



# **Equality and Diversity in Employment**

## **March 2019**

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**Fife Council is committed to providing equality of opportunity in employment and providing employment policies, procedures and practices which treat employees fairly and with dignity and respect.**

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## Hyperlinks

We have used hyperlinks to help those reading this document electronically navigate between different sections. A hyperlink is indicated by text which is underlined.

## Alternative format or language

We have produced this document in English using Arial font size 12. We have used an accessibility checker to help ensure this document is accessible for people who are using assistive reading technology. If you would like a copy of this document in an alternative format, such as in larger print, or translated into another language, please contact us.

How to contact us	
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# 1. Introduction

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At 31st March 2018 we had a workforce headcount of 17,399 employees. We provide around 900 services to approximately 365,000 people in Fife. This means we have the largest, and one of the most varied workforces in Fife.

We first started reporting as part of the Public Sector Equality Duty in 2013. Since then our workforce has continued to change and steadily reduce.

This document sets out the following information:

- The equalities profile/diversity of our workforce
- Our HR practices
- Our pay practices

We also provide an update about what we said we would do for our workforce as part of the Council's equality outcomes for 2017-21. You can find more information about these outcomes in the Equality and Diversity Scheme 2017-21 on [fifeDirect.org.uk](http://fifeDirect.org.uk).

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## 1.1 The Equality Act and the Equality Duties

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The Equality Act 2010 protects individuals against discrimination based on 9 protected characteristics:

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

Under the Equality Act (Specific Duties) Regulations 2012 we must gather, use and publish employee information and publish pay gap information every two years. The Regulations also mean we must publish an equal pay statement every four years.

The Council must also:

- publish equality outcomes,
- report progress on mainstreaming the equality duty, and
- consider award criteria and contract conditions in relation to public procurement.

You can find further information about how the Council meets all of these duties in the Council's Equality and Diversity Scheme 2017-21 and Annual Review Reports. These are available on [fifeDirect.org.uk](http://fifeDirect.org.uk).

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## 1.2 Meeting our Equality Duties

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### Publishing Data

In this report we provide the information we need to publish to meet the specific duties. This information includes:

- Employee information across all the protected characteristics.
- Information about recruitment, training, dismissals, discipline and grievance.
- Information about our gender, race and pay gaps (this includes occupational segregation).

Previous reports are also available on [fifeDirect](http://fifeDirect).

The specific equality duties mean that we must provide information both as a Local Authority and as an Education Authority. Throughout this report, where appropriate, we provide two separate sets of information:

- Our whole workforce (as a Local Authority)
- Our employees who work as Teachers or one of the many other roles within our Education Services (as an Education Authority).

### Equality Outcomes

The Council's Equality and Diversity Scheme (available on [fifeDirect](http://fifeDirect)) sets out equality outcomes for 2017-21. Within the outcomes, we embedded specific workforce related actions. Setting out our workforce actions in this way means that we are 'joining up' the Council's commitment to equality and diversity as an employer and as a service provider.

Most of our workforce related actions contribute to the Council's outcome to: "work in partnership to lead improvements in equality, diversity and human rights". We said we would:

- Migrate to the new 'Disability Confident' scheme. This builds on the best practices from the 'Positive About Disabled People' model.
- Improve managers' awareness and understanding of mental wellbeing. This will help us support employees with mental health issues.
- Put in place the recommendations from the Investors in Young People (IiYP). These actions will help us attract, retain and develop young people.

We also said we would promote reporting of hate incidents experienced or witnessed by staff. This is part of the Council's outcome that: "People feel safe and supported and are able to live free from incidents motivated by hate".

Section 2 of this report provides an update about the progress we are making to achieve the actions above. We also share what else we are doing to advance equality of opportunity within our workforce.

## 2. Advancing Equality of Opportunity within Our Workforce

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### Disability Confident

The Council migrated to the new 'Disability Confident' Scheme in December 2016. Following a self-assessment in 2017 the scheme membership was extended until December 2019, building on the best practices from the 'Positive About Disabled People' model. This year HR will work with Services across the Council to renew the self-assessment.

### Healthy Working Lives

In 2018 the Council successfully retained the Healthy Working lives accreditation at gold level. One element of the award was the successful 'Mentally Healthy Workplace' assessment.

### Increasing Manager Confidence

Managers across the Council have been engaging in training which aims to improve their skills and confidence to have difficult conversations with employees. Ensuring that managers are equipped for difficult and sensitive conversations helps to create a culture where employees are confident to discuss their health issues. This in turn helps to ensure that all necessary supports are put in place to support employees with long term health conditions.

### Mental Wellbeing

Mental wellbeing is a current focus of the Council's health and wellbeing agenda. Discussion and assessment of current practice has identified key actions within this area. This includes mental health awareness training for managers (to be rolled out in 2019), development of a Mental Wellbeing policy and refreshed Return to Work documentation specifically tailored for those employees returning to work following an absence related to their mental health.

Other actions for 2019 include a network of trained individuals across the Council to act as Mental Health First Aiders who will be able to respond to mental health crises in the workplace.

### Employees Affected by Cancer

HR are currently engaging with the 'Improving the Cancer Journey' team (funded by Macmillan). Working with the team, HR are promoting the service to ensure any employee who is affected by cancer is signposted to support to help them live as well as possible. The Council has also refreshed the Return to Work documentation for those returning to work following illness related to cancer. This tailored approach helps managers to make sure that appropriate supports are put in place.

## Workforce Youth Investment

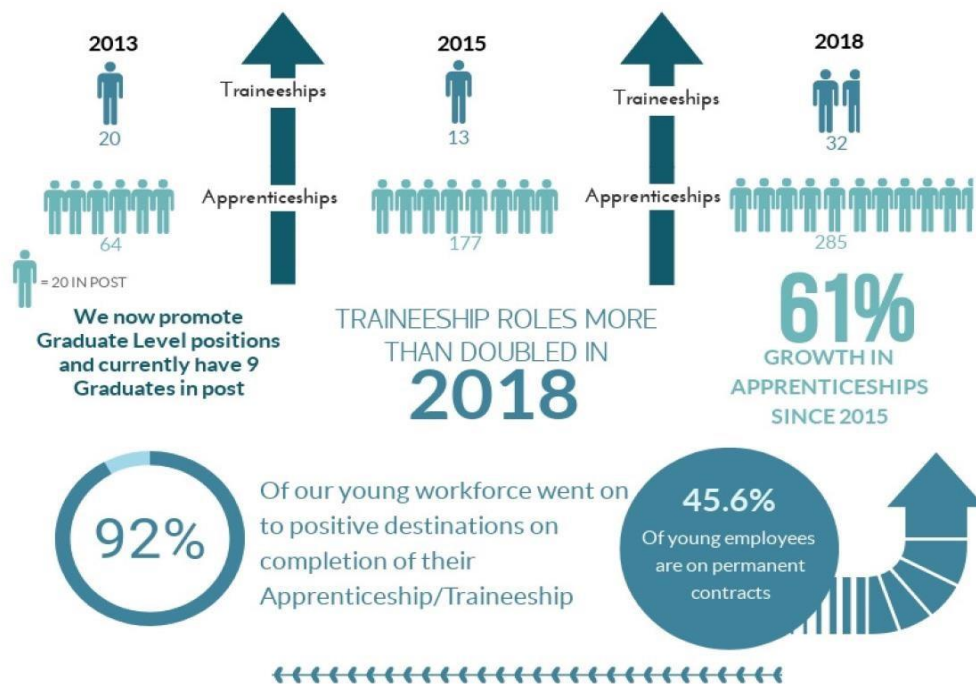
Fife Council has achieved the nationally recognised and prestigious *Investors in Young People* Gold accreditation – an achievement that represents a true commitment to the recruitment, development and retention of Scotland’s young people. Having been accredited the Silver award in 2015, by striving to be an Employer of Choice and making continuous improvements the Council reached the higher accolade of Gold.

Developed in 2014, as a result of the Wood Commission recommendations, *Investors in Young People* is a unique framework that helps organisations in Scotland recruit, develop and retain young people, supporting youth employment.

Fife Council have worked hard to invest in and inspire the young people of Fife. This has been achieved through many initiatives, for example the provision and increase in apprenticeships, traineeships and opportunities offered in the organisation for the young people of Fife. These opportunities are wide and varied from childcare, housing, IT and engineering to care, HR and customer service. Existing young employees benefit from the Mentoring Programme for Young Employees which pairs them up with experienced colleagues from another part of the organisation to further their learning and development.

Support and empowerment of young employees and the wider young people of Fife is high on the agenda and will continue to be a priority.

The infographic below summarises developments in Fife Council over the past five years:





## Family Friendly Working Scotland

In 2018 Fife Council was certified as finalist in the Scottish Top employers for Working Families Awards 2018 (Best Public Sector employer). This shows how the Council's working culture is enabling employees to have a better balance between work and home life.

