



Invisible Women: Employment Data Collection In Scottish Local Government

Close the Gap, 2012

Introduction

It is clear from current evidence that the recession and recovery continues to impact differently on women than men. Recent unemployment figures seem to align with predictions that the impact of cuts in public sector spending would disproportionately affect women's employment.

There are concerns, also, about the impact of the public sector cuts on the quality of women's employment, in that flexibility is being eroded. Women's unequal caring responsibilities mean that they are clustered into public sector employment, which tends to offer greater flexibility with regard to working patterns and working arrangements. Anecdotal evidence suggests that flexible working arrangements, progression routes for part-time workers, and overtime hours are being threatened by the downward pressure on public budgets.

As part of a joint initiative with the STUC Women's Committee, Close the Gap conducted research which was intended to assess the impact of current public spending cuts on women's employment in local government in Scotland, and to determine whether the anecdotal evidence is indicative of a shifting pattern of employment practice. This was done by collating and analysing local government employment data, obtained by submitting freedom of information (Fol) requests to each local authority in Scotland.

This paper provides a short overview of the gender pay gap in Scotland, with a focus on local government, as well as presenting the results of the research. It also looks at women's employment in the current context of a stagnant economy and how the public sector cuts agenda is affecting women in the labour market generally. This sets out the reasons why gender-disaggregated data is critical to making informed decisions about employment. The paper also addresses the issue of the quality and quantity of gender-disaggregated data kept by local authorities in Scotland, and discusses the likely effect of this on the monitoring of the impacts of the recession and recovery on women's labour market participation. The research identified that there were particular issues around the

capacity of local authorities to identify arm's-length organisations (ALEOs) with which they contracted, and how the establishment of ALEOs was recorded within a local authority and elsewhere.

Ultimately, the data provided by local authorities was insufficient for Close the Gap to be able to draw any conclusions about the impact of public sector cuts on employment conditions, or to provide a baseline against which to measure future changes to employment conditions. The paper considers this in light of the requirements to gather and use data within the gender equality duty, which came into force in 2007, and the public sector equality duty, the general duty of which came into force in 2011, and the specific duties of which are forthcoming.

Finally, the paper makes recommendations about the gathering and use of gender-disaggregated data.

The gender pay gap

The gender pay gap in Scotland is 11 per cent when men's full-time hourly earnings are compared with women's full-time hourly earnings. This increases to 32 per cent when men's full-time hourly earnings are compared with women's part-time hourly earnings (ONS, 2011).¹ This inequality is underpinned by a number of factors including occupational segregation, inflexible working practices, and pay discrimination.

Occupational segregation

Women and men tend to work in gender-segregated occupations and sectors. There are many factors which underlie this segregation including stereotyped assumptions about women's and men's capabilities and preferences, access to training courses and apprenticeships in different sectors, and the culture associated with different types of work.

Women dominate in catering, cleaning, caring, cashiering (retail) and clerical (administration) jobs. These jobs are also generally low skilled, low-paid, and are usually part-time. There is some consensus around the idea that stereotypically female jobs are significantly undervalued by the labour market, particularly those that involve care (Perrons, 2005). Although women comprise around half of the UK workforce, more than 60 per cent of women's employment is found across just ten occupations, with 20 per cent of women concentrated in administrative and secretarial jobs (Women and Work Commission, 2006). Women are also far more likely to work in the public sector than men, with women in Scotland representing

¹ The gender pay gap is calculated using average hourly pay, excluding overtime.

67 per cent of local government workers and 78 per cent of those working within the NHS. In 2007, women made up 97 per cent of the childcare and early years education workforce in Scotland, including 98 per cent of all classroom assistants (Macpherson, 2008).

Gendered segregation is not only horizontal. Vertical segregation, in which women are clustered towards the most junior roles in any given organisation, is endemic across the labour market.

