

Appendix 1: Aberdeenshire Council's Workforce Profile

As at December 2016, Aberdeenshire Council employed 15,466 people which took up a total of 19,794 posts within the council. The workforce data presented here is the total number of posts within the council. This report is based on incumbencies or post held by each employee. Some employees may have multiple incumbencies – for example, a Supervisory Cleaner may hold posts for Relief Cleaner and Children's Escort. Throughout the report incumbencies are referred to as 'employee data' or 'employees'.

The information in this Appendix refers to all employees of the council over the years 2015 and 2016. The exception to this is training data which has not been recorded for 2016 due to changes in how course attendance is recorded in line with the upgrading of the Human Resources Information System. Therefore the 2014 and 2015 data has been included here instead. Training data will be available later in 2017 in relation to future reporting.

The sections on training, leavers and general employee data are generated from our Human Resource Information system. The data relates to development, retention and recruitment respectively. The data on recruitment is obtained from the Talentlink database, the Scottish public authority recruitment tool.

In some parts of our report there are high responses in the 'unknown' category. There are two reasons for this – the first is where the employee has declined to answer the question, the second is where the employee has filled in the 'no declaration' section of the form. Steps have been taken to encourage employees to provide as much information as possible to help us gain a better understanding of our workforce profile. For example, during the spring of 2016 the completion of the equalities monitoring form when applying for a job became mandatory. Applicants can still declare on the form that they do not wish to enter any information, however they have to go into the form to do this rather than simply bypassing the form altogether.

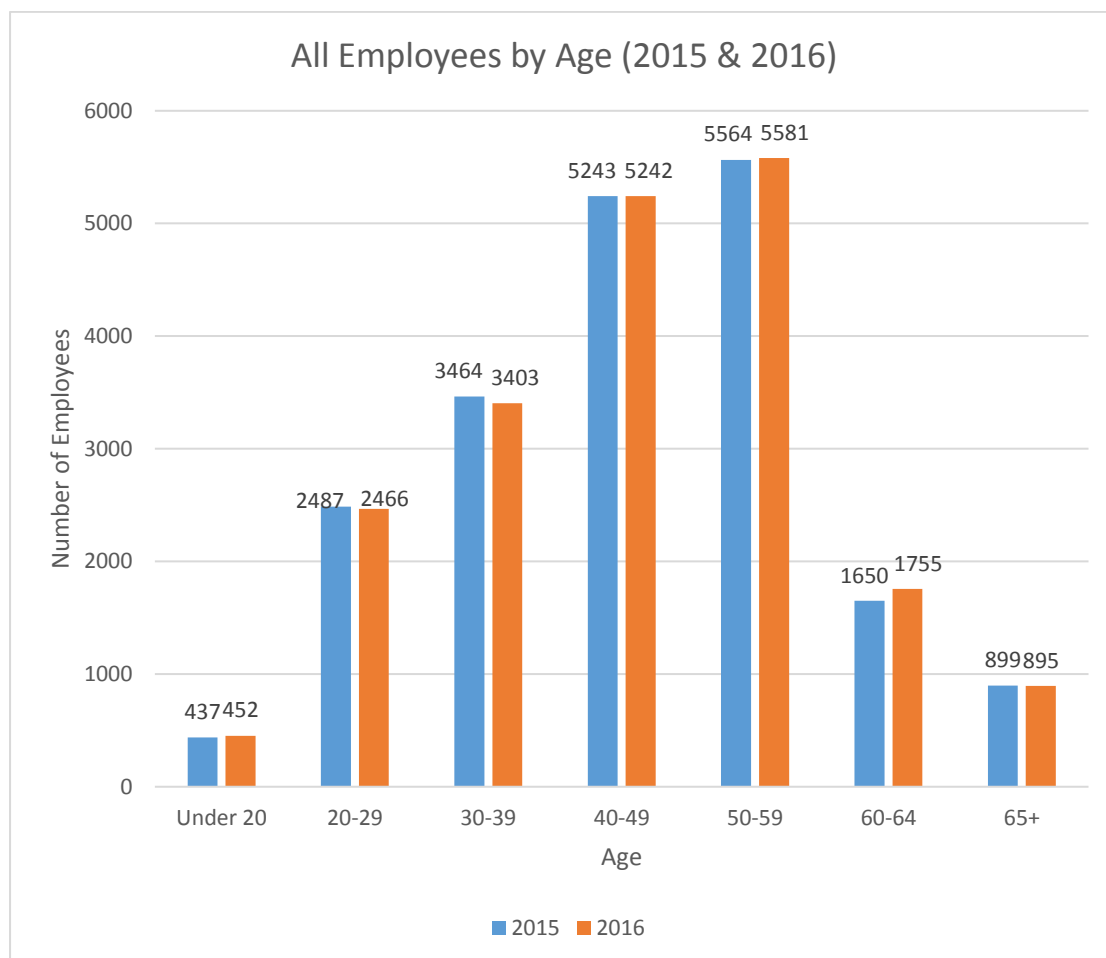
Workforce profile information has been used by some sections of the council to plan for the future in terms of addressing age profiles which would leave a Service 'at risk' due to a predominantly significant proportion of employees in the higher age ranges. Similarly, some Services have used the workforce profile information in new and innovative ways to address the means of retaining employees and skills when duties and tasks need to be provided. It is critical that such work continues and helps the council address changes and gaps in relation to the Protected Characteristics.

