



Equality Mainstreaming Progress Report 2017 - 2019

Corporate Services

April 2019

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1 Foreword

This document presents West Lothian Council's progress report on our equality mainstreaming commitments for the period of 2017 – 2019. Our first mainstreaming report was published in April 2013 with subsequent updates published as required by the Public Sector Equality Duty in Scotland.

The council is committed to tackling discrimination, advancing equality of opportunity and promoting good relations both within our workforce and the wider community. Mainstreaming equality is the process by which we will work towards achieving this as an organisation.

Our objective in mainstreaming equality is to integrate an equality perspective into the everyday work of the council, involving managers and policy makers across all council services, as well as equality specialists and community planning partners.

Equality mainstreaming is a long term approach that aims to make sure that policy making within the council is fully sensitive to the diverse needs and experiences of everyone affected. The approach will help to provide better information, transparency and openness in the way we make decisions about our services and resources.

The council recognises that mainstreaming requires leadership and commitment over the long term to the principles and processes of mainstreaming equality, as well as ownership and integration within every service and team across the Authority.

This report outlines the progress we have made in mainstreaming equality over the period of 2017 to 2019.

Councillor Lawrence Fitzpatrick
Leader of the Council

Graham Hope
Chief Executive

April 2019

2. West Lothian Context

- 2.1** West Lothian is a great place to live, work and do business, West Lothian Council aims to improve the quality of life and opportunities for all citizens. We are a top performing Council with a reputation for innovation, partnership working and customer focus.

West Lothian is the ninth largest local authority in Scotland serving a population of approximately 178,500, accounting for 3.3% of Scotland's population and one of the fastest growing and youngest in the country.

The Council is central to the provision of services that affect people's everyday lives, for example, housing, education, libraries, leisure and benefits. We therefore recognise that all services provided by the Council need to reflect and consider the impact that they may have on equality. We aim to provide improved services that meet the needs and priorities of local communities.

3. Legal Context

3.1 Public Sector Equality Duty

Section 149 of The Equality Act 2010 came into force in April 2011, introducing a new Public Sector Equality duty. The Public Sector Equality Duty (often referred to as the 'general duty') requires public bodies in the exercise of their functions, to have due regard to the need to:

1. Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct
2. Advance equality of opportunity between those who share a protected characteristic and those who do not; and
3. Foster good relations between those who share a protected characteristic and those who do not

3.2 What are the Protected Characteristics?

Everyone is protected by the Act. Every person has one or more of the protected characteristics, so the Act protects all of us against unfair treatment.

The protected characteristics are:

1. Age
2. Disability
3. Gender reassignment
4. Pregnancy and maternity
5. Race – this includes ethnic or national origin, nationality and also includes Gypsy/Travellers.
6. Religion or belief – this includes a lack of belief
7. Sex (gender)

8. Sexual orientation
9. Marriage and civil partnership (but only in respect of the duty to consciously consider the need to eliminate discrimination, harassment, victimisation and other conduct prohibited by The Equality Act 2010).

3.3 The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012

The Scottish Government has introduced a set of specific equality duties to support the better performance of the general duty by public bodies. These duties include requirements to:

- Develop and publish a mainstreaming report
- Publish equality outcomes and report on progress (at least every two years)
- 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 of public procurement
- Publish in a manner that is accessible

The Councils Equal Pay statement and our employment and gender pay gap information is provided in Appendix 1.

The Councils Equality Outcome plan which details the equality outcomes and the progress made in the past two years (2017-2019) is provided in Appendix 2.

4. Why mainstreaming equality is important

Mainstreaming equality simply means integrating equality and diversity into the day-to-day workings of the council. We aim to do this by taking equality into account as we exercise our functions and deliver our services.

Mainstreaming equality has a number of benefits including:

- It helps ensure that council services are fit for purpose and meet the needs of our community.
- It helps attract and retain a productive workforce, rich in diverse skills and talents.
- It helps the council work toward social inclusion and supports the communities we serve to improve the lives of everyone who lives in West Lothian.
- It helps the Council to continually improve and better perform through growing knowledge and understanding of the benefits of an inclusive organisation.

- 4.1 The Council as an Education Authority must also meet the requirements of the Equality Act 2010 and the (Specific Duties) (Scotland) Regulations 2012. The Council also administers the Licensing Board and must meet the requirements

of the Act and Regulations when undertaking its duties in this regard. Accordingly, at relevant points within this report reference will be made to all three bodies.

5. Council Equality Outcomes

Under the Equality Act in Scotland, the council has a specific duty to produce a set of equality outcomes which are informed by engagement with different equality groups and stakeholders. The outcomes are designed to help the council achieve its vision and meet the general duty to eliminate discrimination and harassment; promote equality of opportunity and promote good relations.

5.1 What is an Equality Outcome?

An equality outcome is defined by the Equality and Human Rights Commission as a change that provides results for individuals or communities as a consequence of the action the council has taken.

Outcomes include short-term benefits such as changes in awareness, knowledge, skills and attitudes, and longer-term benefits such as changes in behaviours, decision-making, or social and environmental conditions.

5.2 Corporate Equality Outcomes

The Council's Corporate Equality Outcomes have been developed through evidence gathering and engagement work. The Council's Corporate Equality Outcomes are:

- 1 Employability and skills opportunities are accessible to the communities of West Lothian
- 2 Improved awareness of gender based violence and protection against violence
- 3 Raise awareness of Hate Crime to improve knowledge and confidence to report hate incidents
- 4 People with disabilities experience greater independence in their lives
- 5 Improve engagement and involvement of our communities in the decisions made by the council that affect them
- 6 West Lothian Council is recognised internally and externally as an equal opportunities employer
- 7 Children and young people in West Lothian's schools feel safe, supported and able to be themselves
- 8 Improve awareness of carers and the issues they face when accessing services
- 9 Improve awareness of and access to information, assistance, advice and support to alleviate poverty and increase disposable income

5.3 Corporate Plan 2018 – 2023

In setting the Equality Outcomes, the council have been mindful of the issues of proportionality, scale, severity and concern. Furthermore to maintain a consistent approach, our equality outcomes were developed to address the priorities of the Corporate Plan, these are as follows:-

- Improving attainment and positive destinations
- Delivering positive outcomes and early interventions for early years
- Minimising poverty, the cycle of deprivation and promoting equality
- Improving the quality of life for older people
- Improving the employment position in West Lothian
- Delivering positive outcomes on health
- Reducing crime and improving community safety
- Protecting the built and natural environment

6. Progress on Mainstreaming Equality

- 6.1** The Council's Executive and Corporate Management Teams continue to be directly involved in decision making regarding equality and diversity. The Council's Corporate Working Group for Equality has taken forward responsibility for the monitoring and implementation of measures and actions to work towards the Equality Outcomes.

The Chair of the Corporate Working Group for Equality who is a member of the Corporate Management Team and Head of Corporate Services regularly updates the Human Resources Programme Board regarding our progress towards achieving our Equality Outcomes.

The Council has made good progress in mainstreaming equality since the publication of our update report in 2017. A summary of activities undertaken by the Council is set out in this section under the key headings of Consultation and Engagement, the Council as an Employer, Learning and Development and Partnership Working.

6.2 Consultation and Engagement

6.2.1 Corporate Activity

The Council has identified communication and engagement as a key activity in promoting and mainstreaming equalities in West Lothian. The Council has communicated and engaged with a wide range of services, partners and organisations to raise awareness share experiences and explore the challenges people face on a day to day basis.

In particular, the Council has worked with the following organisations:-

- Skills Development Scotland to continue to develop a Modern Apprenticeship Scheme that supports underrepresented groups and young people with barriers to employment.

- The West Lothian Access Committee, continued work with this community group ensures that new build and refurbishment projects are designed and built with access at the core of design.
- West Lothian Race Forum, the council and Edinburgh and Lothians Regional Equality Council (ELREC) delivered a cultural event to promote and celebrate Black History Month. This community event involving, food, speeches, music and dance showcased the importance of diverse communities.
- West Lothian Faith Group held a 'Pathways to Peace' event as part of Scottish Interfaith Week. This community engagement event brought people together to talk about what peace means to them.
- LGBT Youth Scotland an organisation who specialise in providing help support and guidance to young people and organisations to ensure people are welcomed, respected and valued. Our work with LGBT Youth Scotland has resulted in many of our schools achieving charter mark status.
- Creative Scotland and Education Scotland to develop a West Lothian Creative Learning Network. This network develops creativity, shares case studies and models of good practice to highlight the benefits of participation in the arts.
- The council continues to work closely with Stonewall Scotland to ensure we are an employer of choice for LGBT people.

6.2.2 Service Activity

Engagement on service specific activity takes place across the council to bring about agreement on and solutions to local issues in a number of ways, examples of which are:-

- Service specific engagement events took place with regards to Transformational Change and employee feedback included in the wider consultation
- Our Housing Needs team in partnership with Education Services, Police Scotland and The Conservation Society have established a Syrian Community Group, this group has allowed the Syrian refugees now resident in West Lothian to have say on service delivery and decisions that may affect them
- Implementation of the Pupil Voice Strategy enabling pupils to engage in and make decisions which affect them
- Development and implementation of a Corporate Parenting Plan to meet the needs of Looked after Children

6.3 The Council as an Employer

- 6.3.1** The Council's People Strategy 2018 – 2023 recognises the positive difference our employees make to the everyday lives of West Lothian Citizens. Effectively recruiting, rewarding and retaining the right people will ensure that consistently

high quality services continue to be delivered in the future. As the largest employer in West Lothian, we will continue to develop our reputation as an employer of choice and will strengthen a workplace culture that recognises employee contribution, values diversity and implements inclusive workforce practices.

The council also accepts its responsibility for ensuring the health, safety and welfare of employees whilst at work and we will work to support employees to develop resilience and achieve and maintain healthy working lives.

Outcome three of the People Strategy confirms the Council's commitment to providing equality of opportunity both as a service provider and an employer. In this regard the council has made changes to the annual employee survey with a specific focus on equality and diversity questions relating to protected characteristics and has consulted with our employees with regard to how inclusive our workplace is for LGBT employees

The council recognises the benefits of a diverse workforce and is committed to the goal of eliminating discrimination and promoting equality and diversity across the organisation. Underpinning the People Strategy is a commitment to promote and celebrate diversity throughout the council by consulting, engaging and acting on the views and concerns of employees and embedding these issues into service delivery, policy development and employment practice.

6.3.2 Employee Health and Wellbeing Framework

The Council's Employee Health and Wellbeing Framework is regarded as applying to employee physical and mental health both inside and outside of the workplace and is seen as supporting a positive feeling of general physical, emotional and psychological wellness.

The Framework supports Outcome 3 in the council's People Strategy 2018/23 'Being an Employer of Choice' which highlights the council's priorities in providing an inclusive and safe working environment whilst taking a proactive approach to ensuring there are positive outcomes for employee wellbeing.

Annual service action plans are targeted with regards to employee health and wellbeing, therefore enabling a proactive and inclusive approach.

6.3.3 Stonewall Diversity Champion

The Council continues to work very closely with Stonewall Scotland and submit to the Stonewall Workplace Equality Index to ensure we maintain our status as the top performing Local Authority in Scotland. For example we have changed our HR policies to use gender neutral and inclusive language and we have supported a number of key LGBT events i.e. West Lothian Pride, LGBT History Month, Transgender Day of Visibility (TDoV) and International Day Against Homophobia, Biphobia, Intersexism and Transphobia (IDAHOTBiT).

6.3.4 Disability Confident

The council continues to support and promote our Disability Confident status on all recruitment packs and on the recruitment portal.

6.3.5 Flexible Working Hours Scheme

A review of the flexible working scheme has been undertaken, this now allows us to link applications for flexible working to employee equality data to enable more effective monitoring of the policy particularly for those with protected characteristics.

6.3.6 Corporate Working Group for Equality and Equality Champions

This group continues to drive forward the mainstreaming of equality into day to day service delivery. They are further supported by Equality Champions who are representative of the senior management teams within service areas and ensure that equality and diversity remains a focus for senior managers.

6.4 Learning and Development

6.4.1 The council is committed to continuous improvement in service delivery and recognises that the continuing ability, skills and commitment of our employees is at the heart of what we do. During 2017 – 2019 the council has invested in a variety of ways to train and raise awareness of issues relating to equality and diversity including:

- Completed the roll out of Corporate Equality and Diversity training to all council employees
- Introduction of an e-learning induction module for all new employees specifically relating to equality and diversity
- Review of both face to face and e-learning training to ensure gender neutral and inclusive language is used
- Review of the Recruitment and Selection training to raise awareness and embed equality and diversity into our processes to reflect best practice
- Delivery of a bespoke 'Lunch and Learn' session by Stonewall Scotland to Construction Services employees to raise awareness of LGBT issues when accessing council services and buildings

6.5 Partnership Working

6.5.1 The council has a strong history of partnership working in all of its service areas.

Listed below are some examples of those partnerships and initiatives that promote equality:-

- We continue to support the Citizens Panel; the Panel helps us identify people's views on various aspects relating to living in West Lothian. A review of the panel was recently undertaken with particular focus on underrepresented groups. We also reviewed our equality monitoring questions to include sexual orientation and Trans identity to ensure Panel membership is broadly representative of the West Lothian community
- Work in partnership with a number of community led equality groups to ensure they are involved in decisions that affect them

- Work in partnership with Carers of West Lothian (CoWL) to provide, an information and advice service to people with a disability
- Work in partnership with Skills Development Scotland to develop an Equality and Diversity Action Plan
- Multi agency work with Police Scotland, NHS Lothian, Crown Office and Procurator Fiscals Office (COPFS) and our own internal Social Policy and Education Services, to provide a protective framework for children and families affected by gender based violence
- Work in partnership with Carers of West Lothian (CoWL) to deliver the Carers Strategy across West Lothian
- Work in partnership with Advocacy organisations to deliver a service for people with mental health and / or addiction problems. This service helps with a range of issues such as detention, care and treatment, housing, family, financial and accessing legal assistance
- Work in partnership with West Lothian Pride to deliver a community event that supports, promotes and celebrates the lives of LGBT people in West Lothian



Policy Statement on Equal Pay

Human Resources
April 2019

WEST LoTHIAN COUNCIL

POLICY STATEMENT ON EQUAL PAY

1. Statement of Intent

- 1.1 The council's Policy on Equality - Employment and Service Provision sets out the organisation's commitment to eliminate discrimination, advance equality of opportunity and promote good relations between different groups.
- 1.2 A key consideration in meeting that commitment is the need to ensure that the council's pay, grading and benefit arrangements are transparent, based on objective criteria and free from unfair bias related to the protected characteristics covered by the Equality Act 2010. To achieve this objective the council will continuously monitor the application of its pay and grading systems with a view to identifying and eliminating any inequitable or unlawful pay practices.
- 1.3 The council will also monitor the application of other relevant employment policies and practices to ensure that they do not adversely impact on equality in respect of access to pay, benefits or career development.
- 1.4 By tackling the potential sources of pay discrimination and removing barriers to equality, the council believes it sends a positive message to both its workforce and customers alike.

2. Implementation

- 2.1 With appropriate resources, the policy will be implemented through the application of sound and legally robust pay and reward practices supported and complemented by the initiatives and measures set out in the council's Corporate Equality Outcomes and Equality Mainstreaming Report.
- 2.2 Any proposed changes to pay and other associated employment practices will be subject to consultation with the recognised trade unions and other relevant stakeholders.
- 2.3 Following the implementation of Single Status across the Authority in 2007, the council operates measures to continue to monitor issues related to equal pay within the organisation.

3. Scope

- 3.1 This policy statement covers the four discrete employee groups comprising the council's workforce. Pay and conditions of service for each of those groups derive from separate Schemes of Pay and Conditions of Service negotiated nationally and supplemented where appropriate by local collective agreements.

The national negotiating bodies are:

- Scottish Joint Council for Local Government Employees;
- Scottish Joint Council for Craft Operatives;
- Scottish Negotiating Committee for Teachers; and
- Joint Negotiating Committee for Chief Officials of Local Authorities (Scotland).

4. Specific Actions

4.1 In addition to addressing the priorities set out within the wider Corporate Equality Outcomes, the council is committed to implementing a number of other specific actions in relation to equal pay. Those actions are to:

- In consultation with relevant trade unions, conduct regular equal pay reviews within the council and thereby:
 - identify and understand the reasons for any differences in pay within and between employee groups;
 - eliminate pay gaps/ differences that cannot satisfactorily be explained on grounds other than those relating to a protected characteristic;
- Provide appropriate training and guidance on equal pay for those involved in determining pay and grading matters in terms of job evaluation, new appointments, progression, grievances and providing advice;
- Gather evidence of the impact of caring responsibilities on the workforce, to identify whether career continuity and pay progression is being adversely affected, and set appropriate objectives for remedial action; and
- Gather evidence on the extent of occupational segregation within the council and set appropriate objectives for remedial action as necessary.

5. Monitoring and Reporting

5.1 In accordance with the requirement under the Public Sector Equality Duty, to publish data on the gender pay gap every two years, data on gender pay and gender occupational segregation in the council will be addressed in the biennial review of this policy. Information on the recruitment, development and retention of employees will also be published every two years as part of the council's Equality Mainstreaming Report.

5.2 Details of actions taken to implement the outcome of equality impact assessments will also be posted on the council's website and as part of the council's Equality Mainstreaming Report.

6. Review and Accountability

6.1 This policy will be reviewed every two years through involvement with all relevant stakeholders and reported to the Council's Executive Committee.

6.2 The Head of Corporate Services, on behalf of the council's Corporate Management Team, has overall responsibility for implementation of the commitments outlined within this policy.

7. Gender Pay Gap

7.1 The council's gender pay gap as at January 2019 is set out below:

Gender	Number of Staff	Combined Hourly Rate	Average Hourly Rate
Female	5748	87,961.84	15.30
Male	2230	34,288.53	15.38
Total	7978	122,250.38	15.32
Mean Gender Pay Gap for All Employees			0.52 %

Standard Calculation

Male average salary – Female average salary = paygap (monetary)

$$15.38 - 15.30 = 0.08$$

Paygap (monetary) / male average salary x 100 = **paygap (%)**

$$0.08 / 15.38 \times 100 = 0.52 \%$$

West Lothian Council Gender Pay Gap = 0.52 %

7.2 The council's mean gender pay gap for all employees has reduced since last reported in the 2015 Equal Pay Statement when it was recorded as -1.21%. The council's current pay gap is lower than the average rate for Scottish Local Authorities (4.14%) as reported in the 2016/17 Local Government Benchmarking Framework.

8. Occupational Segregation

- 8.1 The council recognises that occupational segregation is one of the key barriers which prevents women and men from fulfilling their potential, and consequently contributes to the gender pay gap.
- 8.2 At the same time it can have a damaging impact due to the segmentation of men and women into different types of employment; segmentation that can fail to make the most efficient use of the potential workforce, can contribute to skills deficits and can hold back productivity.
- 8.3 The challenge for the council is therefore to address the inherent issues relating to horizontal segregation in the service areas currently dominated by either female or male employees.
- 8.4 Occupational segregation has been identified within the council's Corporate Equality Outcomes 2017-21 as one of nine significant priorities for focus over the period.
- 8.5 The tables below outline the council's data on gender based occupational segregation. In addition, in line with the reporting requirements, information is provided on occupational segregation in relation to ethnicity and disability.