Women are under-represented in management roles and other senior positions, even in sectors which have predominantly female workforces. For example, although retail is a female-dominated occupation, two-thirds of men working in the sector are managers (Skillsmart Retail, 2010). Similarly, 89 per cent of workers in the health and social sector are female but only 36 per cent of health service chief executives are women (Equality and Human Rights Commission, 2011). 62 per cent of secondary school teachers are women (Scottish Government, 2011) but only 31 per cent of Scottish secondary head teachers are women (Equality and Human Rights Commission, 2011).

Inflexible working practices

Women are more likely than men to have primary caring responsibilities for children, disabled people, or older people. The unpaid labour of caring for disabled and older people alone, represents a £10.3bn saving to the public purse, which is equivalent to the cost of all NHS services in Scotland.

Consequently, women face a number of barriers to find flexible work which can accommodate their caring responsibilities. There is a shortage of good quality part-time work, and this means that women with caring responsibilities find themselves underemployed in low-paid, low-status part-time work. Flexible working options, including part-time work, further diminish for more senior roles and management positions.

Public sector employers are more likely to have flexible working practices, including term-time working, part-time working, flexitime and annualised hours, in place. Many women express a preference for working in the public sector because it allows them to combine work with caring roles. Flexible working of all kinds is less prevalent in the private sector.

Cuts to public sector spending will inevitably affect women's flexible employment in two ways: directly as employees, in that public sector labour shedding is likely to involve a higher proportion of women, and as service-users, in that childcare and respite services, funded from public sector budgets, will be reduced or

withdrawn. This withdrawal of services will have a negative effect on women working in the private sector, and on men who have a primary caring role.

Pay discrimination

The greatest single contributing factor to the pay gap is discrimination within pay systems, with many women being paid less for work that is the same or similar, or of the same value as male colleagues' work. It is rare to find employers who discriminate directly and intentionally on the grounds of pay. However, many employers are unaware of how the application of an ostensibly gender-neutral pay system can lead to gendered inequalities. Ways in which this can happen include individuals being appointed to different points on the pay scale; different job and grade titles for virtually the same jobs; male jobs having disproportionate access to high-paid shift work and overtime work; performance related pay being unfairly awarded; women not receiving the same access to training; and sex bias in analytical job evaluation schemes.

Solutions to pay discrimination have been technocratic, in the form of equal pay reviews incorporating analytical job evaluation schemes. These processes, which are interrelated, involve conducting a specialised audit on pay and grading systems, to identify the structural causes of gendered differences in pay.

Most sub-sectors within the public sector have implemented programmes of pay modernisation, which have established national, or regional, job evaluation schemes, and aimed to address equal pay through the implementation of such schemes.

Local government unions and employers signed the 1999 Single Status Agreement which committed local authorities to undertaking equal pay reviews to introduce non-discriminatory pay structures. In November 2011, City of Edinburgh Council became the last local authority to implement the new pay and grading system. Higher education has implemented the Framework Agreement, and the National Health Services has implemented Agenda for Change. This implementation process has been shadowed by mass-litigation, which has attempted to resolve, at law, some critical questions about equal pay. An analysis of these programmes of work is beyond the scope of this paper, but public bodies continue to work on all of the causes of the gender pay gap.

Under the public sector equality duty, public sector employers are obliged to pay 'due regard' to the need to eliminate unlawful discrimination, victimisation and harassment, and advance equality of opportunity and foster good relations. The duty also obliges public sector employers to publish their gender pay gap, take action to ensure equal pay between women and men, and set out their equal pay

policy. Although this does not require public sector employers to carry out an equal pay review per se, it is difficult to see how public authorities would evidence their compliance with the duty without auditing their pay structures, and putting in place an analytical job evaluation free of sex bias.

Women's employment in the public sector

Local government makes up 58 per cent of public sector employment and women make up two-thirds of the public sector workforce (Scottish Government 2011). Women's employment is concentrated in cleaning, catering, clerical, caring and retail jobs, many of which are in the public sector.

