



Comhairle nan Eilean Siar

Employee Equality Monitoring Statistics 2022

This report contains the employee equalities monitoring statistics, covering the period 1st January 2022 – 31st December 2022 for Comhairle nan Eilean Siar.

All data has been collated from various internal sources including the Comhairle's Payroll and HR systems. MyView is the self-service portal utilised by the Comhairle for employees to update their own Equal Opportunities data, which is linked to both HR and Payroll systems. All Comhairle employees are encouraged to review their equality monitoring data annually. Data relating to recruitment is collated through Myjobscotland.

The environment in which the Comhairle works has been subject to momentous change in recent years. While all organisations work to develop resilience, Covid demonstrated that public health outbreaks can bring about real challenges to how we all live, work, communicate and socialise. It changed everything.

Covid-19 and the requirement to work from home changed our understanding of flexible working. It provided opportunity for home and hybrid working that had previously not been considered possible. While many services continue to require employees to be available for customer-facing contact, for some employee's new options have been made available. It is important that the Comhairle determines the needs of the service and customers alongside consideration of the wishes of employees who may want greater flexibility in how they work.



Workforce Profile

In 2022, the Comhairle employed 2118 employees (Including teachers and relief staff); this is a marginal decrease from 2021 where there were 2128 employees. In some instances, multiple part-time posts are held by one individual, these duplications have been omitted and each employee has only been counted once. The figures discussed throughout this report also exclude employees who hold relief or supply posts.

Workforce Ethnic Origin Profile

Figures included in the table below are based on the 2118 Comhairle employees. The ethnicity equality data for 2022 and the previous four years are given, for benchmarking purposes.

Ethnic Origin	2018	2019	2020	2021	2022
Black and Minority Ethnic (BME)	*	*	12	12	16
White	44	34	32	32	28
White – Scottish	1690	1696	1701	1667	1609
White – Other British	66	55	56	113	113
White – Other White Ethnic Group	87	98	128	71	59
Mixed	*	*	*	*	*
Other	*	*	*	*	*
Prefer not to answer (PNTA)/Non-Disclosed	155	185	188	221	282
Total	2068	2105	2125	2128	2118

Table 1: Ethnic Origin Profile

* As per Equality and Human Rights Commission (EHRC) guidance where numbers are below 10 employee information is not disclosed.

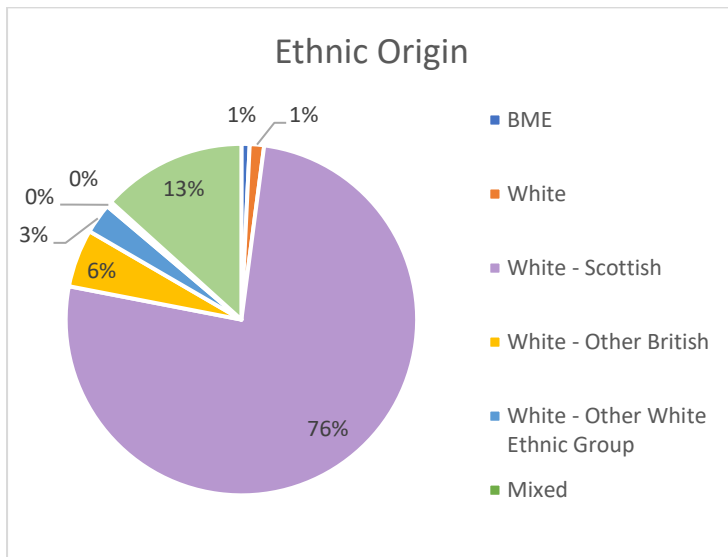


Figure 1: Employee Ethnicity Profile

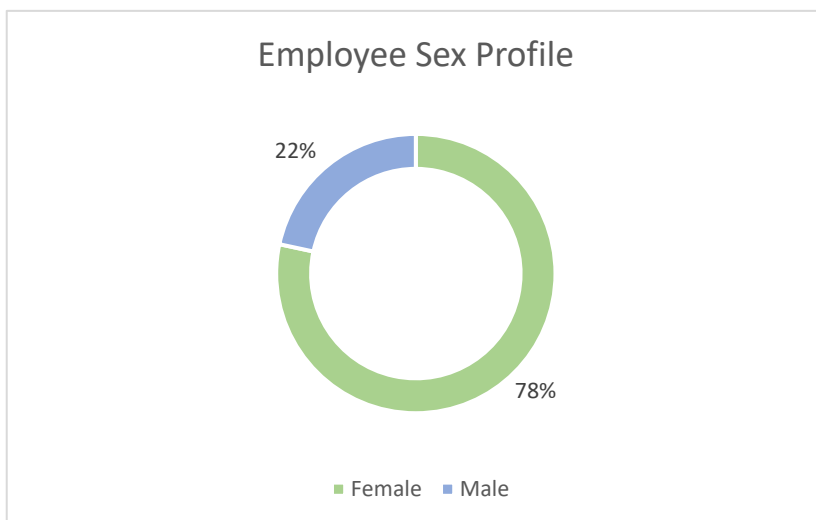
The majority, 76%, of Comhairle employees describe themselves as ‘White – Scottish’, which is a slight decrease from 78% in 2021. Similar to the last Scottish census in 2011, this reflects the local population, where 86.9% of the Western Isles describe themselves as ‘White Scottish’. Figure 1 shows the breakdown of all ethnicities within the Comhairle’s workforce.

Ethnicity profiles of Comhairle employees have stayed stable relative to previous years. BME, as per the 2001 definition, are individuals that do not describe themselves as white. The Comhairle’s workforce profile comprises of 0.8% BME employees, which is an increase of 0.2% compared to previous year’s data.



Workforce Sex Profile

In 2022, of the 2118 Comhairle employees 458 were male and 1660 were female. Figure 2 depicts the sex breakdown of all Comhairle staff in 2022. The percentage of male and female employees has remained the same since 2021. Consistently for several years three quarters of Comhairle workforce have been female. Certain service sectors, including teaching and health & social care, have a high



representation of female employees. Emphasis on the care sector has increased immensely since the start of the pandemic in 2020. The Comhairle's flexible working policy allows a high proportion of female employees to work whilst accommodating caring responsibilities and childcare.

Figure 2: Employee Sex Profile

Table 2, below, details the percentage of Comhairle female employees who are in the top 2%, 5% and 10% of earners. In 2022 there has been a slight increase overall, from 2021, of female employees in the top 2%, 5% and 10% of Comhairle earners. The job evaluation grading model is utilised to all Comhairle posts to ensure employees are paid alike for work of equal value.

