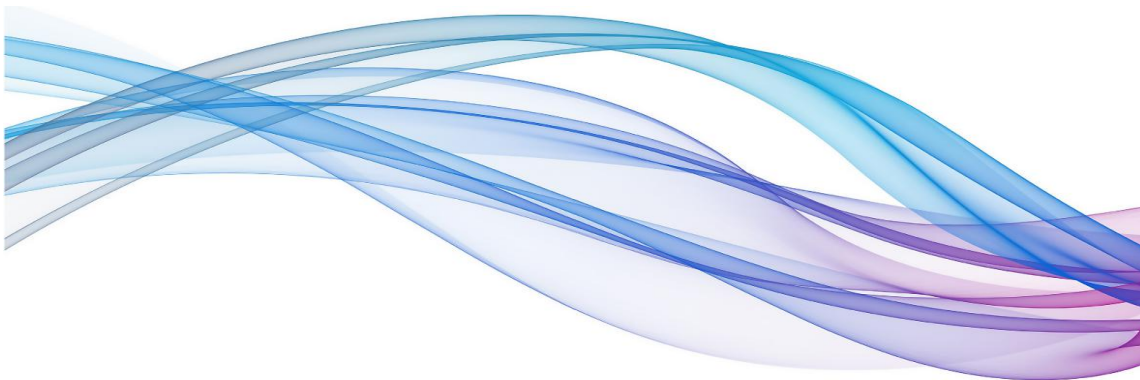


Scottish Borders Council

Mainstreaming Report and Equality Outcomes 2017 - 2021

April 2017



You can get this document on tape, in large print, on disc and in various other formats. We can also provide information on language translations and on how to get more copies.

To arrange for an officer to meet with you to explain any parts of this document that may be unclear, please contact us as follows:

EqualityDiversity@scotborders.gov.uk

or in writing to:

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Foreword by the Chief Executive

This document presents Scottish Borders Council's Equality Mainstreaming Report for the period 2017- 2021.

While the report forms part of our obligations in meeting the Public Sector Equality Duty, we see tackling discrimination, advancing equality of opportunity and promoting good relations both within our workforce and the wider community as fundamental to how we deliver services as a Council.

Mainstreaming equality is about integrating an equality perspective into the everyday work of the Council, involving managers and policy makers across all Council services, in collaboration with Community Planning Partners.

We believe that considerable progress is being made in this work and there is a greater awareness across the Council about the importance of meeting the needs of our increasingly diverse population.

As I indicated in our Equality Mainstreaming Update Report in 2015, equality mainstreaming is a long term approach and it is our aim to provide better information, and have more transparency and openness in the way we make decisions about our services and resources.

This Equality Mainstreaming report is for the period 2017-21 and enables another step to be taken to embed equalities and diversity within the Council's services.

Whilst successful implementation of the Mainstreaming Report will ensure compliance with current legislation and national policy, it also recognises both the moral and business case for eliminating discrimination, offering equality of opportunity and fostering good relations in relation to the provision of services and in employment practices thus ensuring equality, diversity and human rights are at the heart of everything the Council does.



Tracey Logan Scottish Borders Council Chief Executive

Foreword from the Elected Member Champion for Equalities and Diversity

I took up my duties as Scottish Borders Council's Equality Champion in 2013. Since then I have met with Equality Groups throughout the Scottish Borders such as the Borders LGBT Equality, members of the Polish community involved with the very successful Polish Saturday School in Hawick, and women's and disability groups.

It is clear that the Scottish Borders is becoming a much more diverse place and there is a growing understanding across Borders communities about the importance of equality matters in their daily lives and in the delivery of services. This new Mainstreaming Equality Report for the period 2017-21 sets out the next steps that Scottish Borders Council will be taking in its equalities journey. The outcomes represent what the Council needs to aim for as an employer, a provider of services, a democratic body engaging with local communities and groups and in developing its policies.

Scottish Borders Council is taking equalities seriously and is making a great deal of progress in embedding equalities. I look forward to seeing the further development of this work in the coming years.



John Greenwell Scottish Borders Council Champion for Equality & Diversity

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Appendix

Appendix 1 – Equality Outcome Performance Data

Appendix 2 Employment Data

Introduction and Purpose

Scottish Borders Council is committed to tackling discrimination, advancing equality of opportunity and promoting good relations both within our workforce and the wider community. Mainstreaming equality is the process by which we are working towards ensuring equality is at the heart of everything we do as an organisation.

This is considered against the nine protected characteristics listed in the Equality Act 2010:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion or belief
- Sex
- Sexual Orientation

Scottish Borders Council's first Equality Mainstreaming Report 2013-17 set out its approach to equalities. This included a set of Equality Outcomes which it aimed to achieve.

[Equality Mainstreaming and Equality Outcomes Report 2013 – 2017](#)

Scottish Borders Council produced a progress update on the Mainstreaming Report in April 2015. The Report showed that the Council was working towards achieving full compliance with the duty across all service areas. A self-evaluation had been undertaken which found that most service areas felt they were fully or partially compliant. The Report also set out a series of improvement actions.

[Equality mainstreaming update report 2013-2015 | Scottish Borders Council](#)

This new Equality Mainstreaming Report 2017- 21 replaces the previous Equality Mainstreaming report (2013-17) and serves to meet Scottish Borders Council's statutory duty to produce such a document.

The development of the Report has taken account of the work the Council has undertaken on equalities, and legislative, economic and social changes both locally and nationally. It has involved dialogue and consultation with staff together with a short public consultation exercise.

This mainstreaming report provides background information on equalities in the Borders, describes the legal context with some additional changes that need to be considered. A qualitative and quantitative assessment is then given of progress in mainstreaming equalities within the Council. The report

concludes with areas of improvement that need to be made to progress equalities mainstreaming between 2017 and 2021.

Equality and Diversity in the Scottish Borders - Statistics

2015 population of Scottish Borders - 114,030 (National Records of Scotland Vital Events 2015) 1,037 births in the Scottish Borders (9.1 per 1,000 compared to 10.3 for Scotland) 1,389 deaths in the Scottish Borders (12.2 per 1,000 compared to 10.7 for Scotland)																											
Age (Population (2015, National Records of Scotland)) 15.5% of the Scottish Borders population is under the age of 15 (15.9% Scotland) 53.9% of the Scottish Borders population is aged 15 to 60 (59.9% Scotland) 30.5% of the Scottish Borders Population is aged 60 or older (24.2% Scotland)	Life Expectancy 2013-2015 (National Records of Scotland) <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th rowspan="2"></th> <th colspan="2">Scottish Borders</th> <th colspan="2">Scotland</th> </tr> <tr> <th>Male</th> <th>Female</th> <th>Male</th> <th>Female</th> </tr> </thead> <tbody> <tr> <td>At Birth</td> <td>79.3</td> <td>82.5</td> <td>77.1</td> <td>81.1</td> </tr> <tr> <td>At Aged 65</td> <td>18.1</td> <td>20.5</td> <td>17.3</td> <td>19.6</td> </tr> </tbody> </table>				Scottish Borders		Scotland		Male	Female	Male	Female	At Birth	79.3	82.5	77.1	81.1	At Aged 65	18.1	20.5	17.3	19.6					
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LGBT (Scottish Borders Council – People Dept.) 67% of young people in the Borders said they know someone who is either: Lesbian, Gay, Bisexual or Transgender. 2.6% of adults identify as “LGB & Other” (Lesbian, Gay, Bisexual or Other) (Scotland = 1.6%) (Scottish Survey Core Questions 2014)	Religion (Scottish Survey Core Questions 2014) <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Religion</th> <th>Scottish Borders</th> <th>Scotland</th> </tr> </thead> <tbody> <tr> <td>None</td> <td>47%</td> <td>45%</td> </tr> <tr> <td>Church of Scotland</td> <td>38%</td> <td>29%</td> </tr> <tr> <td>Roman Catholic</td> <td>6%</td> <td>15%</td> </tr> <tr> <td>Other Christian</td> <td>9%</td> <td>8%</td> </tr> <tr> <td>Other Religion</td> <td>1%</td> <td>3%</td> </tr> </tbody> </table>			Religion	Scottish Borders	Scotland	None	47%	45%	Church of Scotland	38%	29%	Roman Catholic	6%	15%	Other Christian	9%	8%	Other Religion	1%	3%						
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Child Poverty (HMRC August 2014) 14.0% of Scottish Borders live in low income households; within the Scottish Borders there are 8 areas where 30% or more of the children live in low income households.	Fuel Poverty (Scottish Household Survey 2015) 43% of households in the Scottish Borders are in Fuel Poverty (12% are in extreme fuel poverty).																										
Languages in Schools (SBC Information System for Education SEEMIS) Over 40 different languages are spoken by children within Scottish Borders Schools																											
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Equalities and Scottish Borders Council's Vision, Priorities and Standards

Scottish Borders Council's Corporate Plan sets out the activities that are being prioritised over the five year period 2012/13 to 2017/18.

