

EAST RENFREWSHIRE COUNCIL

Fulfilling our Equality Specific Duties: Equality Mainstreaming Report and Equality
Outcomes: 2013-2017

CONTENT	Page
INTRODUCTION	3
BACKGROUND	3
HOW WE GOT HERE: ENGAGEMENT AND EVIDENCE-GATHERING	5
DEIVERING ON THE DUTY TO MAINSTREAMING EQUALITY	6
EMPLOYMENT MONITORING	9
CONCLUSION	34
Annex 1	
Fulfilling our Equality Specific Duties: Equality Mainstreaming Report and Equality Outcomes	36
Annex 2	42
Key Dates for the Public Sector Duty	

INTRODUCTION

We are Working for You to be the best Council in Scotland, to maintain an attractive, safe local environment, where everyone has the opportunity to benefit from an enhanced quality of life. [Corporate Statement Update 2012-2013]

Inclusion, Ambition and Progress for All (Education Department's Vision)

1. This is East Renfrewshire Council's first Equality Mainstreaming Report and Equality Outcomes. It has been developed to span the period of 2013-2017 and sets out the council's journey to embed equality considerations into our policies and the outcomes we will pursue to ensure that no one is disadvantaged or left behind in East Renfrewshire.
2. Since some of our equality outcomes are already stated in our Single Outcome Agreement (SOA), developed with our community Planning Partners, the Council's set of Equality Outcomes is a combination of the outcomes in the Single Outcome Agreement which are specifically aimed at equality groups as well as outcomes identified through various processes mentioned below. This report also seeks to fulfil the Licensing Authority's as well as the Education Authority's duties on the issues addressed, in line with our "One Council" approach. Thus all references to the "Council" in this document include the Licensing Authority as well as the Education Authority, unless otherwise stated.
3. We continue to strive toward delivering better outcomes for all our residents, employees and customers in the face of existing and new challenges such as reductions in resources. Our priority for the coming years is to reduce inequalities between different groups within the local population and between different areas of the Council through early intervention and preventative approaches. The Council is seeking to build this approach into all areas of service delivery.
4. We are working with our Community Planning Partners to implement our Single Outcome Agreement (SOA). The SOA's five strategic outcomes, describe what life will be like for our children, young people, adults and older people when we achieve our ambitions. The Equality Mainstreaming Report and Equality Outcomes document (Annex 1) is one of a range of strategies which support the SOA and Corporate Statement in our corporate planning hierarchy.
5. The bulk of the Council's approach to delivering on equalities is evidenced through our Outcome Delivery Plan, the Education Department's Standards and Quality Report as well as Council-wide mid year and annual Reporting. This report is therefore, best read alongside those documents.

BACKGROUND

6. The Council is fully committed to fulfilling its general equality duty, contained in the Equality Act 2010, which requires the Council, in the exercise of its functions, to have due regard to the need to:
 - Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct
 - Advance equality of opportunity between people who share a relevant protected characteristic and those who do not

- Foster good relations between people who share a protected characteristic and those who do not.
7. Under the Equality Act 2010 (Specific Duties) Scotland) Regulations 2012, the Council is required to:
 - report on mainstreaming the equality duty;
 - publish equality outcomes and report progress;
 - assess and review policies and practices;
 - gather and use employee information;
 - publish gender pay gap information;
 - publish statements on equal pay;
 - consider award criteria and conditions in relation to public procurement; and
 - publish in a manner that is accessible.
 8. The key dates for fulfilling the requirements of the equality specific duties are attached as Annex 2 to this report. This report focuses mainly on the first two of the above listed duties, partly because all the others can be subsumed under the duty to report on mainstreaming equality.

THE DUTY TO PUBLISH EQUALITY OUTCOMES AND REPORT PROGRESS

9. Under the duty to publish equality outcomes and report progress, the Council is required to publish a set of equality outcomes which it considers will enable it to better perform the general equality duty, by no later than 30 April 2013.
10. In preparing a set of equality outcomes, the Council is required to take reasonable steps to involve people who share a relevant protected characteristic and anyone who appears to the Council to represent the interests of those people.
11. The Council is also required to consider relevant evidence relating to people who share a relevant protected characteristic.
12. If the Council's set of outcomes does not further the needs of the general equality duty in relation to every relevant protected characteristic, it is required to publish the reasons for this.
13. The Council is required to publish a fresh set of equality outcomes within four years of publishing its previous set.
14. By no later than 30 April 2015 and every two years thereafter, the Council is expected to publish a report on the progress made to achieve the equality outcomes it has set.

THE DUTY TO REPORT ON MAINSTREAMING THE EQUALITY DUTY

15. The Council is required to publish a report on the progress it has made to make the general equality duty integral to the exercise of its functions, so as to better perform that duty.
16. The report must be published not later than 30 April 2013 and subsequently at intervals of not more than two years.
17. The report must include (if not published previously) an annual breakdown of the information the authority has gathered under its duty to gather and use employee

information and details of the progress that it has made in using that information to enable the authority to better perform the general equality duty.

HOW WE GOT HERE: ENGAGEMENT AND EVIDENCE-GATHERING

18. On 5 December 2012 the Council organised a “Bridges to Change Equality Conference” to consult local people and equality groups on our proposed set of equality outcomes and progress on mainstreaming equalities into the Council’s policies and actions. In the period leading to the conference, a number of methods were used to identify key equality outcomes which different services could lead on, including:

- A survey of Heads of Service.
- Using departmental service-monitoring, including school inspections and attainment analyses, to identify improvement areas.
- Consulting relevant Heads of Service and senior managers to identify how equality is being mainstreamed into Council policies and practices.
- Drawing on on-going engagements with parents.
- Consulting departmental equality officers to identify their contributions to various equality strands and their plans for the future.
- Focus group events to receive community views on the SOA and the Equality Outcomes.
- A Workshop for Scottish Councils Equality Officers to identify common outcomes.
- Reviewing various national reports and data on how well different groups are doing and what improvements are required in their lives.
- Drawing on relevant local news items.

19. For the Equality Outcomes, these led to a list of 31 draft proposed equality outcomes, each of which were adopted by a service to lead on.

20. The list of 31 Outcomes were presented to participants by the Chief Executive in her speech at the Bridges to Change conference. The essence of our journey to mainstreaming equality was also contained in that speech.

21. The content of the draft plan was generally approved by participants at the Bridges to Change Equality Conference.

22. Following the conference, the list of 31 outcomes was condensed into 9 outcomes, with a reworded version of the list of 31 outcomes as intermediate outcomes. The list of equality outcomes is attached as Annex1 to this report. Departments are working to embed the equality intermediate outcomes and their associated targets and activities into their Departmental Outcome Delivery Plans and Service Plans.
23. As indicated in the introduction above, there is an alignment between the equality outcomes and the Single Outcomes Agreement (SOA) and Outcome Delivery Plan (ODP). Apart from a commitment to tackling inequalities and fostering good relations, equality outcomes, especially those pertaining to children, young people and older people, feature well in the SOA and Outcome Delivery Plan.
24. As already indicated above, the Mainstreaming report and Equality Outcomes plan has been developed as an adjunct to the SOA/ODP. This plan will be monitored through the Council's covalent performance management system.

DEIVERING ON THE DUTY TO MAINSTREAMING EQUALITY'

What Does 'Mainstreaming The Equality Duty' Mean?

25. According to the EHRC Mainstreaming the equality simply means integrating equality into the day-to-day working of an authority. This means taking equality into account in the way the authority exercises its functions. In other words, equality should be a component of everything an authority does.
26. Mainstreaming the equality duty has a number of benefits including:
- Equality becoming part of the structures, behaviours and culture of the Council
 - The Council knowing and demonstrating how, in carrying out its functions, it is promoting equality
 - Mainstreaming equality contributing to continuous improvement and better performance.

Equality Impact-Assessment

27. The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 requires the Council, when proposing a new policy or practice, or revising an existing one, to:
- assess the impact of applying its proposals or changes against the needs of the three needs of the general equality duty, listed above;
 - consider relevant evidence relating to different equality groups (including any evidence received from individuals from those groups);
 - take account of the results of any assessment in respect of that policy or practice;
 - publish, within a reasonable period, the results of any assessment where the Council decides to apply the policy or practice in question; and
 - make arrangements to review and where necessary revise any policy or practice that the Council applies in the exercise of its functions.
28. The Council believes that fulfilling the duty to assess equality impact is central to mainstreaming equalities into our policies and practices.
29. Recognising this statutory duty and realising the importance that our budgets play in shaping the life chances of our local people the Council has prioritised

assessing the impacts of our budgets on equalities. We have, therefore undertaken an equality impact assessment on each of our budget savings measures. Where appropriate, consultation and engagement will be undertaken with relevant groups prior to implementing any savings measures assessed as possibly having an impact in equality terms with a view to minimising this impact.

