



Shetland's Equality Outcomes Progress & Mainstreaming Report

(Including Employment Monitoring Information)

2015

Date: April 2015

Version number: 1

Authors: Emilie Gray, Senior HR Advisor
Anna Sutherland, Policy Officer (Equality)

Review Date: April 2017 (Employment Monitoring 2016)

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DOCUMENT DEVELOPMENT COVERSHEET*

Name of document	Equalities Mainstreaming Report and Equality Outcomes		
Registration Reference Number	HR POL 011	New <input type="checkbox"/>	Review <input checked="" type="checkbox"/>
Authors	Emilie Gray, Senior HR Advisor & Anna Sutherland, Policy Officer (Equality)		
Executive Lead (NHS)	Lorraine Hall, Director HR & Support Services		

Proposed groups to present document to:				
All staff / Area Partnership Forum				
PFPI / Public Partnership Forum				
Staff Governance Committee				
Date	Version	Group	Reason	Outcome
By email April 2015	1	Staff Governance Committee	C/S	
By email May 2015	1	Area Partnership Forum	FIO	
By email May 2015	1	PFPI / Public Partnership Forum	FIO	
Intranet May 2015	1	All staff	FIO	

Examples of reasons for presenting to the group	Examples of outcomes following meeting
<ul style="list-style-type: none"> • Professional input required re: content (PI) 	<ul style="list-style-type: none"> • Significant changes to content required – refer to Executive Lead for guidance (SC)
<ul style="list-style-type: none"> • Professional opinion on content (PO) 	<ul style="list-style-type: none"> • To amend content & re-submit to group (AC&R)
<ul style="list-style-type: none"> • General comments/suggestions (C/S) 	<ul style="list-style-type: none"> • For minor revisions (e.g. format/layout) – no need to re-submit to group (MR)
<ul style="list-style-type: none"> • For information only (FIO) 	<ul style="list-style-type: none"> • Recommend proceeding to next stage (PRO)

*To be attached to the document under development/review and presented to the group
Please record details of any changes made to the document on the back of this form

DATE	CHANGES MADE TO DOCUMENT

TABLE OF CONTENTS

1. Introduction	5
2. Equality Statement 2013-2017	5
3. The Legal Context	6
4. Mainstreaming Equality – Progress	8
5. Progress on Equality Outcomes 2013-2017	9

Appendix 1: Equality Outcomes Implementation Plan & Progress

Appendix 2: NHS Mainstreaming Equality Action Plan & Progress

Appendix 3: Employment Data Shetland Islands Council

Appendix 4: Employment Data NHS Shetland

1. Introduction

Shetland's Equality Outcomes and Mainstreaming Report 2013 – 2017 was published in April 2013 and presented a detailed overview of Shetland's Community Planning Partners' work on equality; focusing on compliance, accountability and reducing significant inequalities.

For the purposes of this report, Shetland's Community Planning Partners consist of the agencies that are named under the duties of the Equality Act 2010. These are: Shetland Islands Council, NHS Shetland, Shetland College, Schools Service, ZetTrans and Shetland licensing Board.

This report in April 2015 is intended to deliver an update on our progress against the planned outcomes set out in 2013, as well as progress in mainstreaming equalities.

To provide context for this Shetland's Community Planning Partners have set out their overall commitment to equality through their joint Equality Statement 2013-2017 below.

2. Joint Equality Statement 2013-2017

Shetland's Community Planning Partners are committed to fulfilling the three key elements of the general equality duty as defined in the Equality Act 2010:-

- Eliminating discrimination, harassment and victimisation
- Advancing equality of opportunity between people who share a protected characteristic and those who do not
- Fostering good relations between people who share a protected characteristic and those who do not

The protected characteristics are –

- age
- disability (including physical impairment, learning disabilities, mental health issues and long-term conditions)
- gender reassignment,
- pregnancy and maternity
- race, this includes ethnicity, colour and national origin

- religion or belief
- sex
- sexual orientation
- marriage/civil partnership (for which only the first duty applies)

Everyone has ‘protected characteristics’, but it is the treatment individuals and groups receive, the level of autonomy they have, and the positive or negative outcomes for them, that are its focus. Therefore Shetland’s Community Planning Partners will:

- Remove or minimise disadvantages experienced by people due to their protected characteristics
- Meet the needs of people from protected groups where these are different from the needs of other people
- Encourage people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

As well as being legal requirements, these steps contribute to fairer, more efficient and more effective services. Therefore Shetland’s Community Planning Partners will:-

- take effective action on equality
- make the right decisions, first time around
- develop better policies and practices, based on evidence
- be transparent, accessible and accountable
- deliver improved outcomes for all.

3. The 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 public authorities meet the general equality duty. Shetland’s Community Planning Partners are covered by both the general and specific equality duties.

3.1 The Equality Act 2010 and the General Equality Duty

The Act brings together the areas of race, disability, sex, sexual orientation, religion and belief, age and gender reassignment in one legislative entity.

At the same time the Act clarifies the approach that should be taken on issues around ensuring fair treatment with regards to marriage/civil partnership and pregnancy and maternity. Shetland's Community Planning Partners in the exercise of their functions must;-

- Eliminate discrimination, harassment and victimisation
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not, by tackling prejudice and promoting understanding

(Only the first duty applies in the case of marriage/civil partnership.)
These are the three fundamental elements of the general duty.

3.2 The Specific Equality Duties

The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 came into force on May 2012. These specific duties are designed to help public sector organisations meet the general duty effectively.

The key legal duties are that Shetland's Community Planning Partners must;-

- Report on mainstreaming the equality duty
- Publish equality outcomes and report progress
- Assess and review policies and practices
- Gather and use employee information
- Publish gender pay gap information
- Publish statements on equal pay
- Consider award criteria and conditions in relation to public procurement

4.0 Mainstreaming Equality – Progress

Mainstreaming equality simply means integrating equality into our day-to-day working. This means taking equality into account in the way we go about our business when acting as an employer, or planning and providing services.

Shetland's Community Planning Partners are committed to integrating equality into our businesses, using tools such as impact assessment, and by ensuring that equality features explicitly and proportionately in business planning, committee or other decision-making, and reports and other policy development and review mechanisms.

Since publishing Shetland's Equality Outcomes and Mainstreaming Report 2013 – 2017, we have made notable progress in the following areas in relation to mainstreaming equality:

- Publication of up-to-date NHS policy on Embracing Equality, Diversity and Human Rights.
- Analysis of 2011 census data in relation to religion in Scotland, updating our induction materials.
- Items in the organisation-wide briefings and communications covering revised policy and support for cultural events such as Holocaust Memorial Day, LGBT History Month, International Women's Day and World Autism Awareness Day.
- Responses and guidance to staff comments and queries regarding equality.
- Updates to links on intranet and internet pages.
- Ongoing partnership working approach with local agencies – public and voluntary sector partners teaming up to deliver information and events in relation to diversity cultural calendar, e.g. joint press release and shared activities in relation to LGBT history month, joint working with NHS & library for International Women's Day in March.
- Public and voluntary organizations have worked with the staff at Shetland College UHI to raise awareness of support services available within the community, promote volunteer opportunities and raised an awareness of the careers within the voluntary sector to learners.

- In addition, the college also promoted Black History Month in October 2013, LGBT History Month in February 2014 and 2015 and Women's History Month in March 2015. The college highlighted displays in the café and library, as well as having relevant resources available in the library and sharing of electronic resources via email. Plus there were various promotions on our Facebook Page and college Equalities webpage.
- Shetland College has impacted assessed their college policies and procedures, which are published on the college website.
- Ongoing membership of Stonewall Scotland's Good Practice Programme.
- The inclusion of Equality Milestones in School Improvement Plans

Shetland Islands Council also flew the rainbow flag over Lerwick Town Hall to mark the final day of LGBT History Month in February 2014. This was a significant and positive step forward for Shetland and very much welcomed by the LGBT community group.

Still to achieve in the coming 12 months are the following activities / actions:

- Briefings for Board Members & Senior Management Team.
- Joint Diversity Newsletter.
- Annual Community Bulletin
- Equality Impact Assessment training & review.
- Ethnicity Monitoring Refresh
- Change Management / Impact Assessment of Project Initiation Documents

An overview of planned mainstreaming activities, actions, outputs and progress is detailed in the appendices to this report.

5.0 Progress on Equality Outcomes 2013-2017

An overview of the outcomes, related outputs, associated evidence and progress is detailed in the appendices to this report.

Equality Outcomes are aimed at producing concrete improvements in people's lives that contribute to a fairer, more inclusive and more prosperous Shetland. Since publishing Shetland's Equality Outcomes

and Mainstreaming Report 2013 – 2017, we have made notable progress in relation to our published equality outcomes.

Following the publication of national and direct feedback from the Equality and Human Rights Commission, we have revised our outcomes implementation plan to set out which partner is responsible for which outcome and how this will be/has been measured.

Our innovative joint working approach received recognition at a national level via ODS Consulting's report to Scottish Government entitled 'Public Sector Equality Duty Implementation of Scottish Specific Duties: Views from Public Authorities.'

Outcome 1

Good quality childcare is accessible and affordable for all families with children who need it.

The proportion of the population aged 16-74 that is economically active is higher in Shetland (72%) than the Scottish average (63%). Census data shows that the proportion of females who are economically active is higher in Shetland (67%) than in Scotland (56%). Though in Shetland 56% of economically active females are in full-time employment compared to 61% in Scotland. However, when compared to the total population of females aged 16+, 34% of females in Shetland are in full-time employment or self-employment compared to the Scottish average of 30%.

The increase in hours for pre-school education from 475hours to 600hours (per annum) has been implemented across Shetland.

The offer of 600 hours of free early learning and childcare for some two year olds during the school year.

For parents in receive of one or more of these benefits:

- Income Support
- Jobseekers Allowance (income-based)
- Employment and Support Allowance (income based)
- Incapacity or Severe Disablement Allowance
- State Pension Credit

Or if the child is:

- Looked after
- Under a kinship care order
- With a parent appointed guardian

In 2012, there were 6 registered childminders in Lerwick and 15 through the rest of Shetland. In 2014 there were 5 registered childminders in Lerwick and 14 through the rest of Shetland. Any decline appears to have been offset by use of private day nurseries.

A position statement on childcare services in Shetland was produced during 2014 highlighting a need to increase the flexibility of childcare. This will be addressed through a new Childcare Strategy, which is currently being developed.

Outcome 2

LGBT people feel part of their community. Discrimination and harassment against LGBT people will be eliminated.

Relevant training and celebration of LGBT history month have been progressed, and the local community group continues to be well established, with strong links being built with community planning partners. Anecdotal feedback from NHS workers confirms that staff feel more confident to be out at work, though some staff still report negative comments.

The Stonewall Good Practice Programme has been less active than in previous years, though we have applied past learning and plans to our equality outcomes and continue to make progress in mainstreaming LGBT equality by challenging negative attitudes and behaviours and continuing to promote Stonewall messages. Below is an example of a display campaign relating to LGBT history month.

Shetland College UHI has produced displays in the café and library to celebrate LGBT History Month as well as electronic LGBT resources were uploaded to the college website.

We lead and participate actively in a local multi-agency LGBT Working Group, which aims to promote equality of access to services and to reduce discrimination against LGBT people. Membership includes representatives from Shetland Islands Council, Voluntary Action Shetland, NHS Shetland, Shetland College, Police Scotland and the local LGBT Community Group. We meet regularly to discuss progress against our planned actions.

A recent consultation with the local LGBT community asked respondents if they felt that their local area is inclusive of lesbian, gay, bisexual and transgender individuals – 56.67% felt that it was but 43.33% felt that it was not. Further comments indicated that people felt that there were still limited opportunities for people to be openly out at social events and that there was little visibility of same sex couples locally. A survey in 2010 asked the same question with the same split between yes and no. However, the further comments painted a bleaker picture of people experiencing negative comments and prejudice.

There is more still to achieve in relation to this outcome. We will be working towards further awareness training, tackling homophobia campaign and webpage development.

Outcome 3

LGBT people feel confident and included when accessing services.

This outcome will also be achieved through the work of the local multi-agency LGBT Working Group, including monitoring/analysis of sexual orientation at sexual health clinic, inclusive ante-natal classes and exploration of a straight allies network. We aim to deliver this outcome and related activities in the next 2 years.

The British Institute of Human Rights, Human Rights tour stopped in Shetland and they were joined by members of the Highlands LGBT Forum. This was a great opportunity for members of both the multi-agency LGBT Working Group and the LGBT Community Group to network and start building relationships with another group.

A recent consultation with the local LGBT community asked if respondents felt that they had been treated with respect when accessing

public services. The results showed that, of those who had used the particular service:

- 70% felt that they had been treated with respect all or most of the time at school, college or university;
- 70% felt that they had been treated with respect all or most of the time when using public transport;
- 85% felt that they had been treated with respect all or most of the time when using council services; and
- 90% felt that they had been treated with respect all or most of the time when using health services.

We are working to encourage our organisations to become more inclusive and open. So far, we have flown the rainbow flag from the Town Hall for LGBT History Month, provided all SIC staff with access to online training from Stonewall and Stonewall has carried out a local multi-agency training session on Low Cost High Impact Diversity Initiatives. These initiatives are also open to ZetTrans and the Licensing Board as their employees are employed by the SIC.

Outcome 4

Gender segregation in Shetland is narrower.

The proportion of the population aged 16-74 that is economically active is higher in Shetland (72%) than the Scottish average (63%). Census data shows that the proportion of females who are economically active is higher in Shetland (67%) than in Scotland (56%). Though in Shetland 56% of economically active females are in full-time employment compared to 61% in Scotland. However, when compared to the total population of females aged 16+, 34% of females in Shetland are in full-time employment or self-employment compared to the Scottish average of 30%.

A Five Year Plan to Attract People to Live, Study, Work and Invest in Shetland is currently being developed by the Development Partnership, a subgroup of the Community Planning Partnership. This plan will look at overcoming the key barriers to employment and particularly look at understanding and addressing the barriers to women entering the labour market and the issues around occupational segregation in Shetland.

One focus of ZetTran's bus service is getting people into Lerwick for work. It is recognized that women are more likely to rely on public transport for work purposes.

The SIC recently conducted a staff satisfaction survey and, when available, the results will be considered in the work on this outcome.

Shetland College UHI celebrated Women's History Month in March 2015 by having a display of books on the history of women artists in the library.

Outcome 5

Community planning partners share information in a way that everybody can understand.

Progress has been made in respect of British Sign Language (BSL) interpreting within NHS Services through the use of an NHS 24 pilot scheme utilising ipad technology for remote interpreting in a clinical setting. We have been engaging with the deaf community to improve access to services across health, education and social care. An application was submitted for funding from the staff development award to facilitate level 1 BSL learning as a pilot, with a view to making this more widely available to reception and clinical staff, though it was not successful.

The NHS 24 BSL interpreting service has now been extended to all public services in Scotland, which is a huge step forward for us. Service users are now able to download an application onto their phone/tablet and utilise this for telephone calls and face to face interaction.

A joint Sensory Impairment Strategy Group has come together to focus on improving access to services and information for sensory impaired service users. A short-term action plan includes development of a local Low Vision Service, staff training in mobility for people with visual impairment, capacity / workforce planning for audiology and ophthalmology services, access to print through assistive technology and hearing impairment information.

A joint project has been run by NHS Shetland and the SIC to tackle the health inequalities faced by the learning disability community. As part of

the project training has been run in how to communicate better with people who have difficulty in understanding things. A communication toolkit has also been created. The toolkit uses pictures and symbols to help everyone communicate better with each other. More information can be found at www.healthyshetland.com.

Some schools offer training in signing to pupils, staff and parents.

Schools offer support to children for whom English is a second language.

Alternative approaches to pencil and paper recording for pupils with sensory communication/motor difficulties are provided.

ZetTrans have produced timetable information in a variety of online ways as well as written leaflets. Leaflets have been designed with a minimum of written English to increase their accessibility. This year an information pack on public transport services will be sent to every household. Timetable information can also be made available in alternative formats when requested.

As a part of the Council, the Licensing Board can access all interpretation and translation services that the Council uses.

There is more still to achieve in relation to this outcome. We will be working towards portable hearing loops and communication standards in SIC.

Outcome 6

Migrant workers and their families feel more integrated into their local community.

The SIC runs a Welcome Point service for people whose first language is not English. At the service there is help with filling out forms and advice and information on local issues. Issues raised are monitored and fed back to the services involved.

The Development Partnership's Five Year Plan to Attract People to Live, Study, Work and Invest in Shetland is currently being developed and includes measures to help people new to Shetland to integrate within their new community.

In the financial year 2014/5, the SIC has taken part in 11 and a half hours of interpreted conversations with services users whose first language is not English. This is a huge improvement on the previous year when only 92 minutes of interpreted conversations took place.

ZetTrans have produced bus timetables with a minimum of written information, designed to be understood by people whose first language is not English.

Over the next two years we plan to use the results from the Migration Matters Scotland project in progressing this outcome.

Outcome 7

LGBT and BME pupils do not experience bullying in schools.

A copy of Stonewall's Celebrating Difference pack was sent to every primary school in Shetland. Stonewall provided training locally to support the introduction of the pack and 22 teachers and other staff members working with children attended the training. The training received very positive feedback from participants, all of whom felt that as a result of the training they felt more able to tackle homophobic language and bullying and also felt more able to talk about lesbian, gay and bisexual issues in class.

Fixers Uk, a charity which helps young people to enact positive change in their community, has worked with young people from the local LGBT community to produce a resource pack for Shetland schools on LGBT issues. The pack will be ready to be launched in schools during the summer term.

Equality and diversity issues are also addressed in school through the UN Rights Respecting Schools programme, which nine Shetland schools have signed up to. Teachers in these schools have reported that the work their pupils have been doing for the programme has resulted in a positive change in the way they interact with each other.

Bullying and racist incident statistics are recorded for all schools and monitored bi-annually.

In recent years schools have included equality milestones on their School Improvement Plans.

Schools have Promoting Positive Behaviour Policies in place which are inclusive and ensure equality is central to all activities.

All schools recognise and celebrate difference within a culture of respect and fairness, and aim to meet the needs of every child in line with the principles of Getting it Right for Every Child (GIRFEC).

All schools aims to meet the challenge to develop children and young people as responsible citizens who:

- show respect for others; who understand different beliefs and cultures;
- are developing informed, ethical views of complex issues;
- know why discrimination is unacceptable and how to challenge it; and
- understand the importance of celebrating diversity and promoting equality.

In order to meet this aim schools discuss diversity, equality, Children's Rights and Global Citizenship with learners. Seeking support from partner agencies, where appropriate to enhance and support this work.

Outcome 8

All school leavers are in a positive destination.

Of 267 school leavers in Shetland in March 2014, 95.9% were in positive destinations (higher or further education, training, employment, voluntary work and activity agreements). Of these, 43.4% were in higher or further education (Scottish average 60.8%) and 48.3% in employment (Scottish average 24.6%). Similar proportions of young men (86.3%) and women (85.2%) moved to positive destinations.

This is an increase from 90% in 2012.

Outcome 9

Employment practices are inclusive and accessible for employees and applicants with disabilities.

Analysis of NHS Staff Survey information has taken place and reasonable workplace adjustments continue to be considered and implemented. The introduction of the NHS electronic employee self service system contributes to our pro-monitoring culture by enabling employees to add to/amend their equality information as required.

There is more still to achieve in relation to this outcome. We will be working towards a joint piece of work with Occupational Health in relation to disability bullying, joint work with a local disability group to address barriers to employment and a male-focused mental health campaign.

Outcome 10

Transsexual and transgender people will be confident to apply for employment and volunteering opportunities. Discrimination and harassment against transsexual and transgender people will be eliminated.

We aim to deliver this outcome and related activities in the next 2 years, including organisational statements on trans equality, closer working links with colleagues on the Scottish mainland in relation to trans equality, awareness raising and improved consultation.

Outcome 11

Ethnic minority applicants will be confident to apply for employment and volunteering opportunities.

NHS Shetland employment monitoring data shows that 2.7% of the applications we received in 2013/14 were from applications with black and minority ethnic (BME) backgrounds, a decrease on the previous year which was 4.5%. However, the percentage of applicants preferring not to disclose their ethnicity also increased significantly from 7.8% in 2012/13 to 15.7% in 2013/14. The reasons for both of these changes will need to be looked at in more depth with reference to the 2011 census data. We will also need to review advertising and application methods if our research shows that we are not attracting potential BME candidates.

Similarly, our volunteers are predominantly from white backgrounds. Given that the majority are also currently school age, we will need to

look at working with the schools service to ensure we are appropriately communicating volunteering opportunities so that they are attractive and accessible to people from all backgrounds.

Recruitment statistics may have been influenced by our new electronic application system, which was introduced early in the monitoring period. We are aware of a high number of candidates having difficulty completing applications online and anecdotally of others choosing not to apply due to the issues with the system. We received notably less applications in general during this monitoring period than the last, though for more vacant positions than the previous year, as shown in the table below.

Year	# applications	# shortlisted	# appointed	Average # applications per post
2012/13	639	389	104	6
2013/14	490	322	150	3

We will continue to work with colleagues nationally to improve the recruitment system and ensure that we are not indirectly discouraging applications from particular parts of the community.

Outcome 12

Plans for our future workforce and service delivery are reflective and inclusive of the ageing workforce and population as a whole.

In relation to integration, external facilitation for Action Learning Sets to support the localities project provided by NHS Education Scotland and Scottish Social Services Council has been completed. A detailed work programme on HR issues has been developed following the decision to implement a Body Corporate Integration Model. A comprehensive Workforce Development Strategy for Community Health & Care Service is being developed.

NHS Shetland Heads of Service are developing their workforce projections for the next three years, including review of the current staff profile and succession plans. Completion of projections is anticipated in June 2015. In addition we are working towards improving our

Performance Appraisal process to encourage wider use and improve communication and planning. A number of policies and procedures relevant to supporting an ageing workforce are under review, including the Work-Life Balance Policy, which should be completed in 2015.

