



**EAST AYRSHIRE COUNCIL**

**HUMAN RESOURCES SERVICE**

**Employee Equality Monitoring**

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## INTRODUCTION

1. The vision for East Ayrshire Council is set out in the East Ayrshire Community Plan 2015 – 2030 and is that:

*“East Ayrshire will be a place with strong, safe vibrant communities where everyone has a good quality of life and access to opportunities, choices and high quality services which are sustainable, accessible and meet people’s needs.”*

2. The East Ayrshire Community Planning Partnership Single Outcome Agreement 2013 – 15 advises that a number of key challenges have been identified, which will require to be addressed, if we are to achieve the vision for East Ayrshire, including:

- sustainable economic growth;
- employment/unemployment;
- changing demographics, in particular an ageing population;
- health and health inequalities;
- poverty and deprivation;
- financial inclusion;
- connectivity; and
- support for community groups

3. Tackling inequality and promoting equality underpin all of our work. Through a commitment to the equalities agenda, we will build the capacity of communities and employees to work in a way which promotes equality of opportunity, social justice and social inclusion.

4. The 2011 population for East Ayrshire was 122,767, an increase of 2.1% since 2001. In East Ayrshire, 16.9% of the population are aged 16-29 years and persons aged 60 and over make up 24.2%.

5. Contrary to previous trends, the latest available estimates indicate that the population of East Ayrshire is likely to remain relatively static between 2010 and 2037. By contrast, the population of Scotland is projected to increase by 8.8% between 2012 and 2037.

6. East Ayrshire’s population is ageing significantly, with the local working age population (16-64) projected to fall by 15.8% between 2012 and 2037, compared with a relatively static working age population across Scotland (-3.8%). These statistics are compounded by the fact that the over 65 population is expected to increase significantly over the same timeframe.

7. It is estimated that the number of residents aged 65 and over in East Ayrshire will increase by 59%, and will account for around 29% of the total population by 2037, compared to 18% in 2012. Over the 25 year period, the age group that is projected to increase the most in size in East Ayrshire is the 75+ age group. This is the same as Scotland as a whole. The population aged under 16 years in East Ayrshire is projected to decline by 7.0% between 2012 to 2037.

## LEGAL CONTEXT

8. The Equality Act 2010 replaced the previous equality legislation and consolidates anti-discrimination laws into a single Act. The Act identifies 9 different protected characteristics:
  - Age
  - Disability
  - Gender Reassignment
  - Marriage and Civil Partnership
  - Pregnancy and Maternity
  - Race
  - Religion or Belief
  - Sex
  - Sexual Orientation
9. A key measure within the Act is the Public Sector General Equality Duty which requires public bodies to be pro-active in tackling discrimination by:
  - Eliminating discrimination
  - Promoting equality of opportunity
  - Fostering good relations between those who share a protected characteristic and those who do not
10. The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 came into effect in May 2012 and the Council developed an Equal Pay Policy Statement in April 2013 which sets out how the Council will comply with the legal duties set out in the Act as well as the Council's approach to pursuing equality in pay across all its employment groups.
11. In addition, an Equal Pay Gap Audit was carried out by the Council in 2013 which provides gender pay gap information showing the percentage difference between men's hourly rate (excluding overtime) and women's average hourly rate (excluding overtime) for both full-time and part-time employees as well as occupational segregation by gender. This Audit is being updated to reflect the current position.
12. The results of the audit were published in April 2013 and further audits will be carried out and their results published each second year thereafter. Accordingly, the next audit will be published in April 2015.

## WHY IS MAINSTREAMING IMPORTANT

13. Mainstreaming equality 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.
14. East Ayrshire Council recognises that it is a long term process that requires a number of actions:

- Leadership and political commitment to the principles and processes involved in mainstreaming.
- Mainstreaming equality to be integrated with service plans and policy objectives.
- Guidance, advice, training and support to help services to develop mainstreaming.
- Appropriate data and information to be gathered to inform the development of relevant policy and programmes.
- Impact assessment with ongoing monitoring, evaluation, audit and review.
- Appropriate consultation with relevant external bodies and interests.

## **EQUALITIES TRAINING**

15. The Council recognises the importance of learning and development and the impact this can have on the equalities agenda. To assist in ensuring that employees are aware of equalities and diversity issues, all new employees joining the Council are provided with equality and diversity training as part of their induction programme. In addition, there is an online equalities training course, Equality Impact Assessment (EQIA) Training as well as an equalities training package specifically aimed at Elected Members.

## **EQUALITY IMPACT ASSESSMENTS**

16. The Council has had an Equality Impact Assessment (EQIA) process in since 2002. The purpose of the Equality Impact Assessment process is to assess the impact of a particular policy or function on different protected characteristics and where appropriate lessen or remove any potential adverse impact.
17. The evidence gathered from the initial screening is used to inform the ongoing development of policies and/or functions and any adverse impact or barriers which are identified will be investigated and alternatives considered.
18. Given the importance of budget consultation, East Ayrshire Council has included an approach to EQIA's for all its budget proposals at an early stage to ensure that all decisions are transparent and have considered impacts and mitigating actions.
19. At 31 December 2014, a total of 183 employees had undertaken EQIA training via the Council's training course.

## **EMPLOYEE INFORMATION**

20. The following employee information and data covers the periods 1 January 2013 to 31 December 2013 and from 1 January 2014 to 31 December 2014 inclusive.

## RECRUITMENT

21. The following table presents data relating to applications for employment with the Council.

	2014	2013
Number of occasions the Council recruited	722	485
Number of applicants stating they had a disability	0.94%	1.36%
% of successful candidates who had a disability	1.94%	1.03%
% of applicants from the Black Minority Ethnic Community	0.64%	0.49%
% of successful candidates from the Black Minority Ethnic Community	0.28%	0.62%
% of applicants who identified themselves with non-Christian religion or belief	60.58%	59.38%
% of successful candidates who identified themselves with non-Christian religion or belief	57.48%	57.64%

## SUMMARY COMMENTS ON RECRUITMENT

22. There was a 48.86% increase in the number of occasions when the Council recruited in 2014 compared to 2013. Whilst the number of applicants who stated that they had a disability reduced in 2014, the number of successful candidates who had a disability increased to 1.94% in 2014 compared to 1.03% in 2013. The number of applications received and the percentage of successful candidates from the Black Minority Ethnic Community reduced to 0.28% in 2014 compared to 0.62% in 2013.