Policy development and business planning

30. We are also including equality considerations in our policy development and business planning processes.

- Thus our guidance on producing Outcome Delivery Plans emphasises the importance of including equality considerations throughout these plans.
- For our latest Outcome Delivery Plan and Single Outcome Agreement, we have created an 'equality' category in our performance management tool so that we can 'tag' the relevant Performance Indicators and actions to enable the equality aspects of the Outcome Delivery Plan and Single Outcome Agreement to be monitored and reported on.
- Our Citizens' Panel members are recruited to be broadly representative of the different groups in the local population. While we can analyse our results according to some equality categories (e.g. age and gender), we intend to carry out further work next year so that we can cover a wider range of equality categories.

Cabinet and other Council-decision-making processes

31. Equality considerations are also being featured in Cabinet and other Council-decision-making processes:

- Our corporate report format contains a section where report authors are required to spell out implications of their proposals, including equality considerations
- We are committed to explaining reports we produce in other languages or provide them in alternative formats such as large print and Braille, when asked to do so by our customers.

General consultation and engagement activities

32. We are gradually building equality considerations into our general consultation and engagement activities.

- The Council monitors engagement using equalities forms which provide a breakdown of the protected characteristics of participants (e.g. SOA and Budget events).
- Events are scheduled, wherever possible, in venues which comply with disability equality legislation. We have information on all Council venues which tell us whether or not a facility is suitable for all needs.
- Translation sheets are attached to corporate engagement publications and information to ensure that all those involved can access such information.

- We are regularly collecting information on community activity so that we can be aware of which groups are active when we are inviting groups to different events.
 - For engagement events which affect the entire Council area, we are proactive about engaging with a wide a range of groups, covering as many equality groups as possible.
33. Further efforts to engage with groups representing all communities and interests will be made in the next two years. These will involve:
- Establishing the engagement calendar as a tool for the whole Council so that departments can identify key groups and individuals from all areas of the community. It will also ensure that departments can maintain conversations with these groups on an ongoing basis.
 - Guidance from the Community Planning team relating to venue access and other key equalities information can be circulated whenever advice is sought relating to engagement events.

Working in Partnership

34. Our achievements in equalities evidence the growing partnership between the Council and local people, including equality groups, supported by partners like Voluntary Action, East Renfrewshire. A joint approach to resourcing, implementing, monitoring and evaluating our policies is the best way of achieving our objectives and realising efficiencies in the process

Information

35. A sound information base is crucial for building equality considerations into everything we do. Understanding how different people use our services is an important step in making equalities core to the delivery of our functions. We are already putting in place processes which will enable us to monitor and record the profile of our service users and service activities so that eventually we can cover all protected equality characteristics. We will also build on our work to analyse other outcomes; such as the educational attainment of different groups.

Research activities

36. We are addressing our research activities so that equality is considered in the design and operation of such activities, including research briefs. We are looking into establishing a central database on equalities information across all equality groups.
37. Relevant staff will receive training in equality issues so that they are better equipped to carry out these actions.

Procurement

38. Currently the steps we have in the contract process to prevent discrimination include Section 33 of our General Terms and Conditions of Contract which are included in tender documentation including Pre-Qualification Questionnaires and Invitation to Tender documentation, along with certificates covering Race Relations, Equal Opportunities and Disability Discrimination. Where appropriate, additional clauses such as Community Benefit clauses, may apply to individual contracts. We will study guidance on procurement and equalities from the Scottish government with a view to further improving practice in this area.

EMPLOYMENT MONITORING

Equality and diversity in employment

Introduction

39. Overall, our aim is to have a workforce that more accurately reflects East Renfrewshire and the diverse groups that live within it. Our most recent workforce profile shows that where employees have identified themselves as such, we have:

- 1.6% of non teaching employees are from Black and Minority Ethnic groups
- 1.3% of teaching employees are from Black and Minority Ethnic groups
- 1.3% of non teaching employees consider themselves to be disabled
- 0.6% of teaching employees consider themselves to be disabled

40. More details about our workforce are available through the employment data statistics in the next section of this document which show the current extent of our employee information. We remain aware that our main objective in monitoring and reporting on employee information is to allow us to better perform the three needs of the General Equality Duty. To that end we have planned how to broaden the scope of our equality monitoring to include all protected characteristics and how we will then use that information in relation to the three needs.

41. We published an Equal Pay Policy statement in September 2007 and have implemented a pay, grading and benefits structure that has been designed to be free from gender bias. Since then however we have undertaken a review of gender pay gap information and this is included later in this document.

42. Our updated statement on equal pay is also included and this includes our equal pay policy amongst our employees in relation to women and men as well as information on occupational segregation as reflected in the concentration between grades and in particular, occupations of women and men.

Equality and Diversity in practice

43. We carry out equality monitoring of applications for employment, access to training, involvement in disciplinary and grievance procedures and leavers. The employment data appendix will outline how we intend develop and report on the monitoring we undertake to ensure that we effectively report on all protected characteristics.

44. Our commitments to our employees are set out in our Human Resources Service plan which allows us to take a considered and planned approach to people issues

across the Council. We believe that employees, no matter where they work within the Council should be treated fairly, appropriately and have access to development on an equal basis.

45. In 2010, we undertook to centralise our HR function with one of the main reasons being to standardise procedures across the Council and to ensure consistency of application. Our guidance for managers will be in the best interests of employees whatever work they carry out and the service delivery needs for the area within which they work.
46. Workforce planning is now undertaken by all departments and is supported through the HR strategy team. Anonymised reports of the equality profile within each manager's service area can be used to develop local strategies to support a diverse workforce.
47. Recruitment and Selection procedures are now centralised for all employee groups through the myjobscotland recruitment portal using a standardised approach ensuring fair and equal treatment throughout the process.
48. Our Performance Review and Development Scheme (PRD) is our process for identifying and agreeing learning and development needs and priorities for our employees. A similar scheme for teaching staff is called Professional Review and Development (PRD). These schemes are compulsory for all employees and their completion is closely monitored.
49. Within the Council, we have a devolved model for training provision with an Organisational Development team within HR taking responsibility for corporate training and policy. Each department also identifies an officer to act as a Learning and Development Advisor and they are responsible for planning of training for the department dependant on budget provision and resources available. This allows a focus on both the individual and service delivery needs. This is all carried out within the context of PRD which allows a development plan to be tailored to each individual's needs.
50. Within corporate training, we are looking to mainstream equality into other courses as appropriate in addition to offering equality and diversity specific training. For example, the Management Development programme has an equality and diversity section. We are also working alongside Councils within the Clyde Valley Consortium to find other ways to progress our equality training provision together.
51. Those employees involved in disciplinary, grievance and bullying & harassment cases have also benefited from the new centralised function as there is support available through this central team and a consistent approach to such cases can be applied. The involvement of an HR Officer gives reassurance of fair and equitable treatment.

Employment Data

Introduction

52. All three appendices to this report take into account the following authorities who are covered by the Specific Duties under the Public Sector Equality Duty.

- East Renfrewshire Council
- East Renfrewshire Education Authority

- East Renfrewshire Licensing Board

53. Statistics have been produced in respect of non-teaching staff and teaching due to the requirement to report on the Education Authority separately. Normally, any statistics would include teaching employee however in order to comply with the legislative requirement they have been reproduced in this way.

54. The Education Authority is an integral part of East Renfrewshire Council with a remit that covers a range of services from schools to sports centres to facilities management to libraries. For the purposes of this report, separate statistics have been produced for teaching staff only, where available, however in future reports the intent will be to produce statistics that more broadly represent the Education Authority as a whole.

55. East Renfrewshire Licensing Board does not have any employees and therefore there are no separate statistics listed.

Workforce profile

56. East Renfrewshire Council aims to employ a workforce that more accurately reflects our community. The benefits of having such a diverse workforce that broadly represents our local population is that the Council will be better able to serve the needs of its community and be an employer of choice which is perceived to provide fair and equitable employment opportunities for all.

57. In the following tables, non-teaching statistics includes all Local Government Employees (LGE) and Chief Officers and excludes any data on teachers. Teaching refers to only those employees covered by teaching conditions of employment.

58. As at 31 March 2012, the Council had 4430 employees in total (LGE and Chief Officer) compared to 4476 employees at 31 March 2011. The figures for teaching staff were 1370 employees at 31 March 2012 compared to 1387 employees at 31 March 2011.

