

**West Dunbartonshire Council**  
**Equalities Mainstreaming Report and**  
**Equality Outcomes**  
**2013-2017**

# **Content**

<b>1. Introduction</b>	<b>3</b>
<b>2. Equality Statement 2013-2017</b>	<b>4</b>
<b>3. The Legal Context</b>	<b>5</b>
<b>4. Building on Previous Work</b>	<b>6</b>
<b>5. Why Mainstreaming Equality is important</b>	<b>6</b>
<b>6. Supporting and Mainstreaming Equality</b>	<b>7</b>
<b>7. Mainstreaming Equality in Education</b>	<b>12</b>
<b>8. Equality Outcomes 2013-2017</b>	<b>13</b>
<b>9. Employment and Equal Pay</b>	<b>19</b>
<b>10. Appendix 1; Case Studies on Equality Outcomes</b>	<b>23</b>
<b>11. Appendix 2; Employment Data</b>	<b>25</b>

## 1. Introduction

The Equality and Human Rights Commission's 2010 Triennial Review, 'How Fair is Britain' notes that:

"In simple terms, Britain has become a fairer place.

However, the evidence shows clearly that whatever progress has been made for some groups in some places, the outcomes for many people are not shifting as far or as fast as they should."

West Dunbartonshire Council is aware that there is broad support locally for advancing equality and fairness. Recent surveys showed that 78% of Citizen's Panel members and 90% of staff who responded agreed that the Council should do everything it can to eliminate all forms of discrimination.

The Christie report on the future of public services in Scotland recognises that equality is a key consideration in public sector reform, and this is in line with the Scottish Government's national outcome of reducing significant inequalities.

The **Equality Outcomes** and **Mainstreaming Report** offers the Council an opportunity to present a detailed overview of its work on equality, focusing on reducing significant inequalities, compliance and accountability.

To provide context for this, the Council sets out its overall commitment to equality in its **Equality Statement 2013-2017** below.

## **2. Council Equality Statement 2013-2017**

The Council is committed to fulfilling the three key elements of the general equality duty as defined in the Equality Act 2010:-

- Eliminating discrimination, harassment and victimisation
- Advancing equality of opportunity between people who share a protected characteristic and those who do not
- Fostering good relations between people who share a protected characteristic and those who do not

The protected characteristics are –

- age
- disability
- gender reassignment,
- pregnancy and maternity
- race, this includes ethnicity, colour and national origin
- religion or belief
- sex
- sexual orientation
- marriage/civil partnership (for which only the first duty is applies)

Everyone has ‘protected characteristics’, but it is the treatment individuals and groups receive, the level of autonomy they have, and the positive or negative outcomes for them, that are its focus. Therefore the Council will:

- Remove or minimise disadvantages experienced by people due to their protected characteristics
- Meet the needs of people from protected groups where these are different from the needs of other people
- Encourage people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

As well as being legal requirements, these steps contribute to fairer, more efficient and more effective services. Therefore the Council will:-

- take effective action on equality
- make the right decisions, first time around
- develop better policies and practices, based on evidence
- be transparent, accessible and accountable
- deliver improved outcomes for all.

### **3. The Legal Context**

#### **3.1 The Equality Act 2010 and the General Equality Duty**

The Act brings together the areas of race, disability, sex, sexual orientation, religion and belief, age and gender reassignment in one legislative entity.

At the same time the Act clarifies the approach that should be taken on issues around ensuring fair treatment with regards to marriage/civil partnership and pregnancy and maternity. The Council in the exercise of its functions must;-

- Eliminate discrimination, harassment and victimisation
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not, by tackling prejudice and promoting understanding

(Only the first duty applies in the case of marriage/civil partnership.)

These are the three fundamental elements of the general duty.

#### **3.2 The Specific Equality Duties**

The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 came into force on May 2012. These specific duties are designed to help public sector organisations meet the general duty effectively.

The key legal duties are that the Council must;-

- Report on mainstreaming the equality duty
- Publish equality outcomes and report progress
- Assess and review policies and practices
- Gather and use employee information
- Publish gender pay gap information
- Publish statements on equal pay
- Consider award criteria and conditions in relation to public procurement

### **4. Building on Previous Work**

The direction and content of the work to mainstream equalities and achieve its Equality Outcomes takes account of the actions and priorities identified for the West Dunbartonshire Council Gypsy/Traveller Strategy 2008-2011 and Council Equality Scheme 2009-2012.

Progress has been made on the work identified in these two documents. For instance the Council's approach to carrying out EIA has improved, with more assessments being undertaken, with increased training and support for staff.

Some elements have not yet been fully realised, such as further expanding and deepening monitoring of services, but will be taken forward. There have been some changes in priorities based on changing needs of protected groups.

Final reports on the Gypsy Traveller Strategy and Equality Scheme are linked [here](#).

## 5. Why Mainstreaming Equality is Important

Mainstreaming equality simply means integrating equality into the day-to-day working of the Council. This means taking equality into account in the way the Council goes about its business when acting as an employer, or planning and providing services.

Mainstreaming equality has a number of benefits including:

- Equality becomes part of the structures, behaviours and culture of the Council, to the benefit of employees and service users
- The Council knows and can demonstrate how, in carrying out its business, it is promoting equality
- Mainstreaming equality contributes to continuous improvement, better performance and better value

The Council is committed to integrating equality into its business, using tools such as EIA, and by ensuring that equality features explicitly and proportionately in business planning, committee or other decision-making, and reports and other policy development and review mechanisms.

**Equality Outcomes** are aimed at producing concrete improvements in people's lives that contribute to a fairer, more inclusive and more prosperous West Dunbartonshire. These are key areas of work, but the Council will also continue on a broad front to mainstream equalities (see **Section 6**).

The Council is the biggest employer in the West Dunbartonshire area, and an important aim is to ensure that the make up of the workforce reflects the diversity of the local population. The report includes **employment data** (see **Section 9**) and information about gender pay equality and how the Council plans to tackle inequalities.

The Council's **Educational Service's** Outcomes, mainstreaming and employment information are also included.

## **6. Supporting and Mainstreaming Equalities**

### **6.1 Raising and Maintaining Awareness within the Council**

It is important that Council staff and elected members are aware of the general equality duty so that it is considered in their work where relevant. The Council will therefore make sure that it supplies appropriate information. The Council uses a combination of methods to build and maintain awareness

- Joint working through the Equality and Diversity Working Group, made up of elected members and officers from each Council department
- Briefings for elected members
- Briefings for the Corporate Management Team
- Items in the Council wide Core Brief
- Response to information requests from elected members and officers
- News items and surveys run from the Council staff website
- A twice yearly staff briefing on equalities
- Information to key contacts within the Council as required, for example when a key legal decision around equalities has been made.
- Items and updates on the Council's staff and public websites

### **6.2 Community Awareness**

The Council also uses a number of different channels to maintain awareness of equality issues within local communities;-

- An annual Equality Bulletin
- Annual flag raisings and events during LBGT History Month
- Support for Black History Month events
- Information to key equality contacts and groups as required, for example when a key legal decision around equalities has been made.
- Items and updates on the Council's public website
- Direct contact with local groups

### **6.3 Council Communications**

The Council will continue to use its publicity material to promote positive, non-stereotypical images of equality groups, for example in the staff newspaper 'Talk', which for example, highlighted the participation of female apprentices in building trades.

Other channels of communications include the Council's public and staff websites and press releases.

The Council has put in place a new Media Protocol to provide clarity to elected members and Council officers on how it can best work with the media, and how individuals may be involved in that process, to support equality.

## **6.4 Learning and Development**

### **6.4.1 Specific Learning and Development on Equality and Diversity**

The Council provides a number of different courses and approaches to learning and development on equality and diversity.

- New staff attend a half day introduction to equalities course.
- Equality Impact Assessment (EIA) Training
- Bespoke training for specific staff groups and functions.
- Specific inputs are made for processes such as equalities monitoring, and Dignity at Work.
- One hour online course on equality legislation
- Detailed online courses on EIA and on the equalities duties will be available from April 2013.

Just over half of the respondents to the staff survey noted that they had not accessed any training on equality and diversity in the last 3 years. This is in line with the Council's monitoring of training which shows that around 2,500 staff have had some access to specific equalities training since 2008.

## **6.5 Policy, Procedure and Guidance**

### **6.5.1 Specific Equalities Guidance**

The Council has designed and keeps up to date specific equalities guidance on:-

- EIA
- Equalities and procurement

People and Transformation services have developed specific guidance on EIA in restructure situations.

### **6.5.2 Other Council Policies, Procedure and Guidance, using EIAs**

The Council provides information sessions to staff to ensure that policies and procedures are understood.

## **6.6 Accessibility of documents and information**

All Council documents can be translated on request or made available in different formats such as Braille and Audio. This service is available by contacting the Council's Corporate Communications team on [Communications@west-dunbarton.gov.uk](mailto:Communications@west-dunbarton.gov.uk) or by telephoning 01389 737527.

During 2013 the Council will review the accessibility of information it provides, through all channels including its website.



## 6.7 Financial Planning Guidance

This guidance provides the framework for preparing departmental budgets to deliver the corporate objectives.

The guidance makes it clear that savings options are have equality Impact consideration. Elected members have attended training on budgeting and EIA for decision makers, and this is available on an ongoing basis.

## 6.8 Assessing Impact

The Council use an Equality Impact Assessment (EIA) process to ensure that any policies, practices and procedures or funding decisions that could affect people from protected groups undergo an EIA before decisions are taken.

All new or revised policies are screened for relevance to the three arms of the general equality duty. If relevant impact assessment will be carried out and published. Existing policies will be screened when they are reviewed, or if a change in the law or case law suggests this.

The Council publishes Impact Assessments on its [public website](#).<sup>1</sup> Assessments are carried out using the Council's Guidance.

The Council uses internal and external data provide evidence, and consults directly with equalities groups as required. The Council are aligning employment, service monitoring and other data more closely to make assessments as evidence based as possible.

Committee reports have a section on equality impact to let decision makers know if there is a significant impact, and reports are scrutinised by the legal team.

## 6.9 Partnership Working

The West Dunbartonshire Community Planning Partnership (CPP) is a partnership of agencies that can make a positive contribution to the growth and development of the area.

The **Statement of Ambition** agreed by the Scottish Government and CoSLA In March 2012 makes it clear that Community Planning is expected to bring better local integration of public services in order to deliver better outcomes.

The CPP is taking account of the equalities section in the recent guidance (2012) to CPPs for new SOAs, and will take account of our Equality Outcomes when creating the new SOA from April 2014.