## SEXUAL ORIENTATION

23. An Equal Opportunities Monitoring Form is attached as Part A within the Council's Application for Employment Form. There is a specific section on Sexual Orientation contained within the Monitoring Form and **Appendix 1** details the sexual orientation of applicants to the Council during 2014 compared to 2013.
24. The following table provides a breakdown of the sexual orientation of the Council workforce in 2013 and 2014:

Sexual Orientation	2014 Council Workforce	2014 % Council Workforce	2013 Council Workforce	2013% Council Workforce
Bisexual	2	0.04%	2	0.04%
Gay	11	0.19%	9	0.16%
Heterosexual/Straight	3,421	60.10%	3,373	59.83%
Lesbian	12	0.21%	13	0.23%
Prefer Not to Answer	2246	39.46%	2241	39.75%
<b>TOTALS</b>	<b>5692</b>	<b>100%</b>	<b>5638</b>	<b>100%</b>

## SUMMARY COMMENTS ON SEXUAL ORIENTATION

25. The number of applications received in 2014 reduced by 1,666 to 14,079 compared with 15,745 in 2013. However, the number of successful applicants rose by 237 to 722 in 2014 compared with 485 in 2013.

26. The percentage number of applications received from applicants whose sexual orientation was 'Lesbian' has increased to 82 in 2014 from 68 in 2013, this is despite the number of all applications in 2014, of 14,079, being less than the number received in 2013, namely 15,745.
27. The percentage number of applications received from applicants whose sexual orientation was 'Other' has reduced to 0.15% in 2014 compared to 0.21% in 2013. The actual reduction in the number of applications is 12. One applicant was successful in 2013 but there were no successful applicants in 2014 whose sexual orientation was Other.
28. The percentage number of applications received from applicants whose sexual orientation was 'Gay' has increased to 0.84% in 2014 compared to 0.79% in 2013. The actual number of applications received reduced to 118 in 2014 compared to 125 in 2013. The percentage number of successful applicants has increased to 0.83% in 2014 compared to 0.41% in 2013. The actual number of successful applicants increased to 6 in 2014 compared to 2 in 2013.
29. The percentage number of applications received from applicants whose sexual orientation was 'Prefer Not to Answer' has decreased to 3.17% in 2014 compared to 4.09% in 2013. The percentage number of successful applicants has decreased in 2014 to 5.12% compared to 5.57% in 2013, although the actual number of successful applicants increased to 37 in 2014 compared to 27 in 2013.
30. The vast majority of applications received and successful applicants appointed in both 2014 and 2013 are from applicants whose sexual orientation was Heterosexual/Straight.
31. There were 5692 employees employed in 2014 compared to 5638 employees in 2013 which is an increase of 54 employees. There was no major movement in the sexual orientation percentages between 2014 and 2013.
32. The number of employees who state that they are heterosexual/straight has increased by 48 in 2014. There was a small increase in the number of gay employees and a slight reduction in the number of lesbian employees. The number of employees who preferred not to state their sexual orientation increased by 5 in 2014 compared to 2013.
33. The Council periodically undertakes an employee Data Validation Exercise to ensure that the Council's computerised human resources information system contains up to date information on individual employees. It is proposed that the next Data Validation

## GENDER

34. An Equal Opportunities Monitoring Form is attached as Part A within the Council's Application for Employment Form. There is a specific section on Gender contained within the Monitoring Form and **Appendix 2** details the gender of applicants to the Council during 2014 compared to 2013.
35. The following table provides a gender breakdown of the Council workforce for 2013 and 2014:

<b>Gender</b>	<b>2014 Council Workforce</b>	<b>2014 Council Workforce</b>	<b>2013 Council Workforce</b>	<b>2013 Council Workforce</b>
Female	4054	71.22%	4053	71.89%
Male	1638	28.78%	1585	28.11%
<b>TOTALS</b>	<b>5692</b>	<b>100%</b>	<b>5638</b>	<b>100%</b>

36. The following table provides a breakdown of full time and part time employees of the Council workforce for 2013 and 2014:

<b>Gender</b>	<b>2014 Council Workforce</b>		<b>% 2014 Council Workforce</b>		<b>2013 Council Workforce</b>		<b>% 2013 Council Workforce</b>	
	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>
Female	2082	1972	36.58%	34.65%	2079	1974	36.57%	35.01%
Male	1465	173	25.74%	3.04%	1431	154	25.38%	2.73%
<b>TOTALS</b>	<b>3547</b>	<b>2145</b>	<b>62.32%</b>	<b>37.68%</b>	<b>3510</b>	<b>2128</b>	<b>62.26%</b>	<b>37.74%</b>

### **SUMMARY COMMENTS ON GENDER**

37. The total number of applications received by the Council reduced by 1,666 in 2014 to 14,079 compared to 15,745 in 2013. In 2014, the number of female applications reduced by 1,031 and male applications reduced by 536. The number of female successful applicants increased in 2014 by 180 and the number of male successful applicants rose by 52. The number of applicants in 2014 who preferred not to state their gender decreased by 99 from 2013.
38. In 2014, the number of females employed with the Council increased by 1, with an increase of 53 in the number of males compared to 2013. The percentage number of females reduced slightly to 71.22% in 2014 compared to 71.89% in 2013. There was a corresponding small increase in the percentage number of males in 2014.
39. The percentage of female applications reduced to 50.76% in 2014 compared with 51.94% in 2013. The percentage of successful applicants who were female rose to 70.36% in 2014 compared with 67.63% in 2013. The actual number of female successful applicants increased by 180.
40. There was a corresponding reduction in the percentage of male applicants and percentage of male successful applicants although the actual number increased by 52 in 2014.
41. The percentage of applications from applicants who preferred not to state their gender reduced to 0.86% in 2014 compared with 1.39% in 2013. The percentage of successful applicants reduced to 2.22% compared with 2.27% in 2013. The actual number of successful applicants who preferred not to state their gender increased by 5 in 2014.
42. The number of full time women employed with the Council increased by 3 to 2082 women in 2014 compared with 2079 women in 2013. The percentage of full time women increased by 0.01% of the workforce in 2014 to 36.58% compared to 36.57% in 2013.
43. The number of part time women employed with the Council reduced by 2 to 1972 women in 2014 compared to 1974 women in 2013. The percentage of part time



women reduced by 0.36% of the workforce in 2014 to 34.65% compared to 35.01% in 2013.

