

Employment Equalities Monitoring Report & Equal Pay Gap Information

2025 (data from 2023)

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1.0 Introduction

As part of Shetland Islands Council's Equality Outcomes and Mainstreaming activities, this report is intended to satisfy the legal requirement to publish a Workforce Monitoring Report every two years in respect of 'protected characteristics' relating to equality. The report sets out the context and the source of the data. It links to other published information and has been collated taking account of the Equality and Human Rights Commission publication "Employee Information and the Public Sector Equality Duty: A Guide for Public Authorities in Scotland" as well as the "Public Sector Equality Duty: Guidance for Reporting on Gender and Employment, Equal Pay, and Occupational Segregation," issued by Close the Gap.

1.1 Legal Context

The public sector equality duty, referred to as the 'general equality duty,' is set out in the Equality Act 2010. Under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, public authorities are also covered by specific duties, which are designed to help listed authorities meet the general equality duty. Shetland Islands Council is covered by both the general and specific equality duties. More detail on the general and specific duties is set out in Shetland's Equality Outcomes and Mainstreaming Report 2025 – 2029. This is available on Shetland Islands Council's website at <https://www.shetland.gov.uk/strategy-performance/equality-diversity>

1.2 Local Context

In its Values Statement the Council sets out three core values of Excellent Service, Taking Personal Responsibility and Working Well Together. By working well together we expect all employees to demonstrate a positive attitude by being open-minded, fair, respectful, trustworthy and honest. Working fairly and with respect are essential components of meeting the general equality duty and form the backdrop for our equality outcomes and mainstreaming activities.

Shetland Islands Council as a local authority for the local government area of the Shetland Islands, and as education authority for that same local government area has set out its plans for promoting equality from 2025 to 2029. This explains how fairness and inclusion will continue to be part of the council's daily work. This is set out in the Shetland's Equality Outcomes Progress and Mainstreaming Report 2025-2029 where the following Mainstreaming Outcomes were agreed:

- Decision-makers and staff have access to good quality evidence (data and lived experience)
- Equality Impact Assessments (EQIAs) are a meaningful tool to reduce discrimination and disadvantage.

Equality Outcomes 2025 – 2029

- We support our communities to be open-minded and compassionate
- People have access to inclusive and accessible communication methods and resources
- Our school communities are open to difference
- Our workforce is open-minded and compassionate

The Council's Workforce Strategy 2022 - 2025 has a commitment to ensure the workforce reflects the diversity within the Shetland community and to ensure fair work drives success, equality, wellbeing and prosperity for all by supporting people to reach their potential.

Shetland Islands Council is committed to the principle of equal pay for all our employees. An Equal Pay Statement for 2025 to 2029 was approved on 17 March 2025.

In his introduction to Our Ambition 2021-2026, the Political Leader, Steven Coutts stated that “Shetland’s sustainability as a community and a place where everyone can thrive is our council’s ultimate measure of success”.

1.3 What is Workforce Monitoring Information?

Shetland Islands Council as a listed authority must gather employee information and use it to help better perform the General Equality Duty. The Council is covered by the Specific Duty to gather and use employee information on the composition of the authority’s employees and information on the recruitment, development and retention of employees of the authority with respect to, in each year, the number and relevant protected characteristics of such people. It must also gather and publish gender pay gap information and a statement on equal pay.

This helps the Council to:

- Identify key issues in employment;
- Assess whether it is discriminating unlawfully in any of its employment functions and help identify action to remedy this;
- Identify any actions it can take to avoid discrimination and harassment, advance equality of opportunity or foster good relations;
- Understand the impact of its employment policies, practices and decisions on people with different protected characteristics and thereby plan them more effectively;
- Consider taking steps to meet the needs of staff and potential staff who share relevant protected characteristics.

1.4 Monitoring Data Collection – Effective Dates

Within the sections that follow, the information relates to calendar year 2023. Where relevant information from earlier monitoring reports is provided in order to draw comparisons over time.

The information relating to applicants is from recruitment in calendar year 2023. During the recruitment process applicants are asked to complete equal opportunities information on the online recruitment portal or on a paper application form. This provides data on Age, Sex, Disability, Ethnicity, Religion, Transgender, Marital Status and Sexual Orientation. Our recruitment process does not yet capture information relating to pregnancy and maternity. The selection panel does not see the monitoring form, and the HR team use the information gathered to run reports by protected characteristic.

The information available on our workforce composition relates to calendar year 2023. In this period our total full time equivalent employees (FTEs) was 2,261. The figure doesn’t include relief workers, as they are recorded as a notional 0.01 hpw, which gives an FTE of 0.027, so for the 1218 relief staff on the council’s HR/Payroll system, gives a total of only 33 FTE. The headcount in this period was 4,833 individual employees/workers; this includes individuals who have more than one contract. If we look at only contracted staff, this figure is 3,493 as a head count, again this will include staff more than once, depending on how many contracts they have.

We believe that all staff, regardless of their sex, ethnicity, age, pregnancy and maternity status, transgender status, sexual orientation, religion or belief, marital status or disability should receive equal pay for the same or broadly similar work, for work rated as equivalent and for work of equal value. We aim to identify and eliminate any bias in our pay systems and work collaboratively with trades unions to identify equality issues within pay systems and take action

to address these. The Equal Pay Objectives set out in the Equal Pay Statement 2021 - 2025 are to:

- Monitor pay gaps relating to sex, disability and ethnicity, occupational segregation and the availability of part-time and flexible working arrangements;
- Identify and eliminate any unfair, unjust or unlawful practices that impact on pay equality;
- Take appropriate remedial action;
- Have a workforce that is representative of the Shetland community;
- Ensure recruitment and employment practices promote equality of opportunity and eliminate discrimination.

Section 5.0 of this report provides more information on the gender pay gap.

1.5 Broad Occupational Categories – background

To give us a clear picture of patterns of employment across particular protected characteristics we split our job roles into one of nine Broad Occupational Categories. The categories and typical jobs in these are as follows:

| Broad Occupational Category | Typical roles |
|-----------------------------|--|
| Business Support | Administrative, Clerical & Business Support Assistant; Library Assistant, Personal Assistant |
| Care | Social Care Worker, Home Help, Housing Support Worker |
| Catering and Cleaning | Cleaner, Kitchen Assistant, Cook |
| Leadership** | Chief Executive, Director, Executive Manager, Senior Team Leader, Team Leader, Head Teacher |
| Learning & School Support** | Learning Support Worker; Youth Worker; Early Years Worker, Supervisory Assistant, Auxiliary |
| Marine | Deckhand, Mate, Marine Pilot, Skipper |
| Professional & Technical | Social Worker; Planning Officer; Solicitor |
| Teaching** | Depute Head Teacher, Principal Teacher, Teacher |
| Trades & Operational** | Janitor; Road Worker, Burial Grounds, Waste Operative, Stores Person |

**Note:

In 2023 we changed the category name from Learning to Learning and School Support. We moved Supervisory Assistant and Auxiliary from Trades and Operational, and Head Teachers from Teaching into Leadership.

We did this to align more closely with national guidance on “achieving a consistent approach to Gender pay gap reporting across all Scottish Councils” issued by the Society of Personnel and Development Scotland 15 March 2024.

1.6 Improving Equality Data Held

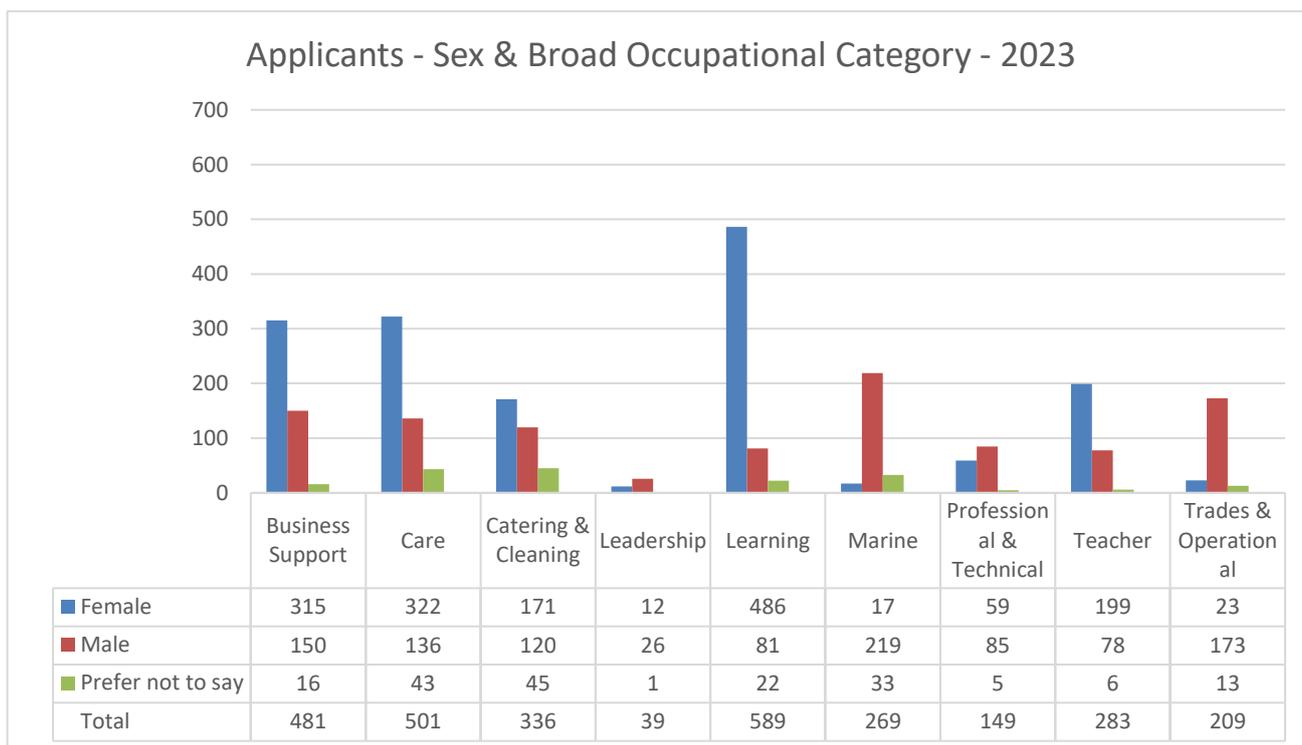
In 2024 we did an exercise to encourage more staff to disclose their equality information, we are hopeful that when we run the report(s) again using data from calendar year 2024, we will see an improvement in disclosure of this information. We will repeat this exercise during 2025.

1.7 Care JE Review Project

In 2023 the council reviewed direct care roles. This has had an impact on our statistics given the large number of employees in this group and the significant female dominance in this part of the workforce.

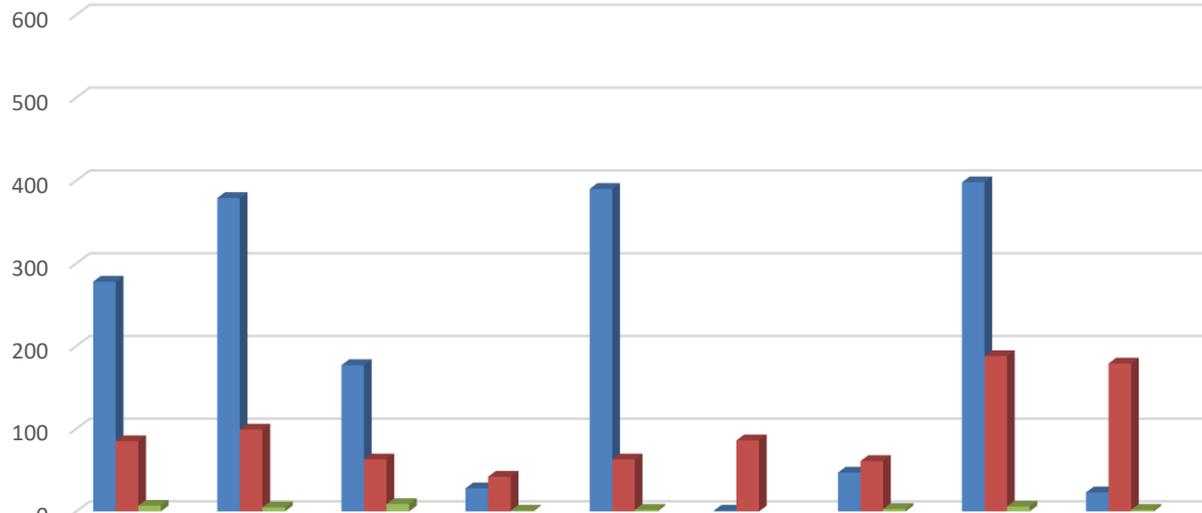
2.0 Applicants

There were 2704 applicants during 2023, this is a decrease of 137 applicants since the last report. Those who applied by submitting paper applications did not always complete the Employee Monitoring sheet, so there may be differences in the total number of applications in some of the following charts.



Some Broad Occupational Categories show an unequal distribution of applicants from women and men; for example in 2023 men comprised 68% of applicants in Leadership; while in 2021/22 it was 59%. In Marine 92% of applicants were male, this is 7% less than in 2021/22. In Care 29% of applicants were men, 8% more than last time while women make up 85% of applicants in Learning and 58% in Catering and Cleaning. There is an increase in the number of male applicants overall and in most of the broad occupational categories.

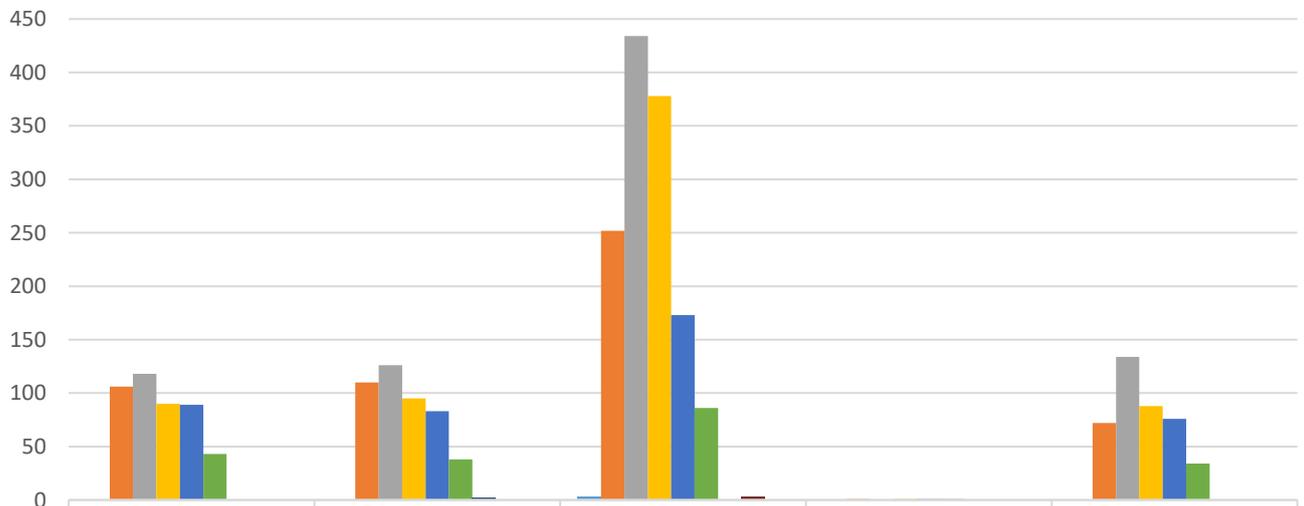
Applicants - Sex & Broad Occupational Category - 2021/2022



| | | | | | | | | | |
|----------------------|-----|-----|-----|----|-----|----|-----|-----|-----|
| Female | 278 | 379 | 177 | 28 | 390 | 1 | 47 | 398 | 23 |
| Male | 85 | 99 | 63 | 42 | 63 | 86 | 61 | 188 | 179 |
| Prefer not to answer | 7 | 5 | 9 | 1 | 2 | | 3 | 6 | 2 |
| Total | 370 | 483 | 249 | 71 | 455 | 87 | 111 | 592 | 204 |

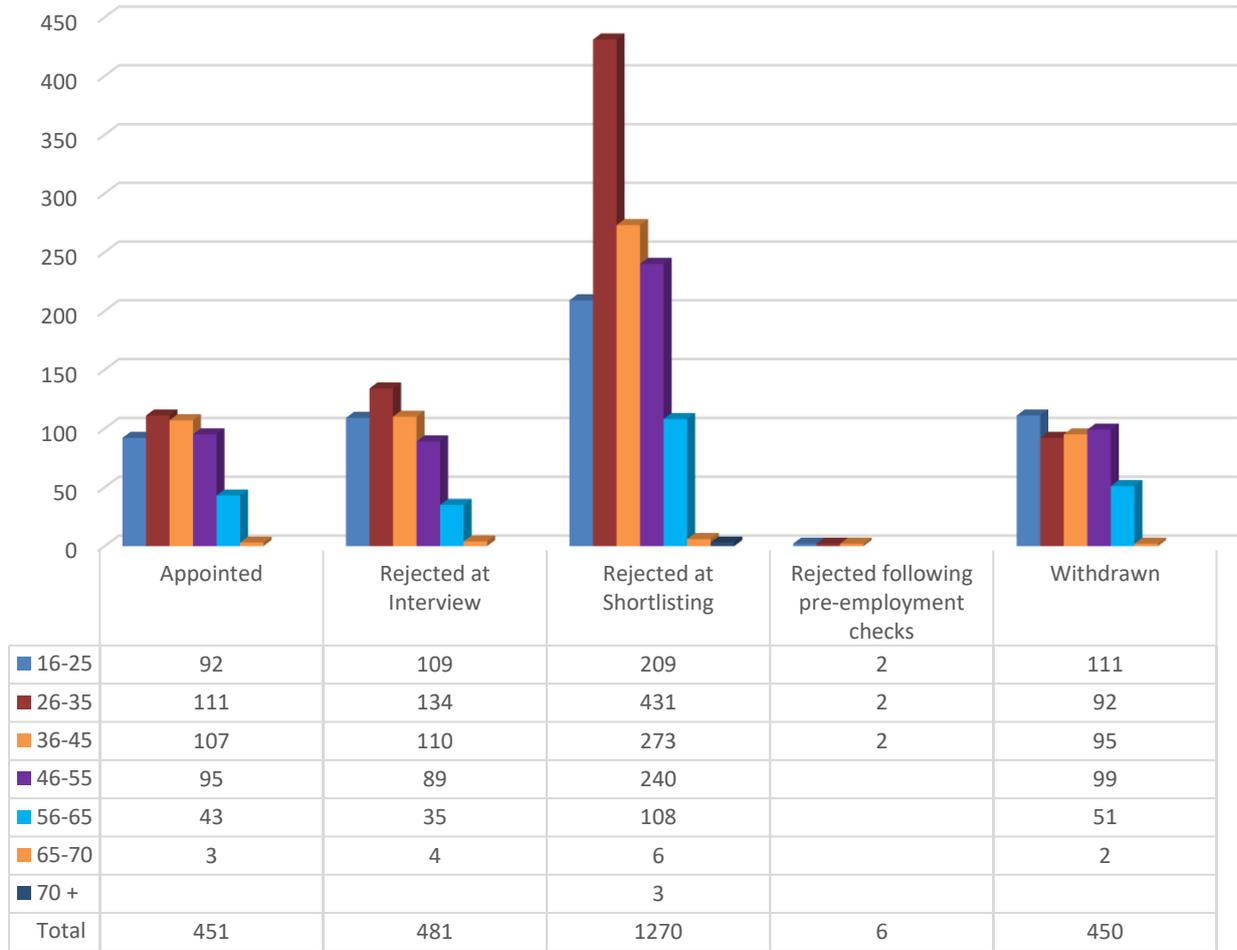
2.1 Applicants – Age

Applicants - Age Grouping - 2023



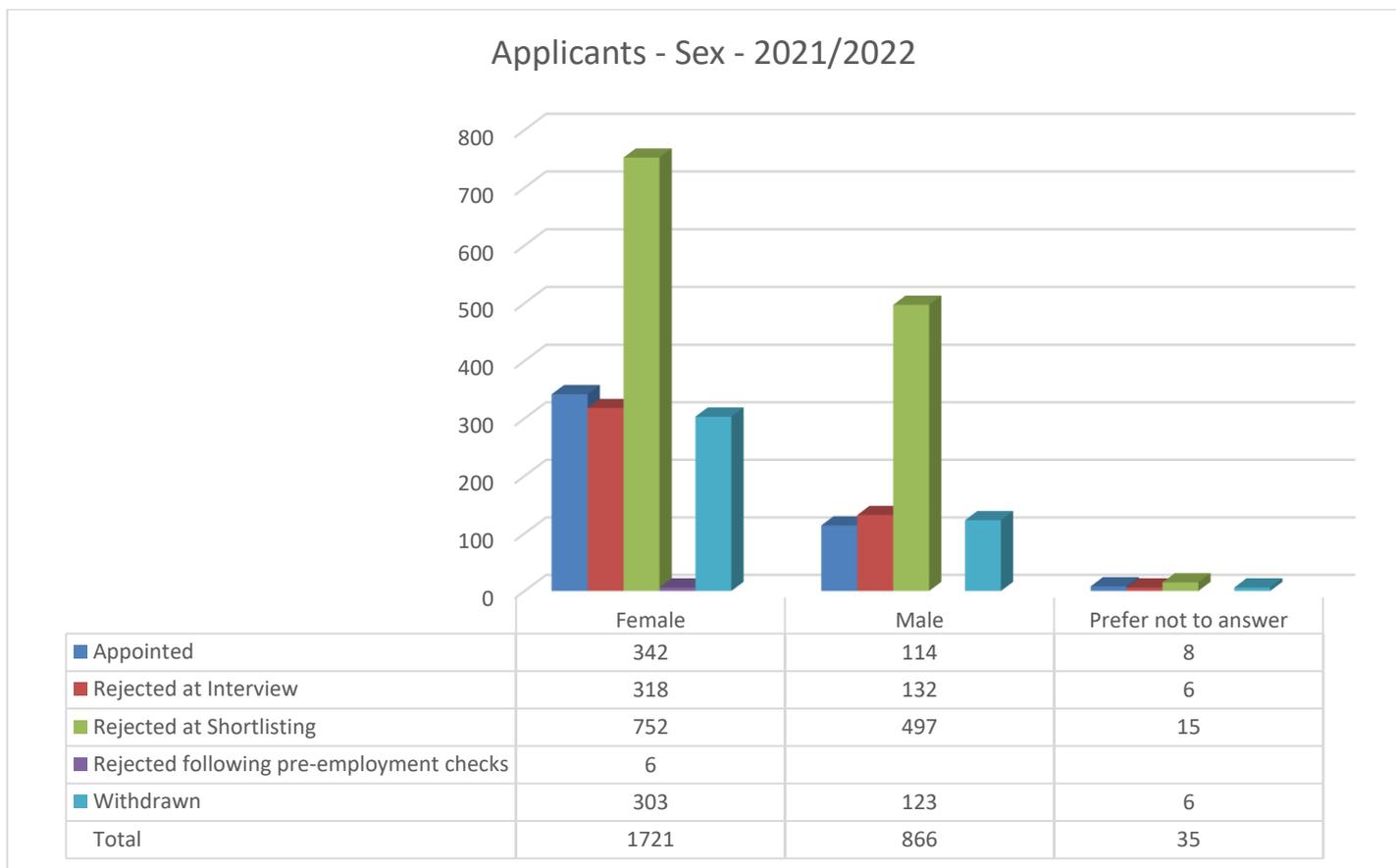
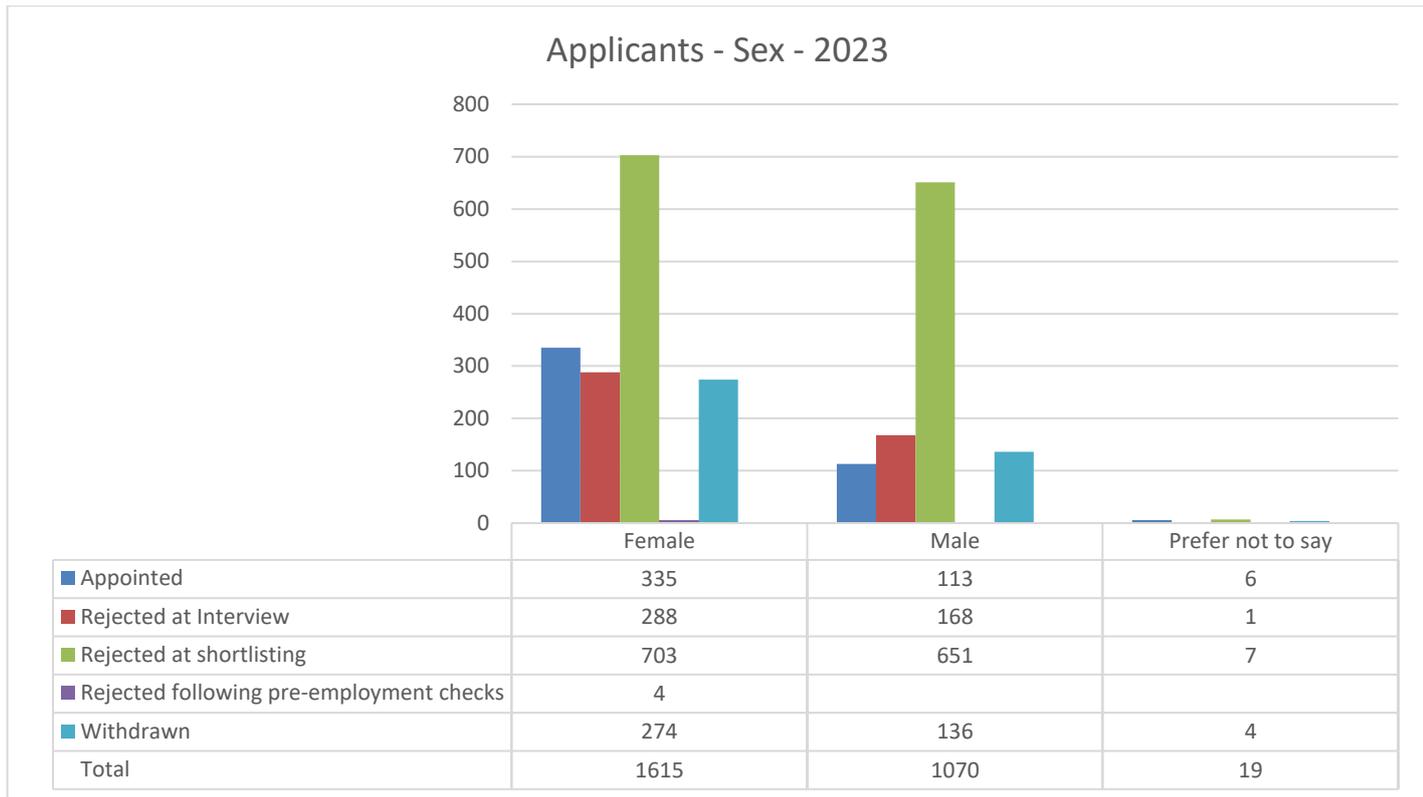
| | | | | | |
|----------|-----|-----|------|---|-----|
| Under 16 | | | 3 | | |
| 16 - 25 | 106 | 110 | 252 | 1 | 72 |
| 26 - 35 | 118 | 126 | 434 | | 134 |
| 36 - 45 | 90 | 95 | 378 | 1 | 88 |
| 46 - 55 | 89 | 83 | 173 | 1 | 76 |
| 56 - 65 | 43 | 38 | 86 | 1 | 34 |
| 65 - 70 | | 2 | | | |
| 70 + | | | 3 | | |
| Total | 446 | 454 | 1329 | 4 | 404 |

Applicants - Age Grouping - 2021/2022



In 2023 23% of those appointed are applicants 16-25 years old, an increase once again from 2021/2022, (20%) itself a large increase from 2% in 2019/20.

