

Argyll and Bute Council Equalities Mainstreaming Report and Equality Outcomes 2017



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Table of Contents

1. Foreword	3
2. Legal Context.....	4
2.1 The Equality Act 2010 and the General Equality Duty	4
2.2 Specific Equality Duties	4
2.3 Gender Pay Gap Reporting.....	5
3 Why Mainstreaming is important	6
3.1 Mainstreaming Equality within the Local Authority.....	6
3.2 Equality and Diversity in Argyll and Bute	7
3.3 Alignment with Key Documents.....	7
3.4 Strategic Management Team	8
3.5 Public Service Improvement Framework.....	8
3.6 Equality Policy.....	8
3.7 Learning and Development.....	11
3.8 Mainstreaming Equality within the Education Authority.....	12
3.8.1 Partnership Working	13
3.8.2 Resources	14
4 Equality Outcomes	15
4.1 Argyll and Bute Council’s Equality Outcomes 2013 – 2017	15
4.2 Monitoring and Continuous Improvement.....	23
5 Appendix 1 Employment Data	24
5.1 Workforce Profile.....	24
5.2 Applications for Employment.....	28
5.3 Applications for Promotion.....	33
5.4 Applications for Training.....	37
5.5 Employees who are involved in disciplinary Procedures.....	39
5.6 Employees who are involved in Grievance Procedures.....	41
5.7 Employees Leaving the Council.....	42
5.8 Gender Pay Gap	44
5.9 Education: Equalities Monitoring Data on Teaching Staff.....	48
6 Equal Pay Statement	51

1. Foreword

Argyll and Bute Council is forward looking and ambitious, continuously improving our relationship with our partners, customers and employees to ensure that we deliver the right services, by the best people, in the best way to our communities.

Our vision, along with our Community Planning Partners is that Argyll and Bute's economic success is built on a growing population. Essential to achieving this are our 6 strategic outcomes:

- The economy is diverse and thriving
- We have infrastructure that supports sustainable growth
- Education, skills and training maximises opportunities for all
- Children and young people have the best possible start
- People live active, healthier and independent lives
- People live in safer and stronger communities

As a Council, our mission is to make Argyll and Bute a place people choose to live, learn, work and do business. Equality is at the heart of our vision and our mission for the future of Argyll and Bute. We believe that the Council has made progress on promoting equality for some groups and individuals, but we also recognise that there remains plenty to be done to ensure that we live in a place which is fair for all people.

As one of the biggest employers in Argyll and Bute, we continue to take a lead role in eliminating discrimination, harassment and victimisation; advancing equality of opportunity between people who share a relevant protected characteristic and those who do not; and fostering good relations between people who share a protected characteristic and those who do not.

We have continued to progress the Equality Outcomes which we set in 2013 for a 4 year period in order to reduce the inequalities which we consider are the most significant in Argyll and Bute.

We remain committed to addressing inequalities faced by our staff, Elected Members and our customers.

The mainstreaming actions which have been undertaken by Argyll and Bute Council demonstrate how we recognise that individuals and groups have different needs, and we continue to assess and develop our services and the way we deliver them to ensure that there is no unlawful discrimination.

Councillor Dick Walsh
Council Leader
Argyll and Bute Council

Cleland Sneddon
Chief Executive
Argyll and Bute Council

2. Legal Context

2.1 The Equality Act 2010 and the General Equality Duty

The Act came into force in 2010 providing a modern and single legal framework to tackle disadvantage and discrimination more effectively.

The Act brought together the 9 protected characteristics of race, disability, gender, age, sexual orientation, religion and belief, gender reassignment, marriage and 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.

The General Equality Duty allows the Council to:

- Take effective action on equality issues
- Make the right decision, first time round
- Develop better policies and practices, based on evidence
- Be more transparent, accessible and accountable
- Improve outcomes for all

2.2 Specific Equality Duties

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

The key duties are that the Council must:

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

2.3 Gender Pay Gap Reporting

The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 come into force on 6 April 2017. They will require all private and voluntary-sector employers with 250 or more employees to publish prescribed information about their gender pay gap results.

The draft Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 confirm that reporting requirements for public-sector employers will largely mirror the private-sector regime.

Argyll and Bute Council reported on workforce, gender and pay information in its Equality Mainstream Report of 2015, and this 2017 Equality Mainstream Report seeks to update and build on that information.

In accordance with the Regulations, data will be collected from 5 April 2016 for the first reporting period, covering the April 2017 pay period. We will publish the results of the gender pay gap analysis on our website by 4 April 2018. A signed statement that the information is accurate will accompany the results and the results will remain on the website for at least three years. We will also upload the gender pay gap analysis results onto the Government's reporting website.

Although commentary on the gender pay gap results is not required, we will consider adding a narrative to help employees and the public understand the results, particularly in cases where gender pay gaps seem significant, or where commentary can help highlight our strong performance relative to our competitors in particular areas. We will consider creating an action plan to address gender pay gaps - although not required, this is encouraged by the Government in pursuit of gender equality in the workplace.

3. Why Mainstreaming 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 the equality duty has a number of benefits including:

- Equality becomes part of the structures, behaviours and culture of the council
- The council knows and can demonstrate how, in carrying out its functions, it is promoting equality
- Mainstreaming equality contributes to continuous improvement and better performance

Equality outcomes aim to result in improvements to people's lives, creating a fairer and more inclusive society.

As one of the biggest employers in Argyll and Bute, the Council aims to ensure that the make-up of our workforce reflects the diversity of the local population.

The Council's Education Service is covered separately by the specific duties and is therefore required to prepare and publish outcomes, report on mainstreaming within the service and to gather and use employment information. For the benefits of reporting purposes, the information for education has been included in this report.

3.1 Mainstreaming Equality within the Local Authority

It is vital that all employees and staff are aware of the general equality duty and that it is considered in the day-to-day work of delivering services to our customers. To ensure that equalities is considered by all staff, the Council takes the following steps:

- Promote our commitment to equality in the Corporate Plan
- Inclusion of "Promoting Equality" in the Service Planning Guidance
- Inclusion of an "Equalities" section within the Service Planning Template
- Conduct an employee Equality Forum
- Carry out Equality Impact Assessments on new policies and functions
- Mandatory Equalities Training for all managers and staff
- Inclusion of an Equalities module as part of the Elected Member Development Programme
- Review and update our Equality Policy regularly
- Progress various initiatives related to protected characteristics

3.2 Equality and Diversity in Argyll and Bute

The Council has built their commitment to equality and diversity into their Corporate Plan. This sets out our key principles that:

- no-one is disadvantaged because of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation
- the differences between people are valued and good relations between groups are promoted
- people are treated fairly and with equal respect
- informed assessments are made on the impact of policies and services
- people are involved in the decisions that affect them and encouraged to participate in public life

This is directly supported by the corporate outcome “We work with our partners to tackle discrimination” and is key to the approach taken by services in delivering their outcomes.

Services focus on promoting equality in every aspect of their work and this is reflected in their service plans.

3.3 Alignment with Key Documents

The concept of equality underpins the Council’s Corporate Plan 2015-17. It is recognised that as we continue to transform the Council we have to continue to deliver services which meet the needs of our customers.

Our Priorities are clear. We are committed to
Making Argyll and Bute a place people choose to live
Making Argyll and Bute a place people choose to learn
Making Argyll and Bute a place people choose to work and do business

We will make all of this happen by

- Ensuring our culture, structure and systems make our Council a high performing and improving organisation that people choose to work for
- Managing our resources robustly and sharing resources, buildings and facilities where appropriate
- Ensuring our workforce has the skills, knowledge and behaviours that support our vision
- Growing excellent leaders in our officers and elected members

- Having systems and processes in place that support and enhance customer focused service delivery
- Providing excellent communications, customer service, consultation and engagement
- Continually looking at how we can improve and deliver quality services

3.4 Strategic Management Team

The Strategic Management Team (SMT) monitor processes and improvements in legal equalities responsibilities across the Council.

The identified areas that we have been focusing on include:

- improved content, broader range and increased accessibility of equalities training and guidance for staff and elected members,
- revision of existing Equalities policies and procedures, developing outcomes in line with the Public Sector Equality Duty and The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012,
- improved accountability and quality in Equality Impact Assessments amongst managers, with assessments completed to support both routine business processed and to support business process re-engineering and transformational change.

3.5 Public Service Improvement Framework

The Council adopted the Public Service Improvement Framework (PSIF) as an evidence-based tool to help the Council and services understand performance, and to identify examples of best practice and areas for improvement. Our approach to self assessment is currently being reviewed as part of the Performance and Improvement Framework, but we will continue to ensure that equalities is an integral part of the refreshed approach.

Through undertaking self-assessments at a corporate and service level, the Council has been able to identify strengths in the past and areas of improvement in our approach to tackling equality issues.

3.6 Equality Policy

In December 2012, Argyll and Bute Council approved a new policy which applies to all employees. The overall intention is to create a working environment where all forms of discrimination or oppressive behaviour are unacceptable. While the original policy is deemed still fit for purpose, it is currently being reviewed.

The 'protected characteristics' covered in this policy are

- Age

- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion or belief
- Sex
- Sexual Orientation

The policy promotes equality and improved customer service, to make sure that no one is disadvantaged because of their 'protected characteristics'. We are committed to involving people in the decisions that affect them and to not making assumptions about their needs.

The policy aims to ensure equity and fairness for all employees in our employment. We are committed to ensuring that no employee suffers discrimination because of their 'protected characteristics'.

The Council endeavours to ensure that no employees are disadvantaged in any way by the imposition of conditions or requirements which cannot be shown to be justifiable.

We ensure that all Elected Members, employees, customers and service users are treated equally and fairly, with respect, and without victimisation, prejudice or discrimination, to ensure that no individual receives less favourable treatment than any other individual on the grounds of their 'protected characteristics'.

All employees are helped and encouraged to develop their full potential and the talents and resources of the workforce are fully utilised to maximise the efficiency of the organisation.

If any employee or customer considers that he/she is suffering or has suffered unequal treatment on the grounds stated above, he/she can make a complaint which will be dealt with in accordance with the agreed procedures.

Responsibility of the Authority as an Employer

All elected members, senior managers, line managers and employees share the responsibility to create an environment where we can make measurable progress on equality and diversity and where we genuinely respect each individual's differences.