As at December 2022	2018	2019	2020	2021	2022
Total number of contracted council employees (minus 0 hours employees)	1707	1614	1758	1640	1594
Total number of contracted council employees in top 2% of earners	34	32	36	33	36
Total number of female council employees in top 2% of earners	10	7	10	8	11
Percentage of female council employees in top 2% of earners	29%	22%	28%	24%	30%
Total number of contracted council employees in top 5% of earners	85	80	141	138	131
Total number of female council employees in top 5% of earners	39	37	74	69	65
Percentage of female council employees in top 5% of earners	45%	46%	52%	50%	50%
Total number of contracted council employees in top 10% of earners	170	160	187	164	214
Total number of female council employees in top 10% of earners	91	89	105	86	115
Percentage of female council employees in top 10% of earners	53%	56%	56%	52%	53%

Table 2: Female employees in top 2%, 5% and 10% of earners



Workforce Disability Profile

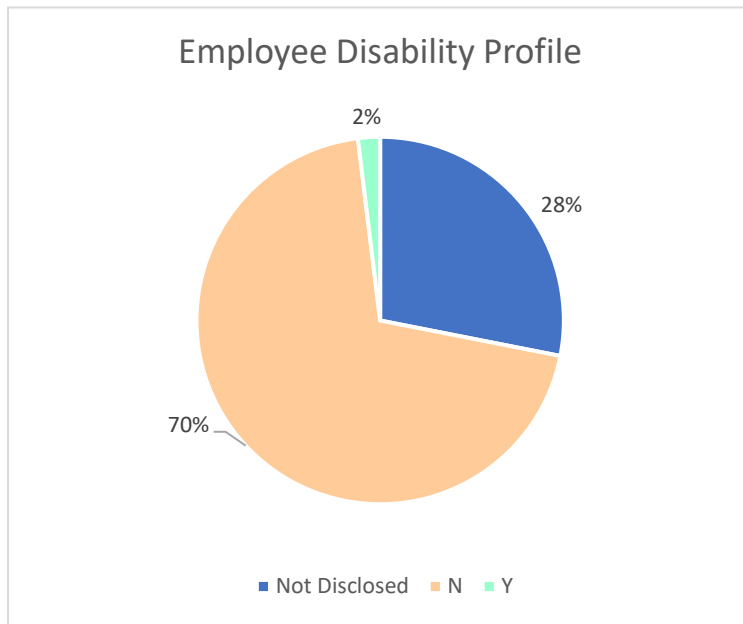


Figure 3: Employee Disability Profile

Since 2021 there has been a slight decrease in the number of Comhairle employees reporting having a disability, from 47 to 41 individuals.

28% of Comhairle employees have not disclosed their disability status, as shown in Figure 3. Due to the high non-disclosure rate, it can be assumed that the actual figure of disabled employees may be higher. The 2011 Census found that 9.8% of the authority's population were limited by a disability or health condition.

During the recruitment process the Comhairle will guarantee a job interview to an individual who declare they have a disability and meet all the essential criteria of the post. Reasonable adjustments will be made by the Comhairle to help ensure employees with a disability can continue to carry out the duties necessary of the post held.



Workforce Age Profile

Figure 4a illustrates the age profile of Comhairle employees for 2022, compared to data from 2021 and 2020. In 2022, the number of employees ages 55-64 and 65+ has slightly increased again since the reduction in 2021 due to the [Voluntary Early Retirement \(VER\)](#) scheme the Comhairle had implemented. In 2020 the median age of the Outer Hebrides population was estimated to be 49.9, the Comhairle's workforce age distribution reflects this local population statistic.

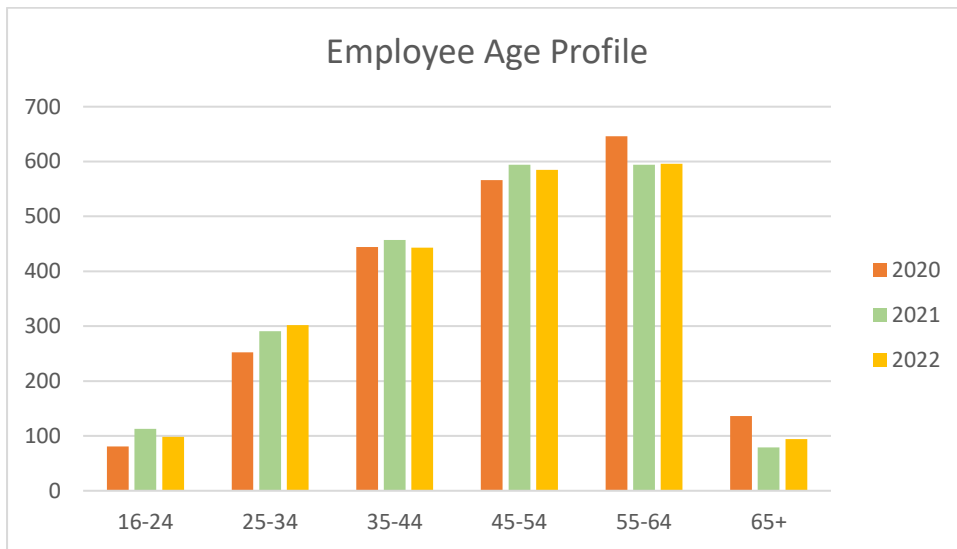


Figure 4a: Employee Age Profile

Figure 4b demonstrates the age distribution of the workforce, comparing male and female

