



Our Workforce 2021/22

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Introduction

This report provides a profile of the Council's workforce based on employment records for April 2020 to March 2021 and April 2021 to March 2022. The data shown is based on total employment records of 7334 in 2020/21 and 7679 in 2021/22.

The report also provides information on data trend analysis for the key protected characteristics and a breakdown of equalities reporting for the following areas within the employee lifecycle - recruitment, training and development, employment relations and retention.

The information detailed in this report has been compiled from a number of different and independent information systems including iTrent (HR/Payroll System), Talentlink (National Recruitment Portal), and the HR Employment Relations Case Management system.

The Council collects equal opportunities information at the recruitment stage and from current employees. Whilst we encourage individuals to share this information and reinforce that this is confidentially stored and only used in an anonymised way, it should be noted that it is not mandatory for this information to be provided. This can lead to individuals choosing not to share information or only answering specific questions; with areas such as sexual orientation, religion or belief and gender reassignment having low numbers of completions for current employees.

The Council uses the data it collects in order to better perform the equality duty and to understand the recruitment and workforce profile, enabling us to identify areas of improvement and eliminate any adverse impact on equality when developing or amending HR policies.

We will update the equality definitions within the Council's payroll and Human Resources System (iTrent) in 2023, and align them to the Census 2022 definitions. Following this there will be regular engagement and communication to all employees to communicate the importance and merits of disclosing equality information. It is envisaged that along with MyDetails self-service which enables a high number of employees to access and update their equality information directly into the HR/Payroll System, that this approach will help facilitate greater disclosure of information.

We will develop and create staff Network Groups, and fully engage with staff to develop these. Staff Networks groups will identify and put measures in place to remove any barriers to opportunity and development, build confidence and empower all staff to have a fulfilling and rewarding career; this may include network groups for LGBTQ+, Women, Age, Disability, Black, Asian, Minority Ethnic (BAME). We will also re-establish the Council's Carers staff network group through the Carers Network.

Key Messages from the 2020/21 and 2021/22 data

Our Workforce Profile

Our workforce gender profile shows that the largest percentage of employees at Dumfries and Galloway Council is female (74.66%), this is reflective of the trends within the wider public sector.

The majority of employees are aged 45 and over (57.92%), with the average age being 46 years. Workforce and succession planning requires to be a key focus.

The percentage of employees aged 16 to 24 has increased from 2.45% in 2020/21 to 4.47% in 2021/22. Our Council continues to work with partners (e.g. Schools, Colleges and Universities) to raise awareness of the jobs and career pathways available in the Council and to explore and expand opportunities to attract more young people to join our Council through participation in youth employment schemes and current trainee and graduate programmes. This includes the development of a dedicated calendar of career events across our region. We have developed and supported career pathways which starts at work experience through to Modern Apprenticeship and a number of 16-24 year old have joined Dumfries and Galloway Council through the successfully supported Kickstart Scheme.

The percentage of employees that have declared as Black, Asian, Minority Ethnic (BAME) has increased slightly from 0.78% in 2020/21 to 0.92% in 2021/22.

The percentage of employees that have declared a disability has increased slightly from 2.39% in 2020/21 to 2.55% in 2021/22. We are an accredited Disability Confident Employer and will shortly be engaging with the workforce on the development of staff network groups relevant to them. We welcome and support applications from disabled applicants through the guaranteed job interview scheme. We have a planned programme of actions and activities that will be achieved in 2023 to progress to achievement of Disability Confident Leader status.

The majority of staff identify as heterosexual (55.89%). There has been a decrease (from 53.92% in 2018/19 to 42.54% in 2021/22) in staff who prefer not to disclose/did not answer to confirm their sexual orientation. However the non-disclosure rates remain high and therefore more work is planned for 2023 to increase engagement with staff to promote the importance of sharing their protected characteristics information on a voluntary basis.

Among those employees (59.75% in 2021/22) who have declared their religion or belief, the majority are Atheist or None (25.67%), followed closely by Christian: Church of Scotland (18.75%).

The majority (52.12% in 2021/22) of the workforce have declared that they are in a married or in a civil partnership; this is a 2.87% reduction from 2019/20.

