Appendix 1 – Summary Data

Appendix 1 provides summary information on the profile of our workforce as a Council and as an Education Authority, as well as gender, disability and race pay gap information. More detailed information on our workforce against each protected characteristic can be found in Appendix 2 (Council) and Appendix 3 (Education Authority).

Key Findings - Council Employees

This data was extracted on 13th December 2017 and is based on a total headcount of 5069 (including Education Authority Workforce). The following analysis is based on the Council workforce profile on that date. Analysis of this data shows no significant changes to the composition of the workforce as follows:

- Our workforce remains predominantly female (73%) mirroring the position nationally across local authorities. Women also make up the majority of part-time workers.
- The majority of employees are White and Scottish (82%) reflecting the population of the area.
- Just under one third of employees (32%) are aged 46-55 representing no change since 2012.
- The percentage of employees aged 25 and under has remained the same since 2016 (8%) increasing slightly from 7% in 2012.
- The highest number of job applications by age category were received from those aged 21-25 (17%). 15% of appointments also came from this category.
- 5% of employees stated that they have a disability, with 23% unknown.
- Just under two thirds of employees (64%) identified as heterosexual/straight, with 0.8% identifying as either gay, lesbian, bisexual or other.
- 0.2% of employees stated they identify or have identified as a transgender or trans person. 9% preferred not to say.

Key Findings - Education Authority Employees

This data was extracted on 13th December 2017 and is based on a total headcount of 1969. The following analysis is based on the Education Authority workforce profile on that date. Analysis of this data shows no significant changes to the composition of the workforce as follows:

- The workforce remains predominantly female (85%). Women also make up the majority of part-time workers.
- The majority of employees are White and Scottish (79%) reflecting the population of the area.
- Information from MyJobScotland indicates that total job applications fell by 41% and within this, applications by men fell by 38%.
- The highest number of job applications by age category were received from those aged 21-25 (27%). 20% of appointments also came from this category.
- 4% of Education Authority employees stated they have a disability, with 24% unknown.
- Just under two thirds of employees (63%) identify as heterosexual/straight, with 0.9% identifying as either gay, lesbian, bisexual or other.
- 0.05% of employees stated they identify or have identified as a transgender or trans person. 9% preferred not to say.

Pay Gap

In calculating the Gender Pay Gap we have applied the technical guidance from The Equality and Human Rights Commission (EHRC) which states that:

Gender pay gap information is the percentage difference between men's average hourly pay (excluding overtime) and women's average hourly pay (excluding overtime). This should be produced as one set of comparative figures for the Technical Guidance on the Public Sector
whole workforce. All staff, including part-time and temporary employees, should be included[1].

A similar approach was also taken in calculating our disability and race pay gap.

Gender Pay Gap

Council - Our gender pay gap in 2017 was 4.4% in favour of men, Scotland as a whole and the UK (2016) show a gender pay gap of 15.6%. This is compared to 2016 when the gender pay gap was 4.3% in favour of men.

Education Authority - Our gender pay gap in 2017 was 21.2% in favour of men. This is compared to 2016 when the gender pay gap was 21.6% in favour of men.

We view these figures positively when compared against the overall Scottish gender pay gap figure which is 15.6% (2016) in favour of men. We recognise that, as with other organisations and local authorities, our gender pay gap is largely attributable to occupational segregation and the number of women in part-time roles. Our female workforce are mostly concentrated in roles such as home care, catering, administration and clerical roles while 86% of our part-time workforce are female. We are a Living Wage employer and will continue look at ways to reduce occupational segregation within our organisation, including positive action measures where appropriate.

Disability Pay Gap

Council - Our disability pay gap in 2017 was 8.2% in favour of those who are not disabled (this is categorised as those employees where disability status is either unknown, which equates to 23% of our workforce, and those who have identified themselves as not having a disability). This is compared to 2016 when the disability pay gap was 9.3% in favour of those who are not disabled.

Education Authority - Our disability pay gap in 2017 was 6.5% in favour of those who are not disabled. This is compared to 2016 when the disability pay gap was 7.8% in favour of those who are not disabled. It should be noted, however, that it is unknown whether 24% of our workforce had a disability or not.

Race Pay Gap

Council - Our race pay gap in 2017 was 12.3% in favour of those who are from a non-white ethnic origin. This is compared to 2016 when the race pay gap was 11.9% in favour of those who stated that they were from a non-white ethnic origin.

Education Authority - Our race pay gap in 2017 was 1.9% in favour of those who stated that they were from a white ethnic origin. This is compared to 2016 when the race pay gap was 3.6% in favour of those who stated that they were from a white ethnic origin.

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[1] https://www.equalityhumanrights.com/sites/default/files/redraft_of_psd_tech_guidance_-_v6sc.pdf

Appendix 2- Council Workforce Profile

Appendix 2 shows data on the workforce of the Council by protected characteristic. As previously indicated, this data was extracted from our HR Oracle system on 13th December 2017 and is based on a total headcount of 5069 (including Education Authority Workforce). Data regarding recruitment relates to the period from 1st January 2017 to 13th December 2017. A further breakdown of disability and race was performed but is not included within this report as it could lead to individuals being identified. In relation to discipline and grievance, data from our Oracle HR system indicates that there were only a small number and, as such, a breakdown of this data by protected characteristic has not been provided for reasons of confidentiality.

Council Workforce by Gender

Figure 1 below shows the gender make-up of the Council's workforce.
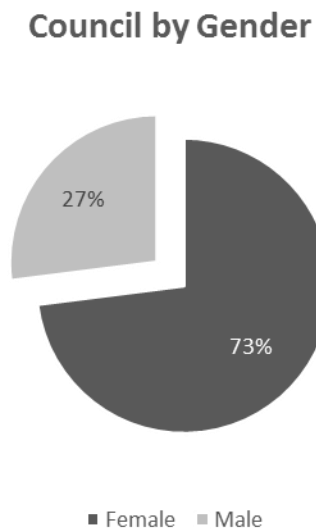
Figure 1

Council by Gender

27%

73%

■ Female   ■ Male

Figure 2 shows Council employment status by gender.

