Equality monitoring of employee protected characteristics

2018-19 data tables

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Explanatory Notes

Publication principles

We present our data in a way that aims to balance transparency and our duty to protect the anonymity of our employees as per the General Data Protection Regulations (GDPR). The data we present:

- Reflects the proportion of our workforce that has completed their equality data information, including 'prefer not to say' (but with non-complete records excluded)
- Uses percentage bandings only, rather than the count of people in each group.

Recruitment Stage

There are two recruitment tables for each protected characteristic.

(1) shows the total applicant distribution by the following vacancy types:
- **Internal only:** vacancies that were open to current employees only
- **External and internal:** vacancies open to both employees and the public

(2) the progression of applicants by equality group through key recruitment stages. This includes all applications received across all our vacancies in the reporting period. Using the example above, each column heading represents the last stage that applicants reached. For example, 15-20% of total applicants reached the interview stage but were not appointed, whilst 15-20% were interviewed and appointed. The remaining 60-65% did not reach the interview stage.

Sex	Applied/withdrew	Interviewed	Appointed	Total
Female	65-70%	15-20%	15-20%	**100%**
Male	60-65%	15-20%	15-20%	**100%**
Prefer not to say	100%	<5%	<5%	**100%**
Total	**60-65%**	**15-20%**	**15-20%**	**100%**

Trans status (gender reassignment)

We do gather data on transgender status however our employee population is too small to publicly report on this protected characteristic.

National Identity

Monitoring questions and answer options are the same as those used in the Scottish Census 2011. We use the following aggregated categories:

- **Scottish:** Scottish
- **Other British:** English, Welsh, Northern Irish, British
- **Other national identity:** Other national identity.

Ethnic Origin

Monitoring questions and answer options are the same as those used in the Scottish Census 2011. Over our 2017-20 equality outcomes cycle we have used the following aggregated categories for our reporting purposed with reference to the Coalition of Race Equality and Rights (CRER) guidance '**Equal Pay Duties – Race and disability, PSED: Get ready for April 2017**'.

- **White Scottish, British, Irish**: aggregates white Scottish, British or Irish
- **White minority ethnic**: aggregates all other white ethnic groups
- **Non-white ethnic minority:** aggregates the high level Scottish census groupings mixed/multiple ethnic groups, Asian, African, Caribbean or Black and other ethnic groups.

We acknowledge that aggregating data in this way can disguise differences between ethnic groups. Our numbers are too low to disaggregate data further.

Religion or belief

Monitoring questions and answer options are the same as those used in the Scottish Census 2011. We use the following aggregated categories:

- **No religion or belief:** no religion
- **Christian:** aggregates Church of Scotland, Roman Catholic and other Christian
- **Other religions or belief:** aggregates Buddhist, Hindu, Muslim, Sikh, Jewish and other religion or belief.

Disability

Monitoring questions and answer options are the same as those used in the Scottish Census 2011. Our reporting therefore includes disability and long term conditions.

Grades

Grade 1 is our lowest paid grade. Grade 10 is our highest paid grade.

Definition of full time

Full time employees are those contracted to work 37 hours per week or 36 hours per week for employees on legacy contracts.

Suppression of Values

All data tables use **percentages only**, not counts. The following principles apply:

- Percentages are reported in 5% bands. Each band equates to more than 10 people to meet Equality and Human Rights Commission guidance.
- Where any figures are on the boundary between two bands, these have been allocated to the higher band; e.g. 65% would be within 65-70%, not 60-65%
- Upper and lower points are reported as <5% and >95%.
- Cross tabs by grade, working pattern and training are included for disability, age, sex and race only.

Section 1: Sex

Table 1.1 - Employees 2018-19: Sex distribution

The percentages used below are based on 356 employees with 100% equality record completion.

Sex	Percentage
Female	65-70%
Male	30-35%
Total	**100%**

Table 1.2 - Employees 2018-19: Sex by grade bands

The percentages used below are based on 356 employees with 100% equality record completion.

Sex	Grades 1-3	Grades 4-6	Grades 7+	Total
Female	75-80%	55-60%	55-60%	**65-70%**
Male	20-25%	40-45%	40-45%	**30-35%**
Total	**100%**	**100%**	**100%**	**100%**

Table 1.3 - Employees 2018-19: Sex by working pattern

The percentages used below are based on 356 employees with 100% equality record completion.

Sex	Full time	Part time	Total
Female	55-60%	85-90%	**65-70%**
Male	40-45%	10-15%	**30-35%**
Total	**100%**	**100%**	**100%**

Table 1.4 - Employees 2018-19: Sex by training

The percentages used below are based on 21 employees with 100% equality record completion.

