Equality monitoring of employee protected characteristics

2021-22 data tables

Contents

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[1]. We use the following aggregated categories:

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

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[1] We are aware that there are updated Scotland census questions for 2022 however we have not yet updated our questions and answer options. This applies to all references to using the Scotland 2011 Census questions.

Ethnic Origin

Monitoring questions and answer options are the same as those used in the Scottish Census 2011. We have updated our aggregated categories for our 2021-22 reporting based on guidance published by the Scottish Government[2].

- **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.

Training

We provide disaggregated data by protected characteristic for the following types of training:

- **External qualifications:** courses run by external providers that result in a certificate or recognised qualification
- **Internal non-mandated training:** training our employees complete excluding mandatory training, such as corporate induction.

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.

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[2] **www.gov.scot/publications/data-collection-publication-guidance-ethnic-group/**

➤ 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 2021-22: Sex distribution
The percentages used below are based on 358 employees with 100% equality record completion.

Sex	Percentage
Female	60-65%
Male	35-40%
Total	**100%**

Table 1.2 - Employees 2021-22: Sex by grade bands
The percentages used below are based on 358 employees with 100% equality record completion.

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

Table 1.3 - Employees 2021-22: Sex by working pattern
The percentages used below are based on 358 employees with 100% equality record completion.

Sex	Full time	Part time	Total
Female	55-60%	80-85%	**60-65%**
Male	40-45%	15-20%	**35-40%**
Total	**100%**	**100%**	**100%**

Table 1.4 - Employees 2021-22: Sex by (internal non-mandated) training
The percentages used below are based on 91 employees with 100% equality record completion.

Sex	Engaged in training
Female	65-70%
Male	30-35%
Total	**100%**

Table 1.5 - Recruitment 2021-22: Sex of applicant by recruitment type

Sex	External & Internal	Internal only	Total
Female	65-70%	50-55%	**60-65%**
Male	30-35%	45-50%	**30-35%**
Prefer not to say	<5%	<5%	**<5%**
Total	**100%**	**100%**	**100%**

Table 1.6 - Recruitment 2021-22: Sex of applicant by recruitment stage

Sex	Applied/ withdrew	Interviewed	Appointed	Total
Female	65-70%	55-60%	60-65%	60-65%
Male	30-35%	35-40%	35-40%	30-35%
Prefer not to say	<5%	<5%	<5%	<5%
Total	**100%**	**100%**	**100%**	**100%**

Table 1.7 - Leavers 2021-22: Sex distribution

The percentages used below are based on 24 employees with 100% equality record completion.

Sex	Percentage
Female	50-55%
Male	45-50%
Total	**100%**

Section 2: Age distributions

Table 2.1 - Employees 2021-22: Age distribution

The percentages used below are based on 358 employees with 100% equality record completion.

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

Table 2.2 - Employees 2021-22: Age by grade bands

The percentages used below are based on 358 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%	**10-15%**
35-44	15-20%	25-30%	15-20%	**20-25%**
45-54	25-30%	35-40%	40-45%	**30-35%**
55-64	20-25%	15-20%	30-35%	**20-25%**
65+	<5%	<5%	<5%	**<5%**
Total	**100%**	**100%**	**100%**	**100%**

Table 2.3 - Employees 2021-22: Age by working pattern

The percentages used below are based on 358 employees with 100% equality record completion.

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

Table 2.4a – Employees 2021-22: Age by training, external qualifications

The percentages used below are based on 9 employees with 100% equality record completion.

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

Table 2.4b – Employees 2021-22: Age by training, internal non-mandated

The percentages used below are based on 91 employees with 100% equality record completion.

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

Table 2.5 - Recruitment 2021-22: Age by recruitment type

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

Table 2.6 – Recruitment 2021-22: Applicant age by recruitment stage

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

Table 2.7 - Leavers 2021-22: Age distribution
The percentages used below are based on 24 employees with 100% equality record completion.

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

Section 3: National identity

Table 3.1 - Employees 2021-22: National identity distribution
The percentages used below are based on 312 employees with 87% equality record completion.

National identity	Percentage
Scottish	65-70%
Other British	20-25%
Other national identity	<5%
Prefer not to say	5-10%
Total	100%

Table 3.2 - Employees 2021-22: National identity by grade bands
The percentages used below are based on 312 employees with 87% equality record completion.

National identity	Grades 1-3	Grades 4-6	Grades 7+	Total
Scottish	75-80%	60-65%	70-75%	**65-70%**
Other British	15-20%	25-30%	15-20%	**20-25%**
Other national identity	5-10%	<5%	<5%	**<5%**
Prefer not to say	<5%	5-10%	5-10%	**5-10%**
Total	100%	100%	100%	100%

Table 3.3 - Employees 2021-22: National identity by working pattern

The percentages used below are based on 312 employees with 87% equality record completion.

