



Shetland Islands Council

2007 Report

Included in the Report: All Council employees including relief and supply workers
 Excluded from the Report: Skillseekers

Applying for a Job Within the Council

All applicants are asked to complete an Equal Opportunities Monitoring form. The monitoring form is detached and is not seen by the selection panel. After the interviews have taken place, admin staff use the monitoring form to log details of the successful candidate on CHRIS then send all monitoring forms for a particular vacancy to Human Resources where the details are logged on an equal opportunities database.

We logged a total of **1788** Equal Opportunities Monitoring forms from people applying for jobs with the Council. Departments did not specify which stage applicants reached on **25** forms.

Age

Categories	All Applicants	Rejected at Shortlisting	Rejected at Interview	Withdrawn Applications	Reserve Candidates	Successful Applicants
<16	0.06%	0.14%	0.00%	0.00%	0.00%	0.00%
16-25	26.68%	28.49%	22.62%	31.18%	26.42%	26.27%
26-35	24.11%	21.85%	23.53%	23.66%	33.96%	27.37%
36-45	23.38%	21.85%	25.57%	25.81%	24.53%	22.96%
46-55	18.34%	19.36%	19.91%	12.90%	7.55%	18.10%
56-65	5.09%	5.67%	5.88%	3.23%	7.55%	3.75%
66-70	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
>70	0.11%	0.28%	0.00%	0.00%	0.00%	0.00%
Undisclosed	2.24%	2.35%	2.49%	3.23%	0.00%	1.55%

Disability

Categories	All Applicants	Rejected at Shortlisting	Rejected at Interview	Withdrawn Applications	Reserve Candidates	Successful Applicants
Disability	1.00%	1.11%	0.68%	3.00%	0.00%	0.88%
No Disability	97.71%	97.51%	97.96%	94.62%	100.00%	98.45%
Undisclosed	1.00%	1.38%	1.36%	2.00%	0.00%	0.66%

Ethnic Origin

Categories	All Applicants	Rejected at Shortlisting	Rejected at Interview	Withdrawn Applications	Reserve Candidates	Successful Applicants
African	0.45%	0.55%	0.23%	2.15%	0.00%	0.22%
Bangladeshi	0.22%	0.28%	0.23%	1.08%	0.00%	0.00%
Caribbean	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Chinese	0.28%	0.28%	0.23%	0.00%	1.92%	0.22%
English	10.79%	11.07%	11.76%	16.13%	5.77%	8.83%
Indian	0.22%	0.14%	0.45%	0.00%	0.00%	0.22%
Irish	0.84%	0.55%	1.13%	0.00%	0.00%	0.88%
Other	3.64%	5.81%	1.81%	1.08%	1.92%	2.43%
Pakistani	0.17%	0.41%	0.00%	0.00%	0.00%	0.00%
Scottish	52.24%	50.07%	49.32%	54.84%	53.85%	58.06%
Welsh	0.50%	0.41%	0.23%	0.00%	0.00%	1.10%
Undisclosed	30.65%	30.43%	34.62%	24.73%	36.54%	28.04%

Gender

Categories	All Applicants	Rejected at Shortlisting	Rejected at Interview	Withdrawn Applications	Reserve Candidates	Successful Applicants
Female	69.74%	65.28%	67.87%	72.04%	78.85%	76.60%
Male	29.36%	34.02%	31.22%	25.81%	21.15%	22.52%
Undisclosed	0.89%	0.69%	0.90%	2.15%	0.00%	0.88%

Working for the Authority

Employees were recently issued with questionnaires to update their personal details. We hold data on age for 100% of the workforce, of disability for 82.43% of the workforce, of ethnic origin for 78.14% of the workforce and on gender for 100% of the workforce.

At our last Quarterly Joint Staffing Watch survey, we had a total of 3,719 employees or 2,425 full-time equivalents. A copy of this Quarterly Joint Staffing Watch survey is attached as Appendix 1. (the snapshot day for the survey is 10.03.07)

Workforce Statistics

Age		Disability		Ethnicity		Gender	
<16	0%	Disability	5.33%	African	0.04%	Female	74.79%
16-25	9.71%	No Disability	77.10%	Bangladeshi	0.00%	Male	25.21%
26-35	18.37%	Unknown / Undisclosed	17.57%	Caribbean	0.02%		
36-45	28.45%			Chinese	0.05%		
46-55	26.03%			English	7.15%		
56-65	16.08%			Indian	0.02%		
66-70	1.06%			Irish	0.51%		
>70	0.29%			Other	2.80%		
				Pakistani	0.00%		
				Scottish	67.17%		
				Welsh	0.38%		
				Undisclosed / Unknown	21.86%		