74.66%

Female Employees

4.47%

Employees Aged
16 - 24 yrs

0.92%

Employees declaring as
BAME

2.55%

Employees with declared
disability



Recruitment

Dumfries and Galloway Council is committed to ensuring that its recruitment process is inclusive and accessible to all and candidates are assessed solely on the basis of their competency to do the job.

The majority of applications continue to be from females (65.57% in 2021/22), however this is 9% lower than previous years. The non-disclosure rate and applicants who declare as other has increased from previous years.

The highest percentage of applications and appointed applicants were from age range 25 to 34, followed by age range 35 to 44. The highest percentage of shortlisted applicants were from age range 35 to 44. Applications from the 16 to 24 age range has decreased slightly from previous years.

The highest percentage of applications were from candidates declaring White ethnicity (83.43% in 2021/22). There has been an increase to 3.01% of applications from candidates declaring as Black, Asian, Minority Ethnic (BAME) in 2021/22.

The percentage of applicants that have declared a disability is 3.19%, which is a decrease of 0.89% from 2020/21, however non-disclosure rates have also increased at the same time. We are an accredited Disability Confident Employer and promote the guaranteed job interview scheme and the availability of reasonable adjustments to support prospective applicants. We have developed an action plan to achieve Disability Confident Leader accreditation during 2023.

There has been little change in the percentage of overall applications from people declaring as lesbian, gay, bisexual or other (LGBO) sexual orientation. However the non-disclosure rate has increased to 15.77% in 2021/22.

The largest group of applicants, shortlisted and offered candidates have declared as atheist or no religion (55.46% of all applications in 2021/22).

The majority of applicants declared as single (45.40%). This percentage is an increase on previous years as is the non-disclosure rate.

65.57%
of applications from
females

3.01%
applicants of BAME
ethnicity

3.19%
applicants declared that
they have a disability

3.71%
applicants declared as
LGBO



Leavers

In 2021/22 71.09% of leavers were female, which is slightly lower than the composition of the workforce (74.66% female).

The highest percentage of leavers is in the age category 55+ which is not unexpected and is attributed mainly to retirement from the Council.

In 2021/22, 3.95% of leavers declared as disabled and 1.74% of leavers declared as Lesbian, Gay, Bisexual or other.

Employment Relations

The majority of disciplinary, fair treatment at work and grievance cases were involving male employees, however the majority of capability cases were for female employees.

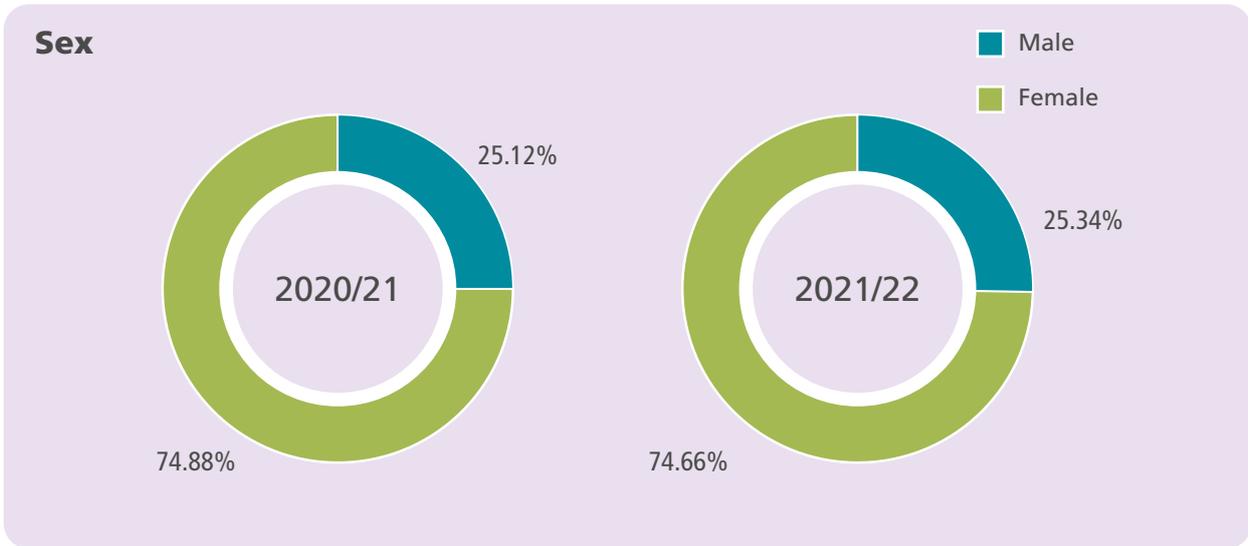
There were no employment relations cases in 2022 for employees who have declared as Black, Asian, Minority Ethnic (BAME), Disabled or Lesbian, Gay, Bisexual or other. However it is important to highlight that the percentage and/or disclosure rate for these protected characteristics is low.

