

Equality monitoring of protected characteristics

2020-21 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 purposes.

- **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 2020-21: sex distribution

| Sex | Percentage |
|--------|---|
| | % based on 352 employees: 100% equality record completion |
| Female | 65-70% |
| Male | 30-35% |
| Total | 100% |

Table 1.2 Employee 2020-21: sex by grade bands

| Sex | Grades 1 -3 | Grades 4-6 | Grades 7+ | Total |
|--------|---|------------|-----------|--------|
| | % based on 352 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 2020-21: sex by working pattern

| Sex | Full-time | Part-time | Total |
|--------|---|-----------|--------|
| | % based on 352 employees: 100% equality record completion | | |
| Female | 55-60% | 80-85% | 65-70% |
| Male | 40-45% | 15-20% | 30-35% |
| Total | 100% | 100% | 100% |

Table 1.4 Employee 2020-21: sex by training

| Sex | Engaged in training |
|--------|---|
| | % based on 9 employees: 100% equality record completion |
| Female | 65-70% |
| Male | 30-35% |
| Total | 100% |

Table 1.5 Recruitment 2020-21: sex of applicant by recruitment type

| Sex | Internal applicants | External applicants | Total |
|-------------------|---------------------|---------------------|-------------|
| Female | 55-60% | 60-65% | 60-65% |
| Male | 40-45% | 40-45% | 35-40% |
| Prefer not to say | <5% | <5% | <5% |
| Total | 100% | 100% | 100% |

Table 1.6 Recruitment 2020-21: sex of applicant by recruitment stage

| Sex | Applied/ withdrew | Interviewed | Appointed | Total |
|-------------------|----------------------|-------------|-------------|-------------|
| Female | 55-60% | 60-65% | 60-65% | 60-65% |
| Male | 35-40% | 30-35% | 35-40% | 35-40% |
| Prefer not to say | <5% | <5% | <5% | <5% |
| Total | 100% | 100% | 100% | 100% |

Table 1.7 Leavers 2020-21: sex distribution

| Sex | Percentage |
|--------------|--|
| | % based on 17 employees: 100% equality record completion |
| Female | 70-75% |
| Male | 25-30% |
| Total | 100% |

Section 2: Age distributions

Table 2.1 Employees 2020-21: age distribution

| Age (years) | Percentage |
|--------------|---|
| | % based on 352 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% |
| Total | 100% |

Table 2.2 Employee 2020-21: age by grade bands

| Age | Grades 1 -3 | Grades 4-6 | Grades 7+ | Total |
|--------------|---|-------------|-------------|-------------|
| | % based on 352 employees: 100% equality record completion | | | |
| <=24 | <5% | <5% | <5% | <5% |
| 25-34 | 15-20% | 10-15% | 5-10% | 10-15% |
| 35-44 | 20-25% | 30-35% | 15-20% | 25-30% |
| 45-54 | 30-35% | 35-40% | 40-45% | 30-35% |
| 55-64 | 20-25% | 15-20% | 20-25% | 20-25% |
| 65+ | <5% | <5% | <5% | <5% |
| Total | 100% | 100% | 100% | 100% |

Table 2.3 Employee 2020-21: age by working pattern

| Age | Full-time | Part-time | Total |
|--------------|---|-------------|-------------|
| | % based on 352 employees: 100% equality record completion | | |
| <=24 | <5% | <5% | <5% |
| 25-34 | 10-15% | 5-10% | 10-15% |
| 35-44 | 25-30% | 30-35% | 25-30% |
| 45-54 | 35-40% | 30-35% | 30-35% |
| 55-64 | 20-25% | 25-30% | 20-25% |
| 65+ | <5% | <5% | <5% |
| Total | 100% | 100% | 100% |

Table 2.4 Employee 2020-21: age by training

| Age | Percentage |
|--------------|---|
| | % based on 9 employees: 100% equality record completion |
| <=24 | <5% |
| 25-34 | 10-15% |
| 35-44 | <5% |
| 45-54 | 55-60% |
| 55-64 | 30-35% |
| 65+ | <5% |
| Total | 100% |