59. This reduction in headcount is ascribed to ongoing organisational change within the Council.

(1) Race

Table A-workforce profile– Race-Non Teaching

ETHNIC GROUP		2010/11	2011/12
Arab		-	-
African	Scottish/British	0.06%	0.13%
	Other	-	-
Asian	Bangladeshi	0.06%	0.07%
	Chinese	0.19%	0.20%
	Indian	0.42%	0.40%
	Other	0.10%	0.03%
	Pakistani	0.61%	0.62%
Black	African/Caribbean	0%	0%
	Other	-	-
	Scottish/British	0.06%	0%
Mixed or Multiple		0.13%	0.10%
Other Ethnic Background		0.23%	0.20%

Black Minority Ethnic Total		1.86%	1.75%
White	Irish	0.75%	0.82%
	Other	1.29%	1.21%
	Other British	2.85%	2.81%
	Polish/Eastern European	-	-
	Scottish	71.58%	72.65%
White Total		76.47%	77.49%
Unknown		21.66%	20.70%
Council TOTAL		100%	100%

60. Table A shows that the latest figure of 1.75% of non-teaching employees are from a Black or Minority Ethnic background which is lower than the East Renfrewshire figure of 3.84% as reported in the 2001 census. However the percentage of White Scottish employees at 72.65% is lower than the East Renfrewshire figure of 89.36%. This suggests that the other 20% percent of the workforce where their ethnic origin is unknown is significant. Measures underway to reduce that figure will be described later in this report.

Table B-workforce profile– Race-Teaching

ETHNIC GROUP		2010/11	2011/12
Arab		-	-
African	Scottish/British	0.07%	0.07%
	Other	-	-
Asian	Bangladeshi	0%	0%
	Chinese	0.07%	0.07%
	Indian	0.22%	0.22%
	Other	0%	0.07%
Black	Pakistani	0.65%	0.58%
	African/Caribbean	0.07%	0.07%
	Other	-	-
	Scottish/British	0.07%	0%
Mixed or Multiple		0.29%	0.29%
Other Ethnic Background		0.22%	0.15%
Black Minority Ethnic Total		1.64%	1.52%
White	Irish	0.94%	1.17%
	Other	0.94%	0.88%
	Other British	4.90%	4.67%
	Polish/Eastern European	-	-
	Scottish	88.25%	88.69%
White Total		95.03%	95.41%
Unknown		3.32%	3.07%
Council TOTAL		100%	100%

61. Table B shows that the latest figure of 1.52% of teaching employees are from a Black or Minority Ethnic background which is lower than the East Renfrewshire figure of 3.84% as reported in the 2001 census. The percentage of White Scottish employees at 95.41% is higher than the East Renfrewshire figure of 89.36%. A low number of employees where data is not recorded suggest this is a true reflection of the workforce and further analysis is required in order to determine if there are any barriers present. In addition, equality monitoring statistics from teacher training courses in Scotland will be considered to see if there is any pattern within those statistics that is being reflected in Council recruitment of newly qualified teachers through the Teacher Induction scheme.

(2) Gender

Table C-workforce profile– Gender

GENDER	2010/11		2011/12	
	LGE	TEACHERS	LGE	TEACHERS
Female	70.67%	78.37%	71.08%	77.74%
Male	29.33%	21.63%	28.92%	22.26%
Other	-	-	-	-
Unknown	0%	0%	0%	0%
TOTAL	100%	100%	100%	100%

62. The gender profile of the workforce shows little change with the workforce remaining predominately female. This does not reflect the local community where census data would indicate that within the population there are slightly more men than women of working age. However the trend within the public sector is for the female workforce to be predominately higher.

(3) Disability

Table D-workforce profile– Disability

DISABILITY	2010/11		2011/12	
	LGE	TEACHERS	LGE	TEACHERS
No	93.49%	95.53%	76.05%	95.84%
Yes	1.55%	0.72%	1.31%	0.58%
Unknown	4.95%	3.75%	22.52%	3.58%
TOTAL	100%	100%	100%	100%

63. In table D, while the profile remains reasonably static for teaching employees, there has been a significant increase in the numbers of LGE employees who have not declared if they consider themselves to have a disability. However, the level of the reduction in the numbers declaring that they do not have a disability suggests most of this percentage will be in this group and not in the group who have a disability. With the 2001 census showing that 11.28% of the working age population in East Renfrewshire (15.5 % across Scotland) have a work limiting disability, it is recognised that the Council statistics are well below that figure. However, it has long been acknowledged that employees are reluctant to provide this monitoring information. As a Disability symbol user, the Council should be able to promote the support available to disabled employees and encourage completion of this protected characteristic.

(4) Age

Table E-workforce profile– Age

AGE BANDS	2010/11		2011/12	
	LGE	TEACHERS	LGE	TEACHERS
Under 21	1.65%	0%	2.12%	0.07%
21-30	9.39%	23.36%	9.70%	25.55%
31-40	19.33%	28.41%	19.71%	28.61%
41-50	35.71%	18.46%	36.57%	18.03%
51-60	29.17%	27.97%	28.14%	26.50%
61-65	3.99%	1.80%	2.97%	1.24%
66-70	0.42%	0%	0.46%	0%
71+	0.36%	0%	0.33%	0%
Unknown	0%	0%	0%	0%
TOTAL	100%	100%	100%	100%

64. The 2001 census identifies that the median age for the East Renfrewshire population is 43, specifically 41 for men and 44 for women. 63% of males and 56% of females are of working age within the local population. This is broadly compatible with the LGE employee profile. The profile is different with teaching but this can be explained within the normal age profile of this profession.

65. The removal of the default retirement age should over time increase the number of employees in the higher age bands. While the availability of Modern Apprenticeships and entry level Clerical vacancies will influence the numbers in the non teaching under 21 age band, there is no expectation of a change to this band within the teaching statistics as this is within the normal age profile of this profession.

(5) Part time/Full time

Table F-workforce profile-contract status

STATUS	2010/11		2011/12	
	LGE	TEACHERS	LGE	TEACHERS
Full time	53.06%	75.92%	53.04%	78.69%
Part time	46.94%	24.08%	46.96%	21.31%
Unknown	0%	0%	0%	0%
TOTAL	100%	100%	100%	100%

66. This data has remained static across the two years and therefore gives little insight into the workforce profile. However, in future it is intended that this will be more useful as part of a wider analysis of the protected characteristics.

Applications for employment

67. The Council aims to be an employer of choice for local residents as well as those from further afield who wish to develop their career at a high performing Council. As recruitment procedures provide the first impression of an employer, the Council aims to ensure that there are no barriers at any stage of the recruitment and selection process.

68. The Council uses the [myjobscotland](http://myjobscotland.gov.uk) national recruitment portal for all job vacancies portal using a standardised approach ensuring fair and equal treatment throughout the process. In addition however, it also offers the opportunity for applicants to access a recruitment pack as a hard copy by advertising a telephone number on the Council website. Translated documents in a range of languages are also made available through a similar route.

69. In practice, the overwhelming majority of applicants use the portal and take advantage of its facility to both apply for posts and then receive communication at all stages of the process by email. This use of the portal offers improved opportunities for reporting and analysis of recruitment data however submitting equality data is not mandatory for applicants. However the standard availability of monitoring information means that the Council can access data on all protected characteristics and therefore expand the data for reporting. Some concerns have been expressed that applicants are increasingly unwilling to complete all monitoring data. This will be raised with the administrators of the profile to ensure that applicants are given information on the importance and benefits of including such information.

70. The recruitment of teaching vacancies was only fully transferred on to the portal during 2011/12 therefore no statistics are available for the previous year.

(1) Race

Table G-Application for employment – Race-Non Teaching

ETHNIC GROUP		2010/11	2011/12
Arab		0.00%	0.02%
African	Scottish/British	0.28%	0.34%
	Other	0.28%	0.82%
Asian	Bangladeshi	0.08%	0.12%
	Chinese	0.49%	0.30%
	Indian	1.33%	1.04%
	Other	0.28%	0.24%
Black	Pakistani	2.05%	1.82%
	African/Caribbean	1.07%	0.12%
	Other	0.13%	0.00%
Mixed or Multiple	Scottish/British	0.03%	0.56%
		0.74%	0.66%
Other Ethnic Background		0.31%	0.37%
Black Minority Ethnic Total		7.07%	6.41%
White	Irish	1.23%	1.04%
	Other	5.09%	1.69%
	Other British	4.38%	5.27%
	Polish/Eastern European	0.08%	0.12%
	Scottish	79.22%	83.12%
White Total		90%	91.24%
Unknown/Prefer not to say		2.94%	2.35%
LGE TOTAL		100%	100%

71. There has been a decline in the numbers of Black and Minority Ethnic applicants from 2011/12 to 2011/12, 7.07% to 6.41%. However this still compares favourably with the national population statistic from 2001 of 2.01% in Scotland and 3.84% in East Renfrewshire. However, further meaningful analysis will not be possible until the next report for 2012/13 and access to the national census data from 2011. At that stage, it will be possible to consider if there are any barriers to the successful recruitment of these applicants.