WEST LOTHIAN COUNCIL OCCUPATIONAL SEGREGATION BY GENDER AS AT FEBRUARY 2019

Service Area	Functional Area	Gender	Salary Bands																Chief Officers	Psych	Teachers	Grand Total
			Apprentice / Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N					
Chief Exec/Finance/Prop	Advice Shop	F	-	-	-	-	1	8	22	7	4	-	-	1	-	-	-	-	-	-	43	
		M	1	-	-	-	-	6	2	4	1	-	-	-	-	-	-	-	-	-	14	
	Audit & Risk Management	F	-	-	-	-	-	-	-	1	-	-	1	-	-	-	-	-	-	-	2	
		M	-	-	-	-	-	-	-	2	1	1	-	-	-	1	-	-	-	-	5	
	C Ex Office Management & Support	F	-	-	-	-	-	-	1	-	2	2	-	-	-	-	-	-	-	-	5	
		M	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	1	
	Construction Services	F	-	-	-	-	-	-	1	2	3	-	-	-	-	1	-	-	-	-	7	
		M	-	-	-	3	-	-	-	19	6	5	-	1	-	-	-	-	-	-	34	
	Estates	F	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
		M	-	-	-	-	-	-	2	-	-	-	-	1	-	-	-	-	-	-	3	
	Financial Management	F	1	-	-	-	7	-	4	3	5	3	1	3	-	-	-	-	-	-	27	
		M	-	-	-	-	3	1	2	4	1	1	1	1	-	-	1	-	-	-	15	
	Management Team Chief Executive	F	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	1	
		M	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	1	
	Management Team CMT	F	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
		M	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1	
	Management Team Finance & Est	F	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
		M	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1	
	Property Management & Development	F	-	-	-	1	-	5	-	-	3	-	-	-	-	-	-	-	-	-	9	
		M	-	-	-	2	6	-	-	1	2	4	-	1	-	1	-	-	-	-	17	
Revenues & Benefits	F	-	-	-	5	-	49	11	2	4	-	1	-	-	-	-	-	-	-	72		

Service Area	Functional Area	Gender	Salary Bands																Grand Total		
			Apprentice / Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Chief Officers		Psych	Teachers
		M	-	-	-	1	-	16	10	1	2	-	-	-	1	-	-	-	-	-	31
Chief Executive/Finance/Property Total			2	-	-	12	17	85	56	46	34	17	4	8	1	4	1	2	-	-	289

Service Area	Functional Area	Gender	Salary Bands																Chief Officers	Psych	Teachers	Grand Total
			Apprentice / Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N					
Corporate Services	Corporate Communications	F	-	-	-	-	2	-	2	-	-	-	-	-	-	-	-	-	-	-	4	
		M	-	-	-	-	-	-	1	2	-	2	-	-	1	-	-	-	-	-	-	6
	HR & Support Services	F	-	1	-	17	17	17	11	4	3	5	1	2	-	-	1	-	-	-	79	
		M	-	-	-	1	2	-	1	1	4	1	-	1	-	-	-	-	-	-	11	
	Information Technology	F	-	-	-	-	1	2	4	-	4	4	-	-	1	-	-	-	-	-	16	
		M	-	-	-	-	-	2	15	-	12	2	2	-	-	-	1	-	-	-	34	
	Legal Services	F	-	-	-	2	-	4	-	9	4	1	3	-	-	-	1	-	-	-	24	
		M	-	-	-	-	-	-	-	1	-	2	-	-	-	-	-	-	-	-	3	
	Management Team CMT	F	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
		M	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	1
	Management Team Corporate Services	F	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	1
		M	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Performance & Improvement	F	-	-	-	1	1	2	-	1	3	-	-	-	1	-	-	-	-	-	9	
		M	-	-	-	1	-	-	-	-	3	1	-	-	-	-	-	-	-	-	5	
	Procurement	F	-	-	-	-	1	-	-	3	3	2	-	-	-	-	-	-	-	-	9	
		M	-	-	-	-	-	-	-	1	-	1	-	-	-	-	-	-	-	-	2	
	Transformational Change	F	-	1	-	-	-	-	-	-	-	3	1	2	-	1	-	-	-	-	8	
		M	-	1	-	-	-	-	-	1	-	-	1	-	-	-	2	1	-	-	6	
	Corporate Services Total			-	3	-	22	24	27	36	21	38	23	7	5	3	3	4	2	-	-	218

Service Area	Functional Area	Gender	Salary Bands																	Grand Total		
			Apprentice / Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Chief Officers	Psych		Teachers	
Education Services	Active Schools & Community Sport	F	-	-	-	-	-	-	-	10	2	-	-	-	-	-	-	-	-	-	12	
		M	-	-	-	-	-	-	-	-	6	1	-	-	-	-	-	-	-	-	-	7
	Adult Basic Education	F	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	2
		M	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Adult Learning	F	-	-	-	-	1	-	-	11	1	-	1	-	-	-	-	-	-	-	-	14
		M	-	-	-	-	-	-	-	-	2	2	-	-	-	-	-	-	-	-	-	4
	ASN & Inclusion & Wellbeing	F	-	-	-	-	1	2	-	1	-	-	-	-	-	1	-	-	-	-	2	7
		M	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Community Arts	F	-	-	-	-	-	1	-	3	1	-	1	-	-	-	-	-	-	-	-	6
		M	-	-	-	-	3	1	-	1	1	-	-	-	-	-	-	-	-	-	-	6
	Community High Schools	F	-	-	-	-	-	3	-	-	1	-	-	-	-	-	-	-	-	-	-	4
		M	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Community Youth Services	F	-	-	-	7	19	1	8	6	3	1	-	1	-	-	-	-	-	-	1	47
		M	-	-	-	4	12	2	2	3	3	-	-	-	-	-	-	-	-	-	-	26
	Customer Care & Communities	F	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	1
		M	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Education Development	F	-	-	-	-	1	1	1	1	3	1	-	-	-	-	-	-	-	-	15	23
		M	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	3	5
	Education Resources Team	F	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		M	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	1
Instrumental Music	F	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	14	14	
	M	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12	12	
Management & Support	F																				11	

Service Area	Functional Area	Gender	Salary Bands																	Grand Total				
			Apprentice / Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Chief Officers	Psych		Teachers			
Education Services (cont)			-	-	-	-	-	-	2	-	1	-	-	-	-	1	-	-	-	7				
		M	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1		
		Management Team CMT	F	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	1	
			M	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
		Management Team Education Services	F	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	1	
			M	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	1	
		Nursery Schools	F	1	-	-	11	3	78	18	-	-	-	-	-	-	-	-	-	-	-	1	112	
			M	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	1	
		PPP	F	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
			M	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	1
		Primary Schools	F	3	58	-	430	102	160	65	-	1	-	-	-	-	-	-	-	-	-	1,066	1,885	
			M	-	-	-	8	-	1	-	-	-	-	-	-	-	-	-	-	-	-	101	110	
		Psychological Services	F	-	-	-	-	1	1	-	-	-	-	-	-	-	-	-	-	-	11	-	13	
			M	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1	
		Pupil Placement	F	-	-	-	-	-	6	-	1	-	-	-	-	-	-	-	-	-	-	-	7	
			M	-	-	-	-	-	-	-	-	1	1	-	-	-	-	-	-	-	-	-	-	2
		Schools PEF	F	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4	4
			M	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1
		Secondary Schools	F	-	3	-	158	19	15	20	-	5	10	-	-	-	-	-	-	-	-	585	815	
			M	-	-	-	7	4	14	11	-	2	2	-	-	-	-	-	-	-	-	-	316	356
		Special Education	F	-	-	-	-	-	2	2	-	-	-	-	-	-	-	-	-	-	-	1	5	
			M	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		Special Schools	F	-	-	-	5	170	9	3	-	1	-	-	-	-	-	-	-	-	-	86	274	

Service Area	Functional Area	Gender	Salary Bands																	Grand Total	
			Apprentice / Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Chief Officers	Psych		Teachers
		M	-	-	-	-	8	4	1	-	-	1	-	-	-	-	-	-	-	23	37
	Support Services	F	-	-	-	-	-	2	-	-	-	-	1	-	-	-	-	-	-	1	4
		M	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-
Education Services Total			4	61	-	630	344	305	133	48	33	16	3	1	-	2	-	3	12	2,240	3,835

Service Area	Functional Area	Gender	Salary Bands																Grand Total			
			Apprentice / Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Chief Officers		Psych	Teachers	
Housing, Customer & Building	Building Services	F	2	-	-	3	7	9	4	3	-	-	-	-	-	-	-	-	-	-	28	
		M	48	-	-	29	29	190	74	26	9	1	2	-	-	1	-	-	-	-	409	
	Customer & Community Services	F	1	-	-	31	67	8	-	11	1	2	-	-	-	-	-	-	-	-	121	
		M	-	-	-	7	23	2	1	2	-	1	-	-	-	1	-	-	-	-	37	
	Customer Service	F	-	-	-	-	27	24	-	9	-	1	-	-	-	-	-	-	-	-	61	
		M	-	-	-	-	6	5	-	-	-	-	-	-	-	-	-	-	-	-	11	
	Housing Need	F	-	-	-	-	1	5	34	1	4	3	-	-	-	-	-	-	-	-	48	
		M	-	-	-	1	-	-	11	2	2	-	-	-	-	-	-	-	-	-	16	
	Housing Operations	F	-	-	-	1	-	1	16	33	5	-	-	-	1	-	-	-	-	-	57	
		M	-	-	-	1	-	-	7	8	2	-	-	-	-	-	-	-	-	-	18	
	Housing Strategy & Support	F	-	-	-	1	-	-	-	1	-	3	-	-	-	-	-	-	-	-	5	
		M	-	-	-	-	-	-	1	6	1	1	1	-	1	-	1	-	-	-	12	
	Performance & Change	F	-	-	-	-	-	-	1	6	-	2	-	-	1	-	-	1	-	-	11	
		M	-	-	-	-	-	1	-	2	-	2	-	1	-	-	-	-	-	-	6	
	Housing Customer & Building Total			51	-	-	74	160	245	149	110	24	16	3	1	3	2	1	1	-	-	840

Service Area	Functional Area	Gender	Salary Bands																Chief Officers	Psych	Teachers	Grand Total
			Apprentice / Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N					
Operational Services	Facilities Management	F	-	521	43	21	68	2	3	-	2	-	-	-	-	-	-	-	-	-	660	
		M	2	51	1	3	80	-	4	-	2	-	-	-	-	-	-	-	-	-	-	143
	Fleet & Community Transport	F	1	-	-	16	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	22
		M	1	-	-	2	27	15	4	-	1	-	-	-	-	-	-	-	-	-	-	50
	Inprint	F	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		M	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2
	Management Team Operational	F	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		M	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1	-	-	2
	NETs Land & Countryside	F	-	-	-	5	2	4	-	2	1	-	1	-	-	-	-	-	-	-	-	15
		M	11	-	28	22	49	70	17	13	2	2	1	-	-	-	-	1	-	-	-	216
	Public Transport	F	-	-	-	-	-	1	-	-	-	-	-	-	1	-	-	-	-	-	-	2
		M	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	1
	Roads & Transportation	F	-	-	-	6	1	1	1	3	1	-	-	-	-	-	-	-	-	-	-	13
		M	-	-	-	4	-	60	20	15	13	7	1	3	-	-	1	-	-	-	-	124
	Support Services	F	1	-	-	7	4	3	2	2	1	-	-	-	-	-	-	-	-	-	-	20
		M	-	-	-	1	2	-	2	-	1	-	-	-	-	-	-	-	-	-	-	6
	Waste Services	F	-	-	-	1	2	-	2	-	2	-	1	-	-	-	-	-	-	-	-	8
		M	-	-	-	90	51	38	9	8	-	-	1	1	-	1	-	-	-	-	-	199
	Operational Services Total			16	572	72	180	291	194	65	43	26	9	5	4	1	2	2	1	-	-	1,483

Service Area	Functional Area	Gender	Salary Bands																	Grand Total		
			Apprentice / Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Chief Officers	Psych		Teachers	
Planning Economic Development & Regeneration	Community Regeneration	F	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	
		M	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Economic Development & Regeneration	F	3	1	-	-	3	1	10	12	5	3	1	-	-	-	-	-	-	-	-	39
		M	2	-	-	-	-	2	2	1	7	-	1	-	-	-	-	-	-	-	-	15
	Environmental Health & Trading Standards	F	-	-	-	-	1	-	4	-	6	-	-	-	-	-	-	-	-	-	-	11
		M	-	-	-	-	-	4	3	2	5	3	-	2	-	-	-	1	-	-	-	20
	Management Team Planning & Econ Dev	F	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	1
		M	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	1
	Planning Services	F	-	1	-	-	2	-	-	2	2	1	1	-	1	-	-	-	-	-	-	10
		M	-	-	-	1	-	-	2	2	7	4	4	-	1	-	-	-	-	-	-	21
	Technical Support Services	F	-	-	-	3	2	1	-	1	1	-	-	-	-	-	-	-	-	-	-	8
		M	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	1
	Planning Economic Dev & Regeneration Total			6	2	-	4	8	8	21	21	33	11	7	2	2	-	2	1	-	-	128

Service Area	Functional Area	Gender	Apprentice / Graduate	Salary Bands																Grand Total	
				A	B	C	D	E	F	G	H	I	J	K	L	M	N	Chief Officers	Psych		Teachers
Social Policy	Child & Early Intervention	F	-	4	-	6	7	6	62	27	23	8	1	1	-	-	-	-	-	-	145
		M	-	-	-	1	-	-	7	16	8	1	1	1	-	-	-	-	-	-	35
	Community Care Asses & Prevention	F	-	7	-	125	6	57	74	9	40	8	-	1	-	-	-	-	-	-	327
		M	-	-	-	4	-	7	12	1	6	9	-	2	-	-	-	-	-	-	41
	Com Care Support & Services	F	-	55	-	132	17	115	19	5	36	9	-	1	-	-	-	-	-	-	389
		M	-	4	-	13	7	8	2	1	4	3	-	1	-	-	-	-	-	-	43
	Management Team	F	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	2	1	-	4
		M	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	1
	Young People & Public Protection	F	-	-	-	2	15	3	28	2	86	26	-	2	-	-	-	-	-	-	164
		M	-	-	-	-	-	4	12	2	13	5	-	-	-	-	-	-	-	-	36
Social Policy Total			-	70	-	283	52	200	216	63	216	69	2	10	-	-	3	1	-	-	1,185
Grand Total			79	708	72	1,205	896	1,064	676	352	404	161	31	31	10	13	13	11	12	2,240	7,978

WEST LOTHIAN COUNCIL OCCUPATIONAL SEGREGATION BY ETHNICITY AS AT FEBRUARY 2019

Service Area	Functional Area	Ethnicity	Salary Bands															Chief Officers	Psych	Teachers	Grand Total
			Apprentice/ Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N				
Chief Exec/Finance/Prop	Advice Shop	BME	-	-	-	-	-	-	1	-	1	-	-	-	-	-	-	-	-	-	2
		Other	1	-	-	-	1	14	23	11	4	-	-	1	-	-	-	-	-	-	55
	Audit & Risk Management	BME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
		Other	-	-	-	-	-	-	-	3	1	1	1	-	-	1	-	-	-	-	7
	Chief Exec Office Management & Supp	BME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
		Other	-	-	-	-	-	-	2	-	2	2	-	-	-	-	-	-	-	-	6
	Construction Services	BME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
		Other	-	-	-	3	-	-	1	21	9	5	-	1	-	1	-	-	-	-	41
	Estates	BME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
		Other	-	-	-	-	-	-	2	-	-	-	-	1	-	-	-	-	-	-	3
	Financial Management	BME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
		Other	1	-	-	-	10	1	6	7	6	4	2	4	-	-	1	-	-	-	42
	Management Team Chief Exec	BME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
		Other	-	-	-	-	-	-	-	-	-	1	-	-	-	1	-	-	-	-	2
	Management Team CMT	BME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
		Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1
	Management Team Finance & Estates	BME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
		Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1
	Property Management & Development	BME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
		Other	-	-	-	3	6	5	-	1	5	4	-	1	-	1	-	-	-	-	26
Revenues & Benefits	BME	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	1	
	Other	-	-	-	6	-	64	21	3	6	-	1	-	1	-	-	-	-	-	102	
Chief Executive/Finance/Property Total			2	-	-	12	17	85	56	46	34	17	4	8	1	4	1	2	-	-	289

Service Area	Functional Area	Ethnicity	Salary Bands																	Grand Total		
			Apprentice/ Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Chief Officers	Psych		Teachers	
Corporate Services	Corporate Communications	BME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	
		Other	-	-	-	-	2	-	3	2	-	2	-	-	1	-	-	-	-	-	10	
	HR & Support Services	BME	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	1	
		Other	-	1	-	18	18	17	12	5	7	6	1	3	-	-	1	-	-	-	89	
	Information Technology	BME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	
		Other	-	-	-	-	1	4	19	-	16	6	2	-	1	-	1	-	-	-	50	
	Legal Services	BME	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	1	
		Other	-	-	-	2	-	4	1	9	5	1	3	-	-	-	1	-	-	-	26	
	Management Team CMT	BME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	
		Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1	
	Management Team Corporate Services	BME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	
		Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1	
	Performance & Improvement	BME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	
		Other	-	-	-	2	1	2	-	1	6	1	-	-	1	-	-	-	-	-	14	
	Procurement	BME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	
		Other	-	-	-	-	1	-	-	4	3	3	-	-	-	-	-	-	-	-	11	
	Transformational Change	BME	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	
		Other	-	1	-	-	-	-	1	-	-	4	1	2	-	3	1	-	-	-	13	
	Corporate Services Total			-	3	-	22	24	27	36	21	38	23	7	5	3	3	4	2	-	-	218

Service Area	Functional Area	Ethnicity	Salary Bands																	Grand Total		
			Apprentice/ Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Chief Officers	Psych		Teachers	
Education Services	Active Schools & Community Sport	BME	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	1	
		Other	-	-	-	-	-	-	-	16	2	-	-	-	-	-	-	-	-	-	-	18
	Adult Basic Education	BME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
		Other	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	2
	Adult Learning	BME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
		Other	-	-	-	-	1	-	-	13	3	-	1	-	-	-	-	-	-	-	-	18
	ASN & Inclusion & Wellbeing	BME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
		Other	-	-	-	-	1	2	-	1	-	-	-	-	-	1	-	-	-	-	2	7
	Community Arts	BME	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	1
		Other	-	-	-	-	3	2	-	3	2	-	1	-	-	-	-	-	-	-	-	11
	Community High Schools	BME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
		Other	-	-	-	-	-	3	-	-	1	-	-	-	-	-	-	-	-	-	-	4
	Community Youth Services	BME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
		Other	-	-	-	11	31	3	10	9	6	1	-	1	-	-	-	-	-	-	1	73
	Customer Care & Communications	BME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
		Other	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	1
	Education Development	BME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
		Other	-	-	-	-	1	1	1	1	5	1	-	-	-	-	-	-	-	-	18	28
	Education Resources Team	BME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
		Other	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	1
Instrumental Music	BME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	
	Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	26	26	
Management & Support	BME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	
	Other	-	-	-	-	-	-	2	-	1	-	-	-	-	1	-	-	-	-	8	12	

Service Area	Functional Area	Ethnicity	Salary Bands																	Grand Total			
			Apprentice / Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Chief Officers	Psych		Teachers		
	Management Team CMT	BME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
		Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	1	
	Management Team Education Services	BME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
		Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	-	-	2	
Education Services (cont)	Nursery Schools	BME	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	1	
		Other	1	-	-	11	3	78	18	-	-	-	-	-	-	-	-	-	-	-	-	1	112
	PPP	BME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		Other	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	1
	Primary Schools	BME	-	-	-	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	18	26
		Other	3	58	-	430	102	161	65	-	1	-	-	-	-	-	-	-	-	-	-	1149	1969
	Psychological Services	BME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		Other	-	-	-	-	1	1	-	-	-	-	-	-	-	-	-	-	-	12	-	-	14
	Pupil Placement	BME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		Other	-	-	-	-	-	6	-	2	1	-	-	-	-	-	-	-	-	-	-	-	9
	Schools PEF	BME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5	5
	Secondary Schools	BME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	26	26
		Other	-	3	-	165	23	29	31	-	7	12	-	-	-	-	-	-	-	-	-	875	1145
	Special Education	BME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		Other	-	-	-	-	-	2	2	-	-	-	-	-	-	-	-	-	-	-	-	1	5
	Special Schools	BME	-	-	-	-	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	6
		Other	-	-	-	5	173	13	4	-	1	1	-	-	-	-	-	-	-	-	-	108	305
	Support Services	BME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		Other	-	-	-	-	-	2	-	-	-	1	1	-	-	-	-	-	-	-	-	1	5
Education Services Total			4	61	-	630	344	305	133	48	33	16	3	1	-	2	-	3	12	2,240	3,835		