Council Commitment

To ensure the Equality Policy is effective, the Council made the following commitments:

- To make equality a part of everyday working practice
- To promote the objectives of the policy for the benefit of all employees and line managers to ensure an understanding of their responsibilities under the law and the benefits of equality and diversity under the Council's Equality Policy.
- To monitor, on a regular basis, the composition of the workforce and the characteristics of job applicants, in order to evaluate the progress of the policy.
- To monitor, on a regular basis, customer satisfaction including perceptions, satisfaction and complaints, in order to evaluate the progress of the policy.
- To examine and regularly review procedures and criteria, and make appropriate changes where they are found to be actually, or potentially, discriminating.

Individual Responsibilities

Each individual has a responsibility for this commitment when engaging with Elected Members, employees and service users. Individual roles are outlined:

Elected Members and all employees of the Council are responsible for:

- being familiar with the content of the policy and its procedures and ensuring that they behave in accordance with this policy
- treating each other with dignity and respect
- not harassing, victimising, or intimidating colleagues, other employees and job applicants on any grounds
- challenging any discriminatory behaviour
- not inducing, or attempting to induce, other employees or unions or management to practice discrimination, for example, by refusing to work with a person who has a disability or has undergone gender reassignment
- ensuring the principles of equality and diversity are applied in all dealings with members of the public
- participating in learning and development associated with this policy
- participating in Equality Impact Assessments to minimise or eliminate negative impacts on people
- co-operating with measures introduced by management to ensure there is equal opportunity and non-discrimination including providing personal information in regard to their 'protected characteristics'.

The Council expects its employees to help ensure equality, to assist in preventing discrimination and to help to protect themselves and the Council from allegations of discrimination. All employees should understand that any discriminatory behaviour is likely to be regarded as serious misconduct which will normally result in disciplinary action being taken.

Elected Members, the Chief Executive, Executive Directors and Heads of Service are also responsible for:

- answering to the public for what the Council does and achieves in terms of equality and diversity
- providing leadership direction and support to ensure that the council's Equality Policy is fully implemented by managers and employees through service planning
- ensuring all managers and staff participate in learning and development on how to operate the policy
- ensuring that Equality Impact Assessments are completed for all new and revised policies and functions to minimise or eliminate negative impacts on people
- working with partners to help deliver the policy
- involving the local community in the decision-making process
- providing a scrutiny role to ensure compliance with the Equality Policy.

Line Managers are also responsible for:

- ensuring all staff are made aware of the policy
- ensuring all staff participate in learning and development on how to implement the policy
- promoting the aims of the policy
- ensuring their own working practices reflect the principles of the policy
- taking prompt action to stop any discriminatory behaviour
- not discriminating, for example, as line managers, or as persons responsible for selection decisions in recruitment, promotion, redeployment, redundancy or training, or when deciding the outcome of Disciplinary/Grievance hearings
- completing Equality Impact Assessments for all new and revised policies and functions to minimise or eliminate negative impacts on people
- working with partners to help deliver the policy, for example by planning joint training events
- ensuring the principles of equality and diversity are applied in all dealings with members of the public
- gathering and using employee and customer information, as appropriate, to ensure that the policy is complied with and any necessary improvements made.

3.7 Learning and Development

The Council has provided a face-to-face introduction course to Equality for staff. In

addition to this, an e-learning module for the previous Equality Impact Assessment Toolkit (EqIA) Toolkit has been made available for staff to assist with carrying out EqIA's. A revised EqIA Guidance and Form was developed and approved by Council in December 2012, taking into account all of the protected characteristics.

The Council has reviewed the approach to learning and development for Equality and Diversity, providing e-learning modules for staff, and Equality and Diversity forming part of the Induction training for all new staff. This means that employees can access learning at their own location and at their own convenience, making it more accessible and flexible.

3.8 Mainstreaming Equality within the Education Authority

The Education Authority has continued to make significant progress in mainstreaming equalities within the service.

Equality Training

All Head Teachers and all Education staff were trained in Equality by June 2015.

Bullying

All establishments have updated anti-bullying statements, quality assured by the Health and Wellbeing Group, to promote good behaviour and prevent bullying. They have been communicated to the extent that young people are understanding and respectful of protected characteristics and have an enhanced understanding of what bullying is. There was an initial increase in the number of bullying incidents reported, but this has reduced and there has been a decrease in the number of young people experiencing discrimination, harassment and victimisation in our establishments, with pupils feeling safer in schools, such that there has been a 20% improvement in the number of young people in our establishments who say that their school is good at dealing with bullying. All schools undertake training of all staff in the Respect Me methodology which emphasizes all protected characteristics.

All Head Teachers are knowledgeable of protected characteristics and the impact of bullying, and there is an enhanced understanding amongst staff of protected characteristics and the impact of bullying.

Self-Evaluation

There is ongoing progress in embedding the range of protected characteristics in self-evaluation activities:

In every establishment, there is a Pupil Council that is representative of the young people in the establishment.

All partners are able to access information from Education, using a range of communication media, including social, web-based and graphic media.

There is ongoing work to make information available in a range of formats and languages.

ASN Pupils

There has been an improvement in ASN Transitions procedures followed for all ASN pupils, with:

An improvement in full-time school attendance

A reduction in exclusions

An improvement in the percentage of ASN pupils who have a Single Agency or Child's Plan

An increase in ASN pupils achieving qualifications

An improvement in the quality of handover of planning and support arrangements continuing into adulthood.

100% of young people looked after have a Single Agency or Child's Plan, which is shared with all who support or work with them.

Looked After Children

100% of young people looked after have a Single Agency or Child's Plan, which is shared with all who support or work with them. There has been an improvement in the attainment of LAC pupils, with valid annual discussions taking place with partnership Education Officers.

Young Carers

Work is continuing on identifying Young Carers on the Educational Risk Matrix and on ensuring that they have a plan which supports their learning and achievement, with this reflected in wider achievement in their P7 and S3 profiles.

Ongoing work is in progress with services which support help young people and their families to achieve positive outcomes, with transitions procedures being followed and an increase in sustained positive destinations, eg. education, training or employment, with an increased number of activity agreements.

3.8.1 Partnership Working

A service level agreement with CALL (Communication, Access, Literacy and Learning) Scotland has resulted in training courses for primary and secondary staff to support pupils with communication difficulties.

This has involved training in SQA digital exams and visits to 8 different schools to observe and assess pupils' communication skills and to advise and train staff in the use of ICT to support our children and young people.

3.8.2 Resources

Argyll and Bute Council has shared resources with partners such as NHS and charities to fund expensive items of specialist equipment for individual children and young people e.g. augmentative communication aids, powered buggies to ensure children's and young people's needs are met within and outwith school.

4. Equality Outcomes

Outcomes are the changes that result for individuals, communities, organisations or society 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 and environmental conditions.

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

4.1 Argyll and Bute Council's Equality Outcomes 2013 – 2017

The Equality Outcomes that the Council identified cover all of the protected characteristics. Through a programme of service self-assessments and improvement planning, the Council has continued to identify initiatives to support and mainstream equality further within the organisation. Further improvements have been reported in Council publications and in performance reporting.

The outcomes have influenced the priorities for four years and the monitoring of progress towards achieving these outcomes has been continuous over this period.

The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 placed separate requirements on the Local Authority and the Education Authority.

For reporting purposes, the list of outcomes consists of all equality outcomes for Argyll and Bute Council, for both the Local Authority and the Education Authority.

As part of the specific duties, the Council is required to publish a progress report by 30th April 2017 and every two years thereafter.

The Equality Outcomes have been monitored through the Council's performance management system.

Achievements in support of the outcomes for the period 2015 – 2017 are detailed below.

The Council has reviewed the Outcomes and is content that they continue to be fit for purpose. As a result of the implementation of the Argyll and Bute Health and Social Care Partnership, the Equality Outcomes for our social work services have been reviewed and are incorporated in the HSCP Equality Outcomes.

Equality Outcome 1 - More people are actively engaged in local decision making

Duty – Advance equality of opportunity; Foster good relations

Protected Characteristic – Age, Gender, Race, Religion and Belief, Sexual Orientation, Gender reassignment

Contributing services

- Governance and Law,
- Community and Culture,
- IHR/Community Planning.

Argyll and Bute Council are pleased to report the following achievements:

Governance and Law

- The Election Team Communication Plan has always sought to contact hard to reach groups and to promote equality of access to Election processes. The focus recently has been on promoting registration and voting amongst 16/17 year olds but previous campaigns have been targeted at other hard to reach groups.
- The Election Team keep the suitability of all polling stations under ongoing scrutiny and conduct an annual review to identify any improvements that can be achieved including moving polling places to more modern buildings where this can improve accessibility.
- The last few years have seen many by-elections for Community Councils and at present the membership take up is 83.4 %. 78.2% of Community Councils have more than 70% membership. There are very few contested by elections (2 by elections contested out of 32 Participating) (6.25%), and the next review of the scheme in summer 2017 will contemplate what can be done to address this. 88.2% turnout.

IHR/Community Planning

The membership of the Council's Equality Forum is being redesigned in early 2017. In addition to welcoming membership from across the Council's employee base, representatives from each Directorate are being recruited to better facilitate the two-way flow of information between the Forum and the Directorate. The representatives will be tasked with taking messages back to the Directorate's services and ensuring equalities' considerations are incorporated into activities, and with reporting back to the Forum on progress. The Forum is also recruiting a Modern Apprentice representative and a Young Person's representative from the Council's workforce.

Equality Outcome 2 – Our service delivery is sensitive to the needs of all users

Duty – Advance equality of opportunity; Eliminate discrimination; Foster good relations

Protected Characteristic Age, Gender, Disability, Race, Religion and Belief, Sexual Orientation, Gender reassignment

Contributing Services

- Education
- All Services

Argyll and Bute Council are pleased to report the following achievements:

Education

- Equality briefings on the application of equality principles have been delivered to all Head Teachers.
- All Head Teachers and all Education staff were trained in Equality by June 2015
- Education has been working to increase the % of ASN pupils achieving qualifications and increase % of qualifications attained. An evaluation of Examination results expected in August 2017 will be subject to review by members of the Education Management Team
- Increasingly effective Transitions procedures are in place to support the needs of all ASN pupils.
- There has been an improvement in the quality of handover of planning and support arrangements continuing into adulthood.
- The percentage of young people with Additional Support Needs not in school full time is reduced.
- Pupils identified as having additional or complex needs are required to have a single agency or child's in place.

Governance and Law

- 32% of Elected Members have completed equalities training.
- 37% of Central Committees have had Video-conferencing introduced for central committee meetings.

Strategic Finance

- Strategic Finance have confirmed that they have undertaken a review of instructional guidance and procedures to align with the needs of equality groups and that this will be 100% completed by April 2017.