Figure 2

Council Employment Status by Gender

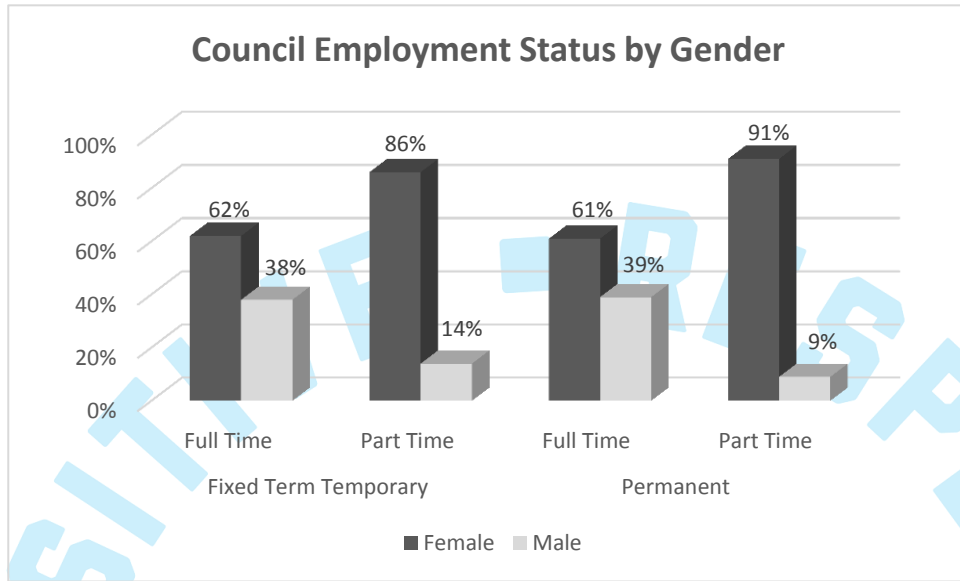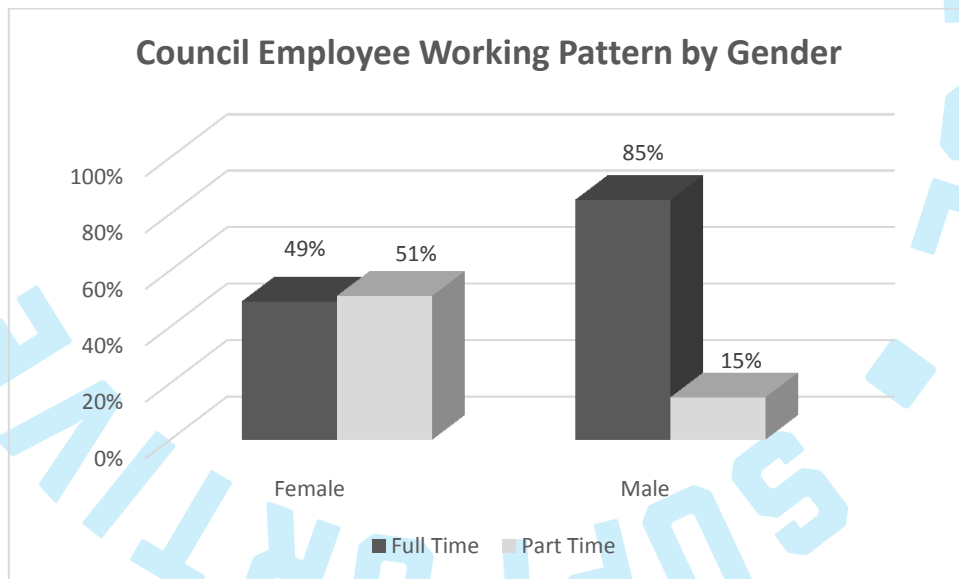Figure 3 shows Council employee working patterns by gender.

Figure 3

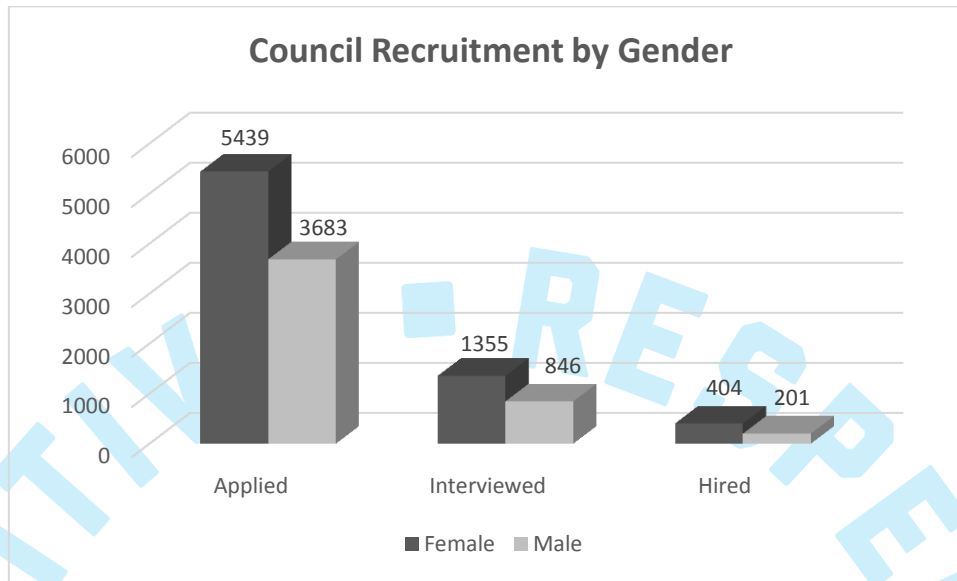Council Employee Working Pattern by Gender

Recruitment

Of the 9208 job applications received by the Council in 2017, 59% were from women and 40% from men, with the remainder preferring not to say.

Figure 4 below shows the total number of male and female applicants who were subsequently interviewed and appointed.

Figure 4

Council Recruitment by Gender

Leavers
61% of employees who left the Council in 2017 were women and 39% were men.

Attendance at training
70% of attendees at training were women and 30% were men.

Gender and Occupational Segregation
Occupational segregation is understood as the concentration of men and women:
- In different kinds of jobs (horizontal segregation).
- In different pay grades (Vertical segregation).

As is the position nationally across Local Authorities, women are mostly concentrated in roles such as home care, catering, administration and clerical roles. In comparison, men are mostly concentrated in manual roles such as gardening, green-keeping and waste management.

Figure 5 gives a breakdown of the percentage of employees in each pay grade by gender. A full breakdown of Council workforce designation by gender is provided in Appendix 4.

