion of men and women receiving a bonus payment

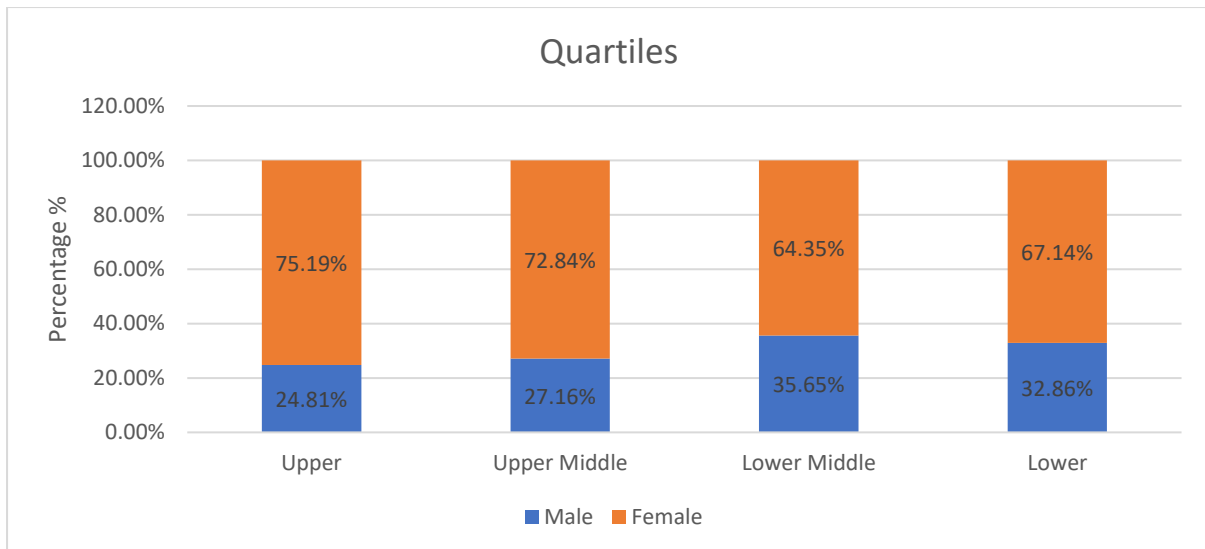
Not applicable as Aberdeen City Council does not pay bonuses.

### 6) Proportion of men and women in each pay quartile

Organisation's must calculate figures to show the proportion of male and female full-pay relevant employees in four pay bands.

To do this:

- rank the full-pay relevant employees from highest to lowest paid
- divide this into 4 equal parts ('quartiles')
- work out the percentage of men and women in each of the 4 parts



## **Calculating gender pay gap quartile figures**

### **1. Divide into quartiles**

Get a listing of the hourly pay rate of all your organisation's full-pay relevant employees in the pay period that covers the snapshot date.

Divide this list into 4 quartiles, with an equal number of employees in each section. From highest paid to lowest paid, these quartiles will be the:

- upper quartile
- upper middle quartile
- lower middle quartile
- lower quartile

If the number of employees isn't divisible by 4, distribute them as evenly as possible. For example, if you have 322 full-pay relevant employees an equal split would mean 80 employees in each quartile, with 2 employees left over.

To distribute the numbers as evenly as possible, you can add one employee to the lower quartile and one employee to the upper middle quartile.

This means there are 81 employees in the lower quartile, 80 employees in the lower middle quartile, 81 employees in the upper middle quartile, and 80 employees in the upper quartile.

### **2. Check the gender distribution of matching hourly rates**

If there are employees on the same hourly rate of pay crossing between quartiles, make sure that males and females are split as evenly as possible across the quartiles.

For example, you have 322 full-pay relevant employees and have split the list into quartiles. 40 staff all have the same hourly rate of pay - 36 are female and 4 are male. Of them, 10 have fallen into the lower quartile, while 30 have fallen into the lower middle quartile.

