

## PERTH & KINROSS COUNCIL

### Equality and Diversity in Employment 2017/2018

#### 1. INTRODUCTION

- 1.1 The Council's commitment to equality and diversity in employment is reflected in our Corporate Equalities Policy and our Equal Pay Policy which provide frameworks within which we work.
- 1.2 This report provides
- An overview of progress in 2017/18 on equality and diversity in employment.
  - Includes the results of our 2017/18 equal pay audit.
  - Sets out what we plan to do next to continue to mainstream and embed equalities to ensure equality is considered in decisions taken that affect our workforce.

#### 2. PROMOTING EQUALITY AND DIVERSITY

##### Trends

- 2.1 Information from employment monitoring ensures a focus on workplace equality issues when carrying out policy review and development. Analysis of the data collated revealed no new significant trends emerging in any of the protected characteristics. More detailed information is available on request from the Corporate Human Resources Manager.

##### **AGE – YOUTH EMPLOYMENT**

##### Supporting Care Experienced Young People within Perth and Kinross

- 2.2 Perth & Kinross Council's vision is for all children and young people to have the best start in life. As Corporate Parents in Perth and Kinross we have high aspirations and ambitions for our care experienced young people. We recognise that the outcomes for young people who have experienced care often fall short of their peers. Through committed and collective leadership, strong collaboration and partnership working we will strive to close outcome gaps and to achieve significant improvements in the life chances for care experienced children and young people.

### 2.3 Our current offer is;

- Work experience placements across a wide variety of occupational areas across the Council working closely with @Scott Street on securing placements and providing information.
- Engaging with the Perth & Kinross Young Care Experienced Group through attendance at meetings to highlight opportunities and careers within the Council.
- Commitment to offer work experience, training, an apprenticeship, a job for at least one Care Leaver per year as outlined in the Corporate Parenting Plan.
- Pledge to increase the work and training opportunities for Care Experienced Young People as detailed in the Corporate Workforce Plan 2018-2021.
- Guaranteed Job Interview for Care Experienced Young People for Modern Apprentice posts.

#### Modern Apprenticeships and Professional Trainee Opportunities

### 2.4 The following table provides an overview of the number of Modern Apprenticeship and Professional Trainee opportunities provided in the period 2012/13 to 2017/18.

Period	Number of MA Opportunities	Cumulative Total	Number of PT Opportunities	Cumulative Total
2012/13	59	59	10	10
2013/14	55	114	5	15
2014/15	71	185	5	20
2015/16	86	271	10	30
2016/17	57	328	13	43
2017/18	58	387	4	47

- 2.5 The Modern Apprenticeship Programme has been developed to enable a wider offer of employment opportunities; we currently offer opportunities in fourteen different occupational areas, including new qualifications within Digital Application Support and Digital Marketing. There has also been a significant increase within Social Services (Children & Young People) where twelve opportunities were taken up.
- 2.6 The MA programme success rates continue to be high. Of those who completed the MA programme in 2017/18, 93% achieved a positive outcome.
- 2.7 A strong partnership has been developed with Perth Autism Support/Number 3 to increase Modern Apprentice opportunities available to young people with autism. Five young people were recruited and supported through this route.
- 2.8 In addition, we have developed partnership working with Perth Youth Services to support young people across a number of protected characteristics. These partnerships include presentations to groups and on a one to one to ensure young people are aware of options and support available within our Modern Apprenticeship programme.

- 2.9 Working with Concept Northern, we now offer a work-based assessment for Modern Apprentices who have been diagnosed with learning difficulties. Concept Northern offer the assessment and support access to funding to purchase resources. This has worked particularly well for our young people with dyslexia who received personal tablets and digital pens.
- 2.10 Since 2012, the Council has offered 47 Professional Trainee opportunities, with the duration of these ranging from two to 4 years. Twenty-eight professional trainees have now left the programme, all having achieved a positive outcome as shown below:

Currently undertaking Traineeship	Secured Employment in PKC	Secured Employment Externally	Undertaking Post-Graduate Qualification at University	Total
1	18	8	1	28

### Graduate Work Experience

- 2.11 A new Graduate Apprenticeship in partnership with Dundee University is now available. One Graduate Engineering Apprentice started in September 2017 on a four year fixed term contract.
- 2.12 Positive feedback has been received from Project Leads on the Graduate Work Experience programme in 2017/18. In addition, feedback from Graduates who have left the programme indicates they have valued the experience.