Facilities

- Facilities still ensure that all children with medically prescribed special dietary needs are catered for and that those with other non-medically prescribed diets are accommodated wherever possible. This is managed through the Special Diets Procedure which was issued to all Head Teachers and Catering Managers in August of 2016.
- 100% of school transport is adapted to fit the needs of pupils with Additional Support Needs.
- In respect of Necessary Design Arrangements for ASN Pupils, 100% of requests 'are' fulfilled rather than 'have been' as there is ongoing demand and some cases are generally at the planning stage.
- In respect of Council Buildings, 100% of Council owned buildings, with public access classification, are accessible.
- 100% of strategic change projects involve consultation with building users.

Economic Development

- The Council is committed to ensuring full accessibility to the Rothesay-Wemyss Bay ferry, and has taken measures to ensure the effective operation of both lifts. In January 2017, Argyll and Bute Council commissioned its maintenance contractor Stannah Lift Service Ltd to carry out improvements to the lifts at Rothesay Pier. These works got underway on Monday 13th February and were scheduled to take three days. The improvements are significant and include the installation of new internal ram seals, as well as replacement electrical junction boxes.

Customer and Support Services

- Argyll and Bute has successfully supported same sex marriages, and has updated its website and marriage brochure with details of these. Registration statistics have been updated to include the numbers of same sex marriages, with 31 being recorded last year. Not all of these were conducted by Council registration staff as other celebrants are also authorised to do so - 14 of these were conducted in the Helensburgh area by Humanist Celebrants or by other non-Council registration staff. As well as these, we also conducted 3 conversions from Civil Partnerships to Marriages, and recorded 2 Civil Partnerships. Out of a total of 525 ceremonies, 35 involved same sex couples.

Planning and Regulatory Services

- As a result of interaction with the Oban and Lorn disability group, Building Standards have produced a planning protocol for engagement with access panels. This protocol is published on our webpages: https://www.argyll-bute.gov.uk/sites/default/files/planning-and-environment/building_standards_planning_protocol_0.pdf
- In respect of Development Policy, Planning have been actively using social

media to promote the activities of, and engagement with, the Planning Service for over 12 months.

- There is a permanent online customer satisfaction survey in place.
- Planning are now hosting an online LDP with new interactive Apps which allow the LDP to be viewed by phone or mobile device.
- There is an online footpath website which is receiving 1000 hits per quarter.
- The Scottish Government Place Standard Tool is being utilized to undertake consultation for the Main Issues Report for LDP2.

Community and Culture

- The e-book service has been successfully promoted to assist housebound clients and rural communities. 1,506 e-books were issued in 2015/16.
- Inclusive & extensive consultation was carried out in 2015/16 on the next local housing strategy and a degree of co-production achieved. This was recognised in the positive feedback from the Scottish Government Peer Review process on the final LHS. A full EqIA was completed for the LHS and the equalities peer review criteria also positively approved.
- The Council has monitored and encouraged regular engagement with equalities groups, including with Gypsy/Travellers, to inform housing service improvement. Focus groups have been held and a Baseline Satisfaction Survey has been established in 2017 (Gypsy/Traveller satisfaction is being monitored via an ACHA annual survey). Detailed evidence and analysis was presented in the HNDA which was formally approved as “robust & credible” by the CHMA in 2016. Subsequently, the results of the Gypsy/Traveller engagement fed into the finalised LHS.
- We have engaged with over 30 clients who are affected by learning disabilities, including consulting with parents, carers and support workers utilizing focus groups. The results of the engagement with this client group was highlighted in the approved HNDA in 2016 and informed the finalised LHS. Work is ongoing to inform the SHIP process.
 - We have rolled out a Community Sports Hubs Programme across Argyll and Bute, with local delivery plans based on the needs of communities. Currently, there are 4 active hubs, with 2 more planned in 2017-2018.
 - We have utilised feedback from parent surveys to shape future football provision, with the programme amended based on demand.

Equality Outcome 3 - The needs of individuals who provide unpaid care and support are recognised including young carers

Duty - Advance equality of opportunity; Foster good relations

Protected Characteristic - Age, Gender, Disability

Contributing Services

- Adult Care
- Children and Families

- Community and Culture
- Education.

Education

- Active schools, youth work, social work and the third sector participation figures show an increase in participation levels of young carers.
- There has been an increase in opportunities for young carers to develop skills for learning, life and work, and to improve their life chances.
- Young carers are recording wider achievement in their P7 and S3 profiles.
- Ongoing work is in progress in accurately identifying young carers on the Educational Risk Matrix.
- Ongoing work is in progress in supporting the attainment of young carers, by ensuring that they have a plan that supports their learning and achievement. There is an expectation now that progress of looked after children towards their education outcomes is now included as part of regular tracking and monitoring dialogue between class teachers and schools senior management.
- Specific actions have now been identified by Education Services to further improve the educational outcomes of looked after children.
- Young carers have a plan that supports their learning and achievement.
- Ongoing work is in progress with services which support help young people and their families to achieve positive outcomes, with transitions procedures being followed and an increase in sustained positive destinations.
- There has been an improvement in the number of young carers leaving school and moving into a sustained place in education, training or employment, with an increased number of activity agreements, and positive and sustained destinations reported.

Equality Outcome 4 - The individual needs of all recipients of care are recognised

Duty - Advance equality of opportunity; Foster good relations

Protected Characteristic - Age, Gender, Disability, Religion and Belief

Contributing Services

- Education
- Children and Families
- Adult Services
- Community and Culture
- Facility Services.

Education

- 100% of young people looked after have a Single Agency or Child's Plan, which is shared with all who support or work with them.

Equality Outcome 5 - The gap in educational attainment between protected characteristics has been reduced

Duty - Advance equality of opportunity

Protected Characteristic - Age, Disability, Gender, Race

Contributing Services

- Education

Education

- Education has been working to increase the % of ASN pupils achieving qualifications and increase % of qualifications attained. An evaluation of Examination results expected in August 2017 will be subject to review by members of the Education Management Team
- 100% of establishments now routinely discuss and report specifically on the attainment of boys and pupils who are looked after.

Equality Outcome 6 - Bullying of young people in schools is reduced

Duty - Foster good relations

Protected Characteristic - Disability, Gender, Race, Religion or Belief, Sexual Orientation

Contributing Services

- Education

Education

- There is a 20% improvement in the number of young people in our establishments who say that their school is good at dealing with bullying.
- All establishments have updated anti-bullying statements, quality assured by Health and Wellbeing Group, to promote good behaviour and prevent bullying. They have been communicated to the extent that young people are understanding and respectful of protected characteristics and have an enhanced understanding of what bullying is.
- There was an initial increase in the number of bullying incidents reported, but this has reduced and there has been a decrease in the number of young people experiencing discrimination, harassment and victimisation in our establishments, with pupils feeling safer in schools

- All schools have undertaken training of all staff in the Respect Me methodology which emphasises all protected characteristics.
- All Head Teachers are knowledgeable of protected characteristics and the impact of bullying, and there is an enhanced understanding amongst staff of protected characteristics and the impact of bullying.

Equality Outcome 7 - We have improved engagement with protected groups

Duty - Foster good relations

Protected Characteristic - All

Contributing Services

- Education
- All Services

Education

- There is ongoing progress in ensuring in each establishment the range of protected characteristics are represented in self-evaluation activities.
- In every establishment, there is a Pupil Council that is representative of the young people in the establishment.
- All partners are able to access information from Education, using a range of communication media, including social, web-based and graphic media. There is ongoing work to make information available in a range of formats and languages.
- There is an ongoing increase in the uptake of CLD support in literacy and numeracy.

Facilities Management

- Pupil Focus Groups remain a key component in the development of each school menu cycle and are monitored via the service's Quality Management System.
- Rural transport users are consulted regarding their needs, with 100% of rural transport meetings attended.

Economic Development

- Marine and Airport staff have been appropriately Disclosure and PVG checked to ensure service-user safety.

Customer and Support Services

- Universal Credit delivery went live in March 2016. We are now planning for the launch of the full Universal Credit service in May 2018.
- Rural schools wi-fi project was completed as planned.

HR and OD

- The Dignity at Work Policy has been updated to become the Bullying and Harassment Policy, and now includes guidance on bullying/harassment by clients; contractors. Our policy reflects the policy used by the NHS, who is our integrated partner for health and social care services.
- Disability Confident Accreditation. The Council has successfully migrated its recruitment and disability employment practices from the outgoing 'Positive about disability accreditation to the new 'Disability Confident Employer' accreditation. The Council is now working to become an accredited 'Disability Confident Leader' in the Argyll and Bute area.

Dyslexia work

- Support for dyslexia within Argyll and Bute Council has developed beyond its traditional 'home' within Education, and is now a major, and developing, feature of work within all aspects of Argyll and Bute Council's working practices. Argyll and Bute Council aims to become the first local authority in Scotland to achieve the British Dyslexia Friendly 'Quality Mark'. The Quality Mark is only granted after a rigorous, evidenced set of criteria has been met. This includes
 - Council Policy
 - Meeting the needs and service delivery for customers
 - Ensuring communication, including style and the use of plain English, is 'user friendly'
 - Training is dyslexia friendly
 - Recruitment procedures conform to best dyslexia practice.

The process started some time ago, with dyslexia briefings taking place, including a presentation to the Joint Trade Union Committee. A leaflet was also developed and distributed for front line staff offering practical tips on dealing with customers who show possible signs of dyslexia.

Although there is a long way to go, and it will be no easy task, there is a determination and commitment to achieving the Quality Mark, recognising that good practice in one area will lead to good practice being developed across the board.

- Women in Public Sector Leadership. This initiative is being supported by the Improvement Service and SOLACE and provides a cross-sector network which aims to support women in leadership positions.

4.2 Monitoring and Continuous Improvement

The Equality Outcomes have been monitored through the Council's performance management system, and scrutiny provided by senior officers and Elected Members.

Through a programme of self-assessments and improvement planning, the Council has continued to identify improvements and actions to successfully deliver the Equality outcomes that were set for 2013 – 2017.

The Equality Forum has additionally helped to monitor progress and identify improvements for service delivery.

5 Appendix 1 Employment Data

5.1 Workforce Profile

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

The employee headcount has decreased slightly from 5,866 in 2015 to 5,757 in 2016, this is reflective of reductions in staff numbers due to local government budgetary pressures.

The data in this section is gathered from employees. Some data such as gender and age is provided by all employees, other equality data is optional for job applicants, successful candidates and a questionnaire was sent to all employees in 2014. We have also made available through the HR/Expenses system the option for employees to update their own equality information.