## Financial Wellbeing

The Council recognise the impact that financial stress can have on employee health and well-being which in turn can also have impacts on productivity, morale and attendance. The Plan4Fife sets out Fife's ambition to lower levels of poverty which is being progressed by the Welfare Reform and Anti-Poverty Partnership. The Council's employee information pages on FifeDirect and FISH signpost employees to supports available such as CARF, credit unions and affordable lending. Other methods of communication (such as the Employee App and Employee Briefings) are also used to reach those employees who do not tend to access information through FISH.

In addition to these supports the Council is also offering an Employee Financial Wellbeing scheme to help them confidently deal with money and access fairer finance. This will be delivered by providing online advice and guidance (on areas such as understanding credit ratings, budget planning, managing debt and savings scheme), face to face online support, a freephone telephone support line, access to affordable, salary-deducted loans and introducing a saving, investing and money management offering where employees can make contributions directly from their salary.

The Council is also supporting the Improvement Service (a member of the Scotland Financial Capability Steering Group) who are looking at how local authorities can support its workforce to develop financial capability and producing guidance on promoting and supporting financial capability interventions.

## Brexit

The Council will always welcome and value employees of all nationalities as a vital part of the Council's workforce. Specific web pages for colleagues have been created on FISH/fifeDirect. These provide signposts to government information, updates, local support groups and access to the employee counselling service.

The Council has been carrying out a census of employee nationality in the run up to Brexit and this will help us communicate more easily with employees who are EU nationals. The information will also inform workforce planning and ensure that the Council meets future requirements around the right to work in the UK.

### Equally Safe

Close the Gap (Scotland's national policy and advocacy organisation working on women's labour market equality) is developing an innovative employer accreditation programme – Equally Safe at Work. This programme will focus on advancing gender equality and preventing violence against women while also supporting the implementation of Equally Safe, the joint Scottish Government/COSLA violence against women and girls strategy.

The programme is currently being piloted and Fife Council is participating in a shadow pilot group with an aim of working towards accreditation following the initial pilot. Participating in the programme will allow us to engage with Close the Gap and other Local Authorities to demonstrate Fife Council's commitment towards tackling gender inequality.

### Hate Incidents

In 2018 the Council implemented a new policy and procedure to record and respond to hate incidents reported by members of the public. Within this we signpost staff to the appropriate process should they experience or witness another member of staff experiencing a hate incident. This information is regularly monitored and will be reported annually to the appropriate Council Committee.

### 3. Our Workforce Profile

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The data in this section provides a snapshot of our workforce profile, at the following dates:

- As at 31st March 2017 (the headcount for the whole Council was 17,471 and the Education Authority was 6,616); and
- As at 31st March 2018 (the headcount for the whole Council was 17,399 and the Education Authority was 6,813).

Our employee numbers change year on year. We provide information in percentage terms where this helps us track changes in a more meaningful way.

#### Workforce Profile by Protected Characteristic

The workforce profile has remained relatively static when compared to previous years. [Table 1](#) in the Appendix shows the breakdown of the workforce across all of the protected characteristics. The following key Facts can be noted.

##### Key Facts – Workforce Profile

- The percentage of our workforce aged 24 and under continues to slightly increase and this group now represent 4.7% of our workforce.
- The age profile continues to peak between ages 40 to 59.
- The percentage of our workforce declaring a disability remains below 2%.
- The gender split has remained relatively static with females making up 72% of our workforce.
- 53% of employees are married or in a civil partnership.
- Less than 1% of our workforce are from a Black and Minority Ethnic background.
- The majority of our employees (74%) did not disclose their religion. 12% said they belong to a Christian denomination. Fewer than 1% told us they were Buddhist, Muslim, Hindu or Sikh.
- The majority of our workforce (75%) did not disclose their sexual orientation. Less than 1% said they were lesbian, gay or bisexual.
- 83% did not answer if they have changed the gender they were born with. Fewer than 1% of employees told us they had changed their gender from the one they were born with.

## 4. HR Practices

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Within this section we provide information about our HR practices. This includes information about recruitment and selection, discipline and grievance and training.

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### 4.1 Recruitment and Selection

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People apply for posts through myjobscotland, the national recruitment portal. We ask all applicants to complete an equality monitoring form. Information from the equal opportunities form is anonymised and used for monitoring only.

Separately, we ask candidates if they would like to be considered under the 'Disability Confident Scheme'. Under this scheme, we guarantee an interview for disabled candidates who meet the minimum requirements for the job.

Table 2 in the Appendix provides a breakdown of the applications received by protected characteristic. The key facts are below.

Unfortunately, our systems do not allow us to easily separate out those applicants by Education Authority. The information therefore represents applications to posts across the whole Council. Please also note that individuals are counted for each application made.

#### **Key Facts 2016/17**

- 30,190 applications were received
- 17% were aged 24 and under. 3% were aged over 60.
- 4% disclosed a disability
- 71% were female.
- Less than 1% told us they identified as transgender.
- 34% were married or in a civil partnership. 35% were single.
- 80% were White Scottish. 2% were from a BME background.
- 55% had no religion or belief. 31% told us they belonged to a Christian denomination.
- 2% told us they were lesbian, gay or bisexual.

### **Key Facts – 2017/18**

- 31,983 applications were received
- 21% of applicants were aged 24 and under. 3% of applicants were aged 60 and over.
- 4% of applicants disclosed a disability.
- 67% of applicants were female.
- Less than 1% of applicants told us that they identified as transgender.
- 33% of applicants told us they were married or in a civil partnership and 40% told us they were single.
- 82% of applicants were White Scottish. 2% of applicants were from a BME background.
- 60% of applicants told us they had no religion or belief. 28% told us they belonged to a Christian denomination.
- 2% of applicants told us they were lesbian, gay or bisexual.

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## **4.2 New Starts**

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In 2016/17 we had 1,309 new starts to the Council (480 in the Education Authority). In 2017/18 we had 1,473 new starts (358 in the Education Authority). [Table 3](#) in the Appendix shows the information declared to us by new employees.

We currently work with different systems and the data we collect at recruitment is not automatically loaded into our HR systems. This means that new employees are asked to provide this information again.

We recognise that we do have gaps in the data for our new employees and we have been trying to gather the missing data by issuing reminders to staff and being clear about how we will use the information they give us.

We are currently implementing a new HR & Payroll system which will integrate all HR processes from recruitment through to the employee leaving. Employee information will be captured in one place meaning employees only need to keep one record up to date. This will mean we will be able to obtain more accurate data in future.

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## **4.3 Part Time and Flexible Working – Whole Workforce**

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The percentage of our workforce who work part time has very slightly increased from 57% in 2015 to 59% in 2018.

[Table 4](#) in the Appendix shows the split of part-time/full-time working by the protected characteristics of age, disability, gender, race and marital status. The low

rates of disclosure for other protected characteristics mean that we do not have sufficient data to present a meaningful picture. Key Facts are provided below.

### **Key Facts**

- The breakdown of part-time and full-time employees is broadly similar across the mid-range age groups. However, younger employees are more likely to work full time and older employees are more likely to work part time.
- Disabled employees are more likely to work in full-time roles than part-time roles.
- Females are more likely to work part-time than males. However, females are still more likely to work full-time than part-time.
- Employees from BME backgrounds are found in both full-time and part-time roles.

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## **4.4 Learning and Development**

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We need to make sure that our employees have the right skills, knowledge and behaviours. Investing in learning and development is crucial to delivering effective and efficient services.

Our centrally co-ordinated corporate learning and development programme provides a range of development opportunities. This includes qualifications, skills and knowledge based learning, organisational development support, briefing sessions and online learning, delivered internally or through externally procured providers.

We currently collect equalities information relating to training separately. The disclosure rate in our training system is lower than in our payroll system. We are currently implementing a new HR & Payroll system which will integrate all HR processes, including training. This will help to improve our training equality data in the future.

Table 5 in the Appendix shows how the course applied for, approved and attended by: age, gender, disability and race. Key Facts from this information is below.

### **Key Facts – Training - 2016/17**

- 43,043 learning and development opportunities were attended.
- 50% didn't answer the question on age. However, the largest disclosure rate was within the age bands 35-44 and 45-54 (13% and 17%).
- 42% did not answer the question on gender. 46% were female and 13% were male.
- 43% did not answer the question on disability. 1.5% disclosed a disability.
- 42% did not answer the question on race. 49% were White Scottish and just under 1% were from a BME background.

### **Key Facts – Training – 2017/18**

- 38,550 learning and development opportunities were attended.
- 55% did not answer the question on age. However, the largest disclosure rate was within the age bands 35-44 and 45-54 (11% and 14%).
- 48% did not answer the question on gender. 42% were female and 10% were male.
- 49% did not answer the question on disability. 1.4% disclosed a disability.
- 48% did not answer the question on race. 43% were White Scottish and just under 1% were from a BME background.

We also provide a range of e-learning and development opportunities. However, equality monitoring information is not currently captured for those undertaking e-learning opportunities.

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## **4.5 Discipline and Grievance**

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Information presented below represents those cases escalated for HR support. Typically, these are the higher level, more complex cases. The information does not include many of the lower level cases.

Table 6 in the Appendix shows the protected characteristics of those raising a grievance and those subject to a discipline, performance or competency case. The information represents our whole workforce and key facts are presented below.