2.2 Applicants – Sex

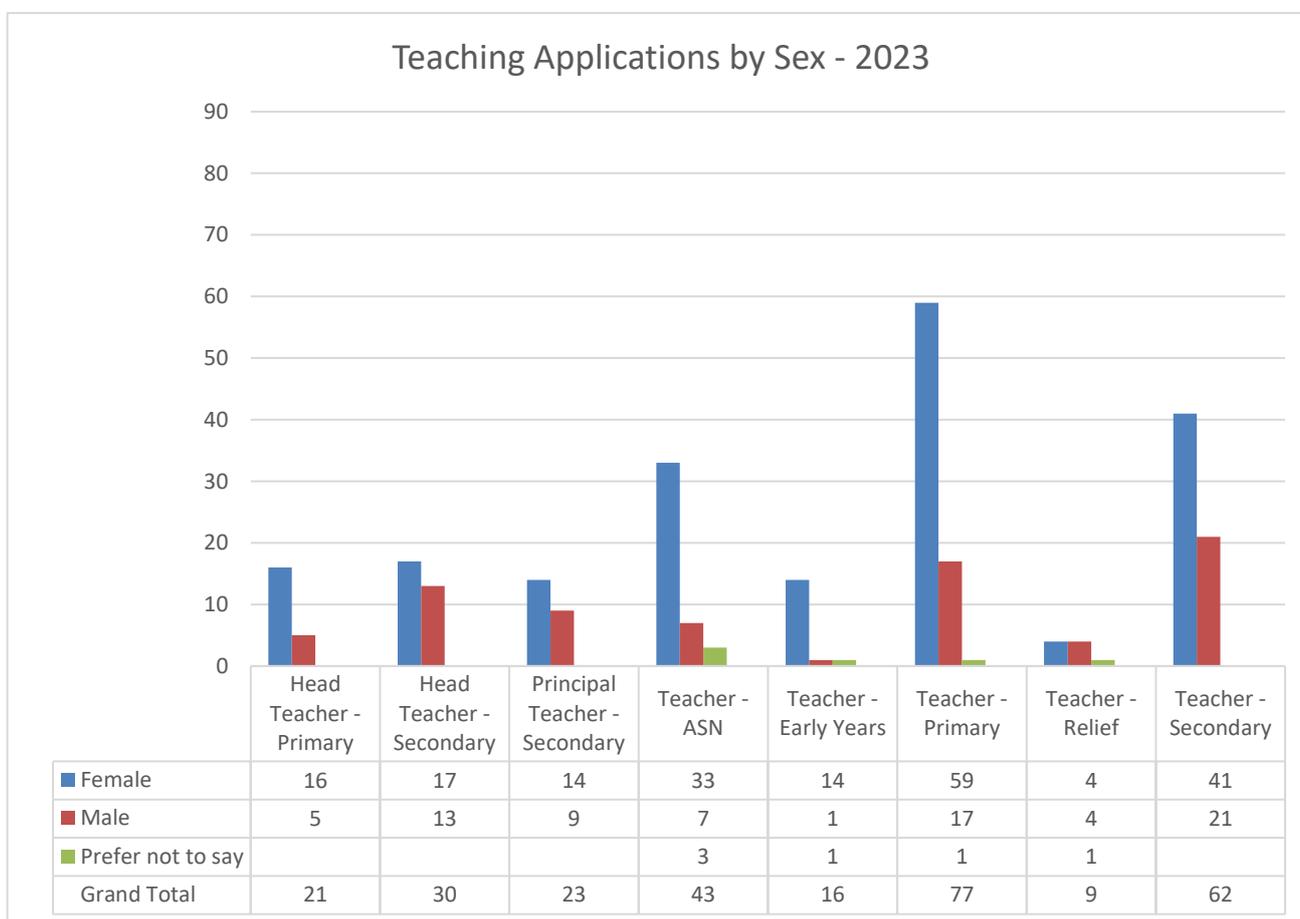


The Council's Recruitment Team have identified that there were vacancies where all, or most of the applications received were from one sex.

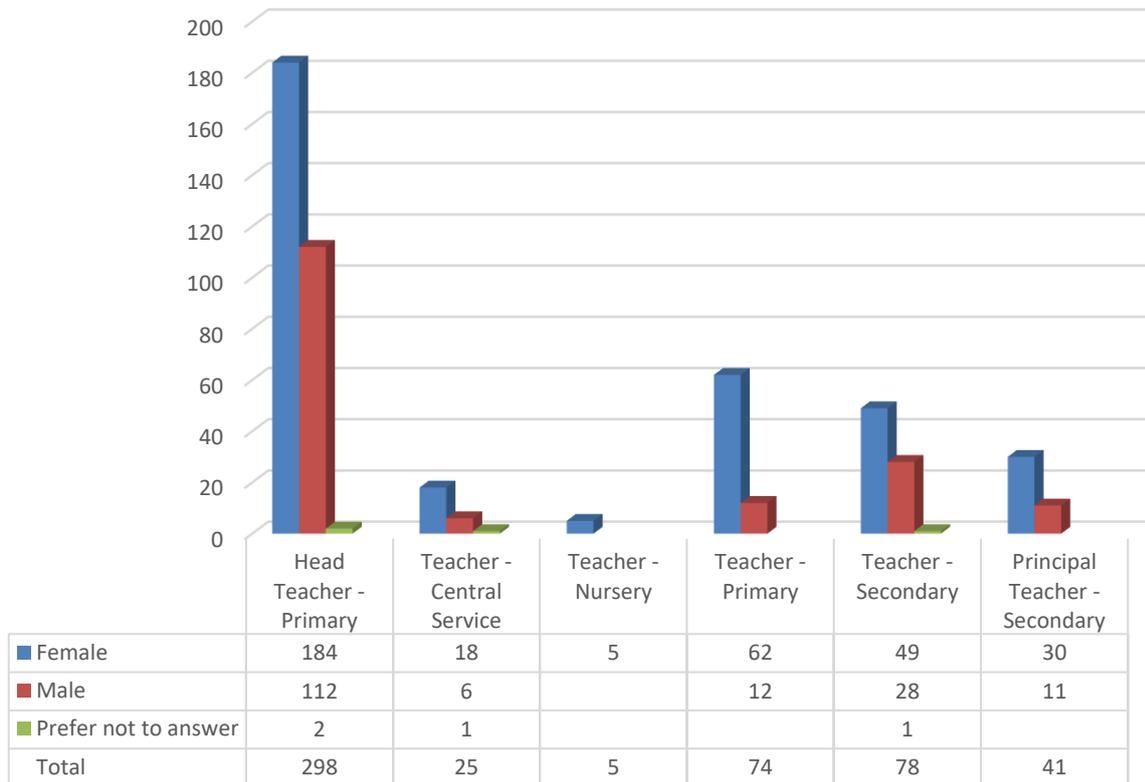
In 2023 there were several roles within Infrastructure which attracted only male applicants. These included Master, Port Safety Officer and Small Ports Officer in Marine. Within Trades and Operational we had only male applicants for the Burial Services Operative, Waste Operative and Refuse Driver. Within Children's Services, all applicants for Janitor roles were male.

In 2023, we also had roles that attracted only female applicants, these included, Trainee Chief Registrar in Executive Services and Houseparent within Schools. There were no male applicants for our HR Adviser and also Playworker, Senior Practitioner and Manager / Lead Practitioner in Early Learning and Childcare.

In 2023, there was a decrease in applicants who prefer not to answer this question, from 35 in 21/22 to 19 in 2023.

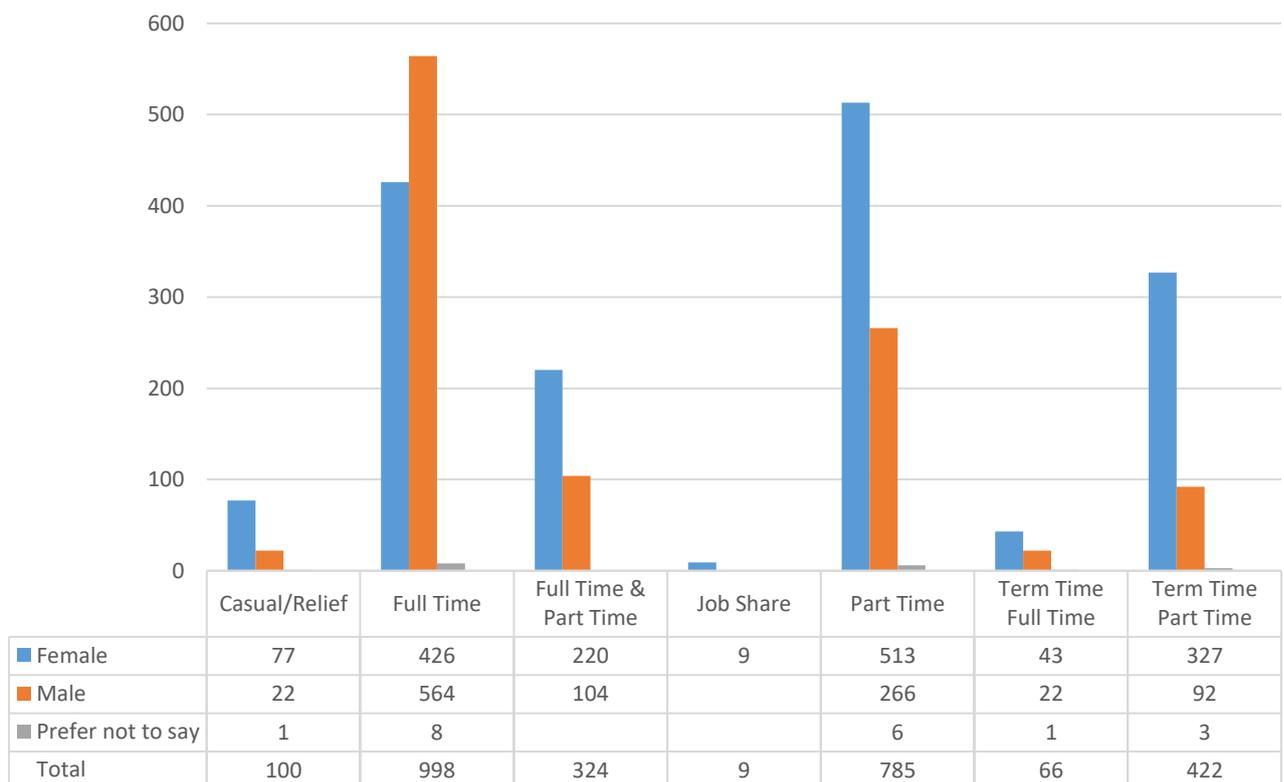


Teaching Applications by Sex - 2021/2022

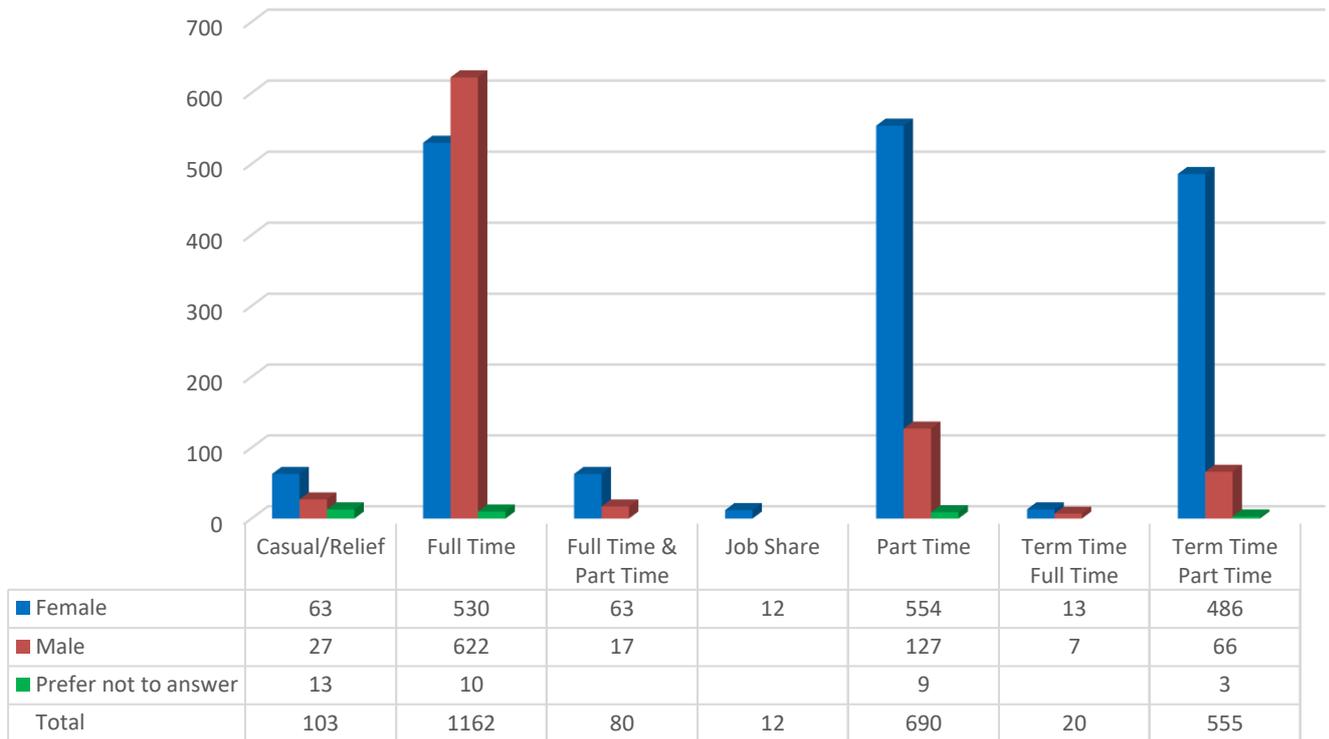


In 2023 there were 270 applicants for teaching posts. This is significantly fewer applications than in 2021/22, which was a total of 521 applicants. As described in our last report, the figure was inflated by one Head Teacher vacancy, in a unique setting which attracted international media attention and many more applicants than normal.

Applications - Position Type & Sex - 2023



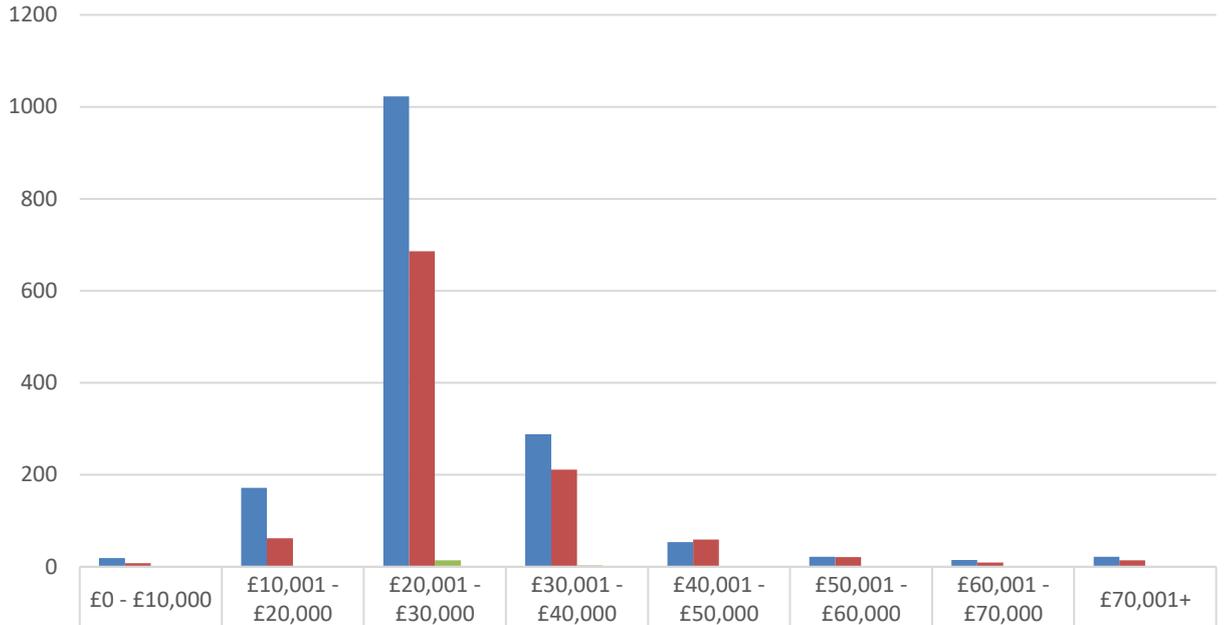
Applicants - Position Type & Sex - 2021/2022



The Equality and Human Rights Commission “Is Scotland Fairer? 2018 report noted that in 2017, part-time employment accounted for 42.3% of all women’s employment compared with 12.2% of all men’s employment.

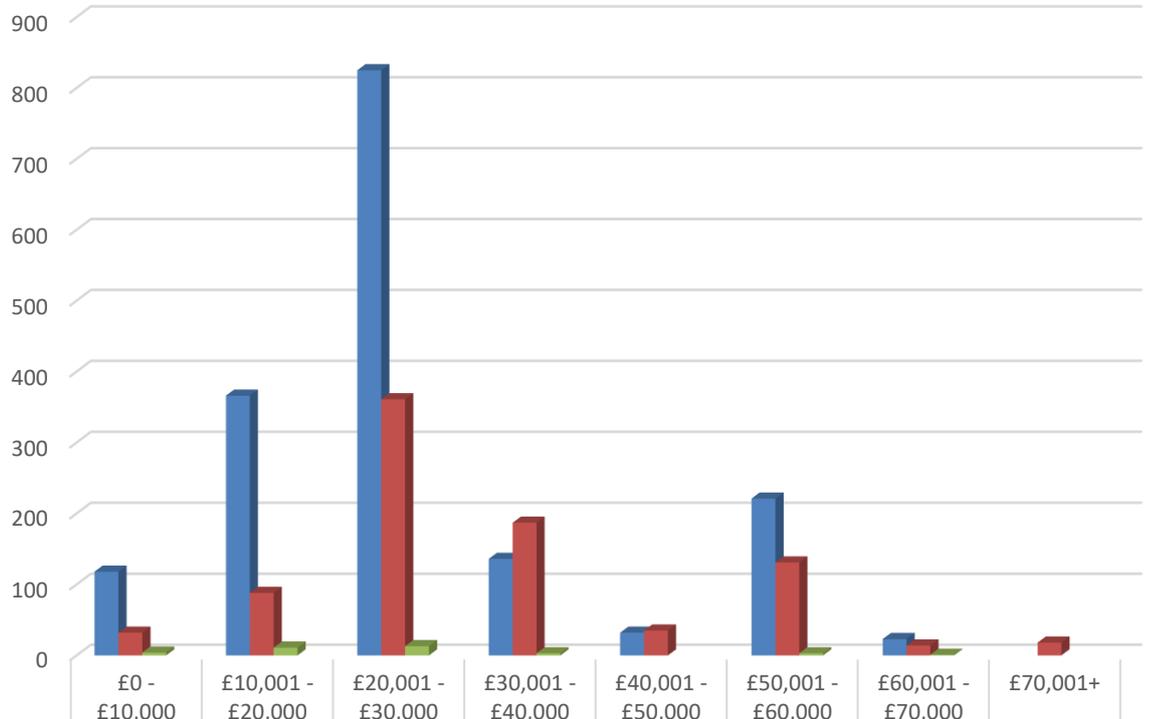
These tables show a significant distinction by the sex of applicants for part-time and term time roles. There continues to be a markedly greater interest in part-time, term-time and casual vacancies from female applicants which reflects a gendered view of childcare responsibilities.