Figure 5

Council Pay Grade by Gender

	Craft Apprentice	Modern Apprentice	Level 1-4	Level 5-8	Level 9-11	Level 12-14	Level 15-17	Chief Official
Male	100%	65%	22%	29%	30%	28%	32%	56%
Female	0%	35%	78%	71%	70%	72%	68%	44%

Percentage Total
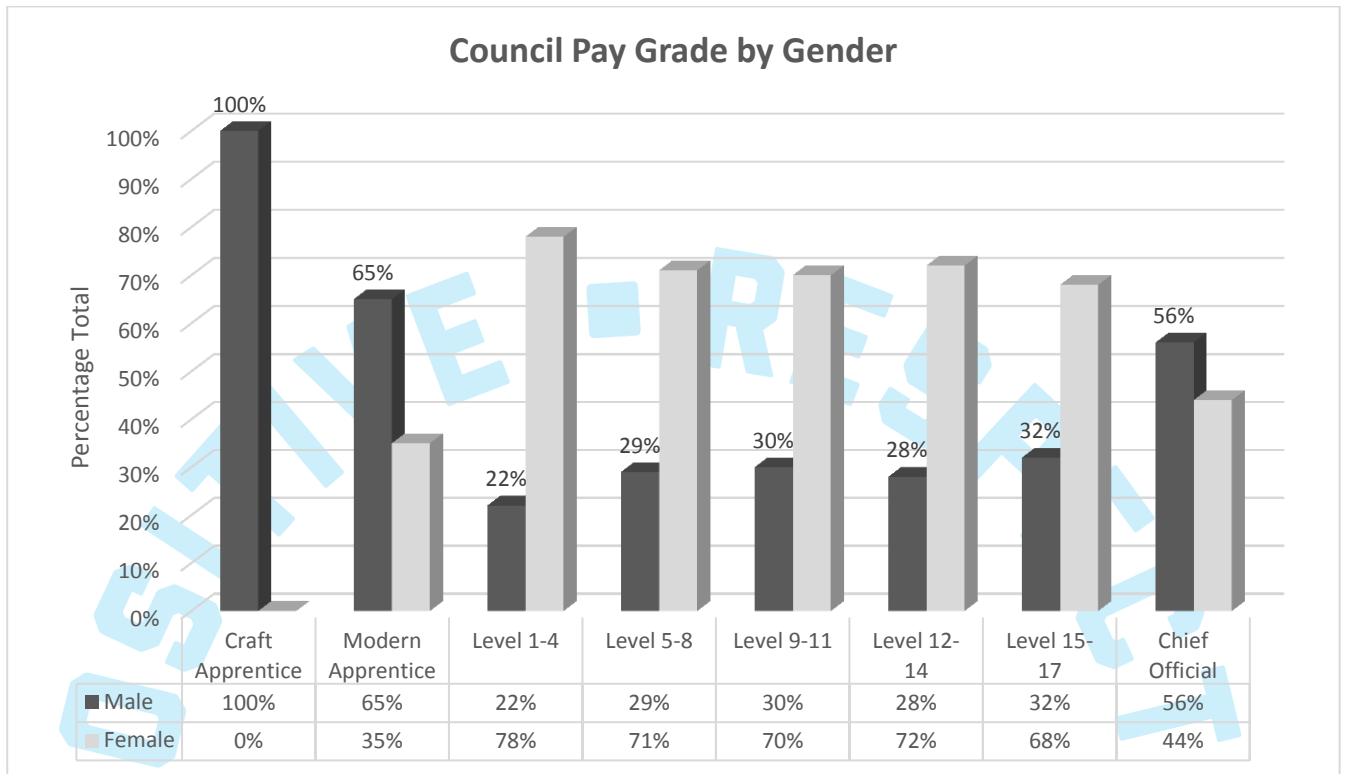
Council Workforce by Disability

Current Workforce

72% of our workforce stated that they do not have a disability, 5% of our workforce stated they have a disability and the rest are unknown.

Recruitment

The Council is a Disability Confident Employer whereby all applicants who are disabled and who evidence they meet the essential criteria for the role are guaranteed an interview.

Figure 6

| Disability	Percentage of applications (9208)	Percentage of total selected for interview (2233)	Percentage of total successful appointments (620)
Not Disabled	94.9%	93.1%	94.2%
Disabled	3.7%	4.7%	2.6%
Prefer not to Say	0.6%	0.9%	0.8%
Unknown	0.8%	1.3%	2.4%

Attendance at Training

3% of attendees at training stated they had a disability.

Council Workforce by Race

Figure 7 shows the ethnic profile of our workforce. The ethnic profile of our workforce is broadly reflective of our wider community where, according to the last Scottish census, 89.5% of residents in South Ayrshire were White Scottish, with 0.5% belonging to a range of other ethnic minorities.[2]

Figure 7
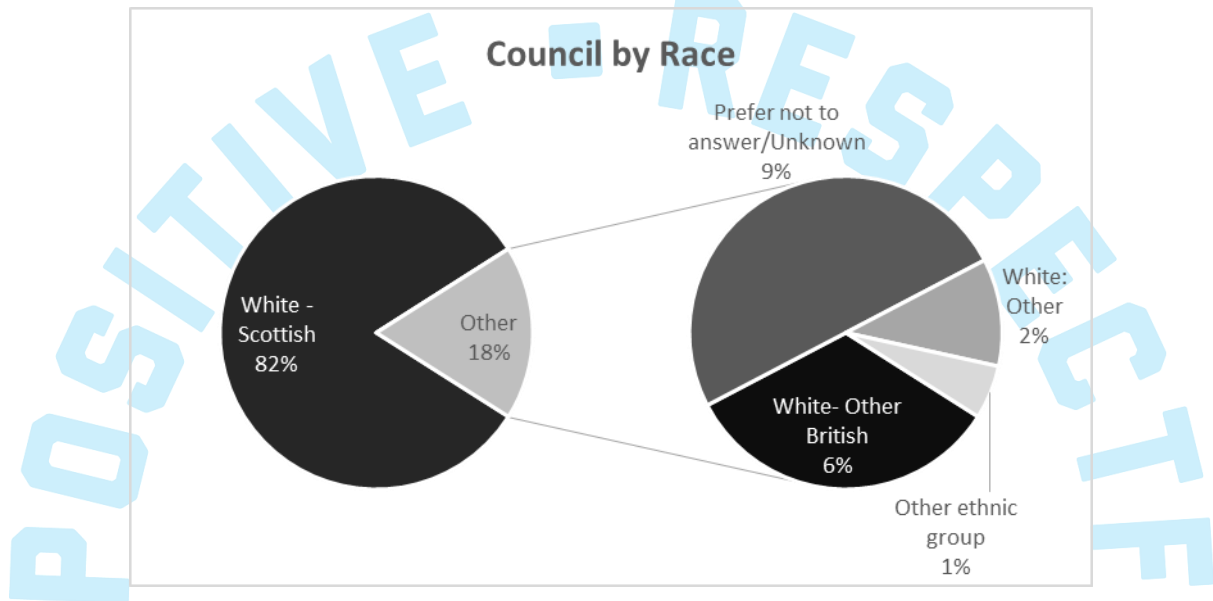
Recruitment

86% of applications received were from candidates who identified themselves as White Scottish. White Scottish applicants made up 87% of candidates selected for interview and 87% of appointments made in 2017.

