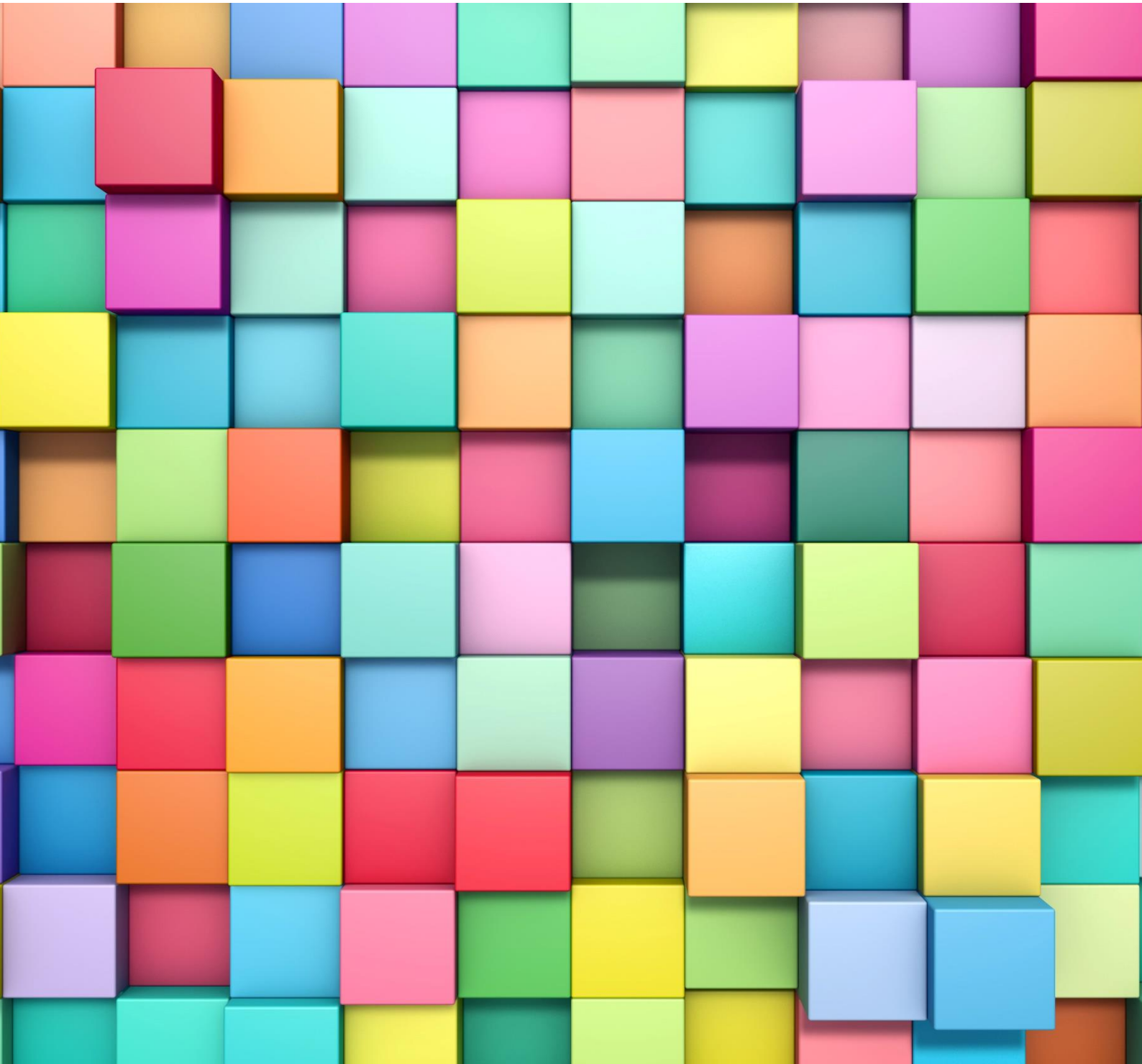


# Mainstreaming Equality and Diversity in Clackmannanshire April 2021



**Clackmannanshire  
Council**

[www.clacks.gov.uk](http://www.clacks.gov.uk)

Comhairle Siorrachd  
Chlach Mhanann

## Introduction

Clackmannanshire Council believes that equality of opportunity should be a guiding principle in all of its activities and is actively working towards the elimination of policies and practices that discriminate unfairly.

The Equality Act 2010 requires public authorities to actively consider how they can positively contribute to a more equal society through advancing equality and good relations in their day-to-day business, and in so doing, mainstream equality into public sector culture in practical and demonstrable ways (the Public Sector Equality Duty). The Fairer Scotland Duty, came into force on a three-year implementation basis in April 2018. This places a legal responsibility on public bodies in Scotland to actively consider how they can reduce inequalities of outcome caused by socio-economic disadvantage, when making strategic decisions.

Additional specific duties introduced under the Equality Act 2010 require listed public bodies to:

- Publish a set of equality outcomes every 4 years (Mainstreaming Report)
- Report on progress towards those outcomes every 2 years
- Report on employment data including; workforce profile, gender pay gap, occupational segregation

This report presents progress made by the Council on mainstreaming equality and on the Council's equality outcomes, set out in its Mainstreaming Equality & Diversity 2017-2021 report, approved by Council in 2017. This is the second performance report relating to that plan with the first approved by Council in 2019. This report also presents data relating to employment, recruitment and the gender pay gap, along with the changes in our data between 2017 and 2020.

In 2017 Clackmannanshire Council agreed the following 6 Mainstreaming Equalities outcomes on which it would seek to make progress over the 4 years of the Mainstreaming Equalities plan.

- Access to services will be improved by better understanding about the challenges facing different groups and our response to their requirements
- People in Clackmannanshire will feel safe
- The gap between educational attainment of those with protected characteristics and those without is reduced
- People in Clackmannanshire will have improved physical and mental wellbeing and will experience fewer health inequalities
- Our organisation values and respects our employees and involves all equally in improving our services
- We will work with our partners to reduce poverty and the impact of poverty on protected groups in Clackmannanshire

## **Strategic Landscape 2021**

Mainstreaming equalities and tackling inequalities is embedded in the strategic landscape in Clackmannanshire, and the governance and scrutiny on the implementation of significant strategies and plans is core to that. The following strategies set out the Council's priorities; the outcomes we are seeking to make; our transformation programme and the projects and activities we, alongside our partners, are taking to reduce the inequalities gap in Clackmannanshire. Regular performance and progress reports are published on the following plans and these can be accessed on the Council's website here: <https://clacks.gov.uk/council/councilperf/>

- Clackmannanshire Council Corporate Plan 2019-2023 and Transformation Programme Be the Future.
- Clackmannanshire Local Outcome Improvement Plan 2017/2027
- Clackmannanshire's National Improvement Framework
- Clackmannanshire's Local Child Poverty Action Plan and Report
- Clackmannanshire Integrated Children's Services Plan
- Clackmannanshire Council Strategic Workforce Plan 2019-2022

## **The Impact of Covid 19**

The impact of the global Covid 19 pandemic across the UK, Scotland and in Clackmannanshire has been significant, and continues to have implications in how we deliver public services. Throughout most of 2020 we have reviewed how best we respond to the challenges the pandemic has brought to ensure we keep delivering services to families and communities in Clackmannanshire facing inequalities. We have seen the inequality gap that exists in Clackmannanshire in a more stark way than we have in previous years.

