

# Equalities Mainstreaming Report: 2017 – 2019



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## EQUALITIES MAINSTREAMING REPORT 2017 - 2019

### 1. Leadership and direction

Our Council agreed four Priorities <http://www.dumgal.gov.uk/article/15608/Council-priorities> in September 2014:

- Build the local economy
- Provide the best start in life for all our children
- Protect our most vulnerable people
- Be an inclusive Council

There are 15 Commitments that underpin these Priorities, and they identify a number of aspects of our Council's services and business related to equalities.

There is therefore political commitment which provides a strong foundation for mainstreaming equalities across everything that we do and how we do it.

Our Council's four Business Plans <http://www.dumgal.gov.uk/article/15609/Business-plans-andperformance-reports> contain within them the activity that each Directorate undertakes to tackle inequality and address people's different Protected Characteristics. The updated Business Planning Guidance, agreed by Dumfries and Galloway Council in December 2014, strengthens that approach.

Our Performance Management Framework provides for six monthly reporting to Service Committees on the Business Plans. This is so that Elected Members are able to monitor progress in the activities of Directorates that contribute to the Equality Outcomes.

The first set of combined Education Authority and Council Equality Outcomes were agreed by Full Council on 28 March 2013 with the Licensing Outcomes developed and agreed separately by a joint meeting of the Licensing Boards on 7 March 2013.

These were reviewed and updated by Full Council on 28 March 2017 for the period 2017 – 2021 and in line with best practice the Equality Outcomes for Education, Licensing and Council are being published together for this period.

The Dumfries and Galloway Council Equalities Outcomes were developed by drawing on a number of main sources:

- A community survey which was promoted through the Council's Broadcast magazine, community councils and specific engagement with diversity groups
- Evidence and engagement with local diversity groups
- The Council's Priorities and Commitments
- Information contained within the six business plans agreed by service committees
- The Dumfries and Galloway Council Workforce Strategy 2015-2020, and the focus on being an employer of choice in particular
- Development of the Local Outcomes Improvement Plan (LOIP), Development of the Children's Services Plan
- Health and Social Care Integration Strategic Plan, National research and data.

## **Equality outcomes for Dumfries and Galloway Council 2017 to 2021 are:**

### **Employment**

- support and develop new and existing businesses
- enable better digital connectivity
- improve employment prospects for our young people

### **Participation and Decision Making**

- ensure that our decisions take full account of equalities considerations
- ensure our information and services are easily accessed
- ensure young people are more actively engaged in local decision making
- understand our customers' communications needs better
- encourage participation and engagement of people with Protected Characteristics

### **Community safety**

- ensure interventions are early and effective
- prevent violence and promote women's safety and wellbeing
- ensure the people who are deemed most at risk from harm will be identified, supported and protected
- promote fairness and respect across our organisation and communities

### **Poverty**

- tackle the causes and effects of poverty
- better meet the accommodation needs of Gypsy/Travellers

### **Transport**

- improve accessible transport

### **Running our business**

- equip our staff with the training, resources and understanding they need to ensure equality continues to be at the forefront of all our business
- ensure the Council's Monitoring, recording and reporting obligations under the General and Specific Public Sector Equality duties continue to be fully complied with
- review and further develop Equality Employment Policies and practices to ensure they are fair and reasonable
- reduce Occupational Segregation

## **Education and Young people**

- raise attainment, achievement and participation for children with Protected Characteristics
- reduce identity-based bullying and harassment in schools
- remove barriers so that all children and young people have equality of opportunity

## **Licensing**

- improve numbers of accessible taxis
- implement customer training for taxi drivers
- reduce the opportunities for children and young people to be involved in gambling behaviours
- increase awareness among the licensed trade of the needs of their disabled customers, and promote good practice
- reduce opportunity for under-aged consumption of alcohol especially in and around local outdoor music events

## **2. Policy Development**

Our Council's Policy Development allocations in the Budgets for 2017/18 and 2018/19 included projects and services that tackle inequality and support key Protected Characteristics, for example:

- Modern Apprenticeship Scheme
- Graduate Placement programme
- Social and Community transport
- Support for third sector organisations who help – LGBT, multi-cultural communities, disabled people, those affected by domestic abuse, provide social education for children and young people
- Year of Young People
- Play Park fund/Inclusive Play initiative
- Links to work scheme
- Employability and Economic Inclusion
- Supported Employment
- Tackling the cause and effects of poverty, including local anti-poverty fund, School meals in holidays, free sanitary products
- Family Centres
- School Based Social Work Provision
- Taxi Card Scheme
- Mitigating the effects of welfare reform

### **3. Culture and awareness**

Dumfries and Galloway Council is committed to providing a working environment which values equality and diversity.

Our aim is to have a workforce that more accurately reflects our communities and the diverse groups that live within it.

Elected Members are provided with Diversity Awareness Training which is tailored to their particular needs, recognising that some Members have received relevant training in other aspects of their life.

Classroom based Diversity Awareness training is regularly provided to employees and Diversity Refresher training is a mandatory e-learning course within our Council.

Head teachers and classroom teachers receive appropriate awareness training as part of their Continuing Professional Development programme; our Licensing Services Officers have had individual and team awareness training; and our Licensing Board members have had a Briefing Session about specific diversity issues relating to the services within the responsibility of the Boards.

The Time for Reflection at the start of regular Full Council meetings presents a non-worship spiritual message from a diverse range of faith groups and spiritual leaders. Over the last two years, this has been delivered by Atheist, Jewish and Christian faith representatives.

The Council's Directorate Plans for PR and communications continue to develop and raise awareness through an extended calendar of special days and weeks and this includes special dates relating to Protected Characteristics including e.g. Scottish Interfaith Week; LGBT History month; International Women's Day; 16 days of action against violence against women; and racism awareness such as "Show Racism the Red Card".

Awareness training has been delivered for areas such as White Ribbon, Domestic Abuse, Violence Against Women and Girls and Media Literacy (including an analysis of gender and gender inequality making links with Human Rights violations i.e. Coercive Control/ Sex Trafficking/ Female Genital Mutilation).

Directorates have also provided support to International Women's Day Events focussing on gender inequality and links with popular culture. The Council is currently developing an e-learning module on Violence Against Women and Girls – making links with gender inequality through Equally Safe Strategy.

These are promoted by press releases, posters, social media campaigns and events. Licencing Service Officers have a regular engagement with licensed operators where they are made aware of the various campaigns and initiatives and encouraged to take part in promoting them. The most recent being through Licensing and a taxi fare awareness campaign to protect vulnerable users.

#### **Customer/User monitoring:**

A monitoring form which includes all Protected Characteristics has been developed with our local equality groups and is used for consultations and engagement with customers

across all the local public sector bodies <http://www.dumgal.gov.uk/article/15138/Equality-and-diversity>

This is now allowing a systematic collection of information to analyse engagement on all Protected Characteristics. This data is fed back to services to support future work.

## 4. Employment

The Council's Workforce Strategy outlines our Council's commitment to:

- achieving a diverse workforce that is representative of the communities it serves - promoting equality, fairness and dignity in the treatment of all employees
- being an employer of choice, which includes the promotion of equality

A full summary of the key actions that have been undertaken within our Council to support the achievement of the above commitments is outlined at Section 2 – 'Equality in Practice' of the Workforce Information at **Appendix 1** of this report, with full workforce and equality data analysis included at **Appendix 2** of this report.

The Council's Gender Pay Gap and Occupational Segregation Report 2019 provides a full range of statutory equalities information, which has been calculated by comparing employee's basic hourly rates of pay and the percentages of males and females in job roles. A summary of the key findings is available in Section 2 of the report.

## 5. Access

### Physical Access

Our public buildings have disabled parking and toilet facilities; hearing loop systems; and decoration that is consistent with best practice design guidelines.