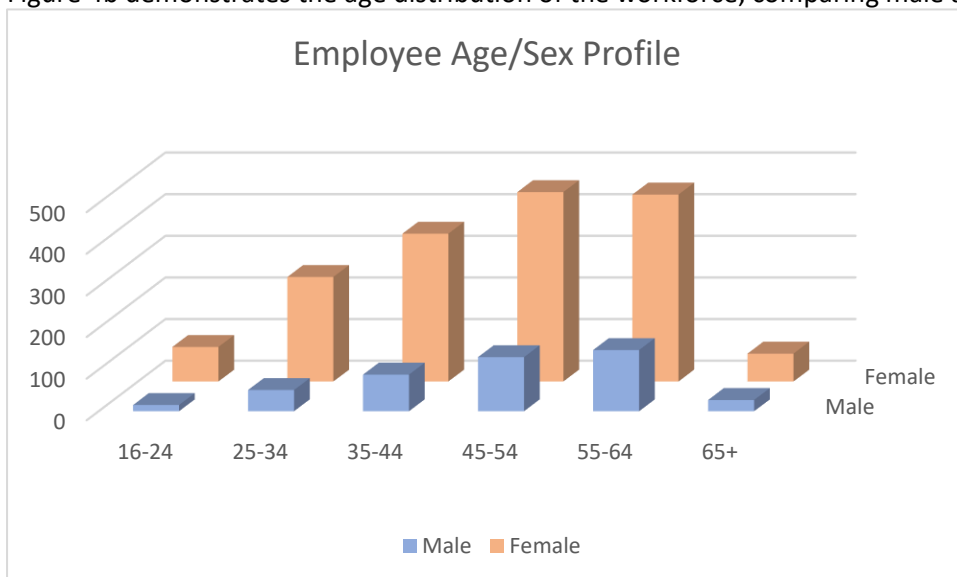


Figure 4b: Employee Age/Sex Profile

employees. Data for both male and female employees follow the same trend, with the mode being around 55. There is only marginal change since 2021.



Workforce Religion Profile

Employees stating their religion as The Church of Scotland accounts for 26% of the Comhairle's workforce. Figure 5 shows the breakdown of religions for all Comhairle employees. The non-disclosure rate has only slightly increased at 40% in 2022 compared to 39% in 2021. Employees stating their religion being Roman Catholic accounted for 9% of the workforce in 2022. Other

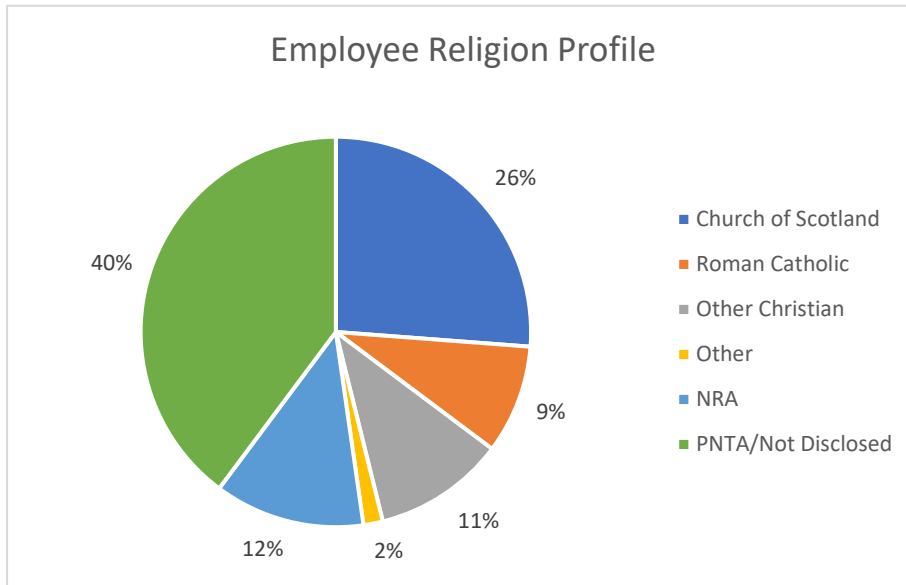


Figure 5: Employee Religion Profile

religions, including Hinduism and Buddhism, were reported by employees however the specific numbers are not listed as there are less than 10. Employees stating they have no religion in 2022 accounted for 12% of the workforce.



Workforce Sexual Orientation Profile

Most employees, 58%, stated that they are heterosexual in 2022. The level of non-disclosure for this protected characteristic during the same period was 41%; this is unchanged since 2021. Employees stating they are homosexual or bisexual accounted for only 1% of the Comhairle’s workforce. Figure 6 depicts this breakdown of the sexual orientation profile.