We have sought to better understand the impacts of Covid in Clackmannanshire, and we are seeking, along with our Community Planning Partners, to mainstream many of the new services and support mechanisms put in place over the past 12 months specifically to help local people experiencing inequality.

In mid 2020 partners in Clackmannanshire commissioned an Equality and Fairer Scotland Poverty Impact Assessment with a Covid lens to be undertaken to help shape the development of local services and policies. Through work in partnership with Scottish Government we also commissioned a local survey with communities and voluntary sector groups to gain a better understanding of the local impacts of inequalities caused by Covid and affecting that sector.

We have also worked closely with representative groups within the voluntary sector to better understand the lived experiences of local people facing particular inequality, and we have sought to do so in a completely ethical way recognising and valuing the role local people have to make in co-designing and co-producing local services and policy.

In 2020 Clackmannanshire Council agreed an innovative approach to developing a Wellbeing Economy in Clackmannanshire in partnership with Scottish Government as part of a pilot project. A wellbeing economy is an economy that is built on, and seeks to drive, the wellbeing of communities, businesses and the natural environment. It is underpinned by inclusive growth, environmental sustainability, and resilience. As part of this work Council agreed its Community Wealthbuilding Action plan in 2020 and is currently progressing work to develop a new Wellbeing Economy Local Outcome Improvement Plan which will place equality at the heart of the strategic planning landscape in Clackmannanshire. Key areas of activity will focus around wealthbuilding for gender justice across Clackmannanshire, fair employment and just labour markets, plural ownership of the local economy and the development of a good employment charter for Clackmannanshire.

### **Key Developments and Achievements 2019-2021**

These include:

The development of a new Corporate Workforce Strategy and a range of new inclusive HR and Workforce policies including a Equality, Diversity and Inclusion Policy, Menopause Policy; Domestic Violence, Carers Policy; Special leave Policy; Worklife Balance Policy and Flexible Working Policies. Training has also been rolled out to support Dignity and Work and Managing Absence policies and a range of activities and support materials to support mental health and wellbeing has also been developed and implemented for employees.

Our employee gender pay gap has reduced from 2.6% to 1.6% between 2017 and 2020;

A range of support services has been implemented as a result of the Covid pandemic including support for people Shielding and required to isolate; welfare and financial assistance and advice; support around food and implementation of free school meals during restrictions and access to information and support on employment, redundancy and money advice.

Targeted support to reduce digital exclusion in protected groups has been put in place. Over the past year devices have been allocated to older and disabled residents; school leavers including those with experience of care; Syrian refugee families and families in low income groups. Volunteer digital champions have also been trained to support the development of digital skills in Clackmannanshire.

Targeted support to reduce the impacts of child poverty has been put in place. This has included awareness raising events and campaigns as part of national child poverty week in 2019 and 2020; specific work in schools around the cost of the school day; targeted employability, benefits and money advice work; food and fuel poverty initiatives and trauma informed workforce development.


The following pages set out our progress on the actions agreed by Council in 2017, and build on the progress report agreed by Council in 2019, a copy of which can be found on our website here: <https://www.clacks.gov.uk/document/6030.pdf>




**Appendix A – Progress on Actions 2019-2021**




**Appendix B – Clackmannanshire Council Employee Data and Gender Pay Gap**


**Appendix C – Equal Pay Statement**

## Appendix A – Mainstreaming Equalities Progress Summary 2019-2021



Action	Status	Latest Note
<p>We will improve how we collect and use equalities data and evidence making use of existing mechanisms and surveys.</p> <p>We will review corporately how we are gathering information and monitoring equalities groups using our services</p>		<p>We collect and use data on equalities using various mechanisms. These include data on our employees through our integrated HR and Payroll Itrent system and qualitative data gained through our annual employee survey.</p> <p>Citizen Space is used to consult and collect information on our communities and service users and is used to shape and improve service delivery.</p> <p>A range of service engagement approaches are also in place, ranging from use of Equality Impact Assessments and Fairer Scotland Impact Assessments; Place Standard Tool; events and workshops, service user engagement and research commissioned to collect data and information on the voices of lived experience. Equality Impact Assessments are published on our webpages and can be found here <a href="https://www.clacks.gov.uk/council/eqia/">https://www.clacks.gov.uk/council/eqia/</a></p> <p>Strategic Assessments are also used as part of policy and planning and performance diagnostic tools have been used to review data at a strategic level and through data deep dives.</p> <p>Data protection and privacy statements have been reviewed to ensure we collect and use equalities data from our customers and services users appropriately. Information on that is published on our webpages here <a href="https://www.clacks.gov.uk/regulation/dataprotectionpolicy/">https://www.clacks.gov.uk/regulation/dataprotectionpolicy/</a></p> <p>In April 2021 Clackmannanshire Council launched a new complaints process which provides enhanced support for protected groups who wish to make a complaint about how we deliver services. We will promote amongst protected groups and will train staff as part of the implementation of the new process.</p>





Action	Status	Latest Note
<p>We will increase our awareness raising work with staff and partners particularly front facing employees through a programme of training on Equality and Diversity.</p> <p>We will run further awareness raising sessions on carrying out Equality Impact Assessments (EQIA).</p>		<p>Clackmannanshire Council has implemented a programme of training for managers and staff on equality and diversity. Equality and Diversity training is a corporate mandatory training requirement for all staff, which staff are required to refresh themselves with on an annual basis. In addition to that we have also implemented specific Equalities training for front line services; customer advisors; catering, janitorial and cleaning staff and trades teams.</p> <p>A number of new workforce policies have been developed, with communication and awareness raising supporting deployment. These include a Equality, Diversity and Inclusion Policy, Menopause Policy; Domestic Violence, Carers Policy; Special leave Policy; Worklife Balance Policy and Flexible Working Policies. Training has also been rolled out to support Dignity and Work and Managing Absence policies.</p> <p>The EQIA process has been updated to incorporate the new Fairer Scotland Duties 2018 which require decision making by the Council to consider socio-economic impacts. This assessment tool was used for the first time as part of the 2019/20 budget decision making process. Training has been provided to managers as well as HR Staff on Equalities duties and specifically to raise awareness on completing Equality and Fairer Scotland Impact Assessments.</p>
<p>We will provide awareness raising briefing sessions for our new elected members as part of the members' induction process.</p>		<p>Mainstreaming Equalities and awareness of Equalities and Fairer Scotland Duties are part of our Elected Member induction process. This remains under review to ensure its suitability.</p>
<p>We will review our main communication mechanisms to ensure that they are appropriate for protected groups.</p> <p>We will improve access to translation and interpretation services and ensure key documents are available in languages other than English.</p>		<p>Work to develop a new Corporate Communications Strategy is being progressed which will be focussed on the Council's Be the Future Transformation Programme and will also support our recovery from the global pandemic and new ways of working.</p> <p>Over the past 12 months a range of targeted communications has been implemented to ensure communication approaches are in place which meet the needs of employees working remotely as well as a range of communications approaches to keep residents informed on key information. Specific work is being undertaken as part of the Workforce Strategy to map approaches and identify any particular challenges for hard to reach employee groups.</p> <p>We have reviewed the information on our Website and on our intranet to improve information on translation and interpretation services. We print and publish a range of leaflets and materials with information (in translation) on how customers can access translation and interpretation services. Information on translation services is provided on our webpages and in our main Council buildings.</p>