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<sup>1</sup> <http://www.west-dunbarton.gov.uk/council-and-government/equality,-diversity-and-fairness/equality-impact-assessments/>

Public sector partners, who are involved in partnership working, are responsible for meeting the public sector equality duty. This means that initiatives or joint work carried out by the CPP must meet the general and specific equality duties.

The Council has hosted a CPP Equality Group since February 2012 to exchange information and ideas ahead of the formation of Equality Outcomes by partners.

The Council is a member of the West Dunbartonshire Hate Crime Action Group, which chaired by the Police Scotland and attended by relevant Council Services such the Anti Social Behaviour Team, equality staff and equality groups.

## **6.10 Services Provided via Third Parties**

Where the Council provides public services through a third party, such as West Dunbartonshire Leisure Trust, that organisation also has a responsibility to eliminate discrimination, advance equality of opportunity and foster good relations, where it provides a public function.

The Council will support organisations as appropriate to help them meet the duty and deliver services fairly, for example by providing equalities training. The Council will also ensure that EIAs are carried out when a proposal to outsource a function which is relevant to equalities is proposed.

## **6.11 Funding of Outside Organisations**

When the Council fund an outside organisation such as voluntary groups, it requires appropriate information on equalities as part of the conditions of grant.

## **6.12 Consultation and Involvement**

The Council has a well developed range of consultation approaches based on partnership working, and the National Standards for Community Engagement.

A Community Engagement Co-ordinating Group set up to co-ordinate community engagement across the Community Planning Partnership (CPP). This work strengthens equalities, embedding it in ways of working.

The West Dunbartonshire Citizens' Panel has over 1400 members, and is regularly asked about a range of issues. Membership is equality monitored and allows variation in views and concerns to be recognised. Membership of the Panel is weighted to make it more representative of the local population. Local equality groups also provide important points of contact

The Council and partners are working toward an overall West Dunbartonshire Equality Forum to help bring groups together. This supports Equality Outcomes work, contributes to policy formation, and fosters good relations.

Linked to the Forum, will be a Community Interest Bank. This combines information from the forum members and their extended networks and from

Council Officers and Officers from other organisations. This will be logged centrally to maintain an up to date information, opinion and ideas bank. This may assist the evidence based policy making and review.

### **6.13 Service Monitoring**

To ensure that the Council is delivering services fairly and effectively it is working to rationalise its approach to gathering and using service monitoring data. New monitoring questions are being piloted by the Community Learning and Development Service. Initial results from the pilot show that over 70% of services users answered the questions about sexual orientation and nearly 90% answered those on religion and belief.

From April 2013 the Council will roll out new monitoring guidance based on this work to other departments. This includes giving service users different ways of supply us with information, for example online, self or assisted completion.

### **6.14 Equalities and Procurement**

The Council is committed to best value and promoting fairness and equality in procurement. This supported by specific guidance which sets out the how the Council will procure goods and services.

Equalities and procurement staff work with other officers in situations where procurement of goods or services has a specific equalities dimension.

### **6.15 Making Services More Accessible**

#### **Physical Accessibility**

During 2012-2013 the Council has updated information on the accessibility of buildings from which it provide services, and identified our **Housing, Environmental and Economic Development** as champions for leading this work in the future.

#### **Other Accessibility issues**

The recent staff survey revealed that most respondents did not know how to access translation or interpreting. To address this, there will be a renewed emphasis in training and information to improve staff awareness. The Council's 'Communicating Effectively'<sup>2</sup> guidance will be refreshed during 2013.

## **7. Mainstreaming Equality in Educational Services**

Many of the general steps the Council is taking to mainstream equality cover the whole of the Council's work. This section details specific steps on education.

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<sup>2</sup> <http://www.west-dunbarton.gov.uk/council-and-government/equality,-diversity-and-fairness/communicating-effectively/>

West Dunbartonshire Council schools are implementing Curriculum for Excellence. This aims to achieve a transformation in education by providing a coherent, flexible and enriched curriculum for young people from 3-18.

In conjunction with this the Council is currently developing staff understanding of Getting It Right for Every Child (GIRFEC), the principles of which are now embedded in many of the processes within the council. Through GIRFEC staff will be able to determine proportionate, timely and appropriate help for young people improving each child's situation and reducing risk.

The approach supports the achievement of good outcomes for all children, demonstrated through Children's Plan targets. All children have the entitlement to personal support which is appropriately developed and monitored by using the GIRFEC practice model.

The Rights Respecting Schools programme is being promoted and introduced into many schools in West Dunbartonshire. The Rights Respecting Schools Award (RRSA) recognises achievement in putting the United Nations Convention on the Rights of the Child (UNCRC) at the heart of a school's planning, policies, practice and ethos.

A Rights-Respecting School Programme teaches about children's rights, but also models rights and respect in all relationships, whether they be between teachers or other adults and pupils, between adults and between pupils. The UNCRC provides a clear link for pupils between building up their rights-respecting school, understanding their rights and for children's rights to be realised everywhere.

Children and young people in rights-respecting schools develop a stronger sense of the need to act for global justice. (UNICEF/RRSA). This is being monitored using pupil surveys and questionnaires.

An anti-bullying policy is being produced along with enhanced and more accurate reporting and recording of prejudiced based bullying. This will lead to better responses by professionals and better outcomes for young people. A more accurate data collection system is currently being developed by Educational Services to improve understanding and target priority needs in all areas.

## **8. The Council's Equality Outcomes 2013 - 2017**

### **8.1 What are Equality Outcomes?**

Outcomes are the changes that result for individuals, communities, organisations as a consequence of the action the Council has taken. Outcomes can 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.

By focusing on outcomes rather than objectives, the Council aims to bring practical improvements in the life chances of those who experience discrimination and disadvantage.

## 8.2 The Council's Equality Outcomes 2013-2017

The Equality Outcomes the Council has identified cover all protected Characteristics. The Equality Outcomes are not the only things the Council will be doing to support equality and fairness, but show priority areas for improvement in the next four years.

<p><b>1. Greater participation and involvement of people from under represented Groups in influencing Decision Making in the Area</b></p> <p>Protected characteristics; Race, Sex, Sexual Orientation, Religion and Belief, Disability, Gender reassignment, Age</p> <p>Lead Department; Corporate Services</p>
<p><b>2. Increase the proportion of Council employees who are from currently under represented groups</b></p> <p>Protected characteristics; Race, Disability, Sex</p> <p>Lead Department; Corporate Services</p>
<p><b>3. Reduce the gender pay gap</b></p> <p>Protected characteristic; Sex</p> <p>Lead Department; Corporate Services</p>
<p><b>4. Reduce the levels of gender segregation in employment</b></p> <p>Protected characteristic; Sex</p> <p>Lead Department; Corporate Services</p>
<p><b>5. Improve the speed and effectiveness of reasonable adjustments for disabled employees</b></p> <p>Protected Characteristic ; Disability</p> <p>Lead Department; Corporate Services</p>
<p><b>6. Increase the use of flexible working arrangements</b></p> <p>Protected characteristics: Pregnancy/Maternity and sex</p> <p>Lead Department; Corporate Services</p>
<p><b>7. Increase in the proportion of carers from each group who feel supported and are capable of continuing their role as a carer</b></p> <p>Protected Characteristic; Sex, Age</p> <p>Lead Department; Community Health And Care Partnership</p>

<p><b>8. Decrease the Number of Hate Crimes West Dunbartonshire</b></p> <p>Protected characteristics: Race, Sexual Orientation, Religion and Belief, Disability, Gender reassignment</p> <p>Lead Department: Housing, Environmental and Economic Development</p>
<p><b>9. Reduce identity based bullying and harassment in schools</b></p> <p>Protected Characteristic; Race, Sex, Sexual Orientation, Religion and Belief, Disability, Gender reassignment</p> <p>Lead Department; Educational Services</p>
<p><b>10. Reduce the attainment gap between students with and without additional support needs</b></p> <p>Protect Characteristic; Disability</p> <p>Lead Department; Educational Services</p>
<p><b>11. Reduce gap between attainment levels of boys and girls at school leaving age</b></p> <p>Protected Characteristic; Sex</p> <p>Lead Department; Educational Services</p>
<p><b>12. Better meet the educational needs of Gypsy Travellers</b></p> <p>Protected Characteristic; Race</p> <p>Lead Department; Educational Services</p>
<p><b>13. Better meet the accommodation needs of Gypsy Travellers</b></p> <p>Protected Characteristic; Race</p> <p>Lead Department; Housing, Environmental And Economic Development</p>
<p><b>14. Improve the accessibility of transport for women, older people and disabled people</b></p> <p>Protected Characteristic; Sex, Age and Disability</p> <p>Lead Department; Housing, Environmental And Economic Development</p>

### 8.3 How the Council Has Considered Equalities

The Council has used the Equality Measurements Framework developed by the Equality and Human Right Commission to inform the Council's approach to mainstreaming equalities, and forming equality outcomes.

## **8.4 Evidence, consultation and involvement used in forming our Equality Outcomes**

The law requires to us to identify equality outcomes with reference to relevant evidence whether local or national, qualitative or quantitative. The Council took account of the following evidence:-

- Census data 2001 and 2011 (as available at December 2012)
- The West Dunbartonshire Disability Profile 2009
- The West Dunbartonshire Social and Economic Profile 2011
- The West Dunbartonshire Single Outcome Agreement 2011-2014
- The West Dunbartonshire Council Strategic Plan 2012-2017
- Draft West Dunbartonshire Lesbian, Gay, Bisexual, transgender (LGBT) Equalities Network Action Plan 2012-14
- Stronger, Safer supported: Increasing LGBT Tolerance, Awareness and Service Provision in The West Dunbartonshire, Equality Network, 2011
- Data from the Scottish Governments Equality Evidence website
- Shared information with Community Planning Partners 2012
- National data examined with the Scottish Councils' Equality Network
- Analysis of past EIAs carried by the Council
- Employment monitoring data (see section on employment)
- Service monitoring data

## **8.5 Results of consultation and involvement**

Four key target groups for consultation were identified, and a variety of methods of engaging were employed:

### **With Equality Groups in the West Dunbartonshire Area**

Individual meetings with Equality Groups - including Access for All, Sensory Impairment Group and Clydebank Lesbian Gay Bisexual Transgender Group and a joint meeting at the Council's service focused Equalities Liaison Group. An online survey with 12 groups was also carried out.

### **With Citizens Panel members**

Online Survey, with 1194 respondents, followed up by 2 focus Groups.

### **With West Dunbartonshire Council staff**

Online Survey, with 70 respondents followed up by a focus groups with staff, and one to one meetings, to ensure a flexible range of opportunities for engagement.

### **With Community Planning Partners**

A series of meetings were held in 2012 to explore joint evidence gathering and shared approached to engaging with the community. This will be taken forward to ensure that a joint up approach to achieving equality outcomes is supported.