Attendance at Training

82% of employees who attended a training course were White Scottish.

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[2] http://www.scotlandscensus.gov.uk/ods-web/area.html

Council Workforce by Age

Figure 8 shows the age profile of Council employees.

Figure 8
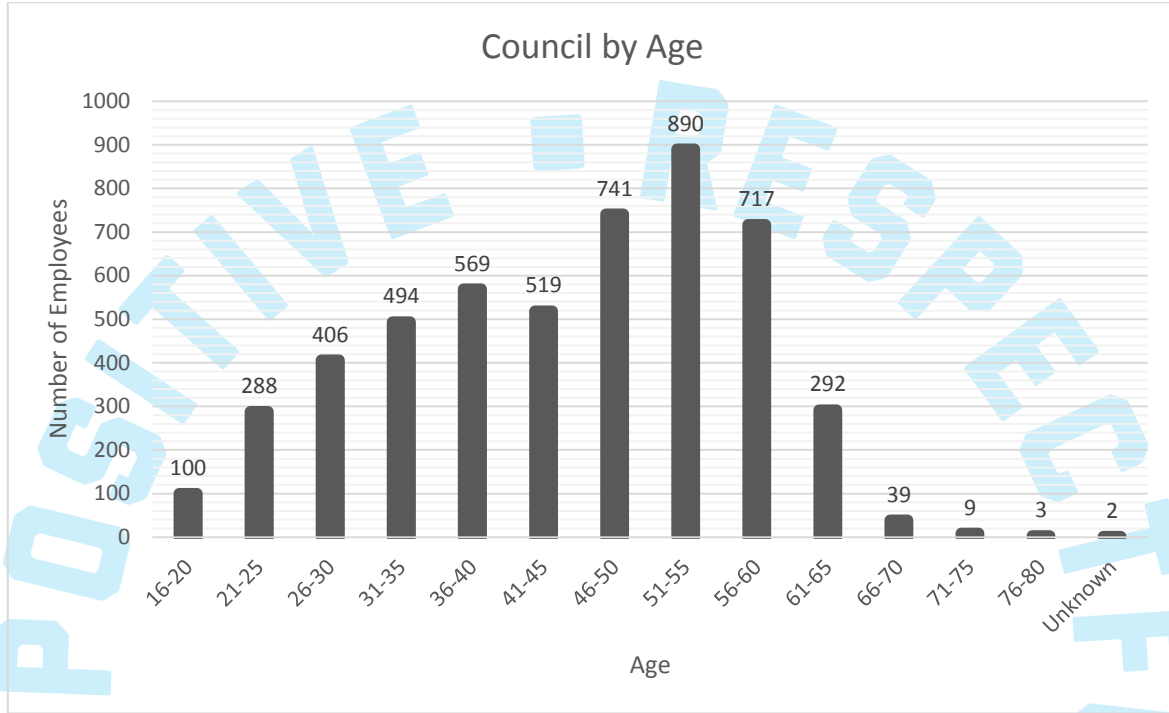
Recruitment
Figure 9 shows the number of applications received, applicants interviewed and applicants that were hired by age bracket.

Figure 9

	16-20	21-25	26-30	31-35	36-40	41-45	46-50	51-55	56-60	61-65	66-70	71-75	Unknown
Applied	821	1606	1364	985	864	757	917	904	609	207	12	3	159
Interviewed	217	324	315	234	212	228	260	206	140	39	2	1	55
Hired	50	95	84	74	65	68	72	53	30	10	0	1	18
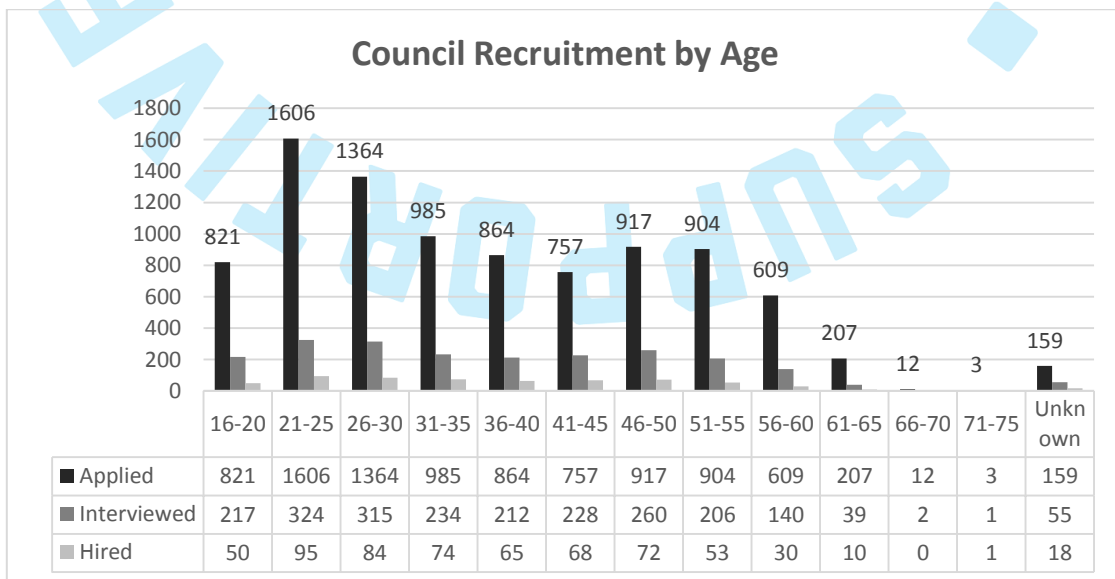
Attendance at Training

In 2017, 56% of places at training sessions were taken by those within the 41-60 age bracket (41-50 made up 26% and 51-60 made up 30%). This mirrors the composition of the Council's workforce as 57% of employees are aged between 41 and 60.

Council by Pregnancy and Maternity

Return to Work of Women on Maternity

96% (53) women who had indicated an intention to return from maternity leave in 2017 did so.

Council by Marital Status and Civil Partnership

Figure 10 shows the marital and civil partnership status of our workforce.

Figure 10

Marital Status	Percentage of Total Workforce
Divorced/Separated	6%
Legally Separated	1%
Living with Partner	10%
Married/Civil Partnership	51%
Prefer not to Say	6%
Single	20%
Widowed	1%
Unknown	5%

Recruitment

45% of applications received were from candidates who were single, with 33% from candidates who were either married or in a civil partnership. 40% of those interviewed and 38% of appointments made were to individuals who were single. Those who had identified themselves as either being married or in a civil partnership made up 35% of those interviewed and 39% of those hired.