Scottish Borders Council's Vision, which is contained in the Corporate Plan, is that:

'We seek the best quality of life for all the people in the Scottish Borders; prosperity for our businesses and good health and resilience for all our communities.'

This Vision is underpinned by eight priorities:

- Priority 1: Encouraging sustainable economic growth.
- Priority 2: Improving attainment and achievement levels for all our children and young people, ensuring an inclusive approach.
- Priority 3: Providing high quality support, care and protection to children, young people, adults, families, and older people.
- Priority 4: Building the capacity and resilience of our communities and voluntary sector.
- Priority 5: Maintaining and improving our high quality environment.
- Priority 6: Developing our workforce.
- Priority 7: Developing our assets and resources.
- Priority 8: Ensuring excellent, adaptable, collaborative and accessible public services.

Within the Corporate Plan there is also a set of standards:

- Putting our customers and staff at the heart of what we do.
- Being fair, equal and open.
- Continually improving our services.
- Working with partners and stakeholders.
- Delivering value for money in the use of our resources.

Equalities and diversity were considered in both the development of these priorities and standards together with their implementation through plans, policies, processes, action and business plans and projects in line with the Council's Equalities Vision:

'We seek to embed equality, diversity and human rights into all Scottish Borders Council services, functions and business, enabling the organisation to demonstrate its explicit commitment to equality, diversity and human rights'

The Legal Context

The Equality Act 2010 and the General Equality Duty

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

The Council as a public authority is subject to the requirements of the General Equality Duty and must have regard to this in the exercise of its functions.

There are three elements of the General Equality Duty:

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

The Specific Equalities Duties

The Scottish Government has also prescribed further specific duties with which the Council must comply. These are contained in The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 which came into force on 27th May 2012. These specific duties are designed to help Scottish public sector organisations meet the general duty effectively. The key legal duties are that the Council must:

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

There have been more specific changes in legislation since the production of the previous mainstreaming report which have brought changes to the Council's responsibilities. These have been taken account of in the production of this Mainstreaming Report. This includes the requirements of the Marriage and Civil Partnership (Scotland) Act 2014 and the British Sign Language (Scotland) Act 2015.

The Scottish Government will be commencing consultation on a change to the law on transgender recognition. We will contribute to the consultation process and strive to adopt best practice on transgender issues.

Building on Previous Work

Scottish Borders Council's approach to mainstreaming Equality and Diversity work is underpinned by our initial Equality Mainstreaming Report 2013 – 2017 and the Equalities Mainstreaming Update Report 2013-2015.

The Council has built upon the approach taken in our previous equality schemes: The Race Equality Scheme 2008-2011, Disability Equality Scheme 2009-2012, Gender Equality Scheme 2007-2010 and the Equality Scheme 2012–2016.

For a number of years Scottish Borders Council has placed a priority on meeting our equality duties through our work, policies and attitude. The Council looks to continually improve and extend this through our mainstreaming approach to ensure that not only are we fully compliant with current legislation but that we meet the needs of our customers and clients together with our diverse community and workforce.

The Importance of Mainstreaming Equality

Mainstreaming equality simply means integrating equality and diversity into the day-to-day workings of our organisation. We aim to do this by taking equality into account as we exercise our functions and deliver our services.

Mainstreaming equality has a number of benefits:

- It helps us to ensure that our services are fit for purpose and meet the needs of our community.
- It helps us attract and retain a productive workforce, rich in diverse skills and talents.
- It helps us work toward social inclusion and allows us to support the communities we serve to improve the lives of everyone who lives in the Borders.
- It helps us to continually improve and perform better through growing knowledge and understanding.

Scottish Borders Council's Equality Mainstreaming Approach

Scottish Borders Council published a Mainstreaming Update Report in April 2015. This made a number of specific recommendations based on a self-evaluation of our work on equalities.

These were that all service areas would:

- Establish equality duty performance indicators.
- Be aware of the need to implement Corporate Equality & Diversity Policies.

- Use the Equality Impact Assessment (EIA) process when carrying out core business functions and have officers trained in the current EIA process and requirements.

It was recognised that a fundamental component of mainstreaming the equality duty is to incorporate it into core business functions of the Council and that it was important to continue with this work.

The recommendations of the Report also stated that there was a need to:

- Develop our monitoring and evaluation protocols.
- Improve the number of service areas who are correctly conducting the EIA process and publishing the results on the website and
- Ensure Human Resources (HR) continues to consider how to improve the information the Council holds for each of the protected characteristics and that equalities data is specifically gathered in relation to Recruitment; Grievance and Disciplinary procedures and training.

Work is still ongoing with individual service areas to take forward these recommendations with a particular focus on business planning and implementing the Equality Impact Assessment Processes. There are a number of examples below of good practice in Council services.

Public Procurement

Equality clauses are built into the tendering and purchasing processes at the Council. Contracts and processes contain terms which ensure non-discrimination and encourage activity with *Third Sector and **Supported Businesses. These clauses are monitored via contract management over the life of the relationship with the Supplier. The Council's Procurement service has an "Adding Value to Communities through Procurement" policy which aims to provide additional benefit beyond the core purpose of a contract opportunity to help maximise the impact of our spending on the local community. This is achieved through the inclusion of specific clauses in contracts known as community benefit clauses.

*Third Sector also referred to as the Voluntary or Community Sector

**Support Businesses must have the primary aim of the social and professional integration of disabled and disadvantaged people and 30% of the workforce must be disabled or disadvantaged.

Scottish Borders Council Financial Services

In the Council's Financial Services the use of the *Dialogue community engagement tool feedback as well as engagement with service managers ensures that equality issues are considered as part of the financial planning process. Equalities are also considered as part of the corporate Business Planning process. The Finance team are leading the process to ensure the appropriate use of Equality Impact Assessments within the Financial Planning process. This has been successfully undertaken over the past two years and we built on embedding the process during the 2017/18 financial planning.

Financial Services have supported a number of disabled staff by ensuring appropriate furniture and equipment is in place to allow staff to operate as effectively as possible.

* Dialogue is an online public engagement/consultation tool which enables members of the public to post their suggestions in response to questions and rate those that others have posted

Scottish Borders Council Audit and Risk Service

The Audit and Risk service demonstrates the Council's commitment to embedding equality perspective into the everyday work of the Council and its workforce policies and practices by:

- The employment of a Modern Apprentice who was recruited in November 2015. This ensures the workforce profile is more representative of the Borders general population.
- All team members have completed the mandatory training on equalities;
- All staff have completed their Professional Review and Development to ensure clear objectives and learning and development plans;
- The operation of inclusive workforce practices with examples of redeployment, secondment and flexible working within the team.
- The Chief Officer Audit & Risk, as part of the Head of Internal Audit role to be champion for sound governance, led the process to review, revise and gain approval by full Council in May 2016 of the updated SBC Local Code of Corporate Governance. This sets out the framework for the conduct of its affairs and brings together an underlying set of legislative requirements, governance principles and management processes. The Local Code reflects the Council's equalities duties, where appropriate, including consideration of the equalities impact on decision-making.

Progress on Scottish Borders Council's Equality Mainstreaming Report 2013-17

Scottish Borders Council's initial Equality Mainstreaming Report (2013-2017) contained eight outcomes.

These outcomes cover internal matters relating to employees; the Council's approach to its customers; democratic and public involvement and participation; and the reduction of inequalities across the Scottish Borders. There is also a particular requirement to have an outcome for Education and this is included within the set of outcomes.

The eight outcomes are shown below. A summary is given of the work that has been undertaken to progress each outcome together with more detailed examples. More detail of our performance in relation to these outcomes is shown in Appendix 1 and the detailed progress made in relation to Education and its outcome is shown in the Section below, "Mainstreaming the Equality Duty in Education."

Outcome 1 - We are seen as an inclusive equal opportunities employer where all staff feel valued and respected and our workforce reflects our community.