## **8.6 Key challenges emerging from evidence, consultation and involvement and related Equality Outcomes**

### **8.6.1 General Issues**

#### **Negative attitudes**

The Council is aware that negative attitudes, discrimination and harassment, are still prevalent; 11% of staff and 22% of Citizens Panel members who responded to our recent survey said there was still good reason to be prejudiced against some groups. National evidence and Citizens Panel results show that some groups, for instance Gypsy Travellers, are subject to more negative attitudes, have poorer outcomes and are thought more likely to suffer disadvantage.

There was strong support from communities and staff for work in schools and community awareness campaigns to challenge negative attitudes. There was strong support from staff for increasing the amount of training on Equalities, and providing more information about promoting equality and diversity. This has fed into **Equality Outcome 9**.

#### **Discrimination, harassment and disadvantage**

West Dunbartonshire Council had the eighth highest rate of recorded racist incidents of local authority areas in Scotland during 2011/2012. It is generally agreed that most hate crime and identity based harassment goes unreported.

Nationally there has been an increase in the number of recorded religious aggravation charges in 2011-12 compared with previous years (26%). The increase may be partly due to increased awareness, reporting and recording. In West Dunbartonshire the number of charges for rose by 125%.

Locally over a third of Citizens Panel members (35%) know someone who has experienced discrimination, disadvantage or harassment, while 8% have experienced these themselves.

Work in schools, public awareness campaigns and training for staff were seen as being beneficial in tackling prejudice that drive harassment. This had feed into **Equality Outcomes 8 and 9**.

### **8.6.2 The Councils Commitment to Equality and Diversity**

Overall, Citizens Panel members and staff felt that the Councils commitment to equality and diversity was good, but there were some reservations about converting commitment into action.

A substantial minority of respondents were not sure how good the Council's commitment to equality was. The Council has identified some actions, such as making more training more available to staff, and more information to communities on equalities, to address this.



### **8.6.3 Supporting Equality at Work**

#### **More Use of Flexible Working**

The Council already supports flexible working. There was strong support from staff for increasing its use as a way of advancing equality. This desire is reflected in activities identified to support **Equality Outcome 6**.

#### **Reasonable Adjustment and Attendance Management**

Staff consultation revealed concerns about the Council's approach to these areas, with worries that managers were not applying policies consistently and that this disadvantaged workers, especially older workers. There was concern about the length of time required to carry out some adjustments.

The Council's People and Transformation Service are looking at initiatives to improve the corporate approach to reasonable adjustments for disabled staff. **Equality Outcome 5** relates to this area.

More details of the results of the consultations and involvement are included in the EIA of this report.

### **8.7 Aligning Equality Outcomes with Other Work**

The Council has considered the priorities of the West Dunbartonshire Single Outcome Agreement 2011-2014, and the West Dunbartonshire Council Strategic Plan 2012-2017 in setting Outcomes. The Council has also reviewed current Department Plans, to ensure that our efforts are as coordinated as possible.

The Council cannot successfully tackle all significant inequalities in a four year period, but by applying these considerations it has identified outcomes which will make the most positive changes to people's lives.

#### **The West Dunbartonshire Single Outcome Agreement 2011-2014**

The three key themes in the current Single Outcome Agreement (SOA) are

- Work and Benefits
- Safe, Strong and Involved Communities
- Supporting Children and Families

The Equality Outcomes support these themes. Following Scottish Government and COSLA guidance the Equality Outcomes will inform future SOAs.

#### **The West Dunbartonshire Council Strategic Plan 2012-2017**

The Council's Strategic Plan identified five key strategic priorities;-

- Improve economic growth and employability.
- Improve life chances for children and young people.
- Improve care for and promote independence with older people.
- Improve local housing and environmentally sustainable infrastructure.
- Improve the well-being of communities and protect the welfare of vulnerable people.

The Equality Outcomes for 2013-2017 support these priorities.

## 8.8 Taking Account of the Changing External Environment

The Council will consider possible legislative and policy developments in the coming years.

**The proposed Community Empowerment and Renewal Bill** will support communities to achieve their own goals and aspirations through taking independent action and by having their voices heard in the decisions that affect their area. Our approach to mainstreaming equality and equality outcome, especially **Outcome 1**, are compatible with the aims of the proposed Bill.

**Proposed changes to Community Planning Arrangements** will be aimed at producing better joint working; Equality Outcome that relies substantially on joint working such as **Equality Outcomes 8 and 9**.

The UK Government proposes the **extension of requests for flexible working, parental leave, and unpaid parental leave**; the Council recognises the importance of extending the use of flexible working in **Outcome 6**.

## 8.9 How the Council will achieve these Equality Outcomes

All departments contribute to the Council's Equality and Diversity Working Group, the elected member/officer working group with a strategic and scrutiny role in relation to equalities. The Group has jointly identified the 'Champion Departments' that are the best suited to lead work on particular Outcomes.

The Council has begun the process of identifying activities that will help achieve this. This is being supported by recently initiated work on expanding equalities monitoring of service delivery and involvement that will provide stronger baseline information and measure progress.

More detailed 2011 census results (May 2013), will give up to date information on the ethnic make up of the West Dunbartonshire Council area, and the number of disabled people. This and other information such as the age and sex structure will be used to set targets and indicators and further refine activities.

## **8.10 Measuring Progress**

### **8.10.1 Equality Outcomes**

The Council will publish a review of progress of its Equality Outcomes and mainstreaming equality in April 2015; this will be evidence based, and use the same kinds of data and methods that the Council has used for this stage of the work.

There are significant data gaps in the areas of employment and service use and service demand, but the Council expects to have reduced these by April 2015. The Council will augment its approach as required to improve evidence and involvement, and maintain efforts to share relevant information with Community Planning and other partners.

The Equality and Diversity Working Group will provide a corporate forum for monitoring and driving progress.

### **8.10.2 Broader Equality Work, Performance Management**

The Council has already put in place Key Performance Indicators that help measure its progress on equality these including EIA and Equalities training. These compliment the Statutory Performance Indicators that relate directly to equalities.

Statutory Performance Indicators are:-

- Percentage of Council premises from which the Council provided services that are fully accessible to disabled people; the Council is performing less well than some Councils in this area and has work in place to address this.
- Percentage of the highest paid 2% of earners among council employees that are women; the Council are doing well compared to most other Councils.
- Percentage of the highest paid 5% of earners among council employees that are women; the Council are doing well compared to most other Councils.

Key Performance Indicators:-

- Number of staff attending equality and diversity training
- Number of EIAs carried out and published
- The proportion of staff who think that the Council approach to equality is good or very good

Other Performance Indicators will be used as proxy measures on equality, for example its performance on tackling homeless.

## **9. Employment and Equal Pay**

### **9.1 Employment Data**

West Dunbartonshire Council is the largest employer in the Council Area. As well as its own commitment to being a fair and inclusive employer, the Council is required to take steps to gather information on the composition of its employees as well as annual information on the recruitment, development and retention of employees with respect to the number and relevant protected characteristics of employees and use the information to better perform the general equality duty.

This report includes the annual breakdown, from 31<sup>st</sup> March 2011 to the 1 April 2012, of information gathered by the authority in the following areas:

- Workforce profile
- Applications for employment, promotion and training
- Employees involved in either disciplinary or grievance procedures.
- Leavers

This data is collated from a number of different data sources, including the Workforce Management System, National Recruitment Portal and manual recording records. The aim going forward is to fully utilise the Workforce Management System to support improvements in data collection.

For this period, data is not available across all protected characteristics in each section of this report however; the Council has taken steps to ensure this data is available for the next report for the period 2012/13. Please See **Appendix 2** for the full data.

## **9.2 Workforce Composition**

The data shows that there is an under representation of black and minority ethnic and disabled people in the West Dunbartonshire Council workforce, this is a recognised area for action through **Equality Outcome 2**.

## **9.3 Gender Segregation and Pay Gap**

The majority of the workforce in common with the rest of the public sector are women. Data shows occupational segregation along gender lines and a 3.89% gender pay gap, these linked issues are recognised in **Equality Outcomes 3 and 4**.

## **9.4 Equal Pay Statement**

West Dunbartonshire Council supports the principle of equal opportunities in employment to ensure that employees are not discriminated against irrespective of their age, race, disability, sexual orientation, gender, gender re-assignment, marriage/civil partnership, pregnancy, maternity, religion or belief.

West Dunbartonshire Council is committed to ensuring that that men and women should receive equal pay for the same or broadly similar work, for work rated as equivalent and for work of equal value.

The Council's equal pay objectives are to:

- Eliminate any unfair, unjust or unlawful practices that impact on pay;
- Take appropriate action to address these accordingly;
- Regularly monitor and review the application of policies and procedures and;
- Conduct an equal pay review to monitor existing pay practices in line with the Equality and Human Rights Commission's Equal Pay Statutory Code of Practice.

In order to achieve equal pay for employees, the Council will operate a pay system which is transparent, based on clear criteria and free from unlawful bias through the application of the nationally agreed job evaluation scheme and relevant legislation. For Teachers and Craft Operatives the Council will comply with nationally agreed pay and conditions of service.

West Dunbartonshire Council is committed to ensuring equal pay structures for all its employees and will continue to:

- Conduct regular audits to monitor the impact of its pay structure.
- Provide training and guidance for those involved in determining pay
- Inform employees of how their pay is determined
- Respond to grievances on equal pay in accordance with the council's Grievance Policy
- Work in partnership with its recognised trade unions to ensure that the Council provides equal pay
- Review progress every 4 year

## **9.5 Living Wage**

The Council has voluntarily adopted a minimum 'Living Wage' as part of its commitment to social justice.

**This document is also available in other languages, large print and audio format on request.**

### **Arabic**

هذه الوثيقة متاحة أيضا بلغات أخرى والأحرف الطباعية الكبيرة وبطريقة سمعية عند الطلب.

### **Hindi**

अनुरोध पर यह दस्तावेज़ अन्य भाषाओं में, बड़े अक्षरों की छपाई और सुनने वाले माध्यम पर भी उपलब्ध है

### **Punjabi**

ਇਹ ਦਸਤਾਵੇਜ਼ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ, ਵੱਡੇ ਅੱਖਰਾਂ ਵਿਚ ਅਤੇ ਆਡੀਓ ਟੇਪ 'ਤੇ ਰਿਕਾਰਡ ਹੋਇਆ ਵੀ ਮੰਗ ਕੇ ਲਿਆ ਜਾ ਸਕਦਾ ਹੈ।

### **Urdu**

درخواست پر یہ دستاویز دیگر زبانوں میں، بڑے حروف کی چھپائی اور سننے والے ذرائع پر بھی میسر ہے۔

### **Chinese (Cantonese)**

本文件也可應要求，製作成其他語文或特大字體版本，也可製作成錄音帶。

### **Polish**

Dokument ten jest na życzenie udostępniany także w innych wersjach językowych, w dużym druku lub w formie audio.