Attendance at Training

48% of attendees at training were married or in a civil partnership.

Council by Sexual Orientation

64% of our current workforce identify as being heterosexual/straight with 10% preferring not to say. 0.8% are either bisexual (0.1%), gay (0.3%), lesbian (0.2%), other (0.2%) and the remainder are unknown.

Recruitment
Figure 11 gives the full breakdown of the sexual orientation of all applicants, interviewees and appointees using data from MyJobScotland.

Figure 11

Sexual Orientation	Percentage of Applications (9208)	Percentage of Total Selected For Interview (2233)	Percentage of Total Successful Appointments (620)
Bisexual	0.4%	0.3%	0.6%
Gay	0.7%	0.9%	1.0%
Heterosexual/Straight	95.0%	93.8%	93.7%
Lesbian	0.3%	0.3%	0.3%
Other	0.2%	0.1%	0.0%
Prefer Not To Say	2.2%	2.6%	1.5%
Unknown	1.2%	2.0%	2.9%

Attendance at Training

62% of attendees at training indicated they were heterosexual/straight. 10.7% preferred not to say. 0.4% identified as lesbian, 0.2% gay, 0.1% bisexual and 1.1% other. The remainder are recorded as either being undefined (16%) or unknown.

Council by Religion or Belief

Figure 12 shows Council employees by religion or belief.

Figure 12

Religion or Belief	Percentage of Total Workforce
Buddhist	0.14%
Church of Scotland	24.82%
Hindu	0.04%
Humanist	0.28%
Jewish	0.02%
Muslim	0.18%
None	21.45%
Other Christian	3.31%
Other Religion or Belief	1.24%
Pagan	0.08%
Roman Catholic	7.77%
Sikh	0.02%
Prefer not to Say	14.36%
Unknown	26.20%
Other	0.09%

Recruitment

Figure 13 shows the percentage of applicants, those selected for interview and successful appointees by religion and belief.

Figure 13

Religion or Belief	Percentage of Applications (9208)	Percentage of Total Selected For Interview (2233)	Percentage of Total Successful Appointments (620)
Buddhist	0.2%	0.2%	0.0%
Church of Scotland	24.3%	24.9%	24.4%
Hindu	0.2%	0.2%	0.0%
Humanist	0.9%	1.0%	1.0%
Jewish	0.2%	0.1%	0.0%
Muslim	0.4%	0.3%	0.2%
None	52.0%	51.1%	51.8%
Other Christian	6.0%	5.2%	5.2%
Other Religion or Belief	0.4%	0.3%	0.5%
Pagan	0.1%	0.1%	0.2%
Prefer Not To Say	5.0%	6.0%	5.0%
Roman Catholic	7.8%	8.0%	7.3%
Sikh	0.1%	0.0%	0.0%
Unknown	2.4%	2.6%	4.4%

Attendance at Training

21% of attendees at training advised they were Church of Scotland and 22% stated that they had no religion or belief. 16% of attendees at training preferred not to indicate their religion or belief. Other attendees chose Roman Catholic 7.3%, Other Christian 4.3%, Buddhist 0.2%, Humanist 0.1% or Muslim 0.1%. The remainder are recorded as being unknown, undefined or 'other Religion/Belief'.

Council by Gender Reassignment

Current Workforce

0.2% of our workforce indicated that they identify or have identified as a transgender or trans person. 64% stated that they did not or have never identified as a transgender or trans person. 9% of employees chose 'prefer not to say' and the remainder are unknown.

Recruitment

Of the 9208 job applications received, data from MyJobScotland shows that 16 applications (0.2%) were received from candidates who identify or have identified as a transgender or trans person. 0.04% of applicants interviewed identified as a transgender or trans person and none were appointed.

Attendance at Training

0.03% of training places (3 in total) were taken up by delegates who identify or have identified as a transgender or trans person. 9.4% of places were taken up by delegates who preferred not to say.

Appendix 3- Education Authority Workforce Profile

Appendix 3 shows data on the workforce of the Education Authority by protected characteristic. The information relates to employees on both teaching and non-teaching terms and conditions within the Education Authority. Roles on teaching terms and conditions include Head Teachers, Depute Head Teachers, Principal Teachers, Teachers, Educational Psychologists and Quality Improvement Officers. Roles on non-teaching terms and conditions include Early Years Staff, School Assistants, School Technicians, School Librarians, clerical and administration and Support Assistants.

As previously indicated, this data was extracted from our HR Oracle system on 13th December 2017 and is based on a total headcount of 1969 from the Education Authority. Data regarding recruitment, discipline and grievance relates to the period from 1st January 2017 to 13th December 2017. Our Oracle HR system shows a low number of discipline and grievances and as such data by protected characteristic has not been provided for reasons of confidentiality.

Education Authority by Gender

Figure 1 shows the gender composition of the Education Authority workforce

Figure 1

Education Authority by Gender

15%

85%

■ Female ■ Male
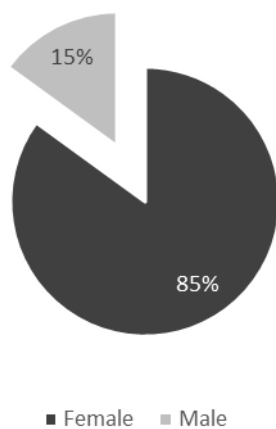
Figure 2 shows Education Authority employment status by gender

Figure 2

Education Authority Employment Status by Gender

Fixed Term Temporary		Permanent	
Full Time	Part Time	Full Time	Part Time
Female 82% / Male 18%	Female 92% / Male 8%	Female 77% / Male 23%	Female 96% / Male 4%

Female   Male
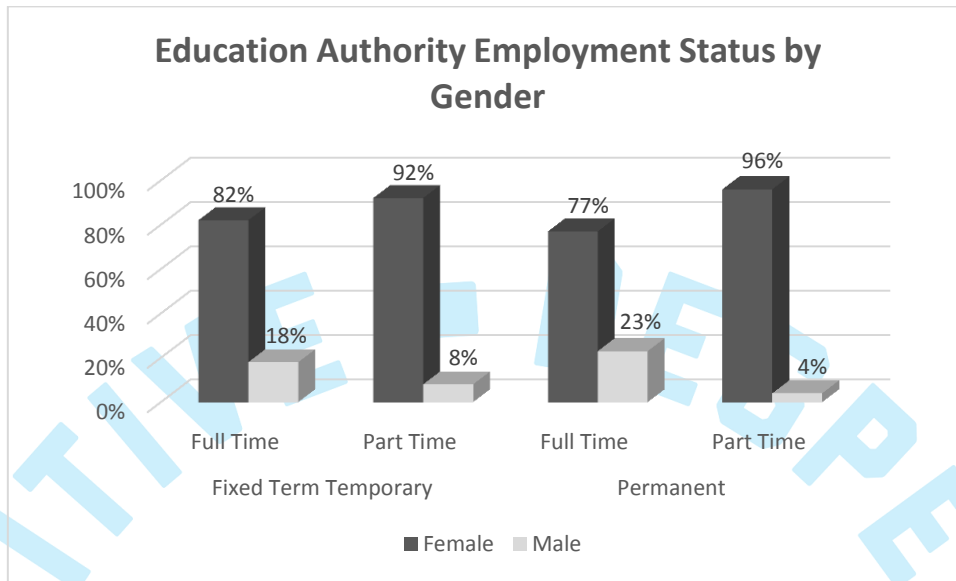
Figure 3 shows Education Authority Employee Working Pattern by Gender.