Our Council agreed in March 2014 a Capital Investment Strategy covering the period from 2014 to 2024. This Strategy includes a commitment to invest in a number of priority projects between 2017 and 2019 which support people with Protected Characteristics. Capital funding allocations were made in the Council's Budget in February 2017. These include:

- Dumfries Learning Town (Learning Hub, St Joseph's Secondary; North West Community Campus, The Bridge - Build a Learning Campus at the King George V site, providing a new learning environment for 3 to 18 year olds)
- Kirkcudbright Charter
- Regional Archive and Local Studies Centre
- School learning environments (including nursery class provision for additional childcare hours and Dalbeattie Learning Hub)
- Dalbeattie Learning Campus
- Next generation broadband

- Economic Development (includes Crichton Church Restoration and Moat Brae Children's Literature Centre)
- Land (includes Burial Grounds; Play areas/playing fields/play equipment)
- Information Technology/Business Systems (includes schools IT infrastructure; IT aspects of health and social care integration; mobile and agile working provision)
- Vehicles/fleet (includes school buses; and Adult Resources Centres)
- Swestrans Funding

There is a particular focus on asset transfer as part of the empowerment of our communities and approach to coproduction.

### **Access to Information**

All publications carry a note that the information is available in other languages and formats including e.g. large print.

Our graphic design ensures the use of positive images of all Protected Characteristics. A translation and interpretation service is available at all Customer Service centres and other offices. Some leaflets are published in other languages, for example environmental health information in Mandarin for local restaurants.

Inclusive Communications tips are promoted include branding guidance and use of inclusive images for all Protected Characteristics.

### **Financial**

Discounts are provided at leisure centres and cultural facilities for disabled people, children, older people and carers.

There is a Taxicard Scheme <http://www.dumgal.gov.uk/index.aspx?articleid=2628> for older and disabled people.

Council Tax discounts <http://www.dumgal.gov.uk/article/15262/Council-tax-discounts> apply to people with certain Protected Characteristics.

## **6. Procurement**

Our Procurement Strategy contains a requirement for contractors to comply with the Equalities Act 2010.

## **7. Impact assessment**

The Council has an agreed Impact Assessment toolkit and Guidance <http://www.dumgal.gov.uk/article/16224/Impact-assessments> which is regularly updated to reflect developments and feedback from officers. For example, during 2014, NHS Scotland produced impact assessment guidance on health inequalities and work on Looked After Children and Learning Disabilities were incorporated into the toolkit launched

in March 2015. The toolkit was further updated in 2018 to include the Fairer Scotland Duty.

Committee report writing Guidance; Policy Development and Review Framework; and Service Review Toolkit contain details about where, when and how Impact Assessment should be used and the results of Impact Assessment results and any mitigating action are included in Committee reports and are taken into account when Councillors make decisions.

Impact Assessment Summaries at <http://www.dumgal.gov.uk/article/16224/Impactassessments> are posted on the Council's website.

Our Council's Budget Development Programme <http://www.dumgal.gov.uk/budget> undertaken in each year, includes a comprehensive programme of Impact Assessments with lead officers and stakeholders.

## **8. Partnership working**

It is recognised that significant engagement and working with individuals, communities and partner organisations is required to fulfil the Equality Act Duties. Our Council therefore ensures extensive networking within our region and at national level to maximise our impact.

The Council, being a member of the Community Planning Equality and Diversity Working Group, had a successful annual report to the Community Planning Partnership which, amongst other achievements, demonstrated the involvement of a range of organisations which represent people with minority Protected Characteristics.

Grants are made to DGVoice, LGBT Youth Scotland and Dumfries and Galloway Multicultural Association from the Communities Department.

Progress Equally Safe in Dumfries and Galloway - critical areas identified by violence against women coordinators for progressing Equally Safe. These are primary prevention of violence against women and girls (i.e. stopping abuse before it happens); a challenging demand approach to reducing exploitation and abuse through commercial sexual exploitation; a focus on gender and poverty for policy making and encouraging links across Community Planning and Health and Social Care Partnerships. The Development Officer (Violence Against Women and Girls) currently attends the Equally Safe Joint Delivery Group and continues to Chair the National Violence Against Women Network that is involved in discussion on how to "inform effective collaborative actions".

The British Sign Language (BSL) Plan was brought forward in partnership by Dumfries and Galloway Council, NHS Dumfries and Galloway, Dumfries and Galloway College and Police Scotland V Division. There was an initial consultation focus group (8th May 2018) with BSL users, the Dumfries and Galloway partners, Visibility Scotland and BSL translators in attendance. Further events in Stranraer (19 September 2018) and Dumfries (26 September 2018) took place in the College Campus buildings.

The Dumfries and Galloway Disability Access Panel is supported by our Council's Property and Architectural Services. It acts as a consultative group on property related issues and plans.

The English for Speakers of Other Languages (ESOL) Partnership Group is supported by the Community Learning and Development team. Their main role is to secure funding for ESOL, allocate this funding across different providers and monitor and provide an annual report to Scottish Government.

## **9. Participation and engagement**

There are a wide range of partnership groupings and engagement initiatives where people with Protected Characteristics participate in the discussions and decisions. Examples include:

Accessible Transport Forum - supported by the Council to bring together people who have an interest in transport services for disabled people.

Participatory Budgeting Framework – ensure arrangements incorporate equalities considerations

The Regional Youth Council - consists of geographical and nominated representatives, this includes protected positions for young people with protected characteristics including; Ethnic Minorities, LGBT Youth, and Young People with Additional Support Needs and Disabilities.

2018 – Year of Young People culminating in 10,000 voices - the largest ever collation of young people's views about the social and physical aspects of living in Dumfries and Galloway

Youth Work Services - delivers a range of issue based programmes designed to support young women and men to become educated on social issues surrounding domestic violence and abuse, body image, healthy relationships and sexual health.

Inclusive playpark projects - informed by extensive engagement with families who have children with disabilities.

Representation on our Education Committee - three Religious Representatives (one representative of the Church of Scotland; one representative of the Roman Catholic Church; and one person interested in the promotion of religious education) are voting members of the Committee; and our Full Council agreed for the appointment of two Parent Council representatives to the Education Committee in March 2015. The latter do not have voting rights.

Public sector diversity officers group - this is a peer support group of diversity lead officers from the Council, NHS, Police and Fire and Rescue Service, Scottish Prison Service and Colleges which meets on a quarterly basis to share thinking, best practice and updates on equality issues.

Trades Unions - our local Trades Unions promote positive equalities practice and work with our Council through:

- the quarterly dialogue at the Joint Consultative Group
- ensuring that our Organisational Development and Human Resources policies and procedures exhibit good practice
- participating in all stakeholder Impact Assessments for the Budget each year

## **Appendix 1 – Workforce Information**

### **1. Introduction**

1.1 This section of the Mainstreaming Report details the progress that Dumfries and Galloway Council has made in gathering equality related information linked to its workforce and how using that information enables the Council to better plan and progress its General Equality duty.

1.2 Dumfries and Galloway Council is committed to providing a working environment which values diversity. Gathering and analysing information relating to different protected characteristics of our workforce helps us to continue to develop our strategies, policies and procedures to further improve outcomes on equality of opportunity, future planning of workforce needs, identification of training and development needs and creating fair workplaces.

Our aim is to have a workforce that more accurately reflects our communities and the diverse groups that live within it.

### **2. Equality in Practice**

2.1 To progress our commitments we carry out equality monitoring on a number of areas including recruitment, access to training, numbers of disciplinary and grievance processes and leavers. Our data is gathered from our HR/Payroll system iTrent.

2.2 Our Recruitment and Selection Policy outlines the Council's commitment to equality of opportunity and manager expertise in recruitment as well as promoting high standards of practice. A recruitment portal is used by the Council's ([www.myjobscotland.gov.uk](http://www.myjobscotland.gov.uk)) and this provides standardised functionality to ensure that recruitment processes are fair, consistent and equal treatment given to all prospective candidates. All Recruiting Managers are required to undertake recruitment and selection training using FLO (online training platform).