Sex	Engaged in training
Female	55-60%
Male	40-45%
Total	**100%**

Table 1.5 - Recruitment 2018-19: Sex of applicant by recruitment type

Sex	Internal only	External only	External and internal
Female	60-65%	45-50%	60-65%
Male	40-45%	50-55%	35-40%
Total	**100%**	**100%**	**100%**

Table 1.6 - Recruitment 2018-19: Sex of applicant by recruitment stage

Sex	Applied/withdrew	Interviewed	Appointed
Female	60-65%	45-50%	60-65%
Male	40-45%	50-55%	35-40%
Total	**100%**	**100%**	**100%**

Table 1.7 - Leavers 2018-19: Sex distribution

The percentages used below are based on 27 employees with 100% equality record completion.

Sex	Percentage
Female	65-70%
Male	30-35%
Total	**100%**

Section 2: Age distributions

Table 2.1 - Employees 2018-19: Age distribution

The percentages used below are based on 356 employees with 100% equality record completion.

Age (years)	Percentage of employees
<=24	<5%
25-34	15-20%
35-44	25-30%
45-54	30-35%
55-64	15-20%
65+	<5%
Total	**100%**

Table 2.2 - Employees 2018-19: Age by grade bands

The percentages used below are based on 356 employees with 100% equality record completion.

Age (years)	Grades 1-3	Grades 4-6	Grades 7+	Total
<=24	5-10%	<5%	<5%	**<5%**
25-34	15-20%	10-15%	5-10%	**15-20%**
35-44	25-30%	30-35%	15-20%	**25-30%**
45-54	25-30%	35-40%	50-55%	**30-35%**
55-64	20-25%	10-15%	20-25%	**15-20%**
65+	<5%	<5%	<5%	**<5%**
Total	**100%**	**100%**	**100%**	**100%**

Table 2.3 - Employees 2018-19: Age by working pattern

The percentages used below are based on 356 employees with 100% equality record completion.

Age (years)	Full time	Part time	Total
<=24	<5%	<5%	**<5%**
25-34	15-20%	5-10%	**15-20%**
35-44	25-30%	30-35%	**25-30%**
45-54	30-35%	35-40%	**30-35%**
55-64	15-20%	15-20%	**15-20%**
65+	<5%	<5%	**<5%**
Total	**100%**	**100%**	**100%**

Table 2.4 – Employees 2018-19: Age by training

The percentages used below are based on 21 employees with 100% equality record completion.

Age (years)	Percentage
<=24	10-15%
25-34	25-30%
35-44	10-15%
45-54	20-25%
55-64	15-20%
65+	<5%
Total	**100%**

Table 2.5 - Recruitment 2018-19: Age by recruitment type

Age (years)	Internal only	External only	Internal & External
<=24	<5%	55-60%	25-30%
25-34	30-35%	10-15%	30-35%
35-44	30-35%	10-15%	15-20%
45-54	30-35%	10-15%	10-15%
55-64	10-15%	<5%	10-15%
65+	<5%	<5%	<5%
Total	**100%**	**100%**	**100%**

Table 2.6 - Recruitment 2018-19: Applicant age by recruitment stage

Age (years)	Applied/withdrew	Interviewed	Appointed	Total
<=24	70-75%	20-25%	<5%	**100%**
25-34	75-80%	10-15%	10-15%	**100%**
35-44	65-70%	20-25%	15-20%	**100%**
45-54	60-65%	30-35%	5-10%	**100%**
55-64	60-65%	25-30%	5-10%	**100%**
65+	<5%	<5%	<5%	**100%**
Total	**100%**	**100%**	**100%**	**100%**

Table 2.7 - Leavers 2018-19: Age distribution

The percentages used below are based on 27 employees with 100% equality record completion.

Sex	Percentage
<=24	5-10%
25-34	35-40%
35-44	25-30%
45-54	5-10%
55-64	15-20%
65+	<5%
Total	**100%**

Section 3: National identity

Table 3.1 - Employees 2018-19: National identity distribution

The percentages used below are based on 231 employees with 65% equality record completion.

National identity	Percentage
Scottish	65-70%
Other British	25-30%
Other national identity	<5%
Prefer not to say	<5%
Total	**100%**

Table 3.2 - Employees 2018-19: National identity by grade bands

The percentages used below are based on 231 employees with 65% equality record completion.

National identity	Grades 1-3	Grades 4-6	Grades 7+	Total
Scottish	70-75%	55-60%	70-75%	**65-70%**
Other British	20-25%	30-35%	20-25%	**25-30%**
Other national identity	<5%	<5%	<5%	**<5%**
Prefer not to say	<5%	5-10%	5-10%	**<5%**
Total	**100%**	**100%**	**100%**	**100%**

Table 3.3 - Employees 2018-19: National identity by working pattern

The percentages used below are based on 231 employees with 65% equality record completion.