Opportunities Offered	Still on the Programme	Left the Programme	Reason if Left the Programme		
			Gained Employment in PKC	Gained Employment Elsewhere	Following Different Career Path
27	12	15	7	6	2

## **AGE – OTHER EMPLOYEES**

### Health & Wellbeing

- 2.13 The Council recognises the link between employee health, wellbeing and productivity. A wide range of health and wellbeing opportunities are available to encourage and support employees to lead healthy active lives. These include health promotion days and access to counselling and physiotherapy treatment, where appropriate, as part of our occupational health contract.

### Preparation for Retirement

- 2.14 An increasing number of people wish to continue to work for longer and with changing demographics this trend is likely to continue. However, for those employees planning for retirement, the Council continues to offer a range of support options, including;

- Preparing for Your Future – a one-day workshop run approximately 4 times a year.
- Flexible Retirement Scheme – four learning lunch sessions took place last year to provide further information on the provisions of the scheme.
- Additional Voluntary Contribution Scheme – eleven sessions were delivered in various Council locations to Local Government Pension Scheme members and Scottish Teachers' Superannuation Scheme members.
- Shared Cost Additional Voluntary Contributions – communication campaigns were run to raise awareness of the new salary sacrifice scheme available to Local Government Pension Scheme members.

## DISABILITY

2.15 We continue to support disabled people;

- Into work - through the Guaranteed Job Interview Scheme; and
- In work - with the professional advice of our Occupational Health provider, People Asset Management (PAM) where difficulties arise, or potentially could arise, in the course of employment.

2.16 In 2017/18, there were 716 appointments with our Occupational Health Service. Of these, 474 employees were assessed by the Occupational Health Nurse in the context of the Equality Act (2010). 127 were identified as likely to be covered by the Act, i.e. approximately one in four of this group or one in six of the total number of referrals.

2.17 This suggests that, despite low disclosure rates, the employment rates of Council employees with a disability or health condition covered by the Equality Act (2010) may be closer to the figures published by [Scope](#) which estimates that 19% of the working age population have a disability. Approximately one in five of the working age population reported mental health impairment (22%).

2.18 Typical adjustments recommended by Occupational Health are - temporary adjustment to duties, working hours or place of work, additional breaks during working hours for rehabilitation/treatment and purchase/modification of equipment.

## [Mental Health](#)

2.19 We continue to offer a range of learning/development and support measures to develop/build resilience for employees, potentially covered by the Equality Act (2010), who may be experiencing reduced mental wellbeing. Understanding the issues that employees are facing and steps we can take to provide additional support to improve mental wellbeing is a priority the Council will progress in 2018/19.

## GENDER

### Early Years Childcare

- 2.20 The innovative Men in Childcare project achieved the Scottish Public Service Championing Gender Equality Award in 2017.
- 2.21 The project aims to address gender inequality within the early years and childcare workforce. Supported by the Council, it gives men an introduction to early years and childcare theory and practice, whilst gaining a qualification. The project has been running for 3 years, and each year the delivery has varied in response to the group. This year a Play unit, a Child Development unit and a Working in Childcare unit were offered.

### Learn to Teach

2. 22 The Learn to Teach project, which started in 2016, provides an opportunity for current employees to retrain to become Teachers. We took the opportunity to encourage gender/ethnicity diversity and, in January 2018, 13 employees started the 12-month training programme (11 females and 2 males). A new flexible working arrangement was agreed to support one of the cohort to take part.

## LGBTI+

- 2.23 The LGBTI+ Staff Network is now well established. Human Resources participate in the network to ensure any employment-related concerns or improvements which are identified by the group members can be addressed.

## RELIGION OR BELIEF AND SEXUAL ORIENTATION

- 2.24 Since the Council introduced monitoring of religion or belief and sexual orientation in 2014, the disclosure rates from employees have continued to improve.

	31/05/14	31/05/15	31/05/16	31/05/17	31/05/18
<b>Religion or Belief</b>	6.3%	7.9%	10.5%	14.7%	19.3%
<b>Sexual Orientation</b>	6.2%	8.2%	10.6%	14.8%	19.4%

- 2.25 We recognise that increasing the disclosure rates for personal information is challenging, and employees may be reluctant to self-identify for a number of reasons. In an attempt to increase these rates and employee confidence in the process, we continue to work in partnership with the Trade Unions and publish Inside News Bulletins. This enables us to communicate the importance of holding the correct information for employees and how this helps us shape HR policies and practices going forward.

