

## Equality monitoring of protected characteristics:

2016-17 data tables.

### Contents

Explanatory Notes .....	2
Section 1: Sex (gender) .....	4
Section 2: Age distributions .....	6
Section 3: National Identity.....	9
Section 4: Ethnic Origin .....	12
Section 5: Religion of Belief .....	15
Section 6: Sexual Orientation .....	17
Section 7: Disability .....	19

## Explanatory Notes

### 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.

### 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.

### 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. We referred to the Coalition of Race Equality and Rights guidance [‘Equal Pay Duties - Race and Disability, PSED: Get ready for April 2017’](#) to determine the following aggregated categories used 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.

## 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.

## 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 (gender)

Table 1.1 Employee 2016-17: sex distribution

Sex	Percentage
	% based on 380 employees: 100% equality record completion
Female	65-70%
Male	30-35%
Total	100%

Table 1.2 Employee 2016-17: sex by grade bands

Sex	Grades 1 -3	Grades 4-6	Grades 7+	Total
	% based on 380 employees: 100% equality record completion			
Female	70-75%	60-65%	55-60%	65-70%
Male	25-30%	35-40%	40-45%	30-35%
Total	100%	100%	100%	100%

Table 1.3 Employee 2016-17: sex by working pattern

Sex	Full-time	Part-time	Total
	% based on 380 employees: 100% equality record completion		
Female	60-65%	75-80%	65-70%
Male	35-40%	20-25%	30-35%
Total	100%	100%	100%

Table 1.4 Employee 2016-17: sex by training

Sex	Engaged in training
	% based on 380 employees: 100% equality record completion
Female	55-60%
Male	40-45%
Total	100%

**Table 1.5 Recruitment 2016-17: sex of applicant by recruitment type**

Sex	Internal only	External & Internal
Female	85-90%	55-60%
Male	10-15%%	35-40%
Prefer not to say	<5%	<5%
<b>Total</b>	<b>100%</b>	<b>100%</b>

**Table 1.6 Recruitment 2016-17: sex of applicant by recruitment stage**

Sex	Applied/ withdrew	Interviewed	Appointed	Total
Female	50-55%	25-30%	20-25%	<b>100%</b>
Male	45-50%	25-30%	20-25%	<b>100%</b>
Prefer not to say	<5%	45-50%	45-50%	<b>100%</b>
<b>Total</b>	<b>50-55%</b>	<b>25-30%</b>	<b>20-25%</b>	<b>100%</b>

**Table 1.7 Leavers 2016-17: sex distribution**

Sex	Percentage
	% based on 380 employees: 100% equality record completion
Female	70-75%
Male	25-30%
<b>Total</b>	<b>100%</b>

## Section 2: Age distributions

Table 2.1 Employees 2016-17: age distribution

Age (years)	Percentage
	% based on 380 employees: 100% equality record completion
<=24	<5%
25-34	15-20%
35-44	25-30%
45-54	30-35%
55-64	10-15%
65+	<5%
<b>Total</b>	<b>100%</b>

Table 2.2 Employee 2016-17: age by grade bands

Age	Grades 1 -3	Grades 4-6	Grades 7+	Total
	% based on 380 employees: 100% equality record completion			
<=24	5-10%	<5%	<5%	<5%
25-34	20-25%	20-25%	<5%	15-20%
35-44	30-35%	30-35%	20-25%	25-30%
45-54	25-30%	30-35%	45-50%	30-35%
55-64	10-15%	10-15%	20-25%	10-15%
65+	<5%	<5%	<5%	<5%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

Table 2.3 Employee 2016-17: age by working pattern

Age	Full-time	Part-time	Total
	% based on 380 employees: 100% equality record completion		
<=24	<5%	<5%	<5%
25-34	15-20%	15-20%	15-20%
35-44	30-35%	25-30%	30-35%
45-54	30-35%	35-40%	30-35%
55-64	10-15%	15-20%	10-15%
65+	<5%	<5%	<5%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**Table 2.4 Employee 2016-17: age by training**

Age	Percentage
	% based on 380 employees: 100% equality record completion
<=24	5-10%
25-34	25-30%
35-44	30-35%
45-54	15-20%
55-64	10-15%
65+	<5%
<b>Total</b>	<b>100%</b>