Combined Workforce Profile

Age

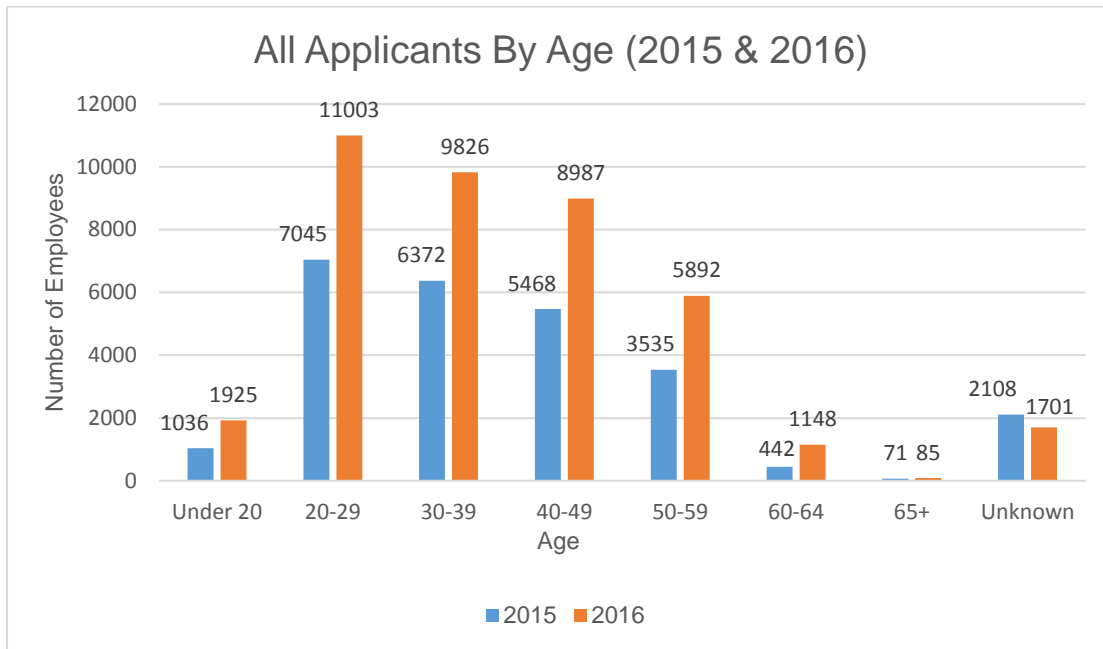
All Employees

The largest percentage of employees fall into the age range 40-49 and 50-59. The number of employees in the 50-59 category has increased by 0.31% since 2015. The number of employees in the 60-64 category has increased by 5.71% and this appears to be a continuing trend; however, the number of over 65's dropped by 0.41% in 2016.



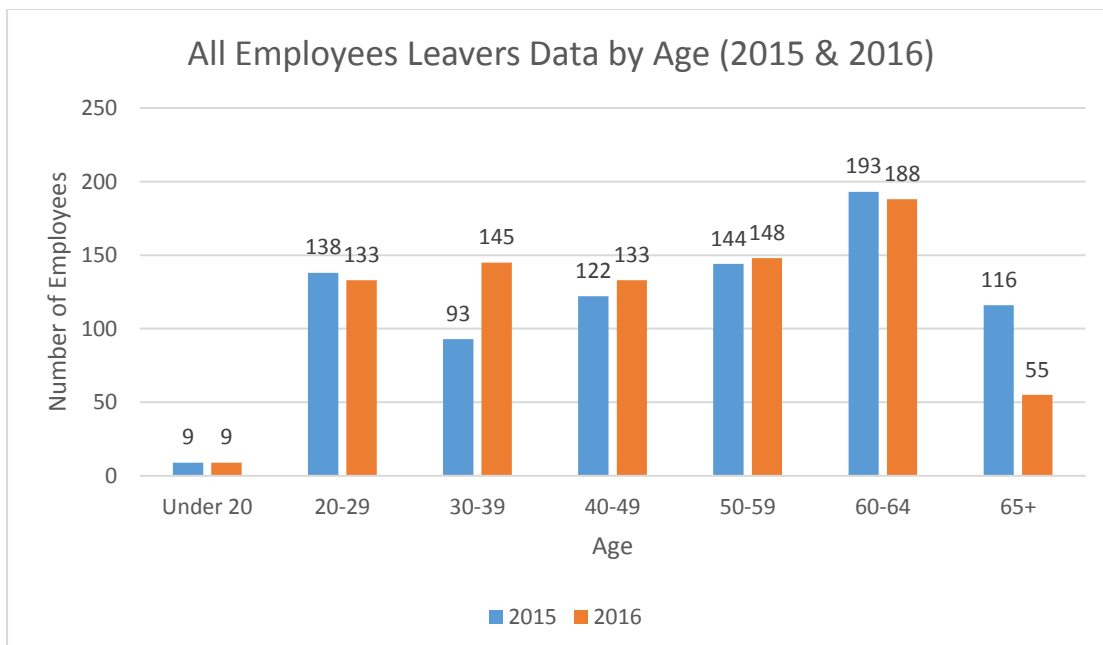
Recruitment

The number of job applicants has substantially increased by 54% across all categories over the course of the two year period, with the biggest increase seen in the 20-29 and 30-39 age groups. It is noted there is a considerable increase in the number of applications across the two years mainly due to the oil and gas downturn, but this could be partly attributable to the promotional work that has been undertaken to make Aberdeenshire Council an employer of choice in the region.



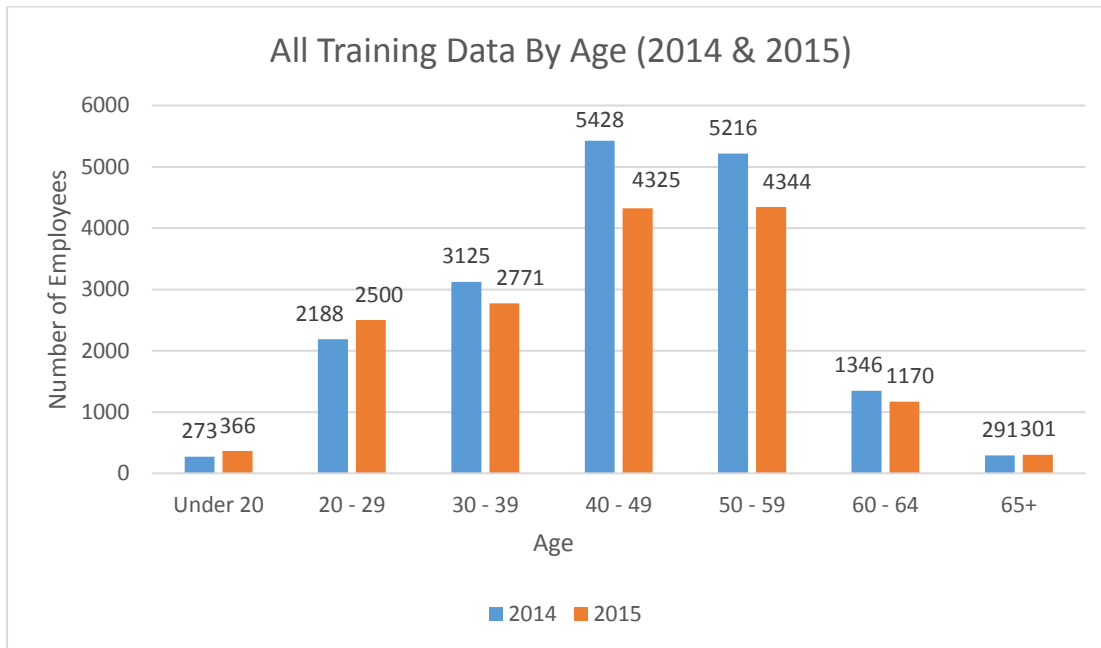
Retention

In comparison with previous mainstreaming reports, the highest number of leavers are still in the 60-64 category, with no major changes across any of the age categories.