Outcome 13

Services meet the needs of ethnic minorities.

We aim to deliver this outcome and related activities in the next 2 years, including revisiting and reviewing past research and provision of accessible health services and information.

Outcome 14

Services meet the needs of LGBT people.

The review of the Sexual Health Clinic service data to identify any amendments which would make service more relevant, appropriate and easy to access is still to be completed.

Outcome 15

The spiritual care needs of our workforce and patient population are understood and met.

Since January 2015 the new Spiritual Care Lead chaplain Dawn Allan has spent time getting to know staff within NHS Shetland in the Gilbert Bain Hospital and those who work in the local community. This has entailed setting up initial meetings to fulfill the following:

- Introductions to staff.
- Spoken about role and remit – the difference between ‘religious’ and ‘spiritual’ support and one of the main responsibilities being to support staff by listening, gaining their trust, valuing them as individuals and teams who form specific roles within departments and healthcare centres.
- Highlighted the practice of ‘healthy boundaries’ and confidentiality as givens in the practice of the SLG.

- Acknowledged some of the given stresses of the nature of the work staff are involved in and some of the external and internal issues that arise from being part of not only a small medical team, but also being part of a small island community. Referred to specific tools and training which will help staff with their daily resilience and future practice.
- Facilitated Values Based Reflective Practice (VBRP) training with NES (National Education Scotland) colleagues for health and social care staff within Shetland. There has been 100% positive feedback from all who attended and the suggestion of VBRP being implemented within staff teams as a practical and supportive tool. The response to attend the 2 day VBRP Essential Skills Workshop has been very positive from both health and social care staff.

The future vision and to support patients and their loved ones, the SLG will recruit and train volunteers to fulfill a 'chaplaincy volunteer' role to support wards 1, 3, Ronas and Maternity and to continue to support the existing chaplaincy volunteer who covers Ronas ward one hour a week. All chaplaincy volunteers will be regularly supervised and accountable to the SLG. This role will support staff by freeing them up to be available and focus on more complex patient work.

There will be future training opportunities and staff support will continue and develop. Building on the asset based approach and forming relationships with third sector agencies in the local community will continue. Joining up with local agencies and charities like CLAN for example who have started facilitating bereavement support groups will progress. Developing and networking with colleagues in social care is a priority for the SLG.

Launching the Community Chaplaincy Listening (CCL) tool will start initially within the Lerwick Health Centre as the 'pilot base'. The SLG has discussed this with management and volunteer listeners will need to be recruited and trained to offer this service which is something GP's will refer their patients to who may not need specific GP input, but may benefit from an hour with someone who will support them by listening to their story and responding accordingly. Future specific referrals can be

made from CCL to mental health service, bereavement support, counselling and so on if appropriate.

Furthermore the hospital 'Sanctuary' will undergo some refurbishment to enhance and improve the existing space; this will include a discreet area for people needing privacy and a more open area for quiet reflection or prayer.

Outcome 16

Our health and social care services are reflective of the needs of an aging population.

Integration of health and social care is the Scottish Government's ambitious programme of reform to improve services for people who use health and social care services. Integration will ensure that health and social care provision across Scotland is joined-up and seamless, especially for people with long term conditions and disabilities, many of whom are older people.

In July 2014, Shetland Islands Council and the Board of NHS Shetland took the decision that the model for integration of health and social care services in Shetland would be the Body Corporate model, under which the Health Board and Local Authority delegate the responsibility for planning and resourcing service provision of adult health and social care services to an **Integration Joint Board**.

Where our initial activities in relation to this outcome referred to the Community Health & Social Care Partnership's work on Reshaping Care for Older People, this work continues to progress through the integration of health & social care, with the focus on enabling older people to be cared for at home or in the community where possible and re-abling service users if possible to be discharged from hospital and re-enter the community, thus shifting the balance of care.



Appendix 1: Equality Outcomes Implementation Plan & Progress

#	Outcome	Key Activities/Outputs	Input	Timescale	Progress	
1.	Good quality childcare is accessible and affordable for all families with children who need it.	<p>Support childcare partners to develop their capacity</p> <p>Support sustainable models of childcare provision</p> <p>Make council owned premises available to support out of school clubs</p> <p>Equalise childcare fees across local authority provision</p> <p>Encourage employers to participate in the childcare voucher scheme</p>	SIC	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>2014/15</p> <p>ongoing</p>	<p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p>	
2.	LGBT people feel part of their community. Discrimination and harassment against LGBT people will be eliminated.	<p>Deliver LGBT Awareness Training to CPP</p> <p>Stonewall Celebrating Difference training</p> <p>Tackling homophobia campaign.</p> <p>LGBT history month events</p> <p>LGBT community group</p> <p>Webpage development</p> <p>Stonewall Good Practice Programme action plan</p> <p>Inclusive ante-natal classes</p>	<p>Joint</p> <p>Joint</p> <p>Multi-agency</p> <p>Multi-agency</p> <p>Multi-agency</p> <p>Joint</p> <p>Joint</p> <p>NHS</p>	<p>2014/15</p> <p>2014/15</p> <p>2014/15</p> <p>ongoing</p> <p>ongoing</p> <p>2015/16</p> <p>Ongoing</p> <p>TBC</p>	<p>Done</p> <p>Done</p> <p>Pending</p> <p>Done</p> <p>Done</p> <p>Pending</p> <p>Unclear</p> <p>Pending</p>	

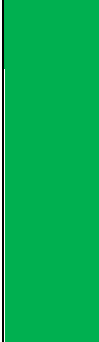





#	Outcome	Key Activities/Outputs	Input	Timescale	Progress	
3.	LGBT people feel confident and included when accessing services.	Monitoring/analysis of sexual orientation at sexual health clinic. Local action group – straight allies / ally network. Stonewall online training	NHS – public health Joint Joint	2015 - 2017	Pending	
4.	Gender segregation in Shetland is narrower.	STEM / schools role model programme Non-traditional recruitment advertising Flexible working review / survey / report Flexible working benchmarking	SIC Joint Joint Joint	2015 - 2017	Pending	
5.	Community planning partners share information in a way that everybody can understand.	Inclusive communication awareness raising Sign language interpretation system Portable hearing loops in SIC SIC Communication Standards	Joint Joint SIC SIC	2014/15 2014/15 2015/16 2016/17	Done Done Pending Pending	
6.	Migrant workers and their families feel more integrated into their local community.	Sports Project Sponsorship for welcome pack Cultural Project	Joint Joint Joint	2016/17	Pending	
7.	LGBT and BME pupils do not experience bullying in schools.	Before academic year 14/15, all schools will have an equality milestone in their development plan All schools will have updated behaviour policies to promote good behaviour and prevent bullying. Schools signing up to United Nations Rights Respecting Schools.	SIC	2014/15 2014/15 ongoing	Done In process In process	
8.	All school leavers are in a positive destination.	Develop and deliver a senior phase curriculum.	SIC	ongoing	Done	








#	Outcome	Key Activities/Outputs	Input	Timescale	Progress	
9.	Employment practices are inclusive and accessible for employees and applicants with disabilities.	<p>Analysis of staff survey information relating to bullying.</p> <p>Joint piece of work with Occupational Health to identify and address instances of unreported bullying against employees with a disability.</p> <p>HR to monitor JIG applicants and analyse progress of JIG candidates through the recruitment process. Joint piece of work with local disability groups to understand and address any barriers to employment, including learning disabilities.</p> <p>Pro-monitoring culture.</p> <p>Reasonable workplace adjustments</p> <p>Male-focused mental health / suicide anti-stigma campaign.</p>	<p>NHS</p> <p>NHS</p> <p>NHS</p> <p>Joint</p> <p>Joint</p> <p>Joint</p>	<p>Annual</p> <p>2015/16</p> <p>2016/17</p> <p>Ongoing</p> <p>Ongoing</p> <p>2016/17</p>	<p>Done</p> <p>Pending</p> <p>Pending</p>	
10.	Transsexual and transgender people will be confident to apply for employment and volunteering opportunities. Discrimination and harassment against transsexual and transgender people will be eliminated.	<p>SMT lead to make organisation statement on trans equality.</p> <p>Establish closer working links with NHS Grampian.</p> <p>Awareness building and training</p> <p>Suitable poster campaign.</p> <p>Improve consultation with transgender staff. Continued contact with the Transgender Alliance.</p>	<p>Joint</p> <p>NHS</p> <p>Joint</p> <p>Joint</p> <p>Joint</p>	<p>2015-2017</p>	<p>Pending</p>	
11.	Ethnic minority applicants will be confident to apply for employment and volunteering opportunities.	Innovative recruitment research.	Joint	2015-2017	Pending	



#	Outcome	Key Activities/Outputs	Input	Timescale	Progress	
12.	Plans for our future workforce and service delivery are reflective and inclusive of the ageing workforce and population as a whole.	<p>Ensure that workforce plans and retention strategies recognise that:</p> <ul style="list-style-type: none"> - A long-term view of the workforce is essential. - Reward can play a key role in recruitment, retention and staff development strategies. - With people living longer, pensions will have to stretch further, so many people will consider staying in work past 65 to fund their later years. - Employers should have regular career conversations with employees. <p>Any changes to benefits provision must be clearly communicated.</p>	Joint	Ongoing	Ongoing	
13.	Services meet the needs of ethnic minorities.	<p>Revisit Ethnic Minorities Health Needs Assessment</p> <p>Service user analysis & service adaptation.</p> <p>Accessible GP practices</p>	NHS NHS NHS	2015 - 2017	Pending	
14.	Services meet the needs of LGBT people.	Review Sexual Health Clinic service data to identify any amendments which would make service more relevant, appropriate and easy to access.	NHS	2015 – 2017	Pending	
15.	The spiritual care needs of our workforce and patient population are understood and met.	<p>Appointment of a Healthcare Chaplain for NHS Shetland.</p> <p>Continue the work of the Spiritual Care Committee and Reference Group, maintaining strong links with local faith groups.</p> <p>Continue to meet the known needs of patients through use of volunteer chaplain.</p> <p>Develop the skills of NHS Shetland healthcare providers to ensure confidence and capability in delivering spiritual care to patients.</p> <p>Support the spiritual care needs of our workforce through training, listening and individual support.</p>	NHS - all	2013 - 2015	<p>Done</p> <p>Done</p> <p>Done</p> <p>Ongoing</p> <p>Ongoing</p>	


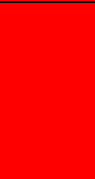
#	Outcome	Key Activities/Outputs	Input	Timescale	Progress	
16.	Our health and social care services are reflective of the needs of an aging population.	Continue to progress activities contained within to CHCP Reshaping Care for Older People planned work.	Joint	Ongoing	Ongoing	

Appendix 2: NHS Mainstreaming Equality Action Plan & Progress

#	Action / Output	Key Activities	Input	Timescale	Progress	
1.	Review, update consultation and publication of up-to-date and relevant Equality & Diversity Policy.	<p>Receive approved PIN</p> <p>Adopt/adapt PIN policy</p> <p>Consult with staff and key groups.</p> <p>Approval through SGC</p> <p>Publication & implementation</p>		By April 2014	Complete	
2.	Analysis of 2011 census data	<p>Obtain data</p> <p>Analyse for change / trends</p> <p>Refine activities as necessary</p>	Public Health	By April 2015	Complete for religion. Extended for 12 months	
3.	Briefings for Board Members	Highlight responsibilities in terms of the general duty / quick glance information.		Ad hoc	Pending	
4.	Briefings for the Senior Management Team	Highlight leadership/ownership responsibilities.		Ad hoc	Pending	
5.	Items in the organisation-wide briefings and communications	Message of the day and/or team brief each month e.g. outcomes activities, campaigns, awareness raising etc.	Corporate Services	In line with team brief	Complete – now regular	
6.	Response to information requests from employees & Board members.	Timely & appropriate response as required.		Ad hoc	Complete	

#	Action / Output	Key Activities	Input	Timescale	Progress	
7.	A twice yearly staff briefing on equalities through existing briefing mechanisms, e.g. Team Brief	Specific equality update in October & April – new policies, reports, legislation, good practice, awareness campaigns etc.	Corporate Services		Complete	
8.	Information to key contacts as required, for example when a key legal decision around equalities has been made.	Timely & appropriate communication as required.			Pending	
9.	Items and updates on the staff and public websites	Timely & appropriate communication as required.	IT		Complete	
10.	Support a Shetland Diversity Network	Joint with SIC & other appropriate community partners. Terms of reference and membership to be established. Must be reflective of as many protected groups as is feasible.	SIC & others		Complete	
11.	Diversity newsletter 4 times a year	Joint with SIC – all staff email / link via message of the day – new policies, reports, legislation, good practice, awareness campaigns etc.		July October January April	Pending	
13.	Membership of Stonewall's Good Practice Programme	Ongoing			Complete	
14.	An annual Community Equality Bulletin	Community wide and involving third sector partners – good news, campaigns, best practice, coming up, etc.	Whole community		Pending	

#	Action / Output	Key Activities	Input	Timescale	Progress	
15.	Support for cultural events such as Black History Month, LGBT History Month, Women's Day	<p>January 27 – Holocaust Memorial Day</p> <p>February All month – LGBT History month</p> <p>March 8 – International Women's Day</p> <p>April 2 – World Autism Awareness Day</p> <p>May 17 – International Day Against Homophobia</p> <p>October All month – Black History month</p> <p>November Last week – Scottish Interfaith week</p> <p>December 1 – World Aids Day</p> <p>December 10 – Human Rights Day</p>			Complete	
16.	Equality Impact Assessment	<p>Run Impact Assessment training for key policy makers.</p> <p>Review publication of EIA on website to ensure transparency.</p> <p>Establish quality assurance mechanism.</p>	<p>EIA external training</p> <p>£££</p>	By end March 2015	Overdue – extend by 12 months	

#	Action / Output	Key Activities	Input	Timescale	Progress	
17.	Ethnicity Monitoring Refresh	Review & update existing documentation Circulate to relevant staff Monitor improvements to data collection through ISD reports.	Clinical colleagues	By end March 2015	Overdue – extend by 12 months	
18.	Change Management / Equality Impact Assessment of Project Initiation Documents	SMT to communicate with key change agents that EIA of PIDs is essential. Monitoring through SMT	SMT	By April 2014	Overdue – extend by 12 months	

Appendix 3: Employment Data Shetland Islands Council (Including Occupational Segregation & Equal Pay Gap information)

1.0 Introduction

Shetland Islands Council gathers information on the composition of our workforce, in line with Age; Gender; Disability and Ethnicity. This monitoring shows us how our workforce is made up across the Council. We gather data on leavers, grievances, disciplinaries, and appraisals, maternity leave returners, pay, numbers of part-time/fulltime employees. We also gather monitoring data at the recruitment stage.

The reason we collect this information is because it helps us in our aim to achieve equality and diversity in our workforce; by recording our current position we can identify action points. We want to have a workforce which reflects the composition of our community. We would like to improve the data available about our employees and applicants in regard to protected characteristics, and during 2015 we will run an awareness campaign about the importance of having this information and how this can help us achieve our aims regarding equality and diversity. We aim to extend our monitoring by including Religion/Sexual Orientation in the data collation within our workforce. We currently include this within the data sought at the recruitment stage.

Shetland Islands Council is committed to the principle of equal pay for all our employees. We aim to address any gender pay gap in our pay systems and to reduce occupational segregation. We understand that equal pay between men and women is a legal right under the equality Act 2010 (Specific Duties) (Scotland) regulations 2012. We know that it is important that employees have confidence in the Council's process of addressing the gender pay gap and occupational segregation.

Our Equal Pay Objectives are to:

- Identify any unfair, unjust or unlawful practices that impact on the gender pay gap, and take appropriate remedial action
- Increase the number of female employees in the top 5% of earners
- Reduce the gender pay gap for part-time and full-time employees
- Reduce occupational segregation
- Increase the number of female employees who successfully apply for promotion
- Ensure recruitment and employment practices promote equality of opportunity and eliminate discrimination

1.1 Data collection – effective dates

Shetland Islands Council carried out an Equal Pay audit during 2014, following the five step equal pay audit model set out in the EHRC's Code of Practice. In determining the scope of the audit, it was decided to exclude posts covered by Scottish Negotiating Committee for Teachers terms and conditions; Lecturers terms and Conditions; former Shetland Towage Staff covered by TUPE; relief/supply workers, and the Chief Executive. All other council staff employed and paid during the financial year **2013/14** were included in the audit, which provided a population of 3046 records.

From this information identified the council's gender pay gap, which is expressed as a percentage difference between male employees' average hourly pay (excluding overtime) and female employees' average hourly pay (excluding overtime). We also identified occupational segregation within our workforce, which can be "horizontal", where women and men are clustered into specific

job types, or “vertical” where women, in particular, are clustered into lower positions and largely absent from senior management jobs.

The information available in this section on our workforce composition is taken at **31 March 2015**. The total was 2,262 FTEs, the figure includes Relief staff who worked/were paid at 31 March 2015. The Headcount is 3381 individuals. The information in relation to leavers, grievances, disciplinaries, appraisals and maternity leave returners is for the financial year **2014/15**.

This information relating to applicants is from recruitment during the financial year **2014/15**. Applicants are asked to complete equal opportunities information on the online recruitment portal. This provides data on Age; Gender, Disability and Ethnicity, but also includes Religion/Belief and Sexual Orientation. The monitoring form is not seen by the selection panel, and the information gathered is used by HR to run reports by protected characteristic. During 2014/15 there were applications from 1704 people.

2.0 Equal Pay

2.1 Equal Pay Gap and Occupational segregation

Shetland Islands Council is required to publish the gender pay gap, which is the percentage difference between men’s and women’s hourly pay, excluding overtime.

In order to establish this figure, and to identify pay inequalities and identify how these can be put right, the Council carried out an equal pay audit. The Equal Pay Audit covered all Council employees on Single Status pay and terms and conditions, and related to pay in 2013/14. As the Living Wage was applied retrospectively, although it applied during 2013/14 it had not been implemented when the data was gathered.

Data and management information relating to the Audit was processed and produced by the ‘Equal Pay Reviewer’ software tool using data held by the Council’s ‘Comprehensive Human Resource Integrated Solution’ system.

A critical step in the assessment of equal pay is the measure used for comparison of various categories of employees. The clearest and most appropriate measure is the ‘work rated as equivalent’ method whereby employees have been evaluated under an appropriate scheme of job evaluation. The Council applied the Scottish Joint Council (SJC) Job Evaluation Scheme, and within this framework had agreed a pay and grading structure resulting in a range covering from Grade A to R. The Single Status Agreement was implemented towards the end of 2009. Therefore employees covered by the Scottish Joint Council “Single Status” Agreement are an objective robust mechanism for the assessment of roles against the ‘work rated as equivalent’ measure of the Equality Act.

The audit therefore excluded posts covered by the Scottish Negotiating Committee for Teachers, Lecturers, former Shetland Towage Staff who TUPE into the Council, Relief or Supply Workers and the post of Chief Executive

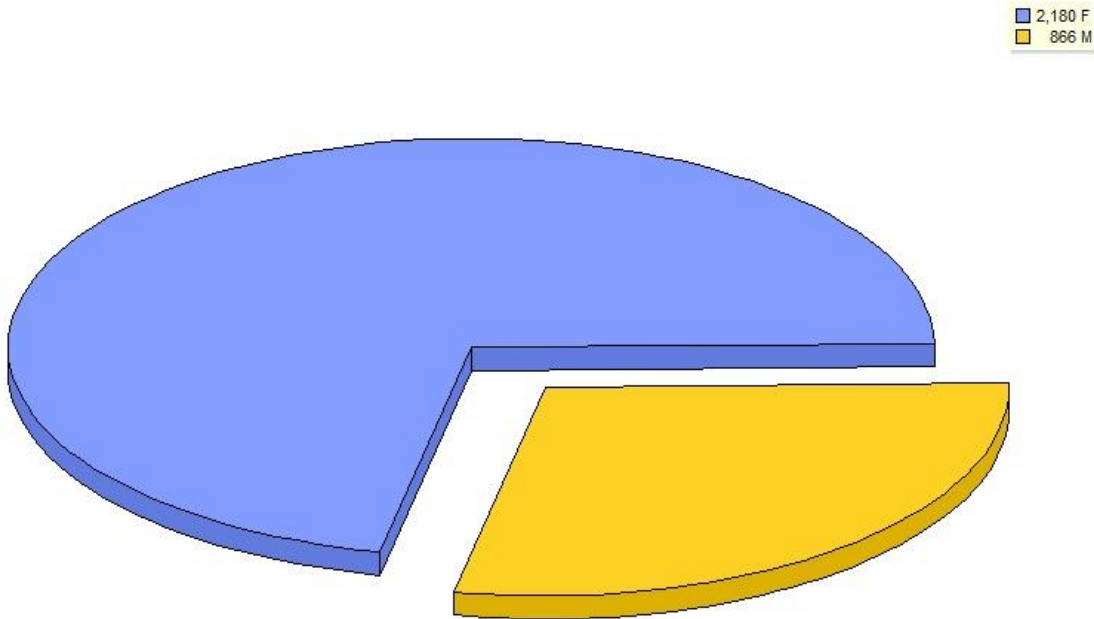
In total this provided for a population of 3,047 employee records, this includes individuals more than once, where they have multiple contracts.

The Equal Pay Audit identified that although there are no notable equal pay gaps within individual grades in the pay model when looking at basic pay, overall there is an equal pay gap of 14.69% in favour of men.

