

Members' Library Service Request Form

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Originator	Wendy Mcneish & Niall Macquarrie
Originator's Ref (if any)	
Document Title	Equalities Monitoring Report 2020/21

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REPORT TO: Members' Library Service

MEETING DATE: December 2021

BY: Executive Director for Council Resources

SUBJECT: Equality in Employment Monitoring Report -
Workforce and Recruitment Profiles (2020-21)

1 PURPOSE

- 1.1 This report outlines the current workforce and recruitment profiles into categories outlined in the Equality Act 2010.

2 RECOMMENDATIONS

- 2.1 The Members Library is asked to note that:
- Equalities Monitoring will continue and findings reported to Members Library as part of the annual Equalities Monitoring report and any subsequent action plans.
 - Where required, consultation with the Policy Officer - Equalities and the Joint Trade Unions to identify specific actions to address, and minimise as far as reasonably practicable, gender segregation in the longer term.
 - This report will be shared with the relevant Trades Unions for information and thereafter will be published on the Council's website.
 - This report will remain online on the Council's website for a minimum of three years.

3 BACKGROUND

Introduction

- 3.1 As part of the ongoing commitment to monitor equalities data this report will outline the (2020_21) Equalities data for the current workforce, organisational leavers, applicants for job vacancies and casual workers.
- 3.2 The East Lothian Equality Plan (2021_2025) outlines the aims of East Lothian Council to progress equality and reduce discrimination over the next four years.
- 3.3 The plan sets out seven high level equality outcome to overarching commitment to reduce inequalities within and across our communities. This includes:
- East Lothian Council services are accessible to, and will meet the needs of, all in the community including people who share protected characteristics.
 - The gap in educational outcomes for children and young people impacted by socio-economic disadvantage will be closed; and, the health and wellbeing of children and young people with protected characteristics will be improved.
 - Everyone in East Lothian has access to a decent, affordable, warm and dry home.
 - In East Lothian we live healthier, more active and independent lives.
 - People feel safe and experience less crime in their communities, and at home, there is zero tolerance of hate, abuse and violence against women and girls and people feel their communities are inclusive.
 - In East Lothian we are breaking the cycle of poverty so that fewer people experience poverty.
 - East Lothian Council is an Equal Opportunities employer and our workplace feels inclusive to staff with protected characteristics.
- 3.4 Fundamental to achieving this Employment Outcome is equality of employment opportunities and the Council strives to ensure that equal opportunities underpin all aspects of employment and employment policies demonstrate a commitment from East Lothian Council to be responsive to all.
- 3.5 East Lothian Council moved to a new HR & Payroll system in 2019, this new system has self-service functionality that allows employees to self-report their 'Sensitive Information'. This remove barriers for an employee to provide their Equality data as it will not be read or input via managers or admin staff.

Statutory Context

- 3.6 The Equality Act 2010 was introduced in April 2010 and has brought all of previous individual pieces of equalities legislation together into one. This was done to modernise the law and 'even up' the protections afforded to individuals under the law. The Equality Act should make it easier for individuals to be aware of their rights under the law, and for services and organisations to meet their legal responsibilities also.
- 3.7 The purpose of the Act is to ensure that everyone, whether at work or in using a service has the right to be treated fairly. It protects people from discrimination on the basis of certain characteristics. These are known as protected characteristics and they vary slightly according to whether a person is at work or using a service.
- 3.8 **The nine protected characteristics are:**
- Age
 - Disability
 - Gender reassignment
 - Marriage and Civil Partnership
 - Pregnancy and Maternity
 - Race
 - Religion and Belief
 - Sex
 - Sexual Orientation
- 3.9 As a local authority, East Lothian Council is required to implement the Public Sector Equality Duty in addition to the provisions employment, education and training. This is comprised of two elements, the general duty and the specific duty.
- 3.10 The general duty was developed for public bodies due to the significant impact that the delivery of public services has on people's lives. The general duty is intended to ensure that, if followed; services are designed to meet the diverse needs of the community and are inclusive. The Council is required when in the exercise of our functions, have due regard to the need to:
- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
 - 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.

External Environment

- 3.11 The external environment in which the council recruit, select and retain staff continues to provide challenges. East Lothian council continues to use the Equalities in Employment Monitoring questionnaire on 'myjobscotland'. This questionnaire is maintained by COSLA to ensure that local authorities are complying with the legislation outlined in the Equality Act 2010.
- 3.12 Between 1998 and 2020 the population of East Lothian increased by 22.1%. This is the highest percentage change out of the 32 council areas in Scotland. Over the same period Scotland's population rose by 7.7% (National Records for Scotland 2020 [accessed 01/10/21]).

Reporting

- 3.13 The annual Employment Equalities' data is presented to the Council Management Team for their information. The data was also presented to the Joint Trade Unions Secretary and the EIS secretary for comment and discussion. Due to circumstances surrounding the Covid-19 pandemic this paper was lodged with the Members Library Service in place of the JCC for the period (2019_20). The report is also made publicly available, and to all employees, via the website and intranet.
- 3.14 The (2020_21) report will be presented to the JCC for noting.