2.3 To enable our employees to succeed and to provide access to training we link individual and service delivery needs to our Performance Development Review scheme (PDR) and learning plans to ensure that decisions relating to access to training is carried out in a planned, systematic and fair way. The PDR process is compulsory for all employees.

2.4 The Council promotes and supports flexible working and there are a number of other policies in place that provide employees with an opportunity to work more flexibly while maintaining employment. This benefits employees and the Council from achieving a better work life balance and the Council retains valuable skills and knowledge. A summary of our arrangements are: -

- Smarter Working Policy – supports modern, flexible and dynamic working practices where employees can request alternative working patterns to suit their circumstances

- Flexible Working Hours Scheme – subject to the needs of the service, services can implement working hours in a more flexible way within the working day and within agreed limits
- Flexible retirement policy – from age 55 upwards, employees can reduce the number of hours worked and request access to their pension earlier than normal retirement age
- Voluntary Reduction in Working Hours Scheme – employees may request to reduce their contracted hours (up to a maximum reduction of 20%) to better support their personal needs
- Annual Leave Purchase scheme – employees may request to purchase up to 72 hours (full time equivalent) additional annual leave per leave year
- Special Leave arrangements – enhanced leave to support employees where there has been a bereavement of a relative or dependant
- Maternity, Paternity, Adoption, Maternity Support Leave and Shared Parental Leave – to provide families with the flexibility to plan and manage their arrangements
- Carer's Policy – provides employees with caring responsibilities access to flexible working, emergency carer's leave, access to a carer support network and annual health checks through Occupational Health. Our policy has been recognised nationally by Carer Scotland and in December 2017 our Council was awarded 'Exemplary' Carer Positive status, which is Carer Scotland's highest level of recognition for organisations which support their staff with caring responsibilities

2.5 In October 2016 our Council was awarded level 2 of the Disability Confident Employer status recognising our commitment to support disabled applications in recruitment. In 2019, Dumfries and Galloway Council is committed to achieving level 3 status as a Disability Confident Leader. This will be achieved through external accreditation and assessment of our actions which have helped other local employers to become Disability Confident.

2.6 As recognition of the work our Council does to improve the health and wellbeing outcomes for its employees, in 2017 we were awarded the Healthy Working Lives Gold Award. This was successfully renewed in 2018 through the annual review process.

2.7 We began to report our Gender Pay Gap in 2013 when it was 11.99%. Since then, we have successfully reduced our Gender Pay Gap by 5.7%, with a gender pay gap of 6.29% in 2018.

2.8 We set out our occupational segregation progress at section 3 within the Gender Pay Gap Report 2019 (Tables 8 and 9). We currently report 52 job roles with vertical segregation, which is an increase of 8 job roles within a 2-year period. However, this increase in vertical segregation is as a result of the inclusion of an expanded data set within the 2019 report. We currently report 31 job roles with horizontal segregation, which is a reduction of 18 job roles within a 2-year period. This positive reduction in horizontal segregation, demonstrates the effectiveness of recruitment training and practice within our Council and our reputation as an Employer of Choice. Occupational segregation is an area that our Council will continue to focus on and the steps that we intend to take to address this are set out within section 5 of our Gender Pay Gap Report.

2.9 We continue to record and analyse protected characteristic information for employees using our HR/Payroll system iTrent. All staff are regularly asked to review their sensitive information (online and offline) held on iTrent.

2.10 Regular focus groups, monthly staff engagement surveys and ongoing working groups continue to be used to encourage employees to provide feedback on a wide range of issues affecting our workforce such as organisational culture, maximising attendance, and health and wellbeing.

2.11 The Council offers a wide range of training and development opportunities for employees (e.g. Corporate Induction, Diversity Awareness and Mentally Healthy Workplaces etc). Human Resources hold information/training sessions within our Council to promote a range of OD&HR Policies (including Fair Treatment at Work) and our Council's zero tolerance approach to bullying, harassment and victimisation.

2.12 We have successfully delivered a Graduate Employment Programme which supports our Council's priority to help younger people to make successful transitions to adulthood and employment whilst supporting and stimulating our local economy.

### **3. Key Findings**

3.1 Analysis of our workforce data identified the following key trends from 2016-2018:-

- The gender pay gap decreased from 6.23% in 2016 to 5.95% in 2017; and increased marginally to 6.29% in 2018. The marginal increase in 2018 is primarily as a result of an increase in the gender pay gap within Education Teaching Management roles.
- Job applications from females have increased marginally between 2016 to 2018 by 0.42%; however, the number of applicants that did not answer or preferred not to say increased by 3.9%
- No significant changes were identified in terms of our other protected characteristics, with data showing that:
  - Most employees are female (74%) which mirrors the position nationally
  - Most employees are aged 40 and over (70%) which is consistent with the age composition of Dumfries and Galloway region (58.9% - 2011 Census)
  - The lowest number of employees by age group is under 30 (11.5%)
  - 2.1% of employees disclosed they have a disability
  - The number of employees who returned to work following maternity leave was 94.3%
  - There are no declared cases of gender reassignment within our workforce data
  - More than half of our workforce are married (56.5%)
  - Minority ethnic groups make up 0.08% of our workforce

- Our ongoing workforce data gathering exercise indicates that 0.3% of our workforce is bisexual, 0.2% gay, 0.4% lesbian, 42.8% heterosexual, did not answer 51.3%, and 5.1% declined to specify

## Appendix 2:

### Full Workforce and Equality Data Analysis

#### 1. Gender

##### Current Workforce

Table 1 below shows the gender make up of Dumfries and Galloway Council's Workforce which is predominantly female (74% in 2017/2018) and reflects the national picture across all Scottish Council's. The gender composition continues to remain predominantly female. Table 5 shows the gender split by band with a high proportion of females (46.4%) in the lowest pay bands.

	Female %	Male %
<b>Total D&amp;G Council</b>	<b>74.0%</b>	<b>26.0%</b>

##### Recruitment

Of the 6247 job applications received in 2018, 66.6% were received from women, 29.2% from men with the remainder either unknown, preferring not to say or did not answer.

Gender	Shortlisted for an Interview %	Appointed Applicants %	All Applications %
Male	28.70%	25.20%	29.16%
Female	65.00%	63.20%	66.56%
Applicants who prefer not to answer	0.10%	0.10%	0.42%
Applicants that did not answer	6.20%	11.50%	3.86%
<b>Total:</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

##### Leavers

As the proportion of women working for the Council is significantly higher than men, there are more women leaving the Council than men, 61.6%

Gender	All leavers %
Male	38.4%
Female	61.6%
<b>Total:</b>	<b>100%</b>

## Grievance/Fair Treatment at Work and Discipline

In terms of employment processes in 2017/18, more males than females were involved in discipline (65.3%) and more females than males were involved in FTAW/Grievance (60%)

<b>Table 4</b>		
<b>Gender (Sex): Discipline data</b>	<b>2016 - 2017</b>	<b>2017 - 2018</b>
Female	31.0%	34.7%
Male	69.0%	65.3%
<b>Gender (Sex): FTAW/Grievance data</b>		
		<b>2017 - 2018</b>
Female	66.7%	60.0%
Male	33.3%	40.0%

## Gender and Occupational Segregation

Occupational segregation is understood as the concentration of men and women:

- In different kinds of jobs (**horizontal** segregation)
- In different pay grades (**vertical** segregation)

In Dumfries and Galloway Council, women are mostly concentrated in roles such as cleaning, catering, clerical/administration, learning assistants and home care. In comparison, men are mostly concentrated in manual roles such as grounds maintenance, cleansing, driving and refuse collection.

Table 5 below gives a breakdown of the percentage of employees in each pay grade by gender.