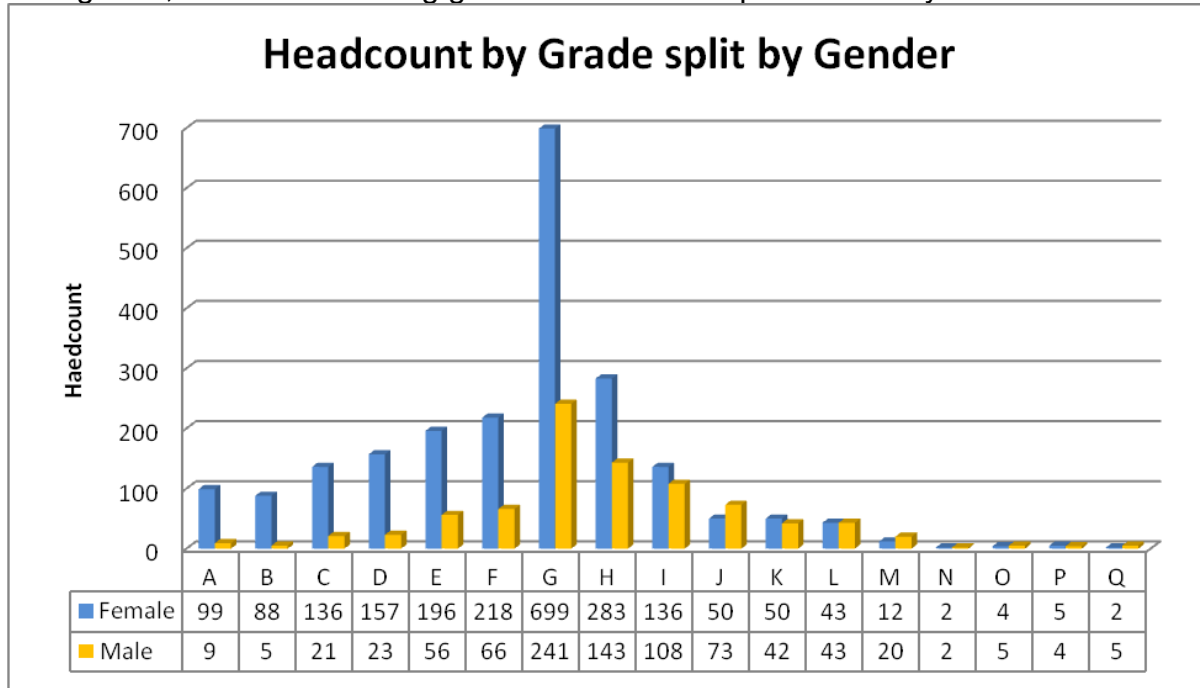
2.2 Gender Pay Analysis

Within the scope of the Audit the gender split shows a typical female dominant local authority gender split of 72% female and 28% male.

Organisation Distribution by Gender



A further breakdown by grade shows that female gender dominance is significant in grades A through to I, and the remaining grades of J to Q are predominantly male dominated.



2.3 Occupational Segregation by Gender by Role

The female dominant gender split can be illustrated further by breaking down the data into occupational segregation.

There are two types of occupational segregation; horizontal segregation and vertical segregation. Horizontal segregation refers to the clustering of men and women into different types of work, e.g. more women working as Social Care Workers than men. Vertical segregation refers to the clustering of men and women into different levels of work, e.g. more men working as senior managers, and more women working in lower graded posts.

The table below shows **horizontal occupational segregation** within the Council, calculated where there are more than 20 employees in a job role, and the female/male occupational segregation is greater than 80%.

Category	Male	% of Male	Female	% of Female	Total
Care	89	10.62	749	89.38	838
Catering	15	6.28	224	93.72	239
Cleaner	20	9.09	200	90.91	220
Clerical / Administration	3	1.72	171	98.28	174
Joiner	23	100.00	0	0.00	23
Marine	124	100.00	0	0.00	124
Roadworker	27	100.00	0	0.00	27
School Support	3	2.26	130	97.74	133
Social Worker	5	19.23	21	80.77	26

There are occupations within Shetland Islands Council's single Status workforce that do not have any female workers, for example in the marine sector, joiners and roadworkers. There are also occupations within this group of council staff where there are predominantly female workers, such as support roles in Schools, Clerical and Administration posts, and catering and care.

2.4 The Pay Gap

In the assessment of equal pay risk, the Equality and Human Rights Commission (EHRC) advise that any gender 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. The single status grading structure can be used as a valid 'equal work group' for the purpose of comparing one role against another. The application of the SJC scheme can be declared as a valid descriptor for equal pay by using grades as the 'equal pay group'.

2.5 Basic Pay

All salaries are presented as annual basic pay to a full-time equivalent value. The basic pay gap male against female average pay is as follows:

Grade	Male			Female			Pay Gap (%)	Difference - Basic Pay (£)	Difference - Basic Hourly Rate (£)
	Count	Avg Basic Pay	Avg Basic Hourly Rate	Count	Avg Basic Pay	Avg Basic Hourly Rate			
A	9	13641.4	7.07	99	13709.1	7.1	-0.5	-67.67	-0.04
B	5	14538	7.53	88	14444.5	7.48	0.64	93.49	0.05
C	21	15445	8	136	15388.9	7.97	0.36	56.07	0.03
D	23	16367.2	8.48	157	16322.8	8.45	0.27	44.38	0.02
E	56	17330.2	8.98	196	17409.6	9.02	-0.46	-79.38	-0.04
F	66	18530.4	9.6	218	18446.8	9.55	0.45	83.61	0.04
G	241	20504.2	10.62	699	20673.6	10.71	-0.83	-169.36	-0.09
H	143	22906.8	11.86	283	22303.8	11.55	2.63	603.02	0.31
I	108	26732.8	13.85	136	26208.6	13.57	1.96	524.22	0.27
J	73	29624.1	15.34	50	29826.7	15.45	-0.68	-202.66	-0.1
K	42	32559.2	16.86	50	32604.5	16.89	-0.14	-45.35	-0.02
L	43	35873.9	18.58	43	35780.1	18.53	0.26	93.81	0.05
M	20	39955.1	20.7	12	39752.3	20.59	0.51	202.77	0.11
N	2	43749	22.66	2	43749	22.66	0	0	0
O	5	47880	24.8	4	47880	24.8	0	0	0
P	4	50433.8	26.12	5	50205	26	0.45	228.75	0.12
Q	5	55360	28.67	2	54696	28.33	1.2	664	0.34
	866	24100.8	12.48	2180	20560.2	10.65	14.69	3540.51	1.83

The average basic pay for males equates to a little over grade H2 (£23,071) while that of females is nearest to G2 (£20, 484), showing a full grade differential.

In total the Council has an equal pay gap of 14.69% in favour of male employees. There are no individual grades reporting any notable equal pay gap. This is a positive outcome for the Council as it validates the Equality Impact Assessment on the pay model carried out prior to Single Status being implemented in 2009.

However the data shows a vertical occupational segregation in favour of men in the grades J, M, O and Q, which is where Team Leader and Executive Manager posts are found. This could be one of the causes of the overall equal pay gap of 14.69% in favour of men.

Following the pay data being imported into the 'Equal Pay Reviewer' software tool for analysis, the Council introduced the 'Living Wage' to grades A, B and C during September 2014. This could have an impact on the vertical occupational segregation where females are predominant in the lower grades. The full effect of this on the Council's equal pay gap will not be known until the next equal pay audit is carried out in 2016.

2.6 Total Pay (Including Overtime)

Although the Equality Act (Specific Duty) Regulations request that overtime is excluded from the submitted statistical analysis for publication, from an organisational perspective, it is of interest to

include overtime in the total pay analysis as the Council is committed to providing pay equity through its equal pay statement.

That analysis, taking account of all additional pay elements including overtime, provides an overall pay gap in favour of males of **23.87%**. It also shows a significant pay gap (over 5%) in favour of males in grades D,E,F,G,H, I,J, K and M. This shows that although females are the predominant gender in grades D to I, males are in receipt of significantly more overtime, as well as other pay elements.

2.7 Comparisons with 2012 data

Shetland Islands Council provided statistical data in the mainstreaming report 2013-2017 in relation to occupational segregation and the equal pay gap. The information provided was drawn from all contracted Council employees employed during 2011/12, therefore the population of the group is made up differently from that covered in the equal pay audit on 2013/14 data and the overall number included was 433 greater. This makes it difficult to compare with the equal pay audit carried out on 2013-14 data, which as set out above relates to those employees on single status terms and conditions only.

The equal pay gap information provided for 2011/12 gave a pay gap of 9.65% in favour of men, while that reported for 2013/14 (single status) is 14.69% in favour of men. Given the differences between the data, and the method of calculation as the earlier calculation did not use the “equal pay reviewer” software it is difficult to draw too much inference from the increased pay gap. There have been a number of restructures that have taken place between the periods, and the number of council employees has decreased by 385 FTEs in the intervening period.

The next equal pay audit will be carried out on pay received in 2015/16 – while looking at gender pay gaps, it will also look at disability and race in line with the publication schedule of the Public Sector equality Duty. It is intended for that audit to include Teaching and Lecturing posts, however to allow for comparison with the 2013/14 data set, it will identify single status employees separately.

In relation to vertical segregation within the Single Status pay scales and comparing data from 2011/12 to 2013/14, the female dominance within the four lowest grades is greater in the more recent data:

Grade	2011/12		2013/14	
	Female	Male	Female	Male
A	89%	11%	92%	8%
B	84%	16%	95%	5%
C	84%	16%	87%	13%
D	80%	20%	87%	13%

There has been a marked improvement in management grades of N and O.

Grade	2011/12		2013/14	
	Female	Male	Female	Male
N	17%	83%	50%	50%
O	44%	56%	40%	60%

In relation to the lower grades it should be noted that Shetland Islands Council applied the Scottish Local Government Living Wage, retrospectively from 1 April 2013, which took effect after the data

was gathered for the Equal Pay audit. The Living Wage is applied as a contractual allowance and, by 1 April 2014 at grades A, B and first point of C, the hourly rate paid is the same.

2.8 Further Actions

Taking account of the data identified through the Equal Pay audit, and dialogue through the Council's Employees' Joint Consultative Committee, a number of actions have been identified. These are being taken forward in the Human Resources Service Plan in 2015/16:

- Further investigation into the use of overtime and staffing levels in the Council
- Review Essential Car User Allowance, Undertaking Higher Duties Policy, and the administration of Standby payments
- Consider taking positive action to recruit females into non-traditional roles
- Consider taking positive action to train and develop females for management roles
- Run an awareness campaign to improve the disclosure rate by explaining to employees how the information is used, the importance of having accurate data.

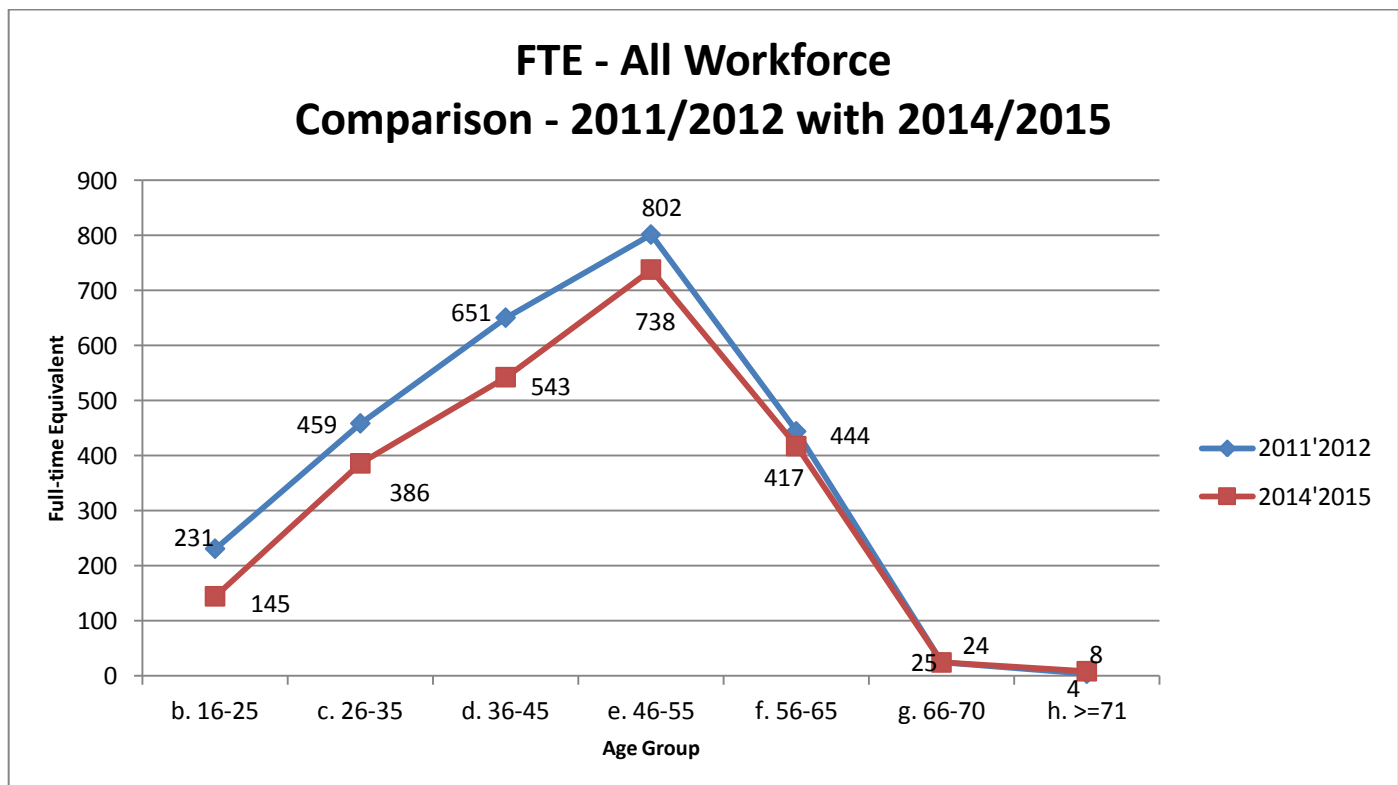
3 Workforce Data

Shetland Islands Council workforce data information in this section relates to all employees who were employed during 2014/15, and includes relief staff paid during this period. We have provided information from 2011/12 to allow comparisons to be made. The data has been collated to show age, gender, disability and ethnicity.

The total workforce comprises of Part-time and Full-time workers. As at 31 March 2015, the full-time equivalent figure for full-time staff was 1305.86 FTE, and 1310 Headcount, whereas part-time was 952.23, with Headcount of 2071.00.

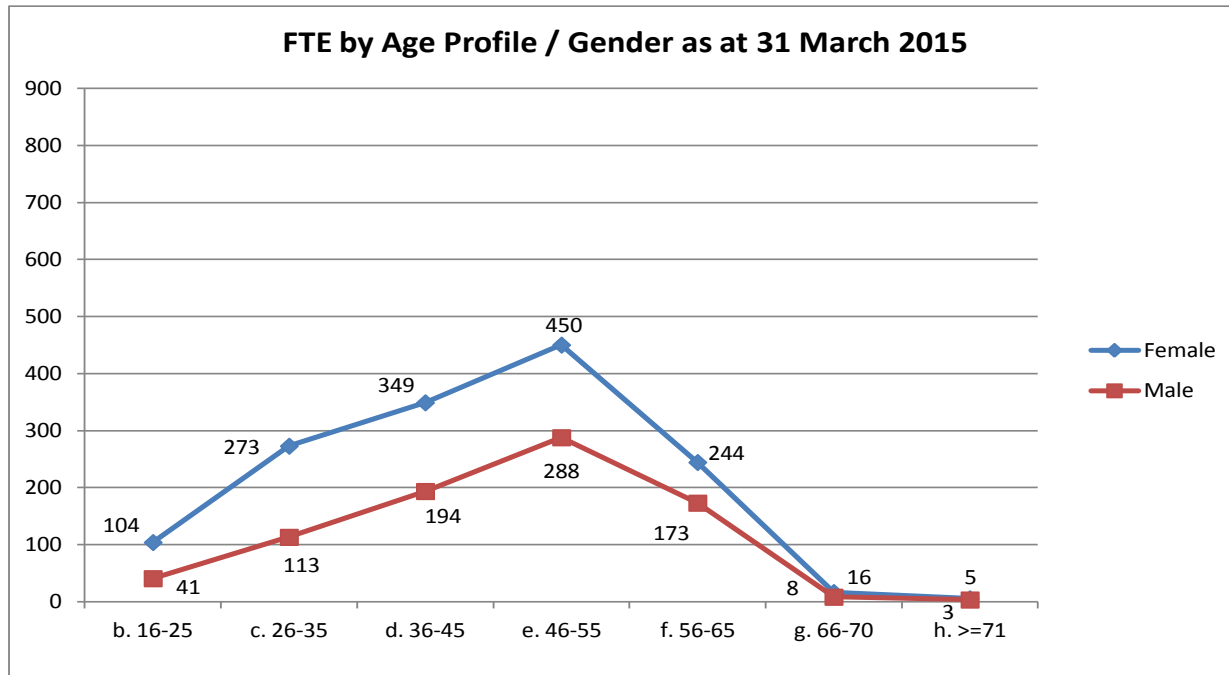
3.1 Age

The council's staffing population in 2011/12 and 2014/15 are set out below, shown by age profile:



While the number of employees has reduced between 2011/12 and 2014/15 the age profile remains similar showing the overall balance of the Council's workforce hasn't changed significantly in this period. However, it does show an aging workforce, with a proportionally greater reduction of employees at the younger age ranges.

Age and Gender



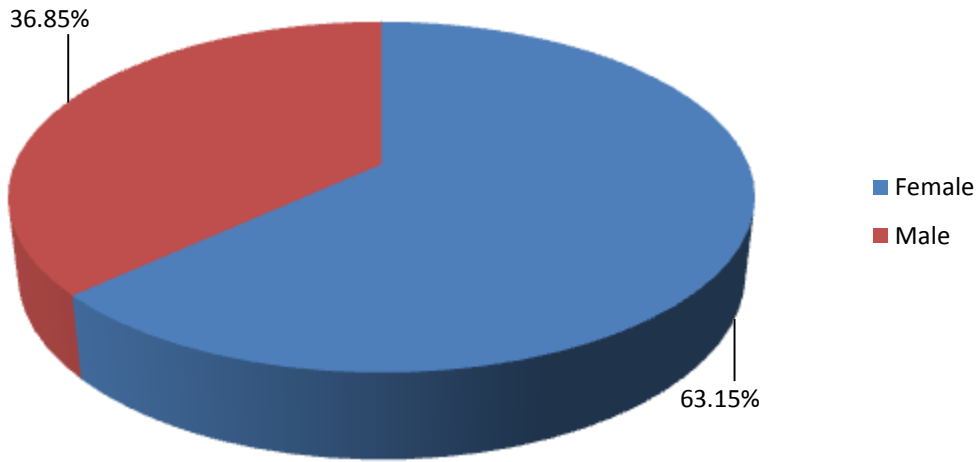
The current age profile by gender is in line with the overall age profile, and correlates with that of 2011/12.

3.2 Gender

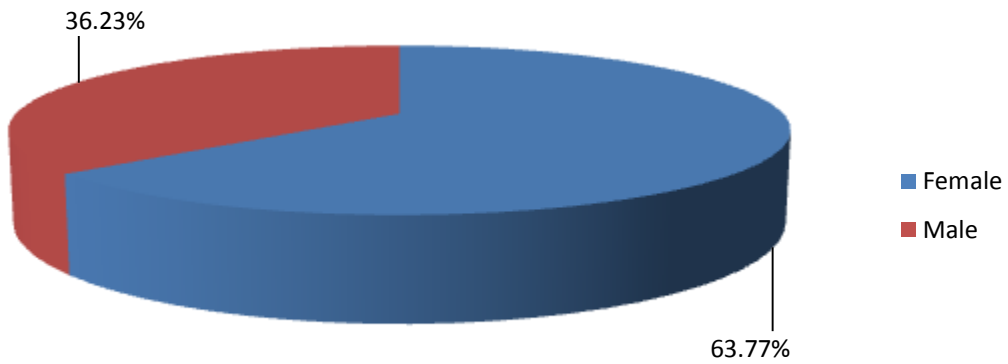
While the overall number of employees has reduced between 2011/12 and 2014/15, the gender balance is almost identical, with less than 1% difference over the two year between data collation. The ratio for the period 2011/2012 was 1 male for every 1.71 females, and this has increased in

favour of females in 2014/2015 to 1.76 females for every 1 male.

