

Equality monitoring of protected characteristics:

2017-18 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
- **External only:** vacancies open to the public and not current employees (e.g. fixed term paid roles for students as part of their university degree).

(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 2017-18: sex distribution

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

Table 1.2 Employee 2017-18: 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 2017-18: 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 2017-18: sex by training

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

Table 1.5 Recruitment 2017-18: sex of applicant by recruitment type

Sex	External only	Internal only	External & Internal
Female	65-70%	45-50%	60-65%
Male	30-35%	50-55%	35-40%
Prefer not to say	<5%	<5%	<5%
Total	100%	100%	100%

Table 1.6 Recruitment 2017-18: sex of applicant by recruitment 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	>95%	<5%	<5%	100%
Total	65-70%	15-20%	15-20%	100%

Table 1.7 Leavers 2017-18: sex distribution

Sex	Percentage
	% based on 380 employees: 100% equality record completion
Female	60-65%
Male	35-40%
Total	100%

Section 2: Age distributions 2017-18

Table 2.1 Employees 2017-18: age Distribution

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

Table 2.2 Employee 2017-18: 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%	25-30%	<5%	20-25%
35-44	30-35%	30-35%	20-25%	25-30%
45-54	25-30%	30-35%	45-50%	30-35%
55-64	15-20%	5-10%	20-25%	10-15%
65+	<5%	<5%	<5%	<5%
Total	100%	100%	100%	100%

Table 2.3 Employee 2017-18: age by working pattern

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

Table 2.4 Employee 2017-18: age by training

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

Table 2.5 Recruitment 2017-18: age by recruitment type

Age	External only	Internal only	External & Internal
<=24	>95%	<5%	<20-25%
25-34	<5%	20-25%	40-45%
35-44	<5%	40-45%	15-20%
45-54	<5%	25-30%	10-15%
55-64	<5%	5-10%	5-10%
65+	<5%	<5%	<5%
Prefer not to say	<5%	<5%	<5%
Total	100%	100%	100%

Table 2.6 Recruitment 2017-18: applicant age by recruitment stage

Age	Applied/ withdrew	Interviewed	Appointed	Total
<=24	75-80%	15-20%	<5%	100%
25-34	60-65%	15-20%	15-20%	100%
35-44	65-70%	10-15%	20-25%	100%
45-54	50-55%	20-25%	20-25%	100%
55-64	55-60%	25-30%	10-15%	100%
65+	<5%	<5%	<5%	100%
Prefer not to say	<5%	<5%	<5%	100%
Total	65-70%	15-20%	15-20%	100%

Table 2.7 Leavers 2017-18: age distribution

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

Section 3: National Identity

Table 3.1 Employee 2017-18: national identity distribution

National identity	Percentage
	% based on 258 employees: 68% equality record completion
Scottish	60-65%
Other British	25-30%
Other national identity	5-10%
Prefer not to say	<5%
Total	100%

Table 3.2 Employee 2017-18: national identity by grade bands

National identity	Grades 1 -3	Grades 4-6	Grades 7+	Total
	% based on 258 employees: 68% equality record completion			
Scottish	65-70%	50-55%	70-75%	60-65%
Other British	25-30%	30-35%	20-25%	25-30%
Other national identity	<5%	5-10%	<5%	5-10%
Prefer not to say	<5%	5-10%	5-10%	<5%
Total	100%	100%	100%	100%

Table 3.3 Employee 2017-18: national identity by working pattern

National identity	Full-time	Part-time	Total
	% based on 258 employees: 68% equality record completion		
Scottish	60-65%	65-70%	60-65%
Other British	25-30%	25-30%	25-30%
Other national identity	5-10%	<5%	5-10%
Prefer not to say	<5%	<5%	<5%
Total	100%	100%	100%

Table 3.4 Employee 2017-18: national identity by training

National identity	Percentage
	% based on 258 employees: 68% equality record completion
Scottish	80-85%
Other British	20-25%
Other national identity	<5%
Prefer not to say	<5%
Total	100%