Table 2.5 Recruitment 2020-21: age by recruitment type

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

Table 2.6 Recruitment 2020-21: applicant age by recruitment stage

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

Table 2.7 Leavers 2020-21: age distribution

| Age | Percentage |
|----------------|--|
| | % based on 17 employees: 100% equality record completion |
| <=24 | <5% |
| 25-34 | 10-15% |
| 35-44 | 15-20% |
| 45-54 | 10-15% |
| 55-64 | 50-55% |
| 65+ | 5-10% |
| Total | 100% |

Section 3: National Identity

Table 3.1 Employee 2020-21: national identity distribution

| National identity | Percentage |
|-------------------------|--|
| | % based on 266 employees: 76% equality record completion |
| Scottish | 65-70% |
| Other British | 25-30% |
| Other national identity | <5% |
| Prefer not to say | 5-10% |
| Total | 100% |

Table 3.2 Employee 2020-21: national identity by grade bands

| National identity | Grades 1 -3 | Grades 4-6 | Grades 7+ | Total |
|-------------------------|--|-------------|-------------|---------------|
| | % based on 266 employees: 76% equality record completion | | | |
| Scottish | 70-75% | 55-60% | 65-70% | 65-70% |
| Other British | 15-20% | 30-35% | 25-30% | 25-30% |
| Other national identity | <5% | <5% | <5% | <5% |
| Prefer not to say | <5% | 5-10% | 5-10% | 5-10% |
| Total | 100% | 100% | 100% | 100% |

Table 3.3 Employee 2020-21: national identity by working pattern

| National identity | Full-time | Part-time | Total |
|-------------------------|--|-------------|---------------|
| | % based on 266 employees: 76% equality record completion | | |
| Scottish | 65-70% | 60-65% | 65-70% |
| Other British | 25-30% | 25-30% | 25-30% |
| Other national identity | <5% | <5% | <5% |
| Prefer not to say | 5-10% | 5-10% | 5-10% |
| Total | 100% | 100% | 100% |

Table 3.4 Employee 2020-21: national identity by training

| National identity | Percentage |
|--------------------------|--|
| | % based on 8 employees: 89% equality record completion |
| Scottish | 85-90% |
| Other British | 10-15% |
| Other national identity | <5% |
| Prefer not to say | <5% |
| Total | 100% |

Table 3.5 Recruitment 2020-21: applicant national identity by recruitment type

| National identity | Internal applicants | External applicants | Total |
|--------------------------|----------------------------|----------------------------|--------------|
| Scottish | 70-75% | 50-55% | 50-55% |
| Other British | 15-20% | 20-25% | 20-25% |
| Other national identity | <5% | 20-25% | 20-25% |
| Prefer not to say | 5-10% | <5% | <5% |
| Total | 100% | 100% | 100% |

Table 3.6 Recruitment 2020-21: applicant national identity by recruitment stage

| National identity | Applied/ withdrew | Interviewed | Appointed |
|--------------------------|--------------------------|--------------------|------------------|
| Scottish | 45-50% | 55-60% | 45-50% |
| Other British | 20-25% | 5-10% | 5-10% |
| Other national identity | 20-25% | 5-10% | 5-10% |
| Prefer not to say | <5% | <5% | 5-10% |
| Total | 100% | 100% | 100% |

Table 3.7 Leavers 2020-21: national identity distribution

| National identity | Percentage |
|--------------------------------|--|
| | % based on 8 employees: 47% equality record completion |
| Scottish | 25-30% |
| Other British | 75-80% |
| Other national identity | <5% |
| Prefer not to say | <5% |
| Total | 100% |

Section 4: Ethnic Origin

Table 4.1 Employee 2020-21: ethnic origin distribution

| Ethnic origin | Percentage |
|--------------------------------|--|
| | % based on 266 employees: 76% equality record completion |
| 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 Employee 2020-21: ethnic origin by grade bands

| Ethnic origin | Grades 1 -3 | Grades 4-6 | Grades 7+ | Total |
|--------------------------------|--|-------------|-------------|---------------|
| | % based on 266 employees: 76% equality record completion | | | |
| White Scottish, British, Irish | 85-90% | 85-90% | 85-90% | 85-90% |
| White minority ethnic | <5% | <5% | <5% | <5% |
| Non-white minority ethnic | <5% | <5% | <5% | <5% |
| Prefer not to say | 5-10% | 5-10% | 10-15% | 5-10% |
| Total | 100% | 100% | 100% | 100% |