All Workforce - Gender as at 31 March 2012

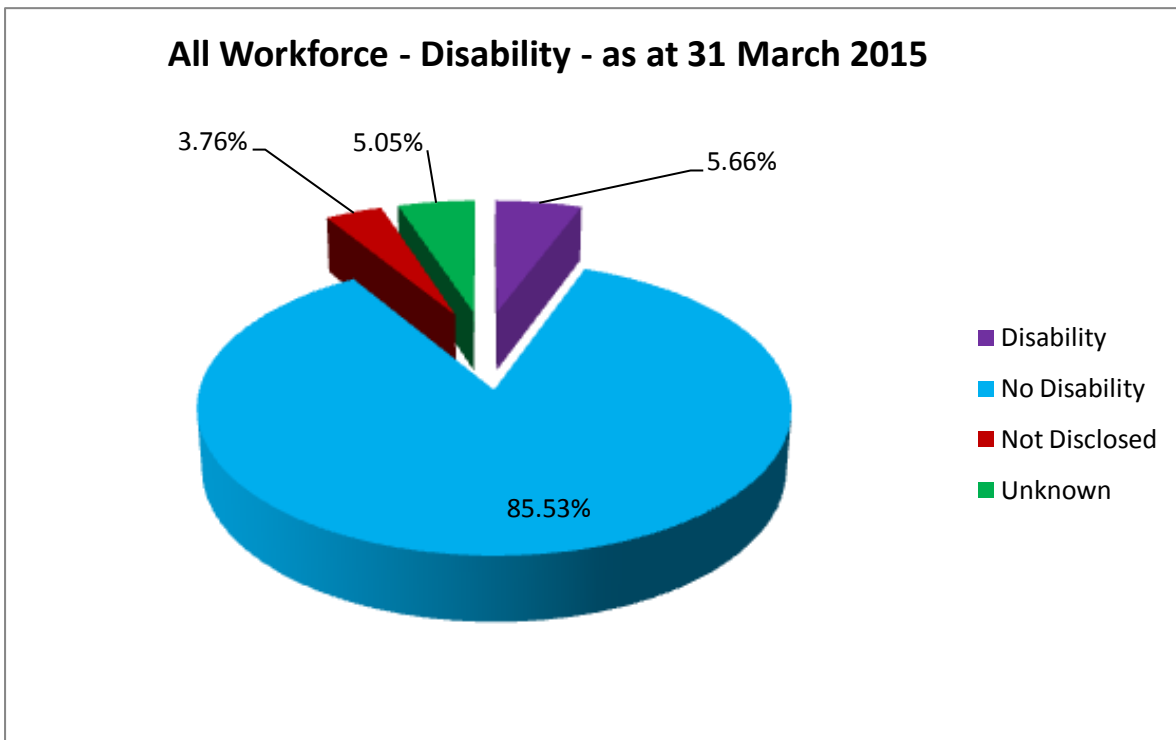
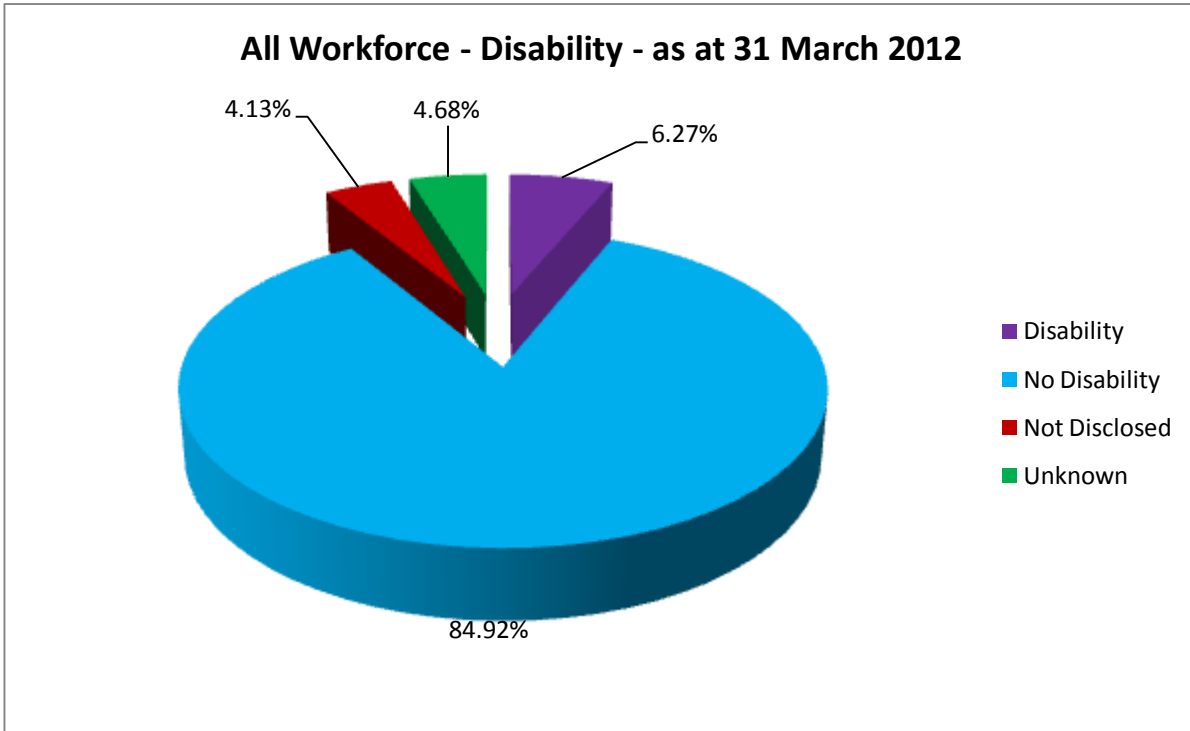


All Workforce - Gender as at 31 March 2015



3.4 Disability

The proportion of employees who describe themselves as disabled has reduced slightly in the period. By raising awareness of the benefits of having accurate equality data we hope that we can reduce the 9% undisclosed/unknown, thus providing a more complete picture of our workforce.



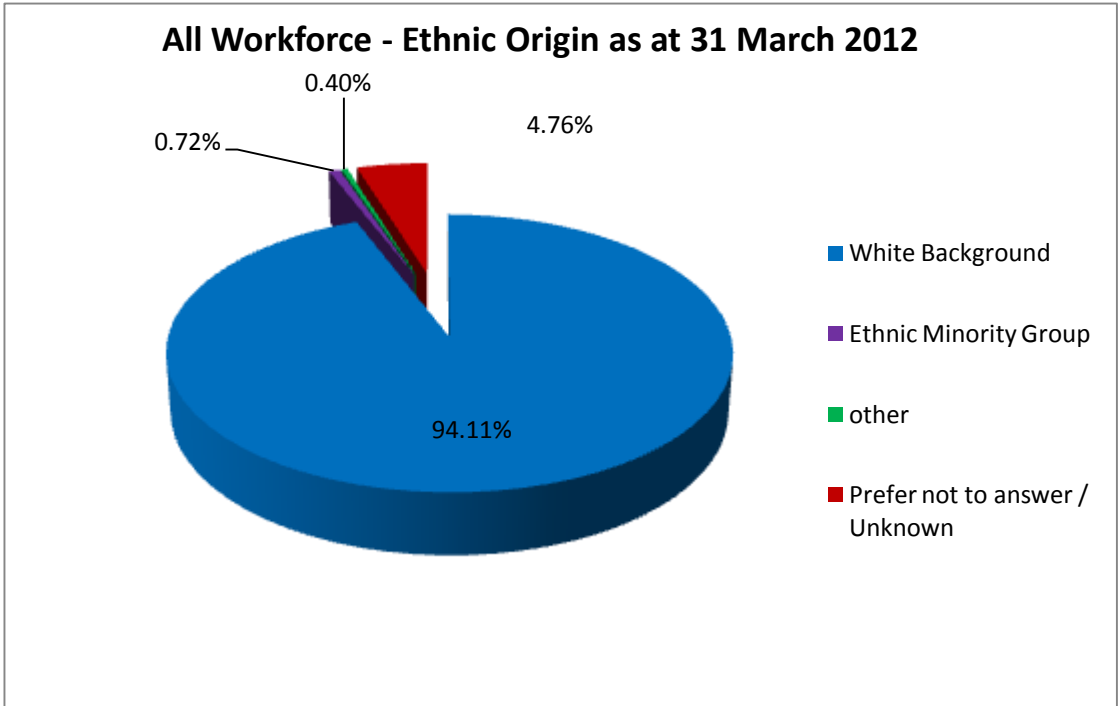
Shetland Islands Council in its Maximising Attendance policy requires that managers, at each stage formal stage of the process, explore adjustments that may lead to an early return to work or improved attendance. In 2014-15 there were fifty five phased return to work's agreed for employees which supported them back to work. 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.

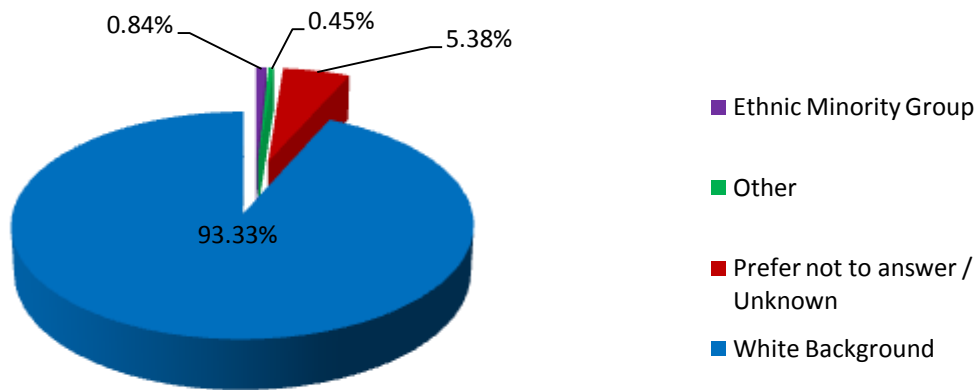
Where it is not possible to make adjustments within an employee's contractual role, redeployment is sought and in 2014-15 six employees were redeployed for this reason.

3.5 Ethnicity

The proportion of employees who describe themselves as being from an Ethnic Minority Group has increased slightly in the period. This is encouraging, however, by raising awareness of the benefits of having accurate equality data we hope that we can reduce the 5% of undisclosed/unknown.



All Workforce - Ethnic Origin as at 31 March 2015



4 Applicants

4.1 The information relating to applicants is from recruitment during the financial year 2014/15. Applicants are asked to complete equal opportunities information on the online recruitment portal. This asks for the same classifications as for the workforce: Age; Gender, Disability and Ethnicity, but also asks for applicants Religion/Belief and Sexual Orientation. The monitoring form is not seen by the selection panel, and the information gathered is used by HR to run reports by protected characteristic. An applicant may withdraw their application at any stage during the recruitment process. These are categorised as withdrawn and are statistically significant within each classification in information below.

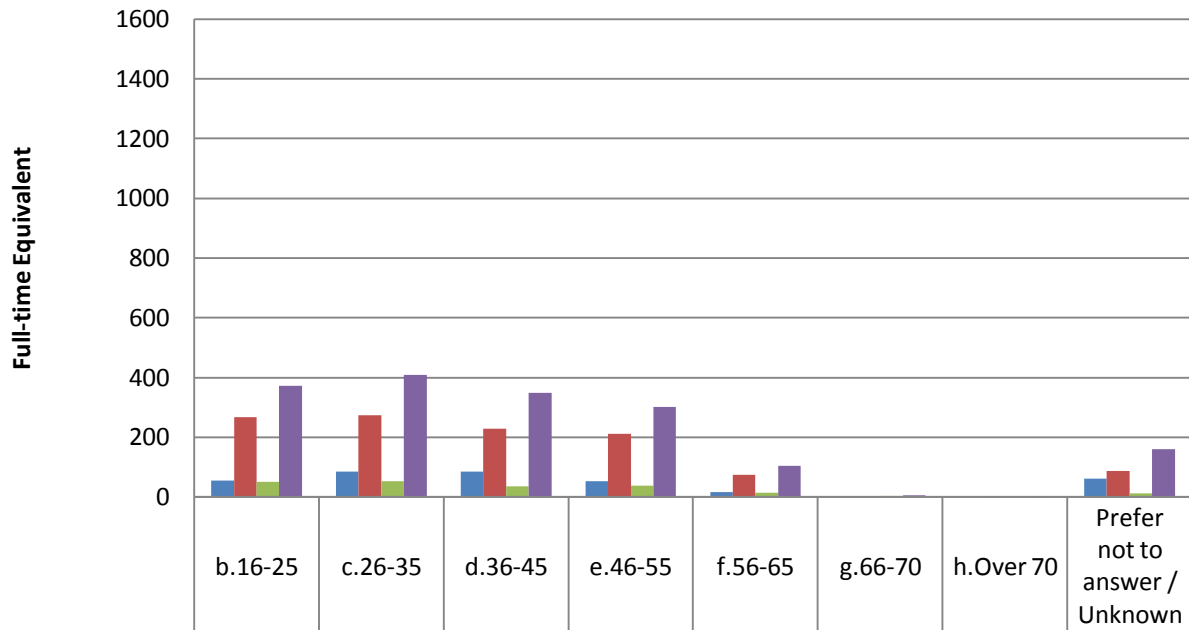
During 2014/15 there were applications from 1704 people. During 2011/2012 there were 2535 applicants. This is a marked reduction in the number of applicants compared with 2011/12. However, for all protected characteristics, the ratio of those Appointed, Unsuccessful and Withdrawn in 2014/2015 remains broadly similar to that of 2011/2012. The reduction comes from a combination of fewer vacancies, a healthy local economy and the Labour Market in Shetland.

4.2 Age

As noted above the age profile of applicants is broadly similar across both periods. Of particular relevance to age data is the following clarification.

Modern Apprentices are recruited through Train Shetland, therefore will not appear in the Applicant statistics. As at 31 March 2015, the council employed 22 Modern Apprentices on a range of MA programmes. The Council intends working with the Local Learning Partnership to offer further vocational pathways to the senior phase of school (S4-6) as well as increasing the number of MA opportunities by extending the number and type of occupations eg. Health and Social Care. The Council has 316 posts which are on a career-grade. This approach encourages applicants from a wider qualification and experience background. This has a beneficial impact for those in a younger age group.

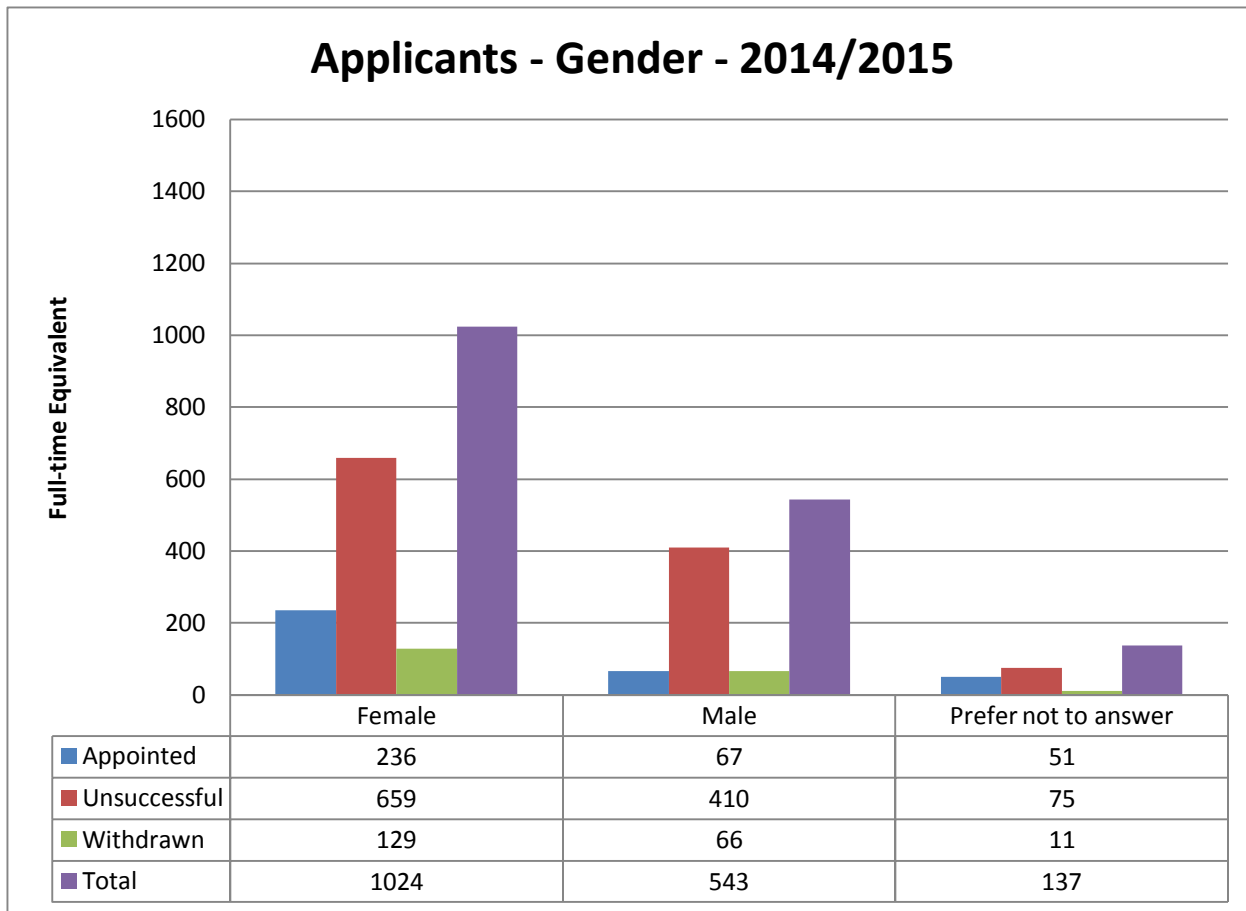
Applicants - Age Group - 2014/2015



■ Appointed	55	84	84	52	16	1		62
■ Unsuccessful	267	273	229	211	74	2	1	87
■ Withdrawn	51	52	36	38	14	3	1	11
■ Total	373	409	349	301	104	6	2	160

4.3 Gender

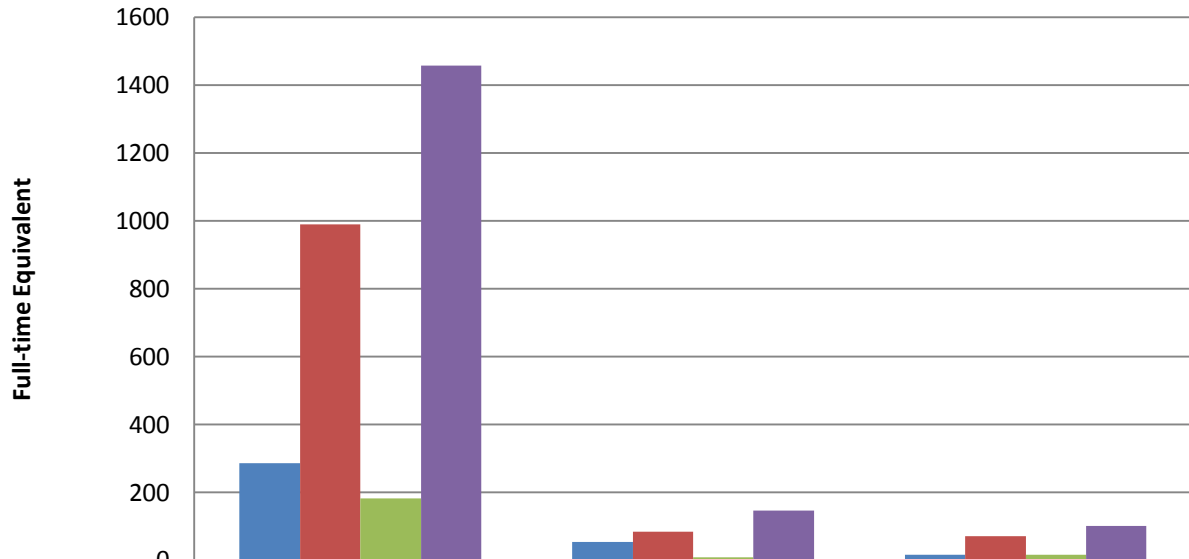
The Gender split for applicants is broadly similar to the Councils staffing population.



4.4 Disability

The number of applicants declaring a disability has increased proportionally from 2011/2012 figures, this could indicate that applicants are more confident in completing Equal Opportunities information than in 2011/2012.

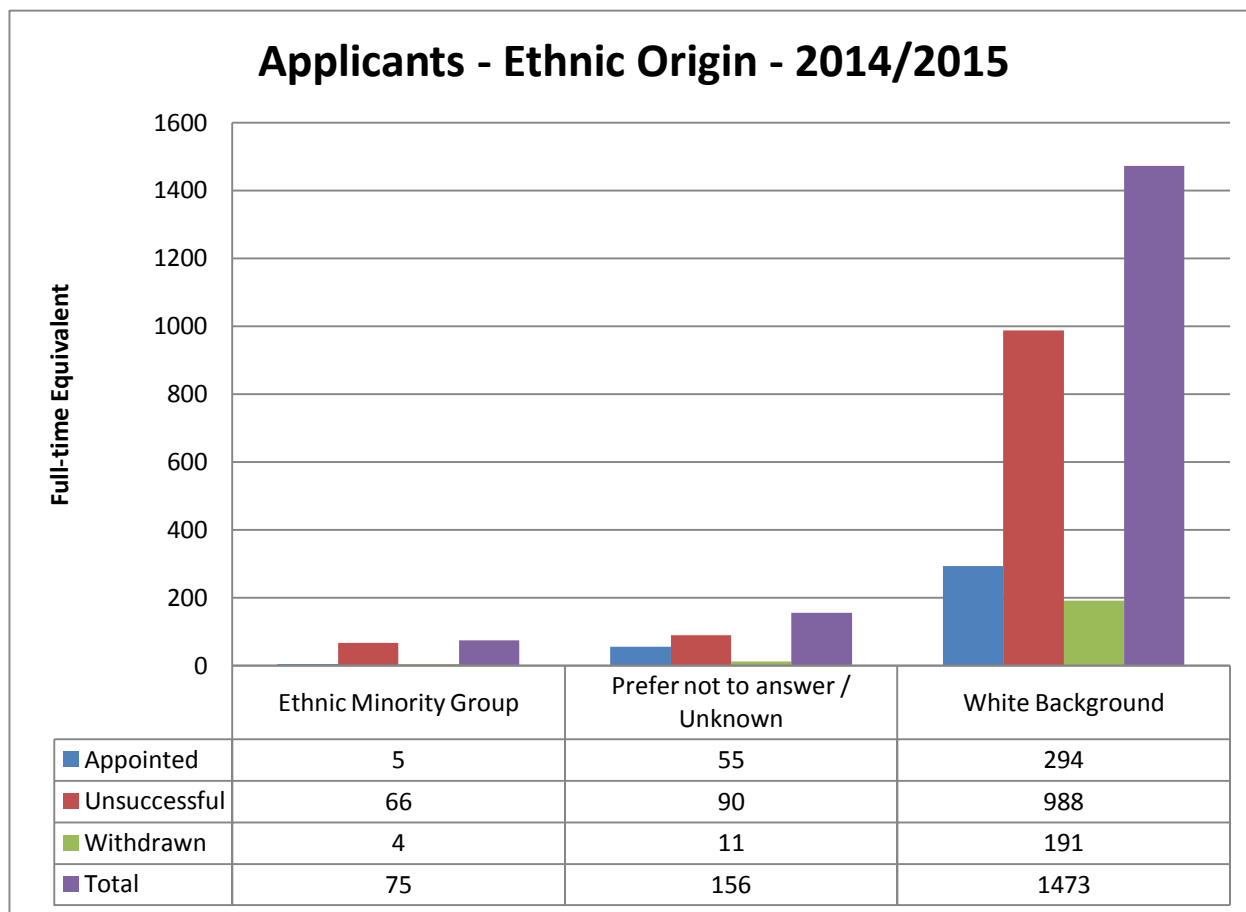
Applicants - Disability - 2014/2015



	No	Prefer not to answer / Unknown	Yes
Appointed	286	53	15
Unsuccessful	990	83	71
Withdrawn	182	9	15
Total	1458	145	101

