



Shetland Islands Council

2008 Report

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

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 **2046** Equal Opportunities Monitoring forms from people applying for jobs with the Council. Departments did not specify which stage applicants reached on **143** forms.

Age

Categories	All Applicants	Rejected at Shortlisting	Rejected at Interview	Withdrawn Applications	Reserve Candidates	Successful Applicants	Undisclosed
<16	0.88%	0.24%	0.29%	0.10%	0.05%	0.10%	0.10%
16-25	24.98%	12.22%	4.74%	1.27%	0.68%	4.79%	1.27%
26-35	23.46%	9.09%	5.18%	1.37%	0.59%	5.72%	1.52%
36-45	22.14%	7.87%	5.33%	1.03%	0.88%	5.23%	1.81%
46-55	17.45%	6.65%	4.40%	1.12%	0.49%	3.32%	1.47%
56-65	5.28%	2.20%	1.22%	0.15%	0.20%	1.12%	0.39%
66-70	0.15%	0%	0%	0.05%	0%	0.10%	0.00%
>70	0.10%	0.05%	0%	0%	0%	0.05%	0.00%
Undisclosed	5.57%	3.08%	0.98%	0.20%	0.20%	0.68%	0.44%

Disability

Categories	All Applicants	Rejected at Shortlisting	Rejected at Interview	Withdrawn Applications	Reserve Candidates	Successful Applicants	Undisclosed
Disability	2.15%	1.12%	0.44%	0.05%	0%	0.39%	0.15%
No Disability	95.16%	38.91%	21.16%	5.03%	2.98%	20.43%	0.20%
Undisclosed	2.69%	1.37%	0.54%	0.20%	0.10%	0.29%	6.65%

Ethnic Origin

Categories	All Applicants	Rejected at Shortlisting	Rejected at Interview	Withdrawn Applications	Reserve Candidates	Successful Applicants	Undisclosed
African	0.49%	0.20%	0.05%	0.15%	0.05%	0.05%	0.00%
Bangladeshi	0.20%	0.15%	0%	0%	0%	0%	0.05%
Chinese	0.15%	0.10%	0%	0%	0%	0.05%	0.00%
English	14.71%	7.04%	3.57%	0.73%	0.29%	2.05%	1.03%
Indian	0.49%	0.44%	0%	0%	0%	0%	0.05%
Irish	0.73%	0.29%	0.15%	0.05%	0%	0.05%	0.20%
Other	7.82%	3.67%	1.96%	0.29%	0.15%	1.12%	0.64%
Pakistani	0.20%	0.10%	0%	0.05%	0%	0%	0.05%
Scottish	66.32%	25.37%	14.81%	3.47%	2.25%	16.13%	4.30%
Welsh	0.73%	0.29%	0%	0%	0.10%	0.24%	0.10%
Undisclosed	8.16%	3.76%	1.61%	0.54%	0.24%	1.42%	0.59%

Gender

Categories	All Applicants	Rejected at Shortlisting	Rejected at Interview	Withdrawn Applications	Reserve Candidates	Successful Applicants	Undisclosed
Female	66.37%	27.76%	14.86%	3.52%	2.05%	15.10%	3.08%
Male	30.74%	12.22%	6.65%	1.56%	0.93%	5.67%	3.71%
Undisclosed	2.88%	1.42%	0.64%	0.20%	0.10%	0.34%	0.20%

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 79.85% of the workforce, of ethnic origin for 79.44% of the workforce and on gender for 100% of the workforce.

At our last Quarterly Joint Staffing Watch survey, we had a total of 3,829 employees or 2,492 full-time equivalents. A copy of this Quarterly Joint Staffing Watch survey is attached as Appendix 1. (the snapshot day for the survey is 14.06.08)

Workforce Statistics

Age		Disability		Ethnicity		Gender	
16-25	10.60%	Disability	3.88%	African	0.03%	Female	74.85%
26-35	17.67%	No Disability	75.97%	Bangladeshi	0%	Male	25.15%
36-45	27.91%	Unknown/Undisclosed	20.15%	Caribbean	0%		
46-55	25.48%			Chinese	0.07%		
56-65	16.64%			English	7.16%		
66-70	1.31%			Indian	0%		
>70	0.38%			Irish	0.47%		
				Other	2.83%		
				Pakistani	0.05%		
				Scottish	68.37%		
				Welsh	0.45%		
				Undisclosed/Unknown	20.56%		