Data Protection

- 3.15 In producing this monitoring data, the Council has to meet the requirements of the Data Protection Act, in particular to protect the privacy of individuals. Therefore, where there are a number of employees in any data category lower than 10, which may lead to individuals being identifiable, we use an asterisk or percentage as appropriate. This is an increase from '5' of previous years in line with the best practice contained within the EHRC Scotland "Measuring Up" Report 7, 2017.

Disciplinary and Grievance Cases

- 3.16 In the year (2020_21) there were no Equality linked disciplinary or grievance cases.

Key Workforce Findings for the Period (2020_21)

- 3.17 **Age** - Similarly to financial year (2019/20), the Age Group with the highest percentage of East Lothian employee's remains as (46-55) with over 30%. The %age of employees aged (16-25) has increased by (0.27%).
- 3.18 **Gender Reassignment** - The number of employees who have chosen to respond to this characteristic has increased from last year. In (2019/20) over 90% of respondents had left this category blank; this has been reduced to (76.9%) in (2020/21).

- 3.19 **Disability** - The disability profile of ELC is in line with the most recent [Census](#). The ELC respondents who identify as being non-disabled is (81%) which is similar to the Census category for 'Long-term health problem or disability' of (81.5%).
- 3.20 **Religion & Belief** - Similarly to (2019/20), the predominant response is 'No religion, faith or belief' sitting at over (40%) of respondents. The second highest response is Church of Scotland.
- 3.21 **Sex** - The %age sex split within the council remains around 70% female to 30% male. This differs to the most recent census of 52% female to 48% male. It is the findings of the council that females tend to be more drawn towards people centred roles of which there are many within the council such as Caring; teaching; social work.
- 3.22 **Sexual Orientation** - The %age split remains within similar margins to (2019/20) with over (87%) of employees identifying as heterosexual/straight. There has also been a reduction in the number of employees choosing the response 'Prefer not to Answer'.
- 3.23 **Marital Status** - The %age split remains within similar margins to (2019/20) with more than 50% of employees responding that they are married.
- 3.24 **Race** - 'White Scottish' remains the predominant race within East Lothian Council with over (77%) responses. This is similar to (2019/20) whereby 'White Scottish' had a response rate equal to (77.6%). The BAME response has remained around (1%) for the second year in a row. This aligns with the 2011 census.
- 3.25 **Maternity** – In 2020/21 there were almost as many employees returning from Maternity leave as there were going off on Maternity leave.

**Detailed figures and graphics can be found in Appendices 1.0 to 9.0.*

Key Leavers Profile Findings for the Period (2020_21)

- 3.26 In the period (2020_21) the total number of leavers was (340) this is a reduction on (2019_20) of around (39%).
- 3.27 **Age** – similarly with (2019_20) the highest proportion of leavers fall within the (56-65) year age group.
- 3.28 **Gender Reassignment** – the proportion of leavers who left the box blank remains the highest response for this category for the second year.
- 3.29 **Disability** – in line with (2019_20) the proportion of leavers considered not disabled remains around (80%).

- 3.30 **Religion & Belief** – The proportion of leavers who identify as ‘non-religious’ has reduced from last year by roughly (10%). Church of Scotland remains the religion with the highest proportion for the fourth year in a row.
- 3.31 **Sex** – the percentage split between ‘Male’ and ‘Female’ leavers remain at a rough (30%) to (70%) split for the fourth year in a row. This is reflective of the wider ‘Sex’ split of the whole council workforce as outlined in section 3.6 of this report.
- 3.32 **Sexual Orientation** – over (80%) of leavers identify as ‘Heterosexual / Straight’ this aligns with the leavers profile since (2017_18).
- 3.33 **Marital Status** - over (50%) of leavers were married. Around (40% of leavers were single this remains similar with the (2019_20) leavers figures.
- 3.34 **Race** – similar to (2018_19) and (2019_20) over (70%) of leavers identify as ‘White-Scottish’.
- 3.35 **Maternity** – in (2020_21) around (4%) of leavers were on Maternity Leave when they ended their employment with East Lothian Council. These were a combination of resignations and end-of-contracts.

**Detailed figures and graphics can be found in Appendices 10.0 to 18.0.*

Casual Workforce Profile for the Period (2020_21)

- 3.36 Details of Casual contract holders at East Lothian Council during the period of (2020_21) can be found in Appendices 19.0 – 27.0. These figures has been amended to remove duplicate entries for people with multiple contracts.
- 3.37 However, in the situation whereby a permanent or temporary employee also has a casual contract, their equality information has been recorded under the Casuals profile and Workforce profile.

Key Recruitment Profile Findings for the Period (2020_21)

- 3.38 East Lothian Council review each role profile and person specification in advance of each recruitment campaign to ensure that there are no barriers to application for any potential candidate. This has included a change to the wording for those roles which require essential travel to ensure that candidates who cannot drive are not discouraged from applying.
- 3.39 Equality information is not available to the recruiting managers, please see appendices 28.0 – 36.0 for details.