4.5 Ethnicity

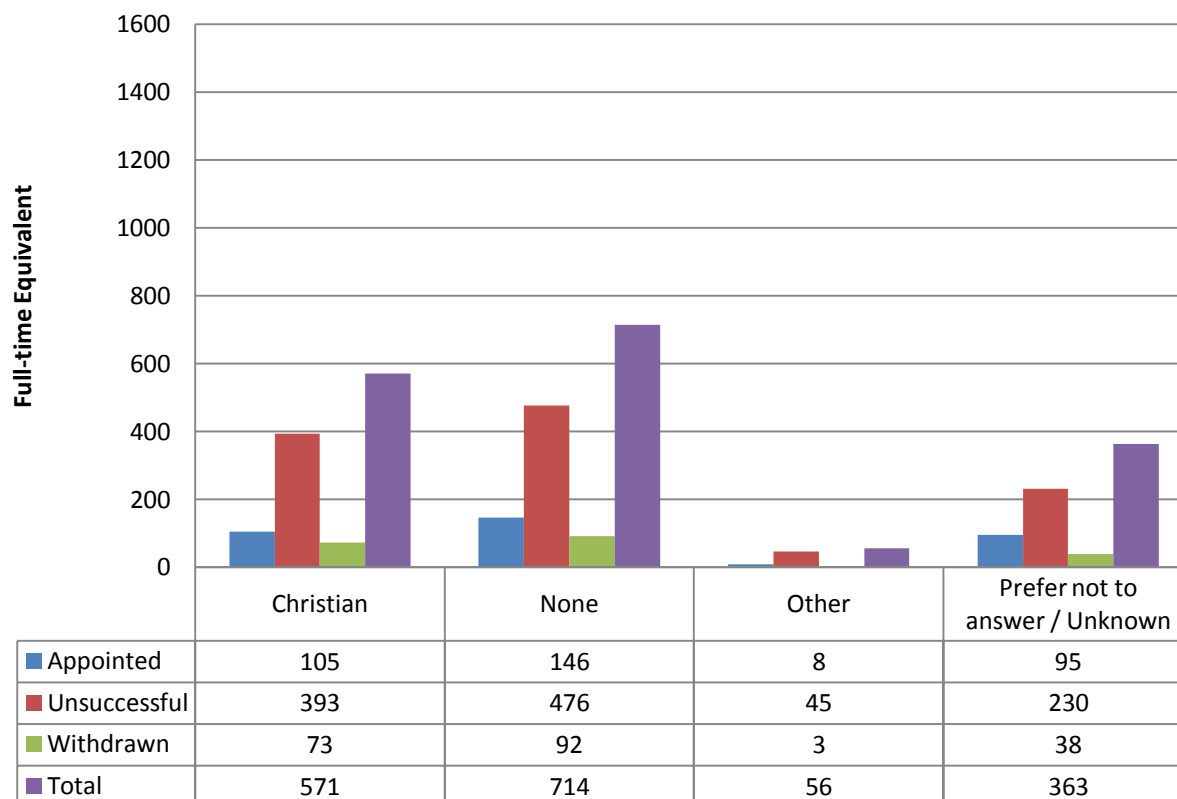
The table below sets out the Ethnicity of Applicants in 2014-15. While the number of applicants overall is significantly less than 2011-12, the profile is broadly similar. However, the number of applicants identifying as an Ethnic Minority Group, is proportionately higher than in the previous period.



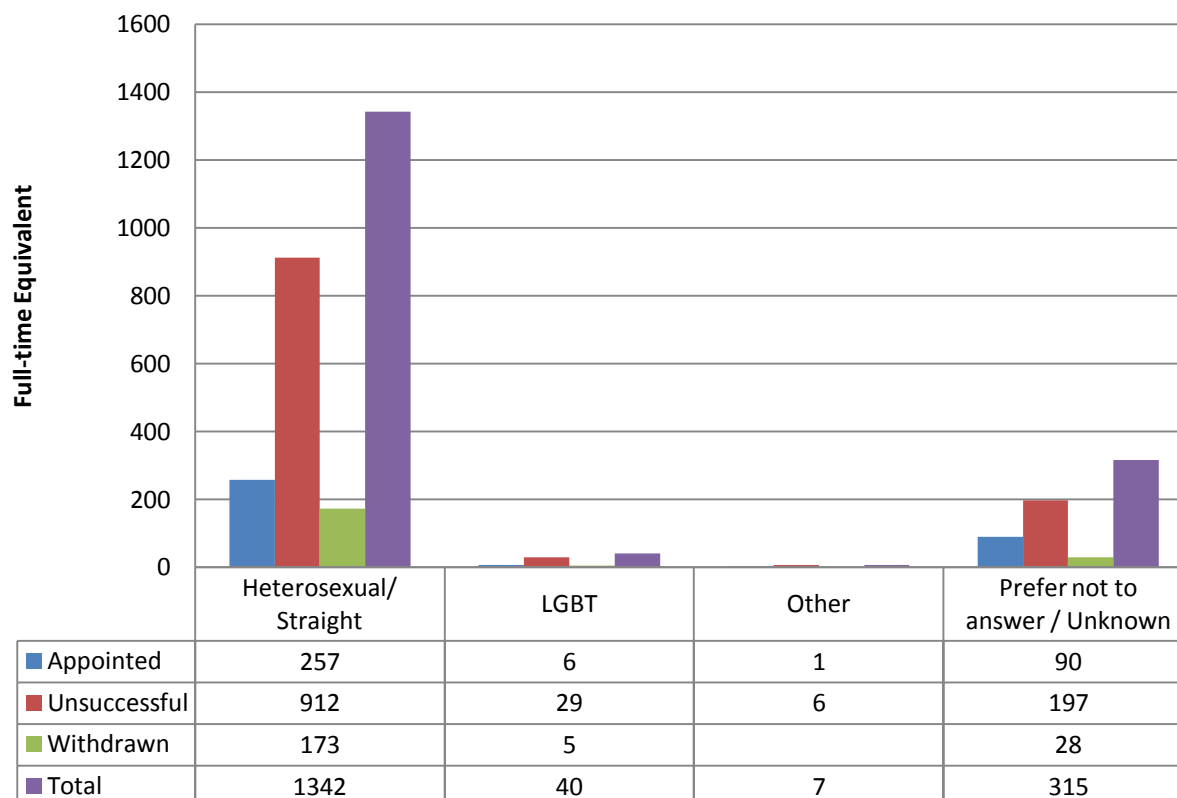
4.6 Religion/Belief and Sexual Orientation

Data relating to Religion/Belief and Sexual Orientation of applicants is now captured during the online application process (if declared). We did not capture this in the previous recording period, therefore we are unable to make comparisons. We aim to start capturing this from our Workforce, so we will be able to analyse this in more detail in the future.

Applicants - Religion/Belief- 2014/2015



Applicants - Sexual Orientation- 2014/2015



5 Other Data from 2014/15

5.1 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. During 2014/15 seventy five women took Maternity Leave, and 90% of these employees returned to work. Of those women who returned from maternity leave, sixty five women remained in work after three months.

5.2 Career Progression/Appraisal

We currently do not record promotion. However, the following table sets out the data we collect where an employee received a pay increase during 2014/15 greater than the incremental increase within each grade. We will consider what improvements we can make regarding data collation in this area before the next data publication.

Promotion							
These figure are determined by reporting on the number of employees who received a pay increase greater than the incremental increase within each grade. Total number was 230							
Age Group	%	Gender	%	Disability	%	Ethnic Origin Summary	%
b. 16-25	10.00%	Female	77.39%	No Disability	0.92	Ethnic Minority Group	0.87
c. 26-35	28.26%	Male	22.61%	Not Disclosed	0.03	Other	0.43
d. 36-45	30.87%			Unknown	0.00	Prefer not to answer / Unknown	7.39
e. 46-55	20.87%			Disability	0.05	White Background	91.30
f. 56-65	9.13%						
g. 66-70	0.87%						
h. >=71	0.00%						

Appraisals

There were significantly more ERDs than recorded as being done in 2014/2015 than in 2011/2012, number is nearly double what it was in the previous period. This reflects the increased management focus within the council to encourage managers to complete reviews with their staff. These figures are reported regularly to the Management Team.

Chief Officials Appraisals							
Age Group	%	Gender	%	Disability	%	Ethnic Origin Summary	%
b. 16-25	0.00	Female	57.14	Disability	14.29	Other	14.29
c. 26-35	0.00	Male	42.86	No Disability	85.71	White Background	85.71
d. 36-45	14.29			Not Disclosed	0.00		
e. 46-55	42.86			Unknown	0.00		
f. 56-65	42.86						
g. 66-70	0.00						
h. >=71	0.00						

Employee Review and Development Meetings							
All employees should take part in an annual Employee Review & Development meeting with their Line Manager.							
A total of 766 were recorded.							
Age Group	%	Gender	%	Disability	%	Ethnic Origin Summary	%
b. 16-25	3.13%	Female	59.79%	No Disability	86.68%	Ethnic Minority Background	0.91
c. 26-35	17.36%	Male	40.21%	Not Disclosed	3.52%	Other	0.39
d. 36-45	24.93%			Unknown	2.87%	Prefer not to answer / Unknown	2.61
e. 46-55	31.07%			Disability	6.92%	White Background	96.08
f. 56-65	21.15%						
g. 66-70	1.57%						
h. >=71	0.78%						

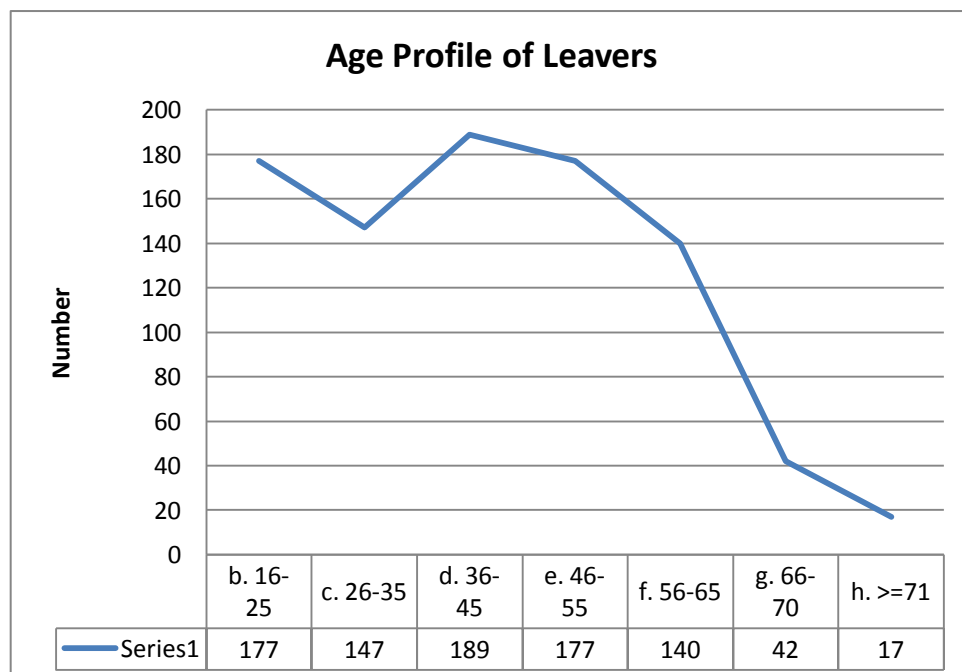
5.3 Discipline and Grievance Data

During 2014/15 the Council held 10 formal hearings in relation to grievance or discipline, with 60% involving women and 40% involving men. Given the small numbers involved it is not advisable to draw too much from this data, but this is broadly in line with the gender split overall. As regards age, again this broadly reflects the overall age profile.

5.4 Leavers

889 employees left the council during 2014-2015. 22.5 % were male. Just over 6% declared that they had a disability and less than 5% identified as belonging to an Ethnic Minority Group.

The chart below shows the Age Profile of Leavers.



Appendix 4: Employment Data NHS Shetland

Under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 NHS Shetland is required as a public authority to take steps to gather information on the composition of our workforce and on the recruitment, development and retention of people as employees with respect to, in each year, the number and relevant protected characteristics of such persons.

We must use the information gathered to improve our performance in terms of the general equality duty. By monitoring workforce equality information, we are better able to:

- Identify discrimination in any of your employment functions and take action to remedy this
- Measure the impact of our employment policies, practices and decisions on people with different protected characteristics
- Take steps to meet the needs of staff and potential staff who share relevant protected characteristics
- Inform our policies and practices based on evidence
- Demonstrate to the public and to audit, scrutiny and regulatory bodies how we are performing on equality
- Assess performance against that of similar organisations, nationally or locally.

The total number of staff working for NHS Shetland at 30th September 2014, including bank workers, was 861, but for the purposes of this report we use a figure of 671 to refer to staff. The 671 figure includes all permanent and fixed term employees and excludes bank workers, locums, secondees, volunteers, students and those employed jointly with other organisations. The workforce data has been obtained both from the Scottish Workforce Information Standard System (SWISS), the national electronic Employee Self Service system (e:ESS) and locally collated information.

Due to the size of the Board and our responsibility for the protection of staff data, we have elected not to disclose staff numbers under five to ensure that members of staff cannot be identified. We want to assure the Board that we do understand the status of staff and groups and are

happy to provide this information to the relevant regulatory bodies on demand.

1 Workforce Profile

This workforce data has been obtained from the Scottish Workforce Information Standard System (SWISS) and is a snapshot as at 30th September 2014. Wherever possible the staff profile has been broken down into Agenda for Change bandings 1 – 9, Directors and Medical & Dental staff.

1.1 Age

The data provides a profile of our workforce in terms of age. Of the 671 staff employed, 43 (6.4%) were under 25 years of age, 365 (54%) were between 25 –49 and 263 (39%) were aged 50 and over. The profile show a further decrease (-1%) in younger people and a slight increase in older people (3.2%) employed since the previous year's report.

See information in relation to Equality Outcome 16 in Appendix 1 above on NHS Shetland's workforce planning preparations.

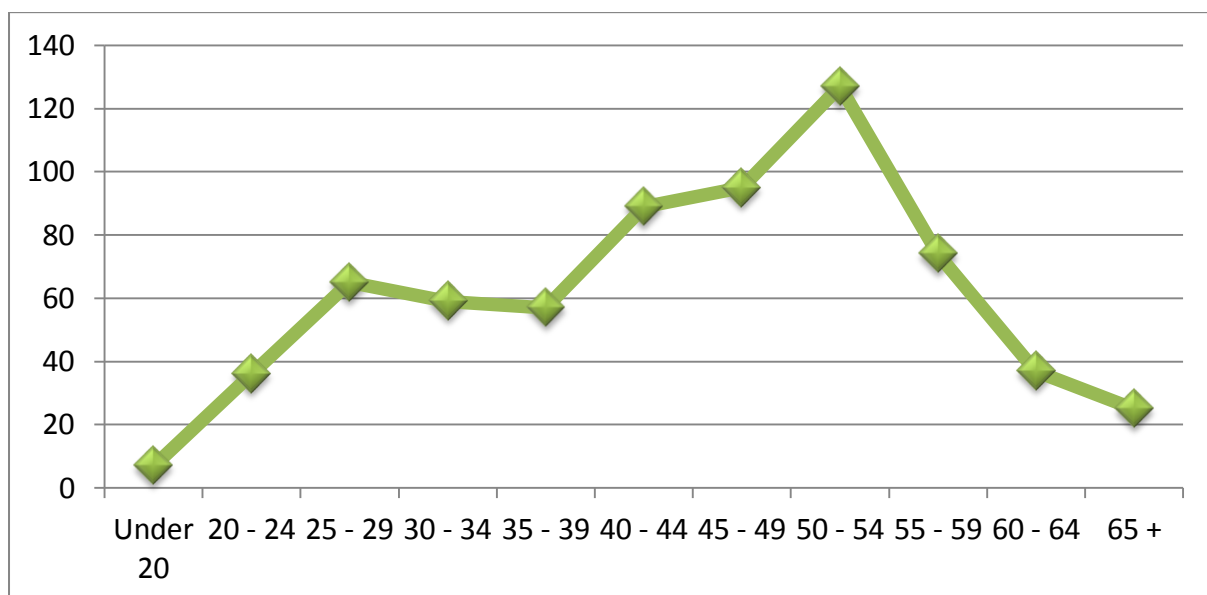


Chart 1 – Workforce Age Profile as at 30 September 2014

1.2 Disability

Chart 2 shows our workforce profile by disability. Fifteen members of staff (2.24%) identify as having a disability. This figure is almost the same as 2014, demonstrating that staff continue to feel more confident to disclose disabilities and/or we are employing more people with a disability.

However, 2% is low considering estimate that 20% of the working age population is disabled. Our actions and output in relation to Equality Outcome number 9 in Appendix 1 above should contribute to further sustained improvement in access to employment and confidence to disclose a disability.

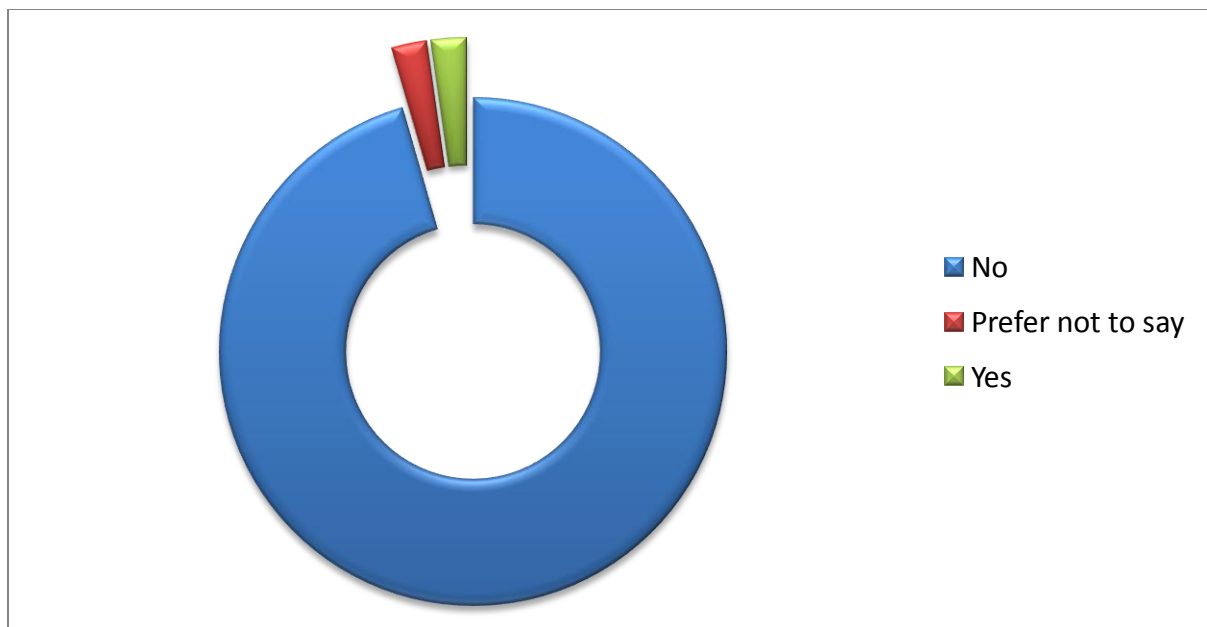


Chart 2 - Workforce Disability Profile as at 30 September 2014

1.3 Ethnicity

Chart 3 shows the profile of our workforce by ethnicity as at 30 September 2014. We have recorded 1.8% of our workforce that identify as being from an ethnic minority group. This figure shows a slight increase in staff identifying as being from an ethnic minority group in comparison to previous years. Action 17 in appendix 2 above should contribute to further sustained improvement in access to employment and confidence to disclose a ethnicity.

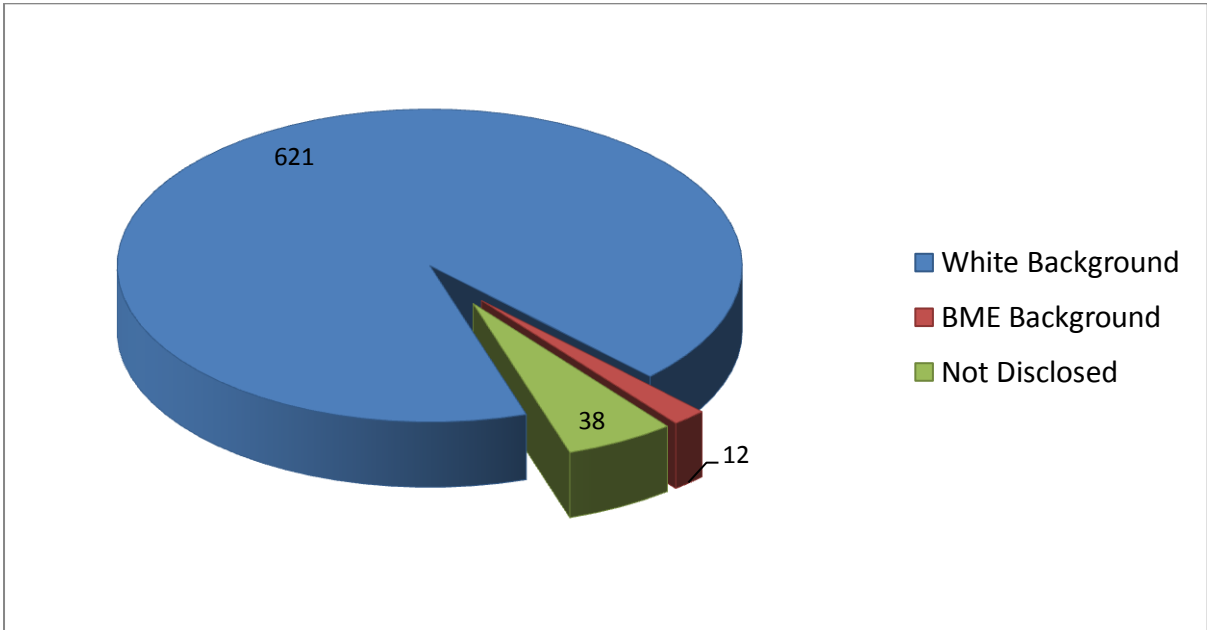


Chart 3 - Workforce Ethnicity Profile as at 30 September 2014

1.4 Gender

The Gender profile of our workforce continues to be pre-dominantly female. Eighty one per cent (81.5%) of our workforce is currently made of females and only nineteen per cent (18.5%) are male.