44. The number of full time males employed with the Council increased by 34 to 1465 men in 2014 compared to 1431 men in 2013. The percentage of full time men increased by 0.36% of the workforce in 2014 to 25.74% compared to 25.3% in 2013.
45. The number of part time males employed with the Council increased by 19 to 173 men in 2014 compared to 154 in 2013. The percentage of part time men increased by 0.31% of the workforce in 2014 to 3.04% compared to 2.73% in 2013.
46. The vast majority of part time employees employed with the Council are female and the percentage share of the workforce have increased in 2014 compared to 2013.
47. The vast majority of men employed with the Council work full time in both 2014 and 2013.
48. There are more women who work full time with the Council compared to part time in both 2014 and 2013.
49. The Statutory Performance Indicators for the Top 2% and Top 5% of women earners in the Council which are reported annually show an increase from 35.1% in the top 2% in 2012/13 compared to 43.8% in 2013/14. The Top 5% saw a very slight decrease from 43.8% in 2012/13 to 43.7% in 2013/14.

#### **TRANSGENDER INDIVIDUAL**

50. There is a specific question within the Monitoring Form which asks if the applicant if they are identified as a transgender person or trans person. For the purpose of this question 'transgender' is identified as an individual who lives, or wants to live, full time in the gender opposite to that they were assigned at birth.
51. The Council received no job applications from individuals who identified themselves as being transgender in 2013 or 2014.
52. There are currently no employees within the Council's workforce who have identified as being transgender.

#### **SUMMARY COMMENTS ON TRANSGENDER**

53. There are no comments in this section of the report as the Council has not received any applications for employment and there are currently no employees who have identified themselves as being transgender in 2014 and 2013.

#### **MATERNITY AND PREGNANCY**

54. The following table provides a breakdown of the number of employees who commenced their maternity leave during 2013 and 2014:

<b>Commenced Maternity Leave</b>	<b>2014</b>	<b>2013</b>
Number of Part-Time employees	35	35
Number of Full-Time employees	92	91
<b>Totals</b>	<b>127</b>	<b>126</b>

<b>Returned to work following maternity leave</b>	<b>2014</b>	<b>2013</b>
Number of Part-Time employees	0	7
Number of Full-Time employees	25	24
<b>Totals</b>	<b>25</b>	<b>31</b>

55. During 2014, a total of 127 females commenced their maternity leave with 35 females being employed on a part-time basis and the remaining 92 females employed on a full-time basis. Of the 127 females, 25 commenced their maternity leave and returned to work in 2014. During 2013, 126 females commenced their maternity leave with 35 females being employed on a part time basis and the remaining 91 employees employed on a full time basis. 24 females commenced their maternity leave and returned to work in 2013.

### **SUMMARY COMMENTS ON MATERNITY AND PREGNANCY**

56. No females who were pregnant or on maternity leave were involved in grievance proceedings. One employee who was on maternity leave in 2014 left the Council's employment.

### **DISABILITY**

57. An Equal Opportunities Monitoring Form is attached as Part A within the Council's Application for Employment Form. There is a specific section on Disability contained within the Monitoring Form and **Appendix 3** details the disability of applicants to the Council during 2014 compared to 2013.
58. The following table provides a breakdown on disability within the Council workforce in 2014 and 2013:

<b>Disability</b>	<b>2014 Council Workforce</b>	<b>2014 Council Workforce</b>	<b>2013 Council Workforce</b>	<b>2013 Council Workforce</b>
Yes	62	1.09%	54	0.96%
No	5384	94.59%	5460	96.84%
Prefer Not to Say	246	4.32%	124	2.20%
<b>TOTALS</b>	<b>5692</b>	<b>100%</b>	<b>5638</b>	<b>100%</b>

### **SUMMARY COMMENTS ON DISABILITY**

59. The total number of applications received by the Council reduced by 1,666 in 2014 to 14,079 compared to 15,745 in 2013.
60. There are a very large number of applicants who prefer not to say if they are disabled – 84.11% in 2014 compared to 74.43% in 2013. This number is increasing as is the number of successful applicants in 2014 who prefer not to say if they are disabled.
61. The percentage of applications from applicants who stated that they had a disability reduced to 0.94% in 2014 compared to 1.36% in 2013. The actual number of applications reduced by 82 to 132 in 2014 compared with 214 in 2014. However, the number of successful applicants who stated that they had a disability increased by 8 to 14 in 2014 compared to 5 in 213.

62. The number of employees who state that they are disabled has increased by 8 in 2014 compared with 2013. This relates to 1.09% of the 2014 workforce compared to 0.96% of the 2013 workforce. The percentage number of employees who stated that they were not disabled reduced to 94.59% in 2014 compared to 96.84% in 2013 with the actual number of employees reducing to 5,384 in 2014 from 5,460 in 2013. However, the above figures may not be a true reflection as some employees will not “self-declare” their disability and some will become disabled during their working life.
63. The number of employees who prefer not to say if they are disabled has increased by 122 in 2014 compared to 2013. The percentage number has also increased to 4.32% in 2014 compared with 2.20% in 2013.
64. In 2014, 27.4% of disabled employees work part-time compared with 37.4% of non-disabled employees and this compared in 2013 to 24.5% of disabled employees who work part-time compared with 36.4% of non-disabled employees. There has been an increase in the number of disabled employees employed with the Council in 2014 compared with 2013.
65. As part of the 2011 Census, all people in the UK were asked to indicate whether or not their day-to-day activities were limited because of a health problem or disability which had lasted, or was expected to last, at least 12 months, including those related to age. In total 22% of the East Ayrshire population reported that their day-to-day activities were limited either ‘a little’ or ‘a lot’ by a long-term health problem or disability, compared to 20% across Scotland as a whole, and consistent with the 2011 census results.

## NATIONAL IDENTITY

66. There is a specific section on national identity contained within the Monitoring Form and **Appendix 4** details the national identity of applicants to the Council during 2014 and 2013.
67. The following table provides a breakdown on national identity within the Council workforce:

National Identity	2014 Council Workforce	% 2014 Council Workforce	2013 Council Workforce	% 2013 Council Workforce
Scottish	747	13.12%	527	9.35%
English	9	0.16%	4	0.07%
Welsh	1	0.02%	1	0.02%
Northern Irish	5	0.09%	4	0.07%
British	87	1.53%	37	0.66%
Other	13	0.23%	11	0.20%
Not Given	4830	84.86%	5054	89.64%
<b>TOTALS</b>	<b>5692</b>	<b>100%</b>	<b>5638</b>	<b>100%</b>

## SUMMARY COMMENTS ON NATIONAL IDENTITY

68. The total number of applications received in 2014 reduced by 1,666 to 14,079 compared to 15,745 in 2013. The percentage of applications from Scottish applicants rose to 78.09% in 2014 compared to 77.61% in 2013. The percentage of

successful applications from Scottish applicants rose to 78.53% from 77.32% in 2013.