The recession and the cuts agenda

Following the 2008-09 recession, the UK Government implemented an extensive package of public sector spending cuts that is anticipated to result in 610,000 job losses across the UK by 2015. The introduction of the Welfare Reform Act, which has seen substantial change to the benefits system, will also impact women more than men. An analysis of the June 2010 budget by the House of Commons Library found that women will pay for around 72 per cent of the net changes in taxes, benefits and tax credits set out in the budget (TUC 2011). An analysis of the 2012 budget identified many billions of pounds of cuts that will directly affect women, along with dismal prospects for public sector employment (Women's Budget Group 2012).

Women are more likely to be in low-paid work, more likely to work part-time, less likely to have savings and, as such, face a greater risk of immediate poverty if they become unemployed. Unemployed women are also less likely than men to qualify for Job Seekers Allowance (JSA). Women who have been in employment and have paid national insurance contributions can claim and receive contribution-based JSA based on their own contributions. There are, however, historical problems with national insurance, which has tended to discriminate against women as they are more likely to work part-time and, therefore, be below the earnings limit for contributions and less likely to be entitled to contributory JSA (TUC 2009).

Women are also more likely to be in informal, temporary and part-time work which are usually the first types of jobs to be sacrificed in a recession. Other rights and provisions that women directly benefit from, such as maternity and flexible working policies, have been reduced since the recession, with many employers seeing equalities as a luxury in times of economic difficulties.

There has been a sharp increase in the number of women claiming they have been victims of pregnancy-related discrimination (Maternity Alliance 2009), while 24 per cent of men think that in difficult economic times it 'makes sense for people on maternity leave to be made redundant first' (Hogarth et al 2009).

The number of equal pay and sex discrimination claims lodged by female workers has seen a steep fall since the recession which means that women may be feeling vulnerable about their jobs and are, therefore, less likely to raise complaints about perceived harassment or discrimination at work (Financial Times cited in Hogarth et al, 2009).

Women's unemployment

The number of unemployed women is at a 25 year high, with 1.12 million women across the UK out of work, and more than half a million women claiming JSA (ONS 2012). Between September 2011 and December 2011, the number of unemployed women rose by 32,000, compared with 16,000 men. The number of women claiming JSA is also partly as a result of changes to the out of work benefits system for lone parents. Since 2008, lone parents (90 per cent of whom are women) have been required to seek work. The age of the youngest child has been steadily decreasing year on year, from twelve in 2008, to seven in 2010 and five from October 2011. (TUC, 2011).

The STUC estimates that the Scottish full-time employment deficit, the number of people in part-time jobs seeking full-time work, is 502,665 or 18.6 per cent (STUC 2012). As women are more likely to work part-time, this means that there will be an increase in the number of people applying for part-time jobs, which in the past, have predominantly been done by women. Women working part-time now face competition from women and men who normally work full-time, for an increasingly smaller number of jobs.

Labour shedding in the public sector is likely to increase the gender pay gap, because of the large proportion of public sector workers that are women. The number of jobs in the private sector has not increased sufficiently to reduce the slack in labour market, and, even if they did, significant cultural change would require to happen to increase the jobs available on a part-time basis.

Issues within the local government sector

Widespread public spending cuts have been implemented by the UK Government, the impact of which in Scotland has been redundancies, non-renewal of contracts of fixed term staff, and recruitment freezes. There is anecdotal evidence of an increase in the number of flexible working requests being refused, and enforced reductions in hours.

Local authority employers have implemented a pay freeze for all employees. There has been almost no research on the impact of recruitment freezes, but Close the Gap's engagement with local authorities planning the implementation of recruitment freezes suggest that these are likely to have a negative effect on

women’s progression, as the HR scrutiny normally applied to promotion, acting up, and development is less rigorously applied as natural wastage depletes important functions. Recruitment freezes may also have an unintended impact of flexible working as line managers struggle to retain complements of staff in the short-term to continue service delivery at an appropriate level until a new recruitment regimen is put in place. While local authorities should have carried out equality impact assessments on their staffing policies, including programmes of voluntary redundancy and recruitment freezes, there is little evidence of this having taken place.