Action	Status	Latest Note
We will review our mechanisms for engaging with protected groups on how we deliver and improve services.		Through our work with partners we have reviewed how we engage with protected groups on delivering and improving services. Across services approaches are in place to engage with protected groups to identify ways that services can be improved. Examples include Oor Voices group of care experienced young people; Clackmannanshire Disability Awareness Group; Men's Shed and Resilience Learning Partnership in shaping key strategies in Clackmannanshire.
We will review how we gather and publish information on gender pay gap information.		Gender pay gap and employment segregation analysis have been enhanced and recruitment data has also been incorporated. See Appendix A. Significant efforts have also been made to improve the equalities data we have for our workforce to assist with our equalities monitoring approaches as an employer. Our Equal Pay Statement is published on our website.
We will develop a strategy on our use of British Sign Language in line with national guidance.		Our British Sign Language plan is published here <a href="https://www.clacks.gov.uk/council/bslplan/">https://www.clacks.gov.uk/council/bslplan/</a> The plan is available in both English and BSL videos.



Action	Status	Latest Note
We will work with our partners to improve how we record and report Hate Crimes in Clackmannanshire.		Our approaches for recording and reporting hate crimes are available on our web pages. We continue to keep these under review to reflect any national developments or policy change. More information can be found here <a href="https://www.clacks.gov.uk/council/hateincidents/">https://www.clacks.gov.uk/council/hateincidents/</a>
We will review how we support and monitor services to address hate crimes against those with disabilities in Clackmannanshire.		The Anti - Bullying Policy For Educational Establishments incorporates the requirement to record and report on all discriminatory behaviour, including Hate Crimes <a href="https://www.clacks.gov.uk/document/3990.pdf">https://www.clacks.gov.uk/document/3990.pdf</a> I Am Me Scotland is a community based charity that works in partnership with Police Scotland to tackle disability hate crime and create a network of 'Keep Safe' places across Scotland. Keep Safe is a network of local businesses and organisations that are approved and trained to be a 'safe' place for anyone who feels lost, confused, scared or vulnerable when out in the community. The Keep Safe initiative has been rolled out across Clackmannanshire with a number of local businesses and organisations, including the Council, participating in the network of 'safe' places. These are signposted on the Council's website here <a href="https://www.clacks.gov.uk/social/adultprotection/">https://www.clacks.gov.uk/social/adultprotection/</a>







Action	Status	Latest Note
<p>We will continue to support the development of and implementation of the Violence Against Women Partnership Strategy and Action Plan.</p> <p>We will work with Community Planning Partners to implement the new Equally Safe Delivery Plan when published by Scottish Government.</p>		<p>Along with our partners Clackmannanshire Council is represented on the Clackmannanshire Violence Against Women Partnership. The partnership developed its strategy and action plan for Clackmannanshire in 2019, as a key priority of the Local Outcome Improvement Plan and in line with the Scottish Government's national Equally Safe strategy.</p> <p>As part of that strategy, Clackmannanshire Council has reviewed its own policies and practices to ensure that we have clear approaches in place to support people affected by domestic abuse. This work has resulted in the implementation of the Safer Together programme and the development of a Domestic Abuse policy for our workforce. Clackmannanshire Council also continues to be a partner in the delivery of an annual programme of events as part of 16 days of Action.</p>
<p>We will support the development of and raise awareness of MARAC with Council employees and partners.</p>		<p>The MARAC process is embedded in Forth Valley Public Protection approaches, and informs partnership working around public protection and safety as well as domestic abuse and community justice. A number of awareness raising activities have been held on the role of MARAC and regular updates are provided by Police Scotland through the Local Policing Plan for Clackmannanshire.</p> <p>In 2020 Clackmannanshire Council launched the Strive project in collaboration with Police Scotland. This approach follows a Multi-Agency Coordinating Group (MATAC/MARAC) format aimed at taking joined up early action to support vulnerable people presenting to public services on multiple occasions. This approach is currently being evaluated and more information can be found here <a href="https://www.clacks.gov.uk/coronavirus/ssstaffcv/">https://www.clacks.gov.uk/coronavirus/ssstaffcv/</a></p>





Action	Status	Latest Note
<p>We will revise our Corporate Parenting Strategy in Clackmannanshire. This will have a key focus on reducing inequalities for young people in Clackmannanshire.</p>		<p>The Clackmannanshire Corporate Parenting Plan 2018-21 was approved by Council in December 2018. Care experienced young people, were invited to contribute their views to the plan on what worked for them and what needs to be improved. The plan sets out the actions to be delivered for looked after children and young care leavers, together with how success will be measured. More information on this plan, the work being undertaken to deliver the plan and performance reports can be accessed here <a href="https://www.clacks.gov.uk/site/documents/childcare/corporateparentingplan/">https://www.clacks.gov.uk/site/documents/childcare/corporateparentingplan/</a></p> <p>The Council is currently working with partners on developing plans to meet the Promise duties. <a href="https://clacks.gov.uk/social/thepromisecics/">https://clacks.gov.uk/social/thepromisecics/</a></p>
<p>We will develop our School Improvement Plan in line with National Improvement Framework Priorities. One of the priorities is on closing the attainment gap between the most and least disadvantaged children.</p> <p>We will implement the Scottish Attainment Challenge in Clackmannanshire.</p>		<p>The annual Education National Improvement Framework sets out the rationale, strategies, actions and performance measures which ensure that ongoing improvement remains the norm, despite external challenges and influences in Clackmannanshire and are detailed in the plan and performance reports accessed here: <a href="https://www.clacks.gov.uk/site/documents/education/clackmannanshireeducationplannationalimprovementframework/">https://www.clacks.gov.uk/site/documents/education/clackmannanshireeducationplannationalimprovementframework/</a></p> <p>The Scottish Attainment Challenge continues to focus and accelerate targeted improvement activity in literacy, numeracy and health and wellbeing across Clackmannanshire. It supports and complements a range of evidence based initiatives and programmes to ensure that improvement is directed towards closing the attainment gap between the most and least disadvantaged children. Pupil Equity Funding ( PEF) is additional funding allocated by the Scottish Government, directly to schools, and targeted at closing the poverty related attainment gap.</p>
<p>We will refresh our Integrated Children's Services Plan which will have a key focus on reducing inequalities for young people in Clackmannanshire.</p>		<p>The Children's Services Plan was approved and published in 2017. Work is ongoing to refresh the plan in 2021.</p>
<p>We will continue to support our LGBTI Youth Forum in Clackmannanshire</p> <p>We will implement our guidance on 'Support for Transgender and Gender Variant Children in School'.</p>		<p>The forum continues to meet, supported by the Education team in Clackmannanshire Council. The group is open anyone aged 13-25 years old.</p> <p>The LGBT Youth Guidance on supporting Transgender and Gender Variant children in schools is embedded, which all Clackmannanshire education establishments are now following.</p>