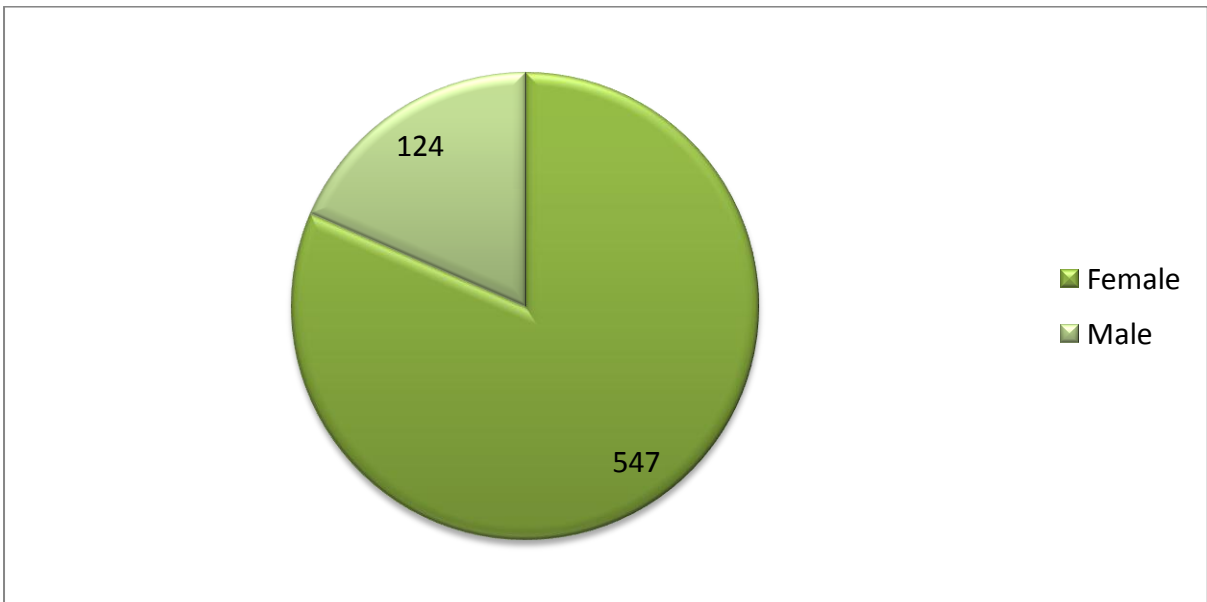


Chart 4 - Workforce Gender Profile as at 30 September 2014

1.5 Marriage & Civil Partnership

Chart 5 shows a slightly higher proportion of our employees who are married or in a civil partnership (58%) and those who are not (42%). This largely unchanged from the previous year.

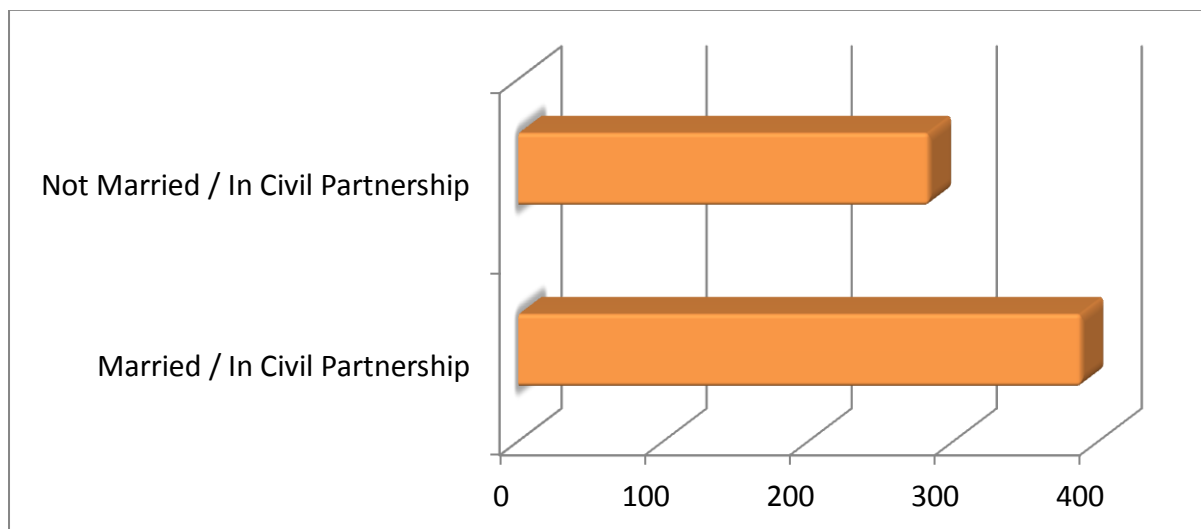


Chart 5 Workforce Profile – Marriage & Civil Partnership as at 30th September 2014

1.6 Pregnancy & Maternity

All pregnant employees, regardless of length of service, are entitled Maternity Leave. Employees with 12 months continuous NHS service at the beginning of the 11th week before the expected week of childbirth and who intend to return to work following maternity leave are entitled NHS Shetland enhanced maternity pay.

Twenty four employees benefited from maternity leave within the reporting period 1st October 2013 – 30th September 2014, representing a very small percentage of the overall workforce.

1.7 Religion & Belief

Fifty one per cent (50%) of our workforce identify with a religion: 45% with a Christian religion and 5% with other religions/faith groups, including Buddhist, Hindu, Muslim and 'other' faiths. 37% say they have no religion or faith and 13% chose not to provide details of their religion or faith.

We have previously received critical feedback from colleagues for not providing a further breakdown of the 'Christian' religions. We therefore felt it pertinent to once again provide more depth in our monitoring information this year. Of the 302 people identifying with a Christian religion, 143 identified with the Church of Scotland faith, 47 with the Roman Catholic faith and 112 with a 'Christian other' faith.

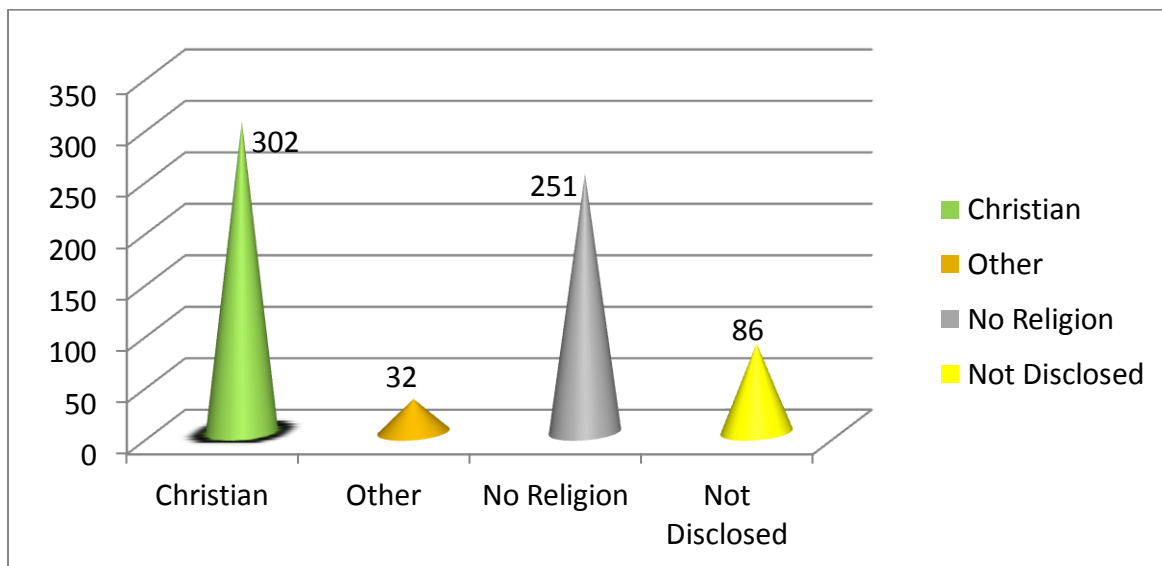


Chart 6 Workforce Profile – Religion & Belief as at 30th September 2014

1.8 Sexual Orientation

The majority of our workforce (83%) identify as heterosexual, with just 9 employees (1.3%) identifying as gay, lesbian or bisexual and 105 (16%) preferring not to disclose their sexual orientation.

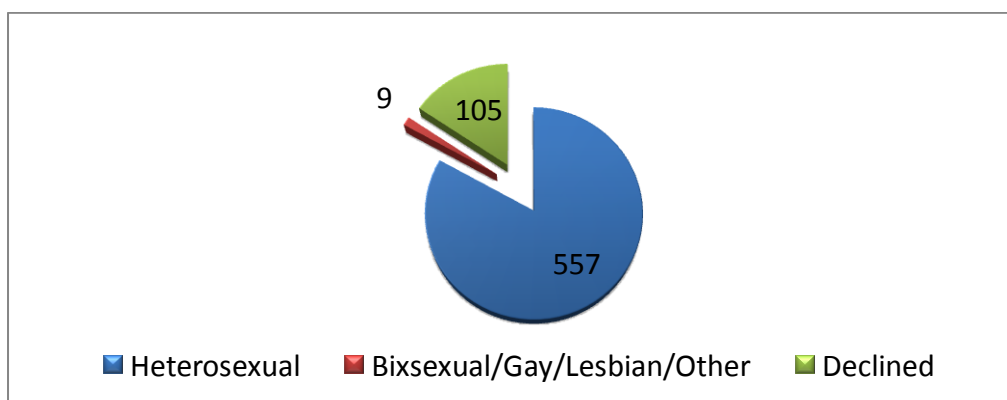


Chart 7 Workforce Profile – Sexual Orientation as at 30th September 2014

1.9 Transgender

None of our workforce currently identifies as transgender and twenty one employees either declined to disclose their transgender status or stated that they did not know whether they were transgender.

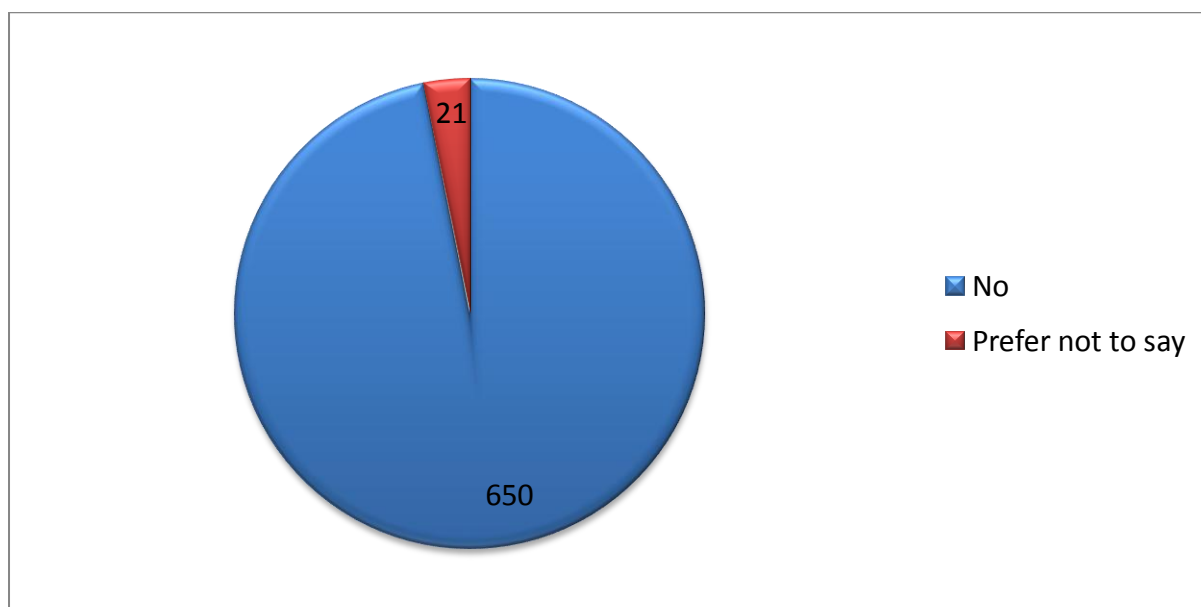


Chart 8 Workforce Profile – Transgender status as at 30th September 2014

2 Recruitment Activity

This recruitment data has been obtained from NHS Shetland's previous local recruitment database (SDMS) and the national e:EES system. It covers all vacancies during the period at 1st October 2013 to 30th September 2014. This includes temporary, fixed-term and bank working opportunities as well as substantive positions. Data is broken down where possible to reflect the stages of candidates applying, being shortlisted and finally being appointed to the relevant vacancy.

2.1 Age

We received 490 applications for employment during this period (23% less than the previous year). Of these 66 (13.5%) were under 22 years of age, 282 (57.5%) were between 23 and 49 and 85 (17%) were over

50 years of age. Age was not recorded for 11% of applicants, a significant increase in non-recording since 2012/13.

Three hundred and twenty two (322) candidates were invited to interview and 150 were appointed, giving an overall success rate of 30% out of the total number of applicants. The success rate for candidates under 23 years of age was 33%. Candidates in the 23 – 50 age range had a 35% success rate with 99 being appointed. Twenty-five (25) candidates over 50 were appointed equating to a success rate of 29% for this age range.

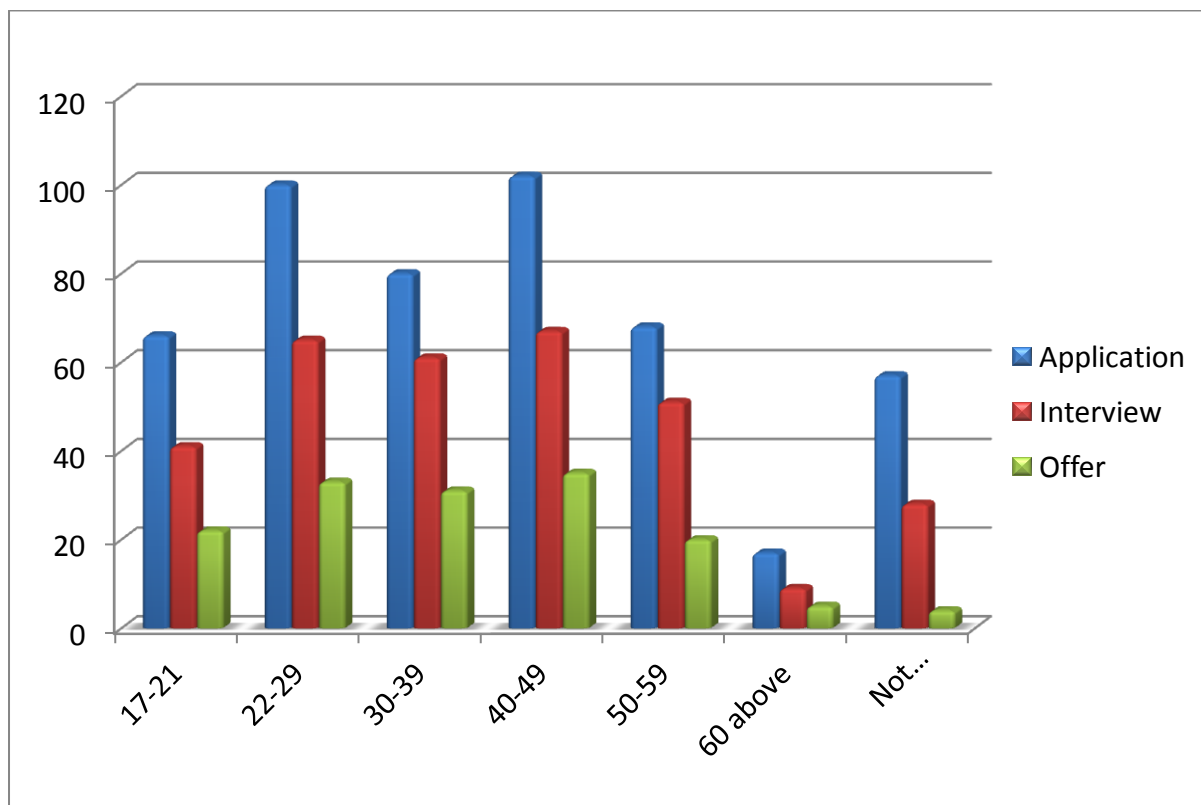


Chart 9 Age Profile of Applicants for Period 1st October 2013 – 30th September 2014

2.2 Disability

Chart 10 shows that 26 of the applications for employment received by the Board during the 2013/14 reporting period were from individuals who identified as having a medical condition with a duration of more than 12 months. The chart gives more detail relating to the types of medical conditions listed. A further 126 applicants preferred not to give details of their medical background. As a Disability ‘Two Ticks’ symbol holder, we operate a Job Interview Guarantee (JIG) scheme for all disabled

applicants who meet the essential requirements for any of our vacancies.

Of the 26 applications from, 18 were shortlisted for interview and less than 5 were appointed.

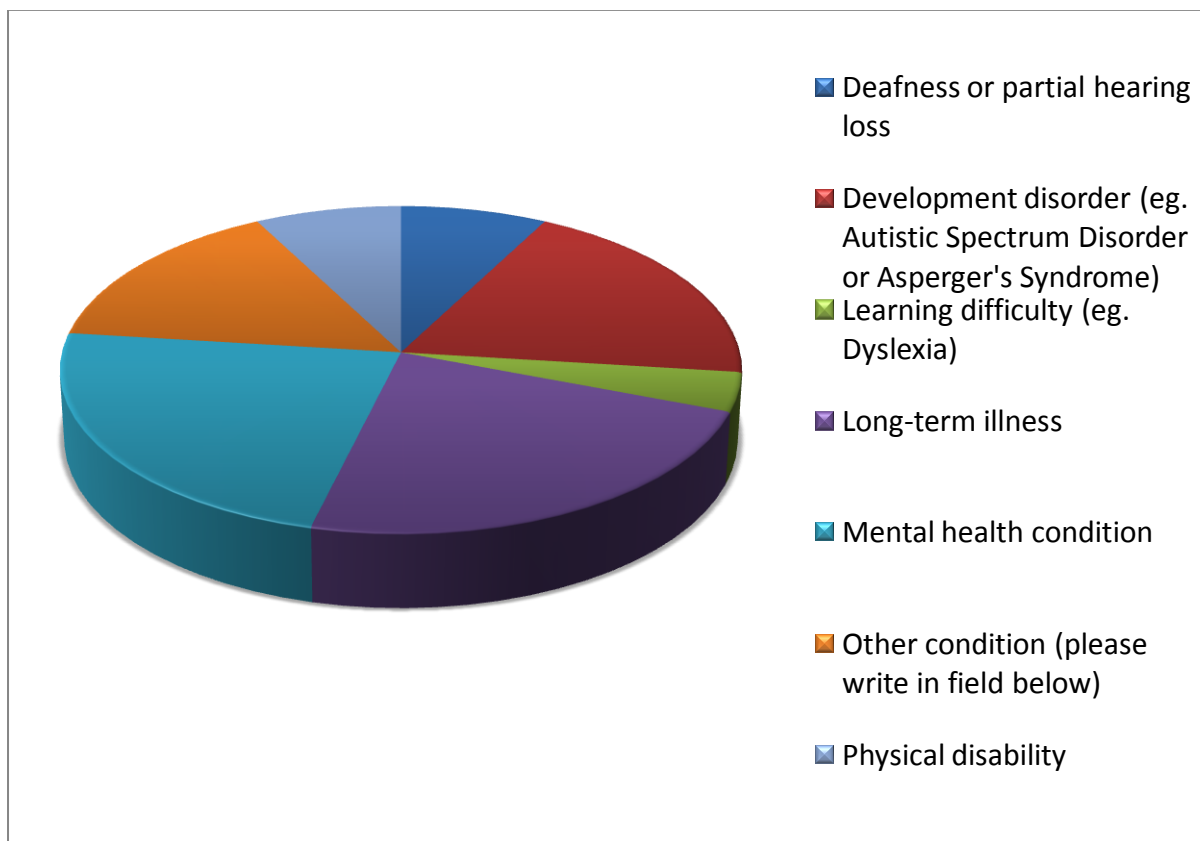


Chart 10 Disability Profile of Applicants for Period 1st October 2013 – 30th September 2014

2.3 Ethnicity

Chart 11 shows recruitment activity, broken down by ethnic group, for the twelve months from October 2013 to September 2014. Out of a total of 490 applications for employment received during that period, 13 (2.7%) were from applicants who identified as being from black and minority ethnic (BME) backgrounds, a decrease on the previous year; 400 applications (81.6%) were from individuals who identified as being from White backgrounds and 77 applicants (15.7%) chose not to disclose their ethnic background – almost double the percentage of the previous year.

Three hundred and twenty two candidates (66% of all who applied) were short listed for interview. Six candidates from BME backgrounds were short listed for interview (46% of the total number of BME candidates who applied).

One hundred and fifty (150) candidates in total were successful in being offered positions with us, making the overall success rate for all candidates 30%. Less than five candidates from BME backgrounds were appointed.