Training and Development

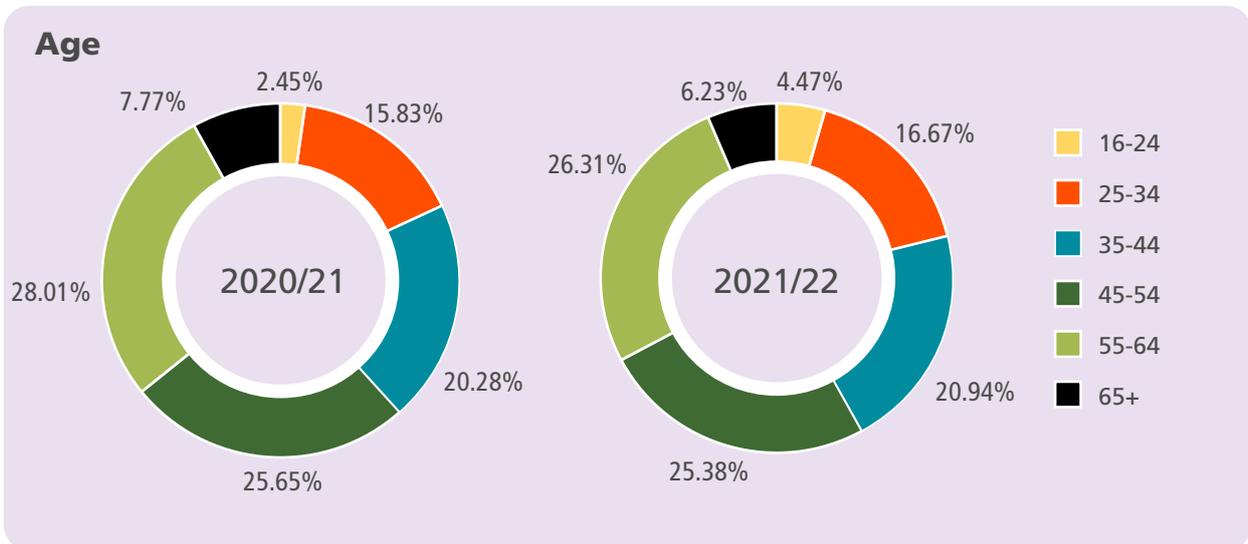
The training statistics presented are predominantly reflective of the protected characteristics composition within our workforce.

Our Workforce Profile

The following section provides further details of the workforce composition within the Council by protected characteristic.