### **Key Facts – Discipline & Grievance - 2016/17**

- There were 347 discipline, grievance, performance and competency cases recorded.
- 37 of these cases (11%) related to allegations of bullying, harassment or discrimination.
- 6% were aged 24 and under.
- The majority were in the age brackets 45-49, 50-54 and 55-59 (these age groups represented 50%).
- 3% told us they had a disability.
- 46% were female, 50% were male and 4% were not recorded.
- 10% told us that they had no religion or belief and 5% were Church of Scotland. (Religion or belief was not recorded for 80%).

### **Key Facts – Discipline & Grievance – 2017/18**

- There were 213 recorded discipline, grievance, performance and competency cases.
- 8 of these cases (4%) related to allegations of bullying, harassment or discrimination.
- 4% were aged 24 and under.
- The majority were in the age brackets 45-49, 50-54 and 55-59 (these age groups represented 45%).
- 4% told us they had a disability.
- 49% were female, 47% were male and 4% were not recorded.
- 5% told us they had no religion or belief and 40% were Church of Scotland. (Religion or belief was not recorded for 51%).

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## **4.6 Leavers**

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During 2016-2017, 1,464 employees left the Council. In 2017-2018 this figure was 1,570.

Table 7 in the Appendix gives information on the reasons for leaving. We also analyse data about the protected characteristics of employees leaving.

Table 8 in the Appendix provides the breakdown of leavers by protected characteristics. Key facts are provided below.



### **Key Facts – Leavers 2016/17 and 2017/18**

- The reason for leaving was withheld for 42% of leavers in both 2016-2017 and 2017-2018.
- Under 1% of leavers were dismissed in 2016-2017 and 2018-2019.
- 34% of leavers were male. This may seem high considering that males make up 28% of our workforce and is an area we will continue to monitor.
- Under 2% of our leavers had disclosed a disability.
- Around 10% of our leavers were aged under 24. This may reflect the temporary nature of many of our trainee/apprenticeship roles. There is also evidence nationally to suggest that younger employees are more likely to change their job more often.
- Less than 1% of leavers were from a BME background.
- Just under half of all leavers were married or in a civil partnership.
- Around 80% of leavers had not answered the question about religion or belief.
- About 80% of leavers had not answered the question about sexual orientation. Less than 1% told us that they were lesbian, gay or bisexual.
- Over 85% of leavers had not answered the question about gender reassignment.

## 5. Pay Practices

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### 5.1 Gender Pay Gap and Occupational Segregation

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#### Introduction

The gender pay gap is the difference in average hourly pay between men and women. Statistics show that in Scotland women earn on average 14% less than men. The pay gap is less in the public sector where on average women earn 13% less than men (in the private sector this is 22%)<sup>1</sup>.

Close the Gap promote the gender pay gap as a key indicator of the inequalities between men and women at work. Although pay discrimination can also be a cause, having a pay gap in itself does not mean that an organisation is not compliant with the principles of equal pay.

We use the methodology recommended by Close the gap. We calculate the mean hourly pay rate for female employees and the mean hourly pay rate for male employees and then used the following formula to calculate the mean pay gap:

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

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

#### Our Gender Pay Gap

Table 8 shows our gender pay gap across 2017 and 2018 for both the whole Council and the Education Authority.

The gender pay gap ([Table 9](#)) across the whole Council has fallen to 1.63% (as at 31<sup>st</sup> March 2018) and continues to be below the Scottish Local Authority average (3.9% as at 31<sup>st</sup> March 2018).

In 2013 the Council implemented the Scottish Local Government Living Wage raising the earnings of those on the lowest grades which have significantly more women than men. Since then, the Scottish Local Government Living Wage rate has increased at a greater pace than that of other grades. This has further contributed to the closing of the pay gap.

In 2016 the Council were awarded the Scottish Living Wage Accreditation and in 2018 achieved finalist status within the Living Wage Scotland Awards (Anchor Institution Award). This recognises the Council's commitment to the Scottish Living Wage, shows how we recognise the contribution of all of our employees and how we actively encourage our supplier and contractors to pay the Scottish Living Wage through our procurement practices.

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<sup>1</sup> Close the Gap Working Paper 20, January 2019.

Within the Education Authority the gender pay gap continues to be wider than that for the whole Council (although it has fallen slightly as it was 26.9% last time it was reported in 2017 and is 26.1% as at 31<sup>st</sup> March 2018.)

The overall gender split of employees within the Education Authority is 86% female and 14% male. However, male employees tend to be focussed within the higher and teaching grades with the lower graded Single Status posts occupied by predominantly female employees. This is not unexpected given many of these posts are Pupil Support Assistants and Early Years Officers – occupations which have traditionally been perceived as female dominated.

A national recruitment campaign ‘more than just a job’ is encouraging people to consider a job in Early Learning and Childcare, promoting the opportunities for flexible working and career progression. The campaign is also focusing on improving diversity in the sector recognising that it needs to attract more new entrants from a diverse range of backgrounds including males, those aged over 25 and people from minority and ethnic backgrounds.

### Women in Senior Positions

Over the last few years we have seen an increasing number of women in the top 5% of earners. As at 31<sup>st</sup> March 2017 51.3% of those in the top 5% of earners were female and as at the 31<sup>st</sup> March 2018 this figure had increased to 54.9%. This is very slightly above the Scottish average of 54.6%. When we benchmark against neighbouring Councils we continue to believe our position is encouraging.

### Occupational Segregation

Tables 10 and 11 in the Appendix provides a breakdown of occupational segregation in terms of grades (‘vertical segregation’) and job families (‘horizontal segregation’). Key facts are highlighted below.

#### **Key Facts – Occupational Segregation - Gender**

- Encouragingly the percentage of females in our chief official grades has increased from 27.5% in 2017 to 41.9% in 2018.
- Our lowest graded posts (FC1-FC4) continue to be female dominated.
- Those areas traditionally perceived as female dominated such as administrative and care are made up of more than 90% female employees.

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## 5.2 Disability Pay Gap and Occupational Segregation

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### Introduction

In 2017 two new elements of the Public Sector Equality Duty come into force for the first time. The new duties mean that we must now include disability and race considerations alongside gender in our equal pay statement and occupational segregation information, therefore this is the second time this additional information has been published.

There is currently no specific requirement to publish pay gap information on disability, however, this was analysed to help us determine our policy statement on equal pay.

The disability pay gap is the difference in average hourly pay between people who are disabled and those who are not. We have used a similar approach to that we used to calculate the gender pay gap. However, we did not include the pay of staff who had not disclosed whether they had a disability or not.

By adding all individual employees' hourly rate of pay and dividing by the total number of employees, we calculated the mean hourly pay rate for disabled employees and the mean hourly pay rate for non-disabled employees and then used the following formula to calculate the **mean pay gap**:

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

A= mean hourly rate of pay of disabled employees  
B=mean hourly rate of pay of non-disabled employees

### Our Disability Pay Gap

Table 12 shows our disability pay gap across 2017 and 2018 for both the whole Council and the Education Authority.

These calculations show that there is a pay gap between our disabled employees and our non-disabled employees for the Whole Council. However this gap has reduced from 13.8% in 2016 to 10% in 2018.

There is a pay gap in our Education Authority in favour of disabled staff, where on average disabled staff earn more than non-disabled staff.

However, it is important to remember that from anecdotal evidence it is likely that the number of our employees with a disability is higher than the number who have disclosed a disability. We must therefore be careful about drawing conclusions from a limited data set. We will continue to encourage employees to disclose this information.

## Occupational Segregation

Tables 13 and 14 in the Appendix provides a breakdown of occupational segregation in terms of grades ('vertical segregation') and job families ('horizontal segregation'). Key facts are highlighted below.

### **Key Facts – Occupational Segregation - Disability**

- The number of staff who have declared a disability for the Whole Council is fairly evenly spread across the pay grades, apart from Modern Apprentice and Chief Official where no staff have declared a disability.
- In our Education Authority, for 2018, staff who have declared a disability are concentrated in SJC FC9 and Teaching grades. This has been a shift from 2017, where there was a more even dispersion across the grades.
- The percentage of our employees in the Whole Council is highest, at 3%, in the Admin & Clerical job family. In our Education Authority the number of staff who have declared a disability is highest in the Professional job family (2%).
- Please note however that given the relatively low number of employees declaring a disability we must be careful about drawing conclusions from the data.

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## 5.3 Race Pay Gap and Occupational Segregation

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### Introduction

The new elements of the Public Sector Equality Duty also require us to include race in our equal pay statement and examine occupational segregation on the basis of race and this is our second time reporting on race.

There is currently no specific requirement to publish pay gap information on race, however, this was analysed to help us determine our policy statement on equal pay. We have therefore included the results of this analysis below.

The race pay gap is the difference in average hourly pay between people who fall into a minority racial group and those that do not. Here we present the overall pay gap, that is the average hourly pay of white employees compared to the average pay of employees from a BME background.

We have used a similar approach to that we use to calculate the gender pay gap. We did not include the pay of staff who had not disclosed their race.