Service Area	Functional Area	Gender	Salary Bands																	Grand Total		
			Apprentice/ Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Chief Officers	Psych		Teachers	
Housing Customer & Building	Building Services	BME	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	1	
		Other	50	-	-	32	36	199	78	28	9	1	2	-	-	1	-	-	-	-	-	436
	Customer & Comm. Services	BME	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1
		Other	1	-	-	38	89	10	1	13	1	3	-	-	-	1	-	-	-	-	-	157
	Customer Service	BME	-	-	-	-	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	2
		Other	-	-	-	-	32	28	-	9	-	1	-	-	-	-	-	-	-	-	-	70
	Housing Need	BME	-	-	-	-	-	1	2	-	-	-	-	-	-	-	-	-	-	-	-	3
		Other	-	-	-	1	1	4	43	3	6	3	-	-	-	-	-	-	-	-	-	61
	Housing Operations	BME	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	2
		Other	-	-	-	2	-	1	23	39	7	-	-	-	1	-	-	-	-	-	-	73
	Housing Strategy & Support	BME	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	1
		Other	-	-	-	1	-	-	1	7	1	4	-	-	1	-	1	-	-	-	-	16
	Performance & Change	BME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
		Other	-	-	-	-	-	1	1	8	-	4	-	1	1	-	-	-	1	-	-	17
	Housing Customer & Building Total			51	-	-	74	160	245	149	110	24	16	3	1	3	2	1	1	-	-	840

Service Area	Functional Area	Ethnicity	Salary Bands																Chief Officers	Psych	Teachers	Grand Total
			Apprentice/ Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N					
Operational Services	Facilities Management	BME	-	7	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9	
		Other	2	565	42	24	148	2	7	-	4	-	-	-	-	-	-	-	-	-	-	794
	Fleet & Community Transport	BME	-	-	-	-	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	2
		Other	1	-	-	18	31	14	1	-	1	-	-	-	-	-	-	-	-	-	-	70
	Inprint	BME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
		Other	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2
	Management Team Operational	BME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
		Other	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1	-	-	-	2
	NETs Land & Countryside	BME	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	1
		Other	11	-	28	27	51	73	17	15	3	2	2	-	-	-	1	-	-	-	-	230
	Public Transport	BME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
		Other	-	-	-	-	-	1	1	-	-	-	-	-	1	-	-	-	-	-	-	3
	Roads & Transportation	BME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
		Other	-	-	-	10	1	61	21	18	14	7	1	3	-	-	1	-	-	-	-	137
	Support Services	BME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
		Other	1	-	-	8	6	3	4	2	2	-	-	-	-	-	-	-	-	-	-	26
	Waste Services	BME	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
		Other	-	-	-	91	52	38	11	8	2	-	2	1	-	1	-	-	-	-	-	206
	Operational Services Total			16	572	72	180	291	194	65	43	26	9	5	4	1	2	2	1	-	-	1,483

Service Area	Functional Area	Ethnicity	Salary Bands																	Grand Total		
			Apprentice/ Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Chief Officers	Psych		Teachers	
Planning Economic Development & Regeneration	Community Regeneration	BME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
		Other	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1
	Economic Development & Regeneration	BME	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	1
		Other	5	1	-	-	3	3	12	13	11	3	2	-	-	-	-	-	-	-	-	53
	Environmental Health & Trading Standards	BME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		Other	-	-	-	-	1	4	7	2	11	3	-	2	-	-	-	1	-	-	-	31
	Management Team Planning & Econ Dev	BME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1	-	-	2
	Planning Services	BME	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	1
		Other	-	1	-	1	2	-	2	4	8	5	5	-	2	-	-	-	-	-	-	30
	Technical Support Services	BME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		Other	-	-	-	3	2	1	-	2	1	-	-	-	-	-	-	-	-	-	-	9
	Planning Economic Dev & Regeneration Total			6	2	-	4	8	8	21	21	33	11	7	2	2	-	2	1	-	-	128

Service Area	Functional Area	Ethnicity	Salary Bands																	Grand Total	
			Apprentice/ Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Chief Officers	Psych		Teachers
Social Policy	Child & Early Intervention	BME	-	-	-	-	-	-	-	-	1	1	-	-	-	-	-	-	-	2	
		Other	-	4	-	7	7	6	69	43	30	8	2	2	-	-	-	-	-	-	178
	Community Care Asses & Prevention	BME	-	-	-	2	-	1	-	-	2	1	-	-	-	-	-	-	-	-	6
		Other	-	7	-	127	6	63	86	10	44	16	-	3	-	-	-	-	-	-	362
	Com Care Support & Services	BME	-	3	-	5	-	2	-	-	-	-	-	-	-	-	-	-	-	-	10
		Other	-	56	-	140	24	121	21	6	40	12	-	2	-	-	-	-	-	-	422
	Management Team	BME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		Other	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	1
	Young People & Public Protection	BME	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	1
		Other	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	1
Social Policy Total			-	70	-	283	52	200	216	63	216	69	2	10	-	-	3	1	-	-	1,185
Grand Total			79	708	72	1,205	896	1,064	676	352	404	161	31	31	10	13	13	11	12	2,240	7,978

WEST Lothian Council Occupational Segregation by Disability as at January 2019

Service Area	Number of Disabled Employees by Salary Bands																	Grand Total	
	Apprentice/ Graduate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Chief Officers	Psych		Teachers
Chief Executive, Finance and Property	-	-	-	-	2	5	5	3	-	-	-	1	-	-	-	-	-	-	16
Corporate Services	-	-	-	-	1	3	3	-	2	1	-	-	-	-	-	-	-	-	10
Education Services	-	-	-	14	3	6	6	3	1	2	-	-	-	-	-	-	1	26	62
Housing, Customer & Building Services	-	-	-	2	4	2	3	4	-	-	-	-	-	-	-	-	-	-	15
Operational Services	1	1	-	4	14	10	1	1	-	-	-	-	-	-	-	-	-	-	32
Planning, Economic Development & Regeneration	1	-	-	-	-	-	1	1	1	-	-	-	-	-	-	-	-	-	4
Social Policy	-	1	-	8	-	6	11	1	10	4	-	1	-	-	-	-	-	-	42
All Services	2	2	0	28	24	32	30	13	14	7	-	2	-	-	-	-	1	26	181

EMPLOYMENT MONITORING DATA AND ANALYSIS

The council has a statutory duty, as a public sector employer, to publish employment monitoring statistics in relation to the composition of its workforce and the recruitment, development and retention of its employees.

Information on the workforce has been gathered and reported on according protected characteristics and is provided in the tables below for the period 1 January 2017 to 31 December 2018.

Sources of Information

The council's HR Management Information System has been used to gather and report on the following:

- Staff currently in post
- Employees applying for and receiving training
- Employees involved in grievance, disciplinary or bullying and harassment cases
- Employees leaving the council

The National Recruitment Portal has been used to gather and report on the following:

- Applicants for employment and promotion
- Candidates selected for interview
- Candidates successfully appointed

Monitoring Process Developments

The council continues to develop its equality monitoring processes to improve the quality and accuracy of the information held on employees and applicants for employment. The introduction of HR21, the self-service area of the HR Management Information System in late 2016 has resulted in more employees providing accurate equality monitoring information. For example, the number of employees reporting as disabled has almost doubled since the 2017 report going from 97 to 181 and the number of employees for whom we have no record of their sexual orientation reducing from 73% to 57%.

In addition, in 2018 the council amended the categories for the protected characteristic of gender in the recruitment monitoring information to allow applicants to select 'other' and to select their preferred pronoun. This change recognises that not all applicants will identify with the male or female gender and is recommended best practice by Stonewall Scotland in support of individuals who identify as Transgender. Further work will be carried out to make similar changes to the council's HR Management Information System ensuring that the information gathered also meets the requirements of HMRC. HMRC currently record gender as Male or Female only.

New HR Management Information System - iTRENT

The current HR Management Information System will be replaced in the Spring of 2020 and it is anticipated that the introduction of the new system will enable improvements in the quality and quantity of the employment monitoring information. The new system will not only be accessible from council PCs but will be internet based and accessible by employees from home or on mobile devices. The improved accessibility will make it easier for employees to add or change monitoring information and will avoid the need for data input exercises that are inevitably subject to error.

The recruitment module of the new system will mean that applications for employment can be submitted directly on the council's system rather than through the national portal. At present equality information is submitted by applicants on the national portal and the same

equality information has to be gathered on appointment from the successful applicant for the purposes of the HR Management Information System. Submitting applications directly on the council's system will mean that equality information will follow the applicant through to appointment and form part of their employment record.

The new system will also hold improved training information enabling the council to report more accurately on employees accessing and receiving training.

Reporting employment monitoring information will be improved as a result of the new systems compatibility with other council systems and the ability to report on user defined fields.

Data Analysis and Highlights

Gender

The proportion of men and women working in the council has remained largely unchanged over the 12 years of monitoring with the workforce continuing to be split approximately 70% female, 30% male.

The static nature of the gender split of the workforce is perpetuated by the fact that the numbers of staff appointed and those leaving during 2017 and 2018 largely reflects the same gender split thereby maintaining the 70/30 ratio.

Despite the 70/30 gender split of the council's workforce, the split of employees applying for and receiving corporate training was closer to a 60/40 split in both 2017 and 2018.

Similarly, the proportion of women and men involved in Grievance, Disciplinary and Bullying and Harassment cases often does not follow the 70/30 split of the workforce. However, this is not significant due to the small number of cases.

Ethnicity

The information held on HR21 indicates that approximately 67% of the council's workforce is White-Scottish with only 1.4% of our workforce indicating that they are from a Black and Minority Ethnic (BME) background. The 2011 census reported that 2.5% of the West Lothian Community is from BME backgrounds.

Key to understanding whether these figures accurately represent the council's workforce would be to reduce the percentage of employees who choose not to disclose their ethnic background (23.08%). Creating a culture where employees feel 'safe' disclosing their protected characteristics and helping employees to understand the value of disclosing such information will be vital in reducing the number of employees who choose not to disclose their protected characteristics.

In both 2017 and 2018 the percentage of applicants to the council from the BME community is not reflected in the percentage of successful candidates appointed. In 2017, there was a drop from 4.02% BME applicants to 2.65% BME successful candidates and similarly in 2018, there was a drop from 4.55% BME applicants to 2.02% BME successful candidates. These figures are representative of the trend in previous years and suggest a need for training to ensure that there is no discrimination occurring in the council's recruitment processes.

In previous years, the percentage of leavers from the BME community has generally been representative of the overall workforce. This was the case in 2018 with 1.35% of leavers being from a BME background, but in 2017 there was an increase in the percentage of BME leavers at 2.15%.

Disability

In 2017 the council reported a gap in the information it holds on employees with a disability. At that time the HR Information system suggested that 1.2% of employees had a disability, while 7.5% of respondents in a diversity survey indicated that they have a disability. While the gap in information still exists, the HR Information system now has 2.27% of employees recorded as having a disability. Further work is therefore required to close the gap and ensure that employees are recording their protected characteristics via the self-serve function of the HR Information system.

Similar to the last reporting period, the most significant disability type reported by successful candidates during 2017 and 2018 is Learning Disability with 31.03% and 50% respectively. This is not however reflected in the information the council holds on current employees which reports the number of employees with a learning disability as only 9.39% and the most significant disability type reported as 'a longstanding illness or other health condition' at 23.20%. The number of current employees with a learning disability has increased however from 3.1% in 2017.

The recruitment information indicates that the Guaranteed Job Interview Scheme for applicants with a disability is continuing to work appropriately, with a higher percentage of interview candidates having a disability than the percentage of initial applicants.

Age

The information held on the age profile of the council is considered to be accurate with employee date of birth gathered at the time of appointment.

The age demographic of the council has remained relatively unchanged over the 12 years of equality monitoring despite the higher percentages of applicants from the lower age ranges. A third of all applicants in both 2017 and 2018 came from the 21-30 age bracket, while this age bracket only represents 13.91% of the current workforce.

The trend continues from 2015/16 with a third of all corporate training being delivered to employees aged 51-60 in both 2017 and 2018.

Sexual Orientation

There has been some improvement in the information held on the HR21 system on sexual orientation with the percentage of employees whose sexual orientation is unknown reducing from 74% to 57.7% since the last reporting period.

It is hoped that further improvement will be made with continued work to encourage employees to provide equality monitoring information on HR21 in terms of sexual orientation and other protected characteristics.

Religion or Belief

There has been some improvement in the information held on the HR21 system on religion or belief with the percentage of employees whose religion or belief is unknown reducing from 90% to 70.51% since the last reporting period.

It is hoped that further improvement will be made with continued work to encourage employees to provide equality monitoring information on HR21 in terms of religion or belief and other protected characteristics.

Caring Responsibilities

Information on employees with caring responsibilities was reported for the first time in the 2015/16 mainstreaming report. At that time only 472 employees had provided information on their caring responsibilities, this number has now increased to 1990. This represents an

increase from 5.83% to 24.95%. While this is a positive step forward, there remains three quarters of the workforce for whom their caring responsibilities are unknown. Such information is vital in determining how best to support the council's workforce and is relevant to the council's current review of flexible working arrangements.

Information on the caring responsibilities of applicants suggests that the recruitment process is free from discrimination relating to caring responsibilities. This is evidenced by percentage of applicants with caring responsibilities which remains relatively static throughout the process from application to appointment.

Gender Identity

Information on gender identity was reported for the first time in the 2015/16 mainstreaming report. At that time 484 employees had provided information on their gender identity, this number has now increased to 1729. Further work is required however to gather information from the 77.84% of employees for whom the council has no information on gender identity.

**EMPLOYMENT MONITORING STATISTICS
(1 January 2017 – 31 December 2018)**

1. STAFF IN POST

The following tables contain equality monitoring information obtained from the councils HR Management Information System.

1.1 Employees in Post by Gender as at January 2019

Gender	Number	Percentage
Female	5748	72.05
Male	2230	27.95
Prefer not to say	0	0
Unknown	0	0
Total	7978	100

1.2 Employees in Post by Ethnicity as at January 2019

Ethnicity	Number	Percentage
White – Scottish	5331	66.82
White - Other British	354	4.44
White – Irish	70	0.88
White - Gypsy/ Traveller	0	0
White - Eastern European (e.g. Polish)	18	0.23
White - Other ethnic group	186	2.33
Any mixed or multiple ethnic group	19	0.24
Pakistani, Pakistani Scottish or Pakistani British	22	0.28
Indian, Indian Scottish or Indian British	16	0.20
Bangladeshi, Bangladeshi Scottish or Bangladeshi British	1	0.01
Chinese, Chinese Scottish or Chinese British	7	0.09
Other Asian	12	0.15
African, African Scottish or African British	14	0.18
Other African	0	0
Caribbean, Caribbean Scottish or Caribbean British	13	0.16
Black, Black Scottish or Black British	2	0.03
Other Caribbean or Black	0	0
Arab, Arab Scottish or Arab British	0	0
Other Arab	0	0
Other	8	0.10
Prefer not to say	1841	23.08
Unknown	64	0.80
Total	7978	100

1.3 Employees in post by Disability as at January 2019

Disability	Number	Percentage
Yes	181	2.27
No	1975	24.76
Prefer not to say	45	0.56
Unknown	5777	72.41
Total	7978	100

1.4 Employees in post by Disability Type as at January 2019

Disability Type	Number	Percentage
A learning disability	17	9.39
A longstanding illness or other health condition	42	23.20
A mental health condition	19	10.50
A physical impairment	16	8.84
Sensory impairment	17	9.39
Other condition	16	8.84
Prefer not to say	4	2.21
Unknown	50	27.62
Total	181	100

1.5 Employees in Post by Age as at January 2019

Age	Number	Percentage
Under 21	91	1.14
21-30	1110	13.91
31-40	1649	20.67
41-50	2141	26.84
51-60	2349	29.44
61 Plus	638	8.00
Unknown	0	0
Total	7978	100

1.6 Employees in post by Sexual Orientation as at January 2019

Sexual Orientation	Number	Percentage
Bisexual	25	0.31
Gay/Lesbian	61	0.76
Heterosexual/ straight	3156	39.56
Other	0	0
Prefer not to say	133	1.67
Unknown	4603	57.70
Total	7978	100

1.7 Employees in post by Religion or Belief as at January 2019

Religion or Belief	Number	Percentage
None	1130	14.16
Church of Scotland	523	6.56
Roman Catholic	372	4.66
Other Christian	143	1.79
Muslim	10	0.13
Buddhist	6	0.08
Sikh	2	0.03
Jewish	2	0.03
Hindu	0	0
Humanist	11	0.14
Pagan	7	0.09
Other religion or belief	22	0.28
Prefer not to say	125	1.57
Unknown	5625	70.51
Total	7978	100

1.8 Employee in post by Caring Responsibility as at January 2019

Caring Responsibilities	Number	Percentage
Yes (children under 18)	817	10.24
Yes other	128	1.60
No	1045	13.10
Prefer not to say	59	0.74
Unknown	5929	74.32
Total	7978	100

1.9 Employees in post by Gender Identity as at January 2019

The statistics in the table below are provided in response to the following question: Have you ever identified as a transgender person or as undergoing any part of the gender reassignment process?

Gender Identity	Number	Percentage
Yes	116	1.45
No	1613	20.22
Prefer not to say	39	0.49
Unknown	6210	77.84
Total	7978	100

2. APPLICANTS FOR EMPLOYMENT

The following statistics are taken from the National Recruitment Portal.

2.1 GENDER

2.1.1 Applicants for Employment 1 January 2017 – 31 December 2017 by Gender

GENDER	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Female	5464	61.55	1579	61.46	768	61.64
Male	3217	36.24	874	34.02	383	30.74
Other	1	0.01	7	0.27	2	0.16
Prefer not to say	22	0.25	109	4.24	93	7.46
Unknown	174	1.96	0	0.00	0	0.00
Total	8878	100	2569	100	1246	100

2.1.2 Applicants for Employment 1 January 2018 – 31 December 2018 by Gender

GENDER	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Female	5809	68.12	1642	66.86	837	73.81
Male	2560	30.02	740	30.13	244	21.52
Other	1	0.01	0	0.00	0	0.00
Prefer not to say	26	0.30	9	0.37	5	0.44
Unknown	132	1.55	65	2.65	48	4.23
Total	8528	100	2456	100	1134	100

2.2 ETHNICITY

2.2.1 Applicants for Employment 1 January 2017 – 31 December 2017 by Ethnicity

ETHNICITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
White – Scottish	7029	79.17	2033	79.14	962	77.21
White - Other British	689	7.76	213	8.29	94	7.54
White – Irish	84	0.95	23	0.90	12	0.96
White - Gypsy/ Traveller	2	0.02	1	0.04	0	0.00
White - Eastern European (e.g. Polish)	185	2.08	39	1.52	24	1.93
White - Other ethnic group	281	3.17	47	1.83	22	1.77
Any mixed or multiple ethnic group	40	0.45	10	0.39	3	0.24
Pakistani, Pakistani Scottish/British	78	0.88	19	0.74	9	0.72
Indian, Indian Scottish/British	40	0.45	7	0.27	2	0.16
Bangladeshi, Bangladeshi Scottish/British	9	0.10	5	0.19	2	0.16
Chinese, Chinese Scottish/British	26	0.29	5	0.19	4	0.32
Other Asian	27	0.30	10	0.39	8	0.64
African, African Scottish/British	31	0.35	5	0.19	1	0.08
Other African	64	0.72	17	0.66	2	0.16
Caribbean, Caribbean Scottish/British	3	0.03	0	0.00	0	0.00
Black, Black Scottish/British	20	0.23	2	0.08	1	0.08
Other Caribbean or Black	4	0.05	2	0.08	0	0.00
Arab, Arab Scottish/British	6	0.07	1	0.04	0	0.00
Other Arab	1	0.01	0	0.00	0	0.00

ETHNICITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Other	8	0.09	3	0.12	1	0.08
Prefer not to say	66	0.74	15	0.58	2	0.16
Unknown	185	2.08	112	4.36	97	7.78
Total	8878	100	2569	100	1246	100