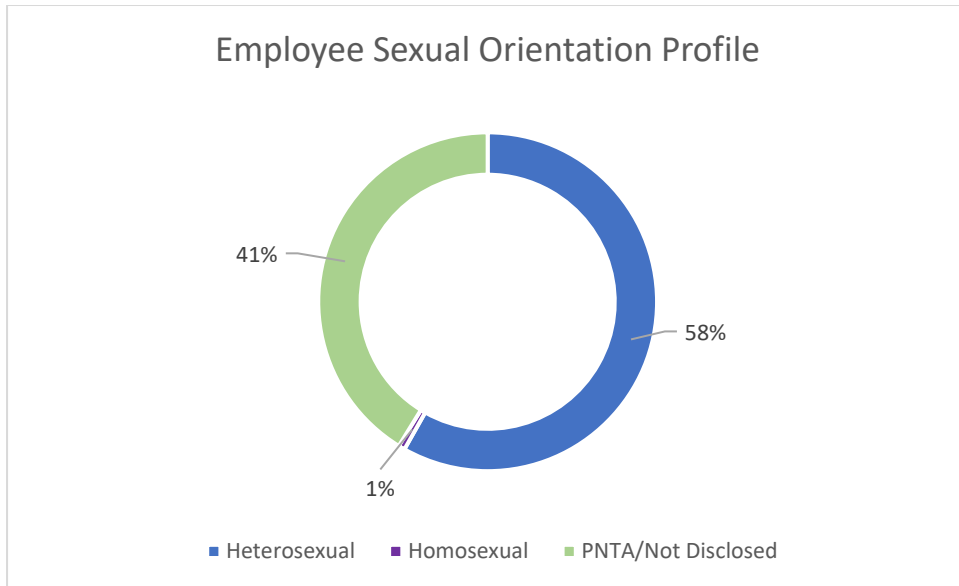


Figure 6: Employee Sexual Orientation Profile

Workforce Transgender Profile

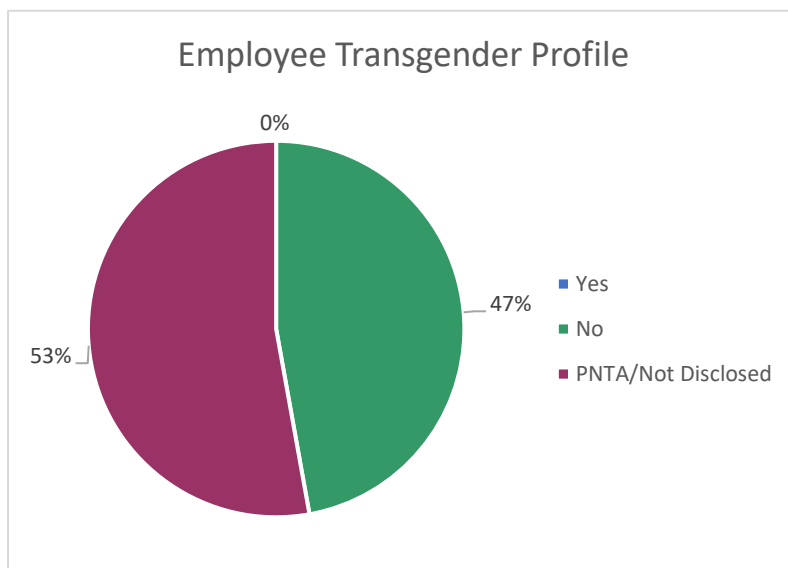


Figure 7 shows the transgender profile of the Comhairle’s workforce. Since 2021 there has been an increase of non-disclosure rate for this protected characteristic, from 51% in 2021 to 53% in 2022. No Comhairle employee stated that they identify as transgender. 47% of employees stated that they do not identify as transgender.

Figure 7: Employee Transgender Profile



Equality Profile of Councillors

In 2022 there were 29-elected members, representing an estimated population of 26,900 across the local authority area. The islands are separated into eleven ward areas, of which the elected members serve.

There were no female councillors in the elected period 2017 – 2022. Prior to the 2022 elections encouragement has been given to women to stand for political office. The Women into Politics workshops focused on allowing women to share their political ambitions, get information on different political roles available to them, hear from a previous female Councillor about her experiences and explore barriers to entry that are unique to the Western Isles. These events were open to all women. Two female Councillors have been voted into office in the 2022 elections.

Figure 8 shows the age and sex profile of the 29 councillors in 2022, displaying the majority are aged over 55. Some councillors reported having a disability in 2022, but the breakdown of this and other protected characteristics cannot be reported on as the numbers are too low.

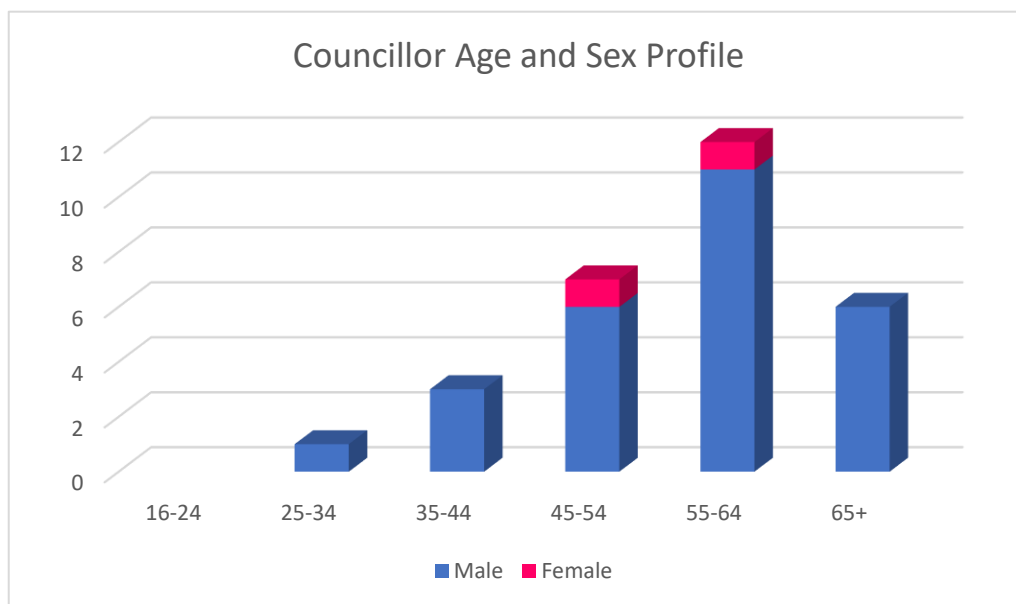


Figure 8: Councillor Age Profile



Equality Profile of Recruitment Applications

Through 2022, 882 posts were advertised on the My Job Scotland portal, and a total of 2089 applications were received for the posts advertised. Table 3 shows the ratio of applications to posts advertised over the last five years. Even though it is only a slight reduction compared to 2021, the applications per post ratio keeps following the downward trend it has shown over these years.

Year	No of posts advertised	No of applications received	Average Ratio
2022	882	2089	2.4 applications per post
2021	625	1671	2.7 applications per post
2020	303	1231	4.0 applications per post
2019	381	1607	4.2 applications per post
2018	380	1926	5.0 applications per post

Table 3: Ratio of applications received to posts advertised

Many of the 882 posts advertised through 2022 were for part-time or temporary posts; these have been required to meet the needs of the service. There has been difficulty recently recruiting for posts of a senior level in the Comhairle. Therefore, posts may have been advertised on more than one occasion before an appointment was made. This will be giving an inflated, higher, number of posts advertised for 2022.

Recruitment Applications Ethnic Origin Profile

Most applicants through 2022 described themselves as 'White – Scottish', this has been the case for numerous years. However, there is a noticeable increase of applicants of other ethnic origin since 2021 when the number of 'White – Scottish' applicants was 70% in total. The biggest change is within the 'White – Other' group of applicants from 1% in 2021 to 8% in 2022. 'White – Scottish' applicants account for 61% of all application received. Applications were received from individuals identifying with a variety of ethnicities, including 54 of African and 34 of Asian ethnic origin.

Applications received from individuals of a BME ethnicity (as per the 2001 census definition – "people who do not identify themselves as white") has increased from 2021. In 2021 0.82% of all applicants identified their ethnicity as BME, however in 2022 figure was 5%. The non-disclosure rate in 2022 was 11%, an increase from 5% in 2021.



Figure 9 illustrates the ethnicity of all individuals that applied for posts in the Comhairle in 2022.