To tackle this Outcome a lot of work is being undertaken by Scottish Borders Council, through training and awareness sessions with staff; the development of a 'people' planning process; improvements in workforce equalities and diversity data which has involved the commissioning of a new HR system as part of the Council's Digital Transformation Programme; and the launch in 2014 of a Work Opportunities Scheme.

Highlights in relation to our performance against this Outcome include: an increase in Council employees who identify as disabled and who identify as LGBT; 62 people engaged in the Work Opportunity Scheme across the Council in 2015/16 (38.71% male, 61.29% female).



SVQ Qualification

I have always had problems with reading and writing as I am severely dyslexic. I left school with no qualifications but went straight into work in the hotel trade. I have always told my employers about my problem and managed to do my job with the help of colleagues and my manager. It was my manager who suggested contacting Margaret at the Big Plus at Peebles Community Centre who got me started on my learning and then arranged for Alison to tutor me. I came to work for Scottish Borders Council 7

years ago at Dunwhinny Care Home. Again, I let staff know about my difficulties and they supported me to do my job and continue my learning. After a couple of years, it became clear that I would have to do my SVQ 2 in Care which was going to be a major challenge for me and something I was going to need a lot of help with. I really wanted to do it as I knew I had the knowledge I needed but getting it down on paper was going to be a real challenge.

I applied to Access to Work for funding for a support tutor to help me through my SVQ and Alison was happy to take up the role. My Line Manager, Linda, was very supportive and put me forward for my SVQ which I was accepted to do. The SVQ Assessor, Malcolm, met me to discuss what my difficulties were and see what he could do to help. He invited me and my tutor to come and sit in on some sessions with a previous group so we could see what it would involve. Malcolm then arranged for all materials to be printed on blue paper and in larger print to make it easier for me to read. He helped me with the reading necessary for the e-learning modules and took my first answers to complete the course so I could show my knowledge. I also got to meet some really good people in my SVQ group who supported me and made me feel really welcome and part of the team.

I feel great now that I have got my certificate for doing my SVQ. My confidence has grown and I love doing more courses at work. I am more aware of what is happening at work and am more confident in my role. I have also become a member of Peebles Community Council, which I would not have dreamed of doing before and am continuing to improve my computer skills at Open Doors in Peebles. My advice to anyone thinking of studying for an SVQ is don't give up, you can do it, because there is help there for you and you will be so proud of yourself once you have done it.

Chris Forsyth

Outcome 2 - Our services meet the needs of, and are accessible to all members of our community and our staff treat all services users, clients and colleagues with dignity and respect.

To make progress in this Outcome work has included making services more accessible by the launch of a new Council website which has been designed to work on more devices e.g. smart phones and tablets; developing community engagement and co-production toolkits which give the local population a more active role in the development of policy and are actively being used in consultations and the development of new services; the inclusion of an equality clause in the Council's procurement process; surveying service users across many areas of Council services; carrying out the Scottish Borders Household Survey in 2015 (and preparing for another Survey in 2017) and acted upon the main issues raised; establishing a process to support Council services with interpretation and translation; and further developing our customer portal offering more services online for example housing benefits.

Highlights in relation to our performance against this Outcome include: better engagement with members of the public in the Council's surveys and consultations (over 1400 responded to the waste survey in 2016 and health and social care events held in 2016 were well attended across the Scottish Borders); the increased reach and use of social media with over 12,500 Facebook and over

9000 Twitter followers at the end of September 2016; engagement by specific services : 80% of surveyed users of Social Work Services stated that they were satisfied with the design of their care in September 2015 and 96% of Welfare Benefits Service clients saying they would use the service again, and 88% stating that the service had made a positive difference in their life.

Borderline Helpline

The service regularly supports people isolated in their own homes due to various mental health conditions such as anxiety and depression. These people struggle to access services out with the home. The service supports and offers the same service to any adult of any age living in the Scottish Borders and often provides support for people who are experiencing difficulties with faith issues.

Parents of Children and Young People with Complex Needs

With the support and co-ordination of Scottish Borders Council's Complex Needs Team, the bus Bertie (a mobile unit providing a therapeutic environment for children and young people aged 0-18 years with additional support needs and disabilities) visited targeted locations in the Scottish Borders to enable easier access and meet the needs of families. There is regular engagement with two local groups, Border's Additional Needs Groups and Border's Asperger's & Autism Group (BAAG) with invitations extended to these groups to a number of events. BAAG is also linked in to the Autism Strategy group.

Outcome 3 - Everyone has the opportunity to participate in public life and the democratic process.

To support this Outcome our work has included: Working with Youth Borders and our primary and secondary schools we have carried out a range of young people's participation initiatives including the Scottish Youth Parliament; Supporting engagement with the public and community involvement through the five Local Area Forums; and engaging with equality groups such as Disability groups, the Borders Equality Forum, Scottish Borders LGBT Equality, Gypsy/Travellers, the Polish community through the Saturday Polish School in Hawick, employment and community engagement events, and support for International days held in various towns including Galashiels, Eyemouth and Hawick.

Performance highlights include the youth engagement work undertaken by Youth Borders being recognised as 'very good' within the recent inspection of Children and Young People's Services undertaken by the Care Inspectorate in 2016; the success of the Community Resilience Initiative with 37 community councils now having a Resilient Communities Plan; and the localities work being undertaken to engage communities as demonstrated by the draft plan for the Cheviot area (Jedburgh and Kelso).

Information sessions on life as a Councillor

In preparation for the local government elections to be held on Thursday 4th May 2017 two information sessions were held for anyone considering standing for election as a Scottish Borders councillor. The events looked at the role of a councillor and the Council's operation.

The first session focused on what councillors do, while the second session provided information on the practical reality of life as a councillor.

Young involved in decision making across Education Services

Opportunities for engagement between young people and Senior Officers and Elected Members have increased with the significant development of the election of two young people as non-voting members of the Education Executive Committee.

This proposal was approved by the Education Executive in January 2015 and two young people were elected to these positions through their School Pupil Councils.

They have attended committee meetings and have actively participated in the discussions to provide the views of young people on the business being discussed. They have engaged well with the Elected Members.

A reference group with representation from each of the secondary schools has been established and receive updates on the business discussed at the Education Executive. This group increased their knowledge and understanding of democratic processes with a visit to the Houses of Parliament in 2016.

Another development has been the inclusion of senior pupils at the Children and Young People Department's Head Teacher meetings. Head Teachers and Senior Education Officers have engaged very positively, finding the views of young people of great assistance in their decision making particularly in areas of future policy. There is direct evidence of this influencing the decisions made, for example a proposal to end prelim exams in one school was rejected following consideration of the views of the senior pupils.

Gypsy Traveller Initiative

A Scottish Borders Council supported initiative to engage with gypsy travelers has been underway since June 2010. The initiative aims to make contact with gypsy and travelling people locating on unauthorised sites in the Scottish Borders. This involves an outside specialist appointed by Scottish Borders Council making contact with gypsies and travellers when they arrive in the Scottish Borders.

The specialist engages with the gypsy/travelling community and asks about the services they may need and length of time they plan to stay for. This information is then passed on to other Council Services and agencies including Lothian and Borders Police and NHS Borders.

The Scottish Government's 2016 Guidance on Managing Unauthorised Camping by Gypsy/Travellers in Scotland includes two case studies of good practice from Scottish Borders Council: The '*Guide for Gypsy/Travelling People Staying on Unauthorised Sites in the Scottish Borders*' is provided to gypsy/travellers who stay on unauthorised sites that are owned by the Council. This sets out the services available to them and their responsibilities whilst staying on the site; and the approach taken by the Council to support the St. Boswells community in the management of the St. Boswells Fair.

Outcome 4 - We work in partnership with other agencies and stakeholders to ensure that our communities are cohesive and there are fewer people living in poverty.

To address this Outcome the work of Scottish Borders Council has included the development with Community Planning partners of a Scottish Borders Reducing Inequalities Strategy which provides the framework for improving economic and social inclusion in the region. Other areas of progress include the support for the development of Early Years centres in primary schools in disadvantaged areas; the major efforts made with partners to maximise the uptake of welfare benefits; the development of the Scottish Borders Child Minders Scheme; and the establishment of a Family Information web-site.

Key performance examples are: over £8.6 million of benefit gains that have been secured for service users in 2015/16 including £1.7 million secured for people affected by cancer; fewer children in poverty in the Scottish Borders (10.9%) than the national rate of 15.3%.

