

Inverclyde Council

Equality in Employment

Monitoring and Employee Profiles



1st April 2012 to 31st March 2013

This document can be made available in other languages, large print, and audio format upon request.

Arabic

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

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。

Gaelic

Tha an sgrìobhainn seo cuideachd ri fhaotainn ann an cànanan eile, clò nas motha agus air teip ma tha sibh ga iarraidh.

Hindi

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

Mandarin

本文件也可应要求，制作成其它语文或特大字体版本，也可制作成录音带。

Polish


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

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۔

 OD, HR and Communications, Municipal Buildings, Clyde Square, Greenock, PA15 1LY



01475 717171



human.resources@inverclyde.gov.uk

Contents

1.0	Introduction.....	4
2.0	The statutory context	4
3.0	External Environment	5
4.0	Reporting.....	6
5.0	Data Protection.....	6
6.0	Employee Profile - Analysis of 2012/13 Figures	6
7.0	Recruitment monitoring - Job Applications	12
8.0	Leavers	21
9.0	Maternity / Flexible Working Requests	25
10.0	Training Applications	27

1.0 Introduction

Inverclyde Council identified being an employer of choice as a priority to help us deliver quality services needed by the residents of Inverclyde.

The four key drivers identified in delivering this are as follows;-

- High achieving leadership and management
- Building workforce capacity
- Competitive recruitment and retention
- Positive employment experience

Fundamental to achieving this goal is equality of employment opportunities as the Council strives to ensure that equal opportunities underpin all aspects of employment and employment policies. The Council's Equal Opportunities Policy and Equality Outcomes demonstrate commitment from Inverclyde Council to be responsive and inclusive to all equality groups.

2.0 The statutory context

The Equality Act 2010 was introduced in April 2010 and consolidated previous individual pieces of equalities legislation together into one single act to modernise the law and the protections afforded to individuals under the law. The Equality Act should make it easier for individuals to be aware of their rights under the law, and for services and organisations to meet their legal responsibilities also.

The purpose of the Act is to ensure that everyone, whether at work or in using a service has the right to be treated fairly. It protects people from discrimination on the basis of certain characteristics. These are known as protected characteristics and they vary slightly according to whether a person is at work or using a service.

The protected characteristics are:

- Age
- Disability
- Gender reassignment
- Pregnancy and maternity
- Race
- Religion and Belief
- Sexual Orientation
- Sex
- Marriage and civil partnership (the law provides protection in the area of employment and vocational training only)

As a local authority, Inverclyde Council is required to implement the Public Sector Equality Duty in addition to the provisions of employment, education and training. This is comprised of two elements, the general duty and the specific duty.

The **general duty** was developed for public bodies due to the significant impact that the delivery of public services has on people's lives. The general duty is intended to ensure that, if followed, services are designed to meet the diverse needs of the community and are inclusive. The Council is required, when in the exercise of its functions, to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- 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 intention of the equality outcomes we have developed is to tackle any disadvantages which may exist in our communities.

3.0 External Environment

The environment in which the Council recruit, select and retain staff has changed significantly with the introduction of the National Recruitment Portal. One example is councils across Scotland working together and with partners on the development and implementation of a new Equalities in Employment Monitoring form which is now used on the 'myjobscotland' website. The Council now collects additional information relating to caring responsibilities and types of impairment to ensure that our recruitment and employment policies and practices are fit for purpose.

Externally, the recession has continued to see increasing unemployment and a change in the type of jobs that people are applying for. This job uncertainty may also impact on the number of leavers decreasing. We can see the impact of unemployment on the Council with an increase in the average number of people applying for each available post.

4.0 Reporting

This report will be available to the public and to all employees, via the Council website and intranet.

5.0 Data Protection

In producing this monitoring data, the Council has to meet the requirements of the Data Protection Act, in particular to protect the privacy of individuals. Therefore we use a percentage as appropriate.

6.0 Employee Profile - Analysis of 2012/13 Figures

In 2012 the Council began a verification exercise to capture relevant monitoring information across all protected characteristics. IT systems are currently being further developed to be able to report against all characteristics.