Table H-Application for employment – Race-Teaching

ETHNIC GROUP		2010/11	2011/12
		Teachers	Teachers
Arab		0.00%	0.00%
African	Scottish/British	0.00%	0.11%
	Other	0.00%	0.11%
Asian	Bangladeshi	0.00%	0.00%
	Chinese	0.00%	0.64%
	Indian	0.00%	1.17%
	Other	0.00%	0.00%
	Pakistani	0.00%	1.06%
Black	African/Caribbean	0.00%	0.00%
	Other	0.00%	0.00%
	Scottish/British	0.00%	0.00%
Mixed or Multiple		0.00%	0.21%
Other Ethnic Background		0.00%	0.42%
Black Minority Ethnic Total		0.00%	3.72%
White	Irish	0.00%	2.33%
	Other	0.00%	2.01%
	Other British	0.00%	6.36%
	Polish/Eastern European	0.00%	0.11%
	Scottish	0.00%	83.79%
White Total		0.00%	94.6%
Unknown/Prefer not to say		0.00%	1.69%
Teaching TOTAL		0.00%	100%

72. With no profile being available for 2010/11, it is intended to analyse data across a longer period of time to assess the recruitment trend in relation to ethnicity and to review against current recruitment practices.

(2) National ID

Table I-Application for employment-national ID

NATIONAL ID	2010/11		2011/12	
	LGE	TEACHERS	LGE	TEACHERS
British	5.09%	0.00%	16.82%	17.06%
English	0.51%	0.00%	1.84%	0.95%
Northern Irish	0.15%	0.00%	0.51%	1.80%
Scottish	22.44%	0.00%	73.79%	74.79%
Welsh	0.03%	0.00%	0.17%	0.11%
Other	1.33%	0.00%	4.28%	4.24%
Unknown/Prefer not to say	70.44%	0.00%	2.59%	1.06%
TOTAL	100%	0.00%	100%	100%

73. 73. For Table I, the only comparison data is from 2001, which shows fewer numbers identifying themselves as Scottish than the Council data. However, it may be that a significant sociological change in relation to national identity has occurred which is reflected in the difference between the unknown figures from 2010/11 to 2011/12 but this could only be confirmed by the 2011 census data.

(3) Gender

Table J-Application for employment – Gender

GENDER	2010/11		2011/12	
	LGE	TEACHERS	LGE	TEACHERS
Female	56.81%	0.00%	56.92%	65.78%
Male	40.76%	0.00%	41.74%	33.05%
Other	0.03%	0.00%	-	-
Unknown/Prefer not to say	2.41%	0.00%	1.34%	1.17%
TOTAL	100%	0.00%	100%	100%

74. Table J shows the gender profile of those applying for jobs in the Council. With the absence of some data from 2010/11, a full analysis cannot be carried out however these figures are different from the workforce profile so at that stage, it will be possible to consider if there are any barriers present in these processes.

(4) Disability

Table K-Application for employment-Disability

GENDER	2010/11		2011/12	
	LGE	TEACHERS	LGE	TEACHERS
No	93.58%	0.00%	34.32%	59.22%
Yes	3.61%	0.00%	1.79%	9.85%
Unknown/Prefer not to say	2.81%	0.00%	63.89%	30.93%
TOTAL	100%	0%	100%	100%

75. There has been a very significant increase in the number of unknown responses to this question. For that reason, further meaningful analysis will not be possible until the next report for 2012/13 and access to the national census data from 2011.

(5) Age

Table L-application for employment-Age

AGE BANDS	2010/11		2011/12	
	LGE	TEACHERS	LGE	TEACHERS
Under 21	5.68%	0%	0.10%	0.00%
Under 25	14.61%	0%	0.08%	0.21%
25-30	13.54%	0%	0.14%	0.00%
31-40	13.33%	0%	0.23%	0.00%
41-50	13.72%	0%	0.28%	0.11%
51-60	6.68%	0%	0.16%	0.00%
61-69	0.49%	0%	-	-
70+	0.03%	0%	-	-
No/Unknown/ Prefer not to say	31.93%	0%	99.02%	99.69%
TOTAL	100%	0%	100%	100%

76. Table L shows a similar pattern with only 112 LGE applicants out of a total of 11453 completing the information for age, with a similar pattern for teachers. Further meaningful analysis will not be possible until the next report for 2012/13.

(6) Martial status

Table M-application for employment-martial status

Martial Status	2010/11		2011/12	
	LGE	TEACHERS	LGE	TEACHERS
Divorced	1.48%	0%	3.34%	2.12%
Living with partner	4.22%	0%	6.32%	8.69%
Married/Civil Partnership	8.88%	0%	15.60%	25.42%
Separated	0.08%	0%	0.07%	0.11%
Single	12.72%	0%	19.90%	45.02%
Widowed	0.28%	0%	0.38%	0.42%
Unknown/Prefer not to say	72.34%	0%	54.29%	18.22%
TOTAL	100%	0%	100%	100%

77. In table M, there is still a significantly high unknown return in both employee groups which would prevent any significant analysis. As an example, the Scottish population figure in the 2001 census for single people is 30.55% and 24.44% in East Renfrewshire. Married is nationally 44.27% and 54.91% in East Renfrewshire.

(7) Religion and Belief

Table N-application for employment-Religion and Belief

Religion and Belief	2010/11		2011/12	
	LGE	TEACHERS	LGE	TEACHERS
Agnostic	0.36%	0%	-	-
Atheist	0.44%	0%	-	-
Buddhist	0.10%	0%	0.24%	0.00%
Roman Catholic	7.50%	0%	20.14%	31.04%
Church of Scotland	8.88%	0%	22.69%	21.61%
Hindu	0.20%	0%	0.40%	0.11%
Humanist	0.15%	0%	0.32%	0.11%
Muslim	0.61%	0%	2.25%	1.27%
Jewish	-	0%	0.18%	0.53%
None	10.93%	0%	34.17%	20.55%
Other	0.46%	0%	1.26%	0.42%
Other Christian	2.38%	0%	5.33%	8.37%
Pagan	0.03%	0%	0.08%	0.00%
Sikh	0.08%	0%	0.37%	0.53%
Unknown/Prefer not to say	69.54%	0%	12.58%	15.46%
TOTAL	100%	0%	100%	100%

78. This shows an improving picture with a lower percentage of unknown data at the recruitment stage in 2011/12. The highest category is no religion for Local Government Employees and Roman Catholic in teaching. This may be a reflection of the presence of Roman Catholic schools within the authority. This compares with the 2001 census data for Scotland where no religion was 27.55% percent with the highest category being Church of Scotland with 42.4% and Roman Catholic 15.88%. In East Renfrewshire, the figure for no religion was 21%, 41.50% for Church of Scotland (the highest category) and 20.70% for Roman Catholic.

(8) Sexual orientation

Table O-application for employment-Sexual Orientation

Sexual Orientation	2010/11		2011/12	
	LGE	TEACHERS	LGE	TEACHERS
Bisexual	0.07%	0%	0.30%	0.10%
Gay	0.20%	0%	0.38%	0.52%
Heterosexual	24.49%	0%	51.92%	84.96%
Lesbian	0.12%	0%	0.45%	0.21%
Other	-	0%	0.01%	0.00%
Unknown/Prefer not to say	75.12%	0%	46.95%	14.21%
TOTAL	100%	0%	100%	100%

79. While the amount of unknown data has decreased in table O, there is still a significantly high proportion, particularly against Local Government Employees. As the 2001 census did not contain this question, the only relevant national data is from the Integrated Household Survey of 2009/10 which shows the number of people who identified as lesbian, gay or bisexual in Scotland was 1.2%.

Applications for promotion

80. Through its Recruitment and Selection policy and PRD schemes, the Council aims to ensure that no individual is given an unfair advantage in respect of the opportunities for promotion. The ultimate aim is a diverse and skilled workforce with opportunity for all. As promotion opportunities are all advertised through the recruitment portal, it has proved difficult to always determine what an actual promoted post is. The data for the years in question therefore proved unreliable however, it is understood that developments to the portal will allow this to improve in the future so future monitoring reports will include this data.

Applications for training

81. Attendance at all corporate training is monitored where possible and completion of the monitoring form is voluntary. Attendance at external or mandatory training, conferences or seminars arranged through departments is not monitored. During the next year, electronic training records will be available as part of each employee's individual record which should improve the data recording. As this information is produced corporately, there is currently no separate return for teaching staff.