Training Profile

- 3.40 Different approaches such as one-to-one, group coaching sessions and leadership management courses for identified learning needs. This move away from a one size fits all classroom training approach continues to facilitate inclusion for all employees, irrespective of protected characteristic.

3.41 The Council also provide proactive training resources available to all employees, through both LearnPro (online training) via our Organisational Development colleagues and Healthy Working Lives, who offer a variety of training courses related to the Employee Assistance Calendar. Remote online learning has become more inclusive as employees with hearing difficulties can use captions to enable their learning.

Conclusion

3.42 The (2020-21) employee monitoring information highlights the importance of the work that the Council does to ensure that it is an employer of choice, providing modern and fair employment opportunities and experiences and that it is committed to robust self-evaluation and proactive improvement action. The analysis of this year's information highlights a number of areas for the Council to focus on in the year ahead. This report was presented to the Joint Trades Union Secretary and the Educational Institute of Scotland (EIS) Secretary for comment and discussion. The main points of note, are:

- The Council should continue its focus on young people and continue to promote the various routes into the Council, for example Apprenticeships, Graduate scheme as well as continue to develop trainee positions where possible. Our aim is to recruit high-calibre young people and to be recognised as a great place for young people to work.
- Whilst the sexual orientation of the workforce is reflective of the East Lothian demographic, the Council should continue to promote and ensure that it is a positive workplace for lesbian, gay and bisexual employees and continue to reduce the numbers of employees who are uncomfortable in declaring their sexual orientation.
- An annual reminder to employees, following the introduction of the Self-serve functionality on iTrent, to update equalities information.
- Engagement with employees in relation to equal opportunities is an important means of giving the Council a more qualitative insight into the issues concerning employees and allows the Council to take these on board when reviewing and developing new policies. The Council continues to encourage employees to feel confident about declaring their disability, sexual orientation or information about other protected characteristics. This year's data continues to show an increased confidence in disclosing equalities information.
- The Council's Equal Pay Audit report provides gender based pay analysis, as of (2020_21) this will also examine the Ethnicity & Race pay gap and the Disability Pay Gap.

3.43 Human Resources, in collaboration with the Joint Trades Unions, lead the Council's approach to employment equalities across all departments. The preparation of the equalities in employment annual report is a significant piece of work for the department as it informs key aspects of the work of the overall service.

4 POLICY IMPLICATIONS

4.1 None.

5 INTEGRATED IMPACT ASSESSMENT

5.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

6 RESOURCE IMPLICATIONS

6.1 Financial – none.

6.2 Personnel - none.

6.3 Other – none.

7 BACKGROUND PAPERS

7.1 None.

AUTHOR'S NAME	Wendy McNeish & Niall MacQuarrie
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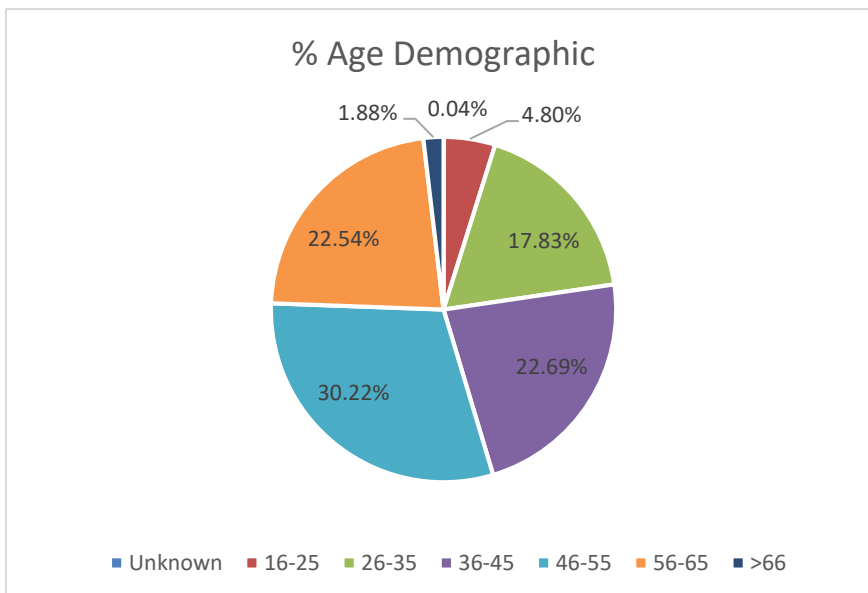
Appendices:

* Where less than 10 employees under any category the exact numbers are not published to protect individual identity.