In the Scottish Borders, it is estimated that 22% of households live in fuel poverty and 12% live in extreme fuel poverty, compared with 20% in Scotland living in fuel poverty and 7% living in extreme fuel poverty (Fuel Poverty Activity Annual Update 2013-2014).

The rural nature of the area, the type of housing and the high proportion of elderly households, contributes to higher levels of fuel poverty than the Scottish average.

In relation to tackling fuel poverty the aims of the Council and its partners are to:

- Improve the understanding of fuel poverty in the Scottish Borders in order that the Council can improve targeting of services.
- Provide ongoing fuel poverty advice and information to households in all tenures.
- Increase energy and fuel efficiency of housing in all tenures.

- Reduce the number of low income households living in fuel poverty.

To meet these aims the Council has a Home Energy Advice Service which has been operational since January 2005. This provides energy advice to households through telephone enquiries, home visits and presentations.

The Council and its partners have also been heavily involved in supporting the delivery of the Scottish Borders Energy Efficiency Schemes which between 2011 and 2015 have resulted in 8,422 installed measures across 5,842 households according to a report on the Schemes by Changeworks in 2015.

Scottish Borders Council Welfare Benefits Service

The Welfare Benefits Service provides advice to vulnerable families across the Scottish Borders to maximise benefits for families with young children. Amongst other venues, an officer attends local Bumps 2 Babies events and the four Early Years Centres to provide benefits and tax credits advice.

Scottish Borders Council was chosen by the Scottish Government to take part in a pilot scheme in which extended Early Years provision is provided at Philiphaugh Primary School. This includes provision during the school holidays, assisting working parents. The pilot is currently due to run until August 2017 but there are hopes that it will be extended.

An initiative, being trialled with midwives in the Hawick area, ensures that with the expectant mother's permission a referral is made to the Welfare Benefits Service for advice on income maximisation. This is done by a clinic sticker being placed on a template and returned by post to the Welfare Benefits Service by the midwives. This system is proving to work well with an increasing number being referred. Once this initiative has been evaluated, it is hoped that with the co-operation of midwives, it can be extended to other areas.

A Welfare Benefits Service letter offering parents an income maximisation check is provided to all parents within the 'New Arrival Pack' issued by Registrars. This letter has a tear off reply slip for parents to complete if they wish to proceed with a check as well as a prepaid reply envelope and e-mail details.

In addition to ongoing work in the Early Years Centre, the Welfare Benefits Officer for the Hawick area has also delivered advice sessions for parents in the Burnfoot Family Centre and Burnfoot School.

The service is currently exploring ways in which income maximisation and financial inclusion services, which are currently delivered to Parents in the Early Years Centres, can be replicated and provided to parents in rural towns and villages across the Borders. An initial pilot will focus on three rural areas, Newtown St. Boswells, Earlston and Jedburgh.

The work will involve identifying and engaging with local community groups, parent and toddler groups, playgroups, nurseries, primary schools as well as

Health visiting teams in the area.

Over the course of the year, the service has:

- Worked closely with the Early Years Welfare Benefits Assistant and Citizens Advice to ensure the delivery of benefits and debt advice within the centres.
- Facilitated a Money Advice Scotland, financial capability train the trainer course.
- Developed a "Christmas for less" programme.

In 2016 the Early Years worker has achieved income gains of **£920,000** and dealt with **195** referrals.

Scottish Borders Council Unite against Hate

Scottish Borders Council commemorated Holocaust Memorial Day on 27th January to raise awareness of genocide; the acts of hate that lead to it and asking how life can go on after such an atrocity.

The Holocaust Memorial Day Trust recognises the need to learn lessons from the past that will help to create a better and safer future for everyone.

The small exhibition which took place in the Council Headquarters included activities, a display of life stories and other resources for staff members. One activity involved asking staff members to identify religious flags in an attempt to widen cultural learning and all flags represented different groups that have been victims of genocide.

There are ten recognised steps to genocide, one of the first steps being discrimination. Therefore, the main focus of the day was collecting staff pledges to 'stand up to hate and fight discrimination' inside of work and out. In total 82 staff members proudly signed this pledge.

Outcome 5 - Our citizens have the freedom to make their own choices and are able to lead independent, healthy lives as responsible citizens.

To aspire towards this Outcome a range of initiatives have been undertaken by the Council, most prominently the work with NHS Borders to establish the Borders Health and Social Care Partnership and the production of the Scottish Borders Health and Social Care Strategic Plan 2016-17.

Other initiatives include:

- A Community Capacity Building Team has been set up to improve the health and well-being of older people.
- A project to promote a self-directed support approach for younger people.
- Engagement with disability groups.
- Support for young people through Drugs and Alcohol Services to address substance misuse.

Key performance data includes: as at March 2016 72% of adults aged over 65 who receive care do so at home (as opposed to in a residential setting); 20.6% of adults are using Self-Directed Support to plan and manage their own care which is higher than the national rate; and survey results from September 2015 show 85% of Social Work service users saying that they feel safe.

Respite Care for Families with Children and Young People with Complex Needs

Scottish Borders Council commissions a residential respite resource providing respite care for children and young people with complex needs which is delivered by Aberlour. This includes a summer play scheme which is provided in three localities, for children and young people aged 8 – 18 years and this is available for families who are supported through Children & Families Social Work. This provides respite to families and a stimulating experience for children and young people with complex needs.

Community Transport Hub

A Scottish Borders Council Community Planning Partnership project known as “the community transport hub” was nominated for three Scottish Transport Awards in 2016. It won the award for accessibility project of the year. The hub provides a single point of contact for people who need to arrange transport (usually social cars operated by volunteers). The scheme is aimed at people who cannot use conventional public transport.

Community Capacity Team

The Community Capacity Team aims to improve the health and wellbeing of older people through establishing new activities, involving local people in developing services and creating an improved sense of community. The team supports community development and volunteering opportunities for older people and has promoted the development of intergenerational projects. This has increased knowledge of local activities, enabled people to feel more empowered, reduced loneliness and isolation and improved physical and mental health and wellbeing

Tackling domestic abuse

On call services at weekends provide immediate support to domestic abuse victims. These services, together with groups run in the evenings for domestic abuse victims makes engagement and completion rates almost 100%

Ability Borders

Ability Borders, which is supported by Scottish Borders Council, is an information and signposting service for people in the Borders with a physical disability or long term health condition. The service is commissioned by the Council and NHS Borders and has been operating for one year. The service aims to provide a collective voice for people to help improve information and support and will provide short term support to co-produce new forms of support identified by individuals with a physical disability. Following a series of information events the organisation is responding to feedback, for example, to co-produce a Diabetes support group.

Outcome 6 - The difference in rates of employment between the general population and those from underrepresented groups is improved.

To make progress on this Outcome, Scottish Borders Council has taken forward a number of programmes and projects including the Council's Employment Support Service; the implementation of the Developing the Young Workforce Initiative which is improving links between schools and businesses; and the development of the Modern Apprenticeship Scheme within the Council which is providing training and vocational opportunities for young people.

Key performance data shows that: the employment rates of both men and women (16-64 years) have increased since 2013/14 but the rate for women is still lower than men (a male employment rate of 80.3% compared to a female employment rate of 73.5% in 2015/16); the employment rate for ethnic minorities has increased from 48.6% in 2013/14 to 64.5% in 2015/16; and the employment rate amongst those who have a work-limiting disability was 54.4% in 2015/16 as against the overall rate of 76.8%.

Supported Employment

In April 2013, Scottish Borders Council established a corporate Employment Support Service to improve the performance of the Council in relation to providing supported employment and working towards a workforce more representative of the general population.

The Employment Support Service also seeks employment opportunities out with the Council.

Project SEARCH

Project SEARCH is a one year transition programme which provides training and education leading to employment for individuals with a learning disability or autism. Each individual applies to the programme and a selection process takes place. The programme is based on a partnership that includes a business (NHS Borders), a training organisation (Borders College) and a supported employment organisation (Scottish Borders Council- Employment Support Service). The goal

is to provide on-site internship experiences in order for young adults with learning disabilities to acquire necessary skills leading to competitive employment.

Outcome 7 - The difference in educational attainment between those who are from an equality group and those who are not is improved.