Development

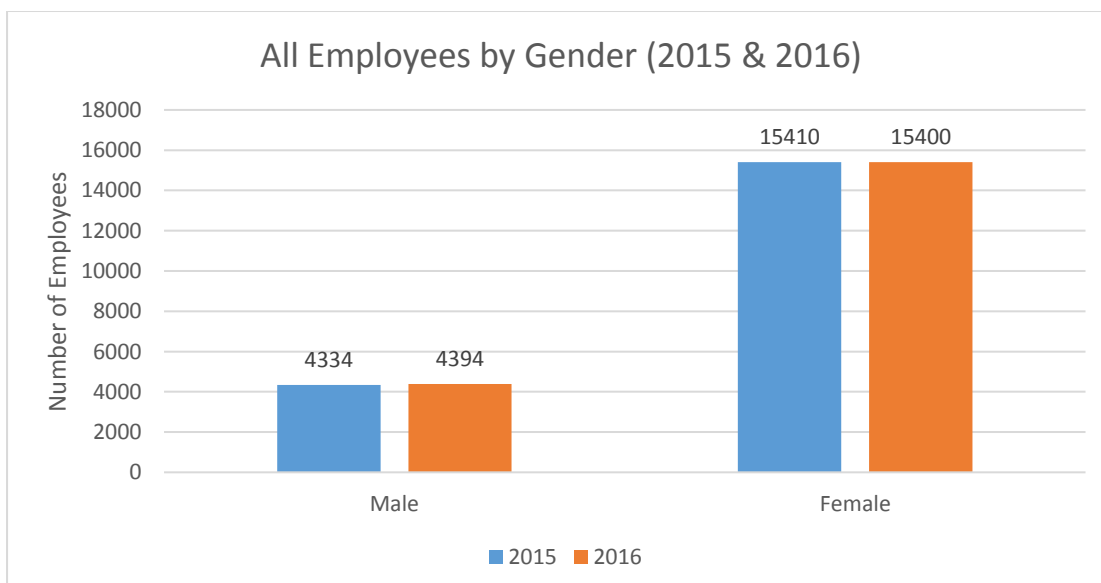
The data from 2015 indicates an overall fall of 12.4% from 2014 in the numbers participating in training across all categories. However, increases in training undertaken were seen in the under 29s and the over 65s. The number of employees by age undertaking internal training courses is reflective of the general age population of the workforce. Employees in the 40-49 and 50-59 categories undertook the highest number of training courses, in line with age data for all employees.



Gender

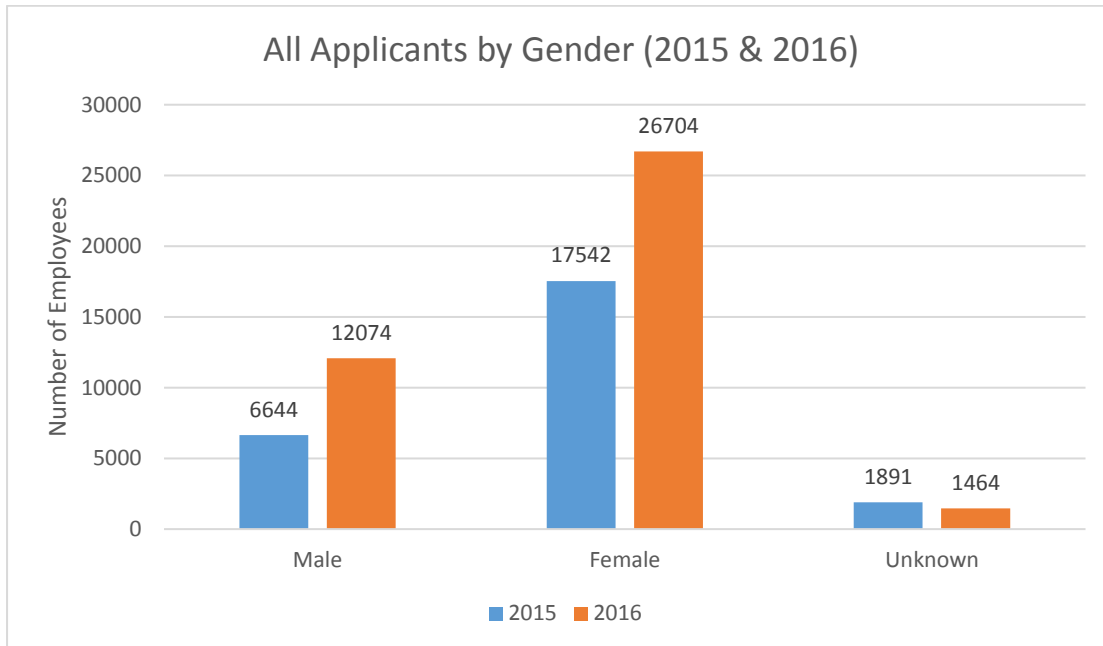
All Employees

The proportion of male (22%) and female (78%) employees has remained the same in both 2015 and 2016. This is broadly consistent with the previous mainstreaming report with a proportion of male (23%) and female (77%) in 2013 and 2014.



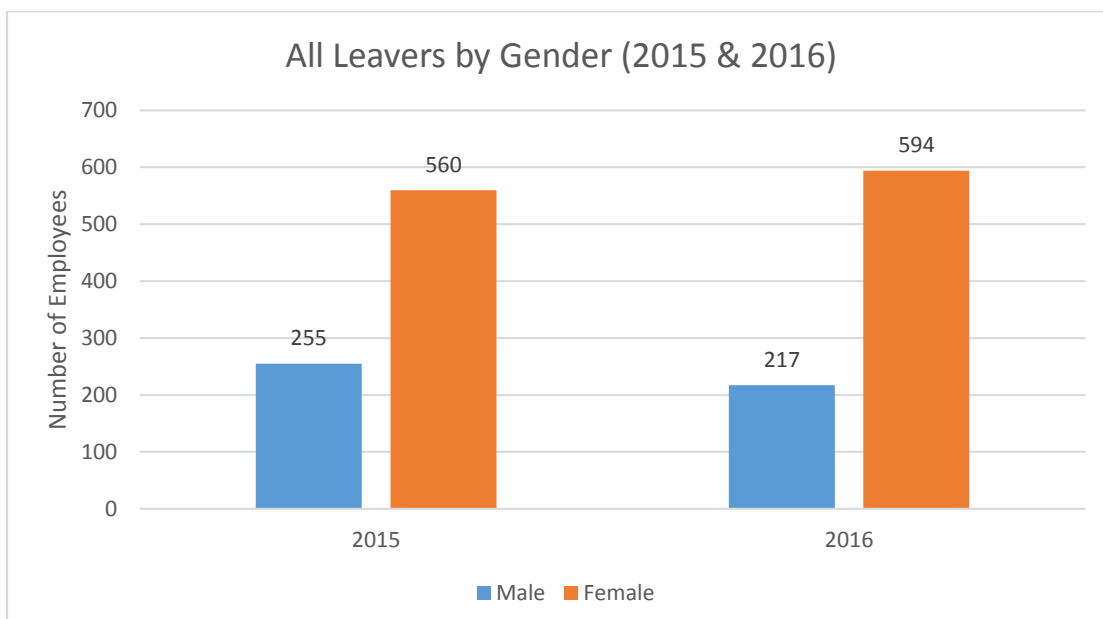
Recruitment

The large increases in applicants across both sexes, with a reduction in the number of 'unknowns' in this category which may be attributable to the changes in capturing recruitment monitoring information. The number of male applicants has proportionally increased more than female applicants, this could be due to the downturn in oil and gas which is a more male dominated sector.