This tells us that we continue to attract and shortlist a diverse range of candidates for our vacancies, albeit decreased in number from the previous year; however the success rate for this group of applicants has decreased – from 15% in 2010/11 to 12.5% in 2011/12 and 7% both this year and last. We have agreed equality outcomes to address this and will be looking at the 2011 census data to understand any changes in demographic.

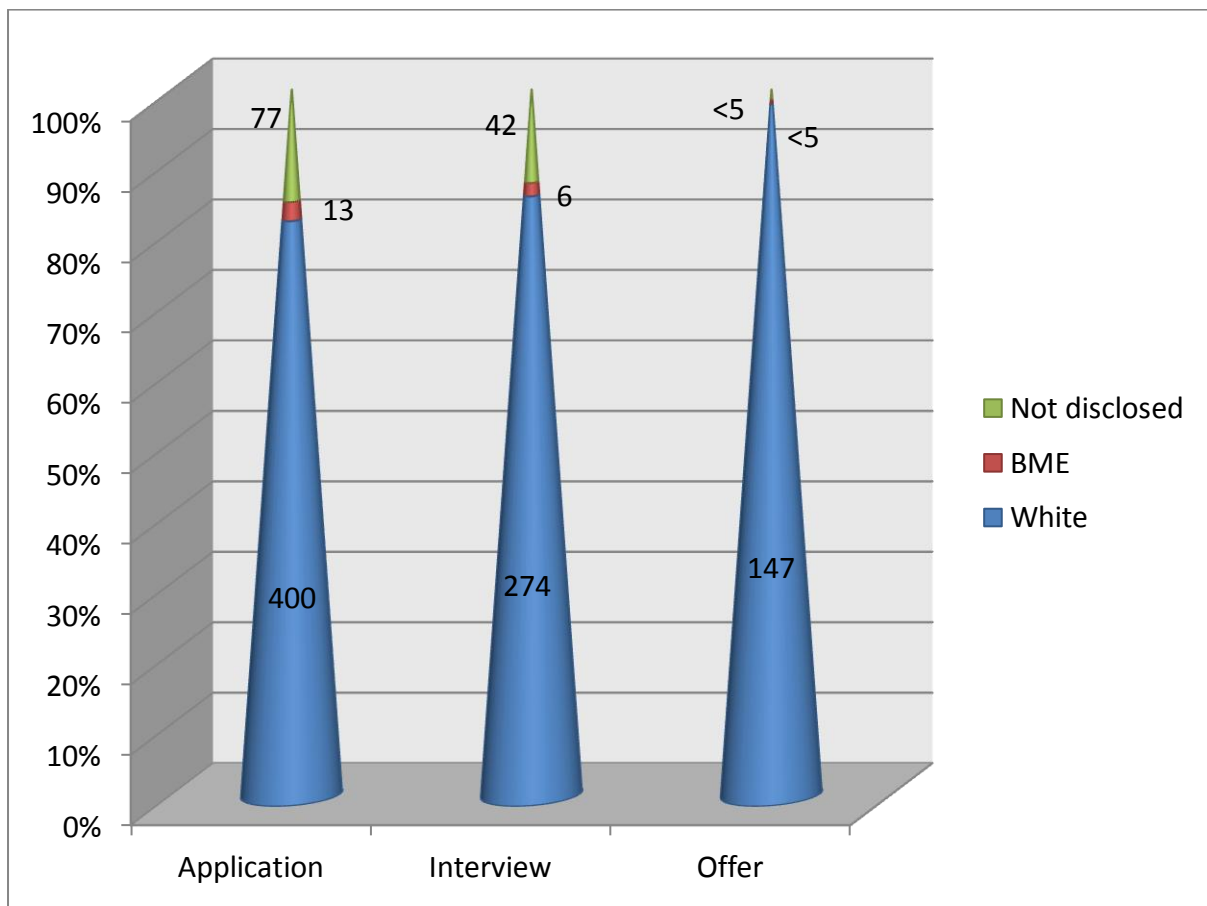


Chart 11 Ethnicity Profile of Applicants for Period 1st October 2013 – 30th September 2014

2.4 Gender

Chart 12 gives a breakdown of recruitment activity by gender for this reporting period. Seventy eight percent of applications received by the Board during this reporting period were from females and 22% from males, much the same as the previous year. The success rate in gaining employment with us was 30% for both men and women.

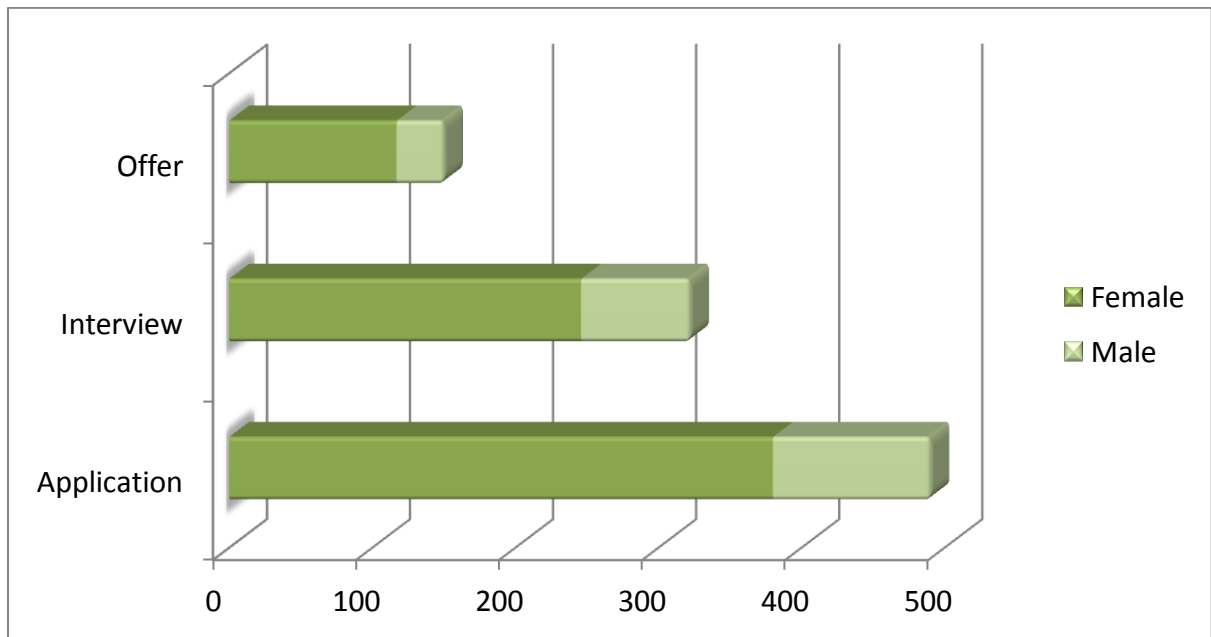


Chart 12 Gender Profile of Applicants for Period 1st October 2013 – 30th September 2014

2.5 Marriage & Civil Partnership

Chart 13 shows the split in the success rates of those who are married or in a civil partnership and those who are not.

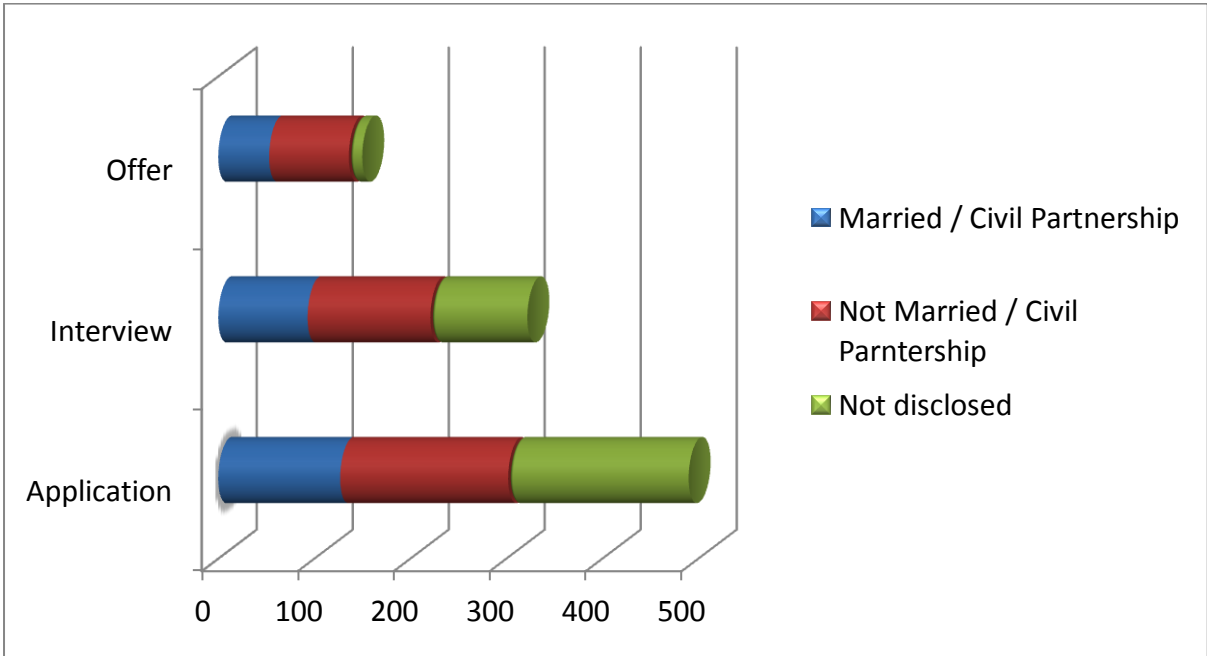


Chart 13 Marital Status Profile of Applicants for Period 1st October 2013 – 30th September 2014

2.6 Pregnancy & Maternity

Less than 5 of the applicants for this reporting period disclosed pregnancy or maternity leave on their application. Less than 5 candidates were subsequently appointed.

2.7 Religion & Belief

Chart 14 shows that 36% of applications for employment received by the Board during the period under review were from individuals who preferred not to disclose their religion. Thirty four percent (34%) of applicants stated that they had no religion or faith. The remaining 30% of applicants identified with Buddhist, Catholic, Hindu, Church of Scotland or Other / Other Christian religions.

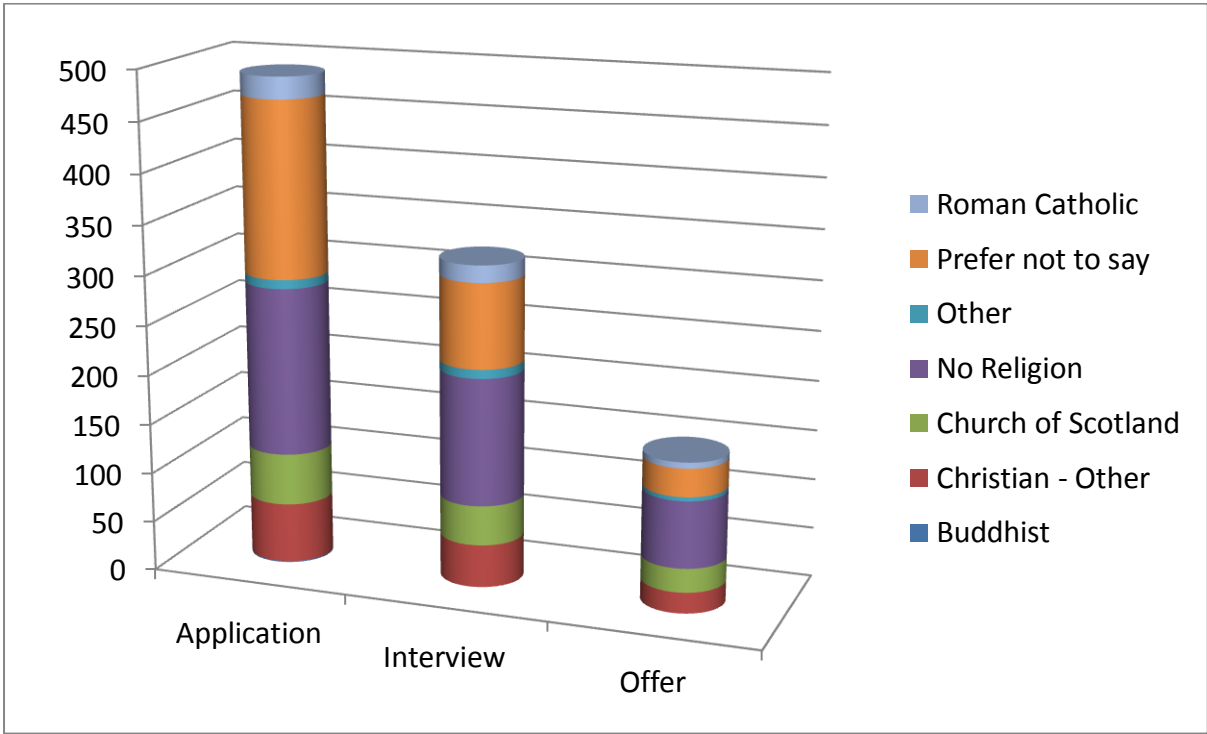


Chart 14 Religion Profile of Applicants for Period 1st October 2013 – 30th September 2015

2.8 Sexual Orientation

Chart 15 shows that 17 individuals (3.5%) applying for employment with NHS Shetland during the twelve months under review identified as Lesbian, Gay, Bisexual or an 'other' sexual orientation (LGBO). This represents a slight increase on the previous year. Around 37% of applicants chose not to disclose their sexual orientation, a further increase on the 14% reported the previous year. This highlights a need to again re-emphasise the confidentiality surrounding information shared when applying for vacancies.

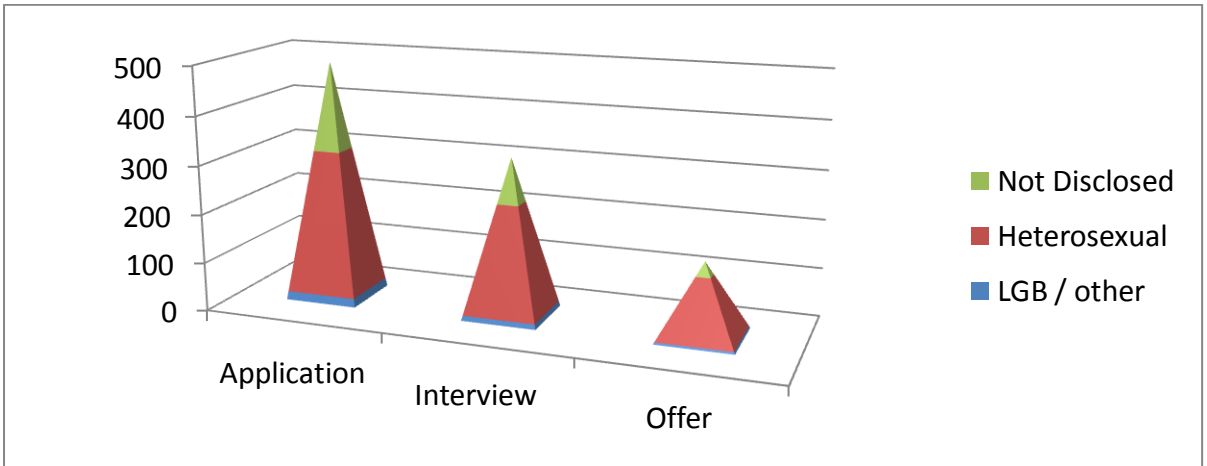


Chart 15 Sexual Orientation Profile of Applicants for Period 1st October 2013 – 30th September 2014

2.9 Transgender

None of the 490 applications received were from individuals disclosing that they identified as transgender. However 27% of applicants stated that they preferred not to say; it is not clear whether this demonstrates a lack of confidence to disclose transgender status, or a lack of comfort / understanding in relation to trans people. This will need monitoring in future years as this is the first year we have been able to record transgender status in recruitment.

3 Career Progression/Performance Appraisal

Seventeen (17) members of staff were successful in applying for an advertised post at a higher grade within the organisation during this period. The majority identified as being from a white background, with less than five from BME backgrounds. The majority of employees were female and 35% were male. Most promoted staff identified as being heterosexual, with less than five choosing not to disclose their sexual orientation. None of these employees were transgender and less than 5 identified as disabled.

Of those promoted, 29% identified with a Christian religion, whilst 47% of those promoted did not identify with a religion. A small number of promoted employees identified with Buddhist, Hindu and 'other' faiths and the remainder chose not to disclose their religion.

Chart 16 below shows the age breakdown of those promoted by at least one Agenda for Change band during the monitoring period. This demonstrates that the age profile of those promoted is once against younger compared to the previous year.

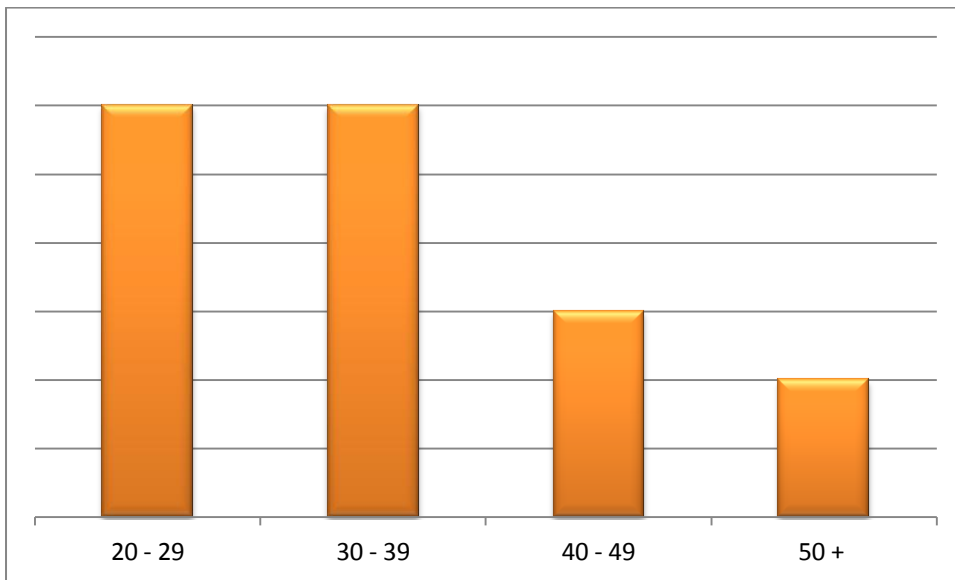


Chart 16 Age breakdown of promoted posts

Forty seven per cent (47%) of those promoted were married or in a civil partnership, a 14% increase compared to the previous year. Whilst we do not directly monitor pregnancy or maternity leave relating to those promoted, we were able to cross-reference our records to be able to report that none of those promoted were pregnant or on maternity leave at the time of their promotion.

As reported previously, we use a number of national performance appraisal processes that have been developed and agreed with trade unions and professional organisations. To our knowledge, no staff member has suffered benefit or detriment through appraisal, as the appraisal process does not currently affect pay progression.

The majority of our staff are employed under Agenda for Change terms and conditions. As the situation currently stands, none of them either benefit or suffer detriment as a result of performance appraisal as the results do not affect pay progression. Each member of staff is required to have a Personal Development Plan (PDP) designed to support their needs in meeting the Knowledge and Skills Framework (KSF) outline for their respective post. KSF outlines specify the levels of knowledge and skills that an individual is expected to be able to demonstrate in order to carry out their role effectively.

Our Executive Directors are rated according to performance and this rating outcome is approved by the Board's Remuneration Committee and verified by the National Performance Monitoring Committee. Consultants employed under the National Consultant Contract participate in job planning and appraisal as specified by their contracts. Progress through the seniority points of their pay scale is on an annual basis with points only being withheld or delayed where the consultant has not met the commitments of their agreed job plan.

The purpose of the GP Appraisal system – which all GPs are expected to be appraised under - “is to provide a confidential and supportive setting in which a doctor is given the opportunity to reflect on their practice, celebrate their expertise and focus, in a structured way, on areas where their expertise could be enhanced or problems addressed.’ ‘The focus of the discussion between the GP Appraiser and the GP is always on what the individual doctor has learned or identified as a learning need as a result of the gathering and reflecting on that evidence.’

The Performance of the Board is managed and assessed through the Board's Annual Review and Local Delivery Plan, the annual actions of which are detailed in the Corporate Action Plan.

4 Numbers of Part-time and Full-time Staff

We also record the number of male employees working on a part-time basis – at 30th September 2014, 19 men (3%of the workforce) were working part-time.

5 Staff Attending Training

From the 1 October 2013 to 30 September 2014, NHS Shetland has trained 5439 staff members in a wide variety of training courses. As in previous reports these figures are reported on a twice yearly basis to NHS Shetland Area Partnership Forum. Equality and Diversity data on both training attendances and non attendances is collected and analysis would indicate that there is no direct or indirect discrimination on training access. However as previously reported many staff do not disclose equalities data.

Since the introduction of our Compulsory Refresher Training day 145 staff have completed it within the period : 1 October 2013 to 30 September 2014. This is reported to both Area Partnership Forum and through the Staff Governance Committee. This is also recorded and updated monthly on the Board's balanced scorecard.

6 Staff Leaving Employment

Ninety five (95) employees left the Board's employment during the reporting period, including 22 people reaching the end of fixed-term contracts or junior doctor rotations. Thirty four percent (34%) of the leavers were male, 10% more than the previous year. No leavers were disabled.

Five percent (7%) of leavers identified as being from a BME background and 7% declined to disclose their ethnicity. Less than 5% of leavers identified as being gay, lesbian, bisexual or an 'other' sexual orientation. Less than 5 employees left the organisation within two years of taking maternity leave.

Six percent (6%) of leavers identified as being Buddhist, Jewish, Muslim or an 'other' faith, whilst 37% identified with a Christian faith and 57% declared no religion or faith or declined to answer. Chart 18 shows the age profile of employees leaving the organisation during the reporting period.