There is no pay gap figure available for the local government sector, per se. Table 1 shows the full, and part-time, gender pay gap figures in the public and private sectors in Scotland. The pay gap in the private sector is around double that in the public sector.

	Full-time (%)	Part-time (%)
Public sector	10.4	28.3
Private sector	19.2	41.0

Table 1: The gender pay gap in the public and private sectors. This gives the gap between mean hourly rates of pay, excluding overtime.

Methodology

The research objective was to assess the impact of public spending cuts on women’s employment in local government, using a range of indicators designed to reveal as much as possible about the quality and quantity of women’s and men’s employment. Data from local authorities would be analysed with a view to identifying any patterns in changes in employment conditions, thereby revealing details of the ways in which spending cuts are affecting women. It was also important to Close the Gap and the STUC Women’s Committee to establish a set of baseline data, against which any future changes in employment practice could be measured.

Quantitative data on local government employment was collated by submitting Fol requests to each local authority. The Freedom of Information (Scotland) Act 2002 (FoISA) provides individuals and organisations with a right of access to information held by public authorities. Once an Fol request has been submitted, the authority must then provide the information, or explain why it cannot, as soon as possible, but within a maximum of 20 working days. Collating data through Fol requests, it was assumed, would offer a reliable and robust way of accessing quantitative data on how public spending cuts are affecting women’s employment in the sector.

Local authority employment data

To establish a picture of the current situation for women working in local government, focused by anecdotal evidence from trade union officials, it was decided to request data on redundancies (voluntary and compulsory), flexible working requests, access to overtime (voluntary and contractual), and non-voluntary reduction of hours. It was also requested that the data be disaggregated by gender, age, grade and occupational group, and cover the period of the last four financial quarters. Appendix A shows the letter sent to local authorities and the twelve questions which comprised the Fol request.

Arm's-length external organisations

Most local authorities have contracted out some of their frontline services to arm's-length external organisations (ALEOs). These often operate to deliver services in which female workers are concentrated, such as social care. The majority of the 32 local authorities operate ALEOs, with around 130 major ALEOs in total (Audit Scotland, 2011). Local authorities typically operate between one and four ALEOs, although three local authorities operate 14 or more ALEOs.² Audit Scotland provides the following definition of an ALEO:

“[A]rm's-length external organisations as companies, trusts and other bodies that are separate from the local authority but are subject to local authority control or influence. Control or influence can be through the council having representation on the board of the organisation, and/or through the council being a main funder or shareholder of the organisation.” (Audit Scotland, 2011)

The scope of existing ALEOs, which include areas of stereotypically female work, including cleaning and caring, made it important to consider whether any changes in their operations were having a gendered impact, and particularly any impact of contracting out of services on women's pay and employment conditions. However, an initial challenge for the research team was that there is no publicly available list of ALEOs currently operating in Scotland. Furthermore, ALEOs are not covered by FoISA. Although the constitutions, or other governance documents, of many ALEOs require them to respond to Fol requests as if they were, it is not possible to refer any matters arising from an unanswered request to the Information Commissioner.

Desk-based research was carried out to gather information on which local authorities had contracted out services to ALEOs, and the names of the ALEOs currently delivering services on behalf of local authorities. This was a two-stage

² These figures do not include the many smaller organisations that receive some level of council funding which are otherwise independent of the council

process. Firstly, individual local authorities were contacted by telephone to ascertain what services were contracted out. This method did not yield sufficient results as there was lack of understanding from frontline staff around the issue of ALEOs. When there was some understanding, staff were generally reluctant to give out any useful information.

Secondly, individual UNISON branches (the largest local government trade union) were contacted to establish what ALEOs were currently delivering services on behalf of local authorities. This gleaned some information, specifically a list of 26 ALEOs that were either currently delivering services on behalf of local authorities, or had been established by a local authority to deliver services.