**Table 2.5 Recruitment 2016-17: age by recruitment type**

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

**Table 2.6 Recruitment 2016-17: applicant age by recruitment stage**

Sex	Applied/ withdrew	Interviewed	Appointed	Total
<=24	80-85%	5-10%	5-10%	100%
25-34	55-60%	20-25%	20-25%	100%
35-44	50-55%	20-25%	20-25%	100%
45-54	40-45%	40-45%	15-20%	100%
55-64	40-45%	25-30%	25-30%	100%
65+	<5%	>95%	<5%	100%
Prefer not to say	55-60%	20-25%	20-25%	100%
<b>Total</b>	<b>50-55%</b>	<b>25-30%</b>	<b>20-25%</b>	<b>100%</b>

**Table 2.7 Leavers 2016-17: age distribution**

<b>Age</b>	<b>Percentage</b>
	% based on 380 employees: 100% equality record completion
<b>&lt;=24</b>	10-15%
<b>25-34</b>	20-25%
<b>35-44</b>	20-25%
<b>45-54</b>	20-25%
<b>55-64</b>	25-30%
<b>65+</b>	<5%
<b>Total</b>	<b>100%</b>

## Section 3: National Identity

Table 3.1 Employee 2016-17: national identity distribution

National identity	Percentage
	% based on 198 employees: 52% equality record completion
Scottish	65-70%
Other British	25-30%
Other national identity	5-10%
Prefer not to say	<5%
<b>Total</b>	<b>100%</b>

Table 3.2 Employee 2016-17: national identity by grade bands

National identity	Grades 1 -3	Grades 4-6	Grades 7+	Total
	% based on 198 employees: 52% equality record completion			
Scottish	70-75%	55-60%	75-80%	<b>65-70%</b>
Other British	20-25%	30-35%	20-25%	<b>25-30%</b>
Other national identity	<5%	5-10%	<5%	<b>5-10%</b>
Prefer not to say	<5%	<5%	<5%	<b>&lt;5%</b>
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

Table 3.3 Employee 2016-17: national identity by working pattern

National identity	Full-time	Part-time	Total
	% based on 198 employees: 52% equality record completion		
Scottish	65-70%	70-75%	<b>65-70%</b>
Other British	25-30%	25-30%	<b>25-30%</b>
Other national identity	5-10%	<5%	<b>5-10%</b>
Prefer not to say	<5%	<5%	<b>&lt;5%</b>
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**Table 3.4 Employee 2016-17: national identity by training**

National identity	Percentage
	% based on 198 employees: 52% equality record completion
Scottish	60-65%
Other British	35-40%
Other national identity	<5%
Prefer not to say	<5%
<b>Total</b>	<b>100%</b>

**Table 3.5 Recruitment 2016-17: applicant national identity by recruitment type**

National identity	Internal only	External & Internal
Scottish	70-75%	50-55%
Other British	15-20%	30-35%
Other national identity	<5%	5-10%
Prefer not to say	10-15%	5-10%
<b>Total</b>	<b>100%</b>	<b>100%</b>

**Table 3.6 Recruitment 2016-17: applicant national identity by recruitment stage**

National identity	Applied/ withdrew	Interviewed	Appointed	Total
Scottish	50-55%	20-25%	20-25%	<b>100%</b>
Other British	55-60%	25-30%	10-15%	<b>100%</b>
Other national identity	55-60%	10-15%	25-30%	<b>100%</b>
Prefer not to say	30-35%	60-65%	10-15%	<b>100%</b>
<b>Total</b>	<b>50-55%</b>	<b>25-30%</b>	<b>15-20%</b>	<b>100%</b>

**Table 3.7 Leavers 2016-17: national identity distribution**

<b>National identity</b>	<b>Percentage</b>
	% based on 198 employees: 52% equality record completion
<b>Scottish</b>	50-55%
<b>Other British</b>	30-35%
<b>Other national identity</b>	15-20%
<b>Prefer not to say</b>	<5%
<b>Total</b>	<b>100%</b>