We firstly calculated the mean hourly pay rate for employees from a BME background and the mean hourly pay rate for white employees and then used the following formula to calculate the mean pay gap.

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

A= mean hourly rate of pay of white minority employees  
B=mean hourly rate of pay of white employees

The overall race pay gap is used to demonstrate any inequality for employees from a BME background, however can disguise any inequality for white minority ethnic staff. As recommended by the Coalition for Racial Equality and Rights (CRER)<sup>2</sup>, we also calculated the “white minority ethnic pay gap” and the “non-white minority ethnic pay gap”. This ensures that potential differences in the inequalities between white minority ethnic groups and non-white minority ethnic groups are considered.

### Our Race Pay Gaps

Table 15 shows our race pay gaps across 2017 and 2018 for both the whole Council and the Education Authority.

The “white minority ethnic pay gap” demonstrates any inequality for white minority ethnic staff. It is the difference in average hourly pay between white Scottish and white other British employees when compared to white ethnic minority employees.

As at 2018 our white minority ethnic mean pay gap was -15.79%. This tells us that on average white minority ethnic employees earn more than white Scottish and white other British employees.

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<sup>2</sup> Equal Pay Duties – Race and Disability, Coalition for Racial Equality and Rights (2016)

The mean “non-white minority ethnic pay gap” is the difference in average hourly pay between white Scottish and white British employees and employees from a BME background. The mean “non-white minority ethnic pay gap” was -2.18%. This tells us that on average employees from a BME background earn more than white Scottish and white British employees.

### Occupational Segregation

Tables 16 and 17 in the Appendix provides a breakdown of occupational segregation in terms of grades (‘vertical segregation’) and job families (‘horizontal segregation’). Key facts are highlighted below.

Given that less than 1% of our workforce overall are from a BME background the information within the occupational segregation data does not seem disproportionate. However, we do know that 22% of our workforce did not tell us their race and therefore we must be careful not to draw conclusions based on a limited set of data. We will continue to encourage disclosure of this information.

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## 5.4 Equal Pay Statement

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In 2017 the Council set out their Equal Pay Statement for 2017-21:

### **Equal Pay Statement 2017-21**

Fife Council is committed to providing equality of opportunity in employment. We aim to ensure a fair, open and transparent approach to the determination of pay and conditions of employment which does not discriminate unlawfully and is free from bias across all of the protected characteristics including gender, race and disability.

We believe that all employees should receive equal pay for the same or broadly similar work, for work rated as equivalent, or for work of equal value.

We will:

- Use a robust framework of job evaluation which allows an objective and reliable measure of the size and relative worth of each job. The framework is underpinned by equal opportunities practice ensuring that there is no bias related to any of the protected characteristics.
- Ensure that all those involved in decisions about pay and benefits are appropriately trained.
- Develop a mechanism which allows employees to appeal against job evaluation outcomes.
- Monitor pay statistics regularly.
- Consider the impact of pay practices on the roles, levels and distribution across the Council on the basis of sex, disability and race. We will do this by monitoring areas of occupational segregation of these characteristics.
- Assess and review the findings of monitoring activities and take action where necessary.
- Continue to work in partnership with the recognised Trade Unions on equal pay and equalities in employment.
- Inform employees of how our pay practices work and how their own pay is determined.
- Respond appropriately to all enquiries concerning fairness in pay.

We believe that the actions set out above will help ensure we avoid unfair discrimination and reward, in a fair and transparent way, the skills, experience and potential of all employees.



## 6. Conclusion

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The Council's Equality and Diversity Scheme (available on fifeDirect) sets out equality outcomes for 2017-21. Within the outcomes, we embedded specific workforce related actions to 'join up' the Council's commitment to equality and diversity as an employer and as a service provider.

We said we would:

- Migrate to the new 'Disability Confident' scheme. This builds on the best practices from the 'Positive About Disabled People' model.
- Improve managers' awareness and understanding of mental wellbeing. This will help us support employees with mental health issues.
- Put in place the recommendations from the Investors in Young People (IiYP). These actions will help us attract, retain and develop young people.
- Promote reporting of hate incidents experienced or witnessed by staff. This is part of the Council's outcome that: "People feel safe and supported and are able to live free from incidents motivated by hate".?

Many of these areas of work are now mainstreamed as part of the good practice we demonstrate as an equal opportunities employer. A summary of the progress to achieve the actions above is outlined below:

- The Council migrated to the new 'Disability Confident' Scheme in December 2016. Scheme membership was extended until December 2019, and this year HR will work with Services across the Council to renew the self-assessment.
- In 2018 the Council successfully retained the Healthy Working lives accreditation at gold level which includes the successful 'Mentally Healthy Workplace' assessment. In addition, mental wellbeing is a current focus of the Council's health and wellbeing agenda. The key actions identified include mental health awareness training for managers, development of a Mental Wellbeing policy, training a network of Mental Health First Aiders and refreshed Return to Work documentation tailored for those employees returning to work following an absence related to their mental health.
- Having been accredited the Silver award in 2015, Fife Council has achieved the nationally recognised and prestigious *Investors in Young People* Gold accreditation – an achievement that represents the Council's true commitment to the recruitment, development and retention of Scotland's young people.
- The Council implemented a new policy and procedure for reporting and responding to hate incidents reported by members of the public.

In addition, the Council have made significant progress in relation to:

- Increasing manager confidence to have difficult conversations about health issues
- Tailored Return to Work documentation for employees returning to work following absences related to mental health and illnesses related to cancer.

- Recognising the working culture to enable employees to have a better balance between work and home life.
- Supporting the financial wellbeing of employees.
- Supporting employees affected by Brexit.
- Equally Safe at Work – a programme to advance gender equality and prevent violence against women.

In terms of our reporting on workforce profile data, HR practices and pay practices, we recognise that we do have some gaps in the data and we have been trying to gather missing data by issuing reminders to staff and being clear about how we will use the information they give us. We are currently implementing a new HR, payroll and procurement system which will integrate all HR processes from recruitment through to the employee leaving. Employee information will be captured in one place meaning employees only need to keep one record up to date. This will improve future reporting.

## Appendix – Data Tables

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<b>Table 1: Workforce Profile</b>				
	<b>Whole Council</b>		<b>Education Authority</b>	
	<b>2017</b>	<b>2018</b>	<b>2017</b>	<b>2018</b>
<b>Age</b>				
<b>Under 18</b>	0.15%	0.11%	0.02%	0.03%
<b>18-24</b>	4.20%	4.63%	4.22%	5.11%
<b>25-29</b>	6.77%	6.85%	8.36%	8.65%
<b>30-34</b>	8.96%	8.89%	11.62%	11.40%
<b>35-39</b>	10.53%	10.90%	12.47%	13.21%
<b>40-44</b>	11.65%	11.32%	13.09%	12.43%
<b>45-49</b>	15.84%	14.94%	15.15%	14.87%
<b>50-54</b>	17.12%	17.03%	15.36%	14.80%
<b>55-59</b>	14.82%	14.83%	12.98%	12.48%
<b>60-64</b>	8.14%	8.63%	5.76%	5.89%
<b>65-69</b>	1.37%	1.35%	0.67%	0.81%
<b>70-74</b>	0.38%	0.43%	0.23%	0.26%
<b>75-79</b>	0.09%	0.08%	0.09%	0.07%
<b>&gt;80</b>	0.00%	0.00%	0.00%	0.00%
<b>Ethnicity</b>				
<b>BME</b>	0.77%	0.76%	0.56%	0.56%
<b>White - Other</b>	8.02%	7.54%	9.89%	8.98%
<b>White - Scottish</b>	72.74%	69.50%	68.80%	65.08%
<b>Not disclosed</b>	18.47%	22.20%	20.75%	25.38%
<b>Disability</b>				
<b>Disabled</b>	1.80%	1.73%	1.00%	1.00%
<b>Non-disabled</b>	84.40%	79.73%	83.27%	77.47%
<b>Not disclosed</b>	13.81%	18.54%	15.73%	21.53%
<b>Gender (Sex)</b>				
<b>Female</b>	71.98%	72.09%	85.99%	85.78%
<b>Male</b>	28.02%	27.91%	14.01%	14.22%
<b>Gender Identity – Have you ever identified as transgender?</b>				
<b>No</b>	17.22%	17.16%	9.51%	9.31%
<b>Yes</b>	0.02%	0.02%	0.00%	0.00%
<b>Not disclosed</b>	82.76%	82.82%	90.49%	90.69%
<b>Marriage and Civil Partnership</b>				
<b>Married or in a Civil Partnership</b>	54.83%	52.47%	59.63%	56.36%
<b>Single</b>	24.41%	22.37%	21.15%	19.07%
<b>Living with Partner</b>	8.28%	8.05%	6.12%	5.92%
<b>Divorced or Separated</b>	4.36%	4.47%	3.84%	3.93%
<b>Not disclosed</b>	7.34%	0.79%	8.56%	14.03%
<b>Widowed</b>	0.78%	11.85%	0.70%	0.69%