This is dealt with in more detail in a later section of this Report, "Mainstreaming the Equality Duty in Education but in terms of general attainment, the Scottish Borders scores above the Scottish average and there has been a positive trend over the last three years for attainment results particularly in achievement levels for 6th year pupils. In terms of positive destinations, there are more young people in the Scottish Borders going on to a positive destination on leaving school compared with the average across Scotland and more school leavers remain in a positive destination when followed up at 6 months than the Scottish average.

The attainment levels of our most vulnerable young people are improving with the Scottish Borders moving from the fourth to the second quartile nationally. Improving attainment for all learners and particularly those from targeted areas is a key priority for the Education Service and a significant piece of work will be progressed over the next 3 years through the Closing the Gap programme to ensure all children and young people achieve their potential.

Over the last three years, 50% or more of the adult learners that completed a learning opportunity provided by Scottish Borders Council thought it had achieved increased skills, confidence and health and well-being.

Support for Speakers of Other Languages

Scottish Borders Council's Community, Learning & Development Workers deliver a range of community based adult learning work to a range of adults. This includes support for adults in learning English where this is not a first language. For several years this has been enhanced with groups for parents where English is not the first language. These have been held in a range of locations to provide additional support and community interaction for the participants. They have often been based within a school, introducing parents to the school and providing input on local activities to meet specific need. Such groups can be established quickly to meet requirements. In 2015/16 to date, there have been a total of 65 adults who have completed an "English for speakers of other languages" course.

Hawick High School support and host a Polish school which is part funded by Scottish Borders Council. This supports Polish pupils of all ages and their families from all areas of the Borders every Saturday. Pupils undertaking SQA qualifications have been supported as well as GCSE Polish. A support group for speakers of other languages also runs in the school at lunchtimes.

Outcome 8 - We have appropriate accommodation which meets the needs of our diverse community.

To progress this Outcome work undertaken by Scottish Borders Council and its partners has included the embedding of equalities in the development of a refreshed Local Housing Strategy; in 2015/16, 220 affordable houses were built and 95 households were assisted with disabled adaptation.

We have also established Bridge Homes which is a Limited Liability Partnership wholly owned by the Council to address housing supply issues in the Scottish Borders.

We are assessing the need for extra care housing and developing a delivery framework to assist the housing needs of disabled and older people.

Registered Social Landlords have been successful in securing funding. During 2015/16 the Council used its Second Homes/Council Tax budget to assist the delivery of affordable housing by contributing to developments at Lilliesleaf, Peebles and Hawick.

Migrants Support Group

The Migrants Support Group is a long standing inter-agency group which promotes the integration of migrant workers and their families into the Scottish Borders. The Group has recently taken positive actions to address issues between communities in one area. It was found that issues were related to housing rather than between the communities themselves and action has been taken to remedy these. The Group is currently considering the best ways to work with community members to further enhance community cohesion.

Support for Syrian Refugees

Scottish Borders Council is committed to supporting the Syrian Vulnerable Families Refugee Resettlement programme. This work has been developed by the Council leading a multi-agency planning group involving key partners including Housing, Health, Police, Fire and Rescue, and representatives of the voluntary sector. Two Syrian families who reside in the Scottish Borders have been involved in supporting and advising on the development of the programme. Registered Social Landlords have supported the plan and have identified appropriate Housing. There are now four Syrian refugee families located in the Scottish Borders.

Mainstreaming the Equality Duty in Education

The equality duty is embedded within the delivery of Education Services and the work of the Children & Young People's Leadership Group which reports into the Scottish Borders Community Planning Partnership.

The Curriculum for Excellence is well developed within Scottish Borders schools. Health and Wellbeing is a central pillar within the curriculum. The four capacities within Curriculum for Excellence set out how children and young people will develop holistically as successful learners, effective contributors, responsible citizens and confident individuals as well as developing skills of learning, life and work.

All young people in educational settings learn about wellbeing and they are being supported to develop the knowledge, understanding, skills, capabilities and attributes they need for their own emotional, social and physical wellbeing both now and in the future.

The continued implementation and development of the Curriculum for Excellence within our schools and our partnerships is now impacting upon attainment levels of all children and young people and there is a continuing trend of higher levels of attainment in numeracy and literacy. There is also a positive trend in the number of young people leaving school and achieving a positive destination. The attainment of young people living in deprivation has improved, particularly for young people living in specific areas.

Work in schools has been enriched through the embedding of the Getting it Right for Every Child (GIRFEC) approach within the Council's Education service to ensure young people are safe, healthy, achieving, nurtured, active, respected, responsible and included, achieving their unique potential and making a positive contribution to society.

Our schools are committed to ensuring children and young people achieve and delivering the best outcomes for all children, recognising that for some who are more vulnerable and face a range of challenges they will require additional support to reach their goals. There have been some recent successes in terms of improved attainment for young people who live in the most deprived areas, however ensuring that there is a further reduction in the attainment gap is a key priority across the Service. The introduction of the Pupil Equity Fund, which will give additional funding of £1.8 million per annum over the next three years, enables Head Teachers to build in targeted approaches to supporting more vulnerable children and young people in their schools and deliver improvements for all. Another key priority is supporting children and young people with additional support needs and Service Managers are currently exploring innovative approaches to ensure that these children and young people are supported to achieve their best outcomes.

Sustained partnership working will continue to underpin the delivery of the Education Service and partner agencies will work in collaboration to ensure that support is available at the right time. The recent restructure within Children & Young People's Services brings together all services for children

and young people within Scottish Borders Council. This has created a tremendous opportunity to make connections and take a holistic approach to meeting the needs of children and young people. Closer working has already resulted in significant improvements in the number of exclusions across schools in 2016 and attendance in Scottish Borders schools has continued to be above the Scottish average.

Scottish Borders Council leads the Children and Young People's Leadership Group (CYPLG). The CYPLG is a key partnership group within the Scottish Borders Community Planning Partnership. The CYPLG which includes membership from NHS Borders, Police Scotland, the Scottish Children's Reporter Administration and the third sector, is committed to improving the wellbeing of all children and young people across the Scottish Borders and GIRFEC is embedded in its work. The CYPLG focuses on shared priorities to deliver meaningful and sustainable improvements to the lives of all our children and young people, particularly the most vulnerable.

The Children and Young People's Leadership Group sets the strategic direction for the planning and delivery of services for children and young people. The Group is responsible for identifying challenges and mitigating risks setting out its priorities in the Scottish Borders Integrated Children & Young People's Plan (2015 – 2018). This work is supported by a set of sub groups:

- The Early Years Group is responsible for the Early Years Strategy and related actions to enable children to have the best possible start in life. This includes support for families before birth up to 8 years of age.
- The Children and Young People's Planning Group is responsible for improving outcomes and reducing inequalities for all young people aged 8-18 years (25 for looked after young people).
- The Commissioning Group leads all multi-agency commissioning activities initiated to improve outcomes for children and their families. It seeks to ensure that GIRFEC is firmly embedded within all commissions and to work in partnership and collaboratively with service providers.

The Integrated Children & Young People's Plan 2015- 2018 sets out the strategic direction for joint services. This has its vision that 'All children and young people in the Scottish Borders will achieve their unique potential'. The Plan has five key priorities:

- Keeping children and young people safe.
- Promoting the health and wellbeing of all children and young people and reducing health inequalities.
- Improving the wellbeing and life chances for our most vulnerable children and young people.
- Raising attainment and achievement for all learners.
- Increasing participation and engagement.

These priorities are aimed at delivering the following outcomes:

- More children and young people will be protected from abuse, harm or neglect and will be living in a supportive environment, feeling secure and cared for.
- Inequalities in the health and wellbeing of young people are reduced.
- The life chances of the most vulnerable children in the Borders are improved.
- Inequalities in educational outcomes and attainment between the most and the least deprived children across the Borders are reduced.
- More children and young people are equipped with the knowledge and skills to proceed to adult working life.
- All children and Young People will be encouraged to be involved in the planning, provision and delivery of services and their rights proactively considered.

A set of service actions are contained within the Plan focused on these priorities and outcomes. The delivery of services in relation to these actions, are underpinned by a set of principles. These are as follows:

- Focusing on early intervention and prevention; ensuring we target families early enough.
- Ensuring that children and families' needs are at the centre of service design and delivery.
- Ensuring reducing inequalities is a priority across all services but that we get an appropriate balance between resourcing targeted and universal services.
- Improving integrated working and focusing on combined resources
- Working with and empowering communities.
- Improving outcomes for every child and their families' highest achievers.