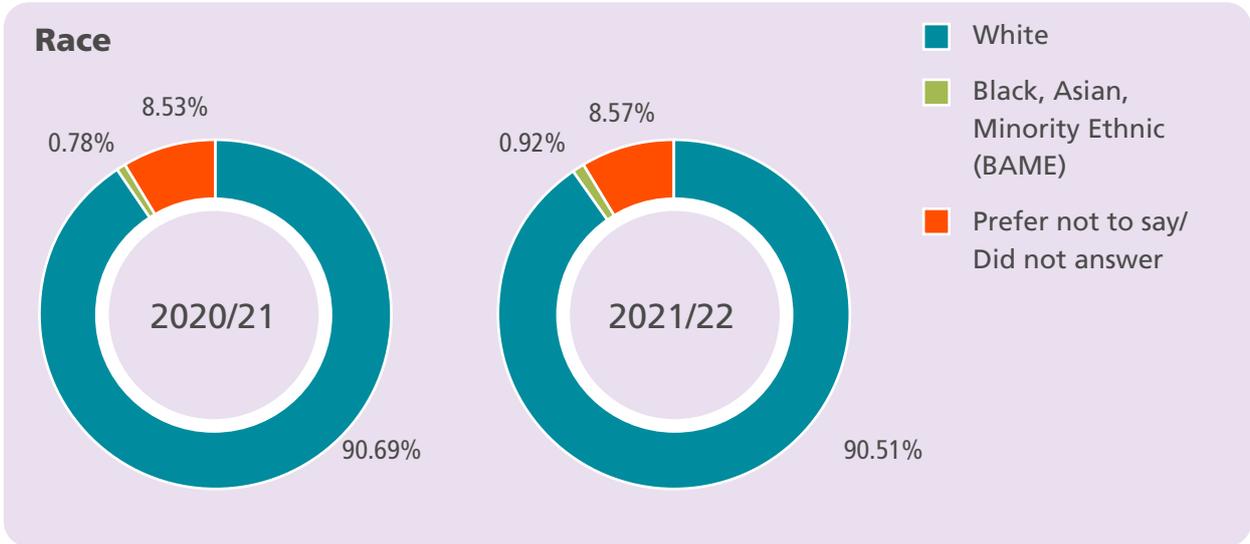


The overall Council workforce is predominantly female, and this has remained a static metric over the years.



Our workforce continues to be predominantly made up of employees aged 45 and above.

The percentage of employees in both the 16-24 and 25-34 age groups has increased from 2020/21.



The profile of our Black, Asian, Minority Ethnic (BAME) workforce has increased slightly by 0.14% to 0.92% in 2021/22.

The percentage of workforce that has preferred not to say has decreased slightly from 8.94% in 2019 to 8.57% in 2021/22.

Disability

	2020/21	2021/22
Disabled	2.39%	2.55%
Not disabled	90.13%	89.82%
Prefer not to say/Did not answer	7.49%	7.63%

There has been a slight increase (0.43% from 2019 and 0.16% from 2021) in the percentage of our workforce that have declared themselves as having a disability.

We have successfully maintained our Disability Confident Employer status and are working towards achievement of the next level, Disability Confident Leader status in 2023.



Sexual orientation

	2020/21	2021/22
Heterosexual	52.74%	55.89%
Lesbian Gay, Bisexual, Other	1.24%	1.56%
Prefer not to say/Did not answer	46.02%	42.54%

As with many organisations, the non-disclosure rate from employees is high and we therefore have limited information available. 1.56% of the workforce declared as lesbian, gay, bisexual or other, which is an increase of 0.75% from 2019 and 0.32% from 2021.

The percentage of the workforce who prefer not to say remains high at 42.54%, however this has decreased by 11.38% from 2019.

We anticipate by reporting, highlighting and analysing our limited data and engaging with employees on the merits of sharing this information and proposals for staff network groups (including LGBTQ+) to be developed in 2023, more employees will be encouraged to share their personal diversity information to increase the accuracy of our reporting in future years.

Religion or belief

	2020/21	2021/22
Christian: Church of Scotland	18.64%	18.75%
Christian: Roman Catholic	2.90%	3.18%
Other Christian	4.87%	4.87%
Atheist or None	22.51%	25.67%
Muslim	0.11%	0.16%
Other Religion or Belief	7.73%	7.12%
Prefer not to say/Did not answer	43.24%	40.25%

With exception of prefer not to say/did not answer category, Christian Church of Scotland and Atheist or None have the highest percentages. The greatest increase has been in the atheist or none category (increased from 16.74% in 2019 to 25.67% in 2022).

The percentage of employees that have preferred not to declare/did not answer to confirm their religion or belief is high at 40.25%. However this percentage has decreased by 9.05% from 2019.



Marriage and Civil Partnership

	2020/21	2021/22
Married/Civil Partnership	54.35%	52.12%
Single	23.03%	24.76%
Other*	16.50%	16.56%
Prefer not to say/Did not answer	6.12%	6.56%

* Includes divorced, separated, widowed, civil partnership dissolved and living with partner.

Whilst there are some small variations between the years, the highest category remains as married/civil partnership.

From 2018/19 to 2021/22 there has been a slight increase of 0.6% in the prefer not to say/did not answer category.