**01389 737524**

**Email [Communications@west-dunbarton.gov.uk](mailto:Communications@west-dunbarton.gov.uk)**

## Appendix 1

### Case Studies on Equality Outcomes

#### **A) Equality Outcome 2; Increase the proportion of Council employees who are from currently under represented groups (Overall Outcome)**

There is an under representation of disabled people and Black and Minority people in the current Council workforce compared to the number of people from these groups in the West Dunbartonshire area. There is also an under-representation of disabled people. The Scottish Government has stated that it expects public bodies in Scotland to be exemplar employers for their workforces to be representative of the populations they serve.

The analysis is based on comparing figures from the 2001 census and it is likely that the proportion of both groups in the West Dunbartonshire Council area will have increased; when figures from the 2011 census are available, targets will be set for increasing representation.

The Council will take into all relevant factors when setting targets; such as the level of turnover in the Council workforce, relevant labour markets for different grades and types of jobs.

Positive action measure may include; extra marketing to currently unrepresented groups, e.g. through local equality groups, ensuring that Council publicity material represents the diversity of the workforce and advantages of working in the public sector generally.

Targets will also be set in the area of employability programme participation, through 'Working 4U', to help ensure that this is accessed in a proportionate way, based on an analysis of the composition of the West Dunbartonshire population

#### **B) Equality Outcome 8; Decrease the Number of Hate Crimes in West Dunbartonshire (Parallel Outcome, with Community Planning Partner)**

There is strong evidence to suggest that most hate crime currently goes under reported; however current evidence shows that West Dunbartonshire had the 8<sup>th</sup> highest rate of recorded racist incidents in Scotland. Racist incidents increased by 10% in Scotland last year (2011/2012); it is a concern that in Scotland 40% of perpetrators were under the age of 25, with 21% under the age of 16. There has also been a rise in the number of religiously aggravated offences. Combating such behaviour and the attitudes that contribute to it, and other discrimination based harassment, is also a concern of the Police Scotland.

The Council has noted the contents of the Equality and Human Rights Commission's 2011 report '**Hidden in Plain Sight**' report on disability harassment that noted that public authorities could be doing more to protect disabled people from discrimination and harassment. The steps identified in '**Out in the open, Tackling disability-related harassment, A manifesto for**

**change'** the 2012 follow up report have informed this equality outcome and indicative supporting actions. This recognises the role that public authorities including Council's have in tackling harassment.

Reducing hate crime in West Dunbartonshire will in practice link to **Outcome 9. Reduce identity based bully and harassment in schools** and actions taken in schools and with young people; additionally West Dunbartonshire Council and the Scottish Police Service will work to strengthen third party reporting; for example a national public awareness campaign will be built upon locally.

The Council is the major housing provider in the area, so will often be the first to be given intelligence about hate crimes and identify based harassment. The Councils Anti Social behaviour Team will also have a role in gathering information and tackling anti social behaviour that might link to this.

Since evidence and research suggests that most hate crime goes unreported, it is likely that initially the number of reports will increase as victims becoming more confident to report, and the processes are made more accessible.

### **C) Equality Outcome 9; Reduce identity based bully and harassment in schools (Education Outcome)**

National evidence indicates that identify based bully and harassment is a major issue in schools, and anecdotal evidence suggests there are similar issues in West Dunbartonshire. Such behaviour has broad negative effects, as education is a key determinate of life chances. The Council has a legal duty to eliminate discrimination, advancing equality of opportunity, and fostering good relations.

The steps required to meet the outcomes such as education in schools as a way of combating prejudice and discrimination, attracted strong support from those surveyed and consulted in the West Dunbartonshire area. This kind of work fits well with the widely supported emphasis on early intervention.

Current activity within schools includes, creating a new anti bullying policy, a new incident reporting, recording and monitoring system, and work in Partnership with the United Nations on Rights Respecting Schools.

In addition, The Council will take other steps, such as raising awareness among pupils, teachers and parents, that will build understanding of the causes and consequences of prejudice and discrimination and how to help tackle these. Initially an increase in reports is expected, which will likely decrease over time.



### Workforce Profile

The Council aims to have a workforce which reflects the community the Council serves. The benefits of having a diverse workforce that is broadly representative of the local population is that the Council is seen as an employer of choice, and an employer who provides fair employment opportunities for all individuals.

At 31<sup>st</sup> March 2012 the Council had 6038 employees compared to 6481 employees at 31 March 2011. This reduction in headcount is attributed to the ongoing organisational change within the Council.

#### (i) Race

The proportion of Black and Ethnic Minority employees has increased slightly from 0.23% in 2012/11 to 0.25% at 2011/12. The Social and Economic profile 2011/12 notes that the local Black Minority Ethnic population is less than 1% of the community. This is below the ambition to reflect the local population. The percentage of employees identifying as white has decreased. This can be explained by a higher percentage of employees not disclosing information.

**Figure 1 – Workforce Profile – Race**

	2010/11	2011/12
<b>Ethnic Group</b>	<b>%</b>	<b>%</b>
<b>African</b>	<b>0.02%</b>	<b>0.02%</b>
<b>Any Mixed</b>	<b>0.07%</b>	<b>0.07%</b>
<b>Black Scottish</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Bangladeshi</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Caribbean</b>	<b>0.02%</b>	<b>0.02%</b>
<b>Chinese</b>	<b>0.02%</b>	<b>0.02%</b>
<b>Gypsy/Traveller</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Indian</b>	<b>0.10%</b>	<b>0.10%</b>
<b>Other Black</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Other Ethnic Group</b>	<b>0.00%</b>	<b>0.02%</b>
<b>Other South Asian</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Pakistani</b>	<b>0.02%</b>	<b>0.02%</b>
<b>BLACK MINORITY ETHNIC TOTAL</b>	<b>0.23%</b>	<b>0.25%</b>
<b>White British</b>	<b>1.24%</b>	<b>1.23%</b>
<b>White Irish</b>	<b>0.72%</b>	<b>0.75%</b>
<b>White Scottish</b>	<b>63.50%</b>	<b>61.20%</b>
<b>Other White</b>	<b>2.54%</b>	<b>2.68%</b>
<b>WHITE TOTAL</b>	<b>67.99%</b>	<b>65.85%</b>
<b>Not Disclosed</b>	<b>31.77%</b>	<b>33.90%</b>
<b>Council-wide TOTAL</b>	<b>100.00%</b>	<b>100.00%</b>

## (ii) Gender

There has been no change in the workforce gender trend as the male/female split has remained static. The Council workforce is predominately female (70%). The West Dunbartonshire Social and Economic Profile 2011/12 identified that within the local community 52% of those within the working age (16-74) are female. The gender profile reflects the trends within the public sector where the majority of the workforce is female (64%)<sup>3</sup>

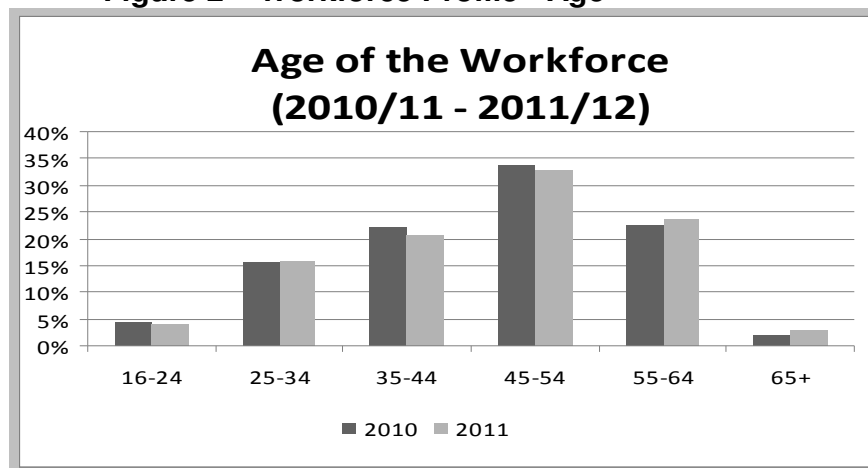
## (iii) Disability

The disability profile remains static with 1.5% of the workforce identifying themselves as having a disability. This is low compared with the Scottish Government figure which estimates that 19% of those within the working age population in Scotland are disabled. It is recognised that 1.5% may not be a true reflection of the workforce disability profile as employees seem to be reluctant to provide equalities monitoring information for this protected characteristic; the staff surveys carried out in 2007 and 2009 with a response rate of around 27% showed that 4.5% and 5% of respondents respectively identified as disabled.

## (iv) Age

The Social and Economic Profile identifies that in the local population the average age for males is 39 and for females it is 42. 67% of males and 59% of females are of working age within the local population which is reflective of the age split within the workforce. The Council age profile includes small numbers of younger and older employees however; the Council has successfully offered a number of Modern Apprenticeships within the local community to encourage young people into work and the removal of the default retirement age should increase the number of employees in the higher age bands.

**Figure 2 – Workforce Profile - Age**



<sup>3</sup> The Scottish Government Equality Statement: Scotland's Budget 2011-12.

## Applications for Employment

The Council aims to ensure that there are no barriers to individuals seeking employment and that it is an employer of choice.

The Council participates in the development and use of the National Recruitment Portal ([www.myjobscotland.gov.uk](http://www.myjobscotland.gov.uk)) and whilst this offers opportunities for improving reporting and analysis of recruitment data, submitting equalities data is not mandatory for applicants. The recruitment portal has expanded the equalities monitoring information to include all protected characteristics therefore expanded data is available for 2011/12.

### (i) Race

There has been a decline in the number of Black Minority Ethnic applicants from 3.82% in 2010/11 to 2.54% in 2011/12. This may be due limited data available for the year 2010/11. Meaningful analysis will not be available until the next report for 2012/13. The data available illustrates that a reasonable number of applications are being received from the people from Black Minority Ethnic group compared to the national population in Scotland. This requires further investigation to ensure there are no barriers to the success of these applicants.