## Section 4: Ethnic Origin<sup>1</sup>

Table 4.1 Employee 2016-17: ethnic origin distribution

Ethnic origin	Percentage
	% based on 198 employees: 52% equality record completion
White majority	90-95%
White minority ethnic	<5%
Non-white minority ethnic	<5%
Prefer not to say	<5%
<b>Total</b>	<b>100%</b>

Table 4.2 Employee 2016-17: ethnic origin by grade bands

Ethnic origin	Grades 1 -3	Grades 4-6	Grades 7+	Total
	% based on 198 employees: 52% equality record completion			
White majority	90-95%	90-95%	90-95%	<b>90-95%</b>
White minority ethnic	<5%	<5%	5-10%	<b>&lt;5%</b>
Non-white minority ethnic	<5%	<5%	<5%	<b>&lt;5%</b>
Prefer not to say	<5%	<5%	<5%	<b>&lt;5%</b>
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

Table 4.3 Employee 2016-17: ethnic origin by working pattern

Ethnic origin	Full-time	Part-time	Total
	% based on 198 employees: 52% equality record completion		
White majority	90-95%	>95%	<b>90-95%</b>
White minority ethnic	5-10%	<5%	<b>&lt;5%</b>
Non-white minority ethnic	<5%	<5%	<b>&lt;5%</b>
Prefer not to say	<5%	<5%	<b>&lt;5%</b>
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

<sup>1</sup> These high level categorisations as those described in the Coalition of Race Equality and Rights guidance 'Equal Pay Duties - Race and Disability, PSED: Get ready for April 2017.

**Table 4.4 Employee 2016-17: ethnic origin by training**

Ethnic origin	Percentage
	% based on 198 employees: 52% equality record completion
White majority	>95%
White minority ethnic	<5%
Non-white minority ethnic	<5%
Prefer not to say	<5%
<b>Total</b>	<b>100%</b>

**Table 4.5 Recruitment 2016-17: applicant ethnic origin by recruitment type**

Ethnic origin	Internal only	External & Internal
White majority	90-95%	75-80%
White minority ethnic	<5%	<5%
Non-white minority ethnic	<5%	5-10%
Prefer not to say	5-10%	5-10%
<b>Total</b>	<b>100%</b>	<b>100%</b>

**Table 4.6 Recruitment 2016-17: applicant ethnic origin by recruitment stage**

Ethnic origin	Applied/ withdrew	Interviewed	Appointed	Total
White majority	50-55%	25-30%	15-20%	100%
White minority ethnic	60-65%	20-25%	20-25%	100%
Non-white minority ethnic	50-55%	15-20%	25-30%	100%
Prefer not to say	50-55%	40-50%	10-15%	100%
<b>Total</b>	<b>50-55%</b>	<b>25-30%</b>	<b>15-20%</b>	<b>100%</b>

**Table 4.7 Leavers 2016-17: ethnic origin distribution**

<b>Sex</b>	<b>Percentage</b>
	% based on 198 employees: 100% equality record completion
<b>White majority</b>	80-85%
<b>White minority ethnic</b>	<5%
<b>Non-white minority ethnic</b>	15-20%
<b>Prefer not to say</b>	<5%
<b>Total</b>	<b>100%</b>

## Section 5: Religion of Belief

Table 5.1 Employee 2016-17: religion or belief distribution

Religion or belief	Percentage
	% based on 198 employees: 52% equality record completion
No religion or belief	50-55%
Christian	40-45%
Other religion or belief	<5%
Prefer not to say	5-10%
<b>Total</b>	<b>100%</b>

Table 5.2 Recruitment 2016-17: applicant religion or belief by recruitment type

Religion or belief	Internal only	External & Internal
No religion or belief	50-55%	40-45%
Christian	35-40%	35-40%
Other religion or belief	<5%	5-10%
Prefer not to say	10-15%	15-20%
<b>Total</b>	<b>100%</b>	<b>100%</b>