Pregnancy and Maternity

	2020/21	2021/22
Maternity leave	3.62%	3.58%
Returned to work from maternity leave	91.56%	95.69%
Did not return to work from maternity leave	8.44%	4.31%

The percentage of employees who did not return from maternity leave has increased when comparing to previous years (was 2.24% in 2019), with the midst of Covid pandemic in 2021, being the time where the percentage is highest at 8.44%.

Gender Reassignment

	2020/21	2021/22
Yes	0.04%	0.05%
No	55.26%	58.89%
Not sure	0.04%	0.04%
Prefer not to say/Did not answer	44.66%	41.02%

The percentage of employees who have declared that they are currently undergoing or have undergone gender reassignment over recent years has remained static.

The percentage of employees that have preferred not to declare/did not answer is high at 41.02%. However this percentage has decreased by 11.56% from 2019.

Recruitment

The following section provides a breakdown of recruitment applications to the Council by disclosed protected characteristic information.

		2020/21			2021/22		
		Shortlisted for interview %	Appointed Applicants %	All Applications %	Shortlisted for interview %	Appointed Applicants %	All Applications %
Sex	Male	20.83	17.39	19.44	17.43	16.49	20.64
	Female	70.09	59.20	75.19	64.50	57.04	66.57
	Other	0.00	0.00	0.03	0.00	0.00	0.27
	Prefer not to answer/Did not answer	9.08	23.41	5.33	18.09	26.47	12.53
Age	16-24	14.94	12.81	19.90	14.57	11.19	17.65
	25-34	27.10	20.10	31.56	22.96	18.17	26.47
	35-44	18.33	16.20	18.66	19.80	18.65	19.32
	45-54	19.09	19.85	16.12	15.31	15.88	13.45
	55-64	9.60	7.89	7.47	6.67	6.62	6.80
	65+	0.61	0.59	0.36	0.49	0.36	0.60
	Prefer not to say/Did not answer	10.32	22.56	5.93	20.20	29.12	15.70
Race	White	87.84	75.23	91.28	79.5	71.84	83.43
	BAME	1.08	0.85	1.75	1.83	0.73	3.01
	Prefer not to say/Did not answer	11.08	23.92	6.97	18.67	27.43	13.56
Disability	Disabled	5.45	2.29	4.08	2.81	9.27	3.19
	Not Disabled	83.98	74.05	90.05	77.73	62.57	82.93
	Prefer not to answer/Did not answer	10.57	23.66	5.87	19.46	28.16	13.88