** Casual workforce has been removed since 2018/19 reporting in order to more accurately reflect the East Lothian workforce

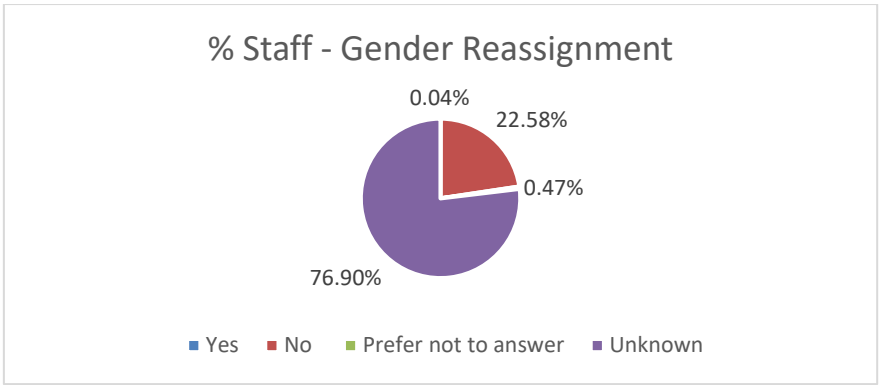
1.0 - Age Profile – Workforce

Age Range	Count	%age
Unknown	*	*
16-25	225	4.80%
26-35	836	17.83%
36-45	1064	22.69%
46-55	1417	30.22%
56-65	1057	22.54%
>66	88	1.88%



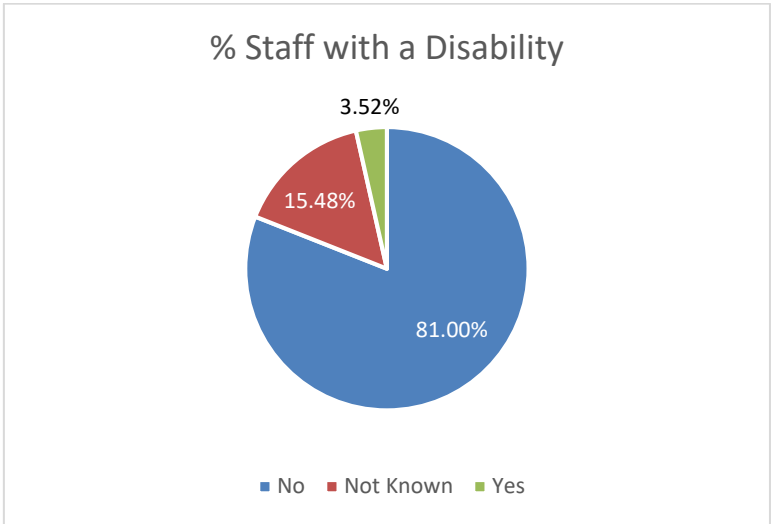
2.0 - Gender Reassignment Profile – Workforce

Response:	Count:	%age:
Yes	*	*
No	1059	22.58%
Prefer not to answer	22	0.47%
Unknown	3606	76.90%



