



# Shetland Islands Council

## 2010 Equalities Monitoring Report

Included in the Report: All Council employees  
 Excluded from the Report: Employed Trainees, Relief and supply workers

**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 Equal Opportunities Monitoring forms from people applying for jobs with the Council. The Council have started using a portal to advertise vacancies online. This means there will be a change to the recording of applicant information. A summary of the Portal Statistics will follow shortly.

## APPLICANTS

### EQUAL OPS MONITORING FORMS DATA - for 460 paper applicants

<b>Age Group</b>						
	Grand Total	Unsuccessful at Shortlist	Unsuccessful at Interview	Withdrew	Reserve	Successful
Under 16	0.87%	0.99%	0%	2.78%	0%	1.15%
16-25	29.35%	32.51%	30.83%	27.78%	7.14%	24.14%
26-35	26.74%	20.20%	28.33%	22.22%	57.14%	36.78%
36-45	15.65%	15.27%	14.17%	11.11%	28.57%	18.39%
46-55	16.30%	18.72%	15.83%	16.67%	7.14%	12.64%
56-65	4.13%	5.91%	1.67%	5.56%	0%	3.45%
66-70	0.22%	0.49%	0%	0%	0%	0%
Over 70	0%	0%	0%	0%	0%	0%
Undisclosed	6.74%	5.91%	9.17%	13.89%	0%	3.45%

<b>Disability</b>						
	Grand Total	Unsuccessful at Shortlist	Unsuccessful at Interview	Withdrew	Reserve	Successful
Disability	2.17%	2.46%	1.67%	2.78%	0%	2.30%
No Disability	93.04%	93.10%	90.00%	94.44%	100.00%	95.40%
Undisclosed	4.78%	4.43%	8.33%	2.78%	0%	2.30%

<b>Gender</b>						
	Grand Total	Unsuccessful at Shortlist	Unsuccessful at Interview	Withdrew	Reserve	Successful
Female	70.65%	61.58%	75.83%	72.22%	85.71%	81.61%
Male	25.22%	34.98%	16.67%	25.00%	14.29%	16.09%
Undisclosed	4.13%	3.45%	7.50%	2.78%	0%	2.30%

Ethnic Origin						
	Grand Total	Unsuccessful at Shortlist	Unsuccessful at Interview	Withdrew	Reserve	Successful
African	0.87%	1.97%	0%	0%	0%	0%
Bangladeshi	0%	0%	0%	0%	0%	0%
Caribbean	0.22%	0.49%	0%	0%	0%	0%
Chinese	1.74%	1.48%	2.50%	0%	0%	2.30%
English	14.13%	14.29%	11.67%	16.67%	0%	18.39%
Indian	0.87%	1.97%	0%	0%	0%	0%
Irish	2.61%	3.94%	0.83%	2.78%	0%	2.30%
Other	11.09%	11.82%	11.67%	22.22%	7.14%	4.60%
Pakistani	0%	0%	0%	0%	0%	0%
Scottish	61.74%	58.62%	63.33%	52.78%	92.86%	65.52%
Undisclosed	6.52%	4.93%	10.00%	5.56%	0%	6.90%
Unknown	0%	0%	0%	0%	0%	0%
Welsh	0.22%	0.49%	0%	0%	0%	0%

### Recruitment Portal

There are some issues in gathering the data from the Recruitment Portal, this section will be updated in due course.

AGE	All Applicants (%)	Unsuccessful at Shortlisting (%)	Unsuccessful at Interview (%)	Withdrawn (%)	Reserve (%)	Appointed (%)
Under25						
25-30						
31-40						
41-50						
51-60						
Unknown						

GENDER	All Applicants (%)	Unsuccessful at Shortlisting (%)	Unsuccessful at Interview (%)	Withdrawn (%)	Reserve (%)	Appointed (%)
Female						
Male						
Unknown						

DISABILITY	All Applicants (%)	Unsuccessful at Shortlisting (%)	Unsuccessful at Interview (%)	Withdrawn (%)	Reserve (%)	Appointed (%)
No						
Unknown						
Yes						

ETHNIC ORIGIN	All Applicants (%)	Unsuccessful at Shortlisting (%)	Unsuccessful at Interview (%)	Withdrawn (%)	Reserve (%)	Appointed (%)
AsianOther						
BlackAfrican						
Chinese						
Other						
WhiteEnglish						
Whitelrish						
WhiteOther						
WhiteScottish						
PreferNotToSay						
Unknown						

## 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 88.54% of the workforce, of ethnic origin for 92.59% of the workforce and on gender for 100% of the workforce.