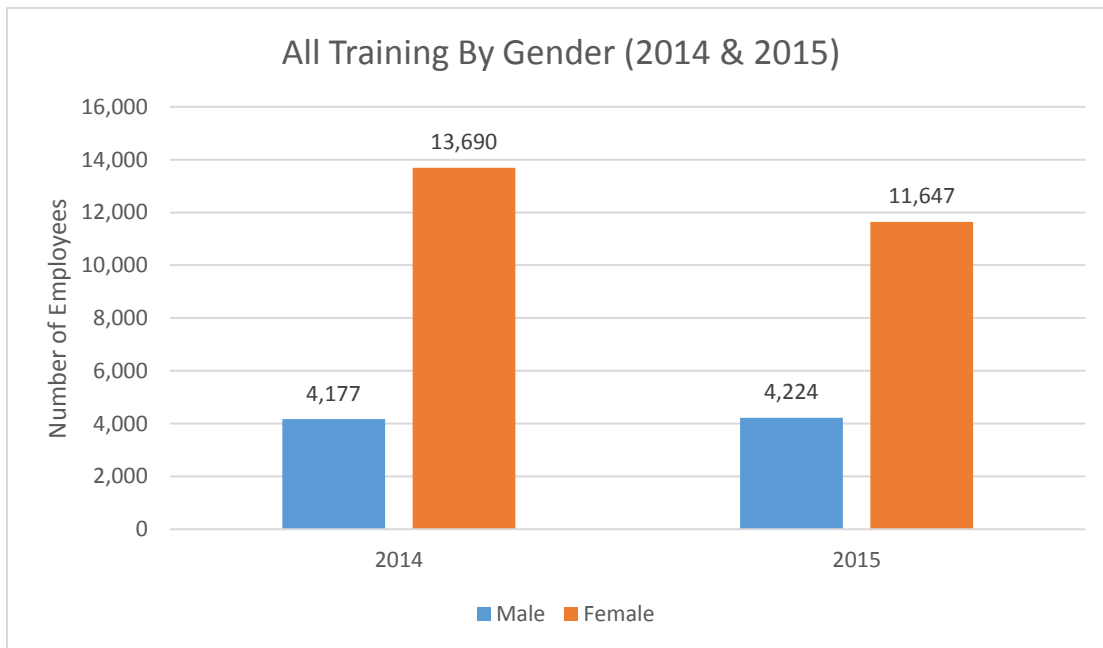
Retention

The number of leavers overall is almost identical for 2015 and 2016, however there was a 5% increase of female leavers and fall in the number of male leavers.



Development

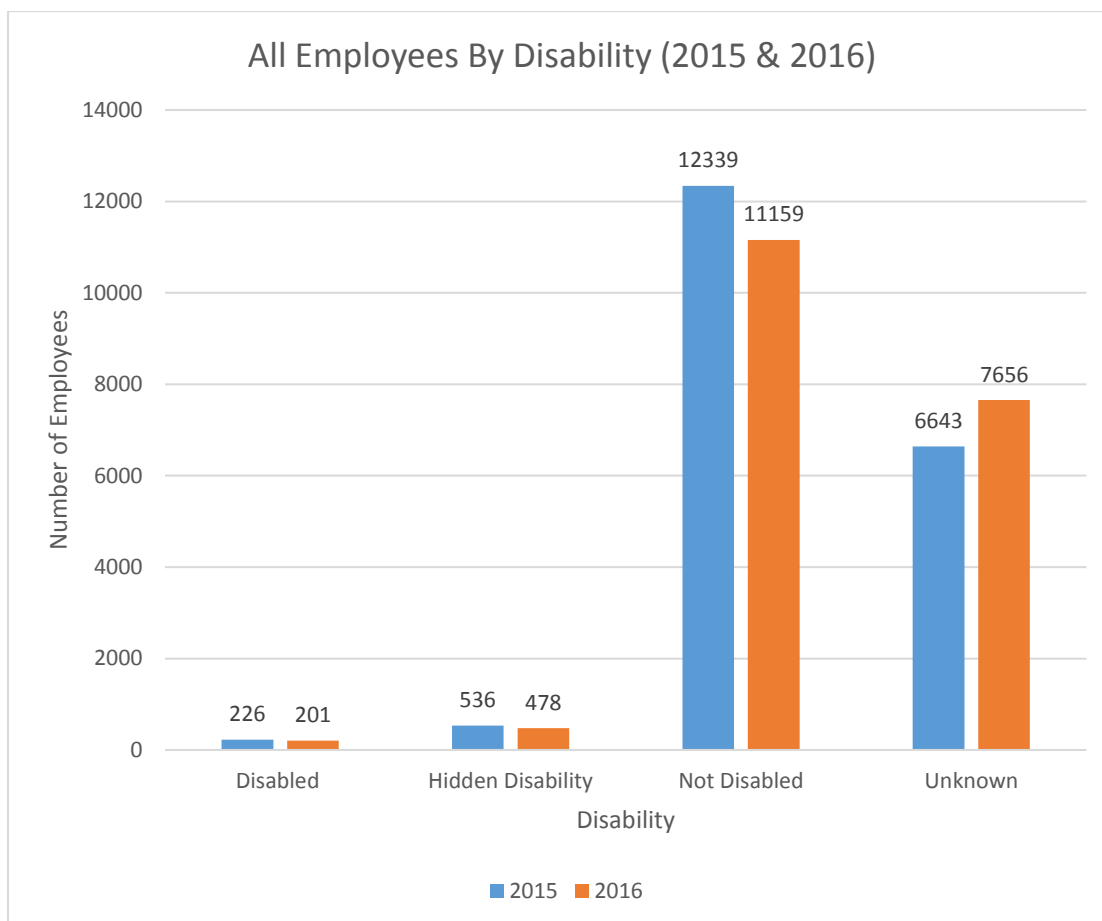
There has been a 12% decrease in numbers attending training between 2014 and 2015, however in comparison to the previous mainstreaming reports there had previously been a 39% increase in training between 2013 and 2014 so training still remains at a higher level in comparison to 2013 levels. Female employees have accounted for the fall in training while the numbers of males undergoing training has remained constant.