**Figure 3 – Applications for Employment - Race**

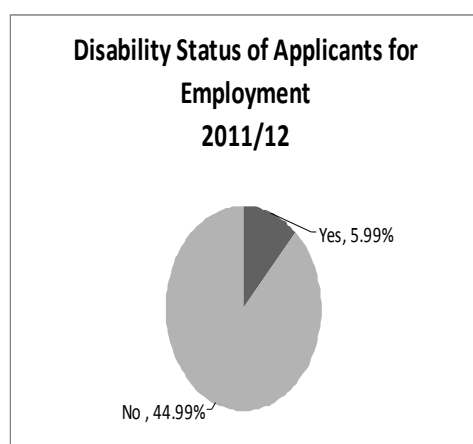
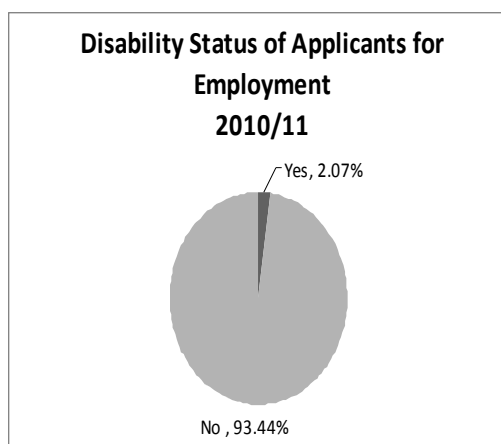
Ethnic Group	2010/11	2011/12
African	1.40%	0.48%
Any Mixed	0.39%	0.00%
Black Scottish	0.00%	0.14%
Bangladeshi	0.04%	0.36%
Caribbean	0.01%	0.03%
Chinese	0.16%	0.24%
Gypsy/Traveller	0.00%	0.00%
Indian	0.89%	0.47%
Other Ethnic Group	0.18%	0.46%
Other South Asian	0.30%	0.00%
Pakistani	0.46%	0.38%
Black Minority Ethnic Total	3.82%	2.54%
White British	5.36%	4.79%
White Irish	1.08%	1.34%
White Scottish	84.10%	88.20%
Other White	2.67%	1.87%
White Total	93.21%	96.20%
Not Disclosed	2.97%	1.25%
Council-wide TOTAL	100.00%	100.00%

Applicants now identify their national identity within the equalities monitoring section of the recruitment portal. The highest percentage of employees identify as Scottish which is consistent with the information provided for race.

National ID	2011/12
British	13.83%
English	1.21%
Northern Irish	0.60%
Other	3.25%
Prefer not to answer	0.43%
Scottish	79.18%
The Welsh	0.08%
Unknown	1.42%
<b>Total</b>	<b>100.00%</b>

## (ii) Disability

The Council is a “disability symbol” user. This is a double tick symbol which is awarded by Jobcentre Plus and supports positive action for disabled applicants. This supports the Council’s commitment to employ, keep and develop the abilities of disabled people. As part of this commitment the Council operates a guaranteed interview scheme for disabled applicants who meet the essential criteria for a vacant post. The statistics across the years 2010/11 and 2011/12 indicate that higher levels of applicants are identifying their disability status which supports the Council to maintain its commitment to positive action for disabled applicants. The data available illustrates that a reasonable number of applications are being received from disabled people and this requires further investigation to ensure that there are no barriers affecting the success of these applicants.

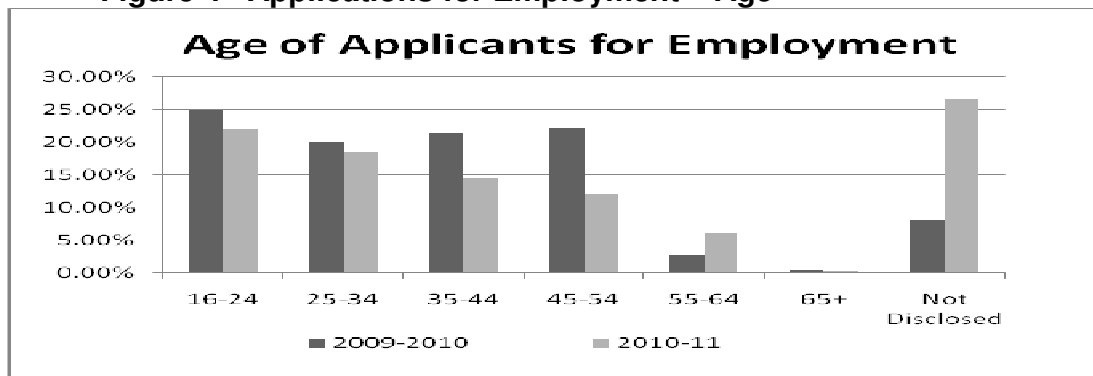


## (iii) Age

The workforce profile shows that whilst less than 5% of staff are within the age 16-24 category a high number of applications come from those in this age group. This is reflective of its local population, however as over 25% of applicants did

not disclose their age in 2010-11 the figure is not a complete or accurate reflection of the age profile of applicants.

**Figure 4 –Applications for Employment – Age**



**(iv) Pregnancy/Maternity**

A high percentage of applicants have not disclosed this information which implies promotion in this area is required to emphasis the importance of providing this information to support its Equality Outcome to ensure employees within this protected characteristics have no barriers to returning to employment. As data on this protected characteristic is only available for the period 2011/12 no meaningful comparison can be made at this time.

<b>Pregnancy/Maternity</b>	<b>2011/12</b>
No	21.09%
Not Disclosed	78.72%
On Maternity Leave	0.12%
Pregnant	0.08%
<b>Total</b>	<b>100.00%</b>

**(v) Marriage/Civil Partnership**

A high percentage of applicants have provided detailed information across this protected characteristic with only 4.52% not disclosing this information. This will enable clear comparison to be made in the report for the period 2012/13. The highest percentage of applicants identify as single. The Scottish Register Office for Scotland reports that the average age for marriage is 31.6 years therefore this is consistent with the higher percentage of applicants in the age group 16-24.

<b>Marriage/Civil Partnership</b>	<b>2011/12</b>
Divorced	1.53%
Divorced/Separated	2.34%
Living with partner	10.93%
Married/Civil Partnership	29.61%
Prefer not to answer	0.84%
Separated	0.65%

Single	49.59%
Unknown	4.52%
<b>Total</b>	<b>100.00%</b>

**(vi) Religion and Belief**

Comparison is not available on the local population but national data is available. The highest percentage of applicants identified as Catholic (31.44%) which is not representative to the national population, (2011 census), with 15.88% of individuals identifying as Catholic. Applicants identifying as members of the Church of Scotland has a significantly lower representation compared to the national population which states the Church of Scotland group at 42.40%. Jewish applicants are not representative of the national figure of 0.13%. This is also the case for Muslim applicants which represent 0.84 of the national population. All other groups are relatively representative of the national population.

<b>Religion and Belief</b>	<b>2011/12</b>
Atheist	0.00%
Buddhist	0.17%
Catholic	31.44%
Church of Scotland	20.90%
Hindu	0.16%
Humanist	0.41%
Jewish	0.02%
Muslim	0.43%
No religious group	27.89%
Other Christian	5.93%
Pagan	0.06%
Sikh	0.17%
Unknown	4.43%
Prefer not to answer	6.77%
Other	1.21%
<b>Total</b>	<b>100.00%</b>

**(vii) Sexual Orientation**

Only 4.34% did not disclose this information. Local population information is not available. A question on sexual orientation was included in the Integrated Household Survey (administered by the Office for National Statistics) in 2009 which shows that the number of people who identified as lesbian, gay or bisexual in Scotland was 1.4% compared to 1.5% for United Kingdom, though other estimates are higher. The applicants represent 1.11% of the total.

<b>Sexual Orientation</b>	<b>2011/12</b>
Bisexual	0.39%
Gay	0.70%
Heterosexual	94.15%
Lesbian	0.39%
Other	0.02%

Prefer not to answer	2.27%
Unknown	2.07%
<b>Total</b>	<b>100.00%</b>

## Applications for Promotion

The Council aims to have a diverse and skilled workforce and offer a wide range of opportunities for staff development. The National Recruitment Portal system is used for monitoring applications for promotions in certain roles. Work is being undertaken to ensure that all applications for promotion are captured effectively.

### (i) Race

No applications for promotion were received from black minority and ethnic groups however as this data is limited, it may not be truly representative. Further investigation is required to ensure that there are no barriers to promotion.

Ethnic Group	2010/11	2011/12
African	0.0%	0.0%
Any Mixed	0.0%	0.0%
Black Scottish	0.0%	0.0%
Bangladeshi	0.0%	0.0%
Caribbean	0.0%	0.0%
Chinese	0.0%	0.0%
Gypsy/Traveller	0.0%	0.0%
Indian	0.0%	0.0%
Other Black	0.0%	0.0%
Other Ethnic Group	0.0%	0.0%
Other South Asian	0.0%	0.0%
Pakistani	0.0%	0.0%
<b>Black Minority Ethnic Total</b>	<b>0.0%</b>	<b>0%</b>
White British	25%	8.9%
White Irish	0%	0.0%
White Scottish	75%	86.1%
Other White	0%	2.5%
<b>WHITE TOTAL</b>	<b>100.0%</b>	<b>97%</b>
Not Disclosed	0.0%	3%
<b>Council-wide TOTAL</b>	<b>100.0%</b>	<b>100%</b>

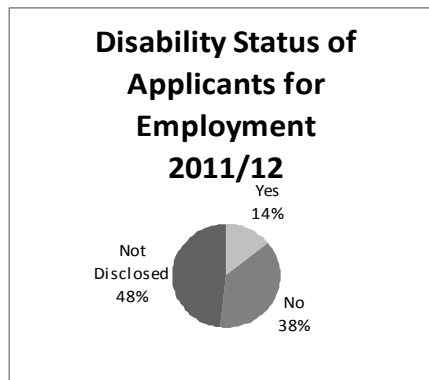
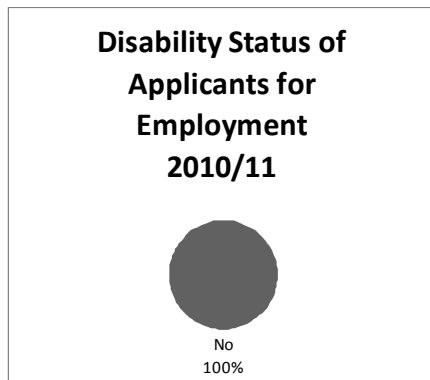
### (ii) Gender

Applications for promotion in 2011/11 had a gender split but this shifted to a higher proportion of applications from female employees in 2011/12.



### (iii) Disability

No applicants identified themselves as disabled in 2010/11 but a more positive response was received in 2011/12 with 14% of applicants identifying as disabled.



## Applications for training

Applications for training are monitored where possible and this includes applications for management development courses. External or mandatory training, conferences or seminars are not recorded.

### (i) Race

In both years the majority of applications were White Scottish which in line with the workforce profile. All applications for training were supported. A higher percentage of employees did not disclose this information in 2011/12.