Table 3.5 Recruitment 2017-18: applicant national identity by recruitment type

National identity	External only	Internal only	External & Internal
Scottish	50-55%	75-80%	55-60%
Other British	50-55%	15-20%	30-35%
Other national identity	<5%	<5%	<5%
Prefer not to say	<5%	<5%	<5%
Total	100%	100%	100%

Table 3.6 Recruitment 2017-18: applicant national identity by recruitment stage

National identity	Applied/ withdrew	Interviewed	Appointed	Total
Scottish	60-65%	15-20%	15-20%	100%
Other British	65-70%	20-25%	10-15%	100%
Other national identity	70-75%	10-15%	10-15%	100%
Prefer not to say	80-85%	20-25%	<5%	100%
Total	60-65%	15-20%	15-20%	100%

Table 3.7 Leavers 2017-18: national identity distribution

National identity	Percentage
	% based on 258 employees: 68% equality record completion
Scottish	35-40%
Other British	30-35%
Other national identity	25-30%
Prefer not to say	5-10%
Total	100%

Section 4: Ethnic Origin¹

Table 4.1 Employee 2017-18: ethnic origin distribution

Ethnic origin	Percentage
	% based on 258 employees: 68% equality record completion
White majority	85-90%
White minority ethnic	<5%
Non-white minority ethnic	<5%
Prefer not to say	5-10%
Total	100%

Table 4.2 Employee 2017-18: ethnic origin by grade bands

Ethnic origin	Grades 1 -3	Grades 4-6	Grades 7+	Total
	% based on 258 employees: 68% equality record completion			
White majority	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 Employee 2017-18: ethnic origin by working pattern

Ethnic origin	Full-time	Part-time	Total
	% based on 258 employees: 68% equality record completion		
White majority	85-90%	85-90%	85-90%
White minority ethnic	<5%	<5%	<5%
Non-white minority ethnic	<5%	<5%	<5%
Prefer not to say	<5%	10-15%	5-10%
Total	100%	100%	100%

¹ 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 2017-18: ethnic origin by training

Ethnic origin	Percentage
	% based on 258 employees: 68% equality record completion
White majority	>95%
White minority ethnic	<5%
Non-white minority ethnic	<5%
Prefer not to say	<5%
Total	100%

Table 4.5 Recruitment 2017-18: applicant ethnic origin by recruitment type

Ethnic origin	External only	Internal only	External & Internal
White majority	>95%	>95%	80-85%
White minority ethnic	<5%	<5%	<5%
Non-white minority ethnic	<5%	<5%	5-10%
Prefer not to say	<5%	<5%	<5%
Total	100%	100%	100%

Table 4.6 Recruitment 2017-18: applicant ethnic origin by recruitment stage

Ethnic origin	Applied/ withdrew	Interviewed	Appointed	Total
White majority	60-65%	15-20%	15-20%	100%
White minority ethnic	70-75%	10-15%	10-15%	100%
Non-white minority ethnic	50-55%	25-30%	15-20%	100
Prefer not to say	65-70%	15-20%	15-20%	100%
Total	60-65%	15-20%	15-20%	100%

Table 4.7 Leavers 2017-18: ethnic origin distribution

Sex	Percentage
	% based on 258 employees: 100% equality record completion
White majority	80-85%
White minority ethnic	10-15%
Non-white minority ethnic	5-10%
Prefer not to say	<5%
Total	100%

Section 5: Religion of Belief

Table 5.1 Employee 2017-18: religion or belief distribution

Religion or belief	Percentage
	% based on 258 employees: 68% equality record completion
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 2017-18: applicant religion or belief by recruitment type

Religion or belief	External only	Internal only	External & Internal
No religion or belief	75-80%	50-55%	45-50%
Christian	20-25%	35-40%	35-40%
Other religion or belief	<5%	5-10%	<5%
Prefer not to say	<5%	<5%	10-15%
Total	100%	100%	100%