(1) Race

Table P-Training-Race

ETHNIC GROUP	2010/11	2011/12
White Scottish	70.5%	81.8%
White	0.3%	2.5%
Other	5.6%	5.1%
Unknown	23.6%	10.3%
TOTAL	100%	100%

82. The majority of training attended is by White Scottish employees in line with the workforce profile. There was a reduction in the numbers who did not disclose this information.

(2) Gender

Table Q-Training-Gender

GENDER	2010/11	2011/12
Female	45.4%	59.0%
Male	31.2%	32.4%
Unknown	23.3%	8.5%
TOTAL	100%	100%

83. The majority of those attending training are female and the figures are comparable with the workforce profile.

(3) Disability

Table R-Training-Disability

DISABILITY	2010/11	2011/12
Yes	1.4%	1.4%
No	74.9	88.5%
Unknown	23.7%	10%
TOTAL	100%	100%

84. Table R shows that the majority of those attending training did not declare themselves to have a disability. Attendance by disabled employee is broadly comparable with the workforce profile.

(4) Age

Table S-Training-Age

AGE BANDS	2010/11	2011/12
Under 21	1.8%	1.4%
21-30	5.6%	7.6%
31-40	17.3%	17.5%
41-50	27.7%	34.5%
51-60	21.4%	25.4%
60+	2.9%	3.4%
Unknown	23.3%	10.1%
TOTAL	100%	100%

85. In table S, the figures for 2011/12 provide the most useful data with a greater return rate. However, attendance for those in the +60 group appears to be less than the workforce profile and must be investigated to ensure that no barriers are present for these employees.

Employees involved in discipline procedures

86. The application of disciplinary procedures is generally about correcting behaviour and improving performance and as such there should be no unfair treatment of any equality group. The Council's objective is that our discipline policies should be applied consistently across all departments and as such any discipline statistics should be broadly reflective of the workforce as a whole.

87. HR professional staff are either involved in person or provide advice in relation to any disciplinary proceeding and will ensure that policies and best practice are being followed correctly to avoid discrimination.

(1) Race

Table T-Discipline-Race

ETHNIC GROUP		2010/11	2011/12
Arab		-	-
African		12.5%	0%
Asian	Bangladeshi	0%	0%
	Chinese	12.5%	0%
	Indian	0%	0%
	Other	0%	0%
	Pakistani	0%	3.23%
Black	African/Caribbean	0%	0%
	Other	-	-
	Scottish/British	0%	0%
Mixed or Multiple		0%	0%
Other Ethnic Background		0%	0%
Black Minority Ethnic Total		25%	3.23%
White	Irish	0%	3.23%
	Other	0%	0%
	Other British	0%	9.67%
	Polish/Eastern European	-	-
	Scottish	75%	74.2%
White Total		75%	87.1%
Unknown		0%	9.67%
Council TOTAL		100%	100%

88. The percentage of disciplinary procedures involving Black Minority Ethnic employees is significantly higher in 2010/11 than that shown in the workforce profile. Although it has fallen back to 3.23% in the next year, this figure still remains above the workforce profile. It should be noted that this is based on a small sample so it will be necessary to review this in future years in order to determine if a trend develops.

(2) Gender

Table U-Discipline-Gender

GENDER	2010/11	2011/12
Female	37.5%	49%
Male	62.5%	51%
Other	-	-
Unknown	-	-
TOTAL	100%	100%

89. The gender split is not comparable with the workforce profile although closer in 2011/12. This requires further review in future years to determine if this is a spike or a trend.

(3) Disability

Table V-Discipline-Disability

DISABILITY	2010/11	2011/12
No	75%	61.29%
Yes	25%	38.71%
Unknown	0%	0%
TOTAL	100%	100%

90. The disability profile is not consistent with the workforce profile. Employees with a disability make up only 1 or 2% of the workforce but are showing a higher percentage here. It should be noted that this is based on a small sample so it will be necessary to review this in future years in order to determine if a trend develops. The current practice of addressing unacceptable levels of attendance through disciplinary procedures may also have affected the outcome so current plans to introduce a capability policy should allow further analysis to take place.

(4) Age

Table W-Discipline-Age

AGE BANDS	2010/11	2011/12
Under 21	25%	10%
21-30	25%	13%
31-40	25%	35%
41-50	25%	23%
51-60	0%	19%
61-69	0%	0%
70+	0%	0%
Unknown	0%	0%
TOTAL	100%	100%

91. The age profile is broadly consistent with the workforce profile. The age groups of under 21 and 21-30 have a higher percentage so it will be necessary to review this in future years in order to determine if a trend develops.

Employees involved in grievance procedures

92. All employees should be aware of the appropriate route available to them to raise any concerns that arise in the course of their employment. Ideally, such concerns would be addressed informally but where this is not possible formal grievances are recorded. Currently this includes bullying and harassment cases but the intent is that in the future, these will be recorded separately.
93. The Council's objective is that our grievance policies should be applied consistently across all departments and as such any grievance statistics should be broadly reflective of the workforce as a whole.
94. HR professional staff are either involved in person or provide advice in relation to any disciplinary proceeding and will ensure that policies and best practice are being followed correctly to avoid discrimination.

(1) Race

Table X-Grievance-Race

ETHNIC GROUP		2010/11	2011/12
Arab		-	-
African		0%	0%
Asian	Bangladeshi	0%	0%
	Chinese	0%	6.25%
	Indian	0%	0%
	Other	0%	6.25%
	Pakistani	0%	0%
Black	African/Caribbean	0%	0%
	Other	-	-
	Scottish/British	0%	0%
Mixed or Multiple		0%	0%
Other Ethnic Background		0%	0%
Black Minority Ethnic Total		0%	12.50%
White	Irish	0%	0%
	Other	0%	0%
	Other British	0%	0%
	Polish/Eastern European	-	-
	Scottish	100%	56.25%
White Total		100%	56.25%
Unknown		0%	31.25%
Council TOTAL		100%	100%

95. The percentage of disciplinary procedures involving Black Minority Ethnic employees is significantly higher in 2011/12 than that shown in the workforce profile. However, the figures from 2010/11 suggest that this may be a spike within a small sample so it will be necessary to review this in future years in order to determine if a trend develops.

(2) Gender

Table Y-Grievance-Gender

GENDER	2010/11	2011/12
Female	25%	75%
Male	75%	25%
Other	-	-
Unknown	-	-
TOTAL	100%	100%

96. The gender split in 2010/11 not comparable with the workforce profile but is reversed in 2011/12. This suggests that the small sample size is having a significant affect on the percentages. This requires further review in future years to determine if this is the case.

(3) Disability

Table Z-Grievance-Disability

DISABILITY	2010/11	2011/12
No	75%	18.75%
Yes	0%	6.25%
Unknown	25%	75%%
TOTAL	100%	100%

97. The disciplinary profile is not consistent with the workforce profile but shows improvement in 2011/12. Employees with a disability make up only 1 or 2% of the workforce but are showing a higher percentage here. It should be noted that this is based on a small sample so it will be necessary to review this in future years in order to determine if a trend develops.

(4) Age

Table AA-Grievance-Age

AGE BANDS	2010/11	2011/12
Under 21	0%	0%
21-30	0%	6.25%
31-40	25%	31.25%
41-50	50%	31.25%
51-60	0%	31.25%
61-69	25%	0%
70+	0%	0%
Unknown	0%	0%
TOTAL	100%	100%

98. The age profile is broadly consistent with the workforce profile.

Employees leaving the Council

99. By monitoring the equality profile of leavers, it can prove to be a valuable tool in developing a diverse workforce in addition to facilitating the review of existing HR policies.

100. During the period April 2011 to March 2012, 2012, 321 employees (LGE and Teaching) left the Council compared to 278 employees during 2011. The numbers for teaching staff were 124 employees during the same period in 2012 compared to 105 employees at 31 March 2011.

(1) Race

Table BB-leavers– Race-Non Teaching

ETHNIC GROUP		2010/11	2011/12
Arab		-	-
African	Scottish/British	0.58%	0%
	Other	-	-
Asian	Bangladeshi	0%	0%
	Chinese	0%	0%
	Indian	0.58%	0.51%
	Other	0%	1.02%
	Pakistani	1.16%	1.52%
Black	African/Caribbean	0%	1.02%
	Other	-	-
	Scottish/British	0%	0%
Mixed or Multiple		0%	0%
Other Ethnic Background		1.16%	1.16%
Black Minority Ethnic Total		3.48%	5.23%
White	Irish	0.58%	0.51%
	Other	1.73%	2.03%
	Other British	3.47%	4.06%
	Polish/Eastern European	-	-
	Scottish	79.77%	72.59%
White Total		85.55%	79.19%
Unknown		10.98%	16.24%
Council TOTAL		100%	100%

101. The race profile of leavers is broadly consistent with the workforce profile with the majority of leavers being in the White Scottish category. With fewer than 2% of the workforce being in the Black Minority Ethnic (BME) category, the BME leavers figure in both years is slightly higher than would be expected and needs further review in future years in particular to see if the levels of undisclosed information have an impact.