Disability

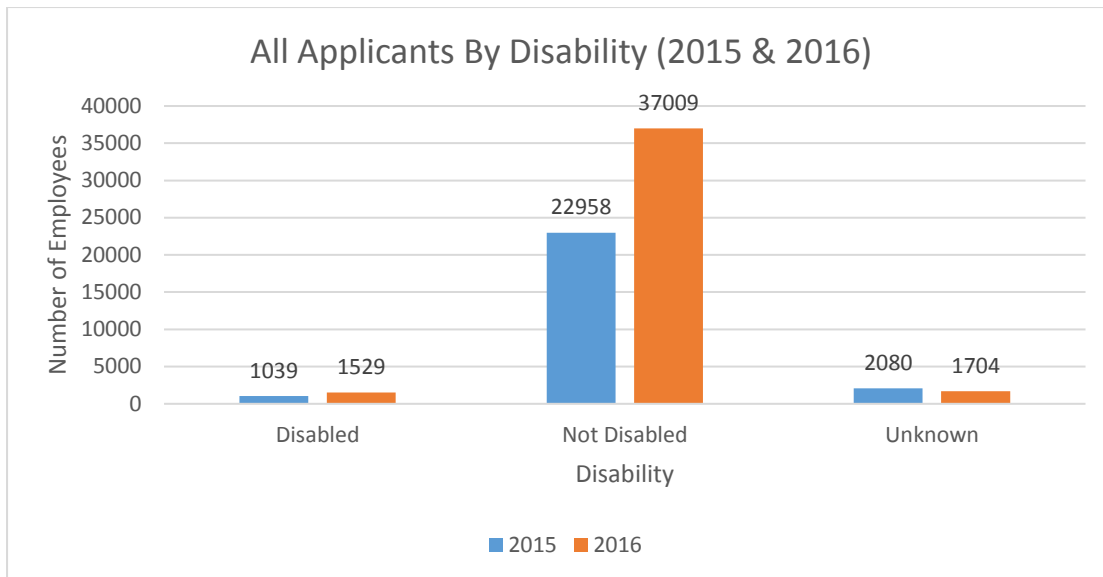
All Employees

The number of employees with a disability has decreased in 2016 and this trend continues from the previous mainstreaming report. The number of employees with a hidden disability has also decreased but is still higher than in previous years (2013 or 2014).



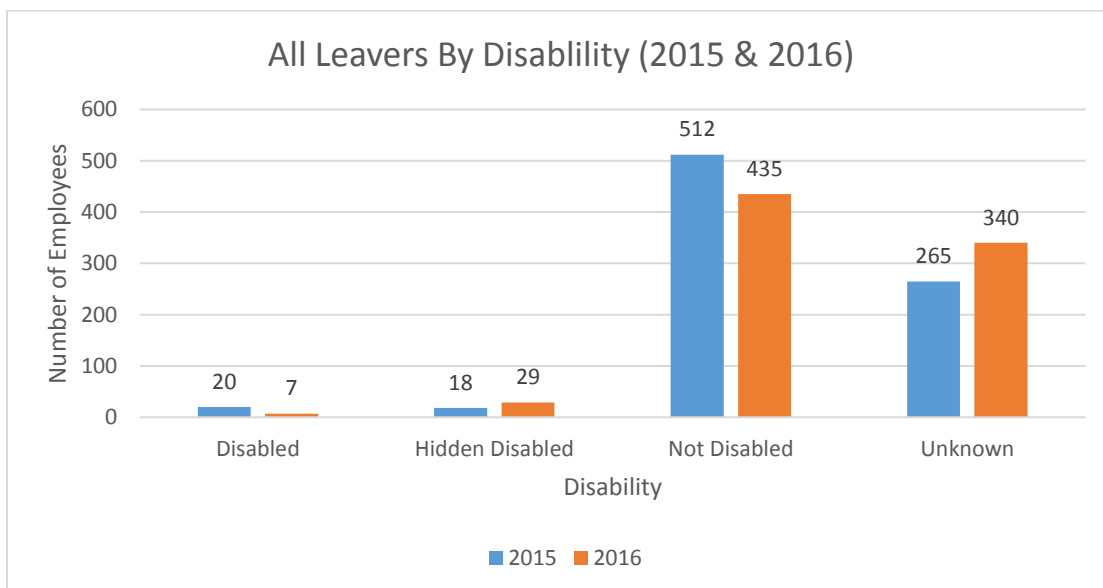
Recruitment

The number of applicants identifying as having a disability remains consistently low at 4%, which is in line with previous mainstreaming reports. Work continues to encourage applicants with disabilities to consider the council as a place of employment and improve accessibility. For example, the short-listing process has been adapted to make it easier to identify applicants who wished to be considered for interview through the Guaranteed Job Interview Scheme. The Two Ticks Scheme has been replaced by the Disability Confident Scheme. Following an assessment Aberdeenshire Council gained the 'Employer' level, which is the second level of the three available.