The workforce statistics for the various staff groups comprise:-

APT&C							
Age		Disability		Ethnicity		Gender	
<16	0.00%	Disability	4.99%	African	0.04%	Female	75.74%
16-25	11.97%	No Disability	78.53%	Bangladeshi	0.00%	Male	24.26%
26-35	22.70%	Unknown / Undisclosed	16.48%	Caribbean	0.00%		
36-45	29.54%			Chinese	0.07%		
46-55	23.24%			English	6.77%		
56-65	11.97%			Indian	0.04%		
66-70	0.44%			Irish	0.65%		
>70	0.15%			Other	1.93%		
				Pakistani	0.00%		
				Scottish	70.32%		
				Welsh	0.40%		
				Undisclosed / Unknown	19.79%		

Craft Operatives							
Age		Disability		Ethnicity		Gender	
<16	0.00%	Disability	10.99%	African	0.00%	Female	0.00%
16-25	14.29%	No Disability	78.02%	Bangladeshi	0.00%	Male	100.00%
26-35	13.19%	Unknown / Undisclosed	10.99%	Caribbean	0.00%		
36-45	39.56%			Chinese	0.00%		
46-55	26.37%			English	4.40%		
56-65	6.59%			Indian	0.00%		
66-70	0.00%			Irish	0.00%		
>70	0.00%			Other	0.00%		
				Pakistani	0.00%		
				Scottish	82.42%		
				Welsh	0.00%		
				Undisclosed / Unknown	13.19%		

Chief Officials							
Age		Disability		Ethnicity		Gender	
<16	0.00%	Disability	0.00%	African	0.00%	Female	10.53%
16-25	0.00%	No Disability	94.74%	Bangladeshi	0.00%	Male	89.47%
26-35	5.26%	Unknown / Undisclosed	5.26%	Caribbean	0.00%		
36-45	42.11%			Chinese	0.00%		
46-55	36.84%			English	15.79%		
56-65	15.79%			Indian	0.00%		
66-70	0.00%			Irish	0.00%		
>70	0.00%			Other	5.26%		
				Pakistani	0.00%		
				Scottish	78.95%		
				Welsh	0.00%		
				Undisclosed / Unknown	0.00%		

Instructors							
Age		Disability		Ethnicity		Gender	
<16	0.00%	Disability	7.05%	African	0.00%	Female	74.32%
16-25	0.68%	No Disability	57.69%	Bangladeshi	0.00%	Male	25.68%
26-35	12.84%	Unknown / Undisclosed	35.26%	Caribbean	0.00%		
36-45	31.08%			Chinese	0.00%		
46-55	24.32%			English	10.81%		
56-65	27.03%			Indian	0.00%		
66-70	3.38%			Irish	0.00%		
>70	0.68%			Other	2.70%		
				Pakistani	0.00%		
				Scottish	43.92%		
				Welsh	0.68%		
				Undisclosed / Unknown	41.89%		

Lecturers							
Age		Disability		Ethnicity		Gender	
<16	0.00%	Disability	1.43%	African	0.00%	Female	58.57%
16-25	0.00%	No Disability	85.71%	Bangladeshi	0.00%	Male	41.43%
26-35	18.57%	Unknown / Undisclosed	12.86%	Caribbean	0.00%		
36-45	32.86%			Chinese	0.00%		
46-55	35.71%			English	11.43%		
56-65	10.00%			Indian	0.00%		
66-70	2.86%			Irish	0.00%		
>70	0.00%			Other	1.43%		
				Pakistani	0.00%		
				Scottish	81.43%		
				Welsh	1.43%		
				Undisclosed / Unknown	4.29%		

Manual Workers							
Age		Disability		Ethnicity		Gender	
<16	0.00%	Disability	7.00%	African	0.06%	Female	73.57%
16-25	9.99%	No Disability	76.74%	Bangladeshi	0.00%	Male	26.43%
26-35	11.33%	Unknown / Undisclosed	16.26%	Caribbean	0.06%		
36-45	27.65%			Chinese	0.06%		
46-55	27.41%			English	6.52%		
56-65	21.19%			Indian	0.00%		
66-70	1.89%			Irish	0.12%		
>70	0.55%			Other	3.35%		
				Pakistani	0.00%		
				Scottish	66.71%		
				Welsh	0.37%		
				Undisclosed / Unknown	22.74%		

Teachers							
Age		Disability		Ethnicity		Gender	
<16	0.00%	Disability	4.20%	African	0.00%	Female	76.64%
16-25	4.54%	No Disability	75.62%	Bangladeshi	0.00%	Male	23.36%
26-35	19.27%	Unknown / Undisclosed	20.18%	Caribbean	0.00%		
36-45	25.51%			Chinese	0.00%		
46-55	31.29%			English	8.62%		
56-65	18.03%			Indian	0.00%		
66-70	1.13%			Irish	0.91%		
>70	0.23%			Other	4.54%		
				Pakistani	0.00%		
				Scottish	60.54%		
				Welsh	0.34%		
				Undisclosed / Unknown	25.06%		

Training Application Rates - There was a total of 2,849 training applications.