Table CC-leavers– Race-Teaching

ETHNIC GROUP		2010/11	2011/12
Arab		-	-
African	Scottish/British	0%	0%
	Other	-	-
Asian	Bangladeshi	0%	0%
	Chinese	0%	0%
	Indian	0.95%	0%
	Other	0%	0%
Black	Pakistani	0.95%	1.61%
	African/Caribbean	0%	0%
	Other	-	-
	Scottish/British	0%	0.81%
Mixed or Multiple		0%	0.81%
Other Ethnic Background		0%	0.81%
Black Minority Ethnic Total		1.9%	4.04%
White	Irish	0.95%	2.42%
	Other	0.95%	4.03%
	Other British	5.71%	6.45%
	Polish/Eastern European	-	-
	Scottish	89.52%	80.65%
White Total		97.13%	93.55%
Unknown		0.95%	2.42%
Council TOTAL		100%	100%

102. The race profile of leavers is broadly consistent with the teaching workforce profile with the majority of leavers being in the White Scottish category. With under 2% of the workforce being in the BME category, the figure for BME leavers in 2011/12 is higher than would be expected and needs further review in future years to determine if this is just a localised spike.

(2) Gender

Table DD-leavers– Gender

GENDER	2010/11		2011/12	
	LGE	TEACHERS	LGE	TEACHERS
Female	69.36%	74.29%	61.42%	79.03%
Male	30.64%	25.29%	38.58%	20.97%
Other	-	-	-	-
Unknown	0%	0%	0%	0%
TOTAL	100%	100%	100%	100%

103. The gender profile of leavers is generally comparative with the workforce profile with the highest percentage showing the majority of leavers to be female.

(3) Disability

Table EE-leavers– Disability

DISABILITY	2010/11		2011/12	
	LGE	TEACHERS	LGE	TEACHERS
No	83.81%	96.19%	79.69%	95.16%
Yes	5.2%	1.9%	2.54%	1.61%
Unknown	10.98%	1.90%	17.77%	3.22%
TOTAL	100%	100%	100%	100%

104. The LGE figure for leavers with a disability is higher than the workforce profile. This may be caused by individuals opting for early retiral on the grounds of ill health so requires further review in future years.

(4) Age

Table FF-leavers– Age

AGE BANDS	2010/11		2011/12	
	LGE	TEACHERS	LGE	TEACHERS
Under 21	4.05%	0%	8.12%	0%
21-30	13.87%	31.43%	16.24%	49.19%
31-40	12.14%	17.14%	15.74%	13.71%
41-50	19.65%	7.62%	17.77%	7.26%
51-60	30.06%	31.43%	24.88%	23.39%
61-65	17.92%	12.38%	16.24%	6.45%
66-70	2.31%	0%	0%	0%
71+	0%	0%	0%	0%
Unknown	0%	0%	0%	0%
TOTAL	100%	100%	100%	100%

105. In table FF, the highest percentage of leavers for LGE employees are in the age group 51-60. This will have been contributed to by the leavers through the Council's Early Retirement scheme. This is a necessary approach taken by the Council to mitigate any need for compulsory redundancies as part of ongoing organisational change.

(5) Part time/Full time

Table GG-leavers-status

STATUS	2010/11		2011/12	
	LGE	TEACHERS	LGE	TEACHERS
Full time	52.60%	83.80%	52.28%	81.45%
Part time	47.40%	16.20%	47.72%	18.55%
Unknown	0%	0%	0%	0%
TOTAL	100%	100%	100%	100%

106. The contract status profile of leavers is broadly comparable with the workforce profile.

Gender Pay Gap information

107. Under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, the Council, as a listed authority, must publish information on the percentage difference among its employees between men's average hourly pay (excluding overtime) and women's average hourly pay (excluding overtime).
108. Over the last few years, the Council has undertaken extensive negotiations in order to harmonise its terms and conditions of service. The first main harmonisation in 2007 brought in a common job evaluation scheme and standardised core terms and conditions for the previous Administrative, Professional, Technical and Clerical staff and Manual Workers. This had a positive impact on those conditions that influence any pay gap.
109. Teacher's conditions of service are negotiated at a national level and therefore those conditions which impact on any pay gap are outwith local influence. Chief Officer conditions are also negotiated in a similar manner.
110. The pay gap has been calculated by totalling total pay for males and females and dividing by the total contracted hours. This gives a basic pay gap of 6.5%.
111. A further examination was undertaken of the pay gap within individual pay grades and it was established that no individual grade has a pay gap greater than 4%.
112. The main cause of the pay gap is seen as occupational segregation and this is discussed in more detail in the following section. However, it is considered that those jobs graded lower under job evaluation are those which are traditionally female dominated. For example, this would include cleaners, catering staff and homecare although it can now be demonstrated that Cleaning and Homecare posts are showing an increase in the number of males.
113. Under the Specific Duties, pay gap information does not include overtime payments. However because of the additional work on harmonisation of conditions within the Council an examination of the total pay gap was made by including all contractual pay elements. By making the calculation in this way and including overtime and shift allowance, the pay gap increases to 8.98%.
114. An analysis of overtime by gender indicates that overtime is worked by mainly men in the services of Roads, Cleansing and Parks. There is a project through Workforce Planning already underway to monitor the uptake of overtime and the reasons for it.

Occupational Segregation

115. The Scottish Government defines occupational segregation as the concentration of men and women:
- in different kinds of jobs (**horizontal** segregation) or
 - in different grades (**vertical** segregation)
116. Occupational segregation is considered to be one of the barriers which prevent women and men from fulfilling their potential and consequently contributes to any pay gap. Women tend to be concentrated in the lower paid jobs (e.g. clerical, catering, cleaning and caring roles) and the lower grades within an organisation.

117. Our aim is to have a workforce that more accurately reflects East Renfrewshire and the diverse groups that live within it. We also need to ensure that the pool of talent and skills available to us is not inhibited by stereotypical perceptions of what jobs women and men can do and that everyone's skills are being utilised to their maximum potential.

118. In line with the national single status agreement, the Council has subjected all its posts (excluding Teachers and Chief Officers), to a job evaluation scheme which was developed at a national level. This was intended to address the under-valuing of roles and occupations. The Council will continue to engage at a national level to support any developments that update the scheme to reflect the need to ensure that women and men doing work of equal value receive the same level of pay (unless an objective reason exists).

119. Research suggests that women with children face difficulties in terms of finding work that is appropriate for their skills and career as well as flexible and convenient in terms of their childcare and other caring responsibilities. A lack of options forces many women into part-time, low-paid work however there are options available for our workforce. The Council has adopted a flexible working policy that goes further than the current legislative minimum by allowing any employee to apply for a range of flexible working options. In addition, all employees participate in the appropriate PRD scheme which allows the opportunity to discuss their development in terms of their post and how their skills and experience can be enhanced.

120. Currently we monitor occupational segregation in the following groups:

	2010/11		2011/12
% of Council employees in the top 2% that are women:	46.3		46.5
% of Council employees in the top 5% that are women	51.9		50.3

We have set a target for the next two years as follows:

	2012/13		2013/14
% of Council employees in the top 2% that are women:	46		46
% of Council employees in the top 5% that are women	50		50

121. Our intention is to increase the monitoring we undertake and to include this in an annual employment monitoring report.

Statement on Equal Pay 2013-2017

122. East Renfrewshire Council supports the principle of equal opportunities in employment and believes that male and female employees should receive equal pay for work of equal value.

123. We understand that equal pay between men and women is a legal right under both domestic and European Law and that the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 concerning equal pay covers race and disability in addition to gender.

124. The Council recognises that in order to achieve equal pay it must have a pay, grading and benefits structure that is transparent, flexible, based on objective criteria and free from bias. It is in the Council's interest to ensure that it has a fair and just pay system.

125. The Council understands that to deliver equal pay for its employees it is also necessary to consider all of the causes of the gender pay gap and that these go beyond discrimination within pay systems. We recognise that our training and employment practices can impact on men, women, disabled employees and those employees from an ethnic background, in different ways. We are committed to tackling gender-segregation both horizontally and vertically in occupations across the Council and providing an environment that promotes equality of opportunity by removing incidents of stereotyping about skill and capabilities, by changing the culture associated with different jobs, removing barriers to accessing training courses and apprenticeships and promoting a healthy work-life balance.