APT&C							
Age		Disability		Ethnicity		Gender	
16-25	13.40%	Disability	3.58%	African	0.03%	Female	75.34%
26-35	21.93%	No Disability	77.76%	Bangladeshi	0%	Male	24.66%
36-45	28.75%	Unknown/Undisclosed	18.66%	Caribbean	0%		
46-55	23.02%			Chinese	0.07%		
56-65	12.24%			English	6.92%		
66-70	0.48%			Indian	0%		
>=71	0.17%			Irish	0.51%		
				Other	2.35%		
				Pakistani	0.03%		
				Scottish	71.86%		
				Welsh	0.34%		
				Undisclosed/Unknown	17.87%		

Craft Operatives							
Age		Disability		Ethnicity		Gender	
16-25	20.41%	Disability	11.22%	African	0%	Female	2.04%
26-35	10.20%	No Disability	76.53%	Bangladeshi	0%	Male	97.96%
36-45	33.67%	Unknown/Undisclosed	12.24%	Caribbean	0%		
46-55	27.55%			Chinese	0%		
56-65	8.16%			English	6.12%		
66-70	0%			Indian	0%		
>=71	0%			Irish	0%		
				Other	0%		
				Pakistani	0%		
				Scottish	81.63%		
				Welsh	0%		
				Undisclosed/Unknown	12.24%		

Chief Officials							
Age		Disability		Ethnicity		Gender	
16-25	0%	Disability	5.00%	African	0%	Female	15.00%
26-35	0%	No Disability	90%	Bangladeshi	0%	Male	85.00%
36-45	45.00%	Unknown/Undisclosed	5.00%	Caribbean	0%		
46-55	40%			Chinese	0%		
56-65	15.00%			English	15.00%		
66-70	0%			Indian	0%		
>=71	0%			Irish	0%		
				Other	5.00%		
				Pakistani	0%		
				Scottish	80%		
				Welsh	0%		
				Undisclosed/Unknown	0%		

Instructors							
Age		Disability		Ethnicity		Gender	
16-25	2.01%	Disability	1.34%	African	0.67%	Female	77.85%
26-35	15.44%	No Disability	38.26%	Bangladeshi	0%	Male	22.15%
36-45	26.85%	Unknown/Undisclosed	60.40%	Caribbean	0%		
46-55	24.83%			Chinese	0%		
56-65	24.16%			English	6.04%		
66-70	5.37%			Indian	0%		
>=71	1.34%			Irish	0%		
				Other	0.67%		
				Pakistani	0.67%		
				Scottish	36.91%		
				Welsh	1.34%		
				Undisclosed/Unknown	53.69%		

Lecturers							
Age		Disability		Ethnicity		Gender	
16-25	0%	Disabled	0%	African	0%	Female	59.09%
26-35	20.45%	No Disability	81.82%	Bangladeshi	0%	Male	40.91%
36-45	34.09%	Unknown/Undisclosed	18.18%	Caribbean	0%		
46-55	36.36%			Chinese	0%		
56-65	9.09%			English	9.09%		
66-70	0%			Indian	0%		
>=71	0%			Irish	0%		
				Other	2.27%		
				Pakistani	0%		
				Scottish	86.36%		
				Welsh	0%		
				Undisclosed/Unknown	2.27%		

Manual Workers							
Age		Disability		Ethnicity		Gender	
16-25	9.77%	Disability	5.14%	African	0%	Female	78.79%
26-35	10.80%	No Disability	77.31%	Bangladeshi	0%	Male	21.21%
36-45	25.96%	Unknown/Undisclosed	17.54%	Caribbean	0%		
46-55	25.96%			Chinese	0.13%		
56-65	24.16%			English	6.88%		
66-70	2.51%			Indian	0%		
>=71	0.84%			Irish	0.19%		
				Other	3.28%		
				Pakistani	0.06%		
				Scottish	66.39%		
				Welsh	0.39%		
				Undisclosed/Unknown	22.69%		