Applicants - Sex & Salary Banding - 2023



| | £0 - £10,000 | £10,001 - £20,000 | £20,001 - £30,000 | £30,001 - £40,000 | £40,001 - £50,000 | £50,001 - £60,000 | £60,001 - £70,000 | £70,001+ |
|-------------------|--------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|----------|
| Female | 19 | 172 | 1023 | 288 | 54 | 22 | 15 | 22 |
| Male | 8 | 62 | 686 | 211 | 59 | 21 | 9 | 14 |
| Prefer not to say | | 1 | 14 | 3 | 1 | | | |
| Total | 27 | 235 | 1723 | 502 | 114 | 43 | 24 | 36 |

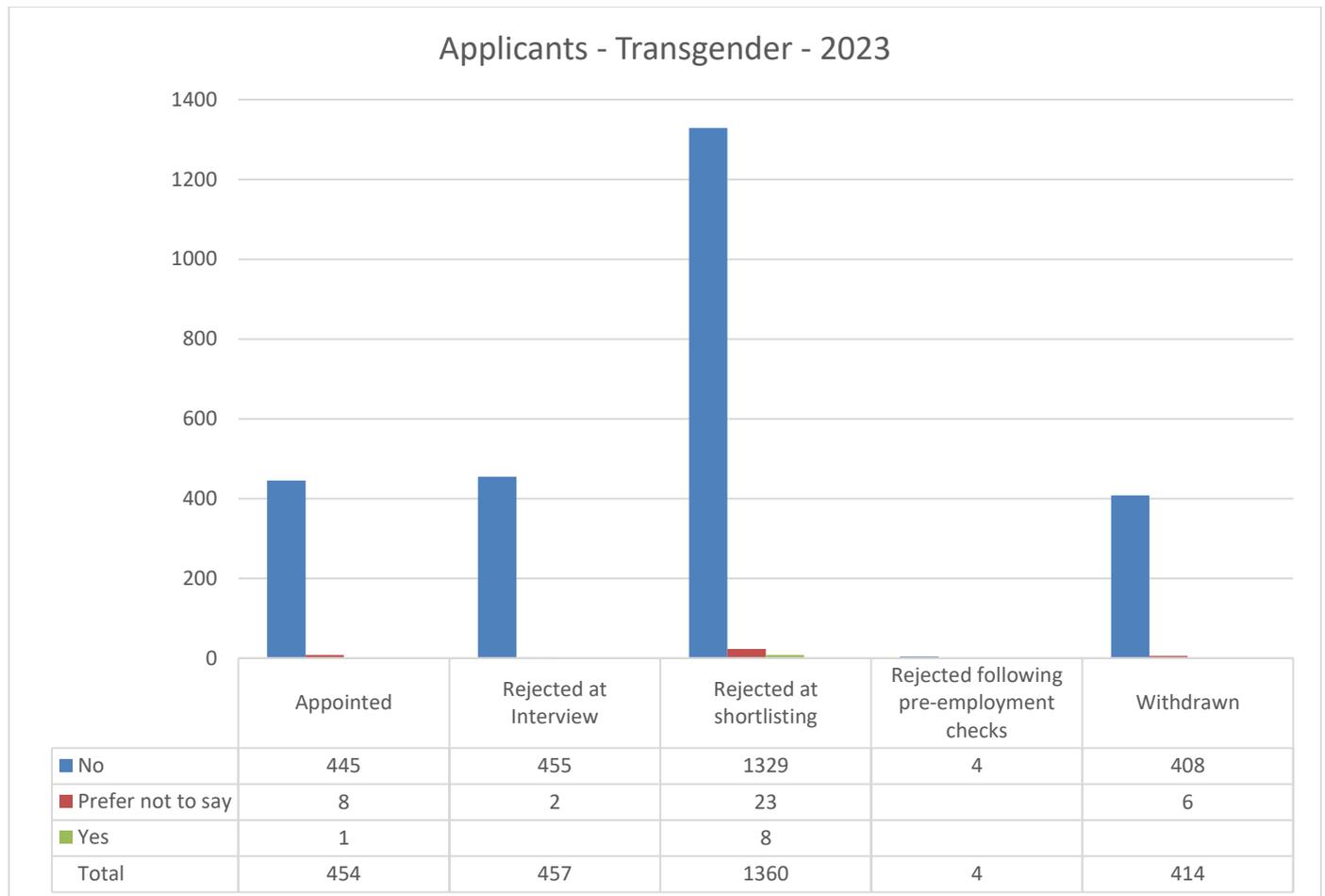
Applicants - Sex & Salary Banding - 2021/2022



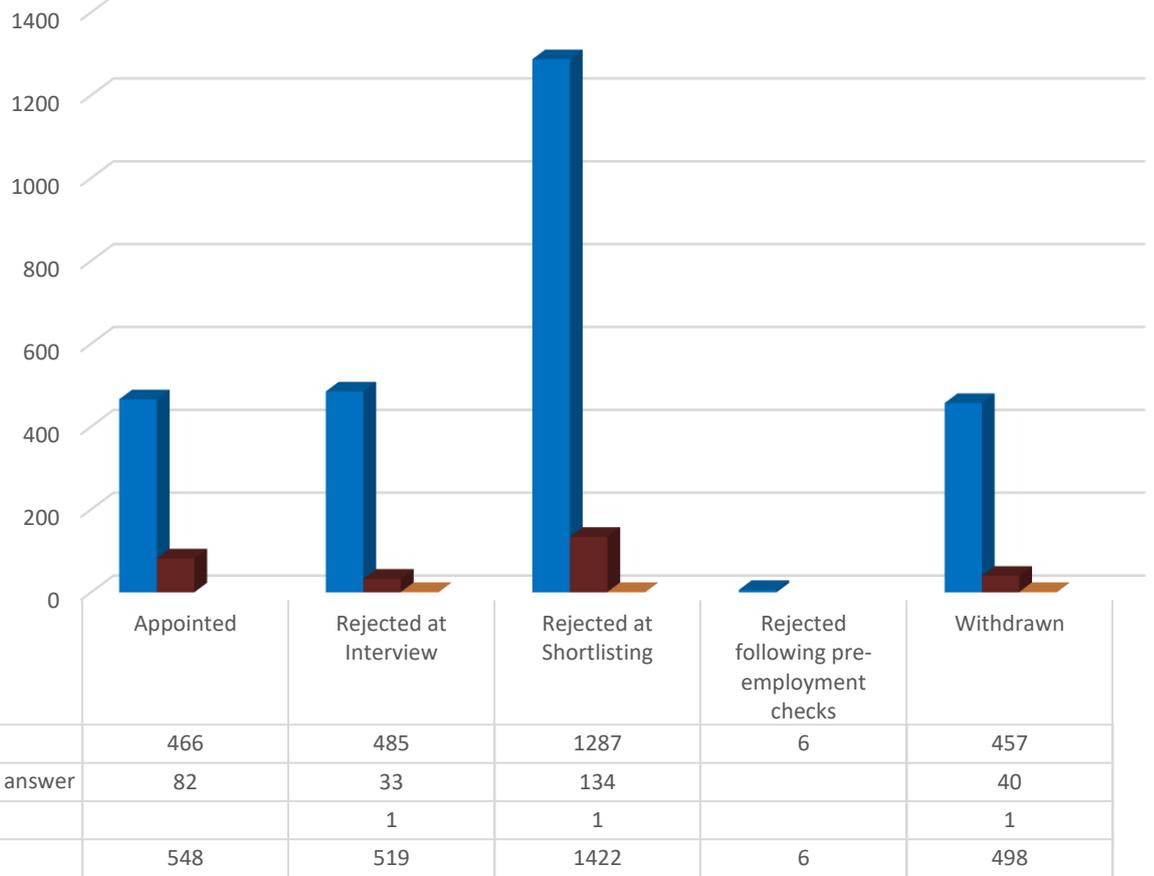
| | £0 - £10,000 | £10,001 - £20,000 | £20,001 - £30,000 | £30,001 - £40,000 | £40,001 - £50,000 | £50,001 - £60,000 | £60,001 - £70,000 | £70,001+ |
|----------------------|--------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|----------|
| Female | 118 | 366 | 825 | 136 | 32 | 221 | 23 | |
| Male | 32 | 88 | 361 | 187 | 35 | 131 | 14 | 18 |
| Prefer not to answer | 4 | 11 | 13 | 3 | | 3 | 1 | |
| Total | 154 | 465 | 1199 | 326 | 67 | 355 | 38 | 18 |

This table shows a significant difference by the sex of the applicants, with greater numbers of women applying for lower graded. The only salary range where there are more male applicants is £40-50k, £70k has only one male and no female applicants.

2.3 Applicants – Transgender

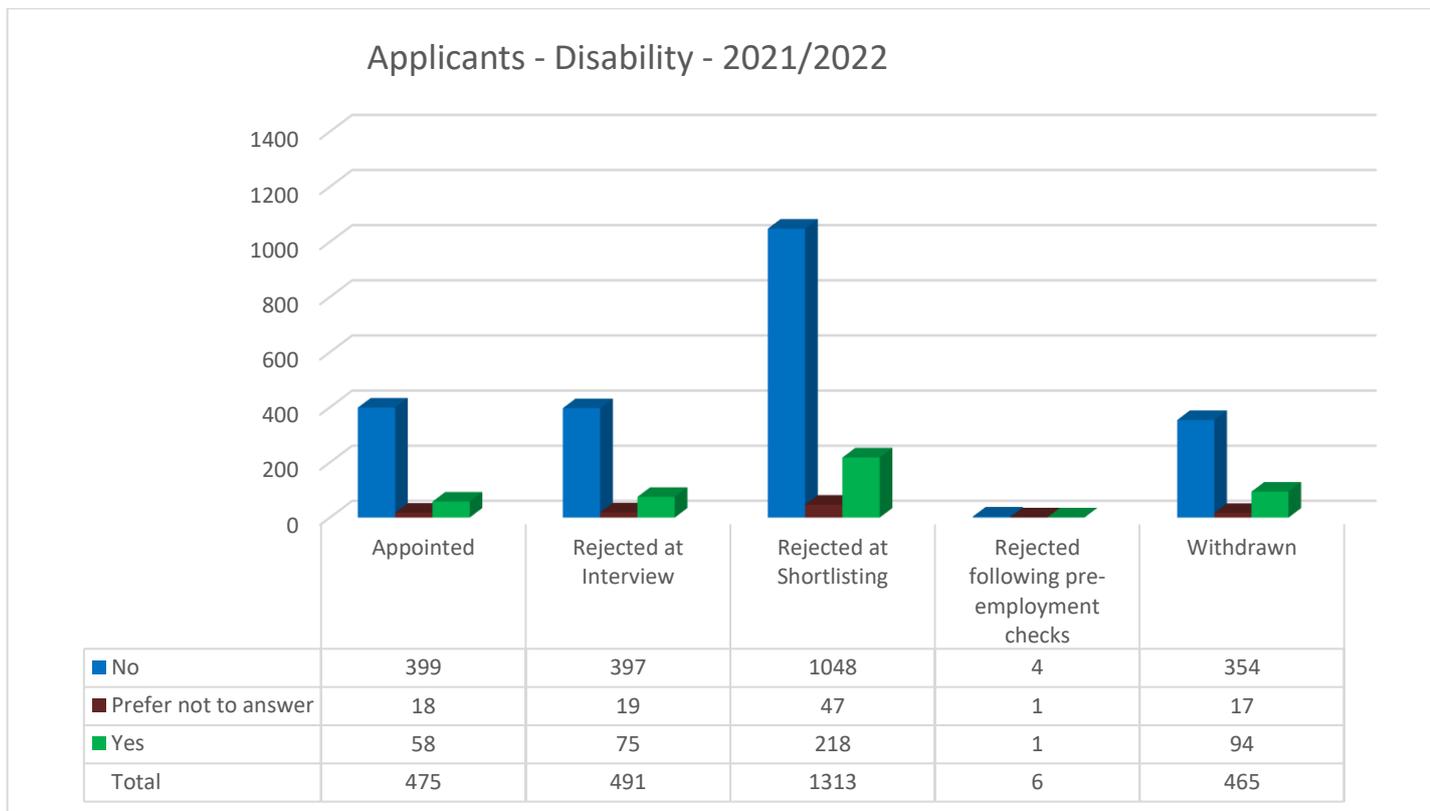
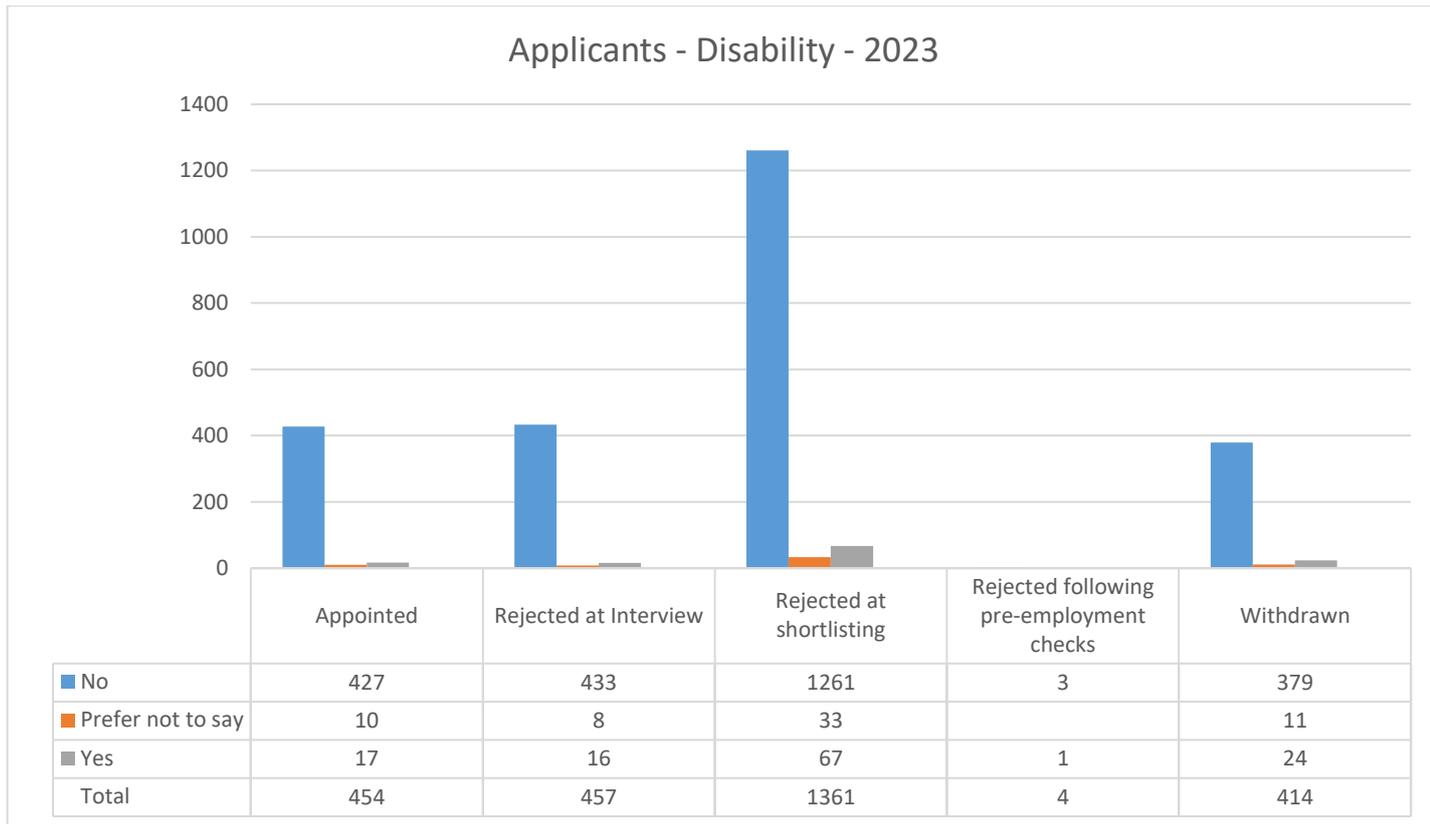


Applicants - Transgender - 2021/2022



The number of applicants who chose 'prefer not to answer' for this question has decreased from 289 in 21/22 to 39 in 2023. `

2.4 Applicants – Disability



Looking at 2023 the proportion of those applicants with a disability who were successful decreased to 3.74% compared to 21/22 where the percentage of those with a disability who were successful was 12.2%.

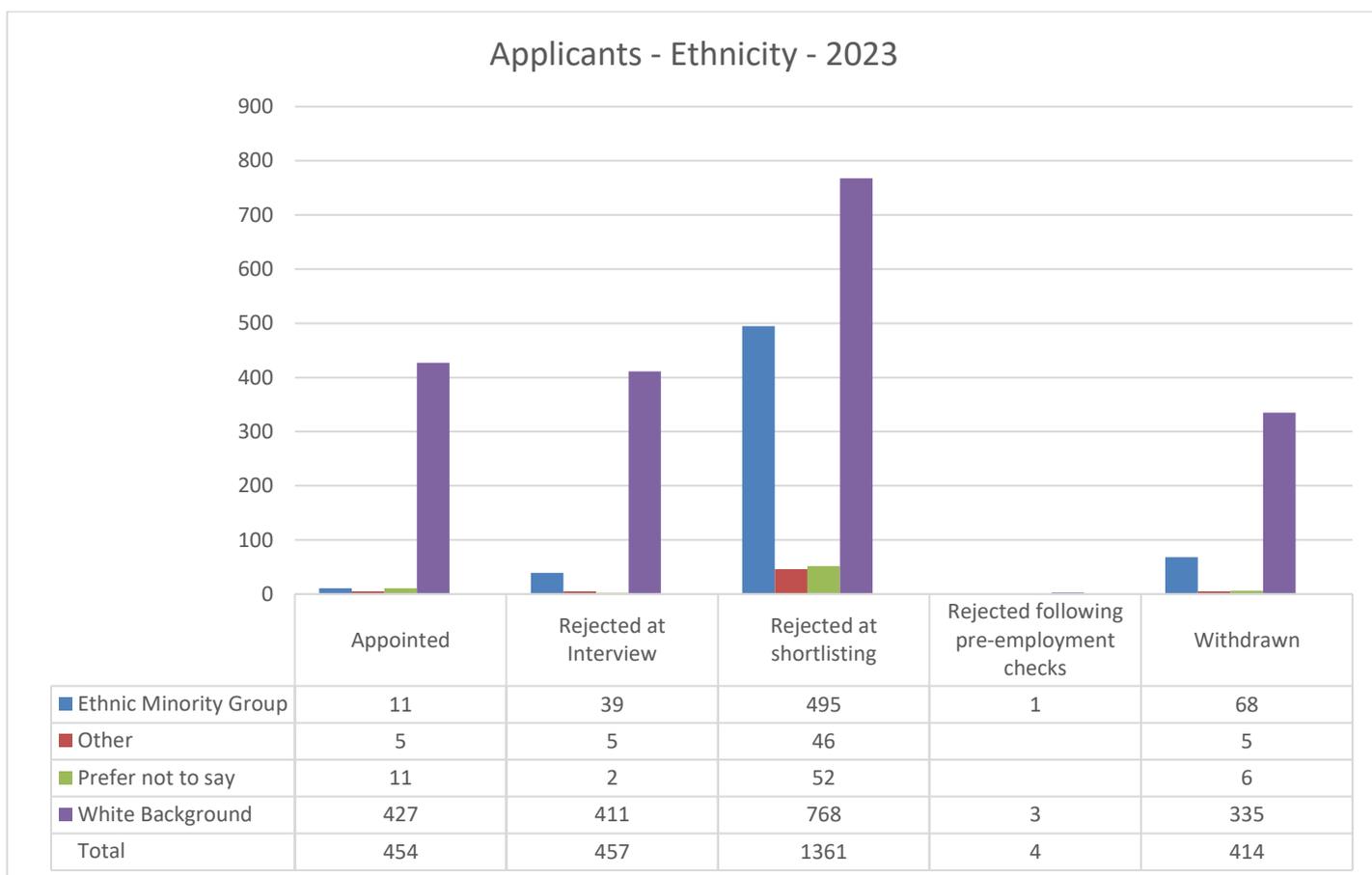
The number of applicants who prefer not to answer has reduced from 102 in 21/22 to 91 in 2023.

2.4.1 Reasonable Adjustments at Interview

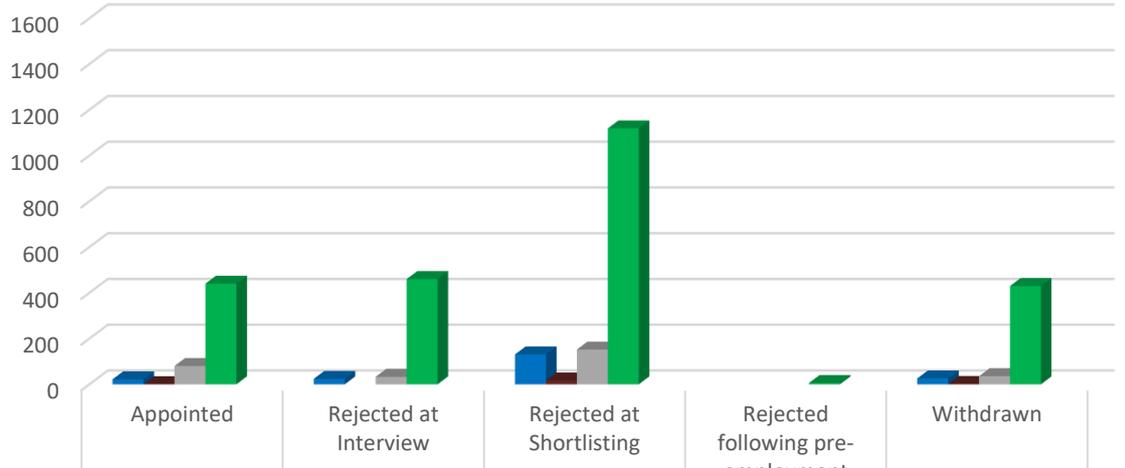
Both the Council’s Recruitment and Selection policy and its Mental Health and Wellbeing policy state that “no applicant is refused employment solely on the grounds of mental health or disability. Applicants are provided with the opportunity to ask for adjustments to be made through the selection process and training on reasonable adjustments is provided to those taking part in selection decisions”. The Council’s application form asks applicants “Are there any particular arrangements required to enable you to attend for interview? For example, a sign language interpreter, location with a ramp or information in large print etc”. All interview invites include the statement that “If you have a disability that requires reasonable adjustments or if you need any special arrangements for interview, please contact a member of our HR Recruitment Team on 01595 808 808”.

Our monitoring still does not allow us to report on adjustments at recruitment. We plan to gather this information going forward.

2.5 Applicants – Ethnicity



Applicants - Ethnicity - 2021/2022



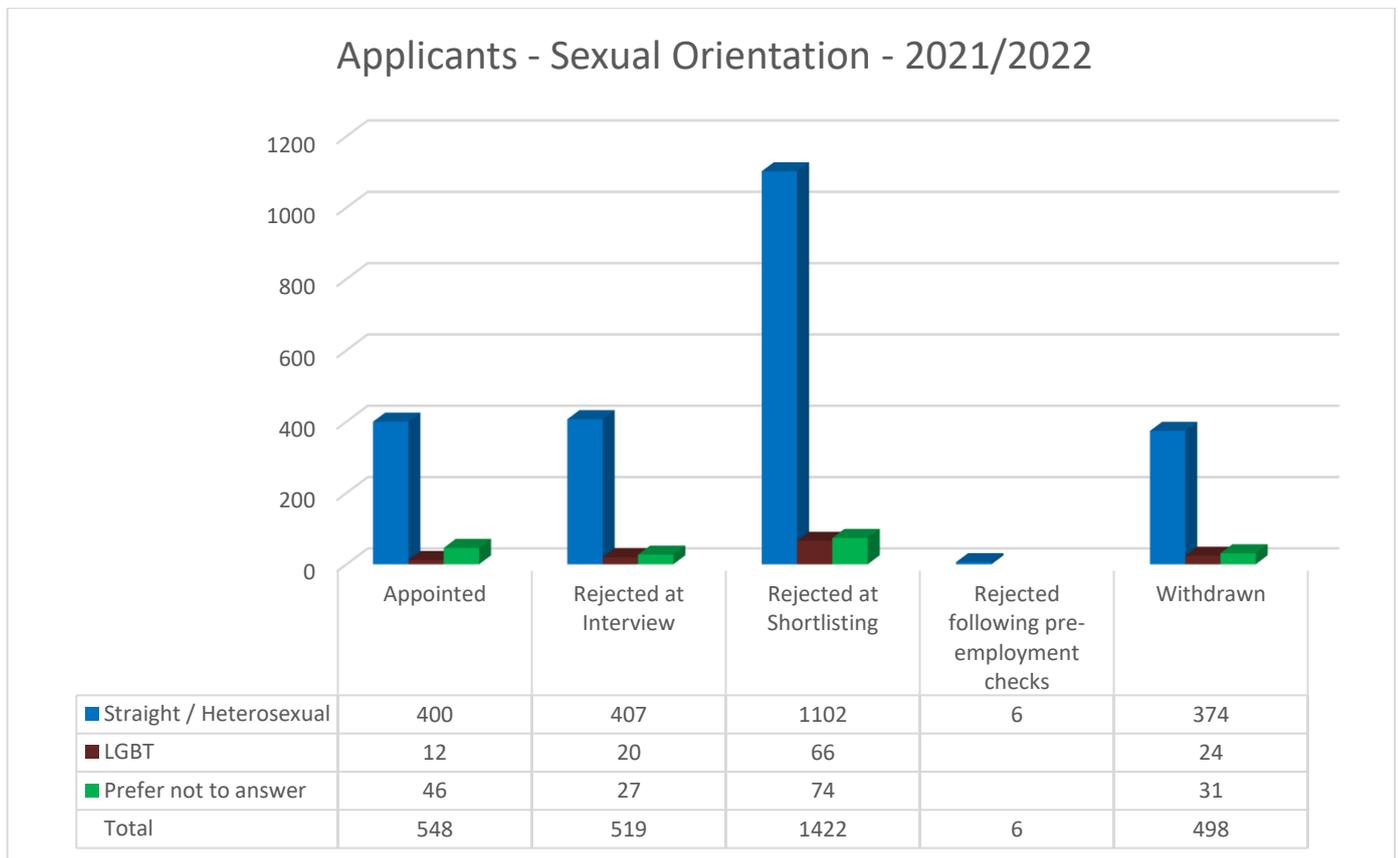
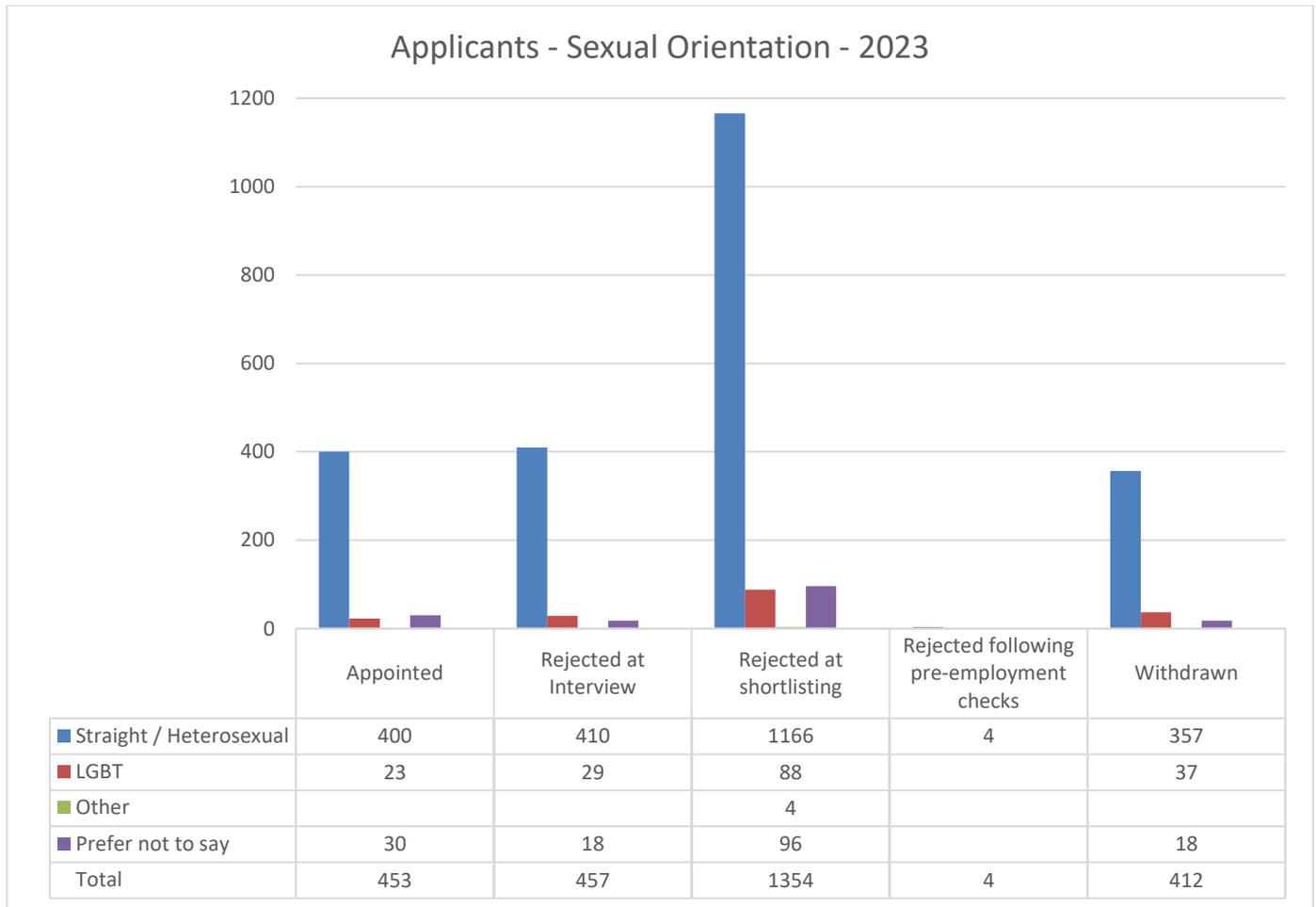
| | | | | | |
|-------------------------|-----|-----|------|---|-----|
| ■ Ethnic Minority Group | 22 | 24 | 131 | | 26 |
| ■ Other | 1 | | 17 | | 2 |
| ■ Prefer not to answer | 80 | 33 | 152 | | 36 |
| ■ White Background | 440 | 460 | 1119 | 6 | 430 |
| Total | 543 | 517 | 1419 | 6 | 494 |

In 2023 there was an exponential increase in overseas applicants. These are considered in the context of complex and changing 'right to work' rules and sponsorship is not possible for roles below salary thresholds.