126. Our objectives to achieve equal pay and address the gender pay gap in employment include:

- Ensuring that men and women doing work of equal value receive the same level of pay, unless an objective reason exists for any difference
- Reducing the gender pay gap for both full-time and part-time employees
- Having a workforce in which women and men are represented at all levels
- Having recruitment and employment practices that promote equality and are free from discrimination
- Ensuring all employees have fair and equal access to training and development opportunities

127. In order to achieve our objectives we will undertake a range of actions including: -

- Introduce arrangements for the ongoing monitoring of the pay grading and benefits structure and take remedial action where appropriate.
- Provide training and guidance for those involved in determining pay
- Inform employees of how these practices work and how their own pay is determined.
- Identify where there is occupational segregation and take positive action to reduce it
- Monitor the uptake of training and development opportunities and improve access to training programmes
- Examine any gender, race and disability barriers to employees advancing to more senior level posts and take positive action to remove them
- Consult with Trade Unions and review the current mechanisms for consulting with all employees

128. The Council will report annually on its progress and review its Equal Pay Policy Statement every four years.

129. The Deputy Chief Executive is responsible for implementing, monitoring and reviewing the operation of the Policy across the Council and ensuring that due consideration is given to the resources required to achieve equal pay.

Improving and acting upon Employment monitoring data

130. The Council is required under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 to gather equality information on the composition of the workforce and information in relation to the recruitment, development and retention of employees with respect to their protected characteristics. This is to be done annually and the information must be used to better perform the General Equality Duty.

131. Current baseline information on equality characteristics within the workforce is restricted to Race, Disability, Gender and Age with the first two being dependant on the willingness of the employee to declare that information. A broader baseline of information is available through applications for employment via the myjobscotland recruitment portal. Other areas of data collection do not yet include all protected characteristics.
132. The priority for the year 2013/14 will be to take advantage of developments to both the recruitment portal data and an increase in fields available through Resourcelink (the Council's HR system) to improve the data collection against all protected characteristics. The success of this will be dependant on two other main aspects:
- Increasing the amount of data employees and prospective employees make available by raising confidence in the use of the data and the benefits from its availability
 - Being able to standardise and build on the data collection available through other HR processes
133. All these factors are addressed in the implementation plan below as will be the broadening of the reporting used to disaggregate the baseline data against aspects of employment. For example, by analysing age, gender and disability against full/part time status.
134. Existing data has been used to identify priorities within HR policy development namely the need to introduce a Dignity at Work policy, to be able to monitor cases addressed through it and to report on these findings. The slightly higher figures of leavers with a disability will be used within the review of the Maximising Attendance policy and the development of a method to record reasonable adjustments.
135. The development of this first mainstreaming report has highlighted the need to find other ways to involve other areas of the Council in this area of work. The timetabling for an annual report to the Council's Corporate Management Team will include the production of a draft report in October each year in respect of the previous financial year. This will then be raised (as appropriate) with the Equality Officers Working Group, Learning and Development representatives and Department Management Teams through their HR Business Partners for feedback into the final version of the report which will be presented to the Corporate Management Team.

Implementation plan 2013/14

Increase scope and quality of equality data available

Action	Target date
Participate in the review of the myjobscotland portal to ensure that the necessary equality monitoring information is available.	Ongoing
Support any promotion of the benefits to applicants of completing portal equality data.	Ongoing
Ensure that new fields available within Resourcelink are adapted to provide data consistent with portal and vice versa.	April 2013
Standardise data recording across the HR function with that available through portal and Resourcelink.	April 2013
Plan the gathering of information disaggregated by protected characteristics across the employment cycle.	April 2013

Develop monitoring of cases brought through Dignity at Work policy to include statistics in CMT annual report.	May 2013
Run awareness campaign to encourage employees to complete all monitoring fields through MyInsider.	August 2013
Widen recruitment data analysis for 2013/14 to include interview and appointment stage	September 2013
With the support of the myjobscotland portal, improve the quality and reliability of the monitoring of applications for promotion.	September 2013

HR policy development

Introduce through the HR Business partner teams, a method to record reasonable adjustments	May 2013
Complete a review of the Bullying and Harassment policy to create a Dignity at Work policy.	June 2013
Produce a "looked after children" HR policy to support these young people in the workplace.	June 2013
Complete the review of maximising attendance policy and in particular the processes to be applied in relation to employees with disabilities	June 2013
Consider the introduction of a capability policy as part of this review	June 2013

Learning and Development

Ensure that all core HR courses contain relevant information on equality and that data from equality monitoring is used to influence the learning process.	May 2013
Engage with L&D representatives on the findings of equality monitoring and the development of the categories to be monitored	May 2013
Determine how the new online PRD process can be used to gather information on applications for training	May 2013
Develop an e-learning course for managers on the disability symbol	August 2013
Introduce new training for managers on Dignity at Work approach	Sept 2013

Improve application of monitoring data

Timetable data collection to ensure wider consultation on results before report is presented so actions and improvements have a wider base than purely Human Resources	April 2013
Consult with Equality Officers Working Group on 2012/13 annual data analysis and encourage action within departments based on outcomes of analysis	September 2013
Broaden equality evidence gathered locally through the employee survey and nationally through researching additional sources including the Census data from 2011.	September 2013
Develop an annual report to be presented to the Corporate Management Team each March with a review of the previous year's monitoring data and associated recommendations which will allow the Council to better perform the General Equality Duty.	March 2014

CONCLUSION

136. The Council is fully committed to fulfilling its general equality duty and the associated specific duties, which this report is about. The report shows that the Council is making steady progress toward mainstreaming equality into its policies and practices.

137. We have used a range of engagement and research methods to identify a set of equality outcomes which we will be pursuing for the next four years.

138. The report contains an extensive section on employment monitoring which is also a requirement under the legislation. While the monitoring has not raised any causes for concern, it has highlighted some areas where further investigation will be undertaken to ascertain if any barriers exist for members of staff who are from groups with protected characteristics.

139. The report also reveals that the Council has a 6.5% gender pay gap, caused mainly by occupational segregation.

140. In a recent survey, our Corporate Equality Unit asked all Heads of Service, to consider how the functions they are responsible for are helping the Council to:

- Eliminate unlawful discrimination, harassment and victimisation;
- Advance equality of opportunity between different groups; and
- Foster good relations between different groups.

141. We will continue to consider these questions as we seek to make East Renfrewshire a fairer and more equal place so that where the delivery of a function gives rise to unlawful treatment, the way that function is exercised can be changed to prevent such unlawful treatment.

East Renfrewshire Council's Equality Outcomes

Equality Outcome – 1. Disabled people are protected from physical and communication barriers.

Protected Characteristic(s): Disability
SOA Outcomes: SOA 3

Customer, Efficiency and People Outcomes: Customer

Intermediate Outcomes

- 1.1 Wheelchair users are confident that they can hire a wheelchair-accessible taxi at a fair cost when they need one. (Chief Executive's/Legal Services). (SOA 3.5)
- 1.2 New houses built in East Renfrewshire are suitable for disabled people and older people (Environment/Housing). (SOA3.2)
- 1.3 Wheelchair users find it easy to access pavements in East Renfrewshire. (Environment/Roads). SOA 3.5)
- 1.4 Disabled people receive information from the Council in accessible formats (Chief Executives'/Customer First). (Customer)

Equality Outcome – 2. Attainment levels for our young people with the lowest attainment records have improved

Protected Characteristic(s):Age

SOA Outcomes: SOA 1, SOA 2, SOA
Customer, Efficiency and People Outcomes:

Intermediate Outcomes

- 2.1 Levels of attainment for pupils from Asian-Pakistani backgrounds have improved. (Education Department). (SOA1.4 /SOA 2.1)
- 2.2 Levels of attainment for boys have improved. (Education Department). (SOA1.4/SOA2.1)

Equality Outcome –3. The relations between different groups in East Renfrewshire are strong

Protected Characteristic(s): Age, Disability, Gender Reassignment, Pregnancy and maternity, Race, Religion or Belief, Sex, Sexual Orientation, Marriage/Civil Partnership.

SOA Outcomes: SOA 3, SOA 4, SOA 5
Customer, Efficiency and People Outcomes:

Intermediate Outcomes

- 3.1 Young people and older people are engaged together in activities. (Chief Executive's/Young Persons Services). (SOA 5.2)
- 3.2 There are good relations among young people from different faith groups. (Chief Executive's/Corporate Equality). (SOA 3.3)
- 3.3 Gypsy Travellers feel welcomed by local people in East Renfrewshire. (Environment Department). (SOA 3.3)
- 3.4 Lesbian, Gay, Bisexual and Transgender people have healthy relationships with faith communities in East Renfrewshire. (Chief Executive's/Corporate Equality). (SOA 3.3/SOA 4.3)

Equality Outcome – 4. Members of equality groups are active citizens and effective contributors to civic life in East Renfrewshire

Protected Characteristic(s): Age, Disability, Gender Reassignment, Pregnancy and maternity, Race, Religion or Belief, Sex, Sexual Orientation, Marriage/Civil Partnership.