Teachers							
Age		Disability		Ethnicity		Gender	
16-25	4.21%	Disability	2.48%	African	0%	Female	75.94%
26-35	17.15%	No Disability	73.46%	Bangladeshi	0%	Male	24.06%
36-45	27.40%	Unknown/Undisclosed	24.06%	Caribbean	0%		
46-55	31.50%			Chinese	0%		
56-65	18.02%			English	8.41%		
66-70	1.51%			Indian	0%		
>=71	0.22%			Irish	0.97%		
				Other	4.21%		
				Pakistani	0%		
				Scottish	63.21%		
				Welsh	0.86%		
				Undisclosed/Unknown	22.33%		

Training Application Rates - There was a total of 3,790 training applications.

Age		Disability		Ethnicity		Gender	
16-25	5.44%	Disability	6.41%	African	0%	Female	70.08%
26-35	17.55%	No Disability	83.61%	Bangladeshi	0%	Male	29.92%
36-45	30.11%	Undisclosed	2.40%	Caribbean	0%		
46-55	30.98%	Unknown	7.57%	Chinese	0.08%		
56-65	15.28%			English	9.31%		
66-70	0.21%			Indian	0.05%		
>70	0.08%			Irish	0.47%		
Unknown	0.37%			Other	2.74%		
				Pakistani	0.08%		
				Scottish	75.49%		
				Welsh	0.40%		
				Undisclosed / Unknown	11.37%		

Training Nomination Rates - There was a total of 3,733 successful training applications (approved by managers).

Age		Disability		Ethnicity		Gender	
16-25	5.49%	Disability	6.52%	African	0%	Female	70.43%
26-35	17.36%	No Disability	83.44%	Bangladeshi	0%	Male	29.57%
36-45	30.03%	Undisclosed	2.41%	Caribbean	0%		
46-55	31.07%	Unknown	7.63%	Chinese	0.08%		
56-65	15.40%			English	9.30%		
66-70	0.21%			Indian	0.05%		
>70	0.08%			Irish	0.48%		
Unknown	0.35%			Other	2.79%		
				Pakistani	0.08%		
				Scottish	75.41%		
				Welsh	0.40%		
				Undisclosed / Unknown	11.41%		

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. A request will be made to the IT Department to include these fields in the report for the year 2008/2009.

Age		Disability		Ethnicity		Gender	
<16	%	Disability	%	African	%	Female	83.06%
16-25	%	No Disability	%	Bangladeshi	%	Male	16.94%
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%	Disability	0%	African	0%	Female	15.79%
16-25	0%	No Disability	94.74%	Bangladeshi	0%	Male	84.21%
26-35	0%	Unknown / Undisclosed	5.26%	Caribbean	0%		
36-45	47.37%			Chinese	0%		
46-55	42.11%			English	15.79%		
56-65	10.53%			Indian	0%		
66-70	0%			Irish	0%		
>70	0%			Other	5.26%		
				Pakistani	0%		
				Scottish	78.95%		
				Welsh	0%		
				Undisclosed / Unknown	0%		

All employees should take part in an annual Employee Review & Development meeting with their line manager. Of the 133 meetings logged:-

Age		Disability		Ethnicity		Gender	
<16	0%	Disability	10.75%	African	0%	Female	55.38%
16-25	4.84%	No Disability	86.56%	Bangladeshi	0%	Male	44.62%
26-35	22.04%	Undisclosed	2.15%	Caribbean	0%		
36-45	33.87%	Unknown	0.54%	Chinese	0%		
46-55	27.42%			English	12.37%		
56-65	11.83%			Indian	0%		
66-70	0%			Irish	0%		
>70	0%			Other	3.23%		
				Pakistani	0%		
				Scottish	80.65%		
				Welsh	0%		
				Undisclosed	1.08%		
				Unknown	2.69%		

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 16 employees who raised a formal grievance:-

