



# **Equality and Diversity in Employment June 2020**

**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.

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## 1. Introduction

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This non-statutory update report is usually published in April. Covid-19 has and will continue to affect the community of Fife and our employees. We continue to support our staff in the challenges Covid has brought and examine the impact across equality groups.

This update reflects the actions taken in 2019 to advance equality of opportunity in the workplace.

We employ over 17,000 people and provide around 900 services to the people of Fife. We are committed to being an “employer of choice”, creating a workplace culture and providing employment policies and practices which help us attract, retain, develop and support talented individuals. We believe in creating a climate in which individuals are respected, diversity is welcomed and equality of opportunity underpins all that we do.

### Meeting our Equality Duties

In April 2019 we provided information about what we are doing to meet the general equality duties and the specific public sector equality duties. This included information on the equalities profile/diversity of our workforce, our HR practices and our pay practices over the financial years 2016/17 and 2017/18. This document is available on our website [fife.gov.uk](http://fife.gov.uk) in our Equality, Diversity and Human Rights section.

We ensure that we do not knowingly unlawfully discriminate through our employment practices by impact assessing any new or revised policy, procedure, practice or proposal. This helps us make sure that our practices meet the first ‘need’ of eliminating discrimination. It also helps us meet the other two ‘needs’ by identifying opportunities to advance equality of opportunity and foster good relations. Our impact assessments are available on our website [fife.gov.uk](http://fife.gov.uk).

In this report we provide an update to the workforce profile using data as at **31<sup>st</sup> March 2019**. We also give an update on the progress we have made in terms of the employment related actions we set out to continue our commitment to equality of opportunity.

## 2. Employee information – Our whole workforce profile

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[Appendix 1](#) shows the breakdown of the workforce across all of the protected characteristics. At 31st March 2019 we had a headcount of 17,521 (whole Council). Of that total:

- 58.3% work full-time
- 82.2% have a permanent contract

- 72.4% are female
- Less than 1% is from a Black and Minority Ethnic (BME) background
- 1.8% have disclosed a disability
- Our ages peak in the age bands 45-59
- 4.9% are aged 24 and under
- 2.1% are aged 65 and over
- 13.6% have said they belong to a Christian denomination. Less than 1% in total is Buddhist, Muslim, Hindu, Sikh or Other.
- 50.2% are married or in a civil partnership
- 70.9% have not disclosed their sexual orientation. 2.05% of those employees who did disclose their sexual orientation have identified as lesbian, gay or bisexual.
- Less than 1% has disclosed that they have changed the gender they were born with. 90.4% made no disclosure.

### 3. Progress Update

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The updates provided below relate to the period up until March 2020. Since then Covid-19 has had far-reaching impacts on the Fife community. Moving forward our organisation will revise our equality outcomes and actions in line with the impacts of Covid-19 on people with protected characteristics in Fife.

Progress made:

- **Reporting of 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 employees to the appropriate process should they experience or witness another member of staff experiencing a hate incident. This information is regularly monitored and is reported annually to the appropriate Council Committee.

- **Disability Confident Scheme**

The Council migrated to the 'Disability Confident' Scheme in December 2016 from the previous "double tick" scheme. Following a self-assessment in 2019 the scheme membership was extended until December 2022, building on the best practices from the 'Positive About Disabled People' model.

We make a commitment as a Disability Confident Employer to employ and retain disabled people and this is reflected on our recruitment website myjobscotland. We offer a guaranteed interview to all disabled candidates who meet the essential criteria for the job as set out in the role profile.

- **Healthy Working Lives**

In 2019 the Council successfully retained the Healthy Working lives accreditation at gold level. One element of the award was the successful 'Mentally Healthy Workplace' assessment.

- **Mental Wellbeing**

Mental wellbeing is a current focus of the Council's health and wellbeing agenda.

In 2019 we introduced a wellbeing programme which includes mental health awareness training for managers and 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.