<b>Table 5 Gender (Sex) Profile Per Salary Band - 2017-2018</b>									
	Band 01-09	Band 10-12	Band 13-15	Band 16+ Heads of Service	Director	Teacher	Others - Education	D&GC Other	Total No. Of Employee Records
Male	15.52%	2.14%	0.80%	0.28%	0.05%	5.79%	0.22%	1.27%	26.07%
Female	47.14%	5.11%	0.63%	0.16%	0.02%	20.46%	0.36%	0.05%	73.93%

## Gender Pay Gap

We report our Gender Pay Gap at 5.95% in 2017 and 6.29% in 2018. Overall, since 2013 our Gender Pay Gap has reduced by 5.7%.

## 2. Disability

### Current Workforce

Table 6 below shows that 2.1% of employees have stated they have a disability in 2017-18.

<b>Disability</b>	<b>2016-2017</b>	<b>2017-2018</b>
Did not answer	2.0%	2.4%
Disabled	2.1%	2.1%
Not Disabled	90.9%	90.8%
Prefer not to say	5.0%	4.7%
<b>Total:</b>	<b>100%</b>	<b>100%</b>

### Recruitment

Dumfries and Galloway Council is a Disability Confident employer, and all disabled applicants that meet the essential criteria for the role are automatically shortlisted through to interview stage. Table 7 below shows the percentage of successful applicants with or without a disability.

<b>Disability</b>	<b>Shortlisted for an Interview %</b>	<b>Appointed Applicants %</b>	<b>All Applications %</b>
Applicants with a Disability	4.6%	2.3%	4.3%
Applicants without a Disability	88.3%	85.3%	90.4%
Applicants who prefer not to answer	0.7%	0.8%	1.2%
Applicants that did not answer	6.4%	11.6%	4.1%
<b>Total:</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

### Leavers

3.02% of leavers in 2017 – 2018 were disabled.

<b>Disability</b>	<b>All Leavers %</b>
Disabled	3.02%
Not Disabled	87.14%
Prefer not to say	7.30%
Did not answer	2.54%
<b>Total:</b>	<b>100%</b>

### Grievance/Fair Treatment at Work and Discipline

The breakdown of cases in 2017-18, is reported below in Table 9. In 2017 – 2018, 6.1% of employees who were involved in a disciplinary process declared a disability and no employees who were involved in a FTAW/Grievance declared a disability.

<b>Table 9</b>				
<b>Disability: Discipline data</b>			<b>Disability: FTAW/Grievance data</b>	
<b>Disability Profile</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2016-2017</b>	<b>2017-2018</b>
Disabled	0.0%	6.1%	33.3%	0.0%
Not Disabled	93.1%	89.8%	66.7%	100%
Prefer not to say	6.9%	4.1%	0.0%	0.0%

### 3. Race

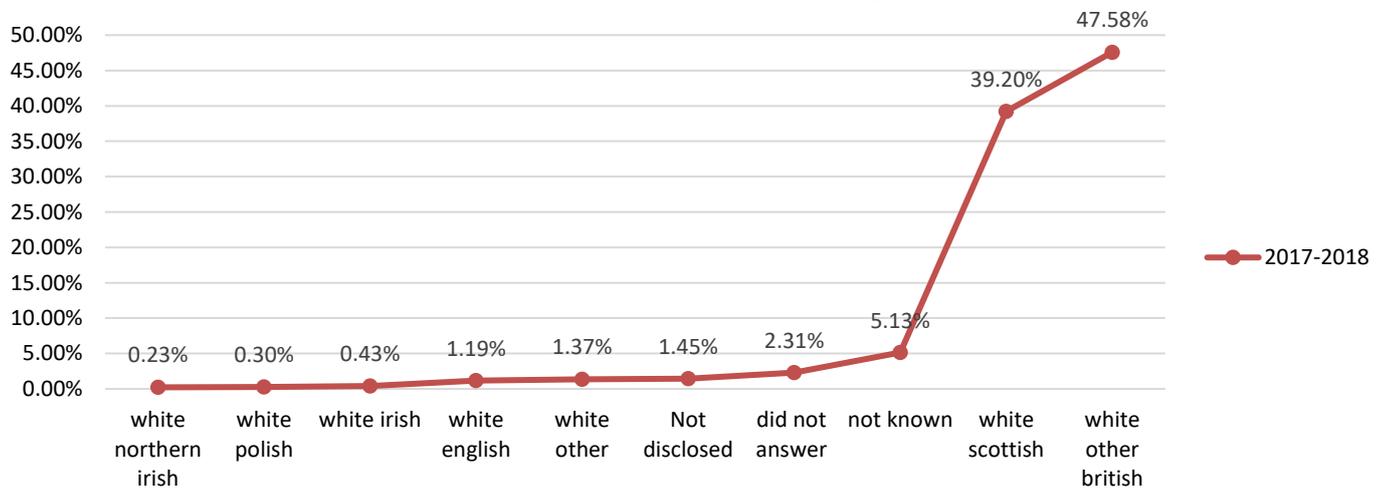
#### Current Workforce

The race (Ethnic Origin) profile of Dumfries and Galloway Council's current workforce (Table 10 below) is mainly White 90.41% in 2017-18, with White Other British and White Scottish being the main classification by employees at 86.78%. The minority ethnic groups make up 0.08% of our workforce in 2017-18 and that is African, African Scottish or African British and Black African. This is reflective of the overall population of Dumfries and Galloway which has a low ethnic split of 0.7% as reported in the Scottish Census data (2011).

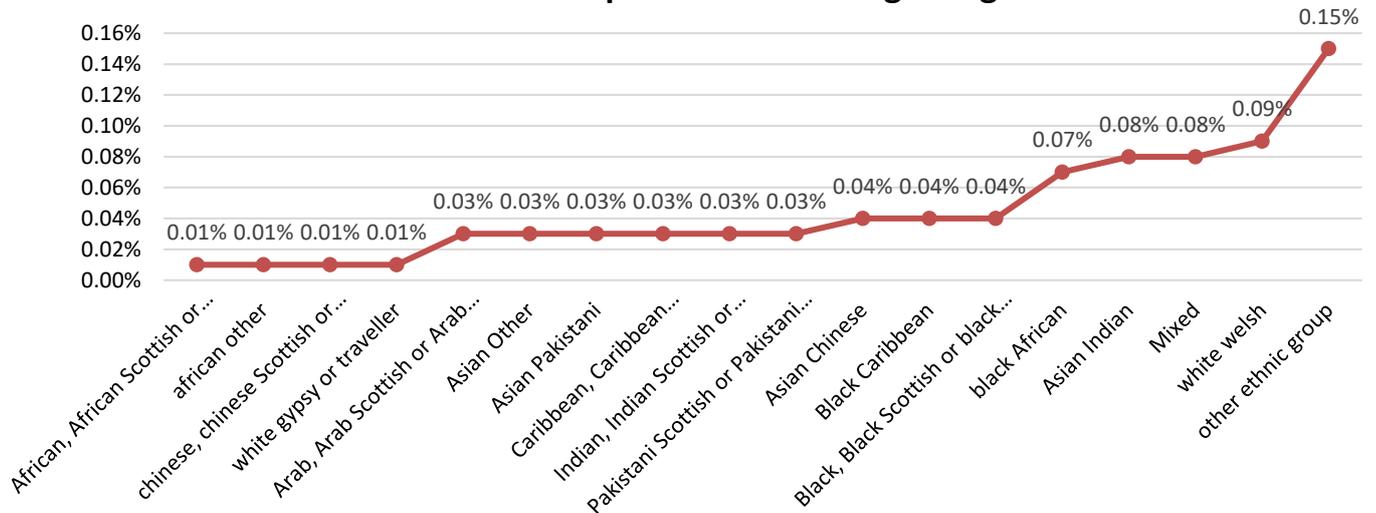
<b>Table 10</b>		
<b>Race Profile - Ethnic Origin</b>	<b>2016-2017</b>	<b>2017-2018</b>
African, African Scottish or African British	0.01%	0.01%
African other	0.01%	0.01%
Arab, Arab Scottish or Arab British	0.02%	0.03%
Asian Chinese	0.04%	0.04%
Asian Indian	0.06%	0.08%
Asian Other	0.04%	0.03%
Asian Pakistani	0.03%	0.03%
Black African	0.08%	0.07%
Black Caribbean	0.04%	0.04%
Black Other	0.01%	0.00%
Black, Black Scottish or Black British	0.04%	0.04%
Caribbean, Caribbean Scottish or Caribbean British	0.01%	0.03%
Chinese, Chinese Scottish or Chinese British	0.01%	0.01%
did not answer	1.84%	2.31%
Indian, Indian Scottish or Indian British	0.03%	0.03%
Mixed	0.11%	0.08%
Not Disclosed	1.40%	1.45%
Not Known	5.49%	5.13%
Other Ethnic Group	0.17%	0.15%
Pakistani Scottish or Pakistani British	0.03%	0.03%