Workforce Profile - Race

Ethnic Origin	2011/12	2012/13	2013/14	2014/15	2015/16	2015/16 adjusted*	2011 Census
African - Other	0.02%	0.02%	0.05%	0.05%	0.03%	0.04%	0.00%
African - (inc. Scottish/British)	0.00%	0.02%	0.05%	0.05%	0.05%	0.07%	0.01%
Asian - Chinese (inc. Scot/Brit)	0.02%	0.04%	0.02%	0.02%	0.02%	0.03%	0.17%
Asian - Indian (inc. Scot/Brit)	0.02%	0.02%	0.04%	0.05%	0.03%	0.04%	0.13%
Asian - Other (inc. Scot/Brit)	0.02%	0.04%	0.04%	0.05%	0.03%	0.04%	0.18%
Asian, Asian Scottish, Asian British	0.07%	0.07%	0.05%	0.08%	0.05%	0.07%	0.12%
Black (inc. Scottish/British)	0.09%	0.04%	0.02%	0.04%	0.02%	0.03%	0.01%
Mixed or Multiple Race	0.20%	0.20%	0.19%	0.19%	0.17%	0.24%	0.31%
Other Ethnic Background	0.09%	0.09%	0.02%	0.19%	0.18%	0.26%	0.07%
Other White Ethnic Group	0.28%	0.35%	0.54%	0.55%	0.47%	0.67%	0.04%
Total Ethnic Minor	0.81%	0.89%	1.02%	1.27%	1.05%	1.50%	1.25%
White	60.32%	54.93%	37.97%	37.13%	34.78%	49.61%	
White - Eastern European	0.07%	0.07%	0.07%	0.09%	0.09%	0.13%	0.58%
White - Irish	0.15%	0.20%	0.25%	0.31%	0.33%	0.47%	0.82%
White - Other British	2.19%	2.93%	4.87%	5.32%	5.14%	7.33%	16.64%
White - Scottish	13.70%	16.65%	28.88%	29.71%	28.71%	40.96%	78.83%
Total White	76.43%	74.78%	72.03%	72.56%	69.05%	98.50%	98.75%
Prefer Not to Answer	0.11%	0.15%	0.18%	0.17%	0.17%		
Unknown	22.65%	24.19%	26.14%	25.86%	29.44%		

* = Unknowns removed

The proportion of Black and Ethnic Minority employees has decreased slightly from 1.27% in 2014-15 to 1.05% in 2015/16, this is still an overall improvement on the

1.02% reported in 2014 and is higher than the local population, where Census data indicates a 1.25% Black minority ethnic population compared to 1.5% of employees when the unknowns are removed.

Workforce Profile – Gender

	Male	Female
2014/15	27.55%	72.45%
2015/16	26.68%	73.32%

The workforce gender trend has remained relatively static and the Council workforce remains predominantly female. The percentage of female workers is in keeping with the trend in the public sector where the majority of the workforce is female (72.2%, according to the Annual Population Survey and The Joint Staffing Watch Survey for the Scottish Government). In the local Argyll and Bute population, there is an approximate 49% male and 51% female split, a split which is replicated Scotland and UK wide (source Nomis Labour Market Profile, Argyll and Bute, 2015).

Workforce Profile - Disability

Disabilities	2014/15	2015/16
Yes	1.50%	1.41%
No	52.17%	49.99%
Unknown	46.33%	48.60%

There has been a slight decrease in those declaring a disability, while the figure of 1.41% remains low compared with the current Scottish Government estimate that 19% of people of working age in Scotland are disabled. It is recognised that 1.41% may not be a true reflection of the workforce disability profile as many staff have chosen not to answer this option, and the number of ‘unknowns’ has remained static. This may be due to employees that don't consider themselves to be disabled even when their condition could be categorised as a disability.

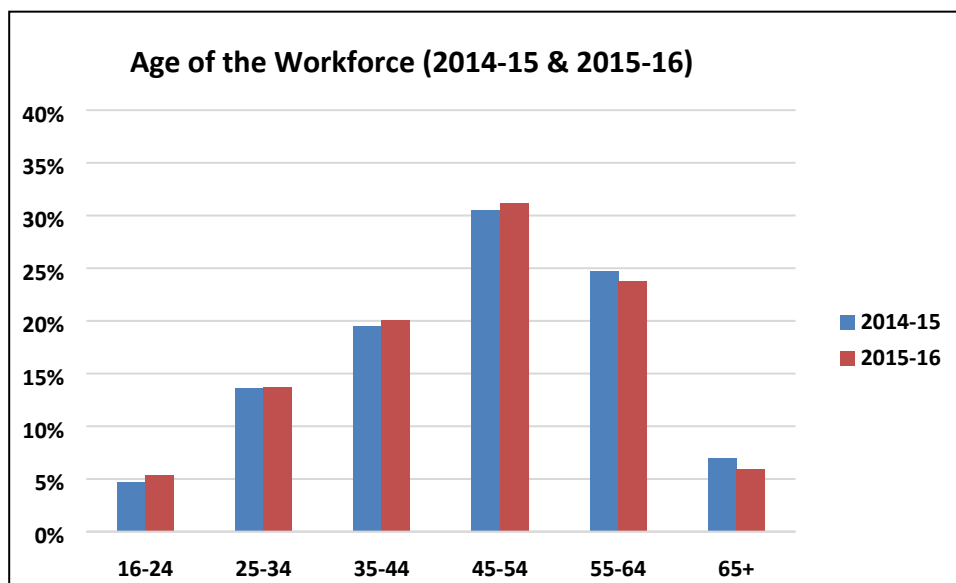
Workforce Profile - Age

Age	2014/15	2015/16
16-24	4.67%	5.38%
25-34	13.65%	13.69%
35-44	19.54%	20.10%
45-54	30.51%	31.20%
55-64	24.68%	23.75%
65+	6.94%	5.89%

The Council’s age profile for 2014 - 2016 highlights a slight increase in the 16-24 age band which reflects the work done by the Council to increase the number of younger people joining the Council, including success with developing Modern Apprenticeships, this is a positive trend that is addressing a failing in previous years. This is still significantly under the Scottish average of 18.5% of 18-24 year olds (source Nomis Labour Market Profile, Argyll and Bute, 2015). The age profile is reflective of the older, retired population in Argyll and Bute and the fact that many young people leave the

area for further and higher education and work.

There has been a slight decrease in the number of 55 – 64 year olds, and those aged 65+, within the Council workforce, which likely reflects the numbers taking Voluntary Retirement and Early Retirement. However, the figures within the Council workforce are not reflective of the Argyll and Bute population as a whole, which has a significantly higher number of residents of age 65 and above, 24.5%, compared to the Scottish average of 18.3% and the UK average of 17.9%, though many in this age bracket will not actively be seeking employment.



Workforce Profile - Sexual Orientation

Sexual Orientation	2014/15	2015/16
Bisexual	0.07%	0.09%
Gay	0.15%	0.16%
Heterosexual/Straight	26.92%	26.33%
Lesbian	0.12%	0.19%
Prefer Not to Answer	0.97%	0.89%
Unknown	71.77%	72.35%

There has been a slight increase in those declaring themselves as gay and bisexual across the two year period.

Of the total 2015/16 responses, 0.44 % of employees identified themselves as lesbian, gay or bisexual. This would appear under-representative of the UK population in which 1.7% of the population identified themselves as lesbian, gay or bisexual (LGB) in 2015 (Integrated Household Survey, 2016).

The survey continues to say that in 2015, the majority (93.7%) of the UK population identified themselves as heterosexual or straight, with 1.7% identifying as LGB, the

remainder either identifying as “other”, “don’t know” or refusing to respond. Young adults (16 to 24 year olds) are more likely to identify as LGB compared with older age groups (3.3%), and a higher proportion of males (2.0%) identify as LGB than females (1.5%). The population who identified as LGB in 2015 were most likely to be single, never married or civil partnered, at 68.2%.

Workforce Profile - Marital Status

Marital Status data for employees is moving towards the 2011 Census figures, though Divorced/Separated seems underrepresented.

Marital Status	2013/14	2014/15	2015/16	2011 Census
Divorced/Separated	2.40%	5.42%	4.37%	11.67%
Living with partner	4.25%	11.03%	10.16%	
Married/Civil Partnership	61.07%	55.17%	50.46%	50.10%
Prefer not to answer		3.83%	13.33%	
Single	31.06%	24.55%	21.69%	38.24%

Workforce Profile - Religion and Belief

Comparison is not available on the local population but national data is available. The highest percentage of applicants identified as Church of Scotland (45.26%) which is relatively high compared to the national population, (2011 census), with 40.04% identified as Church of Scotland. Applicants identifying as no religion at 26.1% are a slightly lower representation compared to the national population which states the no religion at 32.04%. Jewish applicants are not representative of the national figure of 0.13%, though the census identifies some religions have a geographical concentration: nearly half the Jewish people in Scotland live in East Renfrewshire. All other groups are relatively representative of the national population.

Religion and Belief	2014/15	2015/16	2015/16 adjusted*	2011 Census
Buddhist	0.10%	0.10%	0.36%	0.24%
Church of Scotland	12.79%	12.59%	45.26%	40.04%
Hindu	0.07%	0.05%	0.18%	0.06%
Humanist	0.31%	0.33%	1.19%	
Jewish	0.02%	0.00%	0.00%	0.05%
Muslim	0.07%	0.02%	0.07%	0.21%
None	7.21%	7.26%	26.10%	32.04%
Other Christian	2.42%	2.34%	8.41%	7.69%
Other Religion or Belief	0.56%	0.61%	2.19%	0.36%
Pagan	0.05%	0.09%	0.32%	
Prefer not to answer	1.36%	1.30%	4.67%	8.00%
Roman Catholic	3.22%	3.11%	11.18%	11.30%
Sikh	0.02%	0.02%	0.07%	0.01%
Unknown	71.80%	72.17%		

* = Unknowns removed

5.2 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 manages the bulk of its recruitment through the COSLA Myjobscotland electronic system, which is now used by most Councils and public sector organisations. Most Councils now use the same electronic application form format and the same Equal Opportunities form, which allows for better collection by Myjobscotland of equality data, however, completion of the form is not mandatory with sections containing a 'Do not wish to answer' option, therefore data collected and published can never be regarded as complete. Myjobscotland provides a monthly report to each Council on its previous month's data, which constitutes the data commented upon in this report. Limited data is available from the 'old system' run from 2008-14. More comprehensive data is available from the new system run from January 2015.