<b>WORKFORCE</b>									
<b>All Employees</b>									
Age Group		Age Range		Disability		Ethnicity		Gender	
Under 16	0%	Under 21	1.92%	Disability	7.80%	African	0.05%	Female	69.40%
16-25	8.52%	Under 25	5.23%	No Disability	80.74%	Bangladeshi	0%	Male	30.60%
26-35	16.82%	25-30	9.03%	Undisclosed	5.00%	Carribbean	0%		
36-45	26.88%	31-40	21.31%	Unknown	6.46%	Chinese	0.13%		
46-55	27.83%	41-50	29.24%			English	10.26%		
56-65	17.85%	51-60	24.80%			Indian	0.03%		
66-70	1.72%	61-69	7.98%			Irish	0.54%		
Over 70	0.38%	Over 69	0.49%			Pakistani	0.05%		
						Scottish	76.92%		
						Welsh	0.67%		
						Other	3.95%		
						Undisclosed	0.54%		
						Unknown	6.87%		

Local Government Employees									
Age Group		Age Range		Disability		Ethnicity		Gender	
Under 16	0%	Under 21	2.32%	Disability	8.07%	African	0.06%	Female	68.77%
16-25	9.24%	Under 25	5.69%	No Disability	80.33%	Bangladeshi	0%	Male	31.23%
26-35	16.84%	25-30	9.11%	Undisclosed	4.68%	Caribbean	0%		
36-45	26.45%	31-40	20.89%	Unknown	6.91%	Chinese	0.16%		
46-55	27.11%	41-50	29.00%			English	9.77%		
56-65	18.19%	51-60	23.56%			Indian	0.03%		
66-70	1.79%	61-69	8.92%			Irish	0.50%		
Over 70	0.38%	Over 69	0.50%			Pakistani	0%		
						Scottish	77.82%		
						Welsh	0.63%		
						Other	3.55%		
						Undisclosed	0.35%		
						Unknown	7.13%		

Chief Officials									
Age Group		Age Range		Disability		Ethnicity		Gender	
Under 16	0%	Under 21	0%	Disability	5.26%	African	0%	Female	15.79%
16-25	0%	Under 25	0%	No Disability	94.74%	Bangladeshi	0%	Male	84.21%
26-35	0%	25-30	0%	Undisclosed	0%	Caribbean	0%		
36-45	31.58%	31-40	5.26%	Unknown	0%	Chinese	0%		
46-55	63.16%	41-50	68.42%			English	15.79%		
56-65	5.26%	51-60	26.32%			Indian	0%		
66-70	0%	61-69	0%			Irish	5.26%		
Over 70	0%	Over 69	0%			Pakistani	0%		
						Scottish	73.68%		
						Welsh	0%		
						Other	5.26%		
						Undisclosed	0%		
						Unknown	0%		

Instructors									
Age Group		Age Range		Disability		Ethnicity		Gender	
Under 16	0%	Under 21	0.68%	Disability	8.22%	African	0%	Female	69.86%
16-25	3.42%	Under 25	2.05%	No Disability	78.08%	Bangladeshi	0%	Male	30.14%
26-35	12.33%	25-30	4.79%	Undisclosed	9.59%	Caribbean	0%		
36-45	26.71%	31-40	19.86%	Unknown	4.11%	Chinese	0%		
46-55	25.34%	41-50	28.08%			English	14.38%		
56-65	23.29%	51-60	26.71%			Indian	0%		
66-70	6.85%	61-69	15.75%			Irish	0%		
Over 70	2.05%	Over 69	2.05%			Other	10.96%		
						Pakistani	0.68%		
						Scottish	63.70%		
						Welsh	0%		
						Undisclosed	2.05%		
						Unknown	8.22%		