The information below represents the whole Council workforce. Education Teaching staff are reported separately.

Inverclyde Council has 4051 employees with an additional 250 employees being multi-post holders, a total of 4301 people.

6.1 Gender

The gender profile is 74.62% female and 25.38% male employees for the Council overall.

Whole Council (%)		
Female	Male	Total
74.62	25.38	100

The gender profile for Education is 78.16% female and 21.84% male employees.

Education Teaching Staff (%)		
Female	Male	Total
78.16	21.84	100

Appendix 4b

The number and percentage of the highest paid 2% and 5% of earners among council employees that are women (please note this excludes teachers).

Total number of employees in top 2% = 69 employees

Total number of women employees in top 2% = 29 employees.

Percentage of women employees in top 2% = 42%.

Total number of employees in top 5% = 166 employees

Total number of women employees in top 5% = 79 employees.

Percentage of women employees in top 5% = 47.6%.

The percentages of women and men in the top 2 and 5 percent of earners do not correspond to the proportions of women and men across the Council. Further work is required to investigate where the high earning posts are to identify any barriers to these posts for women. Additionally further work will be undertaken to help women progress in their careers to reach more senior positions, such as the existing Leadership Development Programme.

6.2 Disability

Whole Council by Directorate (%)					
Directorate	Disabled	Not Disabled	Prefer not to answer	Null / Blank	Total
Education, Communities & Organisational Development	1	43.16	13.88	41.96	100
Community Health & Care Partnership	2.55	75.13	17.39	4.93	100
Environment, Regeneration & Resources	0.66	66.98	26.23	6.13	100

Education Teaching Staff				
Disabled	Not Disabled	Prefer not to answer	Null / Blank	Total
0.35	15	0.11	84.54	100

A combined 'prefer not to answer' and 'left blank' may indicate that the real figure for disabled employees could be higher as people may be reluctant to answer this question. Further work may be required to ensure that employees feel confident in declaring that they have a disability.

6.3 Race

Inverclyde Council's employee profile is predominantly White Scottish at 51.93%.

Whole Council (%)	
A. White	
Scottish	51.93
English	0.93
Welsh	0.05
Northern Irish	0.05
British	0.02
Irish	9.4
Gypsy/Traveller	0
Eastern European (e.g. Polish)	0
Other white ethnic group	2.79
B. Mixed or Multiple Ethnic Groups	
Any mixed or multiple ethnic groups	0.05
C. Asian, Asian Scottish or Asian British	
Pakistani, Pakistani Scottish or Pakistani British	0
Indian, Indian Scottish or Indian British	0.98
Bangladeshi, Bangladeshi Scottish or Bangladeshi British	0
Chinese, Chinese Scottish or Chinese British	0.02
Other	0.02
D. African	
African, African Scottish or African British	0.05
E. Caribbean or Black	
Caribbean, Caribbean Scottish or Caribbean British	
Black, Black Scottish or Black British	0.02
Other	0.07
F. Other Ethnic Group	
Arab	0
Other	0
G. Prefer not to answer / Other Ethnic Group	
Prefer not to answer	10.78
Other ethnic group, Please specify	0

Appendix 4b

Null / Blank	22.84
Total	100

Education Teaching Staff

Education Teaching Staff (%)	
A. White	
Scottish	13.35
English	0.92
Welsh	
Northern Irish	0.12
British	0.12
Irish	0.12
Gypsy/Traveller	
Eastern European (e.g. Polish)	
Other white ethnic group	0.35
B. Mixed or Multiple Ethnic Groups	
Any mixed or multiple ethnic groups	0.12
C. Asian, Asian Scottish or Asian British	
Pakistani, Pakistani Scottish or Pakistani British	
Indian, Indian Scottish or Indian British	0.12
Bangladeshi, Bangladeshi Scottish or Bangladeshi British	
Chinese, Chinese Scottish or Chinese British	
Other	
D. African	
African, African Scottish or African British	
E. Caribbean or Black	
Caribbean, Caribbean Scottish or Caribbean British	
Black, Black Scottish or Black British	
Other	
F. Other Ethnic Group	
Arab	
Other	0.12
G. Prefer not to answer / Other Ethnic Group	
Prefer not to answer	
Other ethnic group, Please specify	
Null / Blank	84.66

Appendix 4b

Total	100
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Further work may be required to ensure that employees feel confident in declaring their race/ethnicity. An Equality Outcome has been developed to address the gaps in information held by the Council.

