

# Equality monitoring of protected characteristics

## 2019-20 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); and
- 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 trans 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 2017-2020 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) We referred to the Coalition of Race Equality and Rights guidance [‘Equal Pay Duties - Race and Disability, PSED: Get ready for April 2017’](#).

- **White majority:** 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 Employee 2019-20: sex distribution

Sex	Percentage
	% based on 346 employees: 100% equality record completion
Female	65-70%
Male	30-35%
Total	100%

Table 1.2 Employee 2019-20: sex by grade bands

Sex	Grades 1 -3	Grades 4-6	Grades 7+	Total
	% based on 346 employees: 100% equality record completion			
Female	70-75%	60-65%	60-65%	65-70%
Male	25-30%	35-40%	30-35%	30-35%
Total	100%	100%	100%	100%

Table 1.3 Employee 2019-20: sex by working pattern

Sex	Full-time	Part-time	Total
	% based on 346 employees: 100% equality record completion		
Female	55-60%	85-90%	65-70%
Male	40-45%	10-15%	30-35%
Total	100%	100%	100%

Table 1.4 Employee 2019-20: sex by training

Sex	Engaged in training
	% based on 13 employees: 100% equality record completion
Female	80-85%
Male	15-20%
Total	100%

**Table 1.5 Recruitment 2019-20: sex of applicant by recruitment type**

Sex	Internal only	External only	External & Internal	Total
Female	75-80%	>95%	55-60%	60-65%
Male	25-30%	<5%	40-45%	35-40%
Prefer not to say	<5%	<5%	<5%	<5%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**Table 1.6 Recruitment 2019-20: sex of applicant by recruitment stage**

Sex	Applied/ withdrew	Interviewed	Appointed	Total
Female	55-60%	65-70%	75-80%	55-60%
Male	40-45%	30-35%	20-25%	35-40%
Prefer not to say	<5%	<5%	<5%	<5%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**Table 1.7 Leavers 2019-20: sex distribution**

Sex	Percentage
	% based on 33 employees: 100% equality record completion
Female	65-70%
Male	30-35%
<b>Total</b>	<b>100%</b>

## Section 2: Age distributions

Table 2.1 Employees 2019-20: age distribution

Age (years)	Percentage
	% based on 346 employees: 100% equality record completion
<=24	<5%
25-34	10-15%
35-44	25-30%
45-54	30-35%
55-64	20-25%
65+	<5%
<b>Total</b>	<b>100%</b>

Table 2.2 Employee 2019-20: age by grade bands

Age	Grades 1 -3	Grades 4-6	Grades 7+	Total
	% based on 346 employees: 100% equality record completion			
<=24	<5%	<5%	<5%	<5%
25-34	15-20%	10-15%	5-10%	10-15%
35-44	25-30%	35-15%	15-20%	25-30%
45-54	25-30%	30-35%	45-50%	30-35%
55-64	20-25%	15-20%	25-30%	20-25%
65+	<5%	<5%	<5%	<5%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

Table 2.3 Employee 2019-20: age by working pattern

Age	Full-time	Part-time	Total
	% based on 346 employees: 100% equality record completion		
<=24	<5%	<5%	<5%
25-34	15-20%	5-10%	10-15%
35-44	25-30%	30-35%	25-30%
45-54	30-35%	30-35%	30-35%
55-64	20-25%	20-25%	20-25%
65+	<5%	<5%	<5%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**Table 2.4 Employee 2019-20: age by training**

Age	Percentage
	% based on 13 employees: 100% equality record completion
<=24	<5%
25-34	30-35%
35-44	15-20%
45-54	35-40%
55-64	15-20%
65+	<5%
<b>Total</b>	<b>100%</b>