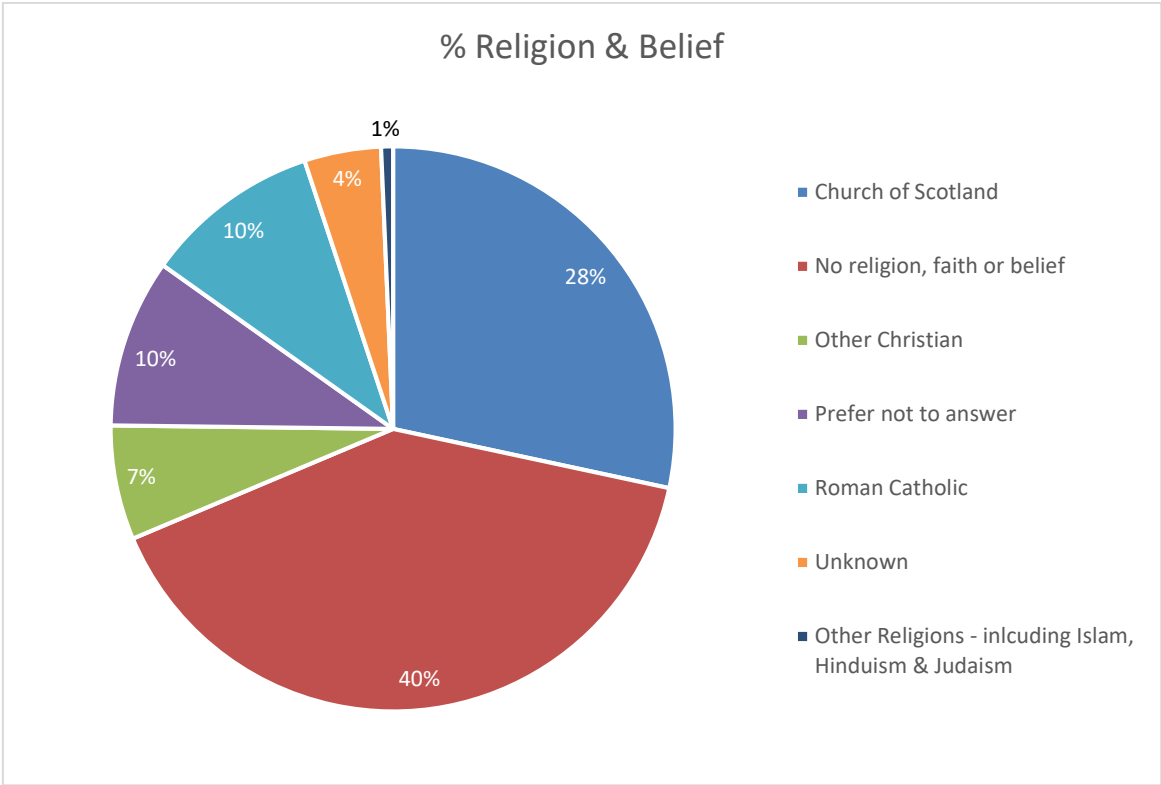
3.0 - Disability Profile – Workforce

Response:	Count:	%age:
No	3798	81.00%
Not Known	726	15.48%
Yes	165	3.52%



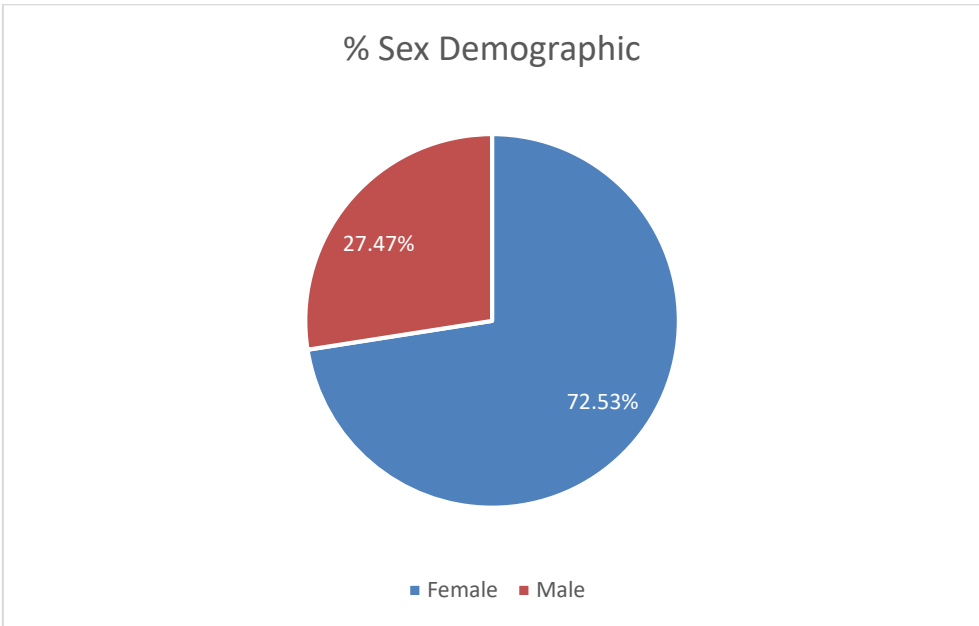
4.0 - Religion & Belief Profile - Workforce

Response:	Count:	%age:
Church of Scotland	1330	28.36%
No religion, faith or belief	1889	40.29%
Other Christian	307	6.55%
Prefer not to answer	452	9.64%
Roman Catholic	473	10.09%
Unknown	206	4.39%
Other Religions - including Islam, Hinduism & Judaism	32	0.68%