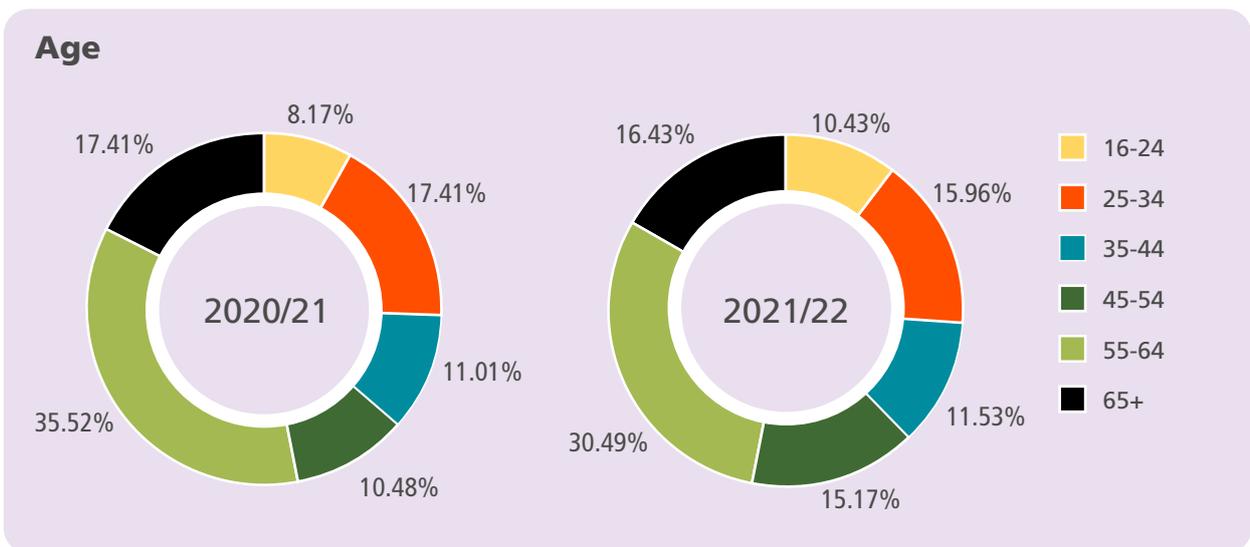
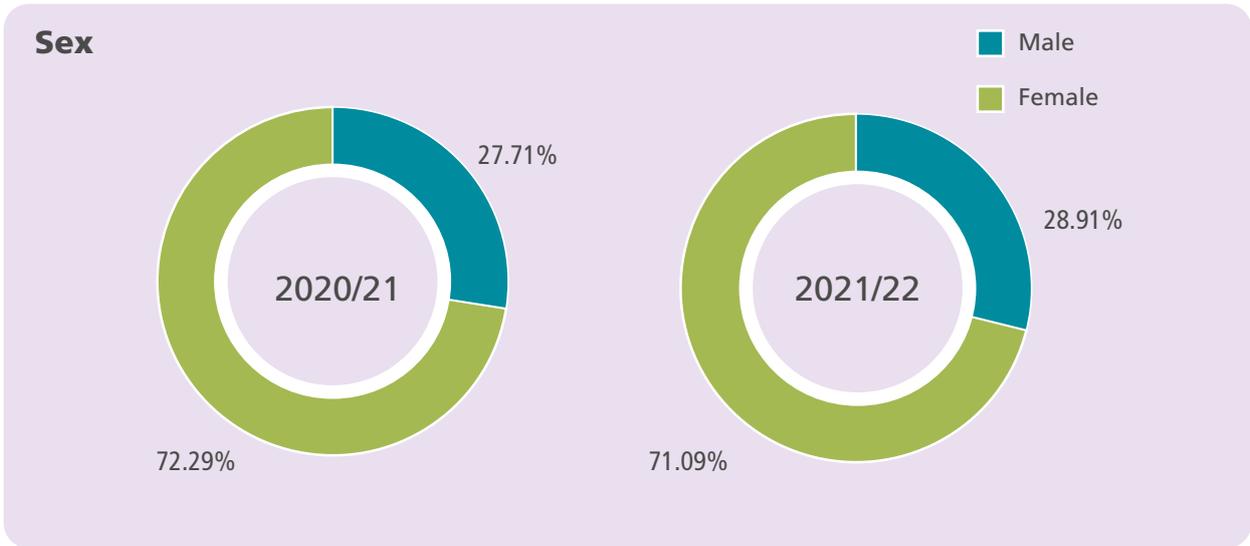


		2020/21			2021/22		
		Shortlisted for interview %	Appointed Applicants %	All Applications %	Shortlisted for interview %	Appointed Applicants %	All Applications %
Sexual Orientation	Heterosexual	83.69	71.93	87.23	75.51	67.63	80.52
	Lesbian Gay, Bisexual, Other	2.74	1.70	3.48	3.01	1.93	3.71
	Prefer not to say/Did not answer	13.57	26.38	9.28	21.48	30.45	15.77
Religion or Belief	Christian: Church of Scotland	20.68	18.58	19.26	17.78	16.97	15.47
	Christian: Roman Catholic	5.56	3.73	6.35	4.89	3.61	5.62
	Other Christian	7.25	5.26	8.63	1.83	1.81	2.89
	Atheist or None	49.22	43.09	52.18	50.71	45.49	55.46
	Muslim	0.29	0.25	0.54	0.40	0.00	0.39
	Other Religion or Belief	1.48	1.36	1.72	0.54	0.60	0.99
Married/ Civil Partnership	Married/Civil Partnership	35.29	31.55	32.87	29.23	29.48	28.00
	Single	32.33	26.38	37.77	39.21	30.32	45.40
	Other*	21.70	17.81	22.84	8.79	8.91	9.48
	Prefer not to say/Did not answer	10.68	24.26	6.52	22.77	31.29	17.12

* Includes divorced, separated, widowed, civil partnership dissolved and living with partner.