National identity	Full time	Part time	Total
Scottish	65-70%	75-80%	**65-70%**
Other British	20-25%	15-20%	**20-25%**
Other national identity	<5%	<5%	**<5%**
Prefer not to say	5-10%	<5%	**5-10%**
Total	**100%**	**100%**	**100%**

Table 3.4a - Employees 2021-22: National identity by training, external qualifications

The percentages used below are based on 8 employees with 89% equality record completion.

National identity	Percentage
Scottish	85-90%
Other British	10-15%
Other national identity	<5%
Prefer not to say	<5%
Total	**100%**

Table 3.4b - Employees 2021-22: National identity by training, internal non-mandated

The percentages used below are based on 81 employees with 89% equality record completion.

National identity	Percentage
Scottish	65-70%
Other British	20-25%
Other national identity	5-10%
Prefer not to say	<5%
Total	**100%**

Table 3.5 - Recruitment 2021-22: Applicant national identity by recruitment type

National identity	External & Internal	Internal only	Total
Scottish	55-60%	80-85%	**55-60%**
Other British	15-20%	15-20%	**15-20%**
Other national identity	15-20%	<5%	**15-20%**
Prefer not to say	<5%	<5%	**<5%**
Total	**100%**	**100%**	**100%**

Table 3.6 - Recruitment 2021-22: Applicant national identity by recruitment stage

National identity	Applied/ Withdrew	Interviewed	Appointed	Total
Scottish	50-55%	70-75%	70-75%	**55-60%**

Other British	15-20%	20-25%	15-20%	**15-20%**
Other national identity	20-25%	<5%	5-10%	**15-20%**
Prefer not to say	<5%	5-10%	<5%	**<5%**
Total	100%	100%	100%	100%

Table 3.7 - Leavers 2021-22: National identity distribution

The percentages used below are based on 16 employees with 67% equality record completion.

National identity	Percentage
Scottish	30-35%
Other British	50-55%
Other national identity	5-10%
Prefer not to say	10-15%
Total	100%

Section 4: Ethnic origin

Table 4.1 - Employees 2021-22: Ethnic origin distribution

The percentages used below are based on 312 employees with 87% equality record completion.

Ethnic origin	Percentage
White Scottish, British, Irish	80-85%
White minority ethnic	5-10%
Non-white minority ethnic	<5%
Prefer not to say	5-10%
Total	100%

Table 4.2 - Employee 2021-22: Ethnic origin by grade bands

The percentages used below are based on 312 employees with 87% equality record completion.

Ethnic origin	Grades 1-3	Grades 4-6	Grades 7+	Total
White Scottish, British, Irish	85-90%	80-85%	80-85%	**80-85%**
White minority ethnic	5-10%	5-10%	5-10%	**5-10%**
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 2021-22: Ethnic origin by working pattern

The percentages used below are based on 312 employees with 87% equality record completion.

Ethnic origin	Full time	Part time	Total
White Scottish, British, Irish	80-85%	80-85%	**80-85%**
White minority ethnic	5-10%	5-10%	**5-10%**

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

Table 4.4a - Employees 2021-22: Ethnic origin by training, external qualifications

The percentages used below are based on 8 employees with 89% 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 4.4b - Employees 2021-22: Ethnic origin by training, internal non-mandated

The percentages used below are based on 81 employees with 89% equality record completion.

Ethnic origin	Percentage
White Scottish, British, Irish	80-85%
White minority ethnic	10-15%
Non-white minority ethnic	<5%
Prefer not to say	5-10%
Total	**100%**

Table 4.5 - Recruitment 2021-22: Applicant ethnic origin by recruitment type

Ethnic origin	External & Internal	Internal only	Total
White Scottish, British, Irish	60-65%	90-95%	**65-70%**
White minority ethnic	15-20%	<5%	**10-15%**
Non-white minority ethnic	15-20%	<5%	**15-20%**
Prefer not to say	<5%	<5%	**<5%**
Total	**100%**	**100%**	**100%**

Table 4.6 - Recruitment 2021-22: Applicant ethnic origin by recruitment stage

Ethnic origin	Applied/ withdrew	Interviewed	Appointed	Total
White Scottish, British, Irish	55-60%	80—85%	75-80%	**65-70%**
White minority ethnic	15-20%	5-10%	5-10%	**10-15%**
Non-white minority ethnic	15-20%	5-10%	10-15%	**15-20%**
Prefer not to say	<5%	5-10%	<5%	**<5%**
Total	**100%**	**100%**	**100%**	**100%**

Table 4.7 - Leavers 2021-22: Ethnic origin distribution

The percentages used below are based on 16 employees with 67% equality record completion.