To evenly distribute these staff by gender, you can see that for every 9 females listed, one male should be listed with them. You should list 9 female employees and one male employee in the lower quartile, and 27 female employees and 3 male employees in the lower middle quartile.

### **3. Work out the percentage of males and females in each quartile**

For each quartile, you need to:

- divide the number of male full-pay relevant employees by the total number of full-pay relevant employees and multiply by 100 – this gives you the percentage of males in the quartile
- divide the number of female full-pay relevant employees by the total number of full-pay relevant employees and multiply by 100 – this gives you the percentage of females in the quartile

### **Narrative - Wider Set of Gender Pay Gap Data**

The Council is part of an employer accreditation programme called Equally Safe at Work, concerned with gender equality and gender-based violence, and holds the bronze level of the accreditation.

As part of the programme there is a requirement to produce a wider set of gender pay gap data, which includes not just the mean figure but also a median figure and a breakdown by full time and part time employees. In addition, it involves compiling gender pay gap figures in relation to allowances and a gender breakdown by pay quartile.

Up-to-date figures have been run in the format they are required for the programme. An analysis was undertaken on the mean and median gender pay gap on hourly pay including combined, full-time, and part-time figures.

The result showed a gap in favour of women in the mean figures (-5.5% combined), with the largest gap in the full-time cohort (-17.4%), with the part-time figure being -2.3%. This compares with figures of -3.7% (combined), -17.0% (full-time) and -0.1 (part-time) in 2021, the last time the figures were produced.

Likewise, the median figures, showed a gap in favour of women (-13% combined and -45% for full time). The part-time median figure showed no pay gap. This compares with figures of -14.0% (combined), -23.0% (full time) and 4.8% (part-time) in 2021, the last time the figures were produced.

The underlying factors have yet to be fully understood in respect of this relatively new wider data set. It is anticipated, however, that the gaps in favour of women may

be due to a high percentage of women in teaching posts (82%), who also benefit from a longer pay-scale comprising six pay points. Teachers start at £28,113 pa and this can rise to £42,336 per annum over 5 years. Further, it is likely to be due to more women in Head, Depute Head and Principal Teacher posts (74%) and to more women in the supervisory, professional, and middle management grades G13 to G17 (68%). It should be noted that in terms of the 21 senior management posts the majority are held by males (67%).

A calculation was also made in relation to the mean and median allowance gender pay gap. The overall gap in allowances, both mean and median, is in favour of men at 12.4% and 3.0% respectively. This compares with figures of 11.8% and 1.0%, respectively in 2021, the last time the figures were produced. The analysis was in respect of a single month's allowances and will be repeated in future to fully understand any variances, for example whether they are seasonal.

Allowances in the analysis included the non-standard working week enhancement for working unsocial (between 8pm and 7 am) and weekend hours. This applies mainly to manual workers, most of whom are male, for example staff in Operations including the Roads service. Other employees who work unsocial hours include carers in children's homes, some social workers as well as the emergency response team. There are also standby allowances and call-out payments made to some groups of employees, for example Environmental Health Officers. One of the main allowances claimed is overtime, which is paid primarily to manual and craft workers, who tend to work more overtime and who are mainly male. Many office-based staff are female, with there being less of a requirement for overtime working in these roles. When overtime is worked it may be claimed as time-off in lieu.

The proportion of men and women in each pay quartile was also compiled. The % split in all four quartiles were in line with expectation, given the known 70:30 female to male split of the workforce, with the data similar to that produced in 2021:

	<b>Male</b>	<b>Female</b>
<b>Upper</b>	24.81%	75.19%
<b>Upper Middle</b>	27.16%	72.84%
<b>Lower Middle</b>	35.65%	64.35%
<b>Lower</b>	32.86%	67.14%

Production of this wider data set assists the Council to drill down further, looking in behind its mean gender pay gap figure to identify any specific issues that may not have been previously apparent. It will continue to be produced going forward so that year on year comparisons can be made with the data to be used to inform the Council's equality, diversity, and inclusion action plan.

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