69. The percentage of applications received from applicants who identified themselves as British rose in 2014 to 15.77% compared to 14.72% in 2013 and the percentage of successful applications increased in 2014 to 15.93% compared to 15.46% in 2013.
70. The percentage of applicants who preferred not to answer this section decreased in 2014 to 1.46% compared to 2.15% in 2013. Correspondingly, the percentage of successful applicants reduced to 2.22% in 2014 compared to 3.09% in 2013.
71. The percentage of English applications reduced to 2.15% in 2014 compared to 2.45% in 2013. Correspondingly, the percentage of successful applicants reduced to 1.25% compared to 2013.
72. The percentage of applicants from other nationalities not outlined in the list of nationalities reduced to 2.20% in 2014 compared to 2.43% in 2013. Correspondingly, the percentage of successful applicants reduced to 1.94% in 2014 compared to 2.27% in 2013.
73. The number of employees whose national identity is Scottish has increased by 220 to 747 employees in 2014 from 527 employees in 2013. The percentage of the workforce who are Scottish has also increased to 13.12% in 2014 compared to 9.35% in 2013.
74. A large number of employees have not stated their national identity but this number reduced in 2014 compared to 2013. 5054 employees or 89.64% of the workforce in 2013 have not stated their national identity which reduced to 4830 or 84.86% in 2014.
75. The number of employees whose national identity is English, Northern Irish, British and Other has increased in 2014 compared to 2013.
76. As outlined earlier in the report, it is proposed that the next Data Validation Exercise will take place during 2015 which may lead to a reduction in the number of employees who prefer not to state their national identity.

## **RACE INCLUDING ETHNICITY**

77. There is a specific section on race including ethnicity contained within the Monitoring Form and **Appendix 5** details the main race including ethnicity of applicants to the Council during 2014 and 2013.

## **SUMMARY COMMENTS ON RACE WITHIN THE COUNCIL WORKFORCE**

78. Whilst the number of employees who stated that they were White Scottish increased by 29 employees to 4980 employees in 2014 compared to 4951 employees in 2013 the percentage of the workforce decreased to 87.48% in 2014 compared to 89.64% in 2013.

79. The number of employees who prefer not to say increased by 154 employees to 355 employees in 2014 compared to 201 employees in 2013. The percentage number increased to 6.24% of the workforce in 2014 compared to 4.01% in 2013.
80. The number of Other African/Caribbean/Black; White British and White Irish employees increased in 2014 compared to 2013.
81. The number of White English, White Other, White Polish and White Welsh employees decreased in 2014 compared to 2013.
82. There was no change in the number of Chinese, Caribbean, Other Asian, Pakistani and White Northern Irish employees in 2014 compared to 2013.
83. The total number of applications received in 2014 reduced by 1,666 to 14,079 compared to 15,745 in 2013. The number of successful applicants increased by 237 to 722 in 2014 compared to 485 in 2013.
84. There was a percentage decrease in applications received in 2014 compared to 2013 from Pakistani; Polish, White-Irish, Mixed and Other/Prefer not to say race categories.
85. There was a percentage increase in applications received in 2014 compared to 2013 from Chinese; African/Caribbean/Black, Indian/Bangaldeshi; White- Others; White – Other British and White Scottish race categories.
86. There was a percentage decrease in the number of successful applicants in 2014 compared to 2013 from African/Caribbean/Black; Polish; White – Irish; White-Other British, Mixed and Other/Prefer not to say race categories.
87. There was a percentage increase in the number of successful applicants in 2014 compared to 2013 from Pakistani; White Others; and White Scottish race categories.
88. Whilst there was a small percentage increase in successful applicants in 2014 from White-Other race, the actual number of successful applicants doubled to 10 in 2014 from 5 in 2013.
89. Whilst there was a 2.12% increase in the successful applicants in 2014 from White – Scottish race, the actual number of successful applicants rose by 223 in 2014 compared to 2013.
90. Although there was a small percentage decrease in successful applicants from mixed race in 2014 from 0.14% compared to 0.21% in 2013, the actual number of successful applicants remained the same as one applicant in each year.
91. In 2014 there were no successful applicants from Chinese or Indian and Bangladeshi race categories and in 2013 there were no successful applicants from Pakistani or Chinese race categories.

92. The following table provides a breakdown on Race within the Council workforce:

<b>Race</b>	<b>2014 Council Workforce</b>	<b>% 2014 Council Workforce</b>	<b>2013 Council Workforce</b>	<b>% 2013 Council Workforce</b>
Chinese incl. Chinese Scottish and British	4	0.07%	4	0.07%
Caribbean incl. Caribbean Scottish and British	2	0.04%	2	0.04%
Mixed/Any Other Mixed	0	0.00%	0	0.00%
Other Asian/Asian Scottish/Asian British	1	0.02%	1	0.02%
Other African/Caribbean/Black	4	0.07%	2	0.04%
Other Ethnic Group	1	0.02%	1	0.02%
Pakistani/Pakistani Scottish/Pakistani British	2	0.04%	2	0.04%
White British	165	2.90%	146	2.75%
White English	73	1.28%	74	1.37%
White Irish	27	0.47%	26	0.50%
White Northern Irish	13	0.23%	13	0.23%
White Other	56	0.98%	59	1.08%
White Polish	2	0.04%	3	0.05%
White Scottish	4980	87.48%	4951	89.64%
White Welsh	8	0.14%	9	0.16%
Prefer Not to Say	355	6.24%	201	4.01%
<b>TOTALS</b>	<b>5693</b>	<b>100%</b>	<b>5494</b>	<b>100%</b>

93. The 2011 Scottish Census advised that 93.0% of the East Ayrshire population recorded their ethnicity as 'White Scottish', a decrease from 94.2% of the population in 2001. The breakdown of ethnicity within the East Ayrshire population is detailed as follows:

<b>Ethnicity</b>	<b>East Ayrshire Population</b>
% White Scottish	93.0%
% White Other British	4.5%
% White Irish	0.5%
% White Polish	0.2%
% White Other	0.6%
% Asian or Asian Scottish or Asian British	0.7%
% Other ethnic groups	0.4%

## RELIGION/BELIEF

94. There is a specific section on Religion/Belief contained within the Monitoring Form and **Appendix 6** details the main Religion/Beliefs of applicants to the Council during 2014 and 2013:

95. The number of applications received in 2014 reduced by 1,666 to 14,079 compared with 15, 745 in 2013. However, the number of successful applicants rose by 237 to 722 in 2014 compared with 485 in 2013.