Lecturers									
Age		Age Range		Disability		Ethnicity		Gender	
<16	0%	Under 21	0%	Disability	6.67%	African	0%	Female	58.33%
16-25	0%	Under 25	0%	No Disability	93.33%	Bangladeshi	0%	Male	41.67%
26-35	14.58%	25-30	0.60%	Undisclosed	0%	Caribbean	0%		
36-45	35.42%	31-40	3.31%	Unknown	6.67%	Chinese	0%		
46-55	31.25%	41-50	5.12%			English	1.77%		
56-65	18.75%	51-60	5.42%			Indian	0%		
66-70	0%	61-69	85.54%			Irish	0%		
Over 70	0%	Over 69	0%			Other	3.04%		
						Pakistani	0%		
						Scottish	95.19%		
						Welsh	0%		
						Undisclosed	0%		
						Unknown	0%		

Teachers									
Age Group		Age Range		Disability		Ethnicity		Gender	
Under 16	0%	Under 21	0%	Disability	6.16%	African	0%	Female	76.34%
16-25	6.56%	Under 25	3.98%	No Disability	82.90%	Bangladeshi	0%	Male	23.66%
26-35	18.89%	25-30	10.54%	Undisclosed	6.36%	Caribbean	0%		
36-45	28.63%	31-40	24.85%	Unknown	4.57%	Chinese	0%		
46-55	31.41%	41-50	29.03%			English	11.53%		
56-65	14.51%	51-60	30.82%			Indian	0%		
66-70	0%	61-69	0.80%			Irish	0.80%		
Over 70	0%	Over 69	0%			Other	4.37%		
						Pakistani	0.20%		
						Scottish	74.75%		
						Welsh	1.19%		
						Undisclosed	1.39%		
						Unknown	5.77%		

### Training Application Rates

There were a total of 5,574 training applications

Age Group		Age Range	Data not available	Disability		Ethnicity		Gender	
Under 16	0.02%	Under 21		Disability	4.09%	African	0%	Female	78.79%
16-25	11.00%	Under 25		No Disability	83.28%	Bangladeshi	0%	Male	21.21%
26-35	18.30%	25-30		Undisclosed	1.11%	Caribbean	0%		
36-45	26.43%	31-40		Unknown	11.52%	Chinese	0.27%		
46-55	30.18%	41-50				English	10.50%		
56-65	13.24%	51-60				Indian	0%		
66-70	0.68%	61-69				Irish	0.70%		
Over 70	0.05%	Over 69				Other	3.30%		
						Pakistani	0%		
					Scottish	69.77%			
					Welsh	0.61%			
					Undisclosed	1.78%			
					Unknown	13.08%			

### Training Nomination Rates

There was a total of 5,539 successful training applications (approved by managers)

Age		Age Range	Data not available	Disability		Ethnicity		Gender	
Under 16	0.02%	Under 21		Disability	4.10%	African	0%	Female	78.77%
16-25	11.03%	Under 25		No Disability	83.35%	Bangladeshi	0%	Male	21.23%
26-35	18.36%	25-30		Undisclosed	11.43%	Caribbean	0%		
36-45	26.48%	31-40		Unknown	1.12%	Chinese	0.25%		
46-55	30.02%	41-50				English	10.56%		
56-65	13.25%	51-60				Indian	0%		
66-70	0.69%	61-69				Irish	0.70%		
Over 70	0.05%	Over 69				Other	3.32%		
						Pakistani	0%		
					Scottish	69.78%			
					Welsh	0.60%			
					Undisclosed	1.79%			
					Unknown	13.00%			

### Promotion Rates

Shetland Islands Council implemented Single Status in 2009, therefore the differences in pay between the two snapshot dates and therefore assumed promotion rates are different than in previous or subsequent years, therefore we have not reported on the figures for 2009/2010 as these will be incomparable with any other time.