National identity	Full time	Part time	Total
Scottish	65-70%	60-65%	**65-70%**
Other British	20-25%	30-35%	**25-30%**
Other national identity	<5%	<5%	**<5%**
Prefer not to say	<5%	<5%	**<5%**
Total	**100%**	**100%**	**100%**

Table 3.4 - Employees 2018-19: National identity by training

The percentages used below are based on 15 employees with 71% equality record completion.

National identity	Percentage
Scottish	65-70%
Other British	30-35%
Other national identity	<5%
Prefer not to say	<5%
Total	**100%**

Table 3.5 - Recruitment 2018-19: Applicant national identity by recruitment type

National identity	Internal only	External only	Internal & External
Scottish	>95%	70-75%	80-85%
Other British	<5%	15-20%	<5%
Other national identity	<5%	10-15%	10-15%
Prefer not to say	<5%	<5%	5-10%
Total	**100%**	**100%**	**100%**

Table 3.6 - Recruitment 2018-19: Applicant national identity by recruitment stage

National identity	Applied/withdrew	Interviewed	Appointed
Scottish	75-80%	80-85%	85-90%
Other British	<5%	10-15%	<5%
Other national identity	10-15%	<5%	10-15%
Prefer not to say	<5%	5-10%	<5%
Total	**100%**	**100%**	**100%**

Table 3.7 - Leavers 2018-19: National identity distribution

The percentages used below are based on 17 employees with 63% equality record completion.

National identity	Percentage
Scottish	40-45%
Other British	45-50%
Other national identity	10-15%
Prefer not to say	<5%
Total	**100%**

Section 4: Ethnic origin

Table 4.1 - Employees 2018-19: Ethnic origin distribution

The percentages used below are based on 231 employees with 65% equality record completion.

Ethnic origin	Percentage
White Scottish, British, Irish	85-90%
White minority ethnic	<5%
Non-white minority ethnic	<5%
Prefer not to say	5-10%
Total	**100%**

Table 4.2 - Employees 2018-19: Ethnic origin by grade bands

The percentages used below are based on 231 employees with 65% equality record completion.

Ethnic origin	Grades 1-3	Grades 4-6	Grades 7+	Total
White Scottish, British, Irish	85-90%	85-90%	85-90%	**85-90%**
White minority ethnic	<5%	<5%	5-10%	**<5%**
Non-white minority ethnic	<5%	<5%	<5%	**<5%**
Prefer not to say	<5%	5-10%	5-10%	**5-10%**
Total	**100%**	**100%**	**100%**	**100%**

Table 4.3 - Employees 2018-19: Ethnic origin by working pattern

The percentages used below are based on 231 employees with 65% equality record completion.

Ethnic origin	Full time	Part time	Total
White Scottish, British, Irish	85-90%	85-90%	**85-90%**
White minority ethnic	<5%	<5%	**<5%**
Non-white minority ethnic	<5%	<5%	**<5%**
Prefer not to say	5-10%	10-15%	**5-10%**
Total	**100%**	**100%**	**100%**

Table 4.4 - Employees 2018-19: Ethnic origin by training

The percentages used below are based on 15 employees with 71% equality record completion.

Ethnic origin	Percentage
White Scottish, British, Irish	>95%
White minority ethnic	<5%
Non-white minority ethnic	<5%
Prefer not to say	<5%
Total	**100%**

Table 4.5 - Recruitment 2018-19: Applicant ethnic origin by recruitment type

Ethnic origin	Internal only	External only	Internal & External
White Scottish, British, Irish	>95%	80-85%	80-85%
White minority ethnic	<5%	<5%	5-10%
Non-white minority ethnic	<5%	15-20%	5-10%
Prefer not to say	<5%	<5%	<5%
Total	**100%**	**100%**	**100%**

Table 4.6 - Recruitment 2018-19: Applicant ethnic origin by recruitment stage

Ethnic origin	Applied/withdrew	Interviewed	Appointed
White Scottish, British, Irish	80-85%	80-85%	80-85%
White minority ethnic	5-10%	5-10%	<5%

Non-white minority ethnic	5-10%	10-15%	5-10%
Prefer not to say	<5%	<5%	5-10%
Total	**100%**	**100%**	**100%**

Table 4.7 - Leavers 2018-19: Ethnic origin distribution

The percentages used below are based on 17 employees with 63% equality record completion.

Ethnic origin	Percentage
White Scottish, British, Irish	85-90%
White minority ethnic	<5%
Non-white minority ethnic	10-15%
Prefer not to say	<5%
Total	**100%**

Section 5: Religion or belief

Table 5.1 - Employees 2018-19: Religion/belief distribution

The percentages used below are based on 231 employees with 65% equality record completion.