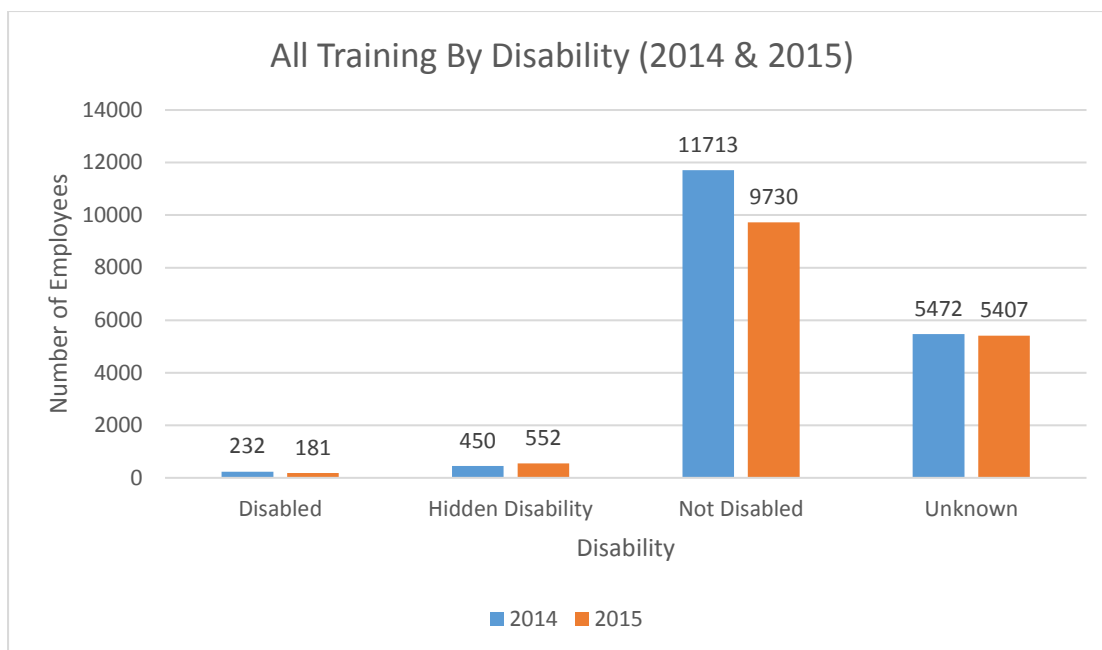
Retention

There has been a fall in the number of leavers reporting as Not Disabled between 2015 and 2016, however this can be explained by an increase in the unknown category.



Development

As reported across all other characteristics, there has been a fall in training courses undertaken across most groups. However, there has been a slight increase in attendance for those with a hidden disability.



Race

All Employees

The largest proportion of employees identify as White Scottish in 2015 and 2016 but in 2016 this has declined from 59.10% to 49.60%. This will, in part, be due to the increase in the number of employees who are classed as Unknown/No Return which has increased to 33.45% in 2016 compared with 21.46% in 2015. The percentage of employees identifying themselves as White British has decreased slightly from 9.99% in 2015 to 9.32% in 2016.

There is also a decrease in the percentage of employees identifying themselves as White English from 5.25% in 2015 to 4.41% in 2016.

All Employees		2015	2016
Race	Asian Bangladeshi	4	3
	Asian Chinese	5	7
	Asian Indian	26	27
	Asian Other (inc. Scottish)	46	40
	Asian Pakistani	3	3
	Black African	36	23
	Black Caribbean	6	3
	Black Other	6	9
	Gypsy/Traveller	1	1

All Employees		2015	2016
	Mixed Other	63	31
	Polish	105	89
	Unknown/No Return	4238	6621
	White British	1972	1845
	White English	1037	872
	White Irish	82	55
	White Northern Irish	90	60
	White Other	273	221
	White Scottish	11668	9817
	White Welsh	83	67
	Grand Total	19744	19794

Recruitment

The information is broadly in line with the general population and again reflects a marked increase in applicants between 2015 and 2016, along with a noticeable decrease in those categorised as 'unknown'.

All Applicants		2015	2016
Race	Asian Chinese	47	65
	Asian Indian	326	378
	Asian Other inc Scottish	177	157
	Asian Bangladeshi	36	48
	Asian Pakistani	95	130
	Black African	337	506
	Caribbean	70	58
	African Other	134	183
	Mixed	138	209
	Gypsy/Traveller	7	6
	Other Ethnic Background	36	60
	Polish	885	1307
	White British	3109	4718
	White Scottish	17251	28737

	White Irish	266	306
	White Other	913	1525
	Unknown	2250	1849

Retention

The data shows a fall in the numbers of individuals reporting as White Scottish leaving the organisation. This fall may be explained by increases in those reporting as White British, White Other and an increase of those reporting as Unknown.

All Leavers		2015	2016
Race	Asian Chinese	1	0
	Asian Indian	2	0
	Asian Other inc Scottish	2	1
	Asian Bangladeshi	0	1
	Asian Pakistani	0	0
	Black African	1	2
	Caribbean	0	0
	African Other	0	0
	Mixed	1	2
	Gypsy/Traveller	0	0
	Other Ethnic Background	0	0
	Polish	3	2
	White British	65	77
	White Scottish	499	378
	White Irish	4	2
	White Other	14	51
Unknown	182	305	

Development

The number of employees attending training courses reflects a decrease in numbers in most categories. The training data is reflective of the general population data.

All Training		2014 All	2015 All
Race	Asian Chinese	7	2
	Asian Indian	31	19
	Asian Other inc Scottish	59	55
	Asian Bangladeshi	2	1
	Asian Pakistani	3	2
	Black African	44	36
	Caribbean	4	1
	African Other	2	4
	Black Other	10	7
	Mixed	42	39
	Gypsy/Traveller	0	0
	Other Ethnic Background	11	10
	Polish	99	106
	White British	1,827	1,315
	White English	1,036	835
	White Scottish	10,907	9,174
	White Irish	77	80
	White Northern Irish	78	46
	White Welsh	81	86
	White Other	210	197
European Other	40	29	
Unknown	3,297	2,511	

Religion or Belief

All Employees

The largest category of religion or belief across both years was Unknown, at 40.72% in 2014 and 47.28% in 2016. This is consistent with the previous mainstreaming report. The second highest category continues to be Church of Scotland with 27.53% in 2014 and 23.85% in 2016.

The number of employees with No Religion or Belief has remained broadly consistent between 2014 and 2016. But the number of employees identifying themselves as Muslim has reduced slightly from 0.29% in 2014 to 0.23% in 2016.

All Employees		2014	2016
Religion or Belief	Buddhist	31	28
	Catholic	602	572
	Church of Scotland	5095	4721
	Hindu	9	9
	Jewish	5	4
	Muslim	53	46
	No religion or belief	3310	3306
	Other Religion or Belief	221	187
	Other Christian	755	769
	Protestant	889	789
	Sikh	3	4
	Unknown	7536	9359
	Grand Total	18509	19794

Recruitment

The proportion of applicants across both years was broadly similar, with the only fall were those reporting as Sikh. The largest numbers of applicants continue to identify as having no religion or belief.

All Applicants		2015	2016
Religion or Belief	Agnostic	34	97
	Atheist	7	45

	Buddhist	68	116
	Catholic	1644	2381
	Church of Scotland	5251	7794
	Hindu	223	265
	Jewish	15	16
	Muslim	206	272
	No religion/belief	11505	19860
	Other Religion or Belief	343	454
	Protestant	7	6
	Sikh	26	11
	Humanist	135	457
	Pagan	7	30
	Other Christian	2857	4479
	Unknown	3749	3959

Retention

The data for 2015 and 2016 is broadly consistent and reflective of the overall numbers of employees with regards to religion or belief.