Myjobscotland offers a variation in font size, and meets the requirements of the AA Accessibility Guide, however it does not currently offer any additional facilities, for example, targeted adjustments for dyslexic applicants, although it is open to suggestions for improvement. It would currently expect applicants with specialized requirements to contact the advertising employer directly.

Applications for Employment – Race

Race	2014/15	2015/16
African	0.54%	0.59%
Any Mixed	0.50%	0.88%
Asian	0.92%	1.26%
Black	0.06%	0.17%
Caribbean	0.15%	0.36%
Other Ethnic Group	0.44%	0.24%
Black Minority Ethnic Total	2.62%	3.49%
White British	15.05%	13.36%
White Irish	1.08%	0.71%
White British	74.80%	69.43%
White Other	3.84%	3.61%
White Total	94.77%	87.12%
Prefer not to answer	1.23%	1.71%
Unknown	1.39%	7.68%

There has been a noticeable increase in the number of applications from Ethnic Minority applicants across 2015-16, and a reduction in applications from White ethnic groups. The census data on Black Minority groups indicates a local population of 1.25%, so the applicants for posts is significantly higher.

Applications for Employment - Nationality

Nationality	2014/15	2015/16
British	22.72%	20.63%
English	5.00%	4.33%
Irish	0.00%	0.02%
Northern Irish	0.47%	0.31%
Scottish	63.31%	60.21%
Welsh	0.36%	0.33%
Welsh/Scots	0.00%	0.02%
Other	0.41%	4.83%
None	0.00%	0.02%
Prefer not to answer	0.77%	0.90%
Unknown	6.95%	8.39%

Applicants identify their national identity within the equalities monitoring section of the recruitment portal. The highest percentage of employees identify as Scottish. The 2011 Scottish census data indicated that 78% of the population of Argyll and Bute was born in Scotland, with a clear second significant group born in England at over 17%, but these groups appear underrepresented in job applications, most likely because they are representative of the large retired population in Argyll and Bute, with over one third of the population currently aged 55 and over. The increase in

'Other' reflects the increase in applications from ethnic minorities.

Applications for Employment - Marital Status

Marital Status	2015/16
Divorced	4.66%
Living with partner	12.88%
Married/Civil Partnership	31.71%
Prefer not to answer	1.47%
Separated	3.00%
Single	37.87%
Unknown	7.58%
Widowed	0.83%

Single has continued to be the most significant group, though this is representative of census statistics, it is perhaps indicative of younger people and people who are more mobile to move to the area.

Applications for Employment – Religion and Belief

Religion and Belief	2014/15	2015/16	2015/16 adjusted*	2011 Census
Buddhist	0.46%	0.38%	0.42%	0.24%
Church of England	0.01%	0.12%	0.13%	
Church of Scotland	24.35%	22.80%	24.98%	40.04%
Hindu	0.18%	0.26%	0.28%	0.06%
Humanist	0.38%	0.31%	0.34%	
Jewish	0.08%	0.05%	0.05%	0.05%
Muslim	0.45%	0.36%	0.39%	0.21%
Pagan	0.27%	0.00%	0.00%	
Roman Catholic	12.76%	10.96%	12.01%	11.3%
Sikh	0.04%	0.12%	0.13%	0.01%
Other	2.44%	1.24%	1.36%	0.36%
Other Christian	9.30%	8.75%	9.58%	7.69%
None	38.38%	38.10%	41.74%	32.04%
Prefer not to answer	8.18%	7.84%		
Unknown	2.71%	8.72%		

* = Unknowns removed

The Church of Scotland percentages is significantly below the census results whereas no religion is significantly higher than the census results.

Applications for Employment - Sexual Orientation

Sexual Orientation	2014/15	2015/16
Bisexual	0.77%	0.40%
Gay	0.94%	0.62%
Heterosexual/Straight	91.62%	86.24%
Lesbian	0.37%	0.67%
Other	0.32%	0.10%
Prefer Not to Answer	4.16%	4.14%
Unknown	1.82%	7.84%

There has been an increase in declarations from lesbians and those declaring themselves unknowns - all other categories have decreased. This is more in accord with the UK population in which 1.7% of the population identified themselves as lesbian, gay or bisexual (LGB) in 2015 (Integrated Household Survey, 2016).

Applications for Employment - Gender

	Male	Female	Prefer not to answer	Unknown
2014/15	38.06%	60.67%	0.44%	0.83%
2015/16	35.37%	56.91%	0.59%	7.13%

The slight decrease in female applications does not mirror the slight increase in the female population of the workforce, although the data suggests more females have made more successful applications, reflective of the fact that females are performing well in schools and further and higher education.

In Local Government, generally 72.2% of employees are female (source, The Annual Population Survey and The Joint Staffing Watch Survey for the Scottish Government), so the workforce gender split is not typical, but the gender split is closer to the local Argyll and Bute population, where there is an approximate 49% male and 51% female split, a split which is replicated Scotland and UK wide (source Nomis Labour Market Profile, Argyll and Bute, 2015).

Applications for Employment - Disability

Disability	2014/15	2015/16
No	92.55%	87.45%
Yes	4.99%	3.71%
Prefer not to answer	1.03%	1.43%
Unknown	1.44%	7.42%

The Council successfully migrated its “disability symbol” accreditation from the ‘Two Ticks’ accreditation to the ‘Disability Confident Employer’ accreditation at the end of

2016. This accreditation, which is awarded by The Department for Work and Pensions, demonstrates the Council's commitment to support positive action for disabled applicants and 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. Argyll and Bute Council is now working towards becoming a 'Disability Confident Leader' which will set the standards within the community and assist other organisations to achieve 'Disability Confident Employer' status. The slight drop in applicants declaring a disability will be reviewed to ensure that this is not a trend.

Applications for Employment – Age

Age Group	2014/15	2015/16
16 - 24	20.17%	18.49%
25 - 34	27.44%	25.15%
35 - 44	18.95%	18.49%
45 - 54	22.16%	19.73%
55 - 64	9.02%	9.29%
65+	0.22%	0.24%
Unknown	2.05%	8.60%

The Council has received an increase in the number of applications from individuals in the 55 – 64 and 65+ age brackets, despite declining workforce numbers, which probably reflects an increasing ability and desire to work for longer. The figures do not reflect the increased number of younger members of the workforce in the 16-24 age bracket.

Applications for Employment - Pregnancy/Maternity

A very small amount of data was recorded on this in 2014/15, up to December 2014, and no data was recorded in 2015/16, therefore no comments can be made

Applications for Employment - Marriage/Civil Partnership

Marital Status	2014/15	2015/16
Divorced/Separated	7.95%	7.66%
Living with partner	14.15%	12.88%
Married/Civil Partnership	31.60%	31.71%
Single	42.99%	37.87%
Widowed	0.67%	0.83%
Prefer not to answer	1.14%	1.47%
Unknown	1.50%	7.58%

The highest percentage of applicants continue to identify as single, this is higher than for the 2011 local census data.

Applications for Employment - Religion and Belief

Religion and Belief	2014/15	2015/16	2015/16 adjusted*	2011 Census
Buddhist	0.46%	0.38%	0.42%	0.24%
Church of England	0.01%	0.12%	0.13%	
Church of Scotland	24.35%	22.80%	24.98%	40.04%
Hindu	0.18%	0.26%	0.28%	0.06%
Humanist	0.38%	0.31%	0.34%	
Jewish	0.08%	0.05%	0.05%	0.05%
Muslim	0.45%	0.36%	0.39%	0.21%
Pagan	0.27%	0.00%	0.00%	
Roman Catholic	12.76%	10.96%	12.01%	11.30%
Sikh	0.04%	0.12%	0.13%	0.01%
Other	2.44%	1.24%	1.36%	0.36%
Other Christian	9.30%	8.75%	9.58%	7.69%
None	38.38%	38.10%	41.74%	32.04%
Prefer not to answer	8.18%	7.84%		
Unknown	2.71%	8.72%		

* = Unknowns removed

It is noted No religion features significantly higher than the 2011 census results, with the majority of this increase represented by a corresponding decrease in those identifying themselves as Church of Scotland.

5.3 Applications for Promotion

The Council aims to have a diverse and skilled workforce and offer a wide range of opportunities for staff development. The myjobscotland recruitment portal system is used for monitoring applications for promotions in certain roles.

Information was not recorded prior to January 2015.

Applications for Promotion - Race

Ethnic Group	2013/14	2015/16
African	0.53%	0.29%
Any Mixed	1.05%	0.87%
Other South Asian	0.88%	0.58%
Black Minority Ethnic Total	3.34%	1.75%
White British	14.41%	12.83%
White Irish	0.88%	1.17%
White Scottish	78.03%	81.63%
Other White	2.11%	0.87%
White Total	95.43%	97.38%
Not Disclosed	1.23%	0.87%

There has been a slight reduction in applications for promoted posts amongst Black minority ethnic employees though it is still higher than their proportion in the workforce.

Applications for Promotion – National identity

National Identity	2013/14	2015/16
British	22.67%	24.49%
English	4.75%	2.33%
Northern Irish	0.70%	0.58%
Other	3.16%	2.33%
Scottish	67.14%	68.80%
Prefer not to answer	0.70%	0.87%
Unknown	0.88%	0.58%

The national identity of applicants for promoted posts closely mirrors that of the workforce as whole.

Applications for Promotion - Gender

Year	Male	Female
2013/14	32.63%	67.37%
2015/16	27.11%	72.59%

The gender of applications for promotion is almost identical to that of the split of the workforce.

Applications for Promotion - Disability

Disabilities	2013/14	2015/16
Yes	4.22%	2.62%
No	94.20%	95.92%
Prefer not to answer/ and Unknown	1.58%	0.00%

There has been a reduction in those achieving promotion who identify themselves as disabled, although the number declaring remains higher than the statistics for disabled individuals in the workforce as a whole. This is a disappointing trend, though as highlighted previously it is felt that many staff with disabilities do not identify themselves as disabled.

Applications for Promotion - Age

Age	2013/14	2015/16
16-24	13.19%	10.79%
25-34	26.83%	27.11%
35-44	20.09%	22.74%
45-54	29.33%	24.78%
55-64	9.73%	13.41%
65+	0.83%	1.17%

There has been a slight decrease in young people (16-24) applying for promotion, with the 25-34 age group continuing to apply for the most promotions. There has been an increase in all age groups applying for promotions, activity linked to the Council's Personal Development Plan Process ensuring staff receive relevant training and development.

Applications for Promotion - Pregnancy / Maternity

Data not recorded after December 2014

Applications for Promotion - Marriage / Civil Partnership

A higher proportion of staff applying for promoted posts are married or living with a partner than those applying for jobs. This will be explained in part by the age profile reflecting established career development. No significant trends are observed.