<b>Table 1: Workforce Profile</b>				
	<b>Whole Council</b>		<b>Education Authority</b>	
	<b>2017</b>	<b>2018</b>	<b>2017</b>	<b>2018</b>
<b>Religion or Belief</b>				
<b>None</b>	13.11%	13.85%	7.69%	8.51%
<b>Church of Scotland</b>	7.46%	7.53%	5.68%	6.02%
<b>Roman Catholic</b>	2.67%	2.83%	2.46%	2.82%
<b>Other Christian</b>	1.39%	1.58%	1.45%	1.79%
<b>Other Buddhist/ Pagan/ Muslim/ Hindu/ Jewish/ Sikh</b>	0.65%	0.72%	0.38%	0.38%
<b>Not disclosed</b>	74.72%	73.49%	82.34%	80.48%
<b>Sexual Orientation</b>				
<b>Bisexual</b>	0.05%	0.09%	0.02%	0.10%
<b>Gay/ Lesbian</b>	0.28%	0.33%	0.18%	0.22%
<b>Heterosexual/ straight</b>	23.58%	24.63%	15.80%	17.29%
<b>Not disclosed</b>	76.01%	74.90%	83.94%	82.35%
<b>Other</b>	0.08%	0.05%	0.06%	0.04%

Pregnancy and maternity are also a protected characteristic. We record the number of our employees taking maternity leave and this data tells us that:

- During 2016-2017, 409 of our employees for the **Whole Council** started a period of maternity leave.
- During 2017-2018, 362 of our employees for the **Whole Council** started a period of maternity leave.
- During 2016-2017 206 employees in our **Education Authority** started a period of maternity leave.
- During 2017-2018, 198 employees in our **Education Authority** started a period of maternity leave.

Table 2: Recruitment Data		
	2016/17	2017/18
<b>Age</b>		
<b>Under 18</b>	0.4%	1.4%
<b>18-24</b>	16.4%	19.6%
<b>25-29</b>	14.0%	13.2%
<b>30-34</b>	12.5%	12.2%
<b>35-39</b>	12.2%	12.3%
<b>40-44</b>	9.9%	9.7%
<b>45-49</b>	10.5%	9.8%
<b>50-54</b>	8.4%	7.8%
<b>55-59</b>	6.9%	7.0%
<b>60-64</b>	2.8%	3.0%
<b>65-69</b>	0.2%	0.3%
<b>70-74</b>	0.0%	0.1%
<b>Not Disclosed</b>	5.8%	3.6%
<b>Disability</b>		
<b>Disabled</b>	3.8%	4.2%
<b>Non-disabled</b>	90.1%	91.8%
<b>Not disclosed</b>	6.2%	4.0%
<b>Gender (Sex)</b>		
<b>Male</b>	23.9%	29.6%
<b>Female</b>	71.2%	67.1%
<b>Not disclosed</b>	5.0%	3.3%
<b>Gender Reassignment</b>		
<b>No</b>	94.3%	95.9%
<b>Yes</b>	0.1%	0.1%
<b>Not disclosed</b>	5.6%	4.0%
<b>Marriage or Civil Partnership</b>		
<b>Married or in a Civil Partnership</b>	34.2%	32.6%
<b>Single</b>	35.4%	39.8%
<b>Living with Partner</b>	15.6%	14.9%

Table 2: Recruitment Data		
	2016/17	2017/18
<b>Divorced or Separated</b>	8.2%	7.7%
<b>Widowed</b>	0.8%	0.8%
<b>Not disclosed</b>	5.8%	4.2%
<b>Race (Ethnicity)</b>		
<b>BME</b>	2.1%	2.2%
<b>White - Other</b>	11.8%	11.3%
<b>White - Scottish</b>	80.2%	82.2%
<b>Not disclosed</b>	6.0%	4.3%
<b>Religion or Belief</b>		
<b>None</b>	55.0%	59.6%
<b>Church of Scotland</b>	17.2%	14.5%
<b>Roman Catholic</b>	7.8%	7.9%
<b>Other Christian</b>	6.2%	6.0%
<b>Other Buddhist/ Pagan/ Muslim/ Hindu/ Jewish/ Sikh</b>	2.6%	2.3%
<b>Not disclosed</b>	11.3%	9.8%
<b>Sexual Orientation</b>		
<b>Bisexual</b>	0.8%	0.6%
<b>Gay/ Lesbian</b>	1.3%	1.2%
<b>Heterosexual/ straight</b>	89.6%	91.4%
<b>Other</b>	0.2%	0.4%
<b>Not disclosed</b>	8.1%	6.4%

<b>Table 3: New Starts</b>				
	<b>Whole Council</b>		<b>Education Authority</b>	
	<b>2016/17</b>	<b>2017/18</b>	<b>2016/17</b>	<b>2018/19</b>
<b>Age</b>				
<b>Under 18</b>	<b>1.5%</b>	<b>0.7%</b>	0.6%	0.0%
<b>18-24</b>	<b>22.9%</b>	<b>23.6%</b>	27.7%	33.5%
<b>25-29</b>	<b>17.5%</b>	<b>15.9%</b>	20.6%	17.6%
<b>30-34</b>	<b>13.2%</b>	<b>14.2%</b>	16.0%	13.7%
<b>35-39</b>	<b>8.3%</b>	<b>11.2%</b>	9.8%	13.1%
<b>40-44</b>	<b>11.3%</b>	<b>9.2%</b>	9.6%	10.3%
<b>45-49</b>	<b>8.3%</b>	<b>8.5%</b>	7.1%	6.7%
<b>50-54</b>	<b>8.2%</b>	<b>7.3%</b>	4.4%	3.1%
<b>55-59</b>	<b>4.9%</b>	<b>6.0%</b>	1.9%	1.4%
<b>60-64</b>	<b>3.4%</b>	<b>3.0%</b>	1.9%	0.6%
<b>65-69</b>	<b>0.5%</b>	<b>0.5%</b>	0.4%	0.0%
<b>70-74</b>	<b>0.0%</b>	<b>0.0%</b>	0.0%	0.0%
<b>75-79</b>	<b>0.0%</b>	<b>0.0%</b>	0.0%	0.0%
<b>&gt;80</b>	<b>0.0%</b>	<b>0.0%</b>	0.0%	0.0%
<b>Ethnicity</b>				
<b>BME</b>	<b>0.2%</b>	<b>0.3%</b>	0.2%	0.0%
<b>White - Other</b>	<b>1.6%</b>	<b>2.6%</b>	1.7%	2.0%
<b>White - Scottish</b>	<b>14.6%</b>	<b>13.7%</b>	10.2%	13.7%
<b>Not disclosed</b>	<b>83.4%</b>	<b>83.4%</b>	87.9%	84.4%
<b>Disability</b>				
<b>Disabled</b>	<b>0.5%</b>	<b>0.3%</b>	0.4%	0.3%
<b>Non-disabled</b>	<b>13.1%</b>	<b>13.0%</b>	10.0%	10.6%
<b>Not disclosed</b>	<b>86.4%</b>	<b>86.6%</b>	89.6%	89.1%
<b>Gender (Sex)</b>				
<b>Female</b>	<b>66.4%</b>	<b>65.0%</b>	84.2%	90.2%
<b>Male</b>	<b>33.6%</b>	<b>35.0%</b>	15.8%	9.8%
<b>Gender Identity – Have you ever identified as transgender?</b>				
<b>No</b>	<b>5.1%</b>	<b>5.9%</b>	2.9%	2.5%
<b>Yes</b>	<b>0.0%</b>	<b>0.0%</b>	0.0%	0.0%
<b>Not disclosed</b>	<b>94.9%</b>	<b>94.1%</b>	97.1%	97.5%
<b>Marriage and Civil Partnership</b>				
<b>Married or in a Civil Partnership</b>	<b>14.6%</b>	<b>9.4%</b>	9.0%	9.8%
<b>Single</b>	<b>10.7%</b>	<b>5.2%</b>	6.7%	3.6%
<b>Living with Partner</b>	<b>6.4%</b>	<b>4.3%</b>	5.2%	4.8%
<b>Divorced or Separated</b>	<b>0.8%</b>	<b>2.0%</b>	0.6%	2.0%
<b>Not disclosed</b>	<b>67.3%</b>	<b>79.0%</b>	78.4%	79.6%
<b>Widowed</b>	<b>0.2%</b>	<b>0.1%</b>	0.0%	0.3%