96. There was a percentage decrease in applications received from applicants who stated that their religion/belief was Church of Scotland; Roman Catholic; Muslim; Other Religion; Prefer not to say and Humanist in 2014 compared to 2013.
97. There was a percentage increase in applications received from applicants who stated that their religion/belief was Other Christian; Sikh; Buddhist; Pagan and No Religion.
98. There was a percentage decrease in 2014 compared to 2013 in successful applicants from applicants who stated that their religion/belief was Church of Scotland; Muslim; Jewish and Hindu.
99. There was a percentage increase in 2014 compared to 2013 in successful applicants from applicants who stated that their religion/belief was Roman Catholic; Other Christian; Buddhist; Other Religion; Humanist; Prefer Not To Say and No Religion.
100. Although there was a percentage decrease in 2014 compared to 2013 in successful applicants who stated that their religion/belief was Muslim or Jewish, the actual number of successful applicants remained the same as one Muslim and one Jewish applicant respectively in each year.
101. Although there was percentage decrease in the successful applicants who stated that their Religion/Belief was Church of Scotland, the actual number of successful applicants rose by 34 to 210 applicants in 2014 compared to 176 in 2013.
102. Although there was a small percentage increase in the successful applicants who stated that their Religion/Belief was Roman/Catholic from 11.63% in 2014 from 10.52% in 2013, the number of successful applicants rose by 33 to 84 in 2014 compared to 51 in 2013.
103. In 2014, there were no successful applicants who stated that their Religion/Belief was Hindu, Sikh or Pagan and in 2013 there were no successful applicants who stated that their Religion/Belief was Sikh or Pagan.
104. The following table provides a breakdown on Religion and Belief within the Council workforce:

<b>Religion/Belief</b>	<b>2014 Council Workforce</b>	<b>% 2014 Council Workforce</b>	<b>2013 Council Workforce</b>	<b>% 2013 Council Workforce</b>
Buddhist	1	0.02%	1	0.02%
Church of Scotland	943	16.57%	945	16.76%
Muslim	2	0.04%	2	0.04%
No Religion	1852	32.54%	1814	32.17%
Other Christian	74	1.30%	71	1.26%
Other Religion	19	0.33%	17	0.30%
Pagan	4	0.07%	4	0.07%
Roman Catholic	276	4.85%	256	4.54%
Prefer Not To Say	2522	44.31%	2529	44.73%
<b>TOTALS</b>	<b>5692</b>	<b>100%</b>	<b>5638</b>	<b>100%</b>

105. The 2011 Scottish Census advised that 55.1% of the East Ayrshire population stated that they belonged to a Christian religion compared to 53.8% of the Scottish

population as a whole. 37.4% of East Ayrshire residents stated that they had no religion compared to 36.7% of the Scottish population as a whole.

## SUMMARY COMMENTS ON RELIGION/BELIEF

- 106.** The majority of the Council's 2014 workforce (32.54%) state that they have no religion/belief and of those employees who have indicated a religion/belief, the majority (22.72% of the workforce) state that they are Christian. 0.46% of the workforce belong to other religions. This compares with the 2013 workforce where 32.17% stated they had no religion/belief and of those employees who indicated a religion/belief the majority (22.56% of the workforce) stated that they are Christian.
- 107.** The number of employees whose religion/belief is No Religion, Other Christian, Other Religion and Roman Catholic have increased in 2014 compared to 2013.
- 108.** The number of employees whose religion/belief is Church of Scotland and Prefer Not To Say have decreased in 2014 compared to 2013.
- 109.** The number of employees whose religion/belief is Buddhist, Muslim and Pagan have not changed in 2014 form 2013.

## AGE

- 110.** Age ranges have not been included within applications for employment with the Council for both 2014 and 2013. Applicants are only asked to provide a date of birth and the extraction of data to show age ranges with the volume of applications involved is not possible at this stage.
- 111.** It is proposed that age profile data will be included in application for employment documentation to enable future mainstreaming reports to report on the age profiles of applicants.
- 112.** The following table provides a breakdown on Age within the Council workforce:

Age	2014 Council Workforce	% 2014 Council Workforce	2013 Council Workforce	% 2013 Council Workforce
16-24	266	4.67%	214	3.80%
25-34	894	15.71%	863	15.31%
35-44	1269	22.29%	1298	23.02%
45-54	1930	33.91%	1929	34.21%
55-64	1251	21.98%	1236	21.92%
65+	82	1.44%	98	1.74%
<b>TOTALS</b>	<b>5692</b>	<b>100%</b>	<b>5638</b>	<b>100%</b>

## SUMMARY COMMENTS ON AGE

- 113.** The largest number of employees employed by the Council are in the age range 45-54 years of age (33.91% in 2014 and 34.21% in 2013).
- 114.** The least number of employees employed with the Council is in the 65+ range (1.44% of Council Workforce in 2014 and 1.74% in 2013). The second lowest age range is 16-24 years of age (4.67% of Council workforce in 2014 and 3.80% in 2013).



115. In 2014, 57.33% of the Council workforce are aged 45+ which compared to 57.88% in 2013.

## MARITAL STATUS

116. In 2014, a total of 14,079 applications and in 2013 a total of 15,745 applications were received for Council vacancies and a breakdown of marital status from these applications is detailed in **Appendix 7**.

## SUMMARY COMMENTS ON MARITAL STATUS

117. The number of applications received in 2014 reduced by 1,666 to 14,079 compared with 15,745 in 2013. However, the number of successful applicants rose by 237 to 722 in 2014 compared with 485 in 2013.
118. There was a percentage decrease in the number of applicants who stated that they were Divorced; Living with a Partner or Preferred not to say in 2014 compared to 2013.
119. There was a percentage increase in the number of applicants who stated that they were Civil Partnership/Married; Separated; Single or Widowed in 2014 compared to 2013.
120. There was percentage decrease in the number of successful applicants who stated that they were Civil Partnership/Married; or separated in 2014 compared to 2013.
121. There was a percentage increase in the number of successful applicants who stated that they were Divorced; Single; Widowed, Living with Partner or Prefer not to say in 2014 compared to 2013. Whilst the small 4.39% increase in the number of successful applicants who were single in 2014 of 43.77% compared to 39.38% in 2013, the actual number of successful applicants rose by 125 in 2014 to 316 from 191 in 2013.
122. Whilst the small 1% increase in the number of successful applicants who were Living with a Partner in 2014 of 14.40% compared to 13.40% in 2013, the actual number of successful applicants rose by 39 in 2014 to 104 from 65 in 2013.
123. Whilst the small 0.07% increase in the number of applications received for applicants who were single in 2014 of 48.56% compared to 48.49%, the actual number of applications reduced by 798 to 6837 in 2014 from 7635 in 2013.
124. Although the total number of applications received in 2014 reduced there was an increase of 20 applications more received in 2014 than in 2013.
125. There were no successful applicants who were Divorced in 2013.