Table 4.3 Employee 2020-21: ethnic origin by working pattern

| Ethnic origin | Full-time | Part-time | Total |
|--------------------------------|--|-------------|-------------|
| | % based on 266 employees: 76% equality record completion | | |
| White Scottish, British, Irish | 85-90% | 80-85% | 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 Employee 2020-21: ethnic origin by training

| Ethnic origin | Percentage |
|--------------------------------|--|
| | % based on 8 employees: 89% equality record completion |
| 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 2020-21: applicant ethnic origin by recruitment type

| Ethnic origin | Internal applicants | External applicants | Total |
|--------------------------------|---------------------|---------------------|-------------|
| White Scottish, British, Irish | 80-85% | 65-70% | 65-70% |
| White minority ethnic | <5% | 15-20% | 15-20% |
| Non-white minority ethnic | <5% | 10-15% | 10-15% |
| Prefer not to say | 15-20% | <5% | <5% |
| Total | 100% | 100% | 100% |

Table 4.6 Recruitment 2020-21: applicant ethnic origin by recruitment stage

| Ethnic origin | Applied/withdrew | Interviewed | Appointed |
|--------------------------------|------------------|-------------|-------------|
| White Scottish, British, Irish | 60-65% | 80-85% | 70-75% |
| White minority ethnic | 15-20% | 5-10% | 5-10% |
| Non-white minority ethnic | 10-15% | 5-10% | 5-10% |
| Prefer not to say | 5-10% | <5% | 5-10% |
| Total | 100% | 100% | 100% |

Table 4.7 Leavers 2020-21: ethnic origin distribution

| Sex | Percentage |
|--------------------------------|--|
| | % based on 8 employees: 47% equality record completion |
| White Scottish, British, Irish | 85-90% |
| White minority ethnic | <5% |
| Non-white minority ethnic | <5% |
| Prefer not to say | 10-15% |
| Total | 100% |

Section 5: Religion or Belief

Table 5.1 Employee 2020-21: religion or belief distribution

| Religion or belief | Percentage |
|--------------------------|--|
| | % based on 266 employees: 76% equality record completion |
| No religion or belief | 45-50% |
| Christian | 35-40% |
| Other religion or belief | <5% |
| Prefer not to say | 15-20% |
| Total | 100% |

Table 5.2 Recruitment 2020-21: applicant religion or belief by recruitment type

| Religion or belief | Internal applicants | External applicants | Total |
|--------------------------|---------------------|---------------------|-------------|
| No religion or belief | 40-45% | 55-60% | 55-60% |
| Christian | 30-35% | 30-35% | 30-35% |
| Other religion or belief | <5% | 5-10% | 5-10% |
| Prefer not to say | 30-35% | 5-10% | 5-10% |
| Total | 100% | 100% | 100% |

Table 5.3. Recruitment 2020-21: applicant religion or belief by recruitment stage

| Religion or belief | Applied/ withdrew | Interviewed | Appointed |
|--------------------------|-------------------|-------------|-------------|
| No religion or belief | 55-60% | 50-55% | 50-55% |
| Christian | 30-35% | 35-40% | 30-35% |
| Other religion or belief | 5-10% | 5-10% | <5% |
| Prefer not to say | 5-10% | <5% | 15-20% |
| Total | 100% | 100% | 100% |

Table 5.4 Leavers 2020-21: religion or belief distribution

| Religion or belief | Percentage |
|---------------------------|--|
| | % based on 8 employees: 47% equality record completion |
| No religion or belief | 35-40% |
| Christian | 50-55% |
| Other religion or belief | <5% |
| Prefer not to say | 10-15% |
| Total | 100% |