Age		Disability		Ethnicity		Gender	
<16	0.00%	Disability	6.07%	African	0.00%	Female	66.27%
16-25	8.07%	No Disability	75.52%	Bangladeshi	0.00%	Male	33.73%
26-35	21.51%	Unknown / Undisclosed	18.40%	Caribbean	0.00%		
36-45	31.64%			Chinese	0.04%		
46-55	27.26%			English	5.57%		
56-65	11.26%			Indian	0.00%		
66-70	0.25%			Irish	0.42%		
>70	0.00%			Other	2.84%		
				Pakistani	0.00%		
				Scottish	63.78%		
				Welsh	0.74%		
				Undisclosed / Unknown	26.62%		

Training Nomination Rates - There was a total of 2,733 successful training applications (approved by managers).

Age		Disability		Ethnicity		Gender	
<16	0.00%	Disability	6.15%	African	0.00%	Female	69.56%
16-25	8.00%	No Disability	75.63%	Bangladeshi	0.00%	Male	30.44%
26-35	21.49%	Unknown / Undisclosed	18.22%	Caribbean	0.00%		
36-45	31.44%			Chinese	0.04%		
46-55	27.39%			English	3.66%		
56-65	11.43%			Indian	0.00%		
66-70	0.26%			Irish	0.45%		
>70	0.00%			Other	3.02%		
				Pakistani	0.00%		
				Scottish	63.90%		
				Welsh	0.78%		
				Undisclosed / Unknown	28.14%		

Promotion Rates

This was determined by reporting on the number of employees who received a pay increase greater than the annual percentage rate awarded last year. The current report does not include information on age, disability or ethnic origin.

Age		Disability		Ethnicity		Gender	
<16	%	Disability	%	African	%	Female	72.46%
16-25	%	No Disability	%	Bangladeshi	%	Male	27.54%
26-35	%	Unknown / Undisclosed	%	Caribbean	%		
36-45	%			Chinese	%		
46-55	%			English	%		
56-65	%			Indian	%		
66-70	%			Irish	%		
>70	%			Other	%		
				Pakistani	%		
				Scottish	%		
				Welsh	%		
				Undisclosed	%		
				Unknown	%		

Success Rates at Different Stages of the Promotion Process

Previously this was determined by analysing those employees who successfully requested that their grades be increased through the interim Job Evaluation Scheme. However, this scheme was closed to employees pending the implementation of the Single Status Agreement and now deals with evaluations of new posts, or management reviews.

Appraisal Mark Distributions

At the moment, the appraisal scheme covers only Chief Official posts. There are currently 19 Chief Official posts.

Chief Officials							
Age		Disability		Ethnicity		Gender	
<16	0.00%	Disability	0.00%	African	0.00%	Female	10.53%
16-25	0.00%	No Disability	94.74%	Bangladeshi	0.00%	Male	89.47%
26-35	5.26%	Unknown / Undisclosed	5.26%	Caribbean	0.00%		
36-45	42.11%			Chinese	0.00%		
46-55	36.84%			English	15.79%		
56-65	15.79%			Indian	0.00%		
66-70	0.00%			Irish	0.00%		
>70	0.00%			Other	5.26%		
				Pakistani	0.00%		
				Scottish	78.95%		
				Welsh	0.00%		
				Undisclosed / Unknown	0.00%		

All employees should take part in an annual Employee Review & Development meeting with their line manager. Of the 89 meetings logged:-

Age		Disability		Ethnicity		Gender	
<16	0.00%	Disability	6.74%	African	0.00%	Female	70/79%
16-25	7.87%	No Disability	92.13%	Bangladeshi	0.00%	Male	29.21%
26-35	37.08%	Unknown / Undisclosed	1.12%	Caribbean	0.00%		
36-45	37.08%			Chinese	0.00%		
46-55	10.11%			English	10.11%		
56-65	7.87%			Indian	0.00%		
66-70	0.00%			Irish	2.25%		
>70	0.00%			Other	1.12%		
				Pakistani	0.00%		
				Scottish	84.27%		
				Welsh	1.12%		
				Undisclosed / Unknown	1.12%		

Distribution of Performance Related Pay or Bonuses - The Council does not have a performance related pay / bonus scheme.

Harassment and Discrimination Complaints

No harassment and discrimination complaints relating to equal opportunities were raised during the reporting period.