Marital Status	2013/14	2015/16
Divorced/separated	7.21%	9.04%
Living with partner	18.28%	14.29%
Married/Civil Partnership	42.53%	44.31%
Single	29.53%	30.32%
Widowed	0.00%	1.46%
Prefer not to answer	1.58%	0.58%

Applications for Promotion - Religion and Belief

This group broadly mirrors the data for employees as a whole and is very much aligned to the census data

Religion and Belief	2014-15	2015-16	2015/16 adjusted*	2011 Census
Agnostic		0.29%	0.32%	
Church Of England		0.58%	0.64%	
Church of Scotland	32.69%	35.86%	39.81%	40.04%
Episcopal		0.29%	0.32%	
None	34.97%	32.65%	36.25%	32.04%
Orthodox		0.87%	0.97%	
Other Christian	9.84%	6.71%	7.45%	7.69%
Other Religion or Belief	1.41%	1.17%	1.30%	0.36%
Roman Catholic	12.65%	11.37%	12.62%	11.30%
Sikh	0	0.29%	0.32%	0.01%
Prefer not to answer	7.38%	9.33%		
Unknown	0.70%	0.58%		

* = Unknowns removed

Applications for Promotion - Sexual Orientation

Sexual Orientation	2013/14	2015/16
Bisexual	0.53%	0.29%
Gay	2.64%	1.46%
Heterosexual/Straight	89.96%	92.42%
Lesbian	0.00%	0.87%
Prefer not to answer	6.87%	4.37%
Unknown	0.00%	0.58%

A far greater number of applicants for promotion have declared their sexual

orientation as 'Heterosexual/Straight' than is recorded in workforce statistics, but this is probably simply because historical information on record is incomplete in this respect. The statistics accord with applications for employment.

5.4 Applications for training

Applications for training are recorded for many staff through our Personal Development Review, though this only applies to former APT and C staff, so formal manual workers are not recorded. External or mandatory training, conferences or seminars are not recorded.

Applications for training - Race

Ethnic Group	2014/15	2015/16
African (Inc Scottish/British)	0.13%	0.12%
Asian - Indian (Inc Scottish/British)	0.04%	0.04%
Asian - Other (Inc Scottish/British)	0.08%	0.08%
Asian, Asian Scottish, Asian British	0.04%	0.04%
Black (Inc Scottish/British)	0.04%	0.04%
Mixed or Multiple - Any mixed or multiple	0.30%	0.32%
Other Ethnic Background	0.04%	0.04%
Other White Ethnic Group	0.34%	0.36%
Black Minority Ethnic Total	1.02%	1.05%
White	51.70%	48.26%
White - Any other	0.08%	0.08%
White - Eastern European (eg Polish)	0.13%	0.20%
White - English/Welsh/Scottish/N Irish	0.08%	0.20%
White - Irish	0.34%	0.48%
White - Other British	3.95%	4.52%
White - Scottish	27.04%	28.61%
White Total	83.32%	82.36%
Prefer not to answer	0.25%	0.28%
Unknown	15.41%	16.30%

Applications for training from Total White candidates are recorded as approximately 10% more than the number of Total White individuals in the workforce.

Applications for Training - National Identity

National Identity	2014/15	2015/16
British	6.62%	7.18%
English	1.70%	1.90%
European Economic Area	0.04%	0.04%
Northern Irish	0.13%	0.20%
Other	1.19%	1.41%
Prefer not to answer	0.17%	0.16%
Scottish	23.43%	24.33%
UK Default	66.64%	64.73%
Welsh	0.08%	0.04%

The figures for applications for training are in line with the workforce profile.

Applications for Training - Gender

	Male	Female
2014/15	22.28%	77.72%
2015/16	22.80%	77.20%

The majority of applications for training continue to be from female employees which is consistent with the workforce profile.

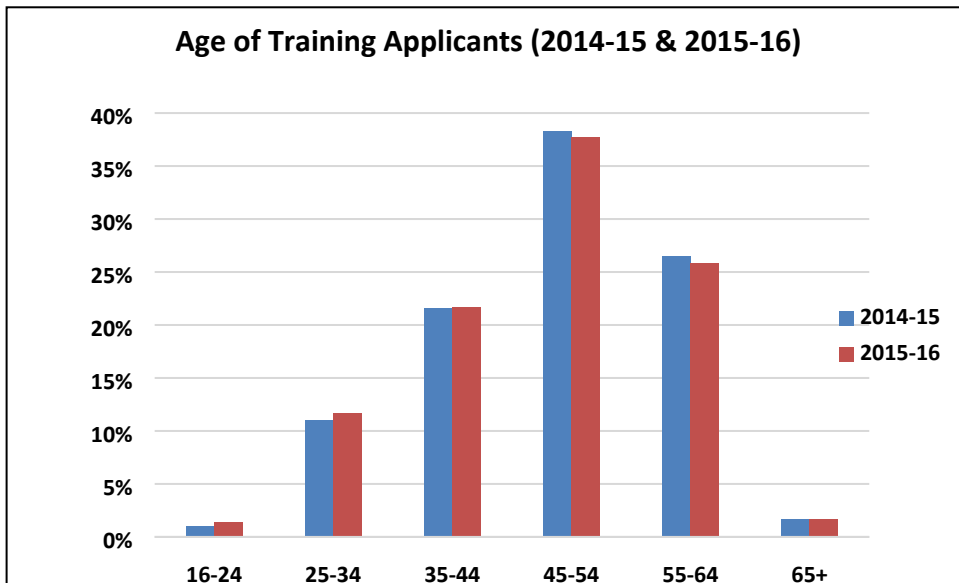
Applications for Training - Disability

Disabilities	2014/15	2015/16
Yes	1.99%	1.94%
No	62.44%	60.69%
Unknown	35.57%	37.37%

Applications from disabled employees are higher than that of the workforce profile, currently 1.41%. This is encouraging that a high proportion of disabled employees are given training.

Applications for Training - Age

Age	2014/15	2015/16
16-24	0.98%	1.41%
25-34	11.04%	11.66%
35-44	21.56%	21.67%
45-54	38.29%	37.73%
55-64	26.44%	25.83%
65+	1.70%	1.69%



The increase in applications for training from young persons accords with the increase in young persons within the workforce, whereas a disproportionately higher percentage of 35-44 year olds and 45-54 year olds are applying for training, possibly to assist them in maintaining employment during restructuring and to support working for longer.

5.5 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.

Race

The percentage of disciplinary procedures involving BME employees was significantly higher than the workforce profile in 2011/12, however in 2012/13 no BME employees were involved in disciplinary procedures. HR professionals are involved in disciplinary proceedings and would ensure that the policies are being followed to avoid discrimination.

Gender

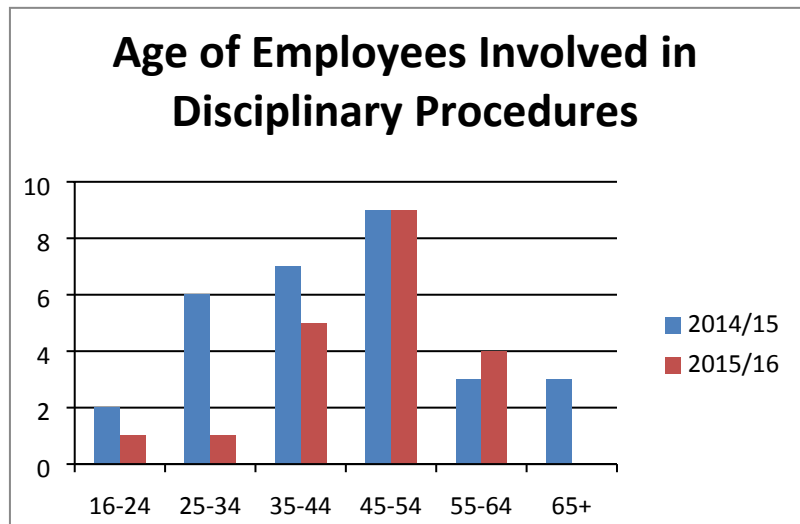
	Male	Female
2014/15	46.6%	53.3%
2015/16	55%	45%

The gender split is not comparable with the workforce profile with the majority of employees that are involved in disciplinary procedures being male despite making up only 27% of the workforce. We believe this figure follows a trend documented in academic papers of male manual workers having the highest incidence of disciplinary issues.

Age

	Age	
	2014/15	2015/16
16-24	6.6%	5%
25-34	20%	5%
35-44	23.3%	25%
45-54	30%	45%
55-64	10%	20%
65+	10%	0%

The age profile of those involved in disciplinary procedures is consistent with the workforce profile, except there is a higher proportion in the 35-44 and 45-54 age groups, which may reflect the pressures on middle management from restructuring.



Disability

	2014/15	2015/16
Yes	0%	0%
No	40%	75%
Unknown	60%	25%

The disability profile for those involved in disciplinary procedures is not representative of the workforce profile which is 1.41%, nor is it representative of the

current Scottish Government estimate that 19% of people in Scotland are disabled.

5.6 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.

Grievances - Race

No grievance procedures involved BME groups with 100% of grievance cases involving White employees in 2014/15 and 2015/16. This reflects the make-up of the workforce, with approximately 70% of employees being White and 30% Unknown, with a small percentage of Ethnic Minorities.

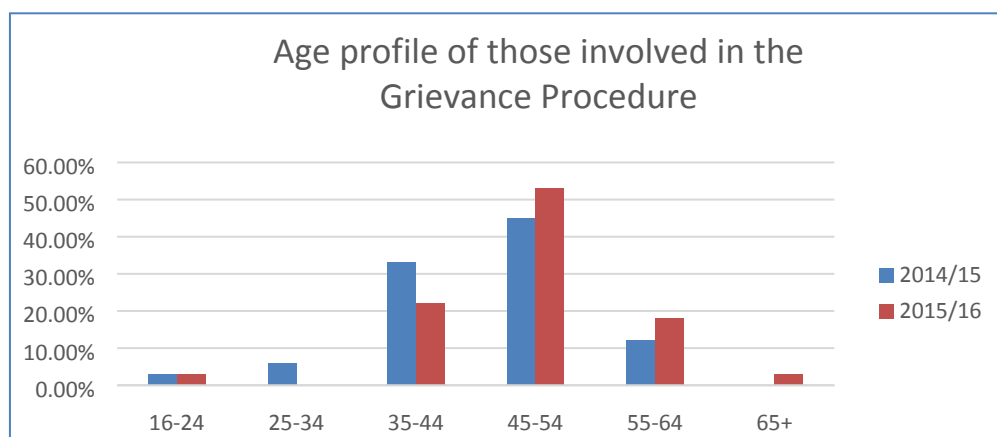
Grievances - Gender

	Male	Female
2014/2015	36%	64%
2015/2016	50%	50%

There are a disproportionate number of males involved in Grievances, compared to the 73:27 split in favour of females in the workforce. The percentage of Grievances amongst Males has risen, though the low number of grievances makes identifying trends difficult.