Section 6: Sexual Orientation

Table 6.1 Employee 2020-21: sexual orientation distribution

| Sexual orientation | Percentage |
|--------------------------|--|
| | % based on 266 employees: 76% equality record completion |
| Heterosexual/straight | 80-85% |
| Lesbian, Gay or Bisexual | <5% |
| Other/ not sure | <5% |
| Prefer not to say | 10-15% |
| Total | 100% |

Table 6.2 Recruitment 2020-21: applicant sexual orientation by recruitment type

| Sexual orientation | Internal applicants | External applicants | Total |
|--------------------------|---------------------|---------------------|-------------|
| Heterosexual/straight | 70-75% | 80-85% | 80-85% |
| Lesbian, Gay or Bisexual | <5% | 5-10% | 5-10% |
| Other / not sure | <5% | <5% | <5% |
| Prefer not to say | 25-30% | 5-10% | 5-10% |
| Total | 100% | 100% | 100% |

Table 6.3 Recruitment 2020-21: applicant sexual orientation by recruitment stage

| Sexual orientation | Applied/withdrew | Interviewed | Appointed |
|--------------------------|------------------|-------------|-------------|
| Heterosexual/straight | 80-85% | 90-95% | 80-85% |
| Lesbian, Gay or Bisexual | 5-10% | <5% | <5% |
| Other / not sure | <5% | <5% | <5% |
| Prefer not to say | 5-10% | <5% | 5-10% |
| Total | 100% | 100% | 100% |

Table 6.4 Leavers 2020-21: sexual orientation distribution

| Sexual orientation | Percentage |
|---------------------------------|--|
| | % based on 8 employees: 47% equality record completion |
| 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 Employee 2020-21: disability distribution

| Disability | Percentage |
|-------------------|--|
| | % based on 266 employees: 76% equality record completion |
| Yes | 15-20% |
| No | 60-65% |
| Prefer not to say | 15-20% |
| Total | 100% |

Table 7.2 Employee 2020-21: disability by grade bands

| Disability | Grades 1 -3 | Grades 4-6 | Grades 7+ | Total |
|-------------------|--|-------------|-------------|---------------|
| | % based on 266 employees: 76% equality record completion | | | |
| Yes | 20-25% | 15-20% | 25-30% | 15-20% |
| No | 60-65% | 65-70% | 55-60% | 60-65% |
| Prefer not to say | 15-20% | 15-20% | 25-30% | 15-20% |
| Total | 100% | 100% | 100% | 100% |

Table 7.3 Employee 2020-21: disability by working pattern

| Disability | Full-time | Part-time | Total |
|-------------------|--|-------------|---------------|
| | % based on 266 employees: 76% equality record completion | | |
| Yes | 20-25% | 15-20% | 15-20% |
| No | 60-65% | 70-75% | 60-65% |
| Prefer not to say | 15-20% | 10-15% | 15-20% |
| Total | 100% | 100% | 100% |

Table 7.4 Employee 2020-21: disability by training

| Disability | Percentage |
|-------------------|--|
| | % based on 8 employees: 89% equality record completion |
| Yes | 25-30% |
| No | 75-80% |
| Prefer not to say | <5% |
| Total | 100% |

Table 7.5 Recruitment 2020-21: applicant disability by recruitment type

| Disability | Internal applicants | External applicants | Total |
|-------------------|---------------------|---------------------|-------------|
| Yes | 5-10% | 5-10% | 5-10% |
| No | 50-55% | 85-90% | 85-90% |
| Prefer not to say | 40-45% | <5% | 5-10% |
| Total | 100% | 100% | 100% |

Table 7.6 Recruitment 2020-21: applicant disability by recruitment stage

| Disability | Applied/ withdrew | Interviewed | Appointed |
|-------------------|----------------------|-------------|-------------|
| Yes | 5-10% | <5% | <5% |
| No | 85-90% | 85-90% | 80-85% |
| Prefer not to say | 5-10% | 5-10% | 15-20% |
| Total | 100% | 100% | 100% |

Table 7.7 Leavers 2020-21: disability distribution

| Disability | Percentage |
|-------------------|--|
| | % based on 8 employees: 89% equality record completion |
| Yes | <5% |
| No | 85-90% |
| Prefer not to say | 10-15% |
| Total | 100% |