Grievances

Of the 19 employees who raised a formal grievance:-

Age		Disability		Ethnicity		Gender	
<16	0.00%	Disability	0.00%	African	0.00%	Female	15.79%
16-25	0.00%	No Disability	84.21%	Bangladeshi	0.00%	Male	84.21%
26-35	0.00%	Unknown / Undisclosed	15.79%	Caribbean	0.00%		
36-45	21.05%			Chinese	0.00%		
46-55	31.58%			English	5.26%		
56-65	47.37%			Indian	0.00%		
66-70	0.00%			Irish	0.00%		
>70	0.00%			Other	0.00%		
				Pakistani	0.00%		
				Scottish	73.08%		
				Welsh	0.00%		
				Undisclosed / Unknown	21.05%		

Disciplinary Proceedings

Of the 11 employees who received disciplinary penalties:-

Age		Disability		Ethnicity		Gender	
<16	0.00%	Disability	0.00%	African	0.00%	Female	18.18%
16-25	0.00%	No Disability	72.73%	Bangladeshi	0.00%	Male	81.82%
26-35	9.09%	Unknown / Undisclosed	27.27%	Caribbean	0.00%		
36-45	54.55%			Chinese	0.00%		
46-55	36.36%			English	0.00%		
56-65	0.00%			Indian	0.00%		
66-70	0.00%			Irish	0.00%		
>70	0.00%			Other	0.00%		
				Pakistani	0.00%		
				Scottish	63.64%		
				Welsh	0.00%		
				Undisclosed / Unknown	36.36%		

Leaving the Authority

Dismissals

Of the 2 employees who were dismissed:-

Age		Disability		Ethnicity		Gender	
<16	0%	Disability	0%	African	0%	Female	0%
16-25	0%	No Disability	50%	Bangladeshi	0%	Male	100%
26-35	0%	Unknown / Undisclosed	50%	Caribbean	0%		
36-45	100%			Chinese	0%		
46-55	0%			English	50%		
56-65	0%			Indian	0%		
66-70	0%			Irish	0%		
>70	0%			Other	0%		
				Pakistani	0%		
				Scottish	0%		
				Welsh	0%		
				Undisclosed / Unknown	50%		

Resignations

Of the 486 employees who resigned:-

Age		Disability		Ethnicity		Gender	
<16	0%	Disability	4%	African	0%	Female	81%
16-25	28%	No Disability	82%	Bangladeshi	0%	Male	19%
26-35	22%	Unknown / Undisclosed	14%	Caribbean	0%		
36-45	24%			Chinese	0%		
46-55	14%			English	7%		
56-65	11%			Indian	0%		
66-70	1%			Irish	1%		
>70	0%			Other	2%		
				Pakistani	0%		
				Scottish	49%		
				Welsh	1%		
				Undisclosed / Unknown	40%		

Redundancies

Of the 4 employees who were made redundant:-

Age		Disability		Ethnicity		Gender	
<16	0%	Disability	0%	African	0%	Female	50%
16-25	0%	No Disability	100%	Bangladeshi	0%	Male	50%
26-35	0%	Unknown / Undisclosed	0%	Caribbean	0%		
36-45	75%			Chinese	0%		
46-55	25%			English	25%		
56-65	0%			Indian	0%		
66-70	0%			Irish	0%		
>70	0%			Other	25%		
				Pakistani	0%		
				Scottish	25%		
				Welsh	0%		
				Undisclosed / Unknown	25%		

Retirement

Of the 56 employees who retired:-

Age		Disability		Ethnicity		Gender	
<16	0%	Disability	13%	African	0%	Female	64%
16-25	0%	No Disability	55%	Bangladeshi	0%	Male	36%
26-35	0%	Unknown / Undisclosed	32%	Caribbean	0%		
36-45	2%			Chinese	0%		
46-55	11%			English	5%		
56-65	83%			Indian	0%		
66-70	4%			Irish	0%		
>70	0%			Other	4%		
				Pakistani	0%		
				Scottish	68%		
				Welsh	0%		
				Undisclosed / Unknown	23%		

Other (Death in Service / End of Contract / TUPE Transfer)

Of the 559 employees who left for “other” reasons:-

Age		Disability		Ethnicity		Gender	
<16	0%	Disability	3%	African	0%	Female	81%
16-25	24%	No Disability	64%	Bangladeshi	0%	Male	19%
26-35	19%	Unknown / Undisclosed	33%	Caribbean	0%		
36-45	23%			Chinese	0%		
46-55	19%			English	4%		
56-65	13%			Indian	0%		
66-70	1%			Irish	1%		
>70	1%			Other	2%		
				Pakistani	0%		
				Scottish	40%		
				Welsh	0%		
				Undisclosed / Unknown	53%		