Age		Disability		Ethnicity		Gender	
<16	0%	Disability	25.00%	African	0%	Female	93.75%
16-25	0%	No Disability	68.75%	Bangladeshi	0%	Male	6.25%
26-35	12.50%	Undisclosed	0%	Caribbean	0%		
36-45	25.00%	Unknown	6.25%	Chinese	0%		
46-55	31.25%			English	6.25%		
56-65	25.00%			Indian	0%		
66-70	6.25%			Irish	0%		
>70	0%			Other	0%		
				Pakistani	0%		
				Scottish	93.75%		
				Welsh	0%		
				Undisclosed	0%		
				Unknown	0%		

Disciplinary Proceedings

Of the 14 employees who received disciplinary penalties:-

Age		Disability		Ethnicity		Gender	
<16	0%	Disability	21.43%	African	0%	Female	50%
16-25	7.14%	No Disability	71.43%	Bangladeshi	0%	Male	50%
26-35	7.14%	Undisclosed	7.14%	Caribbean	0%		
36-45	14.29%	Unknown	0%	Chinese	0%		
46-55	50%			English	7.14%		
56-65	21.43%			Indian	0%		
66-70	0%			Irish	0%		
>70	0%			Other	0%		
				Pakistani	0%		
				Scottish	85.71%		
				Welsh	0%		
				Undisclosed	0%		
				Unknown	7.14%		

Leaving the Authority

Dismissals

Of the 1 employee who was dismissed:-

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

Resignations

Of the 454 employees who resigned:-

Age		Disability		Ethnicity		Gender	
<16	0%	Disability	3.97%	African	0.22%	Female	79.07%
16-25	24.23%	No Disability	77.97%	Bangladeshi	0%	Male	20.93%
26-35	26.65%	Undisclosed	7.93%	Caribbean	0%		
36-45	23.35%	Unknown	10.13%	Chinese	0%		
46-55	16.52%			English	7.27%		
56-65	8.15%			Indian	0%		
66-70	0.88%			Irish	0.66%		
>70	0.22%			Other	3.30%		
				Pakistani	0.22%		
				Scottish	62.56%		
				Welsh	0.44%		
				Undisclosed / Unknown	25.33%		

Redundancies

Of the 3 employees who were made redundant:-

Age		Disability		Ethnicity		Gender	
<16	0%	Disability	0%	African	0%	Female	100%
16-25	33.33%	No Disability	100%	Bangladeshi	0%	Male	0%
26-35	0%	Undisclosed	0%	Caribbean	0%		
36-45	0%	Unknown	0%	Chinese	0%		
46-55	33.33%			English	0%		
56-65	33.33%			Indian	0%		
66-70	0%			Irish	0%		
>70	0%			Other	0%		
				Pakistani	0%		
				Scottish	100%		
				Welsh	0%		
				Undisclosed / Unknown	0%		

Retirement

Of the 56 employees who retired:-

Age		Disability		Ethnicity		Gender	
<16	0%	Disability	10.72%	African	0%	Female	69.64%
16-25	0%	No Disability	64.29%	Bangladeshi	0%	Male	30.36%
26-35	1.79%	Undisclosed	10.71%	Caribbean	0%		
36-45	5.35%	Unknown	14.28%	Chinese	0%		
46-55	7.14%			English	3.57%		
56-65	83.93%			Indian	0%		
66-70	1.79%			Irish	0%		
>70	0%			Other	0%		
				Pakistani	0%		
				Scottish	69.64%		
				Welsh	1.79%		
				Undisclosed / Unknown	25%		

Other (Death in Service / End of Contract / Error Correction)

Of the 559 employees who left for "other" reasons:-

Age		Disability		Ethnicity		Gender	
<16	0%	Disability	1.95%	African	0%	Female	77.22%
16-25	36.88%	No Disability	60.95%	Bangladeshi	0%	Male	22.78%
26-35	19.74%	Undisclosed	4.77%	Caribbean	0%		
36-45	16.05%	Unknown	32.33%	Chinese	0%		
46-55	16.92%			English	8.03%		
56-65	8.24%			Indian	0.43%		
66-70	1.52%			Irish	0.43%		
>70	0.65%			Other	3.69%		
				Pakistani	0%		
				Scottish	50.98%		
				Welsh	0%		
				Undisclosed / Unknown	36.44%		