Applicants who preferred not to answer this question has decreased from 301 in 21/22 to 71 in 2023.

For those who do respond the percentage of those who were appointed has increased from 2.5% to 4%.

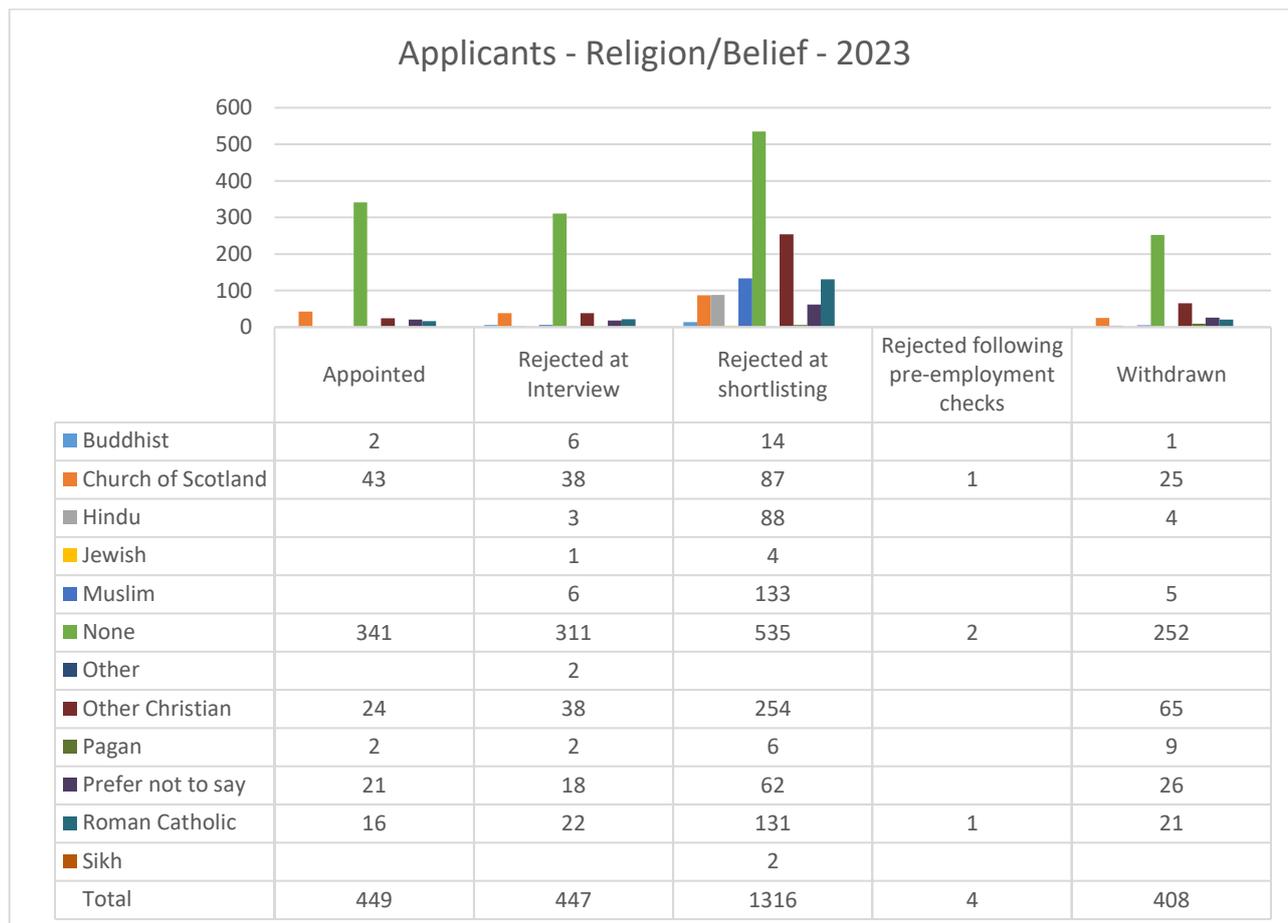
2.6 Applicants – Sexual Orientation



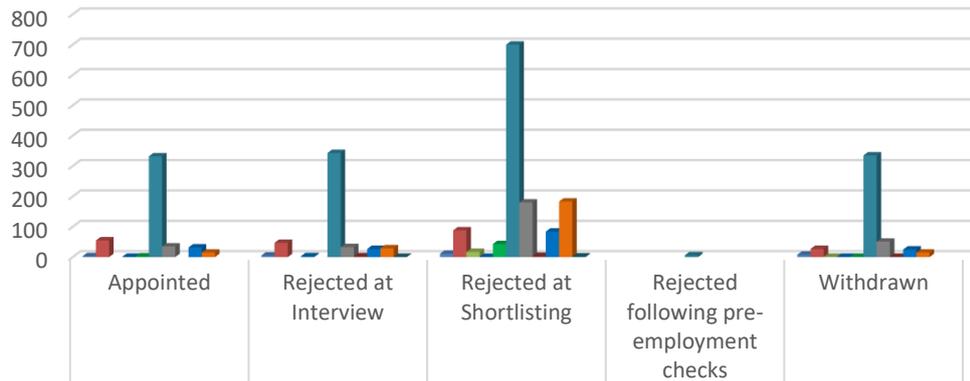
The number of applicants who prefer not to answer has decreased from 178 in 21/22 to 162 in 2023.

The number of appointed applicants describing themselves as LGBT has nearly doubled from 12 in 21/22 to 23 in 2023.

2.7 Applicants – Religion/Belief



Applicants - Religion/Belief 2021/2022



| | | | | | |
|------------------------|-----|-----|------|---|-----|
| ■ Buddhist | 3 | 5 | 11 | | 8 |
| ■ Church of Scotland | 55 | 47 | 88 | | 27 |
| ■ Hindu | | | 17 | | 1 |
| ■ Jewish | 1 | 3 | 1 | | 1 |
| ■ Muslim | 2 | | 43 | | 1 |
| ■ None | 332 | 343 | 700 | 6 | 335 |
| ■ Other | 35 | 33 | 180 | | 51 |
| ■ Pagan | | 3 | 4 | | 1 |
| ■ Prefer not to answer | 32 | 27 | 84 | | 25 |
| ■ Roman Catholic | 15 | 29 | 183 | | 15 |
| ■ Sikh | | 1 | 2 | | |
| Grand Total | 475 | 491 | 1313 | 6 | 465 |

The categories used for religion are taken from the online platform, 'myjobscotland', which the council uses for recruitment. These mirror the categories used in the Census.

3.0 Workforce Data

This section provides workforce data relating to all employees employed during 2023, and includes relief workers. We have included information from previous years to allow for comparisons. The data shows age, sex, disability, ethnicity, sexual orientation and religion/belief.

In order to maintain confidentiality where there are fewer than 5 employees in any table this is reflected as less than 5. We include all religion/belief as advised.

For the year 2023, we have separated Prefer Not To Answer and Not Held, to give a fuller picture of staff who have consciously decided not to answer.

We had previously committed to separate out equality data for relief workers and contracted staff as it was felt that equality issues may differ between the two groups.

We therefore have included relief workers in the overall workforce information, while separating this for relief staff only in relation to sex. This is because there is a more stark difference in the percentage of female (82%) to male workers (18%) than the overall workforce, showing men being even more underrepresented in relief roles, and similarly women over-represented. These figures are almost unchanged from the last report in 2019/20 (female 80% and male 20%). In 2023 the percentage of female to male in relief

roles remained the same, 82% female and 18% male.

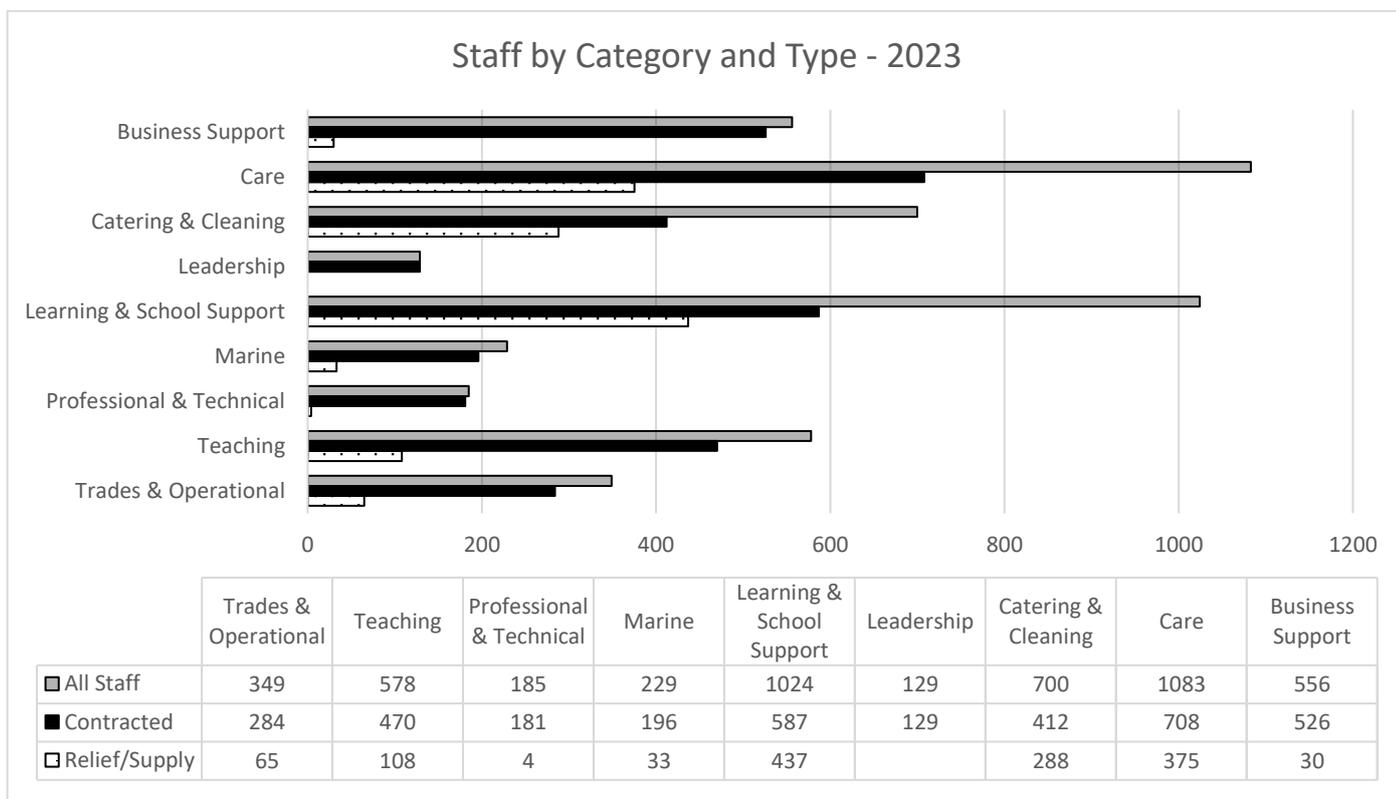
Relief workers provide cover as and when required and are paid on submission of timesheets. Payroll have provided HR staff with a database that can provide details of hours worked by relief staff, we will try to develop this to provide us with more information on the use of relief staff within the council.

This allows us to identify if there are any equality issues relating to protected characteristics and the use of relief staff. It is important to remember that many staff who have a contracted post are also relief workers.

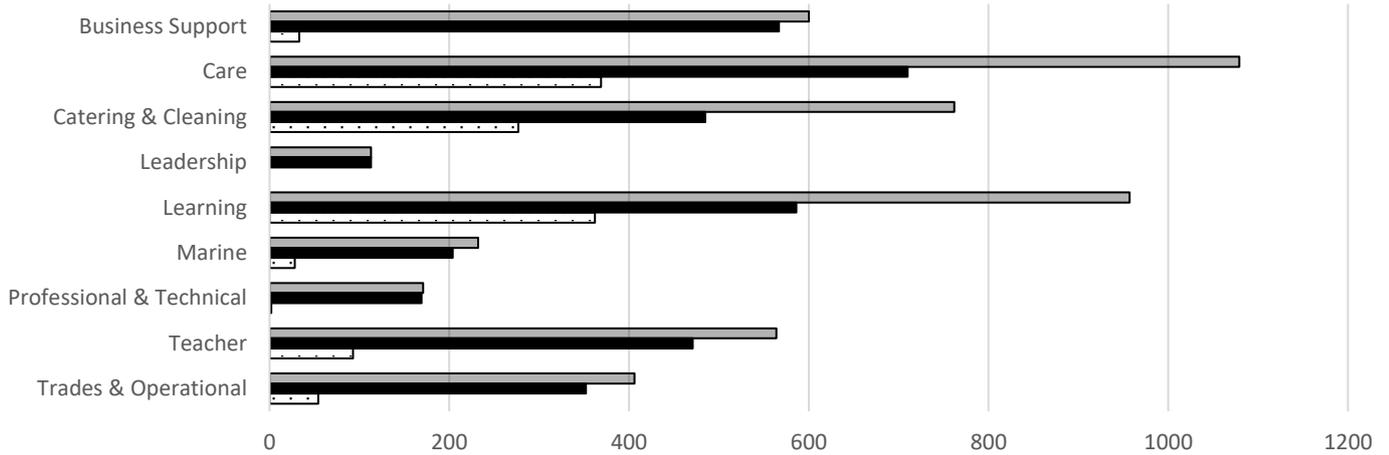
The total workforce comprises of part-time and full-time workers, the following tables show the headcount in more detail:

| Headcount by Financial Year | | | | | |
|-----------------------------|---------|---------|---------|---------|------|
| | 2015/16 | 2017/18 | 2019/20 | 2021/22 | 2023 |
| Full-time | 1272 | 1378 | 1347 | 1390 | 1335 |
| Part-time | 3541 | 3040 | 2897 | 3496 | 3498 |
| Total | 4813 | 4418 | 4244 | 4886 | 4833 |

The chart below uses our Broad Occupational Categories (see Section 1.5 for typical roles in each category) and shows a breakdown by contract type. This shows that there are more relief/supply workers engaged in the traditionally female dominated areas of Care, Catering and Cleaning, Learning & School Support and Teaching.



Staff by Category and Type - 2021/22



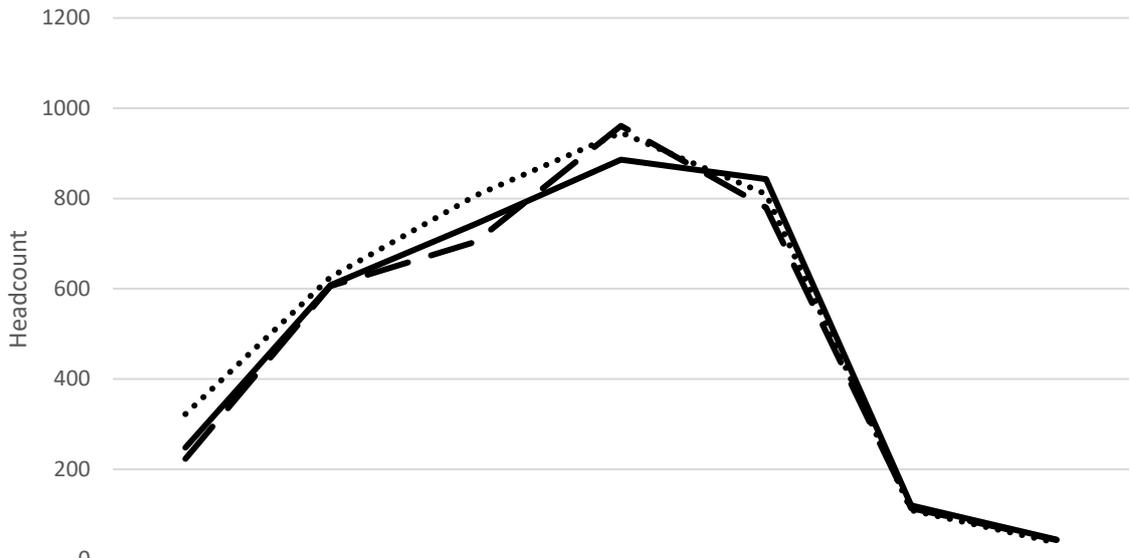
| | Trades & Operational | Teacher | Professional & Technical | Marine | Learning | Leadership | Catering & Cleaning | Care | Business Support |
|-----------------|----------------------|---------|--------------------------|--------|----------|------------|---------------------|------|------------------|
| ■ All Staff | 406 | 564 | 171 | 232 | 957 | 113 | 762 | 1079 | 600 |
| ■ Contracted | 352 | 471 | 169 | 204 | 586 | 113 | 485 | 710 | 567 |
| □ Relief/Supply | 54 | 93 | 2 | 28 | 362 | 0 | 277 | 369 | 33 |

3.1 Workforce - Age

We have tracked our age profile over the period 2017-2023. This shows that the age range with most employees has consistently been the 46-55 category throughout the period. However, the number of employees in that age range has reduced in each of the data set periods and is nearer to the age ranges at each side. That means the curve has flattened.

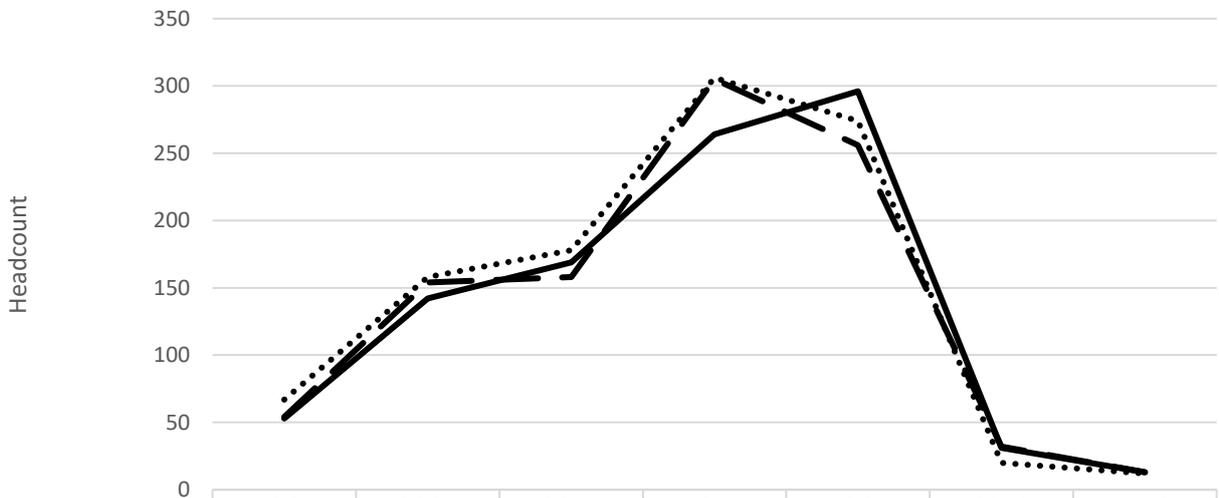
The total number of employees has decreased between 2021/22 and 2023. Most age categories have seen a decrease, however an increase has been seen in 56-65, 66-70 and over 70 groups. The largest decrease in 2023 is in the number of employees in the 16-25 years category overall and for females, however this differs for males and females with the largest decrease being seen in the 46-55 age category.

Headcount All staff by Age Group

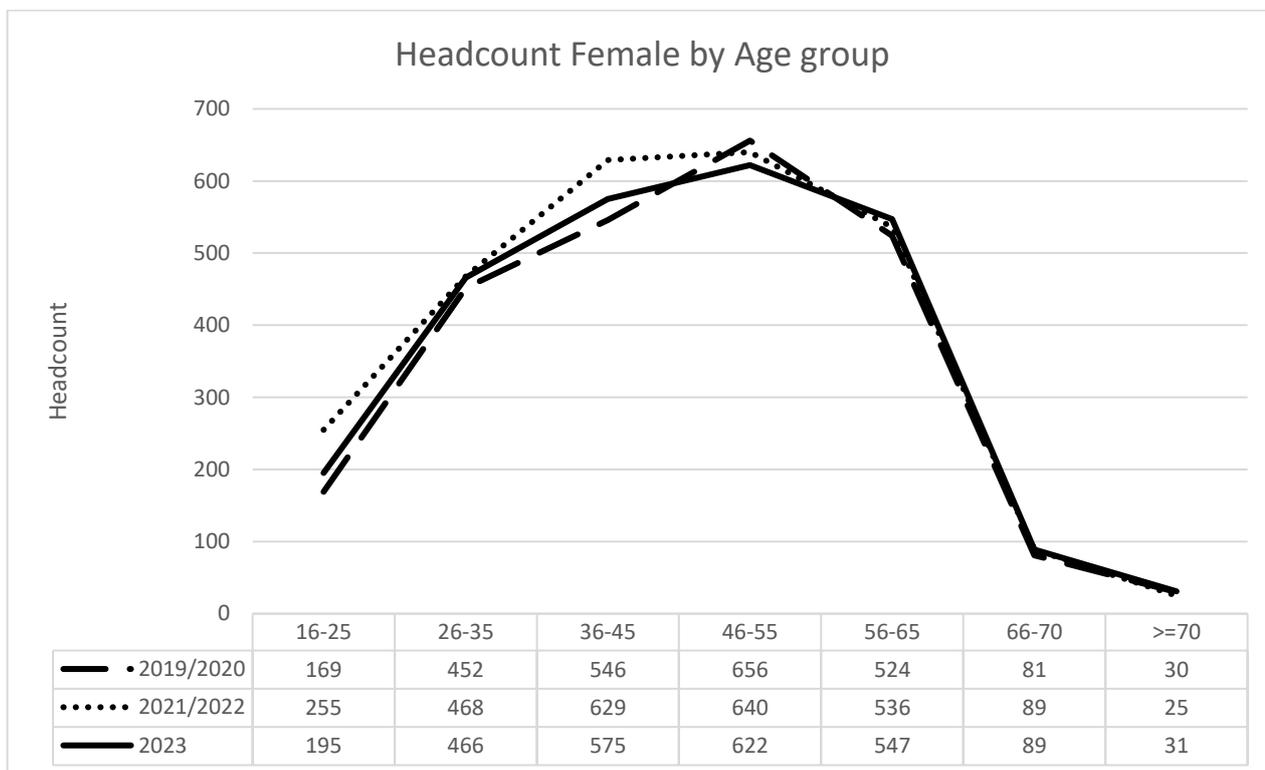


| | 16-25 | 26-35 | 36-45 | 46-55 | 56-65 | 66-70 | >=70 |
|-----------------|-------|-------|-------|-------|-------|-------|------|
| • 2019/2020 | 223 | 606 | 704 | 961 | 780 | 113 | 43 |
| ••••• 2021/2022 | 322 | 626 | 807 | 946 | 810 | 109 | 37 |
| — 2023 | 248 | 608 | 744 | 886 | 843 | 120 | 44 |

Headcount Male by Age Group



| | 16-25 | 26-35 | 36-45 | 46-55 | 56-65 | 66-70 | >=70 |
|-----------------|-------|-------|-------|-------|-------|-------|------|
| • 2019/2020 | 54 | 154 | 158 | 305 | 256 | 32 | 13 |
| ••••• 2021/2022 | 67 | 158 | 178 | 306 | 274 | 20 | 12 |
| — 2023 | 53 | 142 | 169 | 264 | 296 | 31 | 13 |



The Table below shows the median age within each Broad Occupational Category (See Section 1.5), the median is the value separating the higher half from the lower half of a data sample. For a data set, it may be thought of as "the middle" value.

| Median Age | | |
|---------------------------|-----------|------|
| Category | 2021/2022 | 2023 |
| Business Support | 44 | 45 |
| Care | 42 | 47 |
| Catering & Cleaning | 49 | 54 |
| Leadership | 52 | 53 |
| Learning & School Support | 40 | 42 |
| Marine | 50 | 50 |
| Professional & Technical | 45 | 48 |
| Teaching | 47 | 47 |
| Trades & Operational | 52 | 53 |
| Overall | 45 | 47 |

The median age has increased in most categories, apart from Marine and Teacher, where it has remained the same.

Setting it in a national context, the median age for the total Scottish population aged 16 and over is 49 years. The median age for those between 16 and 65 years old (the traditional working age population) in Scotland is 41 years (National Records of Scotland, 2022).