## EMPLOYEE INFORMATION

126. East Ayrshire Council is one of the largest employers within East Ayrshire and believes that the recruitment and employment of Council employees, at all levels, is an important activity through which mainstreaming can be achieved. By having a

higher quality and more diverse workforce, the Council can provide better quality services to all our citizens.

127. The Council aims to have a workforce which reflects the community the Council serves. The benefits of having a diverse workforce that is broadly representative of the local population is that the Council is seen as an employer of choice. The Council gathers and collates information on the composition of its workforce as well as a statistical analysis on matters such as recruitment, development and promotion. The collation of such information assists the Council to meet its general equality duty.

## EMPLOYMENT DATA SUMMARY

128. The data is collated from a number of different sources including the Council's Integrated Payroll and Human Resources system (CHRIS21) and the Council's Recruitment Portal (national myjobscotland portal). In analysing the information, some gaps have been identified and work will be undertaken to better improve the data collection. The information available is based on the periods 1 January 2014 to 31 December 2014 and from 1 January 2013 to 31 December 2013 and covers the following areas:
- Workforce profile
  - Applications for employment, promotion and training
  - Employees involved in discipline and grievance issues
  - Leavers from the Council's service

Education is part of East Ayrshire Council and therefore this information includes employees within the Department of Educational and Social Services.

129. The following table summarises the employment monitoring data in respect of the following areas:

Race	<ul style="list-style-type: none"> <li>• The majority (93.5%) of East Ayrshire Council's workforce is white</li> <li>• Only 14 employees (0.25% of the workforce) are from minority ethnic communities</li> </ul>
Religion and Belief	<ul style="list-style-type: none"> <li>• The majority (22.7%) of East Ayrshire Council's workforce is Christian</li> <li>• 32.5% of the workforce state that they have no religion and 0.46% belong to other religions</li> <li>• All the major religions are represented throughout the workforce</li> </ul>
Disability	<ul style="list-style-type: none"> <li>• 1.1% of the workforce state that they are disabled. However, this figure may not be a true reflection as some employees will not "self-declare" their disability and some will become disabled during their working life.</li> <li>• 27.4% of disabled employees work part-time compared with 37.4% of non-disabled employees</li> </ul>
Age	<ul style="list-style-type: none"> <li>• The majority (33.9%) of East Ayrshire's workforce is aged between 45-54</li> </ul>
Gender	<ul style="list-style-type: none"> <li>• 32.6% female employees work part-time compared to 10.6% of male employees</li> </ul>
LGBT	<ul style="list-style-type: none"> <li>• 0.44% of the workforce have identified as being gay, bisexual or lesbian.</li> </ul>

## GOOD PRACTICE

130. East Ayrshire Council adopts good practice recruitment processes, regularly reviews its Recruitment and Selection Policy; ensures that wherever possible every effort should to be made to have an appropriate interview panel composition in relation to the applicants to be interviewed, whatever the composition it should enable a rapport to be developed with the interviewee and not act as a barrier to discussion.
131. It is fundamental principle that all employees and Elected Members in the recruitment and selection process must be properly trained in the Council's recruitment and selection procedures, prior to participation in any selection process including shortlisting and interviewing.
132. There are also a number of training and development opportunities to assist employees understand the nature of discrimination and inequality including:
- Recruitment and Selection (online module)
  - Equality Impact Assessment Training
  - An equalities perspective is also covered within a number of other training courses including Recruitment and Selection, Discipline and Grievance, Sickness Absence Management and First Line Management
133. The Council works closely with its recognised Trade Unions when developing and implementing policies and conditions of service to ensure that equality matters are addressed. All policies are impact assessed and this information is available to Trade Unions.

## OCCUPATIONAL SEGREGATION

134. The majority of the Council's workforce in common with the rest of the public sector is predominately female. In 2014, females make up 71.22% of the workforce with 28.78% being males. 35.0% of the total females in employment are represented in the lowest 5 grades. This compares with the 2013 workforce figures of females 71.89% with 28.11% being males. 47.32% of the total females in employment were represented in the lowest 5 grades.
135. There are a number of posts which are either male or female dominated for example male employment is focused in the traditional male dominated craft and former manual workers replicated across the public sector. The main female and male dominated posts are outlined in **Appendix 8**.
136. Highlighting these posts has allowed the Council to consider some positive action strategies to put into place to assist in redressing the gender balance within these post groups e.g photographs of men in Personal Carer, Classroom Assistant and Cooks recruitment packs and photographs of women in Roadworker, Cleansing, Craft Operative and Janitor recruitment packs.

## DOUBLE TICK AWARD

137. The Council continues to retain the two tick disabled award from JobCentre Plus which is awarded to employers who have made commitments to employ, retain and develop disabled employees.

## DISCIPLINARY ACTION

138. There was no disciplinary action taken against any non-white employees, disabled employees or pregnant employees in 2014 and 2013. The gender breakdown of Council employees who were the subject of disciplinary action is detailed in the following table:

Gender	2014 Council Workforce	Number of 2014 Employees Disciplined	2013 Council Workforce	Number of 2013 Employees Disciplined
Female	4,054 (71.22%)	96 (54.86%)	4,053 (71.89%)	59 (45.04%)
Male	1,638 (28.78%)	79 (45.14%)	1,585 (28.11%)	72 (54.96%)
<b>Totals</b>	<b>5,092</b>	<b>175</b>	<b>5,638</b>	<b>131</b>

## SUMMARY COMMENTS ON DISCIPLINARY ACTION

139. The number of employees who were disciplined increased by 44 in 2014 compared to 2013. The number of female employees disciplined increased by 37 and the number of male employees increased by 7 in 2014.
140. During 2014 the majority of employees who were disciplined were female and during 2013 the majority of employees who were disciplined were male.