Action	Status	Latest Note
We will revise our Education Anti-bullying Policy and guidance.		Clackmannanshire Council's Anti-bullying strategy has been developed in collaboration with Respectme, Scotland's Anti-Bullying Charity. The strategy can be found here <a href="https://www.clacks.gov.uk/site/documents/education/antibullyingpolicy/">https://www.clacks.gov.uk/site/documents/education/antibullyingpolicy/</a>
We will implement our Parent and Family Support Strategy in Clackmannanshire		The Clackmannanshire Parental Involvement Strategy aims to increase engagement between home, school and community. It highlights good practice and offers guidance to strengthen relationships. The Strategy was developed in consultation with parents, schools and Parent Councils <a href="https://www.clacks.gov.uk/site/documents/education/parentalinvolvementandengagementstrategy/">https://www.clacks.gov.uk/site/documents/education/parentalinvolvementandengagementstrategy/</a> Information on the ways the Council supports parents and families can be found here <a href="https://www.clacks.gov.uk/learning/aslfamilies/">https://www.clacks.gov.uk/learning/aslfamilies/</a>
We will continue to provide opportunities for individuals with protected characteristics to increase their qualifications through delivery of the Council's Employability programme		A range of employability programmes are in place to support protected groups across Clackmannanshire. These include the Fairstart programme; Parental Employability Support Programme; Employability Pipeline Programme; Flexible Skills and Improvement Programme and Youth Employability Programmes. More information on these can be found here <a href="https://www.clacks.gov.uk/community/clacksworks/">https://www.clacks.gov.uk/community/clacksworks/</a>



Action	Status	Latest Note
We will roll out a programme of mental health first aid training to staff and partners through the Community Wellbeing and Safety Partnership.		The Council approved its revised Mental Health Policy in November 2018 continuing the Council's commitment to maintaining the well being of its staff. In addition to a number of support measures the Council provides training to managers and employees such as the NHS 'Mentally Healthy Workplace' and 'Mental Health First Aid' courses. The Council also runs regular campaigns to encourage awareness of mental health issues and has reintroduced employee counselling via PAM Assist. The Mental Wellbeing our staff has been a clear focus throughout the pandemic and a range of easily accessible supports have been put in place. In addition a virtual health and wellbeing week has held in January 2021 which also saw the launch of our wellbeing toolkit. Further work is ongoing to develop a wellbeing strategy to support our staff as we continue to recover and respond to COVID.  Community based stress control classes and mental health first aid courses are delivered in Clackmannanshire, although in 2020 there has been a shift to more digital material and information.
We will roll out training on identifying substance misuse, child and adult protection and domestic abuse to a range of partners through the Community Safety and Wellbeing Partnership.		Training is routinely provided to Council employees as part of our workforce development programme, and as part of the corporate training needs programme which takes place annually. This includes specialist training and broader awareness raising training on substance misuse; public protection and domestic abuse. Training is developed and delivered jointly with partners when it makes sense to do so. Trauma informed approaches are being developed across Clackmannanshire, with the Council and partners seeking to implement further programmes of workforce development on trauma.






Action	Status	Latest Note
Working with our partners we will support third sector organisations to identify inequalities and develop assets based community led responses.		Since 2017 Clackmannanshire has seen the emergence of new assets based approaches including new development trusts; social business and a new Community Engagement framework aligned with the LOIP. The Community Empowerment Act has brought about increased opportunities for local voluntary sector organisations on use of assets; participation requests; and participatory budgeting. The LOIP and a range of supporting partnership strategies are focussed on developing local community led asset responses. A good example is the emergence of the Resilience Learning Partnership <a href="https://resiliencelearningpartnership.co.uk/about">https://resiliencelearningpartnership.co.uk/about</a> which seeks to connect the voices of lived experience to help influence policy.
Working with our partners we will run a number of Health and Wellbeing events in Clackmannanshire with a focus on our most disadvantaged communities.  We will continue to provide a programme of wellbeing courses and workshops including stress control, managing stress, assertiveness, self esteem, improving your mood, relaxation, 'keeping the heid' to communities in Clackmannanshire		Alongside our partners a programme of community wellbeing events were held across Clackmannanshire promoting local services, resources and information relating to well-being and safety to the community. Events have been held across Clackmannanshire in support of Knowing Clackmannanshire (events to connect communities to services and highlight community support organisations); wellbeing outreach sessions; workshops for employees and events targeted at supporting particular groups.  For our staff we have implemented healthy working lives; and have developed a range of support mechanisms to promote health and wellbeing. In 2021 a series of virtual events and activities were scheduled over the course of a week for staff. These included activities on stress control as well as advice and practical ideas for physical and mental health and wellbeing. A wellbeing toolkit has been issued and work is ongoing to develop our wellbeing strategy.  Clackmannanshire has recently approved its Employee Mental Health Policy.
We will continue to deliver a specifically targeted programme of curricular, extra curricular and school holiday sporting activities in primary, secondary, special schools and leisure facilities for protected groups in Clackmannanshire.		Clackmannanshire Council approved the Sport and Active Living Framework for Clackmannanshire in January 2019. A central focus of the framework is to ensure that all people have access to the benefits of sport and physical activity in Clackmannanshire regardless of their circumstances. Dedicated work has been put in place aimed at supporting particular groups including disability groups and care experienced young people. More information on this work can be found here <a href="https://www.clacks.gov.uk/culture/salframework/">https://www.clacks.gov.uk/culture/salframework/</a>

Action	Status	Latest Note
We will continue to provide support to staff for stress control for all staff.		The Council's stress management policy and stress risk assessment process sets out the approaches in place to support staff. A range of information and services is also provided to staff to support them in their roles. ; Counselling help line; Mental Health First Aiders, Mental Health & Stress Management e-learning and a range of health and wellbeing campaigns are delivered each year.

Action	Status	Latest Note
<p>We will review access to training and uptake of training for protected groups of employees.</p> <p>We will implement equalities training as part of the induction process for all new employees.</p>		<p>The Council's Learning and Development Policy and Procedure was agreed in 2018 and sets out the process for learning and development across the whole workforce. Mandatory training is set for all staff and is required to be completed annually through the Clacks Academy; the Council's elearning platform. Training needs are identified with each member of staff through the PRD process and guidance on conducting training needs is refreshed annually. The Council's iTrent system records data on training for each employee.</p> <p>An e-learning module on Equalities is now included in the induction process and is a mandatory learning requirement for all employees. Additional training has been provided for managers and staff on the Council's EQIA and PIA process.</p>
<p>We will review key HR policies in respect of equality and diversity on a rolling basis.</p>		<p>All the Council's main policies have been reviewed and updated and we are now in a programme of continued review and improvement.. This includes important new policies which support our equalities duties. These include the Menopause Policy (2020); Carers Policy(2020); Special leave (2020); Worklife Balance and Flexible Working Policies (2020), Equality, Diversity and Inclusion (2021). EQIAs are completed for all new and updated policies, which are also subject to Council approval.</p>
<p>We will review our policies on recruitment to ensure appropriate activities are undertaken to target under represented groups employed by Clackmannanshire Council.</p> <p>We will maintain our Disability Confident employer status</p>		<p>The Council's recruitment and selection policy have recently been reviewed and refreshed as part of our ongoing programme of policy refresh, Previously approved by Council n September 2017 our updated policy and procedure was formally apprvped by our Partnership and Performance Committee on 11<sup>th</sup> March 2020 . The Council is committed to applying its Equal Opportunities Statement at all stages of the recruitment and selection process. Shortlisting, interviewing and selection is carried out without regard to age, disability, sex, gender reassignment, pregnancy, maternity, race (including colour, nationality and ethnic or national origins), sexual orientation, religion or belief, marital or civil partnership status, political opinion or trade union membership.</p> <p>Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of their disability. The Council, in line with other Local Authorities, uses the myjobscotland portal for advertising vacancies to attract as wide a pool of potential applicants as possible. We are also an accredited Disability Confident employer and our new policy takes account of positive action in the recruitment process.</p> <p>The Councils is actively looking at becoming an adopter of "happy to talk about flexible working" as well as signing up to the Stonewall Diversity Champions Programme.</p>
<p>We will continue to provide appropriate support to enable our staff with disabilities to carry out their duties (ie hearing aids, visual aids, physical aids).</p>		<p>Optima provide Occupational Health (OH) support to the Council. One function of the OH service is to ensure that we are able to identify and put into place reasonable adjustments for our staff to ensure that they are able undertake their duties. This can involve engagement with GPs, consultants, Access to Work etc to ensure appropriate steps and actions are taken.</p>