White English	1.26%	1.19%
White Gypsy or Traveller	0.03%	0.01%
White Irish	0.44%	0.43%
White Northern Irish	0.22%	0.23%
White Other	1.35%	1.37%
White Other British	50.00%	47.58%
White Polish	0.24%	0.3%
White Scottish	36.90%	39.2%
White Welsh	0.09%	0.09%
<b>Total:</b>	<b>100.00%</b>	<b>100.00%</b>

### Workforce Race Profile - Top 10



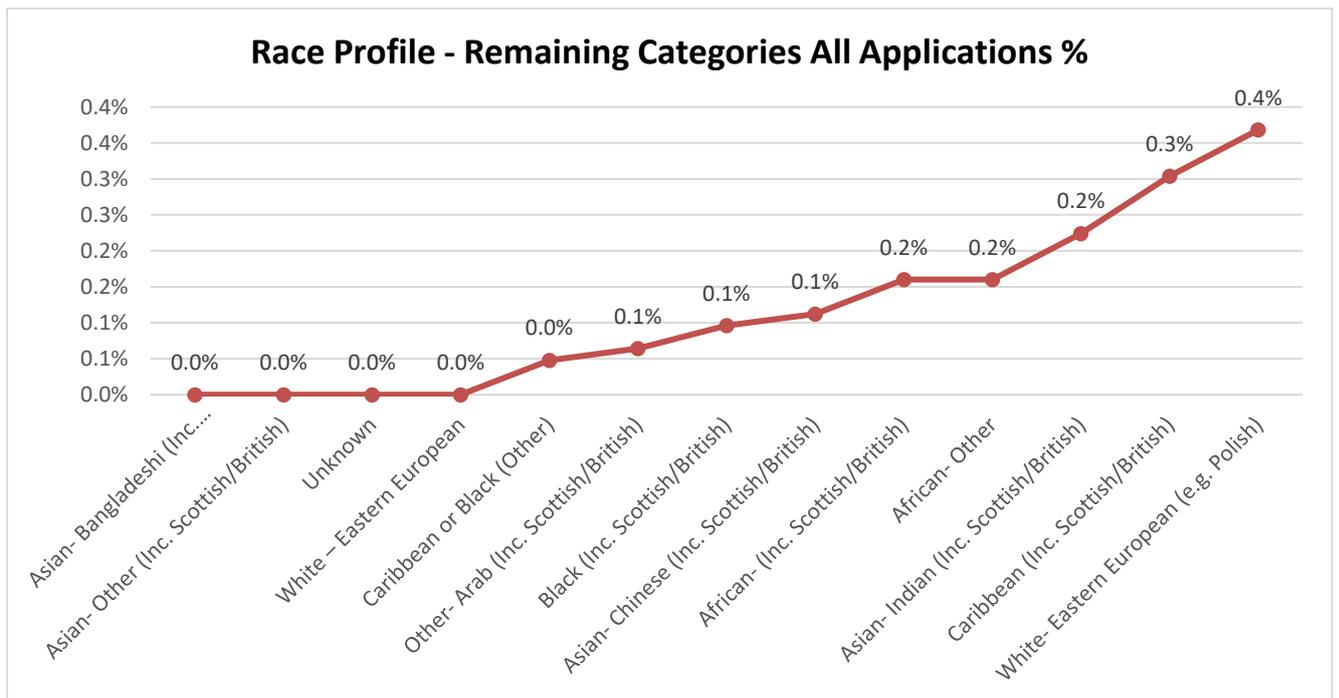
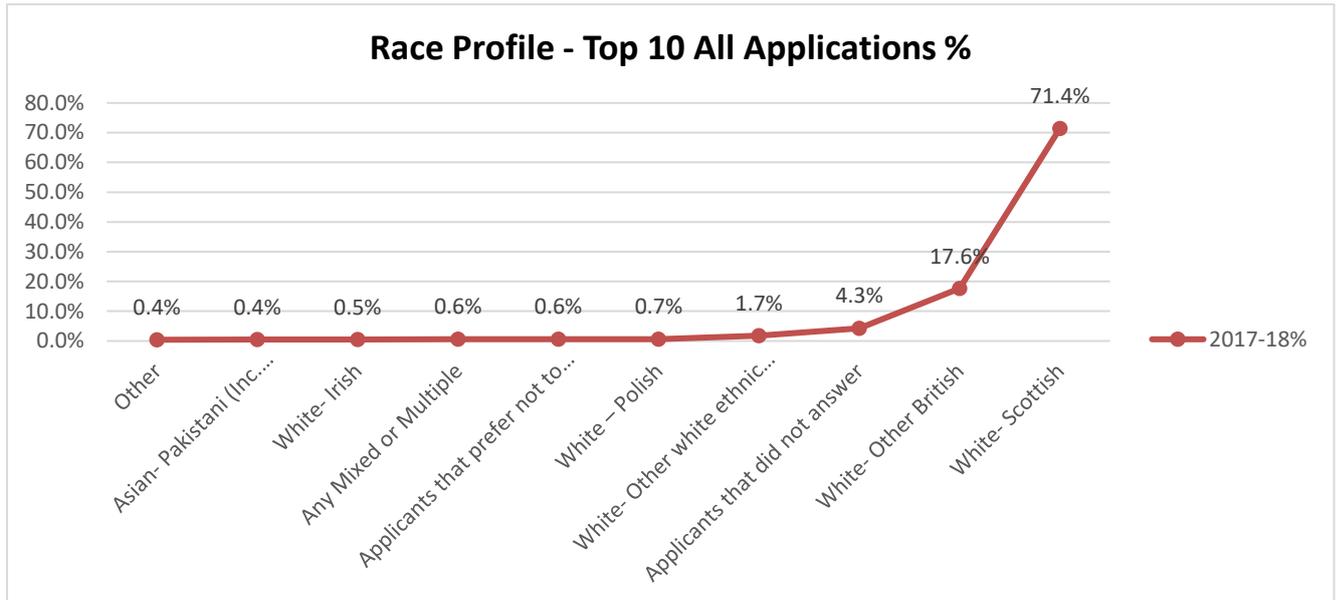
### Workforce Race profile - Remaining Categories



## Recruitment

As highlighted at Table 11, the highest proportion of recruitment applicants in 2017-18 came from those declaring to be White Scottish (71.4%).