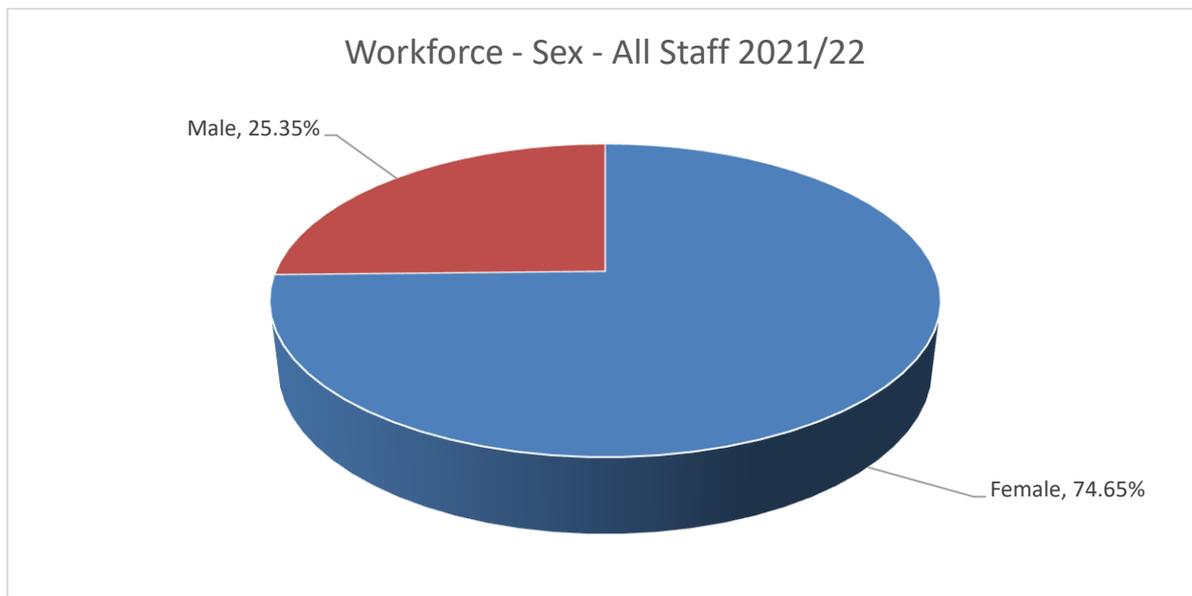
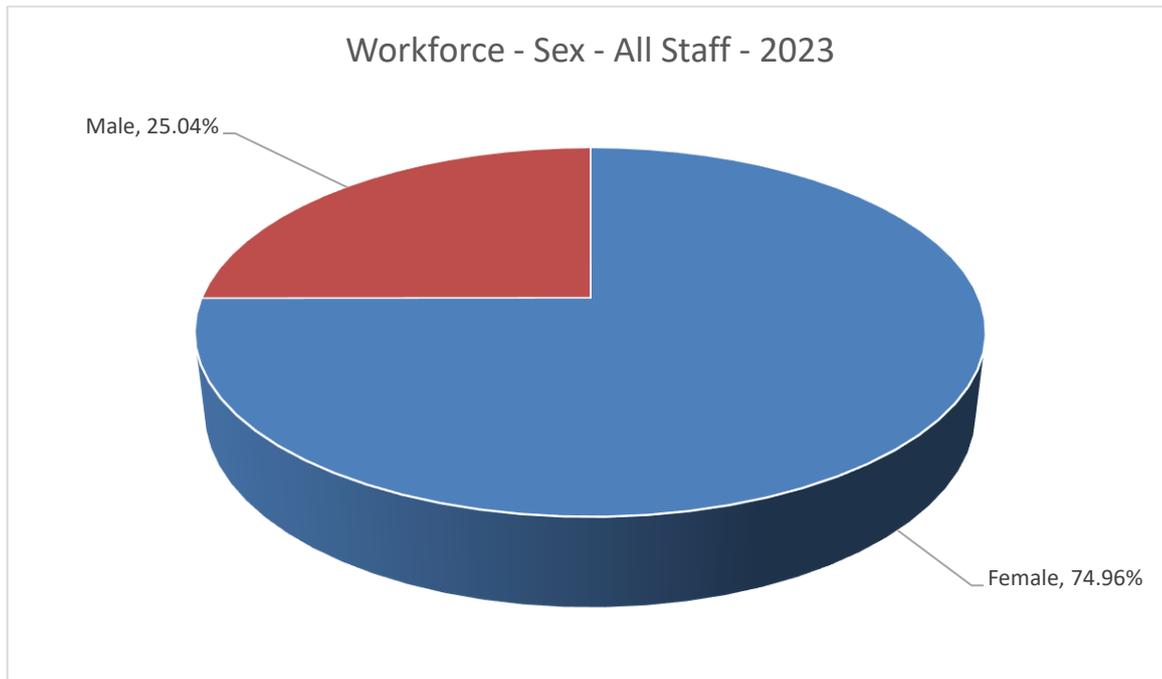
The Scottish Social Services Council (SSSC) provide a report each year on workforce data which includes analysis by equalities characteristics. In the most recent report the median age across the SSSC workforce is 43 years, and within the Care public sector it is 46 years.

If we compare with the "traditional working age population" median then our overall median age is higher. Using either the median for the whole Scottish population over 16, or the 16 to 65 population, our median age is higher in Leadership, Marine and Trades & Operational, and at the higher figure for Catering and Cleaning.

This is interesting data in relation to workforce planning.

3.2 Workforce - Sex

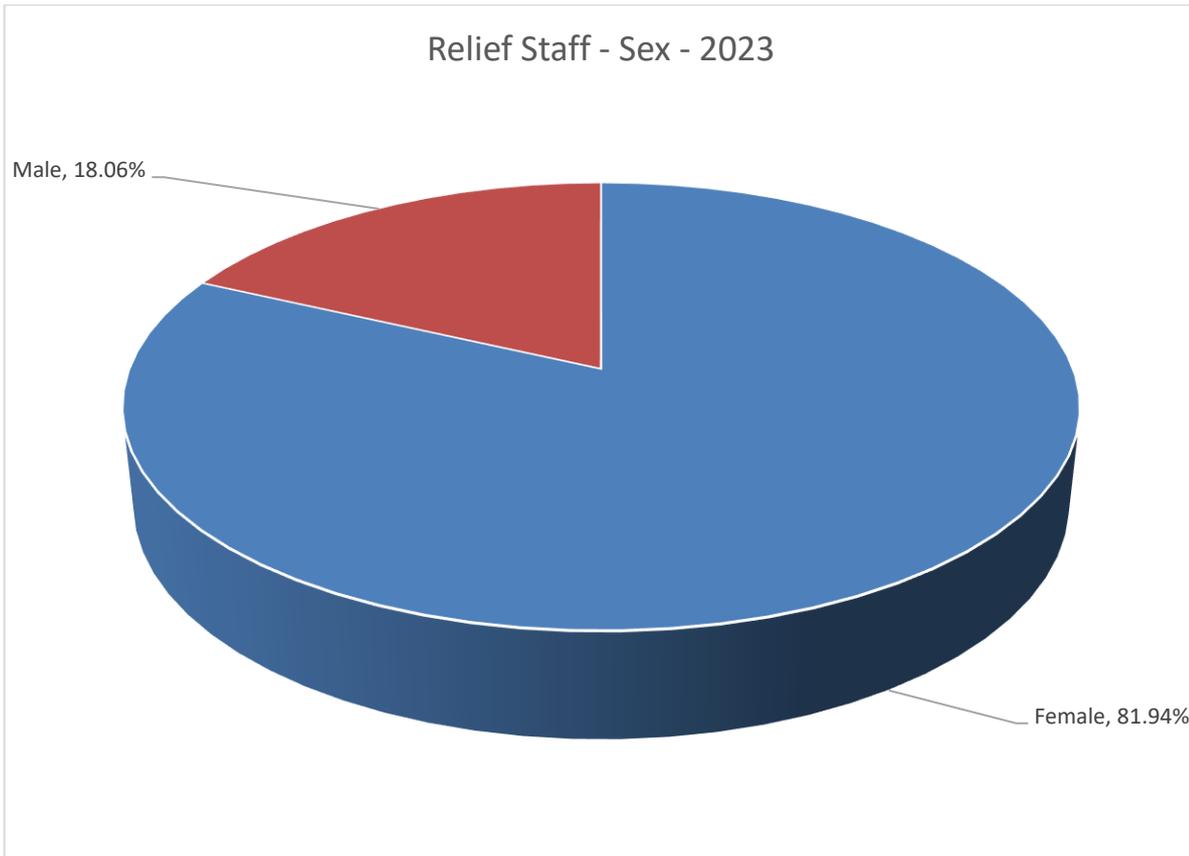
The proportion of males to females has shown little change since the last report, for 2021/22 there are 25.35% males and 74.65% females. In 2023 this was 25.04% male and 74.96% female.



| Sex Split Headcount of Relief Workers | | | | |
|---------------------------------------|---------|---------|---------|------|
| | 2017/18 | 2019/20 | 2021/22 | 2023 |
| Female | 672 | 650 | 998 | 1098 |
| Male | 154 | 164 | 220 | 242 |
| Total | 826 | 814 | 1218 | 1340 |

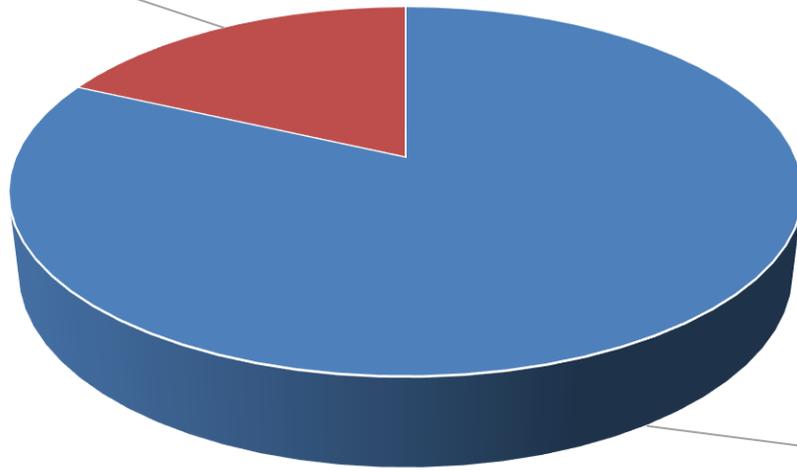
While the number of male and number of female relief workers have both increased in this period, the scale of the increase is greater for women.

There has been no change in the % split of male and female between 2021/22 and 2023



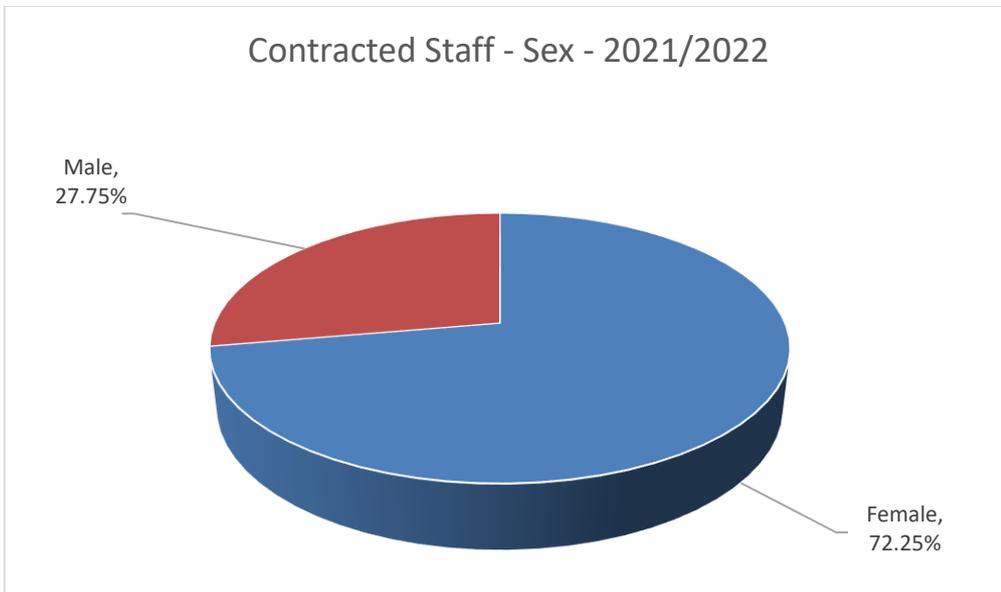
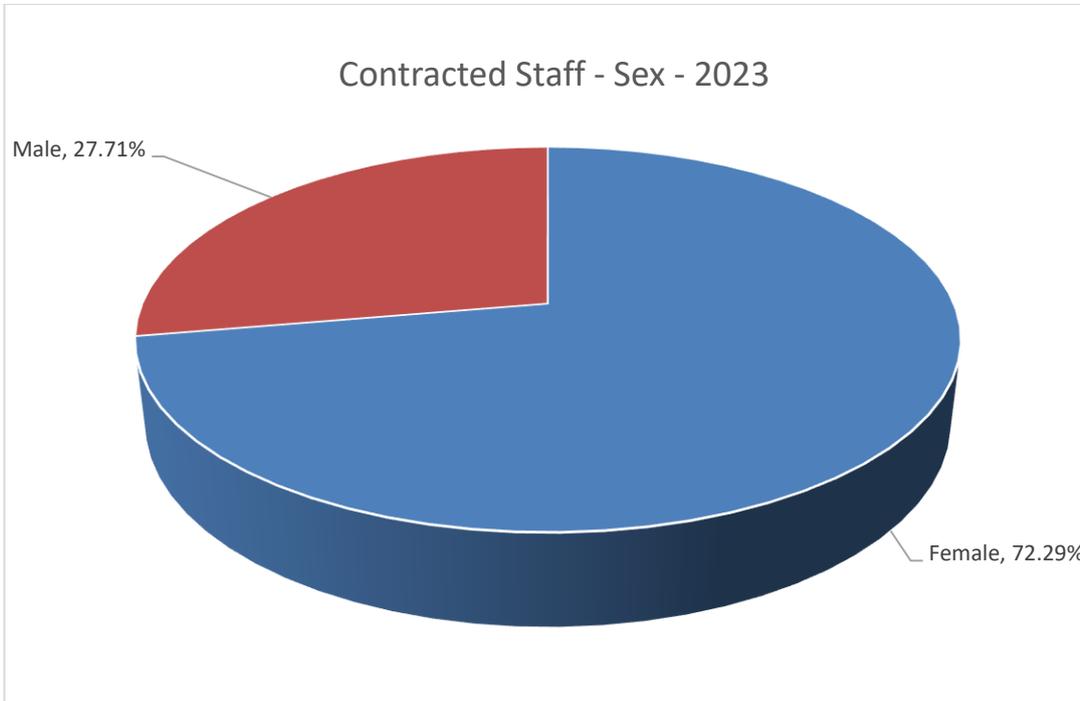
Relief Staff - Sex - 2021/2022

Male
18.06%

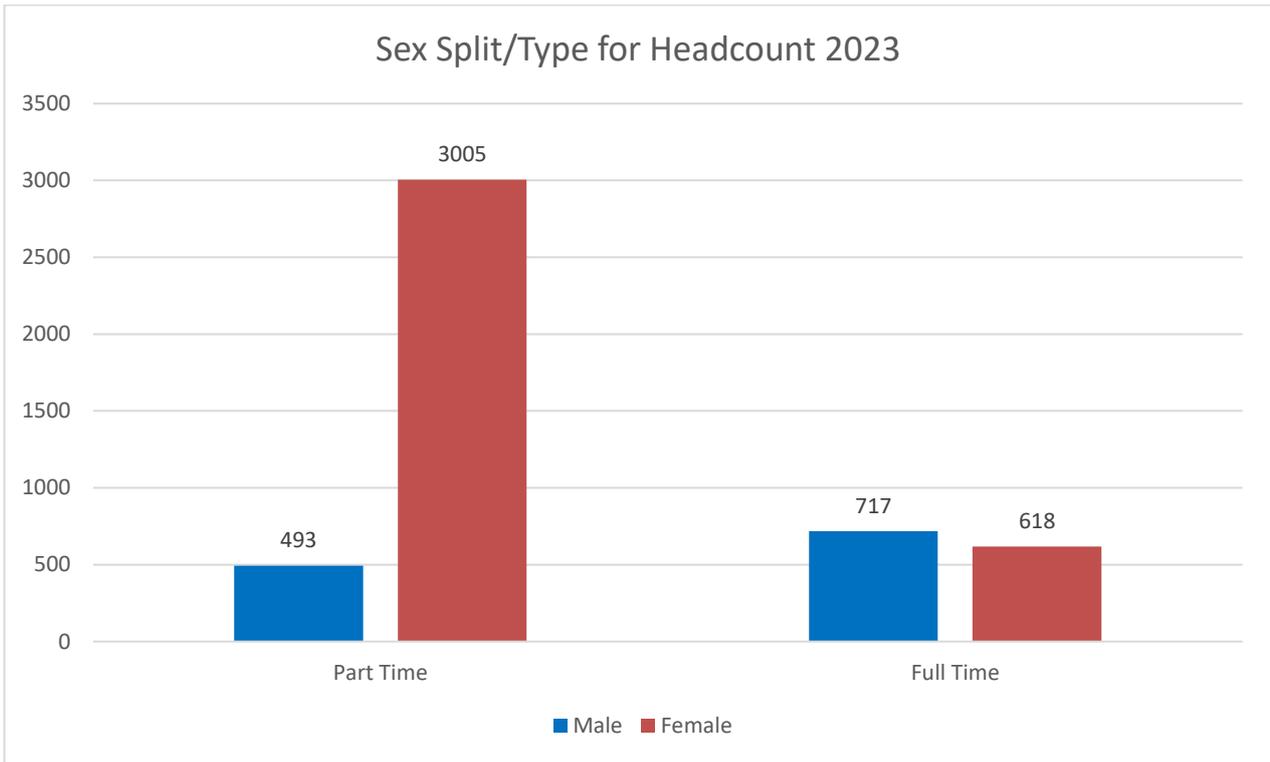


Female
81.94%

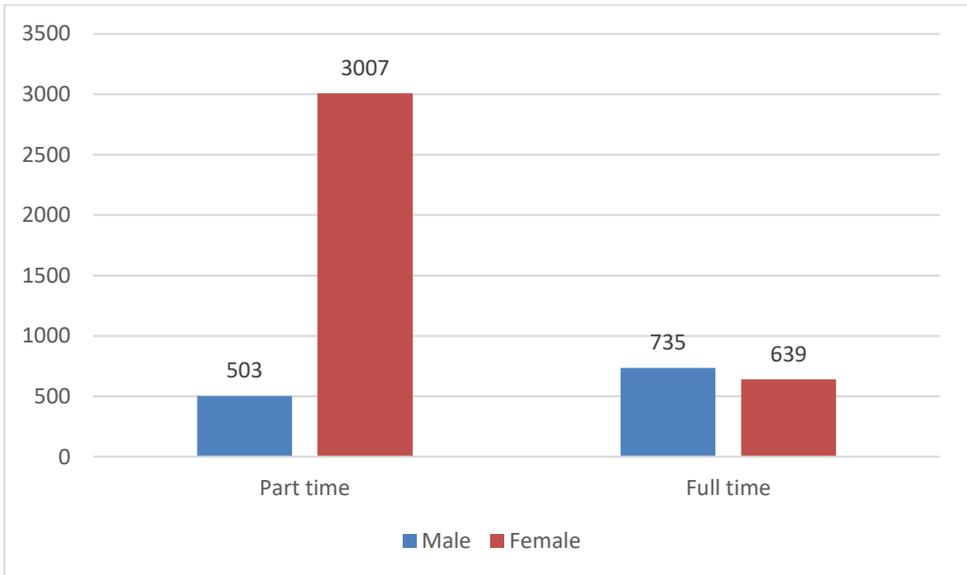
| Sex Split Headcount of Contracted Staff | | | | |
|---|---------|---------|---------|------|
| | 2017/18 | 2019/20 | 2021/22 | 2023 |
| Female | 2588 | 2458 | 2643 | 2525 |
| Male | 1004 | 972 | 1015 | 968 |
| Total | 3592 | 3430 | 3658 | 3493 |



In 2023 the number of contracted staff has decreased. The split between male and female has remained nearly the same.



Sex Split/Type for Headcount at 2021/22



The number of people working full-time hours in 21/22 was 1,374 which has decreased slightly in 2023, to 1,335. This is also true for part-time staff, in 21/22 there were 3,510 staff working part-time and in 2023 this was 3,498. The number of people working in total, including as a Relief Worker has decreased from 4,886 in 21/22 to 4,833 in 2023.

3.2 Horizontal Segregation by Sex & Broad Occupational Categories

The table below shows the Horizontal Segregation of contracted employees split into Broad Occupational Categories (See 1.5) and includes the number and percentage of employees by sex, four time periods are included for comparison purposes.

| Horizontal Segregation | | | | | |
|--|---------------|----------|--------------|----------|--------------------|
| Contracted Employees | Female | | Male | | Total Count |
| | Count | % | Count | % | |
| Business Support | | | | | |
| 2019/2020 | 451 | 82.6 | 95 | 17.4 | 546 |
| 2021/2022 | 474 | 83.6 | 93 | 16.4 | 567 |
| 2023 | 442 | 84.03 | 84 | 15.97 | 526 |
| Care | | | | | |
| 2019/2020 | 632 | 88.64 | 81 | 11.36 | 713 |
| 2021/2022 | 619 | 87.18 | 91 | 12.82 | 710 |
| 2023 | 621 | 87.71 | 87 | 12.29 | 708 |
| Catering & Cleaning | | | | | |
| 2019/2020 | 333 | 84.73 | 60 | 15.27 | 393 |
| 2021/2022 | 412 | 84.95 | 73 | 15.05 | 485 |
| 2023 | 356 | 86.41 | 56 | 13.59 | 412 |
| Leadership** | | | | | |
| 2019/2020 | 42 | 44.68 | 52 | 55.32 | 94 |
| 2021/2022 | 57 | 50.44 | 56 | 49.56 | 113 |
| 2023 | 67 | 51.94 | 62 | 48.06 | 129 |
| Learning & School Support** | | | | | |
| 2019/2020 | 457 | 88.74 | 58 | 11.26 | 515 |
| 2021/2022 | 520 | 88.74 | 66 | 11.26 | 586 |
| 2023 | 533 | 90.80 | 54 | 9.20 | 587 |
| Marine | | | | | |
| 2019/2020 | 6 | 3.75 | 154 | 96.25 | 160 |
| 2021/2022 | 8 | 3.92 | 196 | 96.08 | 204 |
| 2023 | 7 | 3.57 | 189 | 96.43 | 196 |
| Professional & Technical | | | | | |
| 2019/2020 | 81 | 51.92 | 75 | 48.08 | 156 |
| 2021/2022 | 85 | 50.3 | 84 | 49.7 | 169 |
| 2023 | 84 | 46.41 | 97 | 53.59 | 181 |
| Teaching** | | | | | |
| 2019/2020 | 368 | 79.83 | 93 | 20.17 | 461 |
| 2021/2022 | 374 | 79.41 | 97 | 20.59 | 471 |
| 2023 | 378 | 80.43 | 92 | 19.57 | 470 |
| Trades & Operational** | | | | | |
| 2019/2020 | 88 | 24.93 | 265 | 75.07 | 353 |
| 2021/2022 | 93 | 26.42 | 259 | 73.58 | 352 |
| 2023 | 37 | 13.03 | 247 | 86.97 | 284 |
| Total 19/20 | | | | | 3430 |
| Total 21/22 | | | | | 3657 |
| Total 2023 | | | | | 3493 |

**Note:

In 2023 we changed the category name from Learning to Learning and School Support. We moved Supervisory Assistant and Auxiliary from Trades and Operational, and Head Teachers from Teaching into Leadership.

We did this to align more closely with national guidance on “achieving a consistent approach to Gender pay gap reporting across all Scottish Councils” issued by the Society of Personnel and Development Scotland 15 March 2024.

3.3 Workforce – Disability

The proportion of employees who describe themselves as disabled has decreased slightly in the monitoring period. In 2016 the figure was 5.8%, reducing to 5.48% in 2018 to 5.1% in 2020. In 2021/2022 less than 5% of the workforce identified as disabled. This increased in 2023 to 5.36%.

The Council aims to have a workforce which is representative of the Shetland community. The 2022 census data for Shetland regarding disabilities can be viewed by age bands. Using the age bands 16 to 65 as working age 82.8% were not disabled, whilst 17.2% said their day-to-day activities were limited, either a little or a lot, because of a health problem or disability which has lasted, or expected to last, at least 12 months.

It is important that we develop a broader understanding around the reasons for this difference and that we continue to work with managers and other stakeholders to reduce the stigma surrounding both physical and mental disabilities and eliminate discrimination.

To this end our HR Service participated in an Employer Assessment carried out by SUSE (Scottish Union of Supported Employment) and APT, a Public Social Partnership funded by the Scottish Government, who have a mission to reduce the Disability Employment Gap. This resulted in an action plan to help us build our capacity to attract, recruit and retain disabled people and those with long term health conditions.