Mentally Healthy Workplace training has been developed by NHS Healthy Working Lives specifically for managers and supervisors. 40 volunteers have been trained to deliver the training course. Each Directorate is setting up the course for their managers/supervisors.

Other actions 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.

- **Equally Safe at Work**

In 2019 we took part in the Scottish Government/Close the Gap shadow group for the Equally Safe at Work pilot. 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 girl's strategy.

Due to the impact of Covid-19 the funding for this programme has been delayed. New participants are not expected to be selected until 2022. We intend to continue our work to improve in this area meanwhile.

- **Workforce Youth Investment**

Fife Council achieved the nationally recognised and prestigious Investors in Young People Gold accreditation in 2018.

In 2019, 20 young people (16-24) joined the Council via the Workforce Youth Investment. 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.

Recommendations from IIYP included a Young Person's Network – which is now implemented, and newsletter targeted to young employees.

## **4. Conclusion**

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We will continue to progress our employment related actions to contribute towards achieving our outcomes by 2021. By 30<sup>th</sup> April 2021 we will provide a fuller update on our employee information, and give a profile of applicants, leavers, those undertaking training and development, and those who are involved in discipline or raise a grievance. We will set out our new outcomes and expect the focus of these will be influenced by the impact of Covid-19 on our community.

## Appendix 1 – Workforce Profile

The data in this section provides a snapshot of our workforce profile as at 31<sup>st</sup> March 2019 at which time our employee headcount for the whole Council was 17521.

31/03/19	
<b>Age</b>	
Under 18	0.1%
18-24	4.8%
25-29	7.2%
30-34	8.6%
35-39	11.1%
40-44	11.5%
45-49	14.1%
50-54	16.8%
55-59	14.6%
60-64	9.0%
65-69	1.6%
70-74	0.4%
75-79	0.1%
>80	0.0%
<b>Ethnicity*</b>	
White Scottish	66.9%
White Other	7.7%
Mixed or multiple ethnic group	0.2%
Asian	0.4%
African	0.1%
Caribbean or Black	0.03%
Other Ethnic Group	0.1%
Not disclosed	24.6%
<b>Disability</b>	
Disabled	1.8%
Non-disabled	75.8%
Not disclosed	22.5%
<b>Gender (Sex)</b>	
Female	72.4%
Male	27.6%
<b>Gender Identity – Have you ever identified as transgender?</b>	
No	9.5%
Yes	0.06%
Not disclosed	90.4%

31/03/19	
<b>Marriage and Civil Partnership</b>	
<b>Married or in a Civil Partnership</b>	<b>50.2%</b>
<b>Single</b>	<b>20.6%</b>
<b>Living with Partner</b>	<b>7.8%</b>
<b>Divorced or Separated</b>	<b>4.7%</b>
<b>Not disclosed</b>	<b>15.9%</b>
<b>Widowed</b>	<b>0.8%</b>
<b>Religion or Belief</b>	
<b>None</b>	<b>17.0%</b>
<b>Church of Scotland</b>	<b>8.6%</b>
<b>Roman Catholic</b>	<b>3.2%</b>
<b>Other Christian</b>	<b>1.8%</b>
<b>Other Buddhist/ Pagan/ Muslim/ Hindu/ Jewish/ Sikh</b>	<b>0.9%</b>
<b>Not disclosed</b>	<b>68.4%</b>
<b>Sexual Orientation</b>	
<b>Bisexual</b>	<b>0.1%</b>
<b>Gay/ Lesbian</b>	<b>0.5%</b>
<b>Heterosexual/ straight</b>	<b>28.3%</b>
<b>Not disclosed</b>	<b>70.9%</b>
<b>Other</b>	<b>0.1%</b>

\*In line with Census categories: "White Other" includes: Other British, Irish, Polish, Gypsy/Traveller, Other. "Asian" includes: Pakistani, Indian, Bangladeshi, Chinese, Other. "Other ethnic group" includes: Arab, Other (e.g. Jewish)