2.2.2 Applicants for Employment 1 January 2018 – 31 December 2018 by Ethnicity

ETHNICITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
White – Scottish	6804	79.78	2004	81.60	930	82.01
White - Other British	596	6.99	183	7.45	76	6.70
White – Irish	57	0.67	17	0.69	6	0.53
White - Gypsy/ Traveller	0	0.00	0	0.00	0	0.00
White - Eastern European (e.g. Polish)	204	2.39	32	1.30	13	1.15
White - Other ethnic group	247	2.90	53	2.16	24	2.12
Any mixed or multiple ethnic group	39	0.46	8	0.33	4	0.35
Pakistani, Pakistani Scottish/British	85	1.00	17	0.69	4	0.35
Indian, Indian Scottish/British	90	1.06	10	0.41	4	0.35
Bangladeshi, Bangladeshi Scottish/British	1	0.01	0	0.00	0	0.00
Chinese, Chinese Scottish/British	26	0.30	7	0.29	2	0.18
Other Asian	28	0.33	4	0.16	2	0.18
African, African Scottish/British	35	0.41	8	0.33	1	0.09
Other African	43	0.50	8	0.33	2	0.18
Caribbean, Caribbean Scottish/British	8	0.09	3	0.12	1	0.09
Black, Black Scottish/British	17	0.20	4	0.16	1	0.09
Other Caribbean or Black	8	0.09	4	0.16	2	0.18
Arab, Arab Scottish/British	8	0.09	0	0.00	0	0.00
Other Arab	0	0.00	0	0.00	0	0.00
Other	0	0.00	0	0.00	0	0.00
Prefer not to say	60	0.70	17	0.69	8	0.71
Unknown	172	2.02	77	3.14	54	4.76
Total	8528	100	2456	100	1134	100

2.3 DISABILITY

2.3.1 Applicants for Employment 1 January 2017 – 31 December 2017 by Disability

DISABILITY	Applicants for Employment (8878)		Selected for Interview (2569)		Successful Appointments (1246)	
	No.	%	No.	%	No.	%
Disabled	360	4.05	123	4.79	29	2.33

2.3.2 Applicants for Employment 1 January 2018 – 31 December 2018 by Disability

DISABILITY	Applicants for Employment (8528)		Selected for Interview (2456)		Successful Appointments (1134)	
	No.	%	No.	%	No.	%
Disabled	353	4.14	110	4.48	26	2.29

2.3.3 Applicants for Employment 1 January 2017 – 31 December 2017 by Disability Type

DISABILITY TYPE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Learning Disability	142	39.44	45	36.59	9	31.03
Longstanding Illness	51	14.17	23	18.70	5	17.24
Mental Health Condition	43	11.94	17	13.82	0	0.00
Physical Impairment	37	10.28	8	6.50	3	10.34
Sensory Impairment	26	7.22	12	9.76	2	6.90
Other	0	0.00	0	0.00	0	0.00
Prefer Not to Say	5	1.39	2	1.63	1	3.45
Unknown	56	15.56	16	13.01	9	31.03
Total	360	100	123	100	29	100

2.3.4 Applicants for Employment 1 January 2018 – 31 December 2018 by Disability Type

DISABILITY TYPE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Learning Disability	105	29.75	42	38.18	13	50.00
Longstanding Illness	60	17.00	19	17.27	7	26.92
Mental Health Condition	43	12.18	11	10.00	0	0.00
Physical Impairment	47	13.31	13	11.82	3	11.54
Sensory Impairment	21	5.95	5	4.55	0	0.00
Other	0	0.00	0	0.00	0	0.00
Prefer Not to Say	5	1.42	1	0.91	0	0.00
Unknown	72	20.40	19	17.27	3	11.54
Total	353	100	110	100	26	100

2.4 AGE

2.4.1 Applicants for Employment 1 January 2017 – 31 December 2017 by Age

AGE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Under 21	571	6.43	92	3.58	36	2.89
21-30	2580	29.06	607	23.63	315	25.28
31-40	2267	25.54	645	25.11	307	24.64
41-50	1663	18.73	599	23.32	288	23.11
51-60	1230	13.85	391	15.22	153	12.28
61 plus	269	3.03	87	3.39	41	3.29
Not Known	298	3.36	148	5.76	106	8.51
Total	8878	100	2569	100	1246	100

2.4.2 Applicants for Employment 1 January 2018– 31 December 2018 by Age

AGE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Under 21	492	5.77	213	8.67	43	3.79
21-30	2557	29.98	546	22.23	277	24.43
31-40	2026	23.76	563	22.92	272	23.99
41-50	1848	21.67	570	23.21	284	25.04
51-60	1199	14.06	404	16.45	172	15.17
61 plus	202	2.39	76	3.09	35	3.09
Not Known	204	2.37	84	3.42	51	4.50
Total	8528	100	2456	100	1134	100

2.5 SEXUAL ORIENTATION

2.5.1 Applicants for Employment 1 January 2017 – 31 December 2017 by Sexual Orientation

SEXUAL ORIENTATION	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Bisexual	70	0.79	17	0.66	7	0.56
Gay/Lesbian	142	1.60	46	1.79	19	1.52
Heterosexual/Straight	8182	92.16	2294	89.30	1084	87.00
Unknown	222	2.50	130	5.06	103	8.27
Prefer not to say	248	2.79	78	3.04	33	2.65
Other	14	0.16	4	0.16	0	0.00
Totals	8878	100	2569	100	1246	100

2.5.2 Applicants for Employment 1 January 2018 – 31 December 2018 by Sexual Orientation

SEXUAL ORIENTATION	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Bisexual	89	1.04	15	0.61	7	0.62
Gay/Lesbian	137	1.61	32	1.30	12	1.06
Heterosexual/Straight	7875	92.34	2261	92.06	1024	90.30
Unknown	191	2.24	82	3.34	58	5.11
Prefer not to say	216	2.53	62	2.52	31	2.73
Other	20	0.23	4	0.16	2	0.18
Totals	8528	100	2456	100	1134	100

2.6 RELIGION OR BELIEF

2.6.1 Applicants for Employment 1 January 2017 – 31 December 2017 by Religion or Belief

RELIGION OR BELIEF	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Buddhist	22	0.25	6	0.23	4	0.32
Church of Scotland	1421	16.01	452	17.59	223	17.90
Hindu	13	0.15	9	0.35	9	0.72
Humanist	76	0.86	15	0.58	3	0.24
Jewish	0	0.00	0	0.00	0	0.00
Muslim	107	1.21	45	1.75	45	3.61
None	4528	51.00	1140	44.38	534	42.86
Other Christian	655	7.38	275	10.70	126	10.11
Other Religion/Belief	60	0.68	24	0.93	16	1.28
Pagan	7	0.08	2	0.08	2	0.16
Roman Catholic	1228	13.83	411	16.00	195	15.65
Sikh	7	0.08	5	0.19	4	0.32
Prefer Not to Say	451	5.08	160	6.23	79	6.34
Unknown	303	3.41	25	0.97	6	0.48
Total	8878	100	2569	100	1246	100

2.6.2 Applicants for Employment 1 January 2018 – 31 December 2018 by Religion or Belief

RELIGION OR BELIEF	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Buddhist	9	0.11	3	0.12	0	20.02
Church of Scotland	1359	15.94	440	17.92	227	0.18
Hindu	38	0.45	3	0.12	2	0.88
Humanist	68	0.80	24	0.98	10	0.00
Jewish	8	0.09	0	0.00	0	0.35
Muslim	119	1.40	18	0.73	4	47.35
None	4439	52.05	1204	49.02	537	5.64
Other Christian	596	6.99	171	6.96	64	0.26
Other Religion/Belief	67	0.79	19	0.77	3	0.09
Pagan	11	0.13	3	0.12	1	13.67
Roman Catholic	1125	13.19	332	13.52	155	0.00
Sikh	10	0.12	1	0.04	0	6.26
Prefer Not to Say	437	5.12	149	6.07	71	5.29
Unknown	242	2.84	89	3.62	60	20.02
Total	8528	100	2456	100	1134	100

2.7 CARING RESPONSIBILITIES

2.7.1 Applicants for Employment 1 January 2017 – 31 December 2017 by Caring Responsibilities

CARING RESPONSIBILITIES	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Yes (Children under 18)	3017	33.98	910	35.42	478	38.36
Yes (Other)	225	2.53	65	2.53	23	1.85
No	5362	60.40	1449	56.40	640	51.36
Prefer Not to Say	77	0.87	30	1.17	8	0.64
Unknown	197	2.22	115	4.48	97	7.78
Total	8878	100	2569	100	1246	100

2.7.2 Applicants for Employment 1 January 2018 – 31 December 2018 by Caring Responsibilities

CARING RESPONSIBILITIES	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Yes (Children under 18)	3076	36.07	855	34.81	447	39.42
Yes (Other)	217	2.54	81	3.30	31	2.73
No	5031	58.99	1435	58.43	601	53.00
Prefer Not to Say	60	0.70	18	0.73	7	0.62
Unknown	144	1.69	67	2.73	48	4.23
Total	8528	100	2456	100	1134	100

2.8 GENDER IDENTITY

2.8.1 Applicants for Employment 1 January 2017 – 31 December 2017 by Gender Identity

The statistics in the table below are provided in response to the following question: Have you ever identified as a transgender person or as undergoing any part of the gender reassignment process?

GENDER IDENTITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Yes	13	0.15	1	0.04	0	0.00
No	8613	97.02	2429	94.55	1143	91.73
Prefer Not to Say	56	0.63	23	0.90	7	0.56
Unknown	196	2.21	116	4.52	96	7.70
Total	8878	100	2569	100	1246	100

2.8.2 Applicants for Employment 1 January 2018 – 31 December 2018 by Gender Identity

The statistics in the table below are provided in response to the following question: Have you ever identified as a transgender person or as undergoing any part of the gender reassignment process?

GENDER IDENTITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Yes	13	0.15	0	0.00	0	0.00
No	8315	97.50	2370	96.50	1075	94.80
Prefer Not to Say	57	0.67	17	0.69	8	0.71
Unknown	143	1.68	69	2.81	51	4.50
Total	8528	100	2456	100	1134	100

3. APPLICANTS FOR PROMOTION

The following figures are taken from the National Recruitment Portal and are based on a candidate's own determination as to whether the post they are applying for constitutes a promotion.

3.1 GENDER

3.1.1 Applicants for Promotion 1 January 2017 – 31 December 2017 by Gender

GENDER	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Female	524	68.05	238	68.00	105	67.74
Male	244	31.69	111	31.71	49	31.61
Other	0	0.00	0	0.00	0	0.00
Prefer not to say	0	0.00	0	0.00	0	0.00
Unknown	2	0.26	1	0.29	1	0.65
Total	770	100	350	100	155	100

3.1.2 Applicants for Promotion 1 January 2018 – 31 December 2018 by Gender

GENDER	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Female	445	68.78	218	72.19	120	78.95
Male	197	30.45	80	26.49	29	19.08
Unknown	3	0.46	2	0.66	1	0.66
Prefer not to say	2	0.31	2	0.66	2	1.32
Total	647	100	302	100	152	100

3.2 ETHNICITY

3.2.1 Applicants for Promotion 1 January 2017 – 31 December 2017 by Ethnicity

ETHNICITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
White – Scottish	640	83.12	302	86.29	128	82.58
White - Other British	63	8.18	27	7.71	12	7.74
White – Irish	9	1.17	3	0.86	2	1.29
White - Gypsy/ Traveller	0	0.00	0	0.00	0	0.00
White - Eastern European (e.g. Polish)	28	3.64	6	1.71	5	3.23
White - Other ethnic group	10	1.30	2	0.57	2	1.29
Any mixed or multiple ethnic group	4	0.52	2	0.57	1	0.65
Pakistani, Pakistani Scottish/British	3	0.39	2	0.57	1	0.65
Indian, Indian Scottish/British	0	0.00	0	0.00	0	0.00
Bangladeshi, Bangladeshi Scottish/British	1	0.13	1	0.29	1	0.65
Chinese, Chinese Scottish/British	1	0.13	0	0.00	0	0.00
Other Asian	0	0.00	0	0.00	0	0.00
African, African Scottish/British	0	0.00	0	0.00	0	0.00
Other African	1	0.13	1	0.29	1	0.65
Caribbean, Caribbean Scottish/British	0	0.00	0	0.00	0	0.00
Black, Black Scottish/British	2	0.26	0	0.00	0	0.00
Other Caribbean or Black	0	0.00	0	0.00	0	0.00
Arab, Arab Scottish/British	0	0.00	0	0.00	0	0.00

ETHNICITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Other Arab	0	0.00	0	0.00	0	0.00
Other	0	0.00	0	0.00	0	0.00
Prefer not to say	3	0.39	0	0.00	0	0.00
Unknown	5	0.65	4	1.14	2	1.29
Total	770	100	350	100	155	100

3.2.2 Applicants for Promotion 1 January 2018 – 31 December 2018 by Ethnicity

ETHNICITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
White – Scottish	529	81.76	258	85.43	131	86.18
White - Other British	51	7.88	25	8.28	16	10.53
White – Irish	3	0.46	1	0.33	0	0.00
White - Gypsy/ Traveller	0	0.00	0	0.00	0	0.00
White - Eastern European (e.g. Polish)	26	4.02	4	1.32	0	0.00
White - Other ethnic group	13	2.01	3	0.99	1	0.66
Any mixed or multiple ethnic group	0	0.00	0	0.00	0	0.00
Pakistani, Pakistani Scottish/British	1	0.15	1	0.33	0	0.00
Indian, Indian Scottish/British	2	0.31	1	0.33	0	0.00
Bangladeshi, Bangladeshi Scottish/British	0	0.00	0	0.00	0	0.00
Chinese, Chinese Scottish/British	1	0.15	0	0.00	0	0.00
Other Asian	2	0.31	1	0.33	0	0.00
African, African Scottish/British	0	0.00	0	0.00	0	0.00
Other African	4	0.62	0	0.00	0	0.00
Caribbean, Caribbean Scottish/British	1	0.15	1	0.33	0	0.00
Black, Black Scottish/British	1	0.15	1	0.33	0	0.00
Other Caribbean or Black	0	0.00	0	0.00	0	0.00
Arab, Arab Scottish/British	0	0.00	0	0.00	0	0.00
Other Arab	0	0.00	0	0.00	0	0.00
Other	0	0.00	0	0.00	0	0.00
Prefer not to say	8	1.24	4	1.32	2	1.32
Unknown	5	0.77	2	0.66	2	1.32
Total	647	100	302	100	152	100

3.3 DISABILITY

3.3.1 Applicants for Promotion 1 January 2017 – 31 December 2017 by Disability

DISABILITY	Applicants for Employment (770)		Selected for Interview (350)		Successful Appointments (155)	
	No.	%	No.	%	No.	%
Disabled	37	4.81	14	4.00	5	3.23

3.3.2 Applicants for Promotion 1 January 2018 – 31 December 2018 by Disability

DISABILITY	Applicants for Employment (647)		Selected for Interview (302)		Successful Appointments (152)	
	No.	%	No.	%	No.	%
Disabled	26	4.02	16	5.30	5	3.29

3.3.3 Applicants for Promotion 1 January 2017 – 31 December 2017 by Disability Type

DISABILITY TYPE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Learning Disability	22	59.46	5	35.71	2	40.00
Longstanding Illness	3	8.11	2	14.29	1	20.00
Mental Health Condition	3	8.11	3	21.43	0	0.00
Physical Impairment	2	5.41	1	7.14	1	20.00
Sensory Impairment	2	5.41	1	7.14	0	0.00
Other	0	0.00	0	0.00	0	0.00
Prefer Not to Say	1	2.70	1	7.14	0	0.00
Unknown	4	10.81	1	7.14	1	20.00
Total	37	100	14	100	5	100

3.3.4 Applicants for Promotion 1 January 2018 – 31 December 2018 by Disability Type

DISABILITY TYPE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Learning Disability	9	34.62	7	43.75	1	20.00
Longstanding Illness	5	19.23	2	12.50	1	20.00
Mental Health Condition	1	3.85	0	0.00	0	0.00
Physical Impairment	3	11.54	2	12.50	1	20.00
Sensory Impairment	1	3.85	0	0.00	0	0.00
Other	0	0.00	0	0.00	0	0.00
Prefer Not to Say	0	0.00	0	0.00	0	0.00
Unknown	7	26.92	5	31.25	2	40.00
Total	26	100	16	100	5	100

3.4 AGE

3.4.1 Age Profile of Applicants for Promotion 1 January 2017 – 31 December 2017

AGE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Under 21	22	34.62	6	43.75	3	20.00
21-30	155	19.23	57	12.5	25	20.00
31-40	226	3.85	96	0	39	0.00
41-50	222	11.54	121	12.5	56	20.00
51-60	117	3.85	57	0	29	0.00
61 plus	15	0.00	6	0	1	0.00
Not known	13	0.00	7	0	2	0.00
Total	770	100	350	100	155	100

3.4.2 Age Profile of Applicants for Promotion 1 January 2018 – 31 December 2018

AGE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Under 21	18	2.78	3	0.99	1	0.66
21-30	134	20.71	53	17.55	28	18.42
31-40	175	27.05	82	27.15	39	25.66
41-50	185	28.59	84	27.81	49	32.24
51-60	121	18.70	70	23.18	29	19.08
61 plus	7	1.08	4	1.32	4	2.63
Not known	7	1.08	6	1.99	2	1.32
Total	647	100	302	100	152	100

3.5 SEXUAL ORIENTATION

3.5.1 Applicants for Promotion 1 January 2017 – 31 December 2017 by Sexual Orientation

SEXUAL ORIENTATION	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Bisexual	0	0.00	0	0.00	0	0.00
Gay/Lesbian	10	1.30	6	1.71	2	1.29
Heterosexual/Straight	722	93.77	326	93.14	145	93.55
Unknown	4	0.52	3	0.86	1	0.65
Prefer Not to Say	31	4.03	15	4.29	7	4.52
Other	3	0.39	0	0.00	0	0.00
Totals	770	100	350	100	155	100

3.5.2 Applicants for Promotion 1 January 2018 – 31 December 2018 by Sexual Orientation

SEXUAL ORIENTATION	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Bisexual	3	0.00	2	0.00	1	0.00
Gay/Lesbian	6	1.30	2	1.71	1	1.29
Heterosexual/Straight	613	93.77	288	93.14	142	93.55
Unknown	2	0.52	1	0.86	1	0.65
Prefer Not to Say	22	4.03	9	4.29	7	4.52
Other	1	0.39	0	0.00	0	0.00
Totals	647	100	302	100	152	100

3.6 RELIGION OR BELIEF

3.6.1 Applicants for Promotion 1 January 2017 – 31 December 2017 by Religion or Belief

RELIGION OR BELIEF	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Buddhist	1	0.13	0	0.00	0	0.00
Church of Scotland	155	20.13	76	21.71	37	23.87
Hindu	0	0.00	0	0.00	0	0.00
Humanist	2	0.26	2	0.57	1	0.65
Jewish	0	0.00	0	0.00	0	0.00
Muslim	3	0.39	2	0.57	1	0.65
None	361	46.88	160	45.71	71	45.81
Other Christian	63	8.18	22	6.29	11	7.10
Other Religion/Belief	9	1.17	3	0.86	2	1.29
Pagan	1	0.13	1	0.29	0	0.00
Roman Catholic	132	17.14	61	17.43	27	17.42
Sikh	0	0.00	0	0.00	0	0.00
Prefer Not to Say	35	4.55	17	4.86	2	1.29
Unknown	8	1.04	6	1.71	3	1.94
Total	770	100	350	100	155	100

3.6.2 Applicants for Promotion 1 January 2018 – 31 December 2018 by Religion or Belief

RELIGION OR BELIEF	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Buddhist	0	0.00	0	0.00	0	0.00
Church of Scotland	147	22.72	72	23.84	34	22.37
Hindu	1	0.15	0	0.00	0	0.00
Humanist	1	0.15	1	0.33	1	0.66
Jewish	0	0.00	0	0.00	0	0.00
Muslim	1	0.15	1	0.33	0	0.00
None	296	45.75	140	46.36	71	46.71
Other Christian	59	9.12	23	7.62	12	7.89
Other Religion/Belief	4	0.62	2	0.66	0	0.00
Pagan	2	0.31	0	0.00	0	0.00
Roman Catholic	93	14.37	43	14.24	20	13.16
Sikh	0	0.00	0	0.00	0	0.00
Prefer Not to Say	36	5.56	17	5.63	12	7.89
Unknown	7	1.08	3	0.99	2	1.32
Total	647	100	302	100	152	100

3.7 CARING RESPONSIBILITIES

3.7.1 Applicants for Promotion 1 January 2017 – 31 December 2017 by Caring Responsibilities

CARING RESPONSIBILITIES	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Yes (Children under 18)	336	43.64	149	42.57	71	45.81
Yes (Other)	23	2.99	11	3.14	3	1.94
No	403	52.34	183	52.29	79	50.97
Prefer Not to Say	6	0.78	5	1.43	0	0.00
Unknown	2	0.26	2	0.57	2	1.29
Total	770	100	350	100	155	100

3.7.2 Applicants for Promotion 1 January 2018 – 31 December 2018 by Caring Responsibilities

CARING RESPONSIBILITIES	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Yes (Children under 18)	228	35.24	119	39.40	65	42.76
Yes (Other)	31	4.79	16	5.30	5	3.29
No	382	59.04	163	53.97	79	51.97
Prefer Not to Say	5	0.77	3	0.99	2	1.32
Unknown	1	0.15	1	0.33	1	0.66
Total	647	100	302	100	152	100

3.8 GENDER IDENTITY

3.8.1 Applicants for Promotion 1 January 2017 – 31 December 2017 by Gender Identity

The statistics in the table below are provided in response to the following question: Have you ever identified as a transgender person or as undergoing any part of the gender reassignment process?