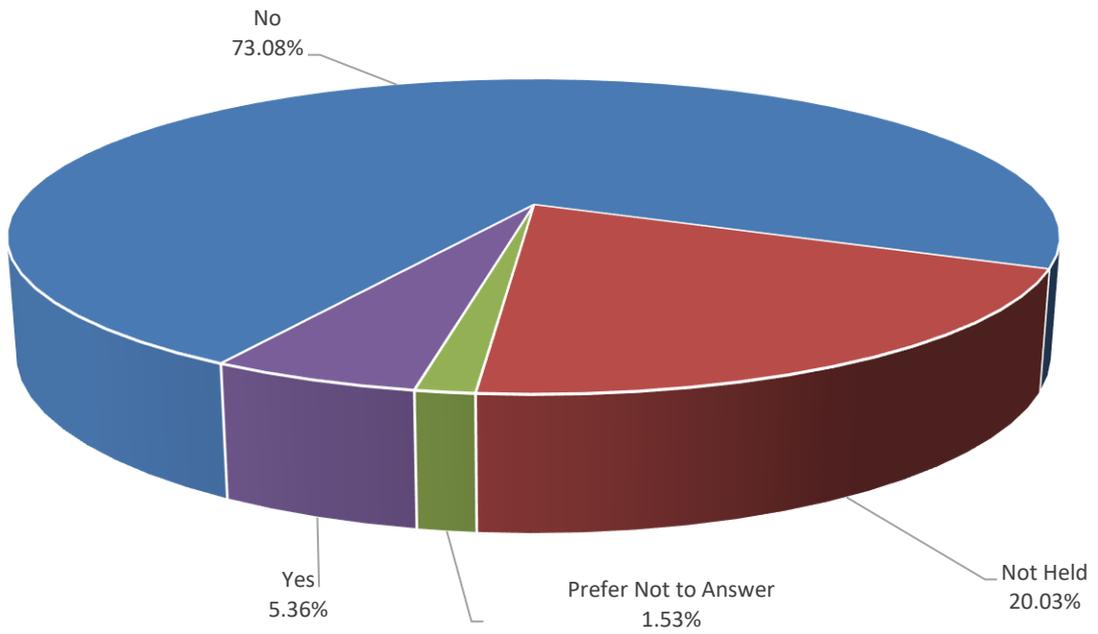
During 2024 we establish a Disabled Staff focus group so that employment plans, policies and practices can be shaped by a lived experience perspective.

To support this work two Council HR team members hold certification with NIDMAR (National Institute of Disability Management and Research) training programme. This will support the review and development of employment practices of employees with a health condition or disability to gain and retain employment.

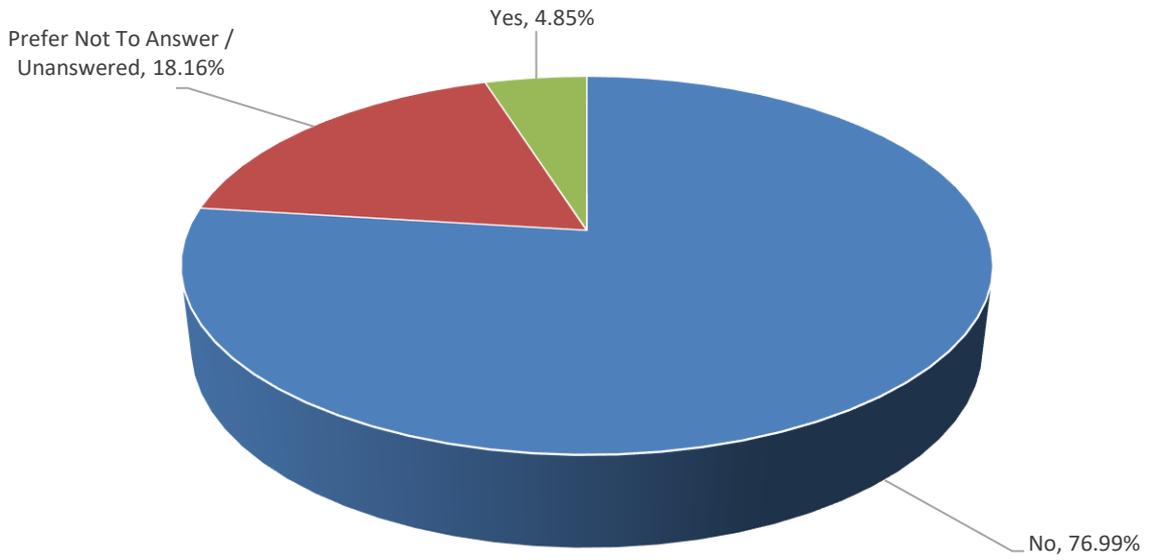
We also provided training by Enable Works, covering Learning Disability and Autism Awareness, Disability Awareness and Rethinking Recruitment.

We continue to raise awareness of the benefits of having accurate equality data and look to reduce the number of not disclosed/information not held so we provide a more complete picture of our workforce. The number of staff either not disclosing or not answering the question had decreased from 11.07% in 2016 to 10.31% in 2018, to 9.71% in 2020, it is unfortunate that this figure increased to 18.16% in 2021/22 and again to 21.56% in 2023.

Workforce - Disability - All Staff - 2023



Workforce - Disability - All Staff - 2021/22



3.3.1 Reasonable Adjustments

Shetland Islands Council in its Maximising Attendance Policy requires that managers, at each formal stage of the process, explore adjustments that may lead to an early return to work and/or improved attendance. We do not presently record whether these employees describe themselves as disabled, however the approach towards reasonable adjustments accords with the provisions of the Equality Act in this regard. In the period 2023, seventy staff utilised the phased return process to return to work. Forty one were formal in nature and twenty were informal, using annual leave to cover the absent hours. Nine used a mixture of formal and informal. This shows that the use of phased returns to work as a reasonable adjustment has become well established and will continue to offered.

Where reasonable adjustments are recommended by the GP and/or Occupational Health, and it is not possible to to implement these within an employee's contractual role, redeployment may be sought, however this is quite rare. The number of people who were redeployed for this reason has remained at fairly stable over the recent reporting periods. For 2023 there were less than five were redeployed for this reason, so we are still seeing very low numbers for redeployment where we were not able to implement adjustments recommended by OH or a GP.

In 2023, we granted ill-health retirement to less than five employees. This compares with a 2015/2016 figure of thirteen employees, which was also the number of ill health retirements granted in 2017/2018. During 2019/2020 ten employees were granted ill-health retirement. During 2021/2022, we granted ill-health retirement to seven employees.

The table below shows a summary of the above year by year

| | 2015/2016 | 2017/2018 | 2019/2020 | 2021/2022 | 2023 |
|---------------|-----------|-----------|-----------|-----------|---------|
| PRTWs | 54 | 41 | 71 | 75 | 70 |
| Informal PRTW | - | - | - | 25 | 20 |
| Formal PRTW | - | - | - | 47 | 41 |
| Combo PRTW | - | - | - | 3 | 9 |
| IHR | 13 | 13 | 10 | 7 | Under 5 |
| Redeployment | 9 | Under 5 | Under 5 | Under 5 | Under 5 |

3.3.2 Disability Confident

Shetland Islands Council continues to be a member of the Disability Confident scheme. We are certified as a Disability Confident Employer (Level 2), this shows an ongoing commitment to employ and retain disabled people and those with health conditions.

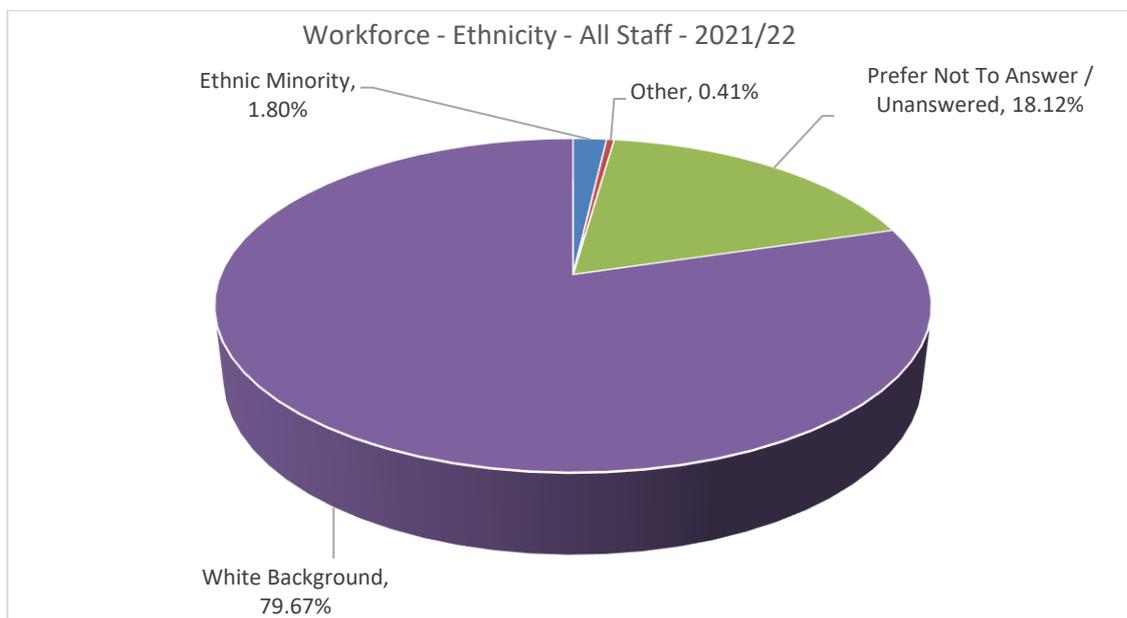
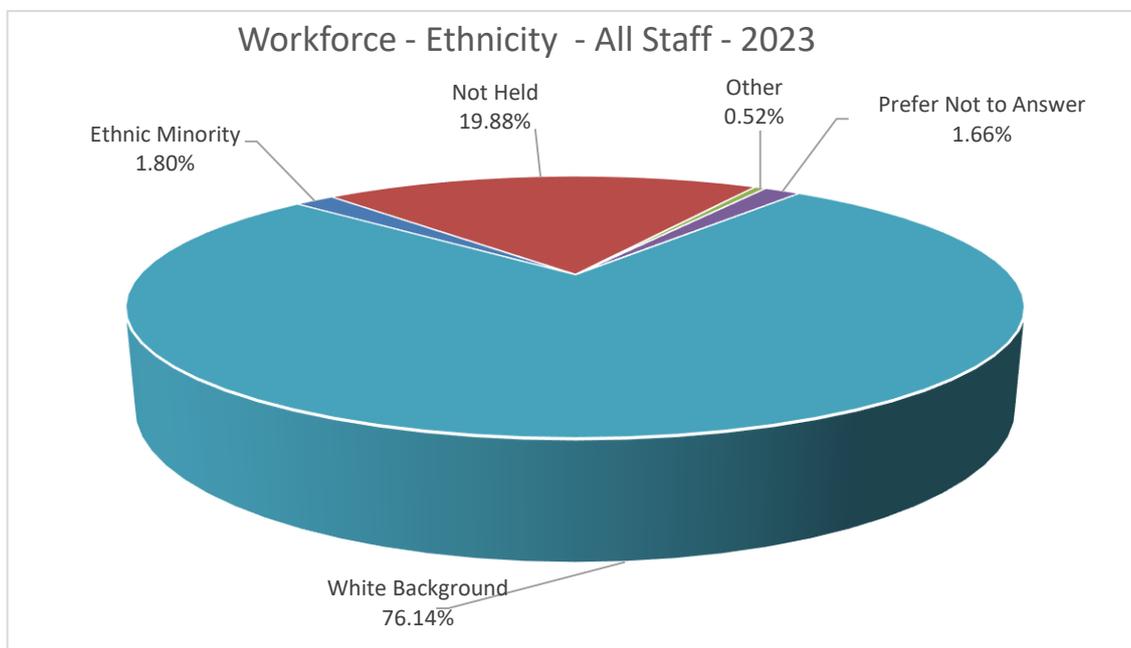
3.4 Workforce – Ethnicity

The proportion of employees who describe themselves as being from a minority ethnic group in 2023 was 1.80%, the same as in 2021/22. This was an increase from 1.46% in 2019/20, and from 0.98% in 2017/18, from 0.91% in 2015/16. This an overall increasing trend, although the figures are small.

In the 2022 census 97.56% of the Shetland population described themselves as white, whilst 2.44% stated that they were Minority Ethnic

In the Equal Pay Statement 2025-2029 we reported an ethnicity pay gap for the first time and provided analysis by pay quartiles.

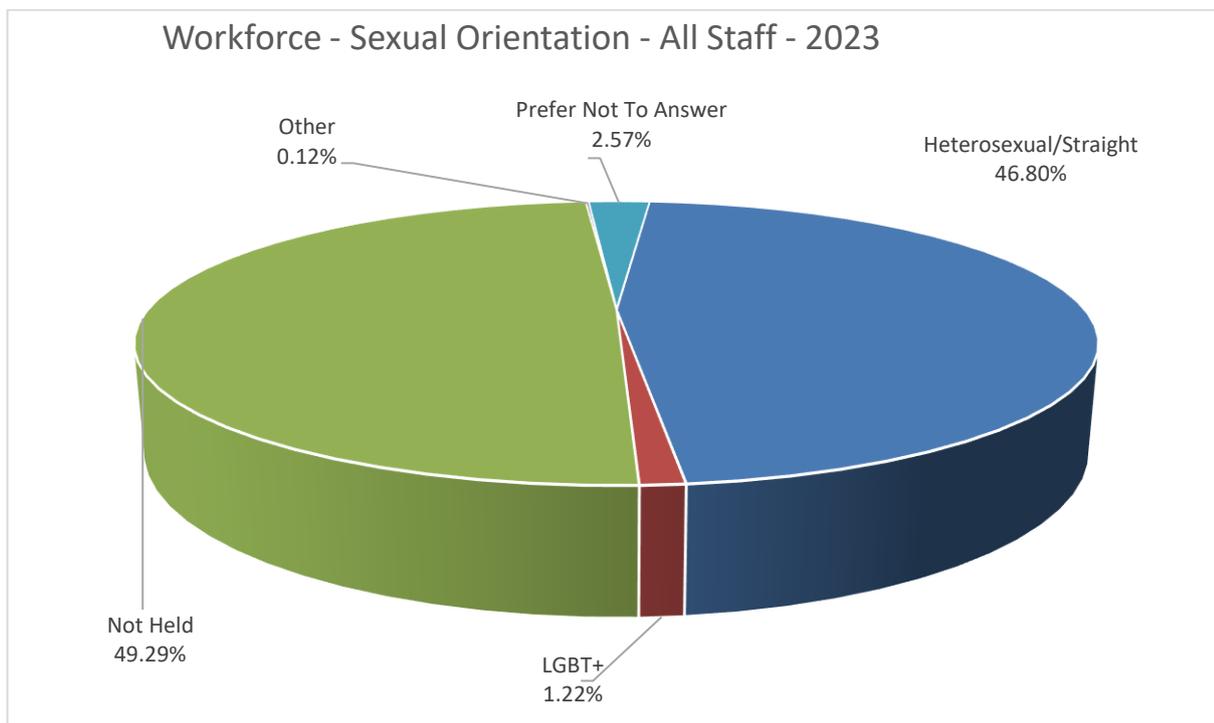
The mean pay gap (the average) is 11.86% in favour of those employees in the white group, while the median (mid-point) is 11.72% in favour of the white group. For comparison Scotland’s median ethnicity pay gap was estimated to be 10.3% in 2019.



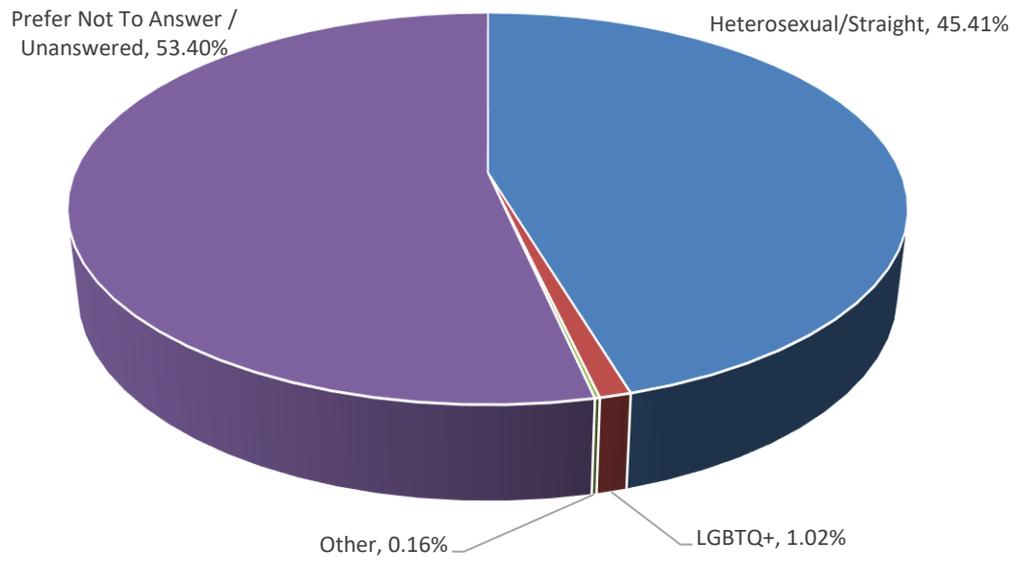
3.5 Workforce - Sexual Orientation

In 2016 Shetland Islands Council asked employees to complete Equality Monitoring Forms that included Sexual Orientation for the first time. At that time, 88.41% of employees chose not to answer this question or chose not to return a monitoring form, while 11.41% of the workforce described themselves as Heterosexual/Straight and 0.19% as LGBO (Lesbian, Gay, Bisexual, Other).

In 2023 1.22% of staff identifies as LGBT+ an increase from 1.02% in 2021/2022. and 0.92% in 2019/2020. Those who preferred not to answer or did not answer this question has decreased from 60.84% in 2019/2020 to 53.40% for 2021/2022 and further decreased to 51.86% in 2023. Those describing themselves as Heterosexual/Straight increased from 38.08% in 2019/2020 to 45.41% in 2021/2022 and again in 2023 to 46.8%. It is encouraging that more staff are happy to answer this question.



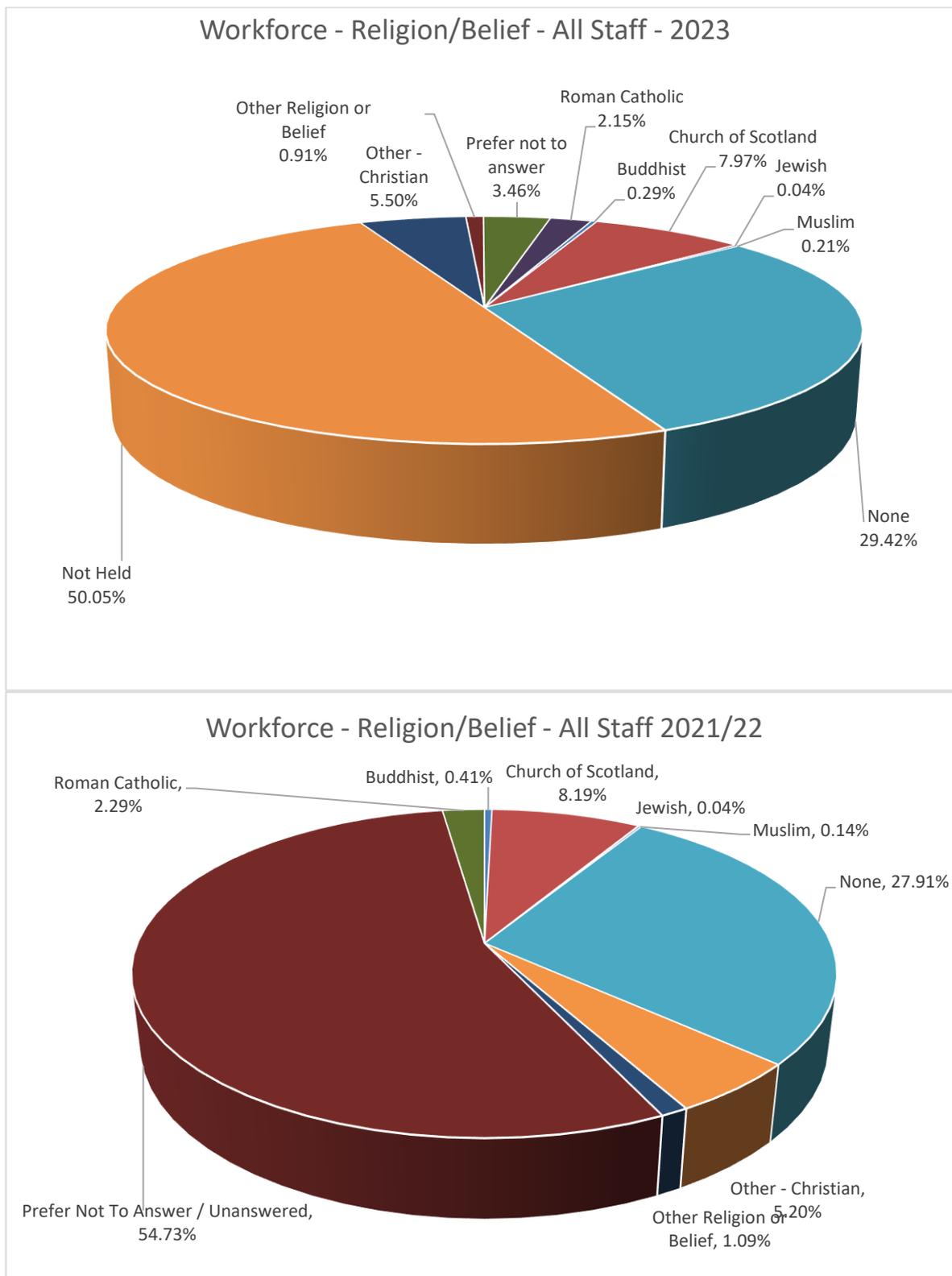
Workforce - Sexual Orientation - All Staff - 2021/22



3.6 Workforce – Religion/ Belief

In 2016, Shetland Islands Council asked employees to complete Equality Monitoring Forms that included Religion and Belief for the first time. 88.57% of employees chose not to answer this question or chose not to return a form, while 5.44% described themselves as Christian and 5.63% as None, while 0.35% reported as having an “other” religion or belief.

The number of employees who prefer not to answer, or do not answer has reduced from 89% in 2016 to 70% in 2018 to, 62% in 2020, is 58% in 2022, the latest figure for 2023 is 53.51%.



We have previously received feedback asking us to provide a further breakdown of religion/belief. We have therefore provided more in depth statistics in our monitoring information, captured in the table below.

| Religion / Belief | 2019/2020 | 2021/2022 | 2023 |
|--------------------------|-----------|-----------|-------|
| Buddhist | 14 | 20 | 14 |
| Church of Scotland | 272 | 400 | 385 |
| Jewish | < 5 | <5 | < 5 |
| Muslim | < 5 | 7 | 10 |
| None | 716 | 1363 | 1422 |
| Not Held* | 2146* | 2673* | 2419* |
| Other - Christian | 176 | 254 | 266 |
| Other Religion or Belief | 29 | 53 | 44 |
| Prefer not to answer* | 2146* | 2673* | 167* |
| Roman Catholic | 60 | 112 | 104 |
| Sikh | < 5 | 0 | 0 |

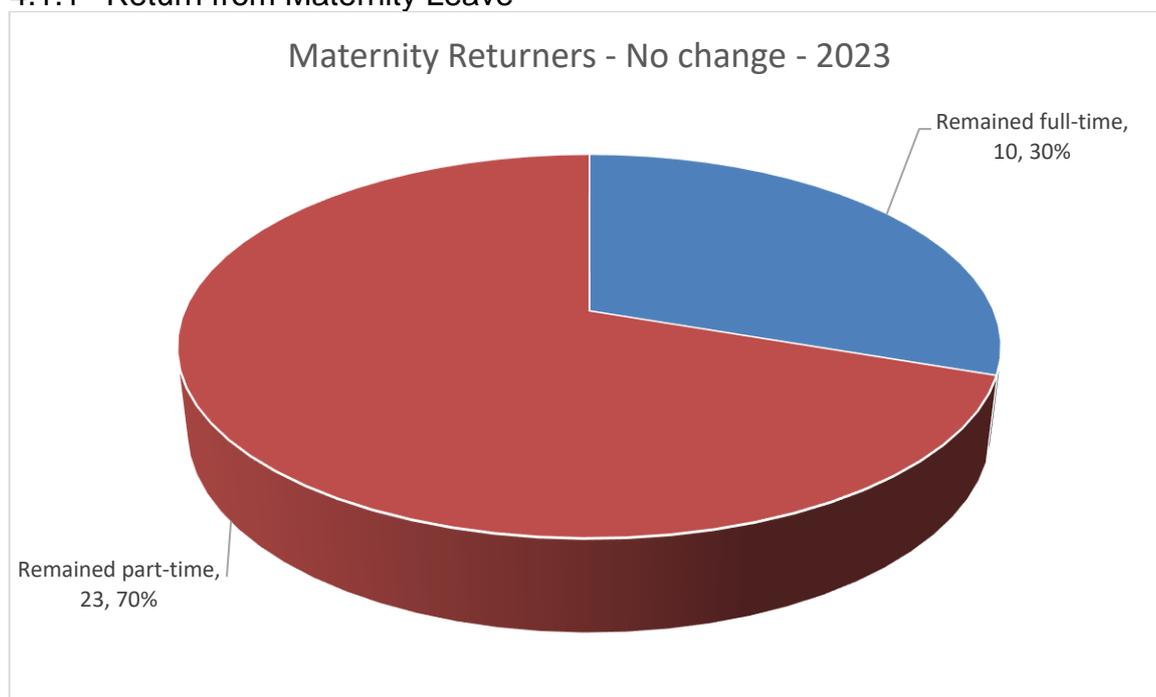
*In previous years, Not Held and Prefer not to answer were combined. A decision was made to separate these, it is interesting to see where staff have chosen to not answer, rather than not disclosing information.