**Table 2.5 Recruitment 2019-20: age by recruitment type**

Age	Internal only	External only	External & Internal	Total
<=24	5-10%	<5%	15-20%	15-20%
25-34	25-30%	40-45%	35-40%	35-40%
35-44	25-30%	10-15%	15-20%	15-20%
45-54	40-45%	25-30%	10-15%	15-20%
55-64	5-10%	10-15%	<5%	<5%
65+	<5%	<5%	<5%	<5%
Prefer not to say	<5%	<5%	5-10%	5-10%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**Table 2.6 Recruitment 2019-20: applicant age by recruitment stage**

Age	Applied/ withdrew	Interviewed	Appointed
<=24	15-20%	5-10%	<5%
25-34	40-45%	20-25%	35-40%
35-44	15-20%	25-30%	30-35%
45-54	10-15%	25-30%	20-25%
55-64	<5%	<5%	5-10%
65+	<5%	<5%	<5%
Prefer not to say	5-10%	5-10%	<5%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>



**Table 2.7 Leavers 2019-20: age distribution**

<b>Age</b>	<b>Percentage</b>
	% based on 33 employees: 100% equality record completion
<b>&lt;=24</b>	10-15%
<b>25-34</b>	10-15%
<b>35-44</b>	20-25%
<b>45-54</b>	15-20%
<b>55-64</b>	20-25%
<b>65+</b>	15-20%
<b>Total</b>	<b>100%</b>

## Section 3: National Identity

Table 3.1 Employee 2019-20: national identity distribution

National identity	Percentage
	% based on 272 employees: 79% equality record completion
Scottish	60-65%
Other British	25-30%
Other national identity	<5%
Prefer not to say	5-10%
<b>Total</b>	<b>100%</b>

Table 3.2 Employee 2019-20: national identity by grade bands

National identity	Grades 1 -3	Grades 4-6	Grades 7+	Total
	% based on 272 employees: 79% equality record completion			
Scottish	70-75%	50-55%	65-70%	<b>60-65%</b>
Other British	15-20%	30-35%	25-30%	<b>25-30%</b>
Other national identity	<5%	<5%	<5%	<b>&lt;5%</b>
Prefer not to say	<5%	5-10%	5-10%	<b>5-10%</b>
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

Table 3.3 Employee 2019-20: national identity by working pattern

National identity	Full-time	Part-time	Total
	% based on 272 employees: 79% equality record completion		
Scottish	60-65%	60-65%	<b>60-65%</b>
Other British	25-30%	30-35%	<b>25-30%</b>
Other national identity	<5%	<5%	<b>&lt;5%</b>
Prefer not to say	5-10%	5-10%	<b>5-10%</b>
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**Table 3.4 Employee 2019-20: national identity by training**

National identity	Percentage
	% based on 11 employees: 85% equality record completion
Scottish	60-65%
Other British	25-30%
Other national identity	5-10%
Prefer not to say	<5%
<b>Total</b>	<b>100%</b>

**Table 3.5 Recruitment 2019-20: applicant national identity by recruitment type**

National identity	Internal only	External only	External & Internal	Total
Scottish	<5%	50-55%	50-55%	50-55%
Other British	65-70%	<5%	30-35%	30-35%
Other national identity	30-35%	50-55%	10-15%	15-20%
Prefer not to say	<5%	<5%	<5%	<5%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**Table 3.6 Recruitment 2019-20: applicant national identity by recruitment stage**

National identity	Applied/ withdrew	Interviewed	Appointed
Scottish	50-55%	55-60%	30-35%
Other British	30-35%	30-35%	25-30%
Other national identity	10-15%	5-10%	30-35%
Prefer not to say	<5%	<5%	10-15%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**Table 3.7 Leavers 2019-20: national identity distribution**

<b>National identity</b>	<b>Percentage</b>
	% based on 18 employees: 55% equality record completion
<b>Scottish</b>	70-75%
<b>Other British</b>	15-20%
<b>Other national identity</b>	5-10%
<b>Prefer not to say</b>	<5%
<b>Total</b>	<b>100%</b>