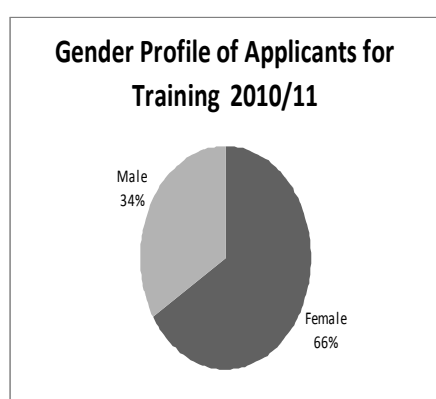
	2010/11	2011/12
<b>Ethnic Group</b>	<b>%</b>	<b>%</b>
African	1.30%	0.26%
Any Mixed	0.00%	0.00%
Black Scottish	0.00%	0.00%
Bangladeshi	0.00%	0.00%
Caribbean	0.00%	0.00%
Chinese	0.00%	0.00%
Gypsy/Traveller	0.00%	0.00%
Indian	0.00%	0.26%
Other Black	0.00%	0.00%
Other Ethnic Group	0.00%	0.00%
Other South Asian	0.00%	0.00%



Pakistani	0.00%	0.00%
<b>Black Minority Ethnic Total</b>	<b>1.30%</b>	<b>0.52%</b>
White British	7.79%	0.00%
White Irish	0.00%	0.78%
White Scottish	84.42%	61.66%
Other White	6.49%	3.89%
<b>White Total</b>	<b>98.70%</b>	<b>66.32%</b>
Not Disclosed	0.00%	33.16%
<b>Council-wide Total</b>	<b>100.00%</b>	<b>100.00%</b>

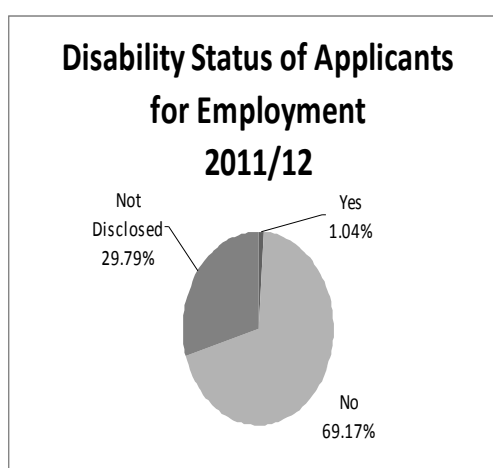
## (ii) Gender

A higher percentage of applicants have not disclosed this information in 2011/12 but the majority of applications continue to be from female employees which is consistent with the workforce profile.



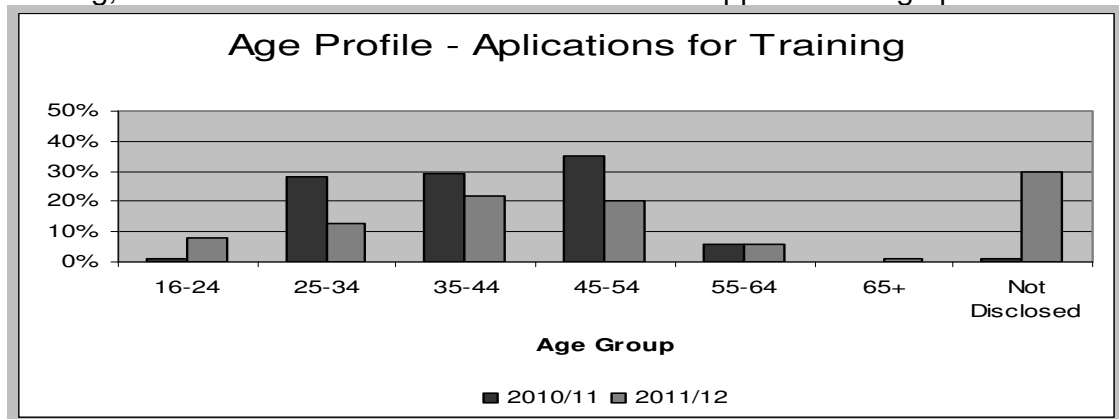
## (iii) Disability

A higher percentage of applicants did not disclose information in 2011/12 but the majority of applications continue to be from employees who do not identify as disabled. Applications from disabled employees are not representative of the workforce profile and must be investigated to ensure no barriers are present employees.



## (iv) Age

Though the figures show that older employees are slightly less likely to apply for training, there is reasonable a correlation between applications age profile.



## Employees who are involved in disciplinary procedures

The Council strives to ensure that no equality groups are detrimentally impacted by the application of disciplinary procedures. The Council's aim is to ensure that disciplinary policies and procedures are applied consistently across the Council and as such the disciplinary profile should be reflective of the workforce.

No equalities monitoring forms were completed for the year 2010-2011 by employees involved in disciplinary procedures. The data for 2011/12 has been gathered from the Workforce Management System and offers more detailed analysis.

### (i) Race

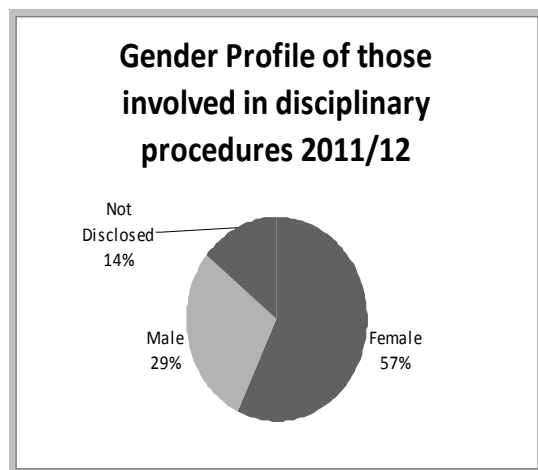
The percentage of disciplinary procedures involving BME employees is significantly higher than the workforce profile, however this is based on a small sample and due to the lack of data from 2010/11 it is unclear if this is a consistent trend or a spike, given the low total number of BME employees. HR professionals are involved in disciplinary proceedings and would ensure that the policies are being followed to avoid discrimination.

	2010/11	2011/12
African	*%	*%
Any Mixed	0.00%	0.00%
Black Scottish	0.00%	0.00%
Bangladeshi	0.00%	0.00%
Caribbean	0.00%	0.00%
Chinese	0.00%	0.00%
Gypsy/Traveller	0.00%	0.00%
Indian	0.00%	0.00%
Other Black	0.00%	0.00%
Other Ethnic Group	0.00%	0.00%
Other South Asian	0.00%	0.00%

Pakistani	0.00%	0.00%
Black Minority Ethnic Total	0.00%	2.13%
White British	0.00%	0.00%
White Irish	0.00%	0.00%
White Scottish	100.00%	8.51%
Other White	0.00%	42.55%
White Total	100.00%	51.06%
Not Disclosed	0.00%	46.81%
Council-wide TOTAL	100.00%	100.00%

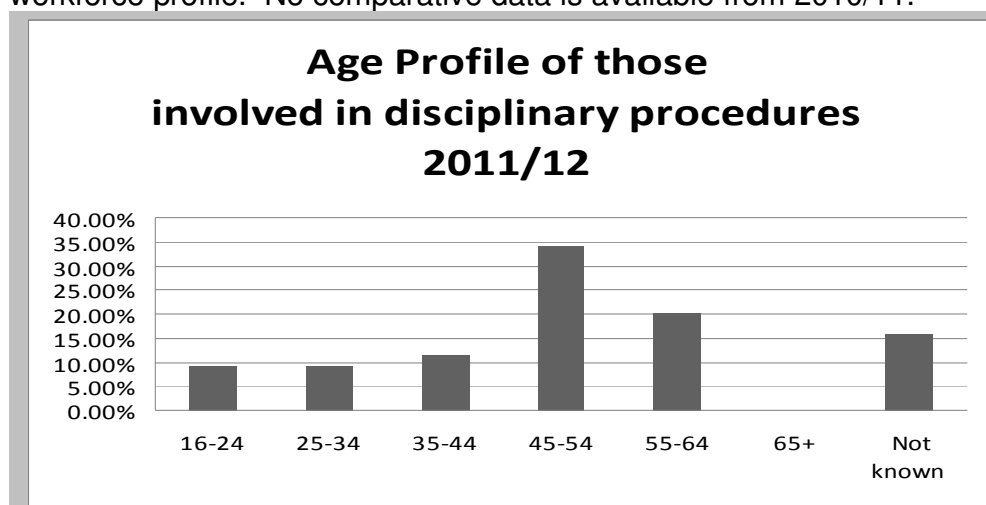
## (ii) Gender

No gender profile is available for 2010/11 therefore no comparison is made to the previous year. The gender split is comparable to the workforce profile with the majority of employees that are involved in disciplinary procedures being female.



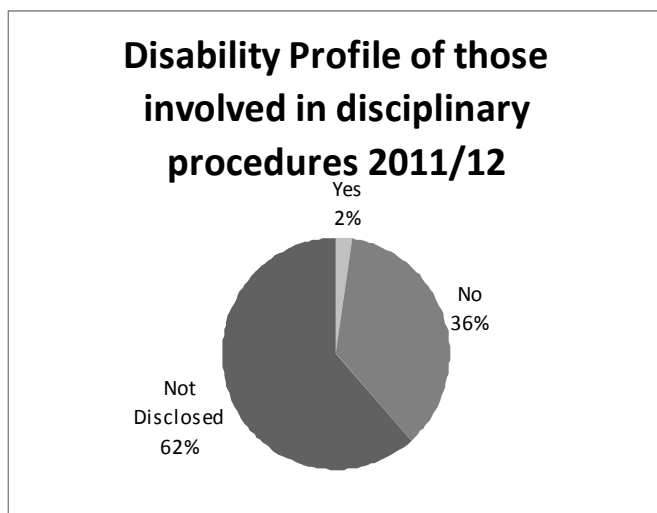
## (ii) Age

The age profile of those involved in disciplinary procedures is consistent with the workforce profile. No comparative data is available from 2010/11.



## (ii) Disability

The disability profile for disciplinary procedures is not consistent with the workforce profile. Employees with a disability represent a higher percentage than identified in the workforce profile (1.54%). HR professionals are involved in disciplinary proceedings and would ensure that the policies are being followed to avoid discrimination.



## Employees who are involved in grievance procedures

The Council aims to ensure that employees have a route to raise concerns in the course of their employment. The Council must also ensure that grievance policies and procedures are applied consistently across the Council and as such the grievance profile should be reflective of the workforce.

No equalities monitoring forms were completed for the year 2010-2011 by employees involved in disciplinary procedures. The data for 2011/12 has been gathered from the Workforce Management System and offers more detailed analysis.