<b>Table 3: New Starts</b>				
	<b>Whole Council</b>		<b>Education Authority</b>	
	<b>2016/17</b>	<b>2017/18</b>	<b>2016/17</b>	<b>2018/19</b>
<b>Religion or Belief</b>				
<b>None</b>	<b>7.7%</b>	<b>9.1%</b>	5.6%	8.4%
<b>Church of Scotland</b>	<b>2.1%</b>	<b>2.3%</b>	1.7%	2.5%
<b>Roman Catholic</b>	<b>1.1%</b>	<b>1.7%</b>	1.7%	1.4%
<b>Other Christian</b>	<b>0.6%</b>	<b>1.4%</b>	1.0%	1.1%
<b>Other Buddhist/ Pagan/ Muslim/ Hindu/ Jewish/ Sikh</b>	<b>0.2%</b>	<b>0.5%</b>	0.0%	0.6%
<b>Not disclosed</b>	<b>88.3%</b>	<b>85.0%</b>	90.0%	86.0%
<b>Sexual Orientation</b>				
<b>Bisexual</b>	<b>0.1%</b>	<b>0.3%</b>	0.0%	0.6%
<b>Gay/ Lesbian</b>	<b>0.2%</b>	<b>0.8%</b>	0.2%	0.6%
<b>Heterosexual/ straight</b>	<b>11.2%</b>	<b>13.9%</b>	10.2%	12.9%
<b>Not disclosed / Not Known</b>	<b>88.5%</b>	<b>85.0%</b>	89.4%	86.0%
<b>Other</b>	<b>0.1%</b>	<b>0.0%</b>	0.2%	0.0%



<b>Table 4: Part Time Working</b>								
	<b>Whole Council</b>				<b>Education Authority</b>			
	<b>2017</b>		<b>2018</b>		<b>2017</b>		<b>2018</b>	
	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>
<b>Overall</b>	<b>58%</b>	<b>42%</b>	<b>58%</b>	<b>42%</b>	<b>59%</b>	<b>41%</b>	<b>60%</b>	<b>40%</b>
<b>Age</b>								
<b>Under 18</b>	<b>59%</b>	<b>41%</b>	<b>44%</b>	<b>56%</b>	<b>100%</b>	<b>0%</b>	<b>100%</b>	<b>0%</b>
<b>18-24</b>	<b>71%</b>	<b>29%</b>	<b>0%</b>	<b>100%</b>	<b>75%</b>	<b>25%</b>	<b>77%</b>	<b>23%</b>
<b>25-29</b>	<b>72%</b>	<b>28%</b>	<b>72%</b>	<b>28%</b>	<b>82%</b>	<b>18%</b>	<b>82%</b>	<b>18%</b>
<b>30-34</b>	<b>65%</b>	<b>35%</b>	<b>73%</b>	<b>27%</b>	<b>71%</b>	<b>29%</b>	<b>69%</b>	<b>31%</b>
<b>35-39</b>	<b>59%</b>	<b>41%</b>	<b>65%</b>	<b>35%</b>	<b>60%</b>	<b>40%</b>	<b>60%</b>	<b>40%</b>
<b>40-44</b>	<b>58%</b>	<b>41%</b>	<b>59%</b>	<b>41%</b>	<b>57%</b>	<b>43%</b>	<b>60%</b>	<b>40%</b>
<b>45-49</b>	<b>60%</b>	<b>40%</b>	<b>59%</b>	<b>41%</b>	<b>55%</b>	<b>45%</b>	<b>58%</b>	<b>42%</b>
<b>50-54</b>	<b>58%</b>	<b>42%</b>	<b>61%</b>	<b>39%</b>	<b>55%</b>	<b>45%</b>	<b>56%</b>	<b>44%</b>
<b>55-59</b>	<b>55%</b>	<b>45%</b>	<b>59%</b>	<b>41%</b>	<b>53%</b>	<b>47%</b>	<b>52%</b>	<b>48%</b>
<b>60-64</b>	<b>44%</b>	<b>56%</b>	<b>53%</b>	<b>47%</b>	<b>39%</b>	<b>61%</b>	<b>39%</b>	<b>61%</b>
<b>65-69</b>	<b>28%</b>	<b>72%</b>	<b>43%</b>	<b>57%</b>	<b>25%</b>	<b>75%</b>	<b>36%</b>	<b>64%</b>
<b>70-74</b>	<b>8%</b>	<b>92%</b>	<b>31%</b>	<b>69%</b>	<b>7%</b>	<b>93%</b>	<b>6%</b>	<b>94%</b>
<b>75-79</b>	<b>0%</b>	<b>100%</b>	<b>9%</b>	<b>91%</b>	<b>0%</b>	<b>100%</b>	<b>20%</b>	<b>80%</b>
<b>&gt;80</b>	<b>0%</b>	<b>100%</b>	<b>7%</b>	<b>93%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>
<b>Ethnicity</b>								
<b>BME</b>	<b>57%</b>	<b>43%</b>	<b>55%</b>	<b>45%</b>	<b>70%</b>	<b>30%</b>	<b>68%</b>	<b>32%</b>
<b>White - Other</b>	<b>60%</b>	<b>40%</b>	<b>59%</b>	<b>41%</b>	<b>58%</b>	<b>42%</b>	<b>60%</b>	<b>40%</b>
<b>White - Scottish</b>	<b>59%</b>	<b>41%</b>	<b>59%</b>	<b>41%</b>	<b>58%</b>	<b>42%</b>	<b>58%</b>	<b>42%</b>
<b>Not disclosed</b>	<b>55%</b>	<b>45%</b>	<b>56%</b>	<b>44%</b>	<b>66%</b>	<b>34%</b>	<b>66%</b>	<b>34%</b>
<b>Disability</b>								
<b>Disabled</b>	<b>63%</b>	<b>37%</b>	<b>65%</b>	<b>35%</b>	<b>65%</b>	<b>35%</b>	<b>58%</b>	<b>42%</b>
<b>Non-disabled</b>	<b>58%</b>	<b>42%</b>	<b>58%</b>	<b>42%</b>	<b>57%</b>	<b>43%</b>	<b>57%</b>	<b>43%</b>
<b>Not disclosed</b>	<b>60%</b>	<b>40%</b>	<b>69%</b>	<b>31%</b>	<b>70%</b>	<b>30%</b>	<b>69%</b>	<b>31%</b>
<b>Gender (Sex)</b>								
<b>Female</b>	<b>48%</b>	<b>52%</b>	<b>48%</b>	<b>52%</b>	<b>50%</b>	<b>50%</b>	<b>56%</b>	<b>44%</b>
<b>Male</b>	<b>85%</b>	<b>15%</b>	<b>85%</b>	<b>15%</b>	<b>85%</b>	<b>15%</b>	<b>87%</b>	<b>13%</b>

**Table 5: Training**

	2016/17			2017/18		
	Applied	Approved	Attended	Applied	Approved	Attended
<b>Age</b>						
<b>18 or under</b>	<b>0.5%</b>	<b>0.5%</b>	<b>0.5%</b>	0.4%	0.4%	0.4%
<b>19-24</b>	<b>2.9%</b>	<b>2.8%</b>	<b>2.9%</b>	3.0%	3.0%	3.0%
<b>25-34</b>	<b>9.8%</b>	<b>9.6%</b>	<b>9.3%</b>	9.2%	9.1%	8.3%
<b>35-44</b>	<b>13.2%</b>	<b>13.1%</b>	<b>12.6%</b>	12.3%	12.0%	11.4%
<b>45-54</b>	<b>17.3%</b>	<b>17.1%</b>	<b>16.6%</b>	14.8%	14.6%	14.0%
<b>55-64</b>	<b>7.8%</b>	<b>7.8%</b>	<b>7.8%</b>	7.6%	7.5%	7.4%
<b>65-74</b>	<b>0.3%</b>	<b>0.3%</b>	<b>0.3%</b>	0.3%	0.3%	0.3%
<b>75 or over</b>	<b>0.1%</b>	<b>0.1%</b>	<b>0.1%</b>	0.1%	0.1%	0.1%
<b>Not disclosed</b>	<b>48.3%</b>	<b>48.8%</b>	<b>50.2%</b>	52.3%	53.0%	55.3%
<b>Gender</b>						
<b>Female</b>	<b>48.3%</b>	<b>47.5%</b>	<b>45.8%</b>	45.1%	44.2%	41.5%
<b>Male</b>	<b>12.6%</b>	<b>12.7%</b>	<b>12.6%</b>	10.4%	10.4%	10.2%
<b>Not disclosed</b>	<b>39.1%</b>	<b>39.8%</b>	<b>41.6%</b>	44.6%	45.4%	48.3%
<b>Disability</b>						
<b>Disabled</b>	<b>1.7%</b>	<b>1.6%</b>	<b>1.5%</b>	1.5%	1.5%	1.4%
<b>Non-disabled</b>	<b>57.7%</b>	<b>57.1%</b>	<b>55.5%</b>	52.8%	52.0%	49.3%
<b>Not disclosed</b>	<b>40.7%</b>	<b>41.3%</b>	<b>43.0%</b>	45.7%	46.5%	49.3%
<b>Ethnicity</b>						
<b>BME</b>	<b>0.9%</b>	<b>0.9%</b>	<b>0.9%</b>	0.8%	0.8%	0.7%
<b>White - Other</b>	<b>9.5%</b>	<b>9.3%</b>	<b>9.1%</b>	8.9%	8.8%	8.4%
<b>White - Scottish</b>	<b>50.5%</b>	<b>50.0%</b>	<b>48.5%</b>	45.7%	45.0%	42.7%
<b>Not disclosed</b>	<b>39.2%</b>	<b>39.8%</b>	<b>41.6%</b>	44.5%	45.4%	48.2%