Action	Status	Latest Note
We will review our mechanisms for internally engaging with protected groups on how we deliver and improve services.		The Council's Strategic Workforce Plan <a href="https://clacks.gov.uk/document/meeting/1/860/6426.pdf">https://clacks.gov.uk/document/meeting/1/860/6426.pdf</a> was agreed in 2019 and is a key workstream of the Be the Future programme. As part of this strategy an employee survey is carried out annually and an improvement plan developed on areas requiring further action. The improvement plan is informed through focus groups and engagement with our local Trade Unions.
Improve the health of Clackmannanshire Council's staff through work towards achieving Healthy Working Lives Gold Award.		Clackmannanshire Council successfully retained the Healthy Working Lives award at Silver Level after the annual review in December 2019. Work continues to work towards achieving the Gold Award.

Action	Status	Latest Note
Working with our Community Planning Partners we will undertake a strategic needs assessment on poverty in Clackmannanshire. This will inform the development of the Local Outcome Improvement Plan and Localities Plans.  Working with our Community Planning Partners we will pilot a programme of work to support women on low incomes in Clackmannanshire.		Tackling Child Poverty is a priority set out in Clackmannanshire's LOIP 2017/27 and the Council's Corporate Plan 2019/23. Our Local Child Poverty Action Report can be found here <a href="https://www.clacks.gov.uk/document/6077.pdf">https://www.clacks.gov.uk/document/6077.pdf</a>  Further work is being taken forward through the Wellbeing Economy programme in Clackmannanshire, and poverty is identified as a key theme in that programme. As part of this work the Council along with partners are using the Inclusive Growth Diagnostic Tool and working with SIPHER to develop a refined set of priorities to tackle inequality in Clacks.
Working with a range of partners we will continue to provide a range of initiatives aimed at minimising the impact of fuel poverty in Clackmannanshire.		Clackmannanshire Council HEAT programme delivers universal energy advice for residents.  Citizens Advice Bureau have commenced a new programme of fuel poverty and water savings advice called Local Energy Advice Project (LEAP). CAB's Local Energy Advice Project focuses on combatting fuel poverty by providing energy saving advice and case work to households on fuel debt and supporting them to create a sustainable solution. The project runs until March 2021, and is seeking continuation funding. CAB also provides Energy Best Deal advice including training to partner organisations

Action	Status	Latest Note
Support financial inclusion services for protected groups		<p>Personal budgeting, financial, education and financial health checks given by CAB. They also have a wide range of projects focusing on income maximisation e.g. welfare rights, help to claim, welfare rights and money advice (in partnership with Clacks Works). Financial Health Check Services are in place at Forth Valley Royal Hospital for patients to drop in for advice specialist CAB key workers. During 2019/20, 3,466 Clacks residents accessed their advice services and in this period the client financial gain for Clacks residents was £2.4 million.</p> <p>The New Baby Financial Health Service accessible via referral from NHSFV is also in place to support new parents with advice on benefits, debt, housing and employment.</p>
We will work with our Community Planning Partners to ensure that information on the availability of services in Clackmannanshire is accessible to local GPs and other health professionals.		<p>A range of information is available for communities and partners on community based support services in Clackmannanshire. Partners in Clackmannanshire have also run a number of events, face to face and digital aimed at raising awareness of the support services in place in Clackmannanshire and referral pathways.</p>
We will continue to provide the Choose Life Programme in Clackmannanshire to help address mental health and risk of suicide.		<p>Clackmannanshire's Choose Life coordinator sits within the Integrated Mental Health Services in the wider HSCP. A Suicide Prevention Action Group across Clackmannanshire and Stirling is being set up to take forward a local suicide prevention strategy for Clackmannanshire and Stirling. In addition work is already progressed – Applied Suicide Prevention training has been provided; A suicide prevention crisis card was developed with national and local helplines and disseminated across Clackmannanshire and Stirling; Suicide prevention awareness sessions have been delivered for partners and support information is in place at key locations including Clackmannanshire Bridge.</p>
Working with our Community Planning Partners we will ensure that efforts to facilitate, support and co-ordinate the provision of employability services in Clackmannanshire include protected groups.		<p>The Clackmannanshire Local Employability Partnership (LEP) has produced a directory of employability services in Clackmannanshire which is updated on an annual basis.</p> <p>Clackmannanshire is one of nine areas in Scotland delivering Fair Start Scotland, a new employment support service which helps people who are further from the jobs market to find work. This programme is targeted at supporting protected groups.</p>
Work to ensure that the region-wide economic benefits of the City Deal help to reduce poverty and the impact of poverty on protected groups in Clackmannanshire.		<p>Clackmannanshire's Be the Future Transformation Programme, which includes the City Deal, is designed to drive inclusive economic growth. Further information on this can be found here <a href="https://www.clacks.gov.uk/council/priorities">https://www.clacks.gov.uk/council/priorities</a></p>

## Appendix B: Clackmannanshire Council Employee Data; Gender Pay Gap and Data on Recruitment

### 1) Employees Data

Table and Chart 1: Age (not including teachers)

	2017		2018		2019		2020	
	No.	%	No.	%	No	%	No	%
Under 21	81	3.9%	66	3.3%	55	2.8	45	2.2
21-30	259	12.5%	269	13.3%	241	12.4	266	13.3
31-40	349	16.9%	364	18.0%	366	18.9	384	19.3
41-50	551	26.6%	511	25.3%	461	23.8	442	22.2
51-60	660	31.9%	640	31.6%	631	32.5	640	32.2
61 and over	169	8.2%	173	8.6%	182	9.4	209	10.5
All	2069	100.0%	2023	100.0%	1936	100	1986	100