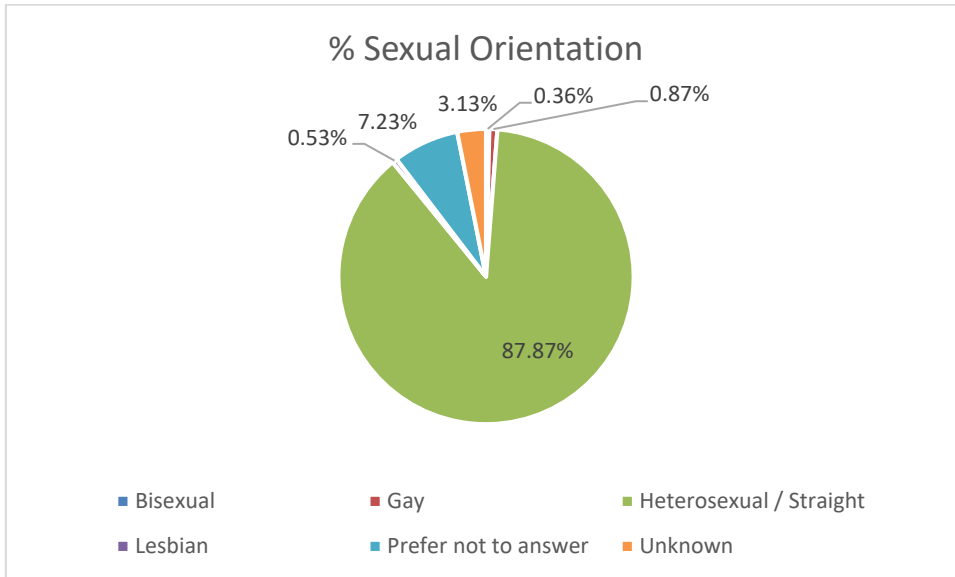
5.0 - Sex Profile - Workforce

Sex:	Count:	%age
Female	3401	72.53%
Male	1288	27.47%



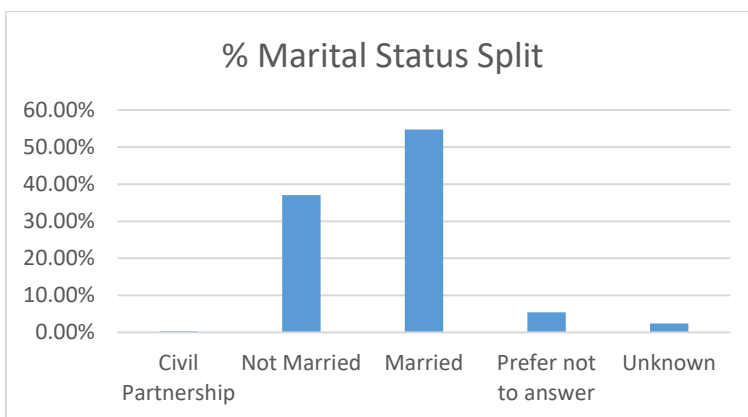
6.0 - Sexual Orientation Profile - Workforce

Response:	Count:	%age:
Bisexual	17	0.36%
Gay	41	0.87%
Heterosexual / Straight	4120	87.87%
Lesbian	25	0.53%
Prefer not to answer	339	7.23%
Unknown	147	3.13%



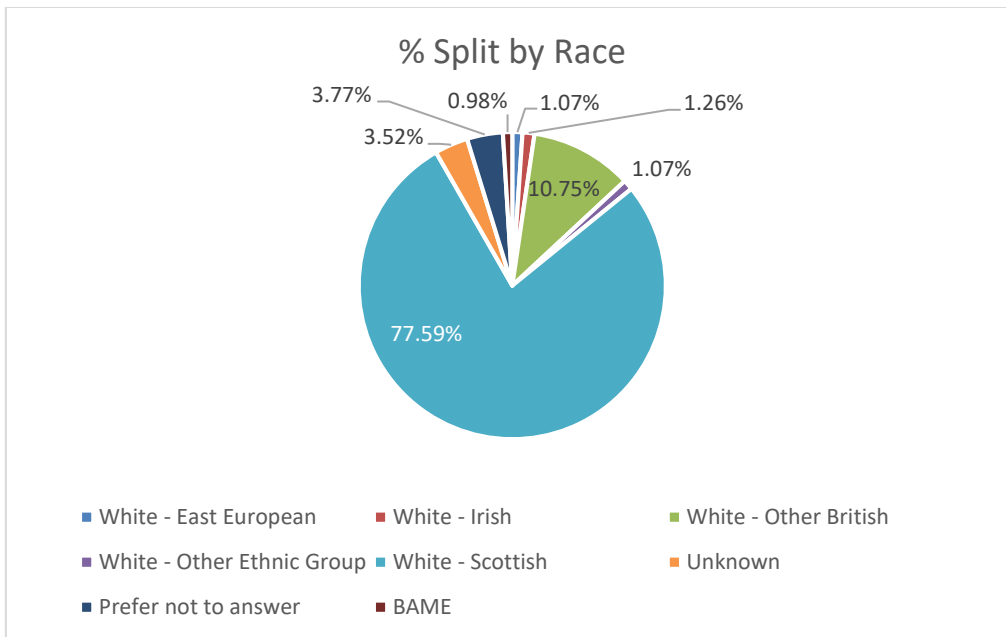
7.0 - Marital Status Profile - Workforce

Response:	Count:	%age:
Civil Partnership	16	0.34%
Not Married	1738	37.07%
Married	2569	54.79%
Prefer not to answer	253	5.40%
Unknown	113	2.41%



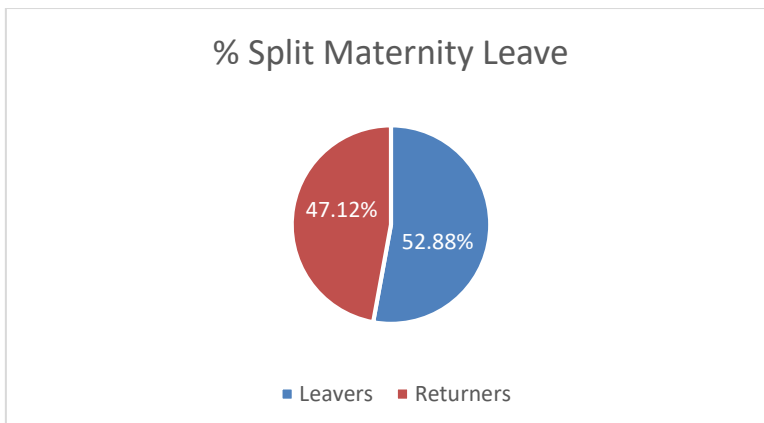
8.0 - Race Profile - Workforce

Response:	Count:	% Split by Race
White - East European	50	1.07%
White - Irish	59	1.26%
White - Other British	504	10.75%
White - Other Ethnic Group	50	1.07%
White - Scottish	3638	77.59%
Unknown	165	3.52%
Prefer not to answer	177	3.77%
BAME	46	0.98%