## FORMAL GRIEVANCES

141. There was no formal grievances raised by any non-white employees or disabled employees or pregnant employees in 2014 and 2013. The gender breakdown of Council employees who raised a formal grievance were the subject of disciplinary action is detailed in the following table:

Gender	2014 Council Workforce	Number of 2014 who raised a Formal Grievance	2013 Council Workforce	Number of 2013 who raised a Formal Grievance
Female	4,054 (71.22%)	4 (30.77%)	4,053 (71.89%)	18 (47.37%)
Male	1,638 (28.78%)	9 (69.23%)	1,585 (28.11%)	20 (52.63%)
<b>Totals</b>	<b>5,092</b>	<b>13</b>	<b>5,638</b>	<b>38</b>

## **SUMMARY COMMENTS ON FORMAL GRIEVANCES**

- 142.** The number of formal grievances reduced by 25 to 13 in 2014 compared to 38 formal grievances raised in 2013. The majority of grievances were raised by men in 2014 and 2013. The % of formal grievances raised by men increased to 69.23% in 2014 compared to 52.63% in 2013.

## **FUTURE ACTIONS**

- 143.** All employees within East Ayrshire Council will be issued with a questionnaire requesting full equality information. The purpose of gathering this information will be communicated to all employees through existing service communication structures and will also be incorporated into the questionnaire. The questionnaire will be issued during 2015.
- 144.** The Council will amend the application for employment documentation to enable applicant's age profiles to be recorded in future mainstreaming reports.
- 145.** The Council will continue to update employment related policies and procedures to ensure that employees are aware of equalities and diversity issues. This will ensure that unlawful discrimination, harassment or bullying is not tolerated.
- 146.** The Council will continue to develop initiatives to encourage better gender balance within specifically identified council occupations, e.g. men in caring jobs, woman in outdoor amenities jobs.
- 147.** The Council will continue to ensure that pay arrangements are fair, just and lawful by continuing the job evaluation process and undertaking pay audit in all employee groups.
- 148.** The Council will continue to foster good working and communication relationships with communities within East Ayrshire to encourage more applications for employment from people with protected characteristics e.g Equality Forum.
- 149.** The Council will encourage more flexible working arrangements within the workforce.
- 150.** The Council will introduce a formal process to disseminate good practice on equality and diversity issues.
- 151.** The Council will continue to monitor employment data to establish if there are any trends which require to be addressed.

**Human Resources  
February 2015**

**SEXUAL ORIENTATION**

<b>Sexual Orientation</b>	<b>All Applicants in 2014</b>	<b>% All Applicants in 2014</b>	<b>Successful Applicants in 2014</b>	<b>% Successful Applicants in 2014</b>	<b>All Applicants in 2013</b>	<b>% All Applicants in 2013</b>	<b>Successful Applicants in 2013</b>	<b>% Successful Applicants in 2013</b>
Bisexual	64	0.45%	4	0.55%	58	0.37%	4	0.82%
Gay	118	0.84%	6	0.83%	125	0.79%	2	0.41%
Heterosexual/ Straight	13,270	94.25%	673	93.21%	14,817	94.11%	449	92.58%
Lesbian	82	0.58%	2	0.28%	68	0.43%	2	0.41%
Other	21	0.15%	0	0.00%	33	0.21%	1	0.21%
Prefer Not to Answer	524	3.72%	37	5.12%	644	4.09%	27	5.57%
<b>TOTALS</b>	<b>14,079</b>	<b>100%</b>	<b>722</b>	<b>100%</b>	<b>15,745</b>	<b>100%</b>	<b>485</b>	<b>100%</b>

**GENDER**

<b>Gender</b>	<b>All 2014 Applicants</b>	<b>% All 2014 Applicants</b>	<b>Successful 2014 Applicants</b>	<b>% Successful 2014 Applicants</b>	<b>All 2013 Applicants</b>	<b>% All 2013 Applicants</b>	<b>Successful 2013 Applicants</b>	<b>% Successful 2013 Applicants</b>
Female	7147	50.76%	508	70.36%	8178	51.94%	328	67.63%
Male	6812	48.38%	198	27.42%	7348	46.67%	146	30.10%
Prefer Not to Say	120	0.86%	16	2.22%	219	1.39%	11	2.27%
<b>TOTALS</b>	<b>14,079</b>	<b>100%</b>	<b>722</b>	<b>100%</b>	<b>15,745</b>	<b>100%</b>	<b>485</b>	<b>100%</b>

**DISABILITY**

<b>Disability</b>	<b>Number of All Applicants in 2014</b>	<b>% Number of All Applicants in 2014</b>	<b>Number of Successful Applicants in 2014</b>	<b>% Number of Successful Applicants in 2014</b>	<b>Number of All Applicants in 2013</b>	<b>% Number of All Applicants in 2013</b>	<b>Number of Successful Applicants in 2013</b>	<b>% Number of Successful Applicants in 2013</b>
Yes	132	0.94%	14	1.94%	214	1.36%	5	1.03%
No	2105	14.95%	125	17.31%	2,882	18.30%	119	24.54%
Prefer Not to Say/Unknown	11,842	84.11%	583	80.75%	12,649	80.34%	361	74.43%
<b>TOTALS</b>	<b>14,079</b>	<b>100%</b>	<b>722</b>	<b>100%</b>	<b>15,745</b>	<b>100%</b>	<b>485</b>	<b>100%</b>



**NATIONAL IDENTITY**

<b>National Identity</b>	<b>All Applicants in 2014</b>	<b>% All Applicants in 2014</b>	<b>Successful Applicants in 2014</b>	<b>% Successful Applicants in 2014</b>	<b>All Applicants in 2013</b>	<b>% All Applicants in 2013</b>	<b>Successful Applicants in 2013</b>	<b>% Successful Applicants in 2013</b>
Scottish	10,994	78.09%	567	78.53%	12,220	77.61%	375	77.32%
English	303	2.15%	9	1.25%	386	2.45%	7	1.44%
Welsh	15	0.10%	1	0.14%	16	0.10%	0	0.00%
Northern Irish	31	0.22%	0	0.00%	85	0.54%	2	0.41%
British	2,220	15.77%	115	15.93%	2,317	14.72%	75	15.46%
Prefer Not to Answer/ Unknown	206	1.46%	16	2.22%	339	2.15%	15	3.09%
Other	310	2.20%	14	1.94%	382	2.43%	11	2.27%
<b>TOTALS</b>	<b>14,079</b>	<b>100%</b>	<b>722</b>	<b>100%</b>	<b>15,745</b>	<b>100%</b>	<b>485</b>	<b>100%</b>