The ethnicity of Council employees largely corresponds to the ethnic breakdown from the 2001 census (using anecdotal evidence we can safely assume that the large majority of the null returns are white Scottish employees).

6.4 Age

The largest percentage of employees are aged between 50 and 59. The number of employees aged under 21 is only 0.5%. With 0.77% of employees working beyond 65yrs of age.

Whole Council	
Age Group Report	Percentage (%)
Under 21yrs	0.5
21-29yrs	7.28
30-39yrs	17.1
40-49yrs	30.23
50-59yrs	36
60-65yrs	8.12
Over 65yrs	0.77
Total	100
Education Teaching Staff	
Age Group Report	Percentage (%)
Under 21yrs	0
21-29yrs	13.95
30-39yrs	23.42
40-49yrs	23.77
50-59yrs	34.36
60-65yrs	4.5
Over 65yrs	0
Total	100

The Council's equality outcome focussing on succession planning, and the work delivered through the Workforce Development Plan will take the age breakdowns into account, particularly in planning for when the largest section of the workforce may be retiring in 10 to 15 years time. Additionally, through this work the Council will

Appendix 4b

identify any additional support that older workers who wish to continue in employment may require.

6.5 Marital Status

Whole Council (%)							
Divorced	Living With Partner	Married/ Civil Partnership	Single	Widowed	Prefer not to Answer	Null / Blank	Total
2.41	2.61	39.2	15.6	0.51	19.75	19.92	100

Education Teaching Staff (%)							
Divorced	Living With Partner	Married/ Civil Partnership	Single	Widowed	Prefer not to Answer	Null / Blank	Total
0.69	2.32	10.91	8.01	0.23	6.8	71.31	100.3

6.6 Caring Responsibility

Whole Council (%)					
Yes - children under 18	Yes - other	No	Prefer not to Answer	Null / Blank	Total
19.05	1.45	25.59	30.61	23.3	100

Education Teaching Staff (%)					
Yes - children under 18	Yes - other	No	Prefer not to Answer	Null / Blank	Total
3.83	0.46	10.68	0.25	84.78	100

7.0 Recruitment monitoring - Job Applications

7.1 Job Applicants by gender

Inverclyde Council use the myjobscotland platform as part of the national partnership on the national recruitment portal. The Equal Opportunity questions were designed in partnership with the EHRC and other organisations based on the Scottish Governments 2011 census questions.

During the past year we had 288 adverts on the national recruitment portal with 9379 applications.

Job Applicants Gender	
Whole Council	Percentage (%)
Female	64.99
Male	33.66
Transgender	0.23
Prefer not to Answer	0.2
Null / Blank	0.92
Total	100

Within Education Teaching Staff we had 104 adverts on the national recruitment portal with 1628 applications.

Job Applicants Gender	
Education Teaching Staff	Percentage (%)
Female	82.43
Male	16.95
Transgender	0.12
Prefer not to Answer	0
Null / Blank	0.5
Total	100

Gender breakdown for actual appointments for the whole Council:

518 Appointed Candidates by Gender	
Whole Council	Percentage (%)
Female	65.63
Male	32.43
Transgender	0.38

Appendix 4b

Prefer not to Answer	1.56
Total	100

Gender breakdown for actual appointments for Education Teaching Staff:

207 Appointed Candidates by Gender	
Education Teaching Staff	Percentage (%)
Female	78.74
Male	19.8
Transgender	0
Prefer not to Answer	1.46
Total	100

There are no significant differences between numbers of applicants by gender and number appointed across the Council as a whole. In Education there is an imbalance, which ties into wider gender segregation issues, which the Council has a role to play in addressing via education in schools, challenging stereotypical gender roles.