### **SUPPORT FOR CARERS**

- 2.26 The Council recognises the importance of retaining experienced employees, reducing absence and minimising avoidable recruitment costs.
- 2.27 Employers who participate in the Carer Positive Scheme have a working environment where carers are valued and supported. The Council achieved 'Established status' under the Carer Positive Scheme in November 2017.

### **SUPPORT FOR NON-UK EU/EEA NATIONALS**

- 2.28 A Brexit information and support campaign was launched in March 2018 for our Non-UK EU/EEA national workforce. This campaign is ongoing and includes the opportunity for Non-UK EU/EEA nationals to have a one-to-one appointment with a specialist solicitor from the Ethnic Minorities Law Centre.

### **SUPPORT FOR VETERANS**

- 2.29 The Council signed the Community Covenant Partnership in December 2012 and reaffirmed its long standing commitment to support the Armed Forces and those who serve or have served in them and their families by signing the Armed Forces Covenant on 13 September 2017.
- 2.30 We seek to uphold the principles of the Armed Forces Covenant by:
- promoting the fact that we are an armed forces-friendly organisation;
  - seeking to support the employment of veterans young and old and working with the Career Transition Partnership (CTP), in order to establish a tailored employment pathway for Service Leavers;
  - striving to support the employment of Service spouses and partners;
  - endeavoring to offer a degree of flexibility in granting leave for Service spouses and partners before, during and after a partner's deployment;
  - seeking to support our employees who choose to be members of the Reserve forces, including by accommodating their training and deployment where possible;
  - offering support to our local cadet units, either in our local community or in local schools, where possible;
  - actively participating in Armed Forces Flag Raising Day;
  - offering a discount for regular users of the leisure facilities run on the Council's behalf by Live Active Leisure.

- promoting the Council's services to armed forces personnel, veterans and their families to ensure uptake of welfare benefits and access to benefit and money service; housing options, including allocations and homelessness; education; access to leisure facilities; health and social care services, employability and training services; and referrals to other non-Council services.

2.31 Last year the Council also achieved the Silver Award under the Employer Recognition Scheme in recognition of our support for the Armed Forces and Cadets.

### 3. EQUAL PAY AUDIT

3.1 The Improvement Service introduced a new Gender Equality Indicator in 2016/17 which reports on the gender pay gap in Scottish Councils. This is calculated based on average hourly rates of pay. Previously our gender pay gap had been calculated based on average full time equivalent (FTE) salary.

[Scottish Councils Statistics](#)

3.2 The "All Scottish Councils" pay gap for 2017/18 is not yet available.

[Comparison with UK & Scotland Statistics](#)

3.3 The Annual Survey of Hours and Earnings (ASHE) is the source for calculating the pay gap which is published late autumn every year.

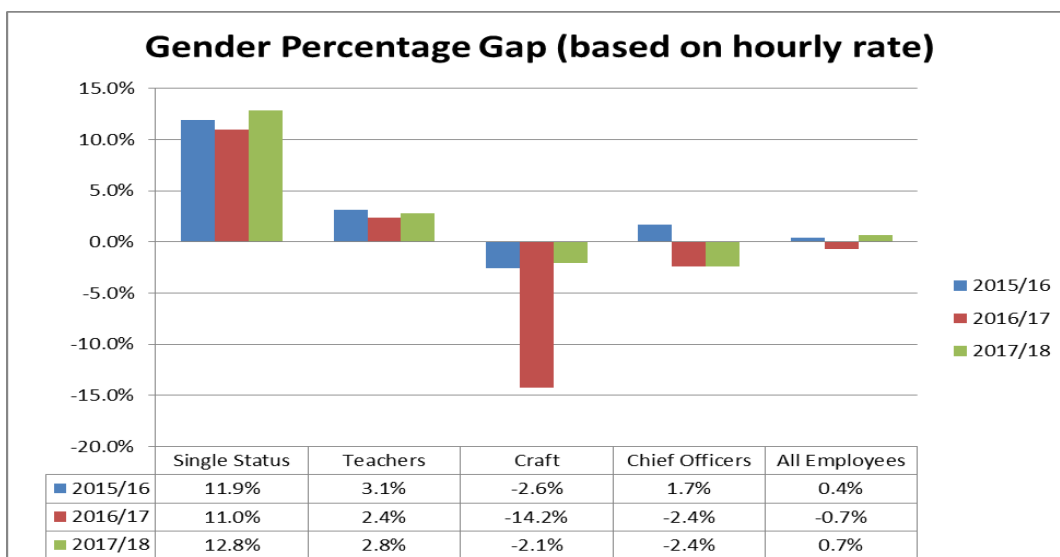
3.4 In Scotland, the gender pay gap<sup>1</sup> is now reported using the mean and median figures. The mean is the difference between the average of male and female pay and the median is the difference between the midpoints in the ranges of male and female pay. The mean is the preferred comparator as it takes into account the outliers and reflects the structural inequality between gender, including issues relating to vertical occupational segregation.