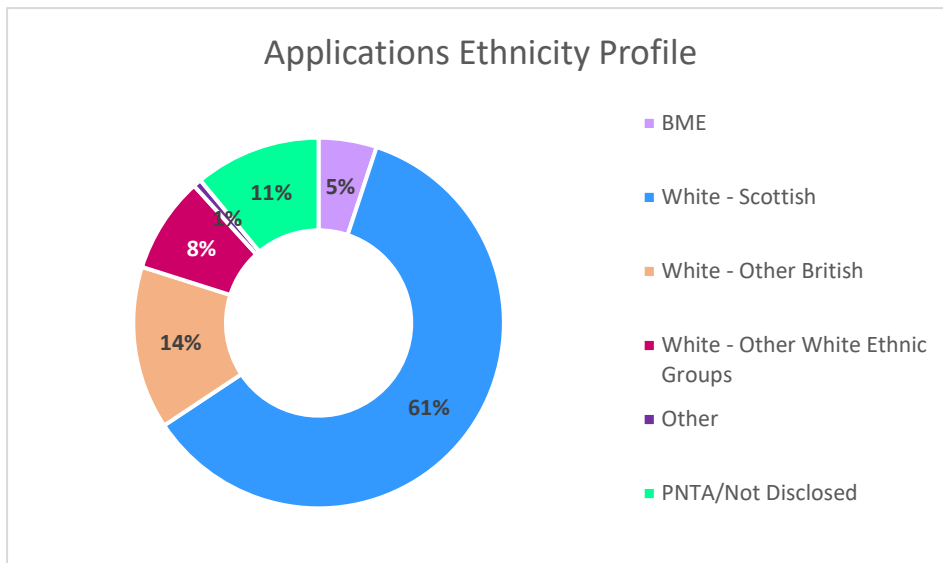


Figure 9: Applications Ethnicity Profile

Recruitment Applications Sex Profile

In 2022 the majority, 64%, of applications were submitted by females. This is similar to the previous years' data where 67% of applicants in 2020 and 71% in 2021 were female. The level of non-disclosure for this protected characteristic has significantly increased from 1% in 2021 to 10% in 2022.

Figure 10 shows the apportionment of male to female applications.

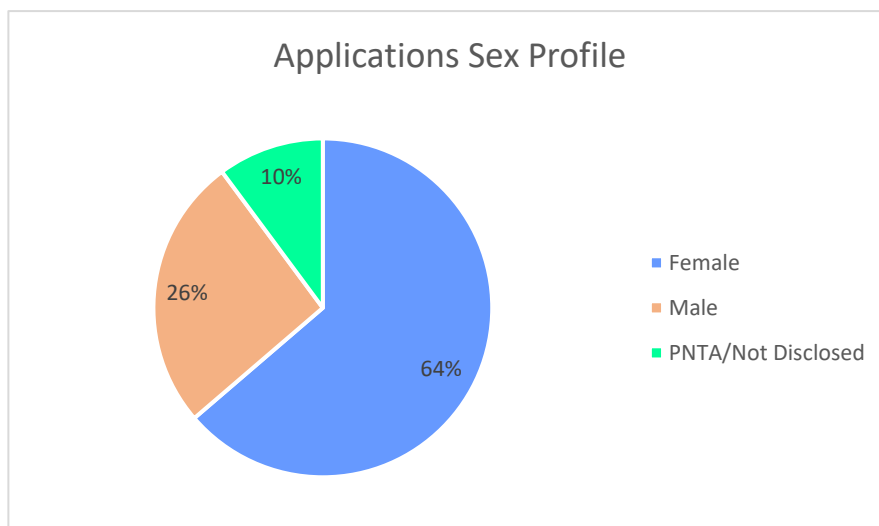


Figure 10: Applications Sex Profile



Recruitment Applications Disability Profile

Of the 2089 applications received through 2022 111 applicants considered themselves disabled; this equates to 5% of applications. The non-disclosure rate for 2022 is 13%, up from 3% in 2021. Figure 11 shows the breakdown of disability profile for all applicants.

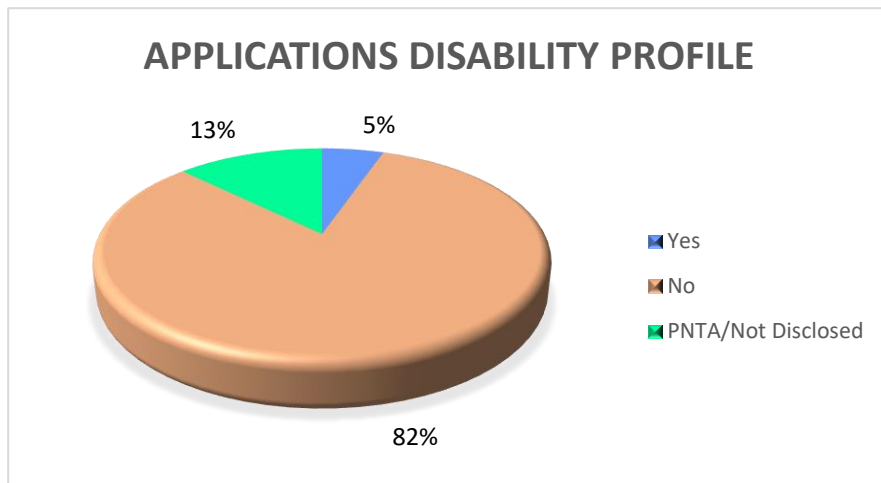
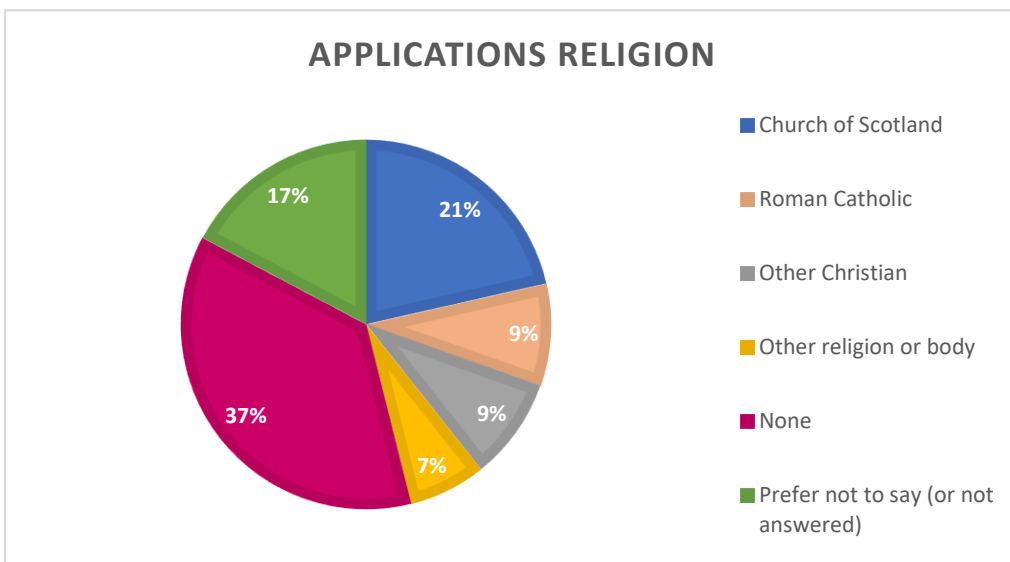


Figure 11: Applications Disability Profile

Recruitment Applications Religion Profile

The majority, 37%, of applicants stated they had no religion in 2022. The non-disclosure rate in 2022 was 17%, this is a slight increase from 15% not disclosing their religion in 2021. Church of Scotland remains the largest religion selected by applicants, accounting for 21% of all applications in 2022 and



23% in 2021. Figure 12 shows the breakdown of religion profile for applications received in 2022.