## Section 4: Ethnic Origin

Table 4.1 Employee 2019-20: ethnic origin distribution

Ethnic origin	Percentage
	% based on 272 employees: 79% equality record completion
White Scottish, British, Irish	85-90%
White minority ethnic	<5%
Non-white minority ethnic	<5%
Prefer not to say	5-10%
<b>Total</b>	<b>100%</b>

Table 4.2 Employee 2019-20: ethnic origin by grade bands

Ethnic origin	Grades 1 -3	Grades 4-6	Grades 7+	Total
	% based on 272 employees: 79% equality record completion			
White Scottish, British, Irish	85-90%	85-90%	85-90%	<b>85-90%</b>
White minority ethnic	<5%	<5%	<5%	<b>&lt;5%</b>
Non-white minority ethnic	<5%	<5%	<5%	<b>&lt;5%</b>
Prefer not to say	5-10%	5-10%	10-15%	<b>5-10%</b>
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

Table 4.3 Employee 2019-20: ethnic origin by working pattern

Ethnic origin	Full-time	Part-time	Total
	% based on 272 employees: 79% equality record completion		
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%	5-10%	5-10%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**Table 4.4 Employee 2019-20: ethnic origin by training**

Ethnic origin	Percentage
	% based on 15 employees: 71% equality record completion
White Scottish, British, Irish	90-95%
White minority ethnic	5-10%
Non-white minority ethnic	<5%
Prefer not to say	<5%
<b>Total</b>	<b>100%</b>

**Table 4.5 Recruitment 2019-20: applicant ethnic origin by recruitment type**

Ethnic origin	Internal only	External only	External & Internal	Total
White Scottish, British, Irish	85-90%	85-90%	75-80%	75-80%
White minority ethnic	10-15%	10-15%	5-10%	5-10%
Non-white minority ethnic	<5%	<5%	10-15%	10-15%
Prefer not to say	<5%	<5%	<5%	<5%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**Table 4.6 Recruitment 2019-20: applicant ethnic origin by recruitment stage**

Ethnic origin	Applied/ withdrew	Interviewed	Appointed
White Scottish, British, Irish	75-80%	80-85%	75-80%
White minority ethnic	5-10%	5-10%	10-15%
Non-white minority ethnic	10-15%	5-10%	10-15%
Prefer not to say	<5%	<5%	<5%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**Table 4.7 Leavers 2019-20: ethnic origin distribution**

<b>Sex</b>	<b>Percentage</b>
	% based on 18 employees: 55% equality record completion
<b>White Scottish, British, Irish</b>	90-95%
<b>White minority ethnic</b>	<5%
<b>Non-white minority ethnic</b>	<5%
<b>Prefer not to say</b>	5-10%
<b>Total</b>	<b>100%</b>

## Section 5: Religion or Belief

**Table 5.1 Employee 2019-20: religion or belief distribution**

Religion or belief	Percentage
	% based on 272 employees: 79% equality record completion
No religion or belief	45-50%
Christian	35-40%
Other religion or belief	<5%
Prefer not to say	15-20%
<b>Total</b>	<b>100%</b>

**Table 5.2 Recruitment 2019-20: applicant religion or belief by recruitment type**

Religion or belief	Internal only	External only	External & Internal	Total
No religion or belief	30-35%	55-60%	60-65%	60-65%
Christian	40-45%	25-30%	15-20%	20-25%
Other religion or belief	<5%	<5%	5-10%	5-10%
Prefer not to say	20-25%	10-15%	5-10%	5-10%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**Table 5.3. Recruitment 2019-20: applicant religion or belief by recruitment stage**

Religion or belief	Applied/ withdrew	Interviewed	Appointed
No religion or belief	65-70%	50-55%	55-60%
Christian	20-25%	20-25%	25-30%
Other religion or belief	5-10%	5-10%	5-10%
Prefer not to say	5-10%	15-20%	10-15%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>