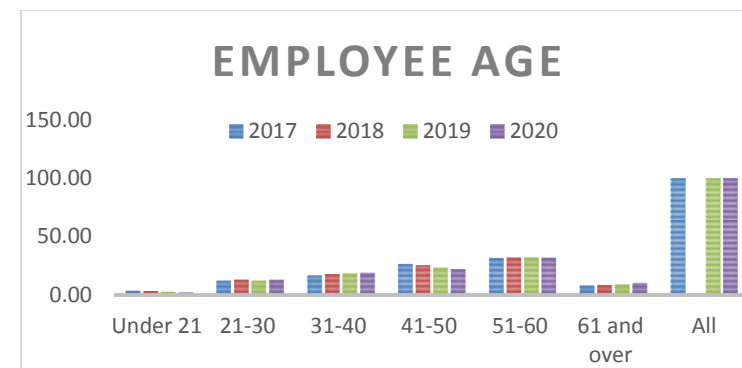
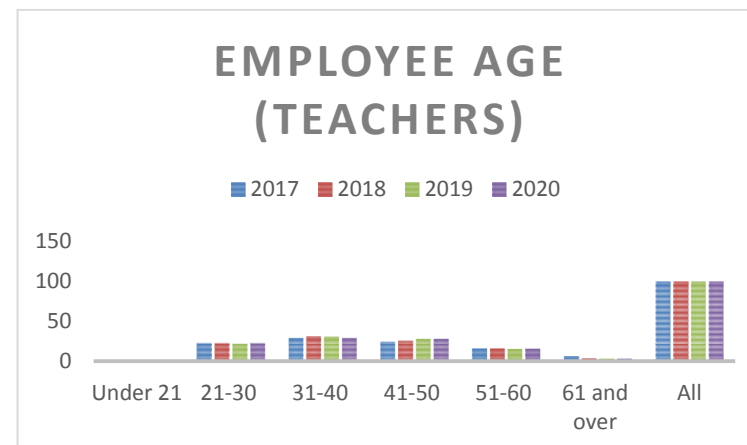


Table and Chart 2: Age (Teachers)

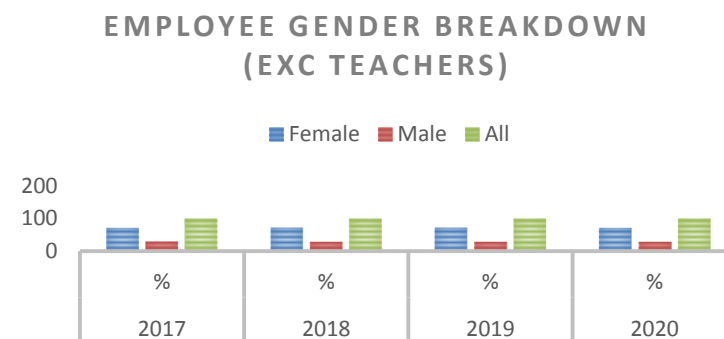
	2017		2018		2019		2020	
	No.	%	No.	%	No	%	No	%
Under 21	0	0	0	0	0	0	0	0
21-30	160	22.9%	148	23.1%	141	21.7	153	23.0
31-40	205	29.3%	200	31.2%	201	30.9	196	29.5
41-50	173	24.7%	166	25.9%	184	28.3	188	28.3
51-60	114	16.3%	104	16.2%	101	15.5	104	15.6
61 and over	47	6.7%	23	3.6%	22	3.3	23	3.4
All	699	100.0%	641	100.0%	649	100	664	100





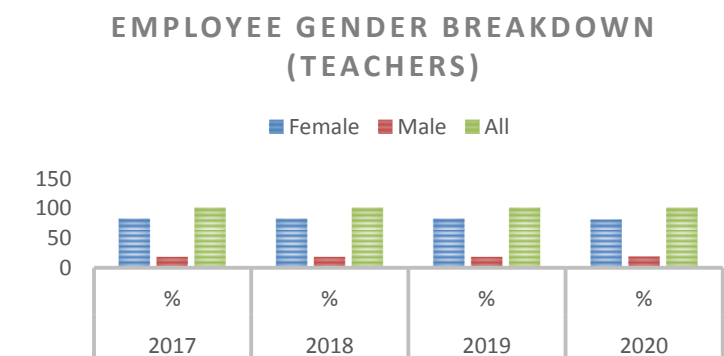
**Table and Chart 3: Gender Breakdown (not including teachers)**

	2017		2018		2019		2020	
	No.	%	No.	%	No	%	No	%
Female	1465	70.8%	1442	71.3%	1381	71.3	1416	71.2
Male	604	29.2%	581	28.7%	555	28.6	570	28.7
All	2069	100.0%	2023	100.0%	1936	100	1986	100



**Table and Chart 4: Gender Breakdown (teachers)**

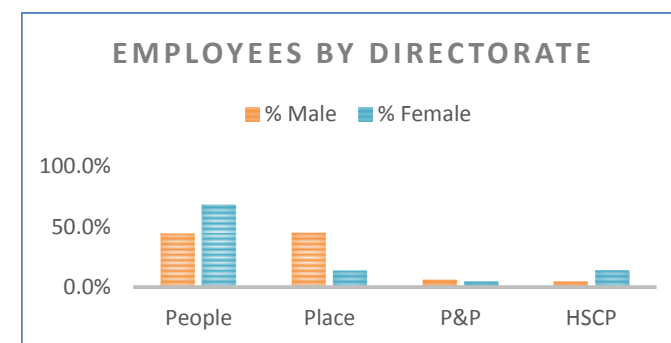
	2017		2018		2019		2020	
	No.	%	No.	%	No	%	No	%
Female	571	81.7%	525	81.9%	531	81.8	537	80.8
Male	128	18.3%	116	18.1%	118	18.1	127	19.1
All	699	100.0%	641	100.0%	649	100	664	100



**Table and Chart 5: Employee Data by Directorate**

(% of all employees by Gender and by Directorate)

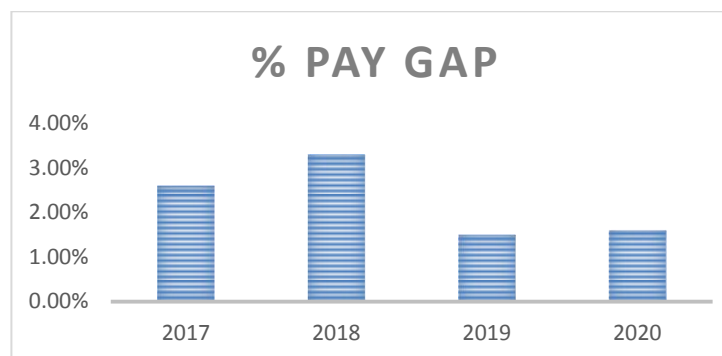
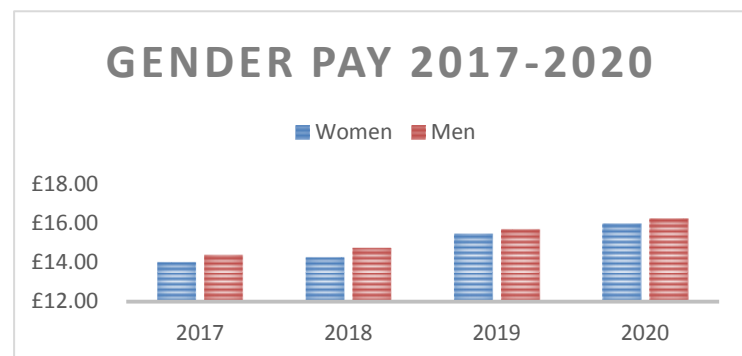
	% Male	% Female
People	44.2%	67.8%
Place	44.7%	13.7%
P&P	6.4%	4.6%
HSCP	4.7%	13.9%
Total	100.0%	100.0%



## Table and Charts 6: Employee Data: Gender Pay

(Gender pay gap: difference between women's average hourly pay and men's average hourly pay).