9.0 - Maternity Profile – Workforce

Category:	Count:	%age
Leavers	101	52.88%
Returners	90	47.12%



10.0 Age Profile – Leavers

Response:	Count:	%age:
16-25	24	7.06%
26-35	74	21.76%
36-45	45	13.24%
46-55	49	14.41%
56-65	108	31.76%
>66	40	11.76%

11.0 Gender Reassignment Profile – Leavers

Response:	Count:	%age:
Yes	*	*
No	77	22.65%
Unknown	261	76.76%

12.0 Disability Profile – Leavers

Response:	Count:	%age:
No	273	80.29%
Unknown	54	15.88%
Yes	13	3.82%

13.0 Religion & Belief Profile – Leavers

Response:	Count:	%age:
Church of Scotland	102	30.00%
Hindu	*	*
None	114	33.53%
Other Christian	32	9.41%
Prefer not to answer	34	10.00%
Roman Catholic	23	6.76%
Unknown	34	10.00%

14.0 Sex Profile – Leavers

Response:	Count:	%age:
Female	236	69.41%
Male	104	30.59%

15.0 Sexual Orientation Profile - Leavers

Response:	Count:	%age:
Bisexual	*	*
Gay	*	*
Heterosexual / Straight	277	81.47%
Lesbian	*	*
Prefer not to answer	32	9.41%
Unknown	22	6.47%

16.0 Marital Status Profile - Leavers

Response	Count:	%age:
Civil Partnership	*	*
Not Married	133	39.12%
Married	173	50.88%
Prefer not to answer	17	5.00%
Unknown	16	4.71%

17.0 Race Profile - Leavers

Response	Count:	%age:
Any Mixed or Multiple	*	*
Prefer not to answer	15	4.41%
White - Irish	*	*
White - Other British	40	11.76%
White - Other Ethnic Group	10	2.94%
White - Scottish	247	72.65%
Unknown	22	6.47%

18.0 Maternity Profile – Leavers

In the period (2020_21) (14) employees chose to leave the organisation during or immediately after their period of Maternity Leave.

19.0 Age Profile – Casuals

Response	Count:	%age:
16-25	90	8.56%
26-35	172	16.35%
36-45	221	21.01%
46-55	245	23.29%
56-65	218	20.72%
>66	106	10.08%

20.0 Gender Reassignment Profile – Casuals

Response	Count:	%age:
No	52	4.94%
Prefer not to Answer	*	*
Unknown	996	94.68%

21.0 Disability Profile – Casuals

Response	Count:	%age:
No	817	77.66%
Unknown	182	17.30%
Prefer not to answer	*	*
Yes	45	4.28%

22.0 Religion & Belief Profile – Casuals

Response	Count:	%age:
Buddhist	*	*
Church of Scotland	248	2.35%
Jewish	*	*
Muslim	*	*
None	377	3.57%
Other Christian	74	0.70%
Prefer not to answer	170	1.61%
Roman Catholic	113	1.07%
Sikh	*	*
Unknown	63	0.60%

23.0 Sex Profile – Casuals

Response	Count:	%age:
Female	814	77.38%
Male	238	22.62%

24.0 Sexual Orientation Profile – Casuals

Response	Count:	%age:
Bisexual	*	*
Gay	*	*
Heterosexual / Straight	857	81.46%
Lesbian	*	*
Prefer not to answer	141	13.40%
Unknown	43	4.09%

25.0 Marital Status Profile – Casuals

Response	Count:	%age:
Civil Partnership	*	*
Not Married	423	40.21%
Married	543	51.62%
Prefer not to answer	62	5.89%
Unknown	22	2.09%

26.0 Race Profile – Casuals

Response	Count:	%age:
Prefer not to answer	117	11.12%
White - East European	24	2.28%
White - Irish	*	*
White - Other British	109	10.36%
White - Other Ethnic Group	21	2.00%
White - Scottish	708	67.30%
Unknown	53	5.04%
BAME	13	1.24%

27.0 Maternity Profile – Casuals

None of the casual contract holders had any pregnancy or maternity related details attached to their casual contract.

28.0 Age Profile – Recruitment

Age Group	Applications		Interviewed		Successful	
	Total	%	Total	%	Total	%
16-25	1651	18.68%	300	14.74%	75	11.56%
26-35	2703	30.58%	580	28.50%	173	26.66%
36-45	1948	22.04%	479	23.54%	160	24.65%
46-55	1529	17.30%	426	20.93%	153	23.57%
56-65	784	8.87%	201	9.88%	60	9.24%
>65	19	0.21%	*	*	*	*
Unknown	204	2.31%	46	2.26%	28	4.31%
TOTAL	8838		2035		649	

29.0 Gender Reassignment Profile – Recruitment

Gender Reassignment	Applications		Interviewed		Successful	
	Total	%	Total	%	Total	%
No	8633	97.68%	1985	97.54%	620	95.53%
Prefer not to answer	48	0.54%	12	0.59%	*	*
Unknown	143	1.62%	35	1.72%	25	3.85%
Yes	14	0.16%	*	*	*	*
TOTAL	8838		2035		649	