	PKC	SCOTLAND (2016 results)
MEAN (Average) PAY	0.7%	14.9% <sup>1</sup>
MEDIAN	8.6%	15.6% <sup>2</sup>

<sup>1</sup> Source - <http://www.closesthegap.org.uk/content/gap-statistics/>

<sup>2</sup> Source - <https://www.ons.gov.uk>

3.5 The 2017/18 audit covered all employee groups and included an analysis of the protected characteristics of gender, age, age and gender combined, ethnicity and disability. It is based on the number of contracts which are held by males and females as at 31 March 2018.



Pay gaps in favour of females are shown as a negative percentage

### Reasons for Increase in the Basic Pay Gap for Single Status

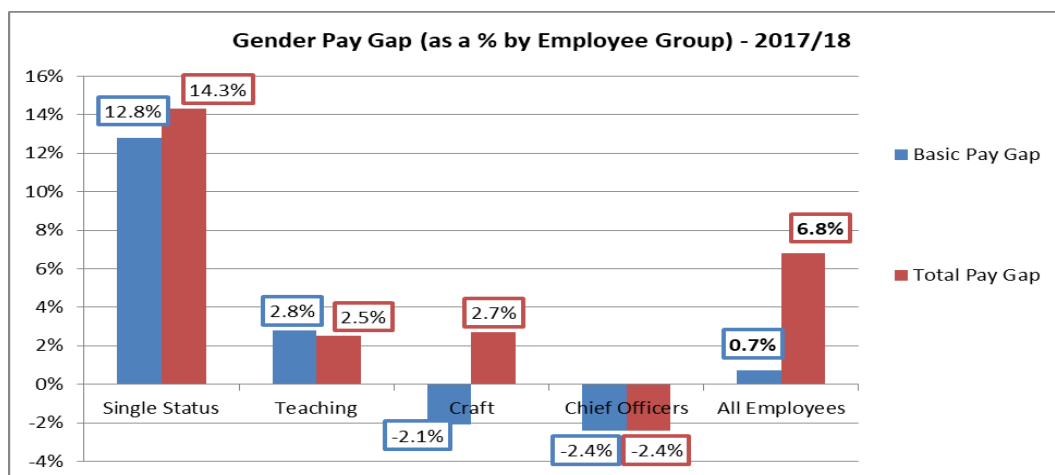
- 3.6 - 103 employees in the Education & Children's Services Facilities Support Team were TUPE transferred to Tayside Contracts in May 2017. As a high proportion (67%) of employees who transferred were male Janitors (GE3) and School Crossing Patrollers (GE2) this has an impact on the overall results.
- 3.7 - The Pupil Equity Fund (PEF) is a national initiative by the Scottish Government to provide additional funding directly to schools towards raising attainment. There was an increase of over 100 contracts for Pupil Support Assistants (GE3) and Early Childhood Practitioners (TAS5) when compared to 2016/17. As the PEF posts are predominately held by females, this has an impact on the pay gap.

### Other Employee Group Analysis

- 3.8 There was no cause for concern to the pay gap for Teachers, Chief Officers and Craft Employees.

### Basic Pay Compared to Total Pay

- 3.9 In accordance with the Equality & Human Rights Commission best practice guidance, this audit also compared total pay within each employee group. Total pay is average full time equivalent salary plus other payments including shift allowance, night allowance, overtime, call out, premium payments for public holiday working, standby payments and acting up allowances.