GENDER IDENTITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Yes	3	0.39	0	0.00	0	0.00
No	750	97.40	340	97.14	152	98.06
Prefer Not to Say	13	1.69	8	2.29	2	1.29
Unknown	4	0.52	2	0.57	1	0.65
Total	770	100	350	100	155	100

3.8.2 Applicants for Promotion 1 January 2018 – 31 December 2018 by Gender Identity

The statistics in the table below are provided in response to the following question: Have you ever identified as a transgender person or as undergoing any part of the gender reassignment process?

GENDER IDENTITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Yes	1	0.15	0	0.00	0	0.00
No	636	98.30	297	98.34	147	96.71
Prefer Not to Say	8	1.24	4	1.32	4	2.63
Unknown	2	0.31	1	0.33	1	0.66
Total	647	100	302	100	152	100

4. EMPLOYEES APPLYING FOR AND RECEIVING TRAINING

The table below contains information on employees who have received training centrally. The majority of training carried out centrally is mandatory. Therefore, there have not been any employees who have applied for training centrally who have not received the training or are currently awaiting the training.

4.1 Employees who applied for and received training during period 1 January 2017 – 31 December 2017

ETHNICITY	Number	Proportion (%)
White – Scottish	3120	67.69
White - Other British	189	4.10
White – Irish	42	0.91
White - Gypsy/ Traveller	0	0
White - Eastern European (e.g. Polish)	5	0.11
White - Other ethnic group	106	2.30
Any mixed or multiple ethnic group	9	0.20
Pakistani, Pakistani Scottish/British	10	0.22
Indian, Indian Scottish/British	4	0.09
Bangladeshi, Bangladeshi Scottish/British	2	0.04
Chinese, Chinese Scottish/British	2	0.04
Other Asian	6	0.13
African, African Scottish/British	6	0.13
Other African	0	0
Caribbean, Caribbean Scottish/British	8	0.17
Black, Black Scottish/British	1	0.02
Other Caribbean or Black	0	0
Arab, Arab Scottish/British	0	0
Other Arab	0	0
Other	5	0.11
Prefer not to say	1094	23.74
Unknown	0	0
GENDER	Number	Proportion (%)
Female	2896	62.83
Male	1713	37.17
Unknown	0	0
DISABILITY	Number	Proportion (%)
Number of Disabled Employees	106	2.30
AGE	Number	Proportion (%)
Under 21	61	1.32
21 - 30	573	12.43
31 - 40	775	16.81
41 - 50	1169	25.36
51 - 60	1489	32.31
61 plus	542	11.76
Unknown	0	0

SEXUAL ORIENTATION	Number	Proportion (%)
Bisexual	11	0.24
Gay/Lesbian	30	0.65
Heterosexual/Straight	1654	35.89
Prefer Not to Say	63	1.37
Unknown	2851	61.86
RELIGION OR BELIEF	Number	Proportion (%)
Buddhist	2	0.04
Church of Scotland	290	6.29
Hindu	1	0.02
Humanist	4	0.09
Jewish	1	0.02
Muslim	4	0.09
None	517	11.22
Other Christian	53	75.76
Other Religion/Belief	10	0.22
Pagan	6	0.13
Roman Catholic	168	3.65
Sikh	1	0.02
Prefer Not to Say	60	1.30
Unknown	3492	75.76
CARING RESPONSIBILITY	Number	Proportion (%)
No	457	9.92
Yes (children under 18)	356	7.72
Yes (other)	86	1.87
Prefer Not to Say	29	0.63
Unknown	3681	79.87
GENDER IDENTITY	Number	Proportion (%)
Yes	6	0.13
No	840	18.23
Prefer Not to Say	23	0.50
Unknown	3740	81.15

4.2 Employees who applied for and received training during period 1 January 2018 – 31 December 2018

ETHNICITY	Number	Proportion (%)
White – Scottish	2978	67.36
White - Other British	183	4.14
White – Irish	34	0.77
White - Gypsy/ Traveller	0	0.00
White - Eastern European (e.g. Polish)	9	0.20
White - Other ethnic group	89	2.01
Any mixed or multiple ethnic group	11	0.25
Pakistani, Pakistani Scottish/British	12	0.27
Indian, Indian Scottish/British	6	0.14
Bangladeshi, Bangladeshi Scottish/British	1	0.02
Chinese, Chinese Scottish/British	4	0.09
Other Asian	10	0.23
African, African Scottish/British	12	0.27
Other African	0	0.00
Caribbean, Caribbean Scottish/British	6	0.14
Black, Black Scottish/British	3	0.07
Other Caribbean or Black	0	0.00
Arab, Arab Scottish/British	0	0.00
Other Arab	0	0.00
Other	6	0.14
Prefer not to say	1031	23.32
Unknown	26	0.59
GENDER	Number	Proportion (%)
Female	2796	63.24
Male	1625	36.76
Unknown	0	0.00
DISABILITY	Number	Proportion (%)
Number of Disabled Employees	102	2.31
AGE	Number	Proportion (%)
Under 21	78	1.76
21 - 30	579	13.10
31 - 40	770	17.42
41 - 50	1172	26.51
51 - 60	1401	31.69
61 plus	421	9.52
Unknown	0	0.00
SEXUAL ORIENTATION	Number	Proportion (%)
Bisexual	15	0.34
Gay/Lesbian	33	0.75
Heterosexual/Straight	1755	39.70
Prefer Not to Say	58	1.31
Unknown	2560	57.91

RELIGION OR BELIEF	Number	Proportion (%)
Buddhist	2	0.05
Church of Scotland	301	6.81
Hindu	0	0.00
Humanist	5	0.11
Jewish	0	0.00
Muslim	10	0.23
None	684	15.47
Other Christian	61	1.38
Other Religion/Belief	11	0.25
Pagan	5	0.11
Roman Catholic	192	4.34
Sikh	1	0.02
Prefer Not to Say	63	1.43
Unknown	3086	69.80
CARING RESPONSIBILITY		
	Number	Proportion (%)
No	619	14.00
Yes (children under 18)	453	10.25
Yes (other)	82	1.85
Prefer Not to Say	29	0.66
Unknown	3238	73.24
GENDER IDENTITY		
	Number	Proportion (%)
Yes	17	0.38
No	972	21.99
Prefer Not to Say	23	0.52
Unknown	3409	77.11

5. GRIEVANCE, DISCIPLINE AND BULLYING & HARASSMENT

The total number of employees involved in grievance procedures, who were the subject of disciplinary procedures or who raised Bullying & Harassment at work complaints was as follows:

5.1 Grievance Procedures, Disciplinary Procedures and Bullying & Harassment Complaints for period 1 January 2017 – 31 December 2017

	Grievance		Disciplinary		Bullying & Harassment	
	No.	%	No.	%	No.	%
ETHNICITY						
White – Scottish	16	76.19	33	73.33	5	62.50
White - Other British	1	4.76	1	0.00	0	0.00
White – Irish	2	9.52	0	0.00	0	0.00
White - Gypsy/ Traveller	0	0.00	0	0.00	0	0.00
White - Eastern European (e.g. Polish)	0	0.00	0	0.00	0	0.00
White - Other ethnic group	0	0.00	2	4.44	0	0.00
Any mixed or multiple ethnic group	0	0.00	0	0.00	0	0.00
Pakistani, Pakistani Scottish/British	0	0.00	0	0.00	0	0.00
Indian, Indian Scottish/British	0	0.00	0	0.00	0	0.00
Bangladeshi, Bangladeshi Scottish/British	0	0.00	0	0.00	0	0.00
Chinese, Chinese Scottish/British	0	0.00	0	0.00	0	0.00
Other Asian	0	0.00	0	0.00	0	0.00
African, African Scottish/British	0	0.00	0	0.00	0	0.00
Other African	0	0.00	0	0.00	0	0.00
Caribbean, Caribbean Scottish/British	0	0.00	1	2.22	0	0.00
Black, Black Scottish/British	0	0.00	0	0.00	0	0.00
Other Caribbean or Black	0	0.00	0	0.00	0	0.00
Arab, Arab Scottish/British	0	0.00	0	0.00	0	0.00
Other Arab	0	0.00	0	0.00	0	0.00
Other	0	0.00	1	2.22	0	0.00
Prefer not to say	2	9.52	7	15.56	3	37.50
Unknown						
GENDER						
Female	5	23.81	17	37.78	5	62.50
Male	16	76.19	28	62.22	3	37.50
DISABILITY						
Number of Disabled Employees	7	33.33	3	6.67	0	0.00
AGE						
Under 21	0	0.00	1	2.22	0	0.00
21 – 30	0	0.00	5	11.11	1	12.50
31 – 40	2	9.52	9	20.00	2	25.00
41 – 50	7	33.33	6	13.33	1	12.50
51 – 60	12	57.14	19	42.22	4	50.00
61 plus	0	0.00	5	11.11	0	0.00

SEXUAL ORIENTATION	No.	%	No.	%	No.	%
Bisexual	0	0.00	0	0.00	0	0.00
Gay/Lesbian	1	4.76	0	0.00	0	0.00
Heterosexual/Straight	11	52.38	11	24.44	4	50.00
Prefer Not to Say	0	0.00	0	0.00	0	0.00
Unknown	9	42.86	34	75.56	4	50.00
RELIGION OR BELIEF	No.	%	No.	%	No.	%
Buddhist	0	0.00	0	0.00	0	0.00
Church of Scotland	1	4.76	3	6.67	1	12.50
Hindu	0	0.00	0	0.00	0	0.00
Humanist	0	0.00	0	0.00	0	0.00
Jewish	0	0.00	0	0.00	0	0.00
Muslim	0	0.00	0	0.00	0	0.00
None	7	33.33	4	8.89	2	25.00
Other Christian	0	0.00	0	0.00	0	0.00
Other Religion/Belief	0	0.00	0	0.00	0	0.00
Pagan	0	0.00	0	0.00	0	0.00
Roman Catholic	1	4.76	2	4.44	1	12.50
Sikh	0	0.00	0	0.00	0	0.00
Prefer Not to Say	1	4.76	0	0.00	0	0.00
Unknown	11	52.38	36	80.00	4	50.00
CARING RESPONSIBILITY	No.	%	No.	%	No.	%
No	4	19.05	3	6.67	3	37.50
Yes (children under 18)	0	0.00	2	4.44	0	0.00
Yes (other)	6	28.57	0	0.00	1	12.50
Prefer Not to Say	0	0.00	0	0.00	0	0.00
Unknown	11	52.38	40	88.89	4	50.00
GENDER IDENTITY	No.	%	No.	%	No.	%
Yes	0	0.00	0	0.00	0	0.00
No	8	38.10	5	11.11	4	50.00
Prefer Not to Say	0	0.00	0	0.00	0	0.00
Unknown	13	61.90	40	88.89	4	50.00

5.2 Grievance Procedures, Disciplinary Procedures and Bullying & Harassment Complaints for period 1 January 2018 – 31 December 2018

	Grievance		Disciplinary		Bullying & Harassment	
	No.	%	No.	%	No.	%
ETHNICITY						
White – Scottish	18	72.00	42	66.67	5	100
White - Other British	1	4.00	5	7.94	0	0.00
White – Irish	0	0.00	0	0.00	0	0.00
White - Gypsy/ Traveller	0	0.00	0	0.00	0	0.00
White - Eastern European (e.g. Polish)	0	0.00	0	0.00	0	0.00
White - Other ethnic group	1	4.00	0	0.00	0	0.00
Any mixed or multiple ethnic group	0	0.00	0	0.00	0	0.00
Pakistani, Pakistani Scottish/British	0	0.00	0	0.00	0	0.00
Indian, Indian Scottish/British	0	0.00	0	0.00	0	0.00
Bangladeshi, Bangladeshi Scottish/British	0	0.00	0	0.00	0	0.00
Chinese, Chinese Scottish/British	0	0.00	0	0.00	0	0.00
Other Asian	0	0.00	0	0.00	0	0.00
African, African Scottish/British	0	0.00	0	0.00	0	0.00
Other African	0	0.00	0	0.00	0	0.00
Caribbean, Caribbean Scottish/British	0	0.00	0	0.00	0	0.00
Black, Black Scottish/British	0	0.00	0	0.00	0	0.00
Other Caribbean or Black	0	0.00	0	0.00	0	0.00
Arab, Arab Scottish/British	0	0.00	0	0.00	0	0.00
Other Arab	0	0.00	0	0.00	0	0.00
Other	0	0.00	1	1.59	0	0.00
Prefer not to say	5	20.00	15	23.81	0	0.00
Unknown	0	0.00	0	0.00	0	0.00
GENDER	No.	%	No.	%	No.	%
Female	12	48.00	16	25.40	1	20.00
Male	13	52.00	47	74.60	4	80.00
DISABILITY	No.	%	No.	%	No.	%
Number of Disabled Employees	1	4.00	2	3.17	0	0.00
AGE	No.	%	No.	%	No.	%
Under 21	0	0.00	2	3.17	0	0.00
21 – 30	4	16.00	13	20.63	1	20.00
31 – 40	3	12.00	13	20.63	0	0.00
41 – 50	5	20.00	14	22.22	2	40.00
51 – 60	11	44.00	15	23.81	2	40.00
61 plus	2	8.00	6	9.52	0	0.00
SEXUAL ORIENTATION	No.	%	No.	%	No.	%
Bisexual	0	0.00	0	0.00	0	0.00
Gay/Lesbian	0	0.00	1	1.59	0	0.00
Heterosexual/Straight	14	56.00	26	41.27	1	20.00
Prefer Not to Say	0	0.00	0	0.00	0	0.00
Unknown	11	44.00	36	57.14	4	80.00

RELIGION OR BELIEF	No.	%	No.	%	No.	%
Buddhist	0	0.00	0	0.00	0	0.00
Church of Scotland	3	12.00	3	4.76	0	0.00
Hindu	0	0.00	0	0.00	0	0.00
Humanist	0	0.00	0	0.00	0	0.00
Jewish	0	0.00	0	0.00	0	0.00
Muslim	0	0.00	0	0.00	0	0.00
None	2	8.00	9	14.29	0	0.00
Other Christian	0	0.00	1	1.59	0	0.00
Other Religion/Belief	0	0.00	0	0.00	0	0.00
Pagan	1	4.00	0	0.00	1	20.00
Roman Catholic	4	16.00	2	3.17	0	0.00
Sikh	0	0.00	0	0.00	0	0.00
Prefer Not to Say	0	0.00	0	0.00	0	0.00
Unknown	15	60.00	48	76.19	4	80.00
CARING RESPONSIBILITY	No.	%	No.	%	No.	%
No	8	32.00	9	14.29	1	20.00
Yes (children under 18)	0	0.00	5	7.94	0	0.00
Yes (other)	2	8.00	1	1.59	0	0.00
Prefer Not to Say	0	0.00	0	0.00	0	0.00
Unknown	15	60.00	48	76.19	4	80.00
GENDER IDENTITY	No.	%	No.	%	No.	%
Yes	1	4.00	0	0.00	0	0.00
No	0	0.00	5	7.94	1	20.00
Prefer Not to Say	0	0.00	0	0.00	0	0.00
Unknown	24	96.00	58	92.06	4	80.00

6. EMPLOYEES LEAVING EMPLOYMENT

6.1 Employees leaving employment during period 1 January 2017 – 31 December 2017

ETHNICITY	Number	Proportion (%)
White – Scottish	523	66.20
White - Other British	42	5.32
White – Irish	12	1.52
White - Gypsy/ Traveller	0	0.00
White - Eastern European (e.g. Polish)	0	0.00
White - Other ethnic group	23	2.91
Any mixed or multiple ethnic group	0	0.00
Pakistani, Pakistani Scottish/British	3	0.38
Indian, Indian Scottish/British	2	0.25
Bangladeshi, Bangladeshi Scottish/British	0	0.00
Chinese, Chinese Scottish/British	1	0.13
Other Asian	0	0.00
African, African Scottish/British	2	0.25
Other African	0	0.00
Caribbean, Caribbean Scottish/British	3	0.38
Black, Black Scottish/British	0	0.00
Other Caribbean or Black	3	0.38
Arab, Arab Scottish/British	0	0.00
Other Arab	0	0.00
Other	3	0.38
Prefer not to say	176	22.28
Unknown	0	0.00
GENDER	Number	Proportion (%)
Female	489	61.9
Male	301	38.10
DISABILITY	Number	Proportion (%)
Number of Disabled Employees	11	1.39
AGE	Number	Proportion (%)
Under 21	13	1.65
21 – 30	139	17.59
31 – 40	176	22.28
41 – 50	136	17.22
51 – 60	135	17.09
61 plus	191	24.18
SEXUAL ORIENTATION	Number	Proportion (%)
Bisexual	3	0.38
Gay/Lesbian	4	0.51
Heterosexual	298	37.72
Unknown	476	60.25
Prefer Not to Say	9	1.14
Other	0	0.00

RELIGION OR BELIEF	Number	Proportion (%)
Buddhist	0	0.00
Church of Scotland	42	5.32
Hindu	0	0.00
Humanist	0	0.00
Jewish	0	0.00
Muslim	2	0.25
None	75	9.49
Other Christian	10	1.27
Other Religion/Belief	3	0.38
Pagan	1	0.13
Roman Catholic	29	3.67
Sikh	0	0.00
Prefer Not to Say	5	0.93
Unknown	623	78.86
CARING RESPONSIBILITY		
	Number	Proportion (%)
No	74	9.37
Yes (children under 18)	37	4.68
Yes (other)	6	0.76
Prefer Not to Say	0	0.00
Unknown	673	85.19
GENDER IDENTITY		
	Number	Proportion (%)
Yes	1	0.13
No	120	15.19
Prefer Not to Say	1	0.13
Unknown	668	84.56

6.2 Employees leaving employment during period 1 January 2018 – 31 December 2018

ETHNICITY	Number	Proportion (%)
White – Scottish	562	69.13
White - Other British	35	4.31
White – Irish	14	1.72
White - Gypsy/ Traveller	0	0.00
White - Eastern European (e.g. Polish)	1	0.12
White - Other ethnic group	29	3.57
Any mixed or multiple ethnic group	0	0.00
Pakistani, Pakistani Scottish/British	4	0.49
Indian, Indian Scottish/British	2	0.25
Bangladeshi, Bangladeshi Scottish/British	1	0.12
Chinese, Chinese Scottish/British	0	0.00
Other Asian	1	0.12
African, African Scottish/British	1	0.12
Other African	0	0.00
Caribbean, Caribbean Scottish/British	0	0.00
Black, Black Scottish/British	1	0.12
Other Caribbean or Black	0	0.00
Arab, Arab Scottish/British	0	0.00
Other Arab	0	0.00
Other	1	0.12
Prefer not to say	155	19.07
Unknown	6	0.74
GENDER	Number	Proportion (%)
Female	495	60.89
Male	318	39.11
DISABILITY	Number	Proportion (%)
Number of Disabled Employees	26	3.20
AGE	Number	Proportion (%)
Under 21	30	3.69
21 – 30	160	19.68
31 – 40	149	18.33
41 – 50	130	15.99
51 – 60	172	21.16
61 plus	172	21.16
SEXUAL ORIENTATION	Number	Proportion (%)
Bisexual	1	0.12
Gay/Lesbian	9	1.11
Heterosexual	359	44.16
Unknown	431	53.01
Prefer Not to Say	13	1.60
Other	0	0.00