Figure 3

Education Authority Employee Working Pattern by Gender

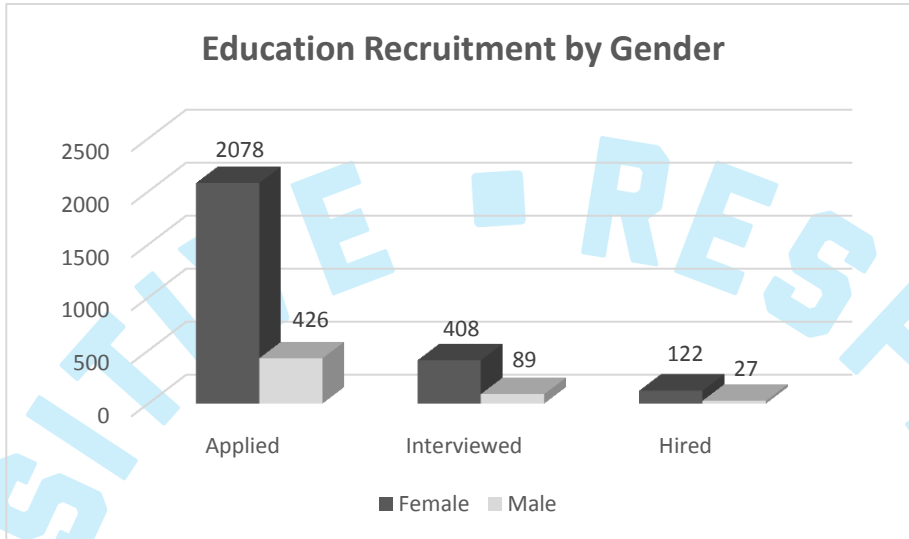| Female		Male	
Full Time 55%	Part Time 45%	Full Time 88%	Part Time 12%

Full Time   Part Time
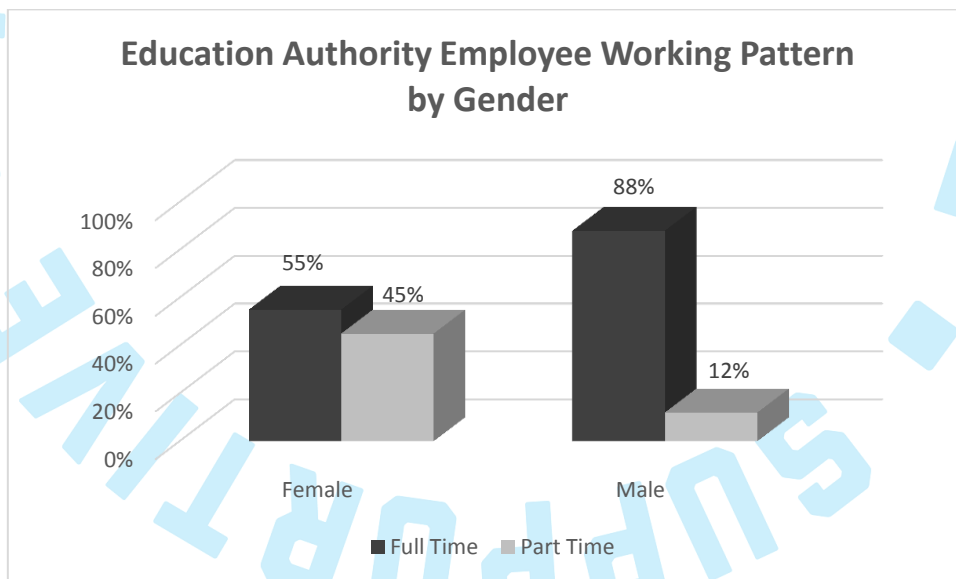
Recruitment

Figure 4 shows the total number of applications received and, of these, how many were interviewed and hired by gender.