	2017	2018	2019	2020	% Change 2017-2020
<b>Female</b>	£14.01	£14.26	£15.47	£15.99	+£1.98
<b>Men</b>	£14.38	£14.74	£15.70	£16.25	+1.87
<b>% Gap</b>	2.6%	3.3%	1.5%	1.6%	-1%

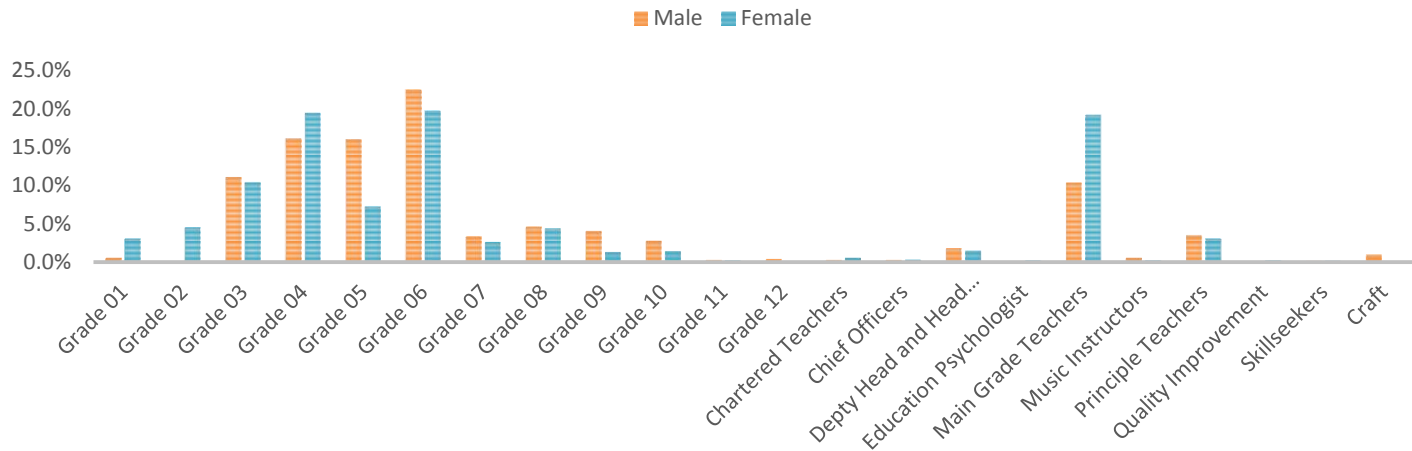


## Table and Charts 7: Employee Data: Gender Pay by Grade

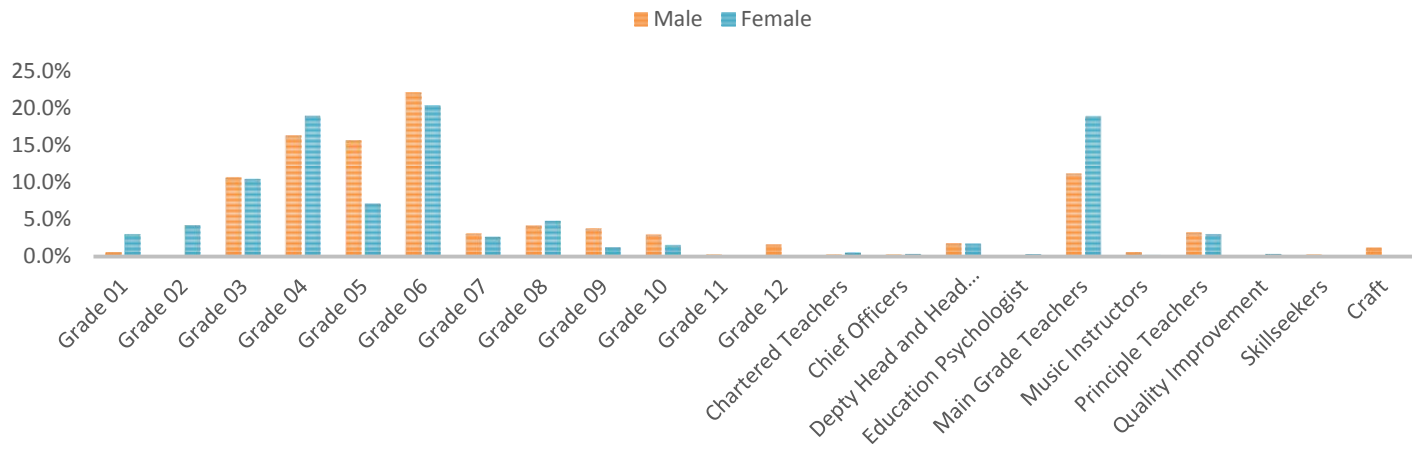
(% of employees in each grade/defined role)

Grade	2019		Grade	2020	
	Male	Female		Male	Female
Grade 01	0.6%	3.1%	Grade 01	0.5%	3.0%
Grade 02	0.0%	4.5%	Grade 02	0.0%	4.2%
Grade 03	11.1%	10.4%	Grade 03	10.6%	10.4%
Grade 04	16.2%	19.4%	Grade 04	16.3%	18.9%
Grade 05	16.0%	7.3%	Grade 05	15.6%	7.1%
Grade 06	22.5%	19.7%	Grade 06	22.1%	20.3%
Grade 07	3.4%	2.6%	Grade 07	3.1%	2.7%
Grade 08	4.6%	4.4%	Grade 08	4.2%	4.8%
Grade 09	4.1%	1.3%	Grade 09	3.8%	1.2%
Grade 10	2.8%	1.4%	Grade 10	3.0%	1.6%
Grade 11	0.3%	0.2%	Grade 11	0.3%	0.1%
Grade 12	0.4%	0.0%	Grade 12	1.6%	0.1%
Chartered Teachers	0.3%	0.6%	Chartered Teachers	0.3%	0.5%
Chief Officers	0.3%	0.3%	Chief Officers	0.3%	0.3%
Depty Head and Head Teachers	1.8%	1.5%	Depty Head and Head Teachers	1.8%	1.7%
Education Psychologist	0.0%	0.2%	Education Psychologist	0.0%	0.3%
Main Grade Teachers	10.4%	19.2%	Main Grade Teachers	11.2%	18.9%
Music Instructors	0.6%	0.2%	Music Instructors	0.5%	0.2%
Principle Teachers	3.5%	3.1%	Principle Teachers	3.2%	3.0%
Quality Improvement	0.0%	0.2%	Quality Improvement	0.1%	0.3%
Skillseekers	0.1%	0.2%	Skillseekers	0.3%	0.1%
Craft	1.0%	0.0%	Craft	1.2%	0.0%
Total Staff	100.0%	100.0%	Total Staff	100.0%	100.0%

### GENDER PAY BY DIRECTORATE 2019



### GENDER PAY BY DIRECTORATE 2020



**Table 8: Employees with a Disability<sup>1</sup>**

	2017		2018		2019		2020	
	No.	%	No.	%	No	%	No	%
<b>Yes</b>	75	2.71%	71	2.67%	66	2.6%	74	2.8%
<b>Prefer not to say</b>	49	1.77%	45	1.7%	76	2.9%	75	2.8%
<b>Not known</b>	2664	96.2%	2548	95.6%	2443	94.5%	1801	68.0%
<b>Totals</b>	2768	100	2664	100	2585	100	2650	100

**Table 9: Employees Ethnicity Breakdown**

	2017		2018		2019		2020	
	No.	%	No.	%	No	%	No	%
<b>BME</b>	63	2.3%	64	2.4%	0	0.0%	0	0.0%
<b>White</b>	1361	49.2%	1354	50.8%	1723	66.7%	1712	64.6%
<b>Asian or Asian British</b>	0	0.0%	0	0.0%	7	0.3%	7	0.3%
<b>Black or Black British</b>	0	0.0%	0	0.0%	8	0.3%	5	0.2%
<b>Mixed</b>	0	0.0%	0	0.0%	-	-	-	-
<b>Other Ethnic Group</b>	0	0.0%	0	0.0%	36	1.4%	34	1.3%
<b>Not known</b>	1344	48.6%	1246	46.8%	809	31.3%	890	33.6%
<b>Total</b>	2768	100.0%	2664	100.0%	2585	100.0%	2650	100.0%

<sup>1</sup> Tables 8-12 do not include data which refers to fewer than 5 employees.  
 Equalities data on employees shown in tables 8-12 is collected via Irent and is provided on a voluntary basis.