As the desk-based research produced information on only 20 per cent of the major ALEOs, it was decided to submit a second FoI request to local authorities to ascertain:

- which services are currently contracted out to, and delivered by, ALEOs;
- the names of these ALEOs and the services they currently provide; and
- the names of any ALEOs that have been established by local authorities.³

FoI submissions

The FoI requests were posted to all 32 local authorities across Scotland on 22 September 2011. Allowing for delivery, both external and internal, the responses should have been received by 24 October 2011.

The compiled list of ALEOs was filtered to produce a list of organisations which would be potentially obliged under FoISA to provide information and FoI requests relating to employment data were posted to 21 ALEOs. Once information on ALEOs had been received from local authorities, it was intended that this would enable a second round of FoI requests on employment data to be submitted to these organisations.

Analysis

Requests for employment data from local authorities

Close the Gap consulted with UNISON colleagues on appropriate terminology for the request. Despite this, many local authority staff required clarification on the term 'occupational group'. Some required clarification on the term 'quarter', and there were a range of questions asked by individual local authorities about the detail of the questions.

³ See Appendix B for the letter to local authorities requesting information on ALEOs.

Most local authorities failed to meet the FoI request within the 20 day timescale. All local authorities, except one, had provided employment data, in various forms, by the end of December. The final local authority provided information in March 2012.

Three local authorities advised that part, or all, of the request could not be met as the cost of compiling the data would exceed the £600 threshold stipulated in the legislation.⁴

Requests for employment data from ALEOs

Four ALEOs provided the employment data in some form, five responded advising that they were not obliged to provide information as their organisation did not constitute a public body under FoISA, and twelve did not respond.

Requests for information on ALEOs from local authorities

Most local authorities failed to meet the FoI request within the 20 day timescale. All local authorities, except one, had provided a list of ALEOs by the beginning of January, more than three months after the requests were submitted. One local authority provided a partial response but has yet to provide the remaining information.

From the responses received to date, a number of issues have arisen around the broadness of the definition used by Audit Scotland, which was also used in the FoI request. Some local authorities have advised that in order to obtain information that would fulfil the FoI request, each individual department would need to be contacted to ascertain what involvement local authority employees have with such external bodies. Using Audit Scotland's definition, this would include organisations such as domestic abuse fora, community planning partnerships, licensing boards, and community health partnerships; organisations which are not considered to be ALEOs.

Other issues have become evident, specifically in relation to a local authority's understanding of what an ALEO is, and also details of which ALEOs, if any, are actually delivering services for that local authority. One local authority submitted a response from its Corporate Procurement Unit stating that it did not contract any ALEOs to deliver services. Contrary to this, one large ALEO lists on its website that local authority as a customer for which it delivers services. When this was communicated to the local authority contact, an alternative response was eventually received from the Corporate Procurement Unit confirming the contract with the ALEO.

⁴ A public body can refuse to provide information if the cost of doing so exceeds £600.

This clearly raises questions about the accuracy of the information contained within local authority responses to the FoI request, and more widely, in terms of trying to obtain a complete picture of the number of ALEOs currently being contracted to deliver services on behalf of public bodies.

ALEOs have been the focus of some concern on the part of Close the Gap, the STUC Women's Committee and its affiliated unions, the Equality and Human Rights Commission, and other actors on women and the labour market, in terms of the potential their structure affords for exacerbating pay inequalities. Compared with female-dominated groups of workers that remain in local government employment, women working in ALEOs are likely to have significantly fewer of the male comparators required to run a successful equal pay case.

The lack of transparency around local authority 'contracting out' to ALEOs, suggests a lack of strategic oversight of pay and employment policies within those arm's-length bodies. It is also very likely that there are widening pay gaps between local authority and ALEO employees, and that these are gendered.