4.0 Other Data

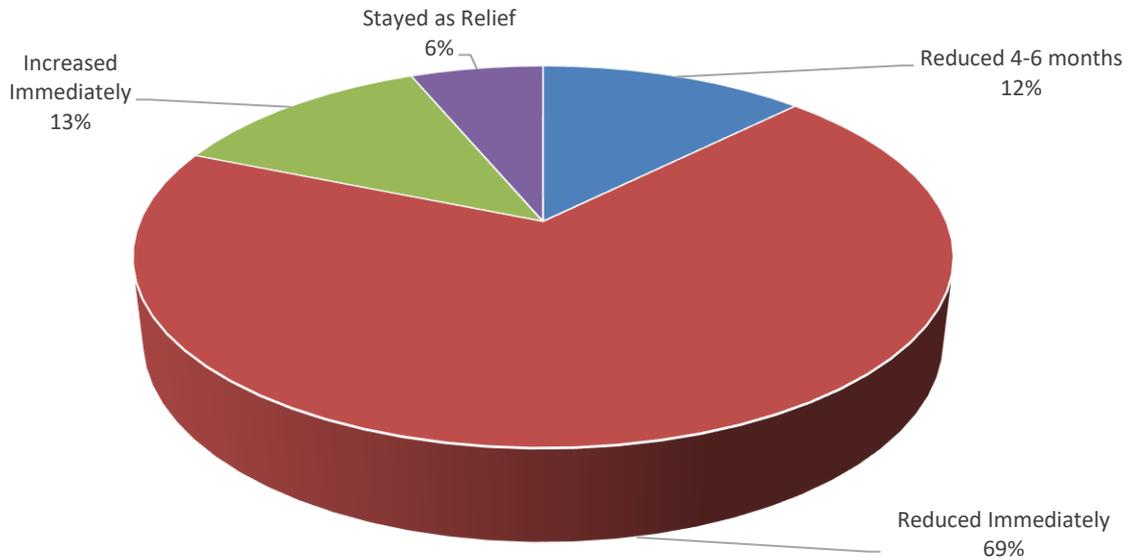
4.1 Pregnancy / Maternity

All pregnant employees, regardless of length of service, are entitled to Maternity Leave. Entitlement to enhanced maternity pay depends on length of continuous service in line with relevant national conditions of service. In 2017/2018, 88 employees took maternity leave, comparing with 98 in 2015/16. This fell to 57 employees on maternity leave in 2019/2020 and 60 employees took maternity leave in 2021/2022. During 2023 82 employees took maternity leave.

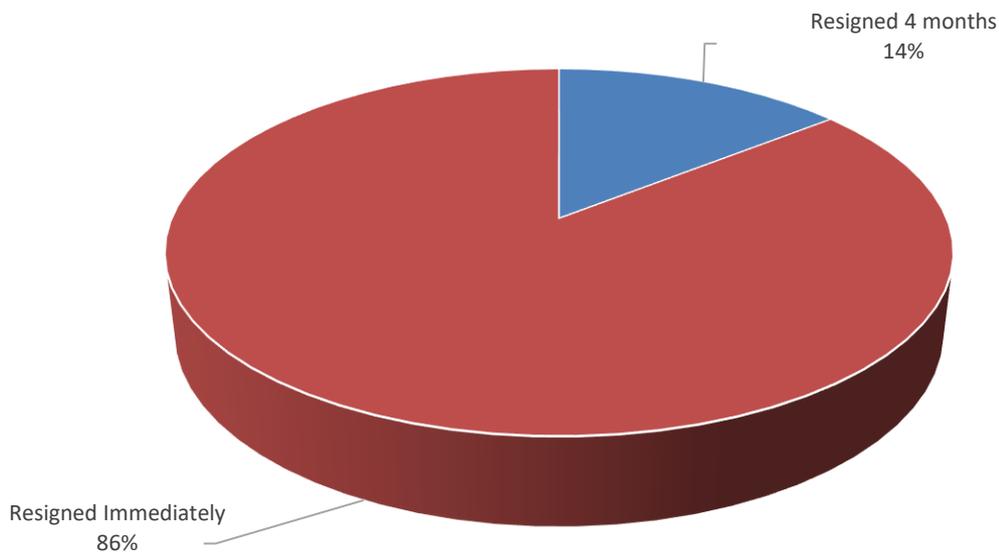
4.1.1 Return from Maternity Leave



Maternity Returners decreasing hours of work - 2023



Maternity Returners who Resigned - 2023



The decision to return to work after maternity leave and/or to request a change in working conditions is a personal choice for parents and can depend on many factors, including financial circumstances, childcare and personal preference. Fourteen women resigned from Shetland Islands Council following maternity leave in 2017/18, compared to just five in 2015/16. In 2019/20 this reduced to seven employees (12%) and in 2021/2022 five employees resigned either immediately or within 3 months of their return from maternity leave.

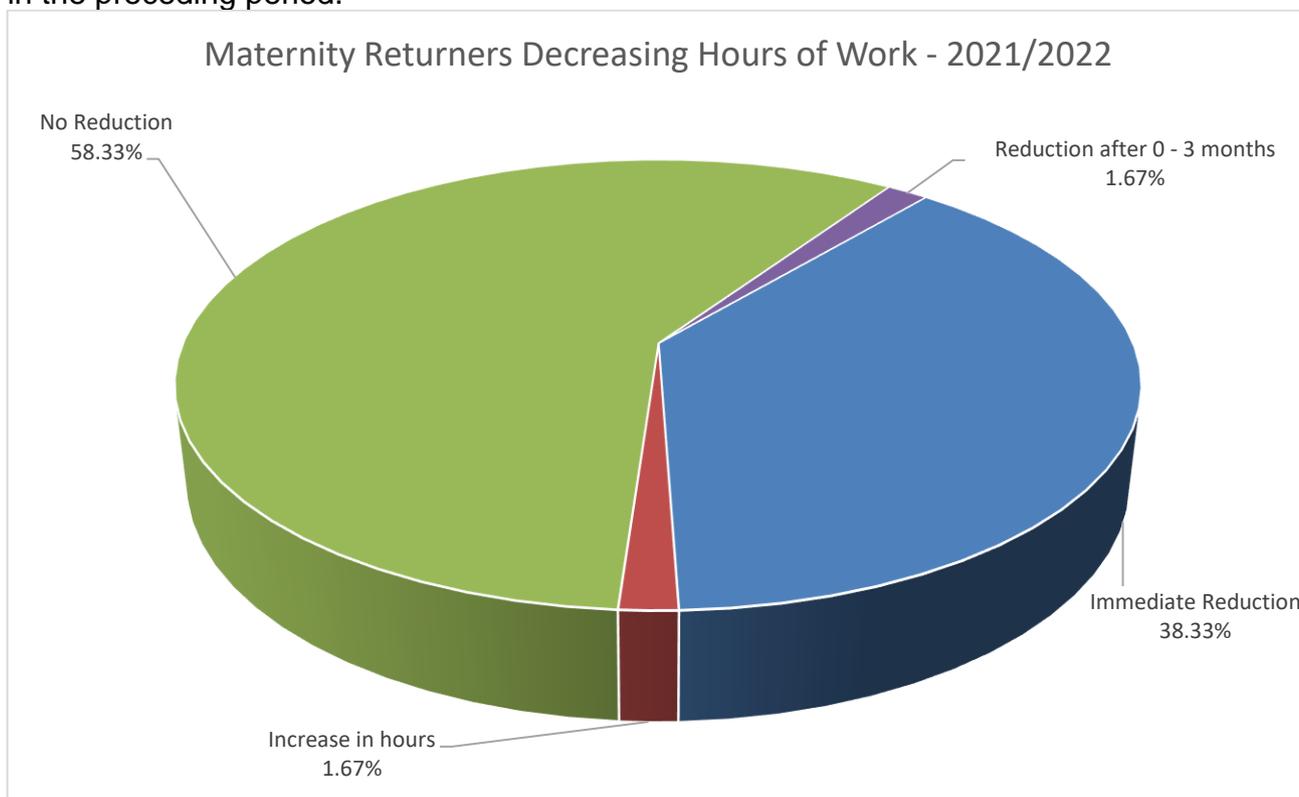
| Resignations following Maternity Leave – Summary by Year | | | | | |
|--|-------|-------|-------|-------|------|
| | 15/16 | 17/18 | 19/20 | 21/22 | 2023 |
| Number | 5 | 14 | 7 | 5 | 8 |

The number of employees resigning after a period of maternity leave has stayed quite stable, with the exception of financial year 17/18.

Changing hours of work on return from Maternity Leave

It is understood that some employees who were working full-time before maternity leave return to work on a full-time basis, but use accrued leave to work part-time. They may then submit a flexible working request to work part-time once they have used up their accrued leave. We therefore looked over a longer period as well as looking at the twelve month period:

The charts below show fewer employees reducing their hours following maternity leave than in the preceding period.



In order to analyse maternity in more depth, we looked over a longer period of time i.e., 01/01/2020 to 31/03/2022. This included 123 staff members. This showed the following changes in hours for staff who had been on maternity leave, noting that over half of returners did not change their hours.

| 01/01/2020 to 31/03/2022 | |
|------------------------------|------------------|
| Change in hours | No. of employees |
| Decreased immediately | 6 |
| Decreased 1 to 3 months | 25 |
| Decreased 4 to 6 months | 11 |
| Decreased 7 to 9 months | 4 |
| Decreased 10 to 12 months | 3 |
| Transferred to a relief role | 6 |
| Increased hours | 4 |
| No change in hours | 64 |
| Total | 123 |

| Period – 01-01-2022 to 31-12-2023 | |
|--|-------------------------|
| Change in hours | No. of employees |
| Decreased Immediately | 29 |
| Decreased 1 to 3 months | 16 |
| Decreased 4-6 months | 7 |
| Decreased 7 to 9 months | 2 |
| Increased | 4 |
| No change - full-time | 12 |
| No change - part-time | 41 |
| Total | 111 |

4.1.2 Keeping in touch days (KIT)

During maternity leave, an employee can agree to work for the Council (or to attend training) for up to 10 days, without that work bringing the period of the maternity leave to an end and without loss of a week's SMP. These are known as 'keeping-in-touch' days. Any work carried out on a day shall constitute a day's work for these purposes.

During 2021/2022, records show that 27 staff utilised KIT days of some kind, this is 45% of those on maternity leave in this period. The hours attend range from 3 hours up to 70 hours. The average worked was 18.62 hours.

In 2023 26 staff utilised KIT days. 14 staff made use of Paternity Leave.

4.1.3 Survey and Focus Group

During 2024 we surveyed employees who had taken family leave during 2022 and 2023.

We also ran a Pregnancy and Maternity Focus Group in 2024 as part of our work towards reviewing the Mainstreaming Report and Equal Pay Statement - 2025 – 2029.

The survey findings and information gained through the Focus Group highlighted the following issues:

- Complexity of Family Leave Policies
- Inconsistent contact during maternity leave
- Financial pressures while on leave and factors in decision-making
- Challenges identifying available childcare and costs of childcare
- Inconsistent experience Flexible working
- Timing of, and detail in communication on family leave

4.2 Discipline and Grievance (Including Harassment and Bullying)

During 2023 the Council held 12 formal hearings in relation to grievance or discipline, this is a decrease of 48% from 21/22. Of these, 75% involved female employees and 25% male, this is representative of the council's workforce. This was much more representative of the sex split in the workforce than 2021/22.

Almost all of the employees involved identified as being from a white background, none from an ethnic minority background, 16.67% we did not hold ethnicity data for. A small proportion of employees involved in discipline and grievance were disabled. Religion or belief information was not held for most employees, but of those who provided that information 8% had disclosed a Roman Catholic faith, and 33% had no religion or belief.

| Disciplinary & Grievances 2023. 12 cases were held at a formal hearing | | | | | | | |
|---|-----|------------------|--------|-------------------|--------|------------------|--------|
| Sex | | Age Group | | Disability | | Ethnicity | |
| Female | 75% | 26-35 | 8.33% | No | 16.67% | Not Held | 16.67% |
| Male | 25% | 36-45 | 8.33% | Not Held | 66.67% | White Background | 83.33% |
| | | 46-55 | 50.00% | Yes | 16.67% | | |
| | | 56-65 | 33.33% | | | | |

| Sexual Orientation | | Religion / Belief | |
|---------------------------|-----|--------------------------|--------|
| Heterosexual/Straight | 50% | None | 33.33% |
| Not Held | 50% | Not Held | 58.33% |
| | | Roman Catholic | 8.33% |

| Disciplinary & Grievances 2021/2022. Total number was 25 cases. | | | | | | | |
|--|-----|------------------|-----|-----------------------------------|-----|-----------------------------------|-----|
| Sex | | Age Group | | Disability | | Ethnicity | |
| Female | 32% | 16-25 | 8% | No | 76% | Prefer Not To Answer / Unanswered | 16% |
| Male | 68% | 26-35 | 28% | Prefer Not To Answer / Unanswered | 4% | White Background | 84% |
| | | 36-45 | 32% | Yes | 4% | | |
| | | 46-55 | 20% | | | | |
| | | 56-65 | 12% | | | | |

| Sexual Orientation | | Religion / Belief | |
|-----------------------------------|-----|-----------------------------------|-----|
| Heterosexual/Straight | 20% | Other – Christian | 4% |
| Prefer Not To Answer / Unanswered | 80% | None | 20% |
| | | Prefer Not To Answer / Unanswered | 72% |
| | | Roman Catholic | 4% |

4.3 Training and Development

4.3.1 Promotion

| Promotion | | | | | | | |
|---|--------|-----------|--------|----------------------|--------|----------------------|--------|
| There were 655* promotions identified during 2023 | | | | | | | |
| Sex | % | Age Group | | Ethnicity | % | Disability | % |
| Female | 84.27% | 16-25 | 10.23% | Minority Ethnic | 2.9% | No | 78.02% |
| Male | 15.73% | 26-35 | 20.92% | Other | 0.46% | Yes | 5.50% |
| | | 36-45 | 21.53% | Prefer Not to Answer | 0.61% | Prefer Not to Answer | 1.68% |
| | | 46-55 | 18.93% | Not Held | 16.18% | Not Held | 14.81% |
| | | 56-65 | 24.27% | White Background | 79.85% | | |
| | | 66-70 | 0.15% | | | | |
| | | >=71 | 3.97% | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

| Religion & Belief | % | Sexual Orientation | % |
|-------------------------|--------|-----------------------|--------|
| Buddhist | 0.15% | Heterosexual/Straight | 44.58% |
| Muslim | 7.63% | LGBT | 0.61% |
| Church of Scotland | 0.15% | Not Held | 53.44% |
| None | 28.55% | Prefer Not to Answer | 1.37% |
| Not Held | 53.59% | | |
| Other - Christian | 5.34% | | |
| Other Religion / Belief | 0.46% | | |
| Prefer Not to Answer | 1.98% | | |
| Roman Catholic | 2.14% | | |

*See Section 1.7 of Introduction

| Promotion | | | | | | | |
|--|--------|-----------|--------|-----------------------------------|--------|-----------------------------------|--------|
| There were 113 promotions identified during financial year - 2021/2022 | | | | | | | |
| Sex | % | Age Group | % | Ethnicity | % | Disability | % |
| Female | 73.45% | 16-25 | 16.81% | BME | 4.42% | No | 81.42% |
| Male | 26.55% | 26-35 | 29.20% | Other | 0.88% | Yes | 5.31% |
| | | 36-45 | 21.24% | Prefer Not to Answer / Unanswered | 12.39% | Prefer Not to Answer / Unanswered | 13.27% |
| | | 46-55 | 23.89% | White Background | 82.30% | | |
| | | 56-65 | 8.85% | | | | |

| Religion & Belief | % | Sexual Orientation | % |
|-----------------------------------|--------|-----------------------------------|--------|
| Church of Scotland | 7.08% | Heterosexual/Straight | 51.33% |
| None | 38.94% | LGBT | 2.65% |
| Prefer Not to Answer / Unanswered | 46.02% | Prefer Not to Answer / Unanswered | 46.02% |
| Other - Christian | 5.31% | | |
| Other Religion / Belief | 0.88% | | |
| Roman Catholic | 1.77% | | |

655 promotions were identified for 2023, an increase from 113 in the last report.

Of those promoted 73% were female and 27% male – this is broadly representative of the workforce as a whole.

The majority of promoted staff identified as having a white background, 4.42% identified as belonging to an ethnic minority group.

4.3.2 Crucial Conversations (Appraisals)

A new “Continuous Conversations Policy” was implemented in the council in 2022.

As there is no requirement for these conversations to be recorded, or monitored for compliance we do not have meaningful statistics to report on. Some may still be recorded on the APR (Appraisals) screen on CHRIS. The impact of continuous conversations will be measured through ongoing employee engagement (viewpoint) and pulse surveys.

4.3.3 Training and Qualifications

In calendar year 2023 there were 22,581 individual training events/courses/qualifications undertaken by our employees, including e-learning. This involved 3,270 individual staff members and there were 747 individually named events.

During 2021/2022 there were 19,160 individual training events/courses/qualifications undertaken by our employees, including e-learning. This involved 1,872 individual staff members and there were 527 individually named events.

This compares with 20,020 individual training events/courses/qualifications being undertaken by our employees, including e-learning in 2019/2020, This involved 3,153 individual staff members and there were 663 individually named events. The comparative figures for 2017/2018 were 14,853 individual training events/courses/qualifications undertaken, including e-learning, involving 2,398 individual staff members and there were 712 individually named events or courses.

The increased engagement with on-line training shows an increase in events and removes barriers related to place of work and travel restrictions through cost or distance.

The picture remains broadly representative of the wider workforce and no significant issues are raised in relation to access to development. There are no significant differences to previous years and again, the data in relation to sexual orientation and religion or belief is not particularly meaningful due to the number of unanswered responses.

| All Training undertaken during 2023 Total – 20,020 | | | | | | | |
|---|--------|-----------|--------|----------------------|--------|-----------------------|--------|
| Sex | | Age Range | | Disability | | Ethnicity | |
| Female | 75.56% | 16-25 | 10.18% | No Disability | 76.08% | Ethnic Minority Group | 1.75% |
| Male | 24.44% | 26-35 | 18.84% | Not Held | 16.94% | Not Held | 16.94% |
| | | 36-45 | 22.47% | Prefer not to answer | 1.55% | Prefer not to answer | 1.60% |
| | | 46-55 | 24.32% | Disability | 5.43% | Other | 0.58% |
| | | 56-65 | 20.64% | | | White Background | 79.13% |
| | | 66-70 | 2.70% | | | | |
| | | >70 | 0.85% | | | | |

| Religion/Belief | | Sexual Orientation | |
|--------------------------|--------|-----------------------|--------|
| Buddhist | 0.28% | Heterosexual/Straight | 47.91% |
| Church of Scotland | 8.16% | LGBT | 1.23% |
| Jewish | 0.05% | Not Held | 48.26% |
| Muslim | 0.25% | Prefer not to answer | 0.15% |
| None | 30.27% | Other | 2.45% |
| Not Held | 48.91% | | |
| Other - Christian | 5.88% | | |
| Other Religion or Belief | 0.95% | | |
| Prefer not to answer | 3.40% | | |
| Roman Catholic | 1.85% | | |

The table below provides data broken down by protected characteristic for all training activity during 2021/2022:

| All Training undertaken during 2021 / 2022 Total – 19,160 | | | | | | | |
|--|--------|-----------|--------|-----------------------------------|--------|-----------------------------------|--------|
| Sex | | Age Range | | Disability | | Ethnicity | |
| Female | 80.11% | 16-25 | 10.31% | No Disability | 71.75% | Ethnic Minority Group | 1.68% |
| Male | 19.89% | 26-35 | 18.88% | Prefer not to answer / Unanswered | 23.74% | Prefer not to answer / Unanswered | 23.25% |
| | | 36-45 | 25.66% | Disability | 4.50% | Other | 0.17% |
| | | 46-55 | 25.61% | | | White Background | 74.90% |
| | | 56-65 | 17.12% | | | | |
| | | 66-70 | 1.39% | | | | |
| | | >70 | 1.03% | | | | |

| Religion/Belief | | Sexual Orientation | |
|--------------------------|--------|-----------------------------------|--------|
| Buddhist | 0.91% | Heterosexual/Straight | 33.42% |
| Church of Scotland | 5.61% | LGBT | 0.49% |
| Jewish | 0.03% | Prefer not to answer / Unanswered | 65.88% |
| Muslim | 0.01% | Other | 0.21% |
| None | 18.96% | | |
| Other - Christian | 4.24% | | |
| Other Religion or Belief | 1.25% | | |

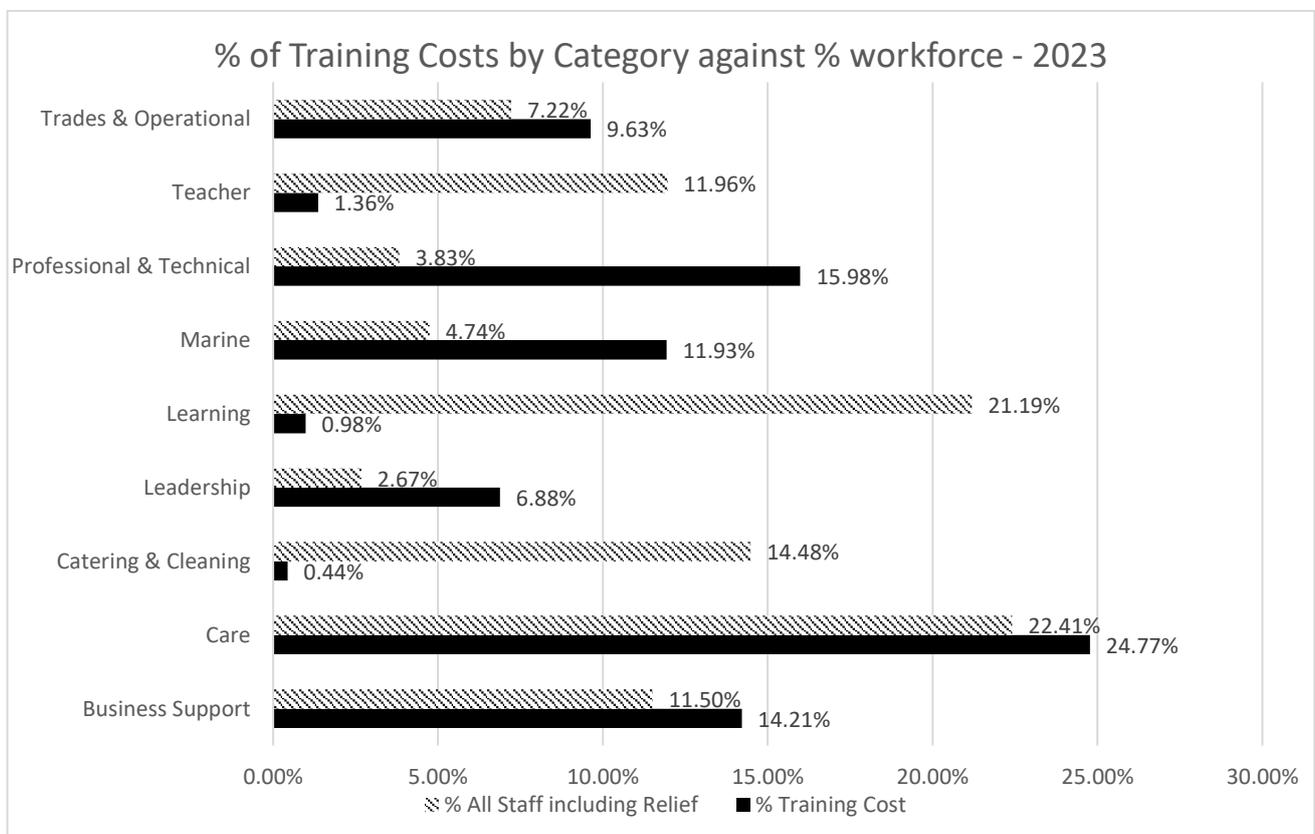
| | | | |
|---------------------------------|--------|--|--|
| Prefer not to answer/Unanswered | 66.66% | | |
| Roman Catholic | 2.34% | | |

In 2021/22 we used Broad Occupational Categories, (see Section 1.5 for more details of examples of jobs in each category) to analyse spend on training and qualifications. This has been provided again for 2023.