<b>Ethnic Origin</b>	<b>Shortlisted for an Interview %</b>	<b>Appointed Applicants %</b>	<b>All Applications %</b>
Asian- Pakistani (Inc. Scottish/British)	0.2%	0.2%	0.4%
Caribbean or Black (Other)	0.0%	0.0%	0.0%
African- (Inc. Scottish/British)	0.1%	0.0%	0.2%
African- Other	0.1%	0.0%	0.2%
Any Mixed or Multiple	0.5%	0.1%	0.6%
Asian- Bangladeshi (Inc. Scottish/British)	0.0%	0.0%	0.0%
Asian- Chinese (Inc. Scottish/British)	0.0%	0.0%	0.1%
Asian- Indian (Inc. Scottish/British)	0.1%	0.1%	0.2%
Asian- Other (Inc. Scottish/British)	0.0%	0.0%	0.0%
Black (Inc. Scottish/British)	0.0%	0.0%	0.1%
Caribbean (Inc. Scottish/British)	0.2%	0.1%	0.3%
Other- Arab (Inc. Scottish/British)	0.1%	0.1%	0.1%
Other	0.3%	0.3%	0.4%
Unknown	0.0%	0.0%	0.0%
White – Eastern European	0.0%	0.0%	0.0%
White – Polish	0.3%	0.3%	0.7%
White- Eastern European (e.g. Polish)	0.1%	0.1%	0.4%
White- Irish	0.7%	0.5%	0.5%
White- Other British	17.3%	15.4%	17.6%
White- Other white ethnic group	1.1%	0.9%	1.7%
White- Scottish	71.5%	69.8%	71.4%
Applicants that prefer not to answer	0.8%	0.7%	0.6%
Applicants that did not answer	6.5%	11.5%	4.3%
<b>Total:</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

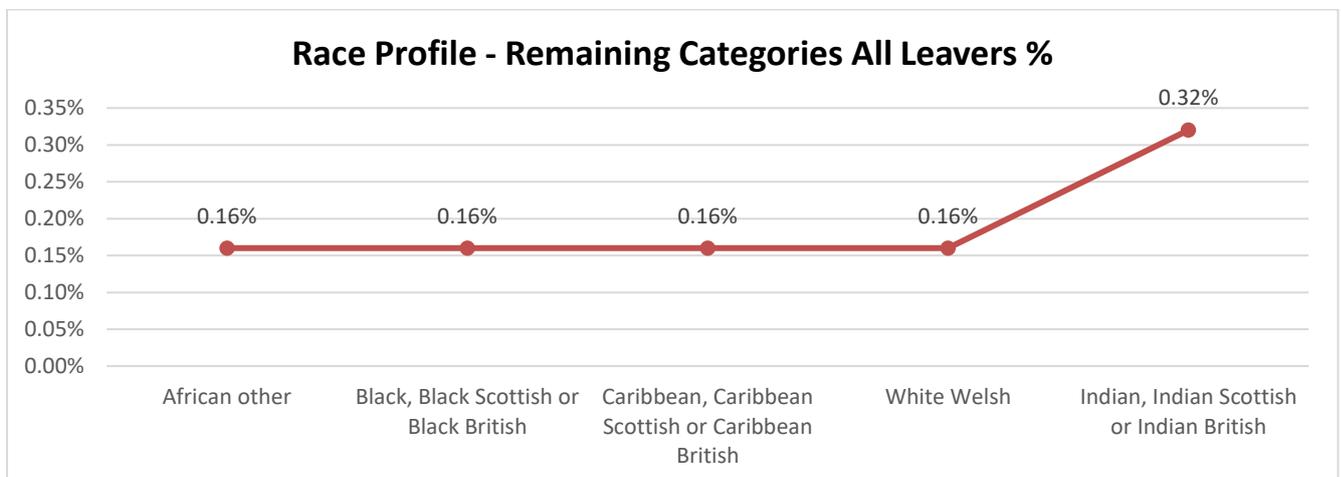
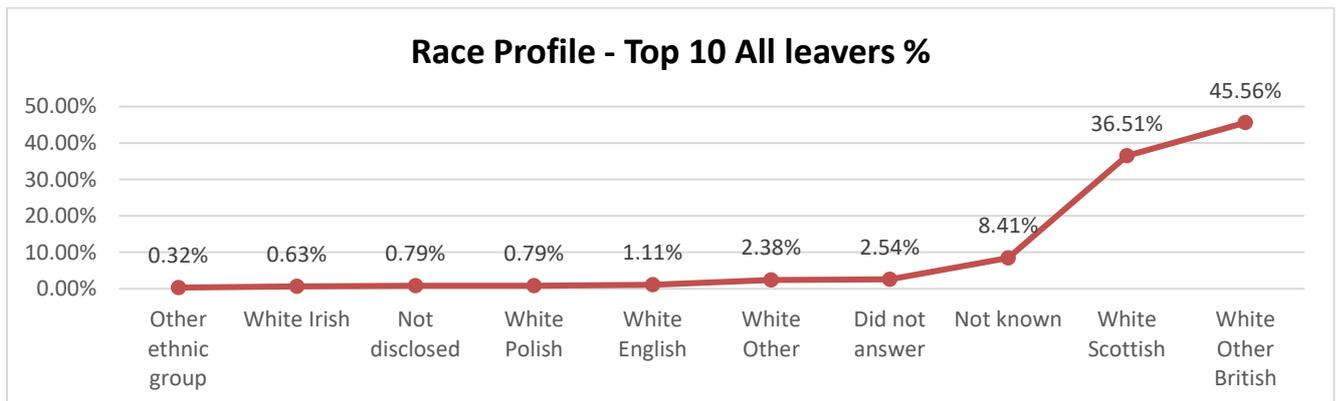


## Leavers

Table 12 shows the most leavers in 2017 - 2018 declared as White which is to be expected given the large number of employees who have declared they are White.

Table 12 Race (Ethnic Origin) : Leaver data 2017 - 2018	
Race (Ethnic Origin)	All Leavers %
African other	0.16%

Black, Black Scottish or Black British	0.16%
Caribbean, Caribbean Scottish or Caribbean British	0.16%
Indian, Indian Scottish or Indian British	0.32%
Not disclosed	0.79%
Not known	8.41%
Other ethnic group	0.32%
White English	1.11%
White Irish	0.63%
White Other	2.38%
White Other British	45.56%
White Polish	0.79%
White Scottish	36.51%
White Welsh	0.16%
Did not answer	2.54%
African other	0.16%
<b>Total:</b>	<b>100%</b>



## Grievance/Fair Treatment at Work and Discipline

In terms of employment processes the highest proportion of staff involved were white, as outlined below at Table 13.

	<b>FTAW/ Grievance data</b>	<b>Discipline</b>
<b>Table 13 Race (Ethnic Origin) : 2017-2018</b>		
Not Specified	0.00%	2.04%
White Other British	60.00%	51.02%
White Scottish	20.00%	38.78%
White Other	20.00%	2.04%
Mixed	0.00%	2.04%
Not Known	0.00%	4.08%
<b>Total</b>	<b>100%</b>	<b>100%</b>

### 4. Age

#### Current Workforce

Table 14 below shows the age profile of our employees. There has been no significant change in that the largest percentage of our workforce belonging to the age 40 upwards category.

<b>Table 14 – Age Profile</b>		
<b>Age</b>	<b>2016-2017</b>	<b>2017-2018</b>
<20	0.26%	0.39%
20-29	10.43%	11.09%
30-39	18.10%	18.92%
40-49	25.60%	25.66%
50-59	33.09%	32.38%
60+	12.52%	11.56%
<b>Total:</b>	<b>100%</b>	<b>100%</b>

#### Recruitment

Table 15 below shows the split of applications received by age. A significant proportion of applications came from candidates in the 20-29 age bracket, with 32.5% of applications in 2017-18 coming from this group. Unsurprisingly, the highest percentage of candidates selected for interview were also from the 20-29 age bracket, with 29.9% shortlisted for interview and 29.4% appointed from this age group.

<b>Table 15 Recruitment by Age 2017 - 2018</b>			
<b>Age</b>	<b>Shortlisted for an Interview %</b>	<b>Appointed Applicants %</b>	<b>All Applications %</b>
<20	2.8%	2.3%	3.3%

20-29	29.9%	29.4%	32.5%
30-39	21.2%	19.2%	22.2%
40-49	18.0%	17.7%	17.9%
50-59	17.1%	16.2%	15.7%
60+	4.4%	3.4%	4.2%
Applicants that did not answer	6.6%	11.8%	4.2%
<b>Total:</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

## Leavers

Table 16 below shows the concentration on leavers against age with the highest being age 50-59 in 2017-18. The total percentage of leavers over age 50 is 51.3%.