All Leavers		2015	2016
Religion or Belief	Buddhist	3	1
	Catholic	25	19
	Church of Scotland	243	197
	Hindu	1	0
	Jewish	0	0
	Muslim	2	2
	No religion/belief	131	127
	Other religion/belief	11	9
	Protestant	34	42
	Sikh	0	0
	Other Christian	32	31
	Unknown	333	383

Development

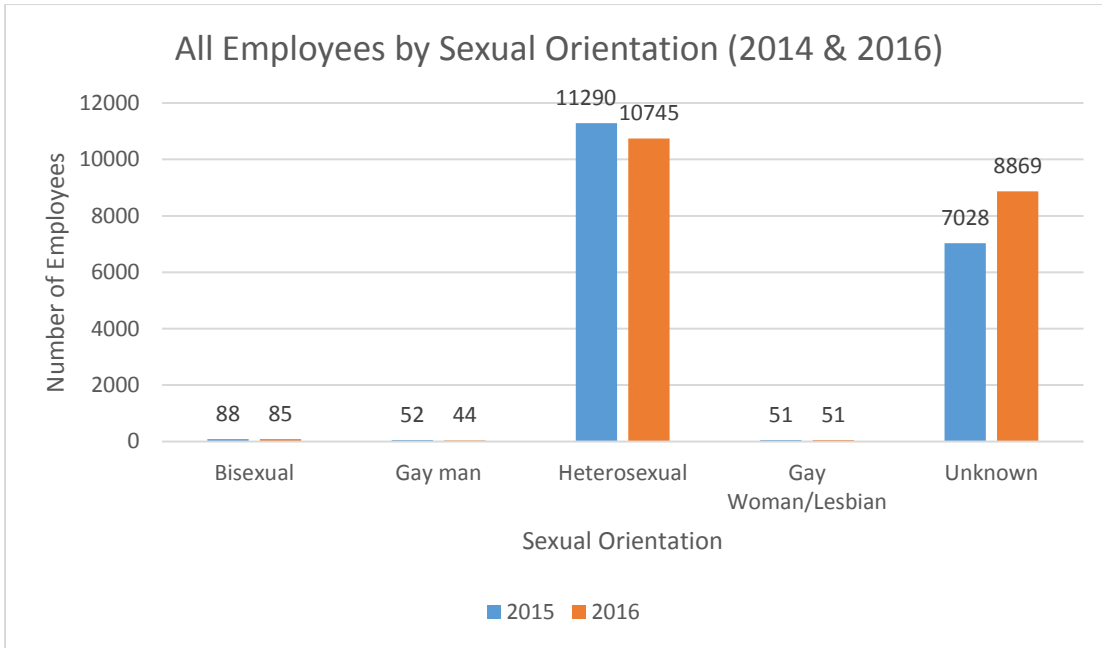
Similarly, in terms of development, training data was reflective of the overall numbers of employees with regards to religion or belief, reflecting a fall in attendance among almost all groups.

All Training		2014 All	2015 All
Religion or Belief	Buddhist	36	18
	Catholic	686	561
	Church of Scotland	4,731	3778
	Hindu	14	3
	Jewish	5	6
	Muslim	35	38
	No religion/belief	3,471	3,456
	Other religion/belief	210	181
	Protestant	801	624
	Sikh	9	6
	Other Christian	812	570
	Unknown	7,057	6,397

Sexual Orientation

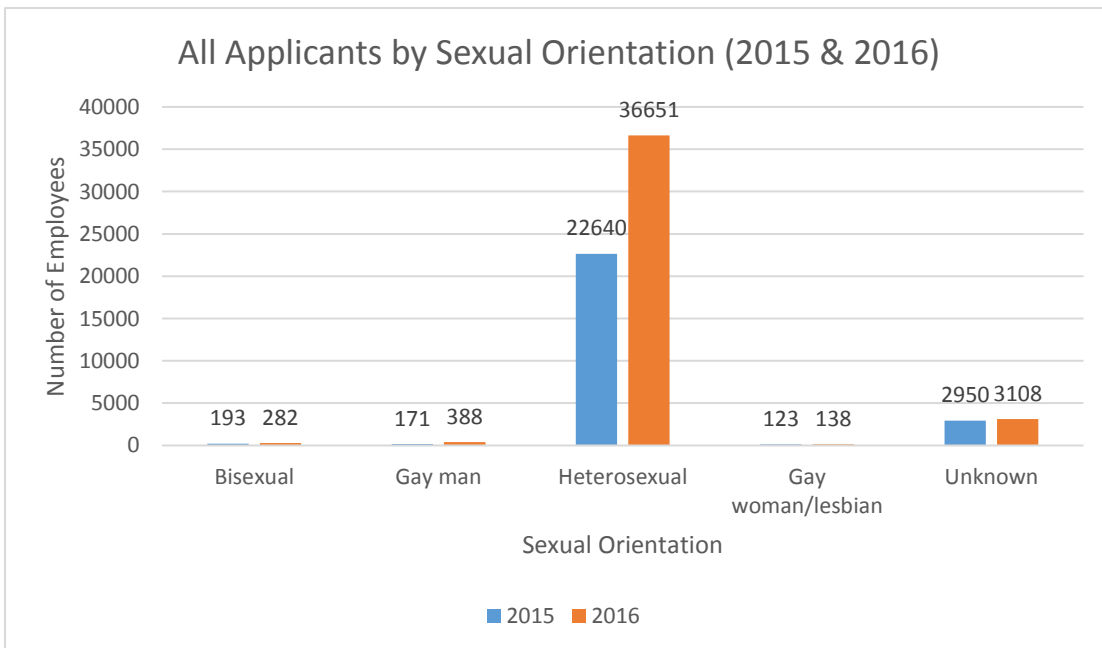
All Employees

The percentage of employees identifying as either Lesbian, Gay or Bisexual (LGB) has decreased slightly from 1.03% in 2014 to 0.91% in 2016. This may have been affected by the increase in the Unknown category from 38% in 2014 to 45% in 2016.