Figure 12: Applications Religion Profile



Recruitment Applications Sexual Orientation Profile

Applicants declaring that they are heterosexual accounted for 82% of all applications received in 2022. Just 3% of individuals stated that they were homosexual or bisexual. Figure 13 illustrates this summary.

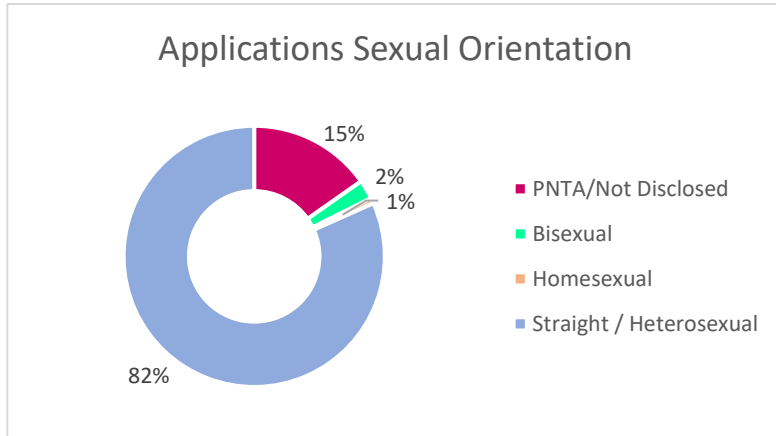


Figure 13: Applications Sexual Orientation

Recruitment Applications Transgender Profile

In 2022 less than ten applicants (0.14%) declared that they identify as a transgender person. 11% of all individuals who applied did not disclose whether they identified as transgender, an increase from 2% in 2021. 89% of applicants stated they were not a transgender person.

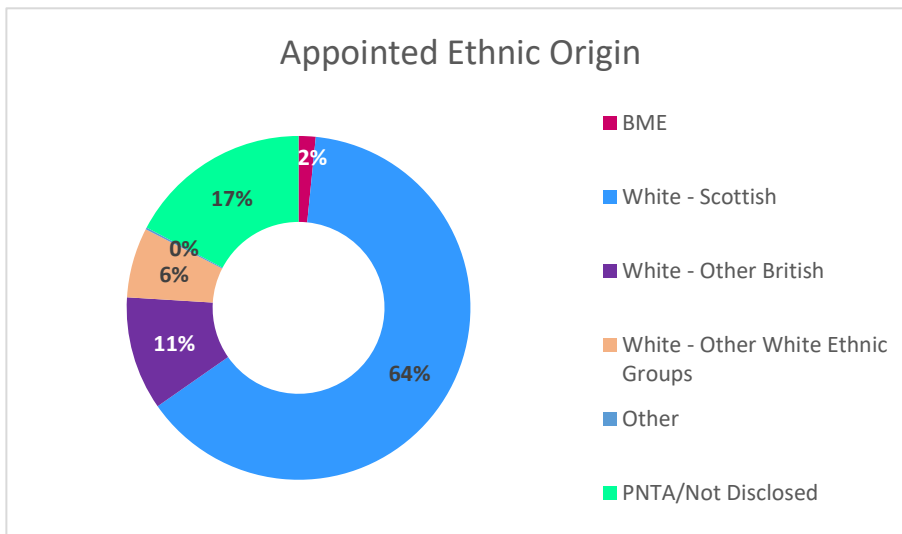


Appointed Candidates

From the 2089 applications 562 candidates were appointed to a post within the Comhairle. In some instances, more than one appointment may have been made to a post, for example to establish a pool of carers.

Appointed Candidates Ethnicity Profile

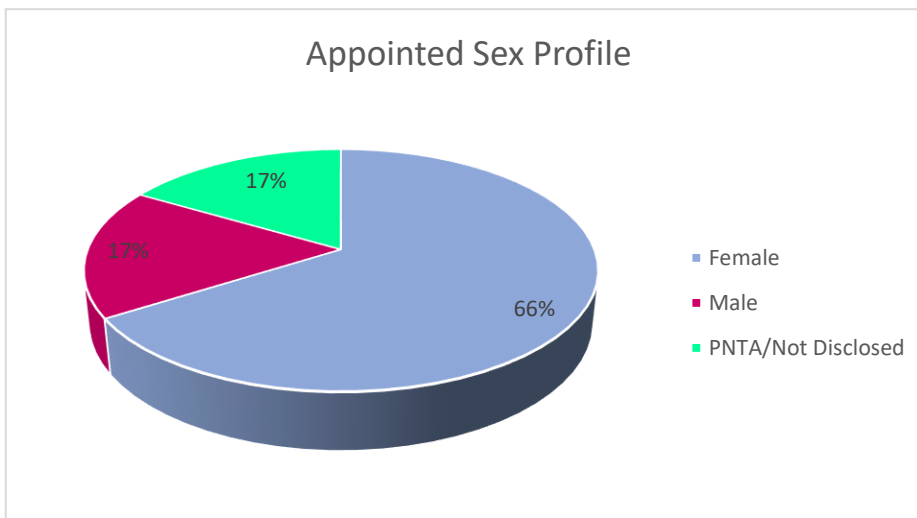
The majority of appointed candidates in 2022 identified as 'White -Scottish', accounting for 64% of all appointments. 2% of appointed candidates identified as BME while no applicants of BME were



appointed in 2021. Successful candidates not disclosing their ethnicity increased from 5% in 2021 to 17% in 2022. Figure 14 shows the ethnicity profile of appointed candidates.