Leavers

The following section provides further details of the proportion of employees who have left employment of the Council by protected characteristic.





Race

	2020/21	2021/22
White	90.05	88.47
Black, Asian, Minority Ethnic (BAME)	0.54	0.95
Prefer not to say/Did not answer	9.41	10.58

Disability

	2020/21	2021/22
Disabled	2.49%	3.95%
Not disabled	88.28%	86.57%
Prefer not to say/Did not answer	9.24%	9.48%

Sexual Orientation

	2020/21	2021/22
Heterosexual	47.96%	52.92%
Lesbian Gay, Bisexual, Other	1.24%	1.74%
Prefer not to say/Did not answer	50.80%	45.34%

Religion or Belief

	2020/21	2021/22
Christian: Church of Scotland	13.85%	15.80%
Christian: Roman Catholic	2.49%	3.16%
Other Christian	5.33%	4.27%
Atheist or None	21.49%	25.75%
Muslim	0.00%	0.00%
Other Religion or Belief	7.82%	6.95%
Prefer not to say/Did not Answer	49.02%	44.08%

Marriage and Civil Partnership

	2020/21	2021/22
Married/Civil Partnership	50.27%	49.59%
Single	24.78%	26.85%
Other*	16.04%	15.32%
Prefer not to say/Did not Answer	8.91%	8.24%

* Includes divorced, separated, widowed, civil partnership dissolved and living with partner.

Employment Relations

The following section provides further details of protected characteristic information by employment relations cases (Discipline, Fair Treatment at Work(FTAW), Grievance and Capability).

		2020/21				2021/22			
		Discipline	FTAW	Grievance	Capability	Discipline	FTAW	Grievance	Capability
Sex	Female	34.78	75.00	100.00	77.78	35.00	40.00	0.00	80.77
	Male	65.22	25.00	0.00	22.22	65.00	60.00	100.00	19.23
Age	16-24	0.88	0.00	0.00	0.00	5.46	0.00	0.00	1.60
	25-34	14.25	25.15	0.00	3.96	21.25	0.00	0.00	0.00
	35-44	15.12	42.74	0.00	11.41	18.00	33.07	0.00	11.71
	45-54	29.88	20.65	46.82	16.94	18.35	18.90	0.00	24.67
	55-64	27.20	11.45	53.18	53.69	26.95	48.03	100.00	41.74
	65+	12.68	0.00	0.00	14.00	9.99	0.00	0.00	20.28
	Race	White	97.83	100.00	100.00	96.30	95.00	100.00	100.00
Black, Asian, Minority Ethnic (BAME)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prefer not to say/Did not Answer		2.17	0.00	0.00	3.70	5.00	0.00	0.00	15.38
Disability	Disabled	6.52	0.00	25.00	3.70	0.00	0.00	33.33	0.00
	Not disabled	89.13	100.00	75.00	92.59	90.00	100.00	66.67	92.31
	Prefer not to say/Did not answer	4.35	0.00	0.00	3.71	10.00	0.00	0.00	7.69
Sexual Orientation	Heterosexual	45.65	41.67	75.00	44.44	55.00	60.00	100.00	42.31
	Lesbian Gay, Bisexual, Other	0.00	8.33	0.00	0.00	0.00	0.00	0.00	0.00
	Prefer not to say/Did not answer	54.35	50.00	25.00	55.56	45.00	40.00	0.00	57.69