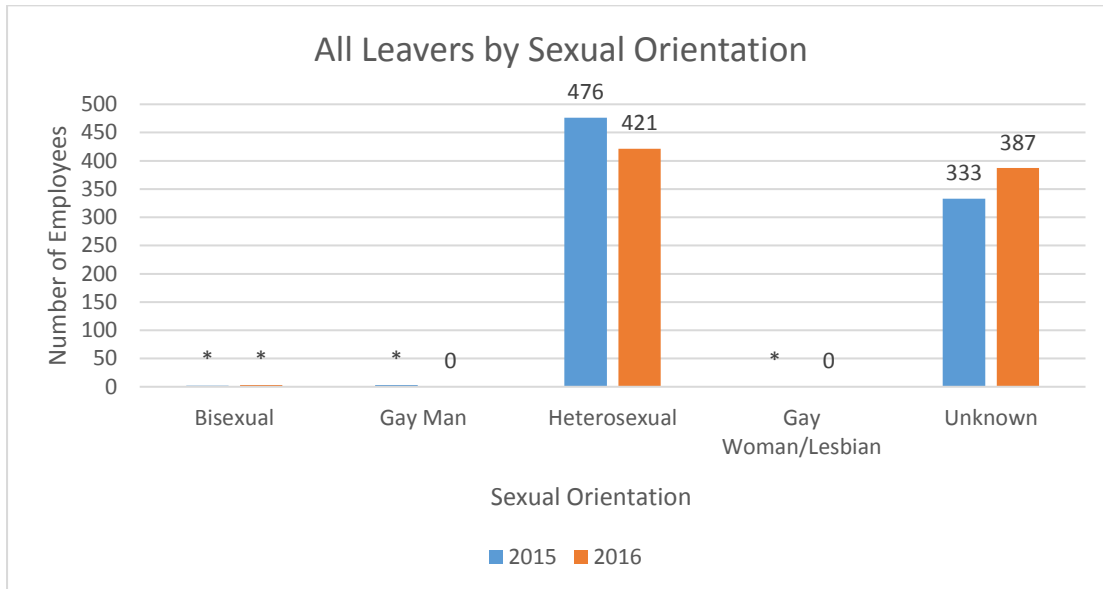
Recruitment

The majority of applications came from people identifying as Heterosexual, with application increases seen across all sexual orientation categories.



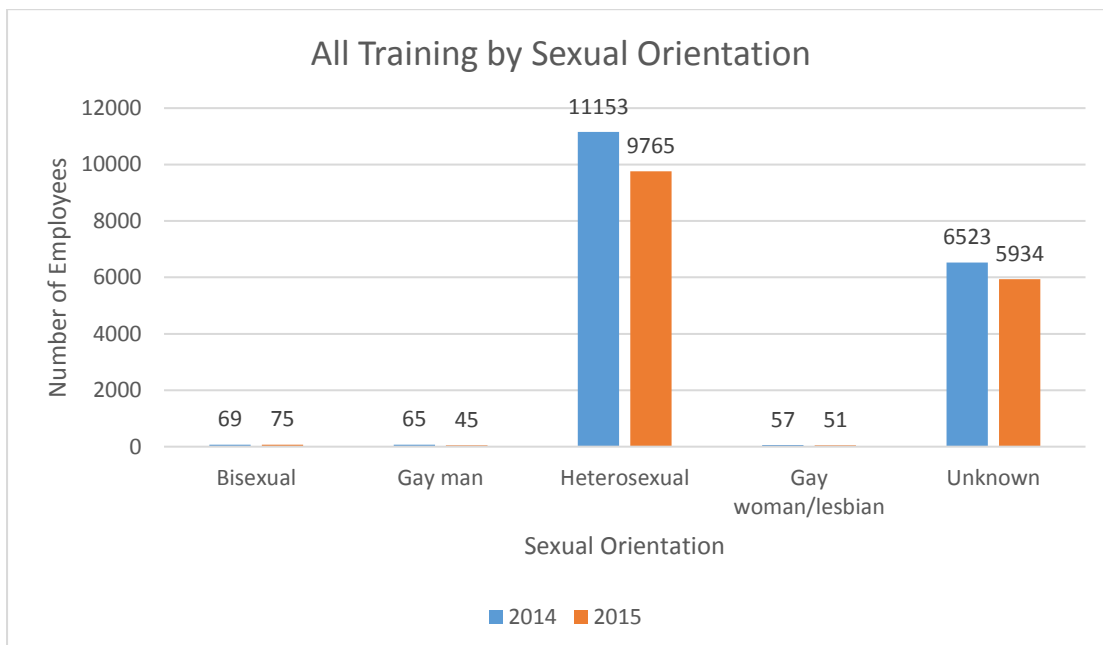
Retention

As with other categories, there has been an increase in those reporting as Unknown which means numbers of leavers across other categories have generally fallen.



Development

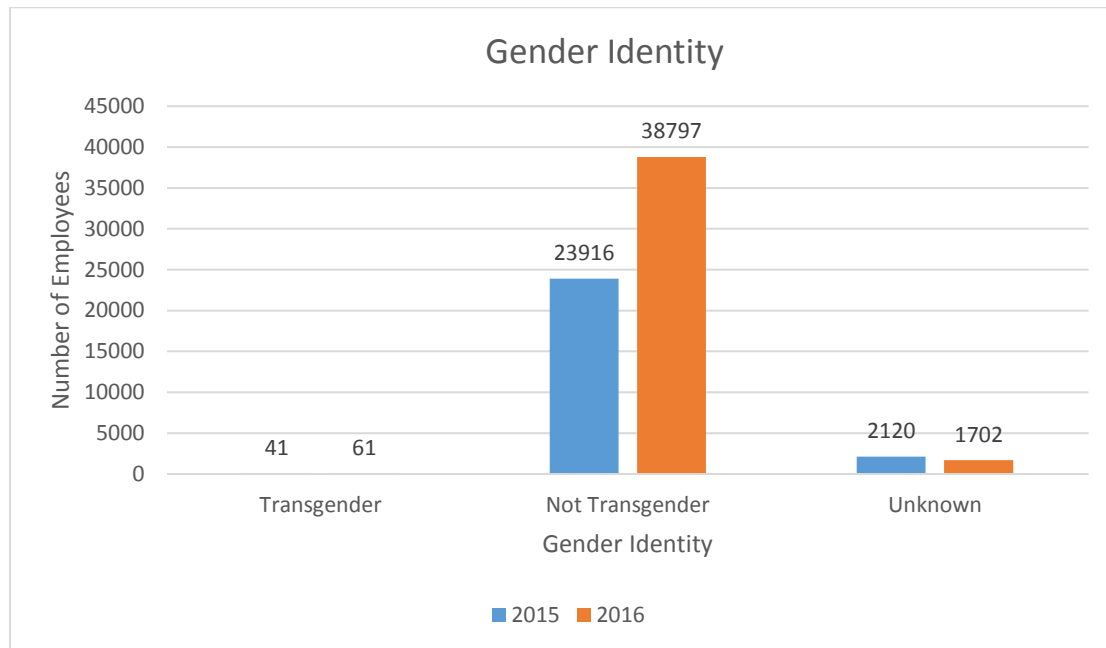
Training courses attended have seen a slight decrease across all categories.



Gender Identity

Recruitment

As with all characteristics there has been a big increase in the number of applicants who identify as Transgender or Not Transgender across the reporting period and in comparison with the previous mainstreaming report. Again there is a fall in those reporting as Unknown, which is likely to be attributable to the reasons already discussed.



Retention and Development

There is not currently any method of recording gender identity information for all employees, leavers and those who have attended training courses.