<b>Age</b>	<b>All Leavers</b>
<20	2.1%
20-29	21.7%
30-39	10.0%
40-49	14.9%
50-59	25.7%
60+	25.6%
<b>Total:</b>	<b>100%</b>

## Grievance/Fair Treatment at Work and Discipline

In terms of employment processes the highest proportion of staff involved were in the age bracket 50-59 category, as outlined below at Table 17.

<b>Table 17</b>				
<b>Age: Discipline data</b>			<b>Age: FTAW/Grievance data</b>	
<b>Age range</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2016-2017</b>	<b>2017-2018</b>
<20	3.4%	0.0%	0.0%	0.0%
20-29	10.3%	6.1%	0.0%	20.0%
30-39	24.1%	16.3%	33.3%	20.0%
40-49	20.7%	22.4%	0.0%	20.0%
50-59	31.0%	44.9%	67.7%	40.0%
60+	10.3%	10.2%	0.0%	0.0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

## 5. Pregnancy and Maternity

### Return to Work from return from Maternity

There was 2.95% of the Council's workforce who took Maternity Leave in 2018, which is less than the 3.21% in 2017. The number of employees who returned to work after maternity leave in 2018 was 94.3% and 96.4% in 2017.

## 6. Marital Status and Civil Partnership

### Current Workforce

#### Marriage & Civil Partnership Profile

Dumfries & Galloway Census data (2011) reports that 51.4% of the population are married. This compares to 56.5% of Dumfries & Galloway Council's workforce who are married as outlined below in Table 18.

<b>Marital Status</b>	<b>2016-2017</b>	<b>2017-2018</b>
Civil Partnership	0.2%	0.2%
Did not answer	0.8%	1.3%
Divorced	5.3%	5.1%
Living with Partner	6.4%	7.0%
Married	57.8%	56.5%
Prefer not to say	3.9%	3.7%
Separated	1.9%	1.8%
Single	21.9%	22.7%
Widowed	1.6%	1.6%
<b>Total:</b>	<b>100%</b>	<b>100%</b>

### Recruitment

From our recruitment data, as outlined in Table 19 below, 34.7% of successful applicants declared that they were married and 51.1% from our leaver data declared they were married.

<b>Marital Status</b>	<b>Shortlisted for an Interview %</b>	<b>Appointed Applicants %</b>	<b>All Applications %</b>
Divorced	4.5%	4.1%	4.5%
Living with partner	14.9%	13.6%	15.6%
Married/Civil Partnership	35.5%	34.7%	32.8%
Separated	2.2%	1.9%	2.8%
Single	35.0%	32.2%	38.2%
Widowed	0.6%	0.8%	0.7%

Applicants that prefer not to answer	1.2%	1.2%	1.5%
Applicants that did not answer	6.1%	11.4%	3.9%
<b>Total:</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

## 7. Sexual Orientation

### Current Workforce

Table 20 below shows that there are consistently high numbers of employees who do not declare their sexual orientation, however the numbers who did not answer continue to reduce over time. Our ongoing workforce data gathering exercise indicates that in 2017-18 0.3% of our workforce is bisexual, 0.2% gay, 0.4% lesbian, 42.8% heterosexual, 51.3% did not answer and 5.1% declined to specify.

Sexual Orientation	2016-2017	2017-2018
Bisexual	0.3%	0.3%
Declined to specify	5.0%	5.1%
Did not answer	54.6%	51.3%
Gay	0.2%	0.2%
Heterosexual	39.6%	42.8%
Lesbian	0.4%	0.4%
<b>Total:</b>	<b>100%</b>	<b>100%</b>

### Recruitment

Table 21 below shows that we received the most recruitment applicants from those who declared themselves to be heterosexual, 89.4% in 2018.

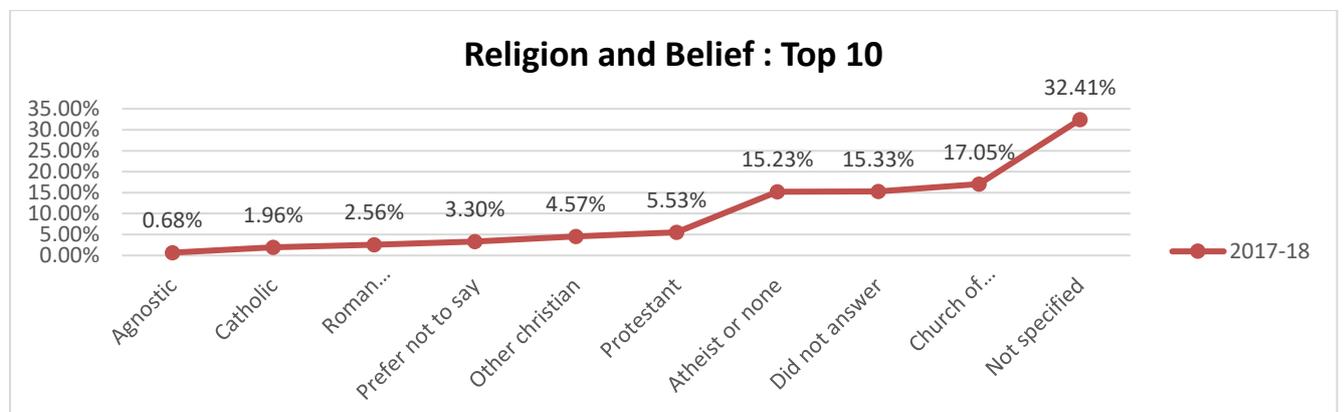
Sexual Orientation	Shortlisted for an Interview %	Appointed Applicants %	All Applications %
Bisexual	0.8%	0.8%	1.0%
Gay	0.6%	0.3%	1.0%
Heterosexual	88.8%	84.1%	89.4%
Lesbian	0.4%	0.5%	0.5%
Other	0.2%	0.3%	0.2%
Applicants that prefer not to answer	2.5%	2.5%	3.2%
Applicants that did not answer	6.6%	11.6%	4.7%
<b>Total:</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

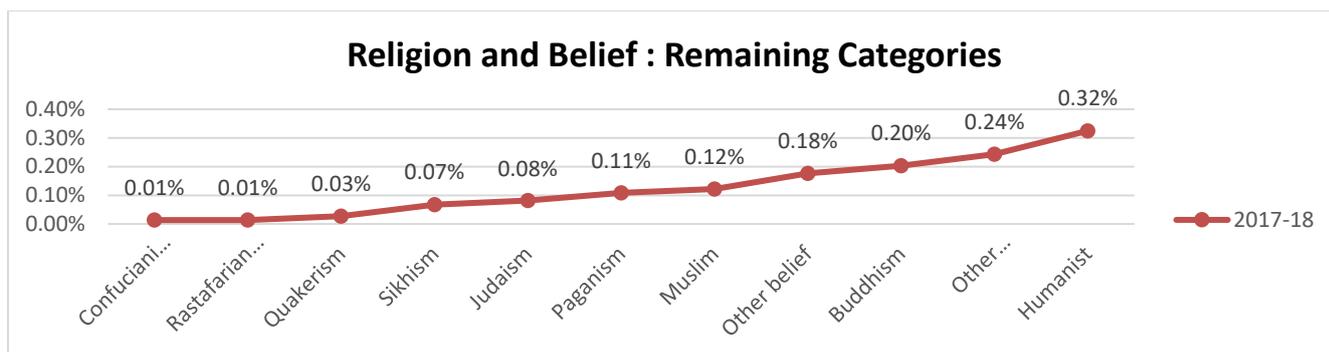
## 8. Religion or Belief

### Current Workforce

Table 22 shows that in 2017-18 a large proportion of our workforce have not specified a religion or belief profile (32.41%) and a further (15.33%) did not answer. This equates to (47.74%). The largest religious or belief profile was Church of Scotland at 17.05%.