7.2 Disabled Employee Profile

Of the 9379 applications for the whole Council:

Job Applicants by disability	
Whole Council	Percentage (%)
Yes	6.19
No	90.62
Prefer not to Answer	0.54
Null / Blank	2.65
Total	100

Of the 1628 applications for Education Teaching Staff:

Job Applicants by disability	
Education Teaching Staff	Percentage (%)
Yes	2.4
No	94.84
Prefer not to Answer	0.3
Null / Blank	2.46
Total	100

Appendix 4b

Disability breakdown for actual appointments for the whole Council:

Appointed with a disability	
Whole Council	Percentage (%)
Yes	3.47
No	92.85
Prefer not to Answer	0.2
Null / Blank	3.48
Total	100

Disability breakdown for actual appointments for Education Teaching Staff:

Appointed with a disability	
Education Teaching Staff	Percentage (%)
Yes	2.9
No	93.23
Prefer not to Answer	0.48
Null / Blank	3.39
Total	100

7.3 Ethnicity

Of the 9379 applications for the whole Council:

Whole Council	Percentage (%)
A. White	
Scottish	88.36
English	0.14
Welsh	
Northern Irish	
British	5.48
Irish	0.75
Gypsy/Traveller	
Eastern European (e.g. Polish)	0.22
Other white ethnic group	1.14
B. Mixed or Multiple Ethnic Groups	
Any mixed or multiple ethnic groups	0.4
C. Asian, Asian Scottish or Asian British	
Pakistani, Pakistani Scottish or Pakistani British	0.28
Indian, Indian Scottish or Indian British	0.51
Bangladeshi, Bangladeshi Scottish or Bangladeshi British	0.03

Appendix 4b

Chinese, Chinese Scottish or Chinese British	0.11
Other	
D. African	
African, African Scottish or African British	0.58
E. Caribbean or Black	
Caribbean, Caribbean Scottish or Caribbean British	0.16
Black, Black Scottish or Black British	0.05
Other	
F. Other Ethnic Group	
Arab	
Other	0.05
G. Prefer not to answer / Other Ethnic Group	
Prefer not to answer	0.43
Other ethnic group, Please specify	
Null / Blank	1.31
Total	100

Of the 1628 applications for Education Teaching Staff:

Education Teaching Staff	Percentage (%)
A. White	
Scottish	80.58
English	0.49
Welsh	
Northern Irish	
British	5.22
Irish	0.79
Gypsy/Traveller	
Eastern European (e.g. Polish)	0.12
Other white ethnic group	1.35
B. Mixed or Multiple Ethnic Groups	
Any mixed or multiple ethnic groups	0.49
C. Asian, Asian Scottish or Asian British	
Pakistani, Pakistani Scottish or Pakistani British	0.18
Indian, Indian Scottish or Indian British	1.28
Bangladeshi, Bangladeshi Scottish or Bangladeshi British	

Appendix 4b

Chinese, Chinese Scottish or Chinese British	0.18
Other	0.06
D. African	
African, African Scottish or African British	0.06
E. Caribbean or Black	
Caribbean, Caribbean Scottish or Caribbean British	0.12
Black, Black Scottish or Black British	
Other	
F. Other Ethnic Group	
Arab	
Other	0.06
G. Prefer not to answer / Other Ethnic Group	
Prefer not to answer	0.24
Other ethnic group, Please specify	
Null / Blank	8.78
Total	100

Appendix 4b

Ethnicity breakdown for 518 actual appointments for the whole Council:

Whole Council	Percentage (%)
A. White	
Scottish	88.22
English	
Welsh	
Northern Irish	
British	5.21
Irish	0.77
Gypsy/Traveller	
Eastern European (e.g. Polish)	0.19
Other white ethnic group	1.54
B. Mixed or Multiple Ethnic Groups	
Any mixed or multiple ethnic groups	0.58
C. Asian, Asian Scottish or Asian British	
Pakistani, Pakistani Scottish or Pakistani British	0.38
Indian, Indian Scottish or Indian British	0.38
Bangladeshi, Bangladeshi Scottish or Bangladeshi British	
Chinese, Chinese Scottish or Chinese British	
Other	
D. African	
African, African Scottish or African British	0.38
E. Caribbean or Black	
Caribbean, Caribbean Scottish or Caribbean British	0.19
Black, Black Scottish or Black British	
Other	
F. Other Ethnic Group	
Arab	
Other	
G. Prefer not to answer / Other Ethnic Group	
Prefer not to answer	0.38
Other ethnic group, Please specify	
Null / Blank	1.78
Total	100

Appendix 4b

Ethnicity breakdown for 207 actual appointments for Education Teaching Staff:

Education Teaching Staff	Percentage (%)
A. White	
Scottish	85.5
English	
Welsh	
Northern Irish	
British	6.33
Irish	0.48
Gypsy/Traveller	
Eastern European (e.g. Polish)	
Other white ethnic group	2.89
B. Mixed or Multiple Ethnic Groups	
Any mixed or multiple ethnic groups	0.96
C. Asian, Asian Scottish or Asian British	
Pakistani, Pakistani Scottish or Pakistani British	0.96
Indian, Indian Scottish or Indian British	0.96
Bangladeshi, Bangladeshi Scottish or Bangladeshi British	
Chinese, Chinese Scottish or Chinese British	
Other	
D. African	
African, African Scottish or African British	0.48
E. Caribbean or Black	
Caribbean, Caribbean Scottish or Caribbean British	
Black, Black Scottish or Black British	
Other	
F. Other Ethnic Group	
Arab	
Other	
G. Prefer not to answer / Other Ethnic Group	0.96
Prefer not to answer	
Other ethnic group, Please specify	
Null / Blank	0.48

Appendix 4b

Total	100
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7.4 Age

Age breakdown of the 9379 applications for the whole Council:

Whole Council - Applicants Age	
Age Group Report	Percentage (%)
Under 21yrs	5.89
21-29yrs	31.79
30-39yrs	22.5
40-49yrs	22.09
50-59yrs	13.83
60-65yrs	1.85
Over 65yrs	0.09
Null / Blank	1.96
Total	100

Age breakdown of the 1628 applications for Education Teaching Staff:

Education Teaching Staff - Applicants Age	
Age Group Report	Percentage (%)
Under 21yrs	0
21-29yrs	47.48
30-39yrs	28.8
40-49yrs	16.27
50-59yrs	5.87
60-65yrs	0.3
Over 65yrs	0
Null / Blank	1.28
Total	100

7.5 Marital Status

Of the 9379 applications for the whole Council:

Whole Council (%)							
Divorced	Living With Partner	Married/ Civil Partnership	Single	Widowed	Prefer not to Answer	Null / Blank	Total

Appendix 4b

7.42	10.33	28.59	49.98	0.48	1.2	2	100
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Of the 1628 applications for Education Teaching Staff:

Education Teaching Staff (%)							
Divorced	Living With Partner	Married/ Civil Partnership	Single	Widowed	Prefer not to Answer	Null / Blank	Total
5.34	5.85	28.5	54.91	0.12	2.72	2.56	100

7.6 Caring Responsibility

Of the 9379 applications for the whole Council:

Whole Council (%)					
Yes - children under 18	Yes - other	No	Prefer not to Answer	Null / Blank	Total
30.69	2.5	62.33	0.67	3.81	100

Of the 1628 applications for Education Teaching Staff:

Education Teaching Staff (%)					
Yes - children under 18	Yes - other	No	Prefer not to Answer	Null / Blank	Total
27.14	0.12	65.23	0.73	6.78	100

Further work is required to develop how we access information on age, marital status and caring responsibilities and appointments. Changes are being made to various pieces of software and forms to facilitate this.