### (i) Race

No grievance procedures involved BME groups with 60% of grievance cases involving White Scottish employees in line with the workforce profile.

Ethnic Group	2010/11	2011/12
African	0.00%	0.00%
Any Mixed	0.00%	0.00%
Black Scottish	0.00%	0.00%
Bangladeshi	0.00%	0.00%
Caribbean	0.00%	0.00%
Chinese	0.00%	0.00%
Gypsy/Traveller	0.00%	0.00%
Indian	0.00%	0.00%
Other Black	0.00%	0.00%

Other Ethnic Group	0.00%	0.00%
Other South Asian	0.00%	0.00%
Pakistani	0.00%	0.00%
<b>BLACK MINORITY ETHNIC TOTAL</b>	<b>0.00%</b>	<b>0.00%</b>
White British	0.00%	0.00%
White Irish	0.00%	0.00%
White Scottish	100.00%	60.00%
Other White	0.00%	0.00%
<b>WHITE TOTAL</b>	<b>100.00%</b>	<b>60.00%</b>
Not Disclosed	0.00%	40.00%
<b>Council-wide TOTAL</b>	<b>100.00%</b>	<b>100.00%</b>

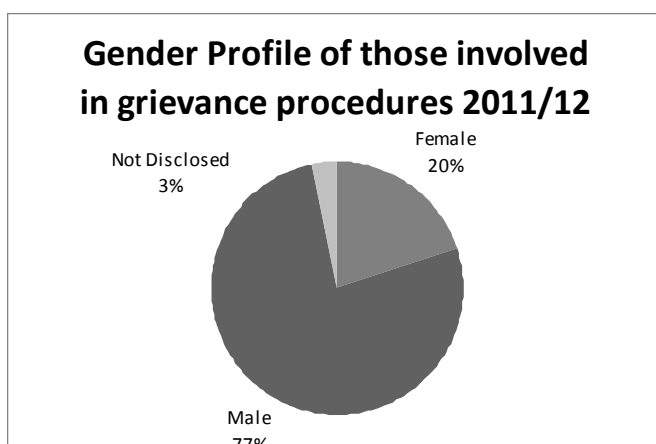
**(ii) Age**

The age profile for the year 2011/12 is consistent with the workforce profile with the highest percentage of those involved in grievance procedures being in the age group 45-54.



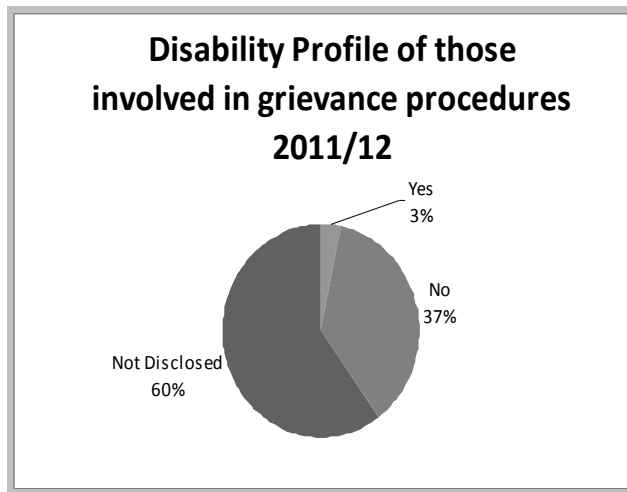
**(ii) Gender**

The gender profile for those involved in grievance procedures inverts the workforce gender profile with over 70% individuals being male.



### (iii) Disability

The disability profile for those involved in grievance procedures is not representative of the workforce profile. Employees with a disability represent a higher percentage than identified in the workforce profile (1.54%).



### Employees who are involved in Dignity at Work procedures

The Council recognises that all employees have the right to be treated with dignity and respect in their working environment.

As an Equal Opportunities employer the Council is committed to ensuring that no employees are subjected to any type of offensive behaviour such as discrimination, harassment, victimisation or bullying and the Dignity at Work policy is in place to support this aim.

The data for 2011/12 has been gathered from the Workforce Management System and offers more detailed analysis. Dignity at Work complaints were previously reported as part of the grievance cases but due to the nature of these complaints this will now be reported separately.

### (i) Race

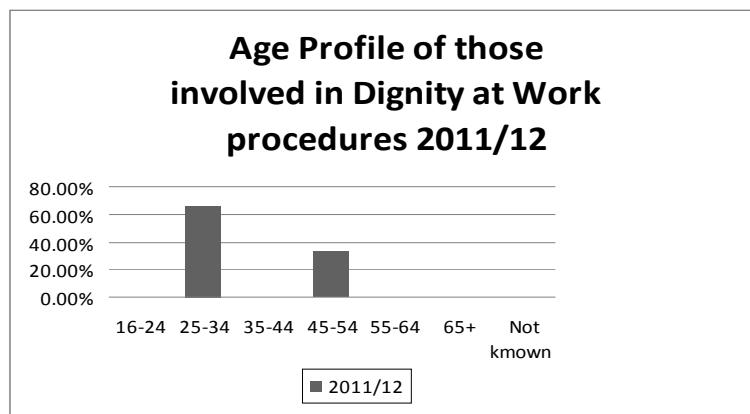
The race profile for those involved in Dignity at Work procedures identify that almost 60% of individuals are White Scottish which is consistent with the workforce profile. No BME staff have been involved in Dignity at Work cases.

Ethnic Group	2011/12
African	0.00%
Any Mixed	0.00%
Black Scottish	0.00%
Bangladeshi	0.00%
Caribbean	0.00%
Chinese	0.00%

Gypsy/Traveller	0.00%
Indian	0.00%
Other Black	0.00%
Other Ethnic Group	0.00%
Other South Asian	0.00%
Pakistani	0.00%
<b>Black Minority Ethnic Total</b>	<b>0.00%</b>
White British	0.00%
White Irish	0.00%
White Scottish	57.14%
Other White	0.00%
<b>White Total</b>	<b>57.14%</b>
Not Disclosed	42.86%
<b>Council-wide TOTAL</b>	<b>100.00%</b>

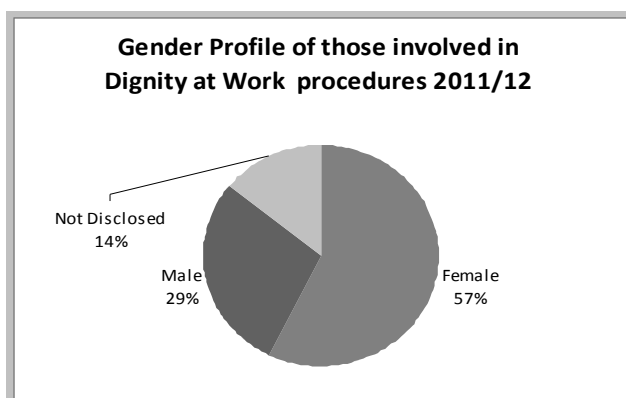
## (ii) Age

The age profile of those involved in Dignity at Work procedures is not representative of the workforce profile with the majority of concerns being raised by individuals in the age group 25-34.



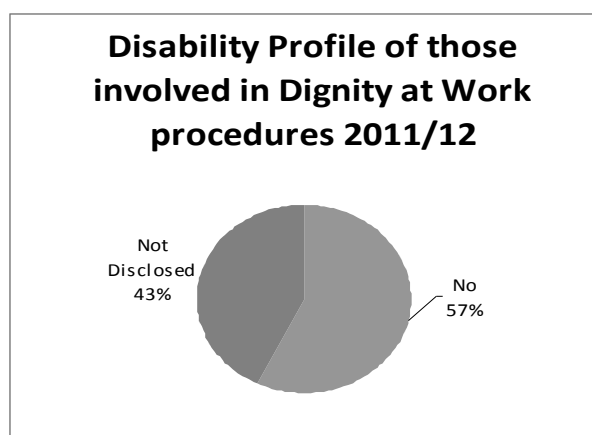
## (iii) Gender

The gender profile of those involved in Dignity at Work procedures is comparative to the workforce profile.



#### (iv) Disability

No employees involved in Dignity at Work procedures identified themselves as disabled, with the majority of employees stating that were not disabled.



### Employees leaving the Council

Through monitoring the equalities profile of leavers the Council can use this information to influence workforce planning strategies and build links with local community employment groups. Information for leavers is generated from the Workforce Management System.

#### (i) Race

The race profile of leavers in 2011/12 is consistent with the workforce profile with the majority of leavers being in the White Scottish category and under 1% of leavers being from BME groups. No meaningful comparison can be made with the figures in 2010/11 due to the high percentage of undisclosed information.

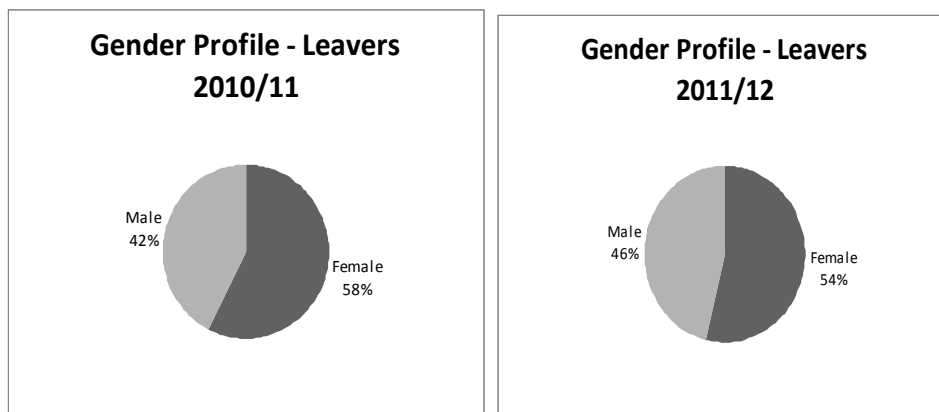
	2010/11	2011/12
Ethnic Group	%	%
African	0.00%	0.00%
Any Mixed	0.00%	0.00%
Black Scottish	0.00%	0.00%
Bangladeshi	0.00%	0.00%
Caribbean	0.00%	0.00%
Chinese	0.00%	0.00%
Gypsy/Traveller	0.00%	0.00%
Indian	0.00%	0.15%
Other Black	0.00%	0.00%
Other Ethnic Group	0.00%	0.15%
Other South Asian	0.00%	0.00%
Pakistani	0.00%	0.00%
<b>Black Minority Ethnic Total</b>	<b>0.00%</b>	<b>0.30%</b>