Procurement is a function of local authorities, and, as such, falls within the scope of the public sector equality duty. The gender equality duty required public authorities to conduct gender impact assessments on key policies, including pieces of procurement. (In the nomenclature of the public sector duties, 'policies' refers to any activity.) The new public sector equality duty strengthens this requirement, and sets out specific actions that a public authority must take around procurement with regard to equality, including gender equality. This exercise has provided little or no evidence that local authorities are complying with the sense of the public sector duties with regard to gender and procurement and ALEOs.

Analysing employment data

As set out above, local authorities were asked for data on redundancies (voluntary and compulsory), flexible working requests, access to overtime (voluntary and contractual), and non-voluntary reduction of hours. Recognising that intersectional identities may have an impact of women's employment experience, it was also requested that the data be disaggregated by gender, age, grade and occupational group, and that the data cover the period of the last four financial quarters. Appendix A shows the letter sent to local authorities and the twelve questions which comprised the FoI request.

Most local authorities failed to reply within the 20 day timescale set out in FoISA, and the first tranche of responses received made it clear that it would be almost impossible to analyse the data that had been provided on any protected characteristic that was not gender. Those authorities that did have data for age

and gender did not generally provide their responses in such a way as to enable gender and age to be considered together. It was also evident that, because of significant differences in grading structures and delineation of services, it would not be possible to compare groups of workers across local authorities.

Gender-disaggregated data

The project team then pulled out all of the gendered employment data provided by each local authority, to determine what could usefully be compared to provide a sense of changes, or lack of change, in employment experience over the last year. An audit of the data revealed an almost total lack of gendered employment data across Scotland’s local authorities, including:

- three local authorities who could not or did not identify the total number of male and female employees;
- 21 local authorities who did not keep records of flexible working requests at all, and 22 who did not keep records of flexible working requests by gender;
- 11 local authorities who did not gather information about the number of men and women who had been made compulsorily redundant, and 9 who did not gather information about the number of men and women who had been made voluntarily redundant;
- 9 local authorities were not able to, or did not, provide information on their overtime bill, and a further 6, bringing the total to 15, did not keep gendered information about their overtime spend;
- 9 local authorities keep no record of the number of contracts that include overtime, by gender;
- 20 local authorities keep no records on the number of value of contracts that have been compulsorily reduced.

Gender-disaggregated data	Yes	No	% Yes	% No
Staffing headcount	29	3	91	9
Flexible working	10	22	31	69
Compulsory redundancy	21	11	66	34
Voluntary redundancy	23	9	72	28
Cost of voluntary overtime	17	15	53	47
Proportion of employees working contractual overtime	23	9	72	28
Involuntary reduction in hours	3	29	9	91

Table 2: The number and proportion of local authorities who provided gender-disaggregated data

Details of the information provided by each local authority is included in Appendix C. We have not included in this table any indicator for which no local authority was able to provide information.

The lack of data makes it impossible to draw any conclusions whatsoever about the impact of public sector cuts on the employment situation of women working in local government in Scotland.

Data and compliance with the public sector equality duty

There is a small possibility that this exercise has revealed internal weaknesses with the way that public authorities respond to FoI requests, rather than the ways in which they gather employment data. However, most of the local authorities, in their responses, were unequivocal in stating that they did not gather at least some of the information that was requested, or were unable to provide it easily.

This suggests that, contrary to the requirements of the gender equality duty, which came into force in 2007, and the public sector equality duty, which replaced it in 2011, local authorities are unlikely to be gathering sufficient gender-disaggregated employment data. It further suggests that decision-making about employment is almost certainly happening without adequate equality impact assessments being carried out, as the data requested by FoI is fundamental to that process.

Close the Gap, in responding to the Scottish Government's consultation on the public sector equality duty, strongly supported a requirement on public authorities to publish employment data. There was a suggestion at the time that FoISA made such a requirement unnecessary, as interested individuals and organisations would be able to access the information easily.

The findings of this piece of work challenge this assumption. The Scottish Government, in drafting the regulations, has proposed a range of measures on which a public authority should gather employment information, use it to better perform the equality duty, and report on that data.