Age	Age Group	Disability	Ethnicity	Gender
<16	Under 21	No Disability	African	Female
16-25	Under 25	Undisclosed	Bangladeshi	Male
26-35	25-30	Unknown	Caribbean	
36-45	31-40		Chinese	
46-55	41-50		English	
56-65	51-60		Indian	
66-70	61-69		Irish	
Over 70	Over 69		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.

<b>Appraisals</b>									
Age		Age Range		Disability		Ethnicity		Gender	
<16	0%	Under 21	0%	Disability	5.26%	African	0%	Female	15.79%
16-25	0%	Under 25	0%	No Disability	94.74%	Bangladeshi	0%	Male	84.21%
26-35	0%	25-30	0%	Undisclosed	0%	Caribbean	0%		
36-45	31.58%	31-40	5.26%	Unknown	0%	Chinese	0%		
46-55	63.16%	41-50	68.42%			English	15.79%		
56-65	5.26%	51-60	26.32%			Indian	0%		
66-70	0%	61-69	0%			Irish	5.26%		
Over 70	0%	Over 69	0%			Pakistani	0%		
						Scottish	73.68%		
						Welsh	0%		
						Other	5.26%		
						Undisclosed	0%		
						Unknown	0%		

All employees should take part in an annual Employee Review & Development meeting with their line manager. Of the 222 meetings logged:

<b>Employee Review and Development Meetings</b>									
Age		Age Range		Disability		Ethnicity		Gender	
16-25	7.66%	Under 21	0.45%	Disability	5.41%	African	0%	Female	80.63%
26-35	18.92%	Under 25	5.41%	No Disability	94.59%	Bangladeshi	0%	Male	19.37%
36-45	36.04%	25-30	10.36%	Undisclosed	0%	Caribbean	0%		
46-55	26.13%	31-40	31.08%	Unknown	0%	Chinese	0%		
56-65	10.36%	41-50	29.28%			English	10.81%		
66-70	0.90%	51-60	18.47%			Indian	0%		
Over 70	0%	61-69	4.95%			Irish	0.90%		
		Over 69	0%			Other	3.60%		
						Pakistani	0%		
						Scottish	82%		
						Welsh	1.35%		
						Undisclosed	0%		
						Unknown	1.35%		

### 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 3 employees who raised formal Grievances:

Age		Age Range		Disability		Ethnicity		Gender	
Under 16	0%	Under 21	0%	Disability	0%	African	0%	Female	66.67%
16-25	0%	Under 25	0%	No Disability	100.00%	Bangladeshi	0%	Male	33.33%
26-35	33.33%	25-30	0%	Undisclosed	0%	Caribbean	0%		
36-45	0%	31-40	33.33%	Unknown	0%	Chinese	0%		
46-55	0%	41-50	0%			English	33.33%		
56-65	66.67%	51-60	0%			Indian	0%		
66-70	0%	61-69	66.67%			Irish	33.33%		
Over 70	0%	Over 69	0%			Other	0%		
						Pakistani	0%		
						Scottish	0%		
						Welsh	33.33%		
						Undisclosed	0%		
						Unknown	0%		

### Disciplinary

Of the 9 employees who were given Disciplinary penalties:

Age		Age Range		Disability		Ethnicity		Gender	
<16	0%	Under 21	0%	Disability	11.11%	African	0%	Female	22.22%
16-25	11.11%	Under 25	11.11%	No Disability	55.56%	Bangladeshi	0%	Male	77.78%
26-35	22.22%	25-30	11.11%	Undisclosed	0%	Caribbean	0%		
36-45	22.22%	31-40	22.22%	Unknown	33.33%	Chinese	0%		
46-55	44.44%	41-50	22.22%			English	0%		
56-65	0%	51-60	33.33%			Indian	0%		
66-70	0%	61-69	0%			Irish	0%		
>70	0%	Over 69	0%			Other	0%		
		Unknown	0%			Pakistani	0%		
		Undisclosed	0%			Scottish			
						Welsh	0%		
						Undisclosed	0%		
						Unknown	0%		