Table 6: Discipline, Grievance and Performance Cases		
	2016 /17	2017 /18
<b>Age</b>		
Under 18	0%	0%
18-24	6%	4%
25-29	5%	4%
30-34	8%	8%
35-39	9%	10%
40-44	9%	10%
45-49	15%	18%
50-54	23%	16%
55-59	12%	11%
60-64	6%	7%
65-69	1%	0%
70-74	0%	0%
75-79	0%	0%
Not Known	5%	10%
<b>Disability</b>		
Disabled	3%	4%
Non-disabled	81%	75%
Prefer not to say/ Not disclosed	16%	21%
<b>Gender</b>		
Male	50%	47%
Female	46%	49%
Not Known	4%	4%
<b>Gender Identity – Have you ever identified as transgender?</b>		
No	14%	13%
Yes	0%	0%
Prefer not to say/ Not disclosed	86%	87%
<b>Marital Status</b>		
Married or in a Civil Partnership	41%	37%
Single	28%	30%

Table 6: Discipline, Grievance and Performance Cases		
	2016 /17	2017 /18
Living with Partner	9%	13%
Divorced or Separated	5%	2%
Prefer not to say/ Not disclosed	17%	17%
Widowed	1%	1%
<b>Race</b>		
BME	1%	1%
White - Other	10%	6%
White - Scottish	66%	72%
Prefer not to say/ Not disclosed	23%	21%
<b>Religion or Belief</b>		
None	10%	5%
Church of Scotland	5%	40%
Roam Catholic	3%	2%
Other Christian	1%	0%
Other Buddhist/ Pagan/ Muslim/ Hindu/ Jewish/ Sikh	0%	0%
Prefer not to say/ Not disclosed	80%	51%
<b>Sexual Orientation</b>		
Bisexual	0%	0%
Gay/ Lesbian	0%	0%
Heterosexual/ straight	23%	17%
Prefer not to say/Not disclosed	70%	83%
Other	7%	0%

<b>Table 7: Reasons for Leaving</b>			
<b>Reason for Leaving</b>	<b>Number of Leavers in 2016-2017</b>		<b>Number of Leavers in 2017-2018</b>
Career Break		1	2
Death in Service		21	21
Dismissal		13	15
End of casual/supply work		0	3
End of temporary/fixed term contract		189	203
Ill health		2	124
Other Employment		133	48
Personal Reasons		62	14
Redundancy		95	156
Retirement		327	313
Transfer (Internal moves)		1	2
Reason has been withheld		620	662
TUPE Transfer		0	7

<b>Table 8: Profile of Leavers</b>				
	<b>Whole Council</b>		<b>Education Authority</b>	
	<b>2016/17</b>	<b>2017/18</b>	<b>2016/17</b>	<b>2017/18</b>
<b>Age</b>				
<b>Under 18</b>	<b>0.3%</b>	<b>0.1%</b>	0.2%	0.0%
<b>18-24</b>	<b>10.0%</b>	<b>8.9%</b>	6.3%	7.3%
<b>25-29</b>	<b>11.3%</b>	<b>9.7%</b>	14.9%	12.1%
<b>30-34</b>	<b>8.8%</b>	<b>8.3%</b>	11.2%	12.5%
<b>35-39</b>	<b>6.5%</b>	<b>7.8%</b>	6.9%	8.3%
<b>40-44</b>	<b>7.1%</b>	<b>6.6%</b>	6.7%	8.3%
<b>45-49</b>	<b>6.8%</b>	<b>7.9%</b>	5.4%	7.3%
<b>50-54</b>	<b>8.3%</b>	<b>9.1%</b>	4.8%	6.7%
<b>55-59</b>	<b>12.4%</b>	<b>14.1%</b>	13.8%	12.9%
<b>60-64</b>	<b>18.9%</b>	<b>19.4%</b>	24.2%	20.0%
<b>65-69</b>	<b>9.0%</b>	<b>6.6%</b>	5.4%	4.0%
<b>70-74</b>	<b>0.5%</b>	<b>0.9%</b>	0.2%	0.2%
<b>75-79</b>	<b>0.1%</b>	<b>0.5%</b>	0.0%	0.6%
<b>&gt;80</b>	<b>0.0%</b>	<b>0.1%</b>	0.0%	0.0%
<b>Ethnicity</b>				
<b>BME</b>	<b>0.8%</b>	<b>0.8%</b>	0.2%	0.6%
<b>White - Other</b>	<b>7.5%</b>	<b>8.2%</b>	9.5%	10.3%
<b>White - Scottish</b>	<b>59.5%</b>	<b>56.7%</b>	59.6%	54.6%
<b>Not disclosed</b>	<b>32.2%</b>	<b>34.3%</b>	30.7%	34.5%

<b>Disability</b>				
<b>Disabled</b>	<b>1.8%</b>	<b>1.9%</b>	<b>1.5%</b>	<b>1.2%</b>
<b>Non-disabled</b>	<b>68.4%</b>	<b>66.5%</b>	<b>73.2%</b>	<b>67.5%</b>
<b>Not disclosed</b>	<b>29.8%</b>	<b>31.6%</b>	<b>25.3%</b>	<b>31.3%</b>
<b>Gender (Sex)</b>				
<b>Female</b>	<b>63.0%</b>	<b>66.1%</b>	<b>81.0%</b>	<b>82.9%</b>
<b>Male</b>	<b>37.0%</b>	<b>33.9%</b>	<b>18.0%</b>	<b>17.1%</b>
<b>Gender Identity – Have you ever identified as transgender?</b>				
<b>No</b>	<b>14.3%</b>	<b>17.0%</b>	<b>7.3%</b>	<b>10.1%</b>
<b>Yes</b>	<b>0.07%</b>	<b>0.00%</b>	<b>0.0%</b>	<b>0.0%</b>
<b>Not disclosed</b>	<b>85.6%</b>	<b>83.0%</b>	<b>92.7%</b>	<b>89.9%</b>
<b>Marriage and Civil Partnership</b>				
<b>Married or in a Civil Partnership</b>	<b>47.0%</b>	<b>43.8%</b>	<b>52.7%</b>	<b>47.8%</b>
<b>Single</b>	<b>27.0%</b>	<b>18.4%</b>	<b>29.4%</b>	<b>17.5%</b>
<b>Living with Partner</b>	<b>8.8%</b>	<b>6.7%</b>	<b>6.9%</b>	<b>4.0%</b>
<b>Divorced or Separated</b>	<b>3.6%</b>	<b>5.1%</b>	<b>2.8%</b>	<b>5.0%</b>
<b>Not disclosed</b>	<b>12.5%</b>	<b>24.7%</b>	<b>7.8%</b>	<b>24.2%</b>
<b>Widowed</b>	<b>1.2%</b>	<b>1.3%</b>	<b>0.4%</b>	<b>1.4%</b>
<b>Religion or Belief</b>				
<b>None</b>	<b>9.08%</b>	<b>11.97%</b>	<b>6.70%</b>	<b>7.26%</b>
<b>Church of Scotland</b>	<b>7.38%</b>	<b>7.77%</b>	<b>4.32%</b>	<b>5.85%</b>
<b>Roman Catholic</b>	<b>1.23%</b>	<b>2.29%</b>	<b>1.30%</b>	<b>2.22%</b>
<b>Other Christian</b>	<b>1.64%</b>	<b>1.59%</b>	<b>1.51%</b>	<b>1.61%</b>
<b>Other Buddhist/ Pagan/ Muslim/ Hindu/ Jewish/ Sikh</b>	<b>0.48%</b>	<b>0.38%</b>	<b>0.22%</b>	<b>0.40%</b>
<b>Not disclosed</b>	<b>80.19%</b>	<b>75.99%</b>	<b>85.96%</b>	<b>82.66%</b>
<b>Sexual Orientation</b>				
<b>Bisexual</b>	<b>0.07%</b>	<b>0.06%</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Gay/ Lesbian</b>	<b>0.27%</b>	<b>0.45%</b>	<b>0.43%</b>	<b>0.40%</b>
<b>Heterosexual/ straight</b>	<b>18.78%</b>	<b>22.23%</b>	<b>11.45%</b>	<b>16.53%</b>
<b>Not disclosed / Not Known</b>	<b>80.87%</b>	<b>76.94%</b>	<b>88.12%</b>	<b>82.86%</b>
<b>Other</b>	<b>0.00%</b>	<b>0.32%</b>	<b>0.00%</b>	<b>0.20%</b>

**Table 9: Gender Pay Gap (as at 31<sup>st</sup> March)**

	Whole Council		Education Authority		Scottish Public Sector Average
	2017	2018	2017	2018	
	Women's avg hourly earnings	£14.89	£15.16	£19.93	
Men's avg hourly earnings:	£15.33	£15.41	£26.38	£25.95	£19.27
Gender Pay Gap	2.8%	1.6%	24.5%	26.1%	12.8%