RELIGION OR BELIEF	Number	Proportion (%)
Buddhist	1	0.12
Church of Scotland	55	6.77
Hindu	1	0.12
Humanist	0	0.00
Jewish	0	0.00
Muslim	4	0.49
None	156	19.19
Other Christian	7	0.86
Other Religion/Belief	0	0.00
Pagan	2	0.25
Roman Catholic	42	5.17
Sikh	0	0.00
Prefer Not to Say	18	2.21
Unknown	0	0.00
CARING RESPONSIBILITY	Number	Proportion (%)
No	156	19.19
Yes (children under 18)	70	8.61
Yes (other)	10	1.23
Prefer Not to Say	7	0.86
Unknown	570	70.11
GENDER IDENTITY	Number	Proportion (%)
Yes	0	0.00
No	205	25.22
Prefer Not to Say	7	0.86
Unknown	601	73.92

6.3 Reasons for leaving during period 1 January 2017 – 31 December 2017

	Deceased	Dismissed - capability	Dismissed – misconduct	Early Retirement	End of Contract	Ill Health Retirement	Leaving Area	Other Employment	Other reasons not disclosed	Personal Reasons	Redundancy	Retirement	TUPE Transfer	Totals
ETHNICITY														
White Scottish	7	18	2	13	64	16	16	177	31	48	14	84	33	523
White Other British		1			2	1	5	21		3	1	3	5	42
White Irish					2		1	3	1	1		4		12
White Gypsy/Traveller														
White Eastern European														
White Other Ethnic Group		1			2		1	10	3			2	4	23
Any Mixed or Multiple ethnic group														
Pakistani, Pakistani Scottish/British								3						3
Indian, Indian Scottish/British					1			1						2
Bangladeshi, Bangladeshi Scottish/British														
Chinese, Chinese Scottish/British								1						1
Other Asian														
African, African Scottish/British								2						2
Other African														
Caribbean, Caribbean Scottish/British							1			2				3
Black, Black Scottish/British														
Other Caribbean or Black														
Arab, Arab Scottish or Arab British														
Other Arab														
Other							1	1	1					3
Prefer not to say	1	12		1	9	4	9	62	17	20	4	26	11	176
Unknown														

	Deceased	Dismissed - capability	Dismissed – misconduct	Early Retirement	End of Contract	Ill Health Retirement	Leaving Area	Other Employment	Other reasons not disclosed	Personal Reasons	Redundancy	Retirement	TUPE Transfer	Totals
GENDER	4	24		7	32	12	30	170	36	57	9	79	29	489
Female	4	8	2	7	48	9	4	111	17	17	10	40	24	301
Male														
DISABILITY														
Number of Disabled Employees		1			1			4				5		11
AGE														
Under 21					11			2						13
21 – 30		3			30		4	72	8	16			6	139
31 – 40		2	1		18	1	10	107	10	20	1		6	176
41 – 50		5			7	2	11	68	16	13	1		13	136
51 – 60	4	8	1	3	9	9	7	30	14	15	4	14	17	135
61 plus	4	14		11	5	9	2	2	5	10	13	105	11	191
SEXUAL ORIENTATION														
Bisexual								1					2	3
Gay/Lesbian					1			1		1		1		4
Heterosexual/Straight		5	1		61	1	17	140	16	32		13	12	298
Prefer Not to Say					1			6	1	1				9
Unknown	8	27	1	14	17	20	17	133	36	40	19	105	39	476
RELIGION/BELIEF														
Buddhist														
Church of Scotland					12		1	16	2	2		5	4	42
Hindu														
Humanist														
Jewish														
Muslim					1			1						2
None		1			23			33	3	14		1		75
Other Christian					2		3	4				1		10
Other Religion/Belief					1		1	1						3
Pagan								1						1
Roman Catholic			1		6			14	1	4		3		29
Sikh														
Prefer Not to Say		1						2		1			1	5
Unknown	8	30	1	14	35	21	29	209	47	53	19	109	48	623

	Deceased	Dismissed - capability	Dismissed – misconduct	Early Retirement	End of Contract	Ill Health Retirement	Leaving Area	Other Employment	Other reasons not disclosed	Personal Reasons	Redundancy	Retirement	TUPE Transfer	Totals
CARING RESPONSIBILITY														
No		1	1		22		4	23	4	9		7	3	74
Yes (children under 18)					5		1	20	3	6		1	1	37
Yes (other)								3		2		1		6
Prefer Not to Say														
Unknown	8	31	1	14	53	21	29	235	46	57	19	110	49	673
GENDER IDENTITY														
Yes					1									1
No		1	1		28		5	48	7	17		10	3	120
Prefer Not to Say										1				1
Unknown	8	31	1	14	51	21	29	233	46	56	19	109	50	668

6.4 Reasons for leaving during period 1 January 2018 – 31 December 2018

	Deceased	Dismissed - capability	Dismissed – misconduct	Early Retirement	End of Contract	Ill Health Retirement	Leaving Area	Other Employment	Other reasons not disclosed	Personal Reasons	Redundancy	Retirement	Voluntary Severance	Totals
ETHNICITY														
White Scottish	8	26	2	7	78	20	13	203	33	43	45	83	1	562
White Other British	1			1	3	1		9	2	6	5	6	1	35
White Irish					3			5	1	4		1		14
White Gypsy/Traveller														
White Eastern European							1							1
White Other Ethnic Group					7		2	9	3	2	1	5		29
Any Mixed or Multiple ethnic group														
Pakistani, Pakistani Scottish/British								3		1				4
Indian, Indian Scottish/British							1	1						2
Bangladeshi, Bangladeshi Scottish/British							1							1
Chinese, Chinese Scottish/British														
Other Asian								1						1
African, African Scottish/British					1									1
Other African														
Caribbean, Caribbean Scottish/British														
Black, Black Scottish/British					1									1
Other Caribbean or Black														
Arab, Arab Scottish or Arab British														
Other Arab														
Other										1				1
Prefer not to say	3	10	2	3	6	8	5	62	9	13	8	26		155
Unknown			1					1	1	2			1	6

	Deceased	Dismissed - capability	Dismissed – misconduct	Early Retirement	End of Contract	Ill Health Retirement	Leaving Area	Other Employment	Other reasons not disclosed	Personal Reasons	Redundancy	Retirement	Voluntary Severance	Totals
GENDER														
Female	8	18	1	7	45	15	19	180	33	56	36	75	2	495
Male	4	18	4	4	54	14	4	114	16	16	23	46	1	318
DISABILITY														
Number of Disabled Employees		1		1	3	3	1	6	2	2	3	4		26
AGE														
Under 21					17			8	3	2				30
21 – 30		3			42		9	80	10	14	1		1	160
31 – 40	1	6	3		12		4	91	13	17	2			149
41 – 50	2	6	1		19	3	3	75	7	13	1			130
51 – 60	5	6	1	8	8	15	6	36	10	16	27	32	2	172
61 plus	4	15		3	1	11	1	4	6	10	28	89		172
SEXUAL ORIENTATION														
Bisexual								1						1
Gay/Lesbian								8		1				9
Heterosexual/Straight	2	8	2		83	4	13	149	26	39	19	14		359
Prefer Not to Say				1	2	1	1	1	1	2	2	2		13
Unknown	10	28	3	10	14	24	9	135	22	30	38	105	3	431
RELIGION/BELIEF														
Buddhist								1						1
Church of Scotland					16		1	20	2	1	7	8		55
Hindu							1							1
Humanist														
Jewish														
Muslim					1			3						4
None	1	1	2	1	41		5	55	15	22	8	5		156
Other Christian					2			3	1	1				7
Other Religion/Belief														
Pagan								2						2
Roman Catholic		1			11	1	1	13	3	8	3	1		42
Sikh														
Prefer Not to Say				1	3	1		8		1	2	2		18
Unknown	11	34	3	9	25	27	15	189	28	39	39	105	3	527

	Deceased	Dismissed - capability	Dismissed – misconduct	Early Retirement	End of Contract	Ill Health Retirement	Leaving Area	Other Employment	Other reasons not disclosed	Personal Reasons	Redundancy	Retirement	Voluntary Severance	Totals
CARING RESPONSIBILITY														
No		1			51	2	4	49	13	20	8	8		156
Yes (children under 18)	1	1	2		12		2	33	4	9	5	1		70
Yes (other)					1			1	1		5	2		10
Prefer Not to Say				1	2			2				2		7
Unknown	11	34	3	10	33	27	17	209	31	43	41	108	3	570
GENDER IDENTITY														
Yes														
No					21		1	27	4	7	1	1		62
Prefer Not to Say								1			1	1		3
Unknown	12	36	5	11	78	29	22	266	45	65	57	119	3	748



Corporate Equality Outcomes Progress Report 2017 – 2019

Corporate Services

April 2019

Corporate Equality Outcome Plan Progress

Equality Outcome 1: Employability and skills opportunities are accessible to the communities of West Lothian

Context

Unemployment, particularly amongst young people, is a key priority for the Council. Statistics highlight the disproportionate number of young people not in employment, education or training in West Lothian compared against the total population. The ongoing economic situation is also having a disproportionate impact on other groups, specifically women, people with disabilities and people from black and ethnic minority backgrounds. Given the economic growth projections, this issue is likely to remain a key mainstream and equalities priority over the four year period of the equality outcome cycle.

Performance Information

The following are a selection of the performance indicators which have been developed to monitor progress of the actions which will support the delivery of Outcome 1.

Traffic Light Icon	Code & Short Name	Last Update	Current Value	Current Target
	CorEO001a % of residents supported by West Lothian Council Employability services who progress into a positive destination who have a disability	2017/18	15.6%	7%
	P:EDCYS062_9b.1b The annual percentage of More Choices More Chances (MCMC) young people supported moving into a positive destination.	2017/18	92%	90%
	OPSHQ016_7b.7 Percentage of females who are part of the Modern Apprentice (trades) scheme	2017/18	1.4%	2%
	OPSHQ018_7b.7 Percentage of females who are part of the Modern Apprentice (non-trades) scheme	2017/18	62.5%	62.5%

Our Action

The Council has undertaken a number of activities in working towards achieving the desired outcome. These include:

The Modern Apprenticeship Programme aims to increase equality of opportunity by attracting a more diverse pool of applicants and support those with protected characteristic whilst in employment. In working towards this aim the council has:

- Removed formal psychometric testing from the recruitment process to allow candidates with low literacy levels to potentially gain an interview, with a particular focus on behaviours.
- Offered additional support to young people through programmes such as the **Skills Training Programme**, the **West Lothian Job Fund**, **Access to Employment/Steps into Work** and **Adult Basic Education**. These programmes offer young people the opportunity for work experience, training, recruitment process support and learning opportunities (including literacy, numeracy and digital learning).

During 2017/18 the council engaged with pupils with particular needs (those from disadvantaged backgrounds, supported learning, looked-after children, young carers) in the following ways:

- Training of 25 individuals to deliver the My Skills My Future Programme with pupils across West Lothian. This is a suite of resources which aims to support individuals by identifying the skills they have gained through informal learning and other experiences out with formal qualifications.
- The Career Ready Programme has worked with schools and 25 employers in West Lothian to bridge the skills gap, improve young people's life chances, and provide a talent pipeline for local employers. This is done through the provision of a combined programme of mentoring, workplace visits and masterclasses, enabling young people aged 15-18 to develop skills and confidence to transition from education to employment. 5 secondary schools were enrolled in the programme during 2017 and 2018 with over 70 students taking part. Plans are in place to extend to further schools during 2019.

Delivery of **Women N2 Work**, a 6 week course for women from disadvantaged groups including long-term unemployed, lone parents, women living with health problems or those who have had life changing issues. The course aims to improve access to employment by developing the self-esteem, confidence, motivation, personal/career goals, skills and education of the participants. During 2017 and 2018 5 courses were delivered to 61 women, 42 of whom completed the course achieving SVQ level 4 and 24 participants progressed on to a positive destination.

Supporting clients into work, education or training through the **Access 2 Employment More Choices More Chances** scheme. The scheme supports clients through training, workshops, one-2-one advice and information on job / education opportunities. Services have focused support on clients with multiple barriers. In 2017/18 15.6% of clients that progressed into a positive destination had a disability and 3.95% were from a minority ethnic background. It is expected that more clients are from a minority ethnic background, but a quarter of clients did not specify their ethnicity. The client management system was changed in 2018 to ensure information is more accurately gathered going forward.

A programme of **Support for Syrian Refugees** has been delivered to assist refugees in gaining the skills to access employment and promote integration and independence. The programme provides families with a single point of contact and supports both men and women to attend activities such as English for Speakers of Other Languages (ESOL), driving theory, IT and employability classes. To date 8 individuals have progressed to attending ESOL at college, 12 individuals have passed their driving theory test, 6 individuals are now in employment, 1 female is on a work volunteer learning placement and 3 females are waiting on PVG checks in order to volunteer in schools.

The **Schools Vocational Programme** includes a mix of both vocational related skills and personal development opportunities to address barriers to employability. The Skilled to Go Programme was run in Cedarbank ASN School for a group of young people prior to leaving school. As well as helping to develop confidence and interview techniques the young people took part in a number of workshops which allowed them to identify their skills and qualities as well as producing a CV. The programme finished with an input from a local employer and a mock interview for each young person. This year the Larder Cook School is running a Hospitality course as part of the Schools Vocational Programme which allows the young people to experience working in an industrial kitchen and work with the public. They young people run a weekly pop-up café where they plan the menu, prepare the food and serve the customers. The Octavian Concrete Course allowed a group of 12 young people to gain practical skills in construction as well as an understanding of the variety of careers available in the construction industry. The young people laid 20 meters of railway track at Almondell Model Engineering Centre.

The **Skills Training Programme** supported six young people from 1 April 2018 to 30 September 2018. 16 young people completed the programme during this same time period, 14 of whom have progressed to a positive destination (87.5%). Of these, six (43%) young people have progressed into employment, two engaged in an Activity Agreements (14%) and six transitioned to a further education programme (43%).

An Activity Agreement can be a learning option for a young person aged 16-19, (up to their 20th birthday) who is regarded as being the farthest from the labour market. An Activity Agreement is a learning contract between a trusted professional and a young person who faces barriers to progression. The learning is tailored to their individual needs. In the reporting period, 17 young people have been referred to and engaged in an Activity Agreement. 16 young people have progressed beyond an Activity Agreement, 15 of who have moved to a positive destination (94%).

Project Search is an innovative employability partnership for young people aged 16 to 24 with learning disabilities and/or autism which prepares students for competitive, integrated employment. The West Lothian partnership, based in Livingston, involves a host employer, West Lothian College and West Lothian Council's Supported Employment team. Eight students participated in project search during 2017 and 2018. Of the 8 students commencing the programme, 6 completed and graduated (2 students were not able to complete, one due to mental health issues and one due to physical health issues – both are currently being supported by WLC Supported Employment Team), of the remaining 6, 100% job outcome target was achieved.

In line with the **Corporate Parenting Strategy** for looked after children, cultural awareness training has been delivered to staff working with trafficked young people from Asia who are now accommodated. The training has raised awareness of the cultural influences on these young people and ensures that staff are better able to build relationships with these young people and be more aware of their needs.

Equality Outcome 2: Improved awareness of gender based violence and protection against violence

Context

Gender based violence is a function of gender inequality and results in physical, sexual and psychological harm or suffering to women and children, or affront to their human dignity, including threats of such acts, coercion or arbitrary deprivation of liberty, whether occurring in public or private life. Violence against women includes: domestic abuse; rape; sexual harassment and intimidation at work and in the public sphere; commercial sexual exploitation, including prostitution and trafficking; child sexual abuse; forced and child marriages; female genital mutilation.

Performance Information

The following are a selection of the performance indicators which have been developed to monitor progress of the actions which will support the delivery of Outcome 2.

Traffic Light Icon	Code & Short Name	Last Update	Current Value	Current Target
	corEO013_9b.1c Percentage of council employees aware of Gender Based Violence policy and support	January 2019	100%	100%
	corEO021_9b Percentage of staff from each relevant service area who have received up to date training on Violence Against Women (VAW)	January 2019	50%	100%

Performance in training staff on Violence against Women has not yet reached target. The council has developed an e-learning module on violence against women. This was rolled out to Social Policy staff in January 2019 and 50% of them have completed the module. Other services have still to identify the relevant members of staff who should undertake this training.

Our Action

The Council has undertaken a number of activities in working towards achieving the desired outcome. These include:

The annual **16 Days of Action Against Gender-Based Violence** is an international campaign to challenge and eradicate violence against women and girls. It commences on the International Day for the Elimination of Violence against Women and culminates on Human Rights Day and also incorporates White ribbon day, World Aid's day and the anniversary of the Montreal Massacre.

There were several multi-agency events across the duration of campaign including:

- A heightened response from Police Scotland with 2 specific 'days of action'
- A Q and A event where members of the public could chat live with Police and DASAT around the Domestic Abuse Disclosure Scheme
- Inputs to West Lothian College students and secondary school pupils around healthy relationships and how to access support

- A community based presentation on domestic abuse and the bystander effect by the Violence Reduction Unit Rolling out of the Gender Based Violence e-learning module to Social Policy staff
- Primary school competition on gender inequality with over 70 entries
- Multi-agency awareness-raising stalls at Livingston Centre

During the 16 days of Action there were also multiple joint training events including:

- CEDAR training (Children Experiencing Domestic Abuse Recovery) for foster carers
- Training around court ordered child contact in the context of domestic abuse
- Sexual violence prevention training for multi-agency staff working with young people
- 'Training for trainers' event for the roll out of frontline domestic abuse training
- Bystander training for public house staff and shop owners

Equality outcome 3: Raise awareness of Hate Crime to improve knowledge and confidence to report hate incidents

Context

Evidence shows that victims of non-biased crime can experience a decrease in symptoms such as anxiety, depression and post-traumatic stress within two years. Victims of bias, or hate crime, may need as long as five years to overcome their ordeal. Whilst all crime can increase the fear of being targeted in people other than the victim, fear of hate crime escalates dramatically in those who share with an immediate victim, the same group identity that has made a victim a target. Hate crime therefore has a deep rooted effect in our communities and impacts upon all three elements of the General Equality Duty.

The following is a performance indicator which has been developed to support the delivery of Outcome 3.

Performance Information

Performance against this indicator is the responsibility of Police Scotland as part of our Single Outcome Agreement. Police Scotland continues to work with our Safer Neighbourhood Teams and our communities to reduce Hate Crime. The statistics for monitoring progress against this action will be reviewed and assessed as soon as they are made available from Police Scotland.

Our Action

The Council has undertaken a number of activities in working towards achieving the desired outcome. These include:

The council aims to reduce hate crime and increase awareness through collaboration between the West Lothian Faith Group and Police Scotland. Police Scotland regularly attend the **West Lothian Faith Group** to keep the group updated on relevant local and national initiatives.

As part of their regular updates, two police officers attended the Faith Group meeting in August 2018 to provide an overview of hate crime and third party reporting, ensuring the group had an up-to-date awareness of the 12 local third party reporting sites. There was also some good discussion round the impact of hate crime on the community. The officers also informed the group of the work that Police Scotland are doing with I Am Me Scotland to establish 'Keep Safe' spaces within communities, where vulnerable people can go if they feel unsafe, promoting inclusion and safety in the community. This gave the group an understanding of the initiative and an overview of some of the local businesses that are Keep Safe spaces.

The council's **Neighbourhood Response Team** continue to work with Police Scotland and Victim Support to ensure communities are aware of what constitutes hate crime, know how to report it and feel safe in doing so. This partnership working has included activities such as:

- Reviewing daily/monthly reported hate crime;
- Undertaking Environmental Visual Audits to highlight any safety risks within the built environment and provide appropriate advice for increasing security of property/individuals;
- Promoting National Hate Crime Week by disseminating information received from Police Scotland to encourage victims to report hate crime and help

target resources to support victims to take action.

The quarterly performance data supplied by Police Scotland and reviewed in December 2019 indicates that Radically Aggravated Crime (Hate Crime) has increased by 16.8%. Awareness raising is considered to be a factor in the increase in cases being reported.

As a partner in the West Lothian Community Planning Partnership, **Carers of West Lothian** became a third party reporting centre for hate crime. Clients are therefore supported to report hate crime to an organisation that they are already involved with and whom they trust.