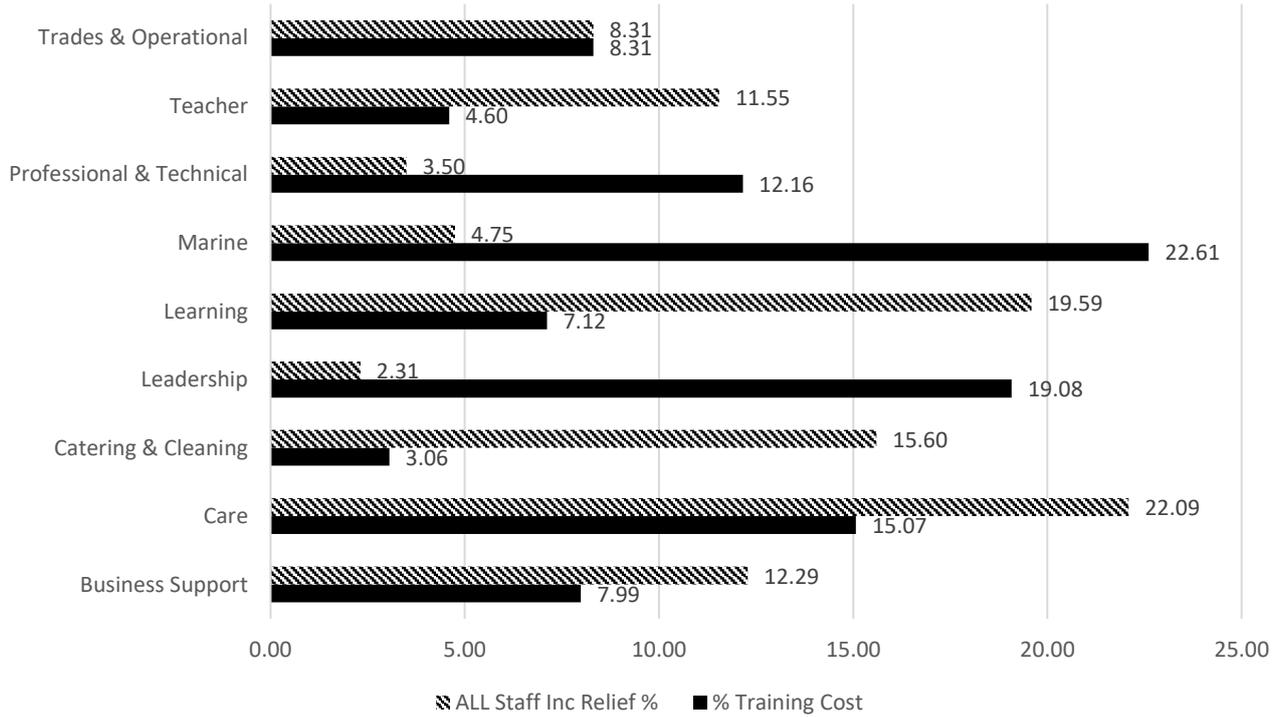
The Council’s training budget is used to purchase training and formal qualifications from external providers. It includes travel costs which can be significant for training which cannot be provided locally. We also have an internal training team who deliver core training and development activities primarily to our employees in social care services and schools (approx 1,000 staff). These internal staff costs are not reflected in the total annual training spend. The training delivered by our internal training team is mostly provided to those in Care and Learning broad occupational categories.

E-learning content is also included within the budget spend and all staff can access this through a dedicated licence on a work or personal device, 24/7. This includes access to training on TURAS, the NHS e-learning system.

In the table below the shaded bar indicates the percentage of staff (including reliefs) who are in the Broad Occupational Category. The black bar represents the percentage of the total training spend in 2021/2022.



% of Training Cost by Category against % workforce - 2021-22

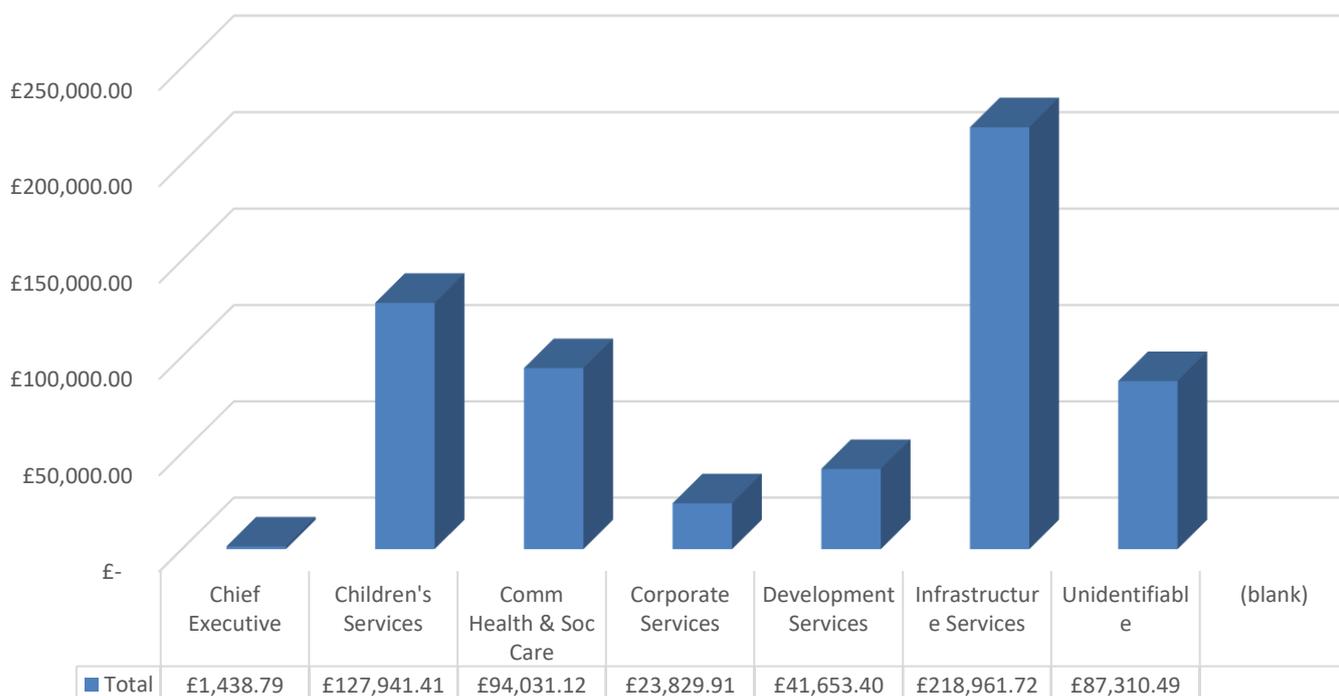


Training Costs by Department - 2023



The Finance Service were able to identify which Department was responsible for training costs in more detail than the last period

Training Costs (£s) by Department - 2021/2022



Our marine staff have to do Manila training required to demonstrate competency in their role. There is a five yearly programme and 2021/22 coincided with a period when this training took place. This means that the training spend in the Marine category is higher than usual in this period. These staff fall into Infrastructure department in the second chart above and again this spend looks higher than usual in this period.

4.4 Apprentices

In 2023 there were 38 apprentices.

| Category | Female | Male |
|-------------------------|--------|------|
| Business / Admin | 5 | - |
| Children & Young People | 9 | < 5 |
| Construction / Trade | < 5 | 7 |
| Health & Social Care | 9 | < 5 |

In 2021/22 the Council employed 49 apprentices.

| Category | Female | Male |
|-------------------------|--------|------|
| Business/Admin | 12 | < 5 |
| Children & Young People | 10 | - |
| Construction/Trade | < 5 | 8 |
| Health & Social Care | 12 | < 5 |

In 2023 we have less apprentices overall. We employed a number of 'Traditional' apprentices; however, these cannot be identified easily from our workforce data. To give some of idea of the numbers, we supported 196 number of employees through a qualification during 2023, this includes staff recruited on a career grade and required to complete a council sponsored qualification, but may not necessarily be an 'apprentice'.

We remain committed to a programme of work experience and developing advertising materials for careers and recruitment events that will encourage female or male applicants from the under-represented Sex for that work area, and will challenge sex norms and stereotyping. This will help us address the typical breakdown by sex which is apparent in our apprentice cohort.

Apprentices 2023

| Age Group | Number | Sexual Orientation | Number | Ethnicity | Number |
|-----------|--------|-----------------------|--------|----------------------|--------|
| 16 - 25 | 20 | Heterosexual/Straight | 26 | White Background | 28 |
| 26 - 35 | 13 | Prefer Not To Answer | <5 | Prefer Not To Answer | <5 |
| 36 - 45 | <5 | Not Held | 0 | Not Held | 9 |
| 46 - 55 | <5 | | | | |

| Disability | Number | Religion & Belief | Number |
|------------|--------|----------------------|--------|
| No | 25 | Church of Scotland | <5 |
| Yes | <5 | None | 23 |
| Not Held | 10 | Prefer Not To Answer | <5 |
| | | Roman Catholic | <5 |
| | | Not Held | 11 |

The table below shows a breakdown by other protected characteristics in 2021/2022 and 2019/2020.

Apprentices 2021/2022

| Age Group | Number | Sexual Orientation | Number | Ethnicity | Number |
|-----------|--------|-----------------------|---------|-----------------------|--------|
| 16 - 25 | 34 | Bisexual | < 5 | Ethnic Minority Group | < 5 |
| 26 - 35 | 11 | Heterosexual/Straight | 34 | White Background | 35 |
| 36 – 45 | < 5 | Prefer Not To Answer | < 5 (2) | Prefer Not To Answer | < 5 |
| | | Unanswered | 12 | Unanswered | 12 |

| Disability | Number | Religion & Belief | Number |
|----------------------|--------|--------------------------|--------|
| No | 29 | Church of Scotland | < 5 |
| Yes | 7 | None | 30 |
| Prefer Not To Answer | 0 | Other - Christian | < 5 |
| Unanswered | 13 | Other Religion or Belief | < 5 |
| | | Prefer Not To Answer | 0 |
| | | Unanswered | 12 |

The biggest difference relates to the disability data. The 'prefer not to answer/unanswered' increased in 2021/22.

4.5 Flexible Working Applications

In October 2018 Shetland Islands Council agreed a revised Flexible Working policy which gives all employees the right to request flexible working arrangements irrespective of the length of service. Recruiting managers are encouraged to use the strapline 'Happy to Talk

Flexible Working' developed by the Working Families organisation in line with Action 43 in the Fairer Scotland Action Plan which recommends that the public sector do so, as is the approach for Scottish Government recruitment. In extending the right to apply for flexible working the Council believes that by improving visibility at the recruitment stage will support individuals with personal, professional or caring responsibilities to join the Council.

2023 – 58 requests

| Flexible Working Applications 2023 - 58 Applications | | | | | | | |
|--|--------|-----------|--------|---------------|--------|------------------|--------|
| Sex | | Age Group | | Disability | | Ethnicity | |
| Female | 82.76% | 16-25 | 17.24% | Disabled | 3.45% | Not Held | 15.52% |
| Male | 17.24% | 26-35 | 22.41% | No Disability | 84.48% | White Background | 84.48% |
| | | 36-45 | 20.69% | Not Held | 12.07% | | |
| | | 46-55 | 27.59% | | | | |
| | | 55-65 | 12.07% | | | | |

| Sexual Orientation | | Religion or Belief | |
|-----------------------|--------|----------------------|--------|
| LGBT | 1.72% | Church of Scotland | 5.17% |
| Heterosexual/Straight | 46.55% | None | 37.93% |
| Not Held | 50.00% | Not Held | 48.28% |
| Prefer Not To Answer | 1.72% | Other - Christian | 5.17% |
| | | Prefer not to answer | 3.45% |

During 2021/22 the Council had 51 requests for flexible working

| Flexible Working Applications 2021/22 - 51 Applications | | | | | | | |
|---|--------|-----------|--------|-----------------------------------|--------|-----------------------------------|--------|
| Sex | | Age Group | | Disability | | Ethnicity | |
| Female | 90.20% | 16 - 25 | 5.88% | No Disability | 92.16% | Prefer Not to Answer / Unanswered | 3.92% |
| Male | 9.80% | 26 - 35 | 31.37% | Prefer Not to Answer / Unanswered | 7.84% | White Background | 96.08% |
| | | 36 - 45 | 41.18% | | | | |
| | | 36 - 65 | 5.88% | | | | |
| | | 46 - 55 | 15.69% | | | | |

| Sexual Orientation | | Religion or Belief | |
|-----------------------------------|--------|-----------------------------------|--------|
| Heterosexual/Straight | 52.94% | Church of Scotland | 7.84% |
| Prefer Not to Answer / Unanswered | 47.06% | None | 33.33% |
| | | Other - Christian | 9.80% |
| | | Prefer Not to Answer / Unanswered | 49.02% |

4.6 Leavers

During calendar year 2023, 739 staff left the council. Of these, 80% were female and 20% were male, the whole workforce is 75% female and 25% male, so this is a small difference from the last period, 2021/22 when it was 71% male and 29% female. The number of disabled employees leaving has fallen from 7.96% in 2021/22 to 4.87% in 2023, this is less than the whole workforce, where 5.36% declare themselves disabled. From the leaver 1.76% describe themselves as coming from a Minority Ethnic group, this is very similar to the whole workforce which is 1.80%.

During 2021/22, 842 staff left their employment with the Council. Of these, 29% were male and 71% were female. The wider workforce is 28% male and 72% so this was very similar. The number of leavers identifying as disabled has gone up from 4.93% to 7.96%. 2.87% of leavers described themselves as identifying as LGBT+, this is more than double the workforce, which is 1.22%

Given the small numbers involved, this may not be indicative of a problem with discrimination, however the information does suggest that further analysis is required to ensure that there is no discrimination.

| The total number of leavers in 2023 were 739. They were made up of the following protected characteristics: | | | | | | | |
|---|--------|-----------|--------|----------------------|--------|----------------------|--------|
| Sex | | Age Group | | Ethnicity | | Disability | |
| Female | 79.84% | 16-25 | 14.48% | Ethnic Minority | 1.76% | No | 64.82% |
| Male | 20.16% | 26-35 | 22.19% | Not Held | 28.69% | Not Held | 29.63% |
| | | 36-45 | 16.64% | Other | 0.14% | Prefer Not to Answer | 0.68% |
| | | 46-55 | 18.13% | Prefer Not to Answer | 1.62% | Yes | 4.87% |
| | | 56-65 | 18.81% | White Background | 67.79% | | |
| | | 66-70 | 7.17% | | | | |
| | | Over 70 | 2.57% | | | | |

| Religion/Belief | | Sexual Orientation | |
|--------------------------|--------|-----------------------|--------|
| Buddhist | 0.41% | Heterosexual/Straight | 45.74% |
| Church of Scotland | 5.95% | LGBT+ | 2.17% |
| Muslim | 0.14% | Not Held | 49.66% |
| None | 29.91% | Prefer Not To Answer | 2.44% |
| Not Held | 50.88% | | |
| Other - Christian | 5.01% | | |
| Other Religion or Belief | 1.62% | | |
| Prefer not to answer | 4.60% | | |
| Roman Catholic | 1.49% | | |

The table below provides a breakdown of leavers by protected characteristic for 2021/22:

| The total number of leavers in 2021/22 were 842. They were made up of the following protected characteristics: | | | | | | | |
|--|--------|-----------|--------|-------------------------------------|--------|-------------------------------------|--------|
| Sex | | Age Group | | Ethnicity | | Disability | |
| Female | 71.24% | 16-25 | 12.61% | Ethnic Minority Group | 2.65% | No | 75.44% |
| Male | 28.76% | 26-35 | 15.49% | Other | 0.66% | Yes | 7.96% |
| | | 36-45 | 21.68% | White Background | 79.42% | Prefer not to answer/ Unanswered | 16.59% |
| | | 46-55 | 18.81% | Prefer not to answer/ Unanswered | 17.26% | | |
| | | 56-65 | 19.47% | | | | |
| | | 66-70 | 9.07% | | | | |
| | | >70 | 2.88% | | | | |

| Religion / Belief | | Sexual Orientation | |
|---------------------------------|--------|---------------------------------|--------|
| Buddhist | 1.11% | Heterosexual/Straight | 53.98% |
| Church of Scotland | 9.29% | LGBT | 1.33% |
| Hindu | 0.00% | Other | 0.00% |
| Muslim | 0.44% | Prefer not to answer/Unanswered | 44.69% |
| None | 32.08% | | |
| Other - Christian | 5.31% | | |
| Other Religion or Belief | 1.99% | | |
| Roman Catholic | 3.10% | | |
| Prefer not to answer/Unanswered | 46.68% | | |

4.7 Transgender Employees

The Council recognises its responsibilities as an employer of transgender people. We must ensure that transgender people are not discriminated against or disadvantaged in their employment or as candidates for employment. We also recognise that being transgender is only one aspect of the individual's identity and therefore it is not a case of "one size fits all". Each person will have different needs and as such, a person-centred approach is important in supporting.

A very small number of employees identify as transgender; it is not currently feasible to report data on this protected characteristic or to draw any meaningful information from this. Transgender status has been captured as equality monitoring information in the Council for a relatively short period of time; with awareness raising we anticipate an increase in the data held to give us more accurate and meaningful information. No one leaving the organisation disclosed that they identified as transgender.

People have the right to live with dignity and privacy in the sex with which they identify, and that there must be no exceptions to this when a transgender person is an employee. In order to acknowledge the broad spectrum of sex diversity within society and that traditional sex stereotypes can be inadequate in reflecting the lives of employees, consideration could be given to a specific transgender employee policy, setting out how transitioned and/or transitioning employees will be supported in the workplace.

4.8 Marriage and Civil Partnership

The Public Sector Equality Duty also covers marriage and civil partnerships, with regard to eliminating unlawful discrimination in employment. Half of our workforce are married or in a

civil partnership and we have no indication that discrimination on the grounds of marital status is in any way an issue.

5.0 Equal Pay Gap Information

Shetland Islands Council is required to publish its gender pay gap, the gender pay gap is the percentage difference between men's and women's average hourly pay, excluding overtime. This information relates to data from the financial year 2019/2020.

Shetland Islands Council is required to publish Statutory Performance Indicator figures on a yearly basis. One of these is 'CORP 3c: The gender pay gap'. This indicator provides a picture of the gap in pay between men and women employed by the Council.

To calculate the gender pay gap, we take the basic average hourly rate of pay for male employees, and female employees. To calculate the mean average we add together all the individual hourly rates of pay, and then divide this by the total number of employees. We do this separately for male employees and female employees.

We take the average male value away from the average female value, the resultant figure is then divided by the average male figure and multiplied by 100 to give the percentage.

All council staff are included in this calculation. The figures reported is the number of staff employed by the council at 31 March 2023.

5.1 Sex Analysis

Within the scope of the equal pay analysis the sex split shows a typical female dominant local authority sex split of 65.5% female and 34.5% male.

5.2 The Pay Gap & Top 5% of employees who are female

In the assessment of equal pay risk, the Equality and Human Rights Commission (EHRC) advise that any sex pay gap within a defined 'equal pay work set' of greater than 5% is of a concern and action be taken to address this gap. A gap of between 3-5% is cautionary and advises that the reason for this be investigated.

Summary of calculation

To calculate the mean pay gap, use the following formula.

$$\frac{A - B}{A} \times 100$$

A = mean hourly rate of pay of male employees

B = mean hourly rate of pay of female employees

It is also recommended that we calculate the median gender pay gap which is calculated by listing all employees' hourly rate of pay, and finding the midpoint. The median is not skewed by very low hourly rates of pay or very high hourly rates of pay, and gives a more accurate representation of the 'typical' difference.

The council uses the published Close the Gap guidance document '*Public sector equality duty: Guidance for reporting on gender and employment, equal pay, and occupational segregation*'. This is available online here:

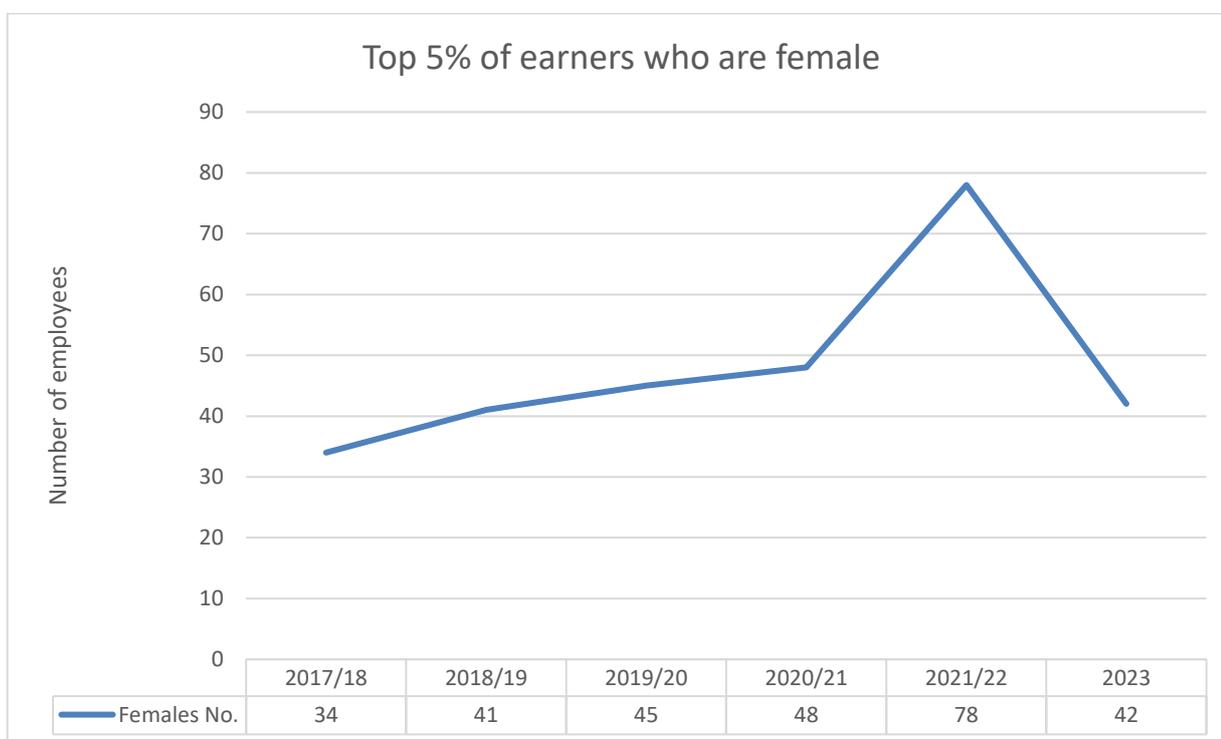
<https://www.closesthegap.org.uk/content/resources/Close-the-Gap-PSED-guidance-on-gender-and-employment-2016.pdf>

| | 2018 | 2019 | 2020 | 2022 | 2023 |
|----------------|--------|--------|--------|-------|-------|
| Mean pay gap | 8.44% | 6.81% | 5.99% | 6.58% | 3.62% |
| Median pay gap | 11.02% | 11.09% | 11.09% | 9.69% | 0%* |

As context as reported in the Equality and Human Rights Monitor ‘Is Scotland Fairer? 2023. According to the Office for National Statistics (ONS) analysis of the Annual Survey of Hours and Earnings (ASHE) data, in Scotland, men’s median hourly earnings were 17.3 higher than women’s in 2010. This gap narrowed to 14.4% by 2019/20 (ONS, 2022a, 2022b)

See Section 1.7 – Care Review

The Top 5% of employee who are female is shown in the following table, this figure is calculated and reported to the Improvement Service on an annual basis.



5.3 Equally Safe at Work Employee Accreditation

In 2025 the council was re-accredited as at Bronze level through part of Close the Gap’s accreditation programme, “Equally Safe at Work”, more details of which can be found at: www.equallysafeatwork.scot. This innovative programme was promoted as aiming to help councils “to make a dent in the causes of their pay gap”. . We continue to work to demonstrate how the Council met the levels set out in the six standards covering:

- Leadership
- Data
- Flexible Working
- Occupational Segregation
- Workplace Culture; and
- Violence against Women

The Equally Safe at Work accreditation programme means we have a framework to help us gather data from our employees about their perception and experiences of gender equality and violence against women in the workplace.

In 2024, we held employee focus groups on Disability and Pregnancy & Maternity, where we gathered information on lived experience from employees. This feedback will be fed into policy reviews and our ongoing action plans

We heard more detailed information on the experience of female employees through focus groups and this fed into the policies we reviewed and developed and our ongoing action plans.

6.0 Actions Identified

The following actions have been identified through the analysis in section 2-5 and will feed into the wider mainstreaming actions for the Council as well as being taken forward through delivery of the Council's Workforce Strategy and the linked Workforce Plan:

| Desired Outcome | Action Identified |
|--|--|
| Equality data is accurate and up to date at the time of reporting, and more of our employees and applicants complete equalities monitoring forms | <ul style="list-style-type: none"> – Raise awareness of the benefits in disclosing equality data. – Promote and encourage employees to use the self-service option to update equality data held in HR information systems. – Report by Service and by Broad Occupational Categories to identify where disclosure rates are low. – Update Interact page – Communication Plan, focus attention on specific areas where there are low rates of disclosure. |
| Our processes at recruitment and during employment provide an opportunity to request reasonable adjustments and where made these requests are given careful consideration | <ul style="list-style-type: none"> – We will collect data including recording when reasonable adjustments are requested, and where these have been put in place. – Where it has been identified that a requested adjustment is not considered to be reasonable, we will record the basis of the decision. – We will develop e-learning for Recruitment & Selection. |
| We act on the employee feedback gathered through the family leave survey and lived experience focus group regarding barriers to taking family leave and returning to work. | <ul style="list-style-type: none"> – Improve readability of family leave policies & procedures. – Publish on interact. – Develop firmstep process to request estimate of family leave pay. – We will review our policies and processes taking account of the data gathered. |
| Our current and future workforce with protected characteristics will face fewer barriers and challenges in the workplace. | <ul style="list-style-type: none"> – We will establish an Employee Forums for Employees to bring a lived experience perspective to reviews of employment policies and practices, for example, Disabled employees. – Our elected members and senior leadership team will develop their understanding of protected characteristics in the workplace – We publish Disability & Ethnicity Pay Gaps. |
| We can demonstrate that we are a family friendly employer. | <ul style="list-style-type: none"> – We record Flexible Working Requests and reasons for refusals. – We will develop a Carer's Leave policy. |
| We are closing the gender pay gap | <ul style="list-style-type: none"> – We carry out analysis of our employee data to identify the causes of our Gender Pay Gap. – We calculate median and mean sex pay gap – We provide quartile analysis – We calculate part-time pay gap. |
| We are an Equally Safe at Work accredited employer | <ul style="list-style-type: none"> – Demonstrate accreditation by Close the Gap at Bronze level and work towards silver accreditation over next three years. |