Religion/belief	Percentage
No religion or belief	50-55%
Christian	35-40%
Other religion or belief	<5%
Prefer not to say	5-10%
Total	**100%**

Table 5.2 - Recruitment 2018-19: Religion/belief by recruitment type

Religion/belief	Internal only	External only	External & Internal
No religion or belief	40-45%	70-75%	65-70%
Christian	60-65%	15-20%	20-25%
Other religion or belief	<5%	10-15%	<5%
Prefer not to say	<5%	<5%	5-10%
Total	**100%**	**100%**	**100%**

Table 5.3 - Recruitment 2018-19: Applicant religion/belief by recruitment stage

Religion/belief	Applied/withdrew	Interviewed	Appointed
No religion or belief	65-70%	65-70%	60-65%
Christian	20-25%	25-30%	25-30%
Other religion or belief	5-10%	<5%	5-10%
Prefer not to say	5-10%	<5%	<5%
Total	**100%**	**100%**	**100%**

Table 5.4 - Leavers 2018-19: Religion/belief distribution

The percentages used below are based on 17 employees with 63% equality record completion.

Religion/belief	Percentage
No religion or belief	40-45%
Christian	45-50%
Other religion or belief	10-15%
Prefer not to say	<5%
Total	**100%**

Section 6: Sexual orientation

Table 6.1 - Employees 2018-19: Sexual orientation distribution

The percentages used below are based on 231 employees with 65% equality record completion.

Sexual orientation	Percentage
Heterosexual/straight	85-90%
Lesbian, Gay or Bisexual	<5%
Other/not sure	<5%
Prefer not to say	10-15%
Total	**100%**

Table 6.2 - Recruitment 2018-19: Applicant sexual orientation by recruitment type

Sexual orientation	Internal only	External only	External & Internal
Heterosexual/straight	>95%	90-95%	>95%
Lesbian, Gay or Bisexual	<5%	5-10%	<5%
Prefer not to say	<5%	<5%	<5%
Total	**100%**	**100%**	**100%**

Table 6.3 - Recruitment 2018-19: Applicant sexual orientation by recruitment stage

Sexual orientation	Applied/withdrew	Interviewed	Appointed
Heterosexual/straight	90-95%	>95%	>95%
Lesbian, Gay or Bisexual	5-10%	<5%	<5%
Prefer not to say	<5%	<5%	<5%
Total	**100%**	**100%**	**100%**

Table 6.4 - Leavers 2018-19: Sexual orientation distribution

The percentages used below are based on 17 employees with 63% equality record completion.

Sexual orientation	Percentage
Heterosexual/ straight	85-90%
Lesbian, Gay or Bisexual	<5%

Other/ not sure	<5%
Prefer not to say	10-15%
Total	**100%**

Section 7: Disability

Table 7.1 - Employees 2018-19: Disability distribution

The percentages used below are based on 231 employees with 65% equality record completion.

Disability	Percentage
Yes	15-20%
No	70-75%
Prefer not to say	5-10%
Total	**100%**

Table 7.2 - Employees 2018-19: Disability by grade bands

The percentages used below are based on 231 employees with 65% equality record completion.

Disability	Grades 1-3	Grades 4-6	Grades 7+	Total
Yes	10-15%	20-25%	25-30%	**15-20%**
No	75-80%	70-75%	60-65%	**70-75%**
Prefer not to say	5-10%	5-10%	10-15%	**5-10%**
Total	**100%**	**100%**	**100%**	**100%**

Table 7.3 - Employees 2018-19: Disability by working pattern

The percentages used below are based on 231 employees with 65% equality record completion.

Disability	Full time	Part time	Total
Yes	20-25%	10-15%	**15-20%**
No	70-75%	70-75%	**70-75%**
Prefer not to say	5-10%	10-15%	**5-10%**
Total	**100%**	**100%**	**100%**

Table 7.4 - Employees 2018-19: Disability by training

The percentages used below are based on 15 employees with 71% equality record completion.

Disability	Percentage
Yes	<5%
No	90-95%
Prefer not to say	5-10%
Total	**100%**

Table 7.5 - Recruitment 2018-19: Applicant disability by recruitment type

Disability	Internal only	External only	External & Internal
Yes	50-55%	<5%	<5%

No	50-55%	>95%	>95%
Prefer not to say	<5%	<5%	<5%
Total	**100%**	**100%**	**100%**

Table 7.6 - Recruitment 2018-19: Applicant disability by recruitment stage

Disability	Applied/withdrew	Interviewed	Appointed
Yes	5-10%	5-10%	<5%
No	90-95%	90-95%	>95%
Prefer not to say	<5%	<5%	<5%
Total	**100%**	**100%**	**100%**

Table 7.7 - Leavers 2018-19: Disability distribution

The percentages used below are based on 17 employees with 63% equality record completion.

Disability	Percentage
Yes	85-90%
No	<5%
Prefer not to say	<5%
Total	**100%**