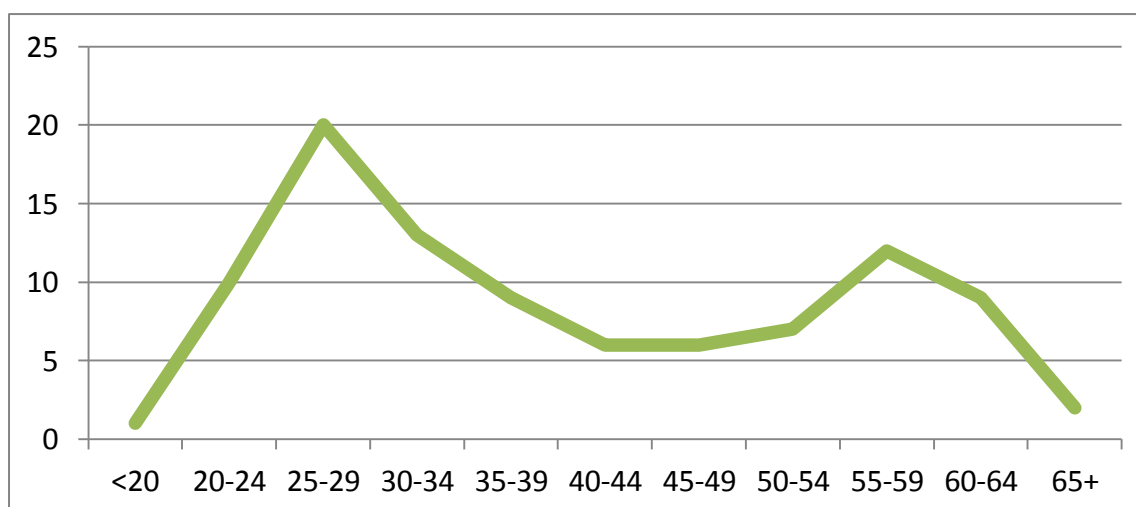


Chart 18 – Age Profile of Leavers

7 Return to work of disabled employees following sick leave relating to their disability

Information relating to the return to work of disabled employees following sick leave relating to their disability is not recorded in a manner that can be readily monitored and reported on. However, when managing sickness absence, line managers are advised to make appropriate referral to the Occupational Health service and to carefully consider guidance provided on potential workplace adjustments to enable successful return to and sustained attendance in the workplace.

8 Disciplinary & Grievance Issues

There were 14 formal employment interventions during the reporting period, including allegations and issues raised under the Conduct and Capability Procedures, as well as formal complaints made by employees under the Bullying & Harassment and Grievance Procedures. Given the small number, it is challenging to present meaningful equality information. Of the employees involved, the majority, but not all, were female, heterosexual and of a white ethnic background. Less than 5 of the employees had a disability and 50% were married or in a civil partnership. None of the employees were transgender, pregnant or on maternity leave. All of the employees identified with either a Christian faith (50%) or no faith (50%). The ages of the individuals involved were mixed, as shown in the chart below.

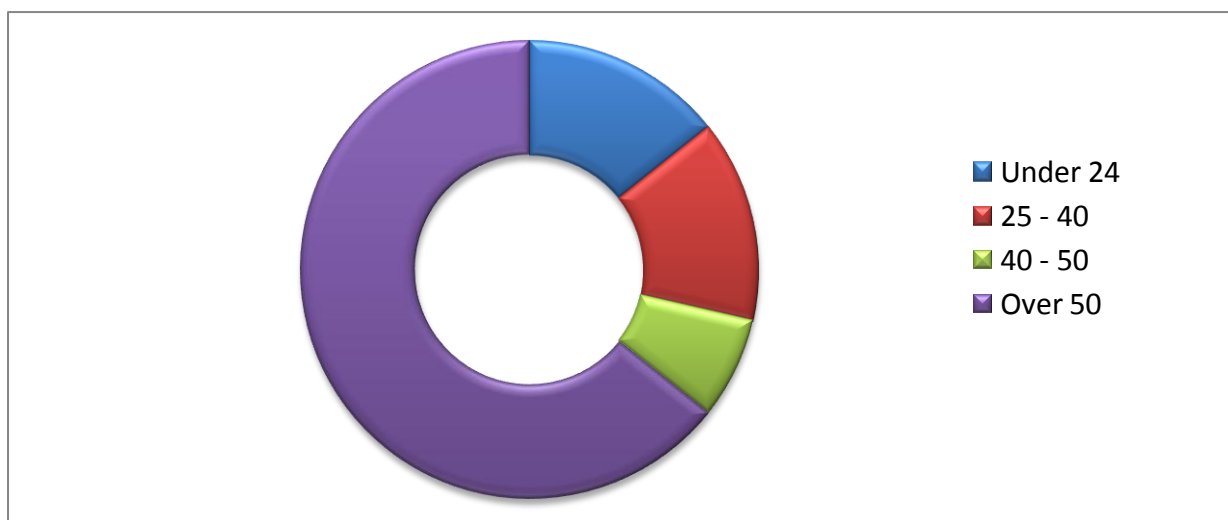


Chart 19 – Age profile of formal employment interventions

9 Board Membership

Of those who chose to share their information, seven (7) were female and six (6) male. Less than 5 members that chose to share their information identified as lesbian, gay or bisexual and the remainder identified as heterosexual. No members are disabled and all identify as being from a white background. All of those choosing to share information, less than five were over the age of 60 and the remainder was in the 35 – 59 age range. Those sharing their information identified with either a Christian faith (60%), no religion, or preferred not to answer.

10 Temporary Workforce

We have stated for a number of years that we aspire to monitor and report on the makeup of our temporary workforce in terms of equality, but have unfortunately lacked the resources to do so. Our temporary workforce refers to bank workers, locums, secondees, volunteers, students and those employed jointly with other organisations. This is something that we will continue to explore, though restriction on resources may not enable us to provide as much detail as we would wish. We will aimed to collate, analyse and publish data relating to bank workers in our 2015 employment monitoring report, which is set out below. In addition we have been able to collate some data for volunteers, which is set out in section 11.

10.0 – Bank Workers

At 30th September 2014 we had 190 individual bank workers engaged on bank working arrangements. Bank working is used to cover shifts/part shifts where, for example, we have vacant posts or unexpected absence. Bank posts do not involve regular hours but you may be offered casual work when available.

10.1 Age

Chart 20 below shows the age profile of our bank workers; more than a third of our temporary workforce are under the age of 30 and just under a third are over 50.

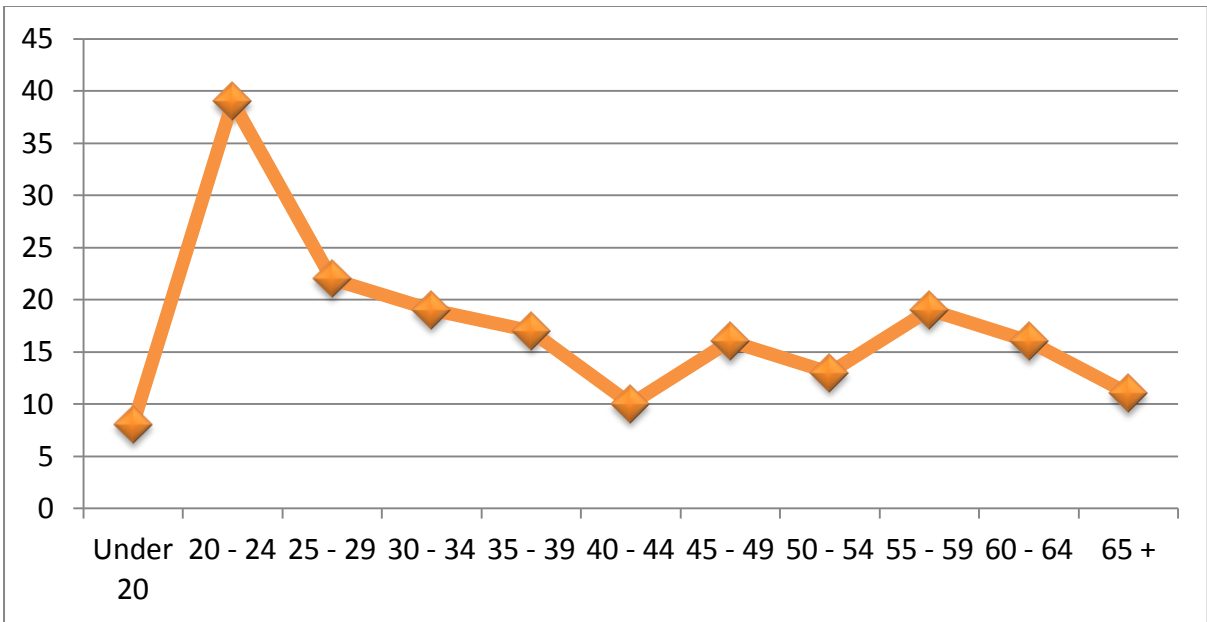


Chart 20 – Temporary Workforce Age Profile at 30th September 2014.

10.2 Disability

A very small percentage of bank workers have disclosed a disability.

10.3 Ethnicity

Six bank workers indicated that they identified with an ethnic minority background; a further 8 either declined to answer or did not know their ethnicity.

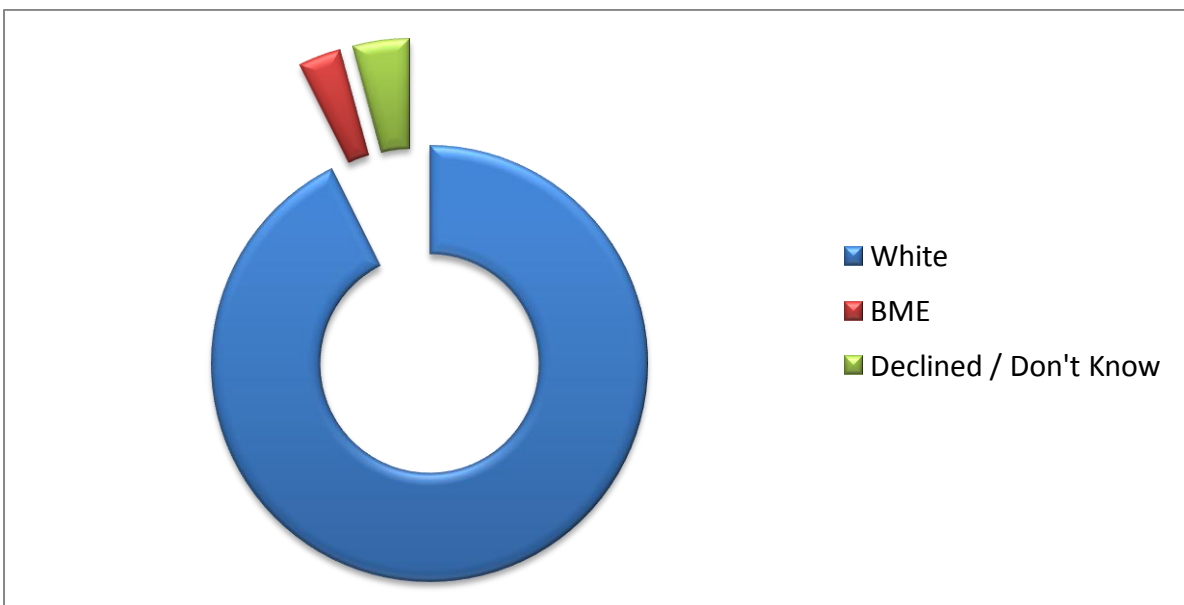


Chart 21 – Temporary Workforce Ethnicity Profile at 30th September 2014.

10.4 Gender

78% of the temporary workforce is female and 22% male. This is a slightly bigger difference than our contracted employees.

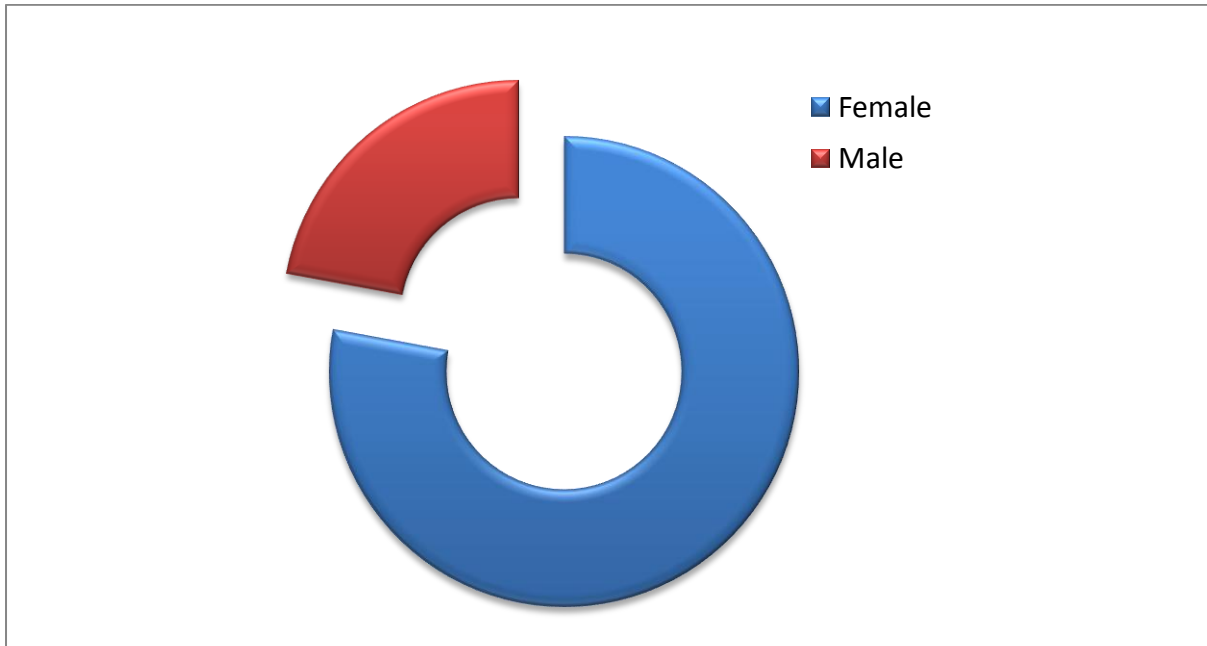


Chart 22 – Temporary Workforce Gender Profile at 30th September 2014.

10.5 Marriage & Civil Partnership

The chart below shows that slightly more of bank workers are not married or in a civil partnership than are.

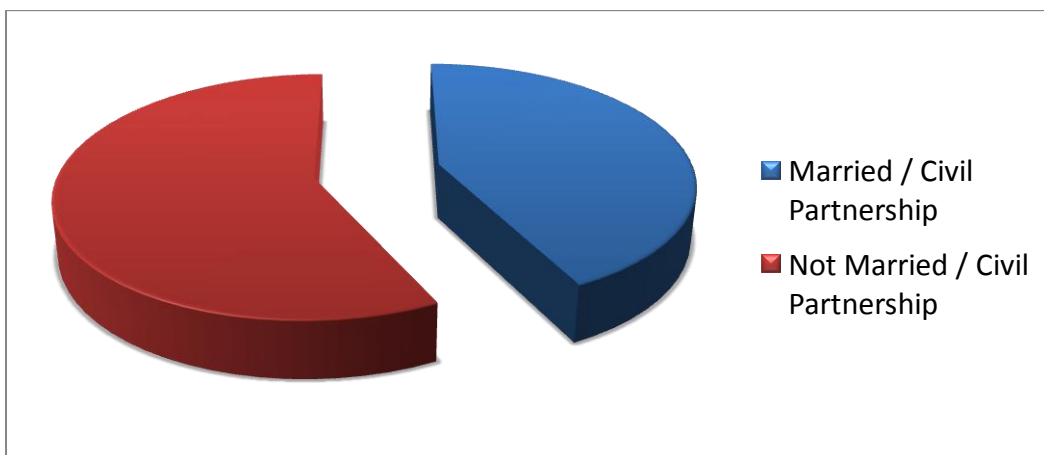


Chart 23 – Temporary Workforce Marriage/Civil Partnership Profile at 30th September 2014.

10.6 Pregnancy & Maternity

We do not monitor pregnancy and maternity in relation to bank workers.

10.7 Religion & Belief

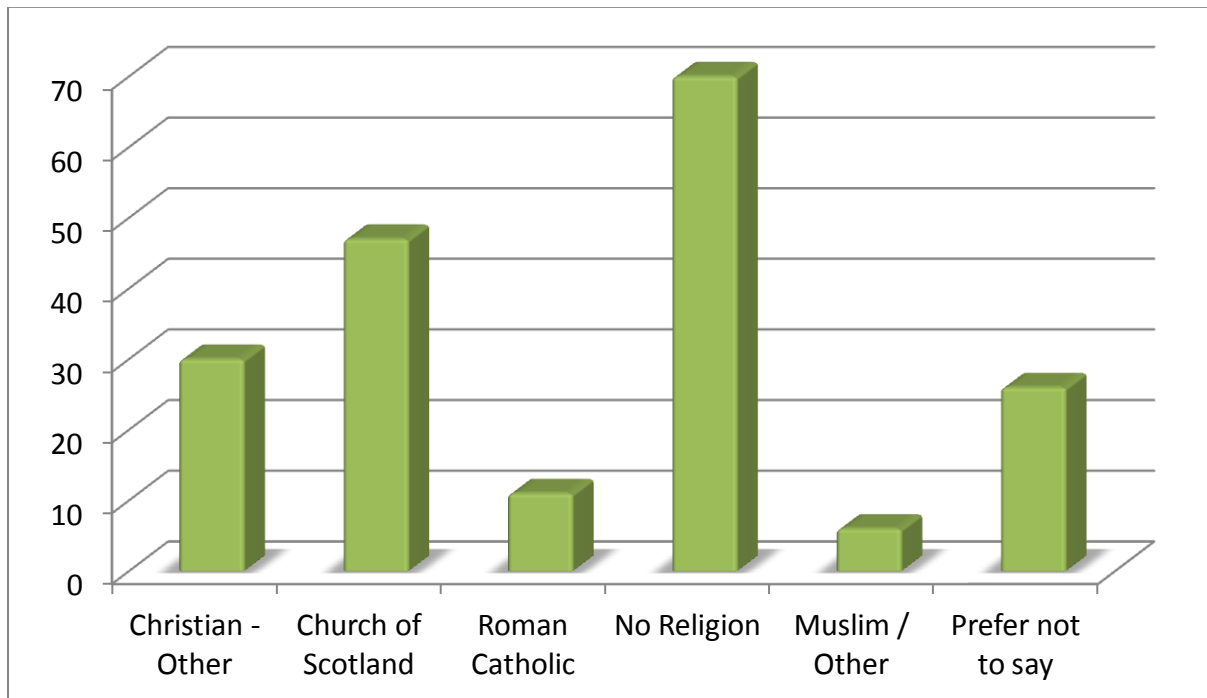


Chart 24 – Temporary Workforce Religion Profile at 30th September 2014.

10.8 Sexual Orientation

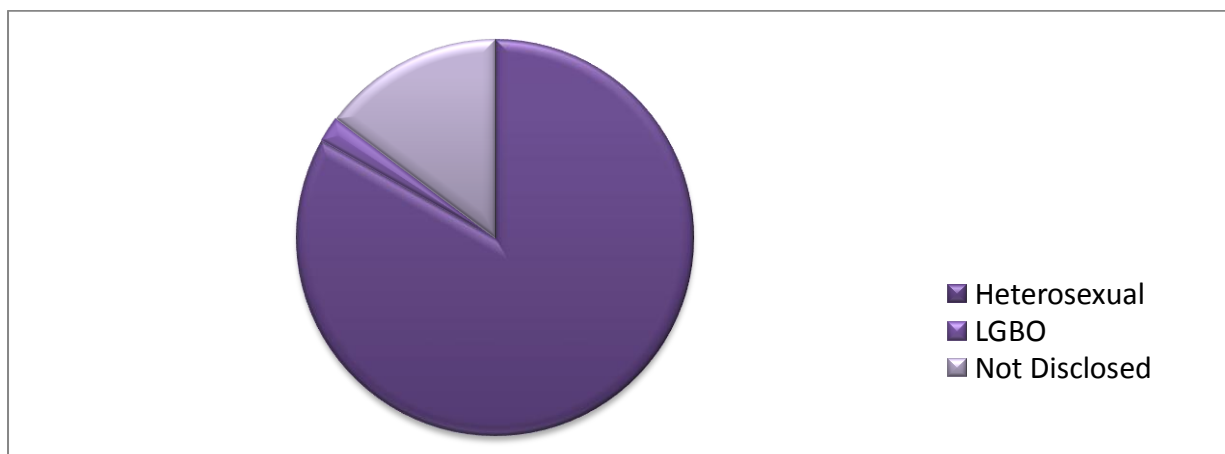


Chart 25 – Temporary Workforce Sexual Orientation Profile at 30th September 2014.

10.9 Transgender

Less than 5 of our bank workers identify as transgender.

11.0 Volunteers

There were 26 individuals carrying our volunteer roles within NHS Shetland at 30th September 2014. It is clear from the data that the majority of volunteers are young, white, single females, which is indicative of the number of young women seeking relevant experience prior to commencing further education in healthcare.

11.1 Age

A large proportion (42%) of the volunteers are under the age of 20 and the majority of others (38%) under the age of 30. Less than 5 volunteers are over age 65.

11.2 Disability

Less than 5 volunteers report having a disability.

11.3 Ethnicity

All of the 26 volunteers identify as coming from a white ethnic background.

11.4 Gender

Less than 5 volunteers are male.

11.5 Marriage & Civil Partnership

Five of our volunteers are married or in a civil partnership.

11.6 Pregnancy & Maternity

We do not monitor pregnancy and maternity in relation to volunteers.

11.7 Religion & Belief

Fourteen volunteers (54%) reported having no religion or belief and the remainder with Christian faiths; Church of Scotland, Roman Catholic and other Christian faiths.

11.8 Sexual Orientation

The majority of volunteers are heterosexual, with less than five identifying as lesbian, gay or bisexual.

11.9 Transgender

We do not monitor transgender status in relation to volunteers.

12 Future Publications

By 30th April 2016, we will publish a further Employment monitoring report.