White British	0.59%	0.90%
White Irish	0.49%	1.19%
White Scottish	26.65%	46.57%
Other White	1.68%	4.33%
<b>WHITE TOTAL</b>	<b>29.42%</b>	<b>52.99%</b>
Not Disclosed	70.58%	46.72%
<b>Council-wide TOTAL</b>	<b>100.00%</b>	<b>100.00%</b>

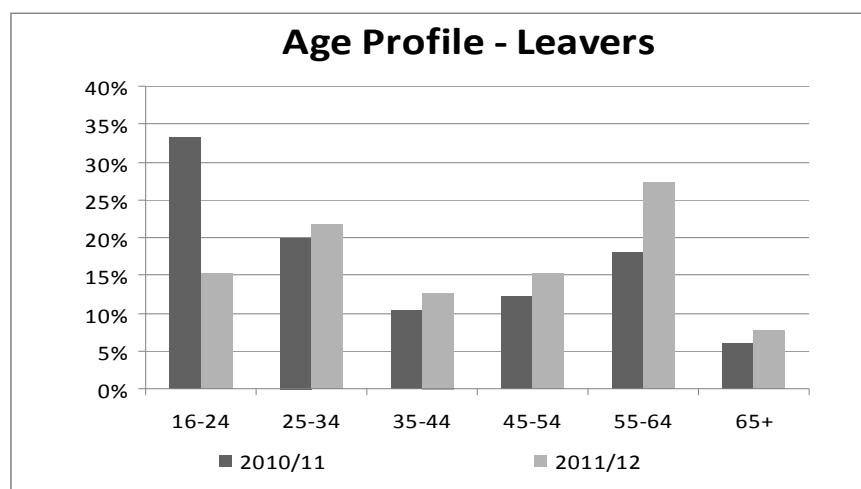
## (ii) Gender

The gender profile of leavers is broadly comparative to the workforce profile with the highest percentage of leavers being female. There has been a slight increase in female employees in 2011/12.



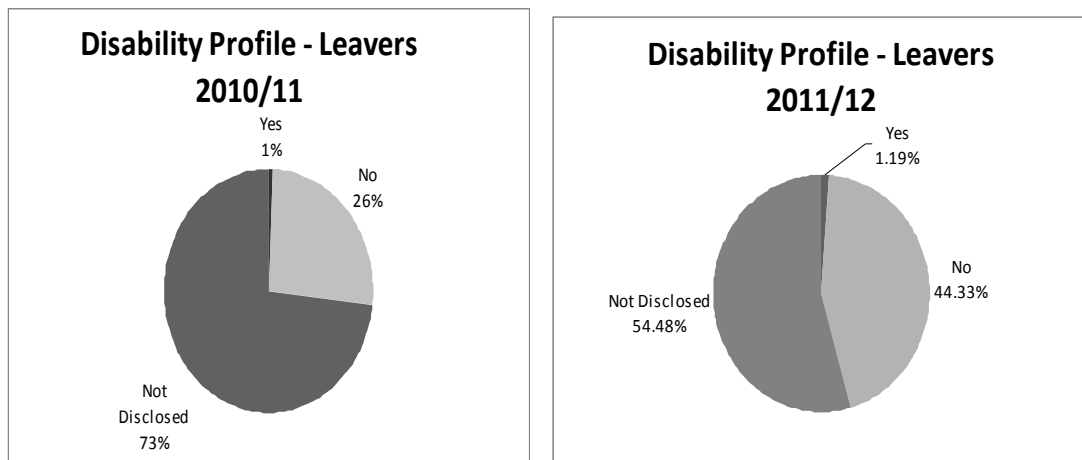
## (iii) Age

The highest percentages of leavers are in age groups 16-24, 25-34 and 55-64 which are reflected in the workforce profile. There have been leavers through the Council's Voluntary Severance/Early Retirement Scheme which is a key support to militate against any need for compulsory staffing reductions which will have contributed to the high percentage of leavers in the age group 55-64.



#### (iv) Disability

Leavers identified as having a disability remained at 1% in 2010/11 and 2011/12.



### Improving Employment Monitoring

From 27<sup>th</sup> May 2012 the Council has been required by law to collect an extended range of equalities information in respect of employment activities; these are:-

- **age**
- **disability**
- **gender reassignment,**
- **pregnancy and maternity**
- **race, this includes ethnicity, colour and national origin**
- **religion or belief**
- **sex**
- **sexual orientation**

The Council must also use this information constructively in pursuit of fulfilling the general equality duty.

Current baseline information on equality characteristics within the workforce is restricted to Age, Sex, Disability and Race, data is weakest in the last two of these areas.

From April 2012 the Council began collecting data using the expanded monitoring areas.

### Future Actions to Improve Equality Monitoring

- Promotion of equalities monitoring to employees within the Council work to improve data content of the Workforce Management System
- Fully migrate all areas of reporting to the Workforce Management System

- Work with the National Recruitment Portal to improve the completion of equalities monitoring in recruitment and further develop the reports available.

## Gender Pay Gap

	Average hourly rate	Gender Pay Gap
Female	£13.35	3.89%
Male	£13.87	

The average hourly rate for a Council male employee is £13.87 and the average hourly rate for female employees is £13.35 resulting in a gender pay gap of 3.89%. This figure has been calculated based on each employee's main post to remove duplication.

This figure is a positive result for the Council as the Annual Report 2011 of the Gender Equality Scheme published by the Scottish Government reported the Scottish pay gap at 5.8%.

## Occupational Segregation

Department	% Female	% Male
Community Health and Care Partnership Community support roles: <ul style="list-style-type: none"> <li>• Addiction Support</li> <li>• Care Homes</li> <li>• Home Carers</li> <li>• Health (Macmillan carers, Occupational Therapists)</li> <li>• Sheltered Housing</li> <li>• Social Work</li> </ul>	83%	17%
Chief Executive Corporate roles: <ul style="list-style-type: none"> <li>• Executive Management</li> <li>• Communications</li> </ul>	75%	25%
Corporate Services Corporate Roles: <ul style="list-style-type: none"> <li>• Finance</li> <li>• Human Resources</li> <li>• Legal</li> </ul>	73%	27%

<ul style="list-style-type: none"> <li>• Compliance</li> </ul>		
Educational Services		
Corporate and Community Support Roles:		
<ul style="list-style-type: none"> <li>• Early Education</li> <li>• School Education</li> <li>• Libraries and Museums</li> <li>• Education Support</li> </ul>	82%	18%
Housing Economic and Environmental Development		
Corporate and Community Support Roles:		
<ul style="list-style-type: none"> <li>• Housing</li> <li>• Craft (Electricians, Joiners, Plumbers)</li> <li>• Estates Management</li> <li>• Architects</li> <li>• Facilities Management (Cleaning/Janitorial, Catering)</li> <li>• Crematoriums and Cemeteries</li> <li>• Engineering</li> <li>• Roads</li> <li>• Grounds Maintenance</li> <li>• Waste Services</li> </ul>	43%	57%

The Council's workforce gender profile shows that 70% of employees are female which is common to across all departments except Housing Economic and Environmental Development. This department contains the traditionally male populated roles. Although there is a higher percentage of males within this department it is still a relatively even split across genders.

Grade Band	% Female	% Male
Manual Grade	83%	17%
Modern Apprentice	25%	75%
Grade 1	82%	18%
Grade 2	56%	44%
Grade 3	82%	18%
Grade 4	64%	36%
Craft Grade	1%	99%
Grade 5	72%	28%
Grade 6	60%	40%
Grade 7	63%	37%
Grade 8	66%	34%
Grade 9	55%	45%
Education Support	100%	0%
Grade 10	43%	57%
Grade 11	33%	67%
Grade 12	29%	71%
Probationary Teacher	81%	19%

Teacher	77%	23%
Quality Improvement	63%	38%
Depute Head and Head Teacher	78%	22%
Chief Officials	50%	50%
Chief Executive	100%	0%

Within the grading systems operated by the Council the male dominated grades are the craft grades and the senior grades of 10-12.

Craft grades are paid to those undertaking roles such as:

- Plumbers
- Electricians
- Joiners
- Plasterers
- Painters

The concentration in the craft grades depicts that females are still not integrated into these traditionally male roles.

Grades 10 – 12 are paid to senior managers in the organisation. Despite the concentration of males in this grade there is still fairly even split and due to the small numbers of employees on these grades, this balance could be tipped based on a few individuals.

The highest concentration of females is within Grade 1 and Grade 3

Grade 1 is paid to those undertaking roles such as:

- Cleaners
- Clerical
- Youth Workers
- General operatives

Grade 3 is paid to those undertaking roles such as:

- Grounds Maintenance
- Administrative/Clerical
- Care Support
- Cashier/Receptionist
- Janitor
- Catering
- Home Carer
- Learning Assistant

These grades contain the traditionally female dominated roles.

## Education; Equalities Monitoring Data on Teaching Staff

Specific equalities information on teaching staff is presented below:-

### Age

Age Group	Total
16-24	59
25-34	408
35-44	269
45-54	259
55-64	256
65+	25
Grand Total	1276

The age profile of teaching staff is significantly different from that of the Council overall, with a greater proportion in the 25-34 band. This is fairly typical of the overall situation in Scotland.

### Sex

Sex	Total
Female	992
Male	284
Total	1276

Just over 22% of teachers in its schools are male, less than the proportion of males in the rest of the workforce. Again this is typical of the pattern nationally, and it is recognised nationally that it would be desirable to have more male teachers, especially in primary schools.

### Ethnicity

Ethnic Origin	Total
Black/Black	*
British/Caribbean	*
Mix Any Other Mixed	*
Not known/Not provided	320
White	56
White Any Other	*
B/ground	*
White British	31
White Irish	11
White Scottish	514
Not provided	336
Total	1276

There are less than five teachers from non white backgrounds, and for confidentiality reasons the numbers have been starred out. Since there are a large number of 'not provided' in terms of ethnic data it is impossible to accurately assess the actual numbers of Black and Minority Ethnic staff. On balance however it is likely that there is significant underrepresentation from non white ethnicities, when compared to their numbers in the local population.

**Disability**

Disabled	Total
No	552
Not known	323
Yes	2
Total	1276

There is a very high proportion of 'not knowns' however given the very small number of teachers who identified as disabled it is likely that there is a significant under representation of disabled people in teaching in West Dunbartonshire.

**Teachers; Other Protected Characteristics**

The Council started collecting data on all relevant protected characteristics in terms of training attendance in April 2012, and as required by law from May 2012 in terms of applications for employment and recruitment.

**Addressing under representation of equality groups in teaching**

Further baselining is required to establish actual levels of under representation, and this will be ongoing.

General measures to increase workforce diversity that will be put in place to support **Equality Outcomes 2 and 4**, may tackle under representation of certain groups in teaching; however the Council will explore more specific work given that teaching is a professional occupation.