Religion and Belief	2016-2017	2017-2018
Agnostic	0.70%	0.68%
Atheist or none	13.11%	15.23%
Buddhism	0.20%	0.20%
Catholic	2.05%	1.96%
Church of Scotland	16.53%	17.05%
Confucianism	0.01%	0.01%
Did not answer	16.06%	15.33%
Humanist	0.32%	0.32%
Judaism	0.08%	0.08%
Muslim	0.12%	0.12%
Not Specified	34.47%	32.41%
Other belief	0.21%	0.18%
Other Christian	4.28%	4.57%
Other Religion	0.24%	0.24%
Paganism	0.08%	0.11%
Prefer not to say	3.20%	3.30%
Protestant	5.88%	5.53%
Quakerism	0.03%	0.03%
Rastafarianism	0.01%	0.01%
Roman Catholic	2.37%	2.56%
Sikhism	0.05%	0.07%
<b>Total:</b>	<b>100%</b>	<b>100%</b>

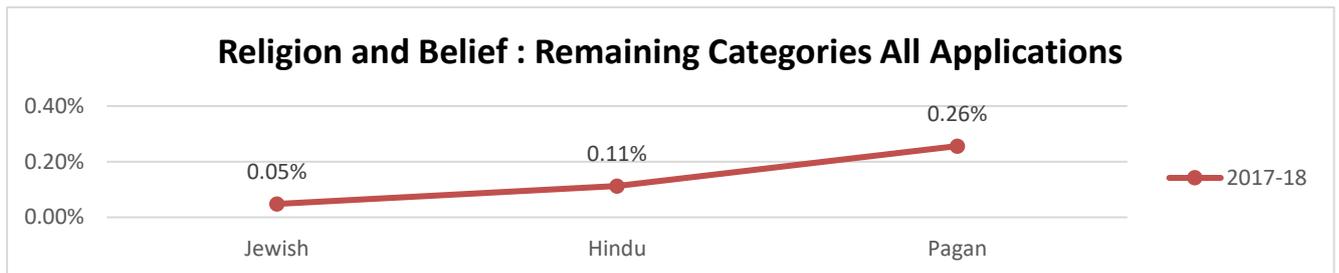
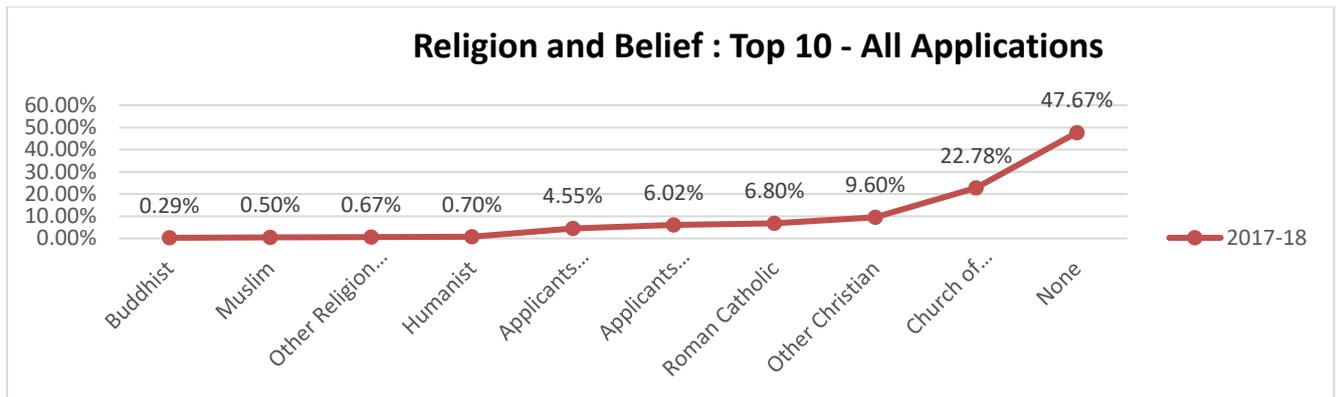




## Recruitment

Table 23 shows that in 2017-18 the highest proportion of recruitment applicants came from those who chose not to declare any religion or belief (47.67%).

<b>Religion and Belief</b>	<b>Shortlisted for an Interview %</b>	<b>Appointed Applicants %</b>	<b>All Applications %</b>
Buddhist	0.31%	0.50%	0.29%
Church of Scotland	25.41%	24.79%	22.78%
Hindu	0.04%	0.00%	0.11%
Humanist	0.58%	0.33%	0.70%
Jewish	0.04%	0.08%	0.05%
Muslim	0.23%	0.33%	0.50%
None	44.20%	41.82%	47.67%
Other Christian	9.28%	8.10%	9.60%
Other Religion or Belief	0.69%	0.75%	0.67%
Pagan	0.35%	0.42%	0.26%
Roman Catholic	6.31%	6.09%	6.80%
Applicants that prefer not to answer	4.58%	4.01%	4.55%
Applicants that did not answer	7.97%	12.77%	6.02%
<b>Total:</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>



## 9. Gender Reassignment

### Current Workforce

There were no cases declared of Gender Reassignment to report.

## 10.Capability (ill-health)

The following Tables 24-31 below provide a breakdown of Dumfries & Galloway Council's capability data in relation to those involved in such cases in 2016-2017 and 2017-2018 for each protected characteristic.

Table 24 Age: Capability data		
Age Range	2016-2017	2017-2018
<20	11.1%	0.0%
20-29	0.0%	0.0%
30-39	5.6%	0.0%
40-49	22.2%	13.3%
50-59	33.3%	46.7%
60+	27.8%	40.0%
<b>Total</b>	<b>100%</b>	<b>100%</b>

<b>Table 25 Disability: Capability data</b>	<b>2016-2017</b>	<b>2017-2018</b>
Disabled	0.0%	0.0%
Not Disabled	94.4%	93.3%
Prefer not to say	5.6%	6.7%
<b>Total</b>	<b>100%</b>	<b>100%</b>

<b>Table 26 Gender (Sex) : Capability data</b>	<b>2016-2017</b>	<b>2017-2018</b>
Female	61.1%	73.3%
Male	38.9%	26.7%
<b>Total</b>	<b>100%</b>	<b>100%</b>

<b>Table 27 Gender Reassignment (Transgender) : Capability data</b>	<b>2016-2017</b>	<b>2017-2018</b>
Yes	0.0%	0.0%
No	11.1%	33.3%
Prefer not to say	88.9%	66.7%
<b>Total</b>	<b>100%</b>	<b>100%</b>

<b>Table 28 Marriage &amp; Civil Partnership: Capability data</b>	<b>2016-2017</b>	<b>2017-2018</b>
Divorced	22.2%	6.7%
Married	33.3%	73.7%
Single	38.9%	13.3%
Prefer not to answer	5.6%	0.0%
Living with Partner	0.0%	6.7%
<b>Total</b>	<b>100%</b>	<b>100%</b>

<b>Table 29 Race (Ethnic Origin): Capability data</b>	<b>2016-2017</b>	<b>2017-2018</b>
White Other British	77.8%	80.0%
White Scottish	16.7%	13.3%
Not Known	5.6%	0.0%
White Polish	0.0%	6.7%
<b>Total</b>	<b>100%</b>	<b>100%</b>

<b>Table 30 Religion and Belief: Capability data</b>	<b>2016-2017</b>	<b>2017-2018</b>
Atheist or None	22.2%	13.3%
Not specified	50.0%	46.7%
Prefer not to say	5.6%	6.7%
Protestant	16.7%	6.7%
Church of Scotland	5.6%	13.3%
Catholic	0.0%	6.7%
Other Christian	0.0%	6.7%
<b>Total</b>	<b>100%</b>	<b>100%</b>

<b>Table 31 Sexual Orientation: Capability data</b>	<b>2016-2017</b>	<b>2017-2018</b>
Declined to specify	11.1%	13.3%
Heterosexual	11.1%	20.0%
Not specified	77.8%	0.0%
Did not answer	0.0%	66.7%
<b>Total</b>	<b>100%</b>	<b>100%</b>

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