**Table 10: Gender Occupational Segregation by Grade as at 31<sup>st</sup> March**

	Whole Council				Education Authority			
	2017		2018		2017		2018	
	Female	Male	Female	Male	Female	Male	Female	Male
SJC FC1	88.1%	11.9%	89.1%	10.9%	100%	0.0%	100%	0.0%
SJC FC2	82.0%	18.0%	81.9%	18.1%	97.8%	2.2%	100%	0.0%
SJC FC3	79.9%	20.1%	70.7%	29.3%	97.8%	2.2%	100%	0.0%
SJC FC4	77.9%	22.1%	85.6%	14.4%	96.6%	3.4%	92.9%	7.1%
SJC FC5	53.5%	46.5%	57.5%	42.5%	93.6%	6.4%	100%	0.0%
SJC FC6	81.9%	18.2%	82.0%	18.0%	94.7%	5.3%	100%	0.0%
SJC FC7	58.0%	42.0%	59.7%	40.4%	82.3%	17.8%	100%	0.0%
SJC FC8	59.2%	40.8%	67.6%	32.4%	90.0%	10.0%	100%	0.0%
SJC FC9	53.1%	46.9%	58.1%	42.0%	64.7%	35.3%	77.5%	22.5%
SJC FC10-12	48.7%	51.3%	45.3%	54.7%	63.4%	36.6%	40.0%	60.0%
Modern Apprentice	59.1%	40.9%	89.7%	10.3%	100%	0.0%	100%	0.0%
Chief Official	27.5%	72.5%	41.9%	58.1%	40.0%	60.0%	60.0%	40.0%
Teaching	79.6%	20.4%	79.8%	20.2%	79.6%	20.4%	80.2%	19.8%
Craft	2.6%	97.4%	2.8%	97.2%	-	-	-	-

**Table 11: Gender Occupational Segregation by Job Family as at 31<sup>st</sup> March**

	Whole Council				Education Authority			
	2017		2018		2017		2018	
	Female	Male	Female	Male	Female	Male	Female	Male
Admin & Clerical	91.0%	9.0%	91.5%	8.5%	99.5%	0.5%	100.0%	0.0%
Care	89.0%	11.0%	90.3%	9.8%	99.0%	1.0%	98.4%	1.6%
Teaching	80.0%	20.0%	80.0%	20.0%	80.0%	20.0%	80.1%	19.9%
Para Professional	75.8%	24.2%	76.5%	23.5%	93.2%	6.8%	92.6%	7.4%
Professional	55.0%	45.0%	59.2%	40.8%	60.0%	40.0%	66.7%	33.3%
Service Manager	39.8%	60.2%	43.3%	56.7%	100.0%	0.0%	100.0%	0.0%
Team Manager	52.8%	47.2%	54.2%	45.8%	69.2%	30.8%	75.0%	25.0%
Technical	59.4%	40.6%	58.2%	41.8%	100.0%	0.0%	87.5%	12.5%

**Table 12: Disability Pay Gap (as at 31<sup>st</sup> March)**

	Whole Council		Education Authority	
	2017	2018	2017	2018
Disabled employees' average hourly earnings	£13.43	£14.06	£21.43	£23.00
Non-disabled employees' hourly earnings:	£15.17	£15.62	£21.08	£20.8
Gender Pay Gap	13.4%	10.0%	-1.7%	-10.5%

**Table 13: Disability Occupational Segregation by Grade as at 31<sup>st</sup> March**

	Whole Council						Education Authority					
	2017			2018			2017			2018		
	Disabled	Not Disabled	Not disclosed	Disabled	Not Disabled	Not disclosed	Disabled	Not Disabled	Not disclosed	Disabled	Not Disabled	Not disclosed
SJC FC1	2%	86%	12%	2%	75%	23%	0%	100%	0%	0%	0%	0%
SJC FC2	3%	92%	5%	16%	69%	16%	0%	99%	1%	0%	100%	0%
SJC FC3	3%	89%	9%	4%	77%	19%	1%	98%	1%	0%	91%	9%
SJC FC4	2%	88%	10%	2%	73%	26%	1%	93%	6%	0%	100%	0%
SJC FC5	2%	95%	3%	2%	90%	9%	0%	100%	0%	0%	100%	0%
SJC FC6	1%	93%	6%	1%	84%	14%	1%	90%	9%	0%	96%	4%
SJC FC7	2%	94%	4%	1%	92%	6%	1%	91%	8%	0%	100%	0%
SJC FC8	1%	93%	6%	2%	77%	21%	0%	90%	10%	0%	100%	0%
SJC FC9	2%	95%	3%	3%	90%	7%	3%	94%	3%	5%	93%	3%
SJC FC10-12	2%	94%	4%	1%	92%	7%	0%	100%	0%	0%	80%	20%
Modern Apprentice	0%	50%	50%	0%	19%	81%	0%	100%	0%	0%	19%	81%
Chief Official	0%	90%	10%	0%	89%	11%	0%	80%	20%	0%	80%	20%
Teaching	1%	86%	13%	1%	76%	23%	1%	86%	13%	1%	94%	5%
Craft	2%	94%	4%	1%	82%	16%	-	-	-	-	-	-

**Table 14: Disability Occupational Segregation by Job Family as at 31st March**

	Whole Council						Education Authority					
	2017			2018			2017			2018		
	Disabled	Not Disabled	Not disclosed	Disabled	Not Disabled	Not disclosed	Disabled	Not Disabled	Not disclosed	Disabled	Not Disabled	Not disclosed
Admin & Clerical	3%	89%	8%	4%	84%	12%	1%	98%	1%	1%	89%	10%
Care	1%	89%	9%	1%	79%	20%	0%	91%	8%	0%	73%	27%
Teaching	1%	86%	13%	1%	76%	23%	1%	86%	13%	1%	76%	23%
Para Professional	2%	92%	6%	1%	84%	15%	1%	93%	6%	1%	81%	18%
Professional	2%	93%	5%	2%	90%	8%	2%	92%	6%	3%	90%	8%
Service Manager	2%	97%	1%	1%	96%	3%	0%	100%	0%	0%	0%	100%
Team Manager	2%	95%	3%	2%	92%	6%	0%	100%	0%	0%	100%	0%



**Table 15: Race Pay Gap (as at 31<sup>st</sup> March)**

	Whole Council		Education Authority	
	2017	2018	2017	2018
White employees' hourly earnings	£15.19	£15.63	£21.14	£20.83
BME employees' hourly earnings:	£14.76	£15.88	£22.64	£23.22
Race Pay Gap	2.8%	1.6%	-7.1%	-11.5%

**Table 16: Race Occupational Segregation by Grade as at 31st March**

	Whole Council						Education Authority					
	2017			2018			2017			2018		
	White	BME	Not Disclosed	White	BME	Not Disclosed	White	BME	Not Disclosed	White	BME	Not Disclosed
SJC FC1	77%	1%	21%	67%	1%	31%	86%	0%	14%	86%	0%	14%
SJC FC2	85%	1%	14%	75%	1%	24%	91%	1%	7%	88%	1%	11%
SJC FC3	84%	1%	15%	78%	1%	22%	95%	0%	5%	83%	1%	16%
SJC FC4	88%	1%	12%	75%	1%	24%	86%	0%	14%	74%	0%	25%
SJC FC5	92%	1%	7%	87%	1%	13%	94%	0%	6%	93%	0%	7%
SJC FC6	85%	1%	14%	79%	1%	20%	83%	0%	17%	73%	0%	27%
SJC FC7	91%	1%	8%	89%	1%	10%	96%	1%	3%	83%	1%	17%
SJC FC8	91%	1%	8%	76%	2%	22%	80%	0%	20%	86%	0%	14%
SJC FC9	93%	1%	6%	89%	1%	10%	83%	0%	17%	93%	0%	8%
FC10-12	93%	0%	6%	91%	0%	9%	71%	0%	29%	80%	0%	20%
Modern Apprentice	88%	0%	12%	23%	0%	77%	75%	0%	25%	26%	0%	75%
Chief Official	88%	3%	10%	89%	0%	11%	100%	0%	0%	67%	0%	33%
Teaching	81%	1%	18%	73%	1%	26%	81%	1%	18%	61%	1%	39%
Craft	93%	0%	7%	83%	0%	17%	-	-	-	-	-	-

**Table 17: Race Occupational Segregation by Job Family as at 31st March**

	Whole Council						Education Authority					
	2017			2018			2017			2018		
	White	BME	Not Disclosed	White	BME	Not Disclosed	White	BME	Not Disclosed	White	BME	Not Disclosed
Admin & Clerical	89%	1%	10%	86%	1%	13%	95%	0%	5%	88%	0%	11%
Care	83%	1%	16%	75%	1%	24%	83%	1%	16%	68%	0%	32%
Teaching	81%	1%	18%	72%	1%	27%	81%	1%	18%	73%	1%	26%
Para Professional	87%	1%	12%	80%	1%	20%	86%	0%	13%	76%	0%	24%
Professional	92%	1%	7%	89%	1%	10%	88%	0%	12%	92%	0%	8%
Service Manager	95%	0%	5%	95%	0%	5%	0%	0%	100%	0%	0%	100%
Team Manager	94%	1%	5%	92%	0%	8%	100%	0%	0%	92%	0%	8%
Technical	80%	1%	19%	72%	1%	27%	86%	0%	14%	88%	0%	13%