**Table 5.4 Leavers 2019-20: religion or belief distribution**

<b>Religion or belief</b>	<b>Percentage</b>
	% based on 18 employees: 55% equality record completion
<b>Heterosexual</b>	55-60%
<b>Lesbian, gay or bisexual</b>	25-30%
<b>Other/not sure</b>	<5%
<b>Prefer not to say</b>	10-15%
<b>Total</b>	<b>100%</b>

## Section 6: Sexual Orientation

**Table 6.1 Employee 2019-20: sexual orientation distribution**

Sexual orientation	Percentage
	% based on 272 employees: 79% equality record completion
Heterosexual/straight	80-85%
Lesbian, Gay or Bisexual	<5%
Other/ not sure	<5%
Prefer not to say	10-15%
<b>Total</b>	<b>100%</b>

**Table 6.2 Recruitment 2019-20: applicant sexual orientation by recruitment type**

Sexual orientation	Internal only	External only	External & Internal	Total
Heterosexual/straight	80-85%	85-90%	80-85%	80-85%
Lesbian, Gay or Bisexual	5-10%	10-15%	5-10%	5-10%
Prefer not to say	5-10%	<5%	5-10%	5-10%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**Table 6.3 Recruitment 2019-20: applicant sexual orientation by recruitment stage**

Sexual orientation	Applied/withdrew	Interviewed	Appointed
Heterosexual/straight	80-85%	80-85%	85-90%
Lesbian, Gay or Bisexual	5-10%	5-10%	5-10%
Prefer not to say	5-10%	5-10%	<5%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**Table 6.4 Leavers 2019-20: sexual orientation distribution**

<b>Sexual orientation</b>	<b>Percentage</b>
	% based on 18 employees: 55% equality record completion
<b>Heterosexual/ straight</b>	85-90%
<b>Lesbian, Gay or Bisexual</b>	<5%
<b>Other/ not sure</b>	<5%
<b>Prefer not to say</b>	10-15%
<b>Total</b>	100%

## Section 7: Disability

**Table 7.1 Employee 2019-20: disability distribution**

Disability	Percentage
	% based on 272 employees: 79% equality record completion
Yes	15-20%
No	60-65%
Prefer not to say	15-20%
<b>Total</b>	<b>100%</b>

**Table 7.2 Employee 2019-20: disability by grade bands**

Disability	Grades 1 -3	Grades 4-6	Grades 7+	Total
	% based on 272 employees: 79% equality record completion			
Yes	15-20%	15-20%	25-30%	<b>15-20%</b>
No	60-65%	65-70%	55-60%	<b>60-65%</b>
Prefer not to say	15-20%	15-20%	15-20%	<b>15-20%</b>
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**Table 7.3 Employee 2019-20: disability by working pattern**

Disability	Full-time	Part-time	Total
	% based on 272 employees: 79% equality record completion		
Yes	20-25%	10-15%	<b>15-20%</b>
No	60-65%	70-75%	<b>60-65%</b>
Prefer not to say	15-20%	10-15%	<b>15-20%</b>
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**Table 7.4 Employee 2019-20: disability by training**

Disability	Percentage
	% based on 11 employees: 85% equality record completion
Yes	15-20%
No	60-65%
Prefer not to say	15-20%
<b>Total</b>	<b>100%</b>

**Table 7.5 Recruitment 2019-20: applicant disability by recruitment type**

Disability	Internal only	External only	External & Internal	Total
Yes	10-15%	25-30%	10-15%	10-15%
No	75-80%	70-75%	85-90%	85-90%
Prefer not to say	10-15%	<5%	<5%	<5%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**Table 7.6 Recruitment 2019-20: applicant disability by recruitment stage**

Disability	Applied/ withdrew	Interviewed	Appointed
Yes	10-15%	10-15%	10-15%
No	85-90%	75-80%	80-85%
Prefer not to say	<5%	5-10%	<5%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**Table 7.7 Leavers 2019-20: disability distribution**

Disability	Percentage
	% based on 11 employees: 85% equality record completion
Yes	15-20%
No	60-65%
Prefer not to say	15-20%
<b>Total</b>	<b>100%</b>