Grievances - Age

The age profile is consistent with the workforce profile with the highest percentage of those involved in grievance procedures being in the age group 45-54 where there is the most staff.



Grievances - Disability

Disabilities	2014/15	2015/16
Yes	3.03%	0%
No	57.57%	40.63%
Unknown	39.39%	59.37%

The disability profile for those involved in grievance procedures is not representative of the workforce profile which is 1.41%, nor is it representative of the current Scottish Government estimate that 19% of people in Scotland are disabled. Though the small number of staff involved in grievances will reduce the probability of low occurrence equality characteristics being identified.

5.7 Employees Leaving the Council

Employees Leaving the Council - Race

RACE	2014/15	2015/16
African - Other	0.19%	0.15%
African (Inc Scottish/British)	0.19%	0.00%
Asian - Chinese (Inc Scottish/British)	0.19%	0.00%
Asian - Indian (Inc Scottish/British)	0.00%	0.15%
Asian - Pakistani (inc	0.00%	0.15%
ASIAN, ASIAN SCOTTISH, ASIAN	0.00%	0.29%
Caribbean or Black (Other)	0.00%	0.15%
Black (Inc Scottish/British)	0.19%	0.00%
Mixed or Multiple - Any mixed or	0.19%	0.15%
Other Ethnic Background	0.00%	0.15%
Other white ethnic group	1.50%	1.02%
Black Minority Ethnic Total	2.44%	2.19%
WHITE	25.14%	24.96%
White - Any other	0.19%	0.15%
White - Eastern European (eg Polish)	0.38%	0.15%
White - English/Welsh/Scottish/N	0.19%	0.29%
White - Irish	0.38%	0.00%
White - Other British	6.57%	6.42%
White - Scottish	32.46%	33.14%
White Count	65.29%	65.11%
Prefer not to answer	0.00%	0.15%
Unknown Count	32.27%	32.55%

There are a greater percentage of White - Eastern European (eg Polish) leaving the workforce than are present in the workforce, which may reflect the effects of Brexit.

Employees Leaving the Council - Gender

	Male	Female
2014/15	30.02%	69.98%
2015/16	34.45%	65.55%

There has been a drop in the proportion of females leaving the workforce, and a corresponding increase in the proportion of males leaving the workforce. This is the opposite trend from the workforce composition.

Employees Leaving the Council - Disabilities

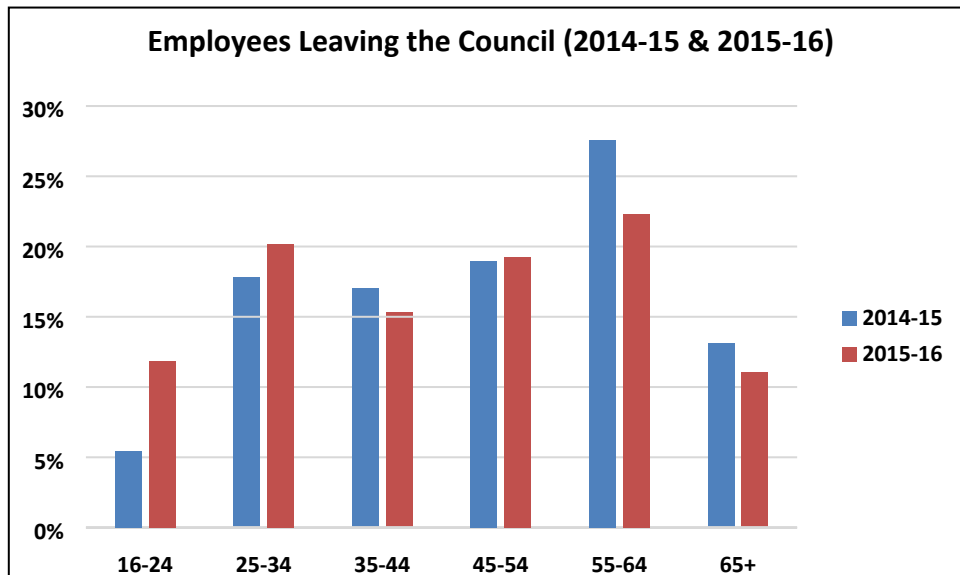
Disabilities	2014/15	2015/16
Yes	2.06%	1.75%
No	42.21%	42.77%
Unknown	55.72%	55.47%

More Leavers are declaring disabilities than are recorded in the workforce.

Employees Leaving the Council - Age

Age	2014/15	2015/16
16-24	5.44%	11.82%
25-34	17.82%	20.15%
35-44	17.07%	15.33%
45-54	18.95%	19.27%
55-64	27.58%	22.34%
65+	13.13%	11.09%

There is a significant increase in young people leaving the Council - both in the 16-24 and 25-34 age groups, and this is a trend which may be worth investigating.



Through monitoring the equalities profile of leavers the Council can use this information to influence workforce planning strategies on employee retention and any failings in encouraging equality.

5.8 Gender Pay Gap

As per the specific duties of the Equality Act 2010, the gender pay gap is evidenced in the tables below and includes the most up-to-date information available on the Council's workforce.

This audit identified that the 2015/16 average hourly rate for a Council male employee is £13.75 and the average hourly rate for female employees is £12.71 resulting in a gender pay gap of 7.57%. This figure has been calculated based on all posts held by each employee.

Previous Years figures are as shown below:

Year	% Difference
2013/14	9.23%
2014/15	7.83%
2015/16	7.57%

The above table indicates that the overall gender pay gap has been reducing, which is a positive trend.

In the assessment of equal pay risk, the Equalities and Human Rights Commission (EHRC) advise that any gender pay gap within a defined 'equal pay work set' of greater than 5% is of concern and action be taken to address this gap. A pay gap of between 3-5% is cautionary and the reasons for this should be investigated. Any pay gap is a concern, but EHRC shall focus on any significant or cautionary pay gap.

EHRC advise that elements of pay and associated terms and conditions need to be examined individually for a full analysis of the pay gap to be presented. Argyll & Bute Council operate a positive pay environment for pay equality.

The application of the Scottish Joint Consultative Job Evaluation Scheme can be declared as a valid descriptor for Equal Pay by using grades as the 'equal pay work group'.

The detailed analysis of occupational segregation is presented in the following tables.

2015/16 Segregation By Grade

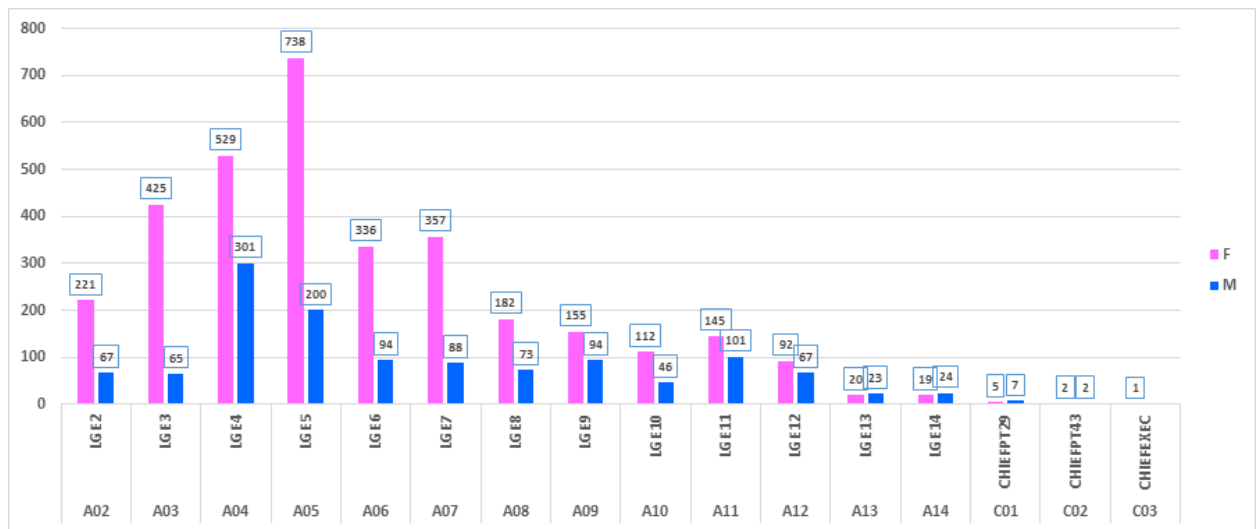


Table2: Occupational Segregation by Gender by Role:

Roles which are female dominant (greater than 70% occupation and with greater than 10 employees) are summarised as follows:

Post Title	Female		Male		Total
TEACHER	491	78.56%	134	21.44%	625
ADDITIONAL SUPPORT NEEDS ASSISTANT	302	94.97%	16	5.03%	318
CATERING ASSISTANT	269	97.46%	7	2.54%	276
CLERICAL ASSISTANT	205	97.62%	5	2.38%	210
HOME CARER	197	98.99%	2	1.01%	199
CLEANER	182	83.49%	36	16.51%	218
CHILDCARE & EDUCATION WORKER	156	96.89%	5	3.11%	161
CLASSROOM ASSISTANT	154	92.77%	12	7.23%	166
TEACHER (SUPPLY)	133	81.10%	31	18.90%	164
SOCIAL CARE WORKER	109	80.15%	27	19.85%	136
ASSISTANT SOCIAL CARE WORKER	80	96.39%	3	3.61%	83
CATERING MANAGER	78	97.50%	2	2.50%	80
SOCIAL WORKER	63	79.75%	16	20.25%	79
HEADTEACHER	58	85.29%	10	14.71%	68
ADMINISTRATIVE ASSISTANT	48	92.31%	4	7.69%	52
ADMINISTRATIVE SUPPORT WORKER	39	90.70%	4	9.30%	43
LIBRARY ASSISTANT	37	90.24%	4	9.76%	41
SENIOR CLERICAL ASSISTANT	34	91.89%	3	8.11%	37
PUPIL SUPPORT ASSISTANT	32	100.00%		0.00%	32
SENIOR SOCIAL CARE WORKER	31	86.11%	5	13.89%	36
CUSTOMER SERVICES CENTRE AGENT	29	96.67%	1	3.33%	30
DOMESTIC ASSISTANT	29	93.55%	2	6.45%	31
ASSISTANT COOK	28	100.00%		0.00%	28
PUPIL ESCORT	27	96.43%	1	3.57%	28
ADULT LEARNING TUTOR (Tier 2)	26	76.47%	8	23.53%	34
SUPPORT WORKER	26	89.66%	3	10.34%	29
ASSISTANT DEVELOPMENT WORKER	25	73.53%	9	26.47%	34
BENEFITS ASSESSOR	22	91.67%	2	8.33%	24
CLEANER IN CHARGE	22	88.00%	3	12.00%	25
ASSISTANT COMMUNITY SUPPORT WORKER	18	90.00%	2	10.00%	20
HOUSEPARENT	17	80.95%	4	19.05%	21
INTENSIVE HOME CARE OUTREACH WORKER	17	100.00%		0.00%	17
ADMINISTRATIVE OFFICER	15	100.00%		0.00%	15
COMMUNITY CARE ASSISTANT	14	93.33%	1	6.67%	15
LOCAL TAX ASSISTANT	13	100.00%		0.00%	13
UNIT MANAGER	13	92.86%	1	7.14%	14
RECEPTIONIST -LEISURE	12	100.00%		0.00%	12
TEAM LEADER	12	80.00%	3	20.00%	15
ACTIVE SCHOOLS CO-ORDINATOR	10	71.43%	4	28.57%	14
SENIOR ADMIN SUPPORT WORKER	10	100.00%		0.00%	10

Roles noted as male dominant (greater than 70% occupation with greater than 10 employees) are noted as follows:

Post Title	Female		Male		Total
DRIVER/PUPIL ESCORT	23	25.27%	68	74.73%	91
JANITOR/CARETAKER	13	22.81%	44	77.19%	57
REFUSE COLLECTOR		0.00%	42	100.00%	42
DRIVER 2	1	2.50%	39	97.50%	40
ROADWORKER 2 (SEMI SKILLED)		0.00%	31	100.00%	31
ROADWORKER 3 (SKILLED)		0.00%	31	100.00%	31
LOCAL ENVIRONMENT TEAM OPERATIVE	1	3.57%	27	96.43%	28
PIER OPERATIVE		0.00%	23	100.00%	23
ROADSWEEPER	1	5.88%	16	94.12%	17
GARDENER3/GRAVEDIGGER		0.00%	13	100.00%	13
SENIOR IT ENGINEER	3	18.75%	13	81.25%	16
LOCAL ENVIRONMENT TEAM CHARGEHAND		0.00%	11	100.00%	11
IT ENGINEER	2	16.67%	10	83.33%	12

The above tables highlight gender dominant roles. These roles reflect the broader occupational segregation experienced across the Local Government sector. There is strong gender based segregation noted in traditional 'female' roles of Teaching, Caring and Catering and for 'male' roles in former manual worker categories such as Roadworker, Drivers and Refuse Collection.

9.2 Disability: The average hourly rate for a Council non-disabled employee is £13.99 and the average hourly rate for disabled employees is £12.25 resulting in a disability pay gap in favour of non-disabled employees of 12.4% on the basis of the percentage difference between average total hourly rate pay (excluding overtime) between non-disabled and disabled employees.

In analysing the proposals in relation to Disability relatively few employees have a declared disability. From the data we can analyse however, the reported pay gap issues relates to the placement of a number of the disabled employee lower on the pay band relative to non-disabled colleagues. The pay gaps will mostly be removed with application of pay progression. The comments relating to the gender pay implications of potential future challenges for pay progression also apply here and care must be taken in any future revisions to reward strategies.

9.3 Ethnicity: The average hourly rate for a Council ethnic minority employee is £13.06 and the average hourly rate for ethnic majority (white) employees is £13.76 resulting in a ethnicity pay gap in favour of white employees of 5.09% on the basis of the percentage difference between average total hourly rate pay (excluding overtime) between White and ethnic minority employees.

The majority of Argyll & Bute Council employees are declared within the 'White' or 'White-Scottish' ethnic groups. The reported pay gaps in two grades will be resolved

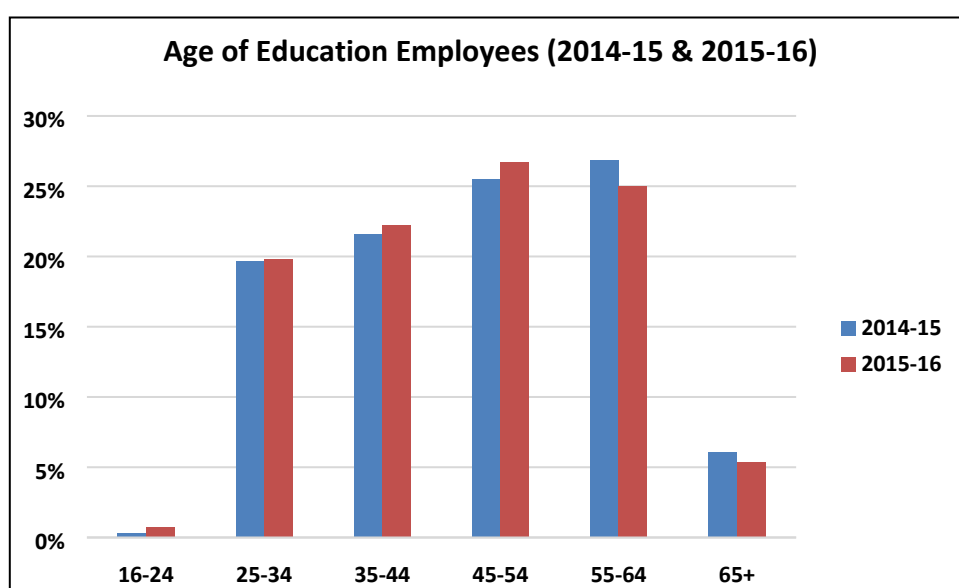
with the application of incremental progression within the grade structure.

5.9 Education: Equalities Monitoring Data on Teaching Staff

Specific equalities information on teaching staff is presented below:-

Age

Age	2014/15	2015/16
16-24	0.33%	0.78%
25-34	19.65%	19.84%
35-44	21.57%	22.27%
45-54	25.48%	26.69%
55-64	26.89%	25.04%
65+	6.08%	5.37%



The age profile of teaching staff is significantly different from that of the Council overall, with a greater proportion in the 25-34 and 35-44 age bands; also a greater number in the 55 – 64 age band which reflects national concerns about the number of teachers who can choose to retire soon.

Sex

Gender	2014/15	2015/16
Male	25.56%	23.92%
Female	74.44%	76.08%

The increase in female teachers is slightly higher than the increase in female workers in the Council generally. This is typical of the pattern nationally, where it is recognised that it would be desirable to have more male teachers, especially in primary schools.

Ethnicity

RACE	2014/15	2015/16
Asian - Indian (Inc Scottish/British)	0.08%	0.00%
ASIAN, ASIAN SCOTTISH, ASIAN	0.08%	0.00%
Black Minority Ethnic	0.00%	1.13%
Mixed or Multiple - Any mixed or	0.08%	0.00%
Other white ethnic group	1.08%	0.00%
Black Minority Ethnic Total	1.33%	1.13%
WHITE	50.71%	47.23%
White - Any other	0.08%	0.26%
White - Eastern European (eg Polish)	0.08%	0.09%
White - English/Welsh/Scottish/N	0.50%	0.61%
White - Irish	0.33%	0.43%
White - Other British	5.16%	4.51%
White - Scottish	27.81%	26.26%
White Total	84.68%	79.38%
Prefer not to answer	0.17%	0.17%
Unknown	13.82%	19.32%

There are very few teachers from non-white backgrounds and the figures accord with local workforce statistics. The requirement to hold a Scottish Teaching qualification may be a factor in limiting applicants from non-white ethnicities, although it would also affect those from England wanting to teach in Scotland, and work is underway nationally to ease these restrictions to increase numbers and diversity in the Scottish teaching workforce.

Disability

Disabilities	2014/15	2015/16
Yes	0.75%	0.52%
No	60.53%	57.63%
Unknown	38.72%	41.85%

A very small number of teachers identified as disabled, less than the 1.75% of the local workforce. There is a significant under representation of disabled people in teaching, with the current Scottish government estimating that 19% of people of working age in Scotland are disabled.

Marital Status

Marital Status	2013/14	2015/16	2011 Census
Divorced/Separated	1.46%	1.97%	11.67%
Living with partner	2.65%	2.55%	
Married/Civil Partnership	58.68%	59.46%	50.10%
Prefer not to answer	1.06%	0.91%	
Single	36.15%	35.11%	38.24%

The marital status statistics are broadly in line with the Council workforce overall.

Religion and Belief

Religion and Belief	2013/14	2015/16	2015/16 adjusted*	2011 Census
Buddhist	0.00%	0.10%	0.43%	0.24%
Church of Scotland	9.79%	9.23%	40.15%	40.04%
Hindu	0.00%	0.05%	0.22%	0.06%
Humanist	0.90%	1.03%	4.48%	
Jewish	0.00%	0.00%	0.00%	0.05%
Muslim	0.00%	0.00%	0.00%	0.21%
None	4.64%	6.03%	26.23%	32.04%
Other Christian	3.01%	2.34%	10.18%	7.69%
Other Religion or Belief	0.00%	0.61%	2.65%	0.36%
Pagan	0.00%	0.00%	0.00%	
Prefer not to answer	0.86%	0.93%	4.05%	8.00%
Roman Catholic	2.15%	2.67%	11.61%	11.30%
Sikh	0.00%	0.00%	0.00%	0.01%
Unknown	79.12%	77.01%		

* = Unknowns removed

The religion and belief categories are broadly in line with the 2011 Census results, though a high proportion have not declared.

Sexual Orientation

Sexual Orientation	2013/14	2015/16
Bisexual	0.75%	0.77%
Gay	0.40%	0.50%
Heterosexual/Straight	96.21%	96.13%
Lesbian	0.40%	0.47%
Prefer Not to Answer	2.29%	2.13%

Marginal increases in teaching staff declaring LGB.

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.

6 Equal Pay Statement

Argyll and Bute Council is committed to 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.

Argyll and Bute Council is committed to ensuring that that all staff, irrespective of gender 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 the Council will comply with nationally agreed pay and conditions of service.

Argyll and Bute Council is committed to ensuring equal pay structures for all its employees and will:

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