8.0 Leavers

During the past 12 months Inverclyde Council had 332 leavers.

8.1 Gender

332 employees leaving	
Whole Council	Percentage (%)
Female	70.18
Male	29.82
Transgender	0
Total	100

Education Teaching Staff had 59 employees leaving:

59 employees leaving	
Education Teaching Staff	Percentage (%)
Female	71.18
Male	28.82
Transgender	0
Total	100

The gender breakdown of leavers is similar to the gender breakdown of all employees and does not highlight any cause for concern.

8.2 Disabled Employee Profile

For the 332 leavers for the whole Council:

Whole Council	Percentage (%)
Yes	2.7
No	61.75
Prefer not to Answer	18.38
Null / Blank	17.17
Total	100

For the 59 leavers for Education Teaching Staff:

Education Teaching Staff	Percentage (%)
Yes	3.4
No	28.81
Null / Blank	67.79

Appendix 4b

Total	100
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There is too little information to make a judgement on disabled leavers, but further work requires to be undertaken to fill in the gaps in information as set out in the Council's Equality Outcomes.

8.3 Ethnicity

For the 332 leavers for the whole Council:

Whole Council	Percentage (%)
Scottish	56.33
English	0.9
Welsh	0.6
Northern Irish	
British	
Irish	8.74
Other white ethnic group	3.02
Asian - Indian	
Any mixed or multiple ethnic groups	
Pakistani, Pakistani Scottish or Pakistani British	
Caribbean, Caribbean Scottish or Caribbean British	
Prefer not to answer	11.14
Null / Blank	19.27
Total	100

For the 59 leavers for Education Teaching Staff:

Education Teaching Staff	Percentage (%)
Scottish	74.57
English	23.73
British	
Other white ethnic group	1.7
Prefer not to answer	
Null / Blank	
Total	100

The ethnic breakdown of leavers is similar to that of all staff so once again there are no major concerns.

8.4 Age

For the 332 leavers for the whole Council:

Age Group Report	Percentage (%)
Under 21yrs	2.41
21-29yrs	11.45
30-39yrs	15.66
40-49yrs	19.27
50-59yrs	21.38
60-65yrs	26.51
Over 65yrs	3.32
Total	100

For the 59 leavers for Education Teaching Staff:

Age Group Report	Percentage (%)
Under 21yrs	0
21-29yrs	20.33
30-39yrs	11.85
40-49yrs	13.59
50-59yrs	20.33
60-65yrs	33.9
Over 65yrs	0
Total	100

8.5 Marital Status

For the 332 leavers for the whole Council:

Whole Council (%)							
	Living With Partner	Married/ Civil Partnership	Single	Widowed	Prefer not to Answer	Null / Blank	Total
	2.71	6.33	38.26	18.68	0.9	16.86	16.26
							100

Appendix 4b

For the 59 leavers for Education Teaching Staff:

Education Teaching Staff (%)							
Divorced	Living With Partner	Married/ Civil Partnership	Single	Widowed	Prefer not to Answer	Null / Blank	Total
3.39	8.47	6.79	15.26	0	1.69	64.4	100

8.6 Caring Responsibility

For the 332 leavers for the whole Council:

Whole Council (%)					
Yes - children under 18	Yes - other	No	Prefer not to Answer	Null / Blank	Total
13.85	2.1	37.05	27.71	19.29	100

For the 59 leavers for Education Teaching Staff:

Education Teaching Staff (%)					
Yes - children under 18	Yes - other	No	Prefer not to Answer	Null / Blank	Total
8.47	0	18.65	0	72.88	100

9.0 Maternity / Flexible Working Requests

In the past year we have had 138 female employees go on Maternity Leave (71 of these from Education).

41 employees then requested flexible working, 39 applications were approved. The applications which were not approved did not meet the current criteria set out in the Councils flexible working policy.