Figure 14: Appointed Candidates' Ethnicity Profile

Appointed Candidates Sex Profile



Of the 562 candidates appointed in 2022 66% described their sex as female and 17% of appointed candidates identified as male, as shown on Figure 15. The remaining 17% did not disclose the information for this protected characteristic.

Figure 15: Appointed Candidates' Sex Profile



Appointed Candidates Disability Profile

18% of the appointed candidates in 2022 did not disclose their disability status. Of the 562 individuals 3% disclosed that they have a disability, the remaining 79% stating they are not disabled. This summary is demonstrated by Figure 16.

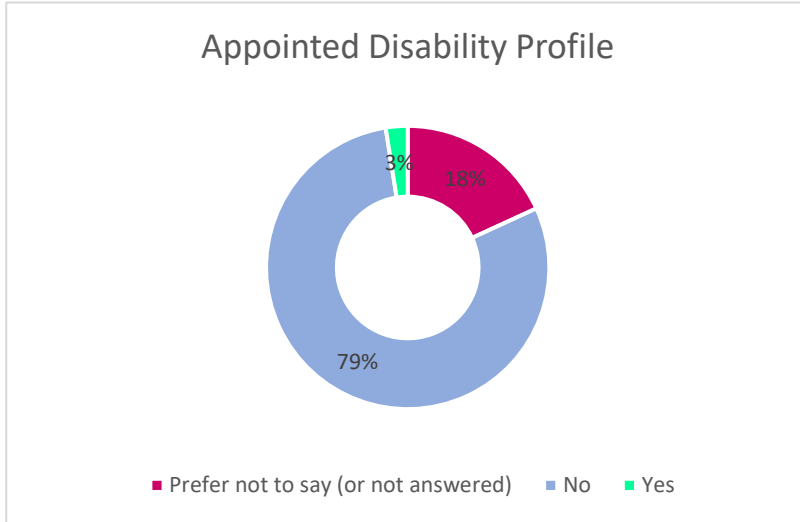
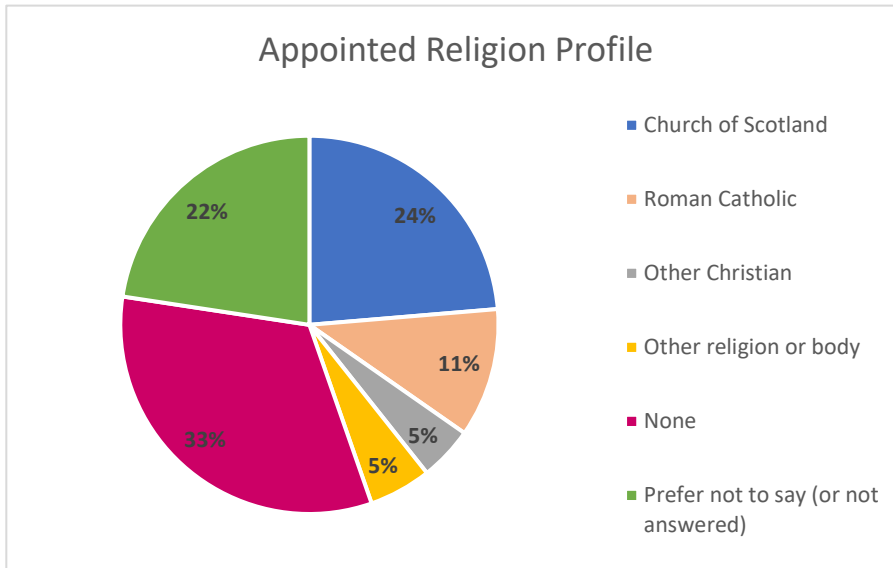


Figure 16: Appointed Candidates' Disability Profile

Appointed Candidates Religion Profile

As per figure 17 below, 24% of the appointed candidates stated that their religion was Church of Scotland, a decrease from 29% in 2021. A further 11% of the candidates disclosed their religion as



Roman Catholic. Candidates disclosing, they have no religion accounted for 33% of all appointed through 2022. The percentage of candidates not disclosing their religion has increased from 15% in 2021 to 23% in 2022.

Figure 17: Appointed Candidates' Religion Profile



Appointed Candidates Sexual Orientation

The majority, 78%, of appointed candidates identified themselves as heterosexual. This is a decrease from 93% in 2021. The non-disclosure rate for this protected characteristic has increased vastly from 4% in 2021 to 20% in 2022.

Appointed Candidates Transgender Profile

Less than ten of all 562 appointed candidates in 2022 declared that they do identify as a transgender person.



Leavers

In 2022 a total of 308 employees left the Comhairle's employment, this includes those whose fixed term contracts came to an end.

Leavers Ethnicity Profile

Through 2022 the majority of individuals that left the Comhairle were defined as 'White – Scottish'. This is in proportion to the current workforce of the Comhairle.

Leavers Sex Profile

240 of the 308 leavers in 2022 were female, accounting for 78% of all leavers. The remaining 22% were identified as male. This percentage divide is in line with the Comhairle's current workforce sex profile.

Leavers Disability Profile

54% of the individuals that left Comhairle employment in 2022 did not consider themselves disabled. Less than 10, out of the 308 leavers, disclosed that they were disabled.

Leavers Religion Profile

52% of leavers in 2022 did not disclose their religion, 19% identified their religion as Church of Scotland and a further 12% of leavers declared they had no religion.

Leavers Sexual Orientation

47% of leavers in 2022 identified themselves as heterosexual. The majority, 48% of leavers, did not disclose their sexual orientation.

Leavers Transgender Profile

Less than 10 leavers identified themselves as a transgender person, however 54% of leavers did not disclose this information.

Leavers Age Profile

23% of leavers were aged between 55-64, a further 19% were aged 25-34. 14% were aged over 65.



Performance Assessment

The Comhairle do not record equality monitoring information during their Performance Appraisal procedures. Emphasis has been increased on self-appraisals on an annual basis in the Comhairle. The Comhairle does not operate any policy in which employees may suffer or benefit as a result of their performance.

Disciplinary, Grievance and Respect at Work

Through 2022 there were fifteen instances where disciplinary action was required. This is an increase of 300% compared to five in 2021. It had been consistent in recent years that the number of disciplinary procedures and sanctions issued had remained particularly low.

The majority involved in disciplinary procedures were female, and their age profiles were mixed. Twelve staff involved in disciplinary procedure were of White Scottish ethnicity. None of these employees disclosed that they were disabled or transgender.