The Education service is confident that they have incorporated meeting the equality duties within their monitoring and evaluation frameworks
There are a number of examples of good Equalities practice in Education which are outlined below.

LGBT Youth Borders

The LGBT Youth Borders service is supported by the CYPLG. It aims to increase LGBT young people's confidence and self-esteem, improve their physical and emotional health; improve and support LGBT young people's learning and reduce homophobia and transphobia in mainstream youth settings. The service provides support for young people across the Scottish Borders in a number of ways, including 1:1 support and group meetings as well as online and telephone support. A Support Worker provides input to a range of partner agencies such as schools and youth organisations to increase awareness and knowledge of LGBT issues and enhance universal support. A weekly group runs in Central Borders and there is a fortnightly group in Berwickshire.

In 2015/16 LGBT awareness training was delivered to:

- A multi- agency group including Youth Workers, Health Improvement Practitioners, Third Sector Organisation Project Workers, Police Officers, Borders College Students' Association, Teachers and Community Learning and Development workers.
- Secondary School Teachers specifically on supporting transgender young people in Education.
- The Children & Young People's Planning Group (sub group of the Children & Young People's Leadership Group).
- S6 students at Earlston High School AND S6 students at Selkirk High School

Gay Straight Alliances have been created in the following secondary schools - Peebles High School, Berwickshire High School, Hawick High School and Selkirk High School. These provide a safe space for LGBT young people to meet.

Young Carers

Action for Children, which is supported by the CYPLG, provides a specific service supporting Young Carers from across the Scottish Borders. This ranges from support with emotional wellbeing through to practical help to resolve issues. The service provides 1:1 support tailored to meet individual needs as well as respite to alleviate the pressure of being a young carer and in addition group work enables young carers to share their experiences. Primarily focusing on direct support to young people aged 11 and over, the service also works with Primary Schools to build knowledge of the challenges facing children who may have a caring role to enable the provision of additional support through school.

In 2015 the service was runner up in the Scottish Public Service Awards and one of the young carers was named the first ever winner of The Annie Dow Heroism Award. In 2016, a project was established to raise awareness of Young Carers across the Primary Schools in the Scottish Borders. Drop in sessions have been established in one primary school where there are higher numbers of young carers to enable children to raise challenges they may be experiencing at home. A short life working group is also evaluating the implementation of the Young Carer's Strategy 2015-18 and is developing examples of good practice where more informal support is provided for young carers across schools and other settings in the Scottish Borders.

Faith Matters

Peebles High School has created Soul Space which is available for students to visit at any time for quiet reflection with information on different religions and spirituality. An understanding and tolerance of all faiths is supported within the curriculum and there is an annual visit to a Mosque with an opportunity to increase knowledge. At key religious services e.g. Easter and Christmas, an alternative activity is arranged for those of different faiths or who do not have a faith. Hawick High School have a large faith group and whilst this is Christian

based, it welcomes attendance from those of all faiths.

Mainstreaming the Equality Duty as an Employer

Human Resources Policies and Practice

Scottish Borders Council remains committed to a culture which promotes equality and diversity and recognises the value added by a workforce with diverse backgrounds and experiences.

Crucial to this is maintaining robust equality data for employees.

The Council is introducing a new HR/ Finance system, Business World, from 1st April 2017. The system allows employees to enter and update their own equality data, either at work via their personal computer or at home through the internet. This gives the best opportunity to ensure that equality data is as comprehensive and up to date as possible.

The Business World system also enables employees to request annual and special leave, complete timesheets and book training. It will be a one stop shop for employees.

Managers will have immediate access to HR data, such as absence statistics and information on disciplinary and grievance cases, allowing timely action to be taken to resolve any issues.

Since the publication of the Council's initial Equality Mainstreaming Report we have undertaken a review of the Council's HR Policies and Procedures. An Equality Impact Assessment has been carried out on each one to ensure they reflect best practice in equality and diversity. Where necessary or desirable policies have been altered to address this. HR Policies and Procedures are continually reviewed on a rolling two year programme. From April this will be linked to the Business World system.

We have introduced mediation to allow conflicts between employees to be resolved as expeditiously as possible. 7 of our staff have become accredited mediators through ACAS and a further 6 will undertake the relevant training in the next 2 months.

The Council's Occupational Health service, provided by People Asset Management, allows us to find the right solutions for staff with medical issues.

This service, combined with action taken in terms of our Attendance Management policy, has seen a reduction in absences since 2015. We also provide an Employee Assistance Programme through P.A.M. Assist. This gives employees access to advice on a wide range of welfare and legal issues, and includes the provision of a course of counselling where appropriate.

In October 2015 a new Staff Benefits Scheme was launched.

This provides the following services:

- Car Salary Sacrifice Scheme.

- Technology Salary Sacrifice Scheme (open during windows throughout the year).
- Shopping Discount Scheme.
- Critical Illness Cover.

The Scheme has had a take up rate of just over 45%.

This is in addition to our existing benefits package, which includes options for flexible working, assisting those with caring responsibilities, and a Child Care voucher scheme, allowing employees to receive Child Care vouchers through a salary sacrifice scheme.

In partnership with NHS Borders, we have launched the Small Changes, Big Difference campaign in January 2017.

This campaign aims to provide guidance, information and a range of initiatives to support staff to improve their health and sense of wellbeing.

Details of the campaign can be accessed through a web portal and initiatives include giving staff who volunteer free access to a lifestyle advisor, and certain facilities of LiveBorders.

We continually consider how as a department we can best advise on equality and diversity and are looking at alternative ways in which this can be delivered.

We also engage with external partners and other agencies to ensure that we are up to date with developments and current thinking. This includes considering the obligations we will acquire later this year under the British Sign Language (Scotland) Act 2015, and playing an active role in the Scottish Councils' Equality Network.

Workforce Planning

It is vital that we have the right number of people with the right skills in the right place at the right time to allow us to deliver our organisational objectives, both short and long term.

To ensure this we have introduced a People Planning process across the Council. This is a systematic process which involves Supply Analysis, Demand (or Needs) Analysis and Gap Analysis taking into account internal and external changes.

This allows an analysis of the staffing profile, identify what actions are required to deliver the service priorities in the short and longer term and whether there are any risks presented by the current staffing profile, such as age profile, gender, current skills, qualifications, pay grades, length of service, turnover, single points of failure.

Through this whole process we ensure that equality and diversity principles are applied to any strategies employed to ensure we are offering opportunities for all and taking account of any improvements that can be made. Typical strategies may include recruitment activities, consideration of alternative working patterns,

identifying and addressing learning and development needs and the establishment of modern apprenticeships.

For a number of years, the Council subscribed to the two ticks scheme, which guaranteed an interview to job applicants with a disability provided they met the essential criteria for the post applied for.

That scheme has now been replaced by the new Disability Confident scheme and Scottish Borders Council has been accredited as a Disability Confident Employer.

Accreditation requires us to demonstrate we are taking a number of actions:

- Actively seeking to attract and recruit disabled people.
- Providing a fully inclusive and accessible recruitment process.
- Undertaking to offer an interview to disabled people who meet the essential criteria for the job.
- Showing flexibility when assessing people so that disabled people have the best opportunity to demonstrate their abilities.
- Proactively offering and making reasonable adjustments as required.
- Encouraging suppliers and partners to be Disability Confident.
- Ensuring employees have appropriate disability equality awareness.

Our Employment Support Service continues to work towards our aim of a workforce representative of the population. During the year 2016 Sixty two people engaged in the Work Opportunities Scheme across the Council. (38.71% male, 61.29% female). Employment opportunities have been spread across the range of Council departments and services, for example administrative and technical posts, Adult Social Care and Human Resources.

Training & Development

Training and Development remains a key priority of the Council. We continue to make extensive use of the SB Learn e-learning platform as well as providing training courses.

To embed equalities and ensure we meet our priorities there are a number of mandatory courses for all staff:

- Information Management Awareness.
- Information Security.
- Equality and Diversity.
- Child Protection.
- Adult Protection.
- Prevent.

We have also refreshed and updated our Induction checklists to ensure that new employees are given a thorough grounding in the ethos of the Council and are fully aware of their rights and obligations.

A large number of other courses are also available to staff, both online and through attendance. As well as courses directly related to Council policies and

practices, we have recently introduced a range of courses for managers and aspiring managers, Leadership Matters. These are contained within three modules to suit the experience of all.