Equality outcome 4: People with disabilities experience greater independence in their lives

Context

Evidence shows that providing greater independence for people with disabilities assists to reduce inequality and improve the standard of living for those affected by disability. Suitability of housing, transportation, access to public amenities, accessibility of the built environment, care packages, aids and adaptations and access to education, employment and training all have an impact on the ability of people with disabilities to achieve improvements in living independently. While this outcome is broad, the council will focus on the areas of most relevance and impact within our influence to support people with disabilities.

Performance Information

The following are a selection of the performance indicators which have been developed to monitor progress of the actions to support the delivery of Outcome 4.

Traffic Light Icon	Code & Short Name	Last Update	Current Value	Current Target
	corEO505 Percentage of council house properties with needs based equipment and adaptations installed or carried out	2016/17	6.2%	5%
	P:PAMP501_9b.2 Percentage of all operational buildings from which the council delivers services that are fully accessible for disabled persons.	2017/18	74.8%	75%
	P:PTS002_9b.1b Percentage of residents with access to an hourly or more frequent bus service.	2017/18	86%	90%

The target has not been reached in terms of the percentage of residents with access to an hourly or more frequent bus service. The majority of bus services in West Lothian are profitable and operate on a commercial basis without council subsidy. These services need no council approval and the council cannot influence their availability or design. Commercial services tend to be the busiest routes and the busiest times of operation. Councils can only legally provide services they deem to be socially necessary once the extent of the commercial network is known. Council contract bus services build on this commercial core and can increase the number of residents with access to services at the level defined by the indicator by either providing new bus or Taxibus services to places otherwise unserved or by adding additional subsidised journeys onto otherwise commercial bus services to bring their availability up to the standard to meet the indicator definition.

No other local authority in Scotland currently uses this performance indicator therefore it is not possible to benchmark this specifically however some other UK councils have adopted an identical PI to measure public transport accessibility.

The Public Transport Unit was notified by operators of various changes to the commercial bus network throughout May and June 2017. These service changes were uploaded into the evaluation model to provide an up to date figure of 86%, a reduction of 4% since 2015/16. This reduction is a result of the changes in both the commercial and subsidised network.

Throughout 2017/18 the commercial and subsidised local bus network was fairly stable with minimal changes. This has meant the 2017/18 result remains unchanged. However, due to significant changes to the local bus network in early 2018/19 and the introduction of a new local bus provider it is anticipated that this figure will change.

Our Action

The Council has undertaken a number of activities in working towards achieving the desired outcome. These include:

To ensure good access to public transport for disabled residents in West Lothian, all bus services within the local bus network are low floored and Equality Act compliant therefore providing greater choice of travel options for people with disabilities. 86% of West Lothian residents have access to an hourly, or better, bus service.

Where people with disabilities cannot access local bus provision, **Dial-A-Ride** and **Dial-A-Bus** services can provide a service from a passenger's home address to various destinations in West Lothian. The vehicles are specially adapted to carry combinations of wheelchair users and other passengers safely and comfortably. In addition, a Door-to-Door transport service can be provided to meet personal mobility needs by providing assistance needed at the start and end of a journey. This may include assisting people with getting their coat on or ensuring that they are settled safely in their home after the journey. During the period April – October 2018 there were over 7,000 Dial – A – Ride passenger journeys and over 8,000 Dial – A – Bus passenger journeys.

The Public Transport unit provide transport for over 500 additional support needs pupils. This ensures that pupils with additional support needs are transported to and from school in transport which is specific for their individual needs.

The **Community Transport** function continues to provide 25 different daily routes transporting over 200 service users to 7 different day care centres. This ensures that service users are transported to and from centres in transport which is specific to their individual needs.

Assisted waste collection services were provided to service users at around 2600 properties to ensure greater independence for residents that are infirm, have a medical condition or disability which prevents them from presenting their bins for collection.

The Building Standards service continues to consult with **Disability West Lothian** to ensure the needs of disabled people are considered in relation to applications for building warrants. Consultation is carried out if the application proposes an alternative means of compliance which is not in line with guidance currently published in technical handbooks. This is not restricted to council projects but covers all projects.

The **Local Housing Strategy** (LHS) which was approved in October 2017 and updated in December 2018 ensures that the council's housing development strategy does not disadvantage or adversely impact older people or those with a disability and provides the basis for determining the type of housing that should be provided. All new build council housing is built to the Housing for Varying Needs standards.

The West Lothian Senior People's Forum were consulted on the development of the LHS along with disabled people through the Tenants' Network and

through consultation events and surveys. Details on the consultation can be found in Appendix 3 of the LHS at:

<http://coins.westlothian.gov.uk/coins/viewDoc.asp?c=e%97%9Df%97nz%8E>

New build council housing has been completed that meets the needs of wheelchair users, following engagement with Occupational Therapists to review the house types. In 2017/18 sixteen new council homes that are suitable for wheelchair users were built and twenty were built in 2018/19.

The council's **Housing Needs Service** continues to support residents with identified support needs to sustain their tenancies and reduce repeat homelessness. Tenants can be supported to explore their housing options to remain in their own home (as a result of the installation of adaptations or provisions) or seek more appropriate accommodation if required. Referrals can be made to other agencies and services such as The Advice Shop for money advice and help with benefits.

The council's Education Service continues to deliver services specifically designed to support children and young people with disabilities. A small outreach teaching team supports children and young people with visual and auditory disabilities. Sign along is the main resource utilised by schools with hearing impaired children.

In mainstream schools bespoke packages are developed which are appropriate to the individual child e.g. providing specialist screen reading software and braille; adaptation of the physical environment including use of specialist equipment; training of staff; and use of services such as allied health professionals.

Deans Community High School was selected by the Youth Sport Trust to be part of the **Play Unified** project in 2016-2017. This project provided leadership training for 4 Additional Support Needs (ASN) senior pupil leads whose role it was to provide sporting opportunities for children with an ASN. 16 pupils were selected to take part in a NEW multi sports club which took place at Carmondean Community Centre during lunch and curricular time. Activities included badminton, volleyball, new age kurling, boccia and rounders.

The sessions were delivered by the West Lothian sessions coaches along with the Play Unified Young Leaders. The Play Unified Young Leaders gained confidence in their delivery each week of the project.

Active Schools and Community Support aim to provide under-represented groups with opportunities to participate in physical activity and sport through understanding and addressing the barriers to participation. 31% of pupils in mainstream school with a disability took part in extracurricular activity. Details of non-participant pupils with a disability will be considered in order to identify and tackle barriers to participation.

Training offered by **Disability Sport Scotland** to staff working with pupils who have a physical disability has been accessed by West Lothian Teachers (mainly teachers of PE).

The council continues to signpost children and young people to a variety of third sector organisations offering clubs supporting children and young people with a disability in activities such as football, badminton, swimming, basketball and the multi -sports club (No Limits).

The **Arts and Wellbeing programme** provides older people and people with disabilities the opportunity to participate in the arts and is designed to contribute to a range of wellbeing outcomes.

Participants in the Arts and Wellbeing programme strongly agreed that their mental and physical health and wellbeing had improved as a result of participating. Participants also agreed that they would be more likely to become more active in their community by engaging in more community activities. Participants in qualitative evaluations have noted that participation has; improved mental wellbeing; reduced isolation and loneliness; prevented against slips trips and falls; and increased community engagement, cohesion and pride.

Social Policy continues to review and identify product potential to support older people and carers and will make recommendations to the Technology Enabled Care Board and seek their approval to commission technology enabled care and support which is deemed to have the potential to improve the lives of older people and carers.

The **use of technology** can support people to stay at home for longer, it can offer flexibility and choice around daily living routines, can act as a safeguarding measure, and can relieve carer stress and anxiety. Some examples of such technology being used in practice are:

- providing an individual with a GPS device which is used when they go out shopping or for a walk or to take part in community activities. The device can be used, by the person carrying it to contact a named person and speak to them. It can also identify the location of the person using it and avoid the potential to go missing.
- Being able to send text messages directly to someone's mobile phone which alerts them to take their medication and enables the individual to go out, rather than having to wait in for care visits.
- Installing technology, which through the use of infra-red sensors placed in appropriate settings, for example on a kettle, on a fridge door, on a tap can build up a picture through the production of a graph, over a specific timeframe of the daily living activities an individual is undertaking within their own home. Based on the evidence it is possible to determine the longer term care needs for someone and can help to design the most appropriate care package that will meet a person's needs.

Community Care Teams with Social Policy have been conducting outcome focussed assessments in partnership with people who use our services, their families and carers in order to encourage and promote independence and support cared for people in remaining in the environment of their choice. Promotion of the importance of carers is an ongoing feature of the work within community care and the council continues to engage with Carers of West Lothian as a feature of the implementation of the Carers (Scotland) Act 2016.

Housing with Care provides onsite staff to deliver care and support to clients in housing developments where they have their own tenancies allocated based on their assessed needs. Proposals are being considered which will streamline the delivery of care and support for clients in housing with care tenancies to ensure they are empowered to maintain their abilities but supported as and when required within the parameters of the housing with care model.

Following the review of the **Mental Health Strategic Needs Assessment** the following 4 services are now in place covering both adults and older people:

Acute Care and Support Team (ACAST) - ACAST is a nursing team that works to prevent admission to hospital and to facilitate successful discharge. The team receives approximately 130 referrals per month. On average, less than 15% of patients assessed and supported by ACAST require a hospital admission and over 60% can be supported at home as a direct alternative to hospital admission.

Post Diagnostic Support Service - The service comprises a team of 4 that works to provide 12-months' support to people newly diagnosed with dementia (as per Scottish Government expectations). Dementia Cafes are established in every Council ward in West Lothian. The Early Onset Dementia service commissioned and provided by Alzheimer's Scotland has recently been extended.

West Lothian Psychological Approaches Team (WeLPAT) - WeLPAT is a new (established in April 2018) psychologically-led/informed model working in Care Homes to sustain placements and prevent hospital admissions. 98% of referrals where WeLPAT has been involved have remained in the same placement and not been admitted to an inpatient ward or another escalated care unit. All referrals identified as having care placement at risk of breakdown at the point of referral have maintained their care home placements to date.

Mental Health Hubs - This Project will introduce two new Community Mental Health Wellbeing Hubs with an aim to deliver a patient-centred model of delivery in West Lothian to meet the needs of patients with mild to moderate mental health issues. New pathways will be developed within West Lothian by increasing activities/services as a result of gaps identified in service provision and increase 3rd Sector involvement and joint working.

The **West Lothian Drug and Alcohol Prevention Service** started an assertive outreach service in May 2017 to focus on those who are unable to engage with services in the traditional routes. This includes older drug users and adults with physical and mental disabilities who struggle to engage with traditional services.

A reduction in repeat referrals will be a key indicator of the success of the service and recent figures indicate an overall reduction in referrals.

Equality outcome 5: Improve engagement and involvement of our communities in the decisions made by the council that affect them

Context

As well as being an essential element of the Public Sector Equality Duty in Scotland, effective involvement of people from the equality protected characteristics in the policies and practices of the council that affect them adds significant value to the council, ensuring that we are meeting needs and aspirations of individuals that access our services. Engaging individuals from, or with expertise in, particular areas of equality in our mainstream opportunities for community engagement will assist to widen the responsiveness of our services.

A selection of performance indicators have been developed to support the delivery of Outcome 5.

Performance Information

The following are a selection of the performance indicators which have been developed to monitor progress of the actions to support the delivery of Outcome 5.

<i>Traffic Light Icon</i>	<i>Code & Short Name</i>	<i>Last Update</i>	<i>Current Value</i>	<i>Current Target</i>
	corEO015_9b Percentage of individuals involved in Community Councils who are women	2017/18	49%	50%
	corEO017_9b Percentage of individuals involved in Community Councils who are from an Ethnic Minority	2017/18	3%	20%
	corEO026_9b Percentage of disabled people on the West Lothian Citizens Panel who feel involved in their Community *	2016/17	39%	40%
	corEO026_9b Percentage of women on the West Lothian Citizens Panel who feel involved in their Community *	2016/17	43%	40%
	corEO026_9b Percentage of BME people on the West Lothian Citizens Panel who feel involved in their Community *	2016/17	46%	40%

* Note – data taken from Quality of life survey conducted in 2016

The Percentage of individuals involved in Community Councils who are from an Ethnic Minority has not reached target. The Council will continue to work with Community Councils to provide support for election to Community Councils and engagement with other community groups to support Community Councils to encourage involvement from individuals who are from an Ethnic Minority.

Our Action

The Council has undertaken a number of activities in working towards achieving the desired outcome. These include:

The **West Lothian Citizens Panel** provides residents with an opportunity to give their opinions and comment on council services. It is the council's aim that membership of the panel is representative of the West Lothian Community and refreshment of the panel takes place every 3 years. The last refreshment took place in 2016 with targeted recruitment to ensure that under-represented groups are represented on the panel. Proposals are in development for further recruitment and refreshment of the panel for the future which will include reviewing the equalities data that is collected.

The **West Lothian Faith Group** is an informal interfaith network for representatives of the different faiths in West Lothian to get together, share ideas and experiences and discuss issues of common concern while promoting a better mutual understanding among believers of different faiths and beliefs. The group also acts as one of the Community Planning Partnership's (CPP) equality forums, creating an opportunity to engage with the council and its partners on religion and belief based equality issues, and to inform policy and service development.

In addition to its quarterly meetings, the Faith Group held an event called 'Pathways to Peace' in November 2018 as part of Scottish Interfaith Week. The purpose of the event was to bring people together to talk about what peace means to them. There were inputs from different members of the group in the form of speeches, readings and music, followed by an opportunity to network and talk about the common themes discussed. Around 30 people from different faiths attended this successful and positive event.

Positive feedback was received from those that attended:

"I thought it was a very interesting and informative event that allowed those in attendance to listen to those speakers talk passionately about their faith."

"It was good to be able to host this significant event and to enjoy the varied contributions from different faith traditions and the many conversations which followed."

The **West Lothian Race Forum** gives individuals from the BME community an opportunity to be involved in the development of policies and services. Work is ongoing to raise the profile of the Race Forum and ensure membership is representative of the West Lothian Community.

In October 2017, the Race Forum held an event to mark Black History Month in partnership with West Lothian Council and ELREC. The purpose of the event was to bring members of the community together to celebrate Black History Month and to raise awareness of the Race Forum and attract new members. The event consisted of food/networking followed by speeches, speakers (Professor Sir Geoff Palmer and Ade Aibinu) and entertainment (music and dancing from the Champions group from South Africa and music from Benny Tattah Lartey). The event was very well attended by around 60 people and achieved the aim of bringing the community together to celebrate and raise awareness of Black History Month. The event was also very positively received by those that attended and attracted a small number of new members.

Despite the success of this event, membership significantly reduced during 2018 particularly following a refresh of the mailing list due to new data protection legislation. There were a number of unsuccessful attempts to hold a Race Forum AGM throughout 2018 and there were issues in achieving a quorum for meetings. The council facilitated an event (open to all) to review the role of the forum and to explore how the group could move forward. Work was

undertaken by members to raise awareness of the forum amongst their own networks, resulting in an increase in membership. A successful AGM was held in January 2019 and new office bearers were elected. The new Executive Committee will meet as early as possible to discuss plans for moving forward, for example planning for Black History Month 2019.

A **Syrian Community Group** was set up in August 2018 to support refugees, raise awareness of refugee issues and encourage integration. The group meets on a monthly basis and has encouraged the Syrian community to take responsibility for their own support and development needs and allowed them to have a view on how to shape the service. Multi agency input from Police Scotland, Education and The Conservation Society has had a significant impact on delivery of service and how to best support the families. The group attended the Faith Group's last meeting with a view to strengthening links between the two groups.

A variety of **Tenant Participation Groups** are supported to offer all tenants the opportunity to have their say in the services delivered by the council. A range of methods are used, including digital and face to face mediums, to inform, consult and collaborate with tenants in shaping our service development, management plans and processes. The tenant led inspection process has delivered significant process and practice improvements in housing services to minimise delays in tenants gaining access to accommodation. We have extended tenant scrutiny on performance to include financial scrutiny – this has seen officers explain budgets in-depth, how rent is spent, and has informed our priorities in terms of capital investment. For example, tenants indicated that they would like to see internal rather than external upgrades to improve quality of life which has been reflected in our programme of works.

Through implementation of the **Pupil Voice Strategy**, pupils are engaging in decision making that affects them, improving their outcomes and destinations. Pupil views are taken into account at Authority Attendance Groups and Child Planning meetings. The Inclusion and Wellbeing Service capture the learner voice through the use of the Pupil Passport programme, the case study modernisation cycle and via Pupil Forums. Young people are also involved in Individual Education Plans in terms of setting and evaluating their learning targets.

The council recognises the benefits of **parental engagement** in their child's learning and in the life and work of their local school and continues to work on supporting and improving such engagement particularly through the use of digital tools. Most schools have social media accounts which are used effectively to share practice, inform parents / carers and celebrate success. School websites have recently been re-launched and include standard buttons such as the Child Exploitation and Online Protection (CEOP) reporting button.

The **Public Art Programme** provides communities with the opportunity to contribute to decisions regarding the improvement of their local built and natural environments. During 2017 and 2018 the Grassroots Public Art Grant Scheme has enabled three community groups to improve local spaces using commissioning of public art.

The **Senior Peoples Forum** provides a means of communication between senior people (aged 60 plus), the council and its community planning partners, enabling the council to consult on developing its local response to the Scottish Strategy for an Ageing Population. During 2018 the forum has been involved in a range of activities including: the development of Dementia Cafes; presentations from Alzheimer's Scotland, the Care Inspectorate, Scottish Fire and Rescue Service and Transforming Your Council; received information on the Assisted Decoration Scheme; and gave their views on the Eligibility and Contributions policy. The Forum provided representation on several WLC Policy Development and Scrutiny Panels where new and amended council policy is discussed and scrutinised before going to Council Executive for approval.

Following the introduction of the Carers (Scotland) Act which came into effect on 1 April 2018, West Lothian Council has implemented the **Carer Strategy** in partnership with Carers of West Lothian which is designed to involve carers in the planning and delivery of services.

West Lothian Council Advocacy is a commissioned service to provide independent advocacy for adults with mental health problems and/or addiction problems. The project aims to: Improved access to entitled public services and resources; ensure that services users feel more listened to and understood by services and professionals; increase understanding amongst service users of their rights and available options; ensure service users feel more confident and empowered; and ensure service users have better opportunities to participate in decisions affecting them.

West Lothian Alcohol and Drugs Partnership had developed a model **Public Social Partnership (PSP)** to support those who are recovering from substance misuse by developing community based rehabilitation and recovery services. The model reflects the needs of the community as communicated to the PSP steering group and changes driven by the community include: a focus on aftercare with tailored community rehabilitation; and increase in peer mentoring and peer employment opportunities. The final model has been put to tender with plans to introduce the new service on 1 April 2019.

Equality outcome 6: West Lothian Council is recognised internally and externally as an equal opportunities employer

Context

The council has made significant progress in relation to implementation of structures, processes and employee engagement on equality and diversity in recent years. Further focus on increasing the diversity of our workforce and raising employee and management awareness and capacity to understand the specific needs of customers within the equality protected characteristics is required to ensure that we have a workforce which is confident and in a position to be authentic in the workplace.

Performance Information

The following are a selection of the performance indicators which have been developed to monitor progress of the actions to support the delivery of Outcome 6.

Traffic Light Icon	Code & Short Name	Last Update	Current Value	Current Target
	corEO007_9b.1c Performance on Stonewall Workplace Equality Index	2018/19	80	62
	corEO008_9b.1c Percentage of employees who have completed equality and diversity training	2017/18	100%	100%
	SCORP03b_7b Percentage of council employees in top 5% of earners that are women.	2017/18	52.31%	53.74%

Our Action

The Council has undertaken a number of activities in working towards achieving the desired outcome. These include:

All high schools in West Lothian were visited in 2016/17 and 2017/18 to provide promotional talks and information to secondary pupils during career events targeted at S1-S6 pupils. At such events pupils are encouraged to consider apprenticeships in non-traditional roles. In addition **Girls into Work** taster sessions are carried out every year to attract women into construction. The council has recently recruited one female apprentice into each of the following trades: road-working, mechanics, joinery and plastering. A previous female road-worker apprentice has now been successful in gaining a permanent position.

The council continues to work with the **Access Committee** to ensure that all council buildings and facilities are accessible to all. Construction Services have a representative on the Access Committee which meets monthly to ensure that access issues are addressed at the planning stage in relation to refurbishments/new build projects.