**Table 10: Employees Religion and belief**

	2017		2018		2019		2020	
	No.	%	No.	%	No	%	No	%
<b>Church of Scotland</b>	469	16.9%	453	17.0%	552	21.4%	544	20.5%
<b>None</b>	573	20.7%	593	22.3%	762	29.5%	753	28.4%
<b>Other</b>	17	0.6%	18	0.7%	24	0.9%	23	0.9%
<b>Other Christian</b>	53	1.9%	54	2.0%	76	2.9%	73	2.8%
<b>Preferred Not to Say</b>	135	4.9%	123	4.6%	138	5.3%	133	5.0%
<b>Roman Catholic</b>	149	5.4%	148	5.6%	189	7.3%	199	7.5%
<b>Buddhist</b>	0	0.0%	0	0.0%	-	-	-	-
<b>Muslim</b>	0	0.0%	0	0.0%	-	-	-	-
<b>Not known</b>	1372	49.6%	1275	47.9%	838	32.4%	917	34.6%
<b>Total</b>	2768	100.0%	2664	100.0%	2585	100.0%	2650	100.0%

**Table 11: Sexual orientation**

	2017		2018		2019		2020	
	No.	%	No.	%	No	%	No	%
<b>Heterosexual/Straight</b>	1230	44.4%	1227	46.1%	1538	59.5%	1534	57.9%
<b>Not Heterosexual/Straight</b>	18	0.65%	22	0.8%	0	0.0%	0	0.0%
<b>Bisexual</b>	0	0.00%	90	3.4%	7	0.3%	7	0.3%
<b>Gay Man</b>	0	0.00%	0	0.0%	9	0.3%	9	0.3%
<b>Gay Woman/Lesbian</b>	0	0.00%	0	0.0%	14	0.5%	13	0.5%
<b>Other</b>	0	0.00%	0	0.0%	5	0.2%	-	-
<b>Preferred Not to Say</b>	121	4.37%	114	4.3%	127	4.9%	122	4.6%
<b>Not Known</b>	1399	50.54%	1211	45.5%	885	34.2%	962	36.3%
<b>Total</b>	2768	100	2664	100	2585	100	2650	100

**Table 12: Marital status**

	2017		2018		2019		2020	
	No.	%	No.	%	No	%	No	%
<b>Civil Partnership</b>	15	0.54%	17	0.64%	16	0.6%	15	0.6%
<b>Married</b>	923	33.35%	885	33.22%	1100	42.6%	1072	40.5%
<b>Not Married</b>	305	11.02%	326	12.24%	443	17.1%	427	16.1%
<b>Other</b>	90	3.25%	89	3.34%	95	3.7%	97	3.7%
<b>Preferred Not to Say</b>	54	1.95%	52	1.95%	56	2.2%	53	2.0%
<b>Single</b>	107	3.87%	103	3.87%	131	5.1%	159	6.0%
<b>Not Known</b>	1274	46.0%	1192	44.7%	744	28.8%	827	31.2%
<b>Total</b>	2768	100	2664	100	2585	100	2650	100



## Appendix C Equal Pay Statement 2021

### Equal Pay Policy Statement 2017 General Introduction

The public sector duty to promote equality requires Clackmannanshire Council to develop and publish an Equal Pay Policy Statement on how it is meeting its duty, having due regard to the need to eliminate unlawful discrimination, particularly in relation to employment and pay.

Clackmannanshire Council is therefore committed to developing, maintaining and supporting a policy of equal opportunity in employment and will treat all staff fairly irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

### Equal Pay Statement

Clackmannanshire Council's equal pay statement is:

***"Clackmannanshire Council is committed to the principles of equal pay for all our employees and aims to eliminate any bias in our remuneration/reward packages"***

### Commitments and Objectives

Clackmannanshire Council will ensure that there are no unfair, unjust or unlawful practices that impact on reward.

Where any inequality may arise, the Council will investigate promptly and ensure appropriate remedial action is taken if required.

In order to achieve our equal pay objectives, the Council will:

- Ensure that all staff doing work of equal value receive the same level of pay, unless an objective reason exists for any difference;
- Reduce any identified pay gap;
- Review organisational pay structures to identify and remove barriers which may result in occupational segregation e.g. monitor our equality profile and encourage under represented groups to apply for posts;
- Ensure recruitment and employment practices promote equality and are free from discrimination;
- Review benefits to ensure all staff have equitable access e.g. pension, occupational sick pay, OH, Counselling;
- Ensure that all staff have fair and equal access to training and development opportunities;
- Work in partnership with Trade Unions.



- In order to achieve our objectives the Council will continue to/will undertake a range of activities:
- Implement a revised pay, grading and benefits structure, which includes a new framework of job families and role profiles;
- Measure the role profiles using a recognised analytical job evaluation scheme and an analytical, systematic and objective mechanism to assess, assign, analyse and allocate current jobs to the new framework;
- Introduce arrangements for the ongoing governance and monitoring of the pay grading and benefits structure and take remedial action where appropriate;
- Gather information on protected characteristics including, but not limited to, race and disability and review to identify potential areas of occupational segregation and take action as appropriate.
- Provide training and guidance for those involved in making decisions about the application of the pay, grading and benefits provisions;
- Inform employees of how these practices work and how their own pay is determined;
- Monitor the uptake of training and development opportunities and improve access to training programmes;
- Analyse complaints and grievances including, pay, harassment, recruitment and training;
- Conduct equality impact assessments on all employment policies;
- Examine the barriers to employees advancing to senior level posts and take positive action to remove them;
- Raise employee awareness of equalities duties for both employment and Service delivery requirements;
- Annually review our reward policy and practice so that trends and any anomalies are identified, investigated and resolved;
- Respond to grievances and other concerns on equal pay as a priority .

## **2. Complaints and Grievances**

Any complaint about a breach of the equal pay policy should, in the first instance, be made to the relevant line manager. If these informal approaches do not satisfy the employee the complaint may be dealt with through the Council's Grievance Procedure.

The Council will work in partnership with the recognised Trade Unions to find resolutions to any legitimate concerns regarding equal pay.

## **3. Monitoring**

The Human Resources Leadership Team will review equal pay audit findings. Statistical information and trends (including the incidence and type of complaints) will be reviewed annually.