In the interests of staff wellbeing regular courses are held covering the development of Personal Resilience and Mindfulness.

Equal Pay Statement

Scottish Borders Council, as a council, constituted under section 2 of the Local Government etc. (Scotland) Act 1994 and as an education authority in terms of S.135 (1) of the Education (Scotland) Act 1980, is committed to equal pay for all its employees and aims to eliminate any bias in relation to pay systems on any ground, including gender, disability, race, religion or belief, age or sexual orientation.

Our principle is that all employees receive equal pay for the same or broadly similar work, for work rated as equivalent, and for work of equal value. Scottish Borders Council operates and will continue to operate a pay and benefits system which is transparent, based on objective criteria, and free from bias.

Scottish Borders Council believes that in eliminating bias in its pay systems, it is sending a positive message to its employees and the Scottish Borders community. It makes good business sense to have fair and transparent reward systems and it also helps the Council to control costs.

Scottish Borders Council will identify and eliminate any unfair, unjust or unlawful practices that impact on pay as well as taking any appropriate remedial action.

Scottish Borders Council in supporting this commitment to equality in pay will:

- examine existing and future pay practices for all employees to ensure that they comply with best equal pay practice and current legislation
- carry out regular monitoring of the impact of these practices
- consult on all changes to pay policy with employees' trade union representatives
- inform employees of how these practices work and how their pay and benefits are arrived at
- provide training and guidance for those involved in making decisions about pay and benefits
- review progress every four years in accordance with our obligations in terms of the Equality Act 2010 and monitor pay statistics.

Gender Pay Gap

The gender pay gap is the difference between men and women's full-time hourly earnings.

Using guidance and the standard calculation that is set out by the Equality and Human Rights Commission, the Council's equal pay gap was calculated using data as at 26th February 2017.

The Standard Calculation is:

$$(a) / (b) \times 100 = \text{Total}$$

$$100 - \text{Total} = (c)$$

$$(a) / (b) = (c)$$

Where;

- (a) Average Hourly Rate for Women
- (b) Average Hourly Rate Men
- (c) Pay Gap

The average basic hourly pay (excluding overtime) between male and female employees has been calculated and further details have been outlined below:

- The average hourly rate for women is £ 11.3009 (a)
- The average hourly rate for men is £ 12.8281 (b)
- The difference in hourly pay is £ 1.5272
- This means that on average women earn 11.90% (c) less than men
- Whilst we believe our gender pay gap is related to the high number of female employees in lower pay grades, our gender pay gap is better than Scotland's pay gap of 14.9% (Close the Gap,2016).

Whilst there is a gender pay gap of 11.90% for the Council overall we have further analysed the data based on the grades of individuals. This is shown in the following table: -

Grade Group	Female	Male	Pay Gap
National Minimum	6.0271	6.4038	5.88%
Business Gateway	16.6807	16.7254	0.27%
Grade 1	8.3300	8.3300	0.00%
Grade 2	8.3459	8.5370	2.24%
Grade 3	8.6125	9.2562	6.95%
Grade 4	9.3127	9.6208	3.20%
Grade 5	10.3199	10.8067	4.51%
Grade 6	11.7805	12.5032	5.78%
Grade 7	13.7929	14.0352	1.73%
Grade 8	15.5358	15.7727	1.50%
Grade 9	18.8143	18.8659	0.27%
Grade 10	21.7821	21.9241	0.65%
Grade 11	24.3421	25.0982	3.01%
Grade 12	28.3054	28.2342	-0.25%
Chief Officer	40.6711	44.1767	7.94%
Overall	11.3009	12.8281	11.90%

The differential in rate is due to placing on scales. Each grade has a number of scale points with new employees being placed on the lowest point on the grade. All employees are then entitled to incremental progression after two years of service until they reach the top scale point for that grade. These are applied consistently regardless of any protected characteristics.

The Council also reviewed pay for men and women in our Education Department. Further details have been outlined below:

- The average hourly rate for females is £22.6202 (a)
- The average hourly rate for males is £ 23.9428 (b)
- The difference in hourly pay is £1.3226
- This means that on average women in Education earn 5.52% (c) less than men.

The reasons for this difference include:

- There are more female probationary teachers than male probationary teachers (73% are female).
- The salary for these new entrants is lower than that for experienced teachers.
- The General Teaching Council Scotland states that 78% of teachers and associated professionals 78% are female and 22% are male (General Teaching Council Scotland Statistics May 2016).

The Council's statistics are broadly in line with these figures, 76% are female.

Whilst there is a gender pay gap of 5.52% for the Education we have further analysed the data based on the grades of individuals. This is shown in the following table: -

Grade Group	Female	Male	Pay Gap
Probationer	13.6267	13.6267	0.00%
Common Scale	21.1369	21.0104	-0.60%
Music Instructor	19.5493	20.2665	3.54%
Chartered Teacher	25.2530	24.6850	-2.30%
Principal Teacher	26.6870	27.4155	2.66%
Psychologist	28.0374	29.8031	5.92%
Depute and Head Teachers	31.3081	33.1689	5.61%
Overall	22.6202	23.9428	5.52%

It can be argued that there are three main causes of the pay gap between men and women:

- Occupational segregation.
- A lack of flexible working opportunities.
- Discrimination in pay and grading structures.

The Council's job evaluation scheme provides a robust means of achieving a fair and transparent grading structure which is free from gender-bias and which satisfies the principles of equal pay for work of equal value. This is further validated by the grade table analysis shown above.

The Council also offers and provides a number of flexible working practices to employees at all levels, and we advertise our vacancies in a way that attracts the best person for the job, regardless of gender.

We consider that the main efforts in addressing the gender pay gap are best directed to addressing the issue of occupational segregation.

We will also benchmark our gender pay gap against other public authorities.

Occupational Segregation

The Council recognises that occupational segregation, on the grounds of gender, racial group or disability, is one of the key barriers which prevent people from fulfilling their potential, and consequently contributes to the pay gap.

The Council recognises that by proactively addressing equality issues there is the potential to drive excellence in service delivery through more productive, loyal, and motivated employees who can bring a range and diversity of experience to their role to the benefit of the customers to whom we provide services.

There are a number of factors which influence and affect occupational segregation.

People may be drawn to occupations with a traditionally high concentration of people of the same gender or racial group. This can be due to familiarity with that occupation, or conformity with expectation.

There may also be a danger of employers stereotyping on the grounds of gender, race or disability and making assumptions about what roles or occupations people would excel at.

We address these factors through the provision of mandatory Equality and Diversity training for all employees, and seek to improve access to employment through the Modern Apprenticeships and other work opportunities we offer.

Our aim is to be an employer with whom people feel free to pursue their career path of choice regardless of gender, race or disability.

Of our 5,660 employees, 73% are female and 27% male.

Of those who have disclosed their ethnic origin, 0.39% identify as belonging to a minority racial group. (In accordance with the definition in the Equality Act, we have included the following categories within the definition of "minority racial group": Asian/Asian British - Any Other; Asian/Asian British – Bangladeshi; Asian/Asian British - Chinese ; Asian/Asian British – Pakistani; Black/African/Caribbean/British – Car; Black/African/Caribbean/British – Other; Mixed/Multiple Ethnic Groups; Other Black Background; Other Ethnic Group).

2.37% have disclosed a disability.

Further analysis shows that;

More females than males are in the lower grades.

- In Grades 1-5, 75% of employees are women

More females than males are in the supervisory and technical grades,

- 67% of grades 6-10 are female

In senior roles, of grades 11, 12 and Chief Officers

- 41%% are female.
- No employees in these grades have declared a disability.

The Council has significantly more teachers that are female than male teachers.

- 76% of our teachers are female.
- 2.38% of teachers have disclosed a disability.

The below provides further details of the Council’s data on occupational segregation, however it should be noted that due to the low level of numbers for employees who have declared a disability or identified as a black minority ethnic we only show the percentage as this may otherwise identify individuals. Consequently given these low numbers no sub levels of analysis have been included in the following tables.