Figure 4

Education Recruitment by Gender
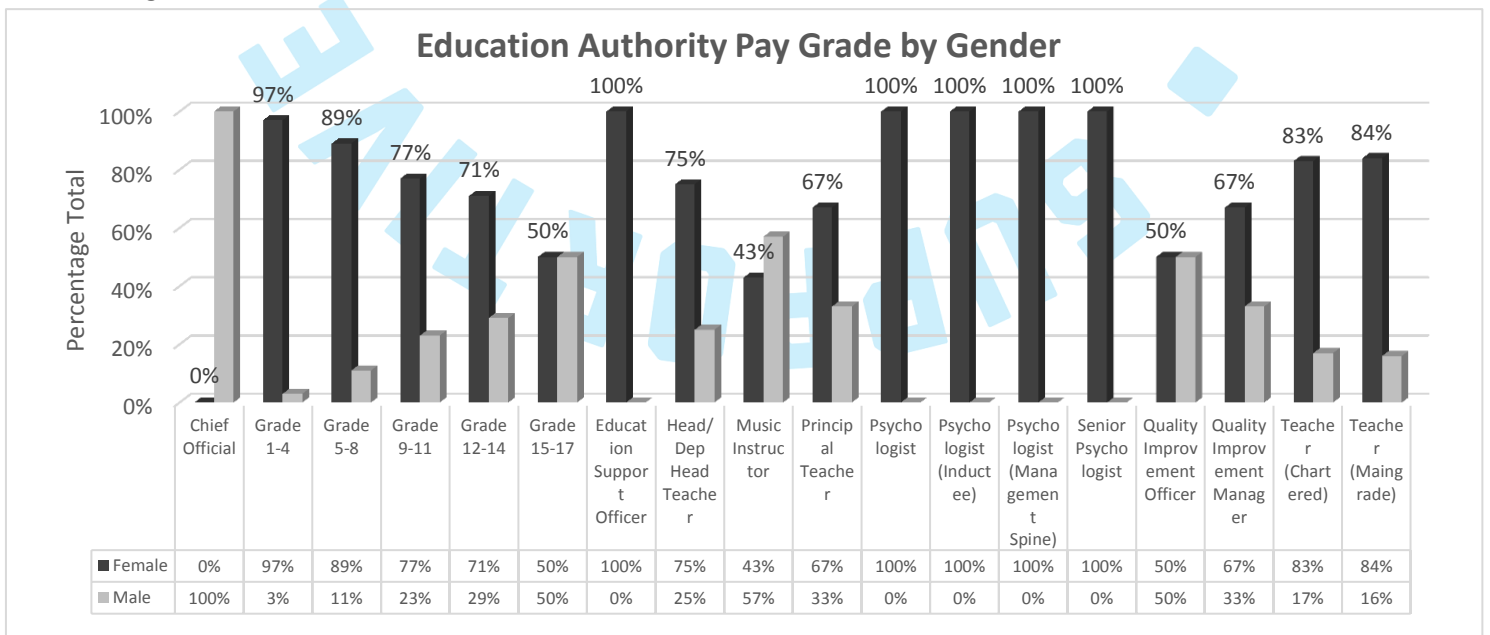
Leavers

77% of Education Authority employees who left the Council in 2017 were women and 23% were men.

Gender and Occupational Segregation

Women are concentrated in roles such as teaching, early years and school assistants. The majority of Head Teachers (75%) are also female.

Figure 5 shows the percentage of employees in each pay grade by gender. A full breakdown of designation by gender is provided in Appendix 5.

Figure 5

Education Authority Pay Grade by Gender

	Chief Official	Grade 1-4	Grade 5-8	Grade 9-11	Grade 12-14	Grade 15-17	Education Support Officer	Head/ Dep Head Teacher	Music Instructor	Principal Teacher	Psychologist	Psychologist (Inductee)	Psychologist (Management Spine)	Senior Psychologist	Quality Improvement Officer	Quality Improvement Manager	Teacher (Chartered)	Teacher (Maingrade)
■ Female	0%	97%	89%	77%	71%	50%	100%	75%	43%	67%	100%	100%	100%	100%	50%	67%	83%	84%
■ Male	100%	3%	11%	23%	29%	50%	0%	25%	57%	33%	0%	0%	0%	0%	50%	33%	17%	16%

Education Authority by Disability

Current Workforce

72% of our workforce stated that they do not have a disability, 4% of our workforce stated they have a disability and the rest are unknown.

Recruitment

Our Education Authority is a Disability Confident Employer whereby all applicants who are disabled and who meet the essential criteria for the role are automatically guaranteed an interview.

Figure 6 shows the percentage of successful applicants by disabled; not disabled; and prefer not to say as provided by MyJobScotland.
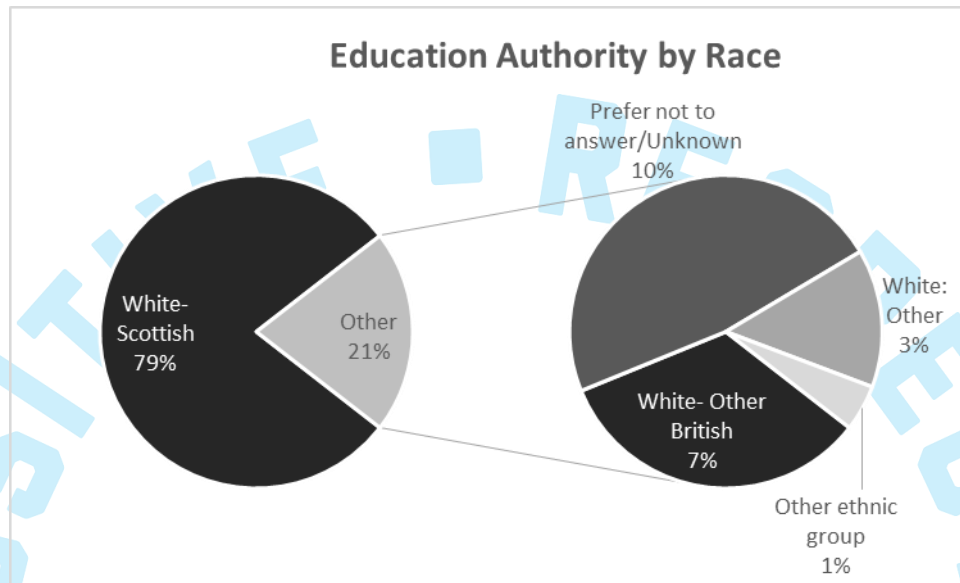
Figure 6

Disability	Percentage of Applications (2516)	Percentage of Total Selected For Interview (500)	Percentage of Total Successful Appointments (150)
Not Disabled	95%	92.8%	95.3%
Disabled	4.2%	6.2%	3.3%
Prefer Not To Say	0.4%	0.6%	0.7%
Unknown	0.4%	0.4%	0.7%

Education Authority by Race

Current Workforce

Figure 7 shows the workforce profile by ethnicity.

Figure 7

Education Authority by Race

- White-Scottish 79%
- Other 21%
- Prefer not to answer/Unknown 10%
- White: Other 3%
- White- Other British 7%
- Other ethnic group 1%

Recruitment

86% of applications received by our Education Authority were from candidates who identified themselves as White Scottish. Similarly 90% of candidates who were selected for interview and 93% of those hired in 2017 were individuals who are White Scottish.

Education Authority by Age

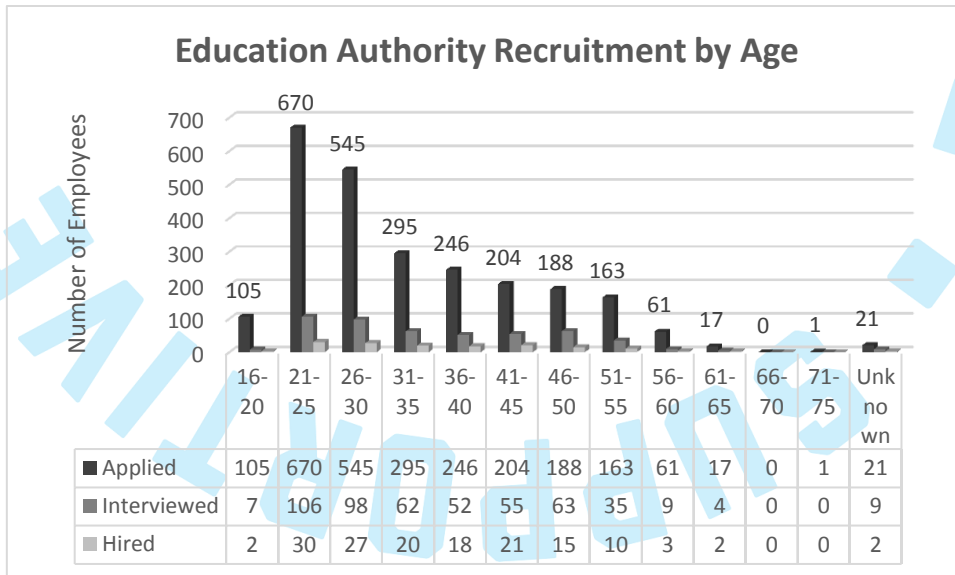Figure 8 shows the age profile of the Education Authority workforce.