**RACE INCLUDING ETHNICITY**

<b>Race Including Ethnicity</b>	<b>2014 All Applicants</b>	<b>% All 2014 Applicants</b>	<b>2014 Successful Applicants</b>	<b>% 2014 Successful Applicants</b>	<b>2013 All Applicants</b>	<b>% All 2013 Applicants</b>	<b>2013 Successful Applicants</b>	<b>% 2013 Successful Applicants</b>
Pakistani (incl. Scottish and British)	42	0.30%	1	0.14%	71	0.45%	0	0.0%
Chinese (incl. Scottish and British)	17	0.12%	0	0.00%	10	0.06%	0	0.00%
African/Caribbean/Black	90	0.64%	2	0.28%	77	0.49%	3	0.62%
Indian/Bangladeshi	35	0.25%	0	0.00%	35	0.22%	1	0.21%
Polish	51	0.36%	2	0.28%	59	0.37%	2	0.41%
White – Other	176	1.25%	10	1.38%	178	1.13%	5	1.03%
White – Irish	56	0.40%	3	0.42%	99	0.63%	5	1.03%
White – Other British	836	5.94%	37	5.13%	914	5.81%	27	5.57%
White – Scottish	12,535	89.03%	648	89.75%	13,845	87.93%	425	87.63%
Mixed	24	0.17%	1	0.14%	29	0.18%	1	0.21%
Other/Prefer Not to Answer	217	1.54%	18	2.49%	428	2.72%	16	3.30%
<b>TOTALS</b>	<b>14,079</b>	<b>100%</b>	<b>722</b>	<b>100%</b>	<b>15,745</b>	<b>100%</b>	<b>485</b>	<b>100%</b>

**RELIGION/BELIEF**

<b>Religion/Belief</b>	<b>2014 All Applicants</b>	<b>% All 2014 Applicants</b>	<b>2014 Successful Applicants</b>	<b>% 2014 Successful Applicants</b>	<b>2013 All Applicants</b>	<b>% All 2013 Applicants</b>	<b>2013 Successful Applicants</b>	<b>% 2013 Successful Applicants</b>
Church of Scotland	3720	26.42	210	29.09	4218	26.79	176	36.29
Roman Catholic	1420	10.09	84	11.63	1658	10.53	51	10.52
Other Christian	736	5.23	34	4.71	800	5.08	20	4.12
Muslim	62	0.44	1	0.14	93	0.59	1	0.21
Jewish	12	0.08	1	0.14	12	0.08	1	0.21
Hindu	18	0.13	0	0.00	21	0.13	1	0.21
Sikh	14	0.10	0	0.00	12	0.08	0	0.00
Buddhist	32	0.23	2	0.28	22	0.14	1	0.21
Pagan	15	0.11	0	0.00	11	0.07	0	0.00
Other Religion	198	1.41	11	1.52	226	1.44	5	1.03
Prefer Not to Say	1097	7.79	63	8.73	1400	8.89	35	7.22
Humanist	29	0.21	3	0.42	36	0.23	1	0.21
No Religion	6726	47.77	313	43.35	7236	45.96	193	39.79
<b>TOTALS</b>	<b>14,079</b>	<b>100%</b>	<b>722</b>	<b>100%</b>	<b>15,745</b>	<b>100%</b>	<b>485</b>	<b>100%</b>

**MARITAL STATUS**

<b>Marital Status</b>	<b>2014 All Applicants</b>	<b>% All 2014 Applicants</b>	<b>2014 Successful Applicants</b>	<b>% 2014 Successful Applicants</b>	<b>2013 All Applicants</b>	<b>% All 2013 Applicants</b>	<b>2013 Successful Applicants</b>	<b>% 2013 Successful Applicants</b>
Civil Partnership/Married	4041	28.70%	230	31.86%	4394	27.91%	182	37.53%
Divorced	10	0.07%	1	0.14%	13	0.08%	0	0.0%
Separated	984	6.99%	42	5.82%	1087	6.90%	29	5.98%
Single	6837	48.56%	316	43.77%	7635	48.49%	191	39.38%
Widowed	306	0.72%	25	0.55%	446	0.51%	16	0.41%
Living with Partner	101	12.79%	4	14.40%	81	13.27%	2	13.40%
Prefer Not to Say	1800	2.17%	104	3.46%	2089	2.83%	65	3.30%
<b>TOTALS</b>	<b>14079</b>	<b>100%</b>	<b>722</b>	<b>100%</b>	<b>15745</b>	<b>100%</b>	<b>485</b>	<b>100%</b>

**OCCUPATIONAL SEGREGATION POSTS DOMINATED BY MALES OR FEMALES IN 2013/2014 WORKFORCE**

Post Title	Grade	2013					2014				
		Males	%	Females	%	Total	Males	%	Females	%	Total
Cleaner	G1	8	3.5	221	96.5	229	7	3.40	199	96.6	206
Catering Assistant	G1	0	0.0	160	100	160	0	0.0	157	100	157
Personal Carer	G3	16	3.0	518	97.0	534	17	3.1	532	96.9	549
Clerical Assistant	G3	17	7.1	222	92.9	239	16	7.2	207	92.8	223
Cook	G2	0	0.0	17	100	17	0	0.0	14	100	14
Classroom Assistant	G3	9	3.6	239	96.4	248	6	2.5	235	97.5	241
Refuse Collector	G3	58	100	0	0.0	58	70	100	0	0.0	70
Roadworker	G3-G4	46	100	0	0.0	46	28	100	0	0.0	28
Admin Assistant	G5-G7	18	15.9	95	84.1	113	18	17.3	86	82.7	104
Senior Clerical Assistant	G4	6	4.7	121	95.3	127	5	4.0	120	96.0	125
Unpromoted Teacher		136	19.0	581	81.0	717	123	17.5	581	82.5	704
Foreperson	G6	16	100	0	0.0	16	15	100	0	0.0	15
Craft Operatives and Apprentices	G5-G7	184	97.9	4	2.1	188	186	97.9	4	2.1	190
Janitor	G2	38	92.7	3	7.3	41	34	91.9	3	8.1	37
Social Worker	G10	28	22.0	99	78.0	127	24	17.5	113	82.5	137
Solicitor	G11-G12	2	20.0	8	80.0	10	1	11.1	8	88.9	9
Assistant Business Support Analyst	G10	10	76.9	3	23.1	13	11	78.6	3	21.4	14
Human Resources Officer	G10	1	11.1	8	72.7	9	1	10	9	90	10
Secretary	G5-G9	0	0.0	17	100	17	0	0.0	17	100	17