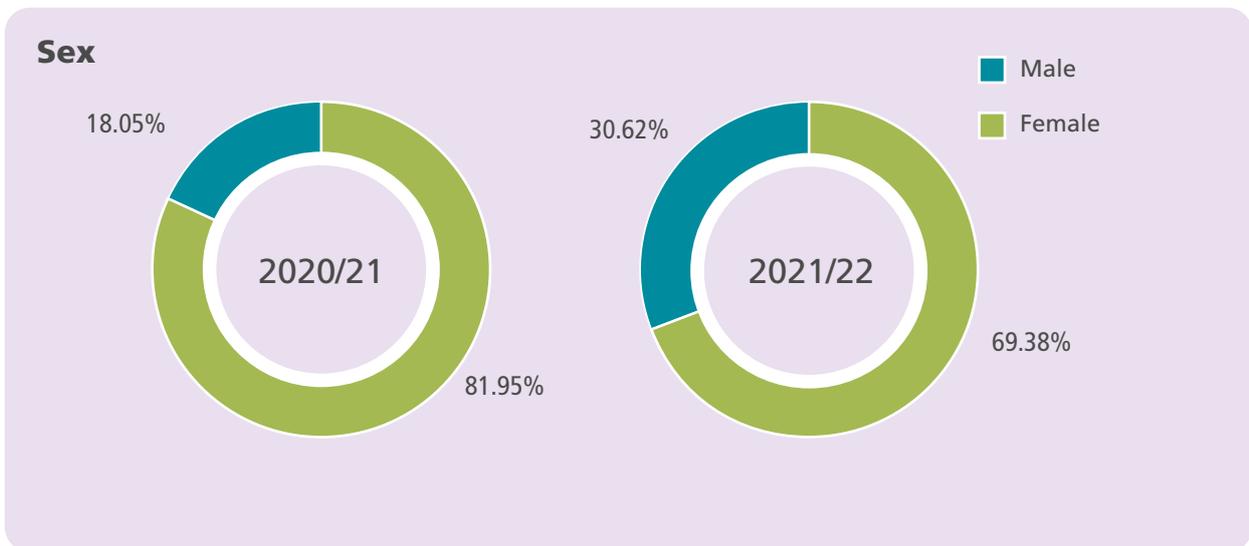
		2020/21				2021/22			
		Discipline	FTAW	Grievance	Capability	Discipline	FTAW	Grievance	Capability
Religion or Belief	Christian: Church of Scotland	10.87	8.33	0.00	11.11	10.00	40.00	0.00	19.23
	Christian: Roman Catholic	2.17	0.00	25.00	0.00	0.00	0.00	33.33	3.85
	Other Christian	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Atheist or None	30.43	33.33	25.00	25.93	40.00	20.00	0.00	19.23
	Muslim	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Other Religion or Belief	8.70	8.33	50.00	14.81	10.00	0.00	0.00	26.92
	Prefer not to say/Did not answer	47.83	50.00	0.00	48.15	40.00	40.00	66.67	30.77
Marriage and Civil Partnership	Married/Civil Partnership	36.96	33.33	75.00	74.07	25.00	80.00	66.67	57.69
	Single	28.26	33.33	25.00	11.11	50.00	20.00	33.33	15.38
	Other*	21.74	33.33	0.00	14.81	15.00	0.00	0.00	19.23
	Prefer not to say/Did not answer	13.04	0.00	0.00	0.00	10.00	0.00	0.00	7.69

* Includes divorced, separated, widowed, civil partnership dissolved and living with partner.

Training and Development

	2020/21	2021/22
Training/Online Courses	217	258
Total no of employees who have attended training courses	18,891	12,543
Employees (headcount) who have attended training courses	2,688	2,224

In addition to the above, employees have undertaken additional continuous professional development, conference attendance and coaching and mentoring.





Race	2020/21	2021/22
White	94.12	95.33
BAME	0.8	0.82
Prefer not to say/Did not answer	5.08	3.85

Age	2020/21	2021/22
16-24	1.82%	4.09%
25-34	16.26%	14.34%
35-44	21.59%	18.88%
45-54	31.00%	30.40%
55-64	26.54%	29.54%
65+	2.79%	2.74%

Married and Civil Partnership	2020/21	2021/22
Married/Civil Partnership	56.89%	53.62%
Single	21.69%	24.01%
Other*	18.05%	18.41%
Prefer not to say	3.37%	3.96%

* Includes divorced, separated, widowed, civil partnership dissolved and living with partner.

Sexual Orientation	2020/21	2021/22
Heterosexual	87.01%	87.57%
LGBO	2.09%	2.32%
Prefer not to say	10.90%	10.11%

Religion or Belief	2020/21	2021/22
Christian: Church of Scotland	25.54%	23.39%
Christian: Roman Catholic	3.38%	3.09%
Other Christian	5.49%	5.23%
Atheist or None	26.73%	31.91%
Muslim	0.12%	0.15%
Other Religion or Belief	7.06%	8.95%
Prefer not to say/Did not Answer	31.68%	27.28%