Table 5.3 Recruitment 2016-17: applicant religion or belief by recruitment stage

Religion or belief	Applied/ withdrew	Interviewed	Appointed	Total
No religion or belief	50-55%	25-30%	20-25%	<b>100%</b>
Christian	60-65%	15-20%	15-20%	<b>100%</b>
Other religion or belief	40-45%	40-45%	10-15%	<b>100%</b>
Prefer not to say	40-45%	35-40%	15-20%	<b>100%</b>
<b>Total</b>	<b>50-55%</b>	<b>25-30%</b>	<b>15-20%</b>	<b>100%</b>

**Table 5.4 Leavers 2016-17: religion or belief distribution**

<b>Religion or belief</b>	<b>Percentage</b>
	% based on 198 employees: 52% equality record completion
No religion or belief	30-35%
Christian	30-35%
Other religion or belief	15-20%
Prefer not to say	15-20%
<b>Total</b>	<b>100%</b>

## Section 6: Sexual Orientation

Table 6.1 Employee 2016-17: sexual orientation distribution

Sexual orientation	Percentage
	% based on 198 employees: 52% equality record completion
Heterosexual/straight	85-90%
Lesbian, Gay or Bisexual	<5%
Other/ not sure	<5%
Prefer not to say	5-10%
<b>Total</b>	<b>100%</b>

Table 6.2 Recruitment 2016-17: applicant sexual orientation by recruitment type

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

Table 6.3 Recruitment 2016-17: applicant sexual orientation by recruitment stage

Sexual orientation	Applied/withdrew	Interviewed	Appointed	Total
Heterosexual/straight	55-60%	25-30%	15-20%	<b>100%</b>
Lesbian, Gay or Bisexual	50-55%	50-55%	<5%	<b>100%</b>
Prefer not to say	45-50%	35-40%	15-20%	<b>100%</b>
<b>Total</b>	<b>50-55%</b>	<b>25-30%</b>	<b>15-20%</b>	<b>100%</b>

**Table 6.4 Leavers 2016-17: sexual orientation distribution**

<b>Sexual orientation</b>	<b>Percentage</b>
	% based on 198 employees: 52% equality record completion
Heterosexual/ straight	>95%
Lesbian, Gay or Bisexual	<5%
Other/ not sure	<5%
Prefer not to say	<5%
<b>Total</b>	<b>100%</b>

## Section 7: Disability

**Table 7.1 Employee 2016-17: disability distribution**

Disability	Percentage
	% based on 198 employees: 52% equality record completion
Yes	20-25%
No	70-75%
Prefer not to say	5-10%
Total	100%

**Table 7.2 Employee 2016-17: disability by grade bands**

Disability	Grades 1 -3	Grades 4-6	Grades 7+	Total
	% based on 198 employees: 52% equality record completion			
Yes	15-20%	20-25%	30-35%	20-25%
No	75-80%	70-75%	60-65%	70-75%
Prefer not to say	5-10%	<5%	<5%	5-10%
Total	100%	100%	100%	100%

**Table 7.3 Employee 2016-17: disability by working pattern**

Disability	Full-time	Part-time	Total
	% based on 198 employees: 52% equality record completion		
Yes	25-30%	10-15%	20-25%
No	70-75%	75-80%	70-75%
Prefer not to say	<5%	5-10%	5-10%
Total	100%	100%	100%

**Table 7.4 Employee 2016-17: disability by training**

Disability	Percentage
	% based on 198 employees: 52% equality record completion
Yes	10-15%
No	85-90%
Prefer not to say	<5%
Total	100%

**Table 7.5 Recruitment 2016-17: applicant disability by recruitment type**

Disability	Internal only	External & Internal
Yes	10-15%	5-10%
No	75-80%	90-95%
Prefer not to say	10-15%	<5%
Total	100%	100%

**Table 7.6 Recruitment 2016-17: applicant disability by recruitment stage**

Disability	Applied/ withdrew	Interviewed	Appointed	Total
Yes	50-55%	40-45%	10-15%	100%
No	50-55%	25-30%	15-20%	100%
Prefer not to say	60-65%	20-25%	20-25%	100%
Total	50-55%	25-30%	15-20%	100%

**Table 7.7 Leavers 2016-17: disability distribution**

Disability	Percentage
	% based on 198 employees: 52% equality record completion
Yes	30-35%
No	65-70%
Prefer not to say	<5%
Total	100%