Grievance

As less than 10 grievances were formally processed through the Grievance Procedure during 2022, specific numbers cannot be reported regarding the protected characteristics discussed through this report.

Respect at Work

This policy allows complaints to be resolved informally, where this is not possible a formal approach will be implemented.

There were less than ten complaints formally processed during 2022 through the Respect at Work policy.



Training

During 2022 a total of 844 Comhairle employees undertook training, either online or face-face. This is an increase of nearly 30% from 591 employees in 2021. Recovery from COVID and return to more normal working practices may account for such a big increase.

Training is provided for employees internally to meet requirements of their post, undertake duties of the post or for professional career development. Training includes introductions to the organisation and its policies and procedures. In addition to this training is given to cover a variety of subjects including manual handling, first aid and recruitment & interview training.

All staff that enrol onto an internal training course is given an Equal Opportunities Form to complete, however this is voluntary. All information disclosed within these forms are recorded and held by the Comhairle's Human Resources section. Equal opportunities data is not held for employees who complete external or online training

Digital platforms are being utilised more frequently to provide online training to employees, thus providing a more flexible approach. LearnPro is used by the Comhairle to provide this style of training, with over 6000 programmes available, covering a wide range of topics.

Training Ethnic Origin Profile

The majority, 87%, of employees attending internal training in 2022 described themselves as 'White – Scottish', this is consistent with previous years which can be compared in Table 4 below. The non-disclosure rate has reduced from 4% in 2021 to 2% in 2022, continuing the increased participation in disclosure of this information. Specific numbers of ethnicities cannot be disclosed if there are less than 10 employees selecting them, these are therefore combined into the 'Other' category.

Ethnic Origin	2018	2019	2020	2021	2022
White – Scottish	80%	81%	86%	85%	87%
Other White British	6%	7%	6%	8%	8%
Not disclosed/PNTA	9%	9%	6%	4%	2%
Other	4%	3%	2%	3%	3%

Table 4: Training Ethnicity Profile



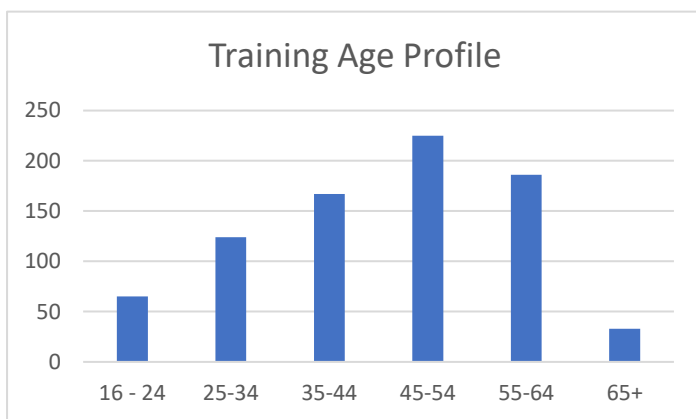
Training Sex Profile

Nearly full disclosure rates were obtained for this protected characteristic. The sex profile for employees attending training in 2022 was 84.24% women and 15.64% men, with a non-disclosure rate of 0.12%.

Training Disability Profile

Employees attending training that consider themselves to have a disability accounted for 3% of all attendees, a decrease from 4% in 2021. 5% of participants did not disclose whether they had a disability, in comparison to 2021 when 6% of participants chose not to disclose that information.

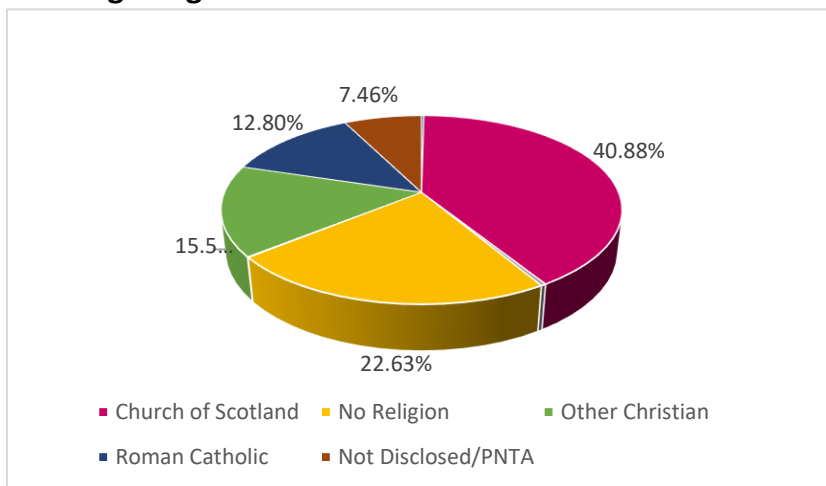
Training Age Profile



Of the 844 employees attending training in 2022, 800 disclosed their age, which is the same disclosure rate as in 2021 (95%). The highest number of employees attending training sat within the 45-54 age bracket, as shown on figure 18.

Figure 18: Training Age Profile

Training Religion Profile



As shown on figure 18, 41% of employees attending training identified their religion as Church of Scotland, with a further 16% identifying as 'Other Christian'. 7% of employees did not disclose their religion.

Figure 19: Training Religion Profile



Training Sexual Orientation Profile

94% of training attendees through 2022 described themselves as heterosexual. Those identifying as homosexual accounted for under 1% of employees. The remaining 5% of employees did not disclose their sexual orientation which is consistent with disclosure rates in 2021.

Training Transgender Profile

Some employees identified themselves as a transgender person whilst completing training, however specific numbers cannot be disclosed as there are less than ten. 20% of all attendees did not disclose any information. 79.74% of employees stated they were not transgender.

Improving the Workforce Disclosure Rate

Employees are encouraged to update their Equal Opportunity data on an annual basis. This can be done on 'MyView', a self-service facility used by the Comhairle which is linked to their HR and Payroll systems. Paper forms can also be provided for any employee who does not have access to the internet. This is encouraged with the aim to reduce the non-disclosure rates across the protected characteristic groups discussed through this report. The most recent reminder by Human Resources to all staff to update their data was sent on 01.12.2022. Table 5 shows the employee's disclosure rates over the last five years.

Characteristic	2018	2019	2020	2021	2022
Disability	29%	27%	26%	25%	28%
Ethnicity	8%	9%	9%	10%	13%
Religion	49%	45%	44%	39%	40%
Sexual Orientation	56%	47%	46%	41%	41%
Transgender	65%	58%	57%	51%	53%

Table 5: Non-disclosure Rates

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