Mandatory **Equality and Diversity training** has been delivered to all employees concluding in October 2017. The content has generated greater awareness among employees of equality and diversity issues as indicated by comments from participants as detailed below:

The course has helped me to see “how important it is not to judge people. Working on reception I deal with people from all walks of life and can admit that I need to be more patient and understanding in future.”

The course has helped me to “think more carefully when joining in ‘banter’ as to how it makes others feel.”

“I liked the exercise where we read about someone and their experiences at work and were asked to consider what was wrong. It was very easy to jump to the obvious conclusion which in all the examples was wrong. It was an eye opener.”

Further training has been delivered to management teams and elected members on Equality Impact Assessments.

An **e-learning induction module** covering equality and diversity issues has been launched on the Mylearning platform. Completion of the e-learning induction module will be mandatory for all new starts from 1 April 2019.

Other e-learning modules that have been developed or transferred onto the e-learning platform have been reviewed to ensure gender neutral and inclusive language is used. A recruitment and selection module and module on unconscious bias are also under development.

The council continues to promote the inclusion of LGBT employees as a **Stonewall Diversity Champion**. The council is currently ranked by Stonewall Scotland within the top 200 employers in the UK having moved up 56 places from 248 in 2018 to 192 in 2019. Some of the events that evidence the council’s work as a diversity champion include:

- Celebration of **Transgender Day of Visibility** (TDOV) for the first time in March 2018;
- A successful multi-partnership **IDAHOBiT** event which told the various personal stories of West Lothian LGBT young people;
- **West Lothian Pride** is a community event that enables LGBT individuals, their friends, families and allies to come together in a safe and welcoming place to celebrate their diversity. The council continues to be a key partner in the delivery of this event and 2018 saw the most successful Pride to date with over 1300 people in attendance and for the first time an After Party was held to cater for older LGBT+ people.

Employee Health and Wellbeing Plans are in place to ensure the council is proactive in supporting employees who maybe more vulnerable by addressing health inequalities. The corporate **Employee Wellbeing Action Plans** for 2017 and 2018 have delivered health weeks where the Healthy Working Lives Steering Group has worked with organisations such as MacMillan Cancer Care to ensure employees have an awareness and access to support and help where they need it. Events have been specifically targeted at specific groups of employees such as those on low income or who have financial difficulties.

West Lothian Council has continued to work hard with regards to becoming a more inclusive employer, an **Equality Calendar** was agreed and implemented in April 2018 by the council executive. This means that number of corporate and service specific days/weeks and months are celebrated including: LGBT (Lesbian, Gay, Bisexual, Transgender) History Month, IDAHOBiT (International Day against Homophobia, Biphobia and Transphobia), West Lothian Pride, Black History Month, Interfaith Week, World Aids Day, International Women's Day and Holocaust Memorial Day

Promotion of these events enables the council to raise awareness of the equality and diversity issues and signpost employees to key areas of support. These significant events are promoted via the council's social media accounts, by issuing emails to all staff email accounts, and in our employee magazine.

The council continues to ensure that its policies, procedures and practices are inclusive and meet the needs of employees with protected characteristics by **consulting with employees**. For example, a series of service specific engagement events took place with regards to the council Transformational Change agenda and an annual employee survey is conducted amongst all staff followed by focus groups to analyse results and generate action plans.

In the annual employee survey 90% and 88% of employees in 2017/18 and 2018/19 respectively, answered strongly agree or agree that they have not experienced discrimination at work in relation to a protected characteristic.

To ensure the integration of equality and diversity **HR policies** are reviewed at least once every 5 years to ensure that they reflect current legislation and best practice. An exercise was conducted in September 2018 to ensure that the language used in key employment policies is gender neutral. In addition, as **corporate training** events are refreshed and delivered, the content is reviewed against current good practice to ensure it reflects an inclusive approach.

The council continues to improve mechanisms for gathering equality information and to encourage employees to provide equalities information to ensure a comprehensive data set is available to inform decision making. The **equality monitoring questions** have been reviewed resulting in the question set relating to gender identity being widened and the wording of the trans question improved to meet industry best practice.

An exercise was undertaken to improve the quantity and quality of equality monitoring data we hold on our employees. The exercise was targeted at both PC users via email and non pc users via the services and resulted in improvements in the number of employees providing accurate equality monitoring information. For example, the number of employees reporting as disabled has almost doubled since the 2017 report going from 97 to 181 and the number of employees for whom we have no record of their sexual orientation has reduced from 73% to 57%.

Ongoing networking with COSLA is taking place with regards to the centralised recruitment portal 'My Job Scotland' to ensure the equality data held in this system matches that held on the council's system to achieve consistency and best practice.

Equality outcome 7: Children and young people in West Lothian's schools feel safe, supported and able to be themselves

Context

National research highlights that bullying in schools as a result of having a protected characteristic, remains a persistent and significant equality issue. Bullying has a severe impact on all pupils who are victims. However, in a similar context to hate crime, a pupil bullied because they are black or from an ethnic minority, have a disability or are perceived to be LGBT are likely to face more severe impacts on their attainment and future life chances. Bullying related to gender remains a growing issue which requires to be considered a priority within the four year equality outcomes cycle.

A selection of performance indicators have been developed to support the delivery of Outcome 7.

Performance Information

The following are a selection of the performance indicators which have been developed to monitor progress of the actions which have been developed to support the delivery of Outcome 7.

Traffic Light Icon	Code & Short Name	Last Update	Current Value	Current Target
	EDSCH001_6a.6 Percentage of Primary Pupils Rating the Equality & Fairness in Their School as Good or Excellent.	2017/18	91%	79%
	EDSCH002_6a.6 Percentage of Secondary Pupils Rating the Equality & Fairness in Their School as Good or Excellent.	2017/18	86%	58%
	EDSCH053_9b.1c Number of Racial Incidents in West Lothian Schools.	2015/16	69	69

Our Action

The Council has undertaken a number of activities in working towards achieving the desired outcome. These include:

The **Inclusion and Wellbeing Service** was established in 2016 to support children and young people with Additional Support Needs (ASN) from age 3-18 across West Lothian. The service supports the presumption of mainstream education for all children and young people and offers a flexible and dynamic variety of targeted interventions to support schools, families and children and young people. The tiered intervention model was introduced in 2018 and is set out in the West Lothian Continuum of Support: [https://www.westlothian.gov.uk/media/29575/Education-Services-Continuum-of-Support/pdf/Education_Services_Continuum_of_Support_Oct_2018_\(A9149300\).pdf](https://www.westlothian.gov.uk/media/29575/Education-Services-Continuum-of-Support/pdf/Education_Services_Continuum_of_Support_Oct_2018_(A9149300).pdf)

The Inclusion and Wellbeing Service now supports over 600 children and young people covering all aspects of ASN with exclusions being reduced across the authority and improvements in attainment through the targeted intervention programmes.

Support for Syrian Refugee families is provided in schools by teaching staff trained in English as an Additional Language along with translated teaching resources. The Syrian Re-Settlement Group has established a community group which organises whole family events giving opportunities to practise English in a supported environment in real contexts. Preventative measures are also in place with Police Scotland to support refugee adults and young people with events around the law and culturally acceptable practice in Scotland.

Six secondary schools are working directly with LGBT Youth Scotland with 2 schools achieving Silver Charter mark. A West Lothian LGBT Youth Network has been set up. The Stonewall Education Index Submission for 2018 improved score by 6 points and placed 2nd in Scotland. Guidance around Supporting Young Trans People is now in Education policies and can be found at: https://www.westlothian.gov.uk/media/15334/Supporting-Transgender-Young-People-in-West-Lothian/pdf/Supporting_Transgender_young_people_in_West_Lothian.pdf

In order to improve and support child and young people's health and wellbeing every school now has one or more trained **Health and Wellbeing (HWB) Champion/s**, supported by a designated Network Leader. Practitioners are working in multi- agency partnerships on projects such as One Trusted Adult and Adverse Childhood Experiences. Many schools now have processes in place to track and monitor the wellbeing of pupils through the wellbeing indicators to identify key strengths and gaps.

The multi-agency **Mental Health and Wellbeing Screening Group** meets fortnightly and triages referrals and signposts families who are engaging or at risk to appropriate support.

A Glow **Mental Health Support Sharepoint** with tiered interventions is now live with the aim of assisting schools to access relevant and appropriate support for pupils.

In addition to supporting teachers and individual pupils, **Psychological services** (EPS) continue to offer group work sessions such as 'Give us a Break'; Bereavement / Loss and Anxiety groups which support young people. These are very well received and young people's recovery is recognised as being improved by their participation.

The **Youth Work in Schools** programme provides a diverse range of learning opportunities and is specifically tailored to meet the needs of the young people referred. In the reporting period, the programmes delivered focused on building confidence and self-esteem, resilience, personal safety, addressing risk taking behaviours, employability skills and raising aspirations. 12 participants achieved Dynamic Youth Awards and 7 participants gained Level 4 SQA Preparing for Employment Units.

All West Lothian Schools have agreed to continue to support the Unicef Rights Respecting School Award (RRSA) service level agreement. There is an ongoing roll out of schools awarded under Unicef's new assessment system. To date 6 primary schools and 1 ASN school have been awarded Gold, and 2 secondary schools and 5 primary schools have been awarded Silver.

The Inclusion and Wellbeing Service has begun to engage in the formal process of achieving RRSA Bronze and would be the first service of its type in Scotland to achieve this award.

Equality outcome 8: Improve awareness of carers and the issues they face when accessing services

Context

Whether caring for children or adult dependents, unpaid care work has a significant impact on the ability of carers to access mainstream council services. Carers may require services to be provided on a flexible basis or at specific times which work around caring responsibilities. Caring responsibilities are likely to impact significantly on the ability of carers to interact and access council services, as well as having a significant impact on life chances, including health and employment.

A selection of performance indicators have been developed to support the delivery of Outcome 8.

Performance Information

The following are a selection of the performance indicators which have been developed to monitor progress of the actions to support the delivery of Outcome 8.

The Council will monitor progress against this Equality Outcome by engaging carers in a survey to assess whether they feel supported and able to continue in their role as a carer and to assess whether community care service users and carers satisfied with their involvement in the design of care packages. The results of the survey will be reported in the Equality Outcome progress update in 2021.

Our Action

The Council has undertaken a number of activities in working towards achieving the desired outcome. These include:

In line with statutory requirements, Social Policy staff undertaking an 'All About Me' assessment for a service user which will identify carers' needs and offer carers support, training and access to information including a **Carers Assessment**.

Equality outcome 9: Improve awareness of and access to information, assistance, advice and support to alleviate poverty and increase disposable income

Context

The combined effects of the economic situation and reform to welfare are having a detrimental impact on poverty. Ensuring that people affected by poverty have information and support to ensure that they are making the most of financial opportunities available to them is a key priority for the council going forward. Awareness and access to these opportunities by people within the relevant protected characteristics is critical to promoting equality. Given economic projections, this issue is likely to remain a key mainstream and equalities priority over the four year period of the equality outcome cycle.

A selection of performance indicators have been developed to support the delivery of Outcome 9.

Performance Information

The following are a selection of the performance indicators which have been developed to monitor progress of the actions to support the delivery of Outcome 9.

Traffic Light Icon	Code & Short Name	Last Update	Current Value	Current Target
	FEADS063_9b.1a Number of customers receiving disability related benefits	Q3 2018/19	652	600
	FEADS064_9b.1a Total quarterly amount the Advice Shop has gained in extra benefits for older people (Aged 60 and over).	Q3 2018/19	£1,304,587	£1,650,000

The total quarterly amount the Advice Shop has gained in extra benefits for older people (Aged 60 and over) has not reached target due to customers claiming benefits which have not yet been agreed by the Department of Work and Pensions. Overall, the cumulative total for the year is £6.6m and it is anticipated that the target will be exceeded by the end of quarter 4 2018/19

Our Action

The Council has undertaken a number of activities in working towards achieving the desired outcome. These include

The council's **Anti-Poverty Strategy** aims to minimise the impact of poverty on the people of West Lothian and reduce the differences in income and life chances between different parts of the community. The 'Breaking the Chains of Poverty' progress report 2017 highlighted progress made on the Anti-Poverty Strategy 2012-2017. Partners worked together to help customers manage over £60 million of debt and supported customers to gain £153 million of income through welfare rights advice and support to claim entitlement to benefits and tax credits. 1039 employment opportunities were created for young people aged 16-24 and 5398 adults were engaged with employability support resulting in 62% progressing to a positive destination.

The refreshed West Lothian Anti-Poverty Strategy 2018-2023 and action plan was approved at Council Executive in June 2018 and by the Community Planning Partnership Board in September 2018, and was collaboratively designed with engagement and support from local people. Over 450 individuals and more than 15 community groups and partner organisations participated in surveys and focussed discussions about poverty and inequality. Additionally, over 45,000 comments received through the 'Transforming Your Council' consultation have been analysed to identify opinions, good ideas and suggestions. Further feedback was gathered from 456 professionals in customer facing roles through a programme of poverty awareness training. The Strategy and action plan is the result of careful consideration of the current landscape and the changing nature of poverty, combined with the voices of local communities, organisations and people with direct, lived experience of poverty.

The new Anti-poverty Strategy was launched in October 2018 and the Anti-poverty Taskforce is currently being set up to take the strategy forward. A panel of volunteer 'Experts by Experience' will also be recruited to provide additional scrutiny of anti-poverty activity in West Lothian. This panel will be made up of individuals with lived experience of surviving on a low income or struggling to make ends meet.

Housing staff have continued to work in partnership with the Advice Shop to support tenants to improve their financial stability through income maximisation and advice. Since April 2018 there have been 806 referrals for **Income Maximisation and Energy Advice**.

106 Housing and Customer Information Service Staff attended **Welfare Reform training** to increase staff awareness and equip them to assist tenants with welfare reform and in particular the challenge of Universal Credit.

In order to ensure that the services of the **Advice Shop** can be accessed by all members of the community, the Advice Shop annually reviews advice provision across West Lothian and develops outreach sessions based on customer and stakeholder insight.

The service consults with partners, customers and other stakeholders in relation to advice provision in local communities through Local Area Committee Meetings, Cross partner meetings and customer comments cards. Feedback is reviewed to ensure all customers have the ability to access the service.

Following consultation with Carers of West Lothian and their client group, one outreach location has been changed to a different venue and is now for one full day rather than half a day. All outreach sessions are now held in fully functional buildings such as Partnership Centres and partners' premises. There is a risk assessment undertaken for every outreach location to ensure it meets service standards and requirements.

The introduction of the **Scottish Social Security Agency** has presented several opportunities to engage with national agencies to improve awareness and uptake of entitlement. In particular, responses have been drafted in partnership with local organisations on the subjects of: Best Start Grant for pregnancy/maternity and early years payments; Funeral Assistance Allowance; and Attendance Allowance.

Work has been undertaken in partnership with the Department for Work and Pensions (DWP) and other services within the local authority to provide tailored advice and support to households affected by the overall benefit cap. The benefit cap predominantly affects large families in West Lothian with 3 or more children and a number of householders are impacted. Data sharing with DWP allowed the impacted households to be identified and contacted to offer advice, income maximisation and Discretionary Housing Payment to mitigate the impact of the cap.

The introduction of Universal Credit full service has led to strengthened partnership work with the DWP. An Operational Delivery Group comprised of local

authority and DWP representatives as well as local registered social landlord representation met regularly ahead of the roll out of Universal Credit to identify ways to target activity to support clients most likely to find Universal Credit difficult to manage. A guidebook for anyone seeking to claim UC has been produced with input from local and national agencies (DWP) and consultation with tenant participation group.

West Lothian Schools are working to the **West Lothian Raising Attainment Strategy** in order to improvement attainment and close the gap between young people living in disadvantage and their peers.

Excerpt from St Kentigern's (an attainment challenge school) inspection report 2017

"The staff in the school demonstrate a commitment to ensuring equity. Recent work has included the production of an 'Interventions for Equity' booklet which is raising awareness of equity as well as outlining practice. There are plans to use this as a tool for teachers to audit their practice. There is an understanding of the school social and economic context and this is reflected in school planning. The senior team are committed to having a constant focus on closing any gap in attainment between young people living in disadvantage and their peers and this focus has been strengthened by their work in the Scottish Attainment Challenge. They interrogated and analysed a range of both quantitative and qualitative evidence to identify where the gap currently exists. Staff have a collective understanding of what this gap is. There is now a need to move to planning effective strategies leading to evidence of closing the gap."

St Kent's school improvement plan 2018-19 also demonstrates where inclusion and equity has impacted upon attainment, attendance and in particular exclusions.

<http://www.stkentignersacademy.org/article/15024/School-Improvement-Plan-2018-19-and-Standards-and-Qualities-Report-for-Session-2017-18>

Community Arts is working with schools to develop creativity and cultural projects which will contribute to closing the attainment gap in line with Pupil Equity Fund (PEF) aims. PEF strategies can be found in School Improvement Plans such as Armadale Academy:

[https://www.westlothian.gov.uk/media/4783/Armadale-Academy-Improvement-Plan/pdf/2018_SIP_final_\(1\).pdf](https://www.westlothian.gov.uk/media/4783/Armadale-Academy-Improvement-Plan/pdf/2018_SIP_final_(1).pdf)

Examples are:

- Holiday Activity Clubs, where young people are provided with food in addition to opportunities to participate in physical activities.
- School of Football utilised as an attendance strategy and to access learning opportunities through football
- Library club attached to breakfast clubs
- The School Bank – charitable organisation for supply of school uniform and equipment to access school.
- Purchase of a school Mini-bus at Armadale Academy has allowed young people to access opportunities and experiences which were previously inaccessible. This is particularly supported by the Family Liaison officer and Pupil Support staff, during holiday periods.

To ensure maximisation of income and accurate financial assessments, all social policy clients/service users who are not approved for service provision will automatically be referred to the Advice Shop for a **Personal Income Check**.

هذه المعلومات متوفرة بلغة بريل وعلى شريط وبخط كبير وبلغات الجالية.
الرجاء الإتصال بخدمة الترجمة على الهاتف **01506 280000**

এই তথ্য আপনি ব্রইল, টেপ, বড় অক্ষরে এবং কমিউনিটির বিভিন্ন ভাষাগুলিতেও পাবেন। অনুগ্রহ করে ইন্টারপ্রেটেশন অ্যান্ড ট্রান্সলেশন সার্ভিসের সঙ্গে যোগাযোগ করুন। টেলিঃ **01506 280000**

這份資料是可以凸字、錄音帶、大字印刷及社區語言的式本提供。請聯絡傳譯及翻譯服務部，電話：**01506 280000**

ਇਹ ਜਾਣਕਾਰੀ (ਬ੍ਰੇਲ) ਨੈਤੂਰੀਨ ਦੇ ਪੜ੍ਹਣ ਵਾਲੀ ਲਿਪੀ, ਟੇਪ, ਵੱਡੇ ਫਿੰਟ ਅਤੇ ਸਮਾਜ ਦੀਆ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ ਉਪਲਬਧ ਹੈ। ਸ਼ੁੱਧ ਕਰਕੇ ਇੰਟਰਪ੍ਰੈਟੇਸ਼ਨ ਅਤੇ ਟਰਾਂਸਲੇਸ਼ਨ ਸਰਵਿਸ ਨੂੰ ਇਸ ਨੰਬਰ ਤੇ ਸੰਪਰਕ ਕਰੋ : **01506 280000**

یہ معلومات بریل (اندھوں کے رسم الخط)، ٹیپ، بڑے حروف کی طباعت اور کمیونٹی میں بولی جانے والی زبانوں میں دستیاب ہے۔
براؤمر بائی انٹر پرائزنگ اینڈز اسلیٹنگ سروس سے ٹیلیفون نمبر **01506 280000** پر رابطہ قائم کریں۔

Informacje te mogą być przelozzone na jezyk Braille'a, dostępne na tasmie magnetofonowej lub wydane duzym drukiem oraz przetlumaczone na jezyki mniejszosci narodowych.
Prosimy o kontakt z Uslugami Tlumaczeniowymi pod numerem **01506 280000**

Information is available in braille, tape, large print and community languages. Contact the interpretation and translation service on **01506 280000**.

Text phones offer the opportunity for people with a hearing impairment to access the council. The text phone number is **18001 01506 464427**. A loop system is also available in all offices.

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