Table 5.3 Recruitment 2017-18: applicant religion or belief by recruitment stage

Religion or belief	Applied/ withdrew	Interviewed	Appointed	Total
No religion or belief	65-70%	20-25%	10-15%	100%
Christian	55-60%	20-25%	20-25%	100%
Other religion or belief	65-70%	10-15%	20-25%	100%
Prefer not to say	85-90%	5-10%	5-10%	100%
Total	60-65%	15-20%	15-20%	100%

Table 5.4 Leavers 2017-18: religion or belief distribution

Religion or belief	Percentage
	% based on 258 employees: 68% equality record completion
No religion or belief	50-55%
Christian	35-40%
Other religion or belief	5-10%
Prefer not to say	5-10%
Total	100%

Section 6: Sexual Orientation

Table 6.1 Employee 2017-18: sexual orientation distribution

Sexual orientation	Percentage
	% based on 258 employees: 68% equality record completion
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 2017-18: applicant sexual orientation by recruitment type

Sexual orientation	External only	Internal only	External & Internal
Heterosexual/straight	>95%	75-80%	80-85%
Lesbian, Gay or Bisexual	<5%	15-20%	5-10%
Prefer not to say	<5%	5-10%	5-10%
Total	100%	100%	100%

Table 6.3 Recruitment 2017-18: applicant sexual orientation by recruitment stage

Sexual orientation	Applied/withdrew	Interviewed	Appointed	Total
Heterosexual/straight	60-65%	15-20%	15-20%	100%
Lesbian, Gay or Bisexual	70-75%	25-30%	<5%	100%
Prefer not to say	80-85%	5-10%	5-10%	100%
Total	60-65%	15-20%	15-20%	100%

Table 6.4 Leavers 2017-18: sexual orientation distribution

Sexual orientation	Percentage
	% based on 258 employees: 68% 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 2017-18: disability distribution

Disability	Percentage
	% based on 258 employees: 68% equality record completion
Yes	15-20%
No	70-75%
Prefer not to say	5-10%
Total	100%

Table 7.2 Employee 2017-18: disability by grade bands

Disability	Grades 1 -3	Grades 4-6	Grades 7+	Total
	% based on 258 employees: 68% equality record completion			
Yes	10-15%	20-25%	25-30%	15-20%
No	75-80%	70-75%	55-60%	70-75%
Prefer not to say	5-10%	5-10%	10-15%	5-10%
Total	100%	100%	100%	100%

Table 7.3 Employee 2017-18: disability by working pattern

Disability	Full-time	Part-time	Total
	% based on 258 employees: 68% equality record completion		
Yes	20-25%	10-15%	15-20%
No	70-75%	70-75%	70-75%
Prefer not to say	5-10%	15-20%	5-10%
Total	100%	100%	100%

Table 7.4 Employee 2017-18: disability by training

Disability	Percentage
	% based on 258 employees: 68% equality record completion
Yes	20-25%
No	75-80%
Prefer not to say	<5%
Total	100%

Table 7.5 Recruitment 2017-18: applicant disability by recruitment type

Disability	External only	Internal only	External & Internal
Yes	20-25%	15-20%	5-10%
No	75-80%	80-85%	85-90%
Prefer not to say	<5%	<5%	<5%
Total	100%	100%	100%

Table 7.6 Recruitment 2017-18: applicant disability by recruitment stage

Disability	Applied/ withdrew	Interviewed	Appointed	Total
Yes	60-65%	30-35%	10-15%	100%
No	60-65%	15-20%	15-20%	100%
Prefer not to say	>95%	<5%	<5%	100%
Total	60-65%	15-20%	15-20%	100%

Table 7.7 Leavers 2017-18: disability distribution

Disability	Percentage
	% based on 258 employees: 68% equality record completion
Yes	15-20%
No	80-85%
Prefer not to say	<5%
Total	100%