Figure 8
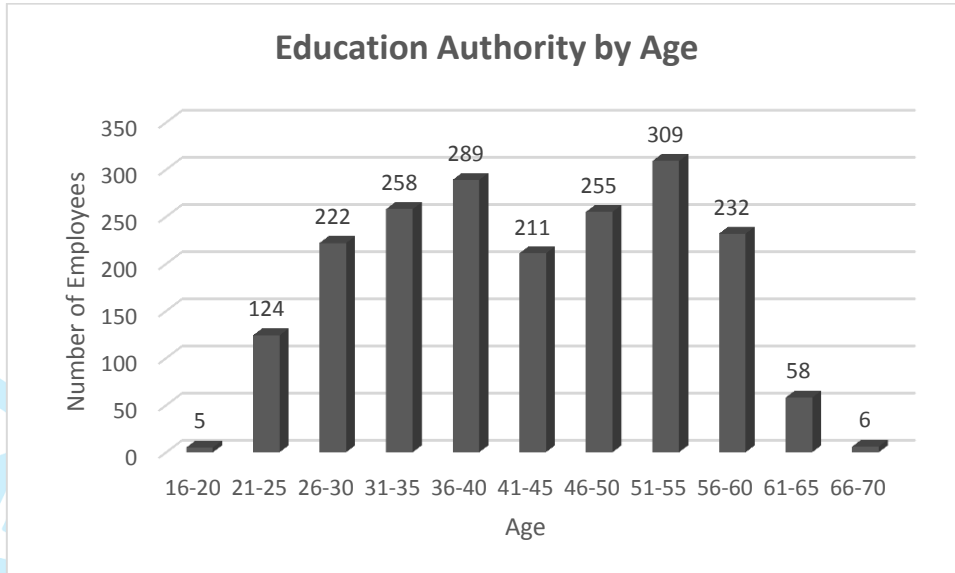
Education Authority by Age

Recruitment
Figure 9 shows the number of applications received, applicants interviewed and those hired by age bracket.

Figure 9

Education Authority Recruitment by Age

	16-20	21-25	26-30	31-35	36-40	41-45	46-50	51-55	56-60	61-65	66-70	71-75	Unknown
Applied	105	670	545	295	246	204	188	163	61	17	0	1	21
Interviewed	7	106	98	62	52	55	63	35	9	4	0	0	9
Hired	2	30	27	20	18	21	15	10	3	2	0	0	2

Education Authority - Pregnancy and Maternity

Return to Work of Woman on Maternity Leave

100% (47) women who had indicated an intention to return from maternity leave in 2017 did so.

Education Authority by Marital Status and Civil Partnership

Current Workforce
Figure 10 below shows the marital and civil partnership status of the Education Authority workforce as a percentage.

Figure 10

Marital Status	Percentage of Workforce
Divorced/Separated	5.3%
Legally Separated	0.6%
Living with Partner	7.9%
Married/Civil Partnership	55.8%
Prefer not to Say	6.2%
Single	18.9%
Widowed	0.9%
Unknown	4.4%

Recruitment
Similar to the previous year, 48% of applications received were from candidates who were single, with 32% from candidates who were either married or in a civil partnership. 46% of total appointments were to individuals who were either married or in a civil partnership and 35% of appointments were made to individuals who were single.

Education Authority by Sexual Orientation

Current Workforce

63% of the workforce identify as being heterosexual with 11% preferring not to disclose their sexual orientation. 0.9% identified as either gay (0.4%), lesbian (0.2%), bisexual (0.1%) or other (0.2%) and the remainder are unknown.

Recruitment

Figure 11 gives the full breakdown of the sexual orientation of all applicants, interviewees and appointees.

Figure 11

Sexual Orientation	Percentage of Applications (2516)	Percentage of Total Selected For Interview (500)	Percentage of Total Successful Appointments (150)
Bisexual	0.08%	0.00%	0.00%
Gay	0.44%	0.80%	1.33%
Straight	96.46%	95.00%	94.67%
Lesbian	0.20%	0.20%	0.00%
Other	0.12%	0.00%	0.00%
Prefer Not To Say	2.15%	3.20%	2.67%
Unknown	0.55%	0.80%	1.33%

Education Authority by Religion or Belief

Figure 12 shows the workforce by religion or belief.

Figure 12

Religion or Belief	Percentage of total workforce
Buddhist	0.15%
Church of Scotland	25.24%
Humanist	0.25%
Jewish	0.05%
Muslim	0.20%
None	20.06%
Other	0.05%
Other Christian	3.71%
Other Religion/Belief	0.86%
Prefer not to Say	13.72%
Roman Catholic	9.40%
Sikh	0.05%
Unknown	26.26%

Recruitment

Figure 13 shows the percentage of applicants, those selected for interview and successful appointees by religion or belief.

Figure 13

Religion or Belief	Percentage of Applications (2516)	Percentage of Total Selected For Interview (500)	Percentage of Total Successful Appointments (150)
Buddhist	0.20%	0.20%	0%
Church of Scotland	23.73%	30.00%	30.67%
Hindu	0.00%	0.00%	0.00%
Humanist	0.68%	0.40%	1.33%
Jewish	0.16%	0.00%	0.00%
Muslim	0.32%	0.40%	0.00%
None	50.83%	44.00%	48.00%
Other Christian	7.95%	8.20%	4.00%
Other Religion or Belief	0.48%	0.20%	0.00%
Pagan	0.00%	0.00%	0.00%
Prefer Not To Say	5.00%	6.40%	3.33%
Roman Catholic	9.02%	9.40%	12.00%
Sikh	0.08%	0.00%	0.00%
Unknown	1.55%	0.80%	0.67%

Education Authority by Gender Reassignment

Current Workforce

0.05% of the workforce in our Education Authority identify or have identified as a transgender or trans person. 64% stated that they did not or have never identified as a transgender or trans person. 9% of employees indicated that they preferred not to say and the remainder are unknown.

Recruitment

Of the 2516 job applications received, data from MyJobScotland shows that only 1 application (0.04%) was received from a candidate who identified or has identified as a transgender or trans person and none were hired.