# LEAVING THE AUTHORITY

## Dismissed

Age		Age Range		Disability		Ethnicity		Gender	
Under 16	0%	Under 21	0%	Disability	0%	African	0%	Female	50.00%
16-25	0%	Under 25	0%	No Disability	75.00%	Bangladeshi	0%	Male	50.00%
26-35	25.00%	25-30	0%	Undisclosed	0%	Chinese	0%		
36-45	25.00%	31-40	25.00%	Unknown	25.00%	English	0%		
46-55	50.00%	41-50	50.00%			Indian	0%		
56-65	0%	51-60	25.00%			Irish	0%		
66-70	0%	61-70	0%			Other	0%		
Over 70	0%	Over 70	0%			Pakistani	0%		
						Scottish	75.00%		
						Welsh	0%		
						Undisclosed	0%		
						Unknown	25.00%		

## Resignation

Age		Age Range		Disability		Ethnicity		Gender	
Under 16	0%	Under 21	0%	Disability	6.22%	African	0%	Female	81.35%
16-25	20.00%	Under 25	0%	No Disability	77.84%	Bangladeshi	0%	Male	18.65%
26-35	19.46%	25-30	13.91%	Undisclosed	5.41%	Chinese	0.27%		
36-45	20.81%	31-40	23.51%	Unknown	10.54%	English	7.84%		
46-55	24.86%	41-50	30.79%			Indian	0%		
56-65	14.32%	51-60	23.18%			Irish	0%		
66-70	0.27%	61-70	8.28%			Other	3.78%		
Over 70	0.27%	Over 70	0.33%			Pakistani	0%		
						Scottish	73.24%		
						Welsh	0.81%		
						Undisclosed	1.08%		
						Unknown	12.97%		

## Redundancy

Age		Age Range		Disability		Ethnicity		Gender	
Under 16	0%	Under 21	0%	Disability	0%	African	0%	Female	100.00%
16-25	0%	Under 25	0%	No Disability	100.00%	Bangladeshi	0%	Male	0%
26-35	0%	25-30	0%	Undisclosed	0%	Chinese	0%		
36-45	0%	31-40	0%	Unknown	0%	English	0%		
46-55	0%	41-50	0%			Indian	0%		
56-65	50.00%	51-60	50.00%			Irish	0%		
66-70	50.00%	61-70	50.00%			Other	0%		
Over 70	0%	Over 70	0%			Pakistani	0%		
						Scottish	50.00%		
						Welsh	0%		
						Undisclosed	0%		
						Unknown	50.00%		

## Retirement

Age		Age Range		Disability		Ethnicity		Gender	
Under 16	0%	Under 21	0%	Disability	12.50%	African	0%	Female	64.58%
16-25	0%	Under 25	0%	No Disability	68.75%	Bangladeshi	0%	Male	35.42%
26-35	0%	25-30	0%	Undisclosed	16.67%	Chinese	0%		
36-45	2.08%	31-40	0%	Unknown	2.08%	English	10.42%		
46-55	4.17%	41-50	2.08%			Indian	0%		
56-65	81.25%	51-60	45.83%			Irish	0%		
66-70	10.42%	61-70	50.00%			Other	4.17%		
Over 70	2.08%	Over 70	2.08%			Pakistani	0%		
						Scottish	72.92%		
						Welsh	0%		
						Undisclosed	4.17%		
						Unknown	8.33%		

## Other

(Death in Service; End of Contract; Error Correction)

Age		Age Range		Disability		Ethnicity		Gender	
Under 16	0%	Under 21	7.44%	Disability	4.91%	African	0%	Female	80.08%
16-25	27.36%	Under 25	17.80%	No Disability	79.68%	Bangladeshi	0%	Male	19.92%
26-35	19.52%	25-30	12.48%	Undisclosed	3.32%	Chinese	0.13%		
36-45	22.44%	31-40	20.98%	Unknown	12.08%	English	7.84%		
46-55	15.94%	41-50	20.05%			Indian	0.13%		
56-65	11.16%	51-60	13.41%			Irish	1.06%		
66-70	2.92%	61-70	7.17%			Other	2.92%		
Over 70	0.66%	Over 70	0.66%			Pakistani	0.40%		
						Scottish	70.25%		
						Welsh	0.66%		
						Undisclosed	0.53%		
						Unknown	16.07%		