Ethnic origin	Percentage
White Scottish, British, Irish	80-85%
White minority ethnic	5-10%
Non-white minority ethnic	<5%
Prefer not to say	10-15%
Total	**100%**

Section 5: Religion or belief

Table 5.1 - Employees 2021-22: Religion/belief distribution

The percentages used below are based on 312 employees with 87% equality record completion.

Religion/belief	Percentage
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 2021-22: Applicant religion/belief by recruitment type

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

Table 5.3 - Recruitment 2021-22: Applicant religion/belief by recruitment stage

National identity	Applied/ Withdrew	Interviewed	Appointed	Total
No religion or belief	55-60%	60-65%	60-65%	**55-60%**
Christian	25-30%	20-25%	25-30%	**25-30%**
Other religion or belief	5-10%	<5%	5-10%	**5-10%**
Prefer not to say	5-10%	10-15%	<5%	**5-10%**
Total	**100%**	**100%**	**100%**	**100%**

Table 5.4 - Leavers 2021-22: Religion/belief distribution

The percentages used below are based on 16 employees with 67% equality record completion.

Ethnic origin	Percentage
No religion or belief	35-40%
Christian	35-40%
Other religion or belief	<5%
Prefer not to say	25-30%

Section 6: Sexual orientation

Table 6.1 - Employees 2021-22: Sexual orientation distribution

The percentages used below are based on 312 employees with 87% equality record completion.

Sexual orientation	Percentage
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 2021-22: Applicant sexual orientation by recruitment type

Sexual orientation	External & Internal	Internal only	Total
Heterosexual/straight	75-80%	80-85%	**75-80%**
Lesbian, Gay or Bisexual	5-10%	10-15%	**5-10%**
Other/not sure	<5%	<5%	**<5%**
Prefer not to say	10-15%	5-10%	**5-10%**
Total	**100%**	**100%**	**100%**

Table 6.3 - Recruitment 2021-22: Applicant sexual orientation by recruitment stage

Sexual orientation	Applied/ Withdrew	Interviewed	Appointed	Total
Heterosexual/ straight	80-85%	70-75%	85-90%	**75-80%**
Lesbian, Gay or Bisexual	5-10%	10-15%	5-10%	**5-10%**
Other/not sure	<5%	<5%	<5%	**<5%**
Prefer not to say	5-10%	15-20%	5-10%	**5-10%**
Total	**100%**	**100%**	**100%**	**100%**

Table 6.4 - Leavers 2021-22: Sexual orientation distribution

The percentages used below are based on 16 employees with 67% equality record completion.

Sexual orientation	Percentage
Heterosexual/straight	75-80%
Lesbian, Gay or Bisexual	5-10%
Other/ not sure	<5%
Prefer not to say	25-30%
Total	**100%**

Section 7: Disability

Table 7.1 - Employees 2021-22: Disability distribution

The percentages used below are based on 312 employees with 87% equality record completion.

Disability	Percentage
Yes	15-20%
No	65-70%
Prefer not to say	10-15%
Total	**100%**

Table 7.2 - Employees 2021-22: Disability by grade bands

The percentages used below are based on 312 employees with 87% equality record completion.

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

Table 7.3 - Employees 2021-22: Disability by working pattern

The percentages used below are based on 312 employees with 87% equality record completion.

Disability	Full time	Part time	Total
Yes	20-25%	10-15%	**15-20%**
No	60-65%	75-80%	**65-70%**
Prefer not to say	15-20%	10-15%	**10-15%**
Total	**100%**	**100%**	**100%**

Table 7.4a - Employees 2021-22: Disability by training, external qualifications

The percentages used below are based on 8 employees with 89% equality record completion.

Disability	Percentage
Yes	35-40%
No	50-55%
Prefer not to say	10-15%

Total	**100%**

Table 7.4b - Employees 2021-22: Disability by training, internal non-mandated

The percentages used below are based on 81 employees with 89% equality record completion.

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

Table 7.5 - Recruitment 2021-22: Applicant disability by recruitment type

Disability	Internal & External	Internal only	Total
Yes	5-10%	<5%	**5-10%**
No	85-90%	80-85%	**85-90%**
Prefer not to say	<5%	10-15%	**5-10%**
Total	**100%**	**100%**	**100%**

Table 7.6 - Recruitment 2021-22: Applicant disability by recruitment stage

Disability	Applied/ Withdrew	Interviewed	Appointed	Total
Yes	5-10%	10-15%	<5%	**5-10%**
No	85-90%	75-80%	90-95%	**85-90%**
Prefer not to say	<5%	10-15%	<5%	**5-10%**
Total	**100%**	**100%**	**100%**	**100%**

Table 7.7 - Leavers 2021-22: Disability distribution

The percentages used below are based on 16 employees with 67% equality record completion.

Disability	Percentage
Yes	10-15%
No	60-65%
Prefer not to say	25-30%
Total	**100%**