Given the range of UK policy shifts that will have a negative impact on women's labour market attachment, it is vital that public bodies gather sufficient data to identify gendered employment experiences. Without this information, public bodies risk unintentionally exacerbating women's under and unemployment, with catastrophic effects for family budgets, women and children's poverty, and local economies.

Recommendation

We recommend:

1. Public authorities are required by the public sector equality duty to gather and use employment information, including that on the recruitment, development, and retention of people as employees of the authority. It is important that public authorities develop a plan for data collection, and the types of information that should be gathered to enable effective decision making with regard to the employment measures in the duty. Consideration should be given to including:
 - Flexible working requests, by gender and the type of flexible working requested, and the outcome of those requests;
 - Reductions in working hours that are made not as a result of a request by the employee, by gender;
 - Voluntary and compulsory severance uptake, by gender;
 - Reductions in access to overtime, by gender; and
 - Internal promotions, including (separately) temporary promotions ('acting-up'), by gender.
2. The Public Sector Employment Statistics Briefing, and other publications of local government employment statistics, includes gender-disaggregated statistics.
3. Public authorities amend their procurement policies and practice to incorporate the considerations required by the public sector equality duty, including considering the gendered impacts of contracting out services that have a female-dominated workforce.

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Appendix A: Letter to local authorities and arm's length external organisations requesting information on employment data

22 September 2011

Chief Executive

Dear Sir/Madam

Freedom of Information Request – S1 Freedom of Information (Scotland) Act 2002

The STUC wishes to make a freedom of information request regarding employment within the local authorities. Accordingly, I would be grateful if you could provide answers to the undernoted questions.

For the last four quarters:

1. What is the total number of employees, disaggregated by gender, age, grade and occupational group?
2. How many employees have been made redundant (compulsory) in the past disaggregated by gender, age, grade and occupational group?
3. How many employees have been made redundant (voluntary), disaggregated by gender, age, grade and occupational group?
4. How many successful flexible working requests have been made by employees, disaggregated by gender, grade, occupational group and type of flexible working requested (e.g. reduced working hours, job share, compressed hours)?
5. How many unsuccessful flexible working requests made by employees, disaggregated by gender, grade, occupational group and type of flexible working requested (e.g. reduced working hours, job share, compressed hours)?
6. How many employees have made a successful flexible working request as a proportion of all employees?
7. How many employees have made an unsuccessful flexible working request as a proportion of all employees?
8. How many employees, disaggregated by gender, age, grade and occupational group, have had their working hours reduced not as a result of a request by the employee?
9. How much has been spent on voluntary overtime, disaggregated by gender, age, grade and occupational group?
10. What proportion of employees work contractual overtime, disaggregated by gender, age, grade and occupational group?

11. What proportion of part-time employees work contractual overtime, disaggregated by gender, age, grade and occupational group?
12. Of those part-time employees working contractual overtime, how many additional hours do they work (averaged over a four weekly basis) above their normal contracted hours?

The term flexible working appears in several questions and for the purposes of this S1 request, we have defined it by referring to the ACAS website which states “Some of the most common types of flexible working are:

- Part time working
- Flexi-time
- Job-sharing
- Term time working
- Working from home

If your answer to the above questions on flexible working do not refer to this definition, then please advise what definition you have used.

Although I am aware that you provide information for National Statistics publications e.g. Public Sector Employment in Scotland: Statistics for 4th Quarter 2010 (16th March 2011), and for publications on the new Public Sector Employment Statistics website:

(<http://www.scotland.gov.uk/Topics/Statistics/Browse/Labour-Market/PublicSectorEmployment>), we cannot find the information we seek. However, the information may already be published, in which case please direct us to the location.

If you require any further information or clarification, please contact Anna Ritchie, Development Officer, on 0141 337 8146.

I look forward to hearing from you within 20 working days. I would be grateful if you would acknowledge receipt of this request.