9.1 Gender

For the 41 flexible working applications for the whole Council:

Flexible Working Requests Gender	
Whole Council	Percentage (%)
Female	90.24
Male	9.76
Transgender	0
Total	100

For the 11 flexible working for Education Teaching Staff:

Flexible Working Requests Gender	
Education Teaching Staff	Percentage (%)
Female	100
Male	0
Transgender	0
Total	100

9.2 Disabled Employee Profile

For the 41 flexible working applications for the whole Council:

Flexible Working Requests	
Job Applicants by disability	
Whole Council	Percentage (%)
Yes	0
No	53.65
Prefer not to Answer	14.64
Null / Blank	31.71
Total	100

Appendix 4b

For the 11 flexible working for Education Teaching Staff:

Flexible Working Requests	
Job Applicants by disability	
Education Teaching Staff	Percentage (%)
Yes	0
No	9.1
Prefer not to Answer	45.45
Null / Blank	45.45
Total	100

9.3 Ethnicity

For the 41 flexible working applications for the whole Council:

Flexible Working Requests	
Whole Council	Percentage (%)
Scottish	41.46
Irish	14.63
Prefer not to answer	12.2
Null / Blank	31.71
Total	100

For the 11 flexible working for Education Teaching Staff:

Flexible Working Requests	
Education Teaching Staff	Percentage (%)
Scottish	9.1
Prefer not to answer	45.45
Null / Blank	45.45
Total	100

9.4 Marital Status

For the 41 flexible working applications for the whole Council:

Whole Council (%)							
Divorced	Living With Partner	Married/ Civil Partnership	Single	Widowed	Prefer not to Answer	Null / Blank	Total
0	7.32	58.55	7.32	0	9.76	17.05	100

Appendix 4b

For the 11 flexible working for Education Teaching Staff:

Education Teaching Staff (%)							
Divorced	Living With Partner	Married/ Civil Partnership	Single	Widowed	Prefer not to Answer	Null / Blank	Total
0	0	45.45				54.55	100

9.5 Caring Responsibility

For the 41 flexible working applications for the whole Council:

Whole Council (%)					
Yes - children under 18	Yes - other	No	Prefer not to Answer	Null / Blank	Total
82.93	4.87		4.87	7.33	100

For the 11 flexible working for Education Teaching Staff:

Education Teaching Staff (%)					
Yes - children under 18	Yes - other	No	Prefer not to Answer	Null / Blank	Total
63.64	9.09			27.27	100

10.0 Training Applications

Through our Performance Appraisal process, all employees are given access to learning and development opportunities. Applications for internal training are monitored, though attendance at external training, conferences or seminars is not captured.

All CHCP (Social Work) home care staff etc. get SQA linked training and H&S training. To accommodate meeting the needs of our part time female workers if we are planning a training course then we always set dates at the beginning and at the end of weeks to enable part timers to attend at one of the dates.

With the increase in employees accessing e-learning that situation is slowly being improved as employees are given time in the workplace to learn at a time more convenient for the learner.

Appendix 4b

To ensure gender equality we have an equal split of female and male managers undertaking each of the leadership programme cohorts.

Inverclyde Council deliver face to face training and moved to an electronic system for personalised e-learning. The two methods will run side by side as some courses are better suited for one method of training.

All applications for tutor-led training were accepted in the past 12 months. Therefore the figures presented for attendance match those for applications.

There were 890 course booker requests covering training requests for 34 courses.

There is another database for teacher training opportunities offered by Education Services. This facility requires further development to enable a breakdown of teacher training uptake by gender, disability and ethnicity.

10.1 Gender

For the 890 training requests for the whole Council:

Course booker requests Gender	
Whole Council	Percentage (%)
Female	58.23
Male	41.57
Transgender	0
Null / Blank	0.2
Total	100

For the 49 training requests for Education Teaching Staff:

Course booker requests Gender	
Education Teaching Staff	Percentage (%)
Female	87.55
Male	12.45
Transgender	0
Total	100

The Council is aware that there is an issue where employees in certain types of posts find it difficult to access training courses. The Council is developing e-learning and alternative options for training to facilitate better access to training. Work will also be undertaken to highlight to all employees that training is on offer for everyone.