30.0 Disability Profile – Recruitment

Disability	Applications		Interviewed		Successful	
	Total	%	Total	%	Total	%
No	8084	91.47%	1843	90.57%	597	91.99%
Prefer not to answer	92	1.04%	17	0.84%	*	*
Unknown	134	1.52%	37	1.82%	25	3.85%
Yes	528	5.97%	138	6.78%	24	3.70%
TOTAL	8838		2035		649	

31.0 Religion & Belief Profile – Recruitment

Religion /Faith / Belief	Applications		Interviewed		Successful	
	TOTAL	%	TOTAL	%	TOTAL	%
Buddhist	27	0.31%	*	*	*	*
Church of Scotland	1419	16.06%	358	17.59%	110	16.95%
Hindu	26	0.29%	*	*	*	*
Humanist	123	1.39%	29	1.43%	*	*

Jewish	*	*	*	*	*	*
Muslim	113	1.28%	11	0.54%	*	*
None	4918	55.65%	1141	56.07%	359	55.32%
Other Christian	603	6.82%	119	5.85%	37	5.70%
Other Religion or Belief	110	1.24%	32	1.57%	*	*
Spiritualist	*	*	*	*	*	*
Prefer not to answer	403	4.56%	89	4.37%	37	5.70%
Roman Catholic	873	9.88%	203	9.98%	62	9.55%
Sikh	15	0.17%	*	*	*	*
Unknown	198	2.24%	45	2.21%	27	4.16%
TOTAL	8838		2035		649	

32.0 Sex Profile – Recruitment

Sex	Applications		Interviewed		Successful	
	Total	%	Total	%	Total	%
Female	6406	72.48%	1480	72.73%	457	70.42%
Male	2275	25.74%	509	25.0%	163	25.12%
Prefer not to answer	33	0.37%	*	*	*	*
Unknown	124	1.40%	36	1.77%	25	3.85%
TOTAL	8838		2035		649	

33.0 Sexual Orientation Profile – Recruitment

Sexual Orientation	Applications		Interviewed		Successful	
	Total	%	Total	%	Total	%
Bisexual	157	1.78%	20	0.98%	*	*
Gay	109	1.23%	22	1.08%	*	*
Heterosexual /Straight	7974	90.22%	1852	91.01%	579	89.21%
Lesbian	71	0.80%	17	0.84%	*	*
Other	23	0.26%	*	*	*	*
Prefer not to answer	314	3.55%	68	3.34%	27	4.16%
Unknown	190	2.15%	50	2.46%	28	4.31%
TOTAL	8838		2035		649	

34.0 Marital Status Profile – Recruitment

Married / Civil Partnership	Applications		Interviewed		Successful	
	Total	%	Total	%	Total	%
Married/Civil Partnership	3219	36.42%	815	40.05%	288	44.38%
Prefer not to answer	93	1.05%	26	1.28%	11	1.69%
Unknown	158	1.79%	1154	56.71%	27	4.16%
Not Married	5368	60.74%	40	1.97%	323	49.77%
TOTAL	8838		2035		649	

35.0 Race Profile – Recruitment

Ethnic Group	Applications		Interviewed		Successful	
	Total	%	Total	%	Total	%
African - (Inc.Scottish/British)	13	0.15%	*	*	*	*
African - Other	36	0.41%	*	*	*	*
Any Mixed or Multiple	66	0.75%	15	*	*	*
Asian - Bangladeshi (Inc.Scottish/British)	22	0.25%	*	*	*	*
Asian - Chinese (Inc.Scottish/British)	19	0.21%	*	*	*	*
Asian - Indian (Inc.Scottish/British)	62	0.70%	*	*	*	*
Asian - Other (Inc.Scottish/British)	12	0.14%	*	*	*	*
Asian - Pakistani (Inc.Scottish/British)	53	0.60%	*	*	*	*
Black - (Inc.Scottish/British)	23	0.26%	*	*	*	*
Caribbean - (Inc.Scottish/British)	*	*	*	*	*	*
Caribbean or Black (Other)	*	*	*	*	*	*
Other - Arab (Inc.Scottish/British)	*	*	*	*	*	*
Prefer not to answer	100	1.13%	21	1.03%	*	*
Unknown	245	2.77%	50	2.46%	29	4.47%
White - Eastern European (eg Polish)	92	1.04%	21	1.03%	*	*
White - Gypsy/Traveller	*	*	*	*	*	*

White - Irish	115	1.30%	32	1.57%	14	2.16%
White - Other British	818	9.26%	219	10.76%	85	13.10%
White - Other white ethnic group	362	4.10%	44	2.16%	*	*
White - Polish	139	1.57%	35	1.72%	11	1.69%
White - Scottish	6649	75.23%	1569	77.10%	478	73.65%
TOTAL	8838		2035		649	

36.0 Maternity Profile – Recruitment

We do not record maternity or pregnancy information during the recruitment process.