Yours sincerely



Ann Henderson
Assistant Secretary

Appendix B: Letter to local authorities requesting information relating to ALEOs AH/HC

22 September 2011

Chief Executive

Dear Sir/Madam

Freedom of Information Request – S1 Freedom of Information (Scotland) Act 2002

The STUC wishes to make a freedom of information request regarding arms' length external organisations established, and used by your local authority to delivery services. Accordingly, I would be grateful if you could provide answers to the undernoted questions.

1. Which services are currently contracted out to, and delivered by, arms' length external organisations?
2. Please provide the names of these arms' length organisations and the services they currently provide.
3. Please provide the names of arms' length organisations that your organisation has established.

We are using the Audit Scotland definition of arms' length organisations, which is: "[A]rms'-length external organisations as companies, trusts and other bodies that are separate from the local authority, but are subject to local authority control or influence. Control or influence can be through the council having representation on the board of the organisation, and/or through the council being a main funder or shareholder of the organisation."

If you require any further information or clarification, please contact Anna Ritchie, Development Officer, on 0141 337 8146.

I look forward to hearing from you within 20 working days. I would be grateful if you would acknowledge receipt of this request.

Yours sincerely



Ann Henderson
Assistant Secretary

Appendix C: Information provided by local authorities

Local Authority	Number of 'Yes'	Headcount (by gender)	Flexible working	Flexible working (by gender)	Compulsory redundancy	Compulsory redundancy (by gender)	Voluntary redundancy	Voluntary redundancy (by gender)	Cost of voluntary overtime	Cost of voluntary overtime (by gender)	Porportion of employees working contractual overtime	Porportion of employees working contractual overtime (by gender)	Involuntary reduction in hours	Involuntary reduction of hours (by gender)
Aberdeen City	4	No	No	No	No	No	Yes	Yes	No	No	Yes	Yes	No	No
Aberdeenshire	8	Yes	No	No	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No
Angus	8	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes	No
Argyll & Bute	6	Yes	No	No	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No
Clackmannanshire	7	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Dumfries & Galloway	1	Yes	No	No	No	No	No	No	No	No	No	No	No	No
Dundee	10	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
East Ayrshire	13	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
East Renfrewshire	10	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
East Lothian	3	No	No	No	No	No	Yes	No	Yes	No	Yes	No	No	No
East Dunbartonshire	10	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Edinburgh	5	Yes	No	No	Yes	Yes	Yes	Yes	No	No	No	No	No	No

Local Authority	Number of 'Yes'	Headcount (by gender)	Flexible working	Flexible working (by gender)	Compulsory redundancy	Compulsory redundancy (by gender)	Voluntary redundancy	Voluntary redundancy (by gender)	Cost of voluntary overtime	Cost of voluntary overtime (by gender)	Proportion of employees working contractual overtime	Proportion of employees working contractual overtime (by gender)	Involuntary reduction in hours	Involuntary reduction of hours (by gender)
Scottish Borders	3	Yes	No	No	No	No	No	No	No	No	Yes	Yes	No	No
Shetland	6	Yes	No	No	Yes	No	No	No	Yes	No	Yes	Yes	No	No
South Ayrshire	10	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
South Lanarkshire	10	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Stirling	5	Yes	No	No	Yes	Yes	Yes	Yes	No	No	No	No	No	No
West Dunbartonshire	9	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
West Lothian	9	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
WesternIsles	5	Yes	No	No	Yes	Yes	Yes	Yes	No	No	No	No	No	No
Yes		29	11	10	26	21	29	23	17	23	22	23	12	3
No		3	21	22	6	11	3	9	15	9	10	9	20	29
Yes%		91%	34%	31%	81%	66%	91%	72%	53%	72%	69%	72%	38%	9%
No%		9%	66%	69%	19%	34%	9%	28%	47%	28%	21%	28%	62%	91%

We have made favourable assumptions regarding local authorities' practice. For example, where local authorities have responded to say they have made no redundancies, we have recorded this as a yes, and suggested that had they made redundancies, they would have recorded this in a gender-disaggregated way.