Occupational segregation by Gender (non Education)

Table1

Gender	Chief Exec.	People	Place	SB Cares	Total	Chief Exec	People	Place	SB Cares	Total
Female	205	1312	769	789	3075	71.18%	84.48%	49.20%	91.00%	72.00%
Male	83	241	794	78	1196	28.82%	15.52%	50.80%	9.00%	28.00%
Total	288	1553	1563	867	4271					

Table 2

Gender	Female	Male	Grand Total	Female	Male
Business Gateway				75.00%	25.00%
Chief Officer	15	11	26	57.69%	42.31%
Grade 1	318	76	394	80.71%	19.29%
Grade 2	108	165	273	39.56%	60.44%
Grade 3	34	160	194	17.53%	82.47%
Grade 4	1309	187	1496	87.50%	12.50%
Grade 5	298	74	372	80.11%	19.89%
Grade 6	305	131	436	69.95%	30.05%
Grade 7	236	101	337	70.03%	29.97%
Grade 8	161	84	245	65.71%	34.29%
Grade 9	208	104	312	66.67%	33.33%
Grade 10	42	41	83	50.60%	49.40%
Grade 11	9	28	37	24.32%	75.68%
Grade 12	13	14	27	48.15%	51.85%
National Minimum Wage	16	19	35	45.71%	54.29%
Total	3075	1196	4271		

Occupational segregation by Disability (non Education declared)

Table 3

	Chief Exec.	People	Place	SB Cares	Total
Disability	4.51%	2.19%	2.56%	1.61%	2.36%

Occupational segregation by Ethnic Group (non Education – declared)

Table 4

	Chief Exec	People	Place	SB Cares	Total
Black Minority Ethnic Total	0.35%	0.77%	0.13%	0.35%	0.42%
White Total	84.03%	85.13%	76.33%	77.28%	80.24%

Occupational Segregation by Gender (Education)

Table 5

Gender	Chartered Teacher	Common Scale Teacher	Depute and Head Teacher	Music Instructor	Principal Teacher	Probationary Teacher	Psychologist	Total
Female	33	796	69	10	124	19	6	1057
Male	19	213	32	9	50	7	2	332
Total	52	1009	101	19	174	26	8	1389

Gender	Chartered Teacher	Common Scale Teacher	Depute and Head Teacher	Music Instructor	Principal Teacher	Probationary Teacher	Psychologist
Female	3.12%	75.30%	6.52%	0.94%	11.73%	1.79%	0.57%
Male	5.72%	64.15%	9.63%	2.71%	15.06%	2.10%	0.60%

Occupational segregation by Disability (Education declared)

Table 6

Disability	2.38%
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Occupational segregation by Ethnic Group (Education declared)

Table 7

Black Minority Ethnic Total	0.29%
White Total	67.89%

The Way Forward for 2017-21

The review of the Council's approach to the mainstreaming of equalities indicates that, while there are some successes such as new on line planning portal and on line reporting, there is still however a significant amount of work to be done in 2017-21 in order to mainstream equalities within the Scottish Borders and the Council.

It is considered that the recommendations contained within our Equality Mainstreaming Update Report published in April 2015 are still relevant and require to be followed through. These include the need to:

- Continue the work in establishing effective performance indicators for Council services.
- Ensure that the business plans for service areas fully embed equalities and equality outcomes.
- Develop a continuing training programme on Equality Impact Assessments (EIAs) for Council staff.

In addition there is a need:

- To review the translation and interpretation scheme to ensure that it is effectively meeting the requirements of ethnic groups and that the Council is obtaining value for money from the existing arrangements.
- For Human Resources (HR) to continue to improve the information the Council holds for each of the protected characteristics in respect of employees.

It is also considered that it is appropriate to retain the eight existing equality outcomes for the period 2017-21 as they are aspirational and still relevant. These outcomes are:

- We are seen as an inclusive equal opportunities employer where all staff feel valued and respected and our workforce reflects our community.
- Our services meet the needs of, and are accessible to all members of our community and our staff treat all services users, clients and colleagues with dignity and respect.
- Everyone has the opportunity to participate in public life and the democratic process.
- We work in partnership with other agencies and stakeholders to ensure that our communities are cohesive and there are fewer people living in poverty.
- Our citizens have the freedom to make their own choices and are able to lead independent, healthy lives as responsible citizens.
- The difference in rates of employment between the general population and those from underrepresented groups is improved.
- The difference in educational attainment between those who are from an equality group and those who are not is improved.
- We have appropriate accommodation which meets the needs of our diverse community.

The actions to positively influence these outcomes will build on the planning processes and activities outlined above in this report and will continue to be monitored through performance indicators. The current performance indicators are shown in Appendix 1. A key task for 2017/18 is to make sure that the performance indicators used better reflect the outcomes.

To deliver on the Equalities Agenda for Education it is important that the service continues to link into the Council's overall approach to equalities. It is also considered that the mainstreaming of equality will be progressed by its existing planning processes, particularly the Curriculum for Excellence, Developing the Young Workforce, the Accessibility Strategy and the Integrated Children and Young People's Plan. More specifically it is planned that the Education service will adopt the LGBT Charter.

To take forward the actions a High level action plan 2017 - 2021 has been developed as shown below.

High Level Action Plan 2017 -2021

Scottish Borders Council Service Area	High Level Actions	Timescale
Strategic	Continue to deliver Equality Outcomes	Continuous throughout the four year period. 2017 - 2021
	Ensure that the business plans for service areas fully embed equalities and equality outcomes	Continuous throughout the four year period. 2017 - 2021
	Review the translation and interpretation scheme to ensure that it is effectively meeting the requirements of ethnic groups and the Council is obtaining value for money from the existing arrangements	2017-2018
	Meet our legislative duties under the British Sign Language (Scotland) Act 2015	British Sign Language Plan Published by October 2018
	Participate in the national consultation in relation to possible legislative changes on transgender.	2017
	Continued engagement with Equality groups	Continuous throughout the four year period. 2017 - 2021

	Develop a calendar of events to promote diversity.	Develop during 2017 for implementation from 2018 onwards
	Improve the quality of communication on equality matters	Continuous throughout the four year period. 2017 - 2021
	Work more closely with Partners to embed equalities within the Community Planning process	Continuous throughout the four year period. 2017 - 2021
	Establish our obligations under the Modern Slavery Act	2017 - 2018
	Explore a review of accessibility within towns and settlements	2018 - 2019
	Continue the rolling programme of equality impact assessments on Service policies	Continuous throughout the four year period .2017 - 2021
	Continue to ensure that our Procurement and commissioning process takes account of equality matters and builds equality and diversity obligations into Council contracts	Continuous throughout the four year period. 2017 - 2021
	Review of the Corporate Equality Working Group	2017
	Monitor complaints which raise equality/diversity issues.	Establish process 2017 for implementation 2018
	Improve monitoring of equality clauses in Council contracts with external parties.	2018
	Review customer service training package to ensure that it meets the ever changing accessibility and equality and diversity needs of SBC customers.	December 2017
	Build on and redevelop the training programme on Equality Impact Assessments (EIAs) for Council staff and elected members.	Staff 2017 Elected Members 2018
	Build on and redevelop Equality & Diversity training for Councillors	2017 onwards
Human Resources	Raise awareness of and completion rate of Equalities e-learning.	2017 onwards
	Incentivise and encourage staff to complete the equality data held within Business World to allow the Council to	2017 onwards

	make improvements to the information held for each of the protected characteristics in respect of employees.	
	Improve the content of training records held within Business World to include applications, withdrawals and rejections for courses in addition to completions.	2017 onwards
	Gain approved accreditation under the Disability Confident Scheme.	December 2017
	Rolling review programme of HR Policies and procedures	Continuous throughout the four year period 2017 - 2021
	Specific review of key policies following the introduction of the Business World System	2017
	Develop a corporate domestic abuse policy	2017
	Review of the whistle blowing policy within SBC with particular emphasis on support.	2017
	Myjobscotland and supporting recruitment materials to include all relevant equalities accreditations.	December 2017
	Continuance of Positive recruitment campaign(s) targeting under representative groups	Continuous throughout the four year period 2017 - 2021
Education	Continue to implement equalities within existing planning processes particularly the Curriculum for Excellence, Developing the Young Workforce, the Accessibility Strategy and the Integrated Children and Young People's Plan	Continuous throughout the four year period. 2017 - 2021
	Continue to collect information on the other protected characteristics to establish how the data can be used to further the Equality Duty.	Continuous throughout the four year period. 2017 - 2021
	Schools Equality Plans formulated	2017
	Strengthened approach to homophobia and transgender issues including working towards adoption of the LGBT Charter.	2017
	Continue to ensure that policies and processes are Equality Impact Assessed	Continuous throughout the four year period. 2017 - 2021