Pay gaps in favour of females are shown as a negative percentage

### Total Pay Gap

- 3.10 The total pay gap is wider than the basic pay gap because of gender differences in the payment of allowances. This is due to overtime working being predominately carried out by male employees.
- 3.11 The reasons for this can be attributed to occupational segregation where custom and practice has evolved and in some parts of the Council overtime working by full time males is relied upon for service delivery. In addition, societal issues tend to place greater restrictions on full time females availability to work additional hours, where these are offered, as they are more likely to have caring responsibilities.

### **Pay Gap Results by Other Protected Characteristics**

- 3.12 Analysis is undertaken on all the protected characteristics (age, age/gender, disability and ethnicity) and there was no cause for concern.

### **Equal Pay Audit 2017/18 Conclusion**

- 3.13 Overall, the findings of the audit remain positive and the reasons for the widening gender pay gap are due to the loss of the predominately male Facilities Support Team as a result of the TUPE transfer to Tayside Contracts, the expansion of early years and the increase in Pupil Equity Fund (PEF) posts predominately carried out by females.
- 3.14 Human Resources will continue to work with Services to address occupational segregation which remains a significant factor in influencing gender pay gaps. This is prevalent although not unique in teaching roles and, while the Council continues to address this through targeted recruitment campaigns and initiatives such as Men in Childcare, it is also supported nationally with the "Delivering Excellence and Equity in Scottish Education" report being published by the Scottish Government. However, it should be recognised that occupational segregation is a long-term issue which is difficult to tackle and requires sustained focus and commitment.

## 4. Future Actions

### 4.1 In 2018/19, we will:

- Continue to develop the range of opportunities available to young people through the Modern Apprenticeship, Professional Traineeship and Graduate Work Experience programmes (*age*)
- Build on the programmes offered by @Scott Street to their Care Experienced Young People to bridge the skills gap between this and the PKC Modern Apprenticeship Programme. This will include employability skills / confidence building and work experience etc. (*age/care experienced*)
- Create a Modern Apprenticeship in Youth Work specifically targeted at Care Experienced Young People who will use their insight to make a difference in this area (*age/care experienced*)
- Highlight the introduction of enhanced funding for Care Experienced Modern Apprentices aged 20 to 29 in our communication plan. The plan will include a Role Models Campaign to promote and highlight good news stories across Perth and Kinross and encourage and motivate others (*age/care experienced*)
- Continue to provide a wide range of health and wellbeing opportunities to encourage and support employees to lead healthy active lives (*age*)
- Continue to provide a range of information opportunities for employees planning for retirement (*age*)
- Provide targeted communications to employees who may be interested in the Shared Cost Additional Voluntary Contributions scheme (LGPS members) (*age & gender*)
- Assess the benefits of Level 3 Leader status under the Disability Confident Scheme to encourage more applications from potential job applicants with a disability, provide additional support to existing employees with a disability or encourage greater disclosure of disability by existing employees (*disability*)
- Continue to offer a range of learning/development and support measures to develop/build resilience for employees, potentially covered by the Equality Act (2010), who may be experiencing reduced mental wellbeing (*disability & all*)
- Continue to encourage gender diversity in learning/re-training opportunities for our employees (*gender*)
- Consider introducing Gender Based Violence guidance to support the Scottish Government's Equally Safe delivery plan to Prevent Violence Against Women and Girls (*gender*)
- Assess the benefits of Exemplar status under the Carer Positive Scheme as a means to provide further support to our employees who are carers (*gender & all*)
- Review HR policies to ensure these are inclusive by using gender neutral language where appropriate (*sexual orientation & gender identity*)
- Develop Gender Transitioning guidance to support employees who propose to undergo, or are undergoing a process of socially aligning their gender expression with their gender identity, rather than with their birth-assigned sex (*gender identity*)
- Review our approach to encouraging employees to disclose sensitive equality information (*disability, ethnicity, religion or belief & sexual orientation*)
- Continue to offer support to Non UK EU/EEA Nationals through the Brexit process (*nationality*)

- Maintain the bronze and silver awards under the Healthy Working Lives Award Programme by providing a range of information campaigns and learning opportunities and continue to support Healthy Working Lives (*all*)

<b>Author</b>	<b>Designation</b>	<b>Contact Details</b>
Sheila Munro	HR Team Leader – Reward & Wellbeing	<a href="mailto:hr@pkc.gov.uk">hr@pkc.gov.uk</a>

<b>Approved</b>	<b>Designation</b>	<b>Date</b>
Karen Donaldson	Corporate Human Resources Manager	6 December 2018