SOA Outcomes: SOA 3

Customer, Efficiency and People Outcomes:

Intermediate Outcomes

- 4.1 Young people are actively engaged in local decision-making. (Chief Executive's/Young Persons Services). (SOA 3.3)
- 4.2 Opportunities for parental involvement in Equalities issues have increased. (Education Department). (SOA 3.3)
- 4.3 Members of equality groups actively participate in our Citizens' Panel to inform partnership and Council policies. (Chief Executive's/Policy and Improvement Unit). (SOA 3.3)

Equality Outcome – 5. We have strong and active community organisations representing and working for equality groups

Protected Characteristic(s): Age, Disability, Gender Reassignment, Pregnancy and maternity, Race, Religion or Belief, Sex, Sexual Orientation.

SOA Outcomes: SOA 1, SOA 3, SOA 4, SOA 5)

Customer, Efficiency and People Outcomes:

Intermediate Outcomes

- 5.1 Representatives of local equality community organisations are confident that they are influencing service design and delivery. (Chief Executive's/Corporate Equality). (SOA 3.3)
- 5.2 Disabled people and their carers have choice and control over the care and support services they need to live their lives the way they want to. (CHCP). (SOA 1.3, SOA/SOA 4.4/SOA 5.1)
- 5.3 Disabled people's groups are involved in giving support to disabled people when there are big changes in disabled persons' lives. (CHCP & Chief Executive's/Corporate Equality). (SOA 3.3)

Equality Outcome – 6. Members of equality groups live their lives, safe from discrimination, harassment, victimisation and violence

Protected Characteristic(s): Age, Disability, Gender Reassignment, Pregnancy and maternity, Race, Religion or Belief, Sex, Sexual Orientation, Marriage/Civil Partnership.

SOA Outcomes: SOA 3, SOA 4

Customer, Efficiency and People Outcomes: Customer

Intermediate Outcomes

- 6.1 Victims of identity-based harassment and violence are satisfied with the support they receive. (Chief Executive's/Community Safety). (SOA 4.3)
- 6.2 Levels of identity-based bullying and harassment in schools have reduced. (Education Department). (SOA 4.3)
- 6.3 Victims of domestic violence have confidence in our mechanisms for addressing repeat violence against women. (CHCP). (SOA 4.3)
- 6.4 Lesbian, Gay, Bisexual and Transgender people see East Renfrewshire as a safe place to live and work. (Chief Executive's/Community Safety). (SOA 3.3/SOA 4.3)

Equality Outcome – 7. All equality groups live active, connected and healthy lives

Protected Characteristic(s): Age, Disability, Gender Reassignment, Pregnancy and maternity, Race, Religion or Belief, Sex, Sexual Orientation, Marriage/Civil Partnership.

SOA Outcomes: SOA 1, SOA 2, SOA 3, SOA 5

Customer, Efficiency and People Outcomes: Customer

Intermediate Outcomes

- 7.1 Our older people live active, engaged and healthy and lives. (CHCP). (SOA 5.2/SOA2,3)

7.2 Local residents with protected characteristics make regular use of sporting and cultural facilities and services. (Education/Culture and Sports). (SOA 2.4)

7.3 Minority ethnic communities have access to local social cultural and religious facilities. (Environment Department). (SOA 3.3)

7.4 Children and young people's participation in sports activities has increased. (Education/Culture and Sports?). (SOA1.2/SOA 2.4)

Equality Outcome – 8. Our employees and Councillors are confident in their ability to play their part in maintaining East Renfrewshire as a place where nobody is left behind

Protected Characteristic(s): Age, Disability, Gender Reassignment, Pregnancy and maternity, Race, Religion or Belief, Sex, Sexual Orientation, Marriage/Civil Partnership.

SOA Outcomes:

Customer, Efficiency and People Outcomes: People

Intermediate Outcomes

8.1 Our employees are confident in their ability to respond to the needs of colleagues and citizens.(Chief Executive's/Corporate Equality). (People)

8.2 Our decision-makers are aware of the implications of the general equality duty when making decisions about the council's policies and practices. (Chief Executives/Democratic Services)(People)

Equality Outcome – 9. Members of equality groups currently under-represented in the Council's workforce have positive employment experiences and career prospects

Protected Characteristic(s): Disability, Race, Sex,.

SOA Outcomes: SOA 1, SOA 2,

Customer, Efficiency and People Outcomes: People

Intermediate Outcomes

9.1 We have identified and are tackling barriers to employment opportunities in the Council for under-represented groups. (Chief Executive's/Human Resources). (SOA2.3) (People)

9.2 Employees with protected characteristics feel more supported in the workplace. (Chief Executive's/Human Resources) (People)

9.3 Our looked-after children are supported to participate in work experience programmes. (CHCP & Chief Executive's/Human Resources). (SOA 1.4)

9.4 Disabled and young people with learning difficulties have access to work experience and jobs. (Environment Department). (SOA2.1/SOA2.2)

Single Outcome Agreement (SOA) outcomes

Intermediate outcomes

SOA 1 All children in East Renfrewshire experience a stable and secure start to their lives and are supported to succeed.

Intermediate outcomes:

- 1.1 Parents are supported to provide a safe, healthy and nurturing environment for their families.
- 1.2 Our young children are healthy, active and included.
- 1.3 Our young children are safe and cared for.

SOA 2 East Renfrewshire Residents are fit and active and have the skills for learning, life and work.

Intermediate outcomes:

- 2.1 Children are confident, effective learners and achieve their full potential.
- 2.2 Children and young people raise their educational attainment and achievement, developing the skills they need during their school years and into adulthood.
- 2.3 Residents have the skills for employment through increased take up of education and training opportunities.
- 2.4 Residents are active and optimise their health and wellbeing

SOA 3 East Renfrewshire is a thriving, attractive and sustainable place for residents and businesses to grow.

Intermediate outcomes:

- 3.1 The economy is stronger through increased business growth, targeted support and investment.
- 3.2 Our natural and built environment is enhanced and our environmental impact minimised.
- 3.3 Residents live in communities that are strong, self sufficient, resilient and supportive.
- 3.4 Residents live in warm, dry and energy efficient homes.
- 3.5 Residents have access to a range of services via travel choices based on an integrated and sustainable transport network.

SOA 4 East Renfrewshire residents are safe and supported in their communities and homes.

Intermediate outcomes:

- 4.1 Communities experience fewer incidents of vandalism, street disorder and anti-social behaviour.
- 4.2 Community safety and public protection is safeguarded
- 4.3 Residents are protected from harm and abuse and their dignity and human rights are respected.
- 4.4 Our vulnerable residents are able to live as safely and independently as possible in the community and have control over their care and support.
- 4.5 Carers' roles in providing care are recognised and valued.
- 4.6 People are improving their health and well being by recovering from problematic drug and alcohol use.

SOA 5 Older people in East Renfrewshire are valued; their voices are heard and they are supported to enjoy full and positive lives for longer.

Intermediate outcomes:

5.1 Older people are able to live as safely and independently as possible in the community and have control over their care and support.

5.2 Older people feel included and empowered to make a valuable contribution to their local communities.

Customer, Efficiency and People Outcomes

Customers

- Our residents are well informed, enabling them to access accountable and responsive services.

Efficiency

- Our systems and processes are streamlined, enhancing customers' access to services.
- Residents benefit from cost effective and efficient services that comply with financial and legislative requirements

People

- Our employees are skilled and supported to achieve on our outcomes.

Key dates for the public sector equality duty

5 April 2011 – public sector equality duty came into force

27 May 2012 – specific duties came into force in Scotland – a listed authority is required to:

- assess and review policies and practices
- gather and use employee information
- consider criteria and conditions in procurement

30 April 2013 – by this date a listed authority is required to publish

- a mainstreaming report (which includes employee information)
- equality outcomes, prepared using involvement and evidence
- gender pay gap information
- a statement on equal pay and occupational segregation

31 December 2013 – by this date Scottish Ministers publish proposals for activity to enable better performance of the duty by listed authorities

Two years after first reporting, a listed authority is required to publish:

- a mainstreaming report (which includes employee information)
- a report on progress towards achieving equality outcomes
- gender pay gap information

31 December 2015 – by this date Scottish Ministers publish report on progress

This document can be explained to you in other languages and can be provided in alternative formats such as large print and Braille. For further information please contact Customer First on 0141 577 3001 or email customerservices@eastrenfrewshire.gov.uk.

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