10.2 Disabled Employee Profile

For the 890 training requests for the whole Council:

Appendix 4b

Job Applicants by disability	
Whole Council	Percentage (%)
Yes	1.01
No	98.99
Total	100

For the 49 training requests for Education Teaching Staff:

Job Applicants by disability	
Education Teaching Staff	Percentage (%)
Yes	6.12
No	93.88
Total	100

10.3 Ethnicity

For the 890 training requests for the whole Council:

Whole Council	Percentage (%)
Scottish	81.5
English	0.56
Welsh	0.33
British	15.61
Irish	0.22
Other white ethnic group	0.33
Indian, Indian Scottish or Indian British	0.33
Prefer not to answer	1.12
Total	100

For the 49 training requests for Education Teaching Staff:

Education Teaching Staff	Percentage (%)
Scottish	85.7
British	12.25
Irish	2.05
Total	100

10.4 E-Learning Platform training requests

455 employees undertook e-learning courses for the whole Council

Whole Council	Percentage (%)
Female	65.27

Appendix 4b

Male	34.73
Transgender	0
Total	100

Appendix 4b

38 employees undertook e-learning courses for Education Teaching Staff:

Education Teaching Staff	Percentage (%)
Female	86.84
Male	13.16
Transgender	0
Total	100

10.5 Disabled Employee Profile

455 employees undertook e-learning courses for the whole Council

Whole Council	Percentage (%)
Yes	1.76
No	82.42
Prefer not to Answer	10.99
Null / Blank	4.83
Total	100

38 employees undertook e-learning courses for Education Teaching Staff:

Education Teaching Staff	Percentage (%)
Yes	
No	57.9
Prefer not to Answer	21.05
Null / Blank	21.05
Total	100

10.6 Ethnicity

455 employees undertook e-learning courses for the whole Council

Whole Council	Percentage (%)
Scottish	62.85
English	1.31
Northern Irish	0.21
Irish	18.02
Other white ethnic group	1.32

Appendix 4b

Whole Council	Percentage (%)
Prefer not to answer	10.32
Null / Blank	5.97
Total	100

38 employees undertook e-learning courses for Education Teaching Staff:

Education Teaching Staff	Percentage (%)
Scottish	42
Irish	15.82
Other white ethnic group	2.65
Prefer not to answer	18.46
Null / Blank	21.07
Total	100

Conclusion

The employee monitoring information highlights the importance of the work that the Council does to ensure it is an employer of choice, providing modern and fair employment opportunities and experiences. The analysis of this year's information highlights a number of areas for the Council to focus on during the year ahead.

i) We need to ensure that all employees are aware of the benefits of flexible working and make particular effort to ensure that employees working in areas which are traditionally less likely to avail themselves of employee benefits are made aware of the opportunities available to them.

ii) The age profile of the Council may represent a challenge to workforce to ensure the success of the succession planning process for identifying and developing people with the potential to fill key business leadership positions in the organisation.

iii) Engagement with employees in regard to equal opportunities is an important means of giving us more qualitative insight into the issues concerning our employees and allow us to take these on board when reviewing and developing new policies. We continue to encourage employees to feel confident about declaring their disability, sexual orientation or information about other protected characteristics. An all-employee self-declaration equalities information update was conducted in autumn 2011 and this provides updated workforce composition data to correlate to the 2011 Census data when it is published in December 2012. This data reveals increased confidence in reporting the rise in responses to questions posed in the equalities monitoring questionnaire.

iii) As part-time low-paid women are traditionally within certain groups of workers least likely to be offered training opportunities and therefore likely to be underemployed. Inverclyde Council continue to have specific training for this group

Appendix 4b

of employees via a CMI training course (Introduction to Management) for Supervisory Cleaning and Catering staff. The Council will also be monitoring take-up of our new online Brightwave training system where employees can learn online at a time and place convenient to them to assess take up of courses within these groups.